The Institute of Chartered Accountants of India
Set up by an Act of Parliament

ICAI STUDENT REGISTRATION PORTAL USER MANUAL FOR STUDENTS

(Latest version of the manual can be retrieved from http://www.icaionlineregistration.org/SUM.pdf)

Contents

New Student Registration

To register as student, visit the application by entering the URL
"http://icaionlineregistration.org/Admin_Module/login.aspx".

Click on "New User Registration and register as a student. The following screen will appear which has to be filled in with appropriate details.

User click to "Register as student" link for student registration and then he needs to enter Register no in mentioned below screen as:

- CPT Route: In this case student has to enter CPT Route CA registration no
- Direct Entry Student: In this case student can register without permanent CA no

Please Enter your Registration No

◉ CPT Route ◯ Direct Entry Student

[   ]

[Proceed] [Cancel]

This screen display when student register as Direct Entry

NEW STUDENT REGISTRATION

Fields marked with asterisk (*) are mandatory

Personal Information:

Salutation *   **First Name** *   Second Name   **Last Name** *

Mr   First Name   Second Name   Last Name

Relationship *   **Name** *

Father   Guardian's Name

DOB *   **Gender** *

DOB   ⦿ Male ○ Female

Registration Information

Registration Number *   ○ Permanent   **Registration Date** *

wwwwwwwwww   ⦿ Direct Entry Student   Registration Date

Correspondence Address

Street *

Street

State *   **City** *

Select   Select

PinCode *

PinCode

Email *

Email

Landline   **Mobile** *

Landline   Mobile

Security Information (User name and Password should be Alphanumeric Characters only)

UserName *

UserName

Password *

••••••••

Re-Enter Password

••••••••

Submit   Cancel

- New Student needs to fill all the details and click on submit button.
  Posts clicking on submit button student will get a message of successful registration and a link to login.

Accessing the Application

Enter the URL – "http://icaionlineregistration.org/Admin_Module/login.aspx".

A. Login using valid username and password.
B. Successful login should take you to the Student Dashboard.

Successful login will take the student to the student dashboard.

Password Retrieval Process

The Institute of Chartered Accountants of India

In case if password is forget, click here to retrieve

User Name:

Password:

Login

Forgot Password?

Register as Student

Register as Faculty

Home

Clicking on this link will take user to below mentioned screen. Enter your email address to retrieve your password.

The Institute of Chartered Accountants of India

Recover Password

Registered email address will be entered to retrieve the password

Email ID :

Send

Click here to Login

Student Dashboard

Student can apply for future batch — APPLY FOR FUTURE BATCH — register for a batch that may be launched in future at a POU of your choice. An email alert will be sent on launch of suitable batches.

MY WAITLISTED NUMBER — Wait listed number generated would be used for registering in Waitlisted Batches only.

COURSE REGISTRATION — Register for batches that have been launched across different POUs. **Student can register course from here**

FACULTY FEEDBACK — Submit Feedback for faculties who have taught you a subject. Feedback is mandatory for successful completion of the course.

MODIFY COURSE REGISTRATION — You can modify your course registrations only once after POU has confirmed your registration.

UPDATE REGISTRATION NO. — Direct Entry Student can Update their Provisional Registration No to Permanent Registration No.

VIEW PERSONAL DETAILS — View your Personal Details.

Applying for future batch

Student can register for a batch that may be launched in future at a POU of student's choice. An email alert will be sent on launch of suitable batches

Apply for Future Batch

Future Batch

Course: aa
POU: AGRA

Submit   Cancel

Student can apply for future batch on basis of course and POU

- In order to apply for a future batch student will select the course and select the POU.
- An auto generated waiting list number will be generated which the student will use to register for batches that are launched for waiting list students.

My Waitlist Number

Refer to waitlisted numbers already generated by you for courses

Course Registration

- Student can register for batches in desired course that have been launched across different POUs.
- Student can register course only once, if POU unconfirm his course registration then student can again register same course

Course Registration

Course Registration

Region
Central

Course
GMCS - I Course

Get List

> By clicking "Get List" user will see below mentioned screen.

Batch No	Available Size	From Date	To Date	Batch Time	Pou Name	Course	Open For	Register
GMCS1test	50	31/01/2014	14/02/2014	1-0-AM to 1-0-AM	AGRA	GMCS - I Course	General	Register
GMCS1test2	40	04/02/2014	28/02/2014	1-0-AM to 1-0-AM	AGRA	GMCS - I Course	General	Register
GMCS-1noida	39	01/02/2014	26/02/2014	1-0-AM to 1-0-AM	NOIDA	GMCS - I Course	General	Register

> Student can click here to register batch

Cancel

- A student can find batches available by selecting the region and course and then clicking on the "Get List" button.
- The "Open For" column displays the whether the batch is open for General or Waitlisted students.
- In the above screen shot course is GMCS-I and its open for General.

