



UAC PORTAL USER MANUAL FOR CANDIDATE

USER MANUAL FOR CANDIDATE
BY TEAM UAC (IT TEAM)

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1. Candidate User Manual

1.1. UAC Portal URL

1.1.1. Visit UAC Portal WWW.UACUAE.COM

Visit UAC Portal at WWW.UACUAE.COM

UAC
UNION ASSESSMENT
& CERTIFICATION

Skill Assessment Learning Platform

Registration ▾

GROW WITH THE
MIDDLE EAST MOST TRUSTED
**SKILL DEVELOPMENT
CERTIFICATE PROGRAM**

#GROWBIGGOFAR

Login

Username

Password

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Submit

Forgot Password

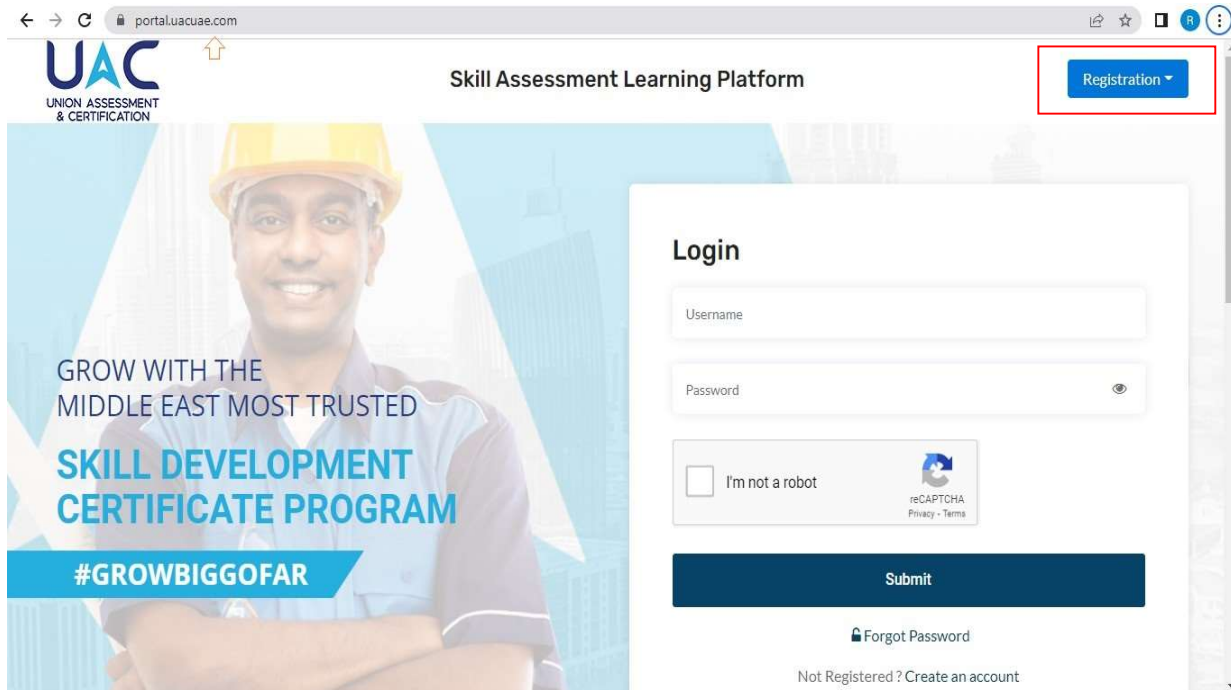
Not Registered? Create an account

From UAC Portal, Candidate can Register and login to access or reset the password

1. Candidate User Manual

1.2. Candidate Portal Registration

1.2.1. Click On Registration Icon On Top Right



From UAC Portal, Candidate can Click on Register icon on top right corner to register for the first time. Candidate need to have email ID and Phone Number to register. OTP will be sent to the email address for authentication.

