



Workforce compliance made easy

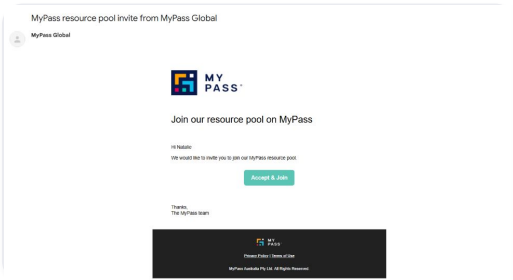


This guide helps workers set up and navigate their MyPass Digital Skills Passport to self-manage compliance requirements, inductions, and e-Learning assigned through their organization's resource pools.

1 Setting up your Digital Skills Passport

OPTION A – EMPLOYER INVITATION

- 1 Check your inbox for the emails from MyPass.
- 2 In the second email, click **Accept & Join** to activate your account and join your organization's resource pool.

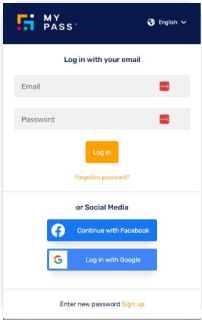


Invitation email — click Accept & Join

i Signed up via Option A? You're already connected to your organization — no need to accept the invite in Section 2.

OPTION B – DIRECT SIGN-UP

- 1 Go to `passport.mypassglobal.com/signup`
- 2 Enter your email and create a password, then click Sign up.
- 3 Verify your email using the code sent to your inbox.



Direct sign-up page

i Use a personal email so your MyPass profile stays with you regardless of employer. You can also sign up with Facebook or Google, or download the MyPass mobile app:

App Store Google Play

2 Accepting the invite

- 1 Log in and go to your Dashboard. Scroll down to find your organization's invitation.
- 2 Click on the invitation row to open it.
- 3 When prompted, click **Yes** to accept and join the Worker Pool.



Employer invitation on your Dashboard

i Your organization's courses and compliance requirements will only appear after accepting the invite.

3 Completing your profile

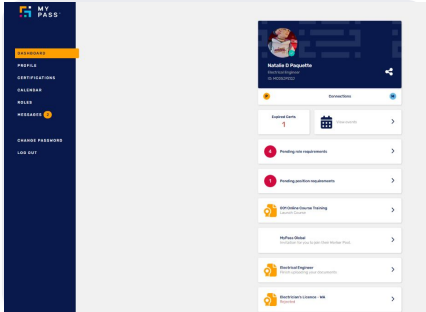
- 1 Click the Profile icon (top right) and select **Personal Details**.
- 2 Fill in your name, date of birth, contact details, and job classification.
- 3 Click **Save** after each section.

i Your name and date of birth must match your legal ID exactly to avoid document rejection.

4 Dashboard overview

Your Dashboard is your central hub. From here you can view:

- **Profile overview** — compliance status and completion
- **Connections** — companies linked to you (e.g. your employer)
- **Expired certificates** — items needing renewal
- **Personal calendar** — view availability and schedule events to avoid conflicts



Your Dashboard is a central hub for all compliance activities

5 Viewing pending courses

! Only if your organization uses an LMS

- 1 From the Dashboard, scroll down to locate your assigned course.
- 2 Click on the course, it launches in your organization's eLearning (LMS) portal.
- 3 Click **Launch** to begin.
- 4 Click **Save & Exit** to finish or save your progress.



Pending course click to launch

✓ Completed certificates appear under Certifications within a few minutes.

6 Pending requirements (position)

Requirements tied to your specific job position.

- 1 From the Dashboard, click **Pending position requirements**.
- 2 Click on a requirement to open it.
- 3 Launch the course or upload the required document.



Dashboard requirement tiles shared by both

i Both mandatory and desired requirements are listed. Complete mandatory items first.

7 Pending requirements (role)

Requirements linked to a specific project role assigned by your organization.

- 1 From the Dashboard, click **Pending role requirements**.
- 2 Click on a requirement to open it.
- 3 Launch the course or upload the required document.

i For desired requirements, go to **Roles** in the left panel, find your role, and click each item.

8 Viewing expired certificates

TO RENEW

- 1 Go to **Certifications** and find the expired item (red ribbon).
- 2 Click **+** then the Cloud icon to upload your renewed document.
- 3 Once submitted, the certificate updates after verification.

TO REMOVE

- 1 Click the expired certificate (red ribbon icon).
- 2 Click the red ribbon icon, then **Delete**.
- 3 Click **Yes, delete this certification** to confirm.

✓ Set up expiry notifications in your profile settings to stay ahead of renewals.

9 Sharing your Skills Passport

🔗 Send your profile to employers

- 1 Visit your **Dashboard** and click the **Share** icon by your name.
- 2 At the bottom of the page, click the **Share** button.
- 3 Click **Share** to email the link, or the copy icon to copy it.

i You can allow the recipient to access your certificates or share with a **QR code**.