



National Training Week

Individual User Manual

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1. Introduction

The National Training Week portal is a digital platform that provides all the information about the National Training Week, hosts all training courses offered during the week and enables participant registration for all relevant courses.

Individuals can access the portal to search and apply for training or skills development programmes that can help strengthen their professional profile and improve their employability.

Individuals can utilise the National Training Week portal to:

1. Search and apply for preferred training courses.
2. Track course application status.
3. Update profile from time to time to boost chances of course admittance.

Individual Portal Functionalities

Menu Item Name	Description
Home	View a personalised dashboard with unique recommendations and quick access to other pages.
Course Search	View the list of available training courses and apply.
Applied Courses	View the list of applied courses and the status of each application.
Notifications	Receive notifications related to courses and other notifications from admin.

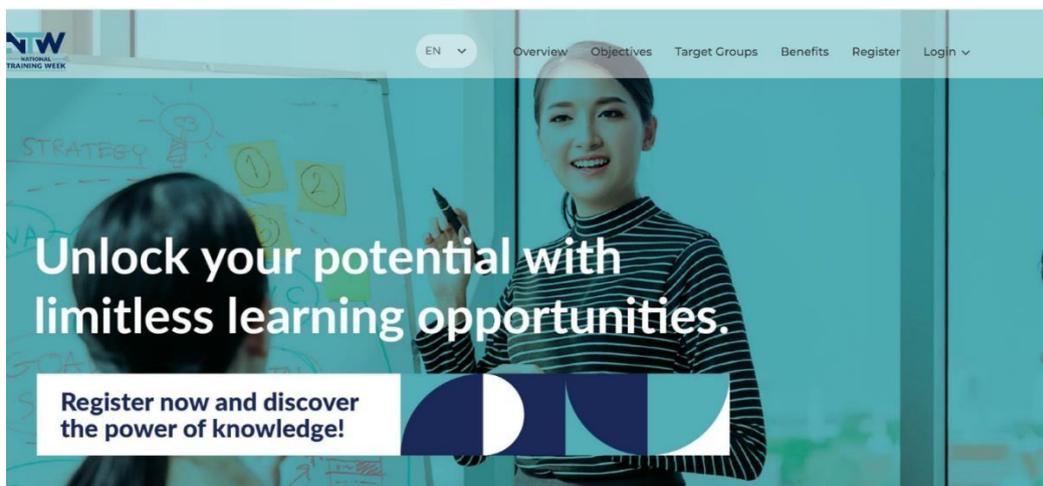
2. Individual Login & Registration

Individuals can register on the National Training Week Portal by providing basic details. The individual manual looks into the following functionalities:

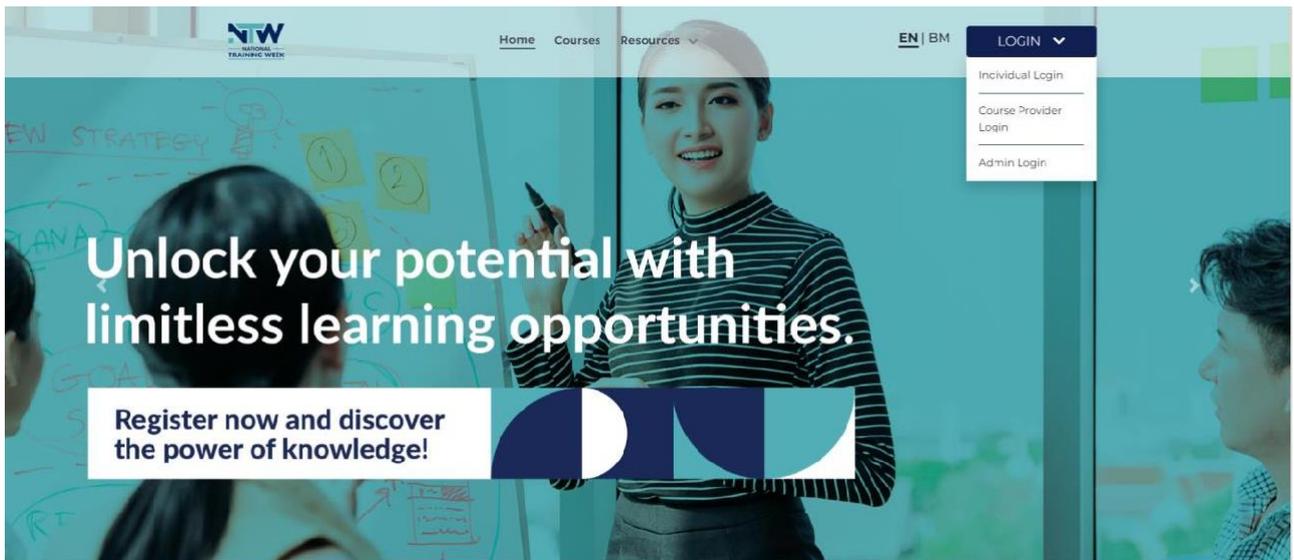
- **Individual Registration / Login**
- **Course Applications**
- **Track Course Applications**
- **Individual Profile**

