UNIVERSITI KEBANGSAAN MALAYSIA
The National University of Malaysia

NARATIF BAHARU UKM
UNIVERSITI WATAN KITA

Panduan Pengguna Pelajar

SISTEM LATIHAN INDUSTRI V2.0

Manual Pengguna Sistem Latihan/Amali Industri - Pelajar

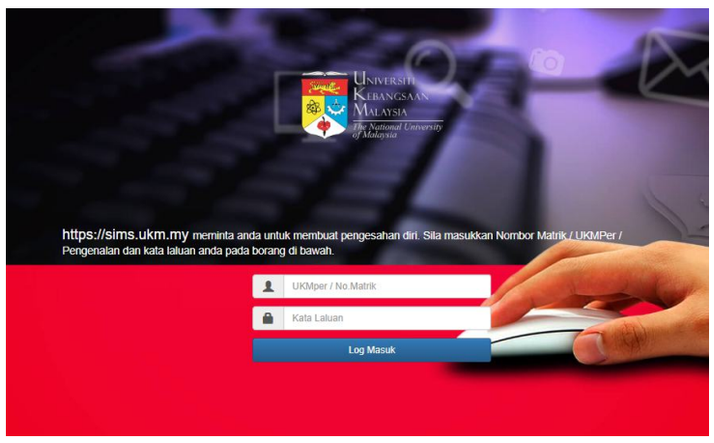
1 Capaian URL - https://sims.ukm.my
URL Access - https://sims.ukm.my

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.

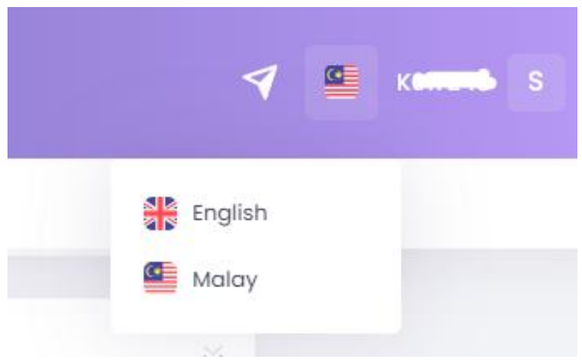


2 Bahasa
Language

Cara tukar bahasa
Language settings

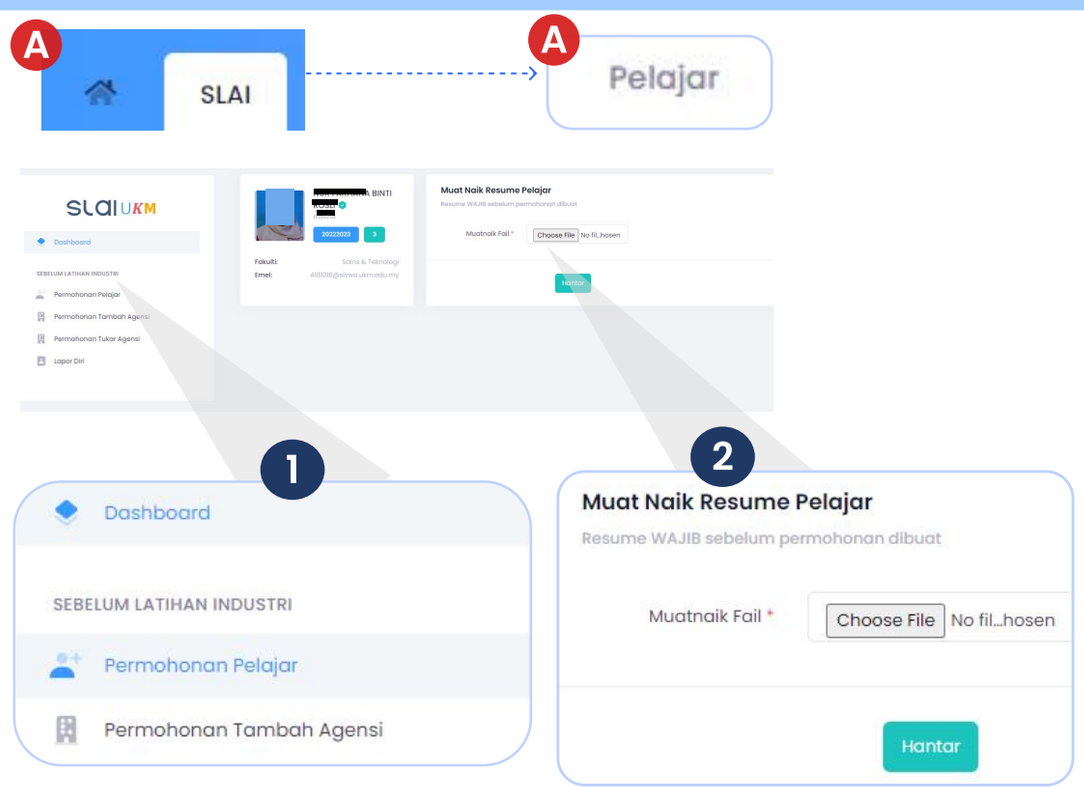
1. Klik pada
   Click on

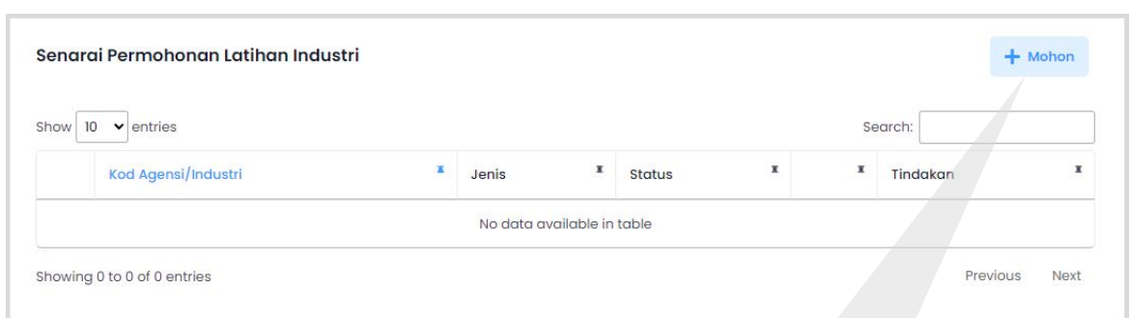
2. Klik sub-menu **"English"**
   *Click sub-menu named **"English"***

