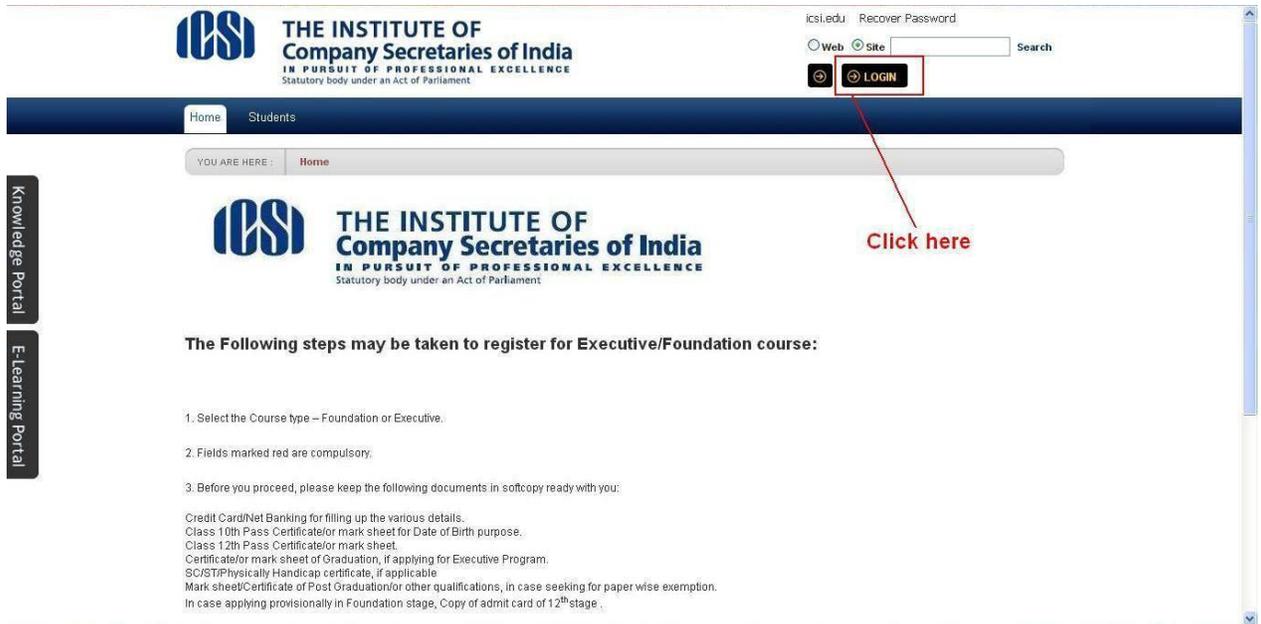


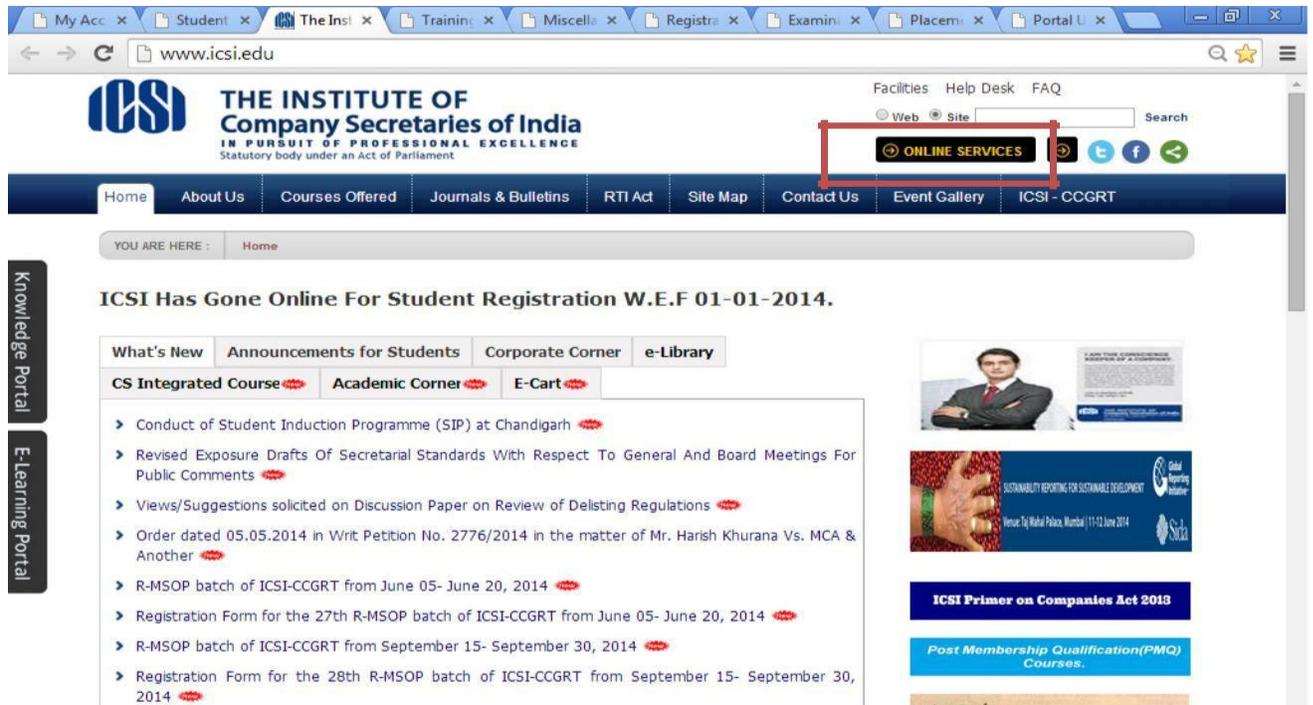
## User Manual to Edit your Qualification Details

