

USER MANUAL

ASEAN MALAYSIA 2025

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Registration Proses Flow

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Process 1	Access the portal via https://moh.aseanmalaysia2025.my/
Process 2	Navigate to the "New User" button
Process 3	Kindly complete the form and Click "Register" button
Process 4	•Upon successful registration, the system will redirect you to the Login Page. You will receive an email confirmation containing your login credentials once your registration has been approved by the Secretariat.
Process 5	• Please complete your profile and save all changes.
Process 6 (Only applicable for Users' invited by Secretarial/Focal Point)	•(Only applicable for Users invited by Secretariat/Focal Point): Following the completion of your profile update, the participants' details will be submitted for Secretarial approval.
Process 7	 E-Vetting Approval: Once approved by the Secretariat, the participants' details will be forwarded for e-Vetting approval.
Process 8	You will receive an email notification once your approval has been granted
Process 9	 Collect Event Pass: Upon e-Vetting approval, participants will be eligible to attent the event and collect their event passes beforehand.



IMPORTANT MEMO

User Manual: Understanding Your Role

This section provides essential information regarding user roles within the event management system. Understanding these distinctions will facilitate a smooth and efficient experience for all participants.

1. The Role of a Delegate

A **Delegate** refers to an individual who will be attending the event. As a Delegate, your primary responsibilities within this system include:

- **Self-Registration (if applicable):** Completing your initial registration for the event.
- Profile Management: Providing and maintaining accurate personal information, including medical details, dietary restrictions, and allergy information.
- **Event Participation Confirmation:** Indicating your intended attendance for specific main meetings and side events.
- Logistics Updates: Submitting and updating your flight and hotel accommodation details.
- **Receiving Communications:** Accessing important notifications and official communications dispatched by the Secretariat.

Delegates are primarily concerned with managing their own participation details and receiving relevant event information.

2. The Role of a Delegates' Accreditation Officer (DAO)

A **Delegates' Accreditation Officer (DAO)** is a specially designated focal point, appointed by the ASEAN Secretariat or a respective Member State. DAOs are entrusted with administrative responsibilities for managing the registration and accreditation of a group of delegates from their specific country or organisation.

DAOs possess enhanced functionalities within the system, enabling them to:

• User Account Management:

- Create New Users: Register new individuals as delegates under their purview.
- Edit User Information: Modify existing delegate profiles as required.
- Re-invite Users: Reset user passwords and re-send login credentials, streamlining access for delegates.
- **User Verification:** Review and either **verify** or **reject** pending delegate registrations from their country/organisation.
- Event and Participant Oversight:
 - View Event and Participant Lists: Access comprehensive lists of main events and the delegates registered for each.
 - Add Participants to Events: Enrol delegates into specific main meetings or side events.
- Profile Assistance and Monitoring:

- Assist Profile Updates: Help delegates in completing and updating their personal profiles, including crucial flight and hotel information.
- Monitor Submission Status: Check the submission and approval status of delegate profiles to ensure timely processing.

Key Distinction:

In essence, while a **Delegate** is an individual attendee managing their personal event details, a **DAO** holds an administrative role, responsible for overseeing and facilitating the registration, verification, and data management for a collective group of delegates from their assigned country or organisation. This streamlined approach ensures efficient coordination and management of participants.

Registration Checklist

It is important to review this section to ensure a seamless registration process. Providing all necessary items and information in advance will significantly facilitate your experience on the event day.

Photograph For the purpose of pass printing, kindly ensure your photograph is clear and your face is fully visible. We recommend utilising a passport-style photograph with a white background for optimal visibility.

Medical Details Should you have any serious medical conditions that require our awareness, please provide the relevant details. This information will enable us to ensure your safety and provide appropriate assistance if necessary.

Dietary Restrictions If you have any specific dietary restrictions, please provide details below. This information will assist us in accommodating your needs regarding catering services.

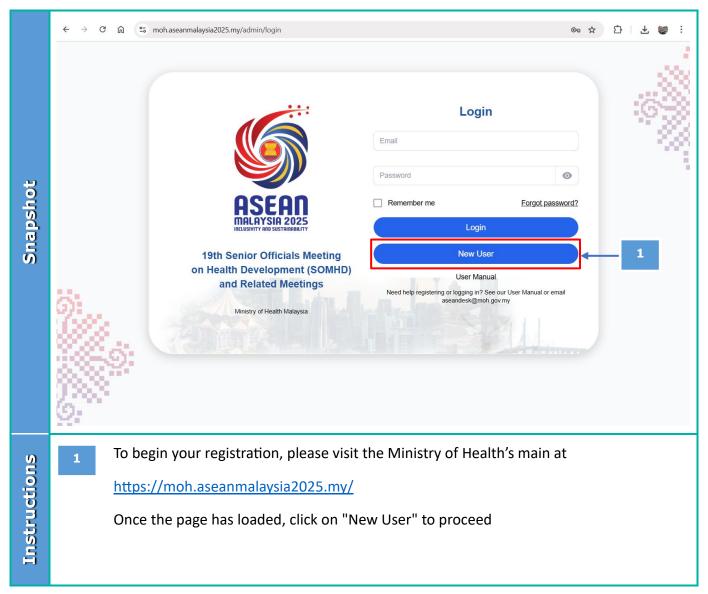
Allergies Kindly provide details of any allergies you may have. This information will enable us to take the necessary precautions to safeguard your well-being.

