



What is myACCA?

myACCA is your personalised area of ACCA's website. It provides customised information and services relevant to the qualification and level you are studying.

How do I login to myACCA?

Visit www.accaglobal.com and login by entering your student registration number as user ID and passcode is created at the time of the initial registration.

HOME HELP & SUPPORT MEDIA CENTRE TECHNICAL LIBRARY GLOBAL SITE

ACCA THE GLOBAL BODY FOR PROFESSIONAL ACCOUNTANTS

FREE iPad* Limited time offer Study our ACCA course with a **Pass 1st Time Guarantee™** and a **FREE iPad*** in London, Birmingham, Manchester or online

London School of Business & Finance www.LSBF.org.uk

DISCOVER ACCA ACCOUNTANCY QUALIFICATIONS GUIDANCE FOR EMPLOYERS GUIDANCE FOR LEARNING PROVIDERS MEMBERS STUDENTS RESEARCH & INSIGHTS

Search

MYACCA

STUDY WITH US
 DEVELOP YOUR STAFF
 TEACHING ACCOUNTANCY
 RESEARCH AND INSIGHTS

GLOBALLY-RECOGNISED QUALIFICATIONS
 Find out about ACCA qualifications – your route to a successful career in accounting and finance.
 STUDY WITH US

APPLY ONLINE
 Start your application for one of our courses online today
 APPLY NOW

- Retrieve a saved application.
- Check the progress of an application.

ACCESS THE LATEST RESEARCH AND INSIGHTS

NEWS 14 May 2012

Cricas Provider Code 00098G

HOME ABOUT US NATIONAL SITES MYACCA BLOGS ACCA DISCUSS ACCA.TV PODCASTS ACCMAIL

ACCA ACCA - the global body for professional accountants SEARCH

JOIN US STUDENTS & AFFILIATES MEMBERS EMPLOYERS LEARNING PROVIDERS GENERAL PUBLIC

ACCA HOMEPAGE

For Passed Finalists Database [click here](#)

MYACCA TIP - REMEMBER TO SAVE YOUR CHANGES!

For your personal security, we have installed an activity timer across all our e-business services. This means that you will automatically be logged out of your account after 10 minutes of inactivity. Please remember to save your work before leaving your machine.

Enter your details in the boxes below

User ID ?

Password ?

Forgotten your password? [Click here.](#)
Having problems logging in? [Click here](#)

Once you have logged into *myACCA* at <https://portal.accaglobal.com/> , your personal details will appear at the top of the page.

The screenshot shows the myACCA Student portal interface. At the top left is the MYACCA logo, and at the top right is the ACCA logo. Below the logos are links for HOME and LOGOUT. A yellow bar indicates the user is logged in as a Student. On the left is a NAVIGATION MENU with categories like STUDENT HOME, ACCOUNT ADMINISTRATION, STUDY, EXAMS, EXAM STATUS & RESULTS, ETHICS & PROFESSIONALISM, EXPERIENCE RECORD, OXFORD BROOKES BSC, CAT Qualification, CONTACT US, CHANGE PASSWORD, and FAQs. The main content area is titled PERSONAL DETAILS and includes fields for ACCA number, E-MAIL ADDRESS (with an UPDATE button), HOME ADDRESS (with an UPDATE button), and BUSINESS ADDRESS (with an UPDATE button). A note states: 'Please update as we do not currently hold a record of your business address'. Below this is a section for MY QUALIFICATION PROGRESS, which explains that 14 exams and a Professional Ethics module are required for ACCA membership.

Once you have logged into *myACCA*, your personal details will appear at the top of the page. Within this section you can:

- make changes to your contact and employment details
- make secure payments for your annual subscription and exam fees using your credit or debit card
- enter for exams, change your variant papers or download an examination attendance docket (EAD)
- register to receive your exam results online and/or view your results
- Print exam status report and certificates
- chart your progress towards achieving the ACCA Qualification
- access the Professional Ethics module and Foundations in Professionalism
- change your password

myACCA also provides information about key dates in the ACCA calendar as well as sections on:

Exam resources

- access a database of pilot/past exam papers relevant to the papers you will next attempt
- find your nearest exam centre or special exam centre
- view exam regulations and guidelines
- check the dates and timetable of your next exams
- rules about conduct in exams
- find out how to enter for computer-based exams.

Exam entry and results

- download an examination attendance docket
- enter for exams
- amend the exam entry details
- view and print your exam results
- view and print your current exam status
- register to receive your results by email or SMS
- request an administrative review.

How to study

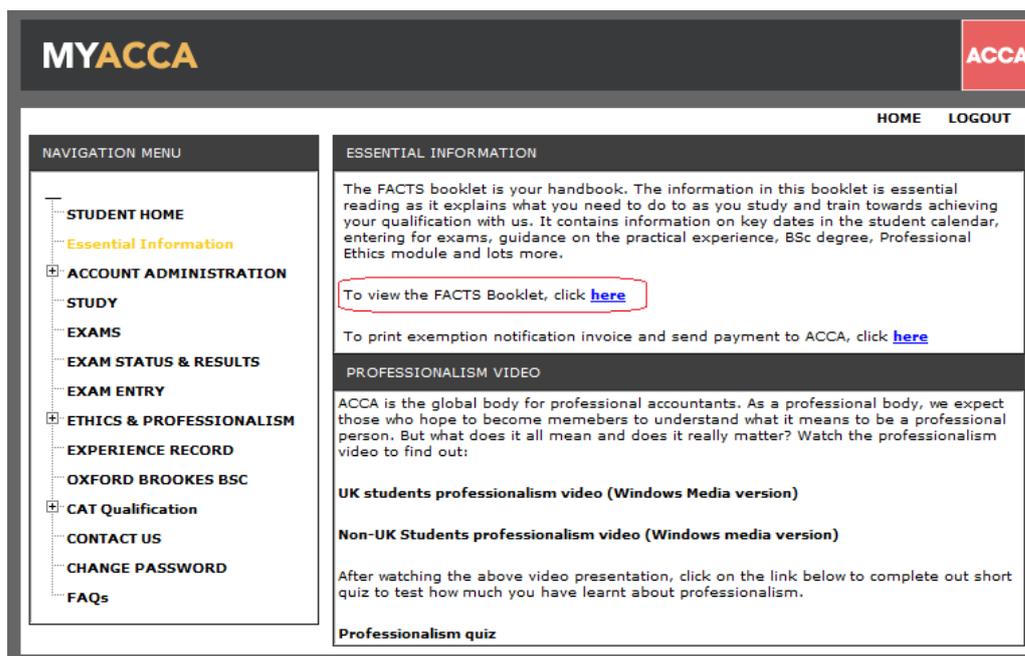
- find a tuition provider in your country
- access a database of technical articles relevant to the papers you will next attempt
- access the syllabus and study guide.

