e-NDT

User Registration & Exam Application

User Guide

8th NOVEMBER 2019

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Target Audience

This user guide is intended for the following audience:

1. Non-Destructive Testing (NDT) Candidate who will be using eNDT system to Register and apply for NDT Examination.
2. Pusat Bertauliah (PB) Officer who will be using eNDT system to approve NDT Examination application and view exam sessions and exam results
3. JPK and Telekom Applied Business (TAB) system development team who will be assisting users and monitoring the performance of the system during Pilot Run.

Acronyms & Abbreviations Used

Abbreviation	Description
NDT	Non-Destructive Testing
JPK	Jabatan Pembangunan Kemahiran
PB	Pusat Bertauliah
TAB	Telekom Applied Business Sdn Bhd

1. OVERVIEW OF ENDT SYSTEM

1.1 Background

eNDT system is developed to provide an end-to-end online management for Non-Destructive Testing management covering many areas such as:

I. Dashboard
   a. Customised View of Relevant Info (Authority-based)
   b. Personalised Records of Current Activity (Authority-based)

II. Candidate Management
   a. Pre-Training
   b. Examination (Apply Exam, My Application, Exam Result)
   c. Center Approval (Exam Registration)
   d. Exam Management (Exam Approval & Batch Payment)
   e. Certificate (Apply Certificate, All Certificates, Supervisor)
   f. User Account (Profile, My Session)
   g. Activity Log (View Log)

III. Online Course Management
   a. Programme Management
   b. Center Management (Pusat Bertauliah)
   c. Paper Management
   d. Competency Management
   e. Question Management
   f. Examination Management
   g. Certification Management
   h. Communication Management

IV. Online Administration of NDT Management
   a. Document Management
   b. Specimen Management
   c. Users Management
   d. Roles and Permissions
   e. Audit Trail
   f. Finance

V. Management of eNDT System Configuration
   a. General eNDT System Settings
   b. Application Rules
   c. Certification
   d. Content Editor

VI. Online Reports
   a. Exam Reports
   b. Candidate Reports

2. USER REGISTRATION AND EXAM APPLICATION

2.1 SIGN-UP

Prior to accessing eNDT system, first time user (NDT Candidate) is required to Sign-up at eNDT website. Please follow the steps demonstrated below:

2.1.1 Go to eNDT website and click Sign-up. URL is **https://endt.skkm.gov.my/login**

2.1.2 At "Sign Up" page, enter all details to create new user account. Details required are Email address, User name, Password and Confirm Password.

2.1.3 Tick checkbox that you are agree to Term and Condition. Click Sign Up button to confirm application.

2.2 LOGIN

2.2.1 Successful user account creation displayed. Login into system using valid username and password (as you have registered earlier). Click Log In button to proceed.

2.2.2 Upon successful login, user Dashboard page will be displayed. Update Profile for first-time user log-in by entering all required details.

2.2.3 Click Save changes button to save profile details and successful update notification displayed.
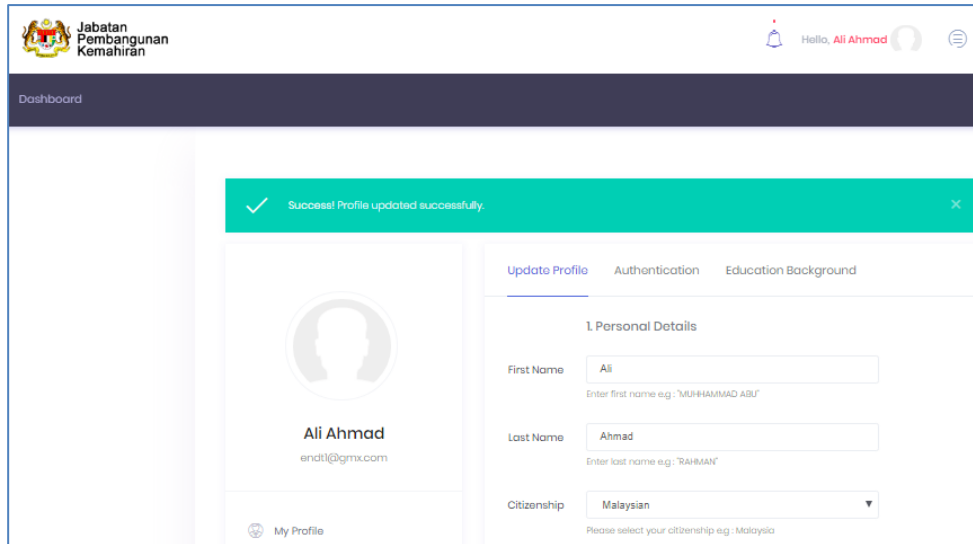
2.2.4 Click Authentication to change password. Click Save changes button to save login details and successful update notification displayed.
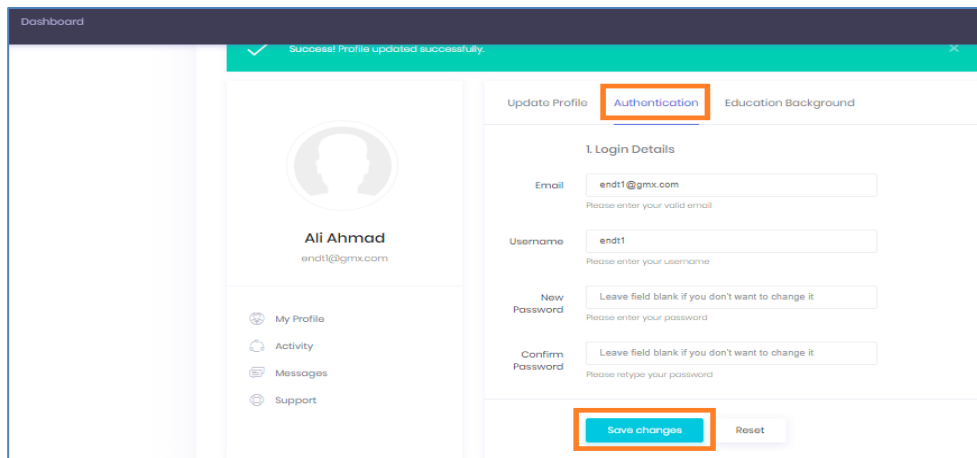
2.2.5 Click Education Background to update education level with regards to NDT. Click Add New to add.
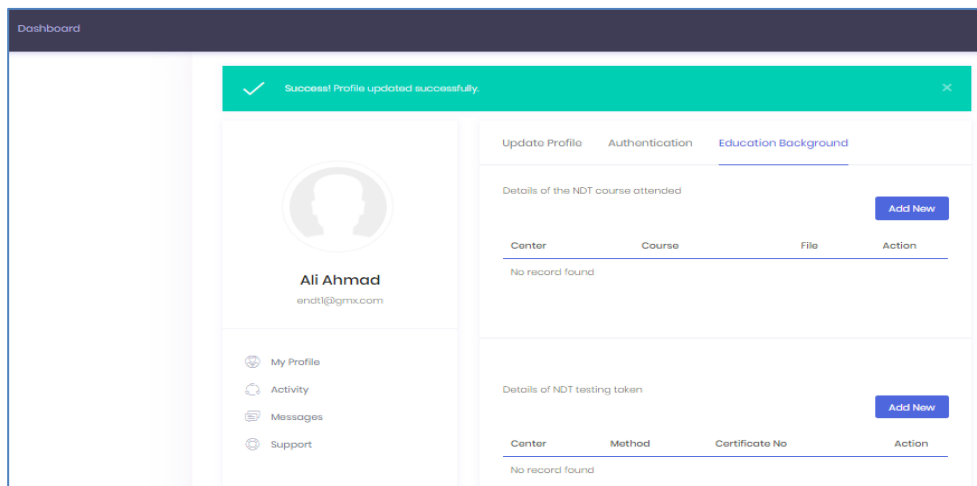
2.2.6   Add previously taken NDT course details and click Submit to update.

