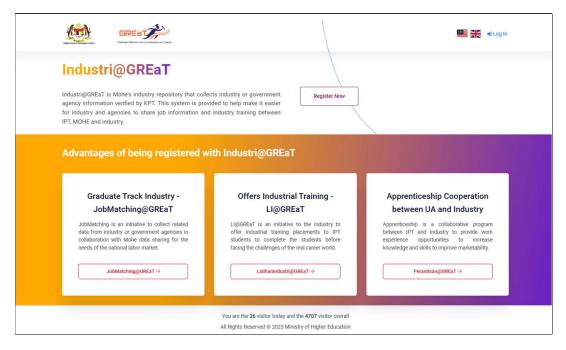
USER MANUAL INDUSTRY@GREaT

ORGANIZATION ROLE

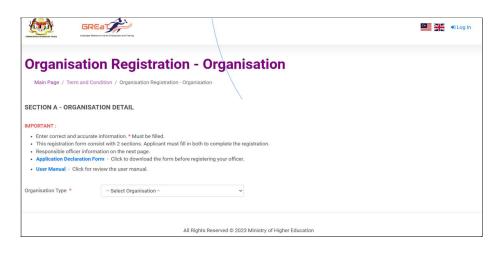


1.	Please enter the web address (https://great.mohe.gov.my/IndustryGREaT) in a
	browser such as Chrome.
2.	For first time registration, click on button Register Now for organizations
	registration purpose.

GREe T
Term and Condition Main Page / Term and Condition
IMPORTANT NOTE (PLEASE READ BEFORE STARTING REGISTRATION) :
1. Please complete the information in Part A and Part B to register. 2. Please download the Application Declaration Form as you need to upload it again during the registration of Responsible Officer Information in Section B. Please ensure that the completed application declaration form is uploaded in DPT format.
 Application Declaration Form 3. Only application Moclaration Form 4. The registration score is only displayed on the page titled registration only. Please ensure that the information entered during your registration is accurate and complete as each applicant is only allowed to submit ONE (1) application form. 5. If you encounter problem during registration, please ontext KPT at email :
 sdtbppd@mohe.gov.my 6. Here is the registration user manual User manual
Back
All Rights Reserved © 2023 Ministry of Higher Education

3.	Please read the Terms and Conditions carefully and download the Application
	Declaration Form.
4.	Fill it and scan the fill up form for the purpose of Officer Registration in the next
	registration step.

Б	You can download this user manual here. Click on button Next to start the
5.	registration.



6. Select the **Organization Type.**

		1				
Organisati	on Registra	tion - Orga	nisation			
Main Page / Term and 0	Condition / Organisation Regist	ration - Organisation				
SECTION A - ORGANIS	ATION DETAIL		1			
IMPORTANT :						
 Enter correct and accura This registration form co Responsible officer information 	Form - Click to download the f					
Organisation Type *	Industry		v			
Organisation Category *	- Select Category -		✓ Sector *	- Select Secto	<i>t</i>	
	Careford and a second					
Organisation Name *	Organisation Name					
Ownership Status *	- Select Ownership -		v			
Phone Num. *	Phone Num.					
Email *	Email					
Web Address	Web Address					
Social Media 1	Social Media 1					
Social Media 2	Social Media 2					
Social Media 3	Social Media 3					
Address *	Address					
	Postcode	~ Select State ~		~	- Select District -	~
Annual Gross Income	Annual Gross Income					
Financial Year	Financial Year					
Number of Employees	Number of Employees					
Logo *	Choose File No file cho	148				
LOYO	Choose Pile No nie cho	24211				
Engagement	II JobMatching@GREaT	REAT				
	Apprenticeship - WBL@G					
Back	Scholarship					Next

7.	If you choose Industry , please fill in the blank for all that mark * as it a MANDATORY detail.
8.	Click Next to continue to Officer Registration.
9.	Click Back to back to Term and Conditions Page.