Registering for GMCS I

GMCS I

Batch Number
GMCS1test

Venue
AGRA

Batch Time
1-0-AM To 1-0-AM

Start Date
31/01/2014

End Date
14/02/2014

Registration Number
aaaaaaaaaa

Applicant's Name
alokstud

Gender
Male

DOB
02/02/2010

Father's Name
alokstud

Email
alokstud@gmail.com

Communication Address
alokstud

City
AGRA

Pin Code
111111

Phone with STD Code

Mobile
1111111111

Date of Registration for Articleship Training
Date

> All records for GMCS-I would be auto filled and supply article ship date

Submit   Cancel

- All student details will be auto-filled in the form.
- The student will have to enter the date of Article ship training Date.
- In order to complete the process student will click on the submit button.

Registering for GMCS

- The selected batch will and all student details will be auto-filled in the form.
- The student will have to enter the date of Article-ship training Date.
- In order to complete the process student will click on the submit button.

Registering for GMCS II

- The selected batch will and all student details will be auto-filled in the form.
- The student will have to enter the date of commencement of practical training, date of completion & Certificate no.
- In order to complete the process student will click on the submit button.

Wait Listed GMCS-I

Course Registration

Region		Course	
Central	▼	GMCS - I Course	▼	Get List

Batch No	Available Size	From Date	To Date	Batch Time	Pou Name	Course	Open For	Register
GMCS1test	50	31/01/2014	14/02/2014	1-0-AM to 1-0-AM	AGRA	GMCS - I Course	General	Register
GMCS1test2	40	04/02/2014	28/02/2014	1-0-AM to 1-0-AM	AGRA	GMCS - I Course	General	Register
GMCS-1noida	39	01/02/2014	26/02/2014	1-0-AM to 1-0-AM	NOIDA	GMCS - I Course	General	Register
alwar-gmcs1-001	10	20/01/2014	08/02/2014	1-0-AM to 1-0-AM	ALWAR	GMCS - I Course	General	Register
alwar-gmcs1-002	10	20/01/2014	08/02/2014	1-0-AM to 1-0-AM	ALWAR	GMCS - I Course	General	Register
alwar-gmcs1-003	10	21/01/2014	08/02/2014	1-0-AM to 1-0-AM	ALWAR	GMCS - I Course	WaitListed	Register

Cancel

By clicking on register user will see the

Below mentioned screen

Wait Listed Batch

- In this screen shot course is GMCS-I and its open for Wait Listed So, If student clicks on Register Then student will get below mentioned screen shot.

WaitList Batch

GMCS - I Course Batch

WaitList Number

Student needs to enter the waiting list number and click on submit to register

Submit   Cancel

- Student needs to enter the waiting list number which got after Apply for future batch that student can see in my waitlist no screen and click on submit to register.
- After supply waitlist no, student will get below mentioned screen shot.

All information of GMCS-I would be auto filled and student supply article ship date

ITT Registration

Student needs to enter IPCC registration date and then click on "Submit" button.

- On this screen student need to fill the details as IPCC Registration Date and choose the attempt for exam from drop down.
- By Clicking on submit button student will be able to register successfully for the course.
- If it's a direct application then he will get the below mentioned screen

OP Registration

Direct Entry Student

Batch Number
jhansi-op-017

Venue
JHANSI

Batch Time
1-0-AM To 1-0-AM

Start Date
07/26/2014

End Date
11/22/2014

Applicant's Name
Alokstuduat

Gender
Male

DOB
2008-12-29

Father's Name
studuat

Email
studuat@gmail.com

Communication Address
studuat

City
AHMEDNAGAR

Pin Code
455353

Phone with STD Code

Mobile
4545345453

Attempt For IPCC Exam
Jan-2014

IPCC Registration Date
Date

> Student needs to enter IPCC registration date and then click to "Submit" button.

☐ Whatever information has been filled in by me is correct and I fulfill all the requirements required for Orientation Program Course.

[Submit] [Cancel]

- On this screen student need to fill the details such as IPCC Registration Date and choose the attempt for exam from drop down.
- By Clicking on submit button student will be able to register successfully for the course.

Payment Details

This screen display at last stage of course registration.