How to gain your practical experience

- access to the online My Experience record to enter practical experience you have gained and check when you are ready to apply for membership
- help to find a job and resources to help you develop your career
- access a database of recruitment consultants around the world, who will be able to help you with your search for relevant training.

Please refer to the below steps on a number of major online services at *myACCA*:

Download a student facts booklet



The screenshot shows the myACCA website interface. At the top left is the 'MYACCA' logo, and at the top right is the 'ACCA' logo. Below the logos are 'HOME' and 'LOGOUT' links. The main content area is divided into two columns. The left column is titled 'NAVIGATION MENU' and contains a list of links: STUDENT HOME, Essential Information, ACCOUNT ADMINISTRATION, STUDY, EXAMS, EXAM STATUS & RESULTS, EXAM ENTRY, ETHICS & PROFESSIONALISM, EXPERIENCE RECORD, OXFORD BROOKES BSC, CAT Qualification, CONTACT US, CHANGE PASSWORD, and FAQs. The right column is titled 'ESSENTIAL INFORMATION' and contains text about the FACTS booklet, a link to view it, and a link to print an exemption notification invoice. Below this is a section for 'PROFESSIONALISM VIDEO' with links for UK and Non-UK students, and a link to a 'Professionalism quiz'.

Enter for examinations

MYACCA
ACCA

[HOME](#) [LOGOUT](#)

Student

NAVIGATION MENU

- STUDENT HOME
- Essential Information
- ACCOUNT ADMINISTRATION
- STUDY
- EXAMS
- EXAM STATUS & RESULTS
- EXAM ENTRY**
- ETHICS & PROFESSIONALISM
- EXPERIENCE RECORD
- OXFORD BROOKES BSC
- CAT Qualification
- CONTACT US
- CHANGE PASSWORD
- FAQs

PERSONAL DETAILS

ACCA number: [REDACTED]

E-MAIL ADDRESS UPDATE

Your e-mail address is: [REDACTED]

HOME ADDRESS	UPDATE	BUSINESS ADDRESS	UPDATE
Rm 1901, 19/F World Wide House 19 Des Voeux Road, Central Hong Kong SAR		Please update as we do not currently hold a record of your business address	

This is your mailing address

MY QUALIFICATION PROGRESS

In order to qualify as an ACCA member you must complete 14 exams, relevant practical experience and a Professional Ethics module.

Further information and guidance can be found on the [students' homepage](#).

EXAMS
You have successfully completed zero out of 14 ACCA exams.

ACCA
Exam entry
Contact [ACCA](#) +44 (0) 141 582 2000

Name: [REDACTED] Client ID: [REDACTED]

Exam entry

Welcome to our flexible online examination entry service, which allows you to:

- enter for exams anytime
- plan your studies by giving you a choice of exam session each time you make an examination entry - you can choose to enter for the upcoming exam session or the following session
- benefit from a discounted exam entry fee if you choose to enter for exams during the early exam entry period

The table below shows the early, standard and late exam entry period closing dates and the rates for each module for the next 2 sessions.

December 2012

Module	Early Fees (GBP)	Standard Fees (GBP)	Late Fees (GBP)
	08 September 2012	08 October 2012	08 November 2012
Knowledge	60	69	200
Skills	75	86	217
Essentials	88	101	231
Options	88	101	231

June 2013

Module	Early Fees (GBP)	Standard Fees (GBP)	Late Fees (GBP)
	08 March 2013	08 April 2013	08 May 2013
Knowledge	62	71	217
Skills	77	89	235
Essentials	91	103	251
Options	91	103	251

You are not currently entered.

Enter for Exams

Exam attendance docket

Following your entry, examination attendance dockets will be available from this section four to six weeks prior to the beginning of the exam session.

ACCA Exam entry Contact ACCA ☎+44 (0) 141 582 2000

Name: [REDACTED] Client ID: [REDACTED]

Exam entry

You have the choice of two exam sessions. **The exam fees charged will depend upon which exam session you choose and whether you are currently in the early, standard or late entry period for that session.**

Choose your exam session

* When would you like to take your exams?

December 2012

 June 2013

Choose your exams

You can attempt up to a maximum of four papers per exam cycle. Papers must be taken in module order, however you can attempt the papers within each module in any order.

Computer based exams

Please indicate if you intend to attempt examinations by Computer Based Exam (CBE) in the current exam cycle. Please note that CBE's are not organized by ACCA. If you wish to take a Computer based exam, you should contact a licensed CBE centre for details.

