



UNIVERSITI  
PENDIDIKAN  
SULTAN IDRIS  
اونيورسيتي فنديديقن سلطان ادريس

SULTAN IDRIS EDUCATION UNIVERSITY

# USER MANUAL

for

## Online iLead Application

**Prepared By:**

*ICT Centre*

*Sultan Idris Education University*

*October 2024*

*Version 1.0*

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# 1 ONLINE ILEAD APPLICATION

## 1.1 Online iLead Application

Online iLead Application module manages the application Process through the online application. It captures and automates the entire application process for top management positions. Users can apply for an application and view the status of the application through the Online iLead Application. The details are explained as below.

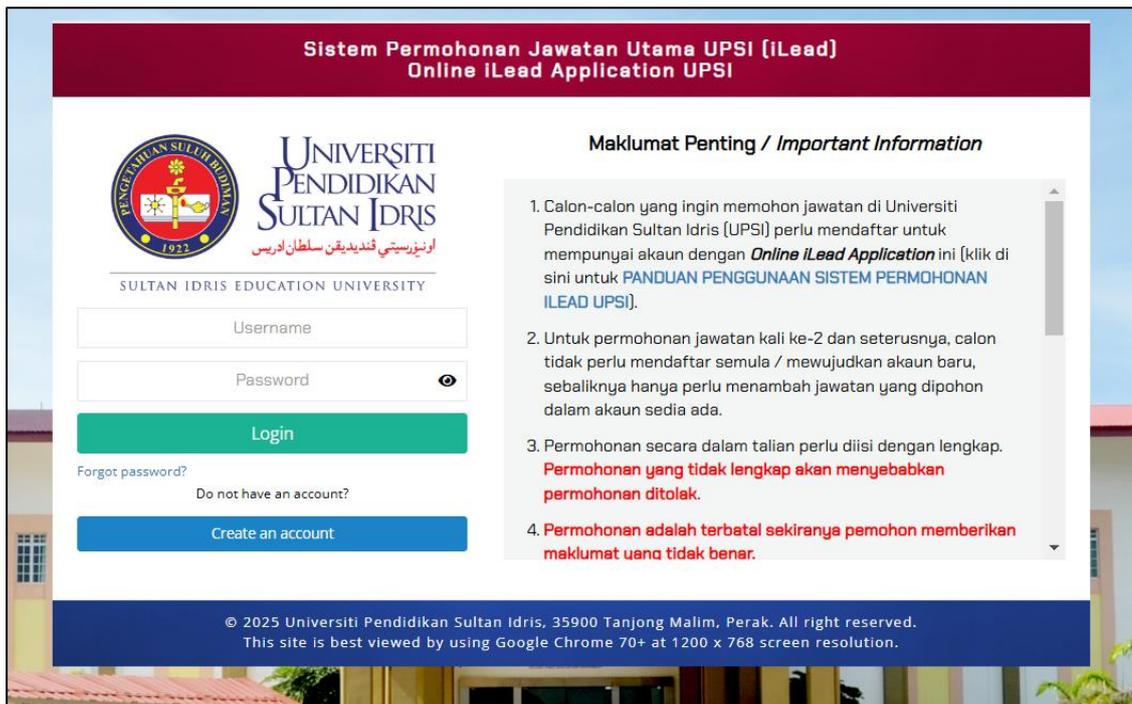


Figure 1.1 – Online iLead Application Screen

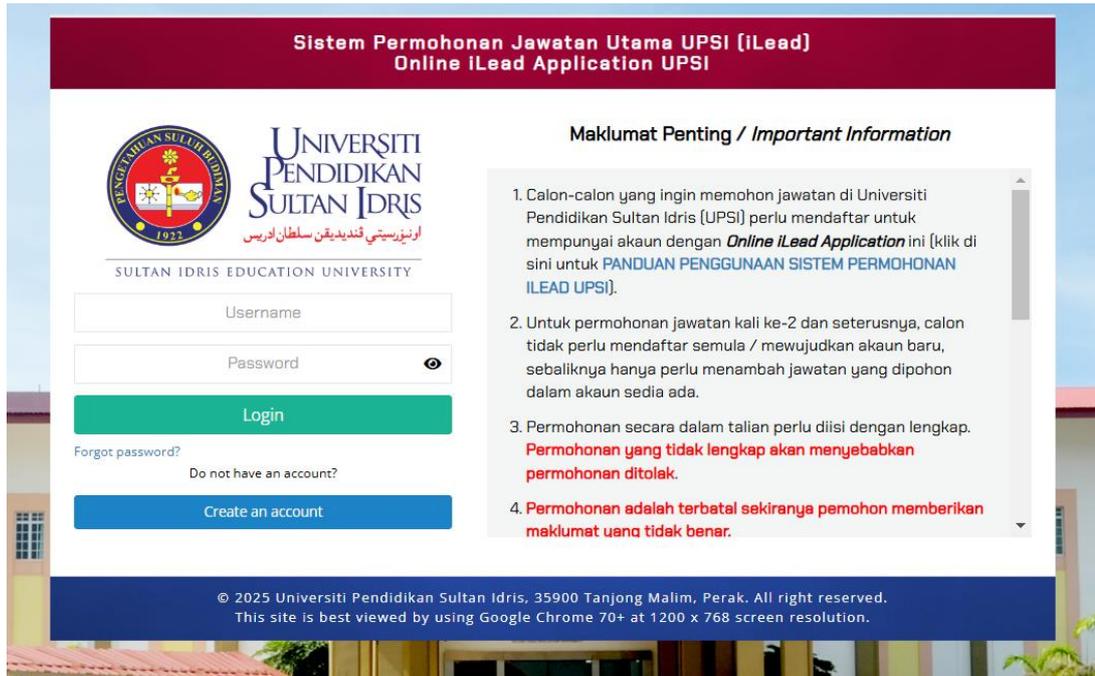
### User Manual



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## 1.2 New Application

This screen allows the user to create a new application. The details are as follows.



**Sistem Permohonan Jawatan Utama UPSI (iLead)**  
**Online iLead Application UPSI**

**UNIVERSITI PENDIDIKAN SULTAN IDRIS**  
اونيزستي قنديدين سلطان ادریس  
SULTAN IDRIS EDUCATION UNIVERSITY

Username

Password

Login

Forgot password?  
Do not have an account?

Create an account

**Maklumat Penting / Important Information**

1. Calon-calon yang ingin memohon jawatan di Universiti Pendidikan Sultan Idris (UPSU) perlu mendaftar untuk mempunyai akaun dengan **Online iLead Application** ini (klik di sini untuk **PANDUAN PENGGUNAAN SISTEM PERMOHONAN ILEAD UPSI**).
2. Untuk permohonan jawatan kali ke-2 dan seterusnya, calon tidak perlu mendaftar semula / mewujudkan akaun baru, sebaliknya hanya perlu menambah jawatan yang dipohon dalam akaun sedia ada.
3. Permohonan secara dalam talian perlu diisi dengan lengkap. **Permohonan yang tidak lengkap akan menyebabkan permohonan ditolak.**
4. **Permohonan adalah terbatal sekiranya pemohon memberikan maklumat yang tidak benar.**

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This site is best viewed by using Google Chrome 70+ at 1200 x 768 screen resolution.

Figure 1.2 – New Application Screen

### 1.2.1 Create New Application

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Click the **Create an account** button to register. It will display **Register New User** screen. See **Figure 1.2-1**.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	2

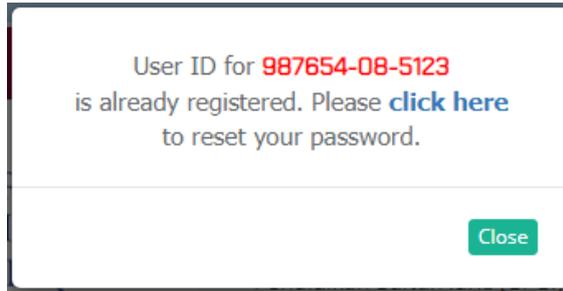
Figure 1.2-1 – Register New User Screen

3. Enter the information required for registration. Click on **Register** button and **Registration Information Confirmation** screen will be displayed as shown below. See **Figure 1.2-2**.

