

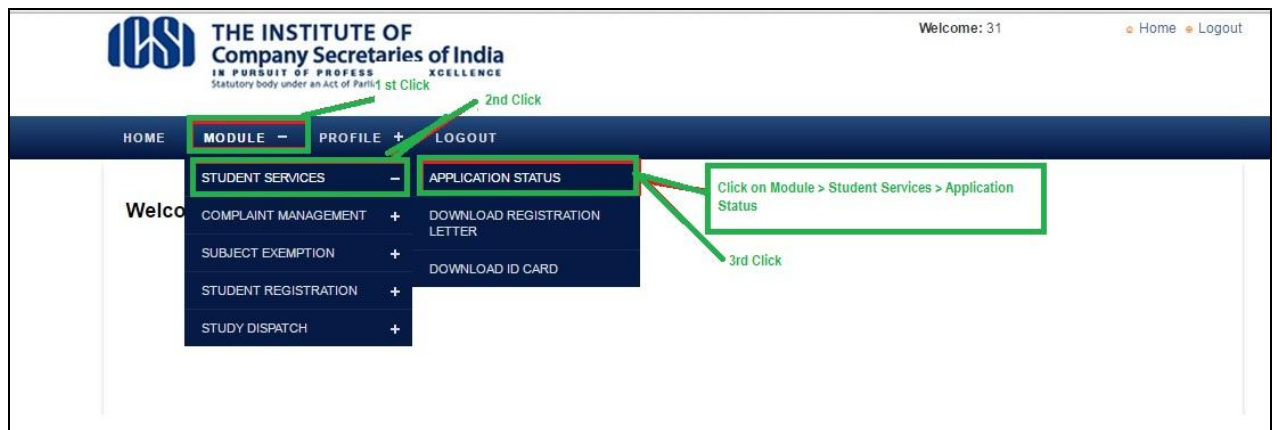
Manual for “Call for” /Edit of application and Change Mobile number and email id

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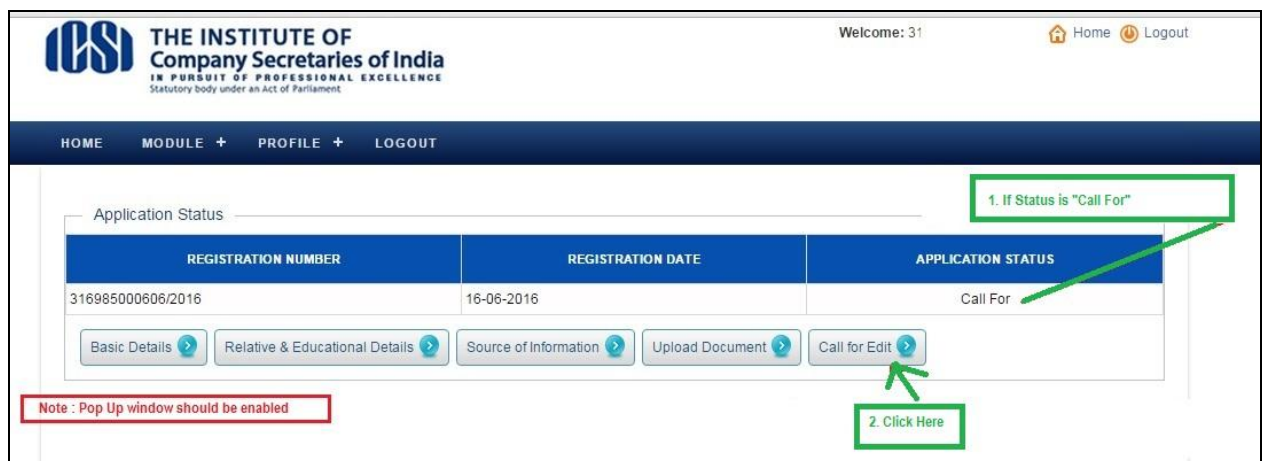
Process 1: “Call for”/Edit of application

Step 1: Log in with valid credentials on smash.icsi.in

Step 2:



Step 3:



Step 4:

