## <u>User Manual to Edit your Personal Details</u>

Below are the steps that you need to follow to edit your Personal Details.

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

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	2. Fields marked re	id are compulsory.	
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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

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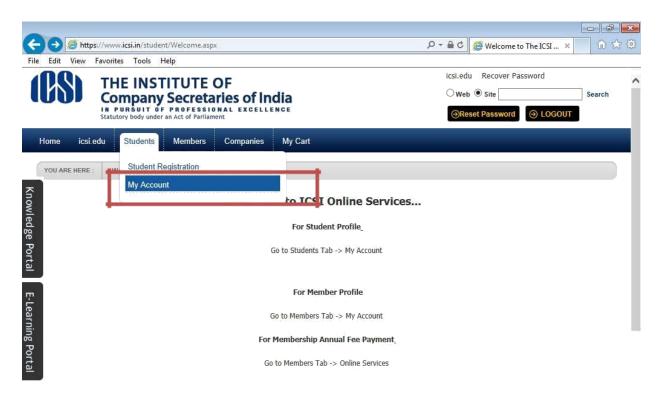
4. Now click on login button

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





## 6. Go to Students $\rightarrow$ My Account.



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## 7. Click on Manage Account.

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8. Click on Personal Information and edit your personal details.

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