



UPSKILL MALAYSIA

Individual Module User Manual v1.0



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1 Introduction

Upskill Malaysia is a digital platform that will act as a single window providing comprehensive information on upskilling programmes for Malaysian citizens offered by Malaysian Government through its various Ministries and Agencies.

1.1 General Information

Individuals can search and apply for training or skills development programmes that can help strengthen their professional profile and improve their employability.

An Individual can use Upskill Malaysia to

1. Search & Apply for preferred Training Courses
2. Track Course Application Status
3. Update Profile from Time to Time to boost chances of Course Admittance



Centralised Information

Get the latest info on all upskilling and re-skilling programmes offered by government ministries and agencies on one integrated platform.



Skills Repository

Create a comprehensive record for all your professional skills, experiences, qualifications and trainings in one place.






Course Matching

Explore your options, recommended courses offered based on your profile.

Individual Portal Functionalities

Menu Item Name	DESCRIPTION
Home	View Personalized Dashboard with unique recommendations and Quick access to other pages .
Course Search	View a list of available Training Courses and apply for a Course .
Applied Course	View the list of Applied Courses and the Status of each Application .
Notifications	Receive Notifications related to Courses and other Notifications from Admin .
My Profile	View Individual profile information and update whenever needed .

Indicator Icons in the Application

1. Mandatory fields are marked with an Asterisk (*).
2. Warning Icons are shown () for incomplete Mandatory Fields.
3. To Edit information, click the Edit Icon ().
4. To Delete items, click the Delete Icon ().
5. All Actions in the Portal will be Auto-Saved.

2. Individual

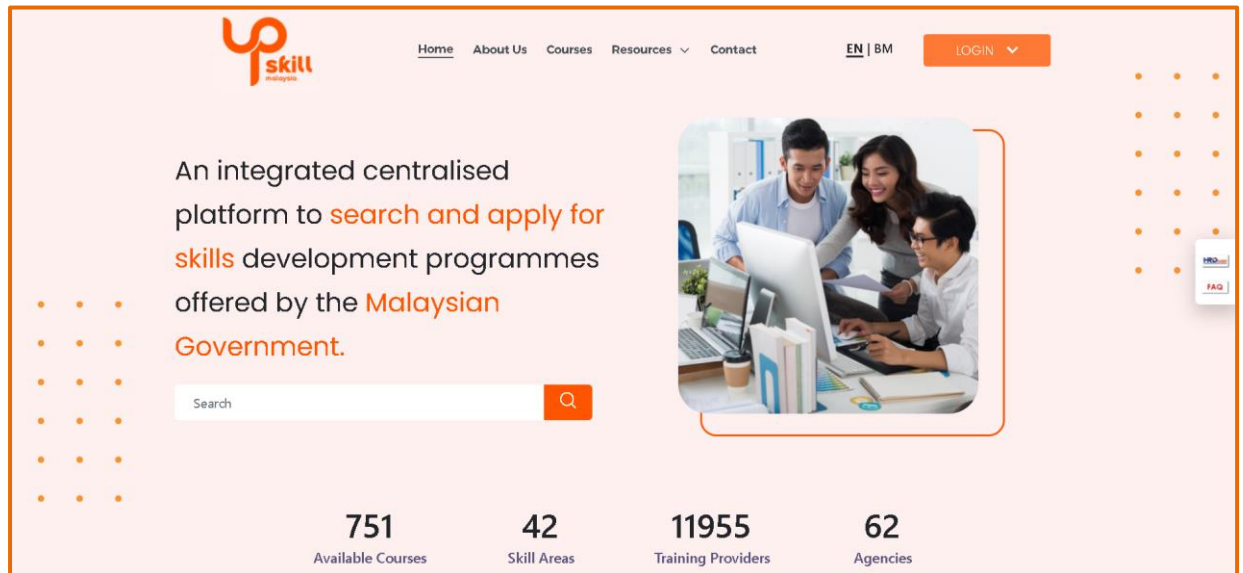
An Individual can register on Upskill Malaysia by providing basic details. The Individual Manual Looks into the following functionalities

- **Individual Registration / Login**
- **Apply for a Course**
- **Track Course Applications**
- **Individual Profile**

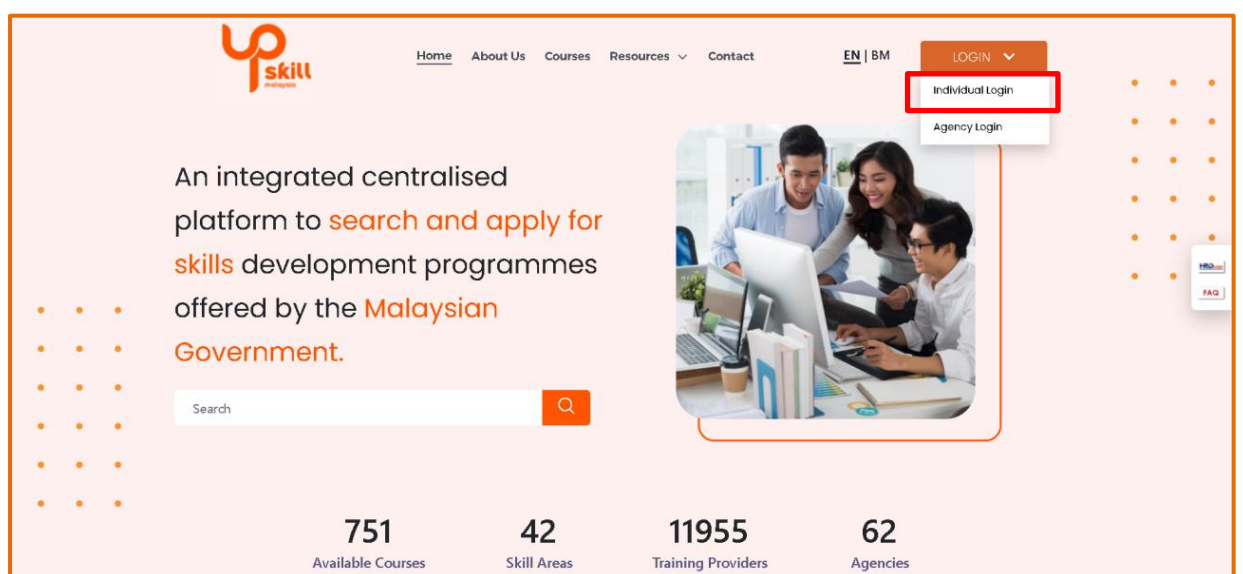
2.1 Registration

Any Individual can register themselves on UpskillMalaysia by following the below steps

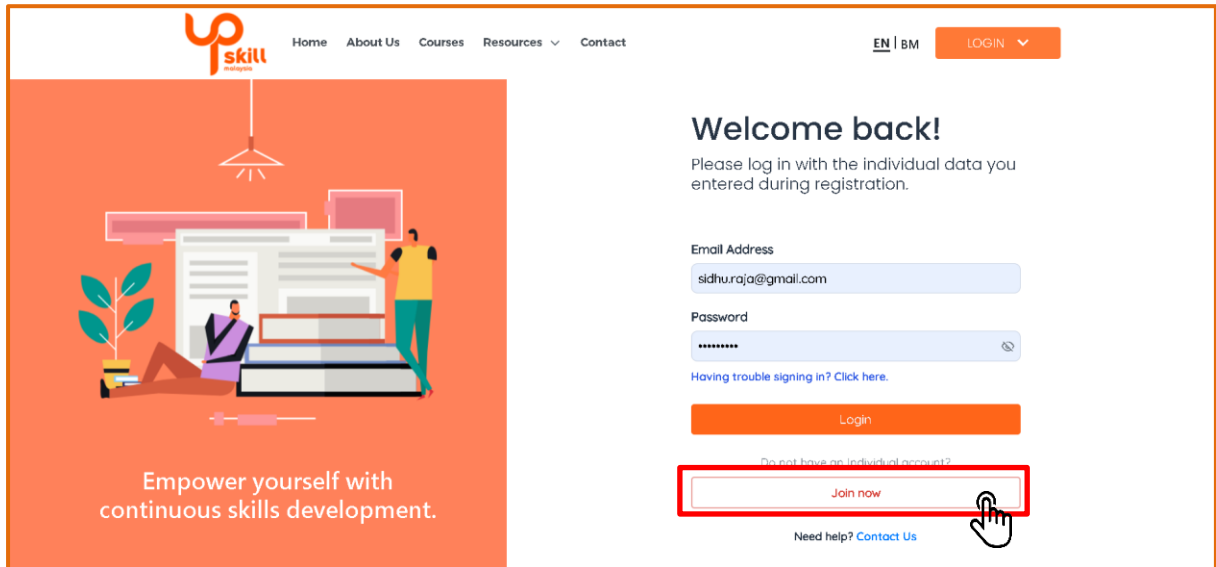
1. Visit URL <https://upskillmalaysia.gov.my/> The Home Page will be displayed.



