



USER MANUAL

for

Online iLead Application

Prepared By:

*ICT Centre
Sultan Idris Education University
October 2024
Version 1.0*

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1 ONLINE ILEAD APPLICATION

1.1 Online iLead Application

Online iLead Application module manages the application Process through the online application. It captures and automates the entire application process for top management positions. Users can apply for an application and view the status of the application through the Online iLead Application. The details are explained as below.

Sistem Permohonan Jawatan Utama UPSI (iLead)
Online iLead Application UPSI

 **UNIVERSITI PENDIDIKAN SULTAN IDRIS**
اونڤريستي قنديديقن سلطان ادریس
SULTAN IDRIS EDUCATION UNIVERSITY

Username
Password 

Login

Forgot password?
Do not have an account?

Create an account

Maklumat Penting / Important Information

1. Calon-calun yang ingin memohon jawatan di Universiti Pendidikan Sultan Idris (UPSI) perlu mendaftar untuk mempunyai akaun dengan **Online iLead Application** ini (klik di sini untuk **PANDUAN PENGGUNAAN SISTEM PERMOHONAN ILEAD UPSI**).
2. Untuk permohonan jawatan kali ke-2 dan seterusnya, calon tidak perlu mendaftar semula / mewujudkan akaun baru, sebaliknya hanya perlu menambah jawatan yang dipohon dalam akaun sedia ada.
3. Permohonan secara dalam talian perlu diisi dengan lengkap. **Permohonan yang tidak lengkap akan menyebabkan permohonan ditolak.**
4. **Permohonan adalah terbatal sekiranya pemohon memberikan maklumat yang tidak benar.**

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This site is best viewed by using Google Chrome 70+ at 1200 x 768 screen resolution.

Figure 1.1 – Online iLead Application Screen

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	1

1.2 New Application

This screen allows the user to create a new application. The details are as follows.

Sistem Permohonan Jawatan Utama UPSI (iLead) Online iLead Application UPSI



**UNIVERSITI
PENDIDIKAN
SULTAN IDRIS**
الانڤرسيتي قنديدين سلطان ادریس

SULTAN IDRIS EDUCATION UNIVERSITY

Maklumat Penting / Important Information

1. Calon-calon yang ingin memohon jawatan di Universiti Pendidikan Sultan Idris (UPSI) perlu mendaftar untuk mempunyai akaun dengan **Online iLead Application** ini (klik di sini untuk **PANDUAN PENGGUNAAN SISTEM PERMOHONAN ILEAD UPSI**).
2. Untuk permohonan jawatan kali ke-2 dan seterusnya, calon tidak perlu mendaftar semula / mewujudkan akaun baru, sebaliknya hanya perlu menambah jawatan yang dipohon dalam akaun sedia ada.
3. Permohonan secara dalam talian perlu diisi dengan lengkap. **Permohonan yang tidak lengkap akan menyebabkan permohonan ditolak.**
4. **Permohonan adalah terbatal sekiranya pemohon memberikan maklumat yang tidak benar.**

Forgot password?

Do not have an account?

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This site is best viewed by using Google Chrome 70+ at 1200 x 768 screen resolution.

Figure 1.2 – New Application Screen

1.2.1 Create New Application

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Click the **Create an account** button to register. It will display **Register New User** screen. See **Figure 1.2-1**.

Figure 1.2-1 – Register New User Screen

3. Enter the information required for registration. Click on **Register** button and **Registration Information Confirmation** screen will be displayed as shown below. See **Figure 1.2-2**.

Figure 1.2-2 – Registration Information Confirmation Screen

4. Click on **Register** button. Registration information will be checked before being saved by the system. A screen like the figure below will be displayed if the record already exists. See **Figure 1.2-3**.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	3

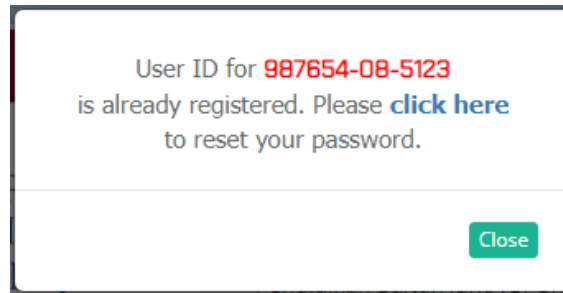


Figure 1.2-3– Record Already Existed Screen

5. Click **click here** button to reset the password if you have registered before. A screen like the figure below will be displayed if the new user registration is successful. See **Figure 1.2-4**.

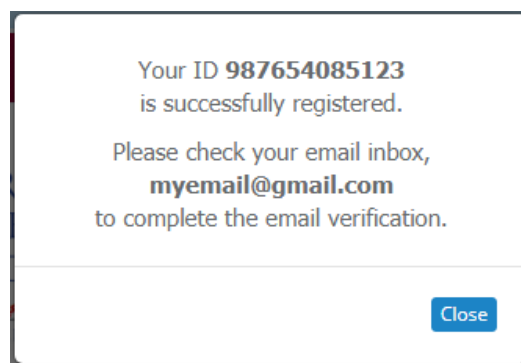


Figure 1.2-4 – New Registration Successful Screen

6. Check the registered email to complete the email address verification process. See **Figure 1.2-5**.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	4

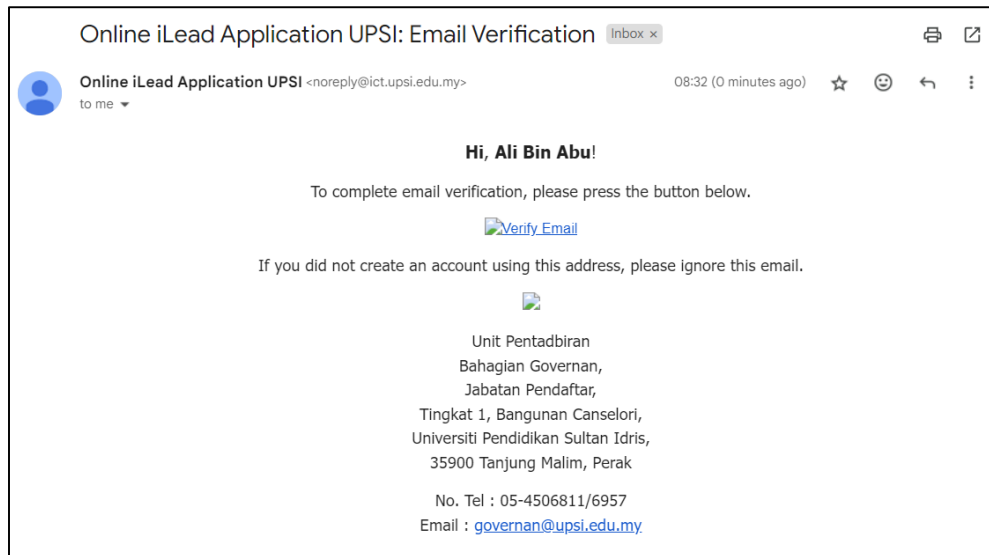


Figure 1.2-5 – Verification Email Screen

- Click on **Verify your Email** button. **New User Registration Password Set** screen will be displayed. See **Figure 1.2-6**.

