



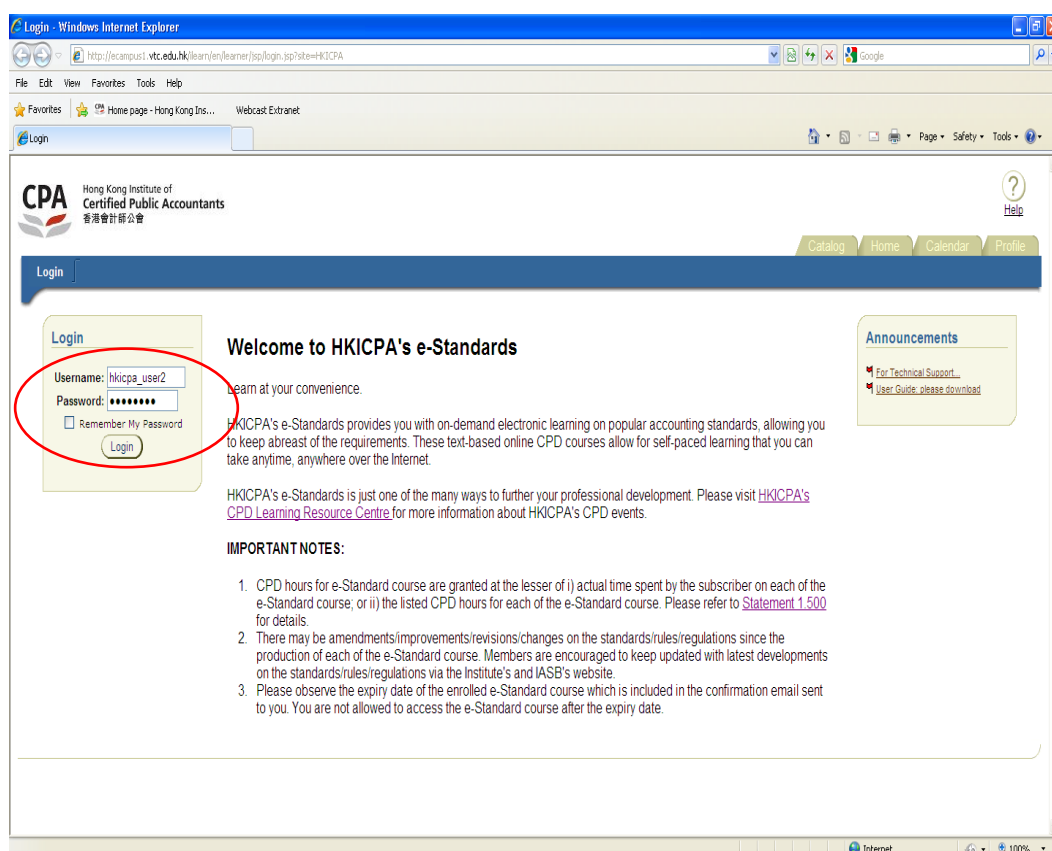
Hong Kong Institute of
Certified Public Accountants
香港會計師公會

HKICPA's e-Standards - User Guide

Steps

1. Please click on the login website that is provided in the confirmation email or go to <http://ecampus1.vtc.edu.hk/ilearn/en/learner/jsp/login.jsp?site=HKICPA>. By then, you will see the following login page.

To login, please input your assigned username and password included in the enrolment confirmation email.



2. After logged in, you will be directed to the e-learning platform. You can access the technical support hotline or User Guide via the "Announcement" area.

The screenshot shows a web browser window displaying the CPA e-learning platform. The browser title is "Learner Home - Windows Internet Explorer" and the address bar shows the URL "http://ecampus1.vtc.edu.hk/learn/learner/jsp/user_home.jsp". The page header includes the CPA logo and the text "Hong Kong Institute of Certified Public Accountants 香港會計師公會". Navigation tabs include "Catalog", "Home", "Calendar", and "Profile". A secondary navigation bar shows "Overview", "Self-Paced", "Scheduled", and "Integrated Learning". On the left, there is a "Search Catalog" section with a search box and a "Go" button. The main content area is titled "My Learning" and contains a table with the following data:

