

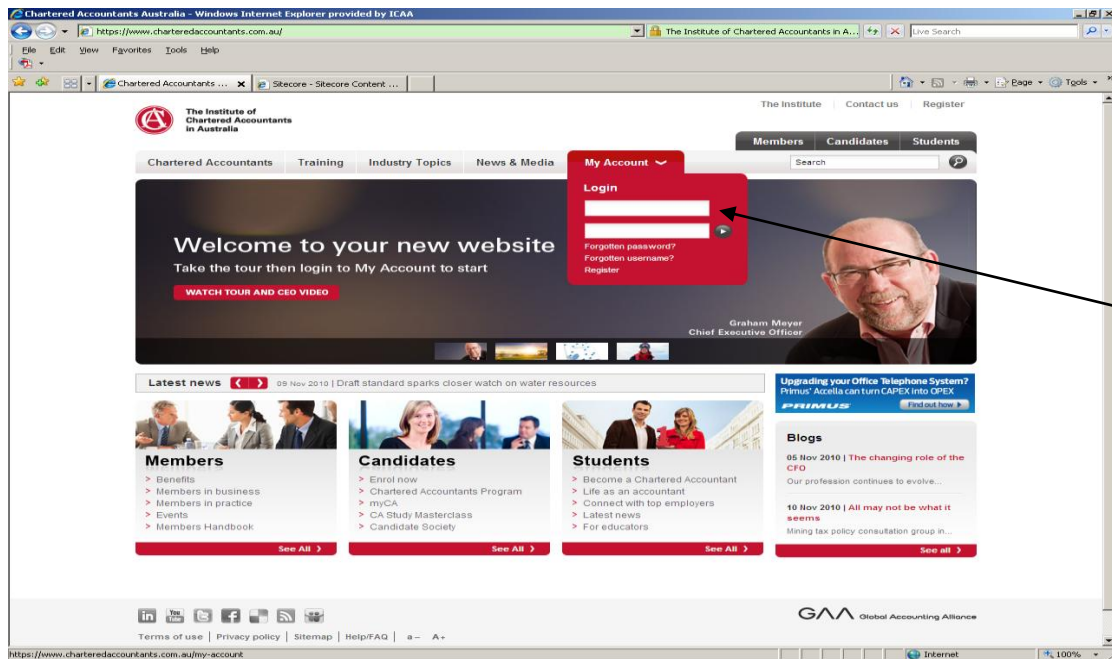
UPDATE MY LEARNING

Members are required to complete a minimum of 120 hours of Training and Development over the course of each triennium, or 3 year period.

If you wish to record your Training and Development activity directly onto your membership record via the Institute website, please complete the following steps:

Step 1

At the Institute website home page, select “My Account” located at the top of the screen.



Step 2

You will be asked to complete your login details. Unless you registered yourself via the website, all login details have been defaulted to:

