User Guide to *ISCA*ccountify

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Accessing *ISCA*ccountify

1. Login at ISCA eservices portal **https://eservices.isca.org.sg/ISCAccountifyLogin.**
   Click on "***ISCA*ccountify"** under My Courses & Events on the left sidebar.
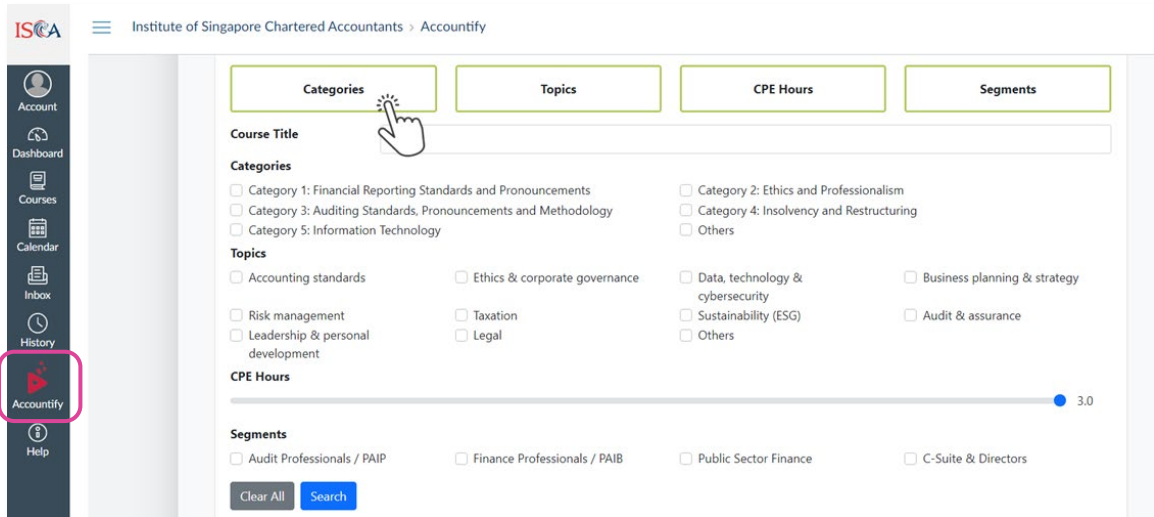

Note: Although ISCAccountify can be accessed via your mobile phone, we recommend using a tablet, laptop, or desktop for an optimal viewing experience.
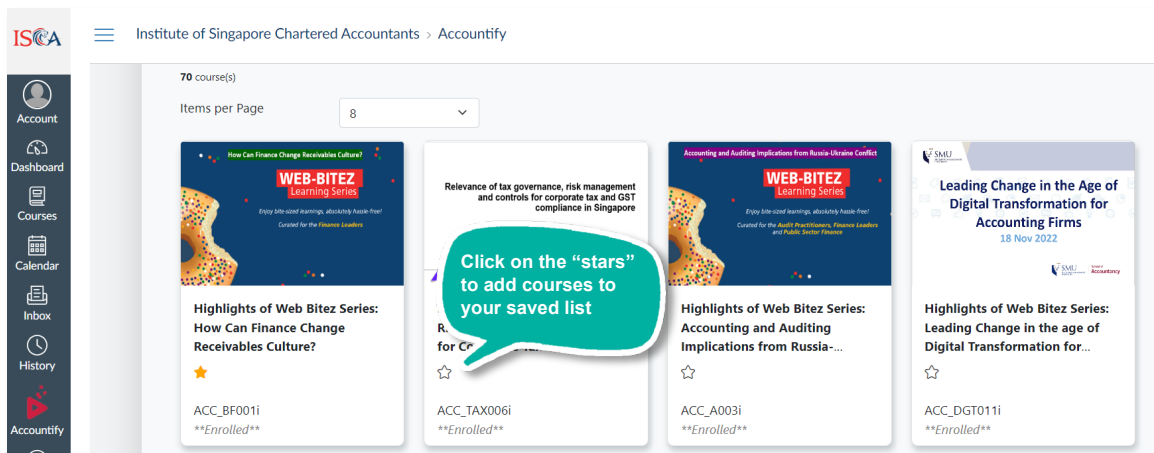
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Browsing Courses

2. After successful login to the learning platform, click on "**Accountify**" in the left sidebar to browse courses. You may search by topics, segments, and CPE categories.

