



GERBANG PERKHIDMATAN DALAM TALIAN KERAJAAN (GOS GATEWAY)

User Manual

Application for Preschool Admission



**UNIT PEMODENAN TADBIRAN DAN PERANCANGAN PENGURUSAN
MALAYSIA (MAMPU),
JABATAN PERDANA MENTERI**

October 2020





	Tajuk Dokumen: User Manual – Application for Preschool Admission				 BERSAMA-SAMA MELAKSANAKAN TRANSFORMASI
	Tahap Keselamatan: Terbuka	No. Dokumen: PMP-20037	Versi: A	Muka surat: 2	

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1.0 Introduction

Preschool Admission Application is a service to facilitate users to centrally managed childrens' admission to preschool.

These services include:-



- i. Access to Application for Preschool Admission services;
- ii. Check the status of the application through the user dashboard.

1.1 Objective

The purpose of this user manual is to provide guidelines for user to use Application for Preschool Admission services in Portal MyGovernment.

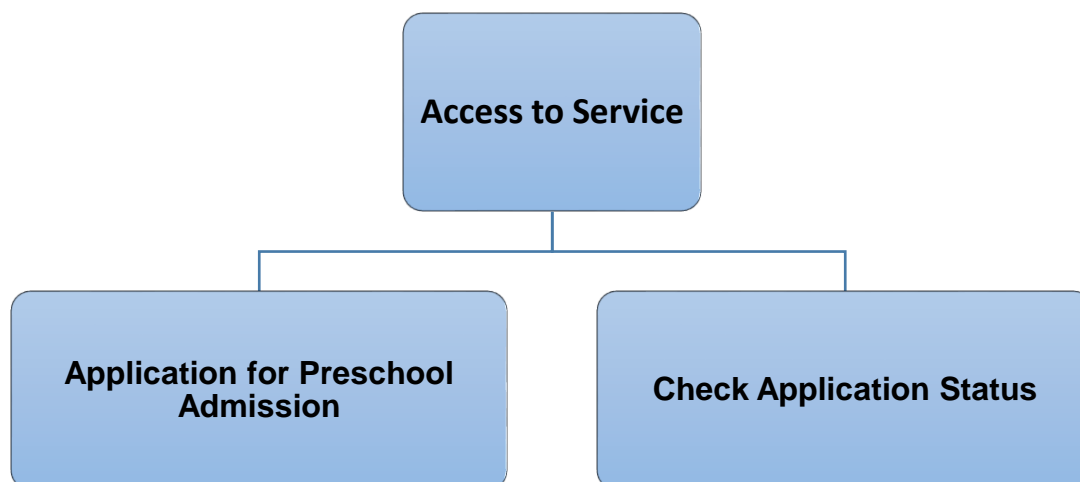
1.2 User Category

No	Category of User	Description
1.	Applicant	Individuals (parents/guardians) who has registered in Portal MyGovernment who wants to apply for preschool admission centrally.



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1.3 User Manual Structure

Structure of this user manual is as follow:-



Para	Topic	Description
2.0	Access to Service	Access to services includes: - <ul style="list-style-type: none"> i. Access to Portal MyGovernment ii. User login process
2.1	Application for Preschool Admission	Access to Application for Preschool Admission service that can be applied through the Portal MyGovernment includes: - <ul style="list-style-type: none"> i. Access to Digital Service ii. Access to Application for Preschool Admission
2.2	Check Application Status	Access to application status check through user dashboard on Portal MyGovernment includes:- <ul style="list-style-type: none"> i. Access to Application Management ii. Access to Application for Preschool Admission Status Check iii. Search for Application

