



USER MANUAL

ASEAN MALAYSIA 2025

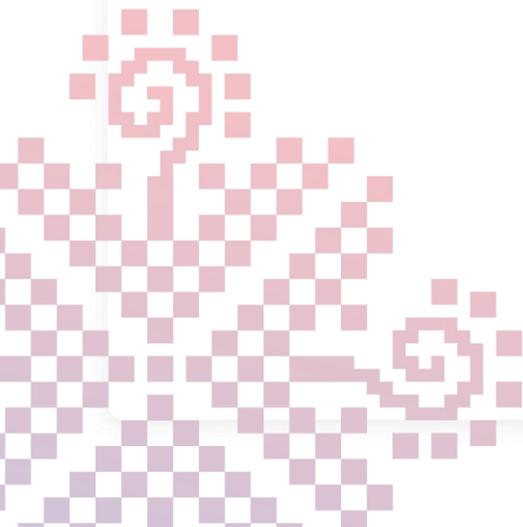
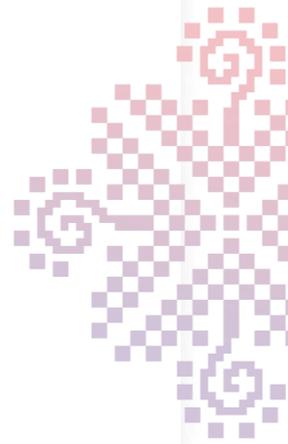
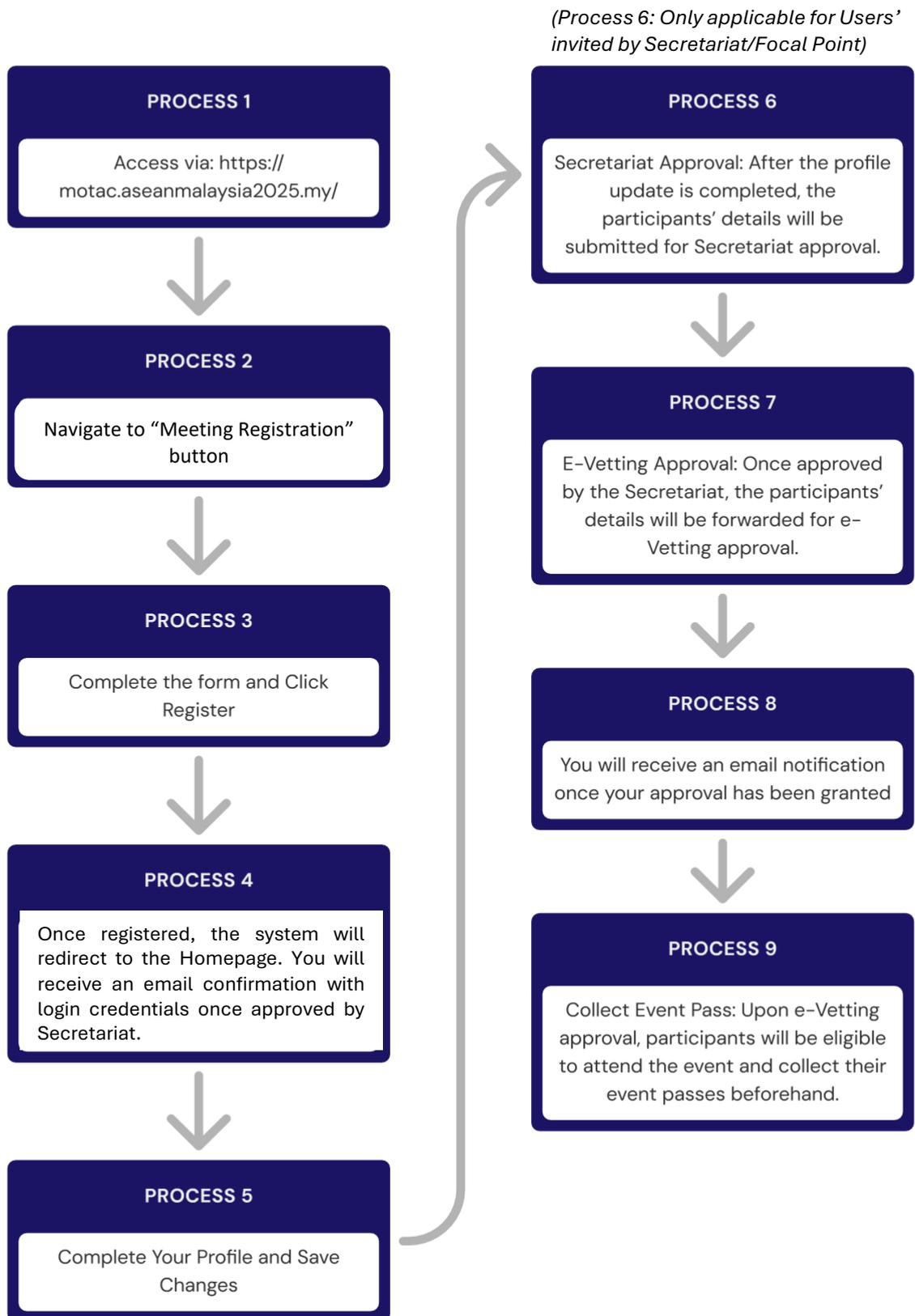




