

Manage By :
CIDB
HOLDINGS

CIDB
MALAYSIA

Powered By :

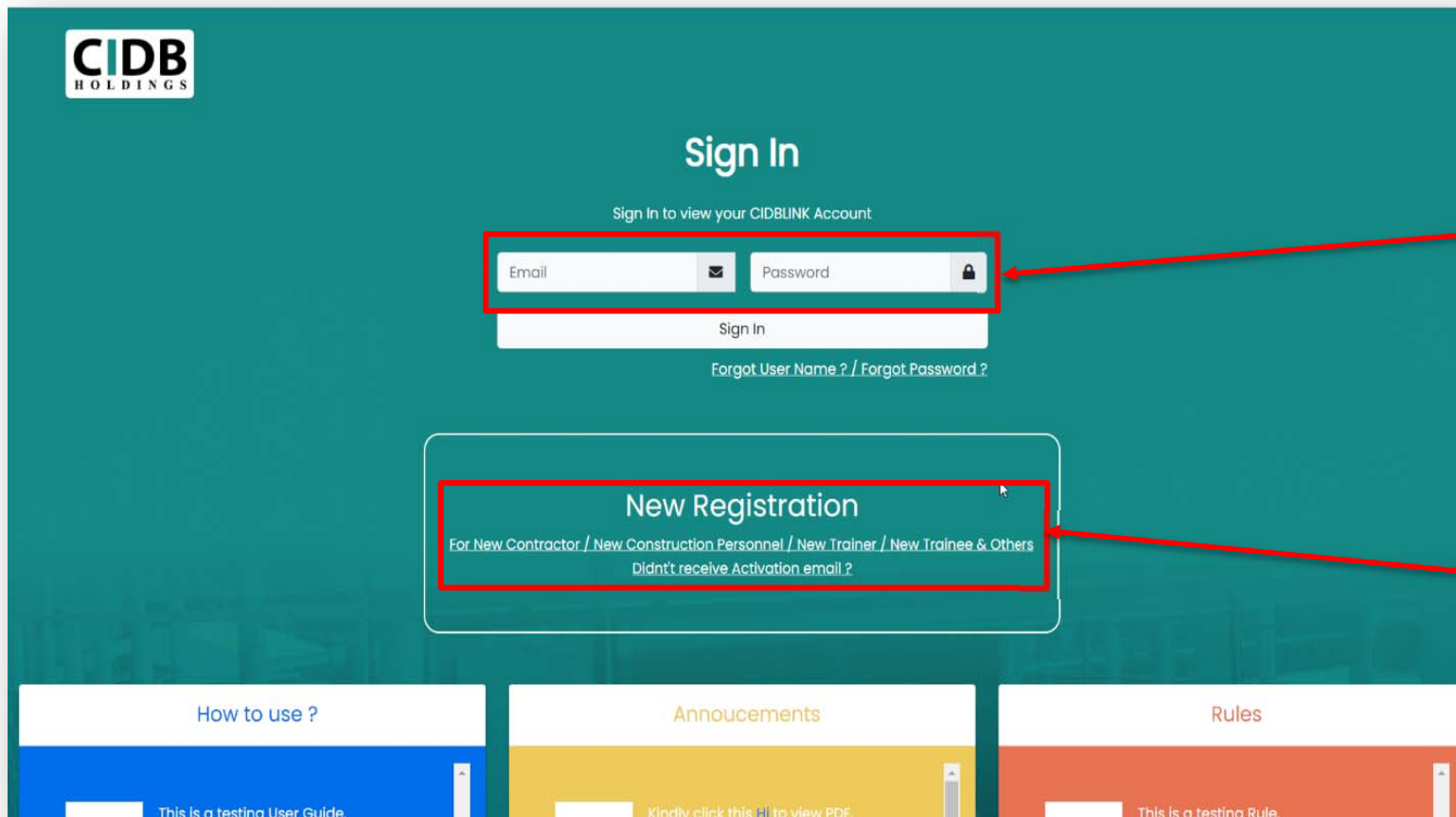
HRD**CORP**
HUMAN RESOURCE DEVELOPMENT CORPORATION

USER MANUAL

MYINDUCTION COURSE



STEP 1: SIGN IN/ SIGN UP



LOGIN / SIGN UP URL
<http://www.cidblink.com>

➤ For returning users, please Sign in by key in the Email and Password.

Note:
Returning users: Company that had already registered with CIDB LINK

➤ For new users, click Sign Up to register.

