



## HE Certifications Registration

This user guide provides detailed steps to Companies to use the application with zero effort.

Requester application is fully mobile responsive, user friendly and easy to use.

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[https://register-certifications.spssp.edu.sa/psc/REG/EMPLOYEE/SA/c/I\\_SIGNUP\\_MNU.I\\_SIGNUP\\_CMP.GBL](https://register-certifications.spssp.edu.sa/psc/REG/EMPLOYEE/SA/c/I_SIGNUP_MNU.I_SIGNUP_CMP.GBL)

REGISTRATION (SIGN-UP)

Registration

Registration

\*Iqama No/Civil ID

\*Email ID

\*Re-enter Email ID

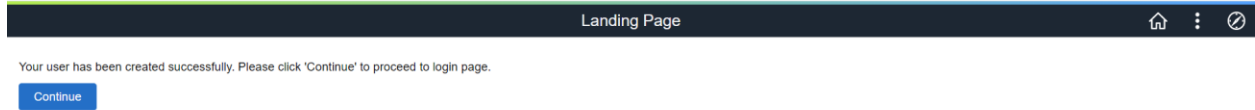
\*Password

\*Re-enter Password

Password Policy: Minimum eight characters, at least one letter, one number and one special character:

Requester can sign up from the provided URL to proceed further to login registration portal.

- Iqama No/ Civil ID is 10-digit numeric value required filed
- Email ID field is a valid email address required field.
- Re-enter Email ID is a valid email address required filed and match the value with the Email ID field.
- Password filed is a mixed characters filed, and password must be entered as per the password policy written on this page clearly.
- On sign-up button requester will receive an email having username and password and be redirected to the next page as below
- A requester can sign-up with only one Iqama number, if tries to add the Iqama/Civil ID again for sign-up will pop-up message, user already exists.
- Clear button clears all the fields and make in ready to re-enter all the values again if in case user thinks to re-enter on the same time.



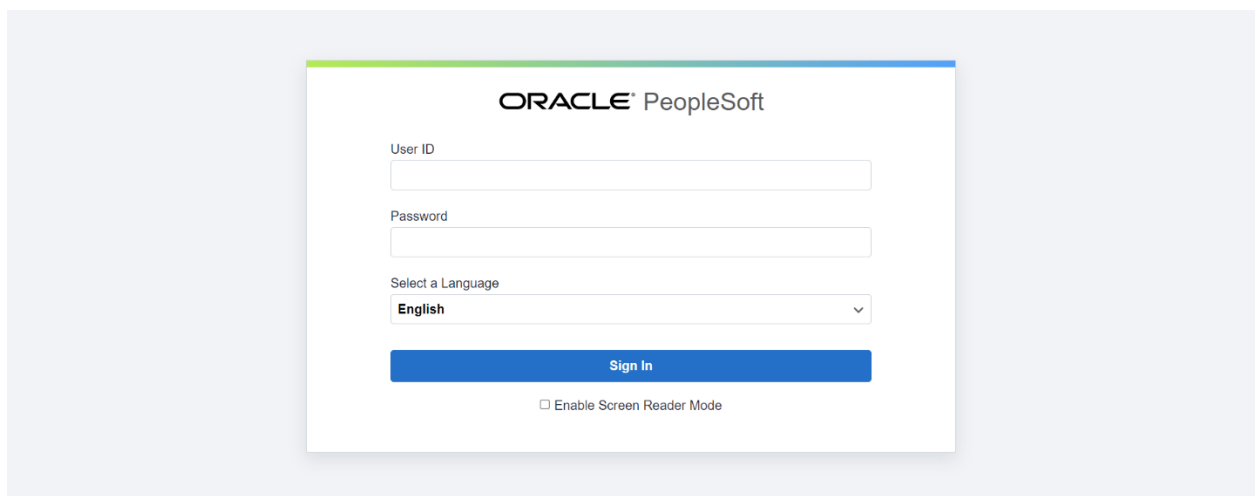
Email notification set to the requester on successful sign-up.



