



ICB

**INTERNATIONAL
CERTIFICATIONS FOR BUSINESS**

Student Portal User Guide



 ICB INTERNATIONAL CERTIFICATIONS FOR BUSINESS	Document Name:	Student portal user guide
	Document Number:	ST.DOC.006.2025
	Approved date:	May 2025

Table of Contents

1. Purpose	3
2. Scope	3
3. Registering on the student portal	3
4. Registering for an ICB programme	8
5. Registering for an ICB exam	9
6. View my reports tab	13
7. View my exams tab	14
8. Order products tab	14
9. Update my details tab	15

	Document Name:	Student portal user guide
	Document Number:	ST.DOC.006.2025
	Approved date:	May 2025

1. Purpose

This guide covers the use of the Student Portal. For clarity, all ICB students will use two separate platforms during their ICB studies, these are:

- **Student portal:** Where all administration, exam entry and results etc are held.
- **Macci:** Where students do their assessments. Students DO NOT register directly onto Macci but are auto-registered once exams are booked.

2. Scope

Rights on the student portal differ for Distance / Self-study and Provider-based students.

The link to access the student portal is found on the ICB website, www.icb.org.za.

Distance / Self-study students can register on the student portal at any time. These students can do the following:

1. Register for ICB programmes
2. Register with a Correspondence Provider or as self-study
3. Register for exams and postponements
4. View and print invoices
5. View and print results reports
6. View and print digital programme and subject certificates
7. ID verification

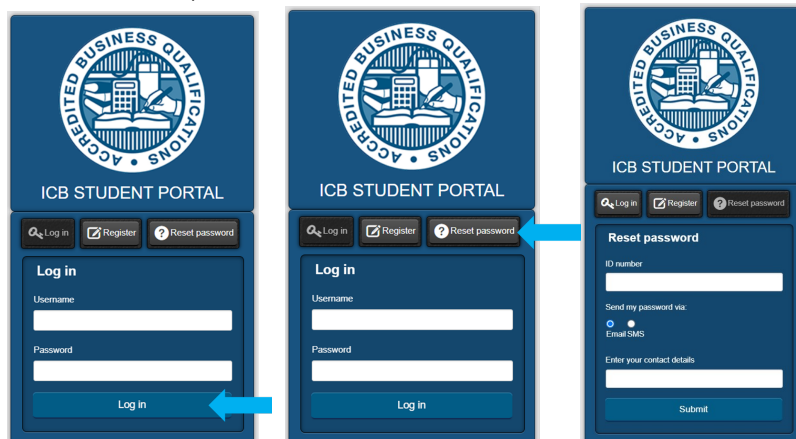
Provider-based students must also register on the student portal but only AFTER they have been registered as an ICB student on the provider portal by their Provider. These have limited access to the student portal and must contact their Provider for programme / exam / results and certificate information.


Provider-based students must complete the compulsory ID Verification process on the student portal.

3. Registering on the student portal

1. Existing student portal users

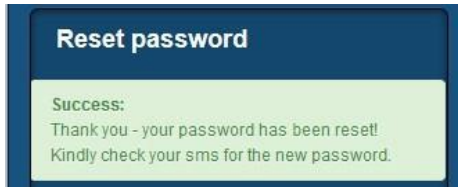
If a student already registered on the student portal, they can use their current login details to access the student portal. If a student requires a password reset they can do this directly on the student portal.



	Document Name:	Student portal user guide
	Document Number:	ST.DOC.006.2025
	Approved date:	May 2025

Students can select whether they want the new password to be sent via email address or sms.

If the student requested their password to be reset they will be receive a notification to indicate that the password has been reset, and will be sent to the method you indicated i.e. SMS or Email. **Note:** Reset passwords are case sensitive.

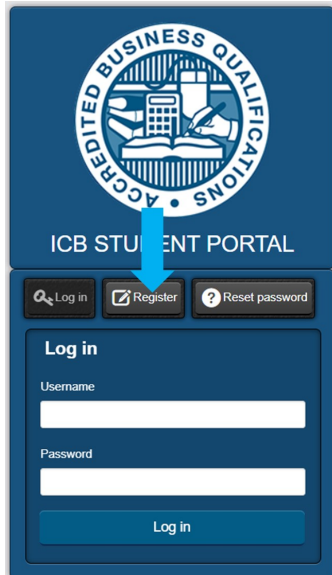


Students will also be prompted to reset their password if they try to register on the student portal and are already registered with a username and password. Student must either log in with their current login details or follow the password reset process above.

2. Provider-based student


The students Provider must register a new student on the provider portal. This will generate an unique ICB reference number for the student. Once this is done, the student can register on the student portal.

