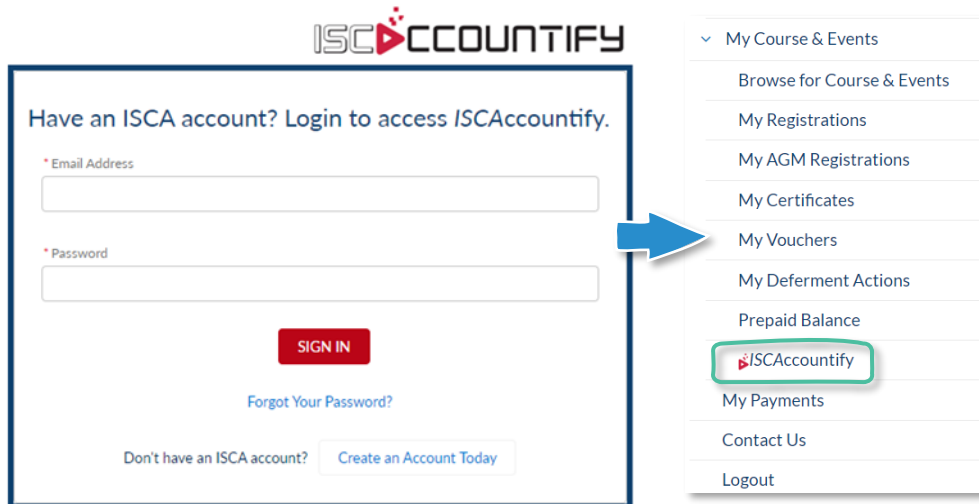


User Guide to *ISCACountify*



Accessing ISCAccountify

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

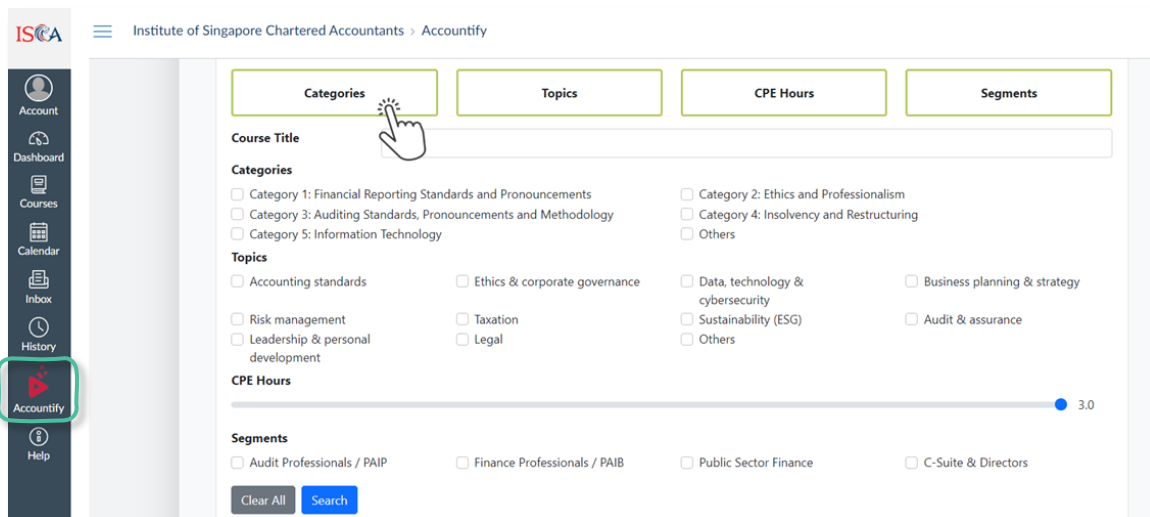


The screenshot shows the ISCAccountify login interface. On the left, a login form titled "Have an ISCA account? Login to access ISCAccountify." contains fields for "Email Address" and "Password", a "SIGN IN" button, a "Forgot Your Password?" link, and a "Create an Account Today" link. On the right, a dropdown menu titled "My Course & Events" is open, listing options: "Browse for Course & Events", "My Registrations", "My AGM Registrations", "My Certificates", "My Vouchers", "My Deferment Actions", "Prepaid Balance", "ISCAccountify" (highlighted with a green box), "My Payments", "Contact Us", and "Logout". A blue arrow points from the login form to the "ISCAccountify" option in the dropdown.