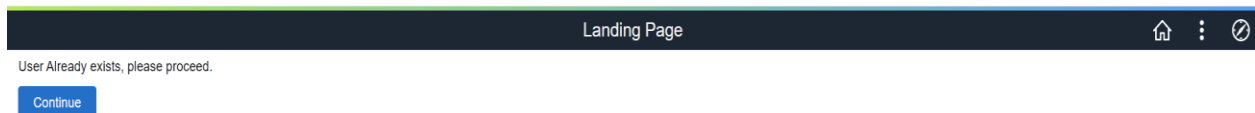
Requester uses the same username and password to login the portal as below.

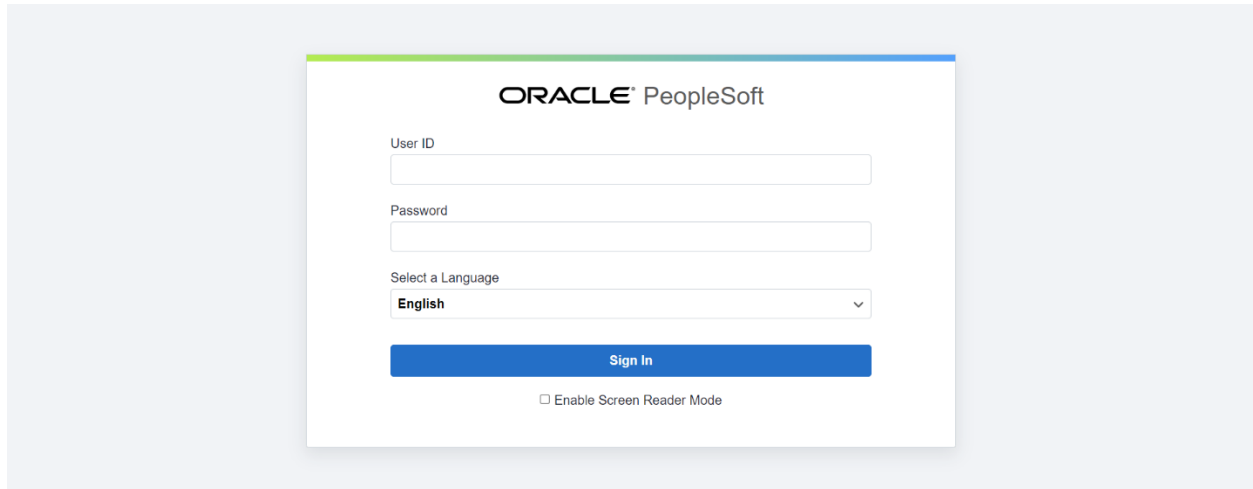
<https://certifications.spsp.edu.sa>

## LOGIN PORTAL



If user already exists, system will not allow to sign-up with same Iqama No/ Civil ID, you just need to click on **Continue** to proceed.

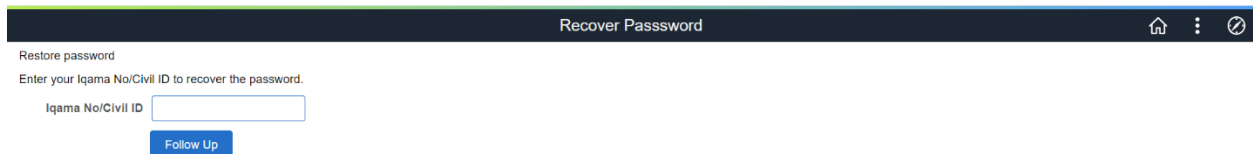




Requester can also reset the password if forgot from the **Password recovery Page**.

