



Trainees' Guide

Wizlearn Learning Management System

Date : 20 May 2025

Version : 1.4

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2 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.

3 Accessing the LMS

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

Input the URL elearn.acra.gov.sg in the browser's address bar:

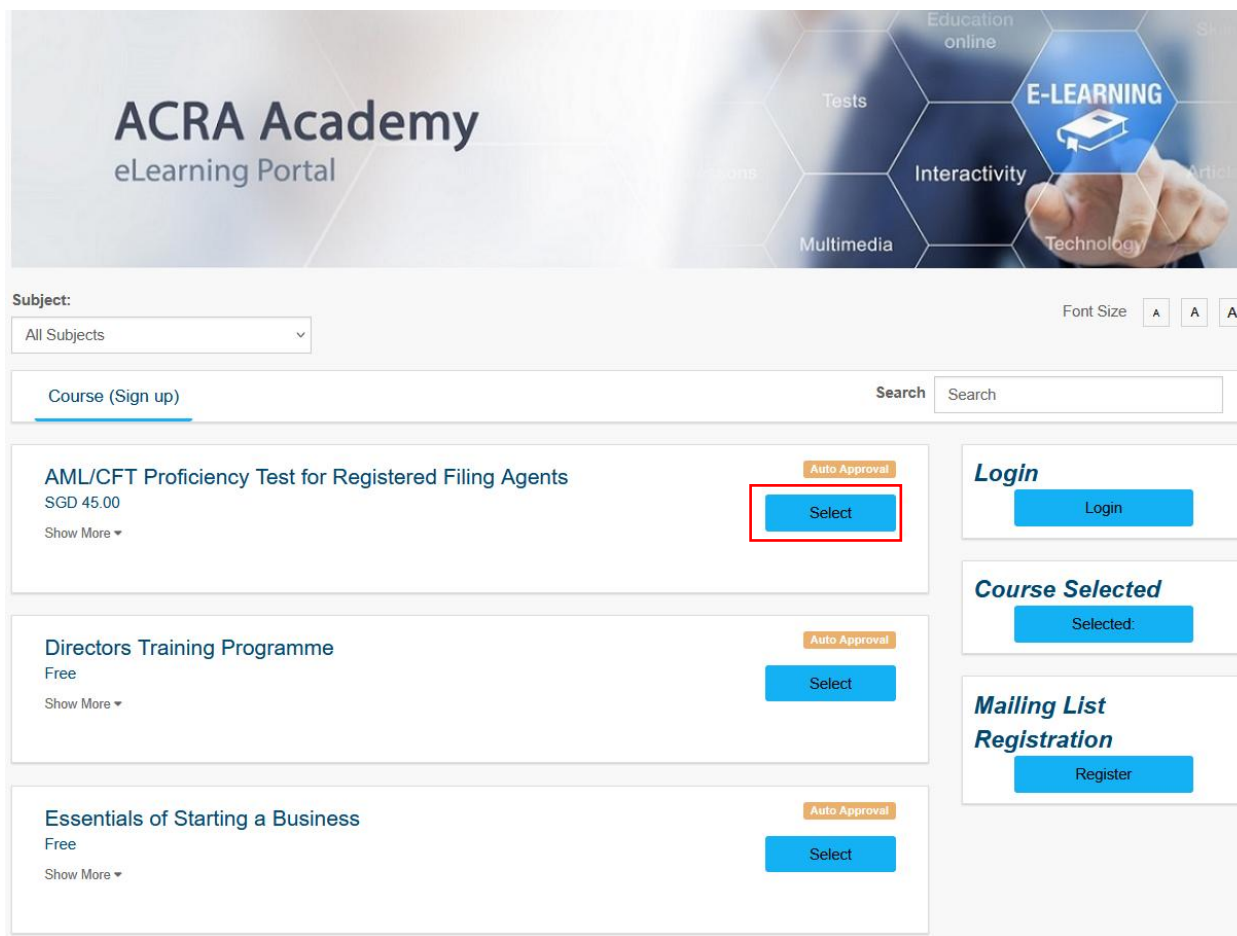
3.1 Course Registration

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

***Note:**

1. 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. At the top, there is a banner with the text "ACRA Academy eLearning Portal" and a hexagonal grid of icons representing various learning features like "Tests", "Interactivity", "Multimedia", "Technology", "Education online", and "E-LEARNING". Below the banner, there is a "Subject:" dropdown menu set to "All Subjects" and a "Font Size" selector with three options (A, A, A). A "Course (Sign up)" tab is active, and a search bar is present. The main content area lists three courses:

- AML/CFT Proficiency Test for Registered Filing Agents**: SGD 45.00. It has an "Auto Approval" tag and a "Select" button highlighted with a red box.
- Directors Training Programme**: Free. It has an "Auto Approval" tag and a "Select" button.
- Essentials of Starting a Business**: Free. It has an "Auto Approval" tag and a "Select" button.

