

USER GUIDELINE

For eUsahawan Platform Users: Student

<https://mdec.my/digital-entrepreneurship>

**Capability Unit,
Talent & Capability Department
Digital Enablers Division**

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1. Registration
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**NEW
REGISTRATION**

REGISTRATION

MDEC™ Go-eCommerce About Community Campaigns Our Trainers **Register** Login

New Account Registration

Identification Type ☐ New Identity Card No. ☐ Passport No. ☐ Army No. ☐ Police No.

Identification Number *

Username (Email) *

Password *

Only the following password characters are allowed (maximum 6 characters): A-Z a-z 0-9 _ * ! @ # % ^ & *
Repeat Password

Full Name *

Postcode *

Are you interested to attend face to face class? ☐

Phone, Mobile

* Select which describes you:
☐ Student at TVET/University
☐ Micro-entrepreneur / SME

[Acceptance of User Terms and Conditions](#)
☐ I hereby acknowledge that I have read and understood the [User Terms and Conditions](#) and agree to be bound by them.

[Acceptance of Privacy Notice](#)
☐ I hereby grant consent to MDEC to process the personal data submitted and I represent and warrant that I have read and understood GO-E-COMMERCE's Personal Data Protection Statement which is available [here](#) and agree to the processing of such personal data by MDEC in the manner set out therein.

[Declaration](#)
☐ I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform MDEC of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

* Required

TIP

- The Register button will be enabled when you have entered all compulsory (*) fields.
- This platform is best used on Google Chrome.

LOGIN

**Go-eCommerce**

About

Community

Campaigns

Our Trainers

Register

Login

Go-eCommerce

BETA



Email



Password



Remember me

[Forgot password?](#) [Forgot Email?](#)**LOGIN**[Register Your Account Here](#)**TIP**

Don't forget to tick Remember Me for a faster login experience.

TIP

Forgot your password and username? Click the **Forgot Password** or **Forgot Email** link. Your registered email address and/or the instructions to reset password will be sent to your inbox.

1. Go to <https://mdec.my/go-ecommerce/>
2. Click **Login**
3. Enter your **Email** (Username) and **Password**
4. Click **Login**



MANAGE PROFILE

UPDATE PERSONAL INFORMATION

Updating your personal and business profiles will help Go-eCommerce provide you with more relevant content, courses and events to help you on your eCommerce journey.

The screenshot shows the MDEC Go-eCommerce dashboard. On the left, there is a green button labeled 'Track Your Business' with a '1' in a black circle above it. Below this button is a green box with a dollar sign icon and the text 'Report Sales'. In the top navigation bar, there are icons for 'HOME', 'MY PROFILE' (highlighted with a green box and a green arrow pointing to it), 'MY BUSINESS', 'MY LEARNING', 'MY NOTIFICATIONS' (with a red circle containing the number 6), and 'MORE'. Below the navigation bar, there are two tabs: 'PERSONAL PROFILE' (highlighted in red) and 'BUSINESS PROFILE'. Under the 'PERSONAL PROFILE' tab, there is a profile card for 'MDEC ADMIN' with a placeholder image. To the right of the profile card is a form titled 'Personal Information' with fields for Name, New Identity Card No., Email Address, City, State, Personal Facebook, Gender, Marital Status, Phone/Mobile, Home Address, District, Postcode, Personal Instagram, Race, and Special Need Required. An 'Edit' button is located at the top right of the form. A green arrow points from the 'Track Your Business' button to the 'MY PROFILE' tab, and another green arrow points from the 'Edit' button to the 'UPDATE YOUR PERSONAL PROFILES' section below.

1. Upon Login, click **Track Your Business**

UPDATE YOUR PERSONAL PROFILES

1. Click **Track Your Business** to update your profiles
2. Click **My Profile**
3. Click **Edit** to update your **Personal Profile**
4. Click **Submit** to save the information

TIP If the information is not available/ relevant, please fill in "NA". Don't use symbols & * @ # \$ % ^

UPDATE BUSINESS PROFILE

Updating your personal and business profiles will help Go-eCommerce provide you with more relevant content, courses and events to help you on your eCommerce journey.

