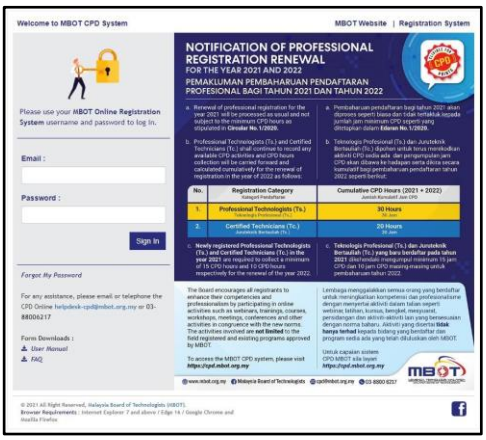
malaysiaGBC - CPD GUIDELINES for RENEWAL PURPOSES

Malaysia Board of Technologist (MBOT)

1. Log In Access to MBOT Online System
Link: https://www.mbot.org.my/secure/login/

i. Fill in the valid email and password. Click on **Sign In.**

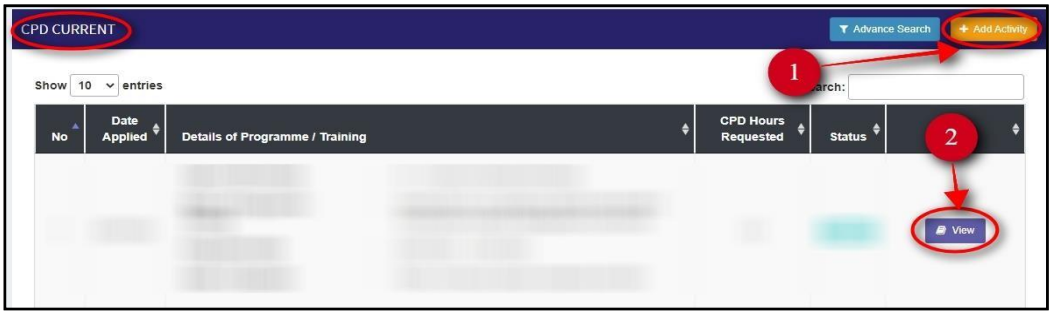


2. **CPD Point Application** - *CPD Point Application tab on the left-hand side panel.*

As you hover your cursor on the panel, you will be able to see a drop-down arrow. Follow these steps as illustrated above:

- Click on the arrow down button.
- The list of available options opens.

i. CPD Current



Once you've clicked on the Current tab under CPD Point Application, you will be shown the CPD Current page. Here you can add activity, delete, and view the CPD points applied easily using the functions buttons illustrated above:

- To add activity and open the CPD hours request form.
- To view application.

- **How to add CPD hours / activity?**
  - Click on **CPD.**
  - In the **CPD dashboard**, click on **CPD Point Application** then click on **Current.**
  - Click on the **+Add Activity** button to open the **CPD hours request form.**
  - Fill in all the required fields and click on **Submit.**

- **How to delete CPD current application?**
  - You may not delete the application once it has been submitted

- **How to view CPD current application?**
  - Click on **CPD.**
  - In the **CPD dashboard**, click on **CPD Point Application** then click on **Current.**
  - Under the **Action** column, click on **View**

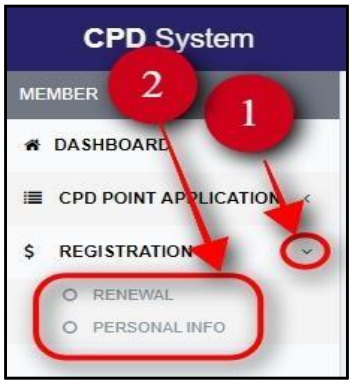
ii. CPD History

Once you've clicked on the History tab under CPD Point Application, you will be shown the CPD History page. Here you can view the history of CPD points applied easily using the functions buttons illustrated above:

- To view the CPD hours requested form.

- **How to view the requested CPD points history?**
  - Click on **CPD.**
  - In the **CPD dashboard**, click on **CPD Point Application** then click on **History.**
  - Under the **Action** column, click on **View.**

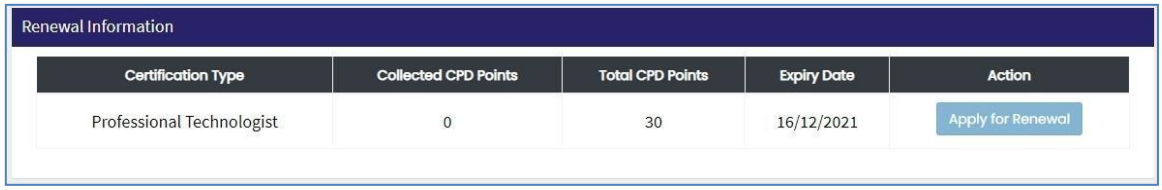
3. Membership



The Membership tab is situated on the left-hand side of the page. As you hover your cursor on the panel, you will be able to see a drop-down arrow. Follow these steps as illustrated above:

- Click on the arrow down button.
- The list of available options opens.

i. Renewal



Once you've clicked on the Renewal tab under Registration, you will be shown the Renewal Information page. Here you can view the apply for renewal using the function button illustrated above:

- How to view the Apply for Renewal?:
  - Click on **CPD.**
  - In the **CPD dashboard**, click on **Registration** then click on **Renewal.**
  - In **Renewal Information** page, click on the **Apply for Renewal** button to apply renewal if enough Collected CPD Points.