2. Click on LOGIN and select **Individual Login** from the Header Menu. The Individual Login Screen will appear.

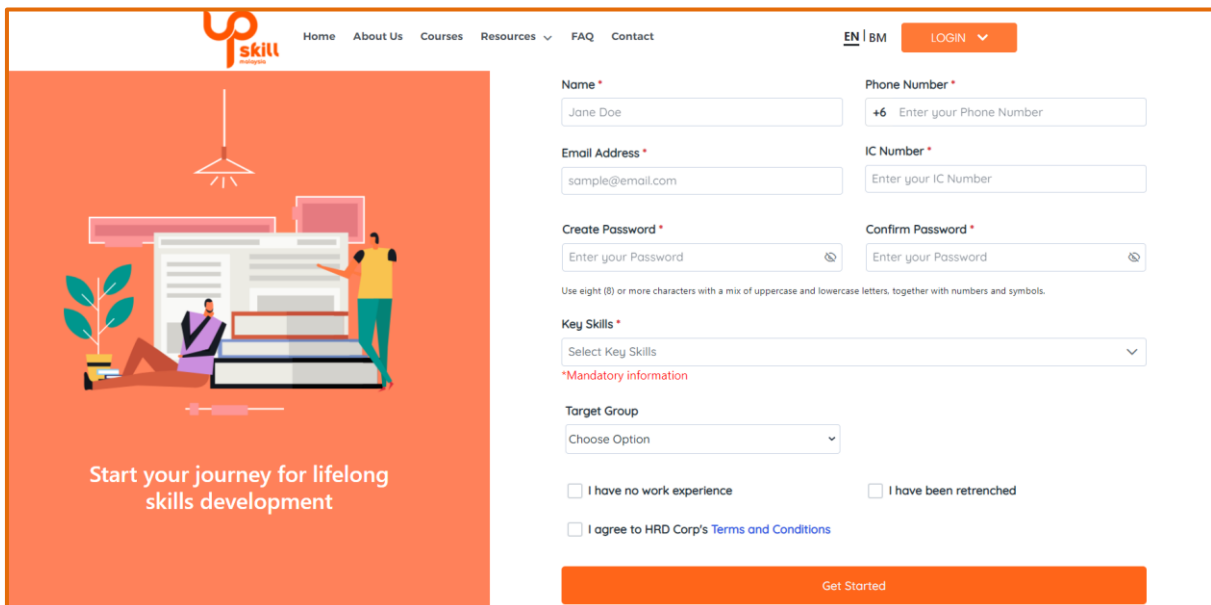


3. Click on the “Join Now” Button on the Login Page. The Registration Page appears.



The screenshot shows the HRD Corp Login Page. On the left, there is a banner with the text "Empower yourself with continuous skills development." and an illustration of two people working at a computer. The main content area is titled "Welcome back!" and contains a login form with fields for "Email Address" (filled with "sidhu.rajaa@gmail.com") and "Password" (filled with "*****"). Below the password field is a link "Having trouble signing in? Click here." and a "Login" button. A red box highlights the "Join now" button, which is located below the "Login" button. A hand cursor is pointing at the "Join now" button. At the bottom, there is a link "Need help? Contact Us".

4. Register by filling in all fields on the Registration page. Your Email ID and NRIC Number should be Unique (Linked with a Single Account).
 - Password should have a Minimum of 8 Characters with at least 1 Upper Case Letter, 1 Lower Case Letter, and 1 Special Character.
(Example: Password12\$)

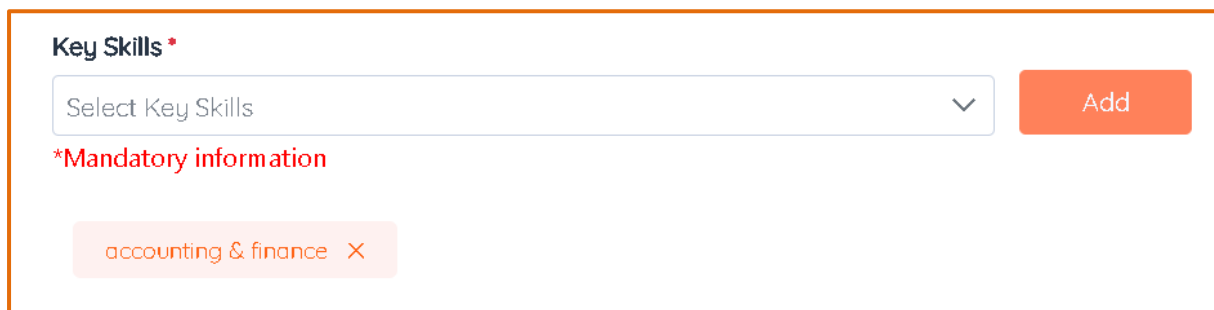
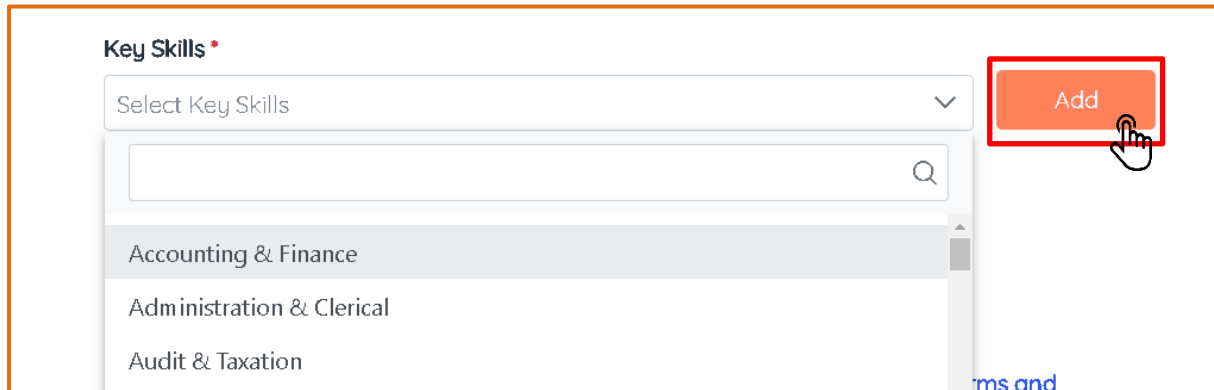


The screenshot shows the HRD Corp Registration Page. On the left, there is a banner with the text "Start your journey for lifelong skills development" and an illustration of two people working at a computer. The main content area is a registration form with the following fields:

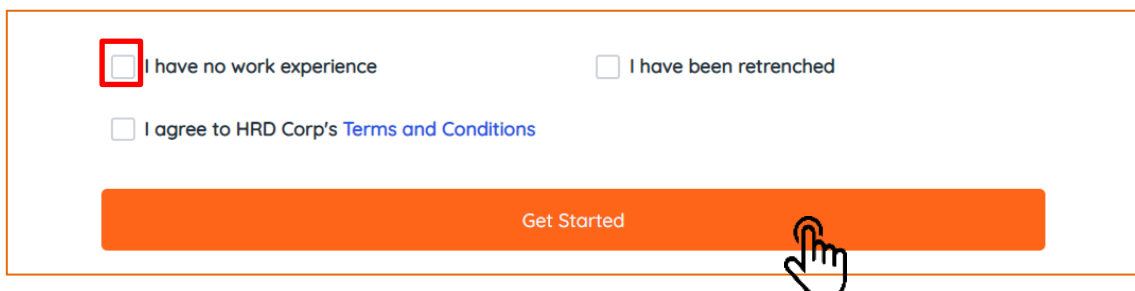
- Name ***: Jane Doe
- Phone Number ***: +6 Enter your Phone Number
- Email Address ***: sample@email.com
- IC Number ***: Enter your IC Number
- Create Password ***: Enter your Password
- Confirm Password ***: Enter your Password

Below the password fields, there is a note: "Use eight (8) or more characters with a mix of uppercase and lowercase letters, together with numbers and symbols." The form also includes a "Key Skills *" dropdown menu with "Select Key Skills" selected, a "Target Group" dropdown menu with "Choose Option" selected, and two checkboxes: "I have no work experience" and "I have been retrenched". At the bottom, there is a checkbox for "I agree to HRD Corp's Terms and Conditions" and a "Get Started" button.