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. Courses recently added to the platform will be labelled as "New".

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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 contents.

7. Your enrolled courses will be consolidated under "**Dashboard**" (see up to 20 enrolled courses) and "**Courses**" (see all enrolled courses here) in the sidebar. Click on each respective course to access its contents.
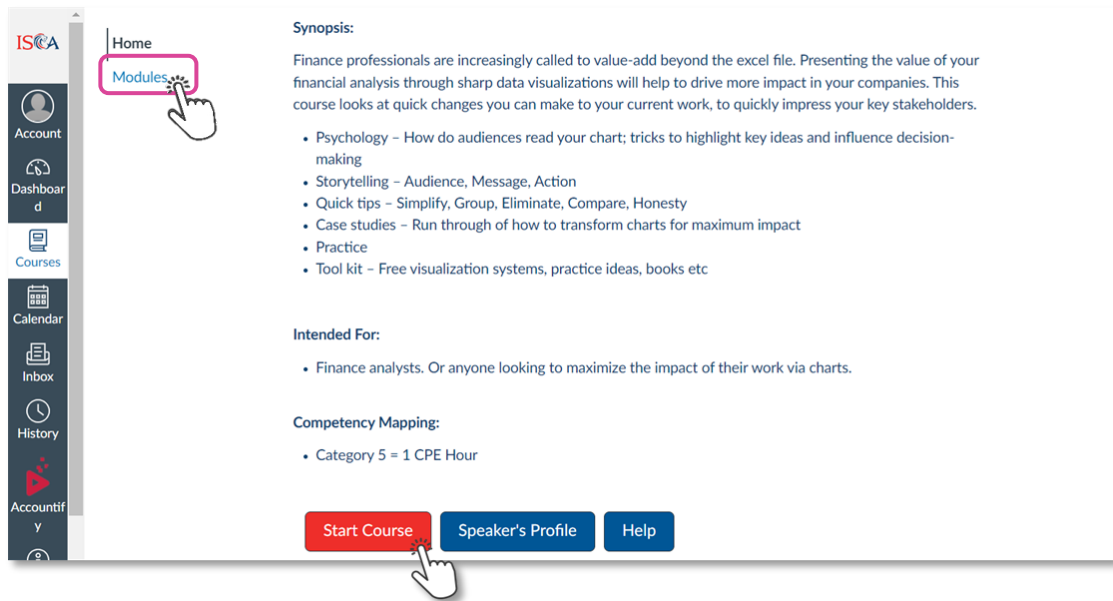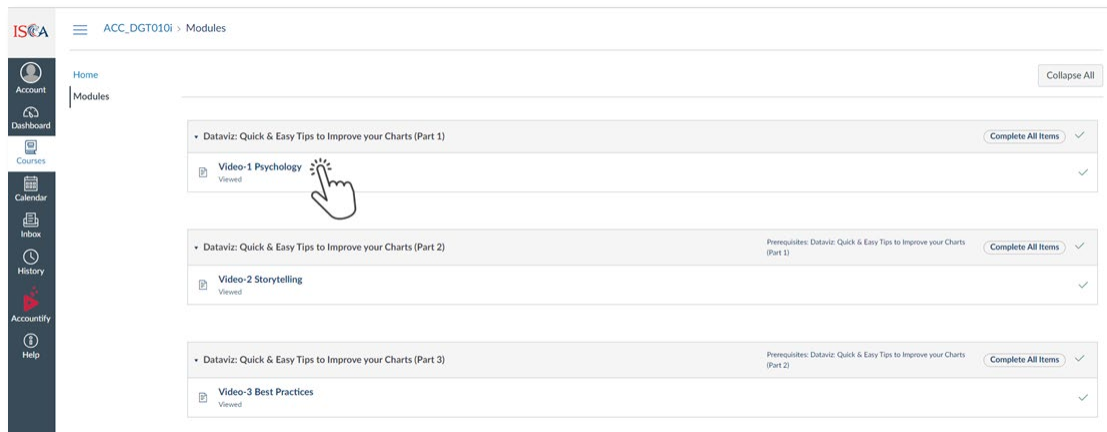
Your enrolled courses will also appear first in the platform for your easy access.
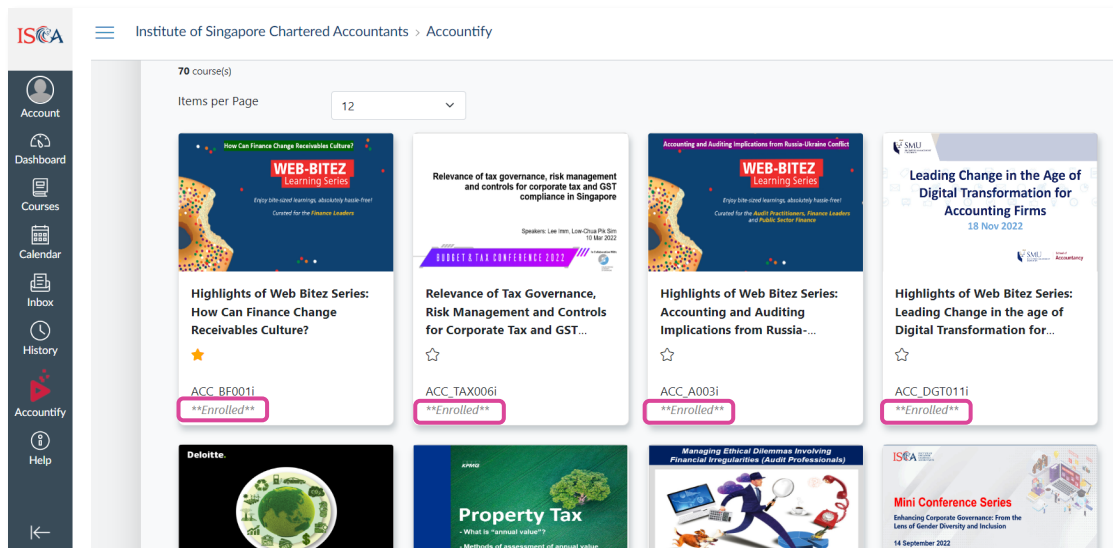
8. Once you have selected a course, click on "**Modules**" to begin the course. Alternatively, click on the "**Start Course**" button at the bottom of the page to begin.
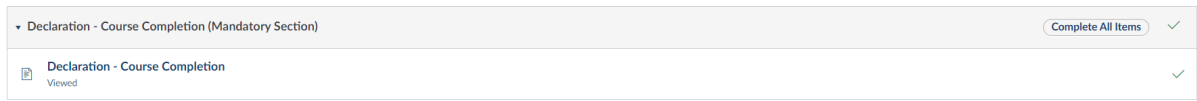
9. Under "**Modules**", the tasks are listed in sequential order. Click on the respective tasks for viewing.
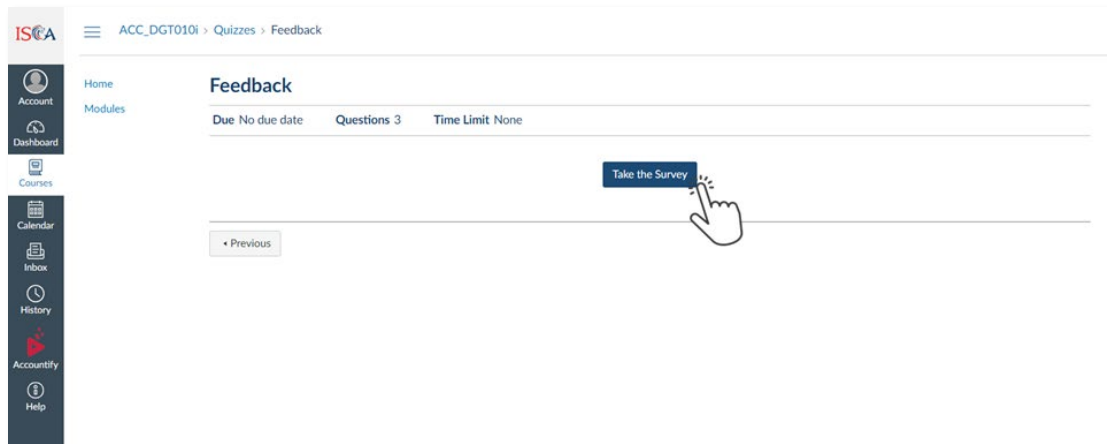

