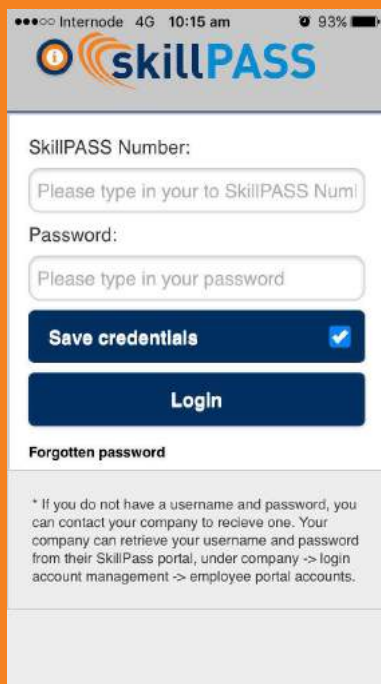




## How to use SkillPASS App

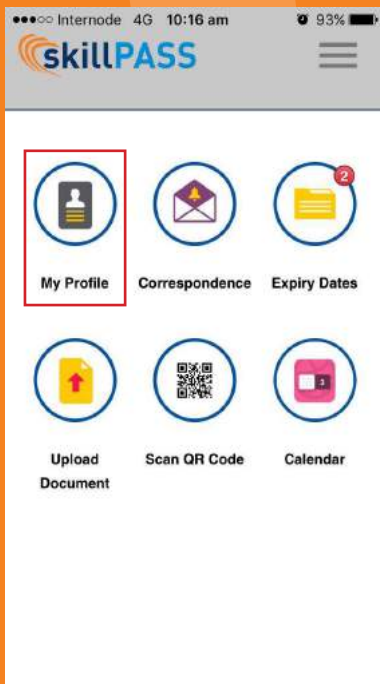


To access SkillPASS, download the ESQ Mobile App and select the icon from your phone .



Login with your SkillPASS number and password.

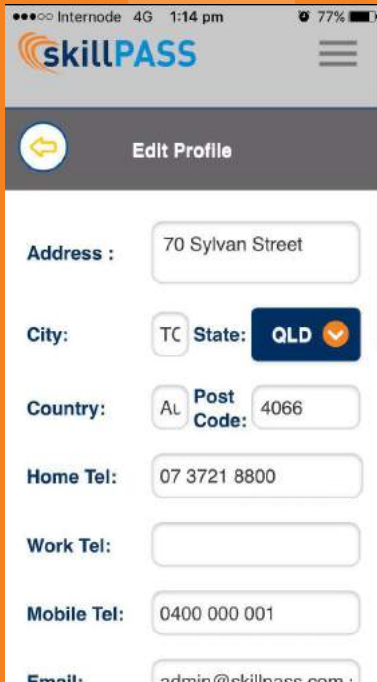
*\* Forgotten password can be clicked to be sent a new password*




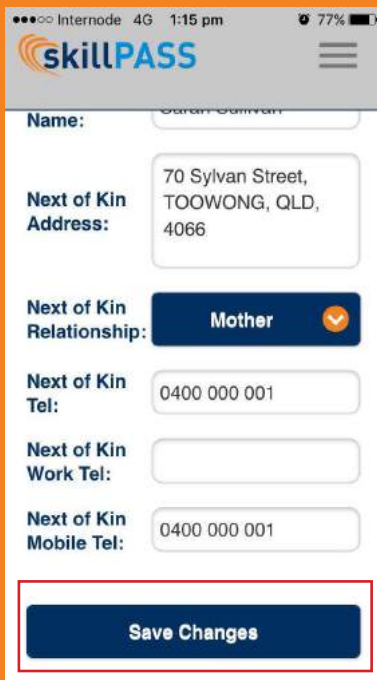
My Profile contains your personal information.



Check your personal details by scrolling down to view



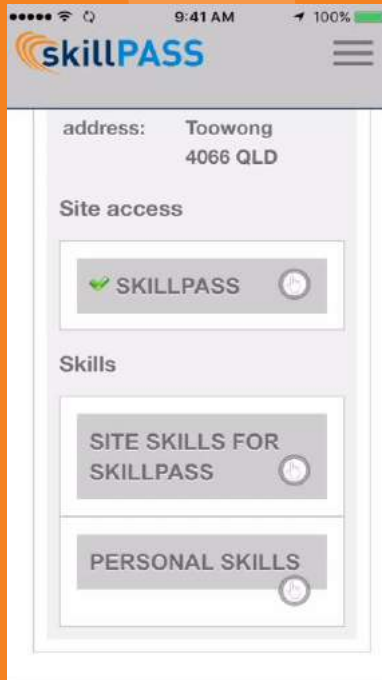
If you need to update your details, you can do so by clicking the  button above your photo to access the edit menu



