

LANGKAH-LANGKAH MENDAFTAR/ LOG MASUK eKURSUS

Web: ekursus.motac.gov.my



Langkah 1:

- Log Masuk Bagi Jabatan dan Agensi MOTAC

1.1 Mendaftar/Log Masuk ekursus Jabatan dan Agensi

- i. Layari laman web ekursus.motac.gov.my
- ii. Klik Daftar Pengguna Baru

The screenshot shows a web browser window with the address bar containing ekursus.motac.gov.my. The browser's address bar is circled in red, and a red box with the letter 'i' is placed over it. The website's header features the logo 'eKURSUSMOTAC' and navigation links: 'Utama', 'Katalog Kursus', 'Status Permohonan', and 'Profil Pengguna'. On the left side, there is a login form with fields for 'Nama Pengguna' and 'Kata laluan', a 'Log Masuk' button, and a 'Daftar Pengguna Baru' link. The 'Daftar Pengguna Baru' link is circled in red, and a red box with the letter 'ii' is placed over it. Below the login form, there is a 'Panduan Pengguna' link. The main content area displays a welcome message: 'Selamat Datang ke eKursus MOTAC' followed by a paragraph explaining the system's purpose and a section titled 'Sehubungan itu Dasar Latihan Sumber Manusia Sektor Awam menetapkan...'. The footer contains the text: 'Hakcipta Terpelihara © 2020 eKursus Kementerian Pelancongan, Seni dan Budaya Malaysia.'

1.1 Mendaftar/Log Masuk ekursus Jabatan dan Agensi

- i. Isi maklumat pendaftaran pengguna
 - ii. Masukkan alamat e-mel rasmi [.gov.my](#), [.edu.my](#) di ruangan alamat e-mel
- Contoh: [ahmad@jkkn.gov.my/](#) [salmah@aswara.edu.my](#)

The screenshot shows the registration page for eKURSUSMOTAC. The page title is "eKURSUSMOTAC" and the URL is "ekursus.motac.gov.my/profil/pengguna?view=registration". The page has a navigation bar with "Utama", "Katalog Kursus", "Status Permohonan", and "Profil Pengguna".

On the left side, there is a sidebar with a green box containing the text: "Kepada Warga MOTAC, sila Log Masuk menggunakan ID dan Password e-Mel tanpa perlu mendaftar pengguna baru." Below this are input fields for "ID Pengguna" and "Kata Laluan", a "Log Masuk" button, and links for "Daftar Pengguna Baru", "Manual Pengguna - MOTAC", and "Manual Pengguna - Agensi".

The main content area is titled "Utama / Profil Pengguna / Pengguna" and "Pengguna". It contains a form with the following fields:

- * Input Yang Diperlukan
- Nama Penuh: *
- ID Pengguna: *
- Kata Laluan: *
- Sahkan Kata Laluan: *
- Alamat E-Mel: *
- Sahkan Alamat E-Mel: *