[https://retrieve-pswd-certifications.spsp.edu.sa/psc/PSWD/EMPLOYEE/SA/c/I\\_APPL\\_RECVR\\_PASWRD\\_MNU.I\\_APPL\\_RECVR\\_PSWRD.GBL](https://retrieve-pswd-certifications.spsp.edu.sa/psc/PSWD/EMPLOYEE/SA/c/I_APPL_RECVR_PASWRD_MNU.I_APPL_RECVR_PSWRD.GBL)

## PASSWORD RECOVERY PAGE

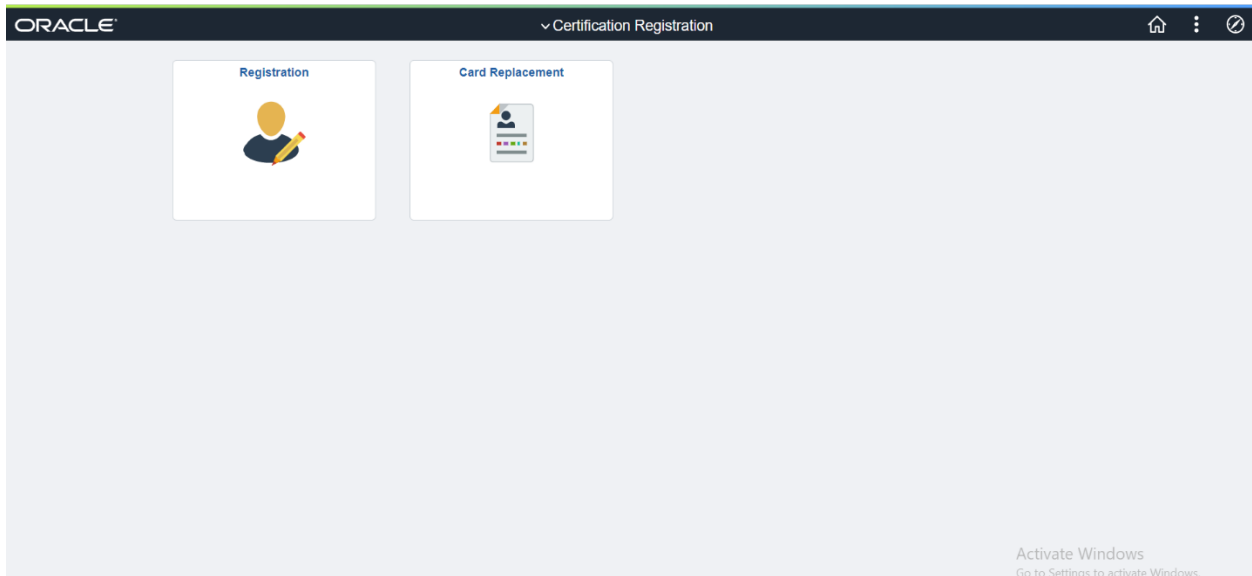


- Requesters receive the username and reset password in email when click on **Follow Up** button.

## CERTIFICATION REGISTRATION

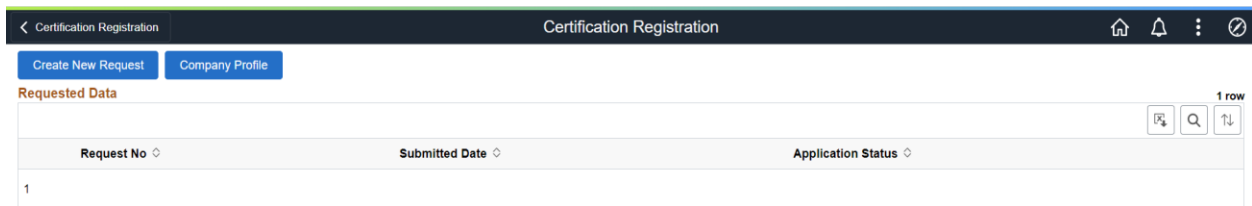
On successful login, requester landed on the below dashboard with name **Certification Registration** having two tiles.

- Registration Tile
- Card Replacement Tile



## REGISTRATION TILE

Requester will be redirected to the page where he/she can add new request/update requests if an only if the request is in submitted status, add company profile and view all the requests added.



If there is no application submitted by the requester yet, then grid will be empty and did not allow the requester to **Create New Request** until he/she adds **Company Profile** first.

So, the new requester will add company first by clicking the **Company Profile** button.

