



# **MBOT CPD SYSTEM EXTERNAL USER MANUAL**

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July 2021

Version 6.0

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## 1.0 INTRODUCTION

Welcome to the *MBOT Online System External 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 the external users.

## 2.0 LOGIN ACCESS

Welcome to MBOT CPD System
MBOT Website | Registration System



Please use your **MBOT Online Registration System** username and password to log in.

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**Email :**

**Password :**

[Sign In](#)

[Forgot My Password](#)

For any assistance, please email or telephone the CPD Online [helpdesk-cpd@mbot.org.my](mailto:helpdesk-cpd@mbot.org.my) or 03-88006217

Form Downloads :

- [User Manual](#)
- [FAQ](#)

### NOTIFICATION OF PROFESSIONAL REGISTRATION RENEWAL FOR THE YEAR 2021 AND 2022

PEMAKLUMAN PEMBAHARUAN PENDAFTARAN PROFESIONAL BAGI TAHUN 2021 DAN TAHUN 2022

a. Renewal of professional registration for the year 2021 will be processed as usual and not subject to the minimum CPD hours as stipulated in **Circular No.1/2020**.

b. Professional Technologists (Ts.) and Certified Technicians (Tc.) shall continue to record any available CPD activities and CPD hours collection will be carried forward and calculated cumulatively for the renewal of registration in the year of 2022 as follows:

a. Pembaharuan pendaftaran bagi tahun 2021 akan diproses seperti biasa dan tidak tertakluk kepada jumlah jam minimum CPD seperti yang ditetapkan dalam **Edaran No.1/2020**.

b. Teknologis Profesional (Ts.) dan Juruteknik Bertauliah (Tc.) dipohon untuk terus merekodkan aktiviti CPD sedia ada dan pengumpulan jam CPD akan dibawa ke hadapan serta dikira secara kumulatif bagi pembaharuan pendaftaran tahun 2022 seperti berikut:

No.	Registration Category <small>Kategori Pendaftaran</small>	Cumulative CPD Hours (2021 + 2022) <small>Jumlah Kumulatif Jam CPD</small>
1.	<b>Professional Technologists (Ts.)</b> <small>Teknologis Profesional (Ts.)</small>	<b>30 Hours</b> <small>30 Jam</small>
2.	<b>Certified Technicians (Tc.)</b> <small>Juruteknik Bertauliah (Tc.)</small>	<b>20 Hours</b> <small>20 Jam</small>

c. Newly registered Professional Technologists (Ts.) and Certified Technicians (Tc.) in the year 2021 are required to collect a minimum of 15 CPD hours and 10 CPD hours respectively for the renewal of the year 2022.

c. Teknologis Profesional (Ts.) dan Juruteknik Bertauliah (Tc.) yang baru berdaftar pada tahun 2021 dikehendaki mengumpul minimum 15 jam CPD dan 10 jam CPD masing-masing untuk pembaharuan tahun 2022.



The Board encourages all registrants to enhance their competencies and professionalism by participating in online activities such as webinars, trainings, courses, workshops, meetings, conferences and other activities in congruence with the new norms. The activities involved are **not limited** to the field registered and existing programs approved by MBOT.

To access the MBOT CPD system, please visit <https://cpd.mbot.org.my>

Lembaga menggalakkan semua orang yang berdaftar untuk meningkatkan kompetensi dan profesionalisme dengan menyertai aktiviti dalam talian seperti webinar, latihan, kursus, bengkel, mesyuarat, persidangan dan aktiviti-aktiviti lain yang bersesuaian dengan norma baharu. Aktiviti yang disertai **tidak hanya terhad** kepada bidang yang berdaftar dan program sedia ada yang telah diluluskan oleh MBOT.

Untuk capaian sistem CPD MBOT sila layari <https://cpd.mbot.org.my>

[www.mbot.org.my](http://www.mbot.org.my)
[Malaysia Board of Technologists](#)
[cpd@mbot.org.my](mailto:cpd@mbot.org.my)
[03-8800 6217](tel:03-88006217)

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 Browser Requirements : Internet Explorer 7 and above / Edge 16 / Google Chrome and Mozilla Firefox

MBOT Online System landing page.

