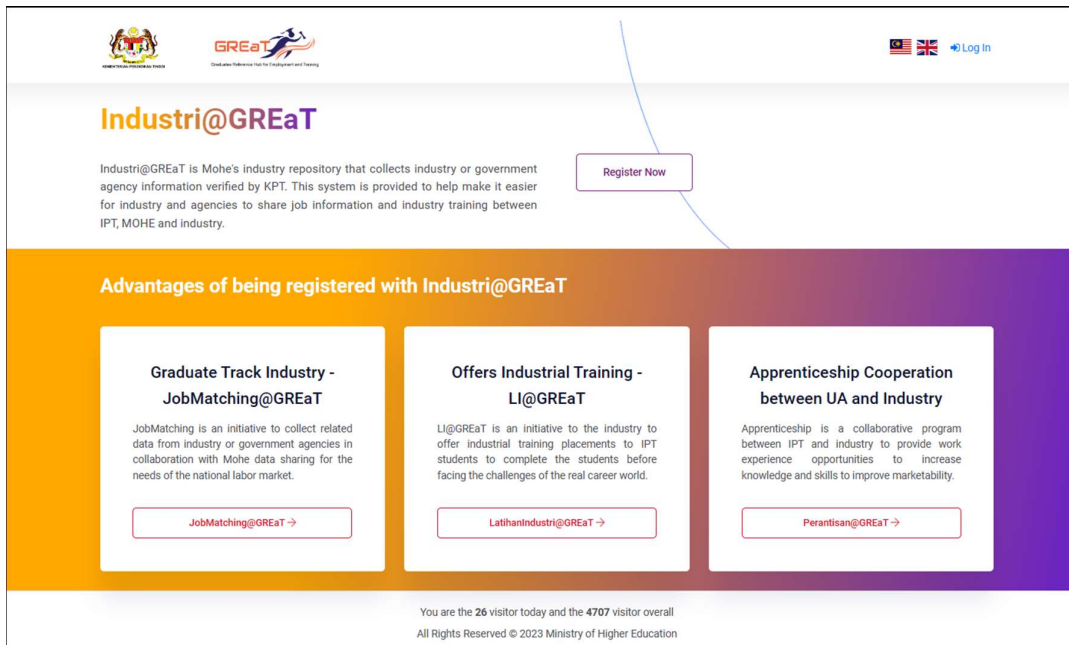
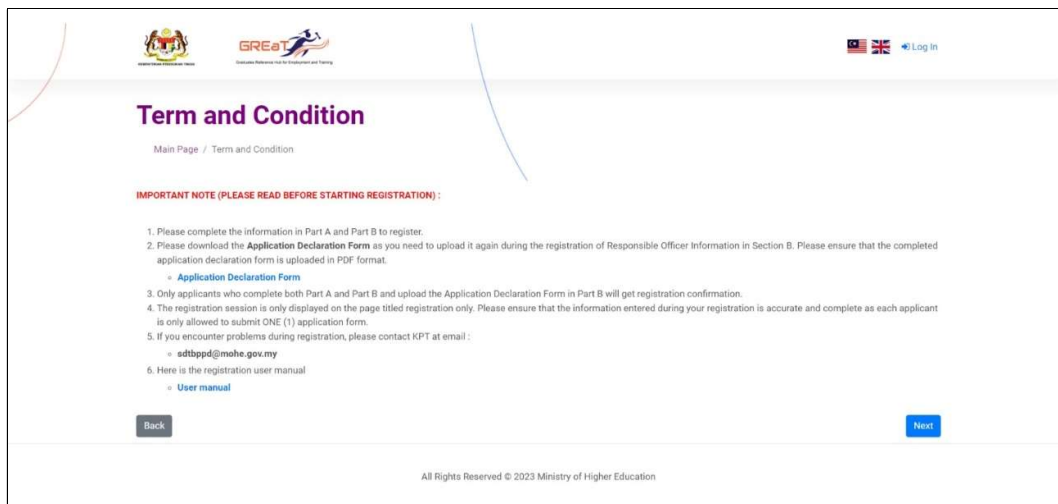


