



**ACADEMY FOR
DISCIPLINED FORCES
M A L T A**

ACADEMY REMUNERATION FRONTEND USER GUIDE

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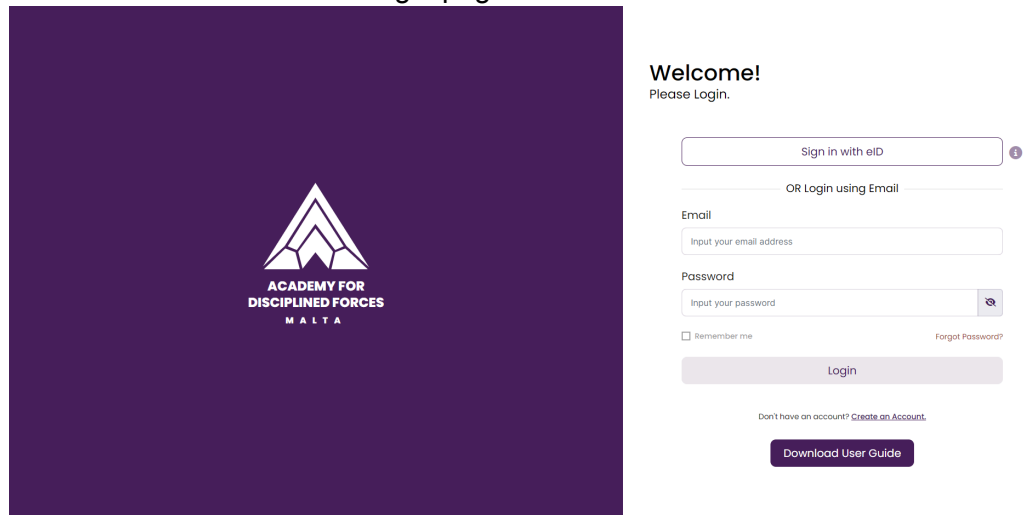
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Section 1: Lecturer

Part 1: User Guide

1. Access the following link in your web browser:
<https://academyrem.gov.mt/login>

2. You will be redirected to the login page.



Welcome!
Please Login.

Sign in with eID ⓘ

OR Login using Email

Email

Input your email address

Password

Input your password ⓘ

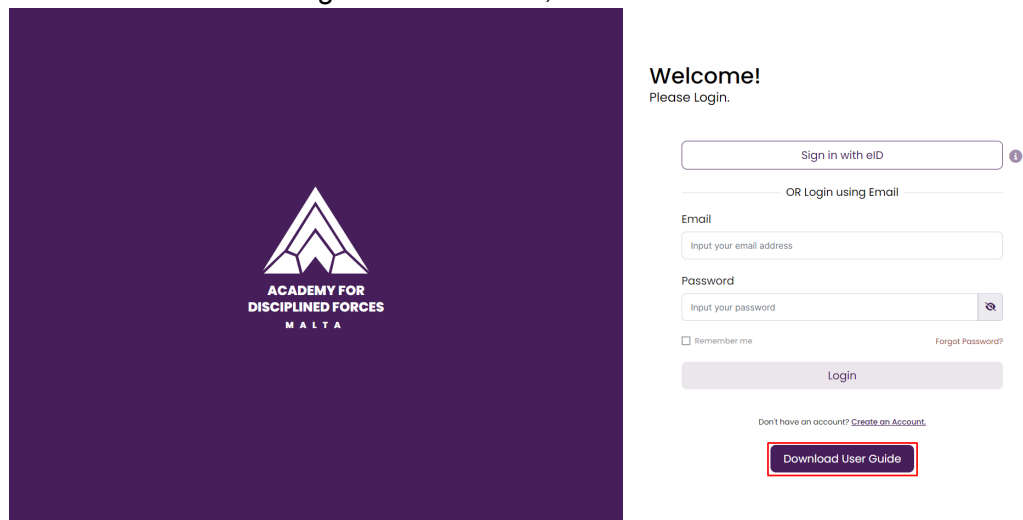
☐ Remember me [Forgot Password?](#)

Login

Don't have an account? [Create an Account.](#)

[Download User Guide](#)

3. If the admin sets a user guide for the user, a button will show below the form.



Welcome!
Please Login.

Sign in with eID ⓘ

OR Login using Email

Email

Input your email address

Password

Input your password ⓘ

☐ Remember me [Forgot Password?](#)

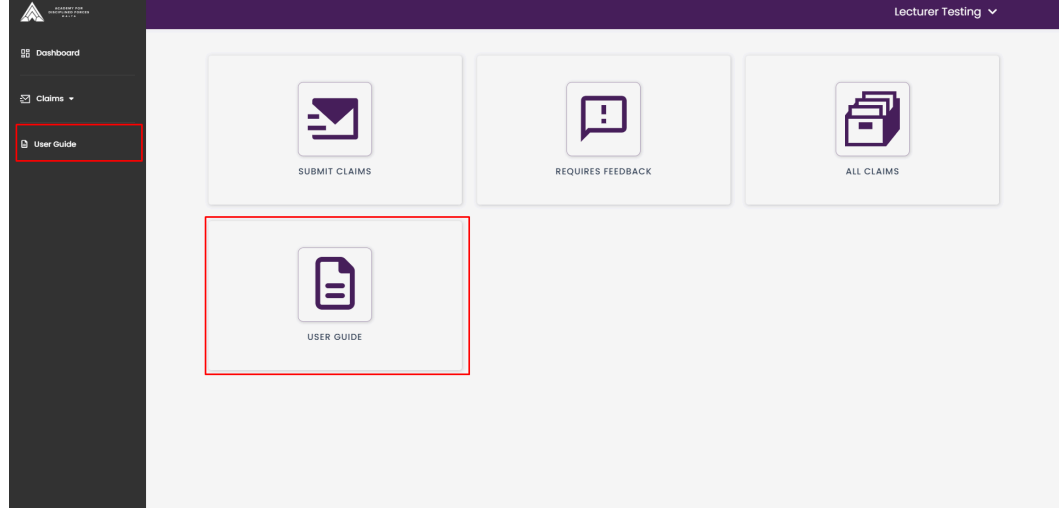
Login

Don't have an account? [Create an Account.](#)

[Download User Guide](#)

4. Clicking on it will open a new tab, which will open the document uploaded by the admin.

5. The user guide can also be accessible when you are logged in. Click on the User Guide in the sidebar or in the dashboard.

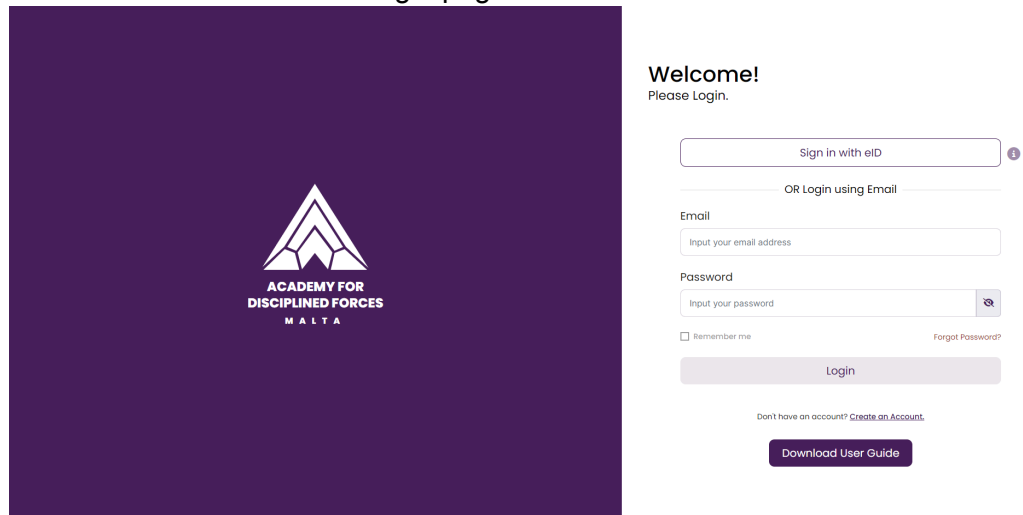


Part 2: Register

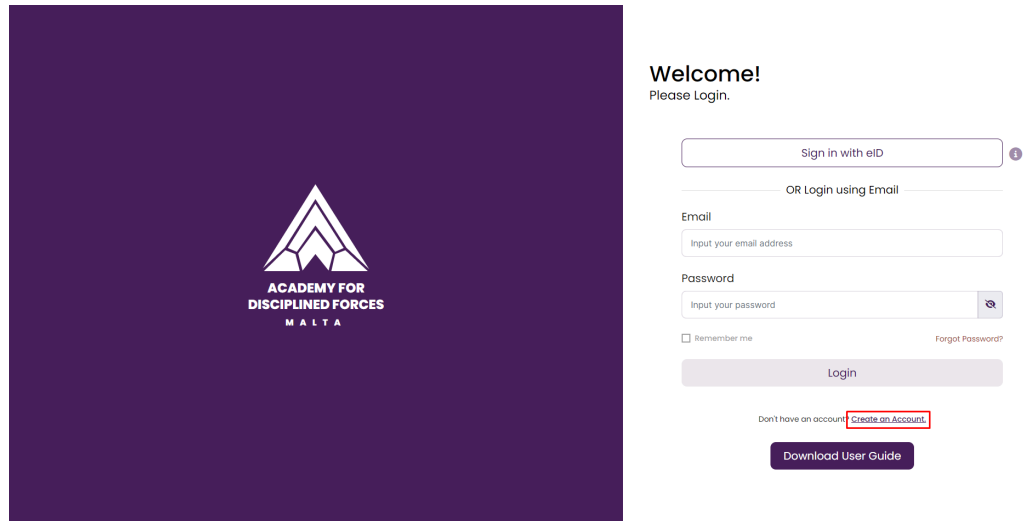
1. Access the following link in your web browser:

<https://academyrem.gov.mt/login>

2. You will be redirected to the login page.



3. Click on the **Create an Account** below the form.



ACADEMY FOR DISCIPLINED FORCES MALTA

Welcome!
Please Login.

Sign in with eID ⓘ

OR Login using Email

Email
Input your email address

Password
Input your password ⓘ

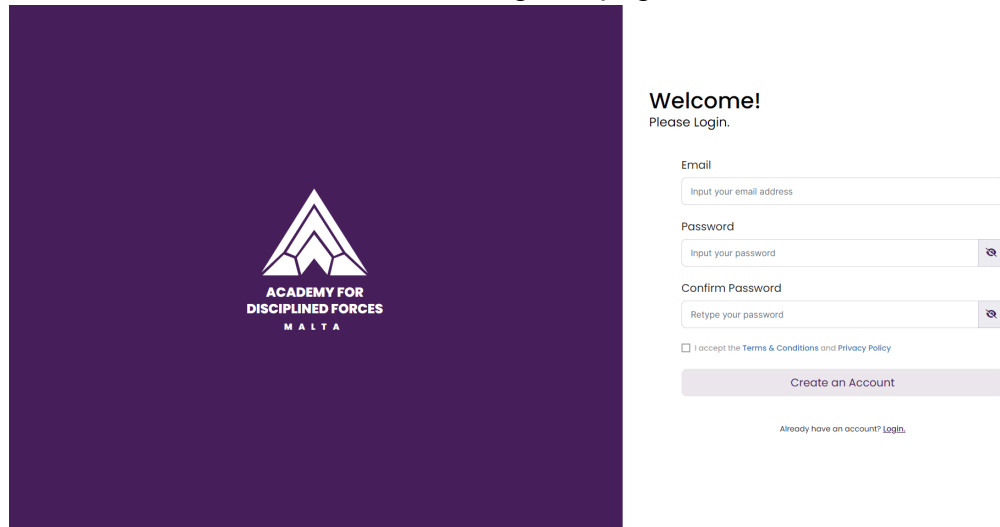
☐ Remember me [Forgot Password?](#)

Login

Don't have an account? [Create an Account](#)

[Download User Guide](#)

4. You will be redirected to the artist register page.



ACADEMY FOR DISCIPLINED FORCES MALTA

Welcome!
Please Login.

Email
Input your email address

Password
Input your password ⓘ

Confirm Password
Retype your password ⓘ

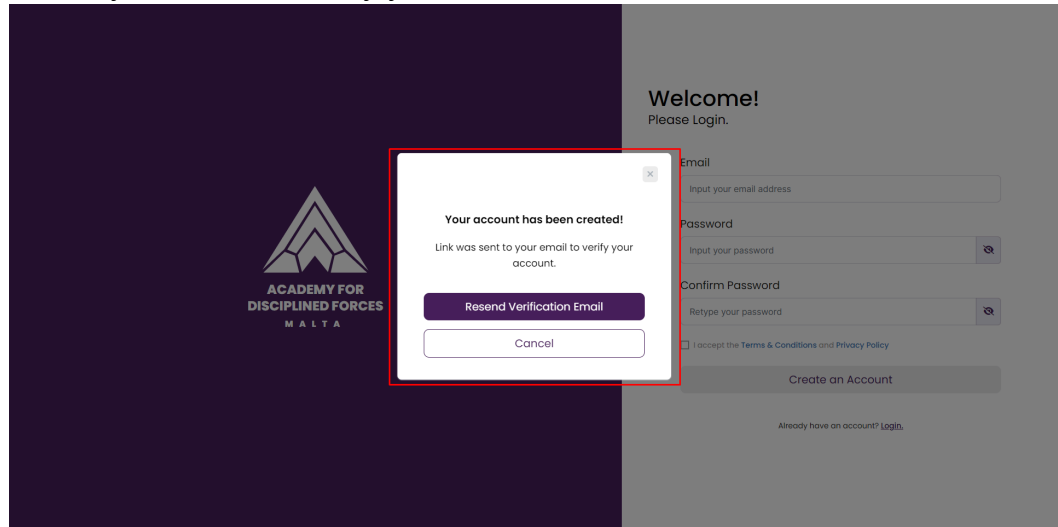
☐ I accept the [Terms & Conditions](#) and [Privacy Policy](#)

Create an Account

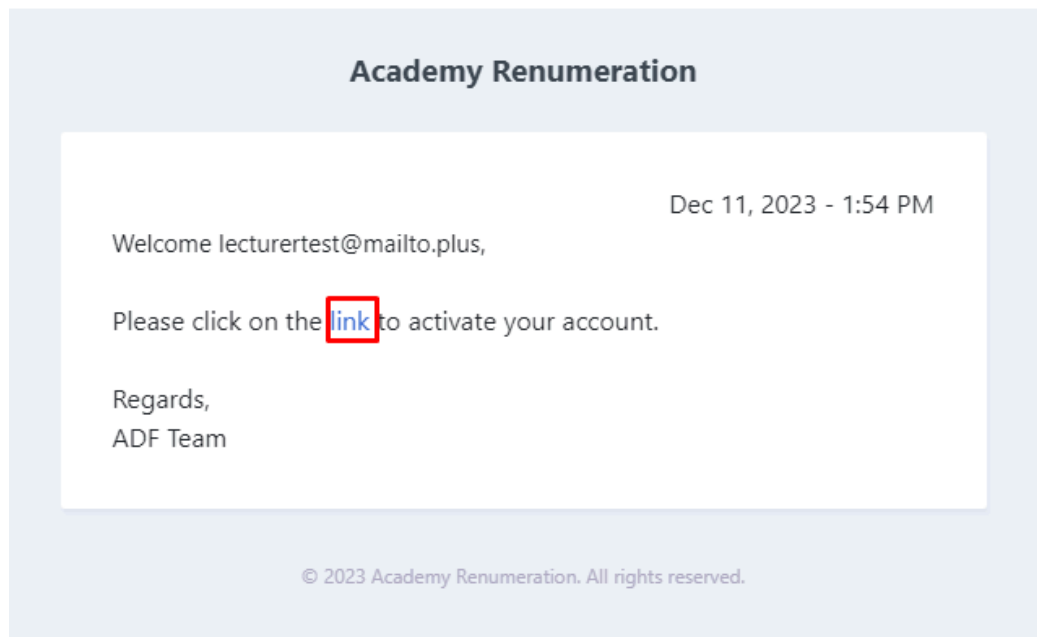
Already have an account? [Login](#)

5. Enter the following details:
- Email (this will be used to login)
 - Password (must consist of at least 8 characters long, 1 uppercase, 1 lowercase, 1 numeric and 1 special characters)
 - Confirm Password
 - Then click on **Create an Account** after filling up the form


6. An alert will popup that the account has been created and an email will be sent to your email to verify your account.



7. Click on the link on the email.



8. You will be redirected to the login page with an alert that your account has been verified.



**ACADEMY FOR
DISCIPLINED FORCES
MALTA**

Welcome!
Please Login.

Your email has been verified. X

Sign in with eID ⓘ

OR Login using Email

Email

Input your email address

Password

Input your password

☐ Remember me


[Forgot Password?](#)

Login

Don't have an account? [Create an Account.](#)

Part 3: Login

1. Go to the login page.



**ACADEMY FOR
DISCIPLINED FORCES
MALTA**

Welcome!
Please Login.

