## **ATTENTION STUDENTS !**

## PROCEDURE TO RESET PASSWORD

The Institute is receiving a number of queries from the students informing therein that they are facing difficulties in resetting the password while migrating to the ICSI SMASH Portal. Even though detailed User Manual has been uploaded on the website, the procedure for resetting the password is described hereunder :

Step-1	Click on the following link to visit the SMASH Portal :			
	SMASH PORTAL			
	The following screen opens :			
	THE INSTITUTE OF Number 011-33152033 Company Secretaries of India 011-96204999			
	HOME ETERDENT + COMPLANT + PROMY RECEIPT HELF + SCART +			
	USER LOGIN			
	Der Dar fam			
	Academic Corner For Students			
	Are you interested in CS Carenet Kindly Chr. base 10 Hi your denits so that use			
Step-2	Students may directly visit the Reset/ Create Password link :			
	RESET OR CREATE PASSWORD			
	The following screen opens :			
	Forgot Password			
	Enter User ID *			
	Enter User ID Verification Code jub9dp O Submit			
	Enter the Registration Number and Verification Code			

Step-3	The following screen opens :		
	Forgot Password		
	Registration Number •		
	Date of Birth •		
	Country - Select-		
	Mobile *		
	Email ID *		
	Close Submit		
	Enter Desistration Number, Date of Dirth, Country, Mahila Number and E		
	Mail Id (the details should exactly match with those appearing in the Old		
	System) and click on the Submit Button		
	The following agreen energy :		
Step-4	The following screen opens .		
	Create Password		
	Enter Password - (Mnimum 8 Characters)		
	Confirm Password * (Mnimum 8 Characters)		
	* Peloverd need at least one Upperson. * Peloverd need at least one Lowerson.		
	* Password need at least see Special Characters @ # " ~1 % ^ 8 % * { ] + ]. * Password need at least one Mander.		
	Close		
	Enter the New Password and Confirm the same. While entering new		
	character in Uppercase, one character in Lowercase, one Special		
Oton 5	Character and one Numerical character. For example Student@123.		
Step 5	The following screen opens :		
	Create Password		
	Enter Password + Manyage time wetpage		
	Confirm Password • Patiented surged biorested surged bio		
	* Fearword need at least are Uppervase.		
	These word need at least one Special Characters & F T = 1 % 1 5		
	Password is created, say, Student@123		

Step 6	Login to the SM/ above. At First Lo	ASH Portal with newly created password as at Step 5 ogin to the New Portal the following screen opens :		
	Change Password			
	Old Password*			
	New Password*	(Minimum 8 Characters)		
	Contine Password*	(Minimum 8 Characters)		
	* Parament used at least one Uppersame. * Parament used in least one however. * Parament least are least one Parament © # * - * % ~ % h ~ ( ) +1, * Parament seed at least one Aarden.			
	Enter the Old Password (i.e. the password as entered at Step 4 above). Enter the New Password, say, Student@1234			
Step 7	The following screen opens :			
	Old Password*			
	New Password*	(Mnimum II Chanders)		
	Confirm Password*	Allenange Trom sectors by		
	Click on OK butto and avail the ser time of First Logir	on, you are now you are ready to login to the new portal vices. The Change password screen opens only at the to the Portal.		

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