2.2.7   Click previously taken NDT test details and click Submit to update.

2.2.8   View user profile, system activities, messages and support information by clicking at sub-menus My Profile, Activity, Messages and Support.
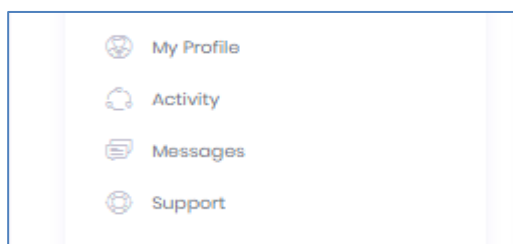
2.2.9 You can always update your profile in future by clicking My Profile menu. Your latest profile will determine your eligibility to apply for NDT Certification.
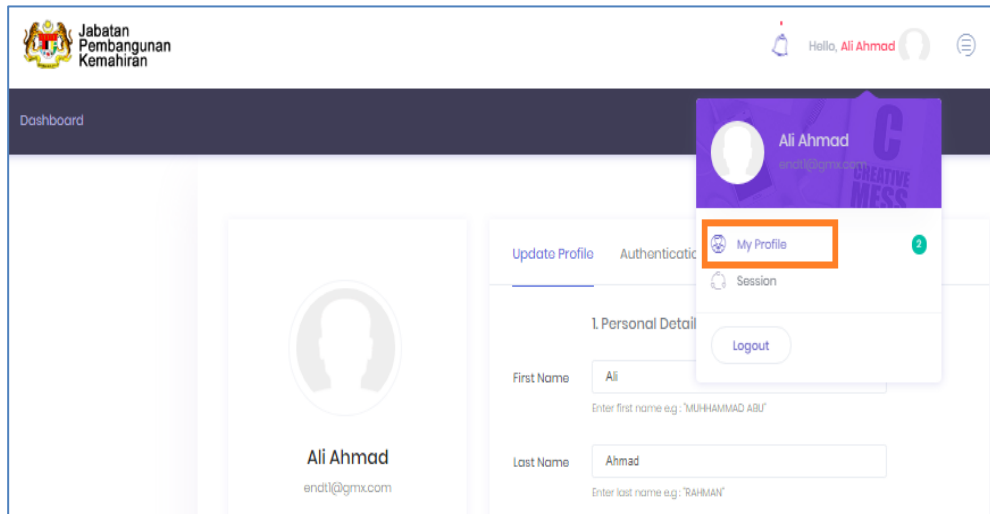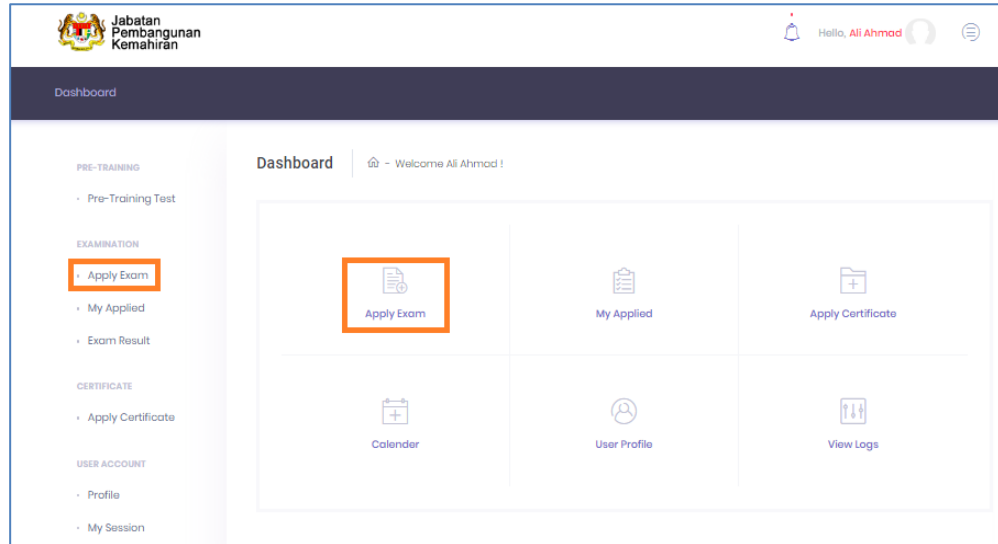

