



MINISTRY OF HUMAN RESOURCES



HUMAN RESOURCE DEVELOPMENT CORPORATION

# USER GUIDELINE UPDATING TRAINING PROVIDER'S PROFILE IN e-TRIS

THIS GUIDELINE IS PREPARED FOR  
HRD CORP REGISTERED TRAINING PROVIDERS

TRAINING MARKET DEPARTMENT  
VERSION\_OCTOBER 2023

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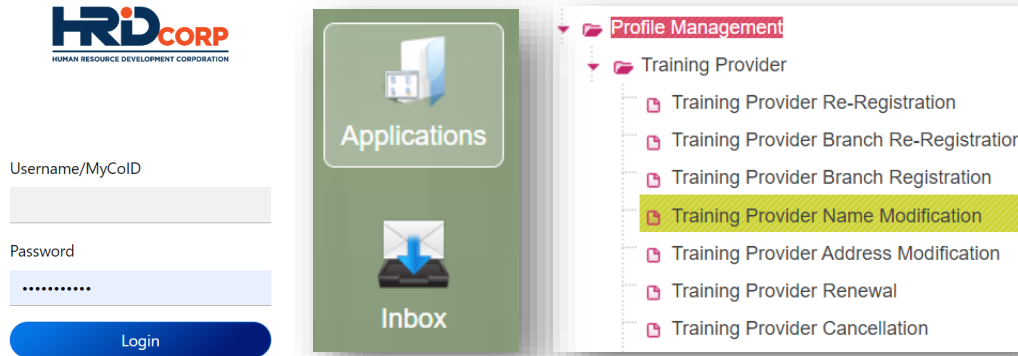
- 01** Modify Company Name
- 02** Modify Company Address
- 03** Update: Contact Details (Personal Contact and Person In-charge)
- 04** Update: Company Board Of Directors Details
- 05** Update: Company Owner Declaration Details

# UPDATING TRAINING PROVIDER'S PROFILE

## MODIFY COMPANY NAME

### HOW TO MODIFY COMPANY NAME?

- Login to e-tris. Select Application> Training Provider> Profile Management> Name modification.
- Complete the relevant area with the updated name information including supporting documents
- The processing fee for name modification is RM 1,000



The screenshot shows the HRD Corp e-tris interface. On the left is the login form with fields for 'Username/MyCoID' and 'Password', and a 'Login' button. In the center is a green sidebar with 'Applications' and 'Inbox' icons. On the right is a navigation menu with 'Profile Management' expanded to show 'Training Provider' options, where 'Training Provider Name Modification' is highlighted in yellow.

### DOCUMENTS CHECKLIST


SSM Name modification form (e.g SSM Form 13)

# UPDATING TRAINING PROVIDER'S PROFILE

## MODIFY COMPANY ADDRESS

### HOW TO CHANGE COMPANY'S ADDRESS?

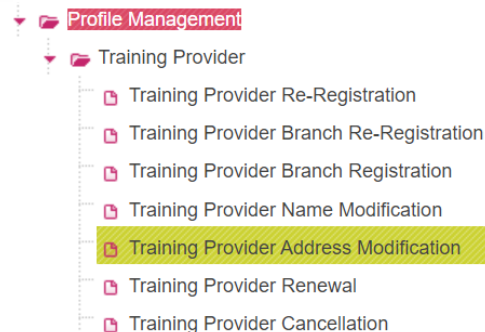
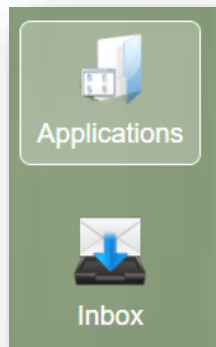
- Login to e-tris. Select Application> Training Provider> Profile Management> Address modification.
- Complete the relevant area with the updated address information including supporting documents
- The processing fee for address modification is RM 1,000 if you shifted less than one (1) year from the date of registration or the last date of relocation