Note:
New Users: Company that use this system for the first time.

STEP 1: SIGN IN/ SIGN UP

CIDB
HOLDINGS

Please select the type of user you want to apply for registration as

- Company
- Government
- Individual

CIDB
HOLDINGS

Please select the type of user you want to apply for registration as

Company

- Local Contractor
Select this option if you want to apply to register as Local Contractor
- Foreign Contractor
Select this option if you want to apply to register as Foreign Contractor
- Company (Non-Contractor / Project Consultant / Project Owner / Developer)
Please Select if you would like to apply as an agency related to the construction industry (Project Consultant / Project Owner / Developpr)
- Joint Venture / Consortium Contractor (Not incorporated in SSM)
Select this option if you want to apply to register as a Joint Venture Contractor
- Penyedia Perkhidmatan Pembinaan Tempatan Bagi Project Luar Negara (Constructions & Constructions Related Services)
Please Select if you would like to apply as a Certified Training Center / Training Provider (PLSICW / PLBK / PLB or CPD)

➤ Users can choose one of these three option to register.

Note:

Users need to register according to user convenient.

STEP 1: SIGN IN/ SIGN UP

User Profile

Email *

(A verification e-mail will be sent to above E-mail)

Password *

Retype Password *

Company Name *

SSM Number *

CIDBH Registration Number

Office Number *

Postal Code *

Industry

Contact Person *

Contact Person Position *

Contact Person Mobile Number *

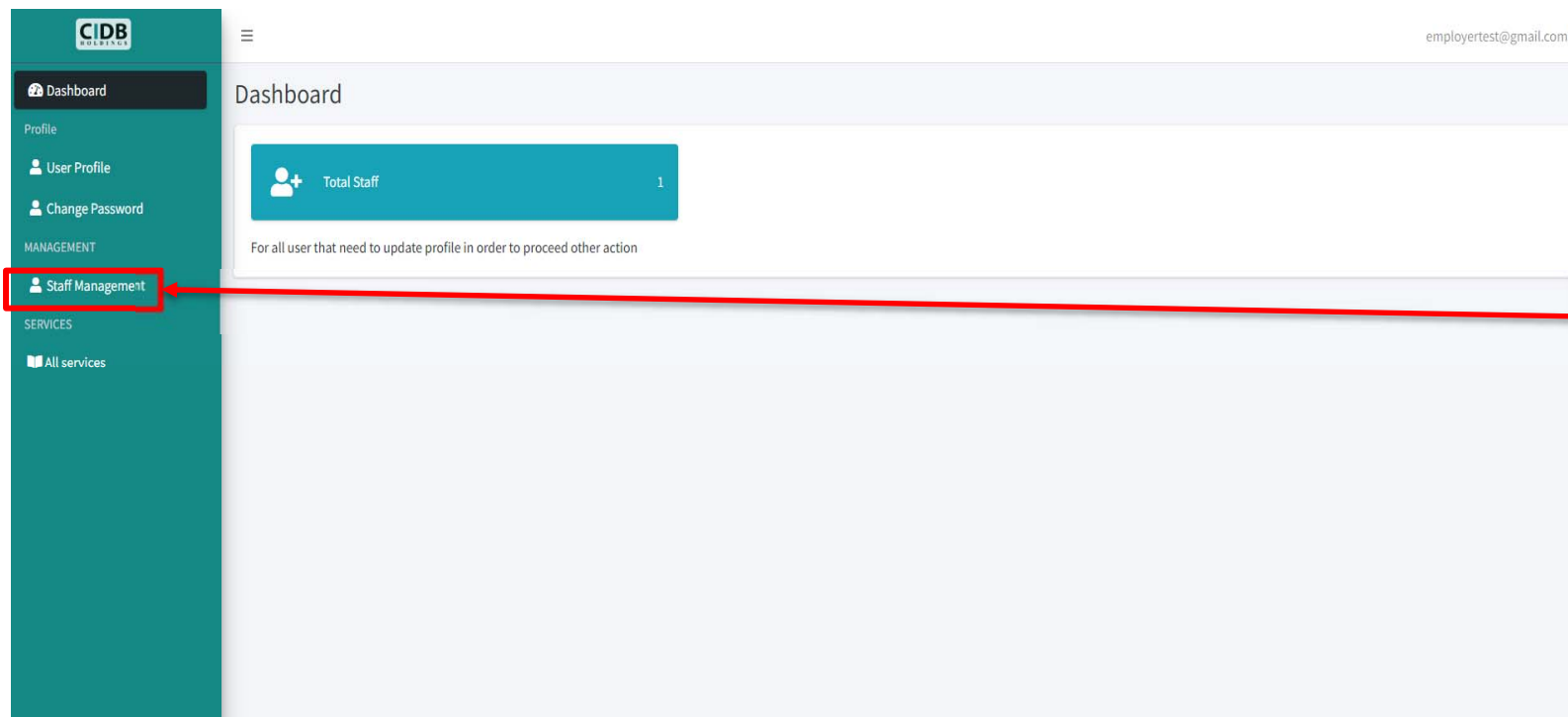
+ 60 (MALAYSIA)

