



STUDENT REGISTRATION MANAGEMENT SYSTEM USER MANUAL

NEW STUDENT REGISTRATON

This registration process is for individuals who are yet to become ICAG students. i.e. individuals without studentship numbers.

- Visit www.sms.icagh.com
- Select “I have never registered” and click on the button *First time registration*



I am an **EXISTING Student** with a **Student No.**, but I have **not registered yet** .

Please use your Student No. to request for a new password

[Request for New Password](#)

I have registered already, take me to login screen

Login

I have never registered

First time registration

- Complete **Personal info, Address and Login Details**

Create an account & Apply

Personal Info > Address > Login Details

Title *
-- Select One --

Surname *

Othernames *

Gender *
-- Select One --

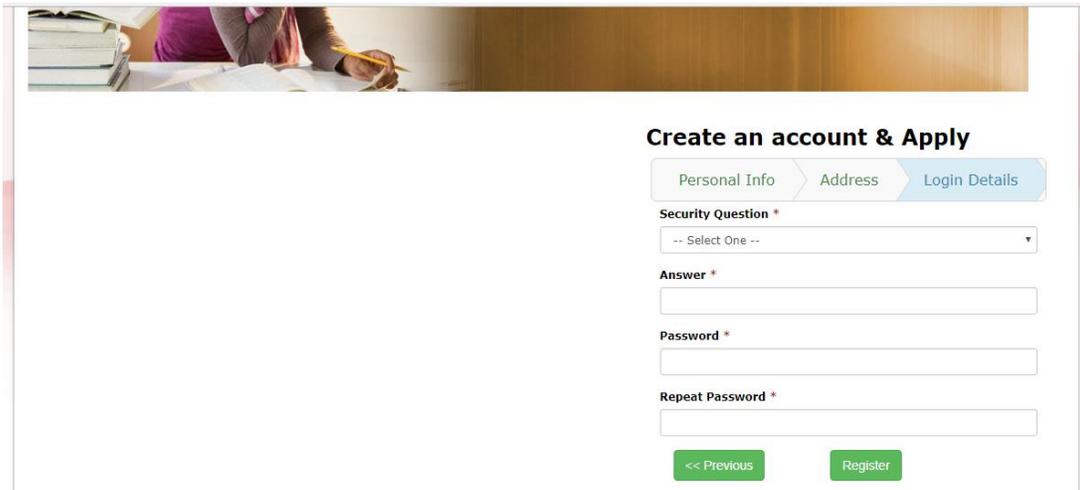
Job title

Mobile No. *

Email Address *

[Next >>](#)

- Click on the “Register” button to complete the process

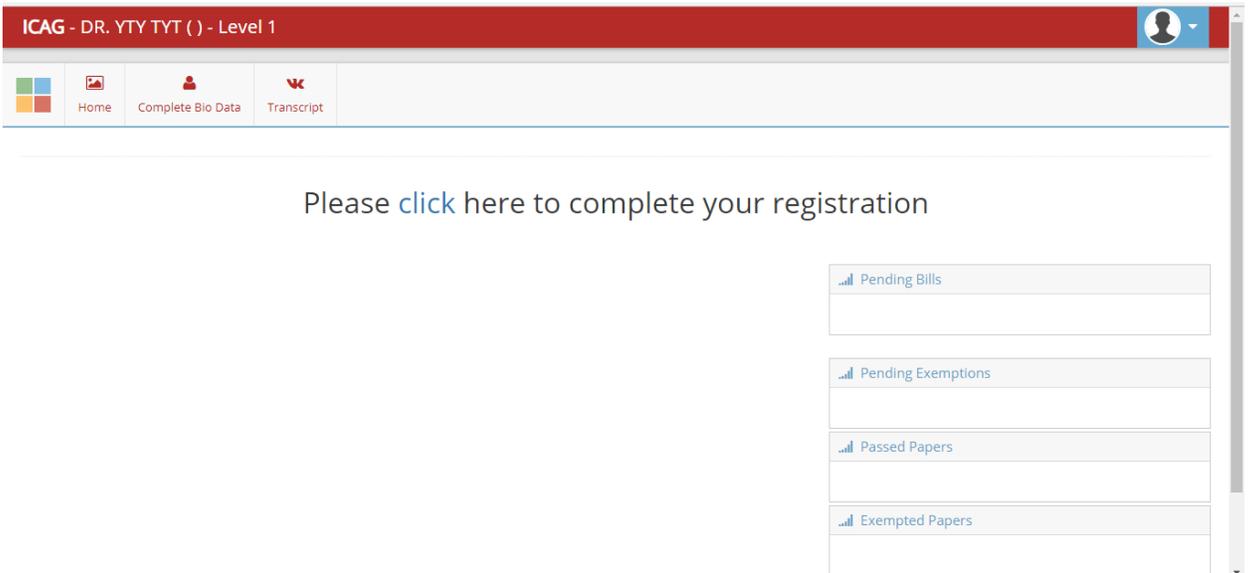


The screenshot shows a registration form titled "Create an account & Apply". At the top, there is a navigation bar with three tabs: "Personal Info", "Address", and "Login Details", with "Login Details" being the active tab. Below the navigation bar, the form contains the following fields:

- Security Question ***: A dropdown menu with the text "-- Select One --".
- Answer ***: A text input field.
- Password ***: A text input field.
- Repeat Password ***: A text input field.

