

E-Industrial Training Registration Process

IMPORTANT NOTE:

- Please make sure you **submit the "offer letter"** to your Industrial Training Coordinator **BEFORE** you do the steps below:

STEP 1 (Confirmation of Placement) :

LOGIN MyUM ==> INDUSTRIAL TRAINING ==> SEARCH PLACEMENT (2ND ICON) ==> SEARCH ORGANISATION NAME : **XXXXX** ==> CLICK **"SELECT ORGANIZATION"** BUTTON ==> CLICK **"GREEN"** BUTTON (until it change to "SENT")

or

IF the organization is **NOT in the system (Not Available)**, please click **"ADD ORGANIZATION"** button and fill in all the details.

CITra's Admin Officer will activate the organization's detail and it will be send to your Coordinator for his/her approval.

IMPORTANT NOTE:

- Do **Follow-Up** with your Coordinator's for his/her approval

STEP 2 (Course Registration):

Once the placement has been approve, please follow the instruction below to complete your Industrial Training **course registration process:**

LOGIN MyUM ==> INDUSTRIAL TRAINING ==> VIEW PLACEMENT DETAILS (3rd ICON) ==> CLICK **"ACCEPT"** BUTTON ==> BACK ==> REGISTER COURSE (4th ICON) ==> FILL IN INFORMATION ==> CLICK CONFIRM BUTTON ==> DOWNLOAD DOCUMENTS (**CONFIRMATION FORM**)

Please make sure to download the form and read the instruction carefully.

***** END *****