




SYSTEM USER MANUAL DOCUMENT

MYCREDENTIAL SYSTEM


(APPLY APEL.A T7)

AGENCY NAME	:	UMPSA Advanced
DOCUMENT DATE	:	14 OCTOBER 2024
DOCUMENT VERSION	:	1.1

	Reference: UMPSAA / UMS	Topic: User Manual System	Document Version: 1.1
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1. Module and Guideline

1.1. Introduction

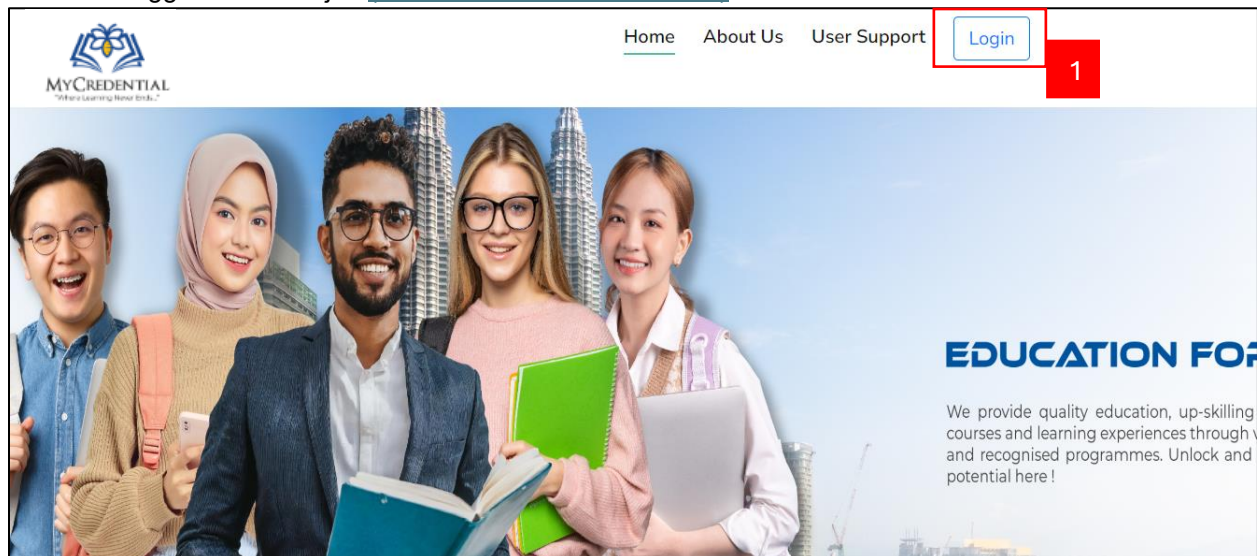
The User Manual for the APEL.A Program serves as a guide for users when applying for the APEL.A program. The procedures outlined in this brief description are intended to assist and guide users through applying for a program in professional or executive fields. This manual provides step-by-step instructions 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 must 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](#))

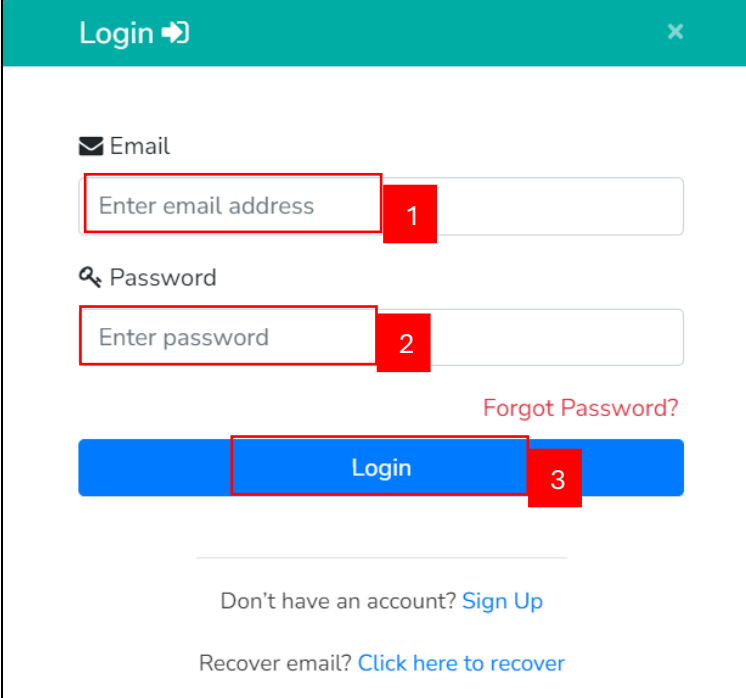
Pengguna perlu log masuk ke dalam sistem MyCredential ([MyCredential](#)) terlebih dahulu sebelum memulakan proses. Jika pengguna tidak mempunyai akaun, pengguna perlu membuat akaun terlebih dahulu. Pengguna boleh rujuk ([User Manual Create Account](#))



No.	Field Name/Button	Action	Notes
1.	Sign In Log Masuk	Click Klik 	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.




The screenshot shows a 'Login' form with the following elements:

- 1**: A red box highlights the 'Enter email address' input field.
- 2**: A red box highlights the 'Enter password' input field.
- 3**: A red box highlights the 'Login' button.

Other visible elements include: 'Email' label with an envelope icon, 'Password' label with a magnifying glass icon, a 'Forgot Password?' link, and links for 'Don't have an account? Sign Up' and 'Recover email? Click here to recover'.

