
INTERNSHIP SYSTEM

Manual - Applicant

V1.0

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1. Introduction

1.1. Dashboard (Homepage)

- Upon successfully login, applicant will be redirected to Internship System Dashboard (Homepage) as shown at image 1.

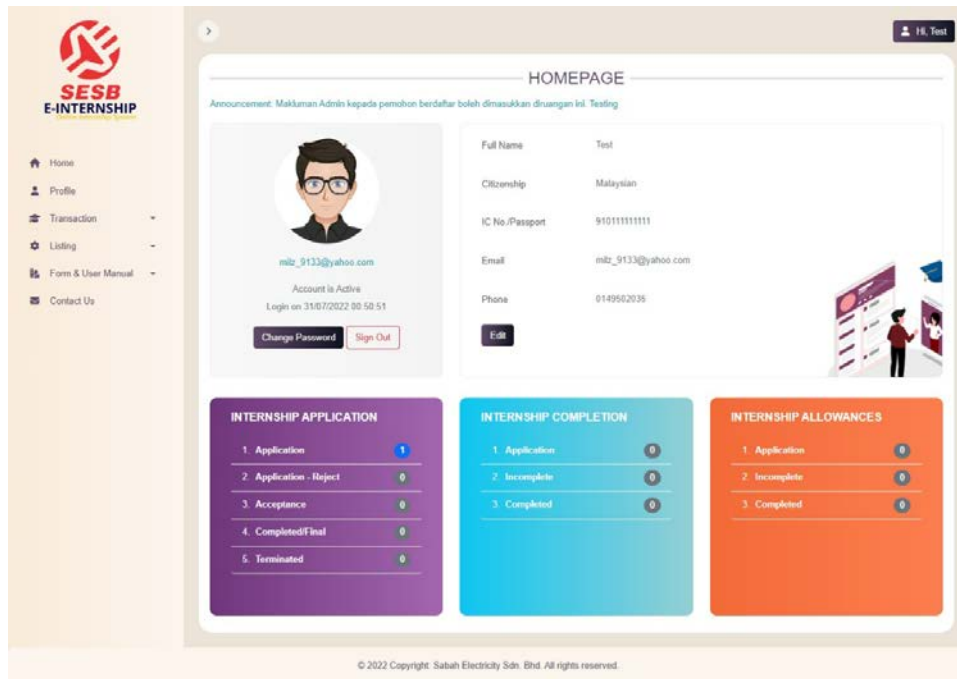


Image 1

1.2. List of links accessible

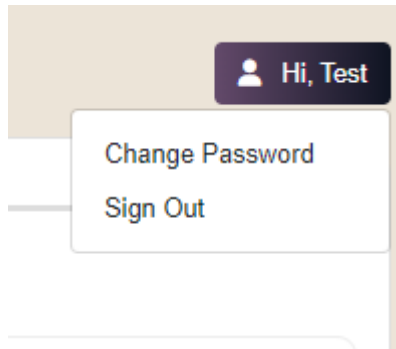
- a. Menu
 - Home
 - Profile
 - Transaction
 - Listing
 - Form & User Manual
 - Contact Us
- b. Widget Dashboard
 - Change Password & Sign Out
 - Edit: To edit Profile page
 - Internship Application page
 - Internship Completion page **notes: only for applicants accepted as SESB trainees*
 - Internship Allowances page **notes: only for applicants accepted as SESB trainees*
- c. Top Profile Navbar
 - Change Password
 - Sign Out

1.3. To Change Password

- a. To change the password, you may click the dashboard first widget “Change Password” button



or via Top Profile Navbar > Change Password



- b. Once redirected to the Change password page, fill in all the require field and then click the “Update Password” button.

