

MANUAL PENGGUNA PERMOHONAN KEMASUKAN KE PROGRAM PDCE (CALON LUAR) SISTEM APPLY3L

Digital Management and Development Centre DMDC<mark>@</mark>UniMAP

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JSAT PENGURUSAN DAN Embangunan digital

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1.0 PERMOHONAN PENDAFTARN DALAM TALIAN

Login ke <u>https://apply3l.unimap.edu.my/</u>

1. Skrin utama

Skrin utama untuk permohonan kemasukan.

PROFESSIONAL PROGRAM INFORMATION SYSTEM Please email your query to helpdeskgunimop.edumy WELCOME, PLEASE SIGN IN	
Username Enter your Username Password Enter your password	
Log in Forgot your password? Don't have an account? Sign Up	

Bagi pendaftaran yang telah wujud:

- i. Masukkan id pengguna berdaftar di ruangan 'username'
- ii. Masukkan Katalaluan di ruangan 'Password'.
- iii. Klik butang 'Login' dan ikuti Langkah seterusnya

Bagi pemohon yang terlupa katalaluan:

i. Klik 'Forgot your password?' dan skrin berikut akan dipaparkan.

A	2
upvex	
Enter your registered email and we'll send to your email with your reset password.	
RECOVER PASSWORD	
Please provided registered email	2
Enter your Email	
Reset Password	
Back to Log in	Mi 1 5 1

- ii. Masukkan emel di ruangan 'Enter your Email'.
- iii. Klik 'Reset Password'.

ivi. Klik butang 'Send'. Sistem akan menghantar emel seperti di skrin berikutnya.



Bagi pendaftaran kali pertama:

i. Klik pada 'Sign Up' dan skrin berikut akan dipaparkan.

	u pvex
	Don't have an account? Create your account now.
	NEW APPLICANT REGISTRATION
User No	ime*
Enter	user name
Email a	ddress*
Enter	email
Passwa	rd*
Pass	word
	Submit Cancel

- ii. Masukkan **'username'** pilihan.
- iii. Masukkan 'Email address'
- iv. Masukkan 'Password'
- v. Klik butang 'Submit'. Skrin yang berkaitan akan dipaparkan.

OFESSIONAL PROGRAM NFORMATION SYSTEM	
lease email your query to elpdesk@unimap.edu.my	
sfull Registration.Please log in ystem.Your user registration rmation has been sent by e- mail.	
LCOME, PLEASE SIGN IN	
name	
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Log In	
	sfull Registration.Please log in ystem.Your user registration mation has been sent by e- mail. LCOME, PLEASE SIGN IN name word Log In

2.0 PERMOHONAN PROGRAM

2. Skrin Permohonan Kemasukan

ofessional Graduate Information [Your last login on 12-MAR-2024 11:31:56 PM].					
	A C→ HOME Logout				
:: PROGRAMME INFORMATION ::					
Select Programme :	Please Select V				
Personnel Construction Identification Card No. :	-				
Personnel Construction Registration Card Expiry Date :	-				
SAVE & CONTINUE					

Maklumat Program:

i. Pilih salah satu nama program daripada dropdown menu 'Select Program' yang ingin dipohon.

ofessional Graduate Information (Your last login on 12-MAR-2024 11:31:56 PM).						
	m [→ HOME Logout					
:: PROGRAMME INFORMATION ::						
Select Programme :	Please Select					
Personnel Construction Identification Card No. :	Please Select RHM303-BACELOR PROFESIONAL PENGURUSAN PERNIAGAAN RHA 302-BACELOR PROFESIONAL PENGURUSAN FASILITI					
Personnel Construction Registration Card Expiry Date :	RTH 302-DAU-ELOR FROTESIONAL FERODORIDSAN FABILITI RHA 301-BACELOR PROFESIONAL PENGURUSAN PEMBINAAN RHA 401-MASTER PROFESIONAL PENGURUSAN PROJEK PEMBINAAN DAL 402-MASTER DROFESIONAL DENGUBUSAN FASILITI					
SAVE & CONTINUE	RHP 206-DIPLOMA PROFESIONAL TEKNOLOGI INDUSTRI DAN PENGURUSAN RHP208-DIPLOMA PROFESIONAL TEKNOLOGI INDUSTRI RHP205-DIPLOMA PROFESIONAL TEKNOLOGI KAJURUTERAAN INDUSTRI					
	RHA204-DIPLOMA PROFESIONAL PEMODELAN MAKLUMAT BANGUNAN (BIM) DAN SISTEM BINAAN BERINDUSTRI (IBS) RHA 203-DIPLOMA PROFESIONAL PENGURUSAN TRAFIK FEMBINAAN					
	RHA 201-DIPLOMA PROFESIONAL PENTELIAAN TAFAK PEMDINAAN RHA 202-DIPLOMA PROFESIONAL PENGURUSAN FASILITI					