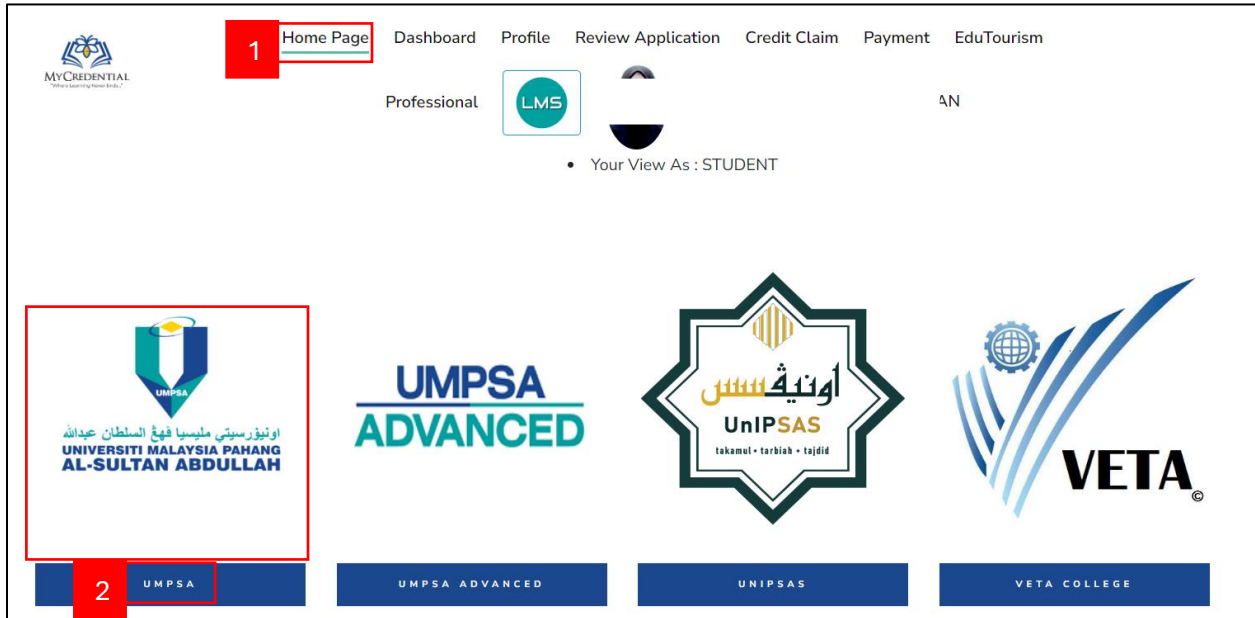
No.	Field Name/Button	Action	Notes
1.	Email Address Alamat Emel	In the Email Address field, enter the email address. Dalam medan emel, masukkan Alamat emel.	
2.	Password Kata Laluan	In the password field, enter the data. Dalam medan kata laluan, masukkan data.	
3.	Log In Log Masuk	Click Klik 	The user 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.

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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.

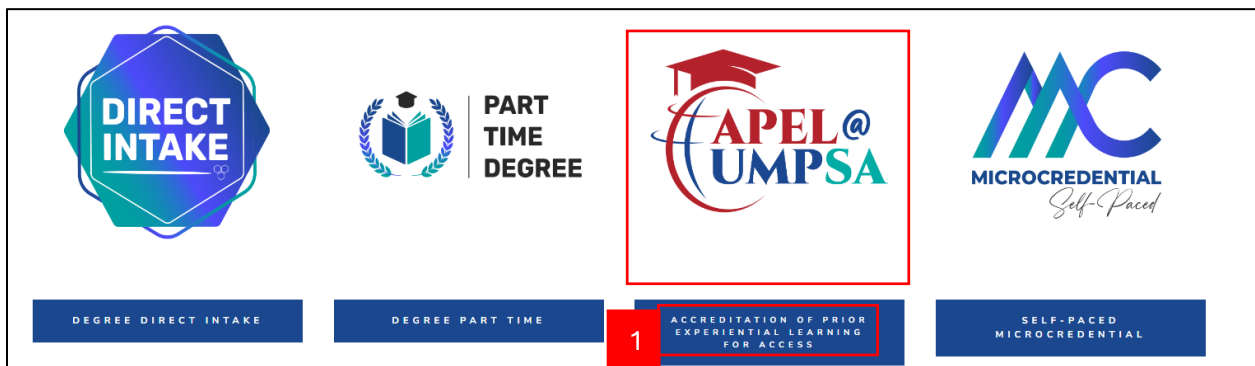
Selepas pengguna berjaya log masuk ke dalam sistem, antara muka akan dipaparkan seperti di bawah. Pengguna perlu pergi ke menu Utama.




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.



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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)	

The system will display the details of the selected program on the next page. Users must select the APEL (T7) program. Local users should navigate to the "Local" section, while international users should proceed 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.	APEL (T7) APEL (T7)	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.

Application Form APEL.A

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 ** : State | *Negeri ** : District | *Daerah ** :

--- Select Country --- --- Select State --- --- Select District ---

City | *Bandar ** : Postcode | *Poskod ** :

--- Select City --- --- 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
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Language | Bahasa
* Press button below to add language


Language	Listening	Reading	Speaking	Writing	Action
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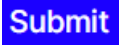
References | Rujukan
* Press button below to add references

Name	Position	Organisation	Mobile	Email	Relationship	Relationship Length	Action
------	----------	--------------	--------	-------	--------------	---------------------	--------

7


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.	

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6.	Form Field Medan Borang	M	Insert all the required information in the form by clicking the  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  dan mengisi semua medan yang disediakan. Dalam bahagian <i>Academic Background</i> , 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 	

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.





Confirmation




I declare that all the information and documents above are true, and Universiti Malaysia Pahang reserves the right to reject this application if the information and documents are found to be FALSE or INCOMPLETE.

Are you sure all the details correct and proceed to submit the application form?

1
Continue
Back
2

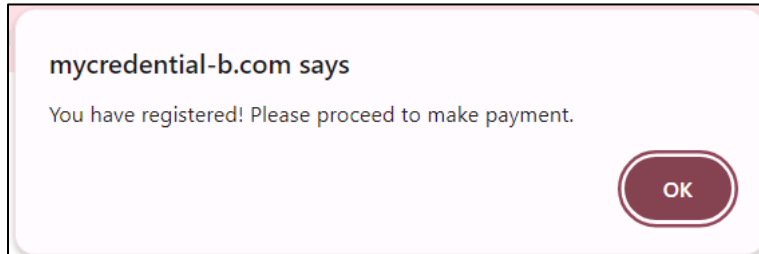
No.	Field Name/Button	Action	Notes
1.	To proceed the process Untuk meneruskan proses.	If there are no issues with the filled information, click the  button for the next process. Jika tiada masalah berkenaan maklumat yang diisi, klik butang  untuk proses seterusnya.	The payment notification popup Notifikasi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

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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 menunjukkan halaman maklumat pembayaran

Payment Info

Payer's Name:

Payer's e-Mail:


Payer's Phone No.:


Pay For:

Payment Currency:

Amount to Pay:

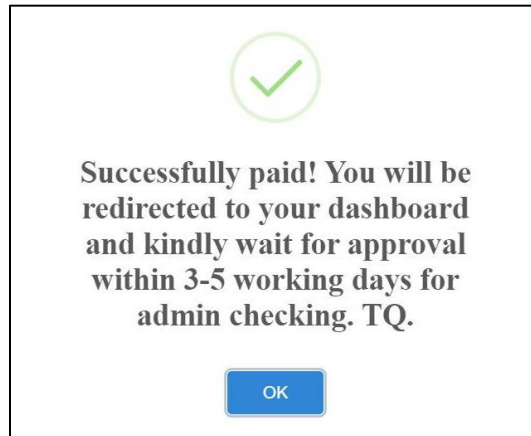
Choose a payment method:





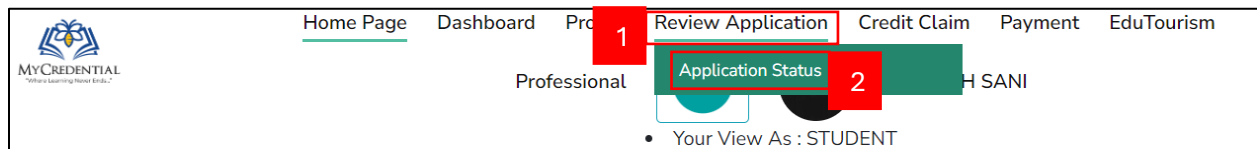
No.	Field Name/Button	Action	Notes
1.	Payment Method Cara Pembayaran	Choose the payment method Pilih cara pembayaran	

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.



Fifth: Application Status

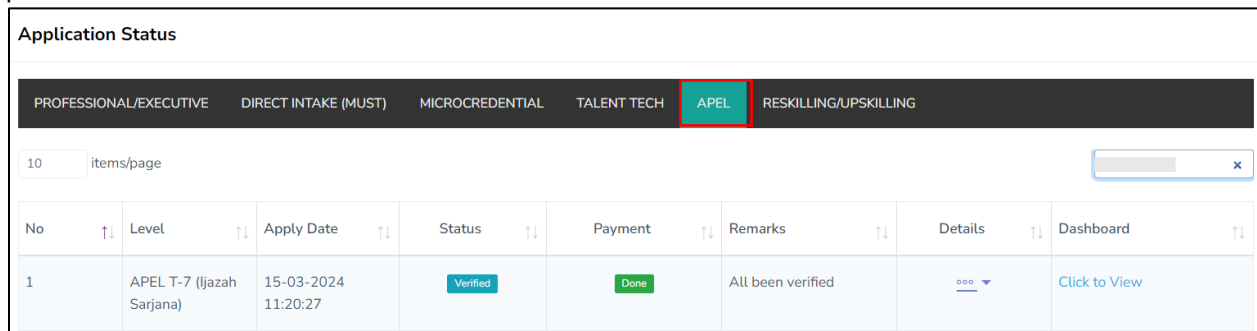
Users can view the status of their program applications following the steps outlined below. Pengguna boleh melihat status permohonan program seperti langkah-langkah yang ditunjukkan di bawah.



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 melihat status permohonan.

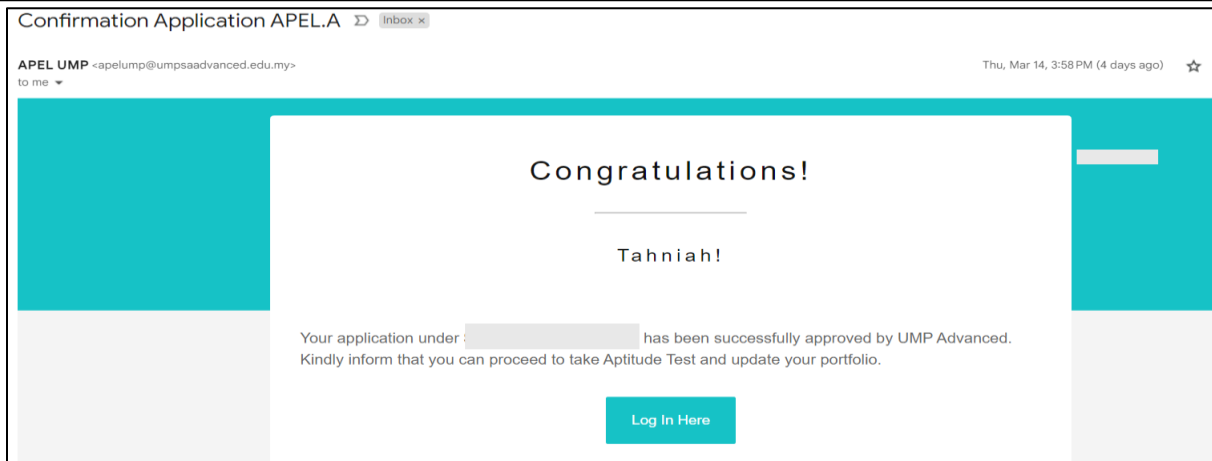


Sixth: Email Notification

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.

Application Status									
PROFESSIONAL/EXECUTIVE DIRECT INTAKE (MUST) MICROCREDENTIAL TALENT TECH APEL RESKILLING/UPSKILLING									
10 items/page								verified x	
No	Level	Apply Date	Status	Payment	Remarks	Details	Dashboard		
1	APEL T-7 (Ijazah Sarjana)	15-03-2024 11:20:27	Verified	Done	All been verified	⋮	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.

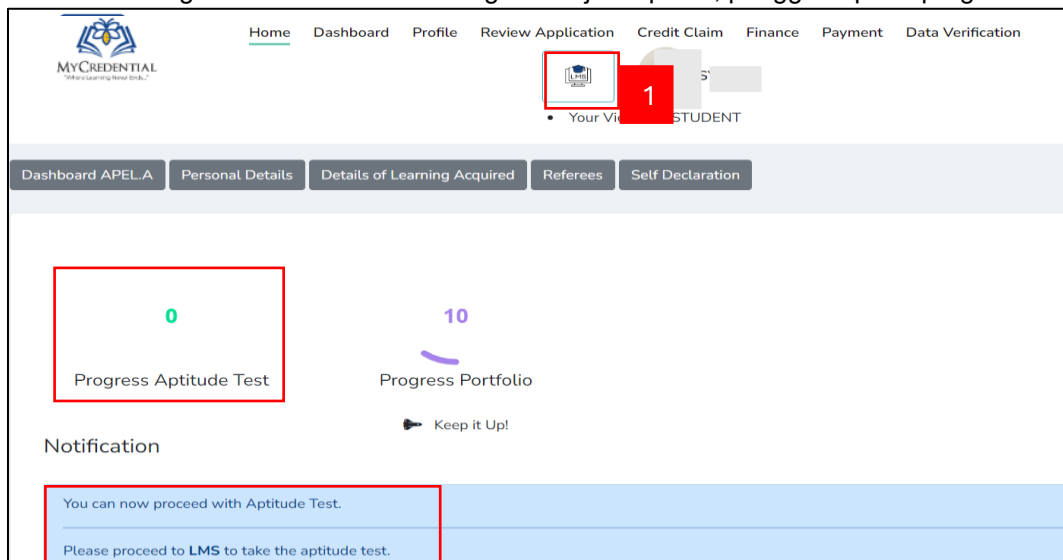
Application Status									
PROFESSIONAL/EXECUTIVE DIRECT INTAKE (MUST) MICROCREDENTIAL TALENT 1 APEL RESKILLING/UPSKILLING									
10 items/page									
No	Level	Apply Date	Status	Payment	Remarks	Details	Dashboard		
1	APEL T-7 (Ijazah Sarjana)	15-03-2024 11:20:27	Verified	Done	All been verified	⋮	Click to View 2		