Note: Please save your password. Do not share your password.
CIDB Holdings Sdn Bhd will never ask for your password

Back

- For new users, kindly enter details according to this Sign-Up form register.
- Click "Submit" to complete registration
- Users will receive a confirmation email and may proceed to Sign-In into the system using Login Name and Password created.

STEP 2: EMPLOYER DASHBOARD



Dashboard

employertest@gmail.com

Total Staff 1

For all user that need to update profile in order to proceed other action

MANAGEMENT

Staff Management

➤ After user Login, the system main dashboard will appear.

➤ User can add staff by select the "Staff Management".

STEP 3: ADDING STAFF

➤ User can add 1 to 10 staffs by select “Add New Staff Button”.

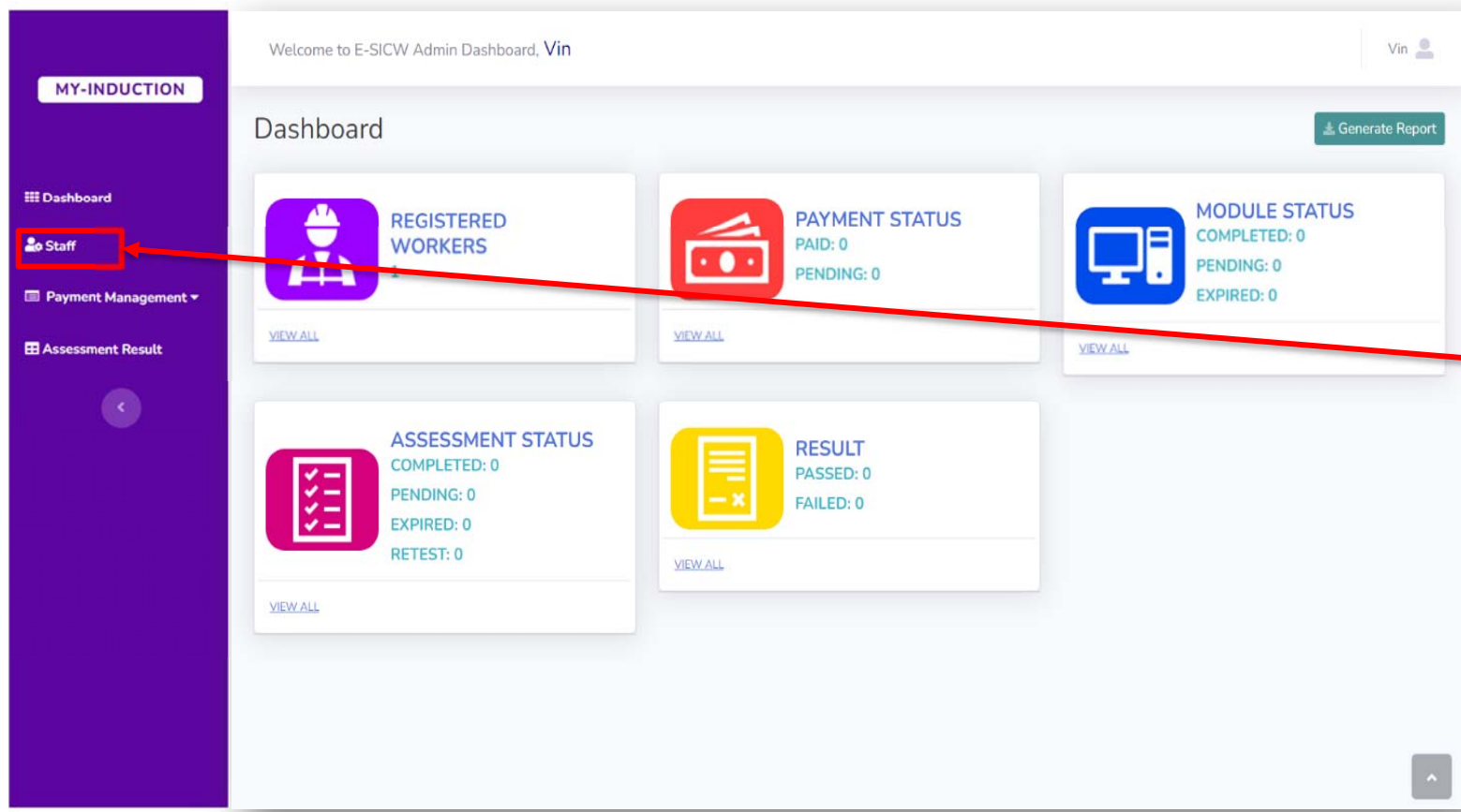
Or

➤ User also can add more than 10 staffs by select the Bulk import.

➤ After adding some staffs in the system, user can select “INDUCTION COURSE” to proceed to Induction Course dashboard.

➤ User can proceed to INDUCTION COURSE page by select INDUCTION COURSE

STEP 4: APPLY COURSE



➤ The system will go to INDUCTION COURSE

➤ Users need to click "Staff List" to Apply course to their staffs.

STEP 4: APPLY COURSE

Welcome to E-SICW Admin Dashboard, Vin

Staff List

Staff Name NRIC No. Passport No. From: Start Date To: End Date Filter Apply Course

Copy Excel CSV PDF

Staff No.	Staff Name	LMS username	LMS password	NRIC/Passport No.	Gender	Email	Contact	Course Status	Nationality
1	staff1	84032314255	nAmHYFfd	84032314255	Male		0123456789	Not Active	Malaysian