Table of Content

Table of Content	i
Participant Registration Process Flow	ii
Access and Log In to Registration Portal and Dashboard	1
Update Profile Details Effortlessly	4
Forget Your Password?	7
Sign Out from The System	11

Participant Registration Process Flow

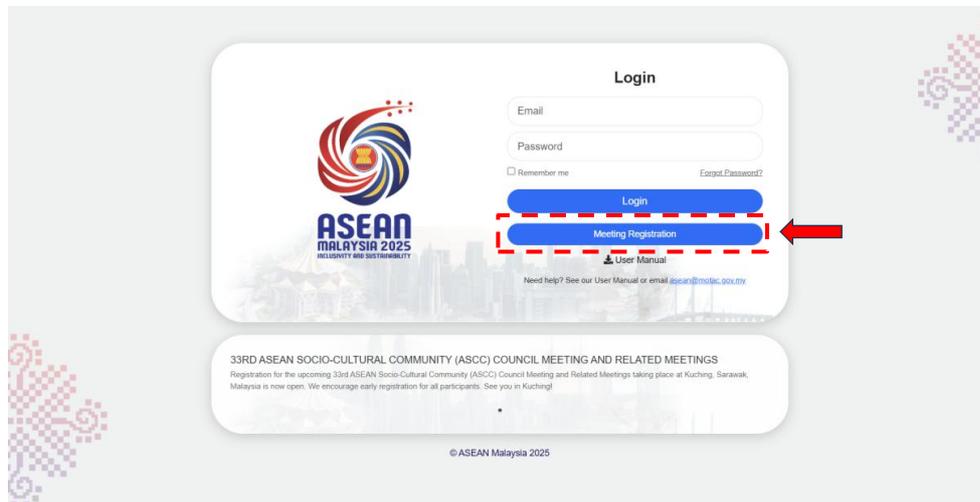




1. Login Into The System

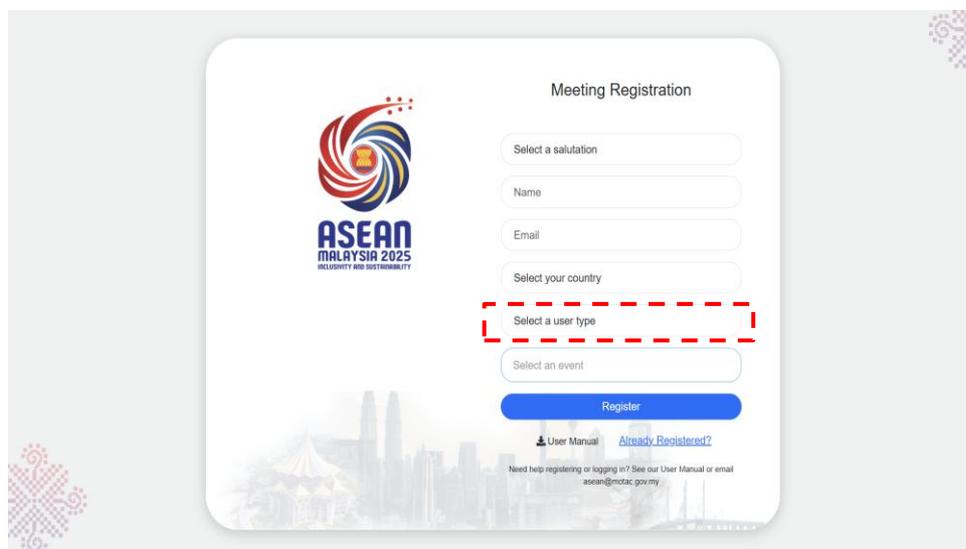
Login Into The System

Get started by securely logging into the portal



STEP 1

To begin the registration process, enter the MOTAC's [main portal](#). Once the page loads, click on "Meeting Registration" to proceed to the next step.



STEP 2

On the next page, fill in your details and select your user type. Choose the option that matches your role in the event, such as, Focal Point, Delegate, ASCC Minister, SOCA Leader, or Crew.