UNIVERSITI PENDIDIKAN SULTAN IDRIS
سولان ادرس قنديدقن سلطان ادرس
SULTAN IDRIS EDUCATION UNIVERSITY
Online iLead Application UPSI

Pengesahan Alamat Emel Berjaya!
Email Address Verification Success!

Nama Penuh
Full name: Ali Bin Abu

No. Kad Pengenalan
IC Number / MyID: 801212011234

Alamat Emel
Email Address: anisatyrach07@gmail.com

Katalaluan
Password: [Empty Field]

Sahkan Katalaluan
Verify Password: [Empty Field]

Cancel Submit

Figure 1.2-6 – New User Registration Password Set Screen

- Enter the password according to the character guide suggested below and click the **Submit** button. The user will be taken to the main page of the iLead portal.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	5

1.3 Log In

This screen allows users to log into the iLead portal. The details are as follows.

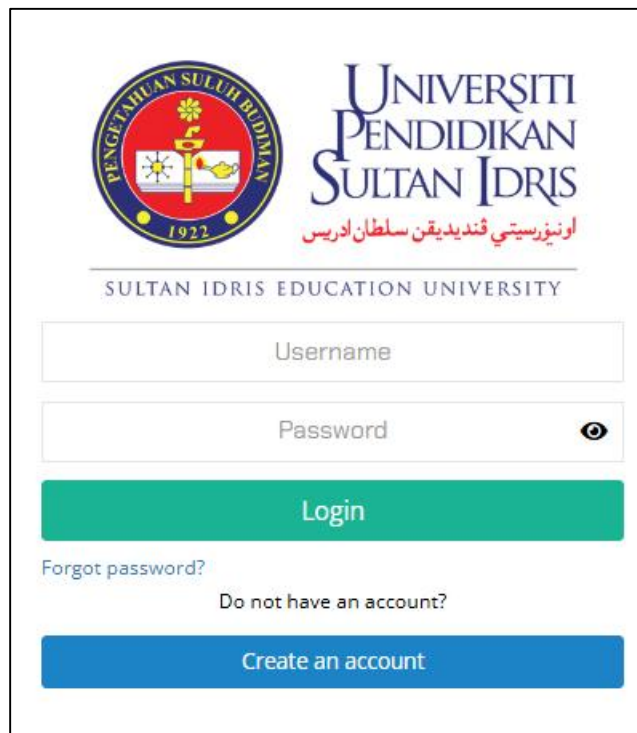


Figure 1.3 – Log In Screen

1.3.1 Log In iLead Screen

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. An error will be displayed if the user enters inaccurate information or has an inactive status. See **Figure 1.3-1**.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	6



SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	7

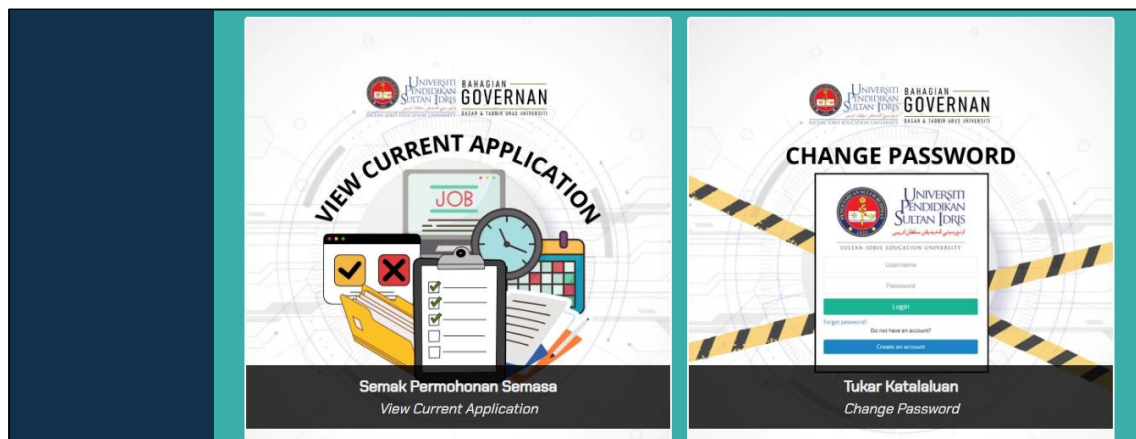


Figure 1.3-1 – iLead Portal Home Page Screen

1.4 Applicant Information

This screen allows users to fill in and update personal information, partner information, academic qualifications, publications, experience, references, upload curriculum vitae and kpi information. The details are as follows.

Personal Information 1

Home / Personal Information 1

Information marked with (*) must be filled in

Top Management Position * PENASIHAT UNDANG-UNDANG

Full Name * Muhammad Zulfazli Bin Ahmad

Email * anisatyrah07@gmail.com

Update Email Address

New IC No. * 930407142345

Old IC No.

Phone Number * 01712345689

Date of Birth * 04/07/1993

Place of Birth * Hospital Sg Buloh

Age * 30

Passport No.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	8

Race *

Malay

Religion *

Islam

Gender *

Male

Address *

No 1A, Jln Behrang

City *

Tanjong Malim

Postcode *

35600

Country *

Malaysia

State *

Perak

Save

Social media account *

Name

URL

Add

#	Social Media Name	URL
1	Facebook	www.facebook/sayafaz.com.my
2	Instagram	www.instagram/sayafaz.com.my
3	twitter	www.twitter/saya.com.my

I am **Muhammad Zulfazli Bin Ahmad**, ID Number **930407142345**, I acknowledge that the information given for this application is true. If there is false information or it is found that I have hidden certain information, the University reserves the right to take the necessary actions and decisions in the interest of the University againts me, including the termination of my appointment if necessary.

Continue

Figure 1.4 Applicant Information Screen

1.4.1 Personal Information 1

- To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
- Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
- Click the Applicant Information link on the menu screen and click on **Personal Information 1**. It will display **Personal Information 1** screen. See **Figure 1.4-1**
- Fill in or update the information needed.
- Click on **Save** button to save the information.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	9

6. Fill in **Social Media Account** information needed:
 - i. **Name.**
 - ii. **URL.**
7. Click on **Add** button to save the **Social Media Account** information.
8. Click on **Continue** button to go to the next screen.

1.4.2 Update Email Address

1. Click the Applicant Information link on the menu screen and click on **Personal Information**
 1. It will display **Personal Information 1** screen. See **Figure 1.4-1**
2. Click on **Update Email Address** button. It will display **Update Email Address** screen. See **Figure 1.4-2**.

Figure 1.4-2 Update Email Address Screen

3. Fill in the information needed.
 - i. **New email address.**
 - ii. **Password.**
4. Click on **Send Code** button to get the verification code by email.
5. Fill in **Verification Code** that has been send at email.
6. Click on **Update** button to update the new email.
7. Click on **Cancel** button to cancel update email.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	10

1.4.3 Personal Information 2

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the Applicant Information link on the menu screen and click on **Personal Information 2**. Another way, go to **Personal Information 1** screen and click on **Continue** button. It will display **Personal Information 2** screen. See **Figure 1.4-3**.

