

## 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 character 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).

### **Wait for the notification mail from the administrator.**

- **Note :** You will be confirmed as an **Account Executive** and receive an authentication mail/ notification after creating an account.
- You will receive an e-mail from [no-reply@spoken-tutorial.org](mailto:no-reply@spoken-tutorial.org)
- You can request for forgot/reset password only after your account is activated.
- Incase if you do not receive any activation mail, kindly verify and activate your account from this link: <http://spoken-tutorial.org/accounts/verify/>

## 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

- Contact details of State Training Manager Link:

[http://process.spoken-tutorial.org/index.php/Software-Training#Contacts\\_For\\_Training](http://process.spoken-tutorial.org/index.php/Software-Training#Contacts_For_Training)