

# Managing your CA Program course enrolment

## Quick reference guide

Query: I need to...	Instructions
<p>Enrol/view my academic record</p>	<ol style="list-style-type: none"> <li>1. Log into MyCA from <a href="http://www.charteredaccountantsanz.com">www.charteredaccountantsanz.com</a></li> <li>2. Click on My Capability</li> <li>3. Click on My Capability – Program</li> <li>4. Click on the option that reflects what you want to now do (e.g. (re)enrol, view record, etc.)</li> </ol>
<p>Access my online learning content</p>	<ol style="list-style-type: none"> <li>1. Log into MyCA from <a href="http://www.charteredaccountantsanz.com">www.charteredaccountantsanz.com</a></li> <li>2. Click on My Capability</li> <li>3. Click on My Capability – Learn to access learning content</li> </ol>
<p>Apply/Request for:</p> <ul style="list-style-type: none"> <li>• special consideration for an assessment</li> <li>• accessibility assistance</li> <li>• credit &amp;/or recognition for prior learning</li> </ul>	<ol style="list-style-type: none"> <li>1. Log into MyCA from <a href="http://www.charteredaccountantsanz.com">www.charteredaccountantsanz.com</a></li> <li>2. Go to My Capability – Program</li> <li>3. Go to My Requests (no additional login required)</li> <li>4. Click on request type, e.g., ‘Special Consideration’, ‘Special Assistance’, ‘Applications for Credit’.</li> </ol> <p>To check for updates on your request follow above to log into MyCA &gt; Click MyCapability &gt; Member Login &gt; Click Program &gt; Sign in with MyCA &gt; “Requests” on top menu bar &gt; Login to myrequests &gt; choose the relevant case number &gt; click ‘Related’ tab.</p>
<p>How to apply for a review of my final subject result</p>	<p>Follow the procedure set out in the <a href="#">CA Program’s Candidate Assessment Review Policy and Procedure</a> and use the related form also at this link. Before applying ensure that you have substantiable valid grounds as outlined in the policy.</p>
<p>Make a complaint about my CA Program studies</p>	<p>Follow the procedure set out in the <a href="#">CA Program’s Candidate Complaints, Grievances and Appeals Policy and Procedure</a>.</p>
<p>Appeal a CA Program decision concerning my studies</p>	<p>Follow the procedure set out in the <a href="#">CA Program’s Candidate Complaints, Grievances and Appeals Policy and Procedure</a>. Use the related form also at this link. Before lodging a stage 2 complaint, grievance or appeal ensure that you have substantiable valid grounds as outlined in the policy.</p>