ePortal User guide for Non-PETRONAS Participants

Created on 13 April 2021
Revision 02

INSTEP Upstream Downstream Training Plant

Open

Basic Process

1	2	3	4	5
Go to https://eportal.instep.my	**Click on login** (Company Sponsored or Self Sponsored)	**Select desired training session and click apply**	Fill in details and submit application	Check status of application in the portal

Important Note:

❖ **Confirmation Notification**
- ❑ Email confirmation will be sent to registered email for the confirm candidates witihin 7 days before programmes start date.
- ❑ ePortal application status, meaning and action
  - • **In Process** : Application successfully submitted to INSTEP for processing.
  - • **Confirmed** : Confirmation email will be issued 7 days before the training date.
  - • **Rejected** : Candidate is rejected and need to re-apply and complete the application if still available or apply for other session

❖ **Billing & Invoicing**
- ❑ **The Self-sponsor applicant** shall make a payment after receiving confirmation email. The payment receipt to shall be emailed to wannurulsyakila.wa@petronas.com.my and cc to nurulnadia.mohamads@petronas.com & instep.ots@petronas.com.my
- ❑ **The Company sponsor applicant** can make a payment upon receiving the invoice after programme completed.

❖ **You can also refer our online guide here:** https://eportal.instep.my/Help/OnlineGuide.html
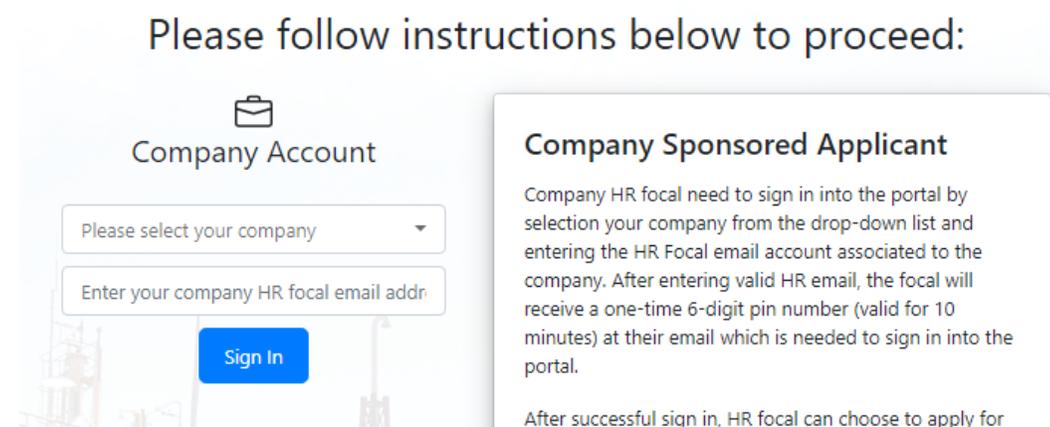
Company Sponsored

Sign In

User can sign in by using the following steps:

1. Go to INSTEP Data Intelligence & Learning Solution e-Portal *(iDILS e-Portal)* and navigate to the *Sign In t*ab.

2. Select **Company Sponsored**. Choose a *Company* from the drop-down list and enter company's focal *Email ID*. Click the *Login* button. A verification code will be sent to the focal email.

3. Enter the *Verification Code* from the email in the respective fields.

4. Click the *Verify* button to login

5. If the confirmation is successful, the System Main Menu will appear, if unsuccessful, the Sign In panel will appear.

> Click here to go to IDILS ePortal

If a mismatched or invalid Company Name with Email ID or Verification Code is entered, user will be directed to re-enter the Email ID and Verification Code again with the error message.

If the company is not on the list, kindly please contact our administrator for help.

Company Sponsored

Sign Up

User can sign up by using the following steps:

1. Go to INSTEP Data Intelligence & Learning Solution e-Portal *(iDILS e-Portal)* and navigate to the **Sign Up** *t*ab.

2. Enter company's focal **Email ID** and then click the **Sign Up** button. A **Verification Code** will be sent to the focal email.

3. Enter the **Verification Code** from the email in the respective fields and click the **Verify** button to **Sign Up.**

4. If the confirmation is successful, the Registration Sign Up Form will appear, then follow the stated instructions on page.