Showing 1 to 1 of 1 entries 1 row selected

Previous 1 Next

MY-INDUCTION

- Dashboard
- Staff
- Payment Management
- Assessment Result

➤ Tick check box to choose which staff will take the course.

➤ Then, select the "Apply Course" button to apply the course to the selected staffs.

➤ User can click "Payment Management" to proceed to the payment page.

STEP 5: MAKING PAYMENT

Welcome to E-SICW Admin Dashboard, Vin

MY-INDUCTION

- Dashboard
- Staff
- Payment Management
- Assessment Result

List of Payment

From: [] To: [] Payment Status [v] Invoice No. [] Filter []

Copy Excel CSV PDF

Search: []

No.	Booking No.	Invoice No.	Company Name	Amount(RM)	No. of Pax	Status	Date Created	Action
1	ESICW/2022/8323	-	Vin	1.00	1	Unpaid	May 16, 2022, 10:19 p.m.	Pay Now

Showing 1 to 1 of 1 entries

Checkout

Employer Profile

Company Name: ABC SDN BHD

PIC Name: Mr. Vin

PIC Contact: None

PIC Position: None

Company Address: 123 Jalan ABC, Bangsar, Kuala Lumpur

Product

staff1-84032314255
E-SICW Course x1

Booking No: ESICW/2022/8323

No of Pax: 1

Total Amount: RM1.00
(SST included)

Pay Now

➤ Select "Pay Now" button to view the total amount.

➤ The total amount will appear, user need to click "Pay Now" to proceed to payment option.

STEP 5: MAKING PAYMENT

Available Payment Method:

Credit / Debit Card eWallet



Summary Of Transaction

Net Charges	MYR 1.00
Pay To	DemoAcc12 - CIDB HOLDINGS SDN BHD
Payment of	Payment for invoice Vin
Reference No / Payment ID	ESICW/2022/8323 / T121780139722

Boost Wallet

Timeout: 04:04

I have read & agreed to [iPay88 Privacy Statement](#).

