



# **User Manual**

How to use Online Application

## Table of Contents

Step 1: Login Page .....	3
Step 2: Register Page.....	4
Step 3: Enrolment Page.....	5
Step 4. Personal Page (Mandatory).....	9
Step 5 Guardian Page (Mandatory) .....	10
Step 6 Academic Page (Mandatory) .....	11
Step 7: Upload Page (Mandatory) .....	14
Step 8: English Qualification (Optional) .....	18
Step 9: Working Experience (Optional).....	20
Step 10: Introducer (Optional).....	22
Step 11: Submit Application! (Final Step) .....	24
Forgot Password.....	27
Changing Password.....	28

### 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.

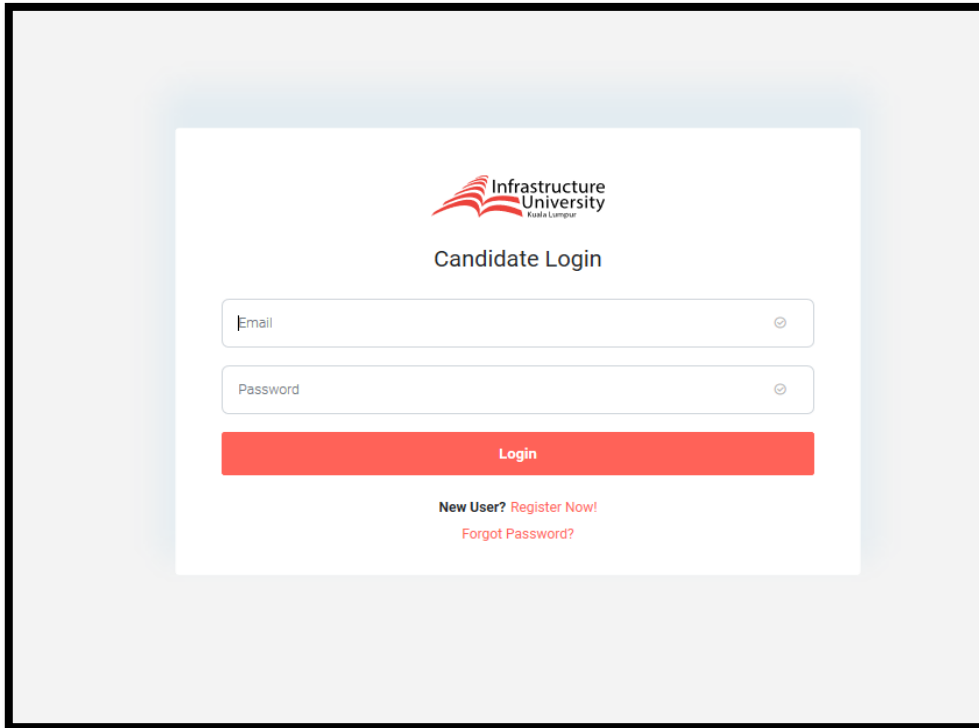


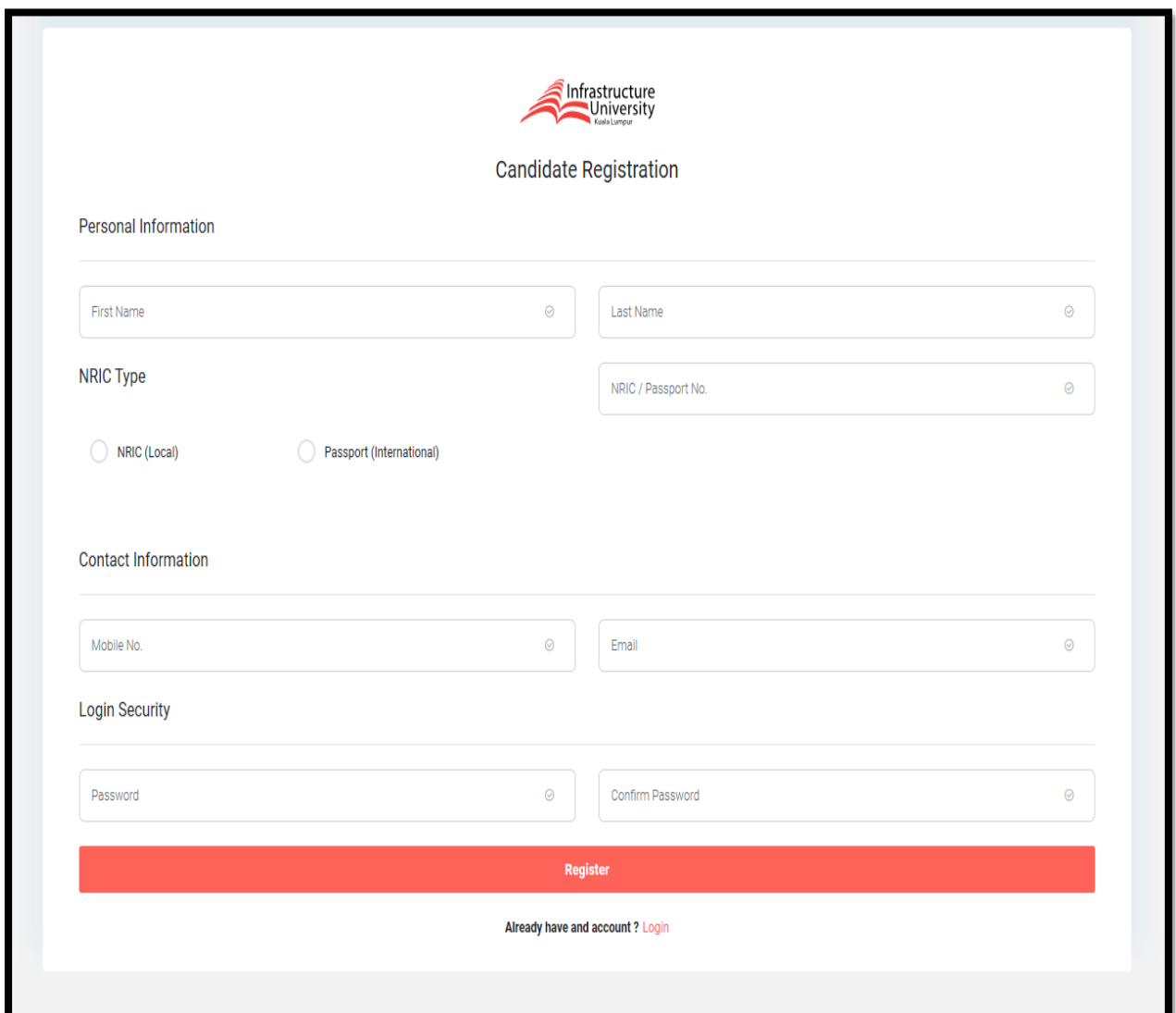
Figure 1

## 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.



The screenshot displays the 'Candidate Registration' page for Infrastructure University Kuala Lumpur. The page is divided into four main sections: Personal Information, NRIC Type, Contact Information, and Login Security. Each section contains input fields for user details. At the bottom, there is a prominent red 'Register' button and a link for users who already have an account.

**Infrastructure University**  
Kuala Lumpur

### Candidate Registration

**Personal Information**

First Name

Last Name

**NRIC Type**

NRIC (Local)  Passport (International)

NRIC / Passport No.

**Contact Information**

Mobile No.

Email

**Login Security**

Password

Confirm Password

**Register**

Already have an account? [Login](#)