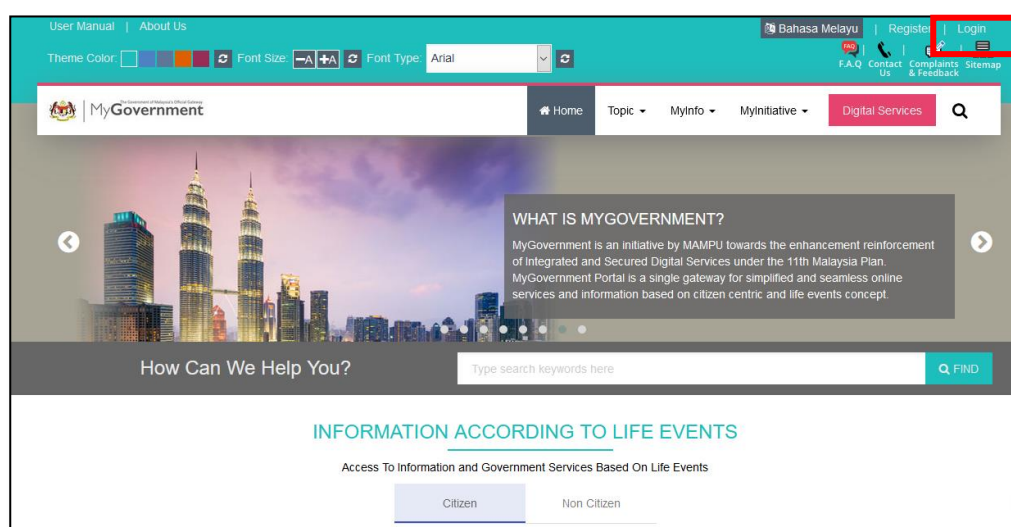
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2.0 Access to Service

This section describes the access guide to the **Application for Preschool Admission** service. This service can only be accessed by authorized users, i.e. Malaysian citizenship parents/guardians of the student and have successfully logged into the Portal MyGovernment.

