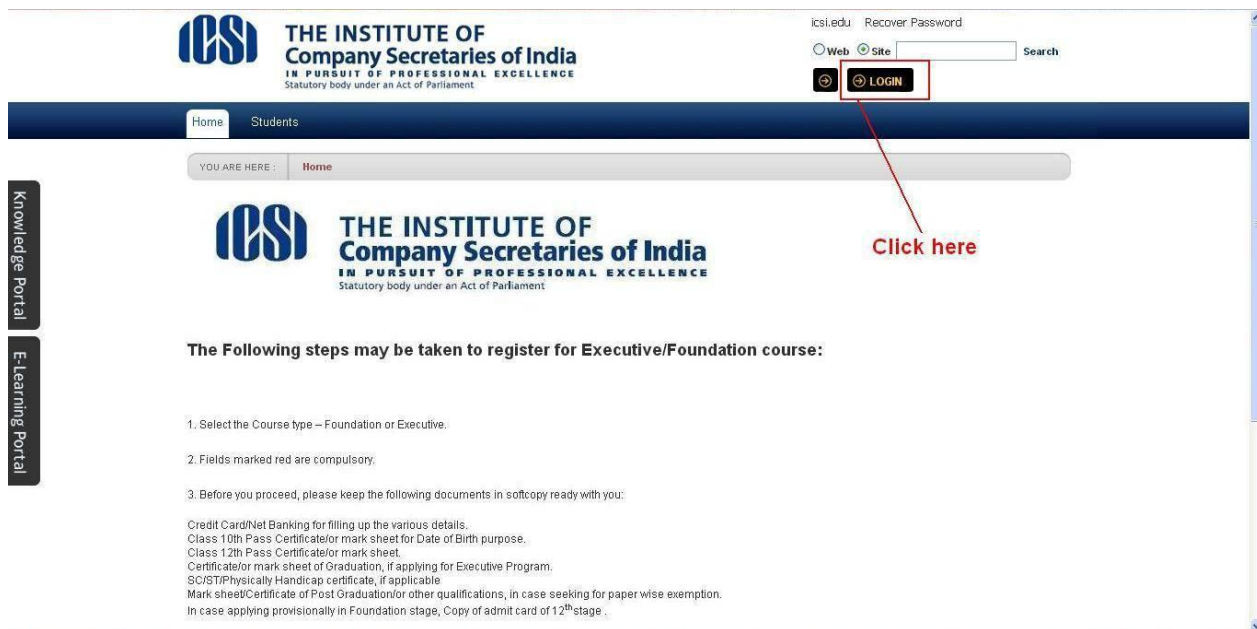


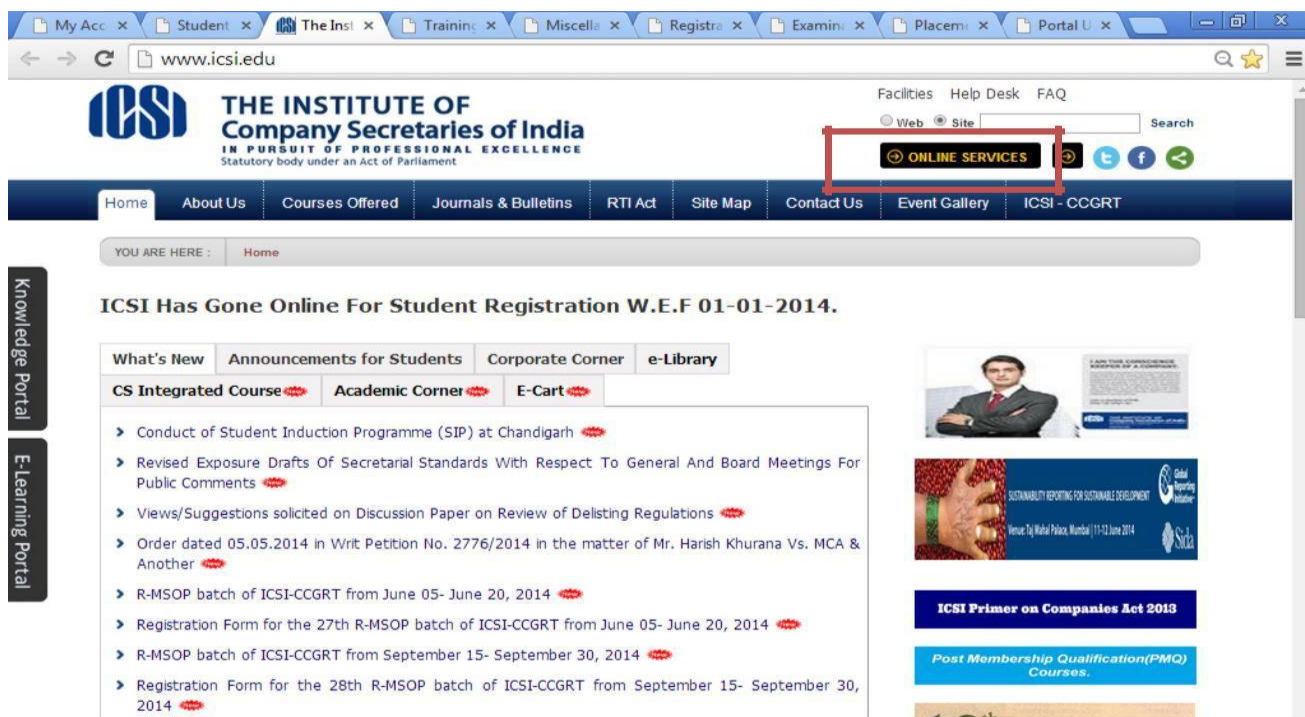
## User Manual to Edit Certificate Details