Figure 2

### Step 3: Enrolment Page

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

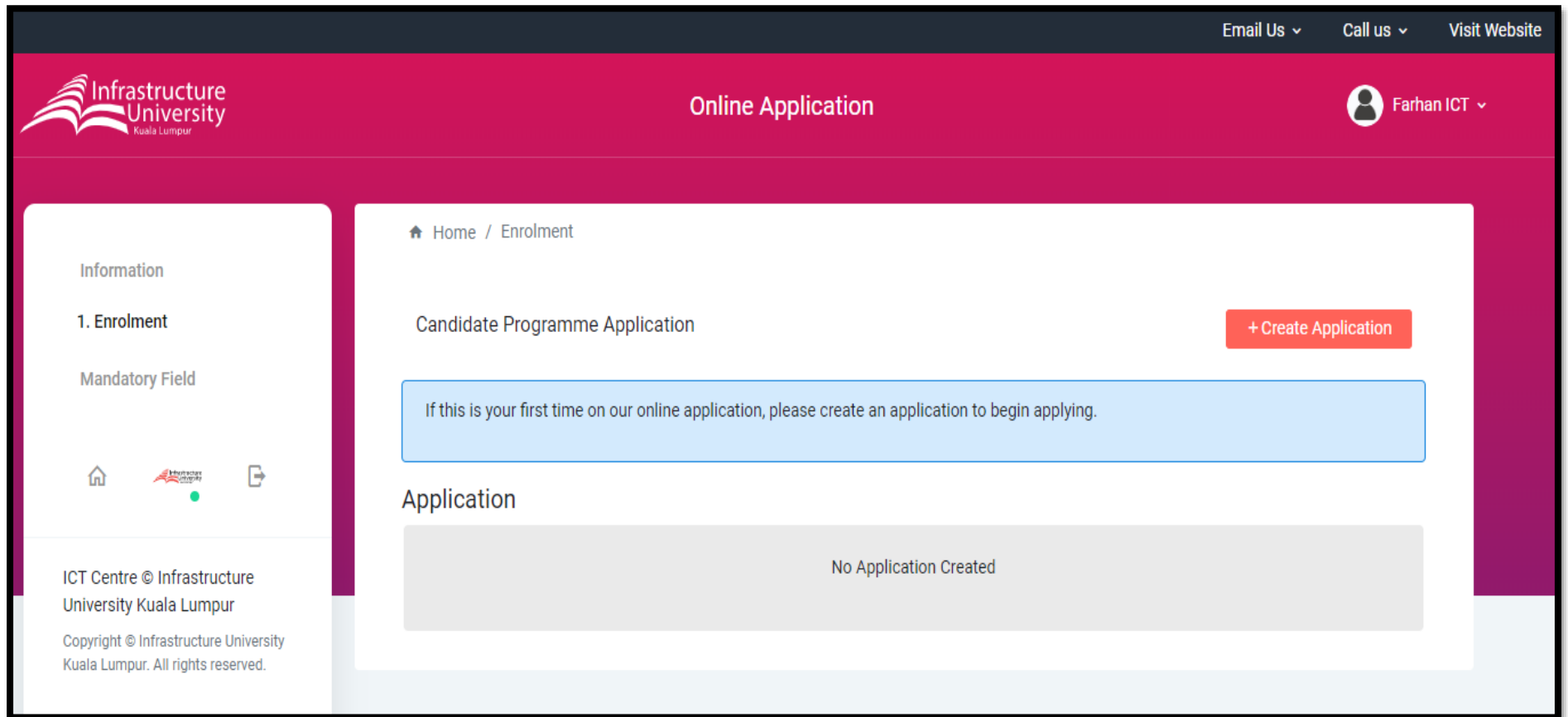


Figure 3

- 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.

The image shows a 'Make Application' pop-up form. It is titled 'Make Application' with a close button (X) in the top right corner. The form is divided into three main sections: 'Enrollment', 'Programme Choices', and a bottom section with buttons. Under 'Enrollment', there is a 'Scheme' dropdown menu set to 'Undergraduate' and an 'Intake' dropdown menu set to 'June 2020'. Under 'Programme Choices', there are three dropdown menus: 'Choice 1' is set to 'EAS203 - Diploma in Sports Management', 'Choice 2' is set to 'CIT204 - Diploma in Visual and Interactive Media', and 'Choice 3' is set to 'CIT205 - Diploma in Software Engineering'. At the bottom right, there are two red buttons: 'Submit' and 'Cancel'.

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.

