

QUICK CARD

PANDUAN SINGKAT PENGGUNA

Ikuti langkah-langkah berikut untuk melengkapi profil Anda.



1 HALAMAN QUICK CARD

Setelah login, akan muncul quick card berikut. Centang dan klik Accept jika sudah mengerti. Quick card tidak akan muncul selamanya.

Jika masih ragu, centang dan klik Close, maka quick card akan muncul setiap kali Anda login.

☐ I have read and understood the rules above.

Please check the checkbox to confirm you have read and understood.

Close

Accept

QUICK CARD

USER QUICK GUIDE

Follow the steps below to complete your profile.



1 QUICK CARD PAGE

After logging in, the following quick card will appear. Check the box and click Accept if you understand. The quick card will not appear permanently. If you are still unsure, check the box and click Close, then the quick card will appear every time you log in.

☐ I have read and understood the rules above.

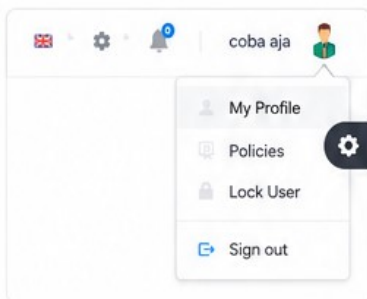
Please check the checkbox to confirm you have read and understood.

Close

Accept

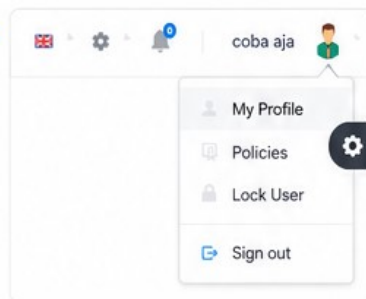
2 PILIH MENU PROFILE

Pilih menu Profile (ikon pengguna) lalu pilih My Profile.



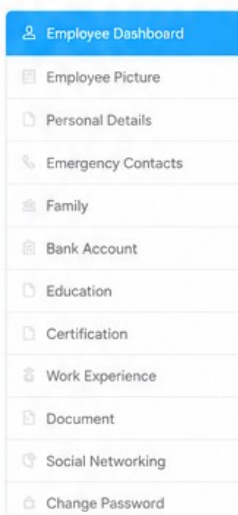
2 UPDATE YOUR PROFILE

Click the Profile (user icon) menu, then select My Profile.



3 LENGKAPI SEMUA MENU DI KIRI

Lengkapi dan update semua informasi pada menu-menu berikut:

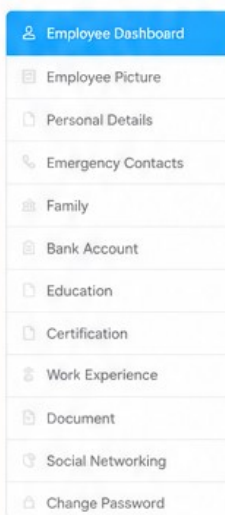


- Personal Details**
Lengkapi data pribadi Anda.
- Emergency Contacts**
Tambahkan kontak darurat.
- Family**
Lengkapi informasi keluarga.
- Bank Account**
Tambahkan informasi rekening bank.
- Education**
Lengkapi riwayat pendidikan Anda.
- Certification**
Tambahkan sertifikasi yang dimiliki.
- Work Experience**
Lengkapi riwayat pengalaman kerja.
- Document**
Unggah dokumen yang diperlukan.

... dan akan segera tersedia menu lainnya.

3 COMPLETE ALL MENUS ON THE LEFT

Complete and update all information in the following menus:



- Personal Details**
Fill in your personal information.
- Emergency Contacts**
Add emergency contacts.
- Family**
Fill in your family information.
- Bank Account**
Add your bank account information.
- Education**
Fill in your education background.
- Certification**
Add your certifications.
- Work Experience**
Fill in your work experience.
- Document**
Upload required documents.

... and more menus coming soon.

4 CATATAN PENTING



Pastikan semua data terisi dengan benar agar proses administrasi berjalan lancar.



Bila ada kendala harap refresh browser Anda.



4 IMPORTANT NOTES



Make sure all information is filled in correctly to ensure smooth administrative processes.



If you encounter any issues, please refresh your browser.

