ICSI - SMASH

User Manual

For

Professional Registration for Students

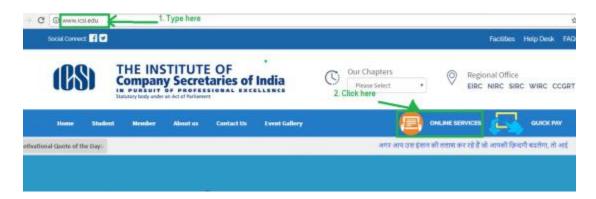**Contents**

1.0   Introduction:

The purpose of this document is to describe steps of how can executive pass students gets registered to Professional course. In order to get registration in professional course, system will allow only if user has passed executive course.

In order to use new software system of ICSI -SMASH, user will have to generate new password for ICSI-SMASH portal.
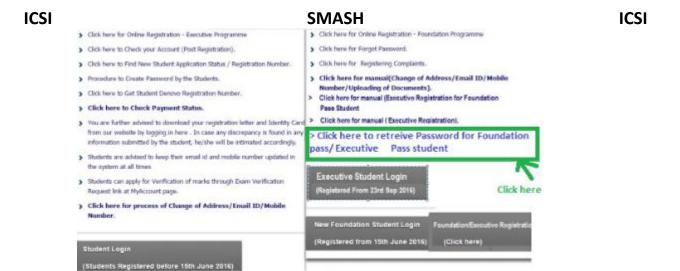
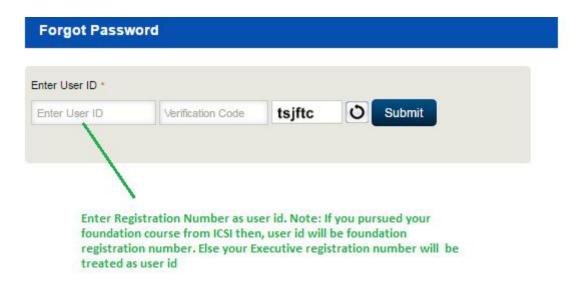**Generate New Password for ICSI-SMASH Portal**

Step 1:

1. In order to retrieve password, type www.icsi.edu in any recommended browser (IE 9, Mozilla 38.0 & above, Chrome 39.0), then click on "Online Services".
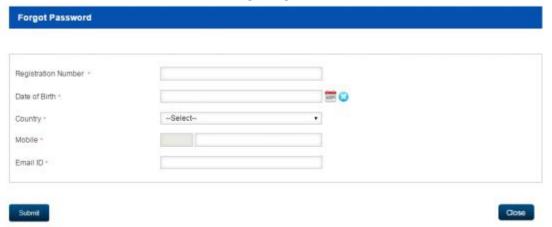
2. Below Screen will be shown: Now, click on link "Click here to retrieve password (For Foundation Pass Students/Executive Pass Student)"

3. Below screen will appear. Enter user id. Note: If user had pursued "Foundation Course" from ICSI then user id will be **"Foundation Registration Number" else user id will be "Executive Registration Number".** After entering verification code shown in image, click on "Submit" button.
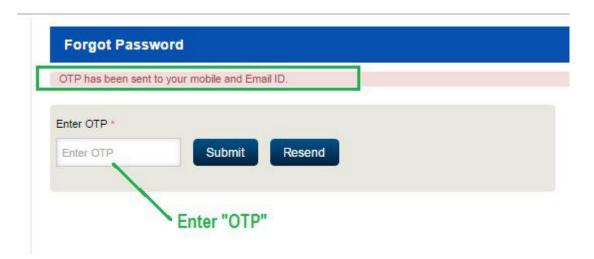
Step 2: Enter all registered detail in below screen, and click on "Submit" button.
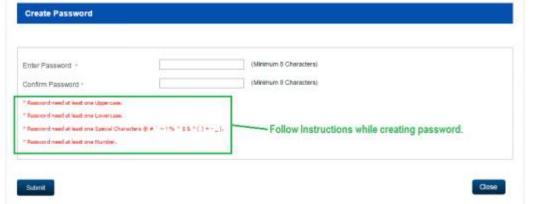
Note: All Details should match with actual information provided earlier at the time of registration. Registration number will be Executive registration number.