Figure 1.2-2 – Registration Information Confirmation Screen

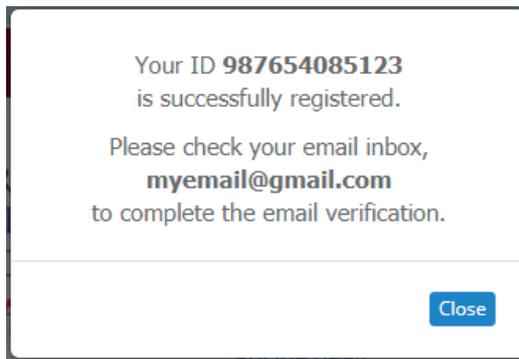
4. Click on **Register** button. Registration information will be checked before being saved by the system. A screen like the figure below will be displayed if the record already exists. See **Figure 1.2-3**.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
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**Figure 1.2-3– Record Already Existed Screen**

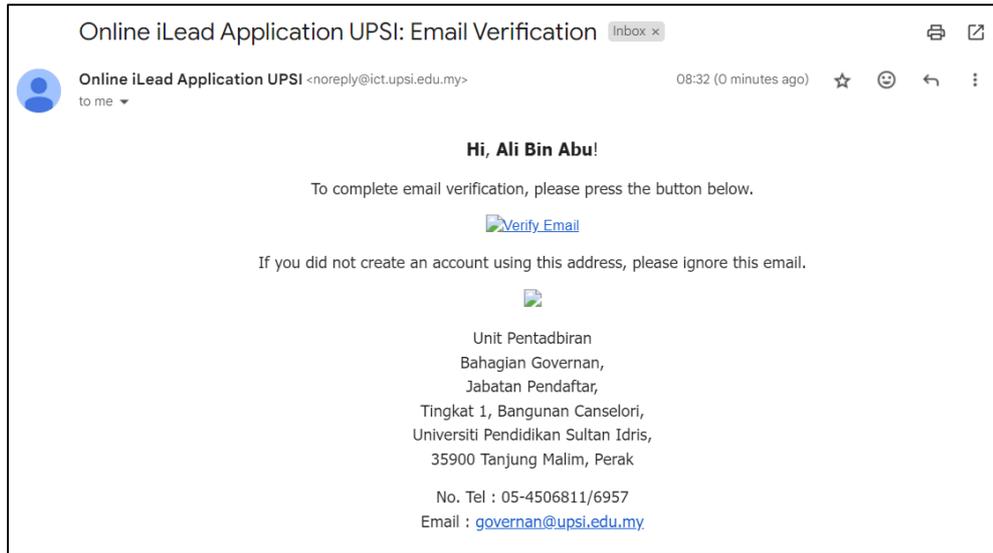
- Click **click here** button to reset the password if you have registered before. A screen like the figure below will be displayed if the new user registration is successful. See **Figure 1.2-4**.



**Figure 1.2-4 – New Registration Successful Screen**

- Check the registered email to complete the email address verification process. See **Figure 1.2-5**.

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**Figure 1.2-5 – Verification Email Screen**

- Click on **Verify your Email** button. **New User Registration Password Set** screen will be displayed. See **Figure 1.2-6**.

**Figure 1.2-6 – New User Registration Password Set Screen**

- Enter the password according to the character guide suggested below and click the **Submit** button. The user will be taken to the main page of the iLead portal.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	5

### 1.3 Log In

This screen allows users to log into the iLead portal. The details are as follows.

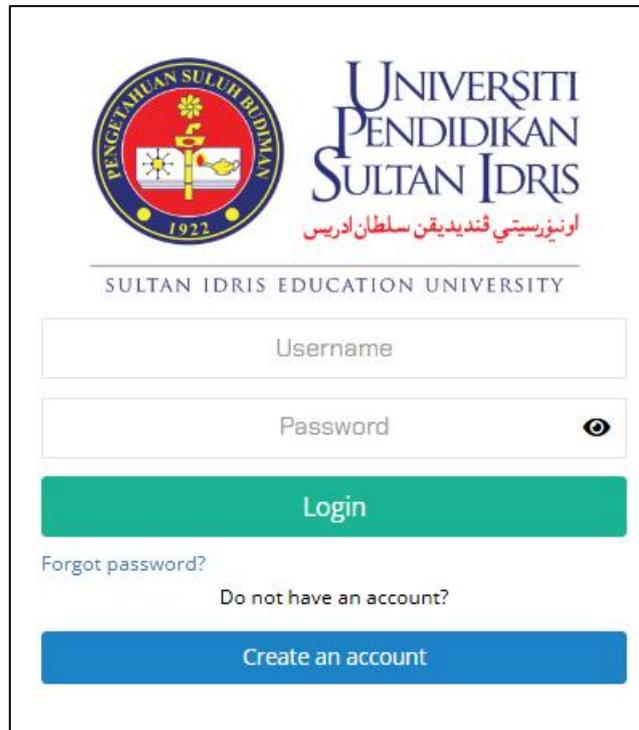


Figure 1.3 – Log In Screen

#### 1.3.1 Log In iLead Screen

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. An error will be displayed if the user enters inaccurate information or has an inactive status. See **Figure 1.3-1**.

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- [Halaman Utama  
Main Page](#)
- [Manual Pengguna  
User Manual](#)
- [Maklumat Pemohon  
Applicant Information](#)
- [Muatnaik Gambar  
Upload Photo](#)
- [Semak Permohonan  
Review Application](#)
- [Tukar Katalaluan  
Change Password](#)
- [Permohonan Jawatan  
Submit Application](#)
- [Profil Pemohon  
Applicant Profile](#)



Sign out



**Iklan Terkini**  
Latest Advertisement

**Manual Pengguna**  
User Manual

**Permohonan Jawatan**  
Post Application

- BE THE FIRST TO APPLY
- BE THE FIRST TO TRY
- BE CONFIDENT, DON'T SHY

**Maklumat Pemohon**  
Update Profile

**Mustnaik Gambar**  
Upload Photo

**Profil Pemohon**  
Applicant Profile

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	7

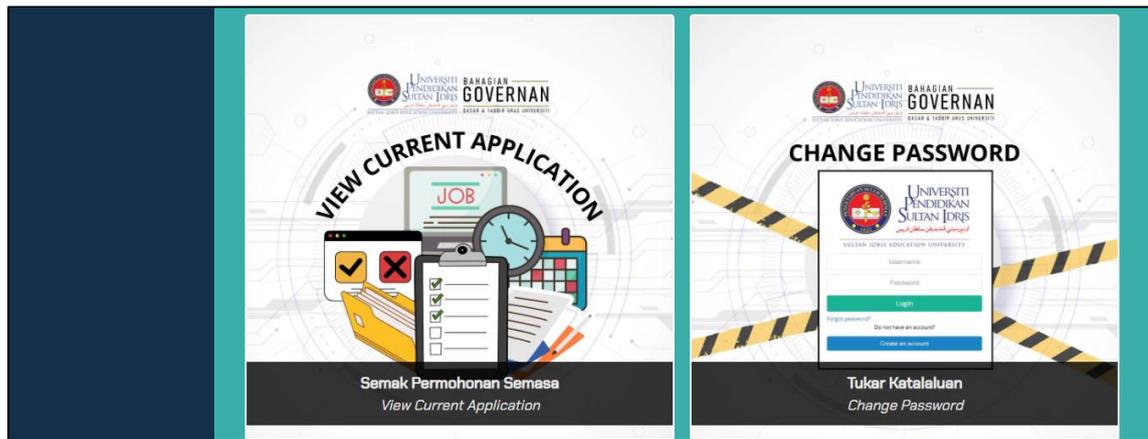


Figure 1.3-1 – iLead Portal Home Page Screen

## 1.4 Applicant Information

This screen allows users to fill in and update personal information, partner information, academic qualifications, publications, experience, references, upload curriculum vitae and kpi information. The details are as follows.

Personal Information 1

Home / Personal Information 1

Information marked with (\*) must be filled in

Top Management Position *	PENASIHAT UNDANG-UNDANG
Full Name *	Muhammad Zulfazli Bin Ahmad
Email *	anisatyrach07@gmail.com
	<a href="#">Update Email Address</a>
New IC No. *	930407142345
Old IC No.	
Phone Number *	01712345689
Date of Birth *	04/07/1993
Place of Birth *	Hospital Sg Buloh
Age *	30
Passport No.	

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	8

Race \*

Malay

Religion \*

Islam

Gender \*

Male

---

Address \*

No 1A, Jln Behrang

Please update latest address from time to time

City \*

Tanjong Malim

Postcode \*

35600

Country \*

Malaysia

State \*

Perak

Save

---

Social media account \*

Name

URL

Add

#	Social Media Name	URL	
1	Facebook	www.facebook/sayafaz.com.my	✖
2	Instagram	www.instagram/sayafaz.com.my	✖
3	twitter	www.twitter/saya.com.my	✖

I am **Muhammad Zulfazli Bin Ahmad**, ID Number **930407142345**, I acknowledge that the information given for this application is true. If there is false information or it is found that I have hidden certain information, the University reserves the right to take the necessary actions and decisions in the interest of the University againts me, including the termination of my appointment if necessary.