At the bottom of the form, there are two green buttons: "<< Previous" and "Register".

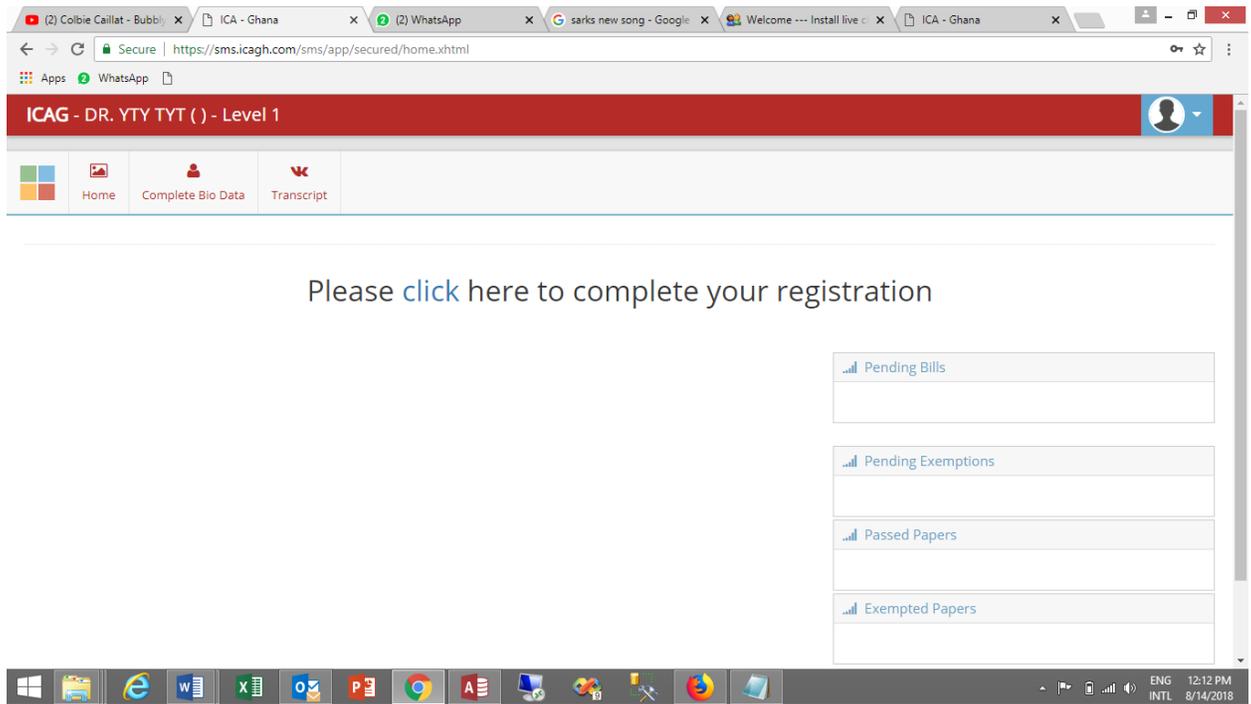
- You should see this screen after clicking the “Register” button.



