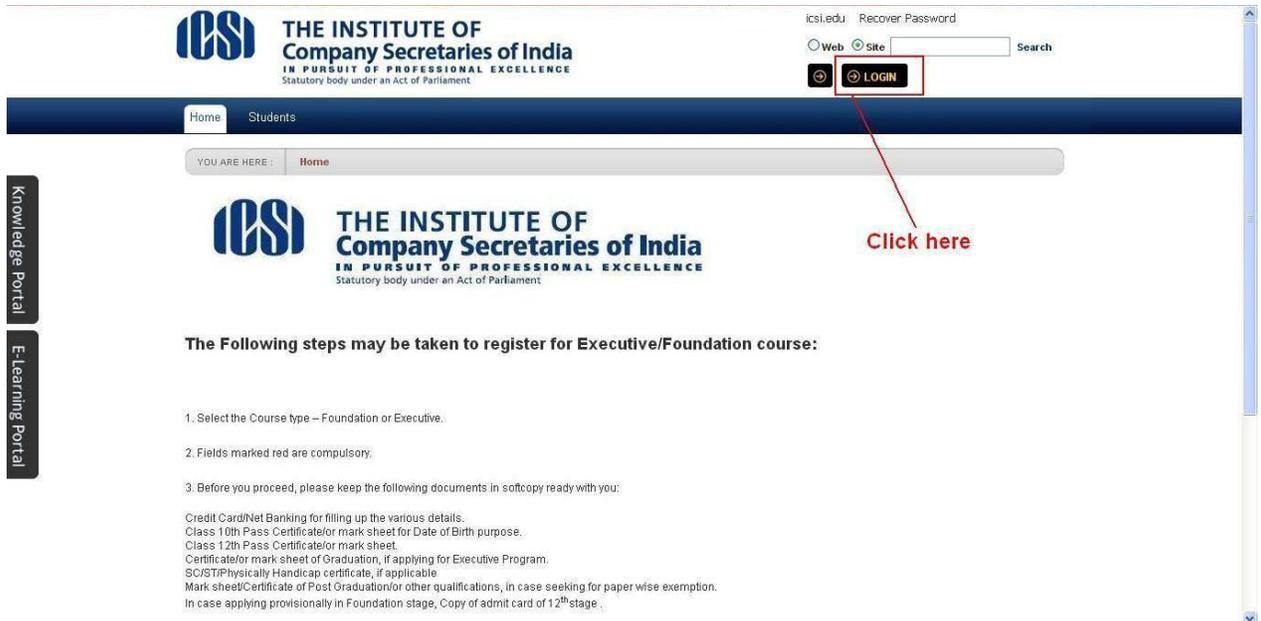


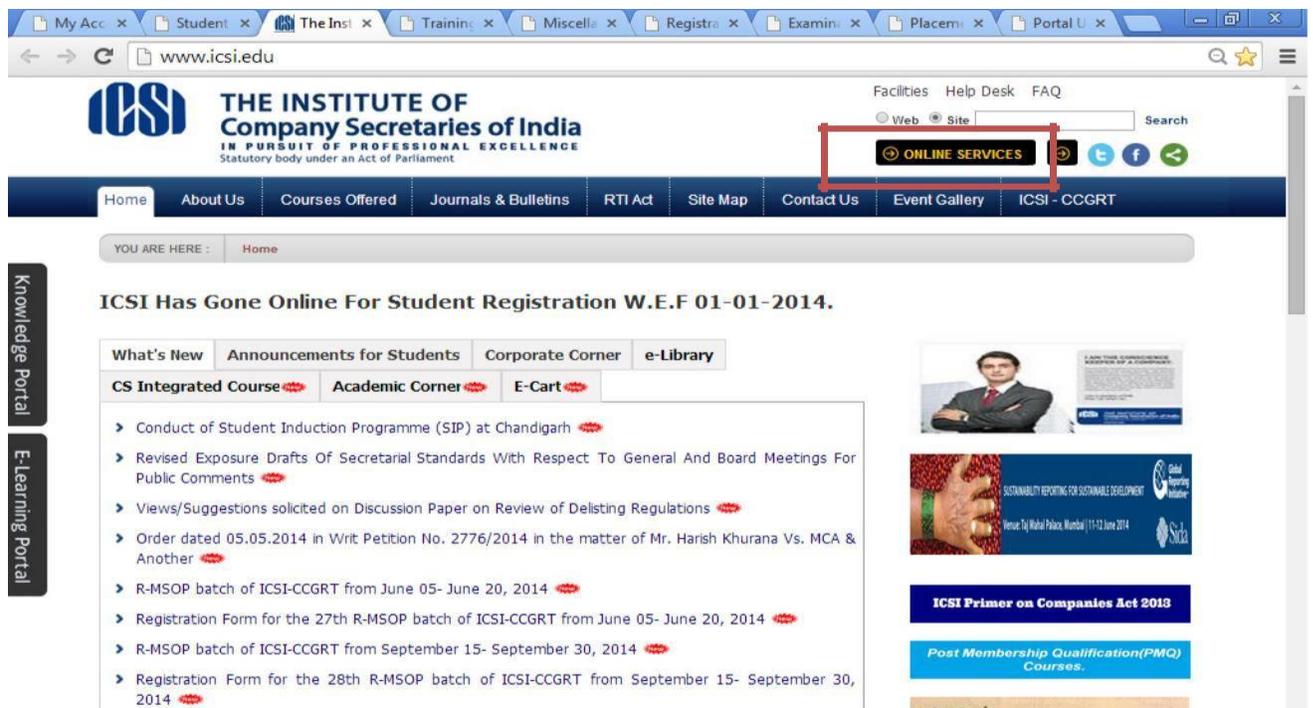
User Manual to check/update occupation status request

Below are the steps that you need to follow to check occupation status request

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

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Statutory body under an Act of Parliament

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, a search input field, and "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 "20-06-2014" and time "10:41".

7. Below given page will be displayed.

The screenshot shows the 'My Account' page for a student. At the top, there is 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, there are links for 'Recover Password', 'Web', 'Site', and 'Search', along with 'Reset Password' and 'LOGOUT' buttons. A navigation bar contains links for Home, Students, Members, Companies, icSI.edu, My Cart, Delegate Registration, and What's New. Below this, a breadcrumb trail shows 'CHIRAG VIJAYBHAI PANCHMIYA YOU ARE HERE : Students > My Account'. A message box states 'To make changes to the account details go to Manage Account tab!'