

Committee for Capacity Building of CA Firms and Small & Medium Practitioners The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

ICAI STUDENT REGISTRATION PORTAL USER MANUAL FOR **STUDENTS**

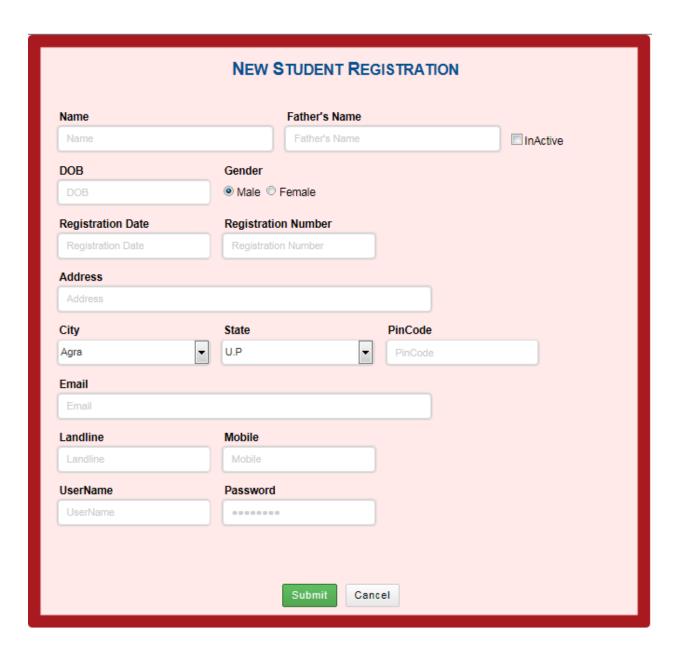
(Latest version of the manual can be retrieved from http://38.111.101.221/icai_uat/SUM.pdf)

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New Student Registration

To register visit the application by entering the URL – "http://38.111.101.221/icai_uat". Click on "New User Registration and register as a student. The following screen will appear which has to be filled in with appropriate details.



• New Student need to fill all the details and click on submit button.

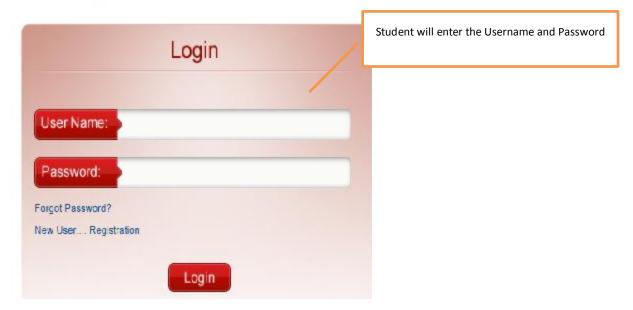
Posts clicking on submit button student will get a message of successful registration and a link to login.

Accessing the Application

Enter the URL – "http://38.111.101.221/icai_uat".

- A. Login using the username and password provided to you by the Head Office.
- B. Successful login should take you to the POU Dashboard.



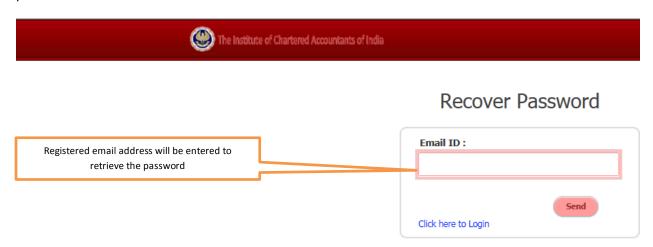


Successful Login will put you student to the next screen.

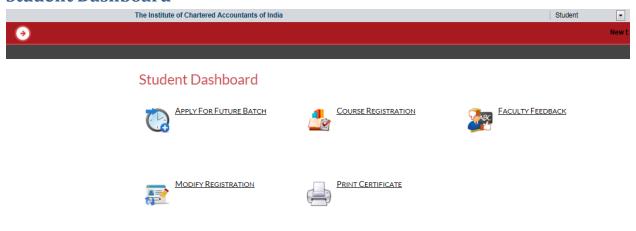
Password Retrieval Process



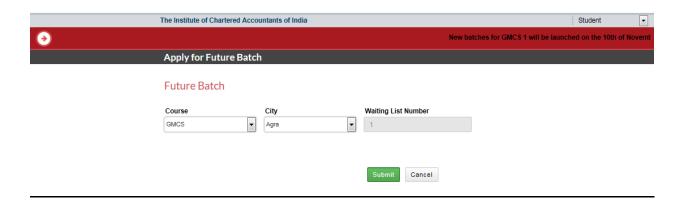
Clicking on this link will take user to below mentioned screen. Enter your email address to retrieve your password.



