

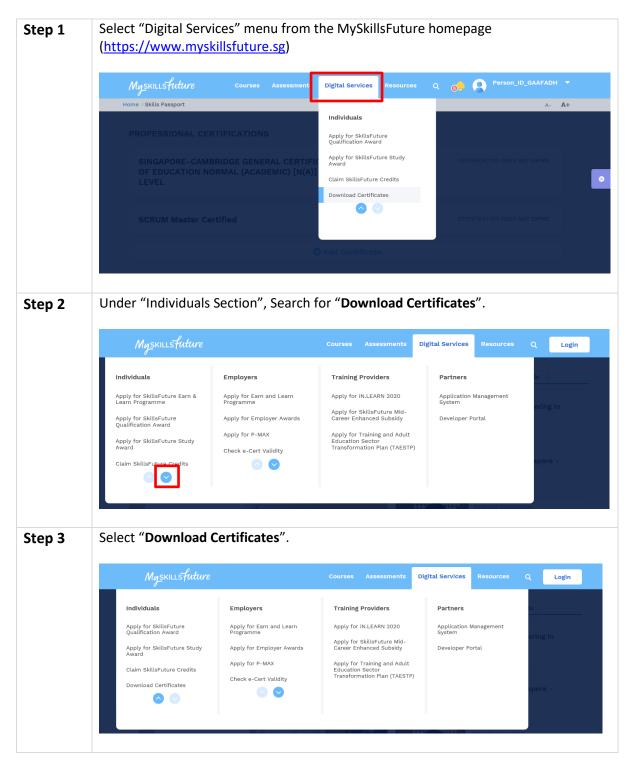
## **USER GUIDE**

V1.0 | Created on 28 Aug 2019

This user guide outlines how foreigners could self-help and retrieve the following certificates from MySkillsFuture (MySF) Portal.

- 1. WSQ Certificates (OpenCert & e-Cert/PDF)
- 2. Qualification Certificates issued by local ITE, Polytechnics and Universities (OpenCert)

## A. Download of WSQ Certificates



Step 4	Click on " <b>No Portal ID</b> "					
	Individual Login   Individual Login Indinization Individual Login Individ					
Step 5	Enter "ID Types", "ID number" and click	a on "Next".				
	<ul> <li>Note:</li> <li>For ID Types<sup>1</sup>:         <ul> <li>a. Select "Previous NRIC / FIN" for ex-Singaporean or FIN-holder</li> <li>b. Select "Passport Number/Foreign ID" for foreign passport or identification</li> </ul> </li> </ul>					
	MySKILLSFuture Courses Home Download Certificates	Assessments Digital Services Resources Q Login A- A+				
	Help us identify you D Type Previous NRIC / FIN	ID Number				
Stor (	Coloct the either are of the following Co					
Step 6	<ul> <li>Select the either one of the following Ce</li> <li>WSQ Qualification</li> <li>WSQ Statement of Attainment</li> </ul>	ertificate Types.				
	Certificate Information ID Type Passport Number / Foreign ID	ID Number S1234567f				
	Certificate Type Select One  V					
		Back				

<sup>&</sup>lt;sup>1</sup> This should be the identification registered with the institution at the time of your study.

Step 7	Enter "Year of Attainment", "Institution UEN", Captcha characters and click on "Find Cert".					
	Certificate Inform	nation				
	ID Type	ID Numb	ber			
	Passport Number / Foreign ID	S1234567				
	Certificate Type WSQ Qualification	Year of A	Attainment		1	
	Institution UEN Search for Institution U	EN here			1	
	institution of a search for institution of					
	Type the characters you see belo Can't see the image? Click on the button in 35796 2		Clear			
	<b>Note:</b> The Institution UEN refers to the UEN of the Assessment Centre. If you are unsure, please check back with your Training Provider.					
Step 8	Matched results will be computer.	e displayed. Click on "I	<b>Download</b> " to do	ownload to your		
	4 record(s) found					
	Certificate		Cert ID	Action		
	Workplace Literacy AND Numeracy	SINGAPORE UNIVERSITY OF SOCIAL SCIENCES	MF-COM-102E-1	Download		
	Workplace Literacy AND Numeracy	SINGAPORE UNIVERSITY OF SOCIAL SCIENCES	MF-PEC-101E-1	Download		
	Workplace Literacy AND Numeracy	Institute for Adult Learning (IAL)	TAE-HRM- 3035-1.1-1	Download		
	Workplace Literacy AND Numeracy	Institute for Adult Learning (IAL)	TAE-LDD-3008-1.1	Download		

