User Guide to *ISCA*ccountify

Accessing *ISCAccountify*

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

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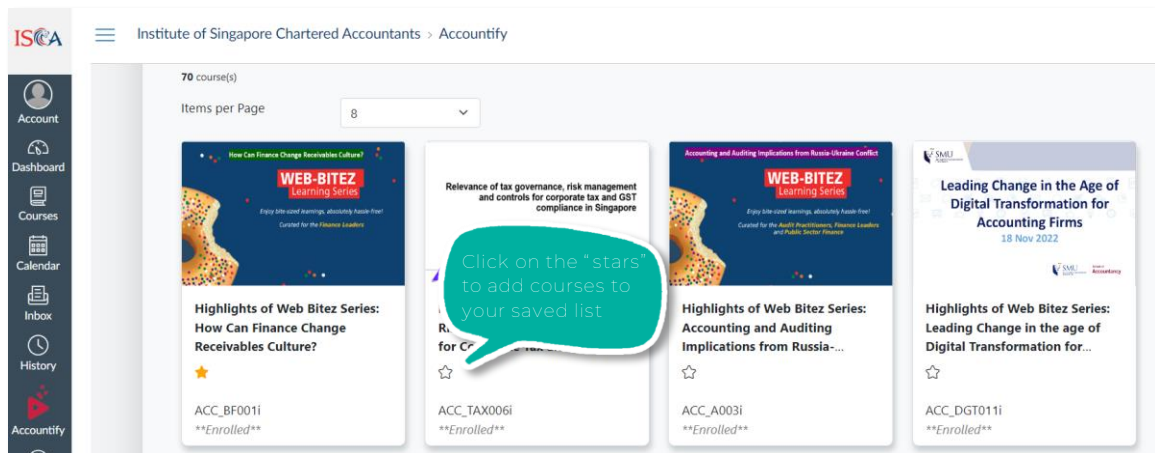
Navigating *ISCAccountify*

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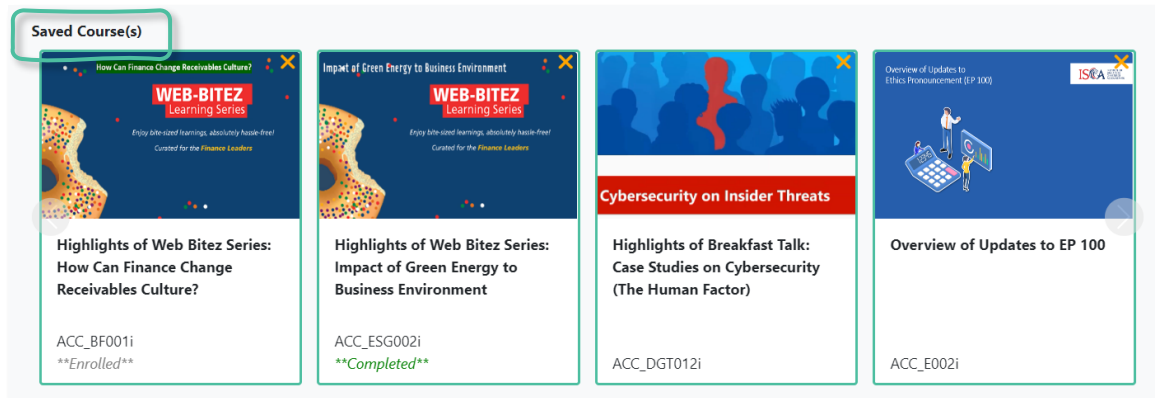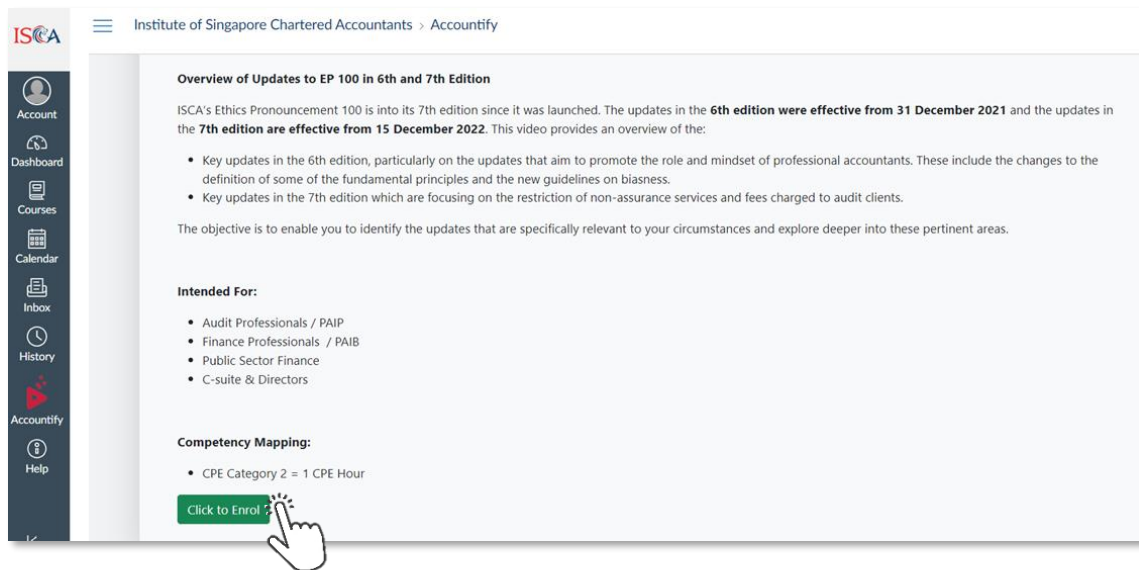
