
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.

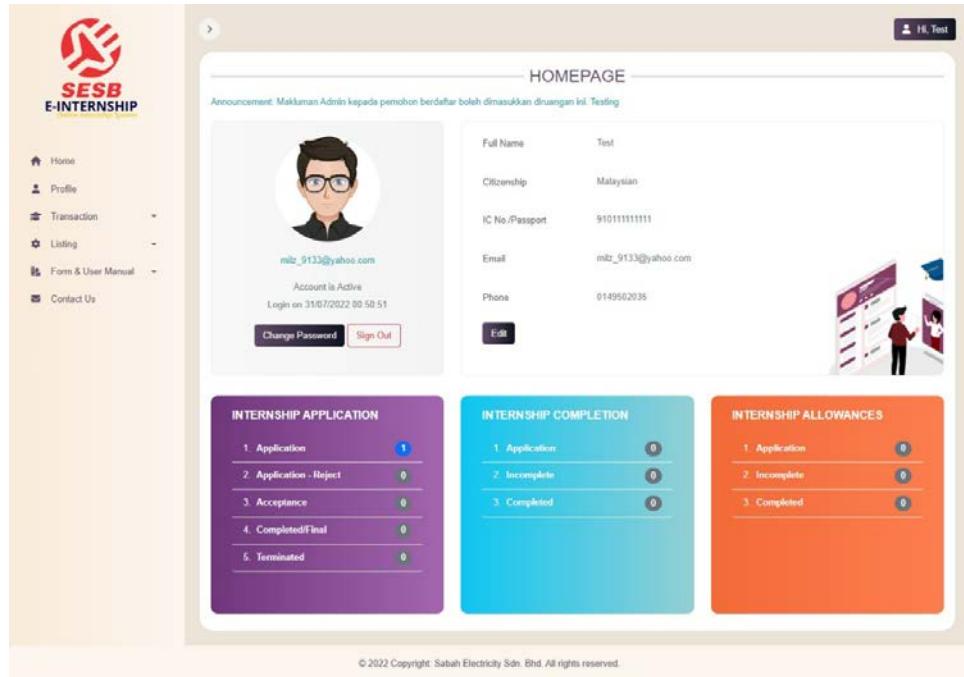


Image 1

1.2. List of links accessible

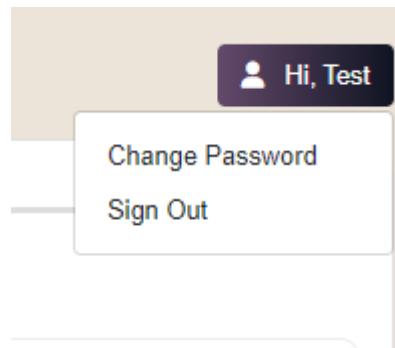
- a. Menu
 - Home
 - Profile
 - Transaction
 - Listing
 - Form & User Manual
 - Contact Us
- b. Widget Dashboard
 - Change Password & Sign Out
 - Edit: To edit Profile page
 - Internship Application page
 - Internship Completion page **notes: only for applicants accepted as SESB trainees*
 - Internship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



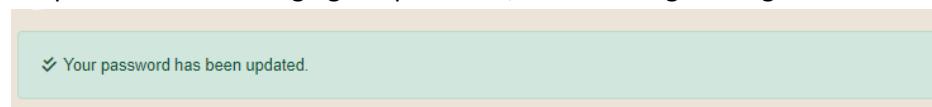
- b. Once redirected to the Change password page, fill in all the require field and then click the “Update Password” button.

A screenshot of a "CHANGE PASSWORD" form. It has two input fields: "Enter Password" and "Enter Confirm Password". Below the fields are two buttons: "Update Password" (in dark blue) and "Cancel" (in red). At the bottom right of the form, there is a small note: "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.

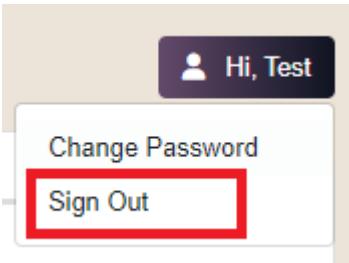


1.4. To Sign Out

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



or via Top Profile Navbar > Sign Out



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

1.5. Contact Us Page

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



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

Do you have any questions? Please do not hesitate to contact us directly. Our team will come back to you within a matter of hours to help you.

