



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.

Malaysia Skills Certification Non-Destructive Testing Programme
Skills Management System
eNDT
Department of Skills Development Malaysia
Jabatan Pembangunan Kemahiran

Email or Username
Password
 Remember me? [Forgotten Password?](#)

[Log In](#) [Reset](#)

[Search Certificate?](#) [Click here to search](#)
Don't have an account yet? [Sign Up](#)

Name	Document
National Skills Development (Fees and Charges) Regulations 2016	Download

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

Malaysia Skills Certification Non-Destructive Testing Programme
Skills Management System
eNDT
Department of Skills Development Malaysia
Jabatan Pembangunan Kemahiran

Sign Up

Enter your details to create your account:

Email
Username
Password
Confirm Password
 I Agree the terms and conditions.

[Sign Up](#) [Cancel](#)

Name	Document
National Skills Development (Fees and Charges) Regulations 2016	Download

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.

The screenshot shows the eNDT login page. At the top left, there is a notification box that says "You account is created successfully! Please confirm your email in order to log in." Below this, there are input fields for "Email or Username" and "Password". There are also checkboxes for "Remember me?" and a link for "Forgotten Password?". A "Log In" button is highlighted in purple. Below the login fields, there is a "Search Certificate?" link and a "Sign Up" link. At the bottom, there is a table with two columns: "Name" and "Document". The table contains one row: "User Registration & Exam Application" and "Download".

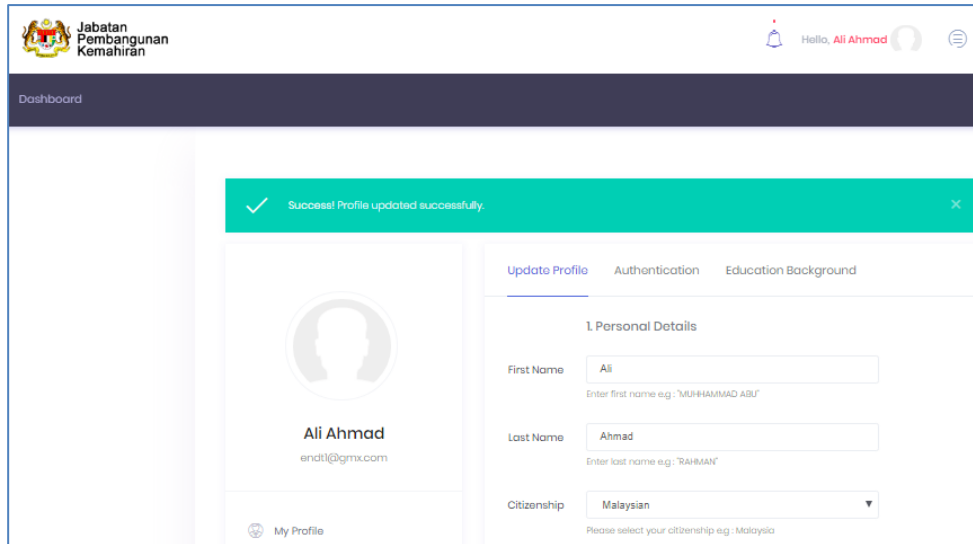
Name	Document
User Registration & Exam Application	Download

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.

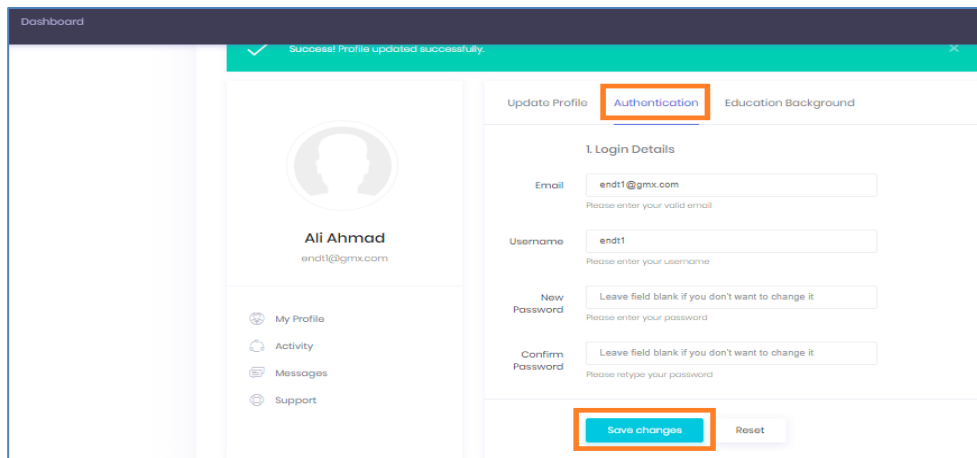
The screenshot shows the user dashboard. The "Update Profile" tab is selected and highlighted with an orange box. The "Personal Details" section is visible, with the following fields: "First Name" (Ali), "Last Name" (Ahmad), "Citizenship" (Malaysian), and "IC No" (900101109999). There are also fields for "Hobbies" and "Diploma".

