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

This User Guide outlines the steps for various processes within MySkillsFuture

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 Note: Screen captures are updated as of 22 February 2021. Images subject to change.

1   LOGIN

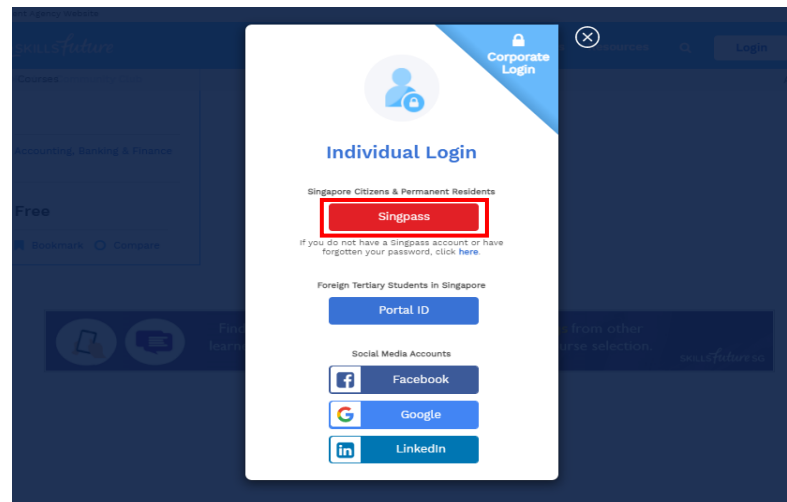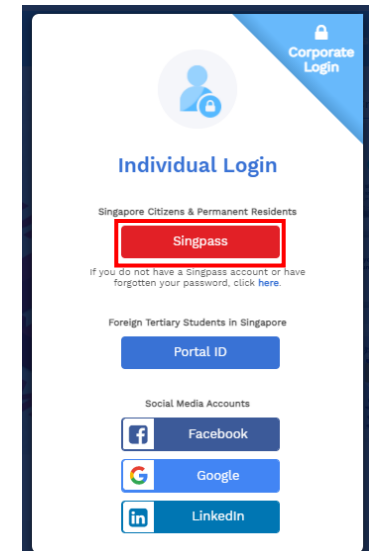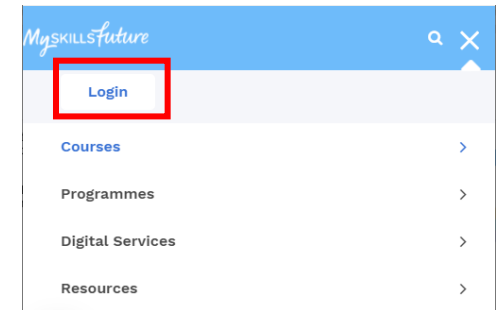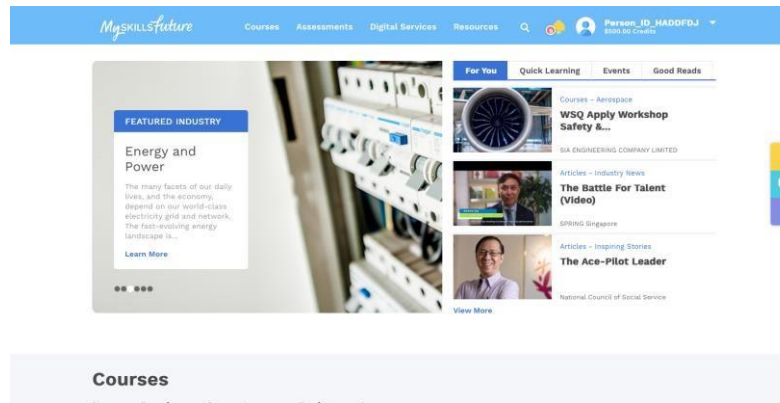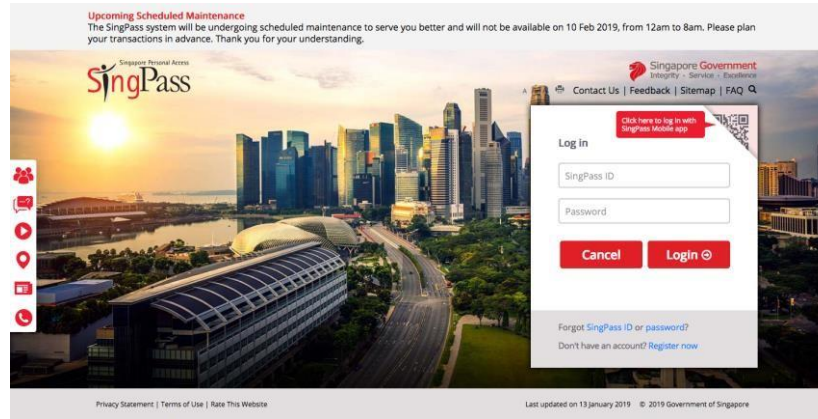|		
1.	Visit MySkillsFuture.sg (http://www.myskillsfuture.gov.sg) Click on the **Login** button located at the top right of the page. Click on **Singpass.**	**Desktop View** 	**Mobile View**

