

# Online ITT Registration Process

Patna Branch, ICAI

It is hereby informed to all concerned that IT Training Registration process has become Online to facilitate students in getting access to admission process even remotely and smoothly. For the purpose, a student has to do as follows:-

- Get a demand draft of Rs 4000/- in favour of “**Information Technology Centre, Patna Branch, ICAI**” payable at - Patna
- Open [www.icaionlineregistration.org/Admin\\_Module/login.aspx](http://www.icaionlineregistration.org/Admin_Module/login.aspx)
- Select Register as Student [Requirements-Course Name, Registration No, Registration Date, Emailid, Date of Birth ]
- Again login at [www.icaionlineregistration.org/Admin\\_Module/login.aspx](http://www.icaionlineregistration.org/Admin_Module/login.aspx) and select Region & Course and then Branch(Patna), where he/she is willing to undergo 100 Hours ITT.

The screenshot displays the ICAI online registration portal. At the top, the header includes the ICAI logo and the text "The Institute of Chartered Accountants of India". A search bar with "\*\*\*\*\*" and a "Logout" link are visible. The main content area is titled "Dashboard" and features several interactive tiles:

- APPLY FOR FUTURE BATCH**: Register for a batch that may be launched in future at a POU of your choice. An email alert will be sent on launch of suitable batches.
- MY WAITLISTED NUMBER**: Wait listed number generated would be used for registering in Waitlisted Batches only.
- COURSE REGISTRATION**: Register for batches that have been launched across different POU. (An orange callout bubble points to this tile with the text "Click Here").
- FACULTY FEEDBACK**: Submit Feedback for faculties who have taught you a subject. Feedback is mandatory for successful completion of the course.
- MODIFY COURSE REGISTRATION**: You can modify your course registrations only once after POU has confirmed your registration.
- UPDATE REGISTRATION NO.**: Direct Entry Student can Update their Provisional Registration No to Permanent Registration No.
- VIEW PERSONAL DETAILS**: View your Personal Details.
- DEMAND DRAFT INFORMATION**: Demand Draft Information.

Below the dashboard, a red banner states "Most Compatible with Internet Explorer Browser (IE9)". The "Course Registration" section is visible, featuring a "Region" dropdown menu (with options: Central, Eastern, Northern, Southern, Western) and a "Course" dropdown menu (with "GMCS - I Course" selected). A green "Get List" button is positioned to the right of the course dropdown. An orange callout bubble points to the "Region" dropdown with the text "Click Here & Select Region".

- Now, Find & Select the POU(e.g. Patna). If seats are available, then Click Register, provide other details as per need and accept Terms & Conditions box given at bottom; Further, provide payment details[DD of Rs 4000/- should be available at the time of Online Registration] as per need and submit. After submission, you get the Print option. Get it printed.

Now, at ITT Centre, Patna, you should submit -

- Printout of Online Form Submission with one recent passport size photograph duly pasted.
- A Demand Draft of Rs 4000/- in favour of “**Information Technology Centre, Patna Branch, ICAI**”
- Attested copy of course registration letter & photo ID proof

It should be submitted at the earliest/must be submitted two days before the commencement of the ITT batch.

**Contact Address:-**

Information Technology Centre, Patna Branch  
189, ICAI Shiksha Sadan, near Laddoo Gopal Sweets, Alpana Market,  
Patna-800 013; Email- [itt\\_patnaicai@yahoo.in](mailto:itt_patnaicai@yahoo.in); 0612-  
2261044/3200796. For inquiries about upcoming batches, click –

[Batch Inquiry](#)

or

[Upcoming Batch Information](#)

Very Important – **FORMAL DRESS FOR ITT/Orientation/GMCS-I/GMCS//Adv-ITT IS COMPULSORY.** Hence, make necessary arrangements prior to joining ITT/OP/GMCS/Adv-ITT.

Helpdesk for ITT:- [HELPDESKITT@ICAI.IN](mailto:HELPDESKITT@ICAI.IN); 0120-3045964

**For Advanced-ITT, Requirements are:-**

Fee – A demand draft in favour of – “I.T. Centre, Patna Branch, ICAI” must be payable at – Patna

Amount :- Rs 5000/-

Documents:- Attested Copy of Photo ID Proof; Registration Letter and a photograph