Frequently Asked Questions
(FAQs)

I forgot my login details?

i. Your username can be obtained from registration@mbot.org.my or by contacting MBOT Call Centre on 03-88006268.

ii. Your password can be changed by clicking on the "Forgot My Password" link on the sign in section of the MBOT CPD System page. You can reset your password by enter your Email Address and click Send Password Reset Link. System will email URL to allow you reset a new password.

I can't sign in?

If you can't log in to a system with Email Address, try the following:

i. Check that the MBOT CPD System network isn't temporarily out of service

ii. Make sure that you typed your password correctly. If you've forgotten your password, try to reset it.

iii. Make sure that you have configured your browser to allow cookies (A small text file, created by a website, that stores information on your computer. For example, your preferences when visiting those sites.). If your browser doesn't allow cookies, you can't sign in with your MBOT CPD System.

How does the system work?

All Professional Technologist (Ts.) and Certified Technicians (Tc.) are required to log on to the MBOT CPD System to record their CPD hours claim. The steps:

i. Log In

ii. Call up List of Approved Programme

iii. Choose programme from list to claim CPD Points – the CPD Points for the event will be automatically added to your account.

iv. If an programme you attended and wish to claim points for is not in the list, you can submit the programme into the system.

Where do I access the list of Approved Programmes under my specialty so that I can start claiming CPD Hours?

On the Dashboard Page of MBOT CPD System– You can click to List of Approved Programmes on your specialty / Fields of Technology.

How do I claim CPD Hours?

You need to view the List of Approved Programmes on the Dashboard Page to claim CPD Hours. To claim CPD hours for that programme, just click on the Add CPD button/link and fill in all the required fields and click on Submit.

Where do I submit an Unlisted Programmes?

    i.   In the CPD dashboard, click on CPD Point Application then click on Current.
    ii.   Click on the +Add Activity button to open the CPD hours request form.
    iii.   In the Name of Programme/Training tick button Others.
    iv.   Fill in all the required fields and click on Submit.

Before you submit the unlisted programme, kindly go to Search/Select for an programme and search for the keyword of the programme. If an programme you wish to claim CPD hours for is not found in the system, you may proceed to the Submit the application.

How do I view my CPD hours?

    i.   You must be logged in
    ii.   Go to Dashboard Page
    iii.   Click More Info at CPD Hours part.

I'm still stuck-what shall I do?

If you are still having difficulty logging in to MBOT CPD System, please email or telephone the CPD Online help desk - cpd@mbot.org.my or **03 – 8800 6217** and the team will be able to assist.