




## SYSTEM USER MANUAL DOCUMENT

### MYCREDENTIAL SYSTEM

(APPLY APEL.A T7)

<b>AGENCY NAME</b>	<b>:</b>	<b>UMPSA Advanced</b>
<b>DOCUMENT DATE</b>	<b>:</b>	<b>14 OCTOBER 2024</b>
<b>DOCUMENT VERSION</b>	<b>:</b>	<b>1.2</b>

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	Reference: <b>UMPSAA / UMS</b>	Topic: <b>User Manual System</b>	Document Version: <b>1.2</b>
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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

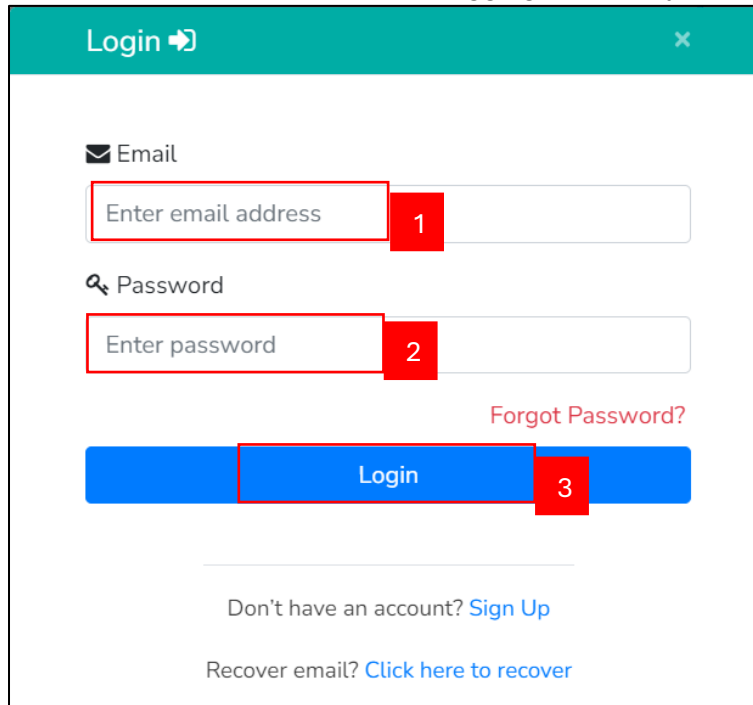
The user must log in to the MyCredential system first ([MyCredential](#)) before starting the process. If the user does not have an account, they must create one. Users can refer to this ([User Manual Create Account](#))




No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Sign In		Click 	The login interface screen is displayed.


## Second: Log In System

The user needs to insert all the requirements before logging into the system.



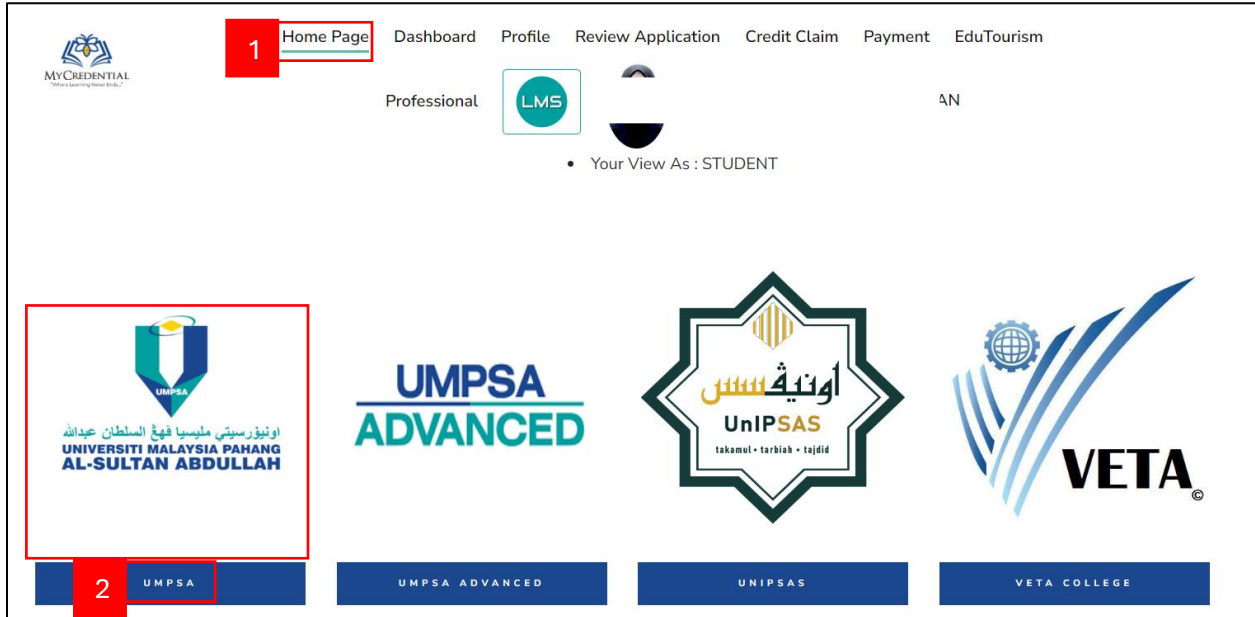
The screenshot shows a 'Login' dialog box with a teal header. It contains two input fields: 'Email' with a red box around it and a red '1' callout, and 'Password' with a red box around it and a red '2' callout. Below the password field is a 'Forgot Password?' link. At the bottom is a blue 'Login' button with a red '3' callout. Below the button are links for 'Sign Up' and 'Click here to recover'.

No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Email Address	M	In the Email Address field, enter the email address.	
2.	Password	M	In the password field, enter the data.	
3.	Log In		Click 	The user will successfully log in to the system if the password matches the username.

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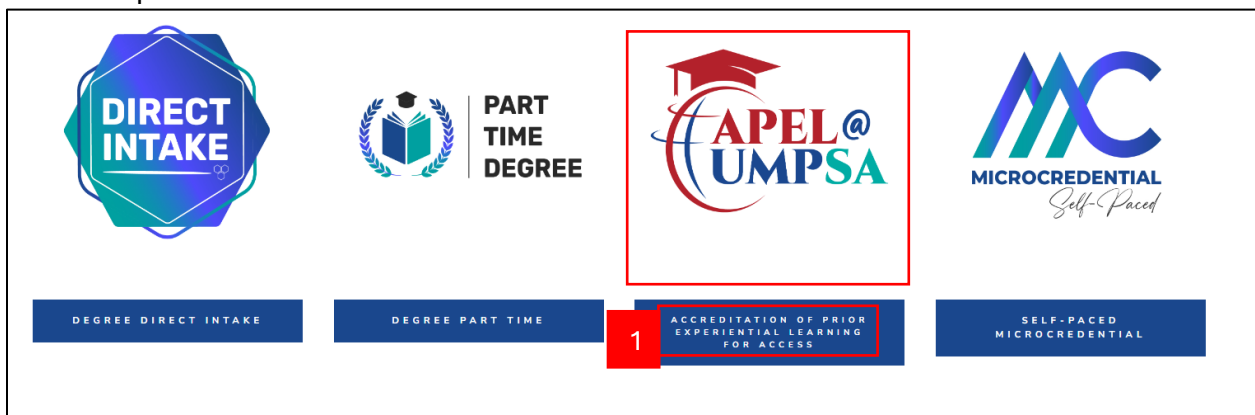
### Third: Apply Program

The interface will show below after the user successfully logs in to the system. Users need to go to the **Home** menu.