3. You can add your favourite courses to the saved list by clicking on the "stars".

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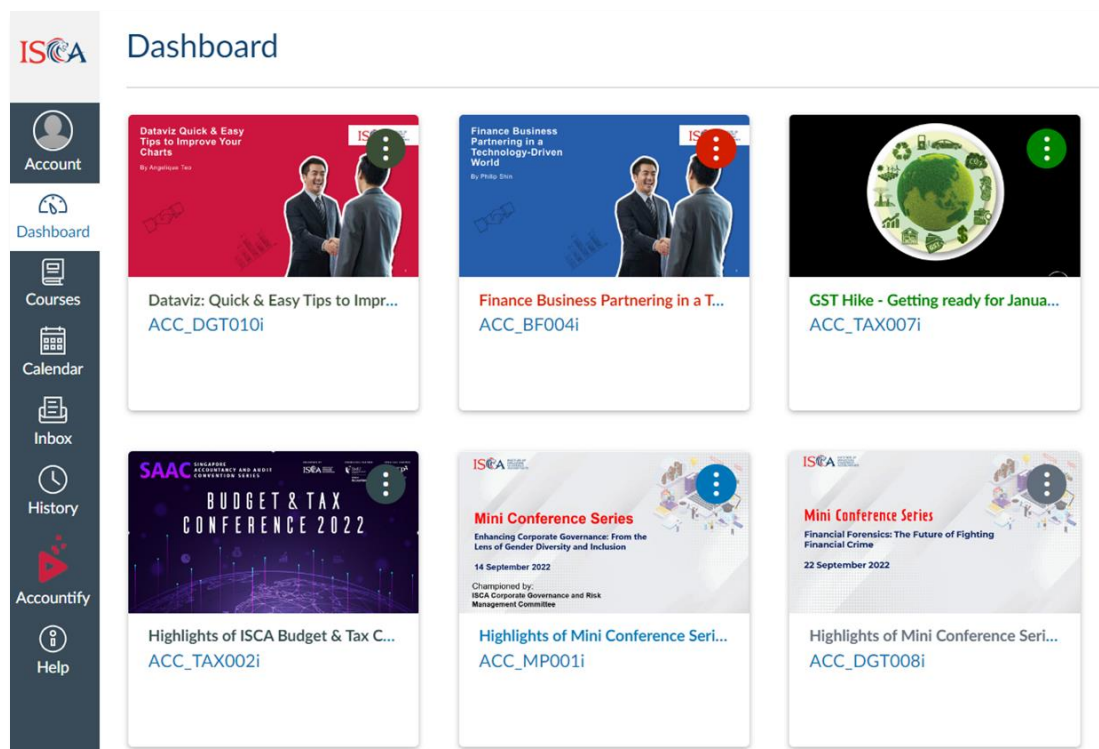
Your enrolled courses will also appear first in the *ISCA*ccountify platform for your easy access.
