

MySKILLSfuture

USER GUIDE ON E-CERT (INDIVIDUALS) Version 1.1(22 Feb. 21)

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 22 February 2021. Images subject to change.

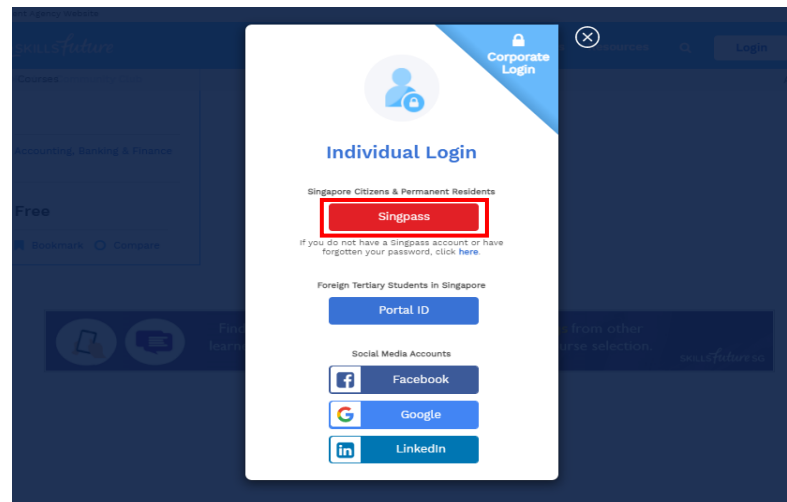
1 LOGIN

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

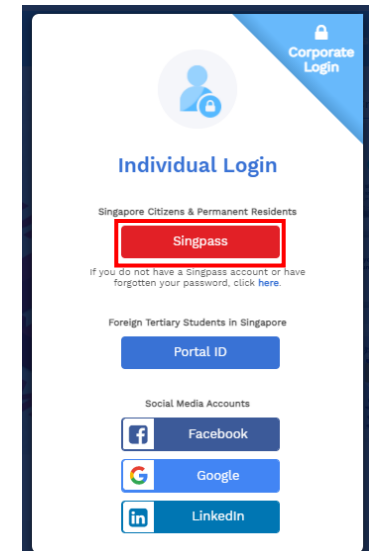
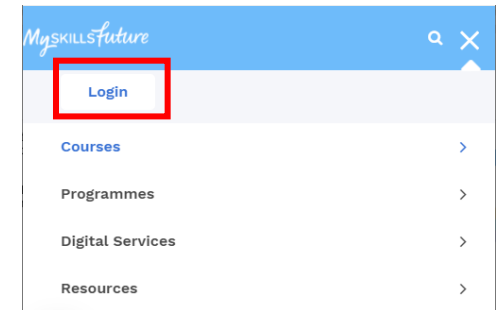
Click on the **Login** button located at the top right of the page.

Click on **Singpass**.

