UMPSA ADVANCED

SYSTEM USER MANUAL DOCUMENT

MYCREDENTIAL SYSTEM

(APPLY APEL.A (T-6))

AGENCY NAME	:	UMPSA Advanced
DOCUMENT DATE	:	11 MARCH 2024
DOCUMENT VERSION	:	1.1

i.   Content

## 1. Module and Guideline

1.1. Introduction

The User Manual for the APEL.A Program serves as a guide for users when applying for the APEL.A program. The procedures outlined in this brief description are intended to assist and guide users through the process of applying for a program in professional or executive fields. This manual provides step-by-step instructions to ensure a smooth and efficient application experience. Additional support resources and contact information are included in the manual if users encounter any challenges.

1.2. User Guideline for APEL.A Program

First: Create an Account

The user needs to log in to the MyCredential system first (MyCredential) before starting the process. If the user does not have an account, they must create one. Users can refer to this (User Manual Create Account)
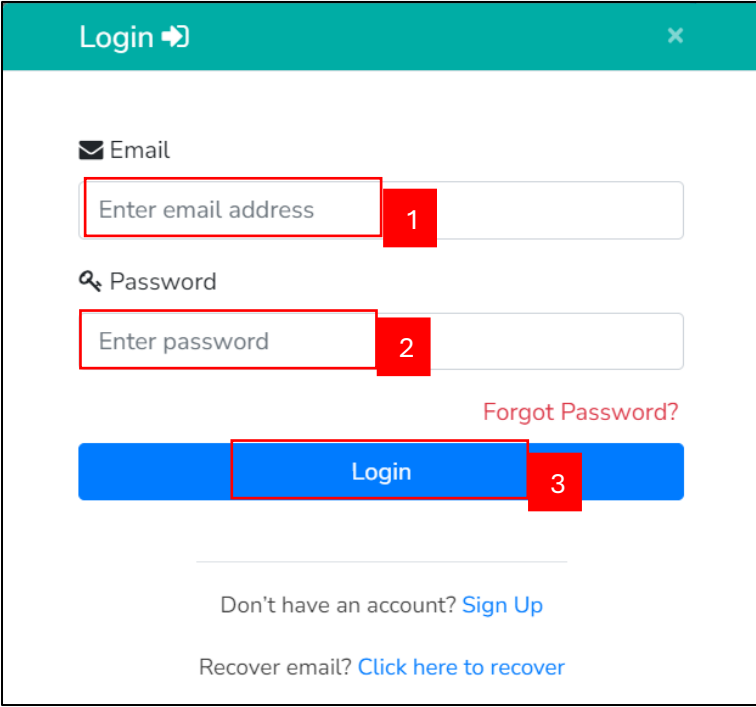
Pengguna perlu log masuk ke dalam sistem MyCredential (MyCredential) terlebih dahulu sebelum memulakan proses. Jika pengguna tidak mempunyai akaun, pengguna perlu membuat akaun terlebih dahulu. Pengguna boleh rujuk (User Manual Create Account)
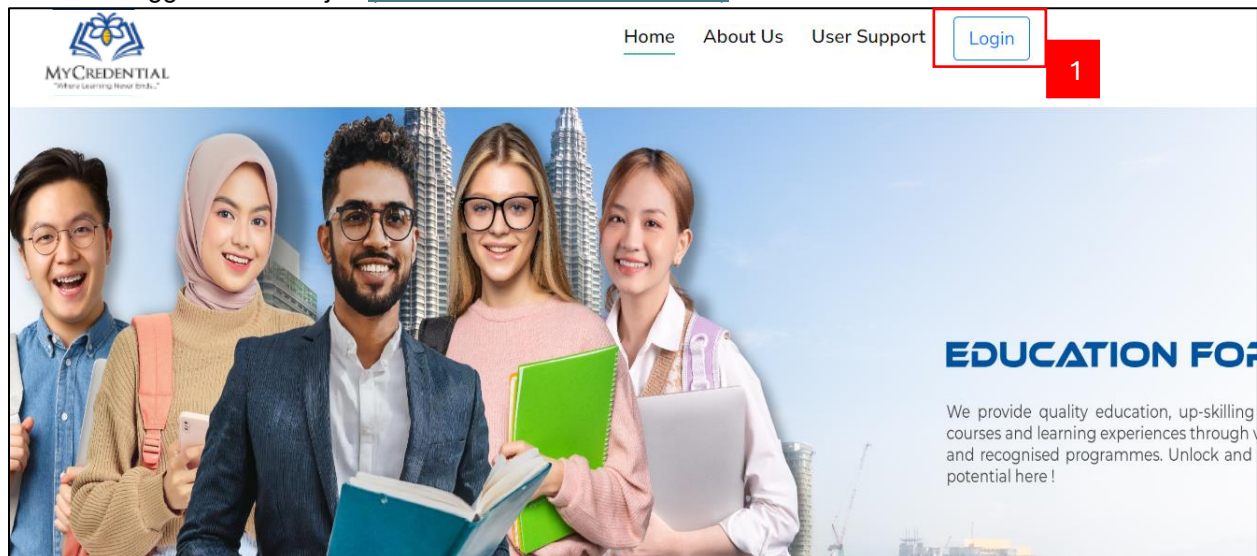
No.	Field Name/Button	Action	Notes
1.	Sign In Log Masuk	Click Klik Sign In	The login interface screen is displayed Paparan skrin antara muka log masuk dipaparkan.

