

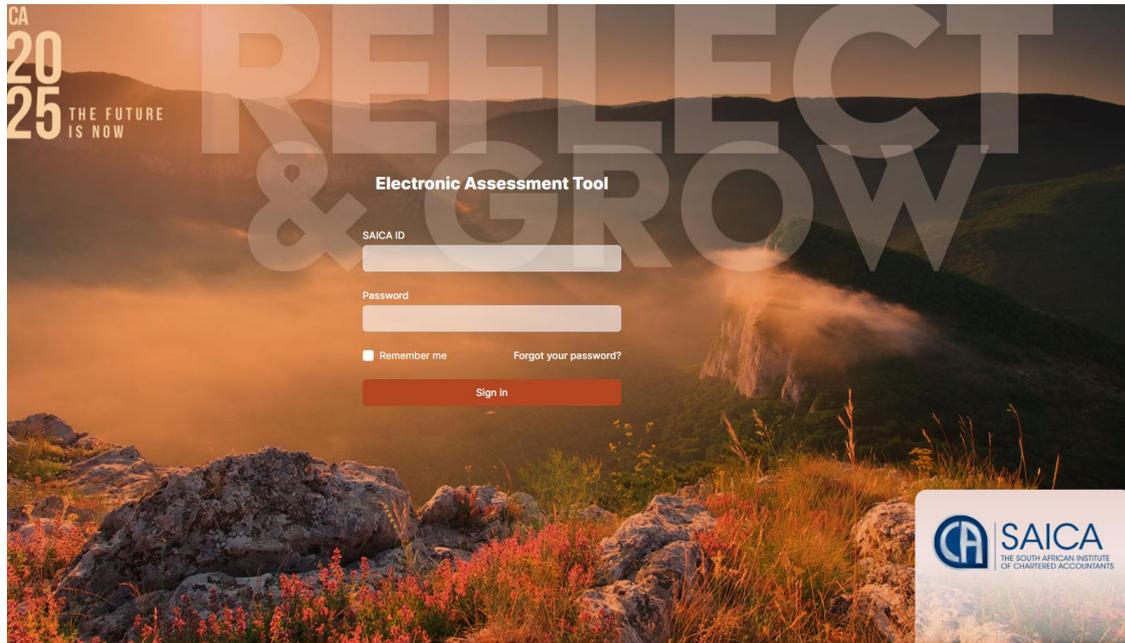


CA2025 TRAINING PROGRAMME

Electronic Assessment Tool

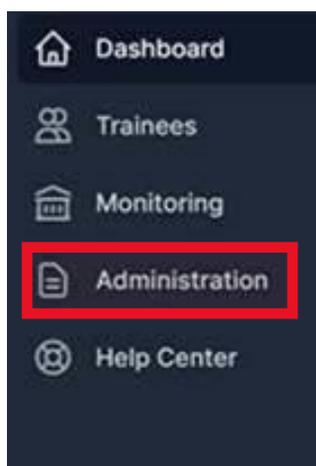
Inviting Reviewers, Evaluators and Assessors

Please login to the Electronic Assessment Tool using your 8-digit “SAICA ID” followed by your password.

