

## **Diploma in Public Accountability – Unit Standard registration for MMC accreditation.**

How to Register on [www.splshortcourse.co.za](http://www.splshortcourse.co.za)

We are making use of an online registration and assignment submission system. Please follow the following steps to register:

1. Visit [www.splshortcourses.co.za](http://www.splshortcourses.co.za)
2. Complete “create account” registration form if not done so before, make sure that you select and complete every line, also where you have to select “not applicable” and where your date of birth is entered, that you do it in exactly the format as requested. Finish with the tick of the box at the bottom and then click on “register”. This form is completed only once. For all MMC Unit Standard, only the next steps are taken.
3. Then log in (don’t forget the log in name and password you gave yourself during step 2!);
4. Click on Available Courses;
5. Then click on Diploma in Public Accountability I - 2016;
6. Then click on Course Folder 01;
7. Then click on Short Course 01.01 or the first Unit Standard you want to enrol for;
8. Then on Register;
9. Then tick the box to confirm that you are aware of the assessment requirements (assessment plan can be opened when you click on the link);
10. Then on Save.

Repeat for each of the Modules and Unit Standards you wish to follow. If in doubt about the use of the online system, please click on “Guidelines”.