

## User Manual for TMS (Training Management System)

**TMS:** It is a unique web based real time database developed and used by SEIP and its training partners to capture all training related information (e.g. trainee registration, enrollment, attendance, certification, job placement, basic information of trainees, financial claims, etc). This Manual will help users about how to provide information and generate reports from the TMS. The steps required to follow to feed data and generate reports are described in this guide sequentially.

This is a manual for using TMS (Training Management System) by **Association** (Training Partners) level user. User can find all the steps and sequences here.

The steps and the processes are illustrated below:

### 1. Log-in process:

- a. Go to SEIP website (www.seip-fd.gov.bd), navigate to “TMS >> Login to TMS”. Then click on “log-in to TMS” as shown in the picture (Figure 1) below.

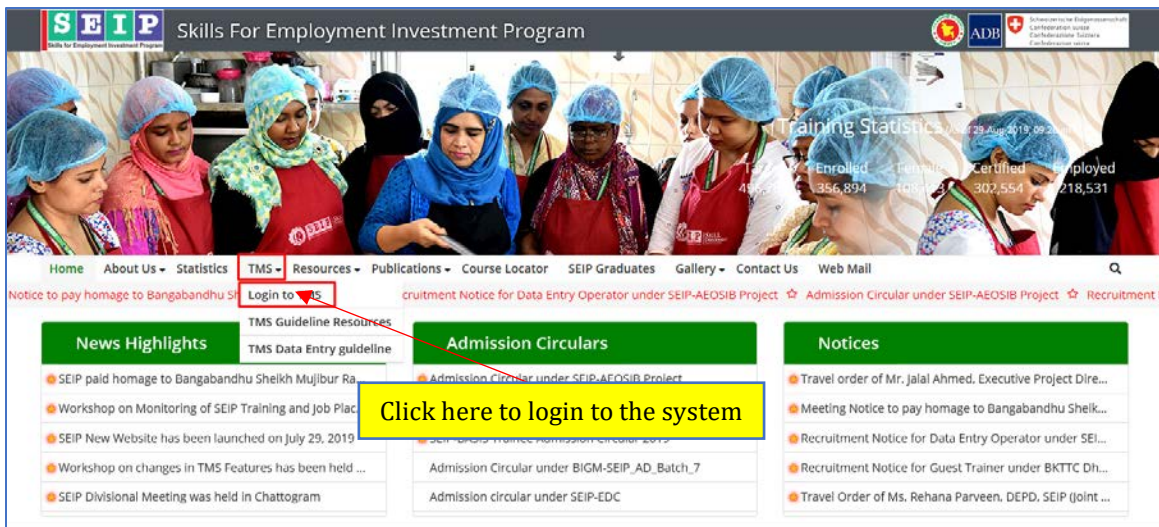


Figure 1

### b. Enter Login Credential:

- As an authorized user, you need to use authenticated login credentials (username and password) for entering into the System. So, at first, the user has to collect these credentials from SEIP.
- Put the user name and given password. Press “Sign in” button.
- To login, then, put the “username” and “password” to enter into the System.

- If a user prefers the System to remember the username and password instead of putting them every time, he/she needs to click the “Remember me” box from login page, then click on “Sign in” option. (Please see Figure: 2 below).