- ii. Masukkan No. Id Kad Personel Pembinaan di ruangan **'Personnel Construction Identification Card No.'** sekiranya ada.
- iii. Masukkan Tarikh Luput kad di ruangan **'Personnel Construction Registration Card Expiry Date'** sekiranya ada.
- iv. Klik 'Save & Continue' dan ikuti Langkah seterusnya

3.0 MAKLUMAT PERSONEL

3. Skrin Permohonan Kemasukan

Professional Graduate Information [Your test login on 25-MAR-2024 67:47 00 AM].			
Hel	කි දී තී කී පා DME A: Profile B: Programme C: Education D: Work Exp	ත ක [+ serience E: Payment Method F: Acknowledgement Logout	
.: PERSONAL INFORMATION :			
Please press the edit button if you wish to make changes			
The maximum file size is limited at 1000kb and supports only JPEG/GIF/PHG		Address 1	Address 2
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		Postcoda	City
Uplood Picture		1020	-tpuh
Full Nome"		Stote	Country
Ingeneration man		PERAK	MALAPEA
1234007850H		Student Type	
Drthday		LOGAL	
00-AU0-2004		Telephone No. (Mobile)*	
Age		01-0234067	
		Telephone No. (Office)	
Gender		05-5062703	
AENVEL		OKU Stotus	
Nationality		" PMPRGPNCY CONTACT "	
MALAYSIAN		Next-Of-Kin (Emergency)*	
Religion		Faral Kaharudin	
SLAM		RELATIONSHIP	
Moritol Stotus		Father	
Single		CONTACT NO.	
Roce		012-2233466	
NBATU		EMAIL	
Impr Adoress		meznijigmal.com	
		ECT NEXT	

Masukkan semua maklumat yang diperlukan termasuk yang bertanda (*) wajib diisi.

i. Klik 'Upload Picture'. Mesej berikut akan dipaparkan.



ii. Klik butang 'Choose File'. Skrin berikut akan dipaparkan.

-> - 🛧 🗖 > Th	is PC → Desktop			5 V	Search Desktop	Q
rganize 👻 New folde	er				III ▼ [1 0
This PC	Name	Date modified	Туре	Size		
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Documents	🙈 baju_8y.pdf	Size: 475 KB Date modified: 5/24/20	18 9-14 AM obat D	94 K	В	
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	Shortcut to eAdmin.exe	10/2/2018 10:25 AM	Shortcut	3 K	В	
	Shortcut to eUndi.exe	9/28/2018 5:00 PM	Shortcut	3 K	В	
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Local Disk (D:)	Slip Exam PDF.pdf	5/7/2018 12:08 PM	Adobe Acrobat D	122 K	В	
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iii. Pilih nama gambar yang ingin di muat naik Klik **'Save changes'.** Saiz maksimum gambar adalah 1000kb (1Mb) dan hanya untuk format JPEG/GIF/PNG.

24	UPLOAD PICTURE			×
	PLEASE INSERT YOUR PICTURE HERE : Choose File Profile.jpg			
		Close	Save changes	

iv. Gambar yang berjaya dimuat naik akan dipaparkan seperti berikut.

The maxim	um file size is limited at 10	Jookb and supports only JPEG/GIF/PNG
Upload Pict	ure	
Full Name [*]		

- v. Masukkan nama penuh di ruangan 'Full name'.
- vi. Masukkan no. kad pengenalan di ruangan 'Identification Card No.'
- vii. Masukkan Tarikh lahir di ruangan 'Birthday'.
- viii. Pilih jantina di dropdown menu 'Gender'.
- ix. Pilih kewarganeraan di dropdown menu 'Nationality'.
- x. Pilih agama di dropdown menu 'Religion'.
- xi. Pilih status OKU di dropdown menu 'OKU Status'.
- xii. Pilih taraf perkahwinan di dropdown menu 'Marital Status'.
- xiii. Pilih bangsa di dropdown menu 'Race'.
- xiv. Masukkan emel address di ruangan 'Email Address'.
- xv. Masukkan Alamat 1 di ruangan 'Address 1'.
- xvi. Masukkan Alamat 2 di ruangan 'Address 2'.
- xvii. Masukkan poskod di ruangan 'Postcode'.
- xviii. Masukkan bandar di ruangan 'City'.
- xix. Pilih Negeri di dropdown menu 'State'.
- xx. Pilih Negara di dropdown menu 'Country'.
- xxi. Pilih kategori pelajar di dropdown menu 'Student Type'.
- xxii. Masukkan no. telefon bimbit di ruangan 'Telephone No. (Mobile)'.
- xxiii. Masukkan no. telefon pejabat di ruangan 'Telephone No. (Office)'.
- xxiv. Masukkan nama waris sekiranya berlaku kecemasan di ruangan 'Next-Of-Kin (Emergency)'.
- xxv. Masukkan status ikatan kekeluargaan di ruangan 'Relatioship'.
- xxvi. Masukkan no. telefon waris di ruangan 'Contact No.'
- xxvii. Masukkan emel waris di ruangan 'Email'.
- xxviii. Klik **'Save & Next'**. Skrin berikut akan dipaparkan.