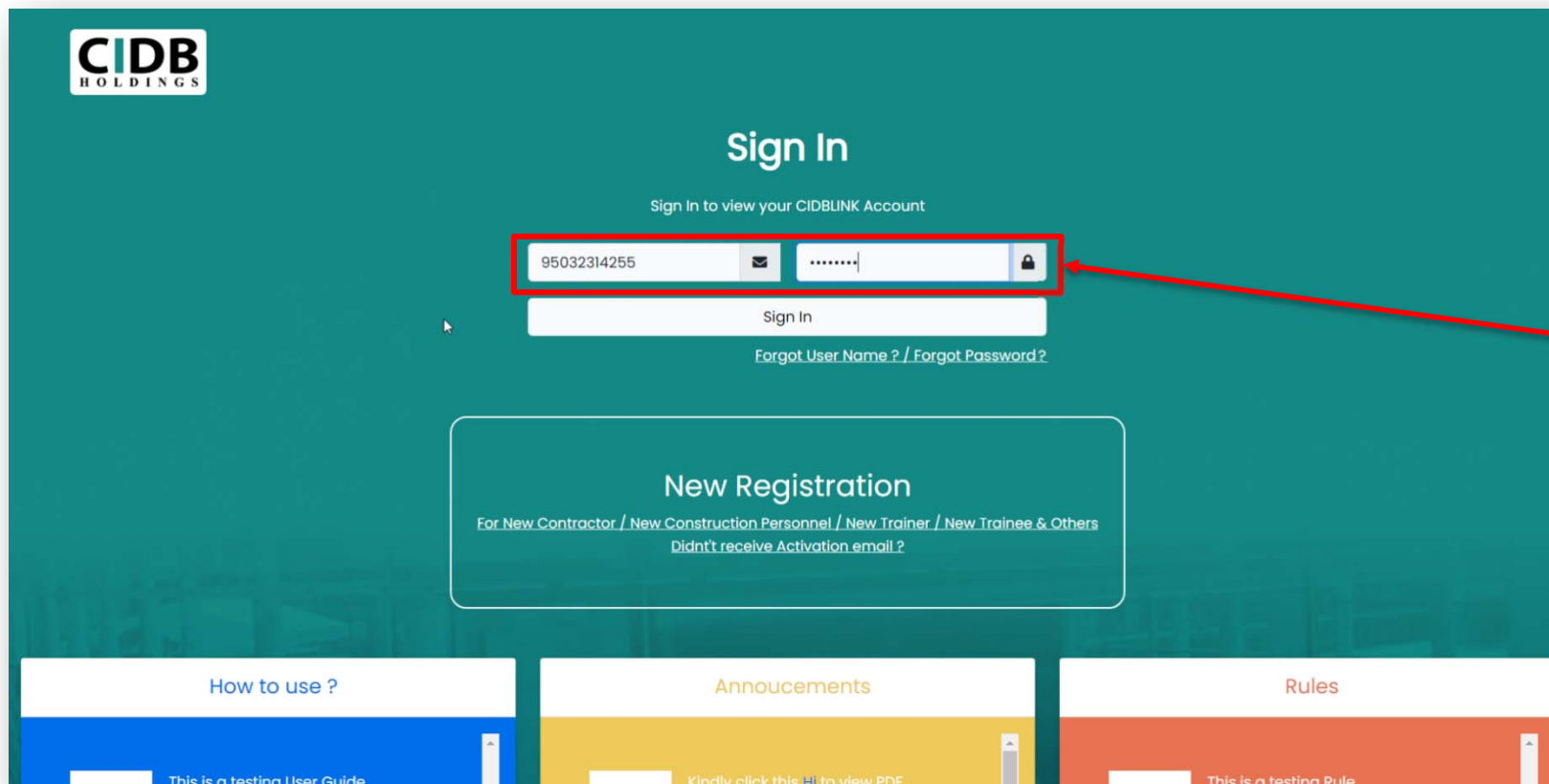
 

iPay88.com © 2006 - 2022. All Rights Reserved.
Customer Careline: +60-3-2261 4668, 8.30 am - 6.00 pm (Mon - Fri) Email: support@ipay88.com.my

➤ User can choose any payment option for making a payment and select "Proceed" to complete the payment.

