

User Manual

Verification of Marks – Student

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1. Introduction

This document will help ICSI Students to request for Verification of Marks, Certify Copy and Inspection of Answer Book.

2. Login

1. Students will visit www.smash.icsi.in
2. Students will login to their account.
3. After successful login user will be redirected to the dashboard.
4. If user have forgotten password, then it can be recreated using “forgot password” link.

3. Request for Verification of Marks

1. User will mouse over to the header menu MODULE and scroll down to Exam submenu and click on “Verification Of Marks”. (Module > Exam> Verification of Marks) As shown below



Screen 1 : Menu

2. On click of verification of marks menu link, below screen (screen 2) will appear.

Request for Verification of Marks

Search Criteria

VMCR No. Request Type

Application Status

Search Result

Total Records: 2 Page Size 20

SELECT	VMCR NO.	REQUEST TYPE	STAGE	SYLLABUS	YEAR EXAM	MONTH EXAM NAME	APPLICATION/ENTRY DATE	PAYMENT MODE	PAYMENT AMOUNT	PAYMENT STATUS	TRANSACTION ID	APPLICATION STATUS
<input type="checkbox"/>	46	Verification of Marks	Executive	2012	2016	DEC	04/07/2017	BILDESK	250.00	Success	5003686	Pending
<input type="checkbox"/>	43	Verification of Marks	Executive	2012	2016	DEC	03/07/2017	BILDESK	500.00	Success	5003638	Pending

Screen 2 : Request for Verification Of Marks (Add New Request/View Detail)

3. There are 3 features on screen 2 as below:

- **Search Button:** “Search” button will be used by student to search /filter previous/ already added VOM requests. User can filter request on the basis of VMCR No. , Application Status.
- **View Detail:** “View Detail” button will be used to view detail of already raised requests.
- **Add New Request:** “Add New Request” button will be used by student to raise a VOM request in system.

(i) Add New Request

1. Student can add new Service Request by clicking “**Add New Request**” button on screen 2. A new screen opens up as per screen 3 “Apply for Verification of Marks”.

Apply For Verification of Marks

Year Exam	<input type="text" value="2016"/>
Month Exam	<input type="text" value="DEC"/>
Stage	<input type="text" value="Executive"/>
Syllabus Name	<input type="text" value="2012"/>
Roll Number	<input type="text"/>
Registration Number	<input type="text" value="240501707/12/2016"/>
Email ID*	<input type="text" value="aaa@aaa.com"/>
Mobile Number*	<input type="text" value="911245466464"/>
Correspondence Address*	<input style="height: 30px;" type="text" value="2nd Floor, House No- 1245 Near Yamuna Expressway Mayur vihar"/>
Request Type*	<input type="text" value="Select Request Type"/>

Result Details

Request Type*

Verification of Marks ▼
Select Request Type
Verification of Marks

Result Details

	STAGE	MODULE NAME	SUBJECT CODE	SUBJECT NAME
<input type="checkbox"/>	Foundation	1	311	BUSINESS ENVIRONMENT AND ENTREPRENEURSHIP
<input type="checkbox"/>	Foundation	1	312	BUSINESS MANAGEMENT, ETHICS AND COMMUNICATION
<input type="checkbox"/>	Foundation	1	313	BUSINESS ECONOMICS
<input type="checkbox"/>	Foundation	1	314	FUNDAMENTALS OF ACCOUNTING AND AUDITING

Last Date to Apply : 12/07/2017 08:20

Guidelines to be followed

I have read the prescribed guidelines, rules and procedures and the same are acceptable to me. My Email-ID, Mobile Number and Correspondence Address are the same as registered on my student's portal of ICSI. I here by undertake that I am a bonafide student of the institute and the above answer book(s) belong to me. In case any particulars or statement is found to be false, the Institute may take appropriate action against me, as deemed fit.

Total Amount to be Paid (In Rupees) 0

Proceed to Payment
Close

Screen 3: Request for Verification Of Marks (Add New Request/View Detail)

- After updating Email id, mobile number and correspondence address, student will have to select request type as “Verification of service” followed by selection of Subject for which he/she wish to submit VOM request, before clicking on “Proceed to Payment” button.
- Once student clicks on “Proceed to payment “ button , he/she will be redirected to payment gateway screen, and there payment should be made, in order to successful submission of VOM request.

(ii) View Detail of Pending/Processed Requests:

- Click on Module > Exam > Verification of Marks, below screen as per screen 4 will appear.

Request for Verification of Marks

Search Criteria

VMCR No. Request Type

Application Status

Search Result

Total Records: 1 Page Size: 20

SELECT	VMCR NO.	REQUEST TYPE	STAGE	SYLLABUS	YEAR EXAM	MONTH EXAM NAME	APPLICATION/ENTRY DATE	PAYMENT MODE	PAYMENT AMOUNT	PAYMENT STATUS	TRANSACTION ID	APPLICATION STATUS
<input checked="" type="checkbox"/>	42	Verification of Marks	Foundation	2012	2016	DEC	03/07/2017	BILLDESK	1500.00	Success	5003637	Pending

Screen 4: Screen on click of Module > Exam > Verification Of Marks

- In order to view detail, select desired entry from grid followed by click on “View Detail” button on screen 4.user will be redirected to below screen as per screen 5, where he/she will be able to have detailed view of already raised requests.
- Student can close screen 5 using “Close” button on respective screen.

Application Status	Pending	VMCR No.	42
Student Name		Year Exam	2016
Month Exam	DEC	Course	Foundation
Syllabus	2012	Roll Number	1000292
Registration Number		Email ID	an106@gmail.com
Mobile Number		Request Type	Verification of Marks
Paid Amount	1600.00		
Correspondance Address	Noida Ashok Nagar		

Result Details			
S.NO.	MODULE NAME	SUBJECT CODE	SUBJECT NAME
1	Foundation Module 1	311	BUSINESS ENVIRONMENT AND ENTREPRENEURSHIP
2	Foundation Module 1	312	BUSINESS MANAGEMENT, ETHICS AND COMMUNICATION
3	Foundation Module 1	313	BUSINESS ECONOMICS
4	Foundation Module 1	314	FUNDAMENTALS OF ACCOUNTING AND AUDITING
5	Foundation Module 1	S0	SanSkrit
6	Foundation Module 1	124	hindiiiiiiiiii

[Close](#)

Screen 5: Detailed view of already raised requests