1. Candidate User Manual

1.2. Candidate Registration

1.2.2. Select 'Candidate'

The screenshot shows the UAC Skill Assessment Learning Platform interface. On the left, there is a banner for the 'SKILL DEVELOPMENT CERTIFICATE PROGRAM' featuring a smiling man in a blue shirt and yellow hard hat, with the text 'GROW WITH THE MIDDLE EAST MOST TRUSTED' and the hashtag '#GROWBIGGOFAR'. On the right, there is a 'Login' form with fields for 'Username' and 'Password', a reCAPTCHA checkbox labeled 'I'm not a robot', and a 'Submit' button. Below the login form are links for 'Forgot Password' and 'Not Registered ? Create an account'. In the top right corner, a 'Registration' dropdown menu is open, showing options: 'Candidate' (highlighted with a red box), 'Collaborator', and 'Organization'.

From UAC Portal, Candidate can Click on Register icon and select Candidate on top right corner to register for the first time.

1. Candidate User Manual

1.2. Candidate Registration

1.2.3. Fill In The Details And Click On 'Submit'

The screenshot shows the registration page of the UAC Skill Assessment Learning Platform. The UAC logo is in the top left. The page title is "Skill Assessment Learning Platform". In the top right, there is a "Registration" button with a dropdown arrow. The main form area contains an "Email ID *" field with the text "ahmed.abrar@uacuae.com" and a green confirmation message "ahmed.abrar@uacuae.com is available!". Below this is a checked checkbox for "Terms and conditions". There is a reCAPTCHA widget with the text "I'm not a robot" and a "Submit" button highlighted with a red rectangle. The footer includes a "Contact Us" section with a location pin icon, an email icon, and contact information: "General Enquires: admin@uacuae.com" and "Support: support@uacuae.com".

Candidate can fill the detail in the required fields, and acknowledge the terms and conditions and Click on Submit and check for OTP on the provided email address.

1. Candidate User Manual

1.2. Candidate Registration

1.2.4. OTP Verification Via Email

VALIDATE YOUR ACCOUNT

Please enter the OTP sent to your Email ID

Enter OTP

Validate



UAC <it@uacuae.com>
to ahmed.abrar+101 ▾

1:59 PM (0 minutes ago)

Dear Abdul Rahman,

Thank you for registering on Union Assessment & Certification (UAC) Portal.

Request you to kindly validate your account by entering the OTP shared through this email for completing the registration.

The current Email One Time Password for your profile is 48657

Upon successful validation of the OTP, you will be requested to set your password for accessing the portal.

Warm Regards,
UAC Portal Administrator



OTP will be sent to the registered email address. Verify the OTP on the Portal to Complete the Registration Process.

1. Candidate User Manual

1.2. Candidate Registration

1.2.5. Password Setup for the Login

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& CERTIFICATION

Skill Assessment Learning Platform

Registration ▾

Set Password Home / Set Password

SET YOUR PASSWORD

Please enter the new password *

Please re-enter the new password *

Submit

- Your Password Must Contain At Least 8 Characters!
- Your Password Must Contain At Least 1 Number!
- Your Password Must Contain At Least 1 Capital Letter!
- Your Password Must Contain At Least 1 Lowercase Letter!
- Your Password Must Contain At Least 1 Special Character!

Upon successful validation of the OTP, you will be requested to set your password for accessing the portal.

1. Candidate User Manual

1.3. Candidate Login

1.3.1. Login With The Credentials Received Via Email

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& CERTIFICATION

Skill Assessment Learning Platform

Registration ▾

**GROW WITH THE
MIDDLE EAST MOST TRUSTED
SKILL DEVELOPMENT
CERTIFICATE PROGRAM**

#GROWBIGGOFAR

Login

amriktak5@gmail.com

.....