4.0 MAKLUMAT KELAYAKAN AKADEMIK

4. Skrin Kelayakan Akademik

Professional Graduate Information (Your last login	on 12-MAR-2024 11:31:56 PM].						
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: ACADEMIC QUALIFICATION ::							
+ ODA +							
QUALIFICATION LEVEL	FIELD	UNIVERSITY/COLLEGE/INSTIT	UTION		YEAR	ATTACHMENT	
No Records!							
:: TECHNICAL/SKILLS CERTIFICATE ::							
+ 00A +							
QUALIFICATION LEVEL	FIELD	UNIVERSITY/COLLEGE/INSTIT	UTION		YEAR	ATTACHMENT	
No Records!							
:: PROFESSIONAL QUALIFICATION::							
+ ADO							
QUALIFICATION LEVEL		FIELD	CONFIRMING BOARD		YEAR		
No Records!							
2020 © Brought to you by Digital Management & Development Centre							About Us Help Contact Us

Bagi Academic Qualification:

i. Klik **'ADD'**. Mesej berikut akan dipaparkan.

dd Education Qualificatio	on	3
Qualification Level		
PHD		~
Field		
Please Enter Educat	tion's Field	
University/College/In	stitution	
Please Enter Univers	sity/College/Institution	
Year		
Please Enter Year		

- ii. Pilih peringkat kelayakan di dropdown menu 'Qualification Level'.
- iii. Masukkan bidang pengajian di ruangan 'Field'.
- iv. Masukkan institusi pengajian di ruangan 'University/College/Institution'.
- v. Masukkan tahun pengajian di ruangan 'Year'.
- vi. Klik 'Save changes' dan maklumat akan disimpan dan disenaraikan seperti paparan berikut.

:: ACADEMIC QUALIFICATION ::						
QUALIFICATION LEVEL	FIELD	UNIVERSITY/COLLEGE/INSTITUTION	YEAR	ATTACHMENT		
Master	Computer Science	UKM	2002	Upload Document	1	•

vii. Klik 'Upload Document' untuk memuatnaik sijil kelayakan berkaitan seperti mesej paparan berikut.

)24	UPLOAD DOCUMENT	×	
mm	Description		ıod
	Choose File No file chosen		
	Close	AVE	
	UNIVERSITY/COLLEGE/INSTITUTION		YEAR

- viii. Masukkan nama dokumen di ruangan dan klik **'Choose File'** untuk memilih fail yang hendak dimuatnaik.
- ix. Klik 'Save' untuk menyimpan fail.

x. Ulangi Langkah yang sama untuk memuatnaik dokumen yang lain.

Bagi Technical/Skills Certificate:

i. Klik 'ADD. Mesej berikut akan dipaparkan.

dd Technical Skills		
Technical Skills		
Field		
Please Enter Education's	Field	
University/College/Instituti	ion	
Please Enter University/C	ollege/Institution	
Year		
Please Enter Year		
	Close	Save changes

- ii. Masukkan Kemahiran teknikal di ruangan 'Technical Skills'.
- iii. Masukkan bidang kemahiran di ruangan 'Field'.
- iv. Masukkan institusi pengajian di ruangan 'University/College/Institution'.
- v. Masukkan tahun pengajian di ruangan 'Year'.
- vi. Klik 'Save changes' dan maklumat akan disimpan dan disenaraikan seperti paparan berikut.

+ ADD						
QUALIFICATION LEVEL	FIELD	UNIVERSITY/COLLEGE/INSTITUTION	YEAR	ATTACHMENT		
TOI	Computer Science	LUT	2016	Upload Document	1	

xi. Klik **'Upload Document'** untuk memuatnaik sijil kelayakan berkaitan seperti mesej paparan berikut.