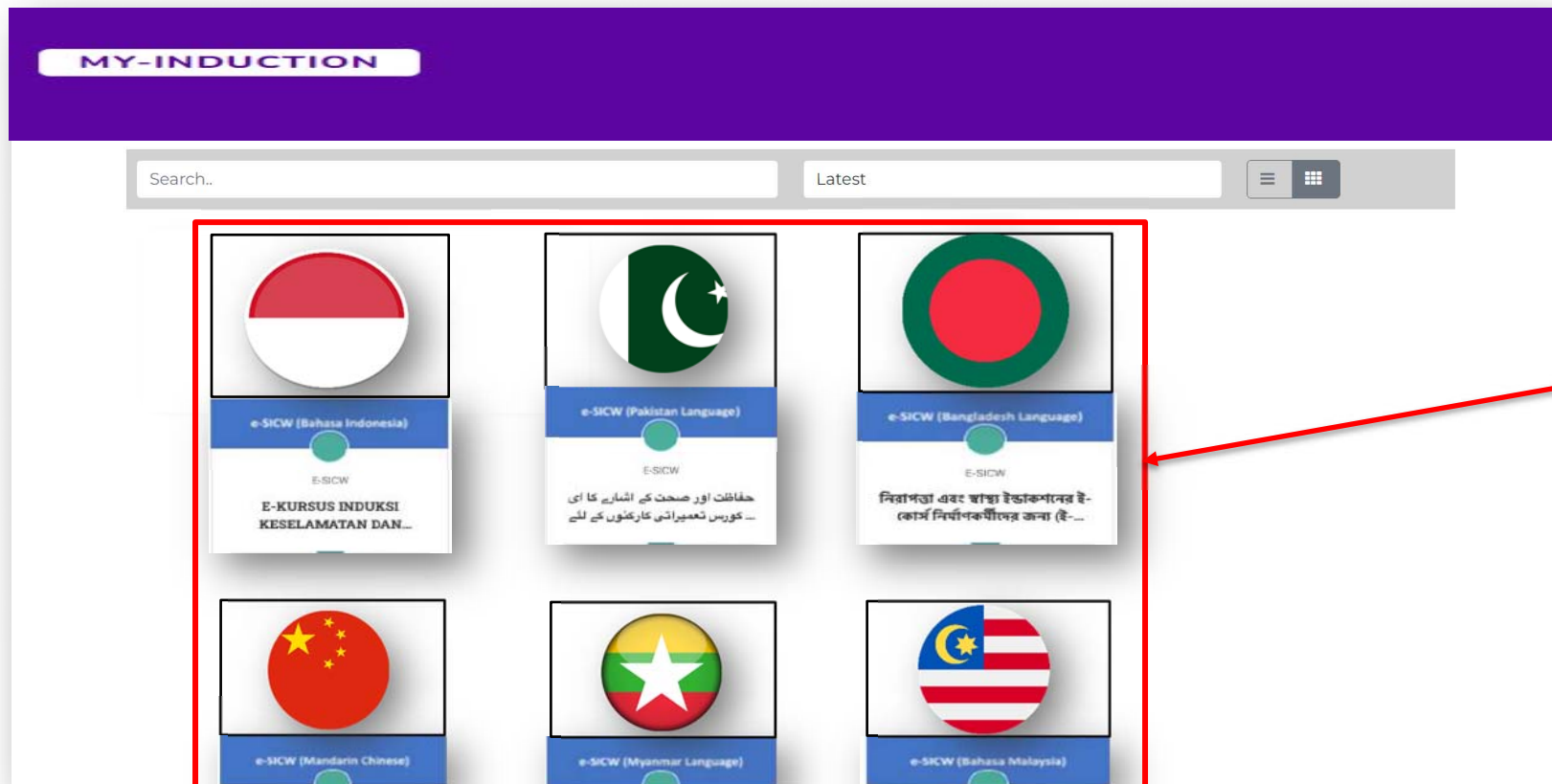
➤ After making a payment, User's staff will receive their ID and Password from admin, they can Login into E-SICW to study the modules and answer the test questions.

STEP 6: STAFF LOGIN



➤ Staff user can login into INDUCTION COURSE by key in the ID and Password received from Admin.

STEP 7: BEGAN COURSE & ASSESSMENT



➤ **WARNING:**
➤ User will be forced to select the course language that they want.
➤ After selecting, user is not able to change the course language.


