

# INSTRUCTIONS FOR CPD ATTENDEES

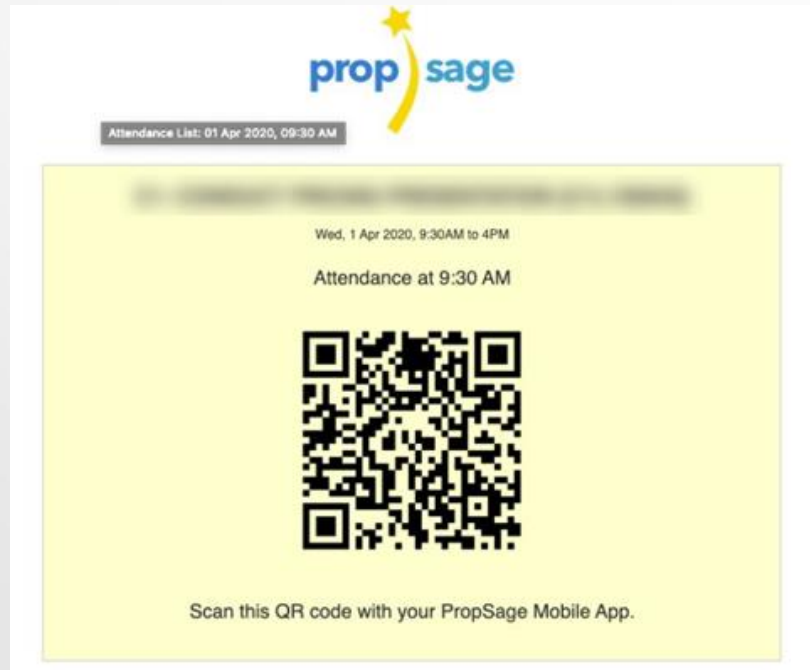
**YOUR VIDEO  
MUST BE ON  
AT ALL TIMES  
DURING CLASS**

**USE A LAPTOP  
FOR YOUR  
ONLINE CPD**

**NOT  
ADVISABLE TO  
USE A PHONE.**

## Marking of Attendance

- Log in your attendance **15 mins** before the commencement of the online class.
- Access will be denied if you log in **5 mins** after the class commence.
- **You are not to share laptop/PC for the log in, otherwise your name will not be reflected on the attendance list.**
- Locate **'Click to Join'** from the confirmation email you received from IEA Singapore.
- You will be prompted to sign in to your zoom account.
- A page similar to the one below will appear
- Scan the QR Code with your ProSage Mobile App and your attendance will be taken in.
- Stay on the same page and wait for the Trainer to commence the class.



**If you do not have the PropSage Mobile App:**

- Download the app from your Google Play Store or Apple App Store.
- Create an account.
- You may now scan with your PropSage App.

**Having Difficulties?**

**Contact PropSage Technical Support Team directly**

**support@propsage.com or +65 6408 9686 ext 2  
or +63 9177 900630 or +60 1116 340361**

**INSTRUCTIONS  
FOR CPD  
ATTENDEES**

**ON THE  
ACTUAL DAY  
OF YOUR CPD  
ONLINE CLASS**

**During the Session**

- Please be attentive and on your Video at all times.
- Questions will be answered by the Trainer at the end of the session.
- Trainers will advise you on the method of raising questions.
- Training slides will be emailed to you **ONLY After** the CPD session in pdf format and **ONLY Upon Request** via courses@iea.sg.

**At the End of the Session**

- **Scan Out your Attendance** via the same **'QR Code on the Left' of your screen**.
- **Also Scan the QR Code on the Right' of your screen** to complete the Online Feedback.
- You may leave the class after scanning both QR Codes.

**Scanning QR Codes for both Attendance & Feedback are  
Compulsory in order to lock in your 2 CPD Credits.**