DECEMBER 3, 2014
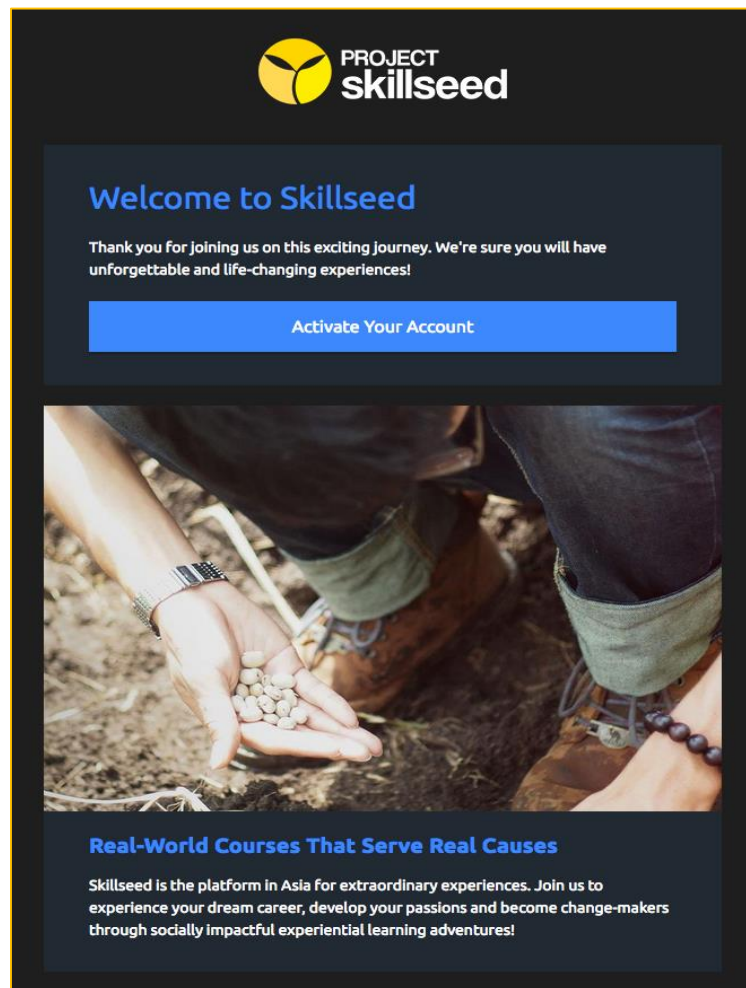
PROJECT
skillseed

SkiMS

USER GUIDE

Contents

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.
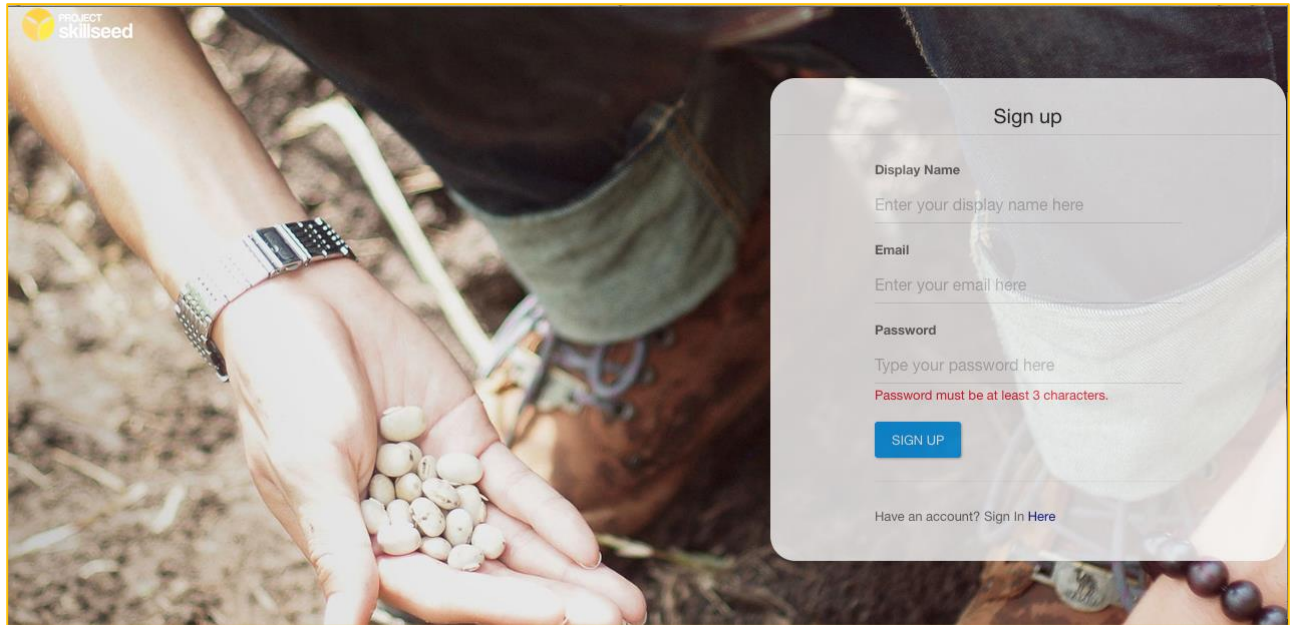
Activate Your Skillseed Account

