Integrated Membership and Qualification System (IMQS)

MEMBER PORTAL USER MANUAL

ASIAN INSTITUTE OF CHARTERED BANKERS

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REVISION RECORDS

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1. The IMQS Member Portal

The **Integrated Membership and Qualification Management System (IMQS) Member Portal** ("the Portal") is an integrated membership and candidates engagement system for AICB members and candidates ("members"). The Portal offers members with end-to-end automation of membership and qualification management. Through a single sign-on into the Portal, members will be able to renew membership, apply for new qualification, register modules, examination and workshops, view results, update information, and etc.

See the overview of the IMQS Member Portal in Figure 1.

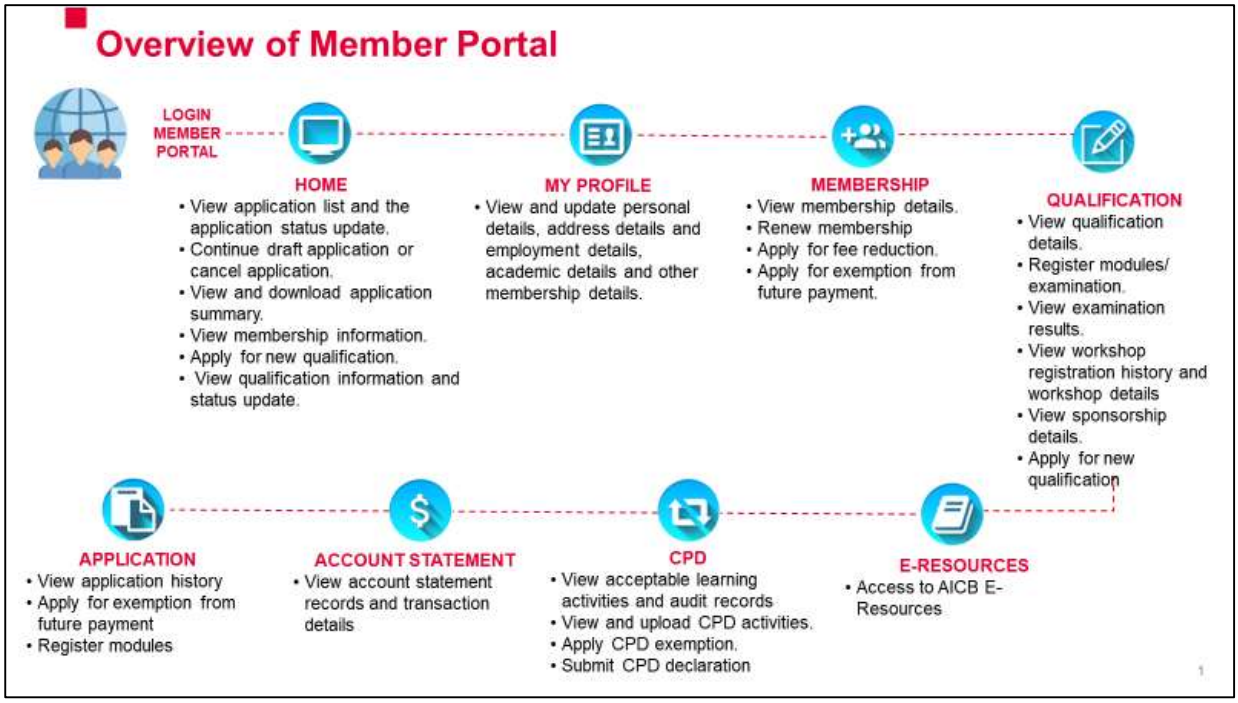

Figure 1: The IMQS Member Portal (an Overview)

1.1. The Portal User Manual

This user manual ("manual") is a guide to assist the members ("you") (i.e.: user of the Portal), to leverage on the features of the Portal to boost their membership and qualification management efficiency, hence, improving their learning and membership journey with AICB. (See the overview of the Member's Journey with IMQS in Figure 2)

IMPORTANT NOTE: This manual is best read while you are accessing the Portal

This manual covers the following content:

1. Login to Member Portal
2. Member Portal Home-screen
3. My Profile Page
4. Membership Page
5. Qualification Page
6. E-Resources Page
7. CPD Page
8. Account Statement Page
9. Application Page

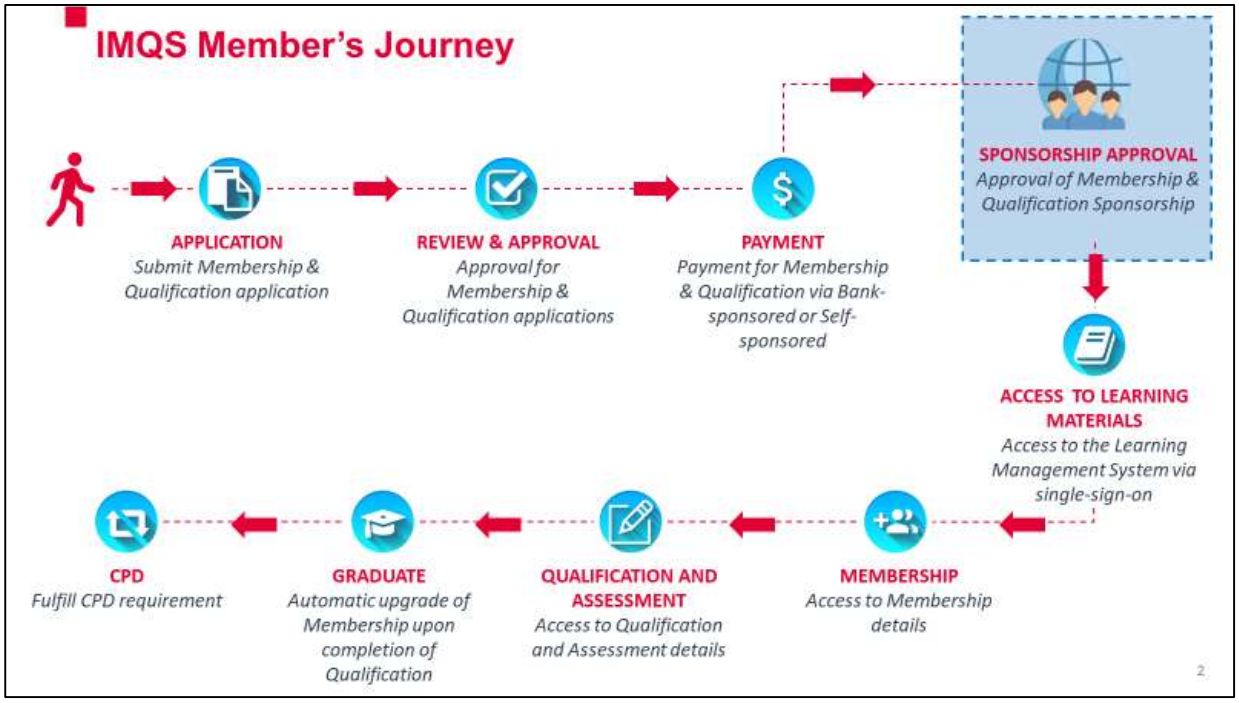

Figure 2: The Member's Journey with IMQS (an Overview)

1.2. User of the Portal

The user of the Portal (i.e.: members) will thereafter be addressed as "you" throughout this manual. To be the user of the Portal, you are required to become a member or candidate of AICB ("member"). See 1.4 on how to become a member.

1.3. The Portal System Requirements

To access the Portal, you can login from a computer and use any internet browser applications. However, for best view, you are encouraged to use the following internet browsers:

- Internet Explorer Version 11.0 and above with a screen resolution of 1280 x 720 pixels.
- Chrome Version 79.0 and above with a screen resolution of 1280 x 720 pixels.

1.4. How to become a Member

1. On your computer, go to https://member-portal.aicb.org.my.
2. At the Sign-In page, click **Apply Now** (See Figure 7 (c)) and complete the Registration Form (see Figure 3).
   - Make sure the information you enter is correct and accurate. (you will not be able to update or change the information until the application is completed)
3. Select your Application Type (i.e.: membership only, qualification only or membership and qualification)
4. Check all the information you have entered and then click **Submit**.

Once you have completed the steps above, check your e-mail to view the notification on the profile you have just created and your login credentials. You will be directed to the online application page (see 1.5).

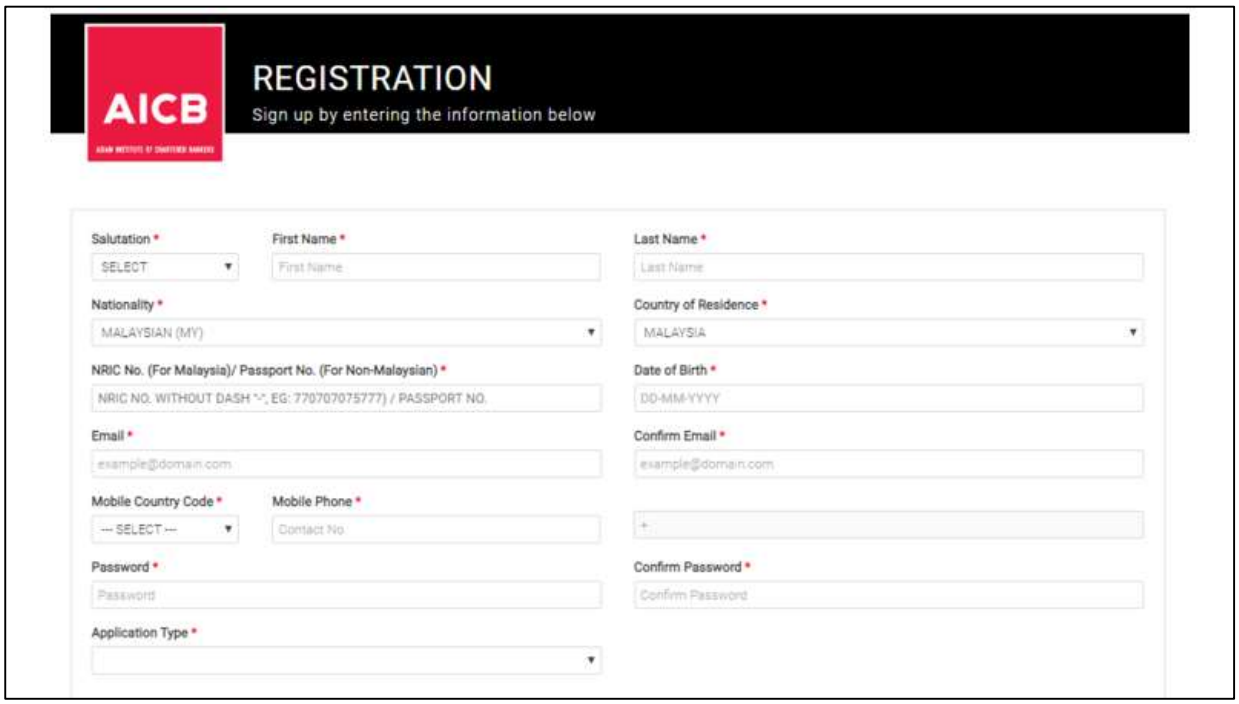

Figure 3: Registration Form

1.5. Completing the Online Application

The online application page is customised according to your selected Application Type (i.e.: membership only, qualification only or membership and qualification). See below:

1. If you select application for **Membership only**, you will have to select the membership designation you would like to apply for (i.e.: Affiliate or Associate).

Figure 4: Online application page for Membership only

2. If you select application for **Membership and Qualification only**, you will begin your membership designation as an Affiliate and will be required to select a qualification.
   - The entry requirements may differ according to the qualification selected.

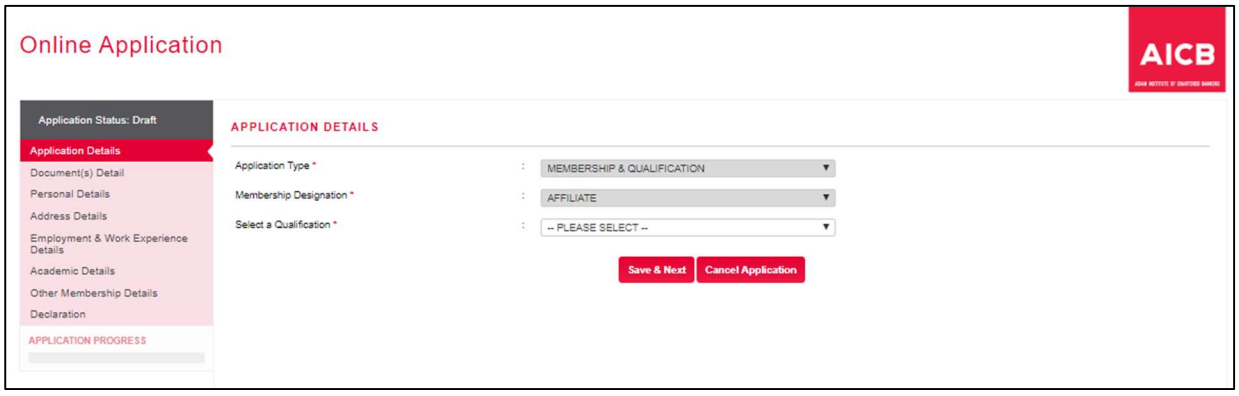

Figure 5: Online application page for Membership & Qualification

3. If you select application for **Qualification only**, you can select from only two (2) qualifications (i.e.: IPPC or PKMC).
   - You are required to provide your FMAM membership type and FMAM membership number to begin the application.