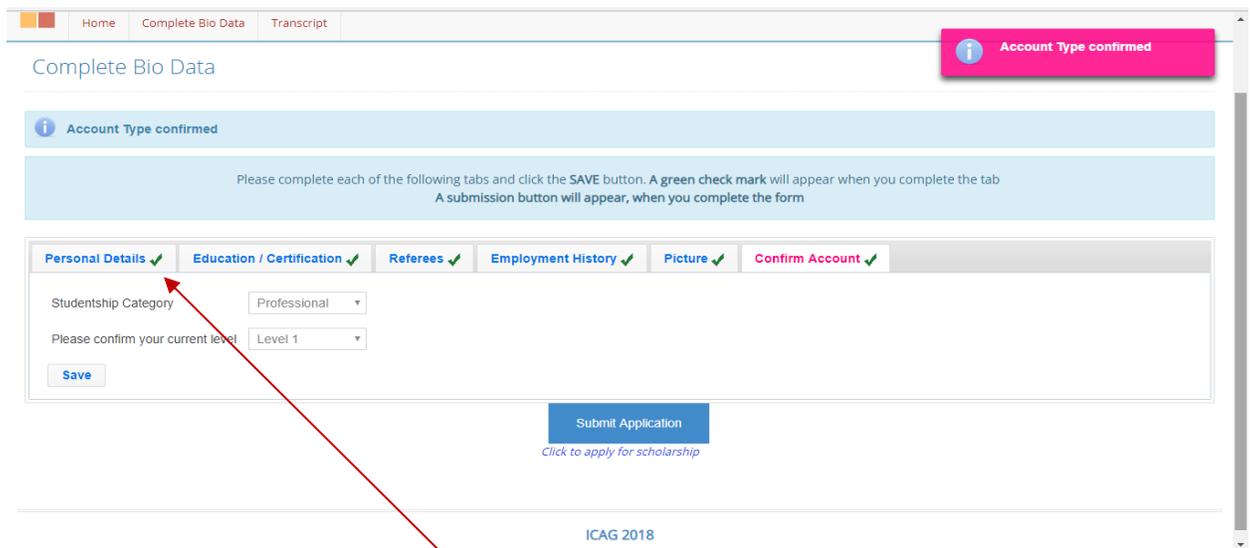
The screenshot shows a user dashboard for "ICAG - DR. YTY TYT () - Level 1". The dashboard has a red header bar with the user's name and a profile icon. Below the header, there is a navigation bar with four tabs: "Home", "Complete Bio Data", and "Transcript". The main content area displays the message: "Please [click here](#) to complete your registration". On the right side, there is a sidebar with four sections, each with a bar chart icon and a title:

- Pending Bills
- Pending Exemptions
- Passed Papers
- Exempted Papers

Click on the word “click” in the statement “Please click here to complete registration” in order to complete the registration process



- Complete each required field under each tab and click on the “**SAVE BUTTON**” under each tab to save your entry.



- A green check mark should appear on each tab indicating data was saved successfully.
- Click on the “**Submit Application**” button to complete your registration.

- A confirmation message would be sent to you after your application and admission has been approved by the **Students Services**.

EXISTING STUDENT REGISTRATON

This registration process is for individuals who are already ICAG students. i.e. individuals with studentship numbers.

- Visit www.sms.icagh.com
Click on "Request for new password"



I am an **EXISTING Student** with a **Student No.**, but I have **not registered yet** .

Please use your Student No. to request for a new password

[Request for New Password](#)

I have registered already, take me to login screen
[Login](#)

I have never registered
[First time registration](#)

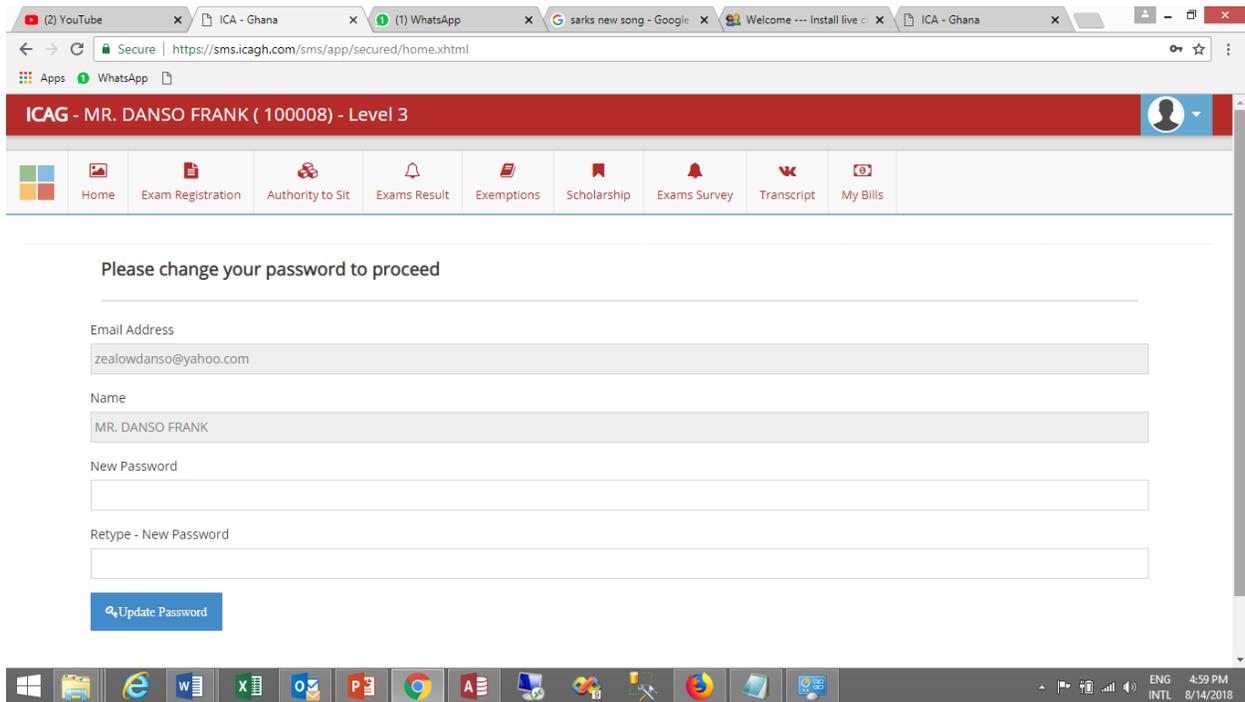
- Enter your students' number in the textbox below, click to confirm student's number.