Module	Paper	Paper name	Select exam	Exam type	Status
Knowledge	F1	Accountant in Business	<input type="checkbox"/>		<input type="checkbox"/> Exemption
	F2	Management Accounting	<input type="checkbox"/>		<input checked="" type="checkbox"/> Completed
	F3	Financial Accounting	<input type="checkbox"/>		
Skills	F4	Corporate and Business Law	<input type="checkbox"/>	<input type="button" value="▼"/> Computer Based Paper Based	
	F5	Performance Management	<input type="checkbox"/>		<input checked="" type="checkbox"/> Completed
	F6	Taxation	<input type="checkbox"/>		<input checked="" type="checkbox"/> Completed
	F7	Financial Reporting	<input type="checkbox"/>		
	F8	Audit and Assurance	<input type="checkbox"/>		
	F9	Financial Management	<input type="checkbox"/>		
Essentials	P1	Governance, Risk & Ethics	<input type="checkbox"/>		
	P2	Corporate Reporting	<input type="checkbox"/>		
	P3	Business Analysis	<input type="checkbox"/>		
Options	P4	Advanced Financial Management	<input type="checkbox"/>		
	P5	Advanced Performance Management	<input type="checkbox"/>		
	P6	Advanced Taxation	<input type="checkbox"/>		
	P7	Advanced Audit and Assurance	<input type="checkbox"/>		

Choose your preferred exam centre

Select your country: 1. Your preferred exam centre:

Special centres that have already been set up for this session are included in the drop down list and are prefixed with an 'S'. Please note additional local fees will apply if you choose to sit at a special centre.

Please be reminded to complete the whole online exam entry procedures before leaving the exam entry section. Please also print the exam entry acknowledgement (EEA) and check the details.

ACCA Exam entry Contact ACCA ☎+44 (0) 141 582 2000

Name: [REDACTED] Client ID: [REDACTED]

June 2012 - Exam entry summary

You are entered for the following paper based examinations. Amendments cannot be made after **08 April 2012**.

Paper based exams

Allocated centre name: 1965 - Hong Kong
Additional support: Not Requested

Paper	Paper name	Standard/tax or law variant	Exam date
P1	Governance, Risk and Ethics	N/A	20-Jun-2012
P3	Business Analysis	N/A	18-Jun-2012

Please note that additional entries will be charged at the current exam entry period rate. Selecting new papers may increase the total amount due.

Amend an existing exam entry

ACCA Exam entry
Contact [ACCA](tel:+441415822000) +44 (0) 141 582 2000

Name: [REDACTED] Client ID: [REDACTED]

June 2012 Exam entry

You are currently entered for the June 2012, you have until 08 April 2012 to amend your examination entry. Click here to view or amend your entry View/Amend Exam Entry

Welcome to our flexible online examination entry service, which allows you to:

- enter for exams anytime
- plan your studies by giving you a choice of exam session each time you make an examination entry - you can choose to enter for the upcoming exam session or the following session
- benefit from a discounted exam entry fee if you choose to enter for exams during the early exam entry period

The table below shows the early, standard and late exam entry period closing dates and the rates for each module for the next 2 sessions.

December 2011

Period	Closing Date	Knowledge	Skills	Essentials	Options
Early	9 September 2011	10	15	20	25
Standard	9 October 2011	110	115	120	125
Late	9 November 2011	210	215	220	225

June 2012

Period	Closing Date	Knowledge	Skills	Essentials	Options
Early	9 March 2012	11	16	21	26
Standard	9 April 2012	111	116	121	126
Late	9 May 2012	211	216	221	226

Exam attendance docket

Your exam attendance docket will be available to download from this section four weeks prior to the beginning of the exam session.

Special centres

It is possible to arrange paper-based exams at centres other than those listed. These are referred to as special centres. Requests for special centres that are not listed should be made in writing, together with your exam entry form, to ACCA's Exams department by **8 March for June exams** and **8 September for December exams**. It is not possible for you to enter for exams using the online entry system if the exam centre you wish to request is not shown in the drop down list.

It is only possible for ACCA to arrange special centres if we are satisfied that the same standards of facilities and invigilation that exist at our regular centres will be available.

If you are taking the exams at a special centre, you will be required to pay any additional local invigilation and accommodation fees involved which are normally paid direct to the Exam Supervisor in advance of the exam date.

ACCA Exam entry
Contact [ACCA](tel:+441415822000) +44 (0) 141 582 2000

Name: [REDACTED] Client ID: [REDACTED]

June 2012 - Exam entry summary

You are entered for the following paper based examinations. You can amend your entry until **8th April for the June examinations session** and **8th October for the December exam session**.

Paper based exams

Preferred exam centre: U932 - Maidstone

Additional support request: N

Paper	Paper name	Standard/tax or law variant	Exam date
F2	Management Accounting	N/A	20-Jun-2012

Computer based exams

You have also indicated that you intend to take the below exam by CBE

Exam	Description	Type
F1	Accountant in Business	CBE

Please note that additional entries will be charged at the current exam entry period rate. Selecting new papers may increase the total amount due.

Back
Amend Exam Entry

ACCA Exam entry
Contact [ACCA](tel:+441415822000) +44 (0) 141 582 2000
Contact [ICA Belize](tel:+5012232455) + (0) +501 223 2455

Name: [REDACTED] Client ID: [REDACTED]

December 2011 Exam entry summary

Paper based exams

The exam selection you have made is shown below. Please check this carefully before proceeding with your payment. If any of the information is incorrect, please go back and update your entry.

Preferred exam centre

Exam centre: L901 - London - ExCel

Paper	Paper name	Standard/tax or law variant	Exam date	Fee (GBP)
F6	Taxation	United Kingdom	06-Dec-2011	15
F7	Financial Reporting	International	07-Dec-2011	15
Exam entry subtotal				30
myACCA account balance due				72
Total amount to pay				102

We only accept Pounds Sterling on all transactions made. If you are paying with an international credit card please ensure this has been enabled to process payments in Pounds Sterling

Please tick here to confirm that you have read the [Terms and Conditions](#) to proceed

Back
Proceed to payment

Download examination attendance docket (EAD)

MYACCA
ACCA

[HOME](#) [LOGOUT](#)

Student

NAVIGATION MENU

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- EXPERIENCE RECORD
- OXFORD BROOKES BSC
- CAT Qualification
- CONTACT US
- CHANGE PASSWORD
- FAQs

PERSONAL DETAILS

ACCA number: [REDACTED]

E-MAIL ADDRESS UPDATE

Your e-mail address is: [REDACTED]

HOME ADDRESS	UPDATE	BUSINESS ADDRESS	UPDATE
Rm 1901, 19/F World Wide House 19 Des Voeux Road, Central Hong Kong SAR		Please update as we do not currently hold a record of your business address	

This is your mailing address

MY QUALIFICATION PROGRESS

In order to qualify as an ACCA member you must complete 14 exams, relevant practical experience and a Professional Ethics module.