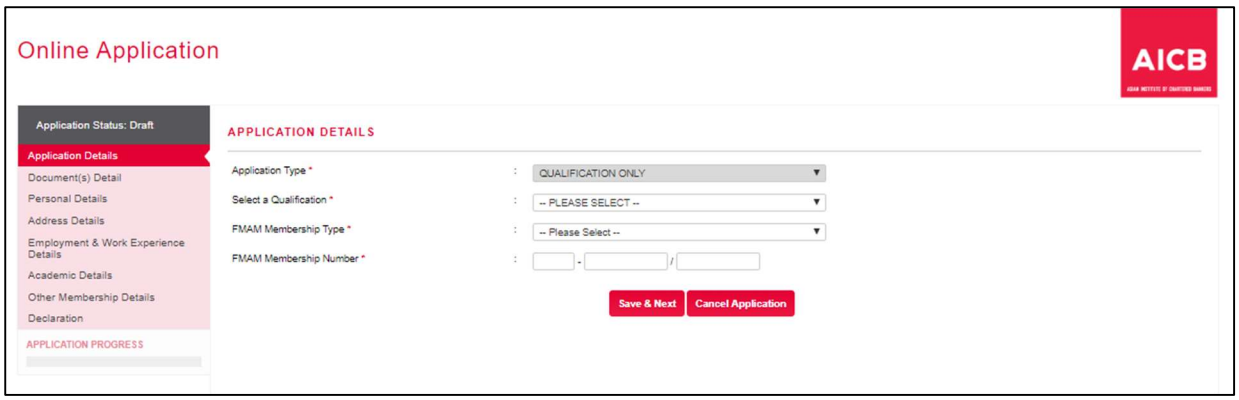

Figure 6: Online application page for Qualification only

The online application consists of eight (8) sections:

1. Application Details
2. Document(s) Details
3. Personal Details
4. Address Details
5. Employment & Work Experience Details
6. Academic Details
7. Other Membership Details
8. Declaration

To complete the Online Application, follow the steps below:

1. Complete all of the sections.
2. Read the PDPA Declaration Statement.
3. Acknowledge the PDPA Declaration.
4. Click Submit.
   - If you would like to view the draft application summary, click Application Summary Draft next to **Submit**.
   - The Application Summary Draft can also be downloaded and printed.
   - You can also view your application summary draft after you have clicked **Submit**.

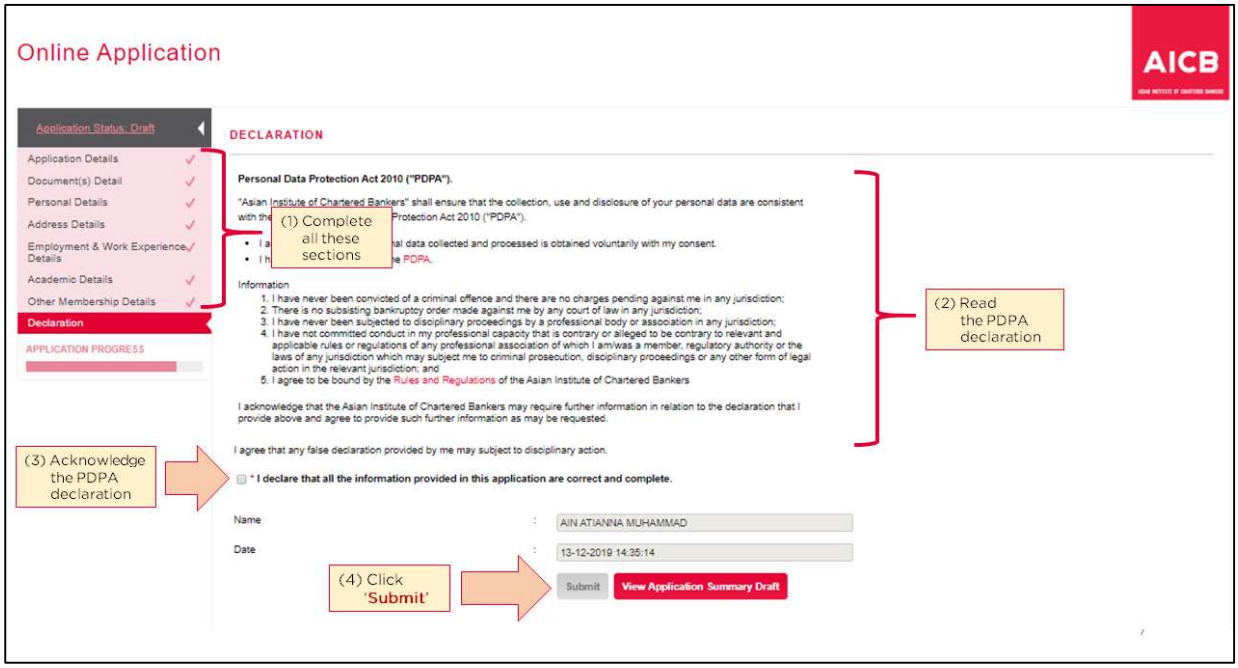

Figure 7: How to complete the online application

2. The Sign-In Page

At the Sign-In page, you will be able to see the following:

a) User Access Identification field
b) Forgot Password troubleshoot link
c) Apply Now button
d) Enquiries information

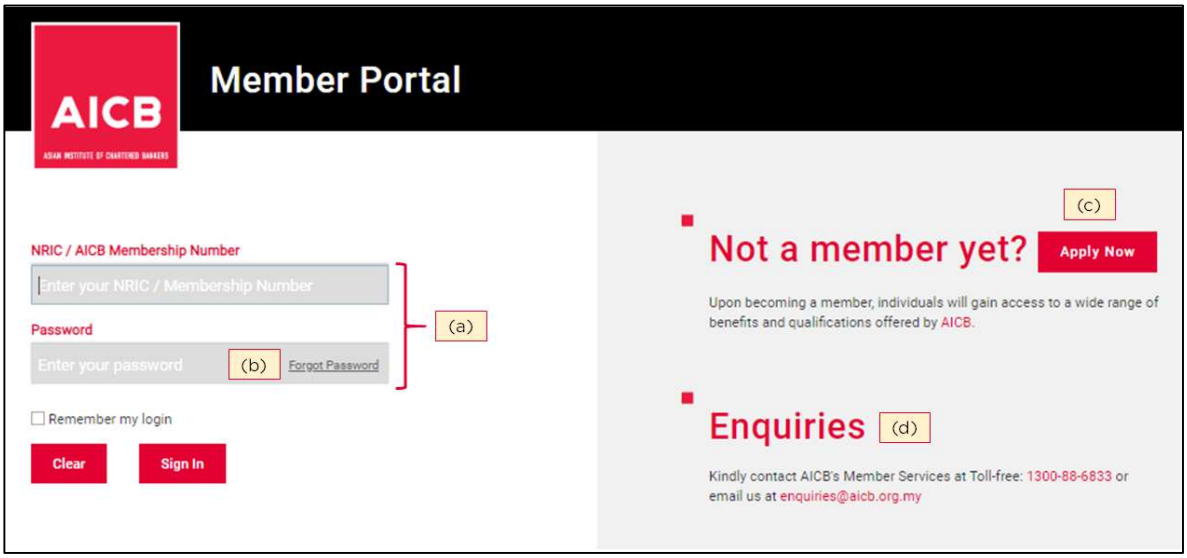

Figure 8: The Sign-In page

2.1. How to sign in

1. On your computer, go to https://member-portal.aicb.org.my.
2. At the User Access Identification field (see Figure 7(a)), key in your **NRIC number** or **AICB Membership number** and **Password.**
   - If you do not have an NRIC number or AICB Membership number, you can login using your Passport number.
   - Your Password is the password you have created in the Registration Form (see Figure 3).
3. Click Sign In.

Tip: If you are signing in from your own computer, mark (√) on the **Remember my Login** checkbox above the Sign-In button to save your login credentials.

2.2. Forgot Password

If you cannot sign in to the Portal through your computer because you have forgotten your Password, follow the steps below to get back to your account.

1. At the Sign-In page, click Forgot Password. See Figure 7(b)
2. Key in your **NRIC number** or **AICB membership number,** then click Reset Password.
    - If you do not have an NRIC number or AICB Membership number, key in your Passport number.

Once you have completed the steps above, login to your registered email and check your inbox for notification from AICB. Follow the instructions provided in the notification to reset your Password.

2.3. Change Password

You can change your Password for security reasons. However, to do so, you must first sign into the Portal then follow the steps below to change your password.

1. At the Portal home page, click on the power button next to the username. (See Figure 8)
2. Click Change Password in the drop-down list.
3. Key in your **current Password** and **new Password**, then key in the **new Password** again to confirm your new Password.
4. Check the information you have entered and click Submit.

- If you cannot sign into the Portal through your computer because you have forgotten your Password, follow the steps in 2.2 to reset your Password.

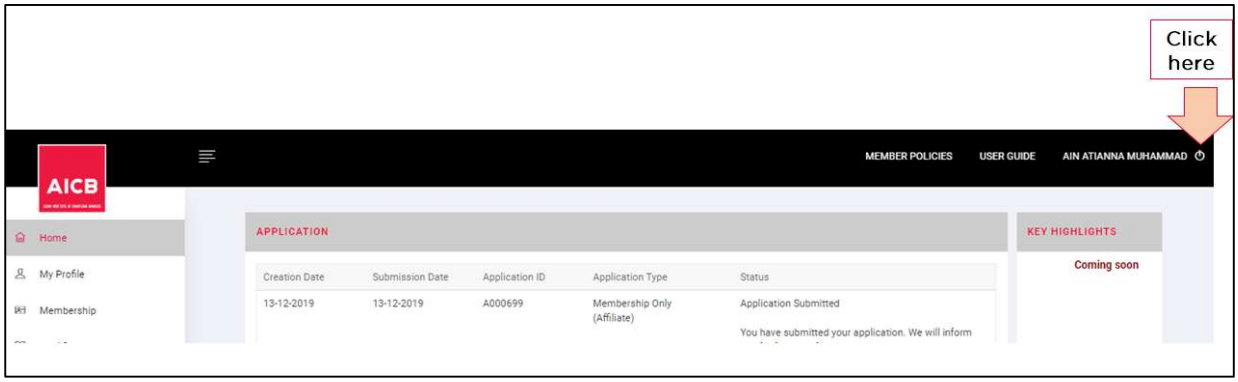

Figure 9: How to change Password

2.4. Contact Helpdesk

For further assistance on the Portal (i.e.: system familiarisation, other troubleshooting issues, and etc.) highlight your enquiries to Member Services via toll-free number at 1800-88-6833 or email at enquiries@aicb.org.my.

