



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

User Manual for ePDP

Key Information

1) Website to login <https://www.icsi.edu/epdp//>

Your login Id will be your Registration number(without slash Sign)[@icsi.edu](mailto:123456789022020@icsi.edu) for example if your registration number is 123456789/02/2020 then your Login Id is 123456789022020@icsi.edu

• Password:

- Existing users may continue to use the password which has been used for other courses. In case, you have forgotten the password use Forget Password option. The password reset link will be sent to your email id registered in ICSI records.
- New users (first time users of ICSI online course). The first-time password is Learn@1234 (Please note that first letter of Password is in Capital letters)

2) Upon first login you will be shown EXPIRED PASSWORD PAGE where old password is Default Password . Please set you password using capital letters, small letters, special character and numbers (for example Light@1234). Detailed on Slide 5.

3) In case you Forgot password use the "Forgot Password" option

Where Login Id is same as above. Use email option to reset password .An email will be sent to your email id registered with ICSI where you can reset the password. Detailed on Slide 6.

4) If you use Mobile Phones/Tablets to take the exam then use the desktop view of the browser. However, we recommend Laptop/Desktop for taking any test on the e-learning platform.

5) Do Not Switch your screen while giving exam, this will lock your exam and you may not be able to take any further attempt.

System Requirements

For a better experience on using LMS please ensure the following:

1. Good Speed internet connection (4MB/s)
2. Updated version of Google Chrome/Mozilla Firefox browsers. We do not recommend Internet Explorer
3. Preferred Screen resolution - 1366 x 768 / 1280 x 720.
4. Regular cleaning of browser cache memory
5. Pop up enabled from LMS website
6. Zoom level should be 100%. (You can set it through ctrl+0 button)
7. While watching videos make sure your session is not idle/not expired. In case of buffering, please make sure you have recommended internet bandwidth, if so, please try to login again on your current session.

Url to Login: <https://www.icsi.edu/epdp/> Login with the default password and then follow the steps to reset password given in next slides

Login

Keep me signed in

Login

[Forgot Login ID?](#)

[Forgot Password?](#)

EXPIRED PASSWORD PAGE



Please use your existing password in the first row. Use second and third row to set a new password that is Alphanumerical with minimum One capital , One small, one number and one special character. Example Ace@1234

Forgot Password

Enter Login ID



 Get New Image

Type the text shown in the image above.
Enter 7 characters. No spaces.
No special characters.

 Help

Reset Password via:

- Email
- OTP

Submit

[Return to Login](#)

Login id :

For Members:

Membership
Number@icsi.edu

For Students:

Registration Number
(without slash
sign)@icsi.edu

For Others: Your 10 digit
Mobile Number
(registered with
ICSI)@icsi.edu

After login, click on Courses

The screenshot shows the dashboard of the elearning.icsi.in platform. The header includes the ICSI logo and the motto 'सत्यं वद। धर्मं चर।'. The main navigation menu on the left contains icons for Home, Profile, Courses, My Courses, My Certificates, My Communities, My Progress, My Notifications, My Settings, and My Account. The dashboard displays a 'Welcome Students' message with an 'Admin Dashboard' link. Key statistics are shown: 253 Courses Enrolled, 28 Courses Completed, 45 Certificates Achieved, and 7 Communities Subscribed. A large orange banner in the center reads 'COURSE CONTENT IS NOW AVAILABLE AT YOUR CONVENIENCE PARTICIPATE AND LEARN TO ENHANCE YOUR SKILLS' and 'Be an active part of this course batch'. A blue circle with text explains that the page may appear blank due to poor connection and suggests refreshing the page. A blue arrow points to the 'Courses' icon in the navigation menu.

Click on Courses

Sometimes due to poor connection with server this page may appear blank. Please refresh page in that case.

253 COURSES ENROLLED

28 COURSES COMPLETED

45 CERTIFICATES ACHIEVED

7 COMMUNITIES SUBSCRIBED

COURSE CONTENT IS NOW AVAILABLE
AT YOUR CONVENIENCE
PARTICIPATE AND LEARN TO ENHANCE YOUR SKILLS

Be an active part of this course batch

WORKLIST

PENDING COURSE ACTIVITY

Home Page/Landing Page

CLICK ON THE LAUNCH BUTTON TO
ACCESS THE DESIRED COURSE

The screenshot displays a user interface for a learning management system. On the left is a dark sidebar with navigation icons and labels: Dashboard, My Profile, Courses (highlighted in red), My Communities, My Actions, My Posts, and My Favourites. The main area shows four course cards arranged in a 2x2 grid. Each card features a book icon, a 'COURSE NAME' placeholder, and a summary of progress: Hands-on (0), Assessments (0), and Assignments (1). Below this, it indicates 'Self Paced' and a date range. A 'LAUNCH' button is located at the bottom right of each card. A yellow arrow points to the 'Courses' menu item in the sidebar, and red arrows point to the 'LAUNCH' buttons on each of the four course cards. The top of the page includes a logo and the motto 'सत्यं वद। धर्मं चर।'.

