



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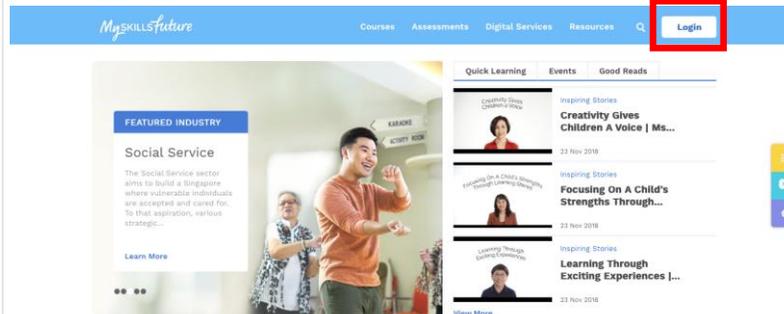
Note: Screen captures are updated as of 27 February 2019. Images subject to change.

1 LOGIN

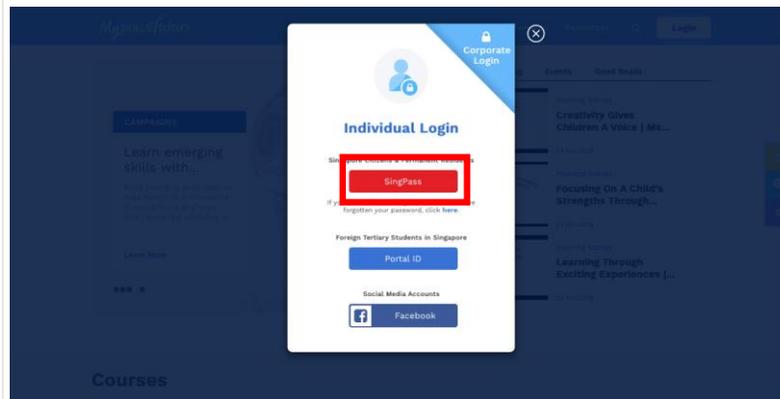
1. Visit MySkillsFuture.sg
(<http://www.myskillsfuture.sg>)

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

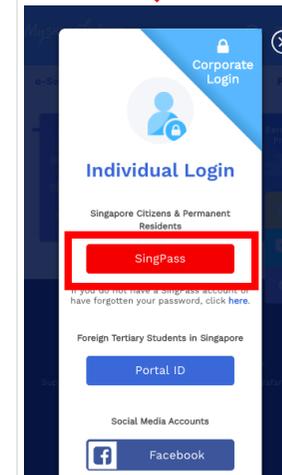
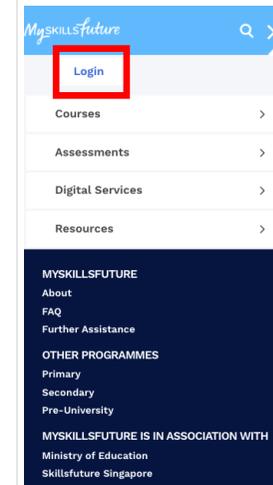
Desktop View



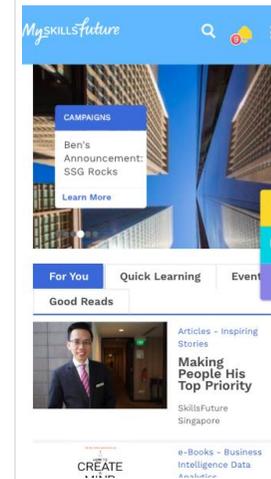
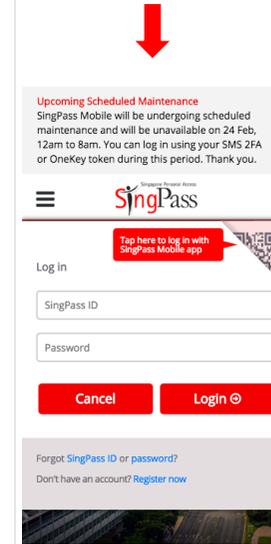
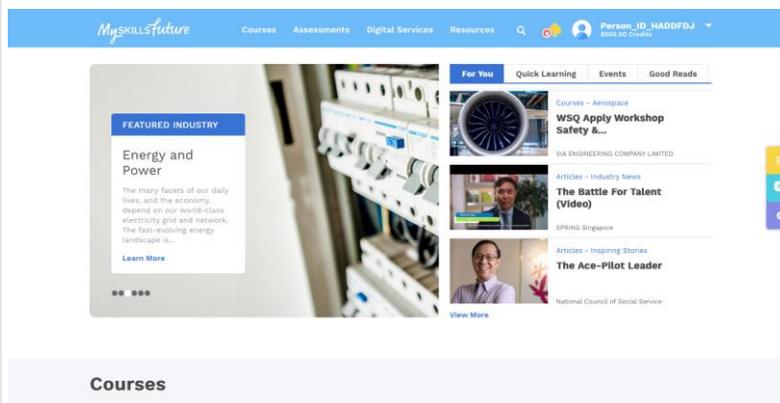
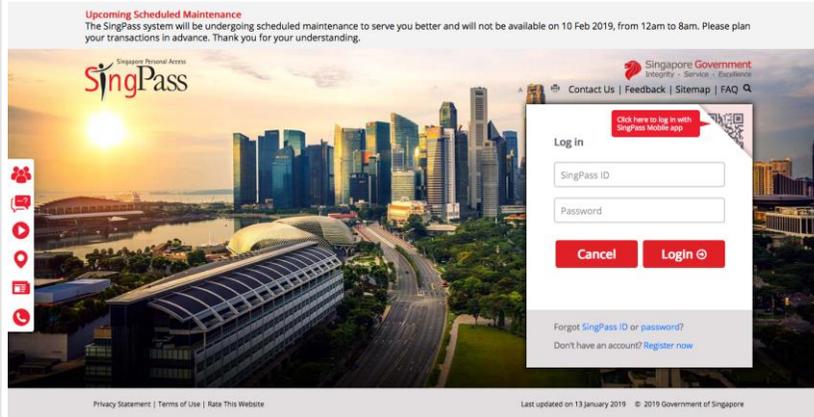
Click on **SingPass**.