. A row of tabs includes 'Account Summary', 'Manage Account', 'Programme Info', 'Payment Requests', 'Requests', 'Examination Enrollment', and 'Others'. A red vertical bar indicates required fields. A link 'Click here to change elective subject' is present. Below are tabs for 'General Information', 'Documents Uploaded', and 'Instructions'. The 'PERSONAL INFORMATION' section shows 'Applied Programme: Professional - New Syllabus', 'Elective Subject: 345 - International Business – Laws and Practices', and 'Qualification selected at time of Registration'. A profile picture is visible on the right.

8. Go to Student **Occupation Status Requests** Under Requests Tab.

This screenshot is similar to the previous one but with the 'Requests' dropdown menu open. The dropdown menu contains the following options: 'Addition Of Qualification', 'Change of Address', 'Student Occupation Status Requests', and 'SwitchOver Request'. The 'Student Occupation Status Requests' option is highlighted with a red rectangular box. The rest of the page content, including the navigation bar, breadcrumb trail, and personal information section, remains the same as in the previous screenshot.

9. Fill in your new details and click on Submit Request Button.
This page will also display your current organization details as well.

Indicates required fields

CURRENT DETAILS

Occupation
Designation
Income (Annual) (INR) 0.0000
Phone Number
Fax Number

ENTER NEW DETAILS

Occupation

Designation

Address

Phone No

Submit Request Cancel

Knowledge Portal

E-Learning Portal