Continue

**Figure 1.4 Applicant Information Screen**

### 1.4.1 Personal Information 1

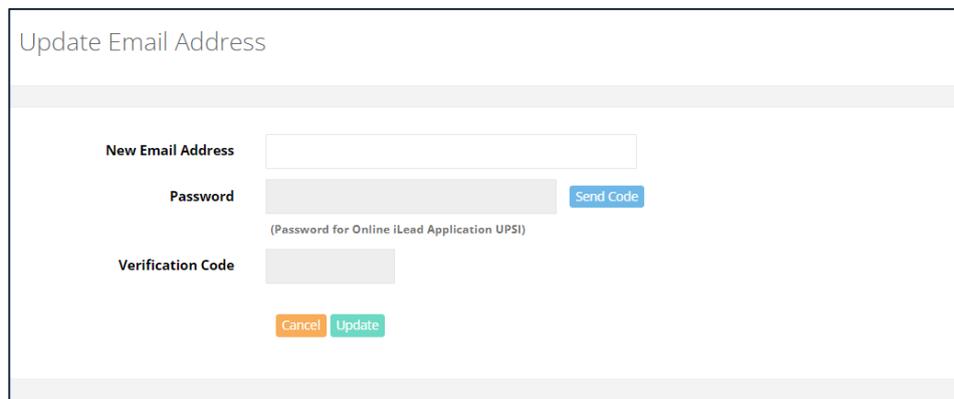
1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the Applicant Information link on the menu screen and click on **Personal Information 1**. It will display **Personal Information 1** screen. See **Figure 1.4-1**
4. Fill in or update the information needed.
5. Click on **Save** button to save the information.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
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6. Fill in **Social Media Account** information needed:
  - i. **Name.**
  - ii. **URL.**
7. Click on **Add** button to save the **Social Media Account** information.
8. Click on **Continue** button to go to the next screen.

## 1.4.2 Update Email Address

1. Click the Applicant Information link on the menu screen and click on **Personal Information 1**. It will display **Personal Information 1** screen. See **Figure 1.4-1**
2. Click on **Update Email Address** button. It will display **Update Email Address** screen screen. See **Figure 1.4-2**.



**Figure 1.4-2 Update Email Address Screen**

3. Fill in the information needed.
  - i. **New email address.**
  - ii. **Password.**
4. Click on **Send Code** button to get the verification code by email.
5. Fill in **Verification Code** that has been send at email.
6. Click on **Update** button to update the new email.
7. Click on **Cancel** button to cancel update email.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	10

### 1.4.3 Personal Information 2

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the Applicant Information link on the menu screen and click on **Personal Information 2**. Another way, go to **Personal Information 1** screen and click on **Continue** button. It will display **Personal Information 2** screen. See **Figure 1.4-3**.

Personal Information 2

Home / Personal Information 1 / Personal Information 2

Information marked with (\*) must be filled in for the purpose of CGSO and MACC screening

Current Position Name *	<input type="text" value="PenoLong Pegawai Teknologi (PPTM)"/>
Sector *	<input type="text" value="Government"/>
Position Grade	<input type="text" value="FA32"/>
	(Government only)
Appointed Start Date on Current Position *	<input type="text" value="01/11/2019"/>
Employment Status *	<input type="text" value="Permanent"/>
Date of Retirement/ Age *	<input type="text" value="01/12/2029"/>
Basic Salary (RM) *	<input type="text" value="2600"/>
Other Allowances (RM)	<input type="text" value="750"/>

---

Current Employment Address *	<input style="height: 40px;" type="text" value="UPSI"/>
Postcode *	<input type="text" value="35900"/>
Country *	<input type="text" value="Malaysia"/>
State *	<input type="text" value="Perak"/>
Marital Status *	<input type="text" value="Berkahwin"/>

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	11

Annual Assessment Report (LNPT) for 3 years \*

Year  Mark

#	Year	Mark	
1	2022	90.5	<input type="button" value="x"/>
2	2023	99	<input type="button" value="x"/>

I am **Anisah Abu Bakar**, ID Number **980709891234**, I acknowledge that the information given for this application is true. If there is false information or it is found that I have hidden certain information, the University reserves the right to take the necessary actions and decisions in the interest of the University against me, including the termination of my appointment if necessary.

**Figure 1.4-3 Personal Information 2 Screen**

4. Fill in or update the information needed.
5. Click on **Save** button to save the information.
6. Fill in **Annual Assessment Report (LNPT)** information needed:
  - i. **Year**.
  - ii. **Mark**.
7. Click on **Add** button to save the **Annual Assessment Report (LNPT)** information.
8. Click on **Continue** button to go to the next screen.

#### 1.4.4 Partner Details (If married)

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the Applicant Information link on the menu screen and click on **Partner Details**. Another way, go to **Personal Information 2** screen and click on **Continue** button. It will display **Partner Details** screen. See **Figure 1.4-1**.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
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Partner Details (have to fill in if the status is married)

Home / Personal Information 1 / Personal Information 2 / Partner Details

Information marked with (\*) must be filled in

Spouse Name \*

Spouse IC No. / Passport No. \*

Address \*   
Please update latest address from time to time

Number of children \*

Occupation of Husband/Wife \*

Basic Salary (RM)

Spouse Office address \*

Spouse Activities Involvement

Position  Agency

#	Position/Involment	Agency/Company/Organization	
1	KETUA	KKM	<input type="button" value="x"/>
2	TIMBALAN	LAP	<input type="button" value="x"/>
3	PENOLONG	MARA	<input type="button" value="x"/>

I am **Anisah Abu Bakar**, ID Number **980709891234**, I acknowledge that the information given for this application is true. If there is false information or it is found that I have hidden certain information, the University reserves the right to take the necessary actions and decisions in the interest of the University againts me, including the termination of my appointment if necessary.

Figure 1.4-1 Partner Details Screen

4. Fill in or update the information needed.
5. Click on **Save** button to save the information.
6. Fill in **Spouse Activities Involvement** information needed:
  - i. **Position.**
  - ii. **Agency.**
7. Click on **Add** button to save the **Spouse Activities Involvement** information.
8. Click on **Continue** button to go to the next screen.

## 1.4.5 Academic Qualifications

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the Applicant Information link on the menu screen and click on **Academic Qualifications**. Another way, go to **Personal Information 2** screen (**If not married**) or go to **Partner Details** screen (**if married**) and click on **Continue** button. It will display **Academic Qualifications** screen. See **Figure 1.4-5**.

Academic Qualifications

Home / Personal Information 1 / Personal Information 2 / Partner Details / Academic Qualifications

Information marked with (\*) must be filled in

Level of Study \*

Name University/College \*

Name of Programme Graduated \*

(as per stated in scroll)  
 [Example : Ijazah Sarjana Muda Sains (Kimia Industri) Dengan Keahlian Kelas Kedua (Tinggi)]  
 Bagi Pemegang Sijil Kemahiran Malaysia, catatkan juga tahap SKM yang dimiliki.  
 [Example : Sijil Kemahiran Malaysia Tahap 1]

Duration of study \*  hingga

CGPA \*

Honors Class (Kelas Keahlian) \*

Area of Expertise \*

Specialization \*

[Save Academic Qualification](#)

List of Academic Qualification

#	Name University/College	Qualification	Area of Expertise	Honors Class	
1	Universiti Islam Antarabangsa Malaysia		Kepintaran Buatan	PERTAMA	<span style="color: green;">☰</span> <span style="color: red;">✖</span>
2	Universiti Tunku Abdul Rahman (UTAR)	Ijazah Sarjana Muda Multimedia	Multimedia & Komunikasi	Pertama	<span style="color: green;">☰</span> <span style="color: red;">✖</span>
3	Universiti Islam Antarabangsa Malaysia	Ijazah Sarjana Muda Chemistry	Sains	Kedua Atas	<span style="color: green;">☰</span> <span style="color: red;">✖</span>
4	Kolej Jururawat Masyarakat Port Dickson	Sijil Jururawat Kanak Kanak	Jururawat	Pertama	<span style="color: green;">☰</span> <span style="color: red;">✖</span>

I am **Anisah Abu Bakar**, ID Number **980709891234**, I acknowledge that the information given for this application is true. If there is false information or it is found that I have hidden certain information, the University reserves the right to take the necessary actions and decisions in the interest of the University against me, including the termination of my appointment if necessary.

[Continue](#)

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Figure 1.4-5 Academic Qualifications Screen

4. Fill in or update the information needed.
5. Click on **Save Academic Qualification** button to save the information.
6. Click on **Continue** button to go to the next screen.