3. The Portal Home Page

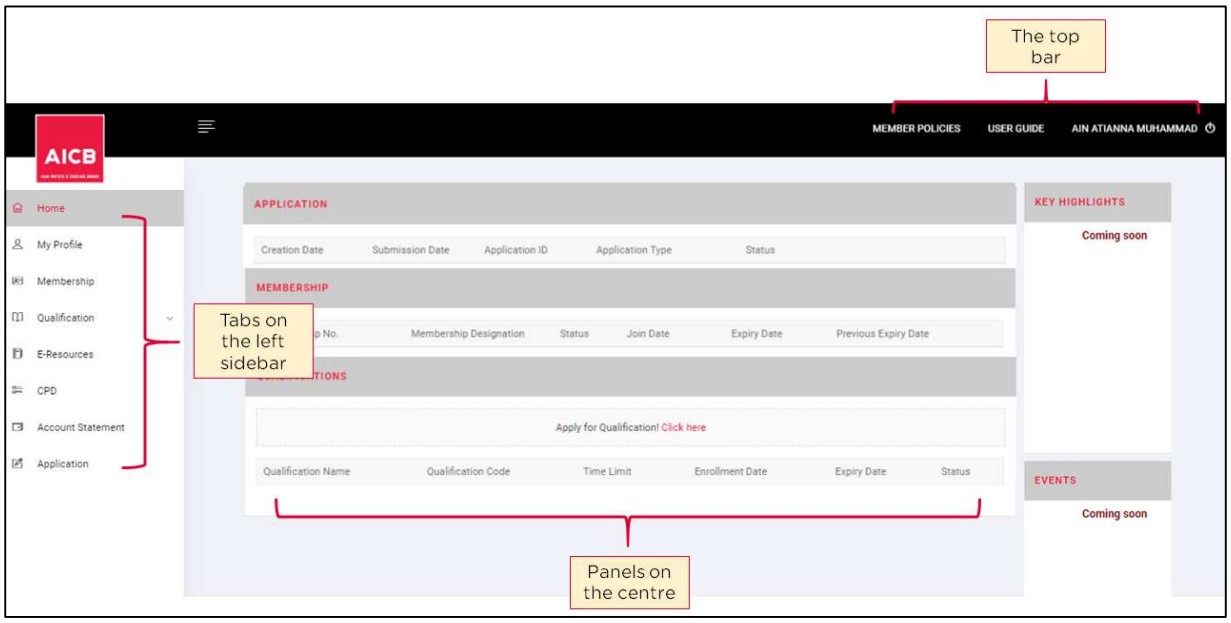

Figure 10: The Home Page

Once you have successfully signed in, you will be directed to the Portal home page. The home page allows you to go to any of the **tabs on the left sidebar** to update your profile, view your membership updates, manage your qualification, access to AICB E-resources page, view and update CPD, view transaction records and navigate to the various application pages available.

The three (3) **panels at the centre** of the home page allow you to view your current list of applications and its status updates, your membership information and its status update, your current list of qualifications, qualification information and its status update.

The **top bar** shows important documents that can be downloaded at the Portal.

See Table 1 for the Application Status Description.

Application status	Description
Draft	✓ Application is not yet submitted.
Submitted	✓ Application has been submitted.

<table>
<tr><th>Application status</th><th>Description</th></tr>
<tr><td>In-progress</td><td>✓ Application is under review.

NOTE: Application that is under review will be remarked as below:

<table>
<tr><th>Review status remark</th><th>Description</th></tr>
<tr><td>In-progress – review 1</td><td rowspan="3">Review is in progress.</td></tr>
<tr><td>In-progress – review 2</td></tr>
<tr><td>In-progress – review 3</td></tr>
<tr><td>Pending document(s)</td><td>Documents not yet submitted.</td></tr>
<tr><td>Pending document(s) reminder</td><td>Second request to submit pending documents.</td></tr>
<tr><td>Document(s) received</td><td>Submission of documents is completed.</td></tr>
<tr><td>Pending confirmation from the employer</td><td>No confirmation from employer yet.</td></tr>
</table></td></tr>
<tr><td>Approved</td><td>✓ Application has been reviewed and approved.</td></tr>
<tr><td>Not approved</td><td>✓ Application has been rejected.</td></tr>
<tr><td>Cancelled</td><td>✓ Application is nullified, voided or discontinued.

NOTE: Application that is cancelled will be remarked as follows:

<table>
<tr><th>Cancelled status remark</th><th>Description</th></tr>
<tr><td>Cancelled</td><td>Application is cancelled by applicant or AICB.</td></tr>
<tr><td>Cancelled sponsorship</td><td>Sponsorship request is cancelled by applicant.</td></tr>
<tr><td>Cancelled non-payment</td><td>Application is cancelled because no payment has been made.</td></tr>
<tr><td>Declined</td><td>Application is rejected due to non-receipt of documents after the stipulated timeframe.</td></tr>
</table></td></tr>
<tr><td>Pending employer approval</td><td>✓ For bank sponsored application only – request made by members/ candidates.
✓ No confirmation from employer on the status of the application.</td></tr>
<tr><td>Completed</td><td>✓ Application process has completed.</td></tr>
</table>

Table 1: Application Status Description

4. My Profile Page

To go to My Profile page, click My Profile on the left sidebar of the home page. (See Figure 11).

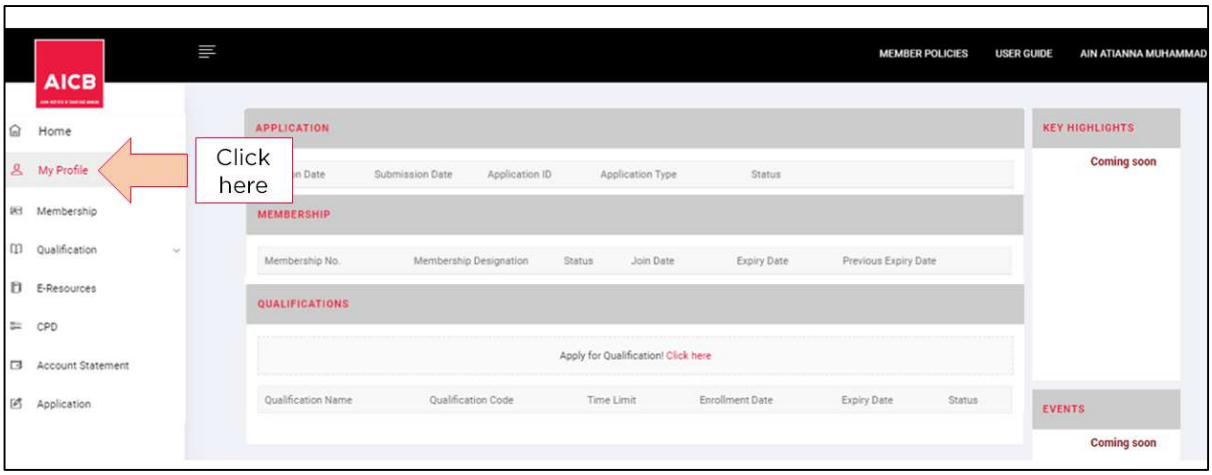

Figure 11: How to go to My Profile Page

My Profile page shows you general information (see Table 2) about yourself which you have provided in the Registration Form (see Figure 3) when you become a member and complete the Online Application (see Figure 7).

My Profile tab	Information available	Applicable user function
Personal details	• Salutation • Name (First name, last name and full name) • Email (primary and secondary) • NRIC. number or Passport number • Date of birth • Gender • Race • Country of residence • Nationality • Phone number (Mobile, office, home and preferred contact)	View and update only
Address details	• Residential address • Office address • Preferred correspondence address (i.e. residential or office address)	View and update only

My Profile tab	Information available	Applicable user function
Employment and work experience details	• Years of experience • Current employment details • Previous work experience records	View, update, add new, edit existing and delete existing.
Academic details	• Highest academic qualification • Existing academic qualification records	View, update, add new, edit existing and delete existing.
Other membership details (your affiliation with other professional bodies aside from AICB)	• Professional body (organisation) • Membership category and membership number • Completed certification/ qualification • Year completed • Country awarded from	View, update, add new, edit existing and delete existing.

Table 2: My Profile Tab Description

4.1. How to update your information details

To update your information details, follow the steps below:

1. Click the respective tab (See Table 2) and update information in the 'active fields' only.
   - 'Active fields' refer to part of the displayed information that can be edited or changed.
2. Check the information you have entered, then click Save at the bottom left of the section.

The updated information will be displayed in the respective tab.

4.2. How to add new work experience, academic or other membership details

To add new work experience, academic or other membership details, follow the steps below:

1. Click the respective tab (see Table 2) and click Add.
2. The information details will expand, and you can update or fill in information in the 'active fields' only.
3. Check the information you have entered, then click Save at the bottom left of the section.

The updated information will be displayed in the respective tab.

4.3. How to edit your existing work experience, academic or other membership details

To edit your existing work experience, academic or other membership details, follow the steps below:

1. Click the respective tab (see Table 1) and select the information you would like to edit, then click **Edit**.
2. The information details will expand, and you can update or fill in information in the 'active fields' only.
3. Check the information you have entered, then click Save at the bottom left of the section.

The updated information will be displayed in the respective tab.

4.4. How to delete existing work experience, academic or other membership details

To delete existing work experience, academic or other membership details, follow the steps below:

1. Click the respective tab (see Table 1) and select the information you would like to delete, then click **Delete**.
2. A pop-up message to confirm your deletion will appear, click OK.
   - If you changed your mind about deleting the information, click Cancel.
   - Once deleted, the data can no longer be recovered.

The deleted information will no longer appear in the respective tab.

5. Membership Page

To go to the Membership page, click **Membership** on the left sidebar of the home page. (See Figure 12).

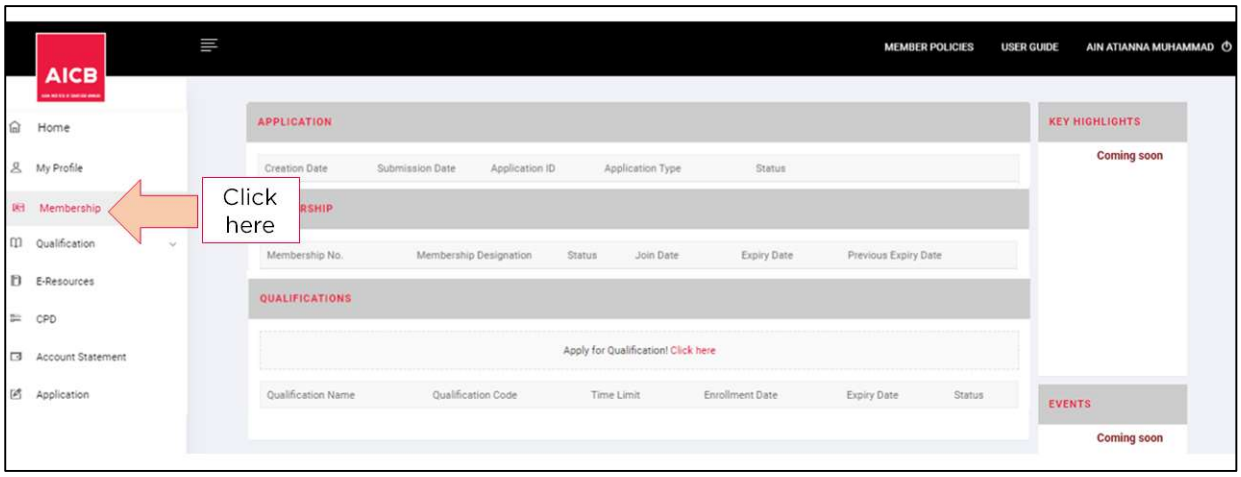

Figure 12: How to go to Membership Page

The Membership page shows your membership details and records. (See Figure 13)

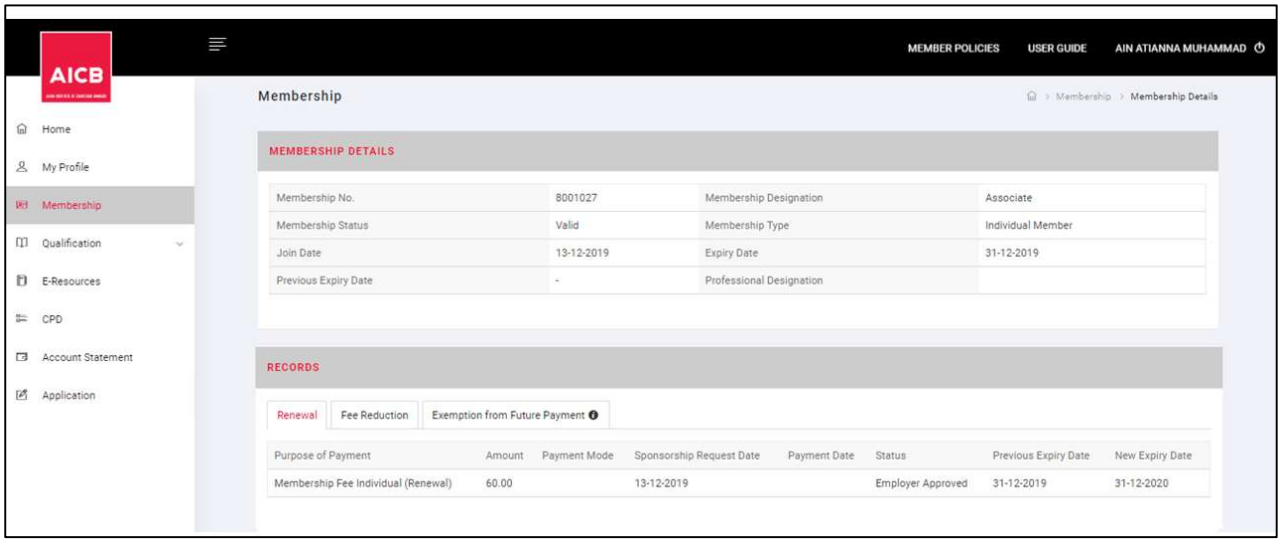

Figure 13: The Membership Page

In the **Membership Details**, you can view your membership number, membership status (see Table 3 for the Membership Status Description), joined date, professional designation (current employment position), membership designation, membership type and membership expiry date.