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

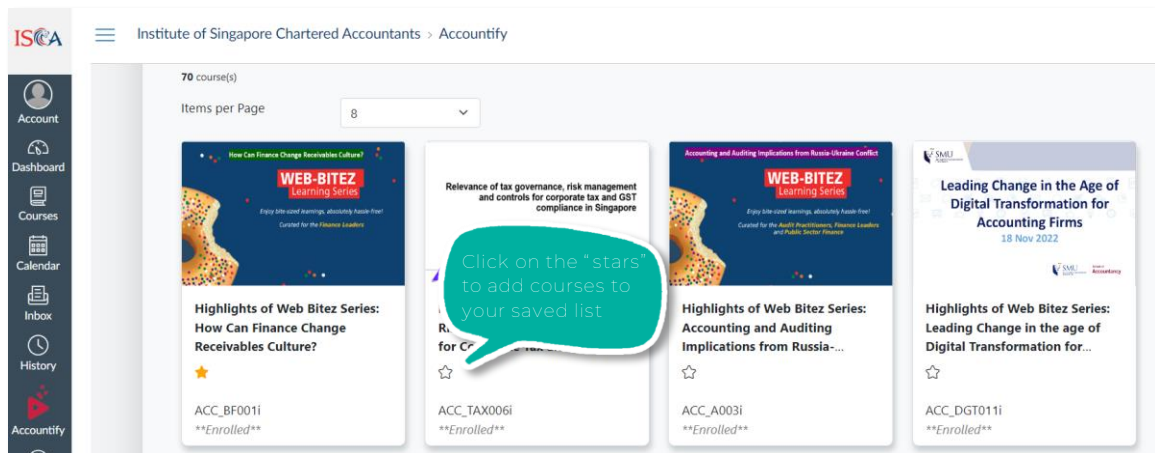
Navigating ISCAccountify

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

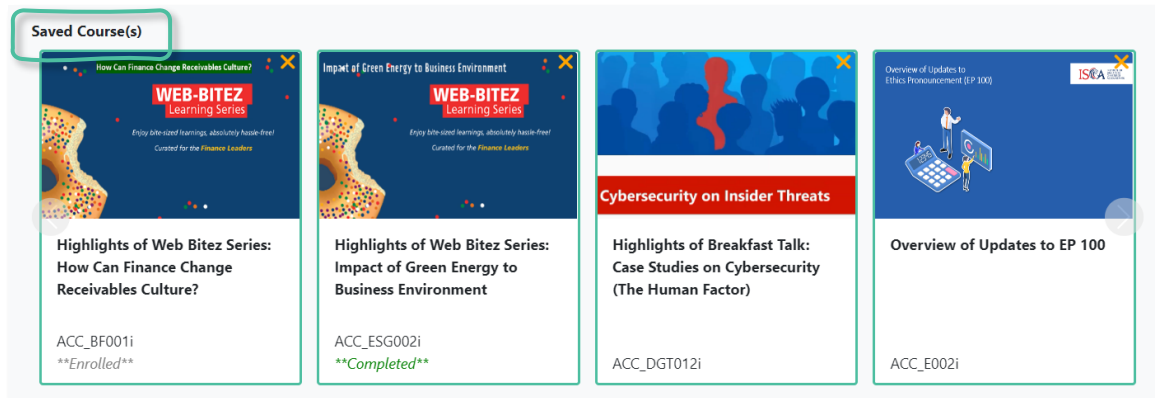


The screenshot displays the ISCAccountify course search interface. The top header shows the ISCA logo and the text "Institute of Singapore Chartered Accountants > Accountify". The left sidebar contains navigation links: "Account", "Dashboard", "Courses", "Calendar", "Inbox", "History", "Accountify" (highlighted with a green box), and "Help". The main content area features four tabs: "Categories", "Topics", "CPE Hours", and "Segments". Below these tabs, there is a "Course Title" search bar. The "Categories" section lists five categories with checkboxes: "Category 1: Financial Reporting Standards and Pronouncements", "Category 2: Ethics and Professionalism", "Category 3: Auditing Standards, Pronouncements and Methodology", "Category 4: Insolvency and Restructuring", and "Category 5: Information Technology". The "Topics" section lists eight topics with checkboxes: "Accounting standards", "Ethics & corporate governance", "Data, technology & cybersecurity", "Business planning & strategy", "Risk management", "Taxation", "Sustainability (ESG)", "Audit & assurance", "Leadership & personal development", "Legal", and "Others". The "CPE Hours" section shows a slider set to 3.0. The "Segments" section lists four segments with checkboxes: "Audit Professionals / PAIP", "Finance Professionals / PAIB", "Public Sector Finance", and "C-Suite & Directors". At the bottom, there are "Clear All" and "Search" buttons.