Personal Information 2

Home / Personal Information 1 / Personal Information 2

Information marked with (*) must be filled in for the purpose of CGSO and MACC screening

Current Position Name *

Penolong Pegawai Teknologi (PPTM)

Sector *

Government

Position Grade

FA32

(Government only)

Appointed Start Date on Current Position *

01/11/2019

Employment Status *

Permanent

Date of Retirement/ Age *

01/12/2029

Basic Salary (RM) *

2600

Other Allowances (RM)

750

Current Employment Address *

UPSI

Postcode *

35900

Country *

Malaysia

State *

Perak

Marital Status *

Berkahwin

Save

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	11

Annual Assessment Report (LNPT) for 3 years *

Year Mark

#	Year	Mark
1	2022	90.5
2	2023	99

I am **Anisah Abu Bakar**, ID Number **980709891234**, I acknowledge that the information given for this application is true. If there is false information or it is found that I have hidden certain information, the University reserves the right to take the necessary actions and decisions in the interest of the University against me, including the termination of my appointment if necessary.

Figure 1.4-3 Personal Information 2 Screen

- Fill in or update the information needed.
- Click on **Save** button to save the information.
- Fill in **Annual Assessment Report (LNPT)** information needed:
 - Year**.
 - Mark**.
- Click on **Add** button to save the **Annual Assessment Report (LNPT)** information.
- Click on **Continue** button to go to the next screen.

1.4.4 Partner Details (If married)

- To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
- Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
- Click the Applicant Information link on the menu screen and click on **Partner Details**. Another way, go to **Personal Information 2** screen and click on **Continue** button. It will display **Partner Details** screen. See **Figure 1.4-1**.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	12

Partner Details (have to fill in if the status is married)

Home / Personal Information 1 / Personal Information 2 / **Partner Details**

Information marked with (*) must be filled in

Spouse Name *

Spouse IC No. / Passport No. *

Address *
Please update latest address from time to time

Number of children *

Occupation of Husband/Wife *

Basic Salary (RM)

Spouse Office address *

[Save](#)

Spouse Activities Involvement

Position Agency [Add](#)

#	Position/Involment	Agency/Company/Organization	
1	KETUA	KKM	✕
2	TIMBALAN	LAP	✕
3	PENOLONG	MARA	✕

I am **Anisah Abu Bakar**, ID Number **980709891234**, I acknowledge that the information given for this application is true. If there is false information or it is found that I have hidden certain information, the University reserves the right to take the necessary actions and decisions in the interest of the University againts me, including the termination of my appointment if necessary.

[Continue](#)

Figure 1.4-1 Partner Details Screen

4. Fill in or update the information needed.
5. Click on **Save** button to save the information.
6. Fill in **Spouse Activities Involvement** information needed:
 - i. **Position.**
 - ii. **Agency.**
7. Click on **Add** button to save the **Spouse Activities Involvement** information.
8. Click on **Continue** button to go to the next screen.

1.4.5 Academic Qualifications

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the Applicant Information link on the menu screen and click on **Academic Qualifications**. Another way, go to **Personal Information 2** screen (**if not married**) or go to **Partner Details** screen (**if married**) and click on **Continue** button. It will display **Academic Qualifications** screen. See **Figure 1.4-5**.

Academic Qualifications

Home / Personal Information 1 / Personal Information 2 / Partner Details / Academic Qualifications

Information marked with (*) must be filled in

Level of Study *

Name University/College *

Malaysia

Name of Programme Graduated *

(as per stated in scroll)
[Example : Ijazah Sarjana Muda Sains (Kimia Industri) Dengan Kepujian Kelas Kedua (Tinggi)]
Bagi Pemegang Sijil Kemahiran Malaysia, catatkan juga tahap SKM yang dimiliki.
[Example : Sijil Kemahiran Malaysia Tahap 1]

Duration of study *

hingga

CGPA *

Honors Class (Kelas Kepujian) *

Area of Expertise *

Specialization *

Save Academic Qualification

List of Academic Qualification

#	Name University/College	Qualification	Area of Expertise	Honors Class	
1	Universiti Islam Antarabangsa Malaysia		Kepintaran Buatan	PERTAMA	
2	Universiti Tunku Abdul Rahman (UTAR)	Ijazah Sarjana Muda Multimedia	Multimedia & Komunikasi	Pertama	
3	Universiti Islam Antarabangsa Malaysia	Ijazah Sarjana Muda Chemistry	Sains	Kedua Atas	
4	Kolej Jururawat Masyarakat Port Dickson	Sijil Jururawat Kanak Kanak	Jururawat	Pertama	

I am **Anisah Abu Bakar**, ID Number **980709891234**, I acknowledge that the information given for this application is true. If there is false information or it is found that I have hidden certain information, the University reserves the right to take the necessary actions and decisions in the interest of the University against me, including the termination of my appointment if necessary.

Continue

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	14

Figure 1.4-5 Academic Qualifications Screen

4. Fill in or update the information needed.
5. Click on **Save Academic Qualification** button to save the information.
6. Click on **Continue** button to go to the next screen.

1.4.6 Publications

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the Applicant Information link on the menu screen and click on **Publications**. Another way, go to **Academic Qualifications** screen and click on **Continue** button. It will display **Publications** screen. See **Figure 1.4-6**.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	15

Publications

[Home](#) / [Personal Information 1](#) / [Personal Information 2](#) / [Partner Details](#) / [Academic Qualifications](#) / **Publications**

SCOPUS SCHOLAR CITATIONS *

Particulars	Information
Citations / No. of Documents *	1
H-index *	index
Profile link *	www.plinkIndex.com

Save

EXPERTISE AND SPECIALIZATION *

Add New

Fields of Expertise	Areas of Specialization	Action
Programming A	Programmer B	Edit Delete
Test 2	Specialization ke2	Edit Delete

TEN (10) MOST SIGNIFICANT PUBLICATIONS (As main author) *

Add New

Year	Publication Details (Author, Paper Title, Journal Name, Publisher, Volume, Pages)	Significant Impact	Action
2024	Author: ABU Paper Title: Buku Ilmiah Journal Name: Kemerdekaan Publisher: abu Volume: 1 Pages: 150	Mind of impact	Edit Delete

I am **Anisah Abu Bakar**, ID Number **980709891234**, I acknowledge that the information given for this application is true. If there is false information or it is found that I have hidden certain information, the University reserves the right to take the necessary actions and decisions in the interest of the University againts me, including the termination of my appointment if necessary.

Continue

Figure 1.4-6 Publications Screen

4. Fill in or update **SCOPUS SCHOLAR CITATIONS** information needed:
 - i. **Citations/No. of Documents.**
 - ii. **H-index.**
 - iii. **Profile link.**
5. Click on **Save** button to save the **SCOPUS SCHOLAR CITATIONS** information.
6. Click on **Add New** button at **EXPERTISE AND SPECIALIZATION** section.
7. Fill in information needed:
 - i. **Fields of Expertise.**

- ii. **Area of Specialization.**
8. Click on **Save** button to save the **EXPERTISE AND SPECIALIZATION** information.
9. Click on **Edit** button at **EXPERTISE AND SPECIALIZATION** section to update the record.
10. Fill in the information needed. Click on **Save** button to update record.
11. Click on **Delete** button at **EXPERTISE AND SPECIALIZATION** section to delete the record. Click on **Delete** button to delete record.
12. Click on **Add New** button at **TEN (10) MOST SIGNIFICANT PUBLICATIONS (As main author)** section.
13. Fill in information needed:
 - i. **Type.**
 - ii. **Year.**
 - iii. **Author.**
 - iv. **Paper Title.**
 - v. **Journal Name.**
 - vi. **Publisher.**
 - vii. **Volume.**
 - viii. **Pages.**
 - ix. **Significant Impact.**
14. Click on **Save** button to save the **TEN (10) MOST SIGNIFICANT PUBLICATIONS** information.
15. Click on **Edit** button at **TEN (10) MOST SIGNIFICANT PUBLICATIONS** section to update the record.
16. Fill in the information needed. Click on **Save** button to update record.
17. Click on **Delete** button at **TEN (10) MOST SIGNIFICANT PUBLICATIONS** section to delete the information. Click on **Delete** button to delete record.
18. Click on **Continue** button to go to the next screen.

