



## **MBOT CPD SYSTEM**

# **USER MANUAL**

**MALAYSIA BOARD OF TECHNOLOGISTS**

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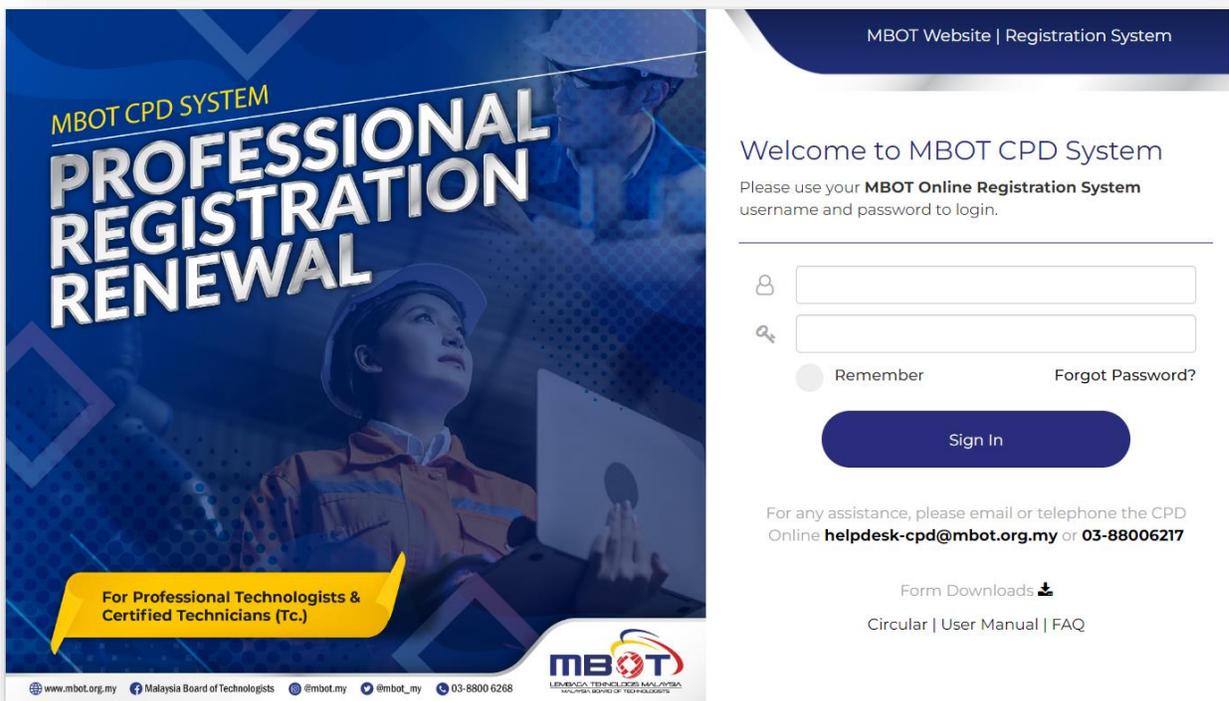
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## 1.0 INTRODUCTION

Welcome to the *MBOT CPD System User Manual*. This manual is created to illustrate simple guides for you on how to find your way around the web page and on how to use the portal area for MBOT professional registrant.

## 2.0 LOGIN ACCESS



*MBOT Online System landing page.*

### 2.1 How to log in?

To log in:

1. Fill in the registered email and password.
2. Click ***Sign In***.

### 3.0 CPD DASHBOARD

The screenshot displays the CPD System member dashboard. At the top, there is a navigation bar with the 'CPD System' logo, a search bar, and a 'LOGOUT' button. A left-hand sidebar contains menu items: 'MEMBER', 'DASHBOARD', 'CPD HOURS APPLICATION' (with sub-items 'CURRENT' and 'HISTORY'), 'RENEWAL', and 'PERSONAL INFO'. The main content area is divided into several sections:

- RENEWAL CURRENT STATUS:** A section at the top right with a 'View All >' link and an 'Apply for Renewal' button.
- CYCLE ROLLING YEARS PROGRESS:** A section in the middle left with a 'View All >' link.
- Period of Cumulative CPD Hours:** A section in the middle right.
- CPD APPLICATION STATUS:** A section at the bottom right.
- UPCOMING PROGRAMME:** A section below the main dashboard, featuring a 'Show 10 entries' dropdown, a search bar, and a table with columns: Date, Name of Programme/Training, Name of Organization, Venue/Platform, and Action. A 'Click Here' button is located at the bottom right of the table.
- LIST OF APPROVED PROGRAMMES:** A section at the bottom, featuring a 'Show 10 entries' dropdown, a search bar, and a table with columns: Programme/Training Details, Programme Date (Start-End Date), Programme Year, CPD Hours, and Action. An 'Add Activity' button and a 'Filter' button are located at the top right of this section.

Red circles with numbers 1 through 6 are overlaid on the image, with arrows pointing to the following elements:

- 1: The 'DASHBOARD' menu item in the sidebar.
- 2: The 'CYCLE ROLLING YEARS PROGRESS' section header.
- 3: The 'Period of Cumulative CPD Hours' section header.
- 4: The 'CPD APPLICATION STATUS' section header.
- 5: The 'UPCOMING PROGRAMME' section header.
- 6: The 'LIST OF APPROVED PROGRAMMES' section header.

CPD Dashboard in the member web portal.

Upon successful login, you will be directed to the member dashboard. You can apply for courses using the functions buttons above.

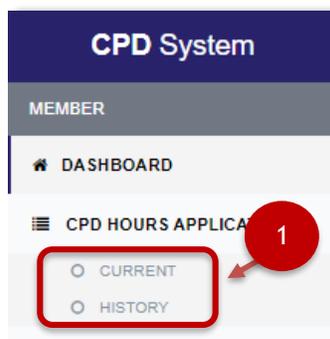
1. To view renewal current status.
2. To view cycle rolling years' progress.
3. To view period of cumulative CPD hours.
4. To view current CPD application status.
5. To view the list of upcoming programme.
6. To view the list of programs available.

**3.1 How to view my other professional registration categories? (\*If you are registered in both categories (Ts.) & Tc.)**



The **Professional Registration Categories** tab is on the right side of the page. Click on the registration number and you can switch between two categories.

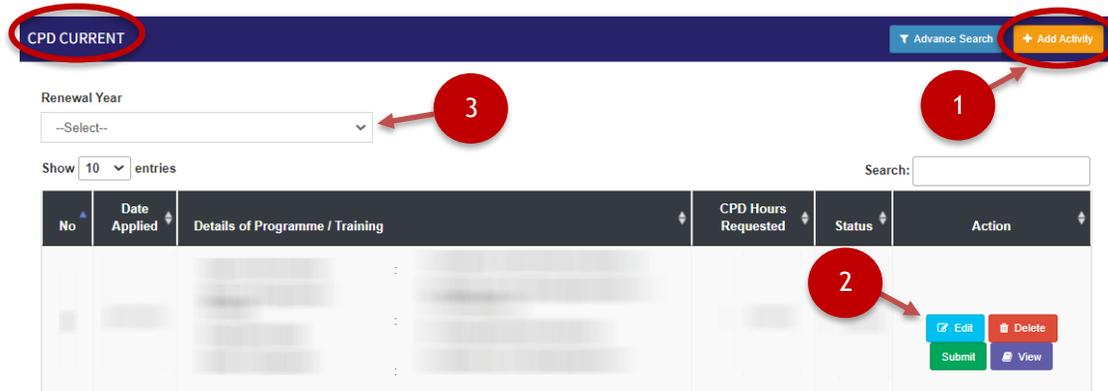
**4.0 CPD POINT APPLICATION**



*CPD Point Application tab on the left-hand side panel.*

The CPD Point Application tab is on the left side of the page. You can choose between two categories.

## 4.1 CURRENT



*CPD Current functions.*

Once you have clicked the Current tab under CPD Point Application, the CPD Current page will appear. Here you can add activity, edit, delete and view the CPD points applied using the functions buttons illustrated above:

1. To add activity and open the CPD hours request form.
2. To edit, delete, view and submit the saved application.
3. To select list of current programme based on selected renewal year.

