



# User Manual


For accreditation of a new  
training entity for support  
product of the strategic  
partnerships institutes

# Accreditation of new training entity for support product of strategic partnerships institutes

1. Register the establishment through the following link:

[https://online.hrdf.org.sa/business/BP\\_approves\\_system\\_use.php](https://online.hrdf.org.sa/business/BP_approves_system_use.php)

https://online.hrdf.org.sa/business/BP\_approves\_system\_use.php



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Human Resources  
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**Employment and Training System**

Tuesday, corresponding to February 25, 2025

**In case you are desirous to benefit from the training to employment program (direct employment support or off-the-job training support), kindly register through the following link: [sps.hrdf.org.sa/ownerportal](https://sps.hrdf.org.sa/ownerportal)**

Declaration on using the electronic system by second party "Establishment".

1. Second Party must include its employees specialized in dealing with the system in training meetings convened by First Party for training on the system and its uses, if available.

2. Second Party must perform all operations related to electronic implementation of the agreement as per the requirements of the electronic system.

3. I declare to bear full responsibility for using this electronic system as well as full responsibility for the dispositions of authorized user as if it the party who acted such dispositions. In addition, it must be fully responsible for the user name and password and the necessary requirements for maintaining the same, and not to disclose the number to any entity or employee of its own or any other person or entity.

4. Second Party declares that First Party and its employees are not responsible for any losses or financial claims or any other issue which may arise from using the password. Moreover, Second Party shall immediately notify First Party under a report in writing if it finds that the password is in the public domain so that it could take necessary action in this regard. Second Party must be responsible for all transactions and instructions made by it till First Party receives the report in writing and lapse of twenty-four hours at most from receiving the report in writing from Second Party for completion of the service suspension procedures.

5. Second Party must have computer hardware and software in a systematic manner that meets the minimum specifications required for the operation of the electronic system.

6. Second Party declares its ownership of the intellectual property rights concerning the programs and documents of the electronic system, and it will not permit its users to copy or modify the programs or anything else and not to download or transfer the electronic system programs. It shall be fully responsible for any breach of this obligation, and to indemnify First Party against any damage which may be caused to it due to it, and the electronic system program belongs to First Party.

7. First Party could cancel the electronic system service at any time without serving any prior notice to Second Party or to revoke the powers given to it whether in full or in part as per its discretion in case Second Party does not comply with the provisions and conditions of this agreement, or if First Party could not provide this service for any reason beyond its control.

☐ I have read all conditions and agree to comply with it.

Agree

- The system will display the "Conditions" to the user in order to agree on it by the user through clicking "I have read all conditions and agree to comply with it" as indicated above.
- To continue, the user clicks "Agree" as indicated above.

## 2. Fill in the establishment details

https://online.hrdf.org.sa/business/bp\_register.php

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**Establishment registration details:**

**Obligatory**

**Name of establishment** **Type of sector**

**Legal form** **Select**

**Select**

**Address**

**Name of street**

**PO Box**

**Tel** **Ext.**

**City**

**Electronic**

**Director General**

**First name**

**Contact officer**

**First name**

**Tel** **Ext.**

**Mobile**

**Title**

**Mobile** **E-mail**

**Private training sector**

**Water sector**

**Power sector**

**Industry sector**

**Mineral resources sector**

**Agriculture sector**

**Electricity sector**

**Construction and building sector (Contracting)**

**Trade sector**

**Tourism sector**

**Standards and metrology sector**

**Statistical services sector**

**Higher education sector**

**Private education sector**

**Sciences and technology sector**

**Informatics sector**

**Social, youth and media services sector**

**Cultural services sector**

**Advisory and advocacy sector**

Entering the details of the commercial register or the license is mandatory (in case the establishment has a commercial register, its details must be entered).

- The system will display all fields to be filled in by the user such as “name of establishment- type of sector” and other fields, noting that the selected type of sector must be private training sector.

### 3. Fill in the required fields.

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**Establishment registration details:**

**Obligatory**

**Name of establishment**  **Type of sector**

**Legal form**  **Date of incorporation**

**Address**  
**Name of street**  **District**  **Area**  **City**   
**PO Box**  **Postal code**   
**Tel**  **Ext.**  **Fax**  **Ext.**  **E-mail**

**Director General**  
**First name**  **Father name**  **Family name**  **Mobile**

**Contact officer**  
**First name**  **Father name**  **Family**  **Title**   
**Tel**  **Ext.**  **Fax**  **Ext.**  **Mobile**  **E-mail**

Entering the details of the commercial register or the license is mandatory (in case the establishment has a commercial register, its details must be entered).

**Commercial Register No.**  **Date of issue**  **Date of Expiry**  **Issuing Entity**

**License No.**  **Date of issue**  **Date of Expiry**  **Issuing Entity**

Banks details (the name of the establishment in the bank must be in conformity with its trade name)  
**Bank Name**  **Account Number/ in full**

**Social Insurance Subscription Number**

**Statistics**  
**Numbers of Employees**  
**Details of**  
**Men**  **Saudi Employees**  **Non-Saudi Employees**   
**Women**


- The system will display all fields to be filled in by the user such as “License No.” and other fields.
- After completing all fields, the user clicks “Register” to complete the registration in the Employment and Training System.