2.2.3 Click Save changes button to save profile details and successful update notification displayed.

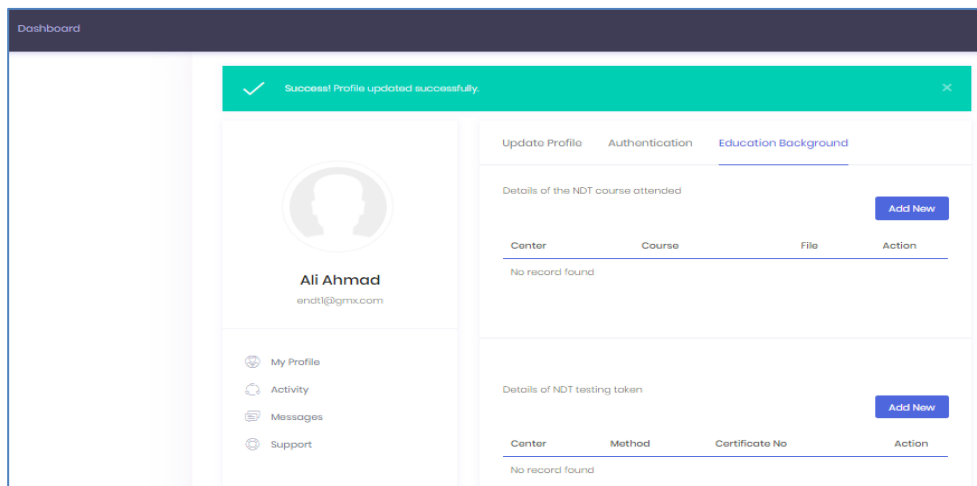
The screenshot shows the "Update Profile" form. The "Save changes" button is highlighted with an orange box. The form contains the following fields: "Company Name" (SK Engineering), "Address" (B23 SPV), "City" (Skembong), "State" (Sgor), "Postcode" (43300), and "Phone No." (0133042611).



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.

Add courses Details of the NDT course has been attended

1. Ndt Course

Training Center
Enter training center name e.g AGENSI NUKLEAR MALAYSIA

Taken Course
Enter course name has been taken e.g Radiographic Testing

Date Start:
Please enter your date start

Date End:
Please enter your date end

Document: No file chosen
please upload certificate (.pdf)

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

1. Ndt Taken

Exam Center
Enter exam center name e.g AGENSI NUKLEAR MALAYSIA

Method
Enter method has been taken e.g Radiographic Testing

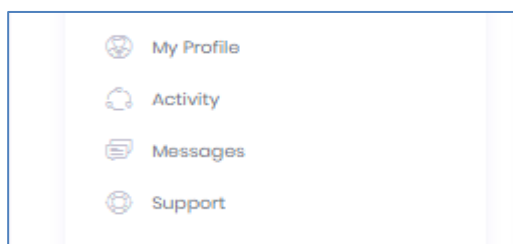
Ndt Level
Enter Ndt level e.g 1

Certificate No
Enter certificate number e.g J6L1000234

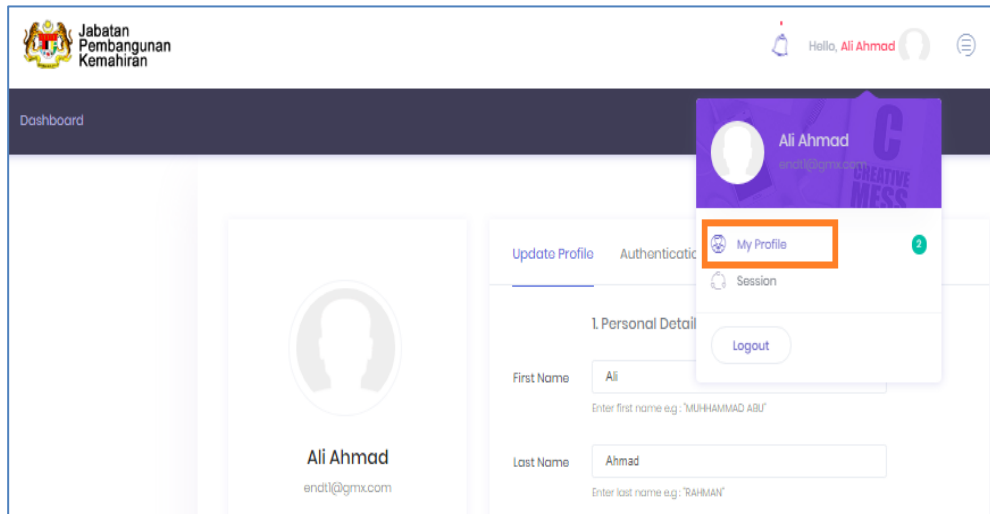
Exam Year
Enter year of your exam e.g 2018

Result
Enter your exam result

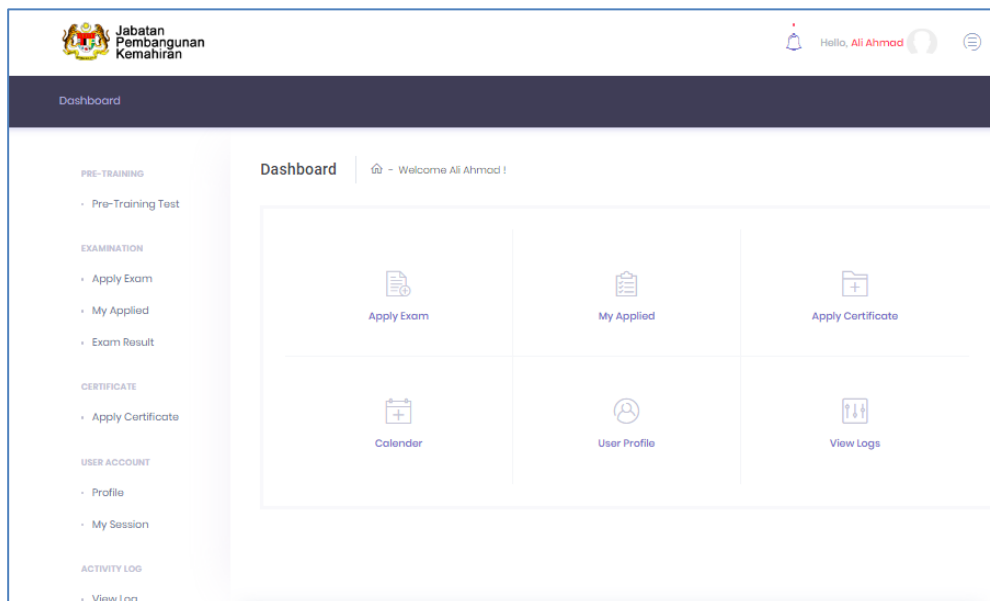
2.2.8 View user profile, system activities, messages and support information by clicking at sub-menus My Profile, Activity, Messages and Support.



