

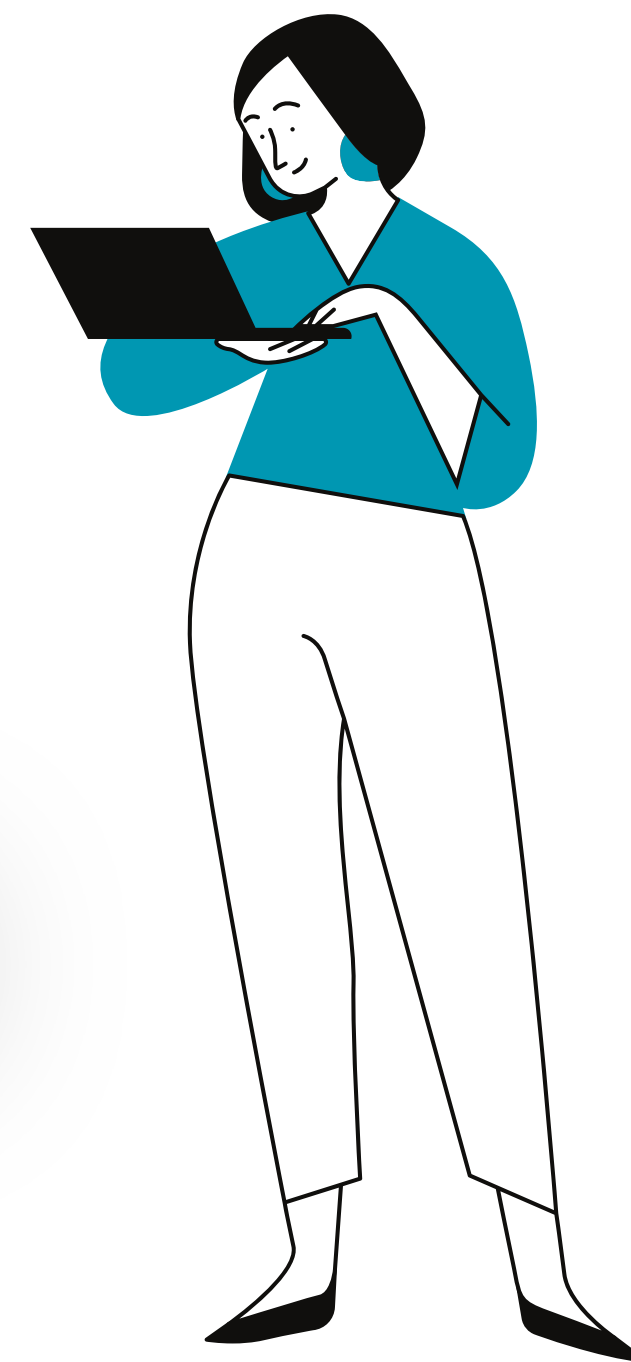
QaC Learning Network

Step-by-Step Guide

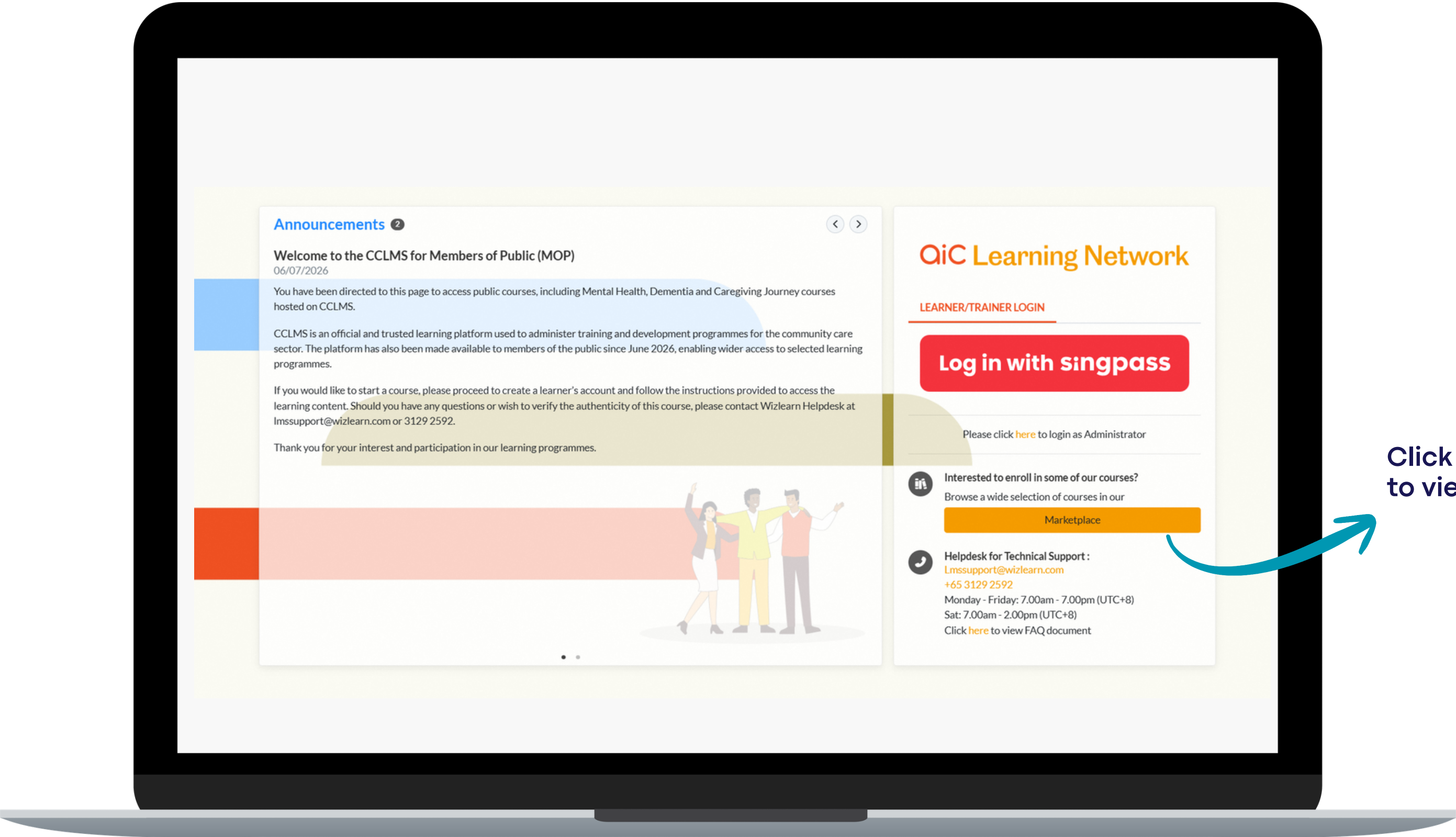
Register and Access AIC Public e-Learning Courses



