

User Guide for Students – Welcome Guide

ANSA Digital Engagement Platform (ADEPt) 2.0





Empowering Accounting Technologists

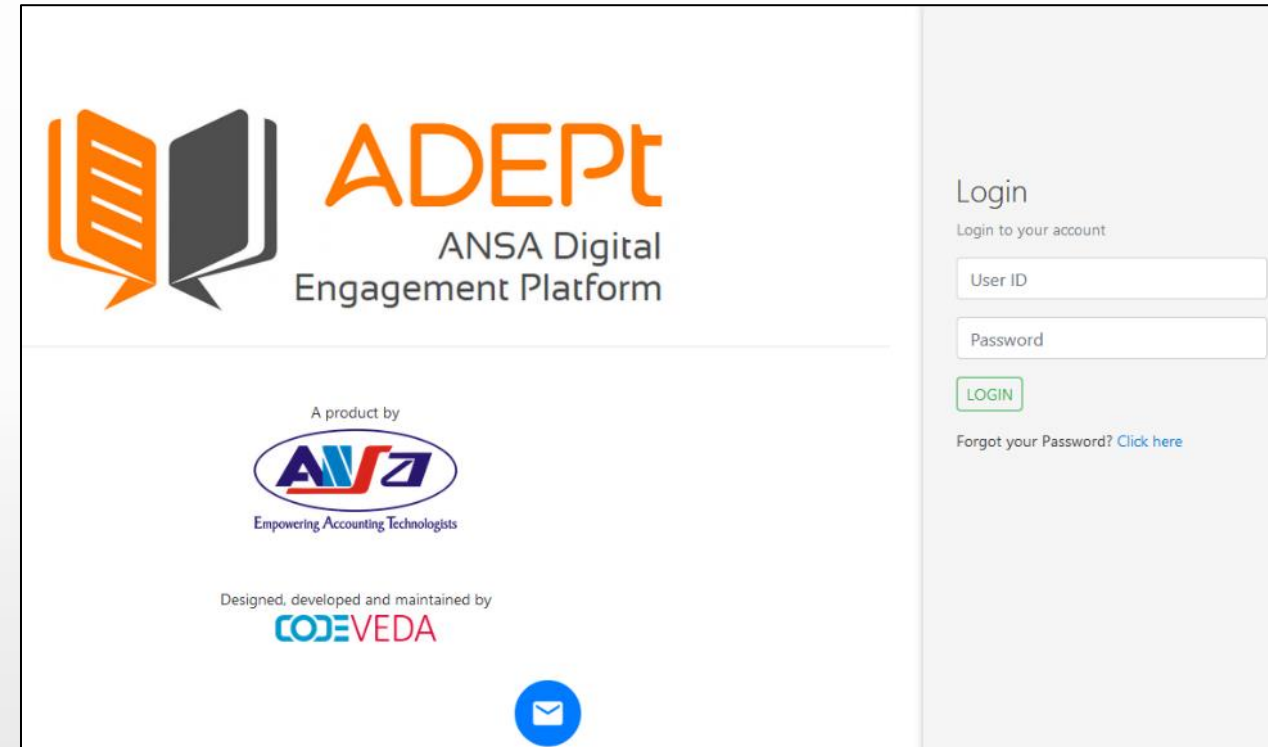


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Login – New Students

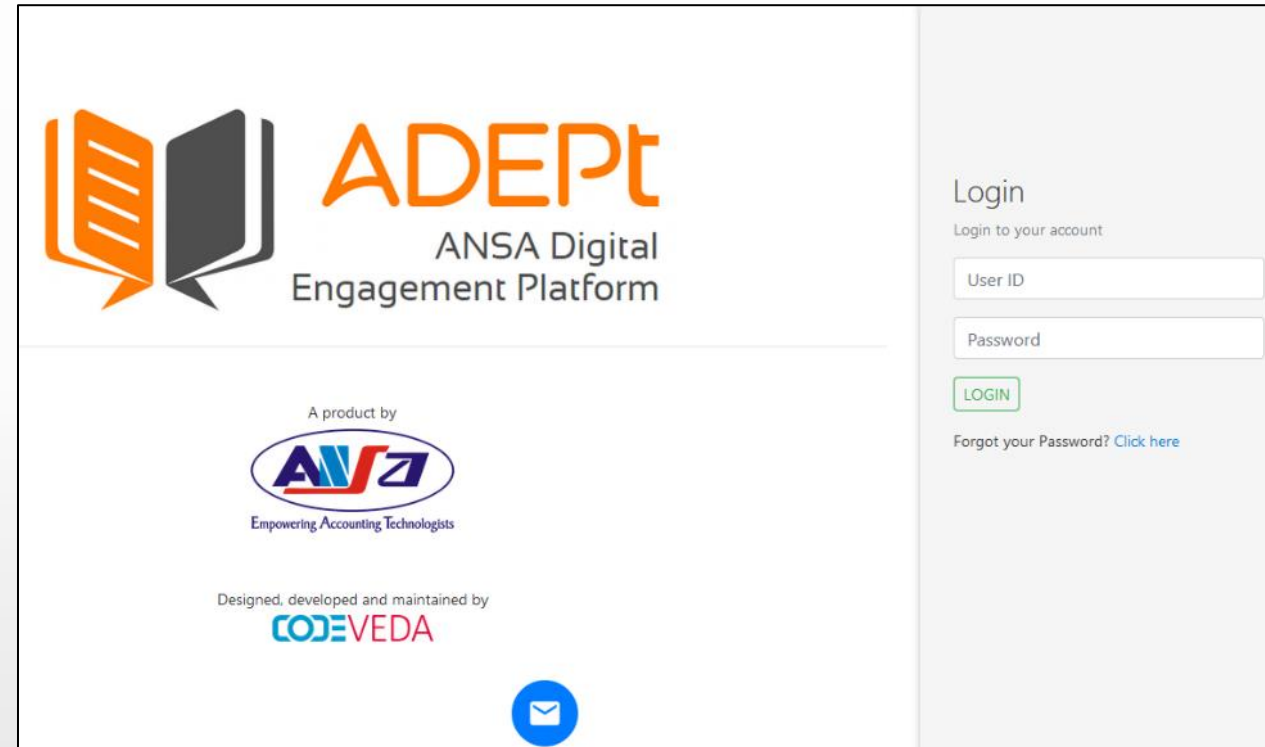
- If you are being registered for the first time, then you would be redirected to the Reset Password screen.
 - Enter your User ID again to receive an OTP to your registered email address.
 - Enter the password of your choice.
- In case you have forgotten your password, use the ‘Click here’ option and follow the above steps to reset the password.



The screenshot shows the login interface for the ADEPT ANSA Digital Engagement Platform. On the left, there is a large header with the ADEPT logo and text. Below this, it states 'A product by' followed by the ANVA logo and 'Empowering Accounting Technologists'. At the bottom, it says 'Designed, developed and maintained by' followed by the COVEDA logo and a blue envelope icon. On the right, there is a 'Login' section with the text 'Login to your account'. It contains two input fields: 'User ID' and 'Password'. Below these fields is a green 'LOGIN' button and a link that says 'Forgot your Password? Click here'.

