



**MALAYSIA AIRPORTS (SEPANG) SDN BHD**

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**DIGITAL INTEGRATED AIRSIDE  
SERVICE SYSTEM**

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**MANUAL PENGGUNA :  
PERSON-IN-CHARGE (PIC)  
PENGENALAN**



**THETA TECHNOLOGIES SDN BHD (120381-M)**

A Subsidiary of Theta Edge Berhad | A Member of Tabung Haji Group 





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## 1.0 Pengenalan

Malaysia Airports (Sepang) akan mula melaksanakan sistem berasaskan web sepenuhnya untuk permohonan dan pengeluaran permit di lapangan terbang yang dikenali sebagai *Digital Integrated Airside Services System* atau **DIASS**. Semua permohonan permit hendaklah dibuat melalui atas talian sepenuhnya.

Berikut adalah jenis-jenis permit yang dikeluarkan oleh pihak Airside mengikut kategori:

 <p>DRIVING PERMIT</p>	<ul style="list-style-type: none"> <li>• Airside Driving Permit (ADP)</li> <li>• Electric Vehicle Driving Permit (EVDP)</li> </ul>
 <p>VEHICLE PERMIT</p>	<ul style="list-style-type: none"> <li>• Airside Vehicle Permit (AVP)</li> <li>• Electric Vehicle Permit (EVP)</li> </ul>
 <p>TEMPORARY ENTRY PERMIT</p>	<ul style="list-style-type: none"> <li>• TEP WIP – Runway, Taxiway &amp; Apron</li> <li>• TEP WIP – Other Area</li> <li>• TEP Commercial Supplier</li> <li>• TEP Stakeholder <ul style="list-style-type: none"> <li>▪ Memerlukan pemeriksaan kenderaan</li> <li>▪ Tidak memerlukan pemeriksaan kenderaan</li> </ul> </li> </ul>
 <p>FIXED FACILITIES OPERATING PERMIT</p>	<ul style="list-style-type: none"> <li>• Passenger Boarding Bridge (PBB)</li> <li>• Visual Docking Guidance System (VDGS)</li> <li>• Preconditioned Air Unit (PCA)</li> <li>• Ground Power Unit (GPU)</li> </ul>

## 1.1 Keperluan Sistem

Berikut ialah senarai keperluan perkakasan dan perisian minimum untuk mengakses DIASS.

### Sistem operasi

- a. Windows 7, Windows 8 atau Windows 10
- b. Mac OSX 10.8, 10.9, 10.10 atau 10.11

### Perkakasan

- a. Frekuensi pemproses (CPU) dengan 2 gigahertz (GHz) atau lebih tinggi
- b. Minimum 2 GB RAM
- c. Resolusi monitor 1024 X 768 atau lebih tinggi
- d. Sekurang-kurangnya 20 GB ruang kosong cakera keras
- e. Internet dengan kelajuan 1 Mbps atau lebih tinggi

### Pelayar

- a. Chrome \* 36+
- b. Edge \* 20+
- c. Mozilla Firefox 31+
- d. Internet Explorer 11+ (Windows sahaja)
- e. Safari 6+ (MacOS sahaja)

Perlukan bantuan? Sila hubungi:

**Airside Licensing KLIA: 03-87760392/60393**

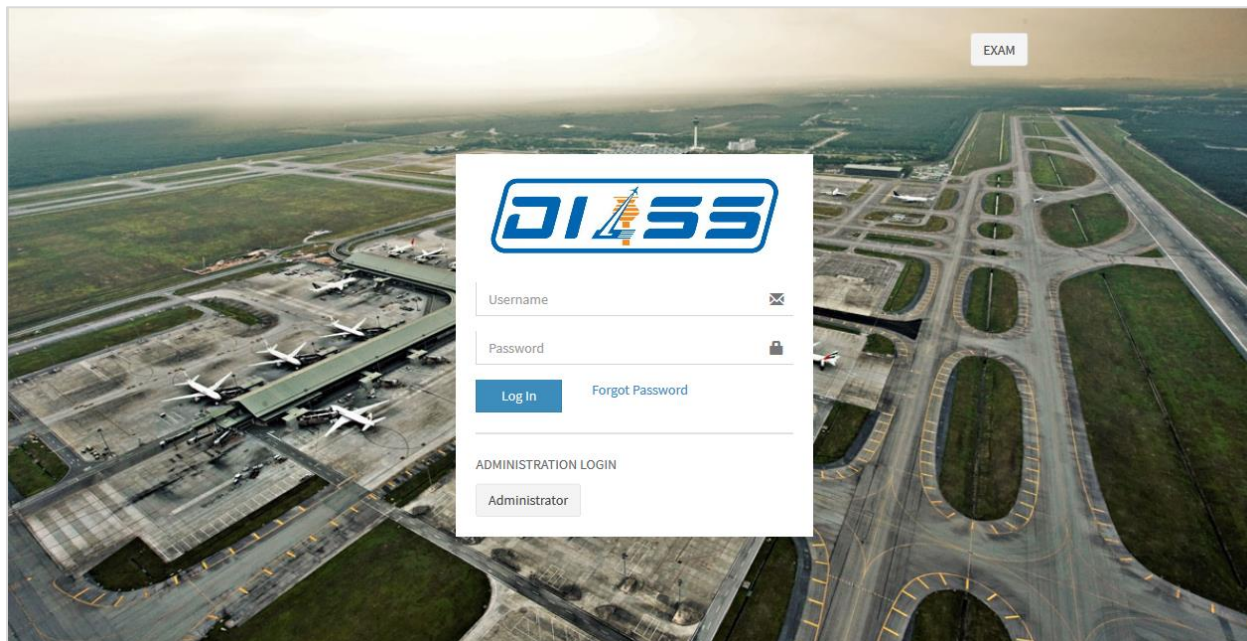
**Airside Licensing KLIA 2: 0387787262/87263**

## 2.0 Log Masuk

Log masuk ke <https://diass.malaysiaairports.com.my/>.

Masukkan *Username* (alamat e-mel yang didaftarkan) dan *Password* (kata laluan). Klik butang **[Log In]** atau tekan **[Enter]** untuk log masuk ke sistem.

*\*Untuk kakitangan MAHB, log masuk ke DIASS menggunakan alamat e-mel penuh kakitangan (e.g. [example@malaysiaairports.com.my](mailto:example@malaysiaairports.com.my)) dan kata laluan masuk PC.*