5. For Adding Key Skills, you can either Select from the Drop-Down List and Click “Add” or type in as free text and click “Add”. Multiple Key Skills can be added .



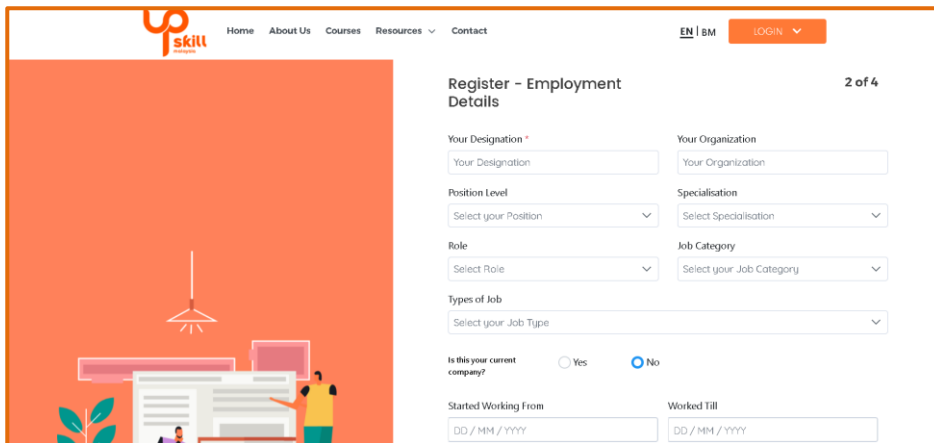
6. The Fields with the * Sign are Mandatory and should be filled before proceeding to the next page.
7. If you have no work experience, you can check the “I have no work experience” to skip the Experience Details section. If you are retrenched, you can check the “I have been retrenched”.



8. After filling in the form with Accurate Information, Click on “Get Started” to move to the next page of Registration.

9. If you have checked the box “*I am current unemployed*”, you will automatically skip this section. In this section, you can enter the following details about your latest work experience:

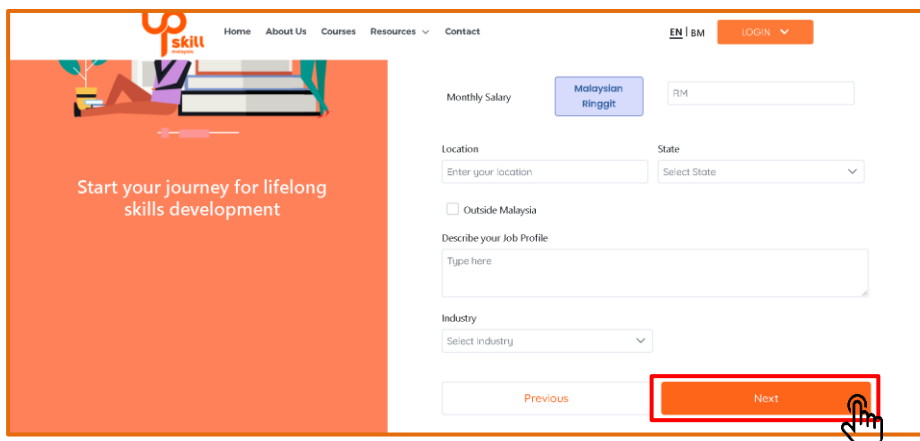
- Designation – Your Job Title (mandatory)
- Organization / Company
- Position Level
- Specialisation
- Role
- Job Category
- Type of Job
- Details on Employment (Current / Previous Experience)
- Employment duration



- Next enter the following details

- Monthly Salary
- Employment Location (City & State)
- Job Description
- Job Industry

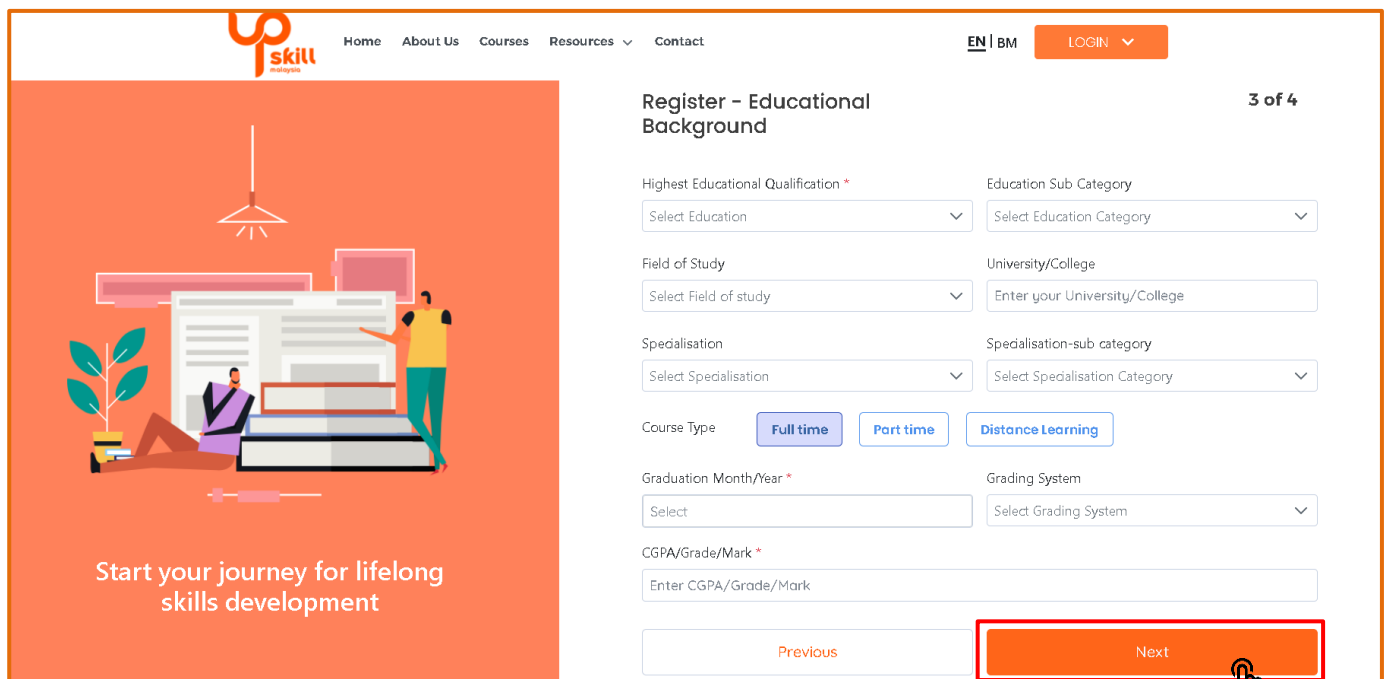
After filling in Employment Details, click **Next** to proceed to the next section. Click Previous to go back to previous page (Basic Details)



10. On clicking Next , you will be redirected to the **Educational Background Section**. In this section, you can enter the following details about your highest educational qualification. If you have no Educational Qualification, you can opt “*No Formal Education*” in Highest Educational Qualification field.

- Highest Education Qualification (mandatory)
- Education Category
- Field of Study
- University / College you studied
- Specialisation
- Category of Specialisation
- Type of Course
- Month & Year of Graduation
- Grade/CGPA & Type of Grading

After filling in Education Details, click **Next** to proceed to the next section. Click Previous to go back to previous page (Employment Details / Basic Details)



The screenshot shows the 'Register - Educational Background' form. The form is titled 'Register - Educational Background' and is step 3 of 4. It contains several dropdown menus and buttons for entering educational details. The form is titled 'Register - Educational Background' and is step 3 of 4. It contains several dropdown menus and buttons for entering educational details.