## ADD COMPANY PROFILE

< Certification Registration Company Profile Home Bell Menu Close

**Add Company Profile**

\*Company  \*Commercial Registration No

\*Address (English)  CR Expiry Date   
\*Address (Arabic)  \*VAT

**Attachments** 2 rows

| Document Type                         | Attached File                         |
|---------------------------------------|---------------------------------------|
| 1 CR CERTIFICATE                      | <input type="button" value="Browse"/> |
| 2 VAT CERTIFICATE/COMPANY DECLARATION | <input type="button" value="Browse"/> |

\* In case your company is not VAT eligible. Please upload company declaration.  
\* File size should not exceed 1.5MB.

### Add Company Profile

- Company is a mandatory field.
  - Commercial Registration No is a mandatory field.
  - Address (English) is a mandatory field.
  - Address (Arabic) is a mandatory field.
  - CR is optional but required to smooth the application process.
  - VAT is a mandatory field.
  - CR CERTIFICATE required to attached pdf file extension having file size of at max 1.5MB
  - VAT CERTIFICATE required to attached pdf file extension having file size of at max 1.5MB
- On Save button company profile will be saved and requester can go back to the main page from **Return** button as below

< Certification Registration Certification Registration Home Bell Menu Close

**Requested Data** 1 row

| Request No | Submitted Date | Application Status |
|------------|----------------|--------------------|
| 1          |                |                    |

## CREATE NEW REQUEST

Requester directs to **Contact Person Details** page when clicked the **Create New Request** button.

## Contact Person Details

< Certification Registration Contact Person Details

Contact Person Details

Name(English)  \*Email ID  \*Mobile Phone 1 966XXXXXXXXX

Name (Arabic)  Department  Mobile Phone 2 966XXXXXXXXX

\*Designation  Tel (Office) 966XXXXXXXXX

Next Previous

- Name (English) is a mandatory field.
- Name (Arabic) is a mandatory field.
- Designation is a mandatory field.
- Email is a mandatory field with valid email format.
- Department is a mandatory field.
- Mobile Phone1 is a mandatory field.
- Mobile Phone2 is a mandatory field.
- Tel (Office) is optional field.

All data on this page saved when requester click on **Next** button and keep the state of data of this page when move from next page to this page when click on **Previous** button.

## DEFINE COMPANY

Requester directs to **Define Company** page from the **Contact Person Details** page when click on **Next** button.

< Certification Registration Company Profile

Define Company

Company Abc Commercial Registration No 777777777

Address (English) TESTING VAT 333333333333333

Address (Arabic) المختبرات VAT Expiry Date 03/29/2023

Next Previous

- All the fields on this page are pre-filled with the data provided by the requester on **Add Company Profile** page.

## OPERATOR DETAILS

When click on **Next** button from **Define Company** page, Requester directs to the **Operator Details** page.

On this page Requester can add number of operators against a request

**Operator Details**

1- National ID/Iqama  
 2- Copy of Muqem  
 3- Saudi Government Licence  
 4- Medical Certificate(Saudi Aramco/Contractor Medical Examination for Heavy Equipment Operator  
 5- Government Print Out(Muroor-with a stamp from Muroor Office if on paper)  
 6- Scan in single PDF file renaming it with the candidate's iqama no.  
 7- Photo with white background. (Size should not exceed 150KB).  
 8- PDF file max size is 3Mb to upload  
 9- All documents must be valid for atleast 3 months.

| Iqama No/Civil ID | Name | Nationality Code | Mobile      |              |             |     |
|-------------------|------|------------------|-------------|--------------|-------------|-----|
| 1                 |      |                  | 966XXXXXXXX | Upload Photo | Upload File | + - |

Next Previous

- All fields on this page are mandatory and required as per the check list on this page.
- Photo attachment size must not exceed the size of 150KB.
- All PDF attachments must not exceed the max size limit of 3Mb.

## ASSESSMENT TYPE

When click on **Next** button from **Operator Details** page, Requester directs to the **Assessment Type** page.

There are three assessment types on this page, requester can select only one assessment type at the same time for assessment by choosing a **Radio** button.

