

SULTAN IDRIS EDUCATION UNIVERSITY

USER MANUAL

Online Job Application (MyJobs)

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NEW APPLICATION 1

SULTAN DRIS

ونورسيتي قنديديقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY

- 1.1. To access MyJobs portal, type the following URL, https://myjobs.upsi.edu.my
- 1.2. A screen like the following figure will be displayed.

Online	Job Application UPSI
Save UNIVERS	Maklumat Penting / Important Information
PENDIDIKAN SULTAN IDRIS ونيزرسيتي تنديديقن سلطان ادريس Sultan Idris Education UNIVERSITY	1. Calon-calon yang ingin memohon jawatan di Universiti Pendidikan Sultan Idris (UPSI) perlu mendaftar untuk mempunyai akaun dengan <i>Online Job Application</i> ini (klik di sini untuk PANDUAN PENGGUNAAN SISTEM PERMOHONAN JAWATAN ONLINE UPSI).
Username	Candidates who want to apply for a position at Universiti Pendidikan Sultan Idris (UPSI) need to register for an account with the Online Job Application (click here for USER GUIDELINE).
Password	2. Bayaran akan dikenakan bagi setiap jawatan. A fee will be charged for each position.
Login	3. Untuk permohonan jawatan kali ke-2 dan seterusnya, calon tidak
Forgot password? Do not have an account?	perlu mendaftar semula / mewujudkan akaun baru, sebaliknya hanya perlu menambah jawatan yang dipohon dalam akaun sedia ada.
Create an account	For the second and subsequent job applications, candidates do
© 2024 Universiti Pendidikan Sult This site is best viewed by usin	tan Idris, 35900 Tanjong Malim, Perak. All right reserved. g Google Chrome 70+ at 1200 x 758 screen resolution.
This site is best viewed by usin	g Google Chrome 70+ at 1200 x 768 screen resolution.

Figure 1.1 – Home Page

1.3. Click Create an account button to register. A screen like the following figure will be displayed.

	SULTAN IDR Online Daftar Rej	UNIVERSITI PENDIDIKAN SULTAN IDRS الانتونینی قندیدی سامان درب IS EDUCATION UNIVERSITY Job Application Pengguna Baru gister New User			
Nama Per Full Na Wargapeg	uh ime				
Citi	Varganega	ra		~	
Pengenalan Antaraban IC Number / Nation	jsa	100.4]			
Alamat E	le.g. 80121201	[234]			
Email Addr	(e.g. myemail	@gmail.com)			
Nama Mother's Na	lbu ime				
	Sebagai pas l As a securitu	xeselamatan sekiranya emo pass if the email is not uso	el tidak dapat digunakar able.	1.	
Figu	re 1.2 – New (ancel Register Jser Registration	n Screen		
5		5			
SITI .		USER M	IANUAL		
5111					

User

Online Job Application (Myjobs)

A4

1

1.4. Enter the information required for registration. Click the **Register** button and screen of Registration Information Confirmation will be displayed as shown below.

Penge Registr	esahan Maklumat Pendaftaran ration Information Confirmation	
Nama Penuh / Full Name	A d m i n	
Warganegara / Citizen	Bukan Warganegara	
No. Kad Pengenalan / National ID	SC12345	
Alamat Emel / Email Address	admin@gmail.com	
Nama Ibu / Mother's Name	Admin	
		Back Register

Figure 1.3 – Registration Information Confirmation Window

1.5. Click the **Register** button. Registration information will be checked before being saved by the system. A screen like the figure below will be displayed if the record already exists.



Figure 1.4 – ID Already Registered

- 1.6. If you have registered before, click the hyperlink to reset the password.
- 1.7. A popup message will be displayed if the new user registration is successful.

Your ID 987654085123 is successfully registered.
Please check your email inbox, myemail@gmail.com to complete the email verification.
Close

Figure 1.5 – New Registration Successful

1.8. Open the registered email to complete the email address verification process.

Universiti	USER MANUAL					
Pendidikan Sultan Idris	SYSTEM NAME	ROLE	FORMAT	REVISION	PAGE	
ارىنېزىسىتى قىدىدىغن سلطان ادرىس SULTAN IDRIS EDUCATION UNIVERSITY	Online Job Application (Myjobs)	User	A4		2	

1.9. Click the Verify your Email button.



Figure 1.6 – Email Address Verification

1.10. A screen will be displayed as below.

8

	SULTAN IDRIS EDICATION UNIVERSITY Online Job Application UPSI
	Pengesahan Alamat Emel Berjayal Email Address Verification Success!
Nama Penuh Full name	Ahmad Bin Sufian
No. Kad Pengenalan IC Number / MyiD	987654081234
Alamat Emel Email Address	myemail@gmeil.com
Katalaluan Password	
Sahkan Katalaluan Verify Password	
	Cancel Submit }

Figure 1.7 – New User Registration

1.11. Enter the password according to the character guide suggested below and click the button **Submit**. The user will be redirected to the main page of the Myjobs portal.

