



GERBANG PERKHIDMATAN DALAM TALIAN KERAJAAN (GOS GATEWAY)

User Manual

Application for Standard One (1) Admission

(Version A)



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

Februari 2021





	Tajuk Dokumen: User Manual – Application for Standard One Admission				 <small>BERSAMA-SAMA MELAKSANAKAN TRANSFORMASI</small>
	Tahap Keselamatan: Terbuka	No. Dokumen: PMP-21012	Versi: A	Muka surat: 2	

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1.0 Introduction

Application for Standard One (1) Admission is a service to facilitate users to centrally managed children admission to Standard One (1).

These services include:-



- i. Access to Application for Standard One (1) 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 Standard One (1) Admission services in Portal MyGovernment.

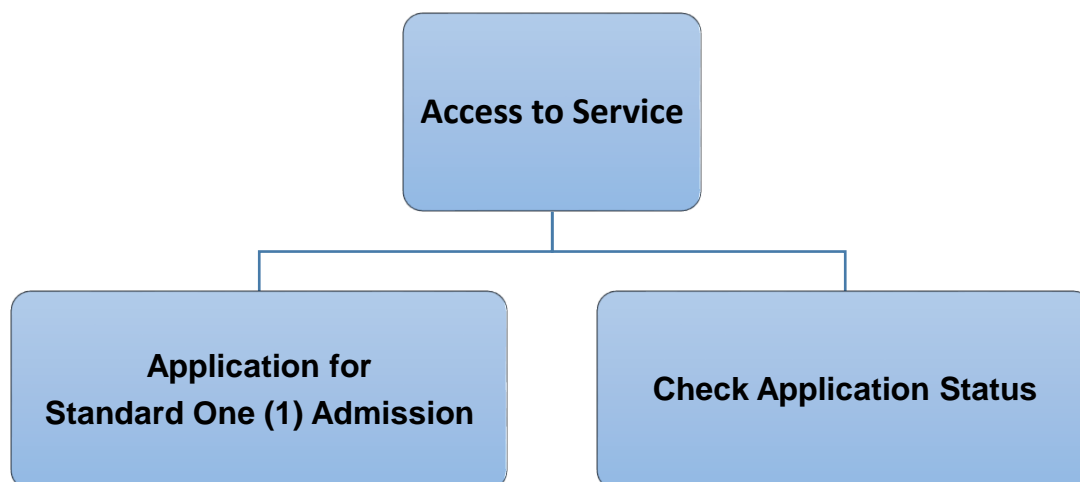
1.2 User Category

No	Category of User	Description
1.	Applicant	Individuals (parents/guardians) who has registered in Portal MyGovernment who wants to apply for Standard One (1) 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 Standard One (1) Admission	Access to Application for Standard One (1) 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 Standard One (1) 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 Standard One (1) Admission Status Check iii. Search for Application

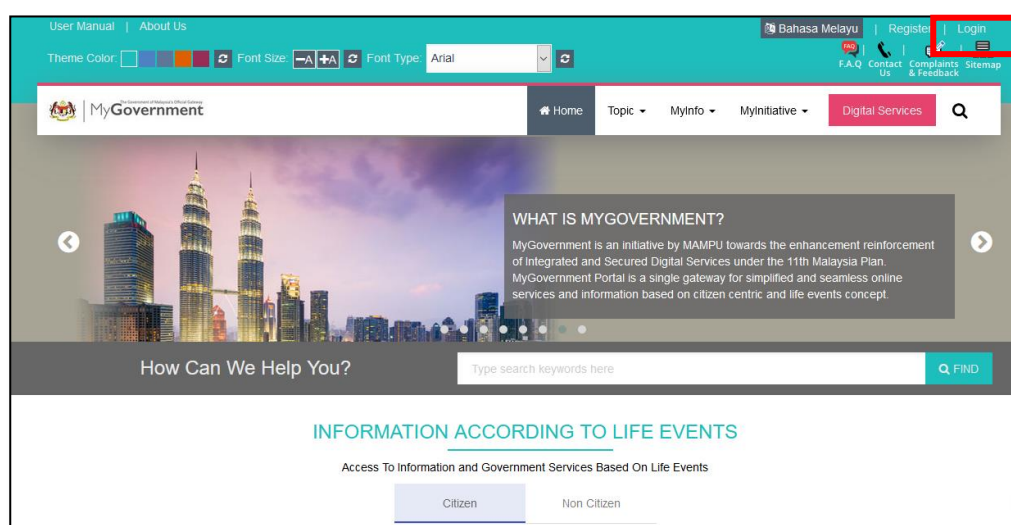
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2.0 Access to Service