Further information and guidance can be found on the [students' homepage](#).

EXAMS
You have successfully completed zero out of 14 ACCA exams.

ACCA
Exam entry
Contact ACCA ☎ +44 (0) 141 582 2000

Name: [REDACTED] Client ID: [REDACTED]

June 2012 Exam entry

You are currently entered for the June 2012 exam session. [Click here to view your entry](#). Amendments cannot be made after 08 April 2012

[View Exam Entry](#)

Welcome to our flexible online examination entry service, which allows you to:

- enter for exams anytime
- plan your studies by giving you a choice of exam session each time you make an examination entry - you can choose to enter for the upcoming exam session or the following session
- benefit from a discounted exam entry fee if you choose to enter for exams during the early exam entry period

The table below shows the early, standard and late exam entry period closing dates and the rates for each module for the next 2 sessions.

December 2012						
Module	Early Fees (GBP)		Standard Fees (GBP)		Late Fees (GBP)	
	08 September 2012		08 October 2012		08 November 2012	
Knowledge	60		69		200	
Skills	75		86		217	
Essentials	88		101		231	
Options	88		101		231	

June 2013						
Module	Early Fees (GBP)		Standard Fees (GBP)		Late Fees (GBP)	
	08 March 2013		08 April 2013		08 May 2013	
Knowledge	62		71		217	
Skills	77		89		235	
Essentials	91		103		251	
Options	91		103		251	

Exam attendance docket

Your examination attendance docket is now available to download.

Please download the docket information regarding your examination before you download your docket.

[Download Docket Information](#)
[Download Docket](#)

Special centres

Exam Results and Downloadable Exam Status Report

The screenshot shows the MYACCA website interface. At the top left is the MYACCA logo, and at the top right is the ACCA logo. Below the logos are links for HOME and LOGOUT. On the left side, there is a NAVIGATION MENU with the following items: STUDENT HOME, Essential Information, ACCOUNT ADMINISTRATION, STUDY, EXAMS, EXAM STATUS & RESULTS (highlighted in yellow), EXAM ENTRY, ETHICS & PROFESSIONALISM, EXPERIENCE RECORD, OXFORD BROOKES BSC, CAT Qualification, CONTACT US, CHANGE PASSWORD, and FAQs. The main content area is divided into two sections. The top section is titled EXAM RESULTS and contains the text: "Your status report provides details of the ACCA exams you have already passed together with those you have still to complete, your current exam options and other status information." Below this text are two links: "View your status report" and "ERS Status Notes". The bottom section is titled RESULTS CORRESPONDENCE and contains the text: "Supporting information for exam results."

Downloadable Certificates

This screenshot is similar to the one above, but it highlights the "Print a Certificate" link in the EXAM RESULTS section with a red circle. The navigation menu and the RESULTS CORRESPONDENCE section are also visible. The RESULTS CORRESPONDENCE section now includes a "PERSONALIZE" dropdown menu and the text "Additional Important Information" and "Online Transfer Letter".

Register to receive exam result by SMS text message or email

MYACCA
ACCA

[HOME](#) [LOGOUT](#)

Student

NAVIGATION MENU

- STUDENT HOME
- Essential Information
- ACCOUNT ADMINISTRATION
 - Personal details
 - Mailing address details
 - Employment details
 - Receiving Communications from ACCA
 - Fees, Payments and Print Receipts
 - ACCA Exchange
 - Interactions
 - Qualifications

PERSONAL DETAILS

ACCA number:

E-MAIL ADDRESS **UPDATE**

Your e-mail address is:

HOME ADDRESS	UPDATE	BUSINESS ADDRESS	UPDATE
Rm 1901, 19/F World Wide House 19 Des Voeux Road, Central Hong Kong SAR		Please update as we do not currently hold a record of your business address	

This is your mailing address

MY QUALIFICATION PROGRESS

Communication methods

ACCA will contact you by e-communications (including email and SMS) or by phone. E-communications will be used to send your account correspondence (for example exam results, alerts to enter for exams or to pay your annual subscription) as well as updates and promotional information. As such, please ensure your contact details are up-to-date at all times.

Updates from ACCA

In order to assist you with your studies, we may send you information and updates relating to our services and events using the communication methods indicated above. This includes details of events and ACCA surveys.

I do not wish to receive such information and updates from ACCA.

ACCA employers

ACCA often communicates with employers to discuss improvements and ways in which ACCA can provide enhanced support for students. When communicating with employers it is often helpful to provide a list of our students who are working at that company.

I do not wish ACCA to pass my details to employers in this way.

Third party mailings

ACCA would like to keep you informed of products and services from third party organisations that may be of interest, relevance or benefit to you in your studies and career development. All third party organisations are strictly vetted and the mailing/email list is never supplied directly to them. All campaigns are carried out by ACCA or an ACCA approved agency.

I do not wish to receive material from third party marketing organisations.

Mobile Phone Number

Please ensure your mobile number below is correct and contains a valid country code. This number will be used to send SMS updates if selected below. Failure to provide up-to-date details in the correct format will result in no SMS messages being sent. ACCA will not charge you for this service.

Country Primary

Number

I would like to receive general updates from ACCA by SMS text message.