No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Menu		Click <b>Home</b> Menu	
2.	Institution		Click <b>UMPSA</b>	

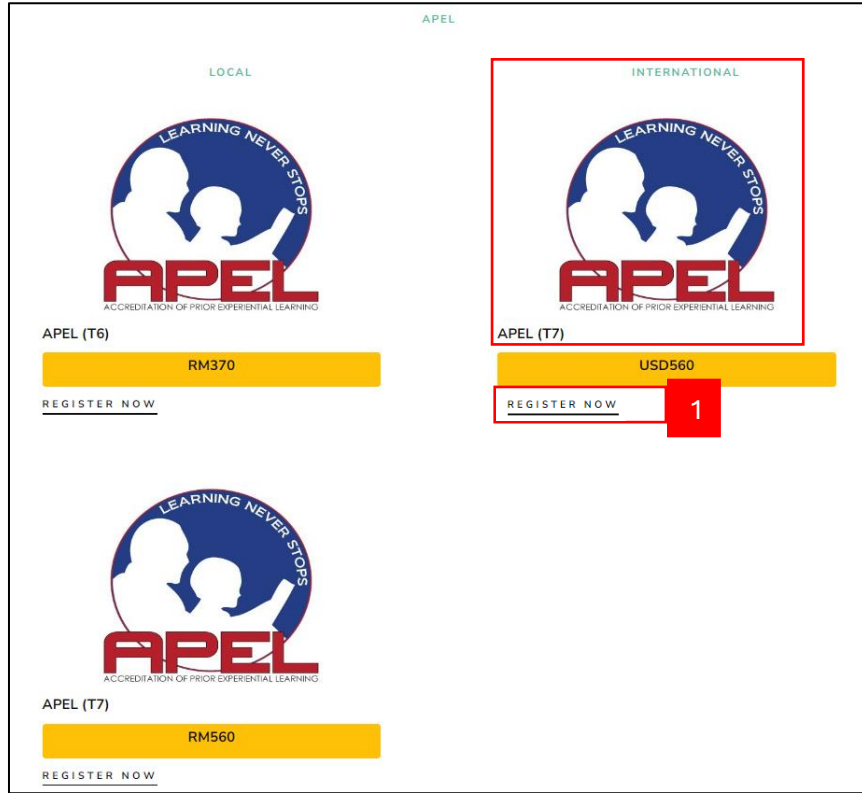
The system will display all the programs under "UMPSA Institution." To enroll in APEL, please follow the provided instructions.



No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Program		Click <b>Home</b> Menu	

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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.



No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	APEL (T7)		Click <u>REGISTER NOW</u>	

The form will appear as shown below after the user clicks the REGISTER NOW button.

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* :

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 ---

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

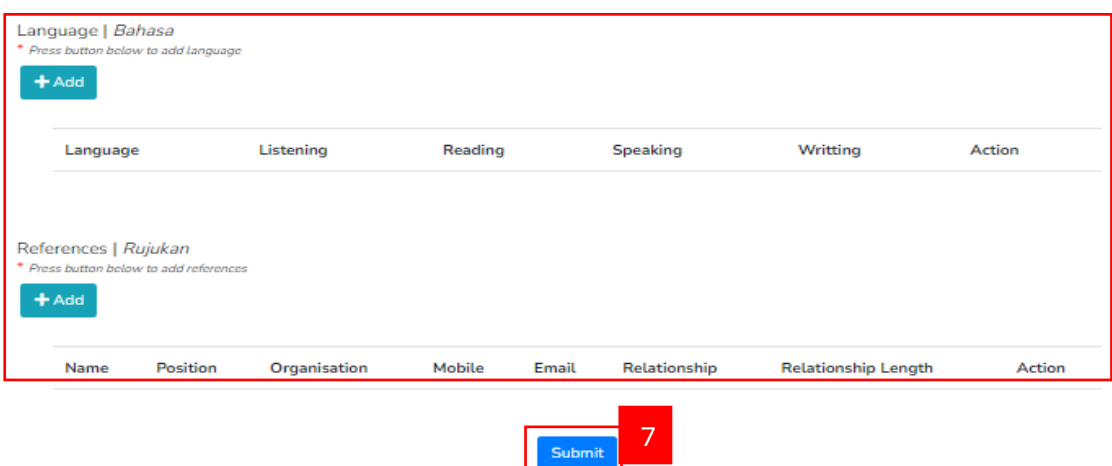
Academic Qualification	Institution/Awarding Body/School	Year Awarded	Evidence of Learning	Action
<div style="border: 1px solid gray; padding: 2px;"> <span style="font-size: 8px;">Select</span> </div>	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>	<div style="border: 1px solid gray; padding: 2px;"> <span style="font-size: 8px;">2024</span> </div>	<div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> <span style="border: 1px solid gray; padding: 2px 5px; font-size: 8px;">Choose Files</span> <span style="margin-left: 5px; font-size: 8px;">No file chosen</span> </div>	<div style="background-color: #dc3545; color: white; width: 20px; height: 20px; border-radius: 50%; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <span style="font-size: 8px;">✖</span> </div>

Working Information | *Maklumat Pekerjaan \**

*Press button below to add Working Information*

+ Add

Name of company	Position Held	Job Description	From	To	Action
-----------------	---------------	-----------------	------	----	--------



Language | Bahasa  
\* Press button below to add language

+ Add

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

+ Add

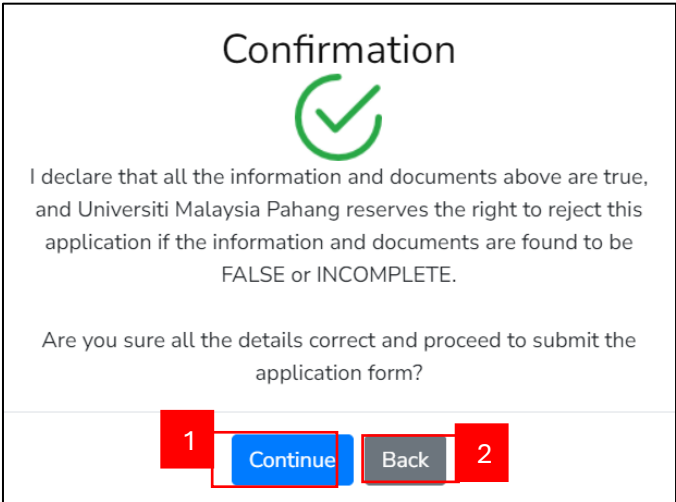
Name	Position	Organisation	Mobile	Email	Relationship	Relationship Length	Action
------	----------	--------------	--------	-------	--------------	---------------------	--------

