



## 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](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

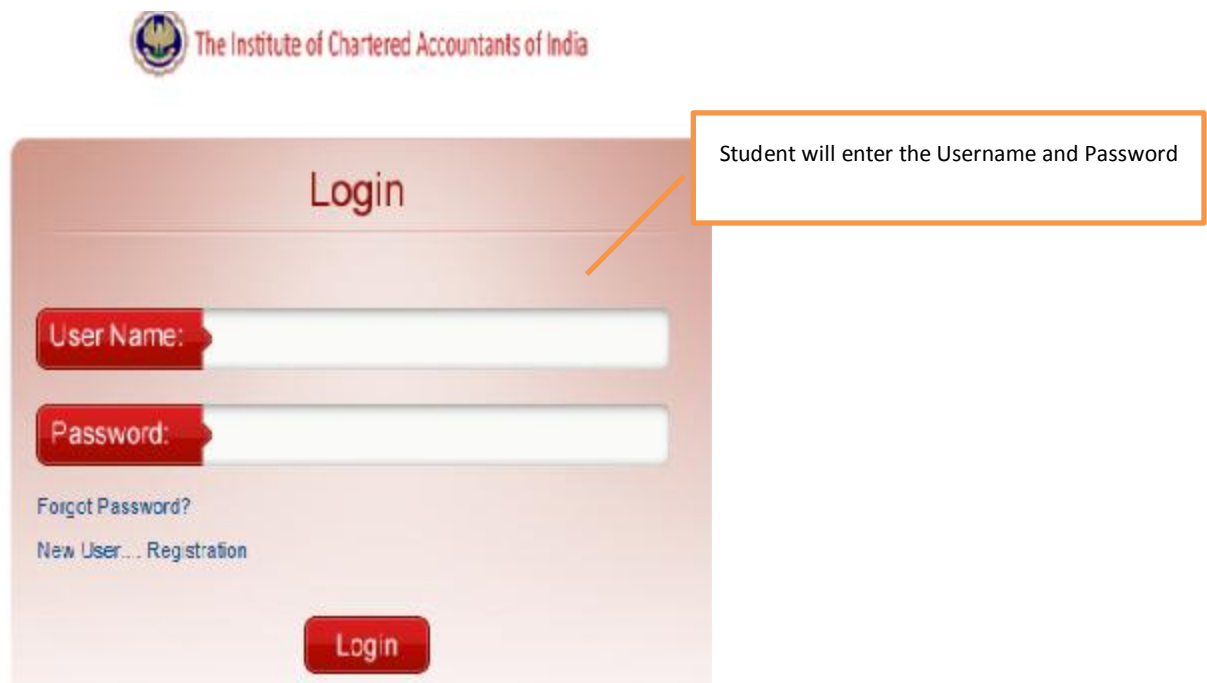
<b>Name</b> <input type="text" value="Name"/>	<b>Father's Name</b> <input type="text" value="Father's Name"/>	<input type="checkbox"/> InActive
<b>DOB</b> <input type="text" value="DOB"/>	<b>Gender</b> <input checked="" type="radio"/> Male <input type="radio"/> Female	
<b>Registration Date</b> <input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

### Login

User Name:

Password:

[Forgot Password?](#)

[New User... Registration](#)

Login

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

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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

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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	<a href="#">Register</a>
5	50	27	30/10/2013	09/11/2013	2pm-5pm	Agra	GMCS	General	<a href="#">Register</a>
8	50	30	07/11/2013	07/12/2013	2pm	East Delhi	GMCS	NEW	<a href="#">Register</a>

- 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

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New

### GMCS

<b>Batch Number</b>	<b>Venue</b>	<b>Batch Time</b>
<input type="text" value="5"/>	<input type="text" value="Agra"/>	<input type="text" value="2pm-5pm"/>
<b>Start Date</b>	<b>End Date</b>	<b>Registration Number</b>
<input type="text" value="10/30/2013"/>	<input type="text" value="11/09/2013"/>	<input type="text" value="12345"/>
<b>Applicant's Name</b>	<b>Gender</b>	<b>DOB</b>
<input type="text" value="rahul singh"/>	<input type="text" value="True"/>	<input type="text" value="1/30/1990 12:00:00 AM"/>
<b>Email</b>		
<input type="text" value="mks@gmail.com"/>		
<b>Communication Address</b>	<b>City</b>	<b>Pin Code</b>
<input type="text" value="a-159 sec-15"/>	<input type="text" value="East Delhi"/>	<input type="text" value="201301"/>
<b>Phone with STD Code</b>	<b>Mobile</b>	
<input type="text" value="324324"/>	<input type="text" value="234324234"/>	
<b>Date of Commencement of Practical Training</b>		
<input type="text" value="Date"/>		

- 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

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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	<a href="#">Register</a>
10	40	28	07/11/2013	14/11/2013	2 pm	Agra	ITT	General	<a href="#">Register</a>
11	50	35	08/11/2013	28/11/2013	none	East Delhi	ITT	NEW	<a href="#">Register</a>
12	50	39	08/11/2013	30/11/2013	1 pm	Agra	ITT	General	<a href="#">Register</a>
14	50	40	15/11/2013	22/11/2013	7AM TO 5 PM	Agra	ITT	WaitListed	<a href="#">Register</a>

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 the 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

The Institute of Chartered Accountants of India Student

New batches for GMC S-I will be launched on the 10th of November 2013

**Batches For Feedback**

Batch ID	Course Name	From Date	To Date	
10	ITT	11/7/13	11/14/13	<a href="#">FeedBack</a>
9		11/7/13	11/29/13	<a href="#">FeedBack</a>
8	OP	10/30/13	11/30/13	<a href="#">FeedBack</a>
7	OP	10/8/13	10/31/13	<a href="#">FeedBack</a>

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

The Institute of Chartered Accountants of India Student

New batches for GMC S-I will be launched on the 10th of November 2013

**Faculty Feedback**

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

The Institute of Chartered Accountants of India

Student

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

## 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 -----