✓ I'm not a robot

reCAPTCHA
Privacy - Terms

Submit

🔒 Forgot Password

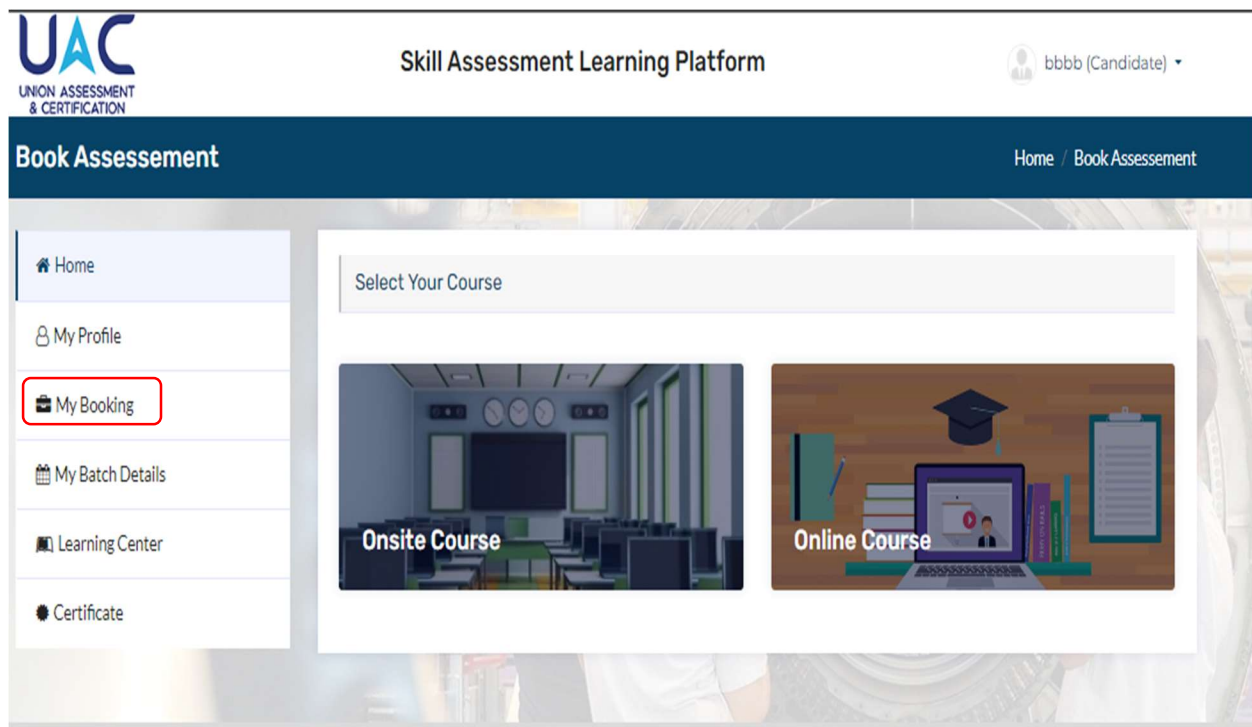
Not Registered? Create an account

Login by username (email ID) and the password after registration process and complete human verification captcha to access the Candidate Module. You can also reset the password by clicking on forget password.

