



Panduan Pengguna Pelajar

SISTEM LATIHAN INDUSTRI V2.0

1 Capaian URL - <https://sims.ukm.my> URL Access - <https://sims.ukm.my>

Capai URL dan Log Masuk URL Access and Sign In

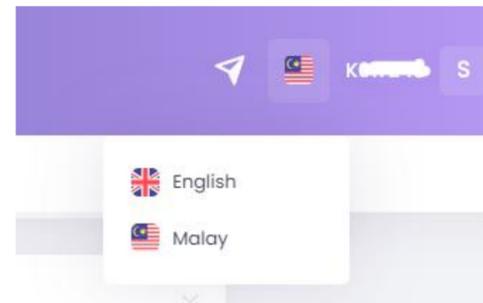
1. Capai pautan "<https://sims.ukm.my>"
Access link "<https://sims.ukm.my>"
2. Masukkan No. Matrik dan Katalaluan sama seperti ewarga.
Insert Matrix Number and Password same as ewarga.
3. Klik Log Masuk
Click Sign In.



2 Bahasa Language

Cara tukar bahasa Language settings

1. Klik pada 
Click on
2. Klik sub-menu "English"
Click sub-menu named "English"



3 Permohonan Latihan Industri Industrial Training Application

A SLAI → **A** Pelajar

1 Dashboard

2 Muat Naik Resume Pelajar

Resume WAJIB sebelum permohonan dibuat.

Muatnaik Fail * No file chosen

3 + Mohon

Senarai Permohonan Latihan Industri

Show 10 entries

Search:

Kod Agensi/Industri	Jenis	Status	Tindakan
No data available in table			

Showing 0 to 0 of 0 entries

Previous Next

Permohonan Latihan Industri Industrial Training Application

A. Klik butang 'SLAI' → 'Pelajar'
Click 'SLAI' → 'Student'

1. Klik menu '**Permohonan Pelajar**' untuk ke skrin permohonan.
Click '**Student's Application**' to application screen.
2. Muat naik '**Resume**' sebelum permohonan dibuat. Klik butang '**Hantar**'.
Upload '**Resume**' before application submitted. Click '**Submit**'.
3. Klik butang '**Mohon**'.
Click '**Apply**' button.
4. Skrin '**Tambah Permohonan Agensi / Industri**' dipaparkan.
'**Add Agency / Industry Application**' screen displayed.

4 + Mohon

Tambah Permohonan Agensi / Industri

Senarai Agensi dan Cawangan mengikut Fakulti (untuk dipilih)

Kuota pilihan agensi adalah 10

Search:

Pilih	Kod Agensi/Industri	Nama Agensi / Industri	Negeri	Status
<input type="checkbox"/>	A3791	HOSPITAL SUNGAI BULOH	Selangor	Aktif
<input type="checkbox"/>	A3990	JOHNSON-JOHNSON SDN. BHD.	Selangor	Aktif
<input type="checkbox"/>	A4035	MAJLIS PERBANDARAN KAJANG	Selangor	Aktif
<input type="checkbox"/>	A4885	NORTHPORT (MALAYSIA) BHD.	Selangor	Aktif
<input type="checkbox"/>	A4218	NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH (NIOSH) MALAYSIA	Selangor	Aktif

Showing 1 to 5 of 5 entries (filtered from 14 total entries)

Tambah Permohonan Agensi / Industri

Senarai Agensi dan Cawangan mengikut Fakulti (untuk dipilih)

Kuota pilihan agensi adalah 7

Search:

Pilih	Kod Agensi/Industri	Nama Agensi / Industri	Negeri	Status
<input type="checkbox"/>	A3791	HOSPITAL SUNGAI BULOH	Selangor	Aktif
<input type="checkbox"/>	A3990	JOHNSON-JOHNSON SDN. BHD.	Selangor	Aktif
<input type="checkbox"/>	A4035	MAJLIS PERBANDARAN KAJANG	Selangor	Aktif
<input type="checkbox"/>	A4885	NORTHPORT (MALAYSIA) BHD.	Selangor	Aktif
<input type="checkbox"/>	A4218	NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH (NIOSH) MALAYSIA	Selangor	Aktif