Second: Log In System

The user needs to insert all the requirements before logging into the system.
Pengguna perlu memasukkan semua keperluan sebelum log masuk ke dalam sistem.

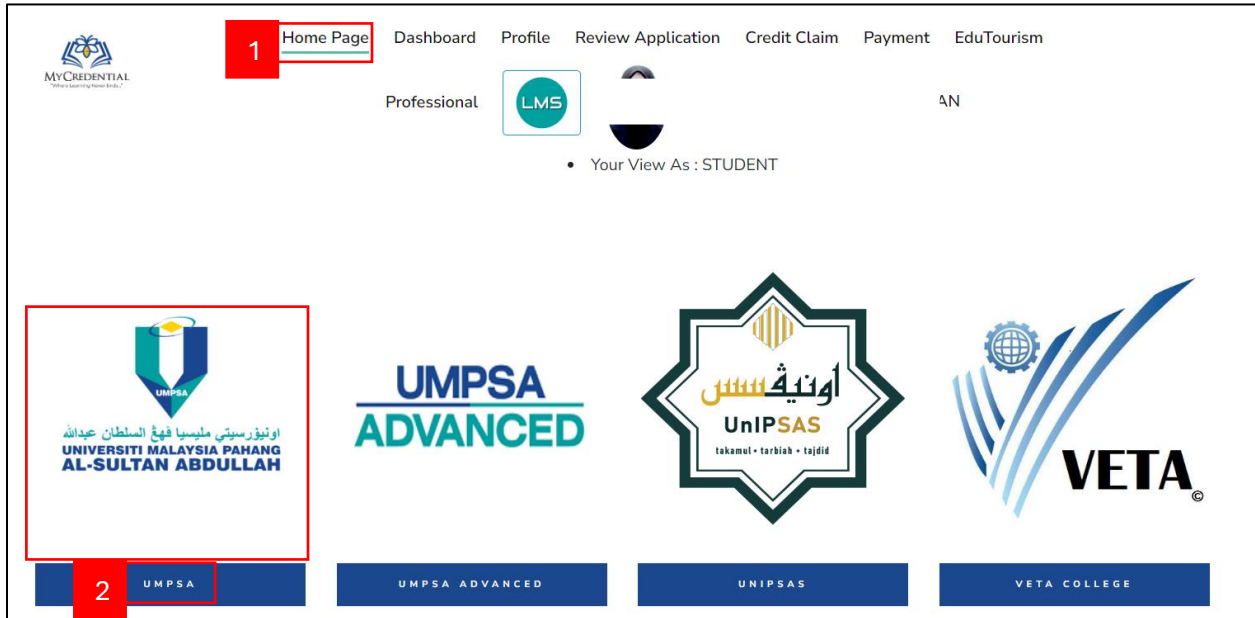| No.	Field Name/Button	Action	Notes
1.	Email Address Alamat Emel	In the Email Address field, enter the email address. Dalam medan emel, masukkan Alamat emel.	
2.	Password Kata Laluan	In the password field, enter the data. Dalam medan kata laluan, masukkan data.	
3.	Log In Log Masuk	Click Klik LOGIN	The user will successfully log in to the system if the password matches the username. Jika kata laluan sepadan dengan nama pengguna, pengguna akan berjaya log masuk ke dalam sistem.

Third: Apply Program

The interface will show below after the user successfully logs in to the system. Users need to go to the **Home** menu.
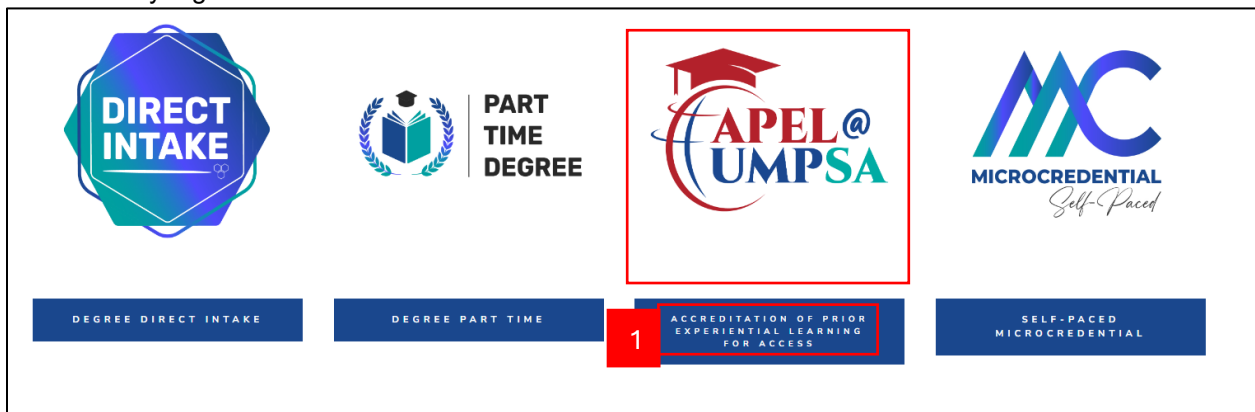
Selepas pengguna berjaya log masuk ke dalam sistem, antara muka akan dipaparkan seperti di bawah. Pengguna perlu pergi ke menu Utama.

