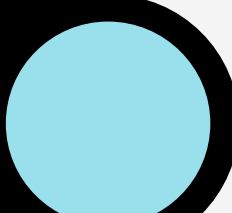
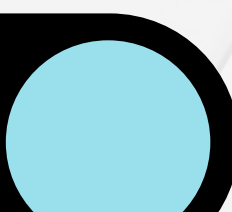

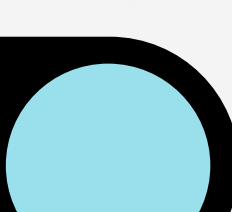
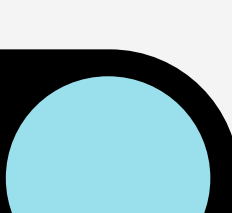




MDL User Manual



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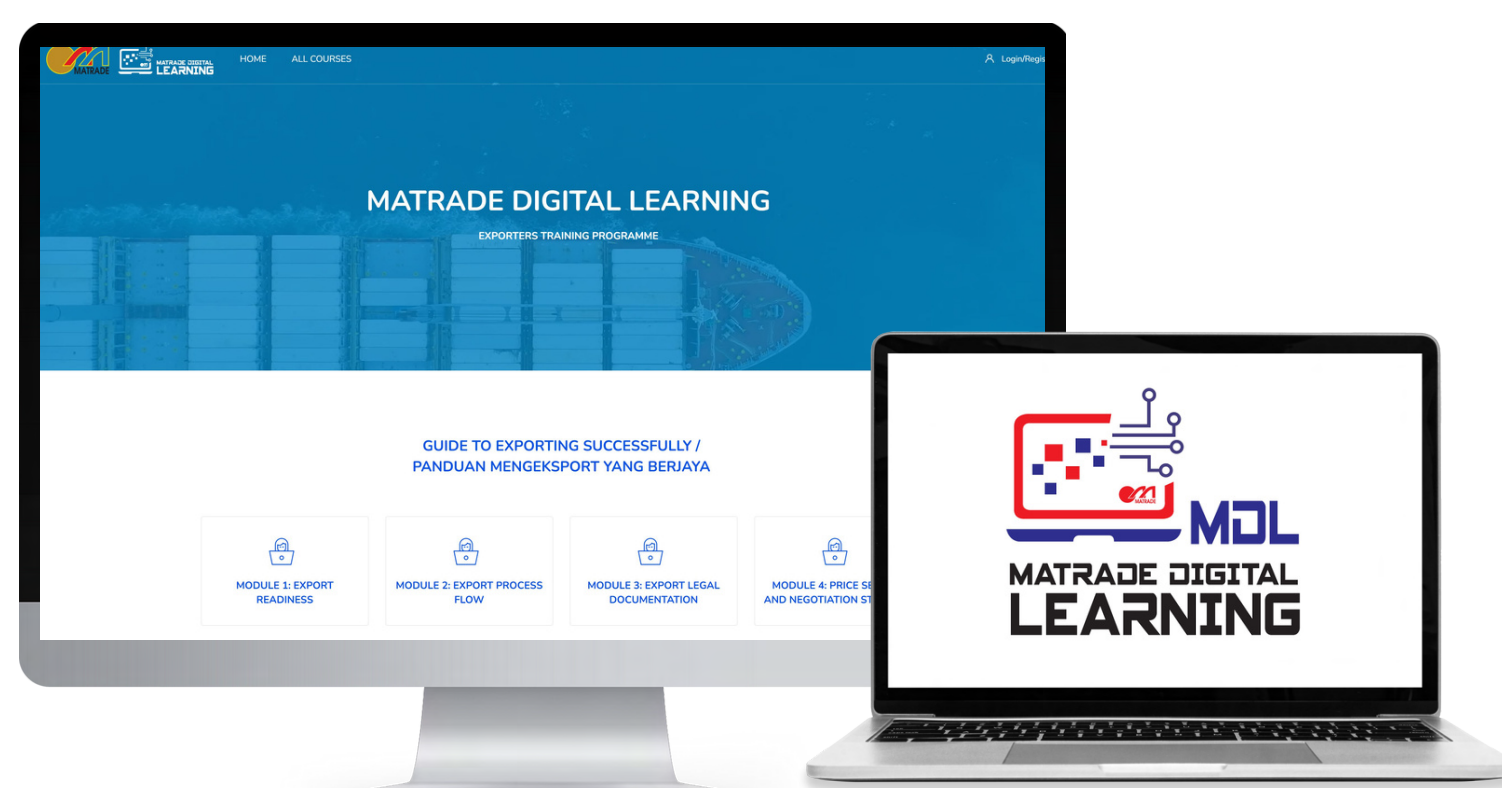
INTRODUCTION

Matrade Digital Learning (MDL) is an online exporters training program.

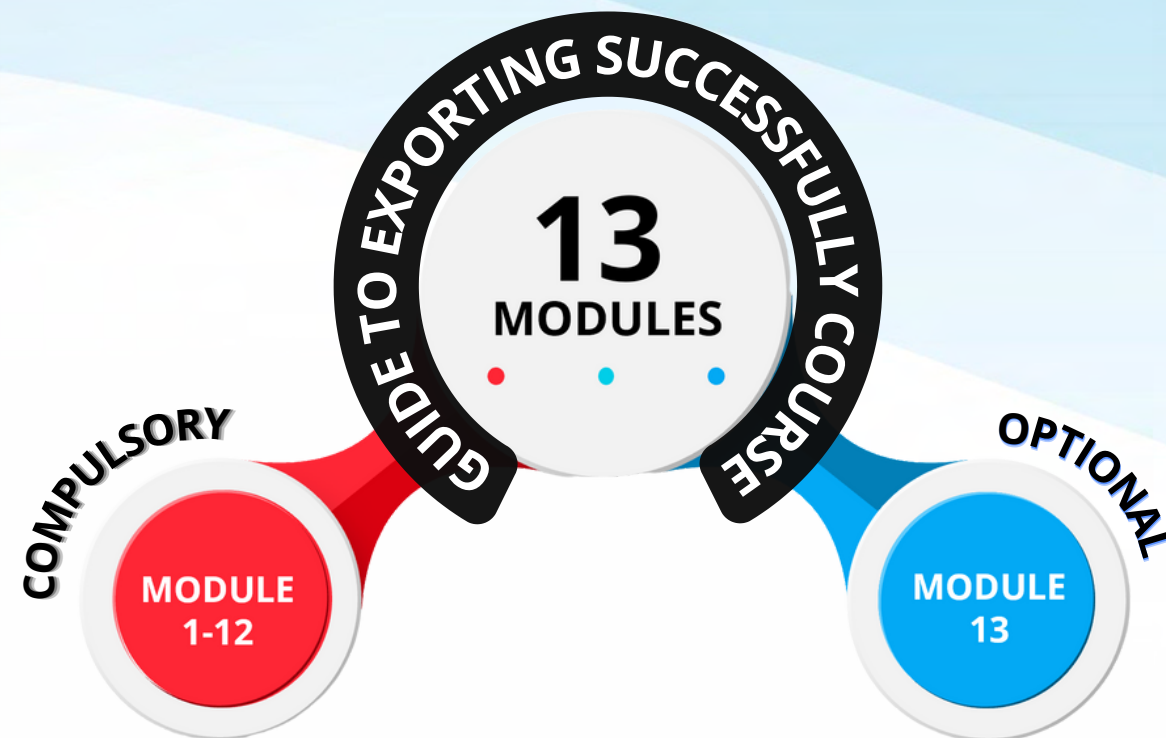
This platform aims to provide early exposure to Malaysian companies that are interested in penetrating the international markets.

A Guide to Exporting Successfully is one of the digitalisation initiatives to provide export-related knowledge and skills holistically and promptly to Malaysian companies including Micro, Small, and Medium Enterprises.

There are 13 practical modules starting from the basic guide to exporting, to meeting the market requirements and successfully explore the targeted foreign markets.



GUIDE TO EXPORTING SUCCESSFULLY



The Guide to Exporting Successfully course contains 13 modules. Module 1-12 is compulsory while module 13 is optional.

01 MODULE 1-12

MODULE 1-11:

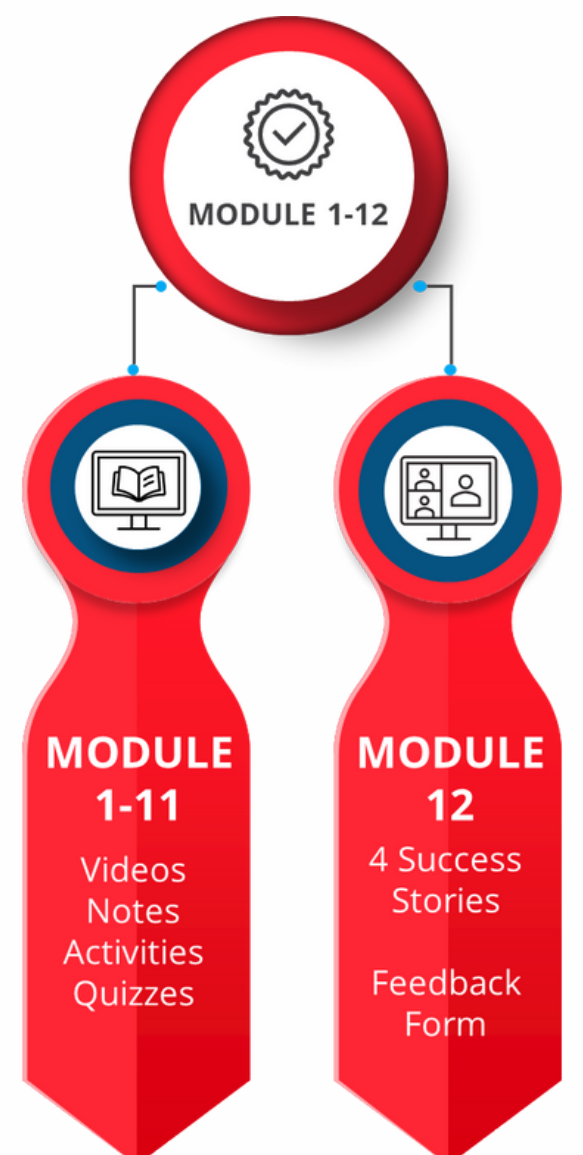
Module 1-11 contains Videos, Notes, Activities, and Quizzes

To complete this course, you need to enroll in Module 1-11 in sequence. For each module, you need to view the content (Videos, Notes, Activities) and pass the Quiz. The passing score is 7/10. You are allowed to reattempt the Quiz until you pass. If you fail the Quiz, you are not allowed to attempt the Quiz in the next topic. You will receive the certificate of attendance for each module after passing the Quiz. Altogether you will be awarded ELEVEN Certificates of Attendance from modules 1-11.

MODULE 12:

Module 12 contains 4 Success Stories and a Feedback Form.

You need to view all FOUR success stories videos and complete the feedback form. A Certificate of Completion will be awarded once the feedback form has been submitted.



02 MODULE 13

Module 13 is an independent module that contains 2 topics by Google and Malaysia Productivity Corporation.

Google

Topic 1: How to take your business global with Google.

This topic contains 6 lessons and 6 quizzes. To receive the Google Certificate of Completion, you need to pass all the quizzes. The passing score is 8/10.

