



Self-Service Portal <http://pqc.icai.org>

For DISA and FAFD Course

User Manual

Basics on pqc.icai.org:

- User needs to sign-up only once on the portal to access any of the courses available on portal.
- Existing user credentials are migrated to new portal, hence users can login using same user-id & password (Credentials same as ISA- as provided earlier).
- In case users do not remember their credentials, please use forgot password link, users will receive instructions for new password on registered email id.
- After fresh signup, user will receive temp password on given mail. User needs to set a new password on first login attempt after signup.
- It is must for the user to complete their profile once successful signup/login is done.
- Fields like Email-Id/Membership number are must & unique. If user is getting error message like User already exist while signing up, it means user already exist in the portal for the given mail id. In such cases try to re-collect your password & login or select forgot password link to get new password.
- Refer to screen shots below and steps for further details.

Login & Signup:

- Go to pqc.icai.org SIGN IN and the landing page will be Login.

Fig : Login Screen

- If you are already a registered member, you have to enter registered email id and password with captcha and click on Login button.
- For a new user, you have to click Sign up button.
- As soon as you click Sign up button it will take you to Create Account page.



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Create Account

Name *

First Last

Membership No. (6 Digit) Mobile No. *

012345 +91-

Your email address *

example@mail.com

Login Password * Confirm Password *

Password Confirm password

Create Account Back to Login

Fig : New User Signup Screen

- Here, you have to enter details in all text fields i.e. name, valid email address, mobile number and membership number.
- After you sign up, it will send temporary credentials to registered email id.
- Click on the link received on your registered email id to finish the sign-up process.

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HOME ABOUT US COURSES CONTACT US DASHBOARD MY ACCOUNT

Member Profile abhi singh
Membership No - 213432

Hello, Member
YOUR PROFILE IS INCOMPLETE
You need to complete your profile first before applying for any course.

Personal Info Professional Info Addresses Profile Pic Change Password

Name * Title * abhi singh

Your email address * abhishek.kumar@easeforte.com

Mobile No. * 9876543210

Gender * Select * Birth Date * Date of Birth



Fig : Profile View screen.

- Follow the prompts to fill out your profile information i.e. personal info, professional info, address and upload a profile picture.
- Here you can also change your password otherwise, skip this step and finish it later.
- Once you complete your profile you become eligible to apply for courses.

Course Selection:

Once user is logged in, they can browse through different courses which are currently available through Courses link.

- Go to 'COURSES' link and choose a category for your course.
- Member can click on 'Apply Now' for course they are interested to enroll. Refer to below snapshot.

