CA2025 TRAINING PROGRAMME

Electronic Assessment Tool

New user creation by Training Office Administrator

Please login to the Electronic Assessment Tool using your 8-digit **"SAICA ID"** followed by your password.
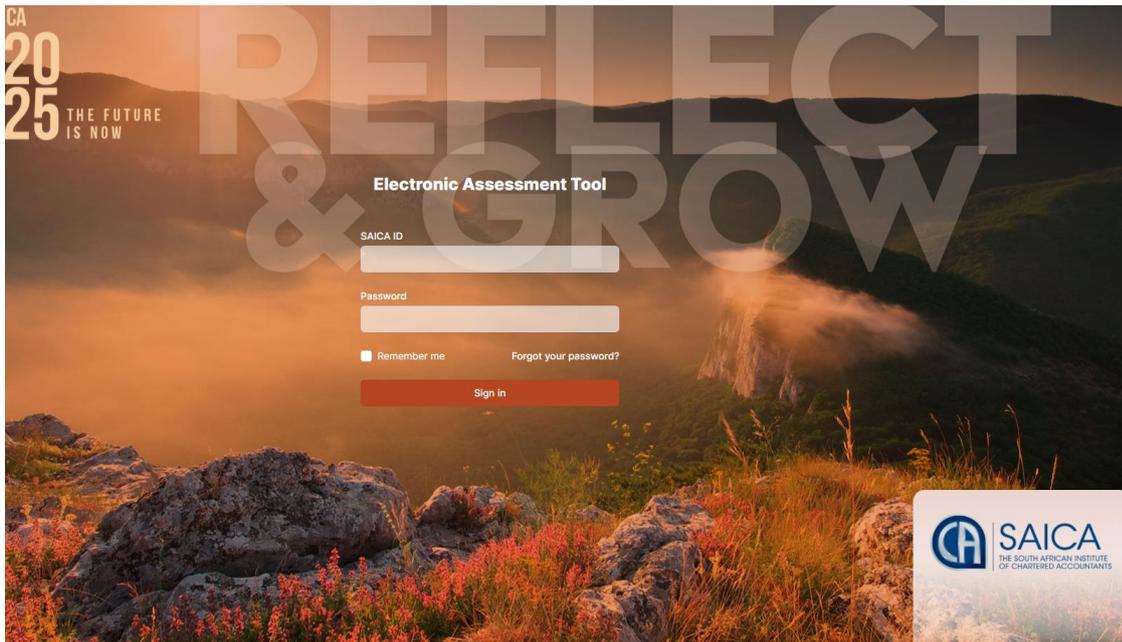
Select **"Administration"** on the left-hand side of the dashboard.
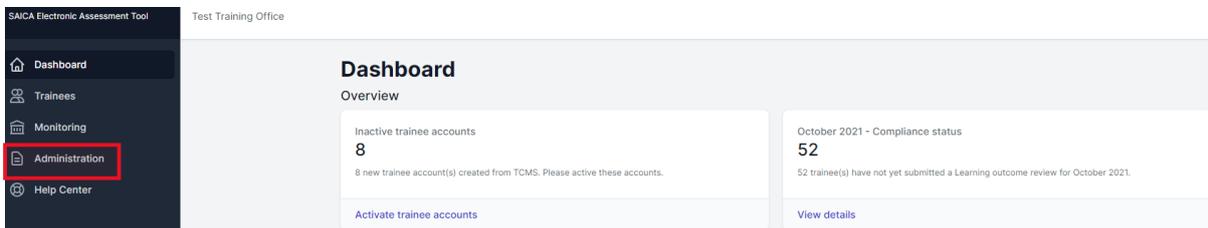
Select **"Users"** tab to proceed adding new user.
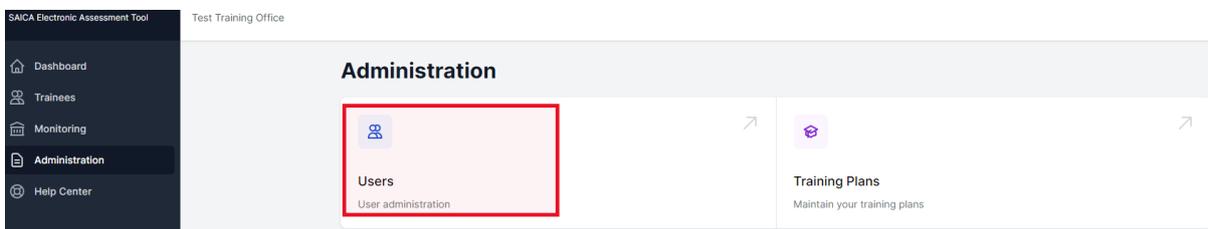
Select **"New user"** to create new user.
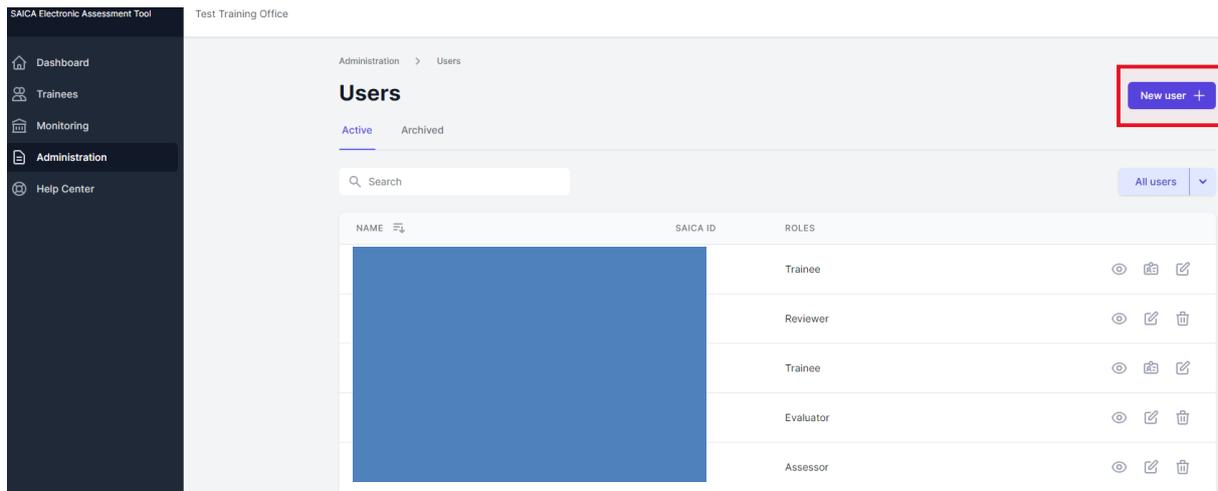
The below appears when **"New user"** is selected. Enter the user's SAICA ID and click on **"Save"** to proceed.
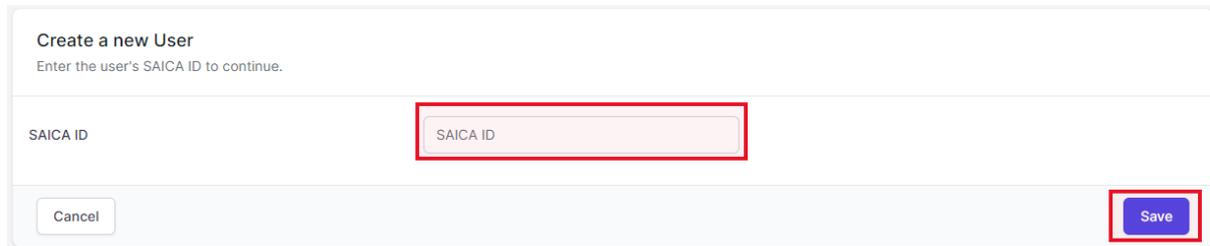
A message will appear notifying you if a user with that SAICA ID already exists in this Training Office. Or that no user with that SAICA ID exists.

Users details will be displayed below, and assign role to user. Please note that user may have multiple roles.

Create a new User
Enter the user's SAICA ID to continue.

SAICA ID

User found

Name

Surname

Email

Roles

☐ **Training office administrator**
Can perform administrative functions at the Training Office.

☐ **Reviewer**
Can be selected as reviewer on the LOR.

☐ **Evaluator**
Can be selected as evaluator on the PDS.

☐ **Moderator**
Has view access of all assessment data at the Training Office.

A user needs to have at least one role assigned

Cancel   Save