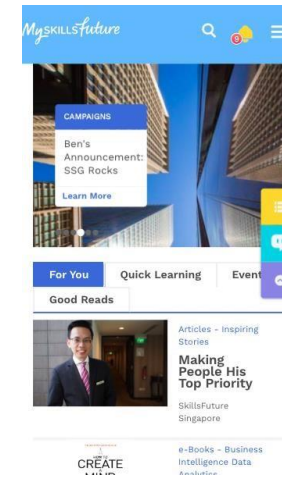
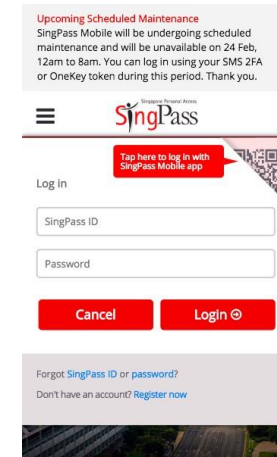
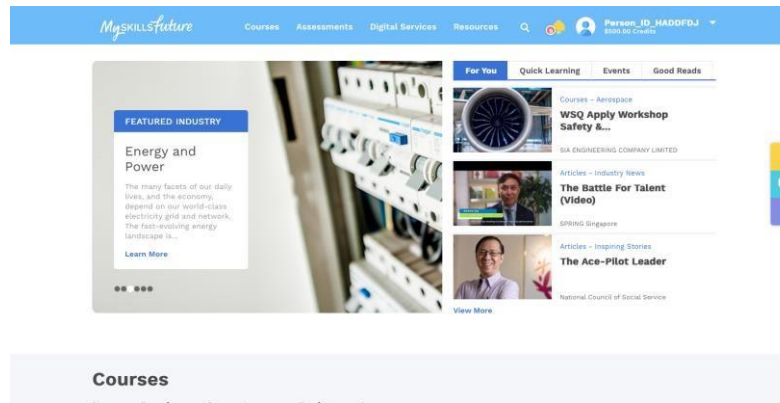
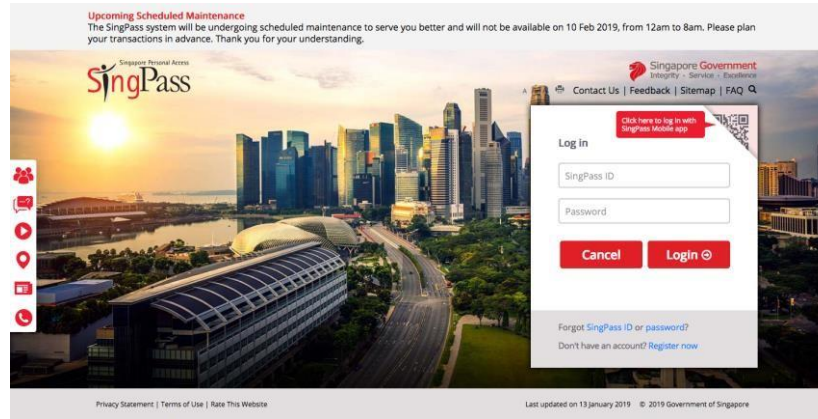
Desktop View



Mobile View



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

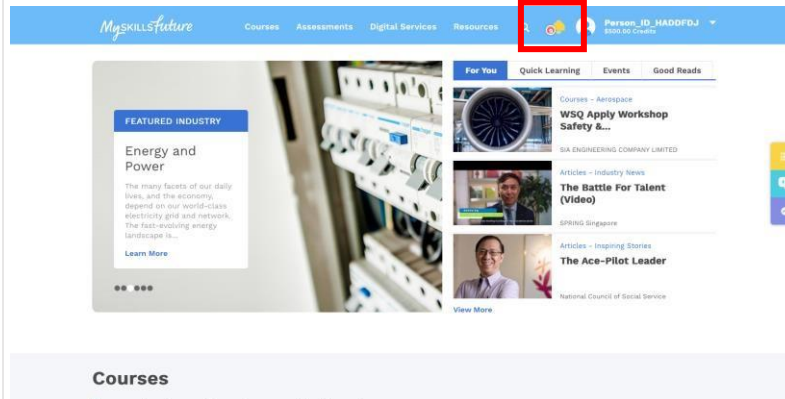


2 E-CERT ACCESS

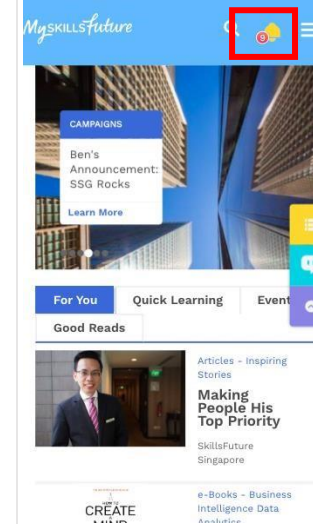
2.1 Check for e-Cert updates

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**.

