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

This User Guide outlines the steps for various processes within MySkillsFuture
Table of Contents

1 LOGIN ................................................................................................................................. 1
2 E-CERT ACCESS................................................................................................................... 3
   2.1 Check for e-Cert updates ................................................................................................. 3
   2.2 E-Cert Download ............................................................................................................... 5
   2.3 Academic Qualification/Professional Certs Upload .......................................................... 8

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

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

Click on **SingPass**.
Log in with your SingPass ID and password.
2.1 Check for e-Cert updates

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

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.
2.2 E-Cert Download

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

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

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