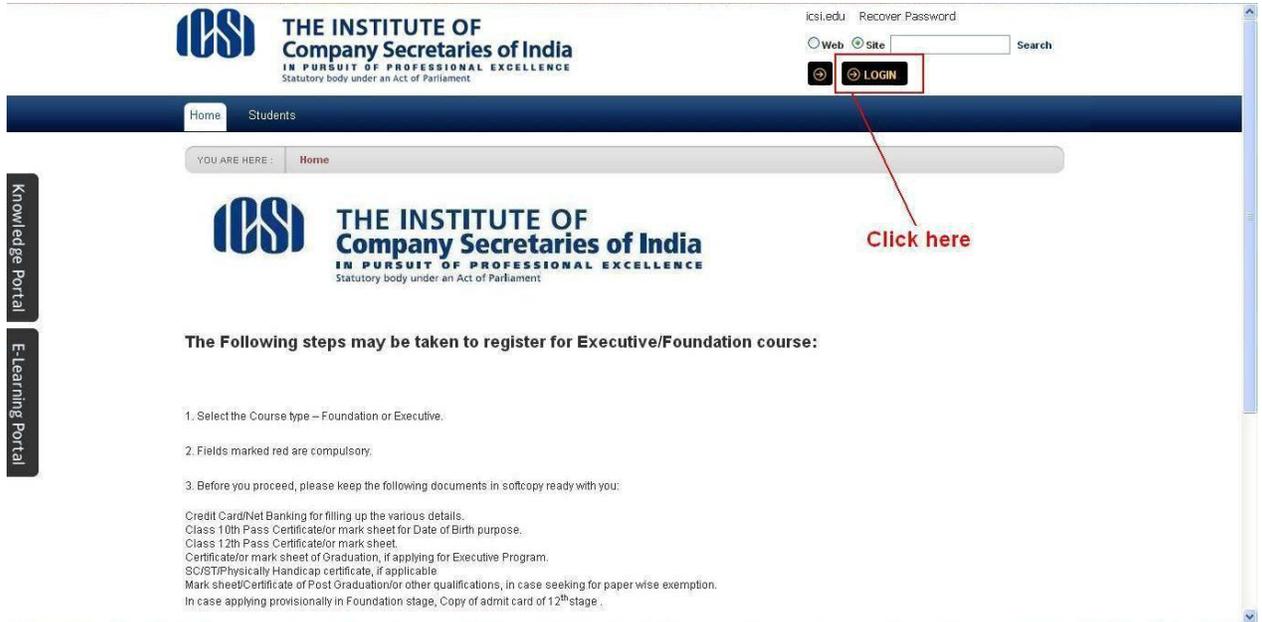


## User Manual for Changing Medium of Examination

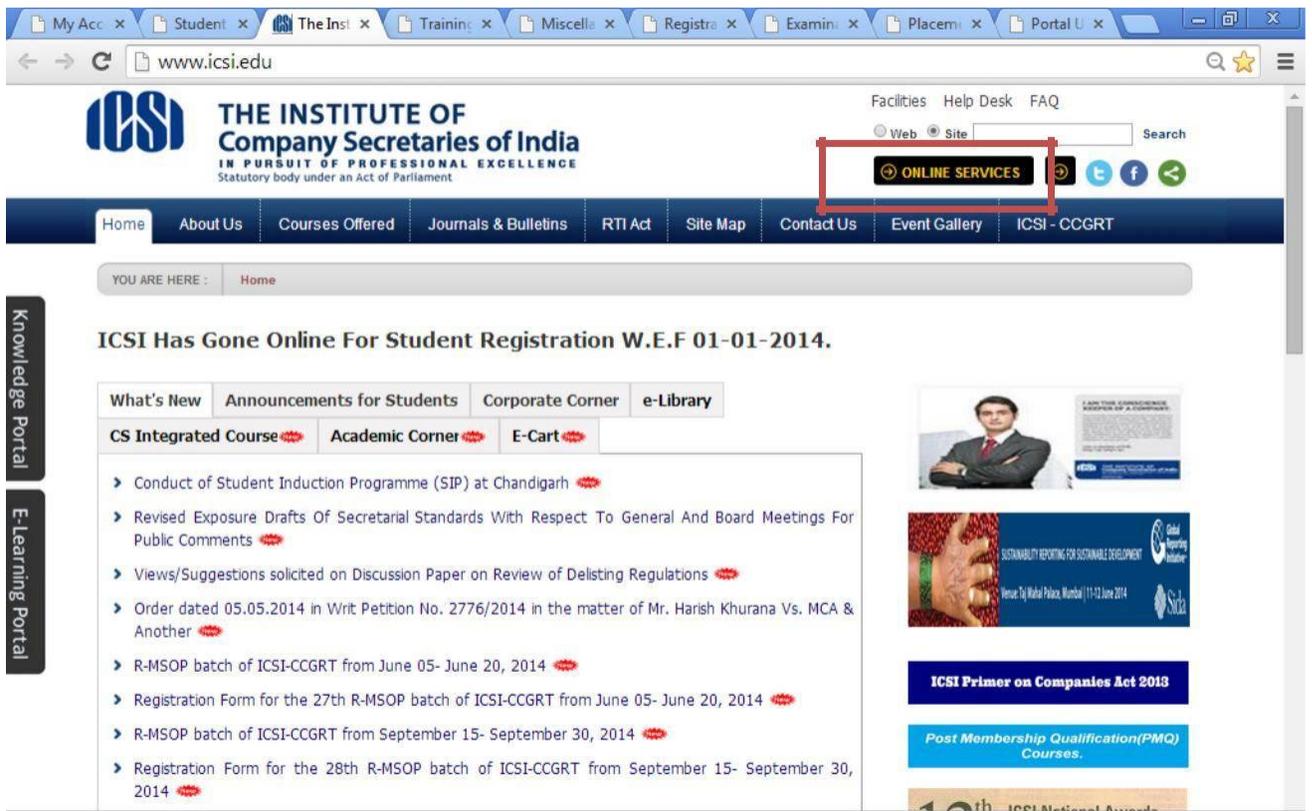
Below are the steps that you need to follow for changing medium of Examination.

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

3.