- **Performance Only**
- **Written Only**
- **Written with Performance**

All the Equipment are pre-defined in setup for each assessment type, equipment respectively appears against the assessments type when a requester chooses a specific type of assessments,



**\*Note** same equipment appears on the next **Equipment Assessment Page** as per the selection of **Assessment Type** on this page

< Certification Registration Assessment Type

Assessment Type

Performance Only  
 Written Only  
 Written with Performance

List of Equipments 8 rows

| Assessment Type    | Equipment    | Description  |
|--------------------|--------------|--------------|
| 1 Performance Only | Backhoe      | Backhoe      |
| 2 Performance Only | Wheel Loader | Wheel Loader |
| 3 Performance Only | Forklift     | Forklift     |
| 4 Performance Only | Bulldozer    | Bulldozer    |
| 5 Performance Only | Sideboom     | Sideboom     |
| 6 Performance Only | Skid Loader  | Skid Loader  |
| 7 Performance Only | Grader       | Grader       |
| 8 Performance Only | Telehandler  | Telehandler  |

Activate Windows  
Go to Settings to activate Windows.

Next Previous

< Certification Registration Assessment Type

Assessment Type

Performance Only  
 Written Only  
 Written with Performance

List of Equipments 1 row

| Assessment Type | Equipment | Description |
|-----------------|-----------|-------------|
| 1 Written Only  | Slinger   | Slinger     |

Next Previous

< Certification Registration Assessment Type

Assessment Type

Performance Only  
 Written Only  
 Written with Performance

List of Equipments 3 rows

| Assessment Type            | Equipment  | Description |
|----------------------------|------------|-------------|
| 1 Written with Performance | Crane      | Crane       |
| 2 Written with Performance | Rigger III | Rigger III  |
| 3 Written with Performance | Rigger II  | Rigger II   |

Next Previous

EQUIPMENT ASSESSMENT REQUIRED

When click on **Next** button from **Assessment Type** page, Requester directs to the **Equipment Assessment Required** page.

On this page, requester can assign the equipment to the operators already added on the **Operator Details** page

Equipment Assessment

Equipment Assessment Required

1 row

| Iqama No/Civil ID    | Name                 | Equipment            | Equipment Brand      | Model                | Underload  |
|----------------------|----------------------|----------------------|----------------------|----------------------|--|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="radio"/> No <input type="button" value="+"/> <input type="button" value="-"/> |

Assessment Location

GPS Coordinates  Province

Google Link  City

Equipment Assessment

Equipment Assessment Required

1 row

| Iqama No/Civil ID    | Name                 | Equipment            | Equipment Brand      | Model                | Underload   | Model 1              | Model 2              | Model 3              |
|----------------------|----------------------|----------------------|----------------------|----------------------|---|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Assessment Location

GPS Coordinates  Province

Google Link  City

Equipment Assessment

Equipment Assessment Required

3 rows

| Iqama No/Civil ID | Name            | Equipment  | Equipment Brand | Model | Underload  |
|-------------------|-----------------|------------|-----------------|-------|--|
| 3232566565        | KHALID BIN RAZI | Crane      | Tadano          | AX202 | <input type="radio"/> No <input type="button" value="+"/> <input type="button" value="-"/> |
| 3232566565        | KHALID BIN RAZI | Rigger II  | Rigger II       | JT401 | <input type="radio"/> No <input type="button" value="+"/> <input type="button" value="-"/> |
| 3232566565        | KHALID BIN RAZI | Rigger III | Rigger III      | SS098 | <input type="radio"/> No <input type="button" value="+"/> <input type="button" value="-"/> |

Assessment Location

GPS Coordinates  Province

Google Link  City

Equipment Assessment

Equipment Assessment Required

| Iqama No/Civil ID | Name            | Equipment  | Equipment Brand | Model | Underload | Model 1 | Model 2 | Model 3 |
|-------------------|-----------------|------------|-----------------|-------|-----------|---------|---------|---------|
| 3232566565        | KHALID BIN RAZI | Crane      | Tadano          | AX202 | No        |         |         |         |
| 3232566565        | KHALID BIN RAZI | Rigger II  | Rigger II       | JT401 | No        |         |         |         |
| 3232566565        | KHALID BIN RAZI | Rigger III | Rigger III      | SS098 | Yes       | SS101   | JS102   | TW222   |

