

ATTENTION STUDENTS !

NEED FOR MAINTAINING UNIQUENESS OF MOBILE NUMBER & E-MAIL ID IN THE ONLINE ACCOUNT OF THE STUDENTS

It is brought to the notice of the students that most of the important communications pertaining to registration, examinations, class room teaching, etc. are sent by E-mail/ SMS for prompt dissemination of information.

It has been observed that the E-mail Id and Mobile Number in respect of a number of students are identical resulting in non-receipt of important communications by the concerned students.

Through this announcement, all such students who are yet to update the **E-MAIL ID AND MOBILE NUMBER ARE ADVISED TO UPDATE THEIR CONTACT DETAILS IMMEDIATELY** to ensure that they do not miss any important communication sent by the Institute.

It is once again emphasised that it is in the students' own interest to update the contact details failing which they will be dependent upon their fellow students for getting the latest information / updates from the Institute.

All the students are required to do a simple online procedure as explained hereunder:-

- Login to www.icsi.edu by using Online Services
- Click on Log in option. Enter your username and password. Use your Registration number as your Username. You can retrieve/reset password at your own by using online services option.
- Go to option Student /My Account/Request. Modify the above information as per your requirement.

Students who are not having their own Mobile Number and/ or E-mail Id may make use of the contact details of their parents as an interim measure for getting the updates.

Apart from updating, the E-Mail Id & Mobile Number, students are also advised to review their online profile for discrepancies like wrong Photograph/ Signature/ Date of Birth/ Name/ Gender, etc. and submit request for rectification of the same at Online Grievance Redressal module by following the steps given below :-

1. Click the "ONLINE SERVICES" button on top of the ICSI Website (<http://www.icsi.edu>).
2. Thereafter click on LOGIN button.
3. Enter your Username: Registration number and Password
4. After login, Mouse over 'Home' option. Click on Suggestions/ Grievances.
5. Select the options available as per your query. Submit your query.
6. The same would be attended by the concerned official and reply would be sent to the student at his respective email-id in one to two days as the case may be