



MINISTRY OF HUMAN RESOURCES



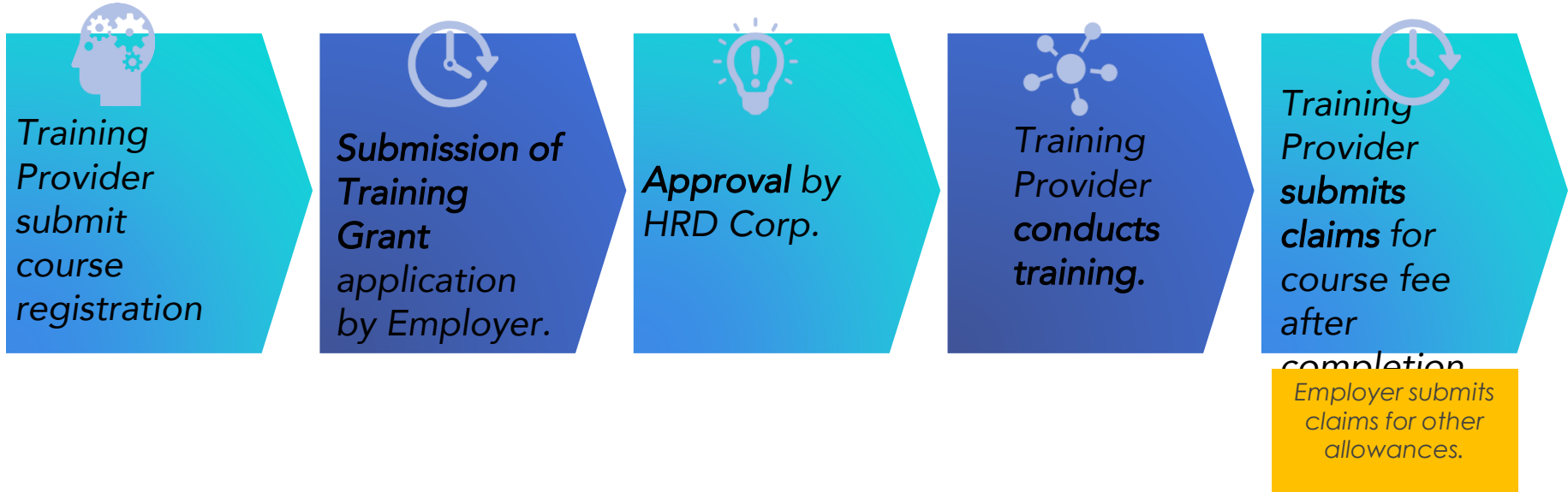
HRD CORP CLAIMABLE COURSES REGISTRATION WORKSHOP

OCTOBER 2023

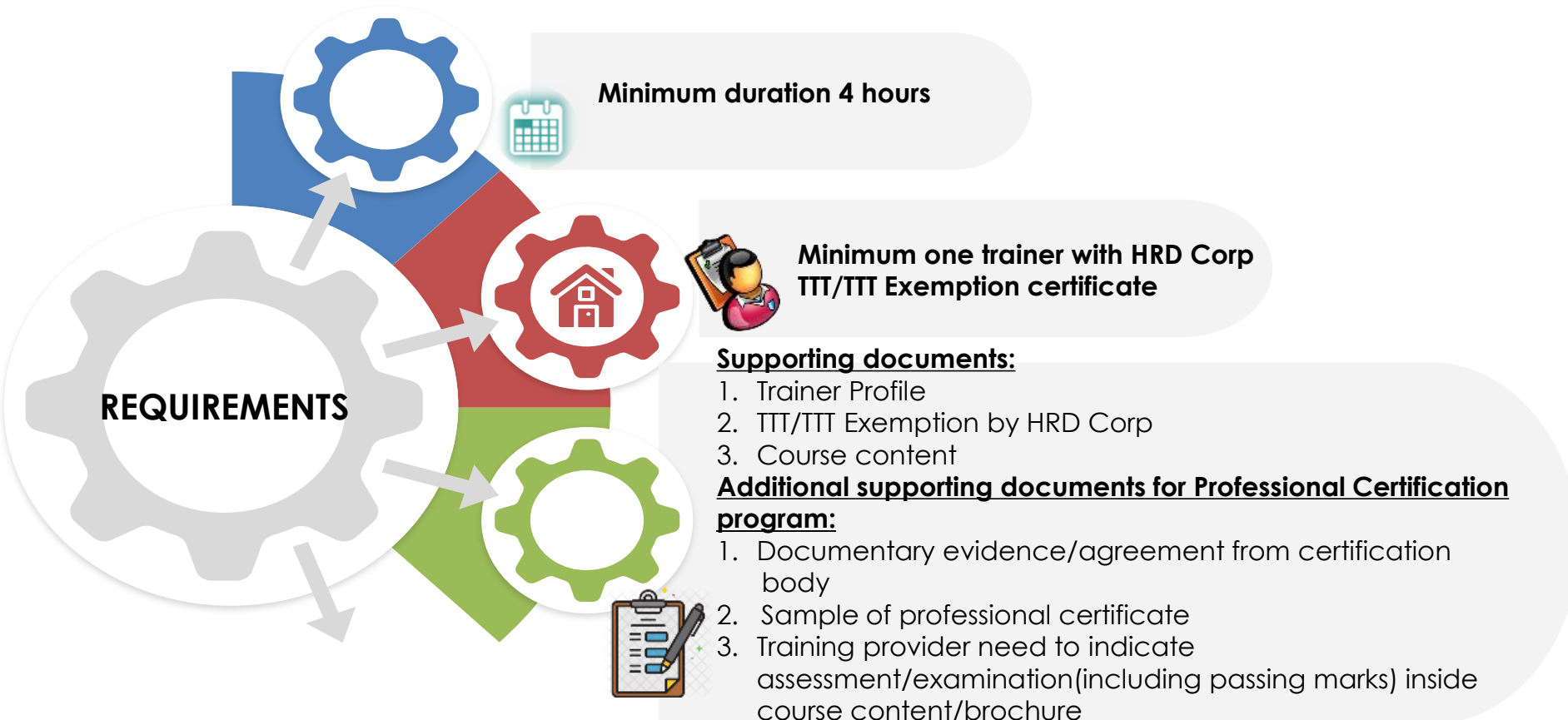
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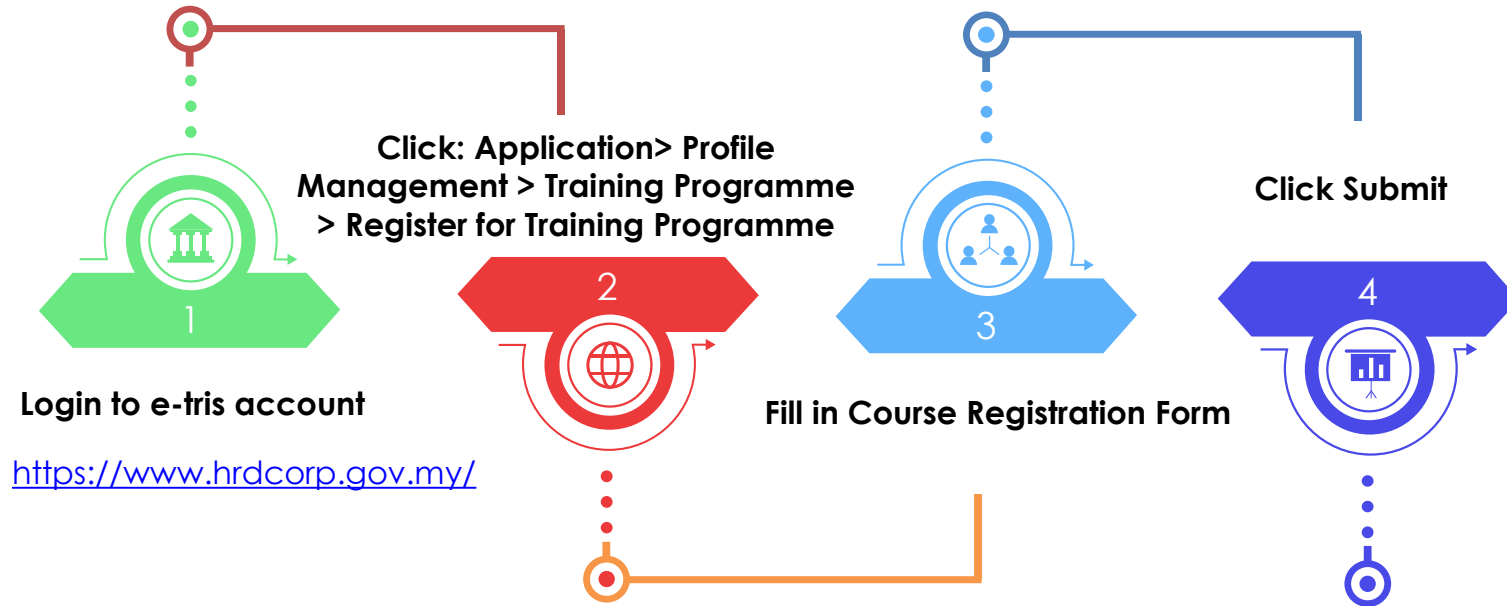
01 HRD CORP CLAIMABLE COURSES



