2022

# 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**



*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
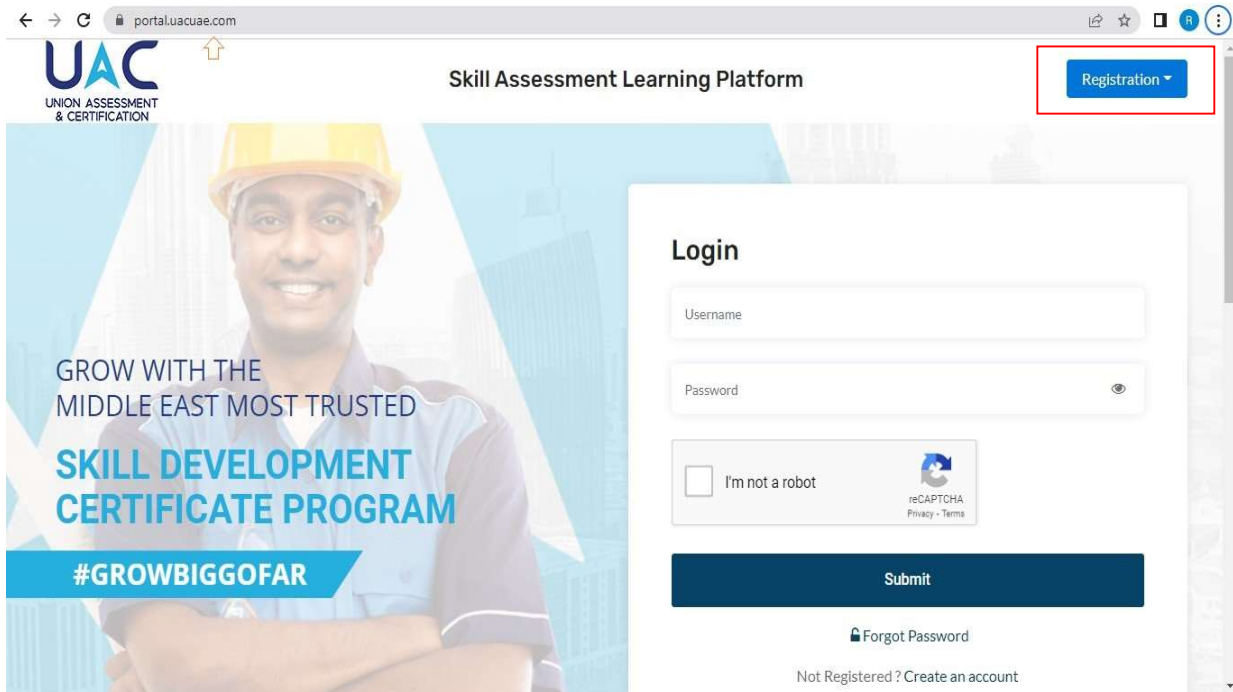


*From UAC Portal, Candidate can Click on Register icon on top right corner to register for the first time. Candidate need to have email ID and Phone Number to register. OTP will be sent to the email address for authentication.*

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## 1.2. Candidate Registration

### 1.2.2. Select 'Candidate'



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

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## 1.2. Candidate Registration

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



*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.*

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## 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**

IT    UAC <it@uacuae.com>                                1:59 PM (0 minutes ago)
to ahmed.abrar+101 ▾

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.*

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## 1.2. Candidate Registration

