User Manual for “Registration De novo”

**DENOVO PROCESS**

**Step 1:** In order to apply for denovo service, student will visit link [https://smash.icsi.in/Scripts/login.aspx](https://smash.icsi.in/Scripts/login.aspx) in recommended browser (Chrome 39.0)

**Step 2:** Click on Module > Student Services > Apply For De novo
Step 3: Select service name: De novo

Step 4: After verifying details, click on “Proceed to payment”
Step 5: Select Payment Mode like Bill desk, Axis Bank

Step 6: Request ID and Transaction ID will generate on successful submission of the request.
Step 7: Click on Proceed

For all successful payments, Payment receipt is generated otherwise the payment is not successful.

In case of unsuccessful payment please resubmit your request.
If payment/request is at Initiated or pending, then proceed further with the below steps to complete your registration de novo

Login with user ID and password (https://smash.icsi.in/Scripts/login.aspx)

1. Click on Module => Student Services => De novo requests

2. Click on Request ID

3. In view Applied Service window, Click on Proceed to Payment
4. Select Payment Mode like Bill desk, Axis Bank

5. Click on proceed

6. For all successful payments, Payment receipt is generated otherwise the payment is not successful