Middle Name		<input type="checkbox"/>	
Last Name	R	<input type="checkbox"/>	
Father/Spouse	Father	<input type="checkbox"/>	Please Select
Father Name/Spouse Name	GS Ravikumar	<input type="checkbox"/>	
Mother Name	R Jayashree	<input type="checkbox"/>	
Aadhar Card Number		<input type="checkbox"/>	
Gender	Male	<input type="checkbox"/>	Select Gender
Nationality	Indian	<input type="checkbox"/>	Select Nationality
Date of Birth	04/09/1998	<input type="checkbox"/>	
Category	OBC	<input checked="" type="checkbox"/>	Select Category
Qualification	10th+2 passed	<input type="checkbox"/>	Select Qualification
Sub Criteria	Select SubCriteria	<input type="checkbox"/>	Select SubCriteria

Tick Represents that user will have to enter same or new value before submitting the application.

Document Upload

Qualification/Certificate Name: Select Document Semester/Year: Select File Path: Choose File No file chosen

SL NO	DOCUMENT TYPE	SEMESTER/YEAR	UPLOAD DATE	STATUS	PREVIEW	REMOVE
1	DOB Certificate / 10th Certificate		15-05-2016	Approved	Download	
2	ID Proof		15-05-2016	Approved	Download	
3	Category Certificate		15-05-2016	Not Approved	Download	
4	Signature		15-05-2016	Approved	Download	
5	Photo		15-05-2016	Approved	Download	
6	10+2 Marksheet / Certificate	2016	15-05-2016	Approved	Download	

" Not Approved" means user will have to re-upload this document , in order to submit this application.

Remarks History

SL NO	REMARKS DATE	REMARKS	ACTION TAKEN BY
1	27/05/2016	Either re upload your category certificate or change it to General.	Admin

Remarks *

User will have to put remarks (For example: I have re upload the document) before click on "Submit" button.

* Image File should be having extensions .jpg, .png only.
 * Document file should be having extension .pdf, .jpg, .png only.
 * The size of file should be less than 2 MB.

Step 5:

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Welcome: 31 Home Logout

HOME MODULE + PROFILE + LOGOUT

REGISTRATION NUMBER	REGISTRATION DATE	APPLICATION STATUS
310985000808/2018	18-08-2018	ReSubmit

Basic Details Relative & Educational Details Source of Information Upload Document

Now Application status will be "ReSubmit" , till the time application is approved.

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Website best viewed in IE9, Mozilla 38.0 and above, Chrome 39.0, Safari 5.0.1

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Process 2: Change Mobile Number and Email address

Step 1:

HOME MODULE + PROFILE - LOGOUT

Welcome To SMA

- CHANGE PASSWORD
- BASIC INFORMATION
- DOCUMENT DETAILS
- EDUCATION DETAILS
- CHANGE ADDRESS
- CHANGE COMMUNICATION DETAILS
- CHANGE PHOTO/SIGNATURE

1st Click

2nd Click

Step 2:

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Welcome: 31 Home Logout

HOME MODULE + PROFILE + LOGOUT

Change Communication Details

Current Mobile Number 917777777777

Update New Mobile Number 91

Current Email Address abc@gmail.com

Update New Email Address

Save

Enter your new mobile number

Enter your new email address

After Updating Communication detail, click on "Save" button

Process 3: Process to change correspondence /permanent address

Step 1: After Log in

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HOME MODULE + PROFILE - LOGOUT

Welcome To SMAASH

CHANGE PASSWORD

BASIC INFORMATION

DOCUMENT DETAILS

EDUCATION DETAILS

CHANGE ADDRESS

CHANGE COMMUNICATION DETAILS

CHANGE PHOTO/SIGNATURE

1st Click

2nd Click

Step 2: To change Correspondence address

Change Address

Search Criteria

Address Type:

Search Result

Total Records: 2 Page Size: 20

SELECT	ADDRESS TYPE	FULL ADDRESS	PIN CODE
<input checked="" type="checkbox"/>	Correspondence Address	D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanniyur	600041
<input type="checkbox"/>	Permanent Address	D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanniyur	600041

Step 3:

Change Address

Country *

State/Province *

District *

City *

Address Line 1 *

Address Line 2

Address Line 3

Postal Code *

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

Note: Same process will be for changing permanent address.

Process 4: Change/Reset Password

Step 1: Log in with valid credentials on smash.icsi.in

Step 2: Click on Profile > Change Password

