

DECEMBER 3, 2014



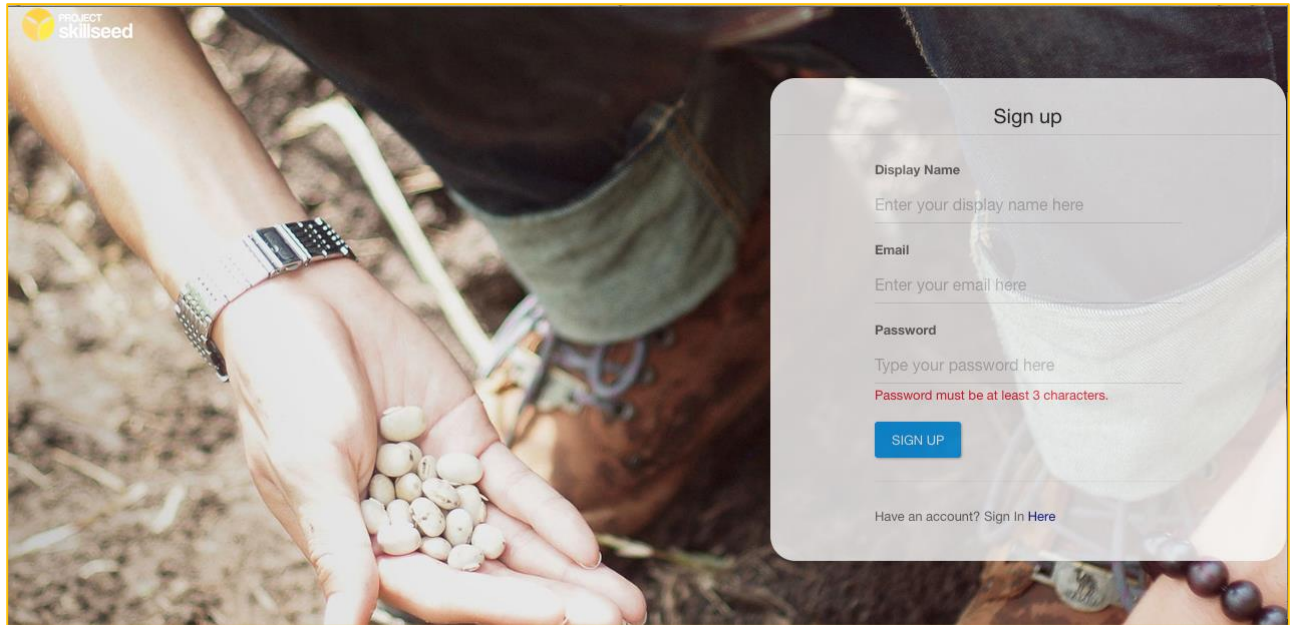
# SkiMS

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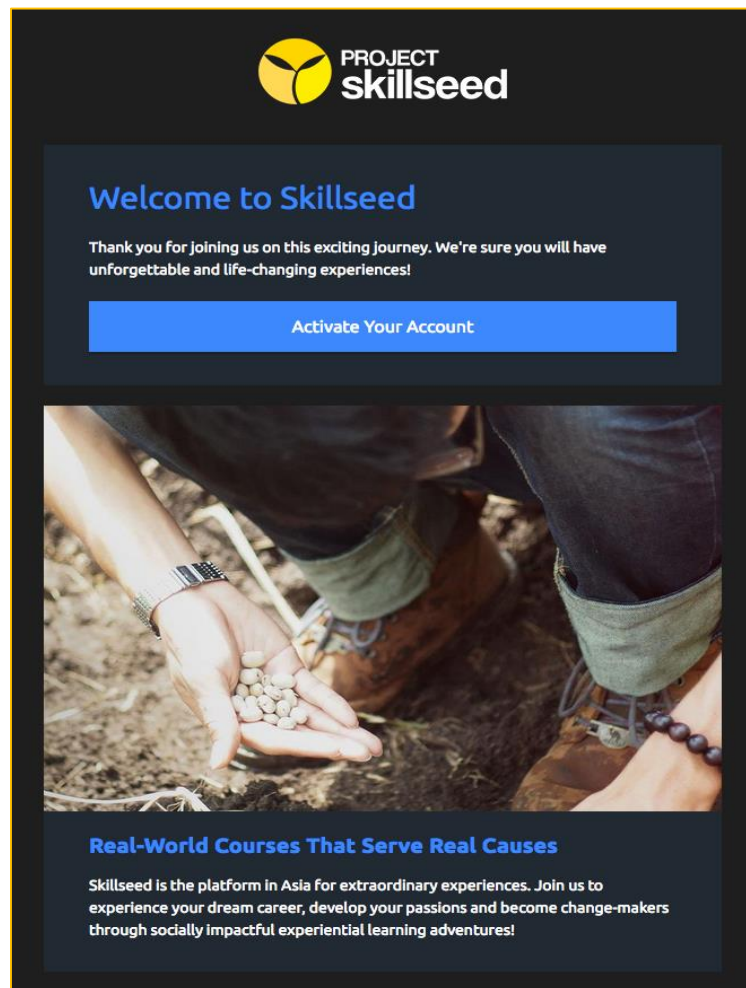
## Creating a Skillseed account