I would like to receive notification of my results by SMS text message. If you choose this option you will no longer

View your Oxford Brookes status

The screenshot shows the MYACCA website interface. On the left is a navigation menu with categories like STUDENT HOME, ACCOUNT ADMINISTRATION, STUDY, EXAMS (highlighted), EXAM STATUS & RESULTS, ETHICS & PROFESSIONALISM, EXPERIENCE RECORD, OXFORD BROOKES BSC, CAT Qualification, CONTACT US, CHANGE PASSWORD, and FAQs. The main content area is titled 'EXAMS' and contains several sections: 'JOINT EXAMINATION SCHEME', 'EXAM DATES', 'VARIANT EXAMS', 'ACCOUNTING STANDARDS', 'EXAM STATUS REPORT', 'BSC (HONS) IN APPLIED ACCOUNTING' (highlighted with a red box), and 'EXAM CENTRE'. The 'BSC (HONS) IN APPLIED ACCOUNTING' section states that the user is opted into the ACCA/Oxford Brookes Degree Partnership and provides a link to find out more about the OBU BSc (Hons) in Applied Accounting.

Record your experience by accessing My Experience

A pop-up reminder will show if you have not updated your working experience in a specific period.

The screenshot shows a pop-up window titled 'My experience' with the ACCA logo. It greets the user and asks if their experience record is up to date. It provides a summary of the user's experience:

- Current status:** Employed in a relevant role
- Work experience:** I have completed 72 months. A button for 'My current work details' shows 0 months.
- Performance objectives:** Exemption claimed: NO
- Progress summary:** I have achieved 4 objectives. Essentials 4 out of 9, Options 0 out of 11.

At the bottom right, there is a section titled 'Are the details correct?' with a red button 'View/update my details now' and a 'Close' button. A footer note states: 'Important: You are required to commit to the ongoing development of your skills and workplace competence, and be aware of the importance of professional values, ethics and behaviours and your obligation to ACCA's code of ethics.'

NAVIGATION MENU

- STUDENT HOME
- Essential Information
- ACCOUNT ADMINISTRATION
- STUDY
- EXAMS
- EXAM STATUS & RESULTS
- EXAM ENTRY
- ETHICS & PROFESSIONALISM
 - EXPERIENCE RECORD
 - OXFORD BROOKES BSC
- CAT Qualification
- CONTACT US
- CHANGE PASSWORD
- FAQs

PROFESSIONAL ETHICS MODULE

You will be given access to the Professional Ethics Module as soon as you become eligible to take Paper P1.

As part of your ethical development, ACCA Qualification students are required to complete the Professional Ethics Module. This will give you exposure to a range of ethical perspectives and includes several self-tests which require you to reflect on your own ethical behaviour and values. You then apply what you have learned in a case study where you experience an audit situation from two points of view-that of the auditor and the corporate financial accountant.

FOUNDATIONS IN PROFESSIONALISM MODULE

The Foundations in Professionalism module will allow you to explore and learn the key concepts of ethics and professionalism in the work place. You will gain an understanding of what distinguishes a professional from other occupations, be introduced to legal issues, the relevant professional codes of ethics and professional conduct which should guide your behaviour, such as the ACCA and IFAC codes of ethics and will learn about aspects of personal effectiveness and values.

The Foundations in Professionalism module is optional, however we strongly recommend you complete it to strengthen your future career as a professional. Please note if you are eligible to complete the Advanced Diploma in Accounting and Business and wish to do so, the Professional Ethics module will be compulsory to complete.

ACCA My experience

My experience

- Work experience
- Workplace details
- Performance objectives
- Help and support

My experience

This is a summary of the experience you have recorded to date. Check the details below and make sure you keep them up to date.

Current status: Employed in a relevant role [Update](#)

Work experience [View/update my experience](#)

You will need to complete and record a total of 36 months of relevant experience.



I have completed
72
months

Performance objectives [View/update my performance objectives](#)

Exemption claimed: NO [Update](#)

I have achieved
4
objectives

Progress summary

You need to achieve all nine Essentials and four from 11 Options.

Essentials 4 out of 9
Options 0 out of 11

My experience

Work experience

Workplace details

Performance objectives

Help and support

My workplace details

This section allows you to maintain details of your employer, workplace mentors and role profiles.

SELECT	Employer	Start Date	End Date
<input checked="" type="radio"/>	Ernst & Young	08-Aug-2006	
<input type="radio"/>	BBC Company	14-Dec-2008	14-Jan-2009
<input type="radio"/>	ABC Trading Ltd	06-Aug-2005	07-Aug-2006
<input type="radio"/>	ACCA	17-Jun-2009	31-Dec-2009

[Add employer](#)

Mentors Role Profiles

Text to be provided

Mentor Name	Job Title	Active?	Creation Date
Testing 2 Li	Audit Manager	Active Deactivate	13-Dec-2008
Testing 3 Wong	Head Of Audit	Active Deactivate	13-Dec-2008

[Add workplace mentor](#)

[Home](#)

ACCA

My experience **My work experience**

Work experience

Workplace details

Performance objectives

Help and support

Add the details of your employer(s) and the number of months of relevant experience you have gained while working there.

Work experience 91 months [Add new employer](#)

Employer Name	Work Experience	Dates
Unknown	72 months	
ACCA	6 months	From 17/06/2009 to 31/12/2009
BBC Company	1 month	From 14/12/2008 to 14/01/2009
Ernst & Young	0 months	From 08/08/2006 to Present
ABC Trading Ltd	12 months	From 06/08/2005 to 07/08/2006

ACCA

My experience **My performance objectives**

Work experience

Workplace details

Performance objectives

Help and support

Performance objectives describe the kind of work activities you may carry out and the values and attitudes you are expected to demonstrate as a trainee accountant. They set the minimum standard of work that you are expected to achieve in the workplace. You have achieved 4 objectives.