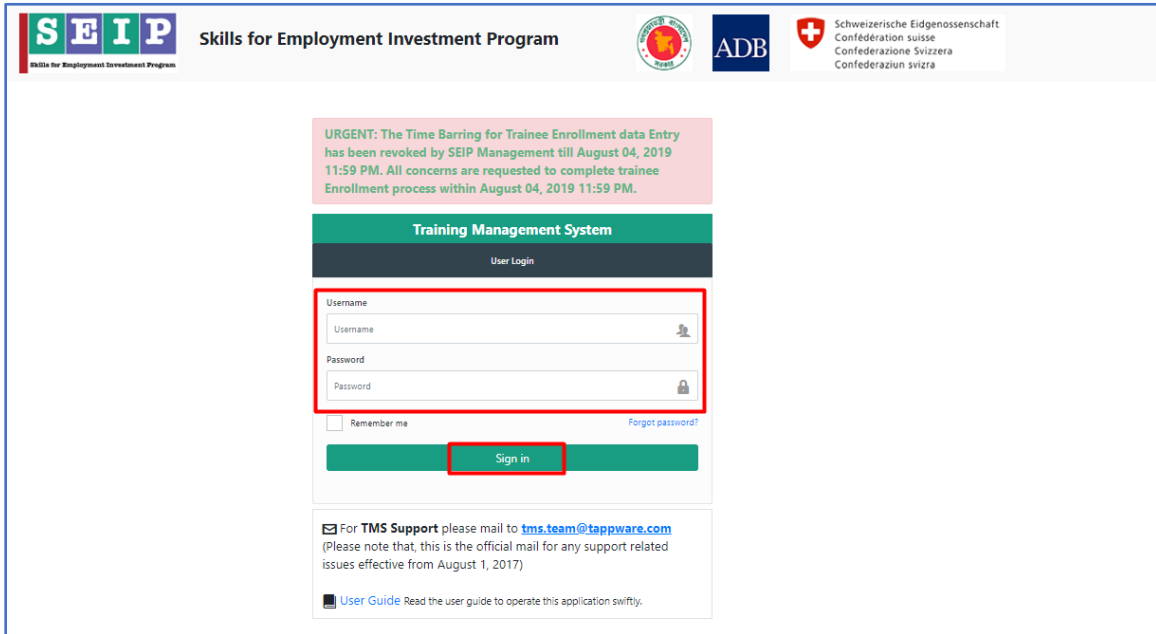


Figure 2

**c. How to Change Password:**

After log-in in system, he/she can change and create a new “password” following the guidelines-

- After successfully login in system, he/she can see the “User name” option showing on the right corner of the navigation bar. See figure: 3.
- It has three options- 1. Change User Credential 2. Change Password 3. Log Out.
- Clicking on user name, he/she will find three new option- change user credential, change password and logout.



Figure 3

- Click on change password to reset the old password.
- Type a new password and confirm the password again. Figure: 4.
- Type the same code seen on the screen.
- Press the “Submit” button.

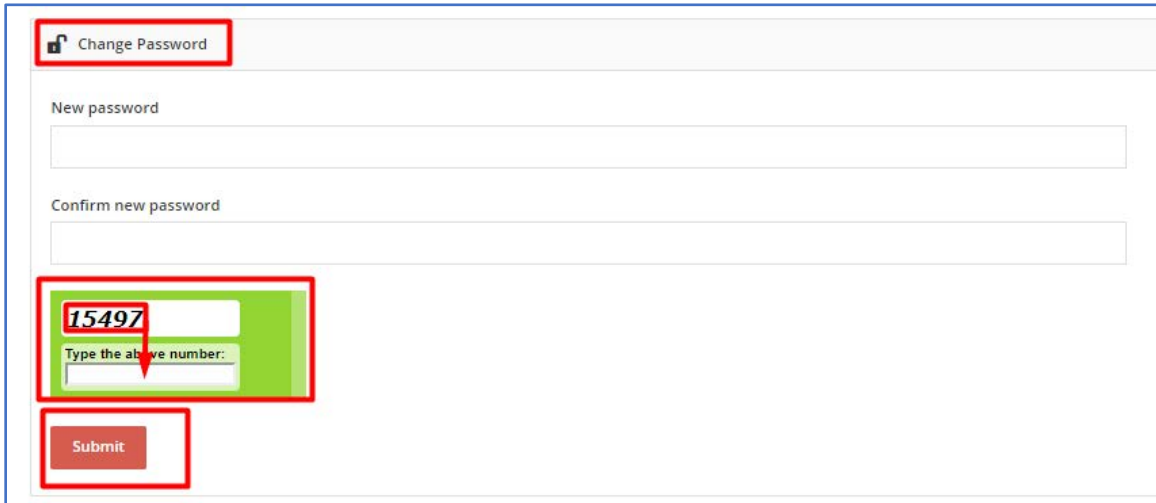


Figure 4

- These credentials should be preserved carefully and confidentially.

**d. How to Change User Credential:**

If user want to change resource persons login credentials, click on “Change User Credential” button. User will find a page like figure: 5.

