Instructions to create a 'New Account' and Register as an Account Executive in Spoken Tutorial Website (https://spoken-tutorial.org)

Before your college makes the payment, the college nominated Accounts/Finance nominated person, (**Account Executive)** needs to create an account (i.e. Register getting a Username &Password) in the Spoken Tutorial website. This is similar to Faculty registration. See steps below -

Step 1 : To create Username and Password

• 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 charecter long) for your account and click on the Box I'm not a robot (re Captcha)
• Click on “Register Me”.
(IMP: Please create a Generic Email ID, if possible of your Institute so it can be shared incase the **Account Executive** leaves the Institute)

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 everytime).

- **Note :** You will be confirmed as an **Account Executive** and receive an authentication mail/ notification 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/

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 Account Executive registers, he/she has to first **activate** his/her account by clicking on the link sent to his/her mail. Only after his/her account is activated he/she can request for **forgot/reset** password.
• Type http://spoken-tutorial.org in the browser and login using your Username and Password.

Step 2 : To complete the Account Executive Details :

• Type http://spoken-tutorial.org in the browser and login using your Username and Password.
• Proceed to complete the Account Executive Details.
• Click on **'Software Training'** button present in the header part of the screen, then select **“Training/Payment Dashboard”**, It will show three options namely “Add me as Organiser” and “Add me as Invigilator”. Click on **'Add me as Account Executive'.**
• Fill the form with required details as asked: (i.e.) State and Institution name. Click on **“Submit”. Please select the correct Institution name & Academic Code.**
• Inform the Training Manager to authenticate (activate) you as an Account Executive.
• After the authentication you will see 2 tabs under **Account Executive**:

1. **Pay here to subscribe**
2. **Payment Details**

Wherein you can:

- Request for Payment.
- Check the status of the Payment details

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