



SOCIETY EMPOWERMENT (MySociety)

USER GUIDE

END-USER TRAINING

ORGANIZATION USER

This Manual Guide belongs to:

REGISTER

STEPS:

1. Go to URL <https://mysociety.ros.gov.my/admin>
2. Enter **Organization Name**
3. Click “**CARI**”
4. Enter Personal Information
5. Click “**Daftar**” button

The screenshot shows a registration form titled "Daftar" with the following fields and options:

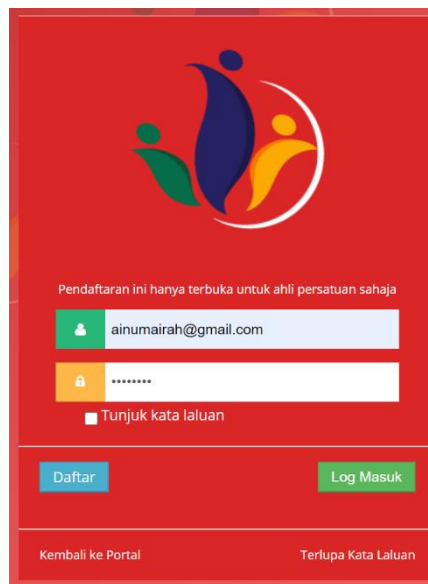
- Maklumat Pertubuhan**
 - Nama Pertubuhan / No Pertubuhan: Cari Pertubuhan (with a "CARI" button)
 - Refresh button
 - Nama Pertubuhan: PERSATUAN BEKAS POLIS MALAYSIA (MALAYSIA EX-POLICE ASSOCIA)
 - No Pertubuhan: PPM-003-14-06121972
 - Kategori: SOSIAL
 - Sub Kategori: ALUMNI
- Maklumat Asas**
 - Nama: Ain Umairah Binti Shamzin
 - No Kad Pengenalan (contoh : 760910015001): 901120148965
 - No Telefon Bimbit: 0123564789
 - Alamat E-mel: ainumairah@gmail.com
 - Negeri: SELANGOR (dropdown menu)
 - Jawatan dalam pertubuhan: SETIAUSAHA (dropdown menu)
- Maklumat Kata Laluan**
 - Masukkan Kata Laluan: *****
 - Sahkan Kata Laluan: *****
- Kod Keselamatan**
 - Image: cxere (with a "Refresh" button)
 - Input field: cxere
- Buttons: Daftar, Set Semula

LOGIN

STEPS:

1. Enter **Email** and **Password**
2. Click **“Log Masuk”**

(After login you will be directed to Dashboard)



The login page features a red background with a logo at the top center consisting of three stylized human figures in blue, green, and yellow. Below the logo, a message reads: "Pendaftaran ini hanya terbuka untuk ahli persatuan sahaja". There are two input fields: the first is for the email address, containing "ainumairah@gmail.com", and the second is for the password, containing "*****". A checkbox labeled "Tunjuk kata laluan" is positioned below the password field. At the bottom, there are two buttons: "Daftar" (blue) and "Log Masuk" (green). Below the buttons are two links: "Kembali ke Portal" and "Terlupa Kata Laluan".



The dashboard page has a red header with the "My Society" logo on the left and the user's name "Hai Ain Umairah Binti Shamzin" on the right. A navigation menu on the left lists: "Laman Utama", "Aktiviti Pertubuhan", "Promosi Pertubuhan", "Berita Pertubuhan", "eKAPP", "MySL", and "Tetapan". The main content area displays the user's name and a greeting: "Hai Ain Umairah Binti Shamzin, Selamat Datang ke Portal Society Empowerment". Below this, there are tabs for "Aktiviti Pertubuhan", "Promosi Pertubuhan", and "Berita Pertubuhan". A section titled "Maklumat Pertubuhan" contains three input fields: "Nama Pertubuhan" with the value "PERSATUAN BEKAS POLIS MALAYSIA (MALAYSIA EX-POLICE ASSOCIATION)", "No Pertubuhan" with "PPM-063-14-06121972", and "Jawatan" with "SETIAUSAHA". A copyright notice "2019 © Society Empowerment All rights reserved" is at the bottom.