1.4.7 Experiences

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the Applicant Information link on the menu screen and click on **Experiences**. Another way, go to **Publications** screen and click on **Continue** button. It will display **Experiences** screen. See **Figure 1.4-7**.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	17

Experiences

Home / Personal Information 1 / Personal Information 2 / Partner Details / Academic Qualifications / Publications / Experiences

UNIVERSITY MANAGEMENT AND ADMINISTRATION EXPERIENCES *

(Key University Positions - Vice Chancellor, Chief Executive Officer, Rector, Deputy Vice Chancellor, Assistant Vice Chancellor, Deputy Rector, Director and Dean only)

Add New

Position	University	Year	Term (Duration in Years)	Significant Contributions (3 Major Contributions, If Relevant)	Action
Pengerusi Persatuan	UITM Perak	2020	2	1.DD 2.DD 3.SS	Edit Delete

APPOINTMENTS / SECONDMENTS IN LOCAL AND OVERSEAS ORGANIZATIONS / AGENCIES *

Add New

Position	University	Year	Term (Duration in Years)	Significant Contributions (3 Major Contributions, If Relevant)	Action
Pegawai Tadbir	Kementerian Pendidikan Malaysia				Edit Delete
Timbalan Pengerusi	UUM	2023	5	1. ABC 2. DEF 3. FGH	Edit Delete
Timbalan Pengerusi 2	UKM	2019	2	ase sdd ss	Edit Delete

POSITIONS HELD IN BODIES / ORGANIZATIONS OUTSIDE THE UNIVERSITY *

Add New

Position	University	Year	Term (Duration in Years)	Significant Contributions (3 Major Contributions, If Relevant)	Action
No record found					

I am **Anisah Abu Bakar**, ID Number **980709891234**, I acknowledge that the information given for this application is true. If there is false information or it is found that I have hidden certain information, the University reserves the right to take the necessary actions and decisions in the interest of the University againts me, including the termination of my appointment if necessary.

Continue

Figure 1.4-7 Experiences Screen

4. Click on **Add New** button at **UNIVERSITY MANAGEMENT AND ADMINISTRATION EXPERIENCES** section.
5. Fill in information needed:
 - i. **Position.**
 - ii. **University.**
 - iii. **Year.**
 - iv. **Term (Duration in year).**

- v. **Significant Contributions (3 Major Contributions, If Relevant).**
6. Click on **Save** button to save the **UNIVERSITY MANAGEMENT AND ADMINISTRATION EXPERIENCES** information.
7. Click on **Edit** button at **UNIVERSITY MANAGEMENT AND ADMINISTRATION EXPERIENCES** section to update the record.
8. Fill in the information needed. Click on **Save** button to update record.
9. Click on **Delete** button at **UNIVERSITY MANAGEMENT AND ADMINISTRATION EXPERIENCES** section to delete the record. Click on **Delete** button to delete record.
10. Click on **Add New** button at **APPOINTMENTS / SECONDMENTS IN LOCAL AND OVERSEAS ORGANIZATIONS / AGENCIES** section.
11. Fill in information needed:
 - i. **Position.**
 - ii. **University.**
 - iii. **Year.**
 - iv. **Term (Duration in year).**
 - v. **Significant Contributions (3 Major Contributions, If Relevant).**
12. Click on **Save** button to save the **APPOINTMENTS / SECONDMENTS IN LOCAL AND OVERSEAS ORGANIZATIONS / AGENCIES** information.
13. Click on **Edit** button at **APPOINTMENTS / SECONDMENTS IN LOCAL AND OVERSEAS ORGANIZATIONS / AGENCIES** section to update the record.
14. Fill in the information needed. Click on **Save** button to update record.
15. Click on **Delete** button at **APPOINTMENTS / SECONDMENTS IN LOCAL AND OVERSEAS ORGANIZATIONS / AGENCIES** section to delete the information. Click on **Delete** button to delete record.
16. Click on **Add New** button at **POSITIONS HELD IN BODIES / ORGANIZATIONS OUTSIDE THE UNIVERSITY** section.
17. Fill in information needed:
 - i. **Position.**
 - ii. **University.**
 - iii. **Year.**
 - iv. **Term (Duration in year).**
 - v. **Significant Contributions (3 Major Contributions, If Relevant).**
18. Click on **Save** button to save the **POSITIONS HELD IN BODIES / ORGANIZATIONS OUTSIDE THE UNIVERSITY** information.
19. Click on **Edit** button at **POSITIONS HELD IN BODIES / ORGANIZATIONS OUTSIDE THE UNIVERSITY** section to update the record.
20. Fill in the information needed. Click on **Save** button to update record.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	19

21. Click on **Delete** button at **POSITIONS HELD IN BODIES / ORGANIZATIONS OUTSIDE THE UNIVERSITY** section to delete the information. Click on **Delete** button to delete record.
22. Click on **Continue** button to go to the next screen.

1.4.8 KPI Information

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the Applicant Information link on the menu screen and click on **KPI Information**. Another way, go to **Upload CV** screen and click on **Continue** button. It will display **KPI Information** screen. See **Figure 1.4-8**.

KPI Information

Home / Personal Information 1 / Personal Information 2 / Partner Details / Academic Qualifications / Publication / Experiences / **KPI Information**

MISSION AND VISION AS (POSITION) UPSI *

Add New

Area	Mission and Vision	Action
Embrace diversity	Provide a great work environment and treat each other with respect and dignity.	Edit Delete
Apply the highest standards	Dedicate ourselves to providing clean and safe products and to enhancing the quality of life everywhere through all our activities.	Edit Delete

DEVELOPMENT AND WELFARE PLANNING FOR STUDENTS AND STAFFS UPSI *

Add New

Area	Details	Action
Track Behavioural Patterns	By recording information and making it available to boarding staff, your team are able to identify unusual behaviour and investigate the cause.	Edit Delete
Analyse And Monitor Regularly	With our software you can create a watchlist so that boarding staff know which students to keep an eye on, without having to be personally updated.	Edit Delete

14. Fill in the information needed. Click on **Save** button to update record.
15. Click on **Delete** button at **DEVELOPMENT AND WELFARE PLANNING FOR STUDENTS AND STAFFS UPSI** section to delete the information. Click on **Delete** button to delete record.
16. Click on **Choose file** button at **UPLOAD KPI DOCUMENTATIONS** section to upload attachment and it will automatically save the attachment. It only can upload **three (3)** attachment.
17. Click on **Delete** button at **Attachment** section to delete the file. Click on **Delete** button to delete record.
18. If the size of the file is more than 2MB, please fill in the link file section and click on the **Save** button to save attachment.
19. Click on **Delete** button at **Link file** section to delete the link. Click on **Delete** button to delete record.
20. Click on **Continue** button to go to the next screen.

