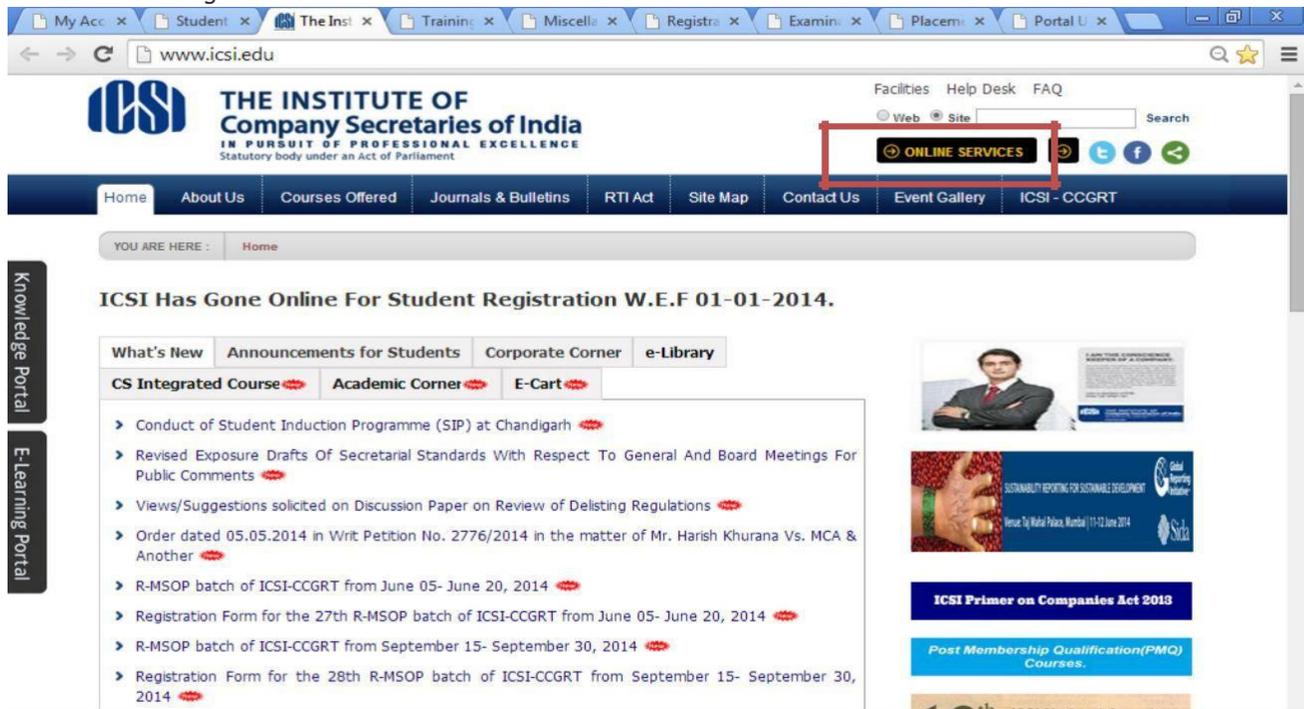


## User Manual for requesting switchover

Below are the steps that you need to follow requesting switchover to New Syllabus

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 interface. The browser address bar displays 'www.icsi.edu'. The website 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 menu at the top contains links for 'Home', 'About Us', 'Courses Offered', 'Journals & Bulletins', 'RTI Act', 'Site Map', 'Contact Us', 'Event Gallery', and 'ICSI - CCGRT'. A search bar is located in the top right corner. A red box highlights the 'ONLINE SERVICES' button in the top right area. Below the navigation menu, a breadcrumb trail shows 'YOU ARE HERE : Home'. The main content area features a heading 'ICSI Has Gone Online For Student Registration W.E.F 01-01-2014.' and a list of news items under the 'What's New' tab. The list includes items such as 'Conduct of Student Induction Programme (SIP) at Chandigarh', 'Revised Exposure Drafts Of Secretarial Standards With Respect To General And Board Meetings For Public Comments', and 'R-MSOP batch of ICSI-CCGRT from June 05- June 20, 2014'. On the right side, there are several promotional banners, including one for 'ICSI Primer on Companies Act 2013' and another for 'Post Membership Qualification (PMQ) Courses'.

OR

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

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](#)

Username:

Password:

[Retrieve Password](#)

Enter here

Click here

Knowledge Portal

E-Learning Portal

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". A search bar is located in the top right corner, with "icsi.edu" and "Recover Password" links. Below the search bar are "Reset Password" and "LOGOUT" buttons. A navigation menu at the top contains "Home", "icsi.edu", "Students", "Members", "Companies", and "My Cart". A breadcrumb trail indicates "YOU ARE HERE : Welcome". The main content area features a vertical sidebar on the left with "Knowledge Portal" and "E-Learning Portal" buttons. The central text reads "Welcome to ICSI Online Services..." and provides instructions for users: "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 clock at 10:42 on 20-06-2014 and several open applications.

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 date and time as 10:41 on 20-06-2014.