Submit 7

No.	Field Name/ Button	Mandatory (M)	Action	Notes
1.	Copy of Identification Card	M	Upload the required documents which are: 1. Copy of Identification	Document format must only be in PDF, DOCX, JPG, JPEG, and PNG. The maximum allowed file size is up to 3 MB only.
2.	Address	M	Insert all information in the required form.	
3.	Field to Continue	M	Please enter the field of study you wish to pursue. Make sure it aligns with your qualifications and interests.	
4.	Suggested Institutions for Further Studies	M	Please enter the institution or university where you plan to study.	
5.	Agent		Please select the name of the agent promoted to you from the available list. If none, please proceed to the next field.	
6.	Form Field	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.	The uploaded document copies must be verified by the group as stated above.
7.	Submit	M	Click <b>Submit</b>	

After the user clicks the 'Submit' button, the system will display a confirmation as shown below.

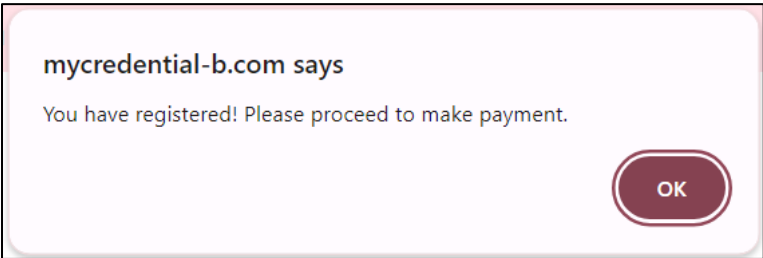




No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	To proceed with the process		If there are no issues with the filled information, click the <b>Continue</b> button for the next process.	The payment notification popup
2.	To review back		Click the <b>Back</b> button if the applicant wants to review the information again.	

**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.



The screen below displayed the payment info page.

**Payment Info**

Payer's Name:

Payer's e-Mail:



Payer's Phone No.:

Pay For:

Payment Currency:

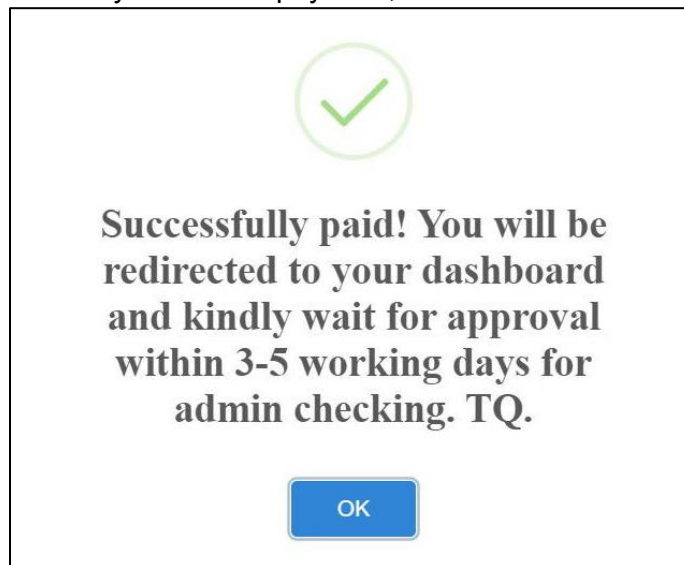
Amount to Pay:

1 Choose a payment method:

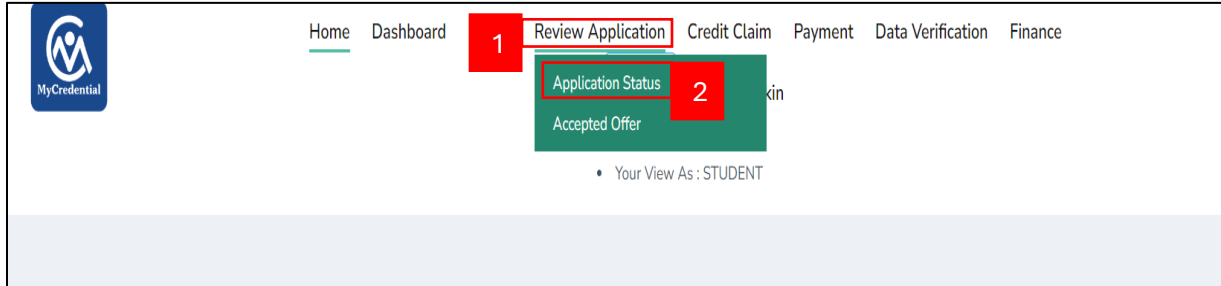
No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Payment Method		Choose the payment method.	

After the applicant successfully makes the payment, the success notification will pop up as below.



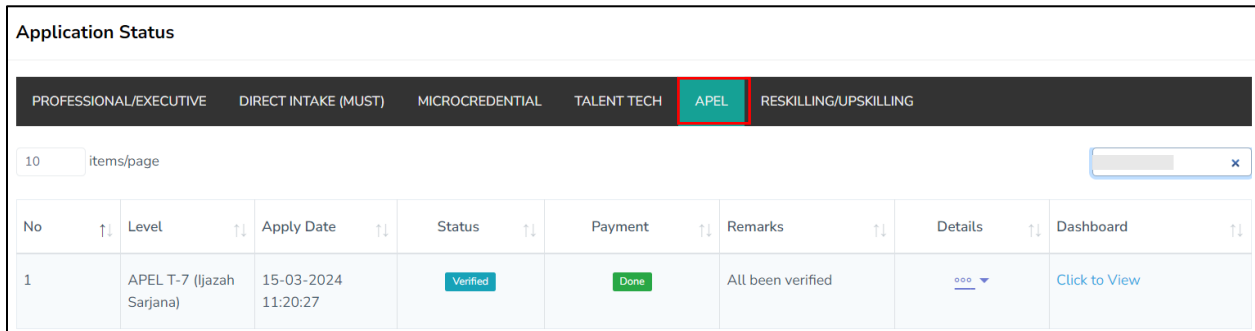
## Fifth: Application Status

Users can view the status of their program applications following the steps outlined below.



