



HRDC

Human Resource Development Council

Republic of Mauritius

Guidelines for HRDC Online Training Grant

<http://www.levy.hrdc.mu>




GUIDELINES for using HRDC Online System

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HOME PAGE

The HRDC online system can be accessed through the web browser by typing the following address <http://www.levy.hrdc.mu> or <http://www.hrdc.mu>

Human Resource Development Council 

TRAINING GRANT SYSTEM

Welcome to HRDC's online training grant which will enable you to submit your grant applications G1 and G3 online as well as providing you with the following:

- Uploading of all relevant documents to be submitted with the G3 application for refund.
- Managing your annual grant ceiling allocated by HRDC.
- Viewing the status of all your online G1 and G3 applications.

Employers are reminded of the following:


- Eligibility for grant refund is subject to:
 - (i) Contribution of the Training Levy
 - (ii) Sponsored employee following the course should be on the payroll of the employer and paying the training levy
 - (iii) Courses should have the prior approval of MQA/TEC
- The Financial Year ends on 30th June.
- Annual Grant Ceiling is based on Levy Contributed for the previous Financial Year ended 30th June.
- Online G1 application should be submitted at least three (3) working days before the start of the course.

Deadline for submission of application for refund:

For all courses ending in the period	Deadline for Submission of applications for grant refund
1 July To 31 December	3 months after 31 December → Extended to 15 April of the following year
1 January To 30 June	3 months after 30 June → Extended to 15 October of the same year

The penalty of 25% for late applications submitted within 2 months after the deadline date has been discontinued.
Further details are available on the HRDC's website at www.hrdc.mu.

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Any employer can register online. The user has to click on the  menu in order to get a username and password. When clicking on this link, the **Registration page** appears.

REGISTRATION PAGE

Human Resource Development Council

HRDC

My Account

- Sign In
- Registration
- Forgot Password?
- Downloadable Forms
- Guidelines
- Revised Training Grant System Circular
- G4 - PCD
- G5 - PCD (Refund)
- G6 - TNA
- G7 - TNA (Refund)
- G9 - Multimedia
- G10 - Multimedia (Refund)
- G11 - Foreign Expertise
- G12 - Foreign Expertise (Refund)

Registration

Only employers contributing towards the HRDCV Training Levy are eligible for registration online. All requested information must be provided. Confirmation of successful registration would be communicated by the HRDC to the employer within two working days and a Username and Password would then be allocated to each employer upon successful registration. The Username and Password must be entered each time a grant application is made online or else no access would be given to the employer.

* Required Field

Personal Information

Employer Name*

Business Address*

Phone Number*

Fax Number*

Email Address*

Business Information

NPI Registration Number*

Total Employment for previous year*

Sector*

Division*

Group*

Tax Rate for current Financial Year*

Corporate Tax Account Number*

Business Registration Number*

Bank Account Information

Bank Name*

Branch Name*

Account Name*

Account Number*

Contact Person

Contact Person*

Designation of Contact Person*

I confirm that I am employed by the above enterprise and is currently on its payroll. I have been authorised to complete its registration and hereby declare that all the information submitted is correct.

I hereby certify that the Username and Password will be used solely by an officer in the enterprise.

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HRDC Home Site

The user has to fill in all mandatory fields (denoted by *) before clicking on .
A confirmation message will be displayed upon successful registration

Application have been successfully registered and received by HRDC. You will receive an acknowledgement in your email samplendummy@gmail.com

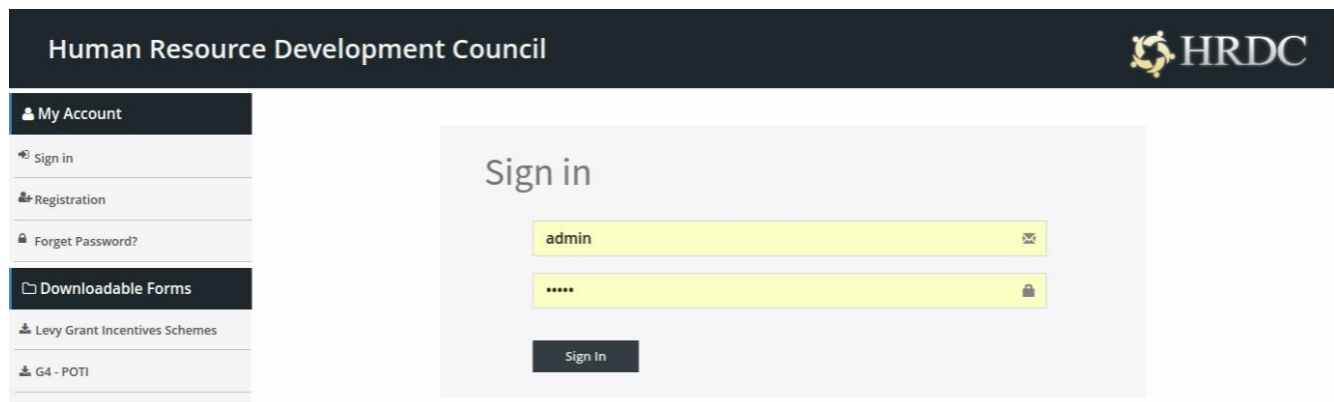
After submitting the application, two emails are generated. One email is sent to the employer (email address given by the employer) as acknowledgement and the other is sent to the HRDC back-office.

