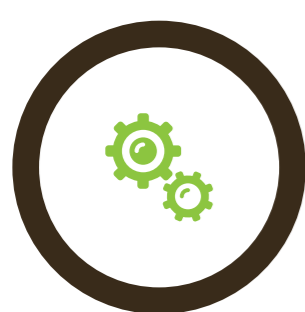


# MySkills Portfolio

A step-by-step guide



## SET UP YOUR ACCOUNT

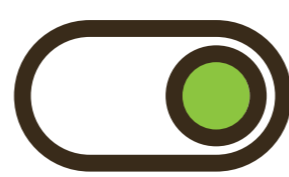
Anyone can register for this platform!



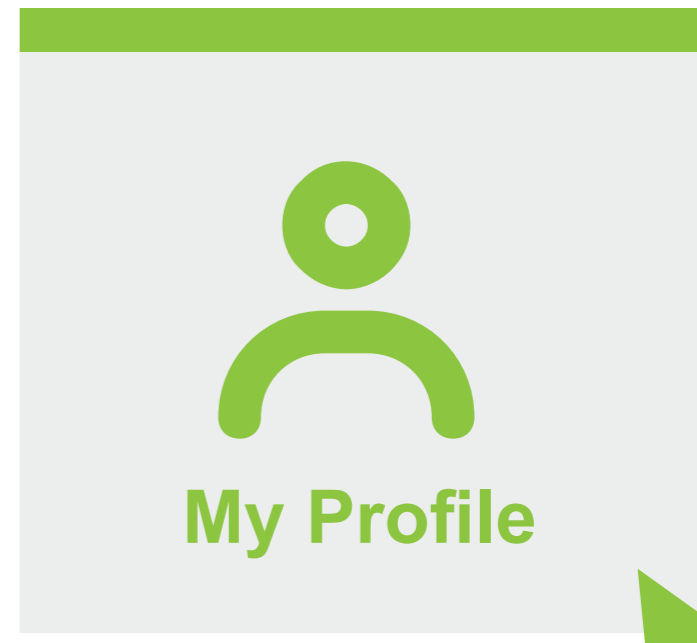
Click **'Create Individual Account'**



Enter the required information



Submit and activate your account



Update your personal details in the **'My Profile'** tab.



## UNDERSTAND YOUR DASHBOARD



### MySkills Portfolio

Your MySkills Portfolio dashboard gives you an overview of your training progress to date. This includes:



Examinations



Competency units

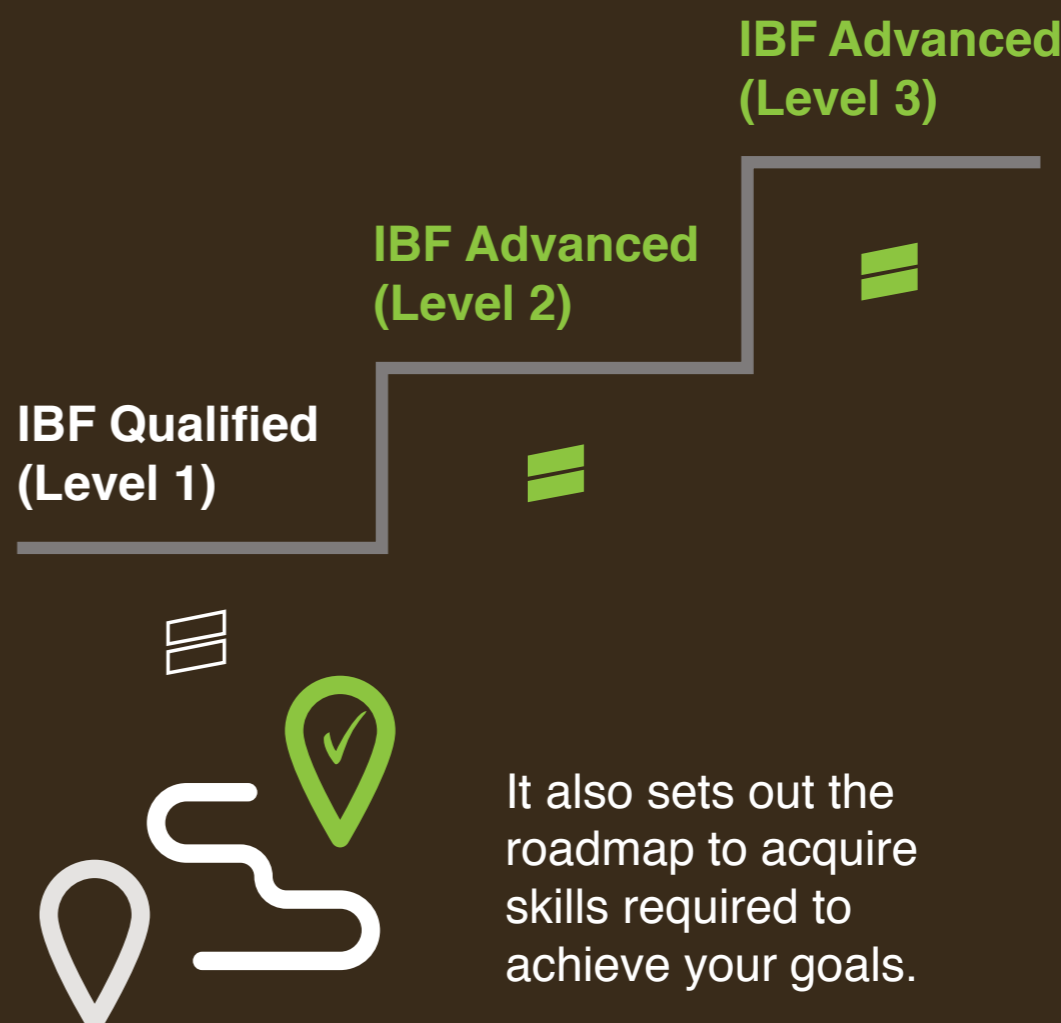


Yearly training hours completed

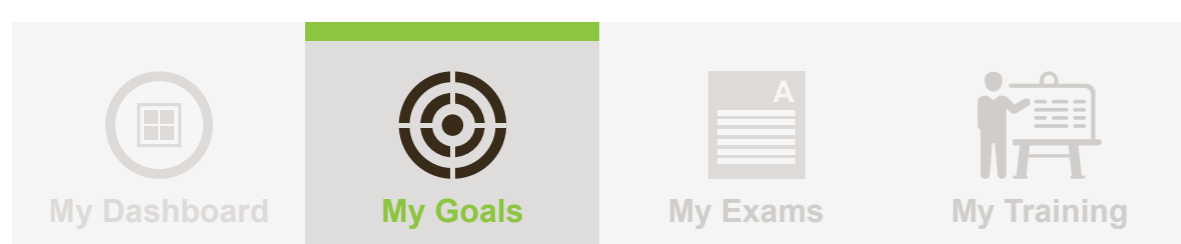


### MySkills Journey

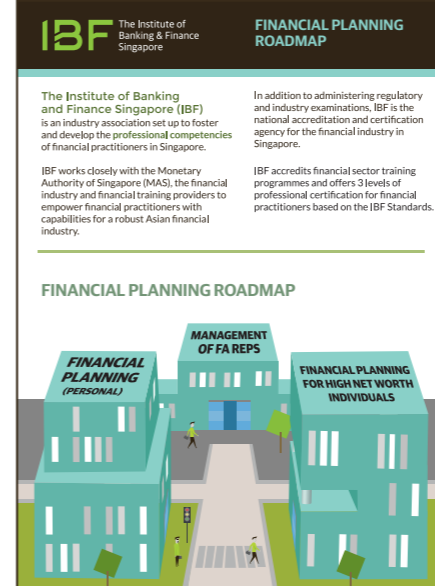
MySkills Journey shows you your goals and your current IBF certification status



## SET YOUR CAREER GOALS



Click on the **'My Goals'** tab



The relevant Professional Development Roadmaps of the segment you are aspiring towards would be displayed to help you understand the skills required to get there.

**My Goals**

I am keen to pursue the following Professional Development Goals:

**Industry Segment**

**Job Specialisation**

**Level**

Select the industry segment, specialisation and level that you aspire to achieve as your career goal.

**Training Hours**

I would like to fulfill the following Continuous Professional Development Training Hours

**Total**  **Ethics**  **Rules and Regulations**

Indicate the number of training hours you would like to complete in the year and track your progress.



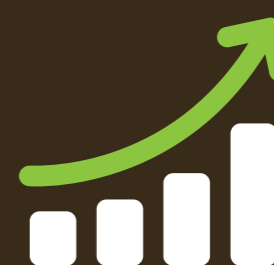
## GET RECOMMENDATIONS ON TRAINING PROGRAMMES



Not sure which training programmes to sign up for? Refer to the list of recommended programmes based on your goals. All programmes listed are eligible for funding.