Pass	word must contain the following:
1	A lowercase letter
1	A capital (uppercase) letter
1	A number
1	Minimum 8 characters

Figure 1.8 – Password Guidance

U NIVERSITI		USER M	IANUAL		
Pendidikan Sultan Idris	SYSTEM NAME	ROLE	FORMAT	REVISION	PAGE
اونيزرسيتي قنديديقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	Online Job Application (Myjobs)	User	A4		3

2 LOG IN

2.1. At home screen, enter **Username** (Identification Card Number) and **Password** (password) for authentication. An error will be displayed if the user enters inaccurate information or has an inactive status.



Figure 2.1 – Log in

2.2. A screen like the following figure will be displayed if the authentication process is successful.



Figure 2.2 – Myjobs Home Page

U NIVERSITI	USER MANUAL					
Pendidikan Sultan Idris	SYSTEM NAME	ROLE	FORMAT	REVISION	PAGE	
اوننزرسيتي قديديقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	Online Job Application (Myjobs)	User	A4		4	

3 JOB APPLICATION

3.1. Click the Job Application menu on the menu screen.

3.2. A screen like the following figure will be displayed.

	Ξ		SD3445 🕩 Sign out
	Application / Add Posi	tion	¥ Cancel
🔟 Halaman Utama <i>Main Page</i>		APPLICATION POSITION	
Manual Pengguna User Manual	Position	PENSYARAH UNIVERSITI DSS1 - Bahasa Melayu (Analisis Wacana)	~
Maklumat Pemohon Applicant Information <		Continue	
莽 Muatnaik Gambar Upload Photo			
Semak Permohonan Review Application <			
✿ Tukar Katalaluan Change Password	/		
Permohonan Jawatan Job Application			
✿ Profil Permohon Applicant Profile			

Figure 3.1 – Application/Add Position Screen

- 3.3. Select one (1) position from the list provided, click the **Continue** then **Agree** button to the payment process.
- 3.4. Check and click the **Confirm** button to verify payer information.

	UNIVERSITI PENDIDIKAN SULTAN IDRIS الانیزیستی تندیدین سلطان ادیں ePayment@UPSI	
Please che	eck and click Confirm button to continue	
Payer Name		
Application ID		
IC/Passport	SD3445	
Position	PENSYARAH UNIVERSITI DS51 - Bahasa Melayu (Analisis Wacana)	
Amount to Pay	RM 50.00	
	Cancel Confirm	

Figure 3.2 – Payer Information Review Screen

UNIVERSITI PENDIDIKAN Sultan Idris Sultan Idris Education UNIVERSITY	USER MANUAL						
	SYSTEM NAME	ROLE	FORMAT	REVISION	PAGE		
	Online Job Application (Myjobs)	User	A4		5		

3.5. Choose a payment method Internet Banking (FPX) or Credit Card (MasterCard/VISA) and click the **Pay Now** button.



Figure 3.3 – ePayment@UPSI Payment Gateway Screen

3.6. Complete the payment process and if successful, click the **Print Receipt** button. Download and save the receipt as a payment reference.



Figure 3.4 – Print Receipt button

3.7. A successful payment will be displayed as follows:

\bigcirc				1004121234	45678 🔅 Sign.out		
Liii Halaman Utama	Permohonen / Tambeh Jawatan NAMA JAWATAN YANG DIPOHON				* Cancel		
	#	Jawatan		Tarikh	Bayaran		
🌣 Manual Pengguna	1	1 PENSYARAH UNIVERSITI DSS1 - Penyelidikan Kualitatif dalam Penyelidikan			🗸 🍐		
🌣 Maklumat Pemohon 🕜	2	PENSYAR	AH UNIVERSITI DS51 - Bahasa Melayu (Semantik / Pragmatik)	15/10/2023			
, manual and a second second	з	PENSYARAH UNIVERSITI DS51 - HRM(Occupational Safety and Health)					
🌣 Muatnaik Gambar							
券 Semak Permohonan <			PERMOHONAN JAWATAN				
🌣 Tukar Katalaluan	Ja	watan			~		
🏶 Permohonan Jewatan		Continue					





3.8. If there is a problem during the payment process, the screen will be displayed as below. Click the **Status Update** button and click the **OK** button to update payment status.

