User Manual

How to use Online Application

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Step 1: Login Page

    i)   Go to http://onlineapplication.iukl.edu.my. The landing page will be shown in the Figure 1 below.

    ii)   Click **Register Now!** button to register your account before logging in. This will redirect the user to the Register Page.
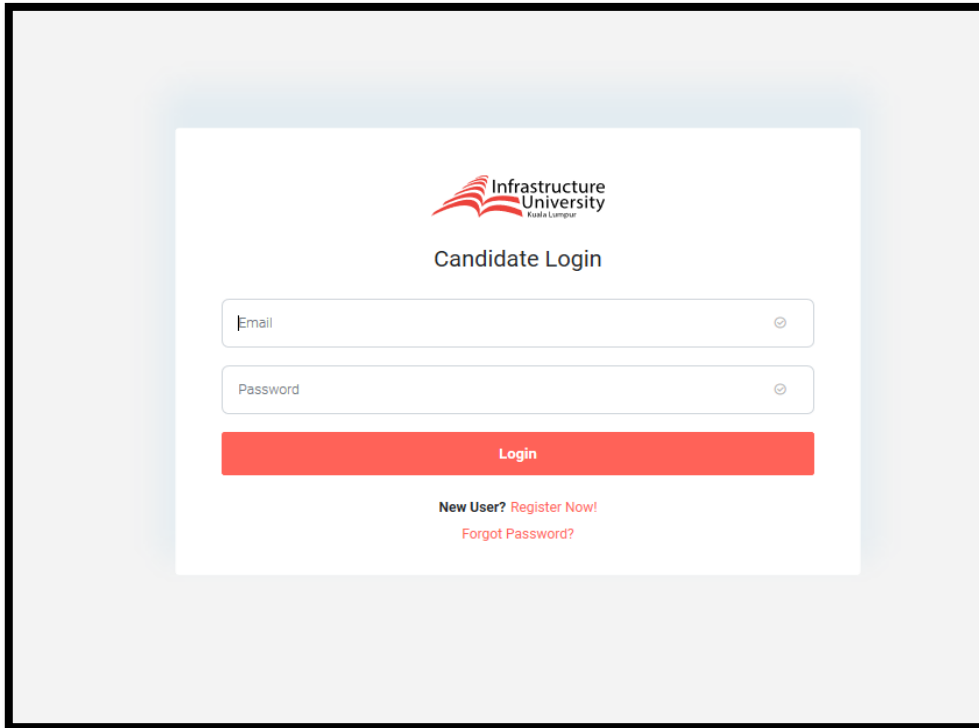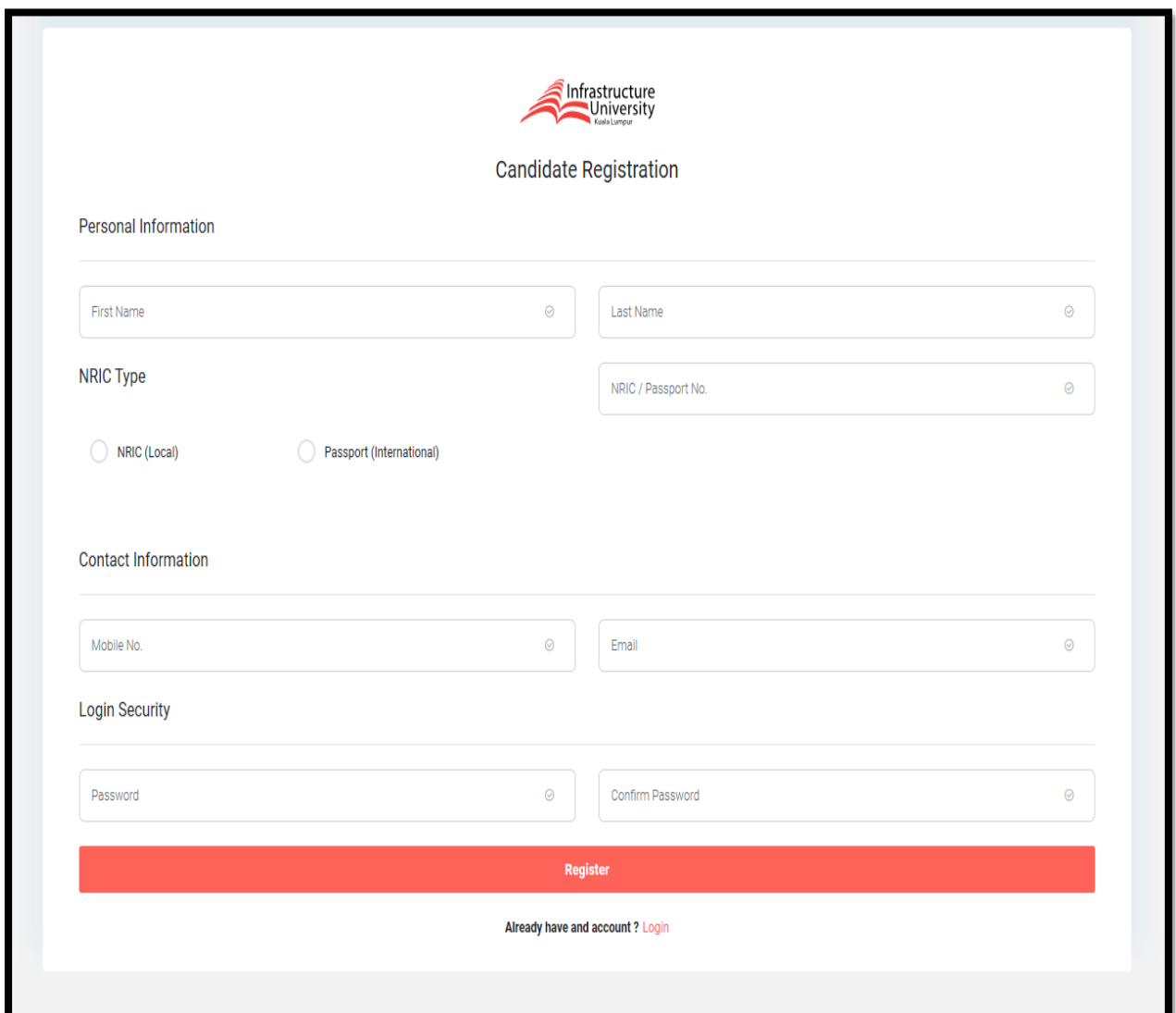

Figure 1

Step 2: Register Page

As shown below in Figure 2, register your information and account information and click **Register** button. If account creation is success, it will redirect user back to the login page with success message.

Note**:

1. In personal information field, selecting NRIC or Passport will determine your nationality. NRIC for Local, Passport for International. Make sure you are selecting it properly. Once registered you are unable to change the NRIC type/nationality. This will affect your processing cost. Therefore, you need to create another account with different nationality.
2. Please make sure your password and confirm password are matched and both must be longer or equal than 8 characters.