## 2.1 How to log in?

To log in:

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

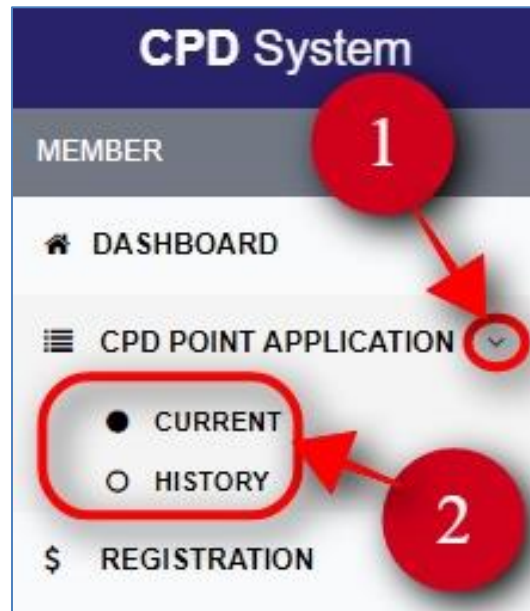
## 3.0 CPD DASHBOARD

The screenshot shows the 'CPD System' member dashboard. At the top, there are two summary cards: 'Active Cumulative CPD Hours (16/12/2020 - 16/12/2022)' for a 'PROFESSIONAL TECHNOLOGIST' with 10/30 hours, and 'Registration Expiry' set for 16/12/2021. Below these is a 'LIST OF APPROVED PROGRAMMES' section containing a table with columns for Start Date, End Date, Programme / Training Details, CPD Hours, and Action. The table lists a programme from 01/01/2019 to 01/01/2019. Below the table is a 'LIST OF ONLINE COURSES' section featuring three course cards: 'VALUE ADDED PERFORMANCE MANAGEMENT', 'FAILING TO PLAN IS PLANNING TO FAIL', and 'WINNING ATTITUDE AT THE WORK PLACE'. Each card shows duration and CPD hours and has a 'COMING SOON!' badge. Red circles with numbers 1, 2, and 3 point to the summary cards, the table, and the online courses section respectively.

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

1. To view more info regarding the CPD hours and registration expiry date.
2. To view the list of programs available.
3. To view the list of online courses available in the future.

## 4.0 CPD POINT APPLICATION



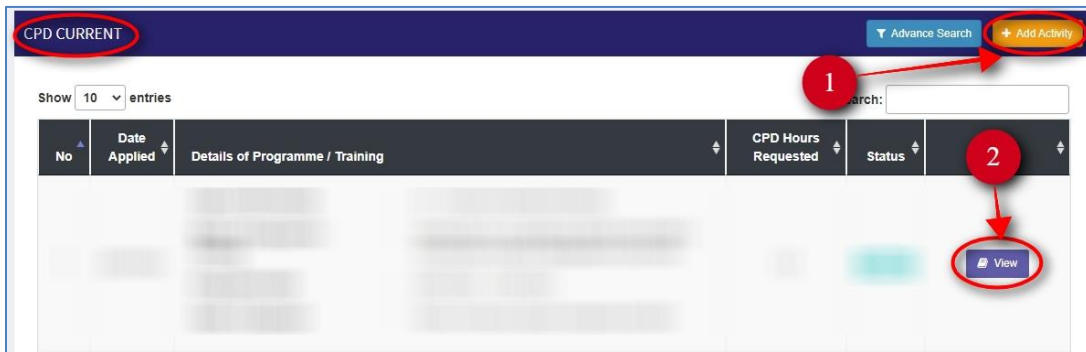
*CPD Point Application tab on the left-hand side panel.*

The CPD Point Application tab is situated on the left-hand side of the page. As you hover your cursor on the panel, you will be able to see a drop-down arrow.

