MALTA ENTERPRISE

Get Qualified User Manual

Student Guide
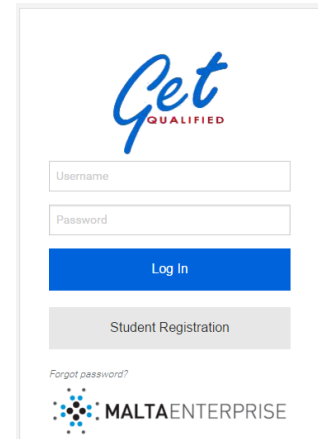
Contents

1. Logon

1. The system can be accessed through the URL: http://getqualified.maltaenterprise.com
2. Enter your username and password into the respective textboxes and click on 'Log In' button.
3. If the credentials are correct the browser will redirect you to the student 'Dashboard', as shown in the next section.
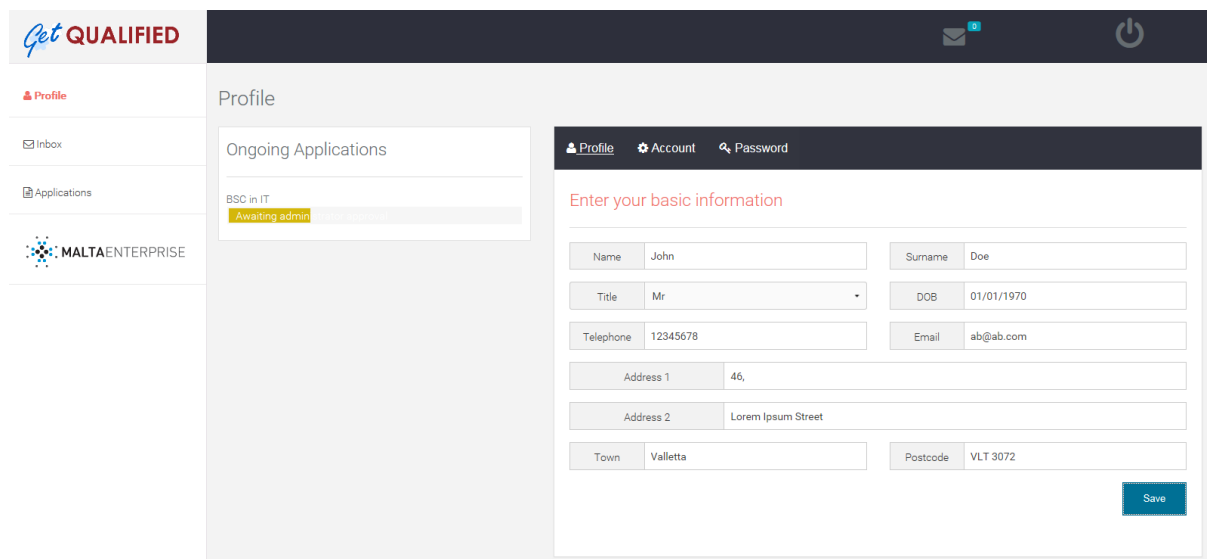
2. Registration

New users can register with the web portal by either asking the Institute to enrol them in the system or by using the 'Student Registration' function found in the login page.

1. This is a simple form requiring the minimum details for an account to be registered on the web portal.
2. When the form is completed and submitted, an activation email is sent to the user which includes the activation link.
3. This activation link redirects the user to the activation web page.
4. Once the registration is activated another email is send to the user with the ID No. / Income Tax No. as a username and a newly generated password (We recommend that passwords are changed upon login).

3. Profile

Ongoing Applications

The 'Ongoing Applications' is a brief summary, showing all applications the student has open or have opened under the Get Qualified scheme. This summary shows the name of the course the student has undertaken and the status of the application.

Editing your profile

The 'Profile' page enables the student to update the details of the account. This section consists of three tabbed sub-sections:

Profile

This section enables the user to change his/her details.