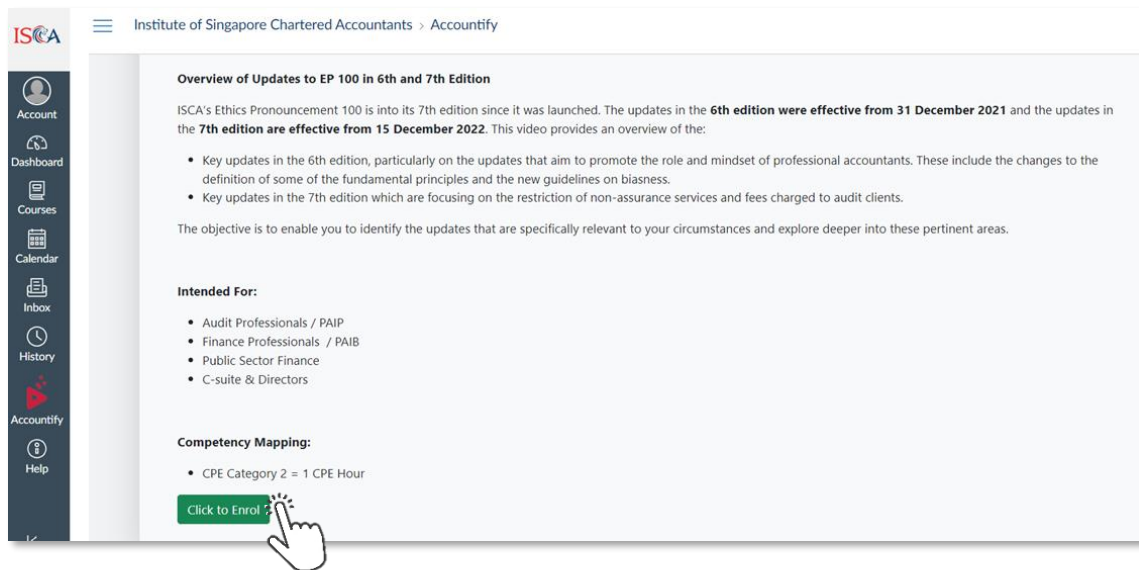
3. You can add your favourite courses to the saved list by clicking on the “stars”.



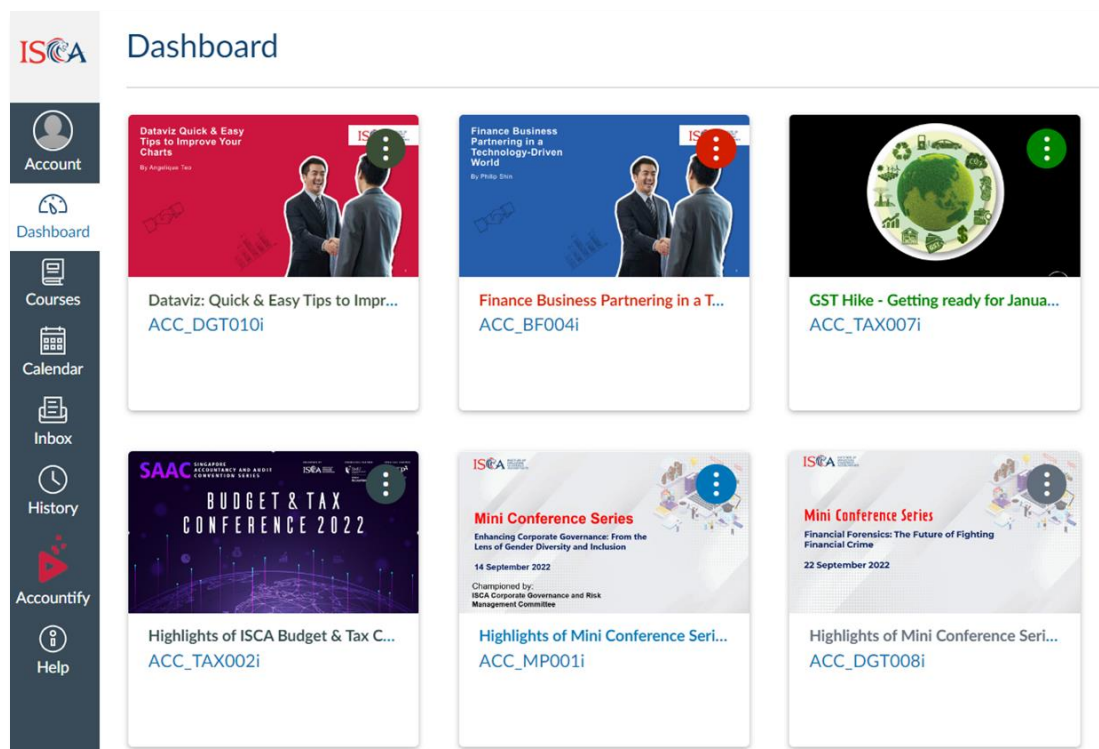
Saved courses can be found under this segment. For your convenience, your "saved courses" will be in the list every time you log in.