02 REQUIREMENTS

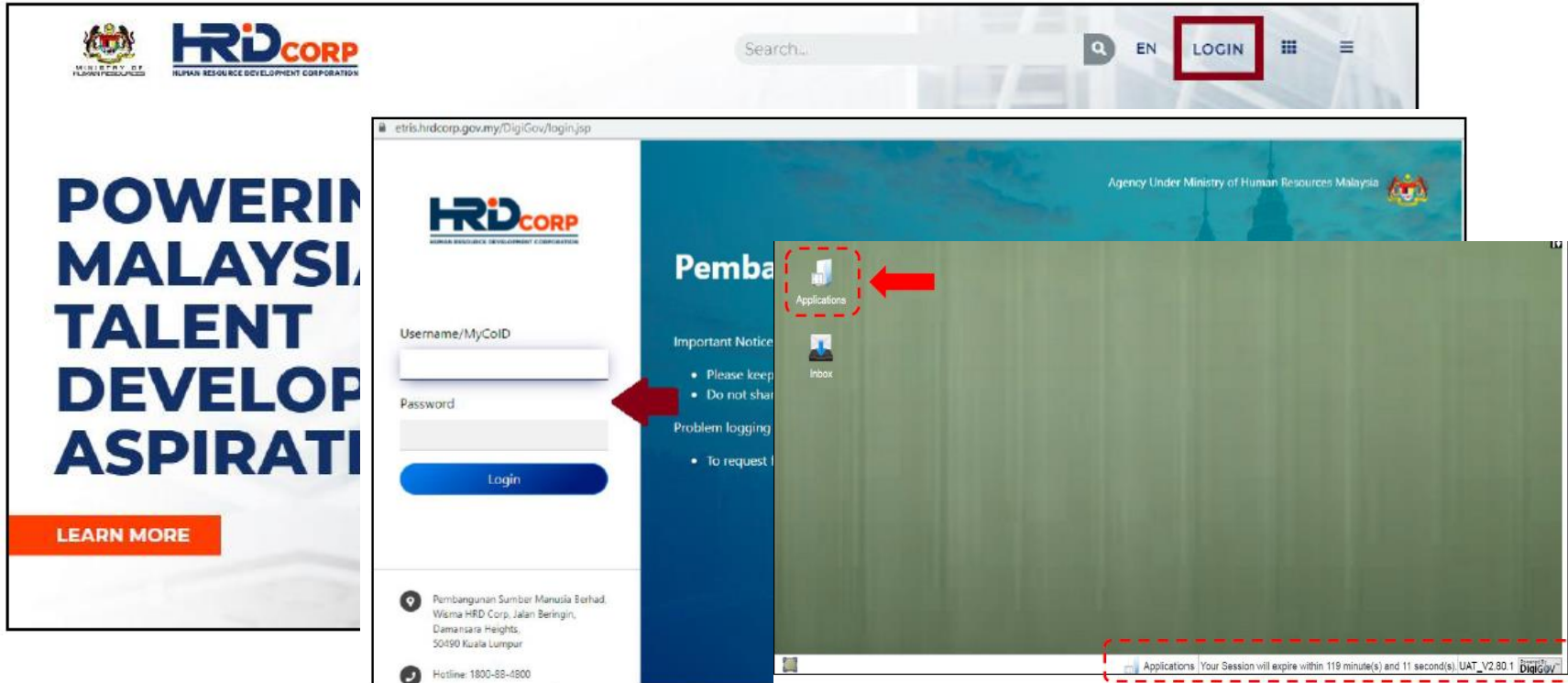


03 COURSE REGISTRATION PROCESS



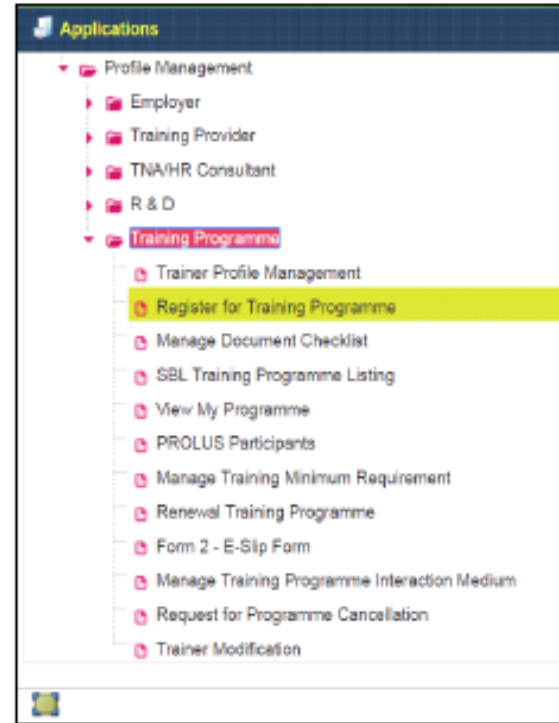
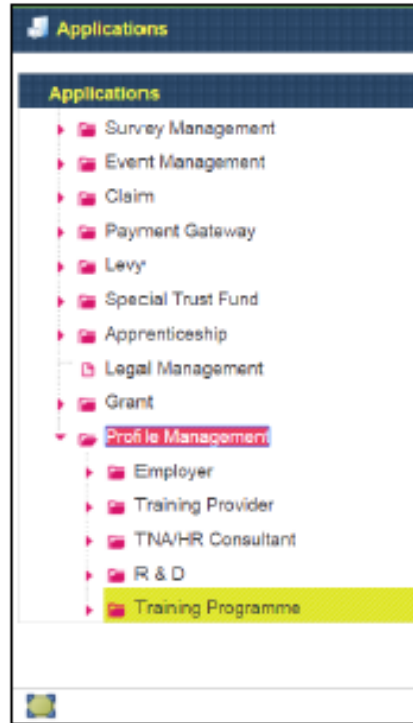
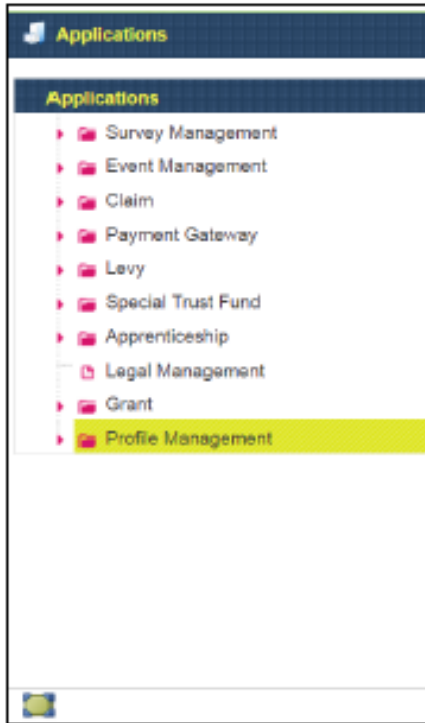
STEP 1: Login to your E-TRIS Account

Go to <https://www.hrdcorp.gov.my/>

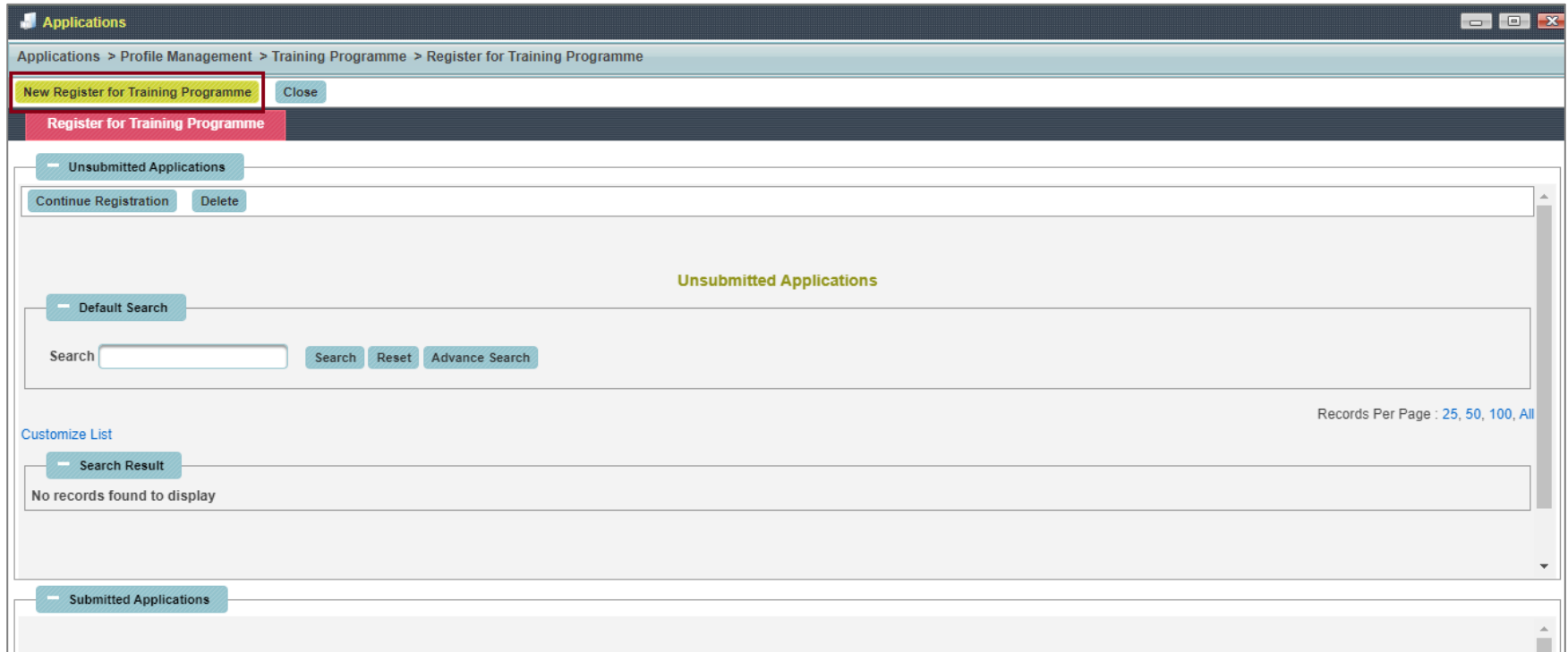


The screenshot shows the HRD Corp website interface. At the top left, there is the HRD Corp logo and the text "POWERING MALAYSIA'S TALENT DEVELOPMENT ASPIRATION". A "LEARN MORE" button is located below this text. On the right side of the top navigation bar, there is a search bar, a language selector set to "EN", and a "LOGIN" button highlighted with a red box. Below the navigation bar, the main content area features the HRD Corp logo and the text "Agency Under Ministry of Human Resources Malaysia". The central part of the page is a login form with fields for "Username/MyCoID" and "Password", and a "Login" button. To the right of the login form, there is a sidebar with the heading "Pemb..." and a list of links: "Applications" (highlighted with a red dashed box and a red arrow), "Inbox", "Important Notice" (with sub-points: "Please keep...", "Do not shar..."), "Problem logging" (with sub-point: "To request..."), and "To request...". At the bottom of the page, there is a footer with contact information: "Pembangunan Sumber Manusia Berhad, Wisma HRD Corp, Jalan Beringin, Damansara Heights, 50490 Kuala Lumpur" and "Hotline: 1800-88-4800". A session expiration notice is visible at the bottom right: "Applications | Your Session will expire within 119 minute(s) and 11 second(s). UAT_V2.80.1".

STEP 2: Go to Profile Management > Training Programme > Register for Training Programme



STEP 3: Click on the “New Register for Training Programme” tab



The screenshot displays a web application window titled "Applications". The breadcrumb navigation path is "Applications > Profile Management > Training Programme > Register for Training Programme". A red box highlights the "New Register for Training Programme" tab, with a "Close" button next to it. Below the tabs, a pink header reads "Register for Training Programme". The main content area is titled "Unsubmitted Applications" and contains a "Continue Registration" button and a "Delete" button. A search section includes a "Default Search" dropdown, a search input field, and buttons for "Search", "Reset", and "Advance Search". The "Search Result" section shows "No records found to display". The "Records Per Page" dropdown is set to "25, 50, 100, All". At the bottom, there is a "Submitted Applications" section.