Note: The NPF registration number must be unique as previously saved numbers will not be accepted. Entering a previously existing one will result in this error message being displayed.

This Npf registration number already exist

SIGN IN

After the user has receive his corresponding username and password, he can then access the **Main page** of HRDC by passing through the sign in page



Human Resource Development Council

HRDC

My Account

- Sign in
- Registration
- Forget Password?

Downloadable Forms

- Levy Grant Incentives Schemes
- G4 - POTI

Sign in

admin

.....

Sign in

After inserting the username and password, the employer is redirected to the **Main page**.

Note: the password has maximum 3 trials. In case of account lock, please contact the HRDC.

FORGET PASSWORD

This page will require the user to have already signed in in the past as it will ask for the user's **NPF registration number**

My Account

- Sign in
- Registration
- Forget Password?

Downloadable Forms

- Guidelines
- Revised Training Grant System

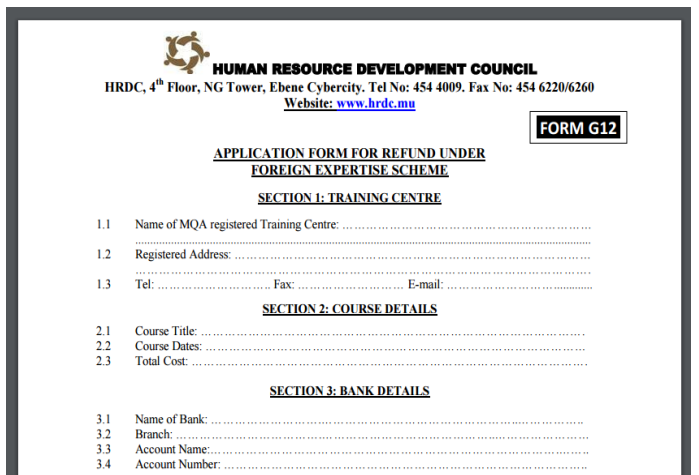
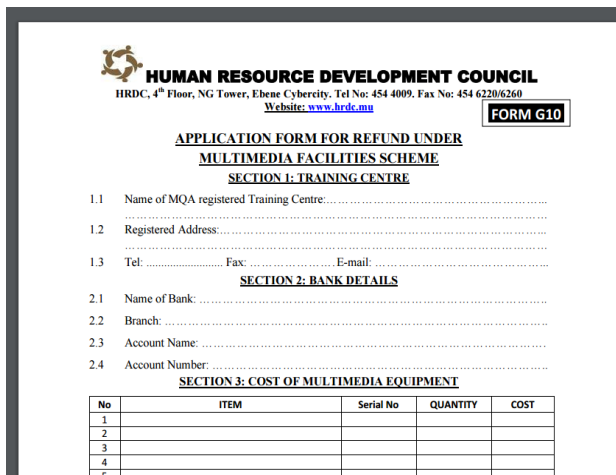
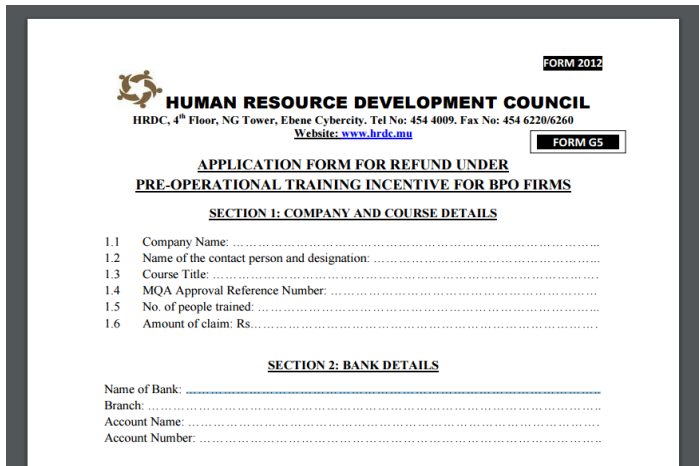
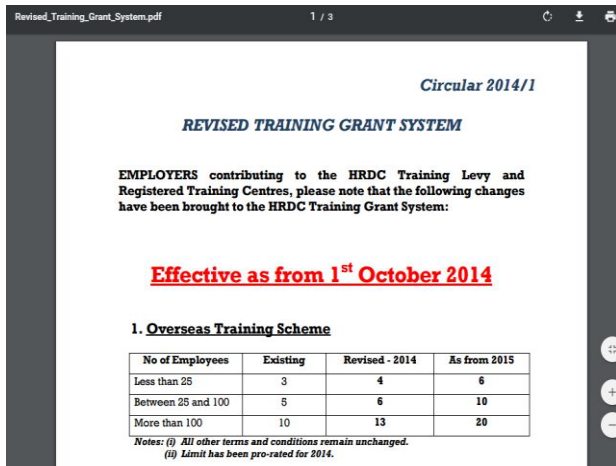
Forget Password

* Required Field

NPF registration number:*


Submit
Back

Note: The rest of the links in the registration page menu are links to *pdf application forms*



MAIN PAGE

The main page will have access to many other pages including the **Change Password** and the **Modify Registration** page

Human Resource Development Council 

test

TRAINING GRANT SYSTEM

Welcome to HRDC's online training grant which will enable you to submit your grant applications G1 and G3 online as well as providing you with the following:

- Uploading of all relevant documents to be submitted with the G3 application for refund.
- Managing your annual grant ceiling allocated by HRDC.
- Viewing the status of all your online G1 and G3 applications.