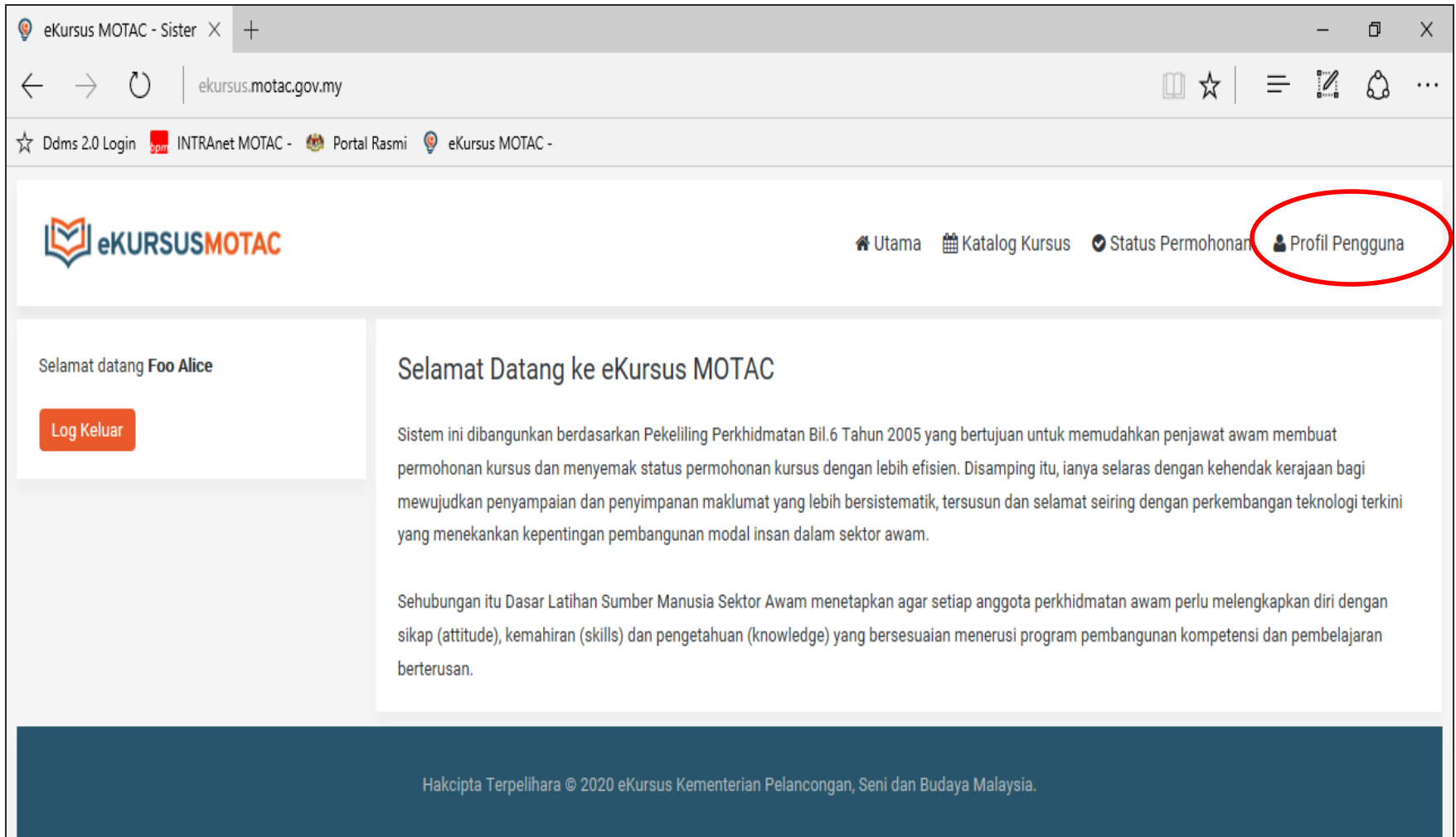
Annotations in red boxes and circles highlight specific parts of the form:

- A red box with the letter "i" is placed above the "Pengguna" title.
- A red circle highlights the "Pengguna" title.
- A red box with the letter "ii" is placed above the "Alamat E-Mel" field.
- A red circle highlights the "Alamat E-Mel" and "Sahkan Alamat E-Mel" fields.
- A red box highlights the "Nama Penuh" field with the text "Nama Penuh seperti Nama di Kad Pengenalan".
- A red box highlights the "ID Pengguna" field with the text "ID Pengguna masukkan alamat e-mel rasmi Jabatan/Agensi".
- A red box highlights the "Daftar" button.

Langkah 2:

- Kemaskini Profil Pengguna

2.1 Kemaskini Profil Pengguna Sebelum Membuat Permohonan Kursus



The screenshot shows the eKursus MOTAC website interface. The browser address bar displays "ekursus.motac.gov.my". The navigation menu includes "Utama", "Katalog Kursus", "Status Permohonan", and "Profil Pengguna", with the latter being circled in red. The user is logged in as "Foo Alice". The main content area features a welcome message and a detailed description of the system's purpose and goals.

Utama Katalog Kursus Status Permohonan **Profil Pengguna**

Selamat datang **Foo Alice**

Log Keluar

Selamat Datang ke eKursus MOTAC

Sistem ini dibangunkan berdasarkan Pekeliling Perkhidmatan Bil.6 Tahun 2005 yang bertujuan untuk memudahkan penjawat awam membuat permohonan kursus dan menyemak status permohonan kursus dengan lebih efisien. Disamping itu, ianya selaras dengan kehendak kerajaan bagi mewujudkan penyampaian dan penyimpanan maklumat yang lebih bersistematik, tersusun dan selamat seiring dengan perkembangan teknologi terkini yang menekankan kepentingan pembangunan modal insan dalam sektor awam.

