

User Manual

Reset Password

For

**ICSI Foundation, Executive and
Professional Students**

Quick Steps to reset the password

Step 1

Double click web browser to open and type URL <https://smash.icsi.in/Scripts/login.aspx> in the web browser (recommended web browser Internet explorer 9 or above, Google Chrome 39 or above, Mozilla 38 or above) address bar.

Step 2

Click on **Forgot Password** link under **USER LOGIN** section on the portal login page.

Step 3

On Forgot Password page enter **USER ID** and **Verification Code** and click on **Submit** button.

Step 4

Enter following fields and click on Submit button:

1. Registration Number (Your current course registration number)
2. Date of Birth
3. Country
4. Mobile (Your Registered Mobile No.)
5. Email ID

Step 5

Check your registered email id or phone number and enter the OTP code and click on Submit button.

If OTP expires click on **Resend** button. Check your email or phone to re-enter the OTP again and click on Submit button

Step 6

Create Password page:

Follow password instruction to create new password and click on submit button:

1. Enter Password
2. Confirm Password

Message displayed:
"Password Changed Successfully."

Note:

1. Reset password from URL www.icsi.edu
 1. Click on "Online Services" link from the homepage.
 2. From Student tab click on "Click here for Forgot Password" link.
 3. Under User Login section click on "Forgot Password" link. Now follow above steps.
2. Enable popup window of your web browser before following above steps.
3. In step 3, User Id is the first ICSI course registration number.
4. In step 4, Registration Number is the current course registration number.
5. In step 4, Mobile and Email Id (address) is your registered mobile and email with ICSI.
6. OTP expires in 15 minutes. Click on Resend button in case OTP expires and follow step 5.

Detail Description of the steps to reset the password:

1. Double click the web browser (recommended web browser Internet explorer 9 or above, Google Chrome 39 or above, Mozilla 38 or above) to open it.
- 2.



3. In Student tab click on "Click here for Forgot Password" link. Page redirects to user login page.
4. Under USER LOGIN section click "Forgot Password" link as shown in below screen.

The screenshot shows the "USER LOGIN" page. It features a form with the following fields and buttons:

- A text input field for the User ID.
- An "Enter Password" text input field.
- A "Verification Code" text input field with the value "s7emtl" and a refresh button.
- A "Submit" button.
- A "Forgot Password" button, which is highlighted with a green box.

 Below the form, there is a message: "Are you interested in CS Course? Kindly click here to fill your details so that our counsellor can contact to guide you further."

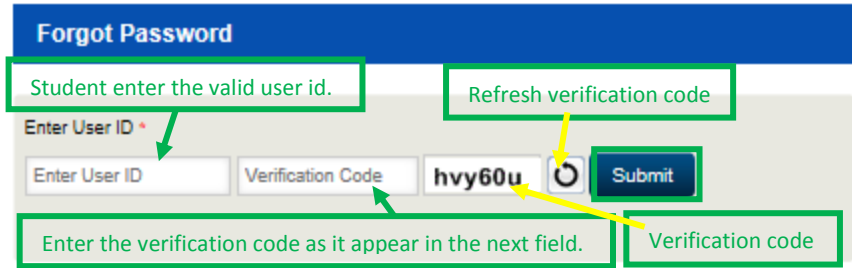
Note: Enable the popup window in the web browser

5. Forgot Password screen:
On click of Forgot Password link below screen will be displayed to enter valid User ID and verification code.

Note: User ID is the first registered course registration number in ICSI.

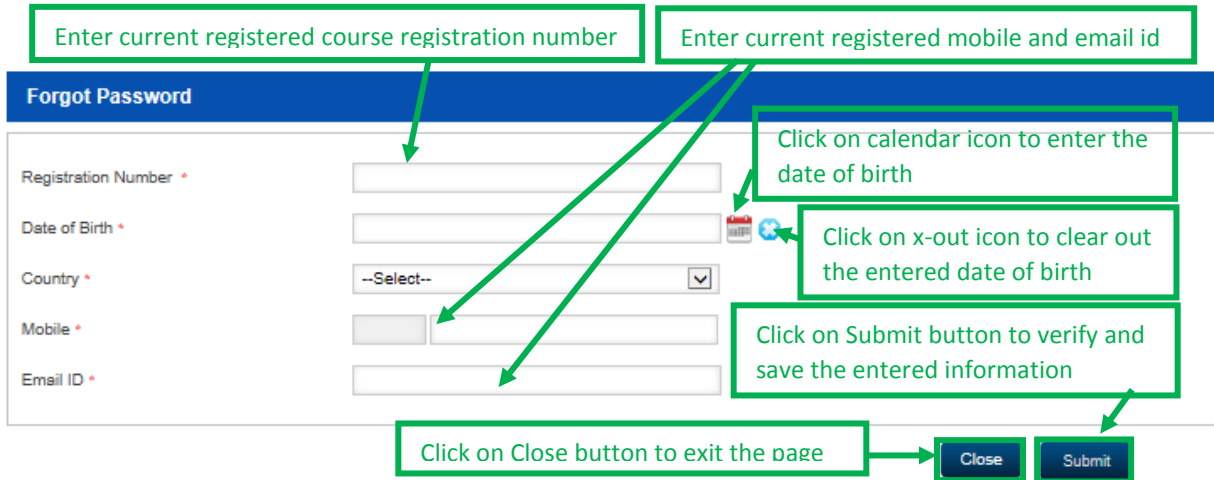
For example:

1. If you have ever registered in foundation course of ICSI then foundation registration number will be your User Id.
2. If you have directly registered in executive course of ICSI then executive registration number will be your User Id.