1. Candidate User Manual

1.4. Assessment Booking

1.4.1. Go to Booking Tab Section on the Left of the Dashboard

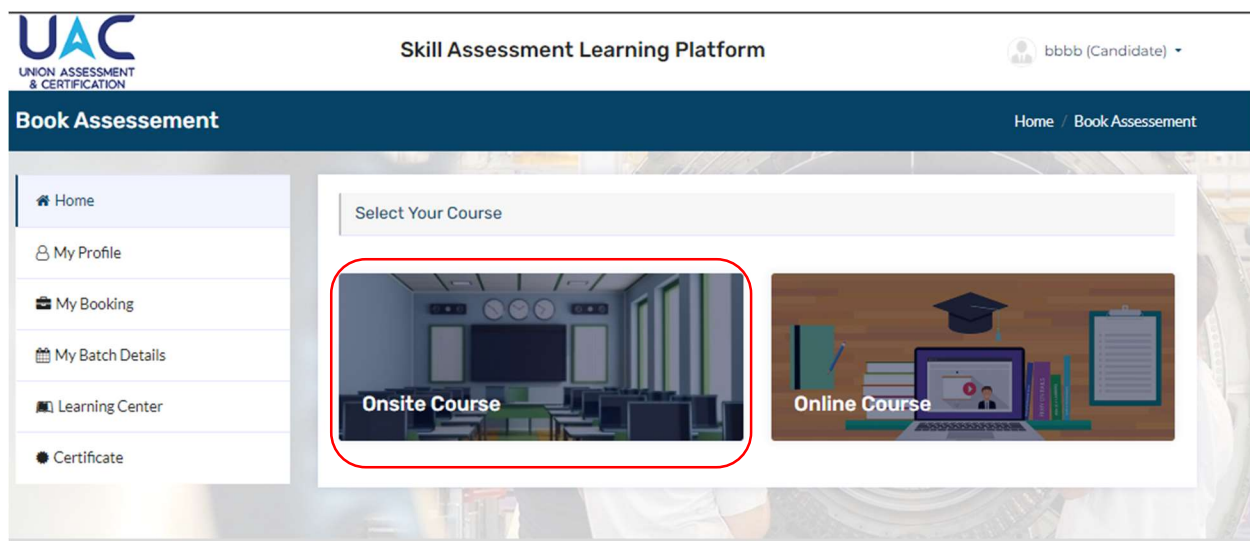


Go To My Booking / Enroll yourself to a Batch, Go to Booking Tab Section on the left side options of the Dashboard.

1. Candidate User Manual

1.4. Assessment Booking

1.4.3. Click Onsite for Onsite Assessment



For Onsite Assessment, Click on the Onsite Course.

1. Candidate User Manual

1.4. Assessment Booking

1.4.4. Select 'United Arab Emirates' And Click 'Next'

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& CERTIFICATION

Skill Assessment Learning Platform

bbbb (Candidate) ▾

Book Assessment Home / Book Assessment

Home
My Profile
My Booking
My Batch Details
Learning Center
Certificate

Program Country
United Arab Emirates

Your Location

Available Programs

Available Batches

Select program country United Arab Emirates ▾

Next

For Onsite Assessment, Select Program Country as United Arab Emirates and Click Next.

1. Candidate User Manual

1.4. Assessment Booking

1.4.5. Select Candidate's Location And Click 'Next'

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UNION ASSESSMENT
& CERTIFICATION

Skill Assessment Learning Platform

bbbb (Candidate) ▾

Book Assessment Home / Book Assessment

Home
My Profile
My Booking
My Batch Details
Learning Center
Certificate

Program Country: United Arab Emirates
Your Location: India
Available Programs
Available Batches

Select your location: India ▾

Prev Next

For Onsite Assessment, Select the Candidates Location and Click Next.

1. Candidate User Manual

1.4. Assessment Booking

1.4.6. Select The Desired Program And Click 'Next'

The screenshot displays the 'Skill Assessment Learning Platform' interface. At the top, the UAC logo and 'UNION ASSESSMENT & CERTIFICATION' are on the left, and 'COLLABORATOR (Collaborator)' is on the right. Below this is a dark blue header with 'Book Assesement' (note the typo) and a breadcrumb 'Home / Book Assesement'. A left sidebar contains a menu with 'Home', 'Candidate', 'Booking', 'Batch Details', 'Track Progress', 'Payment Reports', and 'Certificate'. The main content area features a progress bar with four steps: 'Program Country' (United Arab Emirates), 'Your Location' (United Arab Emirates), 'Programs' (Abu Dhabi Quality & Conformity Council), and 'Available Batches'. Below the progress bar, a box titled 'Avaialable Programs' (note the typo) lists 'Abu Dhabi Quality & Conformity Council' with a green checkmark icon. At the bottom of this box are 'Prev' and 'Next' buttons. The 'Next' button is highlighted with a red rectangle.

