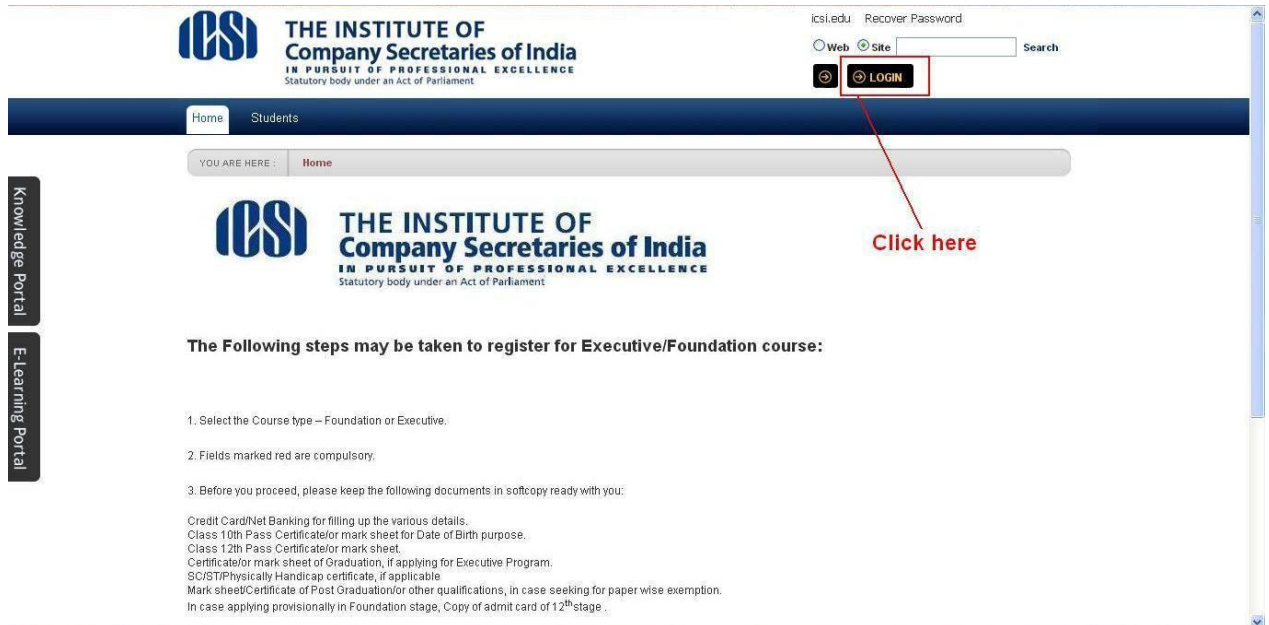


## User Manual to View Documents Uploaded

Below are the steps that you need to follow to view Documents Uploaded.

1. Go to [www.icsi.in/student/Home.aspx](http://www.icsi.in/student/Home.aspx) or <http://www.icsi.edu/>
2. Click on login Button.



The screenshot shows the ICSI website homepage. The 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". A navigation bar contains "Home" and "Students" links. Below the navigation bar, there is a "YOU ARE HERE" breadcrumb showing "Home". The main content area 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 red box highlights the "LOGIN" button in the top right corner, with a red arrow pointing to it and the text "Click here". Below the logo, there is a section titled "The Following steps may be taken to register for Executive/Foundation course:" followed by a list of instructions and a list of required documents.

