



User Guide to ISCAccountify



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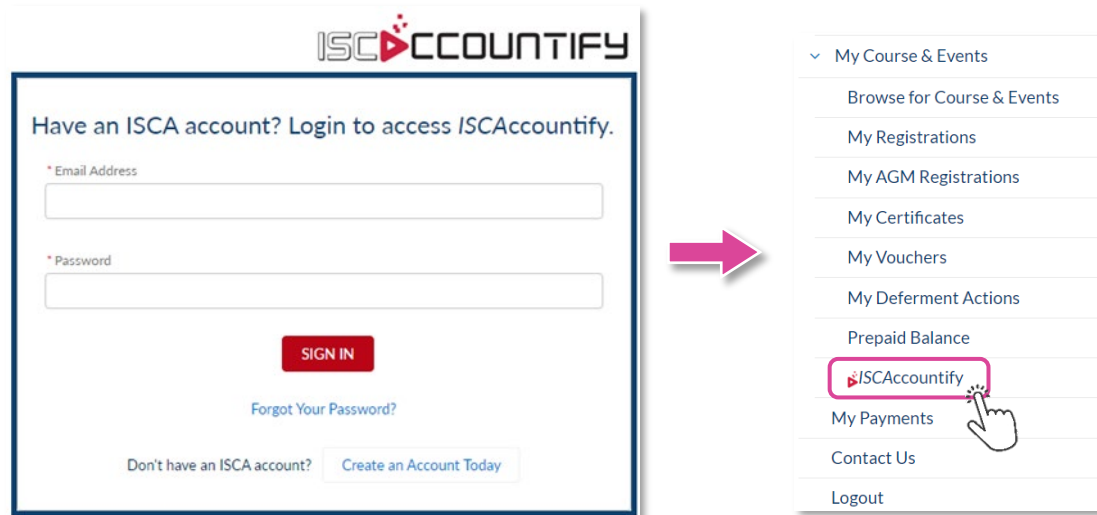


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Accessing ISCAccountify

1. Login at ISCA eservices portal <https://eservices.isca.org.sg/ISCAccountifyLogin>. Click on “ISCAccountify” under My Courses & Events on the left sidebar.



The image shows two parts of the ISCAccountify interface. On the left is the login page, which features the ISCAccountify logo at the top. Below the logo, it asks 'Have an ISCA account? Login to access ISCAccountify.' and provides two input fields: 'Email Address' and 'Password'. A red 'SIGN IN' button is positioned below the password field. Below the button, there is a link for 'Forgot Your Password?' and a link for 'Create an Account Today' with the text 'Don't have an ISCA account?' next to it. On the right is a sidebar menu under the heading 'My Course & Events'. The menu items are: 'Browse for Course & Events', 'My Registrations', 'My AGM Registrations', 'My Certificates', 'My Vouchers', 'My Deferment Actions', 'Prepaid Balance', 'ISCAccountify' (highlighted with a red box and a hand cursor), 'My Payments', 'Contact Us', and 'Logout'. A pink arrow points from the login page to the sidebar menu.

