

SYSTEM USER MANUAL DOCUMENT

MYCREDENTIAL SYSTEM

(APPLY APEL.A (T-6))

AGENCY NAME	:	UMPSA Advanced
DOCUMENT DATE	:	11 MARCH 2024
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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 (<u>MyCredential</u>) before starting the process. If the user does not have an account, they must create one. Users can refer to this (<u>User Manual Create Account</u>)

Pengguna perlu log masuk ke dalam sistem MyCredential (<u>MyCredential</u>) terlebih dahulu sebelum memulakan proses. Jika pengguna tidak mempunyai akaun, pengguna perlu membuat akaun terlebih dahulu. Pengguna boleh rujuk (<u>User Manual Create Account</u>)



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.

NCCROENTIAL Markanero tan.	Home Page Dashboard	d Profile Revie	ew Application	Credit Claim	Payment	EduTourism
		• You	ur View As : STL	IDENT		
بۇرسىتى مليسۇ قىغ السلطان عدالله UNIVERSITI MALAYSIA PAHAr AL-SULTAN ABDULLA		PSA NCED		IIII AIII JnIPSAS mul-trikia-tajái	>	VETA
2 UMPSA	UMPSA A	D V A N C E D		UNIPSAS		VETA COLLEGE

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.



UMPSA	Reference:	Topic:	Document Version:
ADVANCED	UMPSAA / UMS	User Manual System	1.1

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 <u>REGISTER NOW</u> Klik <u>REGISTER NOW</u>	

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*.