Showing 1 to 5 of 5 entries (filtered from 11 total entries)

Cara Mohon How To Apply

1. Pilih dan klik checkbox agensi.
Choose and click agency checkbox.
2. Klik '+' untuk lihat perincian agensi.
Click '+' for details agency.
3. Klik butang '+ Tambah Permohonan'.
Click '+ Add Application' button.
4. Mesej 'Maklumat Berjaya Dikemaskini' dipaparkan.
'Information Success updated' message appeared.
5. Permohonan **SELESAI**. Permohonan akan **DISAHKAN** oleh Ursetia Fakulti
Application **COMPLETED**. Application will **VERIFY** by Faculty Secretariat

1 Pilih

1	<input type="checkbox"/>
2	<input type="checkbox"/>

2 + Tambah Permohonan

Kod Agensi/Industri: A1508 Had Pelajar: 5

Kategori Industri Tersohor: Sektor: Tidak Dinyatakan

Nama Pegawai: Jawatan: KETUA JABATAN OPTOMETRI Kategori: Kerajaan

Alamat: JALAN LENCONGAN TIMUR BANDAR AMAN JAYA Bandar: SUNGAI PETANI Negeri: Kedah

No. Tel: 04-445 7333 Emel:

Elaun RM: null

3 + Tambah Permohonan

4 Maklumat berjaya dikemaskini

5 Senarai Permohonan Latihan Industri

Show 10 entries

Search:

Kod Agensi/Industri	Jenis	Status	Tindakan
A1508	HOSPITAL SULTAN ABDUL HALIM	Mohon	<input type="button" value="Mohon"/> <input type="button" value="Hantar"/>
A1509	JABATAN PATOLOGI	Mohon	<input type="button" value="Mohon"/> <input type="button" value="Hantar"/>
A1566	MAJLIS PERBANDARAN SUNGAI PETANI	Mohon	<input type="button" value="Mohon"/> <input type="button" value="Hantar"/>