AKTIVITI PERTUBUHAN

STEPS:

1. Go to menu **Aktiviti Pertubuhan**
2. Create Events

Selamat Datang Ain Umairah Binti Shamzin

Utama Aktiviti Pertubuhan Cipta Aktiviti

Cipta Aktiviti

Maklumat Aktiviti

Nama Aktiviti:

Tarikh Mula: Tarikh Akhir:

Masa Mula: Masa Akhir:

Gambar: No file chosen. Saiz fail gambar berformat JPEG atau PNG untuk dimuat naik: 2.2Mb

Lokasi Aktiviti:

Uruselia:

Nombor Telefon:

Pemberitahuan

Pilih	Tempoh	Mesej
<input type="checkbox"/>	3 hari sebelum	<input type="text"/>
<input type="checkbox"/>	1 hari sebelum	<input type="text"/>
<input type="checkbox"/>	semasa	<input type="text"/>
<input type="checkbox"/>	1 hari selepas	<input type="text"/>

3. Update and Delete Events

Selamat Datang Ain Umairah Binti Shamzin

Utama Aktiviti Pertubuhan Aktiviti Pertubuhan

Aktiviti Pertubuhan

Senarai Aktiviti

Show 10 entries

Search:

BIL	NAMA AKTIVITI	TARIKH	MASA	STATUS	TINDAKAN
1	TEST	23/07/2020 - 23/07/2020	09:29 AM - 09:29 AM	BARU	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	ADVANCED ANALYTICAL TRAINING FAILURE ANALYSIS	10/07/2020 - 11/07/2020	08:30 AM - 11:40 AM	LULUS	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
3	ADVANCED ANALYTICAL TRAINING FAILURE ANALYSIS	10/07/2020 - 10/07/2020	08:30 AM - 11:40 AM	LULUS	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
4	PREVIEW AND TOUR: INTERNET OF THINGS	09/07/2020 - 09/07/2020	08:00 AM - 12:00 PM	LULUS	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

First Previous 1 Next Last

PROMOSI PERTUBUHAN

STEPS:

1. Go to menu **Promosi Pertubuhan**

2. Create Promotions

(The link URL must be embed)

Selamat Datang Ain Umairah Binti Shamzin - Kembali ke Portal

Utama Promosi Pertubuhan Cipta Promosi

Cipta Promosi

Promosi Pertubuhan

Tajuk Promosi

URL Video

** Hanya pautan dari Youtube sahaja boleh digunakan, contoh: <https://www.youtube.com/embed/youutubeid>

Selamat Datang Ain Umairah Binti Shamzin - Kembali ke Portal

My Society

Utama Promosi Pertubuhan Promosi Pertubuhan



Laman Utama
Aktiviti Pertubuhan
Promosi Pertubuhan
Berita Pertubuhan
eKAPP
MyNA
Tetapan

Promosi Pertubuhan

Promosi sudah dicipta!

Senarai Promosi

Show 10 entries

BIL.	TAJUK PROMOSI	URL VIDEO	STATUS	TINDAKAN
1	TEATER KANAK-KANAK SEMI MUZIKAL "SUARA RIMBA"	HTTPS://WWW.YOUTUBE.COM/EMBED/0010YUJ2P	BARU	 

First Previous 1 Next Last

3. Update and Delete Promotions

Selamat Datang Ain Umairah Binti Shamzin - Kembali ke Portal

My Society

Utama Promosi Pertubuhan Promosi Pertubuhan


Laman Utama
Aktiviti Pertubuhan
Promosi Pertubuhan
Berita Pertubuhan
eKAPP
MyNA
Tetapan

Promosi Pertubuhan

Promosi berjaya dikemaskini!

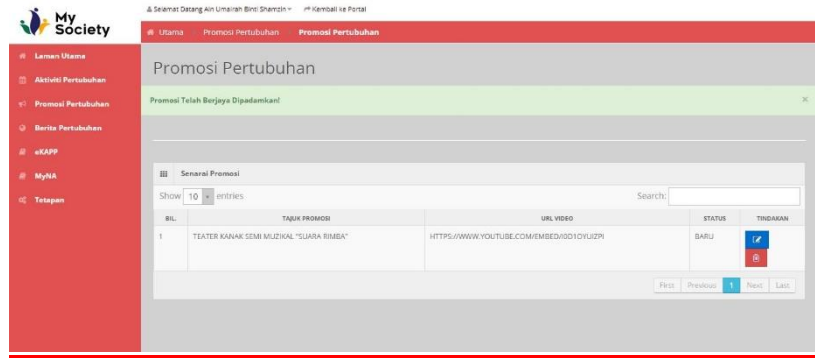
Senarai Promosi

Show 10 entries

BIL.	TAJUK PROMOSI	URL VIDEO	STATUS	TINDAKAN
1	TEATER KANAK-KANAK SEMI MUZIKAL "SUARA RIMBA"	HTTPS://WWW.YOUTUBE.COM/EMBED/0010YUJ2P	BARU	 