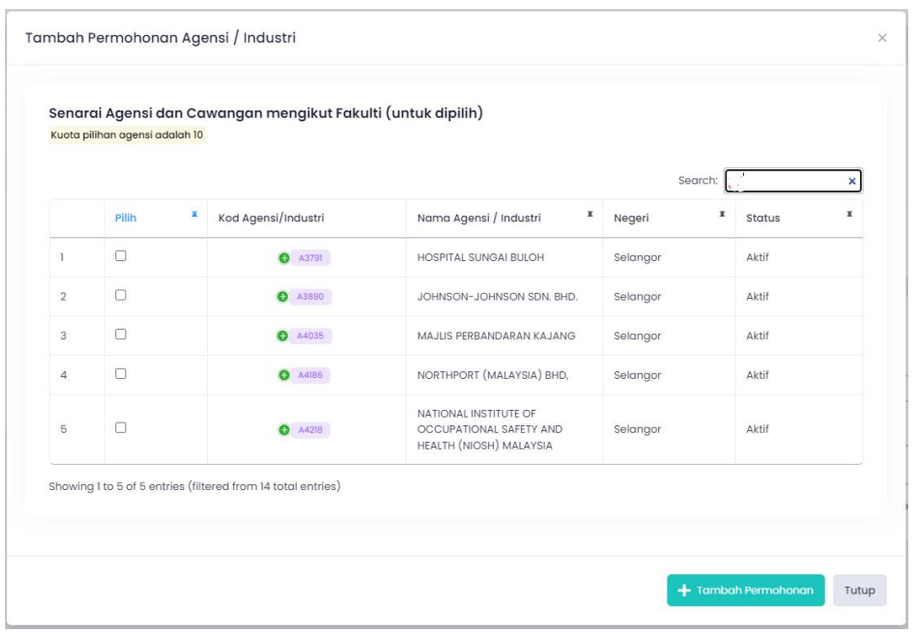


Manual Pengguna Sistem Latihan/Amali Industri - Pelajar

3 Permohonan Latihan Industri
Industrial Training Application







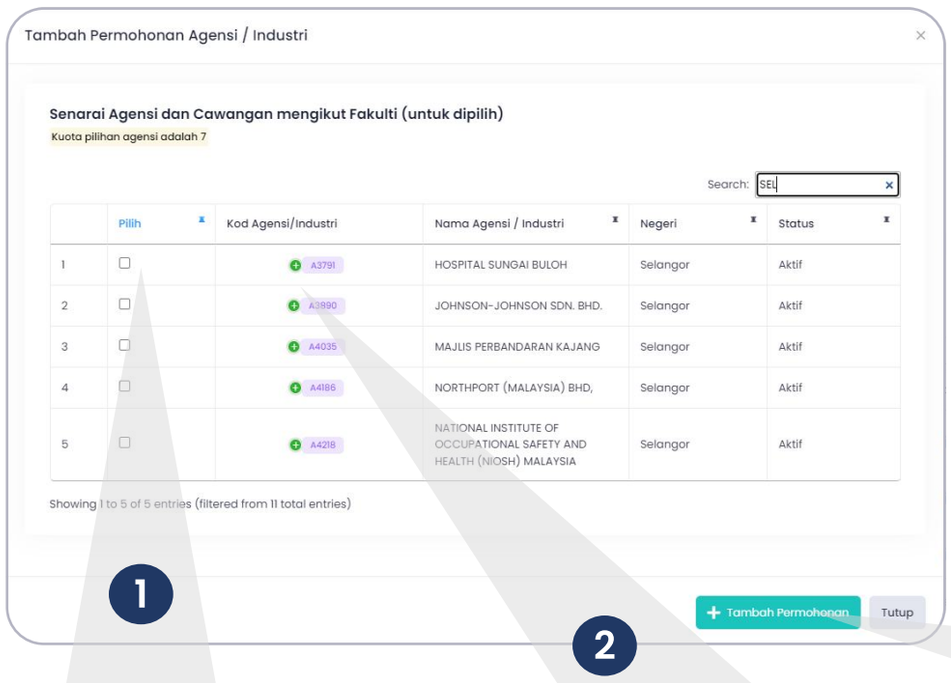
Permohonan Latihan Industri
Industrial Training Application

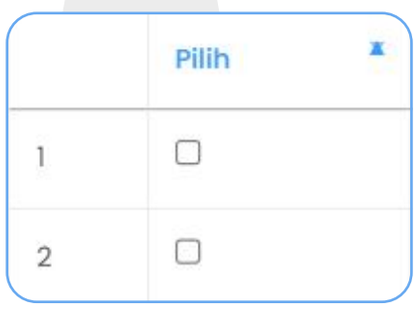
A. Klik butang 'SLAI' -> 'Pelajar'
Click 'SLAI' -> 'Student'

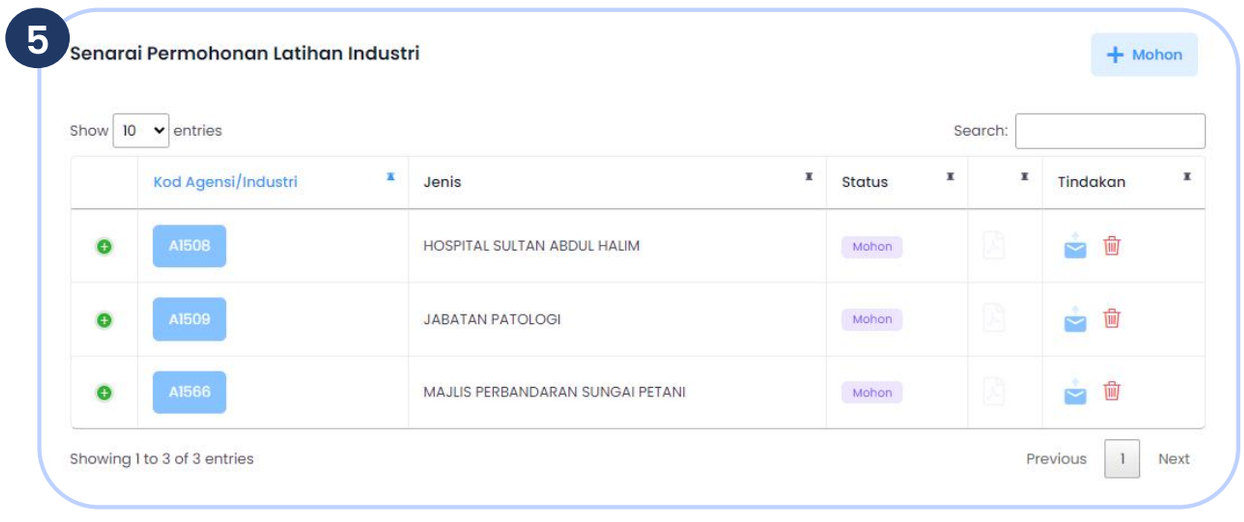
1. Klik menu **'Permohonan Pelajar'** untuk ke skrin permohonan.
   Click **'Student's Application'** to application screen.
2. Muat naik **'Resume'** sebelum permohonan dibuat. Klik butang **'Hantar'**.
   Upload **'Resume'** before application submitted. Click **'Submit'** .
3. Klik butang **'Mohon'**.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