No.	Field Name/Button	Action	Notes
1.	Menu	Click **Home** Menu Klik Menu Utama	
2.	Institution	Click **UMPSA button** Klik butang UMPSA	

The system will display all the programs under "UMPSA Institution". To enroll in APEL, please follow the provided instructions.

Sistem akan memaparkan semua program di bawah 'Institusi UMPSA'.Untuk mendaftar dalam APEL, sila ikuti arahan yang disediakan.

No.	Field Name/Button	Action	Notes
1.	Program	Click **ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING FOR ACCESS (APEL)** Menu Klik Menu **ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING FOR ACCESS (APEL)**	

Then, the system will display details of the selected program on the next page. Users can then choose the program they are interested in from the options provided. Local users can go to the local section, while international users can go to the international section.

Selepas itu, sistem akan memaparkan butiran program yang dipilih pada halaman seterusnya. Pengguna kemudian boleh memilih program yang diminati dari pilihan yang disediakan. Pengguna tempatan boleh pergi ke bahagian tempatan manakala pengguna antarabangsa boleh pergi ke bahagian antarabangsa.

No.	Field Name/Button	Action	Notes
1.	Program Program	Click REGISTER NOW Klik REGISTER NOW	

The form will appear as shown below after the user clicks the REGISTER NOW button.
Borang akan muncul seperti di bawah setelah pengguna klik butang *REGISTER NOW* .

Application Form APEL.A

APEL T-6 (Ijazah Sarjana Muda)

Personal Info

* Indicates required field.

Copy of Identification | *Salinan Kad Pengenalan* * : **1**

[Choose File] No file chosen

Please upload using PDF, DOCX, JPG, JPEG & PNG file only. Maximum size of each file is 3MB.

MyKad No. | *No. MyKad* (without "-") :

Full Name | *Nama Penuh* * :

Gender | *Jantina* :

Date of Birth | *Tarikh Lahir* :

Email | *Emel* : **2**

Mailing Address | *Alamat Surat-Menyurat* * :

Enter your mailing address | Sila isi kan alamat surat-menyurat

Country | *Negara* * :

--- Select Country ---

State | *Negeri* * :

--- Select State ---

District | *Daerah* * :

--- Select District ---

City | *Bandar* * :

--- Select City ---

Postcode | *Poskod* * :

--- Select Postcode ---

Bidang untuk Melanjutkan Pengajian* : **3**

Cadangan Institusi untuk Melanjutkan Pengajian* : **4**

Ejen : **5**

--- Please Select ---

6

Academic Background | *Latar Belakang Akademik**
-*Press button below to add Academic Background*
-*Please upload using PDF, DOCX, JPG, JPEG & PNG file only. Maximum size of file is less than 4MB.*

[**+ Add**]

Academic Qualification	Institution/Awarding Body/School	Year Awarded	Evidence of Learning	Action
Select		2024	Choose Files No file chosen	🗑

Working Information | *Maklumat Pekerjaan* *
Press button below to add Working Information

[**+ Add**]

Name of company	Position Held	Job Description	From	To	Action

No.	Field Name/ Button	Mandatory (M)	Action	Notes
1.	Copy of Identification Card Salinan Kad Pengenalan	M	Upload the required documents which are: 1. Copy of Identification Muatnaik semua dokumen yang diperlukan iaitu: 1. Salinan MyKad	Document format must only be in PDF, DOCX, JPG, JPEG, and PNG. The maximum allowed file size is up to 3 MB only. Format dokumen dalam bentuk file PDF, DOCX, JPG, JPEG dan PNG sahaja. Maksimum saiz file yang dibenarkan sehingga 3 MB sahaja.
2.	Address Alamat	M	Insert all information in the required form. Masukkan semua maklumat dalam medan yang diberikan.	
3.	Bidang untuk Melanjutkan	M	Please enter the field of study you wish to pursue. Make sure it aligns with your qualifications and interests. Sila masukkan bidang pengajian yang anda ingin teruskan. Pastikan ia sesuai dengan kelayakan dan minat anda.	
4.	Cadangan Institusi untuk Melanjutkan Pengajian	M	Please enter the institution or university where you plan to study. Sila masukkan institusi atau universiti yang anda bercadang untuk melanjutkan pengajian.	
5.	Agent Ejen		Please select the name of the agent promoted to you from the available list. If none, please proceed to the next field. Sila pilih nama agen yang mempromosikan kepada anda daripada senarai yang tersedia. Sekiranya tiada, sila teruskan ke medan seterusnya.	