First Previous 1 Next Last

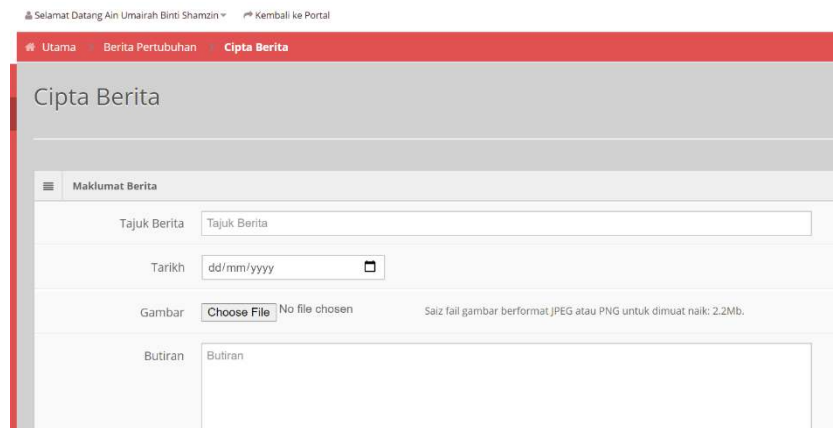
PROMOSI PERTUBUHAN



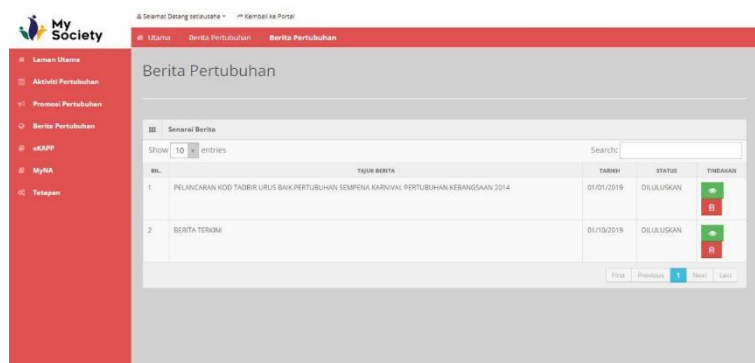
BERITA PERTUBUHAN

STEPS:

1. Go to menu **Berita Pertubuhan**
2. Create News

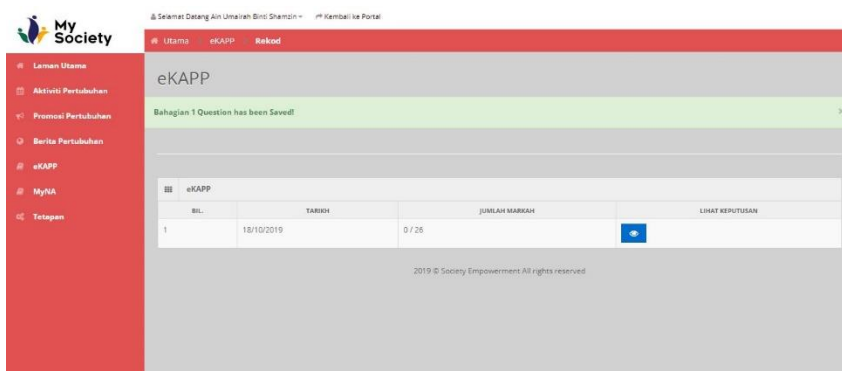


3. Update and Delete News



STEPS:

1. Go to menu **eKAPP**
2. Take an assessment



3. View result

EKAPP

MAKLUMAT PESERTA

NAMA: Ain Umairah Binti Shamzin
 NO KAD PENGENALAN: 901120148965

MAKLUMAT JAWAPAN

Soalan 1 :
 Berikut adalah jenis-jenis kesalahan di bawah Akta Pertubuhan 1966 yang boleh mengakibatkan Perakuan Pendaftaran sesuatu Pertubuhan dibatalkan **kecuali?**

Jawapan : Tidak menghantar Penyata Tahunan kepada Pendaftar Pertubuhan

Soalan 2 :
 Berikut adalah jenis-jenis kesalahan di bawah Akta Pertubuhan 1966 yang boleh mengakibatkan Perakuan Pendaftaran sesuatu Pertubuhan dibatalkan **kecuali?**