This section describes the access guide to the **Application for Standard One (1) Admission** service. This service can only be accessed by authorized users, ie parents or guardians of students with Malaysian citizenship status, have successfully registered and logged into the MyGovernment Portal.

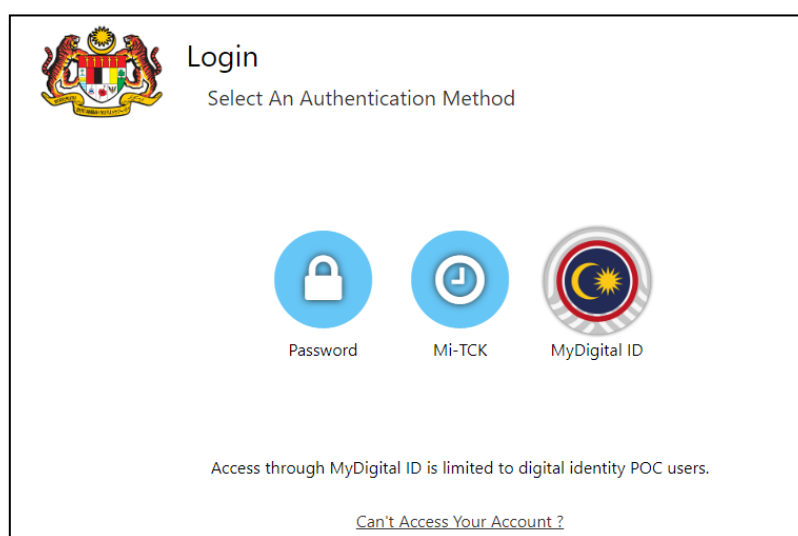
i. Access to Portal MyGovernment



Home page of Portal MyGovernment is as follows:-