Malaysia Productivity Corporation

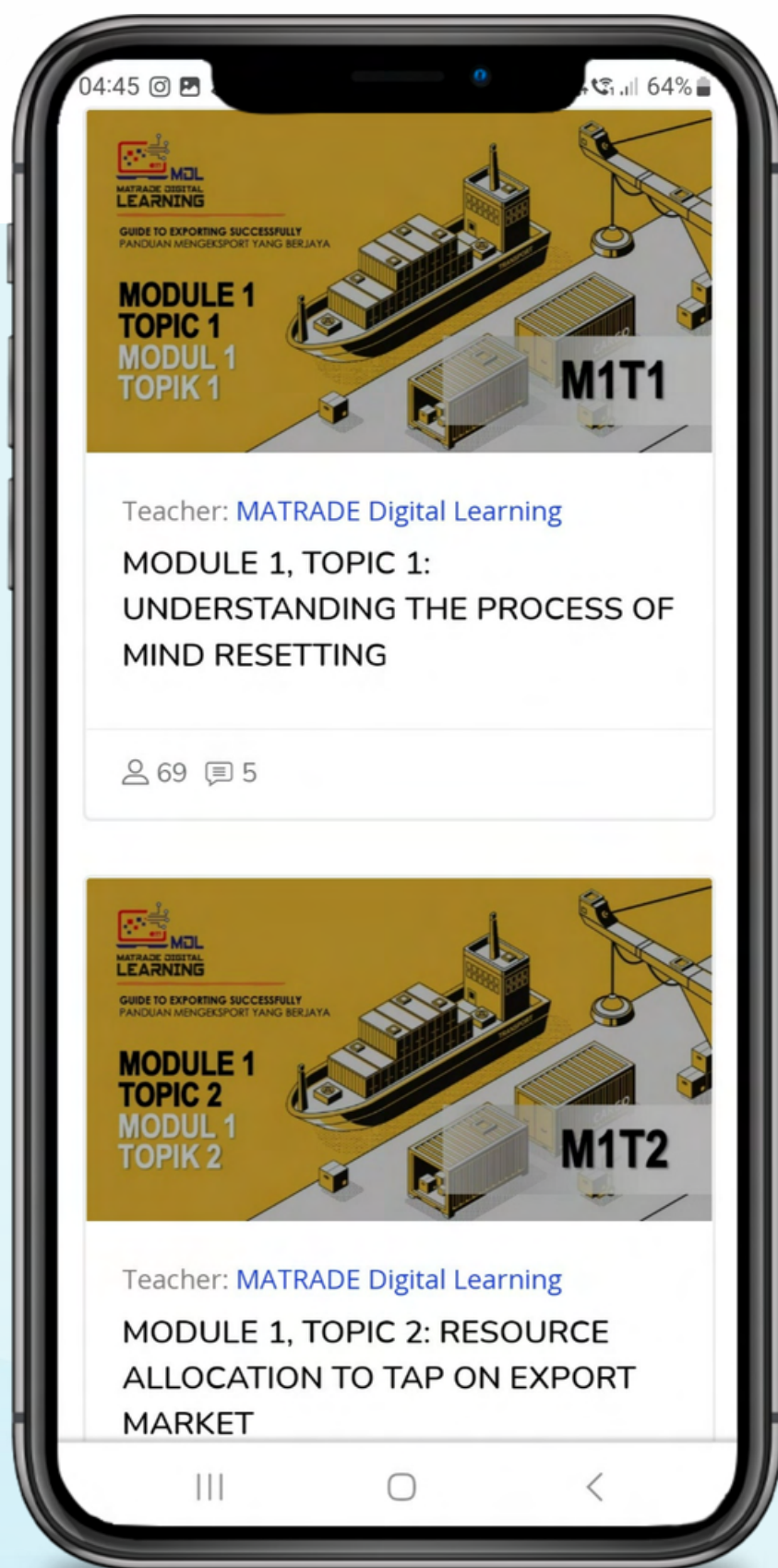
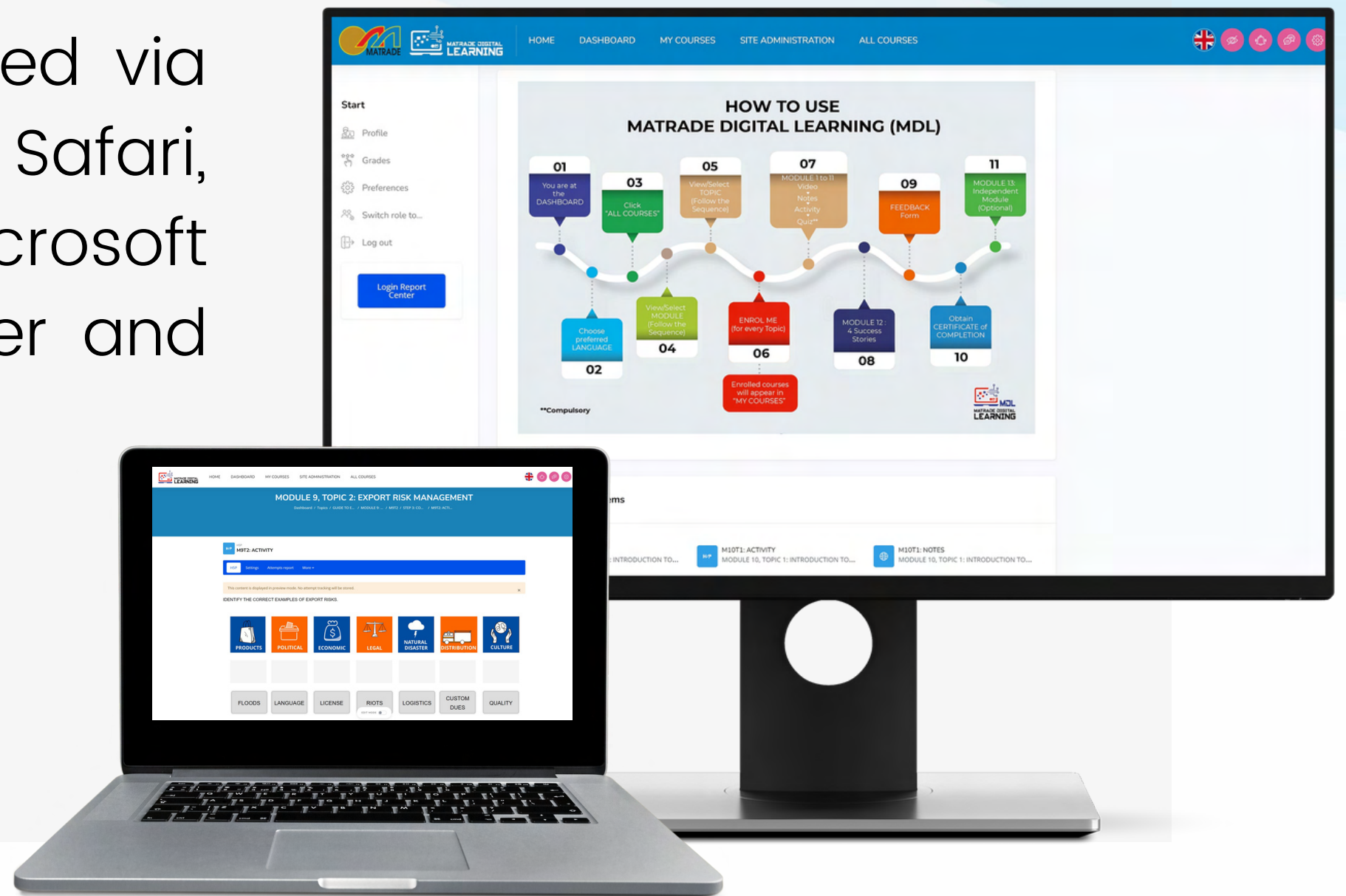
Topic 2: Behavioural Insights (Malaysia Productivity Corporation)

This topic contains ONE video and a link to MPC MY Latihan Maya.

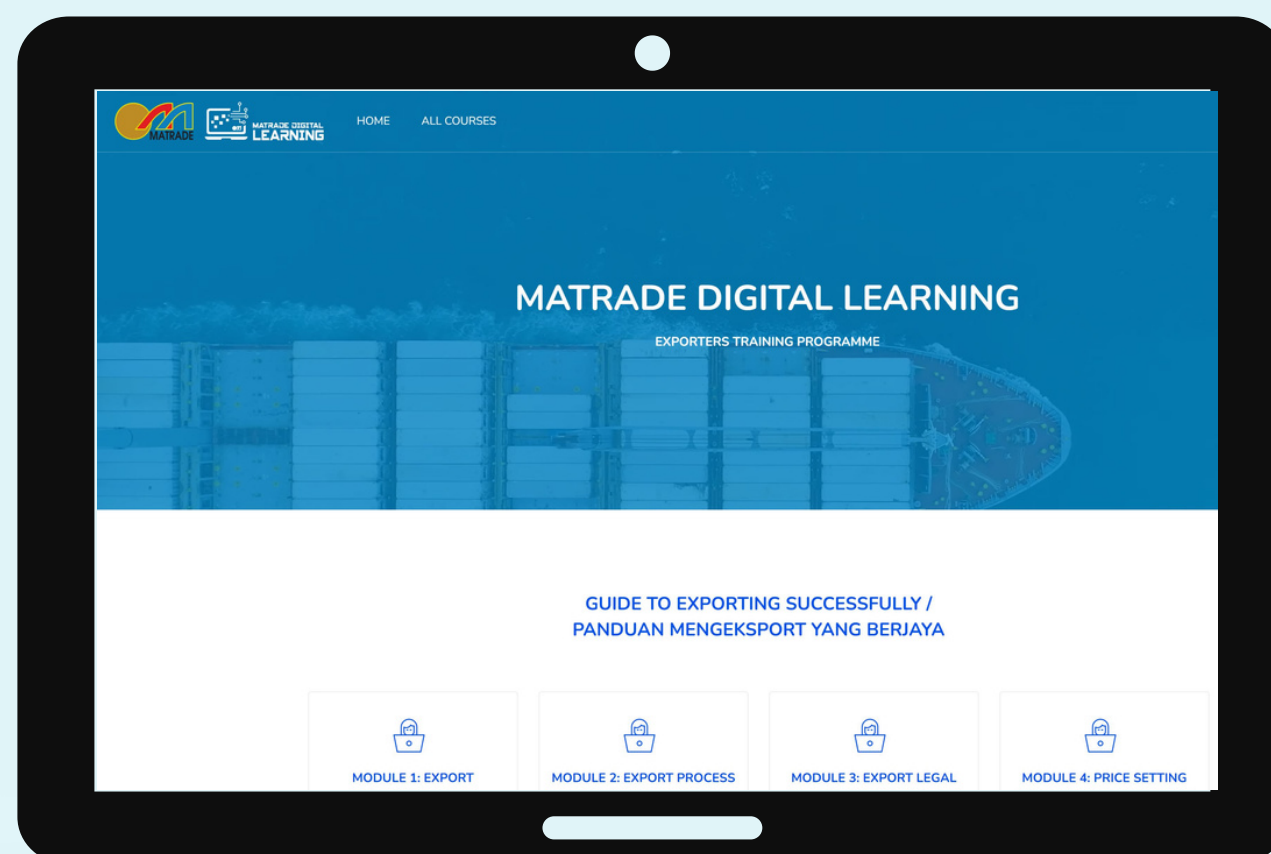


Computers & Mobile Devices

MDL can be navigated via Google Chrome, Safari, Mozilla Firefox, Microsoft Edge, Internet Explorer and other web browsers.



MDL can be navigated through mobile devices that uses Android or iOS platform.



MDL Website

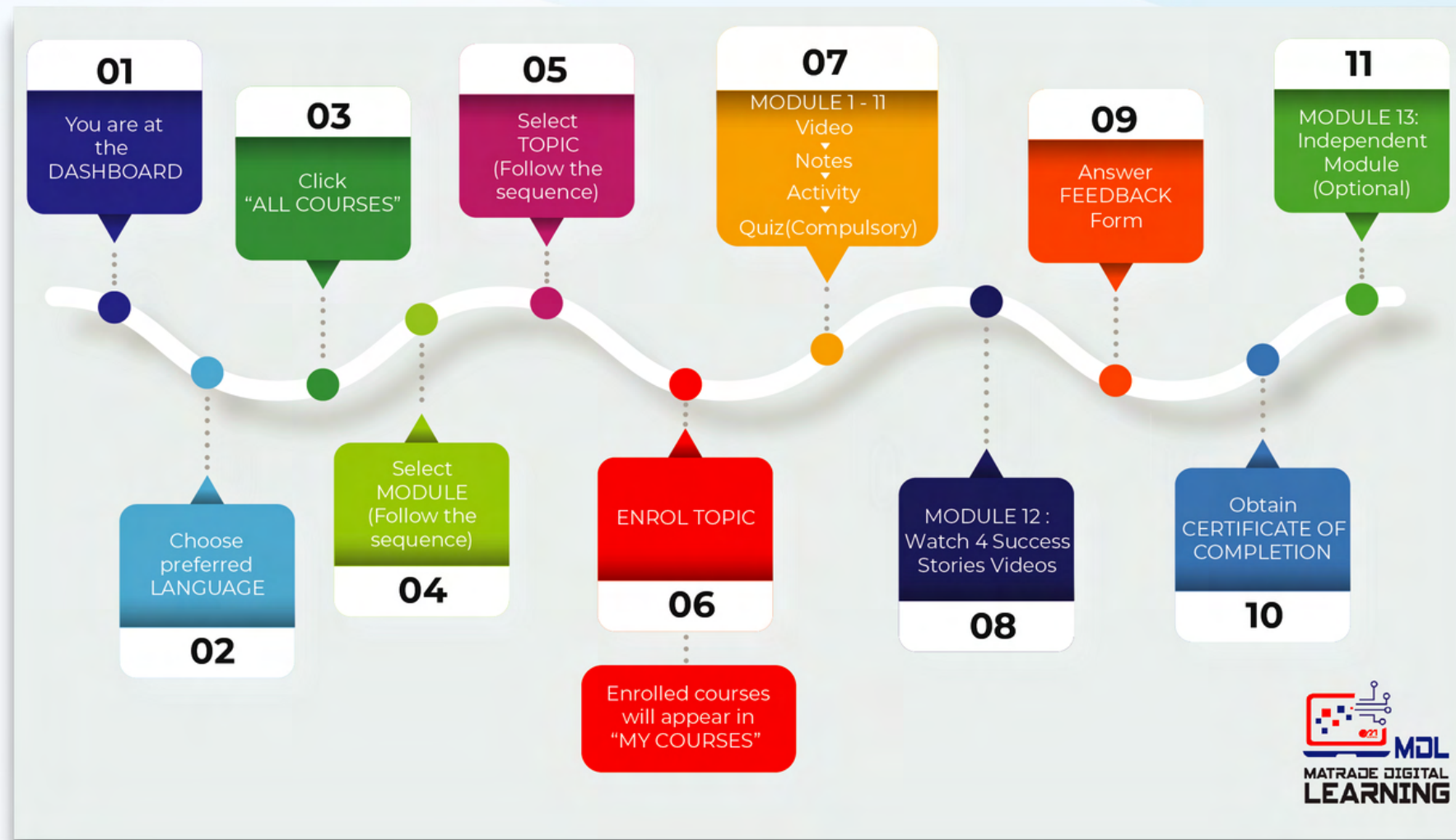


Open Web Browser

- Type <https://mdl.matrade.gov.my> on the browser.
- Press enter.
- The main page will be displayed.