2.1 Individual Registration

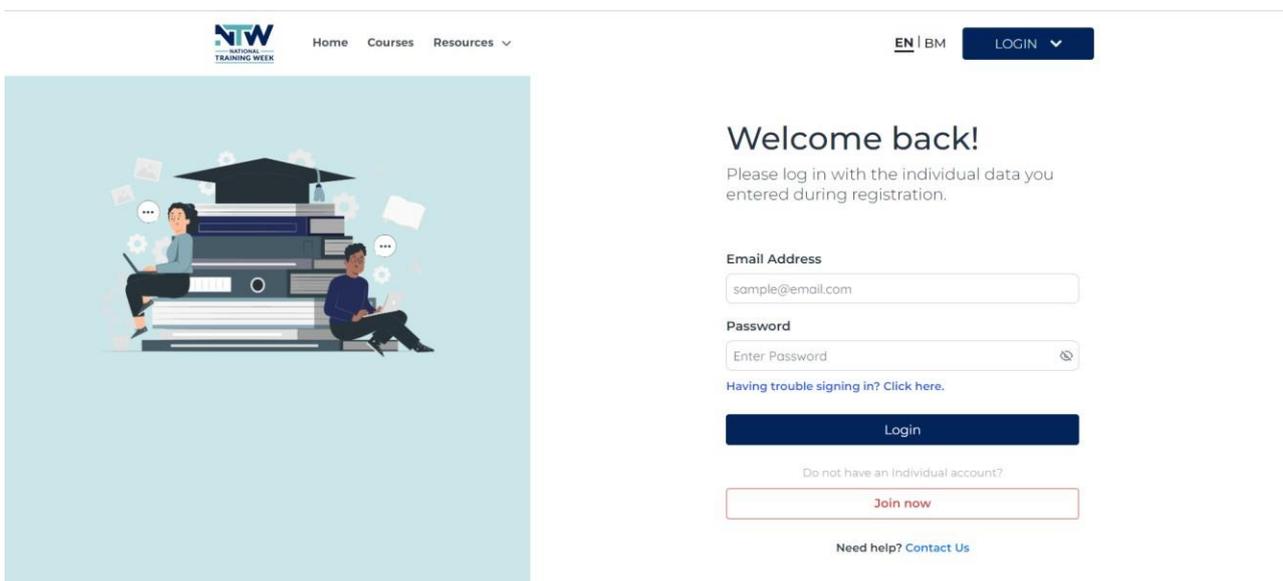
1. Visit www.nationaltrainingweek.gov.my. The National Training Week Homepage will appear as below.



- From the header menu, click **Login** and select **Individual Login** from the drop-down list.