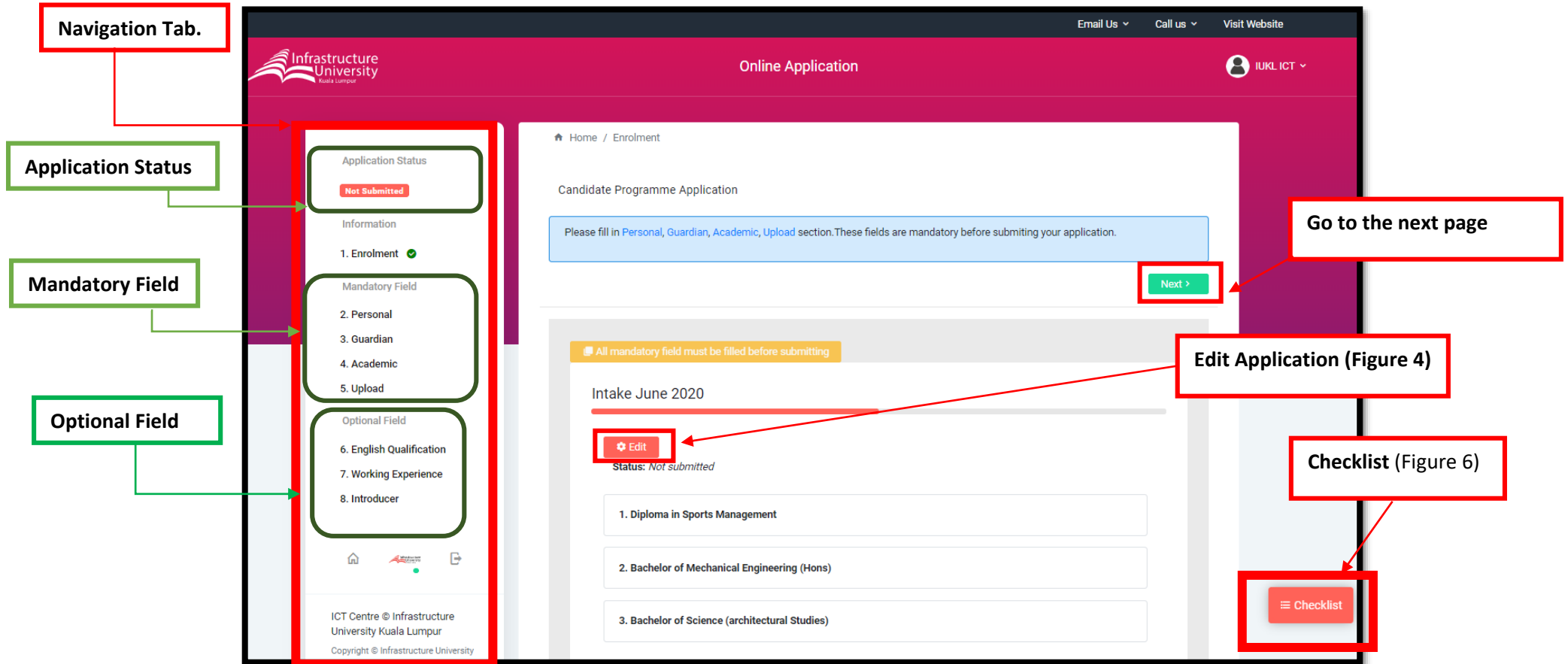


Figure 5

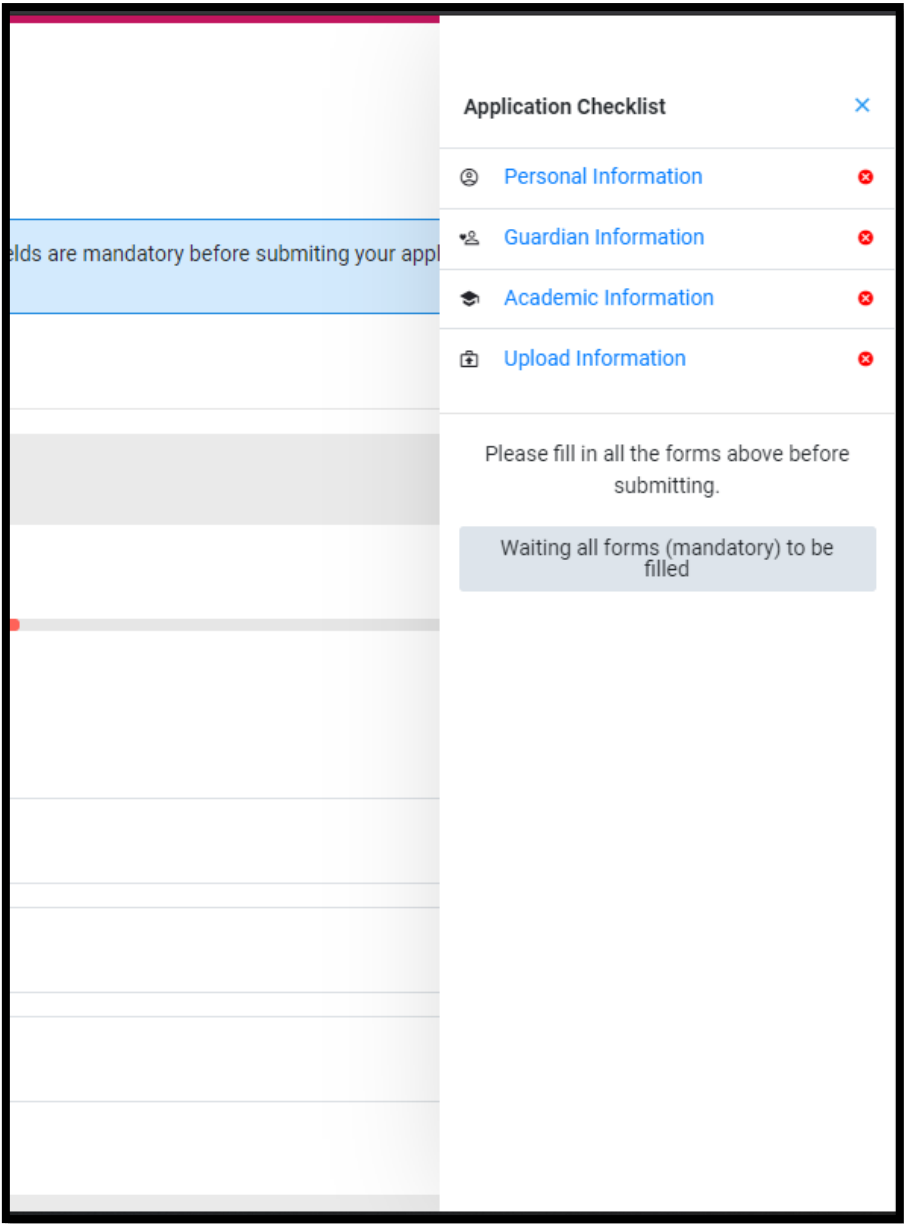
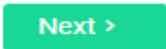
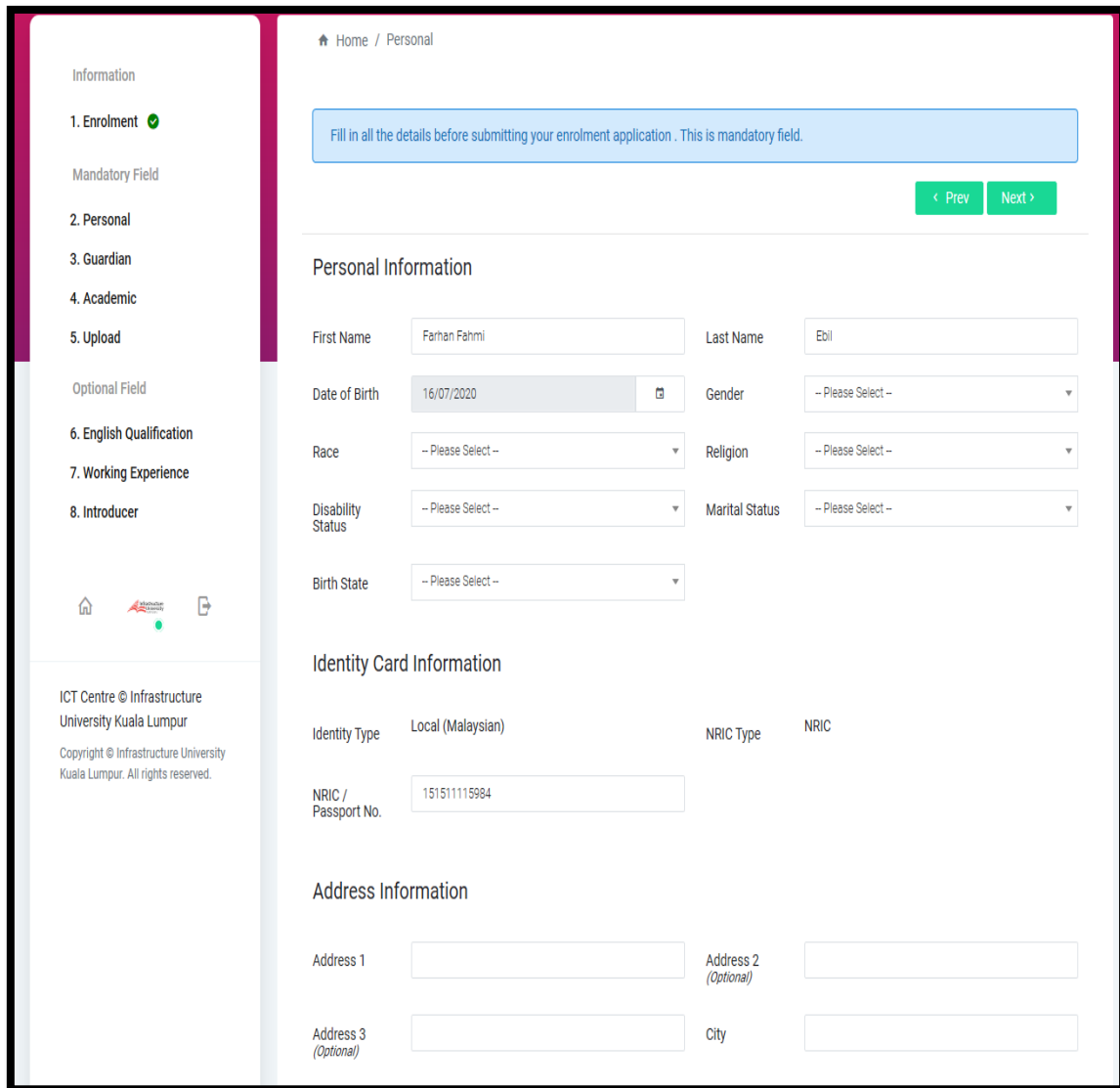


Figure 6



## Step 4. Personal Page (Mandatory)

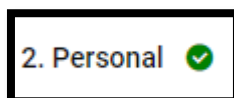
Clicking the  button or **Personal** in the mandatory field under navigation tab will redirect the candidate to the personal page. On this page, must fill in all their personal details and save.



The screenshot shows a web application interface for a 'Personal' page. On the left is a navigation sidebar with categories: Information, Mandatory Field, and Optional Field. Under 'Mandatory Field', '2. Personal' is highlighted with a green checkmark. The main content area is titled 'Personal Information' and contains several form fields: First Name (Farhan Fahmi), Last Name (Ebil), Date of Birth (16/07/2020), Gender, Race, Religion, Disability Status, Marital Status, and Birth State. Below this is 'Identity Card Information' with fields for Identity Type (Local (Malaysian)), NRIC Type (NRIC), and NRIC / Passport No. (151511115984). The 'Address Information' section includes Address 1, Address 2 (Optional), Address 3 (Optional), and City. A blue banner at the top of the form area reads: 'Fill in all the details before submitting your enrolment application . This is mandatory field.' Navigation buttons '< Prev' and 'Next >' are visible.

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.

Home / Guardian

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

< Prev Next >

### Personal Information

First Name  Last Name

Relationship

Occupation

### Address Information

Address 1  Address 2

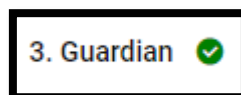
Address 3  City

State

Postcode  Country

**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.

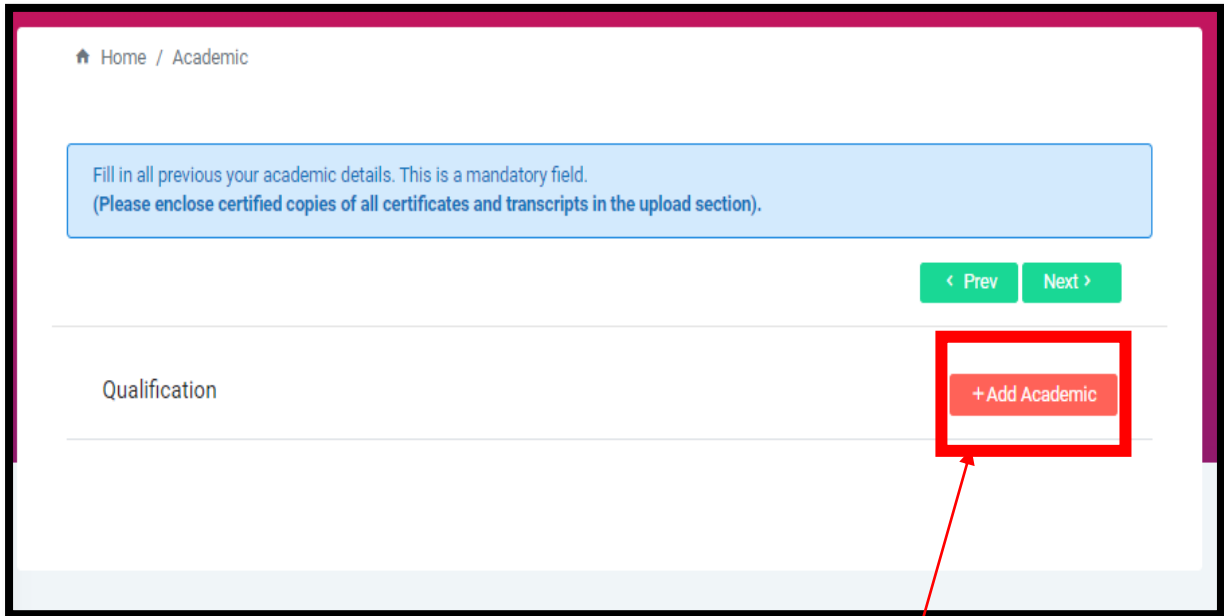


Figure 9

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.