Sehubungan itu Dasar Latihan Sumber Manusia Sektor Awam menetapkan agar setiap anggota perkhidmatan awam perlu melengkapkan diri dengan sikap (attitude), kemahiran (skills) dan pengetahuan (knowledge) yang bersesuaian menerusi program pembangunan kompetensi dan pembelajaran berterusan.

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2.2 Kemaskini Maklumat

- i. Isi maklumat profil pengguna
- ii. Klik *button* kemaskini.

The screenshot shows the user profile page for 'Foo Alice' on the eKursus MOTAC system. The page includes a navigation bar with links to 'Utama', 'Katalog Kursus', 'Status Permonoran', and 'Profil Pengguna'. The profile form contains the following fields:

Field	Value
Nama *	FOO ALICE
No. Kad Pengenalan *	NO. KAD PENGENALAN
Jantina *	SILA PILIH
Jawatan	JAWATAN
Gred	GRED
Kumpulan Pegawai *	SILA PILIH
Kementerian/Jabatan/Agensi *	SILA PILIH
E-Mel *	alice@motac.gov.my
No. Telefon *	NO. TELEFON
No. Faksimili	NO. FAKSIMILI
No. Telefon Bimbit *	NO. TELEFON BIMBIT
Nama Ketua Jabatan *	NAMA KETUA JABATAN
Jawatan Ketua Jabatan *	CONTOH : SETIAUSAHA BAHAGIAN
E-Mel Ketua Jabatan	E-Mel Ketua Jabatan

At the bottom of the form, there are two buttons: 'Kemaskini' (highlighted with a red circle) and 'Tukar Kata Laluan'.

Langkah 3:

- Cara Permohonan Kursus

3.1 Permohonan Kursus

- i. Klik katalog kursus.
- ii. Pilih dan klik pada nama kursus yang hendak dimohon.
Contoh Kursus *Team Buiding* Siri 2/2019.

The screenshot shows the eKURSUSMOTAC website interface. The navigation bar at the top contains the logo and several menu items: 'Utama', 'Katalog Kursus', 'Status Permohonan', and 'Profil Pengguna'. The 'Katalog Kursus' link is circled in red. Below the navigation bar, the page title is 'Utama / Katalog Kursus'. The main content area displays a table of courses. The second row of the table, 'Kursus Team Building Siri 2/2019', is circled in red. A red box with the letter 'i' is placed over the 'Katalog Kursus' link, and another red box with the letter 'ii' is placed over the course name in the table. The table has columns for '#', 'Nama Kursus', 'Tarikh', 'Kategori', and 'Tarikh Tutup'. The 'Kategori' column contains green buttons with text like 'Pengurusan Kewangan' and 'Perkhidmatan'. At the bottom of the page, there is a footer with the text 'Hakcipta Terpelihara © 2020 eKursus Kementerian Pelancongan, Seni dan Budaya Malaysia.'

#	Nama Kursus	Tarikh	Kategori	Tarikh Tutup
1	Kursus Matematik	10/10/2020 - 11/10/2020	Pengurusan Kewangan	04/09/2020
2	Kursus Team Building Siri 2/2019	08/10/2020 - 10/10/2020	Perkhidmatan	11/10/2020
3	Kursus Kecerdasan & Kecemasan	08/10/2020 - 10/10/2020	Perkhidmatan	11/10/2020
4	Kursus Pengurusan Pelanggan Berkualiti	01/04/2020 - 02/04/2020	Perkhidmatan	16/03/2020
5	Majlis Perhimpunan MOTAC Bil. 2/2020	24/02/2020 - 24/02/2020	Perkhidmatan	21/02/2020
6	Kursus Asas Bahasa Inggeris	10/02/2020 - 11/02/2020	Perkhidmatan	03/02/2020

3.2 Semak Maklumat Kursus

- i. Klik mohon kursus untuk membuat permohonan kursus.

The screenshot displays the eKURSUSMOTAC website interface. The browser address bar shows the URL `ekursus.motac.gov.my/katalog/kursus?kid=3`. The page header includes the eKURSUSMOTAC logo and navigation links: [Utama](#), [Katalog Kursus](#), [Status Permohonan](#), and [Profil Pengguna](#). A user is logged in as 'Foo Alice', with a 'Log Keluar' button.