7. Below given page will be displayed.

The screenshot displays the 'My Account' page on the ICSI website. The browser address bar shows the URL: <https://www.icsi.in/student/tabId/81/userId/166622/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'. Navigation links include Home, RTI, icsi.edu, Students, Members, Companies, My Cart, Administration, and Help. A breadcrumb trail indicates the user is in 'Students > My Account'. A message box states: 'To make changes to the account details go to Manage Account tab!'. A horizontal menu contains: Account Summary, Manage Account, Programme Info, Payment Requests, Requests, Examination Enrollment, and Others. Below this, there are links for 'Click here to Enroll For Examination' and 'Click here for Exam Verification Request'. A sub-menu includes: General Information, Documents Uploaded, and Instructions. The 'PERSONAL INFORMATION' section shows: Applied Programme: Professional - Old Syllabus; Qualification selected at time of Registration: Registered; Status: Registered; Name: Mr. DILIP SINGH RATHORE; Registration Number: 520339799/04/2012. A profile picture and a handwritten signature 'Dilip Singh' are also visible. The Windows taskbar at the bottom shows the system clock at 15:16 on 11-03-2015.

8. Go to **switchover Request** Under Requests Tab.

My Account x

https://www.icsi.in/student/tabId/81/userId/166622/Default.aspx

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icsi.edu Recover Password  
Web Site Search  
Reset Password LOGOUT

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

Monthly Magazine Request Indicates required fields  
Addition Of Qualification For Examination  
Miscellaneous Requests Verification Request  
Change of Address  
SwitchOver Request

General Information Documents Uploaded Instructions

**PERSONAL INFORMATION**

Applied Programme Professional - Old Syllabus

Qualification selected at time of Registration

Status Registered

Name Mr. DILIP SINGH RATHORE

Registration Number 520339799/04/2012

icsi.in/student/Students/MyAccount/tabid/81/.../Default.aspx

Inbox - Microsoft ... My Account - Go... Document1 - Mic... 15:16 11-03-2015

9. The below screen will be displayed which will show the old Syllabus and New Syllabus.

My Account x

https://www.icsi.in/student/Students/MyAccount/tabid/81/ctl/RequestSwitchOver/mid/391/userId/166622/Default.aspx

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Statutory body under an Act of Parliament

icsi.edu Recover Password  
Web Site Search  
Reset Password LOGOUT

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

SHALINI YOU ARE HERE : Students > My Account

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

Old Syllabus 2007  
New Syllabus 2012  
Optional Subject - Select -

PLEASE NOTE THAT SWITCHOVER TO NEW SYLLABUS IS IRREVOCABLE. ONCE THE OPTION OF SWITCHOVER IS EXERCISED, YOU WILL NOT BE ALLOWED TO REVERT TO OLD SYLLABUS. ARE YOU SURE TO SWITCHOVER TO NEW SYLLABUS. IF YES, PLEASE CLICK ON THE BUTTON ..SUBMIT REQUEST.

Submit Request Cancel

It may be noted that the transaction charges against each transaction would be borne by the Institute.

All stakeholders can make use of the Payment Gateway after logging in www.icsi.in/Student . The stakeholder must keep the credit card with pin number ready while using the payment gateway. The process shall be as under:

Stakeholder shall make use of any of the options on the left panel of the browser window after logging in www.icsi.in/Student.  
Thereafter two options 1) Citi bank credit card and 2) Net Banking will be visible to the user in the right side panel for the option selected against the left side panel.  
After clicking any of the option confirm screen will appear. After confirmation the control shall shift from www.icsi.in/Student to the site of the bank.  
The bank shall ask for credit card/Debit card number along with cvv number and pin number.

Inbox - Microsoft ... My Account - Go... Document1 - Mic... 15:17 11-03-2015

10. Select the Subject from the drop down Menu and Click on Submit.

The screenshot shows the 'My Account' page on the ICSI website. The user is logged in as 'SHALINI'. The page displays the 'Request Switch Over' form with the following details:

- Old Syllabus: 2007
- New Syllabus: 2012
- Optional Subject: - Select - (dropdown menu is open)

The dropdown menu options are:

- Select -
- BANKING LAW AND PRACTICE
- CAPITAL, COMMODITY AND MONEY MARKET
- INSURANCE LAW AND PRACTICE
- INTELLECTUAL PROPERTY RIGHTS - LAW AND PRACTICE
- INTERNATIONAL BUSINESS-LAWS AND PRACTICES

Below the form, there is a 'Submit Request' button and a 'Cancel' button. A note states: 'PLEASE NOTE THAT SWITCHOVER TO NEW SYLLABUS IS IRREVOCABLE. ONCE THE OPTION OF SWITCHOVER IS EXERCISED, YOU WILL NOT BE ALLOWED TO REVERT TO OLD SYLLABUS. ARE YOU SURE TO SWITCHOVER TO NEW SYLLABUS. IF YES, PLEASE CLICK ON THE BUTTON ..SUBMIT REQUEST.'

11. After clicking on OK, Request will be submitted for approval by ICSI staff.

The screenshot shows the same 'My Account' page as above, but with a confirmation dialog box open. The dialog box contains the following text:

The page at https://www.icsi.in says:  
SWITCHOVER TO NEW SYLLABUS IS IRREVOCABLE. Are you sure you want to switchover to new syllabus?

The dialog box has 'OK' and 'Cancel' buttons. The 'Optional Subject' dropdown menu in the background is now set to 'BANKING LAW AND PRACTICE'. The 'Submit Request' button is visible below the form.