Sign in with eID ⓘ

OR Login using Email

Email

Input your email address

Password

Input your password

☐ Remember me

[Forgot Password?](#)

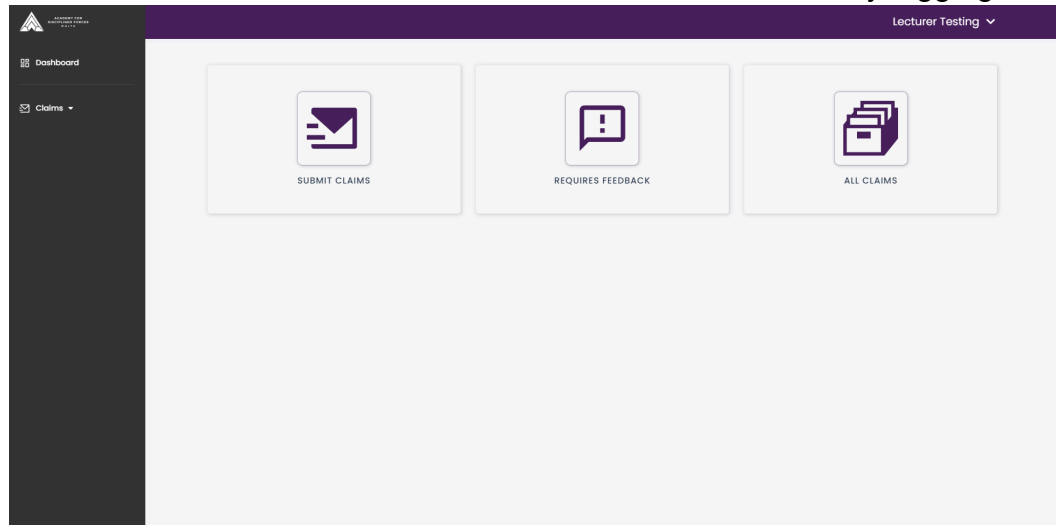
Login

Don't have an account? [Create an Account.](#)

Download User Guide

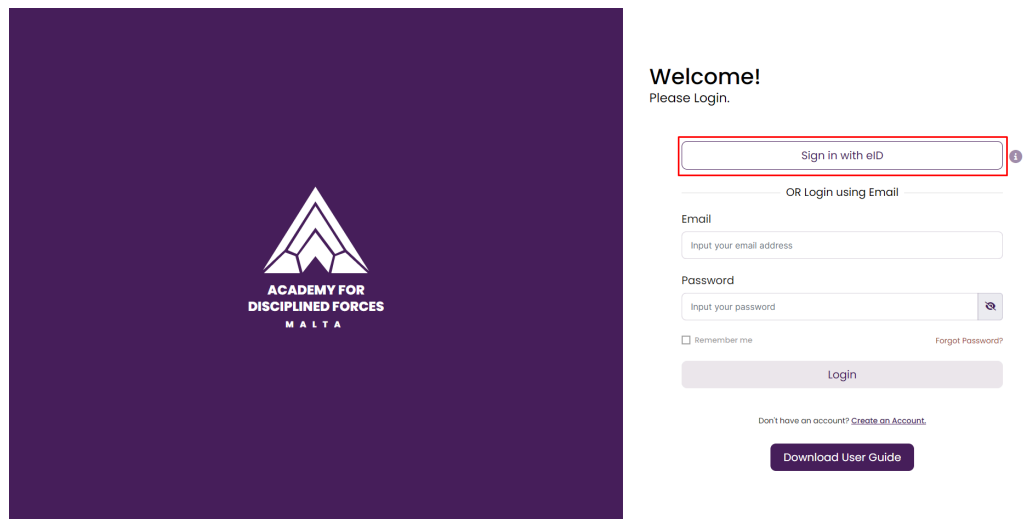
2. Enter the following details:
 - a. Email
 - b. Password
 - c. Then click on **Login**

3. You will then be redirected to the dashboard after successfully logging in.

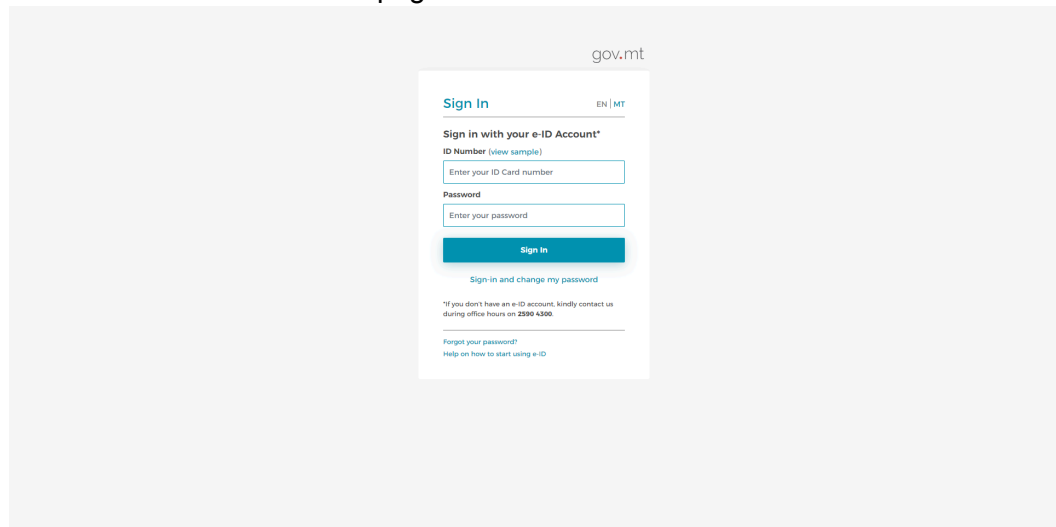


Part 4: Login with Eid

1. Go to the login page and click on **Sign in with eID**.

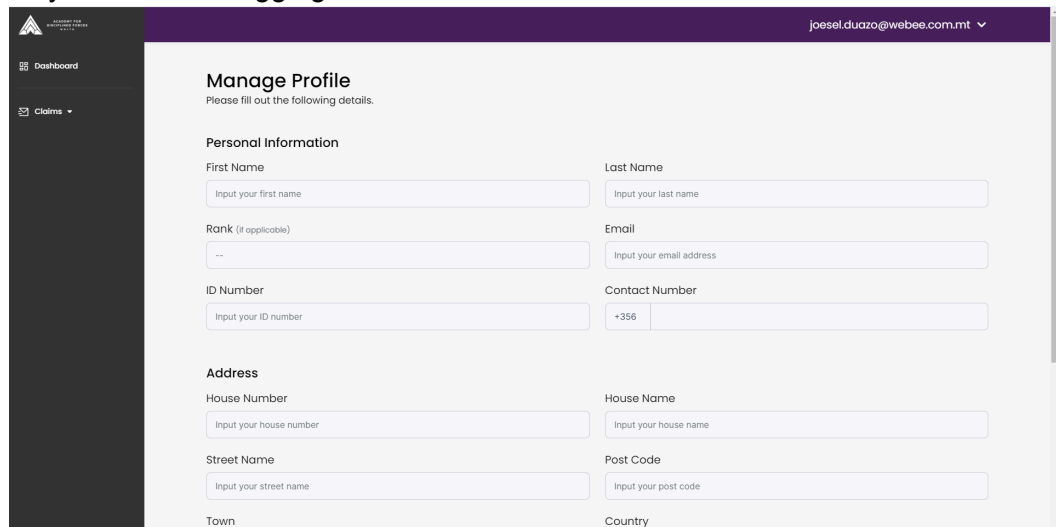


-
2. You will be redirected to this page.



The screenshot shows the 'gov.mt' Sign In page. At the top right is the 'gov.mt' logo. Below it, the page title is 'Sign In' with language options 'EN | MT'. The main heading is 'Sign in with your e-ID Account*'. There are two input fields: 'ID Number (view sample)' with a placeholder 'Enter your ID Card number', and 'Password' with a placeholder 'Enter your password'. Below these is a blue 'Sign In' button. Under the button is a link 'Sign-in and change my password'. At the bottom, there is a note: '*If you don't have an e-ID account, kindly contact us during office hours on 2990 4300.' and two links: 'Forgot your password?' and 'Help on how to start using e-ID'.

-
-
3. Enter your eiD account
 - a. ID Card Number
 - b. Password
 - c. Then click on Sign in, then click on Continue.
4. You have now successfully logged into the system and redirected to Profile when it's your first time logging in.