6.	Form Field Medan Borang	M	Insert all the required information in the form by clicking the **+Add** button and filling in all the provided fields. In the Academic Background section, the user is required to upload the evidence of learning. Masukkan semua maklumat yang diperlukan dalam borang dengan mengklik butang **+Add** dan mengisi semua medan yang disediakan. Dalam bahagian *Academic Background*, pengguna dikehendaki memuat naik bukti pembelajaran.	The uploaded document copies must be verified by the group as stated above. Salinan dokumen yang dimuat naik perlu mendapatkan pengesahan daripada kumpulan yang dinyatakan di atas
7.	Submit Hantar	M	Click Klik **Submit**	

After the user clicks the 'Submit' button, the system will display a confirmation as shown below.
Selepas pengguna menekan butang 'Hantar', sistem akan memaparkan pengesahan seperti di bawah.


No.	Field Name/Button	Action	Notes
1.	To proceed the process Untuk meneruskan proses.	If there are no issues with the filled information, click the **Continue** button for the next process. Jika tiada masalah berkenaan maklumat yang diisi, klik butang **Continue** untuk proses seterusnya.	The payment notification popup Notifikasi pembayaran
2.	To review back Untuk semak semula	Click the **Back** button if the applicant wants to review the information again. Klik butang **Back** pemohon ingin mengkaji semula maklumat.	

Fourth: Payment

After the user successfully registers for the program, the payment notification will pop up to inform the applicant to proceed to make a payment as shown below.
Selepas pengguna berjaya mendaftar program, pemberitahuan pembayaran akan muncul untuk memberitahu pemohon untuk meneruskan pembayaran seperti gambar di bawah.
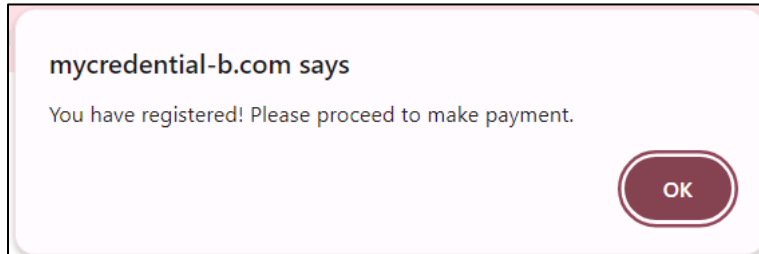
The screen below displayed the payment info page.
Skrin di bawah menunjukan halaman maklumat pembayaran

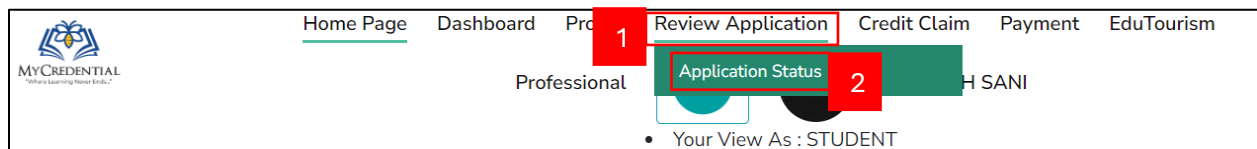| No.	Field Name/Button	Action	Notes
1.	Payment Method Cara Pembayaran	Choose the payment method Pilih cara pembayaran	

After the applicant successfully makes the payment, the success notification will pop up as below.
Selepas pemohon berjaya membuat pembayaran, notifikasi berjaya akan muncul seperti di bawah.

Successfully paid! You will be redirected to your dashboard and kindly wait for approval within 3-5 working days for admin checking. TQ.
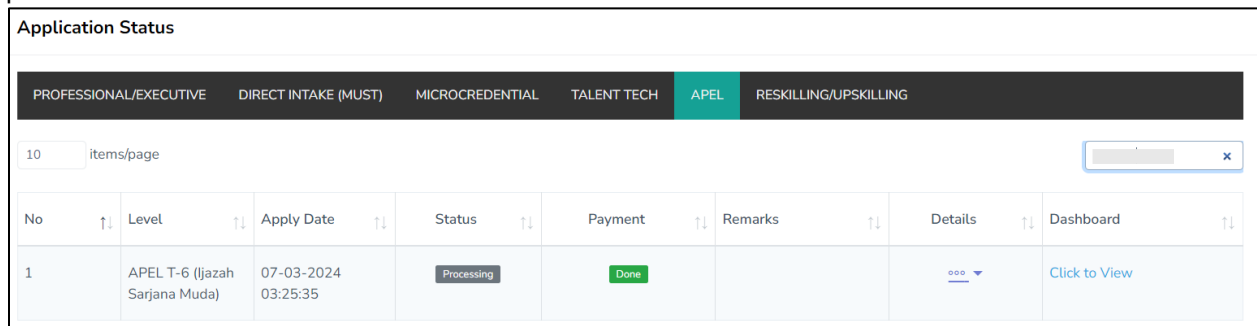
OK

Fifith: Application Status

Users can view the status of their program applications following the steps outlined below.
Pengguna boleh melihat status permohonan program seperti langkah-langkah yang ditunjukkan di bawah.