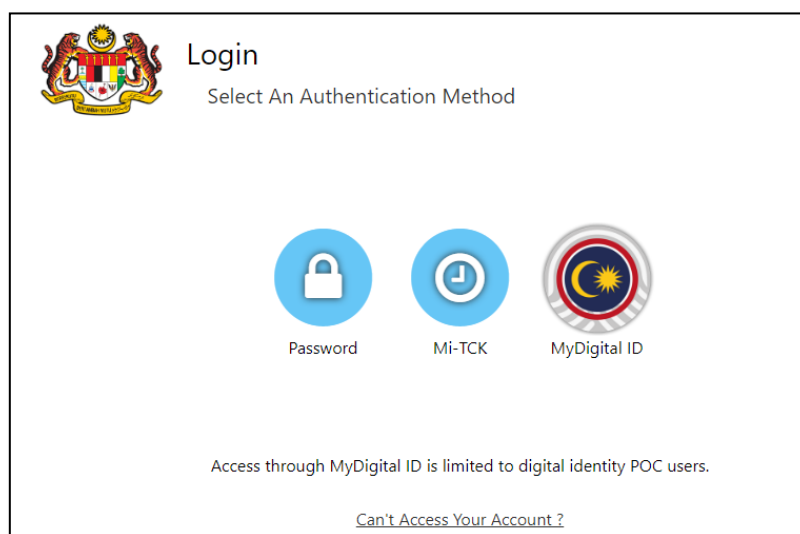
i. Access to Portal MyGovernment



Home page of Portal MyGovernment is as follows:-



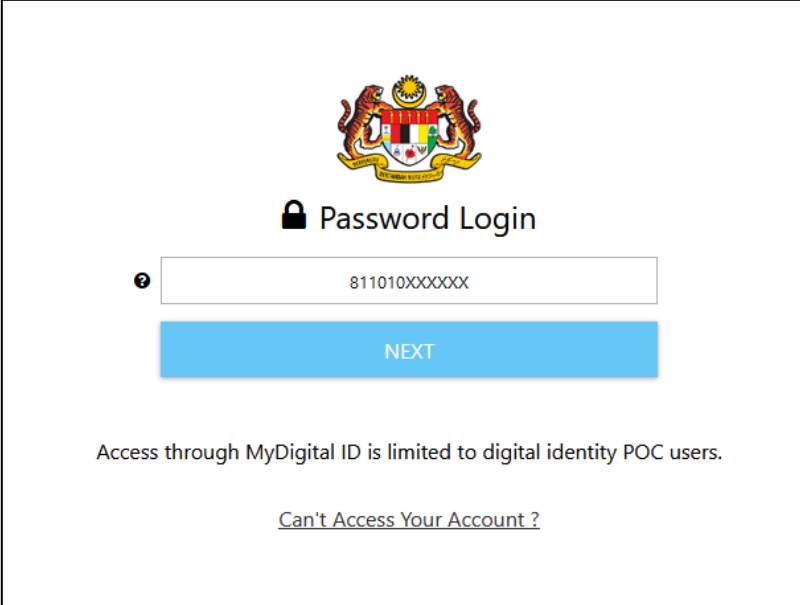
ii. User login process

a. Click **Login** on **Home page**, screen will be displayed as follow:-

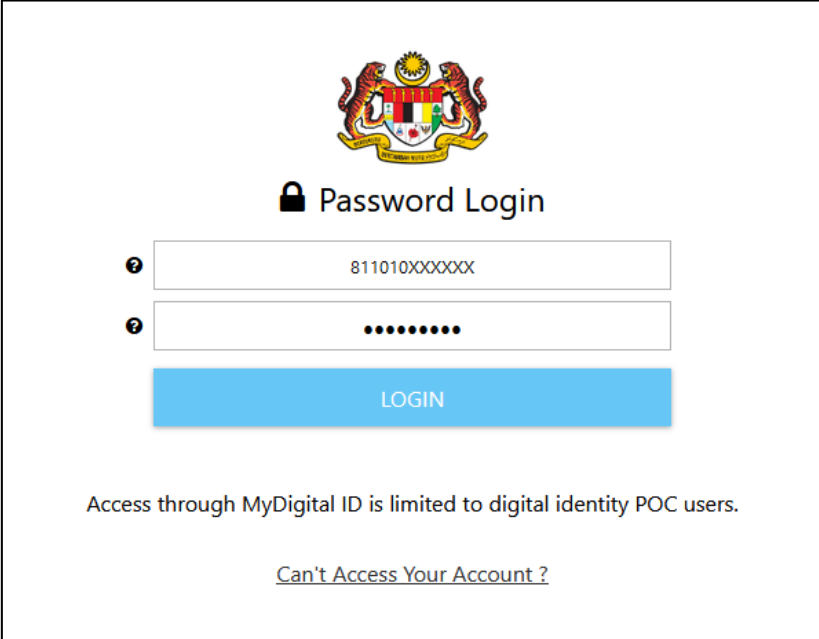


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- b. Choose **Password** icon, screen will be displayed as follow:-

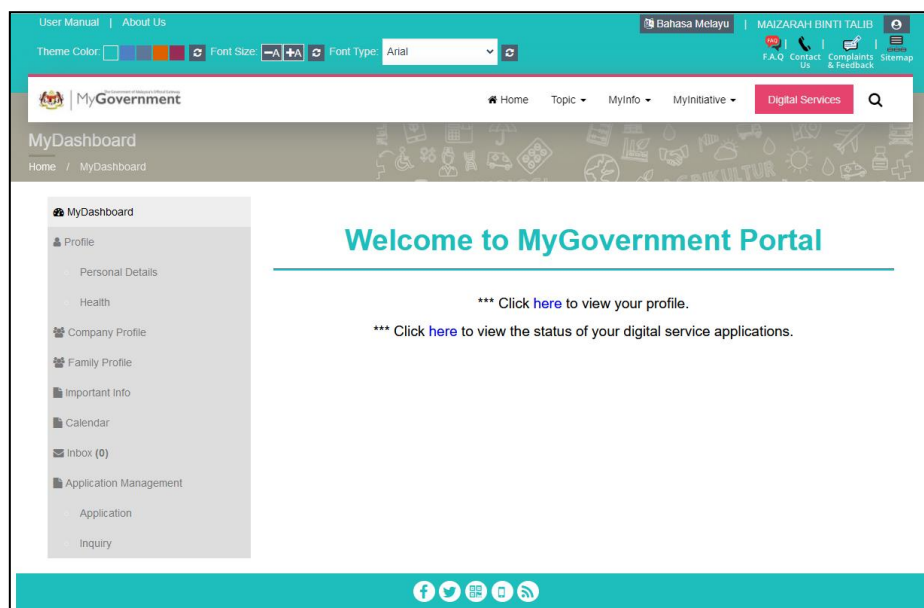


- c. Enter user **IC No. / Passport No. / Email**;
- d. Click [**NEXT**], screen will be displayed as follow:-