 A screenshot of a web browser showing the "Request for new password" form. The browser tabs include "ICA - Ghana", "Students (Search)", "Register - Online Pa...", "koko king - Google", "WhatsApp", "(418) YouTube", and "Wigal Solutions". The address bar shows "https://sms.icagh.com/sms/app/members-request-new-password.shtml". The form fields are:

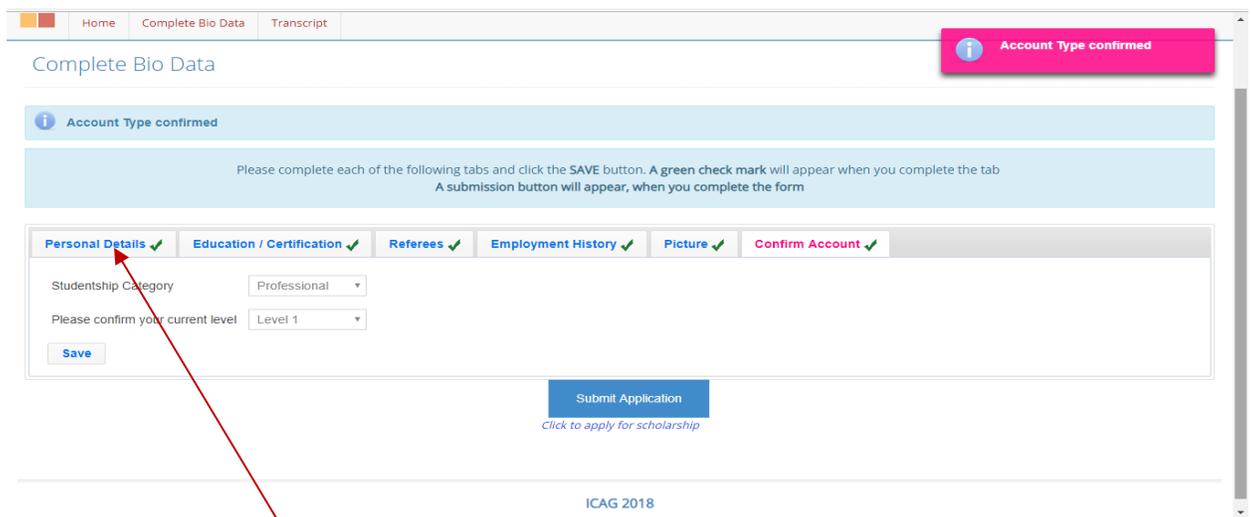
- Student No. * (227305)
- Name * (MR. DANSO FRANK)
- Phone No. * (0208180716)

 Below the fields is a pink box with the text: "If this is not your details, kindly contact Student Services for assistance on 0544336701-02 / 0277801422 Thank You". At the bottom of the form are two buttons: "Send Password to my phone" and "go back to". The Windows taskbar is visible at the bottom with the system tray showing "Leave a message", "ENG", "2:10 PM", and "8/23/2018".

- The system would request for a password change before you can proceed. Enter your new password and confirm it.



- Complete each required field under each tab and click on the “SAVE BUTTON” under each tab to save your entry.



- A green check mark should appear on each tab indicating data was saved successfully.
- Click on the “Submit Application Button” to complete your registration.

- A confirmation message would be sent to you after your application and admission has been approved by Students Services.
- You should see this dashboard after you have received the notification and have logged into the system again.

ICAG - MR. AGBEMENYA ELORM (1000014) - Level 1

Home Exam Registration Authority to Sit Exams Result Exemptions Scholarship Exams Survey Transcript My Bills

0 Total Papers Written 0 Total Exempted Paper 0.00 Unpaid Fees

Exams Notifications

Registration for MAY 2016 is in session, and deadline for registration is 14/08/2018
Only 0 Days left

Pending Bills

Pending Exemptions

Passed Papers

Exempted Papers

ICAG 2018

EXAMINATION REGISTRATION

This registration process is for students who want to write the Institute's examination.