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.

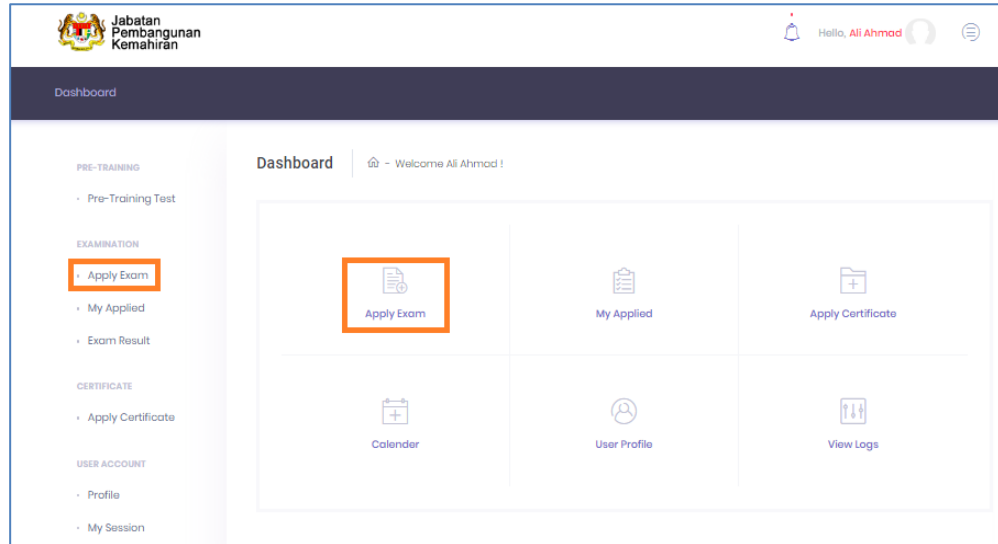


2.2.10 Click “Dashboard” menu and all allowable activities displayed at life side menu. For quick access, click icons menu on Dashboard.

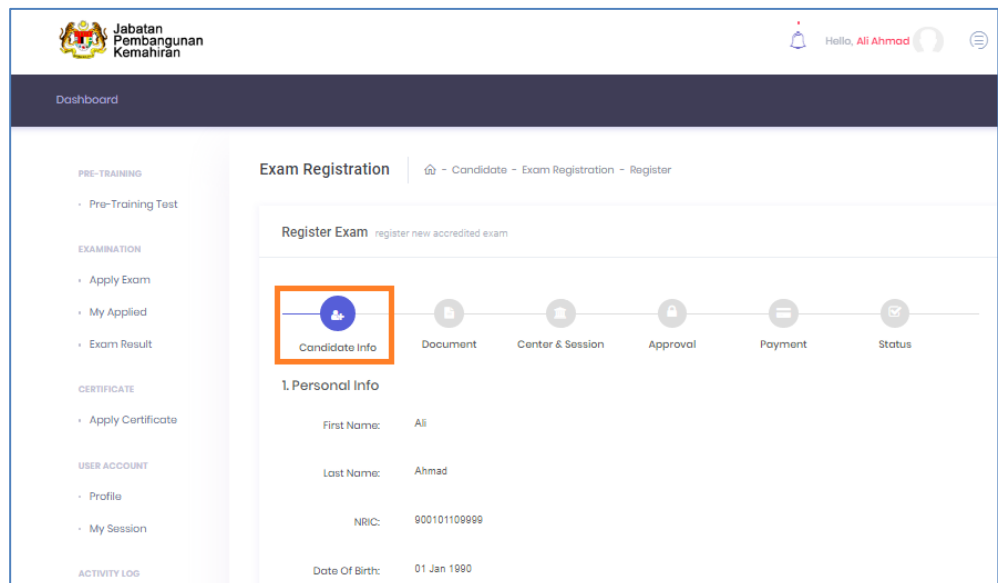


2.3 EXAM APPLICATION

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.

The screenshot shows the 'Document' step of the 'Register Exam' process. The breadcrumb trail is 'Candidate - Exam Registration - Register'. The progress bar indicates the current step is 'Document'. The form contains the following fields:

- Programme: MC-113-1:2015 Ultrasonic Testing - Welded Construction Oil & Gas
- Application Type: NEW APPLICANT (RM 700) - NORMAL
- Vision Test: [Text input] [Select file] (Please select file (jpg, jpeg, png, pdf))
- Document Date: [Select date]
- Attendance Certificate: [Text input] [Select file] (Please select file (jpg, jpeg, png, pdf))
- Range Date: [Start date] [End date]