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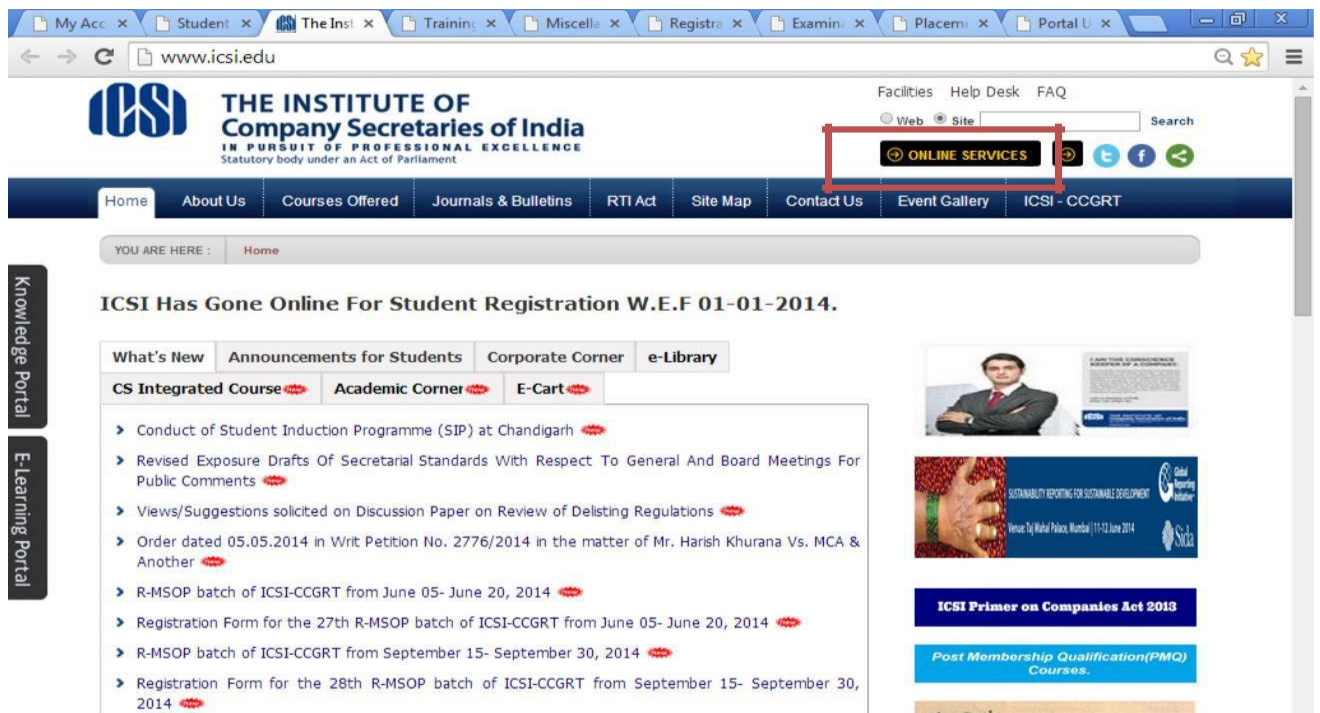
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**The Following steps may be taken to register for Executive/Foundation course:**

1. Select the Course type – Foundation or Executive.
2. Fields marked red are compulsory.
3. Before you proceed, please keep the following documents in softcopy ready with you:

Credit Card/Net Banking for filling up the various details.  
Class 10th Pass Certificate/ or mark sheet for Date of Birth purpose.  
Class 12th Pass Certificate/ or mark sheet.  
Certificate/ or mark sheet of Graduation, if applying for Executive Program.  
SC/ST/Physically Handicap certificate, if applicable  
Mark sheet/ Certificate of Post Graduation/ or other qualifications, in case seeking for paper wise exemption.  
In case applying provisionally in Foundation stage, Copy of admit card of 12<sup>th</sup> stage.

OR



The screenshot shows the ICSI website homepage. The 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". A navigation bar contains "Home", "About Us", "Courses Offered", "Journals & Bulletins", "RTI Act", "Site Map", "Contact Us", "Event Gallery", and "ICSI - CCGRT". Below the navigation bar, there is a "YOU ARE HERE" breadcrumb showing "Home". The main content area 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 red box highlights the "ONLINE SERVICES" button in the top right corner. Below the logo, there is a section titled "ICSI Has Gone Online For Student Registration W.E.F 01-01-2014." followed by a list of news items and a sidebar with various links and advertisements.

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**ICSI Has Gone Online For Student Registration W.E.F 01-01-2014.**

What's New | Announcements for Students | Corporate Corner | e-Library

CS Integrated Course | Academic Corner | E-Cart

- Conduct of Student Induction Programme (SIP) at Chandigarh
- Revised Exposure Drafts Of Secretarial Standards With Respect To General And Board Meetings For Public Comments
- Views/Suggestions solicited on Discussion Paper on Review of Delisting Regulations
- Order dated 05.05.2014 in Writ Petition No. 2776/2014 in the matter of Mr. Harish Khurana Vs. MCA & Another
- R-MSOP batch of ICSI-CCGRT from June 05- June 20, 2014
- Registration Form for the 27th R-MSOP batch of ICSI-CCGRT from June 05- June 20, 2014
- R-MSOP batch of ICSI-CCGRT from September 15- September 30, 2014
- Registration Form for the 28th R-MSOP batch of ICSI-CCGRT from September 15- September 30, 2014