Student Dashboard

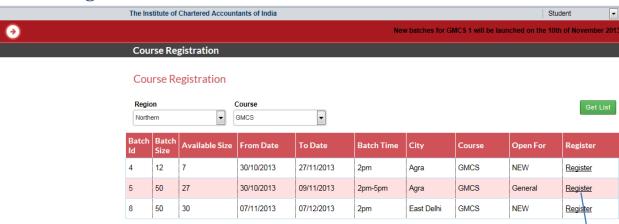


Applying for future batch



- In order to apply for a future batch student will select the course and select the city.
- 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.

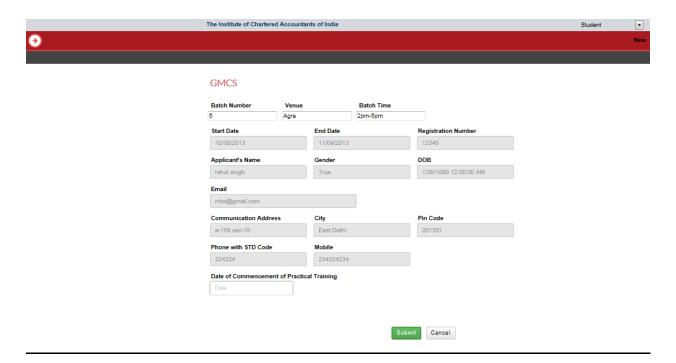
Course Registration



- 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 and its open for General.

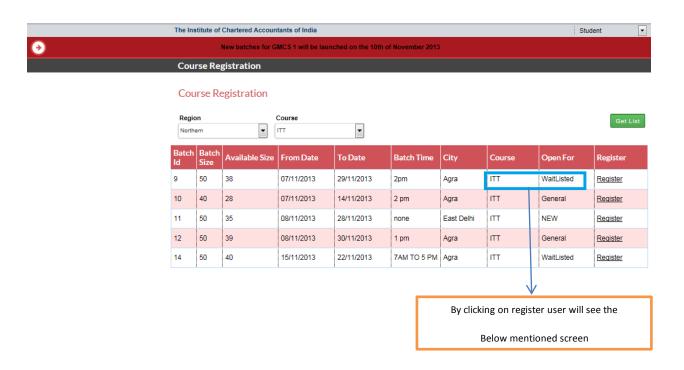
By clicking on register user will see the below mentioned screen

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 commencement of practical training.
- In order to complete the process student will click on the submit button.

Wait Listed ITT



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

Wait Listed ITT Registration



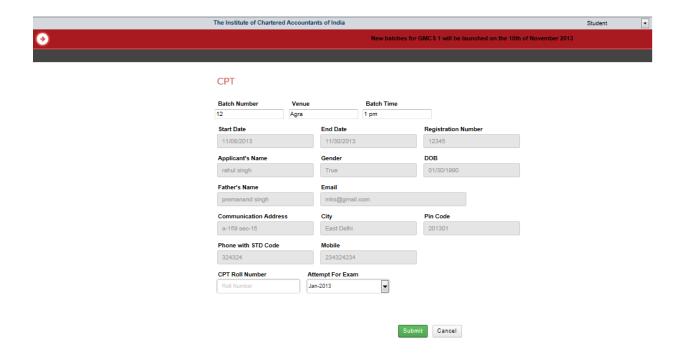
- Student needs to enter the waiting list number and click on submit to register.
- In the next screen shot course is ITT and its open for General. Then student will get below mentioned screen shot.

