



USER GUIDE ON E-CERT (INDIVIDUALS)
Version 1 (27 Feb. 19)

This User Guide outlines the steps for various processes within MySkillsFuture



SKILLSfuture SG



An initiative of:
SKILLSfuture

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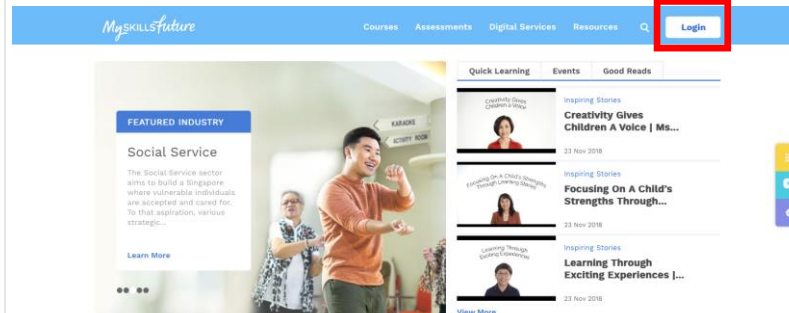
Note: Screen captures are updated as of 27 February 2019. Images subject to change.

1 LOGIN

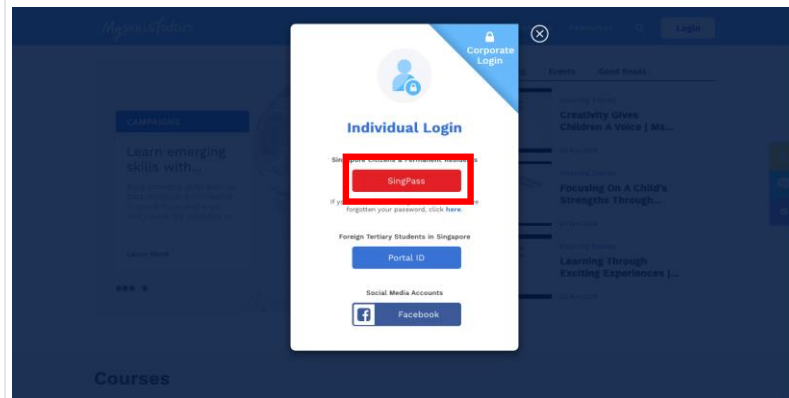
1. Visit MySkillsFuture.sg
(http://www.myskillsfuture.sg)

Click on the **Login** button located at the top right of the page.

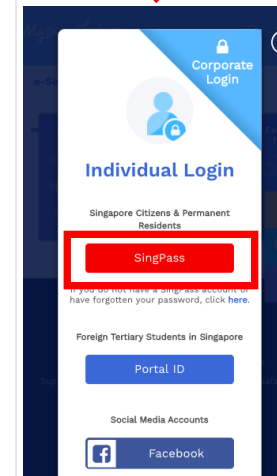
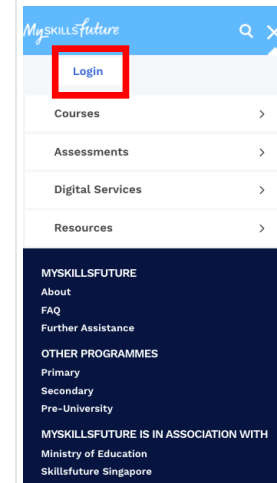
Desktop View