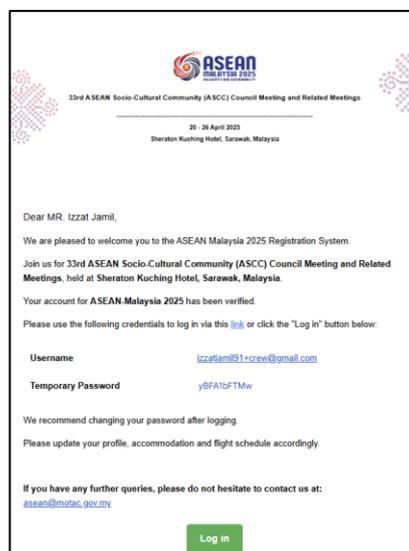
Login Into The System

Get started by securely logging into the portal



STEP 3

Following successful registration, you will receive a confirmation email at the address you provided. Registration will be reviewed; our team will process your request and will get back to you as soon as possible for the next following steps.



STEP 4

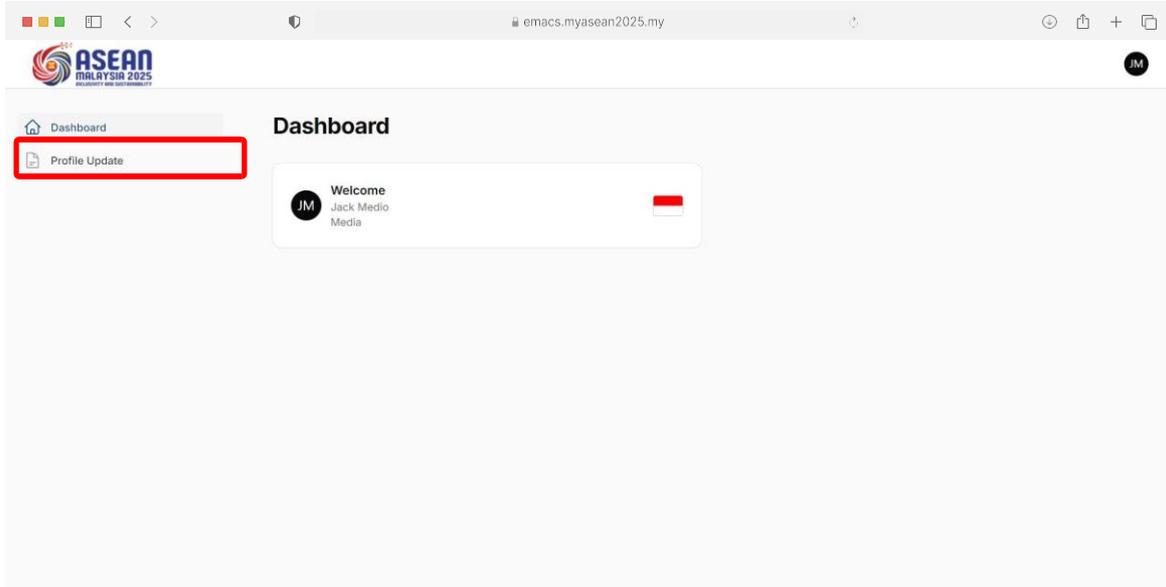
Once your registration has been approved by the Secretariat, you will receive your login credentials via email.



2. Update Profile Details

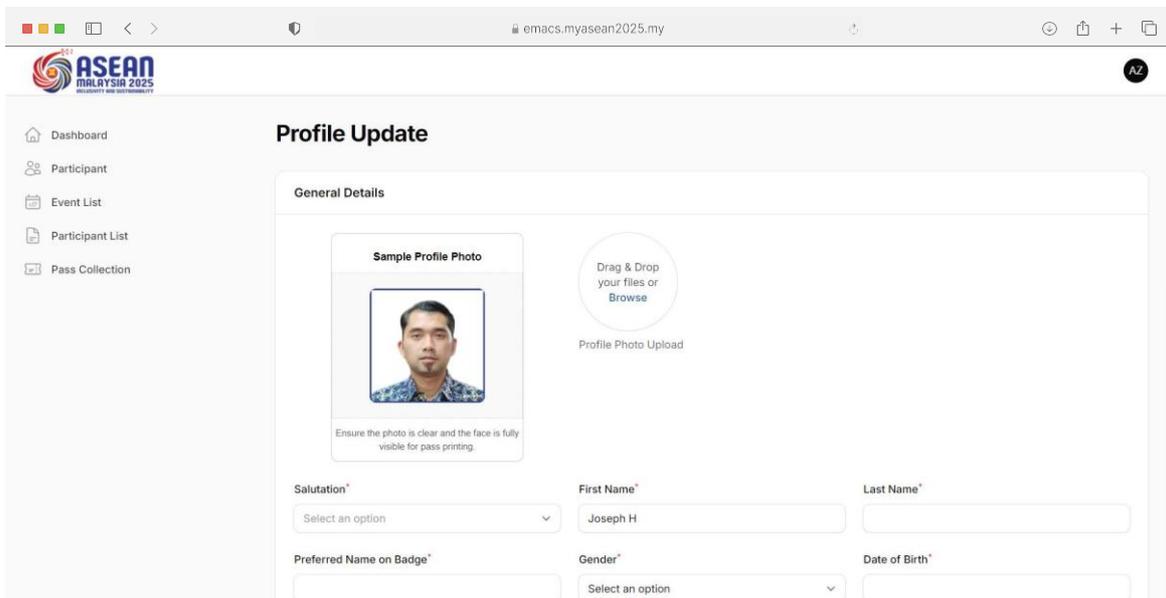
Update Profile Details

Easily keep participant information up to date



STEP 1

Navigate to the "Profile Update" menu.