सत्यं वद। धर्मं चर।

Dashboard

My Profile

Courses

My Communities

My Actions

My Posts

My Favourites

COURSE NAME

0 Hands-on
0 Pending

0 Assessments
0 Pending

1 Assignments
1 Pending

Self Paced | Start 08 Jan 2021 - 08 Jan 2023

LAUNCH

COURSE NAME

0 Hands-on
0 Pending

0 Assessments
0 Pending

0 Assignments
0 Pending

Self Paced | Start 23 Oct 2018 - 22 Oct 2022

LAUNCH

COURSE NAME

0 Hands-on
0 Pending

1 Assessments
1 Pending

1 Assignments
1 Pending

Self Paced | Start 04 Aug 2020 - 04 Aug 2021

LAUNCH

COURSE NAME

0 Hands-on
0 Pending

0 Assessments
0 Pending

0 Assignments
0 Pending

Self Paced | Start 14 Sep 2018 - 13 Sep 2022

LAUNCH

Content Page. Click on all + sign to explore

The screenshot displays an ePDP (e-Portfolio Development Platform) interface. At the top, there is a navigation bar with a 'TABLE OF CONTENTS' button, a back arrow, an 'ePDP' search bar, a battery level indicator at 61.11%, and a menu icon. Below the navigation bar, the main content area is titled '4.2- Sensitization and familiarization with websites Reading M...' and shows a 'Completed' status with a green checkmark. The main content area features a large graphic with the Government of India emblem and the text 'Ministry of Corporate Affairs Government of India'. On the left side, there is a table of contents menu with a red arrow pointing to the 'Day 3 1st session' item. The table of contents includes:

- familiarization with websites Reading Material 2
- Day 3 1st session
- Day 3 2nd Session
 - Preparing your own website (issue related with domain registration, server, database, language consideration etc.)
 - Preparing your own website Reading material
 - Utilisation of various gadgets (in professional service)
- Assessment

At the bottom right of the page, there is a 'Comment' button.



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After 100% course completion
percentage, download the completion
certificate.

After completing Course

How to download the Certificate

Click on Batch Name

The screenshot displays a user interface for course management. At the top left is the 'IBS' logo. Below it, a navigation bar shows four tabs: 'CURRENT (10)', 'COMPLETED (0)', 'UPCOMING (0)', and 'EXPIRED (1)'. A search bar with the placeholder text 'Search for a Course' and a magnifying glass icon is positioned below the tabs. A red arrow points to the 'ePDP' course card. The 'ePDP' card is purple and features a document icon, the title 'ePDP', and statistics: '0 Hands-on 0 Pending', '0 Assessment(s) 0 Pending', and '0 Assignments 0 Pending'. It also indicates 'Self Paced | Start 15 Sep 2022 - 15 Oct 2022' and has a 'LAUNCH' button. A '100.0%' progress indicator is shown below the card. To its right is a pink 'Batch Name' card with a document icon, the title 'Batch Name', and statistics: '0 Hands-on 0 Pending', '11 Assessment(s) 11 Pending', and '0 Assignments 0 Pending'. It indicates 'Regular | Start 01 Oct 2021 - 28 Sep 2031' and has a 'LAUNCH' button. Other partially visible cards include 'EAP Academic Program ...' in orange and blue.

Click at Mark Course as Complete

Home » Course » EAP Academic Program Test Batch

What's New

Course content is now available at your convenience participate and learn to enhance your skills

