



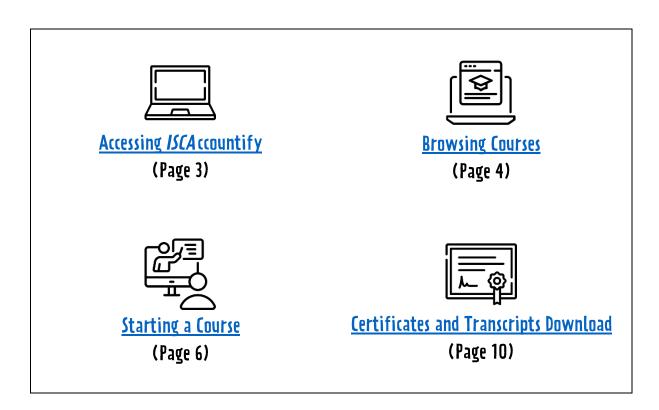
User Guide to ISCA ccountify







Contents Page



Accessing ISCAccountify

1. Login at ISCA eservices portal https://eservices.isca.org.sg/ISCAccountifyLogin.

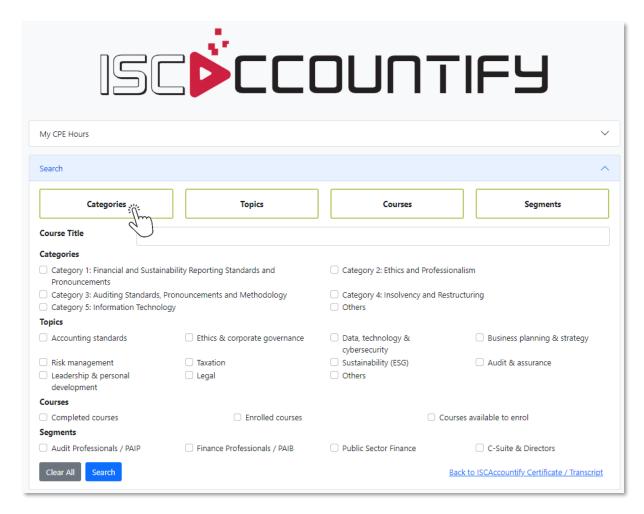


Note: Although ISCAccountify can be accessed via your mobile phone, we recommend using a tablet, laptop, or desktop for an optimal viewing experience.

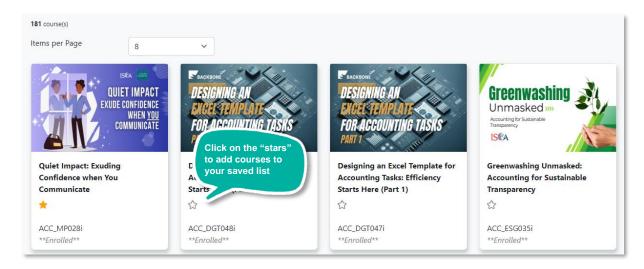


Browsing Courses

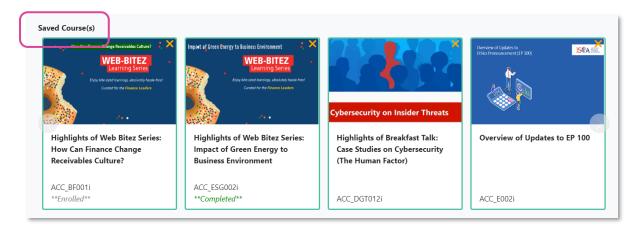
2. After successful login to the learning platform, you will be able to browse courses. You may search by categories, topics, the completion status of the course, and segments.



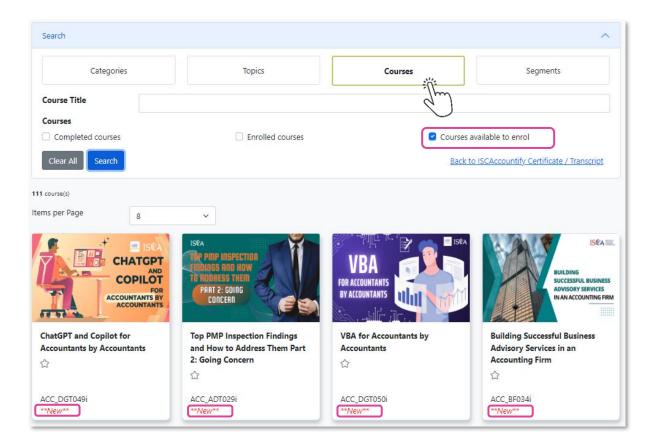
3. You can add your favourite courses to the saved list by clicking on the "stars".



4. Saved courses can be found under this segment. For your convenience, your saved courses will be in the list every time you log in.



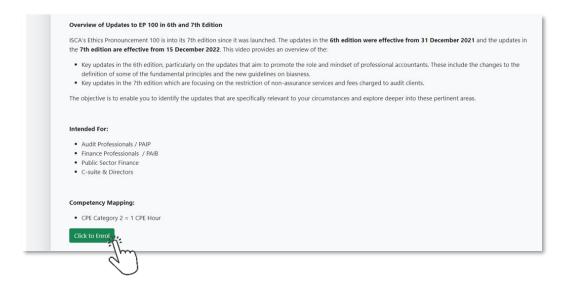
5. Search for all new courses using the "Courses" filter, by filtering to "Courses available to enrol". Courses recently added to the platform will be labelled as "New" and will appear first.