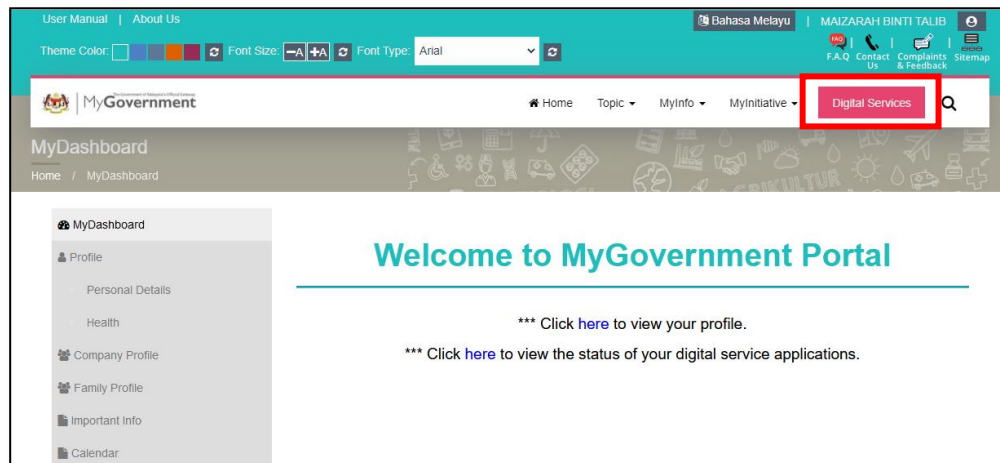
- e. Enter **Password**;
- f. Click [**LOGIN**], screen will be displayed as follow:-

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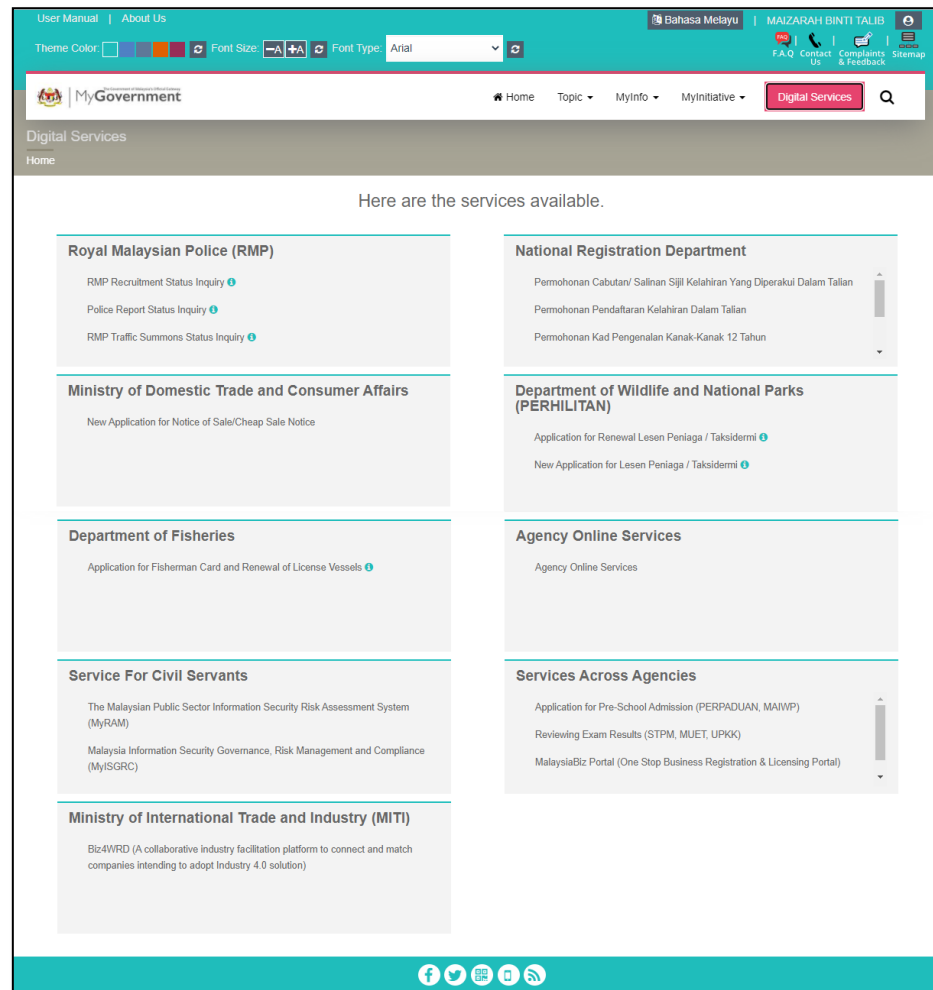
2.1 Application for Preschool Admission



