User Manual to add additional qualification details

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

- 1. Go to <u>www.icsi.in/student/Home.aspx</u> or <u>http://www.icsi.edu/</u>
- 2. Click on login Button.

	(62)	THE INSTITUTE OF Company Secretaries of India	Steurier Asswuru Oweb ⊚ site Search ⊚ Stoffin
	Home Stude	ents	$\overline{\lambda}$
	YOU ARE HERE :	Home	
	IBS	THE INSTITUTE OF Company Secretaries of India IN PURSUIT OF PROFESSIONAL EXCELLENCE Statutory body under an Act of Parliament	Click here
	The Follow	ing steps may be taken to register for Executive/Foundat	ion course:
	1. Select the Cour	se troe – Foundation or Executive	
	7 Fields marked r	and are commuted by	
	2. Defore you proc	and interesting to a fallowing decurrents in coffeeny ready with your	
	Credit Card/Net B: Class 10th Pass (Class 12th Pass (Certificate/or mark SC/STIPhysically Mark sheet/Certific In case applying p	anking for filling up the various details. Certification mark sheet for Date of Birth purpose. Settification mark sheet. I sheet of Graduation, if applying for Executive Program. Handicap certificate, if applicable ate of Post Graduation/or other qualifications, in case seeking for paper wise exemption. rovisionally in Foundation stage, Copy of admit card of 12 th stage.	
		UK	
icc ×	ident × 🚯 The In	Ist × C Trainin: × C Miscelle × C Registre × C E	Examin: X Placem: X Portal U X
C B wwv	dent × M The In v.icsi.edu	UK Ist × C Trainin; × C Miscella × C Registra × C E	Examin: X C Placem: X C Portal U X Q
c × Stu c • • wwv	THE INST	UK Ist × Trainin: × Miscella × Registra × E E TITUTE OF Secretaries of India an Act of Parilament	Facilities Help Desk FAQ
C Stu C Www CS	ident × M The In w.icsi.edu THE INST Company IN PURBULT OF Statutory body under bout US Courses	UK Ist × Trainin: × Miscella × Registra × E TITUTE OF Secretaries of India PROFESSIONAL EXCELLENCE an Act of Parliament Coffered Journals & Bulletins RTI Act Site Map C	Xamin: X Placem: X Portal U X Image: Constraint of the second seco
C × Stu C Stu C Www COS Home Ab YOU ARE HERE ICSI Has	ident × Mit The In w.icsi.edu THE INST Company II PURBUIT OF Statutory body under statutory body under Statutory body under Courses E: Home Gone Online	UK I Trainin: X Miscelle X Registre X E E TITUTE OF Secretaries of India PROFESSIONAL EXCELLENCE an Act of Parliament Offered Journals & Bulletins RTI Act Site Map C For Student Registration W.E.F 01-01-20	Examin: X Placem: X Portal U X C Facilities Help Desk FAQ Web © Site ONLINE SERVICES D C CCGRT Ontact Us Event Gallery ICSI - CCGRT
C Stu C Stu C Stu What's New C Lintan	ident × im The In v.icsi.edu Im Function THE INST Courses Statutory body under Statutory body under Statutory body under Courses E : Home Gone Online v Announcemen	UK Ist × Trainin: × Miscella × Registra × E TITUTE OF Secretaries of India PROFESSIONAL EXCELLENCE an Act of Parliament Offered Journals & Bulletins RTI Act Site Map C For Student Registration W.E.F 01-01-20 ts for Students Corporate Corner e-Library Undersite Corner - Library	Facilities: Help Desk FAQ Facilities: Help Desk FAQ Web Site ONLINE SERVICES ONLINE SERVICES Contact Us Event Gallery ICSI - CCGRT D14.
C × Stu C · Stu C · Stu C · Stu Vou Ab Vou Ac Here ICSI Has What's New CS Integral	Image: Second state of the second s	UK ISI X Trainin: X Miscella X Registra X E ITUTE OF Secretaries of India PROFESSIONAL EXCELLENCE an Act of Parliament Offered Journals & Bulletins RTI Act Site Map C For Student Registration W.E.F 01-01-20 ts for Students Corporate Corner e-Library Academic Corner E-Cart	Examin: X Placem: X Portal U X Facilities Help Desk FAQ Web Site ONLINE SERVICES 2 3 3 ONLINE SERVICES 2 3 ON
C × Stu C · St	Image: Second state of the second s	UK ISI × Trainin: × Miscelle × Registre × E E ISI × Registre × E <	Examin: × Placem: × Portal U × Pacilities: Help Desk FAQ • Web • Site • Web • Site • ONLINE SERVICES • • • • • • • • • • • • • • • • • • •
