

Upgrading Training Milestones in NOTeD



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National Ophthalmology Training & Education Database (NOTeD) User Guide

Helpdesk support

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Upgrading Training Milestones

- Applicable when you have completed 1 program and need to proceed to the next program / purpose of usage in NOTeD

Purpose of Submission

This submission is for the following purpose* :

- ☐ Medical Officer in Eye Department
- ☐ Formal Training Program
- ☐ Logbook for NSR Application
- ☐ Sub-specialty Training Program
- ☐ Maintenance of Professional Logbook

Upgrading Training Milestones: Flow & Fee Structure

1. Fee Structure

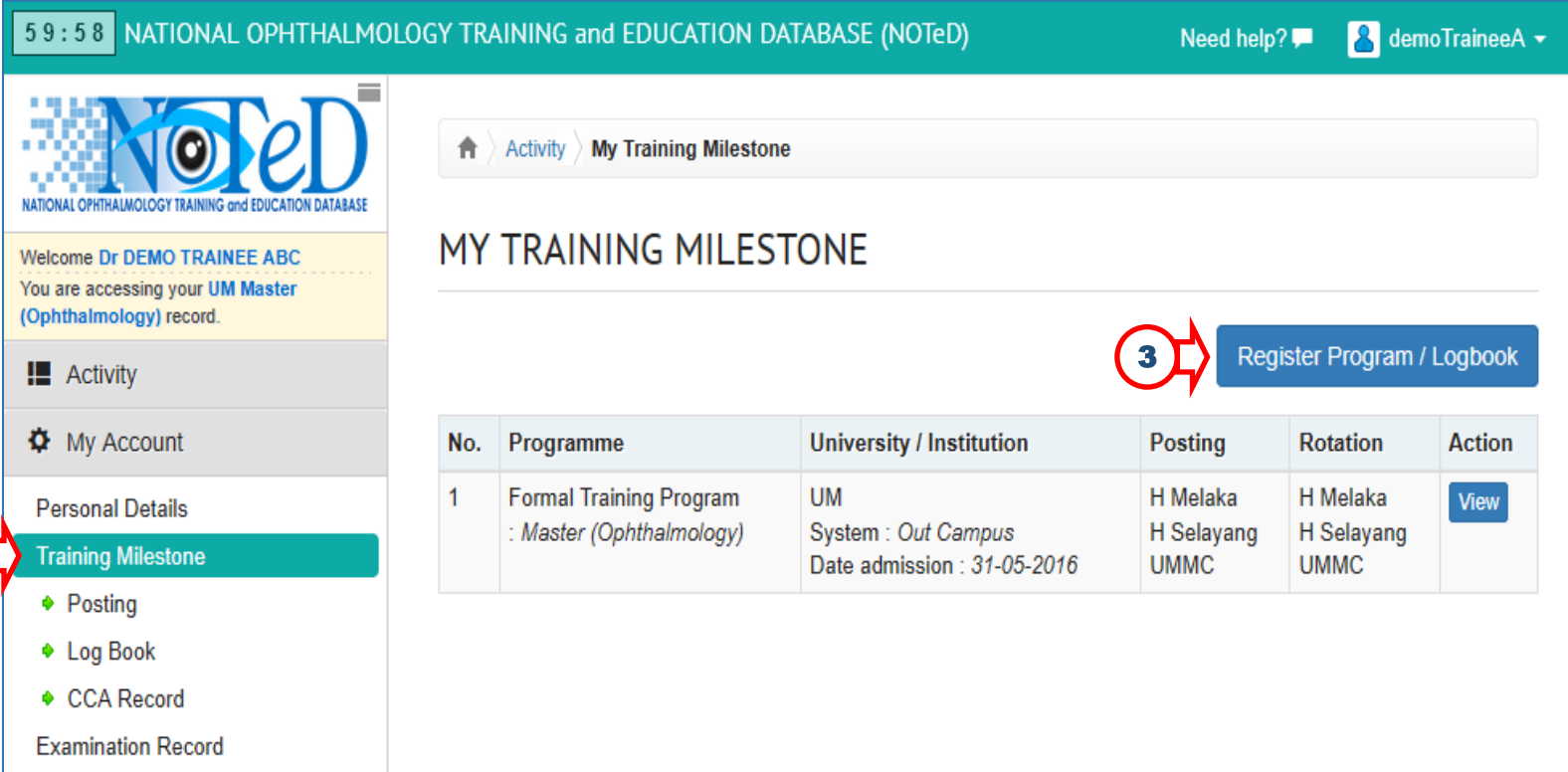
	Program / Item	Duration	Fee (RM)	Effective From
A	Medical Officer (Eye Department)	–	200	Date of Approval
B	Formal Training Program	Max 4 years (reminder up to 7 years)	200	Date of Admission
C	Logbook for NSR Application	2 years (extendable)	200 (initial) 100/year (extension)	Date of Approval
D	Sub-specialty Training Program	3 years (extendable)	300 (initial) 100/year (extension)	Date of Approval
E	Maintenance of Professional Logbook	Annual	200 (1st year) 100 (subsequent)	Date of Approval
F	Supervisor (Evaluation & Logbook)	–	Free	–