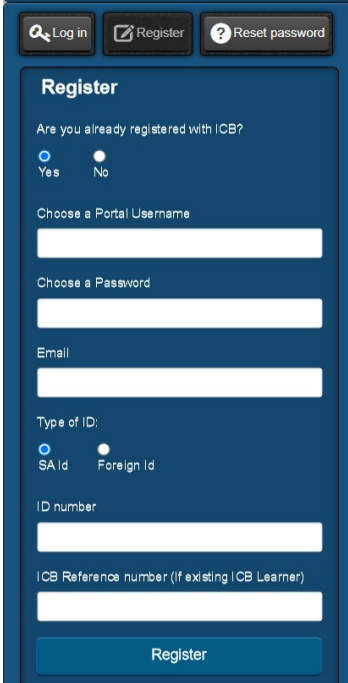
Select "register" on the login page.



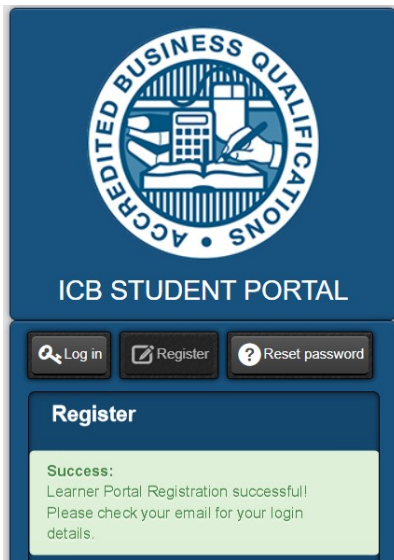
Complete the registration process by entering the following details:

1. Are you already registered with the ICB - **Yes**
2. Username – this can be any name of your choosing.
3. Password – this can be any password of your choosing.
4. Email – your personal email address, which ICB will use to communicate with you.
5. ID number – Your SA ID number or Passport number, as it is on your SA ID / Passport document. The same one your Provider used to register you
6. Select "register"

 ICB INTERNATIONAL CERTIFICATIONS FOR BUSINESS	Document Name:	Student portal user guide
	Document Number:	ST.DOC.006.2025
	Approved date:	May 2025




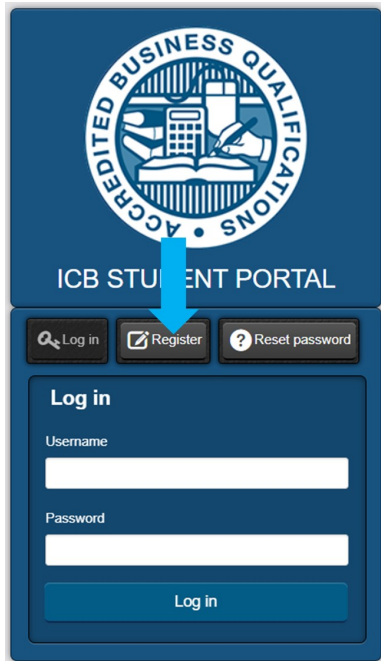
The student will receive a green pop up message indicating successful registration.



3. Distance / Self-study students

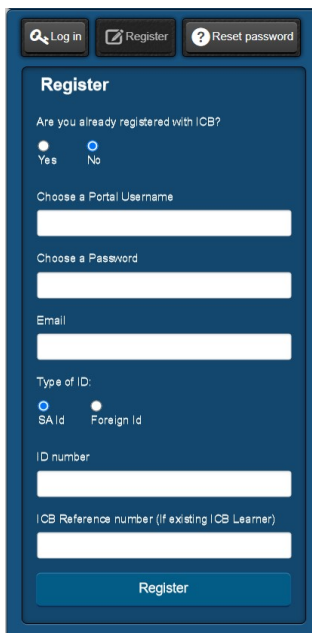
New Distance / Self-student students who have not yet registered onto the student portal can do so by selecting the "Register" button and completing the details required.

	Document Name:	Student portal user guide
	Document Number:	ST.DOC.006.2025
	Approved date:	May 2025




Complete the registration process by entering the following details:

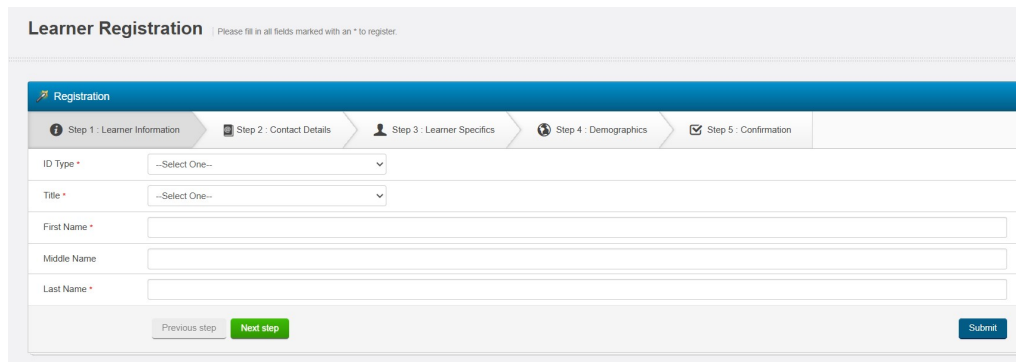
1. Are you already registered with the ICB - **No**
2. Username – this can be any name of your choosing.
3. Password – this can be any password of your choosing.
4. Email – your personal email address, which ICB will use to communicate with you.
5. ID number – Your SA ID number, as it is on your SA ID document.
6. Select “register”



The student will be prompted to complete certain details. All details are kept private and only used for ICB programme purposes. Once these details are completed, the student can register for a programme and exams.

