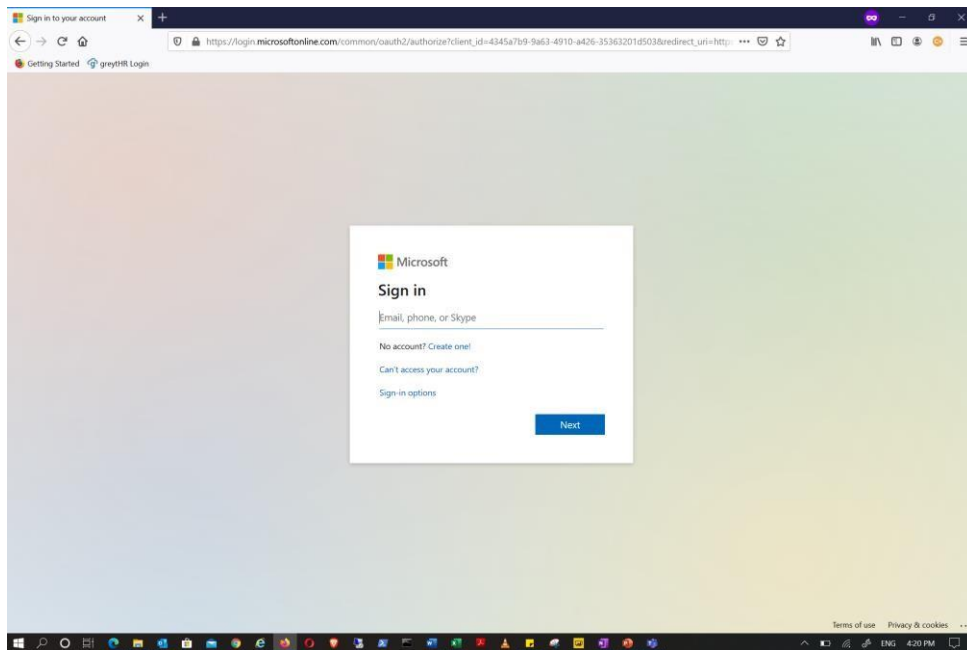
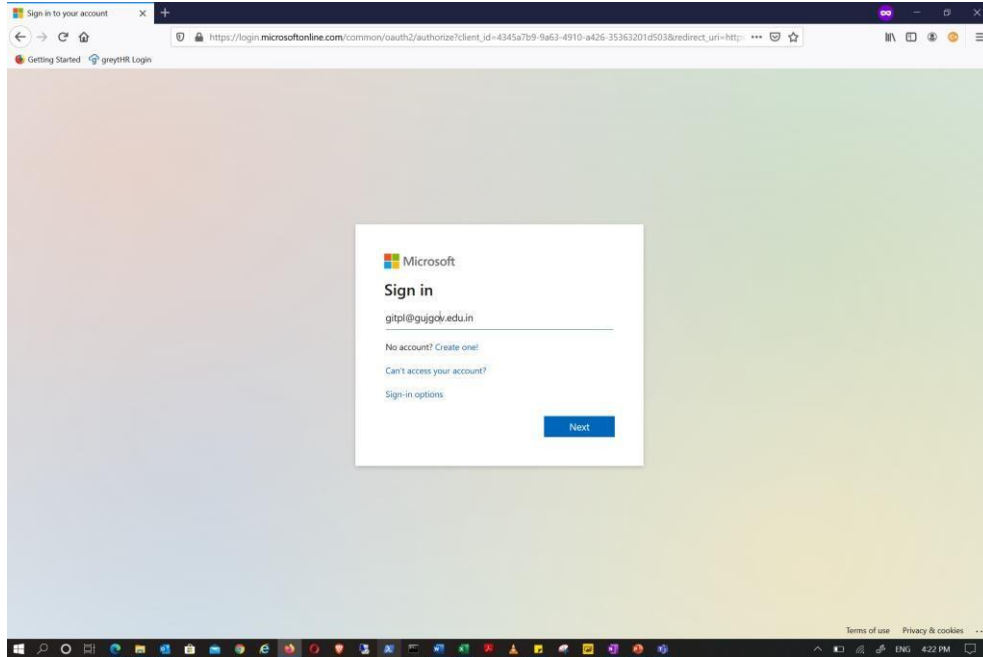