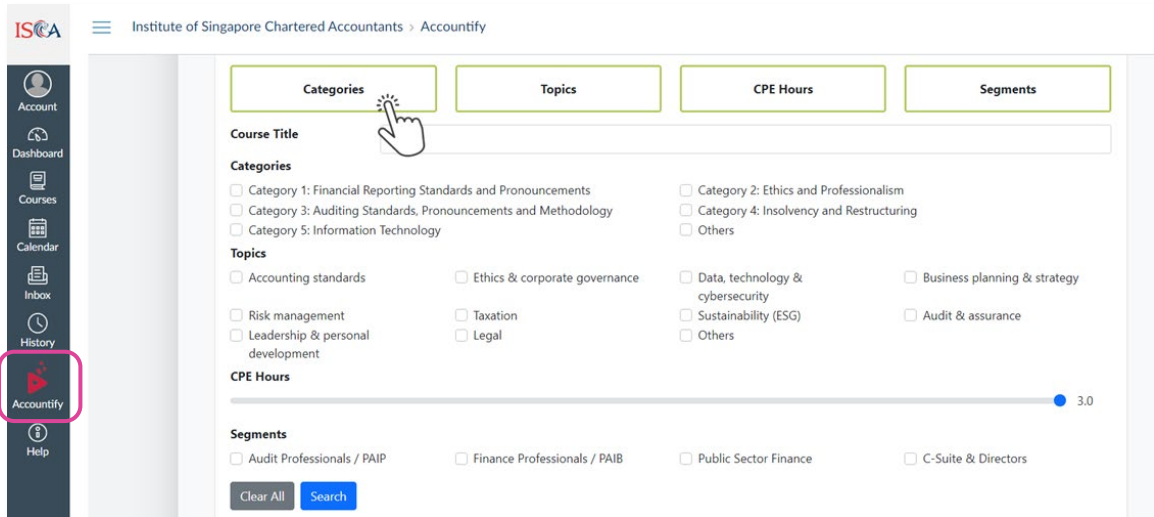
Note: Although ISCAccountify can be accessed via your mobile phone, we recommend using a tablet, laptop, or desktop for an optimal viewing experience.



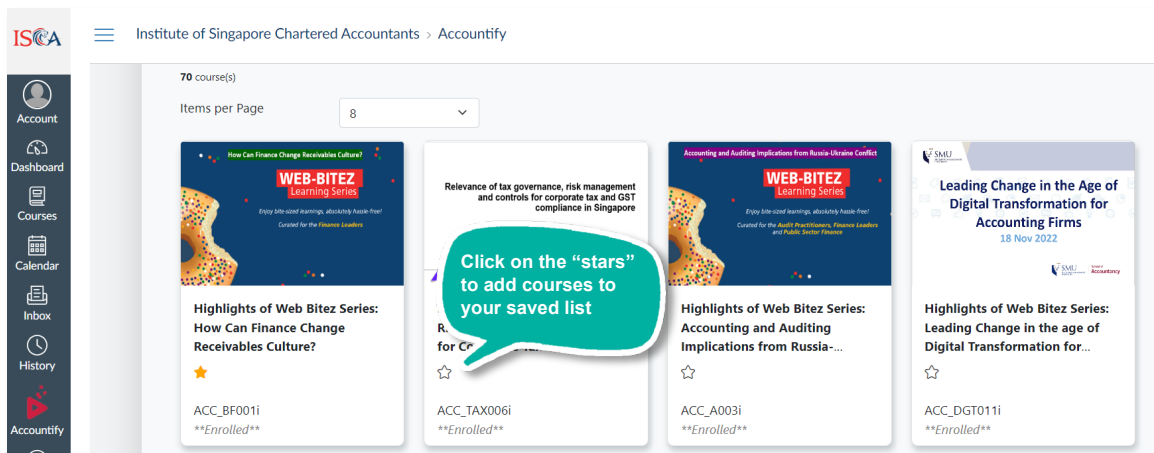
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Browsing Courses

- 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.



- 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.

Saved Course(s)

<p>How Can Finance Change Receivables Culture? WEB-BITEZ Learning Series Enjoy bite-sized learnings, absolutely hassle-free! Curated for the Finance Leaders</p> <p>Highlights of Web Bitez Series: How Can Finance Change Receivables Culture?</p> <p>ACC_BF001i **Enrolled**</p>	<p>Impact of Green Energy to Business Environment WEB-BITEZ Learning Series Enjoy bite-sized learnings, absolutely hassle-free! Curated for the Finance Leaders</p> <p>Highlights of Web Bitez Series: Impact of Green Energy to Business Environment</p> <p>ACC_ESG002i **Completed**</p>	<p>Cybersecurity on Insider Threats</p> <p>Highlights of Breakfast Talk: Case Studies on Cybersecurity (The Human Factor)</p> <p>ACC_DGT012i</p>	<p>Overview of Updates to Ethics Pronouncement (EP 100) ISCA</p> <p>Overview of Updates to EP 100</p> <p>ACC_E002i</p>
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5. Courses recently added to the platform will be labelled as “New”.