10. Click "**Play**" button view the e-learning module. To view full screen, click the button on the bottom right corner of the screen.
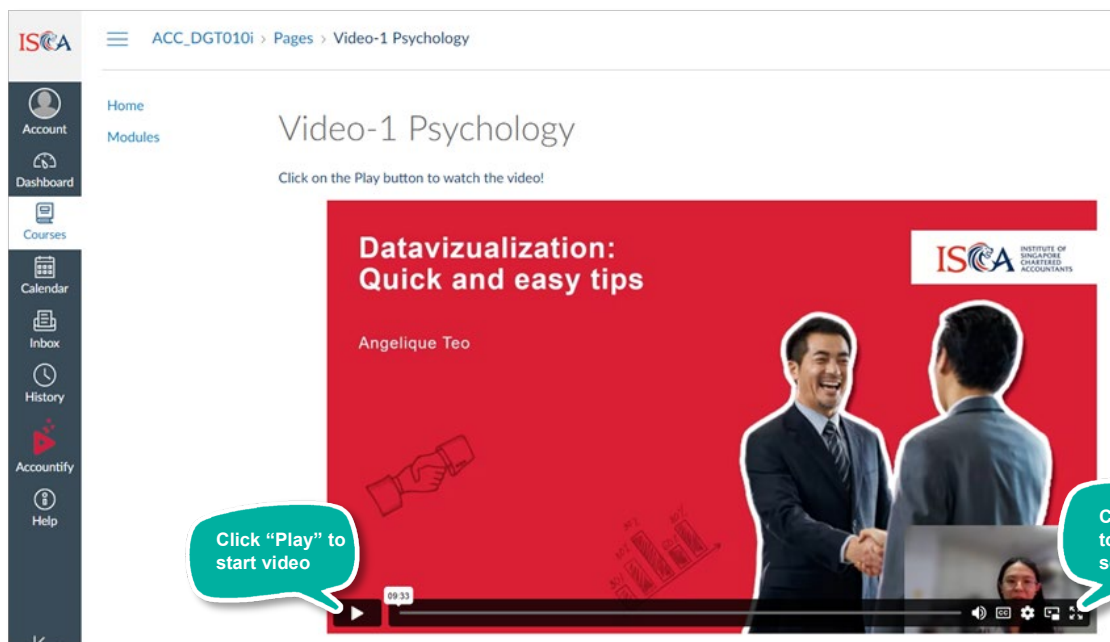
11. Please complete all the tasks within the course before submitting the course completion declaration.

