VIRTUAL CERTIFICATE COURSE ON GST

FAQs on attending the Virtual Certificate Course on GST at Digital Learning Hub

Q1. What are the IT and Internet pre-requisites for smooth and trouble- free viewing of the live session of classes?

Ans. Very good IT infrastructure at your place. You should always use **laptop or desktop** with very good internet bandwidth. Accessing the live sessions through **Mobiles is not** advisable at all. You should also have some backup arrangements like additional Data Cards and Power Banks in the event of IT connectivity problem or electricity failures. During the course session, make sure that your broadband or other Internet connectivity is not overloaded with multiple accesses. No webcam is required at your end, only sound system is sufficient.

Q2. What is the mode through which the live classes/sessions are delivered to me?

Ans. Course sessions are delivered through ICAI's "Digital Learning Hub (DLH)" platform which currently uses "Zoom platform- webinar" mode (not meeting mode) for delivering you the live lectures.

Q3. How do I get access to the DLH portal of ICAI?

Ans: Access to the ICAI DLH portal is available only through members Self-service Portal (SSP) of ICAI. Therefore, you must have **Active SSP Credentials** to login in the Digital Learning Hub. You are advised to ensure that you have obtained SSP log in user id and password for activating the batch of Certificate Course.

Q4. I don't have my account on DLH or I have created an account on DLH but it is still pending at ICAI's end for approval. What do I do?

Ans. For any issues related to login, account activation, password reset of SSP portal please refer to <u>User Manual for "Fresh Login creation for Members Already</u> <u>Registered with ICAI</u>" If you have a login problem please email your details (MRN, DoB, Email Address, and Phone No.) to <u>ssp.helpdesk@icai.in</u>

Q5. After getting the SSP login credentials, what are the next steps to attend the live session?

Ans. It is a 7 step process as described below:

Step 1 – Access the ICAI homepage <u>www.icai.org</u>

<u>OR</u>

https://eservices.icai.org/per/g21/pub/1666/SelfServices/templates/Login%20Fol der21052019122446/Login%20Folder/ICAI%20Phase%20II%20Login%20Page521052 019122546.html Step 2 – click on the tab "Digital Learning Hub" button on the right hand top portion of the ICAI website (Pl see picture below)







GST & Indirect Taxes Committee X	Self Service	× 🖸 Download Center - Zoom	× +	- 0 ×
· → C 🔒 eservices.icai.org/	SelfServices/home?urn=34466	792		☆ 😶 :
The Institute of Cha (Setup by an Act of Parlian	rtered Accounta nent)	nts of India		
Member				Change Password
Self Service Po	rtal (SSP)		Digital Learning Hub	
Click here to acce	ess the SSP Portal		ICAI Digital Learning Hub (For SSP registered Members only)	
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Once login through SSP Portal Click on ICAI Digital learning hub below :

Step 3A : Alternatively

Step 3A - Click on SSP Portal at top right corner

Click on the Login tab on right hand portion of the screen, which will ask for Login credentials – use your SSP login ID and Password



Step 4: Click on the "Goods and Services Tax" tab under "My Products"



Step 5: Click on the launch button on the right hand side of your course "Structured_GST_Certificate Course_Goods and Services Tax -Batch- XXX"



Step 6 ; To attend and view the live session of the lecture for the click on the icon "Zoom" in blue colour and it will take you to the Zoom platform

	Cartificate Course_Goods and Services Tax -Batch-1	a =
 Classification & Maintenance of Records 	© Topic- Classification under GST	Mark As Read
 Payment, Refund and Assessment 	Certificate course on Goods and service tax	ŕ
 Advance Ruling and Appeals & Revision 	Day 1- 18 th May 2020 5:30 PM to 8:30 PM	
⊕ Imports		
 Audit and Finalization of Accounts 	Join our Cloud HD Video	
Annual Return	us02web.zoom.us	
Reconciliation of GSTR, Annual Return and Books of Accounts & Industry specific analysis		
 Miscellaneous, Transitional, Budgetary support, Allied laws & Ethical 		

Step 7 ; Click on "Open Zoom" tab and it will place you in the live session

zoom	https://zoom.us wants to open this application.	Support English -
	Open Zoom Cancel	
Please clic If nothing prompts f	ck Open Zoom Meetings if you see the system dial from browser, click here to launch the meeting, or download δ	og. k run Zoom.

Q6. If I get logged out in between due to internet connectivity, can I log in again before the session time ends?

Ans: Yes, you can login again and the system records your login and log out times.

Q7. How is my attendance at the live session recorded?

Ans. DLH portal has record of your login and logout time, a criterion to determine your attendance at live lectures which will be basis for fulfilment of other examination eligibility conditions etc. Going forward, camera would be mandatory to attend the Course so that attendance will be recorded in more proper manner.

Q8. How can I attempt the daily assessment?

Ans. You can attempt the daily assessment as per the below screen shot:

learning.icai.org/LX/contents/content_H	nome?current_commun	ity_id=structured-gst-	certificate-course-goods-a	ind-servic-672-16	666&content_player=true			. ,
ICAI Digital Learning Hub							Indirect Taxes	50 3
Θ table of contents $~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~$	Structure	ed_GST_Certificat	e Course_Goods an	d Services Ta	ax Batch-4			
Constitutional Provision and Levy	< DAY-2 Asse	essment						
O Classification Time								
Customs Drawback	Total Marks	Pass Marks	Attempts Available	Duration	Start Time	View Assessment		
Classification	5.0	3.0	3 Of 3	30 Mins	26 Jun 2020 09:00 PM TO	Analysis At the End of	Launch Assessment	
Classification ppt					29 Jun 2020 07:00 PM	Assessment		
o 🔁 Time of Supply								
⊕ ▲ TOS PPT ■								
 E Custom and Drawback 								
Topic 5 Faculty Feedback								
DAY-2 Assessment								
Nature of Supply								
and Registration Valuation								
Place of Supply and Reverse Charge Mechanism								

Q9. What needs to be done, if below problem occurs?

	Day-5 Assessment
Onlin	e Assessment System prerequisite check
Status Status	Change Language English System Configuration Screen Resolution 1024 X 720 or Above Browser ICS or Above FireForUChrome Browser Configuration Popup Allowed Cookie Enabled Zoom Level(100%)
Annual Party of the state of the state of the state	Try Agent

Ans: Make Chrome Zoom % to 100%.



Q10. What needs to be done, if below problem occurs while launching Assessment?



Ans: Please delete temp files, cookies, browser history and enable popup. Try with different browser also.

For any other query, please write to us at gst@icai.in