The main content area shows the details for the course 'Kursus Team Building Siri 2/2019'. The details are as follows:

Nama Kursus	: Kursus Team Building Siri 2/2019
Kategori Kursus	: Perkhidmatan
Tarikh Kursus	: 08/10/2020 hingga 10/10/2020
Tempat Kursus	: Dewan Sanggar Pujangga, MOTAC
Objektif Kursus	
Bil. Peserta	: 30 orang
Kumpulan Sasaran	: Terbuka
Urusetia	: BPSM, MOTAC

Below the details, the location is specified as 'Dewan Sanggar Pujangga, MOTAC' with the address: 'Kementerian Pelancongan, Seni dan Budaya Malaysia, No. 2, Menara 1, Jalan P5/6, Presint 5, 62200 PUTRAJAYA'. A map shows the location near the Ministry of Tourism, Arts & Culture.

Navigation and action elements include an information icon (i) in a red square and a 'Mohon Kursus' button in a green circle, both highlighted with red annotations. A 'Kembali' link is also visible.

3.3 Lengkapi Permohonan Kursus

i. Hantar permohonan.

The screenshot shows the 'Permohonan Kursus' page on the eKURSUSMOTAC website. The page is titled 'Permohonan Kursus' and displays the following information:

- Maklumat Kursus Yang Dipohon**
 - Nama Kursus** : Kursus Team Building Siri 2/2019
 - Tarikh Kursus** : 08/10/2020 hingga 10/10/2020
- Maklumat Peribadi**
 - Nama** : Foo Alice
 - No. MyKad (Baru)** :
 - Jawatan / Gred** :
 - Bahagian** :
 - No. Telefon (P)** :
 - No. Telefon (HP)** :
 - No. Faks** :
 - E-Mel Rasmi** : alice@motac.gov.my
- Keperluan Semasa Kursus**
 - Pengangkutan** : Sila Pilih
 - Pilihan Makanan** : Sila Pilih

A green button labeled 'Hantar Permohonan' is located at the bottom of the form, highlighted with a red circle. An information icon (i) is also present next to the 'Pilihan Makanan' field.

3.4 Terima E-mel Permohonan Berjaya Dihantar.

i. Pastikan permohonan kursus berjaya dihantar.

The screenshot displays the eKursus MOTAC portal interface. The browser address bar shows the URL: ekursus.motac.gov.my/katalog/permohonan?kid=3. The page content is organized into several sections:

- Nama Kursus :** Kursus Team Building Siri 2/2019
- Tarikh Kursus :** 08/10/2020 hingga 10/10/2020
- Maklumat Peribadi**
 - Nama :** Foo Alice
 - No. MyKad (Baru) :** 960705 [REDACTED]
 - Jawatan / Gred :** Pembantu Tadbir (P/O) / N19
 - Bahagian :** Bahagian Pengurusan Sumber Manusia
 - No. Telefon (P) :** 0388917289
 - No. Telefon (HP) :** 0165337066
 - No. Faks :** 0388917269
 - E-Mel Rasmi :** alice@motac.gov.my
- Keperluan Semasa Kursus**
 - Pengangkutan :** Sila Pilih [dropdown arrow]
 - Pilihan Makanan :** Sila Pilih [dropdown arrow]

At the bottom of the page, there are two notification banners:

- An orange banner: "Anda telah memohon kursus ini pada 13/02/2020. Sila ke halaman [Status Permohonan](#) untuk semakan"
- A green banner: "Permohonan berjaya dihantar" (highlighted with a red circle and a red box containing the letter 'i')

The footer of the page reads: "Hakcipta Terpelihara © 2020 eKursus Kementerian Pelancongan, Seni dan Budaya Malaysia."