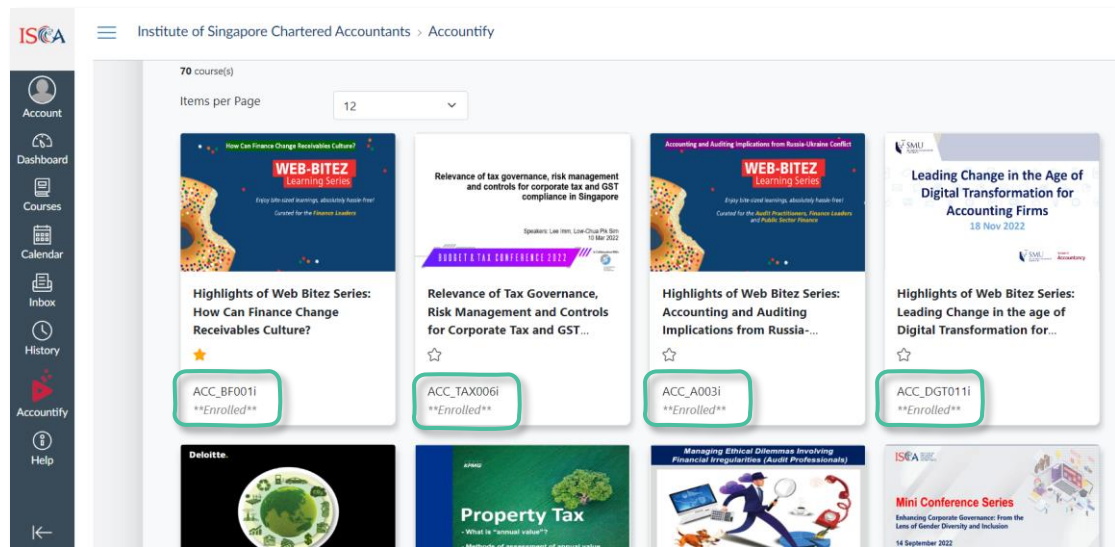

6. Once you have selected a course, click on "**Modules**" to begin the course. Alternatively, click on the "**Start Course**" button at the bottom of the page to begin.