### 4.1.1 How to add CPD hours / activity?

To add the CPD hours / activity:

1. Click **CPD**.
2. On the **CPD dashboard**, click **CPD Point Application** then click **Current**.
3. Click the **+Add Activity** button to access the **CPD hours request form**.
4. Fill in all the required fields and click **Submit**.

### 4.1.2 How to edit and delete CPD application?

To edit and delete the CPD hours / activity:

1. Click **CPD Point Application** then click **Current**.
2. Under the **Action** column, click **Edit or Delete**.

*Note: You are unable to make any further changes or delete the application once it is submitted.*

### 4.1.3 How to view CPD current application?

To view CPD current application:

1. Click **CPD**.
2. In the **CPD dashboard**, click **CPD Point Application** then click **Current**.
3. Under the **Action** column, click **View**.

### 4.1.4 How to submit saved CPD application?

To submit the saved CPD application:

1. Click **CPD**.
2. In the **CPD dashboard**, click **CPD Point Application** then click **Current**.
3. Under the **Action** column, click **Submit**.

## 4.2 HISTORY

The screenshot shows the CPD History interface. At the top, there is a dark blue header with the text 'CPD HISTORY' circled in red. To the right of the header are two buttons: 'Advance Search' and 'Add Activity'. Below the header, there is a 'Renewal Year' dropdown menu with a red circle and the number '2' pointing to it. Below the dropdown is a 'Show 10 entries' label and a search box. The main part of the page is a table with the following columns: 'Date Applied', 'Details of Programme / Training', 'CPD Hours Requested', 'CPD Hours', 'Status', and 'Action'. A red circle with the number '1' points to a 'View' button in the 'Action' column of the first row.

*CPD History functions.*

Once you have clicked on the History tab under CPD Point Application, the CPD History page will appear. Here you can view the history of CPD points applied using the functions buttons illustrated above:

1. To view the CPD hours applications.
2. To select list of history programme based on selected renewal year.

#### 4.2.1 How to view the requested CPD points history?

To view the requested CPD points history:

1. Click **CPD**.
2. In the **CPD dashboard**, click **CPD Point Application** then click **History**.
3. Under the **Action** column, click **View**.

#### 4.2.2 How to view the list of programme history?

To view the list of programme history:

1. Click **CPD**.
2. In the **CPD dashboard**, click **CPD Point Application** then click **History**.
3. Under the **Renewal Year part**, click on the arrow down button. The list of available options opens.

## 5.0 RENEWAL

### 5.1 RENEWAL INFORMATION & RENEWAL HISTORY

| Renewal Information |                      |                |             |                   |
|---------------------|----------------------|----------------|-------------|-------------------|
| Certification Type  | Collected CPD Points | Cumulative CPD | Expiry Date | Action            |
|                     |                      |                |             | Apply for Renewal |

| Renewal History |                  |              |             |         |
|-----------------|------------------|--------------|-------------|---------|
| No.             | Application Type | Date Applied | Expiry Date | Status  |
|                 |                  |              |             | Pending |

*Renewal function.*

Once you have clicked on the Renewal tab under Registration, the Renewal Information page will appear. Here you can view the apply for renewal using the function button illustrated above:

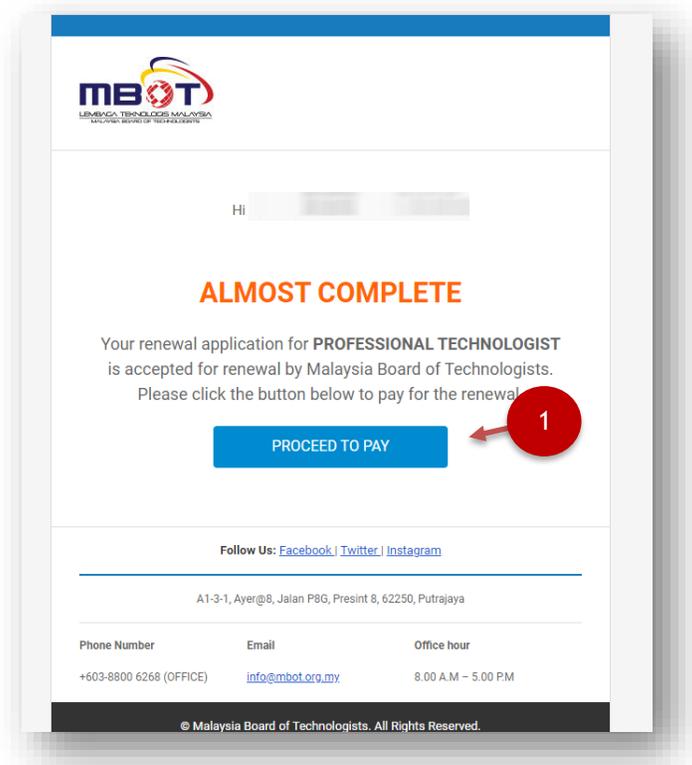
1. To view renewal Information and to apply for renewal.
2. To view renewal status.

