



USER MANUAL FOR IFCCM(FNB/DM/Foreign) Exam Registration

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Functionality:

Note: The screenshot and filled details are only for your references.

1. Login:

This login page is a common page to login all types of ISCCM users like Member, Institute, Teacher, Student, Branch, ISCCM Admin Users etc.

You must be a member of ISCCM to apply for the courses. If you are not a member, apply for membership - https://isccm.org/Membership/ApplyOnline/

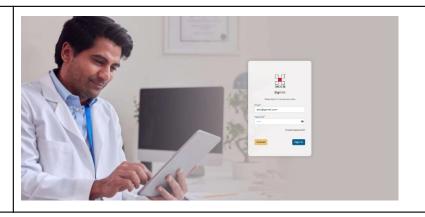
Steps for membership-

Fill the membership form -> Reference1 and Reference 2 will approve your form -> Pay the membership fees -> Your login will be activated (Now you can login and apply for the courses)

Steps:

These steps to Members, Students, Teachers Only -

- Go to ISCCM Website https://isccm.org/
- Click on the "Login" button (Right top corner) https://isccm.org/admin-control/#/login
- Enter your Email ID, which is registered with membership records.
- Enter your password, which is your membership password.
- Click on the "Sign In" button to login.







[If you have forgot your password]

- Click on "Forgot password?" button to reset your membership login password.
 - o Enter Email, which is registered with membership records
 - Click on the "Send" button to reset
 - You will receive an email with a new password, and you can login with your email Id and new password.



2. Apply Course (IFCCM(FNB/DM/Foreign))

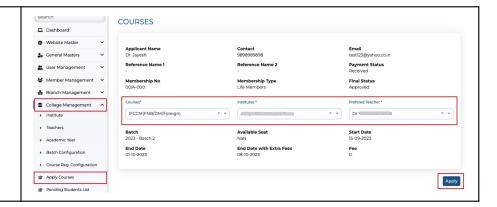
This option is used to register for courses.

Steps:

Go to College Management -> Apply Course menu ->

Fill all the mandatory fields (Marked * fields are mandatory)

- Click on "Apply Course" menu
 - o Check your membership details and status.
 - Courses* : Select IFCCM(FNB/DM/Foreign)
 - Institutes* : Select Institute Name
 - Preferred Teacher* : Select Teacher name
 - Click on "Apply" to apply for the course.

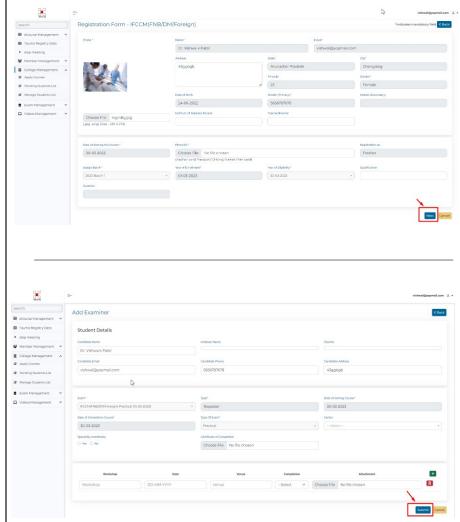






• Form Fillup:

- Fill all the mandatory fields (Marked * fields are mandatory)
- System will show personal details from membership data. You can't change from here. If you want to change any personal details - go to the "Members Profile" menu.
- Fill the other form details and upload related documents, as per form fields.
- o Click on the "Next" button to fill the exam form
 - Fill the Exam form with all the mandatory details.
 - Click on the "Submit" button .
 - You will get a payment screen, after the payment is done your registration will be done successfully.
 - You will receive an email for the same.

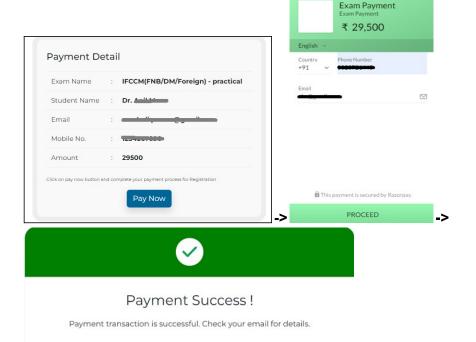






• Payment Process:

The below screen will show up after submitting the exam form.

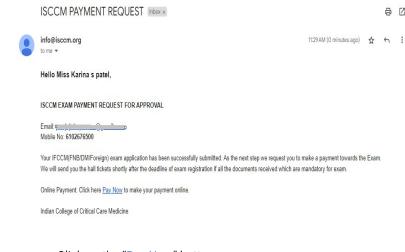


- Click on the "Pay Now" button
 - A popup option will open wherein you have to enter your mobile number and email ID for payment transaction purpose only.
 - After a successful payment transaction. You will show the payment success message and also receive an email for the same.

• In Case if you miss your payment after submitting exam form :

Open your email for payment process

Email subject : "ISCCM PAYMENT REQUEST"



- Click on the "Pay Now" button
 - A popup option will open wherein you have to enter your mobile number and email ID for payment transaction purpose only.
 - After a successful payment transaction. You will show the payment success message and also receive an email for the same.





3. Manage Student List

This option is used to see the list of registered courses.

Steps:

- Here you can see the list of registered courses.
 - o Your name will be shown to "Manage Student List".



4. Exam Application

This option is used to see the list of exam applications.

Steps:

- Here you can see the list of your exam applications and the status of your application.
- After the ISCCM's Approval, this " * " icon indicates hall ticket which you can download from here.

