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.
- In the e-mail you will receive a self-generated password. You can edit this password later.
- If you do not want to use the self-generated password, please use the link below to create your own password. http://www.spoken-tutorial.org/user/8635/edit. You can copy paste this link in the browser as well to set your own password.
- 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**
- Also Email your complete Institute address to the Event Manager with whom you are in contact with at Spoken-tutorial Project IIT Bombay.
- 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

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 **Manage Workshops.** 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**.

- Fill the form with details as follows: **State, Institution name, 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.
- 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