The screenshot shows a web form titled "Add Academic" with a close button (X) in the top right corner. The form is divided into several sections:

- Qualification:** Includes a dropdown for "Qualification" (selected: "(SPM) Malaysian Certificate Of Education"), a text input for "Major" (filled: "Arts"), a dropdown for "Institution Type" (selected: "SECONDARY SCHOOL"), and a text input for "Institution Name" (filled: "SMK TINGGI KAJANG").
- Study Duration:** Includes date pickers for "Year Start" (14/02/2000) and "Year End" (16/11/2005), and a dropdown for "Medium of Instruction" (selected: "Bahasa Melayu").
- Academic Result:** Includes a dropdown for "Score Type" (selected: "Pass/Fail") and a text input for "Qualification Overall Score" (filled: "Pass").
- Subject and Grade:** Includes a dropdown for "Subject" (selected: "BAHASA MELAYU") and a dropdown for "Grade" (selected: "A+"). Below these are two buttons: "Add Subject" and "Delete Last Subject".

At the bottom right of the form are "Submit" and "Cancel" buttons. Red boxes highlight the "Add Subject" and "Delete Last Subject" buttons, and the "Submit" and "Cancel" buttons. Red arrows point from these boxes to the explanatory text below.

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.

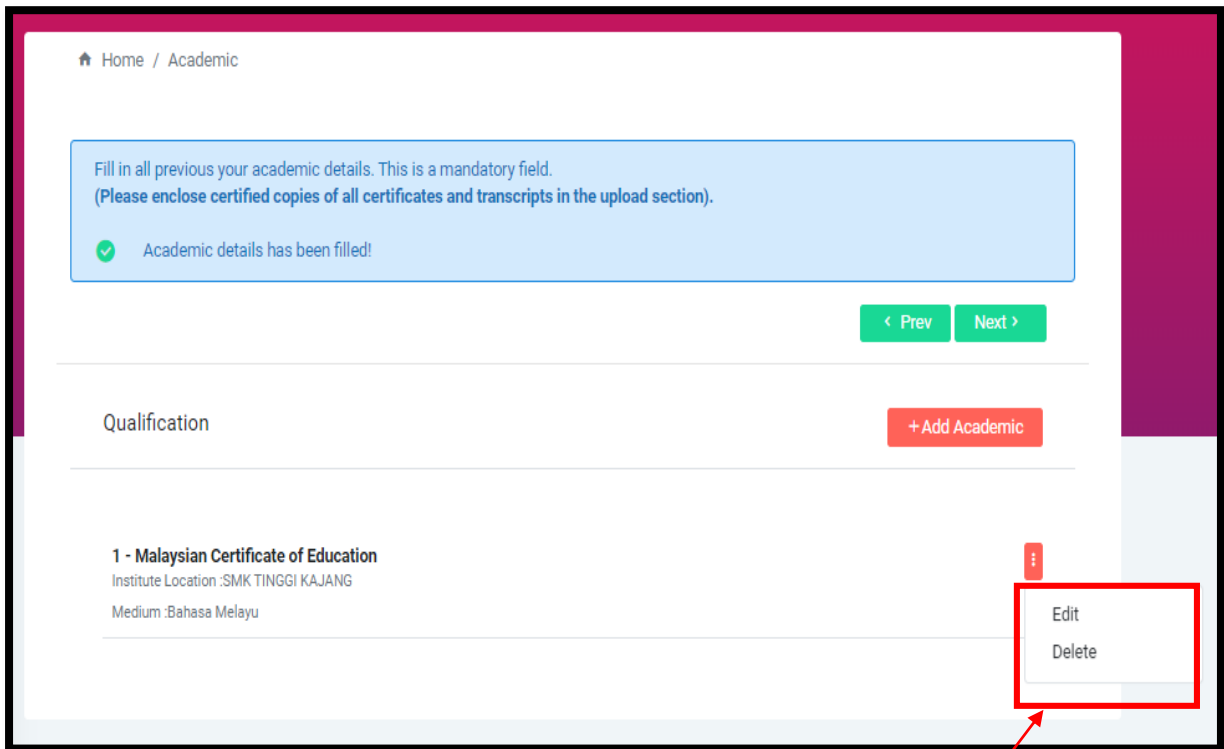
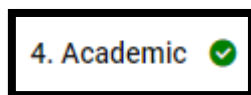


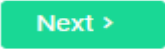
Figure 11

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  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 Language 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

Home / Upload

Fill in all the details before submitting your enrolment application . This is a mandatory field.  
However, English Language Certificate, CV / Resume and Others upload section is optional

< Prev   Next >

---

Document Upload

---








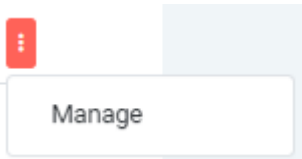
1 - NRIC / Passport	
2 - Academic Certificate	
3 - Academic Transcript	
4 - English Language Certificate (Optional)	
5 - CV / Resume (Optional)	
6 - Others (Optional)	

Figure 13

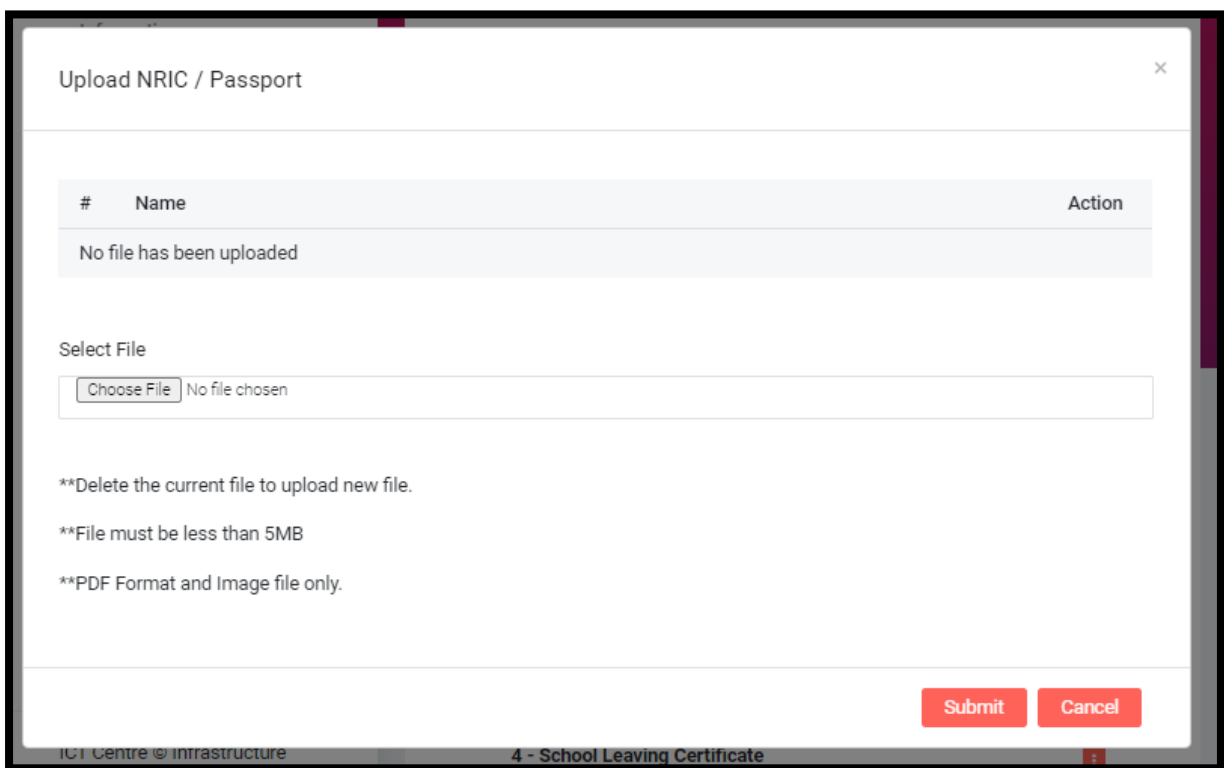


To begin uploading simply click  button on the right and a dropdown will appear showing



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.