To achieve Submitted Achieved **Summary**

This is your current status. You can filter your view using the drop-down menu.

Filter by status:

Click on the performance objective you want to view or update.

Essentials - you must achieve all nine.

Performance Objective	Status	Completed
1 Communicate the activities of professional ethics, values and judgement	Submitted	19-Apr-2010
2 Contribute to the effective operation of an organisation	Achieved	02-Apr-2007
3 Demonstrate awareness of non-financial risk	Achieved	01-Jun-2008
4 Manage risk	Achieved	21-Mar-2008
5 Communicate effectively	Achieved	04-Feb-2008
6 Use information and communication technology	Submitted	
7 Manage on-going activities in your area of responsibility	To achieve	
8 Monitor departmental performance	Submitted	07-Jan-2008
9 Manage an assignment	To achieve	

Options - you must achieve at least four.

Performance Objective	Status	Completed
10 Prepare financial statements for external purposes	To achieve	
11 Interpret financial statements and financial statements	To achieve	
12 Prepare financial information for management	To achieve	
13 Contribute to budgeting, control and production	To achieve	
14 Monitor and control budgets	To achieve	
15 Evaluate external business investment opportunities and the required finance options	To achieve	
16 Manage cash, sales, credit, debt management and taxation	To achieve	
17 Prepare for and collect evidence for audit	To achieve	
18 Evaluate and assess an audit	To achieve	
19 Evaluate and assess tax payable	To achieve	
20 Respond to tax demands	To achieve	

[Print](#)

ACCA

My experience **View Performance Objective Details**

Work experience

Workplace details

Performance objectives

Help and support

Performance Objective 7-Manage on-going activities in your area of responsibility

You are required to effectively manage day-to-day activities in your area of responsibility. You must ensure that you plan activities and those activities support the achievement of your organisation's objectives. You must remain aware of potential risks which could affect your work and take action to manage

Status: Submission date:

Target to achieve Estimated date of achievement:

[Challenge questions](#)

[Development plan](#)

ACTIVITIES PERFORMANCE INDICATOR KNOWLEDGE RELATED EXAMS

Example Of Relevant Activities

- Develop, implement and review plans for the activities of your department
- Delegate work to team members
- Review the work of others and provide feedback where appropriate
- Monitor progress against agreed timetables and amend those timetables where necessary
- Monitor customer/client feedback and take action to improve customer/client satisfaction

[Print](#) [Save](#) [Back](#)

ACCA

My experience
Work experience
Workplace details
Performance objectives
Help and support

Your Challenge Questions

Respond to each of your challenge questions in no more than 550 words.
[See 'Answering challenge questions' for guidance.](#)
Please save your answers regularly to avoid the page time-out.
Answers once saved can be edited again.

Submit for review

Performance Objective 7-Manage on-going activities in your area of responsibility

Question	Your Answer
1 Describe how you have managed the ongoing (business as usual) activities in your role	
2 Explain where you have recommended your own approach to managing ongoing activities to others	
3 How does your approach to managing your activities contribute to organisation performance?	

Print Save Back

My Experience - Progress Summary

ACCA My experience

My experience
Work experience
Workplace details
Performance objectives
Help and support

My experience

This is a summary of the experience you have recorded to date. Check the details below and make sure you keep them up to date.

Current status: Employed in a relevant role [Update](#)

Work experience [View/update my experience](#) I have completed

You will need to complete and record a total of 36 months of relevant experience.

0 months 36 months

91

91 months

Performance objectives [View/update my performance objectives](#) I have achieved

Exemption claimed: NO [Update](#)

4 objectives

Progress summary

You need to achieve all nine Essentials and four from 11 Options.

Essentials 4 out of 9
Options 0 out of 11

Access the Professional Ethics module

MYACCA
ACCA

[HOME](#) [LOGOUT](#)

Student

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 - Request Professional Ethics Module**
- EXPERIENCE RECORD
- OXFORD BROOKES BSC
- CAT Qualification
- CONTACT US
- CHANGE PASSWORD
- FAQs

PERSONAL DETAILS

Miss [REDACTED]
ACCA number: [REDACTED]

E-MAIL ADDRESS **UPDATE**

Your e-mail address is: [REDACTED]

You are currently registered as an **e-student** - please ensure you keep your e-mail address up to date as all ACCA communications will be issued to you electronically

HOME ADDRESS	UPDATE	BUSINESS ADDRESS	UPDATE
<p>This is your mailing address</p>	e		<p>Click on update if you wish to select this as your mailing address</p>

IMPORTANT INFORMATION: Are you eligible to apply for a Simpson Scholarship? Visit the website to find out more - <http://www.accaglobal.com/scholarship/> You still have time, the closing date is 30 April 2011.

LATEST NEWS/ANNOUNCEMENTS

There are currently no news items.

MY QUALIFICATION PROGRESS

In order to qualify as an ACCA member you must complete 14 exams, relevant practical experience and a Professional Ethics module.

Further information and guidance can be found on the **students' homepage**.

EXAMS
You have successfully completed eight out of 14 ACCA exams.

PRACTICAL EXPERIENCE
Performance objectives - you have recorded achievement of zero out of nine Essentials and zero Options (you must achieve any four from 11 Options).

ACCA PROFESSIONAL ETHICS MODULE
ACCA

< LOG OUT

CONTACT ACCA CONNECT

PROFESSIONAL ETHICS

USER FAQs

LEARN ONLINE

ACCA PROFESSIONAL ETHICS MODULE

The Professional Ethics Module lets you work through the learning material at your own pace.

To begin working online, [click here](#).

Want to use a mobile learning route? For more information, [click here](#).

[HELP](#)

[< Exit Module](#)

PROFESSIONAL ETHICS MODULE LIST

The module consists of nine units which must be completed in numerical order. Each unit of the module contains a self-test so that you can see what you have learned and in the final unit you will be required to submit a short statement explaining what you have learned.