No.	Field Name/Button	Action	Notes
1.	Menu Menu	Click **Review Application** Menu Klik Menu ***Review Application***	
2.	Submenu Submenu	Click the **Application Status** submenu Klik ***Application Status*** submenu	

The system will display the application status page. Click the APEL menu to view the application status.
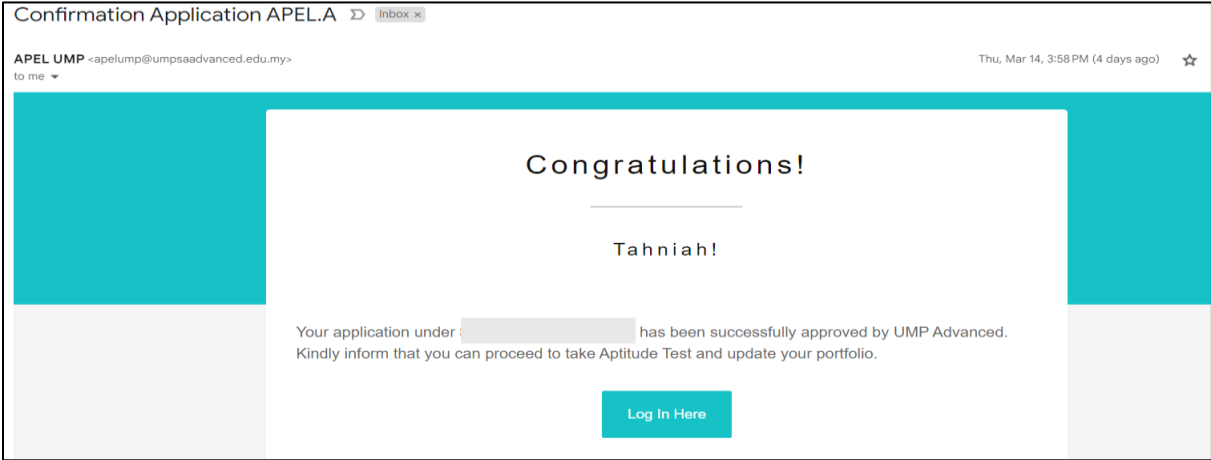Sistem akan memaparkan halaman status permohonan. Tekan menu APEL untuk meilihat status permohonan.

Application Status

PROFESSIONAL/EXECUTIVE	DIRECT INTAKE (MUST)	MICROCREDENTIAL	TALENT TECH	APEL	RESKILLING/UPSKILLING

10 items/page

No	Level	Apply Date	Status	Payment	Remarks	Details	Dashboard
1	APEL T-6 (Ijazah Sarjana Muda)	07-03-2024 03:25:35	Processing	Done		ooo ▼	Click to View

Sixth: Email Notification

If the application is successful, the user will receive an email and the application status will be changed to verified.

Sekiranya permohonan berjaya, pengguna akan menerima satu emel dan status permohonan akan berubah kepada disahkan.

Seventh: Aptitude Test

After the application succeeds, the user must sit for an aptitude test. The guidelines below outline the steps for the user to take the aptitude test.

Selepas permohonan berjaya, pengguna perlu menjalani ujian kebolehan. Garis panduan di bawah menjelaskan langkah-langkah bagi pengguna untuk menjalani ujian kebolehan.

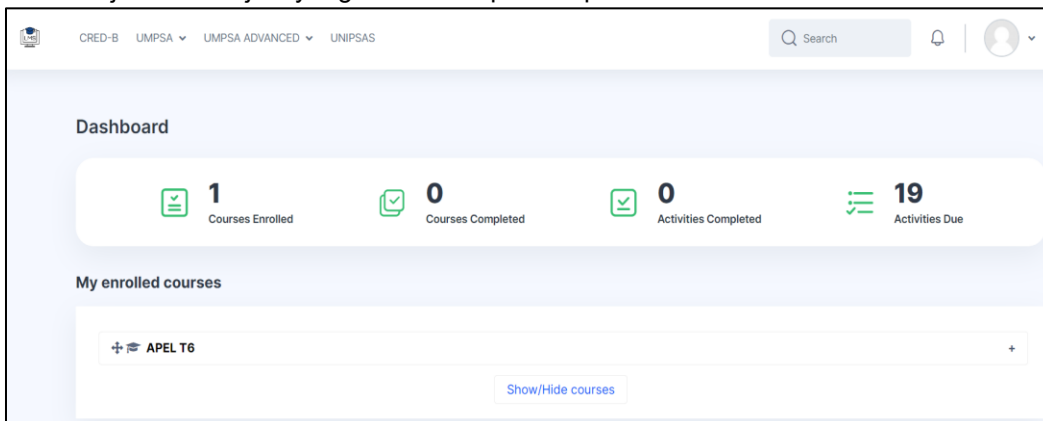| No.	Field Name/Button	Action	Notes
1.	Menu Menu	Click **APEL** Menu Klik Menu **APEL**	
2.	Dashboard Dashboard	Click the Click to View Klik Click to View	