Follow these steps as illustrated above:

1. Click on the arrow down button.
2. The list of available options opens.

## 4.1 CURRENT



*CPD Current functions.*

Once you've clicked on the Current tab under CPD Point Application, you will be shown the CPD Current page. Here you can add activity, delete and view the CPD points applied easily using the functions buttons illustrated above:

1. To add activity and open the CPD hours request form.
2. To view application.

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

To add the CPD hours / activity:

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

#### 4.1.2 How to delete CPD current application?

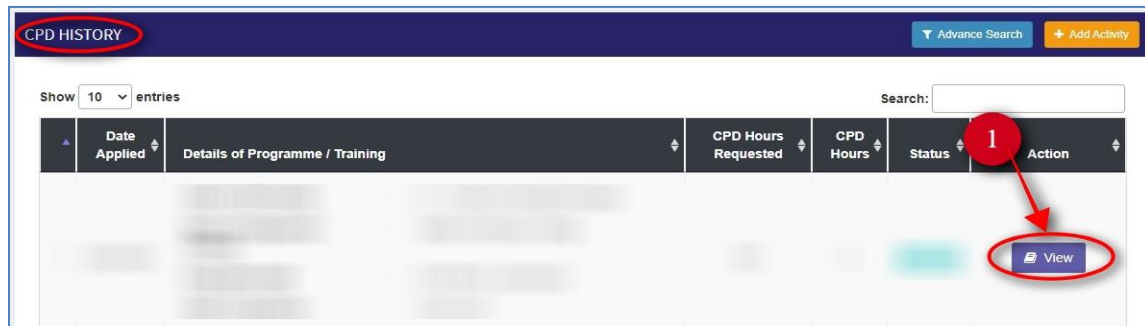
You **may not delete** the application **once it has been submitted**

#### 4.1.3 How to view CPD current application?

To view CPD current application:

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

## 4.2 HISTORY



*CPD History functions.*

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

1. To view the CPD hours requested form.

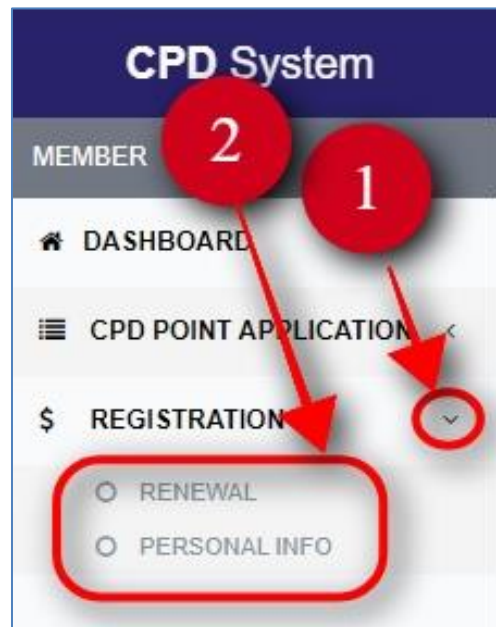
### 4.2.1 How to view the requested CPD points history?

To view the requested CPD points history:

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



## 5.0 MEMBERSHIP



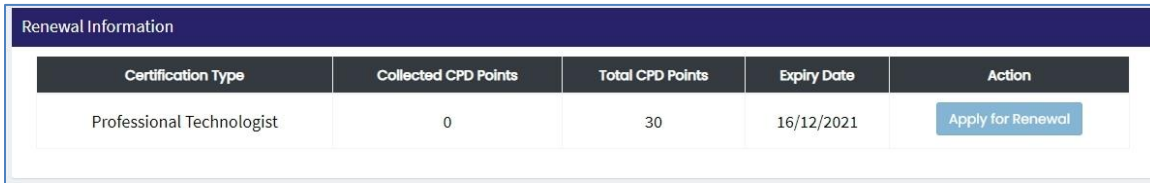
*Membership tab on the left-hand side panel.*

The Membership tab is situated on the left-hand side of the page. As you hover your cursor on the panel, you will be able to see a drop-down arrow.

Follow these steps as illustrated above:

1. Click on the arrow down button.
2. The list of available options opens.

## 5.1 RENEWAL



Certification Type	Collected CPD Points	Total CPD Points	Expiry Date	Action
Professional Technologist	0	30	16/12/2021	<a href="#">Apply for Renewal</a>

*Renewal function.*

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

1. To Apply for Renewal.

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

To view the Manual for Renewal:

1. Click on **CPD**.
2. In the **CPD dashboard**, click on **Registration** then click on **Renewal**.
3. In **Renewal Information** page, click on the **Apply for Renewal** button to apply renewal if enough Collected CPD Points.

## 5.2 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, please refer to **5.0 My Account**.

## 6.0 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.