Figure 2

Step 3: Enrolment Page

    i)   Once login is successful, the system will redirect the user to enrollment page (Figure 3).
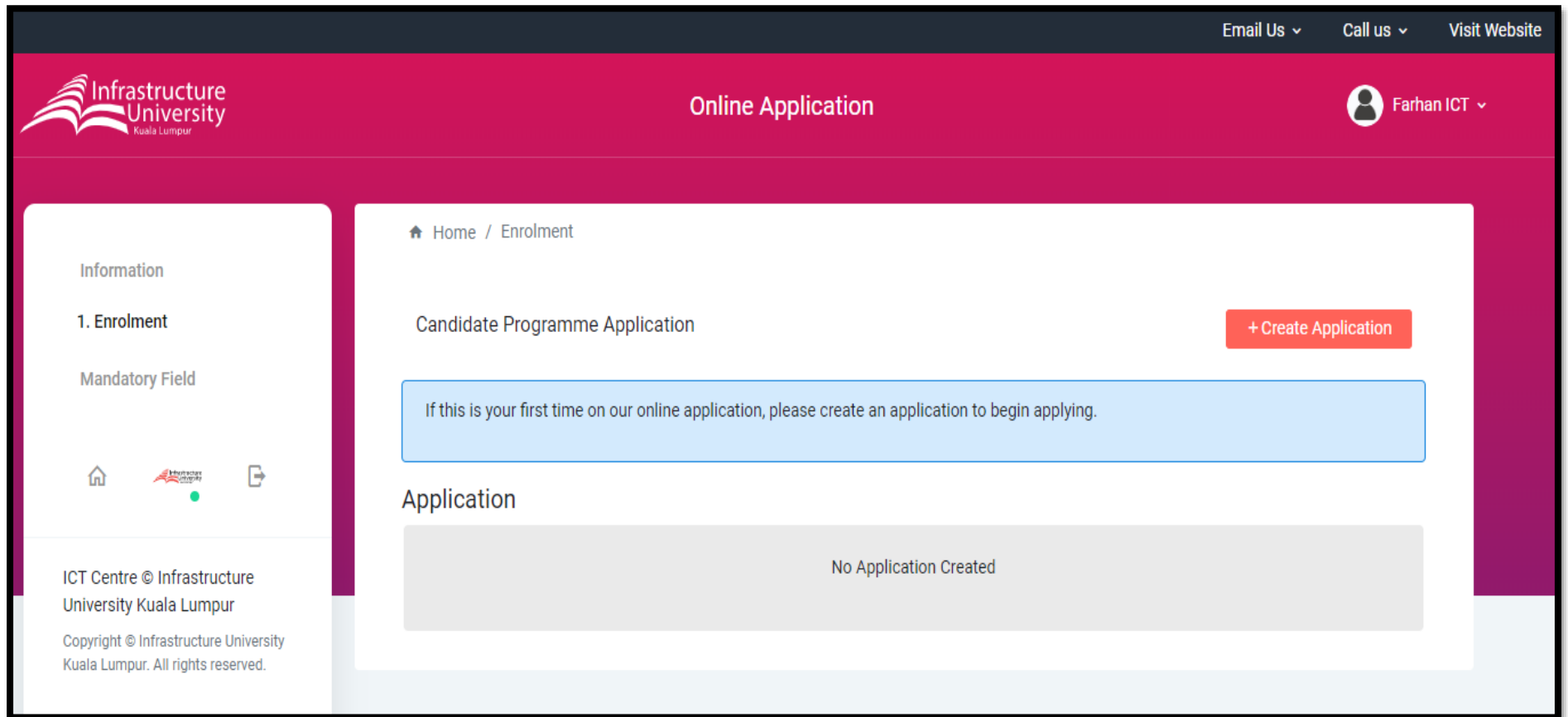

Figure 3

ii)	For first time user (Figure 3), candidate must create an application by clicking **+Create Application** then a pop-up form will appear (Figure 4) for the candidate to select their programme. Maximum three choices of programmes at a time.

iii)	Once everything has been filled (Figure 6), click **Submit** button to create an application.

Figure 4

iv) Once application has been filled, the user will be redirected back with new fields appear at left hand side, and the previously filled application on the right hand side.

v) Navigation (left hand side) consists two fields. The candidate must fill in their details in all mandatory fields in order to submit the application.However, the Optional fields is optional. The candidate is still able to submit the application (after mandatory fields have been filled) without fill in all the details in the optional field.
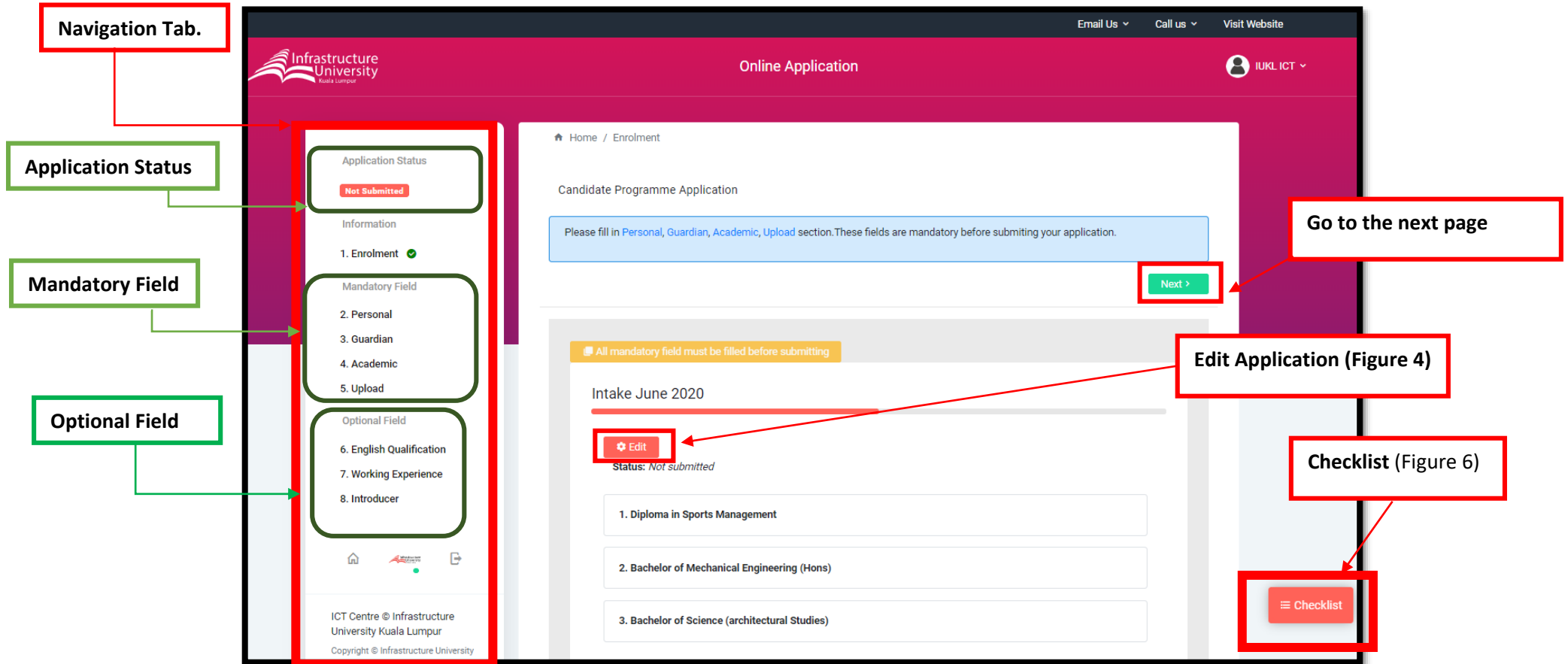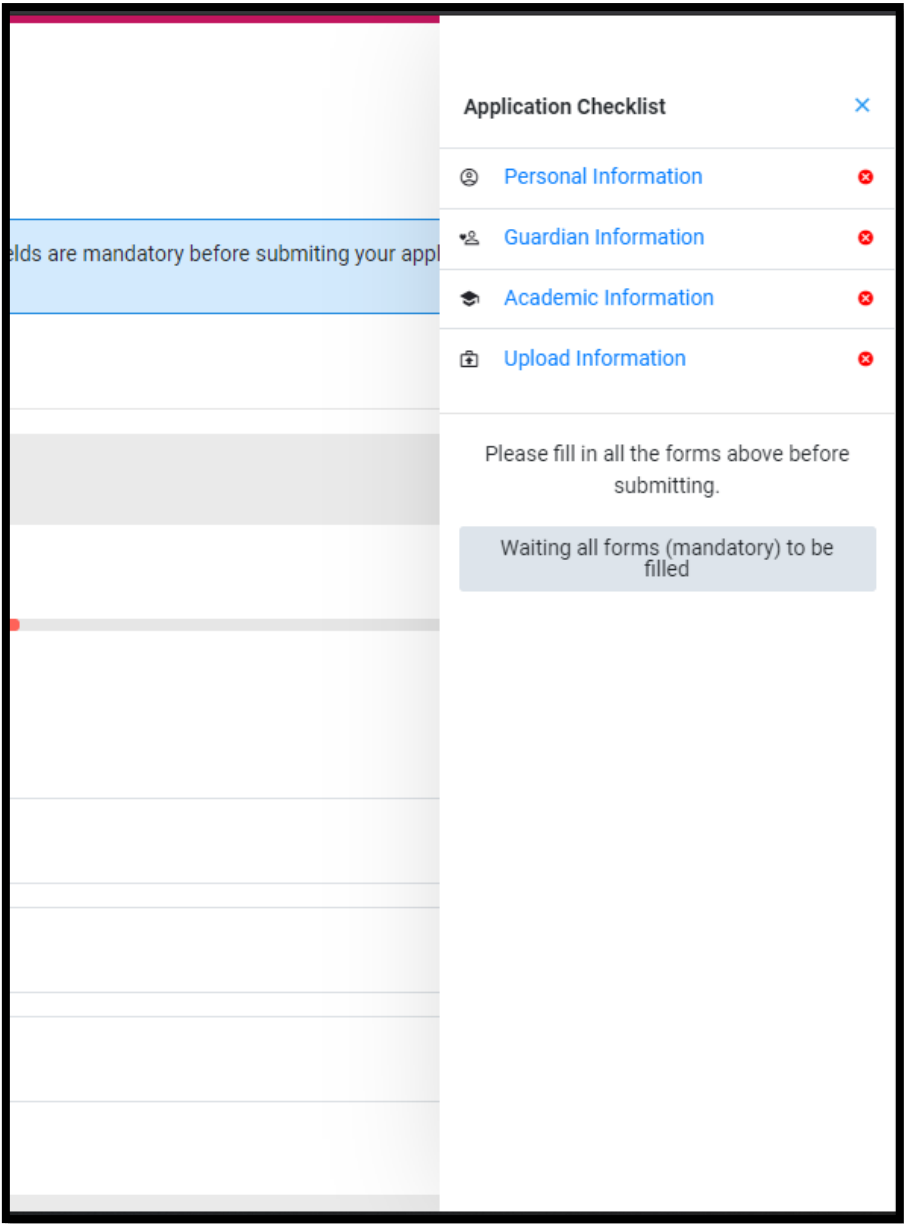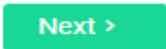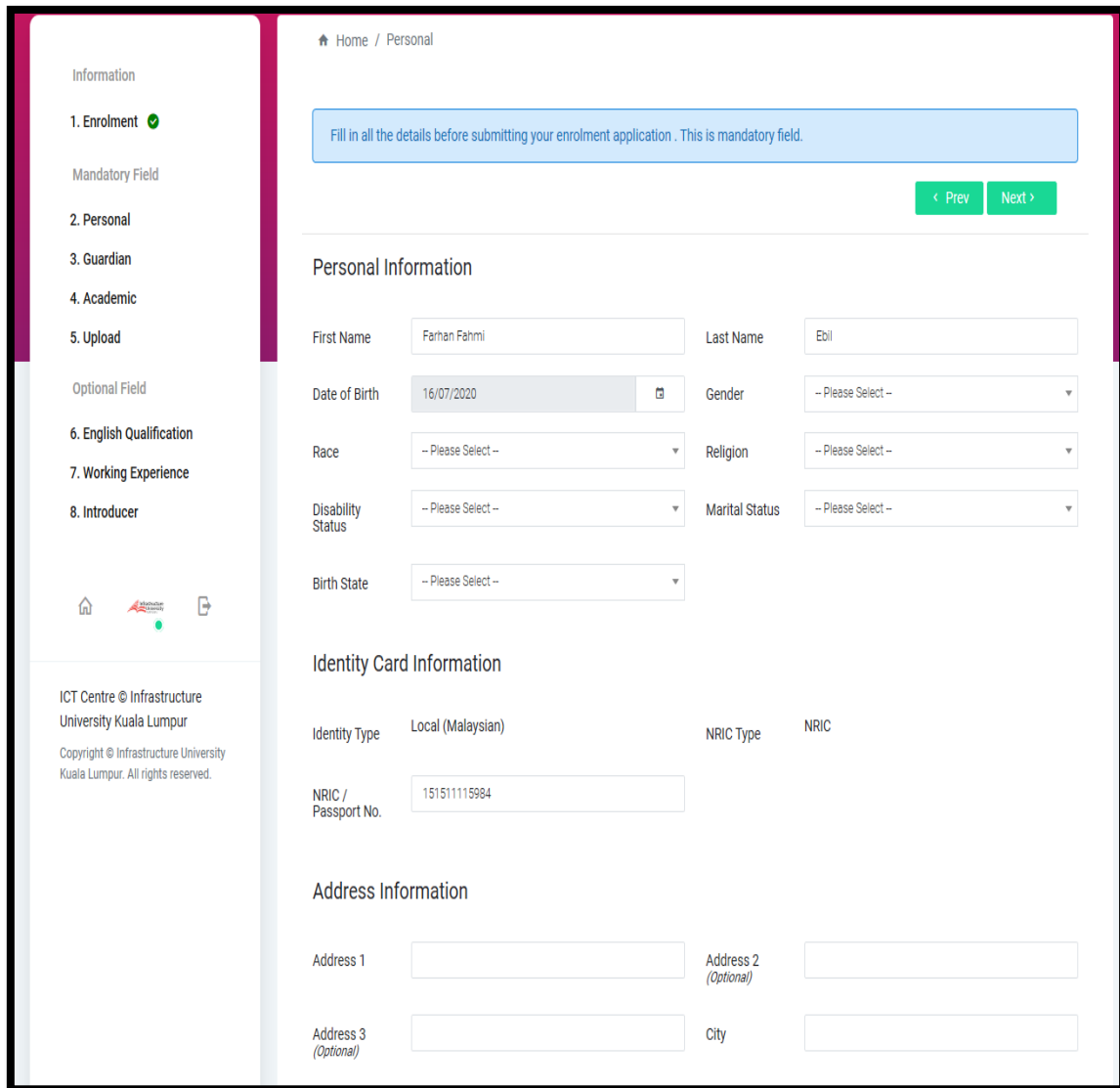