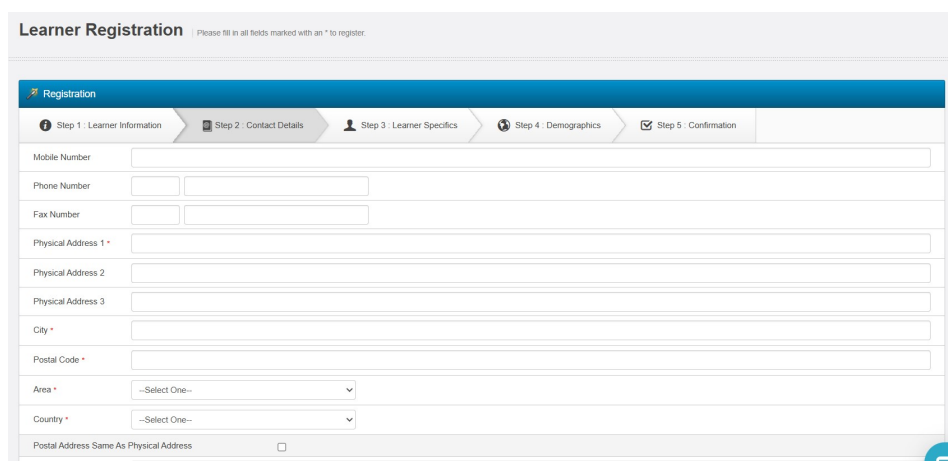
	Document Name:	Student portal user guide
	Document Number:	ST.DOC.006.2025
	Approved date:	May 2025

Step 1: Learner Information



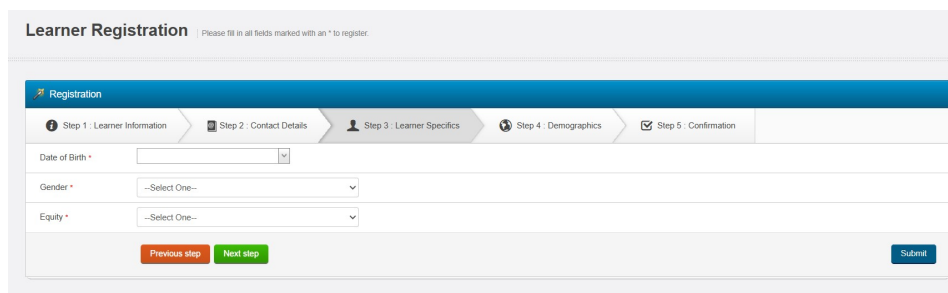
NB: The correct ID number, Name and Surname must be used as this will be the one registered to the relevant educational bodies and also appear on the students certificates. Select "Next Step" when all the details are completed.

Step 2: Contact Details




NB: A current mobile number allows the ICB to send important exam notices to the student. All address details must also be accurately completed for dispatch of certificates where these are applicable. Select "Next Step" when all the details are completed.

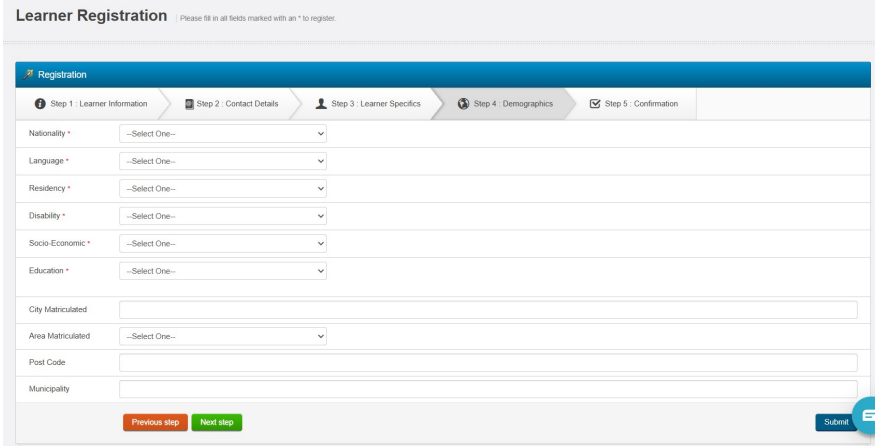
Step 3: Learner Specifics



Note: These details are collected for specific educational bodies and for statistical reasons only. Select "Next Step" when all the details are completed

