



INDIAN INSTITUTE OF BANKING & FINANCE  
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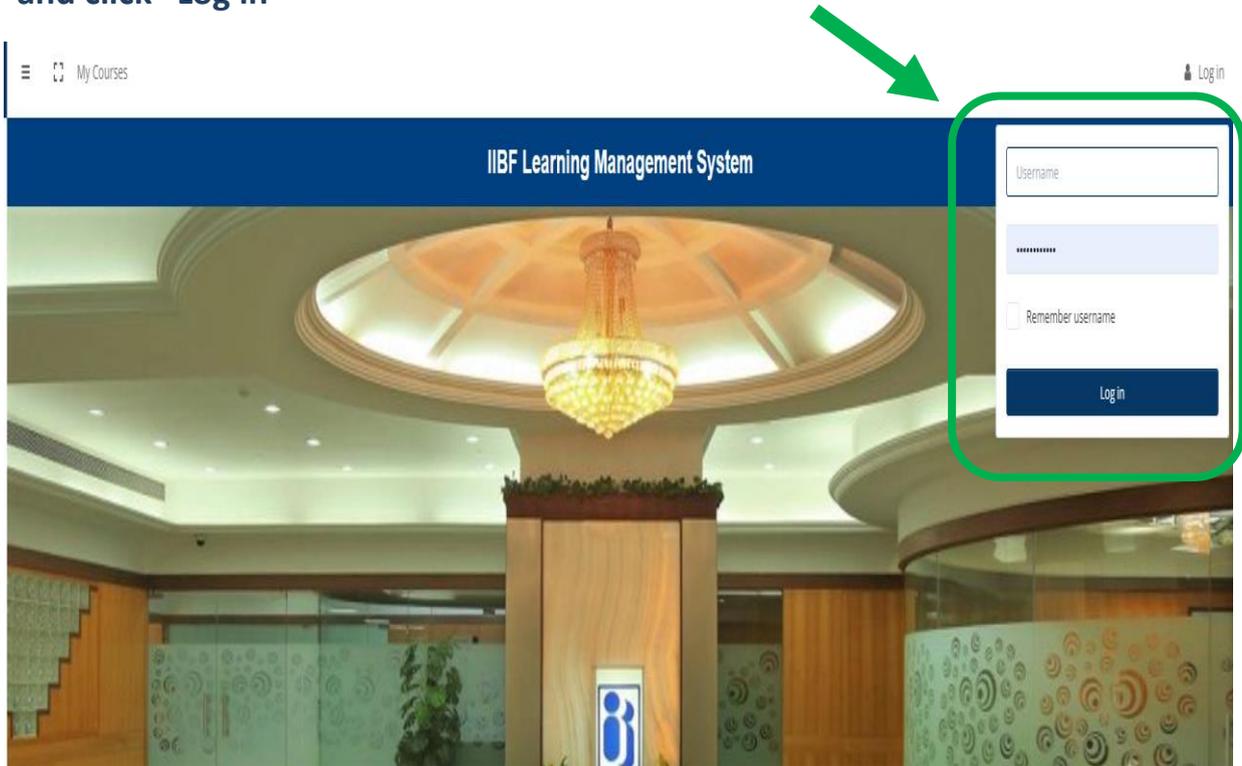
**User Manual**  
for  
**LMS Access for Live  
Online Training  
Sessions**

For the NCVET Approved Course on  
“Fundamentals of Retail Banking”

**Step 1: Visit the LMS portal by clicking over the link given below.**

**Link - <https://iibflms.digiversity.com/>**

**Enter your Login Credentials in the Right side as indicated in the screen below and click “Log in”**



**Step 2: Click on “View Course” as indicated below**

The screenshot shows a user interface for an LMS. On the left is a navigation menu with items: Dashboard, Calendar, Private files, and My courses. The main content area displays a message: "candidates easy access to the learning content." followed by "The candidates can view video lectures, textual content, attend virtual classes and attempt tests/ examinations on the LMS system anytime anywhere." and "HAPPY LEARNING!". Below this is a section titled "Recently accessed courses" containing a course card for "IIBF NCVET-Funda...". The card features a "BANKING" image and an orange bottom section. A green rounded rectangle highlights the card, and a green arrow points to it from the right. On the right side of the dashboard, there is a "Calendar" for February 2026 and a "Completion Progress" section for "NCVET-Fundamentals of Retail Banking" with a progress bar.