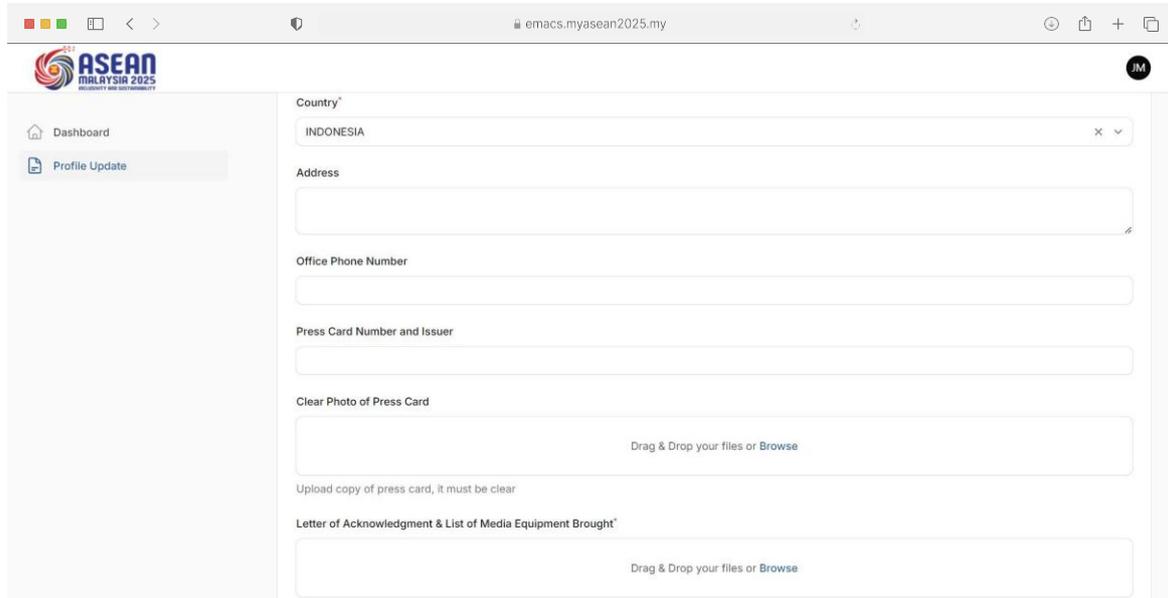


STEP 2

Fill the required field for vetting process.

Update Profile Details Effortlessly

Easily keep participant information up to date



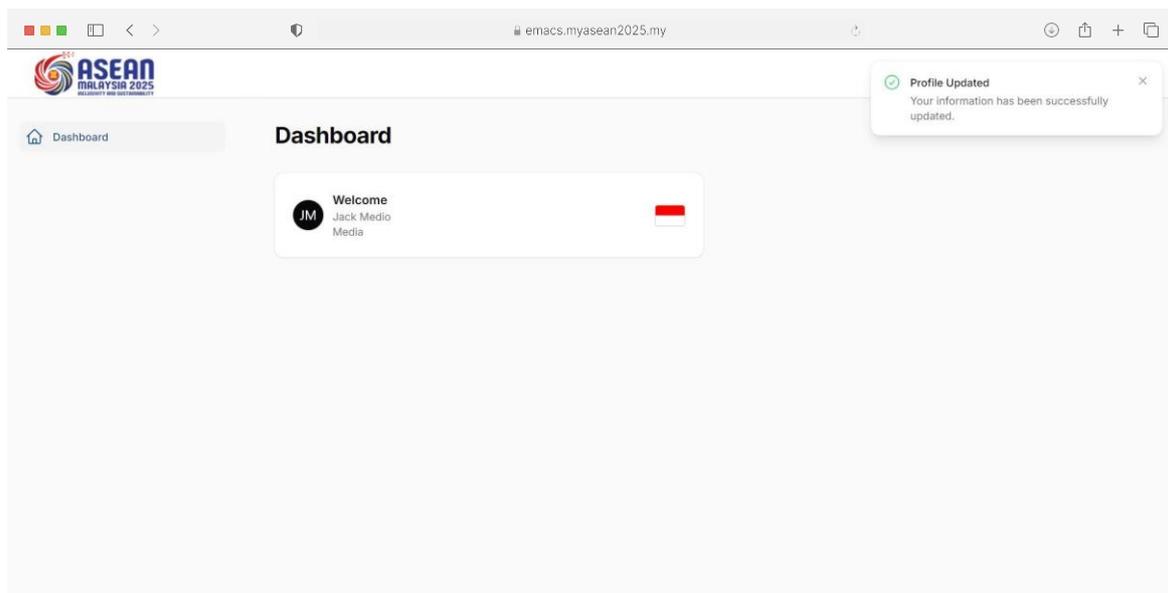
The screenshot shows a web browser window with the URL `emacs.myasean2025.my`. The page features the ASEAN Malaysia 2025 logo and a navigation menu with 'Dashboard' and 'Profile Update'. The 'Profile Update' form includes the following fields:

- Country***: A dropdown menu with 'INDONESIA' selected.
- Address**: A text input field.
- Office Phone Number**: A text input field.
- Press Card Number and Issuer**: A text input field.
- Clear Photo of Press Card**: A file upload area with the text 'Drag & Drop your files or Browse'.
- Letter of Acknowledgment & List of Media Equipment Brought***: A file upload area with the text '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.



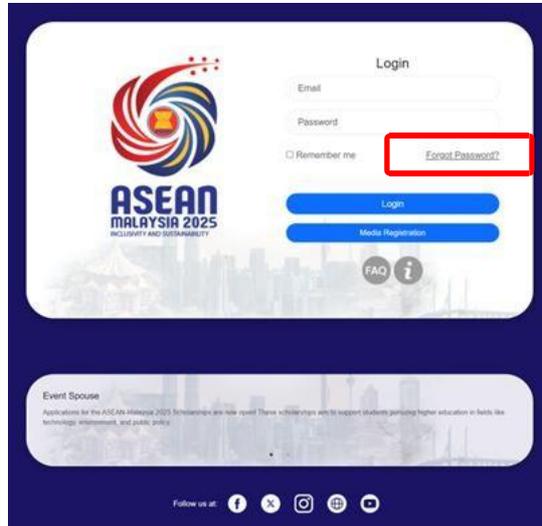
STEP 4

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. Forgot Your Password?

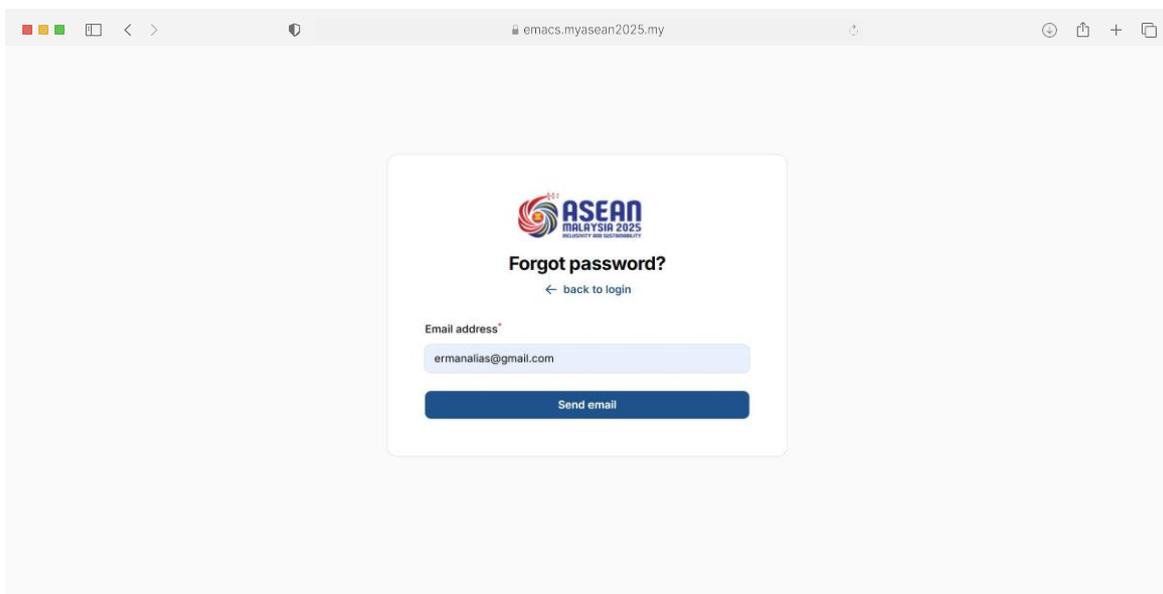
Forgot Your Password?

Securely reset your password with these easy steps



STEP 1

Click on the “Forgot Password?” button and you will be redirected accordingly.