#### 1.4.6 Publications

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the Applicant Information link on the menu screen and click on **Publications**. Another way, go to **Academic Qualifications** screen and click on **Continue** button. It will display **Publications** screen. See **Figure 1.4-6**.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	15

Publications

Home / Personal Information 1 / Personal Information 2 / Partner Details / Academic Qualifications / Publications

**SCOPUS SCHOLAR CITATIONS \***

Particulars	Information
Citations / No. of Documents *	<input type="text" value="1"/>
H-index *	<input type="text" value="index"/>
Profile link *	<input type="text" value="www.plinkIndex.com"/>

[Save](#)

**EXPERTISE AND SPECIALIZATION \***

[+ Add New](#)

Fields of Expertise	Areas of Specialization	Action
Programming A	Programmer B	<a href="#">Edit</a> <a href="#">Delete</a>
Test 2	Specialization ke2	<a href="#">Edit</a> <a href="#">Delete</a>

**TEN (10) MOST SIGNIFICANT PUBLICATIONS (As main author) \***

[+ Add New](#)

Year	Publication Details (Author, Paper Title, Journal Name, Publisher, Volume, Pages)	Significant Impact	Action
2024	<b>Author:</b> ABU <b>Paper Title:</b> Buku Ilmiah <b>Journal Name:</b> Kemerdekaan <b>Publisher:</b> abu <b>Volume:</b> 1 <b>Pages:</b> 150	Mind of impact	<a href="#">Edit</a> <a href="#">Delete</a>

I am **Anisah Abu Bakar**, ID Number **980709891234**, I acknowledge that the information given for this application is true. If there is false information or it is found that I have hidden certain information, the University reserves the right to take the necessary actions and decisions in the interest of the University againsts me, including the termination of my appointment if necessary.

[Continue](#)

Figure 1.4-6 Publications Screen

4. Fill in or update **SCOPUS SCHOLAR CITATIONS** information needed:
  - i. **Citations/No. of Documents.**
  - ii. **H-index.**
  - iii. **Profile link.**
5. Click on **Save** button to save the **SCOPUS SCHOLAR CITATIONS** information.
6. Click on **Add New** button at **EXPERTISE AND SPECIALIZATION** section.
7. Fill in information needed:
  - i. **Fields of Expertise.**

- ii. **Area of Specialization.**
8. Click on **Save** button to save the **EXPERTISE AND SPECIALIZATION** information.
9. Click on **Edit** button at **EXPERTISE AND SPECIALIZATION** section to update the record.
10. Fill in the information needed. Click on **Save** button to update record.
11. Click on **Delete** button at **EXPERTISE AND SPECIALIZATION** section to delete the record. Click on **Delete** button to delete record.
12. Click on **Add New** button at **TEN (10) MOST SIGNIFICANT PUBLICATIONS (As main author)** section.
13. Fill in information needed:
  - i. **Type.**
  - ii. **Year.**
  - iii. **Author.**
  - iv. **Paper Title.**
  - v. **Journal Name.**
  - vi. **Publisher.**
  - vii. **Volume.**
  - viii. **Pages.**
  - ix. **Significant Impact.**
14. Click on **Save** button to save the **TEN (10) MOST SIGNIFICANT PUBLICATIONS** information.
15. Click on **Edit** button at **TEN (10) MOST SIGNIFICANT PUBLICATIONS** section to update the record.
16. Fill in the information needed. Click on **Save** button to update record.
17. Click on **Delete** button at **TEN (10) MOST SIGNIFICANT PUBLICATIONS** section to delete the information. Click on **Delete** button to delete record.
18. Click on **Continue** button to go to the next screen.

### 1.4.7 Experiences

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the Applicant Information link on the menu screen and click on **Experiences**. Another way, go to **Publications** screen and click on **Continue** button. It will display **Experiences** screen. See **Figure 1.4-7**.

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PORTAL	Online iLead Application	A4	2024-01	17

Experiences

Home / Personal Information 1 / Personal Information 2 / Partner Details / Academic Qualifications / Publications / Experiences

**UNIVERSITY MANAGEMENT AND ADMINISTRATION EXPERIENCES \***

(Key University Positions - Vice Chancellor, Chief Executive Officer, Rector, Deputy Vice Chancellor, Assistant Vice Chancellor, Deputy Rector, Director and Dean only)

+ Add New

Position	University	Year	Term (Duration in Years)	Significant Contributions (3 Major Contributions, If Relevant)	Action
Pengerusi Persatuan	UITM Perak	2020	2	1.DD 2.DD 3.SS	<a href="#">Edit</a> <a href="#">Delete</a>

**APPOINTMENTS / SECONDMENTS IN LOCAL AND OVERSEAS ORGANIZATIONS / AGENCIES \***

+ Add New

Position	University	Year	Term (Duration in Years)	Significant Contributions (3 Major Contributions, If Relevant)	Action
Pegawai Tadbir	Kementerian Pendidikan Malaysia				<a href="#">Edit</a> <a href="#">Delete</a>
Timbalan Pengerusi	UUM	2023	5	1. ABC 2. DEF 3. FGH	<a href="#">Edit</a> <a href="#">Delete</a>
Timbalan Pengerusi 2	UKM	2019	2	ase sdd ss	<a href="#">Edit</a> <a href="#">Delete</a>

**POSITIONS HELD IN BODIES / ORGANIZATIONS OUTSIDE THE UNIVERSITY \***

+ Add New

Position	University	Year	Term (Duration in Years)	Significant Contributions (3 Major Contributions, If Relevant)	Action
No record found					

I am **Anisah Abu Bakar**, ID Number **980709891234**. I acknowledge that the information given for this application is true. If there is false information or it is found that I have hidden certain information, the University reserves the right to take the necessary actions and decisions in the interest of the University against me, including the termination of my appointment if necessary.

[Continue](#)

Figure 1.4-7 Experiences Screen

4. Click on **Add New** button at **UNIVERSITY MANAGEMENT AND ADMINISTRATION EXPERIENCES** section.
5. Fill in information needed:
  - i. **Position.**
  - ii. **University.**
  - iii. **Year.**
  - iv. **Term (Duration in year).**

- v. **Significant Contributions (3 Major Contributions, If Relevant).**
6. Click on **Save** button to save the **UNIVERSITY MANAGEMENT AND ADMINISTRATION EXPERIENCES** information.
7. Click on **Edit** button at **UNIVERSITY MANAGEMENT AND ADMINISTRATION EXPERIENCES** section to update the record.
8. Fill in the information needed. Click on **Save** button to update record.
9. Click on **Delete** button at **UNIVERSITY MANAGEMENT AND ADMINISTRATION EXPERIENCES** section to delete the record. Click on **Delete** button to delete record.
10. Click on **Add New** button at **APPOINTMENTS / SECONDMENTS IN LOCAL AND OVERSEAS ORGANIZATIONS / AGENCIES** section.
11. Fill in information needed:
  - i. **Position.**
  - ii. **University.**
  - iii. **Year.**
  - iv. **Term (Duratin in year).**
  - v. **Significant Contributions (3 Major Contributions, If Relevant).**
12. Click on **Save** button to save the **APPOINTMENTS / SECONDMENTS IN LOCAL AND OVERSEAS ORGANIZATIONS / AGENCIES** information.
13. Click on **Edit** button at **APPOINTMENTS / SECONDMENTS IN LOCAL AND OVERSEAS ORGANIZATIONS / AGENCIES** section to update the record.
14. Fill in the information needed. Click on **Save** button to update record.
15. Click on **Delete** button at **APPOINTMENTS / SECONDMENTS IN LOCAL AND OVERSEAS ORGANIZATIONS / AGENCIES** section to delete the information. Click on **Delete** button to delete record.
16. Click on **Add New** button at **POSITIONS HELD IN BODIES / ORGANIZATIONS OUTSIDE THE UNIVERSITY** section.
17. Fill in information needed:
  - i. **Position.**
  - ii. **University.**
  - iii. **Year.**
  - iv. **Term (Duration in year).**
  - v. **Significant Contributions (3 Major Contributions, If Relevant).**
18. Click on **Save** button to save the **POSITIONS HELD IN BODIES / ORGANIZATIONS OUTSIDE THE UNIVERSITY** information.
19. Click on **Edit** button at **POSITIONS HELD IN BODIES / ORGANIZATIONS OUTSIDE THE UNIVERSITY** section to update the record.
20. Fill in the information needed. Click on **Save** button to update record.

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21. Click on **Delete** button at **POSITIONS HELD IN BODIES / ORGANIZATIONS OUTSIDE THE UNIVERSITY** section to delete the information. Click on **Delete** button to delete record.