C × Stu C Stu C Stu C Stu C Stu C Stu C S Integral C S Integral C S Integral C S Integral C S Integral	ident × Min The In w.icsi.edu THE INST Company It PURBULT OF Statutory body under Statutory body under Courses E: Home Gone Online v Announcement ted Course A of Student Induction Exposure Drafts of imments	ITUTE OF Secretaries of India PROFESSIONAL EXCELLENCE an Act of Parifament Offered Journals & Bulletins RTI Act Site Map C For Student Registration W.E.F 01-01-20 ts for Students Corporate Corner e-Library Academic Corner E-Cart In Programme (SIP) at Chandigarh	Examin: × Placem: × Portal Li × Facilities: Help Desk: FAQ •Web Site •Web Site •ONLINE SERVICES • •Ontact Us Event Gallery ICSI-CCGRT
C × Stu C · Stu C · Stu C · Stu C · Stu Vou Are Here ICSI Has Vou Are Here ICSI Has Vhat's New CS Integral > Conduct > Revised I Public Co > Views/Su	Image: Statutory body under statutory bod	ITUTE OF Secretaries of India PROFESSIONAL EXCELLENCE an Act of Parliament Offered Journals & Bulletins RTI Act Site Map C For Student Registration W.E.F 01-01-20 ts for Students Corporate Corner e-Library Academic Corner E-Cart In Programme (SIP) at Chandigarh Secretarial Standards With Respect To General And Board Mee In Discussion Paper on Review of Delisting Regulations	Examin: × Placem: × Portal U ×
C × Stu C · St	dent × M The In v.icsi.edu THE INST Company is Pursuit of Statutory body under statutory body under Courses E: Home Gone Online v Announcemen ted Course A of Student Induction Exposure Drafts of imments uggestions solicited o ted 05.05.2014 in W	ITTICLE COMPOSED AND A COMPOSED AND	Examin: × Placem: × Portal U × Facilities: Help Desk FAQ • Web • site • Web • site • ONLINE SERVICES • ONLINE SERVICES <
KCC × Stu C Stu C Stu C Stu C Stu C Stu C Stu C Stu C S Integral C S Integral C S Integral C Conduct Revised I Public Co Views/Su Order dat Another R-MSOP I	dent × M The In w.icsi.edu THE INST Company Statutory body under statutory body under statutory body under Statutory body under Courses E: Home Gone Online V Announcement ted Courses A of Student Induction Exposure Drafts Of imments iggestions solicited o ted 05.05.2014 in W batch of ICSI-CCGRT	ITT Trainin: X Miscelle X Registre X E E TITUTE OF Secretaries of India PROFESSIONAL EXCELLENCE an Act of Parliament Offered Journals & Bulletins RTI Act Site Map C For Student Registration W.E.F 01-01-20 ts for Students Corporate Corner e-Library Academic Corner E-Cart n Programme (SIP) at Chandigarh Secretarial Standards With Respect To General And Board Mee n Discussion Paper on Review of Delisting Regulations /rit Petition No. 2776/2014 in the matter of Mr. Harish Khurana V from June 05- June 20, 2014	Cxamin: × Placem: × Portal U × Facilities: Help Desk FAQ • Web • site Search • Web • site Search • ONLINE SERVICES • • • • • • • • • • • • • • • • • • •
C × Stu C Stu C Stu C Stu C Stu C Stu Vou are Here ICSI Has Vou are Here ICSI Has Vou are Here C S Integrat C S I S S S S S S S S S S S S S S S S S	ident × Min The In w.icsi.edu THE INST Company Statutory body under sout US Courses E: Home Gone Online v Announcement ted Courses A of Student Induction Exposure Drafts Of imments uggestions solicited o ted 05.05.2014 in W batch of ICSI-CCGRT ion Form for the 27t	ITUTE OF Secretaries of India PROFESSIONAL EXCELLENCE an Act of Parifement Offered Journals & Bulletins RTI Act Site Map C For Student Registration W.E.F 01-01-20 ts for Students Corporate Corner e-Library Vademic Corner E-Cart In Programme (SIP) at Chandigarh Secretarial Standards With Respect To General And Board Mee In Discussion Paper on Review of Delisting Regulations In Piscussion Paper on Review of Delisting Regulations In Piscussion Paper on Review of Delisting Regulations Int Petition No. 2776/2014 in the matter of Mr. Harish Khurana V from June 05- June 20, 2014 In R-MSOP batch of ICSI-CCGRT from June 05- June 20, 2014	Examin: × Placem: × Portal U ×
C × Stu C > St	Ident Image: The Invicsi.edu THE INST THE INST Statutory body under OUT Statutory bod	In Programme (SIP) at Chandigarh Programme (SIP) at Chandigarh Secretarial Standards With Respect To General And Board Mee In Discussion Paper on Review of Delisting Regulations Profit Petition No. 2776/2014 in the matter of Mr. Harish Khurana V from June 05- June 20, 2014 In R-MSOP batch of ICSI-CCGRT from June 05- June 20, 2014 from September 15- September 30, 2014	Sxamin: × Placem: × Portal U × Facilities: Help Desk: FAQ • Web • Site Search • ONLINE SERVICES • • • • • • • • • • • • • • • • • • •