i. Access to Digital Service



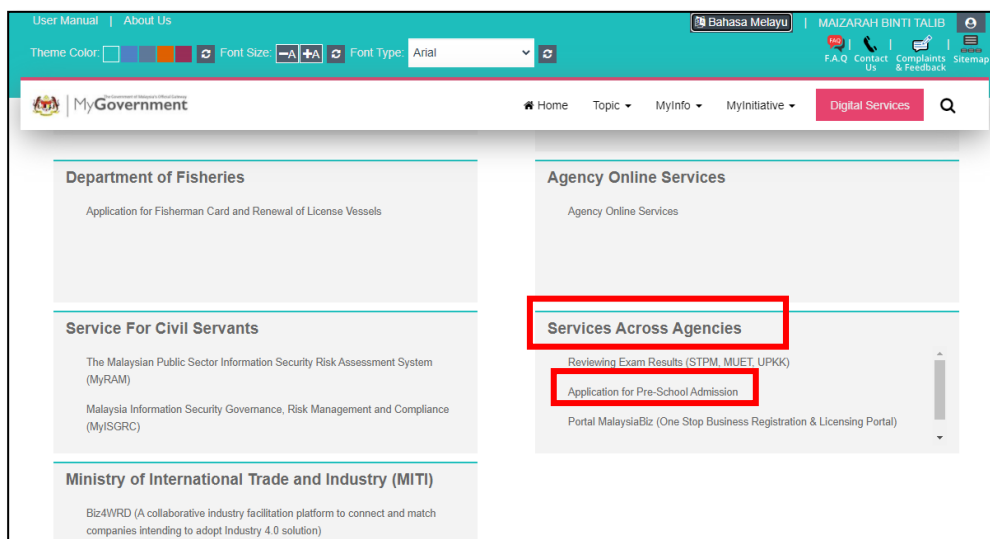
- a. Click [**Digital Services**] button through **MyDashboard**, screen will be displayed as follow:-

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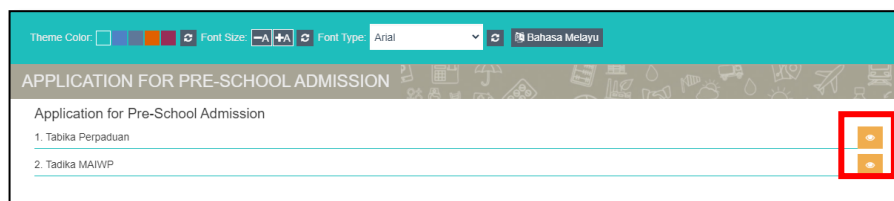



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ii. Access to Application for Preschool Admission



- Click on **Application for Preschool Admission** under **Services Across Agencies** segment, screen will be displayed as follow:-