1.4.9 Additional Information I (UHSB Position Only)

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the Applicant Information link on the menu screen and click on **Additional Information I (UHSB Position Only)**. Another way, go to **KPI Information** screen and click on **Continue** button. It will display **Additional Information I (UHSB Position Only)** screen. See **Figure 1.4-9**.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	22

Additional Information I (UHSB Position Only)

Home / Personal Information 1 / Personal Information 2 / Partner Details / Academic Qualifications / Publication / Experiences / KPI Information / Additional Information I (UHSB Position Only)

OTHER QUALIFICATIONS (If any)

Qualification Details

Others qualification

Save

LANGUAGES *

Add New

Languages	Level	Action
Inggeris	Fluent	EditDelete
Bahasa Melayu	Master	EditDelete

AWARDS (If any)

Award Details

kk

Save

BUSINESS PLAN PROPOSAL *

Add New

Details	Action
EcoClean provides sustainable, eco-friendly cleaning services to residential and commercial clients. Our mission is to promote healthier living spaces while safeguarding the planet.	EditDelete
Example business plan	EditDelete

I am **Muhammad Zulfazli Bin Ahmad**, ID Number **930407142345**, I acknowledge that the information given for this application is true. If there is false information or it is found that I have hidden certain information, the University reserves the right to take the necessary actions and decisions in the interest of the University againsts me, including the termination of my appointment if necessary.

Continue

Figure 1.4-9 Additional Information I Screen

4. Fill in information needed at **OTHER QUALIFICATIONS (If any)** section :
- i. **Qualification Details.**
5. Click on **Save** button to save the **OTHER QUALIFICATIONS** information.

6. Click on **Add New** button at **LANGUAGES** section.
7. Fill in information needed:
 - i. **Languages.**
 - ii. **Level.**
8. Click on **Save** button to save the **LANGUAGES** information.
9. Click on **Edit** button at **LANGUAGES** section to update the record.
10. Fill in the information needed. Click on **Save** button to update record.
11. Click on **Delete** button at **LANGUAGES** section to delete the record.
12. Fill in information needed at **AWARDS (If any)** section :
 - i. **Award Details.**
13. Click on **Save** button to save the **AWARDS** information.
14. Click on **Add New** button at **BUSINESS PLAN PROPOSAL** section.
15. Fill in information needed:
 - i. **Details**
16. Click on **Save** button to save the **BUSINESS PLAN PROPOSAL** information.
17. Click on **Edit** button at **BUSINESS PLAN PROPOSAL** section to update the record.
18. Fill in the information needed. Click on **Save** button to update record.
19. Click on **Delete** button at **BUSINESS PLAN PROPOSAL** section to delete the record.
20. Click on **Continue** button to go to the next screen.

1.4.10 Additional Information II (Pendaftar, Bendahari, PUU, Pustakawan Position Only)

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the Applicant Information link on the menu screen and click on **Additional Information II (Pendaftar, Bendahari, PUU, Pustakawan Position Only)**. Another way, go to **KPI Information** screen and click on **Continue** button. It will display **Additional Information II (Pendaftar, Bendahari, PUU, Pustakawan Position Only)** screen. See **Figure 1.4-10**.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	24

Additional Information II (Pendaftar, Bendahari, PUU, Pustakawan Position Only)

Home / Personal Information 1 / Personal Information 2 / Partner Details / Academic Qualifications / Publication / Experiences / KPI Information / Additional Information I (UH5B Position Only) / **Additional Information II (Pendaftar, Bendahari, PUU, Pustakawan Position Only)**

ACHIEVEMENTS/ INVOLVEMENT AT NATIONAL AND INTERNATIONAL LEVELS WHILE HOLDING ADMINISTRATIVE POSITIONS *

[+ Add New](#)

Position	Details	Level	Action
Pengerusi Persatuan	International achivementes	International	Edit Delete
Pengerusi Persatuan	SSSS	National	Edit Delete

PROFESSIONAL QUALIFICATION INFORMATION (if any)

[+ Add New](#)

Qualification	Institution	Certificate Number	Professional Expertise	Membership	Joined Date	Action
Certified Public Accountant (CPA)	Harvard Business School (HBS)	PM2022	Professional Expertise	Ahli Biasa (Normal Member)	2022-05-04 00:00:00	Edit Delete
Project Management Professional (PMP)	Project Management Institute (PMI)	PMP2024PM	Administered by the Project Management Institute (PMI).	Ahli Korporat (Corporate Member)	2021-07-04 00:00:00	Edit Delete

Figure 1.4-10 Additional Information II Screen

- Click on **Add New** button at **ACHIEVEMENTS/ INVOLVEMENT AT NATIONAL AND INTERNATIONAL LEVELS WHILE HOLDING ADMINISTRATIVE POSITIONS** section.
- Fill in information needed:
 - Position.**
 - Details.**
 - Level.**
- Click on **Save** button to save the **ACHIEVEMENTS/ INVOLVEMENT AT NATIONAL AND INTERNATIONAL LEVELS WHILE HOLDING ADMINISTRATIVE POSITIONS** information.
- Click on **Edit** button at **ACHIEVEMENTS/ INVOLVEMENT AT NATIONAL AND INTERNATIONAL LEVELS WHILE HOLDING ADMINISTRATIVE POSITIONS** section to update the record.
- Fill in the information needed. Click on **Save** button to update record.
- Click on **Delete** button at **ACHIEVEMENTS/ INVOLVEMENT AT NATIONAL AND INTERNATIONAL LEVELS WHILE HOLDING ADMINISTRATIVE POSITIONS** section to delete the record.

10. Click on **Add New** button at **PROFESSIONAL QUALIFICATION INFORMATION (If any)** section.
11. Fill in information needed:
 - i. **Qualification.**
 - ii. **Institution.**
 - iii. **Certificate Number.**
 - iv. **Professional Expertise.**
 - v. **Membership.**
 - vi. **Joined Date.**
12. Click on **Save** button to save the **PROFESSIONAL QUALIFICATION INFORMATION (If any)** information.
13. Click on **Edit** button at **PROFESSIONAL QUALIFICATION INFORMATION (If any)** section to update the record.
14. Fill in the information needed. Click on **Save** button to update record.
15. Click on **Delete** button at **PROFESSIONAL QUALIFICATION INFORMATION (If any)** section to delete the record.
16. Click on **Continue** button to go to the next screen.

1.4.11 References

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the Applicant Information link on the menu screen and click on **References**. Another way, go to **Experiences** screen and click on **Continue** button. It will display **References** screen. See **Figure 1.4-11**.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	26

References

Home / Personal Information 1 / Personal Information 2 / Partner Details / Academic Qualifications / Publications / Experiences / **References**

References 1	References 2
Name * Haikal Abdullah Position * Pensyarah Address * Taman Malim Sarjana, Kalumpang Maksimum 300 aksara Phone Number * 01234567890 Email * haikal@gmail.com	Name * ABU BAKAR Position * PTM Address * TANJONG Maksimum 300 aksara Phone Number * 0171234567 Email * ABU@GMAIL.COM

I am **Anisah Abu Bakar**, ID Number **980709891234**. I acknowledge that the information given for this application is true. If there is false information or it is found that I have hidden certain information, the University reserves the right to take the necessary actions and decisions in the interest of the University against me, including the termination of my appointment if necessary.