Langkah 4:

- Semakan Status Permohonan

4.1 Status Permohonan

- i. Klik status permohonan
- ii. Pastikan kursus yang dimohon dalam Senarai Permohonan

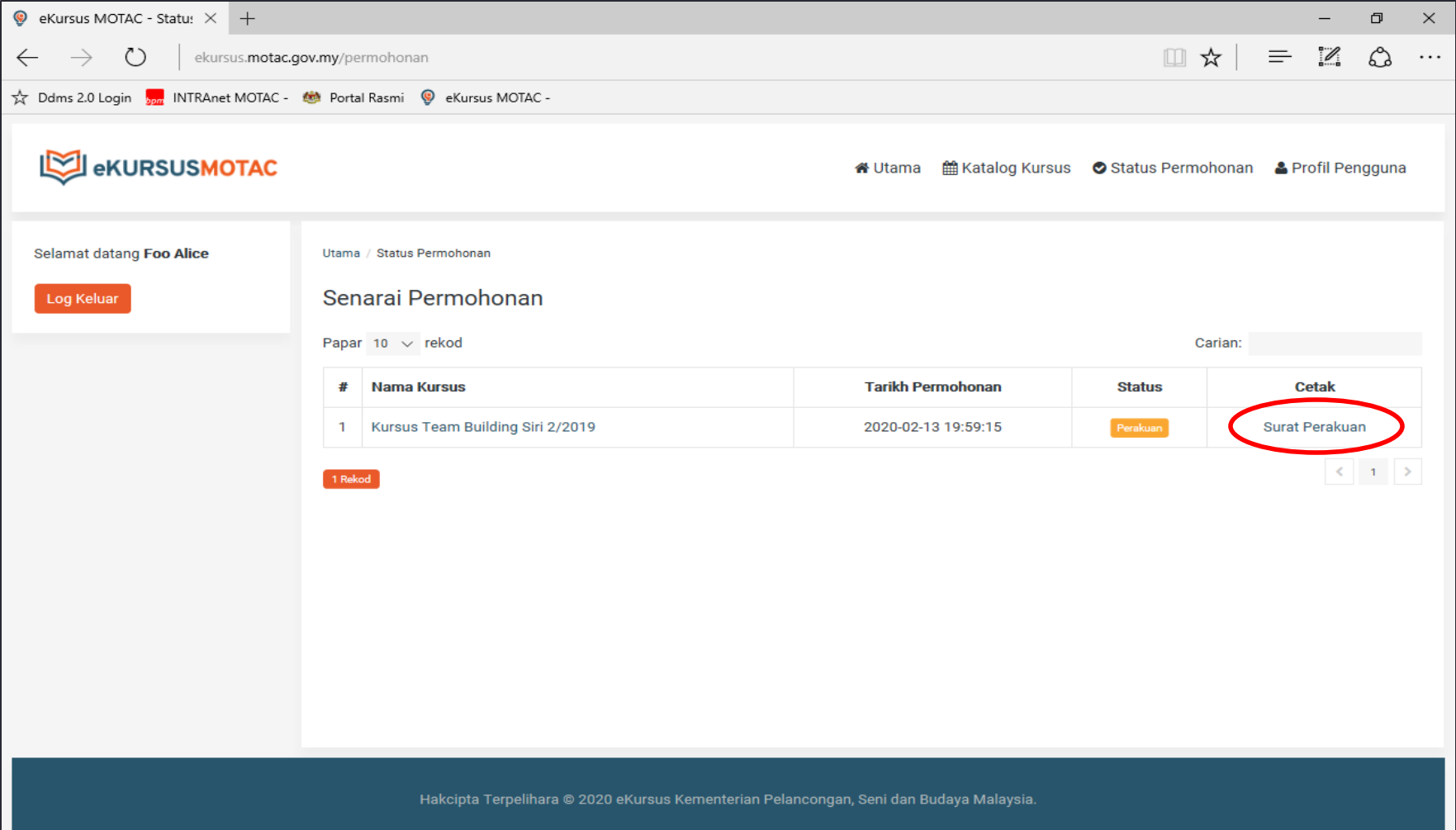
The screenshot shows the eKURSUSMOTAC website interface. The browser address bar is `ekursus.motac.gov.my/permohonan`. The page title is "Selamat datang Foo Alice" with a "Log Keluar" button. The main navigation includes "Utama", "Katalog Kursus", "Status Permohonan" (circled in red), and "Profil Pengguna". The breadcrumb trail is "Utama / Status Permohonan" with a "ii" icon (circled in red) next to it. Below the breadcrumb is the "Senarai Permohonan" link (circled in red). The table below shows one record:

#	Nama Kursus	Tarikh Permohonan	Status	Cetak
1	Kursus Team Building Siri 2/2019	2020-02-13 19:59:15	Baru (circled in red)	

At the bottom of the page, there is a footer: "Hakcipta Terpelihara © 2020 eKursus Kementerian Pelancongan, Seni dan Budaya Malaysia."