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*





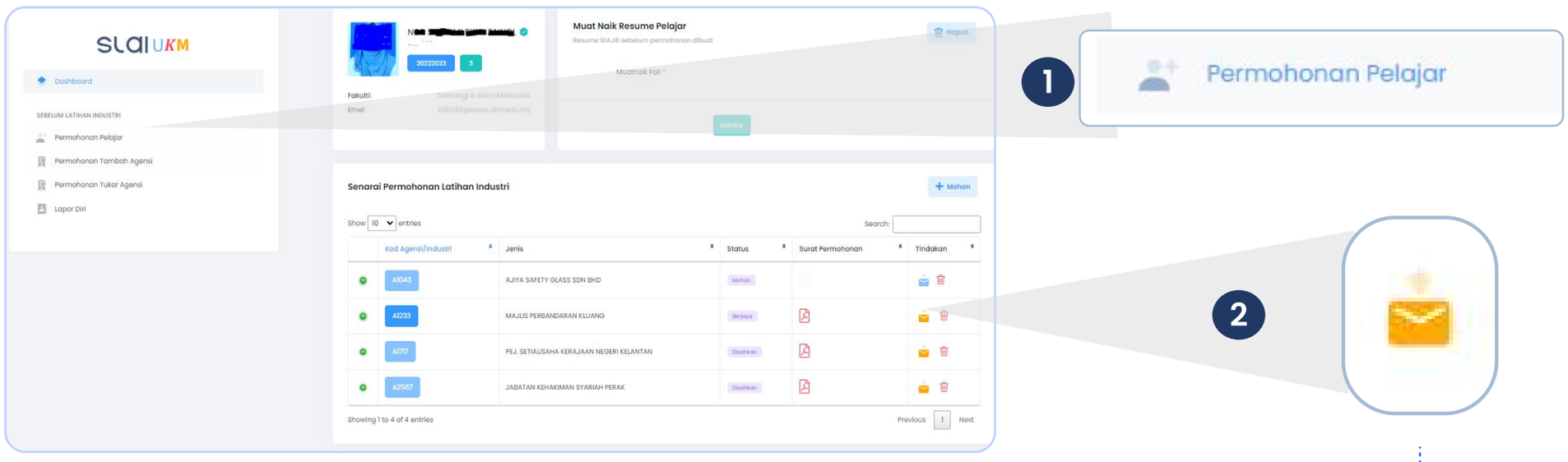


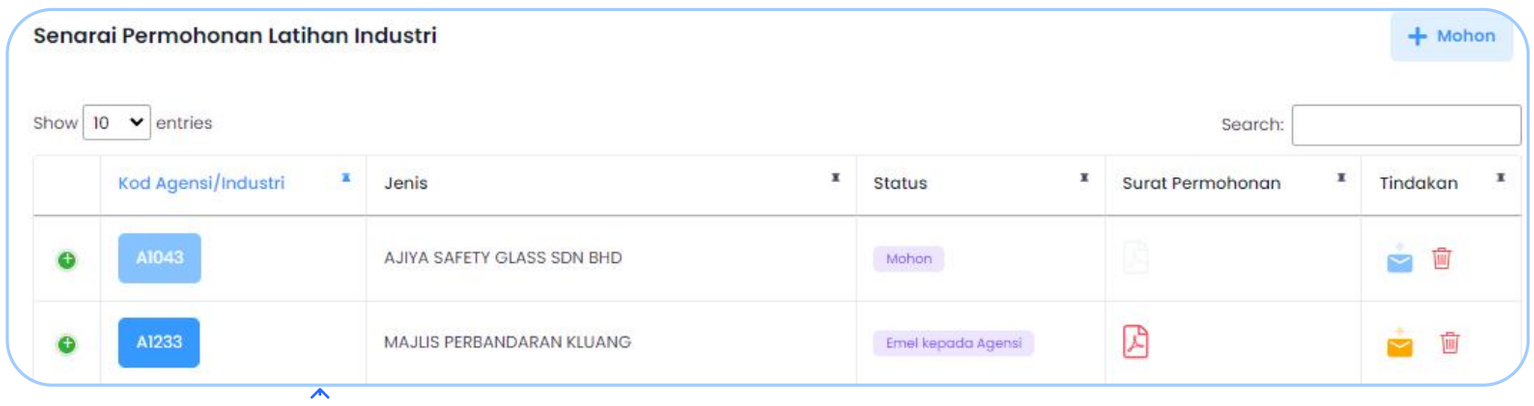
Manual Pengguna Sistem Latihan/Amali Industri - Pelajar

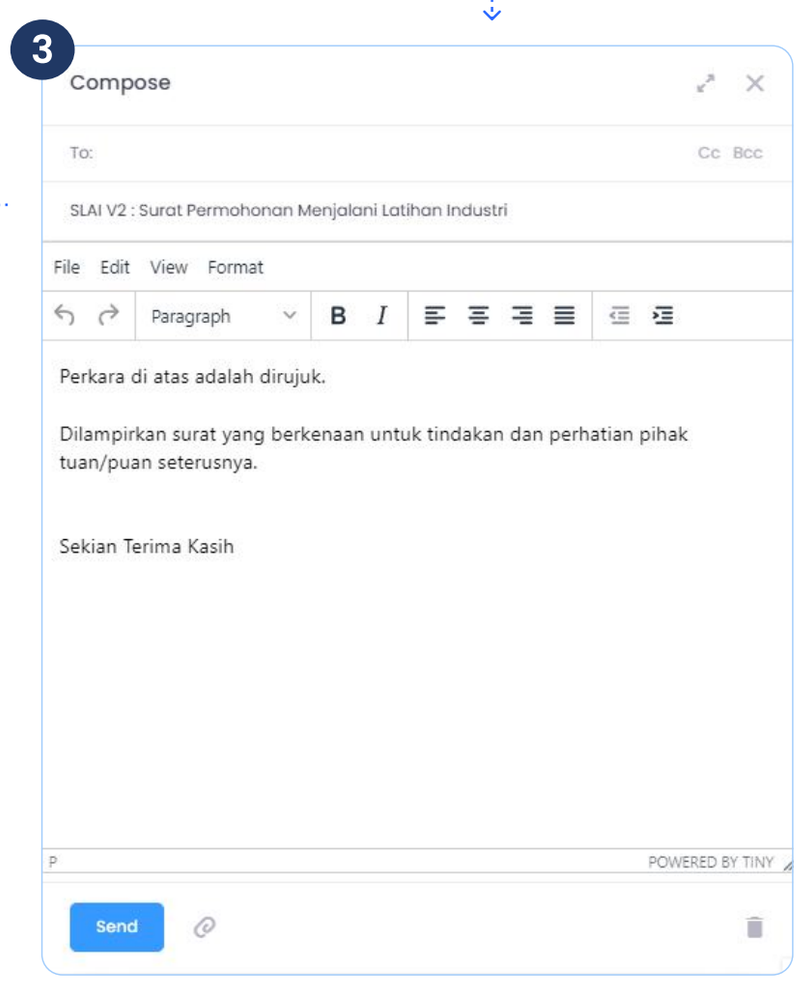
4 Permohonan Latihan Industri Kepada Industri
Industrial Training Application to Industry