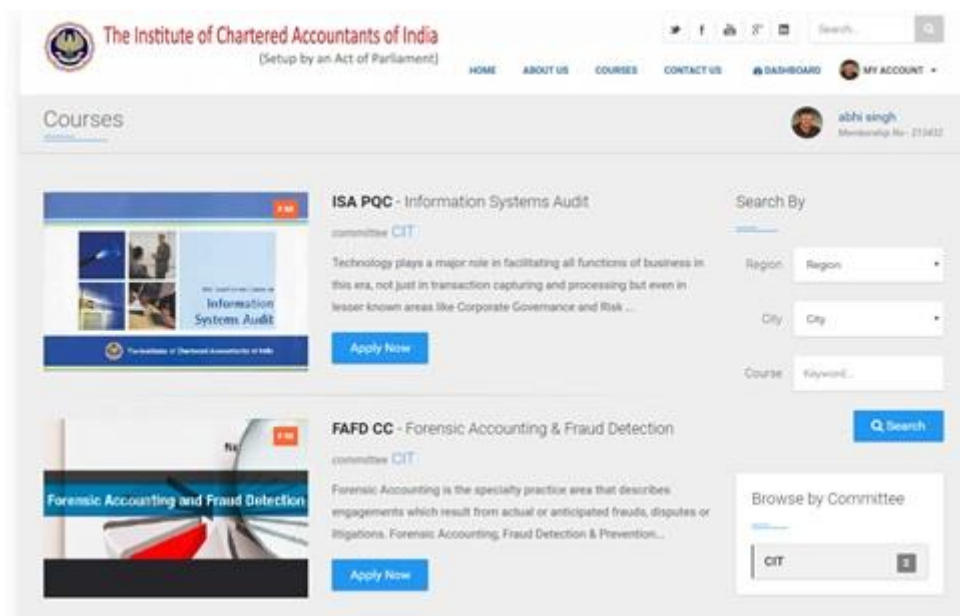


Fig : Courses List

- As soon as you click on 'Apply Now' link for course now you are at below landing page:



The screenshot displays the 'Course Application' page. On the left, there is a 'Member Information' table with the following details:

Membership No#	213432
Name	Mr. abhi singh
Email	abhishek.kumar@esecforte.com
Mobile#	9876545678
Enroll Year	2017
Working Status	Industry
Qualification	M.Com
Communicational Address	add Ambala - 123456 Haryana India
Professional Address	add Ambala - 123456 Haryana India

On the right, there is a 'Course - ISA PQC' section with a 'Fee - ₹ 60'. Below this, the 'Payment Mode' is set to 'Online', and there is a blue 'Apply Now' button.

Fig: Course Application Page

- Here, you can see course fees and your profile details.
- Registering for course need prior payment. Now you have to click on Apply now button for payment and refer to below snapshot:

The screenshot shows the Paytm payment interface. At the top, the Paytm logo is visible. Below it, a box indicates 'Total payment to be made to ICAI ₹ 60'. A blue button prompts the user to 'Login / Sign up with Paytm to use your Paytm Wallet or Saved Cards and to avail applicable offer.' Underneath, there is a section for 'Pay using other payment methods' with a 'Debit Card' button. A form for entering debit card details is shown, including fields for 'ENTER DEBIT CARD NUMBER', 'EXPIRY DATE' (MM and YY), and 'CVV'. A 'Pay now' button and a 'Cancel' link are at the bottom of the form. At the very bottom, there are logos for various payment methods and a 'Safety' logo.

Fig : Online Payment screen

- Once the successful payment is done, respective committee will approve the payment and then course will get added in User profile.
- Member can check list of courses in their dashboard from Left side menu option – Course



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The screenshot shows the 'Information Systems Audit' course application status page. The user is 'abhi singh' with membership no. 213227. The page displays course information, course modules, and forthcoming PT batches. A 'Status Timeline' shows the user registered on 07 Apr 2017. The course status is 'Registered', the E-Learning Test is 'Pending', and the user is not qualified for PT or ET. A 'Course Fee Payment' table shows a payment of ₹ 0 on 07 Apr 2017, which is approved.

Request Date	Payment Mode	Fee Amount Paid	Transaction / DGR	Status
07 Apr 2017	Online	₹ 0		Approved

Fig : Course Application Status

- Here, members can see the course details with status.
- **As per DISA course criteria, user need to pass the E-learning Assessment test before they can select a batch for joining PT classes.**
- Go to 'Online Test' from left side menu option and click on 'E-Learning Assessment Test' see the below snapshot:

The screenshot shows the 'E-Learning Online Test' page. The user is 'DURGESH PANDEY' with membership no. 131494. The page displays the 'Information Systems Audit' course details and a table for 'Modules for E-Learning Assessment Test'. The table shows a failed attempt for the '1 - Primer on Information Technology IS Infras...' module.

