



# Trainees' Guide

## ***Wizlearn Learning Management System***

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**Date** : 10 Jun 2017  
**Version** : 1.0  
**Created By** : Wendy Lim  
**Modified By** :

# 1 Change Log

VERSION	DATE	NAME	DESCRIPTION
1.0	10-Jun-17	Wendy Lim	Initial Draft
1.1	30-Jun-17	Irene Zhou	Release version

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## 3 Introduction

### **What is Learning Management System?**

Learning Management System (LMS) is an online portal for the administration, documentation, tracking, reporting and delivery of e-Learning education courses or training programs.

### **Target Audience**

The Wizlearn LMS is targeted at corporate organizations where administrators and trainers can create online courses for learners. Learners can also access the courses online, anytime and anywhere.

## 4 Accessing the LMS

Accessing and logging in to the system via the main landing page.

Input the URL [www.biztrg.sg](http://www.biztrg.sg) in the browser's address bar:

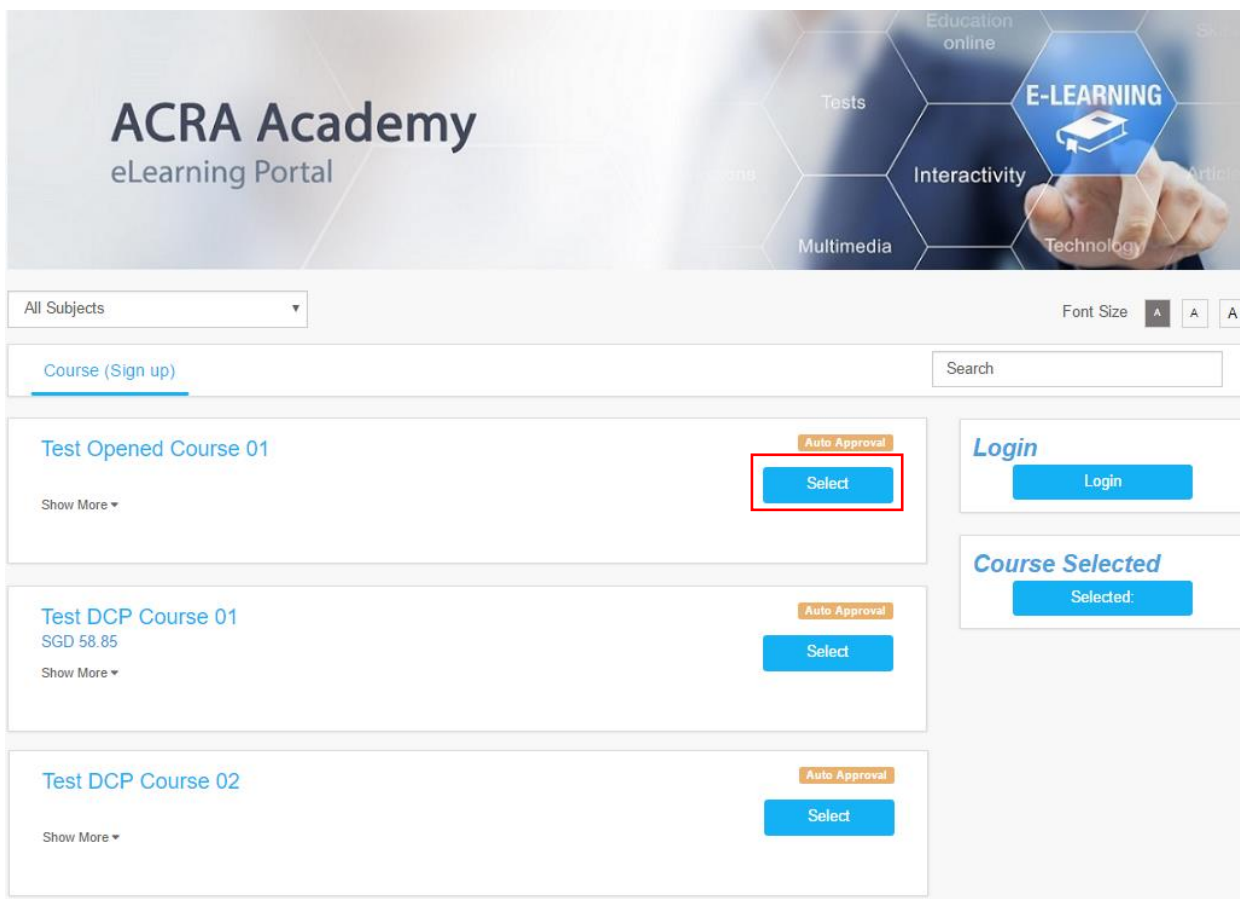
### 4.1 Course Registration

User(s) can self-register for courses made available at the webpage.

**\*Note:**

1. DCP courses can only be registered by invited user(s).
2. Courses available may be chargeable or non-chargeable.

Search for a course and click on **Select** to register for the course.



