FICA Online Exam – new registration (Non Moonstone Compliance Clients)

- <u>VERY IMPORTANT</u>: Many Companies have fire walls which block emails coming from servers. Ask your IT team to add the IP 129.232.234.50 as a safe address to ensure that you receive your username and password. In your e-mail program, add the contact assist@mbse.ac.za as the FICA System email address.
- 2. Each learner must register themselves by navigating to the following website link: <u>http://learn.mbse.ac.za/mbse_application</u>
 - 3.Select FICA Awareness

Short courses	
National Credit Act for F&I's	FICA Awareness
National Credit Act - General	POPI

4. Enter your personal details and complete registration. Your username and password will be emailed to you from <u>assist@mbse.ac.za</u> (Refer to step one) (FSP Number compulsory)

Application

Qualification / short course: FICA Awareness
Personal Information Please complete your personal information Identification type South African ID Passport Number Please select the type of identification number.
Email Address Use a valid email address.
Cellphone number
Company FSP number Only compulsory if Moonstone client and applying for FICA
Name Please use sentence case and not all caps.
Surname Please use sentence case and not all caps.

5. Navigate to the following website link <u>http://learn.mbse.ac.za</u> Enter your log in details provided.

6. Click on: Administration

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MOONSTONE BUSINESS SCHOOL OF EXCELLENCE	
🐐 Home 🔹 Dashboard 🛗 Events 🚔 My Courses	🧮 Hide blocks 🖌 Standard view
7. Click on: My Studies	
A TAP	Matthee] You are logged in as Anelisa Bevu (Log out)
My Studies Administration	Application
🙀 🗚 Studies	Apply here
Documentation	Application process explained
Enrolled modules liss Bevu	Bulk user creation
Finances	Terms & Conditions You are logged in as Anelisa Bevu

8. Update your Personal and Work Details (FSP name & number added here)

# Home 🏾 🏦 Dashboard 🖀 Events	🚔 My Courses			🖬 Hide bl	locks 📌 Standard vie
Qualification / Short course		Status	Date	🛔 Navigation	
Home Address: South African Intern	ational Submit			Dashboard	
				Site homeSite pages	
Status personal information				Courses	
	ation and Home address. All FICA students	s and if an employer is paying for a qualification	n, must also complete Work detail.		
Registration cannot continue if the required se	ctions are not completed and the necessa	ary documentation have not been uploaded.			
Information required	Completion status				
Personal Information	×				
Home address	×				
Work detail	×				
Experience	Compulsory for all c	qualification applications			

9. A quotation for the amount of R575.00 will be emailed and students will be linked to the learning material on receipt of payment.

10. Kindly navigate through all Modules, before the assessment will be available for completion.

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Home	🏚 Dashboard	🛗 Events	📾 My Courses	🛔 This course	
> Cour	rses > 2018 > 2018	8 FICA MSTE > FI	CA Awareness		
					Your progress (?
8	Announcements				
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	Money Laundering a	and Terrorist Fina	ncing content		
•	Assessment				D
	FICA Certificate				
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11. To attempt the quiz, click on **Assessment**. All course participants will receive a certificate of completion post the assessment. This certificate will also provide the assessment result. It is for the FSP to determine what constitutes a pass percentage

(Rewrite can be done at a cost of R375.00)

12. Once you have successfully completed the quiz the link to your certificate will become available to download or print. **Please note:** If you do not print or save your certificate, it will become un-available after your 30 day period expires.

Should you experience any difficulty with the online registration, please contact Abigail Matthee at: 021 883 8000, <u>assist@mbse.ac.za</u>