On the right side of the page, there are three additional sections:

- Login**: A "Login" button.
- Course Selected**: A "Selected:" button.
- Mailing List Registration**: A "Register" button.

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)

AML/CFT Proficiency Test for Registered Filing Agents
SGD 45.00

☒ Online
☐ Classroom

Show More ▼

Remove

Login
Login

Proceed

At the **Login Page**,

- For existing user(s) with an LMS account, select either **For Business Users** or **For Individual Users** for Corppass or Singpass login respectively.

***Note:** For existing users who have never logged in via Corppass or Singpass on the platform, you will need to click on the hyperlink below to update your profile in order to login via Corppass or Singpass.

ACRA Academy
eLearning Portal

Education online
Tests
Interactivity
Multimedia
E-LEARNING
Technology

Login

Existing User

Log in with singpass
as individual user

OR

Log in with singpass
as Corppass user

New User

Register

Back

For existing users logging in for the first time using Corppass or Singpass, 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**.

New User Registration Form

* Denotes compulsory fields

Registration allows the system to save your activity. You can return to where you last stopped and continue with the programme.

Name *

Email Address*

NRIC/FIN/SFA ID *

Entity Name

UEN

UEN Field is required for Corppass users

After registration, you will have to login via Corppass or Singpass.

3. For existing users who have never logged in via Corppass or Singpass on the platform, you will need to click update your profile.
 - You will be redirected to page below to key in your existing credentials.



Please type in your credentials

UserID

Password

If you have forgotten your password, please click [here](#)

☐ I'm not a robot



reCAPTCHA
Privacy - Terms

- Upon successful validation, you will see the following fields to be completed.
 - Complete and click **Next** to proceed.
- *Note: For users logging in via Corppass, you will be required to key in your UEN.



Update your profile

*** Denotes compulsory fields**

My UserID

NRIC/FIN/SFA ID *

Entity Name

UEN

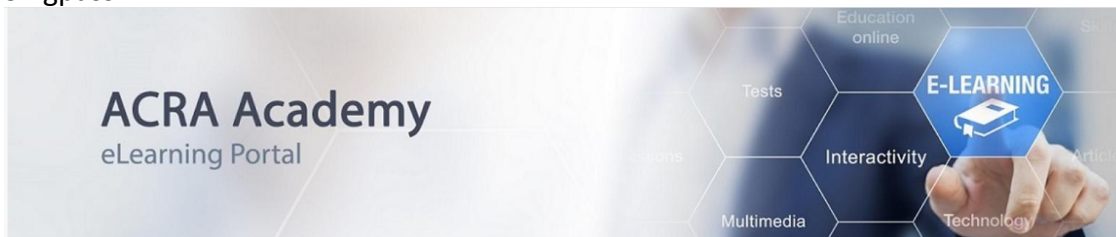
Required for Corppass users

☐ I'm not a robot
 

reCAPTCHA
Privacy · Terms

Next

- Upon successful update, you will be redirect back to page below to login via Corppass or Singpass.



