

**SISTEM
PEMOHONAN
KURSUS &
PENGURUSAN
ASRAMA
(SPKPA)**

PEMOHON / PESERTA KURSUS



@ INFOTREE SDN BHD

Panduan Pengguna Pemohon / Peserta Kursus

Sistem Pemohonan Kursus dan Pengurusan Asrama

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1 PORTAL

Pautan sistem : <http://cas.idfr.gov.my/>

1.1 Halaman Utama



Halaman Utama Portal SPKPA

Halaman Utama terbahagi kepada beberapa bahagian iaitu :

1. Pilihan Bahasa – Bahasa Malaysia dan English

- Klik pada pautan Bahasa Malaysia untuk paparan bahasa Malaysia
- Klik pada pautan English untuk paparan bahasa Inggeris

2. Menu Utama

- Klik atau Hover untuk memilih menu untuk dipaparkan

3. Log Masuk

- a) Klik pada Log Masuk untuk paparan ruangan Log Masuk

4. Berita Terkini

- a) Klik pada pautan Lanjutan untuk melihat keseluruhan berita

5. Pautan Berkaitan

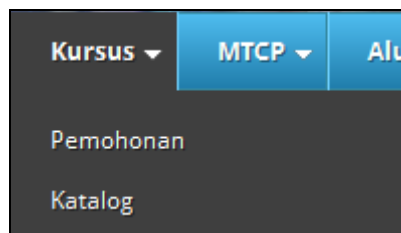
- a) Klik pada pautan untuk membuka *tab* baru berkaitan dengan pautan berkaitan

6. Pintasan

- a) Klik pada pautan untuk pautan pintasan

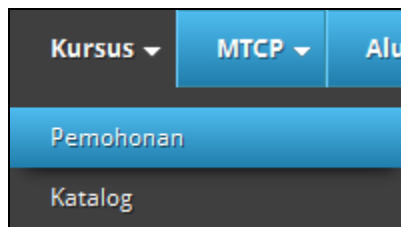
7. Gelangsar / Slider

- a) Untuk memberhentikan gelangsar, klik 
- b) Untuk memilih gelangsar tertentu, klik 

1.2 Kursus

Menu Kursus

Hover Kursus pada Menu Utama, sub menu Pemohonan dan Katalog dipaparkan

1. Pemohonan

Menu Kursus : Pemohonan

1. Klik pada menu Permohonan, ruangan Program dipaparkan

Program Latihan				
Carian: -- Jenis Program -- Cari				
Kursus	Tarikh Mula Kursus	Tarikh Akhir Kursus	Tarikh Tamat Pemohonan	Memohon
Language 2 Language	24 Dec 2012	31 Dec 2012	30 Nov 2012	Memohon
Language 1 Language	10 Dec 2012	17 Dec 2012	27 Nov 2012	Memohon
Training 1 Training	10 Dec 2012	17 Dec 2012	27 Nov 2012	Memohon

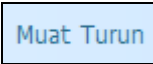
Ruangan Program Latihan

a) Paparan Maklumat Program

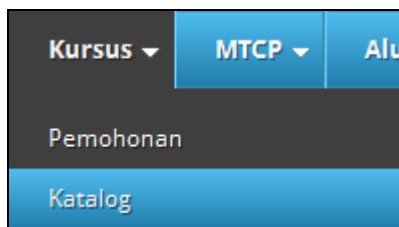
1. Klik pada Memohon Memohon, ruangan maklumat Kursus dipaparkan seperti contoh gambar dibawah

Language 2				
Kod Kursus	:	code		
Tempat	:	location		
Tarikh	:	24 Dec 2012 - 31 Dec 2012		
Objektif	:	objective		
Penyelaras	:	coordinator		
Nama Dihubungi	:	contactname		
Nombor Dihubungi	:	0312345678		
Emel Dihubungi	:	language@idfr.gov.my		
Muat Turun File				
#	Tajuk	Penerangan	Nama File	
1	test	test test test	xyz.pdf	Muat Turun
2	test 3	test3 test3 test3	abc.mp4	Lihat
Memohon				

Ruangan Maklumat Kursus (popup)

2. Klik pada Muat Turun  untuk memuat dokumen turun bahan pembelajaran
3. Klik pada Lihat  untuk melihat video bahan pembelajaran
4. Klik pada butang Memohon untuk memohon kursus tersebut

2. Katalog



Menu Kursus : Katalog

1. Klik pada menu Permohonan, Ruangan Program Sepanjang Tahun dipaparkan seperti dibawah

Program Sepanjang Tahun					
Carian : -- Jenis Program -- 					
Kursus	Tarikh Mula Kursus	Tarikh Akhir Kursus	Tarikh Tamat Pemohonan	Lihat	
Language 2 Language	24 Dec 2012	31 Dec 2012	30 Nov 2012	Lihat	
Language 1 Language	10 Dec 2012	17 Dec 2012	27 Nov 2012	Lihat	
Training 1 Training	10 Dec 2012	17 Dec 2012	27 Nov 2012	Lihat	
Effective Writing Skills 2/2012 Language	05 Nov 2012	08 Nov 2012	05 Oct 2012	Lihat	
Building Blocks Of Good English Language	15 Oct 2012	19 Oct 2012	14 Sep 2012	Lihat	
French Advanced Level Language	05 Oct 2012	29 Sep 2013	05 Sep 2012	Lihat	
French Level Iii Language	02 Oct 2012	28 Mar 2013	02 Sep 2012	Lihat	
French Level I Language	01 Oct 2012	27 Mar 2013	01 Sep 2012	Lihat	
Effective Presentation Skills 2/2012 Language	11 Sep 2012	14 Sep 2012	17 Aug 2012	Lihat	
Kursus Spkm Pre-Posting Orientation Course For Officers And Spouses 3/2012 Spouses	02 Jul 2012	13 Jul 2012	26 Jun 2012	Lihat	

Ruangan Program Sepanjang Tahun (Katalog)

2. Klik pada Lihat , ruangan maklumat Kursus dipaparkan

French Advanced Level

Kod Kursus

: FR 810

Tempat

: Bilik Kuliah Bahasa Perancis (E303), Tkt.3, Blok C, IDFR Kuala Lumpur

Tarikh

: 05 Oct - 29 Sep 2013

Objektif

: To consolidate the participants' knowledge of French language and improve their effectiveness and confidence in communicating. To broaden their knowledge of the culture of French speaking countries.

