**User Manual** 

**Student Enrolment** 

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# Introduction

This document will guide the registered student on how to enroll in the registered course for a particular session.

# 1 Add Enrollment Request

Registered students can enroll in the course for the session anytime after 6 months of the registration.

- User will double click on web browser (recommended web browser Internet explorer 9 or above, Google Chrome 39 or above, Mozilla 38 or above) to open the web browser and type the URL <u>http://smash.icsi.in</u> in the web browser address bar.
- 2. User login with valid credential under USER LOGIN section.
- 3. After successful login user will navigate to Welcome screen where user go to the header menu MODULE and go to sub menu ENROLLMENT.

Step 1	THE INSTITUT Company Sect In PURSUIT of PROFI	retai				Welcome: 200000111/03/2017 & Home & Logout
HOME M We Na Pro Qu Sul Re Va Em Mo Ph Da Fat	ODULE - PROFILE + STUDENT SERVICES ENROLLMENT SHORT TERM TRAINING LONG TERM TRAINING TRAINING EXEMPTION COACHING MODULE COMPLAINT MANAGEMENT ETRAINING SUBJECT EXEMPTION STUDENT REGISTRATION STUDY DISPATCH	+ + + + + + + + + + +	Step 2 EXAMINATION ENROLLMENT REQUEST STUDENT VIEW OF GROUP ADDITION STUDENT VIEW OF CHANGE CENTER STUDENT VIEW OF MEDIUM CHANGE STUDENT VIEW OF MEDIUM ELETION REQUEST DUPLICATE PASS CENTIFICATE	sr ar 2/2017 2:00AM ediffmail.com	]	Photo Signature
Geno	SWITCH OVER	+	RESULT SURRENDER/CANCEL PROCESS			

## Screen: User navigate to Enrollment

- 4. User will click on Examination Enrollment Request under ENROLLMENT sub menu and navigated to the Examination Enrollment Request screen as shown in below screen.
- 5. User will be navigated to below screen where **User Request to Enroll**.
- 6. Click on the "Add Enrollment Request" button to open the enrollment form.

THE INST Company IN PURSUIT OF Statutory body under	TUTE OF Secretaries of India PROFESSIONAL EXCELLENCE an Act of Parliament				
HOME MODULE + PROFILI	E 🕂 LOGOUT				
Examination Enrollment	Request				
Search Criteria					
Applied Year	All	~	Course	All	$\checkmark$
Session Name	All	<b>~</b>	Syllabus	All	×
Module	All	<b>~</b>	Request Status	All	$\checkmark$
Payment Mode	All	<b>~</b>	Transaction ID		
Request ID				s	earch
Search Result					
Search Nesul				Total Records: (	Page Size 20 💌
	RSE APPLIED CENTER SESS			AUEST PAYMENT TRANSAC	TION PAYMENT STATUS
		No	records Found		
<					>
Add Enrollment Request	Click to open	the enrollme	ent form		

# Screen: User Request to Enroll

**Note:** Enable popup window of the web browser.

Step 1. Make S	ure Enrollment Re	equest option is selecte	d under Enr	ollment Request T	уре
<ul> <li>Enrollment Require</li> <li>Enrollment Require</li> </ul>	est Type	O Deletion of Module O InterCha	nge of Module 🔾	Center Change O Medium	Change
1.Basic Details	2.Training Detail	s 3.Preview	4.Paym	ent	
Student Details	·				
Current Syllabus		2012		]	
Available Syllabu	s •	2012		1	
Click here to Swit	ch Over Request	Guidlines			
Switch Over Rule Switch Over Rule	es s are not provided yet.				
Course •		Executive		Step 2.	
Country *		India	~	Select desired	Que.
State * S	itep 3.	Delhi	~	<b>F</b>	- O-O
Center • e	exam Center	DELHI (EAST)	V	Step 4.	
Medium •		English	V	Select	Click here to Change Photo/Signature
Module(s) •		⊠1	Step 5.	Medium	
		<b>⊠</b> 2	Select		
Exempted Subject	ts	Click here to Apply for Exemption	Module(s)		
Sul	bject Code	Module Name	Subjec	t Name	Exemption Basis
		No Re	cords Found		
				Step 6. Click Next to proce	eed

#### Screen: Enrollment Form

Note: Review all the selected information in the enrollment form before clicking on the "Next" button as any later changes will be allowed up to certain stipulated dates and additional fee (varies from time to time) will be levied for all such changes.

- 7. After the click on "Next" button from screen Enrollment Form, Fee Detail page will be displayed.
- 8. Read the agreement and check the agreement checkbox (if agree) and then click on "Next" button on Fee Detail screen. On this screen user will have option to go back and make any changes.

1.basic Details 2.Training Details 3.Preview	4.Payment
Fee Details	
EXAMINATION FEE	3600.
Charges	90.
Charges	100
	Total Amount: 3790
I hereby declare that the particulars furnished above are true to the best of my knowledge a iculars were untrue, I agree to my registration being cancelled without any obligation on the p right of the institute to take any further action as deemed fit and appropriate.	nd belief and if at any time it has come to the notice of the Institute that the sai part of the Institute to refund any fee paid by me to the Institute without prejudic

Screen: Fee detail

9. Preview screen will be displayed to review the enrollment detail and confirm the enrollment for the session. On this screen user will have option to go back and make any changes.