Modules for E-Learning Assessment Test	Attempts	Marks	Result
1 - Primer on Information Technology IS Infras...	1/5	5	FAIL



Fig : E-Learning Assessment Test details

- Now you have to pass all the modules as per respective course criteria.
- Go to start test button: see the below screen:

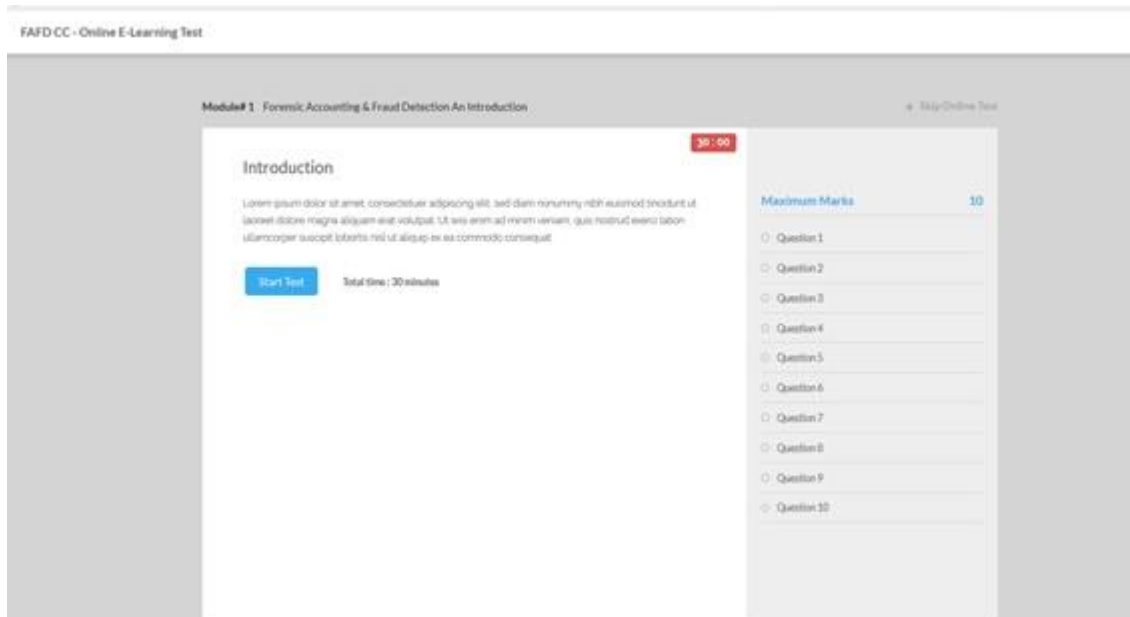


Fig : Online E-Learning Test

- Once you have completed your test now you can see your test results:

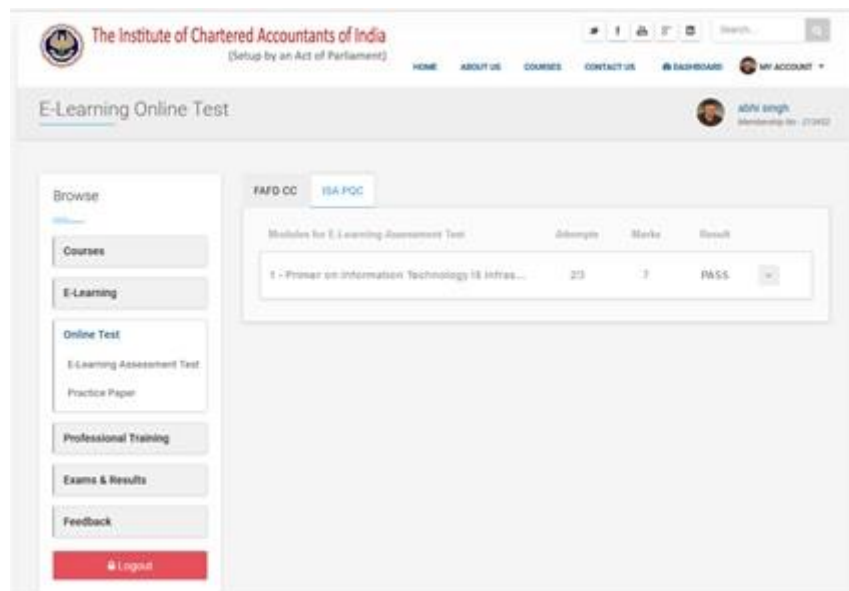


Fig : E-Learning Test Results

- Now you are eligible to join PT batches as per respective courses.