Mental Health Awareness and Understanding Dementia

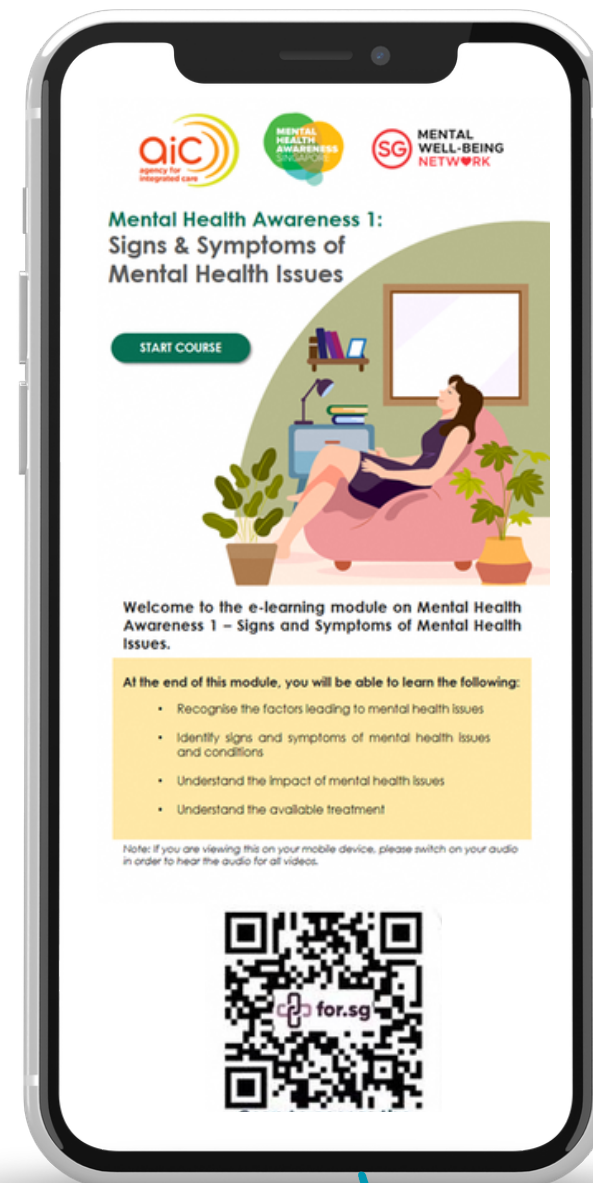


Welcome to Community Care Learning Management System (CCLMS)



Click "Marketplace"
to view Courses

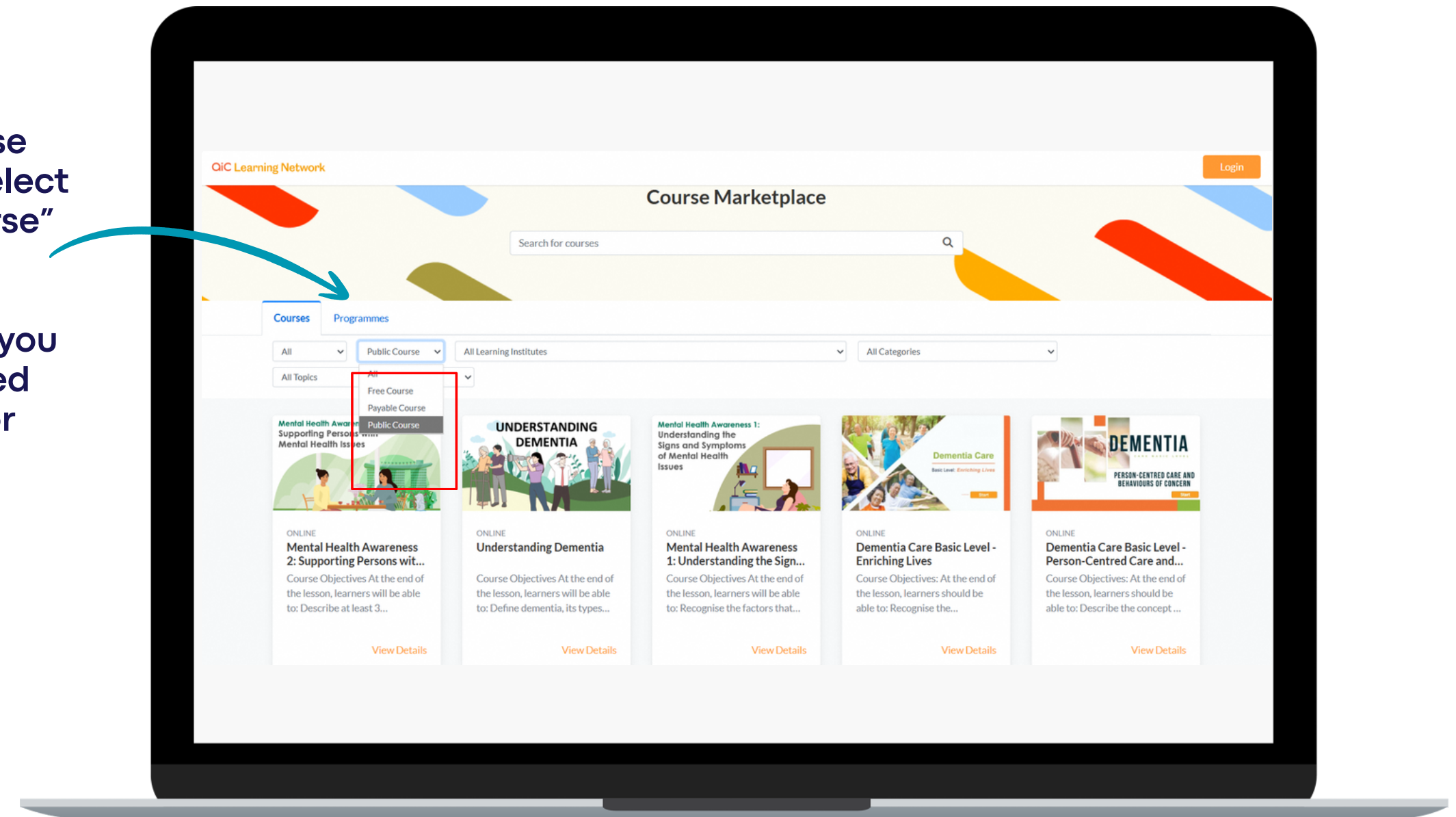
Get started by scanning the course QR-code or search for “Public Course” on AIC CCLMS Course Marketplace