Figure 5
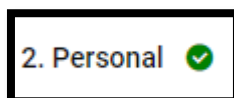
Figure 6

Step 4. Personal Page (Mandatory)

Clicking the [Next >] button or **Personal** in the mandatory field under navigation tab will redirect the candidate to the personal page. On this page, must fill in all their personal details and save.

Figure 7

If the candidate successfully fills in the details, an indicator beside the **Personal** navigation (on the left-hand side) as shown below will appear.

Step 5 Guardian Page (Mandatory)

Clicking the **Next >** button or **Guardian** in the mandatory field under navigation tab will redirect the candidate to the **Guardian page**. On this page, candidate must fill in all their guardian details and save.
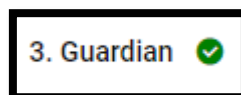

Figure 8

If the candidate successfully fills in the details, an indicator beside the **Guardian** navigation (on the left-hand side) as shown below will appear.

Step 6 Academic Page (Mandatory)

Clicking the **Next >** button or **Academic** in the mandatory field under navigation tab will redirect the candidate to the **Academic page**. On this page, candidate must fill in all their academic details and save.
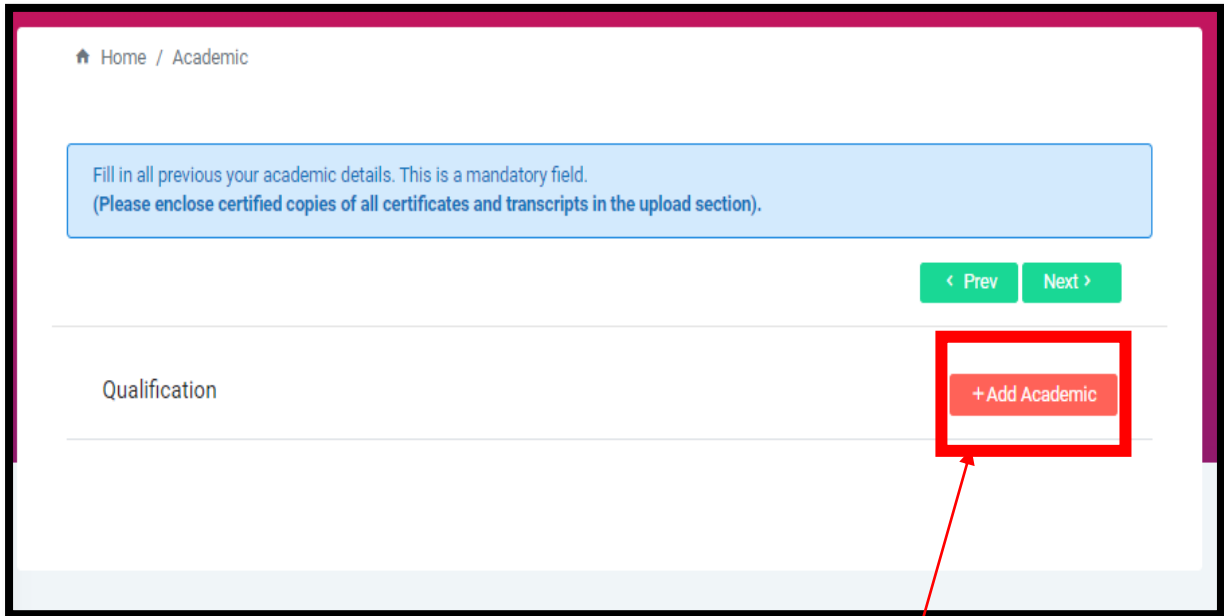

Figure 9

Click to add academic details, a pop-up will appear (Figure 10) for the candidate to fill in the details.