1. Enter details to be changed in the form.
2. Click 'Save' button.
3. An error message will pop up if any of the details entered are invalid; otherwise a success message is displayed.
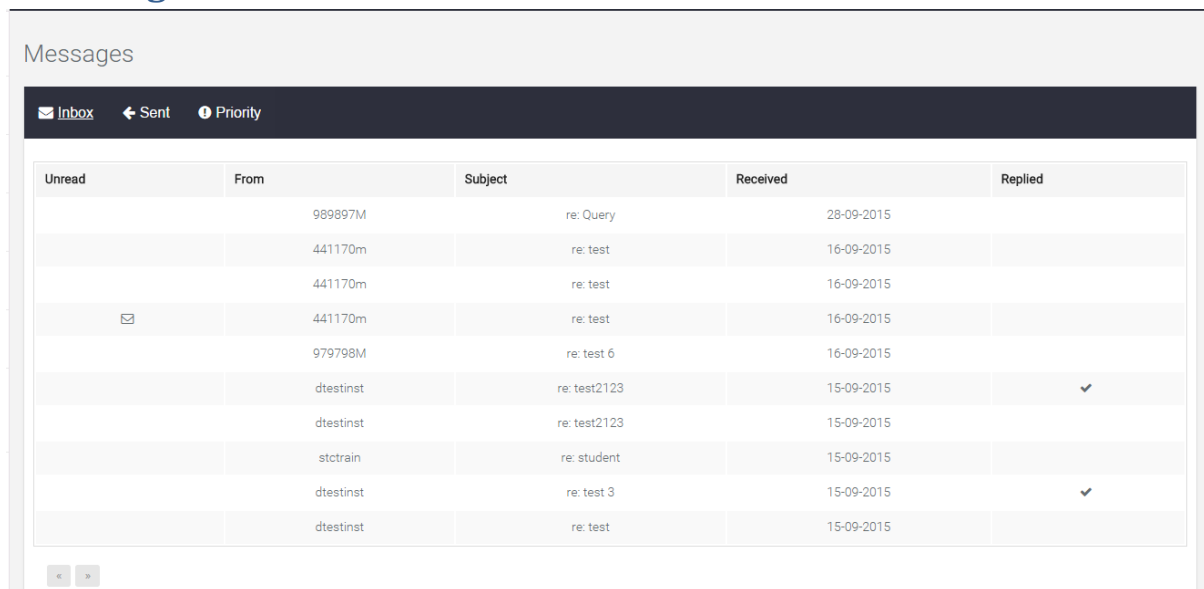
Account

The 'Account settings' section displays the student's username and email address. The username cannot be changed.

Password

The student can also change his/her password.

1. This can be done by entering the existing password and the new password and clicking on 'Save'.
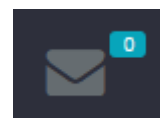
4. Messages

The 'Inbox' page can be accessed by clicking on the 'Inbox' link in the sidebar or the envelope icon at the top of the page. The initial view is a list of messages in the 'Inbox'. Switching between tabs one can see the 'Inbox' and 'Sent' messages.

Inbox

1. To view a message click anywhere inside the row of the particular message.
2. A popup window is opened with the message details.

3. Clicking of the 'Reply' button will open a new popup with the 'Subject' already filled and a text area to write the 'Body' of the reply. Click 'Send' when you wish to send the email or 'Cancel' to discard.

Sent

1. To view a message click anywhere inside the row of the particular message.
2. A popup window is opened with the message details.
3. To delete a message click on the 'Delete' button.

5. Applications

Applications can be viewed by clicking the 'Applications' link in the side bar. A tabbed section is displayed with all applications the student has/had opened under the Get Qualified scheme. Each tab in this section represents the status of the applications.

Open an Application

Users can either enrol for a new application through their respective Institute or by using the 'Apply' button found in the 'Applicable Courses' section.

In the 'Applicable Courses' section a list of all applicable courses can be found which include the institutes providing such courses that fall under the Get Qualified Scheme.
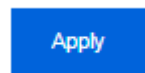
1. For a student to open an application he/she can either browse through the list or use the search feature to find the respective course.
2. Click on the 'Apply' button next to the course to open the 'Open an application' form.
3. Known fields will be already prefilled by the system however the student must include any missing information, especially the starting and ending dates of the course.

