

# 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 <u>www.sms.icagh.com</u>
- Select "I have never registered" and click on the button *First time registration*



I am an EXISTING St No., but I have no	tudent with a Student t registered yet .
Please use your Student No. 1	to request for a new password
& Request for	New Password
I have registered already, take me to login screen	I have never registered
Login	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 *

• Click on the **"Register"** button to complete the process

Create an a	ccount &	Apply
Personal Info	Address	Login Details
Security Question *		
Select One		T
Answer *		
Password *		
Repeat Password *		
<< Previous	Register	

• You should see this screen after clicking the "Register" button.

ICAG	- DR. Y	TY TYT ( ) - Leve	el 1		<b>9</b> -
	Home	Complete Bio Data	<b>VK</b> Transcript		
			Ple	ease click here to complete your registration	
				Il Pending Bills	
				all Pending Exemptions	
				ad Passed Papers	
				l 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.

Home Comp	olete Bio Data Transcript					
Complete Bio	Data					
i) Account Type co	nfirmed					
	Please complete each	of the following ta A subr	abs and click the <b>SAVE</b> button. nission button will appear, wi	. A green check hen you comple	<b>mark</b> will appear when yo <b>te the form</b>	u complete the tab
Personal Details 🗸	Education / Certification 🗸	Referees 🗸	Employment History 🗸	Picture 🗸	Confirm Account 🗸	
Studentship Category	Professional					
Studentship Category Please confirm your c Save	Professional •					
Studentship Category Please confirm your o Save	Professional +		Submit Appl Click to apply for so	ication		
Studentship Category Please confirm your c Save	current level Level 1 v		Submit Appl Click to apply for so	ication cholarship		

- 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 <u>www.sms.icagh.com</u> Click on **"Request for new password"** 



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

already, take me to login

screen



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

	<b>B</b>	æ	$\wedge$				vk	(0)		
Home	Exam Registration	Authority to Sit	Exams Result	Exemptions	Scholarship	Exams Survey	Transcript	My Bills		
Ple	ase change you	ir password to	o proceed							
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zealo	wdanso@yahoo.com									
Name										
MR. D	ANSO FRANK									
	assword									
New P										
New P										

• Complete each required field under each tab and click on the **"SAVE BUTTON"** under each tab to save your entry.

							Account Type confirmed
Lomplete Bio L	Data						
i Account Type cor	firmed						
	Please complete each	of the following ta A subn	bs and click the SAVE button. hission button will appear, wh	A green check r en you comple	nark will appear when you co te the form	mplete the t	ab
Personal Details 🗸	Education / Certification 🗸	Referees 🗸	Employment History 🗸	Picture 🖌	Confirm Account 🗸		
Studentship Category	Professional •						
Please confirm your c	urrent level 1 •						
Save	$\backslash$						
	$\mathbf{A}$		Submit Apple	cation			
	$\langle \rangle$		Click to apply for sci	holarship			
			ICAG 2018	3			

- 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.

Home	Exam Registration	& Authority to Sit	C Exams Result	Exemptions	Scholarship	k Exams Survey	<b>W</b> Transcript	() My Bills
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								J Pending Exemptions
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xams No gistration 1ly <b>0</b> Day	otifications for MAY 2016 is in ses <mark>ys left</mark>	sion, and deadline	e for registration i	s 14/08/2018			^	al Passed Papers

ICAG 2018

# EXAMINATION REGISTRATION

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

- Visit <u>www.sms.icagh.com</u>
- Login using your Students number / Email / phone number and Password
- Click on Exam registration

Home	Exam Registration	& Authority to Sit	C Exams Result	Exemptions	Scholarship	Line Survey	<b>W</b> Transcript	(0) My Bills	
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Exams No	tifications						^	al Pending Exemptions	
egistration f	or MAY 2016 is in ses s left	sion, and deadline	for registration i	s <b>14/08/2018</b>				al Passed Papers	
1								al Exempted Papers	
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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 EI	LORM ( 1000	014) - Level	1							-
	Home	Exam Registration	& Authority to Sit	لَ Exams Result	Exemptions	<b>Scholarship</b>	Line Survey	<b>VK</b> Transcript	(D) My Bills			
Exa	m Reg	istration										
					You can r	egister for this	exams only once					
					Select Exam di	et to register *	Select One	-				
					Select your Cu	rrent Level *	Select One					
					Select your pre	ferred Centre *	- Select One	-				
		1 2 3 4	. That, Level 1 canı 2. That, Level 2 canı 3. That, no candida 1. That, no candidal	didate with only o didate who has o te can write a leve te can write a leve	WR one paper left ca nly one paper ta el 3 paper if he/ el 3 paper if he/	ITING ACROSS and a maxim o complete the she has not wri she has more ti	ALL LEVELS hum of 4 papers ir level (if so desire) itten and passed a han one paper to	n level 2; can write it to all level 1 pape write in level 2	gether with rs; 2;	all level 3 Papers	ï	