Buttons: Previous, Next

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

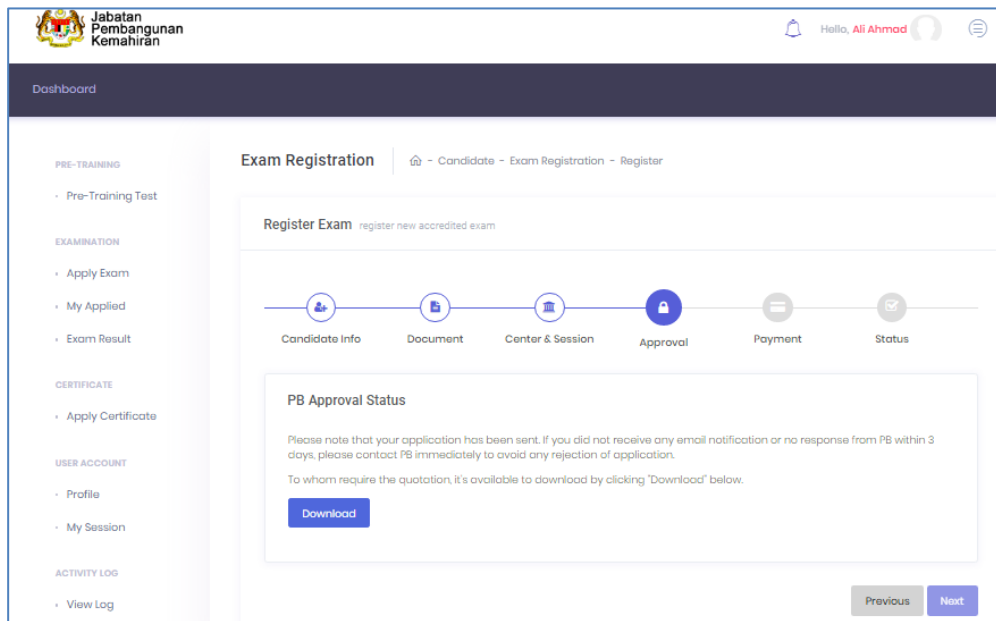
Candidate has to wait for approval from PB to proceed with next action.

The screenshot shows the 'Center & Session Selection' step of the 'Register Exam' process. The breadcrumb trail is 'Candidate - Exam Registration - Register'. The progress bar indicates the current step is 'Center & Session'. The form contains the following fields:

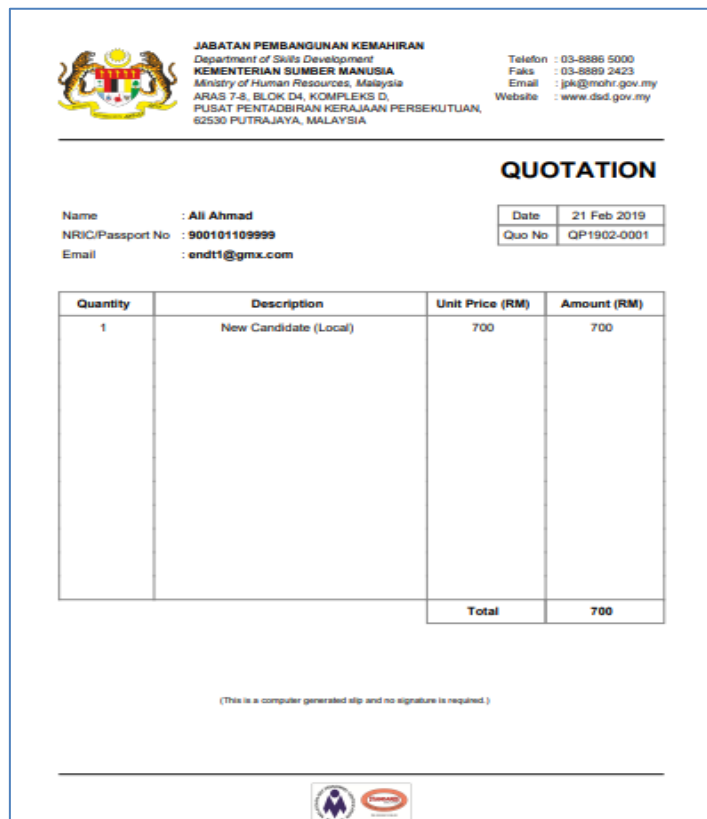
- Select Center: [Dropdown menu] (Please select your center)
- Select Session: [Dropdown menu] (Please select your session)

Buttons: Previous, Submit

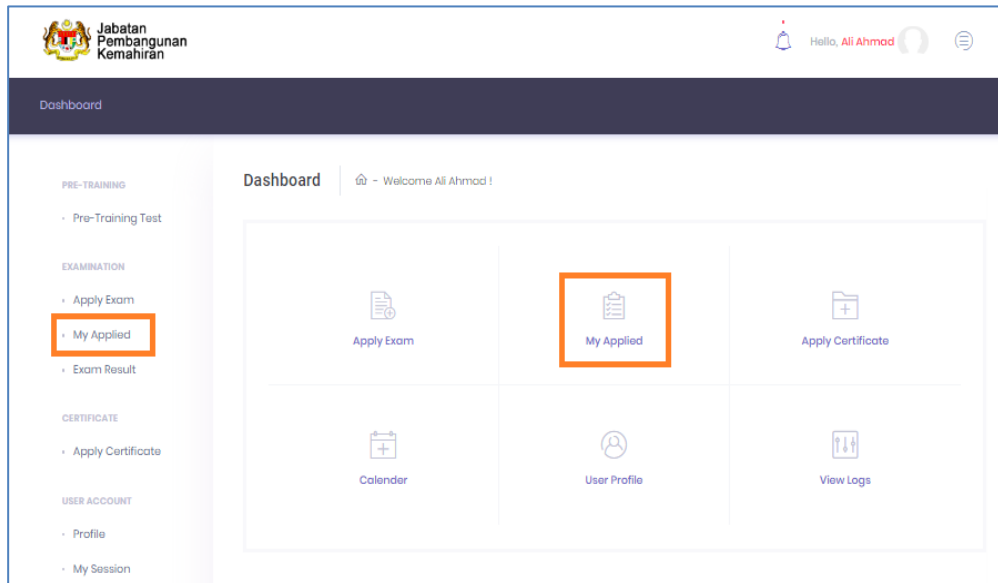
2.3.5 Exam application is now pending approval from PB. Applicant will be notified through registered email once approval given by PB.