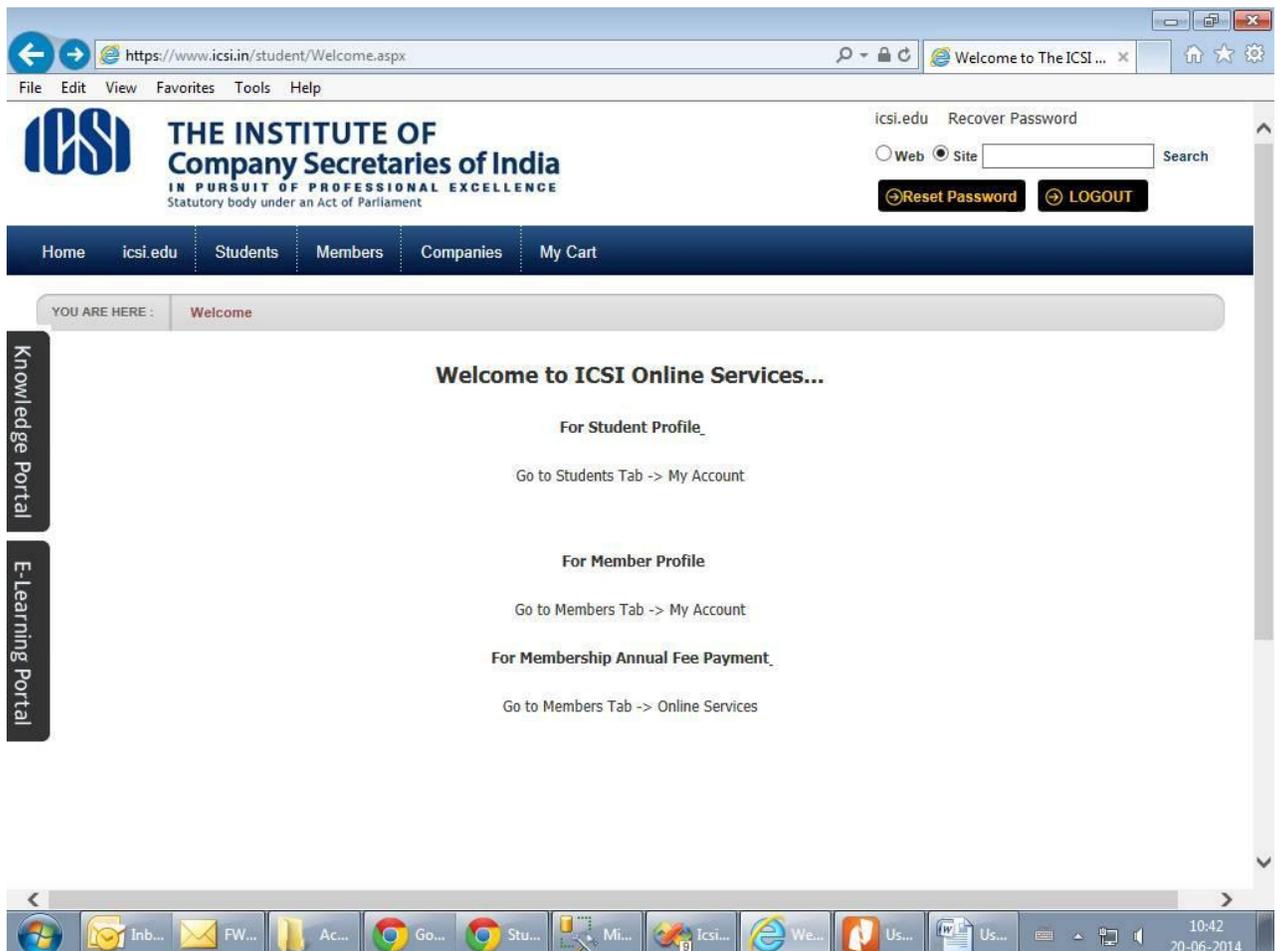


3. Now enter your Username & password



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 header, a "YOU ARE HERE" breadcrumb trail shows "Student Registration" and "My Account", with "My Account" highlighted in blue and enclosed in a red rectangular box. The main content area contains instructions for accessing online services:

- For Student Profile**  
Go to Students Tab -> My Account
- For Member Profile**  
Go to Members Tab -> My Account
- For Membership Annual Fee Payment**  
Go to Members Tab -> Online Services

The browser's taskbar at the bottom shows the Windows Start button, several application icons (including Inb..., FW..., Ac..., Go..., Stu..., Mi..., Icsi..., We..., Us..., Us...), and the system clock showing 10:41 on 20-06-2014.

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

The screenshot displays the ICSI Students Online Services portal. The user is logged in as CHIRAG VIJAYBHAI PANCHMIYA. The navigation menu includes Home, Students, Members, Companies, icSI.edu, My Cart, Delegate Registration, and What's New. The breadcrumb trail shows the user is in the Students > My Account section. The main navigation tabs are Account Summary, Manage Account, Programme Info, Payment Requests, Requests, Examination Enrollment, and Others. The Examination Enrollment dropdown menu is open, showing options: Submit Examination Form, Change of Centre, Change of Medium (highlighted with a red box), and Change of Module. The main content area contains the following text and form fields:

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.   
Exam Batch No.   
Student Sheet No.   
Old Medium.   
New Medium.   
Amount   
Cancel

The browser address bar shows the URL: <https://www.icsi.in/student/Students/MyAccount/tabid/81/ctl/RequestMediumChange/mid/391/userId/87094/Default.aspx>. The taskbar at the bottom shows various open applications and the system clock at 10:58 AM.

Indicates required fields

Knowledge Portal

E-Learning Portal

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.

Exam Batch No.

Student Sheet No.

Old Medium.

New Medium

Amount

[Cancel](#)

8. Enter Examination Enrollment Request ID and select your desired Medium of Examination.
9. Click on submit button after reading the instructions carefully.