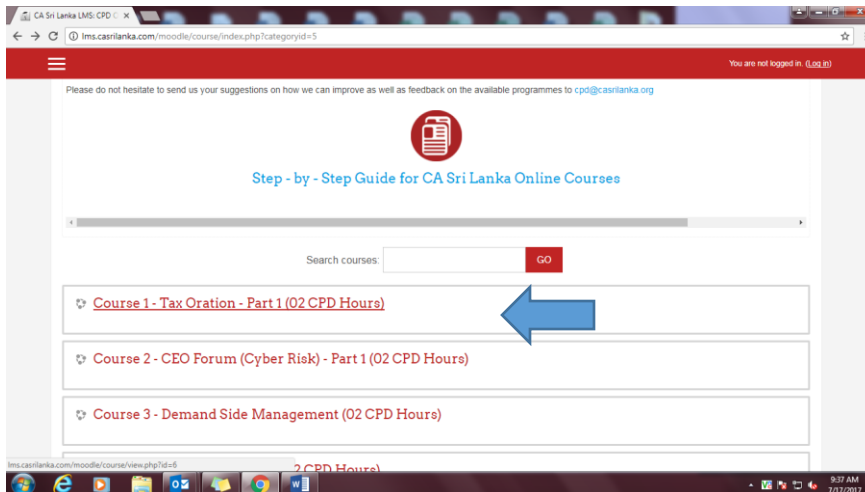# WELCOME TO STEP-BY-STEP GUIDE TO
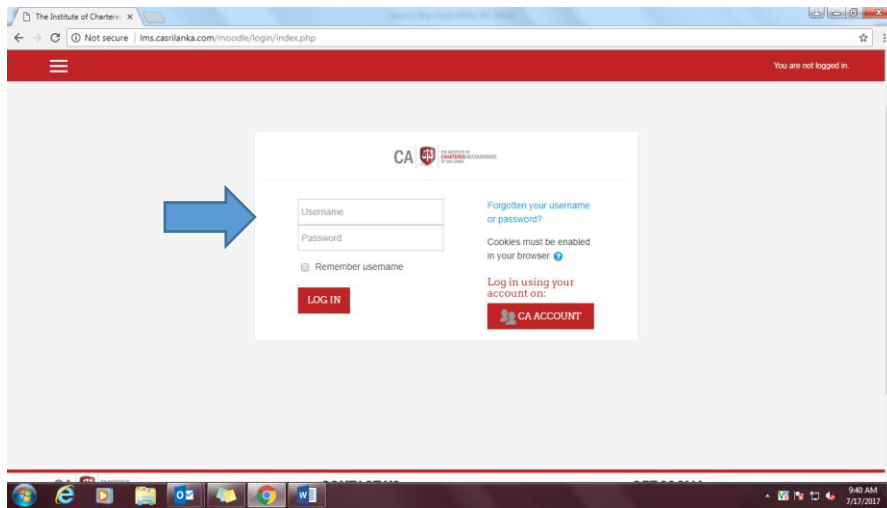
COMPLETE THE CPD ONLINE COURSES

The number of CPD hours granted for each course is shown at the beginning of the video followed by MCQs which you are required to attempt in order to complete your course.
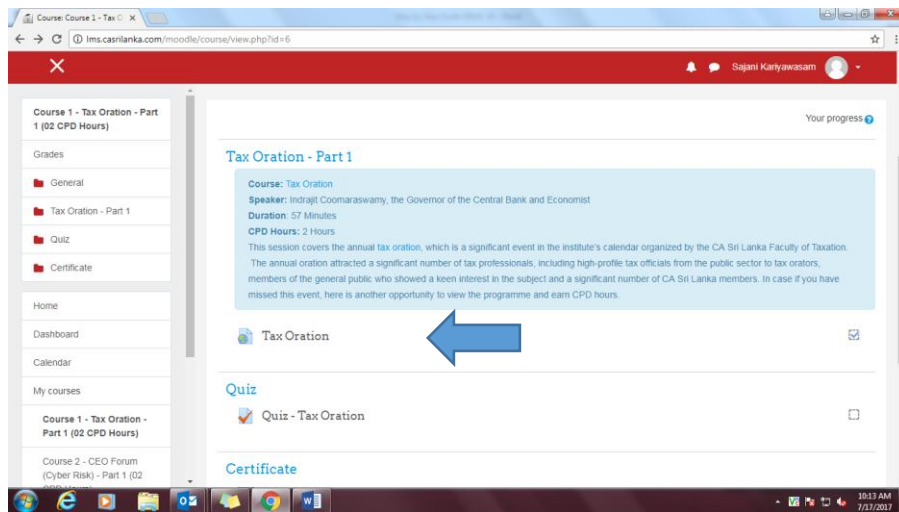
Let's begin…..