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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 shown below. Users can view the progress bar for the aptitude test and the notification section. To take the aptitude test, users need to go to the LMS.

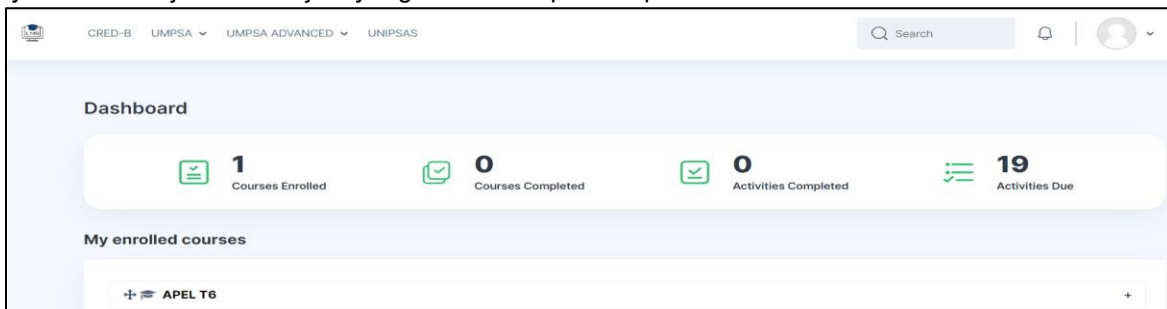
Halaman Papan Pemuka APEL dipaparkan seperti di bawah. Pengguna boleh melihat bar kemajuan untuk ujian aptitud dan bahagian notifikasi. Untuk mengambil ujian aptitud, pengguna perlu pergi ke LMS.




No.	Field Name/Button	Action	Notes
1.	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.

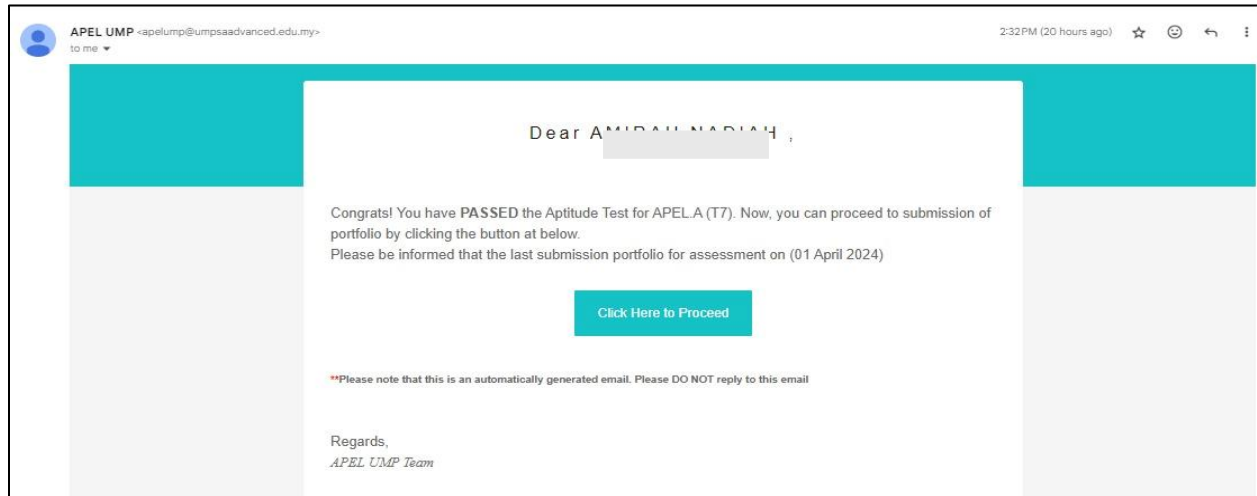
Sistem akan mengalihkan pengguna ke halaman LMS. Skrin akan dipaparkan seperti di bawah. Pengguna hanya boleh menjawab set ujian yang telah ditetapkan kepada mereka.



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Once the user completes the aptitude test, they can return to the APEL Dashboard page in MyCredential to view their score and update their portfolio. Additionally, the user will receive the result of the aptitude test through email notification.

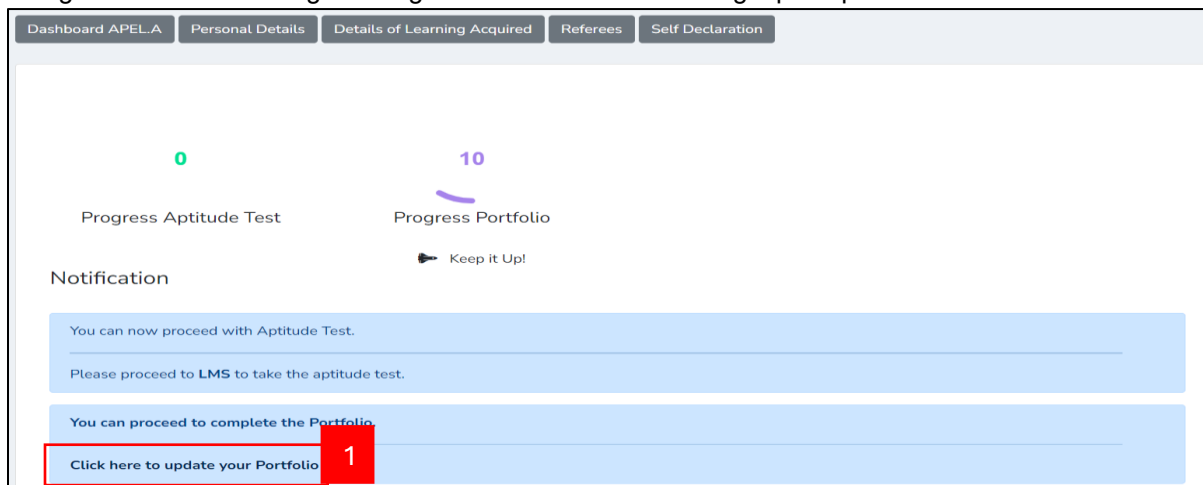
Setelah pengguna menyelesaikan ujian kebolehan, mereka boleh kembali ke halaman Papan Pemuka APEL di MyCredential untuk melihat skor mereka dan mengemas kini portfolio mereka. Selain itu, pengguna akan menerima keputusan ujian kebolehan melalui notifikasi e-mel