ACRA Academy

eLearning Portal

Login

Existing User

Log in with singpass

as individual user

OR

Log in with singpass

as Corppass user

New User

Register

Back

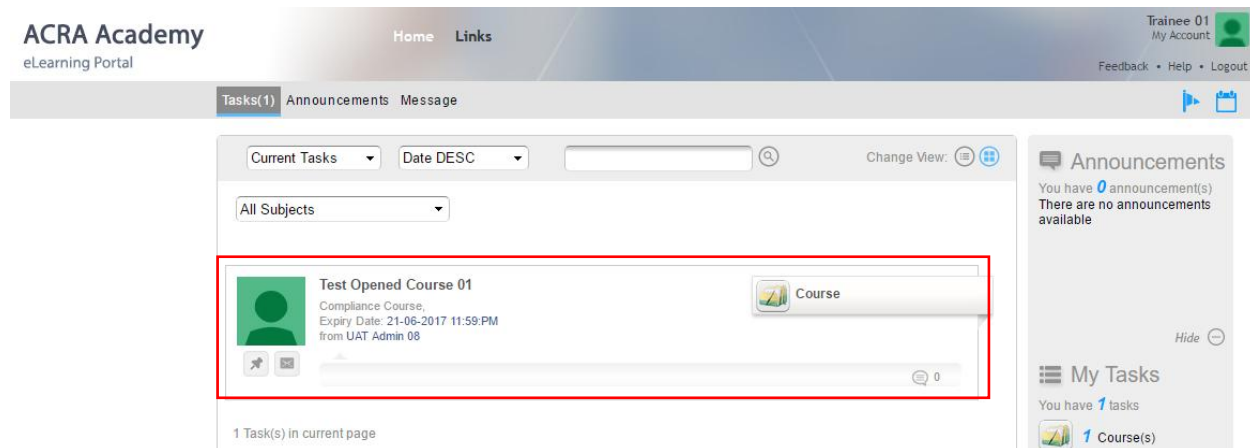
For existing users logging in for the first time using Corppass or Singpass, please click [here](#)

3.1.1 Non-chargeable Online Course

If the course is non-chargeable, upon successful registration and login, user will be redirected to LMS **My Task** page.

The registered course will be available.

To access the course, click on the course title.



The screenshot displays the ACRA Academy eLearning Portal interface. The header includes the logo, navigation links (Home, Links), and user information (Trainee 01, My Account, Feedback, Help, Logout). Below the header, there are tabs for Tasks(1), Announcements, and Message. The main content area shows a list of tasks under the 'Current Tasks' tab, sorted by 'Date DESC'. A search bar and a 'Change View' button are also present. The task list includes a course titled 'Test Opened Course 01', which is highlighted with a red box. The course details show it is a 'Compliance Course' with an 'Expiry Date: 21-06-2017 11:59:PM' and is 'from UAT Admin 08'. To the right of the course title is a 'Course' button. Below the course title, there are icons for a star and a message, and a '0' indicating the number of messages. The right sidebar contains sections for 'Announcements' (You have 0 announcement(s), There are no announcements available) and 'My Tasks' (You have 1 tasks, 1 Course(s)).

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 the Directors Training Programme



do-not-reply@elearn.acra.gov.sg

to me ▾

Dear Sir/Madam,

Thank you for your interest in the Directors Training Programme. You have successfully registered for the programme.

2. You will be able to access the programme for 60 days from the date of registration via the ACRA Academy's eLearning Portal (<https://elearn.acra.gov.sg>).

3. We wish you an exciting and enjoyable learning journey.

4. If we have done a good job or if there is any way in which we can improve, do let us know by completing the online survey at the end of the programme.

Thank you.

Best Regards,
ACRA Academy

This is a system generated e-mail. For technical support, please contact Helpdesk at +65 3129 2592 or e-mail to lmssupport@wizlearn.com.

3.1.2 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	☒ eNETS
Payment Mode	Credit/Debit Card ▼

Proceed to Payment

At the eNETS payment gateway, complete the payment.



Thursday, 25 May 2017

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

Consumer eNETS

- Data Protection Policy
- Terms of Use
- Security Guidelines
- Customer Service

TRANSACTION INFORMATION

Merchant Name	TESTACRA
Merchant Reference Code	ACRA201706251010440008T
NETS Reference Code	20170525101044024
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

MasterCard Verified by VISA

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/CVC2/CID)

Expiry Date: / (eg: 2017)

☐ I have read, understood and accepted the following:

