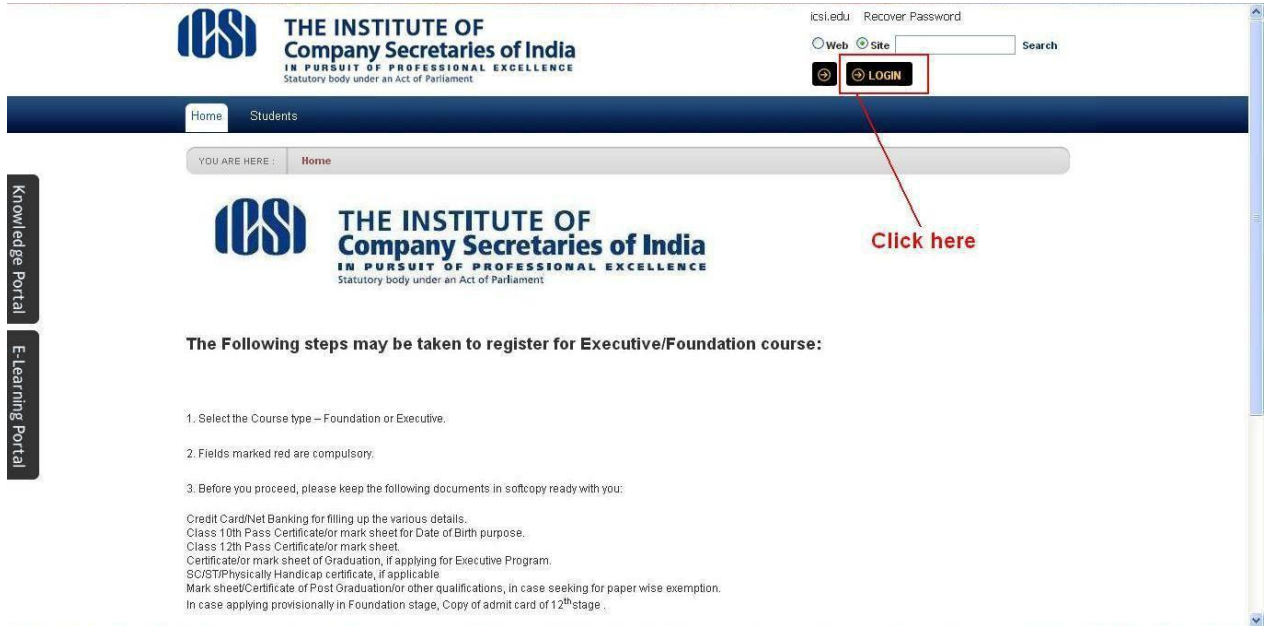


User Manual for Change Examination Centre

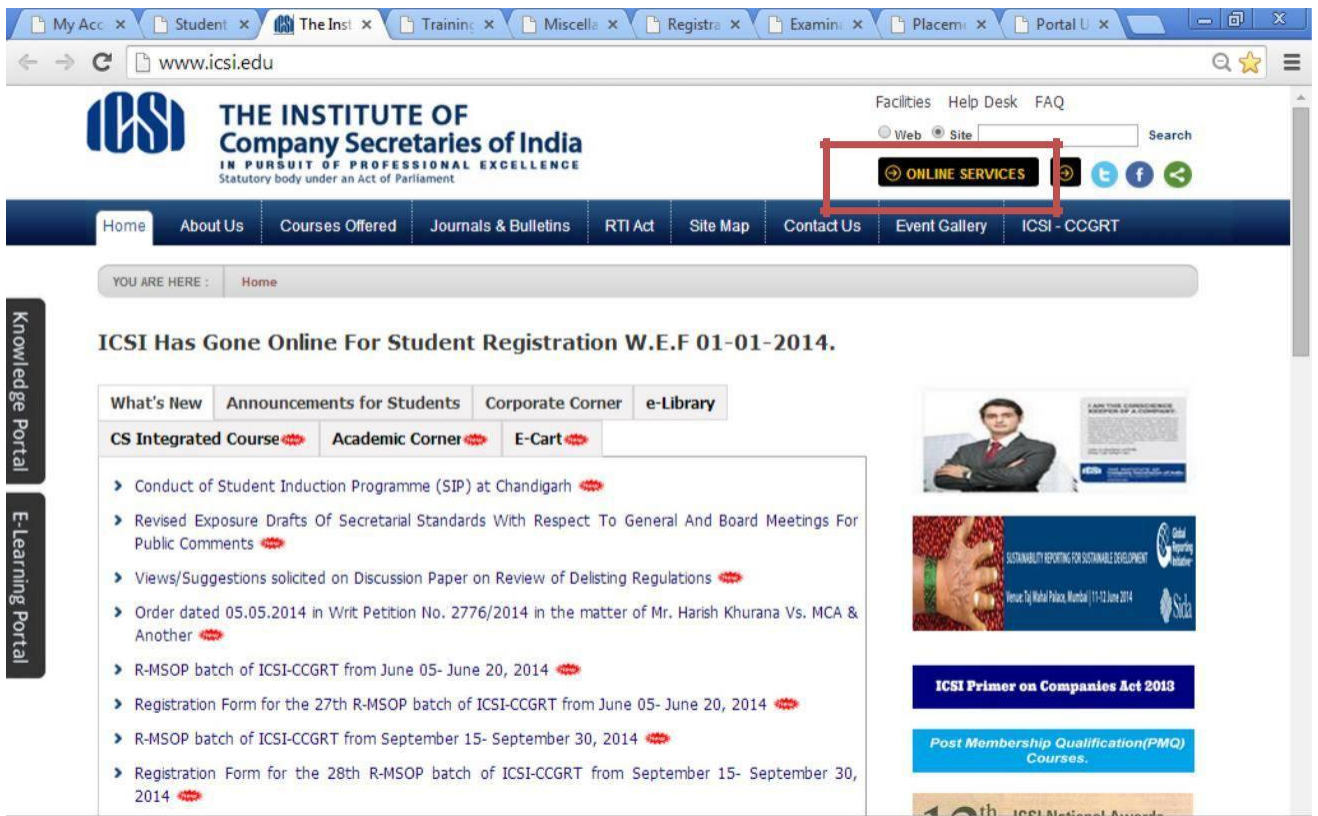
Below are the steps that you need to follow for changing centre of Examination.

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



OR

3.

