



MINISTRY OF HUMAN RESOURCES

HRDCORP
HUMAN RESOURCE DEVELOPMENT CORPORATION

Human Resource Development Training Effectiveness Evaluation (HRD-TEE) Portal

Guidelines

Content



LOG IN TO THE PLATFORM

- The Training Provider needs to log in using their Username and Password, the same as e-tris.



CREATE PROJECT

- Register your Training/Programmes into the HRD TEE Platform before training/programmes start.



SELECT TEMPLATE & GET TEMPLATE LINK

- Choose the Template with the name 'Output Assessment Form (OA)' and click the 'Get Template' link to generate the QR Code.



DISTRIBUTES THE QR CODE

- Distributes the QR Code to all registered trainees on the final day of course.

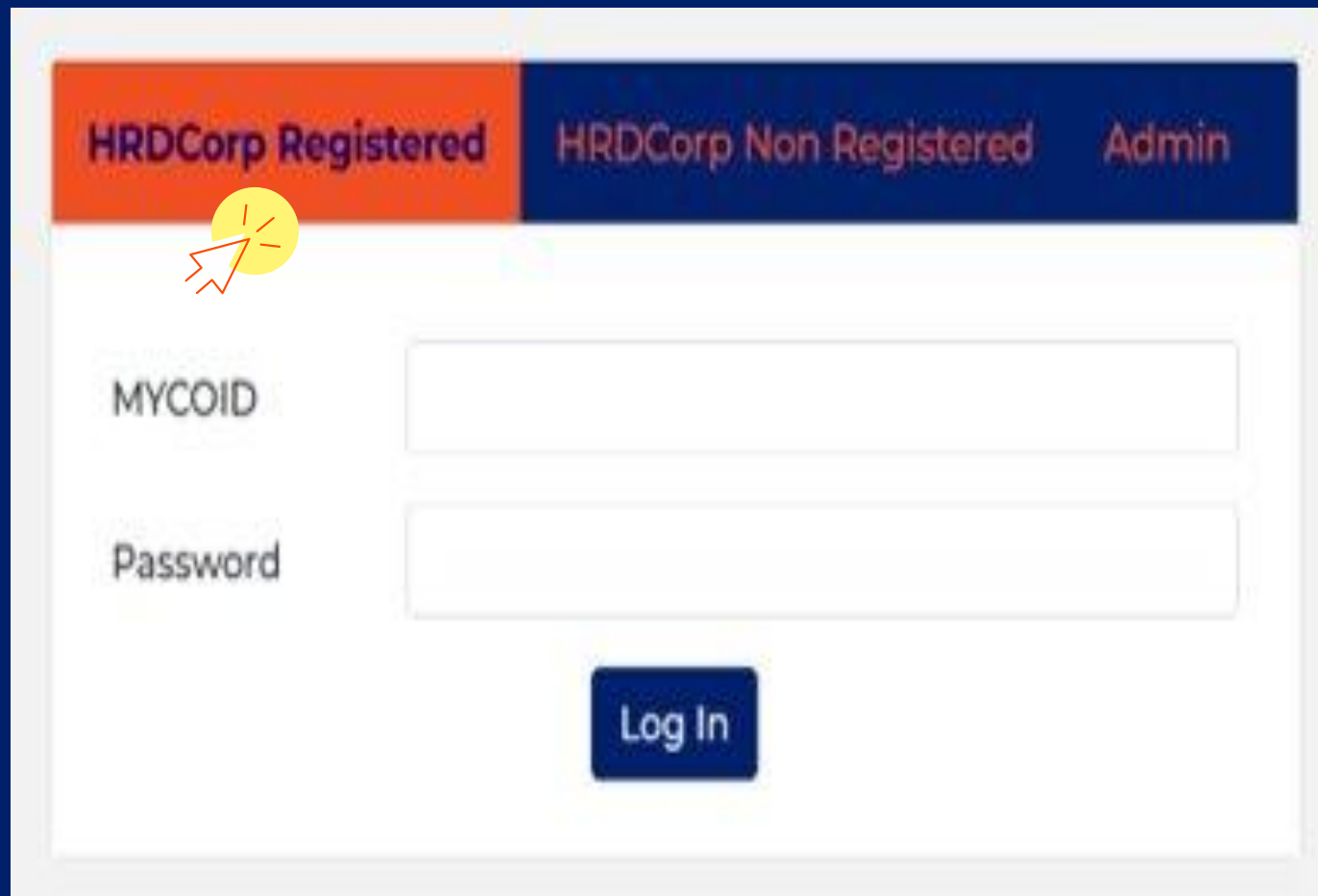


4 Easy steps to participate in HRD-TEE Portal

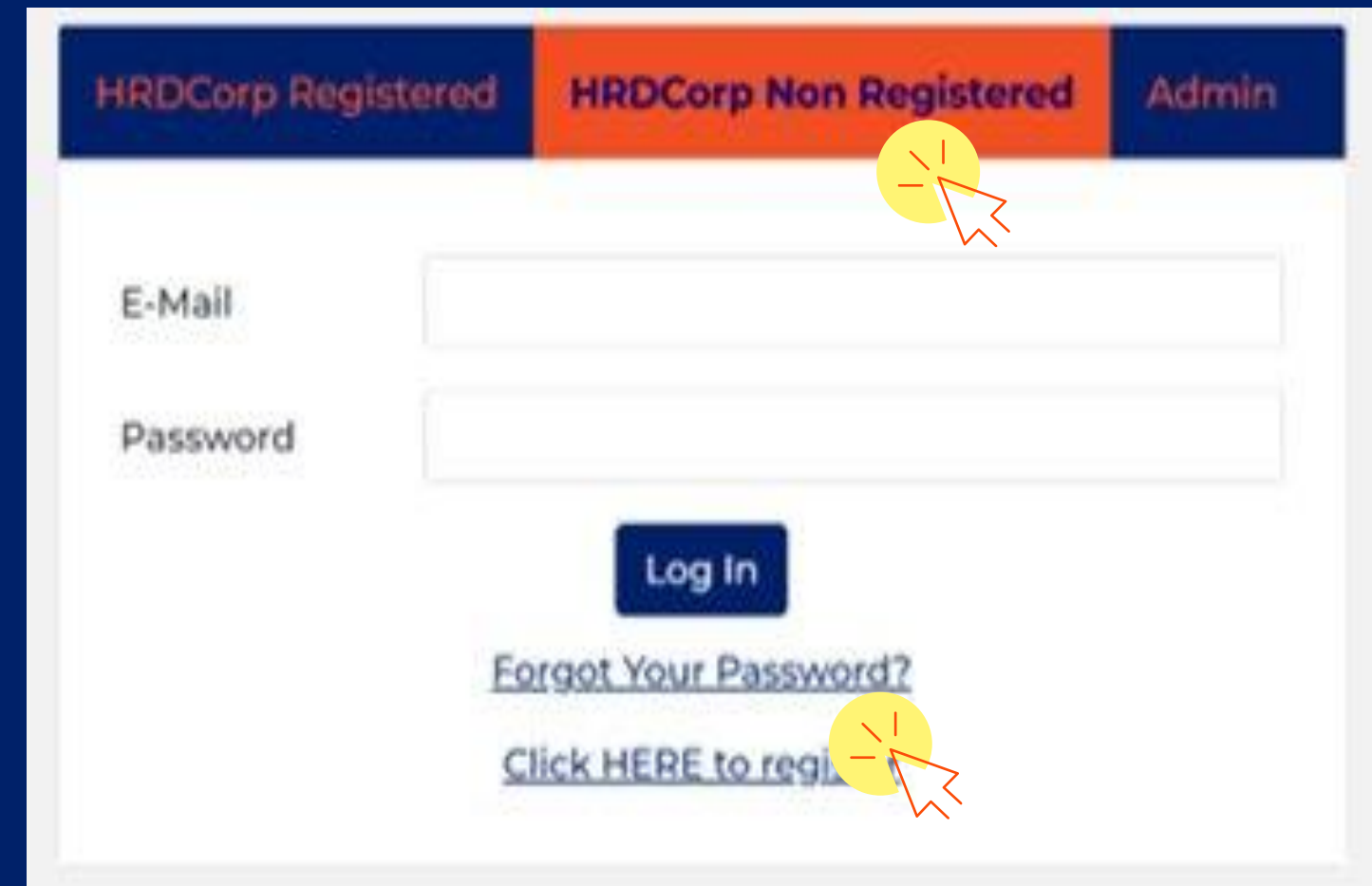
Step 1 – Log in to HRD – TEE Portal

Log in to the system via link : [HRD TEE Portal](#)

A HRD Corp Registered Training Provider: Log in using the same MYCOID and password as the e-TRIS system..