### 5.1.2 How to view the manual for Renewal?

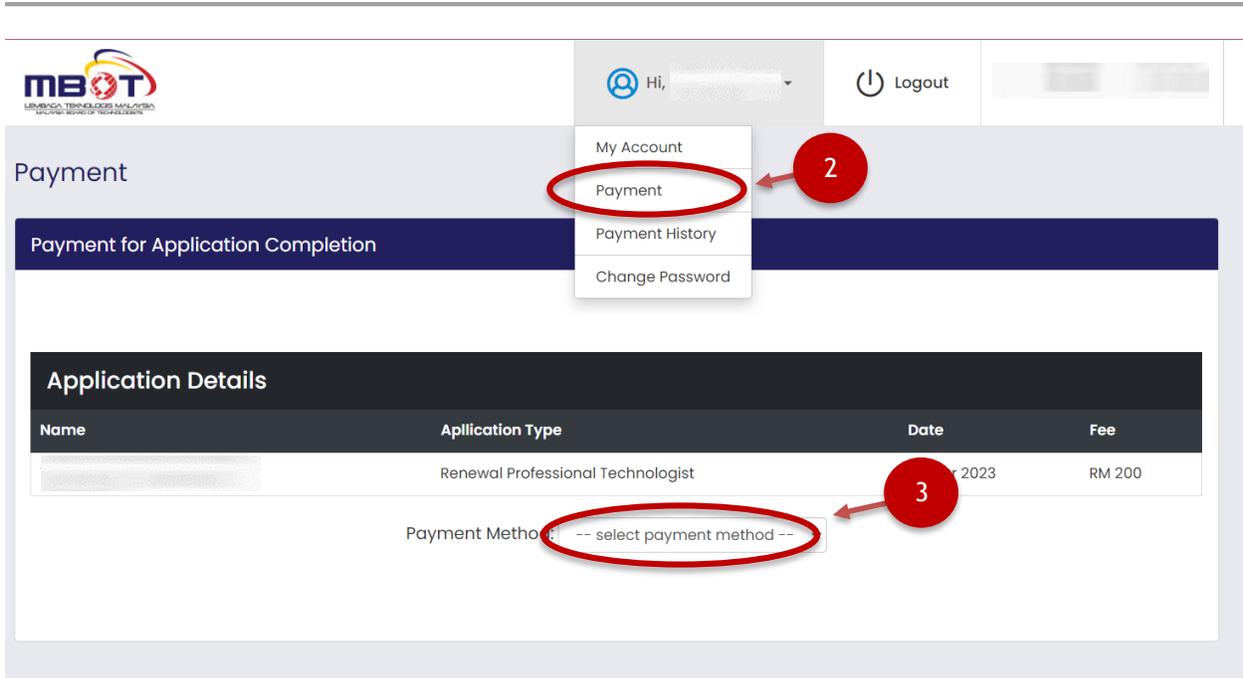
To view the Manual for Renewal:

1. Click **Renewal** tab.
2. In **Renewal Information** page, click the **Apply for Renewal** button to apply for renewal after completing at least 3 activities per year.