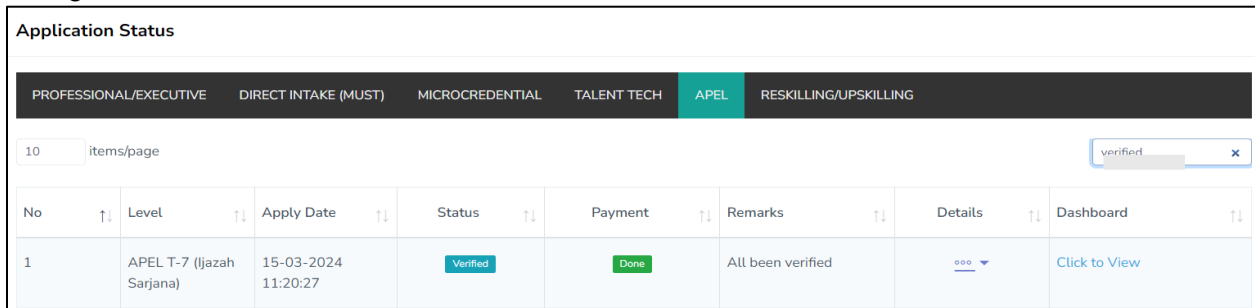
No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Menu		Click <b>Review Application</b> Menu	
2.	Submenu		Click the <b>Application Status</b> submenu.	

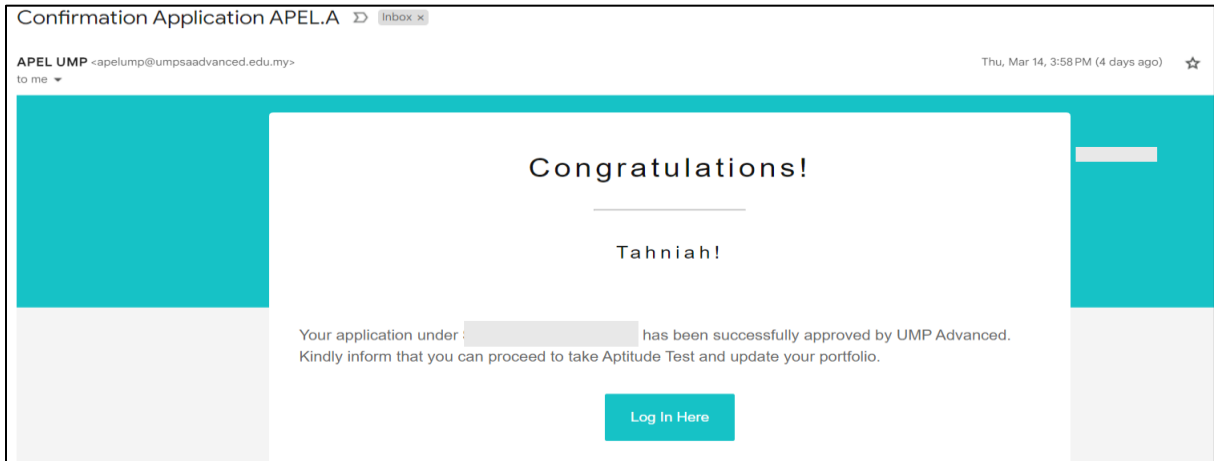
The system will display the application status page. Click the APEL menu to view the application status.



## Sixth: Email Notification

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





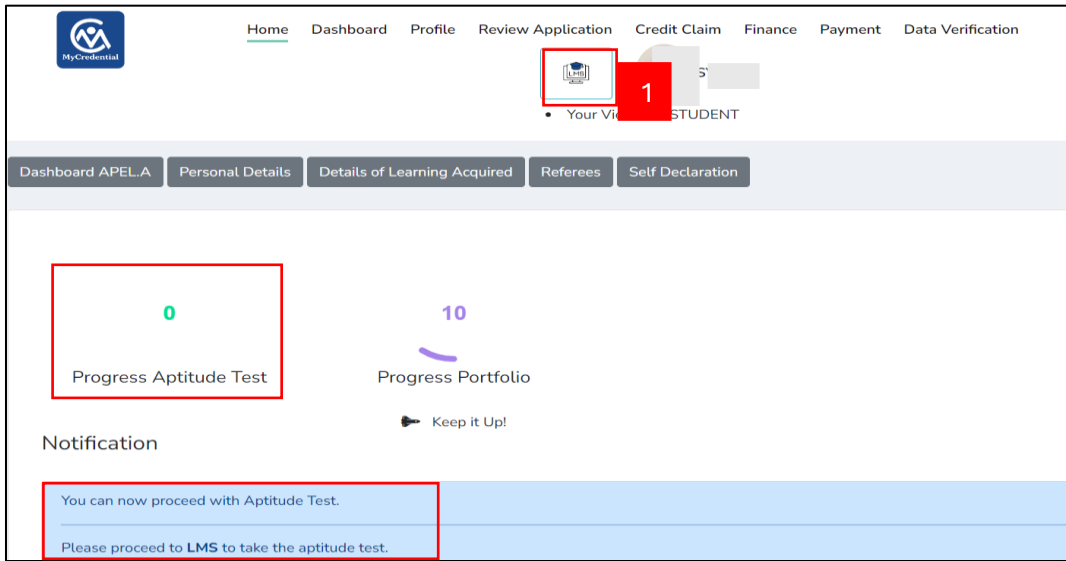
### Seventh: Aptitude Test


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.

Application Status								
PROFESSIONAL/EXECUTIVE    DIRECT INTAKE (MUST)    MICROCREDENTIAL    TALENT <b>1</b> <b>APEL</b> 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	<b>2</b>

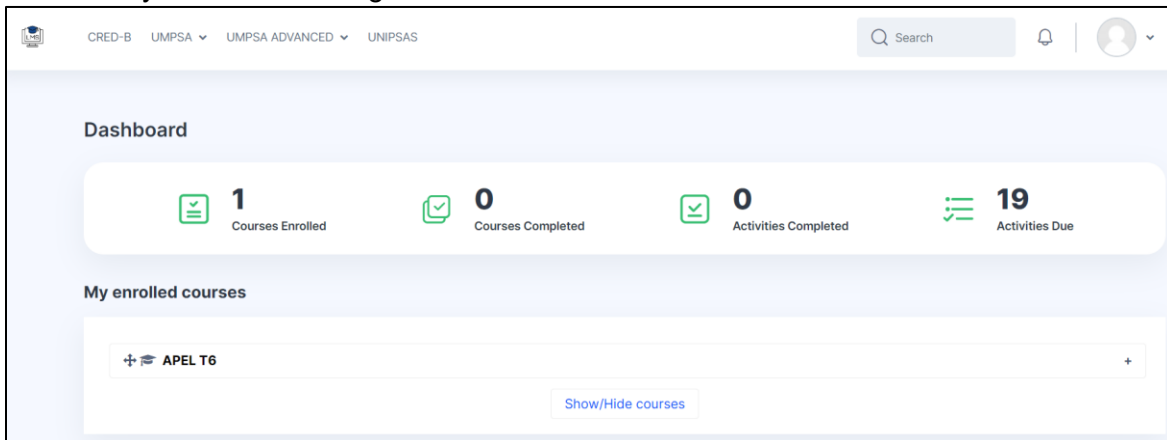
No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Menu Menu		Click <b>APEL</b> Menu Klik Menu <b>APEL</b>	
2.	Dashboard Dashboard		Click the <a href="#">Click to View</a> Klik <a href="#">Click to View</a>	

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.




