

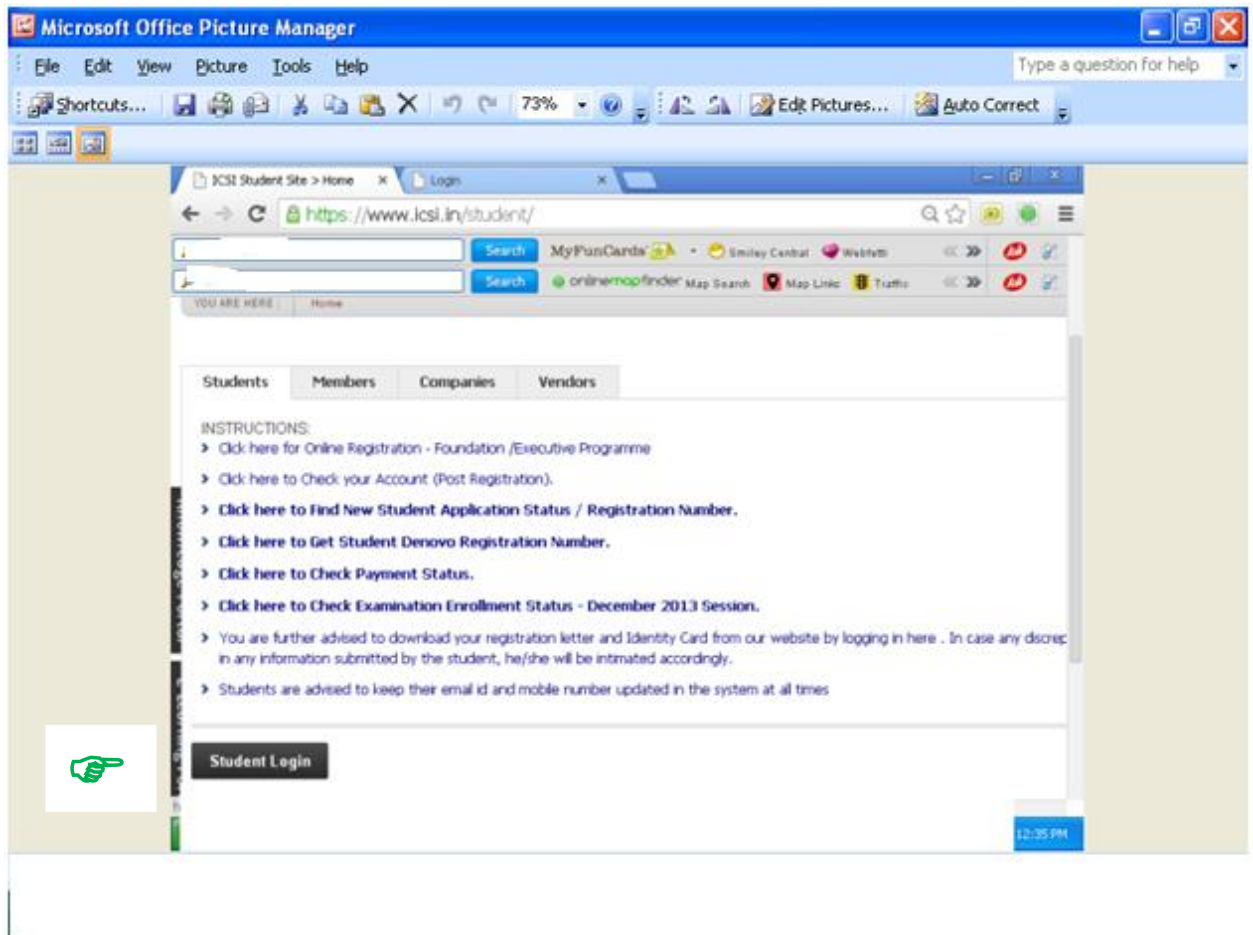
# ONLINE DE NOVO & EXTENSION REGISTRATION PROCESS

(FOR EXECUTIVE PROGRAMME & PROFESSIONAL PROGRAMME STUDENTS)

STEP 1: Click the Online Services button on the home page of [www.icsi.edu](http://www.icsi.edu)