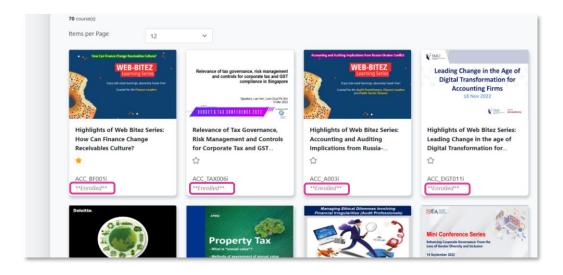


Starting a Course

6. Click on each course to get more details and click on the green "Click to Enrol" button if you would like to access the e-learning content.



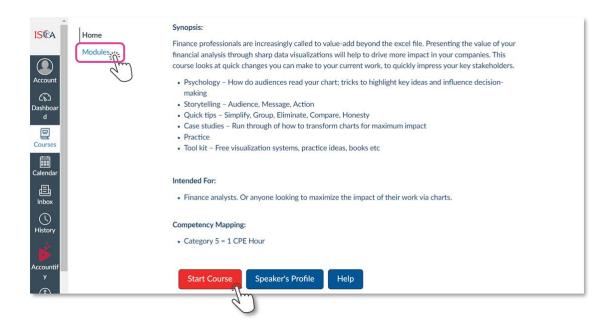
7. Once enrolled, your enrolled courses will appear first in the platform for your easy access.



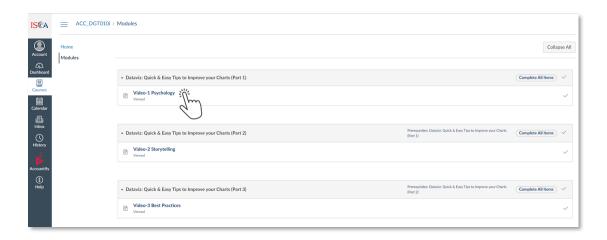
8. Alternatively, you can search for your enrolled courses using the "Courses" filter, by filtering to "Enrolled courses".



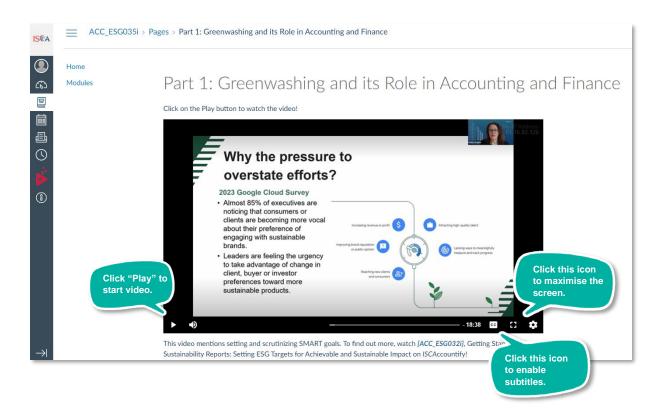
9. Once you have selected a course, click on "**Modules**" to begin the course. Alternatively, click on the "**Start Course**" button at the bottom of the page to begin.



10. Under "**Modules**", the tasks are listed in sequential order. Click on the respective tasks for viewing.



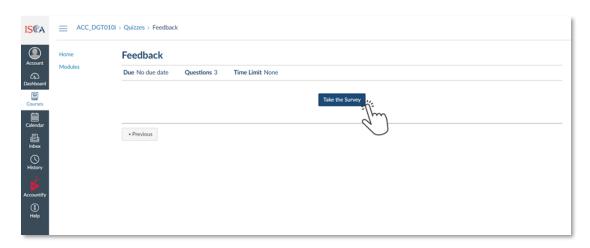
11. Click "**Play**" button view the e-learning module. To view full screen, click the button on the bottom right corner of the screen. To enable subtitles, click on the "**cc**" button.



12. Please complete all the tasks within the course before submitting the course completion declaration.



13. Then, proceed to complete the Feedback.

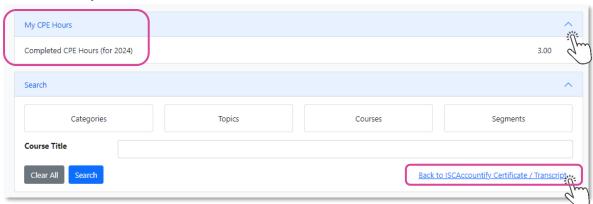


14. CPE hours will be issued upon completion of the course.



Certificates and Transcripts Download

1. Once you have logged in to *ISCA*ccountify, click on "Back to *ISCA*ccountify Certificate / Transcript".



- * You can also check the number of CPE hours you have fulfilled for the year by expanding the "My CPE Hours" dropdown box.
- 2. Click on "My Certificates" under My Courses & Events.

Under **My ISCAccountify Certificates**, Click on "**View**" to open a PDF copy of your Certificate or Transcript. You can download and save a copy on your local drive.