Showing 1 to 3 of 3 entries

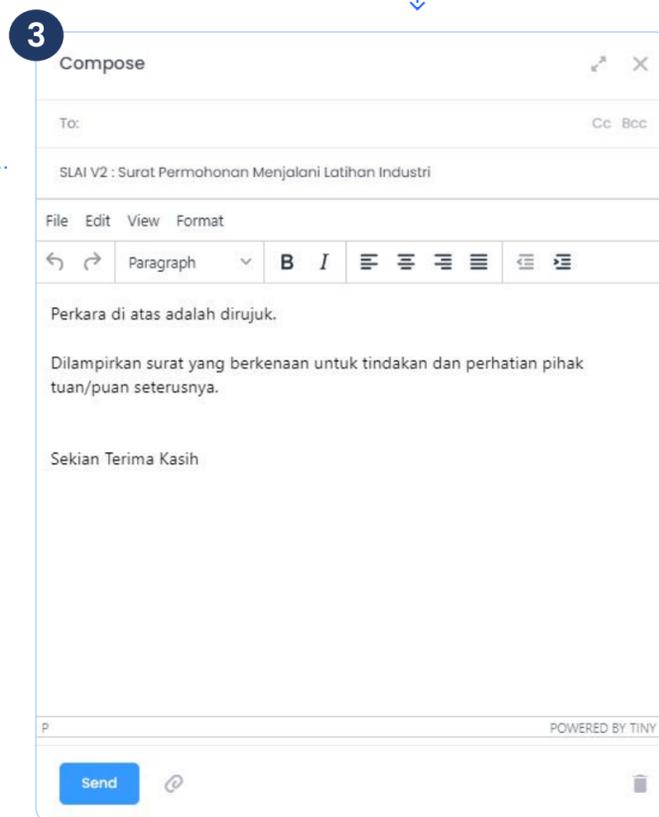
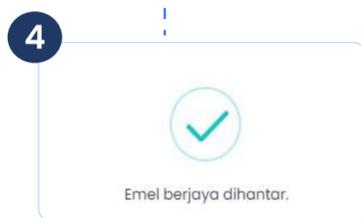
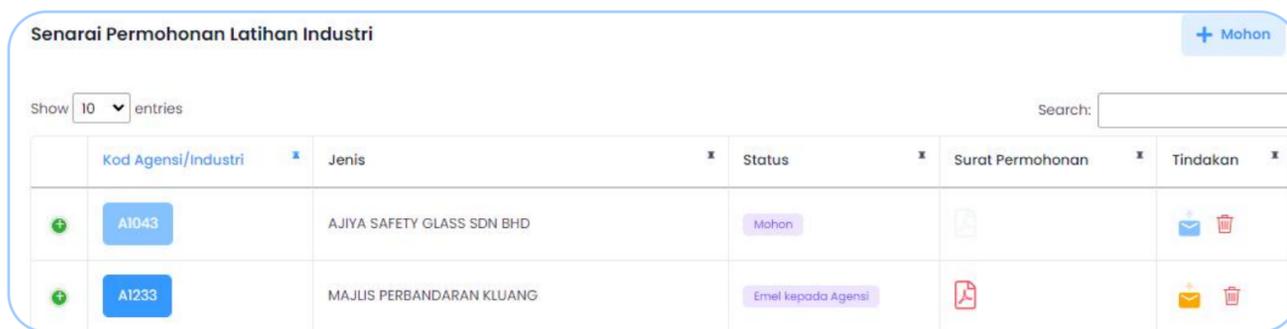
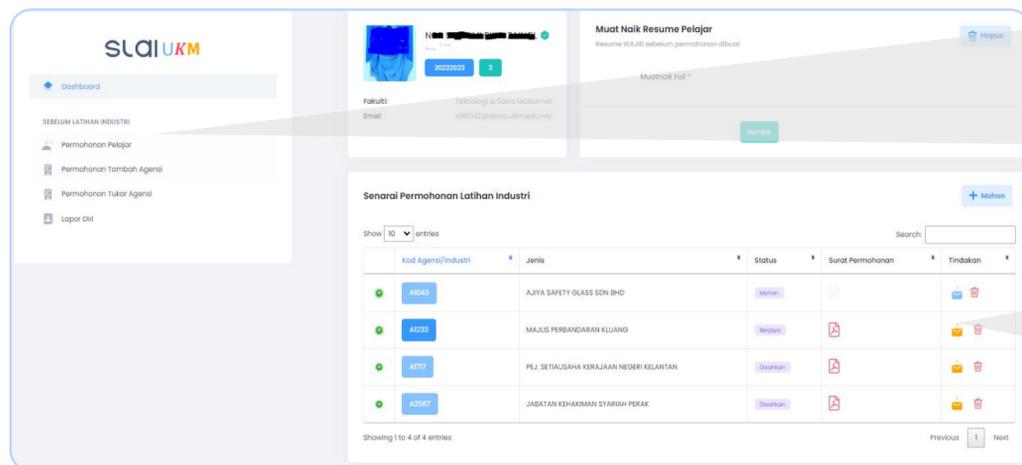
Previous Next

4 Permohonan Latihan Industri Kepada Industri *Industrial Training Application to Industry*

Cara Mohon
How To Apply

1. Klik menu **'Permohonan Pelajar'** untuk ke skrin permohonan.
Click 'Student's Application' to application screen.
2. Klik  bagi permohonan berstatus = **DISAHKAN**.
Click  for application with status = DISAHKAN.

3. Masukkan emel pegawai industri pada ruangan **'to:'**, lampiran **'Resume'** dan **Surat Permohonan Latihan Industri**. Klik **'Send'**.
Insert the email of the industry officer in the 'to:' section, 'Resume' and Industrial Training Application Letter as attachment. Click 'Send'.
4. Permohonan dikemaskini dan status bertukar kepada **'Emel kepada Agensi'**.
The application was updated and the status changed to 'Email to Agency'.