Penyelaras

: Puan Rozanah Ibrahim

Nama Dihubungi

: Encik Kamarudin A. Hussin

Nombor Dihubungi

: 03 2149 1038

Emel Dihubungi

: kamarudin@idfr.gov.my

Muat Turun File

#	Tajuk	Penerangan	Nama File
Tiada file berkaitan			

- Pemohonan telah ditutup -

Ruangan Maklumat Kursus

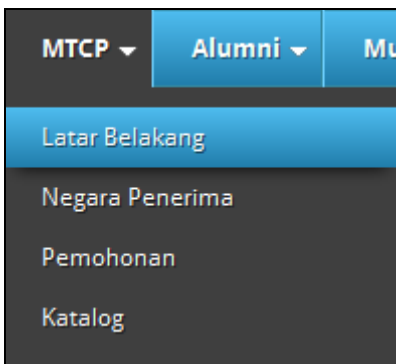
1.3 MTCP



Menu MTCP

Hover menu MTCP pada Menu Utama, sub menu Latar Belakang, Negara Penerima, Pemohonan dan Katalog dipaparkan

1. Latar Belakang

**Menu MTCP : Latar Belakang**

1. Klik pada menu Latar Belakang, ruangan Latar Belakang dipaparkan

Malaysian Technical Cooperation Programme (MTCP)

The Malaysian Technical Cooperation Programme (MTCP) was first initiated at the First Commonwealth Heads of Government Meeting (CHOGM) for Asia Pacific Region in Sydney in February 1978. It was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi to signify Malaysia's commitment to South-South Cooperation, in particular Technical Cooperation among Developing Countries (TCDC).

In line with the spirit of South-South Cooperation, Malaysia through the MTCP shares its development experiences and expertise with other developing countries. The MTCP was first formulated based on the belief that the development of a country depends on the quality of its human resources. The programme forms part of the commitment of the Malaysian Government towards the promotion of technical cooperation among developing countries, strengthening of regional and sub-regional cooperation, as well as nurturing collective self-reliance among developing countries.

The MTCP emphasises the development of human resources through the provision of training in various areas which are essential for a country's development such as public administration, good governance, health services, education, sustainable development, agriculture, poverty alleviation, investment promotion, ICT and banking. More than 100 short-term specialised courses are offered by more than 50 MTCP training institutions, many of which are centres of excellence for training. Since its launching, more than 25,000 participants from 140 countries have benefited from the various programmes offered under the MTCP.

Objectives of MTCP:

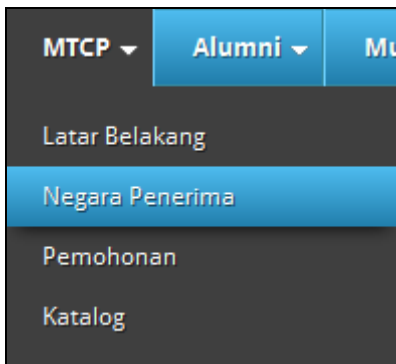
- To share development experience with other countries;
- To strengthen bilateral relations between Malaysia and other developing countries;
- To promote South-South Cooperation (SSC);
- To promote technical cooperation among developing countries (TCDC).

Type of Assistance:

- Short-term specialised courses
- Long-term courses (Scholarships)
- Study visits and attachments
- Services of experts
- Socio-economic development projects
- Supply of equipment and materials

Ruangan Latar Belakang MTCP

2. Negara Penerima

**Menu MTCP : Negara Penerima**

1. Klik pada menu Negara Penerima, ruangan Latar Belakang dipaparkan

Countries

----- Select Region -----

ASEAN

Brunei	Cambodia
Indonesia	Lao PDR
Myanmar	Philippines
Singapore	Thailand
Vietnam	

OTHER SEA AND ASIA

China	Mongolia
D.P.R. Korea	
Timor Leste	

SAARC COUNTRIES

Afghanistan	Bhutan
Bangladesh	Maldives
India	Pakistan
Nepal	
Sri Lanka	

NORTH AFRICA AND WEST ASIAN STATES

Algeria	Egypt
Bahrain	Iraq
Iran	Kuwait
Jordan	Libya
Lebanon	Oman
Morocco	Qatar
Palestine	Saudi Arabia
Republic of Yemen	Tunisia
Syria	

Ruangan Negara Penerima

3. Pemohonan

MTCP ▾ **Alumni** ▾ **Mu**

Latar Belakang

Negara Penerima

Pemohonan

Katalog

Menu MTCP : Pemohonan

1. Klik pada menu Permohonan, Ruangan Program dipaparkan

Program MTCP

Kursus	Tarikh Mula Kursus	Tarikh Akhir Kursus	Tarikh Tamat Pemohonan	Memohon
Training Mtcp 1 Training	24 Dec 2012	31 Dec 2012	30 Nov 2012	Memohon

Ruangan Program Latihan

a) Paparan Maklumat Program

1. Klik pada Memohon , ruangan maklumat Kursus dipaparkan seperti contoh gambar dibawah

Training mtcp 1

Kod Kursus : code
Tempat : location
Tarikh : 24 Dec 2012 - 31 Dec 2012
Objektif : objective

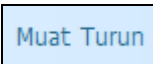
Penyelaras : coordinator
Nama Dihubungi : contactname
Nombor Dihubungi : 0312345678
Emel Dihubungi : training@idfr.gov.my

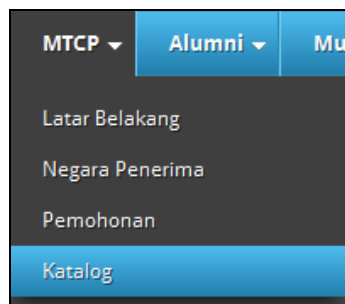
Muat Turun File

#	Tajuk	Penerangan	Nama File
Tiada file berkaitan			

Memohon

Ruangan Maklumat Kursus (popup)

2. Klik pada Muat Turun  untuk memuat dokumen turun bahan pembelajaran
3. Klik pada Lihat  untuk melihat video bahan pembelajaran
4. Klik pada butang Memohon untuk memohon kursus tersebut