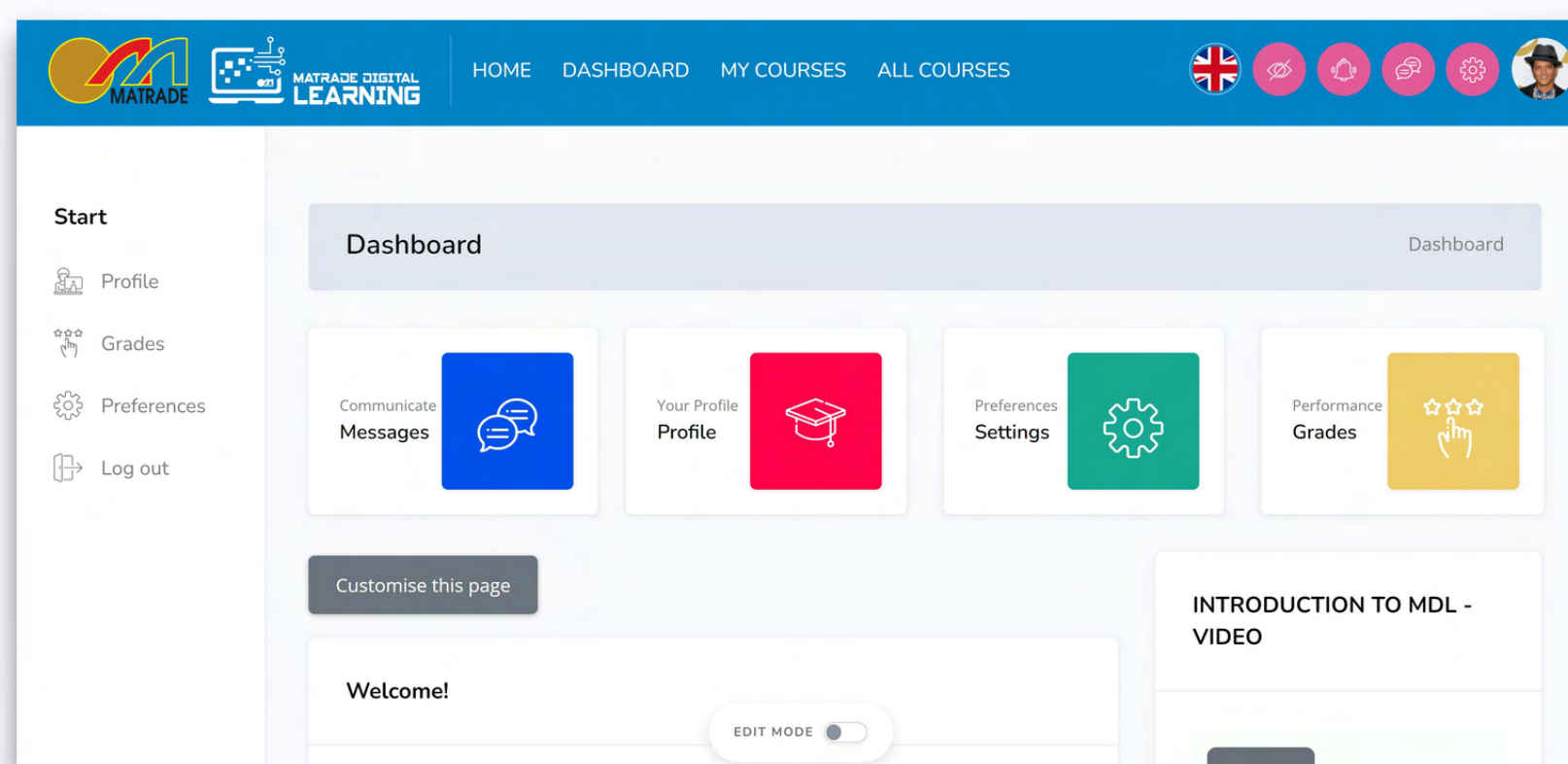


MDL Course Walkthrough



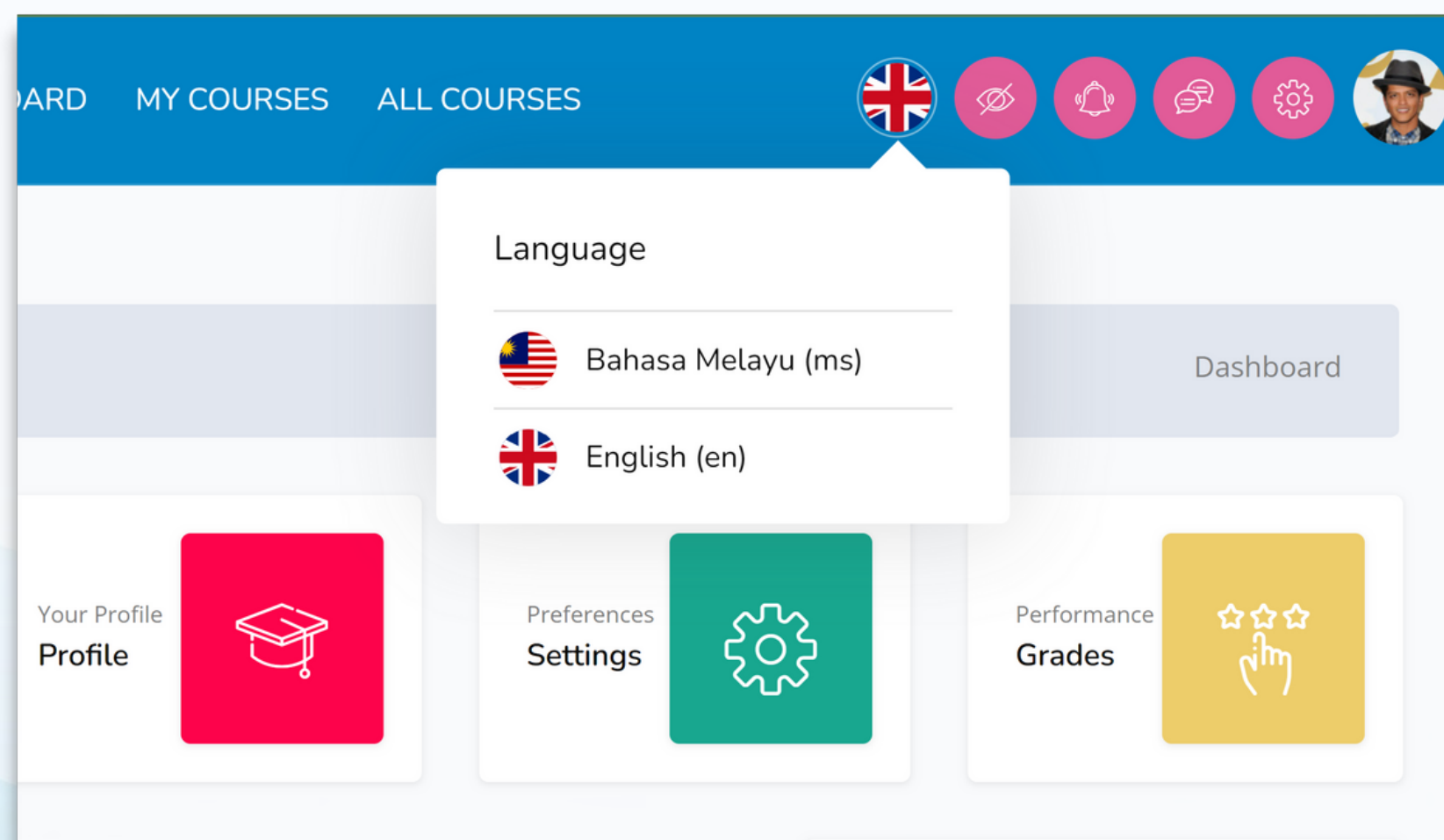
01 DASHBOARD

After you have successfully logged in, the Dashboard will be displayed



02 LANGUAGE PREFERENCE

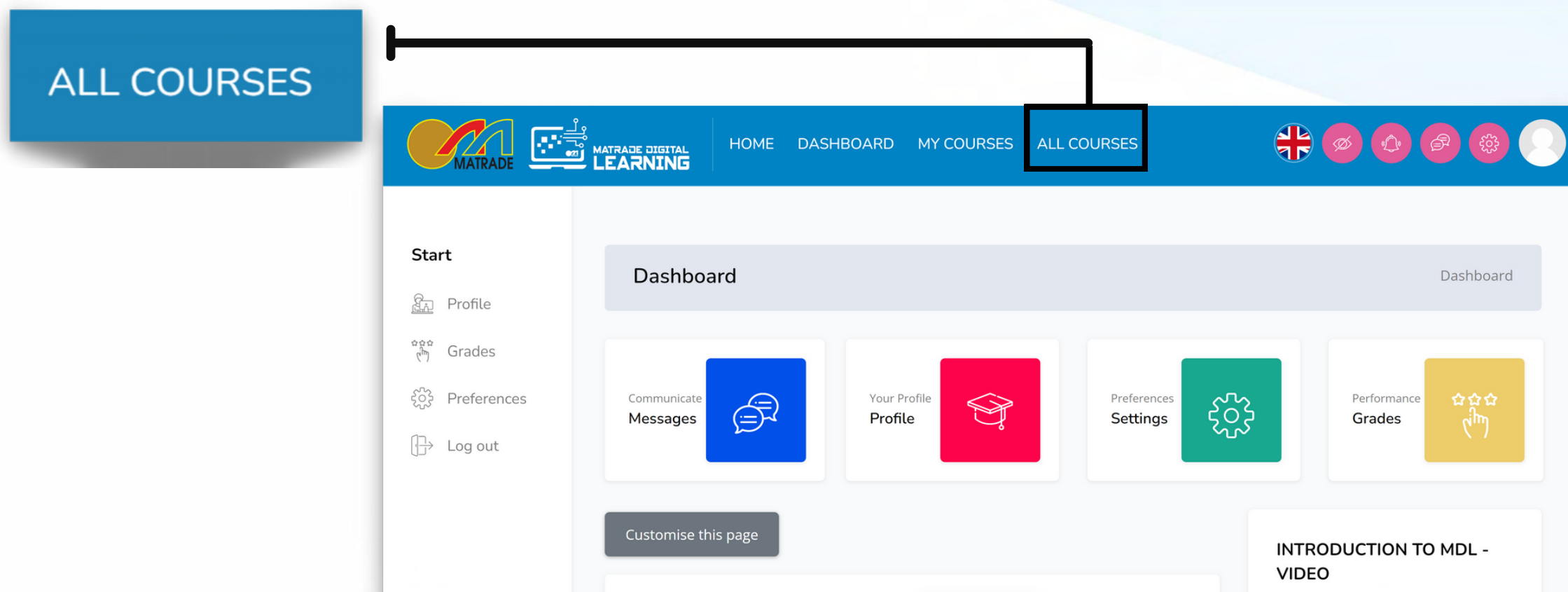
Choose your preferred LANGUAGE either Bahasa Melayu or English



MDL Course Walkthrough (Cont.)