**ICSI Primer on Companies Act 2013**

**Post Membership Qualification(PMQ) Courses.**

OR

Go to Home → then Click on Check Your Account (Post Registration) Link

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Web Site Search

LOGIN

Home Students Members Companies icsi.edu My Cart Delegate Registration What's New

YOU ARE HERE : Home

Students Members Companies Vendors

INSTRUCTIONS:

- ▶ Click here for Online Registration - Foundation /Executive Programme
- ▶ Click here to **Check your Account (Post Registration)**.
- ▶ Click here to Find New Student Application Status / Registration Number.
- ▶ Procedure to Create Password by the Students.
- ▶ Click here to Get Student Denovo Registration Number.
- ▶ **Click here to Check Payment Status.**
- ▶ **Successfully remitted Examination Fee for June, 2016 Session! Click here to verify Exam Enrollment Status**
- ▶ You are further advised to download your registration letter and Identity Card from our website by logging in here . In case any discrepancy is found in any information submitted by the student, he/she will be intimated accordingly.
- ▶ Students are advised to keep their email id and mobile number updated in the system at all times
- ▶ Students can apply for Verification of marks through Exam Verification Request link at MyAccount page.

3. Now enter your Username & password

icsi.edu Recover Password

Web Site Search

LOGIN

Home Students

YOU ARE HERE : Home

Knowledge Portal

E-Learning Portal

Username:

Password:

Login

Retrieve Password

Enter here

Click here

4. Now click on login button

5. After successful login, you will get the next Welcome screen.

The screenshot shows a web browser window displaying the ICSI Online Services Welcome screen. The browser's address bar shows the URL <https://www.icsi.in/student/Welcome.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 links for "Home", "icsi.edu", "Students", "Members", "Companies", and "My Cart". A search bar is present with "Web" and "Site" radio buttons and a "Search" button. Below the search bar are "Reset Password" and "LOGOUT" buttons. A breadcrumb trail shows "YOU ARE HERE : Welcome". The main content area is titled "Welcome to ICSI Online Services..." and contains three sections: "For Student Profile" with a link "Go to Students Tab -> My Account", "For Member Profile" with a link "Go to Members Tab -> My Account", and "For Membership Annual Fee Payment" with a link "Go to Members Tab -> Online Services". On the left side, there are vertical buttons for "Knowledge Portal" and "E-Learning Portal". The Windows taskbar at the bottom shows the system tray with the time 10:42 and date 20-06-2014, and several open applications including Internet Explorer, Outlook, and various folders.

6. Go to Students → My Account.

The screenshot shows a web browser window displaying the ICSI website. The address bar shows the URL <https://www.icsi.in/student/Welcome.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 links for "Home", "icsi.edu", "Students", "Members", "Companies", and "My Cart". A search bar and "Recover Password" link are also present. A "YOU ARE HERE" breadcrumb trail shows "Student Registration" and "My Account", with "My Account" highlighted in a blue box and a red rectangle around it. Below the navigation, there are instructions for accessing online services: "For Student Profile: Go to Students Tab -> My Account", "For Member Profile: Go to Members Tab -> My Account", and "For Membership Annual Fee Payment: Go to Members Tab -> Online Services". The Windows taskbar at the bottom shows the system tray with the date and time "10:41 20-06-2014".

7. You can view your Documents uploaded in your account here.

The screenshot shows the ICSI My Account page. The 'Documents Uploaded' tab is highlighted with a red box. The table below lists the uploaded documents:

Student User Id	Type	Document Name	Document Path
87094	Exemption	211	
87094	Exemption	212	
87094	Exemption	213	

8. You can export the details of the documents uploaded in excel, csv and word format.

The screenshot shows the ICSI My Account page. The export options (Excel, CSV, Word) for the 'Documents Uploaded' tab are highlighted with a red box. The table below lists the uploaded documents:

Student User Id	Type	Document Name	Document Path
87094	Exemption	211	
87094	Exemption	212	
87094	Exemption	213	