The screenshot shows the MDEC Go-eCommerce dashboard. On the left, there is a 'Track Your Business' button with a green background and a bar chart icon. Below it, there is a 'Report Sales' button. In the center, there is a 'MY PROFILE' button with a red background and a person icon. To the right of 'MY PROFILE' are buttons for 'MY BUSINESS', 'MY LEARNING', 'MY NOTIFICATIONS' (with a red badge showing '6'), and 'MORE'. Below these buttons, there is a 'PERSONAL PROFILE' tab and a 'BUSINESS PROFILE' tab. The 'BUSINESS PROFILE' tab is selected, showing a form with fields for 'Company Name', 'Type Of Business', 'Facebook Page', 'Wechat for Business', 'Marketplace', 'Company Registration No.', 'Business Role', 'Business Category/Business Sub-Category', 'Business Instagram Page', 'Business Website', 'Type Of Website', and 'Experience in International Export'. An 'Edit' button is located at the top right of the form. A green arrow points from the 'Track Your Business' button to the 'MY PROFILE' button, and another green arrow points from the 'BUSINESS PROFILE' tab to the 'Edit' button.

1. Upon Login, click **Track Your Business**

UPDATE YOUR BUSINESS PROFILES

1. Click **Track Your Business** to update your profiles
2. Click **My Profile**
3. Click button **Business Profile**
4. Click **Edit** to update your **Business Profile**
5. Click **Submit** to save the information

TIP

If the information is not available/ relevant, please fill in "NA". Don't use symbols &*@#\$\$%^



INSTITUTION INFORMATION

UPDATE INSTITUTION INFORMATION



1. Upon Login, click **Track Your Business**

A screenshot of a user profile dashboard. The top navigation bar includes icons for HOME, MY PROFILE (highlighted with a green box), MY BUSINESS, MY LEARNING, MY NOTIFICATIONS (with a red badge showing '66'), and MORE. Below the navigation bar, there are two tabs: PERSONAL PROFILE (active) and BUSINESS PROFILE. The PERSONAL PROFILE section shows a user profile for MUHAMMAD ASHRAF BIN RAHMAN. It contains two main sections: 'Personal Information' and 'Institution Information'. The 'Personal Information' section has a table with fields for Name, New Identity Card No., Email Address, City, State, Personal Facebook, Gender, Marital Status, Phone/Mobile, Home Address, District, Postcode, Personal Instagram, Race, and Special Need Required. An 'Edit' button is at the top right of this section. The 'Institution Information' section has an 'Add New' button highlighted with a green box. A green line connects the 'Add New' button to the 'UPDATE YOUR INSTITUTION INFORMATION' section below.

UPDATE YOUR INSTITUTION INFORMATION

1. Go to **My Profiles**
2. You will view Personal Profile and Business Profile.
3. Click **Personal Profile**.
4. Click **Add New** to update your Institution (IHL/TVET) information including your Lecturer information.

UPDATE INSTITUTION INFORMATION

Class Details

Institution Details

1 Type of Institution *

Institute of Higher Learning (IHL)

2 Institution List *

Universiti Malaya

3 State of Institution *

WP Kuala Lumpur

4 Name of Institution *

UM

5 Address of Institution

Universiti Malaya, Jalan Universiti, 50603 Kuala Lumpur

6 City

Kuala Lumpur

7 District of Institution

Kuala Lumpur

8 Postcode

50603

UPDATE YOUR INSTITUTION INFORMATION

1. Fill in the information in Institution Details (Institution and Study Details)
2. **Type of institution** – click the dropdown and select your institution.
3. The grey fields (Address, District, City, Postcode) will be **automatically** updated based on your selected institution.
4. Fill in all the fields with * in Institution Details and Class Details
5. Click **Submit**

Study Details

1 Level of Study *

Please Select

2 Study Status *

Please Select

3 Lecturer Name *

4 Course Name *

5 Subject Name *

6 Class Name

7 Month Enrolling the Subject *

Please Select

8 Year Enrolling the subject *

Please Select

9 Internship Enrollment *

Please Select

10 Year Of Internship Enrollment

Please Select

11 Month of Internship Enrollment

Please Select

12 Period of Internship Training

Please Select

13 Expected Year To Complete Study *

Please Select

14 Expected Month To Complete Study *

Please Select

15 Related To Study Field

Please Select

Submit


TIP

eUsahawan SISWA Student are advised to refer your lecturer on the class details based on setup by lecturers.