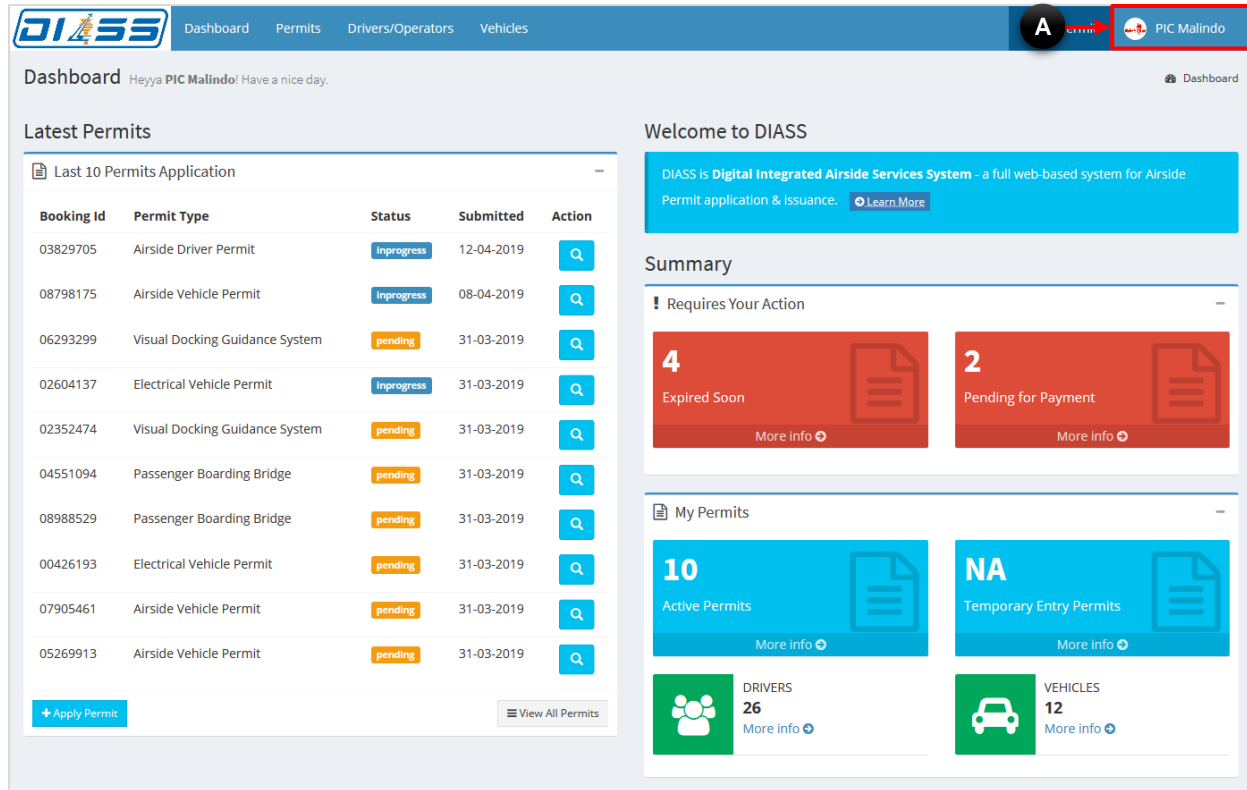


Untuk pendaftaran akaun id baru, hubungi Airside Services Department.

### 3.0 Tetapan Akaun

Setelah berjaya log masuk, paparan utama akan dipaparkan.

Bagi mengemaskini maklumat akaun, seperti nama, alamat, alamat e-mel atau menukar kata laluan boleh dilakukan di bahagian tetapan akaun. Tekan butang di **[Label A]** untuk membuat perubahan.



**Dashboard** Heyya PIC Malindo! Have a nice day.

**Latest Permits**

Last 10 Permits Application

Booking Id	Permit Type	Status	Submitted	Action
03829705	Airside Driver Permit	Inprogress	12-04-2019	<a href="#">Q</a>
08798175	Airside Vehicle Permit	Inprogress	08-04-2019	<a href="#">Q</a>
06293299	Visual Docking Guidance System	pending	31-03-2019	<a href="#">Q</a>
02604137	Electrical Vehicle Permit	Inprogress	31-03-2019	<a href="#">Q</a>
02352474	Visual Docking Guidance System	pending	31-03-2019	<a href="#">Q</a>
04551094	Passenger Boarding Bridge	pending	31-03-2019	<a href="#">Q</a>
08988529	Passenger Boarding Bridge	pending	31-03-2019	<a href="#">Q</a>
00426193	Electrical Vehicle Permit	pending	31-03-2019	<a href="#">Q</a>
07905461	Airside Vehicle Permit	pending	31-03-2019	<a href="#">Q</a>
05269913	Airside Vehicle Permit	pending	31-03-2019	<a href="#">Q</a>

[+ Apply Permit](#) [View All Permits](#)

**Welcome to DIASS**

DIASS is Digital Integrated Airside Services System - a full web-based system for Airside Permit application & issuance. [Learn More](#)

**Summary**

**Requires Your Action**

- 4** Expired Soon [More info](#)
- 2** Pending for Payment [More info](#)

