

ขั้นตอนการเปิดบัญชีผู้ใช้ระบบ CCMS

หากผู้สมัครสอบยังไม่มีบัญชีผู้ใช้ระบบงาน CCMS ผู้สมัครสมัครต้องทำการเปิดบัญชีผู้ใช้งาน โดยมีขั้นตอนดังนี้

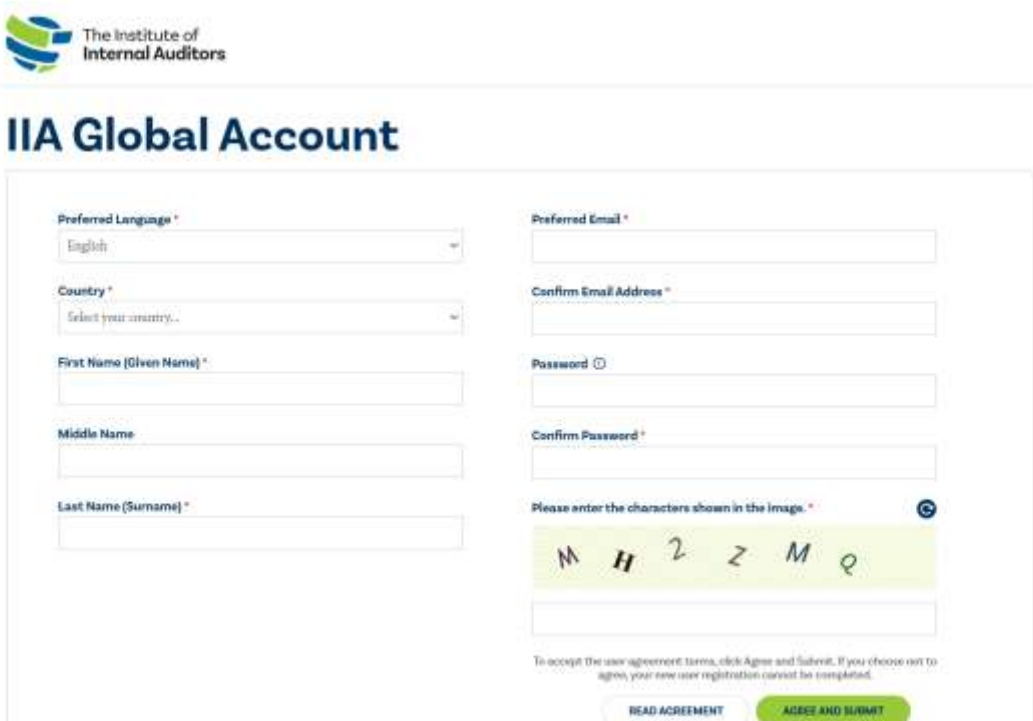
1. เข้าสู่ระบบ CCMS ที่ ccms.theiia.org
2. กด **Create Account** เพื่อทำการเปิดบัญชีผู้ใช้งาน



The screenshot shows the 'Certification Candidate Management System' login page. It features a header with the system name and a language dropdown set to 'English'. Below the header are navigation links: HOME, RESOURCES, and MY ORDERS. The main content area has three boxes: 'Sign In' with a 'SIGN IN' button, 'Don't have an account yet?' with a 'CREATE ACCOUNT' button, and 'Forgot your password?' with a 'RESET' button.