B HRD Corp Non-Registered Training Provider, please register first to set up your details.



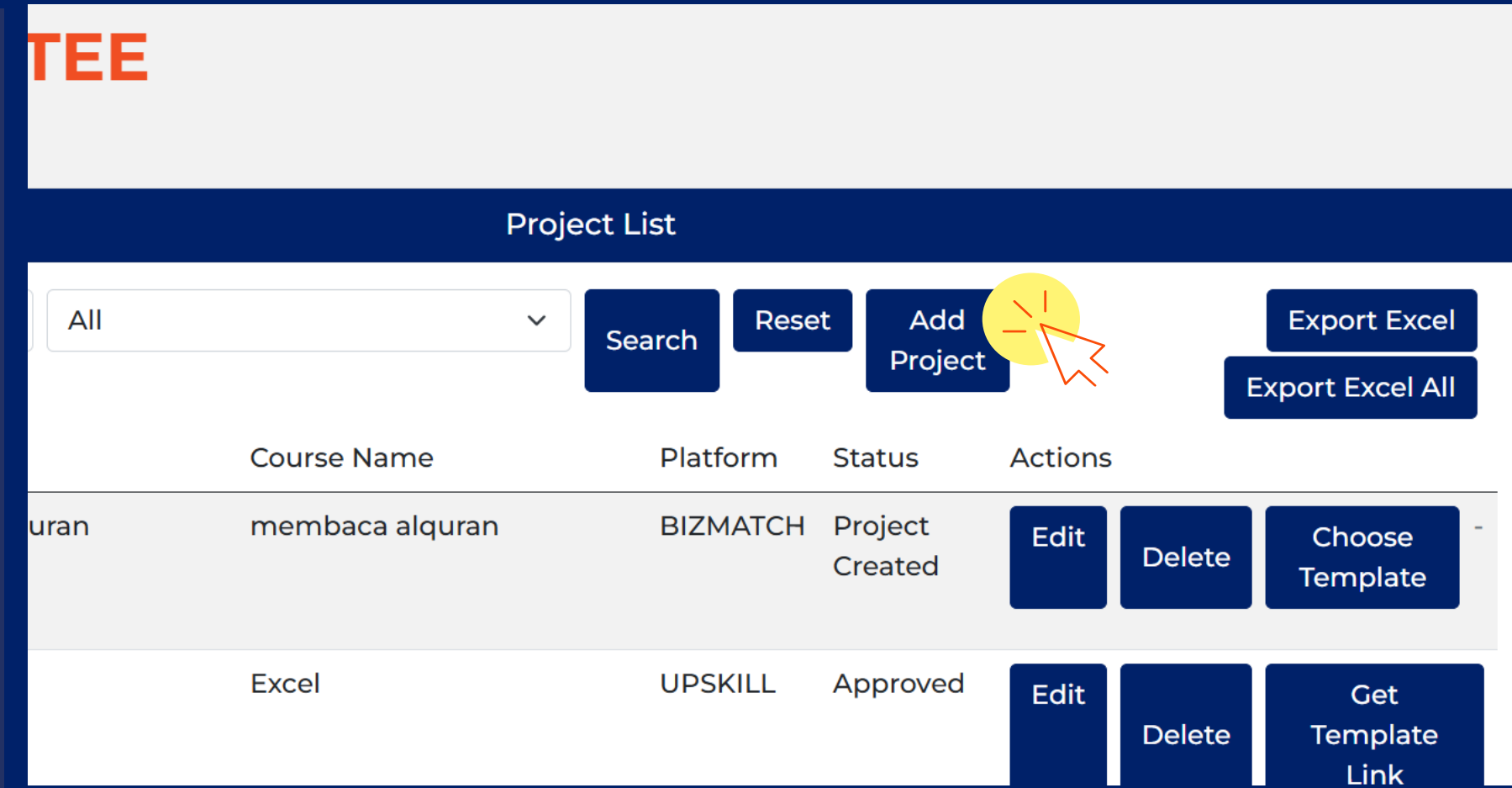
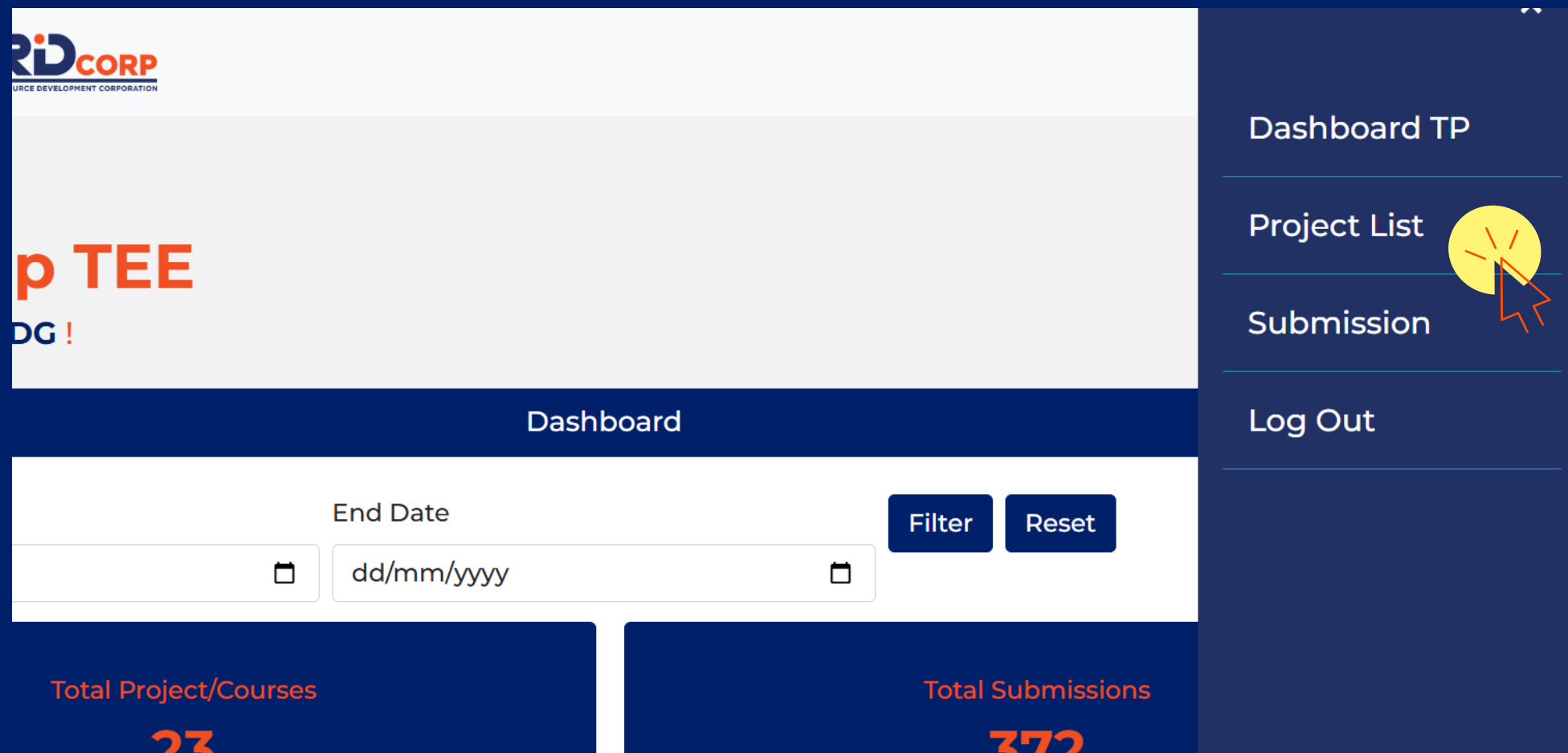