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Application Form APEL.A	Ą			
APEL T-6 (Ijazah Sarjana Muda)				
Personal Info				
* Indicates required field.				
Copy of Identification Salinan Kad	d Pengenalan * : 1			
Choose File No file chosen				
Please upload using PDF, DOCX, JPG, JPEC	<u>3 & PNG file only. Maximum size of each</u>	file is 3MB.		
MyKad No. <i>No. myKad</i> (witnout "):			
Eul Name I Mana Panuh * :		Condor Lipotion		
Full Name <i>Nama Penun</i>		Gender Januna .		
Data of Pirth L Tarikh Lahir		Empil I Empl:		
Date of BIRIN Tarikin Lanin .		Email Emet.		
Mailing Addross Alamat Surat_M	lanan a spage * .			2
Fnter vour mailing address Sila	isi kan alamat surat-menyurat			
Enter your making duriess parts	ISI Kan atamat Surat menyarat			
				li.
Country <i>Negara</i> * :	State Neger	<i>i*</i> :	District Daerah * :	
Select Country	✓ Select S	State 🗸	Select District	~
Select Country City Bandar * :	Postcode Pa	State v	Select District	~
Select Country City Bandar * : Select City	Postcode Pa Select 5	Postcode	Select District	~
Select Country City Bandar * : Select City Bidang untuk Melanjutkan Pengaji	Postcode Pa Ostcode Pa	State	Select District	~
Select Country City Bandar * : Select City Bidang untuk Melanjutkan Pengaji	Select S Postcode Pa Select I an*: 3	State	Select District	~
Select Country City Bandar * : Select City Bidang untuk Melanjutkan Pengajia Cadangan Institusi untuk Melanjutk	 Select S Postcode Pa Select I an*: 3 kan Pengajian*: 4 	State poskod*: Postcode	Select District	~
Select Country City Bandar * : Select City Bidang untuk Melanjutkan Pengaji	 Select S Postcode Pa Select I an* : 3 kan Pengajian* : 4 	State Postcode	Select District	
Select Country City Bandar * : Select City Bidang untuk Melanjutkan Pengajia Cadangan Institusi untuk Melanjutk Ejen :	 Select S Postcode Pa Select I an* : 3 kan Pengajian* : 4 5 	State	Select District	~
Select Country City Bandar * : City Bandar * : Bidang untuk Melanjutkan Pengajia Cadangan Institusi untuk Melanjutl Ejen : Please Select	 V Select S Postcode Pa V Select I an* : 3 kan Pengajian* : 4 5 	State	Select District	~ 6
Select Country City Bandar * : City Bandar * : Bidang untuk Melanjutkan Pengajii Cadangan Institusi untuk Melanjutk Ejen : Please Select Academic Background Latar Be -Press button below to add Academic Backgro	 Select S Postcode Pa Select I an*: 3 kan Pengajian*: 4 5 clakang Akademik* ound 	State	Select District	~ 6
Select Country City Bandar * : City Bandar * : Bidang untuk Melanjutkan Pengajia Cadangan Institusi untuk Melanjutkan Ejen : Cademic Background Latar Be Press button below to add Academic Background Latar B	Select S Postcode Pa Select I an*: an*: 3 kan Pengajian*: 4 Salakang Akademik* aund & PNG file only. Maximum size of file is	Itate	Select District	۲
Select Country City Bandar * : Select City Bidang untuk Melanjutkan Pengajia Cadangan Institusi untuk Melanjutk Ejen : Please Select Academic Background Latar Be -Press button below to add Academic Backgr Texes uploar using PDF, DOCX, IPG, IPEG B + Add	Select S Postcode Pa Select I an*: an*: 3 kan Pengajian*: 4 5 clakang Akademik* ound & PNG file only. Maximum size of file is	State poskod * : Postcode Less than 4MB.	Select District	~ 6
Select Country City Bandar * : Select City Bidang untuk Melanjutkan Pengaji Cadangan Institusi untuk Melanjutk Ejen : Please Select Academic Background Latar Be -Press button below to add Academic Backgr +Add Academic Qualification Inst	Select S Postcode Pa Select I an*: an*: 3 kan Pengajian*: 4 5 clakang Akademik* ound 8 PNG file only. Maximum size of file is stitution/Awarding Body/School	State Postcode Pos	of Learning	Action
Select Country City Bandar * : Select City Bidang untuk Melanjutkan Pengajia Cadangan Institusi untuk Melanjutk Ejen : Please Select Academic Background Latar Be -Press button below to add Academic Backgr Please wyleat using PDF, DOCX JPG, JPEG B + Add Academic Qualification Ins Select	Select S Postcode Pa Select I an*: an*: 3 kan Pengajian*: 4 5 clakang Akademik* ound 8 PNG file only. Maximum size of file is stitution/Awarding Body/School	State	of Learning Files No file chosen	۲ Cone Cone Cone Cone Cone Cone Cone Cone
Select Country City Bandar * : Select City Bidang untuk Melanjutkan Pengajia Cadangan Institusi untuk Melanjutk Ejen : Please Select Academic Background Latar Be -Press button below to add Academic Background Latar Be -Press button below to add Academic Background Latar Be -Press button below to add Academic Background Latar Be -Press button below to add Academic Background Latar Be -Press button below to add Academic Background Latar Be Select Select	Select S Postcode Pa Select I an*: 3 kan Pengajian*: 4 5 clakang Akademik* ound 8 PNG file only. Maximum size of file is stitution/Awarding Body/School	State State Postcode Postcode Postcode Postcode Postcode Po	of Learning Files No file chosen	۲ Action
Select Country City Bandar *: Select City Bidang untuk Melanjutkan Pengajia Cadangan Institusi untuk Melanjutk Ejen : Please Select Academic Background Latar Be -Press button below to add Academic Backgn Please upleat using PDF, DOCX JPG, JPEG B + Add Academic Qualification Ins Select	Select S Postcode Pa Select I an*: an*: 3 kan Pengajian*: 4 5 clakang Akademik* ound PNG file only. Maximum size of file is stitution/Awarding Body/School is D. Insiana *	State State Postcode Less than 4MB. I 2024 Choose	of Learning Files No file chosen	۲ Action
Select Country City Bandar * : Select City Bidang untuk Melanjutkan Pengaji Cadangan Institusi untuk Melanjutk Cadangan Institusi untuk Melanjutk Ejen : Please Select Academic Background Latar Be -Press button below to add Academic Backgr + Add Academic Qualification Ins Select Working Information Makluma Press button below to add Working Information		State State Postcode Postcode Less than 4MB. Dol Year Awarded Evidence 2024 Choose	of Learning Files No file chosen	۲ Action
Select Country City Bandar * : Select City Bidang untuk Melanjutkan Pengaji Cadangan Institusi untuk Melanjutk Ejen : Please Select Academic Background Latar Be Press button below to add Academic Backgr + Add Academic Qualification Ins Select + Add Working Information Makluma Press button below to add Working Information + Add	Select S Postcode Pa Select I an*: an*: 3 kan Pengajian*: 4 5 kan Pengajian*: 4 5 kan Pengajian*: 4 5 stitution/Awarding Body/School stitution/Aw	State State Postcode Postcode Less than 4MB. Iless than 4MB. Iles	of Learning Files No file chosen	۲ Action
Select Country City Bandar *: Select City Bidang untuk Melanjutkan Pengaji Cadangan Institusi untuk Melanjutk Ejen : Please Select Academic Background Latar Be -Press button below to add Academic Backgro +Add Academic Qualification Ins Select Working Information Makluma Press button below to add Working Informat + Add Name of company		State v poskod*: Postcode less than 4MB. pl Year Awarded Evidence 2024 v Choose Job Description	of Learning Files No file chosen	Contraction