Below are the steps that you need to follow to edit Certificate 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

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Web Site Search

LOGIN

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

icsi.edu Recover Password

Web Site Search

LOGIN

Home Students

YOU ARE HERE : Home

Knowledge Portal

E-Learning Portal

Username:

Password:

Login

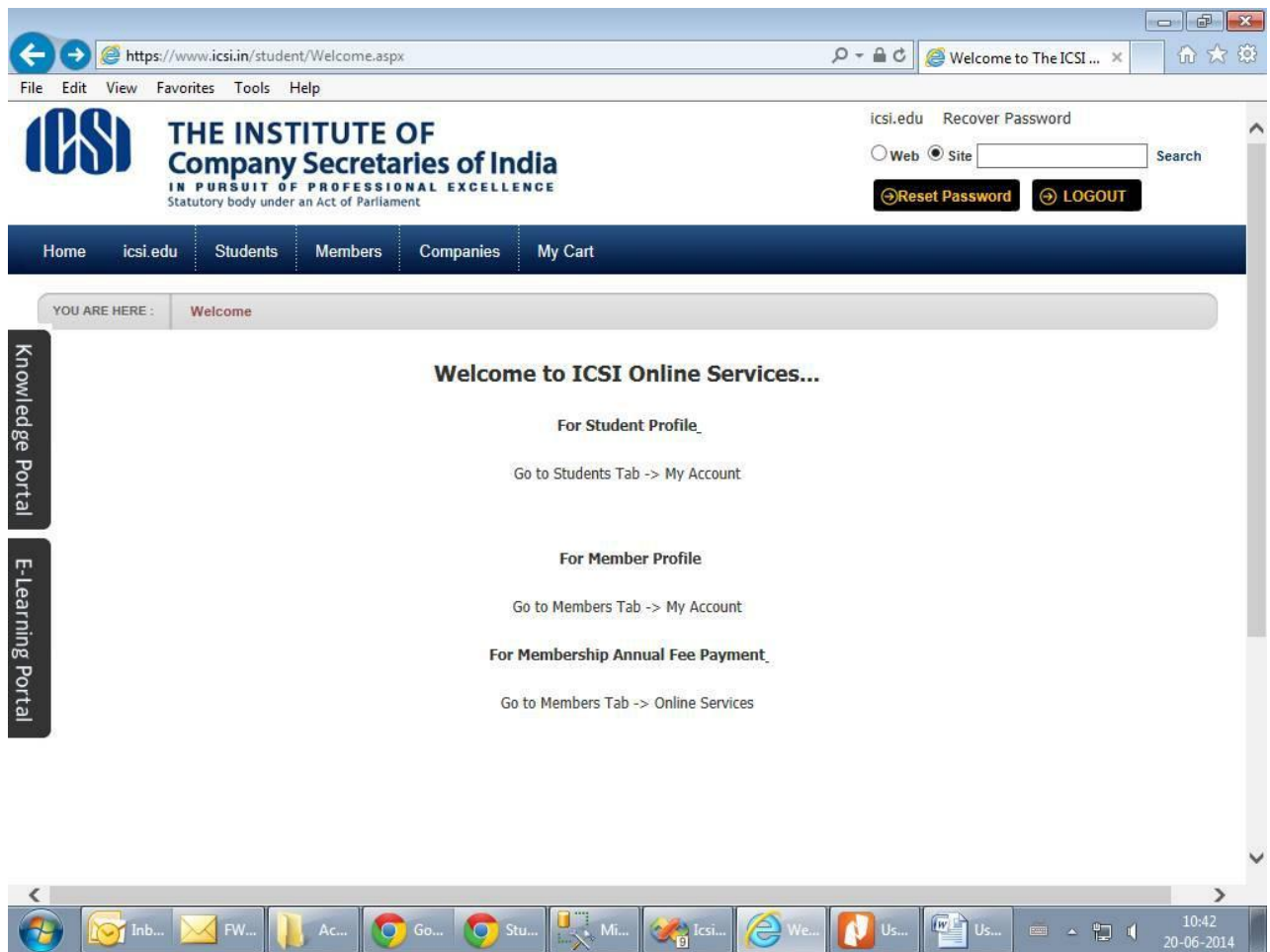
Retrieve Password

Enter here

Click here

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 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 navigation menu at the top contains links for Home, icsi.edu, Students, Members, Companies, and My Cart. A dropdown menu is open under the "Students" link, with "My Account" highlighted by a red rectangle. Below the navigation menu, a "YOU ARE HERE" breadcrumb trail shows the path: Home > Students > My Account. The main content area features a section titled "Go to ICSI Online Services..." with instructions for different user types: "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 left sidebar contains links for "Knowledge Portal" and "E-Learning Portal". The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 10:41 on 20-06-2014.