2.2.10 Click "Dashboard" menu and all allowable activities displayed at life side menu. For quick access, click icons menu on Dashboard.
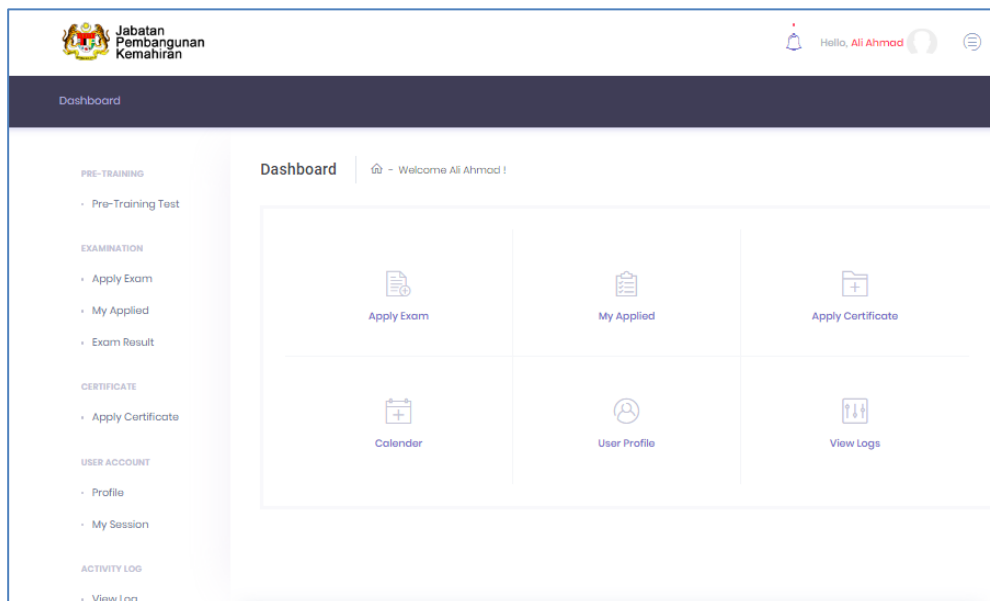
2.3   EXAM APPLICATION

2.3.1   To start with exam application, click Apply Exam (either at Dashboard or left side menu).

2.3.2   Exam Registration page is displayed. The latest Personal details with NDT training and testing details will be displayed under Candidate Info. Click Next button at the lower end to proceed with next step.
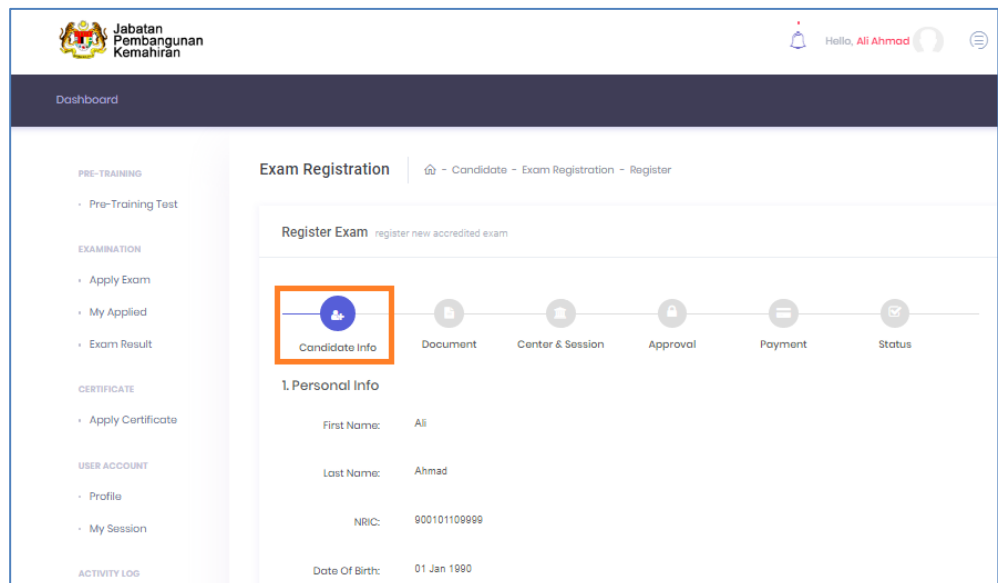
2.3.3   Under Document, fill in required details and upload required documents (Vision Test @ Ujian Mata and Training Certificate).