Employers are reminded of the following:

- Eligibility for grant refund is subject to:
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 - (ii) Sponsored employee following the course should be on the payroll of the employer and paying the training levy
 - (iii) Courses should have the prior approval of MQA/TEC
- The Financial Year ends on 30th June.
- Annual Grant Ceiling is based on Levy Contributed for the previous Financial Year ended 30th June.
- Online G1 application should be submitted at least three (3) working days before the start of the course.

Deadline for submission of application for refund:

For all courses ending in the period	Deadline for Submission of applications for grant refund
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The penalty of 25% for late applications submitted within 2 months after the deadline date has been discontinued.
Further details are available on the HRDC's website at www.hrdc.mu.


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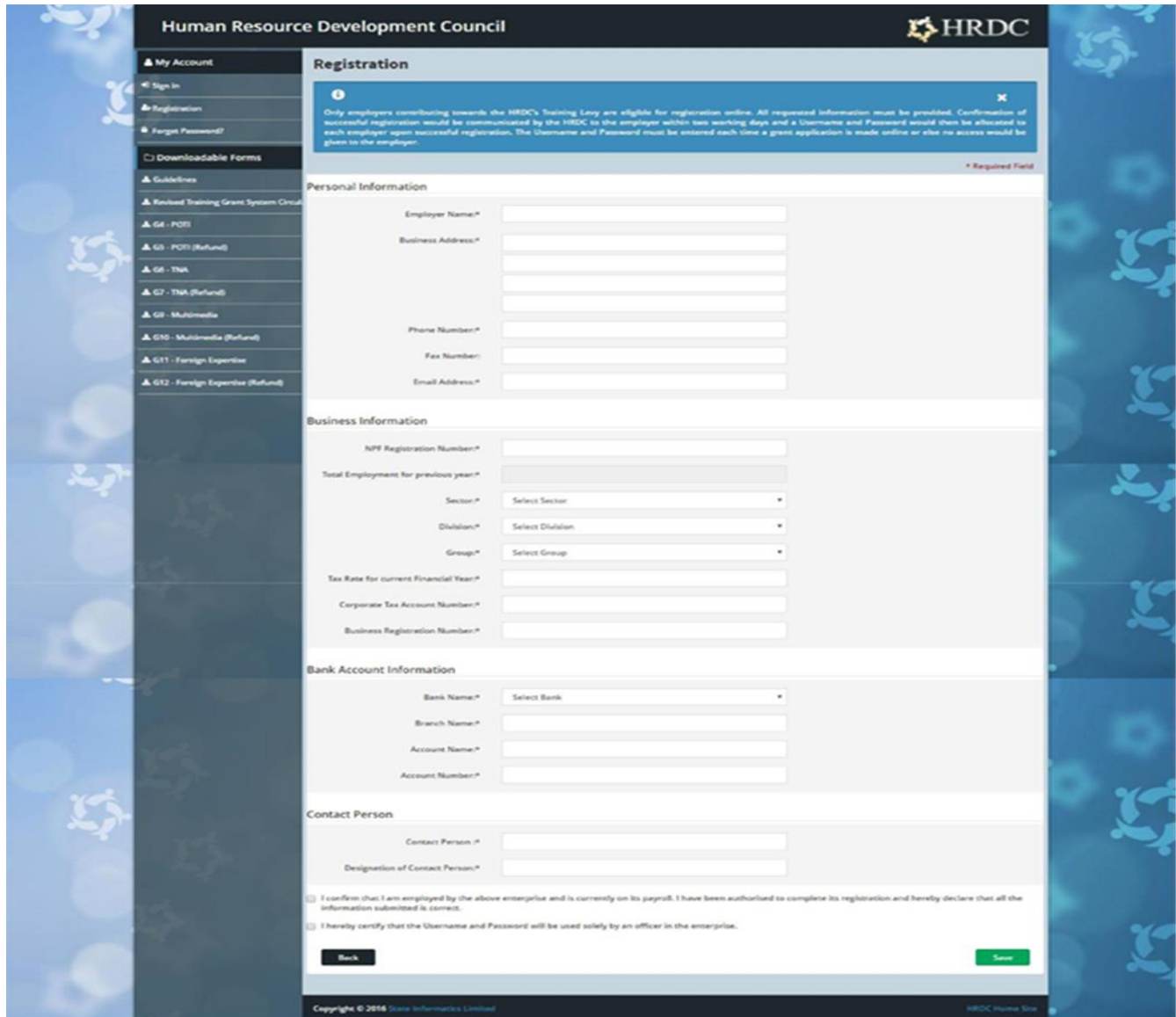
Website page components

- On the top of the page is the title of the website.
- The center has relevant information.
- On the left side of the screen is the List of links to the different pages that are part of the HRDC website.
- The bottom left has the list of downloadable forms available
- The bottom right has the link to the HRDC home site

