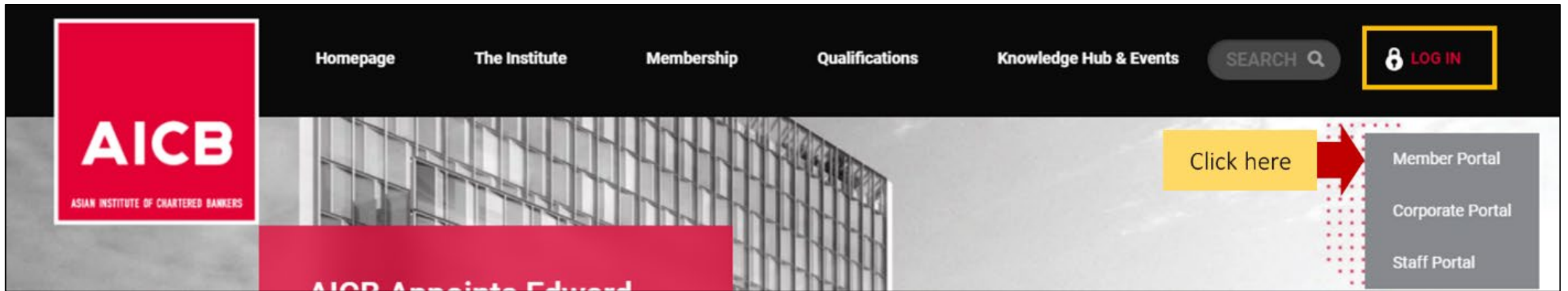



**A Quick Guide to Enrol for
Chartered Banker By Experience
Programme**



Access the Member Portal via the AICB Website
<https://www.aicb.org.my/>



Member Portal

NRIC / AICB Membership Number

Password

 [Forgot Password](#)

Remember my login

- **Not a member yet?**

Upon becoming a member, individuals will gain access to a range of benefits and qualifications offered by AICB.
- **Enquiries**

Kindly contact AICB's Member Services email us at enquiries@aicb.org.my

Click "Apply Now"



REGISTRATION

Sign up by entering the information below

Salutation *	First Name *	Last Name *
SELECT	First Name	Last Name
Nationality *		Country of Residence *
MALAYSIAN (MY)		MALAYSIA
NRIC No. (For Malaysia)/ Passport No. (For Non-Malaysian) *		Date of Birth *
NRIC NO. WITHOUT DASH '-'; EG: 770707075777) / PASSPORT NO.		DD-MM-YYYY
Email *		Confirm Email *
example@domain.com		example@domain.com
Mobile Country Code *	Mobile Phone *	
--- SELECT ---	Contact No	
Password *		Confirm Pa
Password		Confirm P
Application Type *		
Submit		

1 Complete all fields

2 Select for Application Type "MEMBERSHIP & QUALIFICATION"

3 Click "Submit"

Registration – Profile Successfully Created

Dear [Salutation] [Name]

Greetings from the Asian Institute of Chartered Bankers.

We are pleased to inform you that your profile has been successfully created.

Please use the following login credentials:

Username: [NRIC/Passport]

Password: Please use the password you have set during the registration.

For assistance, please contact our Member Services team at 1300 88 6833 or email your enquiries to enquiries@aicb.org.my.

Thank you.

Regards,

ASIAN INSTITUTE OF CHARTERED BANKERS (35880-P)

Level 11, NU Tower 2,

Jalan Tun Sambanthan,

Kuala Lumpur Sentral,

50490 Kuala Lumpur, Malaysia.

T (603) 2095 6833

Toll-free 1300 88 6833

W www.aicb.org.my

Facebook [TheAICB](#)

LinkedIn [Asian Institute of Chartered Bankers](#)

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Notification from AICB

“Profile Successfully Created”

Completing the Online Application

Completing the Online Application – Application Details

AICB

ASIAN INSTITUTE OF CHARTERED BANKERS

Online Application

Application Status: Draft

Application Details

Document(s) Details

Personal Details

Address Details

Employment & Work Experience
Details

Academic Details

Other Membership Details

Declaration

APPLICATION DETAILS

Application Type * : MEMBERSHIP & QUALIFICATION ▼

Membership Designation * : AFFILIATE ▼

Select a Qualification * : -- PLEASE SELECT -- ▼

Save & Next

Cancel Application

1

Select the required
qualification

Completing the Online Application – Application Details

Online Application

Application Status: Draft

Application Details

Document(s) Details

Personal Details

Address Details

Employment & Work Experience
Details

Academic Details

Other Membership Details

Declaration

APPLICATION PROGRESS

APPLICATION DETAILS

Application Type *	:	MEMBERSHIP & QUALIFICATION	▼
Membership Designation *	:	AFFILIATE	▼
Select a Qualification *	:	CHARTERED BANKER BY EXPERIENCE (CBBE)	▼
Select a Route/Pathway *	:	RECOGNITION OF PRIOR LEARNING / EXPERIENTIAL LE	▼
Total Work Experience In Banking (In Years) *	:	6 TO 10 YEARS	▼