**Figure 14**

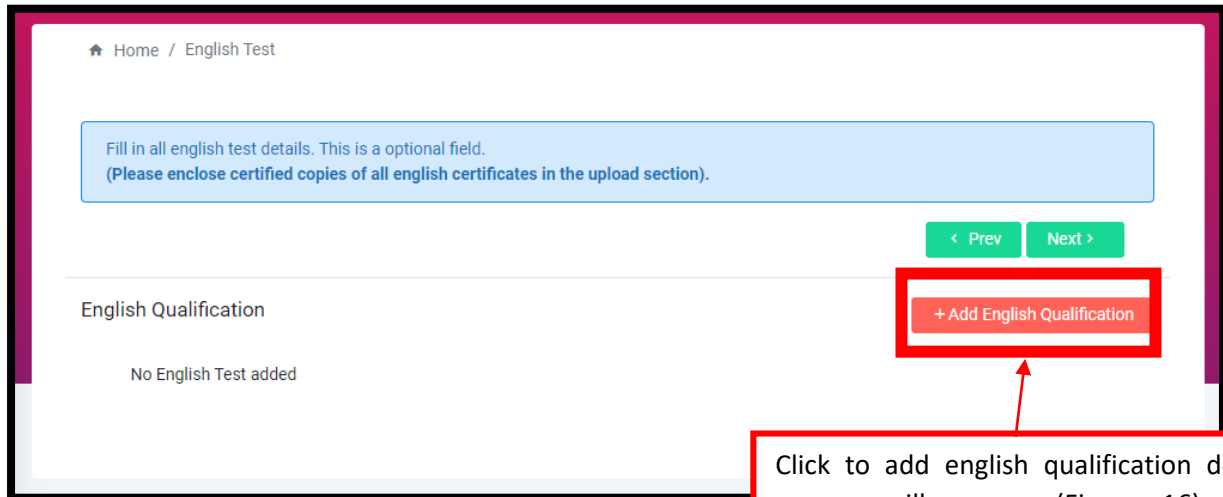
Once the all files have been uploaded (compulsory files), an indicator beside the **Upload** navigation (on the left-hand side) under navigation as shown below will appear.



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)

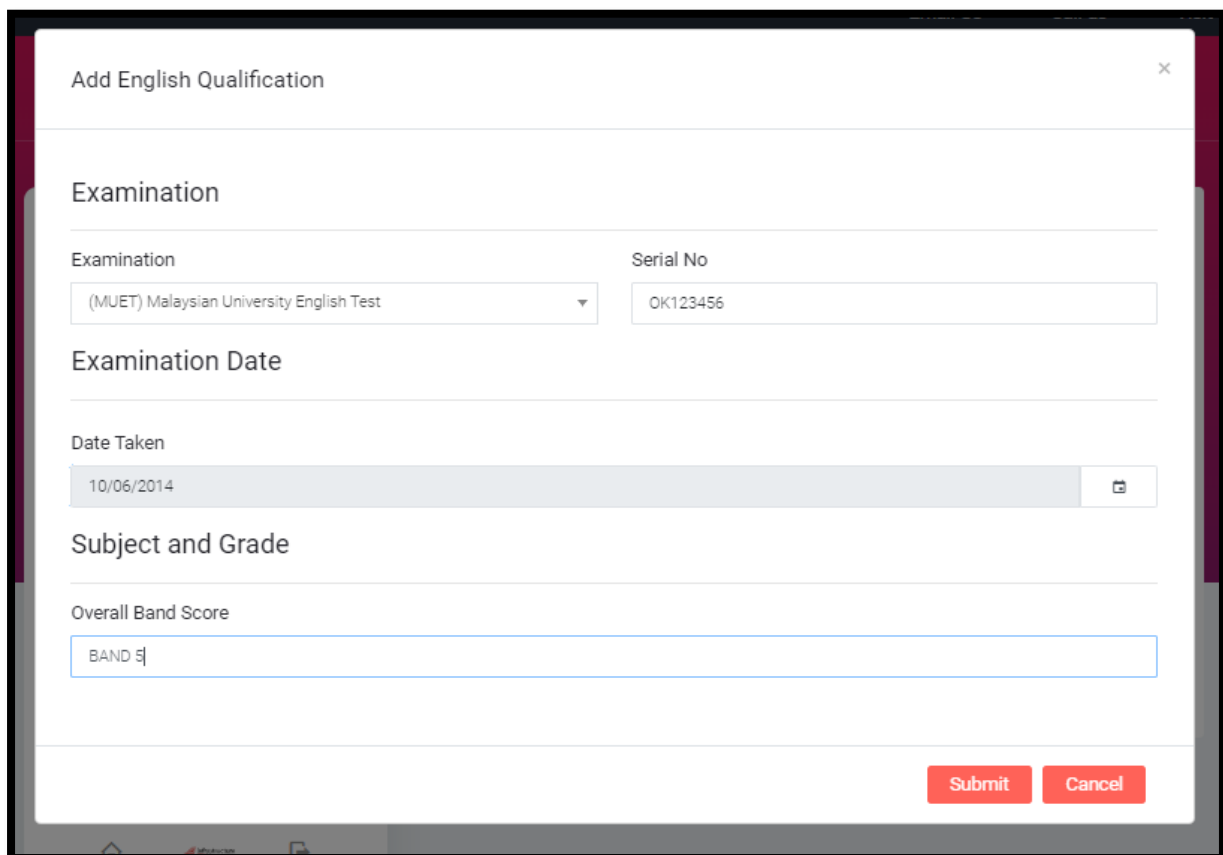
Clicking the **Next >** button or **English Qualification** in the optional field under navigation tab will redirect the candidate to the **English Qualification page**. On this page, candidate must fill in all their English qualification details and save. After fill in the details, the candidate required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



The screenshot shows a web page titled 'Home / English Test'. A blue instruction box at the top reads: 'Fill in all english test details. This is a optional field. (Please enclose certified copies of all english certificates in the upload section)'. Below this, there are navigation buttons '< Prev' and 'Next >'. The main section is titled 'English Qualification' and currently displays 'No English Test added'. A red box highlights a '+ Add English Qualification' button, with a red arrow pointing to it from a separate callout box.

Figure 15

Click to add english qualification details, a pop-up will appear (Figure 16) for the candidate to fill in the details.



The screenshot shows a pop-up form titled 'Add English Qualification'. It contains the following fields:

- Examination**: A dropdown menu with '(MUET) Malaysian University English Test' selected.
- Serial No**: A text input field containing 'OK123456'.
- Examination Date**: A section header.
- Date Taken**: A date picker field showing '10/06/2014'.
- Subject and Grade**: A section header.
- Overall Band Score**: A text input field containing 'BAND 5'.

At the bottom right, there are 'Submit' and 'Cancel' buttons.

Figure 16

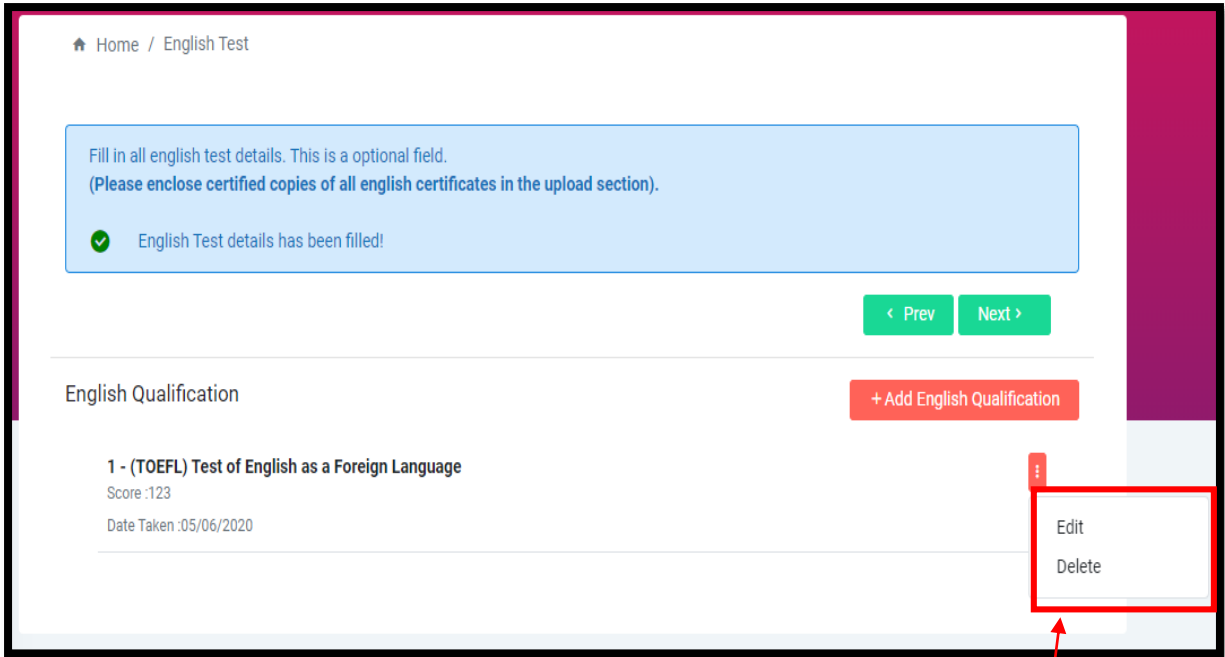
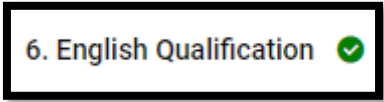


Figure 17

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.

