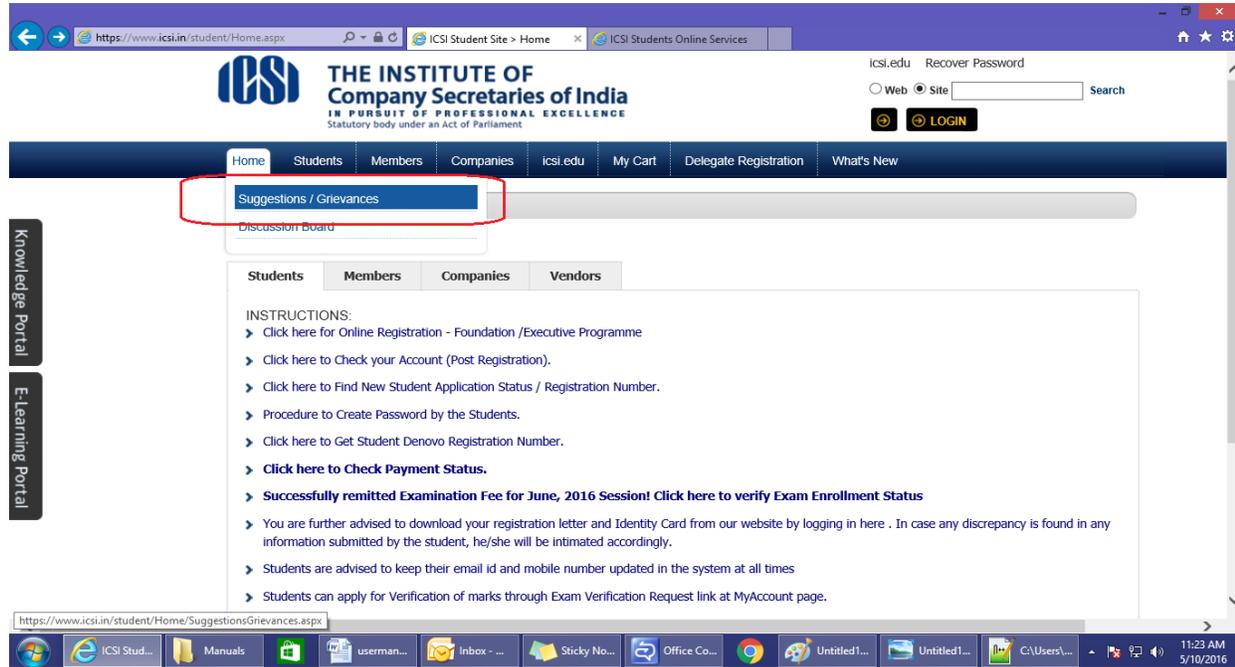


User Manual to for Suggestions/Grievances

Below are the steps that you need to follow to manage E-Cart.

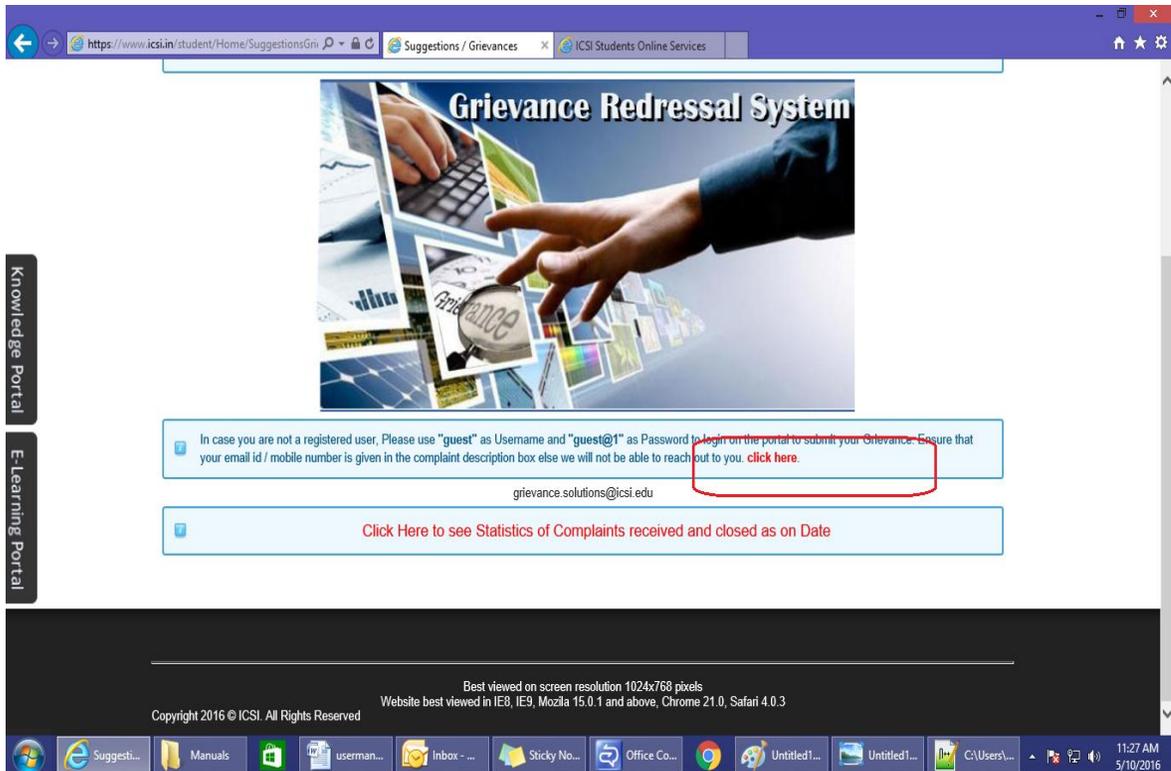
1. Go to www.icsi.in/student/Home.aspx or <http://www.icsi.edu/>
2. Click on Home→ Sugesstions/Grievances.