Name Email

Subject * ⓘ
Please select Subject

Message

I'm not a robot reCAPTCHA
Privacy • Terms

Send **Cancel**

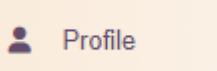
- Upon successful submission, the following message will be shown.

✓ Thank You for contacting us, we'll be in touch very soon.

2. Internship Application

2.1. Update Profile Page

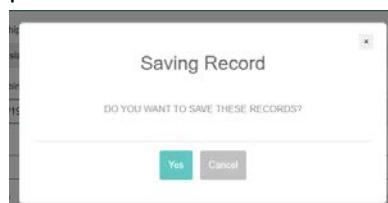
- a. Before proceed with an Internship Application, you are required to **COMPLETE** your profile.
- b. To update the Profile, hover to **Menu > Profile**.



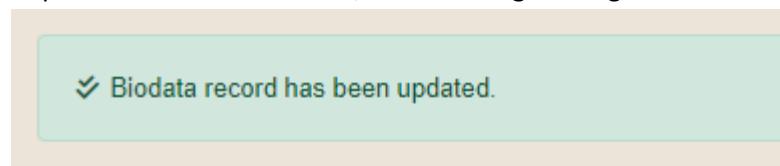
- c. Once redirected to Profile page, make sure to fill in all the require field and click the "Update Profile" button.

A screenshot of a web-based profile update form titled "PROFILE". The form includes fields for Full Name (Test), Citizenship (Malaysian), Date of birth (01/01/1991), Gender (Lelaki), Ethnicity (Bumiputra Sabah), IC No./Passport (910111111111), Age (31), Religion (Islam), and an OKU (Orang Kurang Upaya) status (No). There are also fields for Telephone No. (0149502035), Weight (in KG) (68), Height (in CM) (170), and BMI (23.53). At the bottom are "Update Profile" and "Cancel" buttons.

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

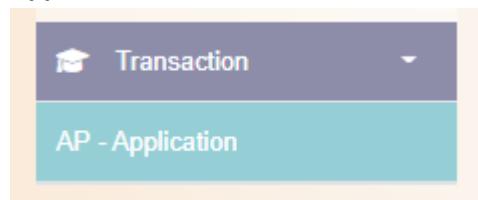


- e. Upon successful submission, the following message will be shown.



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 several input fields: 'Full Name' (with 'Test' entered), 'IC No./Passport' (with '910111111111' entered), and 'Application No.' (empty). Below these are dropdown menus for 'Document Status' (with 'Select' option) and a date range ('Date Apply'). At the bottom are three buttons: 'Search' (dark blue), 'Reset' (red), and 'Add New Application' (green). A table below shows a single row with the message "...No New Application Found...".

- c. **Add Internship Application**

- i. Click the "Add New Application" button.

Add New Application

**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

EDIT INTERNSHIP APPLICATION

Applicant Details

Full Name	Test		
Citizenship	Malaysian	IC No./Passport	910111111111
Date of birth	01/01/1991	Age	31
Gender	Lelaki	Religion	Islam
Ethnicity	Bumiputra Sabah	an OKU (Orang Kurang Upaya)?	
Telephone No.	0149502935		
Weight (in KG)	68	Height (in CM)	170
		BMI	23.53

Internship Application

Application No.	Status
20227000005	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?	
<small>* The placement of industrial training locations is subject to the needs of the organization</small>	
Are you a SESB Employee? *	
<input type="checkbox"/> -Select-	

Document & Attachments

Attachment's	#	File Name	Category	Date/Time	Action
					*Please upload General terms & conditions in English format. Resumes/ Brochures/ Periodicals

Acknowledgement

Dengan ini memberikan persetujuan saya kepada Sabah Electricity Sdn Bhd (No. Syarikat: 462072-W), sebuah syarikat yang ditubuhkan di Malaysia dan mempunyai alamat berdaftar di Wilima SESB, Jln Tunku Abd Rahman, Kota Kinabalu, Sabah dan/atau mana-mana ejennya untuk mengumpul, merekod, memerlukan, menyimpan, berkongsi dan memuzakkirkan hal data peribadi saya yang berada di dalam katalog dan/atau simpanan SESB bagi tujuan melaksanakan Lathan Industri saya dengan SESB dan untuk tujuan mana-mana hal yang senarai di bawah undang-undang.