Steps to access the online IPR certificate course through Microsoft Portal

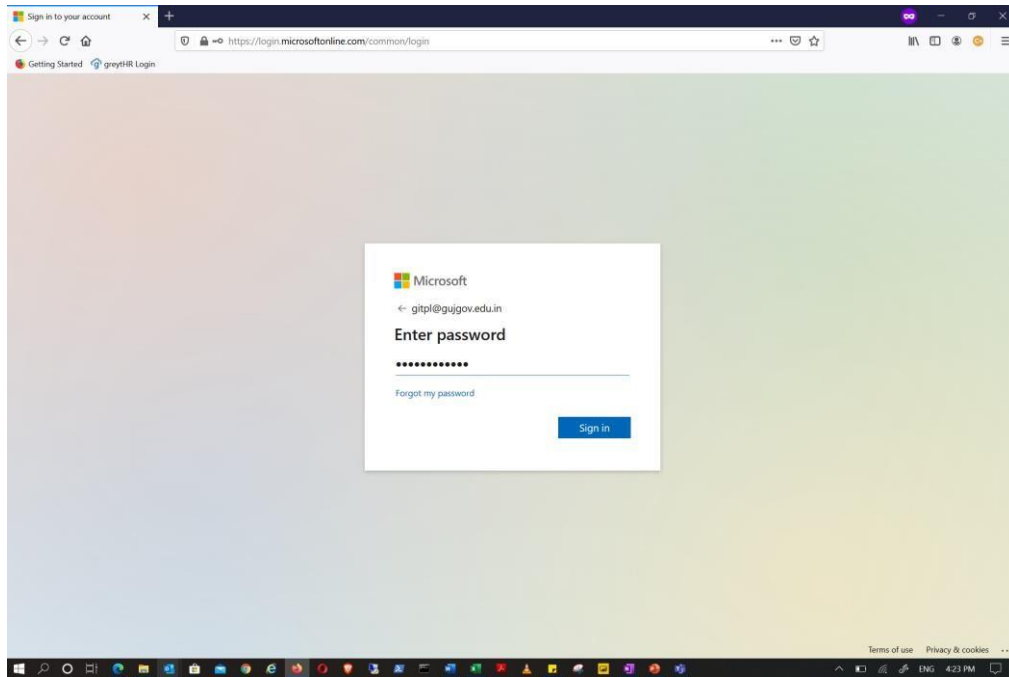
1. Open browser (Edge, Chrome or Mozilla)
2. Type in URL <https://portal.office.com>



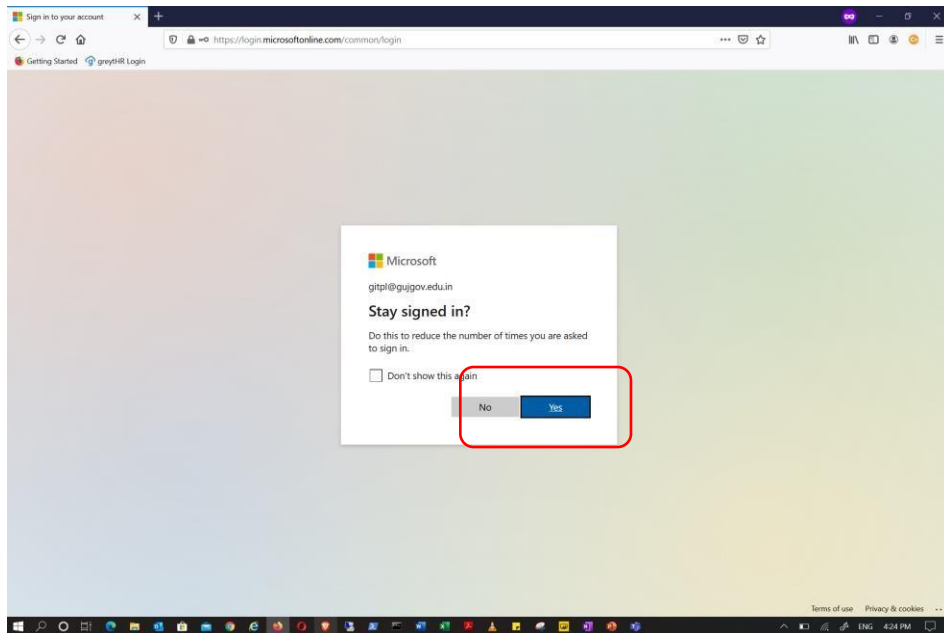
3. Type User ID (guggov.edu.in domain) in the Username provided to you and click next.



