



PQ User Guide: Other Features

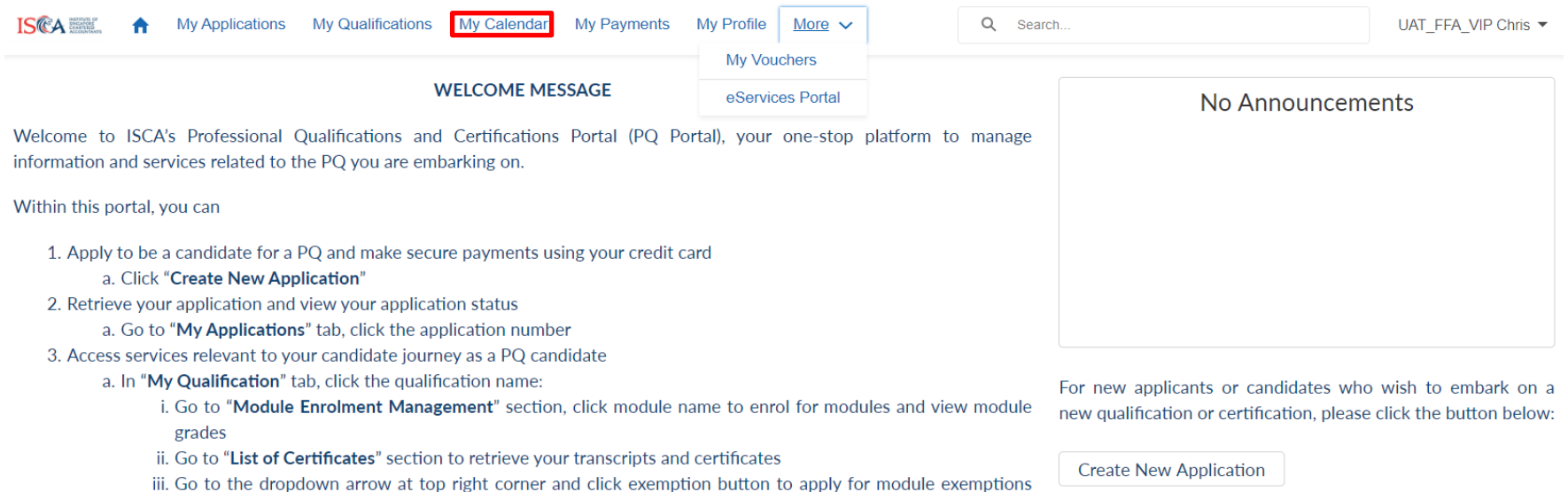
Updated as of July 2020



My Calendar

My Calendar

- Click on **“My Calendar”** to view your upcoming enrolments for e-learning, workshops and exams etc.



The screenshot shows the ISCA Professional Qualifications and Certifications Portal (PQ Portal) interface. The navigation menu at the top includes: ISCA, Home, My Applications, My Qualifications, **My Calendar** (highlighted with a red box), My Payments, My Profile, and a More dropdown menu. The More dropdown menu is open, showing options for My Vouchers and eServices Portal. A search bar and user profile (UAT_FFA_VIP Chris) are also visible.

WELCOME MESSAGE

Welcome to ISCA's Professional Qualifications and Certifications Portal (PQ Portal), your one-stop platform to manage information and services related to the PQ you are embarking on.

Within this portal, you can

1. Apply to be a candidate for a PQ and make secure payments using your credit card
 - a. Click **“Create New Application”**
2. Retrieve your application and view your application status
 - a. Go to **“My Applications”** tab, click the application number
3. Access services relevant to your candidate journey as a PQ candidate
 - a. In **“My Qualification”** tab, click the qualification name:
 - i. Go to **“Module Enrolment Management”** section, click module name to enrol for modules and view module grades
 - ii. Go to **“List of Certificates”** section to retrieve your transcripts and certificates
 - iii. Go to the dropdown arrow at top right corner and click exemption button to apply for module exemptions

No Announcements

For new applicants or candidates who wish to embark on a new qualification or certification, please click the button below:

Create New Application

My Calendar View

- **“My Calendar”** allows you to monitor and view any upcoming enrolled workshops exams etc.

