Face Registration and Authentication Process

(Last date for Face Registration at https://learning.icai.org is 5ᵗʰ January, 2022 (till 5.30 pm) and of Face Authentication is 7ᵗʰ January, 2022 till 5:30 PM)

Participants are required to complete face registration and authentication by logging in at Digital Learning Hub and clicking the product "**Assessment Certificate Course on GST_Jan_2022**".

1. Pre-requisite:

- Camera attached with Desktop/ Laptop.
- Every Participant must ensure that they have their photo on their SSP dashboard (https://eservices.icai.org/). To upload your photo use the profile Edit form.(User Manual for Profile Change/Update for ICAI Member)

2. Face registration process:

Step 1: Please login to the platform https://learning.icai.org with your SSP portal credentials. Check My Products Tab, click on "**Assessment Certificate Course on GST_Jan_2022**" and press on "Launch". You will be directed to face registration page where you should click on "Click Here"

Step 2: Capture **five** images without any picture in the background by clicking on

 "camera icon" and by following the guidelines specified in "View Guidelines"

Note: Allow your webcam/camera access to capture your live facial images.
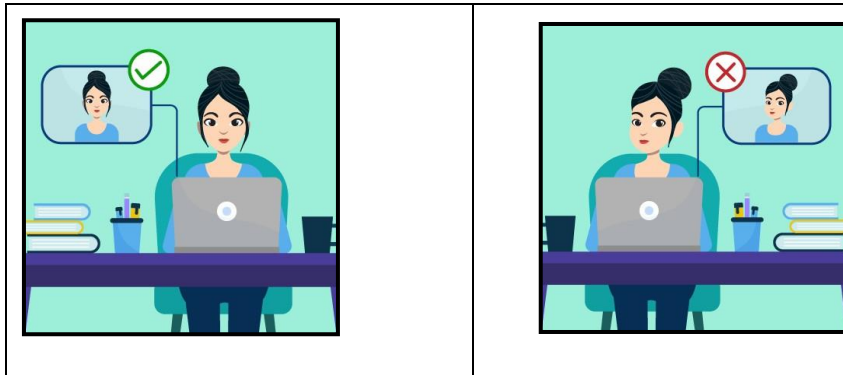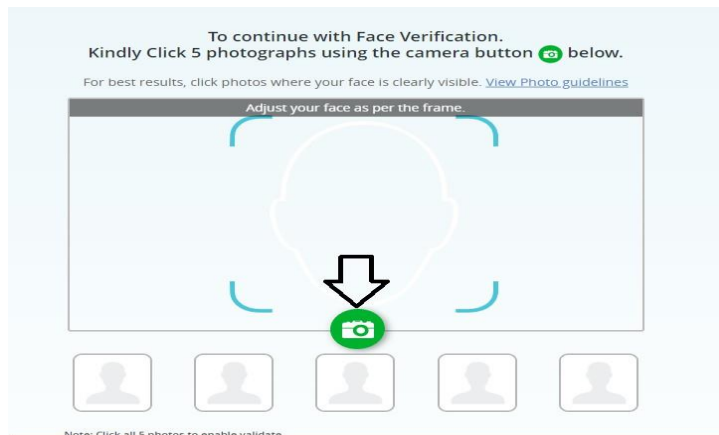
➤ User should look straight into the camera, so that the entire face is clearly visible for capture.

➤ Please avoid registering in low light or against the light. The face should be well-lit.

    a) Make sure that all parts of the face are clearly visible and not covered by any objects (e.g: sunglasses etc.).

    b) Only one person should be present during face registration.

    c) Blurred or hazy images are not acceptable.

