



USER MANUAL

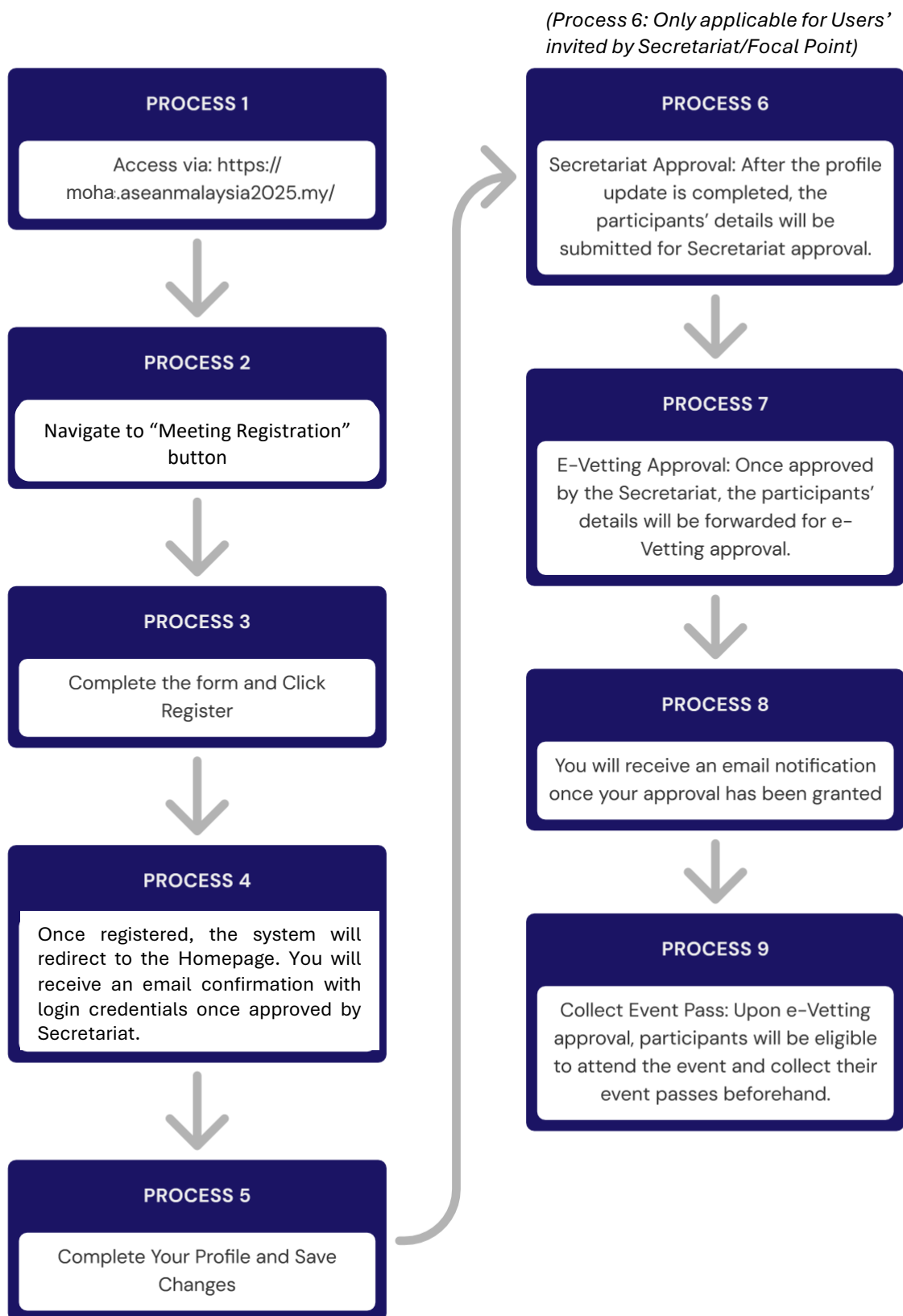
ASEAN MALAYSIA 2025



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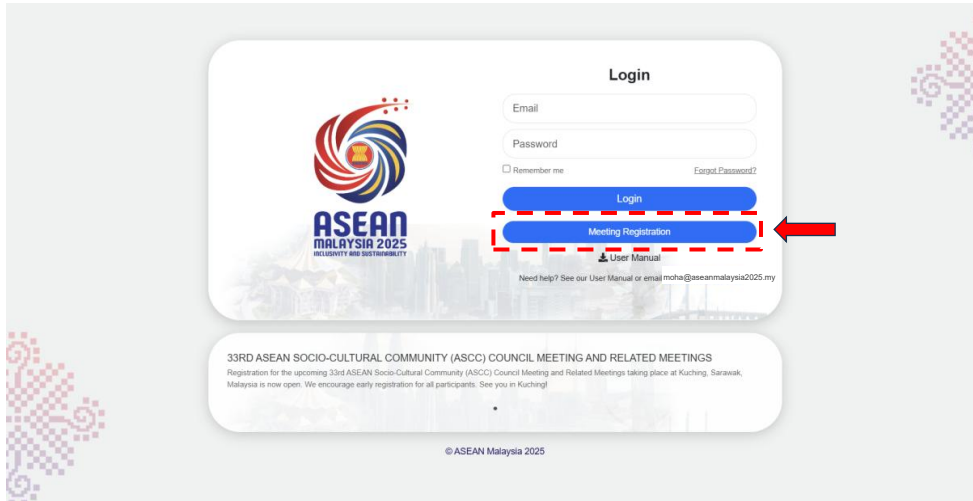
Participant Registration Process Flow



1. Login Into The System

Login Into The System

Get started by securely logging into the portal



Login

Email

Password

☐ Remember me [Forgot Password?](#)

Login

Meeting Registration

[User Manual](#)

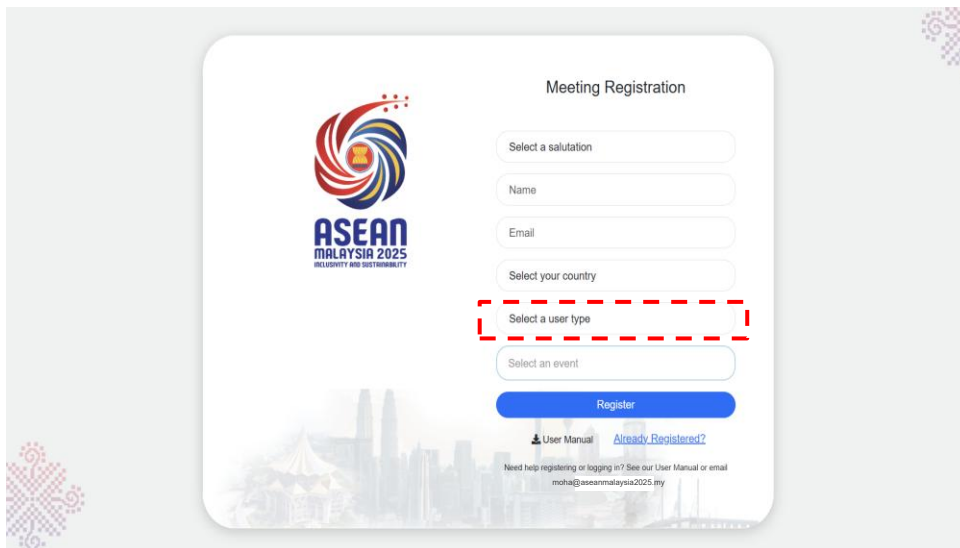
Need help? See our User Manual or email moha@aseanmalaysia2025.my

33RD ASEAN SOCIO-CULTURAL COMMUNITY (ASCC) COUNCIL MEETING AND RELATED MEETINGS
Registration for the upcoming 33rd ASEAN Socio-Cultural Community (ASCC) Council Meeting and Related Meetings taking place at Kuching, Sarawak, Malaysia is now open. We encourage early registration for all participants. See you in Kuching!

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STEP 1

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



Meeting Registration

Select a salutation

Name

Email

Select your country

Select a user type

Select an event

Register

[User Manual](#) [Already Registered?](#)

Need help registering or logging in? See our User Manual or email moha@aseanmalaysia2025.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.