2. Status Change Flow & Fee Rules:

From → To	Action Required	Fee	Condition/Note
A to B	Register	No fee	Only registration required if payment was already made during A
B to C	Register + Pay	Applicable fee	–
C to D / C to E	Register + Pay	Applicable fee	–
D to E	Register + Pay	Applicable fee	–
Maintain E	No new registration	Pay only	For ongoing status maintenance
E to D	Register + Pay	Applicable fee	–

Upgrading Training Milestones: Register

1. Log in to your account.
2. On the left panel, click **My Account > Training Milestone**.
3. On the **My Training Milestone** page, click blue button **Register Program / Logbook**.



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Welcome Dr DEMO TRAINEE ABC
You are accessing your UM Master (Ophthalmology) record.

Activity

My Account

Personal Details

2 Training Milestone

- Posting
- Log Book
- CCA Record
- Examination Record

MY TRAINING MILESTONE

3 Register Program / Logbook

No.	Programme	University / Institution	Posting	Rotation	Action
1	Formal Training Program : Master (Ophthalmology)	UM System : Out Campus Date admission : 31-05-2016	H Melaka H Selayang UMMC	H Melaka H Selayang UMMC	View

Upgrading Training Milestones: Register (cont...)

4. On the **Registration** form:

- Under **Purpose of Submission**, select the appropriate option (e.g., Logbook for NSR Application).
- Fill in all compulsory fields.
- Update all necessary information.
- Complete the **Payment** and **Declaration** sections.
- Click **Submit Registration**.

The screenshot displays the 'Registration' form with the following sections and annotations:

- Navigation:** Home > Activity > My Training Milestone > Registration
- Registration Section:**
 - Photo:** A placeholder image with a 'Select image' button.
 - Note:**
 - i) Passport sized photo must be in jpg / jpeg / png format only.
 - ii) Photo file name can't contain any of the following character: \ / : * ? " ' "
 - Full Name*:** A text field containing 'DEMO TRANCE ABC'.
- Purpose of Submission Section:**
 - Text: 'This submission is for the following purpose*:'
 - Options:
 - ☐ Medical Officer in Eye Department
 - ☐ Formal Training Program
 - ☐ Logbook for NSR Application
 - ☐ Sub-specialty Training Program
 - ☐ Maintenance of Professional Logbook
- Payment Section:**
 - Text: 'A Registration Fees of RM 200 applies for this registration.'
 - Payment made to:** Account name: COLLEGE OF OPHTHALMOLOGISTS, ACADEMY OF MEDICINE OF MALAYSIA; Account number: Current account (753-300-010-3); Bank: UOB Bank (UNITED OVERSEAS BANK).
 - Payment method*:** Radio buttons for 'Online bank transfer: RM 200' and 'ATM bank transfer: RM 200'.
 - Upload copy of Payment Slip*:** A text field and a 'Select file' button.
 - Note:**
 - i) Upload copy of payment slip in PDF Format only.
 - ii) PDF file name can't contain any of the following character: \ / : * ? " ' "
- Declaration Section:**
 - ☐ I declare that all the information I have supplied in this form is truthful and do solemnly and sincerely declare to abide by the Policies of NOTeD.
- Submit Button:** A blue button labeled 'SUBMIT REGISTRATION'.