22. Click on **Continue** button to go to the next screen.

### 1.4.8 KPI Information

- To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
- Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
- Click the Applicant Information link on the menu screen and click on **KPI Information**. Another way, go to **Upload CV** screen and click on **Continue** button. It will display **KPI Information** screen. See **Figure 1.4-8**.

KPI Information

Home / Personal Information 1 / Personal Information 2 / Partner Details / Academic Qualifications / Publication / Experiences / **KPI Information**

MISSION AND VISION AS (POSITION) UPSI \*

+ Add New

Area	Mission and Vision	Action
Embrace diversity	Provide a great work environment and treat each other with respect and dignity.	<a href="#">Edit</a> <a href="#">Delete</a>
Apply the highest standards	Dedicate ourselves to providing clean and safe products and to enhancing the quality of life everywhere through all our activities.	<a href="#">Edit</a> <a href="#">Delete</a>

DEVELOPMENT AND WELFARE PLANNING FOR STUDENTS AND STAFFS UPSI \*

+ Add New

Area	Details	Action
Track Behavioural Patterns	By recording information and making it available to boarding staff, your team are able to identify unusual behaviour and investigate the cause.	<a href="#">Edit</a> <a href="#">Delete</a>
Analyse And Monitor Regularly	With our software you can create a watchlist so that boarding staff know which students to keep an eye on, without having to be personally updated.	<a href="#">Edit</a> <a href="#">Delete</a>

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
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UPLOAD KPI DOCUMENTATIONS

Please upload the KPI presentation slide / Direction / Recommendation presentation slide for this position application.  
If the file is more than 2mb, please enter the link file only

File Name  No file chosen

Link File

Attachment	Action
LAPORAN_PERBINCANGAN_LANJUTAN KEPERLUAN_MODUL_I LEAD_BG_26_JULY_20241.docx	<input type="button" value="View"/> <input type="button" value="Delete"/>
TEST_PDF.pdf	<input type="button" value="View"/> <input type="button" value="Delete"/>

Links	Action
Arahan_kerja.googledrive.com.my	<input type="button" value="Delete"/>
kpilink.googledrive.com.my	<input type="button" value="Delete"/>

I am **Muhammad Zulfazli Bin Ahmad**, ID Number **930407142345**. I acknowledge that the information given for this application is true. If there is false information or it is found that I have hidden certain information, the University reserves the right to take the necessary actions and decisions in the interest of the University againsts me, including the termination of my appointment if necessary.

Figure 1.4-8 KPI Information Screen

4. Click on **Add New** button at **MISSION AND VISION AS (POSITION) UPSI** section.
5. Fill in information needed:
  - i. **Area.**
  - ii. **Mission and Vission.**
6. Click on **Save** button to save the **MISSION AND VISION AS (POSITION) UPSI** information.
7. Click on **Edit** button at **MISSION AND VISION AS (POSITION) UPSI** section to update the record.
8. Fill in the information needed. Click on **Save** button to update record.
9. Click on **Delete** button at **MISSION AND VISION AS (POSITION) UPSI** section to delete the record. Click on **Delete** button to delete record.
10. Click on **Add New** button at **DEVELOPMENT AND WELFARE PLANNING FOR STUDENTS AND STAFFS UPSI** section.
11. Fill in information needed:
  - i. **Area.**
  - ii. **Details.**
12. Click on **Save** button to save the **DEVELOPMENT AND WELFARE PLANNING FOR STUDENTS AND STAFFS UPSI** information.
13. Click on **Edit** button at **DEVELOPMENT AND WELFARE PLANNING FOR STUDENTS AND STAFFS UPSI** section to update the record.

14. Fill in the information needed. Click on **Save** button to update record.
15. Click on **Delete** button at **DEVELOPMENT AND WELFARE PLANNING FOR STUDENTS AND STAFFS UPSI** section to delete the information. Click on **Delete** button to delete record.
16. Click on **Choose file** button at **UPLOAD KPI DOCUMENTATIONS** section to upload attachment and it will automatically save the attachment. It only can upload **three (3)** attachment.
17. Click on **Delete** button at **Attachment** section to delete the file. Click on **Delete** button to delete record.
18. If the size of the file is more than 2MB, please fill in the link file section and click on the **Save** button to save attachment.
19. Click on **Delete** button at **Link file** section to delete the link. Click on **Delete** button to delete record.
20. Click on **Continue** button to go to the next screen.

#### 1.4.9 Additional Information I (UHSB Position Only)

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the Applicant Information link on the menu screen and click on **Additional Information I (UHSB Position Only)**. Another way, go to **KPI Information** screen and click on **Continue** button. It will display **Additional Information I (UHSB Position Only)** screen. See **Figure 1.4-9**.

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### Additional Information I (UHSB Position Only)

Home / Personal Information 1 / Personal Information 2 / Partner Details / Academic Qualifications / Publication / Experiences / KPI Information / **Additional Information I (UHSB Position Only)**

---

**OTHER QUALIFICATIONS (if any)**

---

**Qualification Details**

Others qualification

[Save](#)

---

**LANGUAGES \***

[+ Add New](#)

Languages	Level	Action
Inggeris	Fluent	<a href="#">Edit</a> <a href="#">Delete</a>
Bahasa Melayu	Master	<a href="#">Edit</a> <a href="#">Delete</a>

---

**AWARDS (if any)**

---

**Award Details**

kk

[Save](#)

---

**BUSINESS PLAN PROPOSAL \***

[+ Add New](#)

Details	Action
EcoClean provides sustainable, eco-friendly cleaning services to residential and commercial clients. Our mission is to promote healthier living spaces while safeguarding the planet.	<a href="#">Edit</a> <a href="#">Delete</a>
Example business plan	<a href="#">Edit</a> <a href="#">Delete</a>

---

I am **Muhammad Zulfazli Bin Ahmad**, ID Number **930407142345**, I acknowledge that the information given for this application is true. If there is false information or it is found that I have hidden certain information, the University reserves the right to take the necessary actions and decisions in the interest of the University againts me, including the termination of my appointment if necessary.

[Continue](#)

Figure 1.4-9 Additional Information I Screen

4. Fill in information needed at **OTHER QUALIFICATIONS (If any)** section :
  - i. **Qualification Details.**
5. Click on **Save** button to save the **OTHER QUALIFICATIONS** information.

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6. Click on **Add New** button at **LANGUAGES** section.
7. Fill in information needed:
  - i. **Languages.**
  - ii. **Level.**
8. Click on **Save** button to save the **LANGUAGES** information.
9. Click on **Edit** button at **LANGUAGES** section to update the record.
10. Fill in the information needed. Click on **Save** button to update record.
11. Click on **Delete** button at **LANGUAGES** section to delete the record.
12. Fill in information needed at **AWARDS (If any)** section :
  - i. **Award Details.**
13. Click on **Save** button to save the **AWARDS** information.
14. Click on **Add New** button at **BUSINESS PLAN PROPOSAL** section.
15. Fill in information needed:
  - i. **Details**
16. Click on **Save** button to save the **BUSINESS PLAN PROPOSAL** information.
17. Click on **Edit** button at **BUSINESS PLAN PROPOSAL** section to update the record.
18. Fill in the information needed. Click on **Save** button to update record.
19. Click on **Delete** button at **BUSINESS PLAN PROPOSAL** section to delete the record.
20. Click on **Continue** button to go to the next screen.

#### 1.4.10 Additional Information II (Pendaftar, Bendahari, PUU, Pustakawan Position Only)

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the Applicant Information link on the menu screen and click on **Additional Information II (Pendaftar, Bendahari, PUU, Pustakawan Position Only)**. Another way, go to **KPI Information** screen and click on **Continue** button. It will display **Additional Information II (Pendaftar, Bendahari, PUU, Pustakawan Position Only)** screen. See **Figure 1.4-10**.