<p>ACCA Virtual Public Sector Conference 2022 (Part TWO)</p> <p>ACC_O006i **New**</p>	<p>Audit of Loans and Borrowings</p> <p>ACC_ADT016i **New**</p>	<p>Audit of Related Parties</p> <p>ACC_ADT015i **New**</p>	<p>Internal Audit: Communication - doing more by doing less</p> <p>Sara I. James, PhD, CIA Getting Words to Work™ www.sarajames.com</p> <p>ACC_MP013i **New**</p>
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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.

The screenshot shows the ISCA Accountify interface. The sidebar on the left contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, History, Accountify, and Help. The main content area displays the following information:

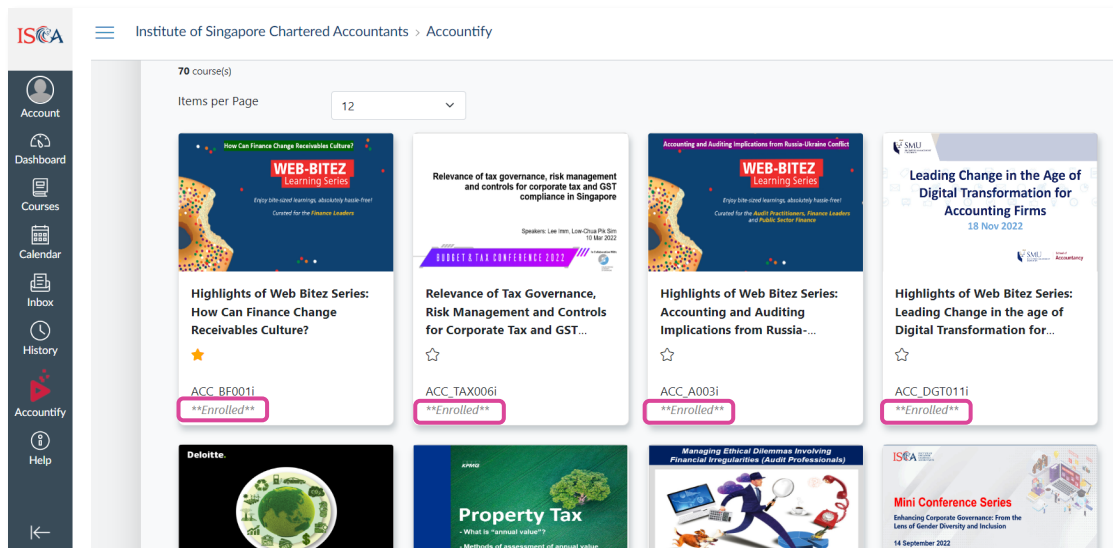
- Overview of Updates to EP 100 in 6th and 7th Edition**
- ISCA's Ethics Pronouncement 100 is into its 7th edition since it was launched. The updates in the **6th edition were effective from 31 December 2021** and the updates in the **7th edition are effective from 15 December 2022**. This video provides an overview of the:
 - Key updates in the 6th edition, particularly on the updates that aim to promote the role and mindset of professional accountants. These include the changes to the definition of some of the fundamental principles and the new guidelines on biasness.
 - Key updates in the 7th edition which are focusing on the restriction of non-assurance services and fees charged to audit clients.
- The objective is to enable you to identify the updates that are specifically relevant to your circumstances and explore deeper into these pertinent areas.
- Intended For:**
 - Audit Professionals / PAIP
 - Finance Professionals / PAIB
 - Public Sector Finance
 - C-suite & Directors
- Competency Mapping:**
 - CPE Category 2 = 1 CPE Hour
- Click to Enrol** (button)

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.