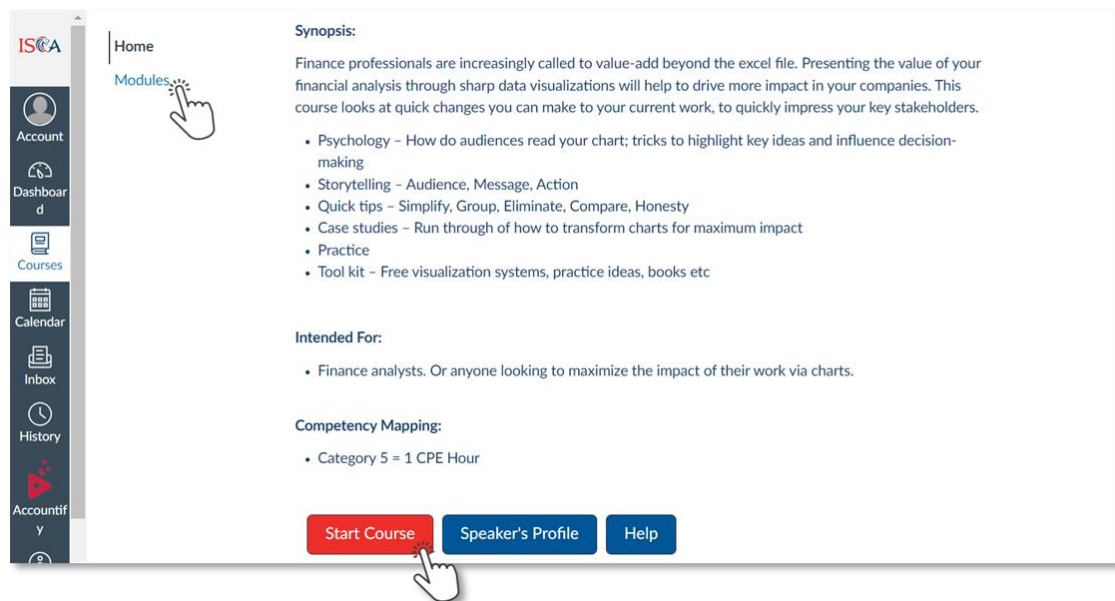
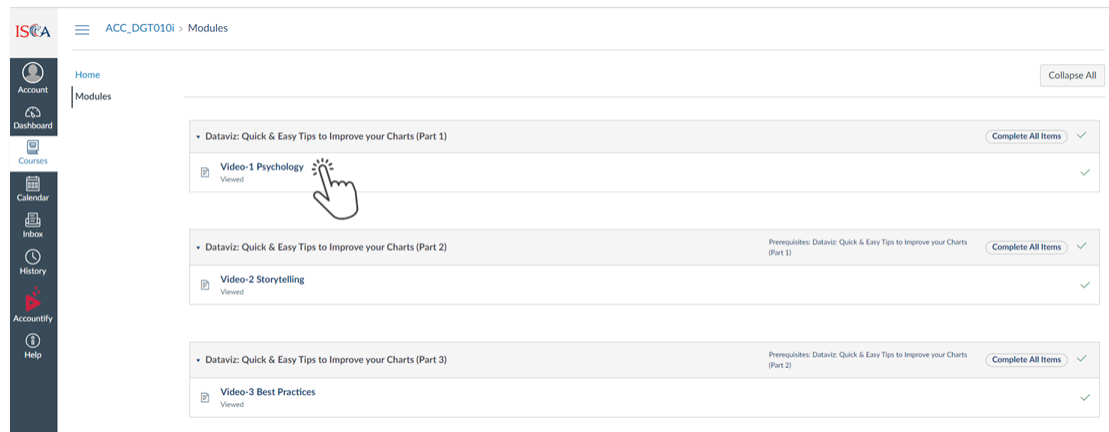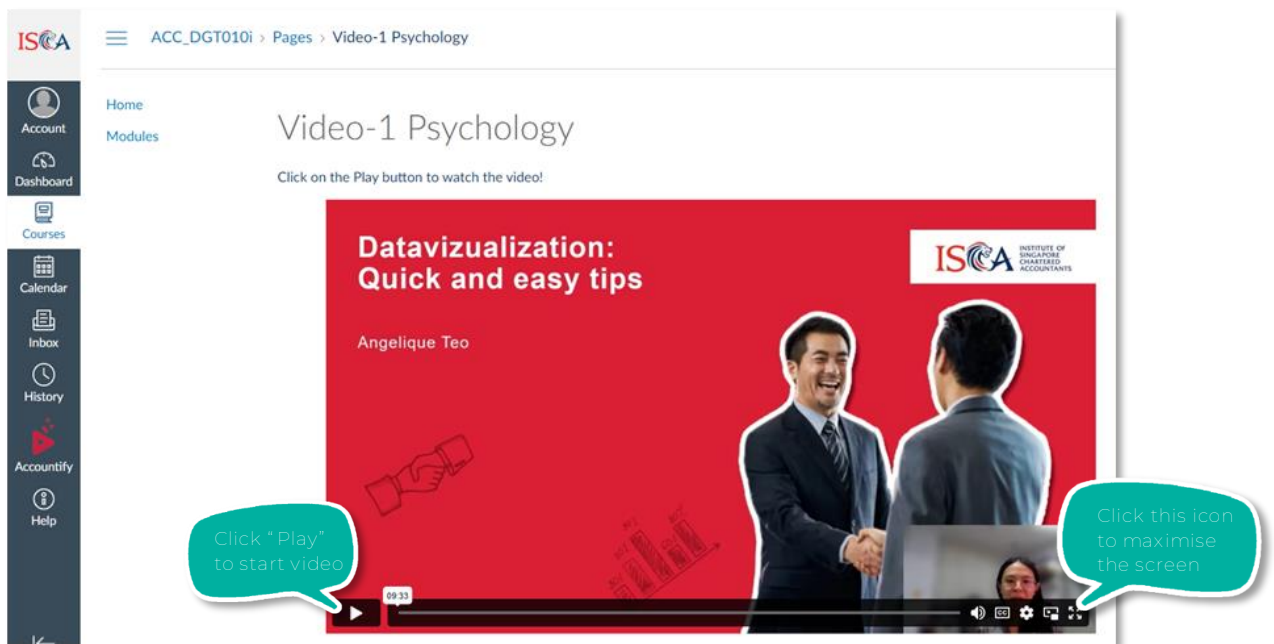7. Under "**Modules**", the tasks are listed in sequential order. Click on the respective tasks for viewing.

