

ICT2.0@HRDF

**HRDF System:
User Guide for TNA/HR
Application**

User Manual – Version 1.0



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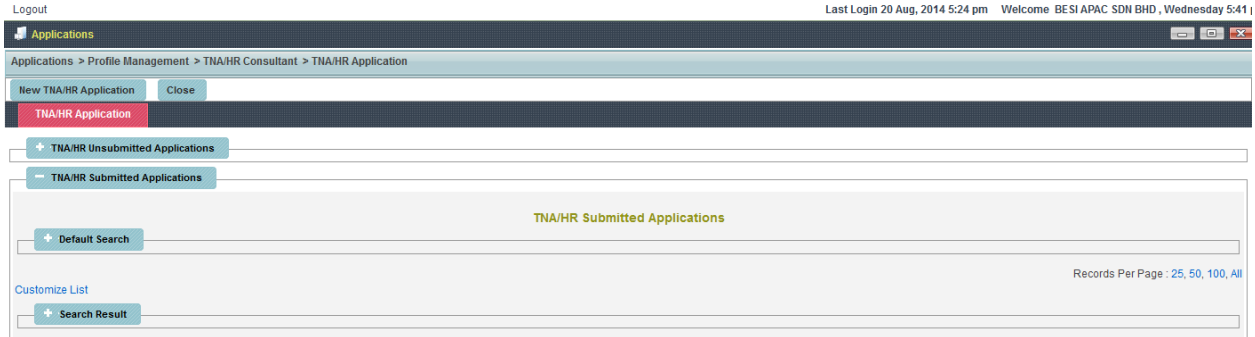


TNA/HR Application

Section 1 TNA/HR Application

1.1 TNA/HR Application

TNA/HR Application Screen



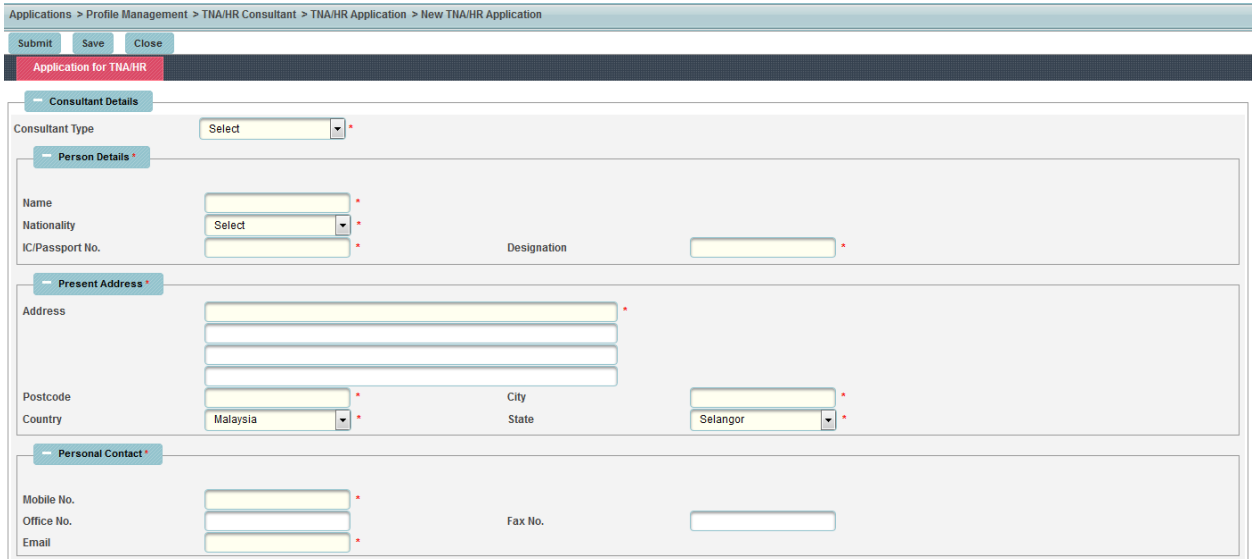
Follow the steps below to apply for TNA/HR:

Step 1: Select from menu 'Application' >'Profile Management' > TNA/HR Consultant> 'TNA/HR Application'.

Result: The above screen is displayed.

Step 2: Click on 'New TNA/HR Application'.

Result: The following screen is displayed:



Consultant Academic Qualification

Qualification * Name Of University *
Year Started * Year Completed *

Professional Qualification

Qualification * Institution/Certifying Body *
Year Awarded *

Year Of Experience

Year of Experience in Training Current Occupation

Experience in Conducting Corporate Training

Course Title * Date *
Venue * Name Of Client *
Contact Person * Telephone No. *

Consulting Experience

Company Client * Consulting Area *
Duration * Unit *
Year *

Consultant Background

Photo Upload

File Description Attach File No file selected.

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Step 3: Fill in the form.

Note: Mandatory fields are marked in red.

Step 4: Click 'Submit'

Result: The following message is displayed upon successful submission.