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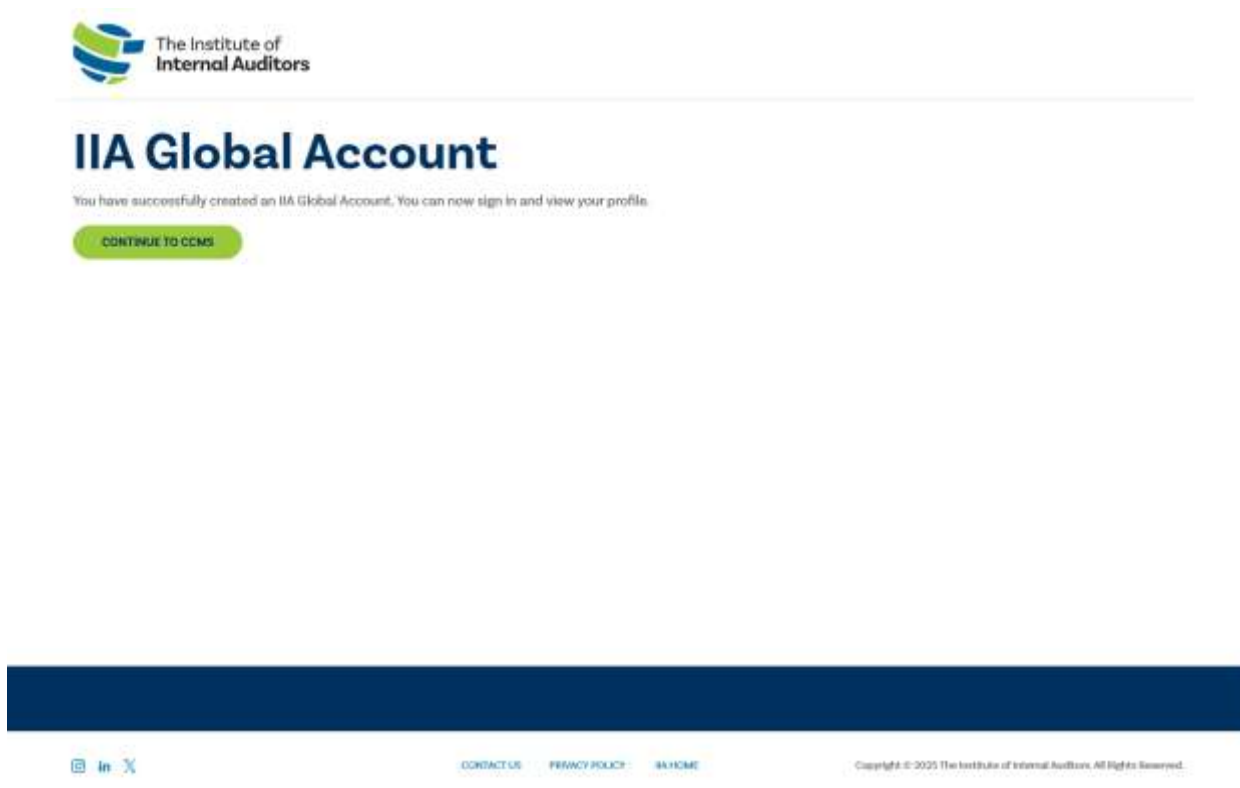
3. กรอกข้อมูลในระบบต้องการ และกด **Agree and Submit**



The screenshot shows the 'IIA Global Account' registration form. It includes the IIA logo and the text 'The Institute of Internal Auditors'. The form fields are: 'Preferred Language' (dropdown), 'Country' (dropdown), 'First Name (Given Name)', 'Middle Name', 'Last Name (Surname)', 'Preferred Email', 'Confirm Email Address', 'Password' (with a strength indicator), and 'Confirm Password'. A CAPTCHA image with the characters 'M H 2 Z M Q' is displayed. At the bottom, there is a disclaimer about the user agreement and two buttons: 'READ AGREEMENT' and 'AGREE AND SUBMIT'.