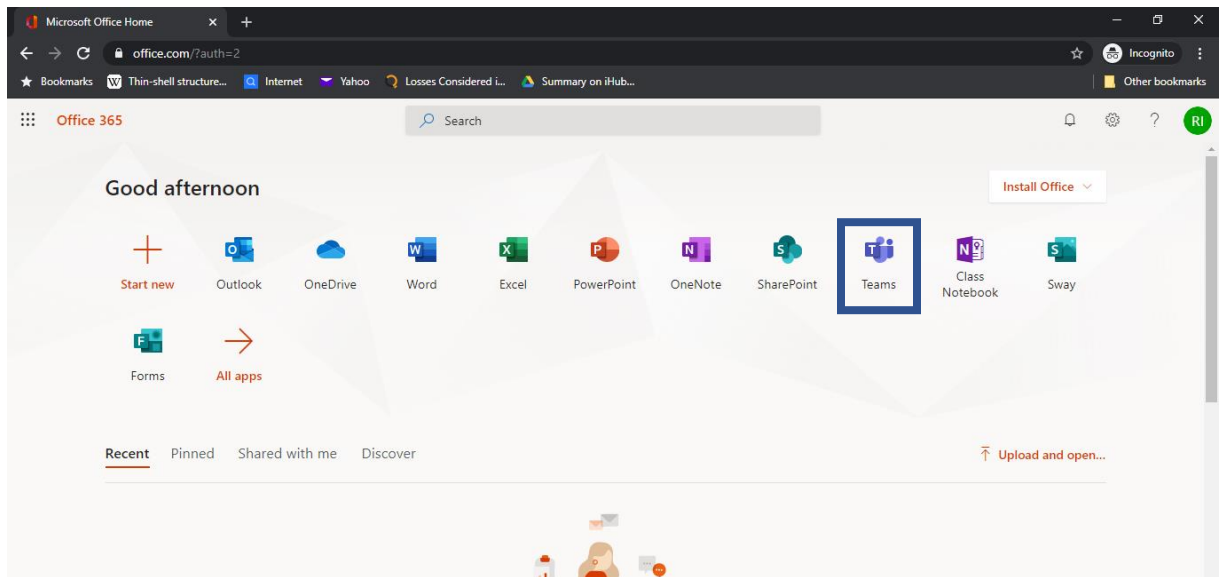
4. Insert password and click "Sign In".



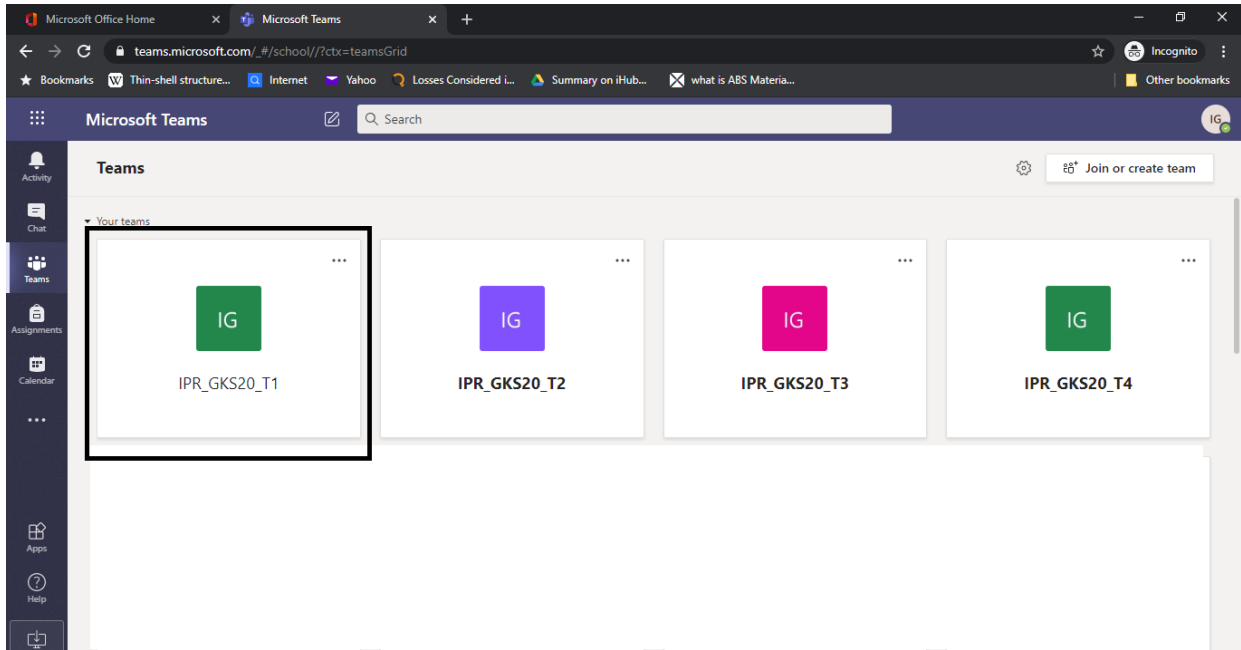
5. Click “Yes” to the “Stay signed in?” window.