Eighth: Portfolio

Next, users need to update their portfolios. Ensure all required information is completed and in English. Attachments must be verified by an authorized individual, like a government official or lecturer, who should sign or stamp with their name and contact details. Follow the steps below to complete the portfolio.

Seterusnya, pengguna perlu mengemas kini portfolio mereka. Pastikan semua maklumat yang diperlukan telah lengkap dan dalam bahasa Inggeris. Lampiran mesti disahkan oleh individu yang berkuasa, seperti pegawai kerajaan atau pensyarah, yang harus menandatangani atau mengecop dengan nama dan butiran hubungan mereka. Ikuti langkah-langkah di bawah untuk melengkapkan portfolio.

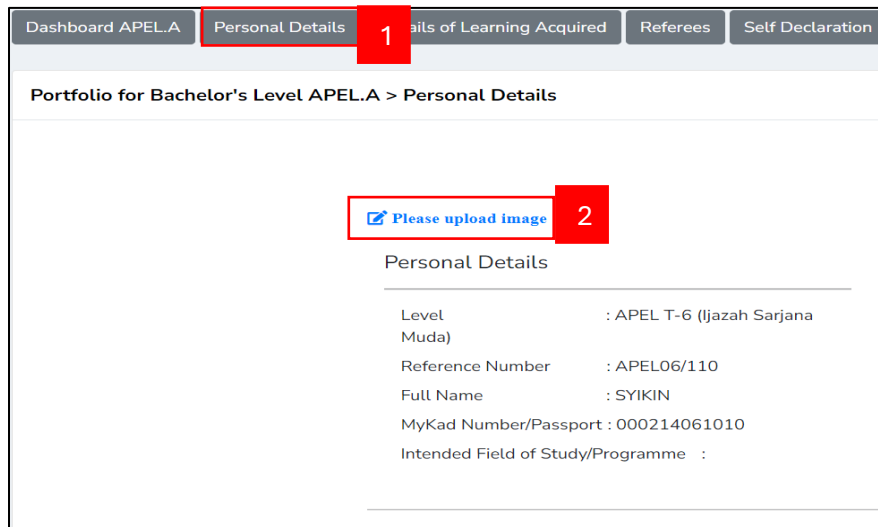


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No.	Field Name/Button	Action	Notes
1.	Portfolio	Click “Click here to update your Portfolio” to update it. Klik “Click here to Update Your Portfolio” untuk mengemaskini	

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

1. Personal Details



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

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2. Details of Learning Acquired

Dashboard APEL.A
Personal Details
Details of Learning Acquired
1
rees
Self Declaration

Portfolio for Bachelor's Level APEL.A

⚠ Please complete your portfolio in English only.

⚠ A certified copy of the document shall be authenticated by a Group A Government Officer/Principal/School Principal/Assistant Senior Teacher/Representative of the People/Chief/Headman/Village Head/Chairperson of the Village Progress and Safety Committee (JKKK)/Tribal Chief/Head of State/Commissioner for Oaths. The official stamp or witness shall bear the name and position of the officer, as well as the department or address where the officer is stationed.


Certificated Learning
Experiential Learning
Training
Language Competency
2
Self Assessment
3

Certificated Learning / Formal Learning + Add

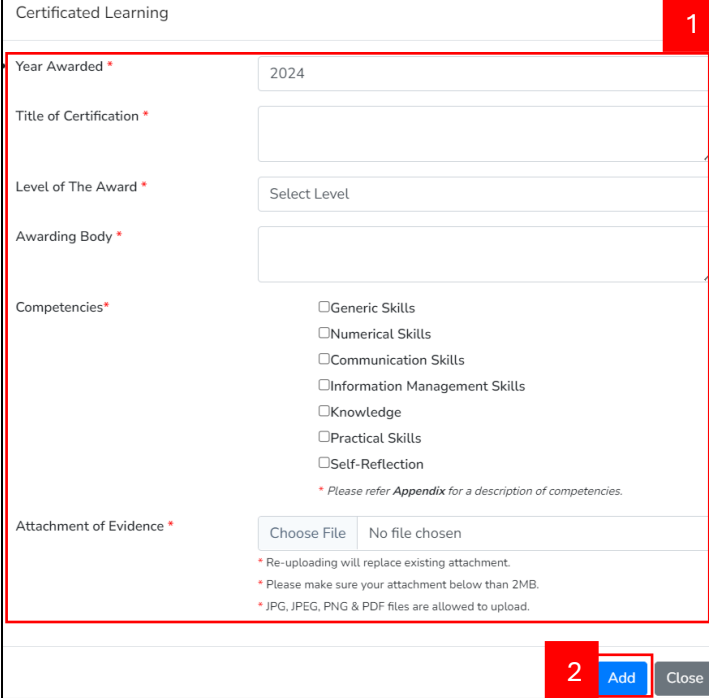
Please start with the most recent.


Title of Certification	Level Award	Awarding Body	Component	Grade	Duration of Study	Year Awarded	Competencies	Attach Transcript	Attach Evidence	Action
Test	Certificate	Taylor University			3 years	2019	✓ Generic: Social, Entrepreneurship	View	View	

No.	Field Name/ Button	Action	Notes
1.	Menu	Click the Detail of Learning Acquired menu Klik Menu Detail of Learning Acquired	
2.	Learning Section	Users can choose which section they want to update Pengguna perlu memilih bahagian yang perlu untuk dikemaskini	
3.	Add	Click the “Add” button to add details in the academy section Klik butang “Add” untuk menambah maklumat di dalam bahagian yang dipilih	

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When the user clicks the "Add" button, a form will pop up as shown below.
Apabila pengguna klik butang "Add", satu tettingkap borang akan muncul seperti ditunjukkan di bawah.