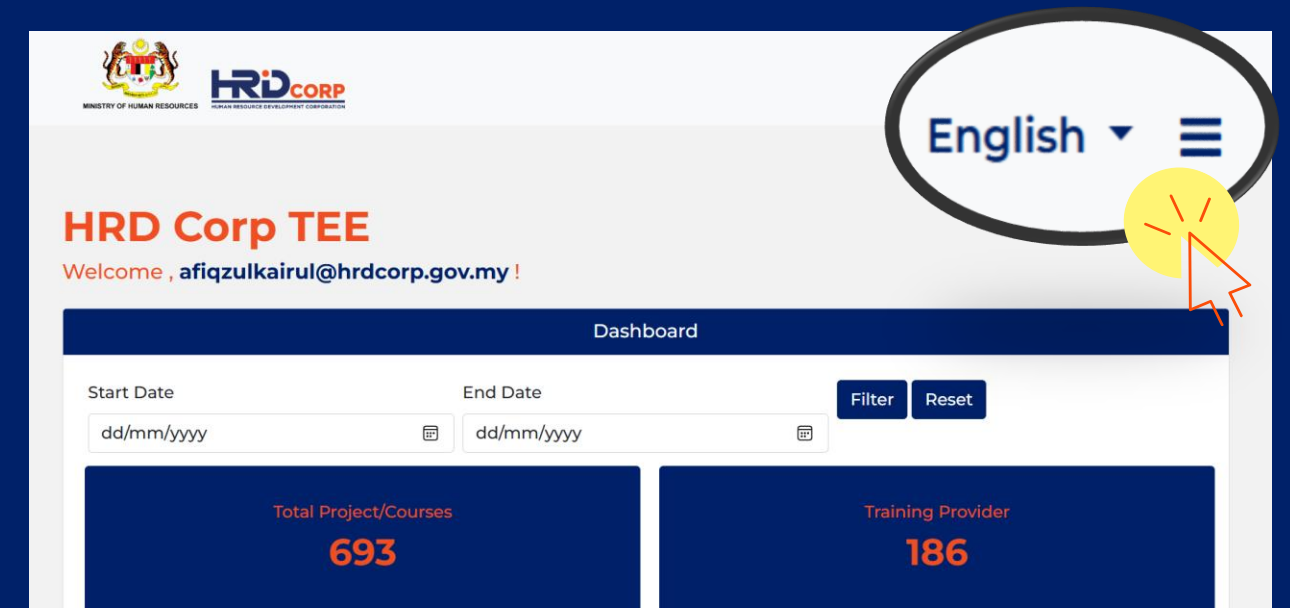
4 Easy steps to participate in HRD-TEE Portal

