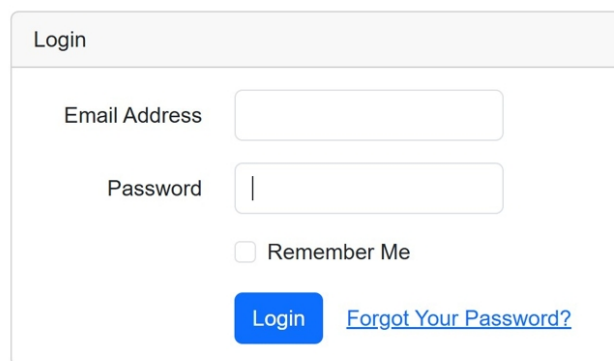


# Buku Panduan Penggunaan Aplikasi SIMPEG Sekolah Kristen Yahya

## Panduan Login Aplikasi

1

Akses ke <https://simpeg.sekolahyahya.sch.id/login>

A screenshot of a web browser showing a login form. The form is titled "Login" and contains two input fields: "Email Address" and "Password". Below the "Password" field is a checkbox labeled "Remember Me". At the bottom of the form is a blue "Login" button and a blue link labeled "Forgot Your Password?".

Login

Email Address

Password

☐ Remember Me

[Login](#) [Forgot Your Password?](#)

## 2 Masukkan Email anda

SKY SIMPEG

LoginRegister

Login

Email Address

Password

☐ Remember Me

Login

[Forgot Your Password?](#)

## 3 Masukkan "password" anda.

SKY SIMPEG

LoginRegister

Login

Email Address

hrd@simpeg.com

Password

☐ Remember Me

Login

[Forgot Your Password?](#)

#### 4 Lalu Klik "Login"

Login

Email Address hrd@simpeg.com

Password .....

☐ Remember Me

Login [Forgot Your Password?](#)

## Panduan Tambah Pegawai Manual

#### 5 Click "➕ Tambah Pegawai Manual"

**SKY SIMPEG** Task Menu Birokrasi Agenda HRD Seko

**Dashboard HRD**

Lihat Task Harian (Home) ➕ Tambah Pegawai Manual Import Users

Departemen	Pegawai	Laki-laki	Perempuan
Yayasan	0	0	0
Tata Usaha Pusat	3	1	2
TK	7	0	7
SD	19	5	14
SMP	12	4	8
SMA	14	5	9