5. To register, company focal need to **fill in** some forms and **upload** required documents to be processed by INSTEP. HR focal are required to **download, fill** and **upload** the documents required in the portal.

6. Once **upload** is completed, click on **Submit** button to complete company registration. INSTEP focal will communicate with the company if the provided is incomplete or incorrect. Company will **receive** an **email notification** once the company has been added to the portal.

7. User also can click on **Save** button to save the incomplete company registration.

Documents required to be provided by company for Customer Registration process are as per table below:

Documents Required	Company Registered in Malaysia	Company Not Registered in Malaysia	Provided by INSTEP
Customer Input Creation Form (CIC)	✓	✓	✓
Know Your Customer (KYC) Questionnaires	✓	✓	✓
A copy of certificate of business incorporation	✓		
Form 9 (and Form 13 if there are any changes in company name)	✓		
A copy of Sales and Services Tax (SST) certificate	✓		
Bank statement (1st page only)		✓	
A copy of certificate of business registration (English version)		✓	
Bank Negara Malaysia (BNM) declaration form		✓	✓
Other supporting documents that are deemed necessary	✓	✓	

Company Sponsored

Programme

Apply New Programme Session

Programme Session can be applied by following the steps below:

1. Choose the desired **Year**, **Month** and **Programme Category**. The list of Programme Sessions will appear.

2. Click on the **Apply** button.

3. A new window with empty data fields will be displayed. Fill in the application form in their respective fields.

4. Accept the **Terms and Conditions** before submit the application.

5. Click on the **Submit** button to submit the application or **Cancel** to discard.

Application

User can **apply** new Programme Session by following the steps below:

1. Choose the desired *Year*, *Programme Category* and *Programme Session*. The list of Participants will be appeared.

2. Click on the *Apply* button.

3. A new window with empty data fields will be displayed. Type-in the new information in their respective fields.

4. Click on the *Submit* button to submit the application or *Cancel* to discard.

User can **delete** participant's application by following the steps below:

1. Choose the desired *Year*, *Programme Category* and *Programme Session*. The list of Participants will be appeared.

2. Choose the desired participant and then click on the *Edit* button.

3. Click on the *Delete* button to delete the application or *Cancel* to discard.

Application

User can **update** participant's application information by following the steps below:

1. Choose the desired *Year*, *Programme Category* and *Programme Session*. The list of Participants will appear.

2. Choose the desired participant and then click on the *Edit* button.

3. A new window will be displayed. Type-in the updated information in their respective fields.

4. Click on the *Update* button to save the updated information or *Cancel* to discard.

User can **Find Programme Session** by using the following steps:

1. At the *Programme Session* sub-panel located at the top left corner of the screen, click the *search icon* button.

2. Panel of searching will be appeared. Type-in keywords in the *Search Text* field and then tap Enter.

3. The list of Programme Sessions will be displayed in the panel. Select the desired Programme Session and then click *OK* button.

4. The choice of Programme Session will be replaced in the Programme Session drop-down list.

PETRONAS Technical Training Sdn Bhd (958097-W)

Self Sponsored

Sign In

User can sign in by using the following steps:

1. Go to INSTEP Data Intelligence & Learning Solution e-Portal (iDILS e-Portal) and go to the **Sign In** tab.

2. Select Self Sponsored. Enter user's Email ID and then click the Login button. A verification code will be sent via email.

3. Enter the Verification Code according to their respective fields.

4. Click the Verify button to login

5. If the confirmation is successful, the System Main Menu will appear, if unsuccessful, the Sign In panel will appear.

> Click here to go to IDILS ePortal

If a mismatched or invalid Email ID or Verification Code is entered, user will be directed to re-enter the Email ID and Verification Code again with the error message.

Please follow instructions below to proceed:

Self-Sponsored Account

aazeemg@gmail.com

Enter pin number

[Verify PIN] [Request PIN Again] [Sign Out]

Email sent successfully!

Please get your PIN number in your email at aazeemg@gmail.com and key in at above field.

Self-Sponsored Applicant

Self-Sponsored Applicant need to sign in into the portal by only using your email. After entering valid email, applicant will receive a one-time 6-digit pin number (valid for 10 minutes) at their email which is needed to sign in into the portal.

