

## STEP WISE GUIDE: HOW TO ENROLL FOR THE PROGRAM?



1

Please login to <http://www.aatmelearn.org> or you can also access the link provided in AATM website <https://aatmweb.org>

2

Click register for registration and fill up basic information. Email id and password used during registration will be your login credentials. On registering you will also get an email confirmation with the credentials. For future you may use registered email id and password to log in and access various details in the AATM E-Learning sites including articles, details of available courses/certificates etc.

3

Once registered you can click certificate/courses and then click view more to know details about various certificate/course available. If interested you can enrol for it by clicking enrol now and filling up the enrolment form with detailed information and mandatory documents as mentioned. On successful submission you will get a confirmation message.

4

Once you submit the enrolment form, AATM admin department will verify your documents and approve. Once approved you will get a mail confirmation. You may also login to your dashboard and check the status in Enrolment status section. If it is rejected due to some reason you may resubmit the enrolment form.

5

Once approved you can login to your dashboard and will find the mentioned course/certificate over there. If it is a paid course you need to make the required payment by clicking To Pay, which will take you to payment gateway. Once payment is done the course/certificate will be available for you.

6

You need to complete the course/certificate in mentioned timeline before the course expiry date. Once you appear for the exam and admin department confirms you have passed and approves you will receive the certificate through mail. You may also download same from progress report section of your dashboard.