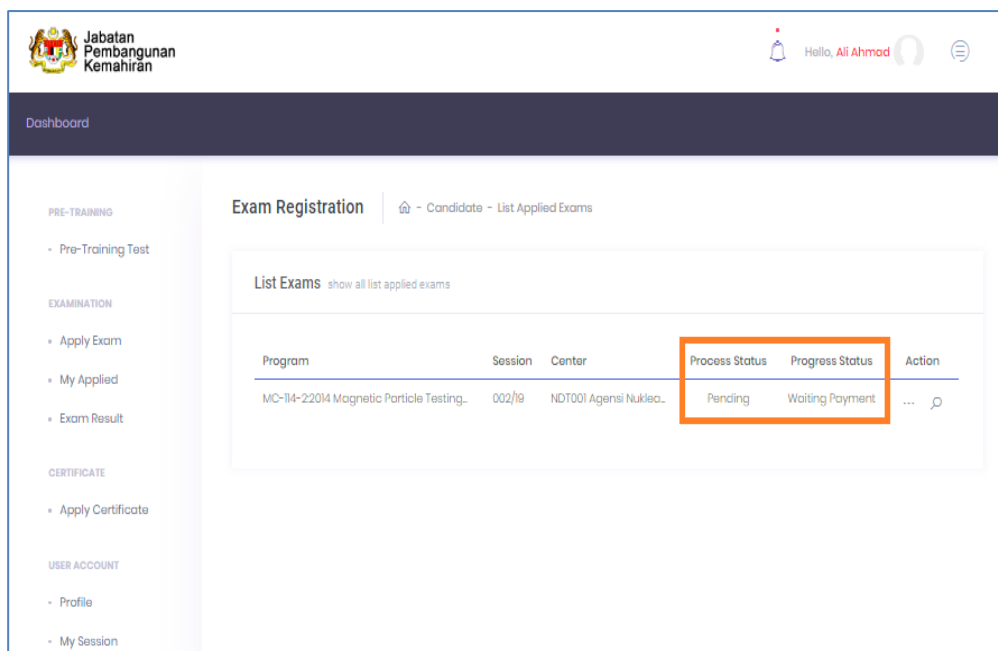
2.3.6 Click Download to view quotation for this application.



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.

The screenshot shows a dashboard with a sidebar on the left containing navigation menus for EXAMINATION, CERTIFICATE, USER ACCOUNT, and ACTIVITY LOG. The main content area is titled 'Payment Type' and features a progress bar with steps: Candidate Info, Document, Center & Session, Approval, Payment (highlighted), and Status. Below the progress bar, there are several form fields: 'Select Payment' with a dropdown menu, 'Amount' set to 'RM 700', 'Payment Date' with a date picker, 'Reference No.' with a text input, and 'Payment Slip' with a file upload button. At the bottom right, there are 'Previous' and 'Submit' buttons.

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

The screenshot shows a dashboard with a sidebar on the left containing navigation menus for PRE-TRAINING, EXAMINATION, CERTIFICATE, and USER ACCOUNT. The main content area is titled 'Exam Registration' and features a progress bar with steps: Candidate Info, Document, Center & Session, Approval, Payment, and Status (highlighted). Below the progress bar, there is a 'Thank you!' message and a paragraph of text: 'Your application already submit. Please wait until JFK complete review your application and verify your payment. If you did not receive any email notification or no response from JFK, please contact JFK immediately to avoid any rejection of application.' At the bottom right, there is a button labeled 'Acceptance Slip' (highlighted with an orange box) and a 'Finish' button.

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).



Jabatan Pembangunan Kemahiran

Hello, Ali Ahmad

Dashboard

PRE-TRAINING

- Pre-Training Test

EXAMINATION

- Apply Exam
- My Applied
- Exam Result

CERTIFICATE

- Apply Certificate



Exam Registration | [Candidate](#) - [List Applied Exams](#)


List Exams [show all list applied exams](#)

Program	Session	Center	Process Status	Progress Status	Action
MC-114-22014 Magnetic Particle Testing...	002/19	NDT001 Agensi Nuklea...	Pending	Waiting JPK Approval	...

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

The screenshot shows the 'Exam Registration' page for a candidate. The left sidebar menu is expanded to 'EXAMINATION', where 'My Applied' is highlighted with an orange box. The main content area displays a table titled 'List Exams' with the following data:

Program	Session	Center	Process Status	Progress Status	Action
MC-114-22014 Magnetic Particle Testing...	002/19	NDT001 Agensi Nuklea...	Completed	Approved by JPK	 



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

The top screenshot shows the 'List Exams' table with the 'Action' column containing a details icon (a speech bubble) highlighted with an orange box.

The bottom screenshot shows the 'View Exam Registration' details page. The 'Exam Reg No.' is highlighted with an orange box and is NDT00119MT2001.