On this page, candidate must fill in all their academic details and save.

Figure 10

Click **Add Subject** will add another row of subject and grade.

Click **Delete Last Subject** will delete the last row of subject and grade

Clicking Submit will save the details

The Subject and Grade section will only appear depending on the candidate qualification, the candidate must only choose the subject and grades available only.

Once all the details have been saved, the candidate will be able to view list of academic details previously saved and user will be prompt with a success message.
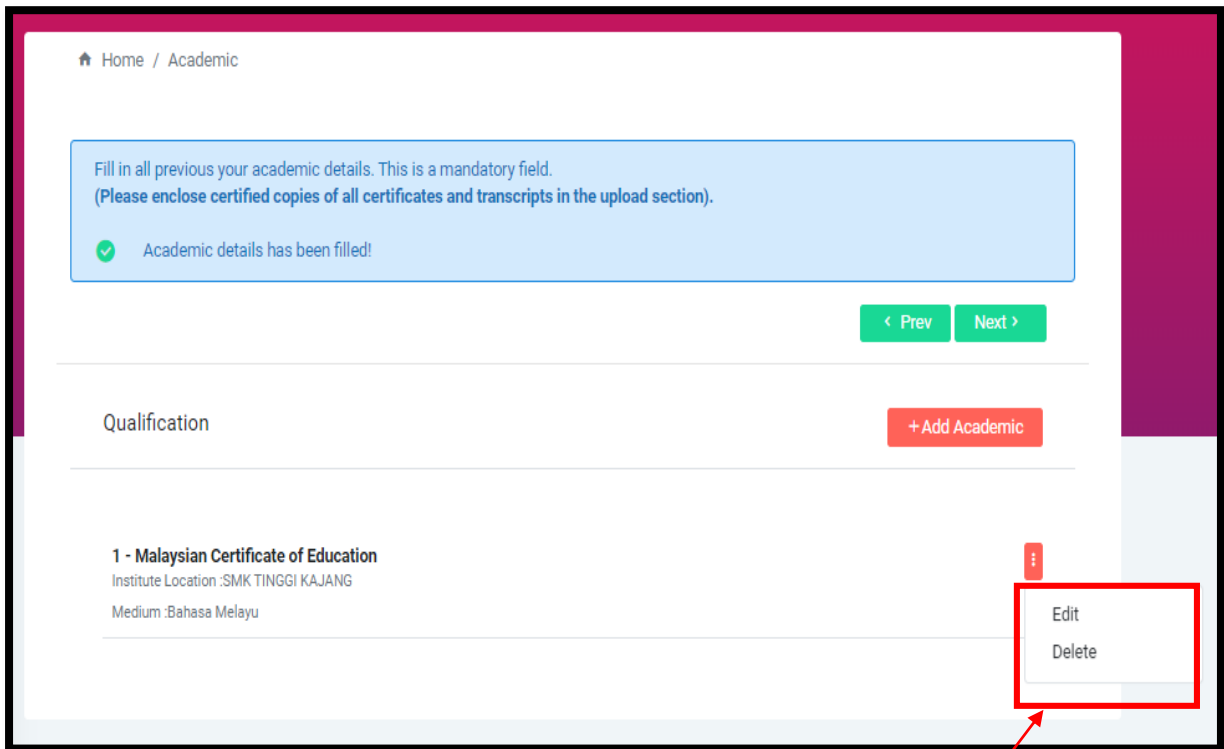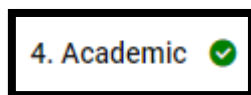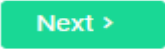

Figure 11

Candidate has the option to edit or delete the previous academic details

If the candidate successfully fills in the details, an indicator beside the **Academic** navigation (on the left-hand side) as shown below will appear.

Step 7: Upload Page (Mandatory)

Clicking the **Next >** button or **Upload** in the mandatory field under navigation tab will redirect the candidate to the **Upload page**. On this page, candidate must upload the following file:

1. Local/Malaysian (Figure 12)

Compulsory

- NRIC/Passport
- Academic Certificate
- Academic Transcript
- School Leaving Certificate

Optional

- English Language Certificate (Optional)
- CV / Resume (Optional)
- Others (Optional)

2. International/Non-Malaysian (Figure 13)

Compulsory

- NRIC/Passport
- Academic Certificate
- Academic Transcript

Optional

- English Language Certificate (Optional)
- CV / Resume (Optional)
- Others (Optional)

🏠 Home / Upload

Fill in all the details before submitting your enrolment application . This is a mandatory field.

However, English Languange Certificate, CV / Resume and Others upload section is optional

‹ Prev   Next ›

Document Upload

1 - NRIC / Passport   ⋮

2 - Academic Certificate   ⋮

3 - Academic Transcript   ⋮

4 - School Leaving Certificate   ⋮

5 - English Language Certificate (Optional)   ⋮

6 - CV / Resume (Optional)   ⋮

7 - Others (Optional)   ⋮

Figure 12

Figure 13

To begin uploading simply click [icon] button on the right and a dropdown will appear showing

[Manage button image]
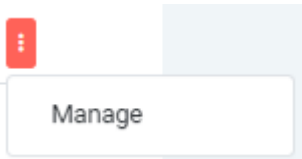
with a manage button. Click the Manage button then a pop-up will appear (example in Figure 14) for the candidate to upload the files based on the type of document.

Note** All the files that must be less than 5MB and it is must be in PDF/ Image format only.

Upload NRIC / Passport   ×

#	Name	Action
	No file has been uploaded	

Select File

[Choose File] No file chosen

**Delete the current file to upload new file.

**File must be less than 5MB

**PDF Format and Image file only.

Submit   Cancel

ICT Centre @ Infrastructure   4 - School Leaving Certificate
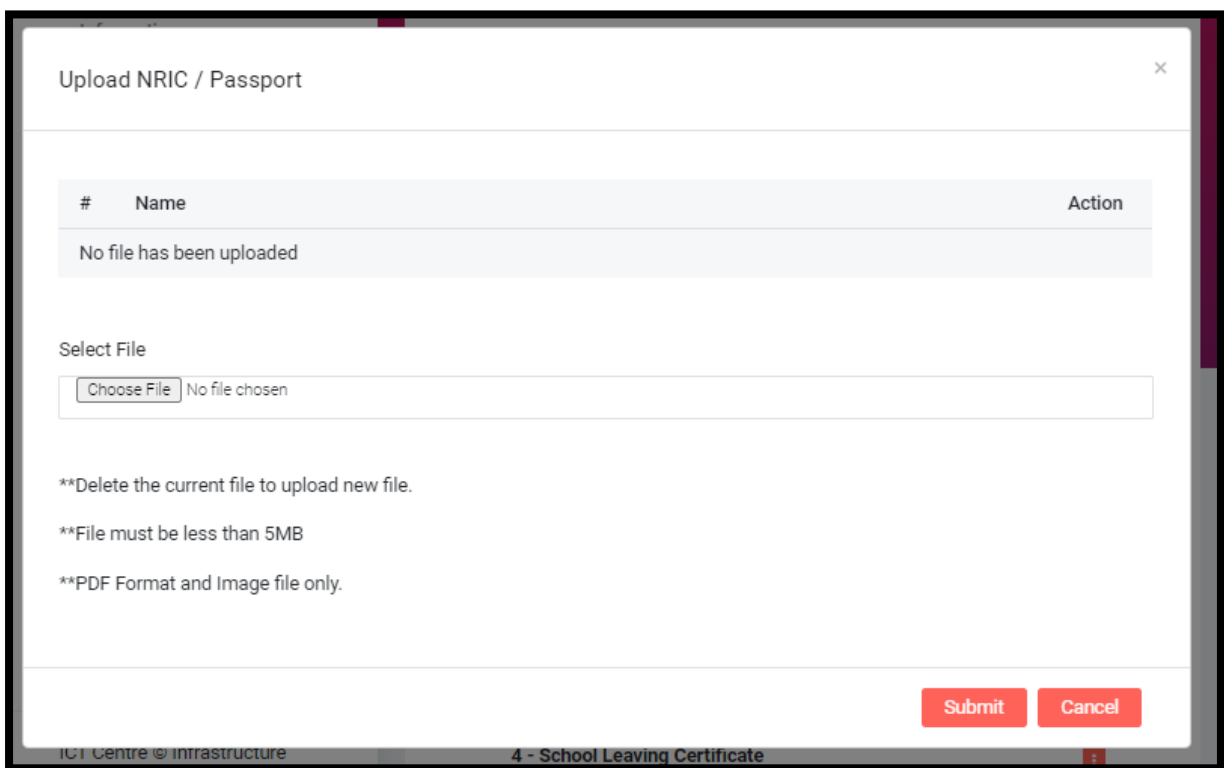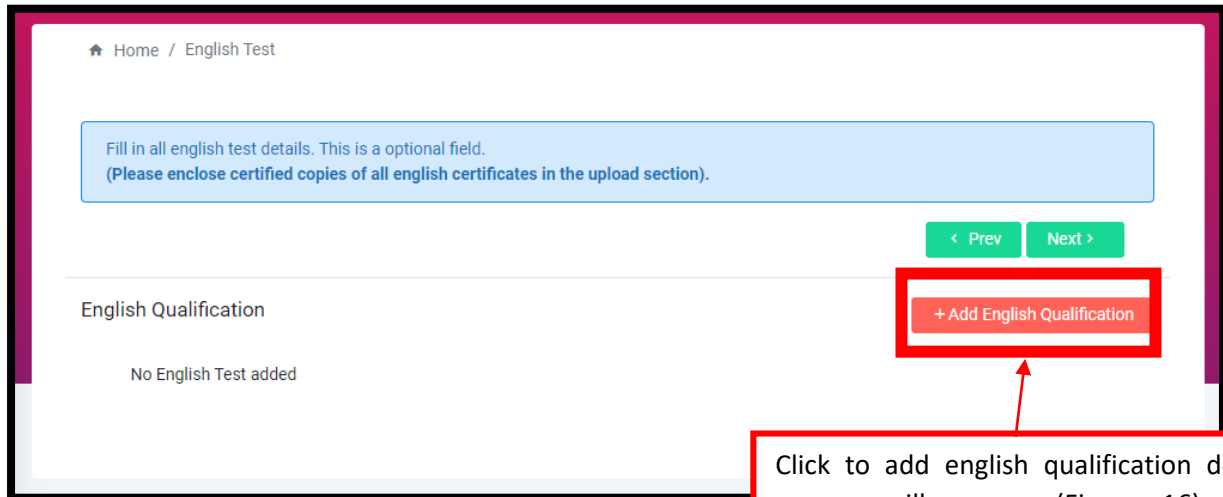
Figure 14

