



Welcome to myCPD²

Continuing Professional Development (CPD) is a systematic maintenance, improvement and broadening of knowledge, understanding and skills, and development of personal attributes necessary for the execution of professional duties throughout the working life. CPD can involve any learning activity, whether formal or informal and leading to personal and professional advancements. It is essential that professionals continue to keep abreast with new developments that would provide better treatment outcomes for their patients.

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- [Contact Us](#)
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Provider Manual





Account Registration

Welcome to myCPD²

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mycpd2.moh.gov.my/default.aspx



Ministry of Health MALAYSIA
ONLINE MONITORING OF CONTINUING PROFESSIONAL DEVELOPMENT



Go to webpage myCPD:
www.mycpd2.moh.gov.my

Click on **Provider**
then click on **Register**.

User

Provider

User ID (MyKad/Military/Passport No.)

Enter user ID

Password

Enter password

Log In

Bahasa Melayu

English

Register

[Forgot password?](#)

Welcome to myCPD²

Continuing Professional Development (CPD) is a systematic maintenance, improvement and broadening of knowledge, understanding and skills, and the development of personal qualities necessary for the execution of professional duties throughout the individual's working life. CPD can involve any relevant learning activity, whether formal and structured or informal and self-directed. With rapid advancements in medicine, it is imperative that healthcare professionals continue to keep themselves abreast with new developments that would provide better care and treatment outcomes for their patients.

About myCPD²

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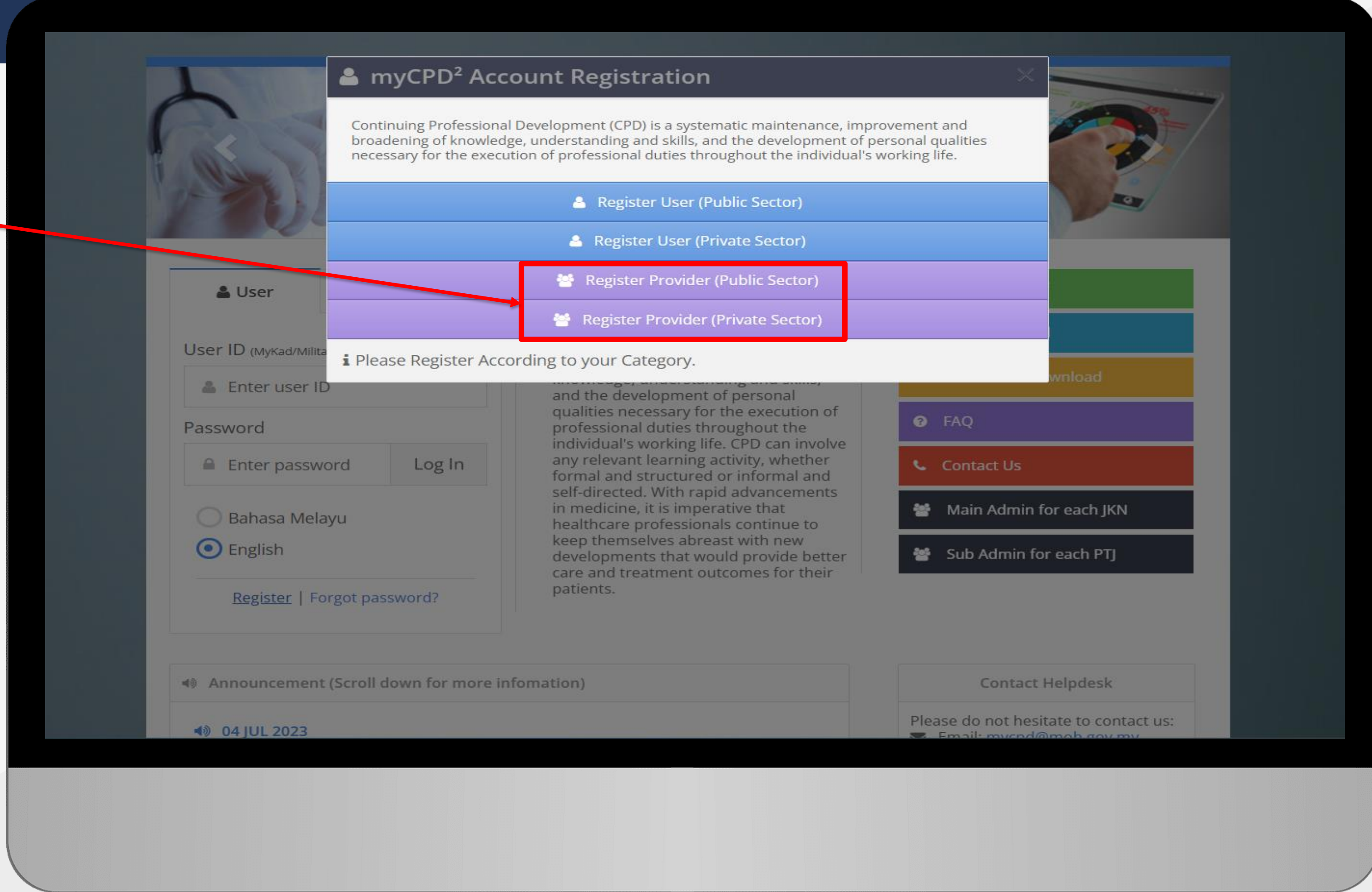
Contact Us

Main Admin for each JKN

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Please select according to your sector,

Click on either **Register Provider (Public Sector)** Or **Register Provider (Private Sector)**.