- Click the **Join Now** button on the login page. The registration page will appear.
- Register by filling in all fields on the registration page.
- Click **Submit** to complete the registration.
- If the registration is successful, the account will be created, and individuals will receive a confirmation email to the registered Email ID.



2.2 Individual Login

1. Click **Login** and select **Individual Login** from the header menu.
2. The individual login screen will appear.
3. Enter a valid email address and password in the given fields and click **Login**.

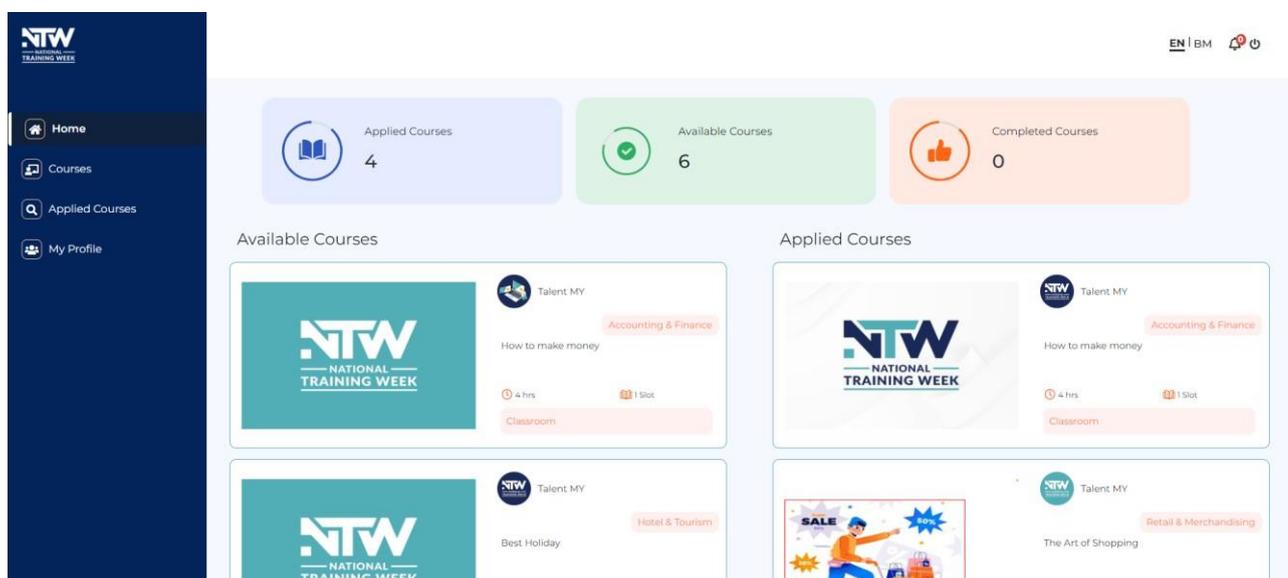
If individuals do not remember the password, click **Having trouble signing in? Click here**.

1. A pop-up will appear where individuals enter the National Training Week Registered Email ID and proceed to click **Send Mail**.
2. A link will be sent to the email, with instructions to reset the password.

3. Individual Dashboard

The personalised dashboard can be viewed on the homepage and contains a summary of the course details with a quick view of the following:

- Available courses.
- Applied courses.
- Completed courses.