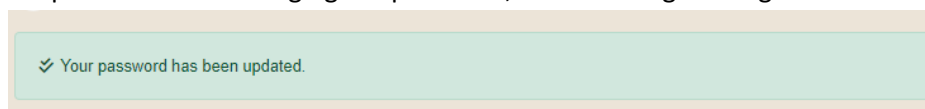
A screenshot of the 'CHANGE PASSWORD' form. The form has a title 'CHANGE PASSWORD' and a subtitle 'Change your password:-'. It contains two input fields: 'New Password' with placeholder text 'Enter Password' and 'Confirm New Password' with placeholder text 'Enter Confirm Password'. Below the input fields are two buttons: 'Update Password' (dark blue) and 'Cancel' (red). At the bottom right, there is a small text: 'Last changed password was on 20/07/2022 17:49:41'.

**notes: make sure the new password entered meets the password requirement*

Must contain at least

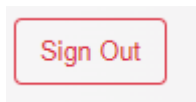
- one number
- one uppercase letter
- one lowercase letter
- one special character (allow symbol: !@#\$%*?_+)
- and Minimum 8 characters

- c. Upon successful changing the password, the following message will be shown.

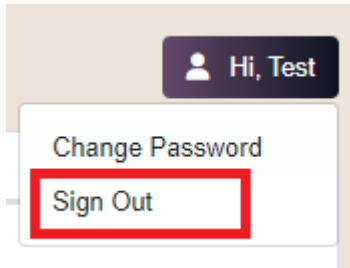


1.4. To Sign Out

- a. To logout from the system, you may click the dashboard first widget “Sign Out” button



or via Top Profile Navbar > Sign Out



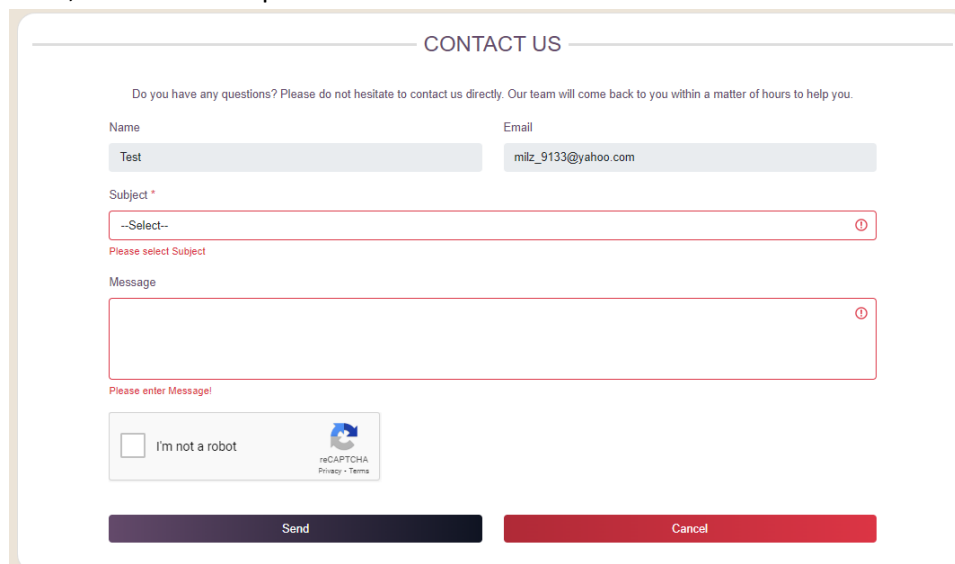
- b. Once sign out, you will be redirected to login page.

1.5. Contact Us Page

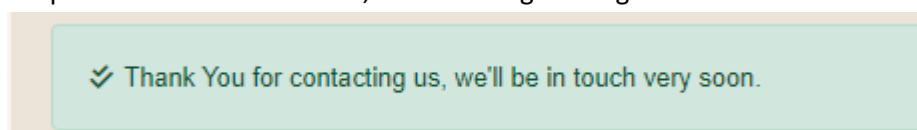
- a. If there any suggestion, complain, data update such as university or ethnicity. It is recommended to fill in the Contact Us page.
- b. To send a message via Contact Us page, hover to Menu > Contact Us



- c. Then, fill in all the require field and click the “Send” button.