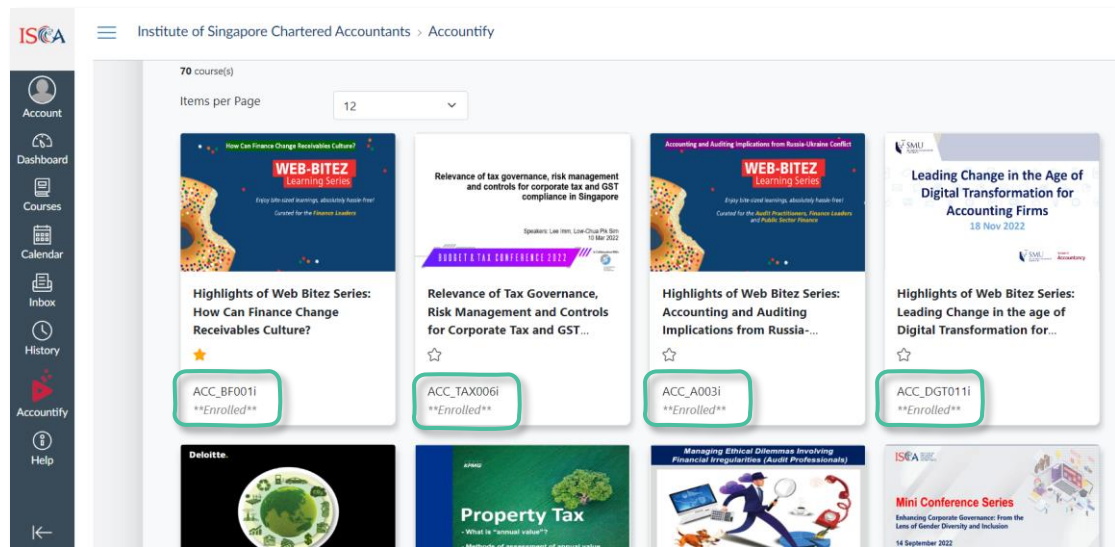
4. Click on each course to get more details and click on the green button “**Click to Enrol**” if you would like to access the e-learning contents.



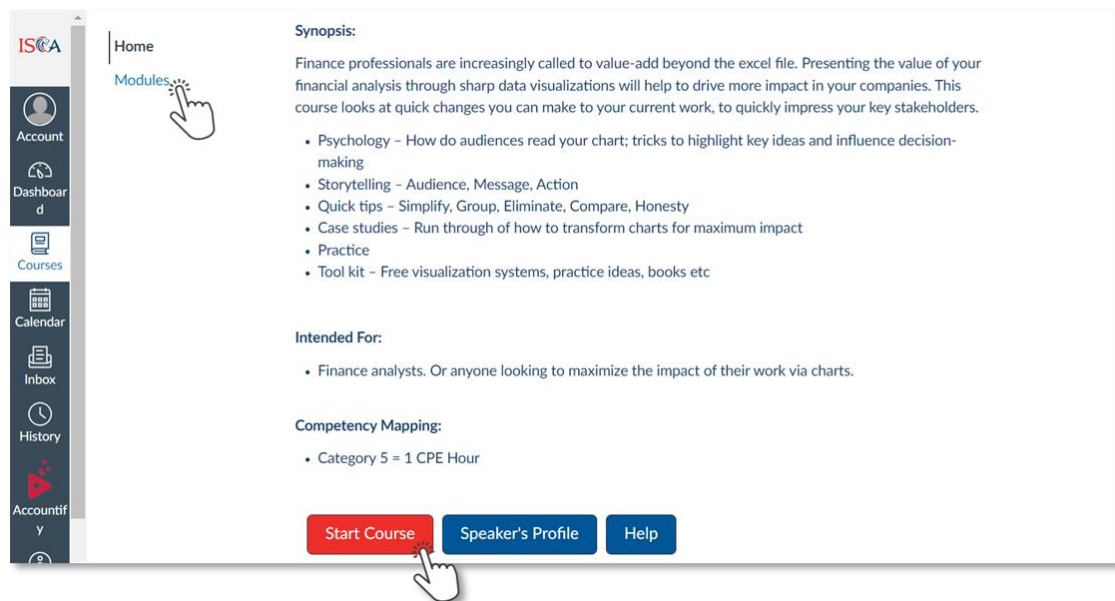
5. Your enrolled courses will be consolidated under “**Dashboard**” (see up to 20 enrolled courses) and “**Courses**” (see all enrolled courses here) in the Canvas sidebar. Click on each respective course to access its contents.