12. Then, proceed to complete the Feedback.

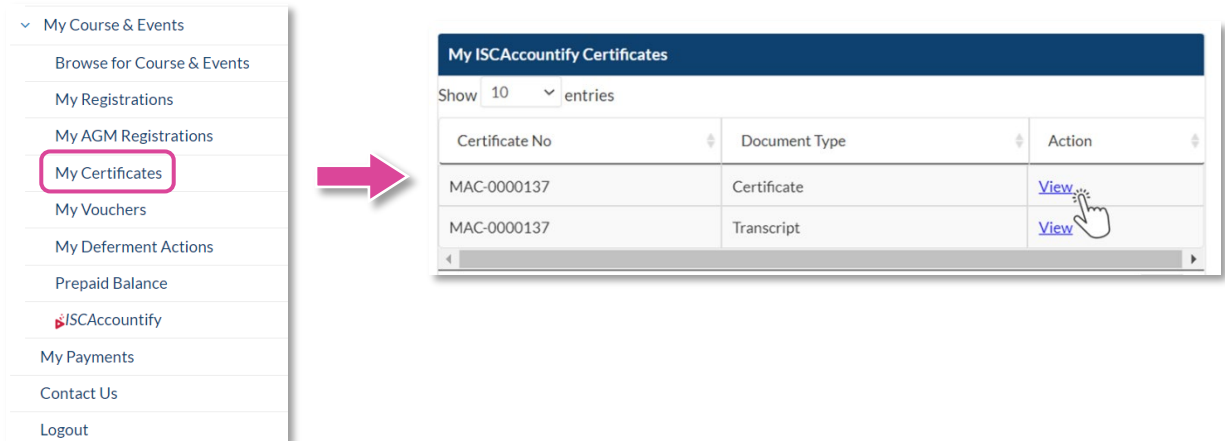13. CPE hours will be issued upon completion of the course.

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Certificates and Transcripts Download

14. Go back to ISCA eservices portal to access your Certificate and Transcript for completed courses in *ISCA*ccountify. 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.

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