Mobile View



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

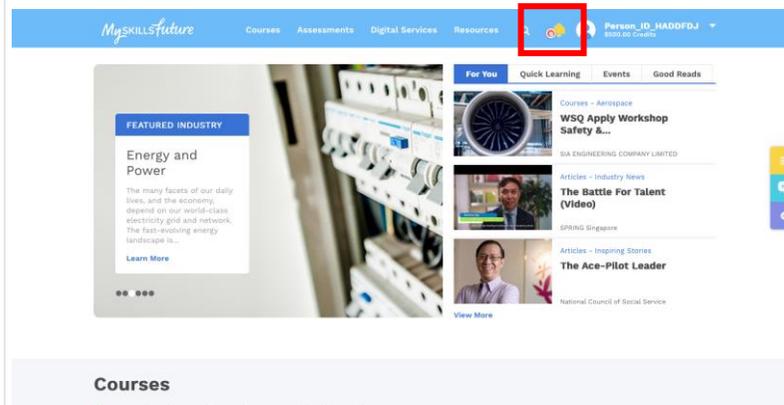


2 E-CERT ACCESS

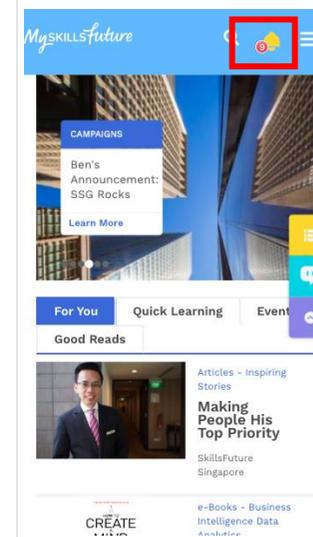
2.1 Check for e-Cert updates

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

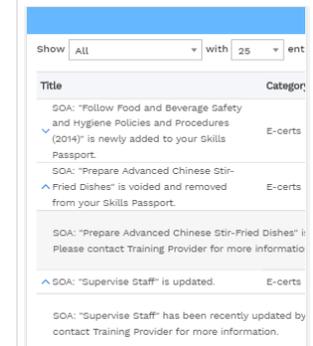
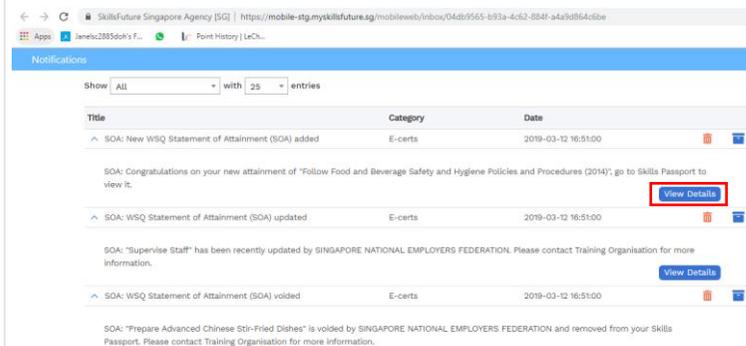
Desktop View



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**.