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Public Sector



Organization Name

Please select your organization from the list.

If **your organization's name is not in the list**, please **email the name of the organization to mycpd@moh.gov.my** to be added to the system.

New Provider Registration Form (Public Sector)

Notes:

- Symbol * is mandatory field.
- Please contact helpdesk if your organisation is not listed on organisation field.

PROVIDER INFORMATION

Organisation *

Jabatan Kesihatan Negeri Kedah

State *

Bahagian Kesihatan Awam JKN Kedah

Sub-Organisation *

--Please Select--

Organisation Address *

Jabatan Kesihatan Negeri Kedah, Simpang Kuala, Jalan Ku

Organisation already registered as Provider

Postcode *

05400

State *

Kedah

District *

Alor Setar

The check mark indicates you can continue to register;

If it's an "X", it mean the organization has been registered in in the system.



Username & Password

Username must represent the registered organization.
Eg : my_collegeABC.

Username and Password need to be shared within the same Section/Department/Unit.

Click the **Submit** button once you have completed filling in the required information.

Name *

Contact No. *

Email *

CONTACT PERSON 2

Name

Email

ACCOUNT/SECURITY INFORMATION

Username *

Create Password *

Confirm Password *

Please key-in your organization's active email address for confirmation;
Your account activation link will be sent to your selected email address.



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Private Sector



Complete the **New Provider Registration Form** and then click on **Submit**.

 New Provider Registration Form (Private Sector)

 Symbol * is mandatory field.

PROVIDER INFORMATION

Organisation/Company/Society Registration No. *

Organisation/Company/Society Name *

Address *

Postcode *

State *


Tiada Maklumat

Telephone No. *


Fax No.


Email *

Company Website URL

 http://www.domain.com

Company Profile URL

 http://www.domain.com/profile.pdf

 Submit

Please key-in your **organization's active email address** for confirmation; Your account **activation link** will be sent to your **selected email address**.



This notification will be displayed to confirm your registration.

New Provider Registration Form (Private Sector)

Symbol * is mandatory

Organisation/Company/Society Registration No. *

Address *

Postcode *

Telephone No. * Fax No. Email *

Company Website URL Company Profile URL

[Submit](#)

Notification

✓ Your application is successfully submitted.

A confirmation link has been send to contact person 1 email address.
Please click the link in that email to verify your email address and activated your account.

[Close](#)

Open your email (the one keyed-in during account registration).

You will receive an email for account activation. Click on **Verify My Account** to verify your account and start using myCPD.

The screenshot shows a web browser window displaying an email from myCPD. The browser's address bar shows the URL `https://webmail.1govuc.gov.my/owa/projection.aspx`. The email content includes the myCPD logo, the title "myCPD User Account Verification", and a message to "Dear Provider,". The message states: "Your account has been created. Your login id is [cpd_kkm], to verify your account please click button below, Thank you." A blue button labeled "Verify my account" is highlighted with a red box. A red arrow points from the text "Verify My Account" in the left-hand instruction box to this button. At the bottom of the email, there is a paragraph of text: "Continuing Professional Development (CPD) is a systematic maintenance, improvement and broadening of knowledge, understanding and skills, and the development of personal qualities necessary for the execution of professional duties throughout the individual's".





Please make sure you click the "Provider"

User

Provider

User ID (MyKad/Military/Passport No.)

Enter user ID

Password

Enter password

Log In

Bahasa Melayu

English

[Register](#) | [Forgot password?](#)

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Registering Event

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USER SETTINGS

Logged in as Provider

USER MENU

Dashboard

Create Event

Create Program

Event/Program List

Attendance

Assessment Report

Dashboard



CPD PROGRAM

Welcome to myCPD²

Last login 23 Apr 2019 12:57 from 10.24.133.27

My Programs

BENKEL TRAINING OF TRAINER (TOT) PROGRAM 5/6/2019 8:30:00 AM
BERDAFTAR

[View All Programs](#)

Announcement

Adalah dimaklumkan, pada saat ini tiada integrasi di antara myCPD dengan sistem CPD MMA (apps), dan sistem myCPD belum pernah mengeluarkan arahan untuk menyerap mata kredit dari apps MMA. Point CPD di apps MMA tidak boleh diserap secara terus ke myCPD dan begitu juga sebaliknya. Bagi keperluan APC, pegawai perubatan boleh menggunakan salah satu sistem tersebut dan penggunaan sistem CPD-NSR di Akademi Perubatan Malaysia adalah untuk pakar perubatan

Harap Maklum

17 JAN 2019

Provider dashboard will be displayed.

Please select the **Create Event** menu to register events.





USER SETTINGS

Logged in as Provider

USER MENU

- Dashboard
- Create Event
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- Attendance
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Home / Create Event

List of Unsubmitted Event

Show 10 entries

Search:

EVENT DETAILS

No data available in table

Showing 0 to 0 of 0 entries

Create New Event

Click the "Create New Event" button to start creating new event.



Complete the **New Event Form**.

If the event does not have an URL link, you have to create Google Drive or Dropbox link as references for the Regulatory Bodies.

Items required to be included in the link:

1. Program Objective;
2. Program Tentative;
3. Flyers/Brochure (if any);
4. Presenter's CV (Summarized);
5. Copy of current year APC for a profession regulated by a Professional Body.