Be an active part of this course

ePDP

Course Batch

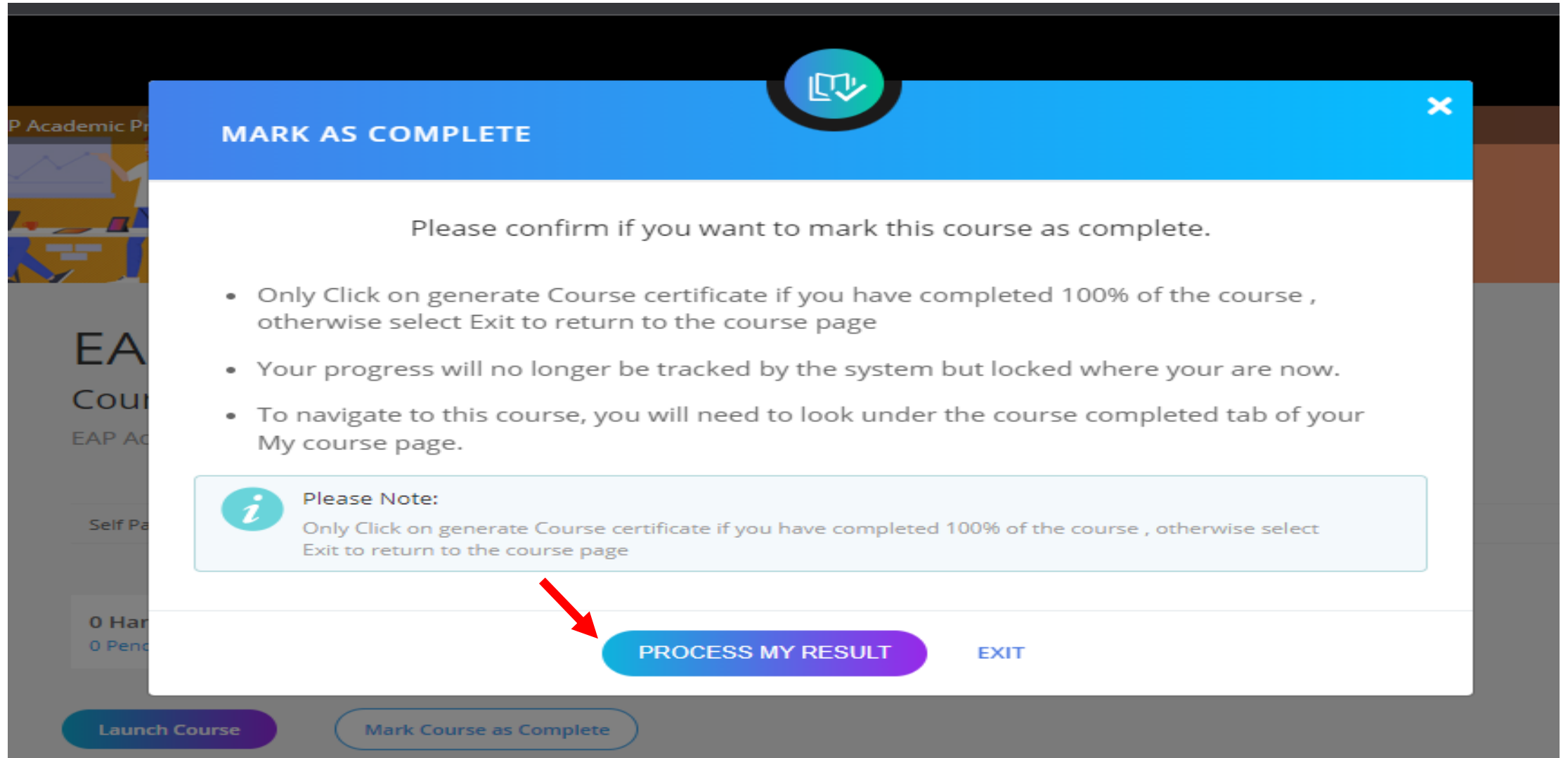
EAP Academic Program

Self Paced Course | September 15 2022 - October 15 2022 | [View Course Completion Criteria](#)

0 Hands-on	0 Assessment(s)	0 Assignment(s)	Time Spent	Completed
0 Pending	0 Pending	0 Pending	48 seconds	100.0%

[Launch Course](#) [Mark Course as Complete](#)

Pop up arise- Click on Process my Result



MARK AS COMPLETE

Please confirm if you want to mark this course as complete.

