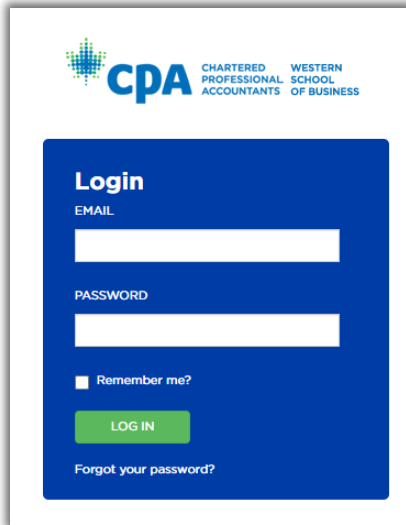


Registration and Withdrawal Guide

Login



The screenshot shows the login page of the My CPA Portal. At the top left is the CPA logo with the text "CHARTERED PROFESSIONAL ACCOUNTANTS" and "WESTERN SCHOOL OF BUSINESS". Below the logo is a blue box with the title "Login". Inside this box, there are two input fields: "EMAIL" and "PASSWORD". Below the "PASSWORD" field is a checkbox labeled "Remember me?". At the bottom of the blue box is a green "LOG IN" button and a link that says "Forgot your password?".

Go to the My CPA Portal page:
<https://my.cpawsb.ca>

The first time you login, you will need to use the **"Forgot your password?"** link on the main page to trigger a password reset email to the email address you provided in your application. Once your password is set, you can login as normal.

Registration Steps



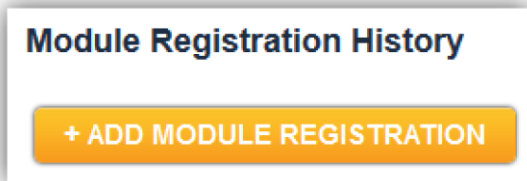
The screenshot shows the "My CPA" navigation menu. The menu items are: "MY PROFILE", "PROGRAM ADMISSION", "REGISTRATIONS", "MODULE REGISTRATION", "EXAM REGISTRATION", "CFE REGISTRATION", "PROGRAM MANAGEMENT", "PROGRAM REQUESTS", "PRACTICAL EXPERIENCE", and "UPLOAD A DOCUMENT". The "REGISTRATIONS" section is expanded, and "MODULE REGISTRATION" and "EXAM REGISTRATION" are highlighted with red boxes.

Select **"Registrations > Module Registration"** to see the modules currently available to you for registration.

For your first attempt, you must register for the module. When you register for a module, the related exam registration is automatically created for you, so you do not need to register for the exam separately.

If you have already attempted the module, you may be eligible to register for the exam only as a rewrite. To register for an exam-only rewrite attempt, select **"Registrations > Exam Registration"**.

- In the “**Module Registration**” window, click the “**Add Module Registration**” button:



- Select the appropriate “**Academic Session**” from the dropdown menu:

Select a Module Offering:

Academic Session:

- Select the desired module that you are “**Eligible to Register**” for registration in the “**Register?**” column
- Click the “**NEXT**” button:
 - **NOTE: Do not** register for Core 1. C1 is a PEP module for candidates in the CPA certification program.

Register?	Level	Module	Module Name	Delivery	Schedule	My Status
<input type="checkbox"/>	2	C1	Core 1	Distance Learning		Eligible to Register
	2	C2	Core 2	Standard	online	Prerequisites Not Met
	3	AS	Assurance	Standard	online	Prerequisites Not Met
	4	CP2	Capstone 2	Standard	Module start: April 2, Mandatory workshop: April 2-3	Prerequisites Not Met
<input checked="" type="checkbox"/>	5	PDPA	PDPA	Standard	Available for CPA members only Module start June 25 Have fun	Eligible to Register

- Select your preferred “**Exam Location**” from the dropdown menu

NOTE:

- For the PDPA-Taxation module **only**, select your preferred “**Workshop Location**” for the **optional** module workshop. Due to our system limitations, you must select “**Workshop Location**” even if you do not wish to attend.
- For PDPA/CPARE, you will only have to select an “**Exam Location**” as there are no associated workshops.

Exam Location: ⓘ

Workshop Location:

- Confirm that you have read and agreed to the Training Contract and consent to the Privacy statement. Once you have done so, click **NEXT**:

I confirm I have read and accept the obligations and conditions of the [CPA Student Training Contract](#) -

Privacy

This personal information, in addition to information already in your My CPA profile, is collected by CPAWSB on behalf of the provincial CPA body listed in your My CPA profile and will be used to administer your participation CPA education and provide support related to CPA education. Your personal information, including your name, email address, CPA ID, birth date, and the course/module/exam you are registering in, will be disclosed to CPA Canada to administer your participation in CPA education. You can view privacy policies and contact information of the provincial CPA bodies at www.cpawsb.ca/privacy

I consent to the above. -

- Select Payment Option and click **Make Payment**:

Item	Qty	Unit Price	Price	Tax	Total
PDPA - PDPA Spring Module Fees	1	1300.00	1300.00	65.00	1365.00
Total:			\$1,300.00	\$65.00	\$1,365.00

Payment Option: -

MAKE PAYMENT

- Your registration is now complete:

Module Registration

Thank you for your purchase. Your payment has been received.

[< BACK TO MY CPA](#)

FINISH

Withdrawal Steps

Registrants must withdraw from modules via [My CPA Portal](#). Withdrawal requests will not be processed by email.

To withdraw from a module:

- Log into [My CPA Portal](#)
- Select “**Registrations > Module Registration**”
- Click “**View**” (to the right of your existing Module Registration):

Module Registration History							
+ ADD MODULE REGISTRATION							
Registration Date	Module Offering	Type	Module Status	Exam Status	Mark	Attempt	
27 Mar 2017	PEP 2017/2018 Spring: PDPA	Regular	New	New		Yes	View

- Click “**Withdraw**”, and follow the prompts:



Whether any of your fees will be refunded after withdrawal depends on the timing of when you initiate withdrawal through the My CPA Portal. Withdrawal penalty fees will only be waived in cases of documented extenuating circumstances.

Information about Module and Examination fees, including withdrawal penalties, can be found on the CPAWSB website:

- [PDPA Fees](#)
- [CPARE Fees](#)

If you have any questions, please contact PDPA@cpawsb.ca.