

Learning Hub, powered by TopClass, is CPA Manitoba's new centralized destination to access and complete the professional development (PD) seminars you are registered for.

It is important to note that the seminar registration process will remain the same. It is the experience after registration that will be enhanced by the Learning Hub.

Learning Hub Features

- A single destination to take the live virtual and on-demand seminars you are registered for
- Easily access all of your seminar materials and handouts
- Navigate to Learning Hub directly from your member portal or confirmation email
- Browse your user-friendly record of PD activities for CPD reporting
- Download personalized seminar completion certificates
- Reduce wait times for access to on-demand seminars
- Track your progress throughout your on-demand seminars

This user guide will take you through key steps in navigating the Learning Hub.

Step 1

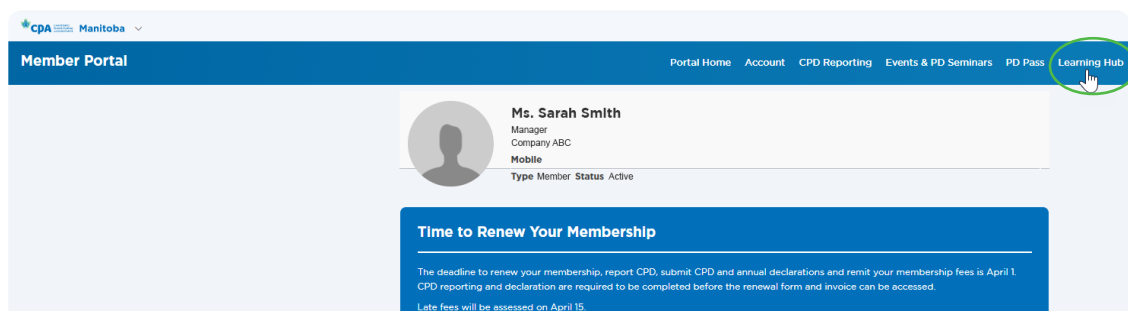
Log in to the [member portal](#) using your primary email address on file.

Note: If you require assistance logging in, contact era@cpamb.ca or call 204-943-1538 (press 0 for reception).

Step 2

Click on Learning Hub in the navigation bar.

You will be re-directed to the Learning Hub and will be automatically signed in using the single sign-on (SSO) feature.

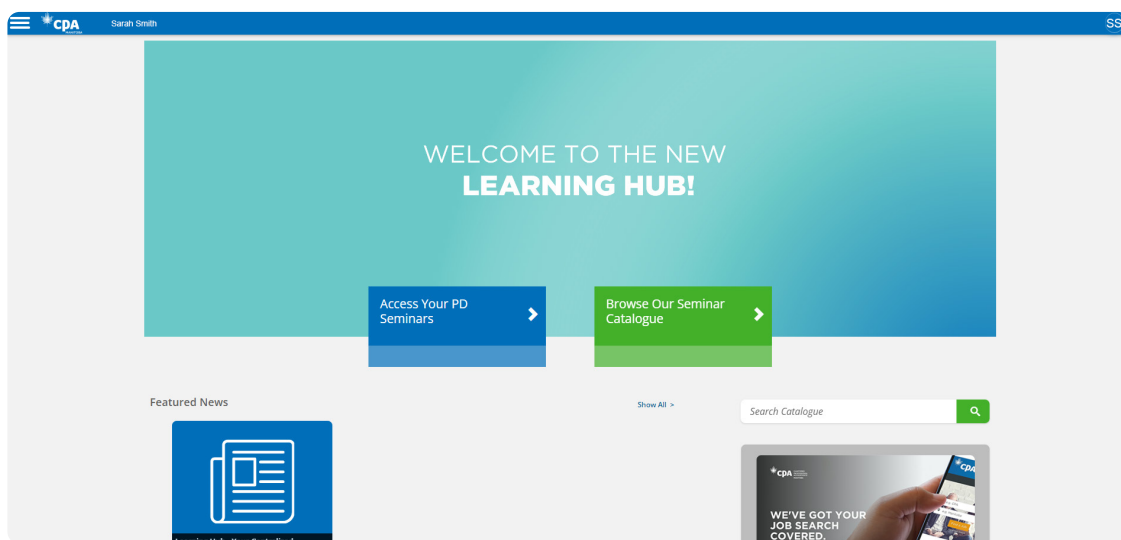


Updated April 2, 2024

Step 3

Explore the Learning Hub landing page.