After **complete Event Form** then click **Crete Event button**.

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Create Event

Symbol * is mandatory field.

Event Name *

BENGKEL TRAINING OF TRAINER (TOT) PROGRAM BERDAFTAR

Event URL (example: http://www.moh.gov.my)

https://drive.google.com/open?id=1yki0MhHxuoX56UQJsuDWH-XcvzzaY3o5

Event Description

Objektif bengkel ini bertujuan untuk memantapkan pelaksanaan pendaftaran Program CPD bagi Modul Providerdi dalam sistem myCPD Versi 2.0, dan menyelaras kaedah pelaksanaan audit serta pemurnian laporan audit supaya dapat diseragam, disampaikan dan digunakan di PTJ masing - masing khususnya di Kementerian Kesihatan Malaysia.

Speaker Category *

Local

Total of Estimate Participants

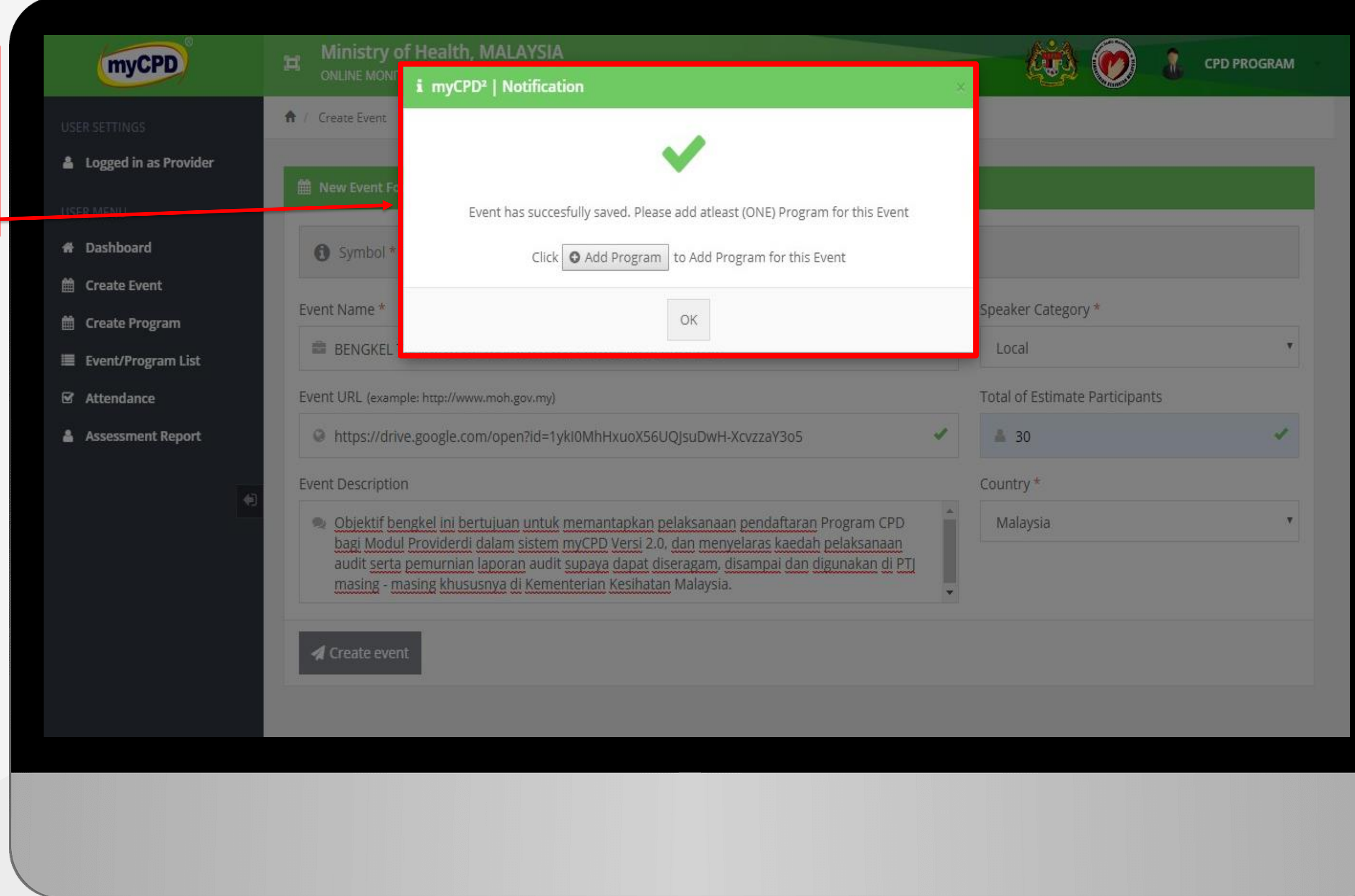
30

Country *

Malaysia

Create event

If you have multiple activities in your event, you can click the **Add Program** button to create program for the event/under existing event



Complete the **New Program Form**, click on **Save and Next**.

myCPD Ministry of Health, MALAYSIA
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CPD PROGRAM

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New Program Form

Program Name*	BENGKEL TRAINING OF TRAINER (TOT) PROGRAM BERDAFTAR ✓		Total of Estimate Participants	30 ✓	
Program Start Date*	06-05-2019	Program Start Time*	08:30 ✓	Event Name	BENGKEL TRAINING OF TRAINER (TOT) PROC ▼
Program End Date*	06-05-2019	Program End Time*	16:30 ✓	Target User	Public Sector ▼

Program Description

Objektif bengkel ini bertujuan untuk memantapkan pelaksanaan pendaftaran Program CPD bagi Modul Providerdi dalam sistem myCPD Versi 2.0, dan menyelaras kaedah pelaksanaan audit serta pemurnian laporan audit supaya dapat diseragam, disampai dan digunakan di PTJ masing - masing khususnya di Kementerian Kesihatan Malaysia.