Membership status	Description
Valid	✓ AICB Membership has yet to expire.
Expired	✓ AICB Membership has expired.
Non-member	✓ Individual who is not a member of AICB.

Table 3: Membership Status Description

In **Records**, you can view your transaction records, renew membership, apply for fee reduction and request for exemption from future payment. See Table 4 for the Sponsorship Application Status Description.

Sponsorship Application Status	Description
Payment successful	✓ Self-sponsored payment has been paid successfully.
Pending employer approval	✓ Pending employer approval on the sponsorship request.
Sponsorship declined	✓ The sponsorship request has been rejected by the employer.
Employer approved	✓ The sponsorship request has been approved by the employer.
Cancelled sponsorship request	✓ Sponsorship request has been cancelled by applicant ("Member").

Table 4: Sponsorship Application Status Description

5.1. How to view transaction records

The transaction records display information of any payment made for the purpose of membership (i.e.: membership renewal, sponsorship application, and etc.)

You can view your membership transaction records in the Membership Page. (See Figure 14)

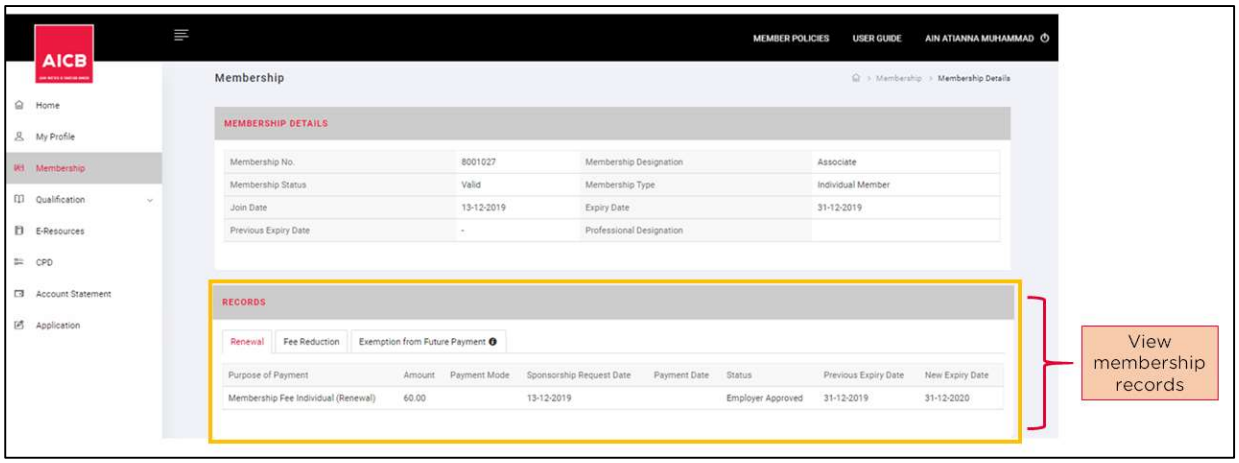

Figure 14: How to view transaction records

5.2. How to renew membership

Membership renewal is applicable to members whose membership is expiring only. If your membership is not expiring, the Renew Now button is disabled. To renew membership, follow the steps below:

1. In **Records**, click Renewal and the renewal tab will expand to show your renewal records.
2. Click Renew Now at the very right of the expanded tab and you will be directed to the **Renewal Details** page (see Figure 15) where it will show your renewal items (membership designation) and your membership new expiry date.
3. Check the displayed information and click Confirm.
    - If you noticed some errors in the displayed information, click Back to go back to the previous page.
4. After you have clicked Confirm, you will be directed to the **Payment Details** page, where you are required to select your payment method (i.e.: self-sponsored or bank sponsored). Select your payment method, then click Proceed.
    - If you select bank sponsored, you will require your company's approval to complete the renewal process.
    - If you select self-sponsored, you will be directed to the iPay88 page to complete the payment via bank transfer or Interbank Giro (IBG).

You can view your application status update at the Renewal records tab.

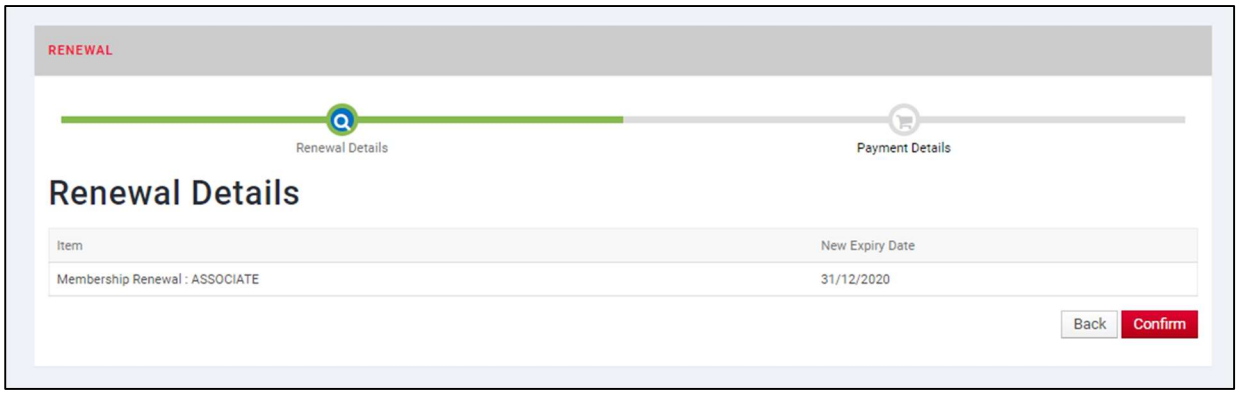

Figure 15: The Renewal Details Page

5.3. How to apply for fee reduction

Fee reduction is not applicable to Affiliate members. To apply for fee reduction, follow the steps below:

1. In **Records**, click **Fee Reduction**. and the fee reduction tab will expand to show your fee reduction records.
2. Click **Apply Now** at the very right of the expanded tab and you will be directed to the **Application for Reduction of Annual Subscription Fee** form (see Figure 16) where you will be required to complete the form to proceed with the application.
    - Make sure you read and acknowledge the declaration statement at the end of the form.
3. Check the information you have entered and click **Submit**.
    - If you do not want to submit the application yet, click **Save** to save your application.
    - If you do not want to proceed with the application, click **Back** to go back to the previous page.

You can view your application status update at the Fee Reduction records tab.

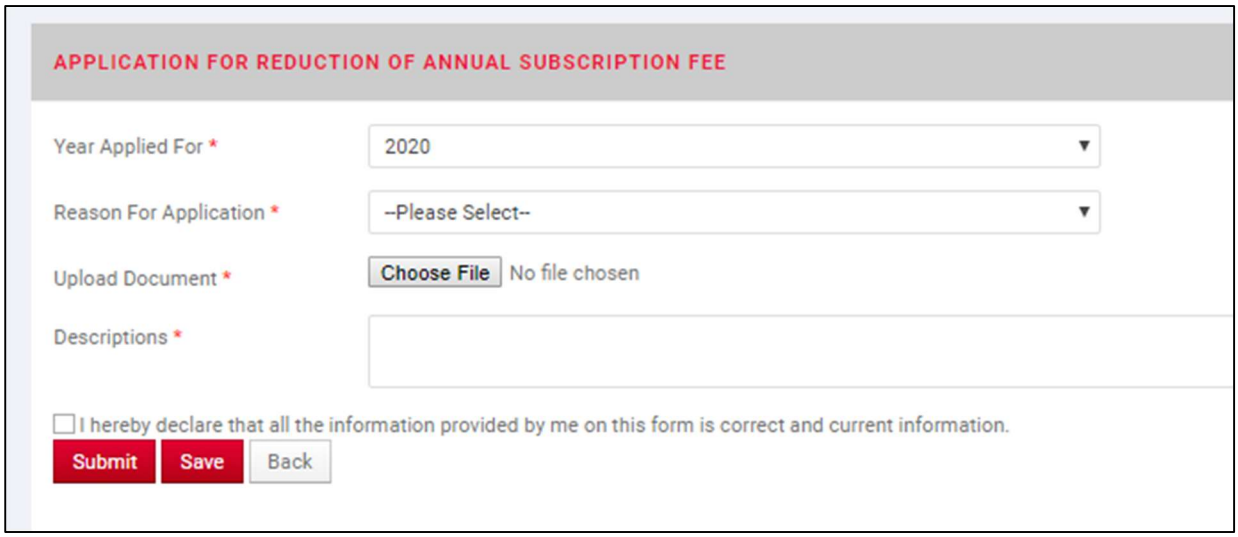

Figure 16: Application for Reduction of Annual Subscription Fee Form

5.4. How to apply for exemption from future payment

Application for exemption from future payment is applicable only when you meet the following conditions:

- You are 60 years old and above on the date your membership with AICB expires;
- You have retired from a gainful employment or business activity; and
- You have been an active member of AICB for more than 30 years.

To apply for exemption from future payment, follow the steps below:-

1. In **Records**, click Exemption from Future Payment. and the exemption from future payment tab will expand to show your exemption from future payment records.
2. Click Apply Now at the very right of the expanded tab and you will be directed to the **Application for Exemption from Future Payment** (see Figure 17) form where you will be required to upload the supporting documents as proof that you have met the abovementioned conditions and add descriptions to describe the documents you have uploaded.
    - Make sure you read and acknowledge the declaration statement at the end of the form.
3. Check the information you have entered and click Submit.
    - If you do not want to submit the application yet, click Save to save your application.
    - If you do not want to proceed with the application, click Back to go back to the previous page.

You can view your application status update at the Exemption from Future Payment records tab.

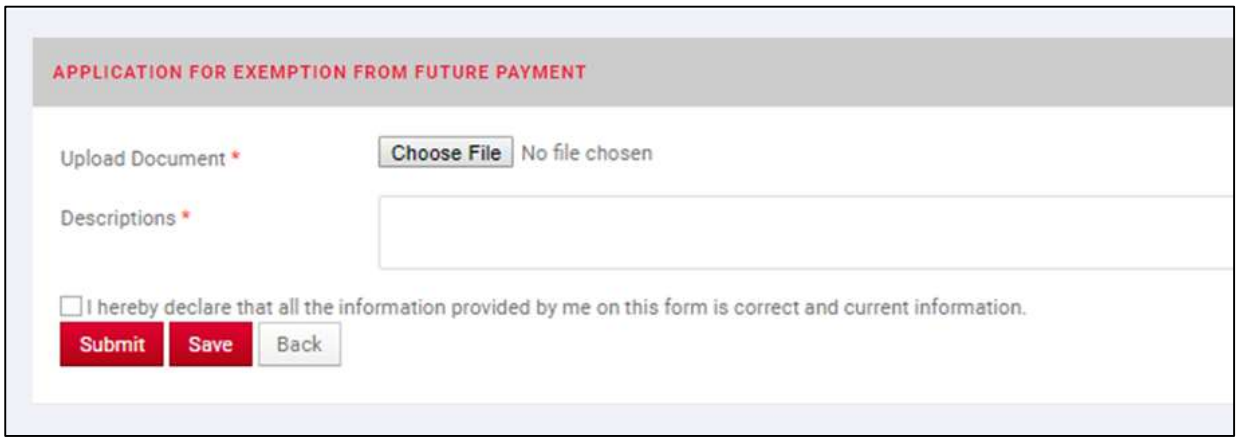

Figure 17: Application for Exemption from Future Payment

6. Qualification Page

To go to the Qualification page, click **Qualification** on the left sidebar of the home page, then select any from the drop-down list (i.e.: **Assessment**, **Workshop** or **Online Learning**) to go to the respective page.

- If you select **Assessment** or **Workshop**, you will go to the qualification page.
- If you select **Online Learning**, you will be able to access the AICB E-Resources page.