1

Complete all fields

Entry Requirement

Available to individuals who possess:

≥ 10 years of banking-related business experience (recommended), including ≥ 5 years of relevant banking experience in strategic leadership roles, typically in C-1* positions and above, with the following:

- Substantial experience in at least 1 key area of banking, e.g. retail, commercial / corporate, wholesale, wealth, financial banking, payments, operations, credit, risk, banking operations, international, technology
- Experience in a range of topics contained in the self-evaluation outcomes (please click here for a copy of the self-evaluation questionnaire), and
- Significant experience or exposure to credit and / or risk functions.

*Candidates in a C-2 position will be considered on a case-by-case basis.

2

Click **“Save & Next”**

Save & Next

Cancel Application

Completing the Online Application – Document(s) Details

Online Application

Application Status: Draft

Application Details ✓

Document(s) Details

Personal Details

Address Details

Employment & Work Experience
Details

Academic Details

Other Membership Details

Declaration

APPLICATION PROGRESS

DOCUMENT(S) DETAILS

Allowed file formats include:

- Images - .jpeg, .jpg, .png, .gif, .bmp
- Documents - .pdf
- Other - .zip

Maximum size allowed:

- Size - 1MB

DOCUMENT TYPE	CHOOSE FILE	UPLOADED FILE
NRIC / PASSPORT *	<input type="button" value="Choose File"/> No file chosen	
CERTIFICATE OF QUALIFICATION *	<input type="button" value="Choose File"/> No file chosen	
CURRICULUM VITAE *	<input type="button" value="Choose File"/> No file chosen	
ORGANISATION CHART *	<input type="button" value="Choose File"/> No file chosen	
CBBE DECLARATION FORM * Download Cbbe Declaration Form Here	<input type="button" value="Choose File"/> No file chosen	

1

Upload the required
document(s)

2

Click "Upload & Next"

Completing the Online Application – Personal Details

Application Status: Draft

Application Details ✓
Document(s) Details ✓
Personal Details
Address Details
Employment & Work Experience Details
Academic Details
Other Membership Details
Declaration

APPLICATION PROGRESS

PERSONAL DETAILS

Salutation * : MR

First Name * : ALI

Last Name * : BIN MUSA

Full Name * : ALI BIN MUSA

Primary Email * : alimusa@gmail.com

Secondary Email : alimusa73@gmail.com

NRIC No. / Passport No. * : 730303733333

Old NRIC No * : A73030303

Date of Birth * : 03-03-1973

Gender * : MALE FEMALE

Race * : OTHERS

Country of Residence * : MALAYSIA

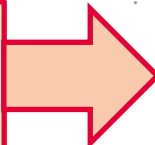
Nationality * : MALAYSIAN

Mobile Phone * : MALAYSIA - 6 1234567890 +601234567890

Office Phone : MALAYSIA - 6 1234567890 +601234567890

Home Phone : MALAYSIA - 6 311223344 +60311223344

Emergency Contact Phone * : MOBILE OFFICE HOME

2 Click "Save & Next" 

Save & Next

1

Complete all fields

Completing the Online Application – Address Details

Online Application

AICB

ASIAN INSTITUTE OF BANKERS

Application Status: Draft

Application Details ✓

Document(s) Details ✓

Personal Details ✓

Address Details

Employment & Work Experience
Details

Academic Details

Other Membership Details

Declaration

APPLICATION PROGRESS

RESIDENTIAL ADDRESS

Address Line 1 * :

Address Line 2 :

Country * : -- Please Select --

State * : -- Please Select --

City * : -- Please Select --

Postal Code * :

OFFICE ADDRESS

Address Line 1 * :

Address Line 2 :

Country * : -- Please Select --

State * : -- Please Select --

City * : -- Please Select --

Postal Code * :

PREFERRED CORRESPONDENCE ADDRESS

Please provide preferred correspondence address if it is different from the residential or office address. Otherwise you may tick the box below to replicate the residential or office address.