4.2 Terima E-mel Notifikasi Daripada Sistem eKursus.

- i. Muat turun surat perakuan untuk pengesahan Ketua Jabatan.
- ii. E-mel semula surat perakuan ke urus setia dalam tempoh lima (5) hari, melalui alamat e-mel info.latihan@motac.gov.my



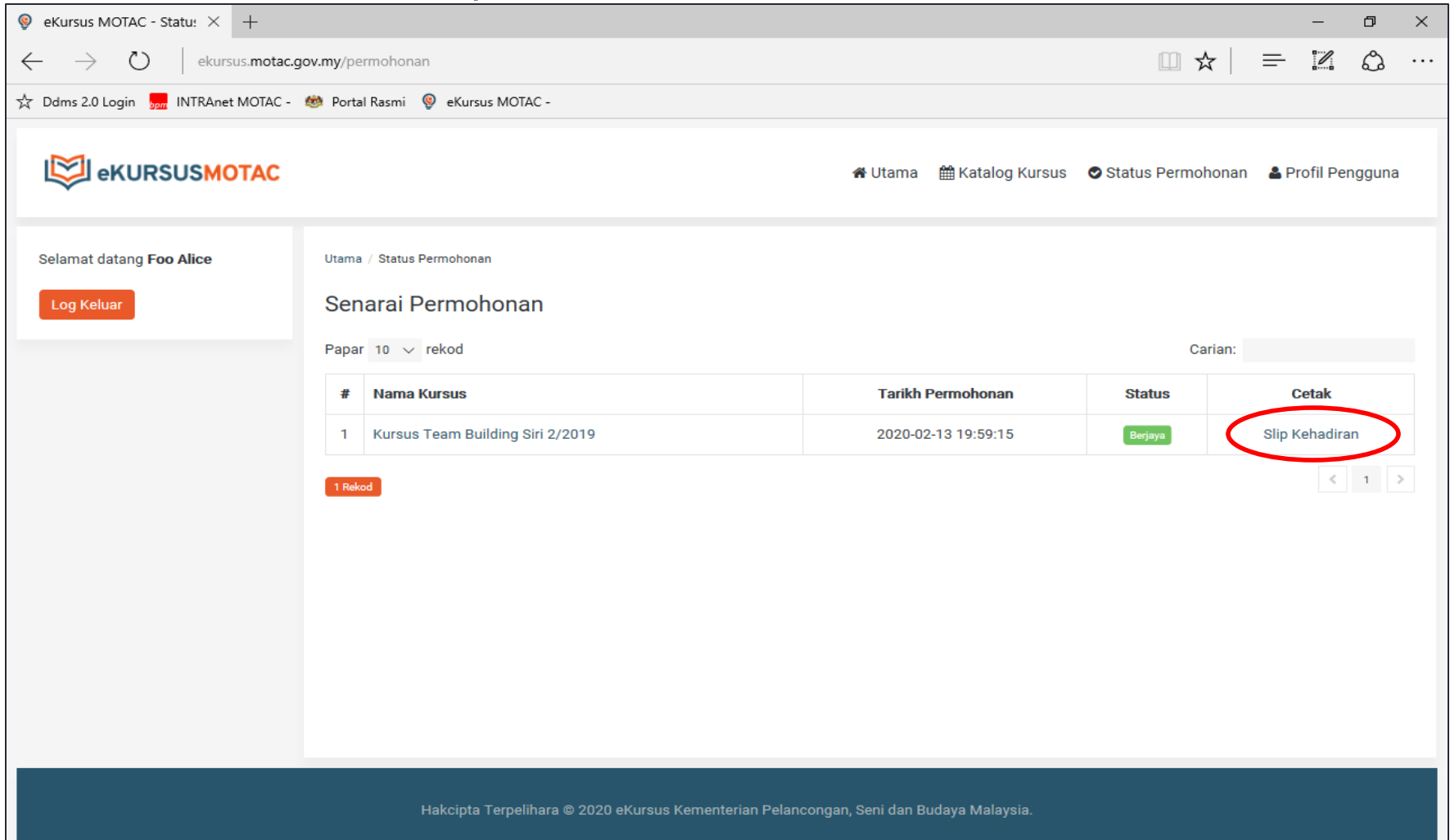
The screenshot shows the eKursus MOTAC web application interface. The user is logged in as 'Foo Alice'. The main content area displays a table of course applications under the heading 'Senarai Permohonan'. The table has four columns: '#', 'Nama Kursus', 'Tarikh Permohonan', and 'Status'. The first record is for 'Kursus Team Building Siri 2/2019' with a status of 'Perakuan'. A 'Cetak' button is visible next to the first record, which is circled in red. The footer of the page reads: 'Hakcipta Terpelihara © 2020 eKursus Kementerian Pelancongan, Seni dan Budaya Malaysia.'