CLASS DETAILS

PERSONAL PROFILE

BUSINESS PROFILE



MUHAMMAD ASHRAF BIN RAHMAN

Personal Information

Name	:		Phone/Mobile	:	
New Identity Card No.	:		Home Address	:	
Email Address	:		District	:	
City	:		Postcode	:	
State	:		Personal Instagram	:	
Personal Facebook	:		Race	:	
Gender	:		Special Need Required	:	
Marital Status	:				

Edit

Institution Information

UNIMAS Kota Samarahan - Online Marketing

Type of Institution	:	HL	Institution List	:	
State of Institution	:	Sarawak	Name of Institution	:	
Address of Institution	:	Jalan Datuk Mohd. Yusoff 94300 Samarahan, Sarawak	City	:	
District of Institution	:	Samarahan	Postcode	:	
Level of Study	:	Bachelor Degree	Study Status	:	
Course Name	:	Online Marketing	Class Name	:	
Subject Name	:	EBP3163: Online Marketing	Year Enrolling the subject	:	
Month Enrolling the Subject	:	1	Lecturer Name	:	
Internship Enrollment	:	No	Year Of Internship Enrollment	:	
Month of Internship Enrollment	:		Period of Internship Training	:	
Expected Year To Complete Study	:	2015	Expected Month To Complete Study	:	
Related To Study Field	:	No			

Add New

Edit

Delete

1. If you need to amend some information you may click **Edit** button
2. If you need to remove the classes, you may click **Delete** button

TIP


eUsahawan SISWA Student are advise to refer/compare your class details with your classmate

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PROGRAMME eCERTIFICATE

PERSONAL PROFILE

BUSINESS PROFILE



MUHAMMAD ASHRAF BIN RAHMAN

Personal Information

Name	:		Phone/Mobile	:	
New Identity Card No.	:		Home Address	:	
Email Address	:		District	:	
City	:		Postcode	:	
State	:		Personal Instagram	:	
Personal Facebook	:		Race	:	
Gender	:		Special Need Required	:	
Marital Status	:				

Edit

Institution Information

Add New

eCertificates

Click here to download Programme eCertificate now

This is only available for users who:

- Have completed all 7 eUsahawan chapters on Malaysia Digital Academy before end of 2018
- Have completed a digital entrepreneurship course at a partnering tertiary institution

DOWNLOAD PROGRAMME ECERTIFICATE

1. This **eCertificate** only for student Have completed a digital entrepreneurship course at a partnering tertiary institution
2. The button will be **active** once your lecturer have approved your status.

TIP

eUsahawan SISWA Student are advise to refer the lecturer for download the certificate only the lecturer can approve your status



BOOKKEEPING

MANAGE SALES

Go-eCommerce
BETA

HOME

MY ACHIEVEMENTS

MY STUDENTS

MY PROFILE

MY BUSINESS

MY LEARNING

MY NOTIFICATIONS 12

MORE

Company Name

test

Year

2023

Month

March

View

Add Transactions

Add Sales

Transaction Type*

☐ Offline

☒ Online

Marketplace

Social Media

Date*

08/03/2023



Amount*

10

Descriptions

kerepek bawang pedas 1 nos

Submit

UPDATE YOUR SALES

1. Click **My Business** to view your business performance
2. You can view your business performance by business, year and month (if you have updated previously)
3. To update your sales, go to **Add Transactions**
 - a. Select **Transaction Type**
 - b. If **Online**, proceed to step d
 - c. If **Offline**, proceed to step e
 - d. Select which **Marketplace** is applicable
 - e. Click calendar icon to select transaction date (Do not enter date manually)
 - f. Key in amount (Insert only digits and without 'RM')
 - g. Click **Submit** to save the transaction