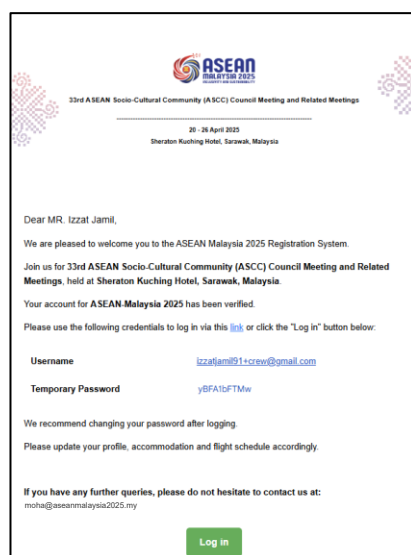
Login Into The System

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.



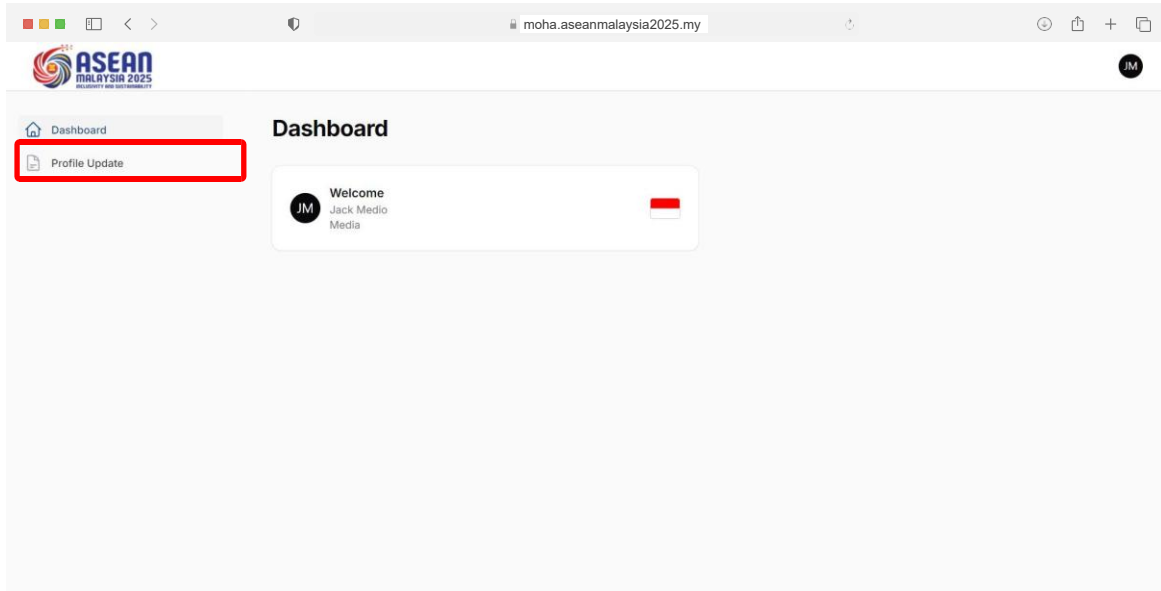
STEP 4

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



STEP 1

Navigate to the "Profile Update" menu.

A screenshot of the 'Profile Update' page in the ASEA Malaysia 2025 system. The browser address bar shows 'moha.aseanmalaysia2025.my'. The left sidebar contains a list of menu items: 'Dashboard', 'Participant', 'Event List', 'Participant List', and 'Pass Collection'. The main content area is titled 'Profile Update' and contains a 'General Details' section. This section includes a 'Sample Profile Photo' placeholder with a photo of a man and a 'Profile Photo Upload' area with a 'Drag & Drop your files or Browse' button. Below the photo area are several form fields: 'Salutation*' (a dropdown menu with 'Select an option'), 'First Name*' (containing 'Joseph H'), 'Last Name*' (empty), 'Preferred Name on Badge*' (empty), 'Gender*' (a dropdown menu with 'Select an option'), and 'Date of Birth*' (empty). Each field is marked with an asterisk to indicate it is required.

STEP 2

Fill the required field for vetting process.