Username/MyColD

Password

Login



### DOCUMENTS CHECKLIST

Latest tenancy/sales and purchase agreement

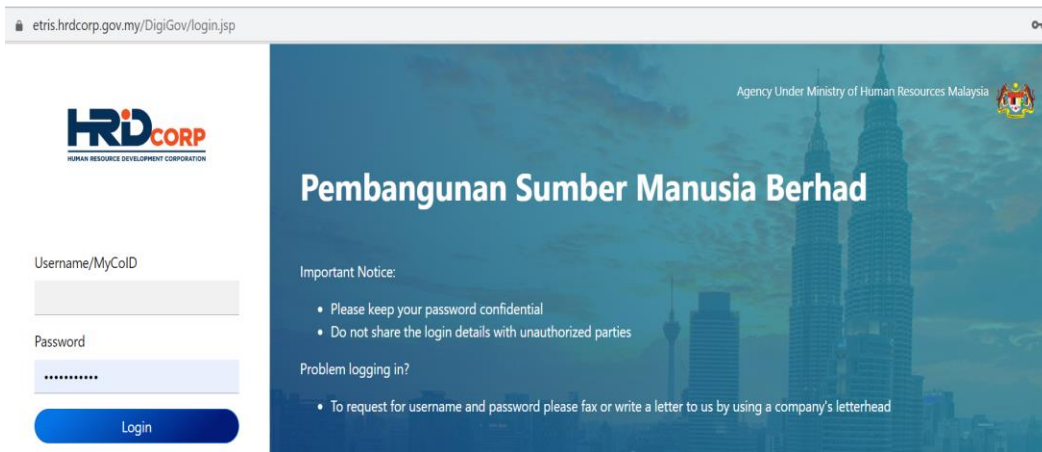
# UPDATING TRAINING PROVIDER'S PROFILE

## CONTACT DETAILS (PERSONAL CONTACT AND PERSON IN-CHARGE)

### UPDATE CONTACT DETAILS

- Login to e-tris. Select Application > 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 HRD Corp IT Team. Email the letter to [ithelpdesk@hrdcorp.gov.my](mailto:ithelpdesk@hrdcorp.gov.my)



etris.hrdcorp.gov.my/DigiGov/login.jsp

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**Pembangunan Sumber Manusia Berhad**

Important Notice:

- Please keep your password confidential
- Do not share the login details with unauthorized parties

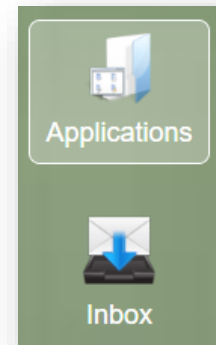
Problem logging in?

- To request for username and password please fax or write a letter to us by using a company's letterhead

Username/MyCoID

Password

Login



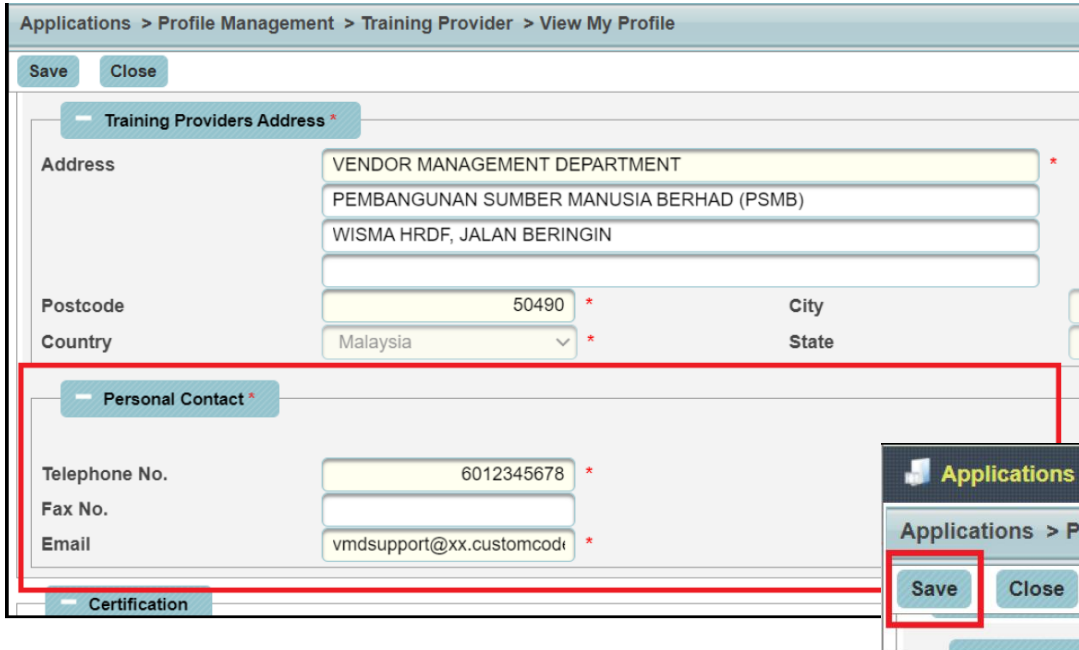
- Profile Management
  - Training Provider
    - Training Provider Re-Registration
    - Training Provider Branch Re-Registration
    - Training Provider Branch Registration
    - Training Provider Name Modification
    - Training Provider Address Modification
    - Training Provider Renewal
    - Training Provider Cancellation
    - Training Provider Branch Cancellation
    - Training Provider Make Payment
    - e-Disbursement Registration Form
    - Training Provider View Certificate
    - View My Profile