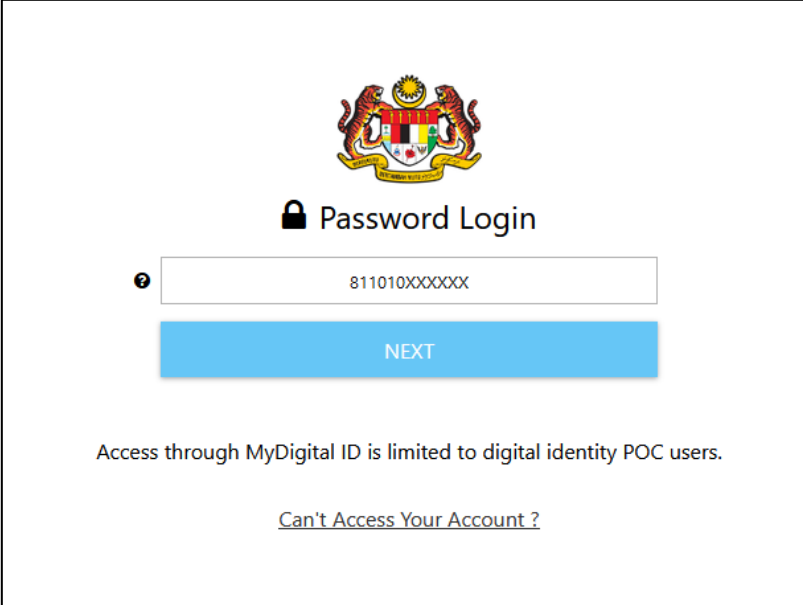
ii. User login process

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

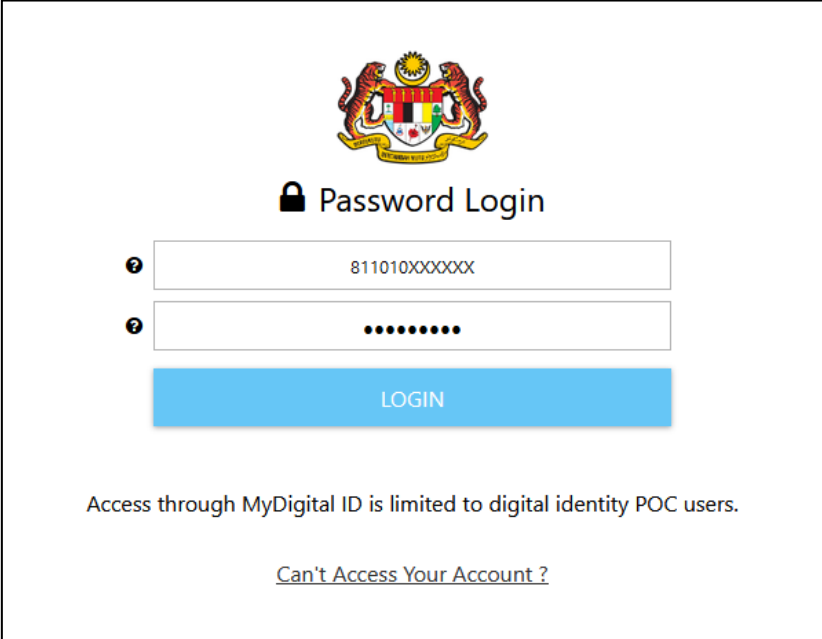


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- b. Choose **Password** icon, screen will be displayed as follow:-



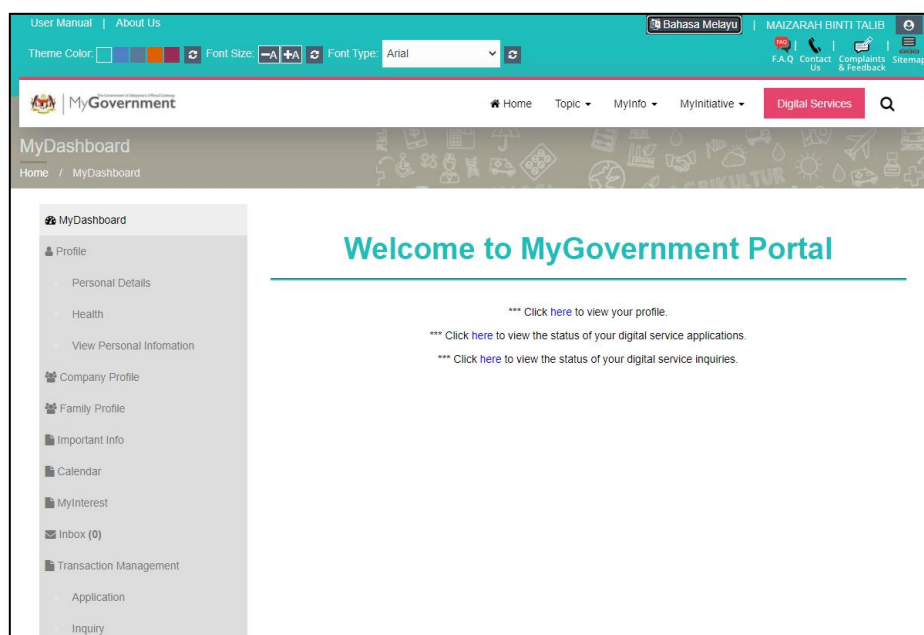
- c. Enter user **IC No./Passport No./Email**;
- d. Click [**NEXT**], screen will be displayed as follow:-