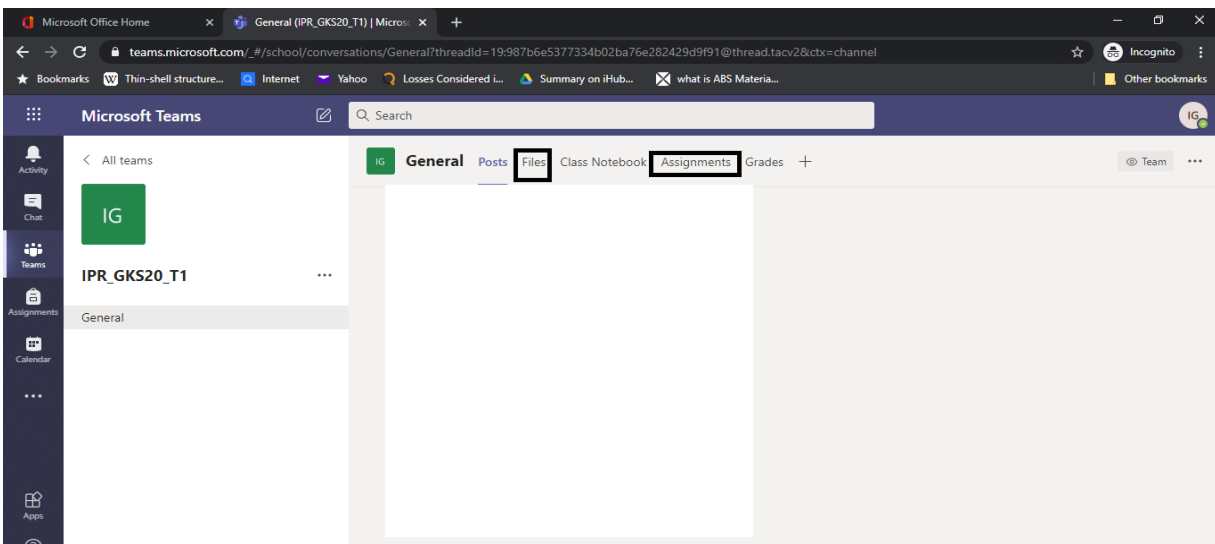
6. Click “Teams” waffle on the screen opened.



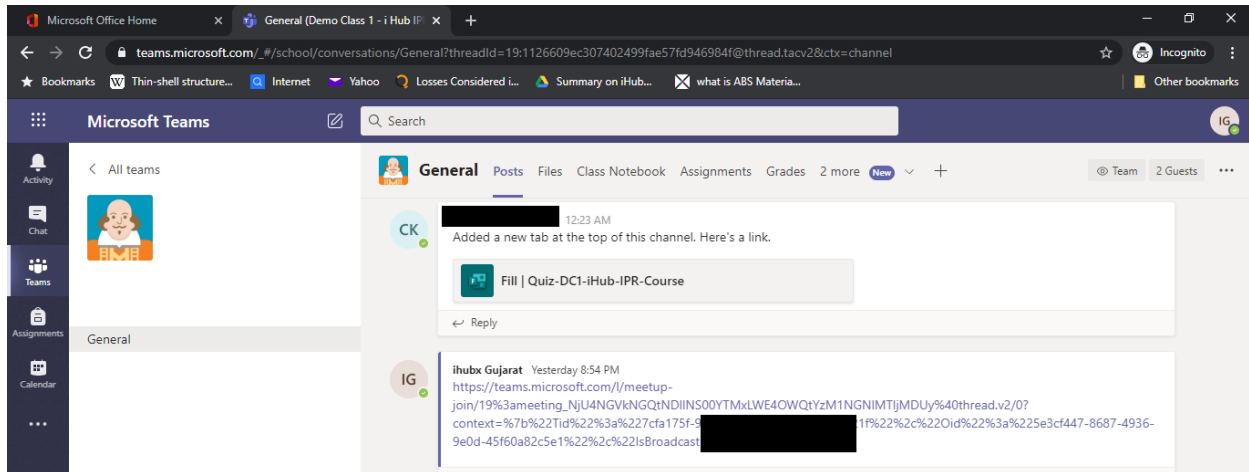
7. You can see your dashboard of Team, where you can access the all Microsoft Team features.
(For Example: IPR_GKS20_T1, IPR_GKS20_T2, IPR_GKS20_H1)



8. Click on your Team name to access the course details like Learning materials, Quiz, and other Instructions.



9. You can access the live webinar through the link. We will put the link in the chat box day before the session.



10. To attend the Quiz, click on Assignments section and attend the quiz provided there.

- Quiz will open for 36 hours after each session.
- One participant can attempt only once.