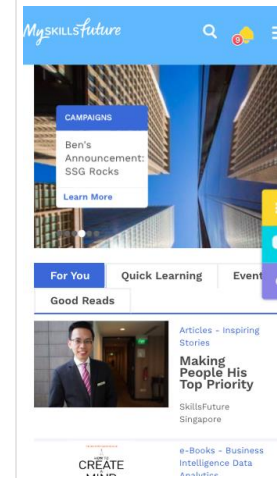
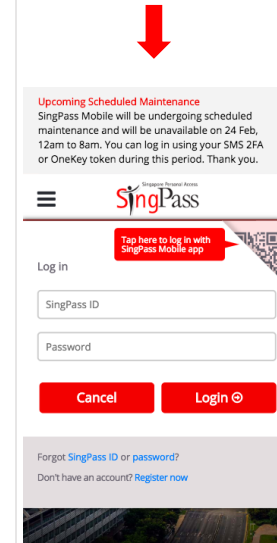
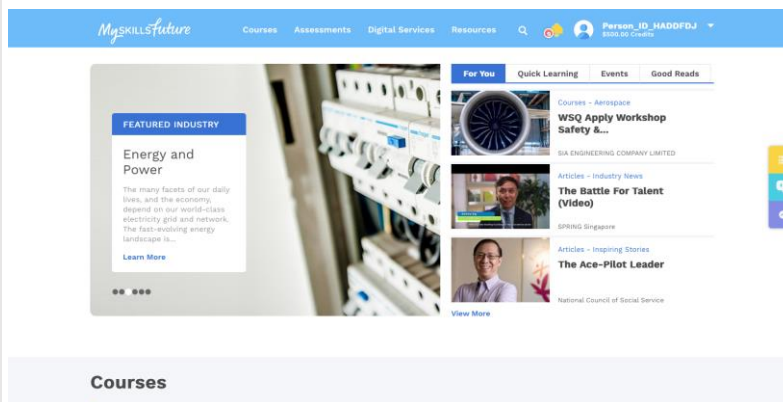
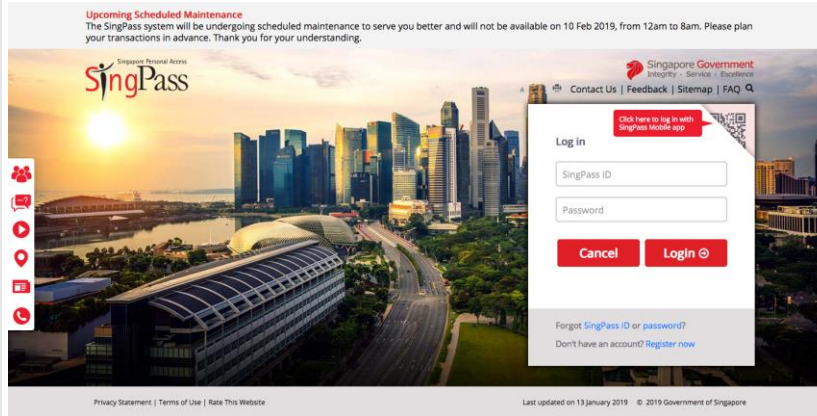
Click on **SingPass**.



Mobile View



Log in with your **SingPass ID** and **password**.



2 E-CERT ACCESS

2.1 Check for e-Cert updates

1. Click on **Notification Bell** to check for any e-Cert updates.

Desktop View

Mobile View

2. At the notifications page, there will be a list of e-Cert(SOA and QUAL) updates. For more information on the updates for each e-Cert, click **View Details**.

Title	Category	Date
SOA: New WSQ Statement of Attainment (SOA) added	E-certs	2019-03-12 16:51:00
SOA: Congratulations on your new attainment of "Follow Food and Beverage Safety and Hygiene Policies and Procedures (2014)"; go to Skills Passport to view it.		
SOA: WSQ Statement of Attainment (SOA) updated	E-certs	2019-03-12 16:51:00
SOA: "Supervise Staff" has been recently updated by SINGAPORE NATIONAL EMPLOYERS FEDERATION. Please contact Training Organisation for more information.		
SOA: WSQ Statement of Attainment (SOA) voided	E-certs	2019-03-12 16:51:00
SOA: "Prepare Advanced Chinese Stir-Fried Dishes" is voided by SINGAPORE NATIONAL EMPLOYERS FEDERATION and removed from your Skills Passport. Please contact Training Organisation for more information.		

Title	Category
SOA: "Follow Food and Beverage Safety and Hygiene Policies and Procedures (2014)" is newly added to your Skills Passport.	E-certs
SOA: "Prepare Advanced Chinese Stir-Fried Dishes" is voided and removed from your Skills Passport.	E-certs
SOA: "Prepare Advanced Chinese Stir-Fried Dishes" is voided by SINGAPORE NATIONAL EMPLOYERS FEDERATION and removed from your Skills Passport. Please contact Training Provider for more information.	
SOA: "Supervise Staff" is updated.	E-certs
SOA: "Supervise Staff" has been recently updated by SINGAPORE NATIONAL EMPLOYERS FEDERATION and removed from your Skills Passport. Please contact Training Provider for more information.	