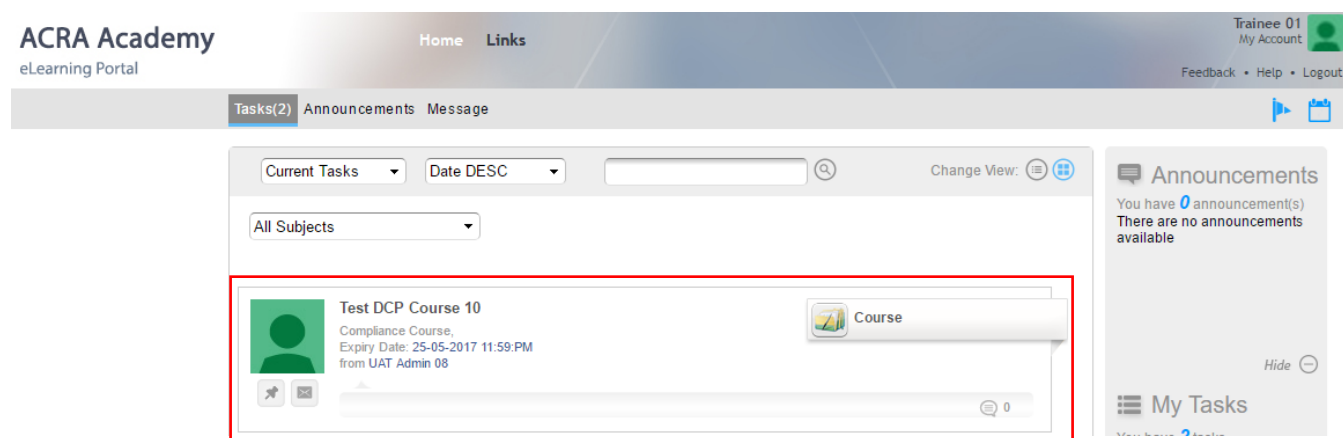
- * The return & refund policy for the purchase of relevant products / services.
- * The collection, use, disclosure and sharing of this information, which to the best of my knowledge and belief is true and accurate and is for purposes reasonably required to process my application which are set out in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

Fast, Secure & Hassle-free transactions



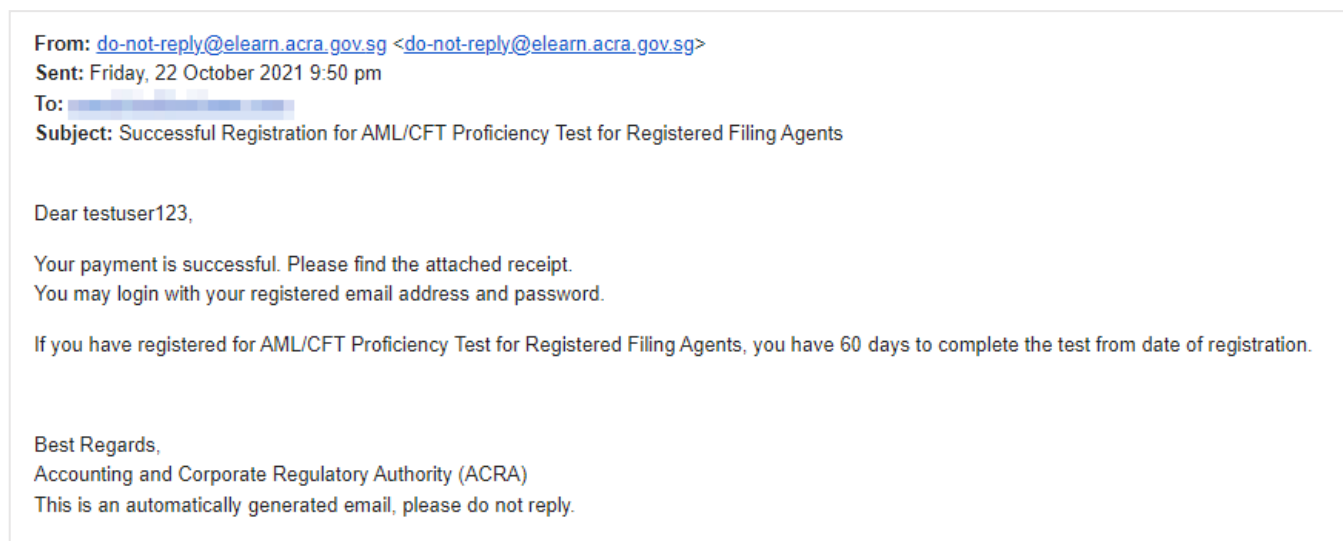
Upon successful payment and login, user will be redirected to LMS **My Task** page.
The registered course will be available.