**My Permits**

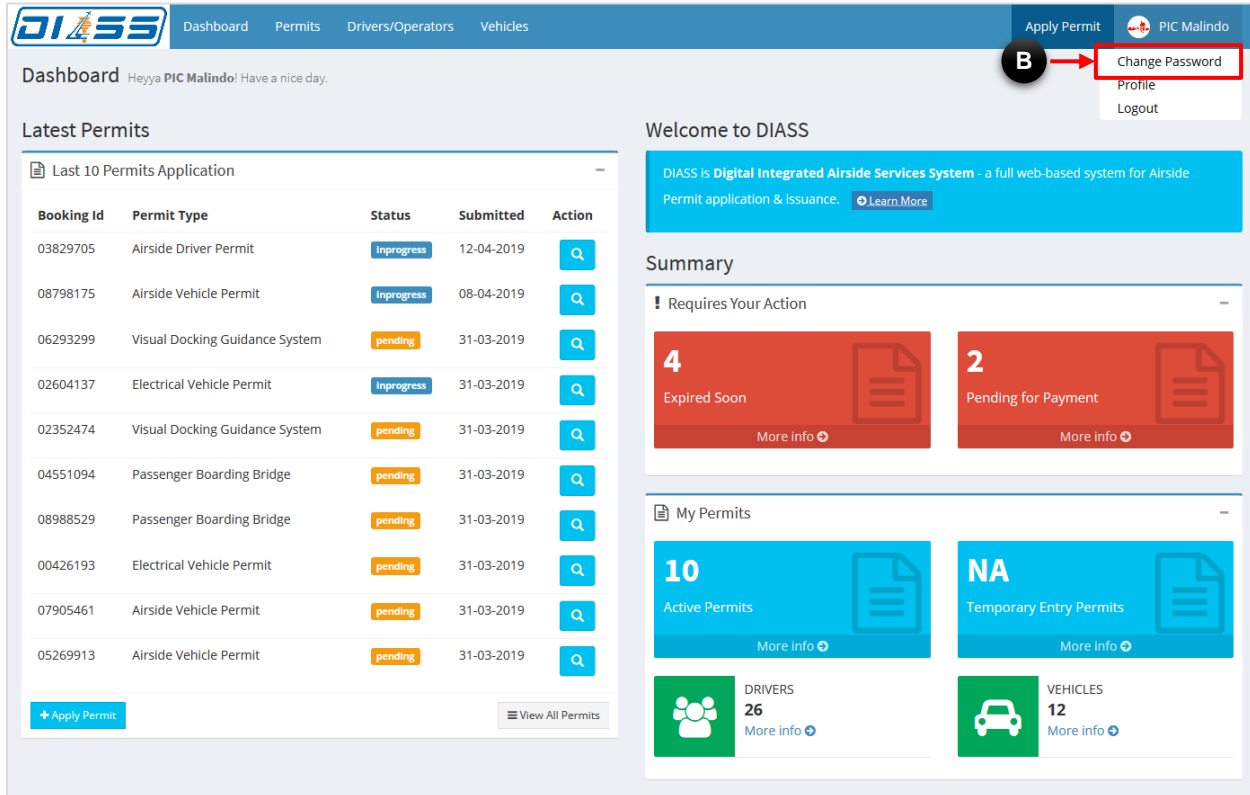
- 10** Active Permits [More info](#)
- NA** Temporary Entry Permits [More info](#)

**DRIVERS** **26** [More info](#)

**VEHICLES** **12** [More info](#)

## 4.0 Tukar Kata Laluan

Klik pada menu Change Password [Label B] untuk menukar kata laluan.



The screenshot shows the DIASS dashboard interface. At the top, there is a navigation bar with the DIASS logo and menu items: Dashboard, Permits, Drivers/Operators, and Vehicles. On the right side of the navigation bar, there is a user profile section for 'PIC Malindo' with a dropdown menu containing 'Apply Permit', 'Change Password' (highlighted with a red box and labeled 'B'), 'Profile', and 'Logout'.

The main content area is divided into two columns. The left column is titled 'Dashboard' and includes a greeting 'Heyya PIC Malindo! Have a nice day.' Below this is a section titled 'Latest Permits' with a sub-header 'Last 10 Permits Application'. It contains a table with the following data:

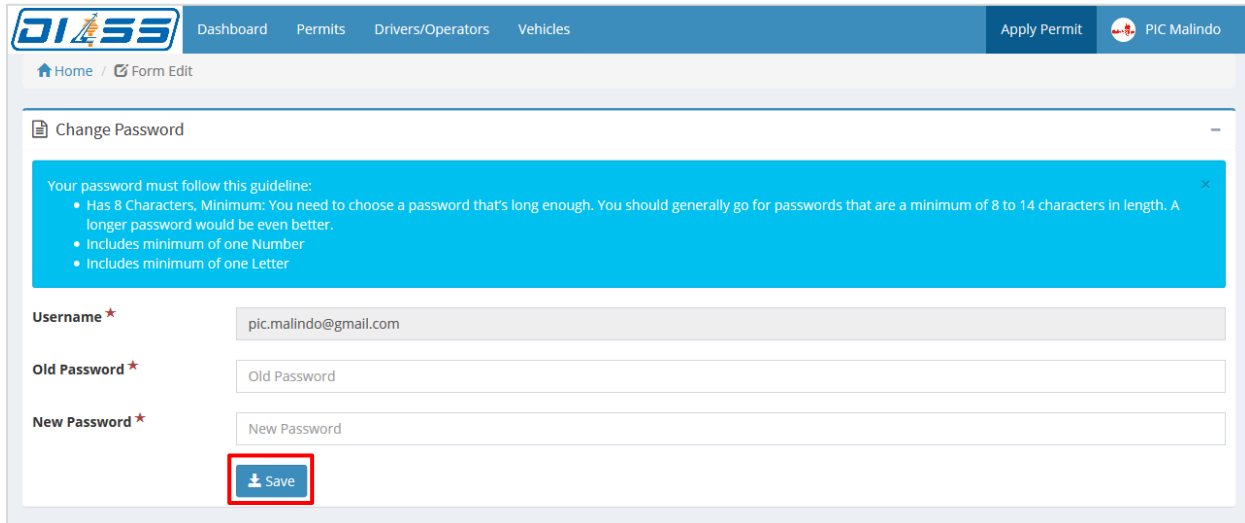
Booking Id	Permit Type	Status	Submitted	Action
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02604137	Electrical Vehicle Permit	Inprogress	31-03-2019	<a href="#">Q</a>
02352474	Visual Docking Guidance System	pending	31-03-2019	<a href="#">Q</a>
04551094	Passenger Boarding Bridge	pending	31-03-2019	<a href="#">Q</a>
08988529	Passenger Boarding Bridge	pending	31-03-2019	<a href="#">Q</a>
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07905461	Airside Vehicle Permit	pending	31-03-2019	<a href="#">Q</a>
05269913	Airside Vehicle Permit	pending	31-03-2019	<a href="#">Q</a>

