Instruction to create a 'New Account' and Register as an Organiser in Spoken Tutorial Website (http://spoken-tutorial.org)

Before you can request for Software Trainings and Tests, you as an Organiser of your Institute, need to create an account, assign yourself a Username and Password in the Spoken-Tutorial Website.

Follow the steps given below and inform the Training Manager that you have completed both the steps (1 & 2).

Step 1: To create an account follow these steps:

• Type http://spoken-tutorial.org/accounts/register/ in the browser. This is the link which you should enter to create your account.
• Fill in the details, your Username, First Name, Last Name, Email-ID, Phone number, password (should be minimum 8 character long) for your account and click on the Box I'm not a robot (reCAPTCHA)
• Click on "Register Me".

The Username and Password which you enter will be of your choice. Please do not forget it, as it will be required in future (for logging-in every time).

- **Note:** You will be confirmed as an Organiser and receive an authentication mail/ notification within 24 hrs. after creating an account.
- Incase if you do not receive any activation mail, kindly verify and activate your account from this link: http://spoken-tutorial.org/accounts/verify/
- Now you must proceed to complete your Profile, that is the Organiser details.

Wait for the notification mail from the administrator.

• You will receive an e-mail from **no-reply@spoken-tutorial.org**
• In the e-mail you will receive a link to Activate your spoken-tutorial.org account.
• Once **Organiser** registers, he has to first **activate** his account by clicking on the link sent to his/her mail. Only after his account is activated, he can request for **forgot/reset** password.
• Type http://spoken-tutorial.org in the browser and login using your Username and Password.
• Also e-mail the complete Name and Address of your Institution along with Street name and Pincode to the Training Manager. This will be the Institution name that will be registered on our website and the same will appear on the Certificates later.
• You can find the Contact details of the Training Manager on the link http://process.spoken-tutorial.org/index.php/Software-Training#Contacts_For_Training

Step 2: To complete the Organiser Details:

• Type http://spoken-tutorial.org in the browser and login using your Username and Password.
• Proceed to complete the Organiser Details.
• Click on **'Software Training'** button present in the header part of the screen, then select **"Training Dashboard"**, It will show two options namely "Add me as Organiser" and "Add me as Invigilator". Click on **'Add me as Organiser'.**
• Fill the form with required details as asked: (i.e.) State and Institution name. Click on **"Submit".**
• Inform the Training Manager to authenticate (activate) you as an Organiser.

• After the authentication you can,

- Request for Training.
- Request for the Assessment Test.
- Check the status of the requested Training under **'Approved Training'.**
- Edit and reschedule the proposed date & time of already approved Trainings and Tests.
- Check the status of the requested Assessment Test under **"Approved Assessment Test".**
- Download Participation Certificates for the participants who attended a particular FOSS Training, provided there is no online Assessment Test available for that FOSS.

IMPORTANT:

- If you have a Training or Test scheduled, please do the formalities of Create an account, Filling in Organiser details, Request and Approval of training and tests at least 48 hours prior to the scheduled time.
- When the present Organiser changes, the new Faculty Organiser should **retain** the same user name/Login ID.
- Organiser profile can be edited to add name and number.