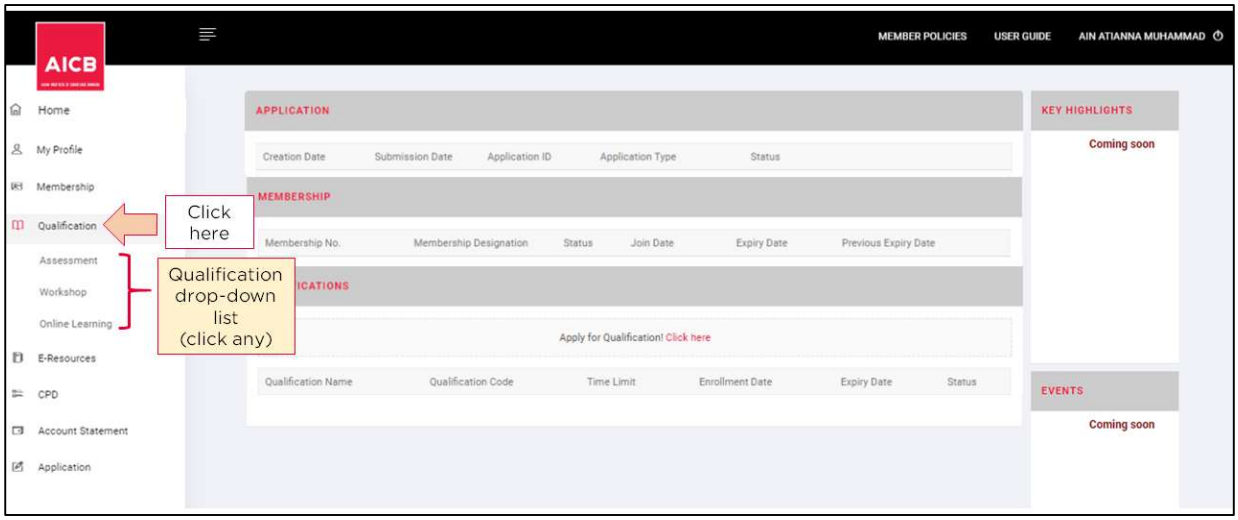

Figure 18: How to go to Qualification Page

At the Qualification page, you can view the list of qualifications you have enrolled in, the qualification name, qualification code, qualification time-limit, qualification enrolment date, qualification expiry date and qualification status (see Table 5 for the Qualification Status Description).

Qualification status	Description
Active	✓ Qualification is not yet complete and is still in progress.
Expired	✓ Qualification is no longer active because member has exceeded the qualification time-limit.
Graduated	✓ Member has completed the qualification and graduated.
Completed	✓ All the required modules are completed, and member is waiting to graduate.
Withdrawn	✓ Member has withdrawn from the qualification.

Table 5: Qualification Status Description

You can also apply for a new qualification, view the qualification details, register modules, examination or workshop, view registered examination , interview list and workshop details, view your examination sitting status, examination results, view your sponsorship details, and etc., at the Qualification page.

The Qualification Details

The qualification details appear in the **Records** header in the **Qualification** page. This page consists of information pertaining to the qualification you are enrolling in. See Table 6 for tabulation of the displayed information in Qualification Details

Qualification Information	Qualification Requirements	Modules
• Qualification name • Learning mode • Enrolment date • Qualification status (See Table 3) • Qualification code • Exam sitting • Qualification expiry date • Qualification time limit	• Module type • Compulsory status (i.e.: Yes/ No) • Minimum papers	• Module name • Module code • Module pre-requisite • Registration status • Module status

Table 6: Qualification Details Information

The Registration Status in **Modules** refers to the module registration status. See Table 7 for the Registration Status Description.

Registration status (for modules)	Description
Not registered	✓ This module has not been registered.
Registered	✓ The module has successfully been registered (after bank sponsorship has been approved or payment is successful).
Exempted	✓ Exemption for the module has been granted (member does not need to take this module to complete the qualification).

Table 7: Registration Status Description (for Modules)

The Module Status refers to the completion status of the registered module. For modules that are not registered, you will not be able to see the Module Status. See Table 8 for the Module Status Description.

Module Status (on Completion)	Description
Incomplete	✓ Module is still in progress; or ✓ Member has withdrawn from the module.
Completed	✓ Member has taken and passed the module.

Table 8: Module Status Description

The Assessment Records

The Assessment Records appear in the **Assessment** tab next to the **Records** tab in the qualification details. This page consists of information pertaining to the assessments of the qualification you enrol into. See Table 9 for tabulation of the displayed information in the Assessment Records.

Registered Examination or Interview	Examination or Interview Registration History
• Registration identification number • Examination cycle • Examination sitting • Module name • Module code • Date and time • Venue • Registration status • Examination notice* • Result	• Registered ID number • Examination cycle • Examination sitting • Module code • Date • Venue • Registration status • Attendance • Result

Table 9: Assessment Records Information

***IMPORTANT NOTE:** The examination notice slip is available for printing only if you had fulfilled 75% attendance of workshop.

The Registration Status in **Registered Examination or Interview** and **Examination or Interview Registration History** and Status in **Examination Sitting Status** are all reflecting on the same item in Table 10.

Registration status (for examination)	Description
Registered	✓ The examination has successfully been registered (after bank sponsorship has been approved or payment is successful).

Registration status (for examination)	Description
Withdrawn	✓ Candidates have withdrawn from the examination prior to the examination date.
Re-scheduled	✓ Examination has been postponed and changed to another date.

Table 10: Registration Status Description (for Examination)

The Attendance Status in **Examination Sitting Status** depicts your attendance records to the examination or interview you have registered for. See Table 11 for the Attendance Status Description.

Attendance Status	Description
Present	✓ Candidates attended the examination or interview.
Absent	✓ Candidates did not attend the examination or interview.
Absent with valid reason	✓ Candidates did not attend the examination or interview with valid reason.

Table 11: Attendance Status Description

The Workshop Records

The Workshop Records appear in the **Workshop** tab next to the **Assessment** tab in the qualification details. This page consists of information pertaining to the workshops of the qualification you enrol into. This tab will be relevant only to qualifications with workshop or masterclass. See Table 12 for tabulation of the displayed information in the Workshop Records.

Workshop (Header)	Workshop Registration History
• Registration identification number • Module name • Module code • Workshop date • Workshop venue • Registration status • Workshop notice	• Module name • Module code • Workshop name • Workshop venue • Workshop date • Registration status

Table 12: Workshop Records Information

The Registration Status in the **Workshop (Header)** is reflected in Table 13.

Registration status (for workshop)	Description
Registered	✓ The examination has successfully been registered (after bank sponsorship has been approved or payment is successful).
Withdrawn	✓ Candidates have withdrawn from the examination prior to the examination date.
Re-scheduled	✓ Examination has been postponed and changed to another date.

Table 13: Registration Status (for Workshop)

6.1. How to apply for new qualification

You are allowed to enrol in as many qualifications as you pleased, however, you are required to adhere to the qualification time limit in completing the qualification.

- If your enrolment exceeded the qualification time limit and you have yet to complete the qualification, your Qualification Status will automatically be changed to **Expired** (see Table 5) and you will be required to apply for the qualification again in Apply for New Qualification.

To apply for new qualification, follow the steps below:

1. Click Qualification on the left sidebar of the home page, then select Assessment or Workshop from the drop-down list.

2. At the **Qualification** page, in the **Qualification List** header, next to the **Apply for New Qualification** tab, click Click Here.
3. You will be directed to the **Online Application Confirmation** page to confirm your request, click Proceed, once confirmed.
   - Make sure to check the displayed information (i.e.: your name, NRIC/ Passport number, email address) before you click Proceed.
   - If you would like to change the displayed information, click Cancel and update your information in the **Personal Details** tab at **My Profile** page (see how to update your information details in 4.1)
4. After you clicked Proceed, you will be directed to the **Online Application** page where you will be required to complete the **Online Application**.
   - To complete the **Online Application**, see 1.5.

You can view your Apply for New Qualification status update at the Portal home page in the **Application** panel. (See Table 1 for the Application Status Description)

6.2. How to view qualification details

The qualification details show important information about your qualification (see Table 5). To view your qualification details, follow the steps below:

1. Click Qualification on the left sidebar of the home page, then select Assessment or Workshop from the drop-down list.
2. At the **Qualification** page, click any of the Qualification name to view the qualification details.
   - The qualification details will display information pertaining to the qualification name you have clicked at the qualification list.
   - The qualification details information is based on Table 6.

6.3. How to register modules/ examination

Module registration and selection of examination sitting are only applicable after you have completed the Online Application and after your application is approved by AICB.

- To know whether your Online Application has been approved or not, see your Application status update at the Portal home page in the **Application** panel. (See Table 1 for the Application Status Description)

To register modules and select examination sitting, follow the steps below:

1. Click **Qualification** on the left sidebar of the home page, then select **Assessment** or **Workshop** from the drop-down list.
2. At the **Qualification** page, click **any of the Qualification name** to view the qualification details.
3. Click **Register (a)** at the top right of the page or click **Register (b)** in the Registration Status column of any of the modules at the Module panel. (See Figure 19)
   - If you clicked **Register (a)**, you will begin module registration by selecting the qualification then continue with selecting the module. (See Figure 20)
   - If you clicked **Register (b)**, you will begin module registration by selecting the modules. (See Figure 21)
   - You may select more than one modules, depending on the qualification requirements (i.e.: pre-requisite, and etc.)