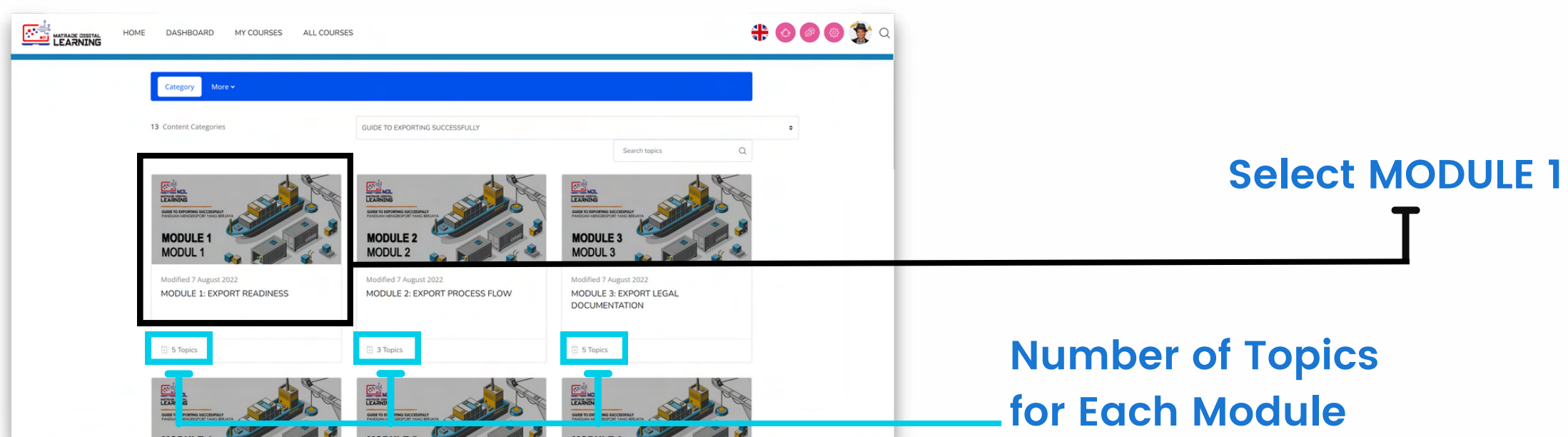
03 ALL COURSES

Click "ALL COURSES"



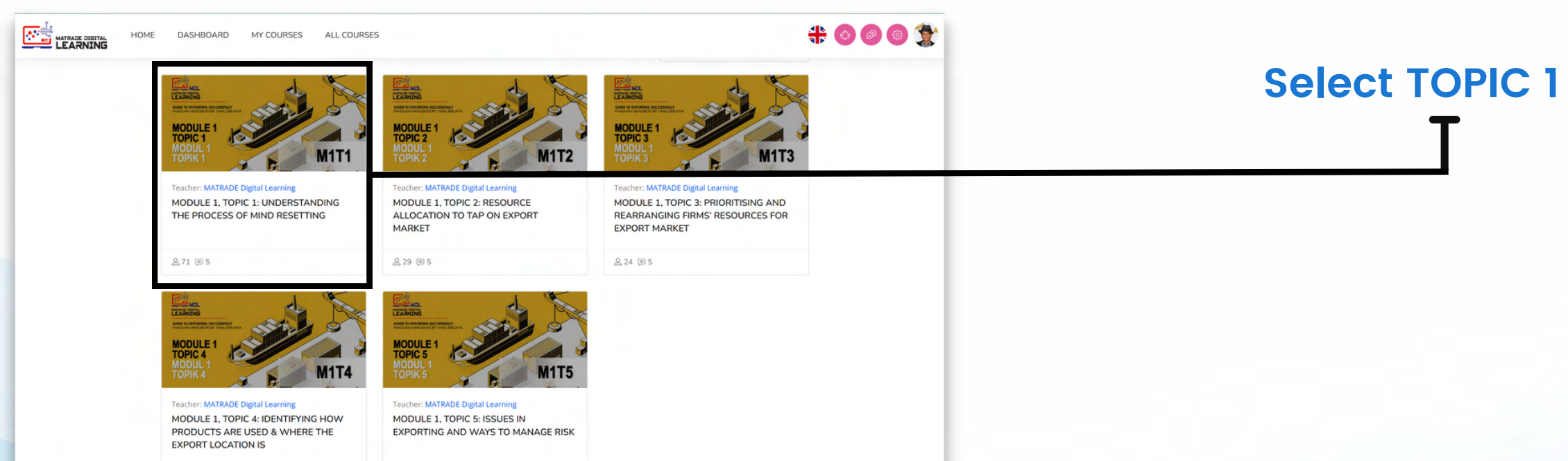
04 Select MODULE

Follow the sequence from Module 1-12 (compulsory) and Module 13 (optional). Begin with Module 1.



05 Select TOPIC

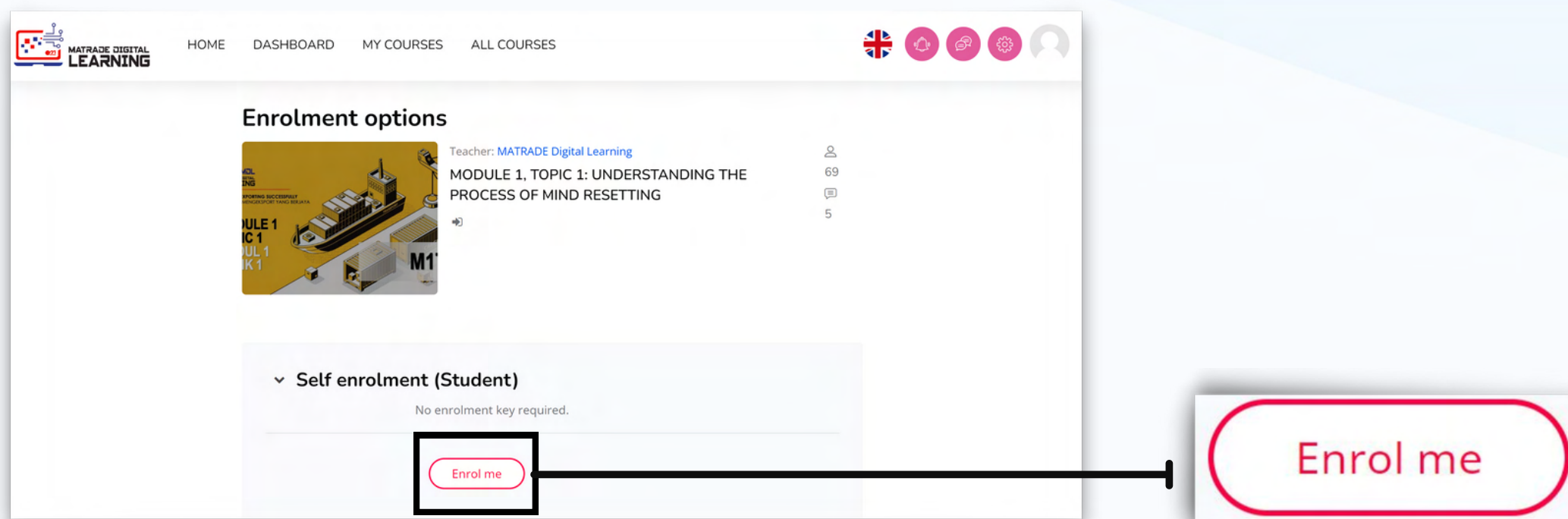
Follow the topic sequence in the module. Begin with Topic 1.



MDL Course Walkthrough (Cont.)

06 Enrol Me

Click "Enrol me" button to enrol each topic.

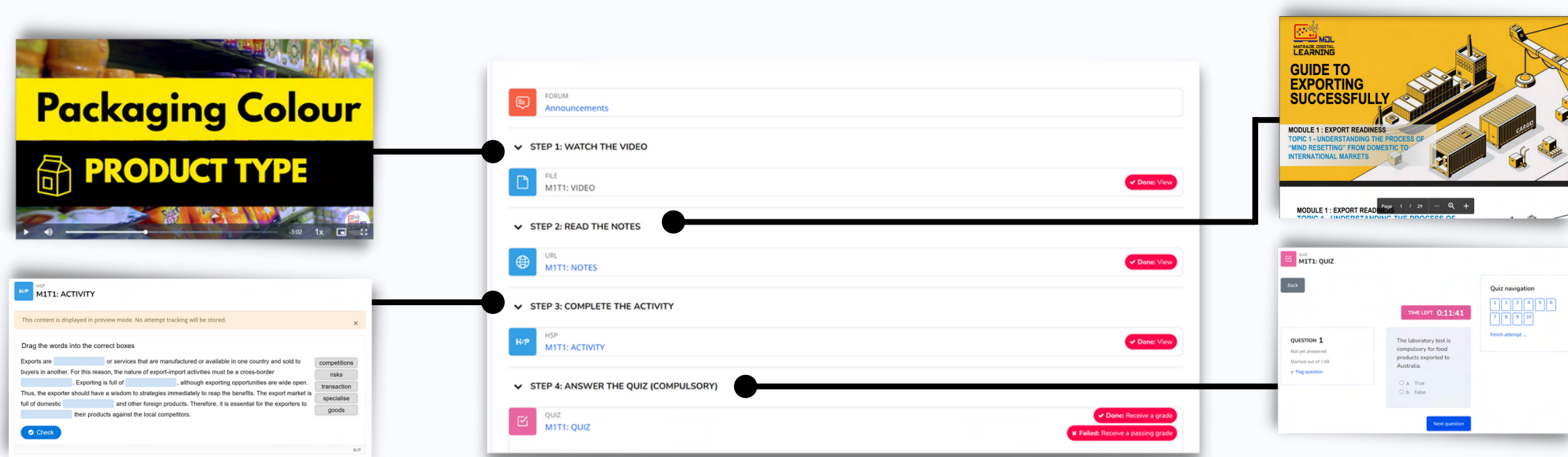


07 Module 1-11

There are FOUR tasks that you need to do in each Topic.

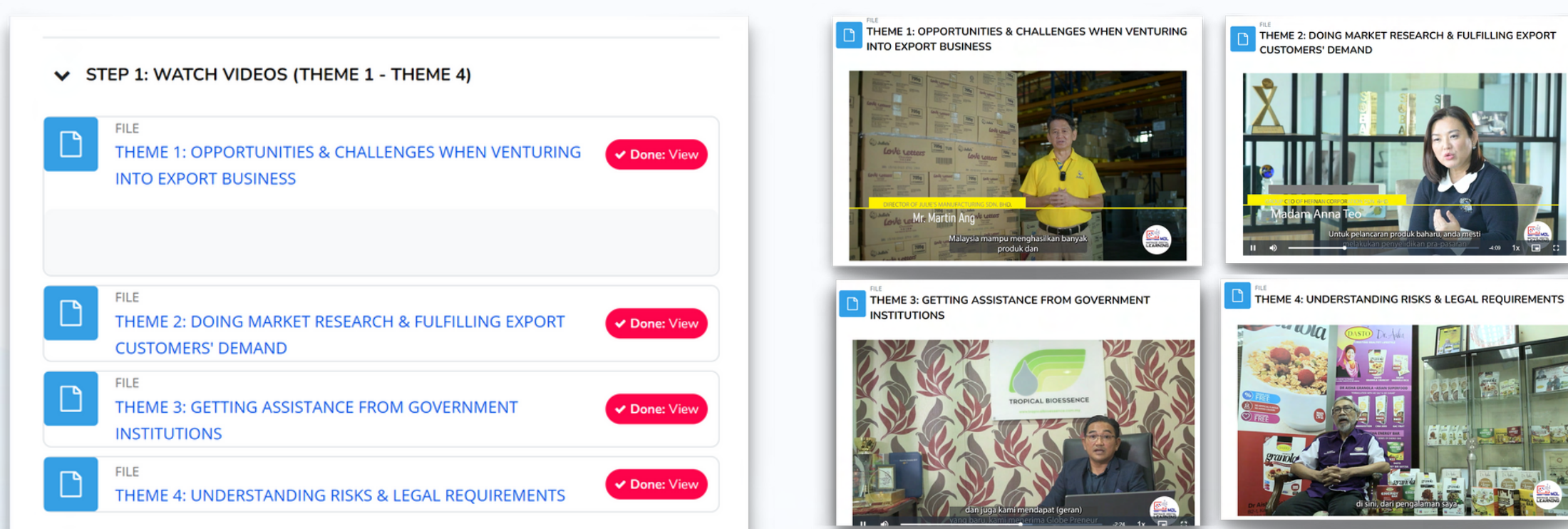
1) Watch video, 2) Read notes 3) Do activity and 4) Attempt the quiz.

Do all tasks in sequence for each topic in Module 1-11.



08 Module 12: Watch Videos

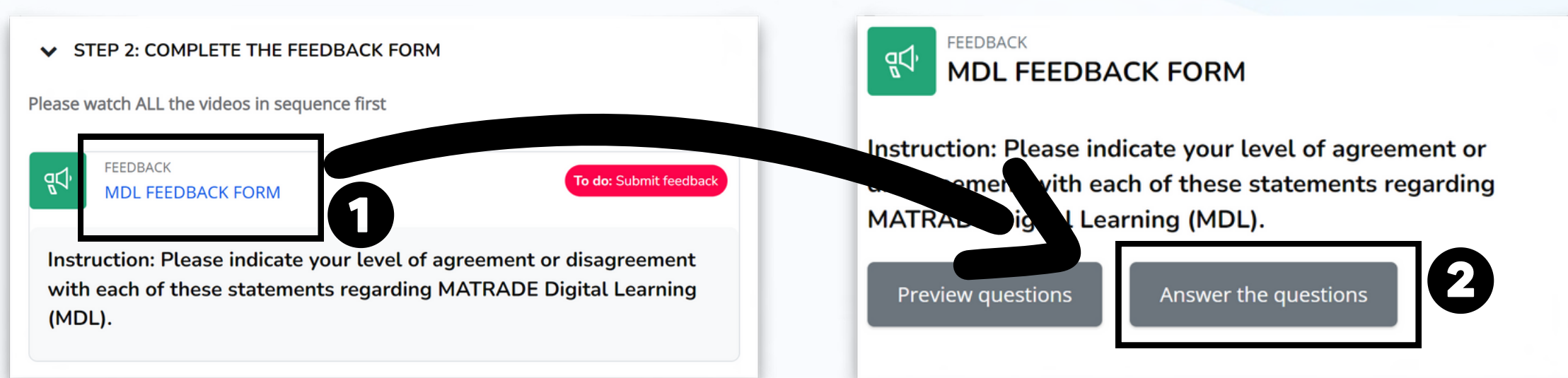
Watch all FOUR Success Stories videos



MDL Course Walkthrough (Cont.)