- e. Enter **Password**;

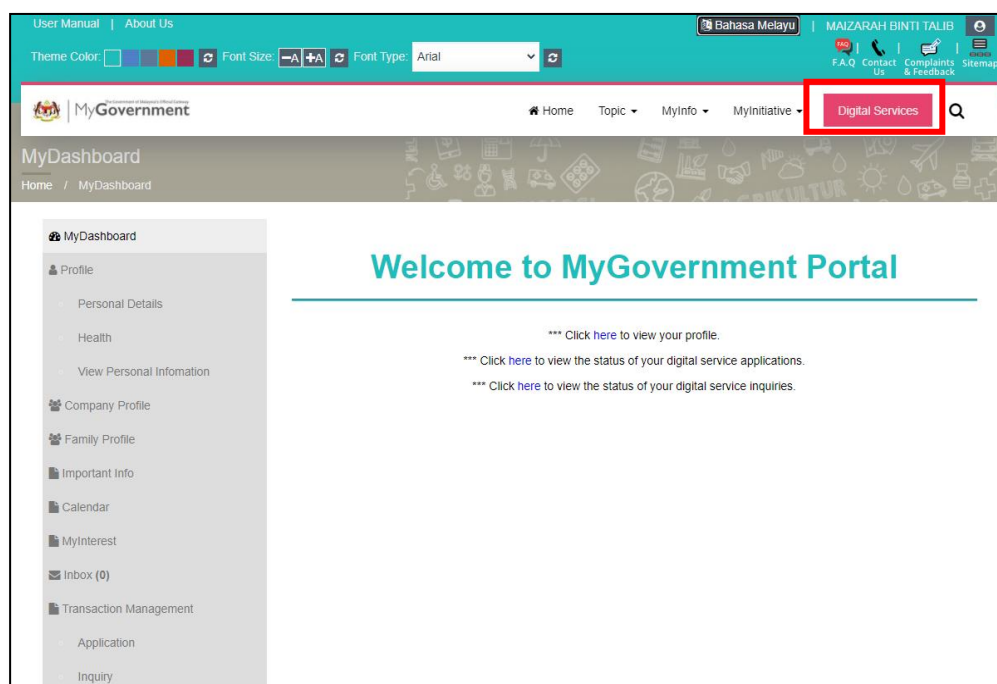
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f. Click [**LOGIN**], screen will be displayed as follow:-



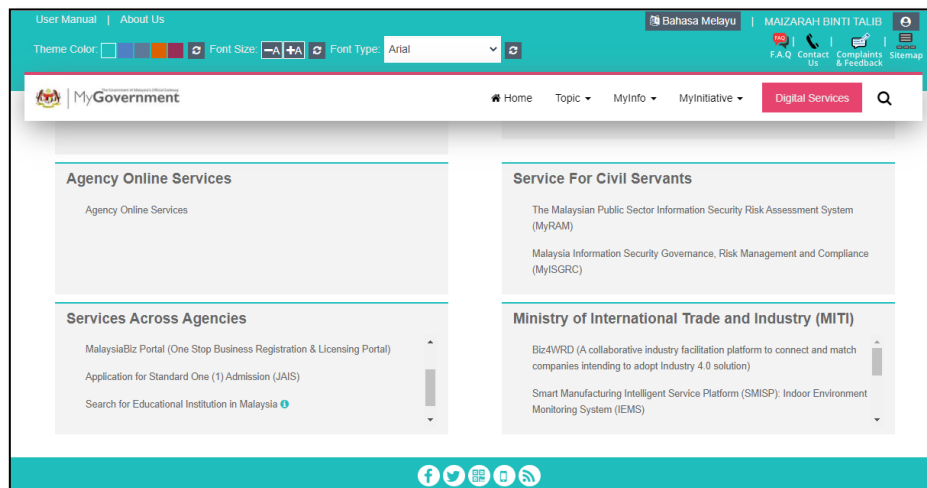
2.1 Application for Standard One (1) Admission

