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

Before you can request for Software Trainings / Workshops 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.

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

Follow the steps given below and inform the Training Manager at IIT Bombay 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, Email-ID, password (*should be minimum 8 charecter long*) for your account and type the caption (Captcha) which appears in the box.
- Click on Create a New Account.

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

**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 link to Activate your spoken-tutorial.org account.
- Type http://spoken-tutorial.org in the browser and login using your Username and Password.
- Also e-mail us the complete address of your Institution (to the Training Manager) with whom you are in contact at Spoken-tutorial Project IIT Bombay.
- 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 / Workshop 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, Institution name, First Name, Last Name, Address, District, City, Phone number. Click on **Submit**.

Note: Please enter ONLY your name in the place of First name and Last Name. Avoid mentioning the name of your Institution or your Designation in that place.

- Inform the Training Manager to authenticate (activate) you as an Organiser.

- After the authentication you can,
  - Request for Training / Workshop.
  - Request for the Assessment Test.
  - Check the status of the requested Training / Workshop under '**Approved Training / Workshop**'.
  - Edit and reschedule the proposed timings of already approved Trainings, Workshops and Tests.
  - Check the status of the requested assessment test under "**Approved Assestment Test**'.
  - Download Learner's Certificates for the participants who attended the Training / Workshop.

IMPORTANT: If you have a Training or 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 hours prior to the scheduled time.