Fulfil all requirements or otherwise candidate cannot proceed to next step. Click Next button to proceed with next step.

2.3.4   Under Center & Session, select Center and Session. Click Submit button to proceed with next step.

Candidate has to wait for approval from PB to proceed with next action.

2.3.5 Exam application is now pending approval from PB. Applicant will be notified through registered email once approval given by PB.
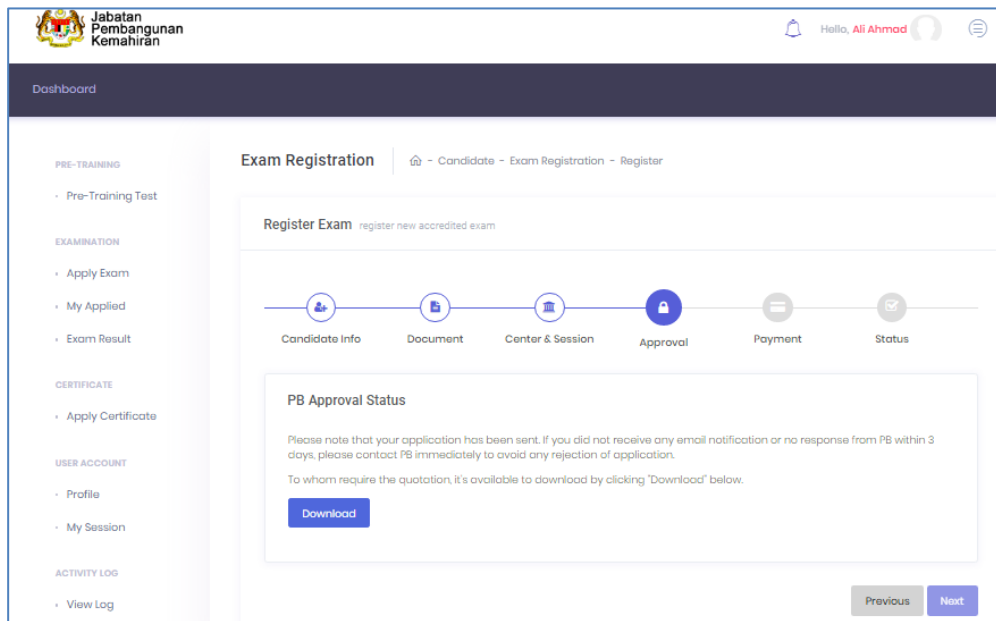
2.3.6 Click Download to view quotation for this application.
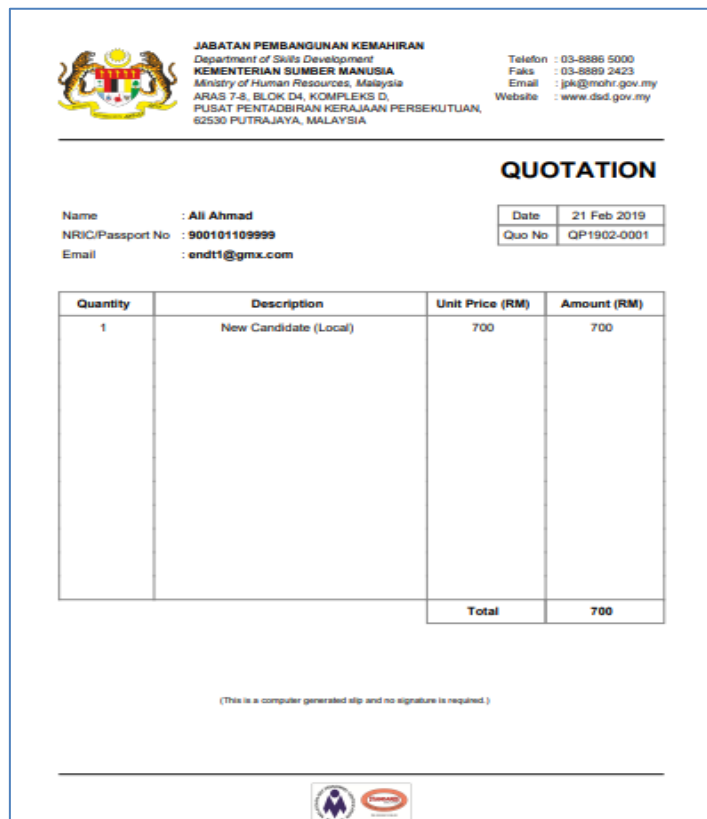
2.3.7 Upon receiving approval from PB, at Dashboard or left sidebar menu "Examination", click My Applied to view the approval status of exam that has been applied.
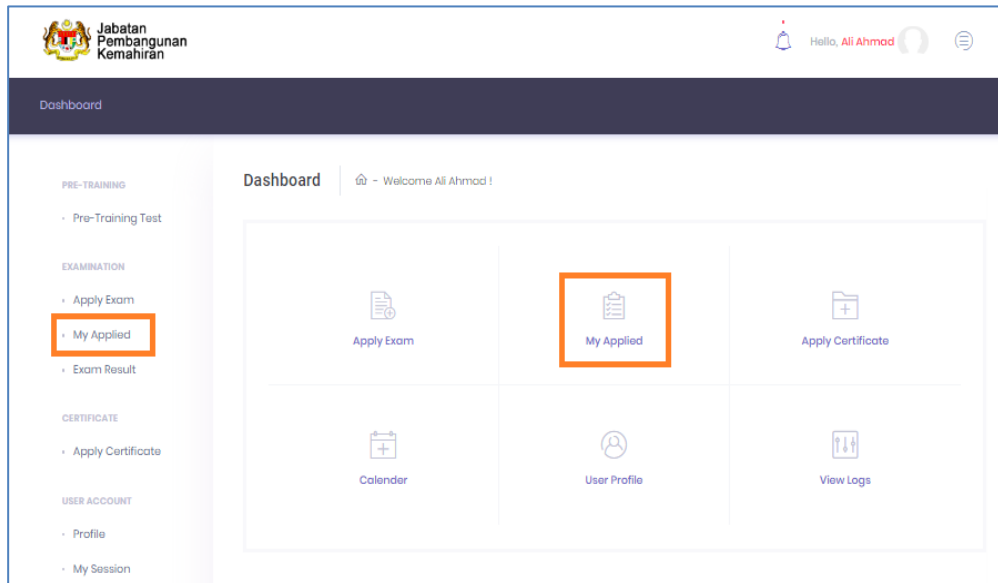
2.3.8 Application is now pending payment.
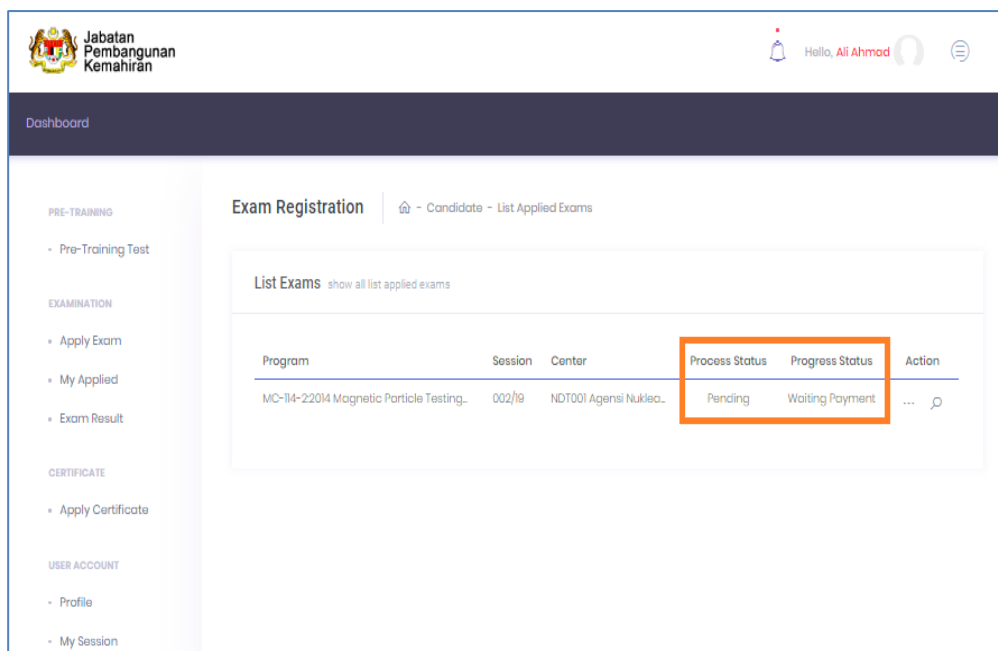
2.3.9 Go back to Apply Exam to proceed with payment. Fill in all required details and click Submit to proceed.