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Additional Information II (Pendaftar, Bendahari, PUU, Pustakawan Position Only)

Home / Personal Information 1 / Personal Information 2 / Partner Details / Academic Qualifications / Publication / Experiences / KPI Information / Additional Information I (UHSB Position Only) / **Additional Information II (Pendaftar, Bendahari, PUU, Pustakawan Position Only)**

**ACHIEVEMENTS/ INVOLVEMENT AT NATIONAL AND INTERNATIONAL LEVELS WHILE HOLDING ADMINISTRATIVE POSITIONS \***

[+ Add New](#)

Position	Details	Level	Action
Pengerusi Persatuan	International achivementes	International	<a href="#">Edit</a> <a href="#">Delete</a>
Pengerusi Persatuan	ssss	National	<a href="#">Edit</a> <a href="#">Delete</a>

**PROFESSIONAL QUALIFICATION INFORMATION (if any)**

[+ Add New](#)

Qualification	Institution	Certificate Number	Professional Expertise	Membership	Joined Date	Action
Certified Public Accountant (CPA)	Harvard Business School (HBS)	PM2022	Professional Expertise	Ahli Biasa (Normal Member)	2022-05-04 00:00:00	<a href="#">Edit</a> <a href="#">Delete</a>
Project Management Professional (PMP)	Project Management Institute (PMI)	PMp2024PM	Administered by the Project Management Institute (PMI).	Ahli Korporat (Corporate Member)	2021-07-04 00:00:00	<a href="#">Edit</a> <a href="#">Delete</a>

**Figure 1.4-10 Additional Information II Screen**

4. Click on **Add New** button at **ACHIEVEMENTS/ INVOLVEMENT AT NATIONAL AND INTERNATIONAL LEVELS WHILE HOLDING ADMINISTRATIVE POSITIONS** section.
5. Fill in information needed:
  - i. **Position.**
  - ii. **Details.**
  - iii. **Level.**
6. Click on **Save** button to save the **ACHIEVEMENTS/ INVOLVEMENT AT NATIONAL AND INTERNATIONAL LEVELS WHILE HOLDING ADMINISTRATIVE POSITIONS** information.
7. Click on **Edit** button at **ACHIEVEMENTS/ INVOLVEMENT AT NATIONAL AND INTERNATIONAL LEVELS WHILE HOLDING ADMINISTRATIVE POSITIONS** section to update the record.
8. Fill in the information needed. Click on **Save** button to update record.
9. Click on **Delete** button at **ACHIEVEMENTS/ INVOLVEMENT AT NATIONAL AND INTERNATIONAL LEVELS WHILE HOLDING ADMINISTRATIVE POSITIONS** section to delete the record.

10. Click on **Add New** button at **PROFESSIONAL QUALIFICATION INFORMATION (If any)** section.
11. Fill in information needed:
  - i. **Qualification.**
  - ii. **Institution.**
  - iii. **Certificate Number.**
  - iv. **Professional Expertise.**
  - v. **Membership.**
  - vi. **Joined Date.**
12. Click on **Save** button to save the **PROFESSIONAL QUALIFICATION INFORMATION (If any)** information.
13. Click on **Edit** button at **PROFESSIONAL QUALIFICATION INFORMATION (If any)** section to update the record.
14. Fill in the information needed. Click on **Save** button to update record.
15. Click on **Delete** button at **PROFESSIONAL QUALIFICATION INFORMATION (If any)** section to delete the record.
16. Click on **Continue** button to go to the next screen.

#### 1.4.11 References

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the Applicant Information link on the menu screen and click on **References**. Another way, go to **Experiences** screen and click on **Continue** button. It will display **References** screen. See **Figure 1.4-11**.

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References

Home / Personal Information 1 / Personal Information 2 / Partner Details / Academic Qualifications / Publications / Experiences / **References**

References 1	References 2
<p><b>Name *</b> <input type="text" value="Haikal Abdullah"/></p> <p><b>Position *</b> <input type="text" value="Pensyarah"/></p> <p><b>Address *</b> <input type="text" value="Taman Malim Sarjana, Kalumpang"/></p> <p><small>Maksimum 300 aksara</small></p> <p><b>Phone Number *</b> <input type="text" value="01234567890"/></p> <p><b>Email *</b> <input type="text" value="haikal@gmail.com"/></p>	<p><b>Name *</b> <input type="text" value="ABU BAKAR"/></p> <p><b>Position *</b> <input type="text" value="PTM"/></p> <p><b>Address *</b> <input type="text" value="TANJONG"/></p> <p><small>Maksimum 300 aksara</small></p> <p><b>Phone Number *</b> <input type="text" value="0171234567"/></p> <p><b>Email *</b> <input type="text" value="ABU@GMAIL.COM"/></p>

I am **Anisah Abu Bakar**, ID Number **980709891234**. I acknowledge that the information given for this application is true. If there is false information or it is found that I have hidden certain information, the University reserves the right to take the necessary actions and decisions in the interest of the University against me, including the termination of my appointment if necessary.

Figure 1.4-11 References Screen

4. Fill in or update the information needed:
  - i. **References 1**
  - ii. **References 2**
5. Click on **Save** button to save the information.
6. Click on **Continue** button to go to the next screen.

#### 1.4.12 Upload Curriculum Vitae (CV)

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the Applicant Information link on the menu screen and click on **Upload CV**. Another way, go to **References** screen and click on **Continue** button. It will display **Upload CV** screen. See **Figure 1.4-12**.

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Upload Cocurriculum Vitae (CV)

Home / Personal Information 1 / Personal Information 2 / Partner Details / Academic Qualifications / Publication / Experiences / References / **Upload CV**

**PLEASE UPLOAD COCURRICULUM VITAE (CV) DOCUMENTS**

Please upload [attachment documents required\\*](#) and click the **SUBMIT** button to submit the attachment.

**Nama Fail / File Name**

No file chosen

CV Names	Action
IKLAN_JAWATAN_PENTADBIRAN_KONTRAK_ptpo_n19_september.pdf	<input type="button" value="Delete"/>

**Important Note :**

1. Please scan your attachment(s) first to ensure it's **free from any computer virus**.
2. Each attachment is **limited up to 2 Megabyte (2MB)** only..
3. Please **avoid using special characters (example: ",, &, %, /, #, blank spaces)** in attachment names or attaching documents with the same name. An underscore (example: my\_Attached\_File.pdf) may be used to separate a file name.
4. **Only the following file extensions are allowed to be uploaded: pdf | doc | jpg | jpeg | gif.**

I am **Anisah Abu Bakar**, ID Number **980709891234**, I acknowledge that the information given for this application is true. If there is false information or it is found that I have hidden certain information, the University reserves the right to take the necessary actions and decisions in the interest of the University againts me, including the termination of my appointment if necessary.

**Figure 1.4-12 Upload CV Screen**

4. Choose file to upload and it will automatically save the file if no file has been uploaded. It only can upload **one (1)** file.
5. Click on the **Delete** button if a file has already been uploaded and if want to upload a new file.
6. Click on **Continue** button to go to the next screen.

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PORTAL	Online iLead Application	A4	2024-01	28

## 1.5 Upload Photo

This screen allows users upload photo. The details are as follows.

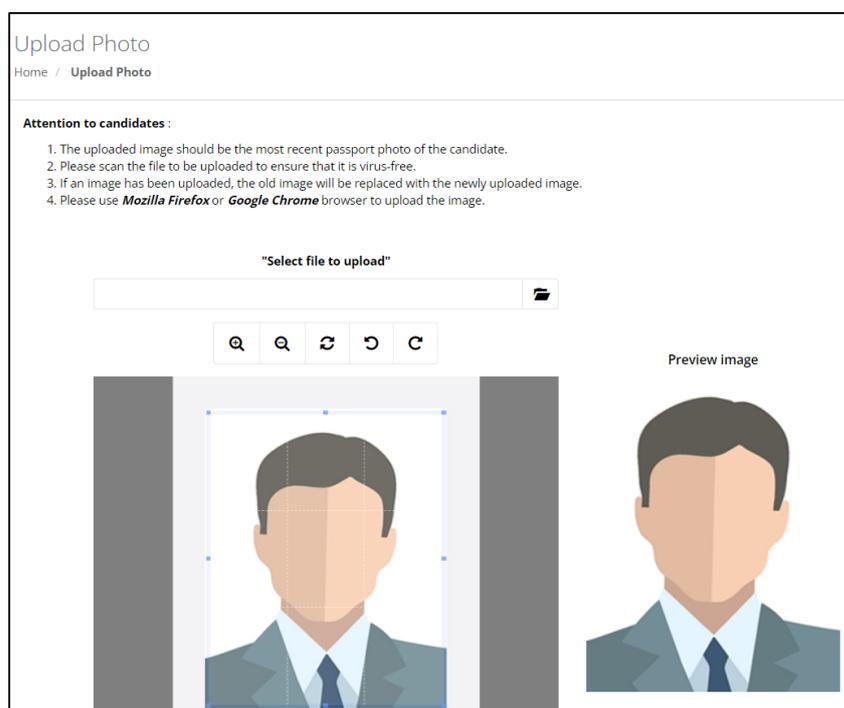
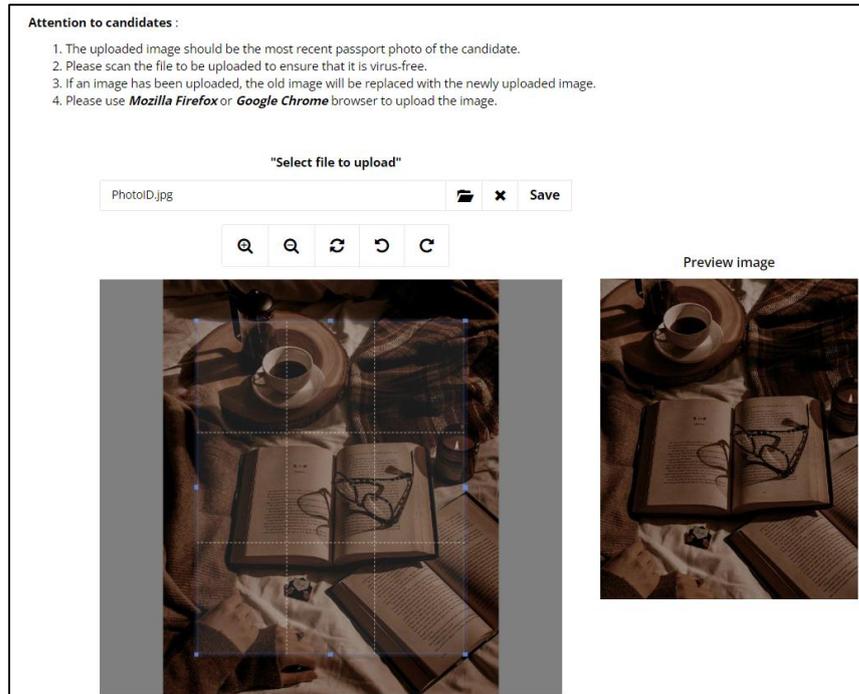