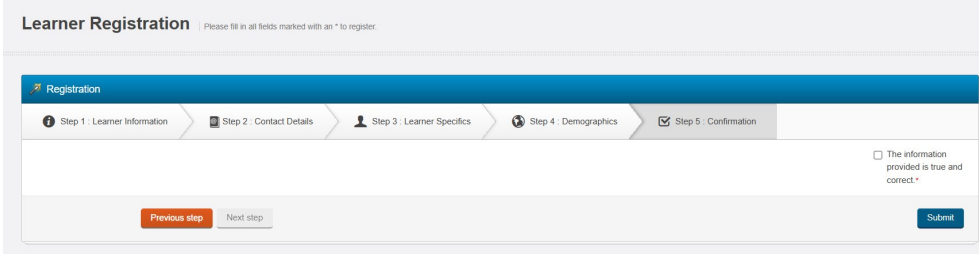
	Document Name:	Student portal user guide
	Document Number:	ST.DOC.006.2025
	Approved date:	May 2025

Step 4: Demographics



Note: These details are collected for specific educational bodies and for statistical reasons only. Select "Next Step" when all the details are completed.

Step 5: Confirmation



The student must tick the box confirming that all details captured are true and correct and select "submit".

The student will receive a green pop up message and an email to the registered address confirming successful registration




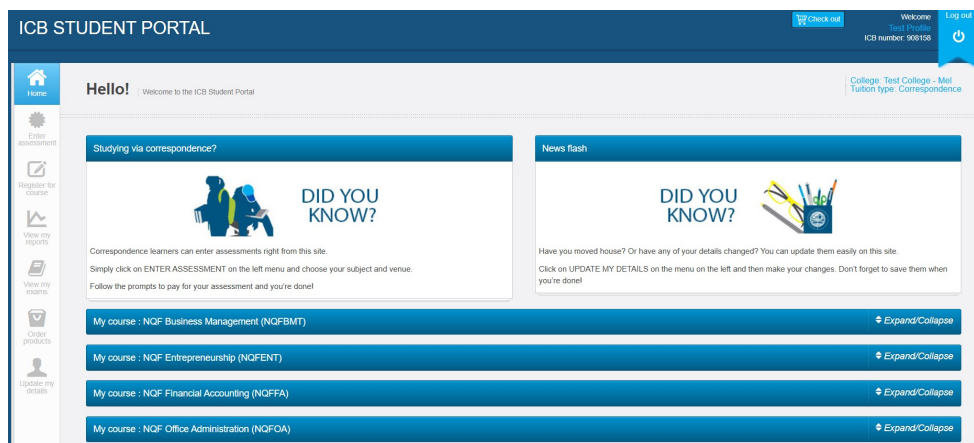
4. Registering for an ICB programme

After successful registration, students can log onto the student portal, Distance and Self-study students must register for a programme before booking any exams.

Note: Provider based students do not need to register for a programme or exams on the student portal as this will be done by their Provider.

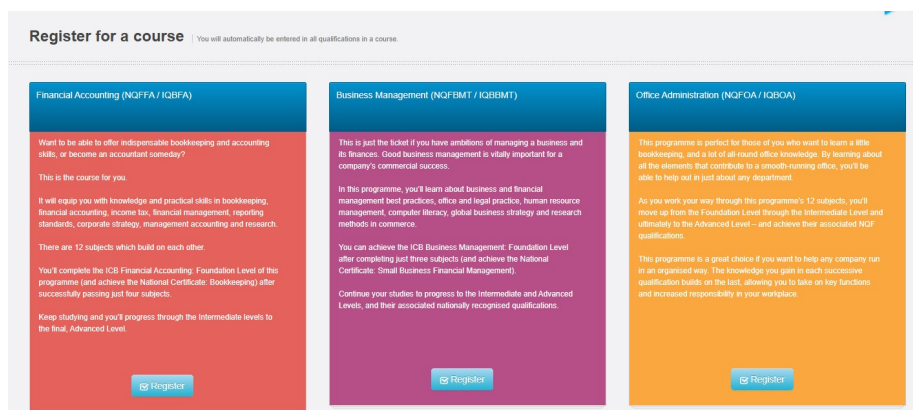
Students can see their registered programmes on the Home page of the student portal.

 ICB INTERNATIONAL CERTIFICATIONS FOR BUSINESS	Document Name:	Student portal user guide
	Document Number:	ST.DOC.006.2025
	Approved date:	May 2025



To register for a new or additional programme, Select the “Register for a course” tab on the left.

If a student has not yet registered for a programme and the programme is currently active, a “register” button will be displayed. The student must select this button to register for the programme.