Payment Details

Payment Details

Demand Draft Number
DD Number

Issuing Bank
Issuing Bank

Branch Name
Branch Name

Issuing Date
Issuing Date

Amount
4000

> Student supply payment details in this screen and next screen will be display for confirmation

☐ I accept the Terms & Conditions Of Registration, and agree that my seat will be confirmed only after receipt of payment by the POU 2 days prior to the start of the batch.

[Submit] [Cancel]

Confirmation

Confirmation

Please confirm your registration details

| PERSONAL INFORMATION	BATCH INFORMATION	PAYMENT INFORMATION
Name abhistud **Guardian** abhistud (Father) **Email** abhistud@gmail.com **Telephone No** **Mobile No** 2222222222	**Course Register For:** Information Technology Training **Batch Register For:** ITTGHA1 **POU:** GHAZIABAD **Batch Start Date:** 03/02/2014 **Batch End Date:** 28/02/2014	**DD No** 11111 **Bank Name** abc **Branch Name:** abc **Date** 08/01/2014 **Amount** 4000

Student confirms payment details for registration and receives the confirmation mail on registered Email id.

Confirm   Cancel

After confirmation following registration report will be display.

The Institute of Chartered Accountants of India
(Setup by an Act of Parliament)

Date:- 1/19/2014 6:31:32 AM

Acknowledgement   Print

Batch Number	ITTGHA1	Batch Timing 9-0-AM to 2-0-PM	Paste your photo here
Registration Date	06/01/2014		
Registration Number	aaaaaaaaaa		
Start Date	03/02/2014	End Date 28/02/2014	
Venue	GHAZIABAD		
Address	GHAZIABAD		
Name	abhistud	Phone with STD Code	
Address	abhistud		
Gender	Male		
FATHER'S NAME	abhistud	DATE OF BIRTH	28/12/2008
Email	abhistud@gmail.com	MOBILE	2222222222
DD Number	11111	DD ISSUING BANK	abc

Faculty Feedback

Student can submit Feedback for faculties who have taught subject. Feedback is mandatory for successful completion of the course.
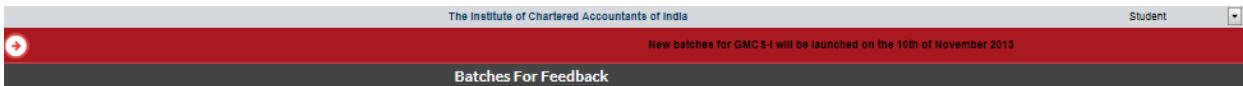
Clicking on Feedback button will take student to the below mentioned screen

After click to feedback, next screen will be display.

Student can give feedback on basis of different grade as marginal, moderate, Good & Excellent

- Clicking on "Save" will save the feedback.
- Clicking on "Final Submit" ensures that feedback is final and will not allow student to change it anymore.

Modify Course Registration

Student can only once change his/her current batch registrations after confirmation by concerned POU.

Modify Registration

Batch No	From Date	To Date	City	Course	Registration Status	Cancel Registration	Change Batch
bkn-gmcs1-001	21/01/14	08/02/14	UDAIPUR	GMCS - I Course	Awaiting Approval	Cancel	Select
bkn-op-001	21/01/14	05/02/14	UDAIPUR	Orientation Programme	Confir...	Cancel	Select

By clicking on "Cancel" New students will be able to cancel registration only if the batch is not confirmed.

By clicking on "Select" confirm students able to change batch

- Students, whose registration is not confirmed by the POU, can only cancel their registration. They will not be eligible for change of batch.
- Students, who have been confirmed their course registration by POU will not be able to cancel their registration. They will be able to apply for change of batch only.

Modify Course Registration/Change Batch

Student can select desired batch to change in modify registration

Select Batch

Select Batch	Batch Name	Pou Name	Available	From Date	To Date	City	Course
○	gzbop-001	GHAZIABAD	80	1/22/14	2/28/14	VASAI	Orientation Programme
○	jhansi-op-017	JHANSI	6	7/26/14	11/22/14		Orientation Programme
○	bkn-op-002	BIKANER	10	1/22/14	2/8/14	UDAIPUR	Orientation Programme

Submit   Cancel

By clicking on any of the radio buttons students can choose the desired batch and can change the batch only once.

- List of batches can be seen as displayed in the above screen shot.

- By clicking on any of the radio buttons students can choose the desired batch.
- Procedure will be completed once the submit button is pressed/clicked.
- Student can change the batch from One batch to another batch in the same POU or One batch of current POU to another batch to another POU

Update Registration No

Direct Entry Student can update his/her Provisional Registration No to Permanent Registration No.

The Institute of Chartered Accountants of India

Update Registration No.

Registration No   [Registration No.]   SUBMIT

--------------------------------------- End of User Manual ----------------------------------