The screenshot displays the ACRA Academy eLearning Portal interface. At the top, there is a navigation menu with 'E-LEARNING' highlighted. Below the header, there is a search bar and a list of courses. The first course, 'Test Opened Course 01', has a 'Select' button highlighted with a red box. Other courses include 'Test DCP Course 01' and 'Test DCP Course 02'. A 'Login' button is also visible.

For courses with both **Online** and **Classroom** option, select the preferred option and click **Proceed**.

Your selected course(s)  
Click on "Proceed" to continue with the registration of the course(s)

TestNON DCP Course 001

Online  
 Classroom

Show More ▾

Remove

Login

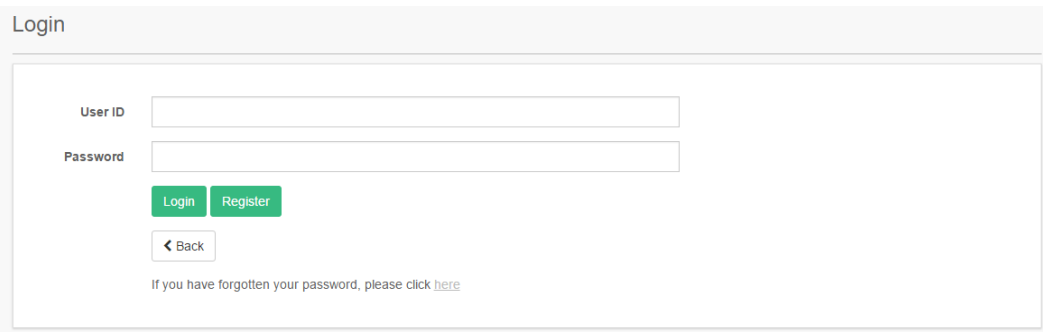
Login

Proceed

**At the Login Page,**

1. For existing user(s) with an LMS account, input the assigned **User ID** and **Password**, then click **Login**.

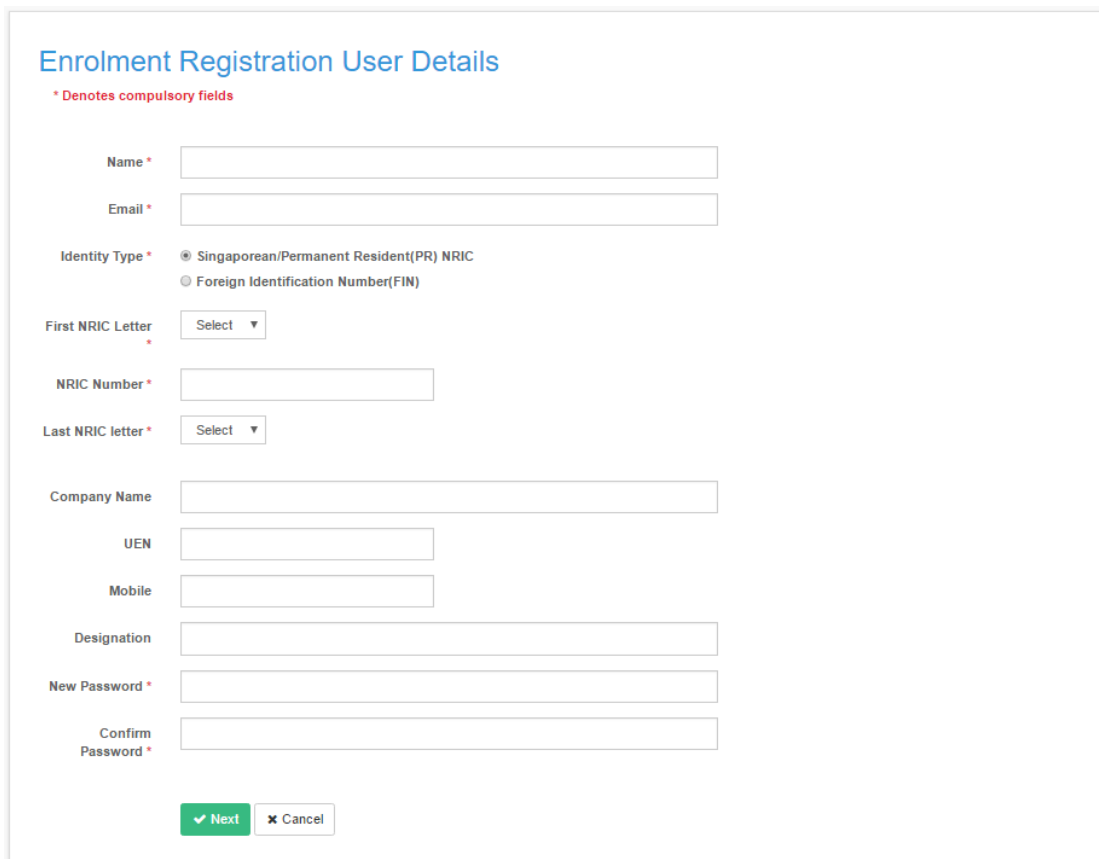
*\*Note: The User ID should be should be an email address. Multiple invalid logins (more than 5 times) will disable the login functionality for 1 hour.*