1. In the Course Filter Tab, select “Public Course”

2. Click on the course that you are interested to sign up for

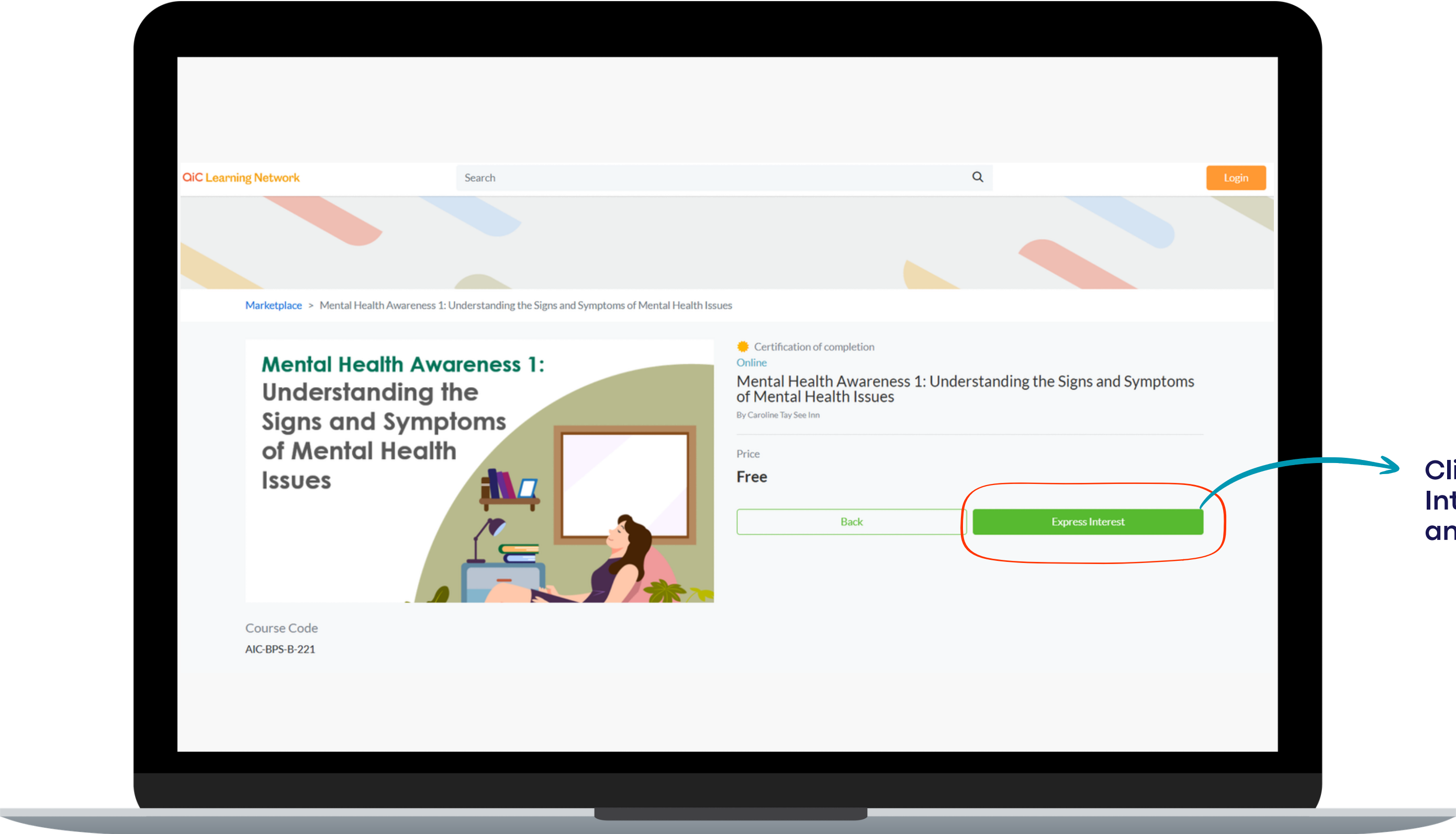
Scan QR-Code to register for course



Note: Members of Public can only register and access “Public Courses”

<https://lms.wizlearn.com/aic/Marketplace/>

Registering for a course



Click “Express Interest’ to Register and start course

Registering for a Course and Learner Account Creation

Step 1: To start course, fill up the Express Interest form to create a Learner's Account

Express Interest

Email (for business contact)*
Enter email address

Name*
Enter full name

Id Type*
NRIC
Please input NRIC/FIN/Others in accordance to the selected ID Type

Date of Birth

Country Code
Singapore (+65)

Contact Number

Designation
Enter Designation

1. Fill up mandatory fields
Do enter full name to be printed on certificate of completion together with a valid email and NRIC for Singpass verification