Same as the Residential Address Same as the Office Address

Address Line 1 * :

Address Line 2 :

Country * : -- Please Select --

State * : -- Please Select --

City * : -- Please Select --

Postal Code * :

1

Provide all address details:

1. Residential Address
2. Office Address
3. Preferred Correspondence Address

2

Click **“Save & Next”**

Save & Next

Completing the Online Application – Employment & Work Experience Details

Online Application **AICB**
ASIAN INSTITUTE OF CHARTERED BANKERS

Application Status: Draft

- Application Details ✓
- Document(s) Details ✓
- Personal Details ✓
- Address Details ✓
- Employment & Work Experience Details**
- Academic Details
- Other Membership Details
- Declaration

APPLICATION PROGRESS

YEARS OF WORK EXPERIENCE

Total Years of Banking & Finance Experience * : 2 TO 5 YEARS ▼

Total Years of Working Experience * : 2 TO 5 YEARS ▼

CURRENT EMPLOYMENT

Employment Status * : EMPLOYED ▼

Organisation * : BANK ABC ▼

Job Level * : EXECUTIVE ▼

Designation * : EXECUTIVE

Function * : BANKING OPERATIONS (BRANCH OPERATIONS, CREDI ▼

Start Date * : 02/12/2019

PREVIOUS WORK EXPERIENCE

ORGANISATION	DESIGNATION	YEARS OF SERVICE	
-- Please Select -- ▼		-- Please Select -- ▼	Add

1 Complete all fields

2 Click "Save & Next"

Click "Add" to include additional details

Save Save & Next

Completing the Online Application – Academic Details

Online Application

Application Status: Draft

ACADEMIC DETAILS

Qualification Name * : DEGREE IN BANKING

Awarding Body * : ABC UNIVERSITY

Qualification Level * : DEGREE

Year of Completion * : 2003

Save & Add Another Save & Next

1 Complete all fields

2 Click "Save & Next"

AICB
ASIAN INSTITUTE OF CHARTERED BANKERS

Application Details ✓
Document(s) Details ✓
Personal Details ✓
Address Details ✓
Employment & Work Experience Details ✓
Academic Details
Other Membership Details
Declaration

APPLICATION PROGRESS

Click **"Save and Add Another"** to include additional details

Click **"Save & Next"**

Completing the Online Application – Other Membership Details

The screenshot shows the 'Online Application' interface for AICB (Asian Institute of Chartered Bankers). The application status is 'Draft'. A sidebar on the left lists various sections: Application Details, Document(s) Details, Personal Details, Address Details, Employment & Work Experience Details, Academic Details, Other Membership Details (highlighted), and Declaration. The 'Other Membership Details' section contains the following fields:

- Professional Body:
- Membership Category:
- Qualification Completed:
- Membership Number:
- Year of Completion:
- Country:

At the bottom of the form are three buttons: 'Save & Add Another', 'Save & Next', and 'Skip'. A progress bar labeled 'APPLICATION PROGRESS' is also visible in the sidebar.

1
Complete all fields

Click **“Save and Add Another”** to include additional details

2
Click **“Save & Next”**

Click **“Skip”** if no information is available

Completing the Online Application – Declaration

Online Application

AICB
ASIAN INSTITUTE OF CHARTERED BANKERS

Application Status: Draft

- Application Details ✓
- Document(s) Details ✓
- Personal Details ✓
- Address Details ✓
- Employment & Work Experience Details ✓
- Academic Details ✓
- Other Membership Details
- Declaration**

APPLICATION PROGRESS

DECLARATION

Personal Data Protection Act 2010 ("PDPA").

The "Asian Institute of Chartered Bankers" shall ensure that the collection, use and disclosure of your personal data are consistent with the Malaysian Personal Data Protection Act 2010 ("PDPA").

- I acknowledge that the personal data collected and processed is obtained voluntarily with my consent.
- I have read and understood the PDPA.

Information

1. I have never been convicted of a criminal offence and there are no charges pending against me in any jurisdiction;
2. There is no subsisting bankruptcy order made against me by any court of law in any jurisdiction;
3. I have never been subjected to disciplinary proceedings by a professional body or association in any jurisdiction;
4. I have not committed conduct in my professional capacity that is contrary or alleged to be contrary to relevant and applicable rules or regulations of any professional association of which I am/was a member, regulatory authority or the laws of any jurisdiction which may subject me to criminal prosecution, disciplinary proceedings or any other form of legal action in the relevant jurisdiction; and
5. I agree to be bound by the Rules and Regulations of the Asian Institute of Chartered Bankers.

I acknowledge that the Asian Institute of Chartered Bankers may require further information in relation to the declaration that I provide above and agree to provide such further information as may be requested.