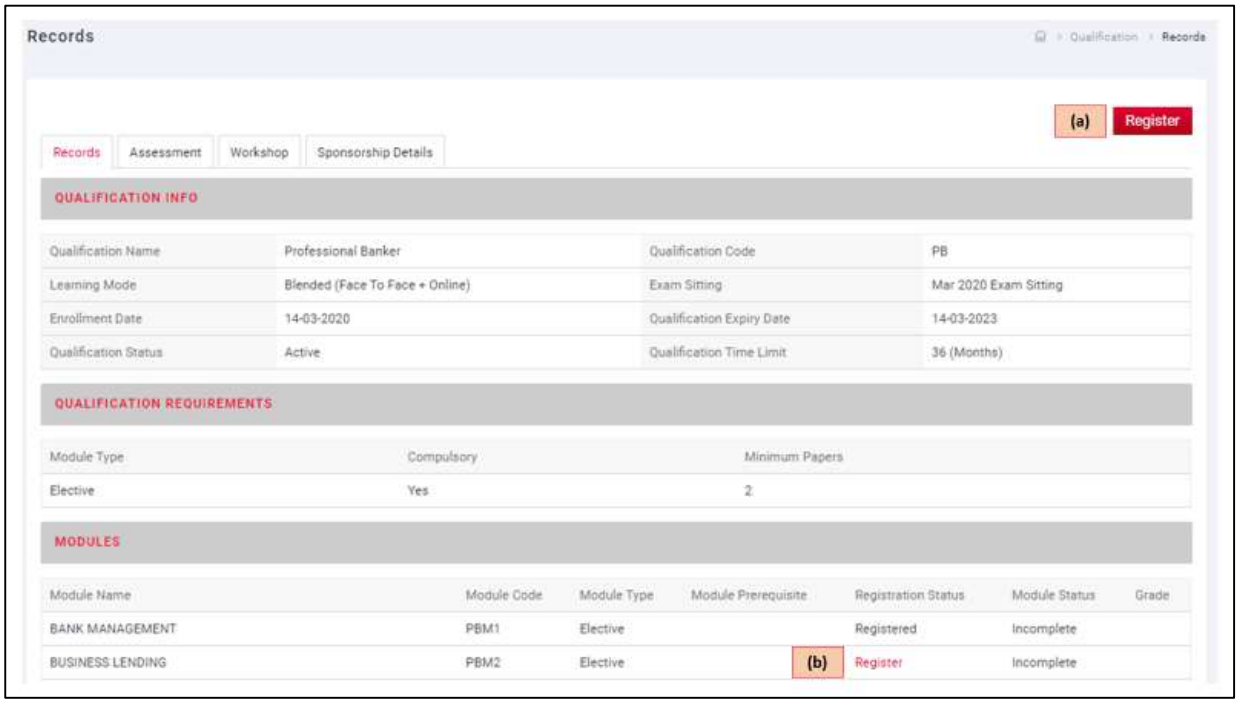

Figure 19: How to register modules and select examination sitting

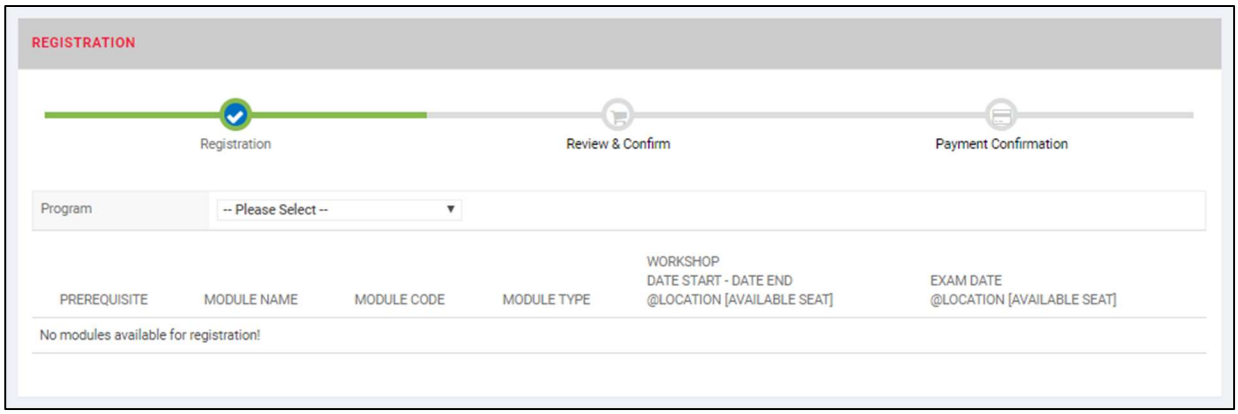

Figure 20: Register modules by selecting qualification first

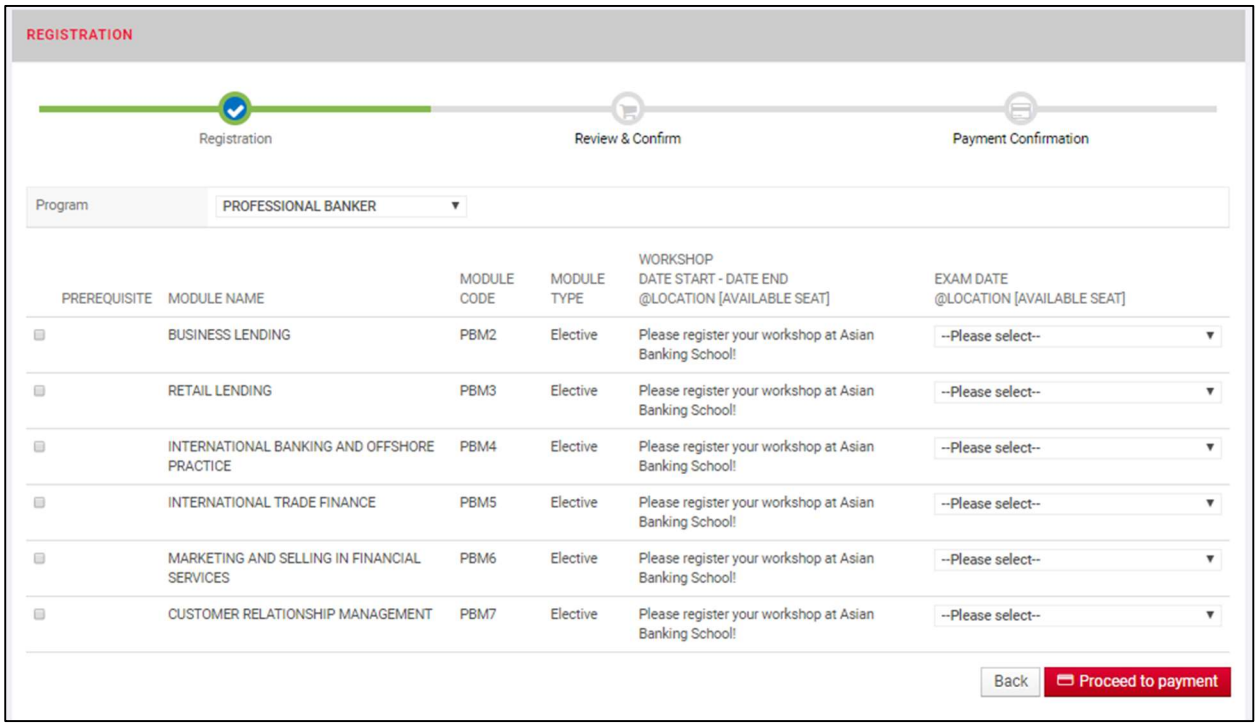

Figure 21: Register modules by selecting modules first

4. Once you have selected the modules, select the examination sitting on the same page, then click Proceed to Payment.
    - You can view the examination location and available seats in the drop-down list.
5. After you have clicked **Proceed to Payment**, you will be directed to the **Review and Confirm** page (see Figure 22), where you are required to, first, **check the displayed information** (i.e.: the reference number, module name, workshop details, examination details and price), then second, you will need to **select your payment method** (i.e.: self-sponsored or bank sponsored).

- If you select bank sponsored, you will require your company's approval to complete the module registration process.
- If you select self-sponsored, you will be directed to the iPay88 page to complete the payment via bank transfer or IBG.

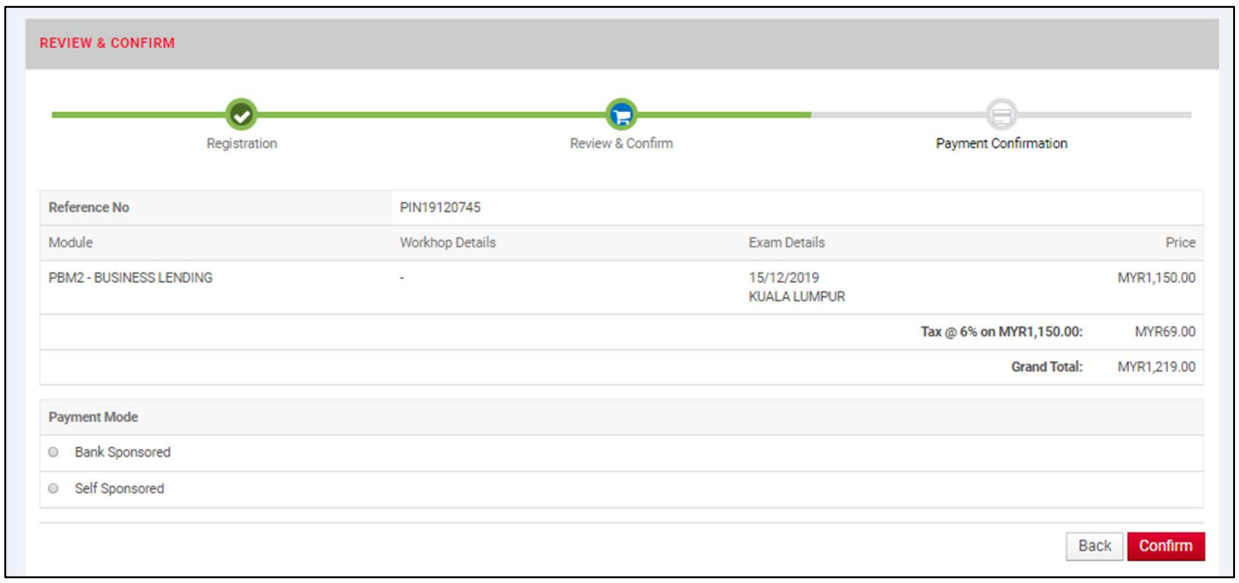

Figure 22: Review and Confirm page for module registration

5. Once you have checked the displayed information and selected your payment method, click Confirm.
   - If you noticed some errors in the displayed information, click Back to go back to the previous page.

The status update of the registered module will be updated in the qualification details (see 6.2), whereas the status update of the selected examination sitting will be updated in the assessment records (see 6.4).

6.4. How to view assessment records

The assessment records show information pertaining to your selected examination sitting. To view your assessment records, follow the steps below:

1. Click Qualification on the left sidebar of the home page, then select Assessment or Workshop from the drop-down list.

2. At the **Qualification** page, click **any of the Qualification name**, then click **Assessment** at the top left tab (next to the Records tab).

At the assessment records page, you will be able to see your assessment records information as in Table 9.

6.5. How to view result

Results will be published on the Portal. To view your results, follow the steps below:

1. Click **Qualification** on the left sidebar of the home page, then select **Assessment** or **Workshop** from the drop-down list.
2. At the **Qualification** page, click **any of the Qualification name**, then click **Assessment** at the top left tab (next to the Records tab).
3. Scroll down to the **Examination or Interview Registration History** panel and search for your **examination sitting** or **module code**, then look at the very right column in **Result** to click on the **icon**.
   - You can view, save and print your results.

6.6. How to view workshop registration history and the workshop details

Workshop is only applicable to selected qualifications only. If your qualification does not have a workshop, you will not have any displayed information in this tab. To view your workshop registration history and the workshop details, follow the steps below:

1. Click **Qualification** on the left sidebar of the home page, then select **Assessment** or **Workshop** from the drop-down list.
2. At the **Qualification** page, click **any of the Qualification name**, then click **Workshop** at the top left tab (next to the Assessment tab).
3. Scroll down to view your **Workshop Registration History,** then click on the **icon** next to the **Registration Status** column to view your workshop details.
   - The workshop details will appear as a pop-up message displaying the information pertaining to the workshop such as date and venue, trainer name, workshop centre, room number, date, time and attendance status.

6.7. How to view sponsorship details

If you had selected the bank-sponsored payment method for your registered module and selected examination sitting (See 6.3, step 5), you can view your sponsorship details here. To view your sponsorship details, follow the steps below:

1. Click Qualification on the left sidebar of the home page, then select Assessment or Workshop from the drop-down list.
2. At the Qualification page, click any of the Qualification name, then click Sponsorship Details at the top left tab (next to the Workshop tab).
   - See Table 4 for the Sponsorship Application Status Description.

7. E-Resources Page

The e-Resources page provides you with the access to AICB e-resources. To go to the E-Resources page, click E- Resources on the left sidebar of the home page. (See Figure 23).

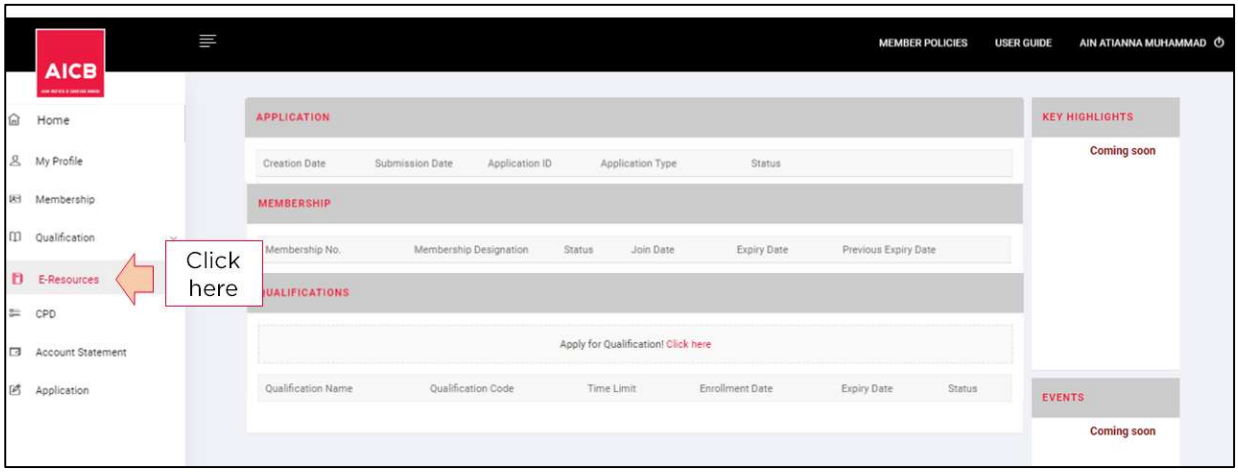

Figure 23: How to go to the e-Resources page

8. CPD Page

To go to the CPD page, click CPD on the left sidebar of the home page. (See Figure 24).