Once the all files have been uploaded (compulsory files), an indicator beside the **Upload** navigation (on the left-hand side) under navigation as shown below will appear.

5. Upload ✔

If the candidate follows the step 1 to step 8, at this point the candidate is now able to submit the application since the all the mandatory fields has been filled. The candidate can skip to step 12.
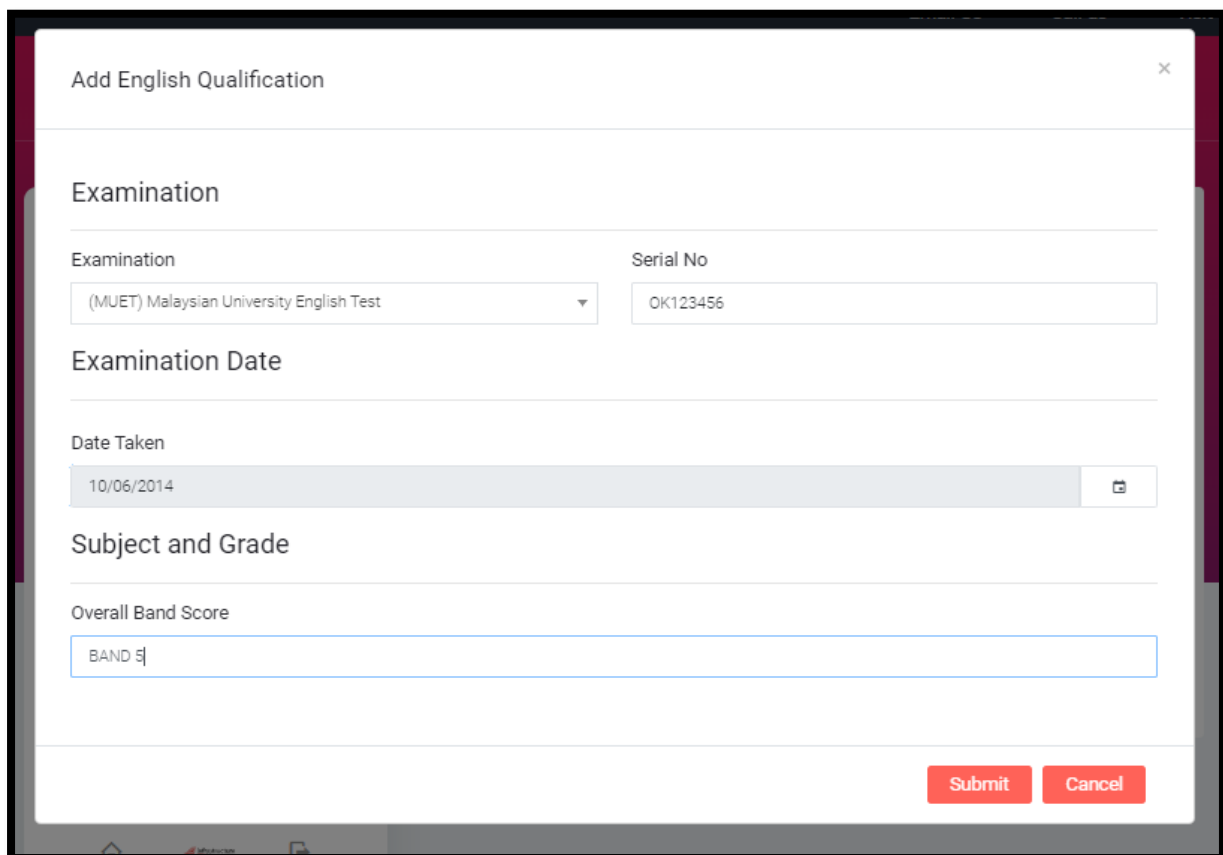
Step 8: English Qualification (Optional)

Clicking the **Next >** button or **English Qualification** in the optional field under navigation tab will redirect the candidate to the **English Qualification page**. On this page, candidate must fill in all their English qualification details and save. After fill in the details, the candidate required to upload the English Qualification certificate in the **Upload page** as proof.

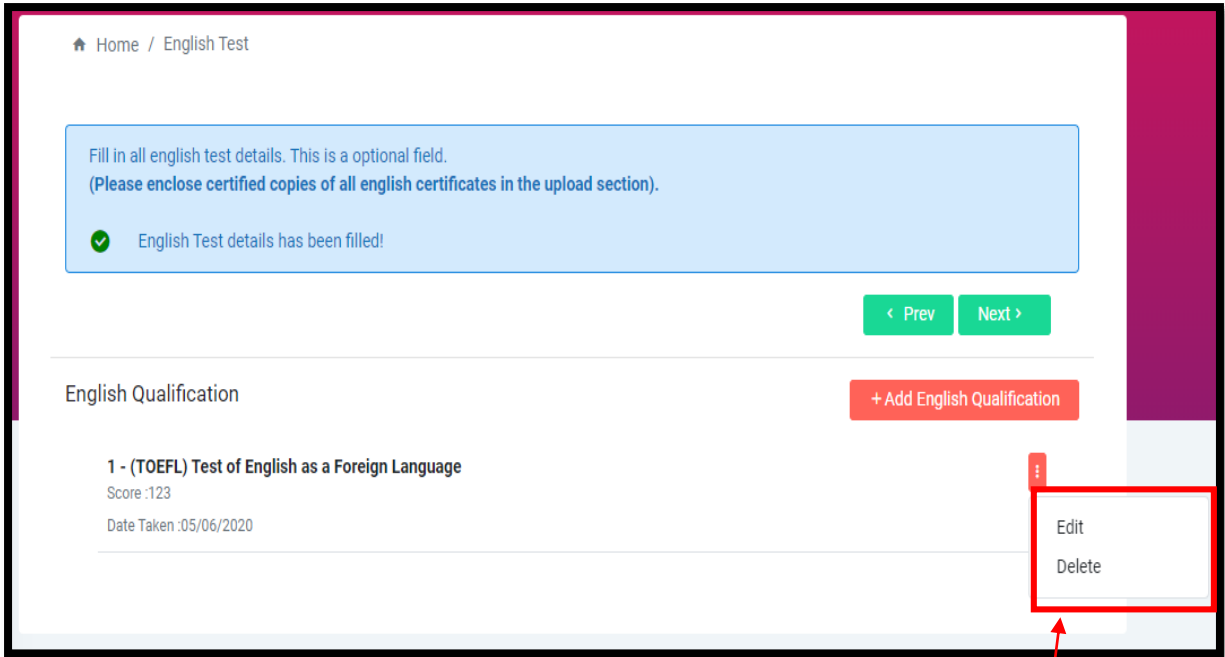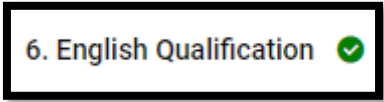**Figure 15**

Figure 16

Figure 17

Candidate has the option to edit or delete the previous english qualification details

If the candidate successfully fills in the details, an indicator beside the **English Qualification** navigation (on the left-hand side) as shown below will appear.