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'** .*





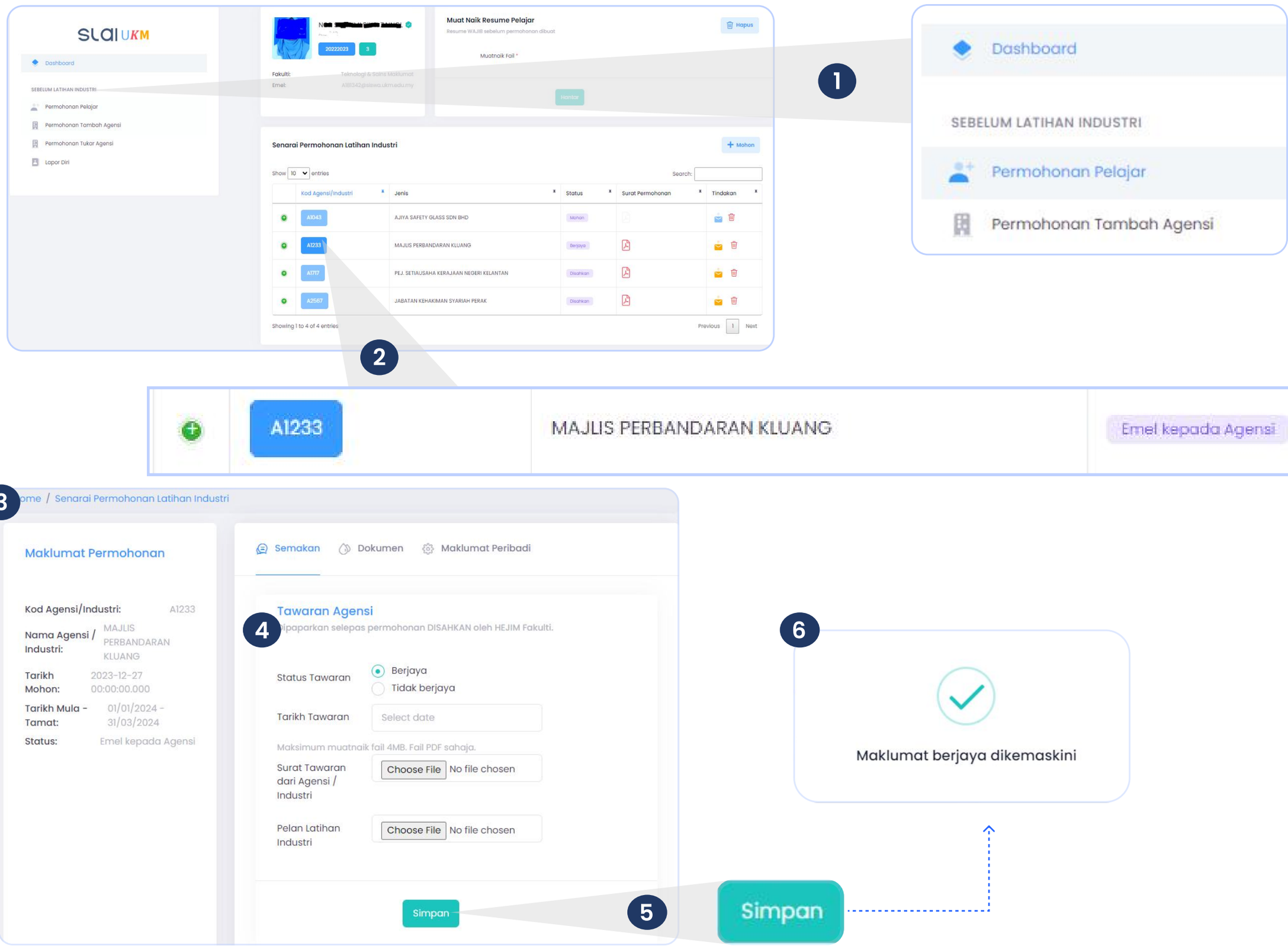


Manual Pengguna Sistem Latihan/Amali Industri - Pelajar

5 Tawaran Agensi
Agency Offer

Cara Kemaskini Permohonan
How To Upate 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'** .



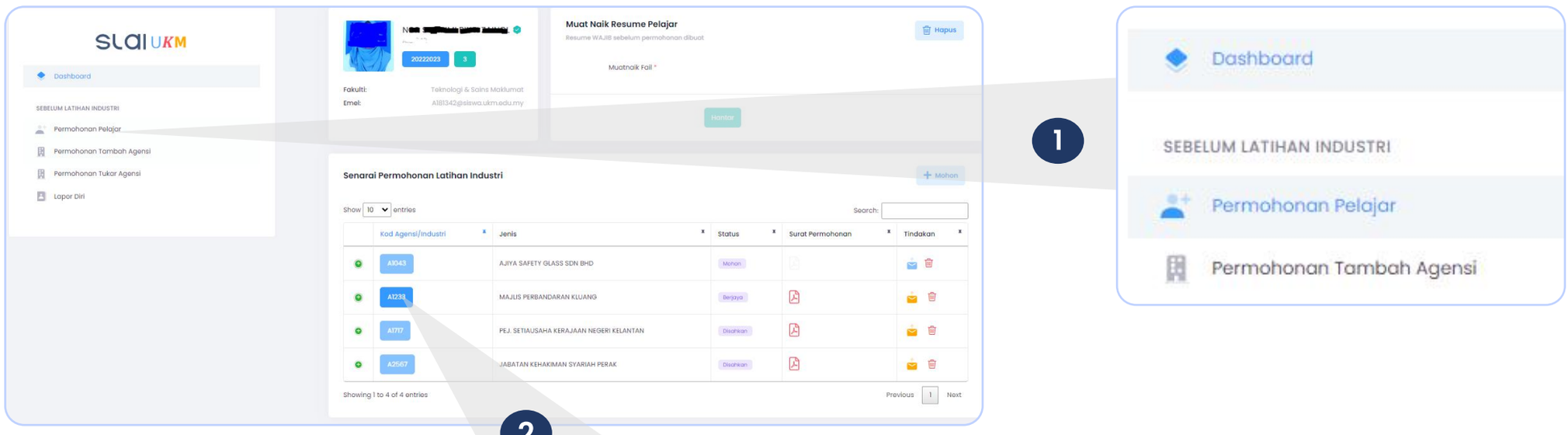
Manual Pengguna Sistem Latihan/Amali Industri - Pelajar

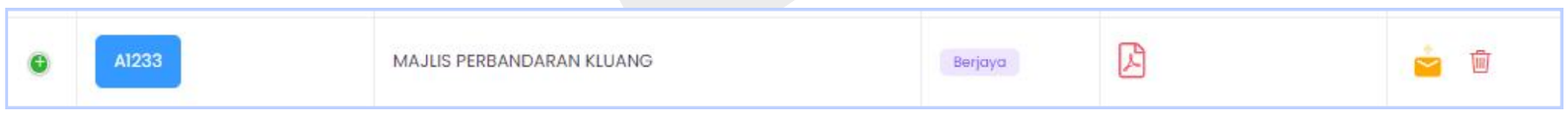
6 Pengesahan Penerimaan
Confirmation of Acceptance