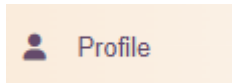
- d. Upon successful submission, the following message will be shown.



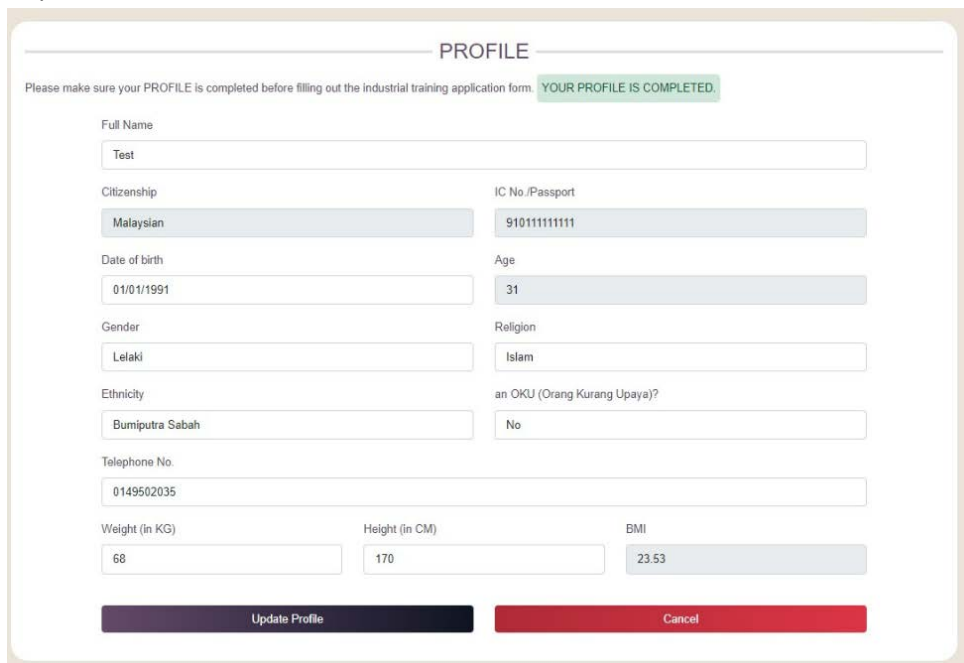
2. Internship Application

2.1. Update Profile Page

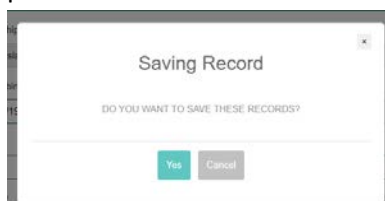
- Before proceed with an Internship Application, you are required to **COMPLETE** your profile.
- To update the Profile, hover to **Menu > Profile**.



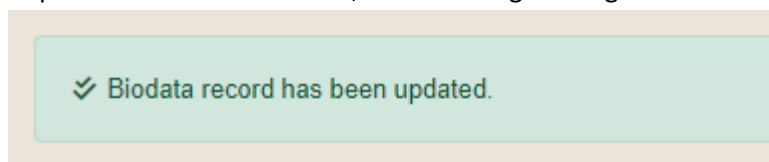
- Once redirected to Profile page, make sure to fill in all the require field and click the "Update Profile" button.