**USER MANUAL  
INDUSTRY@GREaT**

**ORGANIZATION ROLE**






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



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

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

   [Log in](#)

## Organisation Registration - Organisation

[Main Page](#) / [Term and Condition](#) / [Organisation Registration - Organisation](#)

### SECTION A - ORGANISATION DETAIL

**IMPORTANT:**

- Enter correct and accurate information. \* Must be filled.
- This registration form consist with 2 sections. Applicant must fill in both to complete the registration.
- Responsible officer information on the next page.
- [Application Declaration Form](#) - Click to download the form before registering your officer.
- [User Manual](#) - Click for review the user manual.

Organisation Type \*

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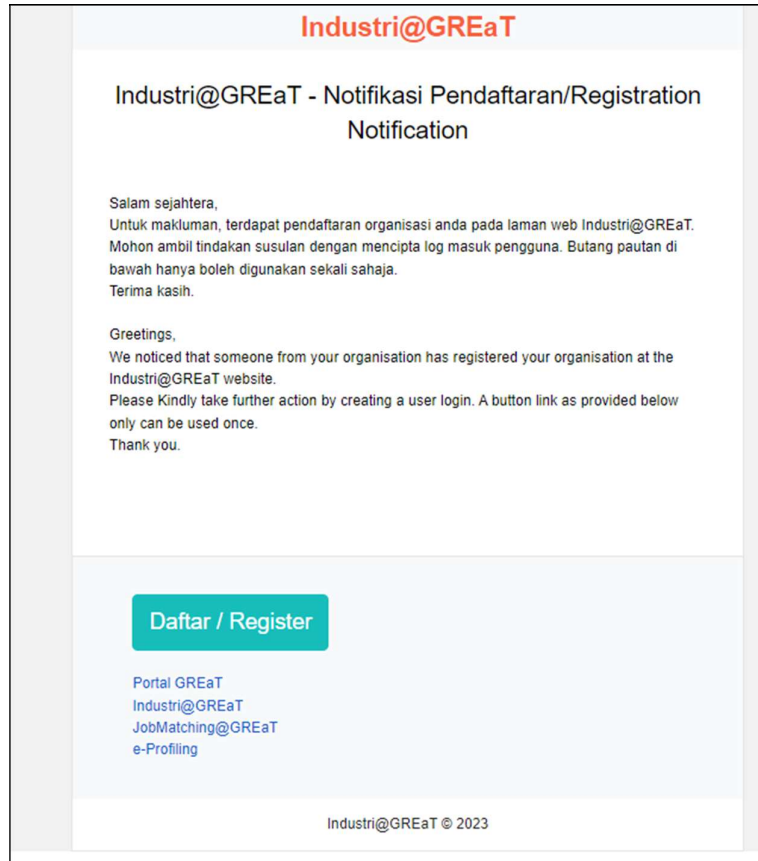
6. Select the **Organization Type**.

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

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

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

17.	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.
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18.	<b>Email</b> example that you will receive. Click on the <b>Register</b> button to setup the password for login the system.
19.	This link from email <b>only valid once</b> . You need to contact the <b>Administrator</b> to receive new link for the setup.