- Visit www.sms.icagh.com
- Login using your **Students number / Email / phone number** and **Password**

- Click on Exam registration

The screenshot shows the ICAG student dashboard for MR. AGBEMENYA ELORM (1000014) - Level 1. The navigation menu includes Home, Exam Registration, Authority to Sit, Exams Result, Exemptions, Scholarship, Exams Survey, Transcript, and My Bills. The dashboard displays statistics: Total Papers Written (0), Total Exempted Paper (0), and Unpaid Fees (0.00). There are also sections for Pending Bills, Pending Exemptions, Passed Papers, and Exempted Papers. A notification banner states: "Registration for MAY 2016 is in session, and deadline for registration is 14/08/2018. Only 0 Days left".

- Click on new exams registration

The screenshot shows the ICAG Exam Registration page. The navigation menu is the same as in the previous screenshot, with a red arrow pointing to the "Exam Registration" link. Below the navigation menu, there is a button labeled "Click for new Exams Registration". The main content area is titled "Your Exam Registrations" and contains a table with the following columns: Diet, Cost, Subjects, Action, and Payments. The table currently shows "No records found."

NB: Exams registration is done once per diet. So read and choose carefully before you begin.

- Select a Diet, choose a Level and select your preferred Center

ICAG - MR. AGBEMENYA ELORM (1000014) - Level 1

Home Exam Registration Authority to Sit Exams Result Exemptions Scholarship Exams Survey Transcript My Bills

Exam Registration

You can register for this exams **only once**

Select Exam diet to register * -- Select One --

Select your Current Level * -- Select One --

Select your preferred Centre * -- Select One --

WRITING ACROSS ALL LEVELS

1. That, Level 1 candidate with only one paper left can add a maximum of 4 papers in level 2;
2. That, Level 2 candidate who has only one paper to complete the level (if so desire) can write it together with all level 3 Papers;
3. That, no candidate can write a level 3 paper if he/she has not written and passed all level 1 papers;
4. That, no candidate can write a level 3 paper if he/she has more than one paper to write in level 2;

- Select the subjects to register and wait for them to be added to the list on the right

Select Exam diet to register * MAY 2016

Select your Current Level * Level 1

Select your preferred Centre * Accra

Special Quantitative Techniques Paper added to your exam subjects

WRITING ACROSS ALL LEVELS

1. That, Level 1 candidate with only one paper left can add a maximum of 4 papers in level 2;
2. That, Level 2 candidate who has only one paper to complete the level (if so desire) can write it together with all level 3 Papers;
3. That, no candidate can write a level 3 paper if he/she has not written and passed all level 1 papers;
4. That, no candidate can write a level 3 paper if he/she has more than one paper to write in level 2;

Please select your choice

Your Level Subject - (Level 1)					Other Subjects				
Code	Level	Subject Name	Exams Fees	Add					
L1.3 BCL	1	Business & Corporate Law	0.10	register					
SPQTE	1	Special Quantitative Techniques Paper	0.10	register					
P1BIS	1	Business Information Systems(1.4)	0.10	register					
			0.10	register					

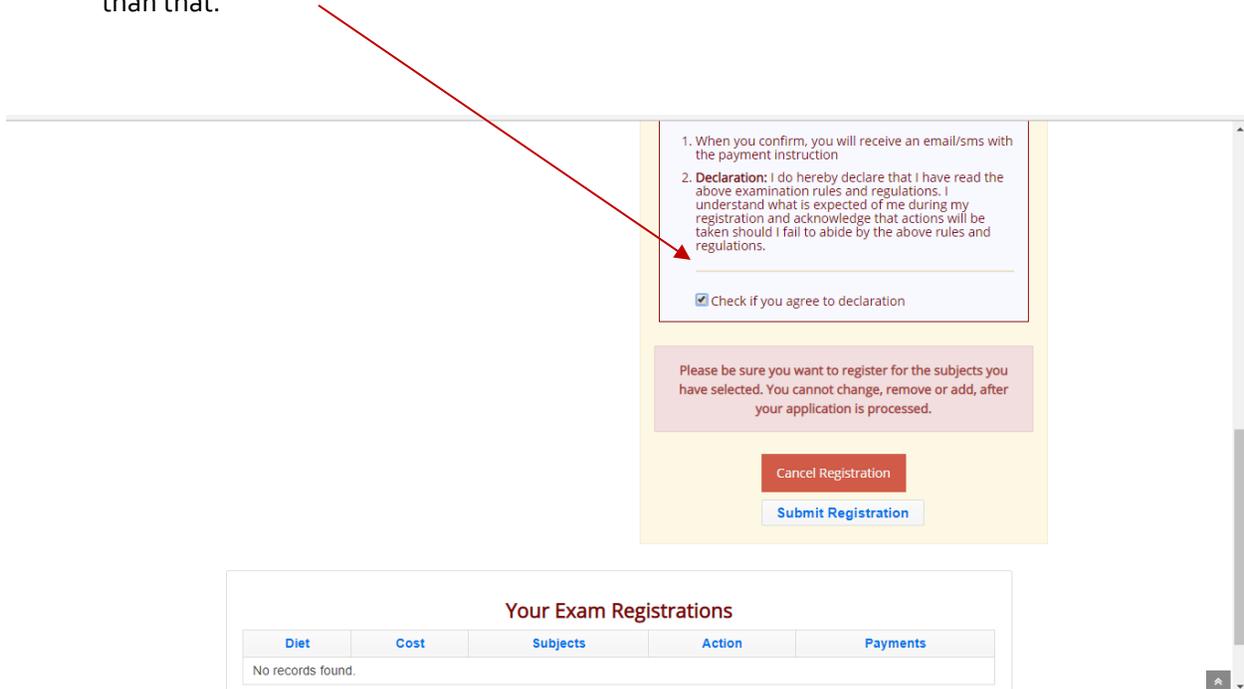
https://sms.icagh.com/sms/app/secured/exam-registration.xhtml#