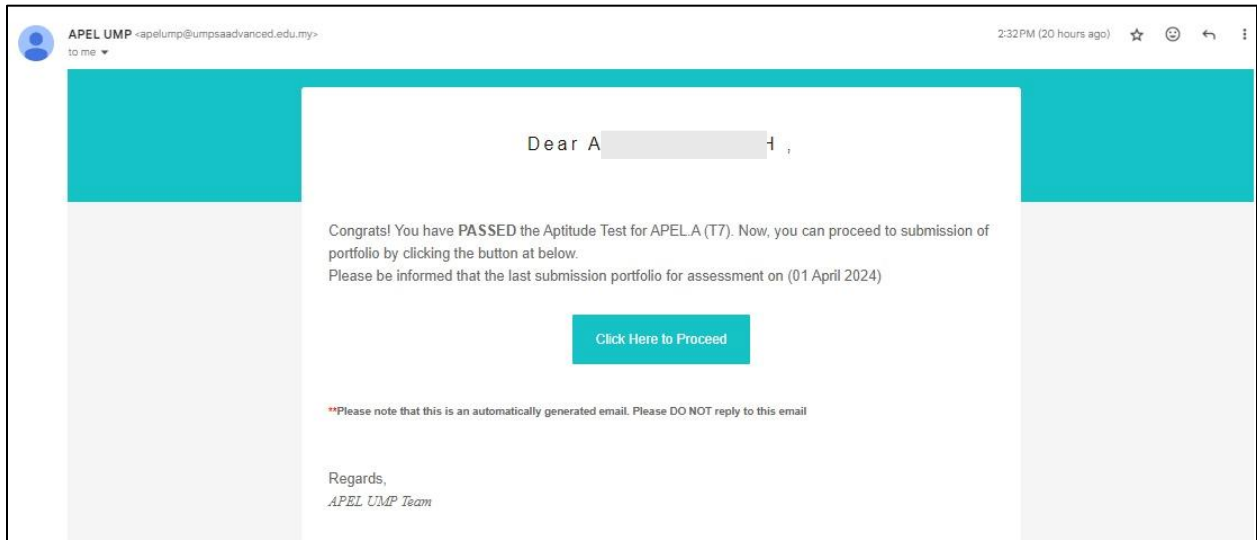
No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	LMS		Click 	

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.



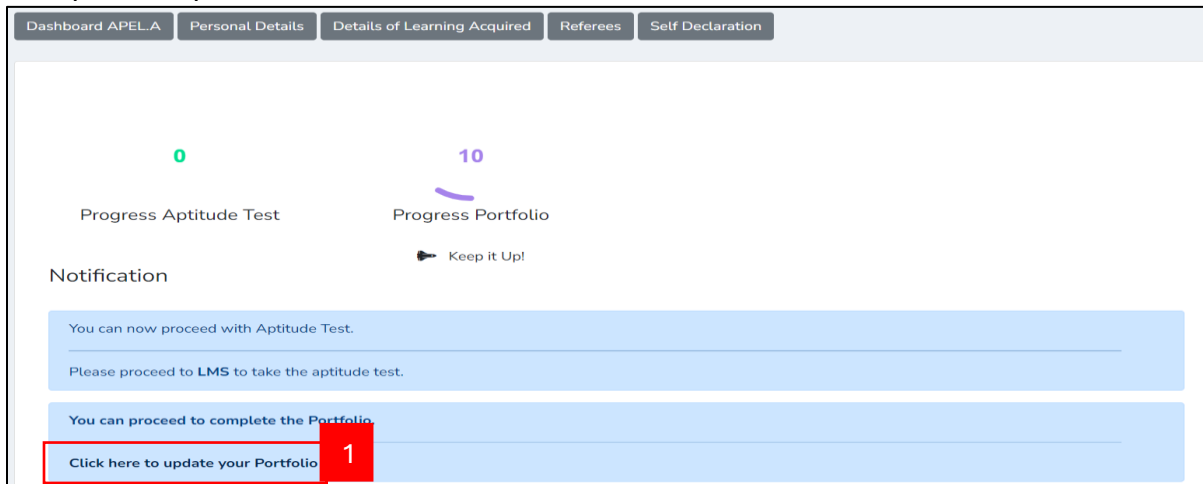
Once the user completes the aptitude test, they can return to the APEL Dashboard page in MyCredential to view their score and update their portfolio. Additionally, the user will receive the result of the aptitude test through email notification.

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## Eighth: Portfolio

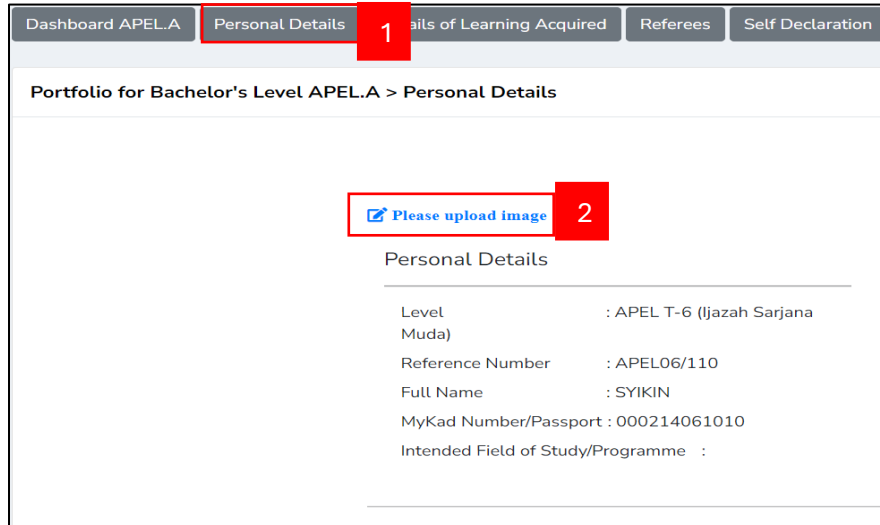
Next, users need to update their portfolios. Ensure all required information is completed and in English. Attachments must be verified by an authorized individual, like a government official or lecturer, who should sign or stamp with their name and contact details. Follow the steps below to complete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



No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Portfolio		Click <b>“Click here to update your Portfolio”</b> to update it.	