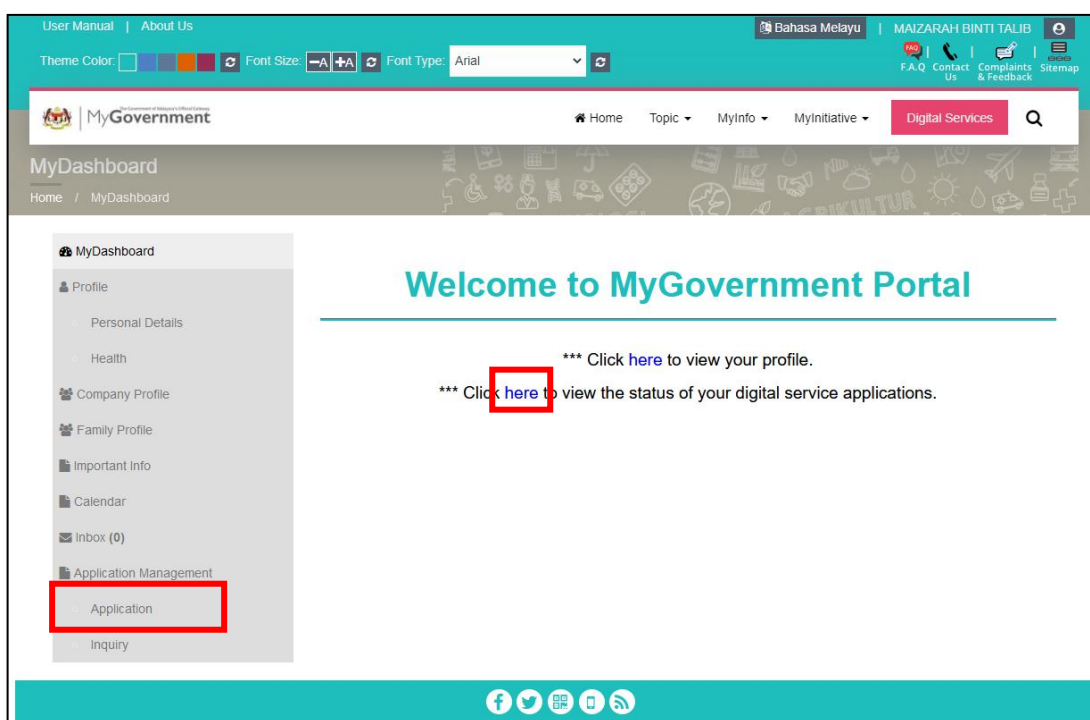
- Click on  icon to apply to the selected Preschool. Users will be directed to the Preschool application screen selected to fill in the application form provided.

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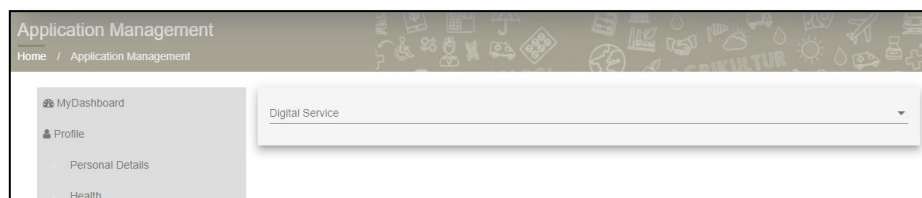
2.2 Check Application Status



User can check for the status of application to preschool through user dashboard on Portal MyGovernment. Users need to log on to the portal first to check the status of the application.

Refer to step [2.0 \(ii\) User login process](#) for guide to login to the Portal MyGovernment, the following screen will be displayed: -