2. Enter Security Check Code

3. Click to Consent

Security Check

9K4Qy

Enter the characters here

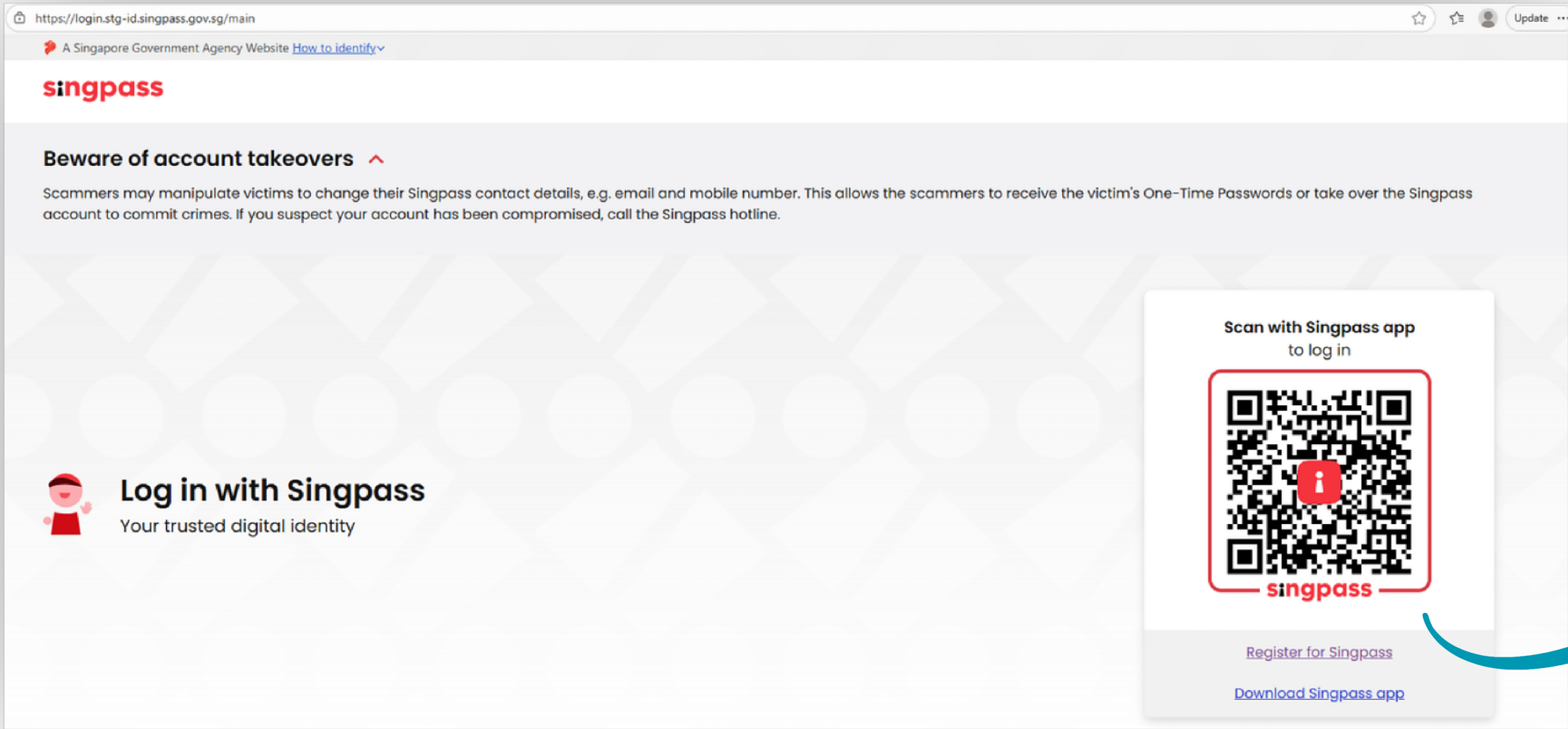
[Try a new code](#)

☐ By submitting this form, you hereby consent that AIC Learning Institutes (LIs) may collect, use, and disclose your personal data that you provide in this form for the purpose of registering your interest of the course(s) and sending you updates about the various events, courses, seminars, and other related activities organised or co-organised by LIs. You also consent to the disclosure of your personal data to AIC's representatives, agents, and other third-party service providers (collectively, "AIC's Agents") that AIC may engage from time to time. For more information on how AIC may use and share your data, please view our Data Protection Policy at <https://www.aic.sg/data-protection-policy>

Express Interest

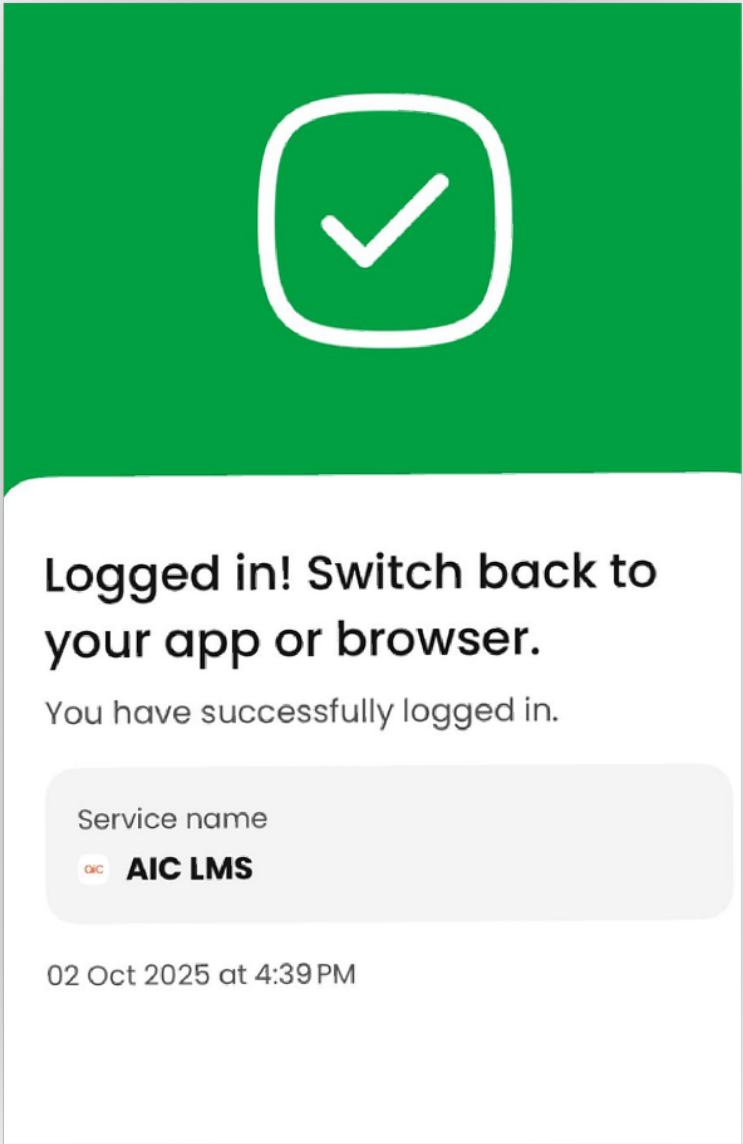
Registering for a Course and Learner Account Creation

Step 2: You will be directed to verify your details via Singpass



Scan Singpass to verify your details

Proceed back to CCLMS



Registering for a Course and Learner Account Creation

Step 3: First-time login will require learners to read and agree to the CCLMS Terms of use

Terms of Use

TERMINATION OF USE

25. AIC reserves the right to terminate your user account immediately without prior notice, without giving you a reason and/or without further references to you if:

- 25.1. AIC (in its sole discretion) believes that you are in breach, or will be in breach, of any of these Conditions of Use;
- 25.2. your user account is inactive;
- 25.3. AIC deems fit to do so for security reasons or to protect AIC's interests or the interests of other users of the Community Care LMS;
- 25.4. AIC discontinues the Community Care LMS; and/or
- 25.5. AIC is ordered by law enforcement or any governmental agencies to do so.