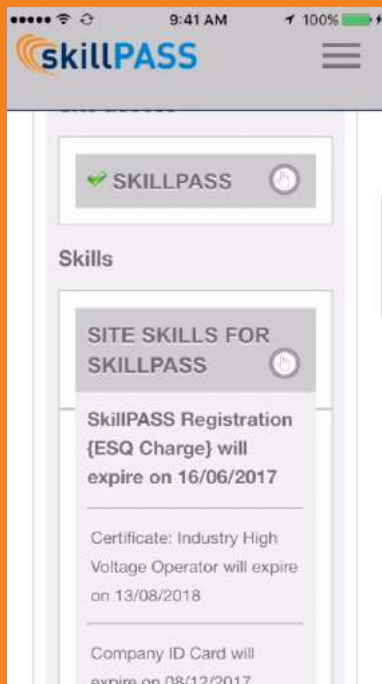
Once you have finished editing, click the Save Changes button to end and return to the main menu



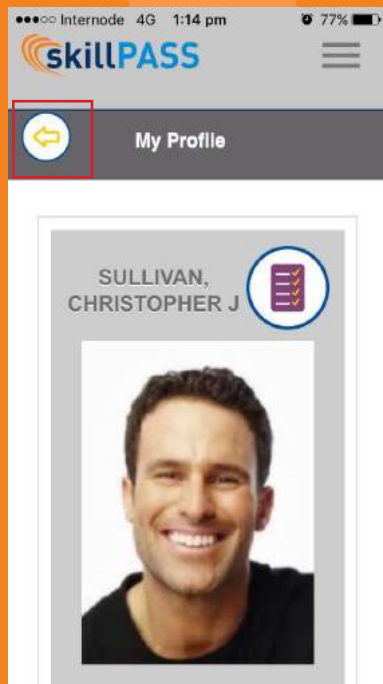
## How to use SkillPASS App



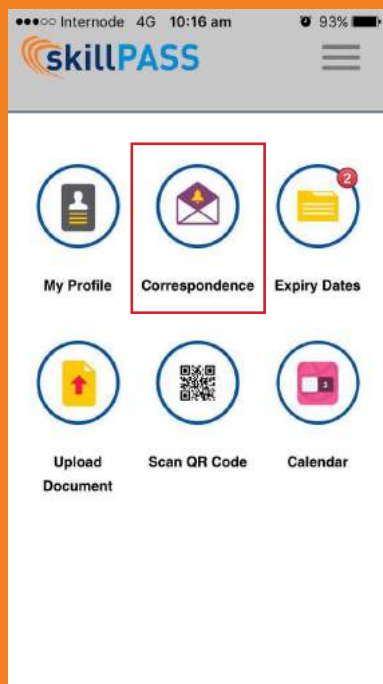
Check site access and skills are listed.



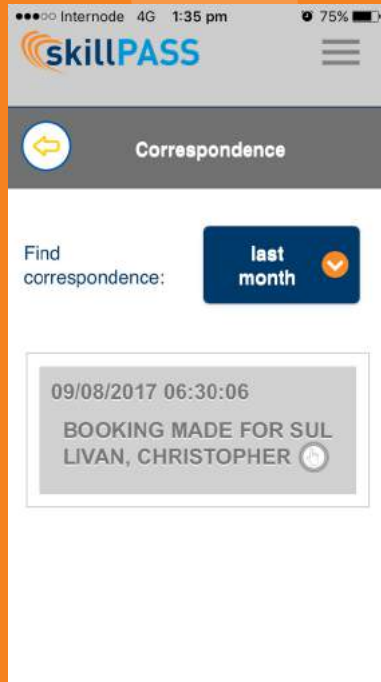
Review any expiring skills.  
*\* Some, you may need to add your address with your company administrator*



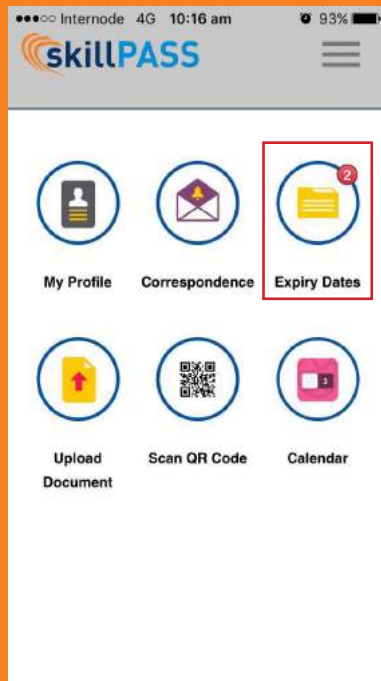
Swipe left to return to the Main Menu, or touch Back icon.