At the bottom of the 'Latest Permits' section, there is a '+ Apply Permit' button and a 'View All Permits' link.

The right column is titled 'Welcome to DIASS' and includes a description: 'DIASS is Digital Integrated Airside Services System - a full web-based system for Airside Permit application & Issuance. [Learn More](#)'. Below this is a 'Summary' section with a 'Requires Your Action' header. It contains two cards: '4 Expired Soon' and '2 Pending for Payment', both with 'More info' links. Below the summary is a 'My Permits' section with two cards: '10 Active Permits' and 'NA Temporary Entry Permits', both with 'More info' links. At the bottom of the 'My Permits' section, there are two cards: 'DRIVERS 26' and 'VEHICLES 12', both with 'More info' links.

Masukkan di ruangan kata laluan lama dan kata laluan baru untuk menukar kata laluan. Klik butang **[Save]**.

*\*Bagi kakitangan MAHB, kata laluan yang digunakan sama dengan kata laluan masuk PC.*



**DIASS** Dashboard Permits Drivers/Operators Vehicles Apply Permit PIC Malindo

Home / Form Edit

**Change Password**

Your password must follow this guideline:

- Has 8 Characters, Minimum: You need to choose a password that's long enough. You should generally go for passwords that are a minimum of 8 to 14 characters in length. A longer password would be even better.
- Includes minimum of one Number
- Includes minimum of one Letter