STEP 7: BEGAN COURSE & ASSESSMENT

[Course](#) / Module

Author
CIDB

Course Progress

Last Updated: 12 Jan 2022



16 tahun ke atas

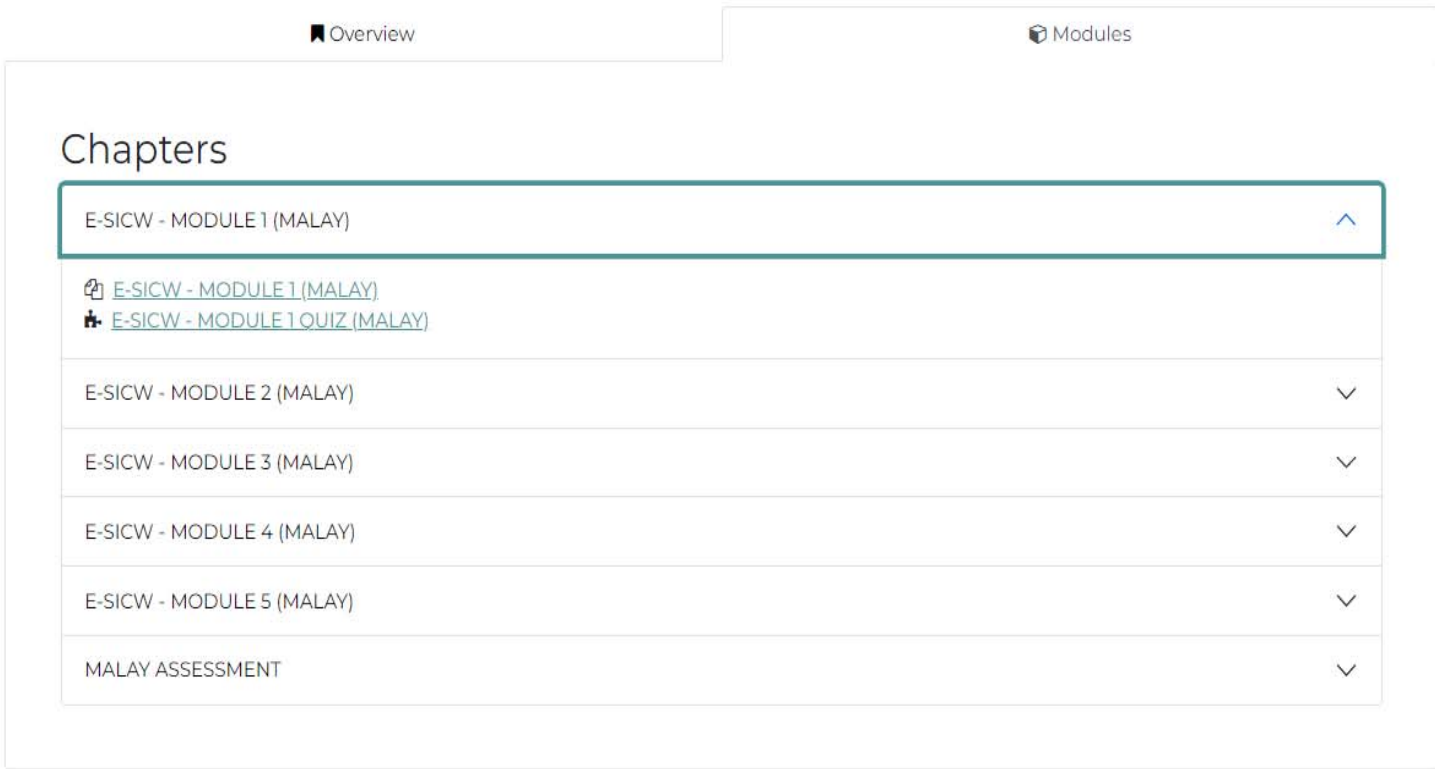
Terlibat dengan kerja - kerja pembinaan

Menghadiri Kursus Induksi Keselamatan dan Kesihatan Pekerja Binaan (SICW)

01:24 vimeo

- Staff user need to watch the course program video to proceed to the next module.

STEP 7: BEGAN COURSE & ASSESSMENT



The screenshot shows a web interface with two tabs: 'Overview' and 'Modules'. The 'Modules' tab is active. Under the heading 'Chapters', there is a list of course modules. The first module, 'E-SICW - MODULE 1 (MALAY)', is highlighted with a green border and contains a sub-list of 'E-SICW - MODULE 1 (MALAY)' and 'E-SICW - MODULE 1 QUIZ (MALAY)'. The other modules are 'E-SICW - MODULE 2 (MALAY)', 'E-SICW - MODULE 3 (MALAY)', 'E-SICW - MODULE 4 (MALAY)', 'E-SICW - MODULE 5 (MALAY)', and 'MALAY ASSESSMENT'. Each module has a small arrow icon on the right side of its row.

Chapter	Actions
E-SICW - MODULE 1 (MALAY)	^
<ul style="list-style-type: none">E-SICW - MODULE 1 (MALAY)E-SICW - MODULE 1 QUIZ (MALAY)	
E-SICW - MODULE 2 (MALAY)	∨
E-SICW - MODULE 3 (MALAY)	∨
E-SICW - MODULE 4 (MALAY)	∨
E-SICW - MODULE 5 (MALAY)	∨
MALAY ASSESSMENT	∨

- Staff user also need to select and complete watching every module video before answering the quiz.