The screenshot shows a 'Login' form with the following elements:

- Input field for 'User ID'
- Input field for 'Password'
- Green 'Login' button and green 'Register' button
- White 'Back' button with a left arrow
- Text: 'If you have forgotten your password, please click [here](#)'

2. For new user(s) without an LMS account, click **Register**.
  - Complete all necessary fields and click **Next**. To exit the registration process, click **Cancel**.  
*\*Note: Password must be alphanumeric, contains one uppercase letter and one special character.*



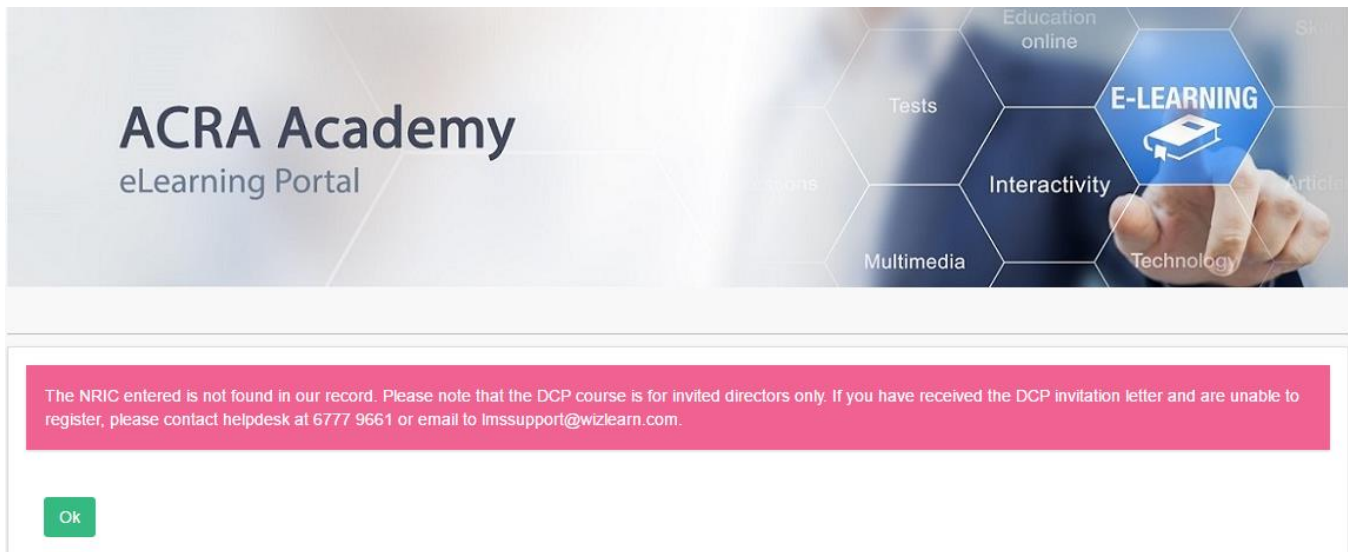
The screenshot shows the 'Enrolment Registration User Details' form with the following fields and options:

- Name \***: Text input field
- Email \***: Text input field
- Identity Type \***: Radio buttons for 'Singaporean/Permanent Resident(PR) NRIC' (selected) and 'Foreign Identification Number(FIN)'
- First NRIC Letter \***: Dropdown menu with 'Select' option
- NRIC Number \***: Text input field
- Last NRIC letter \***: Dropdown menu with 'Select' option
- Company Name**: Text input field
- UEN**: Text input field
- Mobile**: Text input field
- Designation**: Text input field
- New Password \***: Text input field
- Confirm Password \***: Text input field
- Buttons: Green 'Next' button and white 'Cancel' button with an 'x' icon

### 4.1.1 DCP Course

Users can only register for DCP courses if they are on the invitation list.

If non-invited users register for a DCP course, the below message will be shown.