Below are the steps that you need to follow to edit your Qualification 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

The screenshot shows the ICSI website home page. At the top, there is a logo for 'THE INSTITUTE OF Company Secretaries of India' with the tagline 'IN PURSUIT OF PROFESSIONAL EXCELLENCE' and 'Statutory body under an Act of Parliament'. To the right, there are radio buttons for 'Web' and 'Site', a search box, and a 'LOGIN' button. Below the logo is a dark blue navigation bar with links: Home, Students, Members, Companies, icsi.edu, My Cart, Delegate Registration, and What's New. A breadcrumb trail below the navigation bar reads 'YOU ARE HERE : Home'. The main content area has tabs for 'Students', 'Members', 'Companies', and 'Vendors'. Under the 'Students' tab, there is a section titled 'INSTRUCTIONS:' with a list of links: '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', and 'Students can apply for Verification of marks through Exam Verification Request link at MyAccount page.'

3. Now enter your Username & password

The screenshot shows the ICSI website login page. At the top, there is a logo for 'THE INSTITUTE OF Company Secretaries of India' with the tagline 'IN PURSUIT OF PROFESSIONAL EXCELLENCE' and 'Statutory body under an Act of Parliament'. To the right, there are radio buttons for 'Web' and 'Site', a search box, and a 'LOGIN' button. Below the logo is a dark blue navigation bar with links: Home, Students. A breadcrumb trail below the navigation bar reads 'YOU ARE HERE : Home'. On the left side, there are vertical buttons for 'Knowledge Portal' and 'E-Learning Portal'. The main content area has a login form with fields for 'Username:' and 'Password:', a 'Login' button, and a 'Retrieve Password' link. Red annotations are present: a box around the 'Username:' and 'Password:' fields with a line pointing to the text 'Enter here', and a box around the 'Login' button with a line pointing to the text 'Click here'.