STEP 4: Click on the “Programme Information” tab and fill in all details

< **Programme Information** > | Course / Content Outline | Topic / Module | Trainer List | Fee For Each Trainee >

– Programme Information

Scheme Name *
 Focus Area *
 Skill Area *
 Course Title * *Kindly ensure the course title is key in correctly*
 Micro Credential Indicator * MiCAS Application No.
 File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾
 [Icons: Eye, Undo, Redo, Bold, Italic, Bulleted List, Numbered List, Indent, Outdent, Font Color, Background Color]
 Course Summary
 Non-e-learning: Face to face or Remote Online Training
 E-learning : Self Paced Platform
 Type Of Training * Type of Programme Technical Non-Technical
 Training Mode *

- Full Time
- Part Time

STEP 4: Click on the “Programme Information” tab” and fill in all details (cont)

Applications > Profile Management > Training Programme > Register for Training Programme > New Registration for Training Programme

Submit Save Close

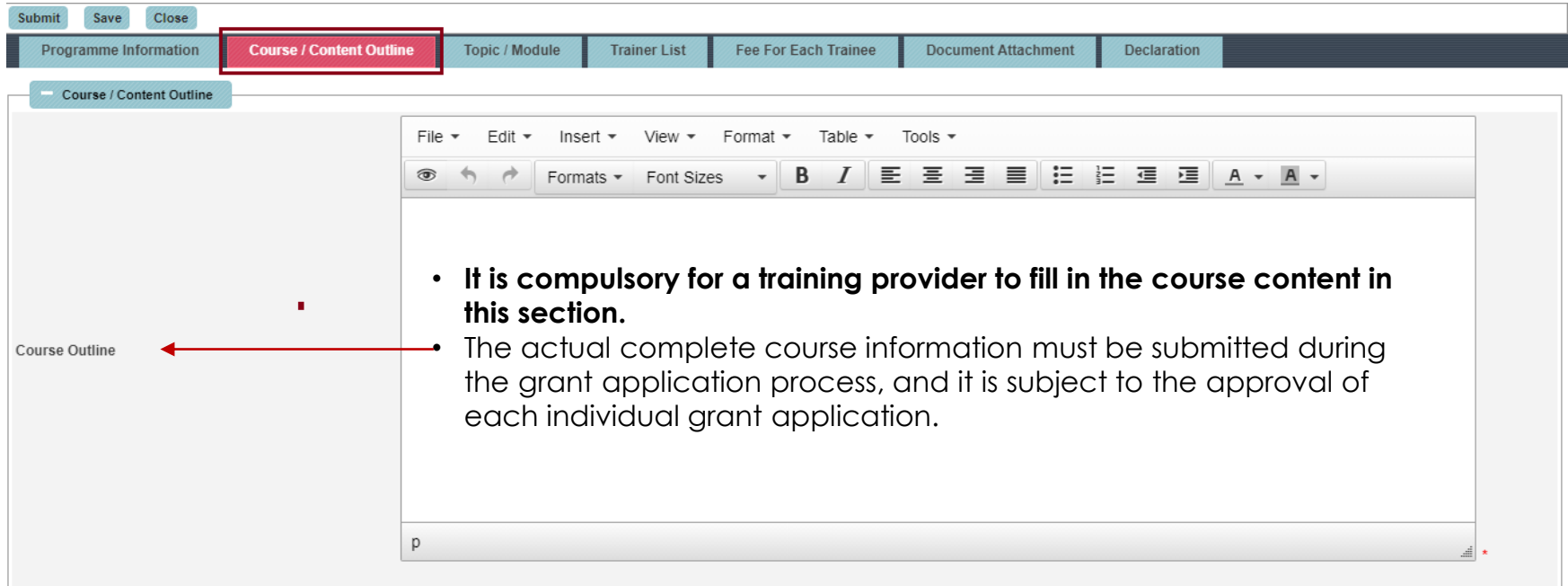
Programme Information	Course / Content Outline	Topic / Module	Trainer List	Fee For Each Trainee	Document Attachment	Declaration
Duration	<input type="text"/> * Day(s)		Total Training Hours (Excluding Lunch)	<input type="text"/> * Minimum 4 Hours		
Minimum Training Qualification	<input type="text" value="Select"/> *					
Target Group (By Designation)	<input type="text"/> *					
Methodology	<input type="text"/> *					
Targeted Industry/ Industries for the Courses	<input type="text"/>					
Certification (Please state the certification body if applicable and	<input type="text"/>					

Key in the “TOTAL” Training Hours
E:g 2 Days, 14 Hours

- If non-e-learning: Face to Face/ Remote Online Training (via Teams/ Zoom/Webex)
- If e-Learning: Self Paced Platform (Provide the link and access to the platform)

- Non-certification programme (certificate of attendance): Leave the section blank
- Professional certification programme recognized by any body: Enter the certification body's name

STEP 5: Click on the “Course/ Content Outline” tab” and fill in all details



Submit Save Close

Programme Information **Course / Content Outline** Topic / Module Trainer List Fee For Each Trainee Document Attachment Declaration

Course / Content Outline

Course Outline

File Edit Insert View Format Table Tools

Formats Font Sizes **B** *I* [List Icons] [Color Icons]

- **It is compulsory for a training provider to fill in the course content in this section.**
- The actual complete course information must be submitted during the grant application process, and it is subject to the approval of each individual grant application.

p

STEP 6: Please leave this section empty (Topic/ Module tab)

Applications > Profile Management > Training Programme > Register for Training Programme > New Registration for Training Programme

Submit Save Close

Programme Information

Course / Content Outline

Topic / Module

Trainer List

Fee For Each Trainee

Document Attachment

Declaration

Topic / Module

Fill in Topic/Module if you want to claim as modulus programme or your total training is more than 600 hours.

Topic / Module

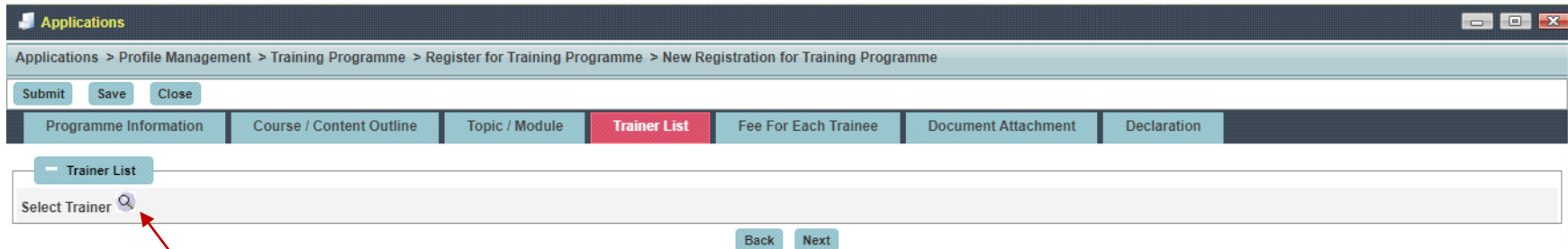
Duration (Hours)

Fee (RM)