Update Profile Details Effortlessly

Easily keep participant information up to date

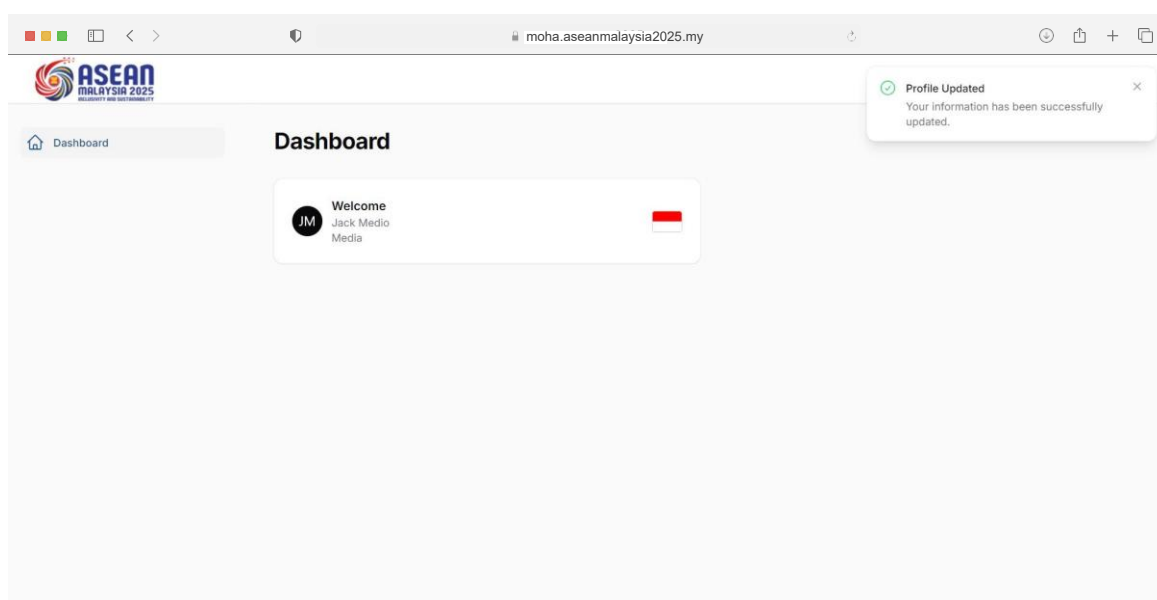
The screenshot shows a web browser window with the URL `moha.aseanmalaysia2025.my`. The page features the ASEAN Malaysia 2025 logo and a sidebar with 'Dashboard' and 'Profile Update' options. The 'Profile Update' form contains the following fields:

- 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 a 'Drag & Drop your files or Browse' button.
- Letter of Acknowledgment & List of Media Equipment Brought***: A file upload area with a 'Drag & Drop your files or Browse' button.

STEP 3

Click the Save Changes button to save the updated information.

NOTES: Once profile submitted, the profile can not be changed.



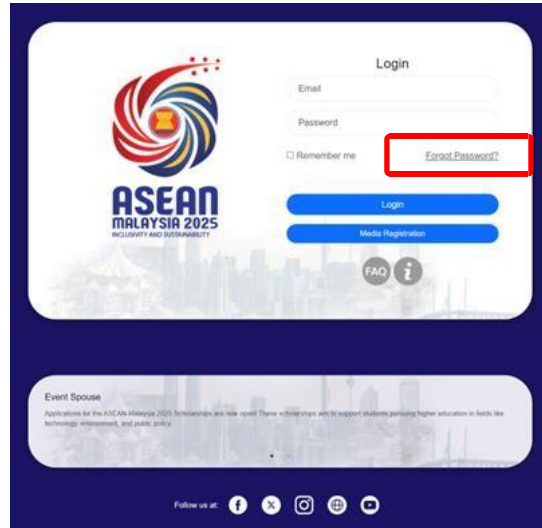
STEP 4

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?