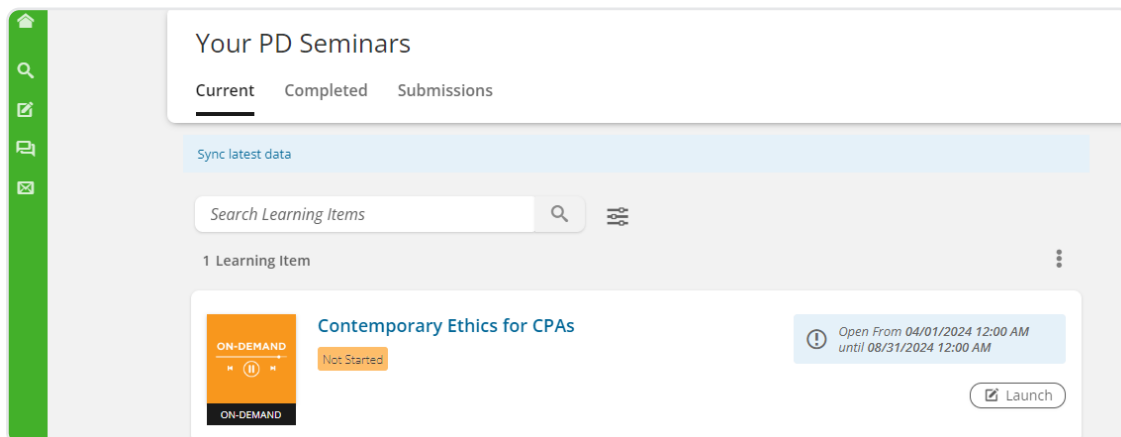
- Click on the blue “Access Your PD Seminars” box to access any PD seminars you are registered for.
- Click on the green “Browse Our Seminar Catalogue” box to view the list of all CPA Manitoba PD seminars available for registration.
- Enter topics or keywords in the “Search Catalogue” bar to view any CPA Manitoba PD seminars that meet the description.
- View any Featured News articles for key information on CPA Manitoba’s PD Program.



Step 4

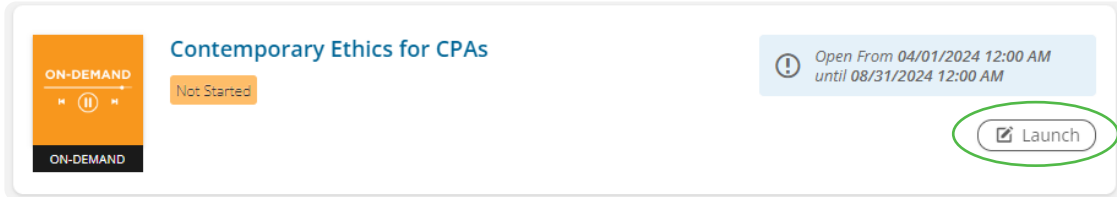
Click on the blue “Access Your PD Seminars” box to access the seminars you are registered for.

The “Current” section will contain any seminars that are ready to be taken or are in progress. Please note that the Learning Hub will only display seminars from April 1, 2024, onwards.



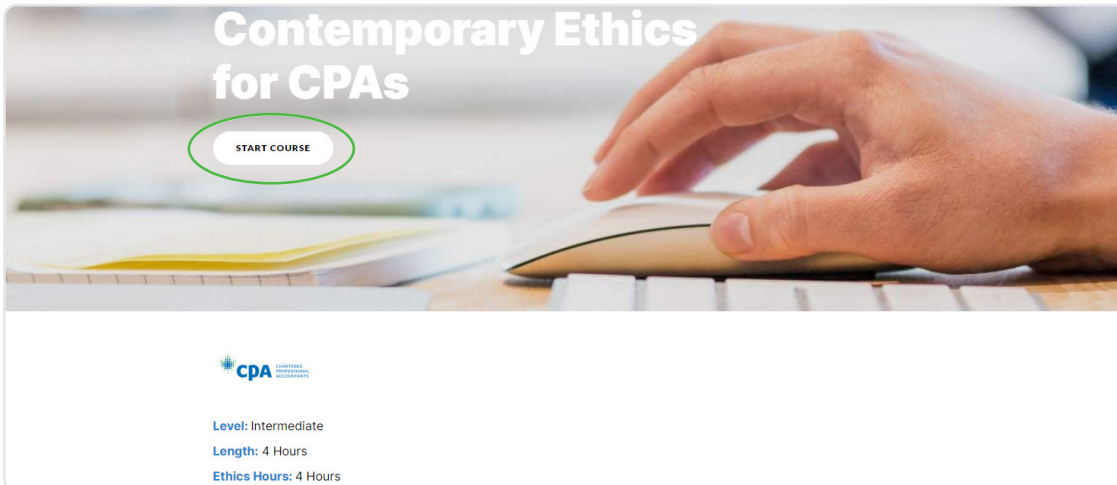
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To begin a seminar, click on the “Launch” button. Please note that your seminar may open in a pop-up window. If so, you will need to approve pop-ups for the website in your browser settings.