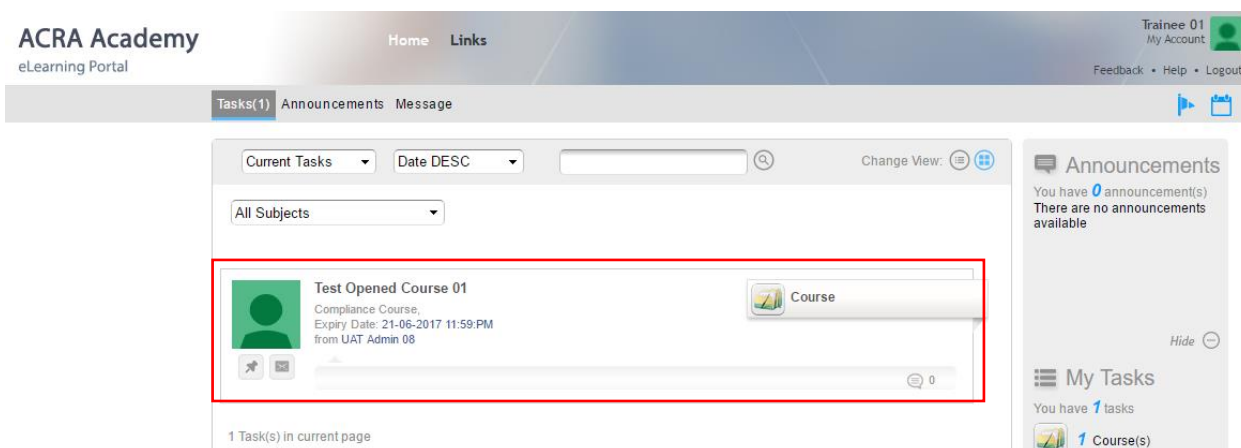


### 4.1.2 Non-chargeable Online Course

If the course is non-chargeable, upon successful registration or login, user will automatically be directed to the LMS.

The registered course will be available at the user’s **Task** page.

To access the course, click on the course title.







User will also receive an email notification on successful course registration.

**\*Note:** *Email will be sent to user's registered email address in LMS.*

Successful Registration for TestNON DCP Course 001 (DCP) Inbox x

 do-not-reply@biztrg.sg 15:34 (2 hours ago) ☆ ↶ ⌵

 to me ⌵

Dear Rain 129,

Thank you for registering for the TestNON DCP Course 001.

Course Details	
Course	TestNON DCP Course 001
Total Payment	0.00
Course validity	1 month from the date of registration

Please note that upon successful completion of the DCP, a 2-months period will be given to file up-to-date Annual Return(s). No late filing penalties will be incurred if Annual Return(s) are filed within the window period. As such, please do not commence any filing before completing the DCP. You will be notified on the period to file your Annual Return(s) upon successful completion of this course.


Best Regards,  
Accounting and Corporate Regulatory Authority(ACRA)  
This is an automatically generated email, please do not reply.

### 4.1.3 Chargeable Online Course


If the course is chargeable, upon successful registration or login, user will be directed to the **Course Payment Details** page.

Click **Proceed to Payment** to make payment.

## Course Payment Details

Course Title	Test DCP Course 01
Price	SGD 55.00
GST	SGD 3.85
Payable Amount	SGD 58.85
Pay By	
Payment Mode	<input type="text" value="Credit/Debit Card"/>

At the eNETS payment gateway, complete the payment.


Thursday, 25 May 2017

Consumer  
eNETS

Data Protection Policy

Terms of Use

Security Guidelines

Customer Service

## credit/debit card payment

If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.



1. www.enets.sg

TRANSACTION INFORMATION

Merchant Name	TESTACRA
Merchant Reference Code	ACRA201706251610440008T
NETS Reference Code	20170525161044024
Amount	SGD 58.85

Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.

CREDIT/DEBIT CARD INFORMATION

Name on Card:

Card Number:

Please note that the Credit Card Number should be 13 or 16 digits. Please input your card number without space or dash.


CVV / CVC2:  (What is CVV/CV2/CIC?)

Expiry Date:  /  (eg: 2017)

I have read, understood and accepted the following:
 

- \* The return & refund policy for the purchase of relevant products / services.
- \* The collection, use, disclosure and sharing of this information, which to the best of my knowledge and belief is true and accurate and is for purposes reasonably required to process my application which are set out in [NETS' Data Protection Policy](#).

Fast, Secure  
& Hassle-free  
transactions



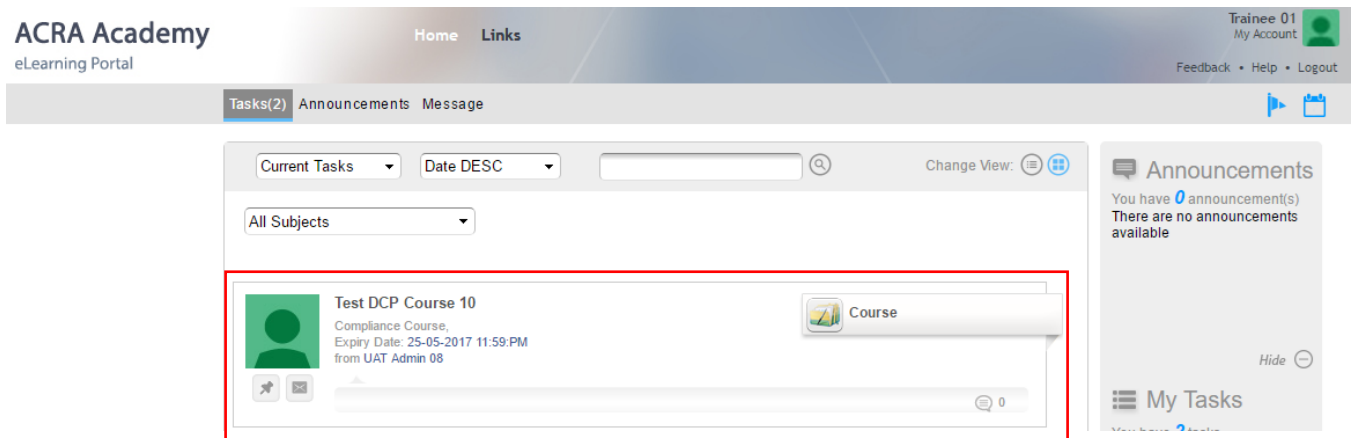
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Upon successful payment, user will automatically be directed to the LMS.