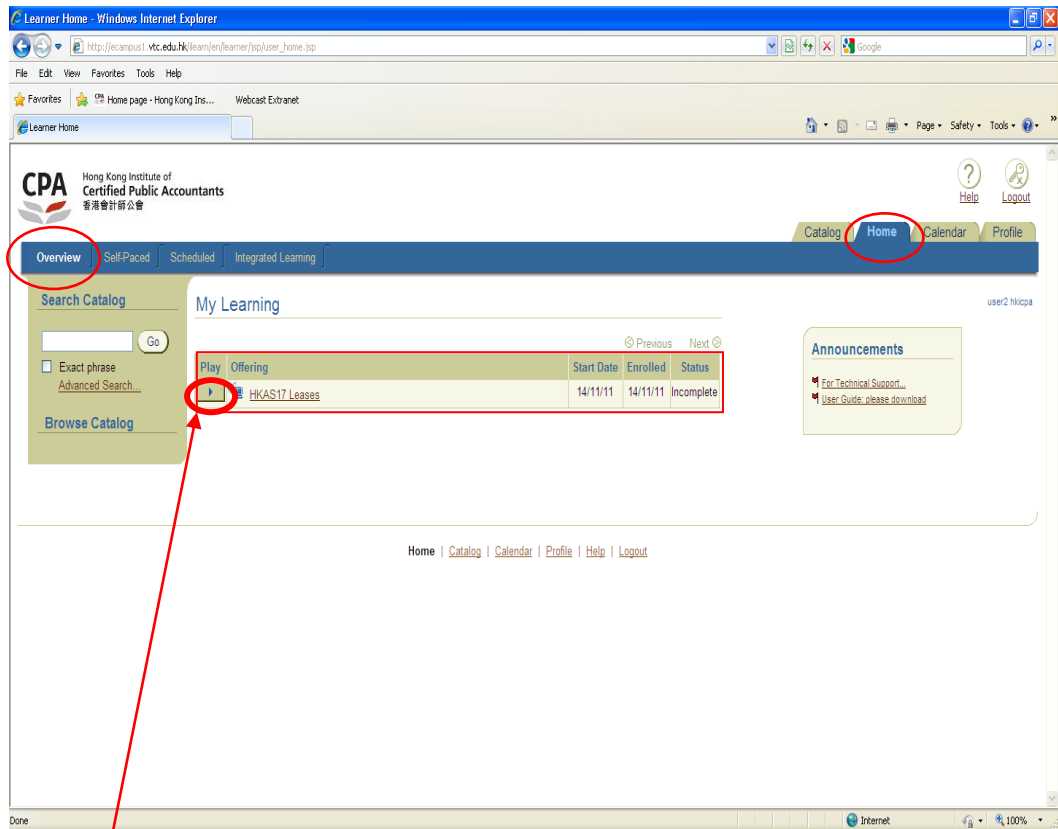
Play	Offering	Start Date	Enrolled	Status
	HKAS17 Leases	14/11/11	14/11/11	Incomplete

Below the table, there is an "Announcements" section circled in red, containing the following text:

- For Technical Support...
- User Guide: please download

The browser status bar at the bottom shows "Done" and "Internet".

3. Course subscribed will be shown on the first page (“My Learning” page under “Overview” tag). Please click on the "Play" button to start the e-Standard course.



Play button

4. You will then be directed to the first page of the e-Standard course or the page that you last visited once you clicked "**play**" button.



Rewind Play Back Forward

Click the "**Forward**" button to go to the next page.
You can click on the above buttons anytime during the course.

HKAS17 Leases - Windows Internet Explorer

http://ecampus1.vtc.edu.hk/learn/en/learner/flashplayer.jsp?roo_id=783211&classroom_id=783212

Topic list

- 1) HKAS 17 Leases
- 2) Lessee accounting
- 3) Lessor accounting
- 4) Lease of land and buildings in Hong Kong
- 5) Sale and leaseback transactions
- 6) Substance over form

