



**Securexam (CA) Registration Site**  
**Registration Information for CA Students**  
**and UFE Candidates**

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*We strongly recommend that you print this Guide.*

## Registering to use *Securexam (CA)*

To use your laptop computer in a regional evaluation or the UFE, you must register your computer with Software Secure and perform and upload a test of the software to ensure it is working properly on your computer. **All candidates, including those using employer-owned computers with the software pre-installed, must register individually.**

### All Candidates:

To register:

1. Open Internet Explorer or any other Internet Browser, and input the URL: <http://cica.softwaresecure.com>.
2. On the Welcome page:



The screenshot shows the 'Welcome to Securexam (CA)' page. At the top left is the 'Software SECURE' logo. In the center is a large 'CA' logo with a small graphic of four colored squares (yellow, blue, green, grey) above it. At the top right is the 'Securexam Exam Registration' logo. Below the logos is a navigation bar with links: 'Region', 'Account Home', 'Login/Logout', and 'Help'. The main content area has a blue header that says 'Welcome to Securexam (CA)'. Below this, it says 'This web site is for the UFE and chartered accountancy regional exams only. Please select your region to continue.' There is a dropdown menu for region selection. Below that, it says 'Please select a preferred language' with a dropdown menu showing 'English'. At the bottom, there is a small copyright notice: 'Software Secure Inc. © 2012. All Rights Reserved.'

Select the language and the region where you will be using *Securexam (CA)* for a regional exam and/or for the UFE. The appropriate regional login page will appear.

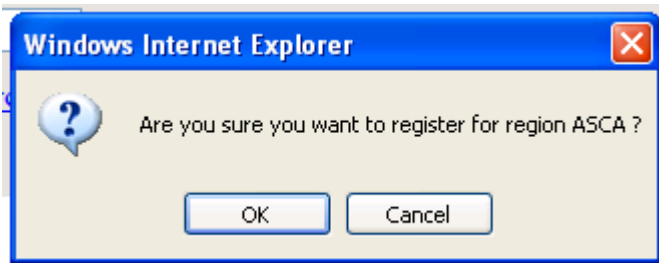


The screenshot shows the 'Login' page. At the top left is the 'Software SECURE' logo. In the center is a large 'CA' logo with a small graphic of four colored squares (yellow, blue, green, grey) above it. At the top right is the 'Securexam Exam Registration' logo. Below the logos is a navigation bar with links: 'Region', 'Account Home', 'Login/Logout', and 'Help'. The main content area has a blue header that says 'Login'. Below this, it says 'If you have not yet registered on this site, click on the Register link below. Otherwise, please enter your email and password to access your account.' There is a dropdown menu for region selection, currently showing 'ASCA'. Below that are input fields for 'Email' and 'Password'. At the bottom, there are links for 'Register' and 'Recover Password', and a 'Login' button.

Check that the region is correct.

Registering in the correct region is critical to ensure that you are provided the appropriate messages, and your exam files are stored in the correct location.