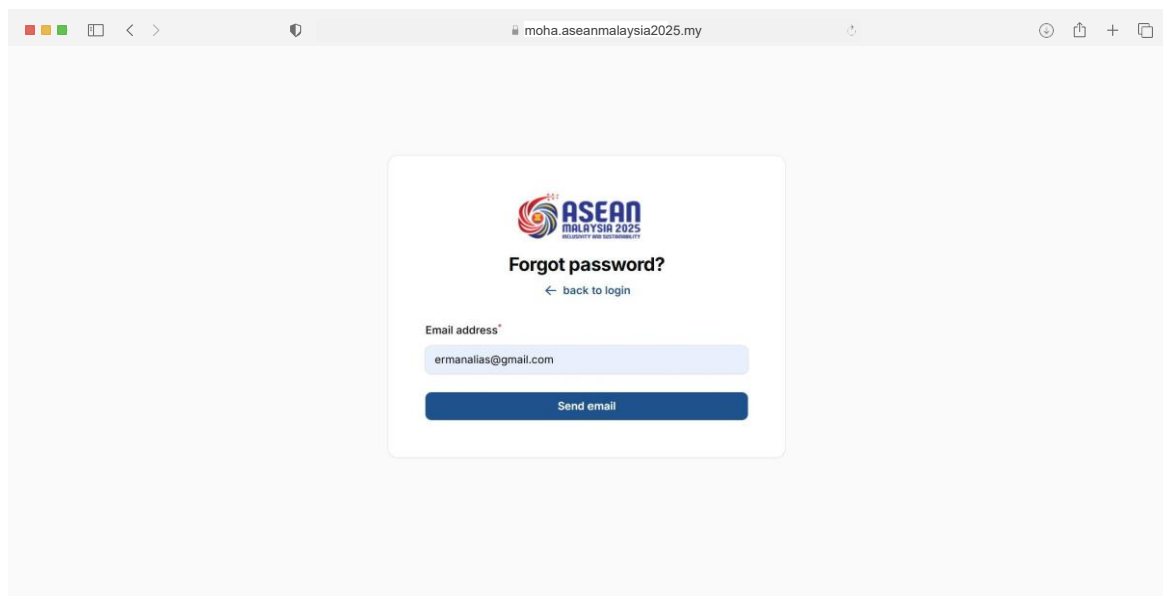
Forgot Your Password?

Securely reset your password with these easy steps



STEP 1

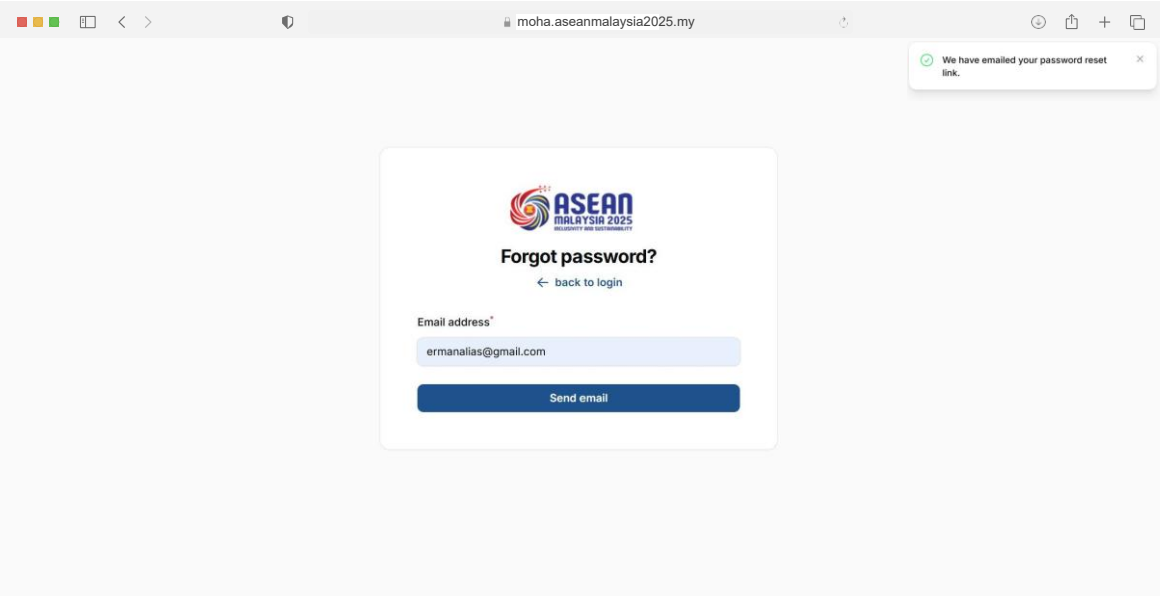
Click on the “Forgot Password?” button and you will be redirected accordingly.