5 Tawaran Agensi Agency Offer

Cara Kemaskini Permohonan
How To Udate Application

1. Klik menu **'Permohonan Pelajar'** untuk ke skrin permohonan.
Click 'Student's Application' to application screen.
2. Klik butang **'Kod Agensi/Industri'** yang berstatus **'Emel Kepada Agensi'**.
Click 'Agency/Industry Code' with status 'Emel Kepada Agensi'.
3. Skrin **'Senarai Permohonan Latihan Industri'** dipaparkan.
'List of Internship Applications' screen displayed.
4. Kemaskini maklumat yang diperlukan.
Update the required information.
5. Klik butang **'Simpan'**
Click 'Submit' button.
6. Mesej 'Maklumat Berjaya Dikemaskini' dipaparkan.
'Information Success updated' message appeared.
7. Permohonan dikemaskini dan status bertukar kepada **'Berjaya' / 'Tidak Berjaya'**.
The application was updated and the status changed to 'Berjaya' / 'Tidak Berjaya'.

The screenshot illustrates the process of updating an application in the SLAI UKM system. It is divided into several numbered steps:

- Step 1:** The user is on the 'Dashboard' screen. The 'Permohonan Pelajar' (Student Application) menu is highlighted.
- Step 2:** The user is on the 'Senarai Permohonan Latihan Industri' (List of Internship Applications) screen. A table lists applications with columns for 'Kod Agensi/Industri', 'Jenis', 'Status', 'Surat Permohonan', and 'Tindakan'. The application with code 'A1233' and status 'Emel kepada Agensi' is selected.
- Step 3:** The user is on the 'Maklumat Permohonan' (Application Information) screen. The application details for 'A1233' are shown, including the agency name 'MAJLIS PERBANDARAN KLUANG' and the status 'Emel kepada Agensi'.
- Step 4:** The user is on the 'Tawaran Agensi' (Agency Offer) screen. The status is set to 'Berjaya' (Successful). The user is prompted to update the offer details, including the date and upload of documents (Surat Tawaran and Pelan Latihan Industri).
- Step 5:** The user clicks the 'Simpan' (Save) button to update the application.
- Step 6:** A confirmation message 'Maklumat berjaya dikemaskini' (Information successfully updated) is displayed.

6 Pengesahan Penerimaan Confirmation of Acceptance

Cara Kemaskini Permohonan
How To Update Application

1. Klik menu **'Permohonan Pelajar'** untuk ke skrin permohonan.
Click 'Student's Application' to application screen.
2. Klik butang **'Kod Agensi/Industri'** yang berstatus **'Berjaya'**.
Click 'Agency/Industry Code' with status 'Berjaya'.
3. Skrin **'Senarai Permohonan Latihan Industri'** dipaparkan.
'List of Internship Applications' screen displayed.

4. Pilih Status Penerimaan samada **'Terima'** atau **Tolak**. Klik butang **'Simpan'**
Choose Acceptance Status either 'Terima' or 'Tolak'. Click 'Submit' button.
5. Mesej 'Maklumat Berjaya Dikemaskini' dipaparkan.
'Information Success updated' message appeared.
6. Permohonan dikemaskini dan status bertukar kepada **'Berjaya(Terima)'** / **'Berjaya(Tolak)'**.
The application was updated and the status changed to 'Berjaya(Terima)' / 'Berjaya(Tolak)'.

The image illustrates the process of updating an application status in the SLAI UKM system. It is divided into six numbered steps:

- Step 1:** The user navigates to the 'Permohonan Pelajar' (Student's Application) menu in the dashboard.
- Step 2:** The user clicks on a specific application entry in the 'Senarai Permohonan Latihan Industri' (List of Internship Applications) table. The entry for 'MAJLIS PERBANDARAN KLUANG' with ID 'A1231' and status 'Berjaya' is highlighted.
- Step 3:** The 'Pengesahan Penerimaan' (Confirmation of Acceptance) form is displayed. It shows the application details and allows the user to select the acceptance status (Terima or Tolak) and the confirmation date (23/01/2024).
- Step 4:** The user clicks the 'Simpan' (Save) button to confirm the changes.
- Step 5:** A success message 'Maklumat berjaya dikemaskini' (Information successfully updated) is displayed.
- Step 6:** The application entry in the table is updated, showing the new status as 'Berjaya (Terima)'.