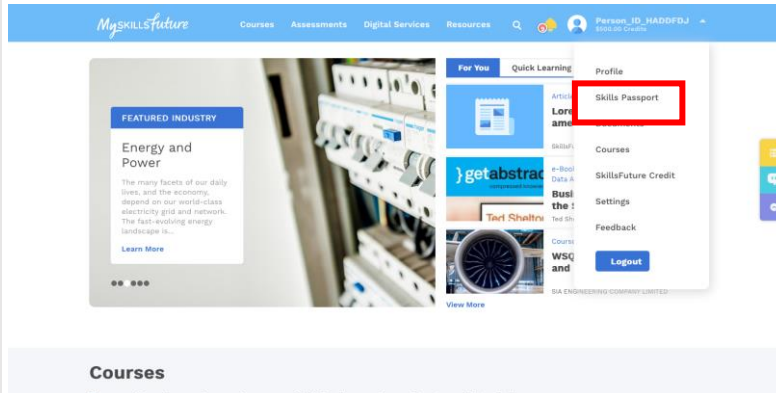
entries	
Category	Date
E-certs	2019-01-29 14:42:00
E-certs	2019-01-29 14:42:00
Dishes" is voided by IT Skill Training Provider. nformation.	
E-certs	2019-01-29 14:42:00
pdated by IRT Skill Training Provider. Please tion.	

[View Details](#)

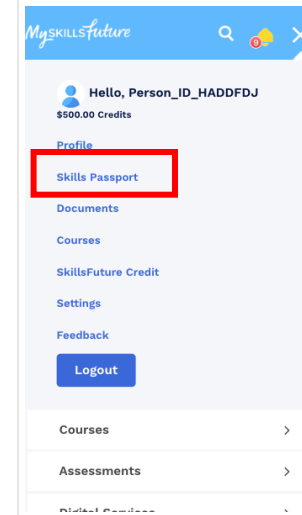
2.2 E-Cert Download

- 1 Click on your profile name for a drop down menu and select **Skills Passport**.

Desktop View

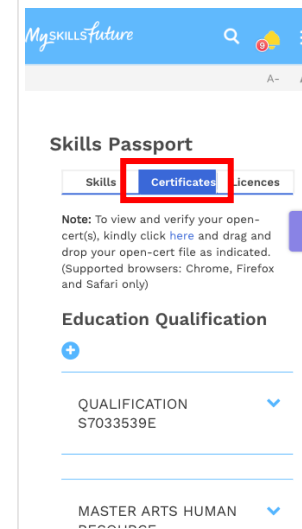
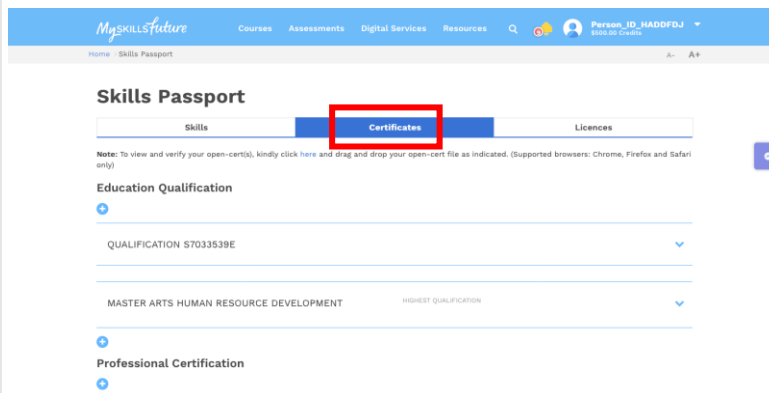


Mobile View



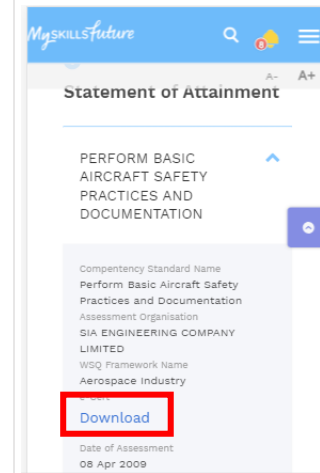
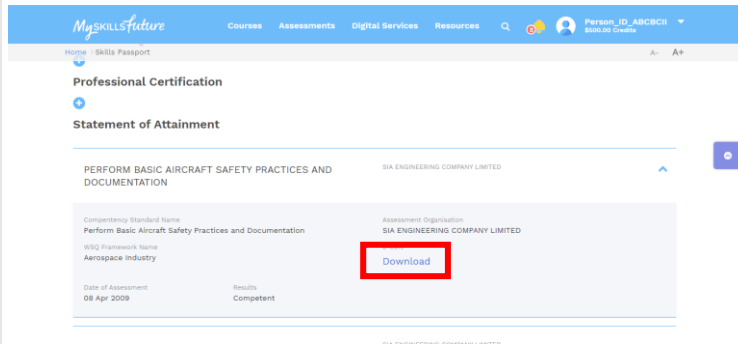
- 2 Click on **Certificates** tab to view e-Cert records.