MODIFY REGISTRATION PAGE




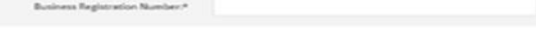
If the user wants to update the registration to cater for some changes then clicking on will redirect him to the respective screen

 [Modify Registration Details](#)



The screenshot shows the HRDC Registration page. The page title is "Human Resource Development Council" and "Registration". The left sidebar contains navigation links: My Account, Sign In, Registration, Forgot Password, Downloadable Forms, Guidelines, Revised Training Grant System Circular, G4 - PCSI, G5 - PCSI (Refund), G6 - TNA, G7 - TNA (Refund), G8 - Multimedia, G9 - Multimedia (Refund), G11 - Foreign Expertise, and G12 - Foreign Expertise (Refund). The main content area is titled "Registration" and contains a notice: "Only employers contributing towards the HRDC's Training Levy are eligible for registration online. All requested information must be provided. Confirmation of successful registration would be communicated by the HRDC to the employer within two working days and a Username and Password would then be allocated to each employer upon successful registration. The Username and Password must be entered each time a grant application is made online or else no access would be given to the employer." Below the notice are several sections of form fields: "Personal Information" (Employer Name, Business Address, Phone Number, Fax Number, Email Address), "Business Information" (NPF Registration Number, Total Employment for previous year, Sector, Division, Group, Tax Rate for current Financial Year, Corporate Tax Account Number, Business Registration Number), "Bank Account Information" (Bank Name, Branch Name, Account Name, Account Number), and "Contact Person" (Contact Person, Designation of Contact Person). At the bottom of the form are two checkboxes for confirmation and two buttons: "Back" and "Save".

Note:

- The whole page is the same as the Registration page except for  instead of 
- Despite being a means to modify the Registration page's details, some details cannot be modified like the  and .

GRANT APPLICATION FORM – G1

The user can apply for a G1 application by clicking on [Grant Application Form - G1](#)

State Informatics Limited Grant Application Form - G1

Employers must complete and submit an application form G1 at least two working days before the commencement date of the approved course or programme. An acknowledgement of the application would be submitted by the HRDC to you within one working day. Employers are kindly requested to submit the Timetable and venue of the course with their application form G1 as these are required in case the HRDC decides to carry out a monitoring of the course.

* Required Field

Employer Name: STATE INFORMATICS LIMITED

Business Address: 2 George Street,
Sun Insurance Building,
Port Louis

Email Address: soobrayen.e@gmail.com

Phone Number*: 2078888

Fax Number: 2078080

NPF Registration Number: 789456

Nature of Business: OTHERS Software Development

Total Employment for previous year: 150

Type of Course*: Select Course

Course Title*:

Type of Training*: Select Training

Back Next

After filling up the required fields (marked by *), press

Next

Note: The **Grant application form G1** has multiple batches (**Generalised Report Listing Part II**) that have to be filled after this form which are numbered as **steps**.

Note: Clicking on the **Next** button redirects the user to the G1 form. Please note that depending on the **Type of Training** chosen, the options in form G1 vary. For example, if a user has selected “Local Training”, then the user will have to input information on “Local Training”, and if a user has selected “Overseas Training”, then information has to be provided on “Overseas Training”

GENERALISED REPORT LISTING – G1 PART II

Step 1

The 3 different types of forms depending on the **Type of training** field in **Grant application form G1**.

In all examples filling up the required fields and pressing **Next** will open the **Step 2** form

Example 1 (Type of training = Local Training/Online Training)

Human Resource Development Council

test

Generalised Report Listing-G1 Part-II

Step 1 Step 2 Step 3 Step 4 CONFIRMATION

RELEVANCE OF TRAINING

Relevance of Training:*

No of Batches:*

TRAINING INSTITUTION

Course to be provided by:*

Address of Course Provider:*

Telephone No:*

Fax No:

Back Next

Copyright © 2016 State Informatics Limited HRDC Home Site

Example 3 (Type of training = Overseas Courses)

Generalised Report Listing-G1 Part-II

Step 1	Step 2	Step 3	Step 4	CONFIRMATION
--------	--------	--------	--------	--------------

RELEVANCE OF TRAINING

Relevance of Training:*

No of Batches:*

OVERSEAS TRAINING

Institution providing Training:*

Address:*

Country:*

Telephone No:*

Fax No:

Departure Date:*

Start date:*

End date:*

Next

If **Overseas Courses** is chosen from the drop-down **Type of Training** field in **Step 1**. Then the section below **RELEVENCE OF TRAINING** will be replaced by **OVERSEAS TRAINING**. The section **Name of Approved Trainer** will also be removed

Step 2

Fill in the required fields (denoted by*) and press

Next

Generalised Report Listing-G1 Part-II

Step 1	Step 2	Step 3	Step 4	CONFIRMATION
--------	---------------	--------	--------	--------------

CONTACT DETAILS (FOR MONITORING PURPOSES ONLY)

Name of officer:*	<input type="text"/>
Telephone Number:*	<input type="text"/>

TRAINING DETAILS

Nature of Certification:*	Select Nature of Certificate ▼
Duration of Training:*	Select Duration of Training ▼
Total No. of Contact hours/Days per trainee (as per MQA/TEC):*	<input type="text"/>
Method of Training:*	Select Method of training ▼
No of Participants:*	<input type="text"/>
Course Fees per Trainee (MUR):*	<input type="text"/>
Total Expenditure:*	<input type="text"/>