2.3.10 The latest status notification displayed. You can download Application Slip as a proof of application.

Sample of Application Slip:

JABATAN PEMBANGUNAN KEMAHIRAN
Department of Skills Development
KEMENTERIAN SUMBER MANUSIA
Ministry of Human Resources. Malaysia
ARAS 7-8, BLOK D4, KOMPLEKS D,
PUSAT PENTADBIRAN KERAJAAN PERSEKUTUAN,
62530 PUTRAJAYA, MALAYSIA

Telefon : 03-8886 5000
Faks : 03-8889 2423
Email : jpk@mohr.gov.my
Website : www.dsd.gov.my

SLIP PERMOHONAN PENDAFTARAN CALON PEPERIKSAAN NDT

Nama	: **Ali Ahmad**
No Kad Pengenalan/Passport	: **900101109999**
Pusat Peperiksaan	: **NDT001 Agensi Nuklear Malaysia**
Sesi Peperiksaan	: **002/19**
Kod Program	: **MC-114-2:2014**
Jenis Peperiksaan	: **Calon Baru**
Kategori	: **Tempatan**

MAKLUMAT PEMBAYARAN

Bil	Jenis Bayaran	No Rujukan	Amaun (RM)
1	Bankdraft (Draft Bank)	BPREF123	700
		JUMLAH	700

Nota:
i. Sila kepilkan slip ini bersama-sama dokumen pembayaran (Pesanan Tempatan atau Draft Bank atau Kiriman Wang)
ii. Calon disahkan berdaftar setelah resit pendaftaran dikeluarkan
iii. Bayaran yang telah diproses tidak boleh dibawa ke sesi yang berikut
iv. Nama yang telah didaftarkan tidak boleh diganti dengan calon yang lain
v. Calon tidak dibenarkan menukar sesi peperiksaan
vi. Slip ini adalah janaan komputer dan tidak memerlukan tandatangan

2.3.11 Click Finish to end exam application process. Application is now pending for JPK Finance's approval (payment verification).

