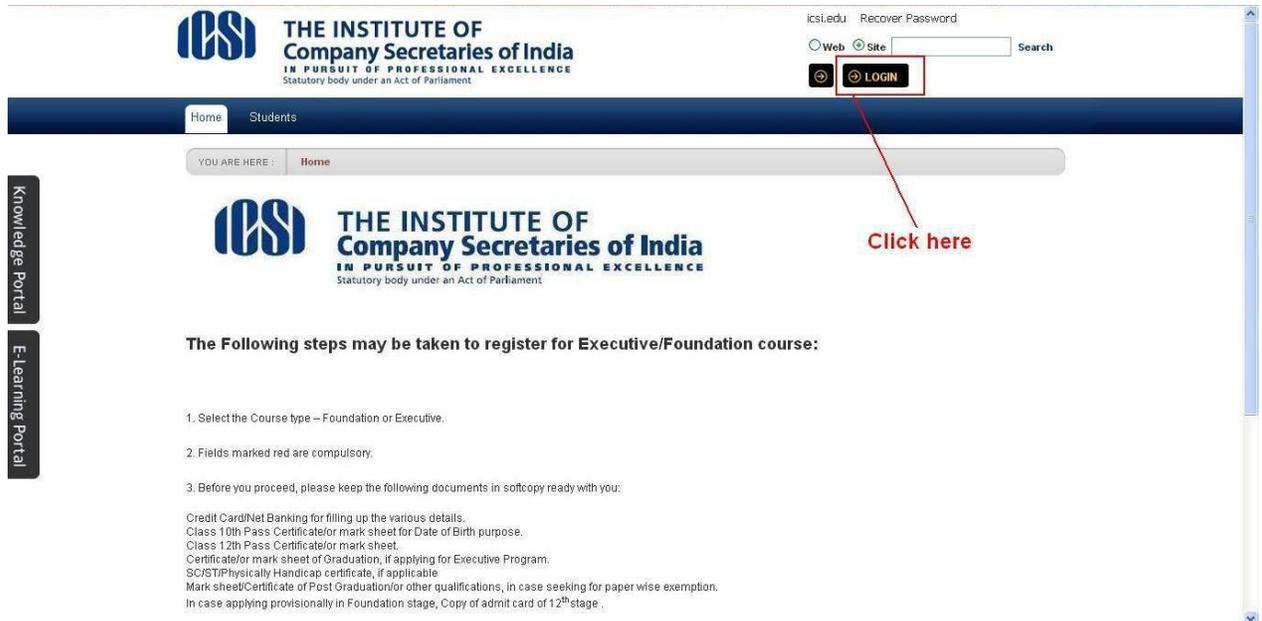


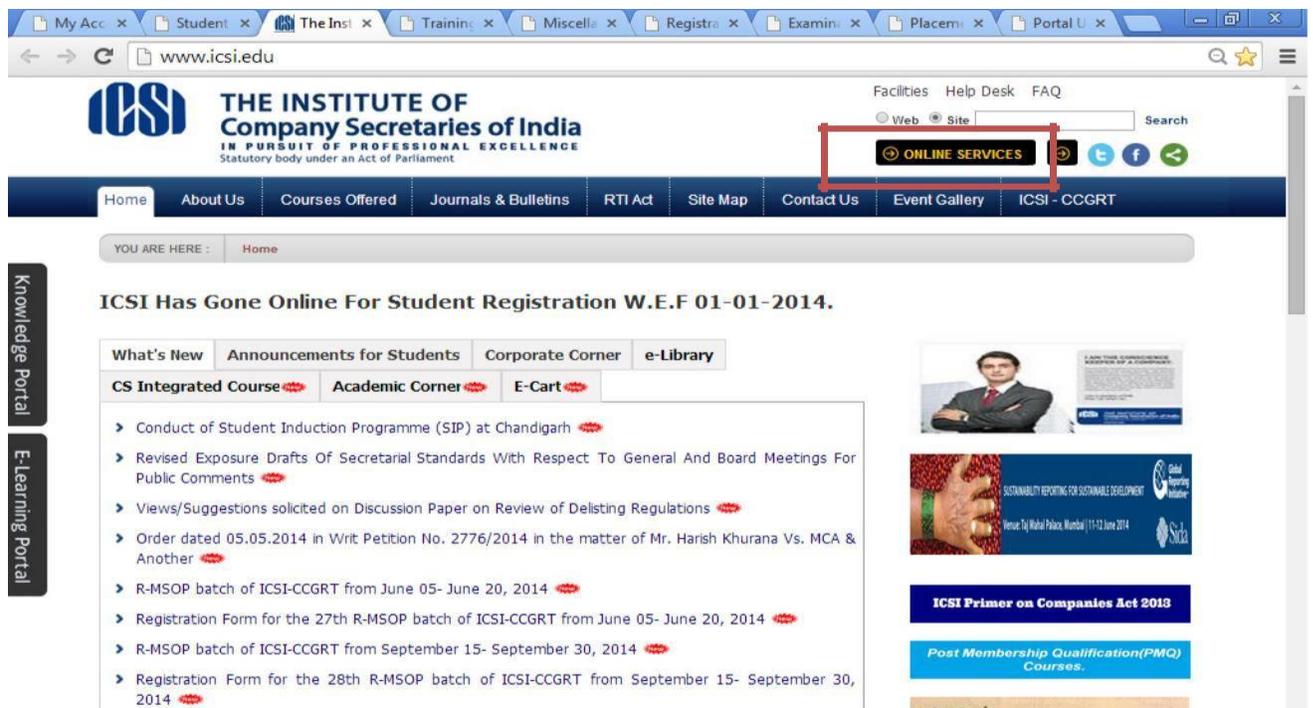
## User Manual to add additional qualification details