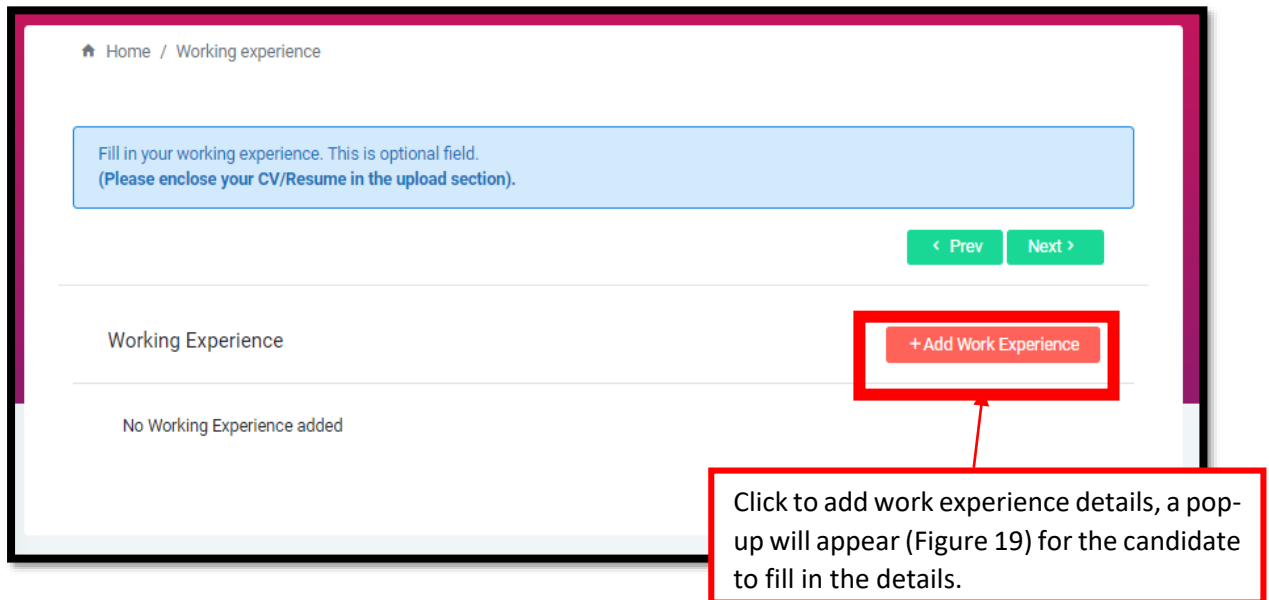


Figure 18

The screenshot shows a modal form titled 'Edit Work Experience'. It contains the following fields and options:

- Company Name: Text input field containing 'IUUKL'.
- Employer Name: Text input field containing 'IUUKL'.
- Job Position: Text input field containing 'Computer Techni'.
- Currently Working: Radio button group with 'Yes' selected.
- From: Date picker field containing '18/06/2004'.
- Until: Date picker field containing '15/07/2020'.
- Working Description: Text area containing 'Troubleshooting Computers..'

At the bottom right, there are two red buttons: 'Submit' and 'Cancel'.

Figure 19

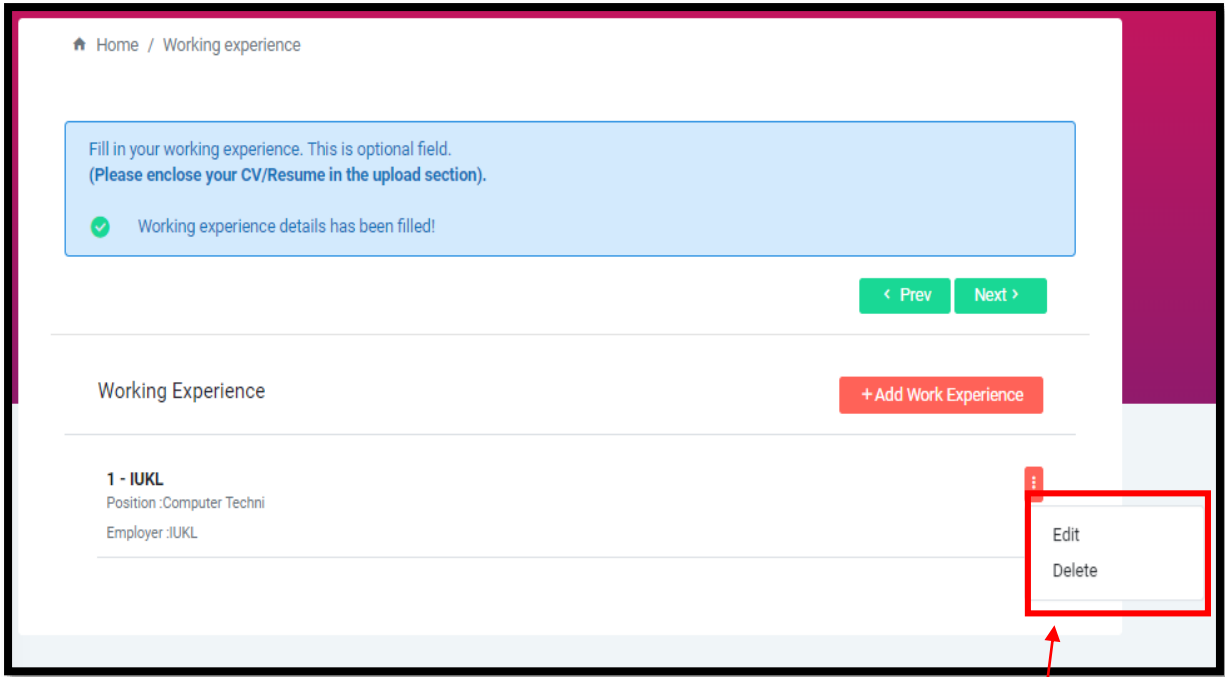
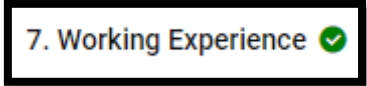


Figure 20

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

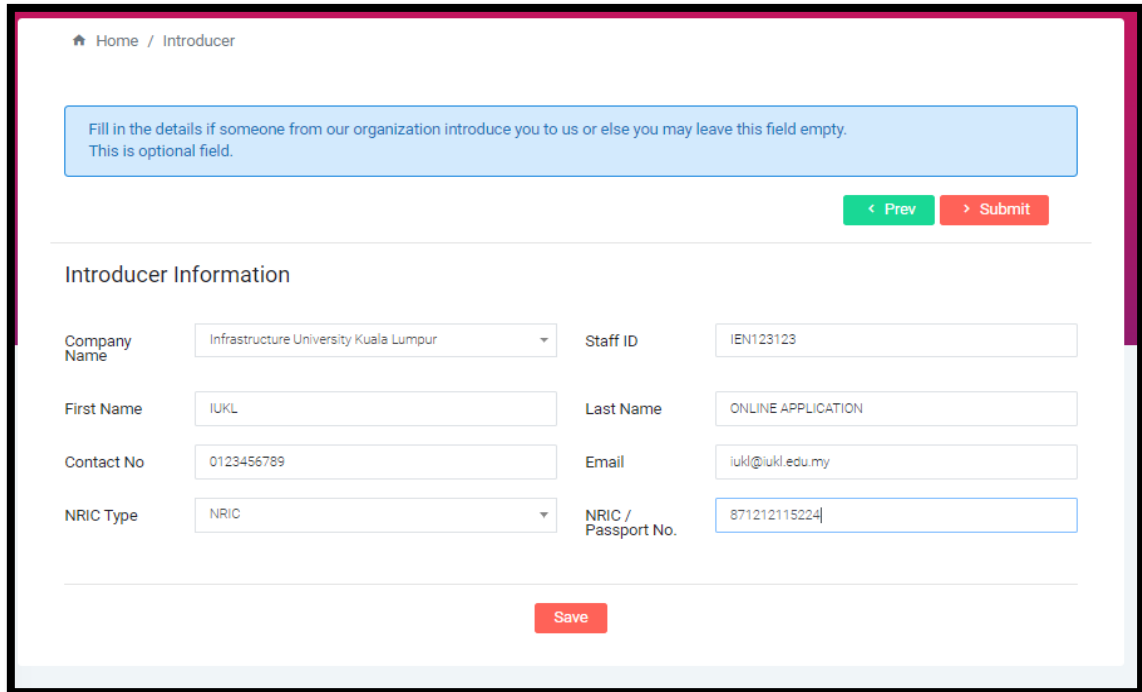
If the candidate successfully fills in the details, an indicator beside the **Working Experience** navigation (on the left-hand side) as shown below will appear.