#	Nama Kursus	Tarikh Permohonan	Status	Cetak
1	Kursus Team Building Siri 2/2019	2020-02-13 19:59:15	Perakuan	Surat Perakuan

4.3 Status Permohonan

➤ Berjaya

- i. Terima e-mel notifikasi daripada sistem eKursus.
- ii. Muat turun slip kehadiran.



The screenshot shows the eKursus MOTAC website interface. The user is logged in as 'Foo Alice'. The main content area displays a list of applications under the heading 'Senarai Permohonan'. A single application is listed with the following details:

#	Nama Kursus	Tarikh Permohonan	Status	Cetak
1	Kursus Team Building Siri 2/2019	2020-02-13 19:59:15	Berjaya	Slip Kehadiran

The 'Slip Kehadiran' link in the 'Cetak' column is circled in red. The page also includes a search bar, a 'Log Keluar' button, and a footer with the text: 'Hakcipta Terpelihara © 2020 eKursus Kementerian Pelancongan, Seni dan Budaya Malaysia.'

Contoh Slip Kehadiran

- i. QR Code; atau
- ii. Manual – E-mel

The screenshot shows a web browser window with the URL ekursus.motac.gov.my/permohonan/slip?ref=05M052AP67&tmpl=slip. The page features the eKURSUSMOTAC logo at the top. Below the logo, there is a QR code labeled 'i' and a unique ID '#05M052AP67' labeled 'ii'. The ID is circled in red. The page content includes the following text:

SLIP KEHADIRAN
KURSUS TEAM BUILDING SIRI 2/2019

NAMA
FOO ALICE

TARIKH
08/10/2020 - 10/10/2020

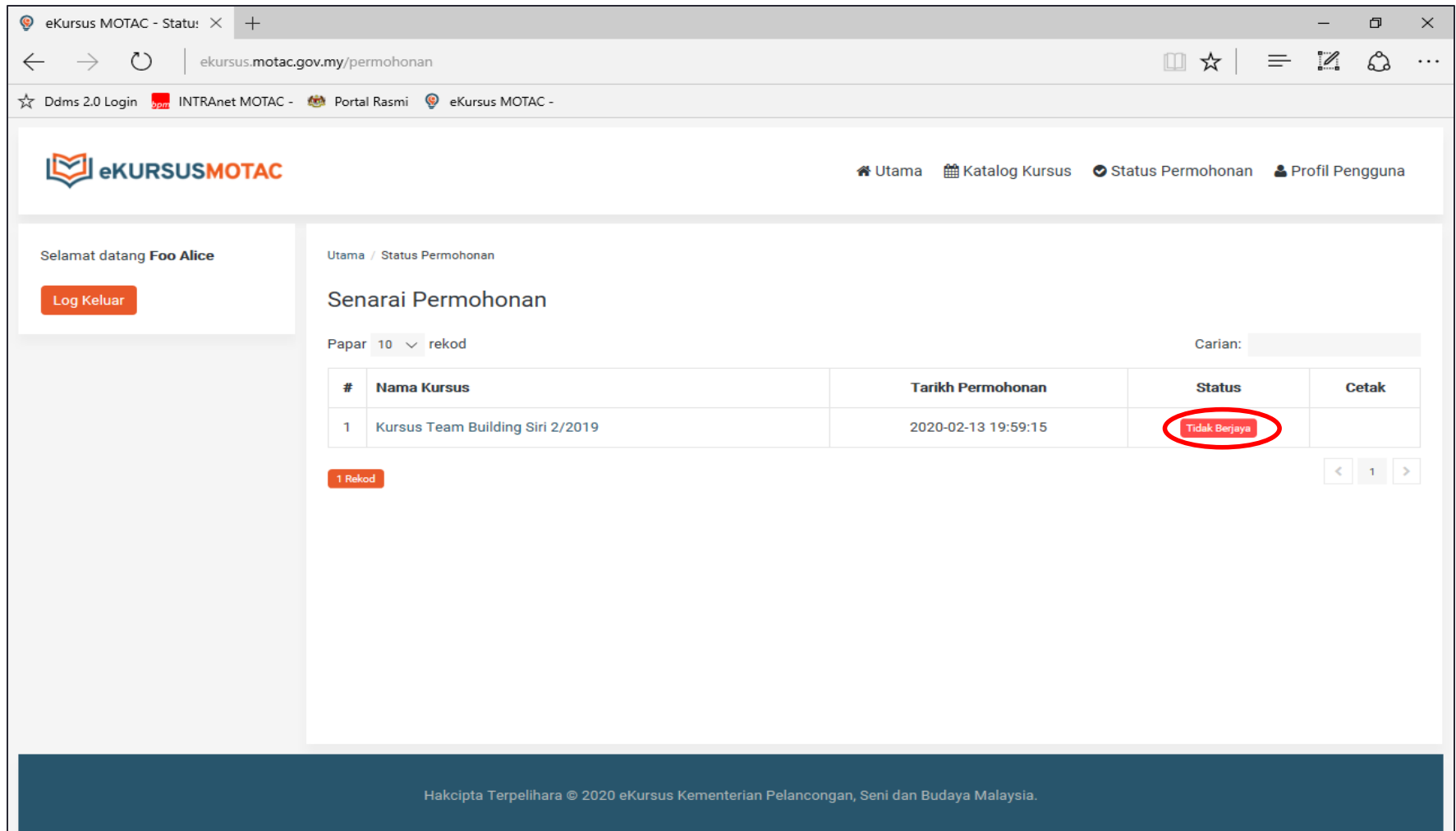
TEMPAT
DEWAN SANGGAR PUJANGGA, MOTAC

Sila cetak slip ini atau membawa secara digital untuk tujuan pendaftaran kehadiran.

4.3 Status Permohonan

➤ Tidak Berjaya

- i. Terima e-mel notifikasi daripada sistem eKursus.
- ii. Status permohonan tidak berjaya



The screenshot shows the eKursus MOTAC website interface. The user is logged in as 'Foo Alice'. The main content area displays a list of course applications under the heading 'Senarai Permohonan'. The table shows one application with the status 'Tidak Berjaya', which is circled in red. The footer contains the copyright information: 'Hakcipta Terpelihara © 2020 eKursus Kementerian Pelancongan, Seni dan Budaya Malaysia.'

eKursus MOTAC - Statu: × +

ekursus.motac.gov.my/permohonan

Ddms 2.0 Login INTRAnet MOTAC - Portal Rasmi eKursus MOTAC -

eKURSUSMOTAC Utama Katalog Kursus Status Permohonan Profil Pengguna

Selamat datang **Foo Alice**

Log Keluar

Utama / Status Permohonan

Senarai Permohonan

Papar 10 rekod

Carian:

#	Nama Kursus	Tarikh Permohonan	Status	Cetak
1	Kursus Team Building Siri 2/2019	2020-02-13 19:59:15	Tidak Berjaya	

1 Rekod

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4.3 Status Permohonan

➤ KIV

- i. Terima e-mel notifikasi daripada sistem eKursus.
- ii. Status permohonan KIV (Nota: Calon simpanan)

The screenshot shows the eKursus MOTAC website interface. The user is logged in as 'Foo Alice'. The main content area displays a list of applications under the heading 'Senarai Permohonan'. A single application is listed with the status 'KIV', which is circled in red. The status 'KIV' stands for 'Keputusan Iktisaf' (Decision of Disqualification).

Utama / Status Permohonan

Senarai Permohonan

Papar 10 ▼ rekod Carian:

#	Nama Kursus	Tarikh Permohonan	Status	Cetak
1	Kursus Team Building Siri 2/2019	2020-02-13 19:59:15	KIV	

1 Rekod < 1 >

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~TAMAT~