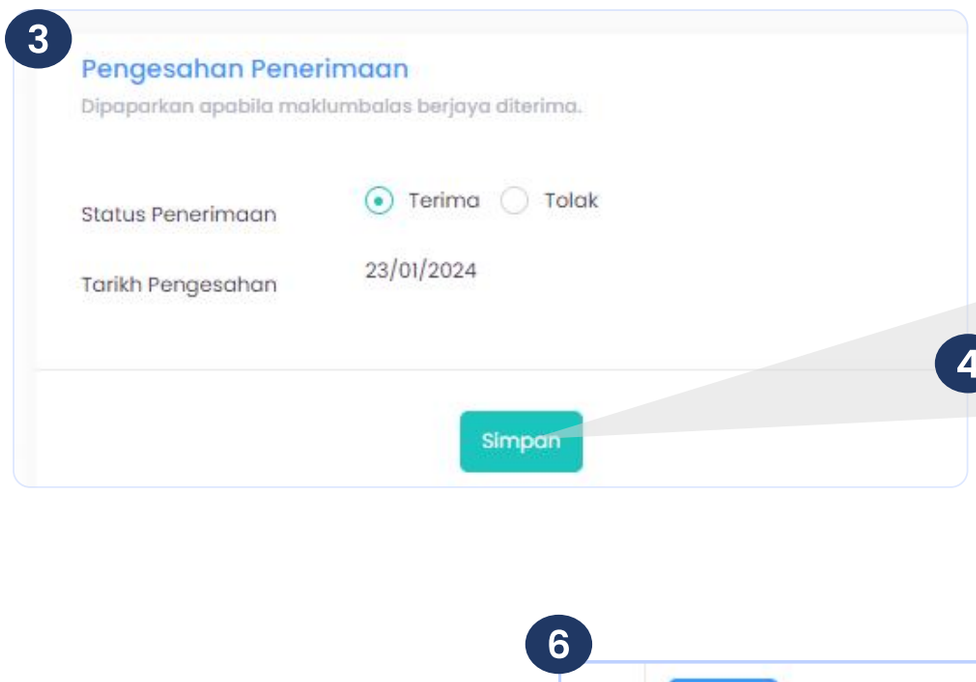
Cara Kemaskini Permohonan

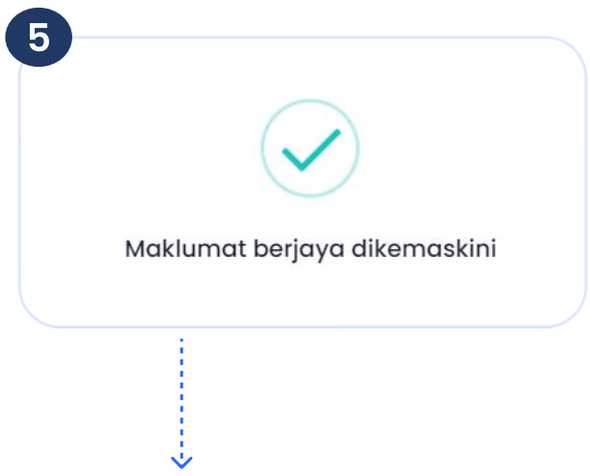
How To Upate Application

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)'**.







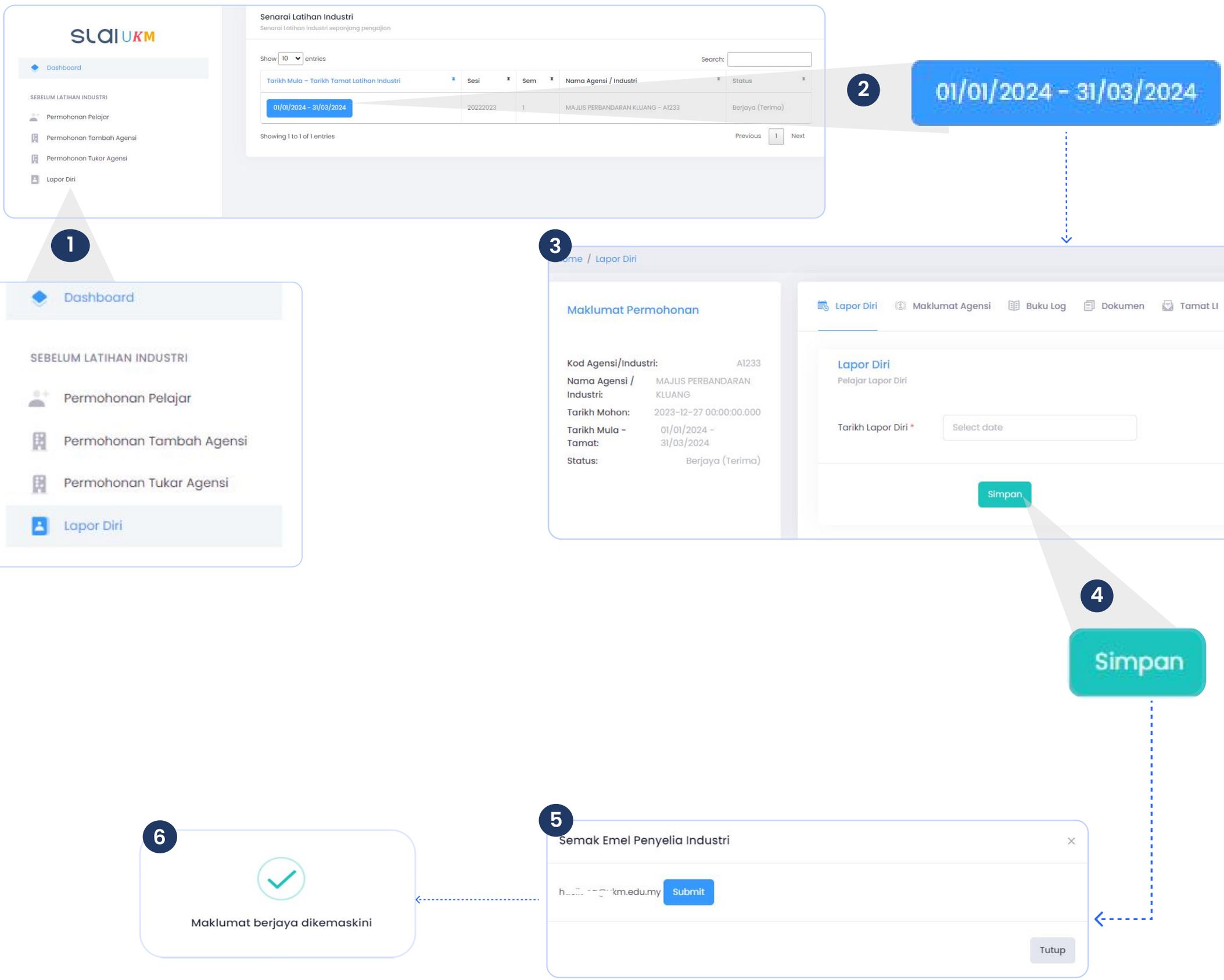


Manual Pengguna Sistem Latihan/Amali Industri - Pelajar

7 Lapor Diri
Report Duty

Cara Kemaskini
How To Update

1. Klik menu **'Lapor 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 **'Lapor Diri'** dipaparkan**.** Klik **'Tab Lapor Diri',**
   kemaskini 'Tarikh Lapor 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.



