



MY
PASS®

MyPass Global

Release Notes

RELEASE: 3.228

DATE: 25 February 2025

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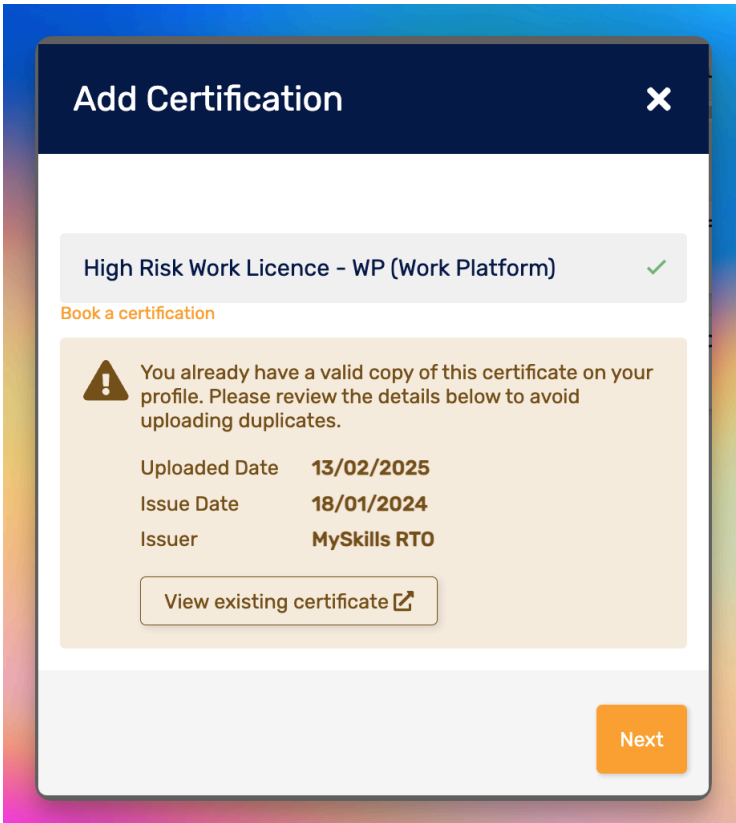
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Enhancements

Duplicate Certificate Notification for Workers

Workers will now be prompted when they attempt to upload a certificate to their Skills Passport, if a valid version already exists.

Relevant details such as the upload, issue and expiry will be displayed (if they are available), to allow the worker to decide if they need to upload an updated version.



Add Certification ×

High Risk Work Licence - WP (Work Platform) ✓

[Book a certification](#)

! You already have a valid copy of this certificate on your profile. Please review the details below to avoid uploading duplicates.

Uploaded Date	13/02/2025
Issue Date	18/01/2024
Issuer	MySkills RTO

[View existing certificate](#) ↗

Next

Additionally, a worker can open the certificate preview page in a new tab to view the actual document by selecting the 'View existing certificate' link.

Compliance % Added to Exports

The Compliance % metric, has been integrated into compliance exports from the platform for better reporting capabilities.

This enhancement applies to:

- Personnel > Exports > Personnel Compliance
- Personnel > Exports > Personnel Compliance (Simplified)
- Overview > Resource Pools > Compliance > Export

This improvement will allow for more comprehensive tracking and analysis of compliance when exporting data.

Send Skills Matrix Notifications

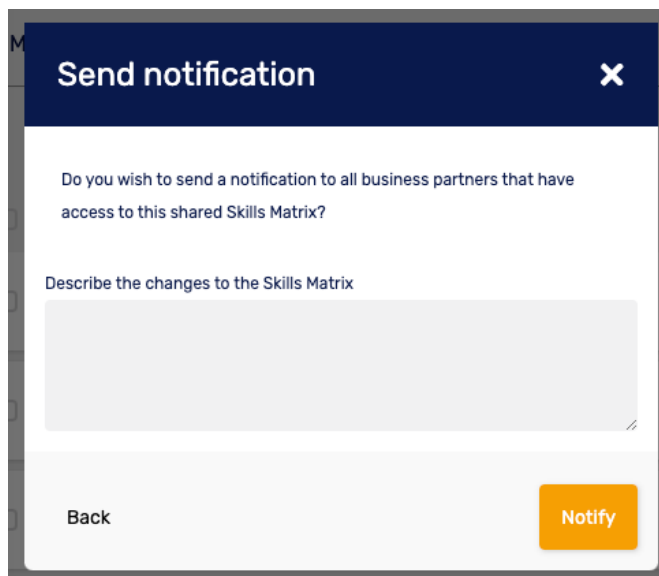
Industry Portal users with edit rights for Skills Matrices can now optionally send notifications about changes to a shared Skills Matrix.

