



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/icauiuat>”. 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 REGISTRATION

Name <input type="text" value="Name"/>	Father's Name <input type="text" value="Father's Name"/>	<input type="checkbox"/> InActive
DOB <input type="text" value="DOB"/>	Gender <input checked="" type="radio"/> Male <input type="radio"/> Female	
Registration Date <input type="text" value="Registration Date"/>	Registration Number <input type="text" value="Registration Number"/>	
Address <input type="text" value="Address"/>		
City <input type="text" value="Agra"/> ▼	State <input type="text" value="U.P."/> ▼	PinCode <input type="text" value="PinCode"/>
Email <input type="text" value="Email"/>		
Landline <input type="text" value="Landline"/>	Mobile <input type="text" value="Mobile"/>	
UserName <input type="text" value="UserName"/>	Password <input type="password" value="....."/>	

- 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/ica_i_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.



The screenshot shows the login interface for The Institute of Chartered Accountants of India. At the top, there is a logo and the text "The Institute of Chartered Accountants of India". Below this, the word "Login" is displayed in a large font. There are two input fields: "User Name:" and "Password:". Below the "Password:" field, there are links for "Forgot Password?" and "New User... Registration". At the bottom of the form is a red "Login" button. A callout box with an orange border and an arrow pointing to the input fields contains the text "Student will enter the Username and Password".

Successful Login will put you student to the next screen.

Password Retrieval Process

In case if password is lost.
Click here to retrieve



Login

User Name:

Password:

[Forgot Password?](#)

[New User... Registration](#)

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



Recover Password

Registered email address will be entered to
retrieve the password

Email ID :

[Click here to Login](#)

Student Dashboard

The Institute of Chartered Accountants of India Student ▼

New L

Student Dashboard



[APPLY FOR FUTURE BATCH](#)



[COURSE REGISTRATION](#)



[FACULTY FEEDBACK](#)



[MODIFY REGISTRATION](#)



[PRINT CERTIFICATE](#)

Applying for future batch

The Institute of Chartered Accountants of India Student ▼

New batches for GMCS 1 will be launched on the 10th of Novem

Apply for Future Batch

Future Batch

Course	City	Waiting List Number
<input type="text" value="GMCS"/>	<input type="text" value="Agra"/>	<input type="text" value="1"/>

- 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

The Institute of Chartered Accountants of India Student

New batches for GMCS 1 will be launched on the 10th of November 2013

Course Registration

Course Registration

Region: Course:

Batch Id	Batch Size	Available Size	From Date	To Date	Batch Time	City	Course	Open For	Register
4	12	7	30/10/2013	27/11/2013	2pm	Agra	GMCS	NEW	Register
5	50	27	30/10/2013	09/11/2013	2pm-5pm	Agra	GMCS	General	Register
8	50	30	07/11/2013	07/12/2013	2pm	East Delhi	GMCS	NEW	Register

- 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 Institute of Chartered Accountants of India Student

GMCS

Batch Number: Venue: Batch Time:

Start Date: End Date: Registration Number:

Applicant's Name: Gender: DOB:

Email:

Communication Address: City: Pin Code:

Phone with STD Code: Mobile:

Date of Commencement of Practical Training:

- 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

The Institute of Chartered Accountants of India Student

New batches for GMCS 1 will be launched on the 10th of November 2013

Course Registration

Course Registration

Region: Course:

Batch Id	Batch Size	Available Size	From Date	To Date	Batch Time	City	Course	Open For	Register
9	50	38	07/11/2013	29/11/2013	2pm	Agra	ITT	WaitListed	Register
10	40	28	07/11/2013	14/11/2013	2 pm	Agra	ITT	General	Register
11	50	35	08/11/2013	28/11/2013	none	East Delhi	ITT	NEW	Register
12	50	39	08/11/2013	30/11/2013	1 pm	Agra	ITT	General	Register
14	50	40	15/11/2013	22/11/2013	7AM TO 5 PM	Agra	ITT	WaitListed	Register

By clicking on register user will see the

Below mentioned screen

- 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

The screenshot shows a web interface for 'The Institute of Chartered Accountants of India'. At the top, there is a navigation bar with the institute's name and a 'Student' dropdown menu. Below this is a red banner with the text 'New batches for GMCS 1 will be launched on the 10th of November 2013'. The main heading is 'WaitList Batch'. Underneath, it says 'ITT Batch'. There is a text input field labeled 'Waiting List Number'. Below the input field are two buttons: 'Submit' and 'Cancel'.

