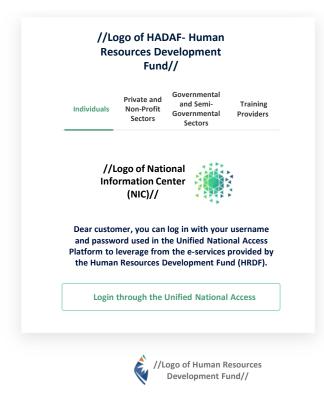# User Manual

For enrollment application management in Maharat Program

Login through the Unified National Access "Nafath" ([Link](#))

//Logo of HADAF- Human Resources Development Fund//

Individuals	Private and Non-Profit Sectors	Governmental and Semi-Governmental Sectors	Training Providers

//Logo of National Information Center (NIC)//

Dear customer, you can log in with your username and password used in the Unified National Access Platform to leverage from the e-services provided by the Human Resources Development Fund (HRDF).

Login through the Unified National Access

//Logo of Human Resources Development Fund//

The training entity submits a course support request. Once the request is approved by HRDF, the entity schedules the course and publishes it on the website. The entity then begins receiving enrollment applications from individuals.

//Logo of HADAF- Human Resources Development Fund//

Contact Us ⌄   Employment Support Applications ⌄   Our Programs ⌄   Reports ✓

Wafaa Ibrah...

Our Programs > Maharat > Training Course Enrollment Applications

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Training Support Agreements	>	
Professional Certifications	>	
Maharat	>	Training Courses
Tawteen Program	>	Training Course Enrollment Applications **2**
General Job Posting	>	Training Course Schedule
Liqaat	>	Training Management
		Invoices

Training Course Enrollment Applications

Course No.

Arabic Course Name

[Search]   [to Excel]   [Select All]   [Accept]   [Reject]

Select	Course No.	Training Appointment No.	Arabic Course Name	Trainee Name	ID No.	Insurance Job Title	Job Title according to the Saudi Occupational Classification	Date of Application	Academic Qualification Type	Status	View
☐	56720	56720-001	مهارات التواصل الفعال					2025-03-22 11:12:56		Under review by the training entity	↵
☐	56721	56721-001	مهارات التواصل الفعال					2025-03-22 05:07:00		Under review by the training entity	↵

The entity reviews and evaluates enrollment applications by navigating to "Our Programs" section, then selecting "Training Course Enrollment Applications". The entity examines and assesses the applications, and proceeds to accept or reject each application accordingly.

The training entity can export the data of scheduled training courses on the website.

This can be done by clicking on "Our Programs" section, then selecting "Training Course Enrollment Applications," followed by the entity clicking on "Export to Excel" button.

If the training entity accepts an individual's enrollment application, it must confirm the acceptance by clicking "Yes" to finalize the approval.

If the training entity rejects an individual's enrollment application, it must select a reason from the list and then click "Yes" to confirm the rejection.

Application Rejection Confirmation ✖

☐	The applicant does not match the training program specialization
☐	The academic specialization is not aligned with the training field
☐	The educational level is not suitable for the training field
☐	The applicant is currently not employed
☐	No response received from the applicant despite multiple contact attempts
☐	The applicant's contact information is incorrect
☐	The applicant's job field does not align with the training program

☐ Other reason (please specify)

[Yes]   [No]

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