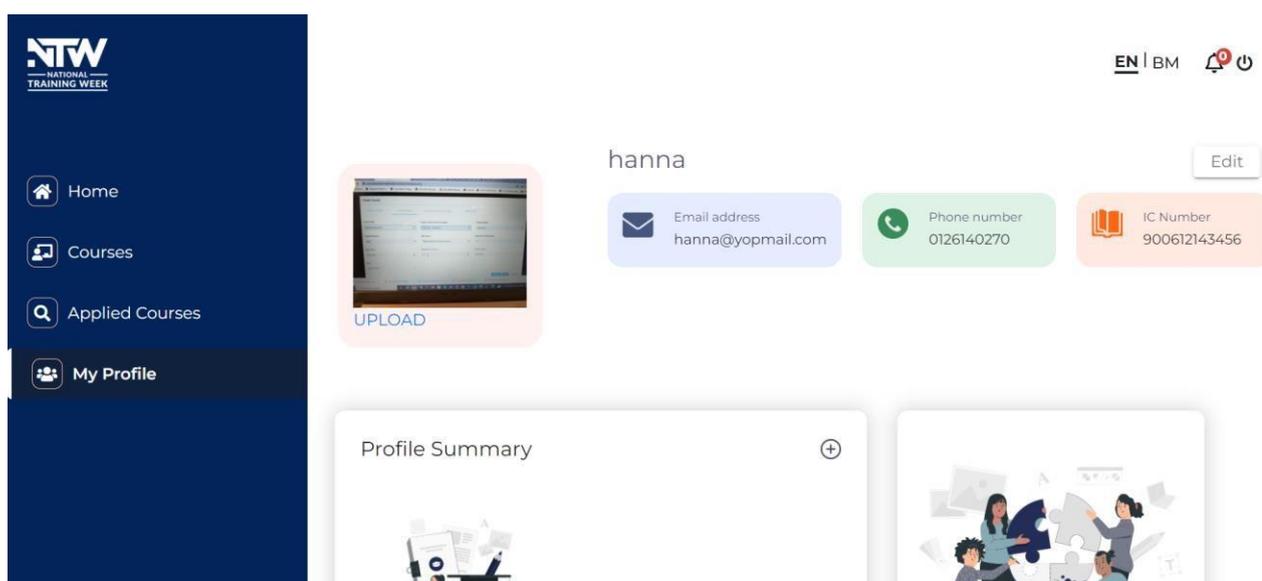


The screenshot displays the individual dashboard for the National Training Week. On the left is a dark blue sidebar with navigation options: Home, Courses, Applied Courses, and My Profile. The main content area features a top navigation bar with 'EN | BM' and user icons. Below this are three summary cards: 'Applied Courses' (4), 'Available Courses' (6), and 'Completed Courses' (0). The dashboard is divided into two columns: 'Available Courses' and 'Applied Courses'. Each column contains two course cards. The 'Available Courses' column shows 'How to make money' (Accounting & Finance, 4 hrs, 1 Slot, Classroom) and 'Best Holiday' (Hotel & Tourism). The 'Applied Courses' column shows 'How to make money' (Accounting & Finance, 4 hrs, 1 Slot, Classroom) and 'The Art of Shopping' (Retail & Merchandising). Each course card includes the NTW logo, course title, category, duration, slots, and delivery mode.

4. My Profile

Upon logging in for the first time, individuals can update their profile by clicking **My Profile** located on the side menu, and include their personal details, employment history, etc.