Your selected subjects

Subject Name	Exams Fees	Remove
Business & Corporate Law	0.10	
Special Quantitative Techniques Paper	0.10	
Totals: 0.20		

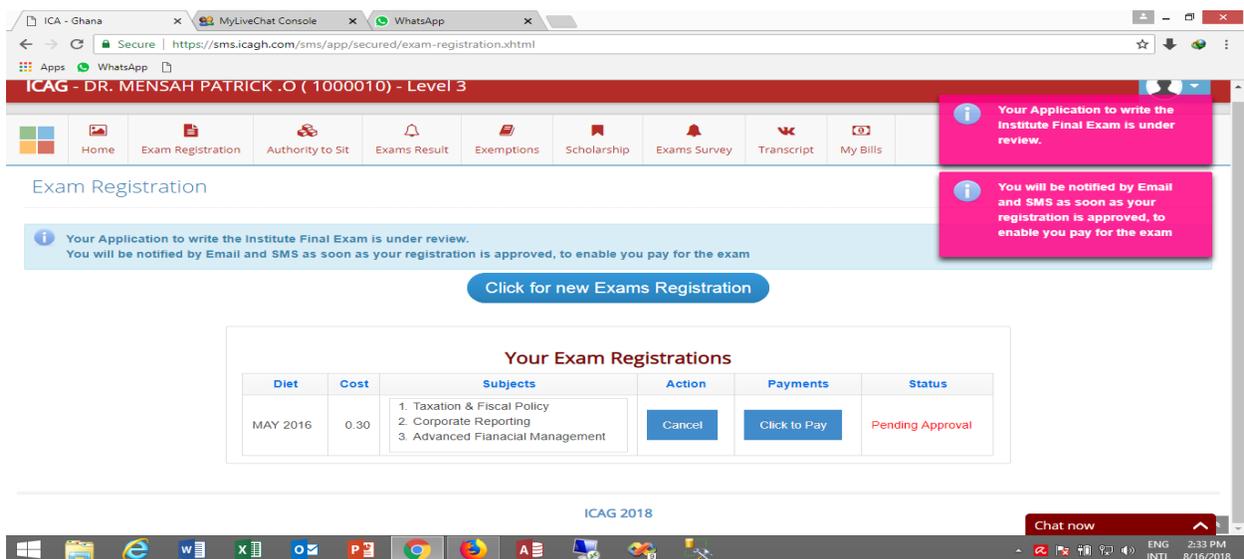
Registrar Date 14/08/2018

- Click on the checkbox to agree to the declaration. The **'Submit Registration'** button would only be enabled when the checkbox is ticked. Click to submit your application after you have than that.



- After submitting your registration, you have the option to either cancel the registration or click to pay for it. The screenshot below shows a level 3 student registration.

NB: For level 3 students and those with scholarship, their applications would have to go through an approval process by the exams department before registration is completed.



- The same rule applies to a level 2 student who wishes to write across level by choosing a level 3 paper in addition. The exams department would have to approve the registration before it can be completed.