The card displays the seminar title "Contemporary Ethics for CPAs" and a status of "Not Started". It includes a play button icon and a "Launch" button circled in green. A date range is shown: "Open From 04/01/2024 12:00 AM until 08/31/2024 12:00 AM".

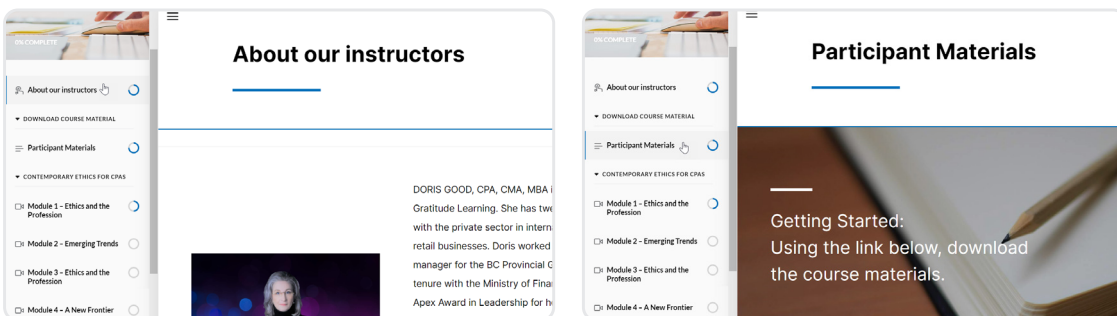
Below is a sample seminar landing page that outlines the length, learning objectives and more. This view may vary depending on the seminar you are registered for, however, the instructions noted on pages 4-7 will remain the same for all seminars. To begin, click on the “Start Course” button.



The landing page features a large image of hands on a computer mouse. The title "Contemporary Ethics for CPAs" is prominently displayed. A "START COURSE" button is circled in green. Below the image, the CPA logo is shown, along with the following details: "Level: Intermediate", "Length: 4 Hours", and "Ethics Hours: 4 Hours".

In the seminar, you will be able to:

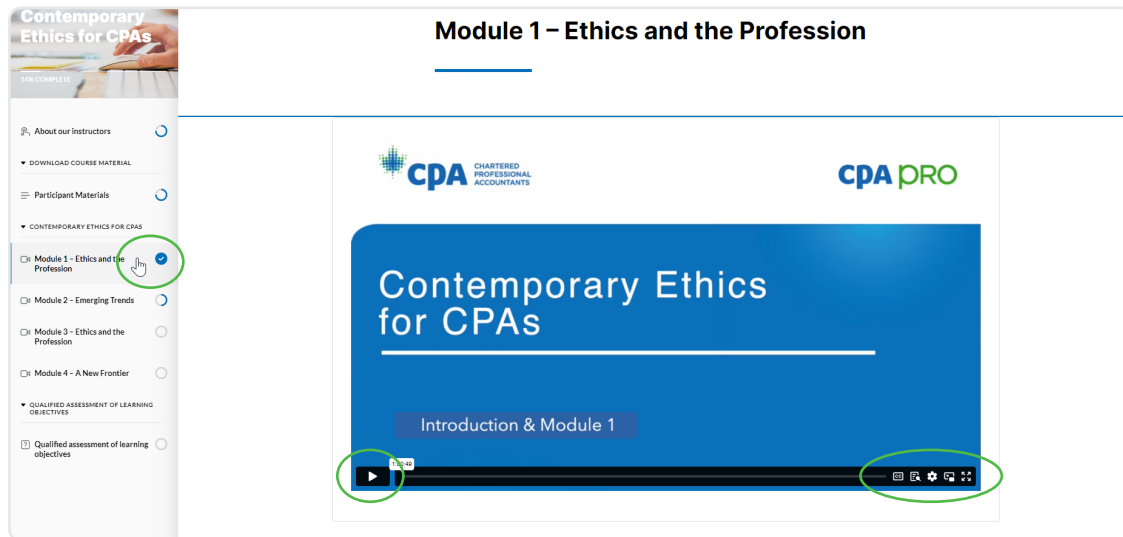
- Read the instructor biography
- Download the participant materials
- Complete the modules and quiz (if applicable)



Two screenshots of the seminar interface. The left screenshot shows the "About our instructors" page, featuring a profile for Doris Good, CPA, CMA, MBA. The right screenshot shows the "Participant Materials" page, which includes a "Getting Started" section with instructions to download course materials.