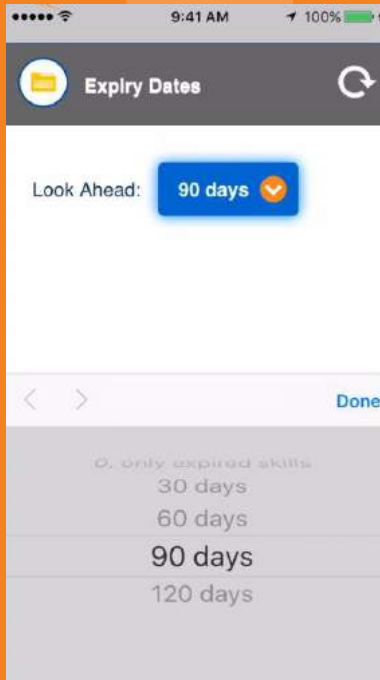
Correspondence shows all incoming communication.



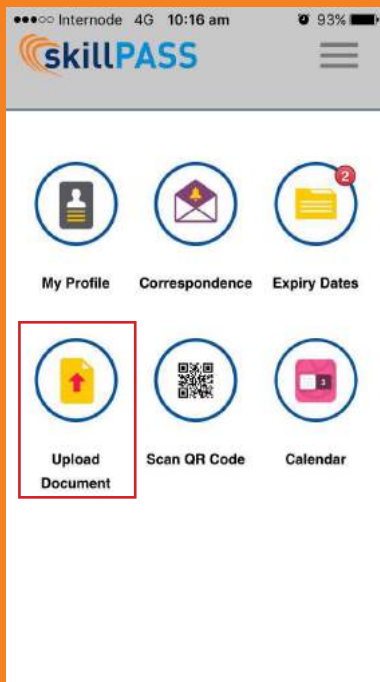
Review or Search for Correspondance.



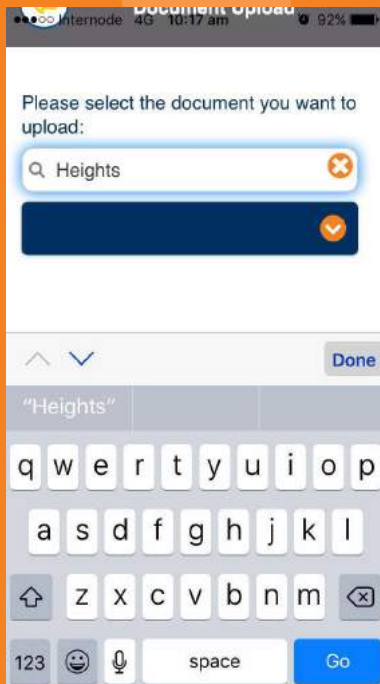
Expiry Dates allows you to check when skills need updating.



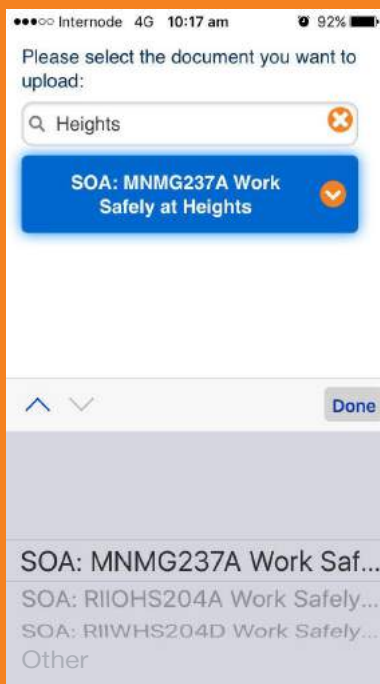
Select time frame for expiring skills.