Kod Agensi/Industri	Jenis	Status	Surat Permohonan	Tindakan
A2443	AJITA SAFETY GLASS SDN BHD	Mohon		
A1231	MAJLIS PERBANDARAN KLUANG	Berjaya		
A1277	PEJ. SETIAUSAHA KERAJAAN NEGERI KELANTAN	Ditukar		
A2567	JABATAN KEHAKIMAN SYARIAH PERAK	Ditukar		

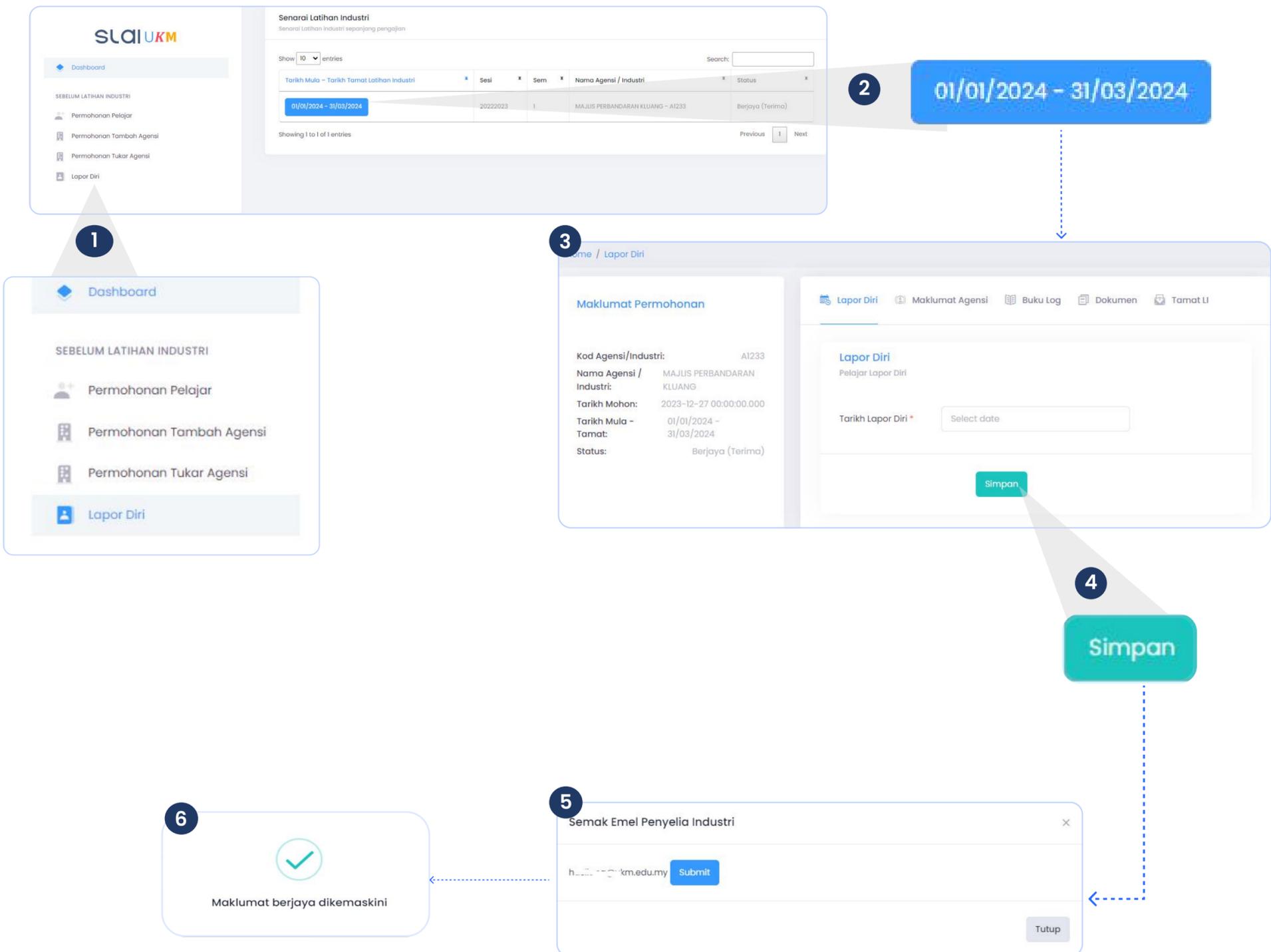
ID	Kod Agensi/Industri	Jenis	Status	Surat Permohonan	Tindakan
A1233	MAJLIS PERBANDARAN KLUANG		Berjaya		