To create an account, click "Create an Account" beneath the login information on PROJECT SKILLSEED homepage. You will be prompted to enter 'display name', 'password' and valid 'e-mail address' correspondingly. Subsequent verification and activation of account is required.



## Activate Your Skillseed Account

An email containing instructions and a link to activate newly created account will be sent to the corresponding email address. Click on the link in the email to activate your account. A confirmation message will be sent out upon successful activation.



In events where the above-mentioned emails are not delivered, please ensure that system operational email ([operations@projectskillseed.com](mailto:operations@projectskillseed.com)) is not marked as junk/spam mails by the service provider.

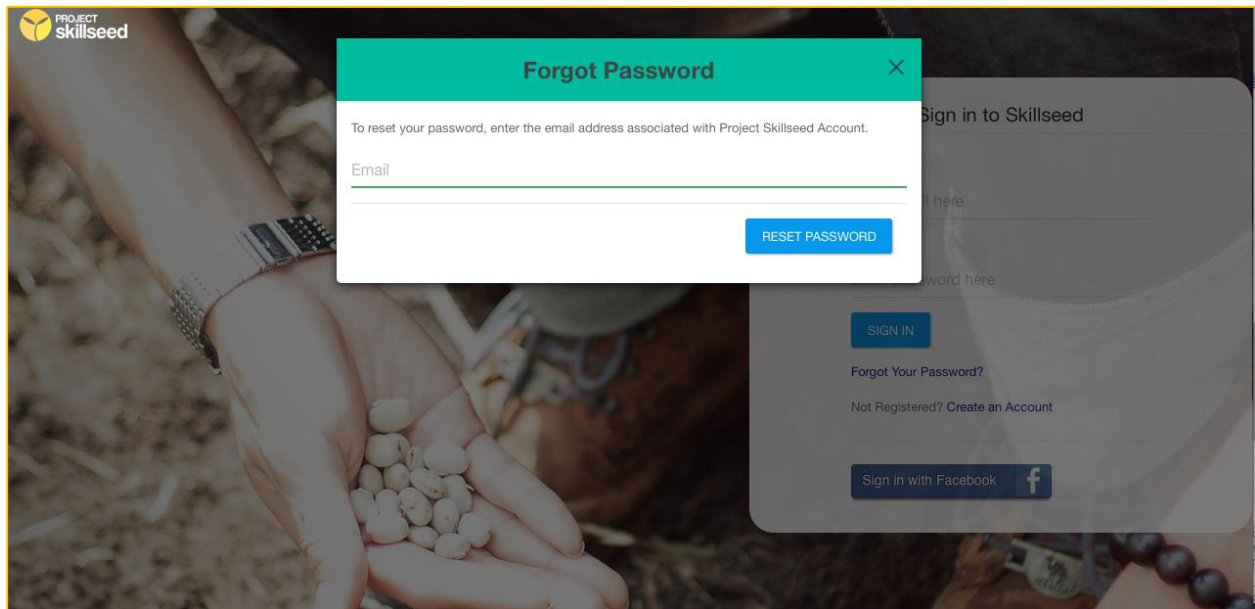
Please also ensure that a correct, valid email address is provided during the signing up process.