Login – Existing Students

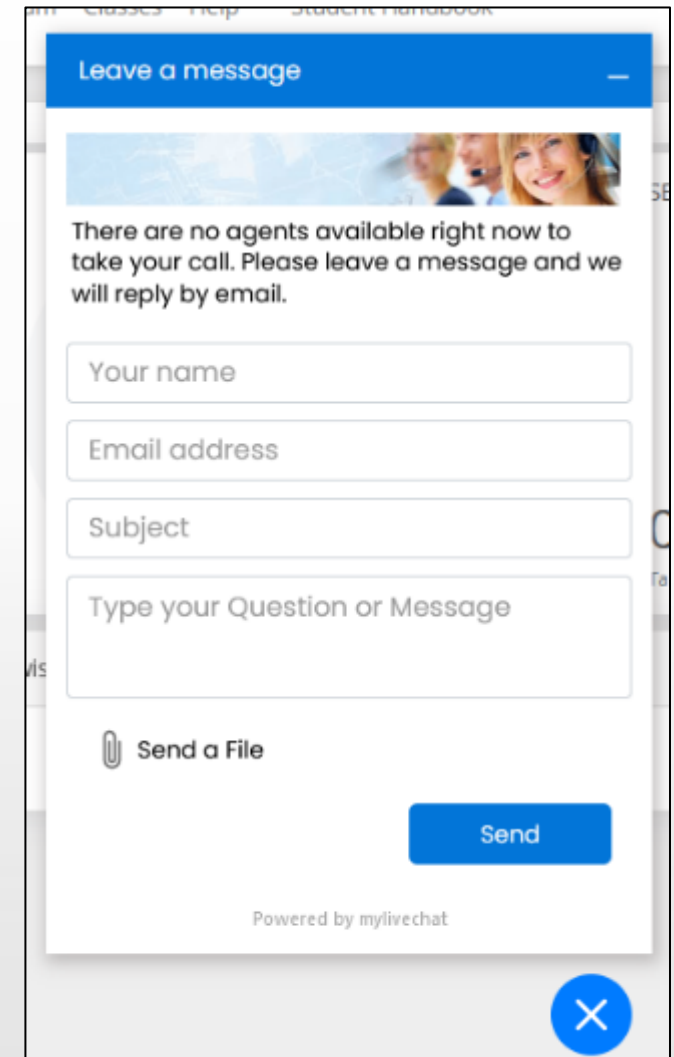
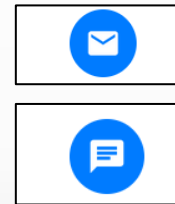
- Visit <https://adept.ansaindia.in/#/login>
- You will see the screen shown on the right.
- Enter your User ID and Password or OTP (in case of new user).
- The User ID can be found in the automated email from adept@ansaindia.in sent to your registered email address.



The screenshot shows the ADEPT login interface. On the left, there is a large logo for ADEPT (ANSA Digital Engagement Platform) and a smaller ANVA logo below it. The text 'A product by' is above the ANVA logo, and 'Designed, developed and maintained by COVEDA' is below it. A blue envelope icon is at the bottom center. On the right, there is a login form with the title 'Login' and the subtitle 'Login to your account'. It contains two input fields: 'User ID' and 'Password'. Below these is a green 'LOGIN' button and a link for 'Forgot your Password? Click here'.

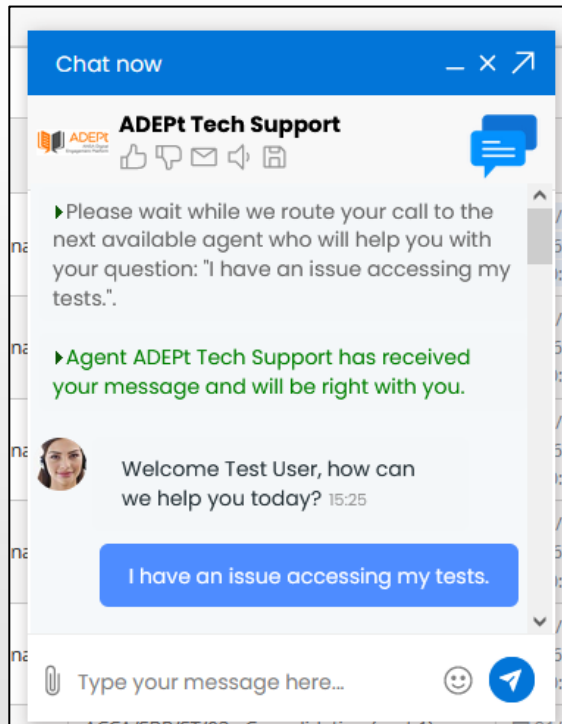
Chat – Leave a message

- The chat icon can be used to send messages, queries and error reports to the ADEPT Support Team.
- You can also attach screenshots to help the Support Team solve the exact issue. **All error reports must be supported by screenshot(s).**
- It is a floating icon and hence can be moved to different parts of the screen if it accidentally blocks any part of the screen.
- If any of the Support Team member is online, you can have a Live Chat with them to sort the issue immediately.