Go to Home \rightarrow then Click on Check Your Account (Post Registration) Link THE INSTITUTE OF Search Company Secretaries of India IN PURSUIT OF PROFESSIONAL EXCELLENCE Statutory body under an Act of Parliament 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

Home Students YOU ARE HERE: Home Username: Enter here Password: Login Click here Retrieve Password	Search	Oweb ⊙ Site ⊙ Cogin	IE INSTITUTE OF mpany Secretaries of India PURBUIT OF PROFESSIONAL EXCELLENCE exception body under an Act of Parliament	(US)
VOU ARE HERE: Nome Username: Password Click here Retrieve Password	-			Home Stud
Username: Password: Login Click here Retrieve Password			lome	YOU ARE HERE :
		r here	e: Ente d: Login Click here Retrieve Password	Uso Pa

Y

4. Now click on login button

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





6. Go to Students \rightarrow My Account.



												Y
https://w	ww.icsi.in/student/Students/	MyAccount.as	рх									
(🔯 Inb 🔀 FW	Ac	Go	🧿 Stu	Mi	Contraction in the second seco	Ø We	Us	Us	- - - -	10:41 20-06-2014	

7. Below given page will be displayed.

	IE INSTITUTE mpany Secreta URSUIT OF PROFESSI tory body under an Act of Parilia	OF aries of India			icsi.edu Recover Pas Web • Site • Reset Password	ssword Search
Home Students	Members Compani	es icsi.edu My C	Cart Delegate Re	gistration	What's New	
CHIRAG VIJAYBHAI P	ANCHMIYA YOU ARE HERE :	Students My Act	count			
🔽 To make chang	ges to the account details go	to Manage Account tab!				
Account Summa	ary Manage Account	Programme Info F	Payment Requests	Requests	Examination Enrollment	Others
General Informatio	n Documents Uploaded	Instructions			Click here	indicates required fields to change elective subject
PERSONAL INFORMATIO	N ed Programme Profession	al - New Syllabus				
E Qualification sele	lective Subject 345 - Inter	national Business – Laws ar	nd Practices		NOT	

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

	- 0 💌
THE INSTITUTE OF COmpany Secretaries of India IN PURSUIT OF PROFESSIONAL EXCELLENCE Statutory body under an Act of Parliament	icsi.edu Recover Password O Web O Site Search OReset Password
Home Students Members Companies icsi.edu My Cart Delegate Regi	O LOGOUT SMASH LOGIN FOUNDATION What's New REGISTRATION
To make changes to the account details go to Manage Account tabl Account Summary Manage Account Programme Info Payment Requests	Requests Examination Enrollment Others
General Information Documents Uploaded Instructions	Addition Of Qualification ndicates required fields Change of Address ange elective subject Student Occupation Status Requests
PERSONAL INFORMATION Applied Programme Professional - New Syllabus	
Flocting Subject 345 - International Business - Laws and Practices https://www.icsi.in/students/MyAccount/tabid/81/ctt/AdditionOfQualification/mid/391/userd/87094/Default.aspx International Ausiness - Laws and Practices Integr/Wwww.icsi.in/students/MyAccount/tabid/81/ctt/AdditionOfQualification/mid/391/userd/87094/Default.aspx Integr/Wwww.icsi.in/students/MyAccount/tabid/81/ctt/AdditionOfQualification/mid/391/userd/87094/Default.aspx	New Ta M CAUsers 💕 Untitled Tutitled A 🐚 💱 🕪 2211 PM 5/10/2016

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

Select Qualification	Select Any
ENTER DETAILS	
Qualification Year	Please Select V
Aggregate Marks	
Maximum Marks	
Upload Supporting Document(s)	Browse
	Remove File
Submit Request Cancel	