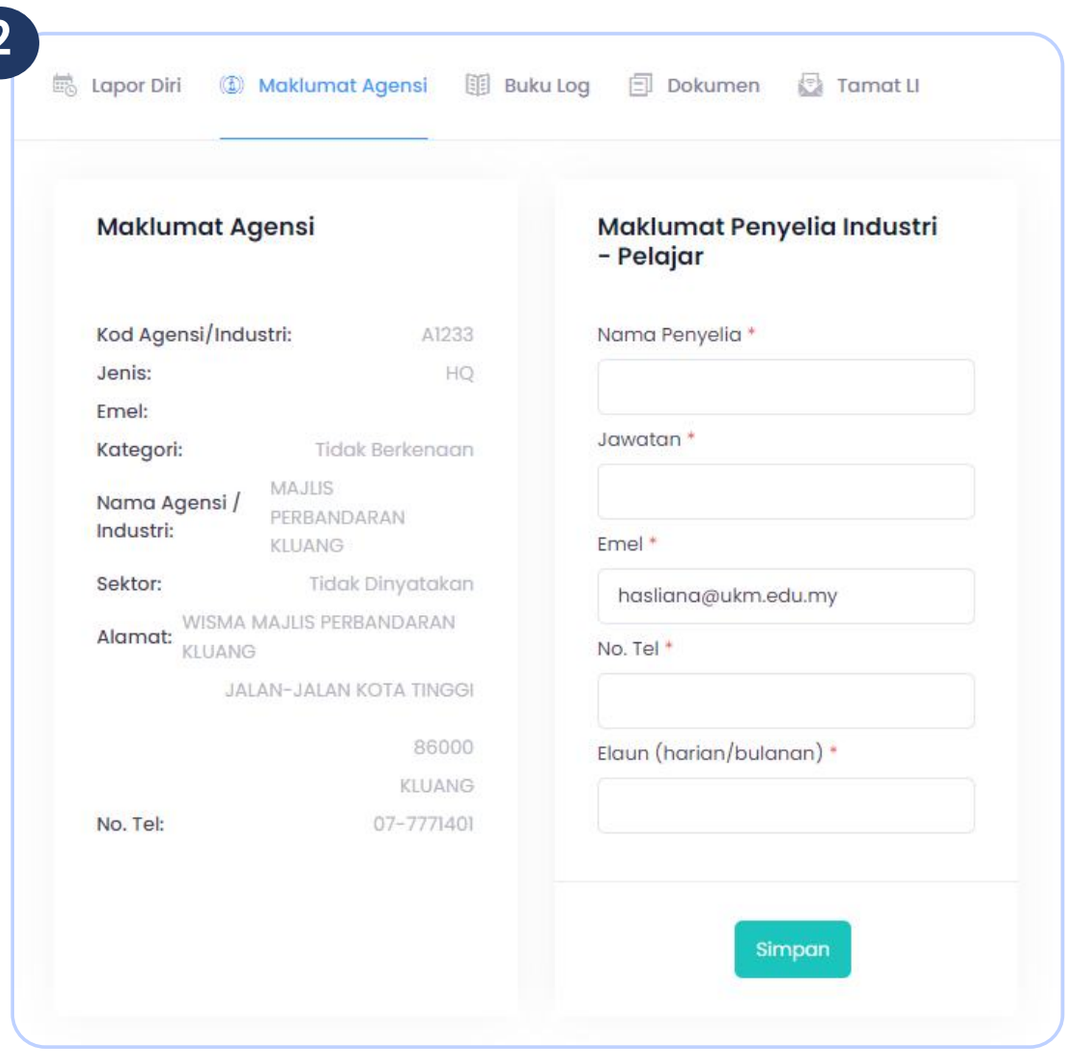
8 Kemaskini Maklumat Agensi
Update Agency Information

Cara Kemaskini
How To Update

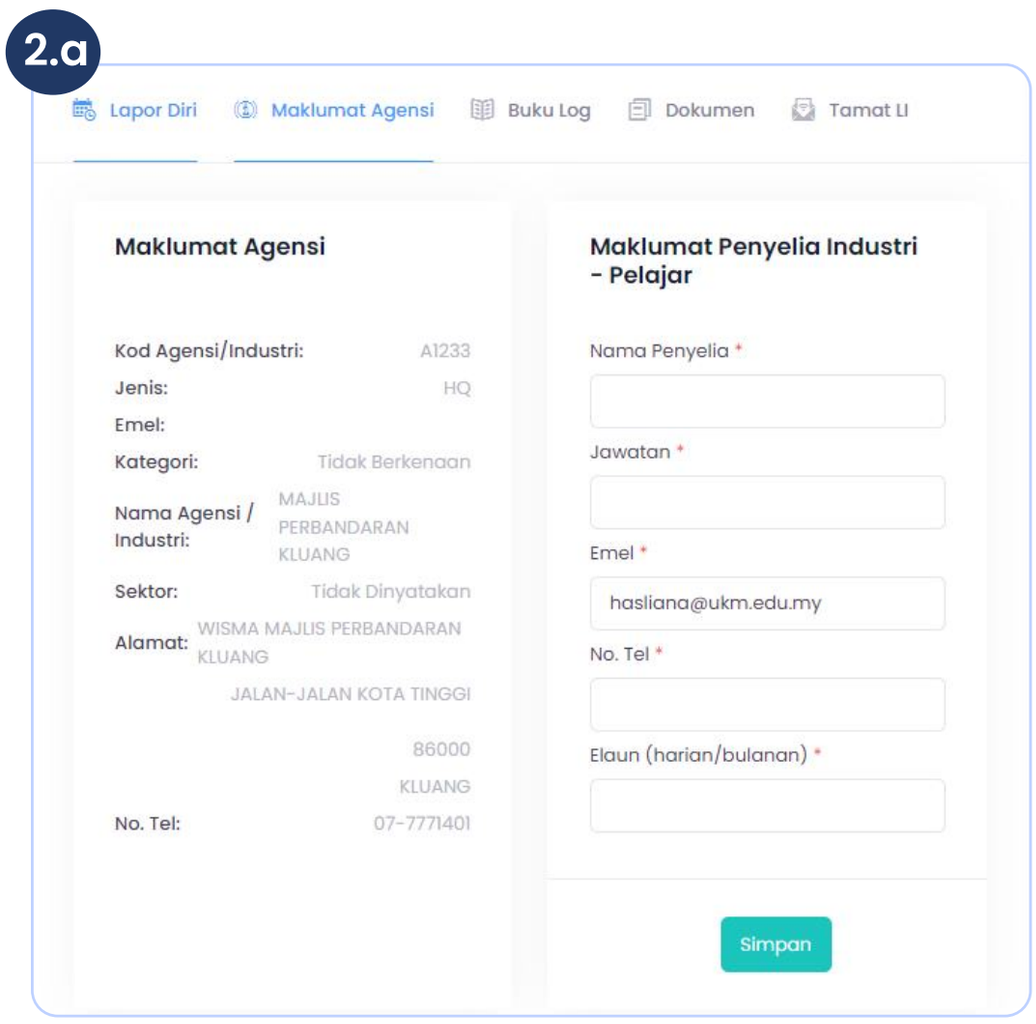
1. Ikuti langkah-langkah 1-3 dalam Modul Lapor Diri.
   Follow steps 1-3 in the Report Duty Module.
2. Klik **'Tab Maklumat Agensi' .**
   *Click **'Agency Information Tab' .***

   a. Skrin **' Maklumat Agensi'** dipaparkan**.** Kemaskini maklumat yang diperlukan**.**
   ***'Agency Information'** screen displayed. Update the required information.*