The screenshot shows the 'Manage Profile' page. The top navigation bar is dark purple with the user email 'joesel.duazo@webee.com.mt' and a dropdown arrow. The left sidebar is dark grey with 'Dashboard' and 'Claims' (with a plus icon). The main content area is light grey. The heading is 'Manage Profile' with the subtext 'Please fill out the following details.' Below this is the 'Personal Information' section with fields for 'First Name' (placeholder: 'Input your first name'), 'Last Name' (placeholder: 'Input your last name'), 'Rank (if applicable)' (placeholder: '--'), 'Email' (placeholder: 'Input your email address'), 'ID Number' (placeholder: 'Input your ID number'), and 'Contact Number' (placeholder: '+356'). Below this is the 'Address' section with fields for 'House Number' (placeholder: 'Input your house number'), 'House Name' (placeholder: 'Input your house name'), 'Street Name' (placeholder: 'Input your street name'), 'Post Code' (placeholder: 'Input your post code'), 'Town', and 'Country'.

-
-
-
-
5. Some of the information will be automatically filled up.

Part 5: Profile

Edit Profile

1. When you first login to your account, you will be redirected to the profile page to enter the additional required information.

Manage Profile
Please fill out the following details.

Please complete your profile.

Personal Information

First Name:

Last Name:

Rank (if applicable):

Email:

ID Number:

Contact Number:

Address

House Number:

House Name:

Street Name:

Post Code:

2. Enter the following additional details:
 - a. First Name
 - b. Last Name
 - c. Rank (optional)
 - d. ID Number
 - e. Contact Number
 - f. House Number
 - g. House Name
 - h. Street Name
 - i. Post Code
 - j. Town
 - k. Country
 - l. Employed with:
 - m. Department (if Public Sector/Service)

n. Then click on **Save Changes** below the form.

The form is titled 'Address' and contains two columns of input fields. The first column includes 'House Number', 'Street Name', and 'Town'. The second column includes 'House Name', 'Post Code', and 'Country'. Below these is a section titled 'Other Details' with 'Employed with:' (containing 'Public Sector') and 'Department' (containing 'Input your department name'). At the bottom, there are two buttons: 'Change Password' and 'Save Changes' (highlighted with a red border).

3. An alert will show that your profile has been updated.

The 'Manage Profile' page has a dark sidebar with 'Dashboard' and 'Claims' links. The main content area has a purple header with 'Lecturer Testing' and a dropdown arrow. Below the header, a green alert box with a close button (X) displays the message 'Your profile has been updated.' The form below is divided into 'Personal information' and 'Address' sections. 'Personal information' includes fields for First Name (Lecturer), Last Name (Testing), Rank (if applicable), Email (lecturertest@mailto.plus), ID Number (1234123), and Contact Number (+356 09987654321). The 'Address' section includes House Number (1234), House Name (Test House), Street Name (Street Test), and Post Code (6225).

View Profile

1. Click on your **username** in the top right corner to show a dropdown, then click on '**Profile**'.

The dashboard features a dark sidebar with 'Dashboard' and 'Claims' links. The main content area has a purple header with 'Lecturer Testing' and a dropdown arrow. The dropdown menu is open, showing 'Profile' (highlighted with a red border) and 'Log Out'. Below the header, there are three large buttons: 'SUBMIT CLAIMS' (with an envelope icon), 'REQUIRES FEEDBACK' (with a speech bubble icon), and 'ALL CLAIMS' (with a folder icon).

2. You will be redirected to the Profile page.

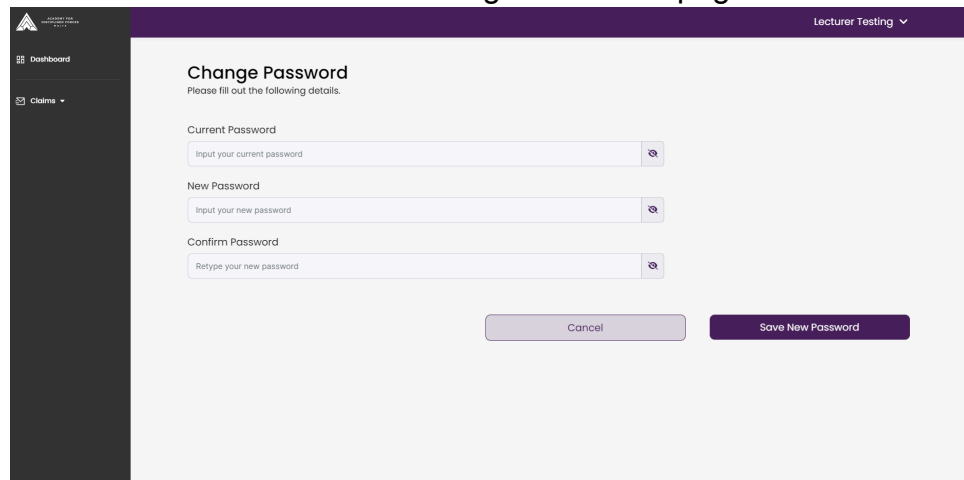
The screenshot shows the 'Manage Profile' page. On the left is a dark sidebar with 'Dashboard' and 'Claims' (with a dropdown arrow). The top right of the page has a purple header with 'Lecturer Testing' and a dropdown arrow. The main content area is titled 'Manage Profile' with the instruction 'Please fill out the following details.' Below this are three sections: 'Personal Information' with fields for First Name (Lecturer), Last Name (Testing), Rank (if applicable) (--), Email (lecturertest@malta.plus), ID Number (1234123), and Contact Number (+356 09987654321); 'Address' with fields for House Number (1234), House Name (Test House), Street Name (Street Test), Post Code (5322), Town (Test Town), and Country (Bahrain); and 'Other Details' with a field for 'Employed with:' (Private Pensioner). At the bottom, there are two buttons: 'Change Password' (highlighted with a red rectangle) and 'Save Changes'.

Change Password

1. In the Profile page below the form click on the Change Password below the form.

This screenshot is identical to the one above, showing the 'Manage Profile' page. The 'Change Password' button at the bottom left is highlighted with a red rectangle, indicating the next step in the process.

2. You will be redirected to the Change Password page.

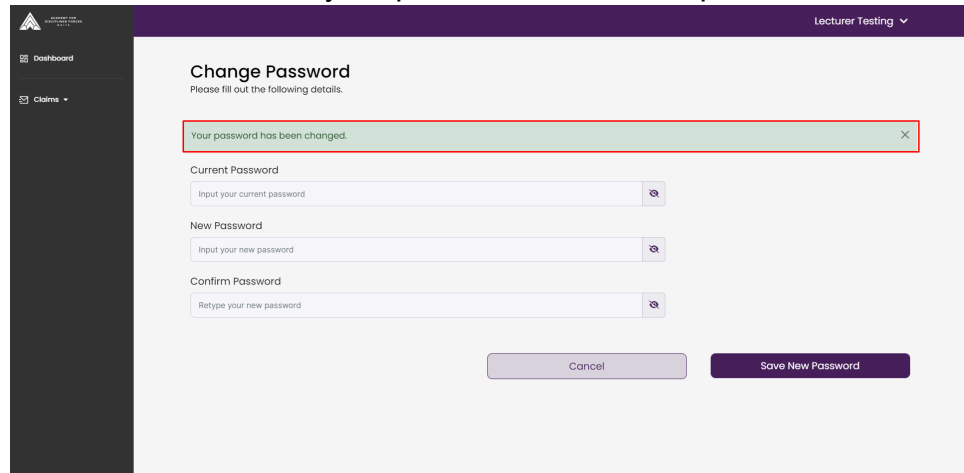


The screenshot shows a web application interface for changing a password. On the left is a dark sidebar with a logo at the top and two menu items: 'Dashboard' and 'Claims'. The main content area has a purple header bar with the text 'Lecturer Testing' and a dropdown arrow. Below the header, the page title is 'Change Password' with a subtitle 'Please fill out the following details.' There are three input fields: 'Current Password' with placeholder text 'Input your current password', 'New Password' with placeholder text 'Input your new password', and 'Confirm Password' with placeholder text 'Retype your new password'. Each field has a small eye icon to toggle visibility. At the bottom right are two buttons: a light grey 'Cancel' button and a dark purple 'Save New Password' button.

3. Enter the following details:

- a. Current Password
- b. New Password
- c. Password Confirmation
- d. Then click on **Save New Password** to update your password.