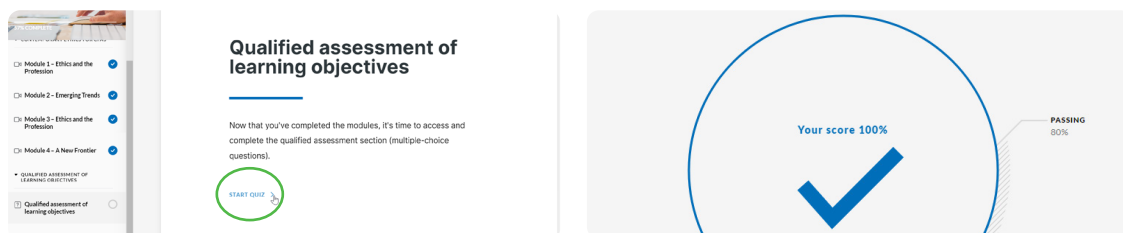
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To begin, click on each module to access the content. You can pause or re-wind the modules as needed and the system will continue to track your progress. Closed captioning, transcripts and full screen mode options are also available in the bottom navigation bar. As you complete each module, click on the “Completed” button and a check mark will appear.

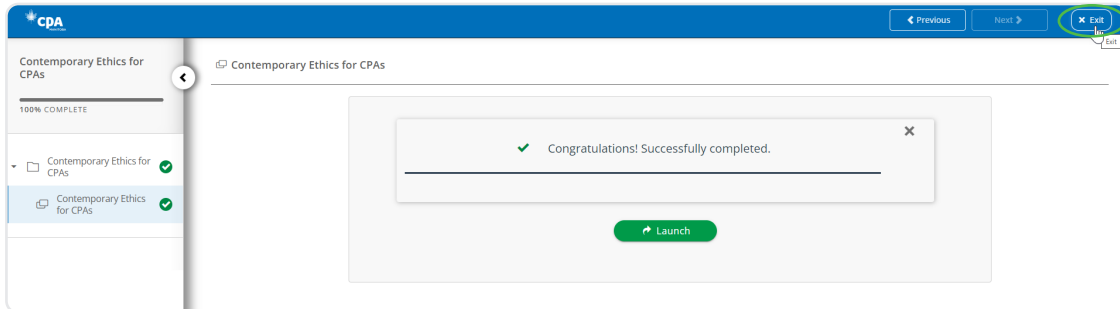


Once you have completed all of the modules, the final step will be to complete the quiz (if applicable). Click on “Qualified Assessment of Learning Objectives” and “Start Quiz” to take the quiz.

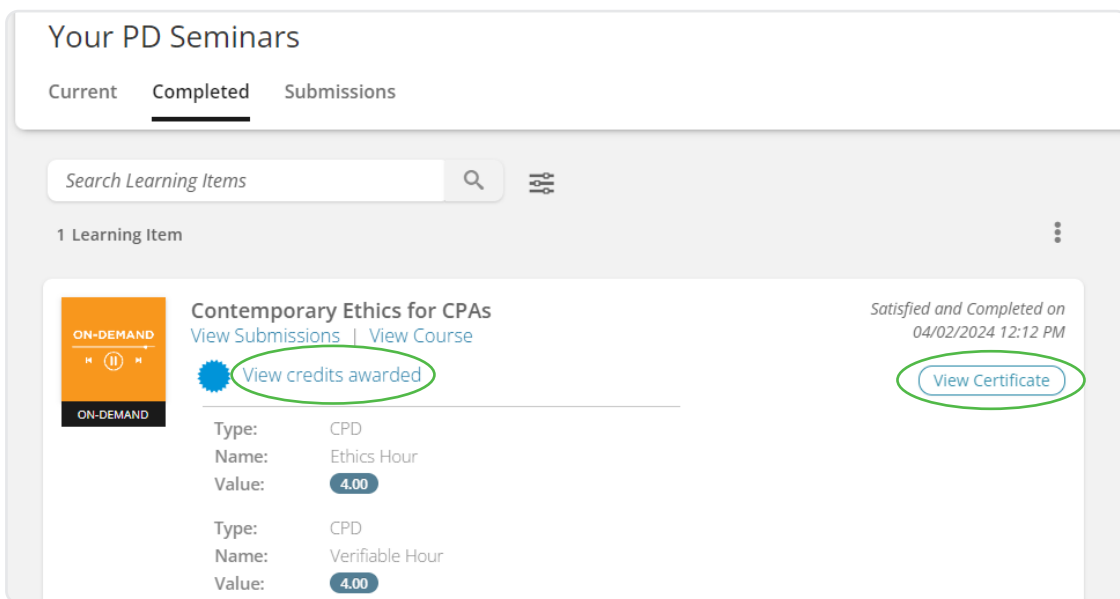
You will have unlimited attempts until you have passed with a minimum 80% score. Once you have successfully passed a quiz, you will no longer have access to it.