09 Answer the Feedback Form

- 1) Click MDL Feedback Form. 2) Click Answer the questions. Fill up feedback form and submit.



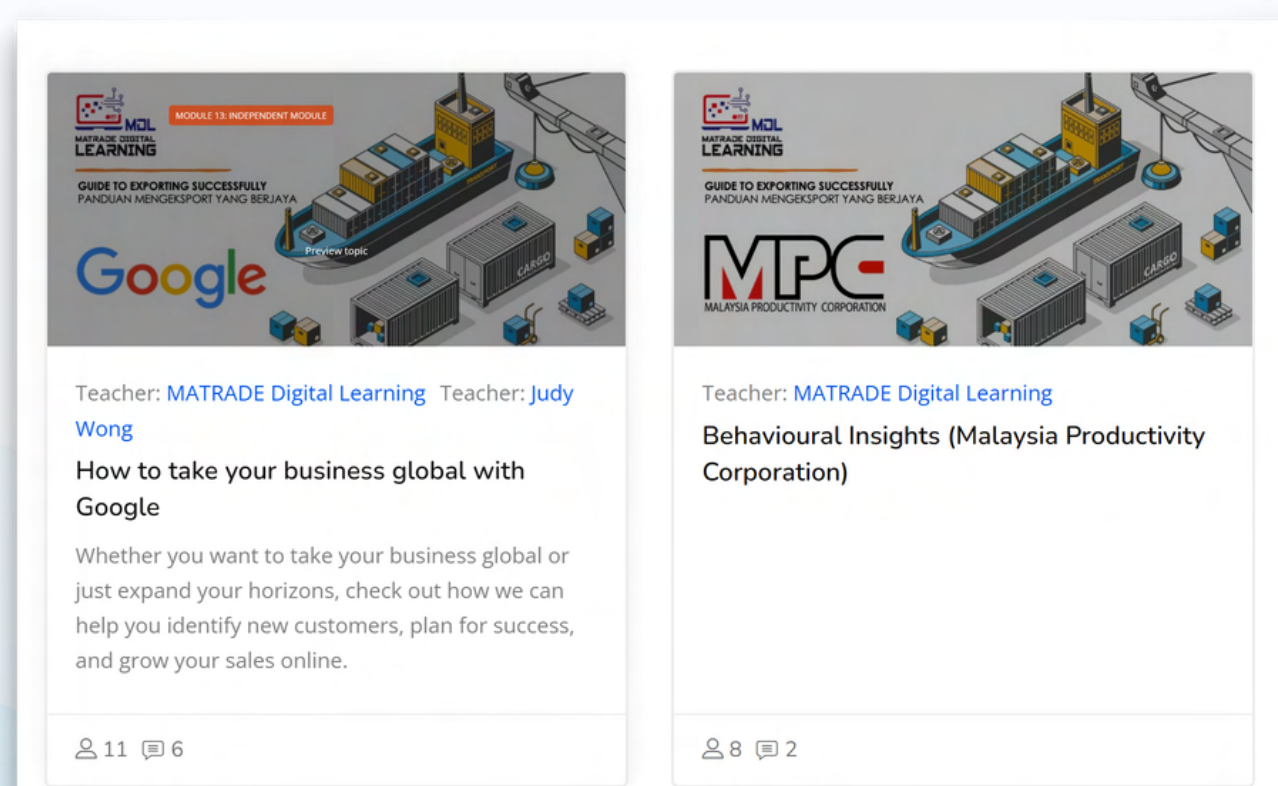
10 Certificate of Completion

Upon submitting the Feedback Form, you will be awarded with the Certificate of Completion. The certificate will be automatically emailed to you. Congratulations for successfully completing the course!

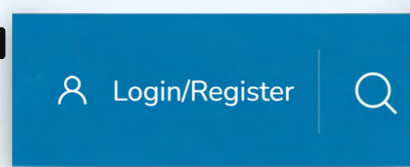
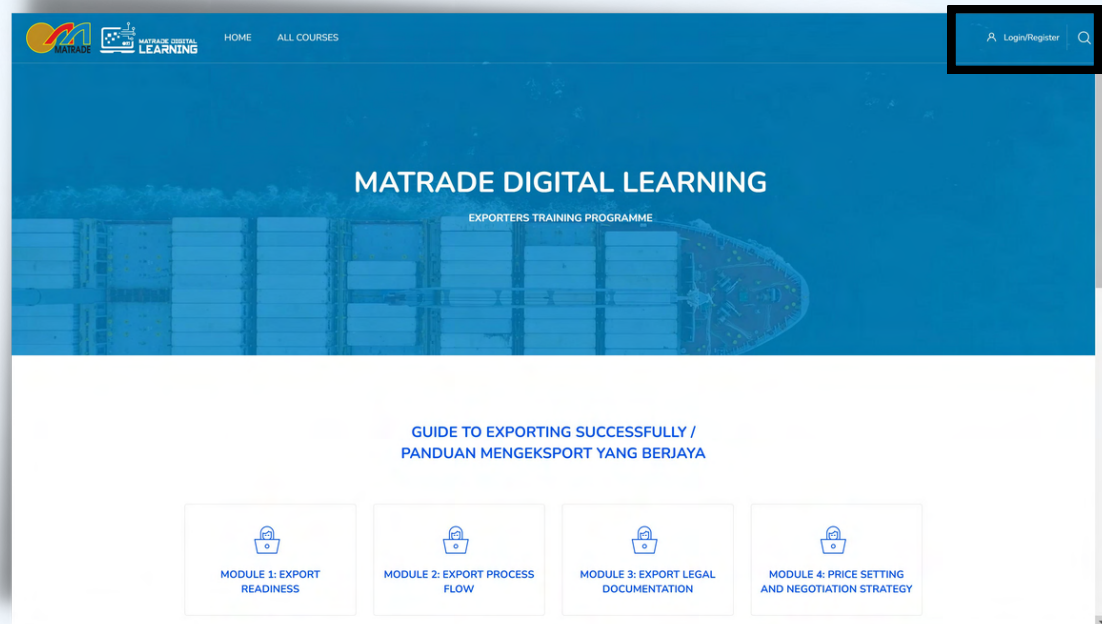


11 Module 13: Independent Module (Optional)

Enrol to all TOPICS in this module. View the lessons and attempt the quizzes.

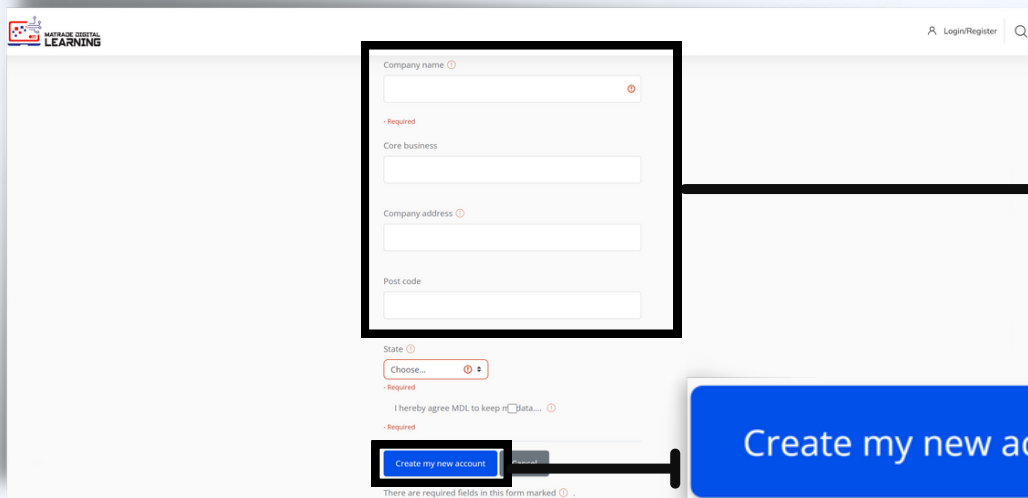
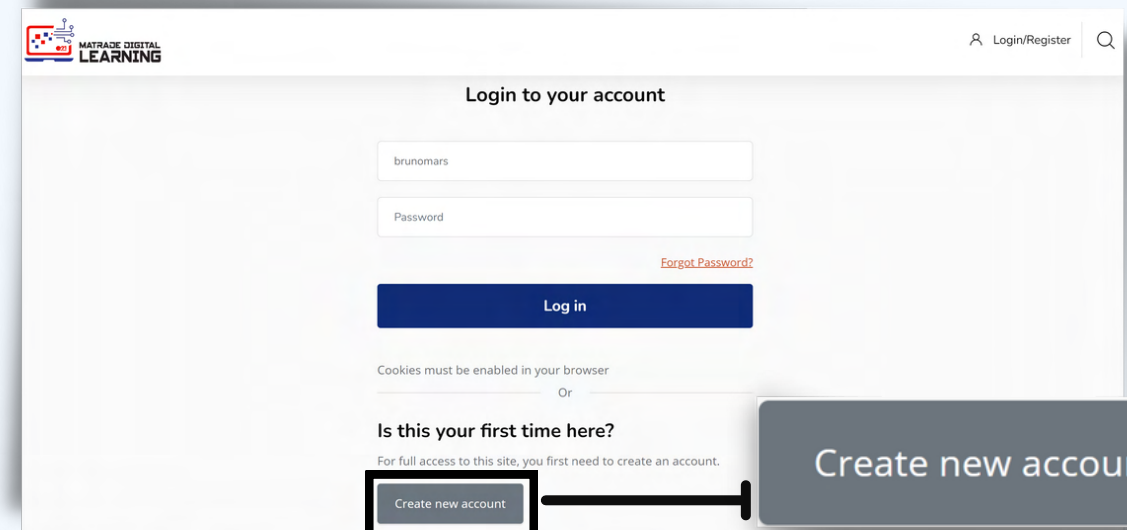