Program:	MC-114-2:2014 Magnetic Particle Testing (MT) - Welded Construction (Oil & Gas)
Session Period:	002/19 (20 Mar 2019 - 24 Mar 2019)
Center:	NDT001 Agensi Nuklear Malaysia
Process Status:	Completed
PB Status:	Approved
PB Reason:	
JPK Status:	Approved
JPK Reason:	
Exam Reg No.:	NDT00119MT2001

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

Exam Registration					
Home - Candidate - List Applied Exams					
List Exams <small>show all list applied exams</small>					
Program	Session	Center	Process Status	Progress Status	Action
MC-114-22014 Magnetic Particle Testing...	002/19	NDT001 Agensi Nuklea...	Completed	Approved by JPK	 

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 :

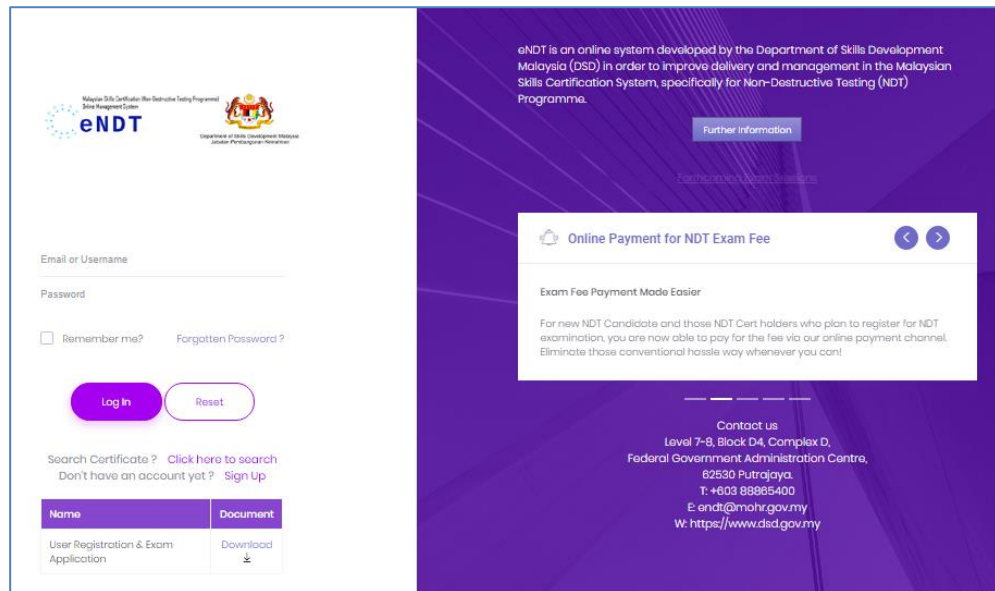
- Membawa slip ini bersama semasa peperiksaan.
Bring this slip together during the exam.
- Membawa kad pengenalan/passport atau pengenalan diri bergambar.
Carrying NRIC/passport or photo identification.
- Menanti di luar dewan/bilik penilaian sehingga diberi kebenaran masuk.
Waiting outside the hall/assessment room until given permission.
- Mematuhi semua etika bagi menduduki peperiksaan.
Obey all ethics to sit for the exam.
- Memakai pakaian kemas yang sopan dan berseesuaian.

2.3.15 Log out from the system.

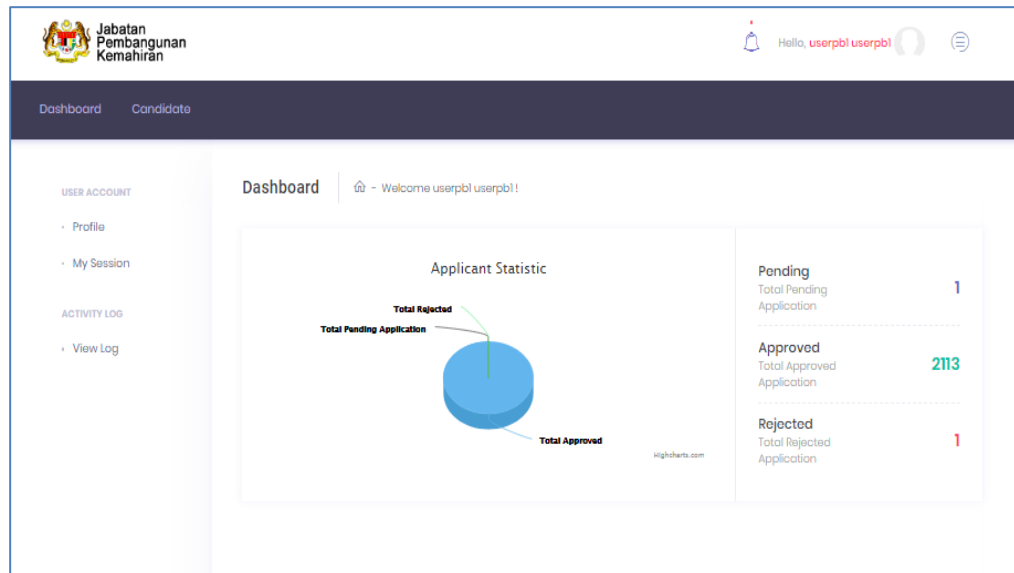
3. EXAM APPLICATION APPROVAL


3.1 APPROVAL BY PUSAT BERTAULIAH

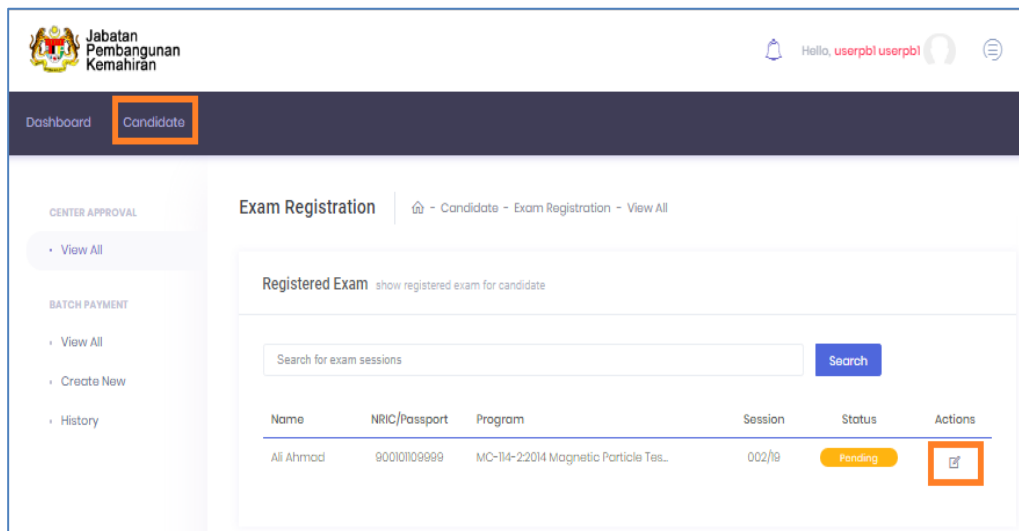
3.1.1 Log into eNDT system as authorized Pusat Bertauliah (PB) based on user ID and password created by eNDT System Administrator. Click Log in button to proceed.