26. You shall notify AIC immediately when a person issued with a user account is no longer in your employment or no longer needs the user account, so that AIC may terminate the user account.

27. After termination, AIC may delete from the servers, any and all information contained in your user account.

GOVERNING LAW AND DISPUTE RESOLUTION

28. These Conditions of Use shall be governed by the laws of the Republic of Singapore.

29. You agree to submit to the jurisdiction of the courts of the Republic of Singapore and any dispute shall be referred to and finally settled by the courts of the Republic of Singapore.

☒ I have read and accept the Terms of Use.

CancelI Accept

LMS - Account Details

Sent by: nov2519_user1 Sent on: 19/11/2025 07:53 Sent to: nov2519_user1@wizlearn.com

Message Classification: *Restricted, Non-Sensitive*

Dear nov2519_user1,

Your account for the AIC Community Care Learning Management System (CCLMS) has been created. To access the system, you can login via URL: <https://uat2.wizlearn.com/aic/Login.aspx>

Your UserID: nov2519_user1@wizlearn.com

Your account will be disabled if you did not access LMS for more than 90 days.

Best regards,

LMS Administrator

*** This is a system generated e-mail - Please do not reply to this e-mail. ***

For any queries, please contact your organisation's LMS Administrator or email lmssupport@wizlearn.com (Tel: 3129 2592)

This message is confidential and intended solely for the person or organization to whom it is addressed. It may contain privileged and confidential information. If you are not the intended recipient, you should not copy, distribute or take any action on reliance on it. If you have received this transmission in error, please notify us immediately by email at the above address. Thank you.

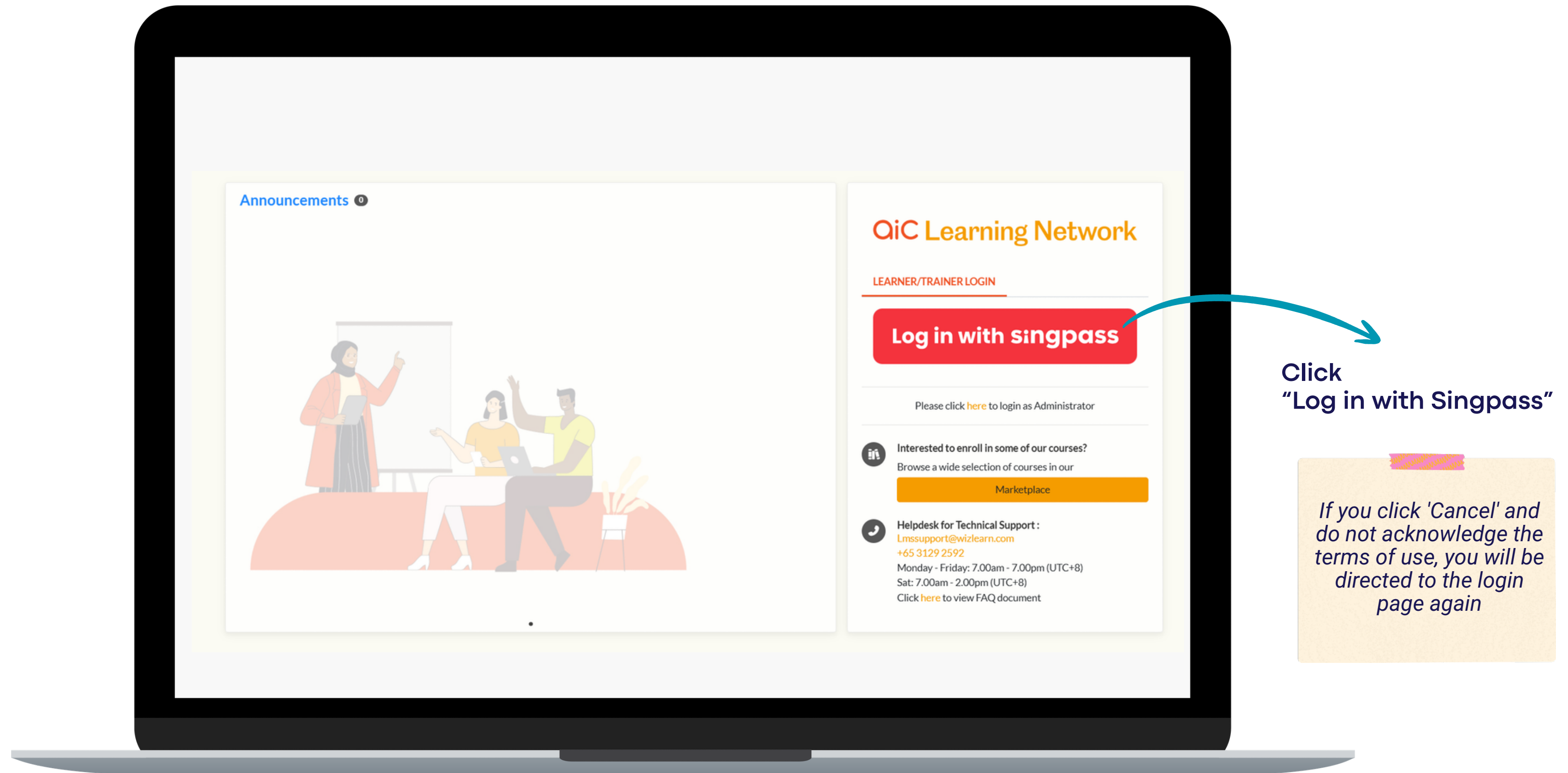
Sample e-mail verification upon successful account creation

1. Check on box after reading the CCLMS Terms of use

2. Click "I Accept"

Upon acceptance, you will automatically be logged-in and will see the Dashboard (slide 9)

Login In to CCLMS



The screenshot shows the CCLMS login interface. On the left, there is an 'Announcements' section with a header and a large illustration of a woman presenting to two seated people. On the right, the 'QiC Learning Network' header is followed by a 'LEARNER/TRAINER LOGIN' section. This section contains a prominent red button labeled 'Log in with singpass'. A blue curved arrow points from this button to a text box on the right that says 'Click "Log in with Singpass"'. Below the login button, there is a link to login as an administrator and a 'Marketplace' button. At the bottom of the right sidebar, there is a helpdesk contact section with email and phone information, and a link to the FAQ document.