Meetings and Side Events Please ensure you confirm the meetings and side events you will be attending with your respective organisation or focal point prior to finalising your registration.

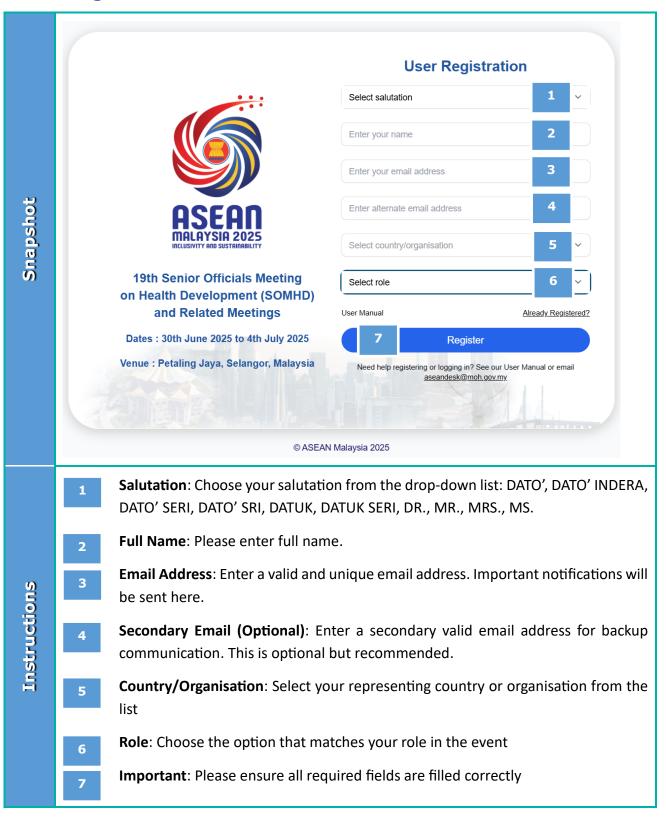


NEW USER (SELF REGISTER)