This feature is accessible by clicking the ellipsis next to the relevant Skills Matrix and selecting 'Send notification'.

Email notifications will be sent to Business Partners who have access to the shared Skills Matrix. Email notifications are sent in either Spanish and English, depending on how the recipient Business Partner has configured Notification Emails in Settings > My Organisation > Profile.



The 'Send notification' feature also allows users to include a custom message in the email notification.



Upload & Remove Multiple Documents for Profile Validation Requests in Industry Portal

Industry Portal users are now able to upload and remove multiple documents for Profile Validation requests, similar to the functionality available in Skills Passport. This improvement ensures a consistent document management experience across platforms.

New API for Finding Personnel UUID

MyPass has introduced a new API to allow Personnel UUIDs to be retrieved using RUT numbers or Passport details, such as Passport Number and Country of Issue.

The system securely returns results only when the user has the necessary permissions to access the worker profile.

Name: Find personnel by RUT or Passport Details

Path: /workers/v2/findByIdentityFields

Documentation link: <https://docs.mypassglobal.com/api/index.html>

Enhanced Profile Fields for Peruvian Workers

MyPass will soon offer better support for Peruvian workers by incorporating their national identity document, the Documento Nacional de Identidad (DNI), along with other key profile details in the system.

As a part of Skills Passport account creation process, when a user selects **“Peru”** as the **work country for their profile**, they will be prompted to enter in their core information, which includes an option to enter the **Second Last Name**.

Work Countries

☐ Pakistan
☐ Palau
☐ Palestine
☐ Panama
☐ Papua New Guinea
☐ Paraguay
☒ Peru
☐ Philippines
☐ Poland
☐ Portugal
☐ Puerto Rico
☐ Qatar
☐ Romania

Save

About You

First Name

Last Name

Second Last name

Date of Birth

DD/ MM/ YYYY

Address

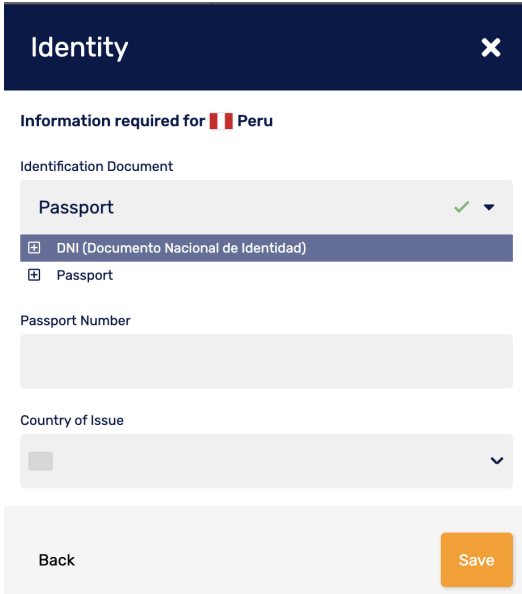
Address

Enter address manually


←

Next

Then, a user will be required to enter either their **DNI or Passport Number** as Identity information.



Identity ✕

Information required for  Peru

Identification Document

Passport ✓

+ DNI (Documento Nacional de Identidad)

+ Passport

Passport Number

Country of Issue

Back Save

Then, the user will be prompted to enter the remaining profile details to complete their profile setup. Once created, users can update additional information, such as **Marital Status** and **Indigenous Status**, through the 'Profile' module in the Skills Passport.

Similarly, supplier admins will have the ability to enter this information on behalf of their workers. Once "Peru" is selected as the work country, these fields will become available for updating the worker's profile accordingly.

Note: This feature will not be available on Day 1 of the release but will be enabled soon within the next three weeks. MyPass is finalizing operational support processes to ensure a smooth rollout and is eager to support Peruvian workers as soon as it's ready.