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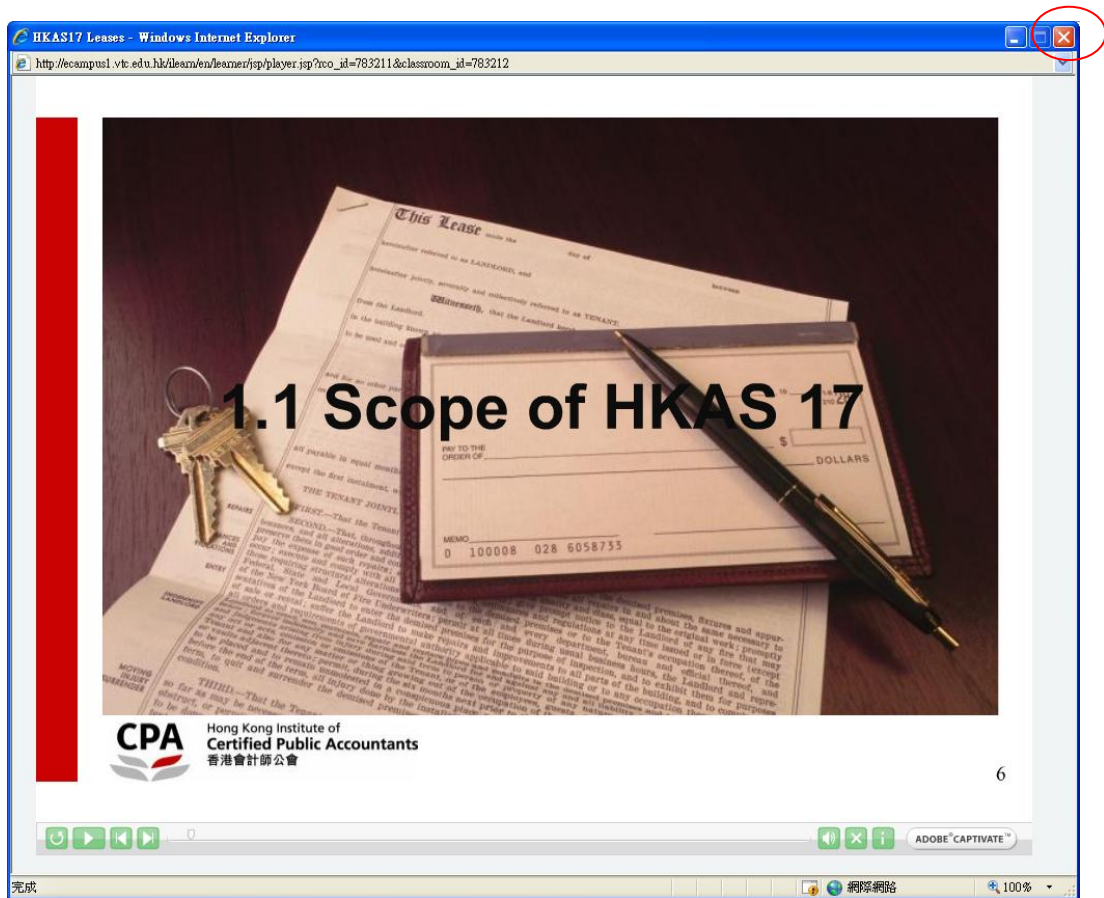
2

完成 國際網絡 100%

ADOBE CAPTIVATE™

Click the “Rewind” button if you wish to restart the course.

5. Click the “Exit” button at the top right corner if you want to quit the course



There will be a small pop-up screen at the top left side on your screen. Please **DO NOT** close this window before the processing is completed.