A screenshot of the "PROFILE" update form. At the top, it says "Please make sure your PROFILE is completed before filling out the industrial training application form." followed by a green notification box that says "YOUR PROFILE IS COMPLETED." The form contains several input fields: Full Name (with "Test" entered), Citizenship (dropdown with "Malaysian" selected), IC No./Passport (with "910111111111" entered), Date of birth (with "01/01/1991" entered), Age (dropdown with "31" selected), Gender (dropdown with "Lelaki" selected), Religion (dropdown with "Islam" selected), Ethnicity (dropdown with "Bumiputra Sabah" selected), an OKU (Orang Kurang Upaya?) checkbox (unchecked), Telephone No. (with "0149502035" entered), Weight (in KG) (with "68" entered), Height (in CM) (with "170" entered), and BMI (with "23.53" entered). At the bottom, there are two buttons: "Update Profile" (dark blue) and "Cancel" (red).

- Kindly ensure the all application information is correct before confirming the saving of profile information. Click "Yes" button.



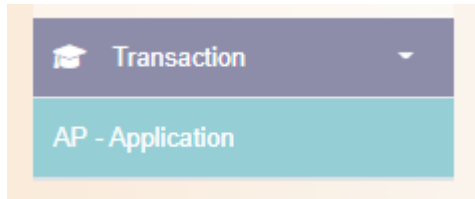
- Upon successful submission, the following message will be shown.



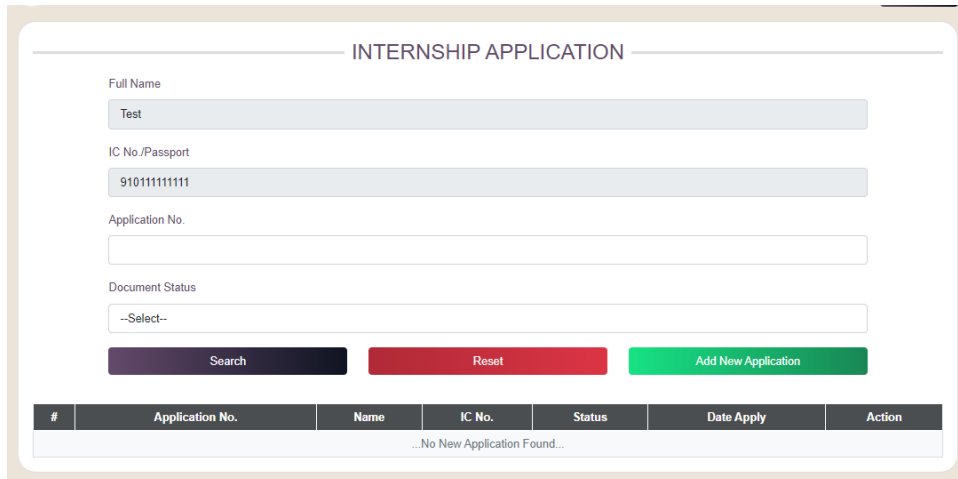
notes: the message* **YOUR PROFILE IS COMPLETED. *will be shown if the profile is completed.*

2.2. Internship Application Transaction

- a. To proceed with Internship Application, hover to **Menu > Transaction > AP – Application**.



- b. Once click, you will be redirected to Internship Application Search Page.

A screenshot of the 'INTERNSHIP APPLICATION' search page. It features a form with the following fields: 'Full Name' (containing 'Test'), 'IC No./Passport' (containing '910111111111'), 'Application No.' (empty), and 'Document Status' (a dropdown menu showing '--Select--'). Below the form are three buttons: 'Search' (dark blue), 'Reset' (red), and 'Add New Application' (green). At the bottom, there is a table with columns: '#', 'Application No.', 'Name', 'IC No.', 'Status', 'Date Apply', and 'Action'. The table currently displays the message '...No New Application Found...'.

c. Add Internship Application

- i. Click the “Add New Application” button.



**notes: Make sure the Profile page is COMPLETED*

- ii. Once click, you will be redirected to Edit Internship Application (Refer to image 2).

**notes: only one application is allowed at a time*

- iii. Internship Application consist of 4 sections:-

- Section 1: Applicant Details (pulled from Profile Page Details)
- Section 2: Internship Application
- Section 3: Document & Attachments
- Section 4: Acknowledgement

- iv. Section 2: Internship Application
- Make sure to fill in all required (*) field.
 - Please click the “Save as Draft” button before uploading a documents & attachment at Section 3.