NOTE: New students will be prompted to select a Correspondence Provider or Self-study from the list provided. Self-study students will be prompted to accept a Self-study disclaimer.

Once programme registration is completed the student is may be required to accept a programme disclaimer and is automatically enrolled in the programme and all applicable subjects. The new programme will display on the students home page.

5. Registering for an ICB exam

Distance and Self-study students will select the “Enter Assessment” tab to register for a new exam. The ICB timetable can be viewed on the ICB website.

	Document Name:	Student portal user guide
	Document Number:	ST.DOC.006.2025
	Approved date:	May 2025

Enter assessment | Choose a subject and venue to see the available assessment dates. Then add the one that suits you best to your basket. Proceed to the check out when you're done!

Enter assessment - Step 1: Select subject and venue

*Exam codes with (P) are paper exams written at an ICB exam venue
*Exam codes with an (O) are online exams written on Maccs

Choose a subject:

Choose a venue:

[Search for available assessment dates](#)

My basket [Check out](#)

R500.00
ICB Registration Fee - 2025

R550.00
ICB Registration Fee - 2025

[Clear basket](#) **R1,050.00**

1. At "choose a subject", select the relevant subject from the drop down menu.
2. At "choose a venue", select the venue you want to write the exam at.

Note: ICB Venues are for paper based exams, Online venues are for online exams and RTAP submissions.

3. Select the "search for available assessment dates" button.

Enter assessment | Choose a subject and venue to see the available assessment dates. Then add the one that suits you best to your basket. Proceed to the check out when you're done!

Enter assessment - Step 1: Select subject and venue

*Exam codes with (P) are paper exams written at an ICB exam venue
*Exam codes with an (O) are online exams written on Maccs

Choose a subject:

Choose a venue:

[Search for available assessment dates](#)

My basket [Check out](#)

R500.00
ICB Registration Fee - 2025

R550.00
ICB Registration Fee - 2025

[Clear basket](#) **R1,050.00**

Enter assessment - Step 2: Add assessment to basket

Date, subject and venue	Digital PoE?	Physical Amount	Digital Amount	Assessment code	
02 Jun 2025 09:00, Bookkeeping to Trial Balance - Online Exam (on Maccs)	<input type="checkbox"/>	[N/A]	R 915.00	BKTB-20250602 (O)	Add to basket
07 Jul 2025 09:00, Bookkeeping to Trial Balance - Online Exam (on Maccs)	<input type="checkbox"/>	[N/A]	R 915.00	BKTB-20250707 (O)	Add to basket
01 Sep 2025 09:00, Bookkeeping to Trial Balance - Online Exam (on Maccs)	<input type="checkbox"/>	[N/A]	R 915.00	BKTB-20250901 (O)	Add to basket
06 Oct 2025 09:00, Bookkeeping to Trial Balance - Online Exam (on Maccs)	<input type="checkbox"/>	[N/A]	R 915.00	BKTB-20251006 (O)	Add to basket
01 Dec 2025 09:00, Bookkeeping to Trial Balance - Online Exam (on Maccs)	<input type="checkbox"/>	[N/A]	R 915.00	BKTB-20251201 (O)	Add to basket
02 Feb 2026 09:00, Bookkeeping to Trial Balance - Online Exam (on Maccs)	<input type="checkbox"/>	[N/A]	R 1,000.00	BKTB-20260202 (O)	Add to basket

4. Select the relevant exam date by selecting the "add to basket" button.

Enter assessment | Choose a subject and venue to see the available assessment dates. Then add the one that suits you best to your basket. Proceed to the check out when you're done!

Enter assessment - Step 1: Select subject and venue

*Exam codes with (P) are paper exams written at an ICB exam venue
*Exam codes with an (O) are online exams written on Maccs

Choose a subject:

Choose a venue:

[Search for available assessment dates](#)

My basket [Check out](#)

R915.00
02 Jun 2025 09:00, Bookkeeping to Trial Balance - Online Exam (on Maccs)