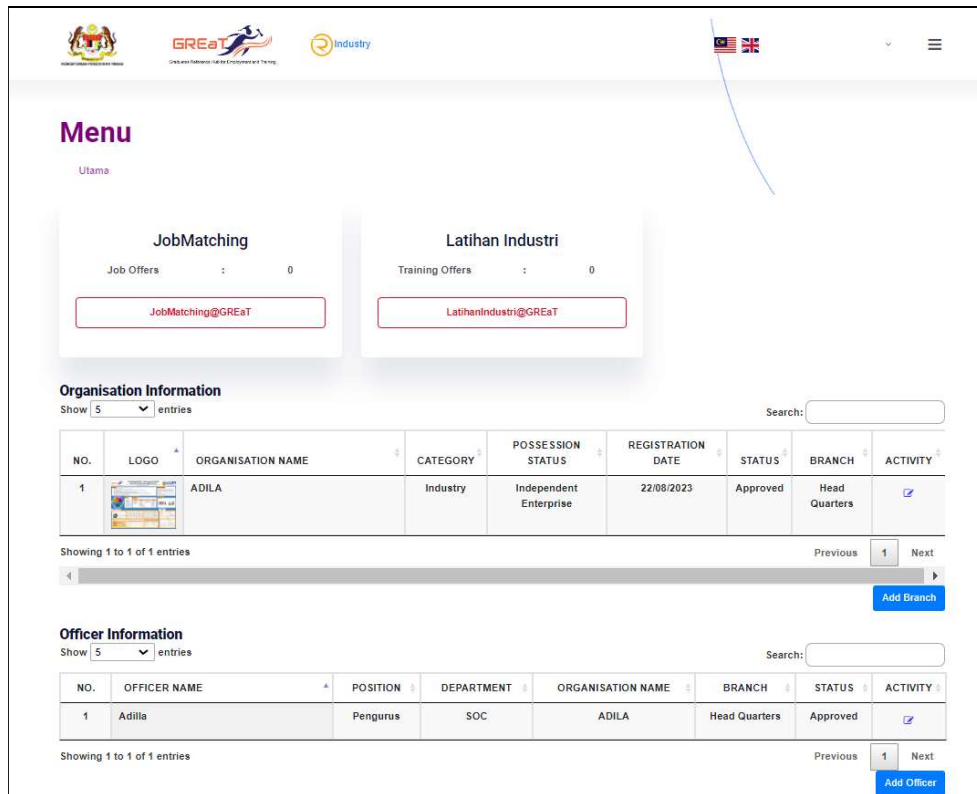
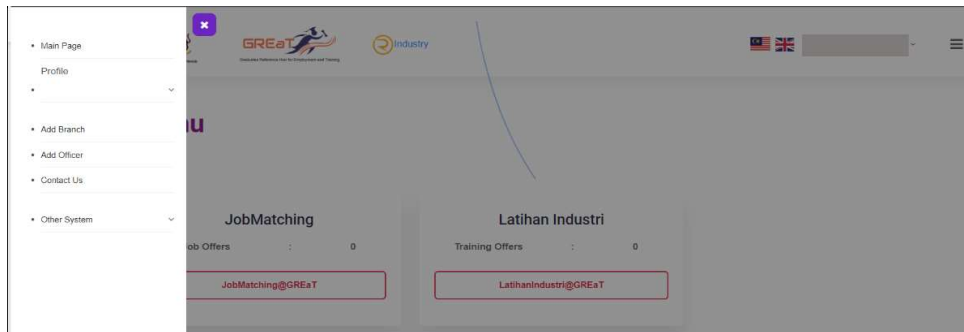
20.	Please setup your password and <b>make sure the password on both box is similar with an Alphabet, Number and Symbol with 1 Alphabet in capital letter.</b>
21.	Click on <b>Reset</b> button to confirm password setup.'
22.	System will redirect your page to <b>Login page.</b>

