

THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

Online Student Registration System (Login facility)

'Online Student Registration System' has been developed to facilitate the students to submit their online applications for various courses and various students' services of the Institute.

The students can submit their online applications for Foundation, Intermediate and Final courses and get the services like -

- conversion from old syllabus to new syllabus,
- conversion from provisional registration status to regular registration status and
- conversion from Oral to Postal coaching and change from a Chapter/RC to another Chapter/RC.

Steps:

- The students need to create their login account by providing a User ID and password.
- The email address of the students is verified with an OTP and becomes a User ID, and
- Password needs to be set during account creation process.
- Existing students are to provide their Identification Number / Registration Number and the OTP is sent to their registered email address.
- New students provide their email address to receive the OTP.
- Existing students should click on the Create Login Account (Existing Students)
- New students should click on the Create Login Account (New Applicants) option given on the Login screen.

*The students who have already submitted their applications for Foundation, Intermediate or Final courses using the old system but have not completed document upload or payment and wish to create their login account to complete their applications should click on **check status** button on the home page and proceed with their application number. Upon successful OTP verification of email address registered with the application number, the login account creation options will be available.*

Upon successful completion of login account creation, the students need to login to their account to submit online applications.

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Student Dashboard – Options for Various Services:

It is to be noted that the options for various services on the student dashboard are available as per your status i.e.:

- If your current syllabus is not 2022 along with other conditions for syllabus conversion, then only you will get the option for syllabus conversion.
- If your registration is provisional then only you will get the option for conversion from provisional to regular.
- The enrollment to final course option is available to those who are an Intermediate course student at present.

IT IS IMPORTANT TO SELECT THE CORRECT OPTION WHILE CREATING A LOGIN ACCOUNT. WRONG OPTION SELECTION CAN RESULT IN NON-AVAILABILITY OF REQUIRED OPTIONS ON THE STUDENT DASHBOARD.

Various Issues:

There might be issues with the availability of various options on the student dashboard and also during the login account creation. These issues might arise due to the following reasons:

1. The email address of the student is not recorded in the Institute records.
2. The email address of the student is incorrect in the Institute records.

Solution:

The student can write to studies.ad3@icmai.in to get their details corrected in the Institute records if they face difficulty in login account creation.

Other Issues:

1. The existing students choose the new applicant option to create login account.
2. Applicants who have already submitted applications using the old system create their login account using the new applicants option.

Solution:

Students should create the login account again by choosing the correct option.