## Step 10: Introducer (Optional)

Next >

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.



The screenshot shows a web application interface for the 'Introducer' page. At the top, there is a breadcrumb 'Home / Introducer'. Below it is a blue instruction box: 'Fill in the details if someone from our organization introduce you to us or else you may leave this field empty. This is optional field.' To the right of this box are two buttons: '< Prev' (green) and '> Submit' (red). The main section is titled 'Introducer Information' and contains several input fields arranged in two columns. The first column includes 'Company Name' (dropdown menu with 'Infrastructure University Kuala Lumpur' selected), 'First Name' (text input with 'IUKL'), 'Contact No' (text input with '0123456789'), and 'NRIC Type' (dropdown menu with 'NRIC' selected). The second column includes 'Staff ID' (text input with 'IEN123123'), 'Last Name' (text input with 'ONLINE APPLICATION'), 'Email' (text input with 'iukl@iukl.edu.my'), and 'NRIC / Passport No.' (text input with '871212115224'). At the bottom center of the form is a red 'Save' button.

Field	Value
Company Name	Infrastructure University Kuala Lumpur
Staff ID	IEN123123
First Name	IUKL
Last Name	ONLINE APPLICATION
Contact No	0123456789
Email	iukl@iukl.edu.my
NRIC Type	NRIC
NRIC / Passport No.	871212115224

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.

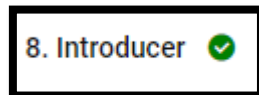
The screenshot shows a web form titled 'Introducer' with a breadcrumb 'Home / Introducer'. A light blue box contains a message: 'Fill in the details if someone from our organization introduce you to us or else you may leave this field empty. This is optional field.' Below this is a green checkmark icon and the text 'Introducer details has been filled!'. At the bottom right of the message box are two buttons: '< Prev' (green) and '> Submit' (red). The form fields are as follows:

Introducer Information			
Company Name	Infrastructure University Kuala Lumpur	Staff ID	IEN123123
First Name	IUKL	Last Name	ONLINE APPLICATION
Contact No	0123456789	Email	iukl@iukl.edu.my
NRIC Type	NRIC	NRIC / Passport No.	871212115224

At the bottom center of the form is a red 'Save' button.



**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  button on the **Introducer** page or clicking  under by clicking checklist (Figure 23) will redirect the candidate to the **Enrolment page (Figure 24)**.

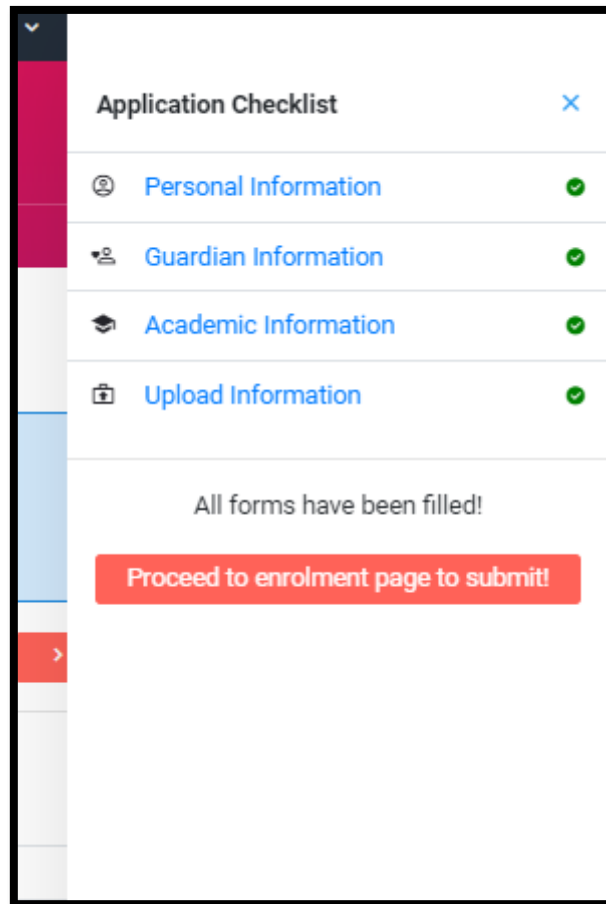


Figure 23



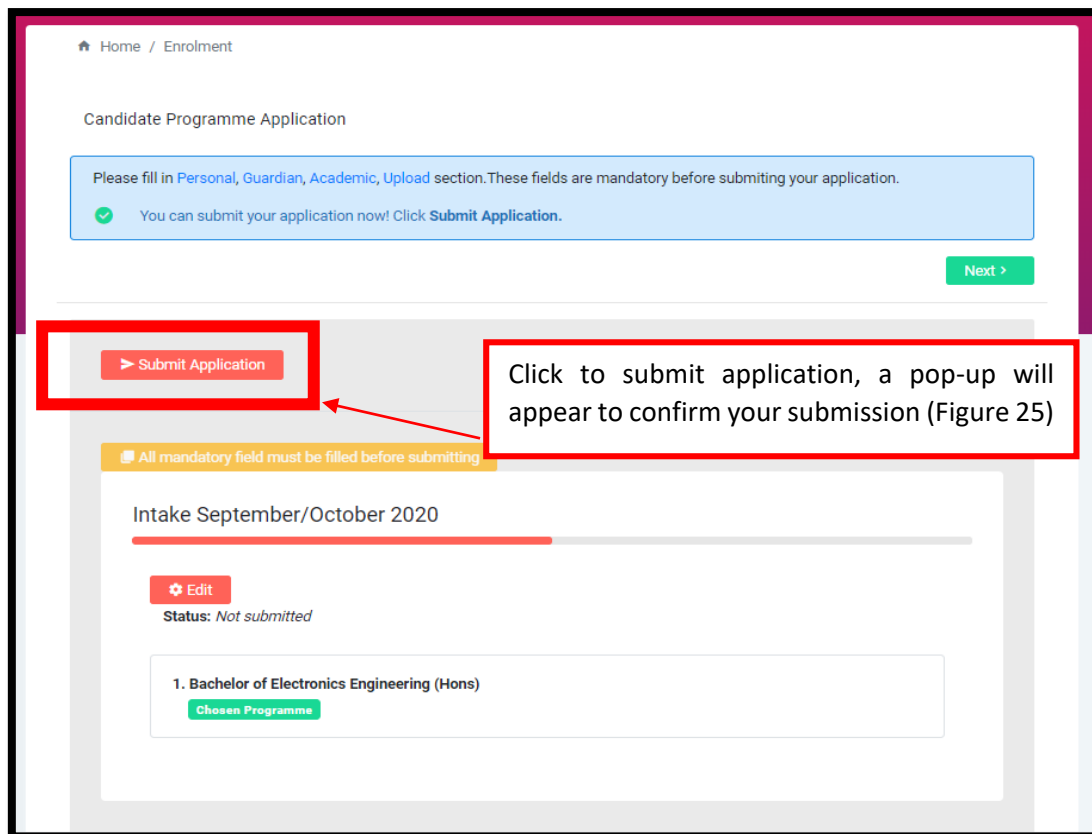


Figure 24

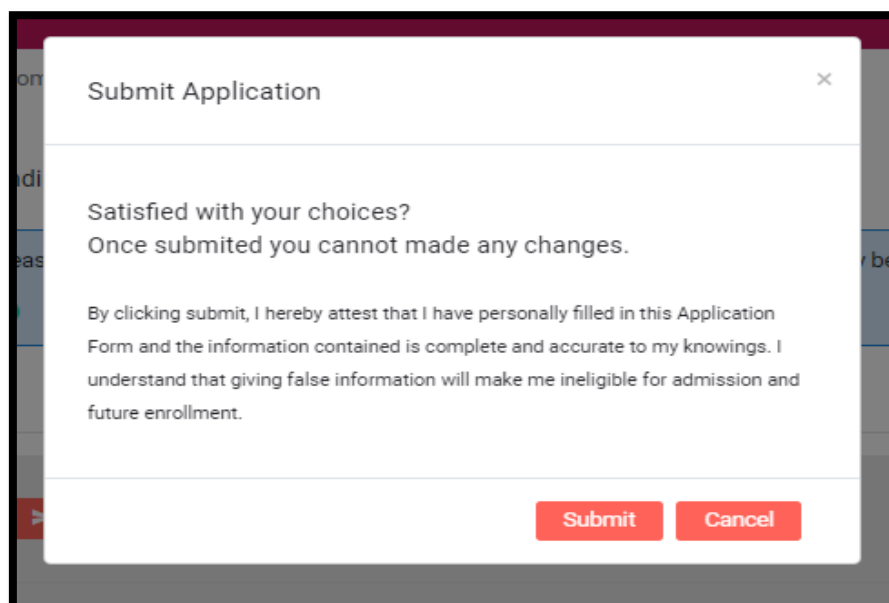


Figure 25

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.