Otherwise, please register again or contact PROJECT SKILLSEED customer support.

## Forgotten Password

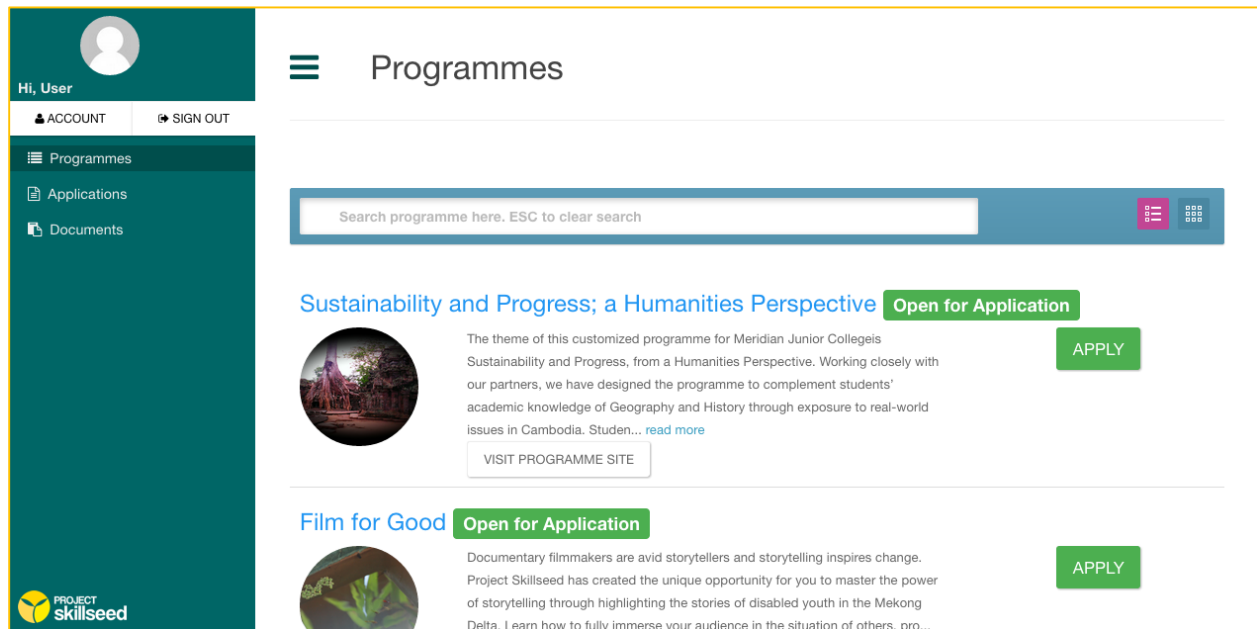
To retrieve your password, kindly click "Forgot Your Password?" under the login prompt. You will be prompted to enter the email address associated with Project Skillseed account.

It is important to note that system administrators do not have access to password information of the users.




## View Programme Homepage

Once you create an account, you will be directed to the programme homepage. You can navigate information on the programmes listed on the screen.



For each programme listed on the homepage, the column on the right is the programme Status Menu. This menu is “read-only” and cannot be edited. Here, you can view the following programme statuses, which are updated in real time:

Status	Description
Open for Application	The application for the programme is open.
Closed	The application date for the programme is over and you can no longer submit your application
Coming soon	The application for the programme will be opened in the future.




**Sustainability and Progress; a Humanities Perspective**
Open for Application

The theme of this customized programme for Meridian Junior College is Sustainability and Progress, from a Humanities Perspective. Working closely with our partners, we have designed the programme to complement students' academic knowledge of Geography and History through exposure to real-world issues in Cambodia. Studen... [read more](#)

VISIT PROGRAMME SITE

APPLY

On the left, you can access your Account, where you can update your account and password information. Finally, you can monitor your application's status on the left side of the screen, as well as to track the document(s) that you previously have uploaded.