- 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

The screenshot shows a web interface for 'The Institute of Chartered Accountants of India'. At the top, there is a navigation bar with the institute's name and a 'Student' dropdown menu. Below this is a red banner with the text 'cheduled on the 10th of November 2013'. The main heading is 'ITT Batch'. Underneath, it says 'ITT Batch'. There are two radio button options: 'Applying After CPT' and 'Direct Application'. Below these options are two buttons: 'Proceed' and 'Cancel'.

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

Registration for ITT course – After Applying CPT

CPT

Batch Number	Venue	Batch Time
12	Agra	1 pm
Start Date	End Date	Registration Number
11/08/2013	11/30/2013	12345
Applicant's Name	Gender	DOB
rahul singh	True	01/30/1990
Father's Name	Email	
premanand singh	mks@gmail.com	
Communication Address	City	Pin Code
a-159 sec-15	East Delhi	201301
Phone with STD Code	Mobile	
324324	234324234	
CPT Roll Number	Attempt For Exam	
Roll Number	Jan-2013	

Submit

Cancel

- 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

Direct

Batch Number	Venue	Batch Time
10	Agra	2 pm
Start Date	End Date	Attempt For Exam
11/07/2013	11/14/2013	Jan-2013
Applicant's Name	Gender	DOB
rahul singh	True	01/30/1990
Father's Name	Email	
premanand singh	mks@gmail.com	
Communication Address	City	Pin Code
a-159 sec-15	East Delhi	201301
Phone with STD Code	Mobile	
324324	234324234	
Qualifications	Other Qualifications	
Graduation-Commerce	Other Qualifications	
Student Type	Student Of(In case of Existing)	IPCC Registration Date
New	CPT	Date

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

Faculty Feedback

Batch ID	Course Name	From Date	To Date	
10	ITT	11/7/13	11/14/13	FeedBack
9		11/7/13	11/29/13	FeedBack
8	OP	10/30/13	11/30/13	FeedBack
7	OP	10/8/13	10/31/13	FeedBack

Clicking on Feedback button will take you to the below mentioned screen

Faculty ID	Faculty Name	Subject	From Date	To Date	Poor	Marginal	Moderate	Good	Excellent
1	Mukesh Kumar	Computer Fundamentals	07/11/2013	14/11/2013	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Save](#)

Question	Poor	Marginal	Moderate	Good	Excellent
content??	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Save](#)

Questions	Poor	Marginal	Moderate	Good	Excellent
material used???	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Save](#) [Final Submit](#) [Cancel](#)

- 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

Modify Registration

Batch ID	Batch Size	From Date	To Date	Batch Time	City	Course	Cancel Registration	Change Batch
10	40	11/7/13	11/14/13	2 pm	Agra	ITT	<input type="button" value="Cancel"/>	<input type="button" value="Select"/>
9	50	11/7/13	11/29/13	2pm	Agra		<input type="button" value="Cancel"/>	<input type="button" value="Select"/>
6	15	10/30/13	11/30/13	4-5pm	East Delhi	OP	<input type="button" value="Cancel"/>	<input type="button" value="Select"/>
7	15	10/6/13	10/31/13	8-9pm	Agra	C	<input type="button" value="Cancel"/>	<input type="button" value="Select"/>

By clicking on "Cancel" students will be able to cancel/delete registration

By clicking on "Select" students will get the below mentioned screen

Modify Registration/Change Batch

The Institute of Chartered Accountants of India Student

New batches for GMCS 1 will be launched on the 11

Select Batch

Select Batch

Select Batch	Batch ID	Batch Size	Available Size	From Date	To Date	Batch Time	City	Course
<input type="radio"/>	1	2	2	10/1/13	10/14/13	evening	East Delhi	GMCS
<input type="radio"/>	2	34	23	10/31/13	11/5/13	8:00am-9:00am	East Delhi	GMCS
<input type="radio"/>	4	12	8	10/30/13	11/27/13	2pm	Agra	GMCS
<input type="radio"/>	5	50	30	10/30/13	11/9/13	2pm-5pm	Agra	GMCS
<input type="radio"/>	8	50	30	11/7/13	12/7/13	2pm	East Delhi	GMCS

- 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 -----