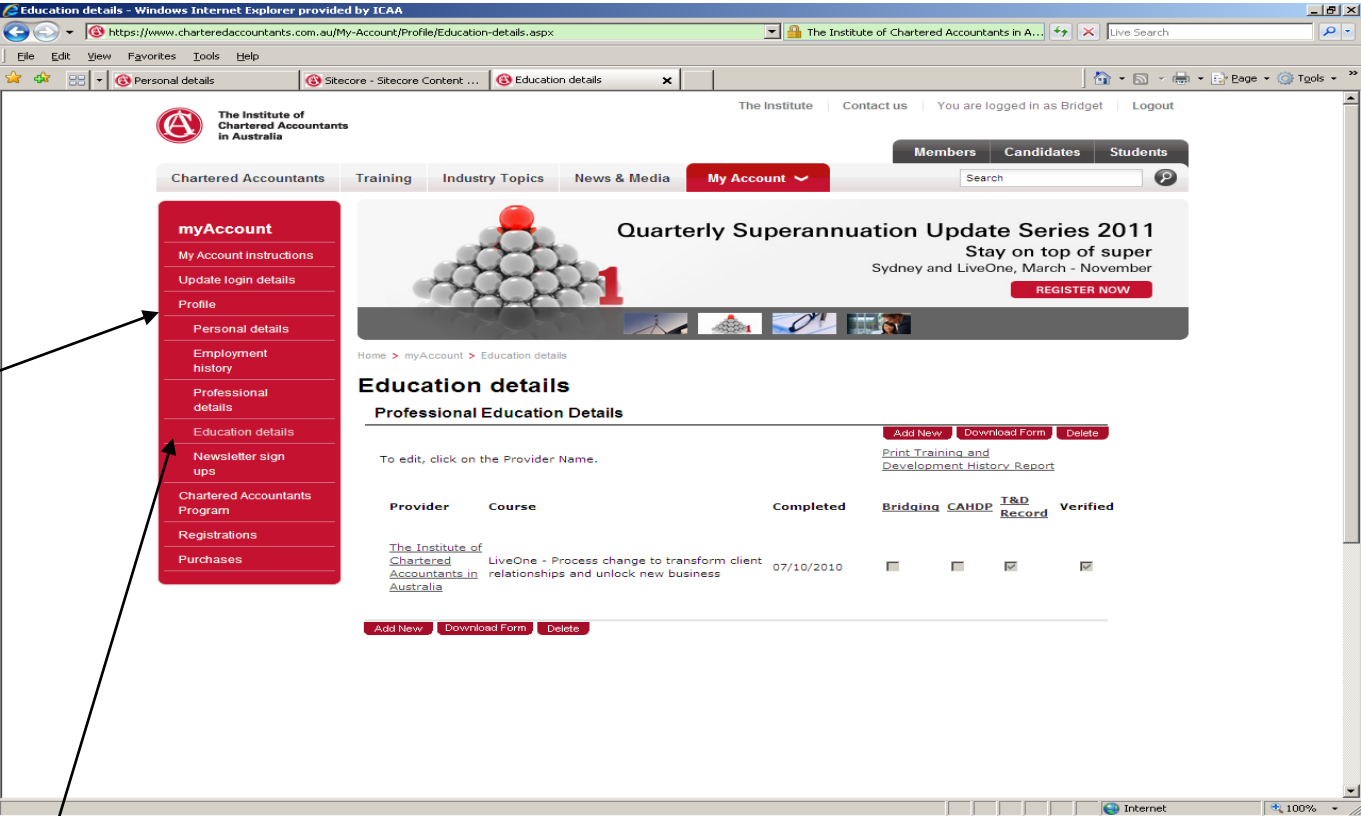
Username – membership number

Password – date of birth in ddmmyyyy format (so if your birthday is 5 Jan 2001, your password is 05012001)

If you experience any difficulties with logging in, contact our Service Centre on 1300 137 322 or email service@charteredaccountants.com.au. You can also use the Login screen to request your login details.

Step 3

From the “My Account” tab located at the left of the screen, select “Profile” from the navigation options.

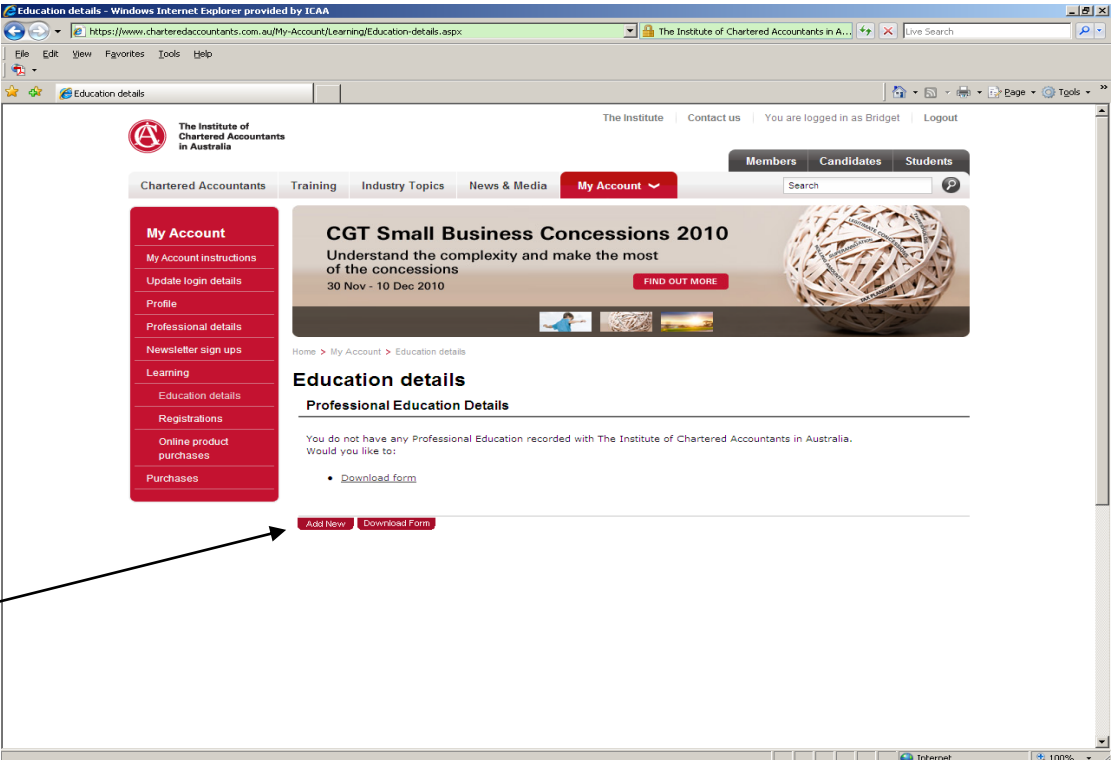


The screenshot shows the ICAA website's 'My Account' section. A red sidebar menu on the left contains the following options: myAccount, My Account instructions, Update login details, Profile, Personal details, Employment history, Professional details, Education details, Newsletter sign ups, Chartered Accountants Program, Registrations, and Purchases. An arrow points to the 'Education details' option. The main content area features a banner for 'Quarterly Superannuation Update Series 2011' and a table titled 'Professional Education Details'. The table has columns for Provider, Course, Completed, Bridging, CAHDP, T&D Record, and Verified. One entry is visible for 'The Institute of Chartered Accountants in Australia' with a course 'LiveOne - Process change to transform client relationships and unlock new business' completed on 07/10/2010. Buttons for 'Add New', 'Download Form', and 'Delete' are present above and below the table.

You can then choose “Education details” from the dropdown options.

Step 4

From this page, you can click on “Add New” to include new training details. Institute events that you attend are automatically updated.



The screenshot shows the ICAA website's 'My Account' section with the 'Education details' dropdown menu expanded. The 'Add New' button is highlighted with an arrow. The main content area features a banner for 'CGT Small Business Concessions 2010' and a message stating 'You do not have any Professional Education recorded with The Institute of Chartered Accountants in Australia. Would you like to:'. A link for 'Download form' is provided below the message. The 'Add New' and 'Download Form' buttons are located at the bottom of the table area.