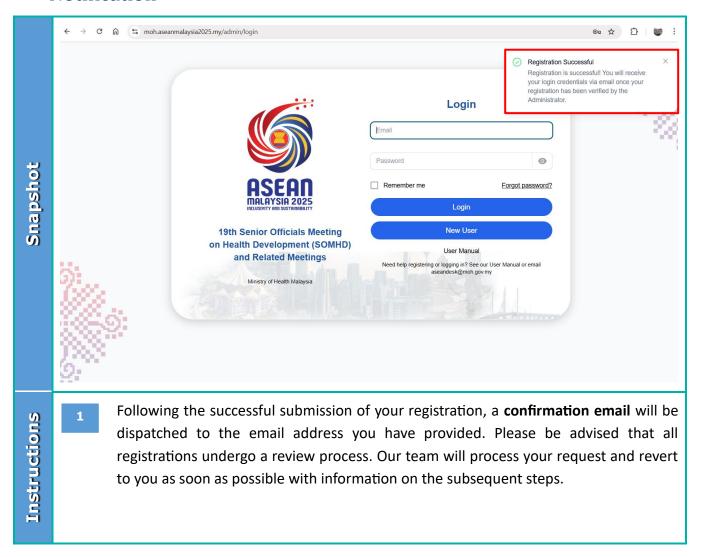
Login Page



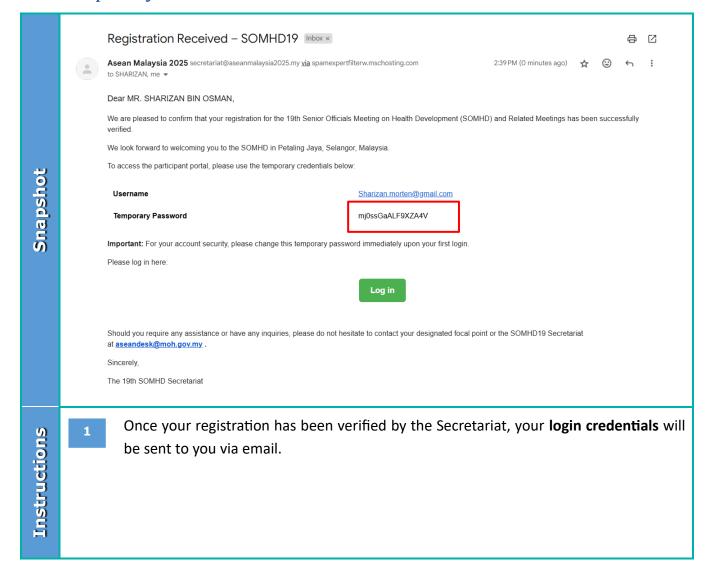
Self-Registration Form



Notification



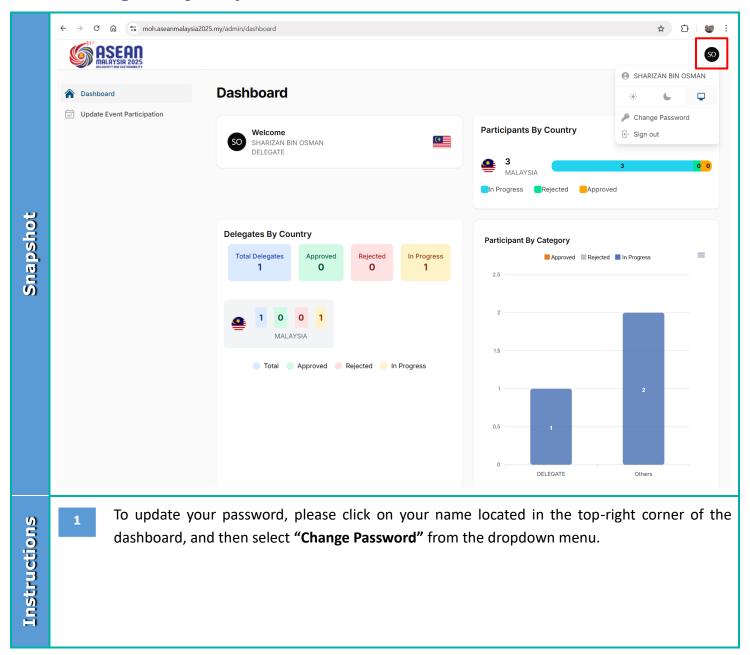
Temporary Password

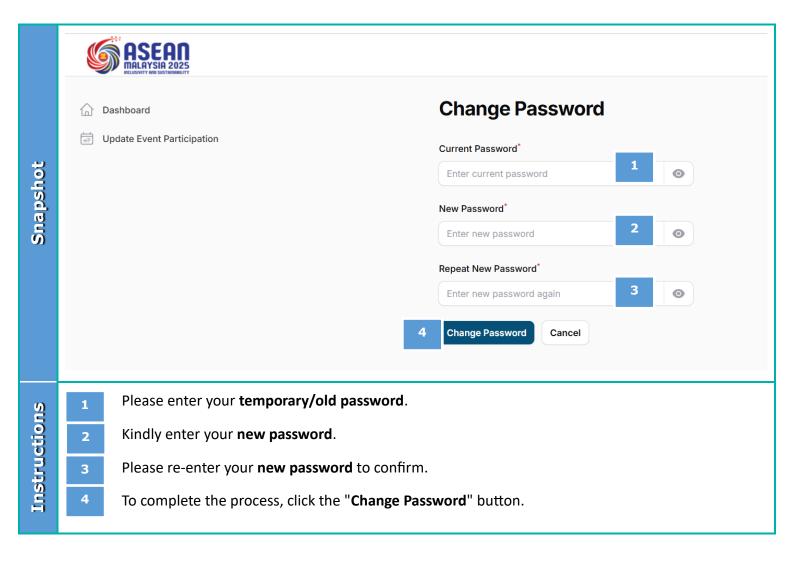




CHANGE TEMPORARY PASSWORD

Change Temporary Password

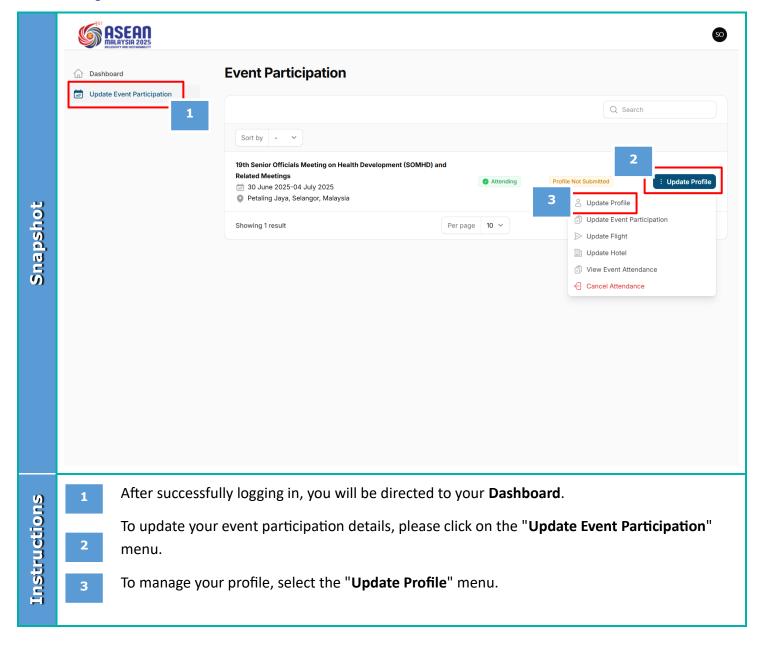


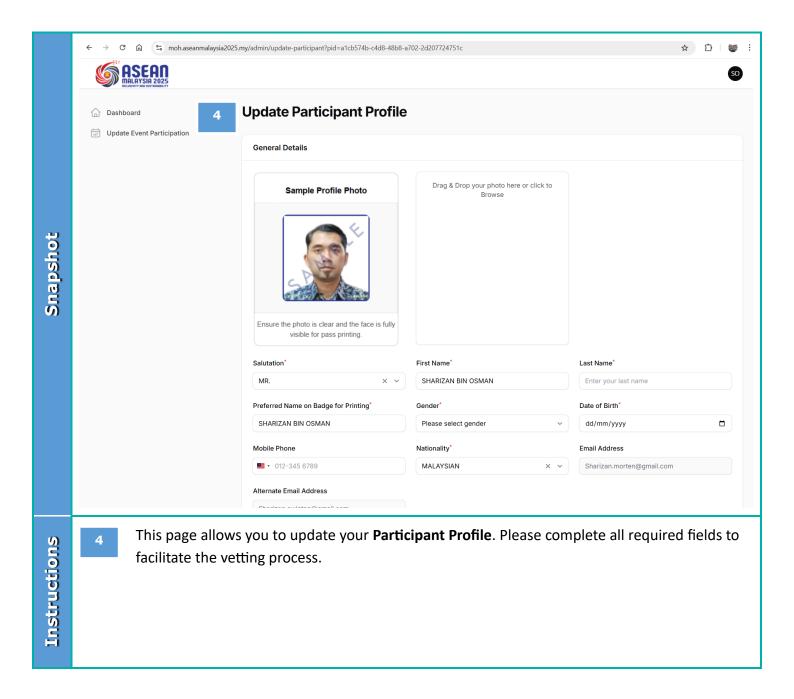


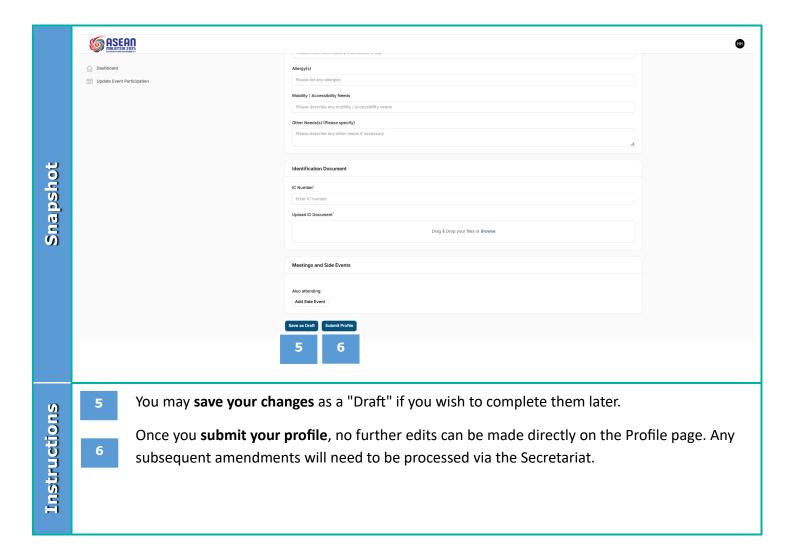


UPDATE PROFILE DETAILS