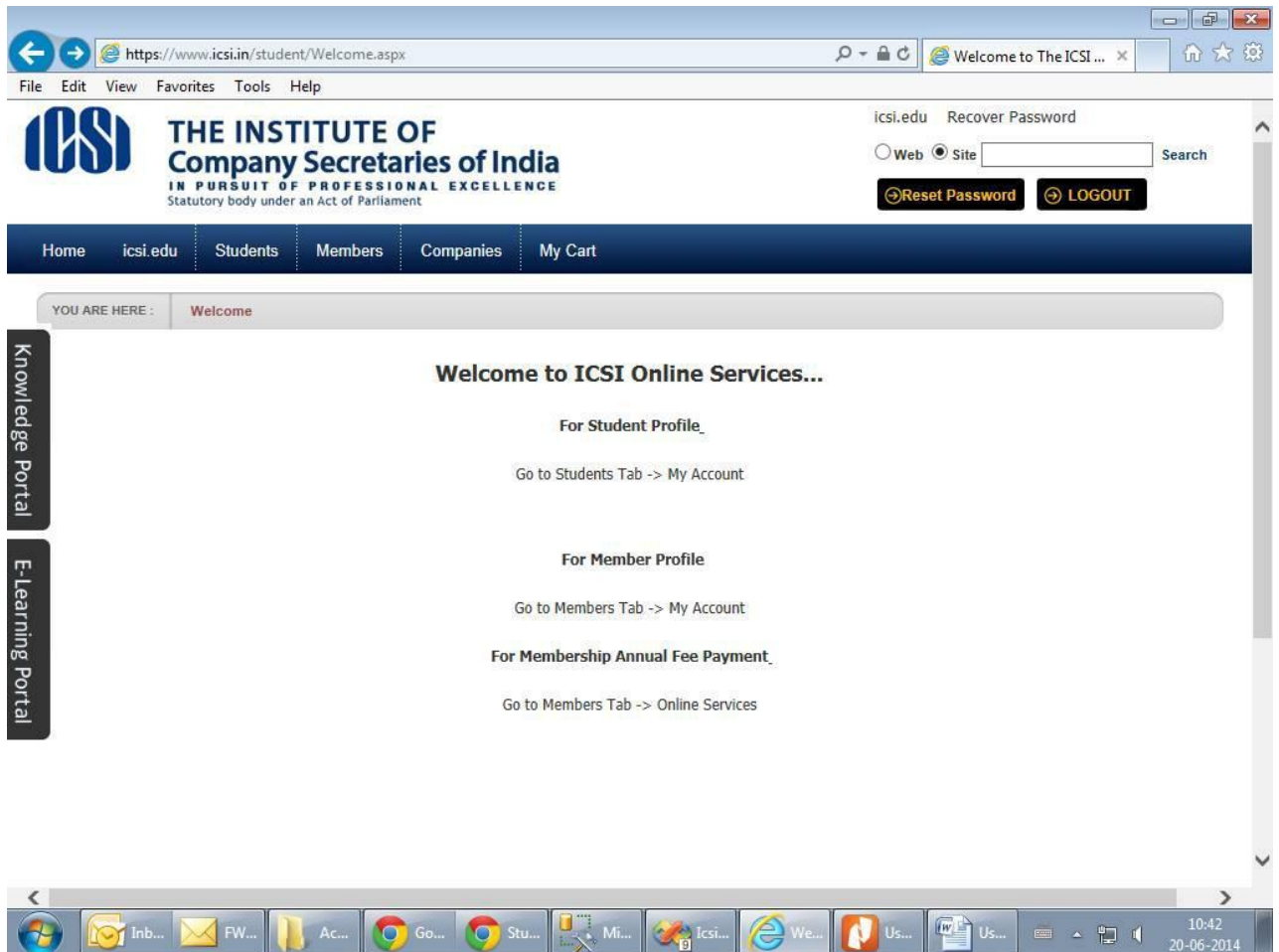


3. Now enter your Username & password



4. Now click on login button

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



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 is present with "Web" and "Site" radio buttons and a "Search" button. Below the navigation bar, 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. The main content area has a heading "to ICSI Online Services..." and three sections: "For Student Profile" with the instruction "Go to Students Tab -> My Account", "For Member Profile" with "Go to Members Tab -> My Account", and "For Membership Annual Fee Payment" with "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 date "20-06-2014" and time "10:41", and several application icons including Inb..., FW..., Ac..., Go..., Stu..., Mi..., Icsi..., We..., Us..., and Us...

7. Click on Examination Enrollment → Change of Centre, you will get the next screen as shown below.

The screenshot shows a web browser window with the URL <https://www.icsi.in/student/Students/MyAccount.aspx>. The user is logged in as CHIRAG VIJAYBHAI PANCHMIYA. The navigation menu includes: Account Summary, Manage Account, Programme Info, Payment Requests, Requests, Examination Enrollment, and Others. The 'Examination Enrollment' menu is open, and the 'Change of Centre' option is highlighted with a red rectangle. Other options in the menu include 'Submit Examination Form', 'Change of Medium', and 'Change of Module'. On the left side, there are vertical labels for 'Knowledge Portal' and 'E-Learning Portal'. Below the navigation menu, the 'PERSONAL INFORMATION' section is visible, containing the following details:

Applied Programme	Professional - New Syllabus
Elective Subject	345 - International Business – Laws and Practices
Qualification selected at time of Registration	
Status	Registered
Name	Mr CHIRAG VIJAYBHAI PANCHMIYA
Registration Number	420920773/02/2011
Executive Registration Date	23/02/2011

A profile picture of the user is shown next to the personal information, with the name 'C.V. Panchamia' written below it. The taskbar at the bottom shows various open applications and the system clock indicating 10:37 AM on 5/9/2016.

Enrollment changes can be done till 15 days to exams.

[Click here to find your current session Examination Enrollment Request Id](#)

Examination Enrollment Request Id. [CheckRequestId](#)

Exam Batch No.

Student Sheet No.

Old Centre.

New Centre.

Amount

[Cancel](#)

8. Enter Examination Enrollment Request ID and select your desired Examination Centre

9. Click on submit button after reading the instructions carefully.