## **ATTENTION STUDENTS**

## Process of the reset password

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Step 1	Click on the following link to visit the SMASH Portal :
	https://smash.icsi.edu/
	The following screen opens :
	← → C smash.icsi.edu/Scripts/login.aspx
	THE INSTITUTE OF Company Secretaries of India         भारतीय कम्पनी सचिव संस्थान         IN PURSULT OF PROFESSIONAL EXCELLENCE         Statutory body under an Act of Parliament (Under the jurisdiction of Ministry of Corporate Affairs)
	CS JOURNAL+ TRAINING AUTOMATION PORTAL HELP+
	USER LOGIN         1055         Interfication Code       Igsyhe         Vertication Code       Igsyhe         Interfication Code       Igsyhe         Vertication Code       <
Step 2	Click on Forgot Password - The following screen opens
	Welcome to The Institute of Company Secretaries of India - Google Chrome smash icsi edu/Scripts/GetPassword aspx
	Forgot Password
	Enter Liner ID *
	Enter User ID Verification Code va8iab O Submit
	Enter the Registration Number (Executive / Foundation Registration Number) and Verification Code

Step 3	The following screen opens : Iu/Scripts/GetPassword.aspx
	Forgot Password
	Registration Number *
	Date of Birth •
	Country •Select •
	Mobile *
	Email ID *
	Close Submit
	Enter Registration Number, Date of Birth, Country, registered Mobile Number and registered E-
	Mail Id and click on the Submit Button
Step 4	On entering the correct details, the following screen opens :
	Forgot Password
	Please click on submit button to proceed.
	Enter OTP *
	Submit Resend
01 5	Click on Submit Button, as the OTP button is disabled
Step 5	I he following screen opens Create Password
	The One Time Password as entered by you has been accepted. Now, please enter the new password as per your choice in the 'Enter Password' box and re-enter the same in the
	"Confirm Password" box. The new password to be entered by you should contain atteast one Character in Upper Case, one Character in Lower Case, one Special Character and atteast six characters. Sample passwords which you may use are, Student@123, Csstudent#17, etc.
	Enter Password * (Minimum 8 Characters)
	Confirm Password * (Minimum 8 Characters) * Password need at least one Unpercase.
	* Password need at least one Specials:
	* Password need at least one Number.
	Close Submit

	Enter the New Password and Confirm the same. While entering new password, please ensure that the password contains atleast 01 character in Uppercase, 01 character in Lowercase, 01 Special Character ( @ # ` ~ ! % ^ \$ & * ( ) +   ) and 01 Numerical character. The password should be of minimum 08 characters (For example Student@123)
Step 6	The following screen opens
	smash.icsi.edu says
	Password created successfully.
	ОК
	Password is created, say, Student@123
Step 7	Click on OK button, you are now ready to login at <u>https://smash.icsi.edu/</u> entering your User Id (Registration Number) and the newly created password.