HKSI Institute
CPWP Bridging Programme Module 1
User Guide

Introduction

- Check Your Computer Capability
- HKSI Institute Online Portal
- View the enrolled course on HKSI Institute Online Portal
- Learning Management System Homepage
  - ‣ View Courses
  - ‣ Launch Content
  - ‣ View Learning History
  - ‣ My Status
- Check Attendance Record on HKSI Institute Online Portal
- Download CPT Attendance Record on HKSI Institute Online Portal
- Access and Review Completed Content on LMS
- Support

Check Your Computer Capability

For launching all eCourses, you are suggested to use laptop/desktop with Google Chrome and DO NOT use iPad and any devices with Safari as there might be issues in tracking completion.

- The following table details the recommended settings to run the eCourses. It also lists your computer settings as they have been automatically detected.
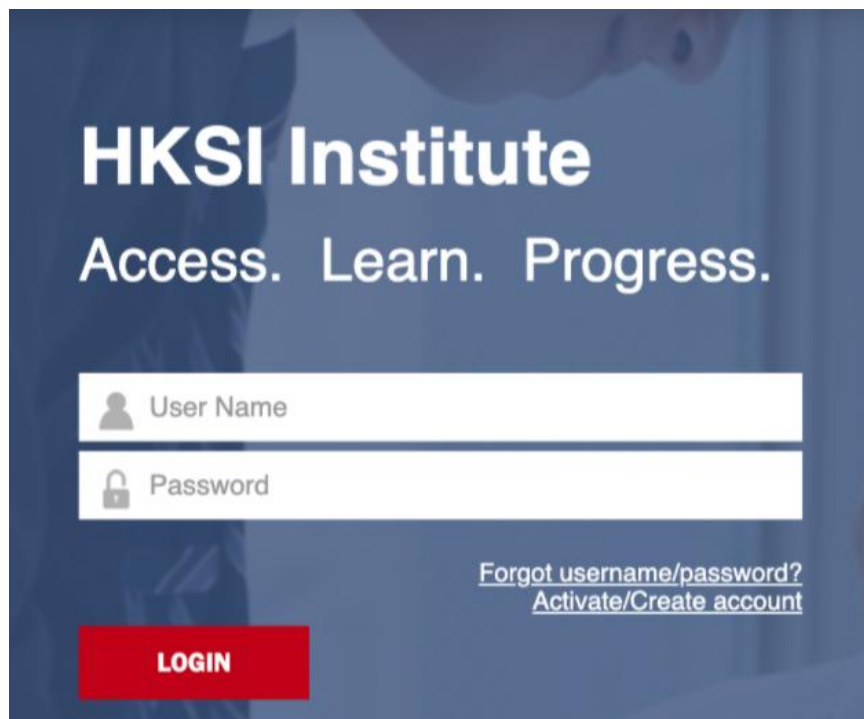
This table details the recommended minimum settings to run this product. If your computer does not meet any of the recommended settings or you have issues with accessing any areas of the product, please contact your IT Administrator.

	Recommended Minimum
Browser:	Chrome (Latest version), Firefox (Latest version)
Operating System:	Window 2000 or above
Screen Height and Width:	H:768 W:1024
Screen Color Depth:	16 bit or higher
JavaScript Version:	1.3
Popup Window Status:	Popup windows enabled

- If your computer does not meet some of the recommended settings, please contact your IT Administrator.

![HKSI logo] Hong Kong Securities and Investment Institute 香港證券及投資學會

HKSI Institute Online Portal

Go to Login Page https://login.hksi.org/login and login your account (using username and password)

View the enrolled course on HKSI Institute Online Portal

1. Click on **"CPT/Non-CPT Activity"** under **"UPCOMING ACTIVITY"**

2. Click on **"Details"** to view the course details (i.e., expiry date)

3. Click on **"Launch Online"** to complete the course

Learning Management System Homepage

View & launch your eCourses by clicking the "Enrolled Course" under the "Learning" tab

Please refer to next page

View Courses

Launch Content

This is the course title

This is the course status, make sure this is "Completed"

This status will be marked as "Completed" when you completed/passed all modules

This is the module title. Click the title to launch the module (An eCourse may consist of more than one module)

This is the module status, make sure this is "Completed" or "Passed"

This status will be marked as "Completed" or "Passed" when you fulfil the module completion criteria.

Please refer to next page

Home   Article   Learning   Online Portal   search courses...

CPWP Bridging Programme Module 1: Technical and Product Knowledge

Type: eLearning course   Completion deadline: Until 2023-06-19 23:59:59
CPT Hour: 7.0   Status: In progress

Description: This part of the programme is offered by the Hong Kong Securities and Investment Institute (HKSI Institute) with 5 topics in an eCours...   More ∨

My status

Name	Last Access Date	Best score	Status
Topic 1: Basic Products	--	--	Not started ⌄

This topic covers the basic features and types of non-vanilla bonds, bond yield, equity returns by share types, FX spreads, spot and forward rates, FX carry trade and banknote dealing.

Maximum score: 100   Passing score: 80
Minimum learning duration: 0 min(s)

View Learning History

HKSI Institute September 2025

My Status

In the My status tab, check your completion criteria and make sure you complete all modules.

