

Think Ahead

ACCA



ACCA Accelerate Online Registration Guide

Before you start, get the following documents ready:

- ▶ Proof of ID (birth certificate, passport or driving licence)
- ▶ A passport-size photo (ideally with a white background) which can be taken on your mobile phone. Ensure the format is one of the following: .JPG or .PDF
- ▶ ACCA Accelerate letter from your course tutor/head of department and your registration code
- ▶ A credit or debit card

Please note: If any of the documents have not been issued in English, please provide an official translation of the document in English.

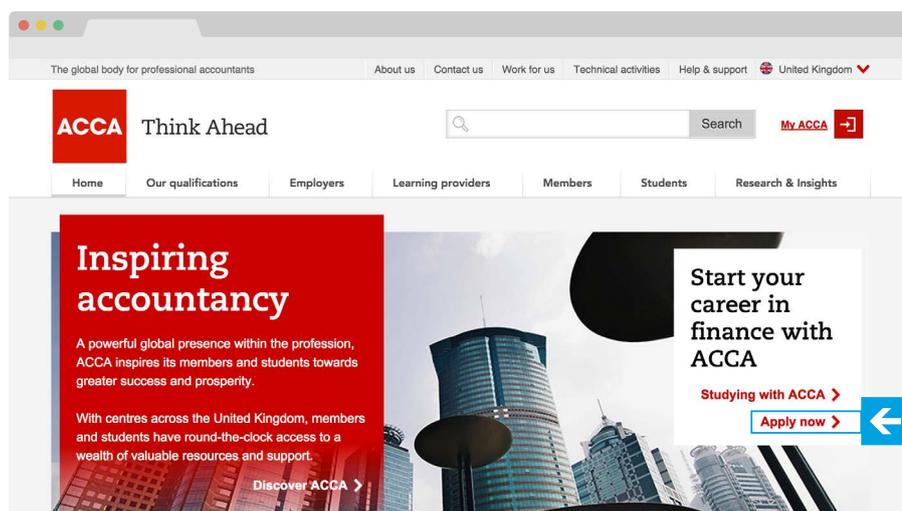
To simplify the process we accept pictures of your documents taken on a phone if you haven't got them in PDF format.

If you need help, we have a dedicated care team, Connect, who are available 24/7.

**acceleratesupport@accaglobal.com
+44 (0)141 582 2000**

Registration with ACCA is easy – you can do it at any time and it shouldn't take more than 15 minutes.

How to register with ACCA



Please refer to your university Accelerate agreement for details of the ACCA fees that you are liable to pay in future.

▶ Step 1

Go to accaglobal.com and select 'apply now' on the right hand side of the screen.

▶ Step 2

Supply your personal details such as your name, date of birth, e-mail address (this will be your login) and a secure password of your choice.

Completing these details will generate a 'unique reference number' which you can use to monitor the progress of your application.

▶ Step 3

When you reach **Employment status** select 'Studying with an ACCA Partner Programme'.

In the below box, enter the registration code as provided by your university course leader/tutor.

Employment status
Studying with an ACCA partner programme ▼
Please enter the code provided by your partner here

Other professional accountancy qualifications [What's this?](#)
 If you hold a professional accountancy qualification which grants the right to practice in your country of residence, please indicate by crossing this box.

▶ Step 4

Once you have completed employment status and entered the registration code, enter the following in the **Qualification Details** section:

- Is a qualification you hold shown above? 'YES'
- Does the qualification meet minimum entry requirements? 'YES'

- Do you hold or are working towards any other qualifications not shown above? 'NO'

▶ Step 5

The next page is **Exam Status**; this page will determine whether you qualify for any exemptions and the exam papers you will be required to take.

▶ Step 6

Next is **Supporting Documents**. Upload your photo and ID. When asked for 'proof of minimum entry qualifications' please upload the Accelerate letter from your course leader/tutor.

▶ Step 7

You can now view a summary of your application. Make edits to any section using the menu on the left hand side. Accept the terms and conditions using the check box.

▶ Step 8

You will be directed to the payment page where the Initial Registration fee can be made. This fee is associated to your Accelerate code. Please refer to your university Accelerate agreement for details of the ACCA fees that you are liable to pay in future.

Any further discount associated to your Accelerate code will be applied within 30 days after you have received confirmation that your application has been successful.

We look forward to welcoming you to ACCA.