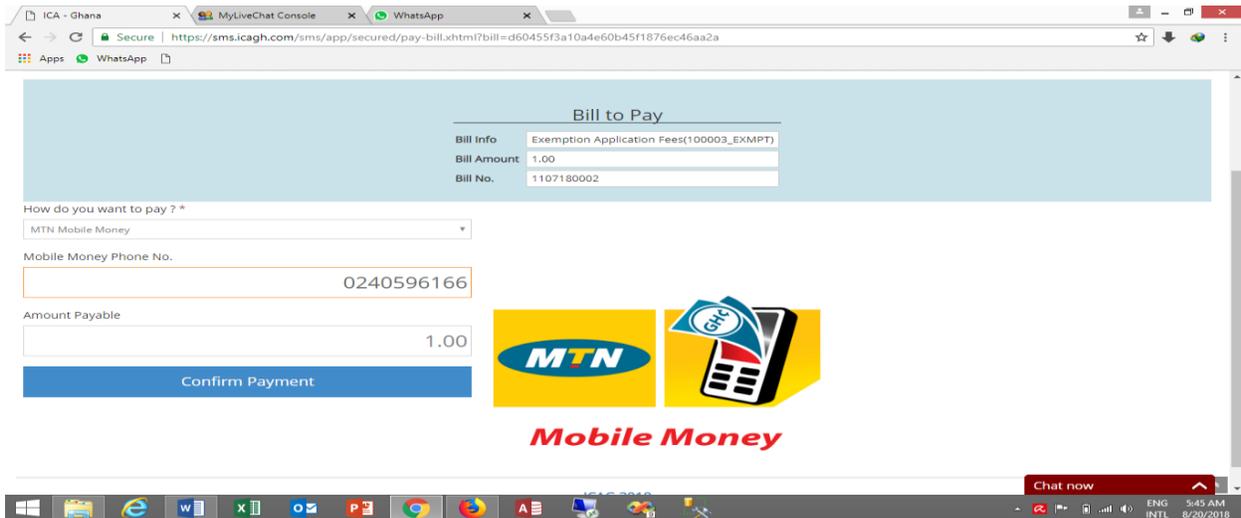
PAYMENT PROCEDURE

- Clicking on the button “click to pay” brings you to this page to complete the payment process.
- Select the payment mode you choose to pay with.

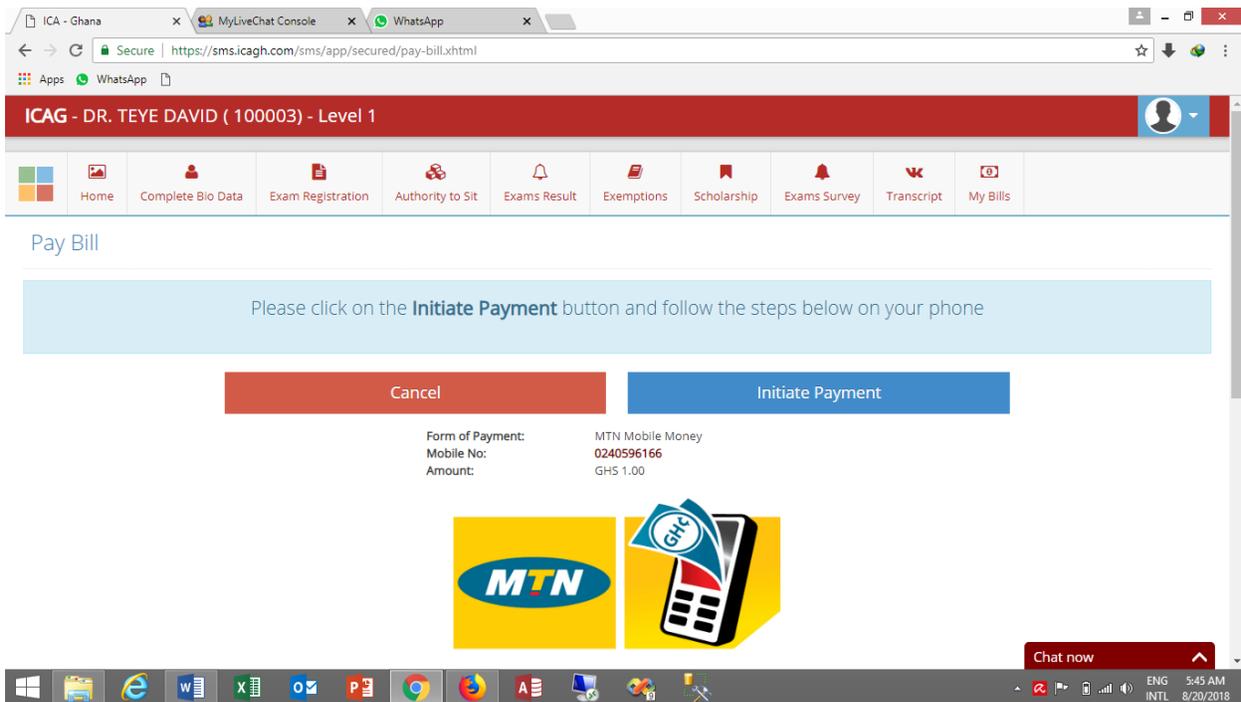
The screenshot shows a web browser window with the following details:

- Browser Tabs:** ICA - Ghana, MyLiveChat Console, WhatsApp.
- Address Bar:** <https://sms.icagh.com/sms/app/secured/pay-bill.xhtml?bill=d60455f3a104e60b45f1876ec46aa2a>
- Page Header:** ICAG - DR. TEYE DAVID (100003) - Level 1
- Navigation Menu:** Home, Complete Bio Data, Exam Registration, Authority to Sit, Exams Result, Exemptions, Scholarship, Exams Survey, Transcript, My Bills.
- Main Content:**
 - Pay Bill**
 - Bill to Pay**
 - Bill Info:** Exemption Application Fees(100003_EXMPT)
 - Bill Amount:** 1.00
 - Bill No.:** 1107180002
 - How do you want to pay ? ***
 - Select One --
 - Visa/Master Card
 - Pay at Bank
 - MTN Mobile Money
 - Tigo Cash
 - Vodafone Cash
- Footer:** ICAG 2018, Chat now, ENG 5:41 AM, INTL 8/20/2018

- Enter your phone number and click on “Confirm Payment”



- Click on initiate payment



- Follow the guide below to complete the payment.