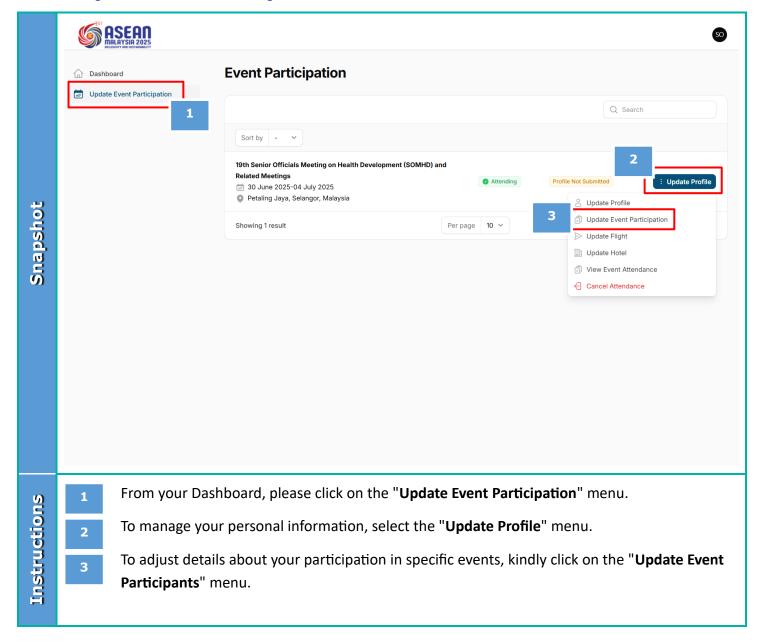
Update Profile Details

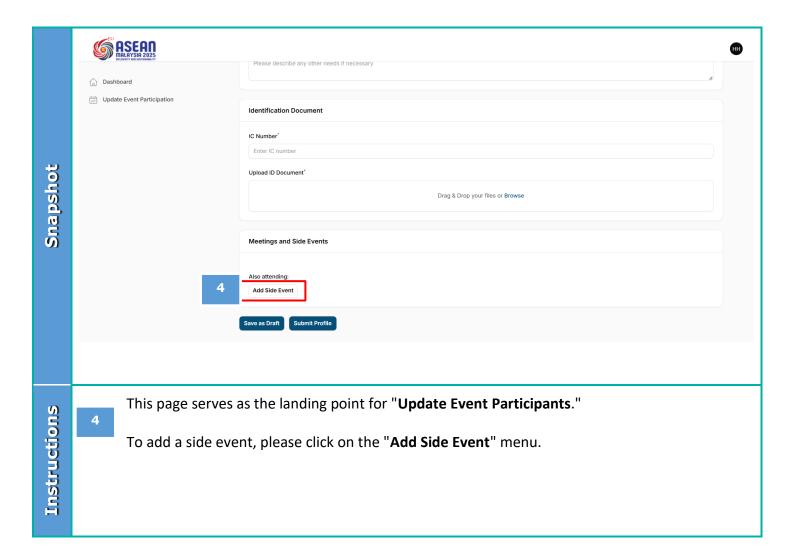


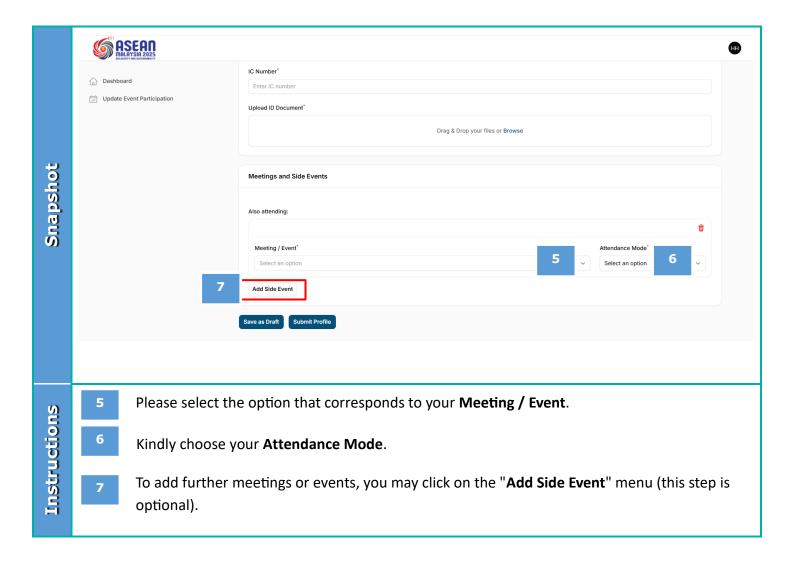




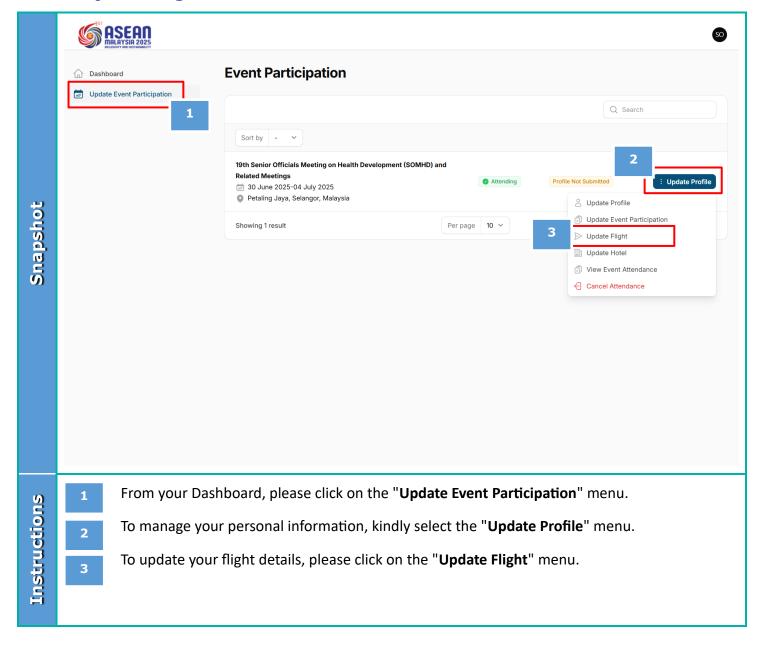
Update Event Participation

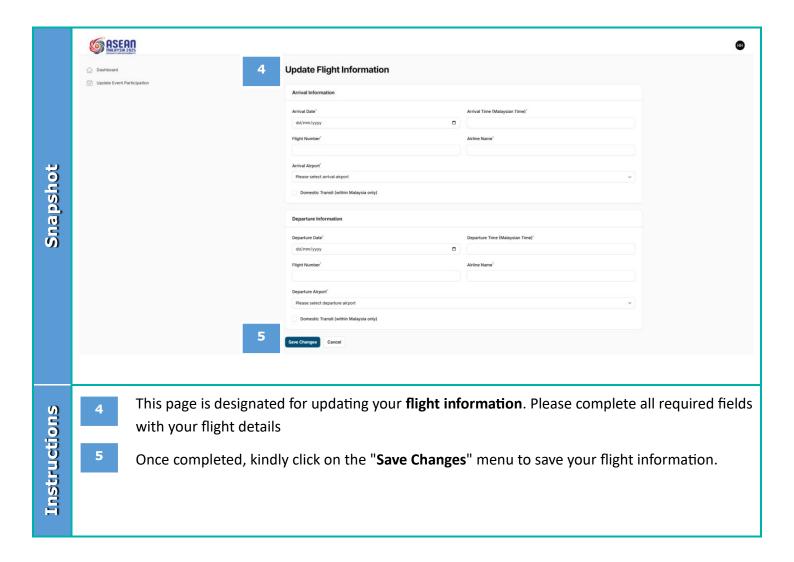




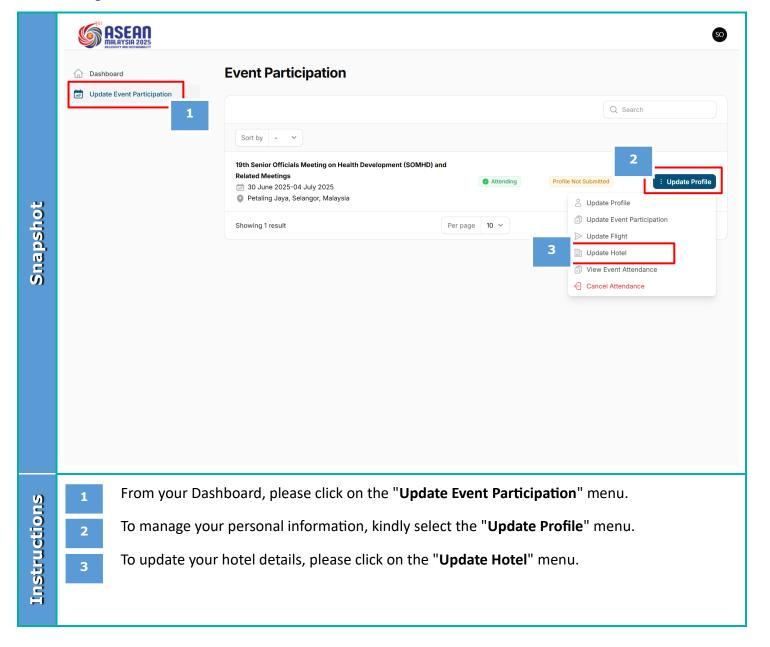


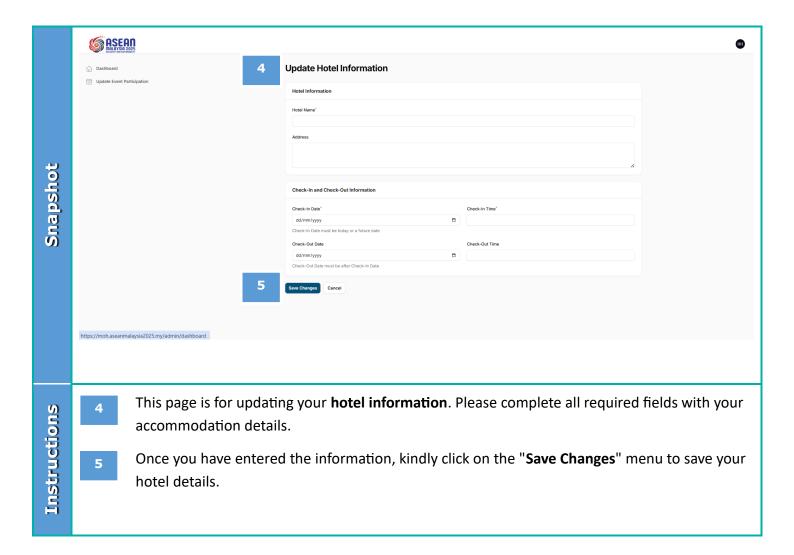
Update Flight





Update Hotel







DELEGATES' ACCREDITATION OFFICER (DAO)

DAO Jurisdiction