ID	Kod Agensi/Industri	Jenis	Status	Surat Permohonan	Tindakan
A2567	JABATAN KEHAKIMAN SYARIAH PERAK		Berjaya (Terima)		

7 Laporan Diri Report Duty

Cara Kemaskini How To Update

1. Klik menu **'Laporan Diri'** untuk ke skrin Senarai latihan Industri.
Click 'Report Duty' to application screen.
2. Klik butang **'Tarikh Mula - Tarikh Tamat'** yang berstatus **'Berjaya (Terima)'**.
Click 'Start Date - End Date' with status 'Berjaya (Terima)'.
3. Skrin **'Laporan Diri'** dipaparkan. Klik **'Tab Laporan Diri'**, kemaskini 'Tarikh Laporan Diri'.
'Report Duty' screen displayed. Click 'Report Duty Tab', update 'Date of Report Duty'.
4. Klik butang **'Simpan'**
Click 'Submit' button.
5. Kemaskini 'Emel Penyelia Industri'. dan klik butang 'Submit'
Update 'Industry SUPERVISOR Email' and click 'Submit' button.
6. Mesej 'Maklumat Berjaya Dikemaskini' dipaparkan.
'Information Success updated' message appeared.



8 Kemaskini Maklumat Agensi Update Agency Information

Cara Kemaskini
How To Update

- Ikuti langkah-langkah 1-3 dalam Modul Lapor Diri.
Follow steps 1-3 in the Report Duty Module.
- Klik **'Tab Maklumat Agensi'**.
Click 'Agency Information Tab'.
 - Skrin **'Maklumat Agensi'** dipaparkan. Kemaskini maklumat yang diperlukan.
'Agency Information' screen displayed. Update the required information.

2

Lapor Diri Maklumat Agensi Buku Log Dokumen Tamat UI

Maklumat Agensi	Maklumat Penyelia Industri - Pelajar
Kod Agensi/Industri: A1233	Nama Penyelia *
Jenis: HQ	<input type="text"/>
Emel:	Jawatan *
Kategori: Tidak Berkeajaan	<input type="text"/>
Nama Agensi / Industri: MAJLIS PERBANDARAN KLUANG	Emel *
Sektor: Tidak Dinyatakan	<input type="text" value="hasliana@ukm.edu.my"/>
Alamat: WISMA MAJLIS PERBANDARAN KLUANG	No. Tel *
JALAN-JALAN KOTA TINGGI	<input type="text"/>
86000	Elaun (harian/bulanan) *
KLUANG	<input type="text"/>
No. Tel: 07-7771401	
	<input type="button" value="Simpan"/>