Figure 1.5 Upload Photo Screen

### 1.5.1 Upload Photo

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the **Upload Photo** link on the menu screen. It will display **Upload Photo** screen. See **Figure 1.5**.
4. Click on  button to select picture from computer.
5. Select the image you want to upload and click the **Open** button. Photo that has been selected will appear. See **Figure 1.5-1**.

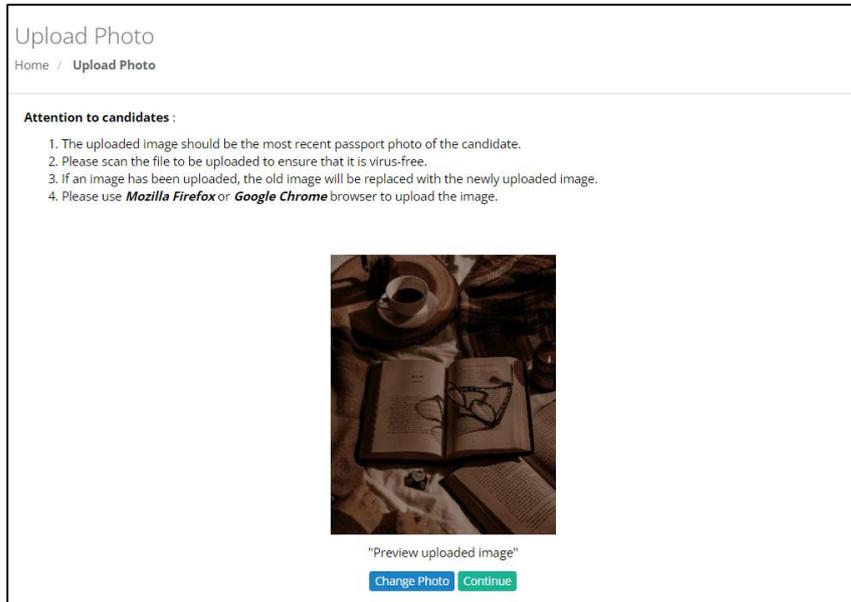
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**Figure 1.5-1 Upload Photo Screen**

6. Use photo adjustment functions such as **Zoom In & Out, Rotate 180°, Left & Right** to get the size of a passport-sized photo. Refer to the image adjustment results in the **Preview Image** section
7. Click on **Save** button to upload the selected image. Successfully uploaded images will be displayed as shown in the following figure. See **Figure 1.5-2**.

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PORTAL	Online iLead Application	A4	2024-01	30



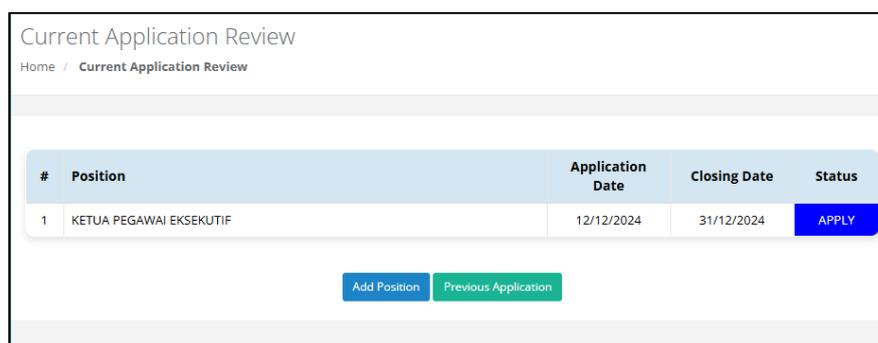
**Figure 1.5-2 Upload Photo Screen**

8. Click on **Change Photo** button to change photo.
9. Click on **Continue** button to go to the next screen.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	31

## 1.6 Review Application

This screen allows users to review current and previous applications. The details are as follows.



#	Position	Application Date	Closing Date	Status
1	KETUA PEGAWAI EKSEKUTIF	12/12/2024	31/12/2024	APPLY

Figure 1.6 Review Application Screen

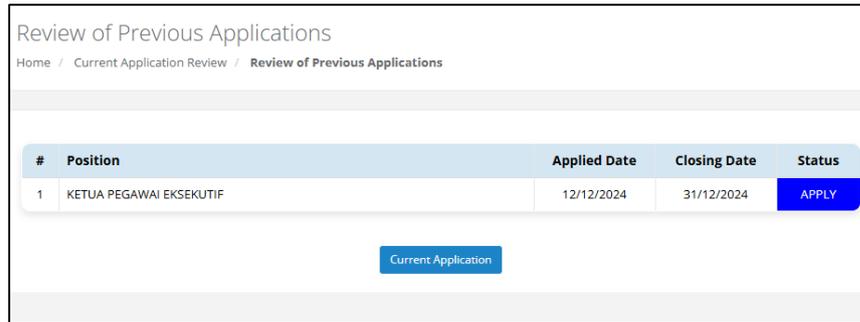
### 1.6.1 Current Application

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the **Review Application** link on the menu screen and click on **Current Application** menu. It will display **Current Application** screen. See **Figure 1.6**.
4. Click on **Add Position** button to applied position.
5. Click on **Previous Application** button to review of previous applications.

### 1.6.2 Previous Application

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the **Review Application** link on the menu screen and click on **Previous Application** menu. It will display **Previous Application** screen. See **Figure 1.6-2**.

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**Figure 1.6-2 Previous Application Screen**

4. Click on **Current Application** button to review of current applications.

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PORTAL	Online iLead Application	A4	2024-01	33

## 1.7 Change Password

This screen allows users to change password for iLead account. The details are as follows.

Change Password  
Home / Change Password

**Petunjuk / Hint:**  
Kata laluan adalah sepanjang **8 hingga 12 aksara** gabungan abjad dan nombor. Bagi mengukuhkan kata laluan, gunakan huruf besar dan kecil, **nombor dan simbol** seperti `!_? $ % ^ & .`.  
*The password should consist of **8 to 12 alphanumeric characters long**. To make it stronger, use **upper and lower case letters, numbers and symbols** like `!_? $ % ^ & .`.*

**Katalaluan Semasa**  
Current Password

**Katalaluan Baharu**  
New Password

**Sahkan Katalaluan Baharu**  
Verify New Password

Update

I am **Anisah Abu Bakar**, ID Number **980709891234**. I acknowledge that the information given for this application is true. If there is false information or it is found that I have hidden certain information, the University reserves the right to take the necessary actions and decisions in the interest of the University against me, including the termination of my appointment if necessary.