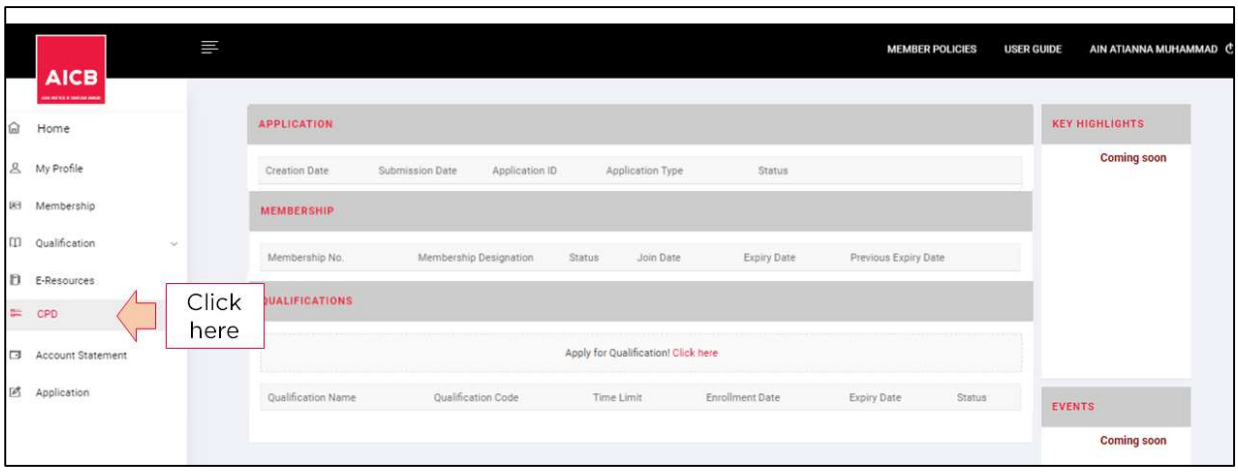

Figure 24: How to go to the CPD Page

At the CPD page, you can view your CPD requirements and the learning activities acceptable for CPD. This page also allows you to upload your CPD activity, apply for CPD exemption, submit CPD declaration and view your CPD audit records and CPD activity. See Figure 25.

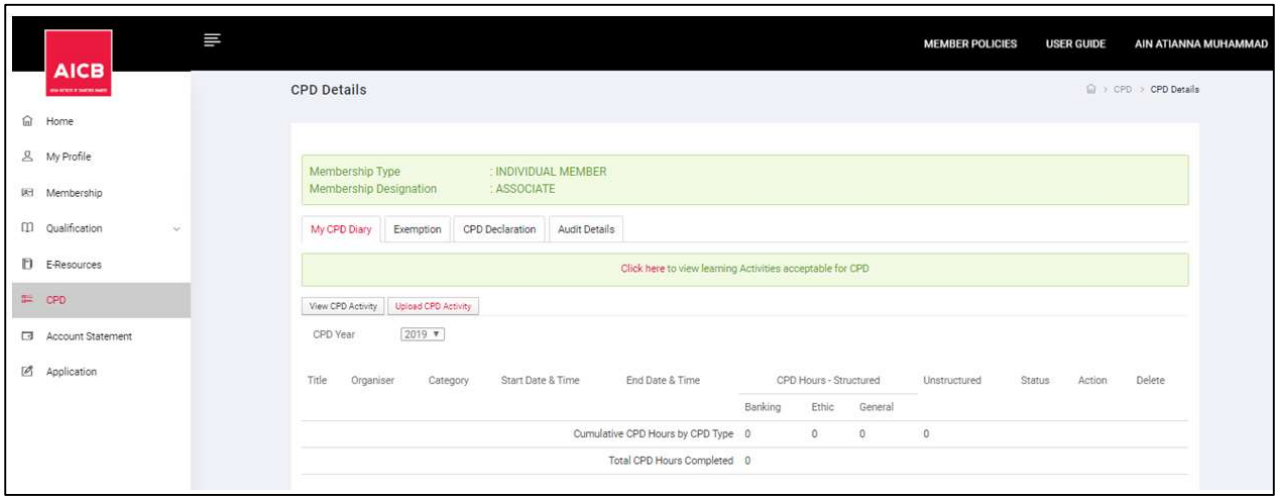

Figure 25: The CPD Page

8.1. How to view acceptable learning activities

The list of acceptable learning activities for CPD can be viewed and downloaded at the CPD page. To download and view the file, click Click here at the CPD page. See Figure 26.

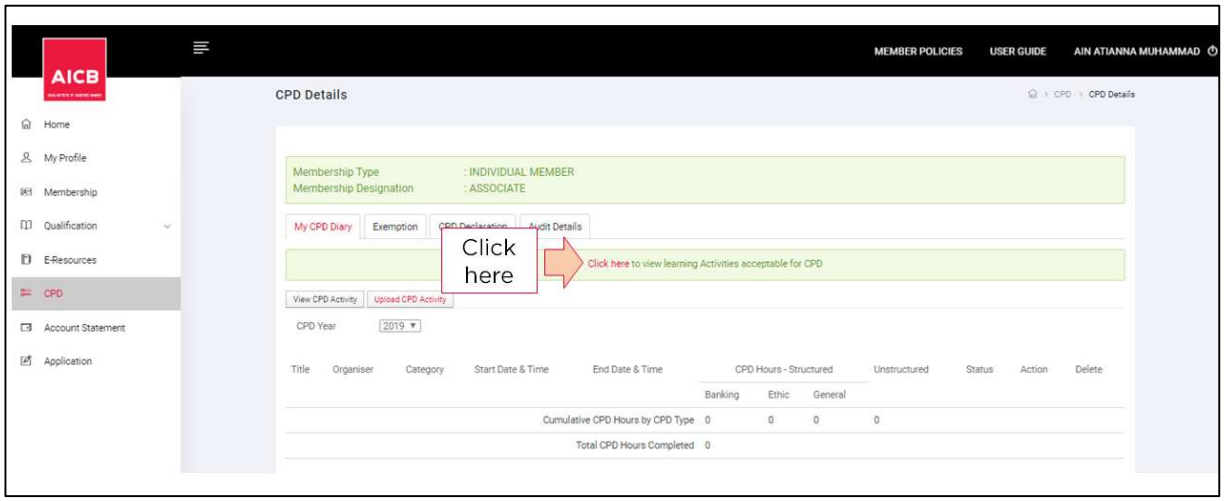

Figure 26: How to view acceptable learning activities for CPD

8.2. How to view CPD activities

To view CPD activities, select year and the records will be displayed in the same page. See Figure 27 and Figure 28.

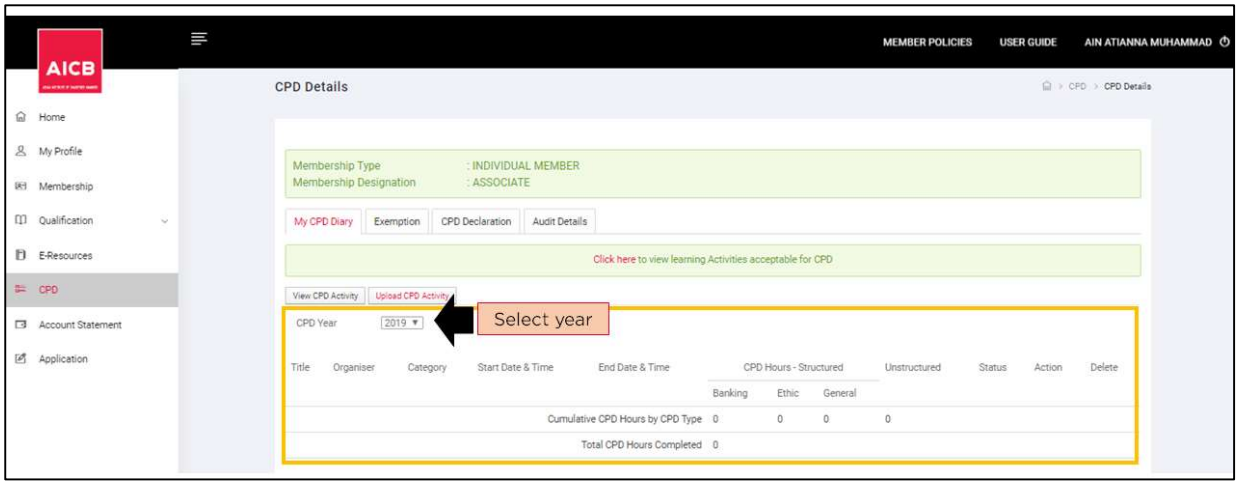

Figure 27: How to view CPD activities

Title	Organiser	Category	Start Date & Time	End Date & Time	CPD Hours - Structured			Unstructured	Status	Action	Delete
					Banking	Ethic	General				
BANKING 101 UNDERSTANDING THE BASICS	WILEY	STRUCTURED - SELF-DIRECTED LEARNING	01-11-2019 8:00 AM	03-11-2019 6:00 PM	0	0	5.00	0	Submitted		Delete
ETHICS IN BANKING	AICB	STRUCTURED - SELF-DIRECTED LEARNING	02-12-2019 9:00 AM	02-12-2019 10:00 AM	0	1.00	0	0	Submitted		Delete
CODE OF ETHICS FOR BANKERS	AICB	STRUCTURED - SELF-DIRECTED LEARNING	02-12-2019 10:00 AM	02-12-2019 11:00 AM	0	1.00	0	0	Submitted		Delete
ETHICAL BANKING	AICB	STRUCTURED - SELF-DIRECTED LEARNING	02-12-2019 1:00 PM	02-12-2019 4:00 PM	0	3.00	0	0	Submitted		Delete
ETHICS 105: APPLYING ETHICAL DECISION TAKING MODELS (CP		STRUCTURED - SELF-DIRECTED LEARNING	30-11–0001 00:00	13-12-2019 10:44	0	1.00	0	0	Submitted		Delete
AICB MEMBERSHIP COMMITTEE	AICB	UNSTRUCTURED - COMMITTEE WORK	02-12-2019 3:00 PM	02-12-2019 4:00 PM	0	0	0	1.00	Submitted		Delete
				Cumulative CPD Hours by CPD Type	0	6	5	1			
				Total CPD Hours Completed	12						

Figure 28: The CPD activities snapshot

8.3. How to upload CPD activities

To upload CPD activities, follow the steps below:

1. Go to CPD page, then click Upload CPD Activity on the CPD page.
2. You will be directed to the CPD Activity form, complete the form. Fill in the 'active fields' only.
3. Upload the supporting documents to your CPD activity (i.e.: evidence of attendance or completion)
4. Check the information you have entered, then click on the checkbox (above the Save button) to confirm that all information you have entered are accurate and correct.
5. Once confirmed, click Submit.
    - If you do not want to proceed with the submission yet, click Save to save the information you have entered.
    - If you do not want to proceed with the submission, click Cancel to go back to the previous page.

The uploaded CPD activities will be recorded in your CPD activities list on the CPD page.

8.4. How to apply CPD exemption

To apply for CPD exemption, follow the steps below:

1. Go to CPD page, then click Exemption and the exemption tab will expand to show your CPD exemption records.
2. Click Apply Exemption at the very left of the expanded tab and you will be directed to the **Application for Exemption from CPD Requirement** form, complete the form. Fill in the 'active fields' only.
3. Upload the supporting documents to your CPD exemption application (i.e.: a copy of your medical statement or medical references from your physicians, your resignation letter or recommendation letter from your current employer, etc.)
4. Check the information you have entered, then click on the checkbox (above the Save button) to confirm that all information you have entered are accurate and correct.
5. Once confirmed, click Submit.
    - If you do not want to proceed with the application yet, click Save to save the information you have entered.
    - If you do not want to proceed with the application, click Cancel to go back to the previous page.

The exemption application and status update will be recorded in the exemption page.

8.5. How to submit CPD declaration

To submit CPD declaration, follow the steps below:

1. Go to CPD page, then click CPD Declaration and the CPD Declaration tab will expand to show your CPD declaration records.
2. Click Submit Declaration at the very left of the expanded tab and you will be directed to the **CPD Declaration Statement** page, check all the displayed information in the statement and select your declaration statement. Once you have selected the declaration statement, click on the respective checkbox.
    - There are five (5) CPD declaration statements in the page, you are only allowed to make ONE (1) declaration per statement.
3. Once confirmed, click Submit.

- If you do not want to proceed with the declaration yet, click Save to save the information.
- If you do not want to proceed with the declaration, click Cancel to go back to the previous page.

The declaration statement will be recorded in the CPD declaration page.

8.6. How to view audit records

To view your audit records, click Audit Details on the CPD page and the audit details will appear. This is only applicable to members who have been selected for CPD audit only. See Figure 29.