Add Reset

Back Next

STEP 7: Click on the “Trainer/ List” tab and fill in the details



- Click on “**Search**” icon to select the trainer.
- At least one (1) trainer is mandatory. However, due to current system limitations, the training provider still obligated to register and choose a minimum of two (2) trainers. Nevertheless, the presence of the second trainer is not obligatory to conduct training for the registered course.
- Please proceed to create “New Trainer Profile Management” if the trainer is not listed in the Trainer List. After adding the profile, the trainer's name will appear on your Trainer List.
***The steps are as follows:- Login into e-Tris > Application > Profile Management > Training Programme > Trainer Profile Management > [Create New Trainer Profile Management](#)**
- If the trainer has been listed, kindly ensure that their “Trainer Profile Management” has been updated.
***To check and update as follows:- Go to Applications > Profile Management > Training Programme > [Trainer Profile Management](#) > [Search the trainer](#)**

STEP 8: Leave the “Fee for Each Trainee” tab blank

Applications > Profile Management > Training Programme > Register for Training Programme > New Registration for Training Programme

Submit Save Close

Programme Information Course / Content Outline Topic / Module Trainer List **Fee For Each Trainee** Document Attachment Declaration

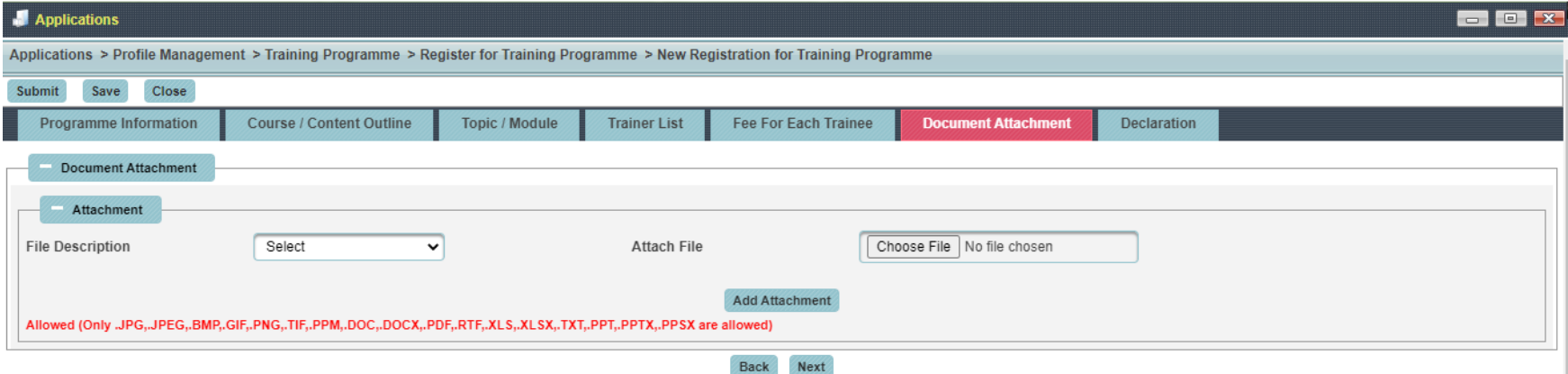
Fee For Each Trainee

Training Fee (RM)	<input type="text"/>	*
Exam Fee (RM)	<input type="text"/>	
Training Material Fee (RM)	<input type="text"/>	
Administrative Fee (RM)	<input type="text"/>	
Total (RM)	<input type="text" value="0.00"/>	

- Please leave this section empty
- The course fee must be submitted during grant application

Back Next

STEP 9: Click on the “Document Attachment” tab and upload accordingly.



The screenshot shows a web application interface for document attachment. The breadcrumb trail is: Applications > Profile Management > Training Programme > Register for Training Programme > New Registration for Training Programme. The navigation bar includes buttons for Submit, Save, and Close. The main menu has tabs for Programme Information, Course / Content Outline, Topic / Module, Trainer List, Fee For Each Trainee, Document Attachment (highlighted in red), and Declaration. The 'Document Attachment' section is expanded, showing an 'Attachment' sub-section. It contains a 'File Description' dropdown menu with 'Select' as the current value, an 'Attach File' section with a 'Choose File' button and 'No file chosen' text, and an 'Add Attachment' button. Below this, a red text warning states: 'Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)'. At the bottom of the section are 'Back' and 'Next' buttons.

- It is advisable to convert the file into the PDF format before uploading it.
- **Supporting Documents Required:**
 - Trainer profile (*please rename the file with “Lead Trainer” if you wish to proceed with only ONE trainer*)
 - TTT/TTT Exemption certificate or a letter issued by HRD Corp
 - Certification supporting evidence (e.g., letter of appointment, collaboration agreement or any other similar document) **for professional certification course only.**

STEP 10: Click on the “Declaration” tab and fill it accordingly.

Applications

Applications > Profile Management > Training Programme > Register for Training Programme > New Registration for Training Programme

Submit
Save
Close

Programme Information
Course / Content Outline
Topic / Module
Trainer List
Fee For Each Trainee
Document Attachment
Declaration

- Disclaimer

We declare that the facts stated in this application form and the accompanying information are true and correct and that we have not withheld/distorted any material facts. We understand that if we obtain the approval status by false or misleading statements, we may be prosecuted under Section 41 of Pembangunan Sumber Manusia Berhad Act 2001 (Act 612) and in addition, Pembangunan Sumber Manusia Berhad may, at its discretion, withdraw the approval status immediately.

- Director / Managing Director / General Manager

- Person Details *

Name *

Nationality Select ▾ *

IC/Passport No. *

- Personal Contact *

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

Mobile/Phone No. *

Email *

- Officer In-Charge

- Please ensure that all information in the declaration part are keyed in correctly
- Click the **“Save”** icon. It is advisable to check all the tabs to ensure that the information has been keyed in correctly before clicking **“Submit”**.
- The training provider will be notified with a pop-up message upon successful registration following the submission.

OTHER INFORMATION

Applications > Profile Management > Training Programme > Register for Training Programme

New Register for Training Programme Close

Register for Training Programme

Unsubmitted Applications

Continue Registration Delete

Unsubmitted Applications

Default Search

Search Search Reset Advance Search

- Courses that are unsuccessfully submitted will be displayed in the “**Unsubmitted Applications**” section.
- Kindly tick on “**Select Any**” and click “**Continue Registration**” to re-submit the application

Customize List

Search Result

Select Any	Course Title	Created Date
<input type="checkbox"/>	Digital Marketing	29/06/2021