Username \* pic.malindo@gmail.com

Old Password \* Old Password

New Password \* New Password

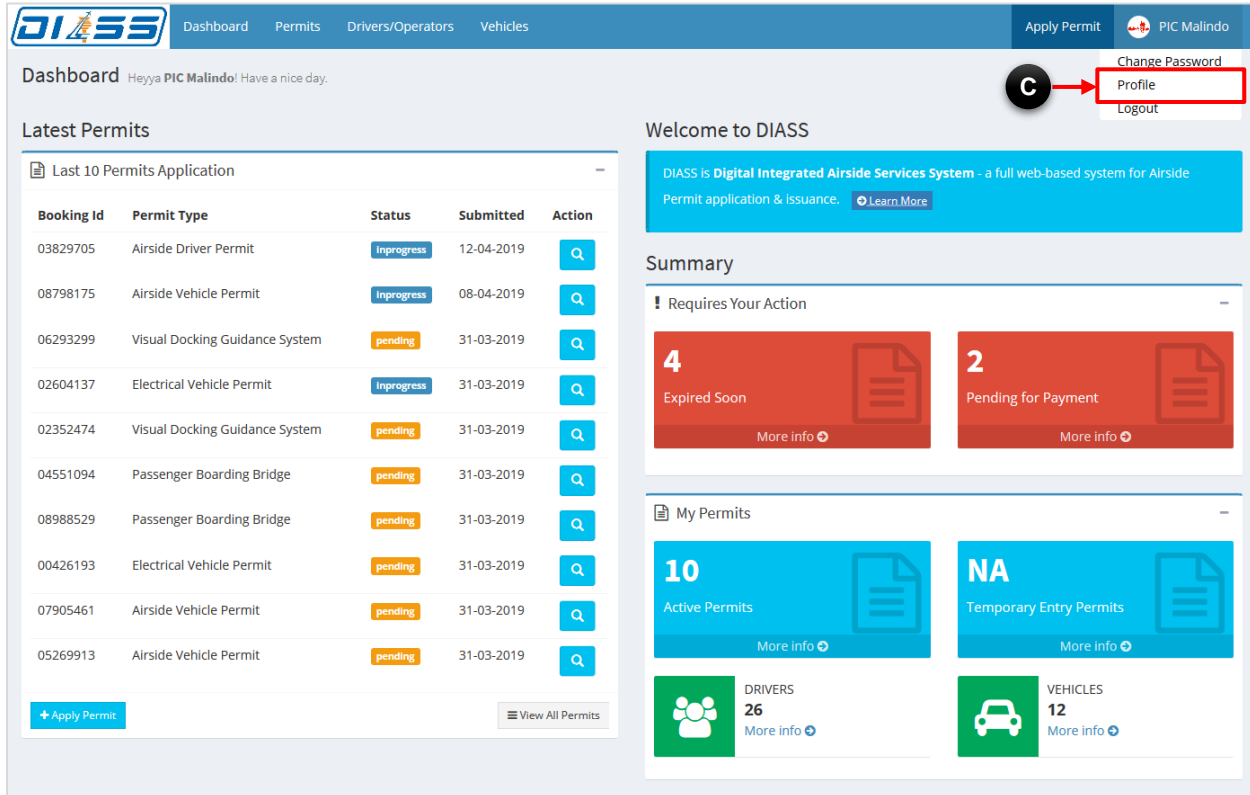
**Save**

1. Perlu diubah untuk log masuk kali pertama untuk pengguna baru.
2. Minimal gabungan 8 aksara *alphanumeric*.
3. Perlu menukarkan kata laluan sekurang-kurangnya setiap 180 hari.



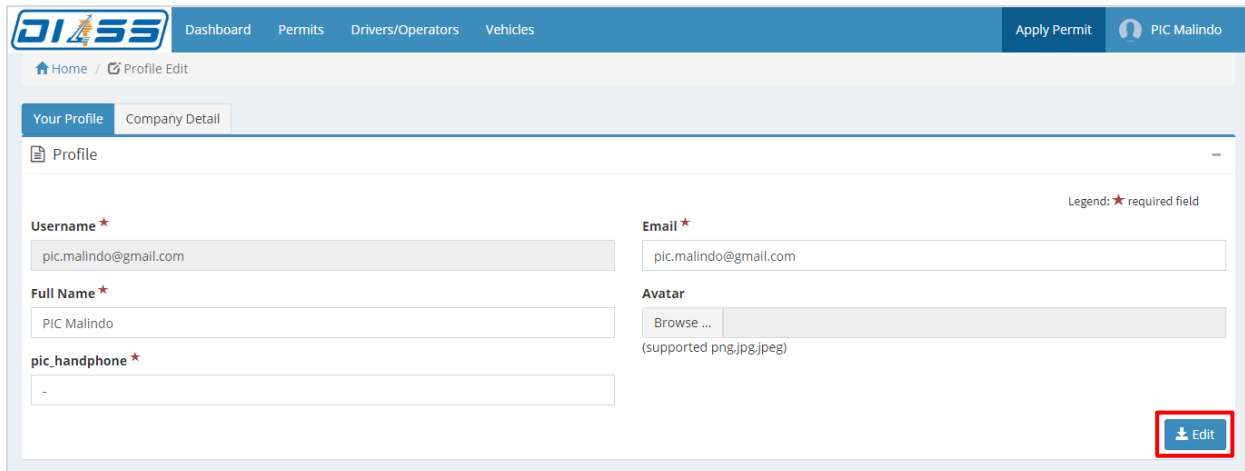
## 5.0 Profil

Klik pada menu Profile **[Label C]** untuk maklumat profil.



The screenshot shows the DIASS Dashboard. In the top right corner, there is a user profile icon labeled 'C' with a dropdown menu containing 'Change Password', 'Profile', and 'Logout'. The 'Profile' option is highlighted with a red box. The dashboard also displays a 'Latest Permits' table with columns for Booking Id, Permit Type, Status, Submitted, and Action. The 'Summary' section shows 'Requires Your Action' with two items: 'Expired Soon' (4) and 'Pending for Payment' (2). The 'My Permits' section shows 'Active Permits' (10) and 'Temporary Entry Permits' (NA). The bottom section shows 'DRIVERS' (26) and 'VEHICLES' (12).