# UPDATING TRAINING PROVIDER'S PROFILE

## CONTACT DETAILS (PERSONAL CONTACT AND PERSON IN-CHARGE)

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



Applications > Profile Management > Training Provider > View My Profile

Save Close

Training Providers Address \*

Address  
VENDOR MANAGEMENT DEPARTMENT \*  
PEMBANGUNAN SUMBER MANUSIA BERHAD (PSMB)  
WISMA HRDF, JALAN BERINGIN

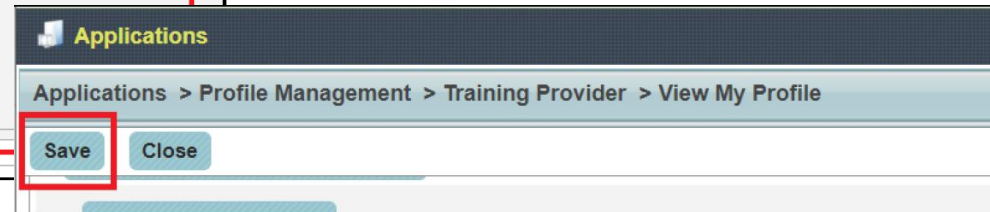
Postcode 50490 \* City  
Country Malaysia \* State

Personal Contact \*

Telephone No. 6012345678 \*  
Fax No.  
Email vmdsupport@xx.customcodr \*

Certification

- Make sure that the email address in "Personal Contact" is VALID as this is the main contact email that we will use.
- Please make sure you click SAVE button on our top left once done update.



Applications

Applications > Profile Management > Training Provider > View My Profile

Save Close

# UPDATING TRAINING PROVIDER'S PROFILE

## CONTACT DETAILS (PERSONAL CONTACT AND PERSON IN-CHARGE)

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**

**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	<a href="#">View</a> / <a href="#">Edit</a> / <a href="#">Delete</a>

**Applications**

Applications > Profile Management > Training Provider > View My Profile

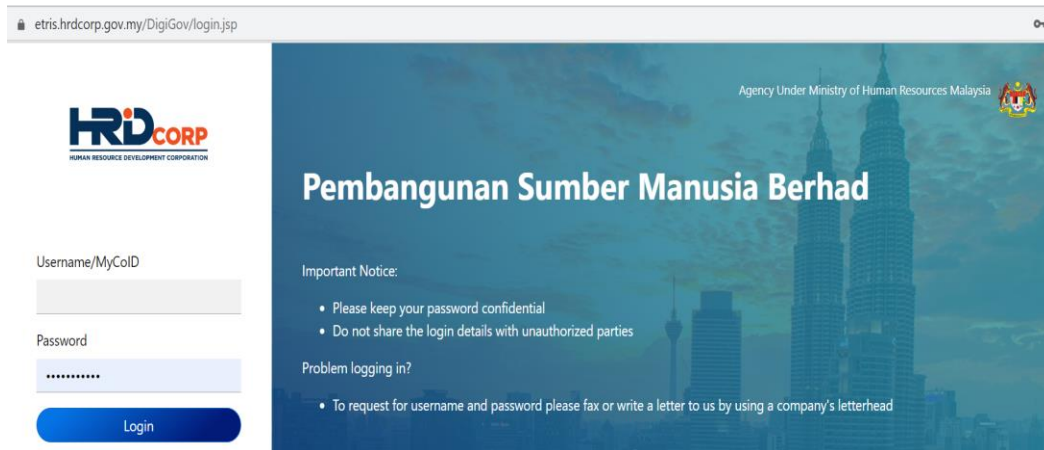
- For Officer In Charge section, please fill in the information and click Add button. We advise you to give more than just one name.
- Please make sure you click SAVE button on our top left once done update.