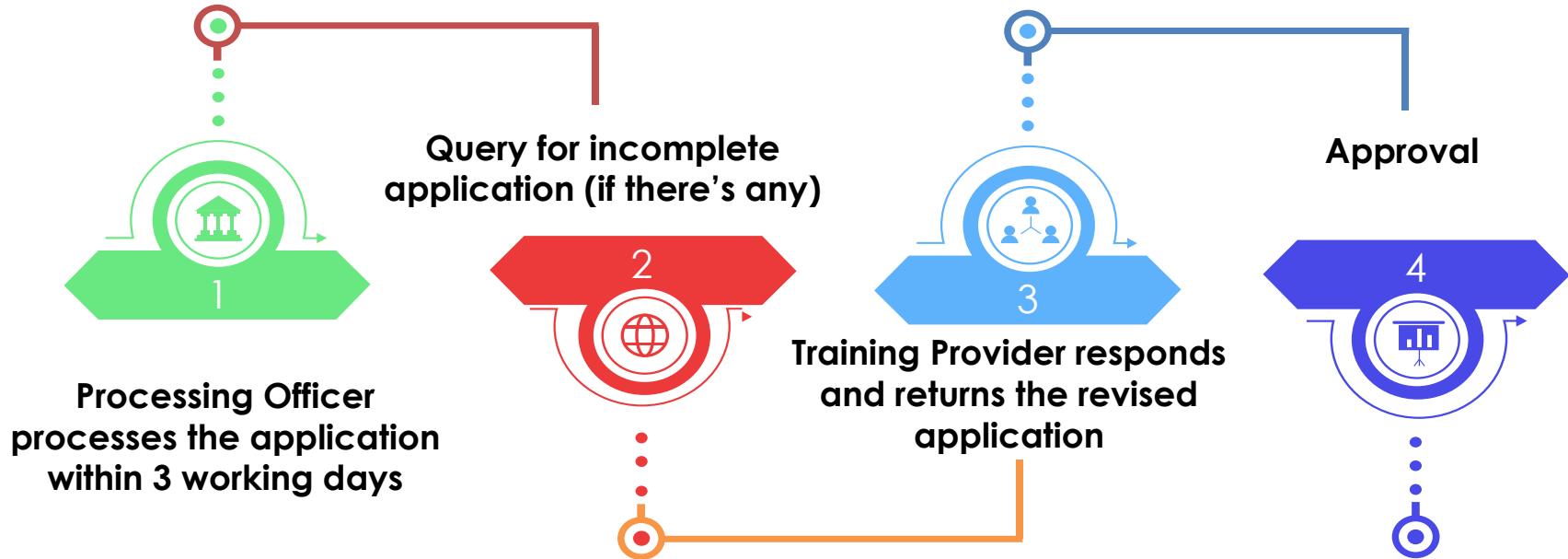
One record found.

1

- Course that has been successfully submitted will be listed under “**Submitted Applications**”

Submitted Applications

04 COURSE REGISTRATION STATUS



STEP 1: Login into e-Tris > Click application > Profile Management > Training Programme > View My Programme.





Default Search

Search Search Reset Advance Search

Records Per Page : 25, 50, 100, A

Customize List

Search Result

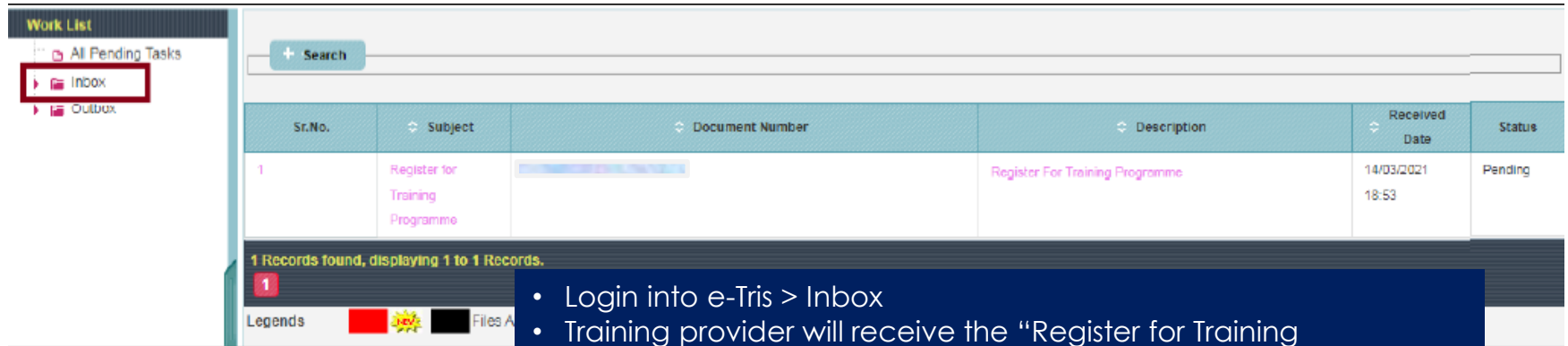
Scheme Name	Course Title	Submission Date	Expiry Date	Training Programme No.	Status
SBL-Khas	MANAGING WORKPLACE ABSENTEEISM	18/11/2019	20/11/2022	1000116596	Approved
SBL-Khas		26/02/2021		1000126751	Pending
SBL-Khas		22/02/2021		1000126325	Pending
SBL-Khas		22/02/2021		100012635	Pending
SBL-Khas		22/02/2021		1000126456	Pending

50 records found, displaying 1 to 5 records.

[First/Prev] 1 2 3 4 5 6 7 8 [Next/Last]

Pending Status means that the application has been queried and no response has been provided.

STEP 2: Respond and return query application



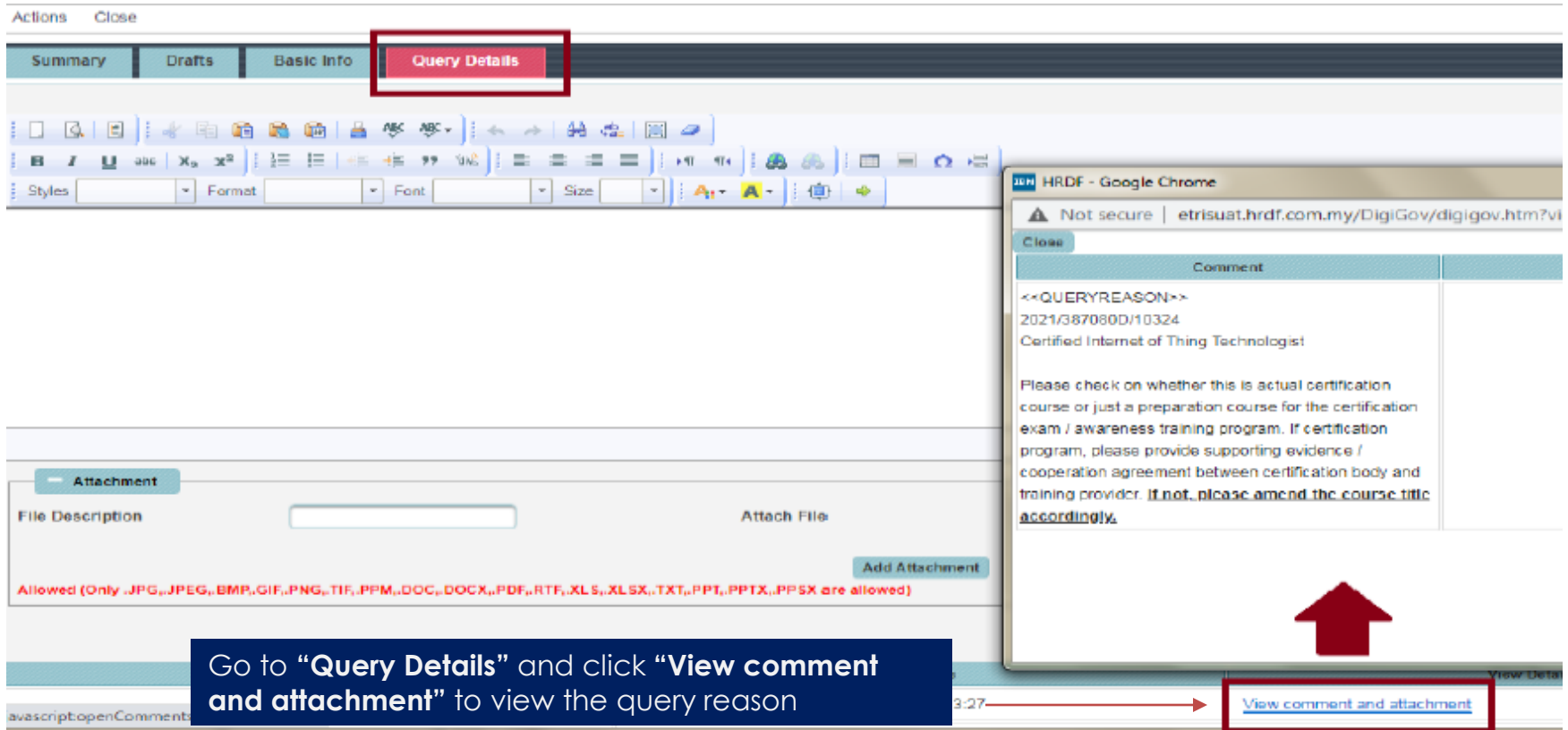
The screenshot displays the 'Work List' interface. On the left, a navigation pane shows 'All Pending Tasks' with 'Inbox' highlighted. The main area features a search bar and a table with the following data:

Sr.No.	Subject	Document Number	Description	Received Date	Status
1	Register for Training Programme		Register For Training Programme	14/03/2021 18:53	Pending

Below the table, it states '1 Records found, displaying 1 to 1 Records.' and a legend is visible at the bottom left.

- Login into e-Tris > Inbox
- Training provider will receive the "Register for Training Programme" query in their inbox.
- Click on the "Document Number" to respond

STEP 3: View query details



The screenshot shows the HRDF portal interface. At the top, there are tabs for 'Summary', 'Drafts', 'Basic Info', and 'Query Details'. The 'Query Details' tab is highlighted with a red box. Below the tabs is a rich text editor toolbar. On the right side, a comment window is open, displaying the following text:

Comment

<<QUERYREASON>>
2021/387080D/10324
Certified Internet of Thing Technologist

Please check on whether this is actual certification course or just a preparation course for the certification exam / awareness training program. If certification program, please provide supporting evidence / cooperation agreement between certification body and training provider. if not, please amend the course title accordingly.

At the bottom of the page, there is a blue banner with the text: "Go to 'Query Details' and click 'View comment and attachment' to view the query reason". A red arrow points from this banner to a button labeled "View comment and attachment" which is also highlighted with a red box.

STEP 3: Update or respond

Actions Close

Summary Drafts **Basic Info** Query Details

Save

Programme Information Course / Content Outline Topic / Module Trainer List **Document Attachment** Declaration

Programme Information

Scheme Name SBL-Khas *

Training Skill Hard Skill *

Skill Area Computer or Information *

Course Title Certified Internet of Thing Technologist

File Edit Insert View Format Table Tools

Formats Font Sizes B I

Course Summary

Type Of Training Non E-Learning *

Training Mode Full Time *

Interaction Medium English *

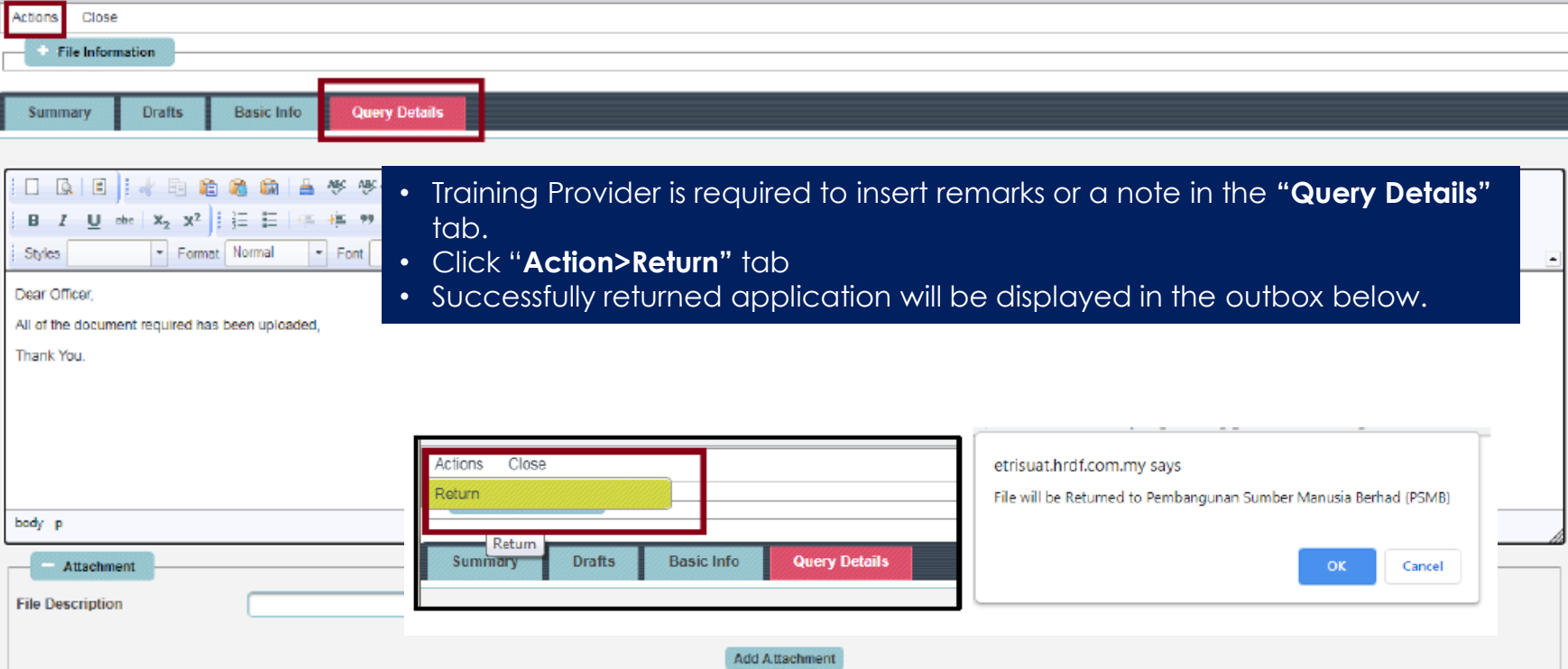
Duration 4.00 Day(s) *

Type of Programme Technical Non-Technical

Total Training Hours (Excluding 28.00 * Minimum 4 Hours

- Update the necessary details in the “**Basic Info**” tab and upload the supporting documents in the “**Attachment Tab**” as required in the query details.
- Click “**Save**”.

STEP 4: Add remarks to queried details



The screenshot displays the HRD Corp system interface. At the top, there is an 'Actions' menu with a 'Close' option. Below it is a '+ File Information' button. The main navigation bar includes 'Summary', 'Drafts', 'Basic Info', and 'Query Details' (highlighted with a red box). The 'Query Details' tab is active, showing a text editor with a toolbar and a message: "Dear Officer, All of the document required has been uploaded, Thank You." Below the text editor is an 'Attachment' section with a 'File Description' field. A 'Return' button is highlighted with a yellow box and a red border. A blue callout box contains the following instructions:

- Training Provider is required to insert remarks or a note in the “Query Details” tab.
- Click “Action>Return” tab
- Successfully returned application will be displayed in the outbox below.