3. Katalog

Menu MTCP : Katalog

1. Klik pada menu Permohonan, Ruangan Program Sepanjang Tahun dipaparkan seperti dibawah

Program MTCP				
Kursus	Tarikh Mula Kursus	Tarikh Akhir Kursus	Tarikh Tamat Pemohonan	Lihat
Training Mtcp 1 Training	24 Dec 2012	31 Dec 2012	30 Nov 2012	Lihat
Mtcp Training For Arabic Language	29 Nov 2012	30 Nov 2012	28 Nov 2012	Lihat
Mtcp Training Training	27 Nov 2012	30 Nov 2012	18 Nov 2012	Lihat
Spanish 2/2012 Language	01 Dec 2012	31 Dec 2012	01 Nov 2012	Lihat
Strategic Analysis For International Participants Training	03 Sep 2012	21 Sep 2012	31 Oct 2012	Lihat
Diplomatic Training For International Participants 2/2012 Training	01 Sep 2012	19 Sep 2012	31 Aug 2012	Lihat
Crisis Management For International Participants Training	04 Jun 2012	22 Jun 2012	27 Apr 2012	Lihat
Diplomatic Training For International Participants 1/2012 Training	12 Mar 2012	30 Mar 2012	14 Feb 2012	Lihat

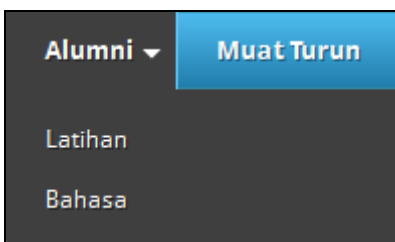
Ruangan Program Sepanjang Tahun (Katalog)

2. Klik pada Lihat [Lihat](#) , ruangan maklumat Kursus dipaparkan

French Advanced Level			
Kod Kursus	: FR 810		
Tempat	: Bilik Kuliah Bahasa Perancis (E303), Tkt.3, Blok C, IDFR Kuala Lumpur		
Tarikh	: 05 Oct - 29 Sep 2013		
Objektif	: To consolidate the participants' knowledge of French language and improve their effectiveness and confidence in communicating. To broaden their knowledge of the culture of French speaking countries.		
Penyelaras	: Puan Rozanah Ibrahim		
Nama Dihubungi	: Encik Kamarudin A. Hussin		
Nombor Dihubungi	: 03 2149 1038		
Emel Dihubungi	: kamarudin@idfr.gov.my		
Muat Turun File			
#	Tajuk	Penerangan	Nama File
Tiada file berkaitan			
- Pemohonan telah ditutup -			

Ruangan Maklumat Kursus

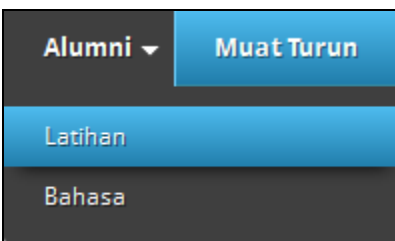
1.4 Alumni



Menu Alumni

Hover menu Alumni pada Menu Utama, sub menu Latihan dan Bahasa dipaparkan

1. Alumni Kursus Latihan



1. Klik pada menu Latihan

Alumni				
		Tahun : 2012		Cari
Kursus	Tarikh Mula	Tarikh Akhir	Lihat	
Social And Diplomatic Course For Government Officers	26 Dec 2012	28 Dec 2012	Lihat	
Public Speaking And Ethic	06 Dec 2012	13 Dec 2012	Lihat	
Training Mtcp 1	24 Dec 2012	31 Dec 2012	Lihat	
Master In Diplomacy Test	26 Nov 2012	28 Nov 2012	Lihat	
Training For Malaysian	27 Nov 2012	30 Nov 2012	Lihat	
Mtcp Training	27 Nov 2012	30 Nov 2012	Lihat	
Strategic Analysis For International Participants	03 Sep 2012	21 Sep 2012	Lihat	

Ruangan Senarai Kursus Latihan

2. Klik pautan Lihat

Lihat

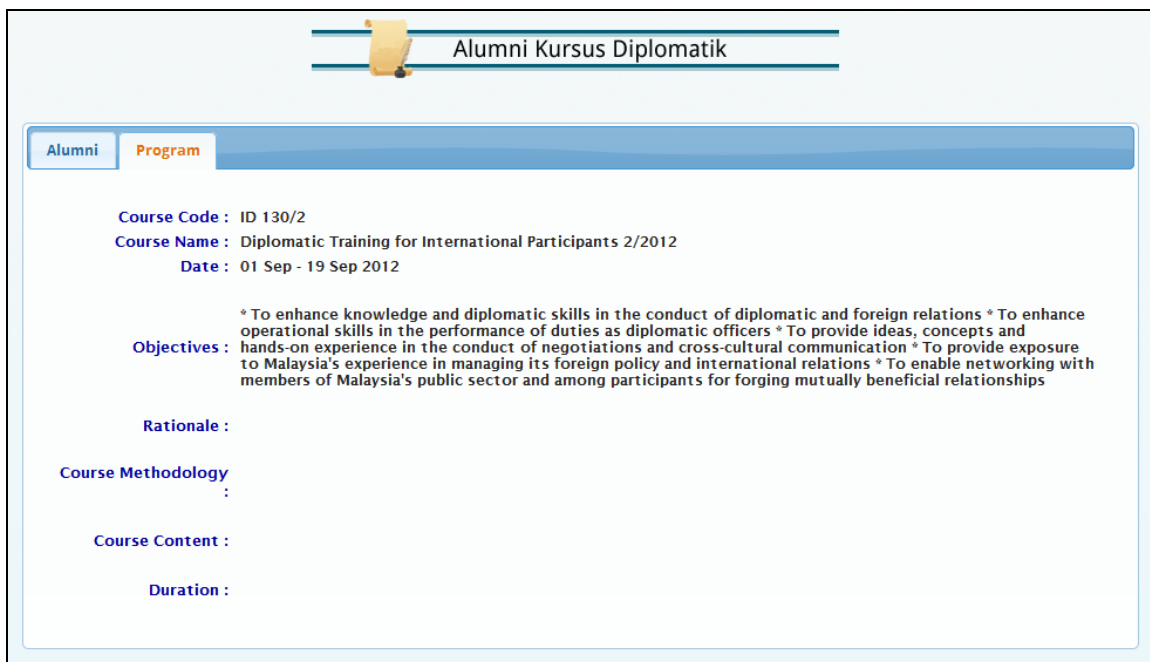


The screenshot shows the 'Alumni Kursus Diplomatik' interface. At the top, there is a header with a scroll icon and the title 'Alumni Kursus Diplomatik'. Below this, there are two tabs: 'Alumni' (selected) and 'Program'. Under the 'Alumni' tab, there is a 'GROUP:' dropdown menu set to 'Diplomatic Training for International Participants 2/2012' and a 'Cari' button. Below the dropdown, a list of participants is displayed, each preceded by a small person icon:

- ROZIYANA BINTI CHE OTHMAN
- MOHD SOBRI AMRI BIN MOHD NOOR
- NURUL HANIZA BINTI MD YUSOF
- RUDY AZDEE BIN ABDUL WAHAB
- SITI NORAYUNI NADIRAH BT ABD RAHIM
- FFRANKIE A/L JOSEPH
- KAMARUL AZIRA BINTI KAMA
- RAJA NUR FARYNA BT. RAJA MOHAMOOD
- ZURAIMY BINTI MOHAMED NOORDIN

Ruangan Alumni Kursus Latihan

3. Klik pada *tab* Program



The screenshot shows the 'Alumni Kursus Diplomatik' interface with the 'Program' tab selected. The header is the same as the previous screenshot. Under the 'Program' tab, the following details are displayed:

Course Code : ID 130/2
Course Name : Diplomatic Training for International Participants 2/2012
Date : 01 Sep - 19 Sep 2012

Objectives :

- * To enhance knowledge and diplomatic skills in the conduct of diplomatic and foreign relations
- * To enhance operational skills in the performance of duties as diplomatic officers
- * To provide ideas, concepts and hands-on experience in the conduct of negotiations and cross-cultural communication
- * To provide exposure to Malaysia's experience in managing its foreign policy and international relations
- * To enable networking with members of Malaysia's public sector and among participants for forging mutually beneficial relationships

Rationale :

Course Methodology :

Course Content :

Duration :

Ruangan Program Alumni

1.5 Muat Turun



Menu Muat Turun

1. Klik menu Muat Turun pada menu Utama



Ruangan Muat Turun

2. Klik pada ikon PDF pada ruangan Muat Turun
3. Simpan dokumen dalam komputer

1.6 Maklum Balas



Menu Maklum Balas

1. Klik menu Maklum Balas pada menu Utama

 Maklum Balas

Sila isi borang di bawah untuk mengemukakan cadangan atau komen. Setiap komen akan ditapis terlebih dahulu sebelum dipaparkan.

★ Sila isi maklumat yang diperlukan.

Nama :

E-mel :

Kategori :

Kursus / Course

Komen :

Hantar

Reset

- RUANGAN MAKLUM BALAS -

Diana berkata :

Banyak kursus menarik di IDFR

Kategori : Kursus / Course

Ruangan Maklum Balas

2. Isi maklumat Maklumat Balas
3. Klik butang Hantar

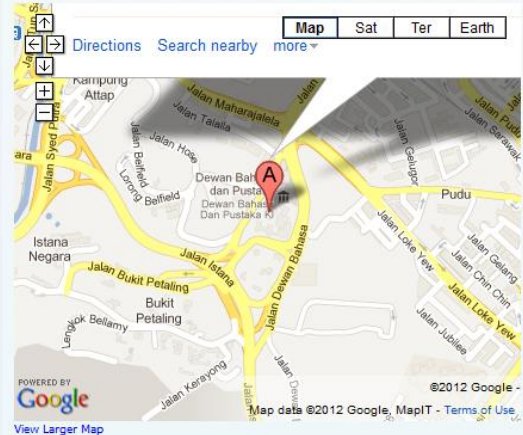
1.7 Hubungi Kami



Menu Hubungi Kami

1. Klik menu Hubungi Kami pada menu utama


Hubungi Kami



Map data ©2012 Google, MapIT - Terms of Use

Bahagian Latihan En. Lim Juay Jin Pengarah Bahagian Latihan No. Tel : 03-2149 1131 / 1110 E-mel : lim@idfr.gov.my	Bahagian Bahasa Dr. Rosli Hj. Hassan Pengarah Bahagian Bahasa No. Tel : 03-2149 1005 / 1006 E-mel : rosli@idfr.gov.my
---	---

Ruangan Hubungi Kami

1.8 FAQ



Menu FAQ

1. Klik pada menu FAQ


FAQ

Table of contents:

1. What is this?
2. What is IDFR stand for?
3. What are the facilities available in IDFR?
4. Does IDFR accommodate requests from other organisations to hold events using IDFRs facilities?
5. How is IDFR different from other public training institute?
6. Who are eligible to apply for IDFR courses?

What is this?
This is IDFR course application system.

What is IDFR stand for?
IDFR stand for The Institute of Diplomacy and Foreign Relations.

What are the facilities available in IDFR?
IDFR has a state of the art facility which offers a conducive campus environment to participants and visitors attending courses in IDFR. The facilities offered are as follows:

Does IDFR accommodate requests from other organisations to hold events using IDFRs facilities?
The facilities in IDFR are made available to interested parties based on availability during the desired period at appropriate cost. Further information can be obtained by contacting our administrative officer, Mr. Mohd Syamsyul Arifin Md Daud (+603-2149 1023 or MohdSyamsyul@idfr.gov.my)

How is IDFR different from other public training institute?
As the training arm of the Ministry of Foreign Affairs, Malaysia, IDFR was set up with the primary aim of providing formal basic, mid-career and higher level training to Malaysian Foreign Service officers. Being one of the 364 public training institutes in Malaysia, IDFR focuses on the aspects of diplomacy and international relations.

Who are eligible to apply for IDFR courses?
IDFR offers its courses to all interested participants from diverse educational and cultural backgrounds, who require the training either in diplomatic training or language for the purpose of carrying out their respective duties. Enquiries may be forwarded to the IDFR helpline: training_assistant@idfr.gov.my

Ruangan FAQ

2 PENDAFTARAN

2.1 Pendaftaran Warganegara Malaysia

1. Klik pautan Log Masuk pada Halaman Utama Sistem
2. Klik pautan Pendaftaran: Warganegara
3. Ruangan Pendaftaran dipaparkan

atau

4. Hover pada menu Pendaftaran, klik Warganegara
5. Ruangan Pendaftaran dipaparkan

The screenshot shows a web interface with a breadcrumb trail: Panduan → Semak Pengenalan Diri → Borang Pendaftaran → Status. Below the trail is a yellow box titled 'GARIS PANDUAN :'. It contains five numbered instructions: 1. Fill in all required information accurately. 2. Upload a signed letter of recommendation from the Head of Department. 3. The program is MTCP. 4. Application will be processed if all supporting documents are received. 5. Upload one passport-sized photo (jpeg/gif format). A note at the bottom states: '*Semua dokumen/fail/sijil yang disahkan boleh dimuat naik, tidak lebih dari had 500KB.' A 'Seterusnya >' button is at the bottom right.