MANAGE EXPENSES

Go-eCommerce
BETA

HOME

MY ACHIEVEMENTS

MY STUDENTS

MY PROFILE

MY BUSINESS

MY LEARNING

MY NOTIFICATIONS 12

MORE

Company Name

test

Year

2023

Month

March

View

Add Expenses

Category*

Subcategory*

Date*

08/03/2023

Amount*

Please fill amount

Descriptions

Descriptions

Submit

UPDATE YOUR EXPENSES

1. To add expenses, identify which **Category** is applicable from the dropdown
2. Identify which **Subcategory** is applicable from the dropdown
3. Click calendar icon to select transaction date (Do not enter date manually)
4. Key in amount (Insert only digits and without 'RM')
5. Click **Submit** button to save the transaction
6. The charts will automatically reflect the updated business performance



TRANSACTION LIST & REPORT

You may scroll down to see your overall report sales and expenses

Report

View Your Sales & Expenses Transactions

TRANSACTION LIST

Delete

<input type="checkbox"/>	Business Name	Date	Type	Marketplace (if any)	Others Marketplace (if any)	Total Sales	Expenses Category	Expenses Subcategory	Total Expenses	Descriptions	Created At	Edit
<input type="checkbox"/>	test	09/03/2022	online	Social Media		RM 100.00				jual kuih	16/03/2022	Edit
<input type="checkbox"/>	test	16/03/2022	expenses				Delivery	Postage	RM 20.00	pos barang	16/03/2022	Edit
<input type="checkbox"/>	test	08/03/2023	online	Social Media		RM 10.00				test	08/03/2023	Edit
<input type="checkbox"/>	test	08/03/2023	expenses				Delivery	Postage	RM 3.00	test	08/03/2023	Edit

Export to CSV

Download & Print

DOWNLOAD THE REPORT SALES AND EXPENSES

1. Click **My Business**
2. Scroll down to Report and click **View Your Sales and Expenses Transactions**
3. Tick the checkbox if you need to delete.
4. If you need to edit the transaction, click button **Edit**
5. Click **Export to CSV** – you will download an excel file of your list
6. Or click **Download & Print** – you will download a PDF version of your list



LEARNING MANAGEMENT SYSTEM (LMS)

COURSE CATEGORIES



1. Upon Login, click Learning Online




ONLINE COURSES AND FACE TO FACE COURSES


1. You will see a list of **Course Categories** such as Financial Management, Search Engine Optimization and more.
2. Online Courses are available and open for everyone, while Face to Face/Webinar is available for eUsahawan Micro participants only.

COURSE CATEGORIES

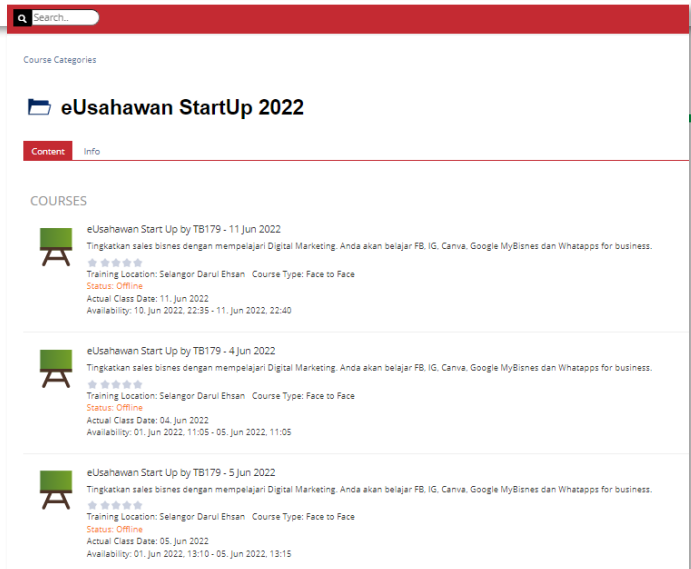
Face to Face is available for eUsahawan Komuniti and Hab participants only