No.	Field Name/ Button	Action	Notes
1.	Certificate Form	Insert all information in the required form. Lengkapkan semua maklumat yang diperlukan	
2.	Add	Click Klik 	

If users are unsure or do not know which section to add regarding formal learning, informal learning, or non-formal learning, they can refer to the information below.

Jika pengguna tidak pasti bahagian mana yang perlu ditambah berkaitan dengan pembelajaran formal, pembelajaran tidak formal, atau pembelajaran bukan formal, mereka boleh merujuk kepada maklumat di bawah.

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Learning Details

- a. **Formal Learning** - (Certification)
- b. **Informal Learning** - Career Experience - Other activities; hobbies, sports, community service, etc.
- c. **Non-Formal Learning** - training, seminars, workshops, conferences, etc.

LIST OF EVIDENCE

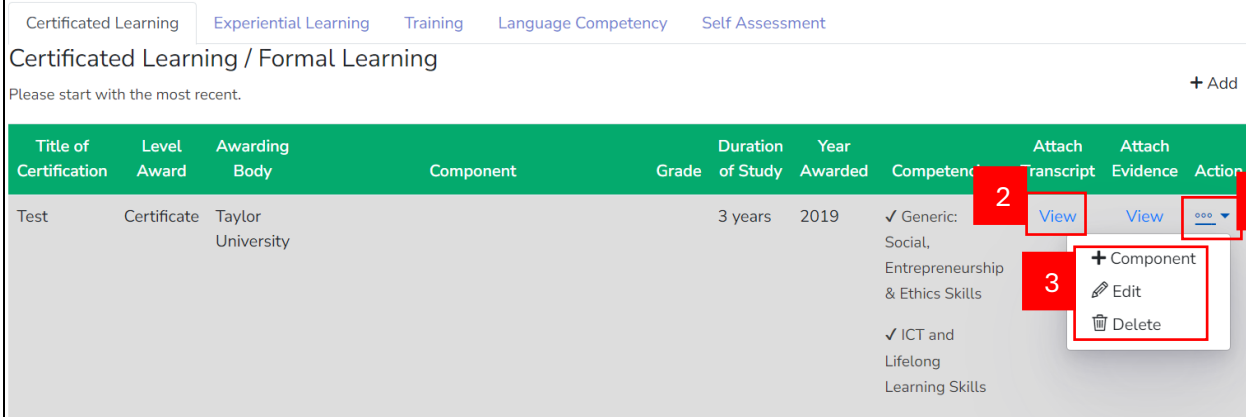
Evidence that can be provided by the applicant



Direct Evidence	Indirect Evidence
<p>Certificate Certificate You can provide a copy of your qualifications such as.</p> <ul style="list-style-type: none"> • School Certificate • Statement of Results • Courses followed at work 	<p>Written records You may provide a copy.</p> <ul style="list-style-type: none"> • Diary • Records • Journal • Articles
<p>Examples of Work You can provide example tasks/ work like.</p> <ul style="list-style-type: none"> • Drawings or pictures • Reports • Written materials • Projects • Objects • Artwork 	<p>Email You can provide copies of email communications that can confirm your claim such as.</p> <ul style="list-style-type: none"> • Customer feedback • Work activities. • Written skills
<p>Record of activities at work You can provide documents that can verify your activities at work.</p> <ul style="list-style-type: none"> • Notes • Email • Complete paperwork • Employment agreement • Contract 	<p>Letter of support You can provide a copy of a supporting letter that can verify the claim from.</p> <ul style="list-style-type: none"> • Employer • Community groups • Clients you have worked with (paid or voluntary work)
<p>Documents You can provide copies of evidence that show what you have achieved in your life.</p> <ul style="list-style-type: none"> • Media articles • Awarding of honors 	

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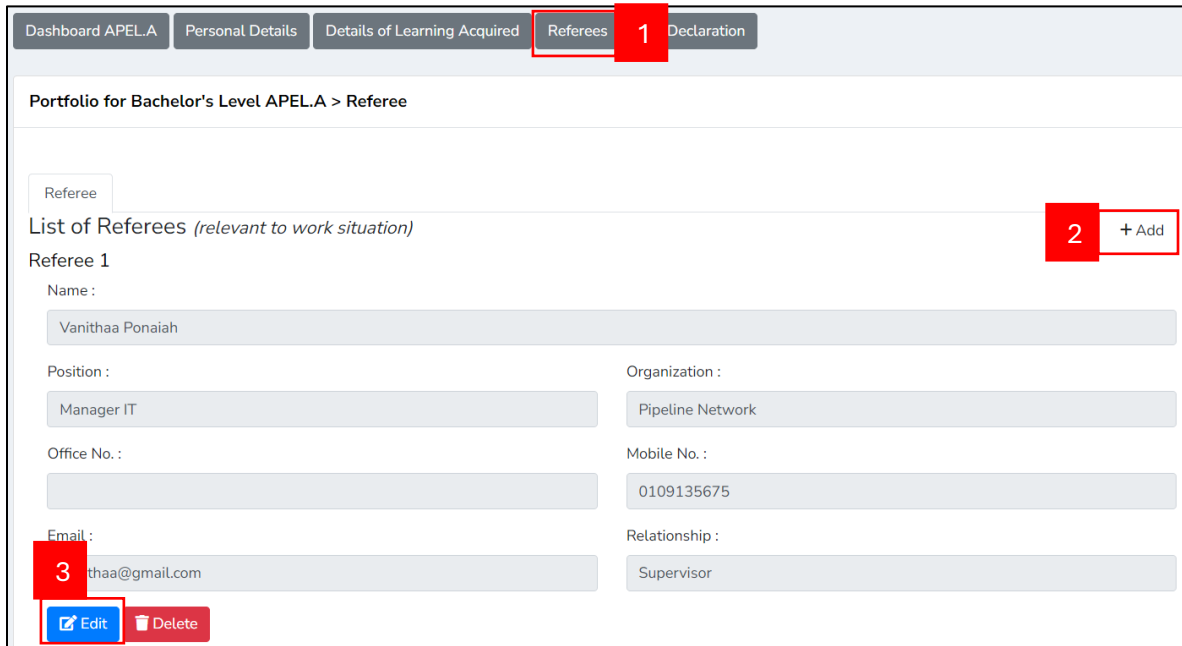
For existing data, users can view and update it. The steps below show the actions that users can perform.


