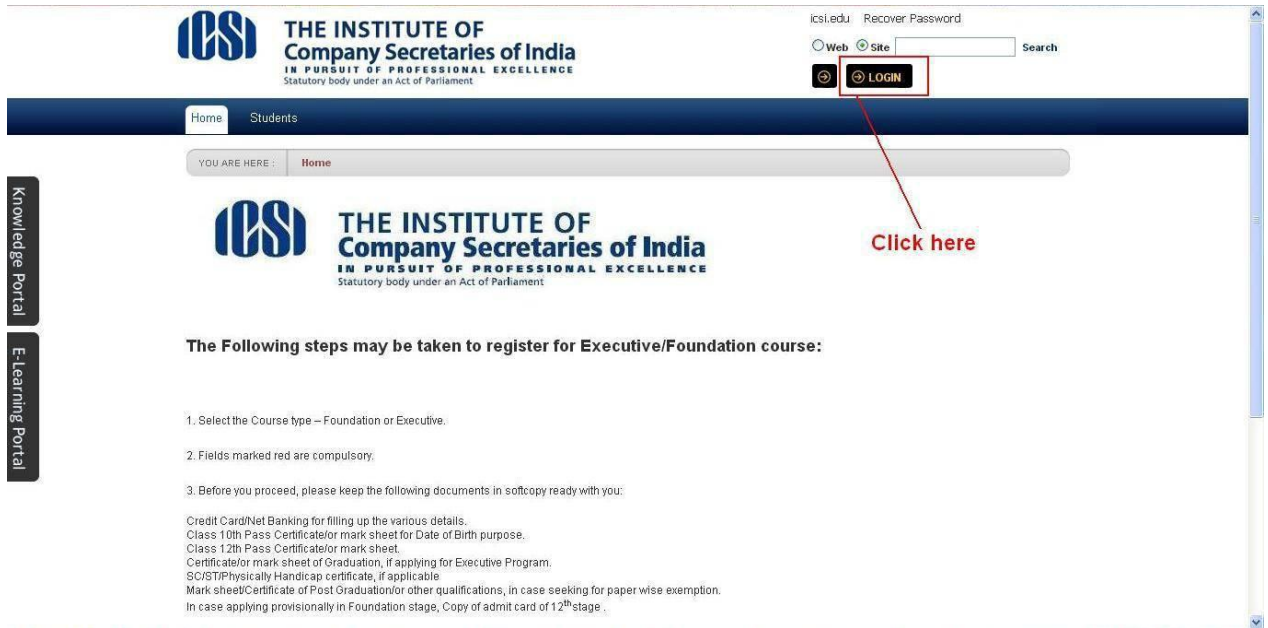


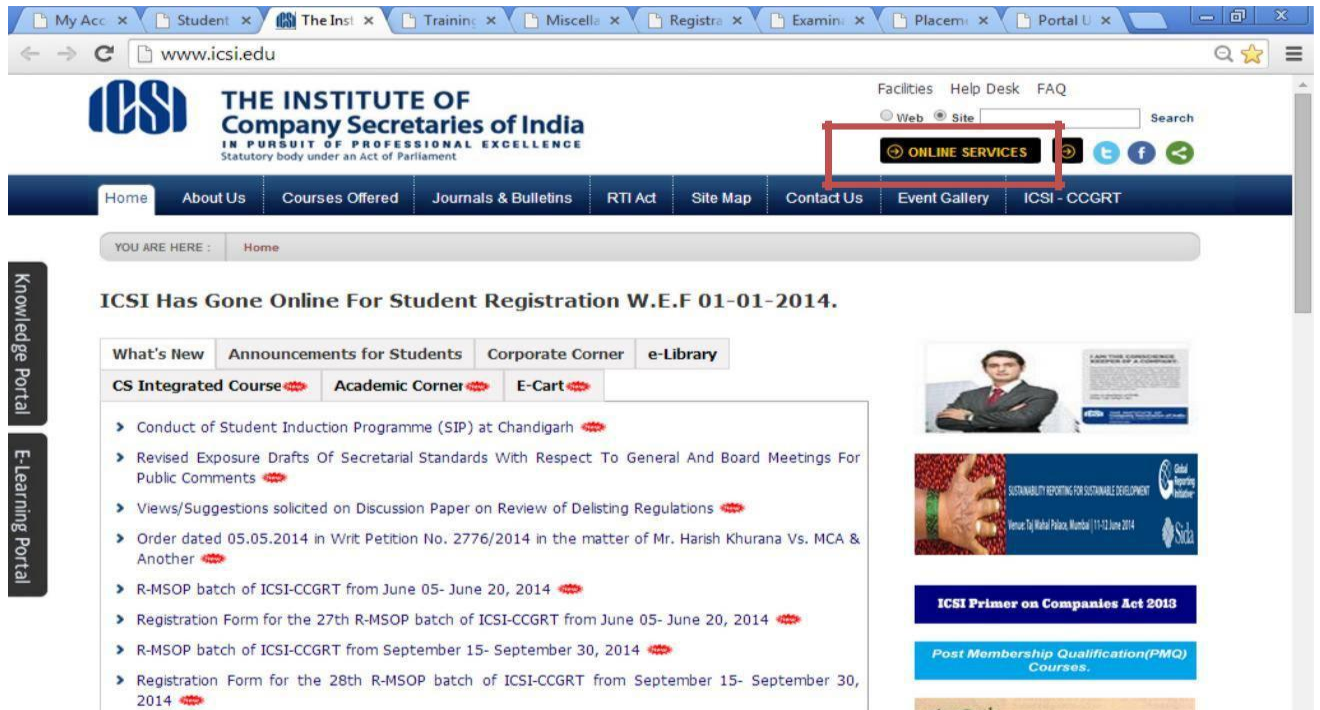
User Manual to Edit your Personal Details

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