2.3.12 Upon exam approval by JPK Finance, at left sidebar menu "Examination", click My Applied to view the latest Exam Application status.

2.3.13 Click 🔍 icon to view other details. Exam Registration Number that has been created.

2.3.14 Click ⬚ to view and download Exam Slip in PDF document format.

Sample of Exam Slip:

JABATAN PEMBANGUNAN KEMAHIRAN
Aras 7 & 8 Blok D4 Kompleks D
Pusat Pentadbiran Kerajaan Persekutuan
62530 W. P. Putrajaya
TEL: 0388865000 FAKS: 0388892430
http://www.dsd.gov.my

SLIP MENDUDUKI PEPERIKSAAN UJIAN TANPA MUSNAH
NON DESTRUCTIVE TESTING EXAM SLIP

PUSAT PEPERIKSAAN *EXAM CENTER*	AGENSI NUKLEAR MALAYSIA	SESI PEPERIKSAAN *EXAM SESSION*	002/19
NAMA *NAME*	ALI AHMAD	TARIKH PEPERIKSAAN *EXAM DATE*	20 MAR 2019 - 24 MAR 2019
NO KAD PENGENALAN *NRIC*	900101109999	CANDIDATE ID *NO ANGKA GILIRAN*	NDT00119MT2001
JENIS PEPERIKSAAN *EXAM TYPE*	MAGNETIC PARTICLE TESTING (MT) - WELDED CONSTRUCTION (OIL & GAS) NORMAL	LEVEL *TAHAP*	2

NO	PAPER
1	Theory Specific (S)
2	Theory General (G)
3	Practical

**Semua calon dikehendaki / All candidates are required :**

i. Membawa slip ini bersama semasa peperiksaan.
    Bring this slip together during the exam.

ii. Membawa kad pengenalan/passport atau pengenalan diri bergambar.
    Carrying NRIC/passport or photo identification.

iii. Menanti di luar dewan/bilik penilaian sehingga diberi kebenaran masuk.
     Waiting outside the hall/assessment room until given permission.

iv. Mematuhi semua etika bagi menduduki peperiksaan.
    Obey all ethics to sit for the exam.

v. Memakai pakaian kemas yang sopan dan bersesuaian.
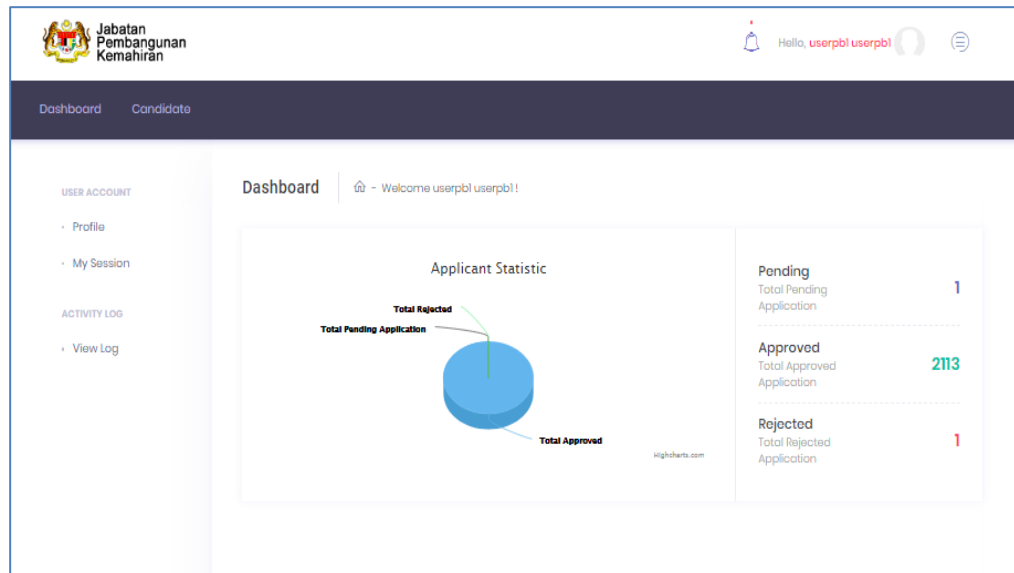
2.3.15 Log out from the system.