Internship Application

Application No. 20227000005 Status Application

Academic's Details

Student Matric No. *
eg. UNI1234

Education Level *
--Select--

Institute *
--Select--

Program *
--Select--

Certificate Name *
eg. BACHELOR OF ENVIRONMENTAL AND OCCUPATIONAL HEALTH

Supervisor's Details

Name Position
Telephone No. Email

Training Details

Letter Reference No. * Letter Reference Date *
Refer to your IPT Letter Refer to your IPT Letter

Industrial Training (Start Date) * Industrial Training (End Date) *

Preferred Location *
--Select--

Reasons for choosing the location?


* The placement of industrial training locations is subject to the needs of the organization

Are you a SESB Employee? *
--Select--

- v. Section 3: Document & Attachments
- Make sure to upload the documents & attachments based on the highlighted checklist in Red colour.

Attachment's

#	File Name	Category	Date/Time	Action
---	-----------	----------	-----------	--------

 *Please upload Surat rasmi permohonan latihan industri daripada institusi, Resume/ Biodata Peribadi

To Upload File

- To upload a file, click



✕

UPLOAD ATTACHMENTS

File Name .eg: Resume ❗

PLEASE ENTER FILE NAME

--File Category-- ❗

PLEASE SELECT FILE CATEGORY

Choose File

No file chosen

PLEASE CHOOSE A FILE:
 - (ALLOW FILE EXTENSION -> .JPEG, .JPG, .PNG, .PDF, .TIFF)
 - FILE SIZE MUST NOT MORE THAN 10MBPS

Upload File

Close

- Then, fill in all the require field and choose a file.
**notes: Only Images and PDF file is allowed.*
- Click “Upload” button.
- Upon successful upload a file, the file will be listed in a table.

Attachment's

#	File Name	Category	Date/Time	Action
1.	ok	Keputusan Ujian Saringan COVID & Vaksinasi	31/07/2022 03:40:11	

*Please upload Surat rasmi permohonan latihan industri daripada institusi, Resume/ Biodata Peribadi

To Delete a File

-
- To delete a file, clic
 - Kindly ensure the file deletion is correct before confirming the deletion of the file. Click “Delete” button.

✕

Delete Record

DO YOU WANT TO DELETE THESE RECORDS?

Delete

Cancel

Complete Upload

- The following message will be shown once all the require documents and attachments has been upload accordingly.

2.	ok	Resume/ biodata Peribadi	31/07/2022 03:40:58	
3.	ok	Surat rasmi permohonan latihan industri daripada institusi	31/07/2022 03:49:14	

*Required document Uploaded.

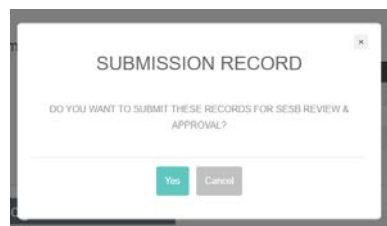
vi. Section 4: Acknowledgement

Acknowledgement

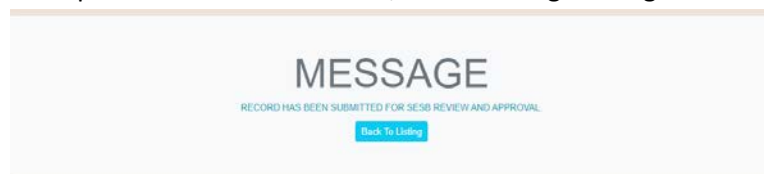
☐ Dengan ini memberikan persetujuan saya kepada Sabah Electricity Sdn Bhd (No. Syarikat: 462872-W), sebuah syarikat yang ditubuhkan di Malaysia dan mempunyai alamat berdaftar di Wisma SESB, Jln Tunku Abd Rahman, Kota Kinabalu, Sabah dan/atau mana-mana ejennya untuk mengumpul, merekod, memegang, menyimpan, berkongsi dan menzahirkan hal data peribadi saya yang berada di dalam kawalan dan/atau simpanan SESB bagi tujuan melaksanakan Latihan Industri saya dengan SESB dan untuk tujuan mana-mana hal yang sah di sisi undang-undang.