Digital Entrepreneurship - PeDAS 2022
Digital-Entrepreneurship-2022




eUsahawan StartUp 2022
eUsahawan-StartUp-2022




Online Courses are available and open for everyone



Search Engine Marketing
Search-Engine-Marketing



Live Streaming
Live-Streaming



JOIN COURSE

The screenshot shows the 'Join Course' page for 'Live Streaming'. At the top, there's a search bar and navigation links for 'Dashboard', 'Categories', and 'Messaging'. Below the navigation, the breadcrumb trail reads 'Course Categories > Live Streaming 2022 > Live Streaming'. The main heading is 'Live Streaming' with a sub-tab 'Join' selected. The 'COURSE REGISTRATION' section includes 'Registration Period' (Unlimited) and 'Registration Type' (You can join this course directly.). The 'USER AGREEMENT' section shows 'Released Data Types' (Identification Number, Username (Email), Full Name) and an 'Acceptance' checkbox which is checked. A green arrow points from the 'Acceptance' checkbox to the list of data types. At the bottom, there's a 'Join' button and a 'Cancel' button. A green arrow points from the 'Join' button to the list of instructions below the form.

Search...

Dashboard Categories Messaging

Course Categories > Live Streaming 2022 > Live Streaming

Live Streaming

Info Join

COURSE REGISTRATION

Join Cancel

Registration Period Unlimited

Registration Type You can join this course directly.

USER AGREEMENT

Released Data Types The following data types are visible for course administrators:

- Identification Number
- Username (Email)
- Full Name

Acceptance * ☒ I accept, that the above data types are visible for course administrators.

* Required

Join Cancel

1. **Registration Period** – Unlimited: This means you can join the course at any time
2. **Registration Type** – You can join this course directly: This means you can join the course without joining any MDEC programme
- 3.
4. **Tick the Acceptance** box if you agree that the Released Data Types will be made available to course administrators
- 5.
6. Click **Join**

COURSE ACTIVITIES

SEO and Google My Business

Content
Info
Members
Learning Progress

Click here if you need help!

Progress Indication

- : Not Attempted
- : In Progress
- : Completed
- : Failed

Entrepreneurs will be able to:

- Exposed to different search engine optimization techniques for website

1. WATCH

SEO and Google My Business - Video

Learning Progress:

2. READ

SEO and Google My Business

Learning Progress:

TAKE ASSESSMENT

SEO and Google My Business

Learning Progress:

Video

eBook

Assessment



TIP

Once you are done with all the materials and complete the learning progress this button **eCertificate** will appear and you able to download the certificate.

SELF LEARNING

- To **complete** a module, please watch the video (if any), go through the eBook and do the test.
- Once you are done with all the materials, your Learning Progress will be **green (as per image)**.

COURSE VIDEO

Entrepreneurs will be able to:

- Exposed to different search engine optimization techniques for website

1. WATCH



SEO and Google My Business - Video

Learning Progress: ●

More ▾



SEO and Google My Business - Video

Content

Learning Progress

(1 - 1 of 1)

Title

Properties

Play

seo_optimization.mp4

Play Time: -

Creation Date: 07. Mar 2019, 15:02

Updated: 20. Jun 2019, 11:58

(1 - 1 of 1)

WATCH THE VIDEO

- Not all courses will have videos. For example, Mindset Change (Level 1) doesn't require video.
- You may click the **video** and make sure you have finished the video until the end, in order to complete learning progress



COURSE eBook

Entrepreneurs will be able to:

- Exposed to different search engine optimization techniques for website

1. WATCH



SEO and Google My Business - Video

Learning Progress: ●

More ▾

2. READ



SEO and Google My Business

Learning Progress: ●

More ▾

READ THE EBOOK

- When you go through the eBook, click each slide until you reach the last page.
- Click on “Click **Here**” to take the **assessment**

SEO and Google My Business

[Content](#) [Table of Contents](#) [Print View](#) [Info](#)

SEO Optimization (32/33)

SEO Optimization (33/33)

You have completed going through the eBook.



Click [here](#) to go to main course page

SEO Optimization (32/33)

Permanent Link: https://lms.go-ecommerce.my/goto.php?target=pg_2519_10899&

COURSE ASSESSMENT

SEO and Google My Business

SEO Optimization

Question 1 of 7 (1 Point)
Not answered

Actions ▾

Below is an example of a website to test loading time.



Which of the following is not true regarding optimized loading time?

- ☐ Compress images
- ☐ Include as many as possible plugins
- ☐ Size of photo under 60KB per file
- ☐ Use a Content Delivery Network (CDN) such as Cloudflare if the webpage has a lot of photos
- ☐ A slight delay of 1- second has been shown to cause a 7% loss in conversion and 11% fewer page views.