Step 9: Working Experience (Optional)

Clicking the **Next >** button or **Working Experience** in the optional field under navigation tab will redirect the candidate to the **Working Experience page**. On this page, candidate must fill in all their Working Experience details and save. After fill in the details, the candidate required to upload the CV/Resume in the **Upload page** as proof.
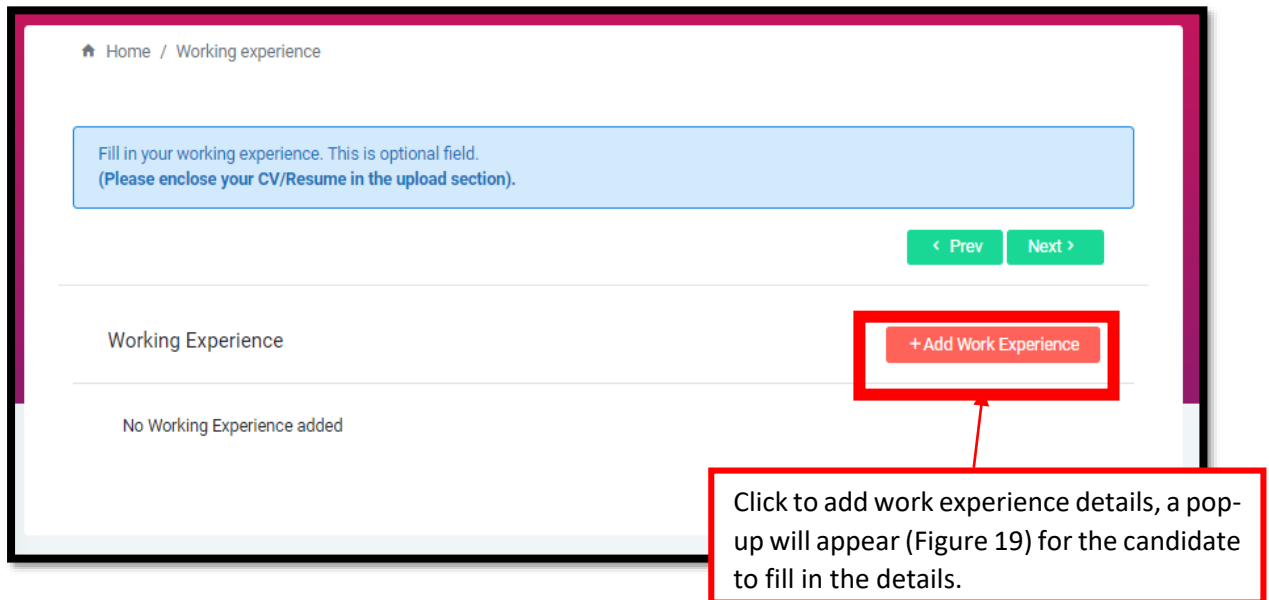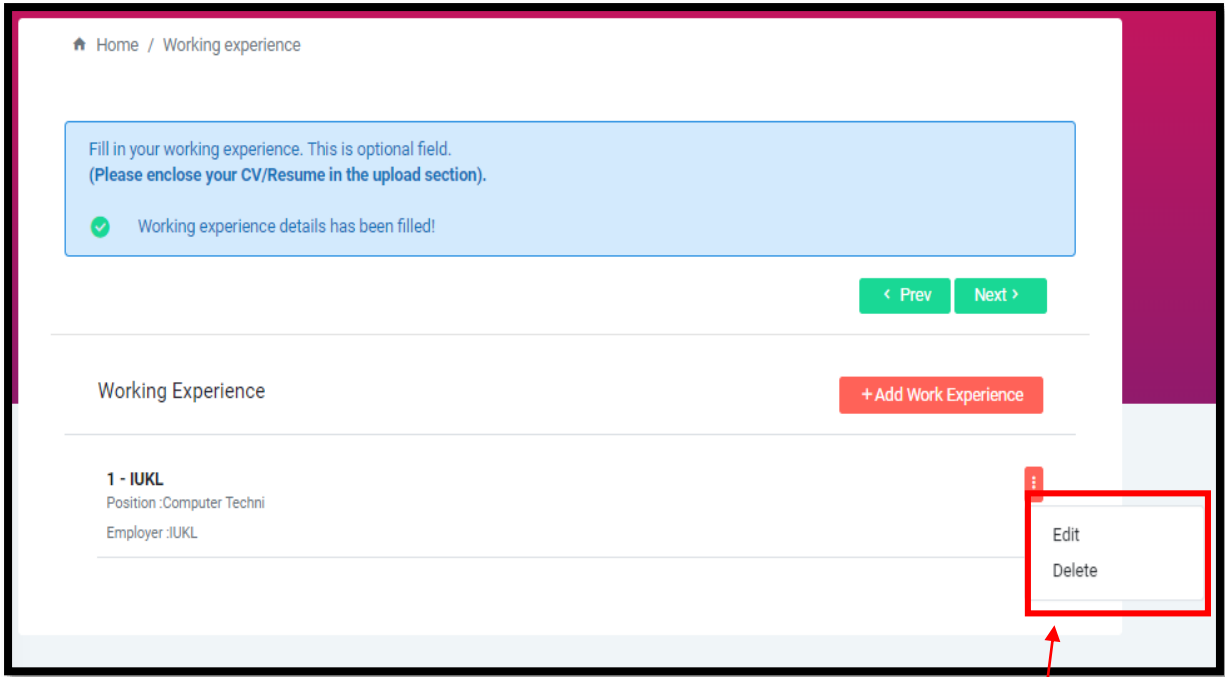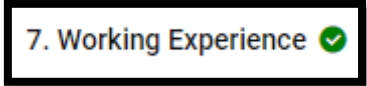

Figure 18

Figure 19

Figure 20

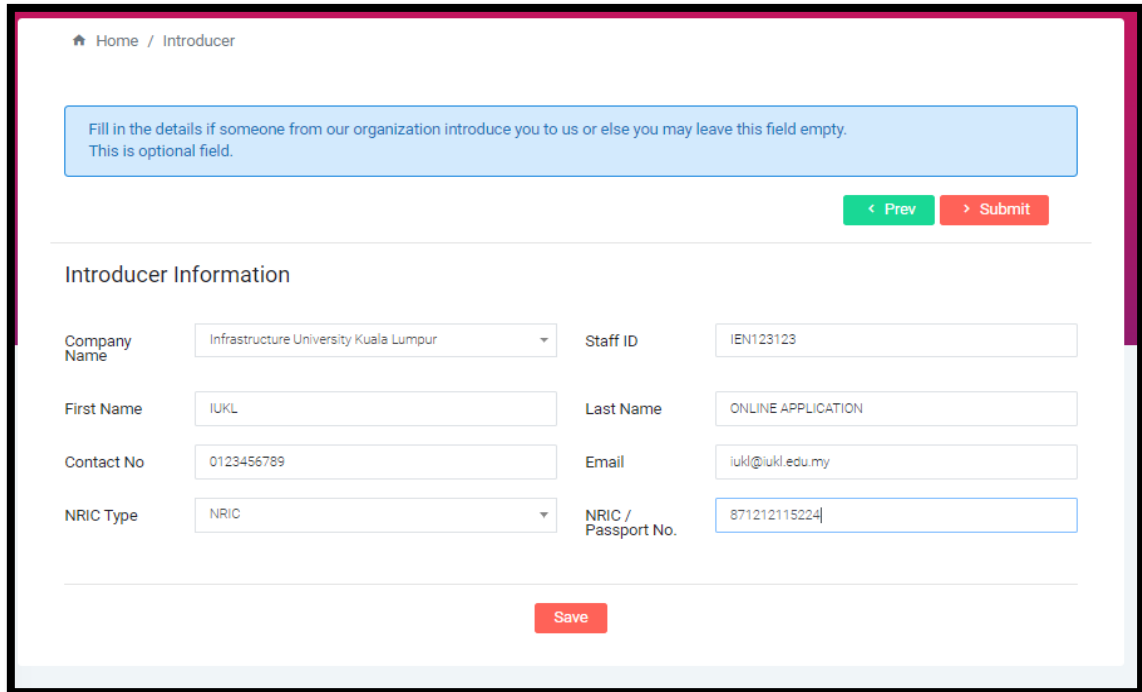Candidate has the option to edit or delete the working experience details

If the candidate successfully fills in the details, an indicator beside the **Working Experience** navigation (on the left-hand side) as shown below will appear.

