



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

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We strongly recommend that you print this Guide.

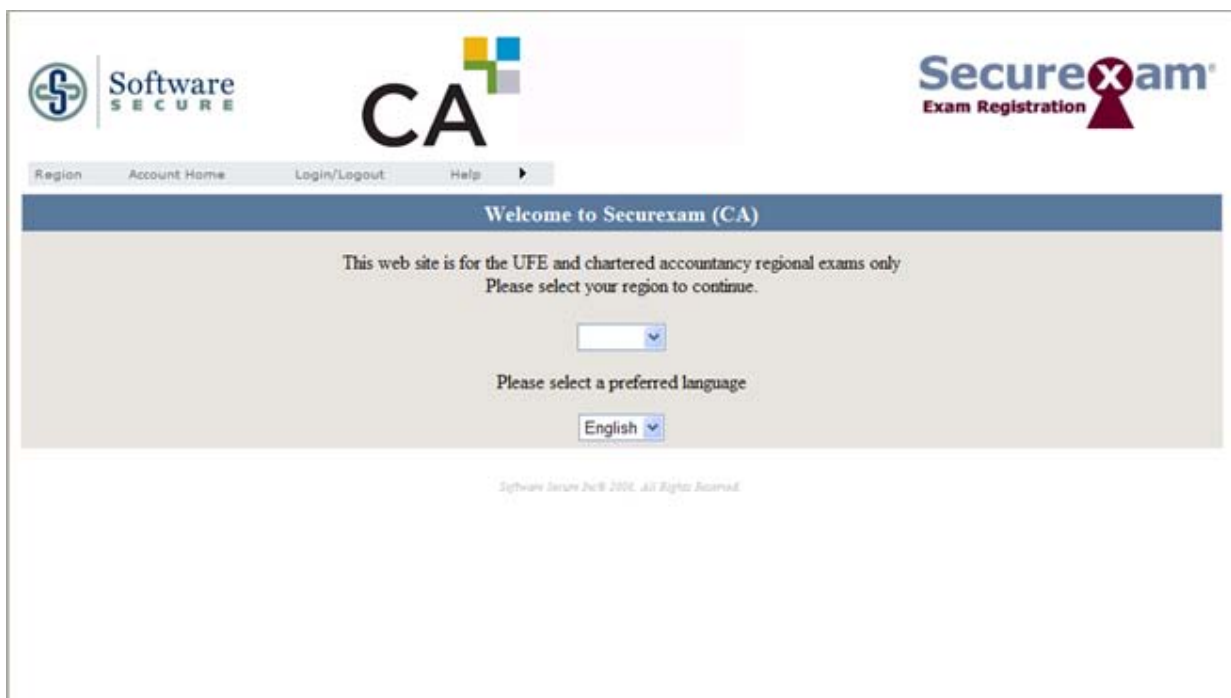
Registering to use Securexam (CA)

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:



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



Login

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.

Select your region: ASCA

Email:

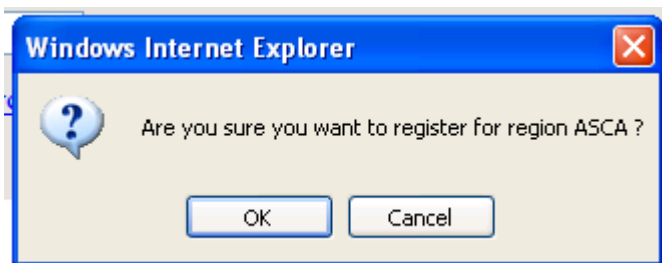
Password:

[Register](#) [Recover Password](#)

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.

Software SECURE CA SecureXam[®] Exam Registration

Region Account Home Login/Logout Help

Sign Up for New Account

Region: **Quebec**

User Type: Student/Candidate

First Name:

Last Name:

Middle Name:

E-mail:

Confirm E-mail:

Password:

Confirm Password:

Student Number:

Confirm Student Number:

School Program:

Address 1:

Address 2:

City:

Province:

Postal Code:

Phone Number:

Country: Canada

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4. The employer registration screen appears.

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

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.

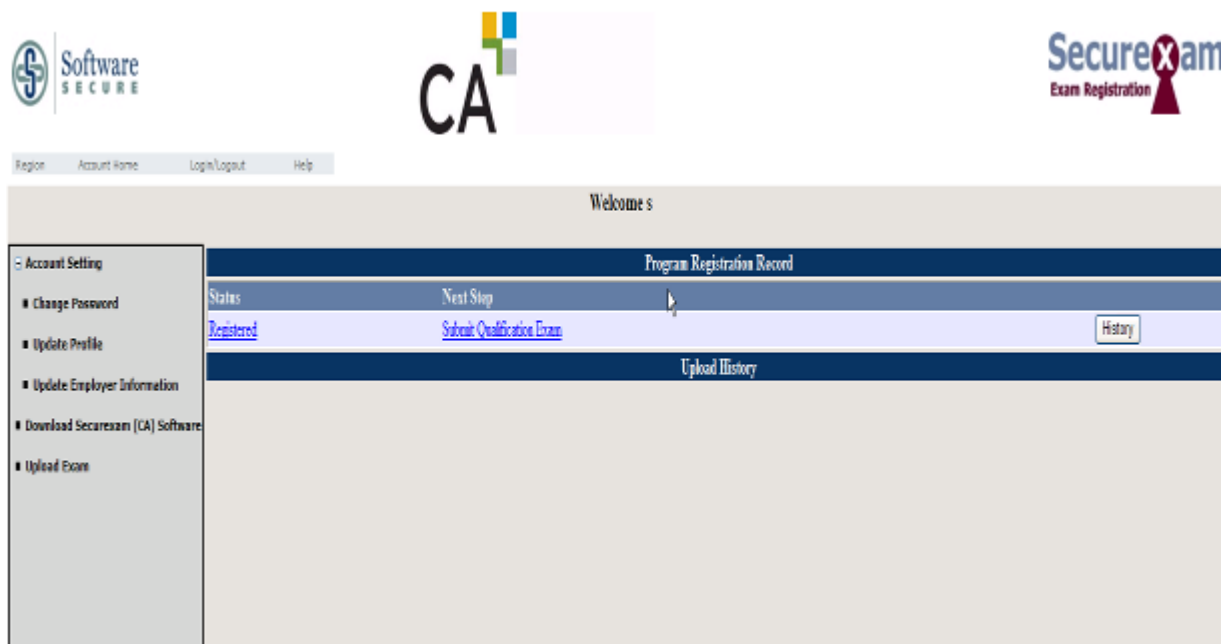


If the software was pre-installed by your Firm’s IT staff, and this is the first time you have reached this download page, click *Already Installed*. This will launch the Account Home Page, where you can confirm your account information.

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.