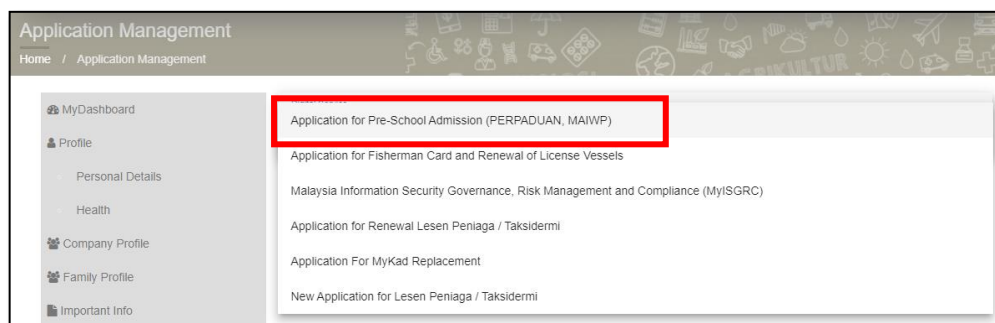


- i. Access to Application Management
 - a. Click on **here** link as marked on the screen above; or
 - b. Click on **Application** link under the **Application Management** segment, screen will be displayed as follow:-

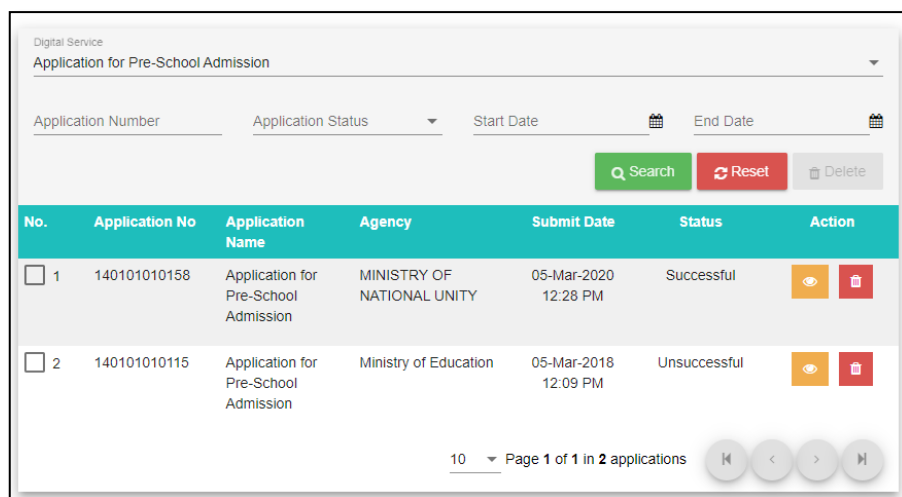


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ii. Access to Application for Preschool Admission Status Check





- a. Choose **Application for Preschool Admission** through **Digital Services dropdown list**, screen will be displayed as follow:-





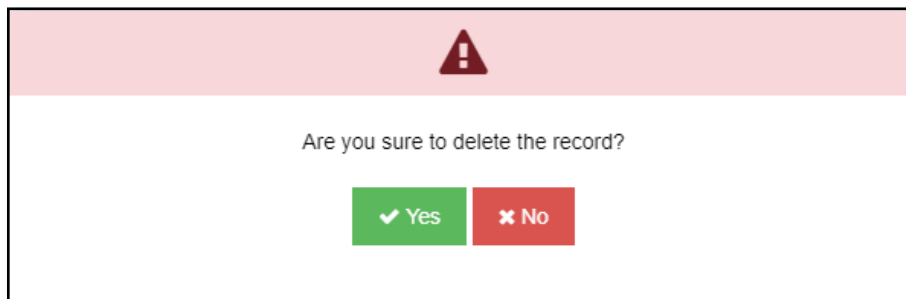
iii. Search for Application

- Enter **Application Number**; and/or
- Choose **Application Status** through dropdown list; and/or
- Choose range date of application (**Start Date** and/or **End Date**) through calendar displayed;
- Click [**Search**], list of applications will be displayed as follow; or
- Click [**Reset**] to re-enter search criteria;

No.	Application No	Application Name	Agency	Submit Date	Status	Action
<input type="checkbox"/> 1	140101010158	Application for Pre-School Admission	MINISTRY OF NATIONAL UNITY	05-Mar-2020 12:28 PM	Successful	 

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- f. Click  icon, screen will be extended to the application; or
- g. Click  icon to delete the list of application, screen will be displayed as follow:-



- h. Click [**Yes**], screen will be displayed as follow; or
- i. Click [**No**] to return to the previous screen.

