



## GUIDELINE FOR NEW EMINDS USER GARIS PANDUAN BAGI PENGGUNA BARU EMINDS

### Not Existing Certificate Holder

#### **Bukan Pemegang Sijil**

- |                     |   |
|---------------------|---|
| Step 1<br>Langkah 1 | Go to eMINDS.sarawak.gov.my.<br><i>Layari eMINDS.sarawak.gov.my.</i>  |
| Step 2<br>Langkah 2 | Select "New User Registration".<br><i>Pilih "New User Registration".</i>  |
| Step 3<br>Langkah 3 | Choose "Type of Application".<br><i>Pilih "Type of Application".</i>  |
| Step 4<br>Langkah 4 | Select A.<br><i>Pilih A.</i>  |
| Step 5<br>Langkah 5 | At Sign Up, attach photograph and copy of IC. Complete form, and "Create Account".<br><i>Pada pendaftaran, lampirkan gambar dan salinan kad pengenalan. Lengkapkan borang dan "Create Account".</i>   |
| Step 6<br>Langkah 6 | Click at link in email or go to eMINDS.sarawak.gov.my. Key in IC number (XXXXXX-XX-XXXX) as "Username" and enter password.<br><i>Klik pautan pada email atau layari eMINDS.sarawak.gov.my. Taip nombor kad pengenalan (XXXXXX-XX-XXXX) sebagai "Username" dan masukkan kata laluan.</i> |
| Step 7<br>Langkah 7 | Click "Your Menu" then "To Apply".<br><i>Klik "Your Menu" , "To Apply".</i>   |
| Step 8<br>Langkah 8 | Complete the application form, save dan submit. <i>Email will be triggered if the application is sent.</i><br><i>Lengkapkan borang permohonan, simpan dan hantar. Email akan dihantar sekiranya permohonan telah dihantar.</i>  |
| Step 9<br>Langkah 9 | Status of application will be send through email or view status in eminds account.<br><i>Status permohonan akan dihantar melalui email atau lihat status di akaun eMINDS.</i>   |

### Existing Certificate Holder

#### **Pemegang Sijil**

- |                       |   |
|-----------------------|---|
| Step 1<br>Langkah 1   | Go to eMINDS.sarawak.gov.my.<br><i>Layari eMINDS.sarawak.gov.my.</i>  |
| Step 2<br>Langkah 2   | Select "New User Registration".<br><i>Pilih "New User Registration".</i>  |
| Step 3<br>Langkah 3   | Select Type of Application.<br><i>Pilih "Type of Application".</i>  |
| Step 4<br>Langkah 4   | Select C.<br><i>Pilih C.</i>  |
| Step 5<br>Langkah 5   | Key in identity card number and certificate number as in the Certificate.<br><i>Masukkan nombor kad pengenalan dan nombor sijil seperti pada sijil.</i>   |
| Step 6<br>Langkah 6   | At Sign Up, attach photograph and copy of IC. Complete form, and "Create Account".<br><i>Pada pendaftaran, lampirkan gambar dan salinan kad pengenalan. Lengkapkan borang dan "Create Account".</i>   |
| Step 7<br>Langkah 7   | Click at link in email or go to eMINDS.sarawak.gov.my. Key in IC number (XXXXXX-XX-XXXX) as "Username" and enter password.<br><i>Klik pada pautan pada email atau layari eMINDS.sarawak.gov.my. Taip nombor kad pengenalan anda (XXXXXX-XX-XXXX) sebagai "Username" dan masukkan kata laluan.</i> |
| Step 8<br>Langkah 8   | Click "Your Menu" , "To Apply" .<br><i>Klik "Your Menu" , "To Apply".</i>   |
| Step 9<br>Langkah 9   | Complete the application form, save and submit. <i>Email will be triggered if the application is sent.</i><br><i>Lengkapkan borang permohonan, simpan dan hantar. Email akan dihantar sekiranya permohonan telah dihantar.</i>  |
| Step 10<br>Langkah 10 | Status of application will be send through email or view status in eminds account.<br><i>Status permohonan akan dihantar melalui email atau lihat status di akaun eMINDS.</i>   |