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- Users can see list of all upcoming batches for a course using Tab – “Forthcoming Batches”: see the below screen:

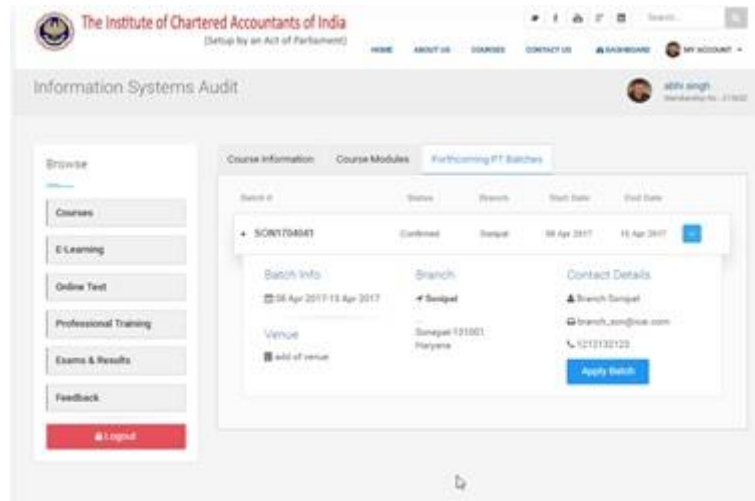


Fig : Apply for Batch Screen

- For FAFD, Member will receive the E-learning credentials through email after successfully selecting the Batch (location) and after approval from the Committee/ Branch.
- Batch application needs approval from respective branch admin, users can check their approval status for applied batch from their profile.
- Users can see their status for a particular course just under Course name on the right or under Course Information Tab for detailed view.
- See the below screen:

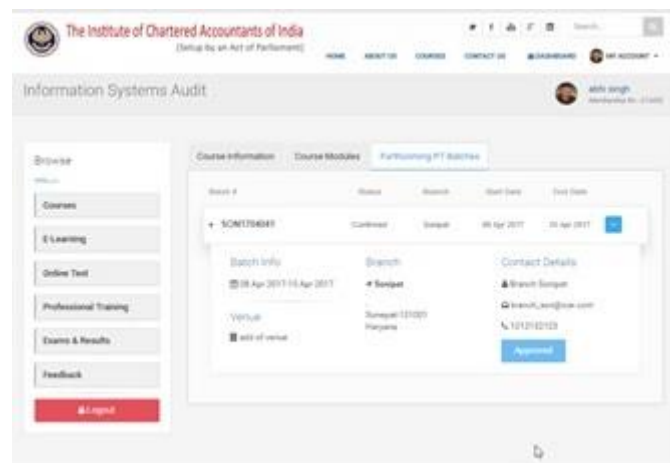


Fig : Batch Application Status

- Registered members in ISA/FAFD course will undergo professional training (PT) for a period which is usually conducted in the weekends.
- Professional training consists of:
 - a). Classes
 - b). Module test and
 - c). Project work.



- Users can see the session/classes details with corresponding courses.
- See the below snapshot