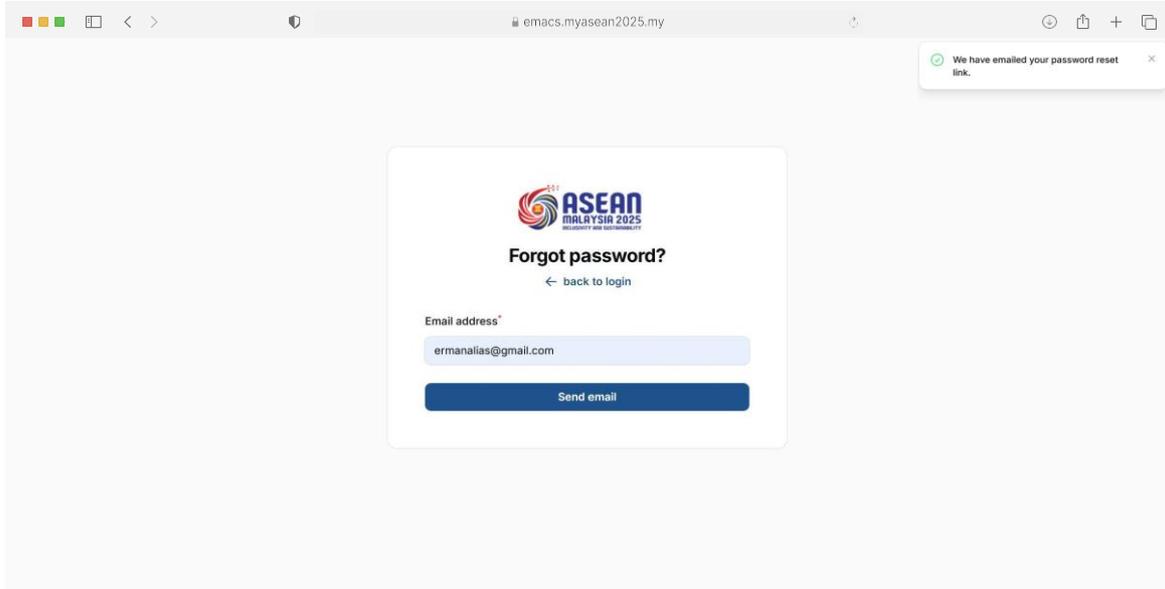


STEP 2

Once in this screen, please enter your valid email.

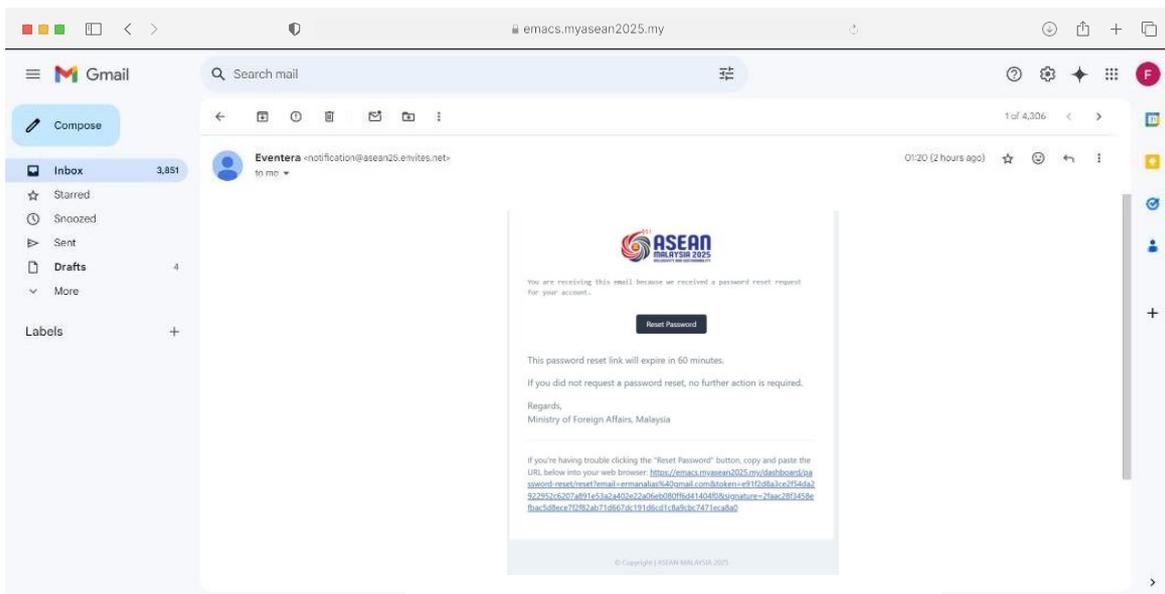
Forgot Your Password?