4. กด **Continue to CCMS**

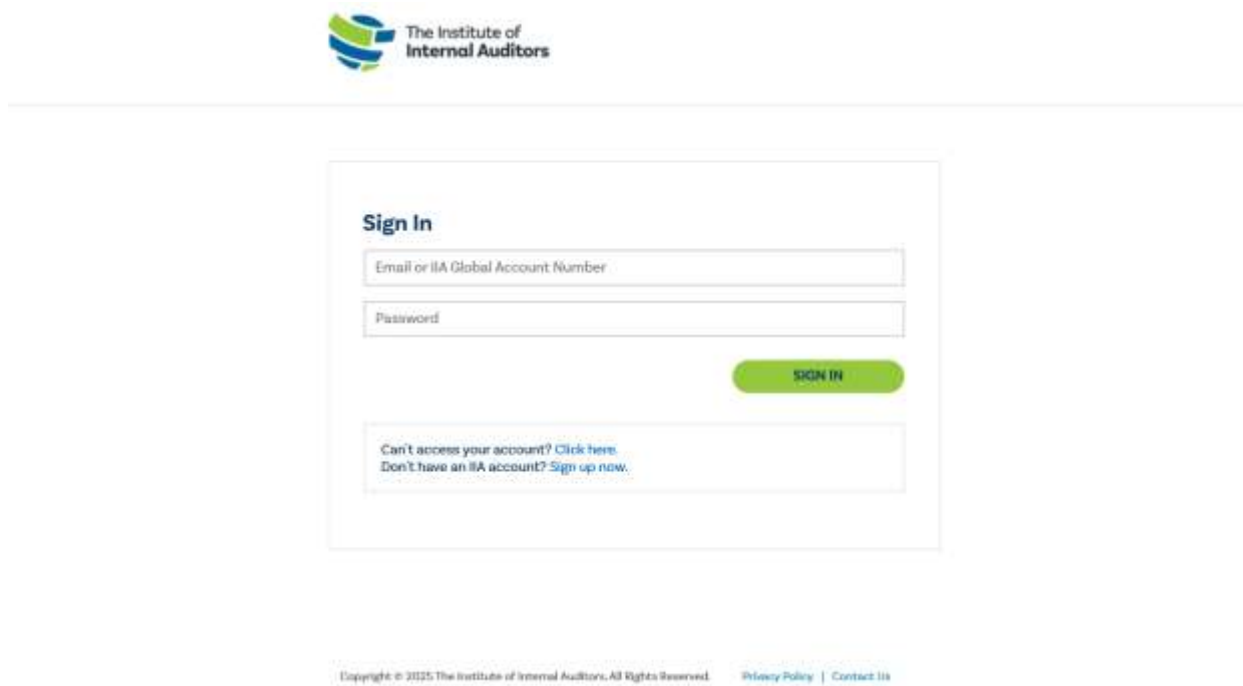


5. กด **Sign In** เพื่อเข้าสู่ระบบ CCMS ด้วยบัญชีที่ได้สร้างไว้



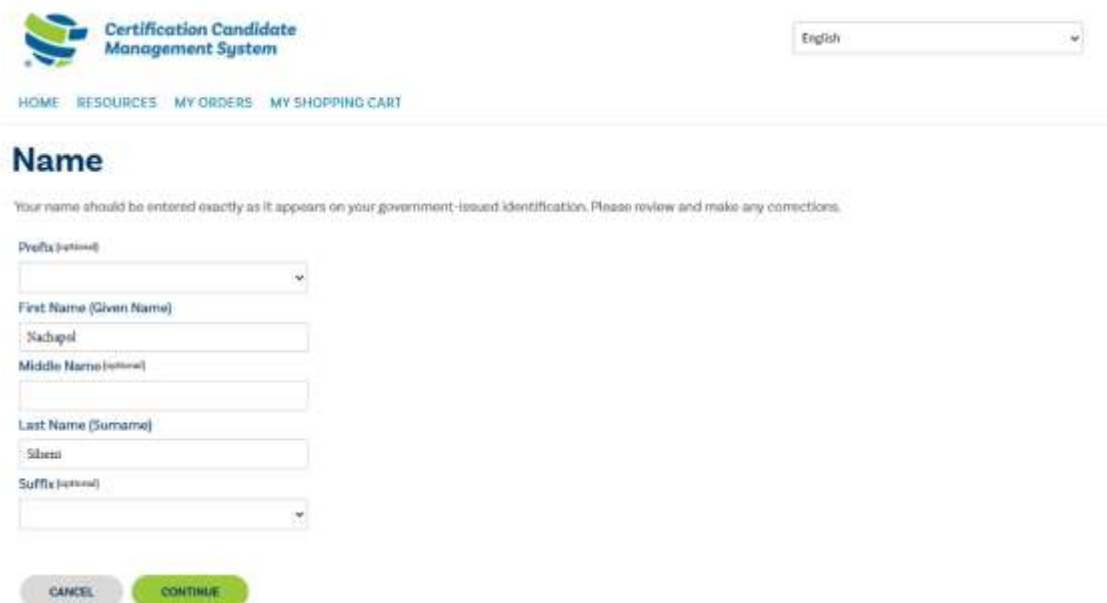


6. ใส่อีเมลและรหัสผ่านที่ได้สร้างไว้



The screenshot shows the 'Sign In' page of The Institute of Internal Auditors (IIA) system. At the top, there is the IIA logo and the text 'The Institute of Internal Auditors'. Below this, there is a 'Sign In' section with two input fields: 'Email or IIA Global Account Number' and 'Password'. A green 'SIGN IN' button is located to the right of the password field. Below the input fields, there is a link that says 'Can't access your account? Click here.' and another link that says 'Don't have an IIA account? Sign up now.' At the bottom of the page, there is a copyright notice: 'Copyright © 2025 The Institute of Internal Auditors. All Rights Reserved.' and links for 'Privacy Policy' and 'Contact IIA'.

7. ตรวจสอบชื่อและนามสกุลให้ถูกต้องตามบัตรประชาชน และกด **Continue**



The screenshot shows the 'Name' entry page of the Certification Candidate Management System. At the top, there is the system logo and the text 'Certification Candidate Management System'. To the right, there is a language dropdown menu set to 'English'. Below the header, there are navigation links: 'HOME', 'RESOURCES', 'MY ORDERS', and 'MY SHOPPING CART'. The main section is titled 'Name' and contains a message: 'Your name should be entered exactly as it appears on your government-issued identification. Please review and make any corrections.' Below this message, there are several input fields: 'Prefix (optional)', 'First Name (Given Name)' (containing 'Natchapol'), 'Middle Name (optional)', 'Last Name (Surname)' (containing 'Silas'), and 'Suffix (optional)'. At the bottom, there are two buttons: 'CANCEL' and 'CONTINUE'.