Select the desired program and click 'next'.

1. Candidate User Manual

1.4. Assessment Booking

1.4.7. Enroll To Specific Batches As Per Availability And Click 'Book Now'

The screenshot displays the 'Skill Assessment Learning Platform' interface. On the left is a sidebar menu with options: Home, Candidate, Booking, Batch Details, Track Progress, Payment Reports, and Certificate. The main content area features a header with the UAC logo and 'COLLABORATOR (Collaborator)' dropdown. Below the header are filters for 'Select State', 'Select Sector', and 'Select Date', followed by an 'Apply Filter' button. The main area shows two program cards for 'Building and construction' at 'Sawaeed Training Center..'. The first card is for 'Assistant Mason Block' with a 'Book Now' button. The second card is for 'Assistant Steel Fixer' with a 'Book Now' button. A red box highlights the 'Book Now' button and the date range '25-04-2022' to '25-04-2022' for the Assistant Steel Fixer program.

Select the desired program and click 'next'.

1. Candidate User Manual

1.4. Assessment Booking

1.5.8. Review Details And Click On 'Complete Booking'

**UAC**
UNION ASSESSMENT
& CERTIFICATION

Skill Assessment Learning Platform

COLLABORATOR (Collaborator) ▼

Home

Candidate

Booking

Batch Details

Track Progress

Payment Reports

Certificate

**Assistant Steel Fixer**

Program For: **United Arab Emirates**

Sawaeed Training Center LLC, Abu Dhabi, United Arab Emirates

Abu Dhabi Quality & Conformity Council

Batch ID: B_192

Batch Start Date: 25-04-2022

Batch End Date: 25-04-2022

Candidate Name: CANDIDATE ONE

Passport No:

Collaborator Details

Collaborator Type: Private Organization

Collaborator Name: ABC

 Abu Dhabi, United Arab Emirates

Booking Details

Batch: B_192

Booking Date: 14-04-2022

Assessment Fee: 500 * 1 = 500

☒ I agree to Terms & Conditions

Complete Booking

Review details and click on 'complete booking'

UAC – UNION ASSESSMENT & CERTIFICATION | 1st Floor, Block A, Tamouh Business Hub, Reem Island Abu Dhabi, UAE

1. Candidate User Manual

1.4. Assessment Booking

1.4.9. To View Booked Assessments Click On 'View My Batches'

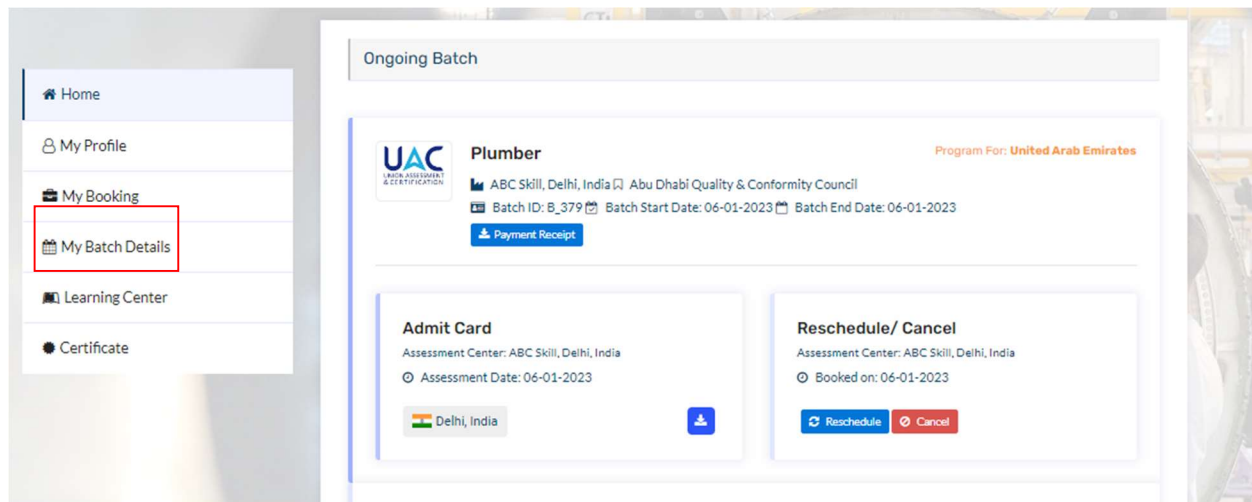
The screenshot displays the 'Skill Assessment Learning Platform' interface. On the left is a sidebar menu with the UAC logo and the following options: Home, Candidate, Booking, Batch Details, Track Progress, Payment Reports, and Certificate. The main content area is titled 'Skill Assessment Learning Platform' and shows 'COLLABORATOR (Collaborator)' in the top right. The interface is divided into two main sections: 'Collaborator Details' and 'Payment Details'. The 'Collaborator Details' section shows 'Collaborator Type: Private Organization' and 'Collaborator Name: COLLABORATOR' with a location tag for 'Abu Dhabi, United Arab Emirates'. The 'Payment Details' section shows 'Batch: B_192', 'Booking at: 14-04-2022', and 'Assessment Fee: AED 500'. Under 'PAYMENT METHOD', it lists 'INTERNET BANKING' and 'Transaction ID: NA'. A green button labeled 'View My Batches' is highlighted with a red rectangle in the bottom right corner of the 'Payment Details' section.