The screenshot displays the ISCA My Calendar interface for June 2020. The navigation bar includes links for My Applications, My Qualifications, My Calendar (active), My Payments, My Profile, and More. A search bar is located on the right. The calendar grid shows the following dates:

W	Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	31	1	2	3	4	5	6
24	7	8	9	10	11	12	13
25	14	15	16	17	18	19	20
26	21	22	23	24	25	26	27
27	28	29	30	1	2	3	4



My Payment

My Payments

- Click “**My Payments**” to retrieve invoice/receipt records and pending payments

ISCA INSTITUTE OF SINGAPORE CHARTERED ACCOUNTANTS

Home My Applications My Qualifications My Calendar **My Payments** My Profile More ▾

Search... UAT_FFA_VIP Chris ▾

My Vouchers
eServices Portal

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My Payments

- Under “**My Payments**” page, you can view and make outstanding payments such as Annual Candidature fee, miscellaneous service fee etc by clicking on the payment items(s) under the “**Payment Advice Name**”.
- You may also view and download invoices and corresponding receipts by clicking on the items(s) under the “**Invoice Number**”.

ISCA  [Home](#) [My Applications](#) [My Qualifications](#) [My Calendar](#) [My Payments](#) [My Profile](#) [More](#)

Indiv List View 1(1)

Payment Advice Name	Qualification Name	Amount before GST	Created Date
MISC Service Fee	UAT_ISCA Financial Forensic Accounting Q...	50.00	24/04/2020

Indiv List View 2(3)

Invoice Number	Invoice Date	Total Amount Payable	Payment Status
PQ-50000667	24/04/2020	53.50	Paid
PQ-50000572	15/04/2020	53.50	Paid
PQ-50000487	08/04/2020	900.00	Paid

My Payments

- After clicking the payment item under “**Payment Advice Name**” (as per the previous page), click “**Go to Payment**” button to proceed to the payment page.

Note: Corporate User can make payment for Corporate Candidate’s annual candidature fee