### Step 3. Click on “Live Online Training Session” as indicated below

The screenshot shows a web browser window displaying a course page for 'Fundamentals of Retail Banking' on the iibflms.digiversity.com platform. The browser's address bar shows the URL 'iibflms.digiversity.com/course/view.php?id=208'. The page layout includes a left-hand navigation menu with options like 'Grades', 'E-Book', 'E-Learning Videos', 'Live Online Training Sessions', 'Dashboard', 'Calendar', 'Private files', and 'My courses'. The main content area features a header image with the word 'BANKING' and icons for a person, a building, a smartphone, and a location pin. Below the header, there are three sections: 'E-Book' (Page: 1, Progress: 1 / 1), 'E-Learning Videos' (SCORM packages: 42, Progress: 0 / 42), and 'Live Online Training Sessions', which is highlighted with a green rectangular box. A green arrow points from the 'Live Online Training Sessions' box towards the 'E-Learning Videos' section. On the right side of the page, there are two widgets: 'Enrolment Timer' showing '02' days until enrollment expires, and 'Completion Progress' showing 'NOW' and a progress bar at 2%.

**Step 4:** In the below screen, you will get access to the following as indicated. Click on each of the links to view/access the respective content.

- **Course Highlights:** Gives a comprehensive / brief outline about the course
- **Training Schedule:** Dates and timings of the sessions
- **Training Link:** Link to join the live online training sessions as per the schedule
- **Training Content:** Topics covered in the training
- **Training Session Recording Links:** Links to recorded sessions, which will be available for 30 days after the training.
- **Feedback:** Participant feedback on the training, which must be mandatorily filled and submitted after the respective sessions.

The screenshot displays a user interface for a course titled "BANKING". The main content area is titled "Live Online Training Sessions" and contains a list of links: "Course highlights", "Training schedule", "Training link", "Training Content", "Training Session Recording Links", and "Feedback". A green rounded rectangle highlights this list, and a green arrow points from it to the "Live Online Training Sessions" header. The interface includes a top navigation bar with various tabs, a left sidebar with navigation options like "Dashboard", "Calendar", and "Private files", and a right sidebar with "Enrolment Timer" (showing 2 days) and "Completion Progress" (showing 2% progress).

**Step 5: In the below screen, Click on the link available at “Training link” to join the online training**

The screenshot shows a web browser window with the URL [iibflms.digiversity.com/course/view.php?id=270&section=3](https://iibflms.digiversity.com/course/view.php?id=270&section=3). The page title is "Live Online Training Sessions". The main content area is divided into several sections: "Course highlights", "Training schedule", "Training link", "Training Session Recording Links", "Feedback", and "Training Content". The "Training link" section is highlighted with a green box, and a green arrow points to it. Below the "Training link" section, there is a meeting link for "Demo - 12-02-2026" with a meeting passcode of 587791. The right sidebar contains "Enrolment Timer" (Your enrolment does not expire), "Completion Progress" (NOW, Progress: 0%), and "Overview of students". The Windows taskbar at the bottom shows the time as 16:45 on 12-02-2026.

Step 6: In the below screen, Click on “Join Meeting” as indicated.