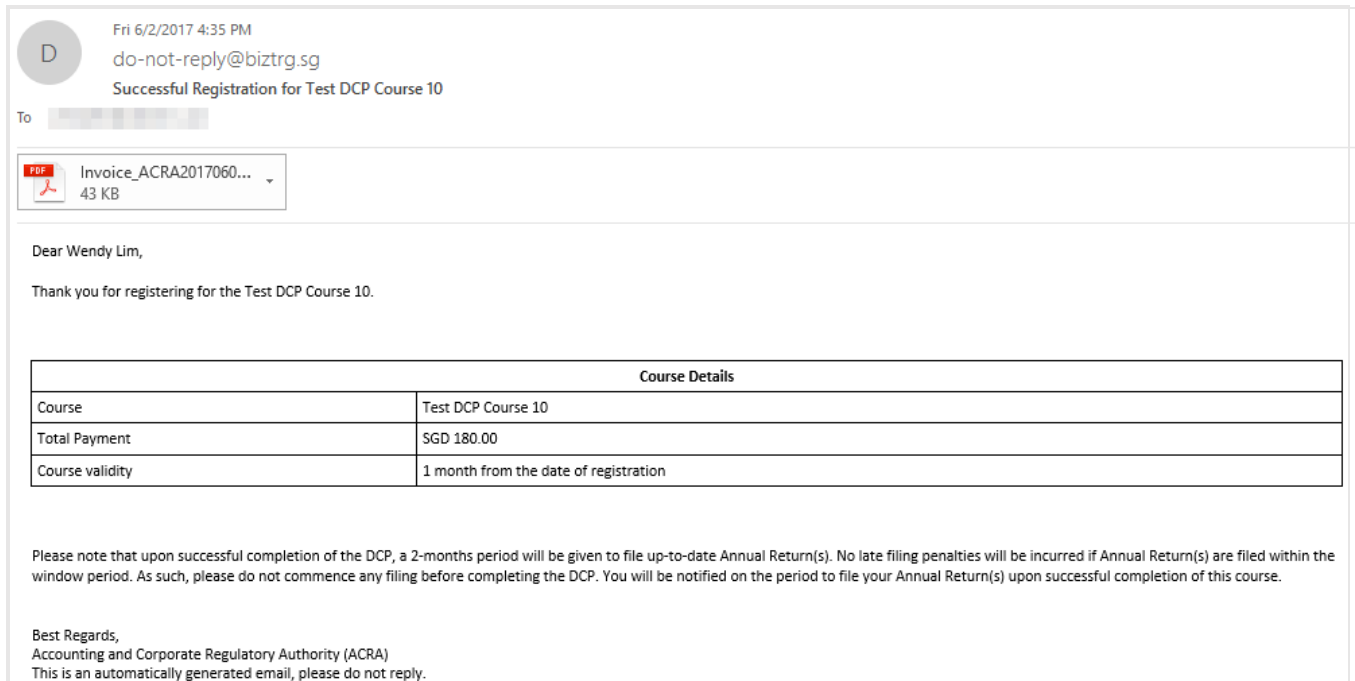
The registered course will be available at the user's **Task** page.

To access the course, click on the course title.




User will also receive an email notification together with the e-receipt on successful course registration.

**\*Note:** Email will be sent to user's registered email address in LMS.



**RECEIPT**



**ACRA**  
ACCOUNTING AND CORPORATE  
REGULATORY AUTHORITY

Accounting and Corporate Regulatory Authority  
10 Anson Road #05-01/15  
International Plaza  
Singapore 079903

Receipt No	: ET201700019	GST Registration No.	: M90008879-T
Date & Time	: 02/06/2017 16:34:52	Course Participant Name	: Wendy Lim
Agency Reference No.	: ACRA201706021634520019T	Course Participant Email	: [REDACTED]
Payment Gateway No.	: 20170602163454667		
Payment Mode	: Credit/Debit Card through Enets		

S/N	Course ID	Course Name	Amount (SGD)
1	TDCP10	Test DCP Course 10	SGD 168.22
			GST SGD 11.78
			<b>TOTAL SGD 180.00</b>

This is a computer-generated receipt. No signature is required.  
It is important to print a copy of the receipt for future reference.

#### 4.1.4 Classroom Course

If user selected the **Classroom** option during course registration, upon successful registration or login, user will automatically be directed to another URL site.

***\*Note:** Classroom based selection will skip the payment page even though the course is stated as chargeable.*

##### Your selected course(s)

Click on "Proceed" to continue with the registration of the course(s)

Test Opened Course 01

Online  
 **Classroom**

Remove

Show More ▾

Welcome, abc.