Assessment Location

GPS Coordinates: 26.3763° N, 50.1097° E

Province: ASIRRG

Google Link: HTTPS://WWW.SPSP.EDU.SA/

City: AL-MAJARDAH

Previous Submit

- All fields on this page are mandatory.
- Requester can assign one or multiple equipment to the operator on clicking the + sign in grid.
- Requester can un-assign the equipment to the operator on clicking the – sign in grid.
- Equipment Brands appears against the values of equipment in the dropdown list.
- Only one model can be added in the model filed.
- Multiple models can be added by selecting the **Underload** field.
- On selecting the **Underload** to **YES**, Model 1, Model 2 and Model 3 appears
- On **Submit** button application data saved, requester received email of successful submission of application notification with request number.

Your certification application has been successfully submitted.  
500662

- After the email on **Submit** button, user directed to the **Success Message** page with **Continue** button to proceed on the Main **Create New Request Page**

Success Message

Congratulations, you have successfully submitted 'Heavy Equipment' certification request with Saudi Petroleum Services & Polytechnic.

continue

← Contact Person Details Create New Request

[Create New Request](#) [Company Profile](#)

**Requested Data** 1 row

| Request No | Submitted Date | Application Status | View Detail                 |
|------------|----------------|--------------------|-----------------------------|
| 1 500781   | 02/01/2023     | Submitted          | <a href="#">View Detail</a> |

- On this stage, requester can add a new request or can view the already submitted requests.
- To view the already submitted request, requester needs to click on **View Detail** link in the grid and directed to the same application page against the request ID in editable form.

← Certification Registration Contact Person Details

**Contact Person Details**

|               |           |            |                    |                 |              |
|---------------|-----------|------------|--------------------|-----------------|--------------|
| Name(English) | ABU SALEH | *Email ID  | abusaleh@gmail.com | *Mobile Phone 1 | 966784545451 |
| Name (Arabic) | أبو صالح  | Department | INTO               | Mobile Phone 2  | 966784545451 |
| *Designation  | TECHNICAL |            |                    | Tel (Office)    | 966XXXXXXXX  |

[Next](#) [Previous](#)

- User can edit any of his/her information provided, when the application is only in **Submitted** status.
- Requester can move to any page by **Next** and **Previous** buttons.
- Now the **Equipment Assessment Required** page appears with **Update** button instead of **Continue** button, because the application is in editable mode.
- On **Update** button, all the changed data will be updated, and requester directs to the **Main Create New Request** page.

← Create New Request Equipment Assessment

**Equipment Assessment Required**

| Iqama No/Civil ID | Name            | Equipment  | Equipment Brand | Model | Underload                            | Model 1 | Model 2 | Model 3 |
|-------------------|-----------------|------------|-----------------|-------|--------------------------------------|---------|---------|---------|
| 1 3232566565      | KHALID BIN RAZI | Crane      | Tadano          | AX202 | <input type="radio"/> No             |         |         |         |
| 2 3232566565      | KHALID BIN RAZI | Rigger III | Rigger III      | SS098 | <input checked="" type="radio"/> Yes | SS101   | JS102   | TW222   |
| 3 3232566565      | KHALID BIN RAZI | Rigger II  | Rigger II       | JT401 | <input type="radio"/> No             |         |         |         |

**Assessment Location**

|                 |                          |          |             |
|-----------------|--------------------------|----------|-------------|
| GPS Coordinates | 26.3763° N, 50.1097° E   | Province | ASIRRG      |
| Google Link     | HTTPS://WWW.SPSP.EDU.SA/ | City     | AL-MAJARDAH |

[Previous](#) [Update](#)

| Request No | Submitted Date | Application Status | View Detail                 |
|------------|----------------|--------------------|-----------------------------|
| 1 500781   | 02/01/2023     | Submitted          | <a href="#">View Detail</a> |

## REQUEST DATA

An application goes through different statuses as below.