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) 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.
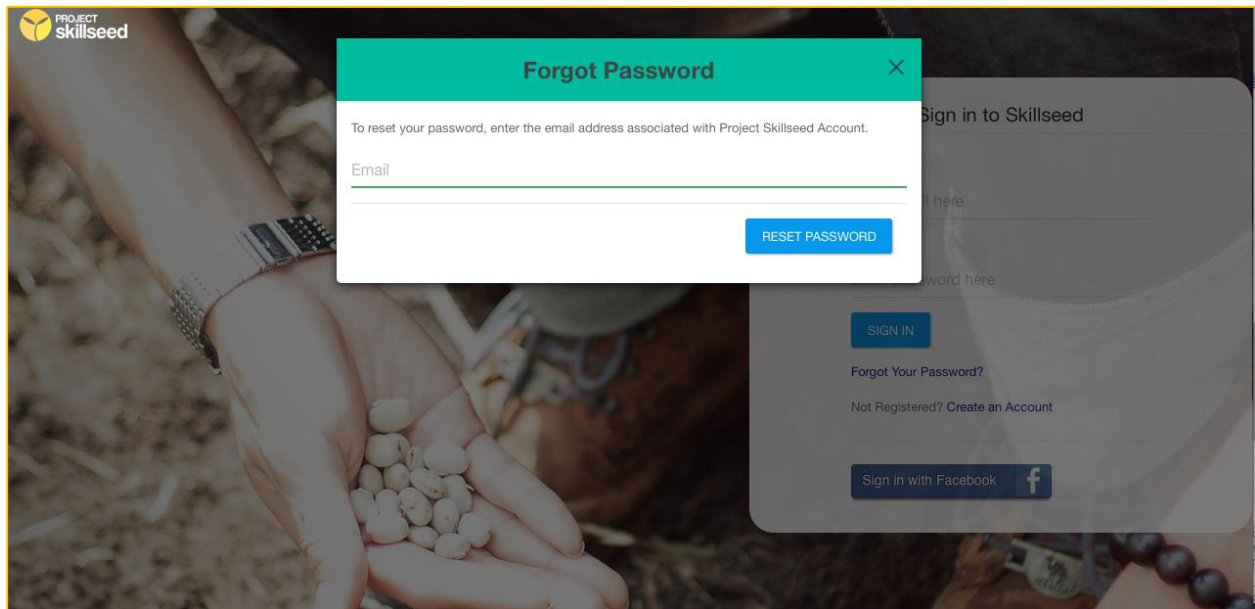
View Programme Homepage