4. An alert will show that your password has been updated.

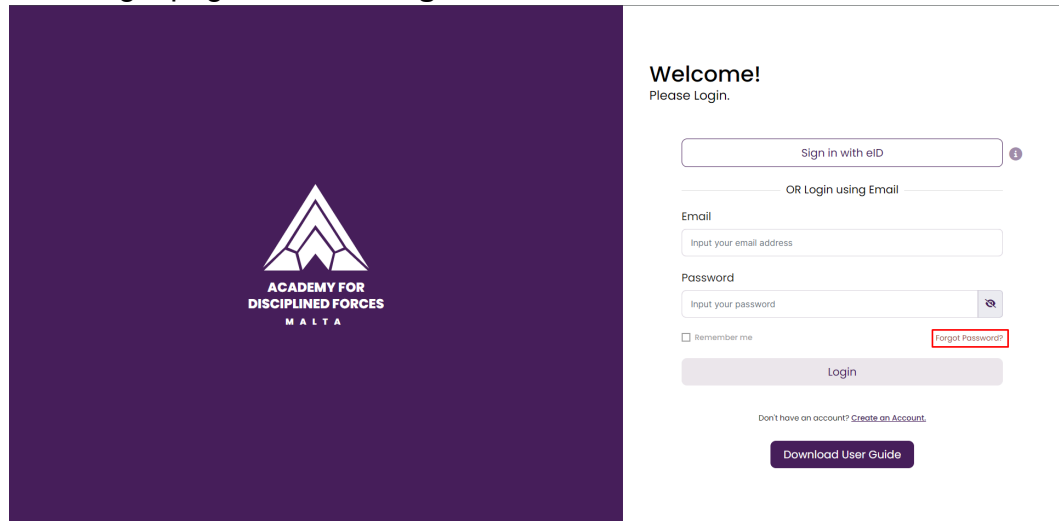


This screenshot is identical to the previous one, but it includes a green success alert box at the top of the form area. The alert box contains the text 'Your password has been changed.' and a close button (an 'X' icon) on the right. The rest of the page, including the sidebar, header, form fields, and buttons, remains the same.

Part 6: Forgot Password

You can use this part when you accidentally forgot your password.

1. In the login page click on **Forgot Password** in the form.



Welcome!
Please Login.

Sign in with eID ⓘ

OR Login using Email

Email
Input your email address

Password
Input your password

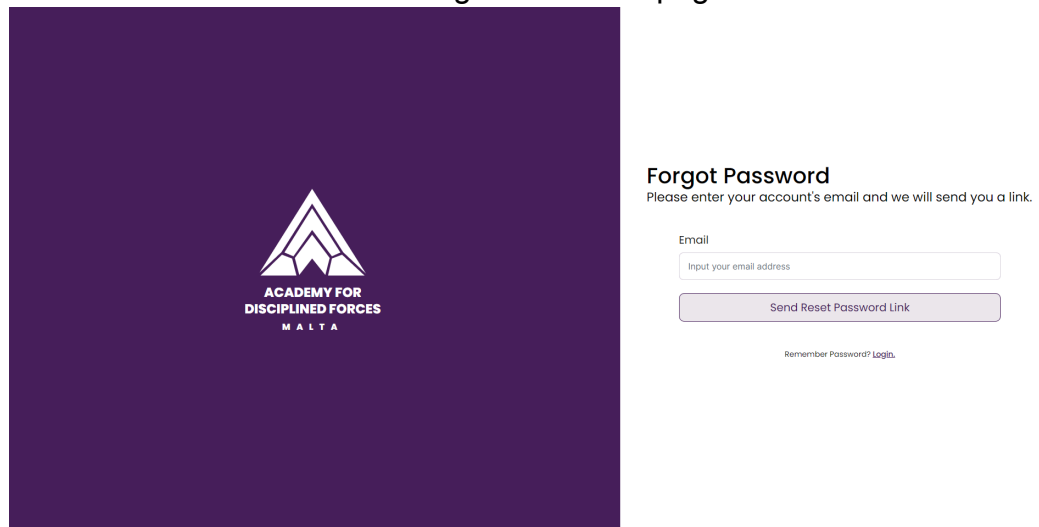
☐ Remember me [Forgot Password?](#)

Login

Don't have an account? [Create an Account](#)

[Download User Guide](#)

2. You will be redirected to the Forgot Password page.



Forgot Password
Please enter your account's email and we will send you a link.

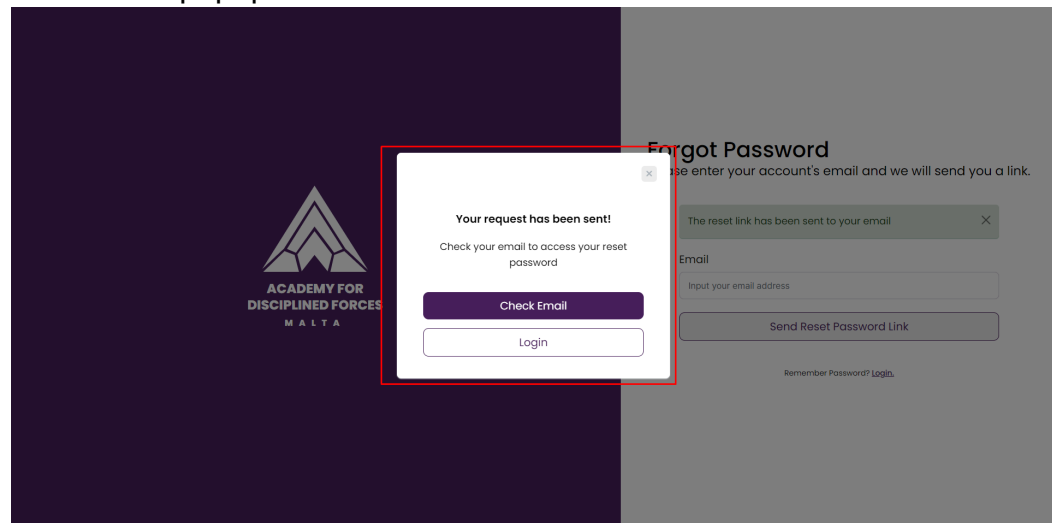
Email
Input your email address

[Send Reset Password Link](#)

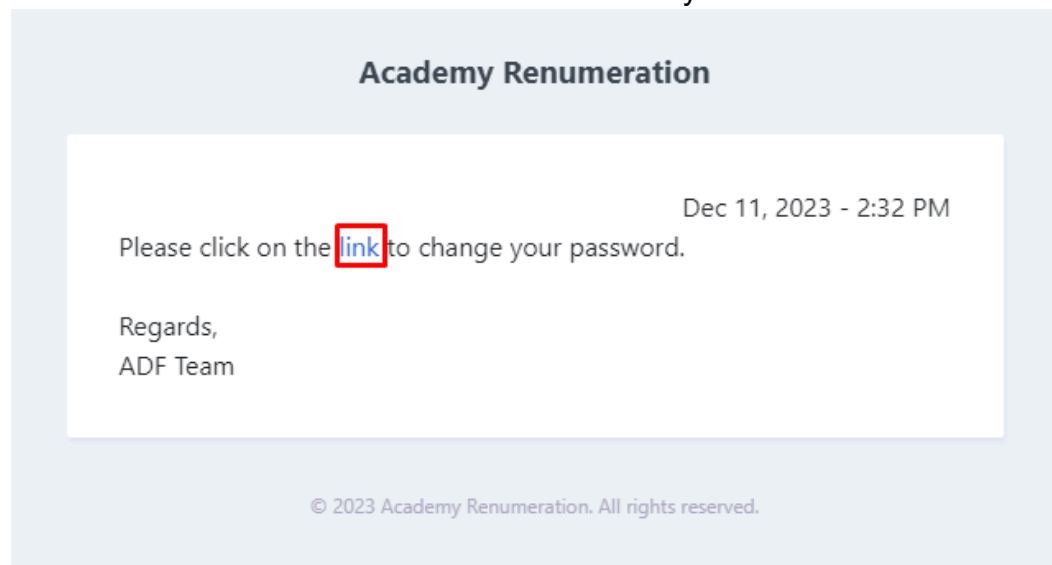
[Remember Password? Login](#)

3. Enter your username then click on Send Password Reset Link to send an email to your username for resetting your password.

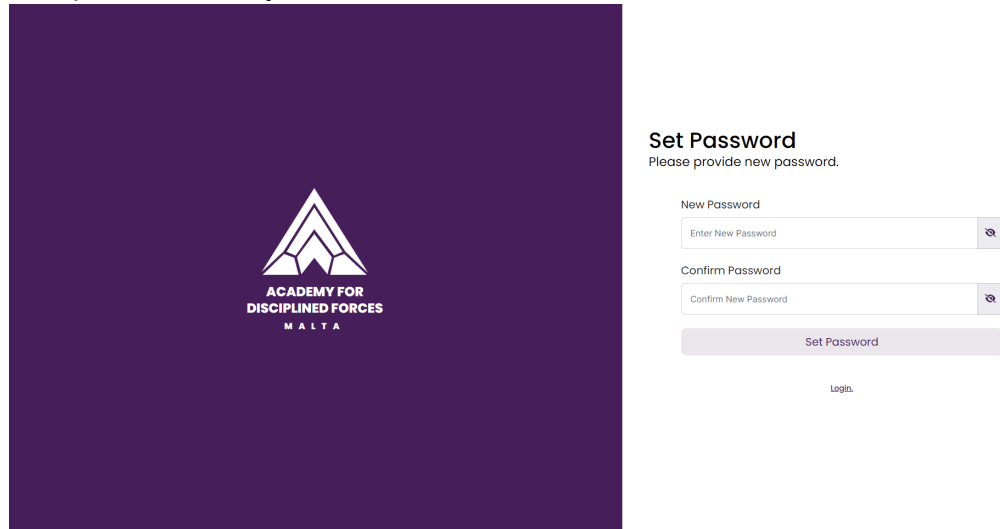
4. An alert will popup that the email notification has been sent.



