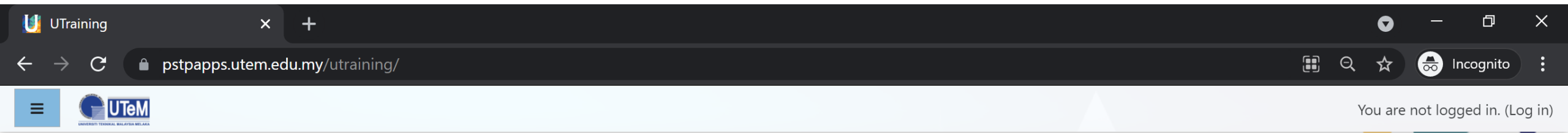


PENGENALAN UTRAINING



Instruction to trainee

1. All trainee **MUST** make sure to have a stable and uninterrupted internet connection for your training.
2. Enroll to the training course by inserting the enrolment key provided
3. Please concentrate and participate to all activity during the training.
4. You will be considered **PASS** and **COMPLETE** the training when the conditions are met. (upload all the resources required in the Trainee Resources section)
5. Certificate will only be given to trainee who complete the course.

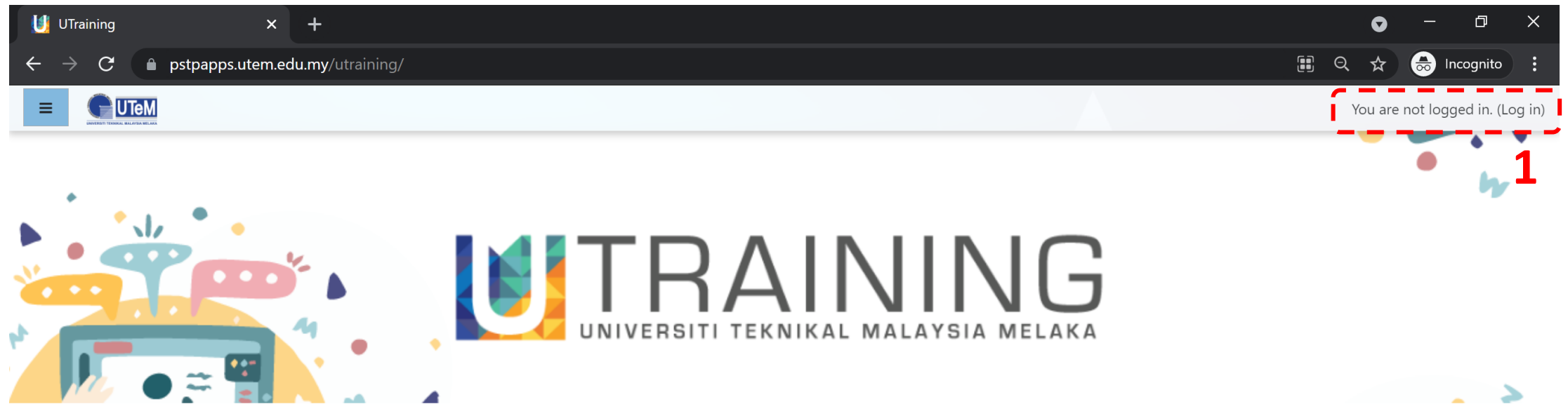


ISI KANDUNGAN

- [LOGIN](#)
- [ENROLL KURSUS](#)
- [AKSES KURSUS](#)