Annotations on the form:

- a:** A red circle with a white 'a' and a red arrow pointing to the 'Logbook for NSR Application' radio button in the 'Purpose of Submission' section.
- d:** A red circle with a white 'd' and a red arrow pointing to the 'Payment' section header.
- e:** A red circle with a white 'e' and a red arrow pointing to the 'SUBMIT REGISTRATION' button.

Upgrading Training Milestones: Registration Status

1. After successful registration, an **automated email notification** will be sent to the **MUCOO Secretariat**.
2. On your **Activity** dashboard, you will see an alert indicating that your registration is **pending approval**.
3. Once your registration is reviewed, you will receive an email notification indicating whether it has been **approved or rejected**.

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NOTeD
NATIONAL OPHTHALMOLOGY TRAINING and EDUCATION DATABASE

Welcome Dr DEMO TRAINEE ABC
You are accessing your UM Master (Ophthalmology) record.

Activity

My Account

Personal Details

Training Milestone

Posting

Log Book

CCA Record

Examination Record

Activity

My Milestone : Master (Ophthalmology)

ACTIVITY UM Master (Ophthalmology)

Alert & Pending Task!

- You have **1** registration still pending for approval from NOTeD Manager! Please click [here](#) to view your registration.

Cataract Surgical Record (Performed - NED Registry) 2

Cataract Surgical Record (Observe / Assist) 45

Upgrading Training Milestones: Accessing Multiple Logbook

1. If approved, you will be granted access to the **logbook**.
2. Each time you log in, the system will automatically open your **latest Training Milestone** by default.
3. To access a **previous logbook**, click the "**here**" link located at the **top left panel**. You will be directed to the Change Role page.
4. On the **Change Role** form, select the desired **program logbook** and click the blue **Change Role** button.

The screenshot shows the 'Change Role' page in the NOTeD system. The page has a teal header with the text '59:44 NATIONAL OPHTHALMOLOGY TRAINING and EDUCATION DATABASE (NOTeD)' and a user profile 'demoTraineeA'. On the left is a sidebar with the NOTeD logo and a welcome message for 'Dr DEMO TRAINEE ABC'. The main content area is titled 'Change Role' and contains two sections: 'Please select a role:' with radio buttons for 'Trainee / Doctor' (selected) and 'Formal Training Program'; and 'Please select programme:' with radio buttons for 'Logbook for NSR Application' (selected) and 'Formal Training Program'. At the bottom right is a blue 'Change Role' button. Red callout boxes with numbers 3 and 4 are overlaid on the image. Callout 3 points to the 'Click here to choose different Programme.' link in the sidebar. Callout 4 points to the 'Logbook for NSR Application' radio button and the 'Change Role' button.

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NOTeD
NATIONAL OPHTHALMOLOGY TRAINING and EDUCATION DATABASE

Welcome Dr DEMO TRAINEE ABC
You are accessing your Logbook for NSR Application record.
Click [here](#) to choose different Programme.

Activity

My Account

Personal Details

Change Role

Please select a role:

☒ Trainee / Doctor

Please select programme:

☒ Logbook for NSR Application

☐ Formal Training Program

4

Change Role

Questions & Answers

Q1. I had a NOTeD account previously. I'm unsure if I made a payment during my BSE application. Can we check the payment status?

→ If you registered for BSE, that means you only paid for the **BSE application**.

(Note: The BSE registration is no longer available in the NOTeD web application.)

→ You can still use your existing login to apply for a **new program (logbook)**.

(Note: Click "Forgot Password" link on the login page if you forgot your password.)

→ A payment of **RM200** is required for the new application.

→ Once the **MUCOO Secretariat** approves your application, you'll receive a **new logbook** and can still view your existing **BSE application and results**.

Q2. I lost the receipt or proof of payment made back in 2018. Can I still change from A to B?

→ Yes. After logging in, go to **My Account > Training Milestone**.

→ You can view your **previously uploaded receipt** and **registration history** there.

Q3. I paid RM200 before entering Master's, and my status was "Medical Officer in Eye Department." Do I need to change my status to "Formal Training Program"? Do I need to pay another RM200?

→ Yes, you still need to **register** for the new status (**Formal Training Program**).

→ However, you can **upload the same receipt** from your previous payment (as a Medical Officer).

→ **No additional payment** is required if valid proof is provided.