I agree that any false declaration provided by me may be subject to disciplinary action.

* I declare that all the information provided in this application is correct and complete.

Name **3** : ALI BIN MUSA

Date : 21-01-2020 08:35:55

Submit **View Application Summary Draft**

1 Read the Declaration Statement

2 Acknowledge the Declaration Statement

3 Click 'Submit'

View your Application Summary Draft

Completing the Online Application – Payment for Application Fee

Online Application

HOME / PROCESSING FEE

Processing Fee

Application Processing Fee

Chartered Banker By Experience - Application Fee	MYR 530.00
--	------------

Total Amount : MYR 530.00

1
Click "Proceed"

Completing the Online Application – Payment for Application Fee

Online Application **AICB**
ASIAN INSTITUTE OF CHARTERED BANKERS

HOME / PROCESSING FEE / PROCEED PAYMENT

Payment

Proforma Invoice No : PIN230300063

CHARTERED BANKER BY EXPERIENCE - Application Fee	MYR	500.00
Sub Total (Excluding SST)	MYR	500.00
Tax @ 6% on MYR 500.00	MYR	30.00
Sub Total (Inclusive of SST)	MYR	530.00

Payment Mode	Net Amount
<input type="radio"/> Bank Sponsored	MYR 530.00
<input type="radio"/> Self Sponsored (Online Payment)	MYR 530.00

1

Select the
payment mode

2

Click **"Pay"**

Online Application Status - Submitted

Dear [Salutation] [Name]

Thank you for your AFFILIATE membership and qualification application.

Your application is currently being reviewed and you will be notified of your application status within 10 business days.

For further assistance, please contact our Member Services team at 1300-88-6833 or email enquiries@aicb.org.my.

Thank you.

Sincerely,

Member Services

ASIAN INSTITUTE OF CHARTERED BANKERS 197701004872 (35880-P)

Level 11 & 12, Bangunan AICB,

10 Jalan Dato' Onn,

50480 Wilayah Persekutuan Kuala Lumpur

Malaysia

T (603) 2095 6833

T (603) 2727 1857

Toll-free 1300 88 6833

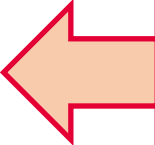
W www.aicb.org.my

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Notification from AICB upon
bank sponsorship approval /
successful payment

“Application Submission”

Online Application Status - Approved

Dear [Salutation] [Name]

Your application above has been reviewed.

Following is the status of the application for your further action:

Submission Date	:	12-05-2023
Type of Application	:	Membership & Qualification
Membership Designation	:	AFFILIATE
Qualification	:	CHARTERED BANKER BY EXPERIENCE
Status	:	Approved. Please click here to proceed with your payment and complete the membership admission and module enrolment process. (Note: Learning materials will be made available upon receipt of payment.)

For further assistance, please contact our Member Services team at 1300-88-6833 or email enquiries@aicb.org.my.

Thank you.

Sincerely,

Member Services

ASIAN INSTITUTE OF CHARTERED BANKERS (9770 100 4872 (35880-P))

Level 11 & 12, Bangunan AICB,

10 Jalan Dato' Onn,

50480 Wilayah Persekutuan Kuala Lumpur

Malaysia

T (603) 2602 6833

Toll-free 1300 88 6833

W www.aicb.org.my

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Notification from AICB

“Application Status”

Completing the Online Application – Module Registration

HOME / CONFIRMATION ITEMS

Confirmation Items

APPLICATION TYPE	Membership & Qualification
MEMBERSHIP CATEGORY	Affiliate
MEMBERSHIP EXPIRY DATE	31-12-2023
QUALIFICATION	Chartered Banker By Experience
MODULES	Qualification Requirements

MODULE TYPE	COMPULSORY	MINIMUM PAPERS
Core	Yes	1

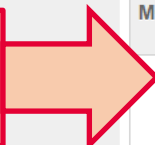
Please register at least ONE module.

