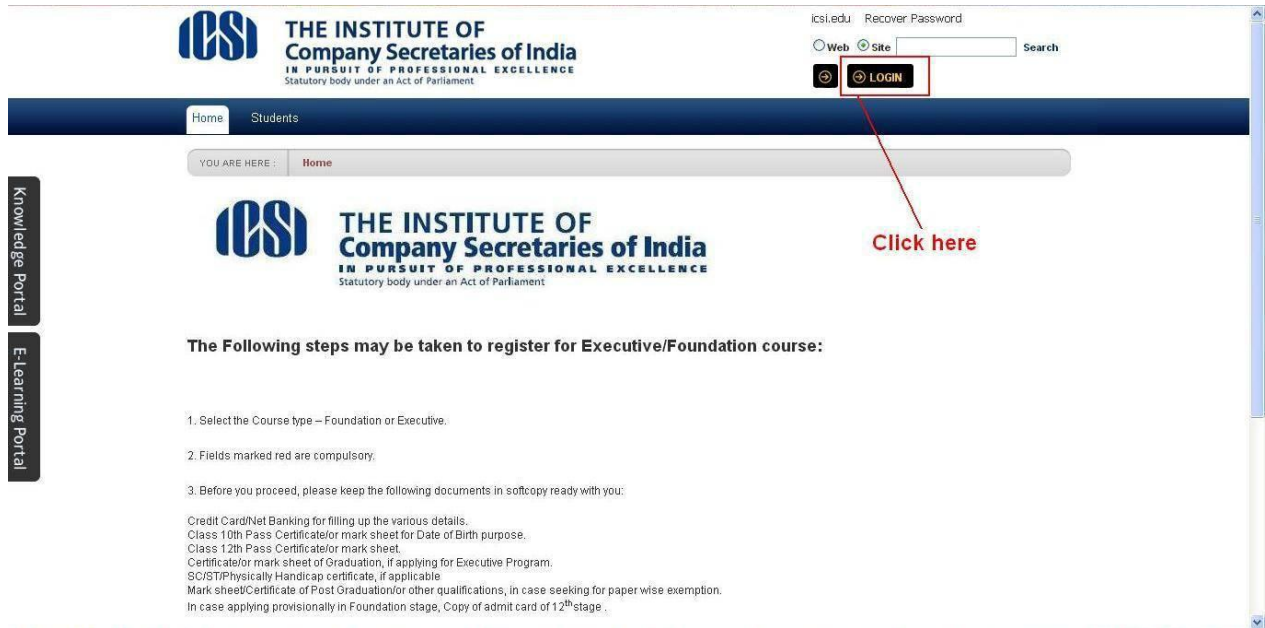


## User Manual for Changing Examination Module

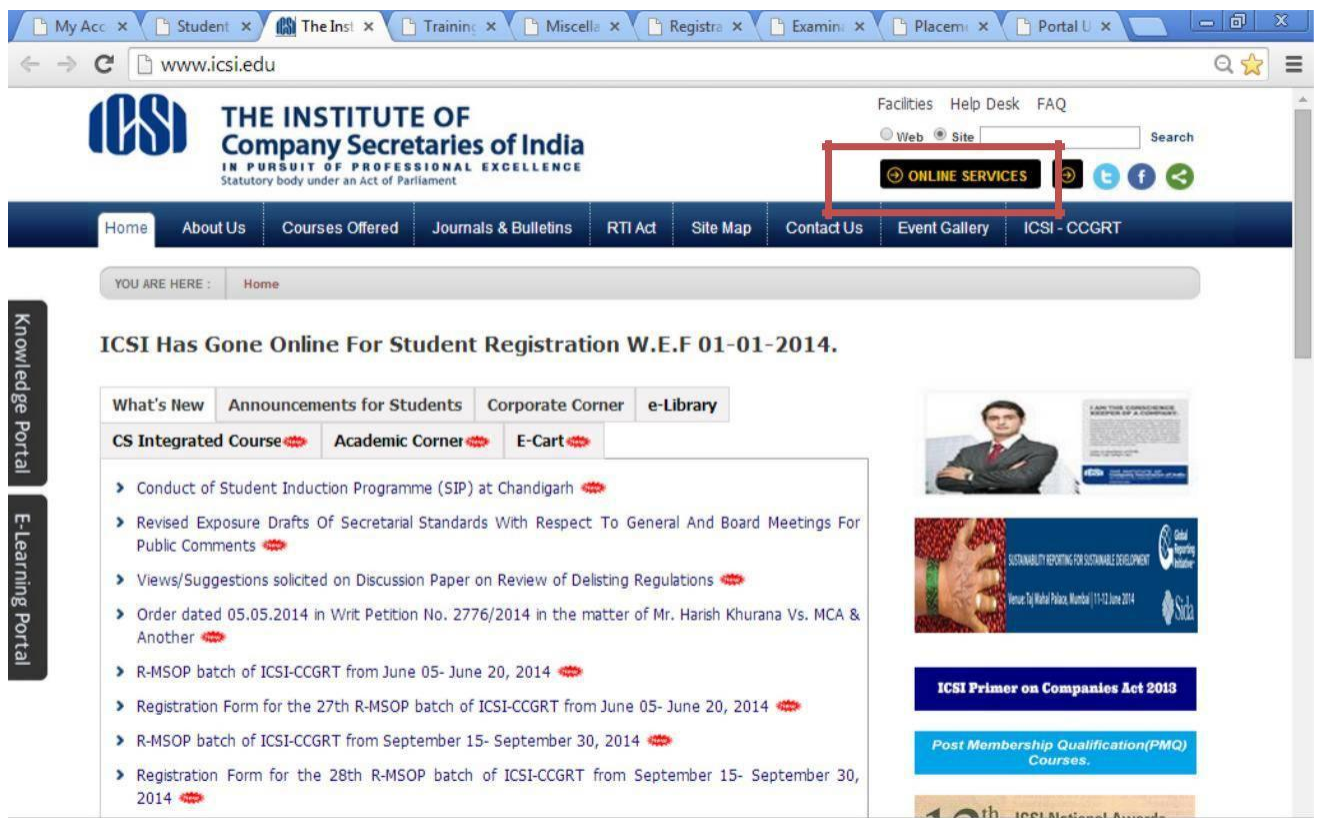
Below are the steps that you need to follow for changing module of Examination.