View my courses

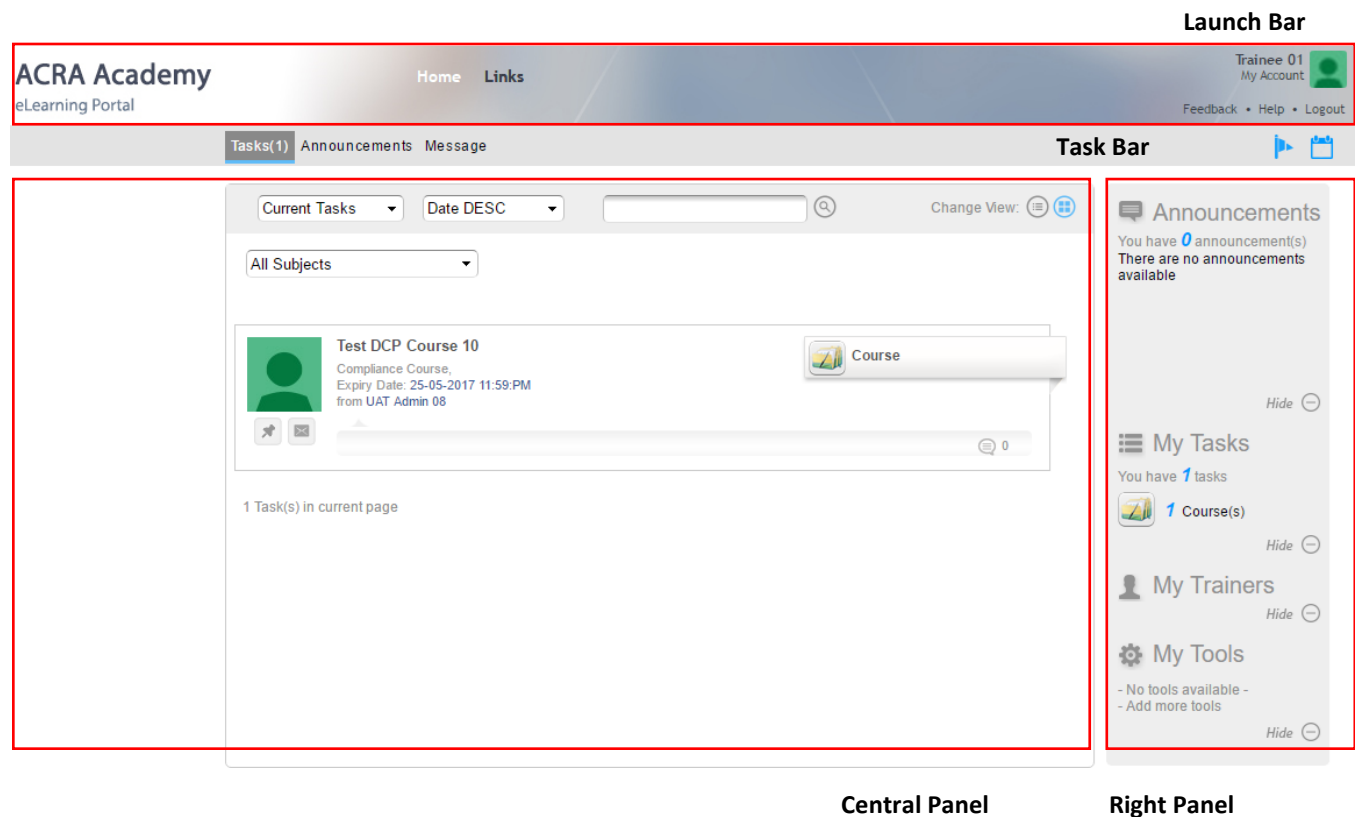
## 5 Navigating around LMS

This section provides the features guide listed in the LMS platform.

### 5.1 Overview of the Home Page

At the main page, it can be categorized into four areas,

- **Launch Bar.** This is a navigation menu and user personal account information.
- **Task Bar** – This bar provides quick direct shortcut keys.
- **Central Panel** – This panel provides a listing of assigned topics.
- **Right panel** – This portion show the announcement and summary of user tasks.



The screenshot displays the ACRA Academy eLearning Portal interface. At the top right, the **Launch Bar** shows the user's profile as 'Trainee 01' with options for 'My Account', 'Feedback', 'Help', and 'Logout'. Below this is the **Task Bar** with buttons for 'Tasks(1)', 'Announcements', and 'Message', along with a calendar icon. The **Central Panel** features a search bar, a 'Current Tasks' dropdown, and a 'Date DESC' sort option. It lists a task titled 'Test DCP Course 10' with details: 'Compliance Course, Expiry Date: 25-05-2017 11:59:PM from UAT Admin 08'. Below the task list, it indicates '1 Task(s) in current page'. The **Right Panel** contains sections for 'Announcements' (0 available), 'My Tasks' (1 task), 'My Trainers', and 'My Tools' (no tools available).

## 5.2 Launch Bar

This bar facilitates the navigation of the LMS.