REGISTER MODULE	MODULE CODE - NAME	MODULE TYPE	WORKSHOP DATE START - DATE END @LOCATION [AVAILABLE SEAT]	EXAM	ASSIGNMENT SUBMISSION DATE
<input type="checkbox"/>	CBBEV2M - CHARTERED BANKER BY EXPERIENCE (CBBEV2M)	CORE	Not applicable.	Not Applicable	The assessment registration will be confirmed once payment has been made OR the sponsorship request has been approved

[Register Module & Confirm](#) [Cancel](#)

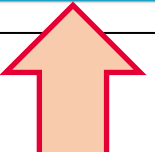
1

Select module to register



2

Click "Register Module & Confirm"



Online Application **AICB**
ASIAN INSTITUTE OF CHARTERED BANKERS

HOME / CONFIRMATION ITEMS / PAYMENT DETAILS

Payment Details

AFFILIATE - MEMBERSHIP ANNUAL SUBSCRIPTION FEE (NEW)-2023	MYR	60.00
CBBEV2M-CHARTERED BANKER BY EXPERIENCE (CBBEV2M) - PROGRAMME FEE	MYR	14500.00
Sub Total (Excluding SST)	MYR	14560.00
Tax @ 6% on MYR 14500.00	MYR	870.00
Sub Total (Inclusive of SST)	MYR	15430.00

Total Amount : MYR 15430.00

1

Click "Proceed Payment"

Completing the Online Application – Module Registration

Online Application



HOME / CONFIRMATION ITEMS / PROCEED PAYMENT

Payment

Proforma Invoice No : PIN230500534

AFFILIATE - MEMBERSHIP ANNUAL SUBSCRIPTION FEE (NEW)-2023	MYR	60.00
CBBEV2M-CHARTERED BANKER BY EXPERIENCE (CBBEV2M) - PROGRAMME FEE	MYR	14500.00
Sub Total (Excluding SST)	MYR	14560.00
Tax @ 6% on MYR 14500.00	MYR	870.00
Sub Total (Inclusive of SST)	MYR	15430.00

Payment Mode

Net Amount

<input type="radio"/> Bank Sponsored	MYR 15430.00
<input type="radio"/> Self Sponsored (Online Payment)	MYR 15430.00

Pay Cancel

1

Select the
payment mode

2

Click "Pay"

Qualification Enrolment

Membership Number: XXXXXX

Dear [Salutation] [Name]

We are pleased to welcome you as an AFFILIATE member of the Institute and confirm that you have been enrolled for the CHARTERED BANKER BY EXPERIENCE qualification. Your membership number is stated above.

Please visit the [Member Portal](#) to log in to your personal home page. You may also refer to the [Member Portal Guide](#) to help you navigate through the Portal.

As an AICB member, you must comply with the Institute's Constitutions, Bye-Laws, Code of Professional Conduct and applicable regulations. The Code of Professional Conduct is available for download from our website at <https://www.aicb.org.my/membership/membership-management/>.

Get More from Your Membership

You are now part of a community of committed banking professionals and, as a member, you can access AICB's quality resources and benefits that will help you enhance your competence and professionalism throughout your banking career, which include:

- **Professional designations and designatory letters upon attaining higher levels of membership.**
 - Gain increased credibility and recognition for your qualifications and commitment to continuing professional development.
- **AICB's Code of Professional Conduct which all members are committed to upholding.**
 - Greater public recognition for your personal commitment to professionalism and contribution to strengthening public trust.
- **Trusted and up-to-date information resources such as Banking Insight publication which features contemporary articles on current trends in the global banking industry, with a special focus on Asia.**
 - Keep abreast with latest global developments in banking to support your interactions with colleagues and customers.
- **Online CPD resources which provide a variety of e-learning and online materials including webinars, case studies and videos for professional development.**
 - Maintain your professional expertise by gaining greater knowledge to further develop your skills in your career.
- **Discounted member rates on the Institute's events and other valuable resources.**
 - Enjoy the value of your membership subscription.

For further assistance, please contact our Member Services team at 1300-88-6833 or email enquiries@aicb.org.my.

Thank you.

Sincerely,

Member Services

ASIAN INSTITUTE OF CHARTERED BANKERS 197201004872 (35880 P)

Level 11 & 12, Bangunan AICB,

10 Jalan Dato' Onn,

50480 Wilayah Persekutuan Kuala Lumpur

Malaysia

T (603) 2602 6833

Toll-free 1300 88 6833

W www.aicb.org.my

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Notification from AICB upon bank sponsorship approval / successful payment

“Welcome to AICB”

Membership Activation and Qualification Enrolment

MEMBERSHIP

Membership No.	Membership Designation	Status	Join Date	Expiry Date	Previous Expiry Date
XXXXXX	Affiliate	Valid	12-05-2023	31-12-2023	-

Membership records displayed

QUALIFICATIONS


 [Apply for Qualification! Click here](#)

Qualification Name	Qualification Code	Time Limit	Enrollment Date	Expiry Date	Status
Chartered Banker By Experience	CBBE	12 (Months)	12-05-2023	12-05-2024	Active

Enrolment records displayed

Qualification Enrolment – Welcome Email from CBI

Chartered Banker by Experience

Chartered Banker  **AICB**
ASSOCIATION OF INSTITUTE OF CHARTERED BANKERS

Membership number: XXXXXXXX
Full name: [Name]

Dear [Name]

Welcome

Thank you for your registration onto our Chartered Banker by Experience programme.