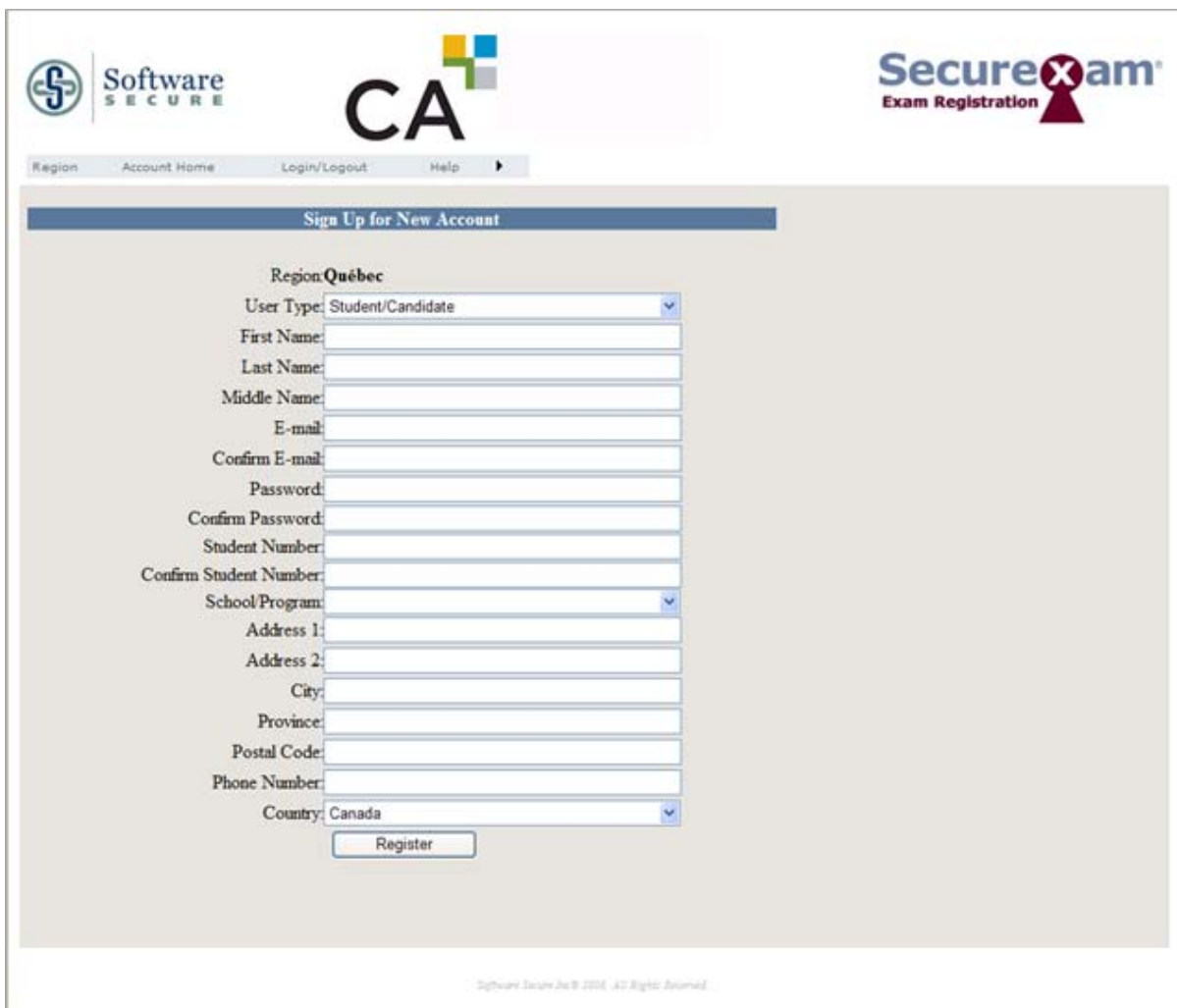
Click on register. A pop-up will appear asking you to confirm the region.



Click "OK" to confirm the region or click "Cancel" to change the region and use the drop-down menu to change the region.

Click on the Register link (above the login button). This creates your personal *Securexam* (CA) account.

3. The New Account Sign Up screen appears.



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4. The employer registration screen appears.

Region Account Home Login/Logout Help

### Employer Information

Please enter your accounting firm's employer information here. If you are not currently employed by a firm, you may skip this page, and update it from your Account Home page when appropriate.

Region: Québec

Employer Name:

Address 1:

Address 2:

City:

Province:

Postal Code:

Work Phone Number:

Country: Canada

Skip Save

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Enter the requested information about your employer. “Save” to continue. (Note: if you are not currently employed, “Skip” to continue.) Information about your “firm” is crucial to our identification and communication with any individual who may have encountered similar issues.

5. Successful Registration

Region Account Home Login/Logout Help

### Congratulations!

You have successfully registered for ASCA

You are required to download the software. In order to ensure a smooth computer-based testing experience, you are required to complete a Qualification Exam using the software and submit the exam back to this site. Software Secure will review your exam results to ensure that the software and your computer are running properly. The download will include instructions regarding how to install and use the software, and how to take your Qualification Exam. Click on Next to download Securexam (CA). If you have already installed the software click on Account Home page to continue. Click on Account Home Page to review your account status.

Next

Account Home Page

You are now registered with *Securexam* for your selected region. **You must still test the software on your computer and upload a “qualification exam” to Software Secure. (Note: this “qualification exam” tests to ensure the software works properly on your computer; it is not a knowledge exam).**