Home About Us Courses Resources Contact EN | BM LOGIN

Register - Educational Background 3 of 4

Highest Educational Qualification * Education Sub Category
Select Education Select Education Category

Field of Study University/College
Select Field of study Enter your University/College

Specialisation Specialisation-sub category
Select Specialisation Select Specialisation Category

Course Type Full time Part time Distance Learning

Graduation Month/Year * Grading System
Select Select Grading System

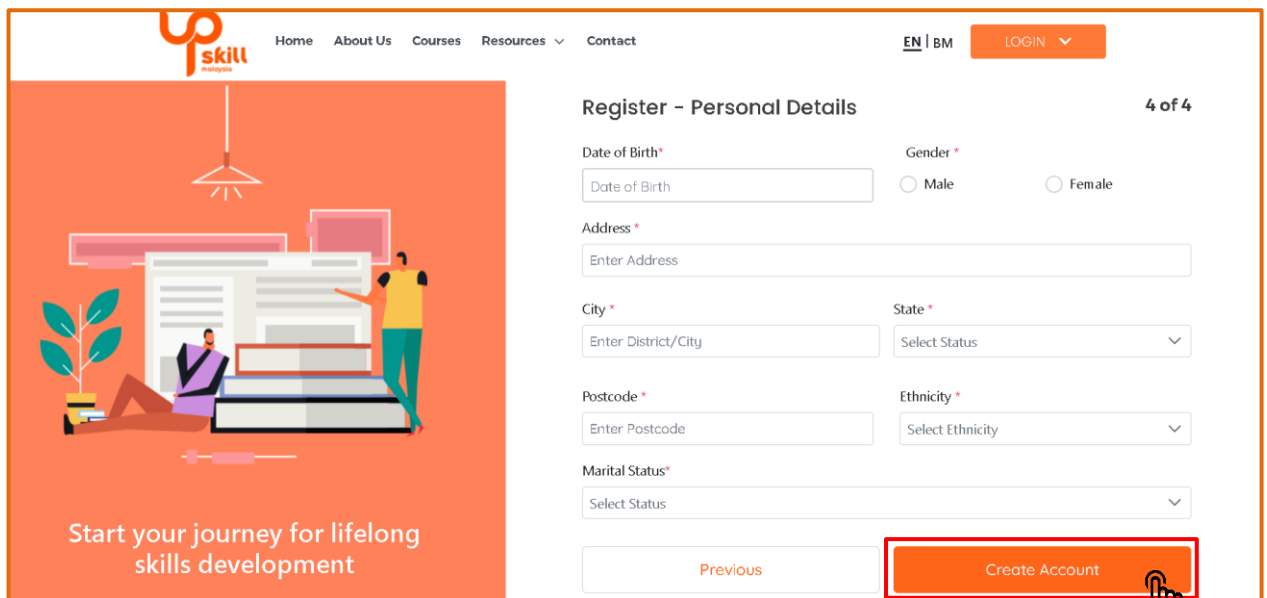
CGPA/Grade/Mark *
Enter CGPA/Grade/Mark

Previous Next

11. On clicking Next , you will be redirected to **Personal Details** Section. In this section, you can key in your Personal Details as follows,

- Date of Birth
- Gender
- Address
- Location (City & State)
- Postcode
- Ethnicity
- Marital Status

After filling in your Personal Details, click **Create Account** to Register. Click Previous to go back to the previous page (Educational Details).

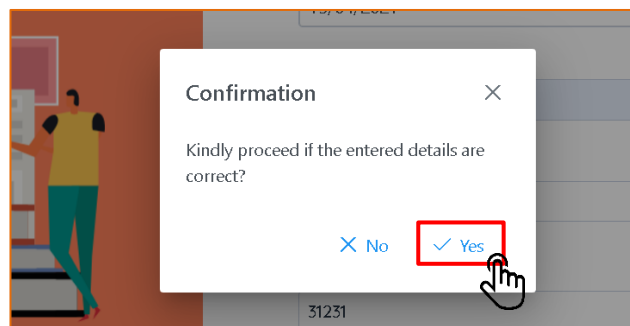


The screenshot shows the 'Register - Personal Details' page. On the left is a banner with the text 'Start your journey for lifelong skills development' and an illustration of people at a desk. The main form area contains the following fields:

- Date of Birth* (text input)
- Gender* (radio buttons for Male and Female)
- Address* (text input)
- City* (text input for District/City)
- State* (dropdown menu)
- Postcode* (text input)
- Ethnicity* (dropdown menu)
- Marital Status* (dropdown menu)

At the bottom, there are two buttons: 'Previous' and 'Create Account'. The 'Create Account' button is highlighted with a red box and a hand cursor pointing to it.

On Clicking **Create Account** , a confirmation pop-up appears. Please re-check your details for correctness and click on **YES** to create an Account.

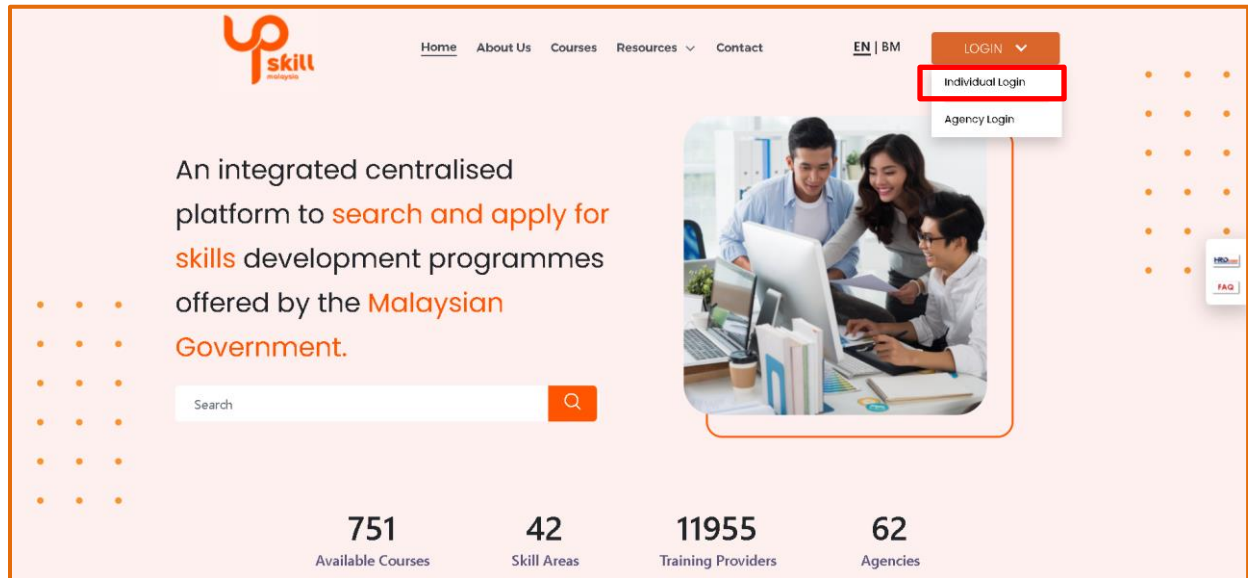


12. If Registration is Successful, your Account will be created and you will receive a Confirmation Email to the Registered Email ID.

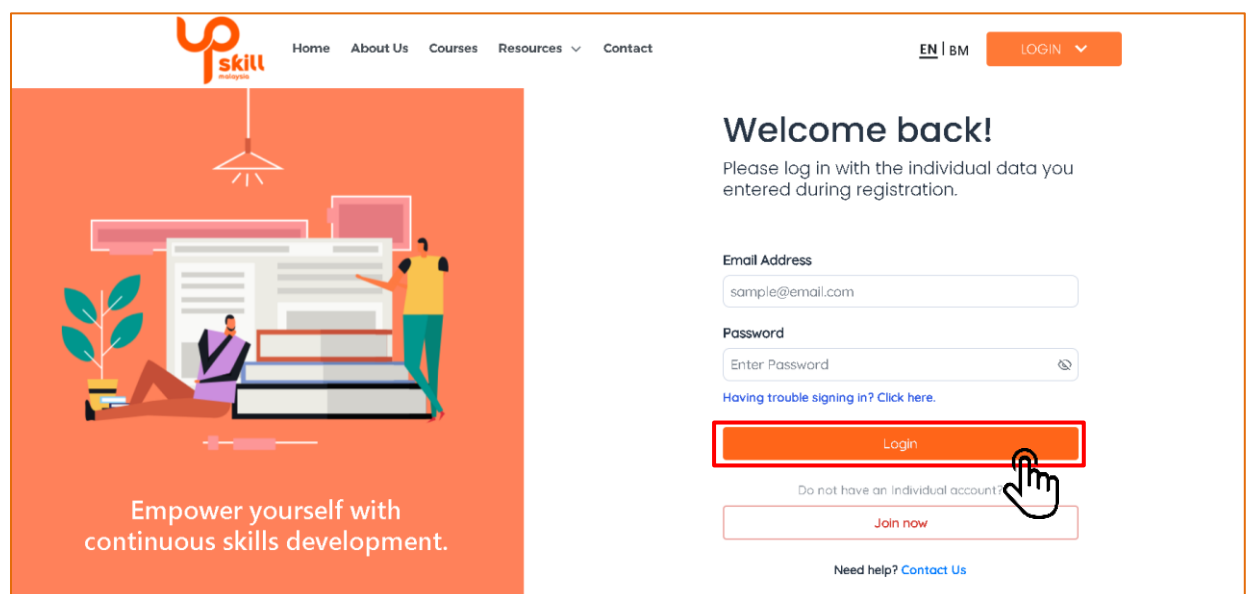
2.2 LOGIN

After Successful Registration, you will be redirected to the Login Page. You can also access the Login page from Homepage:

- Click on LOGIN and select **Individual Login** from the Header Menu
- The Individual Login Screen will appear.