Save as DraftSubmitCancel

- Make sure to tick the Acknowledgement checkbox to submit the internship application. Click “Submit” button.
- Kindly ensure the all application information in each section is correct before confirming the submission of an internship application. Click “Yes” button.



- Upon successful submission, the following message will be shown.



**notes: Successful submission of internship application will also be notified via email.*

- Otherwise, you may click the “Save as Draft” or “Cancel” button to save the application as a draft (pending for submission).
- Please repeat the step 2.2 #a and #b to check the draft application.



Edit Draft Application



- Click the
- Repeat 2.2 c #i to #iv

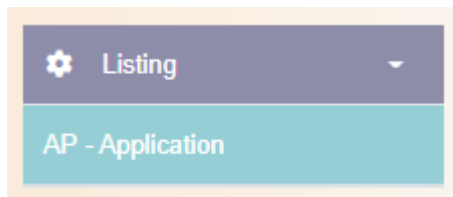
Delete Draft Application



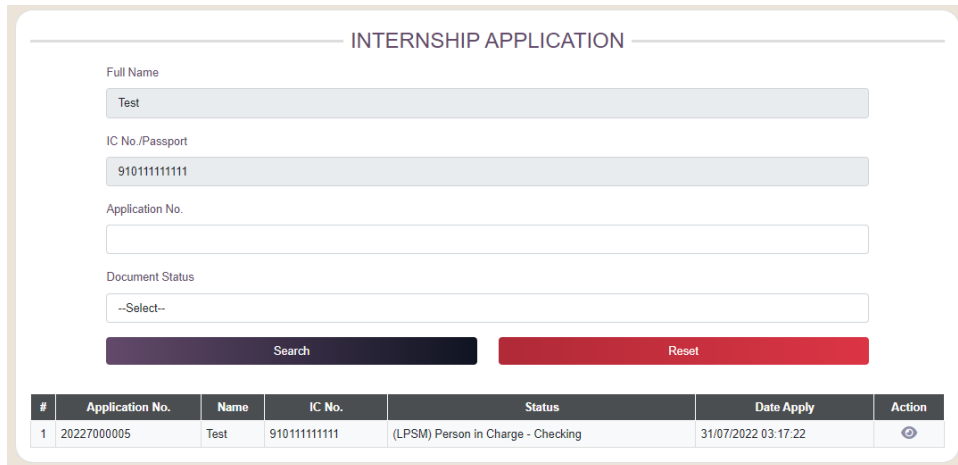
- Click the
- Kindly ensure the file deletion is correct before confirming the deletion of the file. Click “Delete” button.


2.3. Internship Application Listing

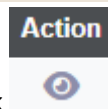
- Listing page is use to check the application current progress or previous application of an internship application.
- To check the listing, hover to **Menu > Listing > AP - Application**




- Once click, you will be redirected to Internship Application Listing Search Page.

A screenshot of the 'INTERNSHIP APPLICATION' search page. It contains several input fields: 'Full Name' with the value 'Test', 'IC No./Passport' with the value '910111111111', and 'Application No.' which is empty. There is also a 'Document Status' dropdown menu set to '--Select--'. Below these fields are two buttons: 'Search' (dark blue) and 'Reset' (red). At the bottom, there is a table with the following data:

#	Application No.	Name	IC No.	Status	Date Apply	Action
1	20227000005	Test	910111111111	(LPSM) Person in Charge - Checking	31/07/2022 03:17:22	



- Click  to view the detail of your application.