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	Close SAVE	
	UNIVERSITY/COLLEGE/INSTITUTION	YEAR

- xii. Masukkan nama dokumen di ruangan dan klik **'Choose File'** untuk memilih fail yang hendak dimuatnaik.
- xiii. Klik **'Save'** untuk menyimpan fail.
- xiv. Ulangi Langkah yang sama untuk memuatnaik dokumen yang lain.

Bagi Professional Qualification:

xv. Klik **'ADD**. Mesej berikut akan dipaparkan.

Add Professional Achievement			×
Qualification Level			
Field			
Please Enter Education's Field Confirming Board			
Year Please Enter Year			
	Close	Save changes	

xvi. Masukkan peringkat kelayakan di ruangan 'Qualification Level'.

xvii. Masukkan bidang pengajian di ruangan 'Field'.

xviii. Masukkan Lembaga pengiktirafan di ruangan 'Confirming Board'.

xix. Masukkan tahun pengiktirafan di ruangan 'Year'.

xx. Klik 'Save changes' dan maklumat akan disimpan dan disenaraikan seperti paparan berikut.

+ ADD QUALIFICATION LEVEL	FIELD	CONFIRMING BOARD	YEAR		
IR	Kejuruteraan	BEM	2020	1	•

Klik 'NEXT' setelah selesai kesemua bahagian.

5.0 MAKLUMAT PENGALAMAN BEKERJA

5. Skrin Maklumat Pengalaman Bekerja

ssional Graduate Informat	ion [Your last login on 12-MAR-2024 11:31:56 PM].				
	© A HOME A: Profile	හි හි ශ B: Programme C: Education D: Work Experie	ය ice E: Payment Method I	© [→ F: Acknowledgement Logout	
ORK EXPERIENCE ::					
		Add Latest Work Expe	ience		
Employer's Name		Rece	t Posts		
Please Enter Employer's Name		Ple	se Enter Recent Posts		
Employer's Address		Posit	n Grade		
Please Enter Employer's Address		Ple	se Enter Position Grade		
Telephone No.		Field	f Work		
Please Enter Employer's Telephone No.		Ple	se Enter Field of Work		
Fax No.		Rang	of Year		
Please Enter Employer's Fax No.		Pie	se Enter Range Year of Service		
Email Address		Туре	f Business (CONSULTANT/CONTRACTO	R/DEVELOPER/OTHERS)	
Please Enter Email Address		Pie	ise Specify Here		
					→ Save Current
+ ADD PREVIOUS WORK					
		Previous Work Exper	nce		
POSITION	COMPANY	SCOPE/FIELD		YEAR	
No Records					
_					

i. Masukkan nama majikan di ruangan 'Employer's Name'

ii. Masukkan Alamat majikan di ruangan 'Employer's Address'

- iii. Masukkan No. Telefon di ruangan 'Telephone No.'
- iv. Masukkan No. Faks di ruangan 'Fax No.'

v. Masukkan emel address di ruangan 'Email Address'

- vi. Masukkan Jawatan terdahulu di ruangan 'Recent Posts'
- vii. Masukkan Gred Jawatan di ruangan 'Position Grade'
- viii. Masukkan Bidang Kerja di ruangan 'Field of Work'
- ix. Masukkan Tempoh Tahun Bekerja di ruangan 'Range of Year'

x. Masukkan Bidang Perniagaan di ruangan **'Type of Business** (CONSULTANT/CONTRACTOR/DEVELOPER/OTHERS)'

xi. Klik **'Save Current Work'.** Skrin berikut akan dipaparkan.

= WORK EXPERIENCE =				
		Current Work Experience		
Employer's Name Employer's Address Telephone No. Faca No. Email Address	Kon Juan Swaang 1046 1046 Kaliyafatatan	Bannet Fred Paulitation Grand Factor of Harvin Theory of Bannineses (COMMUTANT)CONTRACTOR/DOVELOWER/OTHE Types of Bannineses (COMMUTANT)CONTRACTOR/DOVELOWER/OTHE Types of Bannineses (COMMUTANT)CONTRACTOR/DOVELOWER/OTHE	II Officer ID 2003-2005 2009 2009 2009 2009	+ Edit Current Hour
		Previous Work Experience		
POSITION	COMPANY	score/neld	YEAR	
No Recordul				
NEXT				

Klik **'NEXT'** untuk ke skrin berikutnya.

