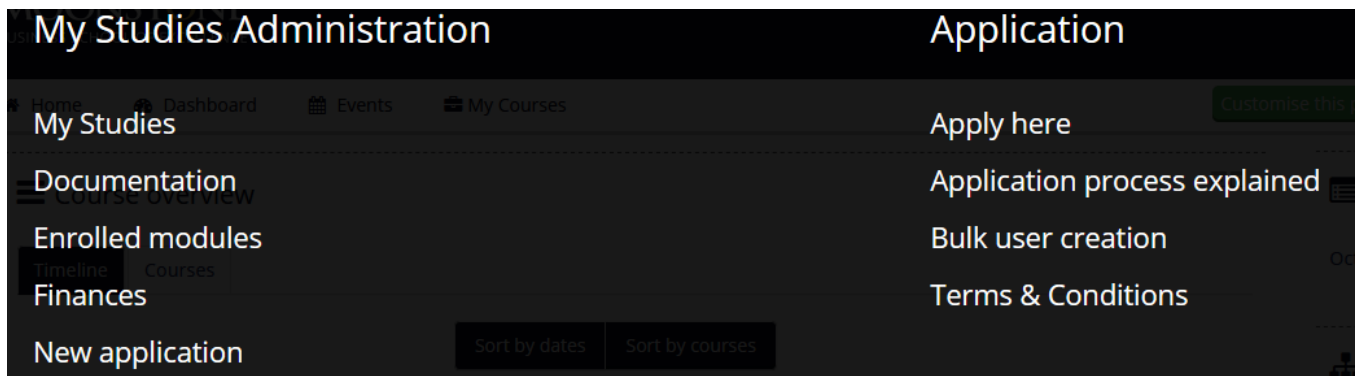


FICA Online Exam – Existing clients

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 that you will 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 needs to navigate and **log in** on the following website link:
<http://learn.mbse.ac.za>
3. Click on: **Administration**



4. Click on: **New Application**



5. Select FICA Awareness and submit the application.

New Application

For which qualification / short course would you like to apply?

Navigate to **Admin home**

Admin home **Documentation** **Enrolment** **Finances** **New application**

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

Home Dashboard Events My Courses
Hide blocks Standard view

Qualification / Short course	Status	Date											
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 60%;"> <p>Home Address: <input type="radio"/> South African <input type="radio"/> International <input type="button" value="Submit"/></p> </div> <div style="width: 35%;"> <p>Navigation</p> <ul style="list-style-type: none"> Dashboard Site home Site pages Courses </div> </div>													
<p>Status personal information</p> <p>Student number: anelisab</p> <p>All students have to complete Personal Information and Home address. All FICA students and if an employer is paying for a qualification, must also complete Work detail. Registration cannot continue if the required sections are not completed and the necessary documentation have not been uploaded.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Information required</th> <th style="width: 40%;">Completion status</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid #ccc; padding: 5px;"><input type="button" value="Personal Information"/></td> <td style="text-align: center; color: red;">✘</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 5px;"><input type="button" value="Home address"/></td> <td style="text-align: center; color: red;">✘</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 5px;"><input type="button" value="Work detail"/></td> <td style="text-align: center; color: red;">✘</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 5px;"><input type="button" value="Experience"/></td> <td style="text-align: center;">Compulsory for all qualification applications</td> </tr> </tbody> </table>				Information required	Completion status	<input type="button" value="Personal Information"/>	✘	<input type="button" value="Home address"/>	✘	<input type="button" value="Work detail"/>	✘	<input type="button" value="Experience"/>	Compulsory for all qualification applications
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<input type="button" value="Home address"/>	✘												
<input type="button" value="Work detail"/>	✘												
<input type="button" value="Experience"/>	Compulsory for all qualification applications												

7. Send an email to assist@mbse.ac.za to confirm completion of Step 5. Student will then be enrolled for the FICA Awareness course.
8. Kindly navigate through all Modules, before the final assessment will be available for completion.

MOONSTONE BUSINESS SCHOOL OF EXCELLENCE FICA Awareness

Home Dashboard Events My Courses This course

Courses > 2018 > 2018 FICA MSTE > FICA Awareness

Your progress

- Announcements
- Glossary
- Money Laundering and Terrorist Financing content
- Assessment**
- FICA Certificate

Restricted Not available unless: The activity Assessment is marked complete

9. 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)

10. 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