Note: Scroll down to view various e-Cert records.

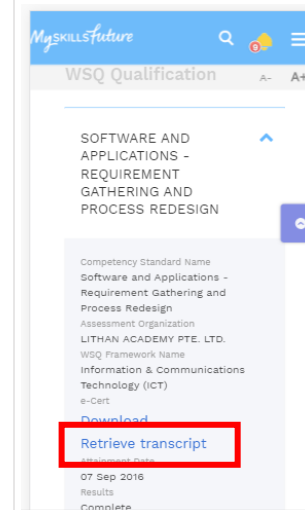
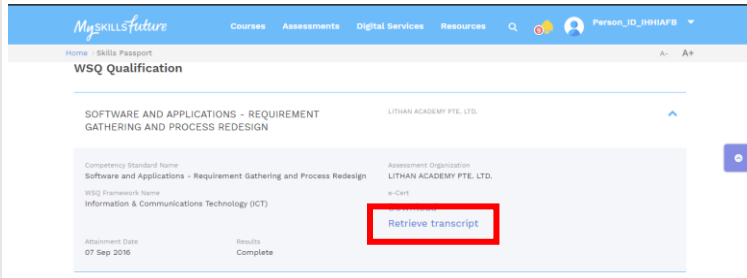


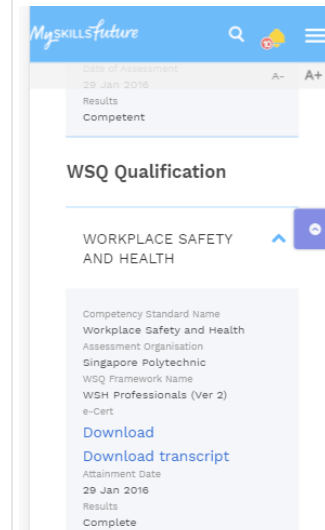
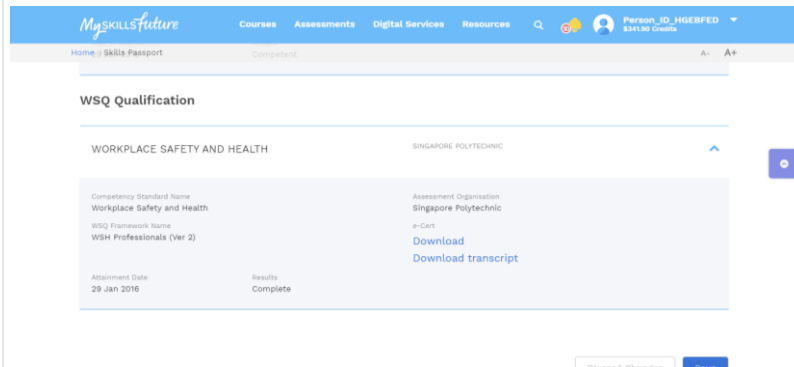
3 To download each SOA e-Cert, click on **Download**.

Note: e-Cert will be downloaded in pdf format.

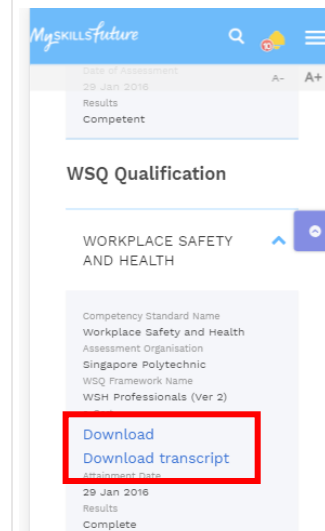
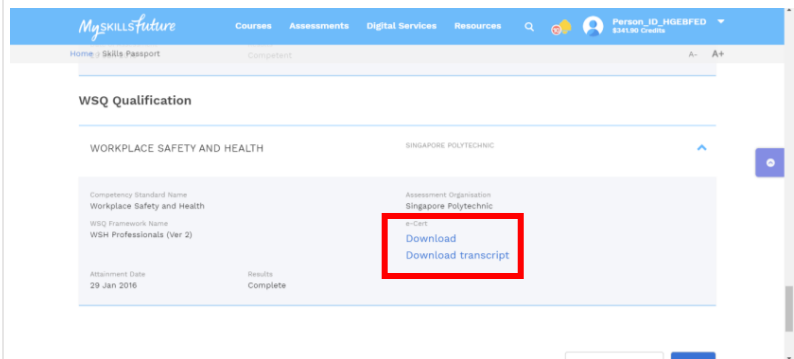


4 For QUAL Transcript, click on **Retrieve transcript**. Wait a few seconds for **Download transcript** to appear.





5 To download each QUAL e-Cert, click on **Download**. To download the QUAL transcript, click on **Download transcript**.