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



Accounting and Corporate Regulatory Authority
55, Newton Road #03-02
Revenue House
Singapore 307987

Receipt No	:		GST Registration No.	:	
Date & Time	:		Course Participant Name	:	
Agency Reference No.	:		Course Participant Email	:	
Payment Gateway No.	:				
Payment Mode	:	Credit/Debit Card through Enets			

S/N	Course ID	Course Name	Amount (SGD)	
1	RFAT03	AML/CFT Proficiency Test for Registered Filing Agents	SGD 41.28	
			GST	SGD 3.72
			TOTAL	SGD 45.00

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

3.1.3 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

Show More ▼

Remove

Welcome, abc.

View my courses

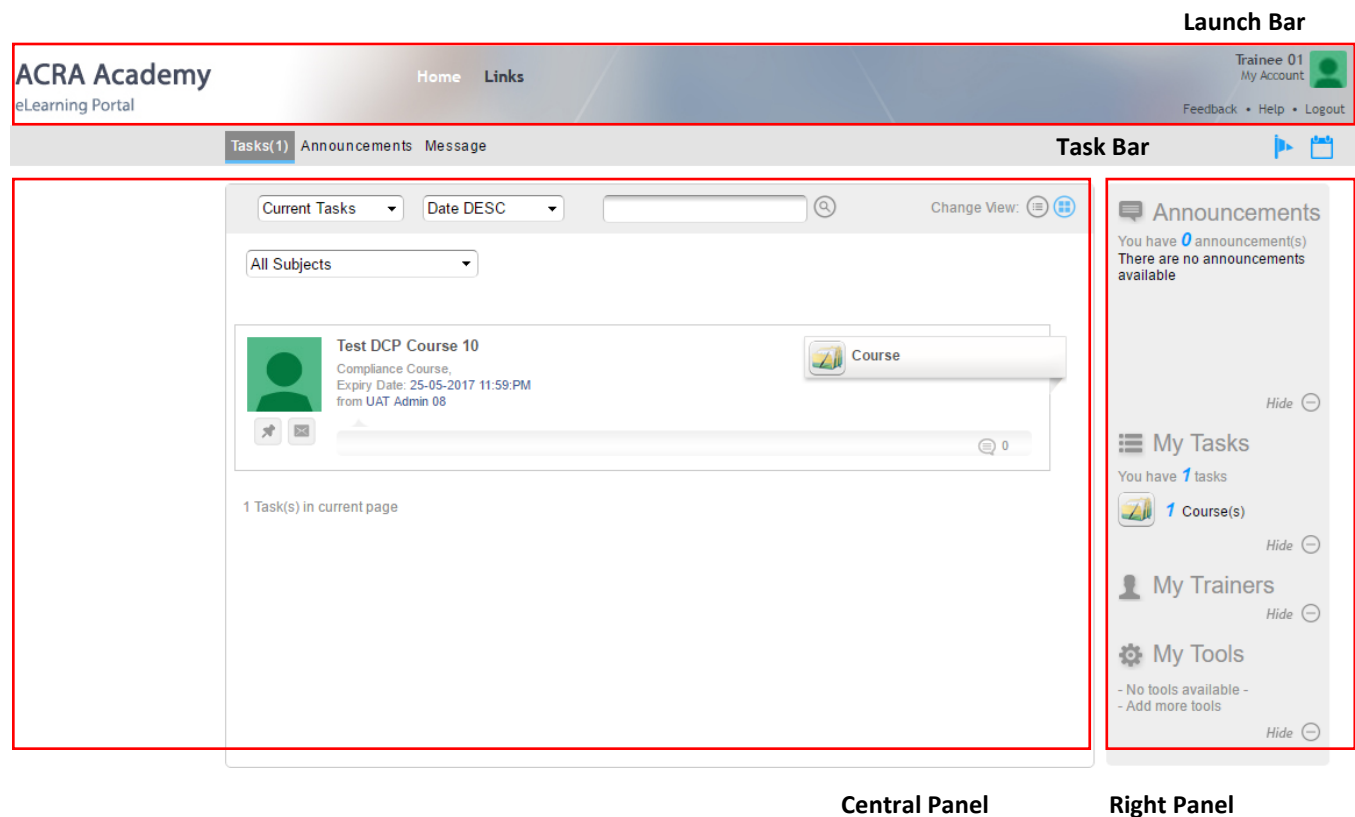
4 Navigating around LMS

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

4.1 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.