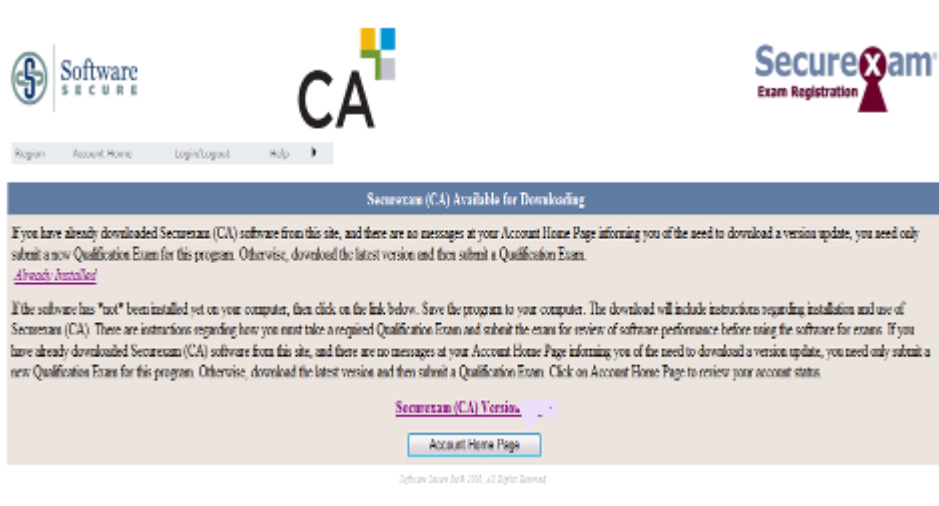
**Candidates who do not have the software preloaded on their computers by their firm must download and install it first.**

You have two options from this screen.

1. **Account Home Page** allows you to review your account status and make any required changes or corrections.
2. **Next** enables you to download the software on your computer.

## Installing the **Securexam (CA)** Software

Clicking “Next” from the Successful Registration screen launches the *Securexam (CA)* download screen.



If the software was pre-installed by your Firm’s IT staff, and this is the first time you have reached this download page, click *Already Installed*. This will launch the Account Home Page, where you can confirm your account information.

If the software has not been pre-installed, you must install it yourself. To obtain the install package of the software, click **Securexam (CA) Version** and follow the instructions.

Select “Save” to download and save the installer to your desktop. When the download is complete, you will be notified. Close the download pop-up. You will return to the *Securexam* download page.

Select "Account Home Page" to review your registration information.



Log off the *Securexam (CA)* website to install the software if it has not been already been pre-installed on your computer by your Firm IT staff.

Double-click the icon on your desktop to unzip the downloaded files. At this point, you should print out the quick guide and the user guide before proceeding.

**Note: Before you install the software, we strongly recommend that you print out the Quick Guide and the User Guide which contain comprehensive instructions for installing and using the software.**

## Uploading your required “Qualification Exam”

All registered candidates must test the *Securexam (CA)* software by completing and uploading a “Qualification Exam” designed to ensure the proper functioning of the *Securexam (CA)* software. **You will not be permitted to use *Securexam (CA)* to take the UFE or any other exam as part of your Chartered Accountancy Program if you do not complete and submit it.**

Instructions for conducting this “Qualification Exam” are in the *Securexam (CA) User Guide*.

**Conduct the “Qualification exam” in accordance with the instructions in the User Guide.**

In conducting the “Qualification Exam,” a file will be saved to your Desktop. You need to upload this file through your *Securexam* account on the Registration Site. Software Secure will review the file to confirm that the software is working properly.

Instructions for uploading this “Qualification Exam” are in the *Securexam (CA) User Guide*.

## About your Account Home Page

Your Account Home Page allows you to keep your personal information up to date, to access and manage your use of the *Securexam (CA)* software, and to check on the status of your account and registration process.

To keep your personal information up to date, use the left side of the account home page to:

1. Change your password
2. Update your personal profile and contact information
3. Update your Employer Information

To manage your use of the *Securexam (CA)* software, use the left side of the account home page to:

4. Download *Securexam (CA)* Software (use this link if you need to re-install the software)
5. Upload Exam (link used to perform the required upload of your qualification exam, the upload of an exam associated with a Program/Module or the upload of your UFE after the three days).

To monitor your account status, check the MIDDLE of your Account Home Page; it will confirm whether you are:

6. Currently registered to use *Securexam*
7. Your status as a *Securexam* User, and
8. The next steps associated with that status.

Your status will be described as one of four levels:

- Registered – You are registered as part of a regional Program. You are still required to submit a Qualification Exam to confirm that your computer is running *Securexam (CA)* properly.
- Qualification Exam Received – Your Qualification Exam file has been received and is being reviewed.
- Problem(s) found – You have been notified via email of a particular problem that is interfering with the proper operation of *Securexam (CA)*.
- Confirmed – Your *Securexam (CA)* software is running properly on your computer.