Pending Applications

When a new application is created, it will be listed under the pending section. Such applications are those that require further interaction by either the student, having to submit the application form, or need approval from the administrators.

Application Form

After an application has been created, the student must fill in the Get Qualified application form to proceed.

1. Click on the 'Apply' button to open the application form in another window.
2. Fill in the necessary details to complete the form.
3. Click on the 'Submit' button to submit form.

Application forms that are submitted and include 'Sponsorship fees' or have the 'Total Eligible Costs' that exceed the 'Estimated Cost' imposed by the institute must be referred to the administrators for

further review. Otherwise such applications are automatically approved and moved under the 'Approved Applications' tab, explained in the next section.

Approved Applications

Once an application is approved, the student can start inserting new course payment details. These will consist of any payments the student has made to the institute.

Payment Details

To access the payments list click on the 'View Payments' button in the application's row. A pop up window will open displaying all the payments submitted by the student and their details.
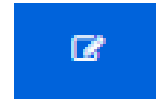
Application Payments

Payment ID	Details	Requested Amount	Payment Date	Date Created	Approved Amount	Status	
48	final	200.0000	14-10-2015	14-10-2015	200.0000	Approved	**+**

Click here to upload certificates and request final approval   Close

Please make sure all payments have been requested

Adding Payments

Click on the 'Add Payment' button to add payments to the current application. On click, a new form is displayed. Fill in the form and upload proof of payment, when ready click on the 'Submit' button.

Adding Payment to Application No. - 25

| Amount | € | 2000 | | Payment Date | 14/10/2015 |

Details:

Final

If third party declaration form is needed you can download a copy from the Get Qualified *section on the Malta Enterprise website. Please upload a signed copy of the form.*

| Upload Documentation | Select Upload Type ▾ | Choose File |

| Add file | **+** | *The file formats accepted are 'gif', 'png', 'jpeg', 'jpg', 'pdf'.* |

Submit   Cancel

Tax Credit Certificate Request

Upon completion of all payment requests (and their approval be the administrator), the 'Tax Credit Certificate Request' button will be available. When selected, an upload form is displayed enabling the student to upload the course certification and 'Submit' the request.

Please make sure all payments have been requested

Certification Upload

Upload Certificate	Choose File
Add file	**+**

The file formats accepted are 'gif', 'png', 'jpeg', 'jpg', 'pdf'.

If digital certificate is applicable please enter URL below (user full URL) :

| Digital Certificate | http:// |

Submit   Cancel

Completed Applications

Completed applications are applications where the student has already requested the tax credit certificate. These applications may be requests marked as completed with the tax credit certificate already issued or applications which still need administration approval.


Approved	Pending	Completed	Rejected	Deleted		
Application ID	**Course Name**		**Course Provider**	**Status**		
1072	Web Designer Associate		STC Training	Completed-Approved	✎	✉
1071	Prince 2 Practitioner (inc. Foundation)		STC Training	For review.	✉	

After final approvalof the application, the 'Download Certificate' button would be available in the application row. This will either download a copy of the certificate on to the user's PC or open a new browser tab with a copy of the certificate which can also be downloaded.

6. Lost Password

If the user has forgotten or lost his/her password, a new one can be generated and sent to the user. The 'Forgot password?' feature can be found in the login page under the 'Student Registration button.

Student Registration
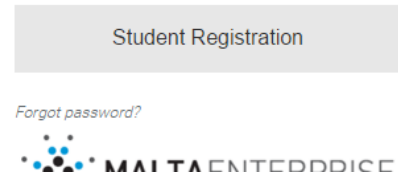
Forgot password?

1. Clicking on the 'Forgot Password?' link will open a form where the user can insert his/her username (ID No. / Income Tax No.).
2. An email will be sent to the email address already registered under that username, with a confirmation link.
3. Once the user clicks on the link he is redirected to a confirmation page.
4. Upon confirmation, a newly generated password will be sent to the user on his/her registered email address (We recommend that passwords are changed upon next login).