i. Access to Digital Service

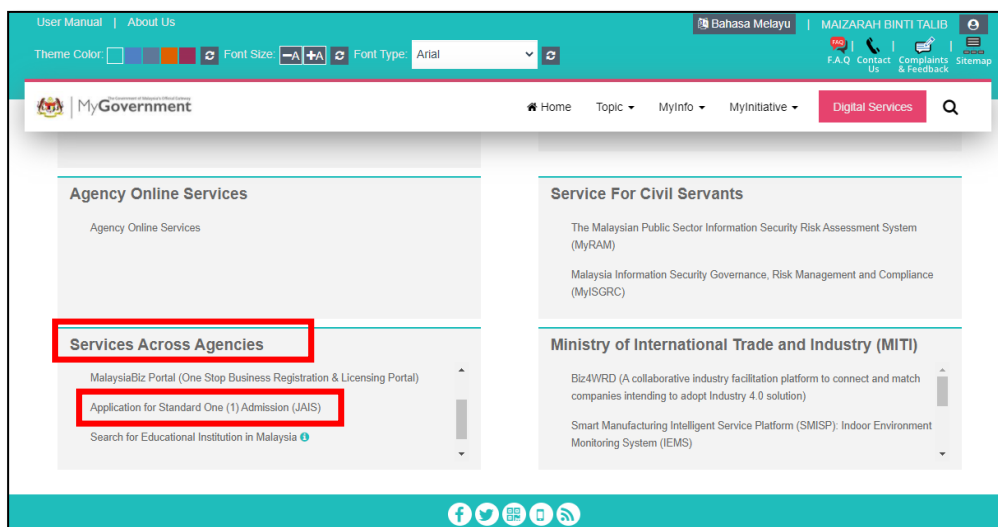


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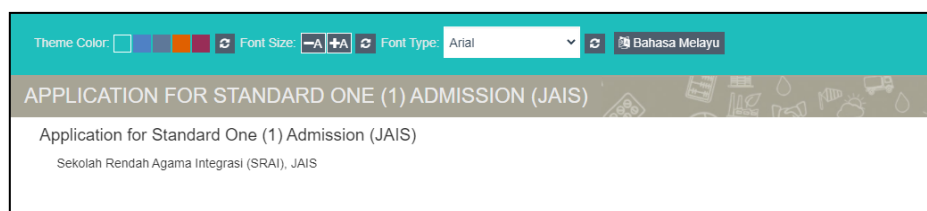
- a. Click [**Digital Services**] button through **MyDashboard**, screen will be displayed as follow:-





ii. Access to Application for Standard One (1) Admission



- a. Click on **Application for Standard One (1) Admission** under **Services Across Agencies** segment, screen will be displayed as follow:-