Hi, User

ACCOUNT SIGN OUT

Programmes


Applications

Documents

PROJECT skillseed

## Programmes

Search programme here. ESC to clear search




**Sustainability and Progress; a Humanities Perspective**
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VISIT PROGRAMME SITE

**Film for Good** Open for Application



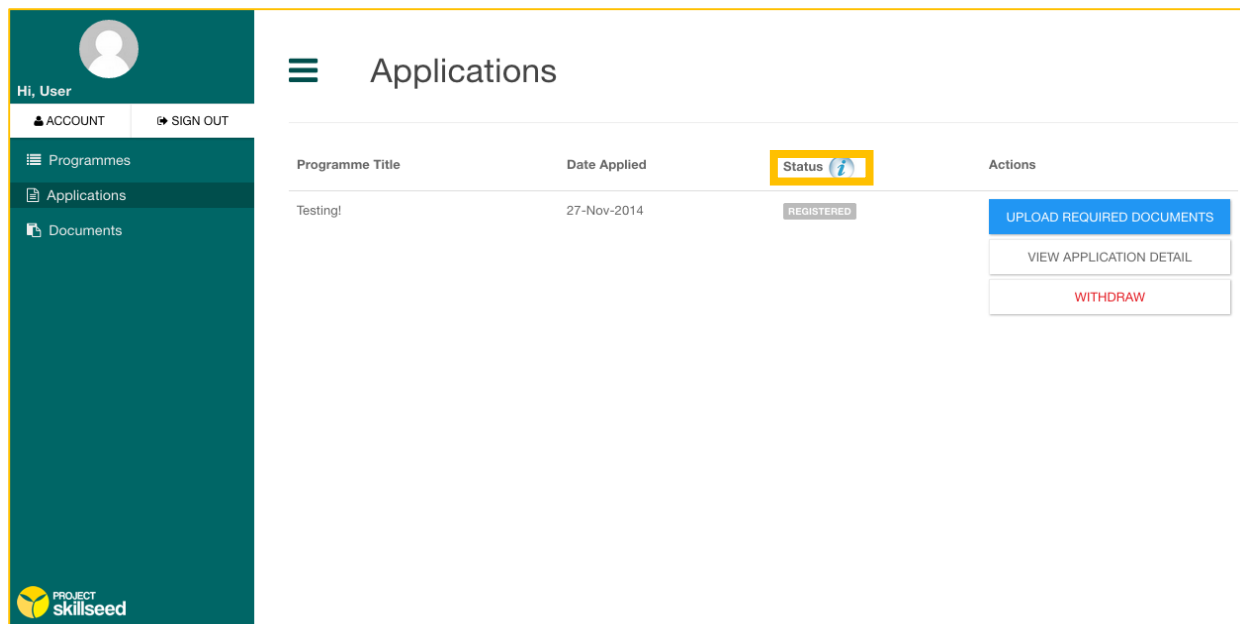
Documentary filmmakers are avid storytellers and storytelling inspires change. Project Skillseed has created the unique opportunity for you to master the power of storytelling through highlighting the stories of disabled youth in the Mekong Delta. Learn how to fully immerse your audience in the situation of others, pro...

APPLY

## Checking Application Status

Note: It is the applicant's responsibility to monitor the status of their application and application materials on a regular basis, and to follow up with PROJECT SKILLSEED on any incomplete or undelivered statuses, and on any incomplete or missing documents.

On your application homepage, the second last column indicates the status of your application. This menu is "read-only" and no section can be edited.




Here you can view the following application statuses, which are updated in real-time:

Status	Description
Submitted:	Applicant has submitted their CV.
Registered:	Applicant has completed their registration details.
Offered	Administrator offered the programme to the applicant.
Rejected	Administrator rejected the applicant.
Withdrawn	Applicant has withdrawn from the applied programme.
Completed	Applicant has uploaded the required documents and completed his registration details.




## Tracking Receipt of Application Documents

The status menu indicates the received and missing documents by PROJECT SKILLSEED system.

Programme Title	Date Applied	Status 	Actions
Testing!	27-Nov-2014	REGISTERED	<div>UPLOAD REQUIRED DOCUMENTS</div> <div>VIEW APPLICATION DETAIL</div> <div>WITHDRAW</div>


## Viewing / Editing on Demographic Information

In this section, fill out all current personal information (Personal Details, Passport Details, Health Condition and Guardian Details). Please note that this section can be updated at any time, even after you submit your application.

