

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.

SAICA Electronic Assessment Tool	Test Training Office		
🟠 Dashboard	Dashboard		
쓙 Trainees	Overview		
in Monitoring	Inactive trainee accounts	October 2021 - Compliance status	
	8 8 new trainee account(s) created from TCMS. Please active these accounts.	52 52 trainee(s) have not yet submitted a Learning outcome review for October 2021.	
(D) Help Center			
	Activate trainee accounts	View details	

Select "Users" tab to proceed adding new user.

SAICA Electronic Assessment Tool	Test Training Office			
斺 Dashboard	Administration			
🛱 Trainees		1		
<u>ଲ</u> Monitoring	器	7	Û	7
Administration				
Help Center	Users		Training Plans	
	User administration		Maintain your training plans	

Select "New user" to create new user.

SAICA Electronic Assessment Tool	Test Training Office							
() Dashboard 앞 Trainees 때 Monitoring		Administration > Users Users Active Archived		New user +		ser +		
Administration Belp Center		Q Search	SAICA ID	DOLER		AI	ll user	s 🗸
		NAME =4	34104 10	Trainee		0	Æ	C
				Reviewer		0	C	団
				Trainee		0	œ:	C
				Evaluator		0	C	Ū
				Assessor		0	C	₫

The below appears when "**New user**" is selected. Enter the user's SAICA ID and click on "**Save**" to proceed.

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

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.

Create a new User Enter the user's SAICA ID to continue.	
SAICA ID	A user with that SAICA ID already exists in this Training Office
Cancel	Save

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.
Cancel	Save