Add						
Languag	e	Listening	Reading	Speaking	Writting	Action
rences F	Rujukan w to add reference	5				
rences F is button belo Add	lujukan w to add reference	5				

No.	Field Name/	Mandatory	Action	Notes
	Button	(M)		
1.	Copy of Identification Card Salinan Kad Pengenalan	М	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	М	Insert all information in the required form. Masukkan semua maklumat dalam medan yang diberikan.	
3.	Bidang untuk Melanjutkan	М	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	М	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.	

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6.	Form Field Medan Borang	Μ	Inser the fo and f In section uploa Masu diperl meng semu bahay peng bukti	The uploaded document form by clicking the + Add button filling in all the provided fields. the Academic Background ion, the user is required to ad the evidence of learning. ukkan semua maklumat yang rlukan dalam borang dengan gklik butang + Add dan mengisi ua medan yang disediakan. Dalam agian Academic Background, gguna dikehendaki memuat naik
7.	Submit Hantar	М	Click Klik	k 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 <u>Continue</u> button for the next process. Jika tiada masalah berkenaan maklumat yang diisi, klik butang <u>Continue</u> 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



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.



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.

1 A A A A A A A A A A A A A A A A A A A	Home Page	Dashboard	Prc 1	Review Application	Credit Claim	Payment	EduTourism
MYCREDENTIAL "Vitras Learning New Ends."		Prot	fessional	Application Status	2 н	SANI	
				Your View As : STU	IDENT		

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.

Appli	Application Status														
PRO	FESSION	AL/EXECUTIVE	DI	IRECT INTAKE (M	UST)	MICROCREDE	NTIAL	TALENT TECH	APE	E RESKILL	NG/UPSKILLII	٩G			
10	item	s/page												·	×
No	ţ↑	Level	î↓	Apply Date	ţ↓	Status	ţ↓	Payment	¢↓	Remarks	ţ↓	Details	↑↓	Dashboard	↑↓
1		APEL T-6 (ljaza Sarjana Muda)	ah	07-03-2024 03:25:35		Processing		Done				<u></u>		Click to View	

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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.

Congratulations!	
Tahniah!	
Your application under has been successfully approved by UMP Advanced. Kindly inform that you can proceed to take Aptitude Test and update your portfolio.	
Log In Here	

PROFESSION	AL/EXECUTIVE	DIRECT INTAKE (MUST)	MICROCREDENTIAL	TALENT TECH	APEL	RESKILLING/UPSKILLI	NG		
10 item	s/page								×
No	Level	↓ Apply Date ↑↓	Status 🌐	Payment	†↓ Re	emarks ↑↓	Details ↑↓	Dashboard	†↓
2	APEL T-6 (ljazah Sarjana Muda)	14-03-2024 03:55:21	Verified	Done			000 🔻	Click to View	

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.

Applic	Application Status														
PROFE	ESSION	AL/EXECUTIVE	DIRECT INTAK	E (MUST)	MICROCREDE	NTIAL	TALENT 1	APE	EL RESKIL	LING/UPSKILLI	NG				
10	item	s/page											, ,		×
No	ţ↓	Level	$_{\uparrow\downarrow}$ Apply Dat	e î↓	Status	ţ↓	Payment	ţ↓	Remarks	ţ↓	Details	ţ↓	Dashboard		¢↓
2		APEL T-6 (Ijaza Sarjana Muda)	ah 14-03-202 03:55:21	24	Verified		Done		1		<u>000</u> 🔻		Click to View	2	



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.

			•						
N	WCREDENTIAL When Learning How Only.	Home	Dashboard	Profile	Review Application	Credit Claim 5 1 STUDEN	Finance	Payment	Data Verification
Dashb	ooard APEL.A	Personal Details	Details of Lea	arning Ac	quired Referees	Self Declaration	n		
N	0 Progress Ap otification) otitude Test	Pro	10 gress Po Keep	ortfolio it Up!				
	You can now pro	ceed with Aptitud	de Test.						
	Please proceed t	to LMS to take the	e aptitude test.						

No.	Field Name/Button	Action	Notes
1.	LMS LMS		

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.

