



# UAC PORTAL USER MANUAL FOR CANDIDATE

**USER MANUAL FOR CANDIDATE**

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## 1. Candidate User Manual

### 1.1. UAC Portal URL

#### 1.1.1. Visit UAC Portal [WWW.UACUAE.COM](http://WWW.UACUAE.COM)

### Visit UAC Portal at [WWW.UACUAE.COM](http://WWW.UACUAE.COM)

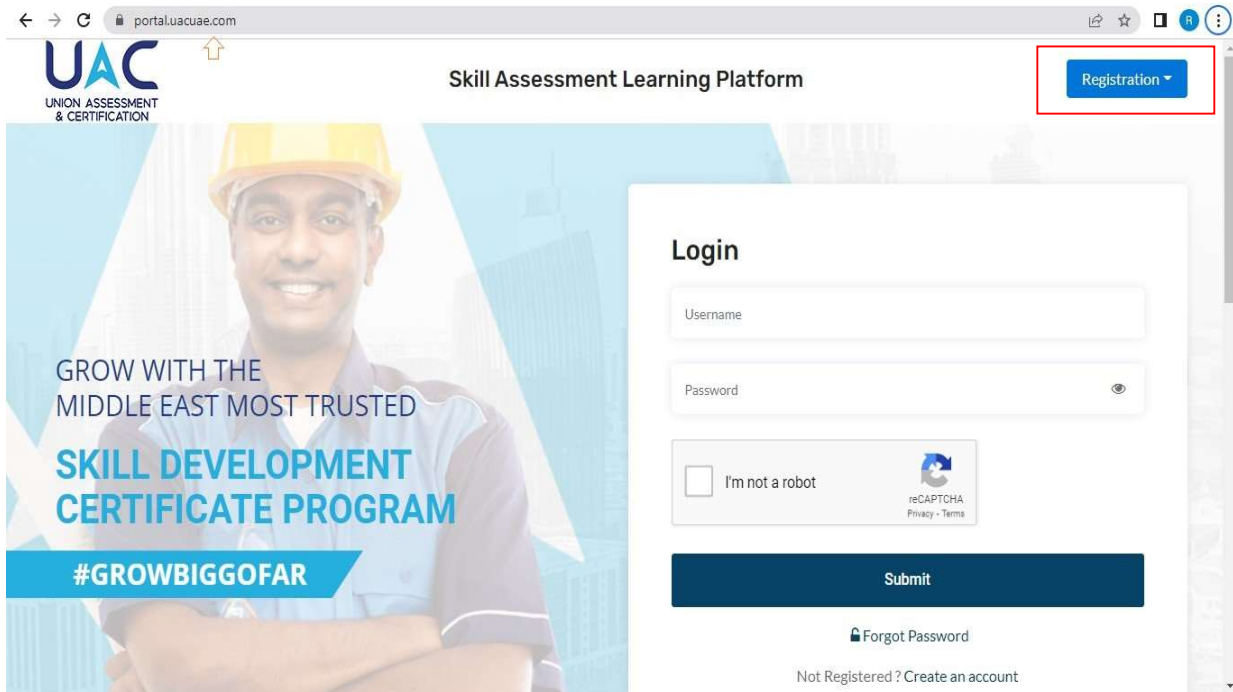
The screenshot displays the UAC Portal website. The browser's address bar shows the URL [portal.uacuae.com](http://portal.uacuae.com). The website header includes the UAC logo (UNION ASSESSMENT & CERTIFICATION), the title "Skill Assessment Learning Platform", and a "Registration" button. The main content area features a large image of a smiling man in a blue shirt and yellow hard hat. Text overlaying the image reads: "GROW WITH THE MIDDLE EAST MOST TRUSTED SKILL DEVELOPMENT CERTIFICATE PROGRAM" and "#GROWBIGGOFAR". To the right, a "Login" form is visible, containing fields for "Username" and "Password", a reCAPTCHA "I'm not a robot" checkbox, and a "Submit" button. Below the form are links for "Forgot Password" and "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 promotional banner for the 'SKILL DEVELOPMENT CERTIFICATE PROGRAM' featuring a smiling man in a blue shirt and yellow hard hat. The banner text includes 'GROW WITH THE MIDDLE EAST MOST TRUSTED' and the hashtag '#GROWBIGGOFAR'. On the right, the 'Login' section contains input fields for 'Username' and 'Password', a reCAPTCHA widget, and a 'Submit' button. Below the login section are links for 'Forgot Password' and 'Not Registered? Create an account'. In the top right corner, a 'Registration' dropdown menu is open, with the 'Candidate' option highlighted by a red box. Other options in the menu are '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 page header includes the UAC logo and the text "Skill Assessment Learning Platform" with a "Registration" dropdown menu. The registration form contains the following elements:

- Email ID \***: A text input field containing "ahmed.abrar@uacuae.com". Below the field, a green message states "ahmed.abrar@uacuae.com is available!".
- Terms and conditions**: A checkbox that is checked.
- reCAPTCHA**: A "I'm not a robot" checkbox with a green checkmark and a reCAPTCHA logo.
- Submit**: A dark blue button with white text, highlighted with a red square and a mouse cursor.

The footer of the page includes "Contact Us", a location pin 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



**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



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

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## 1. Candidate User Manual

### 1.2. Candidate Registration

#### 1.2.5. Password Setup for the Login

#### 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!

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

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## 1. Candidate User Manual

### 1.3. Candidate Login

#### 1.3.1. Login With The Credentials Received Via Email

**UAC**  
UNION ASSESSMENT  
& 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](#)

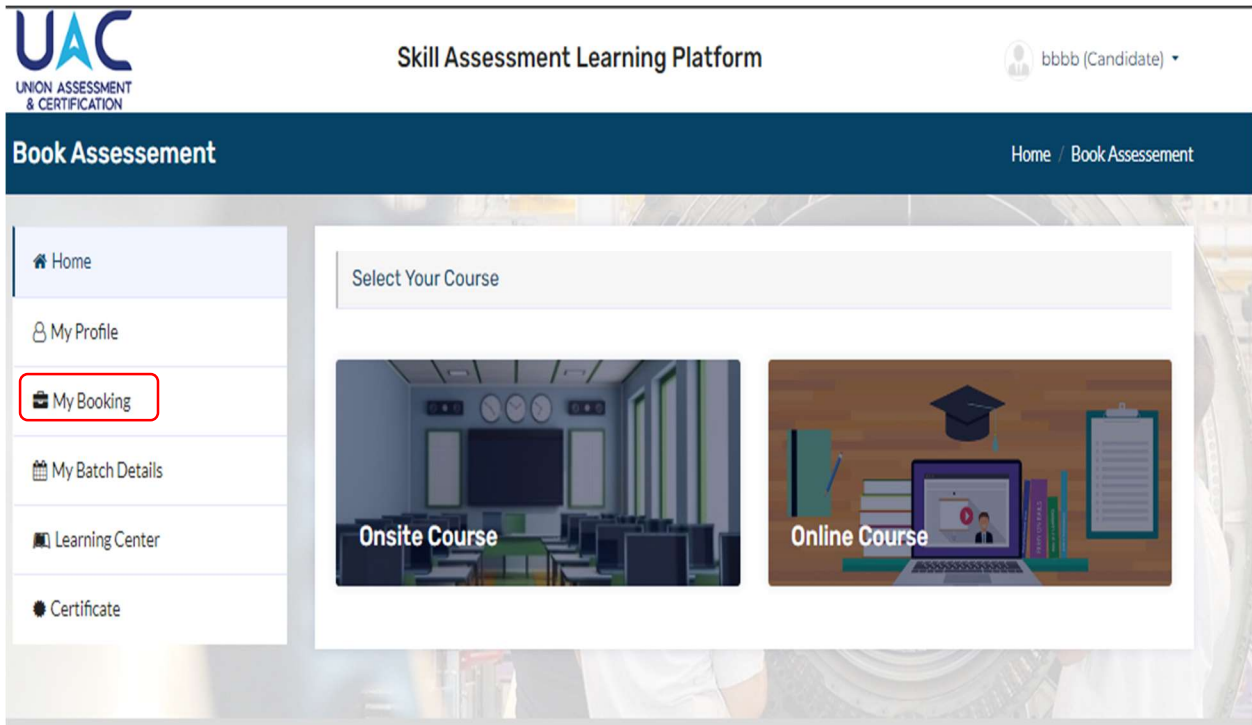
[Not Registered? Create an account](#)