Save **Continue**

Figure 1.4-11 References Screen

4. Fill in or update the information needed:
 - i. **References 1**
 - ii. **References 2**
5. Click on **Save** button to save the information.
6. Click on **Continue** button to go to the next screen.

1.4.12 Upload Curriculum Vitae (CV)

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the Applicant Information link on the menu screen and click on **Upload CV**. Another way, go to **References** screen and click on **Continue** button. It will display **Upload CV** screen. See **Figure 1.4-12**.

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PORTAL	Online iLead Application	A4	2024-01	27

Upload Cocurriculum Vitae (CV)

Home / Personal Information 1 / Personal Information 2 / Partner Details / Academic Qualifications / Publication / Experiences / References / **Upload CV**

PLEASE UPLOAD COCURIKULUM VITAE (CV) DOCUMENTS

Please upload attachment documents required* and click the **SUBMIT** button to submit the attachment.

Nama Fail / File Name

No file chosen

CV Names	Action
IKLAN_JAWATAN_PENTADBIRAN_KONTRAK_ptpo_n19_september.pdf	Delete

Important Note :

- Please scan your attachment(s) first to ensure it's **free from any computer virus**.
- Each attachment is **limited up to 2 Megabyte (2MB)** only..
- Please **avoid using special characters (example: ",&,*%,/,#,blank spaces)** in attachment names or attaching documents with the same name. An underscore (example:my_Attached_File.pdf) may be used to separate a file name.
- Only the following file extensions are allowed to be uploaded: pdf | doc | jpg | jpeg | gif.**

I am **Anisah Abu Bakar**, ID Number **980709891234**, I acknowledge that the information given for this application is true. If there is false information or it is found that I have hidden certain information, the University reserves the right to take the necessary actions and decisions in the interest of the University againts me, including the termination of my appointment if necessary.

Figure 1.4-12 Upload CV Screen

- Choose file to upload and it will automatically save the file if no file has been uploaded. It only can upload **one (1)** file.
- Click on the **Delete** button if a file has already been uploaded and if want to upload a new file.
- Click on **Continue** button to go to the next screen.

1.5 Upload Photo

This screen allows users upload photo. The details are as follows.

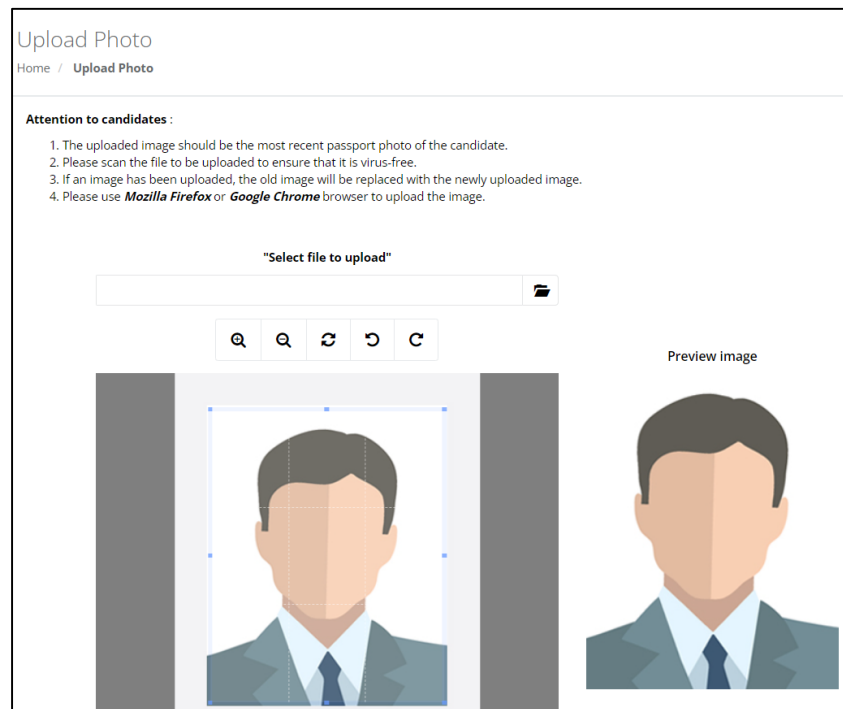


Figure 1.5 Upload Photo Screen

1.5.1 Upload Photo

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the **Upload Photo** link on the menu screen. It will display **Upload Photo** screen. See **Figure 1.5**.
4. Click on  button to select picture from computer.
5. Select the image you want to upload and click the **Open** button. Photo that has been selected will appear. See **Figure 1.5-1**.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	29

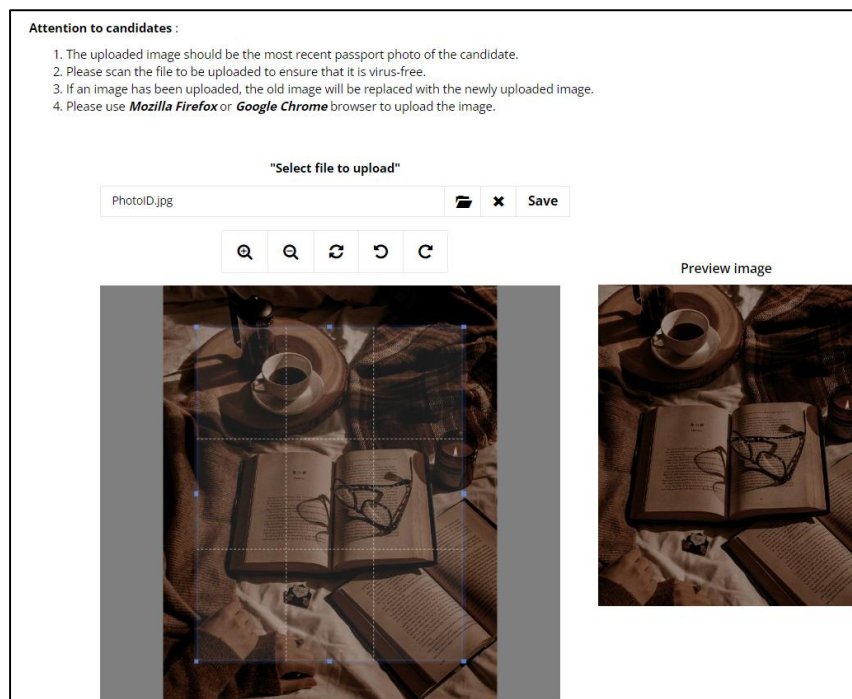


Figure 1.5-1 Upload Photo Screen

6. Use photo adjustment functions such as **Zoom In & Out, Rotate 180°, Left & Right** to get the size of a passport-sized photo. Refer to the image adjustment results in the **Preview Image** section
7. Click on **Save** button to upload the selected image. Successfully uploaded images will be displayed as shown in the following figure. See **Figure 1.5-2**.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	30

