

## NAVIGATING AND MAINTAINING YOUR 'MY CPA PROFILE'

You can return to your profile at any time to update\* your contact information post-secondary information or to view your account.

\*It is important that you keep your address, email address(es), post-secondary education history and employment information in the My CPA profile up to date if anything changes.

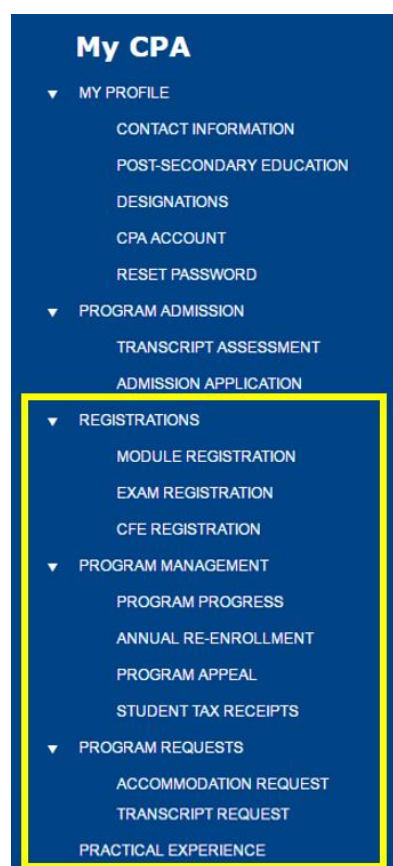
When you log into your [My CPA profile](#), prior to enrolling into CPA PEP or CPA preparatory courses, you will see the following 'limited' navigation menu on the left. (Once you are enrolled into CPA PEP or CPA preparatory courses you will see additional menu items)



As a prospective learner, several functions can be performed through your My CPA profile, including:

Menu Item	Purpose
<b>MY PROFILE</b>	
CONTACT INFORMATION	Your personal information including your preferred email address (also your login email), and your home address. (This can be updated by you at any time)
EDUCATION HISTORY & DESIGNATIONS	This should include <b>ALL</b> your post-secondary education and any accounting related designations if you are an active member. (This can be updated by you at any time, but if updated after a transcript assessment has been requested, also email the changes you made to <a href="mailto:transcriptassessment@cpawsb.ca">transcriptassessment@cpawsb.ca</a> )
CPA ACCOUNT	You can access payment history and invoices/receipts for any services that you pay for and checking the balance of your account.
RESET PASSWORD	You can use this link to have an email sent to your log-in email allowing you to reset your password.
<b>PROGRAM ADMISSION</b>	
TRANSCRIPT ASSESSMENT	You can use this link to request a CPAWSB transcript assessment and to view your document checklist (showing any outstanding documents required for the assessment), and also to view your completed assessment.
ADMISSION APPLICATION	You can use this link to submit an admission application for CPA PEP or CPA preparatory courses.

## Navigating your My CPA profile once you are a student or a candidate



Once you have an approved admission application for CPA PEP or for CPA preparatory courses, when you log into your [My CPA profile](#), you will see the full My CPA navigation menu on the left.

In addition to MY PROFILE and PROGRAM ADMISSION, you will now also have 4 additional main menu items:

- REGISTRATIONS
- PROGRAM MANAGEMENT
- PROGRAM REQUESTS
- PRACTICAL EXPERIENCE

The chart below provides details about the additional functions that can be performed from each of these new sections, within your My CPA profile.

Menu Item	Purpose
<b>REGISTRATIONS</b>	
MODULE REGISTRATION	You can register for CPA PEP modules or CPA preparatory courses here.
EXAM REGISTRATION	You can register for CPA PEP module exams or CPA preparatory course exams here.
CFE REGISTRATION	You can register for the CPA PEP Common Final Exam (CFE) here.
<b>PROGRAM MANAGEMENT</b>	
PROGRAM PROGRESS	You can monitor your progress including what CPA preparatory courses or CPA PEP modules you have taken and have remaining.
ANNUAL RE-ENROLLMENT	You can complete annual re-enrollment and pay annual dues here.
PROGRAM APPEAL	You can make program appeals here.
STUDENT TAX RECEIPTS	You can access annual tax receipts here.
<b>PROGRAM REQUESTS</b>	
ACCOMMODATION REQUEST	You can request workshop and exam accommodations here.
TRANSCRIPT REQUEST	You can request a CPA transcript here.
<b>PRACTICAL EXPERIENCE</b>	You can access the Practical Experience portal and the Practical Experience Reporting Tool (PERT) here.

## Questions? | Who to Contact

If you need help or have unanswered questions about creating, accessing or navigating your profile, contact an Admission Advisor by emailing [admissionadvising@cpawsb.ca](mailto:admissionadvising@cpawsb.ca) or calling **1.866.420.2350 ext. 6001**.