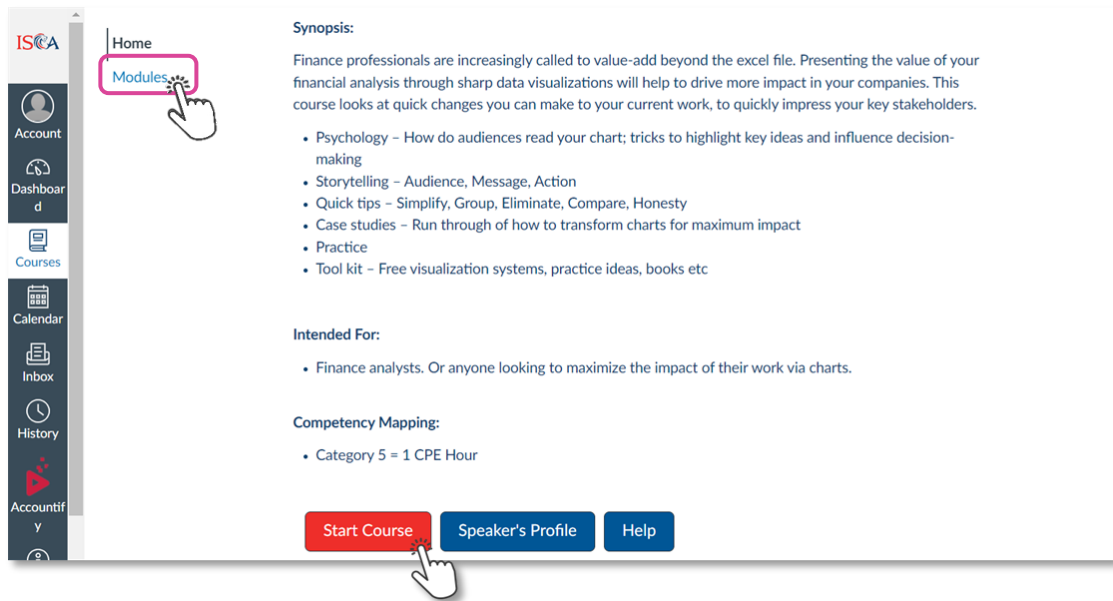
The screenshot shows the ISCA Dashboard interface. The sidebar on the left contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, History, Accountify, and Help. The main content area displays a grid of course cards:

- Dataviz: Quick & Easy Tips to Improve Your Charts** (ACC_DGT010i)
- Finance Business Partnering in a Technology-Driven World** (ACC_BF004i)
- GST Hike - Getting ready for January** (ACC_TAX007i)
- SAAC BUDGET & TAX CONFERENCE 2022** (ACC_TAX002i)
- Mini Conference Series: Enhancing Corporate Governance: From the Lens of Gender Diversity and Inclusion** (ACC_MP001i)
- Mini Conference Series: Financial Forensics: The Future of Fighting Financial Crime** (ACC_DGT008i)

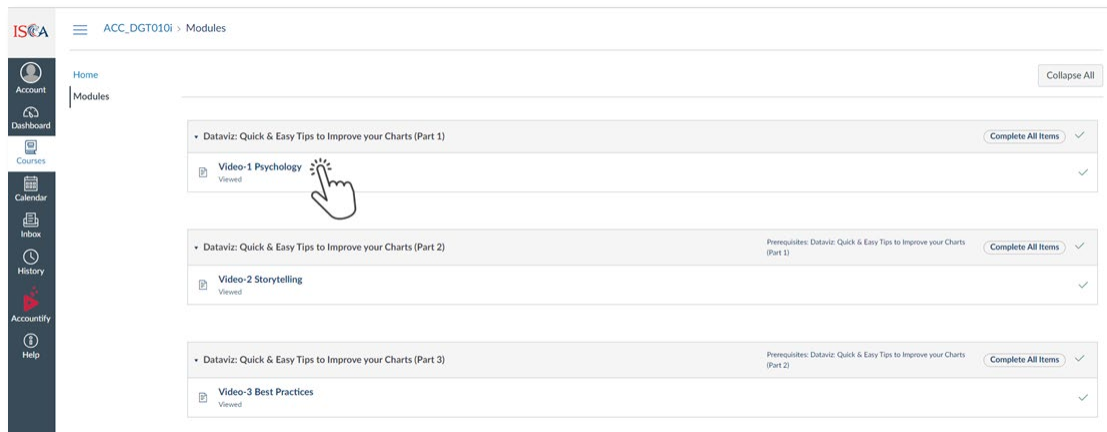
Your enrolled courses will also appear first in the platform for your easy access.