## Accreditation of training program for support product of strategic partnerships institutes


1. Login to the establishment through the following link:

<https://online.hrdf.org.sa/login.php>

<https://online.hrdf.org.sa/login.php>


**Login**

Access:   
Login:   
  
☒ Remember password


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**Employment and Training System**

[Prepare an invoice](#)
[Exit](#)

Hello, the last login was on Safar 19, 1440AH (28/10/2018AD) at 13:44:24
Tuesday, corresponding to February 25, 2025

Screens

- Modification of establishment details
- Change of password
- Addition of training program**
- Addition of trainer details**
- Submission of support request
- Summary of agreement **(New)**
- Details of the Fund and supporting entities
- Prepare a new invoice
- Last offers
- Termination of services of the job seeker supported by the National System for Joint Training Program **(New)**

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[Agreements](#)
[Invoices](#)
[Job seeker](#)

**Hello**  
Establishment code: **(New)**  
Date of incorporation: Dhu al-Qadah 01, 1418AH (27/02/1998AD)  
Number of branches: 0  
Legal form: Individual establishment  
Type of sector:  
Services: **There are no services**  
Products: **There are no products**

## 2. Addition of new training program

Screens

- Modification of establishment details
- Change of password
- Addition of training program
- Addition of trainer details
- Submission of support request
- Summary of agreement (New)
- Details of the Fund and supporting entities
- Prepare a new invoice
- Last offers
- Termination of services of the job seeker supported by the National System for Joint Training Program (New)
- List of all employees

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### List of training programs

Procedure	Name of program	Level of program	Duration of training	Recognition status	Status
Amend   Cancel	HADAF Program	Development of economy		No	Approved
Amend   Cancel	Principles of public relations	Qualification		No	Approved
Amend   Cancel	Employees management	Expansion of horizons	Diploma (One year and more)	No	Approved
Amend   Cancel	Communications skills	Development	Development program (5- 30) days	No	Approved

(total 4) Showing rows 1 - 4

## 3. Fill in the required fields

Screens

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- Addition of trainer details
- Submission of support request
- Summary of agreement (New)
- Details of the Fund and supporting entities
- Prepare a new invoice
- Last offers
- Termination of services of the job seeker supported by the National System for Joint Training Program (New)
- List of all employees
- Time and attendance schedules
- Monthly preparation of male and female teachers program (New)
- Status of support agreements
- Training entities
- Search
- Searching among the job seekers supported by the Fund (New)
- Direct connection for the job seeker (New)
- Employees disengagement
- Update the data of male and female teachers (New)
- Preparation of training rewards and employment salaries for National System for Joint Training Program (New)

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### Details of training program "Testing Establishment 0"

General details

**\*Fields related to training centers and institutes**

**Name of program**: HADAF Program  
**General objective**: Development of economy  
**Level of program**: Select  
**Economic programs**: Type of program  
**Duration of training**: 6 months  
**Cost of training per trainee**: 500.00 Per month

**Method of training**

☒ Instructions  
☒ On-the-job training  
☐ Others  
☒ Practical (applied) training  
☐ Theoretical training

**Accreditation status\***: ☐ Yes ☒ No  
**Accredited by**:  
**Accreditation license No.**:  
**Date of accreditation**:  
**Training material availability status**: ☐ Yes ☒ No

## 4. Fill in the plan of program (Description)

Screens

- Modification of establishment details
- Change of password
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- Addition of trainer details
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- Monthly preparation of male and female teachers program (New)
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- Searching among the job seekers supported by the Fund (New)
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- Employees disengagement
- Update the data of male and female teachers (New)
- Preparation of training rewards and employment salaries for National System for Joint Training Program (New)

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Details of training program "Testing Establishment 0"

General details
Plan of program
Contents of program

Obligatory

\*Fields related to training centers and institutes

Plan of program

Month	Description
1	
2	
3	

New
Add
Amend
Agree
Search
Send
Cancel
Exit

## 5. Fill in the contents of program

Hello, testing establishment0, the last login was on Safar 19, 1440AH (28/10/2018AD) at 13:44:24
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Screens

- Modification of establishment details
- Change of password
- Addition of training program
- Addition of trainer details
- Submission of support request
- Summary of agreement (New)
- Details of the Fund and supporting entities
- Prepare a new invoice
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- Termination of services of the job seeker supported by the National System for Joint Training Program (New)
- List of all employees
- Time and attendance schedules
- Monthly preparation of male and female teachers program (New)
- Status of support agreements
- Training entities
- Search
- Searching among the job seekers supported by the Fund (New)
- Direct connection for the job seeker (New)
- Employees disengagement
- Update the data of male and female teachers (New)
- Preparation of training rewards and employment salaries for National System for Joint Training Program (New)

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Details of training program "Testing Establishment 0"

General details
Plan of program
Contents of program

Obligatory

\*Fields related to training centers and institutes

Contents of program

Content No.	Description
1	
2	
3	

New
Add
Amend
Agree
Search
Send
Cancel
Exit

صندوق تنمية  
الموارد البشرية  
HUMAN RESOURCES  
DEVELOPMENT FUND