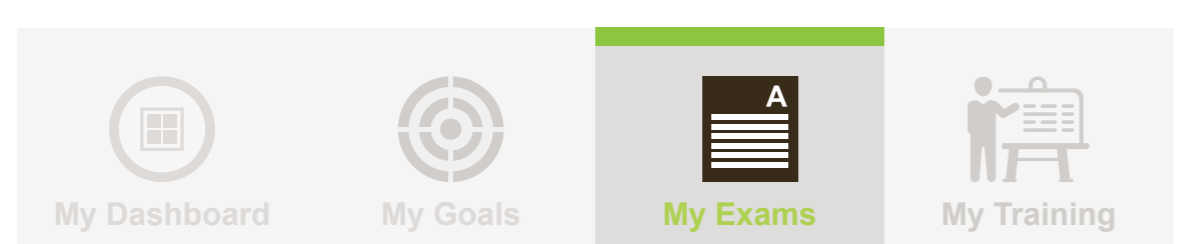
Click on programmes that interest you for more information.



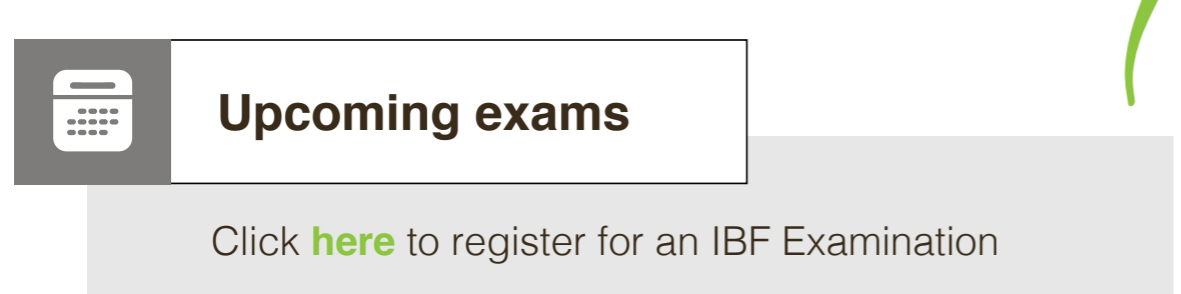
Add and keep track of the training you have completed.



## REGISTER FOR EXAMS<sup>1</sup>



Go to **'My Exams'**



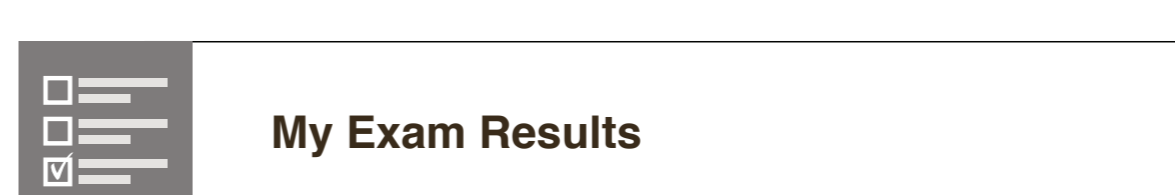
Register for exams, and your upcoming exams will be reflected here.



Enter your relevant details



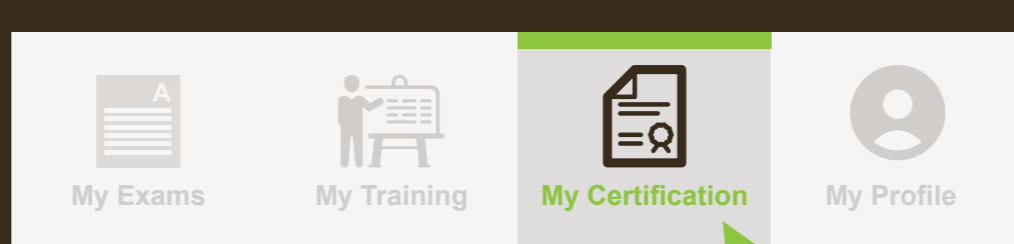
Pay the required entry fee.



Any completed exams will appear in the **'My Exam Results'** section.



## YOUR CERTIFICATION PROGRESS



Once you have completed the required programmes, you may also apply for IBF Certification. If you are already part of the IBF Community of certified individuals, this will be reflected here.



IBF Certification is an industry endorsed mark of quality for finance professionals in Singapore.

Get started now. Create your MySkills Portfolio account [here](#) today to track and reach your professional training goals.



1. This is limited to CACS, CBCE, CMFAS and FMRP exams administered by the IBF.