Step 3: After capturing five images click on check box and then click on "VALIDATE AND PROCEED"

Step 4: Please wait until the images are loaded

**Step 5:** Finally, you will be able to see the screen as given below.
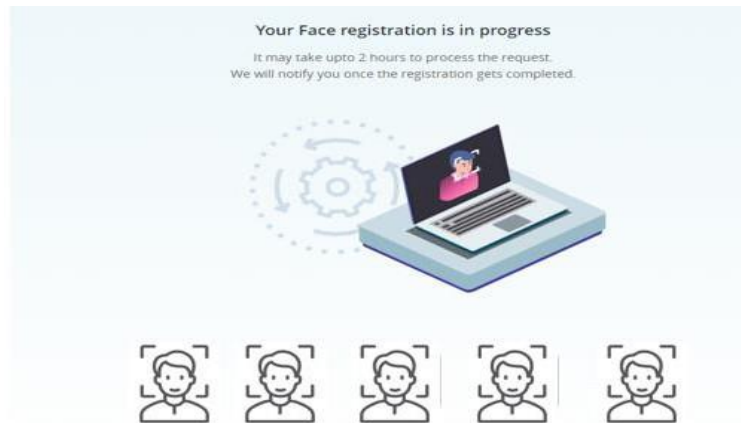
- Complete the Face Registration activity on/before 5th January, 2022 till 5:30 PM.
- The said Face capture is to be approved by ICAI DLH Admin. Face Registration is a one-time activity and once your face registration is approved, you will receive an e-mail. After 2-3 hours you can initiate face authentication.

3. Face Authentication process:

Once your face is registered in DLH and approved, participants can launch the batch and by clicking "Start", your authentication will be initiated.

Complete your face authentication by visiting "Assessment Certificate Course on GST_Jan_2022" **on or before** 7th January, 2022 till 5:30 pm.
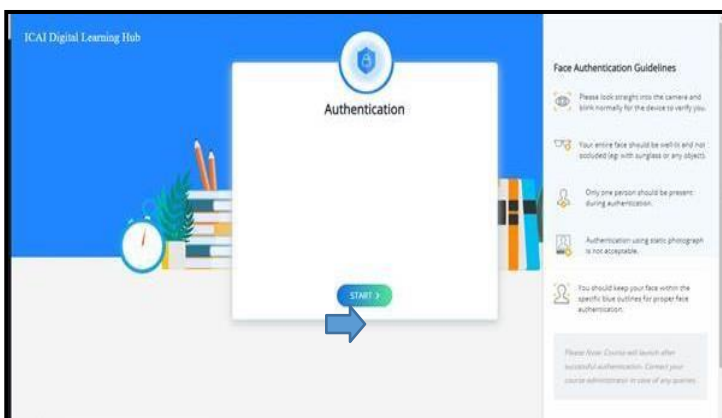
For authentication in the Assessment course, the user shall ensure that his/her eyes is in line of sight of the webcam and blink his eye for Liveliness at least for 5 to 10 seconds with no picture in the background. On Successful authentication, the user will be able to access the "Table of Contents".

If you are able to log-in after showing your face and blinking your eye, it means your face authentication has been done. This process will be followed every time whenever you log-in at the "**Assessment Certificate Course on GST_Jan_2022**".

It may be noted that the Test activity has configuration settings as:

- (From the Launch of the activity = Total Test time clock starts)
- Once a test activity is launched the server starts the clock and calculates as per the total test time allowed by the course administrator.
- No. of attempts/Launch access to the test session say after a Log-out/system restart is set by the course administrator and is allowed only if the server calculated time is within the total test time.
- The Submit button of Assessment Test shall be enabled only after completion of say first 30 minutes from the commencement of the exam on the Screen. The server timer will be displayed on the Exam screen and 30 minutes will be calculated accordingly.
- The System records all the interruptions during the Assessment i.e., if the Assessment Console (Screen) is minimized or toggled (opening New Window/Tab) or special keys from the keyboard is pressed or Exit from the Assessment Console (Screen) is tried or Exam Page is refreshed, the Exam will be locked & automatically submitted, and you will not be able to continue the Exam further in any circumstances.
- On any interruption attempt, alert message is displayed to the user along with possible reasons. The same is being used in the online assessments of ICAI.
- The results of the Assessment Activity will be displayed later.