The screenshot shows the homepage of The Institute of Company Secretaries of India (ICSI). The browser address bar displays [www.icsi.edu](http://www.icsi.edu). The website 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". A search bar is present with "Web" and "Site" options. A navigation menu at the top includes "Home", "About Us", "Courses Offered", "Journals & Bulletins", "RTI Act", "Site Map", "Contact Us", "Event Gallery", and "ICSI - CCGRT". A "YOU ARE HERE" breadcrumb trail shows "Home". The main content area features a banner for "CSI Has Gone Online For Student Registration W.E.F 01-01-2014". Below this, there are tabs for "What's New", "Announcements for Students", "Corporate Corner", and "e-Library". The "Announcements for Students" tab is active, displaying a list of news items with red starburst icons, including "One Day Seminar On 'PREPAREDNESS BY THE COMPANY SECRETARIES - COMPANIES ACT, 2013' at Hotel Eros (22.2.2014)", "ICSI President Welcomes the Interim Budget", "Reconciliation of Financial Records of Members", "New President and Vice President of the Institute of Company Secretaries of India (ICSI) for 2014", "CAREERS", "Shri Sachin Pilot, Hon'ble Minister of State (I/C) for Corporate Affairs lays Foundation Stone for Centre of Excellence, Ajmer, Rajasthan - jointly promoted by ICAI, ICSI and ICoAI", "Empanelment of Practising Company Secretary/ Firm of Company Secretaries for three years for carrying out Secretarial Audit of REC from Financial Year 2013-14 onwards.", and "Complete Switchover to Online Registration". On the right side, there are promotional banners for "ICSI PRIMER ON COMPANIES ACT 2013" and "13th ICSI National Awards for Excellence in Corporate Governance 2013". A "Sections" menu is visible at the bottom right, with "Council" selected. The Windows taskbar at the bottom shows the Start button, several open applications, and the system tray with the time 9:30 AM.

## STEP -2 : Click on the Student login option.



The screenshot shows a Microsoft Office Picture Manager window displaying a web browser window. The browser window is titled "ICSI Student Site > Home" and "Login". The address bar shows "https://www.icsi.in/student/". The page content includes a navigation menu with "Students", "Members", "Companies", and "Vendors". Below the menu, there are instructions for students, including links for online registration, account checking, application status, denovo registration, and payment status. A "Student Login" button is visible at the bottom of the page. A green hand icon with a pointing finger is overlaid on the "Student Login" button.

Microsoft Office Picture Manager

File Edit View Picture Tools Help

Type a question for help

Shortcuts... 73% Edit Pictures... Auto Correct

ICSI Student Site > Home Login

https://www.icsi.in/student/

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.
- Click here to Get Student Denovo Registration Number.
- Click here to Check Payment Status.
- Click here to Check Examination Enrollment Status - December 2013 Session.
- You are further advised to download your registration letter and Identity Card from our website by logging in here . In case any discrepancy 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

Student Login

12:35 PM

## STEP-3 : Enter your User name (i.e. Registration number) and Password and Click on Login

The screenshot displays the ICSI Student Login page. At the top, the browser address bar shows the URL <https://www.icsi.in/student/Login.aspx>. The page header features 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". A navigation menu includes links for Home, RTI, icsi.edu, Students, Members, Careers, Companies, Vendors, My Cart, Administration, and Help. A search bar is located in the top right corner. The main content area contains a login form with the following elements:

- A breadcrumb trail: "YOU ARE HERE : Home > Login"
- A "Manage" link next to the "name:" label.
- A text input field for the "name" (username).
- A text input field for the "Password".
- A "Login" button.
- Links for "Retrieve Password" and "Reset Password (Students Only)".

Below the login form, there are instructions:

- > INSTRUCTIONS:
- > Students: Please use your Current 17 Digit Registration Number as your username.
- > Members: Please use your Membership type plus membership number as your username, e.g. A12345, F12345.

A green hand icon points to the "name" input field. On the left side of the page, there are vertical labels for "Knowledge Portal" and "E-Learning Portal". The Windows taskbar at the bottom shows the Start button and several open applications, including "Sent It...", "NOTES [...]", "queryres...", "The Insti...", "Login - G...", "ONLINE ...", and "Desktop". The system clock shows 5:07 PM.