R500.00
ICB Registration Fee - 2025

[Clear basket](#) **R1,415.00**

Enter assessment - Step 2: Add assessment to basket

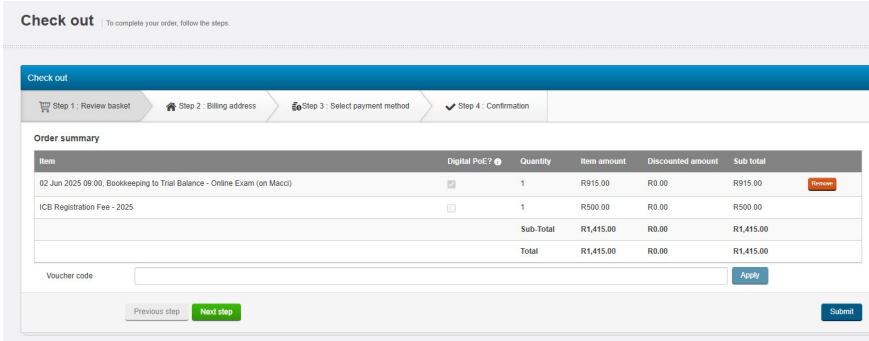
Date, subject and venue	Digital PoE?	Physical Amount	Digital Amount	Assessment code	
07 Jul 2025 09:00, Bookkeeping to Trial Balance - Online Exam (on Maccs)	<input type="checkbox"/>	[N/A]	R 915.00	BKTB-20250707 (O)	Add to basket
01 Sep 2025 09:00, Bookkeeping to Trial Balance - Online Exam (on Maccs)	<input type="checkbox"/>	[N/A]	R 915.00	BKTB-20250901 (O)	Add to basket
06 Oct 2025 09:00, Bookkeeping to Trial Balance - Online Exam (on Maccs)	<input type="checkbox"/>	[N/A]	R 915.00	BKTB-20251006 (O)	Add to basket
01 Dec 2025 09:00, Bookkeeping to Trial Balance - Online Exam (on Maccs)	<input type="checkbox"/>	[N/A]	R 915.00	BKTB-20251201 (O)	Add to basket
02 Feb 2026 09:00, Bookkeeping to Trial Balance - Online Exam (on Maccs)	<input type="checkbox"/>	[N/A]	R 1,000.00	BKTB-20260202 (O)	Add to basket

The relevant exam will be added to the basket and the correct registration fee will be automatically updated to the correspond with the exam dates booked. No registration fee will be added if already paid by the student.

	Document Name:	Student portal user guide
	Document Number:	ST.DOC.006.2025
	Approved date:	May 2025

Students can add multiple exams at a time. Once the basket is complete, the student must select "check out" at the top of the page. Students will be prompted to complete the checkout process.

Step 1: Review basked

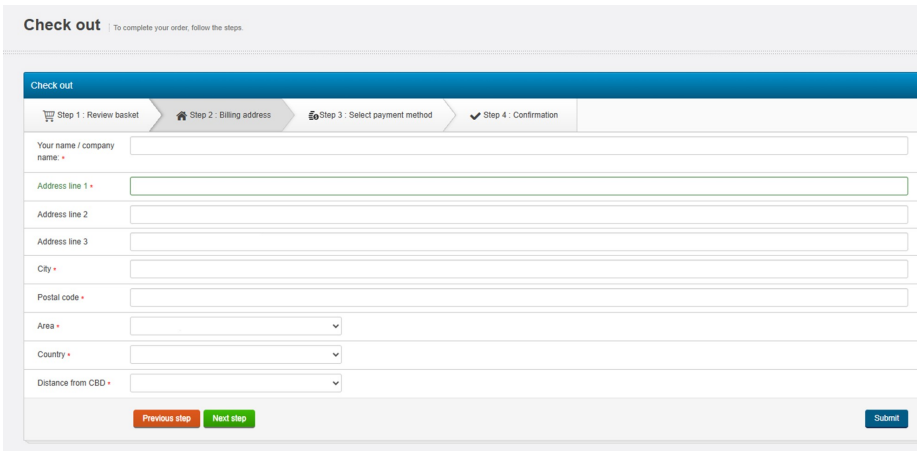


Item	Digital PoE?	Quantity	Item amount	Discounted amount	Sub total
02 Jun 2025 09:00, Bookkeeping to Trial Balance - Online Exam (on Macco)	<input checked="" type="checkbox"/>	1	R915.00	R0.00	R915.00
ICB Registration Fee - 2025	<input type="checkbox"/>	1	R500.00	R0.00	R500.00
Sub-Total			R1,415.00	R0.00	R1,415.00
Total			R1,415.00	R0.00	R1,415.00

Note: From time to time, the ICB may run campaigns that require voucher codes. If you have received a voucher code, you will enter it here and click apply to update the basket.

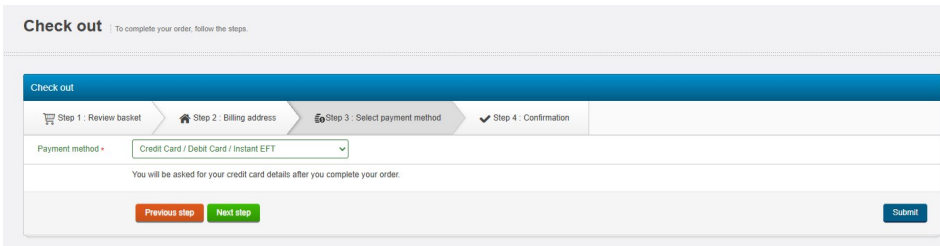
If the items in the basket are correct, select "next step".

Step 2: Billing address




Enter the details of the person / business responsible for the payment and select "next step".