Ruangan Pendaftaran

6. Baca Garis Panduan dengan teliti
7. Klik butang Seterusnya

The screenshot shows a web interface with a breadcrumb trail: Panduan → Semak Pengenalan Diri → Borang Pendaftaran → Status. Below the trail is a red box with the text 'Sila isi maklumat yang diperlukan.' To the right is a yellow box with 'Panduan: ★: Wajib Isi'. Below these is a text input field labeled 'No KP Baru/No Tentera/Polis ★:'. At the bottom right are '< Kembali' and 'Seterusnya >' buttons.

Ruangan Semak Pengenalan Diri

8. Isi MyKad/No.Tentera/No.Polis/Passport
9. Klik butang Seterusnya

Panduan → Semak Pengenalan Diri → **Borang Pendaftaran** → Status

Sila isi maklumat yang diperlukan. ★ : Wajib Isi

Maklumat Pemohon

Foto ★:	Preview 
Gelaran ★:	--PILIH--
Nama Penuh ★:	
No KP Baru/No Tentera/Polis:	881203093111
Tarikh Lahir ★:	
Umur Pada 1 Januari ★:	
Jantina ★:	--PILIH--
Kewarganegaraan:	Malaysia
Taraf Perkahwinan ★:	--PILIH--
Alamat Rumah ★:	

Ruangan Sebahagian Borang Pendaftaran

10. Isi semua maklumat pemohon pada ruangan yang bertanda ★
11. Untuk ruangan pengandaan, klik  untuk menambah ruangan dan klik  untuk menghapuskan ruangan pengandaan.
12. Klik butang Hantar

Panduan → Semak Pengenalan Diri → Borang Pendaftaran → **Status**

 **Pendaftaran Berjaya**

Tahniah. - Anda telah mendaftar satu akaun Sistem Permohonan Kursus IDFR

- Maklumat Log Masuk telah dihantar ke emel anda (diana@ikram.com.my).
- Sila tukar katalaluan selepas kali pertama Log Masuk, jika perlu.
- Semua aktiviti permohonan kursus perlu dilakukan menggunakan akaun tersebut.

Selesai

Ruangan Notifikasi

13. Klik butang Selesai
14. Emel Pendaftaran Berjaya mengandungi maklumat log masuk akan di hantar ke inbox emel anda.

2.2 Pendaftaran Bukan Warganegara Malaysia

1. Klik pautan Log Masuk pada Halaman Utama Sistem
2. Klik pautan Pendaftaran Bukan Warganegara
3. Ruangan Pendaftaran dipaparkan

atau

4. Hover pada menu Pendaftaran, klik Bukan Warganegara
5. Ruangan Pendaftaran dipaparkan

Guideline → Check Passport → General Biodata → Status

GUIDELINE:

1. Please provide all the correct, true certified and required information. All sections/fields must be completed especially fields with (*) marking.
2. Please provide all the supporting/certified documents as following below:
 - o Certified copies of Higher Qualification/Certificates or equivalent;
 - o Certified copy of ENGLISH LANGUAGE PROFICIENCY (TOEFL/IELTS/etc) result;
 - o Certified copy of the personal details page of your passport (inclusive of the expiry date). The passport must be valid for at least one year prior to expiry date; and
 - o Certified copy of applicant's MEDICAL REPORT.
3. The application must be duly completed and endorsed by the Ministry of Foreign Affairs or the relevant agency responsible for the MTCF programme in your country. INCOMPLETE AND/OR UNENDORSED FORMS WILL NOT BE PROCESSED.

*All certified documents/files/certificates can be uploaded not more than 1MB.

Next >

Ruangan Pendaftaran

6. Baca *Guideline* dengan teliti
7. Klik butang *Next*

Guideline → Check Passport → General Biodata → Status

Please fill in all required.

Legend: ★: Compulsory

Passport No. ★:

< Previous Next >

Ruangan *Check Passport*

8. Isi Passport
9. Klik butang *Next*

Guideline → Check Passport → **General Biodata** → Status

Please fill in all required. Legend: ★: Compulsory

PERSONAL DATA

Picture ★:

Family Name (Surname) ★:

First Name ★:

Other Names:

Passport No. T099912003

Nationality (Citizenship) ★: --SELECT--

Date Of Birth ★:

Place Of Birth ★: --SELECT--

Gender ★: ☐ Male ☐ Female

Marital Status ★: --SELECT--

Religion ★:

COMMUNICATION AND MAILING ADDRESS

Ruangan Registration Form

10. Isi semua maklumat pemohon pada ruangan yang bertanda ★
11. Klik butang *Next*

Guideline → Check Identity Card → **Registration Form** → Status

Successful Registration.

Congratulation. - You have registered for your new IDFR course application account portal.

- Email with the detail of login access was send to your email ().
- Please change your password after first time login if nessessary.
- All course application activities will be done at your account portal.

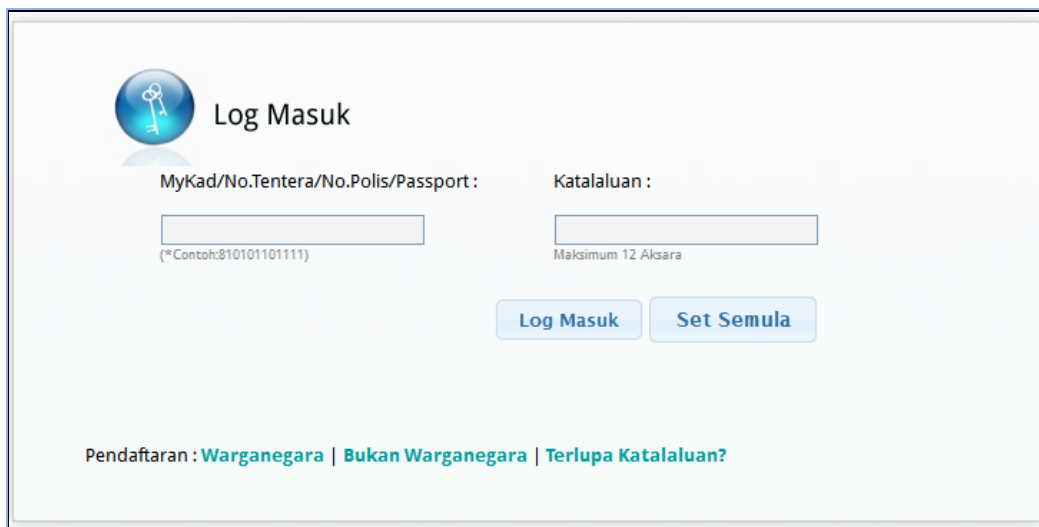
Ruangan Notification

12. Klik butang *Done*
13. Emel Successful Registration mengandungi maklumat log masuk akan di hantar ke inbox emel anda.