★ Payment Advice
MISC Service Fee

Go to Payment

Payment Advice Name

MISC Service Fee

Status

Draft

Type

MISC Service Fee

Amount before GST

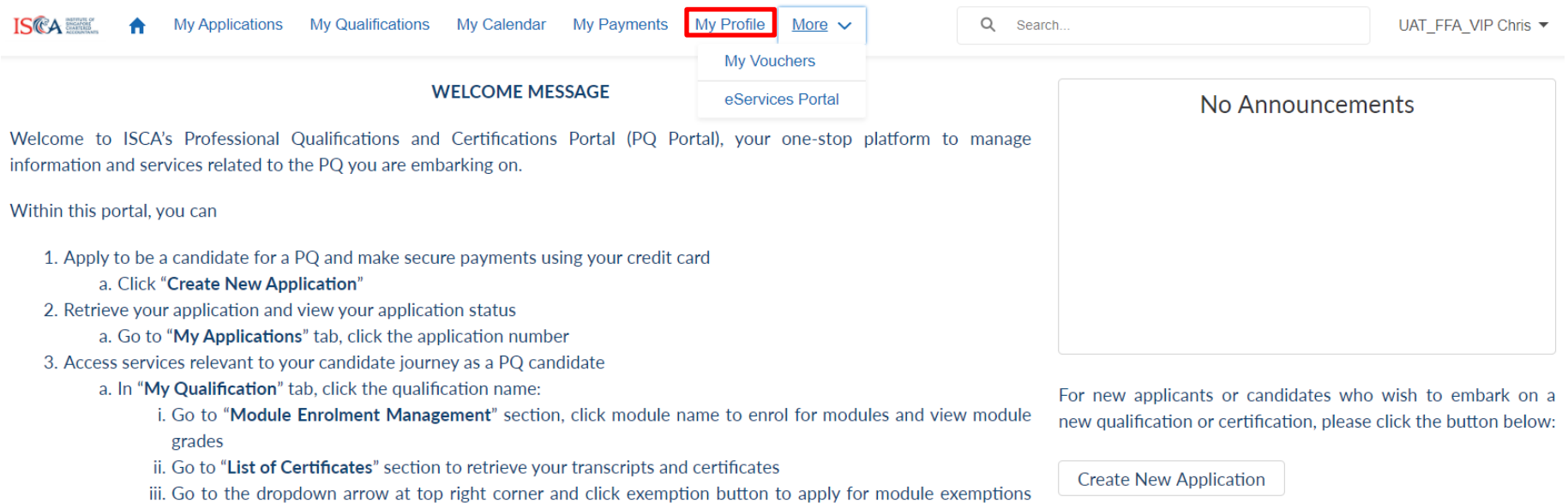
\$50.00



My Profile

My Profile

- Click “**My Profile**” to view/edit your information



The screenshot shows the ISCA Professional Qualifications and Certifications Portal (PQ Portal) interface. The top navigation bar includes the ISCA logo, a home icon, and links for 'My Applications', 'My Qualifications', 'My Calendar', 'My Payments', 'My Profile' (highlighted with a red box), and 'More'. A search bar and a user profile dropdown (UAT_FFA_VIP Chris) are also visible. Below the navigation bar, a 'WELCOME MESSAGE' section contains a welcome text and a list of actions users can perform within the portal. On the right side, there is a 'No Announcements' box and a 'Create New Application' button.

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Create New Application


My Profile

- You can update your academic information or upload files under “My Profile”.

 Academic Qualifications (3) New


Academic/Professional Qualification	Name of Institution	Period of Study From	Period of Study To	
MSc Organisational Psychology	University of Leeds	01/09/2015	20/12/2016	▼
testing	umbrella academy	05/04/2016	10/12/2019	▼
BSc Accountant degree	NUS	05/01/2006	01/04/2011	▼


[View All](#)

 Employment Histories (1)

Organisation Name	Job Position	Period	
Lily Pte Ltd	AccountantS	1 Apr 2020 - Present	▼

[View All](#)

 Files (1) Add Files

 08Apr2020 PQ-50000487 09/04/2020 • 83KB • pdf	View All
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My Profile

- If you need to update your personal particulars, please go to “**More**” and click “**eServices Portal**” to navigate back to the ISCA eServices Portal.

The screenshot shows the ISCA My Profile page. The navigation menu includes: ISCA, Home, My Applications, My Qualifications, My Calendar, My Payments, My Profile, and More. The 'More' dropdown menu is open, showing 'My Vouchers' and 'eServices Portal' (highlighted with a red box). The profile details are as follows:

Field	Value
Name	Ms. UATLiyun UATLiau
Full Name (as per NRIC/FIN/Passport)	UAT_Liau Liyun
ID Type	Pink NRIC
Citizenship	
Nationality	
Gender	Female
ISCA Membership Status	Non Member
Contact Information	
Mobile Number Country Code	65
Other Number Country Code	
Email	
Name	UAT_Liyun UAT_Liau
Employee Id	
Alias	
ID Number (last 3 digit + alphabet)	321A
Marital Status	
Birthdate	26/02/1985
Age	35
Mobile Number	98765432
Other Number	
Work/Secondary Email Address	

ISCA eService portal: My Profile

- Go to ISCA eServices Portal, click on “My Profile” in the left navigation menu to update your personal or employment details.

Home | The Institute | Newsroom | Signature Events | ISCA Directory | Cart: 0 | i-Shop: 0

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Global Mindset, Asian Insights

Become a member | Member Services | CPE & Events | Capability Development | Ethics | Knowledge Centre | **My Account**

Non member

✉

☎

My Account

My Profile

Change Password

For less than 10¢/day, help a needy youth **ISCA CARES**

Apply for Membership/Credential

Apply for Registered Foreign Professional Accountants

Professional Qualification (PQ) Portal

Edit Profile

Personal Details | Employment History

Personal Details

Salutation * First Name * Last Name *

Ms. UATLiyun UATLiau

Full Name (as per NRIC/FIN/Passport) * Alias

UAT_Liau Liyun Alias

Date of Birth * Gender *

26/2/1985 Female

Contact Details



The End