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](#)

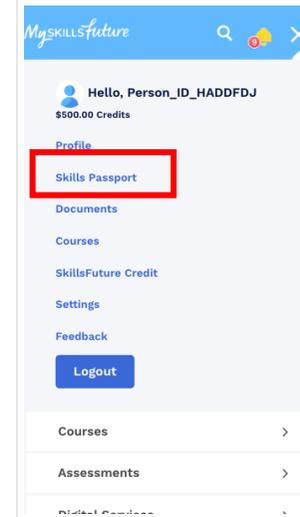
2.2 E-Cert Download

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

Desktop View

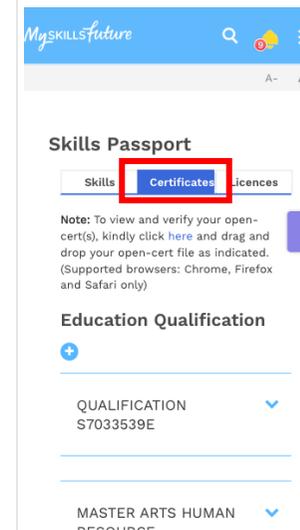
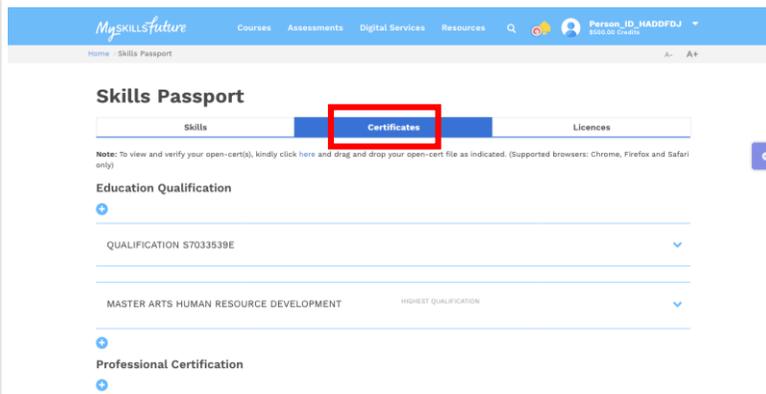


Mobile View



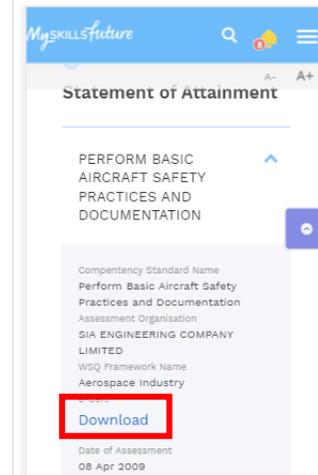
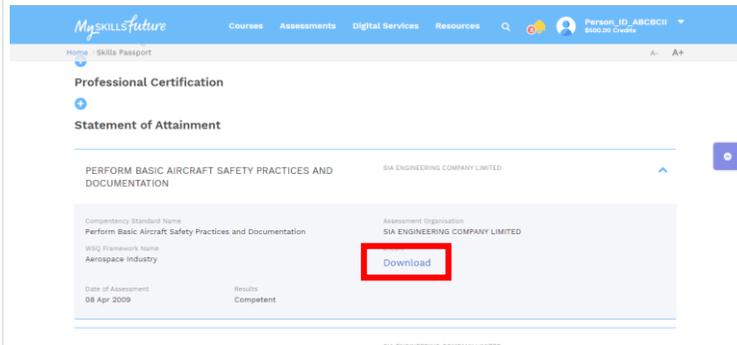
- 2 Click on **Certificates** tab to view e-Cert records.

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

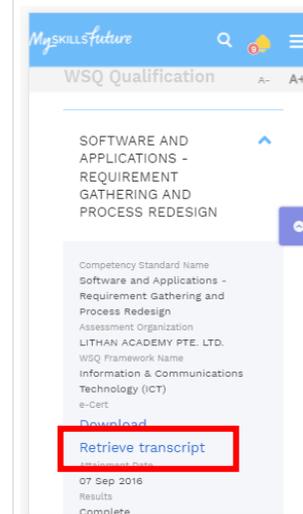
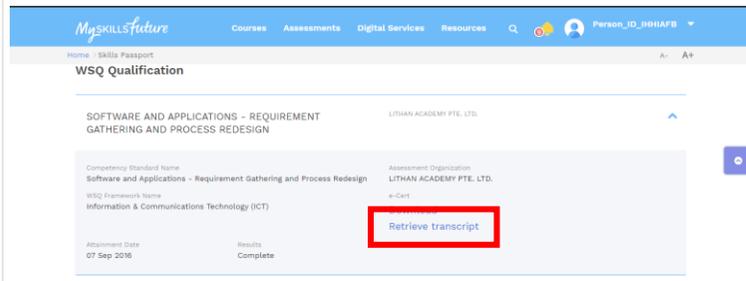