3 LOG MASUK

3.1 Log Masuk Sistem

1. Klik pautan Log Masuk pada Halaman Utama Sistem

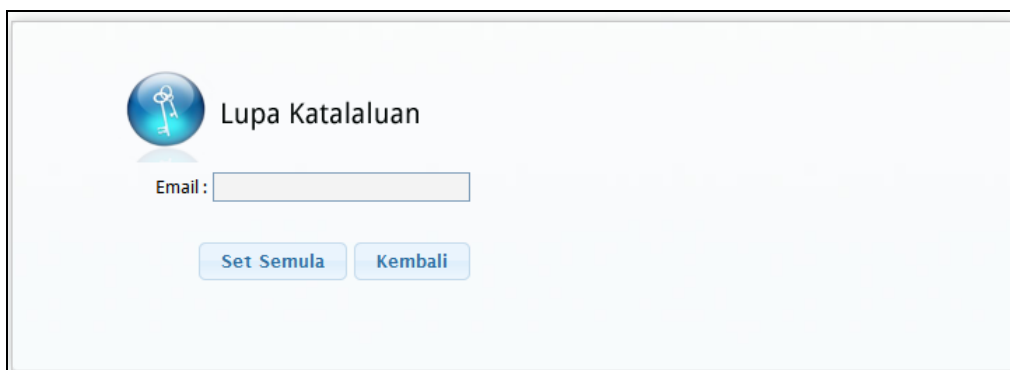


Paparan Log Masuk

2. Isi MyKad/No.Tentera/No.Polis/Passport dan Katalaluan yang betul
3. Klik butang Login

3.2 Lupa Kata Laluan

1. Klik pautan Log Masuk pada Halaman Utama Sistem
2. Klik Terlupa Katalaluan



Ruangan Lupa Katalaluan

3. Isi emel
4. Klik butang set semula
5. Emel mengandungi maklumat log masuk di hantar ke inbox emel anda

4 DASHBOARD PENGGUNA

The screenshot shows the user dashboard for the 'SISTEM PEMOHONAN KURSUS' at the 'INSTITUT DIPLOMASI DAN HUBUNGAN LUAR NEGERI'. The dashboard includes a navigation menu with options like 'Utama', 'Kursus', 'MTCP', 'Alumni', 'Muat Turun', 'Maklum Balas', 'Hubungi Kami', and 'FAQs'. Below the menu, there's a 'Dashboard' section with tabs for 'Kursus', 'Semakan', 'Penilaian', 'Tukar Katalaluan', 'Profile', 'Muat Turun', and 'Arkib'. A search bar is present with 'Cari:' and a dropdown for 'PDF' and 'Papar' (set to 10). A table lists courses with columns for '#', 'Nama Kursus', 'Kod', 'Jenis', 'Tarikh Mula', 'Tarikh Tamat', and a status column. The status column shows 'Telah Mohon' for the first course and 'Mohon' for the others.

#	Nama Kursus	Kod	Jenis	Tarikh Mula	Tarikh Tamat	Status
1	Language 2	code	Language	24-12-2012	31-12-2012	Telah Mohon
2	Training mtcp 1	code	Training(MTCP)	24-12-2012	31-12-2012	Mohon
3	MASTER IN DIPLOMACY TEST	MA-1201	Training	26-11-2012	28-11-2012	Mohon
4	Belajar bahasa arab dan pelat2nya	Test Arab 1	Language	26-11-2012	28-11-2012	Mohon
5	Belajar bahasa arab dan loghat2nya	Test Arab 1	Language	26-11-2012	28-11-2012	Mohon

4.1 Kursus

1. Tab Kursus memaparkan ruangan kursus (selepas log masuk, ruangan Kursus dipaparkan, jika tidak, klik pada tab Kursus)

- a) Memohon Kursus

1. Klik Mohon

Mohon

This screenshot is similar to the previous one, but it highlights the 'Mohon' button in the status column of the course table. The status column shows 'Mohon' for all courses listed.

#	Nama Kursus	Kod	Jenis	Tarikh Mula	Tarikh Tamat	Status
1	Language 2	code	Language	24-12-2012	31-12-2012	Mohon
2	Training mtcp 1	code	Training(MTCP)	24-12-2012	31-12-2012	Mohon
3	MASTER IN DIPLOMACY TEST	MA-1201	Training	26-11-2012	28-11-2012	Mohon
4	Belajar bahasa arab dan pelat2nya	Test Arab 1	Language	26-11-2012	28-11-2012	Mohon
5	Belajar bahasa arab dan loghat2nya	Test Arab 1	Language	26-11-2012	28-11-2012	Mohon

Ruangan Maklumat Kursus

2. Klik butang Seterusnya

Seterusnya >

Maklumat Kursus → **Kemaskini Profil** → Pengesahan → Status

Sila isi maklumat yang diperlukan. Panduan: ★: Wajib Isi

Maklumat Pemohon

Foto ★:	Preview  
Gelaran ★:	AR. 
Nama Penuh ★:	d
No KP Baru/No Tentera/Polis ★:	881203093111
Tarikh Lahir ★:	08-11-2012 
Jantina ★:	Lelaki 
Kewarganegaraan ★:	Malaysia 
Taraf Perkahwinan ★:	Belum Berkahwin 

Ruangan Kemaskini Maklumat Pemohon

3. Sila pastikan semua maklumat adalah terbaru
4. Isi semua maklumat pada ruangan yang bertanda ★
5. Klik butang Seterusnya 

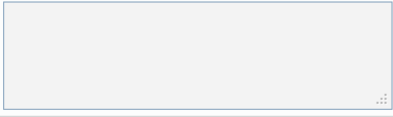
Maklumat Kursus → Update Profile → **Lodging** → Declaration → Success

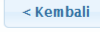
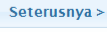
Sila isi maklumat yang diperlukan. Panduan: ★: Wajib Isi