3.1.2 Upon successful login, PB Dashboard will be displayed. PB can view total Pending Application that require approval.



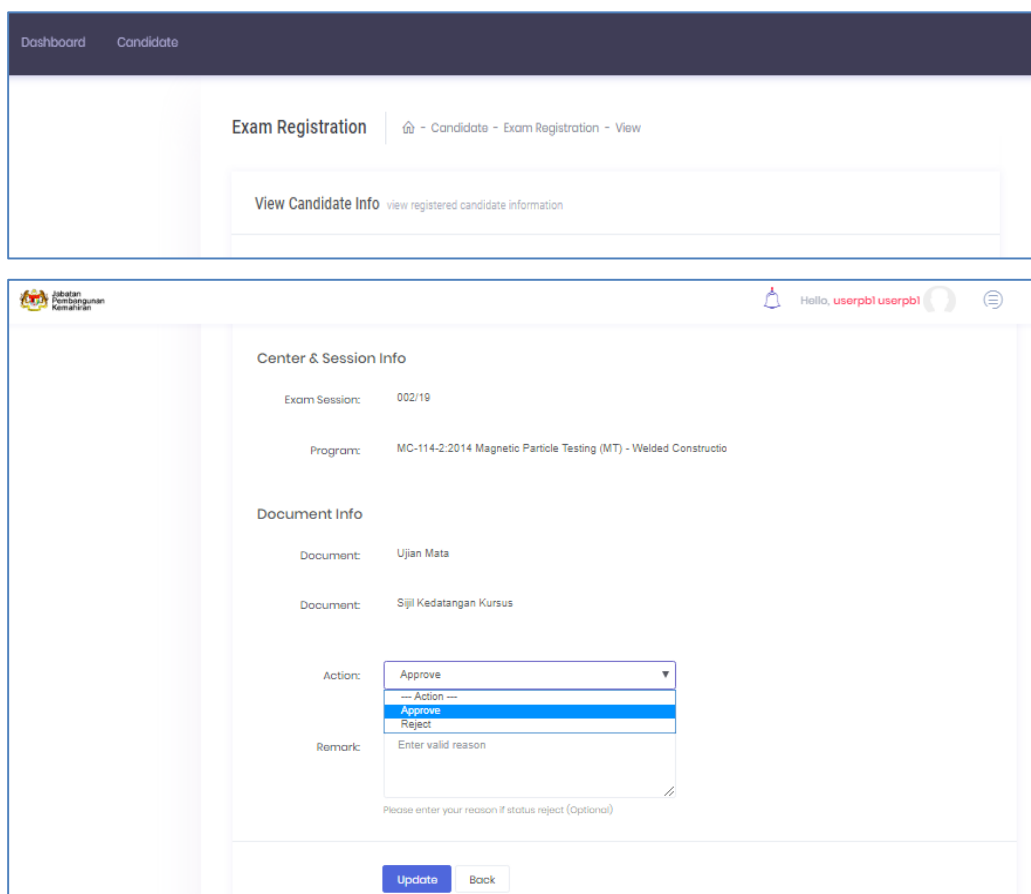
3.1.3 Click Candidate to view action that pending approval. Click  icon to proceed.



The screenshot shows the 'Exam Registration' page in the 'Candidate' section. The page title is 'Exam Registration' with a breadcrumb trail: 'Candidate - Exam Registration - View All'. Below the title is a 'Registered Exam' section with a search bar and a 'Search' button. A table lists registered exams with columns: Name, NRIC/Passport, Program, Session, Status, and Actions. One entry is visible: Ali Ahmad, NRIC/Passport 90010109999, Program MC-114-2:2014 Magnetic Particle Tes..., Session 002/19, Status Pending, and Actions with an edit icon highlighted by an orange box.

Name	NRIC/Passport	Program	Session	Status	Actions
Ali Ahmad	90010109999	MC-114-2:2014 Magnetic Particle Tes...	002/19	Pending	

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.



The screenshot shows the 'View Candidate Info' page in the 'Candidate' section. The page title is 'View Candidate Info' with a breadcrumb trail: 'Candidate - Exam Registration - View'. Below the title is a 'Center & Session Info' section with fields for Exam Session (002/19) and Program (MC-114-2:2014 Magnetic Particle Testing (MT) - Welded Constructio). Below that is a 'Document Info' section with fields for Document (Ujian Mata) and Document (Sijil Kedatangan Kursus). At the bottom is an 'Action' dropdown menu with options: Approve, --- Action ---, Approve, and Reject. The 'Approve' option is selected. Below the dropdown is a 'Remark' field with the text 'Enter valid reason'. At the bottom of the page are 'Update' and 'Back' buttons.

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.

Exam Registration | Home - Candidate - Exam Registration - View All

Success! You successfully updated applicant status

Registered Exam show registered exam for candidate

Search for exam sessions

Name	NRIC/Passport	Program	Session	Status	Actions
No record found					

Dashboard | Home - Welcome userpb1 userpb1!