Announcements 0

QiC Learning Network

LEARNER/TRAINER LOGIN

Log in with singpass

Please click [here](#) to login as Administrator

 Interested to enroll in some of our courses?
Browse a wide selection of courses in our
Marketplace

 Helpdesk for Technical Support :
lmssupport@wizlearn.com
+65 3129 2592
Monday - Friday: 7.00am - 7.00pm (UTC+8)
Sat: 7.00am - 2.00pm (UTC+8)
Click [here](#) to view FAQ document

Click
"Log in with Singpass"

*If you click 'Cancel' and
do not acknowledge the
terms of use, you will be
directed to the login
page again*

Learner Account: Dashboard

Upon login, you will be able to view the courses you have registered for and your learning progress

You will find the course you have registered for under My Task

Click on the Course title to start course

You may also pause the course and re-login to resume

The dashboard features a header with a user profile icon, the text "Good morning," and a welcome message: "Welcome back! Check out your latest tasks and happenings."

Tasks Completion Overview

Task Type	Progress
Course	0/1
Quiz	0/0
Evaluation	0/0
Assignment	0/0
Forum	0/0

My Tasks

Search

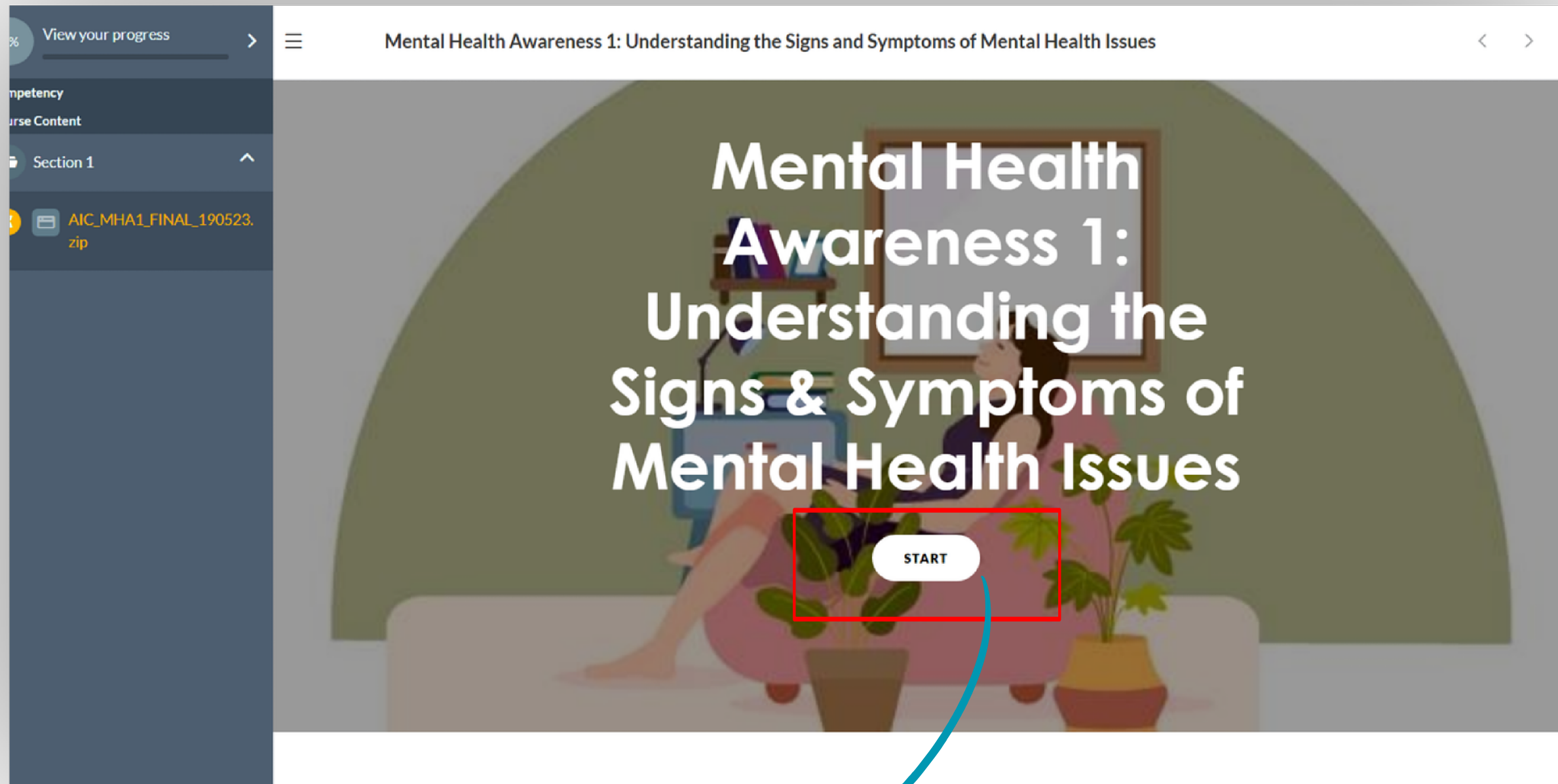
Sort By: Recent Activity | Activity Type: All selected

COURSE (ONLINE)
Mental Health Awareness 1: Understanding the Signs and Symptoms of Mental Health Issues
Due on 31/12/9999 00:00 | By 2023uat1a01
0.00%