A **Delegates' Accreditation Officer (DAO)** is the designated focal point appointed by the ASEAN Secretariat responsible for managing users from their respective country.

Key Functions of a DAO

DAOs have the following additional functions to manage users within their country:

- 1. User Management
- 2. User Verification
- 3. Event List Management
- 4. Participants List Oversight

DAO Responsibilities

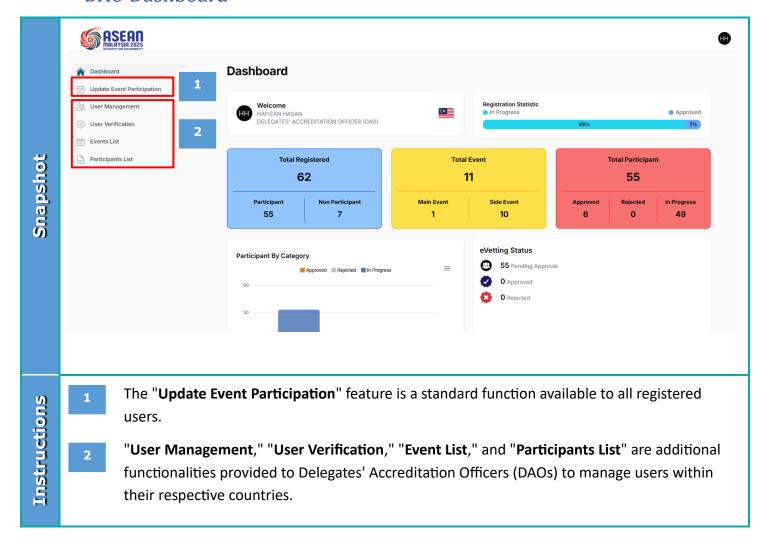
A DAO is authorised to:

- 1. Register new users.
- 2. Edit existing user information.
- 3. Verify user accounts.
- 4. Add participants to the event list.
- 5. Update user profiles, including flight and hotel details, within the participants list.
- 6. Review the list of side events and the users registered for each.
- 7. Check the overall user list to identify any incomplete profiles, unsubmitted profiles, or those awaiting e-vetting approval.