Professional Membership

Unless you are already a member of the Institute, you have been registered as a Student member of the Chartered Banker Institute and this notice serves as your *Certificate of Admission* – a very warm welcome to you. Your membership number is noted above.

Programme Format

There are three steps to complete to become a Chartered Banker:

- Step 1: Critical Self-Evaluation, where you are asked to reflect on your experience, expertise and professional practice.
- Step 2: Professional Ethics assignment.
- Step 3: Presentation and Professional Discussion.

Please note that Steps 1 and 2 can be completed in either order.

You are expected to complete the programme in approximately 12 weeks.

Step 1: Critical Self-Evaluation (word count – 800 to 1 200 words)

You should aim to complete your Critical Self-Evaluation by week 4.

Your dedicated assessor is Mr Ian Hardcastle BA (Hons) MBA ACIB FCBI, contact example@charteredbanker.com

Mr. Hardcastle will provide advice and guidance on completing your evaluation. He will be contacting you soon to introduce himself and tell

This is a system generated email, please do not reply directly. Our contact details are below.
Chartered Banker Institute, 2nd Floor, 39 George Street, Edinburgh, EH2 2HN
Tel: 0131 473 7777 Email: info@charteredbanker.com Web: www.charteredbanker.com
Charitable Body No SC013927

1

Notification from CBI within 2 weeks from the date of enrolment

“Welcome to the Chartered Banker by Experience programme” (page 1)

Read the **full welcome email** to proceed further

Qualification Enrolment – Welcome Email from CBI

Chartered Banker by Experience

you more about his role. Please ensure that you fully read the programme guidance, available within the members' area of our website, as soon as possible, to gain the most benefit from this initial contact.

Step 2: Professional Ethics Assignment (word count - 3 000 words)

You should aim to complete your Professional Ethics assignment by week 8.

A copy of the Institute's Professionalism & Ethics study material, and access to our wide range of online resources, including the Institute's Ethics, Culture and Conduct Toolkit, to help you complete the Professional Ethics assignment are available within the members' area of our website.

You will need to submit your Critical Self-Evaluation and your Professional Ethics Assignment via the Turnitin assignment submission portal. You will receive a welcome email from this system within three weeks.

Step 3: Presentation & Professional Discussion

You will complete your Presentation & Professional Discussion approximately 3-4 weeks after completing your Critical Self-Evaluation and Professional Ethics assignment, by week 12.

To book your presentation and discussion please contact your assessor. We suggest that you schedule this appointment as soon as possible.

You should set aside at least 3 hours for this meeting.

You will receive confirmation of your assessor's decision within 4 weeks.

Accessing 'My Member Area'

Full Instructions relating to the Critical Self-Evaluation, Professional Ethics assignment and Presentation and Professional Discussion are available within the members' area of our website www.charteredbanker.com.

1) To access and use the members' section of the website visit <https://www.charteredbanker.com/login/forgotten-password.html>, enter your email address and click on email replacement password.

2) We recommend that you change your password to something more memorable after your first visit.

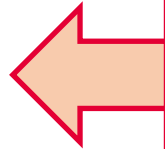
3) You will now find yourself on the member home page.

To navigate to the documentation for this course go to

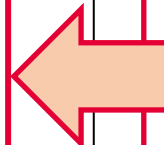
- Current modules
- View module (Chartered Banker by Experience)
- There are the 5 tabs a quarter of the way down the page and all of the information is there.

Notification from CBI within 2 weeks from the date of enrolment

“Welcome to the Chartered Banker by Experience programme” (page 2)



Learning materials are accessible via CBI Portal



Chartered Banker by Experience

- You need to go through each tab

Online Forum

There is an online forum for networking with other students on this programme. In the members' section of the website select LMS from the menu, then select Menu - Discussions. This forum is purely for networking purposes with other candidates – it is not manned.

We wish you every success through this programme. Should you require guidance or assistance at any time please do not hesitate to contact our Member Engagement Team via email: info@charteredbanker.com or webchat: www.charteredbanker.com.