icsi.edu Recover Password  
☐ Web ☒ Site  Search  
[Reset Password](#) [LOGOUT](#)

Home icsi.edu **Students** Members Companies My Cart

YOU ARE HERE : [Home](#) > [Students](#) > [My Account](#)

**Go to ICSI Online Services...**

**For Student Profile**  
Go to Students Tab -> My Account

**For Member Profile**  
Go to Members Tab -> My Account

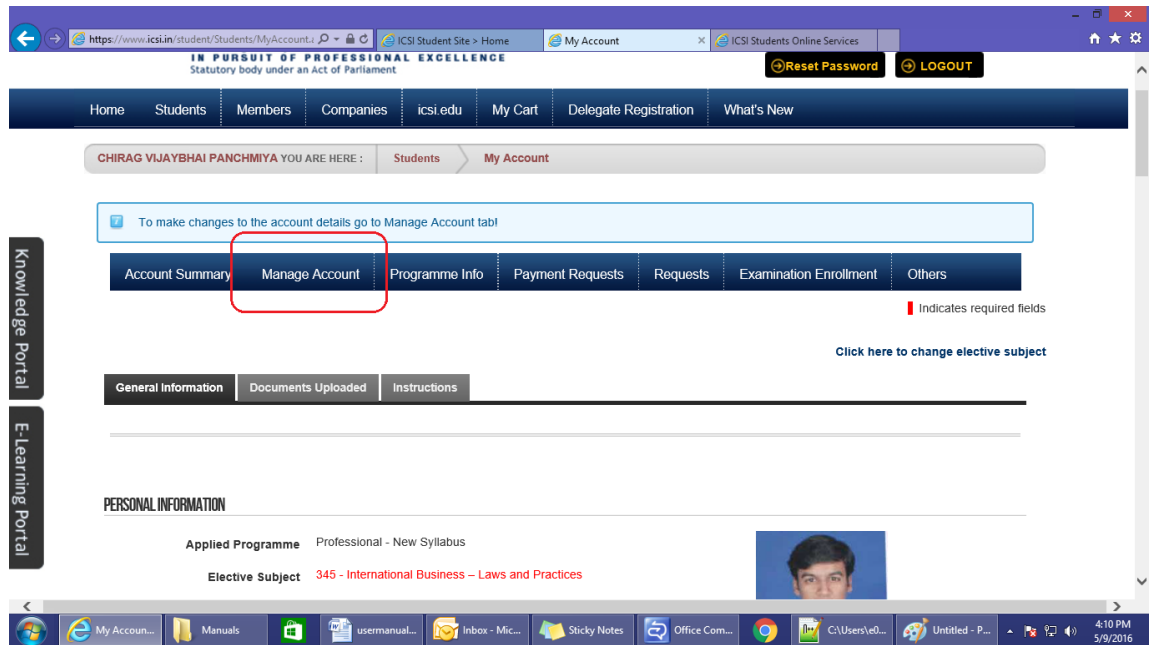
**For Membership Annual Fee Payment**  
Go to Members Tab -> Online Services

Knowledge Portal  
E-Learning Portal

<https://www.icsi.in/student/Students/MyAccount.aspx>

10:41  
20-06-2014

7. Click on Manage Account.



https://www.icsi.in/student/Students/MyAccount... ICSI Student Site > Home My Account ICSI Students Online Services

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Reset Password LOGOUT

Home Students Members Companies icSI.edu My Cart Delegate Registration What's New

CHIRAG VIJAYBHAI PANCHMIYA YOU ARE HERE : Students My Account

To make changes to the account details go to Manage Account tab!