Save and Next



Select **“Target Group”** whom will be invited to join the program. Click the **Add Group** to include them into the list.

All the **Healthcare Professional (HCP)** listed are registered in myCPD2 system.

Click on **Edit** to edit the program details, target group and program information and then click on **Save Program**.

The screenshot shows the myCPD2 web application interface. The header includes the myCPD logo, the Ministry of Health, MALAYSIA logo, and the text 'ONLINE MONITORING OF CONTINUING PROFESSIONAL DEVELOPMENT'. The user is logged in as a Provider. The left sidebar contains a 'USER MENU' with options: Dashboard, Create Event, Create Program, Event/Program List, Attendance, and Assessment Report. The main content area shows a 'Program Description' field with a text area containing a paragraph in Malay. Below this is a green bar with a 'Target Group' button. A yellow note states: 'Note: Group can be add more than one. Please click Add Group button.' Below the note are three dropdown menus: 'Target Group *' (selected: MEDICAL OFFICER), 'Category *' (selected: A3 - WORKSHOPS / COURSES /), and 'Sub Category' (selected: FULL DAY (5 - 8 HOURS)). To the right of these dropdowns is an 'Add Group' button. Below the form is a table with columns: HCP, Category, Sub Category, and Action. The table contains one row: MEDICAL OFFICER, A3 - WORKSHOPS / COURSES / STUDY TOURS, FULL DAY (5 - 8 HOURS), and a 'Remove' button. At the bottom of the form is a 'Save Program' button. A red box highlights the 'Target Group' button in the sidebar, and a red arrow points from it to the 'Add Group' button. Another red box highlights the 'Add Group' button, and a red arrow points from it to the 'Save Program' button.

myCPD

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Program Description

Objektif bengkel ini bertujuan untuk memantapkan pelaksanaan pendaftaran Program CPD bagi Modul Providerdi dalam sistem myCPD Versi 2.0, dan menyelaras kaedah pelaksanaan audit serta pemurnian laporan audit supaya dapat diseragam, disampaikan dan digunakan di PTI masing - masing khususnya di Kementerian Kesihatan Malaysia.

Target Group

Note: Group can be add more than one. Please click Add Group button.

Target Group *
MEDICAL OFFICER

Category *
A3 - WORKSHOPS / COURSES /

Sub Category
FULL DAY (5 - 8 HOURS)