# UPDATING TRAINING PROVIDER'S PROFILE

## COMPANY BOARD OF DIRECTORS DETAILS

### UPDATE DIRECTOR DETAILS

- If you wish to update new director or management details, kindly go to:  
**Login to e-tris. Select Application > Profile Management > Training Provider > View My Profile > Company Board of Directors**
- Kindly email us at [vmddsupport@hrdcorp.gov.my](mailto:vmddsupport@hrdcorp.gov.my) once you have added the new director, our team will assist you to delete the old director.
- Kindly ensure you have upload the latest SSM form into e-TRiS and click SAVE button once done update.



etris.hrdcorp.gov.my/DigiGov/login.jsp

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## Pembangunan Sumber Manusia Berhad

Important Notice:

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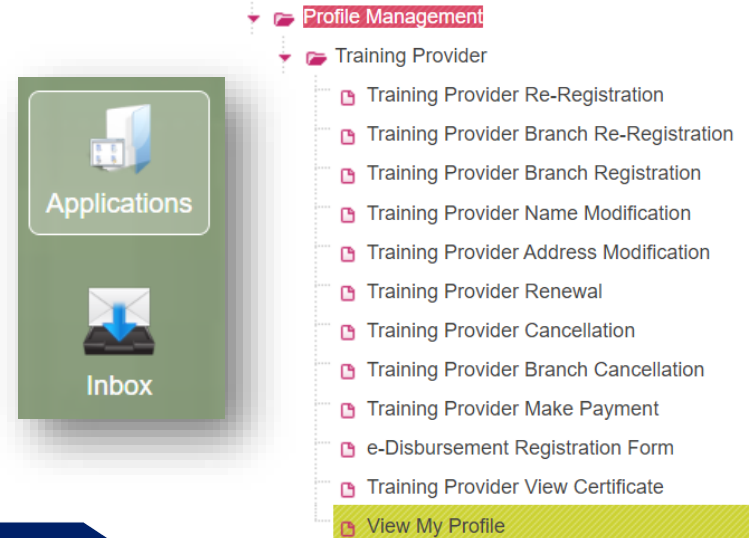
Problem logging in?

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Username/MyCoID

Password

Login



Profile Management

Training Provider

- Applications
- Inbox
- Training Provider Re-Registration
- Training Provider Branch Re-Registration
- Training Provider Branch Registration
- Training Provider Name Modification
- Training Provider Address Modification
- Training Provider Renewal
- Training Provider Cancellation
- Training Provider Branch Cancellation
- Training Provider Make Payment
- e-Disbursement Registration Form
- Training Provider View Certificate
- View My Profile**



# UPDATING TRAINING PROVIDER'S PROFILE

## COMPANY OWNER DECLARATION DETAILS



### UPDATE COMPANY OWNER DECLARATION DETAILS

#### Company Owner Declaration \*

#### Person Details \*

Name	<input type="text"/>	*
Nationality	Malaysian	*
IC/Passport No.	<input type="text"/>	*
Designation	MANAGER	*

#### Present Address \*

Address	<input type="text"/>			*	
Postcode	47810	*	City	PETALING JAYA	*
Country	Malaysia	*	State	Selangor	*

#### Personal Contact \*

Please include '60' as country code for Malaysian phone number

Telephone No.	<input type="text"/>	*
Fax No.	<input type="text"/>	*
Email	<input type="text"/>	*

Kindly request via email to [vmddsupport@hrdcorp.gov.my](mailto:vmddsupport@hrdcorp.gov.my) by providing the details to be update. The team will assist you to update accordingly.



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**HRD**CORP  
HUMAN RESOURCE DEVELOPMENT CORPORATION

# THANK YOU

CONTACT US AT [vmddsupport@hrdcorp.gov.my](mailto:vmddsupport@hrdcorp.gov.my)