### 5.1.3 How to make a payment?



*Email Notification Renewal Payment.*

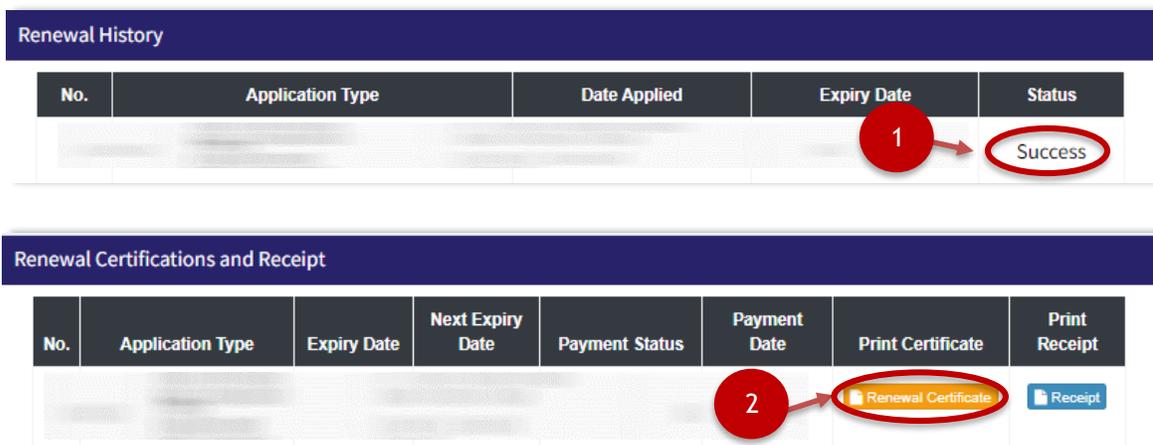


Renewal Payment at MBOT Registration System.

To view the Manual for Renewal:

1. Check your registered email inbox, and click **Proceed to Pay**; or
2. Log in to MBOT Registration System, click **Profile** and click **Payment**.
3. Select the payment method and proceed to pay.

## 5.2 RENEWAL HISTORY & RENEWAL CERTIFICATION & RECEIPT



Renewal Information.

### 5.2.1 How to view the Renewal Certificate?

To view the renewal certificate:

1. Click the **Renewal** tab, view on renewal history and renewal **Status** will automatically update from pending to success after completing renewal payment.
2. In the **Renewal Certifications and Receipt**, click on selected year **Renewal Certificate** to view or download.

### 5.2.2 How to view the Receipt of payment?

The screenshot shows the MBOT CPD System interface. At the top left is the MBOT logo. The user is logged in as 'Hi, [username]'. A 'Logout' button is visible. The main section is titled 'Payment History'. Below this, there is a dropdown menu with options: 'My Account', 'Payment', 'Payment History' (circled in red), and 'Change Password'. Below the dropdown, there is a section for 'PAYMENT BY FPX / MIGS CREDIT CARD'. A table with the following columns is shown: 'Payment ID', 'Payment For', 'Payment Status', 'Amount', 'Payment Date', and 'Print Receipt'. Below the table, there are two links: 'Payment Details' and 'Official Receipt', both circled in red. A red circle with the number '2' and an arrow points to these links.

*Renewal Payment History.*

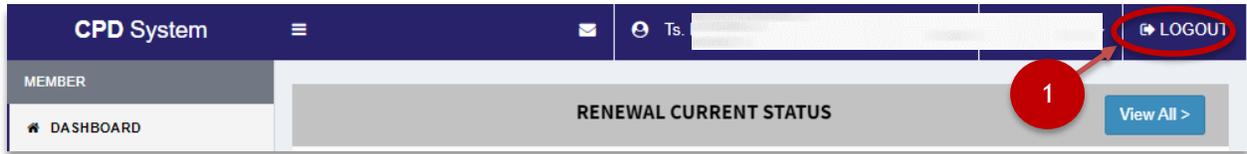
To view the Receipt of Payment:

1. Log in MBOT Registration System, click on profile and click on the **Payment History**.
2. Select the latest renewal payment and click **Official Receipt**.

## 6.0 PERSONAL INFO

Once you've clicked on the Personal Info tab under Membership, you will be shown with My Account page. Here you can view your membership personal, academic and competencies details easily but you will not be able to edit them to update your info.

## 7.0 HOW TO SIGN OUT?



*The Logout button at the top right-hand side of the page.*

After you are done, make sure to log out to keep all the private and confidential information secure. To do this, simply follow these steps as illustrated above:

To log out:

1. Click on the **Logout** button.

Once logged out, you will be re-directed to the *MBOT Online System* landing page.