Jawapan : Tidak menghantar Penyata Tahunan kepada Pendaftar Pertubuhan

4. View certificate



SIJIL PENYERTAAN

Adalah dengan ini disahkan bahawa

Ain Umairah Binti Shamzin

(NO.K/P : 901120148965)

telah mengikuti

KURSUS ASAS PENGURUSAN PERTUBUHAN (ONLINE)

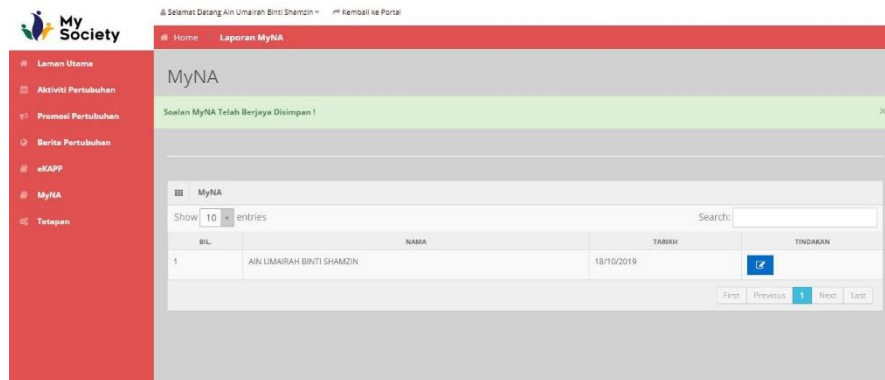
"PEMAHAMAN ASAS KEPADA PERLEMBAGAAN PERTUBUHAN DAN

AKTA PERTUBUHAN 1966"

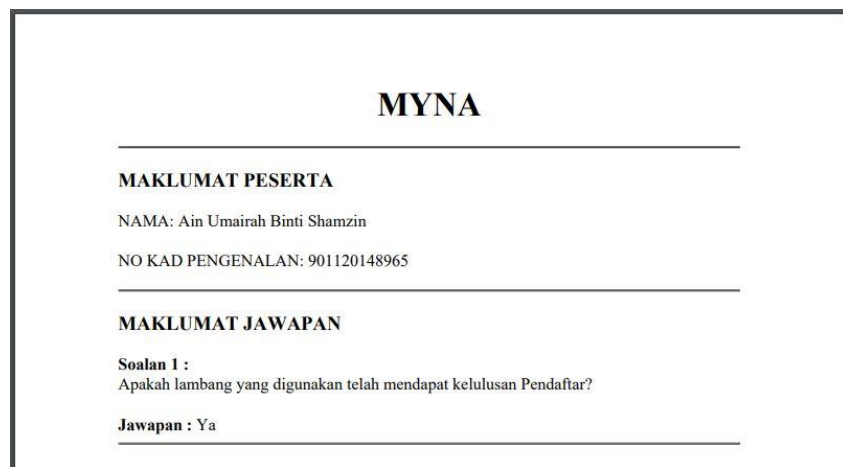
Pada

STEPS:

1. Go to menu **MyNa**
2. Take an assessment



3. View result



TETAPAN

STEPS:

1. Go to menu **Tetapan**
2. Update Profile

The screenshot shows the 'Kemaskini Profil' page on the My Society website. The left sidebar menu is visible, with 'Tetapan' (Settings) selected. The main content area contains a form titled 'Maklumat Pengguna' (User Information) with the following fields:

- Nama: asnida
- No. Kad Pengenalan: 999088888888
- Nombor Telefon Bimbit: 0122333211
- Alamat Emel: pauser@gmail.com
- Jawatan: SETIAUSAHA
- Pertubuhan: PERTUBUHAN PENGANUT DEWI GUAN YIN LING SHAN SI PALOH, JOHOR
- Nombor Pertubuhan: PPM-001-01-01091994

Buttons for 'Kembali' (Back) and 'Hantar' (Submit) are located at the bottom of the form.

3. Change Password

The screenshot shows the 'Ubah Kata Laluan' (Change Password) page on the My Society website. The left sidebar menu is visible, with 'Tetapan' (Settings) selected. The main content area contains a form titled 'Ubah Kata Laluan' with the following fields:

- Kata Laluan Lama (Old Password)
- Kata Laluan Baru (New Password)
- Sahkan Kata Laluan (Confirm Password)

Buttons for 'Kembali' (Back) and 'Hantar' (Submit) are located at the bottom of the form.

TERLUPA KATA LALUAN

STEPS:

1. Go to button **Terlupa Kata Laluan**
2. Enter email address
(At login page)



Emel

Hantar Pautan Kata Laluan Baru

END OF DOCUMENT