2.a

Lapor Diri Maklumat Agensi Buku Log Dokumen Tamat UI

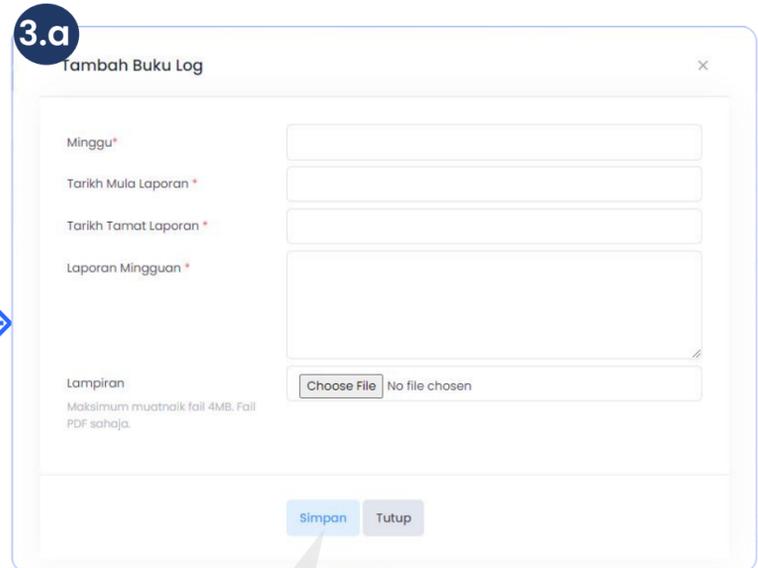
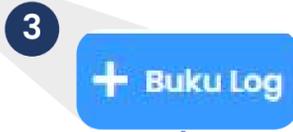
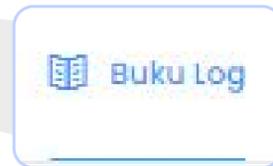
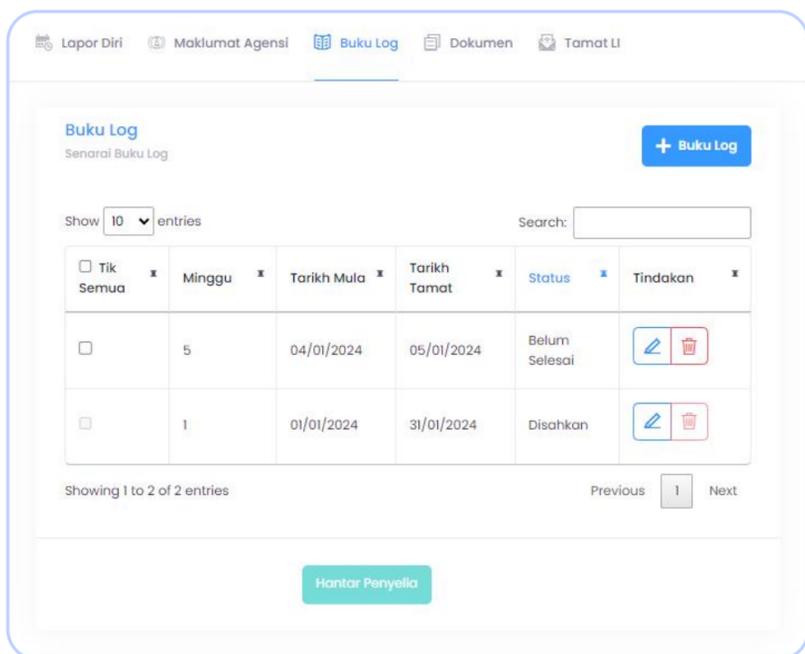
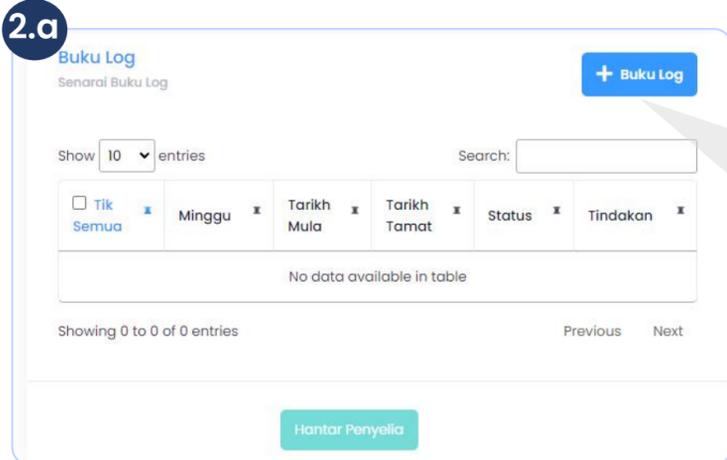
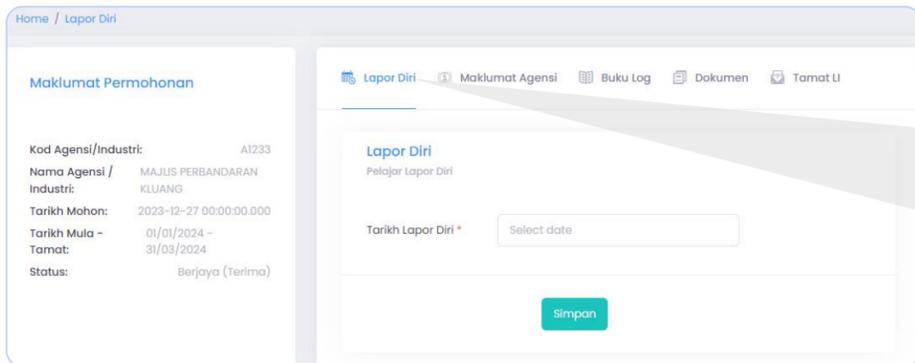
Maklumat Agensi	Maklumat Penyelia Industri - Pelajar
Kod Agensi/Industri: A1233	Nama Penyelia *
Jenis: HQ	<input type="text"/>
Emel:	Jawatan *
Kategori: Tidak Berkeajaan	<input type="text"/>
Nama Agensi / Industri: MAJLIS PERBANDARAN KLUANG	Emel *
Sektor: Tidak Dinyatakan	<input type="text" value="hasliana@ukm.edu.my"/>
Alamat: WISMA MAJLIS PERBANDARAN KLUANG	No. Tel *
JALAN-JALAN KOTA TINGGI	<input type="text"/>
86000	Elaun (harian/bulanan) *
KLUANG	<input type="text"/>
No. Tel: 07-7771401	
	<input type="button" value="Simpan"/>