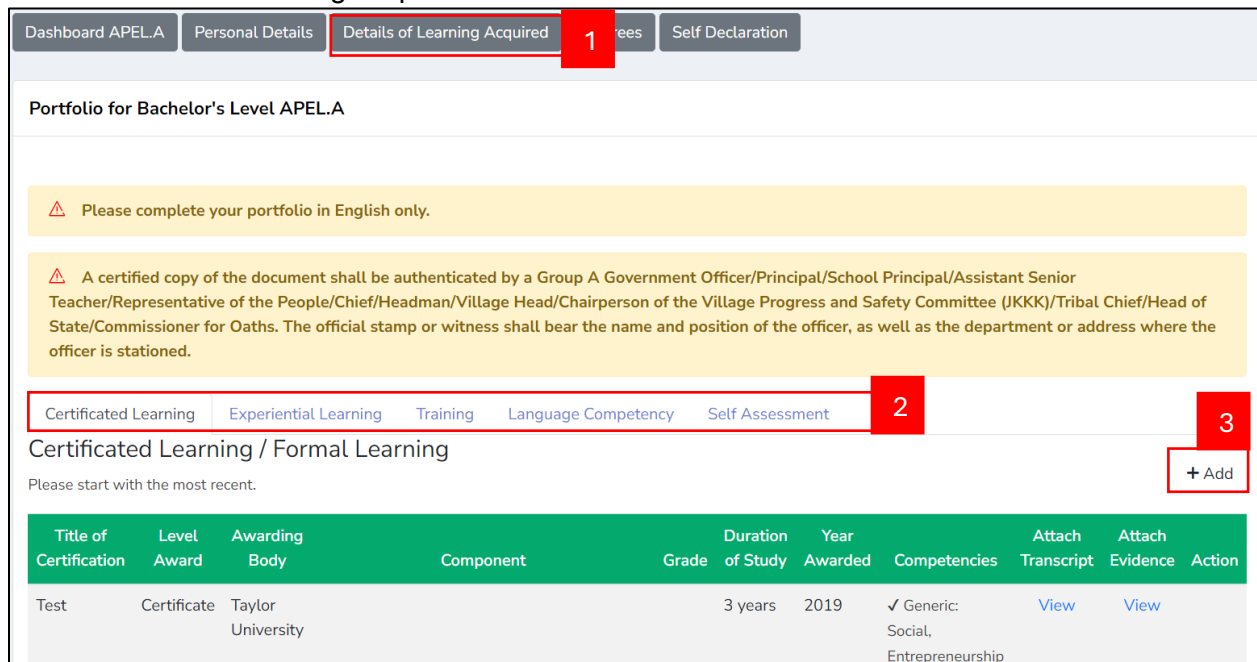
There are several portfolio sections that applicants need to update:

### 1. Personal Details



No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Menu		Click the <b>Personal Detail</b> menu	
2.	Upload Picture		Users need to upload the image.	

### 2. Details of Learning Acquired



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 | Self Assessment

Certificated Learning / Formal Learning

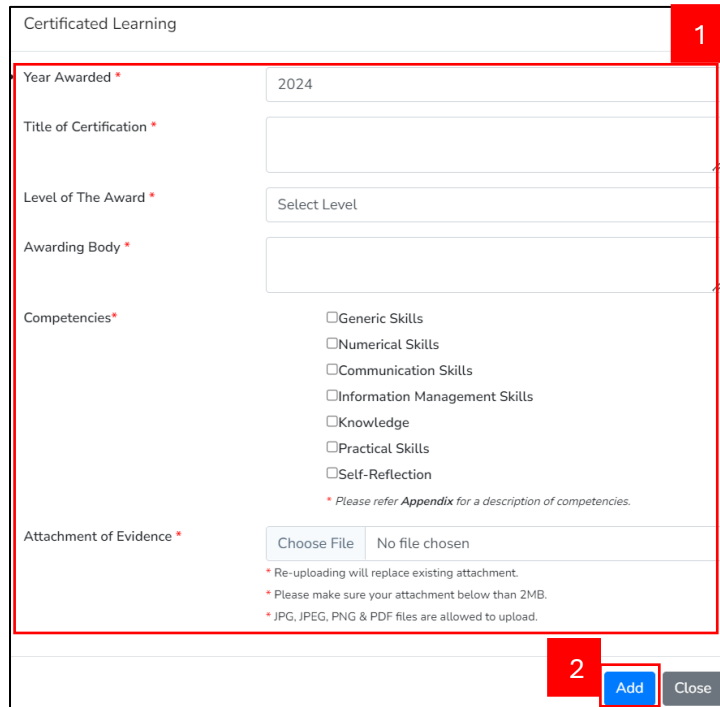
Please start with the most recent.


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	<a href="#">View</a>	<a href="#">View</a>	

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No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Menu		Click the <b>Detail of Learning Acquired</b> menu	
2.	Learning Section		Users can choose which section they want to update.	
3.	Add		Click the <b>“Add”</b> button to add details in the academy section.	

When the user clicks the "Add" button, a form will pop up as shown below.




No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Certificate Form		Insert all information in the required form.	
2.	Add		Click 	

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

### Learning Details

- a. **Formal Learning** - (Certification)
- b. **Informal Learning** - Career Experience - Other activities; hobbies, sports, community service, etc.



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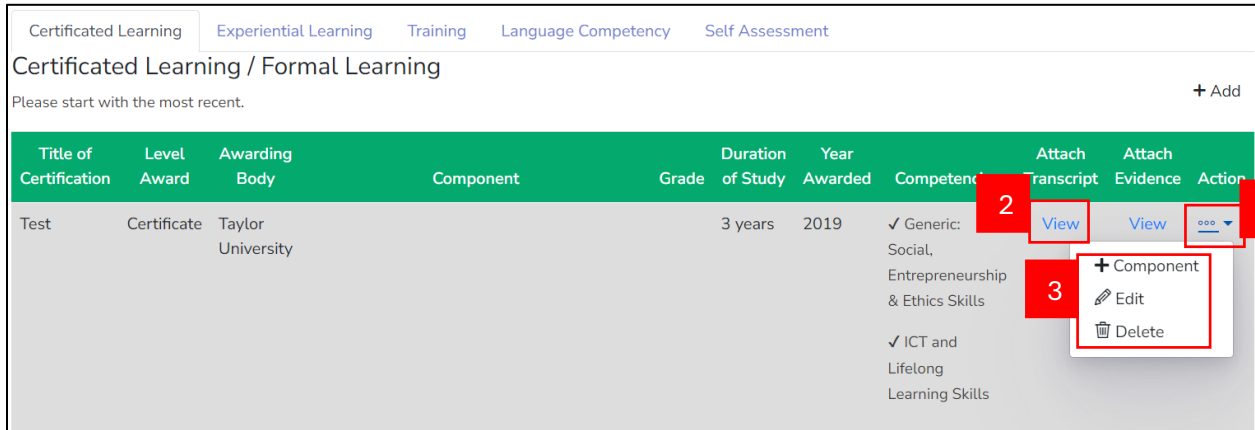
c. **Non-Formal Learning** - training, seminars, workshops, conferences, etc