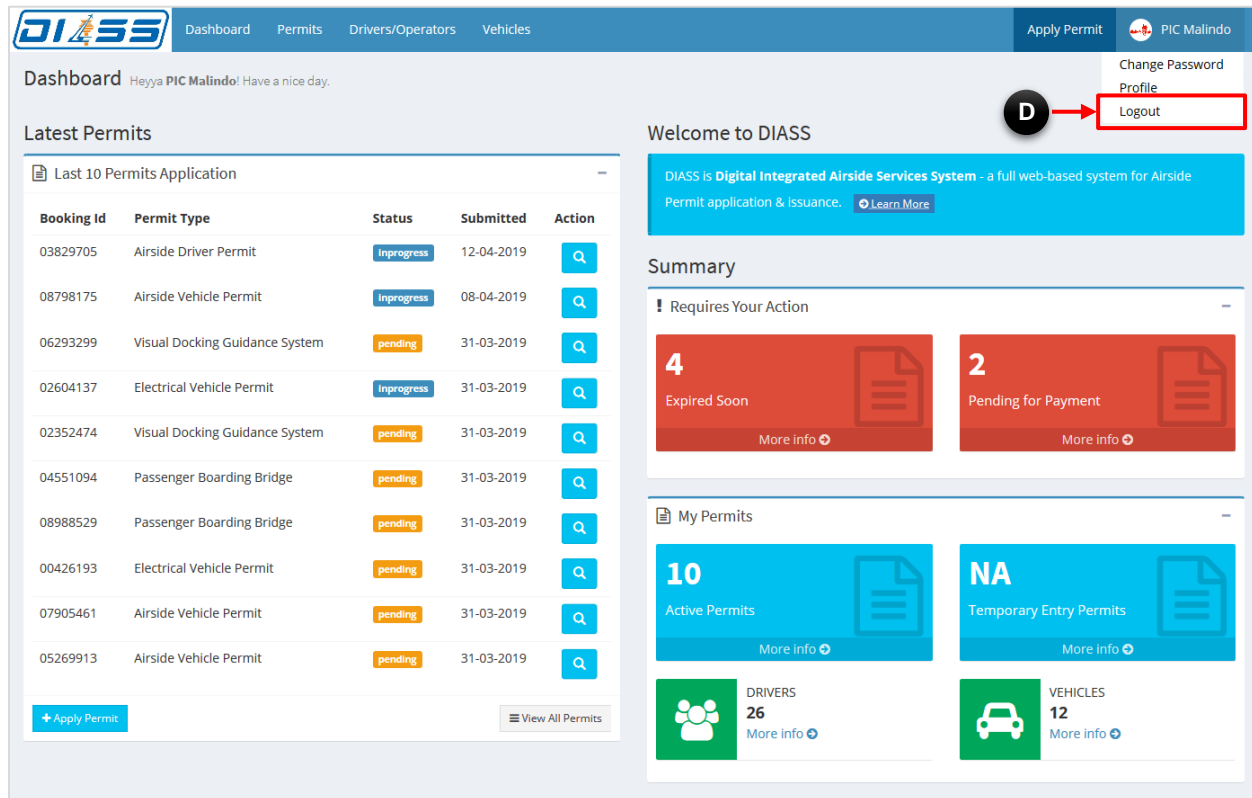
Maklumat mengenai *person-in-charge* boleh diubah di sini seperti nama, nombor telefon, alamat e-mel dan gambar Kemudian klik butang **[Edit]**.



The screenshot shows the 'Profile Edit' page. The 'Your Profile' tab is selected. The form contains fields for Username, Email, Full Name, and pic\_handphone. The 'Edit' button is highlighted with a red box. A legend indicates that fields with a red star are required.

## 6.0 Log Keluar

Klik pada menu *Logout* [Label D] untuk keluar sistem DIASS. Ini untuk menamatkan sesi log masuk semasa. Sistem akan kembali paparan log masuk.