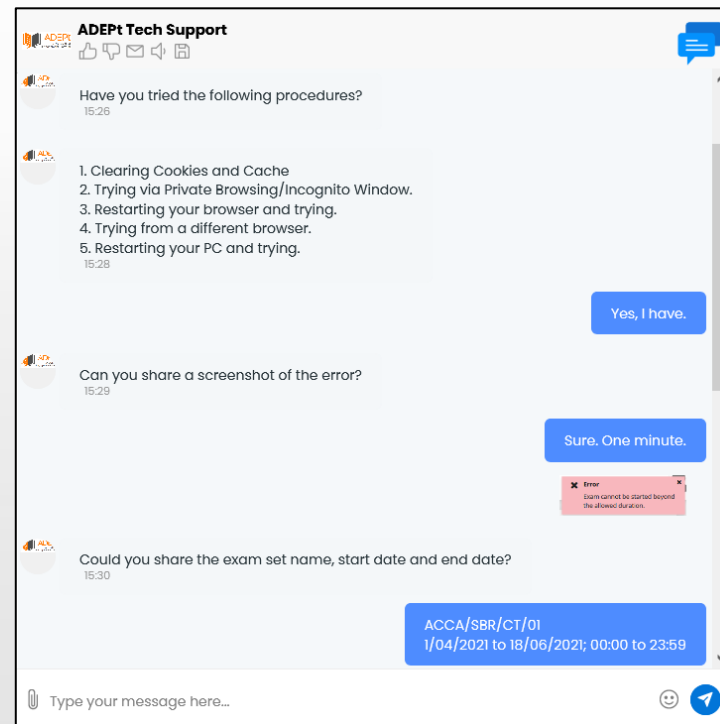


Chat – Live Chat

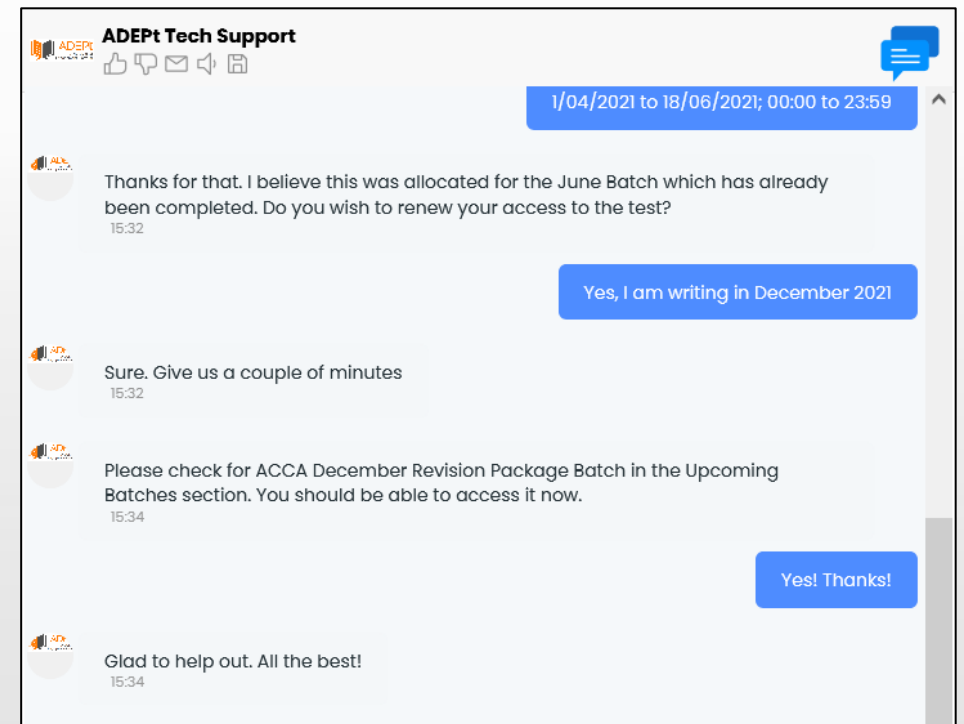
- You can minimise the chat window or expand it to a new Window. Once your issue is sorted, the Support Team will close the chat. You can send feedback on the chat and save it too.