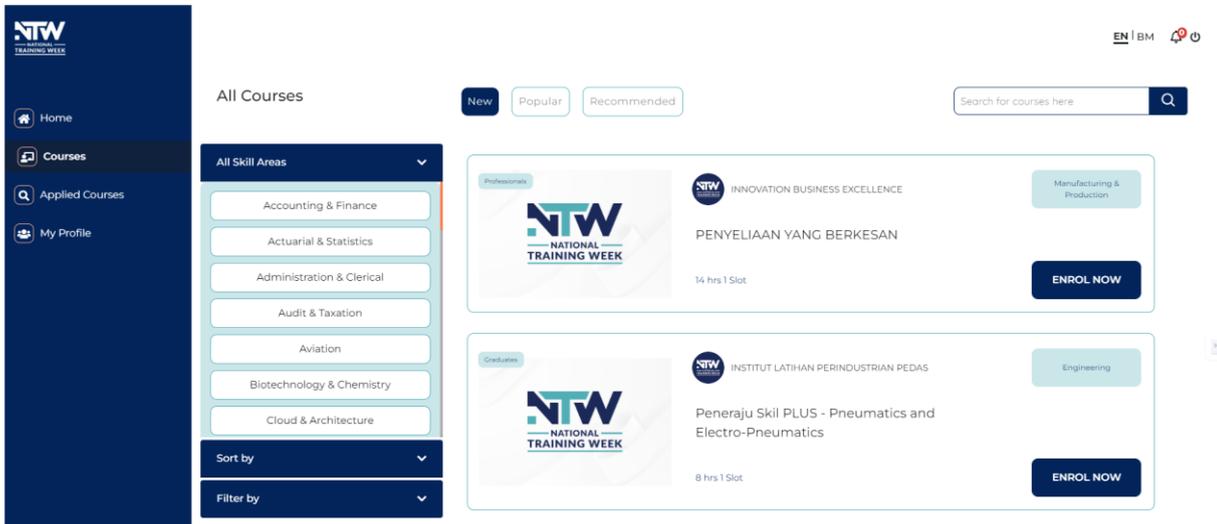
1. Individuals can edit basic details such as name and phone number. Individuals can also update their profile pictures by using the **Upload** button.
2. Individuals can **Add/Delete** key skills in the **Key Skills** section.
3. Individuals can opt to add multiple skills. Individuals can either choose from the drop-down or type other skills if the skills are not present in the dropdown list. Click **Save** to update key skills. Individuals are encouraged to update the key skills. The skills chosen will help to personalize the 'Recommended' course list under the Courses section.
4. Individuals can add a summary of their profile in the **Profile Summary** section. Click **Save** to update the profile summary.
5. Individuals can fill in the details, such as date of birth, gender, ethnicity, address, etc. in the **Personal Details** Section.



The screenshot shows the user profile interface for 'hanna'. On the left is a dark blue sidebar with the NTW logo and navigation options: Home, Courses, Applied Courses, and My Profile (highlighted). The main content area features the user's name 'hanna' and an 'Edit' button. Below the name are three colored boxes for contact information: Email address (hanna@yopmail.com), Phone number (0126140270), and IC Number (900612143456). There is an 'UPLOAD' button next to a placeholder image of a profile picture. At the bottom, there are two cards: 'Profile Summary' with a plus icon and a document icon, and another card with an illustration of people working together.

5. Course Search

Click **Courses** from the side menu. Individuals will be redirected to the Course Search page, where a list of courses can be viewed.