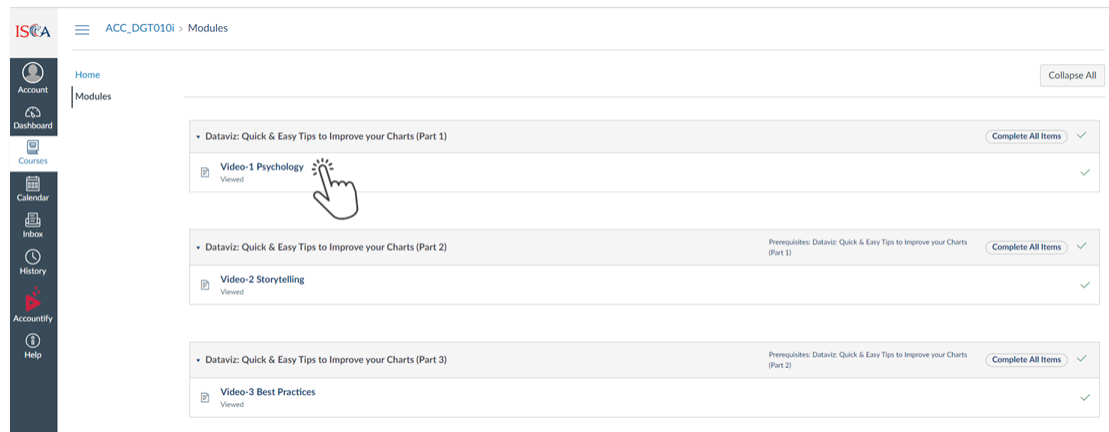
Your enrolled courses will also appear first in the /ISCAccountify platform for your easy access.



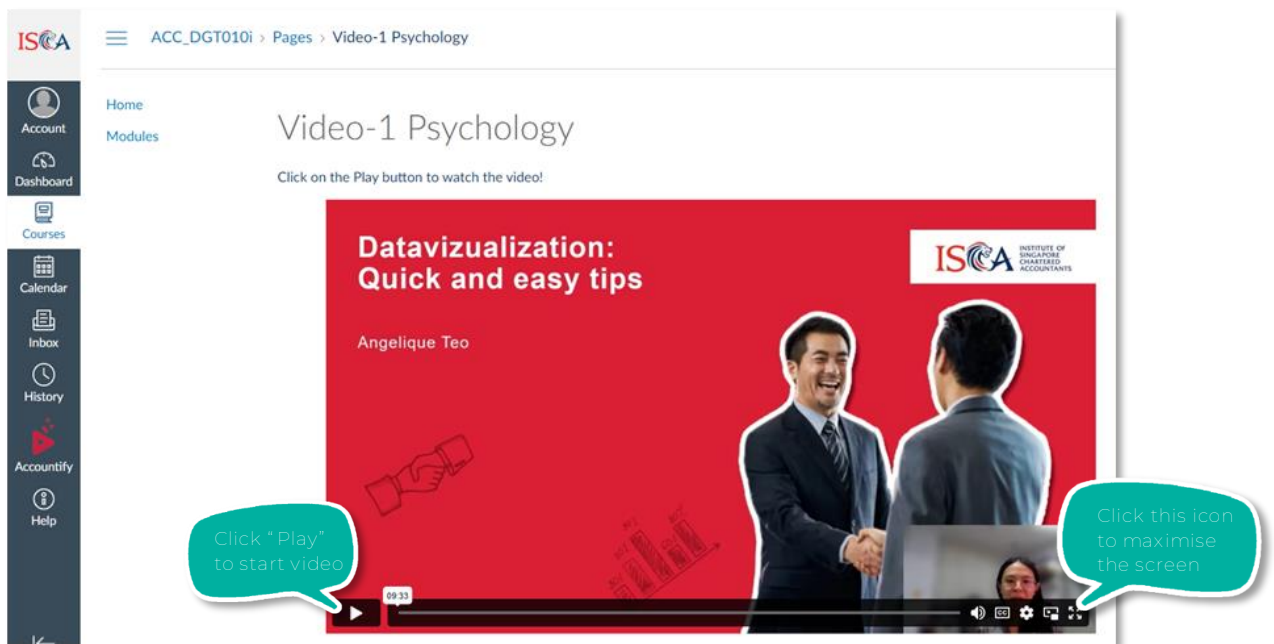
- Once you have selected a course, click on **"Modules"** to begin the course. Alternatively, click on the **"Start Course"** button at the bottom of the page to begin.