Step 10: Introducer (Optional)

Clicking the **Next >** button or **Introducer** in the optional field under navigation tab will redirect the candidate to the **Introducer page**. On this page, candidate must fill in all their introducer details who worked under Infrastructure University Kuala Lumpur or Protasco.

Figure 21

Once the details have been saved, the candidate will be able to view updated details and user will be prompt with a success message.

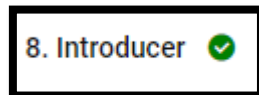**Figure 22**

If the candidate successfully fills in the details, an indicator beside the **English Qualification** navigation (on the left-hand side) as shown below will appear.

Step 11: Submit Application! (Final Step)

For the final step, once all mandatory fields have been filled, candidate is required to submit the application to get processed. Once submitted, the candidate is unable to make any changes to the application form (in enrolment page).

Clicking the **> Submit** button on the **Introducer** page or clicking **Proceed to enrolment page to submit!** under by clicking checklist (Figure 23)will redirect the candidate to the **Enrolment page (Figure 24)**.
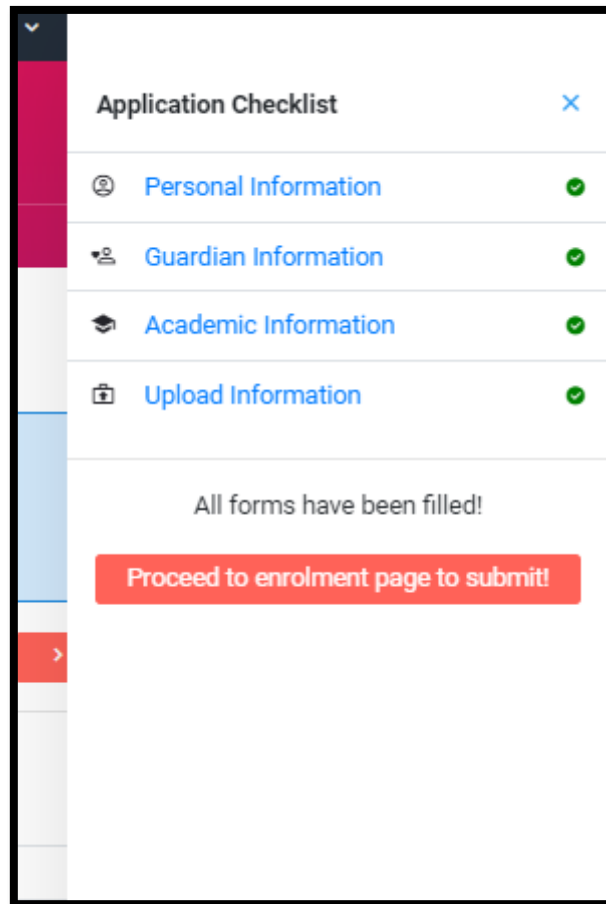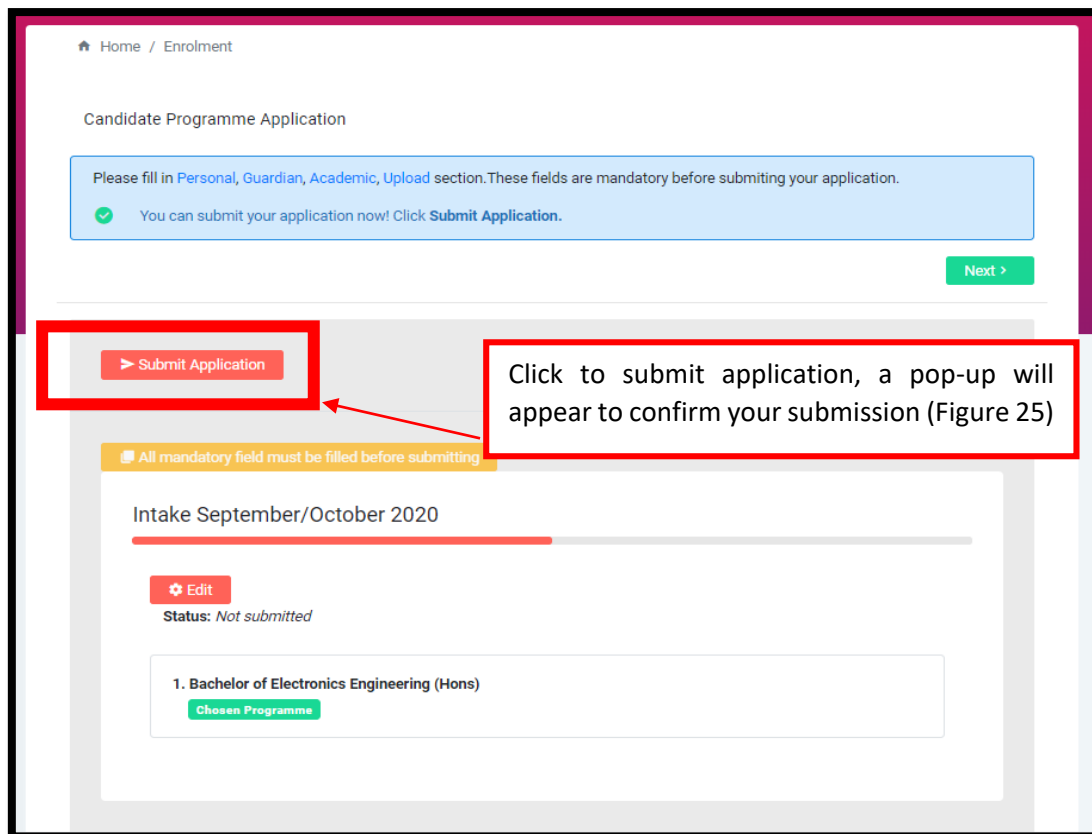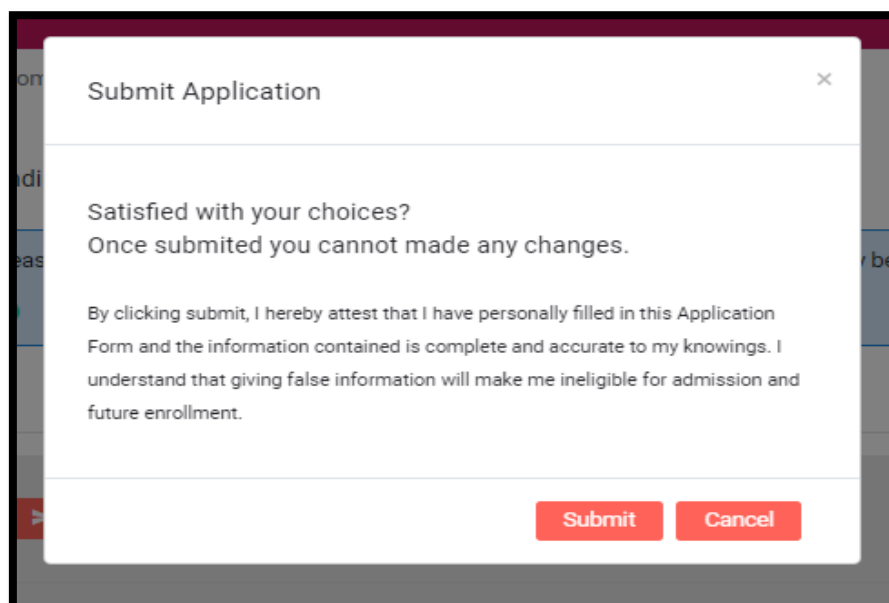

Figure 23

Figure 24

Figure 25

It will take few days to get the application processed, therefore the candidate must have filled in correct contact details under **Personal Page**. Any respond for the application submitted will be by email/ phone number registered or candidate can check manually by logging into the online application.