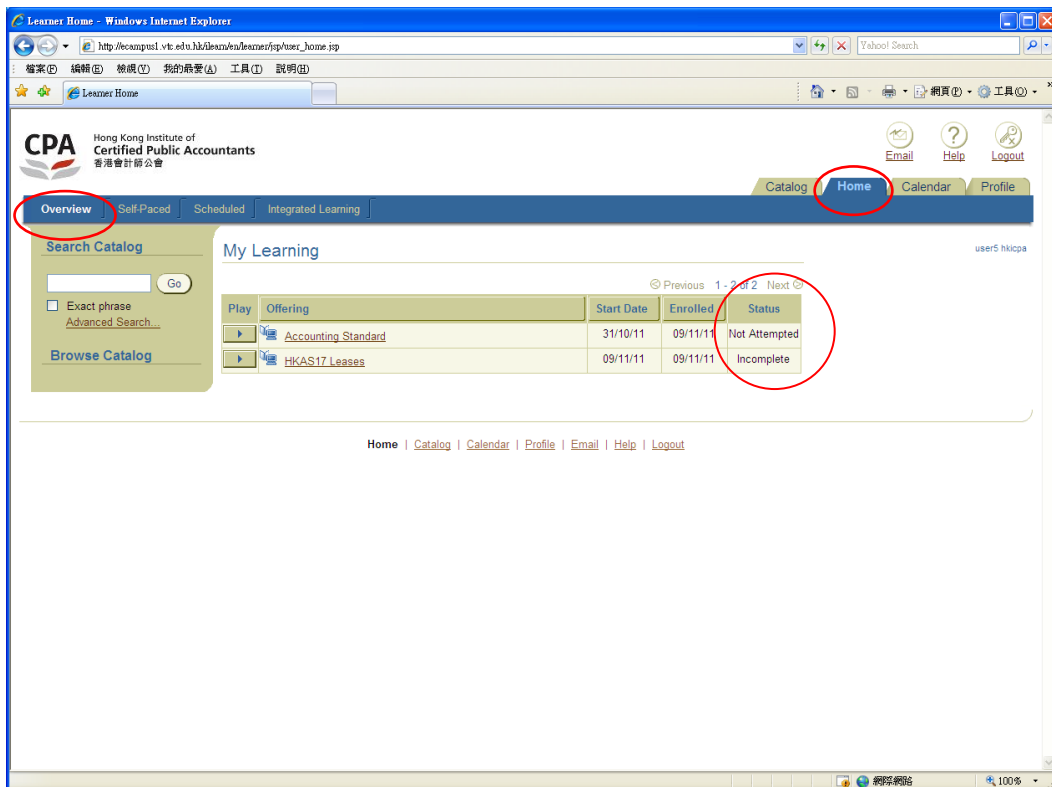


Note: you can check and make sure your learning record is properly saved by following the steps below.

6. The access status of e-Standard course can be categorized as below:

Status	Access level
Completed	e-Standard course that you have completed, with all pages in the e-Standard course being read
Incomplete	e-Standard course that you have started but not yet read all the pages of the e-Standard course
Not Attempted	e-Standard course that you have not yet started

In "**Overview**" page under the "**Home**" tag, you are able to view the status of those e-Standard courses with status either "Not Attempted" or "Incomplete". For those "Completed" e-Standard courses, please follow step 7 to view the status.



7. Please click "**Self-Paced**" under the "**Home**" tag, e-Standard course with all status (either "Completed", "Incomplete" or "Not Attempted") will be shown. Even you have "Completed" the e-Standard course, you can "**play**" again as wish.

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Overview **Self-Paced** Scheduled Integrated Learning

My Self-Paced Learning

You are currently enrolled in the self-paced offerings listed below. Self-paced offerings can be played at any time and taken at your own pace. Click the title to see more details about the offering. Click Play to begin or resume your learning, or click Collaboration to enter into a chat or forum associated with the offering.

Filter Go

Play	Offering	Enrolled	Collaboration	Status	Notes	Unenroll
▶	Accounting Standard	31/10/11	@ P	Completed	i	X E
▶	HKAS17_Leases	09/11/11	@ P	Incomplete	i	X E

Home | Catalog | Calendar | Profile | Email | Help | Logout

8. For the "Completed" e-Standard course, you can go to "**Transcripts**" page under the "**Profile**" tag to view your learning information (including the total access time to the e-Standard course). You can only view the access time for the e-Standard course that you have "Completed".

The screenshot shows the CPA Learner Transcripts page. The navigation menu includes 'User Information', 'Transcripts', 'Reports', and 'Orders'. The 'Profile' link in the top right is also circled. The page title is 'Learner Transcripts: user3 hkicpa'. A dropdown menu is set to 'Non-Certification Offerings'. The 'Completed Offerings' section contains a table with the following data:

Type	Offering Name	Completed Date	Status	Score	Time	Version
	Accounting Standard	31/10/11	Completed		00:03:55	1.0

The 'Expired Offerings' and 'Unenrolled Offerings' sections both show '(No items found.)'.

9. Recommended computer system requirements

Minimum system requirements for accessing e-Standard course

i) Learner workstations

- Minimum Pentium 133 MHz CPU required to adequately support the optional audio playback functions of the courses, where required
- Audio playback
- 32-bit operating system (Windows XP or Vista)
- Minimum 128 MB RAM (1GB recommended)
 - For end users: minimum 800 x 600 resolution., 32-bit colors
- Connectivity to the web server (including permissions) via browser
 - Not required for CD-ROM play

ii) Browser requirements

- Java 1.6.0_22
- Flash player 10
- Internet Explorer 7.0

Should you have any technical problems relating to your access, please contact Ms. Cocoa Wong at (852) 2836 1838 for further enquiry.