LOGIN



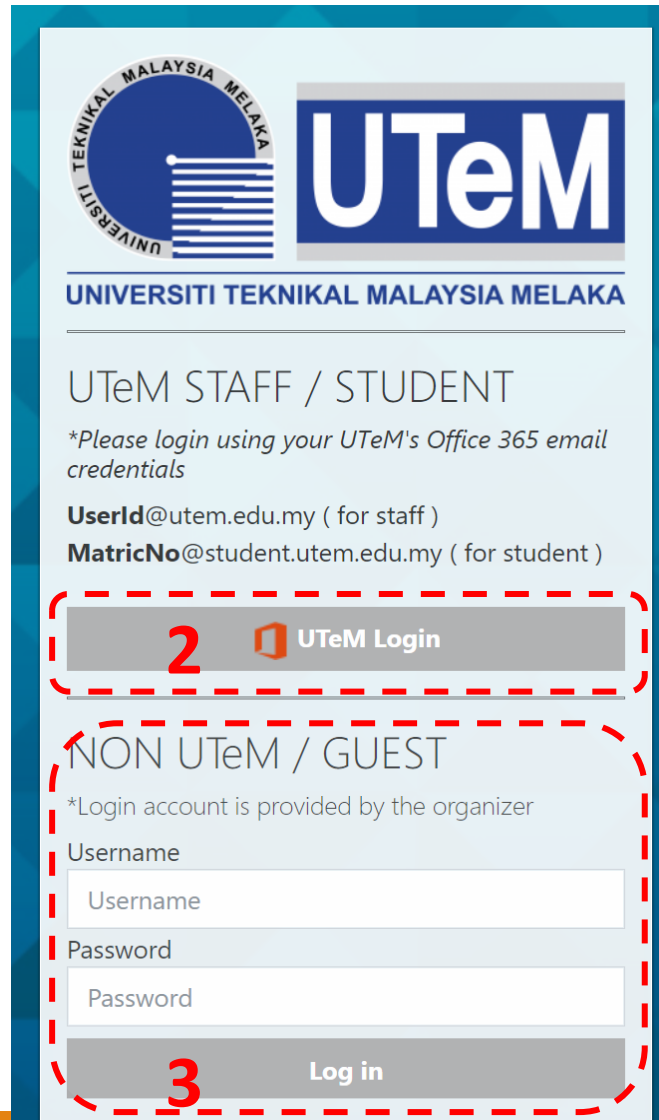
Instruction to trainee

1. All trainee **MUST** make sure to have a stable and uninterrupted internet connection for your training.
2. Enroll to the training course by inserting the enrolment key provided
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- **URL** : pstpapps.utem.edu.my/utrainning/
- Klik Button menu login **(1)**



LOGIN



The screenshot shows the UTeM login interface. At the top left is the UTeM logo, which includes the text 'UNIVERSITI TEKNIKAL MALAYSIA MELAKA' and 'UTeM'. Below the logo is the text 'UNIVERSITI TEKNIKAL MALAYSIA MELAKA'. The main heading is 'UTeM STAFF / STUDENT'. Below this is a note: '*Please login using your UTeM's Office 365 email credentials'. There are two email format examples: 'UserId@utem.edu.my (for staff)' and 'MatricNo@student.utem.edu.my (for student)'. A red dashed box highlights the '2 UTeM Login' button. Below this is the 'NON UTeM / GUEST' section with a note: '*Login account is provided by the organizer'. It contains two input fields: 'Username' and 'Password'. A red dashed box highlights the '3 Log in' button at the bottom of this section.

- Jika **Staf** atau **Pelajar UTeM**, sila klik button “**UTeM Login**” **(2)** dengan menggunakan email **UTeM Office365**
- atau**
- Jika **peserta bukan dari UTeM**, sila masukkan maklumat yang diberi dari penyelaras kursus/bengkel pada ruangan **(3)**.



ENROLL KURSUS

The screenshot displays the UTeM My Training dashboard. On the left is a navigation menu with 'Dashboard', 'Site home', 'Calendar', and 'Certificate verification'. The main content area features a navigation bar with icons for 'Dashboard', 'Calendar', 'Badges', 'All Courses', and 'Certificate verification'. A red dashed box labeled '5' highlights the 'Enrollment Code' input field and the 'Enroll' button. Below this is the 'Instruction to trainee' section with five numbered instructions. At the bottom, another red dashed box labeled '4' highlights the 'Course overview' section, which includes a dropdown menu set to 'In progress', a search bar for 'Course name', and a card for 'Bengkel Pemetaan Micro-credential' showing '0% complete'.

- Sila pilih kursus yang sudah di daftarkan oleh penyelaras kursus / bengkel pada ruangan **course overview (4)**

atau

- Jika tiada senarai kursus yang didaftarkan pada ruangan **course overview (4)**, sila masukkan enrolment code pada ruangan **(5)** dari penyelaras kursus/bengkel



AKSES KURSUS

6

NOTA:

1. Sila pilih sesi kursus anda pada tiles "Training Session and Attendance" > "Select Training Session"
2. Sila tick kehadiran sesi awal pada tiles "Training Session and Attendance" > "Kehadiran"
3. Kemudian, lengkapkan Soalan Ujian Kefahaman Kursus (Sebelum) pada tiles "Trainee Feedback" > "Soalan Ujian Kefahaman Kursus (Sebelum)"
4. Nota /bahan pengajaran boleh diakses pada tiles "Trainer Resources"
5. Sila tick kehadiran sesi penamat pada tiles "Training Session and Attendance" > "Kehadiran"
6. Kemudian, lengkapkan Soalan Ujian Kefahaman Kursus (Selepas) pada tiles "Trainee Feedback" > "Soalan Ujian Kefahaman Kursus (Selepas)"

7 **8** **9** **10** **11**

- **6 : Ruangana Nota / Pengumuman**
- **7 : Sila pilih sesi training dan kehadiran peserta sebelum dan selepas bengkel**
- **8 : Bahan latihan peserta seperti video, document dan lain-lain**
- **9 : Sila lengkapkan soalan ujian kefahaman sebelum dan selepas bengkel**
- **10 : Jika ada aktiviti berkaitan bengkel seperti muat naik document**
- **11 : Ruangana sijil (Jika ada)**