5. Click on the link in the email that's been sent to your username.



6. You will be redirected to the Set Password page, here you can set your new password for your account.



Set Password
Please provide new password.

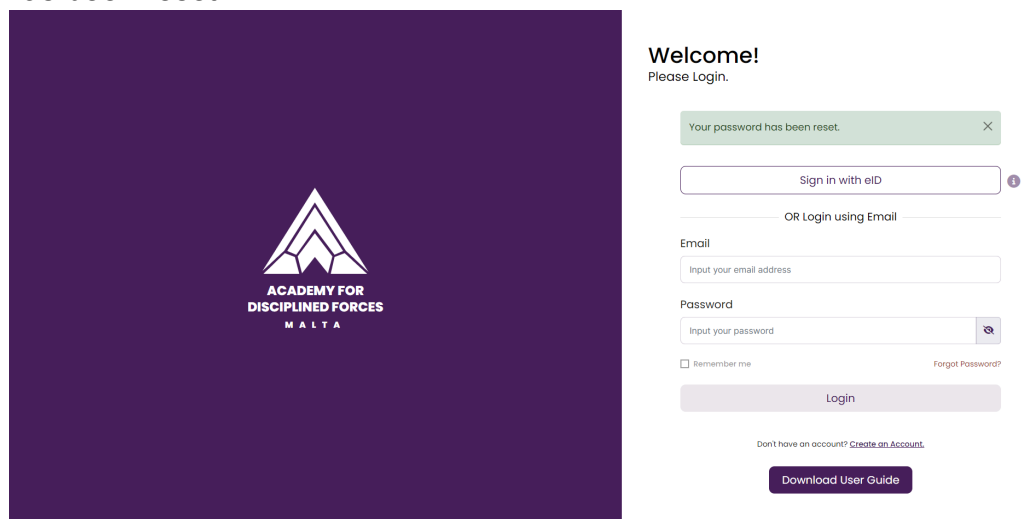
New Password
Enter New Password

Confirm Password
Confirm New Password

Set Password

[Login](#)

7. Enter your new password then click on Set Password.
8. You will be redirected to the login page with an alert that your password has been reset.



Welcome!
Please Login.

Your password has been reset.

Sign in with eID

OR Login using Email

Email
Input your email address

Password
Input your password

☐ Remember me [Forgot Password?](#)

Login

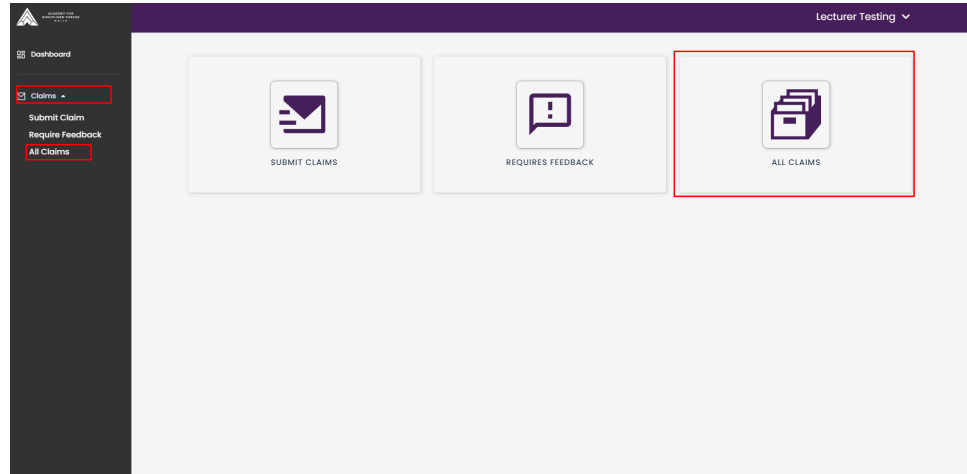
Don't have an account? [Create an Account.](#)

Download User Guide

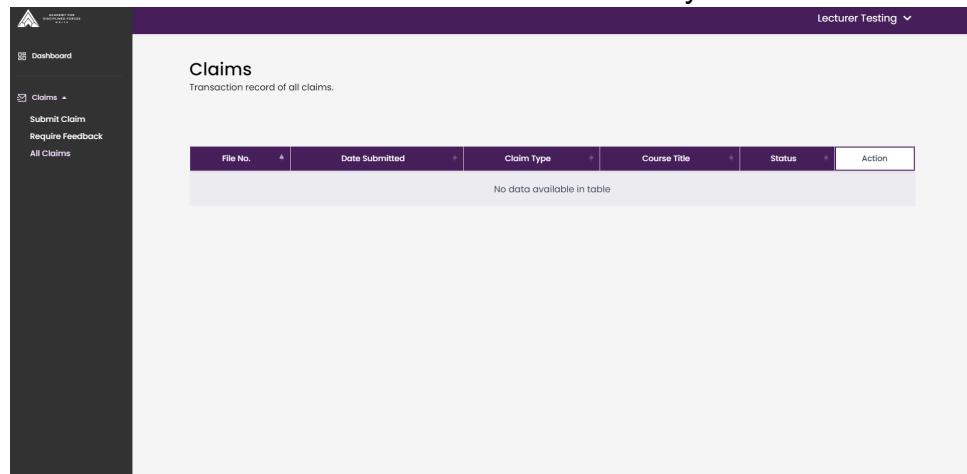
Part 7: Claim

Viewing all Claims

1. Click on the **Claims** in the sidebar it will open a list, click on **All Claims**, or click on **All Claims** in the dashboard.



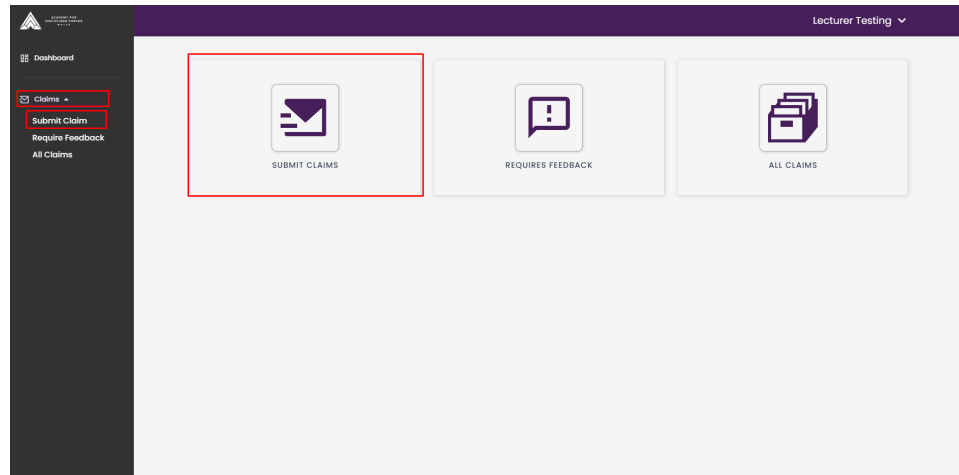
2. You will be redirected to the list of all the claims you submitted.



Claim

Submitting

1. Click on the **Claim** in the sidebar it will open a list, click on **Submit Claim**, or click on **Submit Claims** in the dashboard.



2. You will be redirected to the Submit Claim page.

A screenshot of the 'Claims' form page. The sidebar is the same as the previous image. The main area has a purple header with 'Lecturer Testing' and a dropdown arrow. Below the header is the title 'Claims' and the instruction 'Please fill out the following details.' The form contains several input fields: 'File Number' (with placeholder 'Input claim file number'), 'First Name' (with value 'Lecturer'), 'Last Name' (with value 'Testing'), 'Rank (if applicable)' (with value ''), 'Email' (with value 'lecturertest@mailto.plus'), 'ID Number' (with value '1234123'), 'Contact Number' (with value '+356 09987654321'), 'Address' (with value '1234, Test House, Street Test, 5322, Test Town, Bahrain'), and 'Employed with:' (with value 'Private Pensioner'). At the bottom, there is a label 'Select type of Claims'.

3. Enter the following details (some information has been based on your profile but it is still editable):
 - a. First Name
 - b. Last Name
 - c. Rank (optional)
 - d. Email
 - e. ID Number
 - f. Contact Number
 - g. Address
 - h. Employed with
 - i. Department (if Public Sector/Service)
 - j. Course

- k. Unit Title
- l. Unit Code (optional)
- m. Timeslot
- n. Click on the checkbox below, then **Submit Claim** to submit your claim to the admin.