The screenshot shows a web browser window with the following elements:

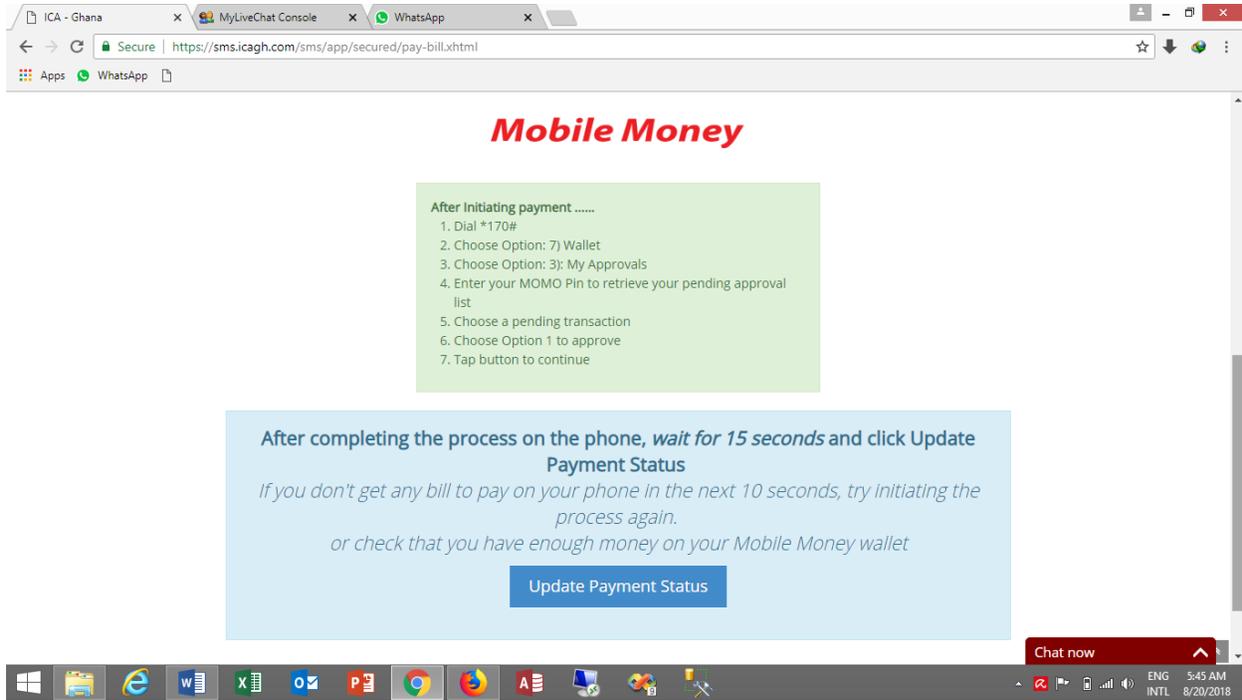
- Browser Tabs:** ICA - Ghana, MyLiveChat Console, WhatsApp.
- Address Bar:** Secure | <https://sms.icagh.com/sms/app/secured/pay-bill.xhtml>
- Header:** MTN logo and a mobile phone icon.
- Section Header:** **Mobile Money**
- Instructional Box (Green):**

After Initiating payment

 1. Dial *170#
 2. Choose Option: 7) Wallet
 3. Choose Option: 3) My Approvals
 4. Enter your MOMO Pin to retrieve your pending approval list
 5. Choose a pending transaction
 6. Choose Option 1 to approve
 7. Tap button to continue
- Warning Box (Blue):**

Please ensure you have enough balance on your mobile money account. The transaction will fail if you don't have enough money in your mobile money account
- System Tray (Bottom):** Includes a "Chat now" button, system icons (network, volume), and system information: ENG INTL, 5:45 AM, 8/20/2018.

- After you have completed the process on your phone, wait till you receive a confirmation message of the transaction from MTN or the other supported telco's before you click on the **"Update Payment Status"** button



- **NB:** Always remember to wait till you receive a confirmation message from MTN or the other supported telco's before you click on the **"Update Payment Status"** button.
- You should see a **"Bill Paid"** popup after the **Update Payment Status** button is clicked.