To view booked assesment, click on 'view my batches'

1. Candidate User Manual

1.4. Assessment Booking

1.4.10. To View Booked Assessment Details Click On My Batches Details

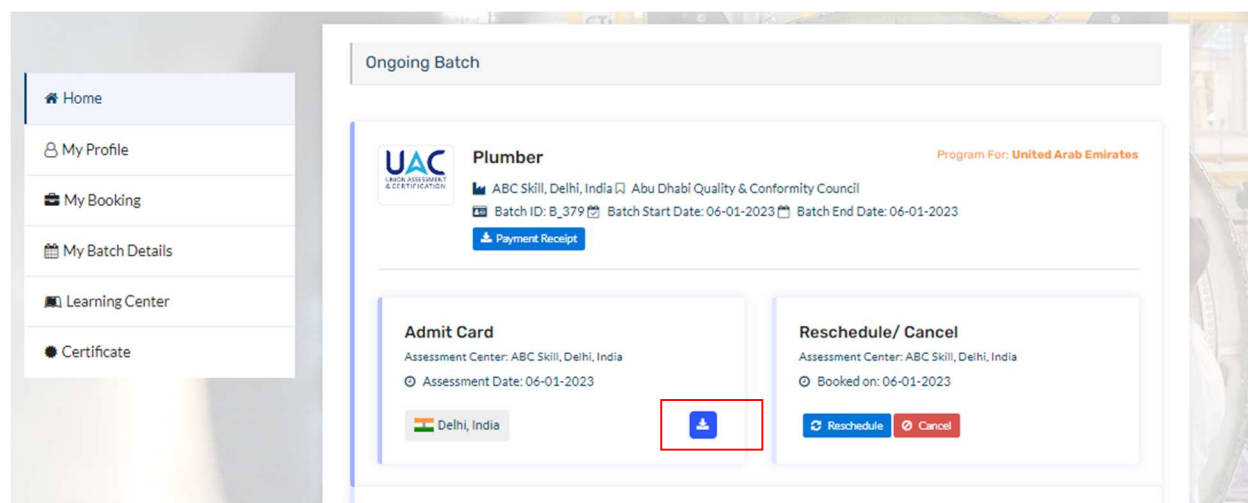


Click on 'My Batch details '. you can download admit card, cancel or schedule the assessment booked if required from this option