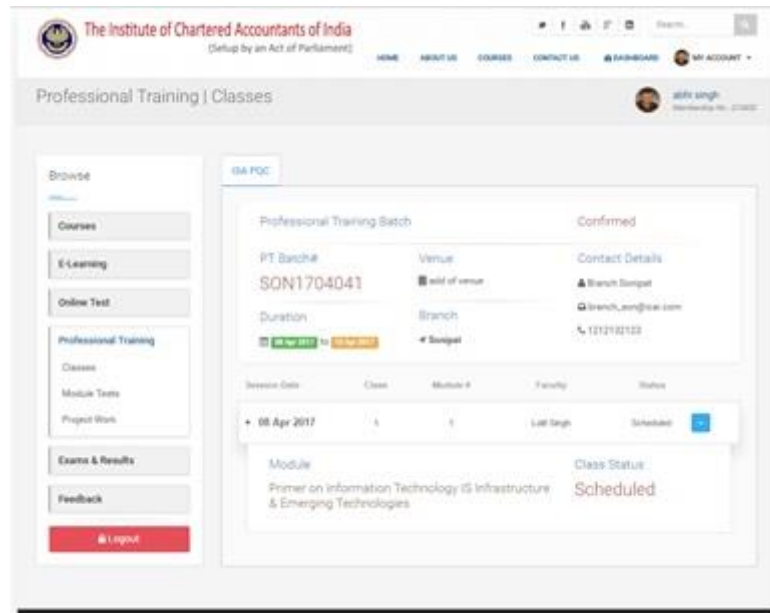


Fig : Sessions & Classes details

- After completed classes users can see the classes/session status.
- See the below snapshot:

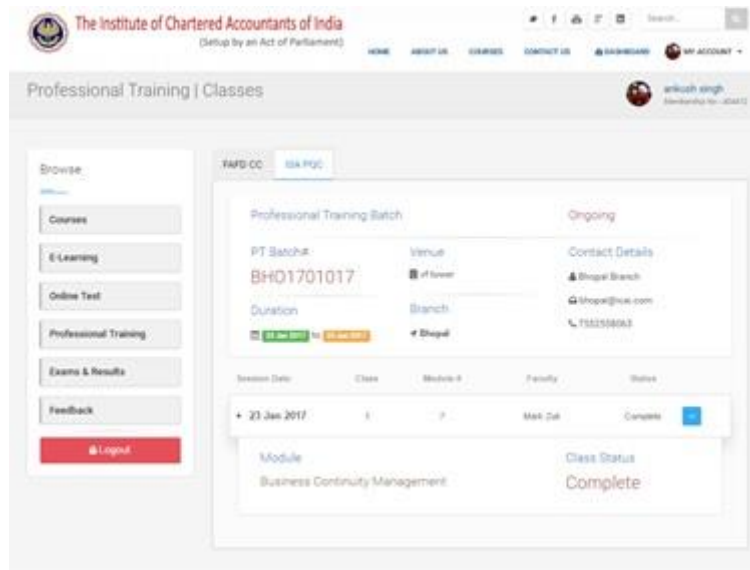


Fig : Sessions status



Payment Gateway:

- In case the payment status is 'Failed', retry and wait for 48 hours for confirmation/ approval from the admin.
- In case the payment status is 'Payment Unsuccessful', you have to click on Pay Again button.
- Once the successful payment is done, respective course will get added in User profile

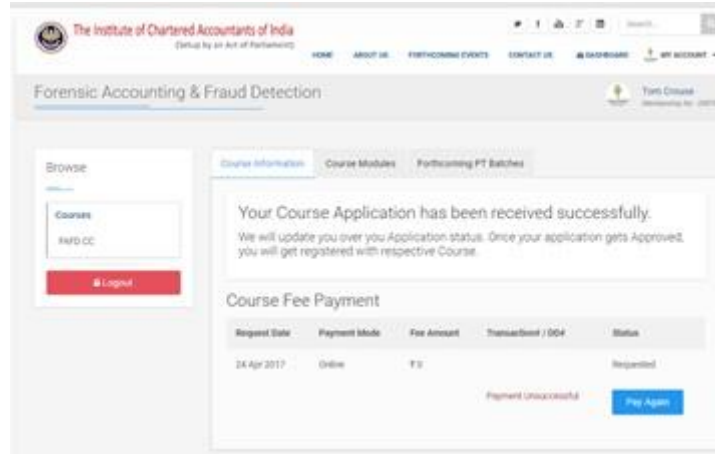


Fig : payment status screen