

## Society of Actuaries in Ireland

# actuview User Guide

Last Updated February 2023





actuview is the first streaming platform for actuaries.

<u>www.actuview.com</u> is the first international streaming platform especially designed for actuaries, supported by the global reinsurer RGA. Insurance and finance experts can find more than 2,500 videos, webcasts, interviews, and recordings from congresses around the world on the full range of actuarial topics.

More than 40,000 actuaries worldwide have free access through a great partner network of national and supranational associations, as well as educational institutes and business leaders. Join our global community and browse through high-class actuarial content for your personal development and CPD requirements. Visit <a href="https://www.actuview.com">www.actuview.com</a>.



This document is intended as a guide to help members navigate through the actuview website (https://www.actuview.com/).

If you have any issues or technical difficulties with the website, you should contact: <a href="mailto:contact@actuview.com">contact@actuview.com</a>



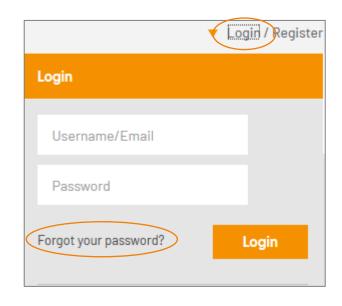
#### Registering

All Fellows and Associates were issued an actuview one time code in February 2020. Using this code, visit the actuview website <a href="here">here</a> and register by clicking through the 'Register' button in the top right hand corner.



You will be asked to select a Login and password for future use and must keep a note of this as your one-time use code has now expired.

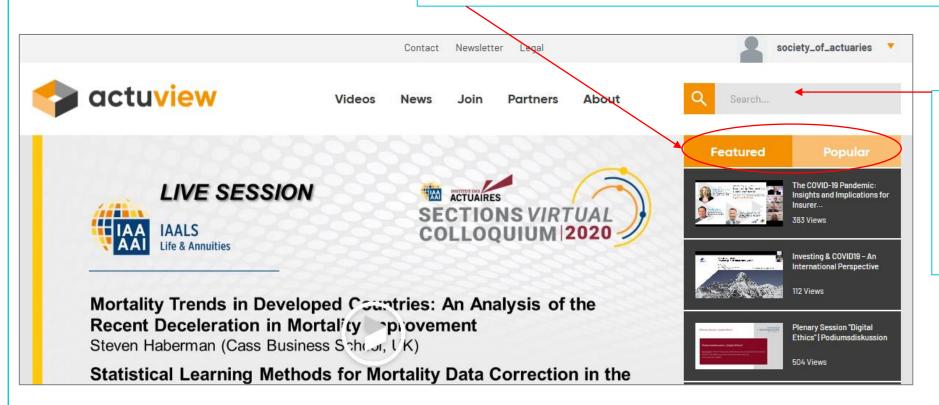
From now on you will use the 'Login' button at the top right hand side to enter your details. This now displays a 'Forgot your password?' option if required.



If you do not have your one-time code, please visit the FAQ page of this document (page 12).



Once logged in you will be on the main display page of the actuview website, which will display all of the latest uploads or most viewed items.



If the item you are looking for is not displayed in the featured or popular items, please use the 'Search' facility.





Once you have selected your item to view it will display on the page with a 'play' icon.

This title page will give further details on the source, the author, when it was added to actuview.

It will also prompt you to related topics available on the platform.







#### **Your Online Profile**

To access your actuview profile once logged in, use the small down arrow in the top right hand corner (1) to open up a dropdown of profile options (2)



- In 'My profile' you can view any of your current details, or in 'Edit profile' update any personal details.
- In 'My profile' you can also look at your watch history see section on 'Watch Record' for maintenance of CPD verifiable hours.
- In 'My playlists' you can again view everything you have viewed or listened to and even create a playlist for future viewing, or reviewing.

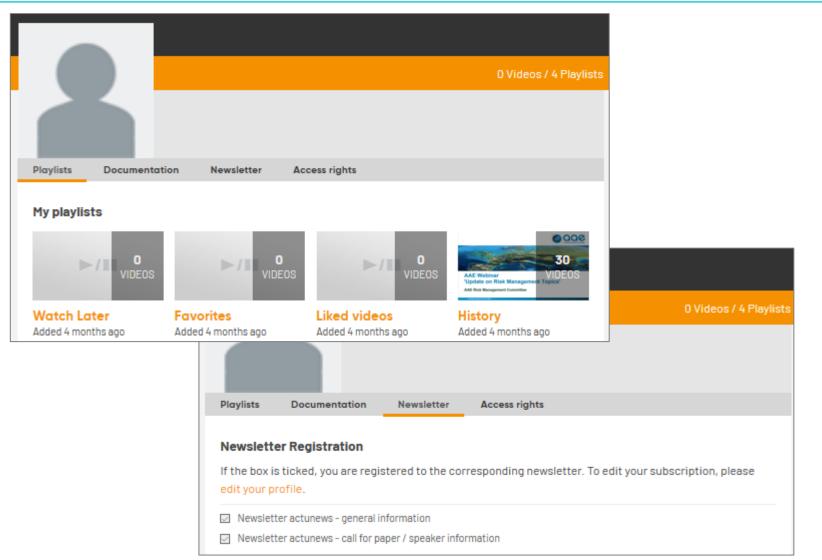




#### 'My Profile'

This section displays a number of useful tabs:

- Playlists everything you have recently been watching/listening to
- Documentation Your
   'Watch Record'
- Newsletter actuview news on upcoming events/general info and call for papers
- Access rights Your membership access rights on actuview





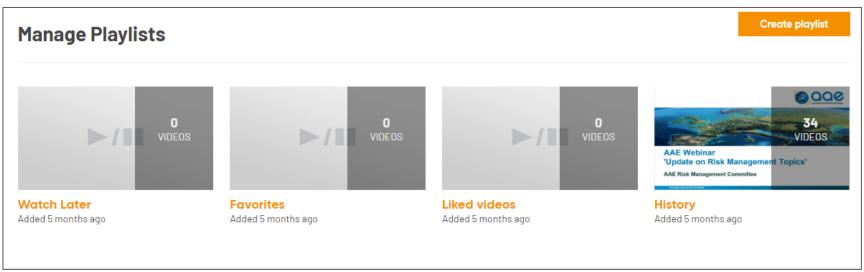


#### 'My Playlists'

Within the amber triangle drop down, the 'My Playlists' tab offers you an area where you can manage the videos you have watched or intend to watch.



You can create playlists to watch later, add favourites and 'liked' videos. This allows you to manage your viewing and keep an account of content that you might want to view again or follow up on.



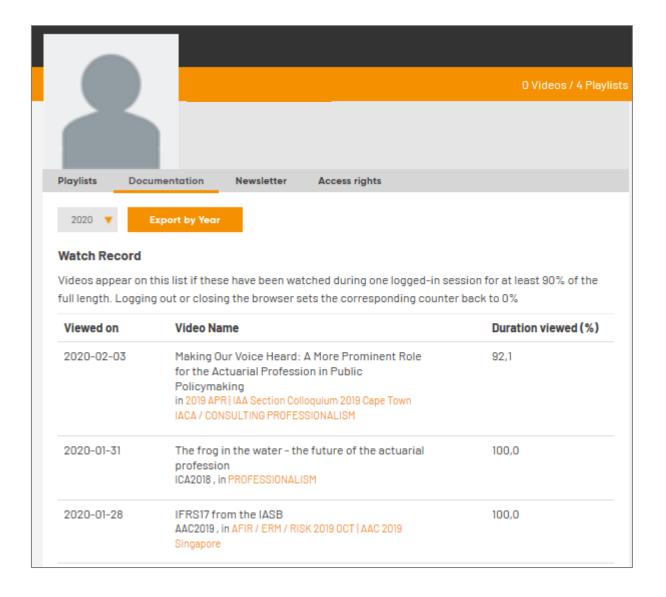




#### 'Watch Record'

This page, accessed through 'My profile' and then by selecting the 'Documentation' tab, will allow you to see your history on the actuview site. This can form verifiable CPD for the purposes of the Society's CPD Scheme.

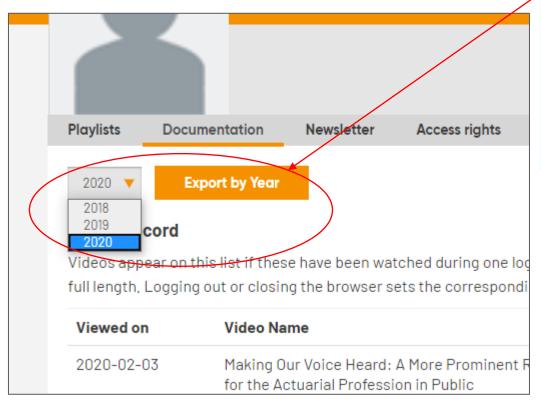
Your history, or 'Watch Record' can be viewed by year, noting when viewed, the subject matter and the 'Duration viewed'. 90% of any one video must be viewed in one logged-in session to appear in your Watch Record as verifiable CPD.







#### 'View Record' – Annual CPD Report



Within the Watch Record area of the Documentation tab you can select a CPD year and export reports on all your 'View Record'. This report can be used as verifiable CPD for the purposes of the Society's CPD Scheme.







### **FAQs**

#### Where can I find my one-time use code?

One-time use codes were sent out by email to all Fellows & Associates of the Society in February 2020. If you cannot locate our communication to you please contact the Society at <a href="mailto:info@actuaries.ie">info@actuaries.ie</a> and you will be forwarded a reminder of your code.

- I am a recently qualified Fellow of the Society, how do I apply for a code?

  Your One Time Code was included in the confirmation letter you received from the Society upon transferring to Fellow. If you do not have this letter, please email <a href="mailto:info@actuaries.ie">info@actuaries.ie</a>.
- I am a student, can I watch content on actuview?

Yes, if you contact the Society at <a href="mailto:info@actuaries.ie">info@actuaries.ie</a> and your Student Membership is confirmed you will be issued your one-time use code.

How is my CPD verified?

We require 90% of each video to be watched to be able to claim it as verifiable CPD. Your Watch Record will retain an account of this watch history and you can use this as evidence for your CPD Returns.

I've registered with my one-time use code and set up my own profile, but I don't appear to be fully registered. Do I require a new code?

There can be a small delay in the platform fully registering your personal profile due to large uptake. Please wait a few minutes and log back in with your recently set up login and password.



For further information/questions on your actuview profile contact: <a href="mailto:info@actuaries.ie">info@actuaries.ie</a>

For any CPD queries contact: <a href="mailto:cpd@actuaries.ie">cpd@actuaries.ie</a>

For any **actuview** technical details please use their online Contact section <a href="here.">here.</a>