1. Candidate User Manual

1.5. Admit Card Download

1.5.1. Admit Card Download - My Batch Details



Click on 'download' for the admit card

1. Candidate User Manual

1.5. Admit Card Download

1.5.2. Admit Card Verify

Admit Card



User profile picture

Candidate ID: 934
Candidate Name: CANDIDATE ONE
Gender: Male
Date of Birth: 01-01-99
Passport Number:

This is your admit card for the assessment under UAC Skill Assessment Learning Platform

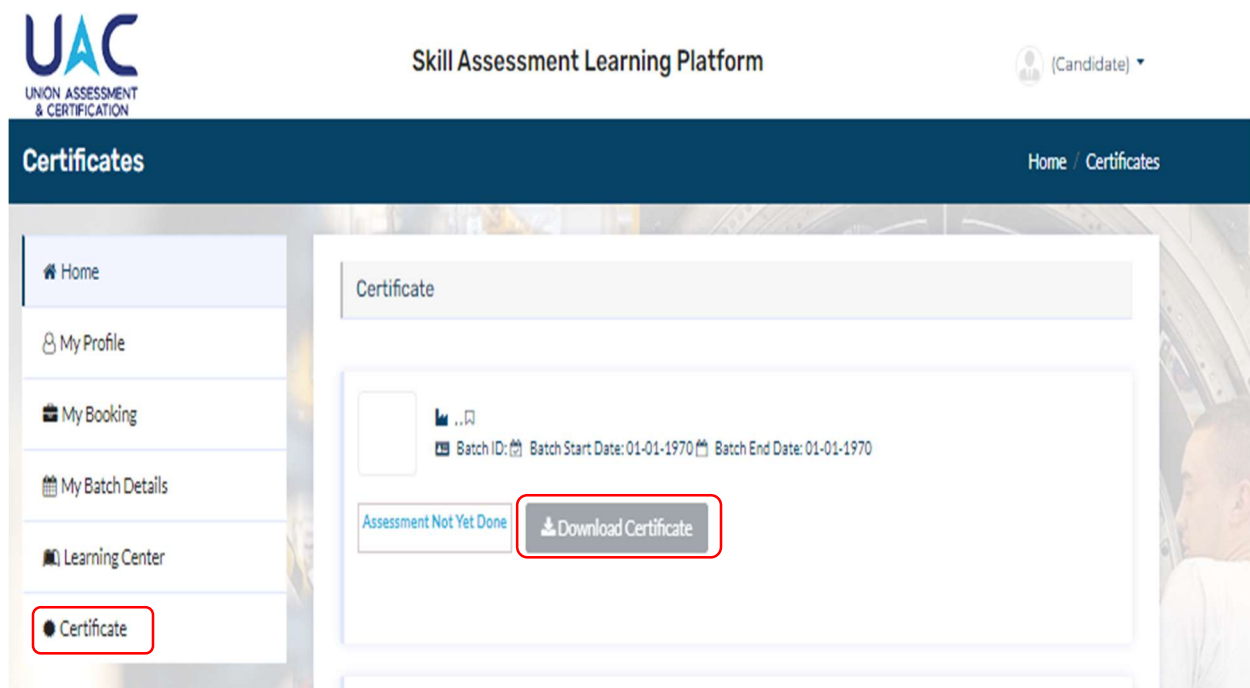
Assessment Date	Assessment Location	Job Role
25-04-2022	Abu Dhabi, United Arab Emirates	Assistant Steel Fixer

Verify the details on the admit card and printout and bring a copy to the assessment center

1. Candidate User Manual

1.6. Certificate Download

1.6.1. Go to Certificate Tab and Download Certificate



Once the email for the assessment result is announced then go to the Certificate Tab and click on the download option for the assessment batch to download the Certificate.

1. Candidate User Manual

1.6. Certificate Download

1.6.2. Get Certificate



Get the Certificate



USER MANUAL FOR CANDIDATE

END

Thank you !

*If you have any further
enquires and support
assistance you can contact
us on
support@uacuae.com*