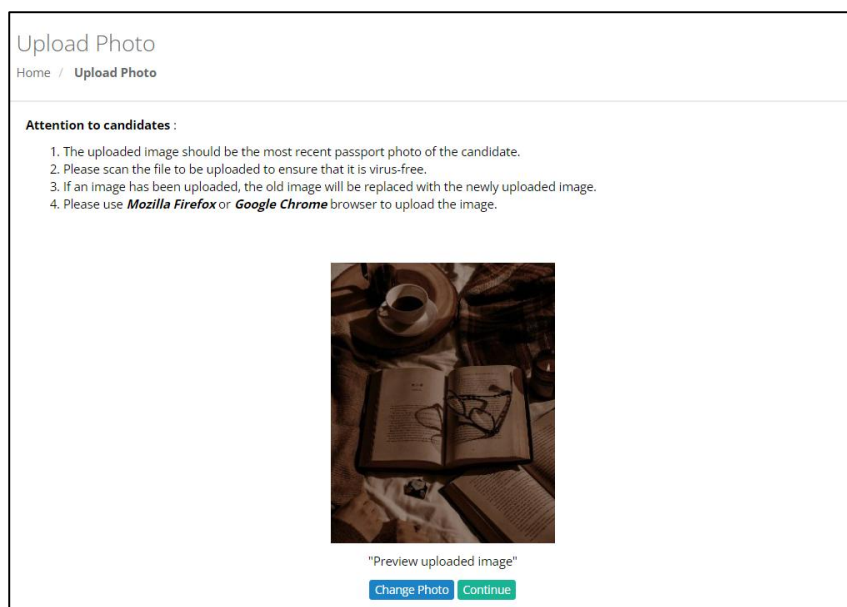


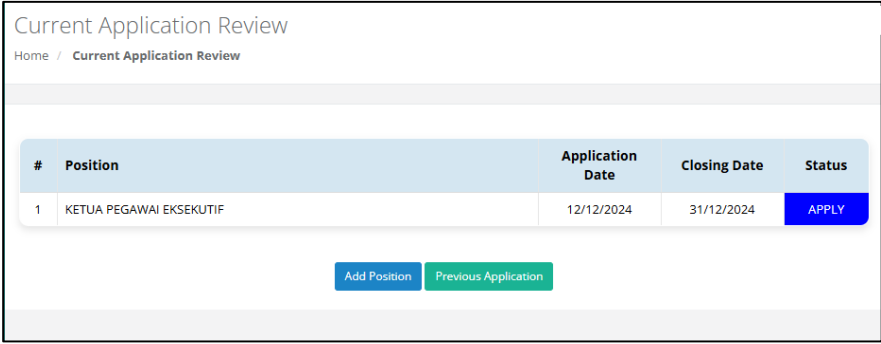
Figure 1.5-2 Upload Photo Screen

8. Click on **Change Photo** button to change photo.
9. Click on **Continue** button to go to the next screen.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	31

1.6 Review Application

This screen allows users to review current and previous applications. The details are as follows.



Current Application Review

Home / Current Application Review

#	Position	Application Date	Closing Date	Status
1	KETUA PEGAWAI EKSEKUTIF	12/12/2024	31/12/2024	APPLY

Add Position Previous Application

Figure 1.6 Review Application Screen

1.6.1 Current Application

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the **Review Application** link on the menu screen and click on **Current Application** menu. It will display **Current Application** screen. See **Figure 1.6**.
4. Click on **Add Position** button to applied position.
5. Click on **Previous Application** button to review of previous applications.

1.6.2 Previous Application

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the **Review Application** link on the menu screen and click on **Previous Application** menu. It will display **Previous Application** screen. See **Figure 1.6-2**.

Review of Previous Applications

Home / Current Application Review / Review of Previous Applications

#	Position	Applied Date	Closing Date	Status
1	KETUA PEGAWAI EKSEKUTIF	12/12/2024	31/12/2024	APPLY

Current Application

Figure 1.6-2 Previous Application Screen

4. Click on **Current Application** button to review of current applications.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	33

1.7 Change Password

This screen allows users to change password for iLead account. The details are as follows.

Change Password

Home / Change Password

Petunjuk / Hint:

Kata laluan adalah sepanjang **8 hingga 12 aksara** gabungan abjad dan nombor. Bagi mengukuhkan kata laluan, gunakan huruf besar dan kecil, **nombor dan simbol** seperti ! _ ? \$ % ^ &).

*The password should consist of **8 to 12 alphanumeric characters long**. To make it stronger, use **upper and lower case letters, numbers and symbols** like ! _ ? \$ % ^ &).*

Katalaluan Semasa
Current Password

Katalaluan Baharu
New Password

Sahkan Katalaluan Baharu
Verify New Password

Update

I am **Anisah Abu Bakar**, ID Number **980709891234**, I acknowledge that the information given for this application is true. If there is false information or it is found that I have hidden certain information, the University reserves the right to take the necessary actions and decisions in the interest of the University against me, including the termination of my appointment if necessary.

Continue

Figure 1.7 Change Password Screen

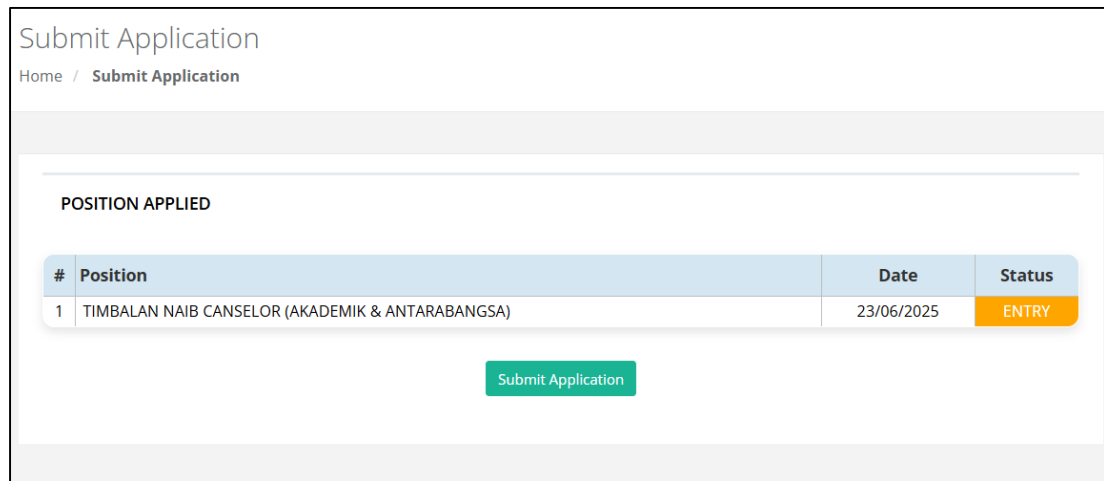
1.7.1 Change password

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the **Change Password** link on the menu screen. It will display **Change Password** screen. See **Figure 1.7**.
4. Fill in information needed:
 - i. **Current Password.**
 - ii. **New Password.**
 - iii. **Verify New Password.**
5. Click on **Update** button to update new password.
6. Click on **Continue** button to go to the next screen.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	34

1.8 Submit Application

This screen allows users to make job applications and add job applications. The details are as follows.