4. Selecting a Course will auto select its type of claim.

Employed with
Private Pensioner

Course
Test

Type of Claim
Accredited

Unit Title
Input your unit title

5. When adding a timeslot you can only have a list of time when adding a date, and that day has a timeslot on it.

Time		Attendance		No. of Hours	Rate		Actions
From	To	Time In	Time Out		On Duty	Off Duty	
01/07/2024		Select timeslot	Select time	0	<input type="checkbox"/>	<input type="checkbox"/>	
Add Item				Total	€0.00		

Here we add July 1 which is Monday so it will list the time on Monday of that course.

Date	Time		Attendance		No. of Hours	Rate		Actions
	From	To	Time In	Time Out		On Duty	Off Duty	
01/07/2024	Select timeslot		Select time	Select time	0	<input type="checkbox"/>	<input type="checkbox"/>	
Add Item				Total				€0.00

6. After selecting the time, the lecturer will then need to set off when they time in and time out in that specific time.


Date	Time		Attendance		No. of Hours	Rate		Actions
	From	To	Time In	Time Out		On Duty	Off Duty	
01/07/2024	08:00 AM 12:00 PM		Select time	Select time	0	<input type="checkbox"/>	<input type="checkbox"/>	
Add Item				Total				€0.00

This will calculate their total number of hours, and use it to calculate their total rate.

Date	Time		Attendance		No. of Hours	Rate		Actions
	From	To	Time In	Time Out		On Duty	Off Duty	
01/07/2024	08:00 AM 12:00 PM		8:05 AM	12:00 PM	3.92	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<div><div></div><div>Add Item</div></div>					Total	€3.92		

This course has a rate of €1.00 per hour, so the lecturer's total rate is €3.92.

- You will be redirected to the Claim Detail page with an alert that the claim has been submitted successfully. It will notify the email that has been set by the admin.



- Dashboard
- Claims
 - Submit Claim
 - Require Feedback
 - All Claims

Lecturer Testing

Claims > All Claims > View Claim

The claim has been submitted successfully.

View Claim

File No. TEST-10101 Status: Pending

Personal Information

First Name: Lecturer

Surname: Testing

Rank:

Email: lecturerest@mailto.plus

ID Number: 1234123

Contact Number: +356 09987654321

Address: 1234, Test House, Street Test, 5322, Test Town, Bahrain

Employed with: Private Pensioner

Department:


Course Title: ACC1

Unit Title: Test

Unit Code: T35T

Viewing Claim Detail

- In the all Claim page click on view in the table.



- Dashboard
- Claims
 - Submit Claim
 - Require Feedback
 - All Claims

Lecturer Testing

Claims

Transaction record of all claims.

File No.	Date Submitted	Claim Type	Course Title	Status	Action
TEST-10101	12/11/23	Accredited	ACC1	Pending	View

2. You will be redirected to the Claim Detail page.

The screenshot shows the 'View Claim' page. On the left is a dark sidebar with a logo at the top and a menu containing 'Dashboard', 'Claims' (with a sub-menu: 'Submit Claim', 'Require Feedback', 'All Claims'), and a notification badge. The main content area has a purple header with 'Lecturer Testing' and a dropdown arrow. Below the header is a breadcrumb 'Claims > All Claims > View Claim'. The page title is 'View Claim' with a 'View Feedback' button. A status bar shows 'File No. TEST-10101' and 'Status: Feedback Required'. The 'Personal Information' section contains a form with the following fields: First Name: Lecturer, Surname: Testing, Rank: (empty), Email: lecturerest@mailto.plus, ID Number: 1234123, Contact Number: +356 09987654321, Address: 1234, Test House, Street Test, 5322, Test Town, Bahrain, Employed with: Private Pensioner, Department: (empty), Course Title: ACCI, Unit Title: Test, and Unit Code: T35T.

3. The View Feedback on the top right will show if the admin requires more information for the claim. It contains all of the past messages the admin stated. Click on View Feedback to view it.

This screenshot is identical to the previous one, but the 'View Feedback' button in the top right corner is highlighted with a red rectangular box.

This screenshot shows the 'View Claim' page with a 'Claim Feedbacks' modal open in the center. The modal has a title bar with a close button and a table with the following data:

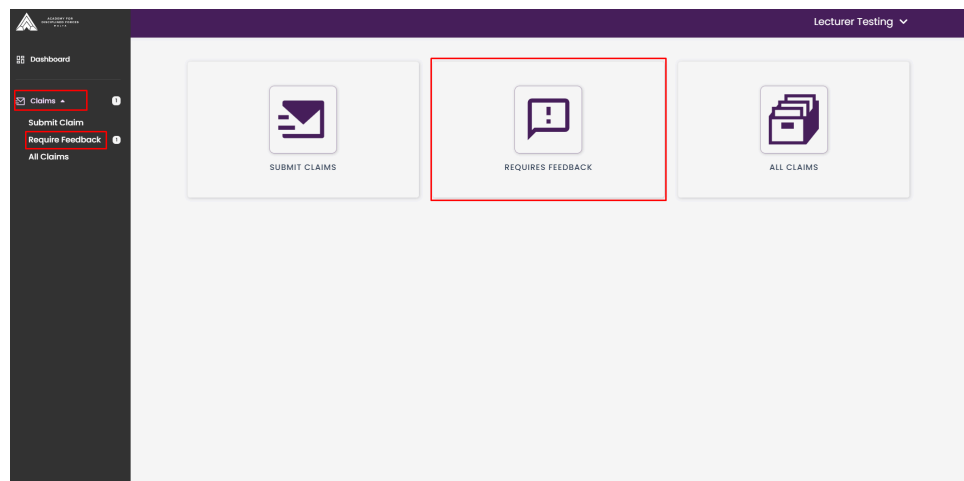
From	Date	Remarks
Milbourne Villegas	11/12/23	Test

The background page is dimmed, showing the same 'View Claim' form as before.

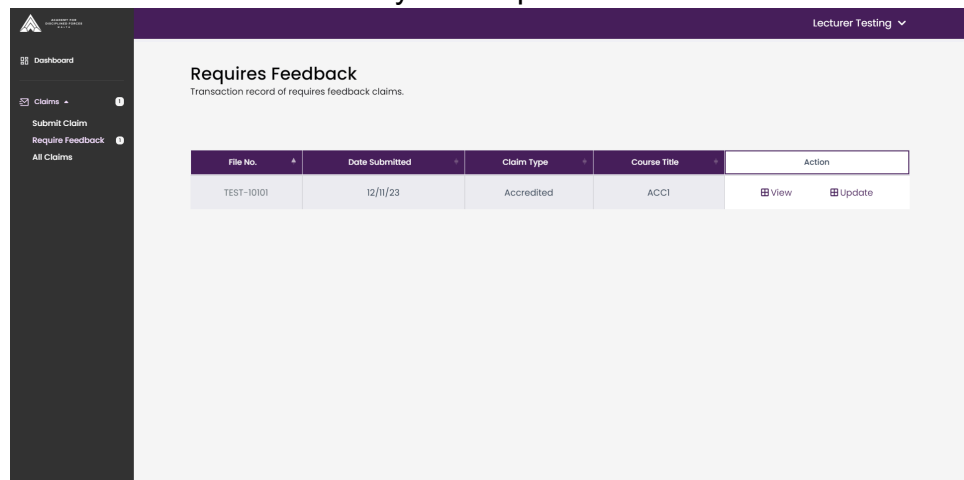
Editing Claim

You can only edit a claim when the admin requests additional information, or the claim is in “Requires Feedback” state. You will receive an email notification when your submitted claim will need more information.

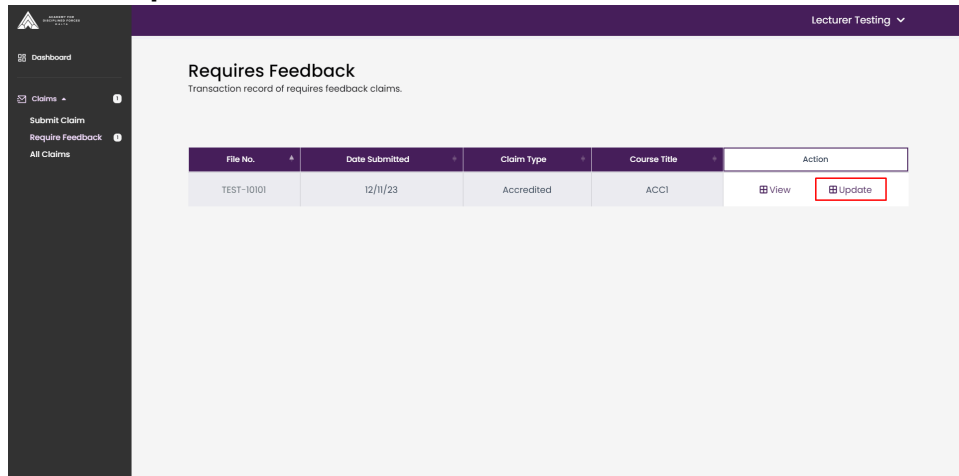
1. Click on the **Claims** in the sidebar it will open a list, click on **Require Feedback**, or click on **Requires Feedback** in the dashboard.