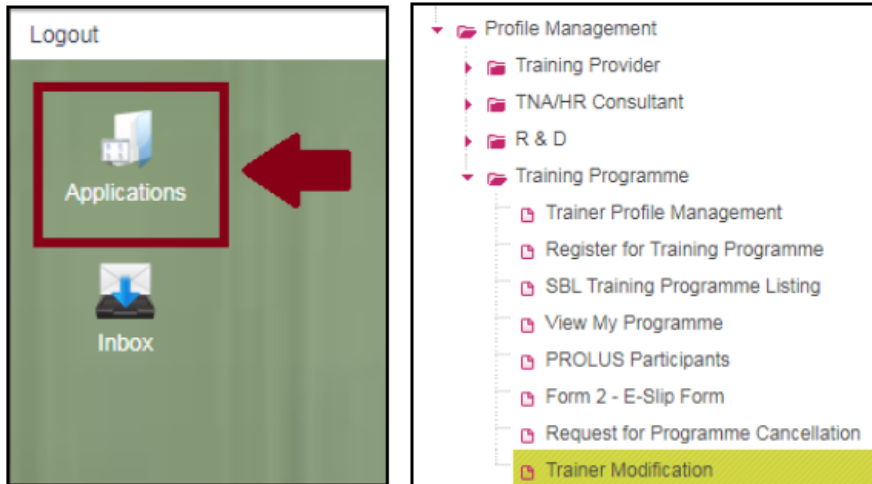
Below the main interface, a smaller version of the 'Return' button is shown, also highlighted with a red box. To the right, a dialog box displays the message: "etrisuat.hrdf.com.my says File will be Returned to Pembangunan Sumber Manusia Berhad (PSMB)" with 'OK' and 'Cancel' buttons.

05 TRAINER MODIFICATION

The requirements are:

- The trainer's profile is added to the training provider's e-Tris account.
- The trainer has a TTT/TTT Exemption.
- Trainer's background is in line with the approved course.

STEP 1: Login into e-Tris > Application > Profile Management > Trainer Modification



STEP 2: Update trainer information

Applications

Applications > Profile Management > Training Programme > Trainer Modification

Add Trainer To Programme Replace Programme Trainer Remove Trainer From Programme Submit Close

Trainer Modification

Trainer Modification

- Search for the approved training course
- Click “**Add Trainer to Programme**”.

Search Training Programme 🔍

Select	Training Programme No.	Course Title
<input checked="" type="checkbox"/>		MANAGING WORKPLACE ABSENTEEISM

STEP 2: Update trainer information (cont')

Save Close

Add to Programme

Trainer Details

Default Search

Search Search Reset Advance Search

- Search for the trainer
- Click **“Add to Programme”** and **“Save”**

Record

Customize List

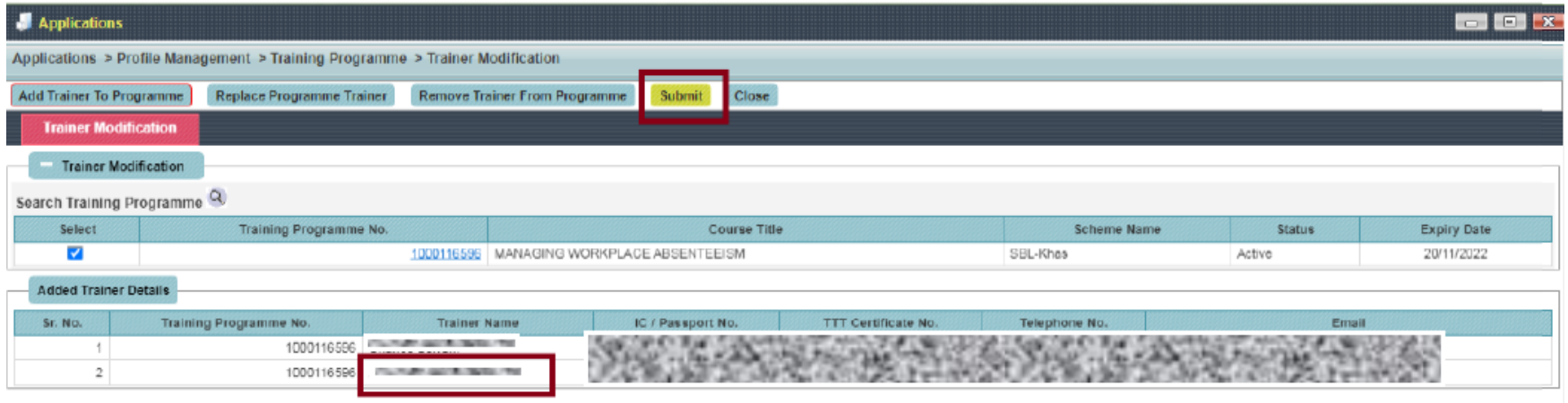
Search Result

<input checked="" type="checkbox"/> Select/Deselect All	Trainer Name	IC / Passport No.	TTI Certificate No.	Telephone No.	Email
<input checked="" type="checkbox"/>					

One record found.

Add to Programme

STEP 3: Complete the submission



Applications > Profile Management > Training Programme > Trainer Modification

[Add Trainer To Programme](#)
[Replace Programme Trainer](#)
[Remove Trainer From Programme](#)
[Submit](#)
[Close](#)

Trainer Modification

Trainer Modification

Search Training Programme

Select	Training Programme No.	Course Title	Scheme Name	Status	Expiry Date
<input checked="" type="checkbox"/>	1000116596	MANAGING WORKPLACE ABSENTEEISM	SBL-Khes	Active	20/11/2022

Added Trainer Details

Sr. No.	Training Programme No.	Trainer Name	IC / Passport No.	TTT Certificate No.	Telephone No.	Email
1	1000116596	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
2	1000116596	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

- Once the selected trainer has been added to the approved course, click on the **“Submit”** icon.
- The system will show the message “Your request has been submitted successfully”.

Your request has been Submitted Successfully.

OK

06 PROGRAMME CANCELLATION

STEP 1: Login into e-Tris > Click application > Profile Management > Training Programme > Request for programme cancellation

Applications > Profile Management > Training Programme > Request for Programme Cancellation

Programme Cancellation

Default Search

Search

Customize List

Search Result

- Search for the approved training course
- Tick on **“Select/Deselect All”** and click **“Programme Cancellation”**
- A message will appear as below. Please click **“OK”**
- The system will show the message that **“Your request has been submitted Successfully”**

<input checked="" type="checkbox"/> Select/Deselect All	Training Programme No.	Course Title	Expiry Date	Status
<input checked="" type="checkbox"/>		Advanced Defensive Driving	27/03/2022	Approve

One record found. 1

121.123.23.167 says

Please confirm whether you want to cancel the selected Training Programme(s). Press Ok to continue or Cancel to abort.

CONTACT US

- 01 HRD Corp Claimable Course Registration**
programmeregistration@hrdcorp.gov.my

- 02 Grant application, claim application and any other matters**
support@hrdcorp.gov.my

- 03 Troubleshooting**
ithelpdesk@hrdcorp.gov.my



MINISTRY OF HUMAN RESOURCES

HRDCORP
HUMAN RESOURCE DEVELOPMENT CORPORATION

THANK YOU