	≡			1004121234	45678 🗇 Sign out		
	Permoho	onan / Tamb	ah Jawatan		× Cancel		
🖃 Halaman Utama			NAMA JAWATAN YANG DIPOHON				
	4	# Jawata	n	Tarikh	Bayaran		
🍄 Manual Pengguna		1 PENSYA	RAH UNIVERSITI DS51 - Penyelidikan Kualitatif dalam Penyelidikan	16/10/2023	× 3		
🛠 Maklumat Pemohon <		2 PENSYA	RAH UNIVERSITI DS51 - Bahasa Melayu (Semantik / Pragmatik)	15/10/2023			
		3 PENSYA	RAH UNIVERSITI DS51 - HRM(Occupational Safety and Health)	15/10/2023			
🍄 Muatnaik Gambar							
₩ Semak Permohonan <			PERMOHONAN JAWATAN				
# Tukar Katalaluan		Jawatan					
🗱 Permohonan Jawatan			Continue				

Figure 3.6 – Payment Status Screen

3.9. If the payment is not successful, the display will be displayed as below. Click the **Pay** button again and repeat sequence 3.4 above for the payment process.

iona	an / Tambah Jawatan		×
	NAMA JAWATAN YANG DIPOHON		
#	Jawatan	Tarikh	Bayaran
1	PENSYARAH UNIVERSITI DS51 - Penyelidikan Kualitatif dalam Penyelidikan	16/10/2023	× C
2	PENSYARAH UNIVERSITI DS51 - Bahasa Melayu (Semantik / Pragmatik)	15/10/2023	
2	PENSYABAH LINIVERSITI DS51 - HBM(Occupational Safety and Health)	15/10/2023	

Figure 3.7 – Repay Button Screen

U NIVERSITI	USER MANUAL						
Pendidikan Sultan Idris	SYSTEM NAME	ROLE	FORMAT	REVISION	PAGE		
اونیزیسیتی قندیدیفن سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	Online Job Application (Myjobs)	User	A4		7		

4 APPLICANT INFORMATION

4.1. Click the Applicant Information menu on the menu screen. A screen like the following will be displayed.

	Ξ	SD3445 (+ Sign out
	Personal Information 1	
	Full Name	
III Halaman Utama Main Page	Email Address	
		Update Email Address
Manual Pengguna User Manual	Netle estide et/6 estice	
	National Identification	
# Maklumat Pemohon	Passport Number	
Applicant Information ~		
Maklumat Peribadi 1	Hace	×
Personal Information 1	Religion	×
Maklumat Peribadi 2 Personal Information 2		
Pendidikan Tinogi	Gender	
Higher Education		
Kegiatan/Kemahiran	Permanent Address	
Activity/Skill		
Penyelidikan/		
Research/Consultation		
Penerbitan		Please update latest address from time to time
Publication	011	
Persidangan/Seminar/	City	
Bengkel/Kursus/ Keahlian	Country	v

Figure 4.1 – Applicant Information Screen

- 4.2. Fill in or update all relevant information.
- 4.3. Click the **Save** button to store information.
- 4.4. Click the **Continue** button to go to the next screen.
- 4.5. Follow steps 4.2 to 4.4 above to complete the applicant's information (Personal Information 1, Personal Information 2, Higher Education, Activity / Skill, Research / Consultation, Publication, Conference / Seminar / Workshop / Course / Membership, Experience, Reference, Additional Information).

Universiti	USER MANUAL						
PENDIDIKAN Sultan Idris	- SYSTEM NAME	ROLE	FORMAT	REVISION	PAGE		
ارنیزرسیتی قندیدیفن سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	Online Job Application (Myjobs)	User	A4		8		

5 UPLOAD PICTURES

5.1. Click the Upload Photo menu on the menu screen.

5.2. A screen like the following figure will be displayed.



Figure 5.1 – Upload Picture Screen

5.3. Click the Browse button and select the photo which be uploaded from the computer.



Figure 5.2 – File Explorer

5.4. Select the picture and click the **Open** button.

Universiti	USER MANUAL						
Pendidikan Sultan Idris	SYSTEM NAME	ROLE	FORMAT	REVISION	PAGE		
الرئيزرسيتى قنديديقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	Online Job Application (Myjobs)	User	A4		9		

5.5. Use image adjustment functions like Zoom In & Out, rotate 180°, Left & Right to get the same size as a passport photo. Refer to the image adjustment results at the Preview Image section.