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

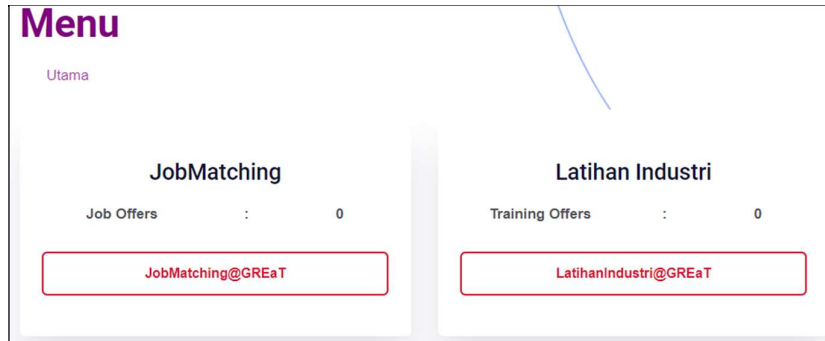




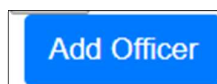
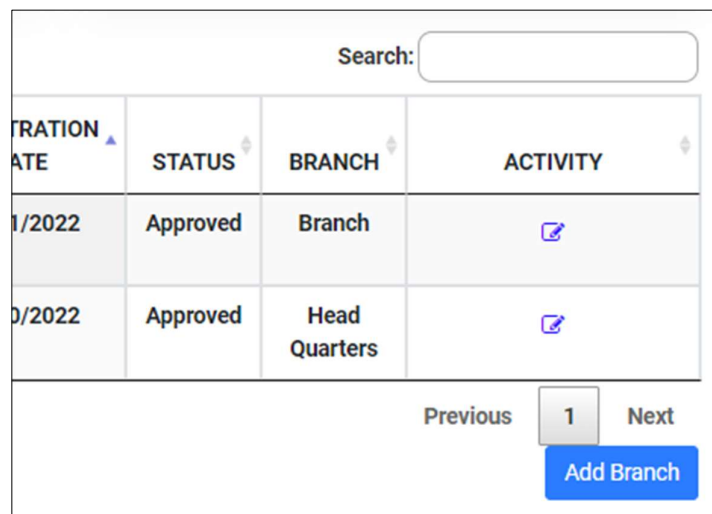
- |     |  |
|-----|--|
| 25. | <b>For login from system main page, click on ☰ icon to access view like image below. Click on Log In to redirect to login page like image above.</b> |
| 26. | Click on Malaysia Flag button for Malay Language.  |
| 27. | Click on United Kingdom Flag button for English Language.  |



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



32.	Link to go to other related system that using your organization information <b>according on organization registration form that your organization will engage.</b>
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33.	The <b>icon</b> in activity section is to <b>update</b> the organization or officer information. Click on the icon and system will show the detail based on registration.
34.	Click on <b>Add Branch</b> button to register new Branch Organization.
35.	Click on <b>Add Officer</b> button to register new Officer for organization or branch.
36.	Fill keyword on <b>search box</b> if you needed to search on long list.

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

**Manage Organisation**  
Utama / Manage Organisation

**SECTION A - INDUSTRY DETAIL**

**Important Notes :**

- Enter correct and accurate information. \* Must be filled.
- This registration form consist with 2 sections. Applicant must fill in both to complete the registration.
- \* Responsible officer information on the officer registration page.

Organisation Type \*

Organisation Category \*  Organisation Sector \*

Organisation Name \*

Ownership Status \*

Organisation Phone No. \*

Organisation Email \*

Organisation Web Address

Social Media 1

Social Media 2

Social Media 3

Organisation Address \*

Postcode  -- Select State --  -- Select District --

Annual Gross Income

Financial Year

Number of Employees

Logo \*  No file chosen

Engagement  
 JobMatching@GREaT  
 LathanIndustri  
 Perantisan  
 Biasiswa

[Back](#) [Register](#)

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

**Manage Officer**  
Utama / Manage Officer

**OFFICER DETAILS**

**Important Notes :**

- Must be filled.
- Please enter a valid email to receive User ID and Password.
- [Application Declaration Form](#). - Click to download the form before registering your officer.

Officer Name \*

Officer Email \*  Officer Phone No. \*

Officer Branch  \* If applicable

Officer Post \*

Officer Dept \*

Application Declaration Form. \* [Application Declaration Form](#) [Kemaskini Borang Aduan](#)

**Terms and conditions**

- I acknowledge that the data/information used in this system is for the stated purpose only and cannot be published/stored in any way through electronic, mechanical, photocopying, recording and/or otherwise without the permission of the Ministry of Higher Education (MOHE).
- I will also not hold MOHE responsible for any loss, injury or any problem resulting from the use of this system. MOHE reserves the right to impose additional conditions in this system from time to time.
- The information contained in this system is only for the use of responsible officers only and is considered CONFIDENTIAL. Possession of this information unlawfully, without permission, disclosure of information or making copies is not permitted and is also an offense under the Official Secrets Act 1972.

I agree to the above Terms and Conditions. \*

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

45.	<b>Add Officer</b> – You can register new officer to the system to manage organization 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.