statistical distance have	REaT AND			👬 🚸 Log In
Organisati	on Registration - Organisatio	n		
Main Page / Term and	Condition / Organisation Registration - Organisation			
SECTION A - ORGANIS	SATION DETAIL			
IMPORTANT :				
This registration form o Responsible officer info	ate information. * Must be filled. onsist with 2 sections, Applicant must fill in both to complete the registration, mation on the next page. Form - Click to download the form before registering your officer.			
User Manual - Click fo	r review the user manual.			
Organisation Type *	Ministry/Department/Agency/Statutory Body/Associati 🛩			
Organisation Name *	Organisation Name			
Association ROS Num.	Association ROS Num.			
Phone Num. *	Phone Num.			
Email *	Email			
Web Address	Web Address			
Social Media 1	Social Media 1			
Social Media 2	Social Media 2			
Social Media 3	Social Media 3			
Address *	Address			
	Postcode Select State	÷	- Select District -	•
Annual Gross Income	Annual Gross Income			
Financial Year	Financial Year			
Number of Employees	Number of Employees			
Logo *	Choose File No file chosen			
Engagement	JobMatching@GREaT			
	Industrial Training - LI@GREaT Apprenticeship - WBL@GREaT			
	Scholarship			
Back				Next

10.	If you choose Ministry/Department/Agency/Statutory Body, please fill in the
	blank for all that mark * as it a MANDATORY detail.
11.	Click Next to continue to Officer Registration.
12.	Click Back to back to Term and Conditions Page.

Organisatio	on Registration -	Officer	
Utama / Terms and cond	itions / Organisation Registration - Industry /	Organisation Registration - Officer	
SECTION B - OFFICER D	ETAILS	1	
· Please enter a valid email	e information. * Must be filled. to receive User ID and Password. orm Please click here to download the form,	complete it, scan and upload at	
Officer Name *	Officer Name		
Officer Email *	Officer Email	Officer Phone No. *	Officer Phone No.
Officer Post *	Officer Post		
Officer Dept *	Officer Dept		
Application Declaration	Choose File No file chosen		
Terms and conditions			
recording and/or otherwis	se without the permission of the Ministry of Hig	pher Education (MoHe).	ed in any way through electronic, mechanical, photocopying, s the right to impose additional conditions in this system from
The information containe	d in this system is only for the use of respons or making copies is not permitted and is also		Possession of this information unlawfully, without permission,
	or making copies is not permitted and its also i and Conditions. *	an offense under the Official Secrets Act 1972.	

13.	Fill the form with Officer information. This officer will manage the data as the
	officer email with be using for the system Login Credential.
14.	Click Register to complete the registration.
15.	Click Cancel to cancel the whole registration process.
16.	Click Back to back to organization registration page.



The registration process is complete. Read the notice. You will receive an email
through officer email for setup the password to log in the system. This email will send after the Administrator verified your organization registration.

Industri@GREaT	
Industri@GREaT - Notifikasi Pendaftaran/Registration Notification	
Salam sejahtera, Untuk makluman, terdapat pendaftaran organisasi anda pada laman web Industri@GREaT. Mohon ambil tindakan susulan dengan mencipta log masuk pengguna. Butang pautan di bawah hanya boleh digunakan sekali sahaja. Terima kasih.	
Greetings, We noticed that someone from your organisation has registered your organisation at the Industri@GREaT website. Please Kindly take further action by creating a user login. A button link as provided below only can be used once. Thank you.	
Daftar / Register Portal GREaT Industri@GREaT JobMatching@GREaT e-Profiling	
Industri@GREaT © 2023	

18.	Email example that you will receive. Click on the Register button to setup the
	password for login the system.
19.	This link from email only valid once. You need to contact the Administrator to
	receive new link for the setup.

	ashizw@gmail.com ~
Repositori Industri@GREaT Rest/New Password.	
Email : ashizw@gmail.com	
Password	
Confirm password Reset	
neset	

20.	Please setup your password and make sure the password on both box is similar with an Alphabet, Number and Symbol with 1 Alphabet in capital letter.
21.	Click on Reset button to confirm password setup.'
22.	System will redirect your page to Login page.

y man		ashizw@gmail.com >
	Repositori Industri@GREaT LogIn	
	Email	
	ashizw@gmail.com	
	Password	
	Remember Me?	
	Log In +D	

23.	Please insert officer email address as Email and the password that setup earlier.
24.	Click on Log In button to continue.