2. You will be redirected to all your Requires Feedback Claims.



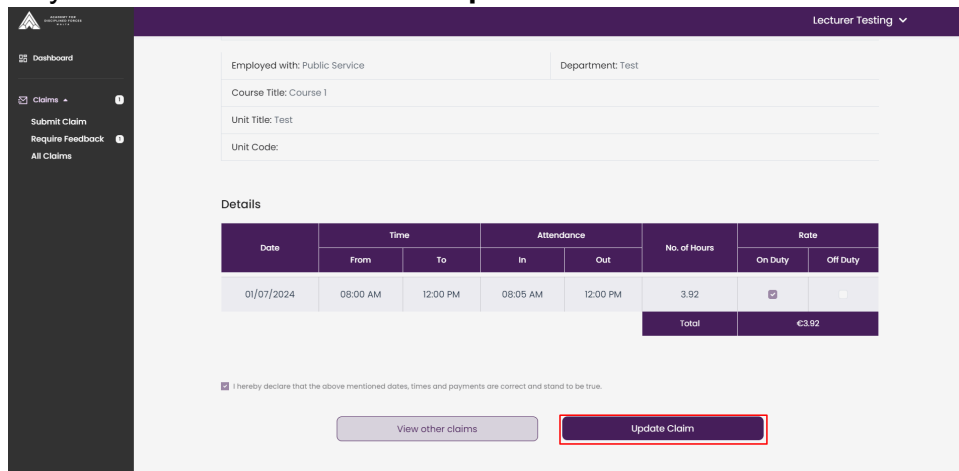
3. Click on **Update**



Requires Feedback
Transaction record of requires feedback claims.

File No.	Date Submitted	Claim Type	Course Title	Action
TEST-10101	12/11/23	Accredited	ACC1	View Update

Or you can view it and click on **Update Claim** below.



Employed with: Public Service Department: Test

Course Title: Course 1

Unit Title: Test

Unit Code:

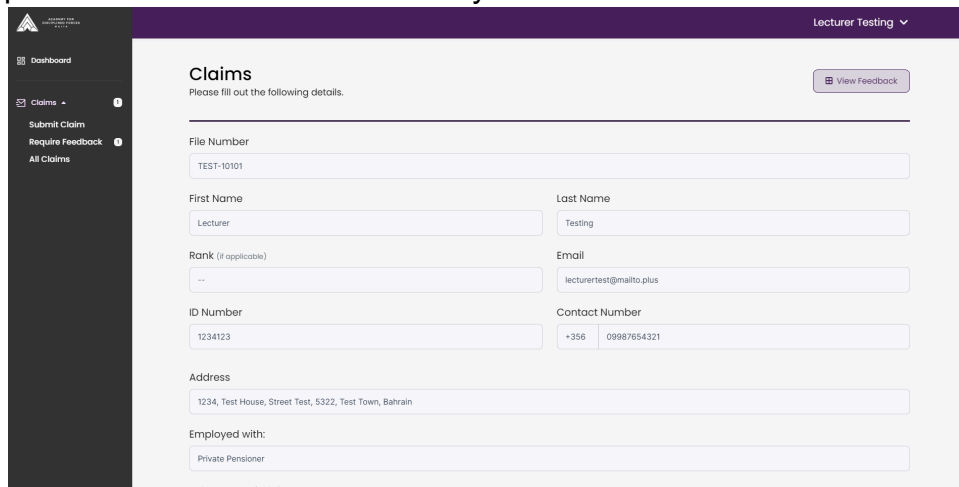
Details

Date	Time		Attendance		No. of Hours	Rate	
	From	To	In	Out		On Duty	Off Duty
01/01/2024	08:00 AM	12:00 PM	08:05 AM	12:00 PM	3.92	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total						€3.92	

☒ I hereby declare that the above mentioned dates, times and payments are correct and stand to be true.

[View other claims](#) [Update Claim](#)

4. You will be redirected to the edit Claim page, where you need to provide the information needed by the admin.



Claims
Please fill out the following details.

[View Feedback](#)

File Number
TEST-10101

First Name
Lecturer

Last Name
Testing

Rank (if applicable)
--

Email
lecturerest@malto.plus

ID Number
1234123


Contact Number
+356 09987654321

Address
1234, Test House, Street Test, 5322, Test Town, Bahrain

Employed with:
Private Pensioner

Salary type of Claim

5. You can view the information needed by the admin by clicking on the **View Feedback** in the top right part.



Dashboard
Claims
Submit Claim
Require Feedback
All Claims

Lecturer Testing

Claims

Please fill out the following details.

View Feedback

File Number

TEST-10101

First Name

Lecturer

Last Name

Testing

Rank (if applicable)

--

Email

lecturer@malta.plus

ID Number

1234123

Contact Number

+356 09987654321


Address

1234, Test House, Street Test, 5322, Test Town, Bahrain

Employed with:

Private Pensioner

Select type of Claims



Dashboard
Claims
Submit Claim
Require Feedback
All Claims

Lecturer Testing

Claims

Please fill out the following details.

View Feedback

First Name

Last Name

Rank

ID

Address

House Number Test, House Name Test, Street Name Test, 1234, Town Test, Australia

Employed with

Public Service


Department

Test

Claim Feedbacks

From	Date	Remarks
Super Administrator: Vince Canete	02/07/2024	Test

6. You can now provide the necessary information to the admin. After editing the claim click on the checkbox below, then click on Update Claim to resubmit your claim to the admin.



Dashboard
Claims
Submit Claim
Require Feedback
All Claims

Lecturer Testing

Type of Claim

Accredited

Unit Title

Test

Unit Code

Input your unit code

Date	Time		Attendance		No. of Hours	Rate		Actions
	From	To	Time In	Time Out		On Duty	Off Duty	
01/07/2024	08:00 AM 12:00 PM		8:05 AM	12:00 PM	3.92	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
					Total	€3.92		

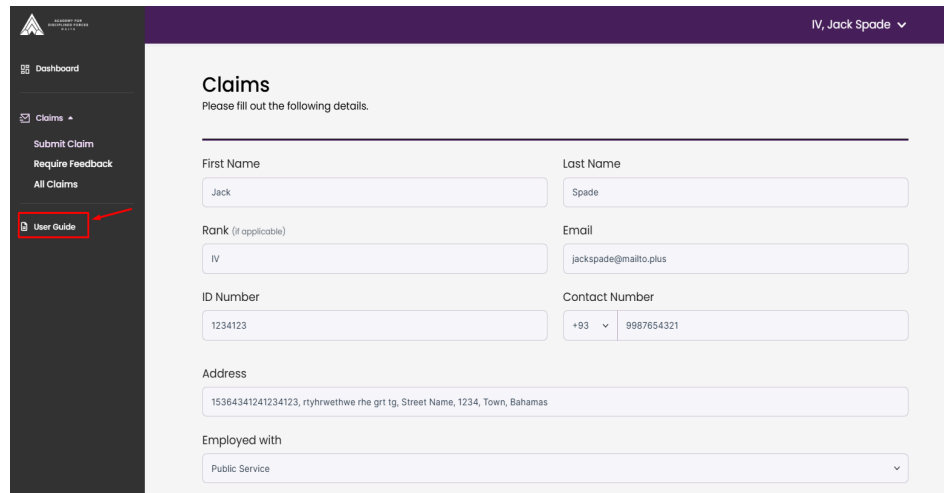
☒ I hereby declare that the above mentioned dates, times and payments are correct and stand to be true.

Update Claim

Part 8: Downloading User Guide

This guide will help you use the application easily. Inside, you'll find clear instructions, helpful tips, and troubleshooting advice to improve your experience.

1. Click on the **User Guide** in the sidebar ,This will take you to the download page where you can get the manual.



Claims
Please fill out the following details.

First Name Jack	Last Name Spade
Rank (if applicable) IV	Email jackspade@mailto.plus
ID Number 1234123	Contact Number +93 9987654321
Address 15364341241234123, rtyhrwethwe rhe grt tg, Street Name, 1234, Town, Bahamas	
Employed with Public Service	

2. Click the download icon and click the **Download PDF** button.