2



2.a

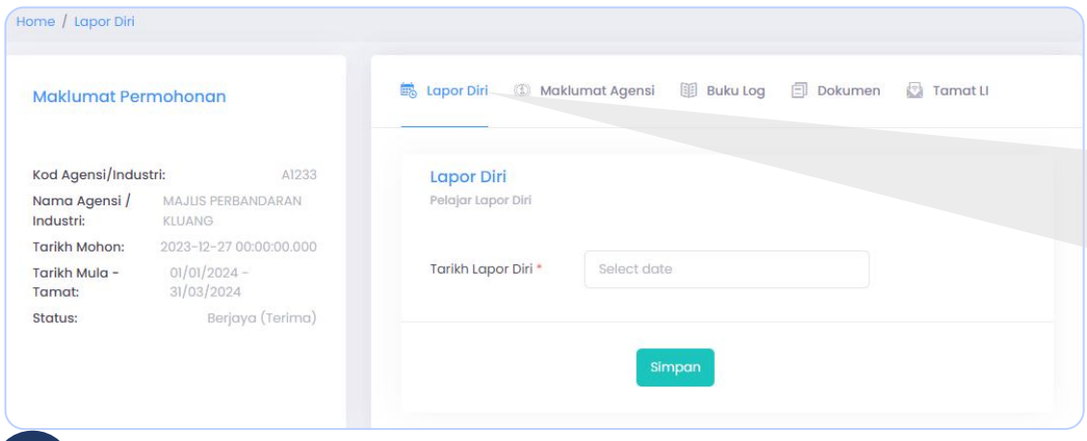


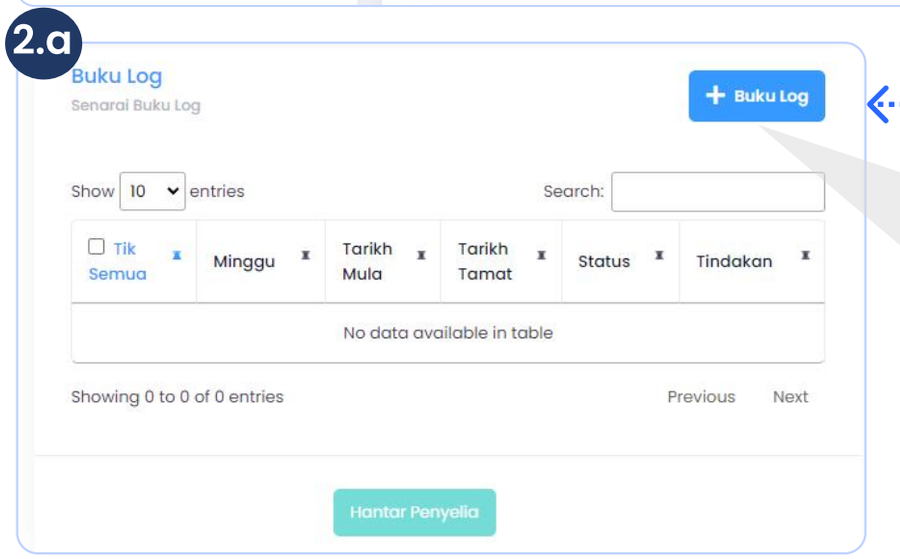
Manual Pengguna Sistem Latihan/Amali Industri - Pelajar