Student Name :	Raghu P Nandan	
Registration Number :	20000000/02/2017	
Current Syllabus :	2012	
Available Syllabus :	2012	F Kleman
Course:	Executive	·
Country :	India	
State:	Delhi	
Center:	DELHI (EAST)	
Medium:	English	
Module:	1,2	
Submission Date:	25/2/2017	
Facellana di Facel	2400.00	

## Screen: Preview the enrollment detail

- 10. Click on "Confirm Application" button to make the payment.
- 11. Select the payment mode and click on "Next" button.

Choose Payment Mode/Gatewa	y			
Payment Mode/Gateway*	Please select		Select Payment Mode	
	Next	Click "Next" to make payme	nt	
* Bill Desk provides option to pay using Credit Card	, Debit Card, Debit Car	rd + ATM PIN , Internet Banking, Wallet/Cash	Cards.	
* Axis Bank provides option to pay using Debit/Cred	fit Card only.			

\* Challan can be submitted to any Branch of Canara Bank.

### Screen: Choose Payment Mode

12. Click on Next button to progress the payment and see the payment detail.

Your Request id is: 50048588	
Your Transaction id is: 5043839	
Your Request has been received. Please note this is for all future communication. The request id and Transaction id is generated only This does not confirm that payment has been recei Please print your challan and take to your nearest ( ICSI has no responsibility for delay in payment due	y for control purpose and before actual payment transaction starts. ved. Canara Bank branch for making payment. to any technical/non technical issues whatsover.
Payment Type:-	Student Enrollment Request
Name:-	RAGHU P NANDAN
Mobile Number:-	919828451971
Email Address:-	RaghuP@gmail.com
Amount:-	2400.00
Payment Mode:-	Billdesk
Proceed Click "Proceed" t	o get the Payment Receipt

- 13. Click on "Proceed" button to enter the payment detail, system will generate the payment receipt.
- 14. Student will retain the copy of the receipt for the examination fee remitted by them during the examination enrollment process.

Payment Status	;								
Your Request id is: 500	146586								
Your Transaction id is:	5043839								
Your Payment of 2400	.00 has been pro	ocessed succe	ssfully.						
	Paymen	tType:- St	udent Enroll	ment Reque	est				
		Name:- R/	AGHU P NA	NDAN					
	Mobile N	umber:- 91	1982845190	0					
	Email Ac	ddress:- Ra	aghu @gma	il.com					
		1 <b>B</b> S	THE I Comp	NSTITU any Sec	TE OF retaries				^
	HEAD OFFICE- ICSI HOUSE,22 INSTITUTIONAL AREA,LODI ROAD,NEW DELHI- 110003 PH: (011) 4534100D Fax: (011) 24626727 NOIDA OFFICE- ICSI HOUSE,C 37,INSTITUTIONAL AREA,SECTOR-62, Noida, Gautam Buddha Nagar, Uttar Pradesh - 201309, India. PH: (0120) 4522000, Fax: (0120) 4264443 E-mail: info@icsi.edu, Website: vww.cisi.edu, www.icsi.edu Call Centre helding numbers: (011) 33132333, (011) 6604999								
	Receipt No								
	Request ID	: 2384328	)						
	Service Tax No : AAATT1103FST001 Memb./Regn./Ref.No : 20000000/02/2017								
	Mr/Ms/M/S Address : H Behind Pn Rajasthan 919828451 raghup @g	: RAGHU P I 1.No.102/34 1b Ramganj, <i>I</i> 1 India, 30500 1900 gmail.com	NANDAN New Colony Ajmer, Ajme )1	r, St	stus: Applie	ed			
			Invoi	ce-cum-Rec	eipt				
	Dear Sir/M	adam,							
	We acknow towards the	vledge with th e following fee	anks the rece e(s) :-	eipt of online	payment (B	illdesk) of F	Rs. 2400.00		
	S.No. Descri	iption					Amount		
	1 EXAN	INATION FEE					2400.00		
	Basic ST @ 14%	S.B.Cess @ 0.50%	K.K.Cess @ 0.50%	Total Tax Amount	Total Amount	Rounding Off	Receipt Amount		
	0.00	0.00	0.00	0.00	2400.00	0.0	0 2400.00		
	Accepted F Amount in	ees 2400.00 words: Two Th	ousand Four H	Hundred Only					
			FOR THE I	NSTITUTE OF	COMPANY	SECRETAR	RIES OF INDIA		
					A	uthorised Sig	gnatory		
		_							
	Print								~

Screen: Payment Status/Receipt [Note: Retain a copy of the receipt for the examination fee paid during the examination enrollment process.]

## **1.1 Complete Enrollment Request**

1

In case the enrollment process was not completed in one sitting then user can find the initiated enrollment form under Examination Enrollment Request screen, Search Result.

If user click on "Add Enrollment Request" button after enrollment initiation then the message will be displayed "Your request is in progress, please complete it." on the top of Enrollment Form. Follow below steps if this message displayed.

- 1. Select the enrolment record and click on "Complete Enrollment Request" button.
- 2. Make sure popup window is enabled.

MODULE + PRO	FILE + LOGOU	т									
amination Enrollm	ent Request										
Search Criteria											
Applied Year	All		~		Course			All		~	
Session Name	All		~		Syllabu	5		All		<b>~</b>	
Module	All		~		Reques	t Status	-	All		~	
Payment Mode	All		~		Transa	ction ID					
Request ID									_		
									Search	Clear	
Court Doorth											
Search Result	lect the enro	llment reco	rd					Total	Records: 1	Page Size	20
				FEE PAID	REQUEST DATE 🔻		REQUEST STATUS	PAYMENT MODE V	TRANSACTION	PAYMENT STATUS	HOLD/U
		DELHI		2	5/02/2017						

### Screen: Complete Enrolment Request

3. Continue completing the form from where it was left.