Securely reset your password with these easy steps



STEP 3

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

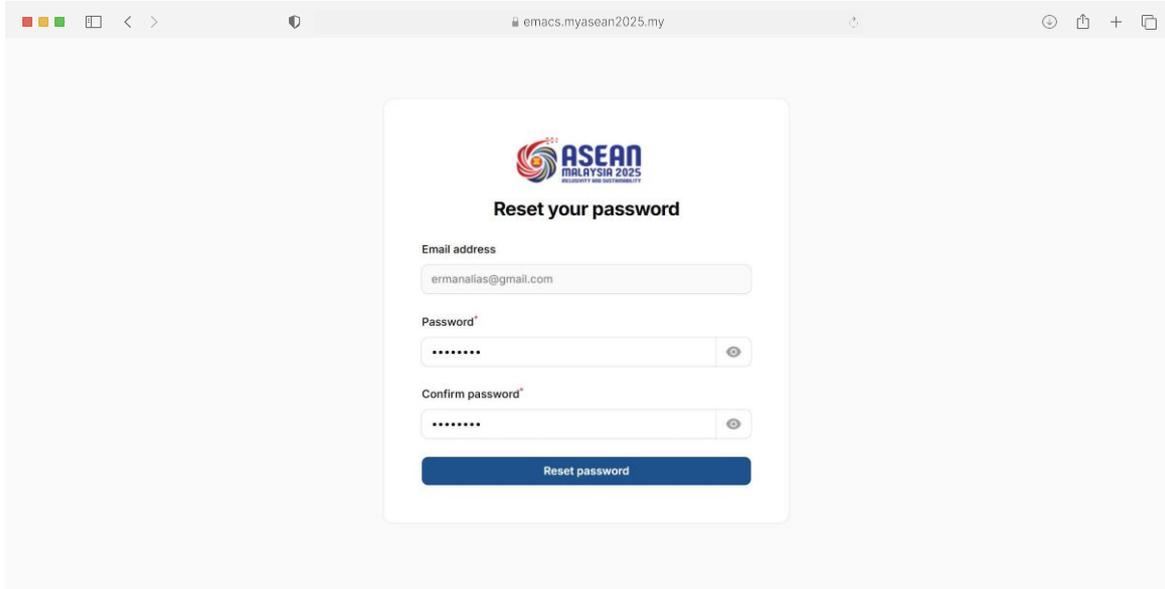


STEP 4

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

Forgot Your Password?

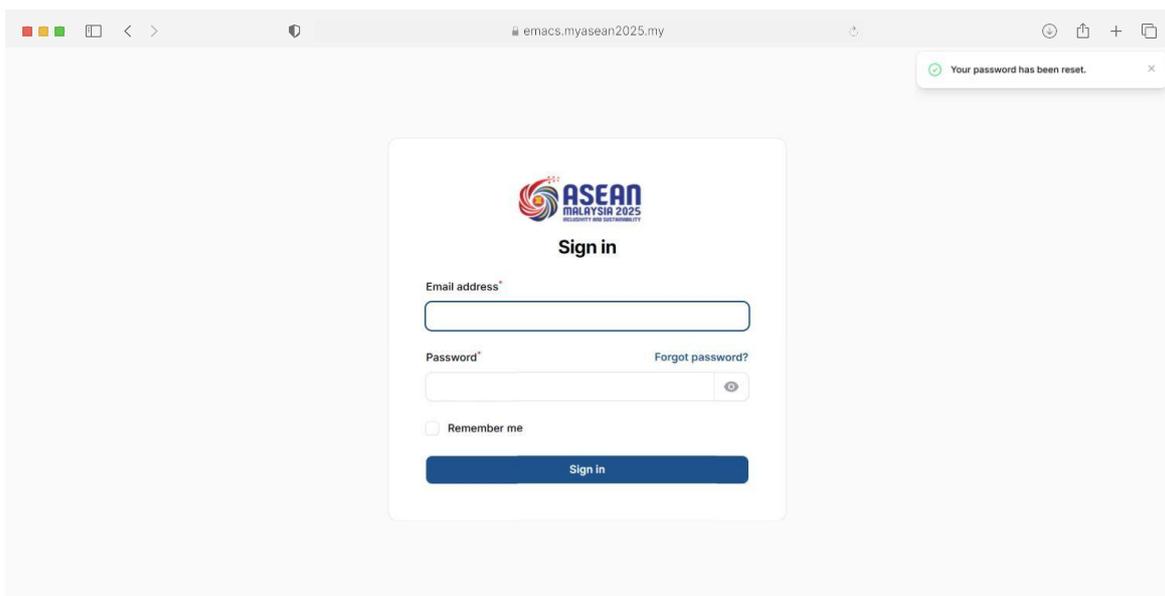
Securely reset your password with these easy steps



The screenshot shows a web browser window with the URL `emacs.myasean2025.my`. The page displays the ASEM MALAYSIA 2025 logo and the heading "Reset your password". Below the heading, there are three input fields: "Email address" (containing `ermanalias@gmail.com`), "Password*" (with a toggle icon), and "Confirm password*" (with a toggle icon). A blue "Reset password" button is positioned at the bottom of the form.