After successful sign in, applicant need to choose preferred programme session displayed at the portal. After completed filling in the applicant & company details, the portal will display the PDPA disclaimer. Kindly tick on the two checkboxes after you have read the PDPA Statement to proceed with the registration.

By default, applicant status will be displayed as **In-Process**. After processing by INSTEP, the status will be changed to **Confirmed** (successful application) or **Rejected** (unsuccessful applicant). Applicant can view the updated status by signing in into the portal after the registration date is closed.

*If you need any assistance, kindly contact **rosnani.mamat@petronas.com.my** or **habibah.yusoff@petronas.com.my**.

Note:
If you do not receive the email message (PIN number) in your Inbox, please check your Spam/Junk E-Mail/Bulk Mail folder.

PETRONAS Technical Training Sdn Bhd (958097-W)

Programme

Apply New Programme Session

Programme Session can be applied by following the steps below:

1. Choose the desired **Year**, **Month** and **Programme Category**. The list of Programme Sessions will be appeared.

2. Click on the **Apply** button.

3. A new window with empty data fields will be displayed. Fill in the application form in their respective fields.

4. Accept the **Terms and Conditions** before submit the application.

5. Click on the **Submit** button to submit the application or **Cancel** to discard.

Self Sponsored

Application

User can **apply** new Programme Session by following the steps below:

1. Choose the desired *Year*, *Programme Category* and *Programme Session*. The list of Participants will be appeared.

2. Click on the *Apply* button.

3. A new window with empty data fields will be displayed. Type-in the new information in their respective fields.

4. Click on the *Submit* button to submit the application or *Cancel* to discard.

User can **delete** participant's application by following the steps below:

1. Choose the desired *Year*, *Programme Category* and *Programme Session*. The list of Participants will be appeared.

2. Choose the desired participant and then click on the *Edit* button.

3. Click on the *Delete* button to delete the application or *Cancel* to discard.

PETRONAS Technical Training Sdn Bhd (958097-W)

INSTEP
INSTITUT TEKNOLOGI PETROLEUM PETRONAS

Application

User can **update** participant's application information by following the steps below:

1. Choose the desired *Year*, *Programme Category* and *Programme Session*. The list of Participants will be appeared.

2. Choose the desired participant and then click on the *Edit* button.

3. A new window will be displayed. Type-in the updated information in their respective fields.

4. Click on the *Update* button to save the updated information or *Cancel* to discard.

User can **Find Programme Session** by using the following steps:

1. At the *Programme Session* sub-panel located at the top left corner of the screen, click the *search icon* button.

2. Panel of searching will be appeared. Type-in keywords in the *Search Text* field and then tap Enter.

3. The list of Programme Sessions will be displayed in the panel. Select the desired Programme Session and then click *OK* button.

4. The choice of Programme Session will be replaced in the Programme Session drop-down list.

❑In Process: Application is received and being processed by INSTEP.
❑Confirmed: Confirmation email will be issued 7 days before the training date.
❑Rejected: Candidate is rejected and need to re-apply and complete the application if still available or apply for other session.

❑**Self-sponsor applicant** shall make a payment after receive confirmation email. The payment receipt need to be sent via email to: wannurulsyakila.wa@petronas.com.my and cc to nurulnadia.mohamads@petronas.com & instep.ots@petronas.com.my
❑**Company sponsor applicant** will receive invoice after training completed.

Cancellation & Change Date

Logic for cancellation & change date *only applicable for session that not yet send confirmation.

A. If Status = **In Process**

1. Candidate can refer guideline on how to delete application.
2. Apply to preferred date after previous application has been deleted.

Cancellation & Change Date

Logic for cancellation & change date *only applicable for session that not yet send confirmation.

A. If Status = **In Process**

1. Candidate can refer guideline on how to delete application.

2. Apply to preferred date after previous application has been deleted.

Operating Day/Hours:

Sunday – Thursday / 08.00 am – 05.00 pm

Contact Person:

M Amirul Azeem Ghazali

System Management (Digital)

mamirulazeem.ghazal@petronas.com

0174557775