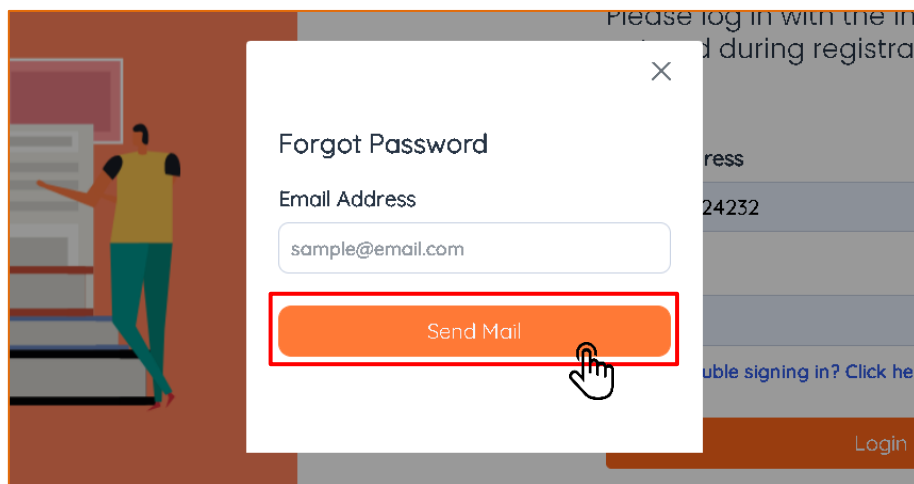
You need to enter a Valid Email Address and Password in the given Fields and then click “ Login ”.



If you face any issue during Sign in, you can click on the “[Contact Us](#)” Hyperlink which redirects to the Default Mail application to send a Mail to the Help Centre.

In case you don't remember your password, click on the “[Having Trouble Signing in?](#)” Hyperlink.

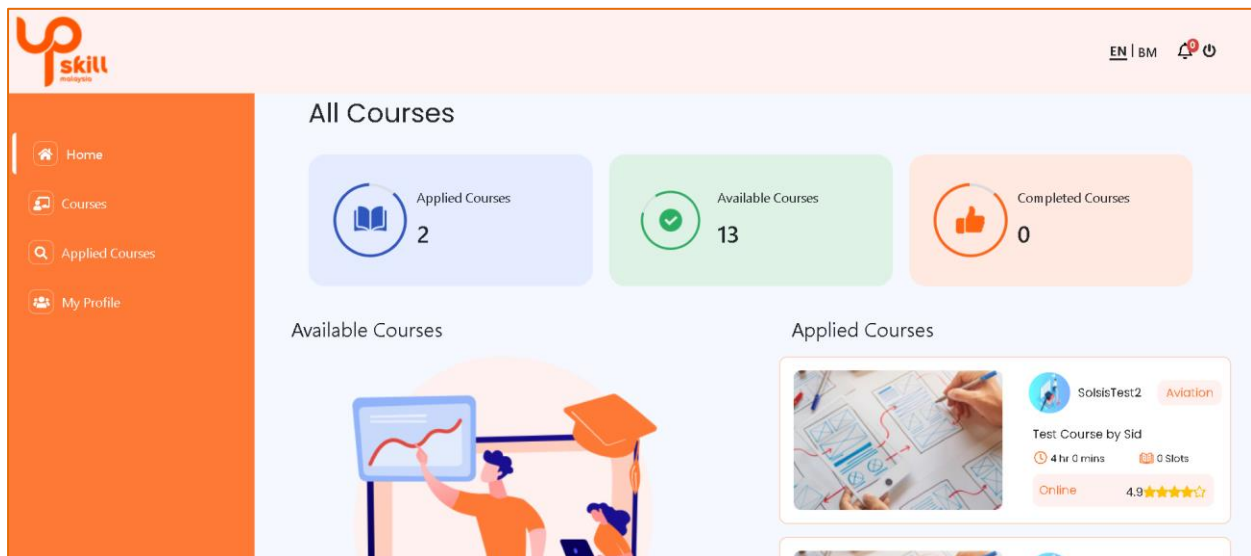
- A Pop Up appears where you have to enter your Upskill Malaysia Registered Email ID and click on “[Send Mail](#)”.
- A link will be sent to your email, with instructions to reset your password.



3. Home

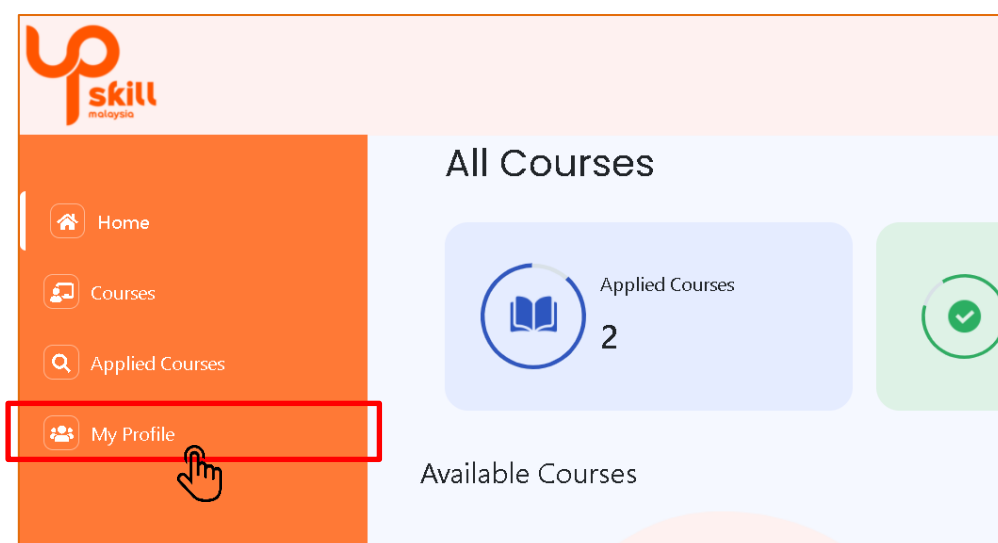
Your Personalized Dashboard can be viewed on the Home page , which contains a summary of Course Details and Course Details with Quick view for the following :

- Available Courses
- Applied Courses
- Completed Courses

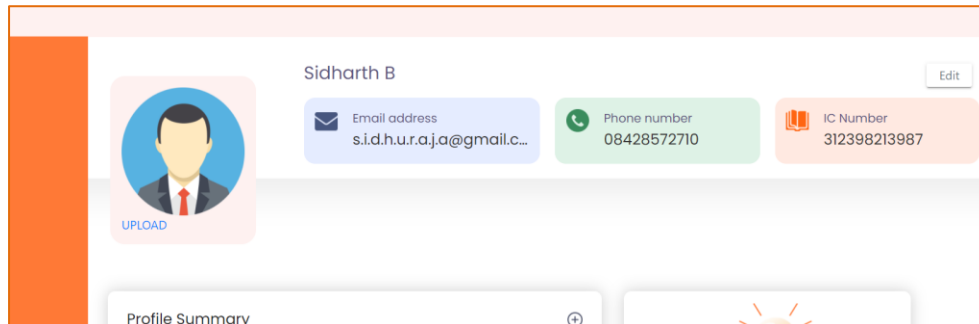


4. My Profile

After Logging In for the first time , you can update your profile with Personal details , Employment history, etc. by clicking on “My Profile” in the Side menu .

