PQ Portal User Guide: Accessing the PQ Portal

Updated as of April 2021

How to Access the PQ Portal

Step 1: Go to ISCA eServices Portal

Go to the ISCA eServices Portal:
https://eservices.isca.org.sg/

If you do not have an existing account:

1. Create an account*
2. Refer to separate instruction emails sent to your email address
3. Activate your account

*__New Corporate User :__ *To register your company-sponsored staff for a professional qualification, please create a corporate account by filling up this form (https://isca.org.sg/media/2823411/corp-application-form.pdf) and email the form to qualifications@isca.org.sg.*

Step 1: Go to ISCA eServices Portal

If you already have an ISCA eServices account:

1. Please email us at qualifications@isca.org.sg with your email registered with ISCA eServices to access the Professional Qualification (PQ) Portal. Alternatively, call us at 6597 5533 for assistance.

2. We will notify you when your PQ Portal access is ready.

3. Go to ISCA eServices Portal https://eservices.isca.org.sg/ and login using your existing username and password.

Step 2: Login to ISCA eServices Portal

Once you are logged in, you will see the **"Professional Qualification (PQ) Portal"** on the left navigation menu. Call us at 6597 5533 if you cannot locate the link to the PQ Portal.

Step 3: Edit Profile

- Click "**Professional Qualification (PQ) Porta**l" on the left navigation menu and you will see the '**Edit Profile'** form

- Fill in or edit your personal particulars and employment records

- Check that all required fields are completed before you navigate to the PQ Portal

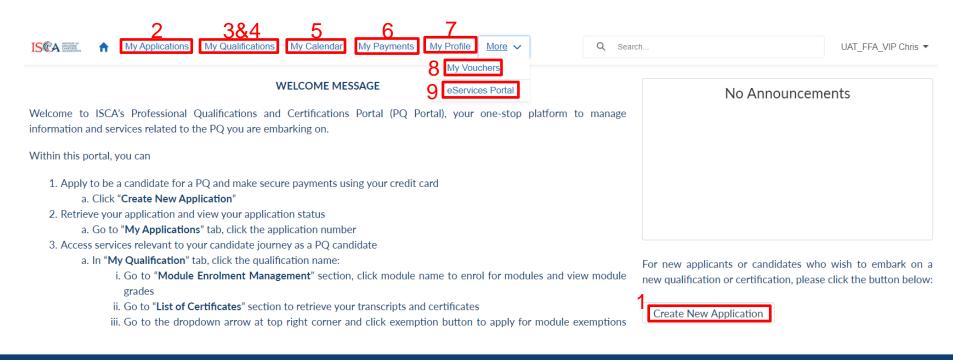- Tap "**Save and Proceed to PQ Portal**" at the bottom of the page

Step 4: Navigate the PQ Portal

1. Apply for a Professional Qualification

2. View application status

3. Enrol for modules and track your progress

4. Print certificates and transcripts

5. View upcoming workshops and exams in My Calendar

5. Make payments and view invoices/receipts

6. View your profile

7. View vouchers (if applicable)

8. Access eServices Portal to update personal particulars and employment details

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Please refer to https://isca.org.sg/become-a-member/qp/pq-portal-user-guide/ for the user guides on application, enrolment and other features in the PQ Portal.

The End