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

				Select Exa Select voi	am diet to reg ur Current Lev	Ister * MAY 2016	Special Quantitation Paper added to yo subjects	ve Technique ur exam
				Select you	ur pierreu c	entre		
			<ol> <li>That, Level 1 candidate with</li> <li>That, Level 2 candidate who</li> <li>That, no candidate can write</li> <li>That, no candidate can write</li> </ol>	only one paper has only one pa a level 3 paper a level 3 paper	left can add a aper to comple if he/she has if he/she has	maximum of 4 papers in level 2; te the level is o desire) can write it together with all level not written and isseed all level 1 papers; more than one paper to write in level 2;	3 Papers;	
ase selec	t your c	hoice				Your selected subjects		
ase selec	t your c	hoice				Your selected subjects	Exams Fees	Remove
ase selec Your Level	t your c Subject -	hoice ( Level 1)	Other Subjects			Your selected subjects Subject Name Business & Corporate Law	Exams Fees 0.10	Remove
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Code L1.3 BCL SPQTE P1BIS	t your c Subject - Level 1 1 1	(Level 1) Business Special C Business	Other Subjects Subject Name & Corporate Law Quantitative Techniques Paper Information Systems(1.4)	Exams Fees 0.10 0.10 0.10	Add register register register	Your selected subjects Subject Name Business & Corporate Law Special Quantitative Techniques Paper Registraton Date 14/08/2018	Exams Fees 0.10 0.10 Totals: 0.20	Remove উ উ

• 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.

Image: State Stration       Image: State Sta	d-DR.	MENSAH PATE	ICK .O ( 10	00001	0) - Level 3	3							
You will be notified by Email and SMS as soon as your registration is approved, to enable you pay for the exam         Click for new Exams Registration         Your Exam Registration         Diet       Cost       Subjects       Action       Payments         Diet       Cost       Subjects       Action       Payments         MAY 2016       0.30       Cancel       Click to Pay       Pending Approval	Home	Exam Registration	& Authority t	o Sit	ے Exams Result	Exemptions S	Scholarship	LEXAMS Survey	<b>X</b> Transcript	My Bills			Your Application to write the Institute Final Exam is under review.
Your Application to write the Institute Final Exam is under review.       Teglistration is approved, to enable you pay for the exam         You will be notified by Email and SMS as soon as your registration is approved, to enable you pay for the exam       Click for new Exams Registration         Click for new Exams Registration       Action       Payments       Status         Diet       Cost       Subjects       Action       Payments       Status         MAY 2016       0.30       1. Taxation & Fiscal Policy       Cancel       Click to Pay       Pending Approval	am Re	gistration										•	You will be notified by Email and SMS as soon as your
Click for new Exams Registration         Your Exam Registrations         Diet       Cost       Subjects       Action       Payments       Status         Diet       Cost       Subjects       Action       Payments       Status         MAY 2016       0.30       Cancel       Click to Pay       Pending Approval											_		registration is approved, to
Diet         Cost         Subjects         Action         Payments         Status           MAY 2016         0.30         I. Taxation & Fiscal Policy 2. Corporate Reporting 3. Advanced Fianacial Management         Cancel         Click to Pay         Pending Approval	Your App You will	blication to write the be notified by Email	Institute Fina and SMS as s	l Exam soon as	is under reviev your registrati	v. on is approved, to Click for ne	to enable you new Exam	pay for the exams Registratio	n				enable you pay for the exam
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• 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.

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ICAG	- DR. T	EYE DAVID ( 10	00003) - Level 1									<b>9</b> -
	Home	Landon Complete Bio Data	Exam Registration	& Authority to Sit	ل Exams Result	Exemptions	<b>Scholarship</b>	Exams Survey	<b>W</b> Transcript	(D) My Bills		
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• Enter your phone number and click on "Confirm Payment"

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• Click on initiate payment

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• Follow the guide below to complete the payment.



• 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.

	EYE DAVID ( 10	0003) - Level 1							Bill Paid			
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egistration f	or SEPTEMBER 2018 is	s in session, and dead	line for registratior	n is <b>31/08/2018</b>				I Pending Exem	ptions			
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