Save as Draft **Submit** **Cancel**

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Image 2

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.	Status
20221000005	Application
Academic's Details	
Student Metric 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?	
<small>* The placement of industrial training locations is subject to the needs of the organization</small>	
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

Upload	#	File Name	Category	Date/Time	Action
<small>*Please upload Surat rasmi permohonan latihan industri daripada institusi, Resume/ Biodata Peribadi</small>					

To Upload File

- To upload a file, click



UPLOAD ATTACHMENTS

File Name .eg: Resume (1)
PLEASE ENTER FILE NAME

--File Category-- (1)
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**

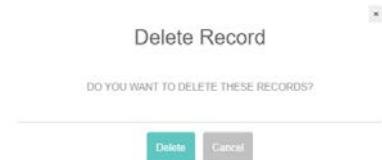
- Then, fill in all the require field and choose a file.
**notes: Only Images and PDF file is allowed.*
- Click “Upload” button.
- Upon successful upload a file, the file will be listed in a table.

Attachment's					
#	File Name	Category	Date/Time	Action	
1.	ok	Keputusan Ujian Saringan COVID & Vaksinasi	31/07/2022 03:40:11	 	<small>*Please upload Surat rasmi permohonan latihan industri daripada institusi, Resume/ Biodata Peribadi</small>

To Delete a File



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



Complete Upload

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

L.	OK	Resume/ Biodata Peribadi	31/07/2022 03:40:56	 	
3.	ok	Surat rasmi permohonan latihan industri daripada institusi	31/07/2022 03:49:14	 	<small>*Required document Uploaded.</small>

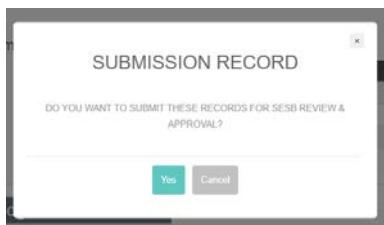
vi. Section 4: Acknowledgement

Acknowledgement

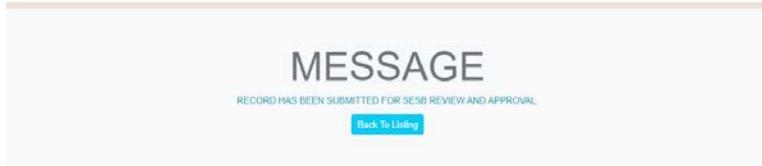
Dengan ini memberikan persetujuan saya kepada Sabah Electricity Sdn Bhd (No. Syarikat: 462872-W), sebuah syarikat yang ditubuhkan di Malaysia dan mempunyai alamat berdaftar di Wisma SESB, Jln Tunku Abd Rahman, Kota Kinabalu, Sabah dan/atau mana-mana ejennya untuk mengumpul, merekod, memegang, menyimpan, berkongsikan 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 Draft Submit Cancel

- 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.

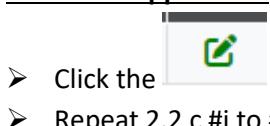


*notes: Successful submission of internship application will also be notified via email.

- 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.

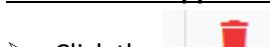


Edit Draft Application



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

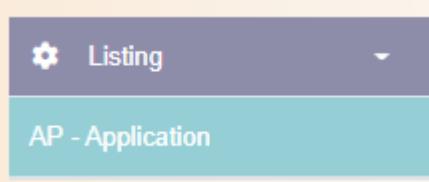
Delete Draft Application



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

2.3. Internship Application Listing

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



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

The screenshot shows a search interface for internships. At the top, the title "INTERNSHIP APPLICATION" is centered. Below it are four input fields: "Full Name" with "Test" entered, "IC No./Passport" with "910111111111" entered, "Application No." with an empty field, and "Document Status" with a dropdown menu showing "-Select-". Below these are two buttons: "Search" (dark blue) and "Reset" (red). A table follows, with a header row labeled "#", "Application No.", "Name", "IC No.", "Status", "Date Apply", and "Action". A single data row is shown: #1, Application No. 2022700005, Name Test, IC No. 910111111111, Status (LPSM) Person in Charge - Checking, Date Apply 31/07/2022 03:17:22, and Action (a circular icon with a play symbol).

#	Application No.	Name	IC No.	Status	Date Apply	Action
1	2022700005	Test	910111111111	(LPSM) Person in Charge - Checking	31/07/2022 03:17:22	

- d. Click to view the detail of your application.