Click on “Submit” button as displayed in below screen.

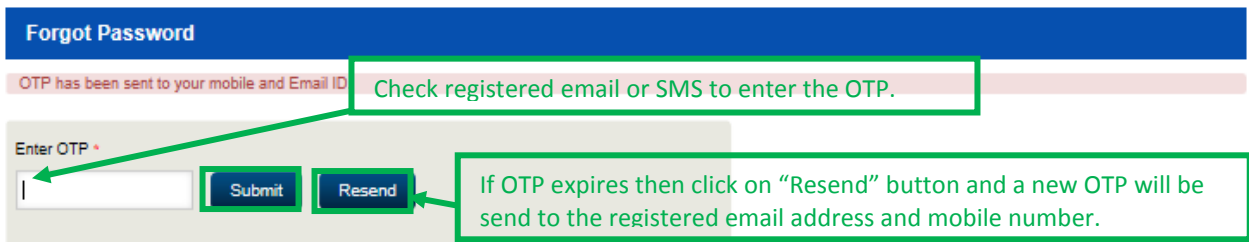
6. After entering valid user id below screen will be displayed to reset the password.



After entering the valid field information in above fields, student click on “Submit” button as in above screen.

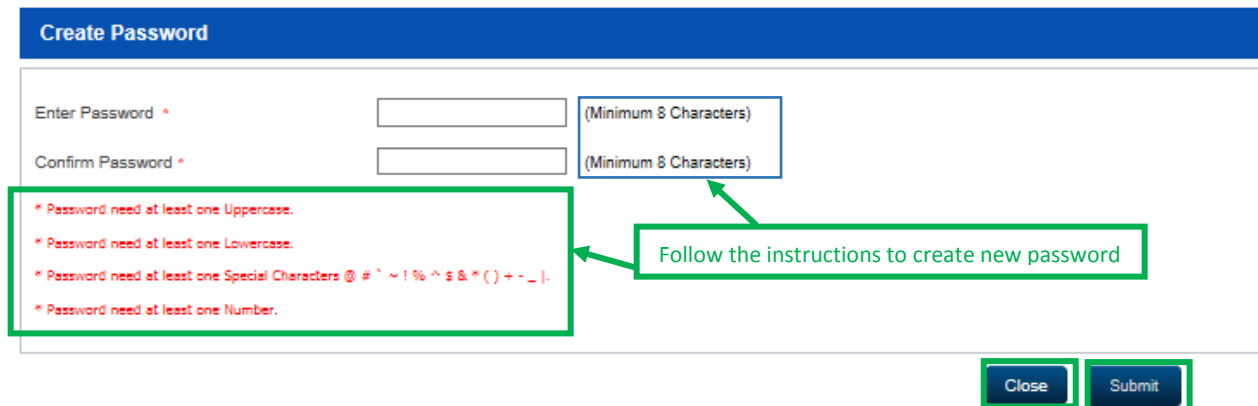
7. Forgot Password OTP verification page:
Check registered email or mobile phone to enter the OTP.
Enter the OTP code in “Enter OTP” field as in below screen and click on Submit button.

Note: OTP (one time password) is valid only for 15 minutes. Click on Resend button to get OTP again; in case it expires click on Resend the OTP. Enter resent OTP code in Enter OTP field and click on Submit button.



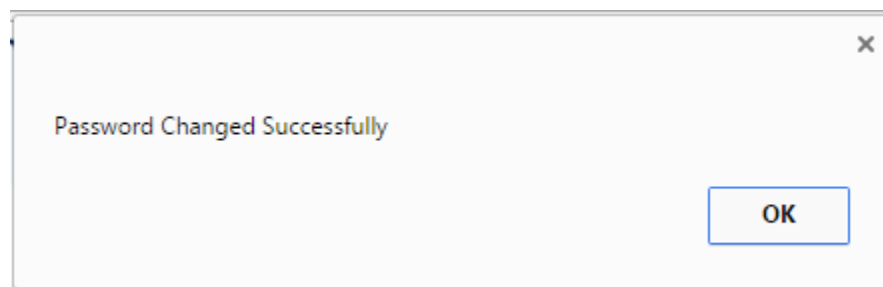
8. Create Password

After successful verification of the OTP, below screen will display password fields to reset the password.



The screenshot shows a 'Create Password' form with two input fields: 'Enter Password' and 'Confirm Password'. Both fields have a '(Minimum 8 Characters)' label. A green box highlights the password requirements: '* Password need at least one Uppercase.', '* Password need at least one Lowercase.', '* Password need at least one Special Characters @ # ^ ~ ! % ^ \$ & * () + - _ .', and '* Password need at least one Number.'. A green arrow points from a box containing the text 'Follow the instructions to create new password' to the password requirements list. At the bottom right, there are 'Close' and 'Submit' buttons.

Click on “Submit” button in above screen after successful creation of the password. A popup window will appear on the page as in below screen.



Click on “OK” or x-out icon to close the popup window, and login to the account with valid user id and changed password through URL <https://smash.icsi.in/scripts/login.aspx>.