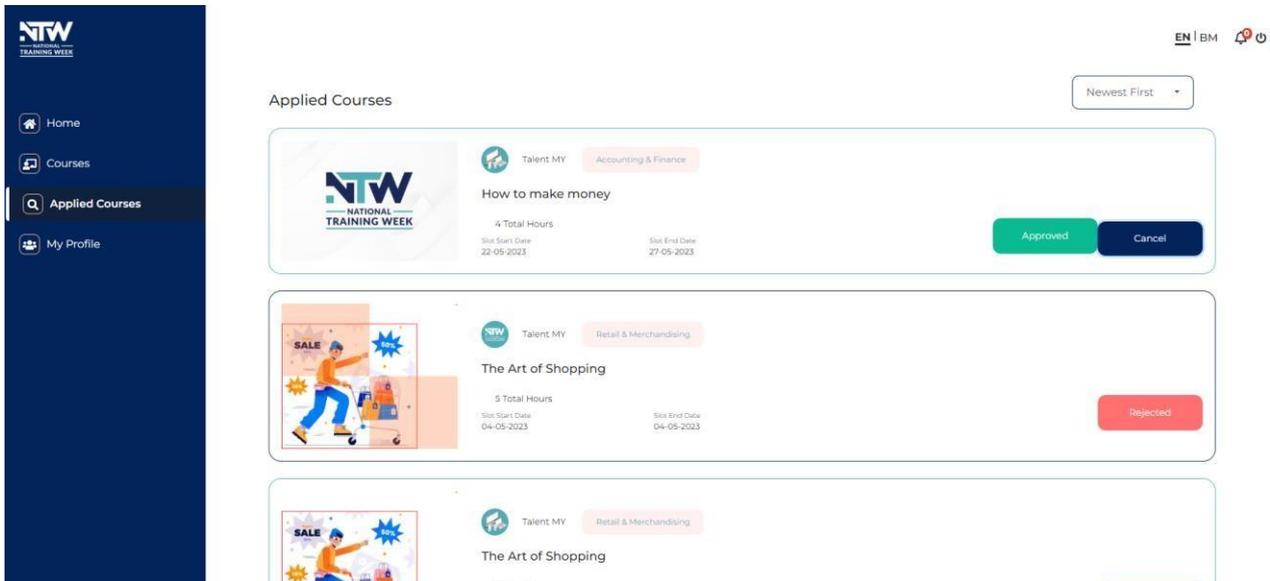


1. Click **Enroll Now** to view the course details.
2. There is an advanced search filter based on **Course Start Date**, **Training Mode**, **Location** and **Course Type**. Individuals can also use the sort by option function (if needed) to find a desirable course. Individuals can clear the search filters and start again.
3. Click the **Course Card** to view the course details.
4. Under the **Course Details** Page, individuals can view information regarding the course and contact details.

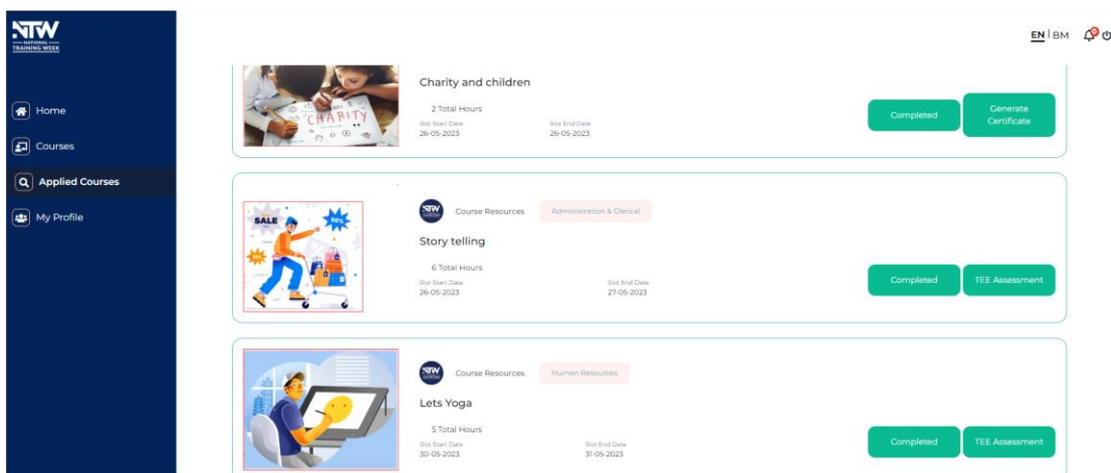
6. Applied Courses

Click **Applied Courses** from the side navigation bar and individuals will be redirected to the Applied Courses page, where the following will be displayed:

- Courses that individuals have applied for.
- Status of the course applications.



- Individuals can filter based on the **latest** or **oldest** course application.
- Individuals can withdraw from the applied courses.
- Once course completed and updated by Course Provider, individual will receive email notification that they have completed the course and the e-certificate can be generate from the completed course. Prior to that, Individual needs to complete Training Effectiveness Evaluation by clicking 'TEE Assessment'. Generate Certificate will be available upon successful TEE submission.



7. Notifications

Individuals can view notifications by clicking the bell icon on the navigation bar.

The scenarios for notifications are:

- Course applications approved/rejected by course provider.
- Course completion.



8. Dual Language Selection

Individuals can change the language in the National Training Week Portal to either Bahasa Malaysia or English by using the buttons provided on the navigation bar.

9. Logout

Individuals can log out of the account by clicking the **Power** icon on the top right corner of the screen.