The APEL Dashboard page is displayed as below.
Halaman Dashboard APEL dipaparkan seperti di bawah.
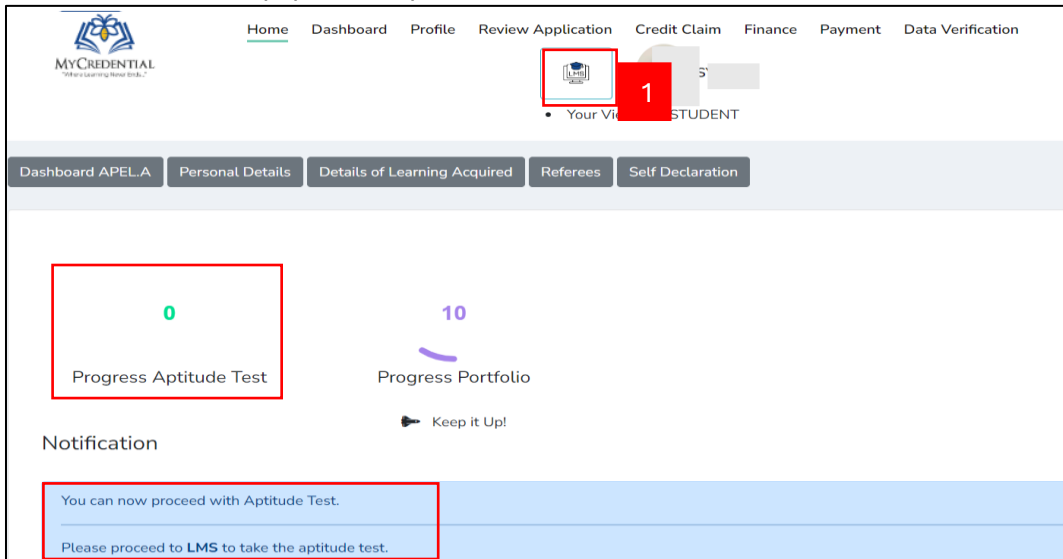
No.	Field Name/Button	Action	Notes
1.	LMS LMS	Click Klik	

The system will redirect the user to the LMS page. The screen will be displayed as below. The users can only answer the assigned test set.
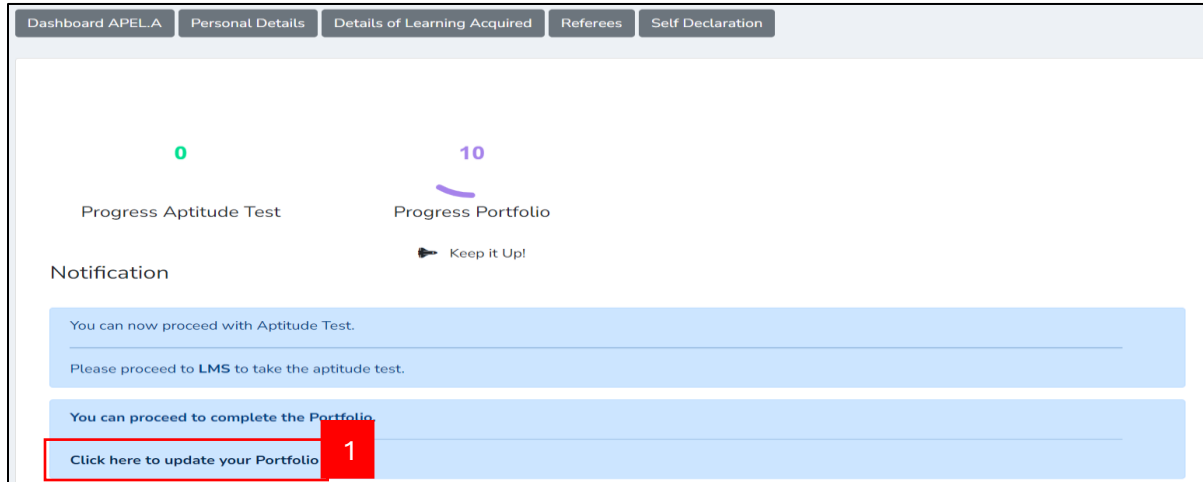Sistem akan mengalihkan pengguna ke halaman LMS. Skrin akan dipaparkan seperti di bawah. Pengguna hanya boleh menjawab set ujian yang telah ditetapkan kepada mereka.

