



Detailed Procedure to Register for Individual Learning Workshop



Step 1: Event Registration

Go to **spoken-tutorial.org** Website in Software Training tab under Training you will get **Individual Learning Workshop** tab.

You will find List of Events for different courses with Registration dates, Event dates, Host College information.

Events Calendar Link: https://spoken-tutorial.org/training/list_events/ongoing/

As per your interest you can choose and get registered for the Event.

On clicking the Register button Faculty to fill one information form and make an online payment.

- The faculty's email id and/or State+College Name gets checked in ST database.
- If Faculty is registered with ST and is from a subscribed college –No Payment is required and message will show “**You are part of a paid college**”.
- If Faculty is registered/not registered with ST and is NOT from a subscribed college –Payment is required and “**Make Payment**” message will be displayed.
- If Email ID is not registered on spoken website an OTP will be send to their Email ID (Please check your spam too)
- Language – Default English language will be provided so Faculty has to select another language to proceed.

Step 2 : Make Payment

- Faculty has to proceed by clicking on Make payment and will be redirected to payment interface.
- A confirmation page will show once Payment is successful, if payment is not successful a failed or initiated status will be displayed.
- Once Faculty confirms the registration and shares their payment details with their respective Training Manager. Then Training manager will mark their attendance and confirm their registration for the course.

Step 3: CD Content Download

- Login with your Spoken Tutorial Credentials, under Software Training – Training – Individual Learning Workshop tab – My Events

Link: https://spoken-tutorial.org/training/list_events/myevents/

- All participants will get to download CD content after payment is made and Training Manager approves the event registration.

Step 4: Participation Certificate

- After the Event End Date Training Manager will submit the attendance, close the Event and generate Participation Certificates.
- Certificates will only be provided to those who paid and attended the training.
- If any Faculty paid but didn't attend the training, attendance will not be marked and Certificate will not be generated nor will the amount be refunded.