The screenshot displays the IIBF Learning Management System interface. The browser address bar shows the URL `iibfms.digiversity.com/mod/zoom/view.php?id=10896`. The page title is "IIBF Learning Management System". The main content area shows a meeting titled "Demo - 12-02-2026" with a meeting passcode of 587791. A "Join Meeting" button is highlighted with a green rectangular box, and a green arrow points to it from the right. Below the button, there is a "Schedule" section with the following details:

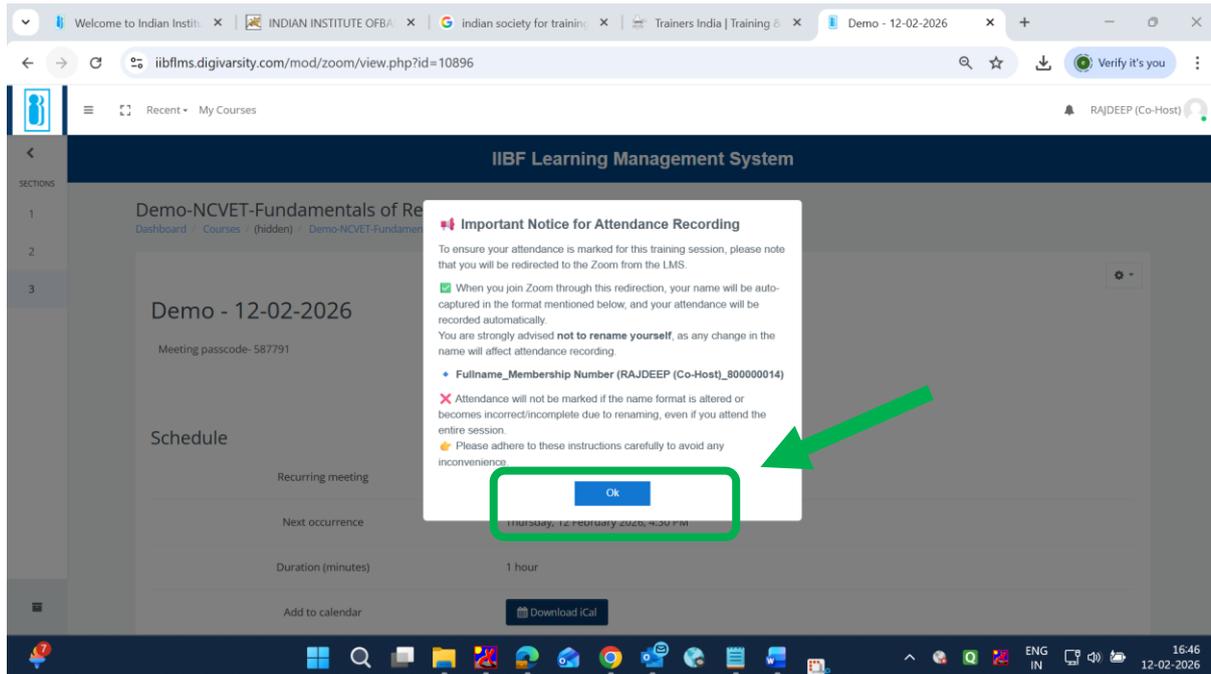
Recurring meeting	This is a recurring meeting
Next occurrence	Thursday, 12 February 2026, 4:30 PM
Duration (minutes)	1 hour
Add to calendar	<a href="#">Download iCal</a>

The Windows taskbar at the bottom shows the system time as 16:46 on 12-02-2026.