Back Next

Note: if the user chose “*Overseas Courses*” in *Type of training* in **Step 1** then another layout will be displayed for **Step 2** (The field *Air Fares(Excl. tax):** has been added)

Generalised Report Listing-G1 Part-II

Step 1 Step 2 Step 3 Step 4 CONFIRMATION

CONTACT DETAILS (FOR MONITORING PURPOSES ONLY)

Name of officer:*

Telephone Number:*

TRAINING DETAILS

Nature of Certification:*

Duration of Training:*

Total No. of Contact hours/Days per trainee (as per MQA/TEC):*

Method of Training:*

No of Participants:*

Air Fares (Excl. vat):*

Course Fees per Trainee (MUR):*

Total Expenditure:*

Back

Next

Step 3

Generalised Report Listing-G1 Part-II

Step 1 Step 2 **Step 3** Step 4 CONFIRMATION

EMPLOYEE DETAILS

Clear List

Surname	First name	Gender	Position Held	NID/Passport	Expatriate	Batch	Levy Contributed	In Employment > 1 Year
No records found.								

Add Employee

Click here to: [Download csv template](#)

Upload csv template:

Back Next

Here the user has 2 choices of submitting his details:

1. Either press and fill up the details, or download a csv template with , fill up the template and then upload it with

2. The format for filling the template is as follows

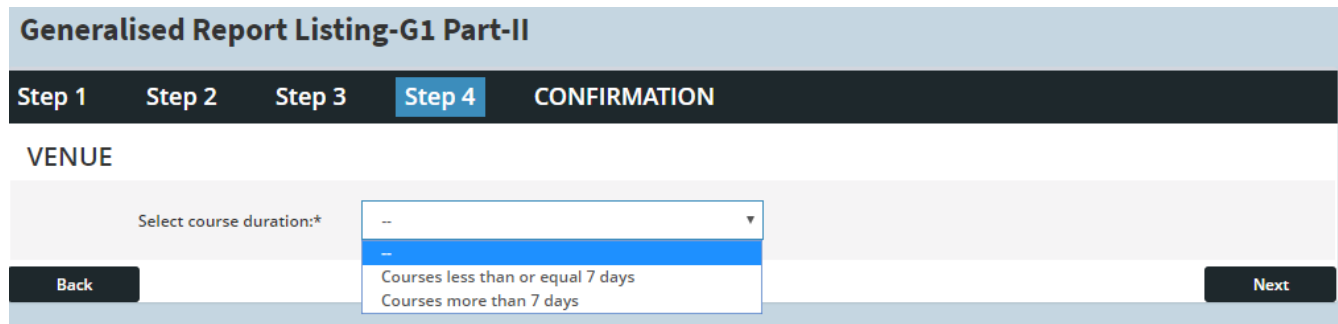
Surname	First Name	Gender	Position Held	NID	Levy Contributed	Expatriate	Batch	In Employment More Than One Year
Sname	Fname	M	Position	xxxxxxxx	Y	N	1	Y

3. After that, press and that will bring the user to the **Step 4** page

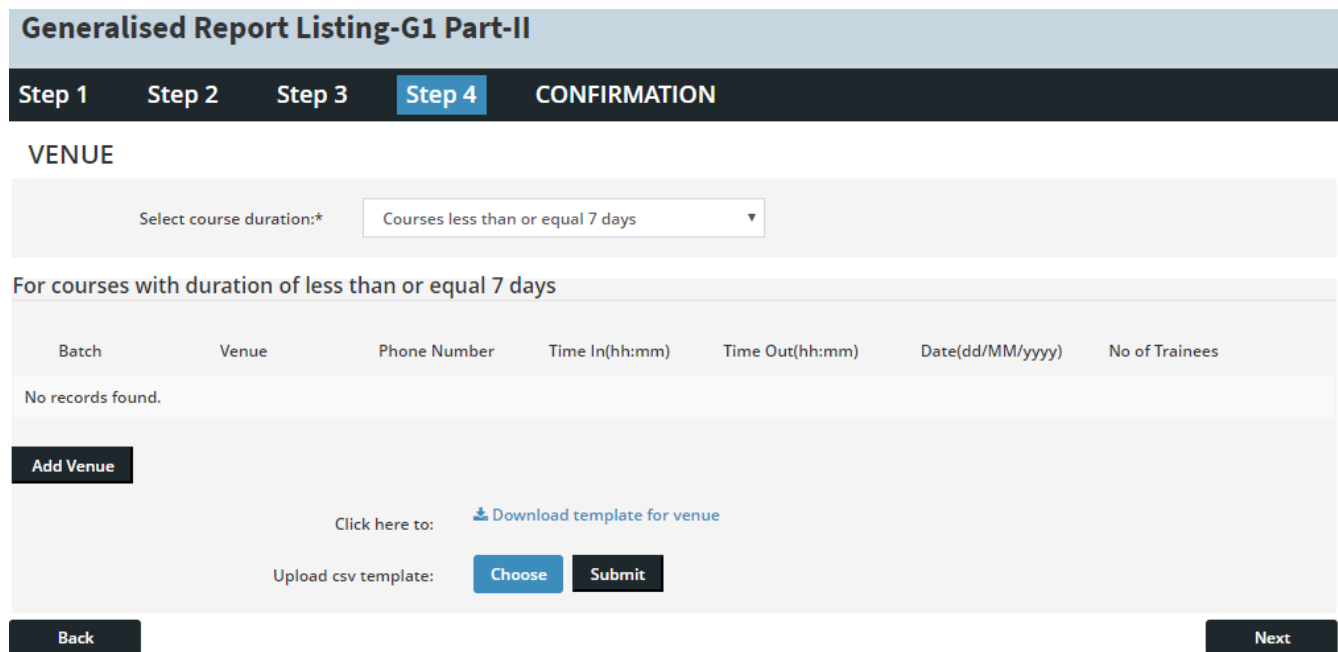
Note: Uploading a file other than a **csv template** might get rejected.