## STEP-4 : Go to “Students” option and then click on “My Account”

The screenshot displays the ICSI Student Administration website. The browser address bar shows the URL <https://www.icsi.in/student/Welcome.aspx>. The website 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". The navigation menu is located at the top, with the "Students" tab selected. A dropdown menu is visible under "Students", with "My Account" highlighted. The main content area contains instructions for accessing the "My Account" page:

- For Student Profile,**  
Go to Students Tab -> My Account
- For Member Profile**  
Go to Members Tab -> My Account
- For Membership Annual Fee Payment,**  
Go to Members Tab -> Online Services

The Windows taskbar at the bottom shows the system clock as 5:08 PM and the date as 10/27/2017.

**STEP-5 : Go to “Payment Requests” option and click on “Denovo Registration & Extension”**

The screenshot shows a web browser window with the URL <https://www.icsi.in/student/Students/MyAccount.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". A navigation menu contains links for Home, icsi.edu, Students, Members, Careers, Companies, Vendors, and My Cart. A breadcrumb trail shows "YOU ARE HERE : Students > My Account".

Below the breadcrumb, a message box states: "To make changes to the account details go to Manage Account tab!". A horizontal menu bar contains "Account Summary", "Manage Account", "Programme Info", "Payment Requests", "Requests", and "Others". The "Payment Requests" menu is open, showing options: "Generate Payment Slip", "Denovo Registration & Extension" (highlighted with a green arrow), and "Student Training Requests". A red vertical bar indicates required fields.

On the left side, there are vertical labels for "Knowledge Portal" and "E-Learning Portal". Below the menu, the "PERSONAL INFORMATION" section is visible, listing fields: Applied Programme (Professional - Old Syllabus), Status (Expired), Name, Registration Number, Valid Up to (31/01/2012), Batch Number, and E-mail Address. Two placeholder images for profile pictures are shown with the text "NO IMAGE AVAILABLE".

The browser's taskbar at the bottom shows the Windows Start button, several open applications (Sent It..., NOTES [...], queryres..., My Acco..., ONLINE ...), and the system clock showing 5:08 PM.

## STEP-6 : Select Request Type and Payment mode and then click on “Submit Request”

The screenshot displays the 'My Account' section of the ICSI Student Site. The breadcrumb trail indicates the user is in 'Students > My Account'. The navigation menu includes 'Account Summary', 'Manage Account', 'Programme Info', 'Payment Requests', 'Requests', and 'Others'. A red vertical bar indicates required fields.

Below the navigation, there is a link: [Click here to find information about new Simplified System for Seeking Registration Denovo/ Extension](#).

The form contains the following fields:

- Request Type:** A dropdown menu with 'Please Select' selected.
- Syllabus:** A dropdown menu with 'Denovo Registration Extension' selected.
- Stage:** A dropdown menu with 'Professional Programme' selected.
- Comments/Details:** A large text area for providing details.
- Amount:** A text input field.
- Payment Mode:** Radio buttons for 'Credit/Debit Card', 'NetBanking', and 'Challan'.

At the bottom of the form, there are two buttons: 'Submit Request' (highlighted with a green hand icon) and 'Cancel'.

Below the form, the following instructions are provided:

Place your request for DeNovo/Extension kindly provide details for all the fields as specified above.

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

All stakeholders can make use of the Payment Gateway after logging in [www.icsi.in/Student](http://www.icsi.in/Student). The stakeholder must keep the credit card with pin number ready while using the payment gateway. The process shall be as under:

Request ID and Transaction ID will be generated on successful submission of the request

## STEP-7 : Proceed for payment through Credit Card / Debit Card / Net Banking/Challan.

The screenshot displays a web browser window with the URL <https://www.icsi.in/student/Students/MyAccount/tabid/81/ctl/InitiatePayment/mid/391/Default.aspx>. The page shows a confirmation message: "Your Request has been received. Please note this for all future communication." It lists the Request ID as 1002559 and the Transaction ID as 1686108. Below the message, the payment details are listed: Payment Type: DenovoRegistrationRequest, Name: (blank), Address: (blank), City: NEW DELHI, State: NCT-DELHI, Country: INDIA, Mobile Number: (blank), and Email Address: (blank). A green hand icon points to a "Proceed For Payment" button.

For all successful payments an acknowledgement receipt is generated and intimation will be sent on the respective email ID. In case acknowledgement is not generated due to any reason, follow the procedure as given below:

Click Student-> select My Account

Click payment request->Generate payment Receipt

Write Request id and Transaction id and click on check status.

## STEP-8 : Please download the de novo registration Letter from Section "Letter for student" in "other" option

## STEP-9 : In case of unsuccessful payment please resubmit your request.

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