



Media Self-Registration Guideline

(Manual for Media – Self Registration)





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Participant Registration Process Flow







1. Login Into The System



Login Into The System

Get started by securely logging into the portal



STEP 1

Navigate to Media Registration button

16		Media Registration
	ASEA	N Summit 2025
	Event Det	tais
	Venue	Kuala Lumpur Convention Center
OSFOR	Dates	15 - 17 January 2025
MALAYSIA 2025	Time	9.00AM - 6.00PM
INCLUSIVELY AND SUSTAINABLETY	Manso	e
	manso	r@99
	LOCAL	MEDIA
	MALA	YSIA
		Register
		Already Registered?
		and all the second



User can choose Media Registration to register and fill the required field.

Login Into The System

Get started by securely logging into the portal



STEP 3

Once you have register, you will got an email containing your username and password to login into the system.





2. Update Profile Details



Update Profile Details

Easily keep participant information up to date

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	Melcome Jack Medio Media	_		

STEP 1

Navigate to the "Profile Update" menu.



STEP 2

Fill the required field for vetting process.

Update Profile Details Effortlessly

Easily keep participant information up to date

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	Country*	
Dashboard	INDONESIA	× ~
Profile Update	Address	
		4
	Office Phone Number	
	Press Card Number and Issuer	
	Clear Photo of Press Card	
	Drag & Drop your files or Browse	
	Upload copy of press card, it must be clear	
	Letter of Acknowledgment & List of Media Equipment Brought	
	Drag & Drop your files or Browse	

STEP 3

Click the Save Changes button to save the updated information. **NOTES**: Once profile submitted, the profile can not be changed.

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Contraction of the second seco	Dashboard		Profile Updated Your Information has been su updated.	×
	Melcome Jack Medio Media	-		
		STEP 4		

The profile will go through vetting process and user will get the update via email. User may also see the vetting status from Vetting Status menu.



3. Forget Your Password?



Forget Your Password?

Securely reset your password with these easy steps





Click on the Forget Password? button and you will directly to the 'Forget password?' screen.



Forget Your Password?

Securely reset your password with these easy steps

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STEP 3

Once you have sent the email, the system will send you an email to reset the password.

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			e Capyright ASTAN MARJASIA 2005					>

STEP 4

Check your inbox for our reset link (remember to check your spam folder too).

Forget Your Password?

Securely reset your password with these easy steps

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		Email address ermanalias@gmail.com		
			0	
		Confirm password*		
			0	
		Reset password		

STEP 5

Enter password and re-enter the same password to confirm. Password can not be less than eight characters. Click Reset password button.

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					⊘ Your password has been reset. ×
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			LAYSIA 2025		
		Sig	yn in		
		Email address*			
		Password*	Forgot password?		
			0		
		Remember me			
		Si	gn in		



If the password has been reset, you can now login with your new password.





4. Sign Out from The System



Sign Out from The System

Securely log out of the portal to protect your account.

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Dashboard	Dashboard					* • •
Co Participant						E Sign out
Event List	Welcome			Registration Statistic	C	
Participant List	Liaison Officer			Registered	Vetted	Card
Pass Collection						
➢ Transit Access	Total Participants		Total Events		Profile Approved	
	2		18		1	
	Participants from your country	~?	Total number of events	0	Approved profiles	s for Timor-Leste 🥑
	List Event					
	Title	Date start	Status			
	ASEAN Senior Officia	1 month from now	\otimes			
	Gala Dinner	1 month from now	\odot			
	Social Event (Golf)	1 month from now	\odot			

STEP 1

Navigate to the "Profile" menu and click on "Sign out" button.



STEP 2

Once you have signed out, you will be directed to the system login page.





Terima Kasih

Thank You