8. กด **I have read and agree to this privacy statement and The IIA's Privacy Policy** และกด **Continue**

The screenshot shows the 'Privacy Statement' page of the Certification Candidate Management System. At the top, there is a logo and a language dropdown menu set to 'English'. Below the logo is a navigation bar with links: HOME, RESOURCES, MY ORDERS, and MY SHOPPING CART. The main heading is 'Privacy Statement'. The text explains that The Institute of Internal Auditors (The IIA) is committed to protecting privacy and provides details on how personal information is used. It also mentions contact information for privacy requests. At the bottom, there is a checkbox labeled 'I have read and agree to this privacy statement and The IIA's Privacy Policy'. Below the checkbox are three buttons: BACK, CANCEL, and CONTINUE.

9. ใส่หมายเลขโทรศัพท์อย่างน้อย 1 หมายเลข และกด **Continue**

The screenshot shows the 'Phone Number' page of the Certification Candidate Management System. At the top, there is a logo and a language dropdown menu set to 'English'. Below the logo is a navigation bar with links: HOME, RESOURCES, MY ORDERS, and MY SHOPPING CART. The main heading is 'Phone Number'. There are three sections for phone numbers: Home Phone, Mobile Phone, and Business Phone. Each section has a dropdown menu for the country (all set to 'United States of America (1)') and a text input field for the phone number. At the bottom, there are three buttons: BACK, CANCEL, and CONTINUE.