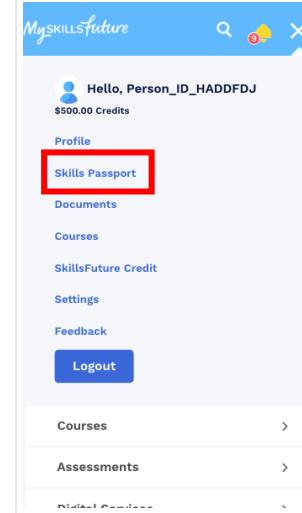
2.3 Academic Qualification/Professional Certs Upload

1. Click on your profile name to select **Skills Passport**.

Desktop View



Mobile View



2. Click on **Certificates** tab to view e-Cert records.

Note: Scroll down to view various e-Cert and Academic Qualification /Professional Certs records.

The screenshot shows the 'Skills Passport' page on the MySKILLSfuture website. The user is logged in as 'Person_ID_HADDFDJ'. The page has three tabs: 'Skills', 'Certificates', and 'Licences'. The 'Certificates' tab is highlighted with a red box. Below the tabs, there is a note about viewing and verifying open-cert files. Under the 'Education Qualification' section, there are two entries: 'QUALIFICATION S7033539E' and 'MASTER ARTS HUMAN RESOURCE DEVELOPMENT' with 'HIGHEST QUALIFICATION' listed next to it. A 'Professional Certification' section is also visible below.

This screenshot is similar to the previous one, showing the 'Skills Passport' page. The 'Certificates' tab is highlighted with a red box. The 'Education Qualification' section is expanded, showing 'QUALIFICATION S7033539E' and 'MASTER ARTS HUMAN RESOURCE DEVELOPMENT' with a dropdown arrow next to it.

3. To upload Academic Qualification/ Professional Certs, go to the relevant type and fill in the details.

MySKILLSfuture Courses Assessments Digital Services Resources Person ID: HA0DFDJ

Home Skills Passport

Education Qualification

QUALIFICATION S7033539E

Qualification Type: Bachelor's Degree or equivalent

Start Year (optional): 2000

Year Attained: 2000

Qualification Name (optional): Qualification S7033539E

Name of School / Institution: Institution S7033539E

Field of Study: Information Systems (including MIS, system design)

URL of School / Institution (optional): school.com

Certificate in eg. pdf, doc. Each file size cannot exceed 2 MB.

Select and upload

MySKILLSfuture

Skills Passport

Skills Certificates Licences

Note: To view and verify your open-cert(s), kindly click here and drag and drop your open-cert file as indicated. (Supported browsers: Chrome, Firefox and Safari only)

Education Qualification

QUALIFICATION S7033539E

Qualification Type: Bachelor's Degree or e...

Start Year (optional): 2000

Year Attained: 2000

Qualification Name (optional): Qualification S7033539E

Name of School / Institution: Institution S7033539E

Field of Study: Information Systems (I...

URL of School / Institution (optional): school.com

Certificate in eg. pdf, doc. Each file size cannot exceed 2 MB.

Select and upload

4. Once the details are filled in, when you are ready, click on the **Upload** icon to select files for upload.

Note: To upload, your document must be in the following format:

- .doc
- .docx
- .pdf
- .opencert

File size of each upload cannot exceed 2MB.

Skills Passport

Skills Certificates Licences

Note: To view and verify your open-cert(s), kindly click [here](#) and drag and drop your open-cert file as indicated. (Supported browsers: Chrome, Firefox and Safari only)

Education Qualification

+

QUALIFICATION S7033539E

Qualification Type Bachelor's Degree or e...

Select HIGHEST QUALIFICATION

Start Year (optional) Select

Year Attained 2000

Qualification Name (optional) Qualification S7033539E

Name of School / Institution Institution S7033539E

Field of Study Information Systems (I...

URL of School / Institution (optional) school.com

Certificate in eg. pdf, doc. Each file size cannot exceed 2 MB.

Select and upload