2

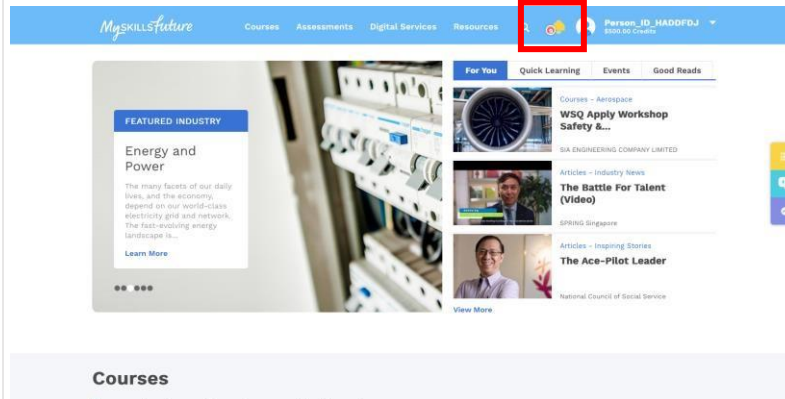Log in with your **Singpass ID** and **password**.
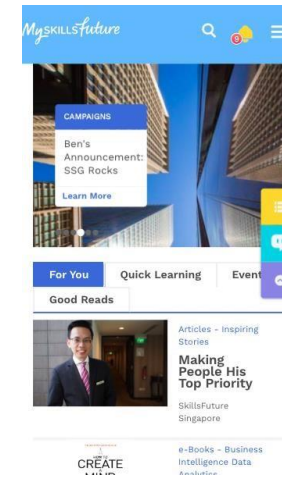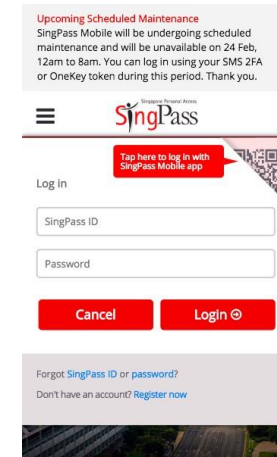
2   E-CERT ACCESS

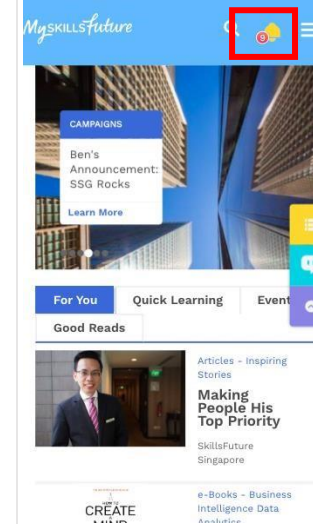### 2.1 Check for e-Cert updates

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**.

Category	Date		
E-certs	2019-01-29 14:42:00	🗑	🔽
E-certs	2019-01-29 14:42:00	🗑	🔽

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nformation.

| E-certs | 2019-01-29 14:42:00 | 🗑 | 🔽 |

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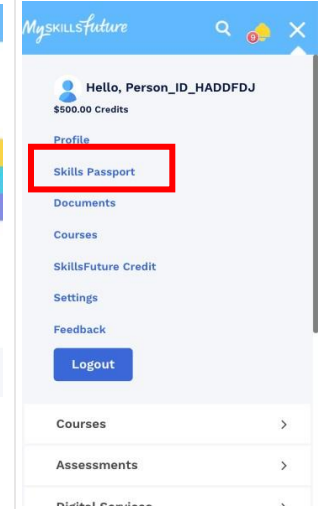tion.

