

User Manual for International Registration: Climate Risk & Sustainable Finance (Foundation) in Self-Paced E-Learning Mode

INDIAN INSTITUTE OF BANKING & FINANCE

(An ISO 9001 - 2008 CERTIFIED ORGANISATION)

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1. Registration Form: Climate Risk & Sustainable Finance

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Screen 1: Registration Form

Reference to Screen 1					
Step 1 Click on the tab named "International Registrations" on IIBF's website (top row).					
Click on "Climate Dick and Sustainable Finance (Foundation) Course, solf period Fileon					
Click on Climate Risk and Sustainable Finance (Foundation) Course- sell paced E-Learning					
Step 2 Candidates need to fill in the details in stages like Basic Details, Contact Details and Ex					
Details.					
Step 3 Candidates need to fill in the details in Basic Details are:					
a) First Name: Candidates should select the salutation and enter the first name as per					
legal ID Proof submitted.					
b) Middle Name: Candidates should enter their middle name as per the legal ID Pr					
Submitted.					
c) Last Name: Candidates should enter their last name as per the legal ID Proof Submit					
d) Name as to appear on card: Candidate's name will be auto updated.					
Step 4 Candidates need to fill in the details in 'Contact Details' are:					
a) Address Line 1-4: Candidates should enter the address.					
b) City: Candidates should enter the name of the city.					
c) Country: Candidates will select the country from the drop down.					
d) Pin code/Zip code: Candidates should enter the Pin Code/Zip Code.					
e) Date of Birth: Candidates should select the date of birth from date time picker.					
f) Gender: Candidates gender should be auto selected by selecting the salutation.					
h) Qualification: Candidates should select the qualification from the radio buttons.					
i) Please Specify: Candidates should enter the qualifications.					
j) Email: Candidates should enter their email. The subsequent communication will					
done through this email only.					
k) Phone: Candidates should select the country code and enter their Phone No.					
I) Mobile: Candidates should select the country code and enter their Mobile No.					
m) Photograph: Candidates will upload their photograph.					
n) Signature: Candidates will upload their signature.					
 o) Government issued ID Proof: Candidates will upload the legal ID Proof. 					
Step 5 Candidates can view Exam Details:					
a) Exam Name: Candidates can view name of the Exam.					
b) Fee Amount: Candidates can view the fee amount for the exam.					
Step 6 Candidate will accept the declaration and the captcha for security purpose.					
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Result User will able to fill the registration from.

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Screen 2: Preview Page





Screen 3: Submit Application

Candidates can view the details on screen and in the email subsequently received:

- 1. Username
- 2. Password

Candidates may kindly record and keep the User ID and Password safely.

On successful completion of the application, the candidate will receive a mail from IIBF with the details of payment to be remitted to the Institute along with the proforma invoice. On the basis of the mail and the invoice, the candidate need to visit their bank and remit the examination fee amounting to USD 100 to IIBF as per the bank details mentioned in the Acknowledgement mail. The charges for remittance need to borne by the candidate only, i.e. the candidates must bear the foreign bank charges for the outward remittance and indicate the same to their bank.

Once the remittance has been successfully completed, the details need to updated in the Candidate Login as mentioned below. The Institute will verify all the details filled in by the candidate and check the payment status. On successful registration and payment confirmation, the course access will be activated in the Learning Management System (LMS) and login credentials will be mailed to the candidate.

2. Candidate

2.1 Login for Candidate

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Reference to Screen 4			
Step 1	Candidates should enter the username.		
Step 2	Candidates should enter the password.		
Step 3	Candidates should enter the captcha.		
Result	Candidates will able to login.		

2.2 Candidates Dashboard

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Reference to Screen 5 Step 1 Candidates can view application history or logout. Result Candidates will view dashboard.

2.3 Application History

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Screen 6: Application History

Referen	Reference to Screen 6				
Step 1	Candidates can view application details like Exam Name, Medium, Mode, Exam Fee, Date,				
	Status and perform action like Pay details.				
Result	Candidates can view their application History.				

2.4 Payment Details

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Screen 7: Payment Details

Reference to Screen 7		
Step 1	Details are auto-fetched after login.	
Step 2	Candidates can view the details:	

	a)	Unique No./Registration No.: The Number that the candidate has entered in Login.
	b)	Candidate Name: The candidate can check the name that has been auto-fetched with unique no./ registration no.
	c)	Transaction No: Candidate will enter the transaction no. provided by the bank, as mentioned on the SWIFT payment details.
	d)	Date: Candidate will enter the transaction date.
	e)	Transaction Amount: Candidate will view the amount to be paid for the registration.
	f)	SWIFT Payment Details Upload: Candidate will upload the file as proof of payment.
Result	Car	ndidates will enter the payment details.

3. Flowchart