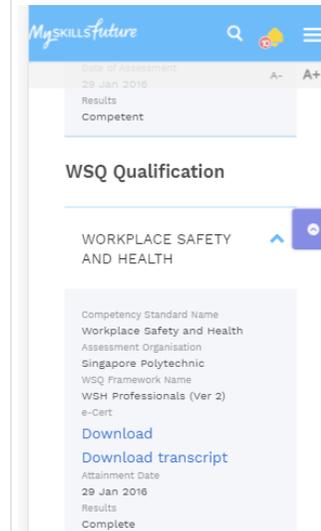
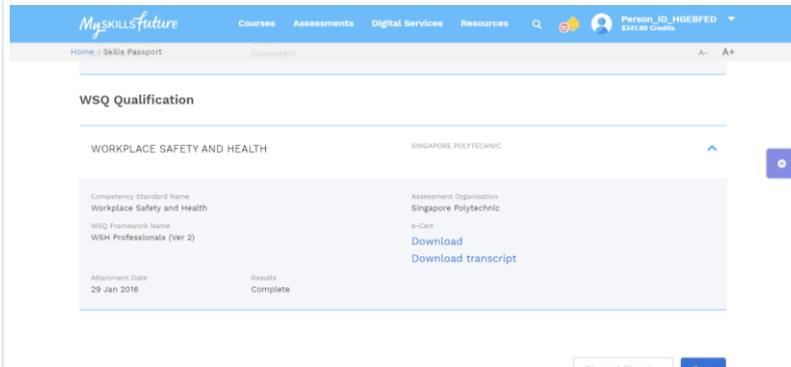
3 To download each SOA e-Cert, click on **Download**.

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

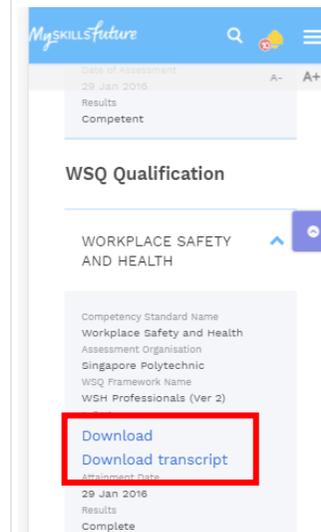
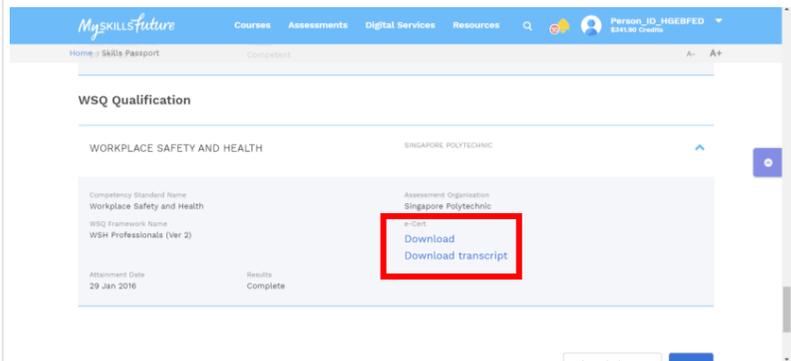


4 For QUAL Transcript, click on **Retrieve transcript**. Wait a few seconds for **Download transcript** to appear.





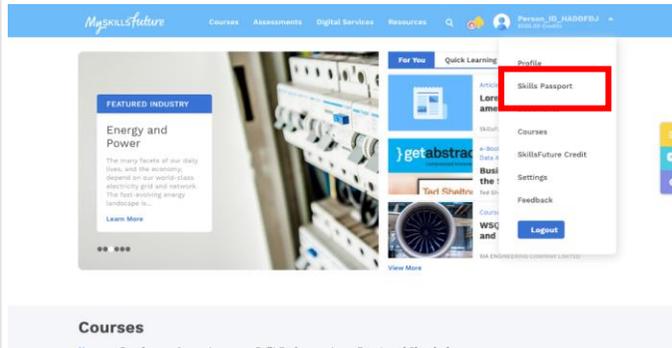
5 To download each QUAL e-Cert, click on **Download**. To download the QUAL transcript, click on **Download transcript**.



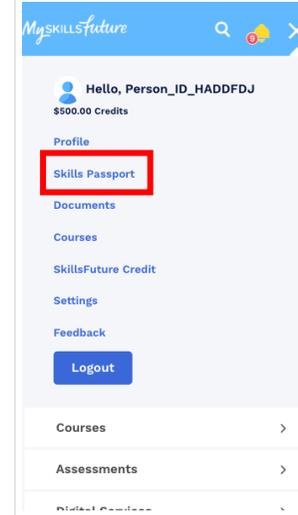
2.3 Academic Qualification/Professional Certs Upload

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'. Under the 'Professional Certification' section, there is one entry: 'Professional Certification'.

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'.

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): Select

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): 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

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