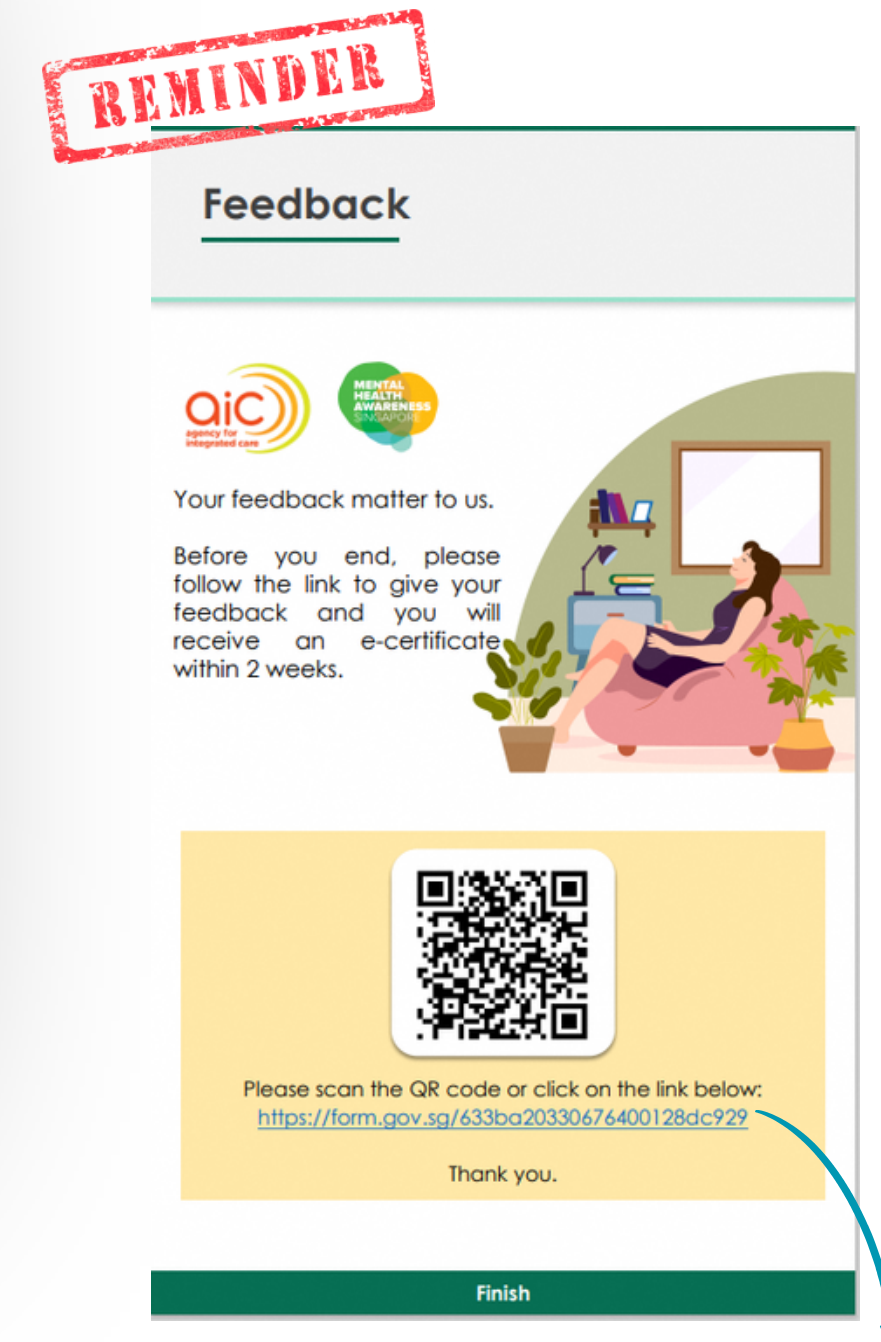
Announcement

There are no Announcements available at this moment.

Start a Course



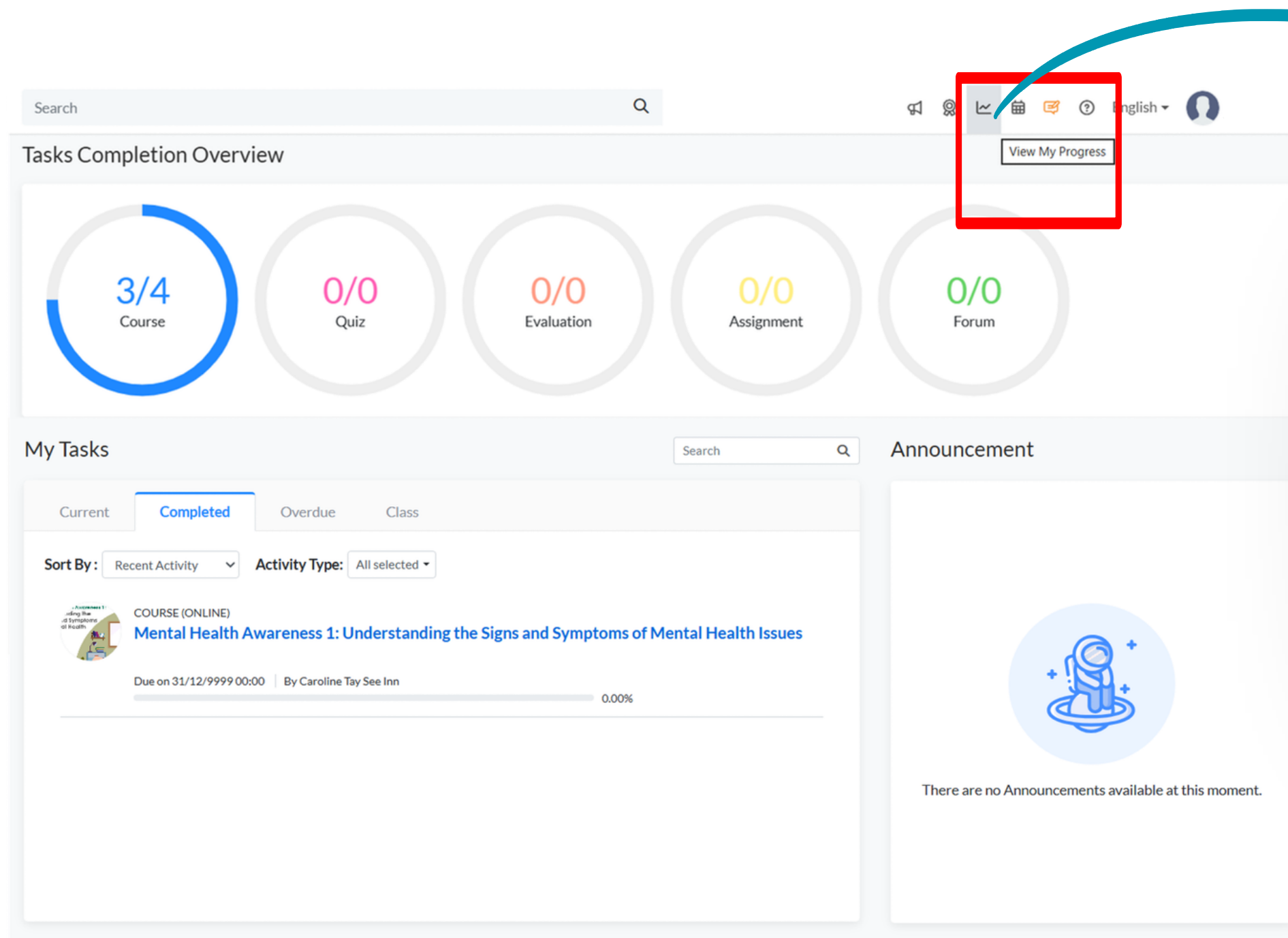
Click "Start"