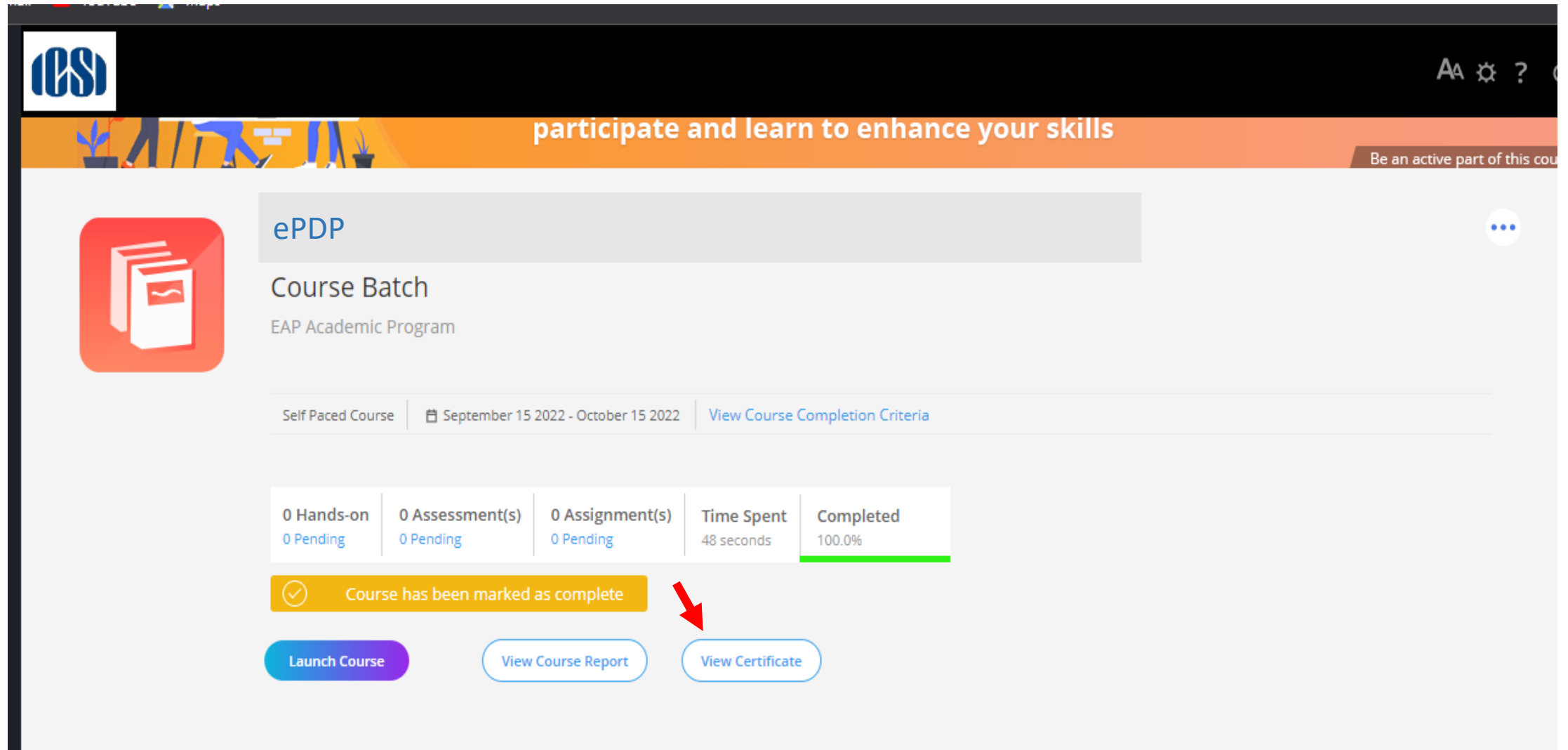
- Only Click on generate Course certificate if you have completed 100% of the course , otherwise select Exit to return to the course page
- Your progress will no longer be tracked by the system but locked where your are now.
- To navigate to this course, you will need to look under the course completed tab of your My course page.

Please Note:
Only Click on generate Course certificate if you have completed 100% of the course , otherwise select Exit to return to the course page

PROCESS MY RESULT EXIT

Launch Course Mark Course as Complete

Click on View Certificate then download certificate.



The screenshot shows a user interface for an ePDP course. At the top left is the logo for 'ES'. Below it is a banner with the text 'participate and learn to enhance your skills' and 'Be an active part of this cou'. The main content area features a red icon of a stack of books labeled 'ePDP Course Batch' under the 'EAP Academic Program'. Below this, it indicates 'Self Paced Course' with a date range of 'September 15 2022 - October 15 2022' and a link to 'View Course Completion Criteria'. A progress bar shows '0 Hands-on (0 Pending)', '0 Assessment(s) (0 Pending)', '0 Assignment(s) (0 Pending)', 'Time Spent (48 seconds)', and 'Completed (100.0%)'. A yellow notification bar states 'Course has been marked as complete'. At the bottom, there are three buttons: 'Launch Course', 'View Course Report', and 'View Certificate', with a red arrow pointing to the 'View Certificate' button.

0 Hands-on	0 Assessment(s)	0 Assignment(s)	Time Spent	Completed
0 Pending	0 Pending	0 Pending	48 seconds	100.0%

Course has been marked as complete

Launch Course View Course Report View Certificate

Contact Us

In case you still face some difficulty please write to us and mention your login ID

For assistance :

Email id for Training department: Training@icsi.edu