USER MANUAL INDUSTRY@GREaT : ORGANIZATION



25.	For login from system main page, click on ≡ icon to access view like image
23.	below. Click on Log In to redirect to login page like image above.
26.	Click on Malaysia Flag button for Malay Language.
27.	Click on United Kingdom Flag button for English Language.

• Main Page			ndustry	· · · · · · · · · · · · · · · · · · ·	Ξ
Profile	~				
Add Branch Add Officer Contact Us		u			
Other System		JobMatching	Latihan Industri Training Offers : 0		
		JobMatching@GREaT	Latihanindustri@GREaT		

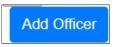
Me	nu							
Utam						$\langle \rangle$		
						/		
	JobMatching		Latihan	Industri				
	Job Offers : 0	Tra	aining Offers	: 0				
	JobMatching@GREaT		LatihanIndu	istri@GREaT				
_								
					_			
	sation Information					Searc	h:	
		4	CATEGORY	POSSESSION STATUS	REGISTRATIO		h:	ACTIVITY
Show 5	✓ entries	4	CATEGORY [®] Industry			DN 🕴 STATUS [‡]		ACTIVITY
NO.	organisation name Adila	4		STATUS FINDER	DATE	DN 🕴 STATUS [‡]	BRANCH Head	
Show 5 NO.	entries LOGO ORGANISATION NAME ADILA	¢		STATUS FINDER	DATE	DN 🕴 STATUS [‡]	BRANCH Head Quarters	I Next
Show 5 NO. 1 Showing	entries LOGO ORGANISATION NAME ADILA	4		STATUS FINDER	DATE	DN 🕴 STATUS [‡]	BRANCH Head Quarters	2 1 Next
Show 5 NO. 1 Showing Officer	entries Organisation name AdlLa to 1 of 1 entries Information	4		STATUS FINDER	DATE	DN STATUS	BRANCH Head Quarters Previous	I Next
Show 5	entries Organisation name AdlLa to 1 of 1 entries Information	¢		STATUS	DATE	DN 🕴 STATUS [‡]	BRANCH Head Quarters Previous	I Next

	Main page for organization. It show the Link to other system related using
28.	Single-Sign On, list of organizations and branches, and list of officer register for
	organizations and branches.
29.	The activity icon is for update the organization or officer information.
30.	The Add Branch to insert new branches under the organization.
31.	The Add Officer to insert new officer for organization or branches.

Menu	
Utama	
JobMatching	Latihan Industri
Job Offers : 0	Training Offers : 0
JobMatching@GREaT	LatihanIndustri@GREaT

Link to go to other related system that using your organization information
 according on organization registration form that your organization will engage.

		Search	ĸ
TRATION _	STATUS	BRANCH	ACTIVITY ¢
1/2022	Approved	Branch	Ø
0/2022	Approved	Head Quarters	Ø
			Previous 1 Next Add Branch



33.	The icon in activity section is to update the organization or officer information.
33.	Click on the icon and system will show the detail based on registration.
34.	Click on Add Branch button to register new Branch Organization.
35.	Click on Add Officer button to register new Officer for organization or branch.
36.	Fill keyword on search box if you needed to search on long list.

Manage Or	anisation					
Utama / Manage Organis						
Diama / Manage Organis	ation					
SECTION A - INDUSTRY	DETAIL					
Important Notes :						
 This registration form con 	e information. * Must be filled. sist with 2 sections. Applicant must fill in bi mation on the officer registration page.	oth to complete the re	egistration.			
Organisation Type *	Industry	÷				
Organisation Category *	Sole Proprietorships	v	Organisation Sector *	CROPS AND ANIMAL PRO	DUCTION, HUNTING AND REL	ATED SERVICE ACTIVI
Organisation Name *	ADILA					
Organisation SSM Cert. No. *	1234		Organisation S	SM Cert, Expired Date*	22/08/2024	Ø
Ownership Status *	Independent Enterprise	v				
Organisation Phone No. *						
Organisation Email *						
Organisation Web Address	Organisation Web Address					
Social Media 1	Social Media 1					
Social Media 2	Social Media 2					
Social Media 3	Social Media 3					
Organisation Address *						
				~		~
Annual Gross Income	Annual Gross Income					
Financial Year	Financial Year					
Number of Employees	Number of Employees					
Logo *	× Kemaskini Logo Organ	isasi				
Engagement	III JobMatching@GREaT					
	LatihanIndustri Perantisan					

37.	Organization Information – If there any update related to organization, update
	the information and click on Update button to update.
38.	This will lead to verification and approval process by Administrator but you
	can still use the system or other related system.
39.	Click on Back button to back to main page.