4.2 Launch Bar

This bar facilitates the navigation of the LMS.

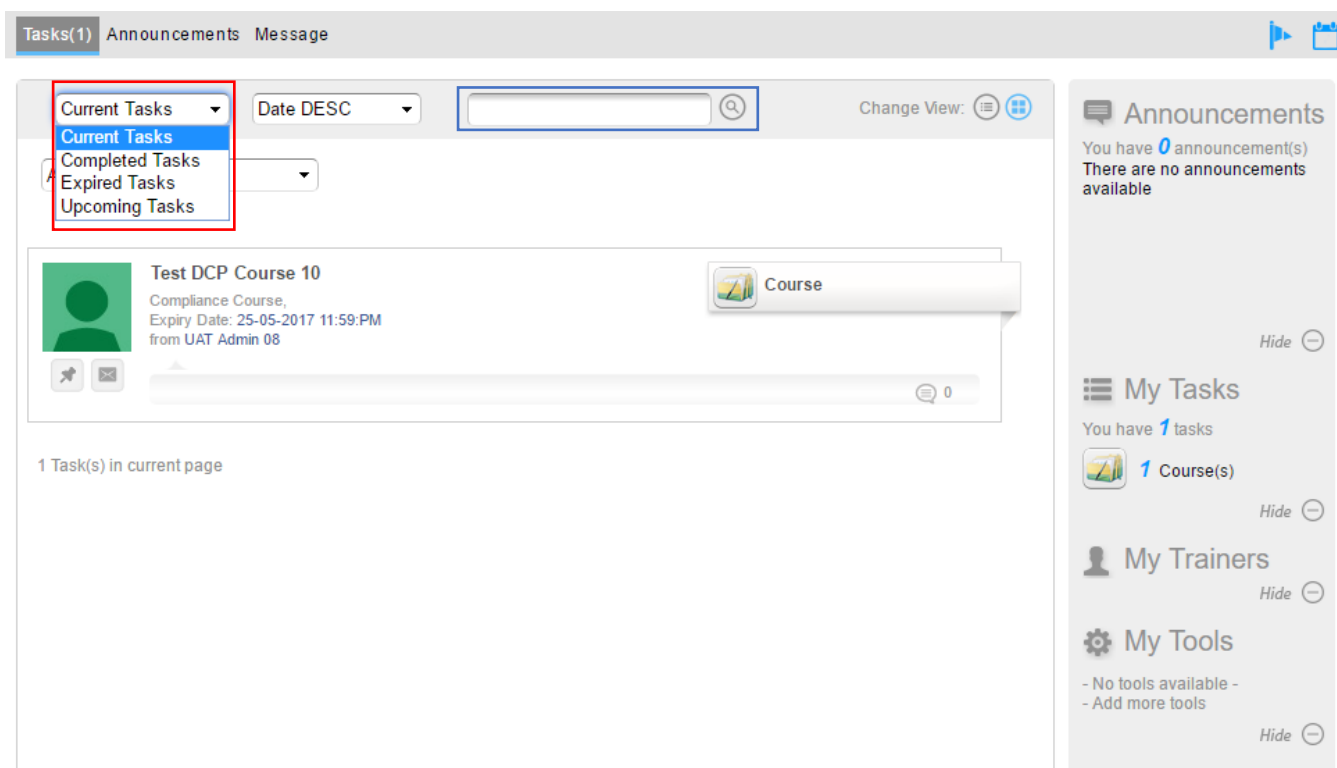


4.3 Accessing My Tasks

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.