The screenshot shows the DIASS Dashboard interface. At the top, there is a navigation bar with the DIASS logo and menu items: Dashboard, Permits, Drivers/Operators, and Vehicles. On the right side of the navigation bar, there are links for 'Apply Permit' and 'PIC Malindo'. Below the navigation bar, the main content area is divided into several sections. On the left, there is a 'Latest Permits' section with a table of permits. On the right, there is a 'Welcome to DIASS' section with a blue banner and a 'Summary' section with various statistics. A red box highlights the 'Logout' button in the top right corner, next to a circular icon labeled 'D'.

**Dashboard** Heyya PIC Malindo! Have a nice day.

**Latest Permits**

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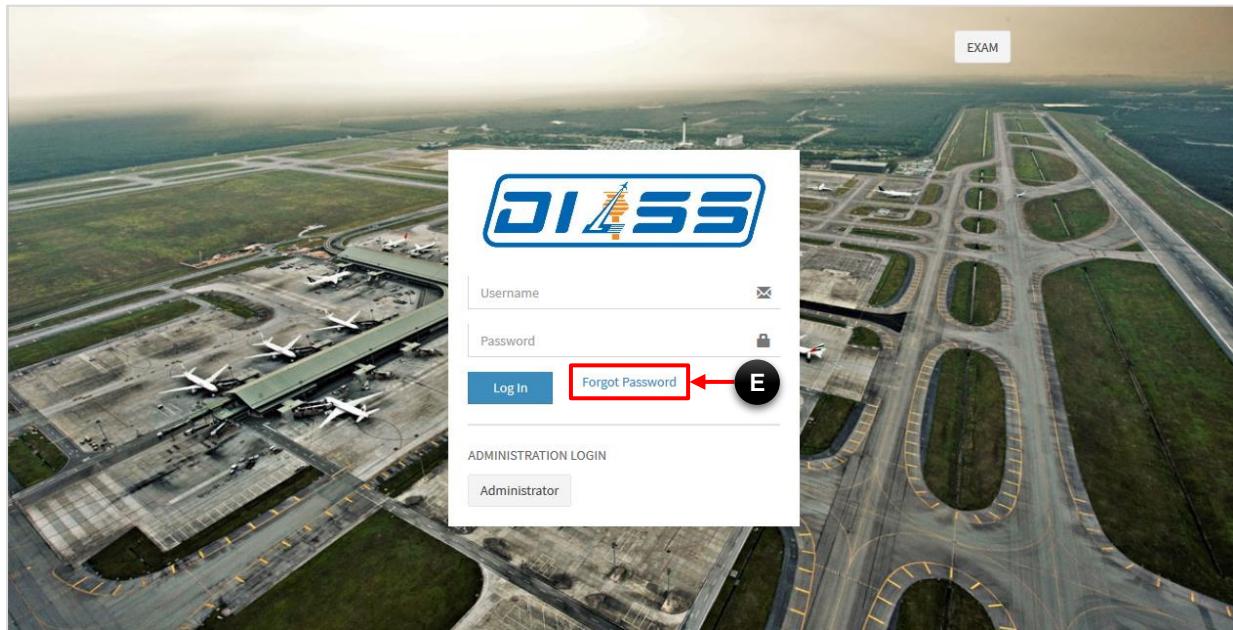
**My Permits**

- 10** Active Permits [More info](#)
- NA** Temporary Entry Permits [More info](#)
- DRIVERS 26** [More info](#)
- VEHICLES 12** [More info](#)

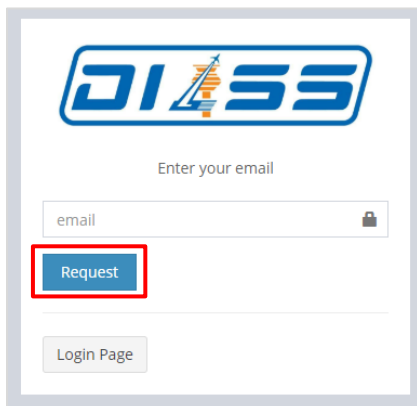
## 7.0 Lupa Kata Laluan

Klik *Forgot Password* [Label E] di paparan log masuk.

*\*Untuk kakitangan MAHB, kata laluan tidak boleh ditukar melalui sistem DIASS. Kata laluan adalah sama dengan kata laluan log masuk PC.*



Masukkan alamat e-mel dan klik butang *Request*.



E-mel akan dihantar untuk langkah-langkah seterusnya.