8. Click "**Play**" button view the e-learning module. To view full screen, click the button on the bottom right corner of the screen.
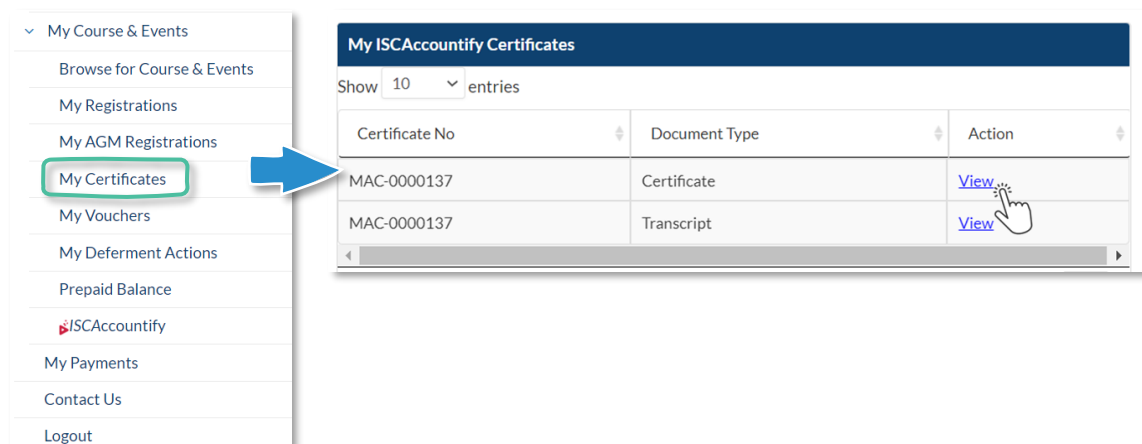
9. Please complete all the tasks within the course before proceeding to complete the Feedback. CPE hours will be issued upon completion of the course.
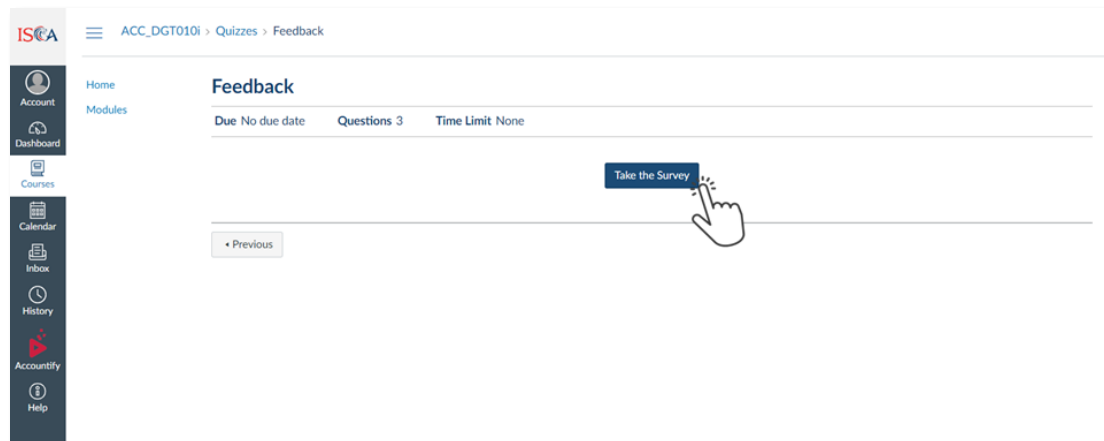
10. Go back to ISCA eservices portal to access your Certificate and Transcript for completed courses in *ISCA*ccountify. Click on "**My Certificates"** under My Courses & Events.

   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.