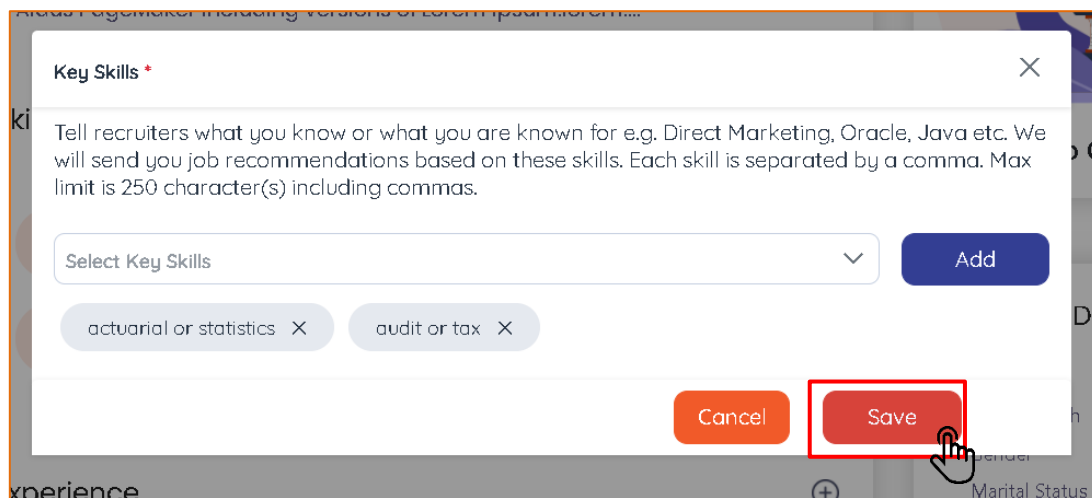


- You can Edit Basic Details such as Name & Phone number . You can also update your profile picture using the “Upload” button. You can also Update

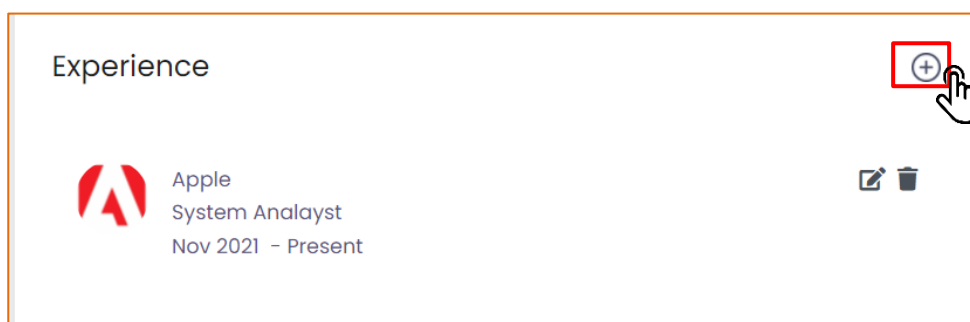


You can **Add/Delete** key skills in the “Key Skills” section.

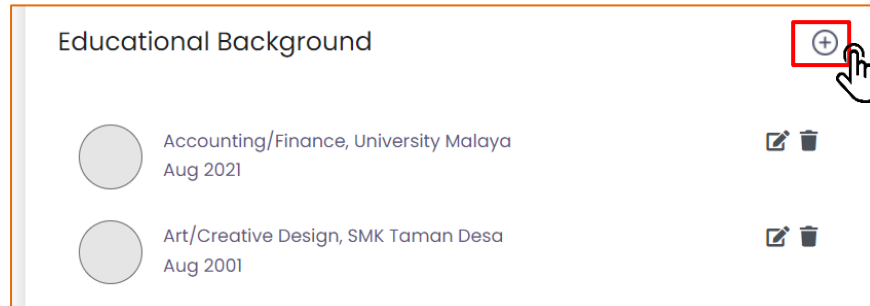
- You can Opt to add Multiple Skills . You can either choose from the drop-down or type other skills if it’s not present in the dropdown list . Then click the “Save” button to update Key Skills.



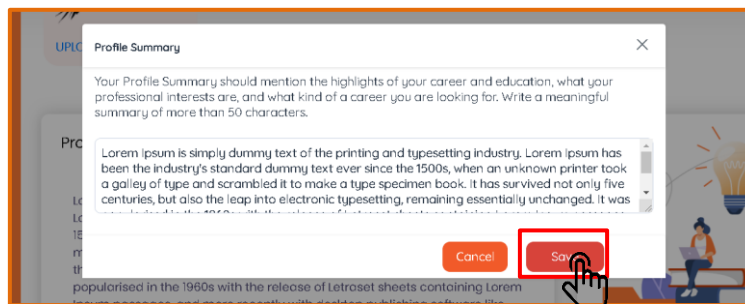
You can **Add / Edit / Delete** your employment history under the “Experience” section. Here , you can put in your past or present Employment Info .



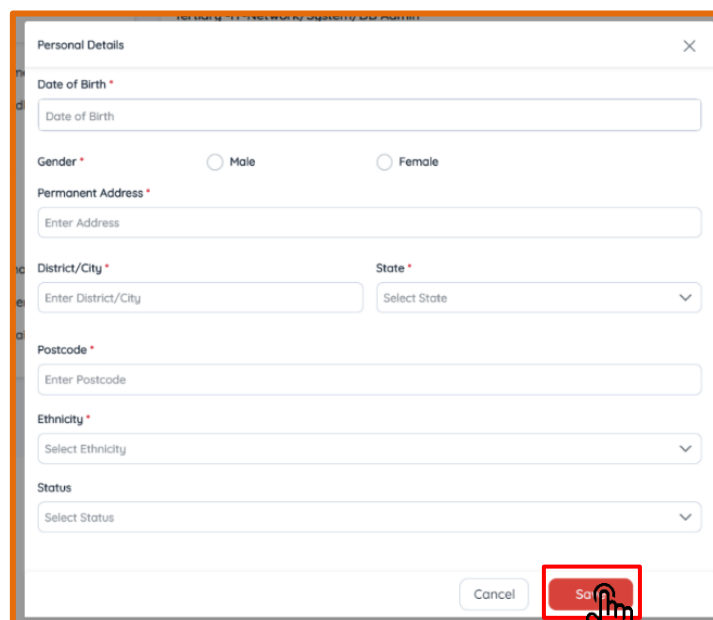
You can **Add / Edit / Delete** your educational history under the “**Education**” section .
Here , you can fill in details on your Academic Qualifications .



You can add a summary of your Profile in the “**Profile Summary**” section. Then click the “**Save**” button to Update your Profile Summary.

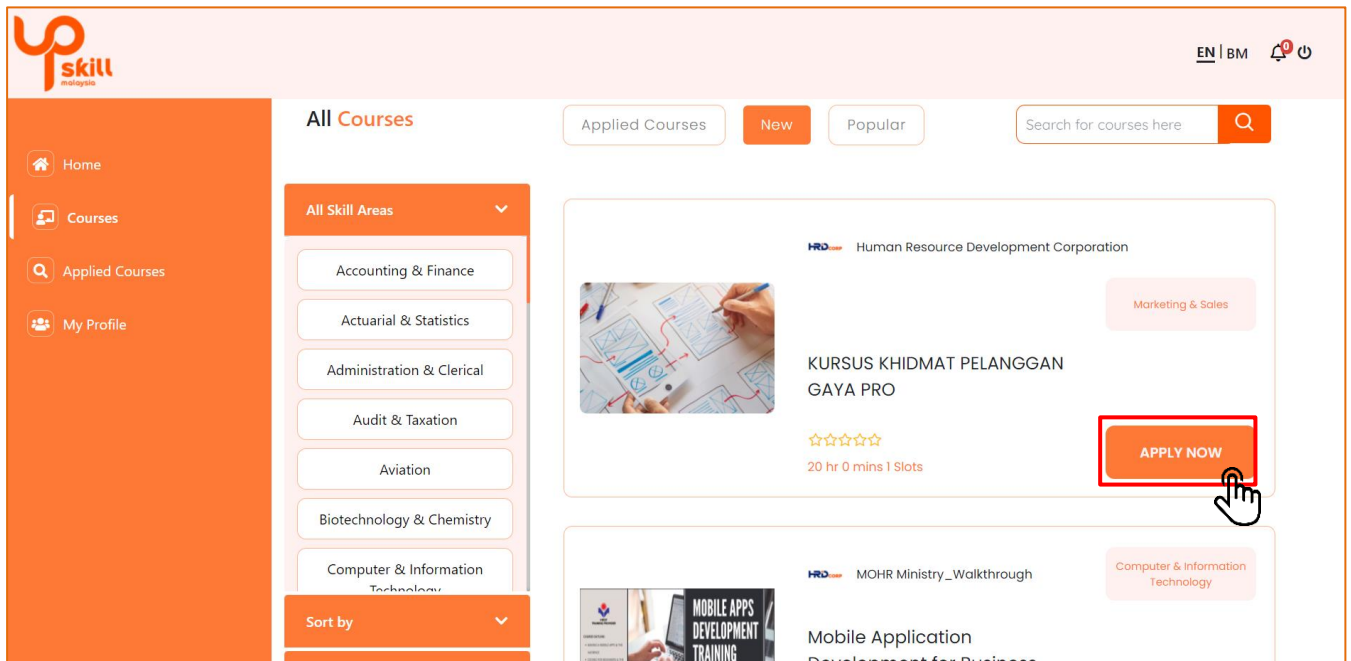


You can fill in your details, such as Date of Birth, Gender, Ethnicity, Address, etc.. in the “**Personal Details**” Section .