Step 3: Select payment method



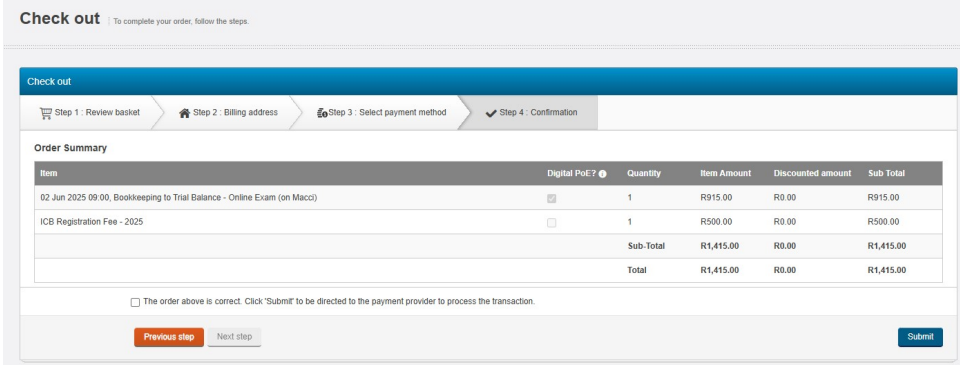
Available payment methods are credit card, debit card, instant EFT and manual EFT payment into ICB's bank account.

	Document Name:	Student portal user guide
	Document Number:	ST.DOC.006.2025
	Approved date:	May 2025

1. Credit card, debit card and instant EFT are recommended to fast track the registration process. These options will give you immediate access to your portfolio,
2. If you select manual EFT, you must complete the checkout process and follow the instructions in Step 4 below. This option will delay your access to the portfolio.

Select "next step" to continue with the checkout process.

Step 4: Confirmation



Item	Digital PoE?	Quantity	Item Amount	Discounted amount	Sub Total
02 Jun 2025 09:00, Bookkeeping to Trial Balance - Online Exam (on Macci)	<input checked="" type="checkbox"/>	1	R915.00	R0.00	R915.00
ICB Registration Fee - 2025	<input type="checkbox"/>	1	R500.00	R0.00	R500.00
Sub-Total			R1,415.00	R0.00	R1,415.00
Total			R1,415.00	R0.00	R1,415.00

Student must confirm that purchase details are correct by ticking the confirmation box and selecting "submit".


If one of the instant payment options was selected, the student will be directed to the payment portal used by the ICB to complete the instant payment. Once the payment is completed successfully, the transaction is submitted and the student is auto enrolled for the relevant exam/s and portfolios on Macci. The student will also receive an exam confirmation email with the exam details.

If the manual EFT option was selected, the student must process the payment (banking details are on the invoice) and send proof of payment to support@icb.org.za for the transaction to be completed.

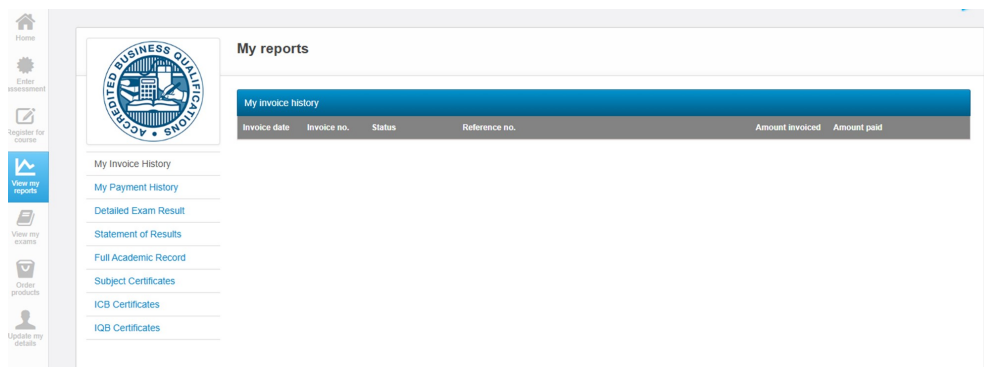
For this manual payment you have two options:

- Log into your online banking, add the ICB as a beneficiary and make an online payment.
- Go to your physical bank branch with a copy of your invoice and make a manual deposit into the ICB's bank account.

Once payment is received and processed by the ICB, the student is auto enrolled for the relevant exam/s and portfolios on Macci. The student will also receive an exam confirmation email with the exam details.

	Document Name:	Student portal user guide
	Document Number:	ST.DOC.006.2025
	Approved date:	May 2025

6. View my reports tab



In the view my reports tab, Distance and Self-study students can view:

1. Invoices

All invoices for registrations completed on the student portal.

2. Payment history

Any payments made into the ICB bank account.

3. Statement of results

This report shows a list of all Competent / Exempted subjects, including exam date, exam status and overall exam result.