Step 4

Here the user has to choose between “Courses less than or equal 7 days” or “Courses more than 7 days”.



For courses less than or equal 7 days:



Here the user has to input the required values (all of them) for the **Venue**

And then proceed with **Next** to the **Confirmation page**

Here the user has 2 choices of submitting his details:

1. Either press **Add Venue** and fill up the details, or download a csv template with

[Download template for venue](#), fill up the template and then upload it with **Choose** **Submit**

2. The format for filling the template is as follows

Batch	Time In	Time Out	Date of Course	Number of Trainees	Address of Venue	Telephone Number
1	08:00	10:00	19/12/2016	1	test	7898525

3. After that, press **Next** and that will bring the user to the **Step 4** page

Note: Uploading a file other than a **csv template** might get rejected.

For courses more than 7 days:

Generalised Report Listing-G1 Part-II

Step 1 Step 2 Step 3 **Step 4** CONFIRMATION

VENUE

Select course duration:*

For courses with duration of more than 7 days, Employers have to upload a scan copy of the detailed time table

Batch	Venue	Phone Number	Start Date(dd/MM/yyyy)	End Date(dd/MM/yyyy)	Time In(hh:mm)	Time Out(hh:mm)	No of Trainees
No records found.							

Add Venue

Upload Scan Timetable upto 200 dpi (Maximum file size 3MB):

File Name

No records found.

Here the user has to input the required values (all of them) for the **Venue** and upload a scan copy of the detailed time table before clicking on **Next**.



And then proceed with **Next** to the **Confirmation page**

CONFIRMATION PAGE

Generalised Report Listing-G1 Part-II

Step 1 Step 2 Step 3 Step 4 **CONFIRMATION**

Declarations

 We declare that the facts stated in this application and accompanying information are true and correct to the best of our knowledge and that we have not withheld/distorted any material fact. We understand that if we obtain the grant by false or misleading statements, the HRDC may, at its discretion 

1. Withdraw the grant and recover immediately from us any amount for the grant that may have been disbursed and
2. Take any other action deemed necessary.

Name:*

Designation:*

I declare that the particulars in this application are true and accurate and that I have not wilfully suppressed any material fact.

[Back](#) [Save](#)

Here the user must fill all required fields and check the declaration checkbox before pressing

[Save](#)

APPLICATION FOR GRANT PAYMENT – G3: 1st PAGE

Application For Grant Payment - G3

i After successful completion of any approved training course or programme, employers must fill in and submit Form G3 . Photocopy of all relevant documents supported by printed copy of the G3 application must be submitted within two(2) weeks following online application. For all courses, training programmes and workshops ending during the period Jan-Dec, the applications for refund must reach the HRDC by 31st March of the following year. **x**

List Of Grant Application Form:

Back **Next**

The G3 application can only be started after finishing the G1 application as the front page will demand a list of G1. Like G1, G3 also has multiple forms to fill.

After selecting proper values in the drop-down list, press **Next**

APPLICATION FOR GRANT PAYMENT – G3: 2nd PAGE

Grant Application Form - G3

i After successful completion of any approved training course or programme, employers must fill in and submit Form G3 together with all the relevant documents within the prescribed time limit. **x**

Ceiling not available for current year

Grant Application Form - G1:

Bank Name:

Account Name:

Account Number:

Amount (MUR) As Per Receipt (Course fees):*

Air Fares (excl vat) per participant:*

Employee Details **Course Details** **Venue Details**

Name	Gender	Position Held	Employee Category	Expatriat	Levy Contributed	In Employment > 1 Year	Batch	
Dhokee Roma	Male	test	Select category	No	Yes	Yes	1	remove

Back **Next**

This page allow the user to view the already saved information from the G1 forms which are the **Employee details**, **Course Details** and **Venue Details**. For **Employee details**, the user has to choose in which category the employee is. i.e.