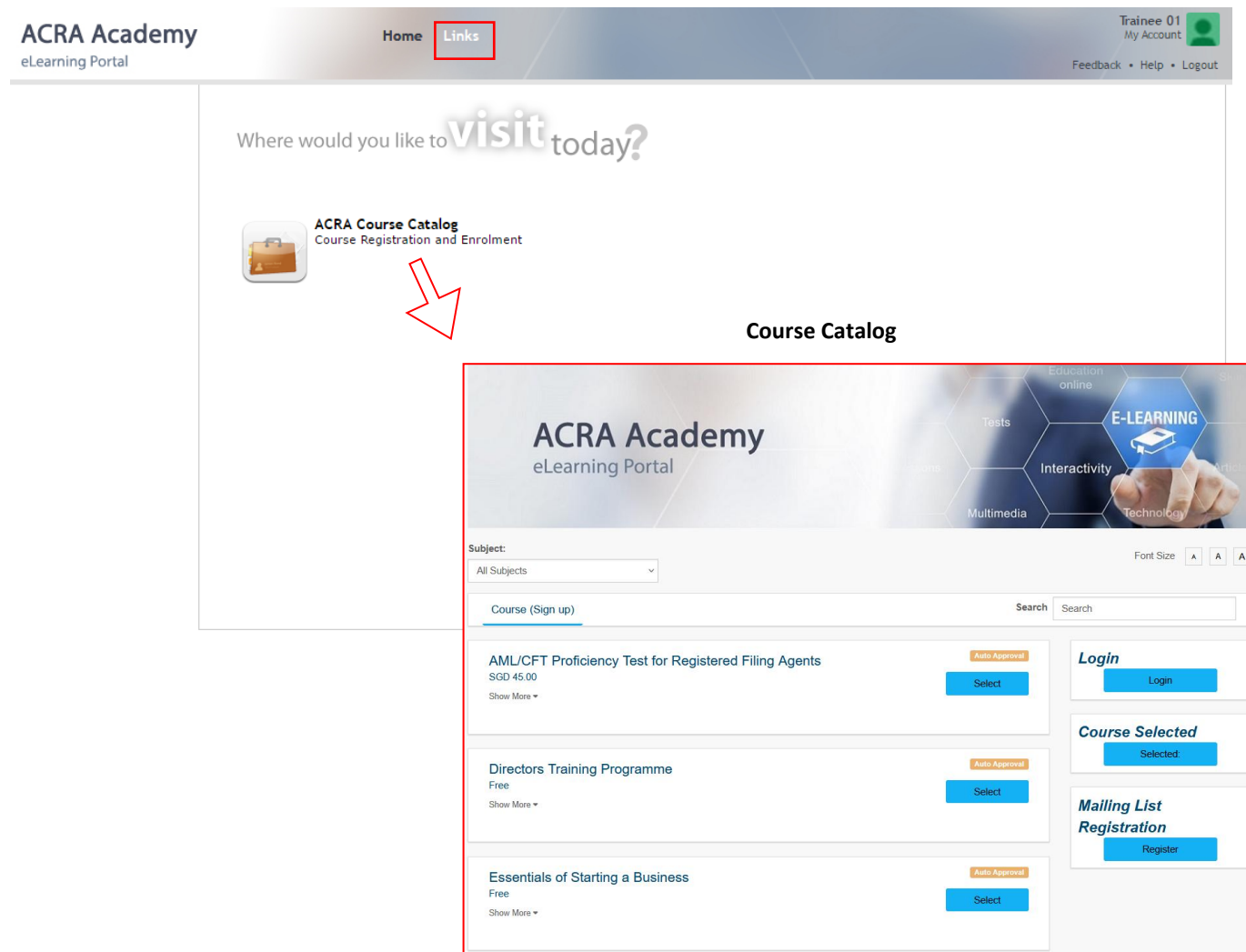
Quick search via subject can be performed at the search function utility as shown in the **blue box**.



4.4 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 displays 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' link and a profile icon. Below the navigation bar, a large banner asks 'Where would you like to visit today?'. A card for 'ACRA Course Catalog' (Course Registration and Enrolment) is shown, with a red arrow pointing to it. Below this, the 'Course Catalog' section is visible, featuring a search bar, a list of courses, and a sidebar with 'Login', 'Course Selected', and 'Mailing List Registration' options.

ACRA Academy
eLearning Portal

Home **Links**

Trainee 01
My Account

Feedback • Help • Logout

Where would you like to visit today?

ACRA Course Catalog
Course Registration and Enrolment

Course Catalog

ACRA Academy
eLearning Portal

Subject: All Subjects

Font Size

Course (Sign up)

Search

AML/CFT Proficiency Test for Registered Filing Agents
SGD 45.00
Show More

Auto Approval

Select

Directors Training Programme
Free
Show More

Auto Approval

Select

Essentials of Starting a Business
Free
Show More

Auto Approval

Select

Login
Login

Course Selected
Selected

Mailing List Registration
Register