Mohon Asrama

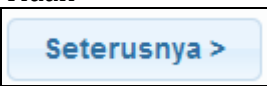
Penginapan di asrama IDFR TIDAK disediakan kepada pegawai yang bertugas di Kawasan Lembah Klang /Putrajaya / Cyberjaya

Anda Perlukan Asrama? ★: ☒ Ya ☐ Tidak

Alasan: 

Ruangan Asrama (Jika dibuka pada Pemohon)

6. Jika Penginapan dibuka pada Pemohon, ruangan Asrama akan dipaparkan
7. Klik Ya dan Alasan atau Tidak
8. Klik butang Seterusnya 

Maklumat Kursus → Kemaskini Profil → **Step** Pengesahan → Status

Sila isi maklumat yang diperlukan. Panduan: ★: Wajib Isi

Maklumat Ketua Jabatan

Nama ★:

Jawatan ★:

Email ★:

Pengakuan

☐ Saya telah mendapat kelulusan KETUA JABATAN; dan

☐ Saya mengaku bahawa semua keterangan yang dinyatakan dalam permohonan ini adalah BENAR. Sekiranya kenyataan yang diberikan TIDAK BENAR, pihak IDFR berhak membatalkan permohonan ini

☐ Saya faham dan setuju dengan syarat-syarat permohonan ini.

< Kembali Hantar

Ruangan Pengesahan Ketua Jabatan

9. Isi maklumat Ketua Jabatan
10. Klik kesemua *check box* Pengakuan

11. Klik butang Hantar

Hantar

Maklumat Kursus → Kemaskini Profil → Pengesahan → **Step** Status

✓ **Permohonan Berjaya.**

Tahniah. - Permohonan anda telah diterima. Sila semak emel anda dari masa ke semasa untuk status permohonan yang terkini.

Selesai

Ruangan Notifikasi

Selesai

12. Klik butang Selesai
13. Emel pemberitahuan Permohonan Kursus dihantar ke Pemohon dan Ketua Jabatan Pemohon

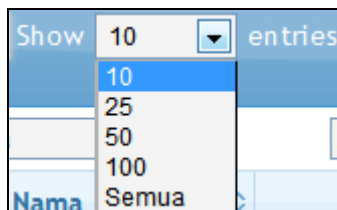
- b) Carian Keseluruhan

Search:

Carian Keseluruhan

1. Isi kata kunci yang ingin dicari
2. Secara automatik, ruangan akan berubah mengikut kata kunci yang dicari

- c) Paparan Bilangan Maklumat



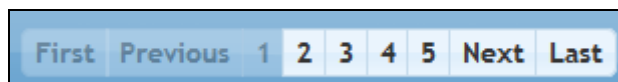
Paparan Bilangan Maklumat

1. Pilih pilihan bilangan
2. Secara automatik, ruangan akan berubah mengikut bilangan yang dipilih

d) Penjanaan dokumen PDF

1. Klik pada 
2. Simpan dokumen dalam komputer

e) Penomboran

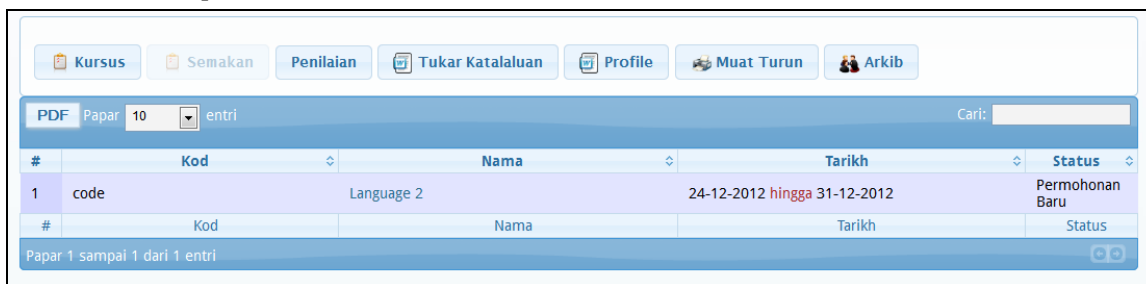


Penomboran Maklumat

1. Klik pada halaman muka surat yang ingin dituju

4.2 Semakan

1. Klik pada *tab* Semakan



Ruangan Semakan

4.3 Penilaian

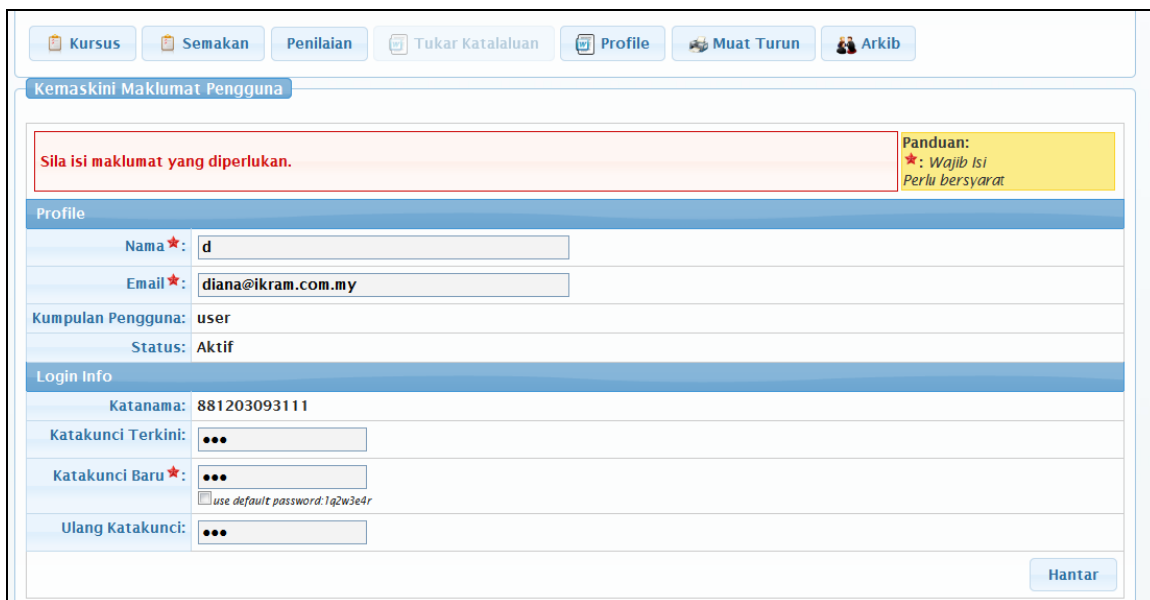
1. Penilaian akan dilakukan setelah Pemohon telah menjadi Peserta bagi Kursus terlibat dan telah selesai mengikuti Kursus. Penilaian perlu dilakukan bagi mengesahkan Peserta telah selesai menduduki Kursus
2. Klik pada *tab* Penilaian