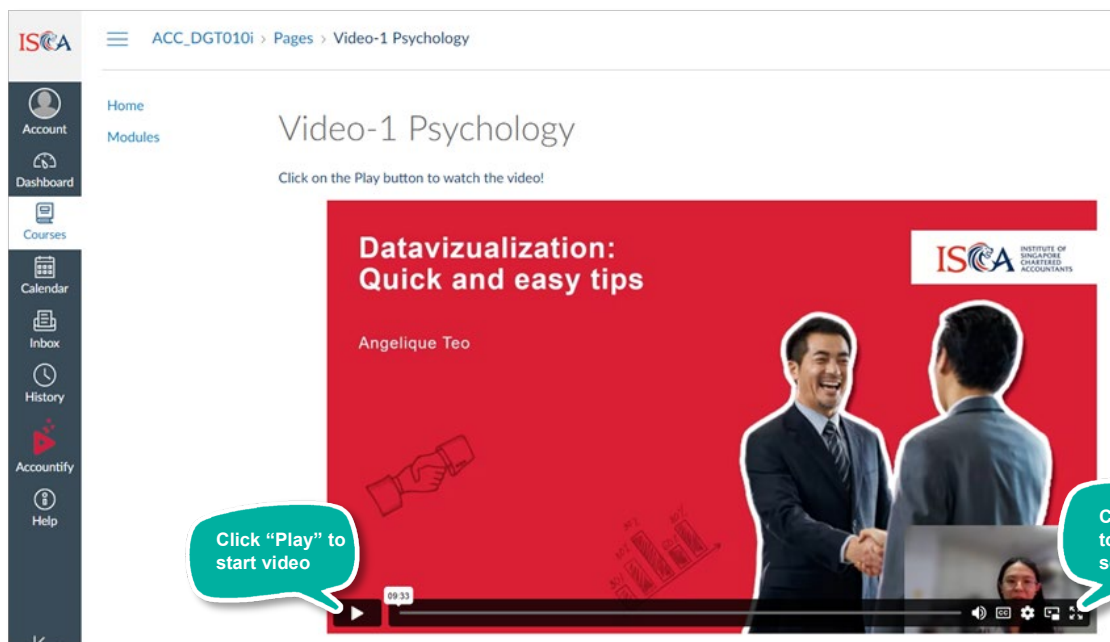
8. Once you have selected a course, click on **“Modules”** to begin the course. Alternatively, click on the **“Start Course”** button at the bottom of the page to begin.



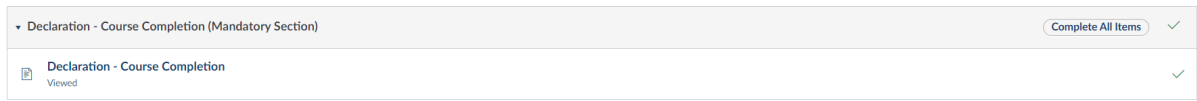
9. Under “**Modules**”, the tasks are listed in sequential order. Click on the respective tasks for viewing.