Eighth: Portfolio

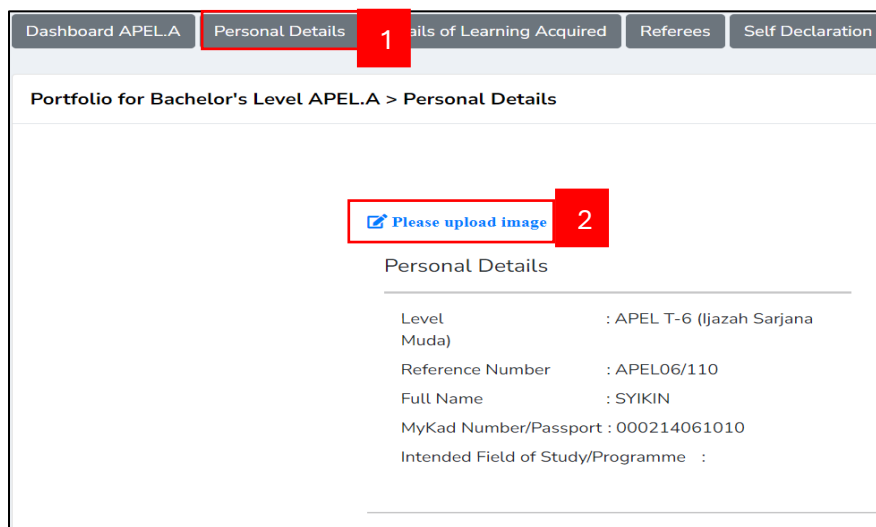Next, the user can update their portfolio.
Seterusnya, pengguna boleh mengemaskini portfolio.

No.	Field Name/Button	Action	Notes
1.	Portfolio Portfolio	Click **"Click here to update your Portfolio"** to update it. Klik ***"Click here to update your Portfolio"*** untuk mengemaskini portfolio.	

There are several portfolio sections that applicants need to update:
Terdapat beberapa bahagian portfolio yang pemohon perlu mengemaskini:

1. Personal Details

No.	Field Name/Button	Action	Notes
1.	Menu Menu	Click the **Personal Detail** menu Klik *Personal Detail* menu	
2.	Upload Picture Muat Naik Gambar	Users need to upload the image. Pengguna perlu memuat naik gambar	

2.   Details of Learning Acquired

No.	Field Name/Button	Action	Notes
1.	Menu Menu	Click the **Detail of Learning Acquired** menu Klik *Detail of Learning Acquired* menu	
2.	Academic Section Bahagian Akademi	Users can choose which section they want to update. Pengguna boleh memilih bahagian mana yang mereka ingin kemaskini	
3.	Add Tambah	Click the **"Add"** button to add details in the academy section. Klik butang *"Add"* untuk menambah butiran di bahagian akademi.	

Add Form
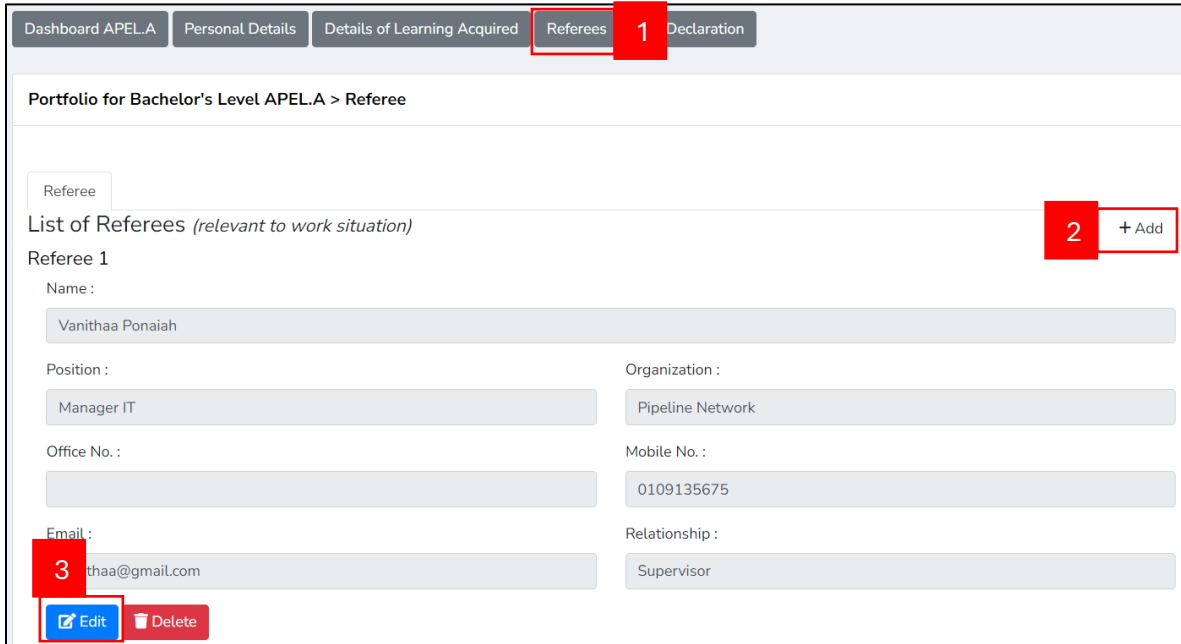
No.	Field Name/Button	Action	Notes
1.	Certificate Form Borang Sijil	Insert all information in the required form. Masukkan semua maklumat dalam medan yang diberikan.	
2.	Add Tambah	Click Klik **Add**	