4. Now click on login button

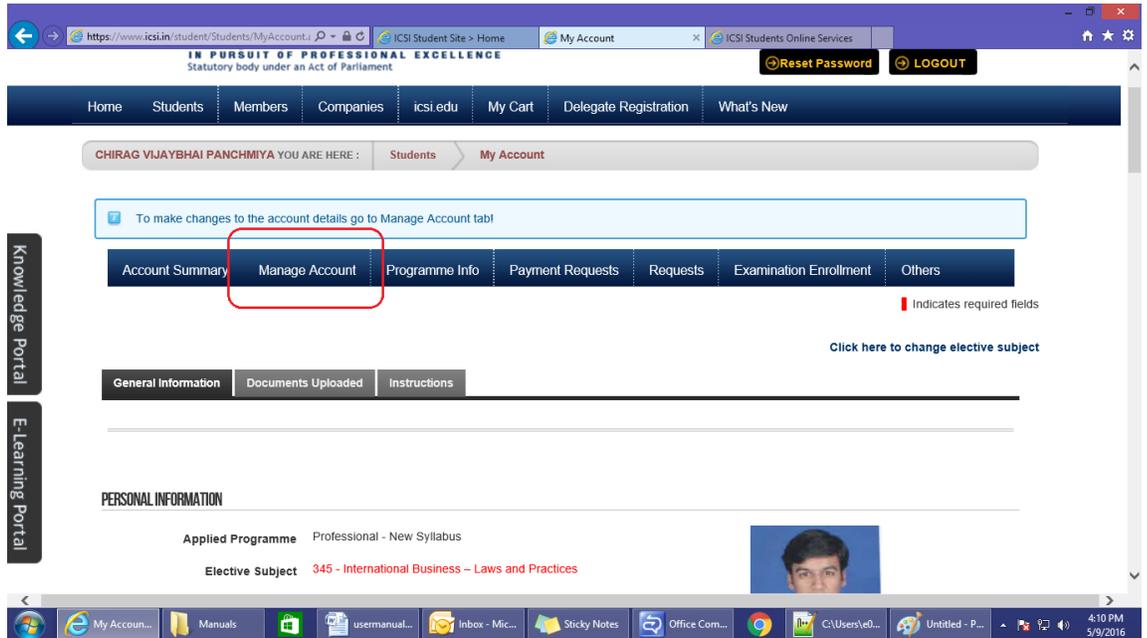
5. After successful login, you will get the next Welcome screen.

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.

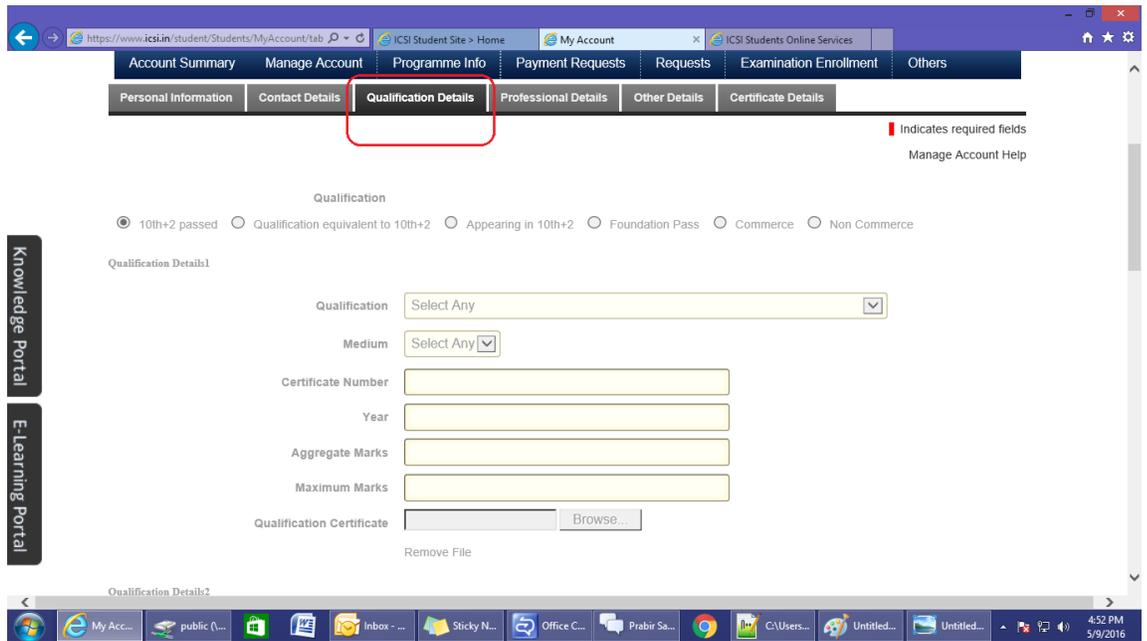
6. Go to Students → My Account.

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 is present with "Web" and "Site" radio buttons and a "Search" button. Below the navigation bar, 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. The main content area has a heading "to ICSI Online Services..." and three sections: "For Student Profile" with the instruction "Go to Students Tab -> My Account", "For Member Profile" with "Go to Members Tab -> My Account", and "For Membership Annual Fee Payment" with "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 date and time "10:41 20-06-2014" and several application icons.

7. Click on Manage Account.



8. Click on Qualification Details and edit your Qualification details.



9. Click on Submit Button.

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