General ITT Registration



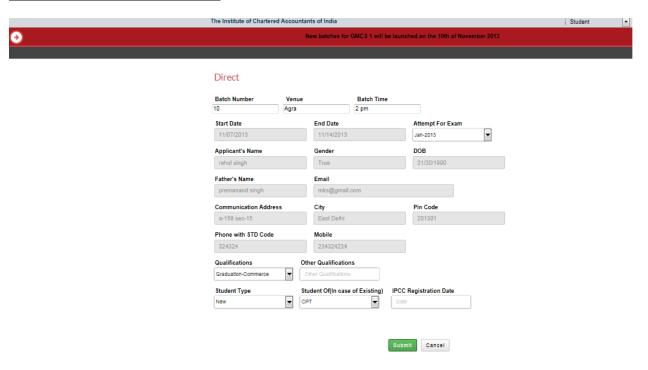
• If student has applied after CPT then he will get the below mentioned screen

Registration for ITT course - After Applying CPT



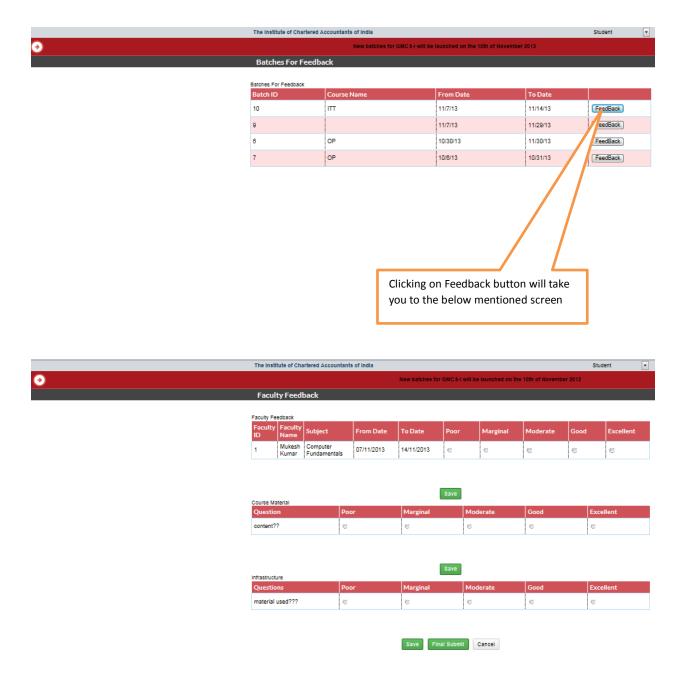
- On this screen student need to fill the details such as –I CPT Roll Number and choose the attempt for exam from drop down.
- By Clicking on submit button student will be able to register successfully for the course.
- If it's a direct application then he will get the below mentioned screen

Registration for ITT course - Direct



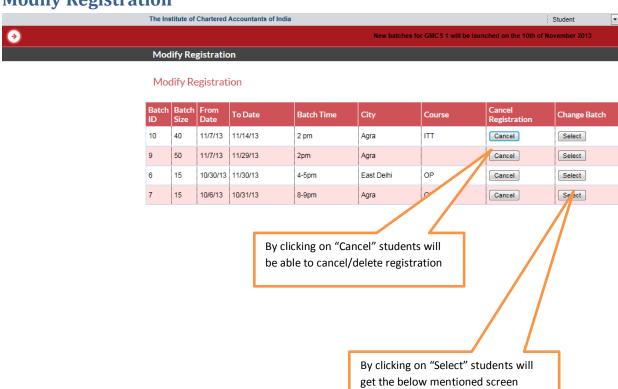
• By Clicking on submit students will be able to register successfully for specific course.

Faculty Feedback

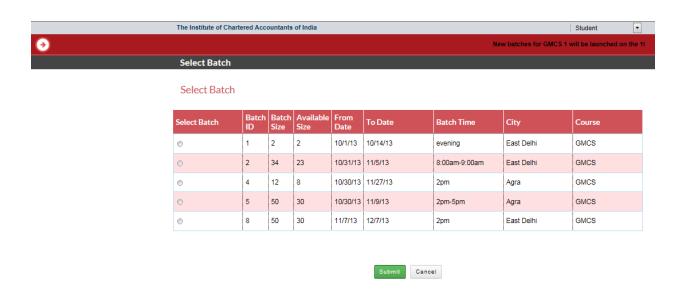


- Clicking on "Save" will save the feedback.
- Clicking on "Final Submit" ensures that feedback is final and will not allow student to change it anymore.

Modify Registration



Modify Registration/Change Batch



- 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.

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