

USER MANUAL

ASEAN MALAYSIA 2025





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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

	Lo	gin
	Email	
	Password	
	Remember me	Eorgot Password?
ASEAN	Lo	gin
MALAYSIA 2025	LUser	Manual
	Need help? See our User Manua	el or email asean@motac.gov.my
		2 Addimine
33RD ASEAN SOCIO-CULTURAL COMMUNITY Registration for the upcoming 33rd ASEAN Socio-Cultural Comm Mataysia is now open. We encourage early registration for all part	(ASCC) COUNCIL MEETING AND REL unity (ASCC) Council Meeting and Related Meetings 1 icipants. See you in Kuching!	ATED MEETINGS aking place at Kuching, Sarawak,
	· ·	

STEP 1

To begin the registration process, enter the MOTAC's <u>main portal</u>. Once the page loads, click on "Meeting Registration" to proceed to the next step.

	***	Meeting Registration	
		Select a salutation	
		Name	
	ASEAN	Email	
	INCLUSIVITY AND SUSTRINABILITY	Select your country	
		Select a user type	
		Select an event	
		Register	
		Luser Manual Already Registered?	
14		Need help registering or logging in? See our User Manual or email asean@motac.gov.my	

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

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ASEAN MRLAYSIA 2025				M
Dashboard	Dashboard			
	Welcome Jack Medio Media	-		

STEP 1

Navigate to the "Profile Update" menu.

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				AZ.
Dashboard	Profile Update			
C Participant				
Event List	General Details			
Participant List				
Pass Collection	Ensure the photo is clear an visible for pass pa	Drag & Drop your files or Browse Profile Photo Upload		
	Salutation"	First Name*	Last Name*	
	Select an option	V Joseph H		
	Preferred Name on Badge*	Gender	Date of Birth	
		Select an option	× (

STEP 2

Fill the required field for vetting process.

Update Profile Details Effortlessly

Easily keep participant information up to date

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ASEAN MRLAYSIA 2025				M
	Country*			
Dashboard	INDONESIA			×
Profile Update	Address			
	Office Phone Number			6
	Press Card Number and	d Issuer		
	Clear Photo of Press Ca	ard		
		Drag & Drop your files or	Browse	
	Upload copy of press c	ard, it must be clear		
	Letter of Acknowledgm	ent & 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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MALAYSIA 2025			Profile Up Your infor updated.	dated × x mation has been successfully
Dashboard	Dashboard			
	Welcome Jack Medio Media			
		STEP 4		
The profile	will go through	vetting process and us	ser will get th	e update via

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 "Forget Password?" button and you will be redirected accordingly.



Forgot Your Password?

Securely reset your password with these easy steps

Ø	a emacs.myasean2025.my	Ċ.	I + D
			We have emailed your password reset × link.
	Forgot password? C back to login Email address*		
	Send email		

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

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		n		
	Reset your pase	sword		
	Email address			
	ermanalias@gmail.com			
	Password*			
		٢		
	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.	×	
	(S) A3	SEAN				
		AYSIA 2025				
	Sig	nin				
	Email address					
	Password*	Forgot password?				
		٢				
	Remember me					
	Sig	in in				

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.

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ASEAN MALAYSIA 2025							JA
ACCEDINTY AND SECTIONALITY						Profile	
Dashboard	Dashboard					* 6	Ţ.
Co Participant						🕒 Sign out	
Event List	Welcome			Registration Statistic			
Participant List	Liaison Officer			Registered	Vetted		Card
Pass Collection							
Transit Access	Total Participants		Total Events		Profile Approved	ri -	
	2		18		1		
	Participants from your country	~	Total number of event	s 🗂	Approved profile	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	0				

STEP 1

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

	Login
	Email
	Password
	Remember me Eorgat Password2
00500	Login
MALAYSIA 2025	Meeting Registration
Inclusivity and sustainability	Luser Manual Need help? See our User Manual or email <u>issean@motac.cov.mv</u>
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33RD ASEAN SOCIO-CULTURAL COMMUN Registration for the upcoming 33rd ASEAN Socio-Cultural Cr	ITY (ASCC) COUNCIL MEETING AND RELATED MEETINGS ommunity (ASCC) Council Meeting and Related Meetings taking place at Kuching, Sarawak,
Malaysia is now open. We encourage early registration for all	Il participants. See you in Kuchingt

STEP 2

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



Terima Kasih

Thank You

