## Stepwise Instructions for Registration to Trainee Management System & accessing the Online Training Programs

To participate in this Course you have to complete the process in TWO PARTS on Trainees Management System (TMS) Website <u>https://irimee.in</u> -

## A. Register as a Trainee (If you ALREADY are a registered user in irimee.in, then skip to B. –below)

	Lodin With-
	Email O Mobile
e	
	Password
	Enter Captcha
STREET STREET	LOGIN
	Don't have an account? Sign Up
	🔂 Forget password?
	Click on "Sign Up"
<b>IRIMEE - Registration</b>	
ull name of Official *	
As it appears in official details/certificates	Enter your name, as per Official Records
fobile *	
Darcanal mobile number	Personal mobile number
Personal mobile number	(One that would not change on transfers)
lser id (use your personal email) *	
Personal email id (unchangeable)	Personal email-id
ander *	(One that would not change on transfers)
J Male O Female	
egistration For *	Leave Unchanged/Select the default option "Trainee"
Trainee	CONOT select option "IRIMEE Official/Staff"
1000	
Captcha *	
7229 Enter Captcha	
	Fill up other details, Captcha and <b>"SIGN UP"</b>
SIGN UP	

 Once you fill up all details and click "SIGN UP", a message will be generated that Registration is complete and an OTP (One Time Password) will be sent to Inbox/SPAM folder (Check spam folder in case the OTP is not in your email inbox) of your email & as text message in the mobile number provided, which you filled up in the SIGN UP page. Either of them can be used.



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Enter Captcha and LOG IN
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- 2. After signing in the system, it will ask you to update the Password. The password has to be updated with conveniently remember able combinations.
- 3. Upon updating Password, please fill the mandatory fields (\* marked) fields available in the personal profile and update your personal Profile
- In case you have attended any Online Course at IRIMEE or already registered in our <u>https://irimee.in/tms</u> website then you can directly SIGN IN
- In case the earlier created password is forgotten, the same can be reset using "Forget Password" Tab

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100	Courses	
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æ	Library	
819	Book Room	
團	Book Vehicle	
a,	Change Password	
0	Sign Out	

This completes the process of Registration. Next you have to "Enroll in the course"

## **B. Enrollment in the Course**

- 1. Click the icon "Apply for New Course". In the For Tab Select "Online Courses on Moodle Platform"
- 2 In the pop up window select the Course for which you have been nominated and click "Apply".

Apply for New Course		
For		
Online Courses Moodle Platform		
Course		
20-ONLINE-OCTI-3 (25-May-20 to 29-May-20)	•	
Apply Close		

- 3. This step will send your Course Registration Request to our System Administrator.
- The system will ask for the website password. Please enter the password created for the above website and click CONTINUE. This Step will enroll you to IRIMEE's Online Learning Software - Moodle at the Website <u>https://irimee.in/lms</u>.

You can access the Course & its Contents by clicking on:

Courses > Future / In Progress > and clicking on NAME OF COURSE viz. "20- ONLINE-COURSE CODE"

**NOTE:** Videos demonstrating the above Online Registration & Course Enrollment Process are available under the **"TUTORIALS"** tab of the Website