3. EXAM APPLICATION APPROVAL

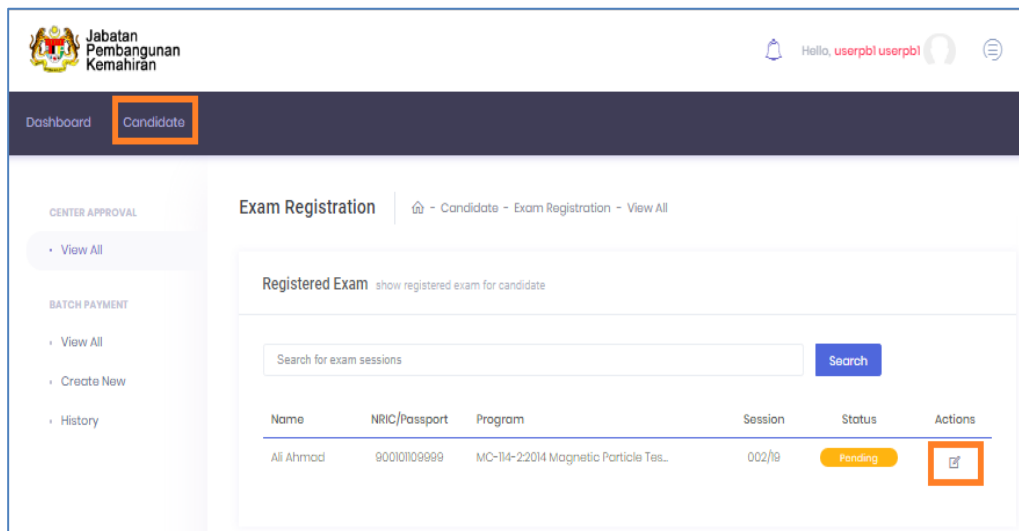## 3.1 APPROVAL BY PUSAT BERTAULIAH

3.1.1 Log into eNDT system as authorized Pusat Bertauliah (PB) based on user ID and password created by eNDT System Administrator. Click Log in button to proceed.
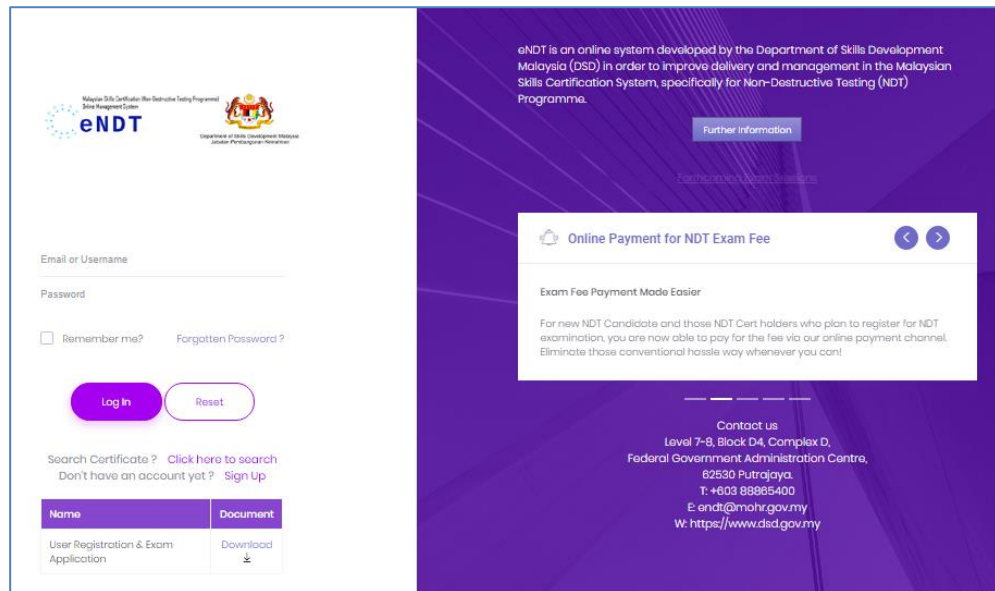
3.1.2 Upon successful login, PB Dashboard will be displayed. PB can view total Pending Application that require approval.
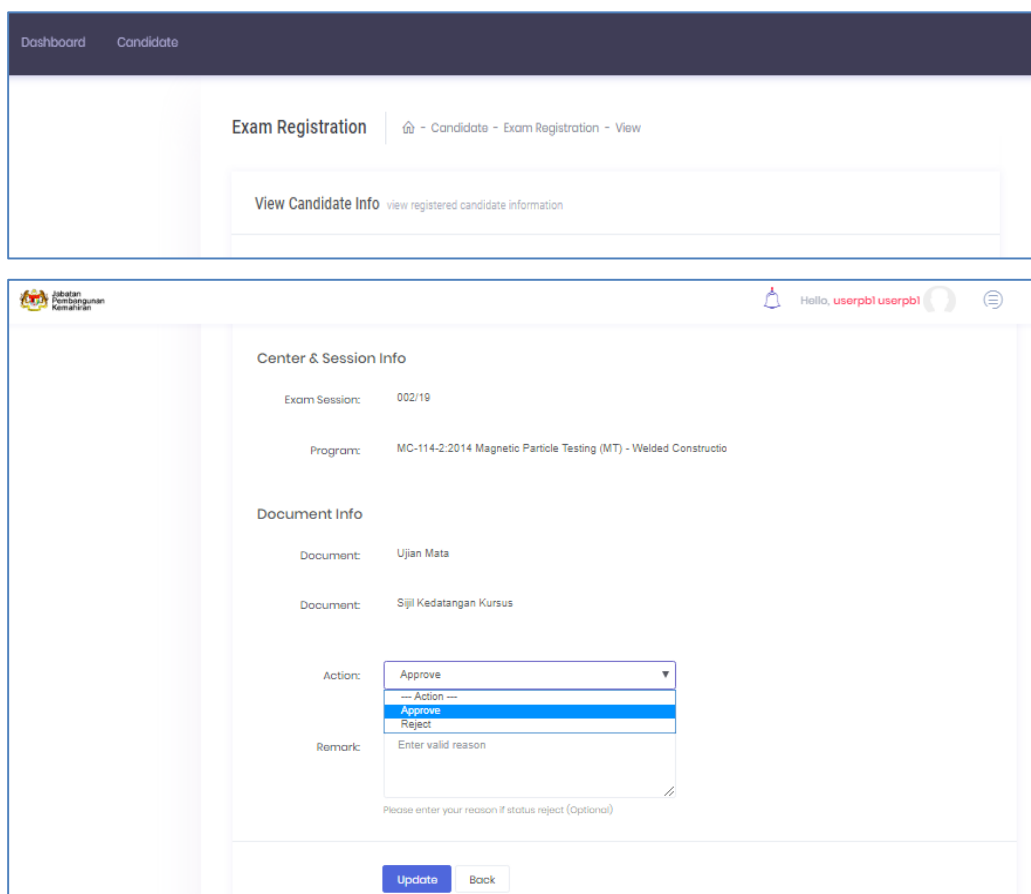
3.1.3   Click Candidate to view action that pending approval. Click icon to proceed.