Notifications

Show All with 25 entries

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.		
		View Details
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.		
		View Details
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.		

Notifications

Show All with 25 entries

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 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 contact Training Provider for more information.	

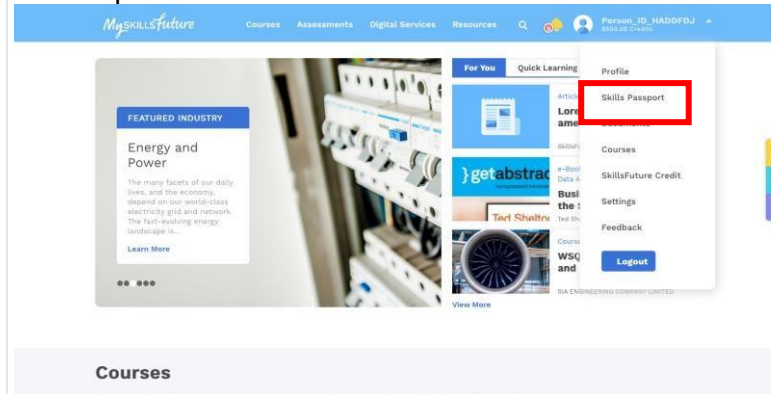


entries	
Category	Date
E-certs	2019-01-29 14:42:00
E-certs	2019-01-29 14:42:00
Dishes" is voided by IT Skill Training Provider. nformation.	
E-certs	2019-01-29 14:42:00
pdated by IRT Skill Training Provide tion.	
View Details	

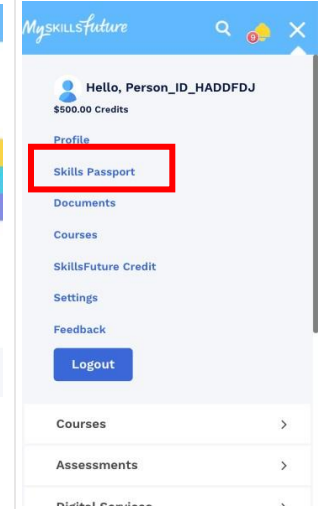
2.2. E-Cert Download

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.

The screenshot shows the 'Skills Passport' page on the MySKILLSfuture website. The navigation bar at the top includes 'Courses', 'Assessments', 'Digital Services', and 'Resources'. The user's profile information is visible as 'Person ID: H4DDFDJ'. The main content area has three tabs: 'Skills', 'Certificates', and 'Licences'. The 'Certificates' tab is highlighted with a red box. Below the tabs, there is a note about verifying open-cert files. The 'Education Qualification' section is expanded, showing 'QUALIFICATION S7033539E' and 'MASTER ARTS HUMAN RESOURCE DEVELOPMENT' with a 'HIGHEST QUALIFICATION' label. The 'Professional Certification' section is also visible but collapsed.

This is a smaller version of the 'Skills Passport' page. The navigation bar and user profile are visible. The 'Certificates' tab is highlighted with a red box. The 'Education Qualification' section is expanded, showing 'QUALIFICATION S7033539E' and 'MASTER ARTS HUMAN RESOURCE DEVELOPMENT'.

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)