STEP 5

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



The screenshot shows the same web browser window, but the page now displays the "Sign in" form. A notification bubble in the top right corner reads "Your password has been reset." The "Sign in" form includes an "Email address*" field, a "Password*" field with a "Forgot password?" link and a toggle icon, a "Remember me" checkbox, and a blue "Sign in" button.

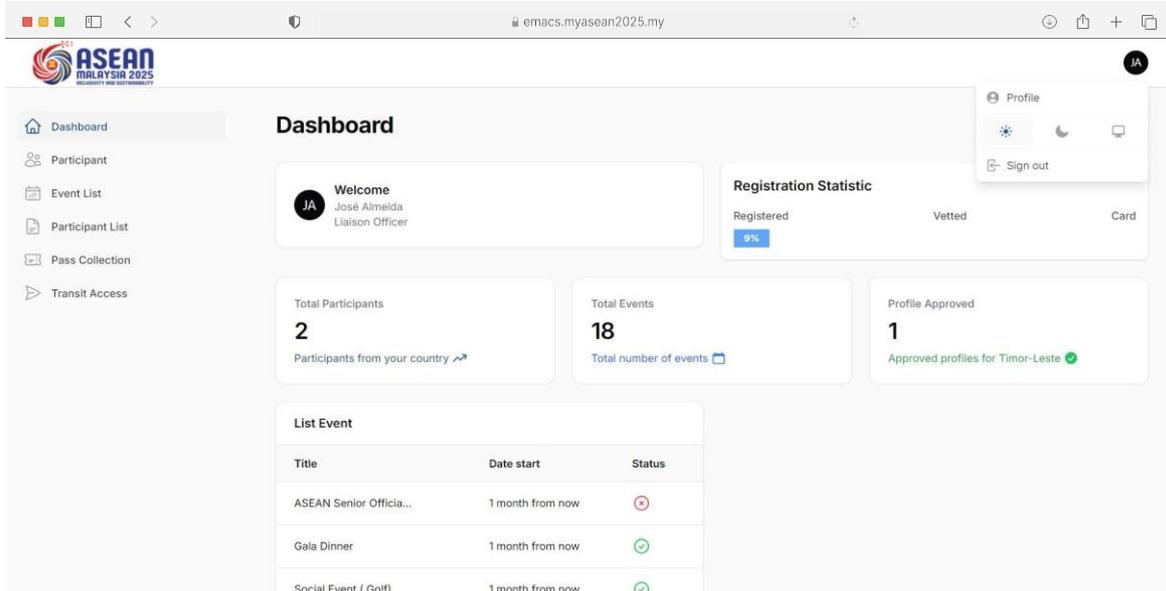
STEP 6

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

4. Sign Out from The System

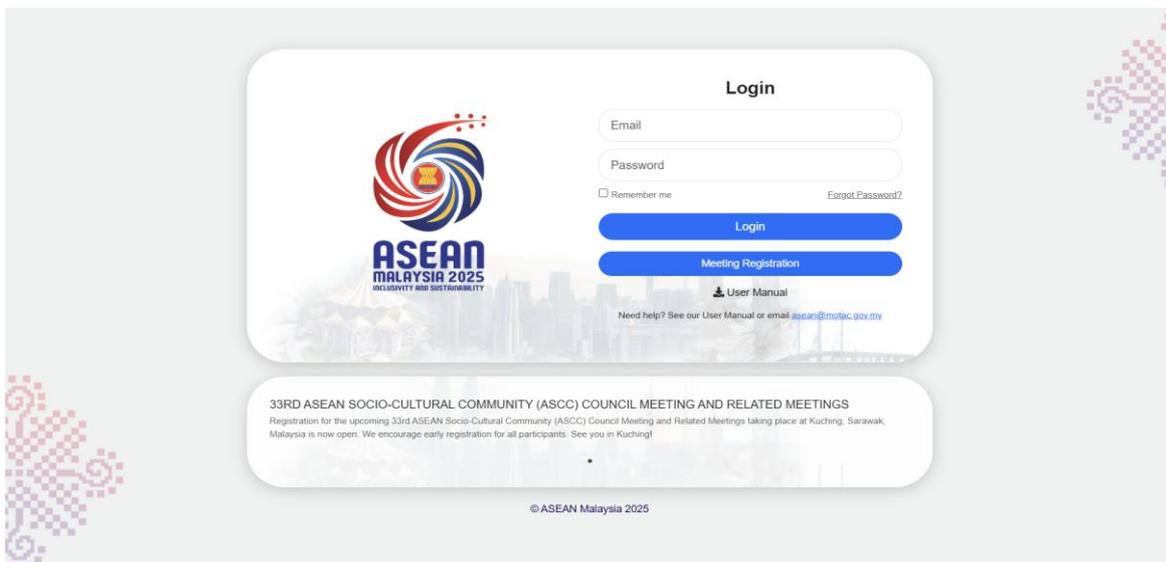
Sign Out from The System

Securely log out of the portal to protect your account.



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

