

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

1. **VERY IMPORTANT:** 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:
http://learn.mbse.ac.za/mbse_application
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 assist@mbse.ac.za (**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 <http://learn.mbse.ac.za> Enter your log in details provided.

6. Click on: **Administration**

7. Click on: **My Studies**

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

Information required	Completion status
Personal Information	X
Home address	X
Work detail	X
Experience	Compulsory for all 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.

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, assist@mbse.ac.za