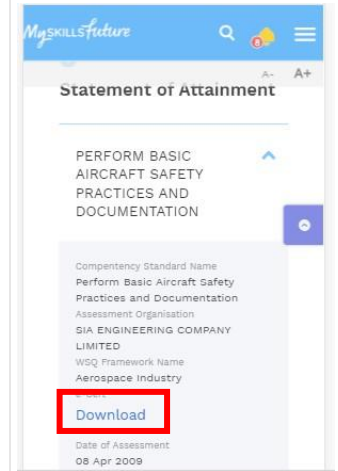
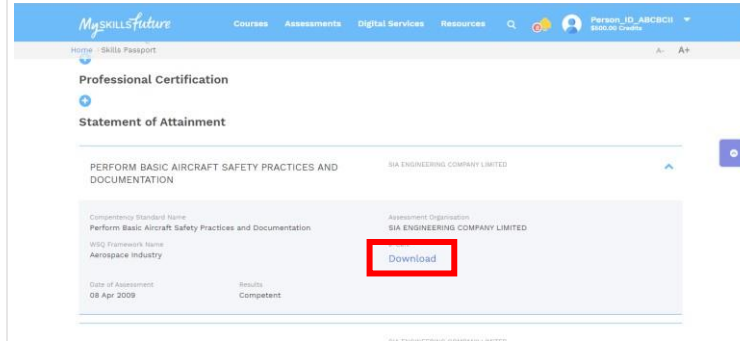
Education Qualification

QUALIFICATION S7033539E

MASTER ARTS HUMAN RESOURCE DEVELOPMENT

3. To download each SOA eCert, click on **Download**.

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



4

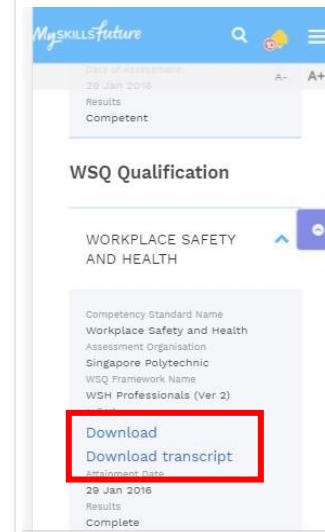
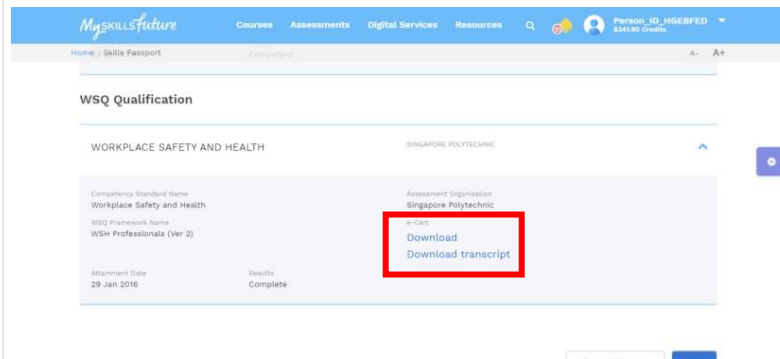
The screenshot shows the desktop version of the MySKILLSfuture platform. The top navigation bar includes 'MySKILLSfuture', 'Courses', 'Assessments', 'Digital Services', and 'Resources'. A user profile dropdown is visible with the name 'Person_ID_HGERFED' and 'Last 60 Days'. Below the navigation, the breadcrumb trail reads 'Home > Skills Passport > Competents'. The main content area features a 'WSQ Qualification' section with a card for 'WORKPLACE SAFETY AND HEALTH' by 'SINGAPORE POLYTECHNIC'. The card displays the following information:

Competency Standard Name Workplace Safety and Health	Assessment Organisation Singapore Polytechnic
WSQ Framework Name WSH Professionals (Ver 2)	e-Cert Download Download transcript
Attainment Date 29 Jan 2016	Results Complete

The screenshot shows the mobile version of the MySKILLSfuture platform. The top navigation bar includes the MySKILLSfuture logo, a search icon, a notification icon, and a menu icon. Below the navigation, the breadcrumb trail reads 'Home > Skills Passport > Competents'. The main content area features a 'WSQ Qualification' section with a card for 'WORKPLACE SAFETY AND HEALTH' by 'SINGAPORE POLYTECHNIC'. The card displays the following information:

Date of Assessment 29 Jan 2016	A- A+
Results Competent	
Competency Standard Name Workplace Safety and Health	Assessment Organisation Singapore Polytechnic
WSQ Framework Name WSH Professionals (Ver 2)	e-Cert Download Download transcript
Attainment Date 29 Jan 2016	Results Complete

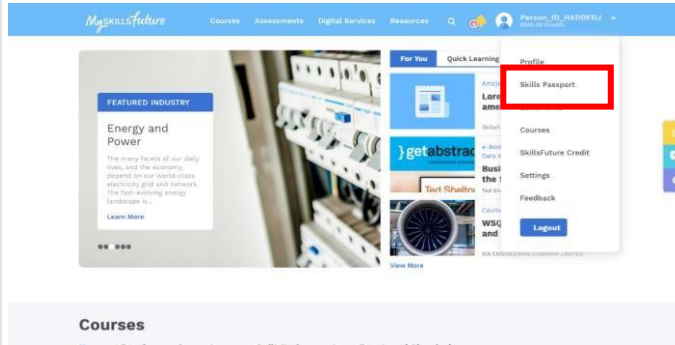
5. To download each QUAL eCert, click on **Download**. To download the QUAL transcript, click on **Download transcript**.



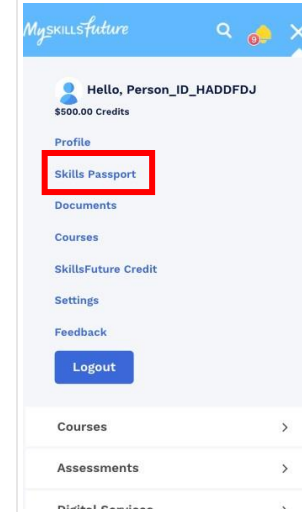
2.3 Academic Qualification/Professional Certs Upload

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

Desktop View



Mobile View



- 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 MySKILLSfuture Skills Passport interface. At the top, there is a navigation bar with 'MySKILLSfuture' logo, 'Courses', 'Assessments', 'Digital Services', and 'Resources'. A user profile dropdown shows 'Person_ID_HA0DF0J'. Below the navigation bar, the 'Skills Passport' section has three tabs: 'Skills', 'Certificates', and 'Licences'. The 'Certificates' tab is highlighted with a red box. Underneath, there is a note about viewing and verifying open-cert files. Below the note, there are sections for 'Education Qualification' and 'Professional Certification', each with a plus sign icon and a dropdown menu.

This screenshot is a zoomed-in view of the 'Skills Passport' page. It shows the 'Skills', 'Certificates', and 'Licences' tabs at the top, with 'Certificates' highlighted in red. Below the tabs, there is a note: '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)'. Underneath, the 'Education Qualification' section is visible, featuring a plus sign icon and a dropdown menu showing 'QUALIFICATION S7033539E'. Below that, another dropdown menu shows 'MASTER ARTS HUMAN RESOURCE DEVELOPMENT'.

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

MySKILLSfuture Courses Assessments Digital Services Resources Person ID: HADDFDJ Skills and Credits

Home Skills Passport A- A+

Education Qualification

QUALIFICATION S7033539E

Qualification Type
 Bachelor's Degree or equivalent HIGHEST QUALIFICATION

Start Year (optional) Year Attained
 Select 2000 Qualification Name (optional)
 Qualification S7033539E

Name of School / Institution Field of Study
 Institution S7033539E Information Systems (including MIS, system design)

URL of School / Institution (optional) Certificate in eg. pdf, doc. Each file size cannot exceed 2 MB.
 school.com Select and upload

MySKILLSfuture A- A+

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... HIGHEST QUALIFICATION

Start Year (optional) Year Attained
 Select 2000 Qualification Name (optional)
 Qualification S7033539E

Name of School / Institution Field of Study
 Institution S7033539E Information Systems (I...)

URL of School / Institution (optional) Certificate in eg. pdf, doc. Each file size cannot exceed 2 MB.
 school.com 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.