Instructions To Create a new Account and Register as an Organiser in the Spoken-Tutorial Website

Before you can request for Workshops and Tests you as a college organiser need to create an account and assign yourself a **Username** and **Password** in the Spoken-Tutorial Website.

Note : You will be confirmed as an organiser and receive an authentication mail/ notification within 24 hrs. of creating an account. Now you must proceed to complete your , that is the Organiser details.

Follow the steps given below and inform the Event Manager, IITB that you have completed both the steps.

Step 1 : To create an account follow these steps:

- Type http://www.spoken-tutorial.org/user/register in the browser. This is the link which you should enter to create your account.
- Fill in the details, your **Username, Email-ID and type the caption which appears in the box.**
- Click on **Create a New Account.**

You will decide your **Username** and assign it to yourself. Please do not forget it, as it will be required in future.
Wait for the notification mail from the administrator.

- You will receive an e-mail from administrator@spoken-tutorial.org. It will say your application for an account is currently pending approval. Please wait for a 2nd e-mail from the same e-mail id
- In the 2nd notification e-mail a link will be there (for example- http://www.spoken-tutorial.org/user/8635/edit). Click on this link or copy paste this link in the browser.
- Click on **Login.** Set your **Password** and remember it for the future use.
- Type http://spoken-tutorial.org in the browser and login using your **Username** and **Password**

Please proceed to complete the Organiser Details

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.
- Place your cursor on your **Username.** It will show two options in the drop down namely "**Add me as Organiser**" and "**Add me as Invigilator**". Click on **Add me as Organiser**.
- Place your cursor on Partners over the Tab on Home page of our Website. Click on **Events Partners**. Click on **Academic Details**, select your state and **Submit**. You will see a list of colleges with Academic Center Code specified.

- Fill the form with details as follows: **Academic Center Code, Organiser Name,** your **Permanent address, City,** your **Phone number, Department name.** Click on **Submit.**Inform the Event Manager to ensure that you are authenticated as a workshop organiser by IITB.
- Also Email your complete Institute address to the Event Manager with whom you are in contact with.
- You can find the **Contact details** of the Event manger on the link

http://process.spoken-tutorial.org/index.php/Software-Training#Contacts_For_Workshops

- After the authentication you can a) Request Workshop. b) Request for the Assessment Test c)Check the status of the requested workshop under “Approved Workshop” d) Check the status of the requested assessment test under “Approved Assestment Test”

IMPORTANT : If you have a workshop or test scheduled please do the formalities of Create an account, Filling in Organiser details, Request and Approval of workshops and tests at least 48 hrs prior to the scheduled time