*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

The screenshot displays the 'Skill Assessment Learning Platform' interface. At the top left is the UAC logo. The main header reads 'Skill Assessment Learning Platform' and includes a user profile 'bbbb (Candidate)'. Below this is a dark blue navigation bar with 'Book Assessment' and 'Home / Book Assessment'. A left sidebar contains menu items: Home, My Profile, My Booking, My Batch Details, Learning Center, and Certificate. The main content area is titled 'Select Your Course' and features two course options: 'Onsite Course' (depicted with a classroom scene) and 'Online Course' (depicted with a laptop and graduation cap). The 'Onsite Course' option is highlighted with a red rectangular border.

*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'

The screenshot displays the 'Skill Assessment Learning Platform' interface. At the top left is the UAC logo. The page title is 'Skill Assessment Learning Platform' and the user is identified as 'bbbb (Candidate)'. The main heading is 'Book Assessment' with a breadcrumb trail 'Home / Book Assessment'. A navigation sidebar on the left includes: Home, My Profile, My Booking, My Batch Details, Learning Center, and Certificate. The main content area shows a progress bar with four steps: 'Program Country' (active), 'Your Location', 'Available Programs', and 'Available Batches'. Below the progress bar, there is a 'Select program country' dropdown menu with 'United Arab Emirates' selected. A world map is displayed below the dropdown, with a blue dot indicating the location of the United Arab Emirates. A 'Next' button is located at the bottom right of the map area.

*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'

**UAC**  
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'

Home

Candidate

Booking

Batch Details

Track Progress

Payment Reports

Certificate

Program Country

United Arab Emirates

Your Location


United Arab Emirates

Programs

Abu Dhabi Quality &  
Conformity Council

Available Batches

#### Availalbe Programs

 Abu Dhabi Quality & Conformity Council

Prev

Next

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 navigation menu with options: Home, Candidate, Booking, Batch Details, Track Progress, Payment Reports, and Certificate. The main content area features a filter section with 'Select State', 'Select Sector', and 'Select Date' dropdowns, followed by an 'Apply Filter' button. Below the filters, two assessment cards are shown, both 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 highlighted by a red box. Below each card is a table with 'Start Date' and 'End Date' columns. The dates for the 'Assistant Steel Fixer' card are 25-04-2022 and 25-04-2022, respectively.

Start Date	End Date
24-04-2022	24-04-2022
25-04-2022	25-04-2022

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'

The screenshot displays the 'Skill Assessment Learning Platform' interface. On the left is a navigation menu with options: Home, Candidate, Booking, Batch Details, Track Progress, Payment Reports, and Certificate. The main content area is titled 'Assistant Steel Fixer' and includes the following information:

- Program For:** United Arab Emirates
- Location:** 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 Information:** Candidate Name: CANDIDATE ONE, Passport No: (empty)
- Collaborator Details:** Collaborator Type: Private Organization, Collaborator Name: ABC, Location: Abu Dhabi, United Arab Emirates
- Booking Details:** Batch: B\_192, Booking Date: 14-04-2022, Assessment Fee: 500 \* 1 = 500
- Agreement:**  I agree to Terms & Conditions
- Action:** Complete Booking button