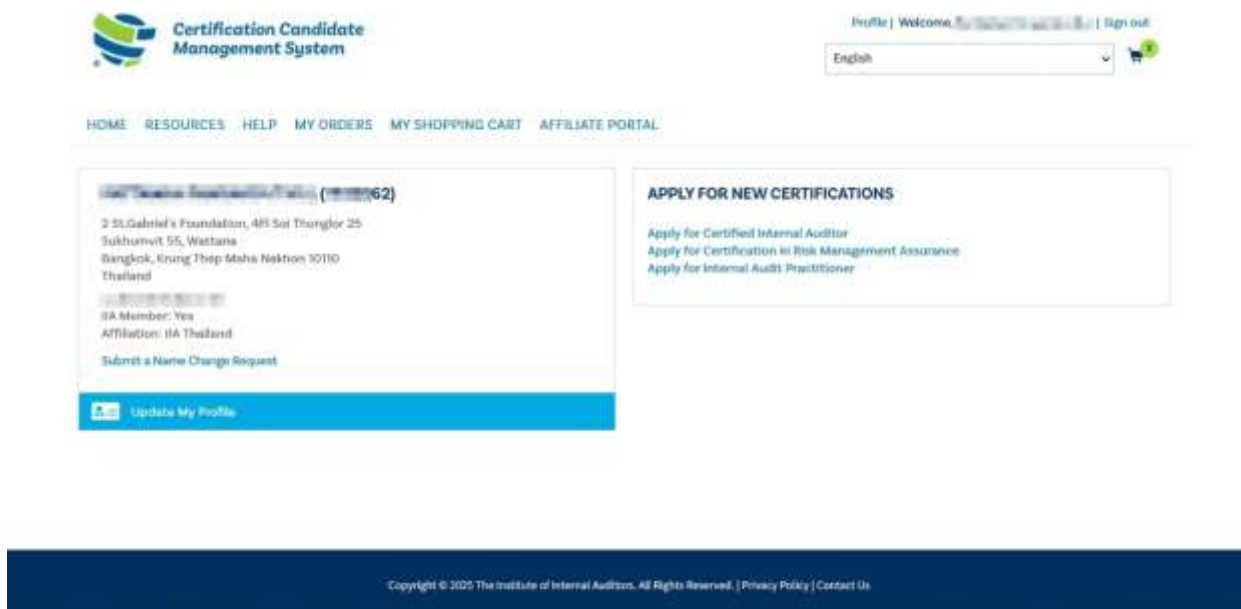
10. ใส่ข้อมูล Billing Address และกด **Continue**

The screenshot shows the 'Billing Address' form in the Certification Candidate Management System. The form includes a language dropdown set to 'English' and navigation links for HOME, RESOURCES, MY ORDERS, and MY SHOPPING CART. The form fields are: Country (Thailand), Address Line 1, Address Line 2 (optional), City, State/Province, and Postal Code.

11. ใส่ข้อมูล Shipping Address หรือกด **Same as Billing Address** และกด **Continue**

The screenshot shows the 'Shipping Address' form in the Certification Candidate Management System. The form includes a language dropdown set to 'English' and navigation links for HOME, RESOURCES, MY ORDERS, and MY SHOPPING CART. At the top, there are two radio buttons: 'Enter Address' (selected) and 'Same as Billing Address'. The form fields are: Country (United States of America), Address Line 1, Address Line 2 (optional), City, State/Province, and Postal Code. At the bottom, there are three buttons: BACK, CANCEL, and CONTINUE.

12. ระบบจะแสดงหน้าหลักของ CCMS ที่จะแสดงชื่อสกุลของเจ้าของบัญชี และเลข GAN หรือ Global Affiliate Number จำนวน 6-7 หลักด้านหลังชื่อสกุลของผู้สมัคร เป็นการสร้างบัญชีผู้ใช้งานระบบ CCMS สมบูรณ์



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