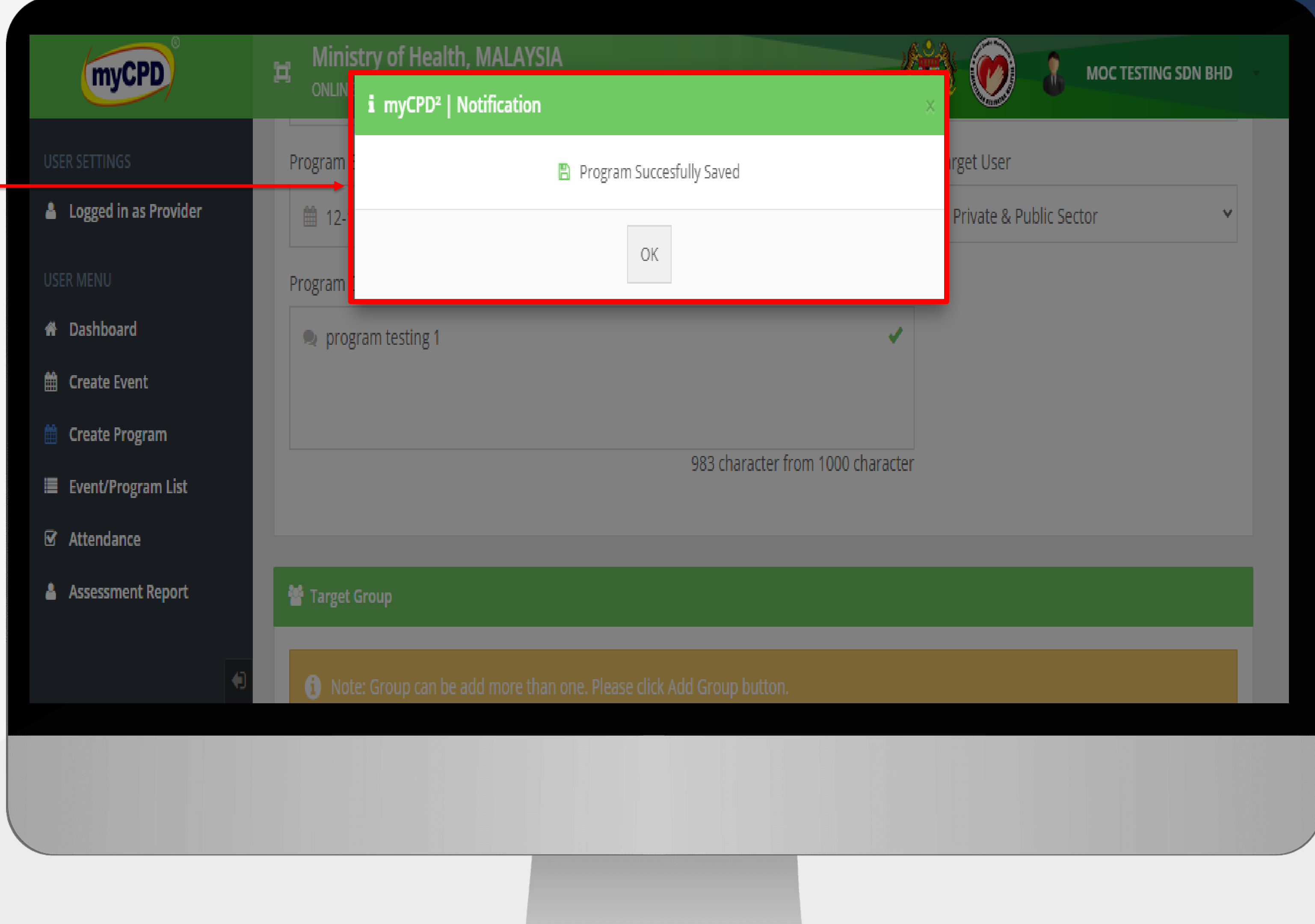
Add Group

HCP	Category	Sub Category	Action
MEDICAL OFFICER	A3 - WORKSHOPS / COURSES / STUDY TOURS	FULL DAY (5 - 8 HOURS)	Remove

Save Program



Notification **“Program Successfully Saved”** will appear.



Once completed, go back to the **“Create Event”** menu;

You will see the event (with programme(s) if any) that has been created.

The screenshot displays the myCPD web application interface. The header includes the myCPD logo, the Ministry of Health, MALAYSIA logo, and the text 'ONLINE MONITORING OF CONTINUING PROFESSIONAL DEVELOPMENT'. The user is logged in as a Provider. The left sidebar menu is visible, with the 'Create Event' option highlighted in a red box. The main content area shows a 'List of Unsubmitted Event' section with a 'Create New Event' button. Below this, there is a search bar and a table of event details. The event name is 'BENGKEL TRAINING OF TRAINER (TOT) PROGRAM BERDAFTAR'. The event URL is 'https://drive.google.com/open?id=1yk10MhHxuoX56UQJsuDwH-XcvzzaY3o5'. The speaker category is 'Local' and the estimate participant is 30. The event description is: 'Objektif bengkel ini bertujuan untuk memantapkan pelaksanaan pendaftaran Program CPD bagi Modul Providerdi dalam sistem myCPD Versi 2.0, dan menyelaraskan kaedah pelaksanaan audit serta pemurnian laporan audit supaya dapat diseragam, disampaikan dan digunakan di PTJ masing - masing khususnya di Kementerian Kesihatan Malaysia.' Below the description is a table with columns for Program Name, Start Date/Time, and End Date/Time. The table contains one entry: 'BENGKEL TRAINING OF TRAINER (TOT) PROGRAM BERDAFTAR' with a start date of 06 May 2019 08:30 and an end date of 06 May 2019 16:30. The 'DETAIL' button in the event details section is highlighted in a red box.

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Home / Create Event

List of Unsubmitted Event [Create New Event](#)

Show 10 entries Search:

EVENT DETAILS

EVENT NAME: BENGKEL TRAINING OF TRAINER (TOT) PROGRAM BERDAFTAR [DETAIL](#) [EDIT](#) [DELETE](#) [SUBMIT](#)

EVENT URL: <https://drive.google.com/open?id=1yk10MhHxuoX56UQJsuDwH-XcvzzaY3o5> SPEAKER CATEGORY: Local ESTIMATE PARTICIPANT: 30

EVENT DESCRIPTION:

Objektif bengkel ini bertujuan untuk memantapkan pelaksanaan pendaftaran Program CPD bagi Modul Providerdi dalam sistem myCPD Versi 2.0, dan menyelaraskan kaedah pelaksanaan audit serta pemurnian laporan audit supaya dapat diseragam, disampaikan dan digunakan di PTJ masing - masing khususnya di Kementerian Kesihatan Malaysia.