*Review details and click on 'complete booking'*



## 1. Candidate User Manual

### 1.4. Assessment Booking

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

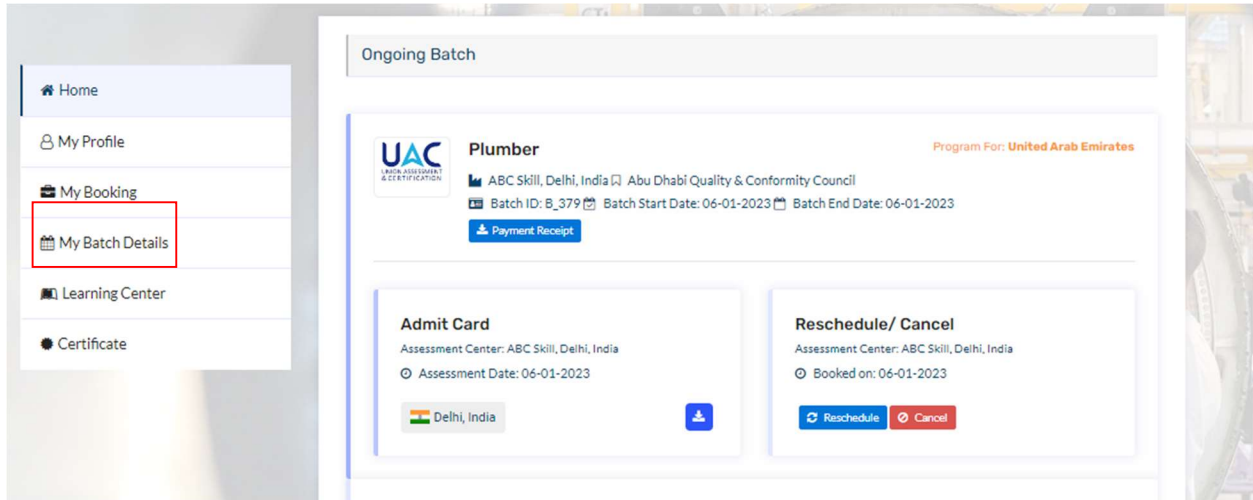
The screenshot displays the Skill Assessment Learning Platform interface. On the left is a navigation menu with options: Home, Candidate, Booking, Batch Details, Track Progress, Payment Reports, and Certificate. The main content area shows 'Collaborator Details' for 'COLLABORATOR' (Private Organization) in Abu Dhabi, United Arab Emirates. Below this, 'Payment Details' are shown for Batch B\_192, booked on 14-04-2022 with an assessment fee of AED 500. The payment method is 'INTERNET BANKING' with Transaction ID: NA. A green button labeled 'View My Batches' is highlighted with a red box.

*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

The screenshot displays the 'Ongoing Batch' section of the UAC portal. On the left is a navigation sidebar with options: Home, My Profile, My Booking, My Batch Details, Learning Center, and Certificate. The main content area shows the following details:

- Batch Name:** Plumber
- Program For:** United Arab Emirates
- Assessment Center:** ABC Skill, Delhi, India
- Authority:** Abu Dhabi Quality & Conformity Council
- Batch ID:** B\_379
- Batch Start Date:** 06-01-2023
- Batch End Date:** 06-01-2023
- Payment Receipt:** [Download]

Below this, there are two main sections:

- Admit Card:** Assessment Center: ABC Skill, Delhi, India; Assessment Date: 06-01-2023. Includes a 'Download' button (highlighted with a red box) and a location indicator for Delhi, India.
- Reschedule/ Cancel:** Assessment Center: ABC Skill, Delhi, India; Booked on: 06-01-2023. Includes 'Reschedule' and 'Cancel' buttons.

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Click on 'download' for the admit card

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## 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

The screenshot displays the Skill Assessment Learning Platform interface. At the top left is the UAC logo. The main header reads "Skill Assessment Learning Platform" and includes a user profile icon labeled "(Candidate)". Below the header is a dark blue navigation bar with "Certificates" on the left and "Home / Certificates" on the right. A sidebar on the left contains menu items: Home, My Profile, My Booking, My Batch Details, Learning Center, and Certificate (which is highlighted with a red box). The main content area shows a "Certificate" section with a "Download Certificate" button highlighted by a red box. The status "Assessment Not Yet Done" is visible next to the button. Batch information is displayed above the button: "Batch ID: [icon] Batch Start Date: 01-01-1970 Batch End Date: 01-01-1970".

*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](mailto:support@uacuae.com)*