

Log in with your username and password.

Go to My learning → View Courses

The screenshot shows the top navigation bar of the National Insurance Academy e-learning portal. The URL is <https://e-learning.niapune.org.in/lib/Start.aspx?file=Scourses.aspx>. The navigation menu includes Home, My Learning, Collaboration, Resources, How to go around portal, Google Search, About Us, Total Hours Spent, and FAQ. The 'My Learning' dropdown menu is open, showing 'View Courses', 'Course Status', and 'Roster'. Below the menu is a table with columns: Status, Title, Type, and Availability.

1. After open your course if you are not active or moving to next slide/page within 15mins, your session will be closed automatically and your time will not be recorded.
2. You have to click on "Exit course" link to come out of course. If you didn't close properly (Exit Course), system will not record your time.
3. Don't try to close browser directly.

GO to Completed Tab

The screenshot shows the 'My Learning' section of the portal with the 'Completed' tab selected. Below the tabs is a table with columns: Status, Title, Type, and Availability.

*** Important Instructions to access course content

1. After open your course if you are not active or moving to next slide/page within 15mins, your session will be closed automatically and your time will not be recorded.
2. You have to click on "Exit course" link to come out of course. If you didn't close properly (Exit Course), system will not record your time.
3. Don't try to close browser directly.

The screenshot shows a table of completed courses with the following data:

Title	Completed On	Credit Hours	Certificate
Online Training			
Composite Broker	10/22/2018 10:02 AM		Print Certificate
Total			

Click on Print Certificate. And click on click here to download .

Your Certificate is generated as your PAN Number.PDF [Click here to Download](#)