Step 3: OTP (One time password) will be sent on your registered mobile number and email id. Enter one time password received on registered email id and mobile number.

Step 4: Create new password while keeping in mind all instructions shown on below screen.

Note: Please enable pop-up window of your browser to view confirmation message. Password format should meet mentioned criteria on screen. e.g Student@123 , Password1!

Now , User will be able to log in with foundation registration number if pursued foundation course from ICSI else Executive registration number will be treated as user name and use password (created as above).

Process for Registration in Professional Programe

User will access the application URL (https://smash.icsi.in/Scripts/login.aspx).
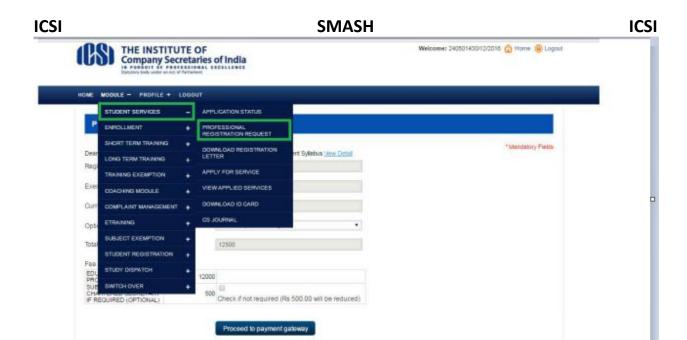
Below screen will appear to the user.
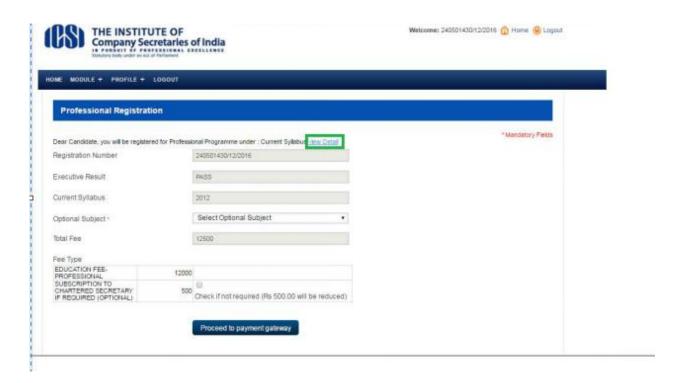
Enter valid user credentials which user was using during executive programme, enter verification code as shown on screen and click on login button.

2.0   Apply by Student for Professional Registration

A.   Student user will login with valid credentials.

B.   Navigate to link by using Module->Student Services -> Professional Registration request.

C.   Student can view syllabus in which he/she is getting enrolled by clicking on view syllabus link as shown in screen 2. On click of view syllabus screen 3 will get opened.