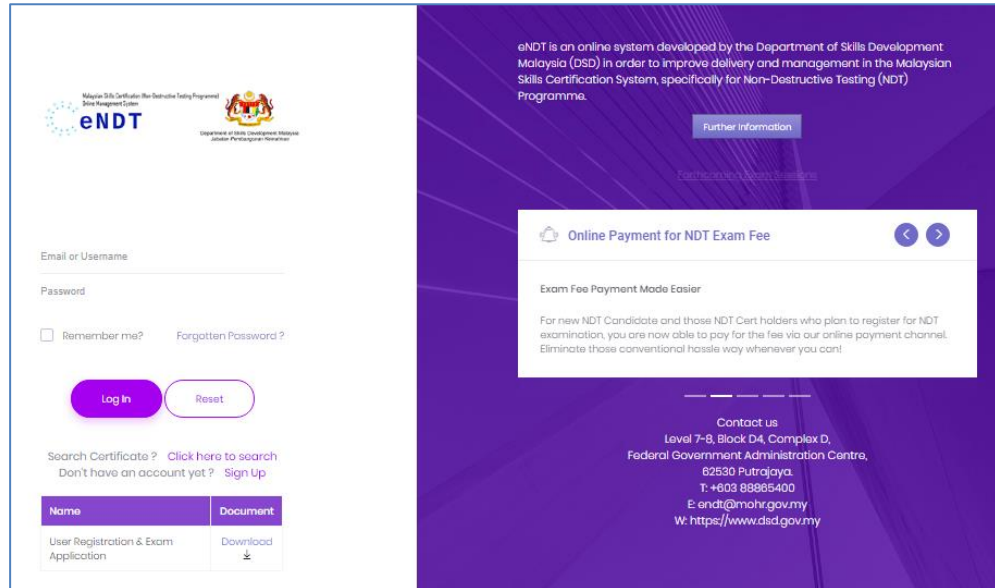
Applicant Statistic


Total Pending Application
Total Rejected
Total Approved

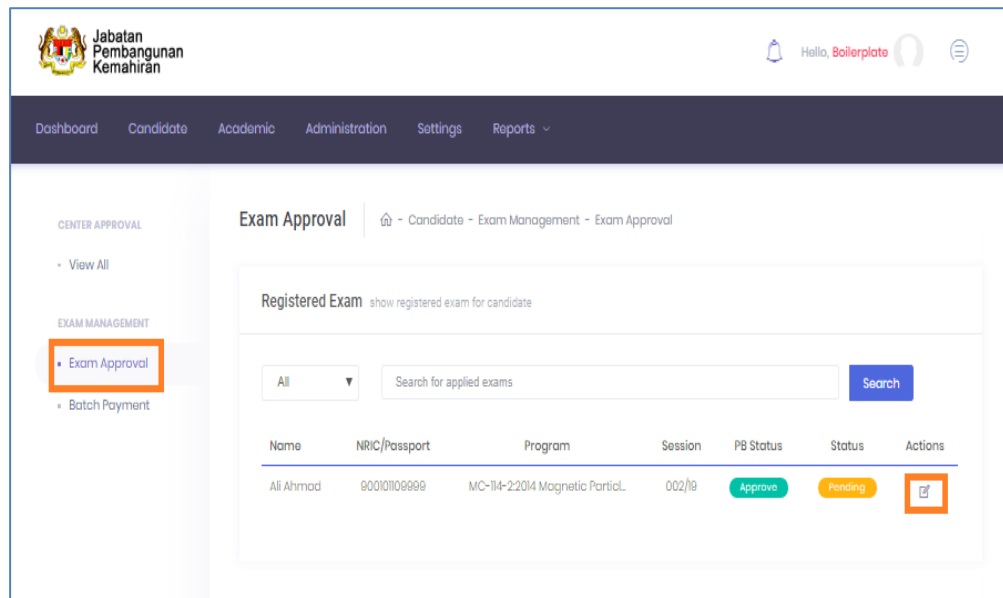
Pending Total Pending Application	0
Approved Total Approved Application	2114
Rejected Total Rejected Application	0

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.

Jabatan Pembangunan Kemahiran

Dashboard Candidate Academic Administration Settings Reports

DOCUMENT MANAGEMENT

- View All
- Create New

PERSONNEL MANAGEMENT

- Recommendation
- Endorsement
- Personnel Profile
- Personnel Type
- Certificate
- Document

SPECIMEN MANAGEMENT

- Specimen List

Exam Registration | Home - Candidate - Exam Registration - View

View Candidate Info view registered candidate information

Personal Info

First Name: Ali

Last Name: Ahmad

Birthday: 01 Jan 1990

NRIC: 900101109999

Contact Info

Jabatan Pembangunan Kemahiran

Dashboard Candidate Academic Administration Settings Reports

Payment Info

Document: Payment Receipt

Type: Bankdraft (Draft Bank)

Date: 21 Feb 2019

Reference No: BPREF123

Receipt No: **Receipt123**
Please enter your receipt no

Action: **Approve**
Please select for applicant status

Remark: Enter valid reason
Please enter your reason if status reject (Optional)

Update **Back**

3.2.4 JPK Finance's approval status is updated accordingly.

Jabatan Pembangunan Kemahiran

Dashboard Candidate Academic Administration Settings Reports

Exam Approval | Home - Candidate - Exam Management - Exam Approval

Success! You successfully updated applicant status

Registered Exam show registered exam for candidate

All Search for applied exams **Search**

Name	NRIC/Passport	Program	Session	PB Status	Status	Actions
Ali Ahmad	900101109999	MC-114-22014 Magnetic ParticL	002/19	Approve	Approve	