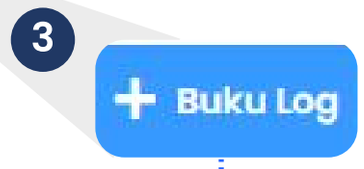
9 Kemaskini Buku Log
Update Log Book

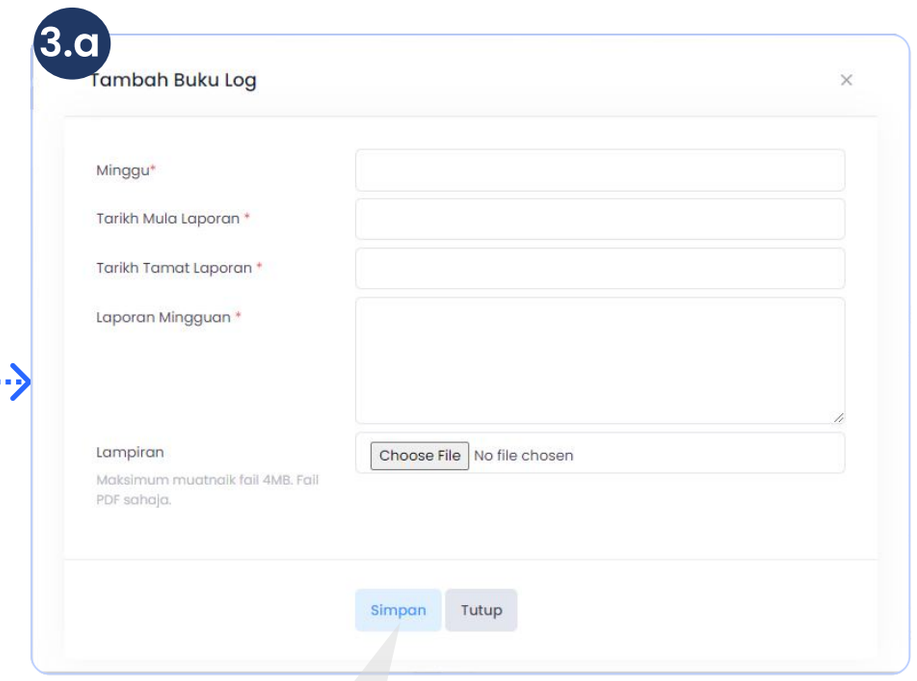
Cara Kemaskini
How To Update

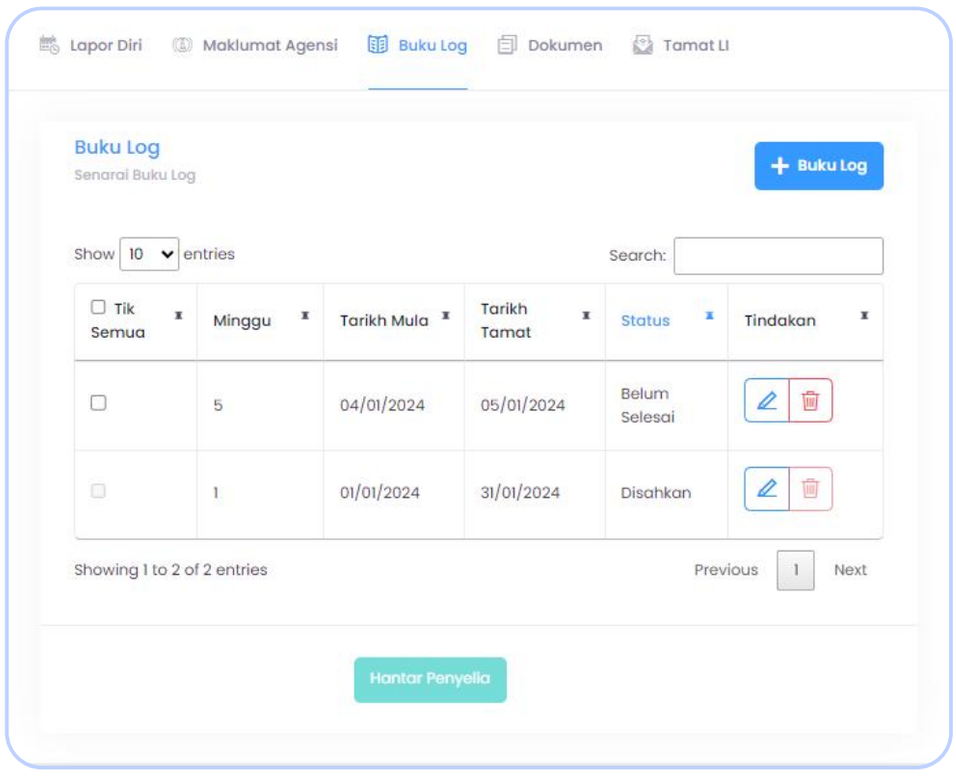
1. Ikuti langkah-langkah 1-3 dalam Modul Lapor Diri.
   Follow steps 1-3 in the Report Duty Module.
2. Klik **'Tab Buku Log' .**
   *Click **'Log Book Tab' .***
   a. Skrin **' Maklumat Agensi'** dipaparkan**.**
   ***'Log Book'** screen displayed.*
3. Klik butang ***'+Buku Log'***.
   *Click **'+ Log Book'** button*
   a. Kemaskini maklumat yang diperlukan**.**
   Update the required information.
4. Klik butang **'Simpan'**
   *Click **'Submit'** button.*



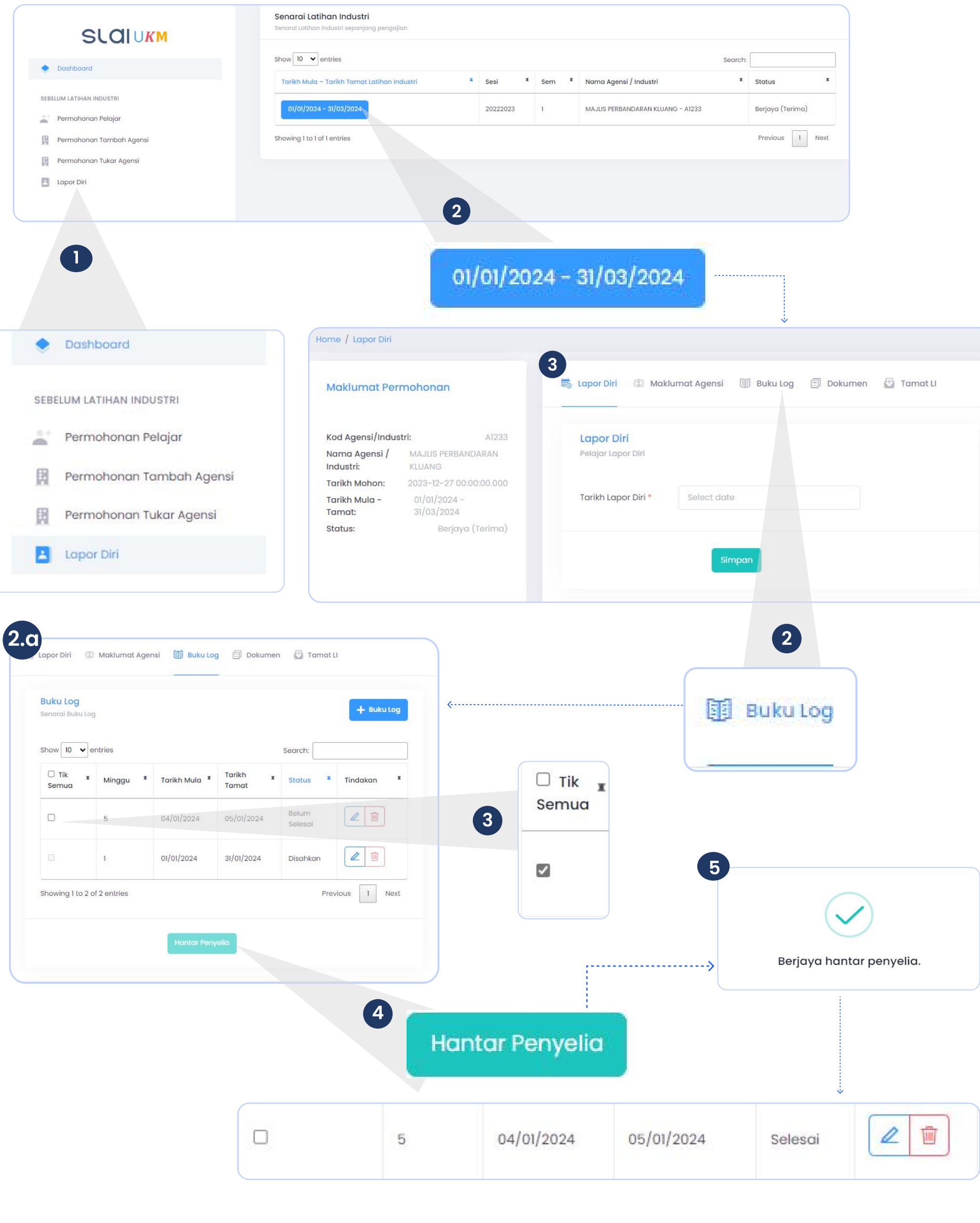








10 Hantar Buku Log
Submit Log Book

Cara Kemaskini
How To Update

1. Klik menu **'Lapor 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) '.***
   a. Klik **'Tab Buku Log',** skrin **'Senarai Buku Log'** dipaparkan .
   *Click **'Log Book Tab'. 'List of Log Book'** screen displayed.*
3. Pilih dan klik checkbox .
   Choose and tick checkbox.
4. Klik butang **'Hantar Penyelia'**
   *Click **'Submit To Supervisor'** button.*
5. Kemaskini 'Emel Penyelia Industri'. dan klik butang 'Submit'.
   Status bertukar kepada **'Selesai'**.
   'Information Success updated' message appeared.
   *Status changed to **'Selesai'.***