Guide to Using BCA Academy's Online Storefront

Welcome to BCA Academy's Online Storefront (OSF).

You can now browse courses, choose your own course dates, enroll in the course and make payment all through our OSF.

This service is available 24 hours a day. If we have to suspend the service for routine maintenance or updates, the notice will be posted on the Online Storefront at least 3 hours in advance. Continue reading for instructions on how to use the BCAA Online Storefront. Happy browsing.

A. REGISTERING FOR AN ACCOUNT

1. Click on "Register for an account"
2. Fill in your details
3. Choose a Login ID and Password
4. Save
5. You will receive an email with your Login ID upon successful registration
6. Proceed to login with the Login ID and Password you have just created

B. ENROLLING FOR A COURSE

1. Login with the Login ID and Password you have created
2. Search the course by typing the course code or keyword from the course title and press the search icon
3. Select "I want to register for this course"
4. If you are paying for yourself, select "I am paying for myself".
   If your company is paying for you, select "Login using company account" and submit the application using your company account.
5. Select the dates that you want to attend
   a. You can opt to be placed on the waitlist by selecting "I do not want these course dates but I want to proceed to register"
   b. You can express your interest in the course but not register by selecting "I do not want these course dates. Please notify me if there are new course dates."
6. Key in your particulars or the attending participant's particulars
7. Click "Save Draft" to save a copy of your application.

Click "Continue Registration" to proceed to register

8. *Refer to part (D)*

C. RETURNING TO YOUR SAVED DRAFTS

1. *Login with the Login ID and Password you have created*
2. *Click your name at the top right corner for a drop-down list*
3. *Select "View Drafts"*
4. *Select the draft application you have saved*
5. *Proceed with Part (B)*

D. SUBMITTING YOUR APPLICATION

1. *From Part (B), you will see a summary of the particulars you have keyed in*
2. *Tick that you agree with the Terms and Conditions*
3. *Select "Submit" to submit the course application*
   Select "Edit Application" if you need to edit the application
   Select "I don't want this course anymore" to delete your application
4. *There will be a pop-up box informing you if your application has been submitted. Please allow us 2 weeks for the processing of your application.*

E. PAYMENT TO SECURE YOUR SEAT

1. *Within 2 weeks, you will receive an email notifying you that your application is approved and you can proceed to make payment for the course.*
2. *Please note that only Credit / Debit cards can be used to make online payment.*
   For NETS payments, please proceed to BCA Service Center located at BCA Braddell Campus.
3. *Please select the mode of payment and proceed to key in your credit/debit card details.*
4. *Once your payment is successful, you will see a "Payment Success" page and be able to retrieve the receipt.*
5. *Please keep a copy of the receipt as a record.*