6

Isi data pegawai secara lengkap

### Tambah Pegawai Baru

1. Data User

2. Detail Kepegawaian

Nama Lengkap

Email

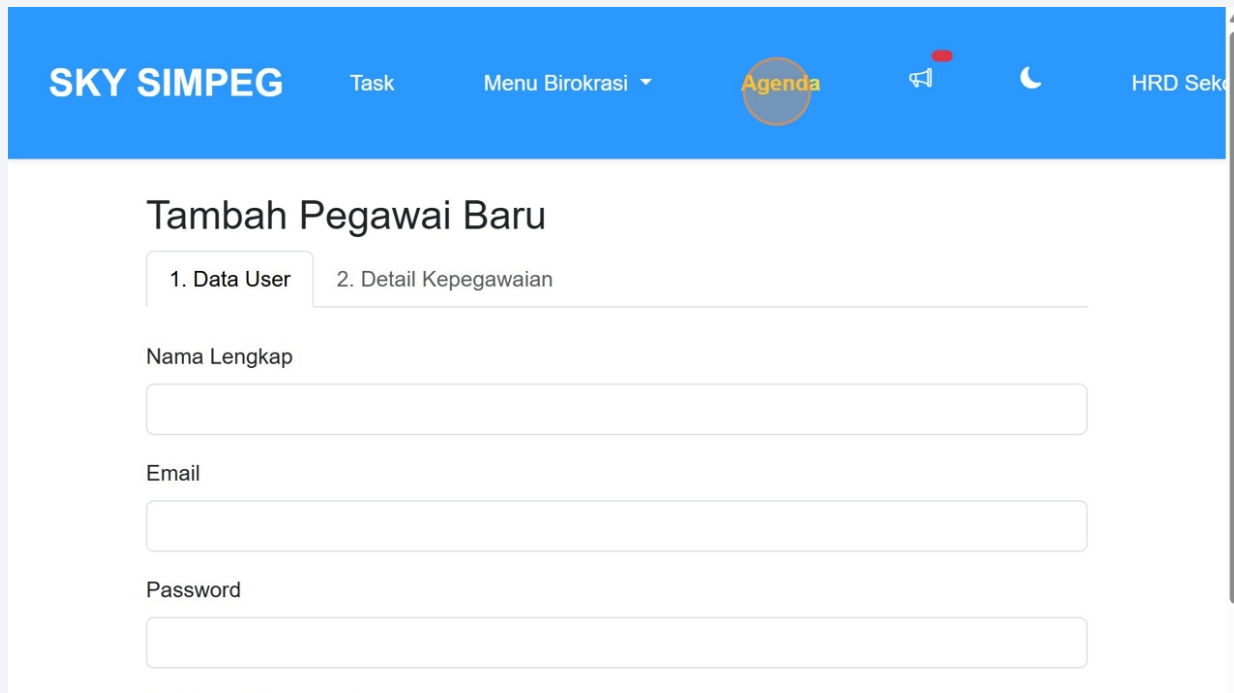
Password

Konfirmasi Password

Alamat

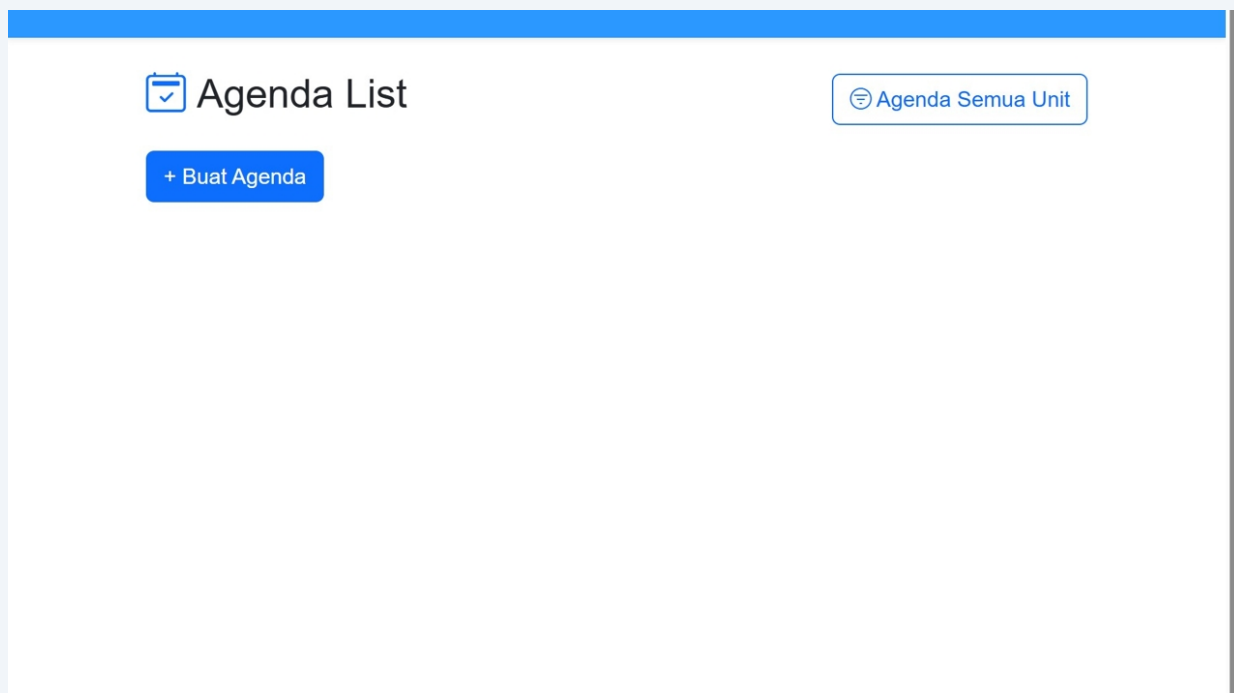
## Panduan Membuat dan Melihat Agenda (Pribadi dan Unit)

- 7 Klik "Agenda" untuk melihat agenda Unit sendiri.



The screenshot shows the 'SKY SIMPEG' application interface. The top navigation bar is blue with the logo 'SKY SIMPEG' on the left, and links for 'Task', 'Menu Birokrasi', 'Agenda' (highlighted with a yellow circle), a search icon, a moon icon, and 'HRD Seko'. Below the navigation bar, the main content area is titled 'Tambah Pegawai Baru'. It features two tabs: '1. Data User' (active) and '2. Detail Kepegawaian'. Under the '1. Data User' tab, there are three input fields labeled 'Nama Lengkap', 'Email', and 'Password'.

- 8 Klik "Agenda Semua Unit" untuk melihat agenda semua unit



The screenshot shows the 'SKY SIMPEG' application interface. The top navigation bar is blue. Below it, the main content area is titled 'Agenda List' with a calendar icon. There is a blue button labeled '+ Buat Agenda' and a button labeled 'Agenda Semua Unit' with a magnifying glass icon.

## Menu Birokrasi

9

Klik "Menu Birokrasi" untuk melihat semua menu. Seperti penugasan, perizinan, dan lain - lain.

The screenshot displays the SKY SIMPEG web application interface. The top navigation bar is blue and contains the following elements from left to right: the logo 'SKY SIMPEG', a 'Task' link, a 'Menu Birokrasi' dropdown menu (which is currently open), an 'Agenda' link, a notification bell icon with a red dot, a moon icon for dark mode, and a user profile link labeled 'HRD Seko'. The main content area is white and features a form titled 'Tambah Pegawai'. The form has two tabs: '1. Data User' (selected) and '2. Detail K'. Below the tabs are input fields for 'Nama Lengkap', 'Email', and 'Password'. The 'Menu Birokrasi' dropdown menu is open, showing a list of options: 'Penugasan', 'Perizinan', 'Rapat', 'Job Desk', 'Unit', 'Notes', and 'Terlambat'. A circular cursor is positioned over the 'Penugasan' option.