9 Kemaskini Buku Log Update Log Book

Cara Kemaskini
How To Update

- Ikuti langkah-langkah 1-3 dalam Modul Laporan Diri.
Follow steps 1-3 in the Report Duty Module.
- Klik **'Tab Buku Log'**.
Click 'Log Book Tab'.
 - Skrin **'Maklumat Agensi'** dipaparkan.
'Log Book' screen displayed.

- Klik butang **'+Buku Log'**.
Click '+ Log Book' button
 - Kemaskini maklumat yang diperlukan.
Update the required information.
- Klik butang **'Simpan'**.
Click 'Submit' button.



10 Hantar Buku Log Submit Log Book

Cara Kemaskini
How To Update

- Klik menu '**Lapor Diri**' untuk ke skrin Senarai latihan Industri.
Click 'Report Duty' to application screen.
- Klik butang '**Tarikh Mula - Tarikh Tamat**' yang berstatus '**Berjaya (Terima)**'.
Click 'Start Date - End Date' with status 'Berjaya (Terima)'.
 - Klik '**Tab Buku Log**', skrin '**Senarai Buku Log**' dipaparkan.
Click 'Log Book Tab'. 'List of Log Book' screen displayed.
- Pilih dan klik checkbox.
Choose and tick checkbox.
- Klik butang '**Hantar Penyelia**'.
Click 'Submit To Supervisor' button.
- Kemaskini 'Emel Penyelia Industri'. dan klik butang 'Submit'.
Status bertukar kepada '**Selesai**'.
'Information Success updated' message appeared. Status changed to 'Selesai'.

1

2

3

2.a

2

3

5

4

3

5

Tarikh Mula - Tarikh Tamat Latihan Industri	Sesi	Sem	Nama Agensi / Industri	Status
01/01/2024 - 31/03/2024	20222023	1	MAJLIS PERBANDARAN KLUANG - AI233	Berjaya (Terima)

Showing 1 to 1 of 1 entries

2.a

Tik Semua	Minggu	Tarikh Mula	Tarikh Tamat	Status	Tindakan
<input type="checkbox"/>	5	04/01/2024	05/01/2024	Belum Selesai	
<input type="checkbox"/>	1	01/01/2024	31/01/2024	Disahkan	

Showing 1 to 2 of 2 entries

3

5

4

5

<input type="checkbox"/>	5	04/01/2024	05/01/2024	Selesai	
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