3.1.4   Exam Registration page will display all relevant details for PB to review. PB to select approval from dropdown option under Action item. Click Update to confirm.

3.1.5 Successful update notification displayed. Pending item will no longer be listed once action taken by PB. Pending approval figure at Dashboard also updated accordingly.

3.2 APPROVAL BY JPK (PAYMENT VERIFICATION)

3.2.1 Log into eNDT system as authorized JPK Officer (Finance) based on user ID and password created by eNDT System Administrator. Click Log in button to proceed.
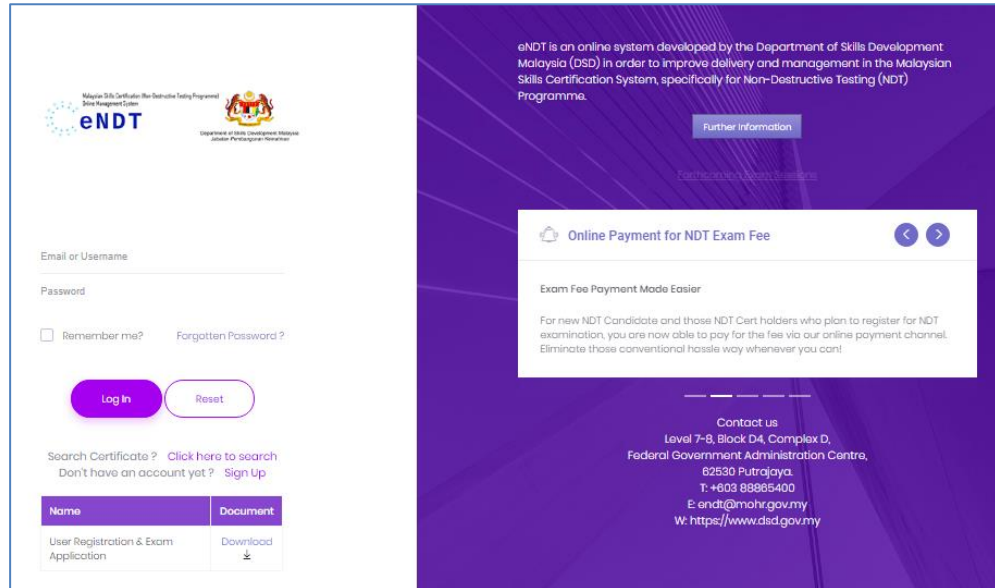
3.2.2 Upon successful login, click Candidate and Exam Approval menu on left side. Click icon to proceed.
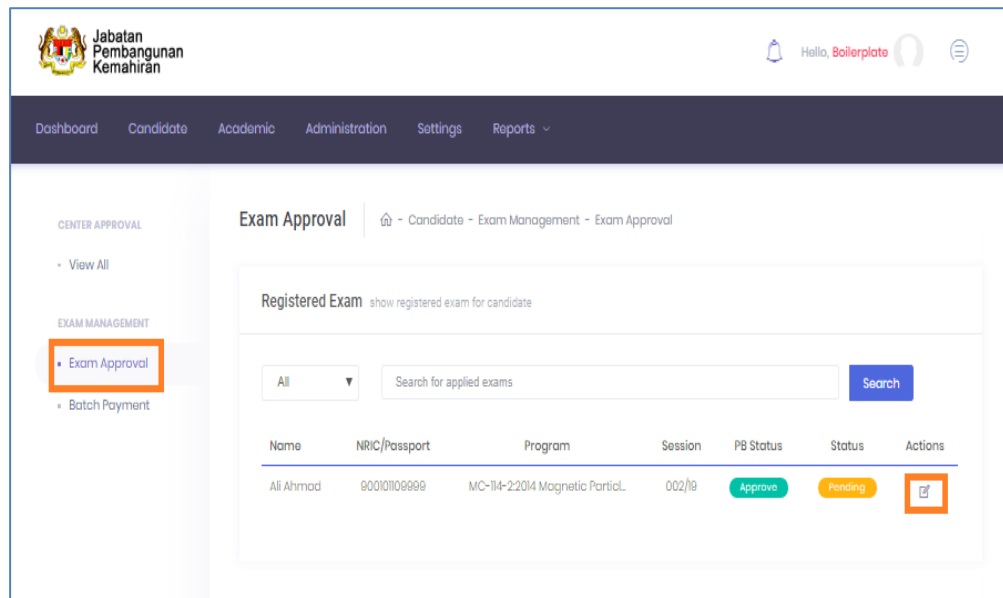
3.2.3 Exam Registration info will be displayed for JPK Officer to review. JPK to enter Receipt number and approval status. Click Update to proceed with approval.

3.2.4 JPK Finance's approval status is updated accordingly.