1. Prefer Google Chrome as browser

2. For online training using Smartphone, download and Install Google Meet App.

3. For online training using Laptop or Computer, download Google Meet extension for Chrome Browser.

4. Visit **www.meetra.org.in**

5. Click on 'ई-लर्निंग'

6. Register for each new training course. Otherwise you will not receive separate e-Certificate for each new course.
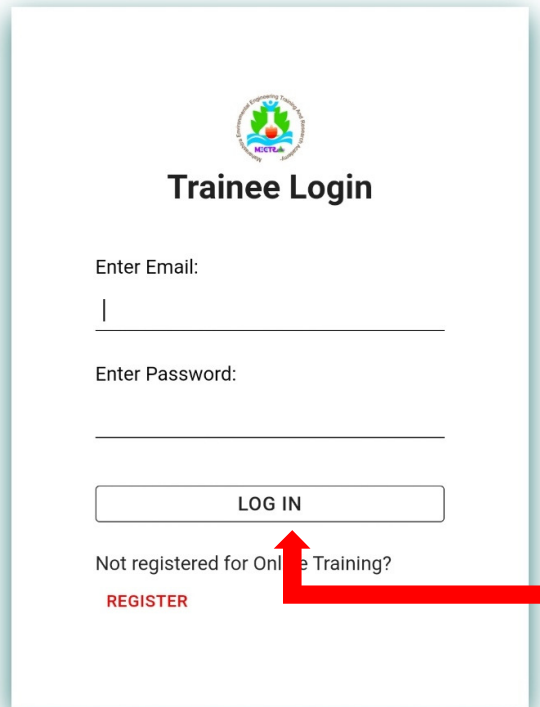
7. For New Registration, click on 'REGISTER'

8. For training course having more than one session, no need to register again. Click on 'LOG IN' with registered e-mail address and password.

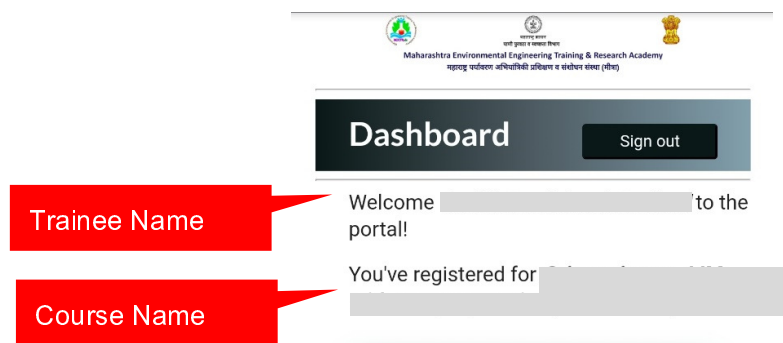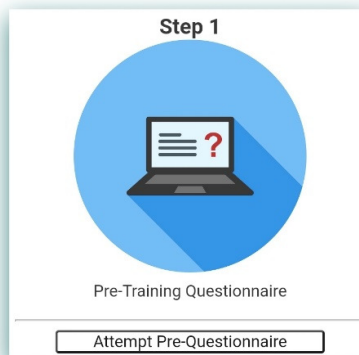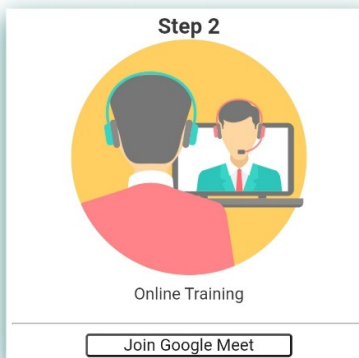9. After successful log-in, you will see 'Dashboard'. It will display Trainee Name and Course Name.

10. Follow 5 buttons Step-by-step.

- Step-1: Attempt Pre-Questionnaire
- Step-2: Join Google Meet
- Step-3: Attempt Post-Questionnaire
- Step-4: Feedback
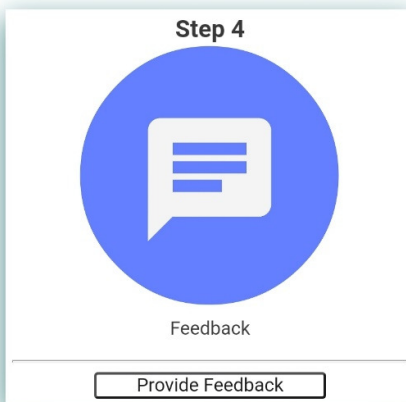- Step-5: Get Certificate

Step-1: Attempt Pre-Questionnaire

Step-2: Join Google Meet

Step-3: Attempt Post-Questionnaire

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Step-5: Get Certificate