

## STEPS for Extension Registration

1. Go to Home and Click on Student Login Button.

The screenshot displays the ICSI Student Site interface. At the top, the browser address bar shows the URL <https://www.icsi.in/student/>. The header features the ICSI logo and the text "THE INSTITUTE OF Company Secretaries of India IN PURSUIT OF PROFESSIONAL EXCELLENCE Statutory body under an Act of Parliament". A navigation menu includes "Home", "icsi.edu", "Students", "Members", "Companies", and "My Cart". The "Home" button is highlighted with a red box. Below the navigation menu, a "YOU ARE HERE:" breadcrumb trail shows "Home". On the left side, there are vertical labels for "Knowledge Portal" and "E-Learning Portal". The main content area has a sub-navigation menu with "Students", "Members", "Companies", and "Vendors". The "Students" button is highlighted with a red box. Below this menu, there is a section titled "INSTRUCTIONS:" containing several links for registration, account management, and application status. At the bottom of this section, there is a "Student Login" button. The footer of the page shows the URL <https://www.icsi.in/student/Home/Login/taoid/1.40/Default.aspx?returnurl=%2Fstudent%2Fdefault.aspx> and the system tray with the time 15:13 and date 11-03-2015.

2. Login with your credentials.

icisi.edu Recover Password  
Web Site Search  
LOGIN

Home icsi.edu Students Members Companies My Cart

YOU ARE HERE : Home Login

Username:   
Password:   
Login

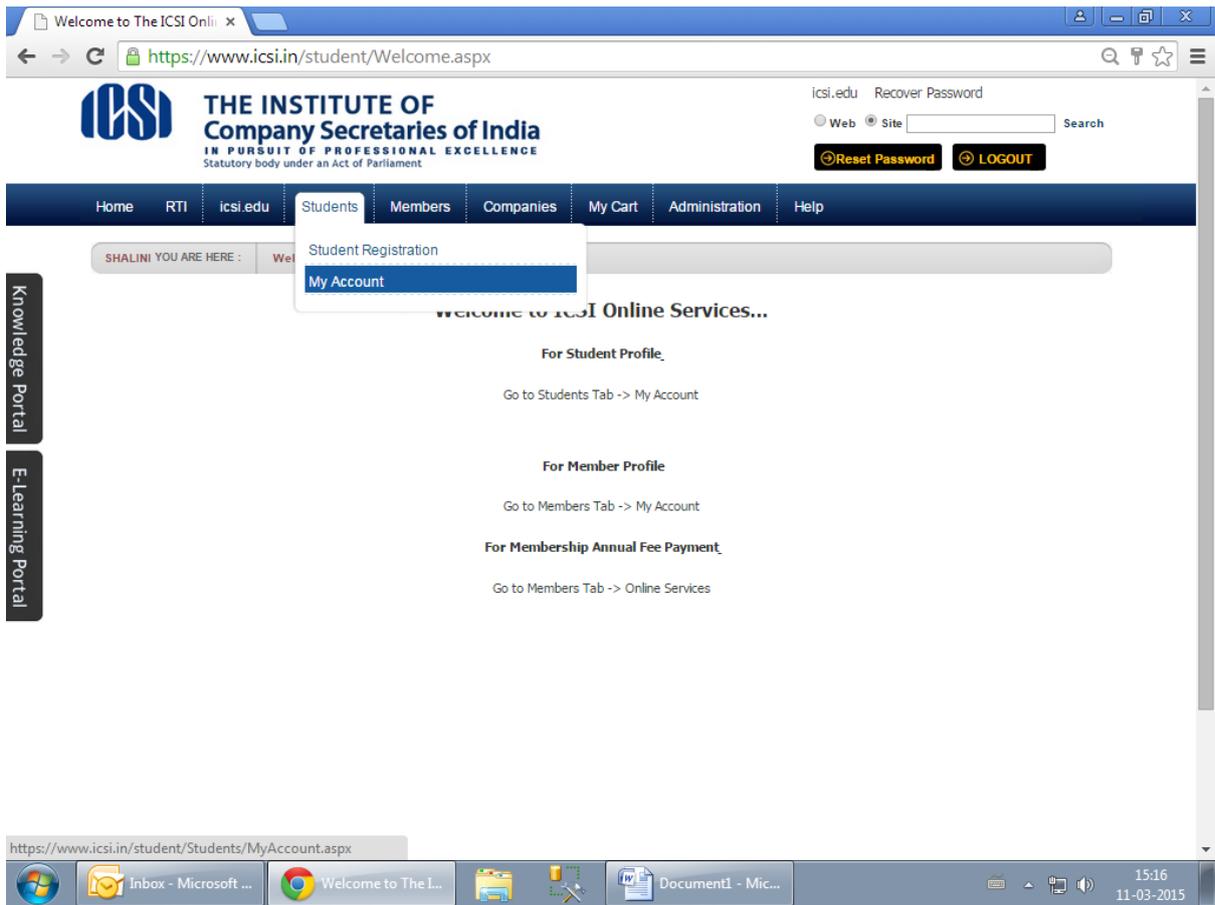
Retrieve Password Reset Password (Students Only)

INSTRUCTIONS:  
Students: Please use your Current 17 Digit Registration Number as your username.  
Members: Please use your Membership type plus membership number as your username, e.g. A12345, F12345.