### 1.2.5. Password Setup for the Login



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

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## 1.3. Candidate Login

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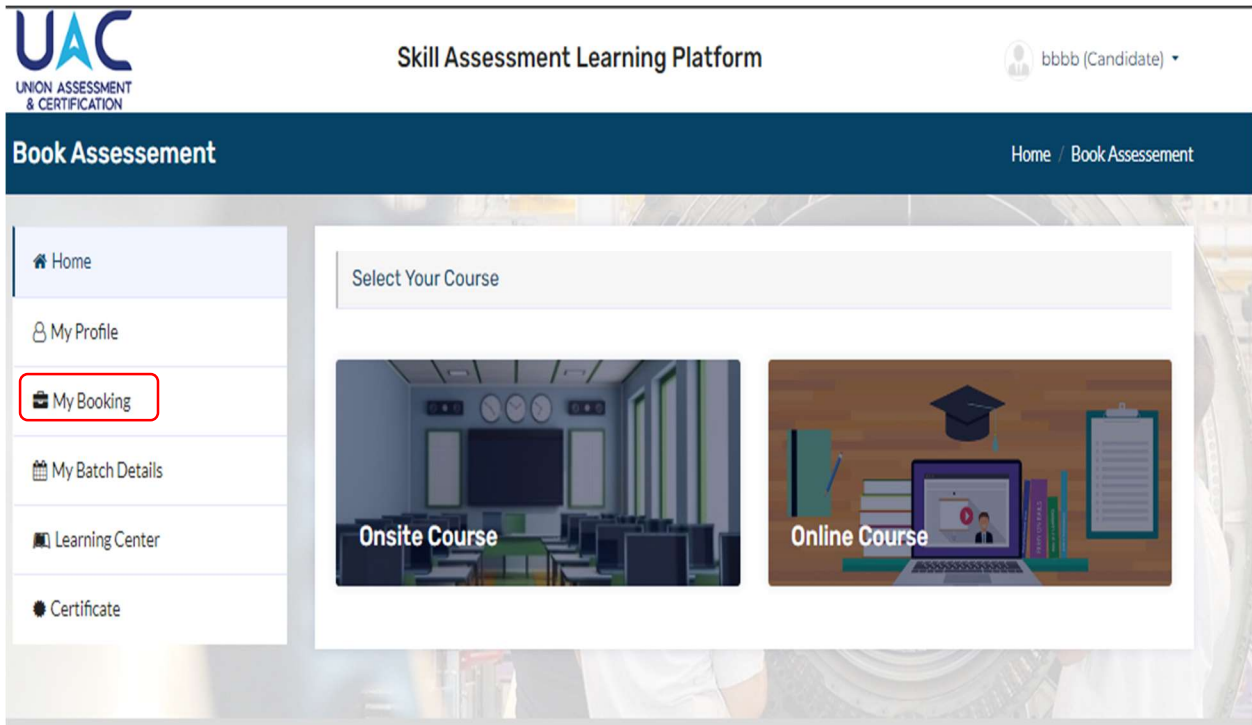


*Login by username (email ID) and the password after registration process and complete human verification captcha to access the Candidate Module. You can also reset the password by clicking on forget password.*

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## 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.*

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## 1.4. Assessment Booking

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



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

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## 1.4. Assessment Booking

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



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

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## 1.4. Assessment Booking

### 1.4.6. Select The Desired Program And Click 'Next'



*Select the desired program and click 'next'.*

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## 1.4. Assessment Booking

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



*Select the desired program and click 'next'.*

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## 1.4. Assessment Booking

### 1.5.8. Review Details And Click On 'Complete Booking'



*Review details and click on 'complete booking'*

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## 1.4. Assessment Booking

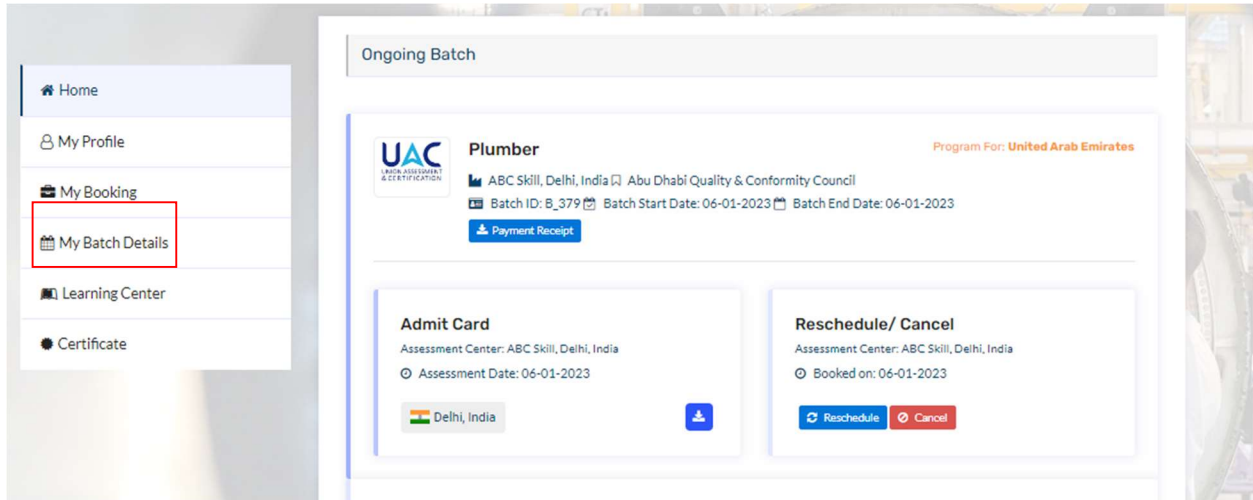### 1.4.9. To View Booked Assessments Click On 'View My Batches'



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

# 1. Candidate User Manual

## 1.4. Assessment Booking

### 1.4.10. To View Booked Assesment 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*

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## 1.5. Admit Card Download

### 1.5.1. Admit Card Download - My Batch Details



*Click on 'download' for the admit card*

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## 1.5. Admit Card Download

### 1.5.2. Admit Card Verify

**Admit Card**

**UAC**
UNION ASSESSMENT
& CERTIFICATION

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*

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## 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.*

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## 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*