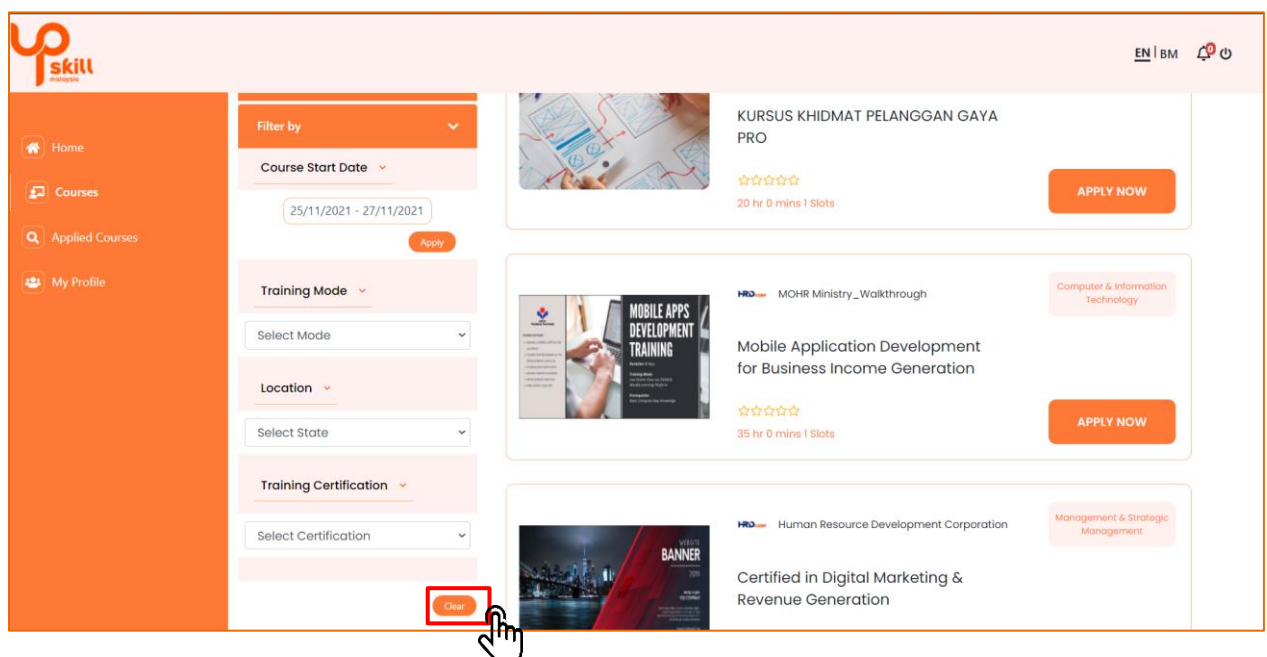


5. Course Search

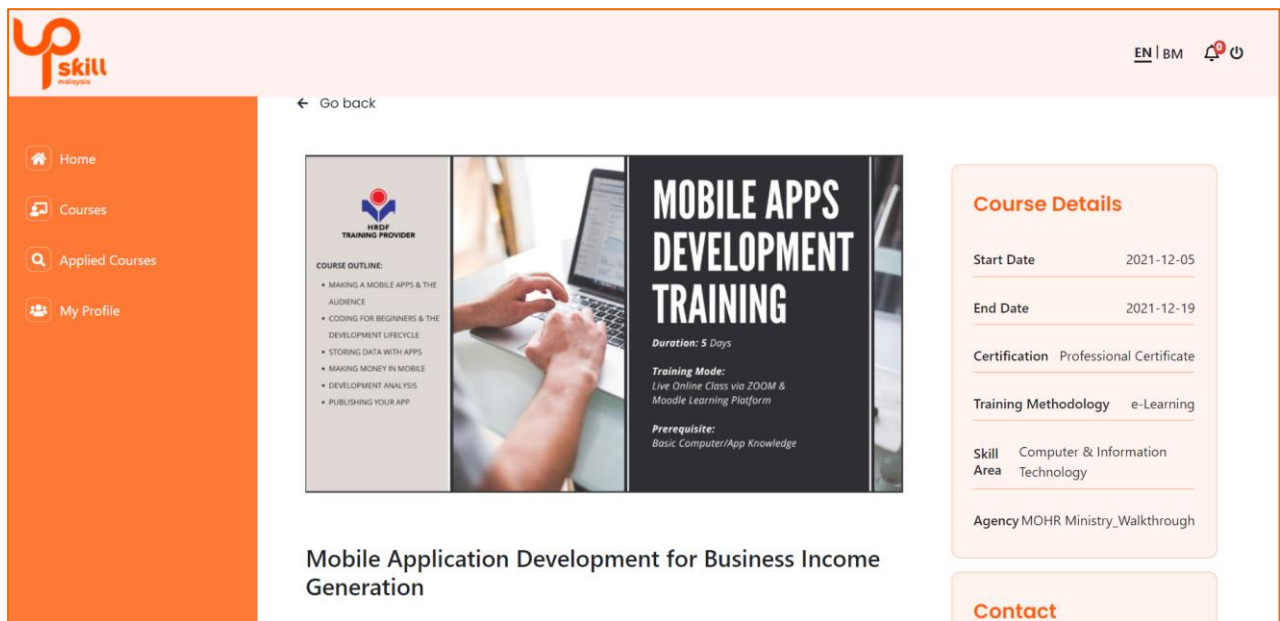
Click on “**Courses**” from Side menu. You will be redirected to the **Course Search page**, where you can view the List of Courses. Click on “**Apply Now**” to view Course Details.



- Here you have Advanced Search Filters based on **Skill Areas, Location, Slot Date, Training Mode, Popularity** and **Certification**. You can also use the sort by Options if needed to find your desirable course. You can clear to clear Search Filters and start again.

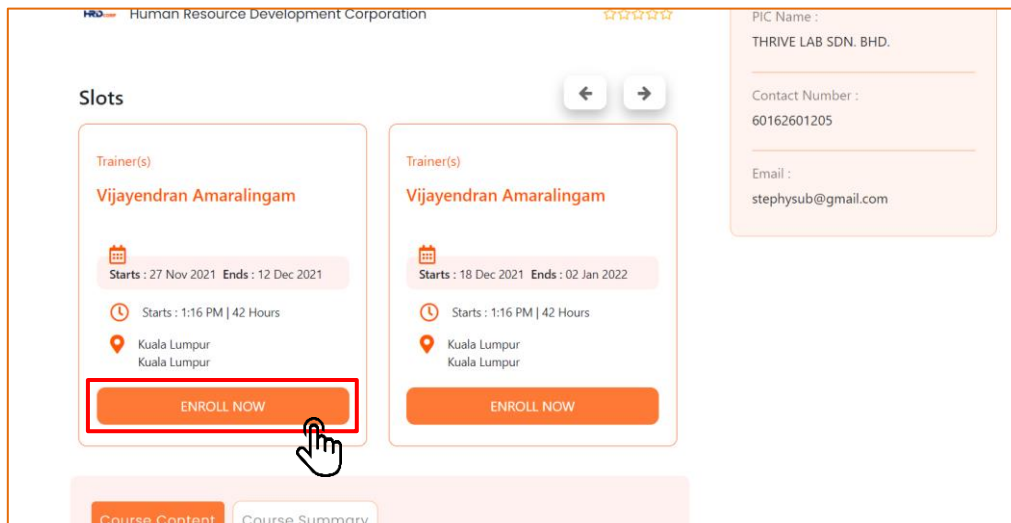


Under Course Details Page, one can view further information regarding the course and Contact Details.