Account Registration



1. Click "Log In/Register"

2. Click "Create New Account"

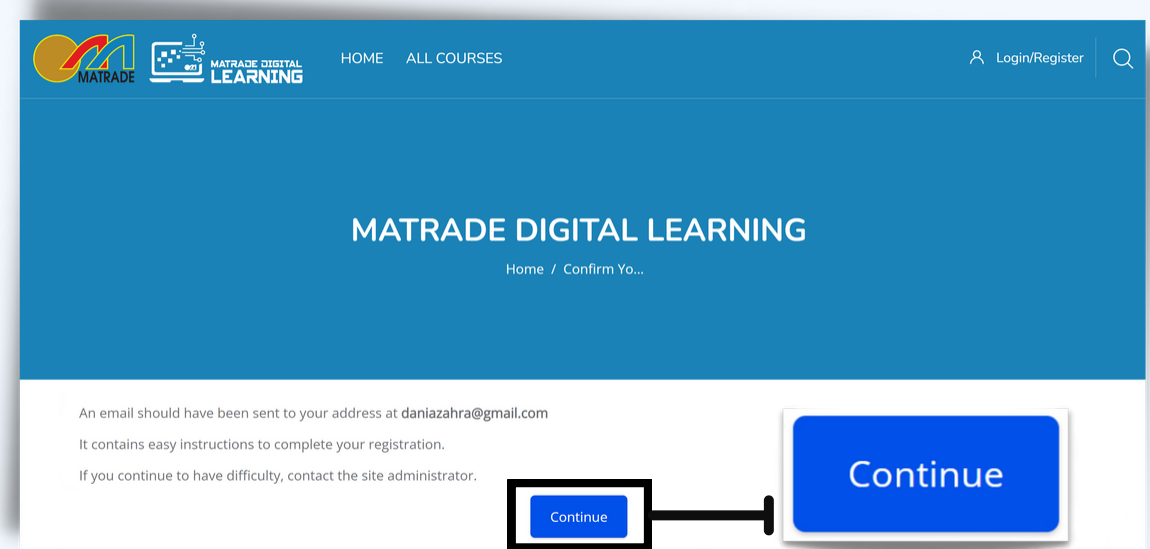


3. Key in all the required information

4. Click "Create My New Account"

5. A confirmation message will be displayed

6. Click the "Continue" button



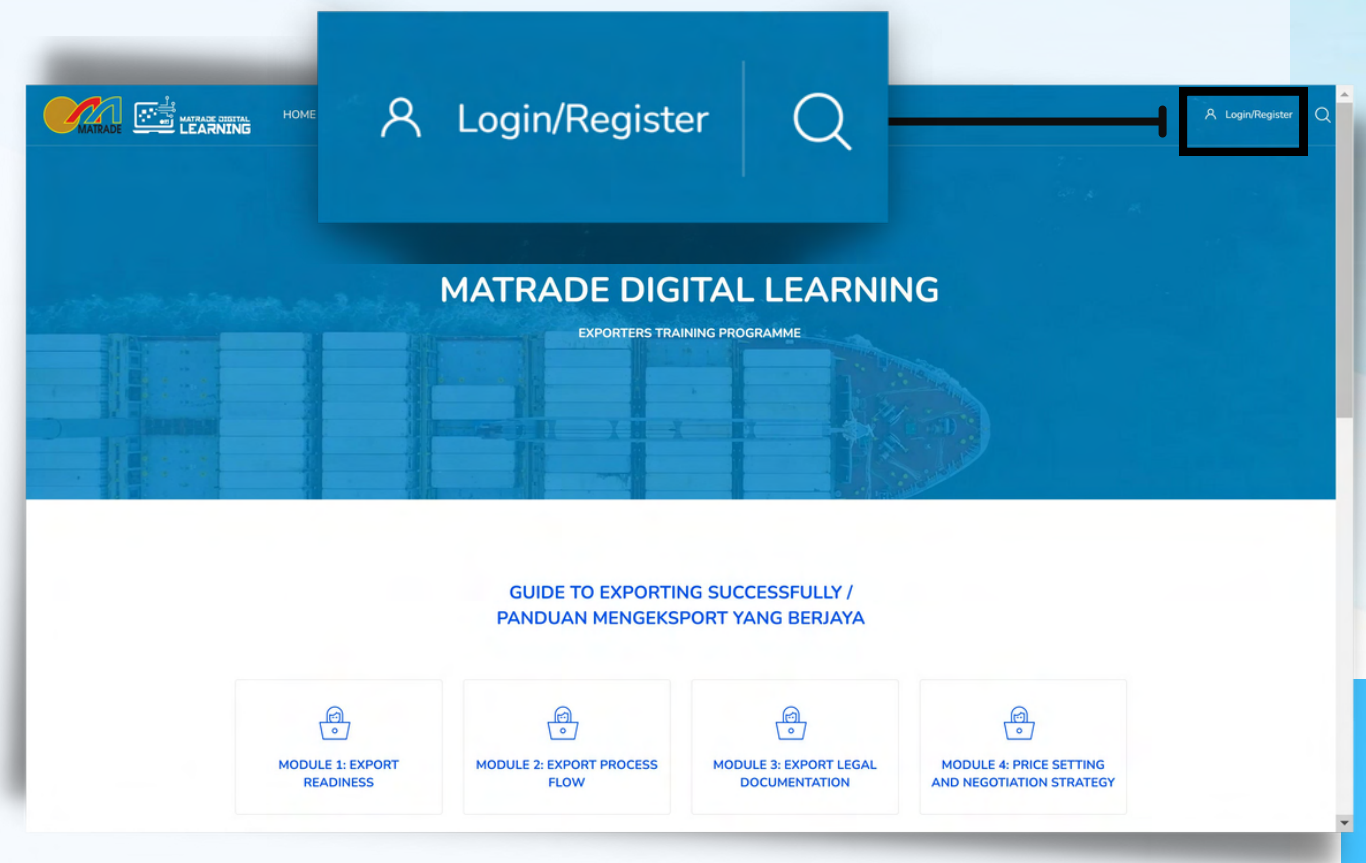
7. Check the email.

8. Follow the instructions in the email to complete the registration process.

Log In

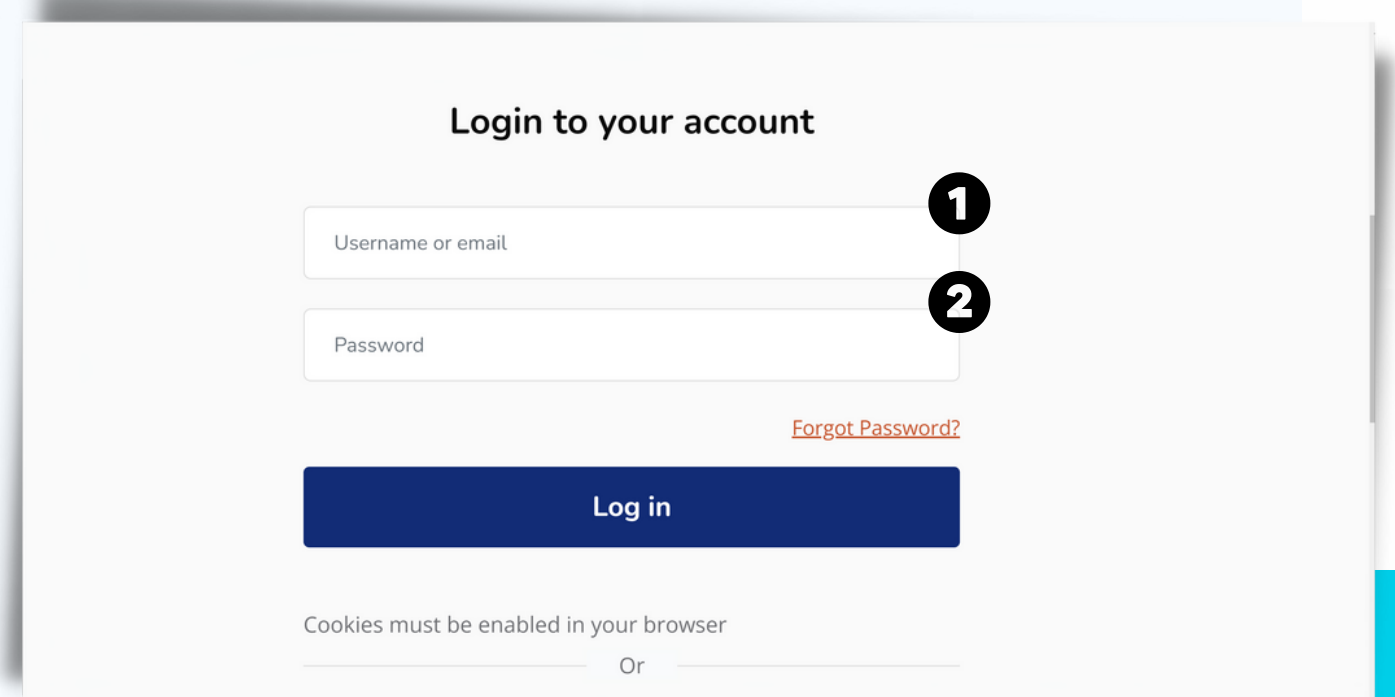


Click “Log In /Register”

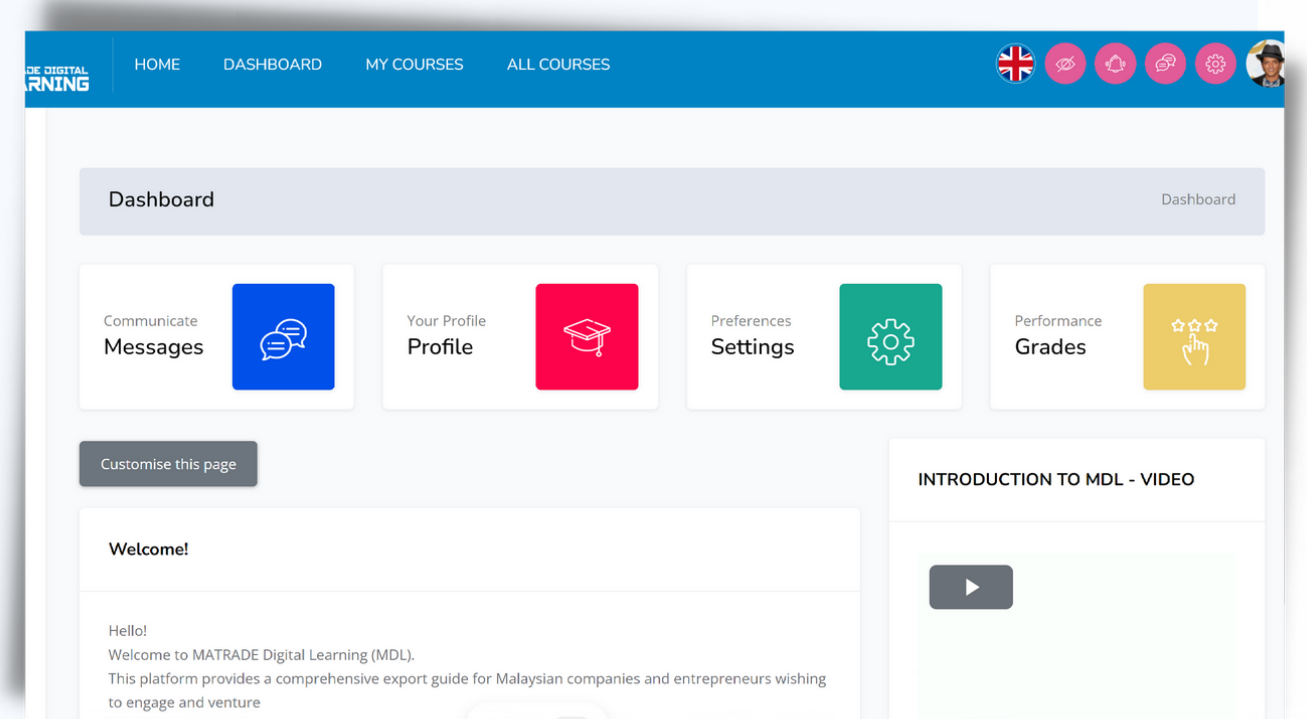


Type :
1. Username or email
2. Password

Click “Log In”

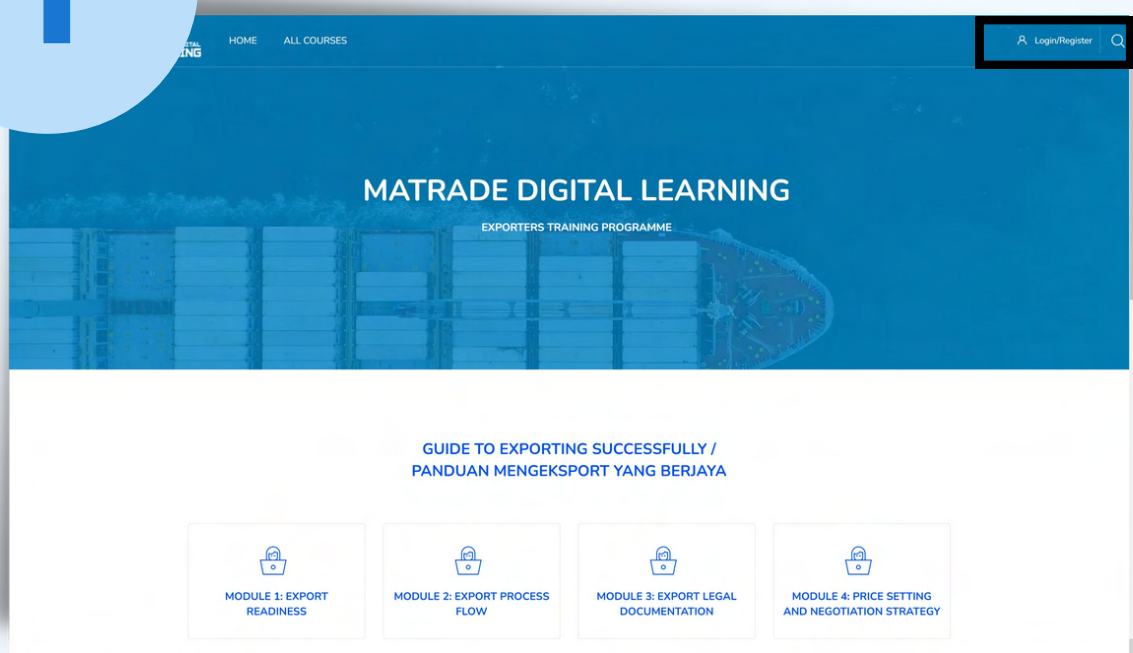


After user has successfully logged in, the main page will be displayed (dashboard)