STEP 7: BEGAN COURSE & ASSESSMENT

[Course](#) / [Module](#) / [Quiz](#)

MY-INDUCTION - MODULE 2 QUIZ (MALAY)

START

Rules of this Quiz

1. Do not exit while Doing Quiz.
2. Only one attempt available.
3. Only two answer option available.
4. Audio provided for each question.
5. Submit the quiz once finish answering.

EXIT QUIZ **CONTINUE**

➤ Staff user also need to select and complete watching every module video before answering the quiz.

➤ User need to read the quiz rules before answer.

STEP 7: BEGAN COURSE & ASSESSMENT

[Course](#) / [Module](#) / [Quiz](#)















MY-INDUCTION - MODULE 2 QUIZ (MALAY)

QUIZ ALREADY ATTEMPTED

[Check Result](#)

➤ User can check their result if they had answered the questions.

STEP 8: GENERATE CERTIFICATE

No.	Name	NRIC/ Passport No.	Nationality	Language	Module Status	Assessment Status	Result(Mark %)	Action
1	staff1	95032314255	Malaysian	Malay	Pending	Expired	Failed	 
2	staff2	94032314255	Malaysian	Malay	Pending	Pending	Failed	 
3	staff3	96032314255	Malaysian	English	Pending	Completed	Passed	 
4	staff4	97032314255	Malaysian	Malay	Pending	Pending	None	 
5	staff	98032314255	Malaysian	Mandarin	Pending	Completed	Passed	 
6	staff5	90032314255	Malaysian	English	Pending	Completed	Passed	 
7	staff8	87032314255	Malaysian	Malay	Pending	Pending	None	 

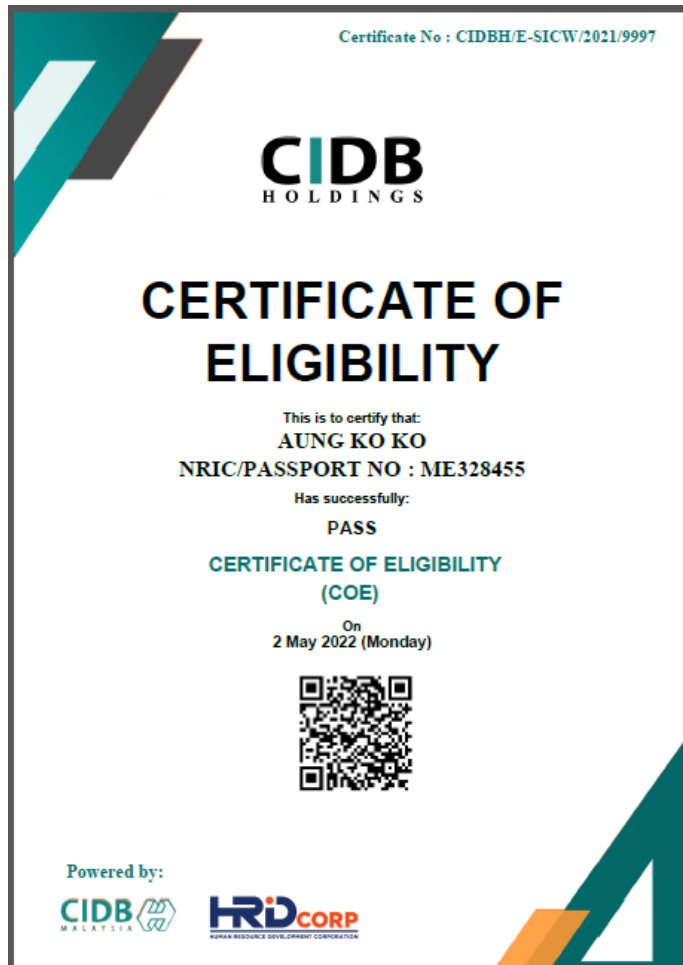
Showing 1 to 7 of 7 entries

Previous 1 Next

➤ After staff had completed the assessment, Employee can view either their staffs failed or passed.

➤ Employee can generate staff certificate by selected the certificate icon.

STEP 8: GENERATE CERTIFICATE



- Once user successfully completed assessment, they are able to download their certificate of completion
- Able to download PDF version

Manage By :
CIDB
HOLDINGS

Powered By :
CIDB 
MALAYSIA
HRD **CORP**
HUMAN RESOURCE DEVELOPMENT CORPORATION

THANK YOU