1. Go to 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

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

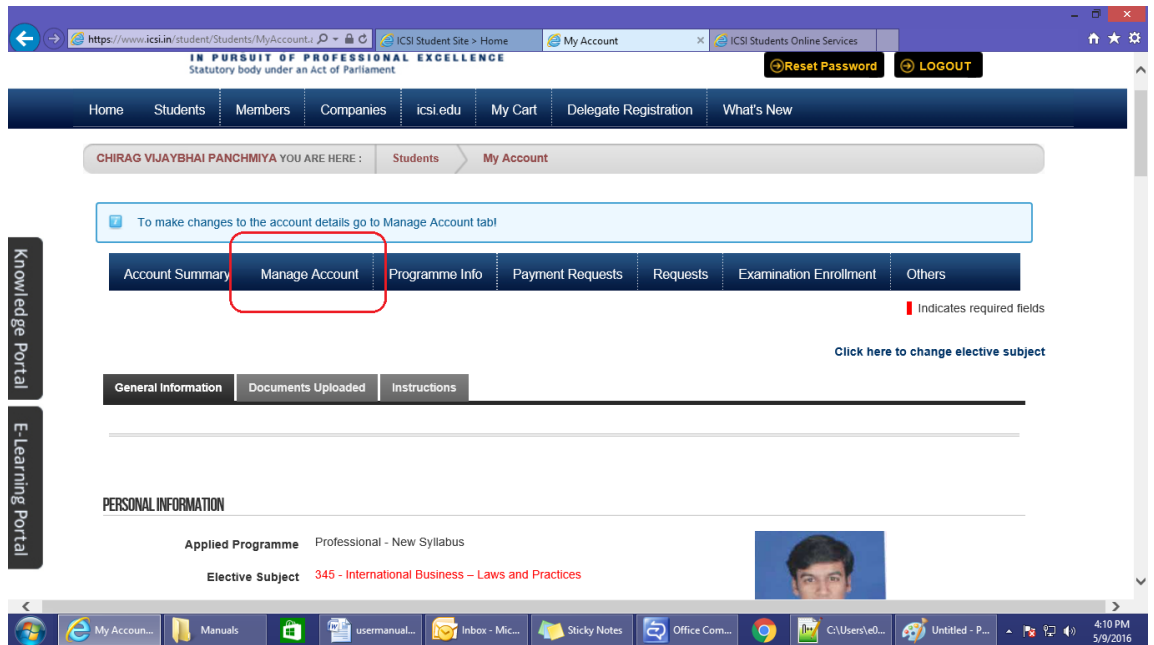
5. After successful login, you will get the next Welcome screen.