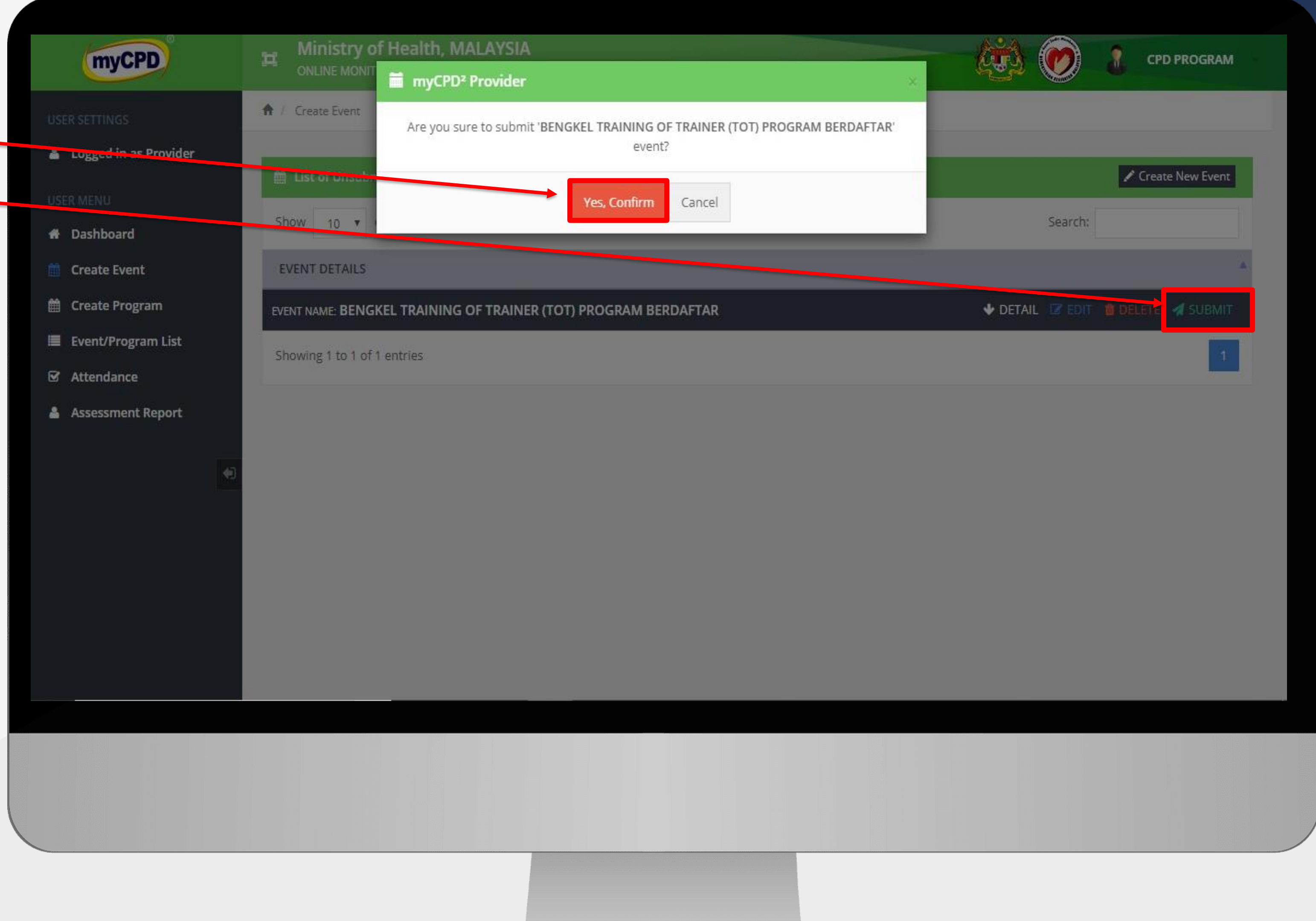
Program Name	Start Date/Time	End Date/Time
EDIT DELETE BENGKEL TRAINING OF TRAINER (TOT) PROGRAM BERDAFTAR	06 May 2019 08:30	06 May 2019 16:30