Continue

Figure 1.7 Change Password Screen

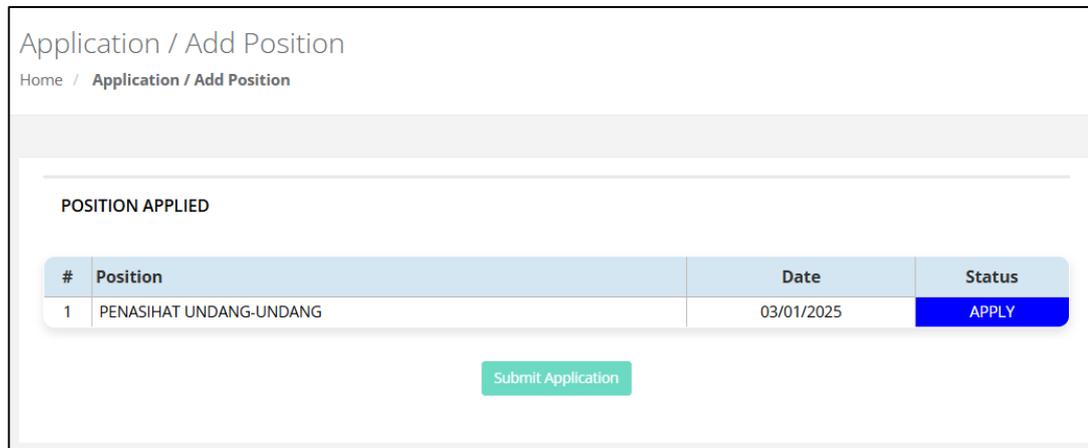
### 1.7.1 Change password

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the **Change Password** link on the menu screen. It will display **Change Password** screen. See **Figure 1.7**.
4. Fill in information needed:
  - i. **Current Password.**
  - ii. **New Password.**
  - iii. **Verify New Password.**
5. Click on **Update** button to update new password.
6. Click on **Continue** button to go to the next screen.

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PORTAL	Online iLead Application	A4	2024-01	34

## 1.8 Job Application

This screen allows users to make job applications and add job applications. The details are as follows.



Application / Add Position  
Home / Application / Add Position

POSITION APPLIED

#	Position	Date	Status
1	PENASIHAT UNDANG-UNDANG	03/01/2025	APPLY

Submit Application

Figure 1.8 Job Application Screen

### 1.8.1 Job Application

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the **Job Application** link on the menu screen. It will display **Job Application** screen. See **Figure 1.8**.
4. Click on the **Submit Application** button to submit position applied. See **Figure 1.8-1**.

Before applying for the position, make sure you have completed the following:

- Selecting a position that matches my qualifications;
- Filling in/updating the information in the **Applicant Information** section completely and accurately;
- Uploading a **recent photo (passport size)**, and
- Acknowledging that the information provided in this application is true. If there is any false information or it is found that I have concealed certain information, the University has the right to take the necessary actions and measures in the University's interest against me, including the termination of my appointment if necessary.

**Figure 1.8-1 Confirmation Screen**

5. Tick the **checkbox** and click on **Agree** button to save the application.
6. Successful applications will be displayed at **Position Applied** section. See **Figure 1.8**.

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## 1.9 Applicant Profile

This screen allows users to review job application information and personal information. The details are as follows.



- [Halaman Utama  
Main Page](#)
- [Manual Pengguna  
User Manual](#)
- [Maklumat Pemohon  
Applicant Information](#)
- [Muatnaik Gambar  
Upload Photo](#)
- [Semak Permohonan  
Review Application](#)
- [Tukar Katalaluan  
Change Password](#)
- [Permohonan Jawatan  
Job Application](#)
- [Profil Pemohon  
Applicant Profile](#)



**UNIVERSITI PENDIDIKAN SULTAN IDRIS**  
سولتاني قنديديقن سلطان ادريس

SULTAN IDRIS EDUCATION UNIVERSITY  
Online iLead Application

Thank you for applying this position. Your application will be processed.

Position Applied	1) BENDAHARI 2) PENASIHAT UNDANG-UNDANG <a href="#">Add Application</a>
Name	ANISAH ABU BAKAR
Identification Number	980709891234
Application Reference Number	2024-000000012



[Change Photo](#)

FORMAT CV UNIT PERJAWATAN, BSM/2019

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A) PERSONAL INFORMATION [Update](#)

Full Name	ANISAH ABU BAKAR
National Identification	980709891234
Gender	Female
Current Job Position	Penolong Pegawai Teknologi (PPTM)
Date of Appointment	01/11/2019
Office Address	UPSI 35900 Perak
Basic Salary	2,600.00
Total Allowance	750.00
Permanent Address	No 4, Jalan Sejahtera 1, Taman Muallim 35900 TANJUNG MALIM, Perak
Telephone Number	01712340888
Email	anisatirah@ict.upsi.edu.my

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**B) ACADEMIC QUALIFICATION**

[Update](#)

#	Name University/College	Level of Study	Area of Expertise	Honors Class
1	Universiti Islam Antarabangsa Malaysia	D9	Kepintaran Buatan	PERTAMA
2	Universiti Tunku Abdul Rahman [UTAR]	D7	Multimedia & Komunikasi	Pertama
3	Universiti Islam Antarabangsa Malaysia	Doktor Falsafah	Sains	Kedua Atas
4	Kolej Jururawat Masyarakat Port Dickson	Sijil	Jururawat	Pertama

**C) EXPERIENCES**

[Update](#)

**UNIVERSITY MANAGEMENT AND ADMINISTRATION EXPERIENCES**

Position	University	Year	Term [Duration in Years]	Significant Contributions [3 Major Contributions, If Relevant]
Pengerusi Persatuan	UITM Perak	2020	2	1.DD 2.DD 3.SS

**APPOINTMENTS / SECONDMENTS IN LOCAL AND OVERSEAS ORGANIZATIONS / AGENCIES**

Position	University	Year	Term [Duration in Years]	Significant Contributions [3 Major Contributions, If Relevant]
Pegawai Tadbir	Kementerian Pendidikan Malaysia			
Timbalan Pengerusi	UUM	2023	5	1. ABC 2. DEF 3. FGH
Timbalan Pengerusi 2	UKM	2019	2	ase sdd ss

**POSITIONS HELD IN BODIES / ORGANIZATIONS OUTSIDE THE UNIVERSITY**

Position	University	Year	Term [Duration in Years]	Significant Contributions [3 Major Contributions, If Relevant]
No record found				

**D) PUBLICATION**

[Update](#)

Year	Publication Details [Author, Paper Title, Journal Name, Publisher, Volumes, Pages]	Significant Impact
2024	<b>Author:</b> ABU <b>Paper Title:</b> Buku Ilmiah <b>Journal Name:</b> Kemerdekaan <b>Publisher:</b> abu <b>Volume:</b> 1 <b>Pages:</b> 150	Mind of impact
2022	<b>Author:</b> Ali Rahman <b>Paper Title:</b> Buku Ali <b>Journal Name:</b> Journal Ali Rahman <b>Publisher:</b> Ali Abu Plublisher <b>Volume:</b> 1 <b>Pages:</b> 60	Impact
2020	<b>Author:</b> Anisah Rahman <b>Paper Title:</b> Kamus Pendidikan Kanak <b>Journal Name:</b> Journal Pendidikan 1 <b>Publisher:</b> Anisah <b>Volume:</b> 10 <b>Pages:</b> 100	Overthinking

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**E) EXPERTISE AND SPECIALIZATION** Update

#	Fields of Expertise	Areas of Specialization
1	Programming A	Programmer B
2	Test 2	Specialization ke2

**F) SCOPUS SCHOLAR CITATIONS** Update

Particulars	Information
Citations / No. of Documents	1
H-index	index
Profile link	www.plinkIndex.com
Citations / No. of Documents	105
H-index	8
Profile link	https://docs.google.com/document/d/13eoZlwGk21Wh0UJEaJR0popUNM4GPAFEx3I96graVw/edit?usp=sharing

**G) MISSION AND VISION AS [POSITION] UPSI** Update

Area	Mission and Vision
Teknologi	Improve the technology of computer
Performance	Improve in performance areas

**H) DEVELOPMENT AND WELFARE PLANNING FOR STUDENTS AND STAFFS UPSI** Update

Area	Details
Multimedia	Improve multimedia skills
test welfare	welfare details

**I) REFERENCE** Update

1	<b>Name</b> Haikal Abdullah <b>Position</b> Pensyarah <b>Telephone Number</b> 01234567890 <b>Email</b> haikal@gmail.com	<b>Address</b> Taman Malim Sarjana, Kalumpang
2	<b>Name</b> ABU BAKAR <b>Position</b> PTM <b>Telephone Number</b> 0171234567 <b>Email</b> ABU@GMAIL.COM	<b>Address</b> TANJONG

[Print Application](#)

**Figure 1.9 Applicant Profile Screen**

### 1.9.1 Viewing Applicant Profile

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the **Applicant Profile** link on the menu screen. It will display **Applicant Profile** screen. See **Figure 1.9**.

4. Click on **Add Application** button to add the position.
5. Click on **Change Photo** button to change the photo.
6. Click on **Update** button to update the information.
7. Click on the **Print Application** button o print application in pdf.

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