Once you have reached 100% completion of the seminar, you can click the “Exit” button to be returned to “Your PD Seminars” page.



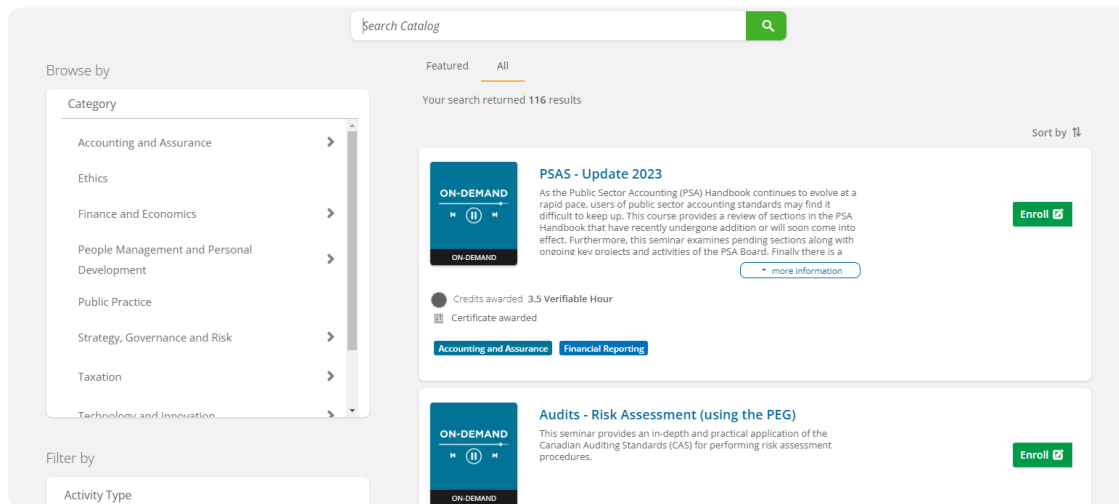
The “Completed” section will contain a listing of any seminars you have completed. Click on the “View Credits Awarded” to see applicable CPD hours for CPD reporting. Click on “View Certificate” to access a downloadable certificate of completion.



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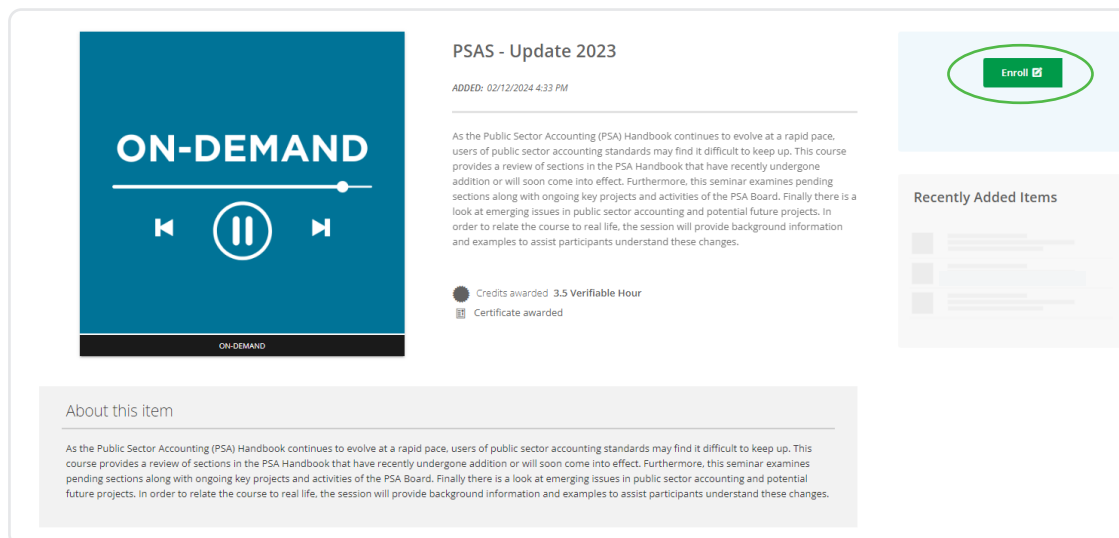
Step 5