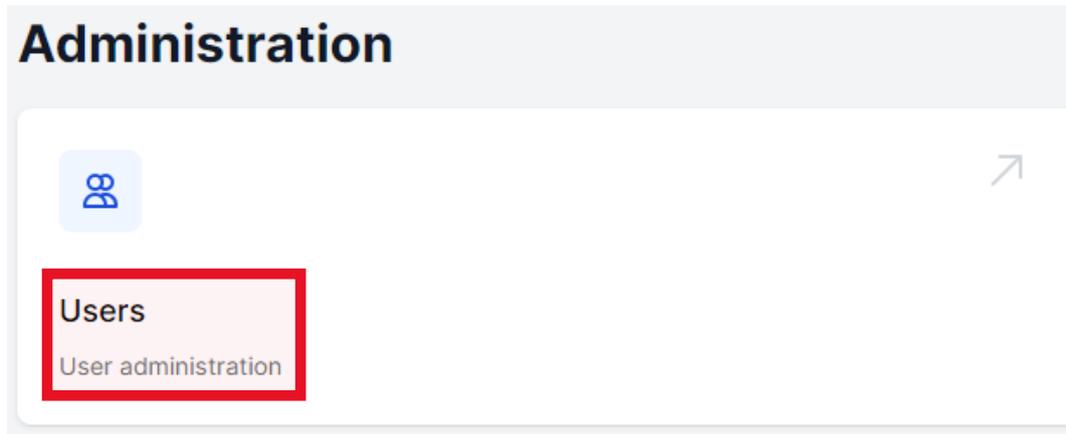


Once you are logged in, please follow the steps in the table below to invite Training Office Administrators. Both the Training Officer and subsequently the Training Office Administrators will be able to invite Reviewers, Evaluators and Assessors using the same process.

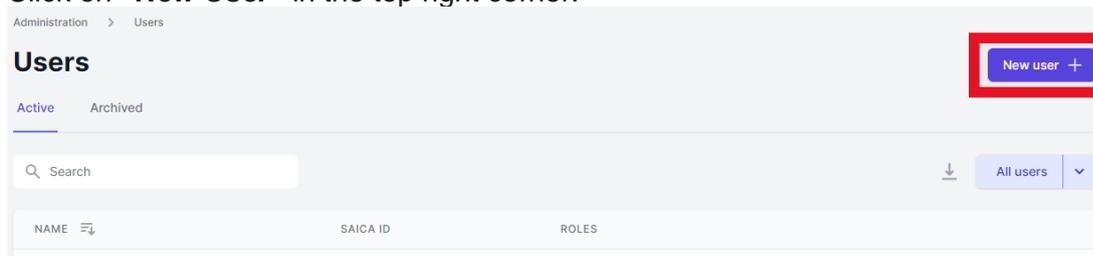
Please select “**Administration**” from the menu.



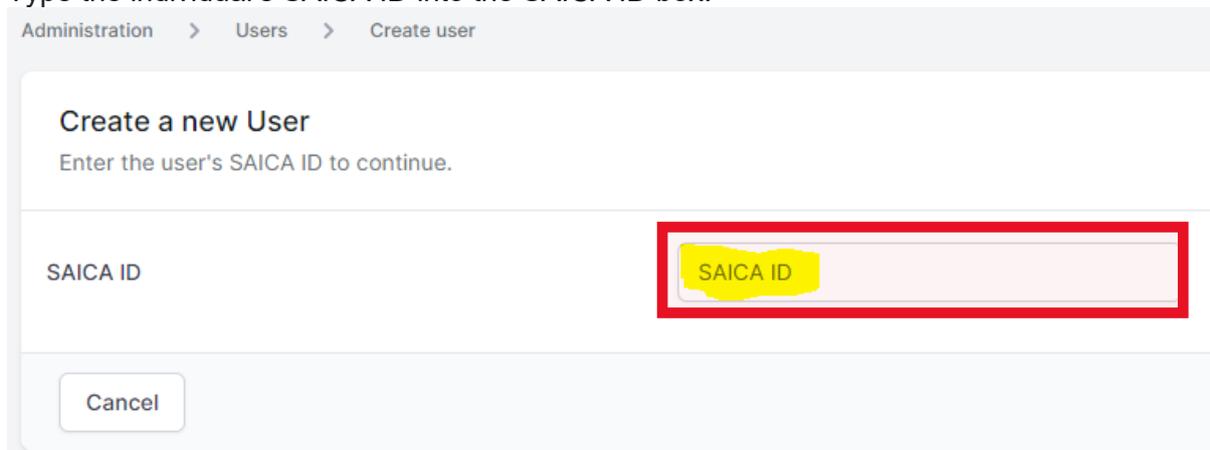
Select the **“Users”** tab.



Click on **“New User”** in the top right corner.



Type the individual’s SAICA ID into the SAICA ID box.



Once their profile opens, please select the relevant role(s).

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.
- Assessor**
User is a registered SAICA assessor. Can be selected as assessor on the PDS.
- Moderator**
Has view access of all assessment data at the Training Office.