LIST OF EVIDENCE


Evidence that can be provided by the applicant

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

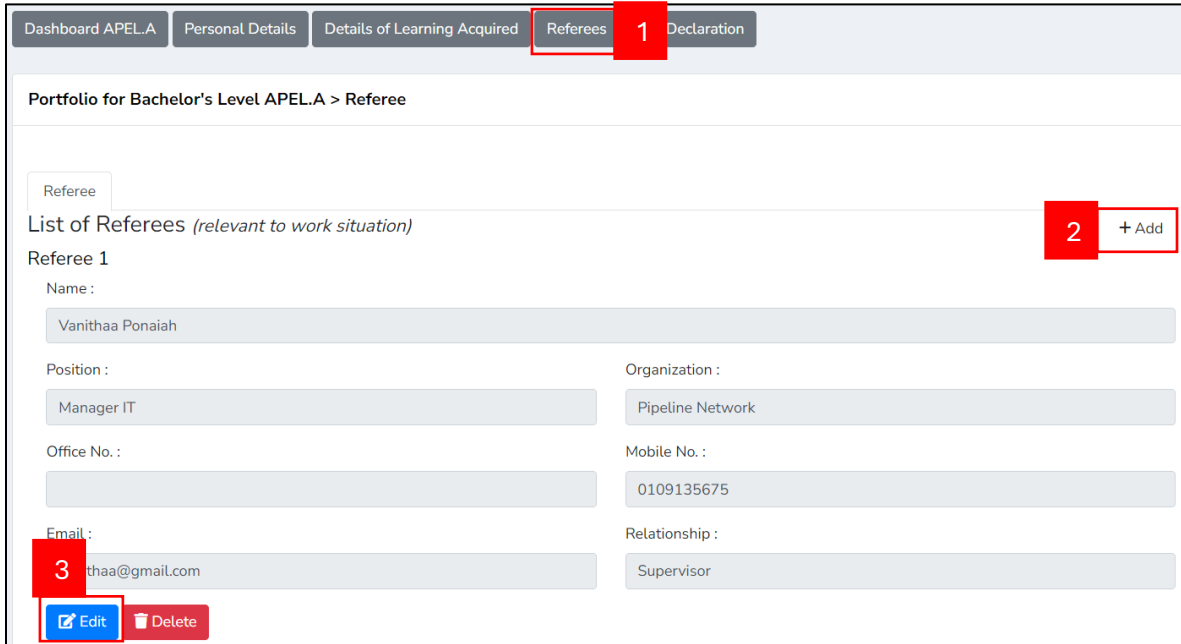
For existing data, users can view and update it. The steps below show the actions that users can perform.



The screenshot shows a web interface with a navigation bar containing 'Certificated Learning', 'Experiential Learning', 'Training', 'Language Competency', and 'Self Assessment'. Below the navigation bar is the page title 'Certificated Learning / Formal Learning' and a '+ Add' button. A message says 'Please start with the most recent.' Below this is a table with columns: Title of Certification, Level Award, Awarding Body, Component, Grade of Study, Year Awarded, Competency, Attach Transcript, Attach Evidence, and Action. A row is highlighted with a green header. The 'Action' column for this row has a dropdown menu open, showing options: '+ Component', 'Edit', and 'Delete'. Red callouts are placed over the interface: '1' points to the dropdown arrow, '2' points to the 'View' button, and '3' points to the dropdown menu.

No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Action		Click  to view the list of action	
2.	View		Click <a href="#">View</a> to view the attachment	
3.	List Action		Choose the action that the user wants to perform. <ul style="list-style-type: none"> <li>i. <b>Component:</b> Users can add new components or subjects to their certification, customizing their details to meet their specific needs.</li> <li>ii. <b>Edit:</b> Users can modify and update existing data</li> <li>iii. <b>Delete:</b> Users can remove unwanted or obsolete data from their records</li> </ul>	

### 3. Referees



Dashboard APELA Personal Details Details of Learning Acquired **Referees** 1 Declaration

Portfolio for Bachelor's Level APELA > Referee

Referee

List of Referees *(relevant to work situation)* 2 + Add

Referee 1

Name :  
Vanithaa Ponaiah

Position :  
Manager IT

Organization :  
Pipeline Network

Office No. :

Mobile No. :  
0109135675

Email :  
3 thaa@gmail.com

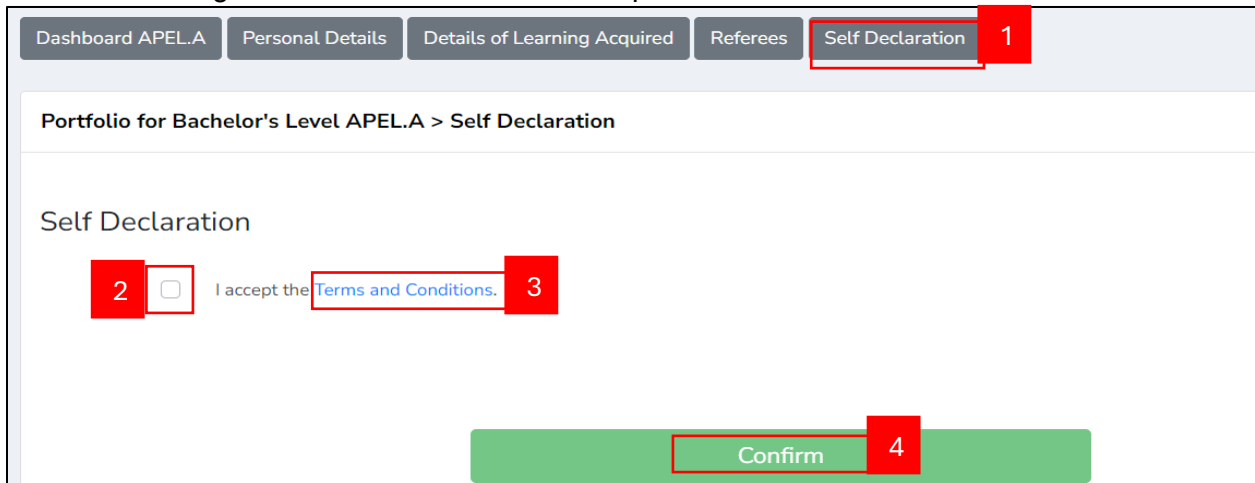
Relationship :  
Supervisor

[Edit](#) [Delete](#)

No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Menu		Click <b>Referee</b> menu	
2.	Add		Click the “ <b>Add</b> ” button to add a referee.	
3.	Edit		Click <a href="#">Edit</a> to update the referee details	

### 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.




Dashboard APELA Personal Details Details of Learning Acquired Referees **Self Declaration** 1