Once you create an account, you will be directed to the programme homepage. You can navigate information on the programmes listed on the screen.
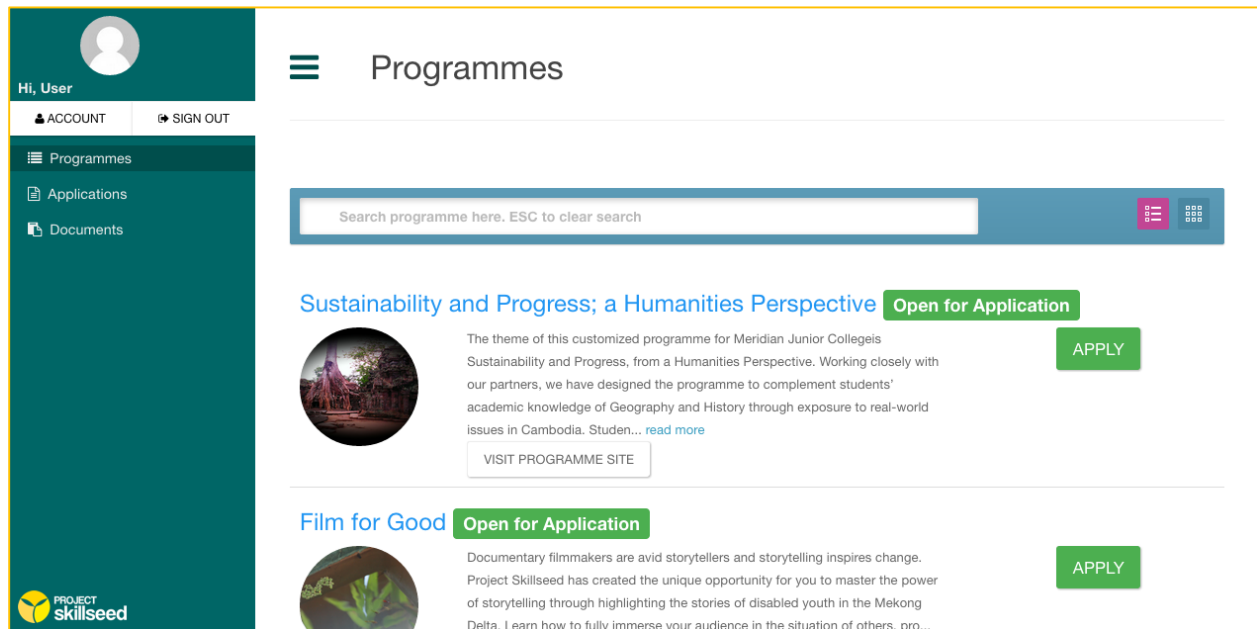
For each programme listed on the homepage, the column on the right is the programme Status Menu. This menu is "read-only" and cannot be edited. Here, you can view the following progamme statuses, which are updated in real time:

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.

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.

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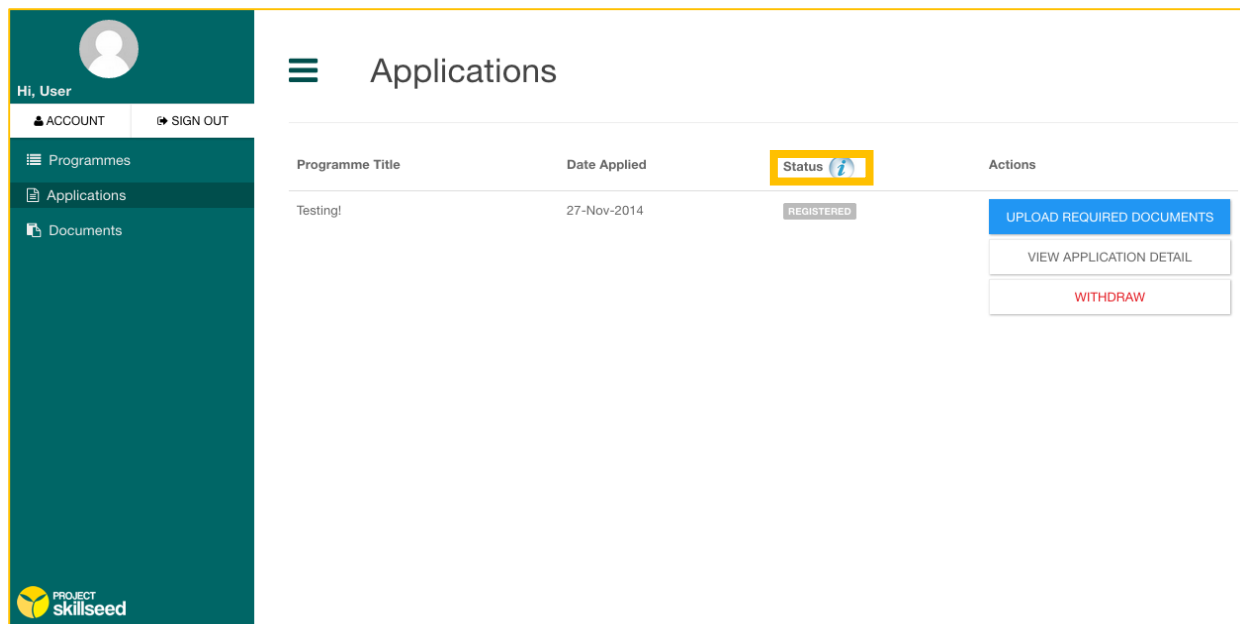
Here you can view the following application statuses, which are updated in real-time:

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 withdrawed 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 (i)	Actions
Testing!	27-Nov-2014	REGISTERED	UPLOAD REQUIRED DOCUMENTS
			VIEW APPLICATION DETAIL
			WITHDRAW

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.
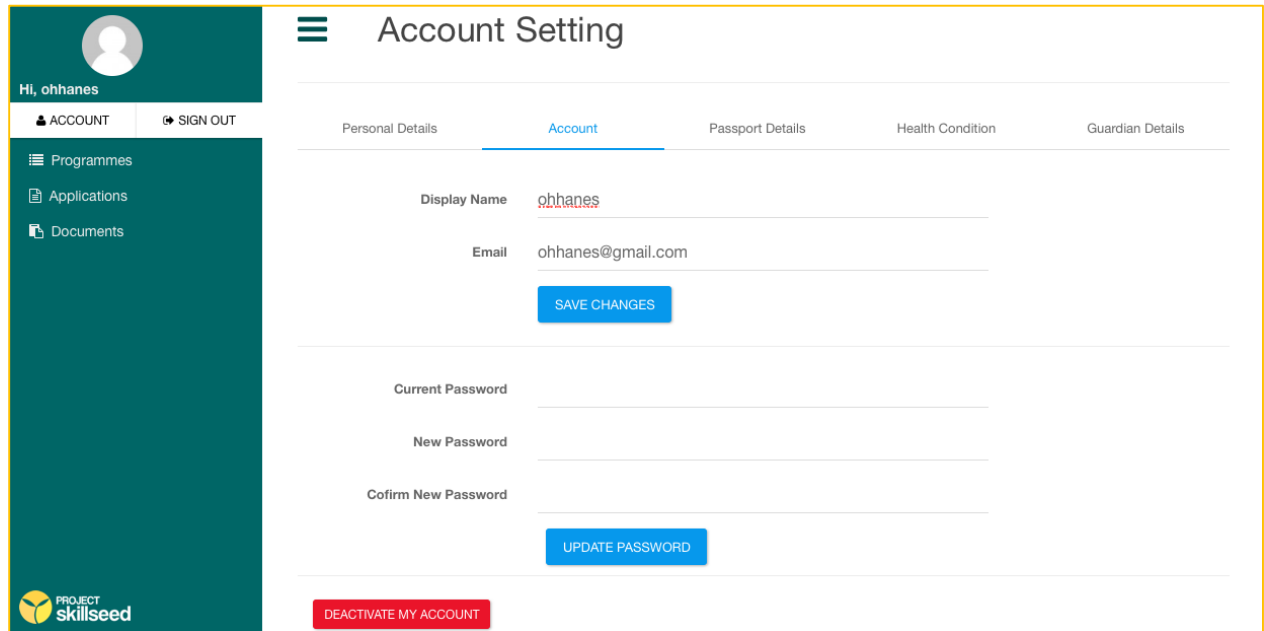
Change Password

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

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