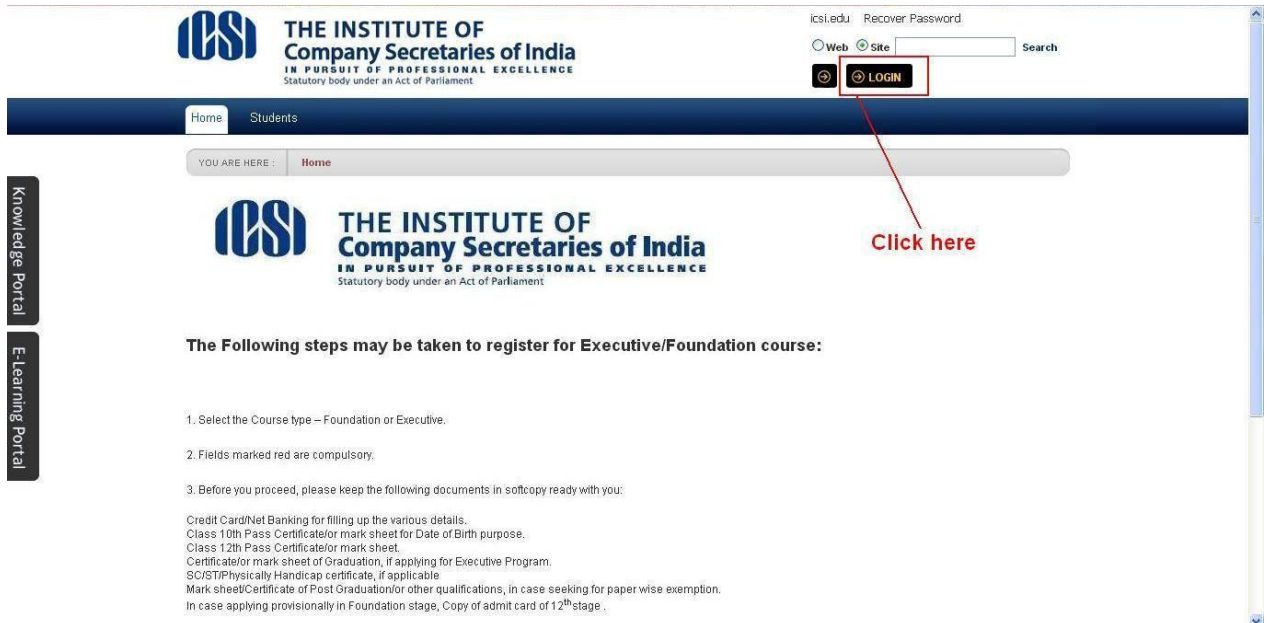


## User Manual to view previous requests

Below are the steps that you need to follow to view previous requests made with institute.

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 left 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 is a search bar with "Web" and "Site" radio buttons and a "Search" 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. Below the navigation bar is a breadcrumb trail: "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 left 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 is a search bar with "Web" and "Site" radio buttons and a "Search" button. Below the logo is a dark blue navigation bar with links: Home, Students. Below the navigation bar is a breadcrumb trail: "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 "Username:" label followed by a text input field, a "Password:" label followed by a text input field, and a "Login" button. A red box highlights the input fields and the "Login" button. A red arrow points to the input fields with the text "Enter here", and another red arrow points to the "Login" button with the text "Click here". Below the "Login" button is a "Retrieve Password" link. At the top right, there is a "Recover Password" link.

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 clock at 10:42 on 20-06-2014 and several open applications.

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", and several application icons including Inb..., FW..., Ac..., Go..., Stu..., Mi..., Icsi..., We..., Us..., and Us...

7. Below given page will be displayed.

The screenshot shows the ICSI website's 'My Account' page. At the top left 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 'Home', 'Students', 'Members', 'Companies', 'icsi.edu', 'My Cart', 'Delegate Registration', and 'What's New'. Below this, a breadcrumb trail reads 'CHIRAG VIJAYBHAI PANCHMIYA YOU ARE HERE : Students > My Account'. A message box says 'To make changes to the account details go to Manage Account tab!'. A menu bar 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 the menu is a 'PERSONAL INFORMATION' section with 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 of a man is shown on the right.

8. Go to **Previous Requests** Under Others Tab.

This screenshot is similar to the previous one but shows the 'Others' tab selected in the menu bar. The 'Previous Requests' option is highlighted with a red rectangle, and a dropdown menu is open, listing various options: 'Identity Card', 'Payment Transaction Guidelines', 'Letters for Student', 'Payment Refund Guidelines', 'SMS/Email Communication', 'Study Material Executive (Old Syllabus)', 'Study Material Executive (New Syllabus)', 'Study Material Foundation', and 'Study Material Professional'. On the left side of the page, there are vertical buttons for 'Knowledge Portal' and 'E-Learning Portal'. The browser's address bar shows the URL 'https://www.icsi.in/student/Students/MyAccount/tabid/81/ctl/AuditReport/mid/391/userid/87094/Default.aspx'. The Windows taskbar at the bottom shows the time as 2:45 PM on 5/10/2016.

9. Select the Request from the drop down menu. It will list all the requests made with ICSI.

Please Select the request type.

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

Request   Please Select

RequestId	Status	RequestDate	UpdatedDate
No records to display.			

The grid gives you details of the previous requests you have placed with the institute.

**It may be noted that the transaction charges against each transaction would be borne by the Institute.**