Next →

ANSWER THE QUIZ

Finish

1. Answer the question and click **Next** or **Finish** once you have answered all questions.

ASSESSMENT COMPLETED

SEO and Google My Business

[← Back to Introductory Message](#)

Congratulations, you **passed** the test. Your mark is: "passed"

Print


PDF Export

Test Results for I

Identification Number: 9

PASS OVERVIEW OF THE TEST RESULTS

(1 - 2 of 2)

Scored Pass	Pass	Date	Answered Questions	Points	Percent Solved	
	1	26. Aug 2021, 22:28	3 Of 7	1 Of 7	14.29%	Detailed Results
	2	26. Aug 2021, 22:31	7 Of 7	7 Of 7	100.00%	Detailed Results

(1 - 2 of 2)

1. You can do the test as **many time as you like**, till you get the right answer.
2. Once you have completed the assessment successfully, you will receive a **Congratulations message**

DOWNLOAD eCERTIFICATE

HOME

MY PROFILE

MY BUSINESS

MY LEARNING

MY NOTIFICATIONS 6

MORE

PERSONAL PROFILE

BUSINESS PROFILE

MUHAMMAD ASHRAF BIN RAHMAN

Personal Information

Name

New Identity Card No.

Email Address

City

State

Personal Facebook

Gender

Marital Status

Phone/Mobile

Home Address

District

Postcode

Personal Instagram

Race

Special Need Required

Edit

Institution Information

Add New

eCertificates

Click here to download Programme eCertificate now

This is only available for users who:

- Have completed all 7 eUsahawan chapters on Malaysia Digital Academy before end of 2018
- Have completed a digital entrepreneurship course at a partnering tertiary institution

Completed Online Training

Business Model Venture (Level 1) (Online)

Business Registration (Level 1) (Online)

Human Resource Management (Level 2) (Online)

Data Management (Level 2) (Online)

Advertising Strategies (Level 2) (Online)

Introduction to Instagram Business Account (Level 1) (Online)

Pendaftaran Perniagaan (Online)

Test Only, Do Not Enrol (Online)

Dummy Class for Testing (Online)

Digital Marketing (Level 1) (Online)

Online Business Ethics & Regulation (Level 1) (Online)

Intellectual Property (IP) Protection & PDPA (Level 1) (Online)

Download eCertificate

Download eCertificate

Download eCertificate

Download eCertificate

Download eCertificate

Download eCertificate

Download eCertificate

Download eCertificate

Download eCertificate

Download eCertificate

Download eCertificate

Download eCertificate

DOWNLOAD YOUR ECERTIFICATE

- Under **Completed Online Training**, you will see the Certificates for courses that you have completed
- Click on **Download Certificate** to obtain your certificate



GENERAL FEATURES

REWARDS - REDEEM

Go-eCommerce BETA

HOME MY ACHIEVEMENTS MY STUDENTS MY PROFILE MY BUSINESS MY LEARNING **MY NOTIFICATIONS 12** MORE

Recent Notifications Mark All As Read Claim Rewards

You have received 100 points

You have received 100 points

Congratulations!
Your total of 300 points makes you eligible for the following rewards

eUsahawan Wireless Mouse
eUsahawan Wireless Mouse
29/50 vouchers left
150
REDEEM

BLEE Power Bank + BLEE Cap
BLEE Power Bank + BLEE Cap
13/20 vouchers left
300
REDEEM