Yours sincerely,

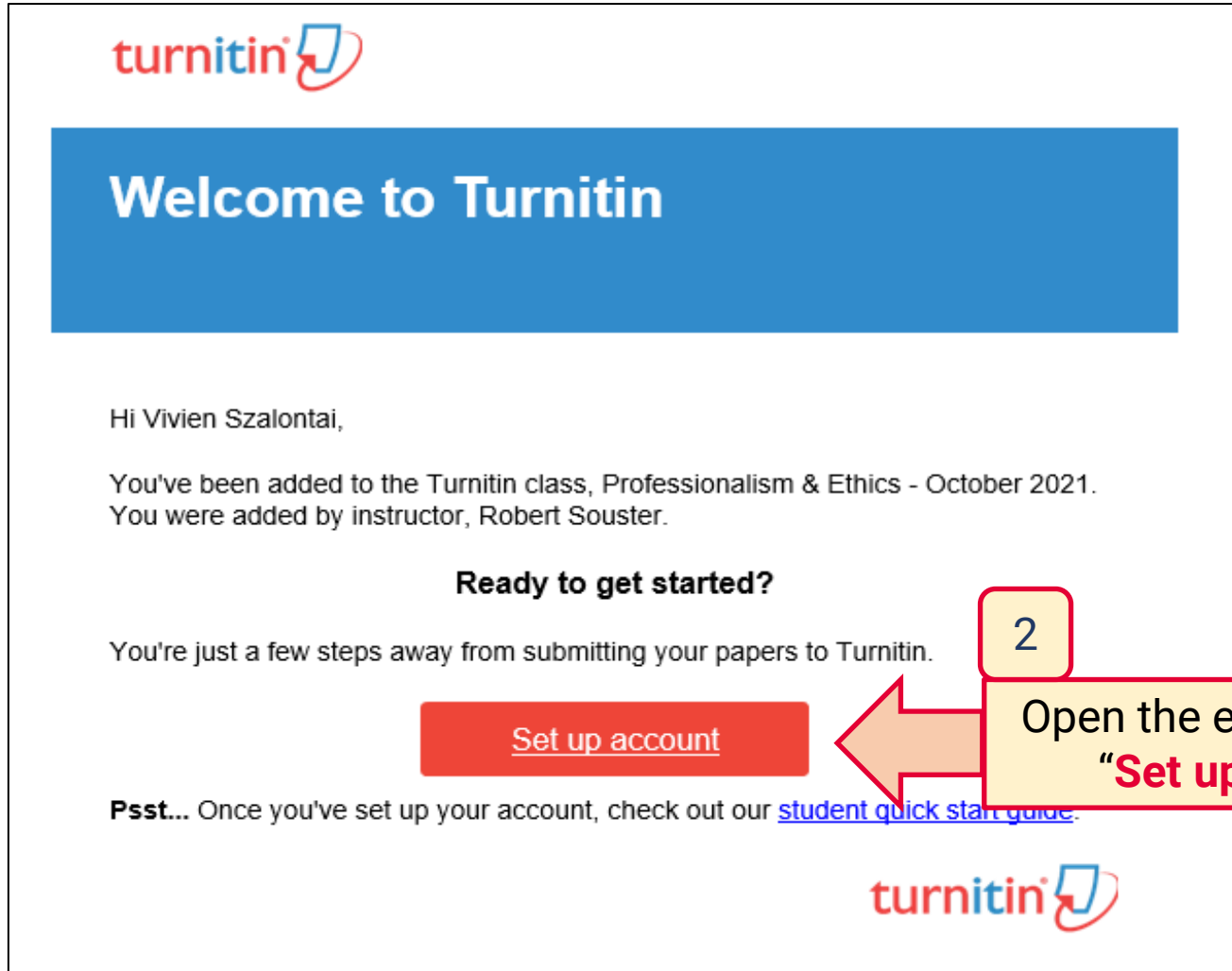
Simon Thompson

Chief Executive

Notification from CBI within 2 weeks from the date of enrolment

“Welcome to the Chartered Banker by Experience programme” (page 3)

**Turnitin Guide
for Assignment Submission**



The image shows a screenshot of a Turnitin welcome email. At the top left is the Turnitin logo. Below it is a blue banner with the text "Welcome to Turnitin". The email body starts with "Hi Vivien Szalontai," followed by "You've been added to the Turnitin class, Professionalism & Ethics - October 2021. You were added by instructor, Robert Souster." Below this is the heading "Ready to get started?" and the text "You're just a few steps away from submitting your papers to Turnitin." A red button with the text "Set up account" is highlighted. Below the button is the text "Psst... Once you've set up your account, check out our [student quick start guide](#)." At the bottom right is the Turnitin logo. Two yellow callout boxes with red borders and arrows point to the "Set up account" button. The first callout, labeled "1", says "You will receive an email from Turnitin to set up your account." The second callout, labeled "2", says "Open the email and click 'Set up account'".

turnitin

Welcome to Turnitin

Hi Vivien Szalontai,

You've been added to the Turnitin class, Professionalism & Ethics - October 2021.
You were added by instructor, Robert Souster.