> Submit Application

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

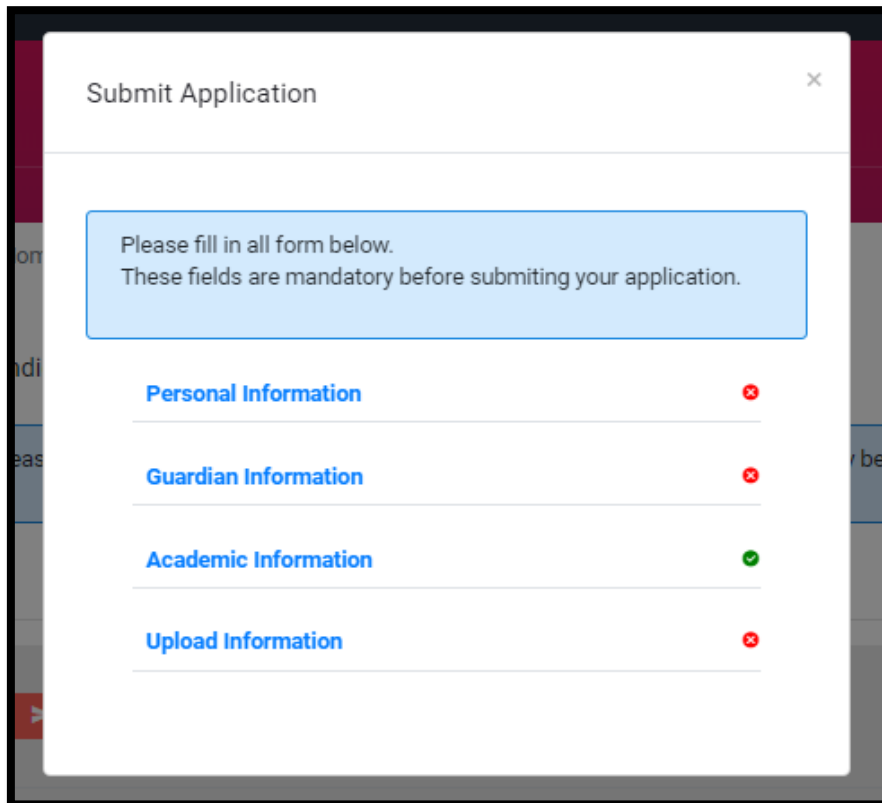
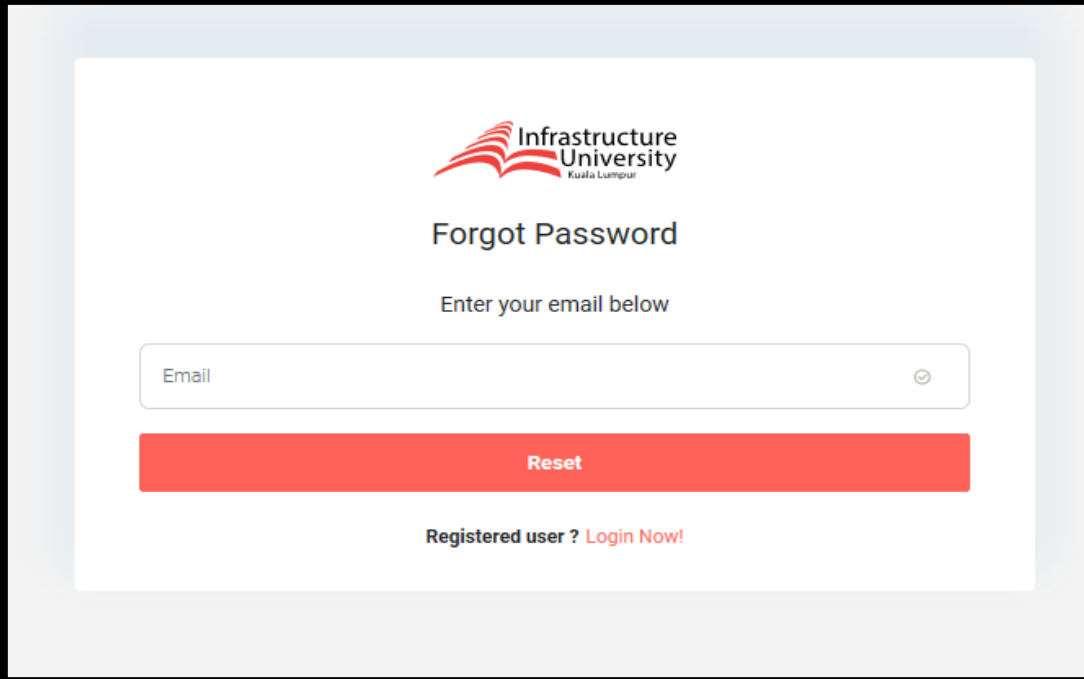


Figure 26

## 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.



Infrastructure University  
Kuala Lumpur

### Forgot Password

Enter your email below

**Reset**

Registered user ? [Login Now!](#)

Figure 27

## Changing Password

Click here will redirect the candidate to Change Password page

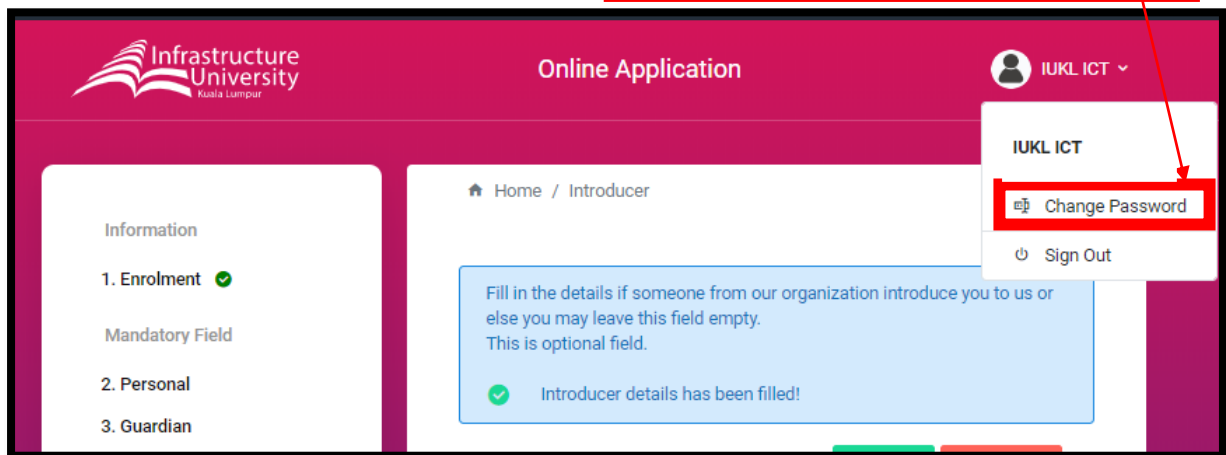


Figure 28

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

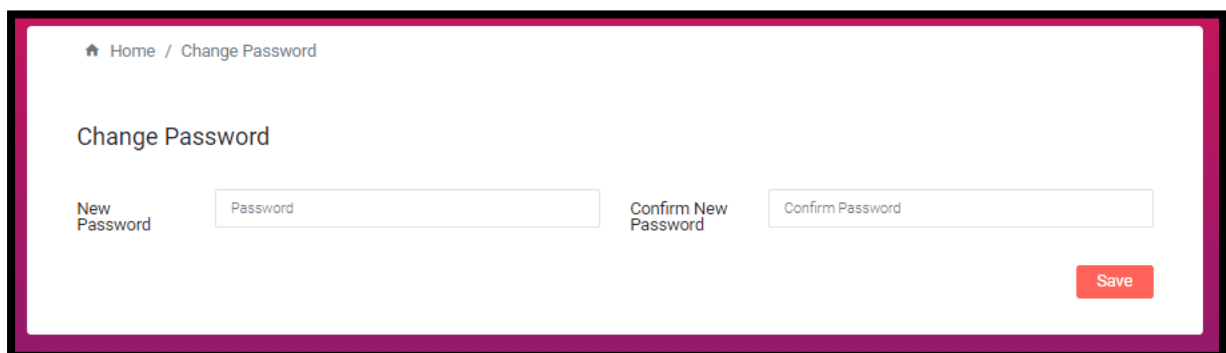


Figure 29