



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)

Kohinoor City, Commercial-II, Tower-1, 2nd Floor, Kiroli Road, Kurla (West), Mumbai - 400 070 Web-  
site: [www.iibf.org.in](http://www.iibf.org.in)

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

## 1.1 Preview Page



**INDIAN INSTITUTE OF BANKING & FINANCE**  
(An ISO 9001:2015 Certified)

Please go through the given detail, correction may be made if necessary. [Modify](#)

**Basic Details**

First Name	Ms.	Niya
Middle Name	Elizabeth	
Last Name	Gilbert	
Full Name	MSA ELIZABETH GILBERT	

**Contact Details**

**Office/Residential Address for communication**

Address Line1	051-jaspw-lve SW		
Address Line2			
Address Line3			
Address Line4			
City	Newville		
Country	Canada	Pincode/Zipcode	H0H9H9
Date of Birth	08-05-1988		
Gender	Male		
Qualification	Post Graduate		
Specialization	MCA		
Email	niya4@gmail.com		
Phone	Country Code : +1	Phone No :	7830433
Mobile	Country Code : +1	Mobile No :	887522140

  
Uploaded Photo

  
Uploaded Signature

  
Uploaded ID Proof

**Exam Details**

Exam Name	Certificate Course in Climate Risk & Sustainable Finance (Foundational) E-Learning Mode		
Fee Amount	1000.00		
Medium	ENGLISH		

[Submit Application](#)

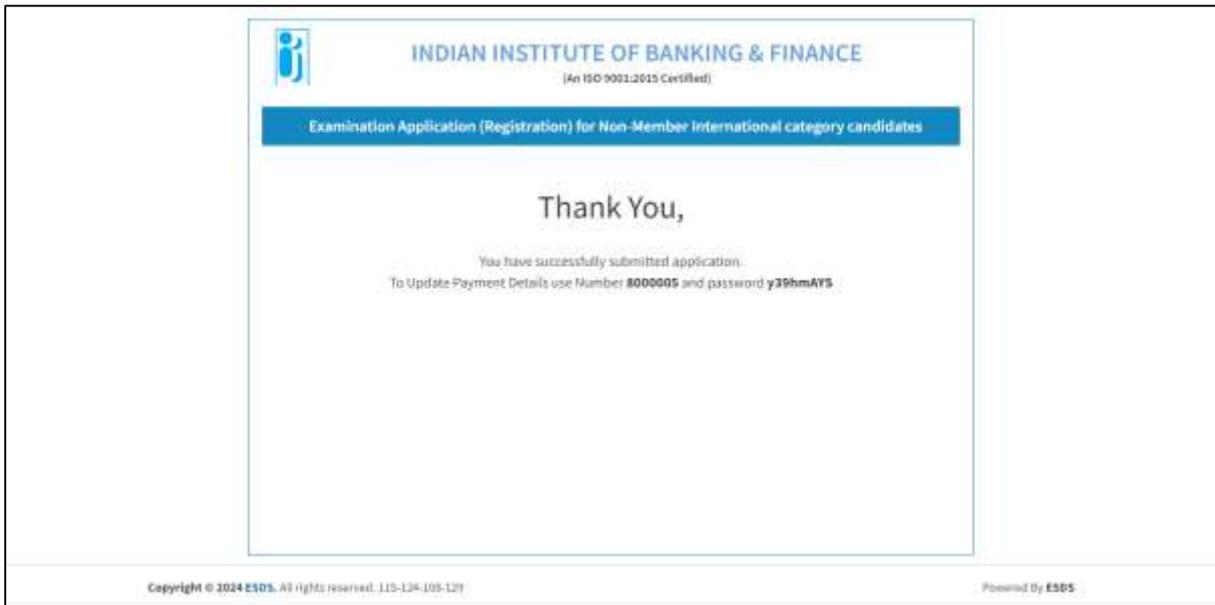
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**Screen 2: Preview Page**

### Reference to Screen 2

<b>Step 1</b>	Candidates can check if entered details are accurate or not before applying for the payment.
<b>Result</b>	Candidates can view the information and proceed for the payment.

## 1.2 Submit Application



### 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

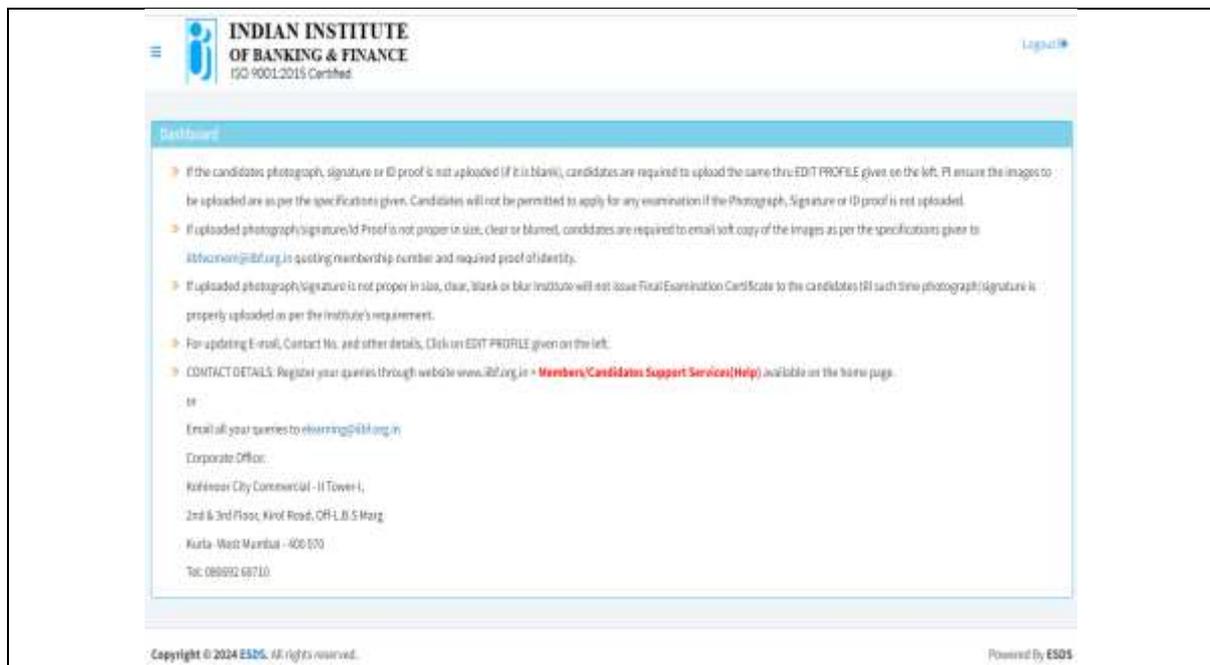
### 2.1 Login for Candidate



Screen 4: Login for Candidate

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

### 2.2 Candidates Dashboard



Screen 5: Candidates Dashboard



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

### 3. Flowchart