Forgot Password

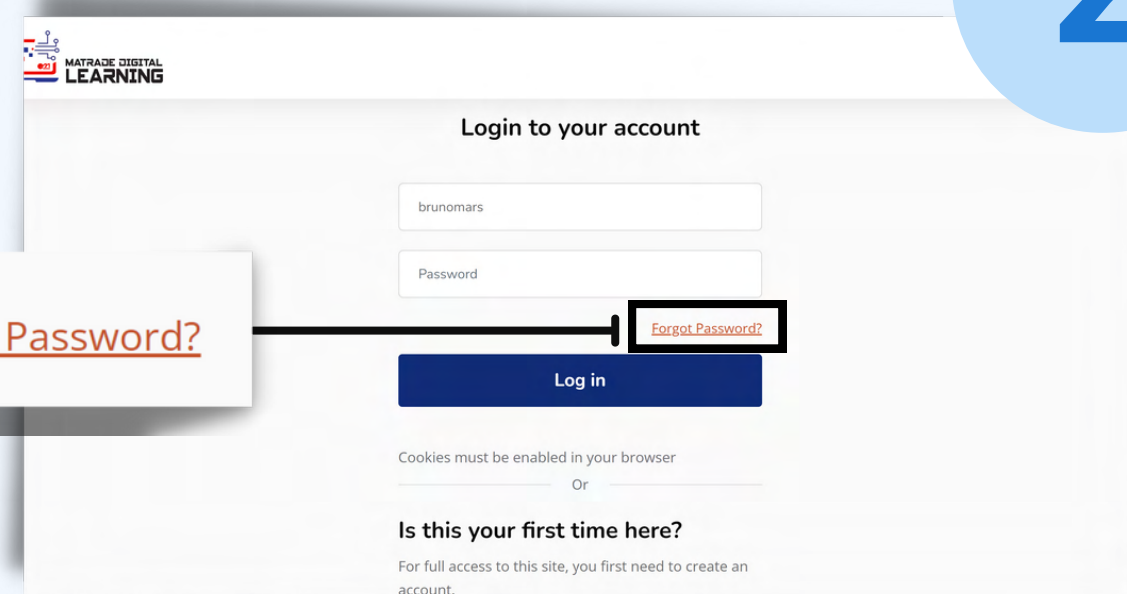
1



Login/Register

Click "Log In/Register"

2



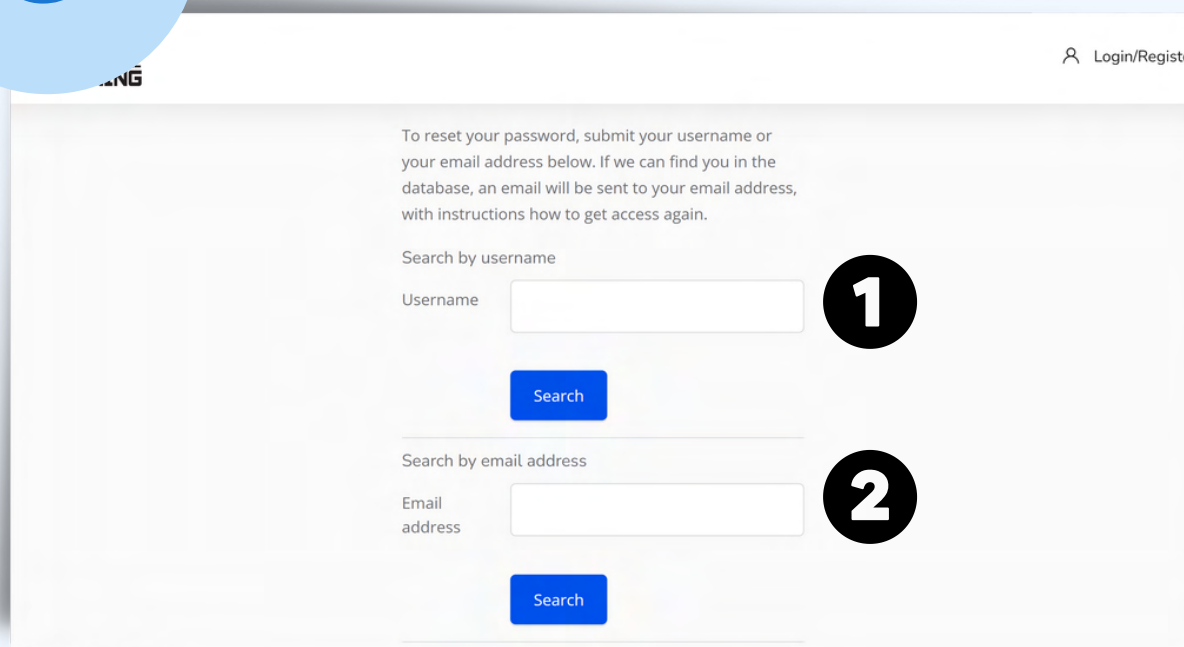
Forgot Password?

Forgot Password?

Log in

Click "Forgot Password"

3



1. Search by User Name

- Type user name
- Click Search Button

Or

2. Search by Email Address

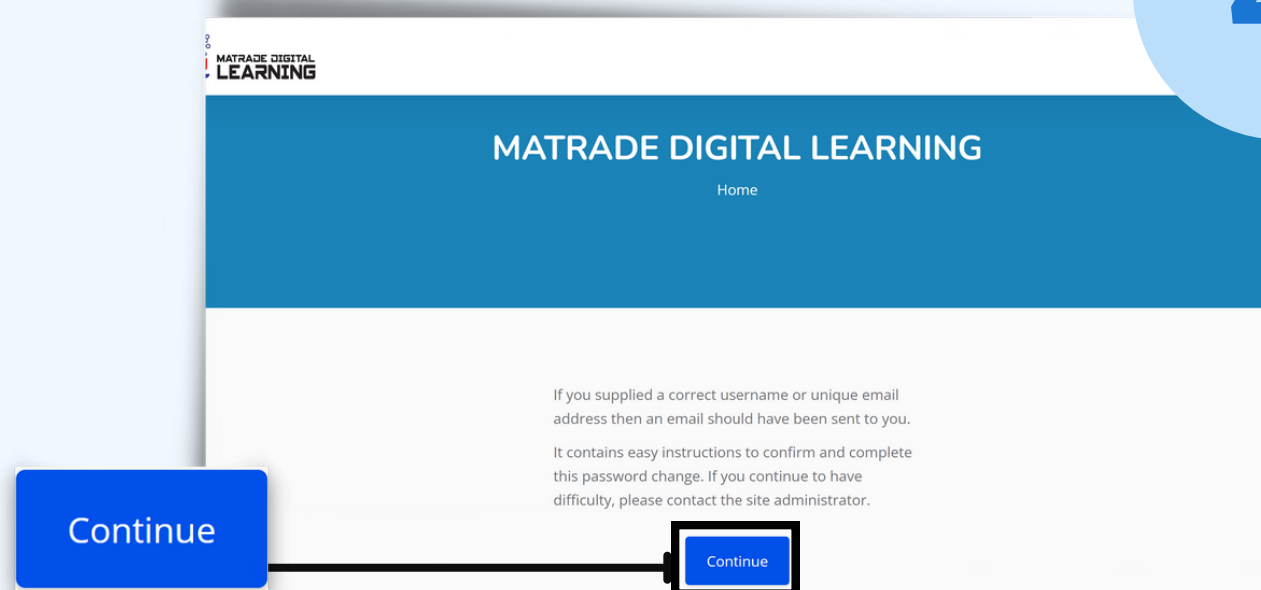
- Type email address
- Click Search Button

*Make sure to enter a correct username or email.

1. A confirmation message will be displayed

2. Click the "Continue" button

4



Continue

Continue

5

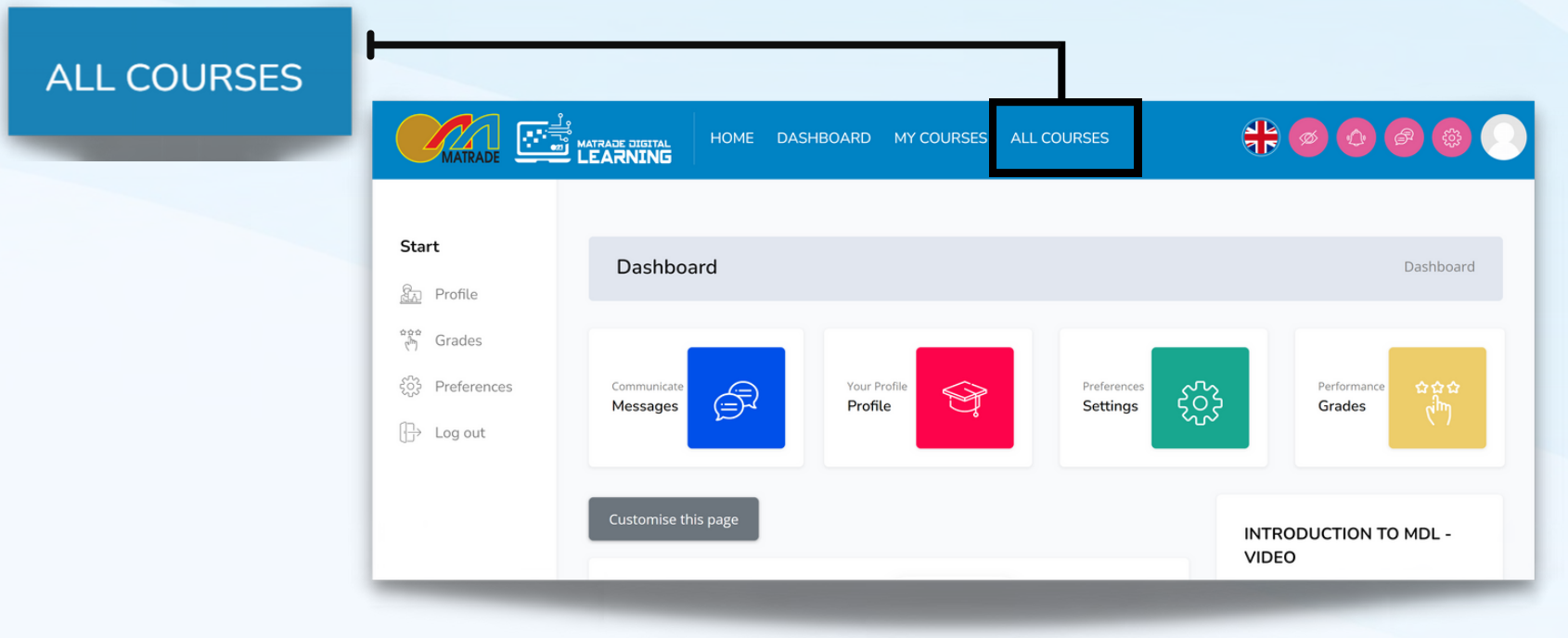


1. Check the email

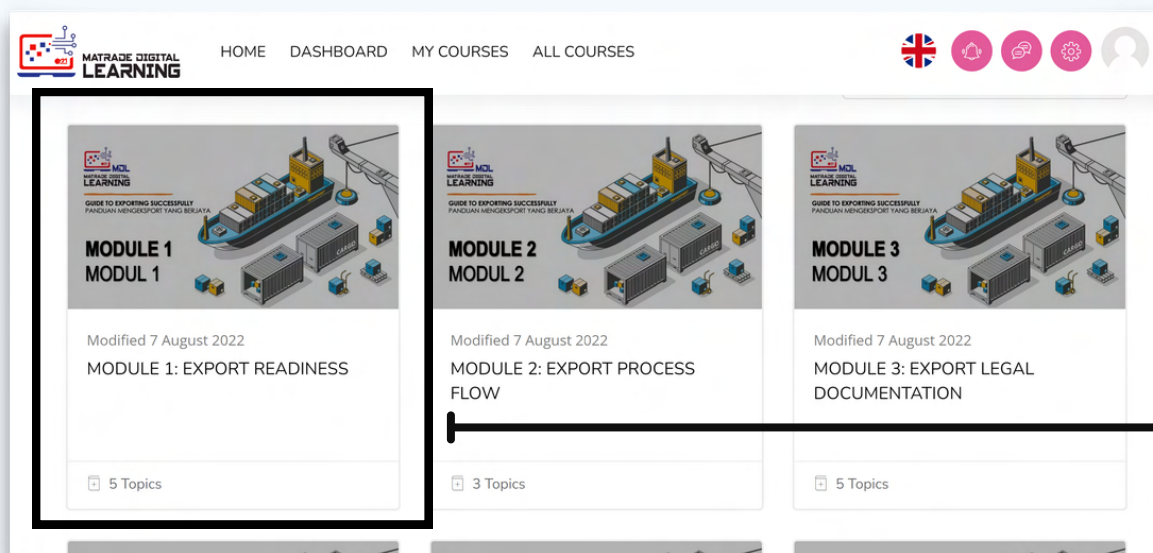
2. Follow the instructions in the email to complete the password reset process