Step 2 – Create Project

A Click on the '3 line menu icon' located on the top right corner.

B Click Project list

C Click add project



4 Easy steps to participate in HRD-TEE Portal

Step 2 – Add Project

Fill in all training information and details to get started

Project Information

Course Name

*Please avoid using the '/' symbol in the project name
*Please do not use the exact same name as the template.
*Please do not use the same name as any of your existing projects.

entrepreneurship management

Platform

BIZMATCH

Skill Area

Management and Leadership

Max Submission

Trainer

Training Scheme

HRD Claimable

Training Type

Public

Training Duration

Training Start Date

dd/mm/yyyy

Training End Date

dd/mm/yyyy

Training Location

Training State

Perlis

Status

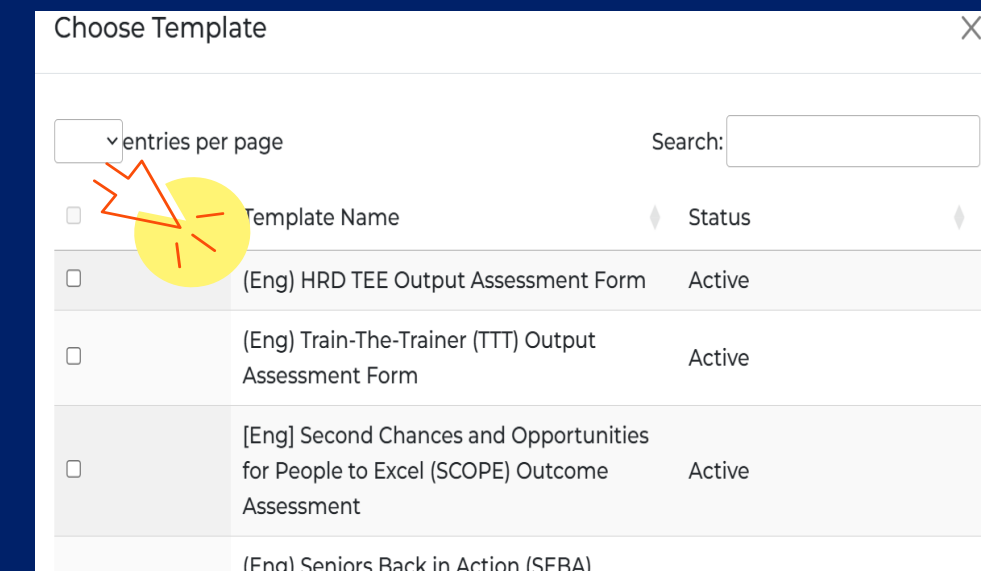
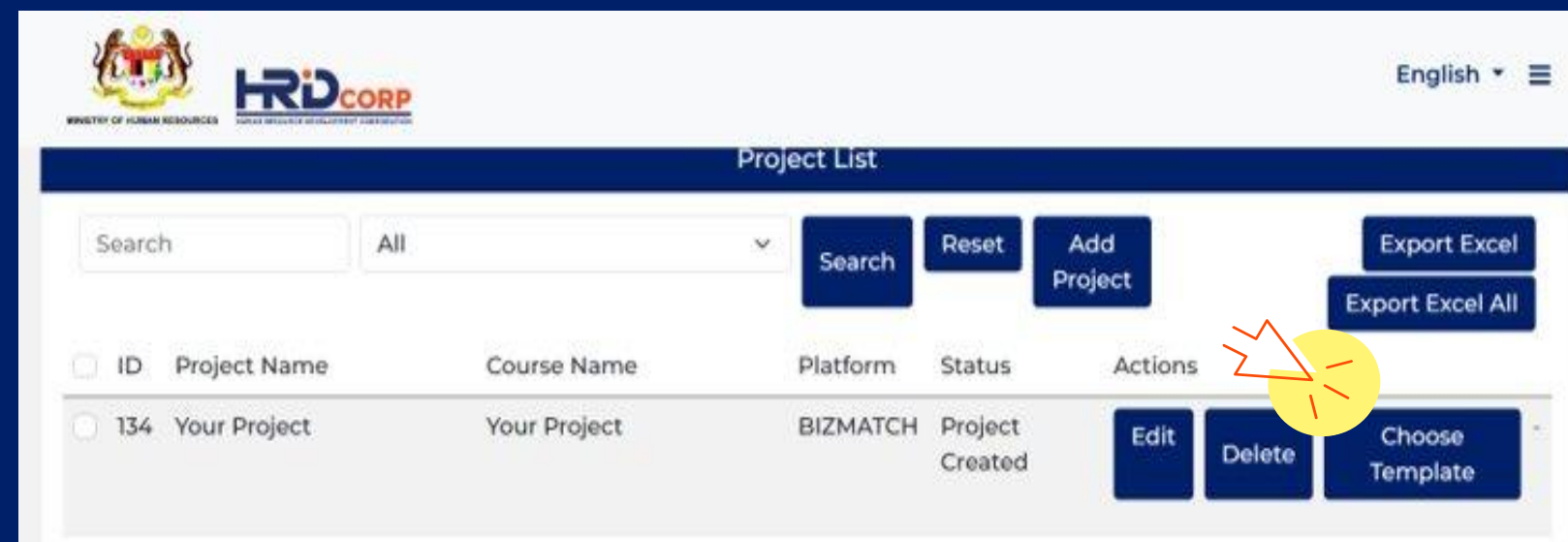
Active