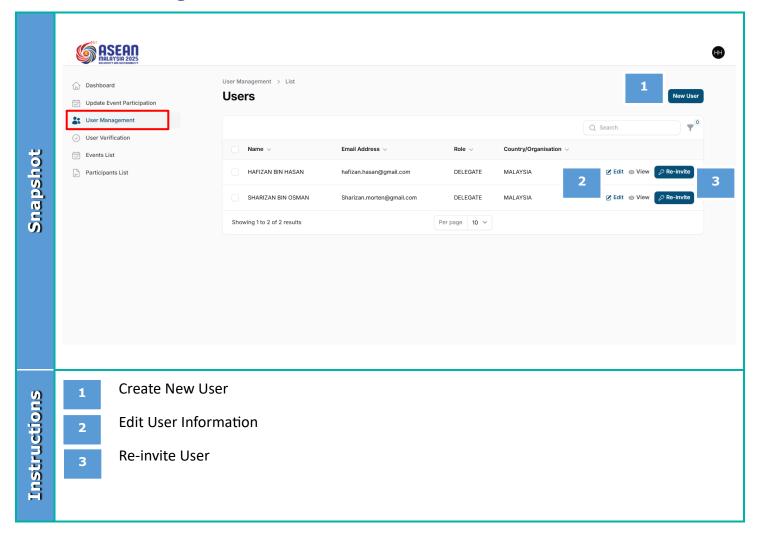
Important Notes for DAOs

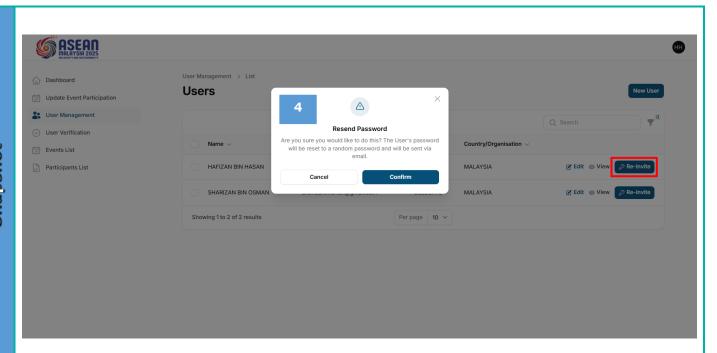
- 1. DAOs must invite the users they registered to the main event to enable those users to update their profiles. Users who self-registered are exempt from this requirement and may update their profiles immediately without a DAO invitation.
- 2. Once a user's profile has been submitted, direct modifications by either the user or the DAO are not permitted. All subsequent changes must be formally requested through the Secretariat.

DAO Dashboard



User Management

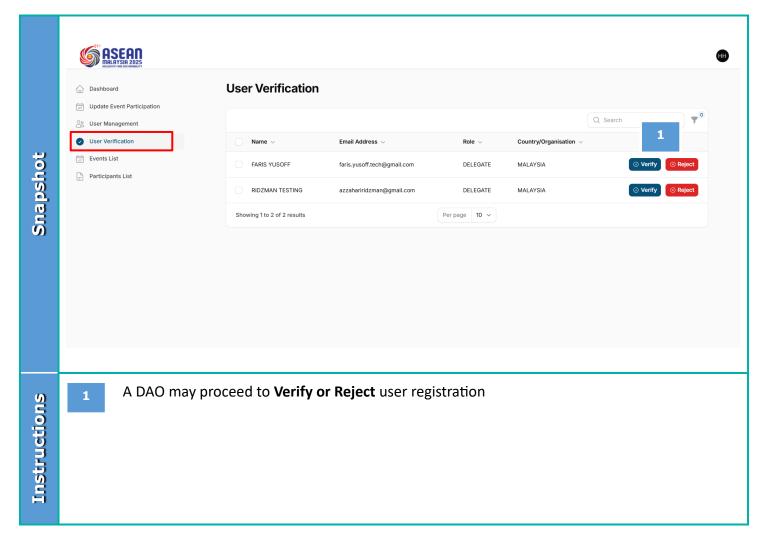




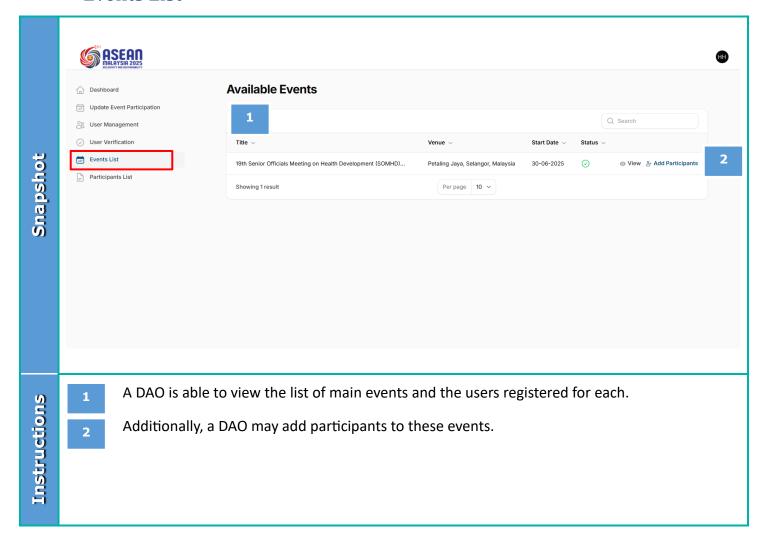
When the "**Re-invite user**" button is clicked, the system will automatically reset the user's password to a randomly generated one and send it to them via email.

This function enables the DAO to reset a user's password directly, thereby eliminating the need for the user to utilise the "Forgot Password?" option.