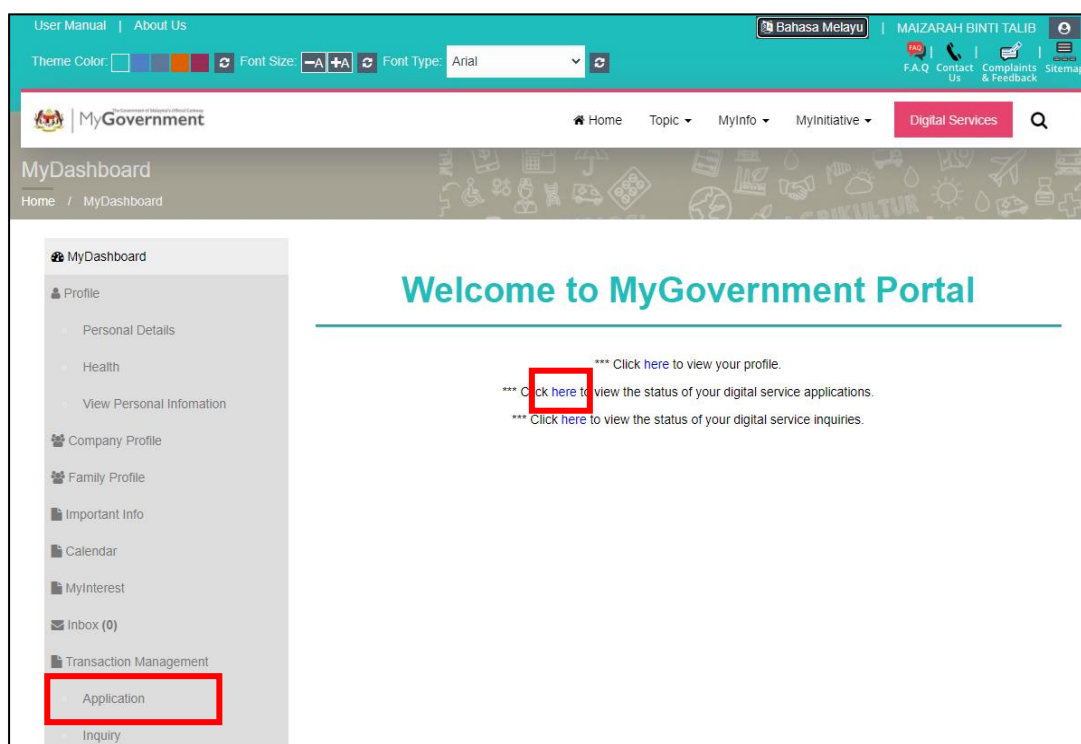
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- b. Click on the selected school, users will be directed to the Standard One (1) application screen for the selected school to fill in the application form provided.



2.2 Check Application Status

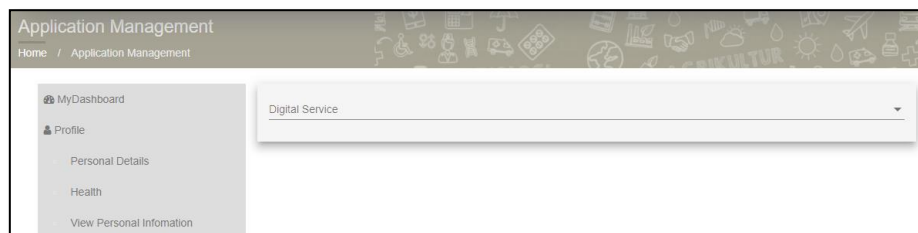
User can check for the status of application to Standard One (1) Admission through user dashboard on Portal MyGovernment. Users need to log on to the portal first to check the status of the application.

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

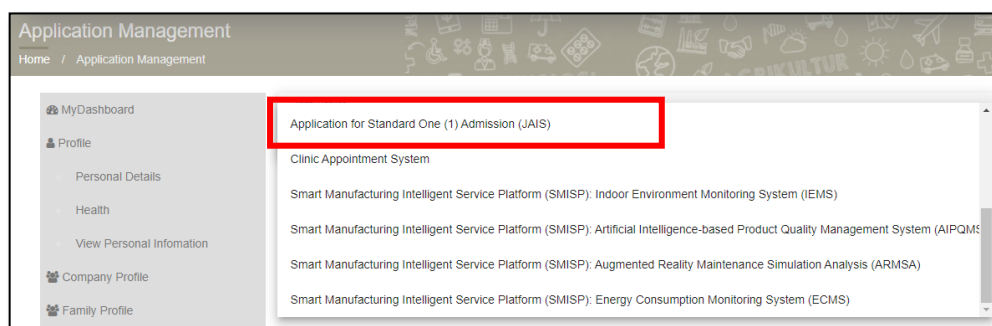


- i. Access to Transaction Management
 - a. Click on **here** link as marked on the screen above; or
 - b. Click on **Application** link under the **Transaction Management** segment, screen will be displayed as follow:-