The screenshot shows a web browser window displaying the ICSI Online Services Welcome screen. The browser's 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 search bar are "Reset Password" and "LOGOUT" buttons. A breadcrumb trail shows "YOU ARE HERE : Welcome". The main content area is titled "Welcome to ICSI Online Services..." and contains 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". 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 time 10:42 and date 20-06-2014, and several open applications including Internet Explorer, Outlook, and various folders.

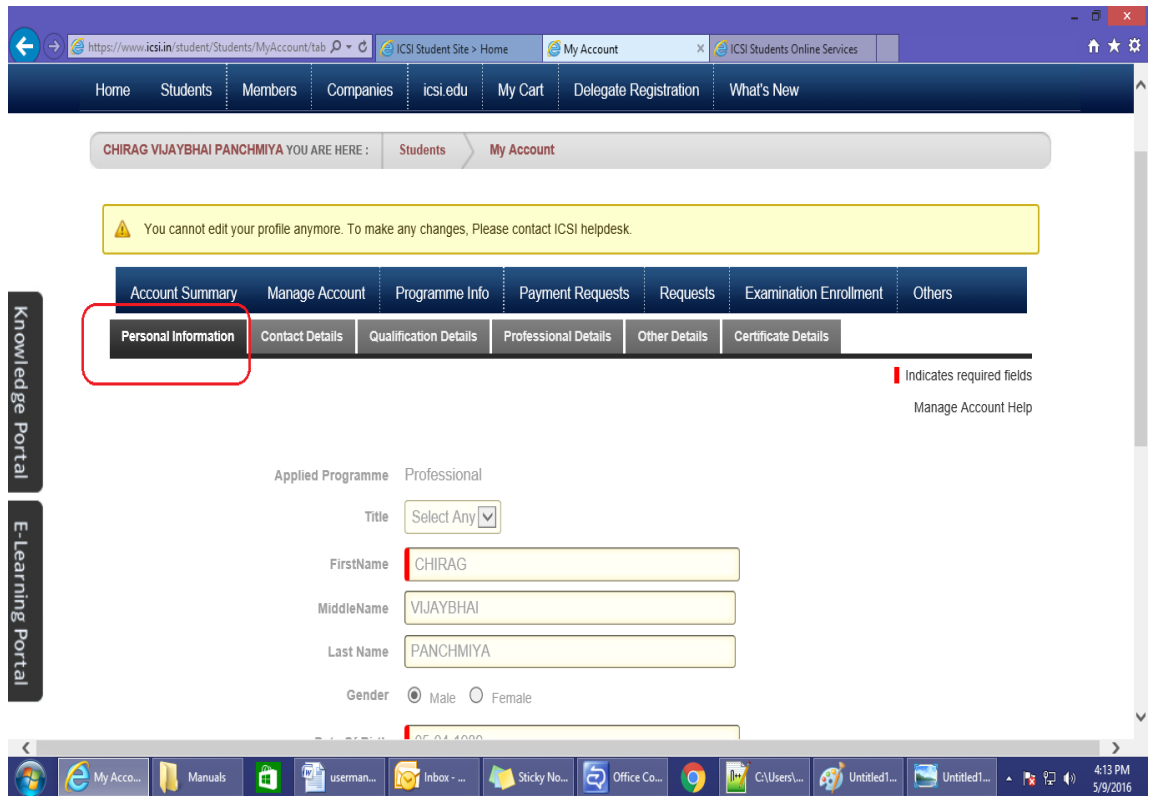
6. Go to Students → My Account.

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 and "Recover Password" link are also present. 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. Below the navigation, there are instructions for accessing online services: "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 Windows taskbar at the bottom shows the date and time as 10:41 on 20-06-2014.

7. Click on Manage Account.



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



9. Click on Submit Button.

10. Note: You can only edit your details before approval of Registration.