Employee Category

Select category ▼

Select category

Management

Middle Management

Others

Employee Details Course Details Venue Details

OVERSEAS TRAINING

Institution providing Training* xxxxxxxx

Address* xxxxxxxx

Country* xxxxxxxx

Telephone No*

Fax No:

Departure Date* 9/5/17

Start date* 9/6/17

End date* 9/8/17

Back Next

Employee Details Course Details Venue Details

For courses with duration of less than or equal 7 days

Batch	Venue	Time In	Time Out	Start Date	No of Trainees
1	Business Mauritius, B	09:00	16:15	9/25/17	1

Back Next

After confirming all information correct, press

Next

to continue to the 3rd page for **Grant Payment – G3**

APPLICATION FOR GRANT PAYMENT – G3: 3rd PAGE

Grant Application Form - G3

DOCUMENTS TO BE SUBMITTED

Overseas

- Headed Invoice and Receipt of course fee duly signed
- Bank advice
- Headed Invoice and Receipt of Air Fare duly signed or E-Ticket
- Certificate of Attendance
- Copy of MQA Course Approval

Upload Document upto 200 dpi
(Maximum file size 3MB)*:

Choose

Submit

File Name

No records found.

Declarations



We declare that the facts stated in this application and accompanying information are true and correct to the best of our knowledge and that we have not withheld/distorted any material fact. We understand that if we obtain the grant by false or misleading statements, the HRDC may, at its discretion

1. Withdraw the grant and recover immediately from us any amount for the grant that may have been disbursed and

2. Take any other action deemed necessary.

Name:*

Test

Designation:*

test

Cancel

Submit

The last page for G3 has upload documents (obligatory) and accepting the declaration after inputting all required values.

After that press

Submit

CHANGE REQUEST

Change Request

Grant Application Form - G1

Grant Application Form - G1

SN	Course Title	Date of Application	Status	Change Employee Details	Change Timetable Details	Change Course Title
4184	test	22/09/2017	Approved			

<< < 1 > >>

Here the user will be allow to make request for change for G1 applications that have been approved by HRDC. Change request are allowed up to 12 hours before start of course.

Click on to **Change Employee Details**, **Change Timetable Details** or **Change Course Details**.

Change Employee Details

Employee Details

Surname	First name	Gender	Position Held	NID/Passport	Expatriate	Batch	Levy Contributed	In Employment > 1 Year
Soobrayen	Egambaram	Male	test	D7418529637	No	1	Yes	Yes

Add Employee

Click here to: [Download csv template](#)

Upload csv template: Choose **Submit**

Back **Submit**

Change Course Title

Course Title Details

Course Title

Course Title test

Back **Submit**

Change Venue/Timetable Details

Venue/Timetable Details

VENUE

Select course duration:* Courses more than 7 days

For courses with duration of more than 7 days, Employers have to upload a scan copy of the detailed time table

Batch	Venue	Phone Number	Start Date(dd/MM/yyyy)	End Date(dd/MM/yyyy)	Time In(hh:mm)	Time Out(hh:mm)	No of Trainees
1	test	7418529	05/10/2017	15/10/2017	09:00	16:15	1

Add Venue

Upload Scan Timetable upto 200 dpi (Maximum file size 3MB): Choose **Submit**

File Name

details-2.jpg

Back **Submit**

QUERY


If an application is incomplete, HRDC will query the user. Here the user will have the possibility to edit that application.

List Of Query Application


Grant Application Form - G1

Grant Application Form - G3

Grant Application Form - G1

SN	Course Title	Date of Application	Status	
2160	Test HRDC	15/06/2017	Query for changes	

<< < 1 > >>

By click on  , the user will be able to edit any field on the G1 application.


Grant Application Form - G1

Employers must complete and submit an application form G1 at least three (3) working days before the commencement date of the approved course/programme. An acknowledgement of the application from HRDC would be submitted to you before the course starts.

* Required Field

Name Of Enterprise:	<input type="text" value="test"/>
Business Address:	<input type="text" value="test"/> <input type="text"/> <input type="text"/>
Email Address:	<input type="text" value="soobrayen.e@gmail.com"/>
Phone Number*:	<input type="text" value="4544009"/>
Fax Number:	<input type="text" value="4546220"/>
NPF Registration Number:	<input type="text" value="4544009"/>
Total Employment for previous year:	<input type="text" value="100"/>
Type of Course*:	<input type="text" value="Formal courses leading to certification or degrees incl. certi"/>
Course Title*:	<input type="text" value="Test HRDC"/>
Type of Training*:	<input type="text" value="Local Training"/>

Trainer Name (as approved by MQA)*



Generalised Report Listing-G1 Part-II

Step 1 Step 2 Step 3 Step 4 CONFIRMATION

RELEVANCE OF TRAINING

Relevance of Training*

No of Batch*

TRAINING INSTITUTION

Course to be provided by*

Address of Course Provider*

Telephone No*

Tax No:

PRINT APPLICATION REPORT

Print Application

Please choose your Application Form:

G1

List of application(s)

SN	Course title	Status	
4186	test	Rejected	Download to Print
4185	test	In progress	Download to Print
4184	test	Approved	Download to Print
4183	test	In progress	Download to Print
4182	test	In progress	Download to Print
4181	test	Approved	Download to Print
3879	TEST G1	Approved	Download to Print
3660	TEST TWO	Rejected	Download to Print
3658	Test Course IT	Approved	Download to Print
3633	Financial instruments	Rejected	Download to Print
3492	Word 2020	Approved	Download to Print

Select the application form (G1 or G3) and then from the list of application click on

[Print](#)

to generate its ready-to-print report.