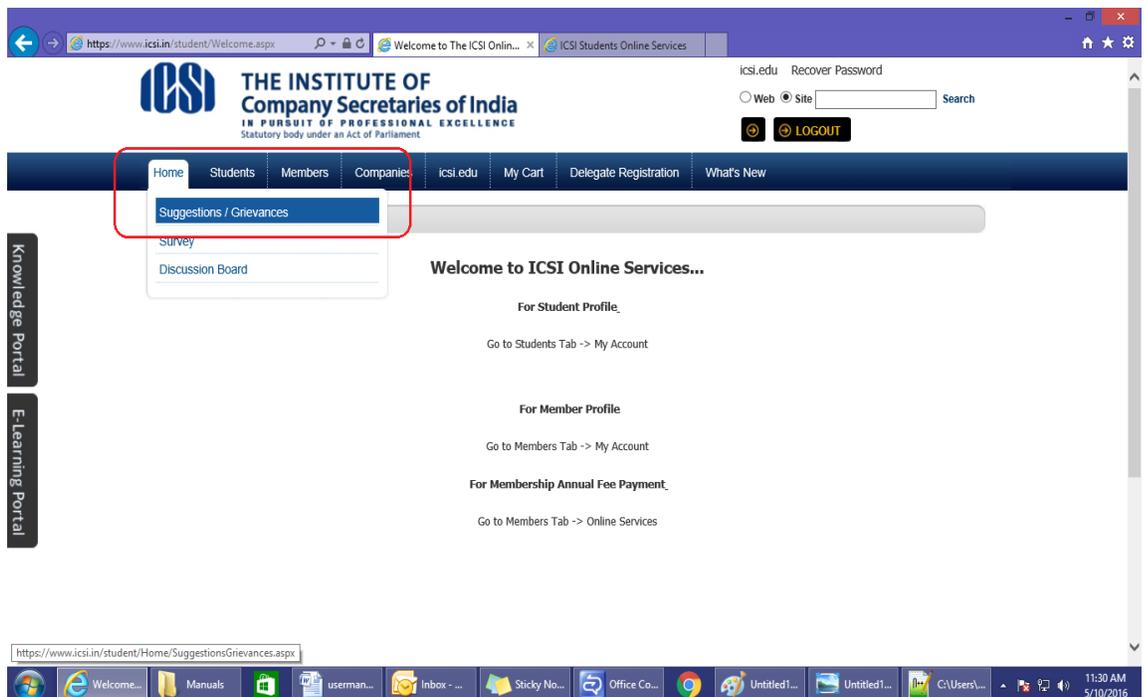
3. Registered Students/Members/companies can Click on the corresponding link given on login with their credentials.

4. Now enter your Username & password.

5. Guest Users login by entering username as “guest” and password as “guest@1” on the link given for their login.



6. Click on Suggestions/Grievances under Home Tab.



7. Select Topic/Sub Topic from the drop down menu. Put your comments. Click on Save.

The screenshot displays the ICSI Students Online Services portal. The browser address bar shows the URL <https://www.icsi.in/student/Home/SuggestionsGrievances>. 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", "Students", "Members", "Companies", "icsi.edu", "My Cart", "Delegate Registration", and "What's New". A user navigation bar shows "CHIRAG VIJAYBHAI PANCHMIYA YOU ARE HERE : Home > Suggestions / Grievances". A legend indicates that a red vertical bar next to a field name denotes a required field. The form contains the following fields:

- Topic: A dropdown menu with "-Select-" selected.
- Sub Topic: A dropdown menu with "-Select-" selected.
- Your Name: A text box containing "CHIRAG VIJAYBHAI PANCHMIYA".
- Your Email: A text box containing "chirag.panchamia@gmail.co".
- Student Registration/Membership Number: A text box containing "420920773/02/2011".
- Comment: A large text area for entering a comment.

At the bottom of the form, there are "Save" and "Cancel" buttons. The Windows taskbar at the bottom shows the system tray with the date and time "11:14 AM 5/10/2016".

8. Users can view the suggestions/grievances so raised by Clicking on "Click Here to see Statistics of Complaints received and closed as on Date " Link.



Knowledge Portal

E-Learning Portal

In case you are not a registered user, Please use "guest" as Username and "guest@1" as Password to login on the portal to submit your Grievance. Ensure that your email id / mobile number is given in the complaint description box else we will not be able to reach out to you. [click here](#).

grievance.solutions@icsi.edu

[Click Here to see Statistics of Complaints received and closed as on Date](#)