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

The screenshot shows the ICSI login page. At the top, there is a header with 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". To the right of the header, there is a search bar and a "Recover Password" link. Below the header, there is a navigation bar with "Home" and "Students" links. A breadcrumb trail shows "YOU ARE HERE : Home". On the left side, there are two vertical buttons: "Knowledge Portal" and "E-Learning Portal". The main content area contains a login form with fields for "Username:" and "Password:". A red box highlights these fields, with a red arrow pointing to the "Username:" field labeled "Enter here" and another red arrow pointing to the "Password:" field labeled "Click here". Below the password field is a "Login" button. Below the "Login" button is a "Retrieve Password" link.

4. Now click on login button

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

The screenshot shows the ICSI Welcome screen after successful login. The browser address bar shows "https://www.icsi.in/student/Welcome.aspx". The header is the same as the login page. The navigation bar now includes "Home", "icsi.edu", "Students", "Members", "Companies", and "My Cart". A breadcrumb trail shows "YOU ARE HERE : Welcome". On the left side, there are two vertical buttons: "Knowledge Portal" and "E-Learning Portal". The main content area displays "Welcome to ICSI Online Services...". Below this, there are 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". The Windows taskbar at the bottom shows the time as 10:42 on 20-06-2014.

6. Go to Students → My Account.

The screenshot displays the ICSI (The Institute of Company Secretaries of India) website. The browser address bar shows <https://www.icsi.in/student/Welcome.aspx>. 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 search bar and links for "Reset Password" and "LOGOUT" are also present.

The main navigation menu includes "Home", "icsi.edu", "Students", "Members", "Companies", and "My Cart". The "Students" menu is expanded, showing "Student Registration" and "My Account". The "My Account" option is highlighted with a red rectangle.

Below the navigation menu, the "YOU ARE HERE" breadcrumb trail shows the path: "Home > icsi.edu > Students > My Account".

The main content area contains instructions for different user profiles:

- 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 Windows taskbar at the bottom shows the system clock as 10:41 on 20-06-2014. The taskbar includes icons for various applications, including Google Chrome, Microsoft Word, and the ICSI website.

7. Click on Examination Enrollment→ Change of Module, 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 bar includes links for Home, Students, Members, Companies, ICSI.edu, My Cart, Delegate Registration, and What's New. The 'My Account' section is active, showing a dropdown menu for 'Examination Enrollment' with options: Submit Examination Form, Change of Centre, Change of Medium, and Change of Module. The 'Change of Module' option is highlighted with a red rectangle. Below the dropdown, there is a form for 'Examination Enrollment Request Id.' and 'Exam Batch No.'. The 'Student Sheet No.' field is empty. The 'Old Medium' field is set to 'Select Any'. The 'New Medium' field is set to '250'. The 'Amount' field is set to '250'. A 'Cancel' button is visible at the bottom left. The browser address bar shows the URL: https://www.icsi.in/student/Students/MyAccount/...

CHIRAG VIJAYBHAI PANCHMIYA YOU ARE HERE : Students My Account

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

Submit Examination Form  
Change of Centre  
Change of Medium  
Change of Module

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

https://www.icsi.in/student/Students/MyAccount/tabid/81/ctl/RequestModuleChange/mid/391/userid/87094/Default.aspx

Home

Students

Members

Companies

icsi.edu

My Cart

Delegate Registration

What's New

CHIRAG VIJAYBHAI PANCHMIYA YOU ARE HERE :

Students

My Account

Account Summary

Manage Account

Programme Info

Payment Requests

Requests

Examination Enrollment

Others

Indicates required 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.

CheckRequestId

Exam Batch No.

Student Sheet No.

Old Module.

New Module

-- Select --

Amount

250

Cancel

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

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