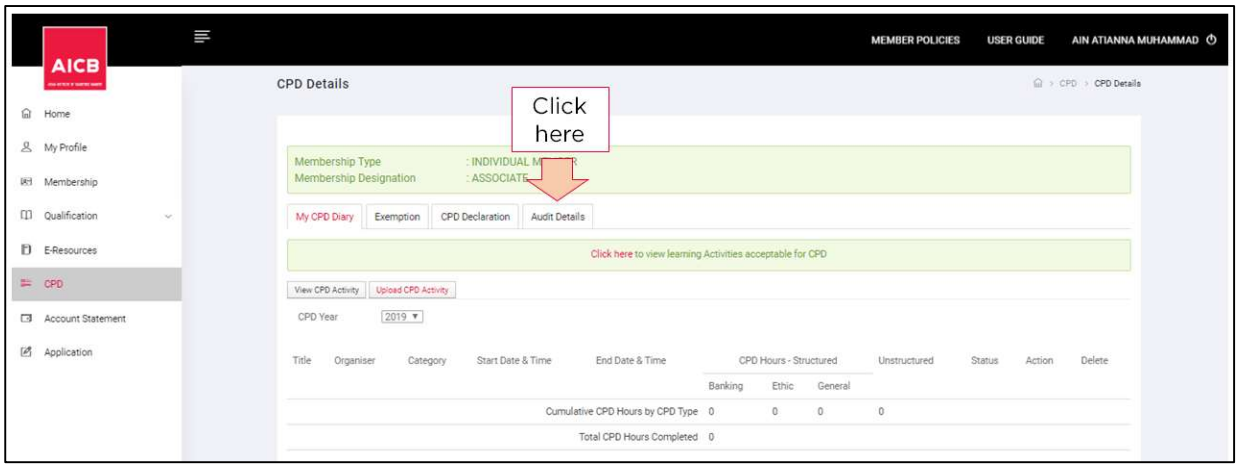

Figure 29: How to view audit records

9. Account Statement Page

To go to the Account Statement page, click Account Statement on the left sidebar of the home page. See Figure 30.

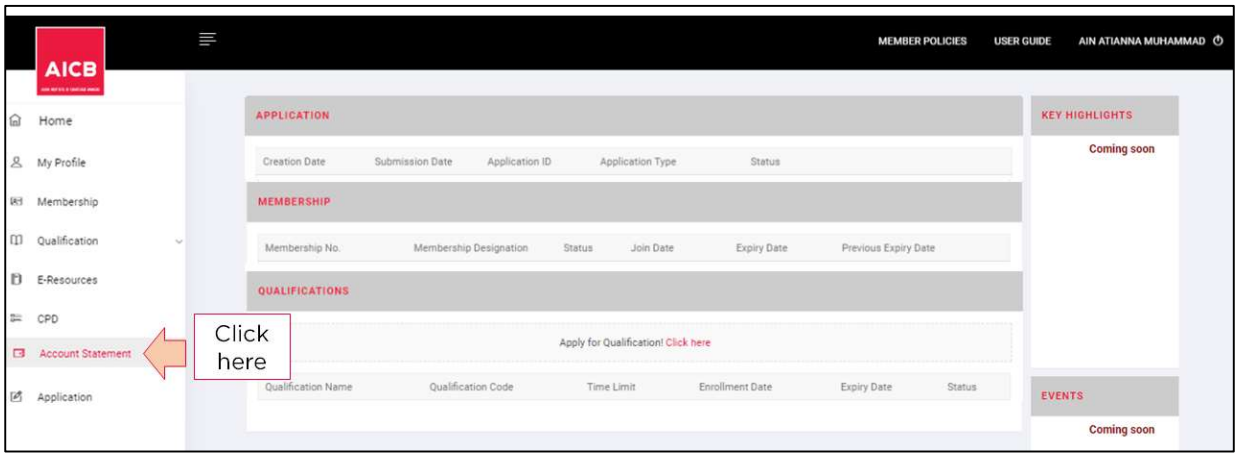

Figure 30: How to go to the Account Statement page

At the Account Statement page, you will be able to view your transaction records . See Figure 31.

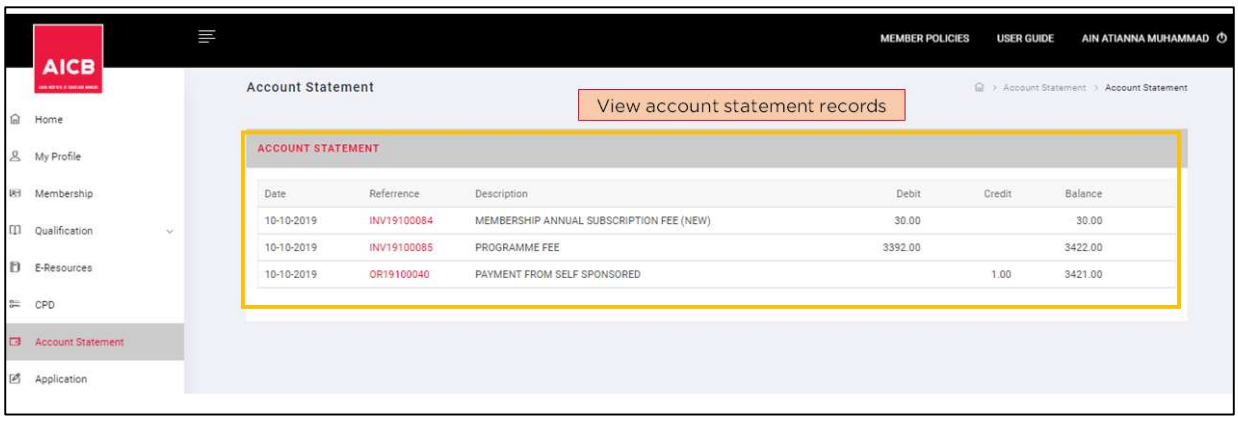

Figure 31: Transaction Records

You can click the invoice number to view the transaction details. See Figure 32.

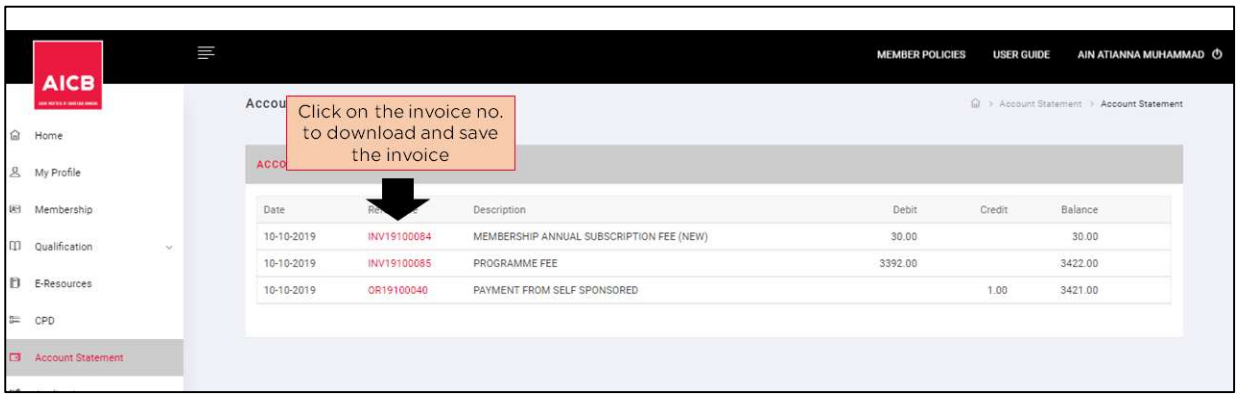

Figure 32: How to view the transaction details

10. Application Page

To go to the Application page, click Application on the left sidebar of the home page. (See Figure 33).

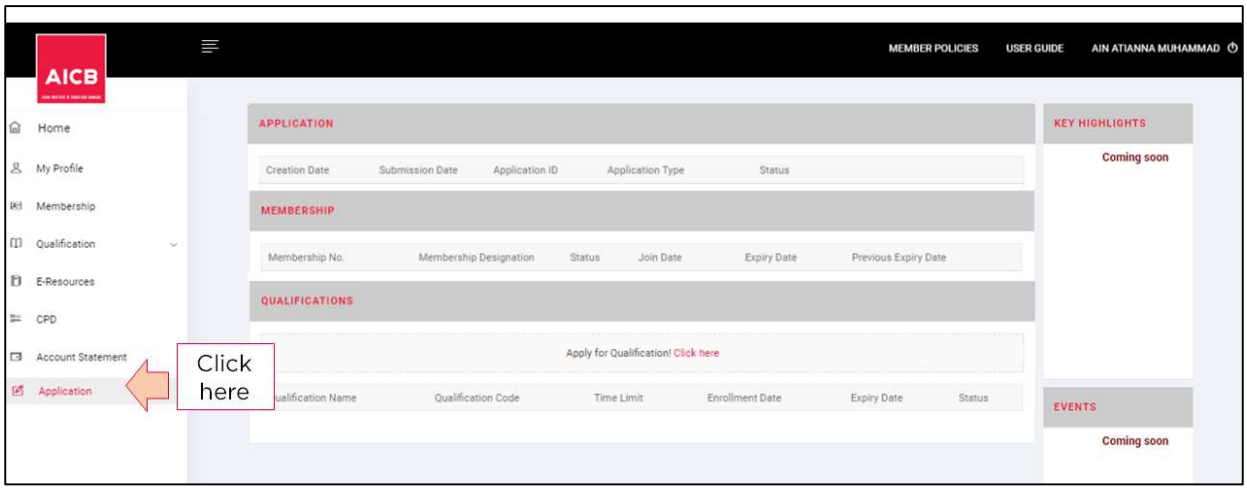

Figure 33: How to go to the Application page

From the Application page, you can apply for exemption from future payment (see 5.4), register modules (see 6.3), cancel application and view your application history.

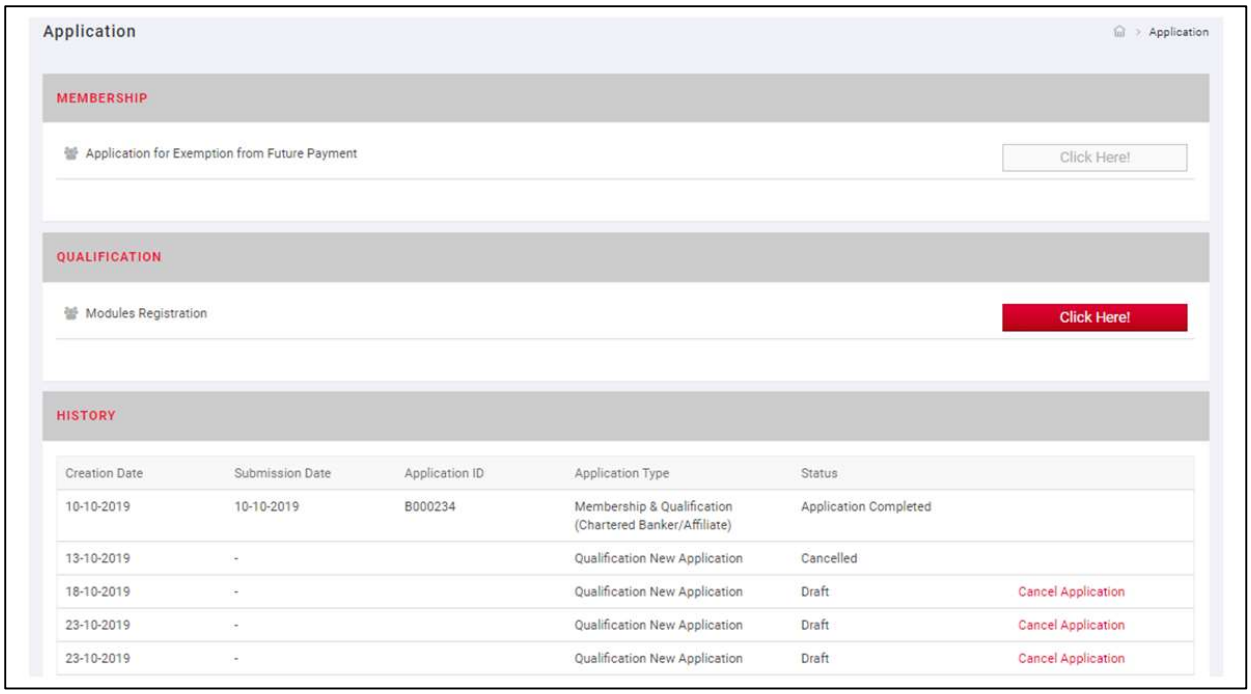

Figure 34: The Application Page

For Application Type Description, see Table 14.

Application type	Description
Membership only	✓ New applicant to apply for Membership application only
Qualification only	✓ New applicant to apply for Qualification application only
Membership & Qualification	✓ New applicant to apply for Membership and Qualification application
Qualification New Application	✓ Existing Member or candidates to apply for new Qualification application
Re-admission	✓ Member to apply for Membership readmission
Application for non-member	✓ Existing IPPC / PKMC candidates to apply for AICB Membership application

Table 14: Application Type Description