Showing 1 to 1 of 1 entries 1

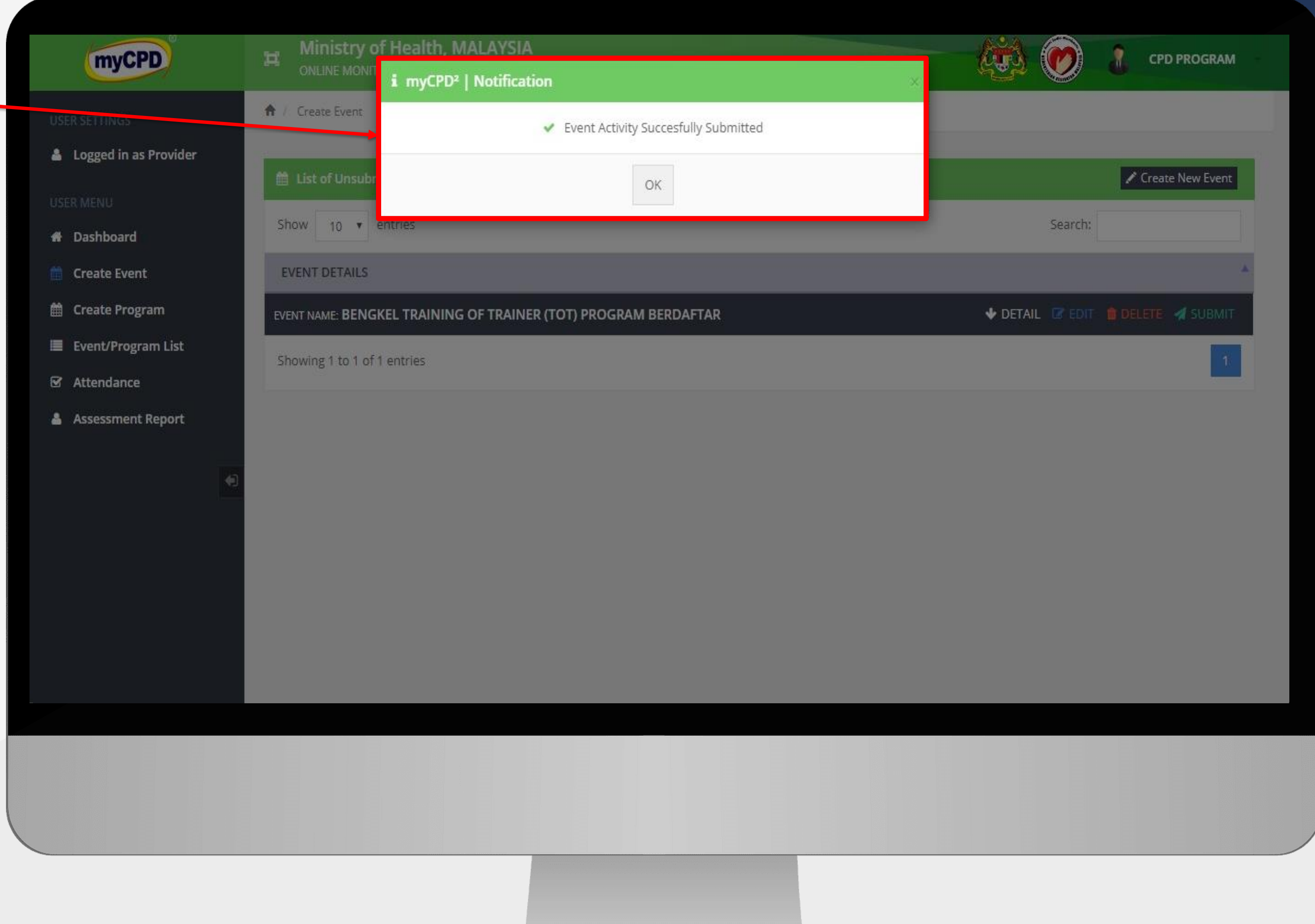


Click on **Submit** to send event record to the respective Regulatory Bodies for approval.

Then, click on **Yes, Confirm**.



Notification “Event Activity Successfully Submitted” will appear.





Action:
Organizer's Representative
that has the **ID as a
Provider.**

Dateline:
**At least two (2) weeks
before** the actual event
date.

Click on **Event List** to view
list of events created on
provider dashboard.

Click on the **“Calendar”**
icon to see detailed

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Programs List
Events List

Event Name (Please enter 3 or more character)
Enter event name here..

Start date
End date
Reset
Search Event

Show 5 entries
Search:

#	Event Name	Start	End	Status	
1	BENGKEL TRAINING OF TRAINER (TOT) PROGRAM BERDAFTAR https://drive.google.com/open?id=1yki0MhHxuoX56UQJsuDwH-XcvzzaY3o5	06 May 2019 08:30	06 May 2019 16:30	Open For Registration	

Showing 1 to 1 of 1 entries




Click on the **“People”** icon to see detailed information of the status.

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#	Program Name	Start Date/Time	End Date/Time	Status	Actions
1	BENGKEL TRAINING OF TRAINER (TOT) PROGRAM BERDAFTAR	06 May 2019 08:30	06 May 2019 16:30	Open For Registration	

Showing 1 to 1 of 1 entries

Event Details

EVENT NAME: BENGKEL TRAINING OF TRAINER (TOT) PROGRAM BERDAFTAR

EVENT URL: <https://drive.google.com/open?id=1yki0MhHxuoX56UQJsuDWH-XcvzzaY3o5> SPEAKER CATEGORY: Local ESTIMATE PARTICIPANT: 30

EVENT DESCRIPTION:
Objektif bengkel ini bertujuan untuk memantapkan pelaksanaan pendaftaran Program CPD bagi Modul Providerdi dalam sistem myCPD Versi 2.0, dan menyelaras kaedah pelaksanaan audit serta pemurnian laporan audit supaya dapat diseragam, disampaikan dan digunakan di PTJ masing - masing khususnya di Kementerian Kesihatan Malaysia.

Show 5 entries Search:





The status of approvals (or rejects) by the Regulatory Bodies will be displayed

The screenshot displays the myCPD web application interface for the Ministry of Health, MALAYSIA. The main content area is titled "Program Details" and shows information for a program named "BENGKEL TRAINING OF TRAINER (TOT) PROGRAM BERDAFTAR". The program is targeted at the "Public Sector" and is scheduled for "06 May 2019 08:30" to "06 May 2019 16:30". The program description states: "Objektif bengkel ini bertujuan untuk memantapkan pelaksanaan pendaftaran Program CPD bagi Modul Providerdi dalam sistem myCPD Versi 2.0, dan menyelaraskan kaedah pelaksanaan audit serta pemurnian laporan audit supaya dapat diseragam, disampaikan dan digunakan di PTJ masing - masing khususnya di Kementerian Kesihatan Malaysia."

Below the description is a "List of Target Group" table with the following data:

#	HCP Category	Category	SubCategory	Status	Remarks
1	MEDICAL OFFICER	WORKSHOPS / COURSES / STUDY TOURS	FULL DAY (5 - 8 HOURS)	Approved	

The "Status" column in this table is highlighted with a red box, and a red arrow points from the text box on the left to this box. A "Close" button is located at the bottom left of the "Program Details" panel.

In the background, a table lists the program details:

#	Program Name	Start Date/Time	End Date/Time	Status	Actions
1	BENGKEL TRAINING OF TRAINER (TOT) PROGRAM BERDAFTAR	06 May 2019 08:30	06 May 2019 16:30	Open For Registration	

The background table shows the program is "Open For Registration". A "Showing 1 to 1 of 1 entries" message is displayed at the bottom of the background table.