BLEE Sony headset
BLEE Sony headset
8/10 vouchers left
1500
REDEEM

<< Back to My Rewards Page

eUsahawan Wireless Mouse
This redemption will deduct 150 Points

Name *
Mazura Elmi Mohamed

Phone, Mobile *
0156855658

Email *
mikro1501@gmail.com

Address *
taman sentosa 5

District *
Jusasseh

City *
Jusasseh

Postcode *
72500

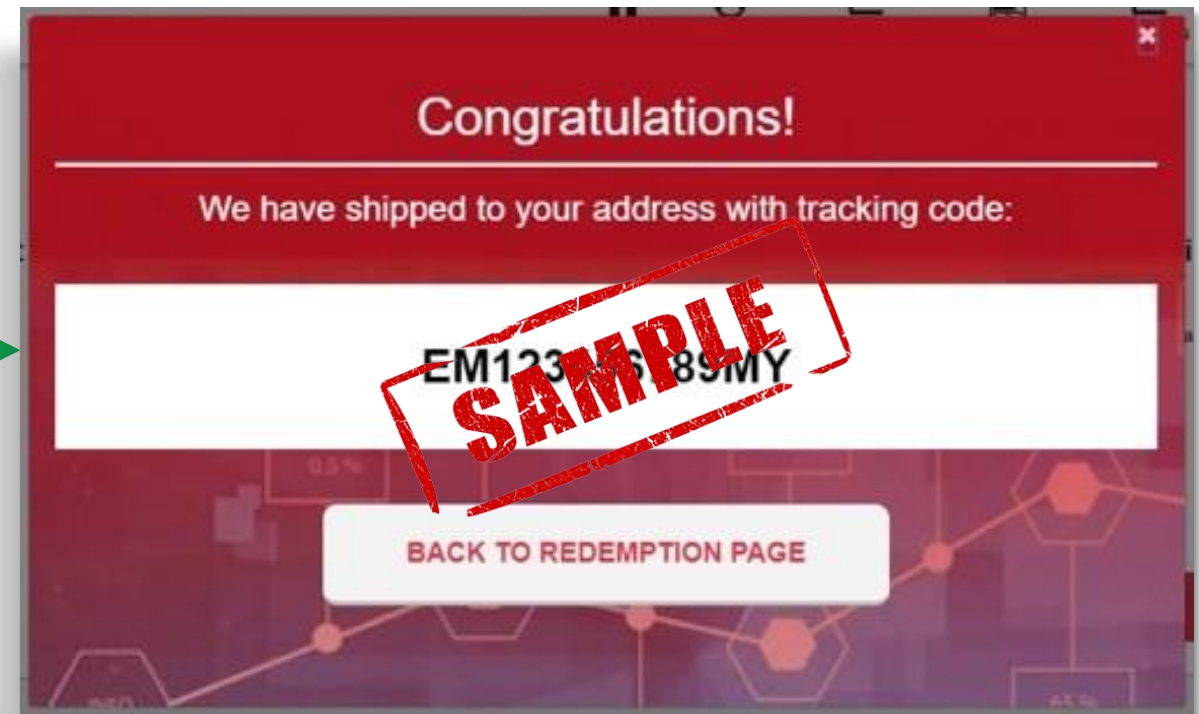
State *
Negeri Sembilan

Submit

REWARDS - TRACK



1. Click **Back to Redemption Page** to go back to previous page
2. Once reward has been redeemed, the button will change to **Claimed**
3. Click **Claimed** here to check your reward status
4. If your item has already been shipped, you can see your tracking code here
5. If your item is a digital reward i.e., Voucher Code, you will see the Voucher Code once you click **Claimed**



OTHER FUNCTIONS

Settings

General Settings

GENERAL SETTINGS

Language English

LANGUAGE SETTINGS

1. Click **More**
2. Click **Language**
3. Select your preferred language
4. Click **Save** button to confirm the changes

MY NOTIFICATIONS

Total Points 2100

Claim Reward

Language

Change Password

Logout

Settings

Password

CHANGE PASSWORD

Current Password *

Desired Password *

Only the following password characters are allowed (minimum 6 characters): A-Z a-z 0-9 _ + * @ ! \$ % ~

Retype Password

Allowed chars: A-Z a-z 0-9 _ + * @ ! \$ % ~ / : ;
The password must have at least a size of 6 characters.

* Required

Save

CHANGE PASSWORD

1. Click **More**
2. Click **Change Password**
3. Fill in all the required fields (*)
4. Click **Save** button to save your settings.

SUPPORT

If you have any issues or queries, please email to support@go-ecommerce.my with the following details:

Full name:

IC No.:

Program name:

Mobile No.:

Registered email:



Problem/issue:

Screenshot problem:

We will get back to you as soon as we can!

Terima Kasih
Thank You
Nanri
Xièxiè

 MyMDEC  mymdec  mymdec  mdec.my

  Malaysia Digital Economy Corporation