1. Start here				
not attempted , TIME SPENT - 00:00:00				
2. Thinking about ethical decisions (Unavailable until previous unit complete)				
not attempted , TIME SPENT - 00:00:00				
3. What is ethics? (Unavailable until previous unit complete)				
not attempted , TIME SPENT - 00:00:00				
4. Rules vs principles (Unavailable until previous unit complete)				
not attempted , TIME SPENT - 00:00:00				
5. About ACCA's fundamental principles (Unavailable until previous unit complete)				
not attempted , TIME SPENT - 00:00:00				
6. The framework (Unavailable until previous unit complete)				
not attempted , TIME SPENT - 00:00:00				
7. Case study (Unavailable until previous unit complete)				
Overview (Unavailable until previous unit complete)				
not attempted , TIME SPENT - 00:00:00				
Meet the audit team (Unavailable until previous unit complete)				

HELP

Access Foundations in Professionalism

MYACCA
ACCA

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Student

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<ul style="list-style-type: none"> STUDENT HOME Essential Information ACCOUNT ADMINISTRATION STUDY EXAMS EXAM STATUS & RESULTS EXAM ENTRY ETHICS & PROFESSIONALISM <ul style="list-style-type: none"> Foundations In Professionalism Request Professional Ethics Module EXPERIENCE RECORD OXFORD BROOKES BSC CAT Qualification CONTACT US CHANGE PASSWORD FAQs 	Miss [redacted] ACCA number: [redacted]	
	E-MAIL ADDRESS UPDATE	
	Your e-mail address is: [redacted]	
	You are currently registered as an e-student - please ensure you keep your e-mail address up to date as all ACCA communications will be issued to you electronically	
	HOME ADDRESS UPDATE	BUSINESS ADDRESS UPDATE
	This is your mailing address	
	Click on update if you wish to select this as your mailing address	
	IMPORTANT INFORMATION: Are you eligible to apply for a Simpson Scholarship? Visit the website to find out more - http://www.accaglobal.com/scholarship/ You still have time, the closing date is 30 April 2011.	
	LATEST NEWS/ANNOUNCEMENTS	
	There are currently no news items.	
MY QUALIFICATION PROGRESS		
In order to qualify as an ACCA member you must complete 14 exams, relevant practical experience and a Professional Ethics module. Further information and guidance can be found on the students' homepage .		
EXAMS You have successfully completed eight out of 14 ACCA exams.		
PRACTICAL EXPERIENCE Performance objectives - you have recorded achievement of zero out of nine Essentials and zero Options (you must achieve any four from 11 Options).		

FOUNDATIONS IN PROFESSIONALISM

1	Introduction	
	Introduction	00:00:00
	Structure of the module (locked)	
	The professional and ethical behaviour decision filter (locked)	
	Quick quiz (locked)	
2	Professionalism (locked)	
3	Law and regulation (locked)	
4	Professional ethics (locked)	
5	Personal effectiveness at work (locked)	
6	Personal values (locked)	
7	Case study (locked)	
8	End of module test (locked)	

HOW TO USE THIS MODULE

You must work through the units in the order in which they are presented. Your progress in each section is tracked and when you exit each one, you will see how much time you have spent on the material, and the current status of the section. Only section 8 will be assessed and it requires you to achieve a level of understanding to complete the module.

Help

If you need technical or content-related assistance when using this module, please use methods outlined in the Help menu.

Make a payment

MYACCA
ACCA

HOME LOGOUT

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PERSONAL DETAILS

ACCA number: [REDACTED]

E-MAIL ADDRESS **UPDATE**

Your e-mail address is:

HOME ADDRESS	UPDATE	BUSINESS ADDRESS	UPDATE
Rm 1901, 19/F World Wide House 19 Des Voeux Road, Central Hong Kong SAR		Please update as we do not currently hold a record of your business address	

This is your mailing address

MY QUALIFICATION PROGRESS

In order to qualify as an ACCA member you must complete 14 exams, relevant practical experience and a Professional Ethics module.

Further information and guidance can be found on the **students' homepage**.

EXAMS
You have successfully completed zero out of 14 ACCA exams.

EXPERIENCE
Performance objectives - you have recorded achievement of four out of nine

TRANSACTIONS SUMMARY

Name [Redacted]
 Account Number [Redacted]
 Account Balance 72.00

Select Transactions and

Select All | Select None

PREVIOUS 1-5 of 7 NEXT 2

SELECT	TRANSACTION	TYPE	STATUS	DATE	ORIGINAL AMOUNT	REMAINING AMOUNT	DESCRIPTION
<input checked="" type="checkbox"/>	26646103	Invoice	Open	01-Jan-2011	72.00	72.00	Annual Subscription Fee - Sub Fee
<input type="checkbox"/>	23795889	Invoice	Closed	01-Jan-2010	69.00	0.00	Annual Subscription Fee - Sub Fee
<input type="checkbox"/>	24216657	Credit Memo	Closed	01-Dec-2009	<69.00>	0.00	Annual Subscription Fee - Sub Fee
<input type="checkbox"/>	21894306	Credit Memo	Closed	17-Mar-2009	<66.00>	0.00	Annual Subscription Fee - Sub Fee
<input type="checkbox"/>	20657053	Invoice	Closed	01-Jan-2009	66.00	0.00	Annual Subscription Fee - Sub Fee

Notes

[1 / 2] < >

Subscription Fee

A subscription fee is due and payable on 1 January each year. New members commence paying the annual membership subscription from 1 January following admission. The subscription rate is the same for all members irrespective of status or country of residence. The admission to membership fee is a one-off payment and is totally separate from the subscription fee. In conjunction with regulation 11, as described in the ACCA rulebook, a member, affiliate or registered student shall cease to hold their status if any sums due to ACCA (including without limitation in the case of a member his annual subscription) remain unpaid after three months from the date on which it was due to ACCA

TRANSACTION PAYMENT DETAILS

Name [Redacted]
 Account Number [Redacted]

TRANSACTION	TYPE	DESCRIPTION	DATE	AMOUNT DUE REMAINING	PAYMENT AMOUNT
[Redacted]	Invoice	Annual Subscription Fee - Sub Fee	01-Jan-2012	77.00	77

Account Balance 149.00
 Total Payment Amount 77.00
 Balance Due 72.00

Recalculate

STEP 1: PLEASE SELECT YOUR PAYMENT METHOD

Verified by VISA MasterCard SecureCode.