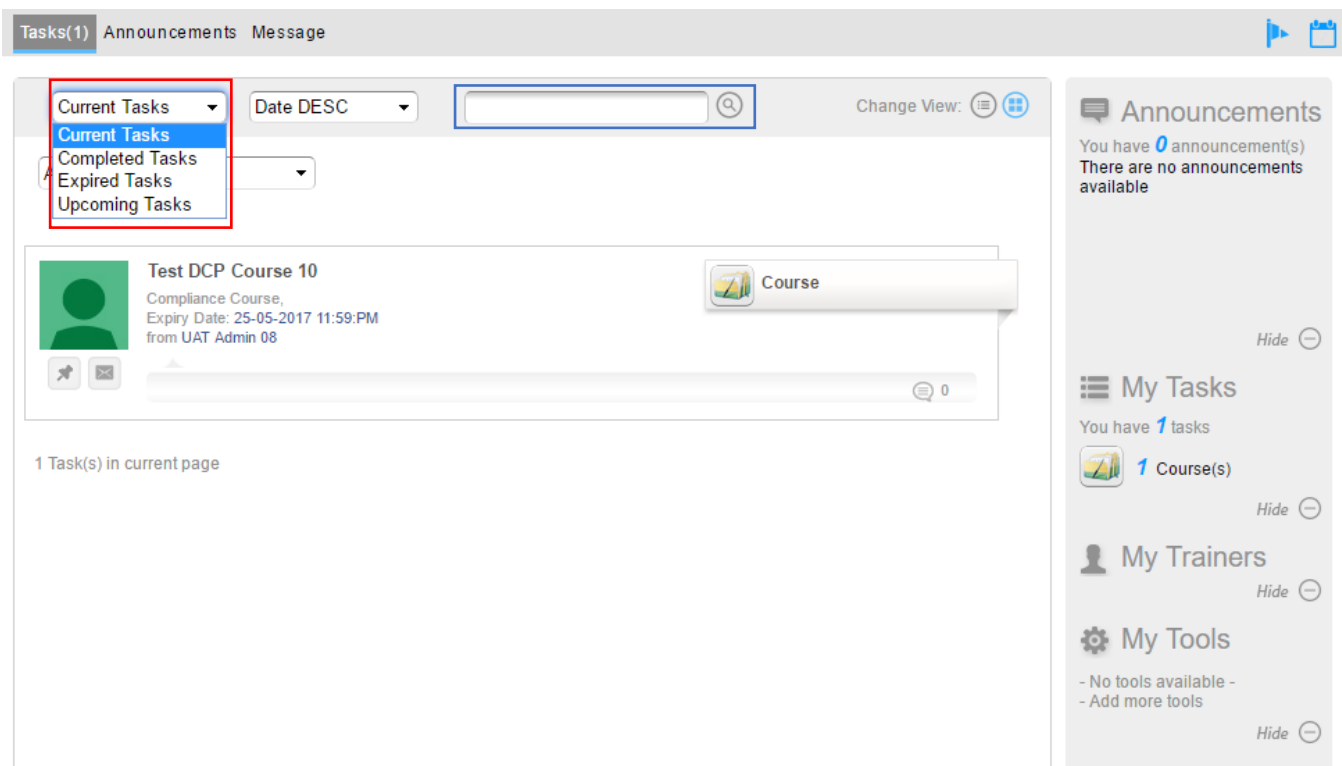


## 5.3 Accessing My Tasks

Assigned tasks, regardless of status, can be reviewed by the dropdown selection shown in the red box.

- Current Task – Activities that are still active, pending user involvement.
- Completed Tasks – Activities that have been completed.
- Expired Tasks – Activities that were incomplete and validity had expired. Only allow for viewing.
- Upcoming Task – Activities that has been allocated, pending activation.

Quick search via subject can be performed at the search function utility as shown in the blue box.