APPLICATION STATUS

Application Status

Grant Application Form - G1

Grant Application Form - G3

Grant Application Form - G1

SN	Course Title	Date of Application	Status	
4183	test	22/09/2017	In progress	
4184	test	22/09/2017	Approved	
4185	test	22/09/2017	In progress	
4186	test	22/09/2017	Rejected	
4182	test	04/09/2017	In progress	
4181	test	31/08/2017	Approved	
3879	TEST G1	09/08/2017	Approved	
3658	Test Course IT	01/08/2017	Approved	
3660	TEST TWO	01/08/2017	Rejected	
3633	Financial instruments	28/07/2017	Rejected	
3492	Word 2020	25/07/2017	Approved	
3458	This is a test course	24/07/2017	Rejected	
3417	Test Training	21/07/2017	In progress	
2526	test	29/06/2017	Rejected	
2335	PMBOK	22/06/2017	In progress	

<< < 1 2 > >>

Here the user has the options to view and edit the G1 application forms

But for G3 applications form, they can only view the few information available on them

Application Status

Grant Application Form - G1

Grant Application Form - G3

Grant Application Form - G3

SN	Course Title	Date of Application	Status	
3879	TEST G1	04/09/2017	Approved	
3658	Test Course IT	04/09/2017	In progress	
3492	Word 2020	29/08/2017	In progress	
1952	TEST	06/07/2017	Not available	
706	Test 26 April 2017	11/07/2017	Not available	
706	Test 26 April 2017	11/07/2017	Not available	
714	ICT	08/06/2017	Approved	
700	Test 25April2017	13/06/2017	Not available	
3	ACCA	26/04/2017	Approved	
1	test1	30/06/2017	Not available	
2	dsfsdfdf	04/09/2017	In progress	

<< < 1 > >>

Note: when trying to edit the G1 application forms, not all fields will be editable, for example refer to the picture below

Generalised Report Listing-G1 Part-II

Step 1 **Step 2** Step 3 Step 4 CONFIRMATION

TRAINING DETAILS

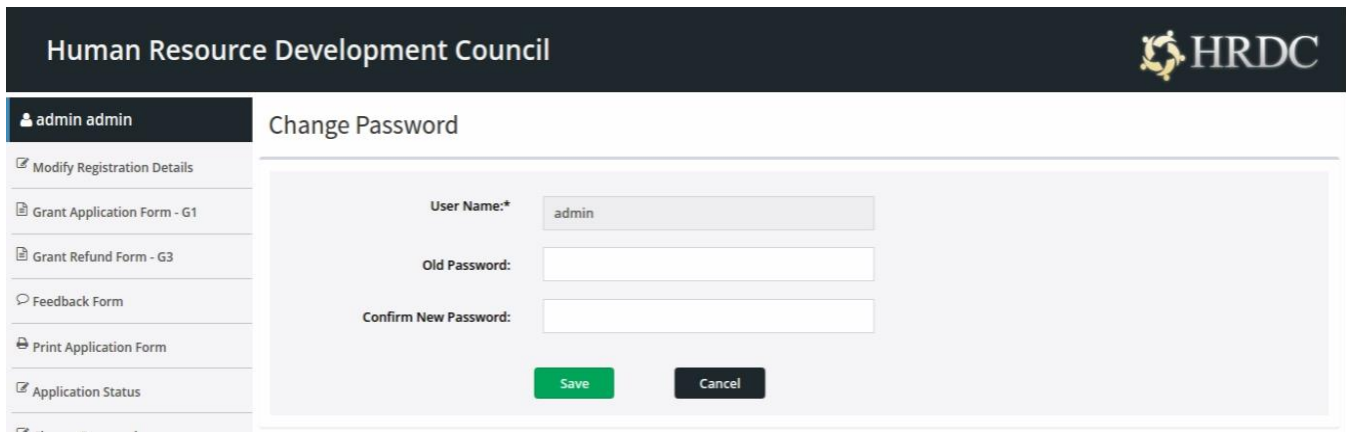
Nature of Certification:*	AWARD CERTIFICATE
Duration of Training:*	Full Time
Total No. of Contact hours per trainee (as per MQA/TEC):*	7
Method of Training:*	Off the Job
No of Participants:*	5
Course Fees per Trainee (MUR):*	20000
Total Expenditure:*	100000

Back Next

Only the 3 lowest fields' values are editable, while the rest are not.

CHANGE PASSWORD

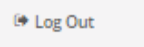
The user can access the ***Change Password page*** by clicking on 



The screenshot shows the HRDC website interface. At the top, the header reads "Human Resource Development Council" and features the HRDC logo. Below the header, a dark navigation bar displays the user's name "admin admin". A sidebar on the left lists various menu items: "Modify Registration Details", "Grant Application Form - G1", "Grant Refund Form - G3", "Feedback Form", "Print Application Form", and "Application Status". The main content area is titled "Change Password" and contains a form with three input fields: "User Name:*" (pre-filled with "admin"), "Old Password:", and "Confirm New Password:". At the bottom of the form are two buttons: a green "Save" button and a black "Cancel" button.

Note: the password must atleast be a minimum of 8 characters (including a capital letter + a special character + a number)

LOG OUT

To log out from the current account, the user simply has to click on  button.



HRDC

Human Resource Development Council

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