Knowledge Portal  
E-Learning Portal

Inbox - Microsoft ... Login - Google C... Document1 - Mic... 15:13 11-03-2015

3. Go to Students → My Accounts



4. Below screen will be displayed.

My Account x

https://www.icsi.in/student/tabId/81/userId/388162/Default.aspx

Home RTI icsi.edu Students Members Companies My Cart Administration Help

SHALINI YOU ARE HERE : Students > My Account

To make changes to the account details go to Manage Account tab!

Account Summary Manage Account Programme Info Payment Requests Requests Examination Enrollment Others

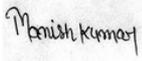
Indicates required fields

Click here to Enroll For Examination

Click here for Exam Verification Request

General Information Documents Uploaded Instructions

**PERSONAL INFORMATION**

Applied Programme	Executive - New Syllabus	  Clear Student Photo Clear Student Signature
Qualification selected at time of Registration		
Status	Expired	
Name	MR MANISH KUMAR	
Registration Number	220842838/02/2010	
Valid Upto	31/01/2015	
Batch Number	8325	
E-mail Address	PAWANKUMARVATSA@GMAIL.COM	

Windows Taskbar: Inboxes - Microsoft..., My Account - Go..., Denovo Extension..., 15:29 11-03-2015

5. Go to Payment Requests → Denovo Registration & Extension.

The screenshot shows a web browser window with the URL <https://www.icsi.in/student/tabId/81/userId/388162/Default.aspx>. The page header includes the ICSI logo and the text "THE INSTITUTE OF Company Secretaries of India IN PURSUIT OF PROFESSIONAL EXCELLENCE Statutory body under an Act of Parliament". There are navigation links for Home, RTI, icsi.edu, Students, Members, Companies, My Cart, Administration, and Help. A search bar and "Recover Password" link are also present. The main content area shows a breadcrumb trail: SHALINI YOU ARE HERE : Students > My Account. A message box states: "To make changes to the account details go to Manage Account tab!". Below this is a navigation menu with tabs: Account Summary, Manage Account, Programme Info, Payment Requests, Requests, Examination Enrollment, and Others. The "Payment Requests" dropdown menu is open, showing options: Generate Payment Slip, Denovo Registration & Extension (highlighted), Student Training Requests, Professional Registration, and Exemption Qualification Basis Request. To the right of the dropdown, there are links: "Click here to Enroll For Examination" and "Click here for Exam Verification Request". Below the navigation menu are tabs for General Information, Documents Uploaded, and Instructions. The "PERSONAL INFORMATION" section displays: Applied Programme: Executive - New Syllabus; Qualification selected at time of Registration: Status: Expired; Name: MR MANISH KUMAR; Registration Number: 220842838/02/2010. A profile picture of a man is shown with the name "Manish Kumar" written below it. The browser's taskbar at the bottom shows several open applications: "Inbox - Microsoft...", "My Account - Go...", and "Extesion - Micro...". The system clock shows 15:35 on 11-03-2015.

6. Select Extension from Request Type DropDown.

The screenshot displays the ICSI student portal interface. At the top, the browser address bar shows the URL: <https://www.icsi.in/student/Students/MyAccount/tabid/81/ctl/StudentDenovoRegistration/mid/391/userId/447715/DeI>. The page header includes the ICSI logo and the text "THE INSTITUTE OF Company Secretaries of India IN PURSUIT OF PROFESSIONAL EXCELLENCE Statutory body under an Act of Parliament". Navigation links include Home, RTI, icsi.edu, Students, Members, Companies, My Cart, Administration, and Help. A search bar and "Recover Password" link are also present. The main navigation menu includes Account Summary, Manage Account, Programme Info, Payment Requests, Requests, Examination Enrollment, and Others. A breadcrumb trail shows "SHALINI YOU ARE HERE : Students > My Account". The "Requests" menu item is active, and a sub-menu is visible with options: Account Summary, Manage Account, Programme Info, Payment Requests, Requests, Examination Enrollment, and Others. A red exclamation mark indicates required fields. Below the navigation, there is a link: "Click here to find information about new Simplified System for Seeking Registration Denovo/ Extension". The main form area contains the following fields:

- Request Type: A dropdown menu with "Extension" selected.
- Syllabus: A dropdown menu with "Please Select", "Denovo Registration", and "Extension" (highlighted).
- Stage: A dropdown menu with "Professional Programme" selected.
- Comments/ Details: A large text area.
- Amount: A text input field.
- Payment Mode: Radio buttons for "Credit/Debit Card" (selected), "NetBanking", and "Challan".

At the bottom of the form, there are "Submit Request" and "Cancel" buttons. A note below the buttons reads: "Place your request for DeNovo/Extension.kindly provide details for all the fields as specified above." The Windows taskbar at the bottom shows the system tray with the time 15:33 and date 11-03-2015, and several open applications including "Inbox - Microsoft...", "My Account - Go...", and "Extesion - Micro...".

7. After clicking on Submit Request, User will be moved on Payment gateway. After doing success payment, Request will be submitted for approval by ICSI staff.