Figure 5.3 – Picture Adjustment

- 5.6. Click the **Save** button to upload the selected image.
- 5.7. Successfully uploaded image will be displayed as shown in the following figure.



PAGE

10

 UNIVERSITI
 USER MANUAL

 SYSTEM NAME
 ROLE
 FORMAT
 REVISION

 SULTAN IDRIS EDUCATION UNIVERSITY
 Online Job Application (Myjobs)
 User
 A4

6 CURRENT APPLICATION

6.1. Click the Current Application menu on the menu screen.

6.2. A screen like the following figure will be displayed.

	=	SD3445 🗇 Sign out				
	Current Application Review	_				
네 Halaman Utama	# Position Application Date Ad Closing Date	Status				
Main Page	No record found					
莽 Manual Pengguna User Manual	Add Position Previous Application					
Maklumat Pemohon Applicant Information <						
✿ Muatnaik Gambar Upload Photo						
Semak Permohonan Review Application ~						
Permohonan Semasa Current Apolication						
Permohonan Terdahulu Previous Application						

Figure 6.1 – Current Application Screen

6.3. Click the $\ensuremath{\text{Main Page}}$ menu to return to the home page.

	UNIVE PENDIC SULTAN Reseived with the second	RŞITI DIKAN Idris
SULTAN IDRIS	EDUCATION UNI	VERSITY

USER MANUAL					
SYSTEM NAME	ROLE	FORMAT	REVISION	PAGE	
Online Job Application (Myjobs)	User	A4		11	

7 PREVIOUS APPLICATION

7.1. Click the **Previous Application** menu on the menu screen.

7.2. A screen like the following figure will be displayed.

		≡						SD3445	🕩 Sign out
		Revie	w of Previous Applications						
Last.	Halaman Utama	#	Position			Applied Date	Ad Closing Date	Status	
	Main Page				No record found				
#	Manual Pengguna <i>User Manual</i>			l	Current Application				
*	Maklumat Pemohon Applicant Information 〈								
#	Muatnaik Gambar Upload Photo								
#	Semak Permohonan <i>Review Application</i>								
	Permohonan Semasa Current Application								
	Permohonan Terdahulu Previous Application								



7.3. Click the Main Page menu to return to the home page.

STURN SULDIN	UNIVI	ERŞITI
	PENDIE	DIKAN
	JULTAN	DRIS
	ديديقن سلطان ادريس	اونيزرسيتي قن

USER MANUAL				
SYSTEM NAME	ROLE	FORMAT	REVISION	PAGE
Online Job Application (Myjobs)	User	A4		12

8 APPLICANT PROFILE

8.1. Click the Applicant Profile menu on the menu screen.

8.2. A screen like the following figure will be displayed.

	■ 10041212345678 @ Sign out
	Universiti Pendidikan
Lail Halaman Utama	
🅸 Manual Pengguna	SULTAN IDRIS EDUCATION UNIVERSITY
🌣 Maklumat Pemohon 🛛 <	Unline Job Application
🗱 Muatnalk Gambar	Terima kasih kerana memohon jawatan ini. Permohonan anda akan diproses.
🗱 Semak Permohonan 🛛 <	Jawatan yang Dipohon 1) PENSYARAH UNIVERSITI DSS1 - Bahasa Melayu (Semantik / Pragmatik) 2) PENSYARAH UNIVERSITI DSS1 - HRM(Occupational Safety and Health)
🍄 Tukar Katalaluan	Add Application
	No. K/P (Baru) / No. Pasport 100412080050
Permohonan Jawatan	No. Buliukan Permohanan 2019-0000095598
* Profil Pemohon	

Figure 8.1 – Applicant Profile Screen

8.3. Click the Main Page menu to return to the home page.

Universiti	USER MANUAL				
Pendidikan Sultan Idris	SYSTEM NAME	ROLE	FORMAT	REVISION	PAGE
اوننزرسيتي قنديديقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	Online Job Application (Myjobs)	User	A4		13