Click on the green “Browse Our Seminar Catalogue” box to view the list of all CPA Manitoba PD seminars available for registration.



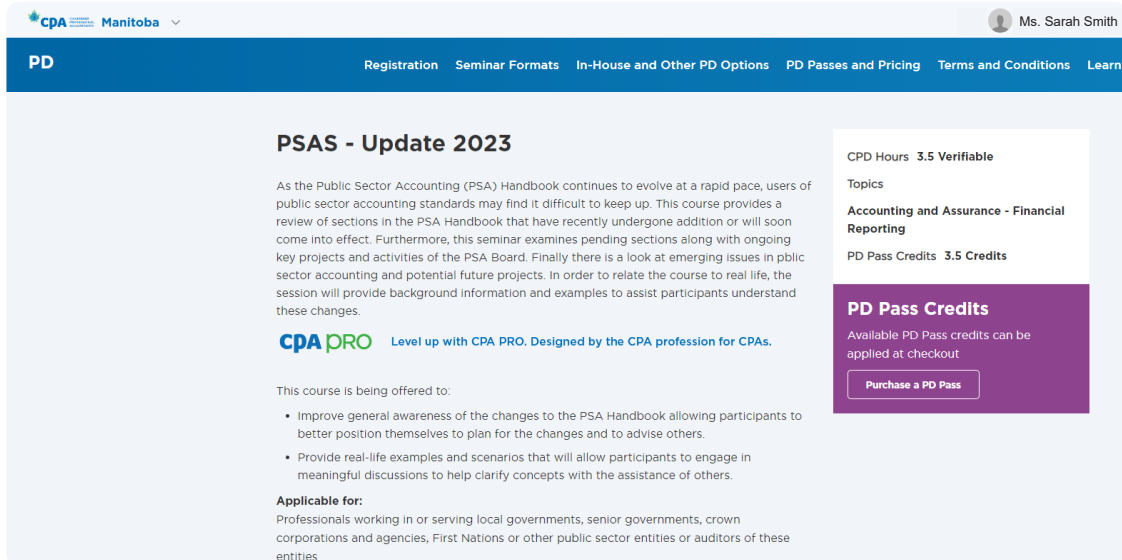
In the catalogue, you can:

- Browse by category (these categories are the same as on CPA Manitoba's [PD List webpage](#))
- Filter by activity type or credit type (verifiable or ethics)
- Select a seminar to learn more (example below)



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If you are interested in registering for a seminar, click on the green “Enrol” box. You will be redirected to that seminar on the CPA Manitoba website to register and provide payment.



The screenshot shows the CPA Manitoba website interface. At the top, there is a navigation bar with 'PD' on the left and 'Registration', 'Seminar Formats', 'In-House and Other PD Options', 'PD Passes and Pricing', 'Terms and Conditions', and 'Learn' on the right. The user is logged in as 'Ms. Sarah Smith'. The main content area features the seminar title 'PSAS - Update 2023'. Below the title is a detailed description of the course, followed by the 'CPA PRO' logo and the text 'Level up with CPA PRO. Designed by the CPA profession for CPAs.' A list of bullet points describes the course objectives. To the right, there is a sidebar with 'CPD Hours 3.5 Verifiable', 'Topics Accounting and Assurance - Financial Reporting', and 'PD Pass Credits 3.5 Credits'. A purple box at the bottom right of the sidebar contains the text 'PD Pass Credits Available PD Pass credits can be applied at checkout' and a 'Purchase a PD Pass' button.

Questions

If you have any questions regarding the Learning Hub, contact pd@cpamb.ca.