The screenshot shows the 'Course Details' page for 'MOBILE APPS DEVELOPMENT TRAINING'. The page features a navigation menu on the left with options: Home, Courses, Applied Courses, and My Profile. The main content area includes a 'Go back' link, a course banner with a 'COURSE OUTLINE' (listing topics like 'MAKING A MOBILE APPS & THE AUDIENCE', 'CODING FOR BEGINNERS & THE DEVELOPMENT LIFECYCLE', 'STORING DATA WITH APPS', 'MAKING MONEY IN MOBILE', 'DEVELOPMENT ANALYSIS', and 'PUBLISHING YOUR APP'), a 'Duration: 5 Days', 'Training Mode: Live Online Class via ZOOM & Moodle Learning Platform', and 'Prerequisite: Basic Computer/App Knowledge'. To the right, a 'Course Details' table lists: Start Date (2021-12-05), End Date (2021-12-19), Certification (Professional Certificate), Training Methodology (e-Learning), Skill Area (Computer & Information Technology), and Agency (MOHR Ministry_Walkthrough). A 'Contact' button is visible at the bottom right.

Scroll down to the Slots section, select your suitable slot and click **ENROLL NOW** to Enroll for the Course.



The screenshot shows the 'Slots' section of the course details page. It displays two available slots for the course, both with trainer 'Vijayendran Amaralingam' and location 'Kuala Lumpur'. The first slot starts on 27 Nov 2021 and ends on 12 Dec 2021, starting at 1:16 PM for 42 hours. The second slot starts on 18 Dec 2021 and ends on 02 Jan 2022, also starting at 1:16 PM for 42 hours. Both slots have an 'ENROLL NOW' button. A red box highlights the 'ENROLL NOW' button for the first slot, with a hand cursor pointing to it. To the right, contact information is provided: PIC Name (THRIVE LAB SDN. BHD.), Contact Number (60162601205), and Email (stephysub@gmail.com). At the bottom, there are tabs for 'Course Content' and 'Course Summary'.

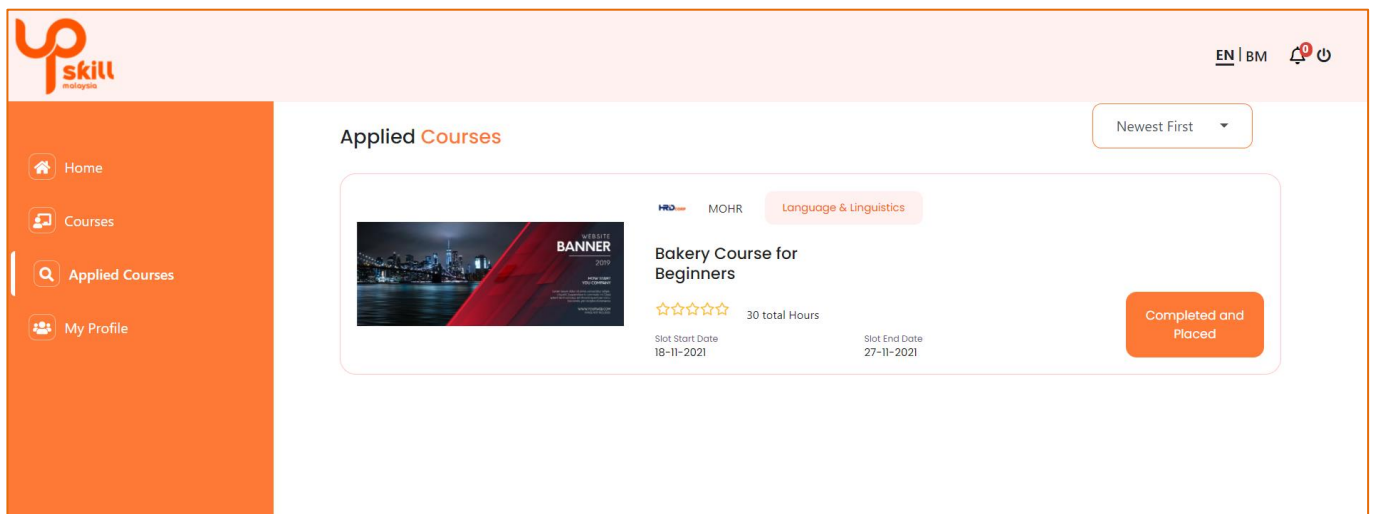
Note:

- * Each User can only apply for one Course per source of Fund (based on configuration)
- * A User cannot apply for another Course under same fund unless Applied Course is rejected

6. Applied Courses

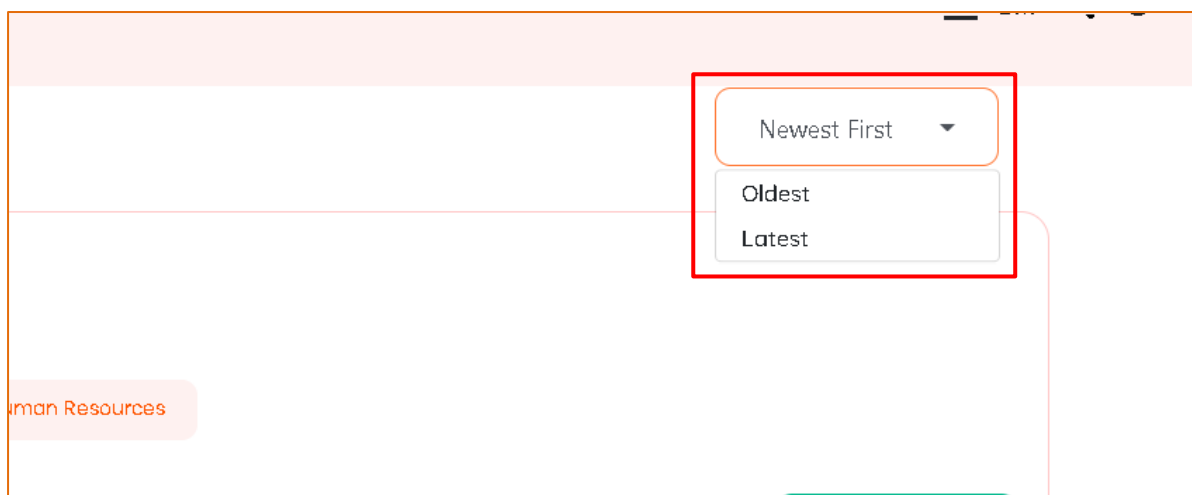
Clicking on “Applied course” from the Side Nav-Bar will redirect you to the [Applied Courses page](#), where it will display the following

- Courses that you have Applied for &
- Status of Course Applications .



The screenshot shows the 'Applied Courses' page. On the left is a navigation menu with 'Home', 'Courses', 'Applied Courses', and 'My Profile'. The main content area is titled 'Applied Courses' and includes a dropdown menu set to 'Newest First'. A course card is displayed for 'Bakery Course for Beginners', categorized under 'Language & Linguistics'. The card features a banner image, a 5-star rating, '30 total Hours', and dates: 'Slot Start Date 18-11-2021' and 'Slot End Date 27-11-2021'. A prominent orange button on the right of the card indicates the status 'Completed and Placed'.

Here you can Filter based on **Latest** or **Oldest** Course Application.

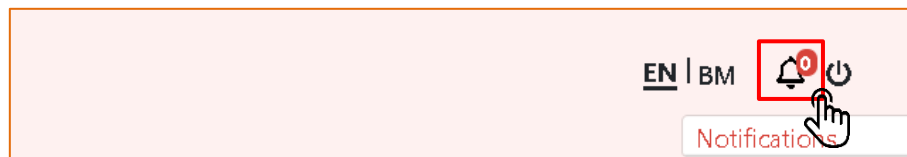


This close-up view shows the sorting dropdown menu. The current selection is 'Newest First'. The menu is open, revealing two additional options: 'Oldest' and 'Latest'. A red box highlights the entire dropdown menu area.

7. Notifications

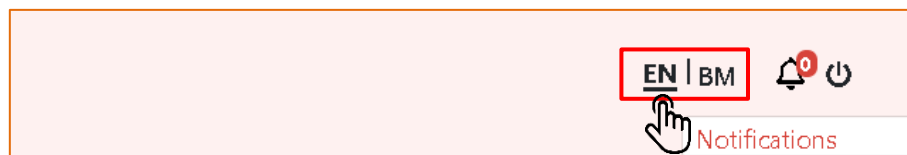
An Individual can view Notifications by clicking on the NavBar Bell Icon. The Scenarios for notifications are:

- Course Applications Approved/Rejected by Training Provider
- Course Completion
- Placement



8. Dual Language Selection

An Individual can change the Portal Language to either “BM or BI” using the buttons provided in the navigation bar.



9. Logout

You can Log out of your account by clicking on the “Power” icon provided in the top right corner of your Screen.