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

Indicates required fields

Click here to change elective subject

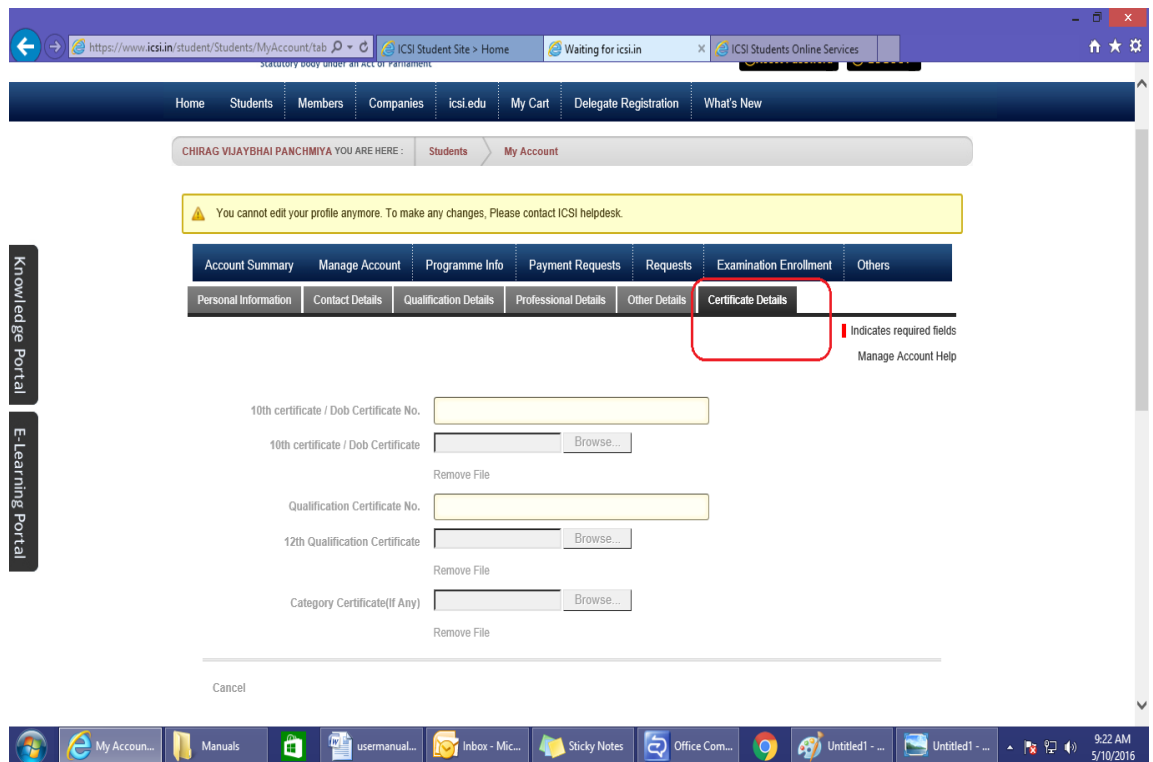
General Information Documents Uploaded Instructions

PERSONAL INFORMATION

Applied Programme Professional - New Syllabus

Elective Subject 345 - International Business - Laws and Practices

8. Click on Certificate Details and upload your certificates.



https://www.icsi.in/student/Students/MyAccount/tab... ICSI Student Site > Home Waiting for icsi.in ICSI Students Online Services

Home Students Members Companies icSI.edu My Cart Delegate Registration What's New

CHIRAG VIJAYBHAI PANCHMIYA YOU ARE HERE : Students My Account

You cannot edit your profile anymore. To make any changes, Please contact ICSI helpdesk.

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

Personal Information Contact Details Qualification Details Professional Details Other Details **Certificate Details**

Indicates required fields  
Manage Account Help

10th certificate / Dob Certificate No.

10th certificate / Dob Certificate  Browse...

Remove File

Qualification Certificate No.

12th Qualification Certificate  Browse...

Remove File

Category Certificate(if Any)  Browse...

Remove File

Cancel

9. Click on Submit Button.
10. Note: You can only edit your details before approval of Registration.