3. Referees

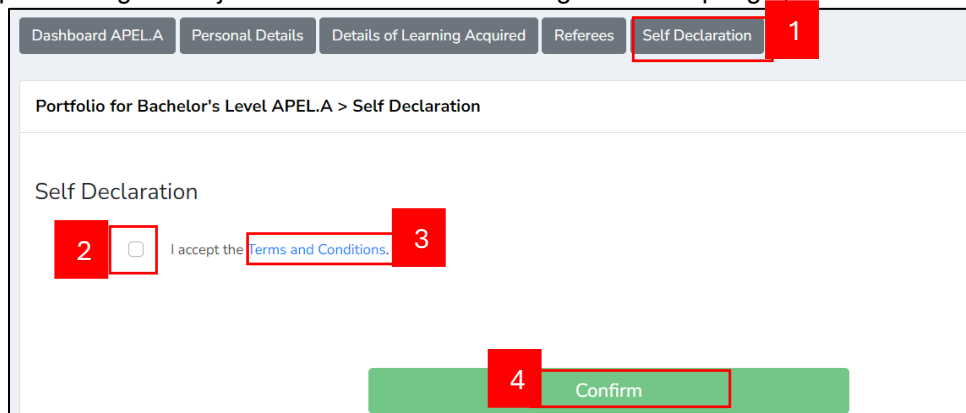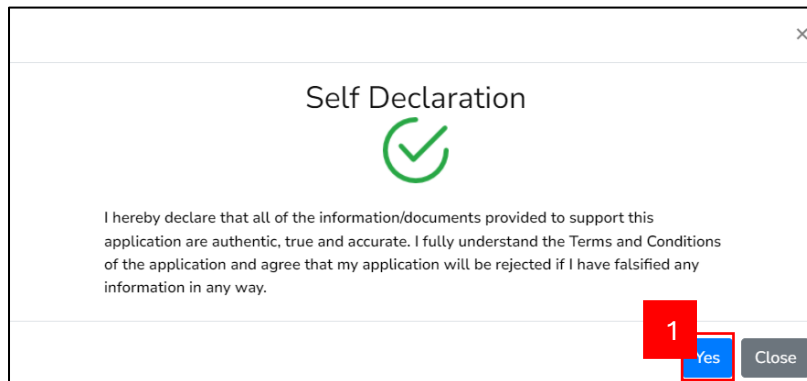| No.	Field Name /Button	Action	Notes
1.	Menu *Menu*	Click **Referee** submenu Klik *Referee* submenu	
2.	Add *Tambah*	Click the **"Add"** button to add a referee. Klik butang *"Add"* untuk menambah rujukan.	
3.	Edit *Edit*	Click ☑ Edit to update the referee details Klik ☑ Edit untuk mengemaskini maklumat rujukan	

4. Self-Declaration

After users update all portfolios, they need to create a self-declaration. Users must take an aptitude test before submitting a self-declaration.

Setelah pengguna mengemaskini semua portfolionya, mereka perlu membuat pengisytiharan diri. Pengguna perlu mengambil ujian kebolehan sebelum mengemukakan pengisytiharan diri.

No.	Field Name/Button	Action	Notes
1.	Menu Menu	Click the **Self Declaration** menu Klik *Self Declaration* menu	
2.	Acceptance Penerimaan	Tix the box Tandakan kotak.	
3.	Term & Condition Terma & Syarat	Click Term & Condition Klik Terma & Syarat	
4.	Confirm Pasti	Click Confirm button for the next step. Klik butang Confirm untuk proses selanjutnya.	

No.	Field Name/Button	Action	Notes
1.	Yes Ya	Click Yes Klik	

After the user clicks the 'Yes' Button at the **Self Declaration**, the portfolio will submitted to the assessor to be evaluated. The APEL result will be sent through email notification.

Selepas pengguna klik butang 'Ya' di **Pengesahan Diri**, portfolio akan dihantar kepada penilai untuk proses penilaian.Keputusan APEL akan dihantar melalui notikasi emel.emel portfolio berjaya dihantar,akan dinilai dalam tempoh dua minggu.