6.0 MAKLUMAT METOD PEMBAYARAN

6. Skrin Metod Pembayaran

Professional Graduate Information [Your last login on 12-MAR-2024 It3156 PM].								
	© НОМЕ	A A: Profile	🐨 B: Programme	© C: Education	D: Work Experience	نک E: Payment Method	🗭 F: Acknowledgement	[→ Logout
= FEES PAYMENT METHOD =								
Please select one								
O CASH								
C KWSP/EPF SAVINGS								
O HRDC/PSMB FUND								
O PTPK (TVET WORKERS) FINANCING								
BANK RAKYAT EDUCATION FINANCING								
INSTALLMENT (Max: 10 months) Cash (Lumpsum)								
CASH (LUMPSUM)								
+ SAVE								

i. Pilih metod pembayaran yuran di ruangan multiple choice 'Please select one or more than one'.

ii. Klik 'SAVE' untuk ke skrin berikutnya.



7. Skrin Maklumat Perakuan

Professio	nal Graduate Information (true tage on 35-1488-2014 87.4760 AM).							
	ф А Ф Ф Ф Ф Ф С С С HOME A Public E Programme C Education D Work Experience E Proyment Method P AdvisorMedgement Lagout							
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d)	Crive (I) copy of the Construction Neuronnal Registration Cards that Is will a (I available) Satu (I) satinan Rad Pendataran Neuronel Braan yang masih sah tempahaku (Bra ada)	~	*	Upload Document				
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Langkah-langkah untuk memuat naik dokumen (Bahagian Semakan a hingga h):

i. Klik 'Upload Document'. Mesej berikut akan dipaparkan.

	UPLOAD DOCUMENT	c	
nme	Description		
	Choose File No file chosen		
I	Close SAVE		

- ii. Masukkan deskripsi fail di ruangan 'Description'.
- iii. Klik 'Choose File' untuk memilih fail yang hendak dimuatnaik. Skrin berikut akan dipaparkan.

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10	000221121173_IC.pdf	5/24/2018 9:14 AM	Adobe Acrobat D	476 KB		
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	🔊 baju_8y.pdf	Size: 475 KB Date modified: 5/24/20	18 Q-14 AM Obat D	94 KB		
Downloads	🞅 Microsoft Edge	9/13/2018 8:54 AM	Shortcut	2 KB		
Music	🙀 Shortcut to eAdmin.exe	10/2/2018 10:25 AM	Shortcut	3 KB		
Pictures	潴 Shortcut to eUndi.exe	9/28/2018 5:00 PM	Shortcut	3 KB		
Videos	蒄 Shortcut to MifareReader.exe	9/27/2018 2:53 PM	Shortcut	3 KB		
Local Disk (C:)	🔐 Sistem Maklumat Pelajar - Shortcut	7/6/2018 10:33 AM	Shortcut	2 KB		
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iv. Klik 'Save' untuk menyimpan fail.

v. Klik 'Save changes' dan maklumat akan disimpan dan disenaraikan seperti paparan berikut.

fes	ssional <mark>G</mark> rad	luate Informa	ation [Your last la	gin on 12-MAR-2024 11:31:56 P	м].			
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:: DC а)	DOUMENT CHECKLIST :: Process Fee Yuran proses MAKLUMAT PEMBAN	YARAN				~	÷	Upload Document
b)	 One (1) passport size photo in soft copy form (Format JPEG/PNG/GIF) Satu (1) gambar berukuran passport dalam bentuk softcopy (Format JPEG/PNG/GIF) - Compulsary 					~		Upload Picture
								University of the second second

vi. Klik pada link symbol untuk menyemak fail yang telah dimuat naik. Contoh: Salinan Kad pengenalan (seperti di bawah)

vii. Ulangi proses untuk bahagian yang lain.



Bahagian Perakuan Pemohon:

8. Skrin Maklumat Perakuan Pemohon

:: ACKNOWLEDGEMENT ::
Saya dengan ini sesungguhnya mengakui dan mengesahkan bahawa maklumat yang diberikan di dalam borang permohonan ini dan segala salinan dokumen yang disertakan bersamanya
Saya juga memahami bahawa jika saya membuat perakuan atau pernyataan palsu secara bertulis atau sebaliknya, saya boleh dihalang daripada mendaftar dengan UniMAP atau jika perakuan telah dikeluarkan, pihak UniMAP boleh menarik balik perakuan tersebut.
I hereby acknowledge and confirm that the information provided in this application form and all copies of the documents attached to it are true. I also understand that if I make a false certificate or statement in writing or otherwise, I may be prevented from registering with UniMAP or if the certificate has been issued, UniMAP may revoke the certificate.
Full Name
ERYSSA NUR IMAN
IC No
123456789012
Date
13/03/2024
SUBMIT APPLICATION

i. Klik **'SUBMIT APPLICATION**. Skrin berikut akan dipaparkan dan rekod permohonan telah disimpan.

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