Ready to get started?

You're just a few steps away from submitting your papers to Turnitin.

[Set up account](#)

Psst... Once you've set up your account, check out our [student quick start guide](#).

turnitin

1

You will receive an email from Turnitin to set up your account.

2

Open the email and click
"Set up account"

Turnitin Guide – Turnitin Account Setup



The screenshot shows the TurnitinUK login interface. At the top is the TurnitinUK logo. Below it is a blue header with the text "Log in to TurnitinUK". There are two input fields: "Email address" and "Password", both with "This field is required." error messages below them. At the bottom left are "Log in" and "Sign in with Google" buttons. At the bottom right are links for "Forgot your password? Click here." and "Need more help? Click here.".

1

Key in the **email address** linked to your account

2

Click "**Forgot your password?**"

Turnitin Guide – Turnitin Account Setup



The screenshot shows an email from Turnitin. At the top left is the Turnitin logo. Below it is a blue banner with the text "Create your password". The main body of the email starts with "Hi Vivien Szalontai," followed by "Your account is almost set up. Click below to create your password." Below this text is a red button labeled "Create password". At the bottom of the email, it says "The link in this email will expire after 24 hours. Click [here](#) to request a new link." and the Turnitin logo is at the bottom center.

1

← You will get an email to set up a password.

2

← Click "Create password"

Turnitin Guide – Turnitin Account Setup

turnitin[®]
UK

Account Setup

To set up your account, please enter your email address and last name or family name.

Email Address

Last Name or Family Name

You can find this information in your Turnitin welcome email.

If you no longer have access to this email, ask your Turnitin instructor to look up your email address. If you are an instructor, please refer to your Turnitin administrator for this information.

Next

Once you have created your password, log in with your details to setup your account.

1

Key in the **email address** linked to your account

2

Key in the **Last Name or Family Name** as per email received from AICB

Turnitin Guide – Turnitin Account Setup

Welcome to TurnitinUK!

You have been added as a student to the account **Professionalism & Ethics - October 2021**.

Before you can get started, we want to confirm your user information and give you the chance to set up your secret question and answer. Please feel free to change any other information as needed.

When you are done, click "next" to continue.

your email *

Secret question *

Please select a secret question. ▼

Question answer *

 Skype for Business Basic

your first name *

your last name *

1


Complete the required fields and click 'Next' and 'Agree' to complete your registration.

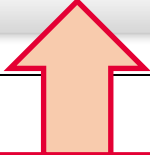
Turnitin Guide – Assignment Submission

About this page

This is your student homepage. The homepage shows the classes you are enrolled in. To enroll in a new class, click the enroll in a class button. Click a class name to open your class homepage for the class. From your homepage, you can submit a paper. For more information on how to submit, please see our [help page](#).

Chartered Banker Institute

Class ID	Class name	Instructor	Status	Start Date	End Date	Drop class
4746816	Professionalism & Ethics - October 2021 (A...	Robert Souster	Active	31-Jul-2020	31-Oct-2021	








Click on the class name to submit an assignment.

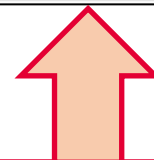
Turnitin Guide – Assignment Submission

Class Homepage

This is your class homepage. To submit to an assignment click on the "Submit" button to the right of the assignment name. If the Submit button is grayed out, no submissions can be made to the assignment. If resubmissions are allowed the submit button will read "Resubmit" after you make your first submission to the assignment. To view the paper you have submitted, click the "View" button. Once the assignment's post date has passed, you will also be able to view the feedback left on your paper by clicking the "View" button.

Assignment Inbox: Professionalism & Ethics - October 2021

Assignment Title	Info	Similarity	Actions
Draft Assignment			Submit View 
Final Assignment	 		Submit View 



Click 'Submit' for either draft or final assignment, depending on which you are looking to submit at that time.

Turnitin Guide - Assignment Submission

Submit: [Single File Upload](#) ▾

First name

Last name

Submission title

[What can I submit?](#)

Choose the file you want to upload to TurnitinUK:

Name your assignment and locate it from your device for upload to Turnitin.

Click 'Submit' at the bottom left corner, then 'Confirm' if you are satisfied and finally 'Return to Assignment list'.

Once you have finished this, you will get an email confirmation that you have successfully submitted your assignment.