## 5.4 Links

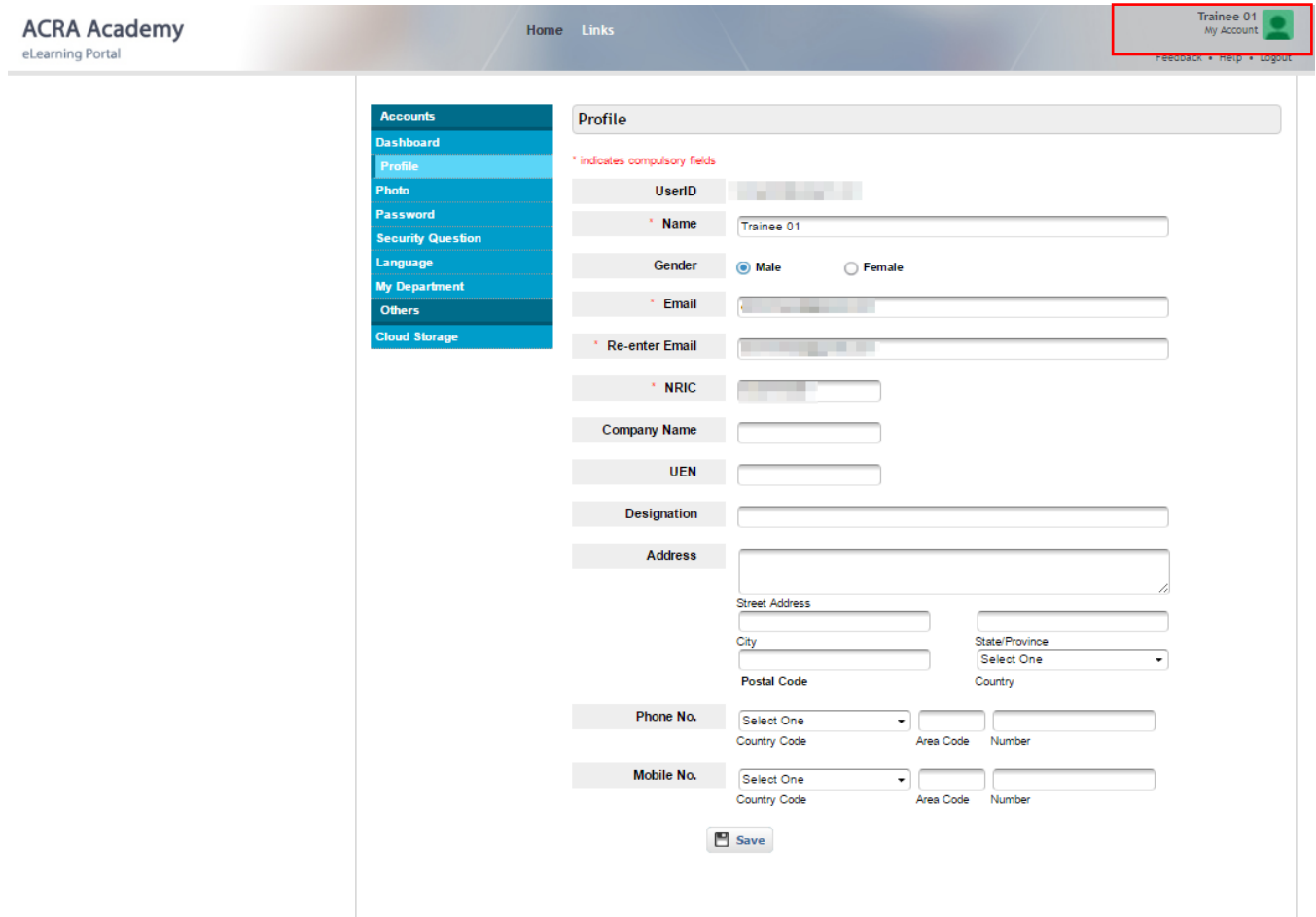
The **Links** holds links setup by the administrators and is visible to all users.

The **ACRA Course Catalog** link is a quick link to navigate users to the Course Catalog.

The screenshot shows the ACRA Academy eLearning Portal interface. At the top, the navigation bar includes 'Home' and 'Links' (highlighted with a red box). The user is identified as 'Trainee 01' with a 'My Account' icon. Below the navigation bar, the main content area features a 'visit today?' prompt and a link for 'ACRA Course Catalog' (Course Registration and Enrolment), which is highlighted with a red arrow. The 'Course Catalog' page is shown below, featuring the ACRA Academy logo, a search bar, and a list of courses with 'Select' buttons. A 'Login' button and a 'Course Selected' button are also visible on the right side of the page.

## 6 Setting My Profile

Users are allowed to view and/or edit personal profile, which is allocated at the top right corner.



**ACRA Academy**  
eLearning Portal

Home Links

Trainee 01  
My Account

Feedback Help Logout

**Accounts**

- Dashboard
- Profile
- Photo
- Password
- Security Question
- Language
- My Department
- Others
- Cloud Storage

### Profile

\* indicates compulsory fields

UserID: [blurred]

\* Name: Trainee 01

Gender:  Male  Female

\* Email: [blurred]

\* Re-enter Email: [blurred]

\* NRIC: [blurred]

Company Name: [blurred]

UEN: [blurred]

Designation: [blurred]

Address: [blurred]

Street Address: [blurred]

City: [blurred] State/Province: [blurred]

Postal Code: [blurred] Country: [blurred]

Phone No. Country Code: [blurred] Area Code: [blurred] Number: [blurred]

Mobile No. Country Code: [blurred] Area Code: [blurred] Number: [blurred]

Save



The following features in the profile section are listed below.

Item	Description
Dashboard	This provides summary information of user.
Profile	Information on gender, email, phone number and assigned group. <i>*Note: Users are not allowed to edit the following fields:</i> <ul style="list-style-type: none"><li>• <i>Name</i></li><li>• <i>NRIC/FIN</i></li><li>• <i>Email</i></li></ul>
Photo	Insert personal photo.
Password	Allow password change.
Security Question	Security question to reset password.
Language	Language selection. (English, Chinese, Arabic)
My Department	Department that user belongs to.
Cloud Storage	Selection of cloud storage link. (Dropbox or Google drive)