To upload any qualifications not currently on your SkillPASS



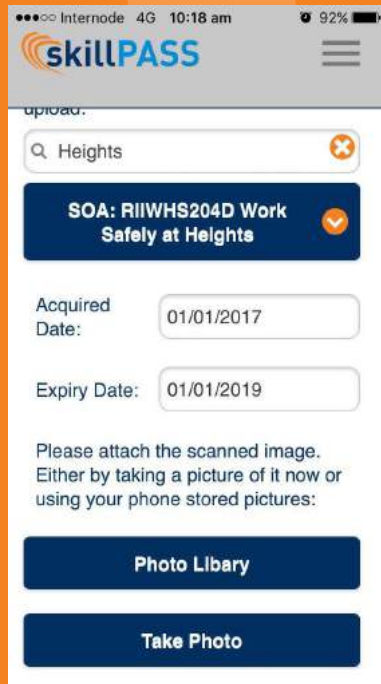
Type Keywords of your document into the search box, touch the drop down to initiate search



List of Keyword results appear, select the skill that matches your document

*\*\*If you cannot match your document, select 'Other' so that the SkillPASS team can match it for you*

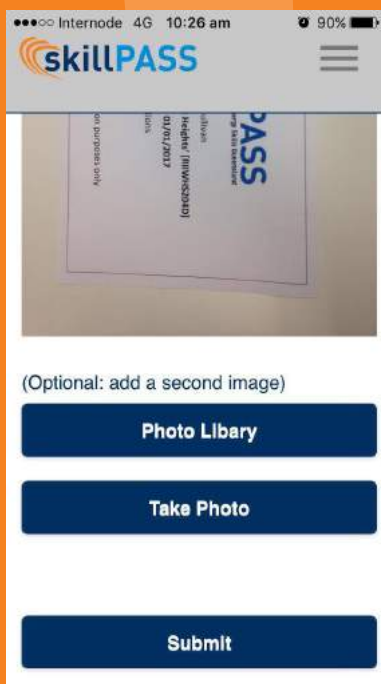




Add in your Acquired and Expiry date – if unknown enter in 01/01/3000



Retrieve the image from your saved Photo Library, OR take one with the inbuilt Take Photo function



If the document has more than one page, or you need to take both the front and back of your document, ensure that you take/add additional photos

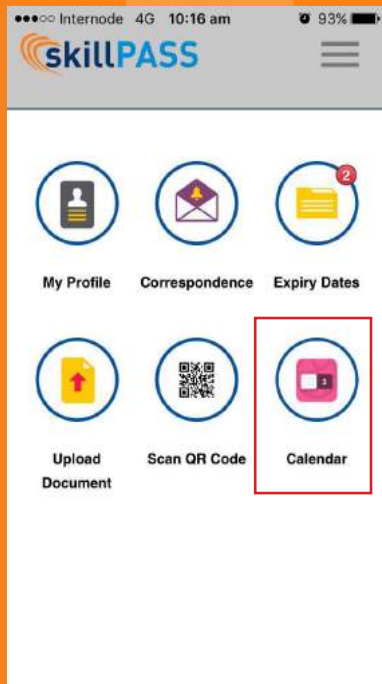


Hit submit to be advised you have successfully uploaded your document.

To end and return to the main menu, click Done

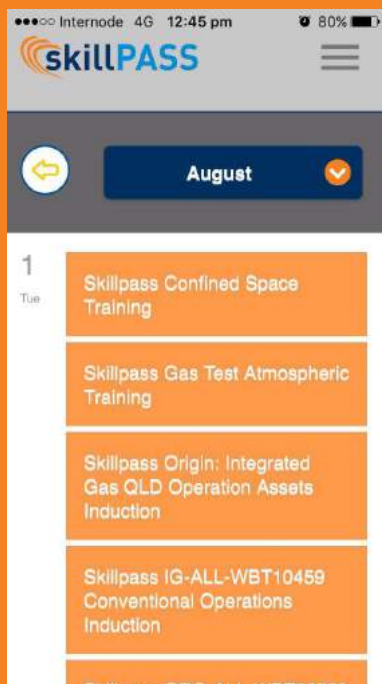


## How to use SkillPASS App



View Upcoming Training Dates.

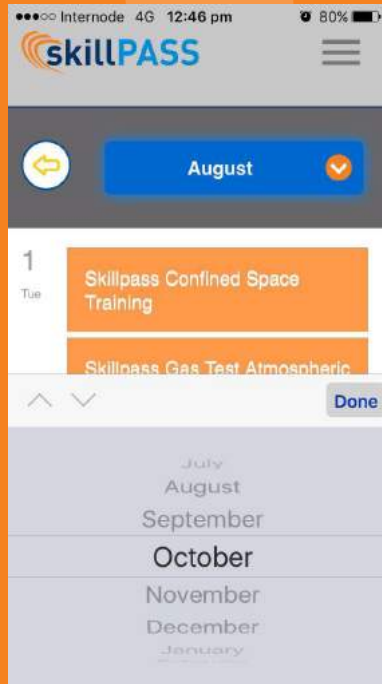
Dates shown are by calendar month, scroll to top of list to toggle month



Click on Calendar to view all upcoming calendar dates for face-to-face training



## How to use SkillPASS App



Dates shown are by calendar month, scroll to top of list to toggle month