Untuk maklumat yang tersedia, pengguna boleh melihatnya dan mengemaskininya. Prosedur di bawah menunjukkan tindakan yang boleh pengguna lakukan.



No.	Field Name /Button	Action	Notes
1.	Action	Click  to view the list of action Klik  untuk melihat senarai tindakan	
2.	View	Click View to view the attachment Klik View untuk melihat lampiran	
3.	List Action	Choose the action that the user wants to perform. i. Component: Users can add new components or subjects to their certification, customizing their details to meet their specific needs. ii. Edit: Users can modify and update existing data iii. Delete: Users can remove unwanted or obsolete data from their records Pilih tindakan yang ingin dilakukan oleh pengguna: i. Komponen: Pengguna boleh menambah komponen baru atau subjek kepada pensijilan mereka, menyesuaikan butiran untuk memenuhi keperluan khusus mereka. ii. Edit: Pengguna boleh mengubah suai dan mengemas kini data sedia ada untuk memastikan ketepatan dan relevansi. iii. Padam: Pengguna boleh mengeluarkan data yang tidak diinginkan atau tidak lagi relevan daripada rekod mereka untuk mengekalkan profil yang bersih dan terkini.	

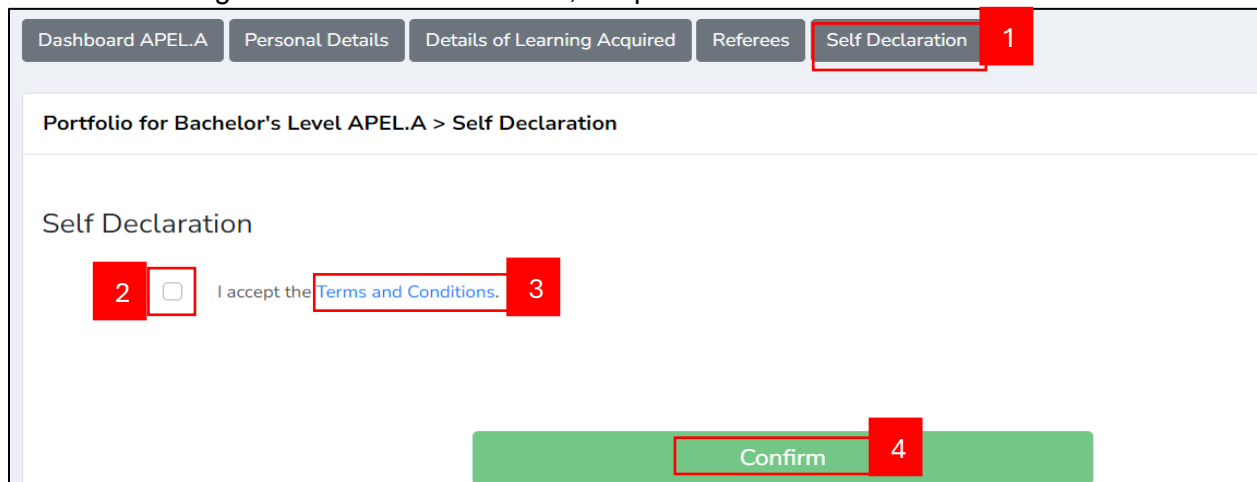
3. Referees




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

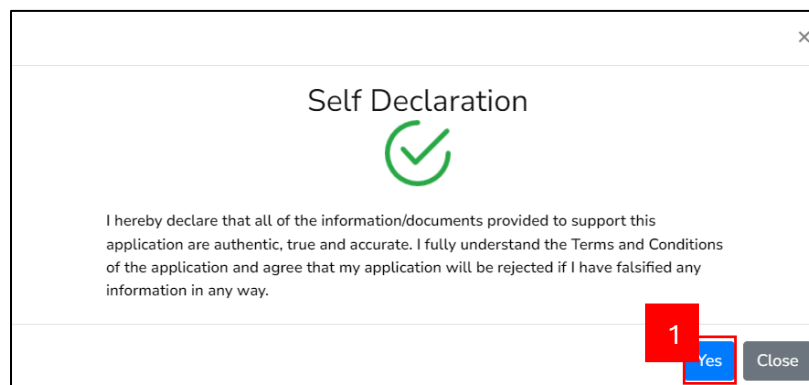
4. Self-Declaration

The last step for the portfolio is the self-declaration. Users need to complete the aptitude test first before answering the self-declaration. If not, the portfolio will not be submitted for evaluation.



	Reference: UMPSAA / UMS	Topic: User Manual System	Document Version: 1.1
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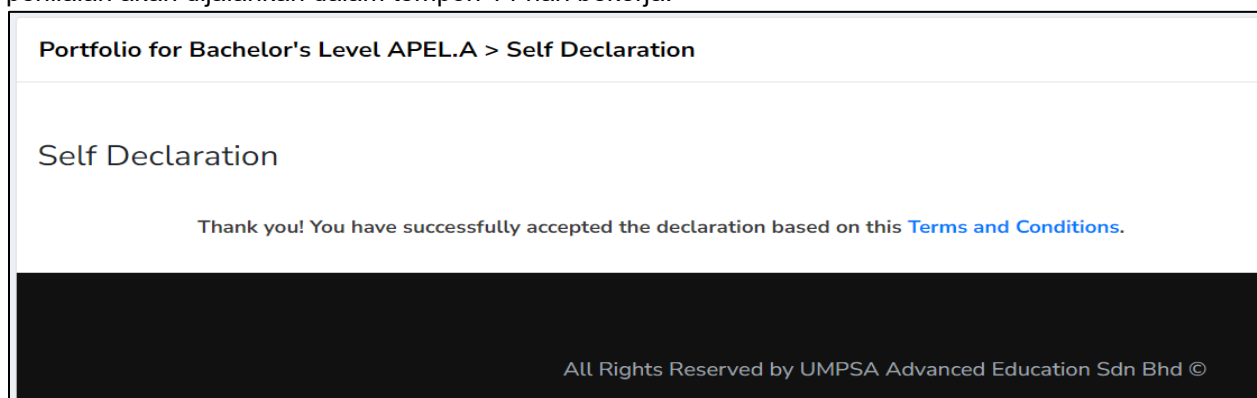
No.	Field Name/ Button	Action	Notes
1.	Menu	Click the Self Declaration menu Klik Menu Pengesahan	
2.	Acceptance	Tix the box Tandakan kotak yang disediakan	
3.	Term & Condition	Click Term & Condition to read the condition Klik pada Term & Condition untuk membaca semua syarat yang ditetapkan	
4.	Confirm Pasti	Click Confirm button for the next step. Klik pada butang Confirm untuk proses seterusnya	