CRED-B	UMPSA 🗸	UMPSA ADVANCED 🗸	UNIPSAS				Q Search	Q	•
Dashb	ooard								
	Ě	1 Courses Enrolled		O Courses Completed	¥	O Activities Completed);=	19 Activities Due	
My enr	olled cour	ses							
4	🕿 APEL T6			Show/F	Hide courses				+



Eighth: Portfolio

Next, the user can update their portfolio.

Seterusnya, pengguna boleh mengemaskini portfolio.

Dashboard APEL.A Personal Details D	etails of Learning Acquired 📗 R	eferees Self Declaration
0	10	
Progress Aptitude Test	Progress Portfolio	
Notification	► Keep it Up!	
You can now proceed with Aptitude Tes	t.	
Please proceed to LMS to take the aptit	ude test.	
You can proceed to complete the Portf	alio	
Click here to update your Portfolio	1	

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

Dashboard APEL.A Personal Details	1 ails of Learning Acqui	red Referees Self Declaration
Portfolio for Bachelor's Level APE	L.A > Personal Details	
	🗹 Please upload image	2
	Personal Details	-
	Level Muda)	: APEL T-6 (ljazah Sarjana
	Reference Number	: APEL06/110
	Full Name	: SYIKIN
	MyKad Number/Passpo	ort : 000214061010
	Intended Field of Study	//Programme :



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

Dashboard APEL.A	Personal Details	Details of Learning A	cquired 1 rees	Self Declara	ition			
Portfolio for Bachelor's Level APEL.A > Details of Learning Acquired								
🛆 Anda boleh l	engkapkan portfolio	o anda sama ada dalam	Bahasa Inggeris at	au Bahasa Mela	yu.			
▲ Dokumen sa	linan hendaklah disa	ahkan oleh Pegawai Ker	rajaan Kumpulan A/	/ Pengetua/ Gur	u Besar/ Guru Pe	nolong Kanan/ Wakil	Rakyat/ Pengga	wa/
Cop pegawai ata	Kampung/ Pengerus u saksi hendaklah m	si JKKK (Jawatankuasa l Jempunyai nama dan jay	Kemajuan dan Kese watan pegawai sert	a jabatan Kampu a jabatan atau	ng)/ Ketua Kaun alamat di mana p	n/ Ketua Anak Negeri, Degawai bertugas.	Pesuruhjaya Su	mpah.
Certificated Learni	ng Experiential L	earning Other Learn	ning Skills Langi	uage Skills	Gelf Assessment	2		3
Certificated Le	earning most recent.						Appendix	+ Add
			Education a	nd Training				
Year Awarded	Title of Certification	Level Award A	warding Body	Component	Grade	Competencies	Attach Evidence	Action

No.	Field Name/Button	Action	Notes
1.	Menu	Click the Detail of Learning Acquired	
	Menu	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	
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

Year Awarded *	2024				
Title of Certification *					
Level of The Award *	Select Level				
Awarding Body *					
Competencies*	Generic Skills				
	□Numerical Skills				
	Communication Skills				
	□Information Management Skills				
	□Knowledge				
	Practical Skills				
	□Self-Reflection				
	* Please refer Appendix for a description of competencies.				
Attachment of Evidence *	Choose File No file chosen				
	* Re-uploading will replace existing attachment.				
	* Please make sure your attachment below than 2MB.				
	* JPG, JPEG, PNG & PDF files are allowed to upload.				

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

Dashboard APEL.A Personal Details Details of Learning Acquired Referee	s 1 Declaration
Portfolio for Bachelor's Level APEL.A > Referee	
Referee	
Referee 1 Name :	
Vanithaa Ponaiah	
Position :	Organization :
Manager IT	Pipeline Network
Office No. :	Mobile No. :
	0109135675
Email :	Relationship :
3 thaa@gmail.com	Supervisor
C Edit	

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

Dashboard APEL.A Personal Details Details of Learning Acquired Referees Self Declaration
Portfolio for Bachelor's Level APEL.A > Self Declaration
Self Declaration 2 I accept the Terms and Conditions. 3

UMPSA	Reference:
ADVANCED	UMPSAA / UMS



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

	\mathbf{O}		
I hereby declare that	all of the information/documer	nts provided to support this	
application are authors of the application an	entic, true and accurate. I fully i d agree that my application wi	understand the Terms and Conditions Il be rejected if I have falsified any	
information in any w	ay.		

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

Self Declaration	1
	Thank you! You have successfully accepted the declaration based on this Terms and Conditions.