Do ensure that you complete the post course evaluation form at the end of the course to fully complete the course

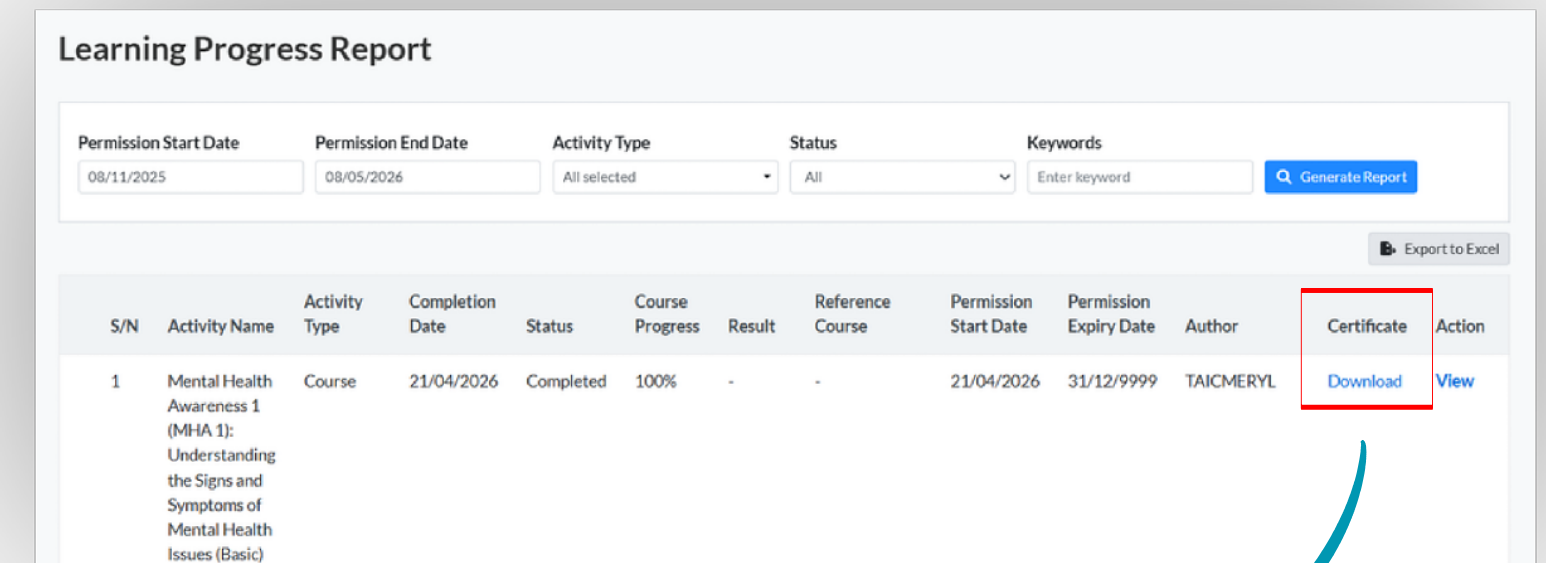
Downloading Certificate of Completion

Upon successful course completion, learner can download a PDF Copy of the Certificate of Completion



The screenshot shows the LMS dashboard. At the top, there is a search bar and a navigation menu. The 'View My Progress' button is highlighted with a red box. Below the navigation menu, there is a 'Tasks Completion Overview' section with five circular progress indicators: Course (3/4), Quiz (0/0), Evaluation (0/0), Assignment (0/0), and Forum (0/0). Below this, there is a 'My Tasks' section with tabs for Current, Completed, Overdue, and Class. The 'Completed' tab is selected, showing a list of completed tasks. The first task is 'Mental Health Awareness 1: Understanding the Signs and Symptoms of Mental Health Issues' with a progress bar at 0.00%. To the right of the 'My Tasks' section, there is an 'Announcement' section with a blue icon of a person and the text 'There are no Announcements available at this moment.'

1. On Dashboard, click
"View my Progress"



The screenshot shows the 'Learning Progress Report' page. It has a search bar at the top with filters for Permission Start Date, Permission End Date, Activity Type, Status, and Keywords. Below the search bar, there is a table with the following columns: S/N, Activity Name, Activity Type, Completion Date, Status, Course Progress, Result, Reference Course, Permission Start Date, Permission Expiry Date, Author, Certificate, and Action. The first row of the table is highlighted, and the 'Download' button under the 'Certificate' column is highlighted with a red box. A blue arrow points from the 'Download' button to the text 'Download a PDF Copy of your Certificate'.

S/N	Activity Name	Activity Type	Completion Date	Status	Course Progress	Result	Reference Course	Permission Start Date	Permission Expiry Date	Author	Certificate	Action
1	Mental Health Awareness 1 (MHA 1): Understanding the Signs and Symptoms of Mental Health Issues (Basic)	Course	21/04/2026	Completed	100%	-	-	21/04/2026	31/12/9999	TAICMERYL	Download	View

Download a PDF Copy of your Certificate

2. Click Download
"Certificate"

Frequently Asked Questions

1. I am interested in the other non-public courses, can I register for it?

Courses on CCLMS are designed for the capability development of community care sector professionals. Public learners can only enroll in **Public Courses**. While public learners can click on “Express Interest” for the AIC Learning Network non-public courses, registrations will not be approved. As such, you will not receive confirmation or notifications for non-public course requests. Public learners can however contact the training provider directly for enquiries and offline registration.

2. What are the system requirements to access CCLMS and is it mobile-device compatible?

To access CCLMS, you will require these system requirements:

- Operating System: Windows (8 | 8.1 | 11) Mac OSX (El Capitan | Sierra | High Sierra | Mojave | Catalina)
- Browser: IE 11.0 and above | Microsoft Edge 90 and above | Firefox 90 and above | Google Chrome 90 and above | Safari 11 and above

The LMS is mobile device compatible, and learners can view contents on-the-go

3. I am unable to login or have issues with learner's account. Who can I contact?

For account creation, login matters, certificates and CCLMS technical support please contact WizLearn Helpdesk

- Email: lmssupport@wizlearn.com
- Call: 3129 2592 (Operating Hours: Mon - Fri: 7.00am - 7.00pm | Sat: 7.00am - 2.00pm)

4. I have feedback on the e-learning content and have queries on the resources, who can I contact?

For e-learning content and all other matters do contact AIC

- Email: enquiries@aic.sg