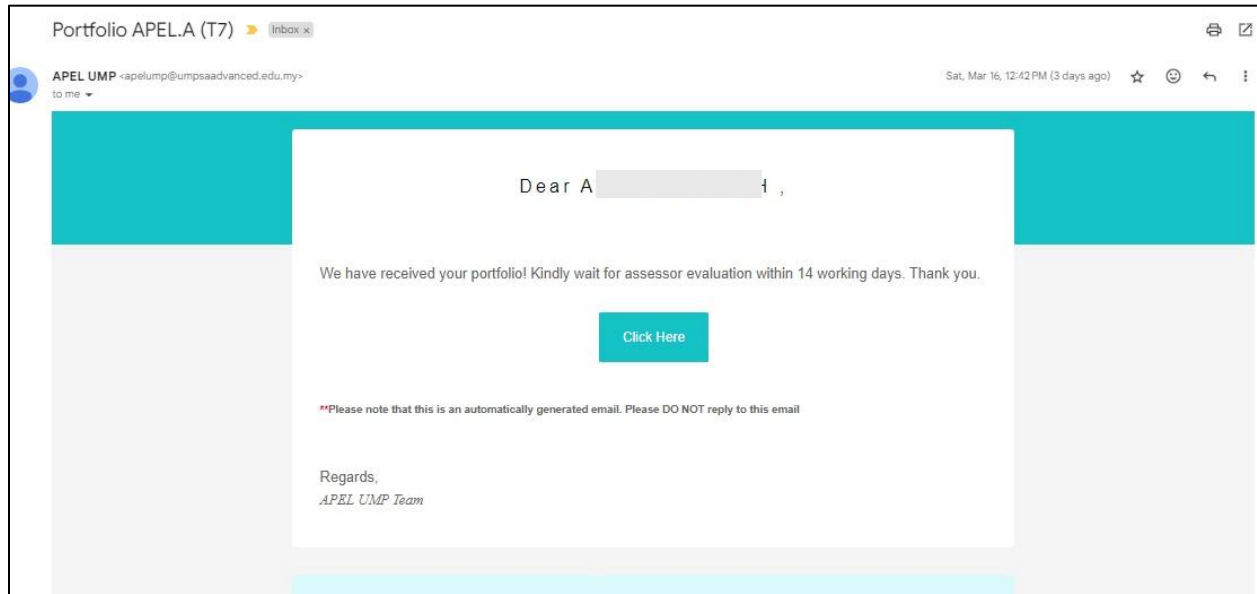


No.	Field Name/ Button	Action	Notes
1.	Yes	Click Yes Klik Yes	

After the user clicks the 'Yes' button on the **Self Declaration**, the portfolio will be submitted to the assessor for evaluation, and the user will receive an email notification informing them that the evaluation process will take place within 14 working days.

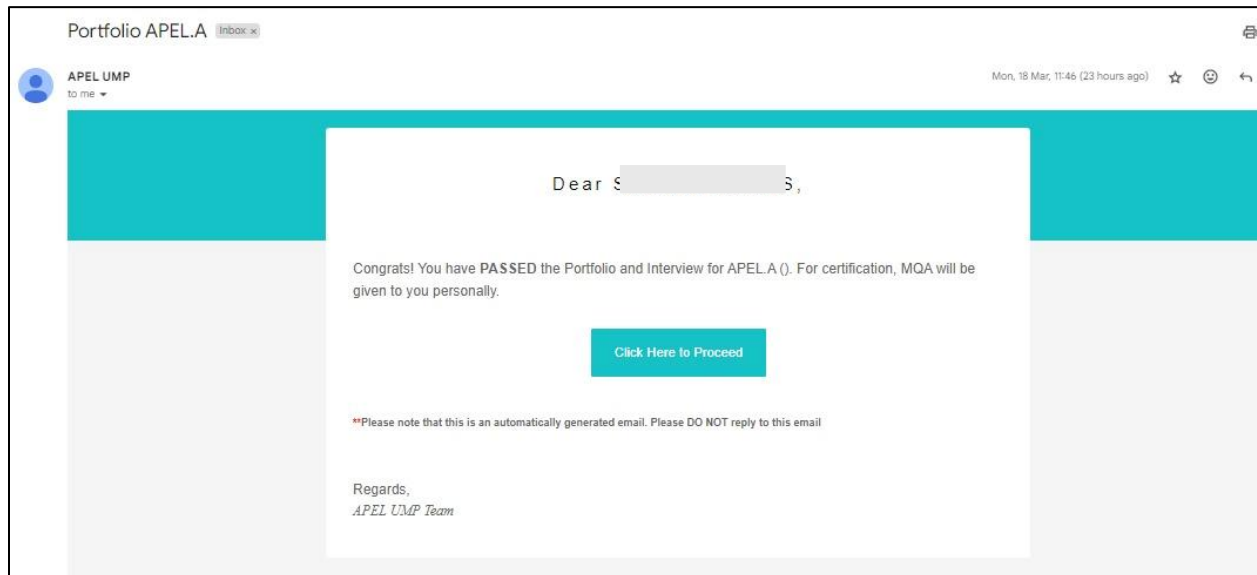
Selepas pengguna mengklik butang 'Ya' pada Pengisytiharan Kendiri, portfolio akan dihantar kepada penilai untuk penilaian, dan pengguna akan menerima notifikasi e-mel yang memaklumkan bahawa proses penilaian akan dijalankan dalam tempoh 14 hari bekerja.






After the evaluation process is completed, the user will receive the result via email notification. The email will be structured as follows.

Selepas proses penilaian selesai, pengguna akan menerima keputusan melalui notifikasi e-mel. E-mel tersebut akan disusun seperti berikut.



	Reference: UMPSAA / UMS	Topic: User Manual System	Document Version: 1.1
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Ninth: Interview Session

For the interview session, the user will receive an email with their scheduled interview details, allowing them to access the necessary information. When the interview date arrives, the user can click the link to proceed.

Untuk sesi temu duga, pengguna akan menerima e-mel dengan butiran jadual temu duga mereka, membolehkan mereka mengakses maklumat yang diperlukan. Apabila tarikh temu duga tiba, pengguna boleh mengklik pautan tersebut untuk meneruskan

