

Human Resources Development Fund



MINISTRY OF HUMAN RESOURCES



Updating Training Providers' Contact Details User Guideline

This guideline is prepared for
HRDF Registered Training Providers

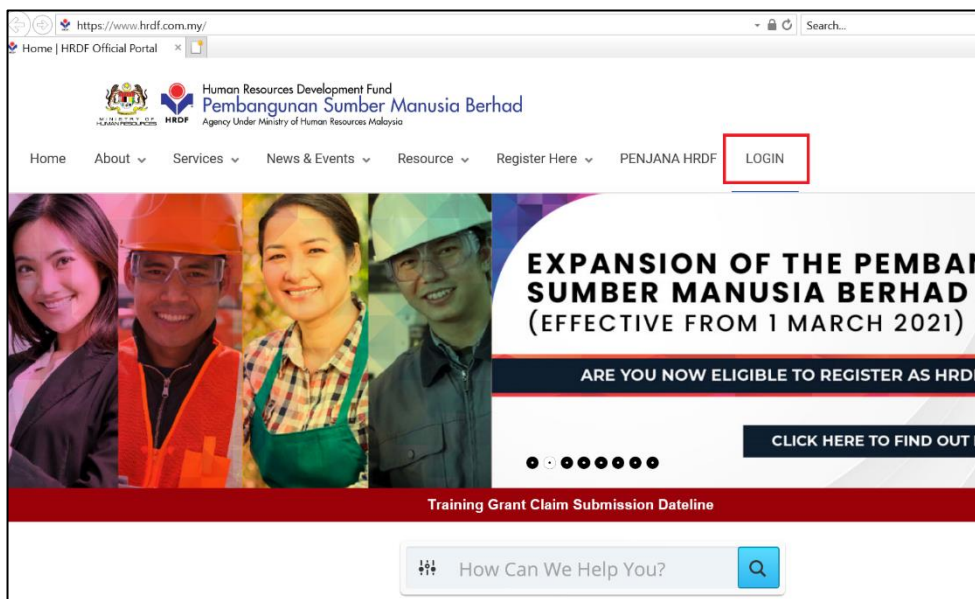
Training Market Department
30 March 2021

Updating Training Providers' Contact Details

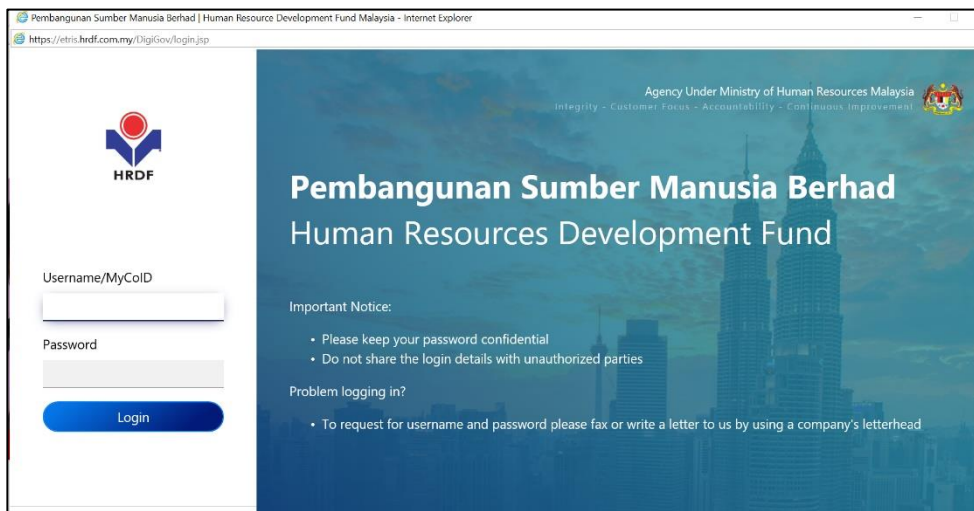
The steps for updating your contact details are as follow:

a) Login into e-Tris account

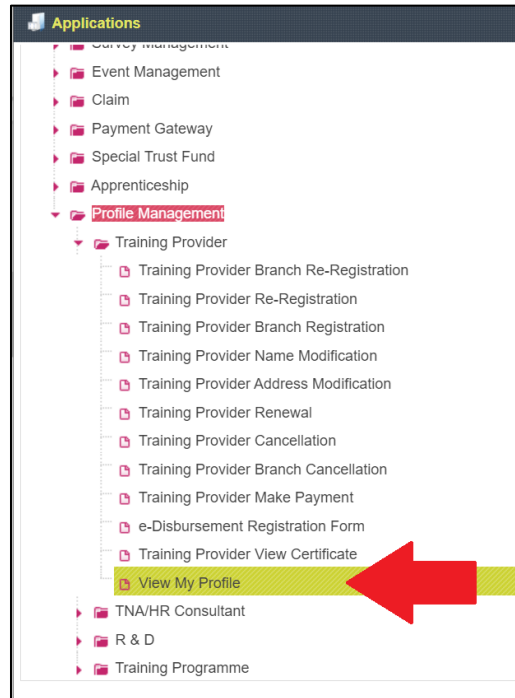
- Open <https://www.hrdf.com.my/> and click login on the top right side of the page.
- Best viewed using Internet explorer version 7.0 and for Google Chrome best way using incognito mode



b) By clicking login button, it will lead to the main page of e-Tris system and kindly key in Username and Password.



c) Once login, go to Application > Profile Management > Training Provider > View My Profile



d) The information area that need to be update is broken down into two (2) main key sections which are:

- i. Personal Contact
- ii. Officer In Charge

A screenshot of the 'View My Profile' form. The form is titled 'Applications > Profile Management > Training Provider > View My Profile'. It has 'Save' and 'Close' buttons at the top. The form is divided into sections: 'Training Providers Address', 'Personal Contact', and 'Certification'. The 'Personal Contact' section is highlighted with a red border. It contains fields for 'Telephone No.' (6012345678), 'Fax No.', and 'Email' (vmdsupport@xx.customcodi). The 'Training Providers Address' section contains fields for 'Address' (VENDOR MANAGEMENT DEPARTMENT, PEMBANGUNAN SUMBER MANUSIA BERHAD (PSMB), WISMA HRDF, JALAN BERINGIN), 'Postcode' (50490), 'Country' (Malaysia), 'City', and 'State'.

Make sure that the email address in “Personal Contact” is **VALID** as this is the main contact email that we will use.

e) For **Officer In Charge** section, please fill in the information and click **Add** button. We advise you to give more than just one name.

Officer In Charge *

Name: LEE CHONG WEI * IC/Passport No.: 820415045634 *

Designation: PROGRAMME MANAGER * Email: chong.wei@hrdf.com.my *

Telephone No.: 60320964800 *

Name	IC/Passport No.	Designation	Email	Telephone No.	Actions
TEUKU IBRAHIM BIN TEUKU NGAH	290725064007	TRAINING AND DEVELOPMENT MANAGER	teuku.ibrahim@hrdf.com.my	6020964800	View / Edit / Delete

f) Please make sure you click **SAVE** button on our top left once done update.

Applications

Applications > Profile Management > Training Provider > View My Profile

Note : If you are yet to obtain the username and password (if any), you are required to write in officially through your company letter head to PSMB IT. Email the letter to ithelpdesk@hrdf.com.my or fax to 03-20964945.