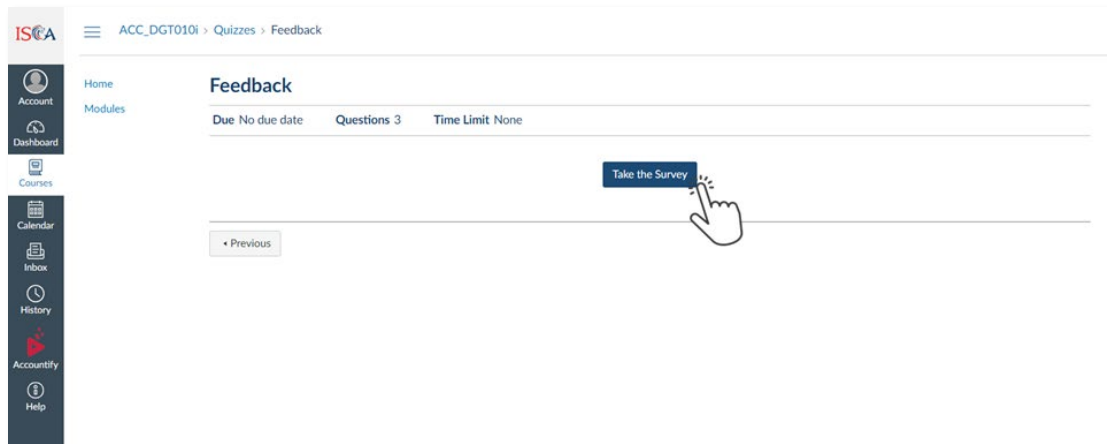
10. Click “**Play**” button view the e-learning module. To view full screen, click the button on the bottom right corner of the screen.



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.

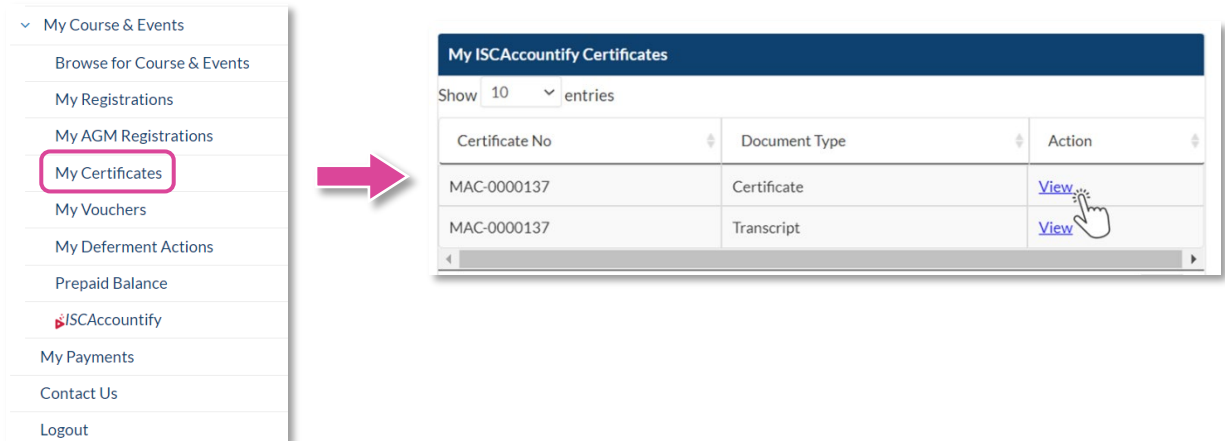


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Certificates and Transcripts Download

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



The screenshot shows the 'My Course & Events' menu on the left, with 'My Certificates' highlighted. A pink arrow points to the 'My ISCAccountify Certificates' table on the right. The table has columns for Certificate No, Document Type, and Action. Two rows are visible: one for a Certificate (MAC-0000137) and one for a Transcript (MAC-0000137), both with a 'View' link in the Action column.

Certificate No	Document Type	Action
MAC-0000137	Certificate	View
MAC-0000137	Transcript	View



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Embrace the future
of learning with
ISCAccountify!