9 CHANGE PASSWORD

9.1. Click the Change Password menu on the menu screen.

9.2. A screen like the following figure will be displayed.

	S03445 🖗 Sign out
	Tukar Katalaluan
🔟 Halaman Utama Main Page	Petunjuk / Hint : Kata laluan adalah sepanjang 8 hingga 12 aksara gabungan abjad dan nombor. Bagi mengukuhkan kata laluan, gunakan huruf besar dan kecil, nombor dan simbol seperti I_ ? \$ % ∧ 6).
Manual Pengguna User Manual	The password should consist of 8 to 12 alphanumeric characters long. To make it stronger, use upper and lower case letters, numbers and symbols like [_ ? \$ % ∧ 8].
体 Maklumat Pemohon Applicant Information 〈	Katalniuan Semasa Durrent Password
特 Muatnaik Gambar Upload Photo	Katalakan Baharu Neer Password Sabkan Katalakan Baharu
体 Semak Permohonan Review Application 〈	Verify New Password
Tukar Katalaluan Change Password	
拳 Permohonan Jawatan Job Application	
Profil Pemohon Applicant Profile	

Figure 9.1 – Change Password Screen

9.3. Click the Main Page menu to return to the home page.

	Unive	RSITI DIKAN
	SULTAN ديديقن سلطان ادريس	DRIS ارنېزىيىتى ئ
SULTAN IDRIS	EDUCATION UNI	VERSITY

USER MANUAL				
SYSTEM NAME	ROLE	FORMAT	REVISION	PAGE
Online Job Application (Myjobs)	User	A4		14

10 FORGOT PASSWORD

- 10.1. Click the Forgot Password link on the main page of the MyJobs portal.
- 10.2. A screen like the following figure will be displayed.

Figure 10.1 – Change Password Screen

10.3. Enter the required information and click the **Reset** button. WindowPassword Reset Information Verificationwill be displayed as shown below.

Pengesaha	an Maklumat Set Semula Kata Laluan
No. Kad Pengenalan Alamat Emel	987654-08-5123 myemail@gmail.com
	Back Reset

Figure 10.2 – Password Reset Information Confirmation

10.4. Click the **Reset** button and a link to the New Password Reset screen will be send to the registered email. If the email entered is not the same as in the record, please contact the Human Resources Division, UPSI to reset a new email.

UNIVERSITI		USER N	IANUAL		
Pendidikan Sultan Idris	SYSTEM NAME	ROLE	FORMAT	REVISION	PAGE
لونيزسيتي قنديديقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	Online Job Application (Myjobs)	User	A4		15

11 CHANGE EMAIL ADDRESS

11.1. Click the **Applicant Information** menu and click the sub menu **Personal Information 1**. A screen like the following figure will be displayed.

	Ξ	SD3445 🗇 Sign out
	Personal Information 1	
<u>iul</u> Halaman Utama <i>Main Page</i>	Full Name Email Address	
# Manual Pengguna User Manual	National Identification	Update Email Address SD3445
# Maklumat Pemohon Applicant Information	Passport Number	
Maklumat Peribadi 1 Personal Information 1	Race Religion	Australia v
Maklumat Peribadi 2 Personal Information 2 Pendidikan Tinggi	Gender	Female v

Figure 11.1 – Personal Information 1 Screen

11.2. Click the Update Email Address button and a screen like the following figure will be displayed.

Jpdate Email Address	
New Email Address	
Password	Send Code
	(Password for Online Job Application UPSI)
Verification Code	
	Count Intern

Figure 11.2 – Update Email Address Screen

11.3. Click the Send Code button and check new emails to get the Verification code.



Figure 11.3 – Verification Code Review

[Iniversiti	USER MANUAL				
VERNOIDIKAN SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY	SYSTEM NAME	ROLE	FORMAT	REVISION	PAGE
	Online Job Application (Myjobs)	User	A4		16

11.4. Email as below will be received at the new email address.



Figure 11.4 – Verification Code Email Display For New Email Verification

11.5. Enter the verification code given and click the **Update** button.

UNIVERSITI PENDIDIKAN SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	USER MANUAL					
	SYSTEM NAME	ROLE	FORMAT	REVISION	PAGE	
	Online Job Application (Myjobs)	User	A4		17	

12 LOG OUT

12.1. To log out, click the **Sign Out** link which is located at the upper right corner as shown in the figure below.



Figure 12.1 – Myjobs Portal Logout Link

Universiti Pendidikan Sultan Idris	
اونيزرسيتي قنديديقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	Online

USER MANUAL						
SYSTEM NAME	ROLE	FORMAT	REVISION	PAGE		
Online Job Application (Myjobs)	User	A4		18		