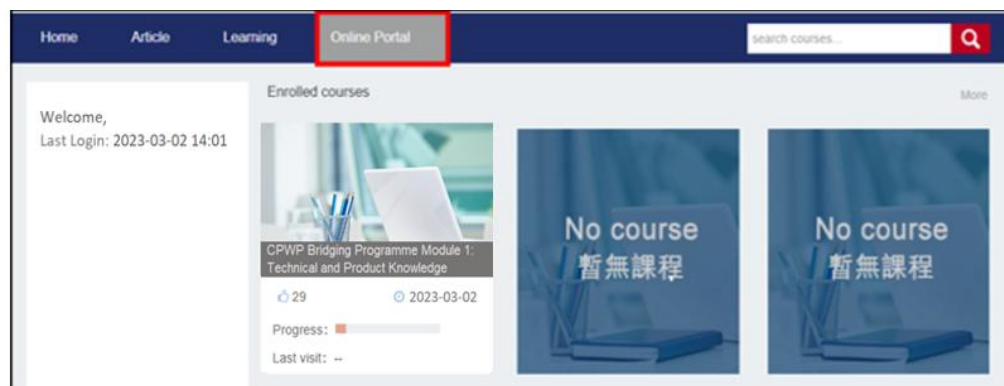# Check Attendance Record on HKSI Institute Online Portal

1. After you clicked **"Completed",** you can view the completed course. (Below is an example.)
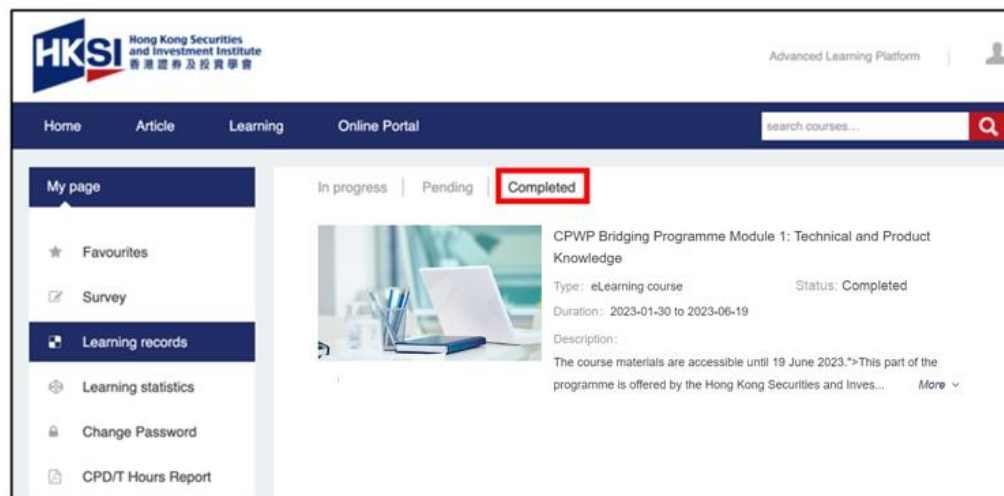
2. Click **"Online Portal"**, go back to Online Portal to check Attendance Record

Download CPT Attendance Record on HKSI Institute Online Portal

1. Click on "**CPT Activity**" under **RECORD**

2. Click on **SEARCH** button to view the activity records, please indicate to your completion date in the calendar and then press "**Search**"

3. In the search results, locate the course and click "**Print**" to print the certificate. (Below is an example.)

Access and Review Completed Course on LMS

1, After completing the eCourse, you can still review the content of the course within the access period. Login to online portal (https://login.hksi.org/)   Click on "**CPT Activity**" under **RECORD**


2. Scroll down to the bottom of the screen and click on "eCourses/eSeminars" to be redirected to the LMS page

Review your completed eCourses/eSeminars before the access period expiry date

Access and Review Completed Course on LMS (Cont.)

- Once on the LMS, if you have completed all the enrolled courses, the Enrolled courses page will appear blank. To proceed, click "**Enrolled Course**" under Learning. Then, go to the **Completed** tab to view and access the courses that you have completed.
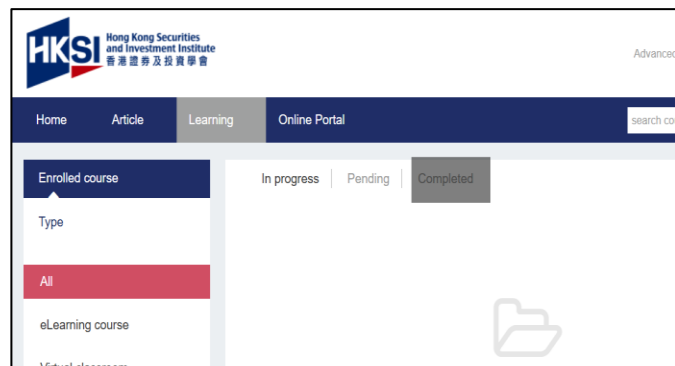
Access and Review Completed Course on LMS (Cont.)

- Once the course has been completed on the LMS, the course link will be inaccessible.

- To review the completed content:

  Under "**Content**", click the "**Review**" button next to the Learner Report for each module. Locate the "For Revision Purposes" version and click "**Review**" to revisit any part of the eCourse.

Support

If you have encountered technical problems or you have any enquiries, please contact us at e-mail: education@hksi.org