1. Select and click on the preferred online course
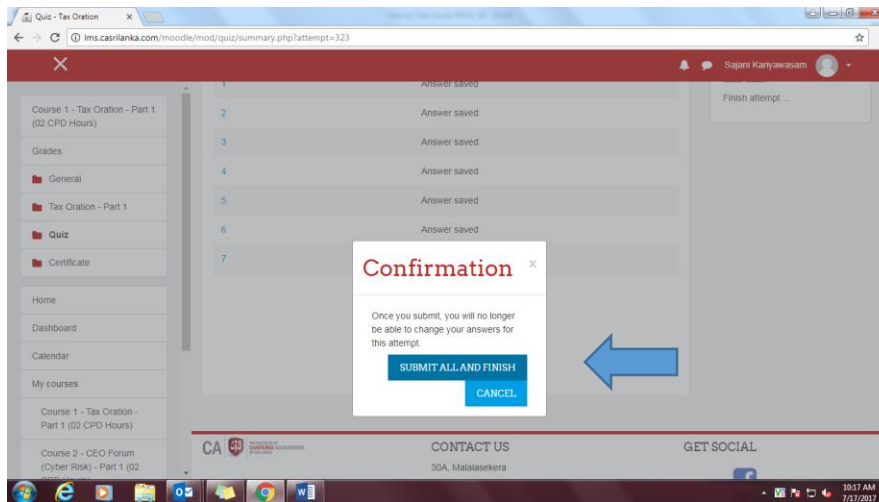
2. Click on "Course" tab

3. Enter Member login details:
   Username: Member Number
   Password: Member Number
   Please change your password after the first log

4. Complete viewing the videos by clicking on the blue globe icon. Some courses may contain more than one video. To complete viewing the video click on the blue globe icon. Please note if you close the video streaming window (browser) before you finish viewing the video, you will be unable to pick up where you left off. To complete viewing the video you will need to restart from the beginning.

5. Move to the quiz section to complete the course. Now click on the **TICK-MARK** symbol tab. Members need to complete all question and attain 70% correct answers. You are provided 3 attempts to answer correctly and obtain the allocated CPD hours.

6. Click on **NEXT** button after answering the Multiple Choice Questions.

7. Click **SUBMIT ALL AND FINISH** to confirm your answers.

8. Move to the beginning of the page and click on the **CONFIRMATION** to get a confirmation on completion.

9. You will be able to obtain the allocated CPD hours for the respective programme upon the number of correct answers you have provided.

10. You are given three attempts to complete, if you fail to obtain 70% or above within three attempts, you will not be able to obtain the allocated CPD hours or to complete the respective programme again.

11. Once you have successfully completed the course you can follow the other courses by CA Sri Lanka or access accountingcpd.net to attain a wider variety on subject trainings.

12. Finally, please email a screen shot of the Congratulations page to sudara.ranaweerasinghe@casrilanka.org which will enable us to add your CPD hours to your profile.

MORE INFORMATION ABOUT ACCOUNTING CPD partnership
(https://www.accountingcpd.net)

Accounting CPD in partnership with CA Sri Lanka has carefully selected over 150 courses to help our members enhance their knowledge on pertinent topics in relation to their professional progression. This is an additional option we have provided our members to further progress as a Chartered Accountant.

CA Sri Lanka has negotiated to a discounted rate for the members. Details are given below:

- July/August: 30% off on any programme purchased
- September: For a 2 week period in September a buy 2 for the price of 1 offered

CA members can avail the promotions and negotiated rates by providing a discount code on the site on a regular basis.

Good Luck!!