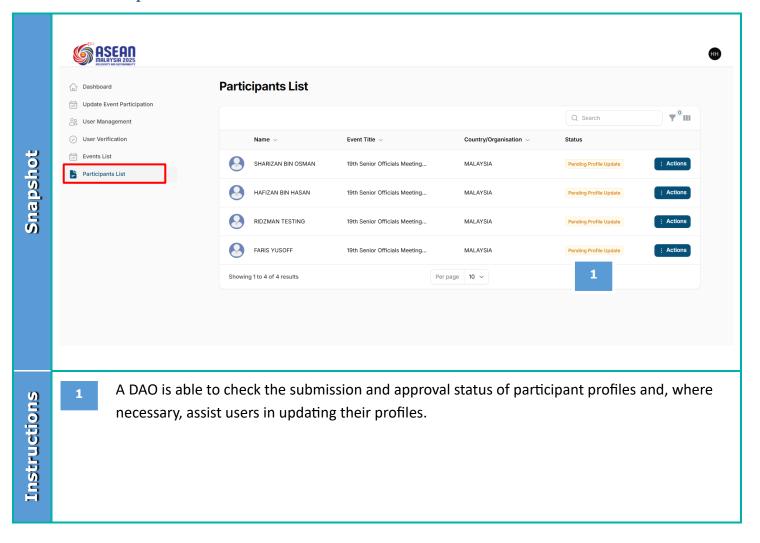
User Verification



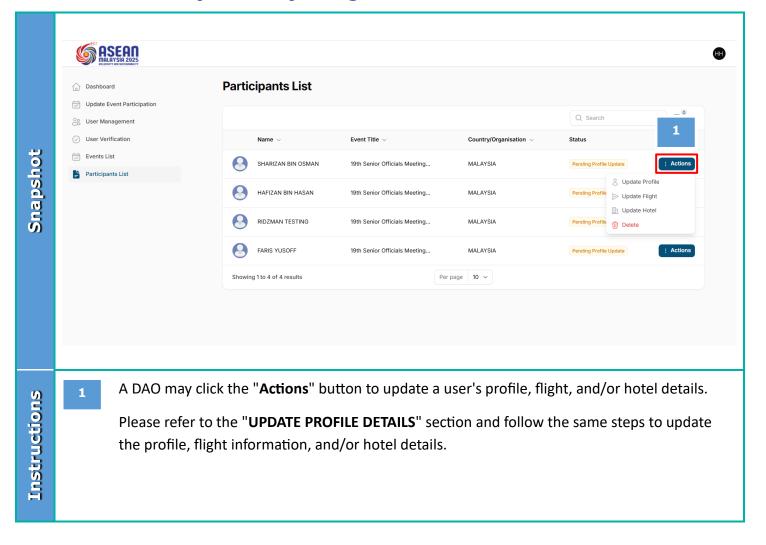
Events List



Participants List



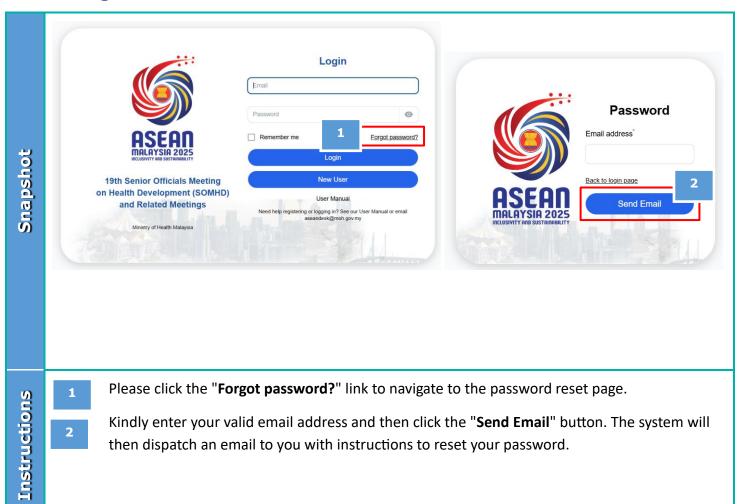
Assist Participants in Updating Their Profile





FORGOT PASSWORD

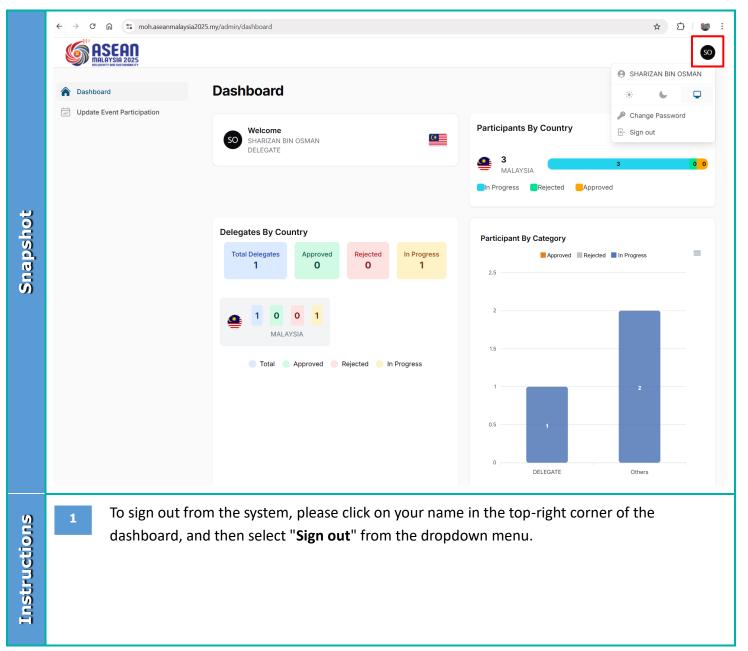
Forgot Password





SIGN OUT

Sign Out





Cerima Kasih

Thank You