**Tips** : To view downloaded OpenCert, drag & drop it into the OpenCert Viewer (at <u>https://opencerts.io</u>).

## B. Download of Qualification Certificates issued by local ITE, Polytechnics and Universities

Step 1	OF EDUCATION NO LEVEL SCRUM Master Cer	illsfuture.sg) Courses Assessment TIFICATIONS RIDGE GENERAL CERTIFIC RMAL (ACADEMIC) [N(A)] tified	Digital Services Resource Individuals Apply for SkillsFuture Qualification Award Apply for SkillsFuture Study Award Claim SkillsFuture Credits Download Certificates Ownload Certificates	s Q OO	Person_IC	A- A+	0
Step 2	Under "Individuals s <u>Myskillsfuture</u> Individuals Apply for skillsfuture Earn & Apply for skillsfuture Earn & Apply for skillsfuture Qualification Award Apply for skillsfuture study Award Claim skillsfuture credits	Section", Search f Employers Apply for Earn and Learn Programme Apply for Employer Awards Apply for P-MAX Check e-Cert Validity	Or <b>"Download C</b> Courses Assessments Training Providers Apply for IN.LEARN 2020 Apply for Skills-future Mid- Career Enhanced Subaidy Apply for Training and Adult Education Plan (TAESTP	Digital Services Partners Application System Developer P	<b>Resources</b> Management	Q Login	
Step 3	Select "Download C Myskillsfuture Individuals Apply for skillsfuture Quiffication Award Apply for skillsfuture Study Award Claim skillsfuture Credits Download Certificates	Certificates". Employers Apply for Earn and Learn Programme Apply for Employer Awards Apply for P-MAX Check e-Cert Validity	Courses Assessments Training Providers Apply for IN.LEARN 2020 Apply for SkillsFuture Mid- Career Enhanced Subsidy Apply for Training and Adult Education Sector Transformation Plan (TAESTP)	Digital Services Partners Application N System Developer Po		Q Login	
Step 4	If you are a current to the next step. O	-	-	o holds a	valid Por	tal ID, plea	ise go

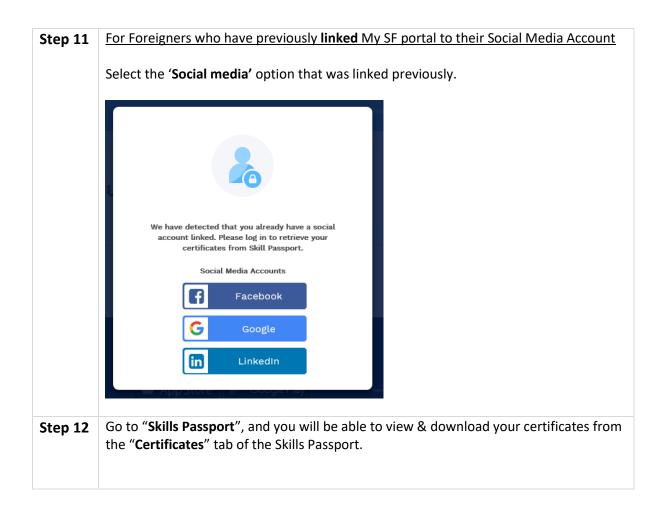
ep 6		• •	ortal ID with your social a e your certificates after yo	-	
	Profile			Use Myjn	fo
	Personal Information				
	Preferred Name Person_ID_CEDDCGA		Email Address linatan@mysf.com.sg		
			and an		
	Contact Information				
	<sub>Select</sub> ♂ Primary Contact	Country	Number		
		Singapore	×		
	Drag and drop the social media icon to link	it to your MySkillsFuture profile	2 in	. 8	
		It to your MySkillsFuture profile		. 2	]
	Preference Settings Preferred Industries	It to your MySkillsFuture profile		. 2	]
	Preference Settings Preferred Industries Please select	It to your MySkillsFuture profile		. 2	]
	Preference Settings Preferred Industries	it to your MySkillsFuture profile		. 2	]
	Preference Settings Preferred Industries Please select Other Interests Add your interest	G			
	Preference Settings Prefered Industries Please select Other Interests Add your interest Preferred Content. (Please drag and dro	p as you pick. Select in order of y	your preference with no. 1 being the most preferred.)		]
	Preference Settings Preferred Industries Please select Other Interests Add your interest	p as you pick. Select in order of y		Events	
	Preference Settings Prefered Industries Please select Other Interests Add your interest Preferred Content. (Please drag and dro	p as you pick. Select in order of y	your preference with no. 1 being the most preferred.)	Events	
	Preference Settings Prefered Industries Please select Other Interests Add your interest Preferred Content. (Please drag and dro	p as you pick. Select in order of y	your preference with no. 1 being the most preferred.)	Events	

Step 7	For Foreigner who has no Portal ID
	Click on " <b>No Portal ID</b> "
	Individual Login
	Singapore Citizens & Permanent Residents
	SingPass If you do not have a SingPass account or have forgotten your password, click here.
	Foreigners
	Portal ID
	No Portal ID
Step 8	Enter "ID Types", "ID number" and click on "Next".
	Note: For ID Types <sup>2</sup> :
	c. Select "Previous NRIC / FIN" for ex-Singaporean or FIN-holder
	d. Select "Passport Number/Foreign ID" for foreign passport or identification
	MySKILLSfuture Courses Assessments Digital Services Resources Q Login Home > Download Certificates A- A+
	Help us identify you
	ID Type ID Number Previous NRIC / FIN
	Next

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<sup>&</sup>lt;sup>2</sup> This should be the identification registered with the institution at the time of your study.

Step 9	For Foreigners who have Not linked My SF portal to their Social Media Account
	Enter "Date of Birth", "Student ID / Matriculation Number", "Institution", "Captcha Characters" and click on "Find Cert". Please verify with the following details to retrieve your certificates. ID Type Previous NRIC / FIN Date of Birth Institution Institution
	Type the characters you see below.         Can't see the image? Click on the button below to refresh.         32894       2
	Back Find Cert
Step 10	Select the 'Social media' options to retrieve certificates. (This is to allow you to use your social login to retrieve your certificates subsequently.)
	Skip to Step 12



**Tips** : To view downloaded OpenCert, drag & drop it into the OpenCert Viewer (at <u>https://opencerts.io</u>).