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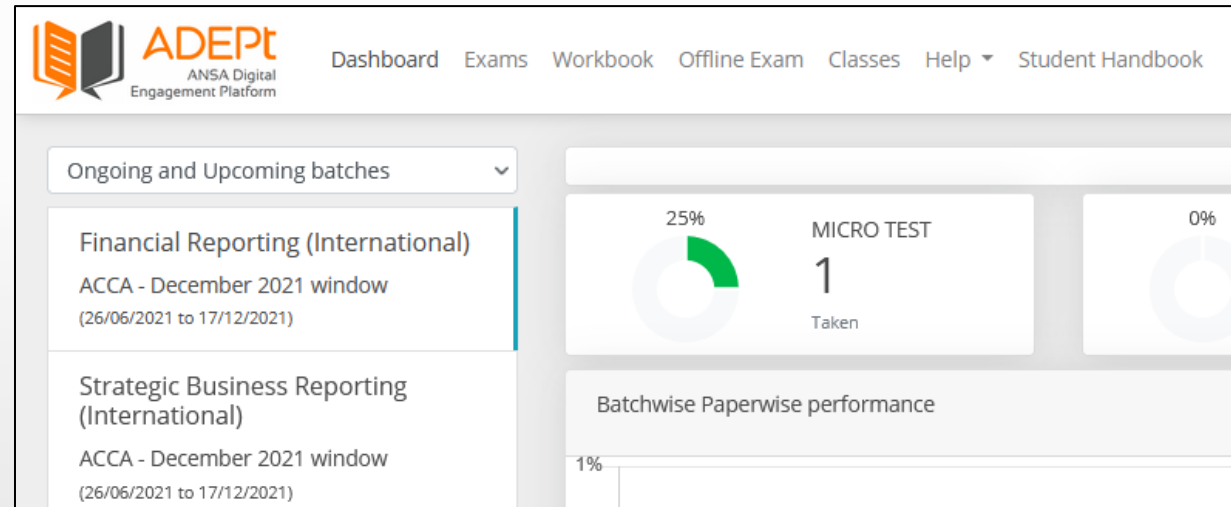
Version 1.0



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Help Menu and Student Handbook

- Help Documents are available for each module separately under the Help Menu. Clicking on any module name will open a pop-up window with the help document.
- Student Handbook contains:
 1. Key information about ANSA, ACCA, courses offered by ACCA and ANSA.
 2. Contact details.
 3. Student Code of Conduct and Rules that were accepted during registration, Privacy Policy, and other information.
- Clicking on Student Handbook will open a new window with a PDF document.



The screenshot shows the ADEPT ANSA Digital Engagement Platform dashboard. The navigation menu includes Dashboard, Exams, Workbook, Offline Exam, Classes, Help, and Student Handbook. The main content area features a dropdown menu for 'Ongoing and Upcoming batches'. Below this, there are two course listings: 'Financial Reporting (International) ACCA - December 2021 window (26/06/2021 to 17/12/2021)' and 'Strategic Business Reporting (International) ACCA - December 2021 window (26/06/2021 to 17/12/2021)'. On the right side, there are two performance metrics: 'MICRO TEST' with a 25% progress indicator and '1 Taken', and another metric with a 0% progress indicator. At the bottom right, there is a section for 'Batchwise Paperwise performance' with a 1% progress indicator.

Support

- In case you face any issues or need further help on ADEPt, use the chat option to send messages, queries and error reports to the ADEPt Support Team.
- All error reports must be supported by screenshot(s).
- For course related queries or feedback on ADEPt, drop an email to admin@ansaindia.in

All the best!