Create Project

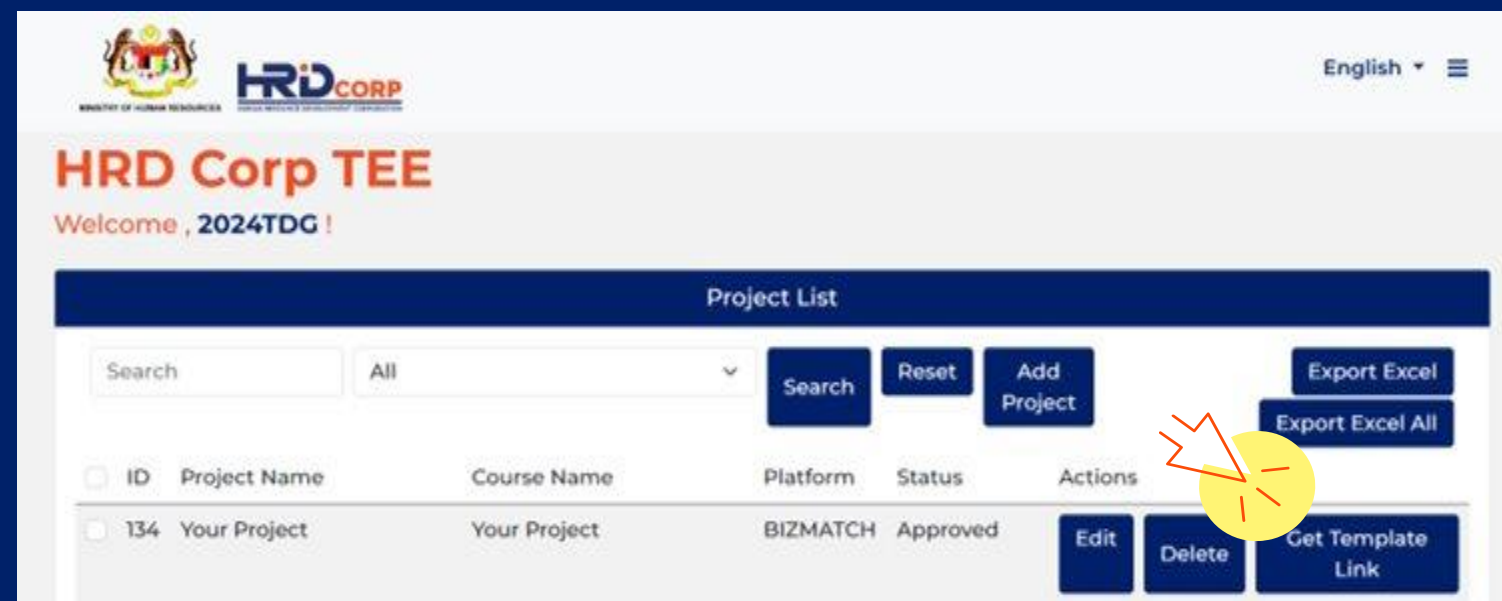
4 Easy steps to participate in HRD-TEE Portal

Step 3 – Choose Template & Get Template Link

A Click "Choose Template" and select HRD TEE Output Assessment Form



B Click "Template Link" and you will get unique QR Code to your own training evaluation



4 Easy steps to participate in HRD-TEE Portal

Step 4 – Distribute

Distribute the form via QR Code or link provided and track the record at submission section

The screenshot shows the HRD-CORP portal interface. At the top left is the logo of the Ministry of Human Resources and the HRD-CORP logo. At the top right, there is a language dropdown menu set to 'English' and a hamburger menu icon. Below the header is a search bar with a 'Search' button and a 'Reset' button. To the right of the search bar are two buttons: 'Export Excel' and 'Export Excel All'. The main content is a table with the following columns: 'Project', 'Training Provider', 'Total Submission', and 'Action'. Each row in the table has a radio button in the 'Project' column and a 'View Participants Submission' button in the 'Action' column.

<input type="radio"/> Project	Training Provider	Total Submission	Action
<input type="checkbox"/> Emotional Intelligence Workshop	2024TDG	2 / 10	View Participants Submission
<input type="checkbox"/> Train The Trainer V2	2024TDG	5 / 20	View Participants Submission
<input type="checkbox"/> Test Project IT - 1	2024TDG	7 / 100	View Participants Submission
<input type="checkbox"/> Train The Trainer	2024TDG	0 / 20	View Participants Submission
<input type="checkbox"/> Test Test	2024TDG	0 / 25	View Participants Submission
<input type="checkbox"/> Your Project	2024TDG	0 / 20	View Participants Submission

Terms and Condition

- The HRD TEE Portal is established to facilitate the submission, management, and monitoring of Training Effectiveness Evaluation (TEE) data in accordance with HRD Corp requirements.
- Access to the TEE Portal is restricted to authorised users registered with HRD Corp.
- Users must ensure that all information submitted via the portal is accurate, complete, and truthful.
- All TEE submissions must comply with HRD Corp guidelines and prescribed templates.
- All data received by HRD Corp via HRD TEE Portal is protected by the PSMB Act 2021 and Personal Data Protection Act (PDPA) 2010.



Thank You



Please email

evaluation@hrdcorp.gov.my

for any information or inquiry.

Log in Portal to the system via link :

[HRD TEE Portal](#)

We look forward to your participation in HRD-TEE



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hrdcorp.gov.my



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