Below are the steps that you need to follow to add additional qualification details.

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.



OR



OR

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

The screenshot shows the ICSI website home page. At the top, there is a logo for 'THE INSTITUTE OF Company Secretaries of India' with the tagline 'IN PURSUIT OF PROFESSIONAL EXCELLENCE' and 'Statutory body under an Act of Parliament'. To the right of the logo is a search bar with 'Web' and 'Site' radio buttons and a 'Search' button. Below the logo is a navigation menu with 'Home', 'Students', 'Members', 'Companies', 'icsi.edu', 'My Cart', 'Delegate Registration', and 'What's New'. A breadcrumb trail shows 'YOU ARE HERE : Home'. Below the navigation menu is a section with tabs for 'Students', 'Members', 'Companies', and 'Vendors'. Under the 'Students' tab, there is a list of 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

The screenshot shows the ICSI website login page. At the top, there is a logo for 'THE INSTITUTE OF Company Secretaries of India' with the tagline 'IN PURSUIT OF PROFESSIONAL EXCELLENCE' and 'Statutory body under an Act of Parliament'. To the right of the logo is a search bar with 'Web' and 'Site' radio buttons and a 'Search' button. Below the logo is a navigation menu with 'Home' and 'Students'. A breadcrumb trail shows 'YOU ARE HERE : Home'. On the left side, there are vertical buttons for 'Knowledge Portal' and 'E-Learning Portal'. The main content area contains a login form with the following elements:

- Username:
- Password:
- 
- [Retrieve Password](#)

Red annotations are present: a red box around the Username and Password fields with a red arrow pointing to the text 'Enter here'; and a red box around the Login button with a red arrow pointing to the text '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. Below given page will be displayed.

The screenshot shows the ICSI website's 'My Account' page. At the top, there is a navigation bar with links for Home, Students, Members, Companies, icSI.edu, My Cart, Delegate Registration, and What's New. Below this is a breadcrumb trail: CHIRAG VIJAYBHAI PANCHMIYA YOU ARE HERE : Students > My Account. A message box states: 'To make changes to the account details go to Manage Account tab!'. A horizontal menu contains tabs: Account Summary, Manage Account, Programme Info, Payment Requests, Requests, Examination Enrollment, and Others. A red vertical bar indicates required fields. A link 'Click here to change elective subject' is present. Below the menu are tabs for General Information, Documents Uploaded, and Instructions. The 'PERSONAL INFORMATION' section displays: Applied Programme: Professional - New Syllabus; Elective Subject: 345 - International Business – Laws and Practices; and Qualification selected at time of Registration. A profile picture of a man is shown on the right.

8. Go to Student **Addition of Qualification** Under **Requests** Tab.

This screenshot shows the same 'My Account' page as above, but with the 'Requests' tab selected. A dropdown menu is open under 'Requests', and the 'Addition Of Qualification' option is highlighted with a red circle. Other options in the dropdown include 'Change of Address', 'Student Occupation Status Requests', and 'SwitchOver Request'. The 'Addition Of Qualification' option has a red vertical bar next to it, indicating it is a required field. The rest of the page content, including the navigation bar, breadcrumb trail, and personal information section, remains the same.

9. Select Qualification, Year, fill the marks and upload the supporting documents. Click on Submit Request Button.

Select Qualification

**ENTER DETAILS**

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Qualification Year

Aggregate Marks

Maximum Marks

Upload Supporting Document(s)

[Remove File](#)

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