| Request No | Submitted Date | Application Status | View Detail                 | Assessment Schedule                 | Performance Aessment Result                 |
|------------|----------------|--------------------|-----------------------------|-------------------------------------|---|
| 1 500621   | 02/01/2023     | Verified           | <a href="#">View Detail</a> | <a href="#">Assessment Schedule</a> | <a href="#">Performance Aessment Result</a> |
| 2 500624   | 02/01/2023     | Draft              | <a href="#">View Detail</a> |                                     |   |
| 3 500681   | 02/01/2023     | Scheduled          | <a href="#">View Detail</a> | <a href="#">Assessment Schedule</a> | <a href="#">Performance Aessment Result</a> |
| 4 500683   | 02/01/2023     | Scheduled          | <a href="#">View Detail</a> | <a href="#">Assessment Schedule</a> | <a href="#">Performance Aessment Result</a> |
| 5 500762   | 02/01/2023     | Submitted          | <a href="#">View Detail</a> |                                     |   |

- An application will be in **Draft** state when requester start the application and does not complete it to the last step of **Submission**, requester can complete the application at any point of time to submission state
- If an application in successfully completed it must be in **Submitted** state, and it could be in editable for mean requester can update the application until its is in the **Submitted** state.
- Once the application approved by the Administrator of approving authority, the status of the application changed from **Submitted** to **Verified**, and all the application requests in **verified** status becomes read only, requester can only view the application in read only from
- If the application is **Canceled** by the approving admin, requester can do anything on it and He / She will put a new request.
- An application will be in **Scheduled** status when its in **Verified** and the **Schedule** by the after costing and scheduling of the application and now ready for the assessment, on this stage request can view below two reports link in the grid

- a) [Assessment Schedule](#)
- b) [Performance Assessment Result](#)

## CARD REPLACEMENT TILE

Requester can add a **Card Replacement Request** from this tile, by clicking on the tile requester directs to a page **Card Replacement Request**.

| Card Replacement Req # | No. of Certificates | Submission Date | Request Status | View                 |
|------------------------|---------------------|-----------------|----------------|----------------------|
| 1                      | 0                   |                 |                | <a href="#">View</a> |

- Grid contains all the card replacements requests already processed.
- Requester can add a new replacement request from the **Card Replacement Request** button and directs to a request page.

| Select | Iqama No/Civil ID | Assessment Type | Equipment Group | Equipment Brand | Model | Underload | Model 1 | Model 2 | Model 3 | Certificate ID | Issuance Date | Expiration Date | Reason | Comments |
|--------|-------------------|-----------------|-----------------|-----------------|-------|-----------|---------|---------|---------|----------------|---------------|-----------------|--------|----------|
| 1      |                   |                 |                 |                 |       |           |         |         |         |                |               |                 |        |          |

[Attach Photo](#) [Attach File](#)

[Submit](#) [Return](#)

\*Please attach operator's photo (png, jpg, jpeg format, max size 150KB) and required document (pdf format with max size 1.5 MB).

- On card replacement page, requester can select **Assessment Request #** from the lookup values and data automatically populated in the if request card is generated by the admin against the request number.
- On **Submit** button, data saved, and request goes to the admin who approved the request of card replacement.

## BILL INVOICE

A **billing invoice** link is appeared on the **Create New Request** page to the request when the Bill invoice status marked as published by the Administrator to download it.

| Certification Registration |                | Certification Registration |             | Home                        |                               | Notifications |  | More |  | Refresh |  |
|----------------------------|----------------|----------------------------|-------------|-----------------------------|-------------------------------|---------------|--|------|--|---------|--|
| Create New Request         |                | Company Profile            |             |                             |                               |               |  |      |  |         |  |
| Requested Data             |                |                            |             |                             |                               |               |  |      |  | 1 row   |  |
| Request No                 | Submitted Date | Application Status         | View Detail | Print Invoice               |                               |               |  |      |  |         |  |
| 1                          | 500781         | 02/01/2023                 | Submitted   | <a href="#">View Detail</a> | <a href="#">Print Invoice</a> |               |  |      |  |         |  |