ENROL TOPIC

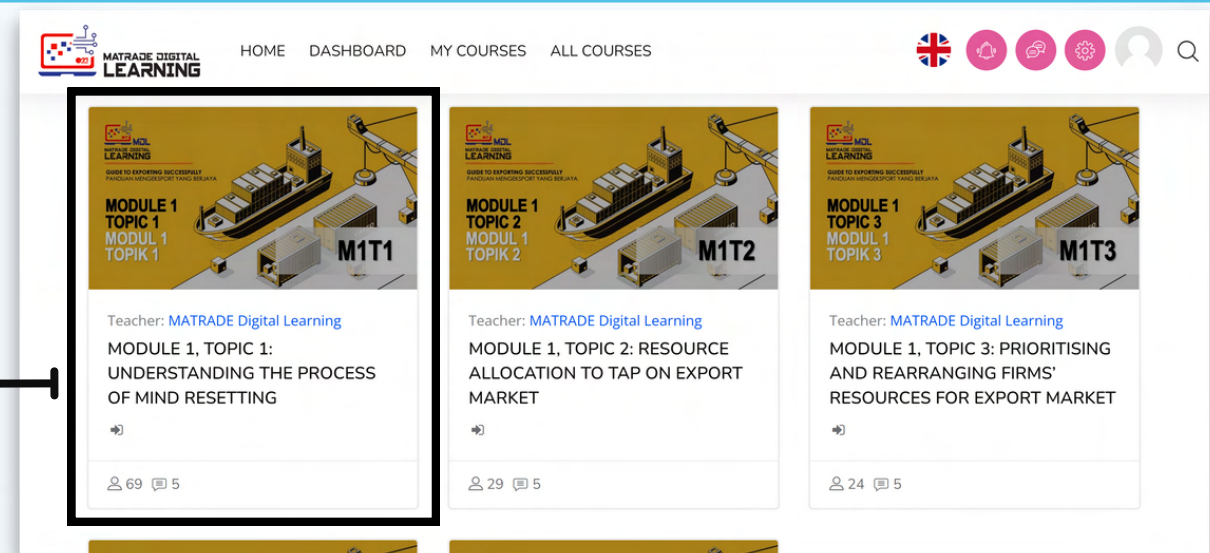
1. Click "ALL COURSES"



2. Click "MODULE 1: EXPORT READINESS"

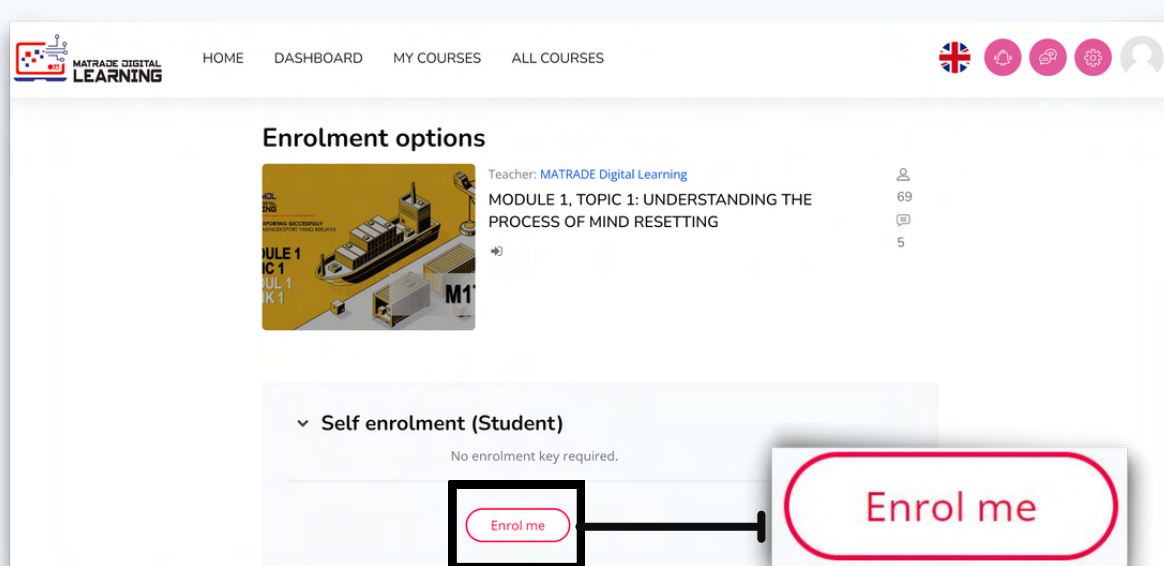


3. Click "MIT1 - MODULE 1, TOPIC 1: UNDERSTANDING THE PROCESS OF MIND RESETTING"



4. Enrolment options page will be displayed

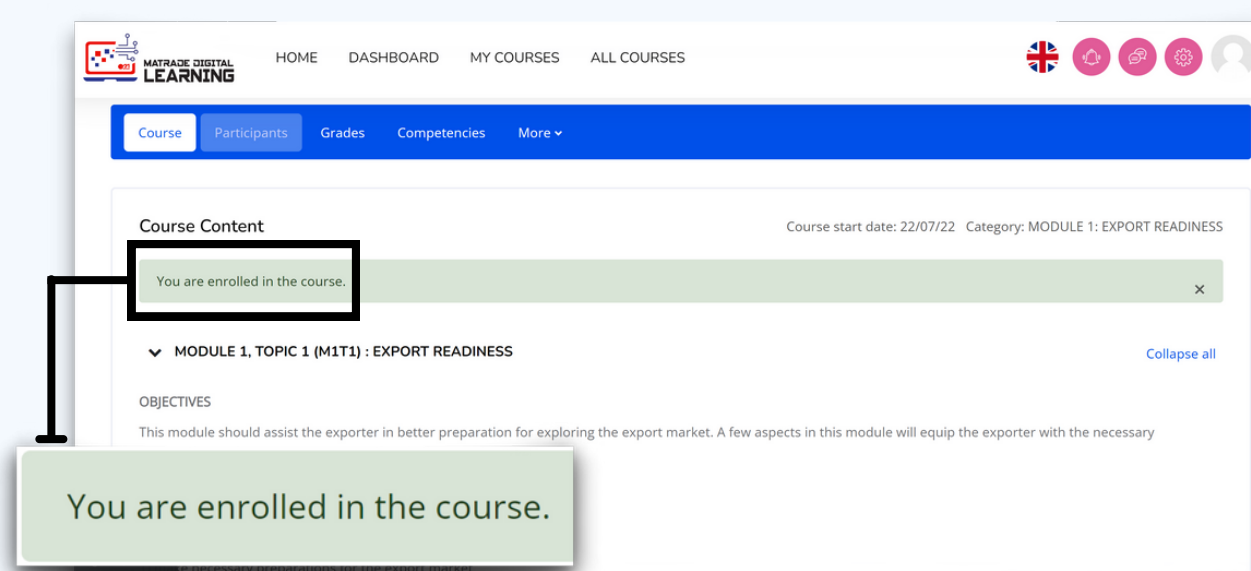
5. Under "Self enrolment (Student)" click the "Enrol me" button



6. A confirmation message "You are enrolled in the course" will be displayed.

7. Complete all tasks in the topic.

8. Repeat these steps when progress to the next topic.



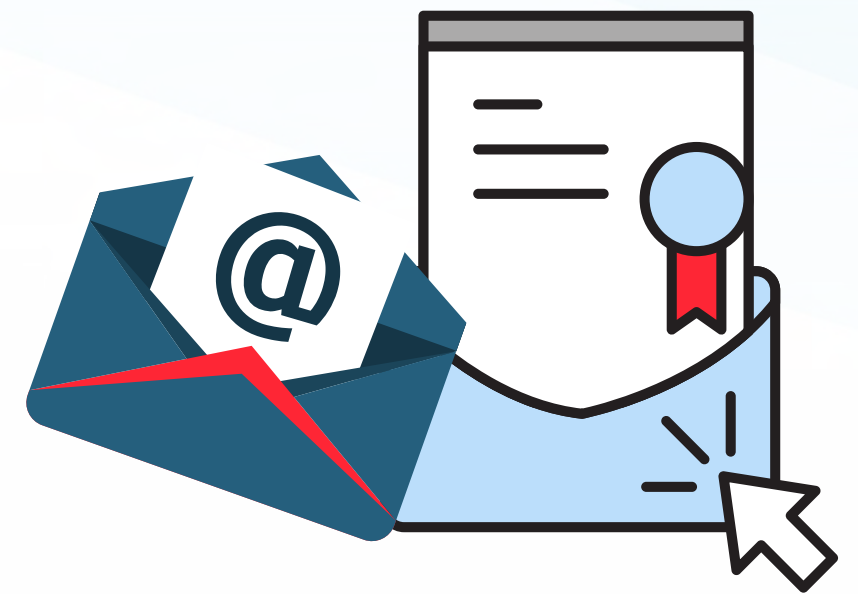
Certification



Method 01 CERTIFICATE AUTOMATICALLY SENT TO EMAIL

All certificates will be automatically emailed to the user upon completion of the modules.

In case you accidentally deleted the email containing the certificates, you may download the certificates from MDL portal as shown in Method 2 below.



Method 02 DOWNLOAD FROM MDL REPOSITORY



Click "Profile"



Click "Miscellaneous"



A drop down menu will appear. Click "My Certificates"



A list of certificates will be displayed



Click the download icon to download the certificates.

1 Click "Profile"

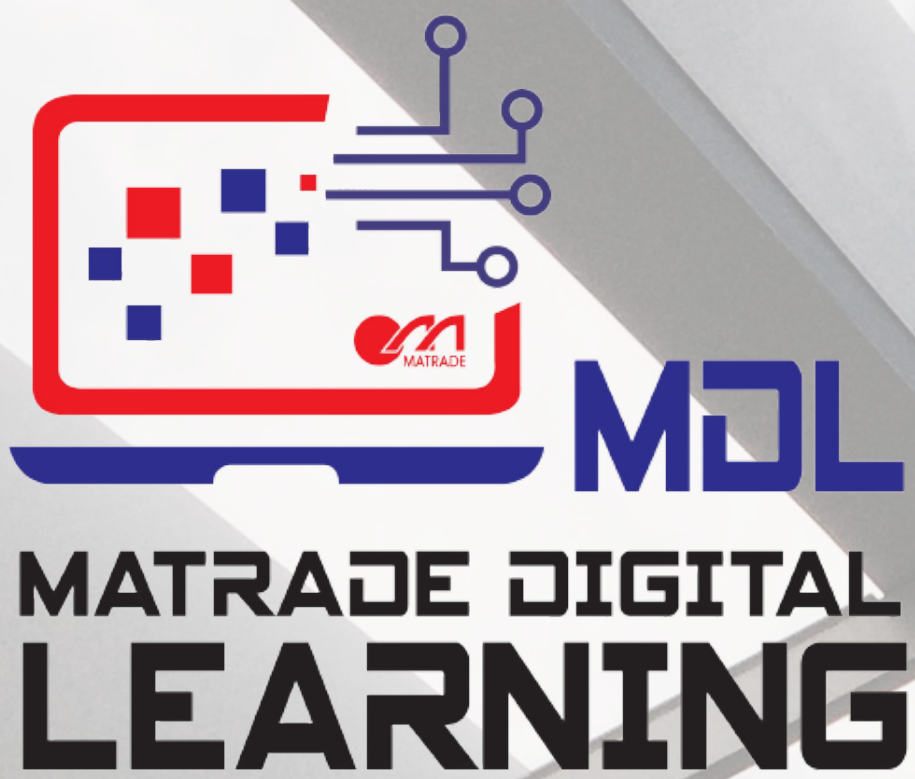
2 Click "Miscellaneous"

3 A drop down menu will appear. Click "My Certificates"

4 A list of certificates will be displayed

5 Click the download icon to download the certificates.

Name	Course	Issued on	Code
CERTIFICATE OF COMPLETION	MODULE 12: PENTAS EXPORT	Friday, 9 September 2022, 1:56 AM	VFFCMQH12
M11: CERTIFICATE OF ATTENDANCE	MODULE 11, TOPIC 1: RELEVANT TRADE AGREEMENT ON EXPORT	Friday, 9 September 2022, 1:40 AM	3rNbuJkVU
M10: CERTIFICATE OF ATTENDANCE	MODULE 10, TOPIC 5: ICONIC PROGRAM ACTIVITIES BY MATRADE	Friday, 9 September 2022, 1:15 AM	YXUgR9r6s
M9: CERTIFICATE OF ATTENDANCE	MODULE 9, TOPIC 3: EXPORT RISK MANAGEMENT	Thursday, 8 September 2022, 11:24 PM	tsPrt1Kyd
M8: CERTIFICATE OF ATTENDANCE	MODULE 8, TOPIC 2: EXPORTING PROCEDURES TO FREE TRADE AGREEMENT COUNTRIES	Thursday, 8 September 2022, 10:55 PM	vCNu0B9L
M7: CERTIFICATE OF ATTENDANCE	MODULE 7, TOPIC 3: SELECT EXPORT DESTINATION	Thursday, 8 September 2022, 9:34 PM	Vg540mV0C
M6: CERTIFICATE OF ATTENDANCE	MODULE 6, TOPIC 2: EXPORT FACILITATION INITIATIVES	Thursday, 8 September 2022, 9:53 AM	BW9j0C7Wk



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