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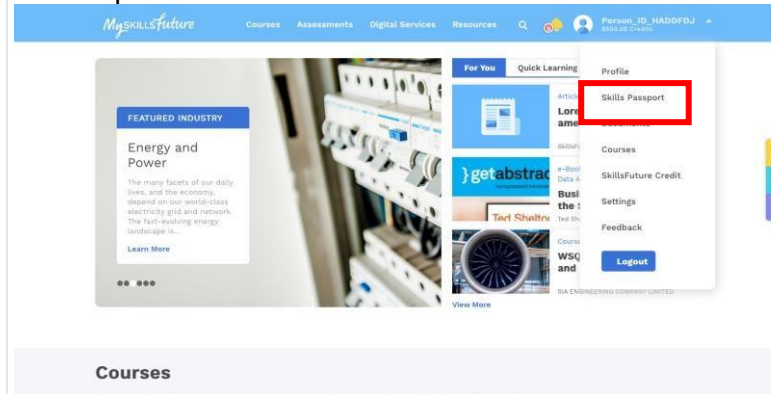
2. Click on **Certificates** tab to view e-Cert records.

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

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

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

Professional Certification

Statement of Attainment

PERFORM BASIC AIRCRAFT SAFETY PRACTICES AND DOCUMENTATION

SIA ENGINEERING COMPANY LIMITED

Competency Standard Name
Perform Basic Aircraft Safety Practices and Documentation

Assessment Organisation
SIA ENGINEERING COMPANY LIMITED

WSQ Framework Name
Aerospace Industry

Download

Date of Assessment
08 Apr 2009

Results
Competent

Statement of Attainment

PERFORM BASIC AIRCRAFT SAFETY PRACTICES AND DOCUMENTATION

Competency Standard Name
Perform Basic Aircraft Safety Practices and Documentation
Assessment Organisation
SIA ENGINEERING COMPANY LIMITED
WSQ Framework Name
Aerospace Industry
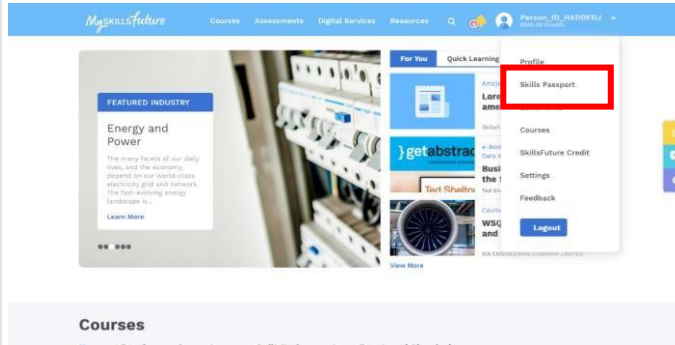
Download

Date of Assessment
08 Apr 2009

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5. To download each QUAL eCert, click on **Download**. To download the QUAL transcript, click on **Download transcript**.
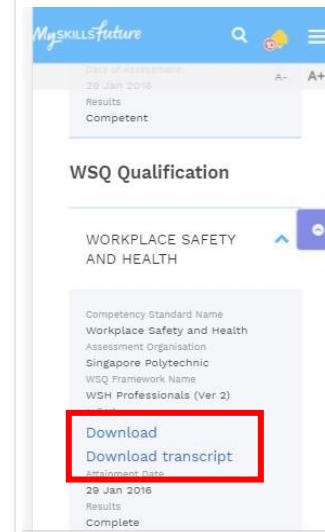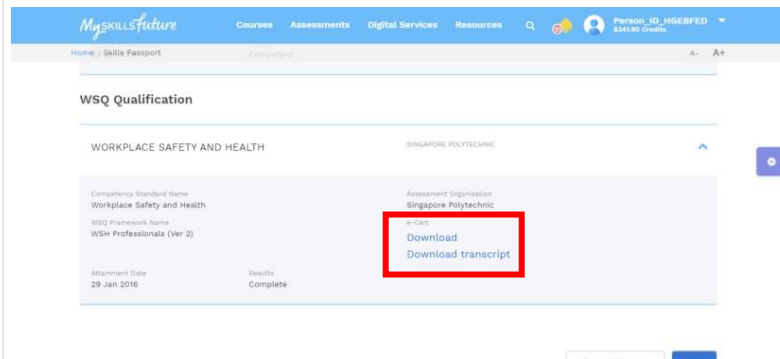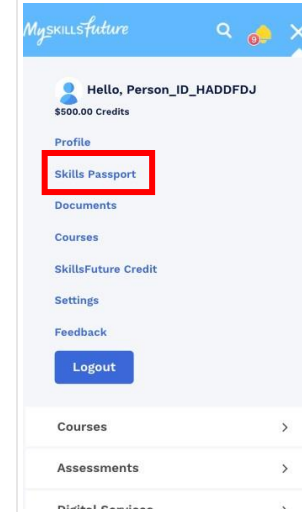
2.3 Academic Qualification/Professional Certs Upload

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

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

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

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

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.