#	Position	Date	Status
1	TIMBALAN NAIB CANSELOR (AKADEMIK & ANTARABANGSA)	23/06/2025	ENTRY

Submit Application

Figure 1.8 Submit Application Screen

1.8.1 Submit Application

1. To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
2. Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
3. Click the **Submit Application** link on the menu screen. It will display **Submit Application** screen. See **Figure 1.8**.
4. Click on the **Submit Application** button to submit position applied. See **Figure 1.8-1**.

Before applying for the position, make sure you have completed the following:

- ☒ Selecting a position that matches my qualifications;
- ☒ Filling in/updating the information in the **Applicant Information** section completely and accurately;
- ☒ Uploading a **recent photo (passport size)**, and
- ☒ Acknowledging that the information provided in this application is true. If there is any false information or it is found that I have concealed certain information, the University has the right to take the necessary actions and measures in the University's interest against me, including the termination of my appointment if necessary.

Cancel Agree

Figure 1.8-1 Confirmation Screen

5. Tick the **checkbox** and click on **Agree** button to save the application.
6. Successful applications will be displayed at **Position Applied** section. See **Figure 1.8**.

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1.9 Applicant Profile

This screen allows users to review job application information and personal information. The details are as follows.



[Halaman Utama
Main Page](#)

[Manual Pengguna
User Manual](#)

[Maklumat Pemohon
Applicant Information](#)

[Muatnaik Gambar
Upload Photo](#)

[Semak Permohonan
Review Application](#)

[Tukar Katalaluan
Change Password](#)

[Permohonan Jawatan
Job Application](#)

[Profil Pemohon
Applicant Profile](#)



UNIVERSITI
PENDIDIKAN
SULTAN IDRIS
اونيزيسيتي قنديدين سلطان ادریس

SULTAN IDRIS EDUCATION UNIVERSITY
Online iLead Application

Thank you for applying this position. Your application will be processed.

Position Applied

1) BENDAHARI
2) PENASIHAT UNDANG-UNDANG
[Add Application](#)

Name

ANISAH ABU BAKAR

Identification Number

980709891234

Application Reference Number

2024-000000012



[Change Photo](#)

FORMAT CV

UNIT PERJAWATAN, BSM/2019

A) PERSONAL INFORMATION

[Update](#)

Full Name

ANISAH ABU BAKAR

National Identification

980709891234

Gender

Female

Current Job Position

Penolong Pegawai Teknologi (PPTM)

Date of Appointment

01/11/2019

Office Address

UPSI
35900 Perak

Basic Salary

2,600.00

Total Allowance

750.00

Permanent Address

No 4, Jalan Sejahtera 1, Taman Muallim
35900 TANJUNG MALIM, Perak

Telephone Number

01712340888

Email

anisatirah@ict.upsi.edu.my



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اونيزيسيتي قنديدين سلطان ادریس

SULTAN IDRIS EDUCATION UNIVERSITY

User Manual

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	37

B) ACADEMIC QUALIFICATION Update

#	Name University/College	Level of Study	Area of Expertise	Honors Class
1	Universiti Islam Antarabangsa Malaysia	D9	Kepintaran Buatan	PERTAMA
2	Universiti Tunku Abdul Rahman [UTAR]	D7	Multimedia & Komunikasi	Pertama
3	Universiti Islam Antarabangsa Malaysia	Doktor Falsafah	Sains	Kedua Atas
4	Kolej Jururawat Masyarakat Port Dickson	Sijil	Jururawat	Pertama

C) EXPERIENCES Update

UNIVERSITY MANAGEMENT AND ADMINISTRATION EXPERIENCES				
Position	University	Year	Term (Duration in Years)	Significant Contributions (3 Major Contributions, If Relevant)
Pengerusi Persatuan	UITM Perak	2020	2	1.DD 2.DD 3.SS
APPOINTMENTS / SECONDMENTS IN LOCAL AND OVERSEAS ORGANIZATIONS / AGENCIES				
Position	University	Year	Term (Duration in Years)	Significant Contributions (3 Major Contributions, If Relevant)
Pegawai Tadbir	Kementerian Pendidikan Malaysia			
Timbalan Pengerusi	UUM	2023	5	1. ABC 2. DEF 3. FGH
Timbalan Pengerusi 2	UKM	2019	2	ase sdd ss
POSITIONS HELD IN BODIES / ORGANIZATIONS OUTSIDE THE UNIVERSITY				
Position	University	Year	Term (Duration in Years)	Significant Contributions (3 Major Contributions, If Relevant)
No record found				

D) PUBLICATION Update

Year	Publication Details (Author, Paper Title, Journal Name, Publisher, Volume, Pages)	Significant Impact
2024	Author: ABU Paper Title: Buku Ilmiah Journal Name: Kemerdekaan Publisher: abu Volume: 1 Pages: 150	Mind of impact
2022	Author: Ali Rahman Paper Title: Buku Ali Journal Name: Journal Ali Rahman Publisher: Ali Abu Plublisher Volume: 1 Pages: 60	Impact
2020	Author: Anisah Rahman Paper Title: Kamus Pendidikan Kanak Journal Name: Journal Pendidikan 1 Publisher: Anisah Volume: 10 Pages: 100	Overthinking

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
PORTAL	Online iLead Application	A4	2024-01	38

E) EXPERTISE AND SPECIALIZATION

Update

#	Fields of Expertise	Areas of Specialization
1	Programming A	Programmer B
2	Test 2	Specialization ke2

F) SCOPUS SCHOLAR CITATIONS

Update

Particulars	Information
Citations / No. of Documents	1
H-index	index
Profile link	www.plinkIndex.com
Citations / No. of Documents	105
H-index	8
Profile link	https://docs.google.com/document/d/13eoZlwGk21WhDU1JEaJRQpopUNM4GPAFEx3I96graVw/edit?usp=sharing

G) MISSION AND VISION AS (POSITION) UPSI

Update

Area	Mission and Vision
Teknologi	Improve the technology of computer
Performance	Improve in performance areas

H) DEVELOPMENT AND WELFARE PLANNING FOR STUDENTS AND STAFFS UPSI

Update

Area	Details
Multimedia	Improve multimedia skills
test welfare	welfare details

I) REFERENCE

Update

1	Name Position Telephone Number Email Haikal Abdullah Pensyarah 01234567890 haikal@gmail.com	Address Taman Malim Sarjana, Kalumpang
2	Name Position Telephone Number Email ABU BAKAR PTM 0171234567 ABU@GMAIL.COM	Address TANJONG

Print Application

Figure 1.9 Applicant Profile Screen

1.9.1 Viewing Applicant Profile

- To access the **Online iLead Application** portal, type the following URL, <https://ilead.upsi.edu.my>. It will display the **Online iLead Application** screen. See **Figure 1.2**.
- Enter **Username (ID Number)** and **Password (password)** for authentication. Click on **Login** button. It will display **iLead Portal Home Page** screen. See **Figure 1.3-1**.
- Click the **Applicant Profile** link on the menu screen. It will display **Applicant Profile** screen. See **Figure 1.9**.

4. Click on **Add Application** button to add the position.
5. Click on **Change Photo** button to change the photo.
6. Click on **Update** button to update the information.
7. Click on the **Print Application** button o print application in pdf.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
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