Portfolio for Bachelor's Level APELA > Self Declaration

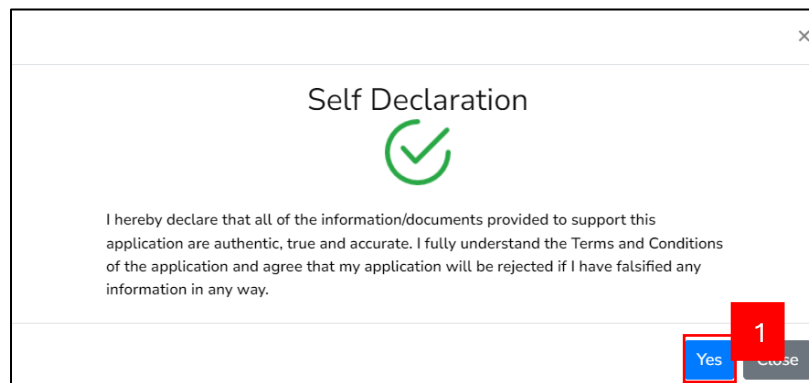
Self Declaration

2  I accept the [Terms and Conditions.](#) 3

[Confirm](#) 4

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No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Menu		Click the <b>Self Declaration</b> menu	
2.	Acceptance		Fix the box	
3.	Term & Condition		Click <a href="#">Term &amp; Condition</a> to read the condition	
4.	Confirm Pasti		Click <b>Confirm</b> button for the next step.	



No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Yes		Click <b>Yes</b>	

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.


**Portfolio for Bachelor's Level APEL.A > Self Declaration**

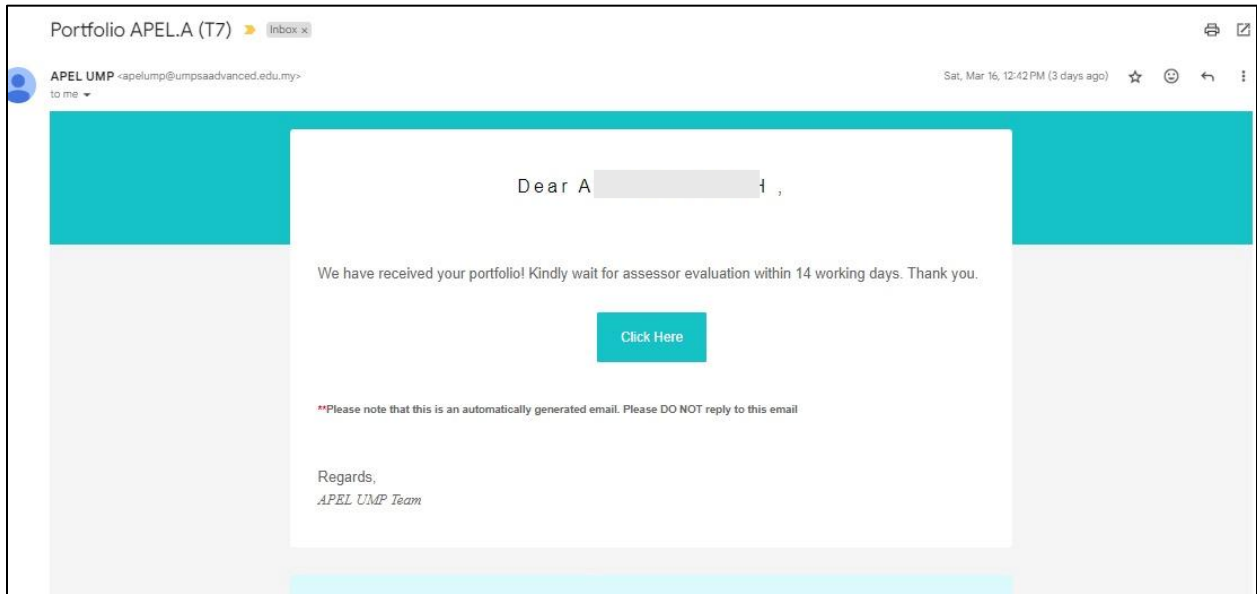
---

Self Declaration

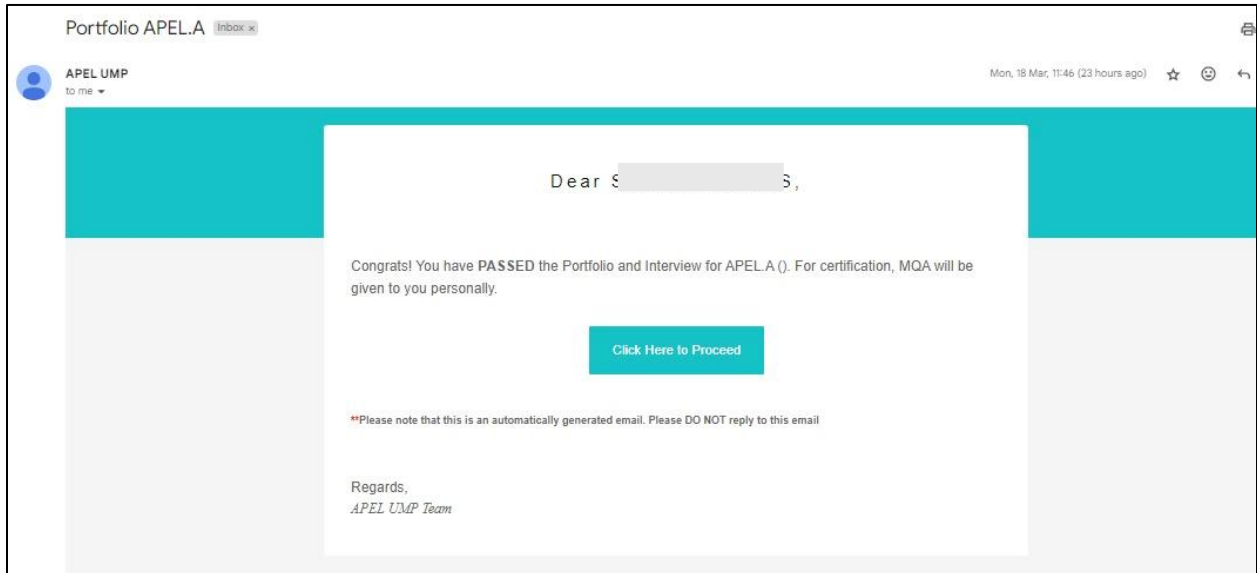
Thank you! You have successfully accepted the declaration based on this [Terms and Conditions](#).

All Rights Reserved by UMPSA Advanced Education Sdn Bhd ©

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



### 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.

APELA (T7) Interview Evaluation Inbox x

APEL UMP <apelump@umpsadvanced.edu.my>  
to me

Sat, Mar 16, 12:45 PM (3 days ago) ☆ ☺ ↶ ⋮

Dear [REDACTED],

You have an upcoming APELA interview scheduled for:

Interview Date: Wed, 3 April 2024

Please take note that you must **complete** and **pass** your portfolio before the interview date. Make sure to prepare thoroughly for the interview. Good luck!

**Assessor Information**

Assessor 1: [REDACTED]

Assessor 2: [REDACTED]

Google Meet Link: [Click Here](#)

\*\*Please note that this is an automatically generated email. Please DO NOT reply to this email