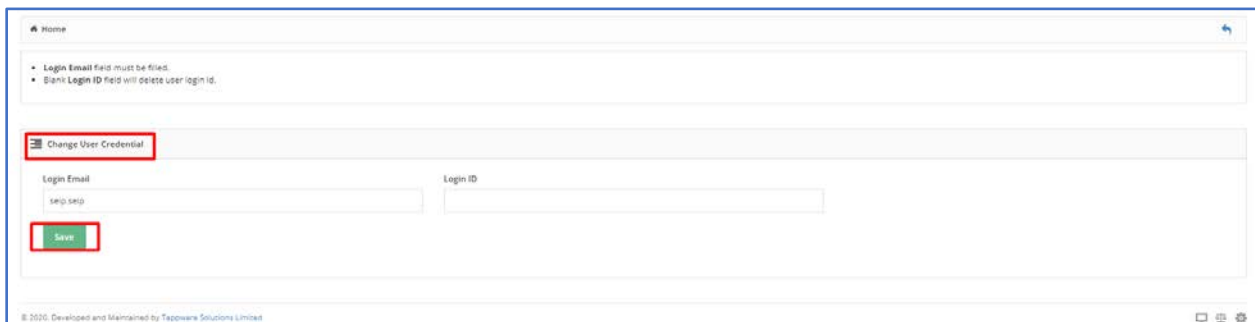


Figure 5

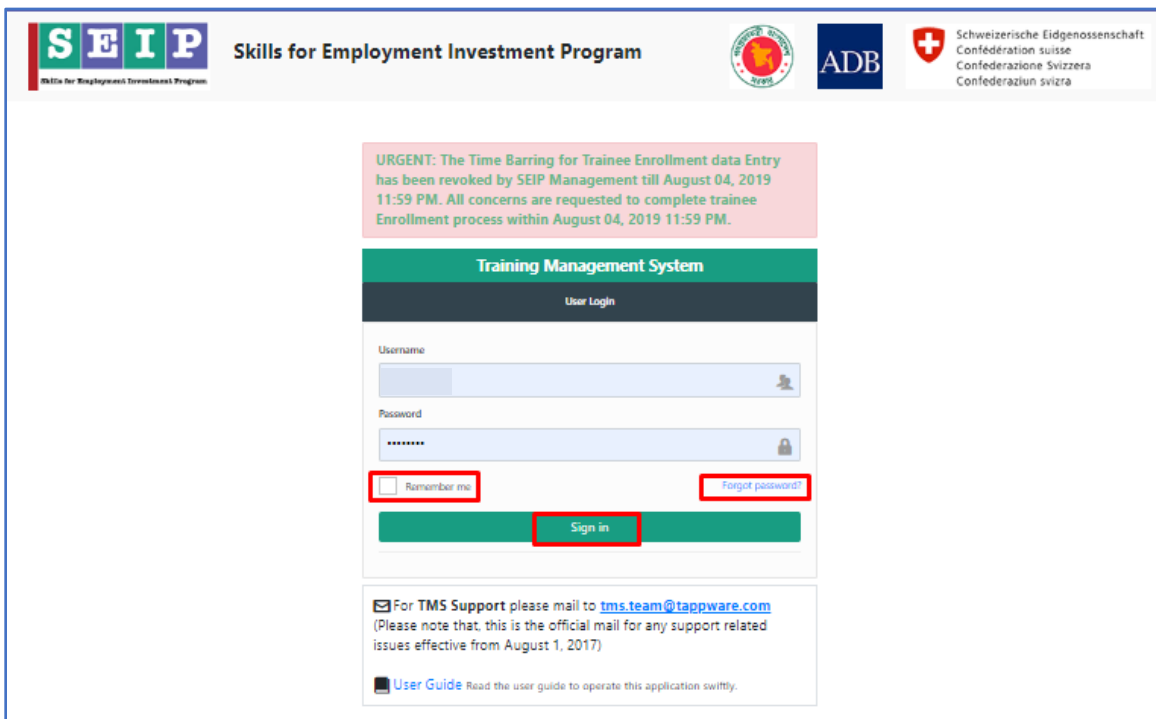
If user want to change email and login Id, write the new email id on “Login Email” field and user Id on “Login ID” field.

Then press “Save” button. The new information will be replaced.

**e. Resetting the Password:**

If the user forgets password, he/she can reset it by clicking on “Forgot Password” link and reset a new password. The subsequent steps will be as follows:

- On clicking the link, a page will open to set new password as shown in Figure: 6.
- Provide a valid email through which the user's account was opened previously and rewrite the given number in ‘textbox’.
- Press reset my password.
- New password setting link will be provided through given email address. Open your mail and click on the reset password link to set the new password.



**Figure 6**

The screenshot shows a web form titled "Forgot your password?". At the top left, the text "Please provide a valid email" is enclosed in a red rectangular box. Below this is a text input field labeled "E-mail". In the center of the form, a green box displays the number "26826" above a smaller input field labeled "Type the above number:". At the bottom center, a dark grey button with the text "Reset my password" is enclosed in a red rectangular box.

**Figure 7**