Managa	raniation		
	rganisation		
Utama / Manage Organ	isation		
SECTION A - INDUSTR	YDETAIL		
Important Notes :			
 This registration form or 	ite information. * Must be filled. nsist with 2 sections. Applicant must fill in both to complete the registration.		
 Responsible officer inf 	ormation on the officer registration page.		
Organisation Type *	Industry ~		
Organisation Category *	- Select Category - V Organisation - Select	rt Sector	
	Sector *		350
Organisation Name *	Organisation Name		
Ownership Status *	- Select Ownership -		
Organisation Phone No. *	Organisation Phone No.		
Organisation Email *	Organisation Email		
Organisation Web Address	Organisation Web Address		
Social Media 1	Social Media 1		
Social Media 2	Social Media 2		
Social Media 3	Social Media 3		
Organisation Address *	Organisation Address		
	Postcode - Select State -	- Select District -	
	- Senou state -	- select that its -	
Annual Gross Income	Annual Gross Income		
Financial Year	Financial Year		
Number of Employees	Number of Employees		
Logo *	Choose File No file chosen		
Engagement	I JobMatching@GREaT		
	Perantisan		
	🗆 Biasiswa		

	Add Branch – You can register branches under the main organization and
40.	manage the information and the officer who can login. This branches can also
	use other related system.
41.	Click on Back button to back to main page.

	Manage (Officer		
	Utama / Manage Off			
	OFFICER DETAILS			
		rmail to receive User ID and Password. on Form Click to download the form before registering your officer		
	Officer Name *	Adilla		
	Officer Email *		Officer Phone No. *	
	Officer Branch	- Select Branch -	 If applica 	ble
	Officer Post *	Pengurus		
	Officer Dept *	soc		
	Application Declaration F	orm.* Application Declaration Form. 🗙 Kemaokini B	orang Akuan	
	Terms and conditions			
	recording and/or oth I will also not hold h from time to time. The information con	he data/information used in this system is for the stated purpose or erwise without the permission of the Ministry of Higher Education (MR 00HE responsible for any loss, injury or any problem resulting from this and in this system is only for the use of responsible offerers only an tion or making capies is not permitted and is also an offense under th	He). e use of this system. MOHE reserves the right to impose add d is considered CONFIDENTIAL. Possession of this informatio	ditional conditions in this system
		ms and Conditions. *		

42.	Update Officer Information - If there any update related to officer, update the
	information and click on Update button to update.
43.	This will lead to verification and approval process by Administrator but officer
43.	can still use the system or other related system.
44.	Click on Back button to back to main page.

Manage Off	cer							
Utama / Manage Officer								
OFFICER DETAILS								
Important Notes : • Must be filled. • Please enter a valid email to • Application Declaration For			stering your offic	et.				
Officer Name *	Officer Name							
Officer Email *	Officer Email			Officer Phone No. *		Officer Phone No.		
Officer Branch	- Select Branch	1-			v	* If applicable		
Officer Post *	Officer Post							
Officer Dept *	Officer Dept							
Application Declaration Form. *		Choose File No file choo	en					
Terms and conditions								
recording and/or otherwise • I will also not hold MOHE r from time to time. • The information contained	without the perm sponsible for an n this system is o	ission of the Ministry of Hig y loss, injury or any problem only for the use of responsil	gher Education () m resulting from ble officers only :	only and cannot be published/ AoHe). the use of this system. MOHE and is considered CONFIDENTI. the Official Secrets Act 1972.	reserves the right t	to impose additional con	iditions in this sy	stem
I agree to the above Terms an	Deedleren A							

	Add Officer – You can register new officer to the system to manage organization
45.	and branches information or assign officer to specific branch. This process lead
	to verification and approval by the Administrator.
46.	Click on Back to back to main page.