  
Hi, ohhanes

ACCOUNT   SIGN OUT

Programmes  
Applications  
Documents



### Account Setting

Personal Details   Account   Passport Details   Health Condition   Guardian Details

Passport Number:  
E876234X

Place of Issue:  
Singapore

Date of Issue:  
09/02/2013

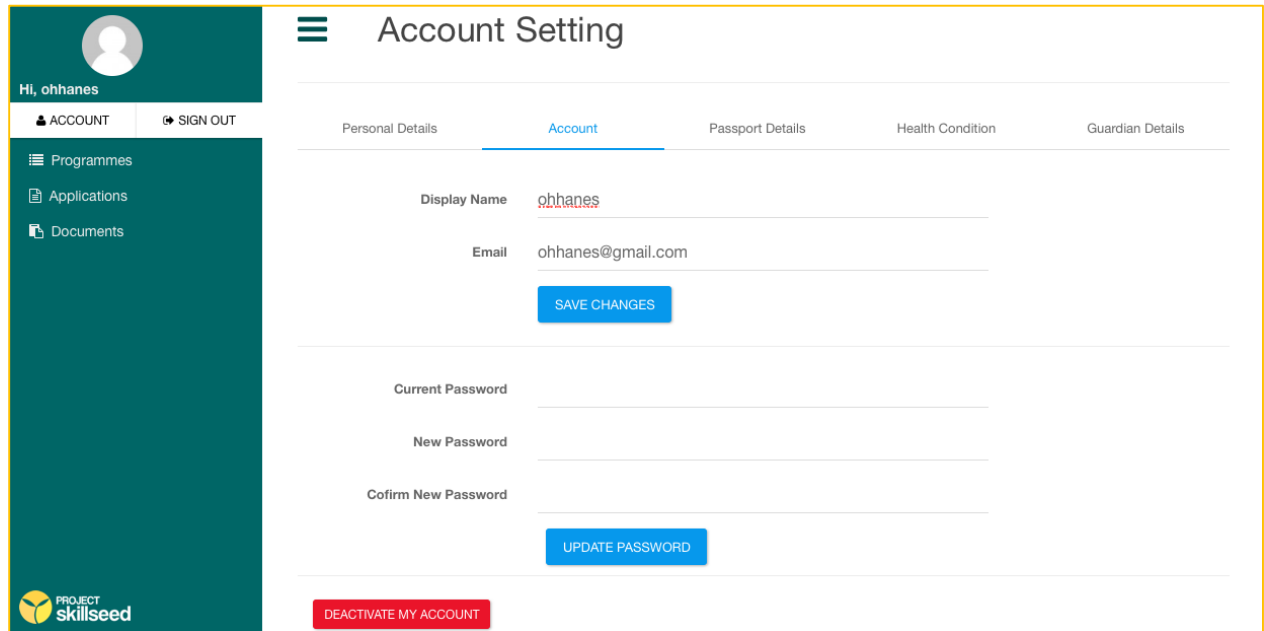
Date of Expiry:  
09/01/2018

EDIT

## Change Password

To change your Project Skillseed password, simply click on the "Account" tab.

Note: Your password must be at least 3 characters in length.



The screenshot shows the 'Account Setting' page of the Project Skillseed application. On the left is a dark teal sidebar with a user profile icon and the text 'Hi, ohhanes'. Below this are links for 'ACCOUNT' and 'SIGN OUT', and a menu with 'Programmes', 'Applications', and 'Documents'. The main content area is titled 'Account Setting' and has a horizontal tab bar with 'Personal Details', 'Account' (selected), 'Passport Details', 'Health Condition', and 'Guardian Details'. The 'Account' tab contains two sections. The first section has 'Display Name' (ohhanes) and 'Email' (ohhanes@gmail.com) fields, with a 'SAVE CHANGES' button below. The second section has 'Current Password', 'New Password', and 'Cofirm New Password' fields, with an 'UPDATE PASSWORD' button below. At the bottom of the main area is a red 'DEACTIVATE MY ACCOUNT' button. The Project Skillseed logo is in the bottom left corner of the sidebar.