However, clicking [Submit Application] without filling all mandatory fields will display pop-up message prompting and preventing the candidate from submitting incomplete mandatory information (Figure 26).
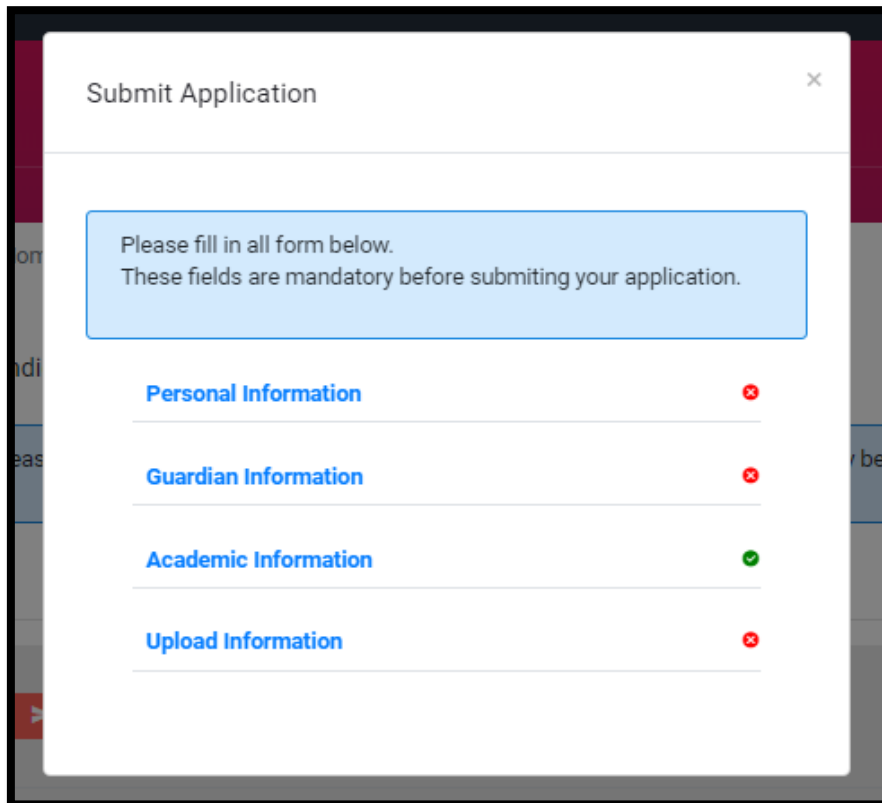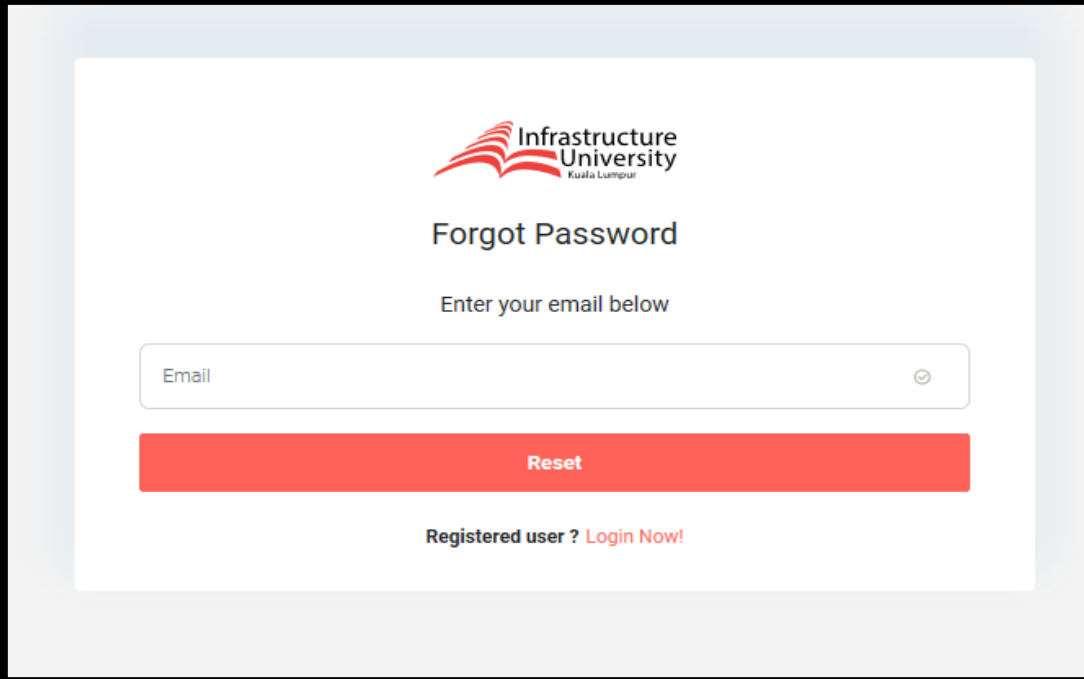

Figure 26

Forgot Password

Clicking **Forgot Password?** button will redirect the user to Forgot Password page. In case, the user forgot their password, they can fill in their email and click **Reset** button. Once clicked, the system will reset the user account password and the temporary password will be sent to the user's email.

Figure 27

Changing Password

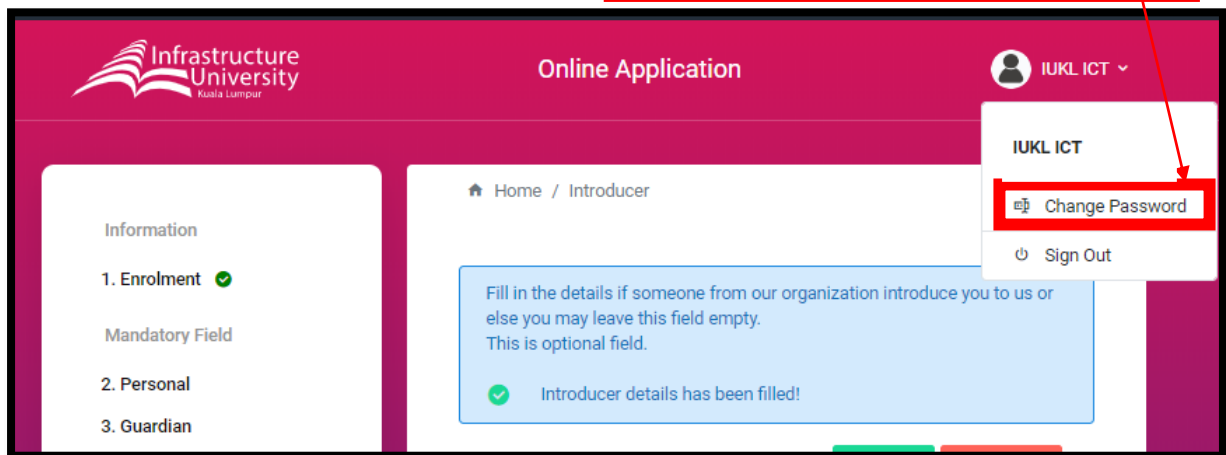Click here will redirect the candidate to Change Password page

Figure 28

On this page, please make sure your password and confirm password are matched and both must be longer or equal than 8 characters.
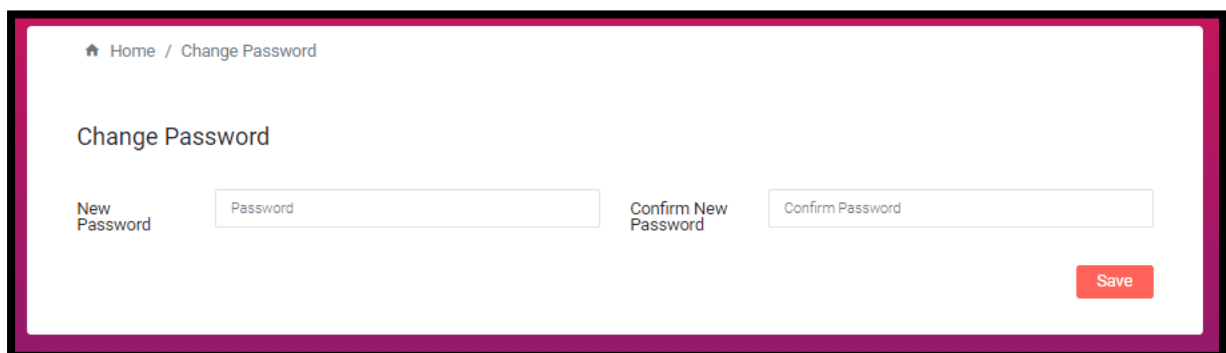

Figure 29