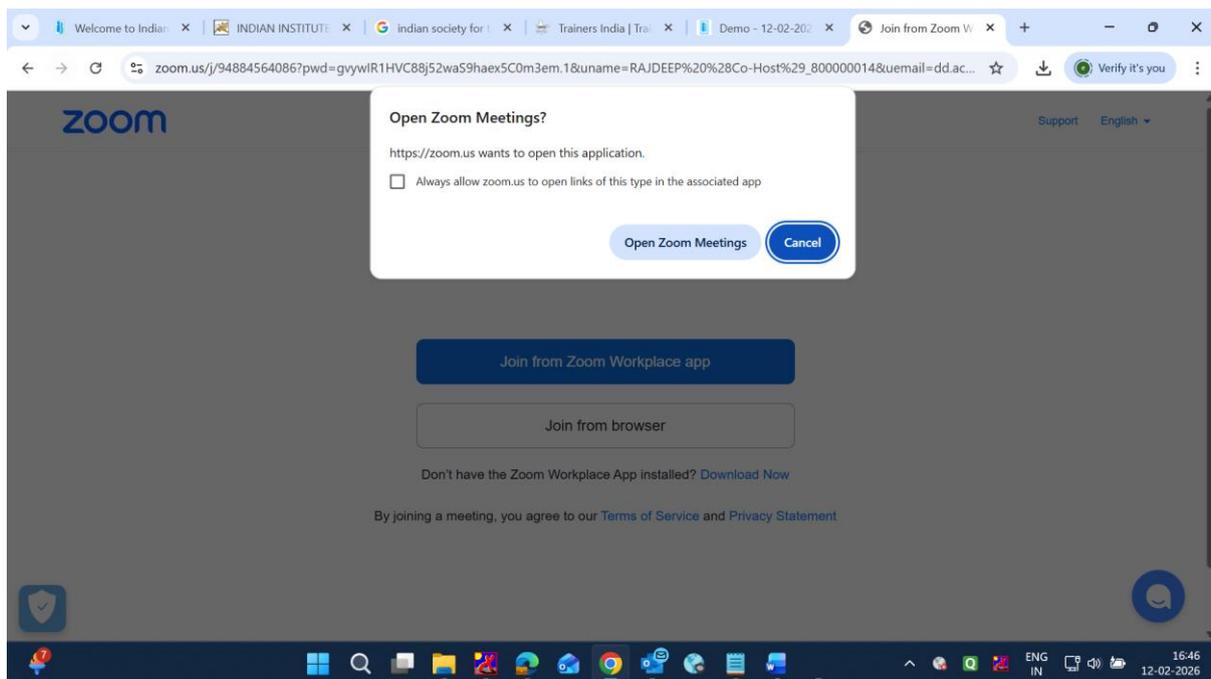
**Step 7: On the screen below, kindly read the message displayed in the pop-up and click “OK” as indicated. Upon clicking “OK”, you will be redirected to the Zoom platform.**

**Please join the session on Zoom by following the instructions displayed on your screen. If you have not installed the Zoom application, you may select “Join via browser”.**

**After joining the meeting on Zoom, kindly do not rename yourself, as your presence and attendance are being auto-captured.**



The screenshot shows the IIBF Learning Management System interface. The main content area displays details for a meeting titled "Demo - 12-02-2026" with a meeting passcode of 587791. A pop-up window titled "Important Notice for Attendance Recording" is overlaid on the page. The notice contains the following text: "To ensure your attendance is marked for this training session, please note that you will be redirected to the Zoom from the LMS. When you join Zoom through this redirection, your name will be auto-captured in the format mentioned below, and your attendance will be recorded automatically. You are strongly advised not to rename yourself, as any change in the name will affect attendance recording. Fullname\_Membership Number (RAJDEEP (Co-Host)\_800000014). Attendance will not be marked if the name format is altered or becomes incorrect/incomplete due to renaming, even if you attend the entire session. Please adhere to these instructions carefully to avoid any inconvenience." A green arrow points to the "OK" button at the bottom of the pop-up, which is also highlighted with a green rectangular box.



The screenshot shows the Zoom meeting join page. The URL in the browser address bar is "zoom.us/j/94884564086?pwd=gvywR1HVC88j52waS9haex5C0m3em.1&uname=RAJDEEP%20%28Co-Host%29\_800000014&uemail=dd.ac...". A system prompt titled "Open Zoom Meetings?" is displayed, asking "https://zoom.us wants to open this application." with a checkbox for "Always allow zoom.us to open links of this type in the associated app". Below the prompt are "Open Zoom Meetings" and "Cancel" buttons. The main content area of the Zoom page features a large blue "Join from Zoom Workplace app" button, a grey "Join from browser" button, and a link to "Download Now" for users who do not have the Zoom Workplace App installed. At the bottom, there is a statement: "By joining a meeting, you agree to our Terms of Service and Privacy Statement".

## **Important Points to Note**

- **Once the participant logs in to the LMS and clicks on the live session, it will open in Zoom with the LMS configured name by default. Please do not modify your name, as this will impact your attendance record.**
- **In case of firewall restrictions, kindly use your personal email ID or mobile phone.**
- **Participants are required to have a stable Wi-Fi connection for the training session.**