Ruangan Penilaian

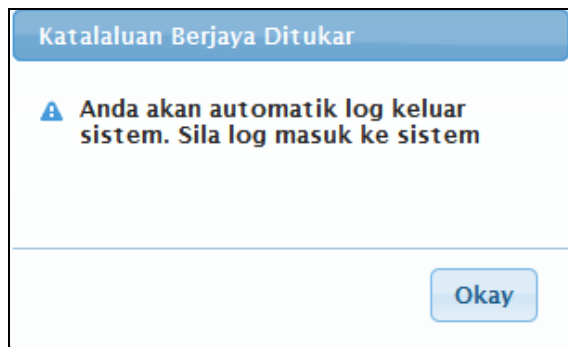
4.4 Tukar Katalaluan

1. Klik pada *tab* Tukar Katalaluan



Ruangan Tukar Katalaluan

2. Setiap ruangan yang bertanda ★ perlu diisi
3. Tukar Kata Laluan yang baru
4. Klik butang Submit



Dialog-box Log Keluar

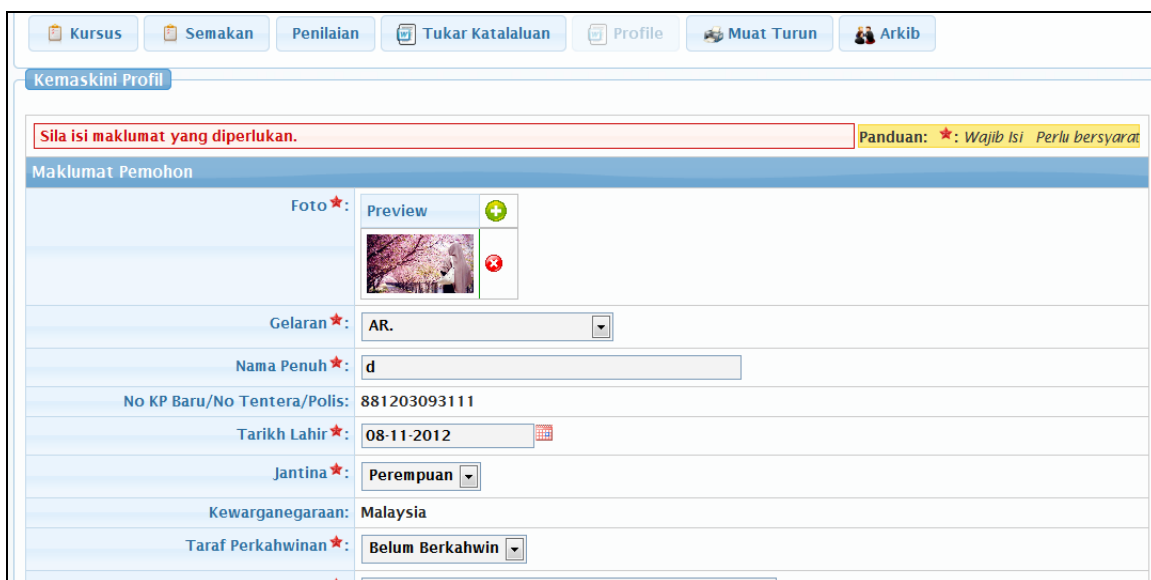
4.5 Profil

1. Klik pada *tab* Profil



Ruangan Profil

2. Klik butang Kemaskini

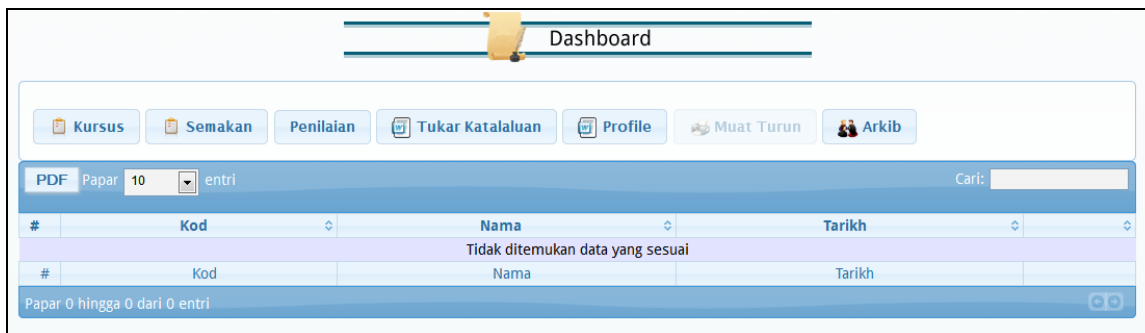


Ruangan Kemaskini Profil

3. Klik butang Hantar
4. Notis memberitahu Profil berjaya dikemaskini

4.6 Muat Turun

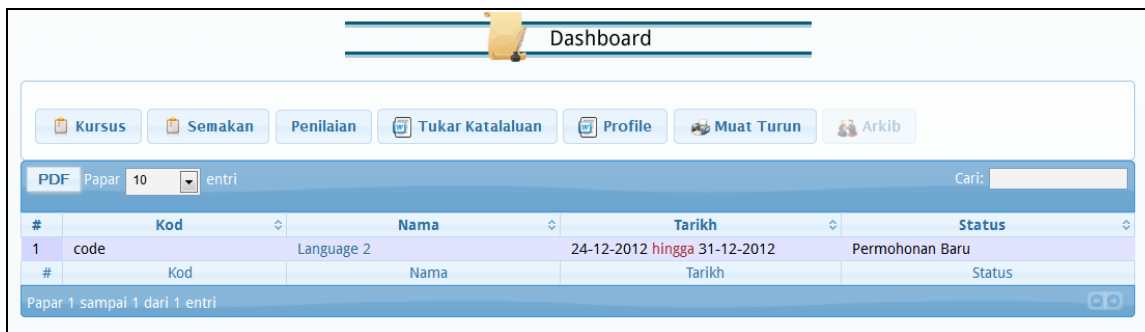
1. Klik pada *tab* Muat Turun



Ruangan Muat Turun

4.7 Arkib

1. Klik pada *tab* Arkib



Ruangan Arkib