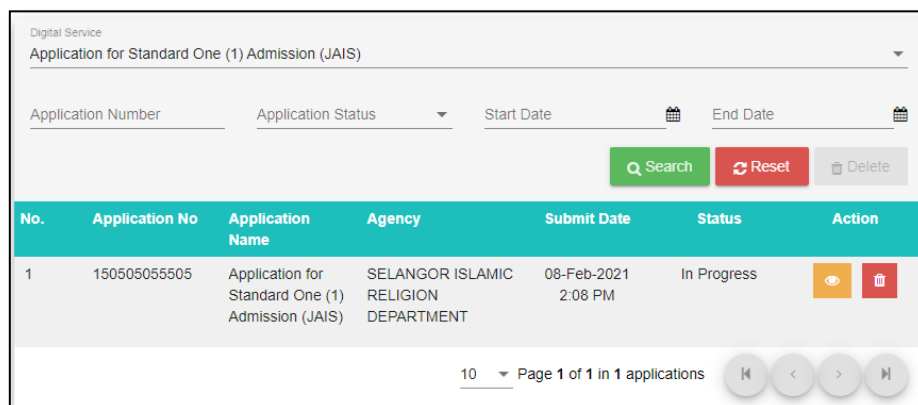
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ii. Access to Application for Standard One (1) Admission Status Check





a. Choose **Application for Standard One (1) Admission** through **Digital Services** dropdown list, screen will be displayed as follow:-

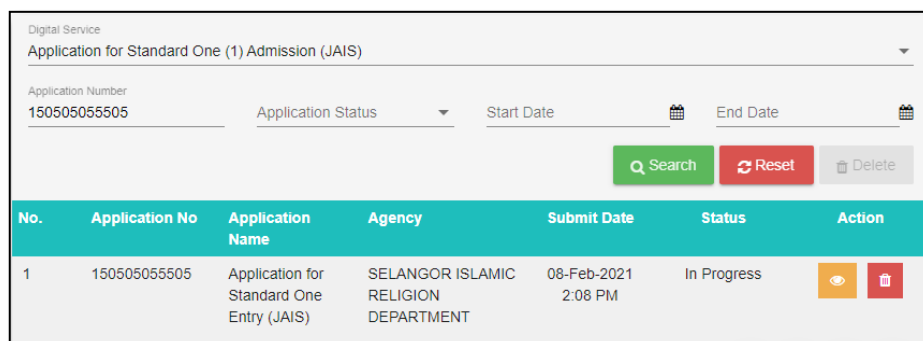



iii. Search for Application


- 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

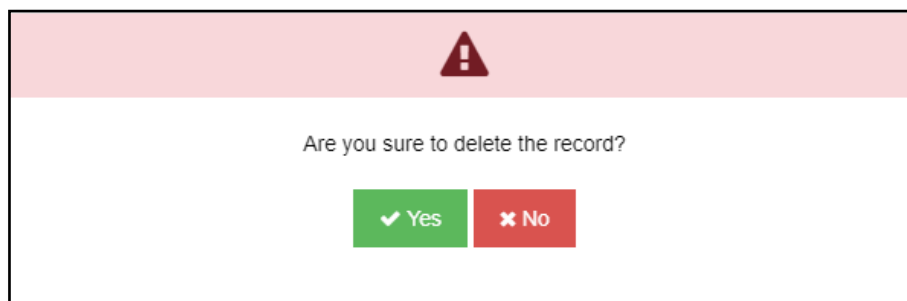
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- e. Click **[Reset]** to re-enter search criteria;



- 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.