Attendance Validation

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- Sub Admin for each PTJ

Action:
Organizer's Representative
that has **the ID as a
Provider.**

Dateline:
**Within two (2) weeks
after the actual event
finishes.**

Click on **ATTENDANCE**. A
list of Events will be
displayed

Click on the **"Calendar"**
icon to see detailed
information of the event

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CPD PROGRAM

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List of Users

List of Events/Program

Please Choose View Event or View Program. Event is a big event that includes many programs and Program Mode in a Small Program that didn't attach to an Event.

Programs List Events List

Show 5 entries Search:

#	Event Name	Start	End	Status
1	BENGKEL TRAINING OF TRAINER (TOT) PROGRAM BERDAFTAR https://drive.google.com/open?id=1yk10MhHxuoX56UQJsuDwH-XcvzzaY3o5	06 May 2019 08:30	06 May 2019 16:30	Open For Registration

Showing 1 to 1 of 1 entries

USER SETTINGS

Logged in as Provider

USER MENU

- Dashboard
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Show 5 entries

Search:

#	Event Name	Start	End	Status	
1	BENGKEL TRAINING OF TRAINER (TOT) PROGRAM BERDAFTAR https://drive.google.com/open?id=1ykl0MhHxuoX56UQJsuDwH-XcvzzaY3o5	06 May 2019 08:30	06 May 2019 16:30	Open For Registration	

Showing 1 to 1 of 1 entries

1

Event Details

EVENT NAME: BENGKEL TRAINING OF TRAINER (TOT) PROGRAM BERDAFTAR

EVENT URL: <https://drive.google.com/open?id=1ykl0MhHxuoX56UQJsuDwH-XcvzzaY3o5>

SPEAKER CATEGORY: Local

ESTIMATE PARTICIPANT: 30

EVENT DESCRIPTION:

Objektif bengkel ini bertujuan untuk memantapkan pelaksanaan pendaftaran Program CPD bagi Modul Providerdi dalam sistem myCPD Versi 2.0, dan menyelaraskan kaedah pelaksanaan audit serta pemurnian laporan audit supaya dapat diseragam, disampaikan dan digunakan di PTJ masing - masing khususnya di Kementerian Kesihatan Malaysia.

Program Name	Target User	Start Date/Time	End Date/Time	Participant	
BENGKEL TRAINING OF TRAINER (TOT) PROGRAM BERDAFTAR	Public Sector	06 May 2019 08:30	06 May 2019 16:30	30	

Look below the page/screen. Click on the green **Calendar** icon to view detailed program information.

USER SETTINGS

Logged in as Provider

USER MENU

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Show 5 entries

Search:

Program Details

PROGRAM NAME:

BENGKEL TRAINING OF
TRAINER (TOT) PROGRAM
BERDAFTAR

TARGER USER:

Public Sector

START:

06 May 2019 08:30

END:

06 May 2019 16:30

PROGRAM DESCRIPTION:

Objektif bengkel ini bertujuan untuk memantapkan pelaksanaan pendaftaran Program CPD bagi Modul Providerdi dalam sistem myCPD Versi 2.0, dan menyelaras kaedah pelaksanaan audit serta pemurnian laporan audit supaya dapat diseragam, disampaikan dan digunakan di PTJ masing - masing khususnya di Kementerian Kesihatan Malaysia.

List of Target Group

#	HCP Category	Category	SubCategory	Status
1	MEDICAL OFFICER	WORKSHOPS / COURSES / STUDY TOURS	FULL DAY (5 - 8 HOURS)	Approved

Close

Open Attendance

Click on the **Open Attendance** button



USER SETTINGS

Logged in as Provider

USER MENU

- Dashboard
- Create Event
- Create Program
- Event/Program List
- Attendance
- Assessment Report

BENGKEL TRAINING OF TRAINER (TOT) PROGRAM BERDAFTAR

Public Sector

06 May 2019 08:30

06 May 2019 16:30

PROGRAM DESCRIPTION:

Objektif bengkel ini bertujuan untuk memantapkan pelaksanaan pendaftaran Program CPD bagi Modul Providerdi dalam sistem myCPD Versi 2.0, dan menyelaras kaedah pelaksanaan audit serta pemurnian laporan audit supaya dapat diseragam, disampaikan dan digunakan di PTJ masing - masing khususnya di Kementerian Kesihatan Malaysia.

List of Target Group

Show 5 entries

Search:

#	HCP Category	Category	SubCategory	Status
1	MEDICAL OFFICER	WORKSHOPS / COURSES / STUDY TOURS	FULL DAY (5 - 8 HOURS)	Approved

Showing 1 to 1 of 1 entries

1

Attendance

Upload User (For Start Date)

Please tick checkbox for attended participant

Click on the **Upload User (For Start Date)** button.



Upload Excel File (Not required user to register event)

Attendance Excel Document

- File type *.xls or *.xlsx only. File size must not exceed 2 MB

Choose File

Please Select A File

Submit Excel

Choose file to be uploaded.

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Attendance

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1

Attendance

Upload User (For Start Date)

#	Name	Identity No.	06/05/2019
1	MORALITAHARIN AVE GANESALINGAM		<input type="checkbox"/>
2	ILYA HANI BINTI ABDUL RAHMAN	[REDACTED]	<input checked="" type="checkbox"/>
3	MOHD SHAFIE BIN HAMID	[REDACTED]	<input checked="" type="checkbox"/>

Please tick checkbox for attended participant

Once uploaded, the list of participants that have attended will be listed.