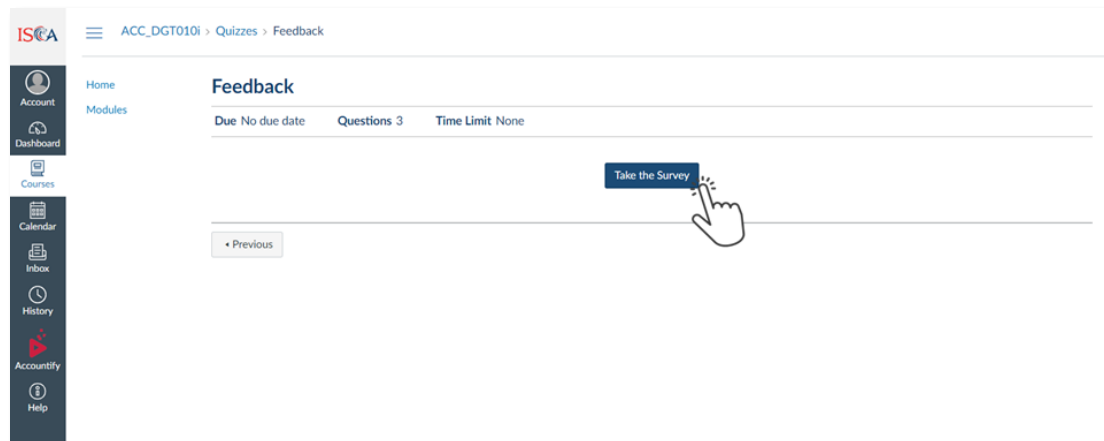
7. Under “**Modules**”, the tasks are listed in sequential order. Click on the respective tasks for viewing.



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

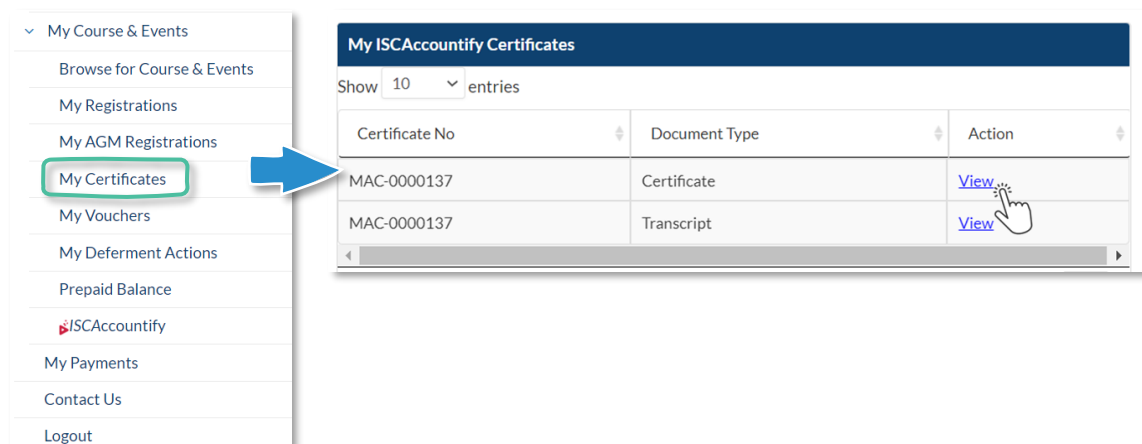


9. Please complete all the tasks within the course before proceeding to complete the Feedback. CPE hours will be issued upon completion of the course.



10. 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.



Embrace the future
of learning with
ISCAccountify!