4. Full Academic record

This report shows a list of all subjects, including exam date, exam status and overall exam result per programme. It also indicates programme start date, completed date and status.

5. Digital subject certificates

Digital subject certificates are available for all active completed subjects where a student is found competent. Subject certificates for future dated exams are only available after the results release date for the applicable subject and if the student has been found competent.

Hard copy subject certificates can be requested from the ICB at an additional cost.


6. Digital IQB programme certificates

Digital IQB programme certificates become available on the student portal on completion of a full programme and after the results release date for the last successful subjects completed.

Hard copies are sent to students after results release and as per the time frames on the ICB Examinations Policy.

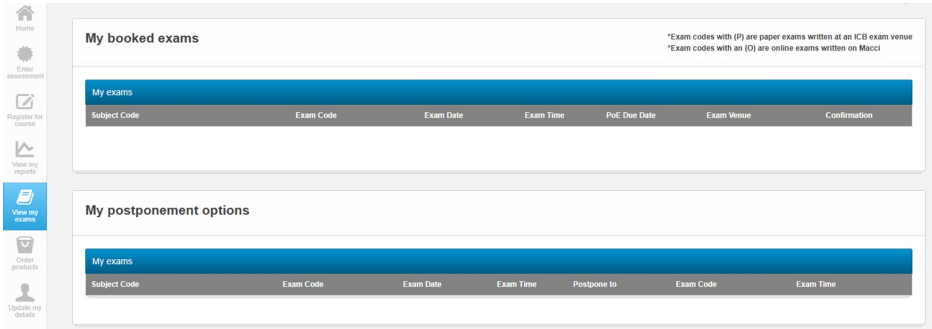
7. Digital ICB programme certificates

Digital ICB programme certificates become available on the student portal on completion of a full programme and after the results release date for the last successful subjects completed.

	Document Name:	Student portal user guide
	Document Number:	ST.DOC.006.2025
	Approved date:	May 2025

Hard copies are sent to students after results release and as per the time frames on the ICB Examinations Policy.

7. View my exams tab



1. My booked exams

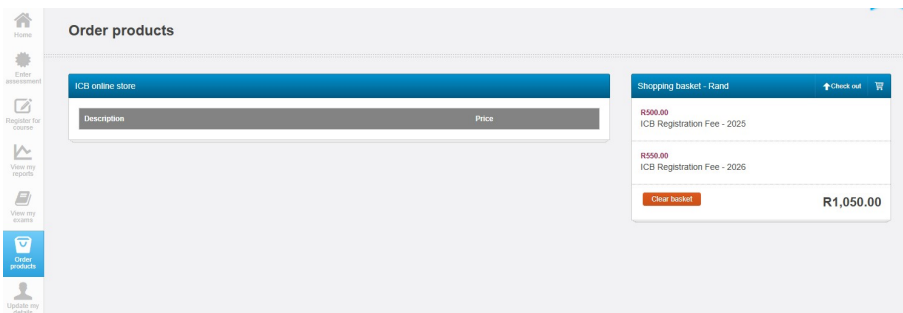
Students will see a list of all future dates exams they have registered for with the exam confirmation. Exam confirmations can be viewed and printed.

2. My postponement options


Distance and Self-study students can voluntarily postpone upcoming exams as per the postponement rules in the ICB Examinations Policy.

Students can follow the postponement instructions in this knowledge base article: [How to do a voluntary Postponement of an exam? \(with fee\)](#)

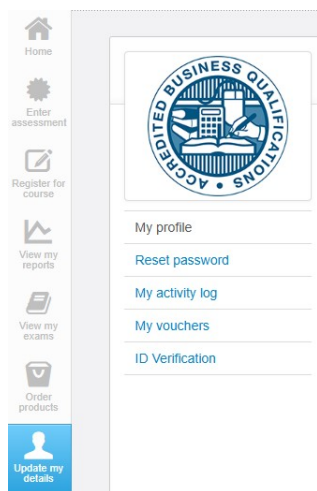
8. Order products tab



This tab allows students to pay for the annual ICB registration fee only without having to book exams.

	Document Name:	Student portal user guide
	Document Number:	ST.DOC.006.2025
	Approved date:	May 2025

9. Update my details tab



1. My profile

Students can check and update their contact and address information. These details are important for exam and certificate related communications. **Note:** Your name, surname and ID number cannot be edited here. You will need to contact ICB directly, should there be any changes to this.

2. Reset password

Students can reset their student portal password.

3. My activity log

Shows a log of the students activities on the student portal.

4. My vouchers

If any vouchers are allocated specifically to the student, the voucher codes would be available here.

5. ID Verification

All students must verify their ID for exam purposes. More detail on ID verifications is available in the portfolio and in this knowledge base article: [How to complete the ID Verification process?](#)

Any queries regarding the student portal can be directed to support@icb.org.za