-  American Express
-  MasterCard
-  VISA
-  Maestro

Next Step: Enter your Payment Details

ACCA ACCA online payment Contact ACCA: ☎ +44 (0)141 582 2000

Verified by
VISA **MasterCard**
SecureCode

STEP 2: PLEASE ENTER YOUR PAYMENT DETAILS

You are paying GBP 72.00 with **VISA**

Card Number

Card Holder Name

Card Expiry Date /

CW [What is CVV?](#)

What is CVV?

The Card Verification Value (CVV) is an *additional* three-digit security code that is printed (not embossed) on the back of your card. You can find the code on your card here:



The CVV is an extra security measure to ensure that you are in possession of the card.

Next Step: Review and Complete Your Payment

[Back](#) [Next](#)

ACCA ACCA online payment Contact ACCA: ☎ +44 (0)141 582 2000

Verified by
VISA **MasterCard**
SecureCode

STEP 3: PLEASE REVIEW AND COMPLETE YOUR PAYMENT

You are paying GBP 72.00 with **VISA**

Total payment amount GBP 72.00

Card Number XXXX XXXX XXXX XXXX

Card Expiry Date 06/2016

Card Holder Name testing testing

[Back](#) [Pay](#)

Print payment receipts

MYACCA
ACCA

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Student

PERSONAL DETAILS

ACCA number:

E-MAIL ADDRESS [UPDATE](#)

Your e-mail address is:

HOME ADDRESS UPDATE	BUSINESS ADDRESS UPDATE
Rm 1901, 19/F World Wide House 19 Des Voeux Road, Central Hong Kong SAR	Please update as we do not currently hold a record of your business address

This is your mailing address

MY QUALIFICATION PROGRESS

In order to qualify as an ACCA member you must complete 14 exams, relevant practical experience and a Professional Ethics module.

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EXAMS
You have successfully completed zero out of 14 ACCA exams.

EXPERIENCE
Performance objectives = you have recorded achievement of four out of nine

ACCA

TRANSACTIONS SUMMARY

Name [REDACTED]
 Account Number [REDACTED]
 Account Balance 0.00

Select Transactions and **Pay**

[Select All](#) | [Select None](#)

PREVIOUS 1-5 of 16 NEXT 5

SELECT	TRANSACTION	TYPE	STATUS	DATE	ORIGINAL AMOUNT	REMAINING AMOUNT	DESCRIPTION	
<input type="checkbox"/>		Payment	Closed	07-Mar-2012	<231.00>	0.00	Credit/Debit Card Payment	Print
<input type="checkbox"/>		Invoice	Closed	07-Mar-2012	231.00	0.00	Exam Fees - Exam Fee	
<input type="checkbox"/>		Invoice	Closed	01-Jan-2012	77.00	0.00	Annual Subscription Fee - Sub Fee	
<input type="checkbox"/>		Payment	Closed	29-Dec-2011	<77.00>	0.00	Credit/Debit Card Payment	Print
<input type="checkbox"/>		Invoice	Closed	06-Sep-2011	150.00	0.00	Exam Fees - Exam Fee	

Change email address, mailing address and business address

MYACCA **ACCA**

HOME LOGOUT

Student

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PERSONAL DETAILS

ACCA number: [REDACTED]

E-MAIL ADDRESS **UPDATE**

Your e-mail address is: [REDACTED]

HOME ADDRESS UPDATE	BUSINESS ADDRESS UPDATE
Rm 1901, 19/F World Wide House 19 Des Voeux Road, Central Hong Kong SAR	Please update as we do not currently hold a record of your business address

This is your mailing address

MY QUALIFICATION PROGRESS

Change your password

MYACCA **ACCA**

HOME LOGOUT

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- FAQs

PERSONAL DETAILS

ACCA number: [REDACTED]

E-MAIL ADDRESS **UPDATE**

Your e-mail address is: [REDACTED]

HOME ADDRESS UPDATE	BUSINESS ADDRESS UPDATE
Rm 1901, 19/F World Wide House 19 Des Voeux Road, Central Hong Kong SAR	Please update as we do not currently hold a record of your business address

This is your mailing address

MY QUALIFICATION PROGRESS

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Further information and guidance can be found on the **students' homepage**.



Change My Password: [mask]

Old Password
New Password
Confirm New Password

Request Passcode

Passcodes for students, affiliates and members
Welcome to the request passcode page. Here you can request a passcode for the first time or request a new passcode if you have forgotten your existing one.

If you can confirm the registration/membership number, e-mail address and date of birth that we hold for you, we will e-mail your passcode to you. Alternatively, we will send it to your registered postal address.

Step 1
Please enter your registration/membership number below:

Registration/membership Number:

Step 2
If you have **registered your email address with ACCA** and would like your new passcode e-mailed to you please also enter your e-mail address and date of birth and click on **E-mail New Passcode** below.
These details will be checked against the details we currently hold for you and if they match we will e-mail your new passcode to you.

Alternatively, if you would like your new passcode posted to your mailing address please click on **Post New Passcode** below.

Email:

Date of birth: Day (DD) Month Year (YYYY)

Please allow 30 minutes for your new passcode to be e-mailed to you.

Make sure you receive your new password by making ACCA a safe sender - your e-mail account must be able to recognise messages from accaglobal.com