D.   Student will have to select optional subject mandatory as shown in screen 4 & 5.

E.   Student can also opt for CSJ subscription by click on check box against CSJ label.

F.   Now click on "Proceed to payment".

G.   On Successful payment receipt will get generated.

Screen 1

Screen 2

Syllabus Detail

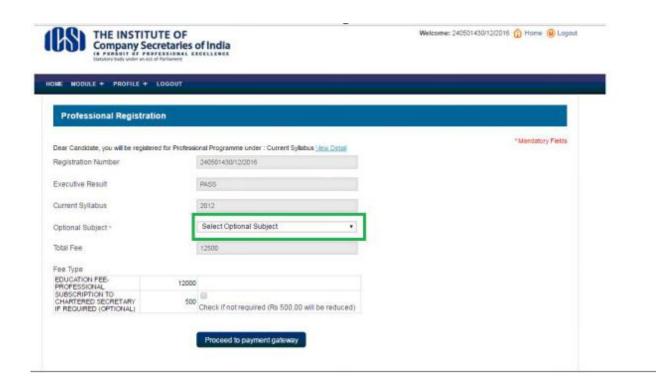| SNo.	Group Name	Subject Code	Subject	Type
1	1	301	Advanced Company Law and Practice	Mandatory
2	1	302	Secretarial Audit, Compliance Management and Due Diligence	Mandatory
3	1	303	Corporate Restructuring, Valuation and Insolvency	Mandatory
4	1	303	Corporate Compliance	Mandatory
5	2	304	Information Technology and Systems Audit	Mandatory
6	2	305	Financial Treasury and Forex Management	Mandatory
7	2	306	Ethics, Governance and Sustainability	Mandatory
8	3	307	Advanced Tax Laws and Practice	Mandatory
9	3	308	Drafting, Appearances and Pleadings	Mandatory
10	3	341	BANKING LAW AND PRACTICE	Optional
11	3	342	CAPITAL, COMMODITY AND MONEY MARKET	Optional
12	3	343	INSURANCE LAW AND PRACTICE	Optional
13	3	344	INTELLECTUAL PROPERTY RIGHTS – LAW AND PRACTICE	Optional
14	3	345	INTERNATIONAL BUSINESS LAWS AND PRACTICES	Optional
15	4	111	Accounts	Mandatory
16	4	989	Economics	Mandatory

Print   Close

Screen 3; on click of "View Detail" on screen 2

THE INSTITUTE OF Company Secretaries of India
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

Welcome: 240501430/12/2016   Home   Logout

HOME   MODULE +   PROFILE +   LOGOUT

Professional Registration

*Mandatory Fields

Dear Candidate, you will be registered for Professional Programme under : Current Syllabus View Detail

Registration Number	240501430/12/2016
Executive Result	PASS
Current Syllabus	2012
Optional Subject *	Select Optional Subject ▼
Total Fee	12500

Fee Type

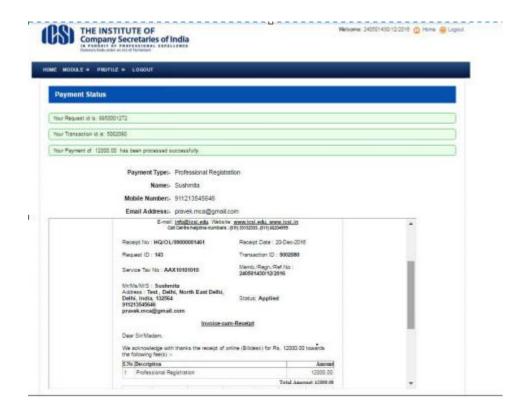|		
EDUCATION FEE-PROFESSIONAL	12000	
SUBSCRIPTION TO CHARTERED SECRETARY IF REQUIRED (OPTIONAL)	500	☐ Check if not required (Rs 500.00 will be reduced)

Proceed to payment gateway

Screen 4

Screen 5

Screen 6

Screen 7; To print receipt

Download ID Card/Registration Letter

After log in , Student can download his/her own ID Card & Registration letter. Click as shown in below image:

If you want to update your Mobile Number and Email address
Step 1:

 1. After log in , click as shown in below images:

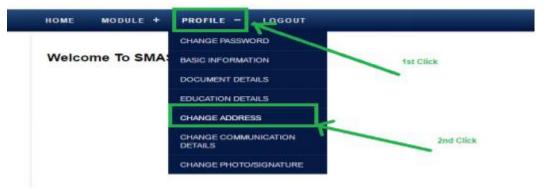**Step 2: Update Mobile Number and/or Email Address**

Update your mobile number and/or email address and click on "Save" button.
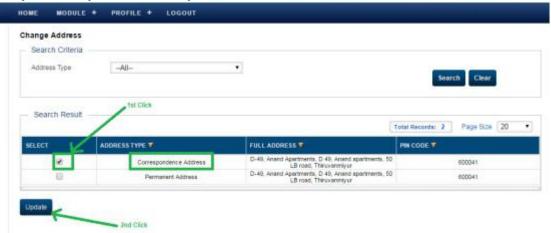

If you want to update your correspondence/permanent address

Step 1: Log in to SMASH Portal using valid credentials. Then click on Profile menu. Now click on Change Address Link as shown below.

Step 2: To update Correspondence address

Step 3:

After Updating new address, click on "Save" button.

Note:

Same process needs to be done for changing permanent address