STEP 2

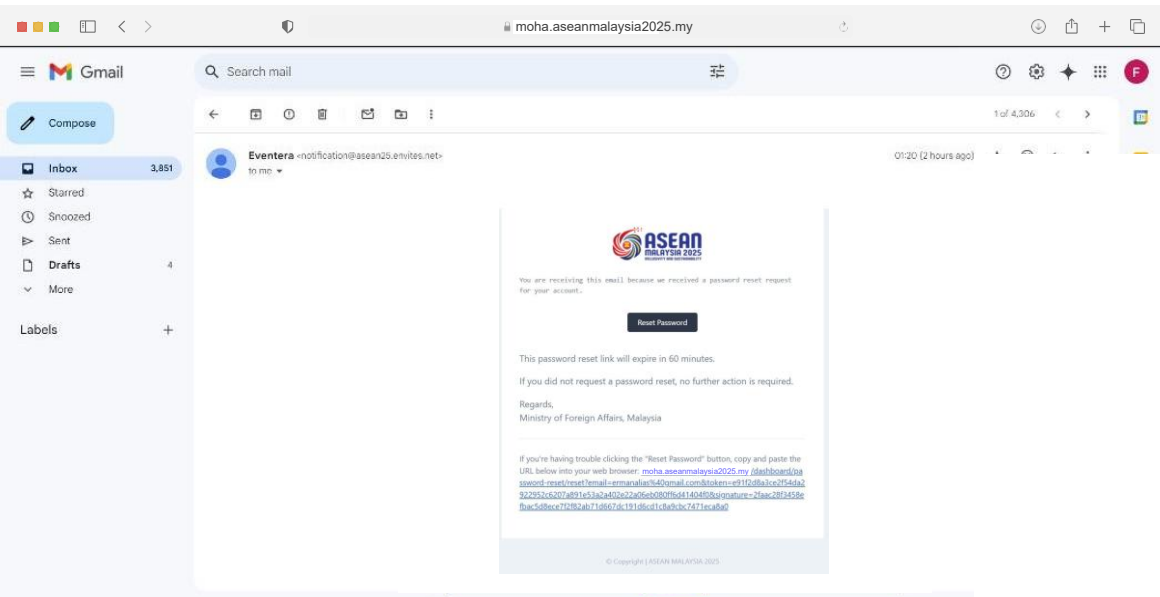
Once in this screen, please enter your valid email.

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.

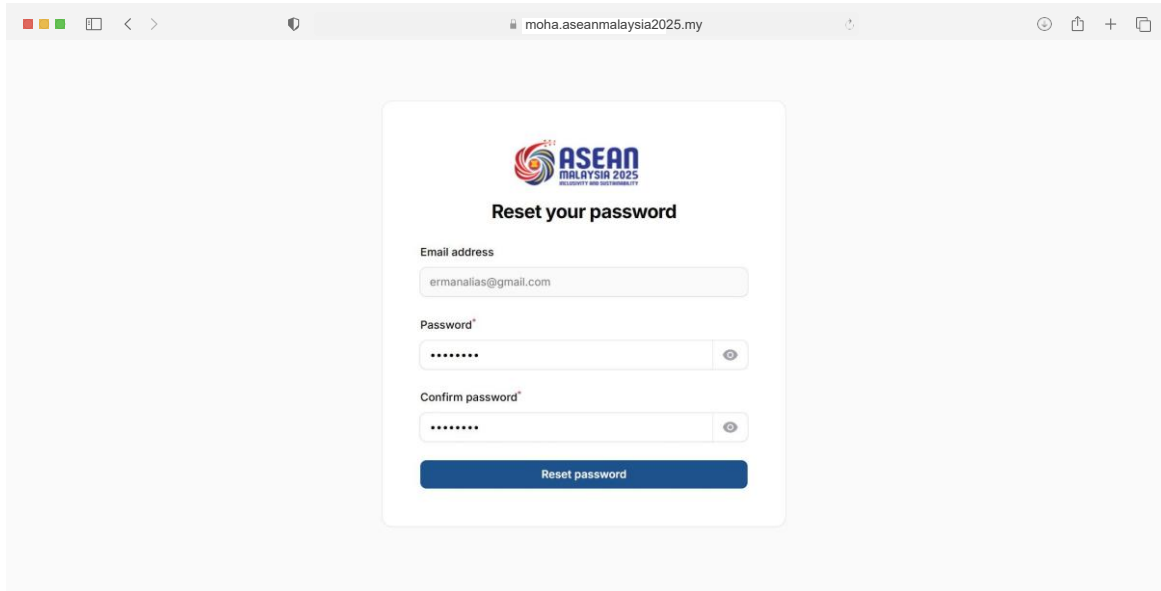


STEP 4

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

Forgot Your Password?

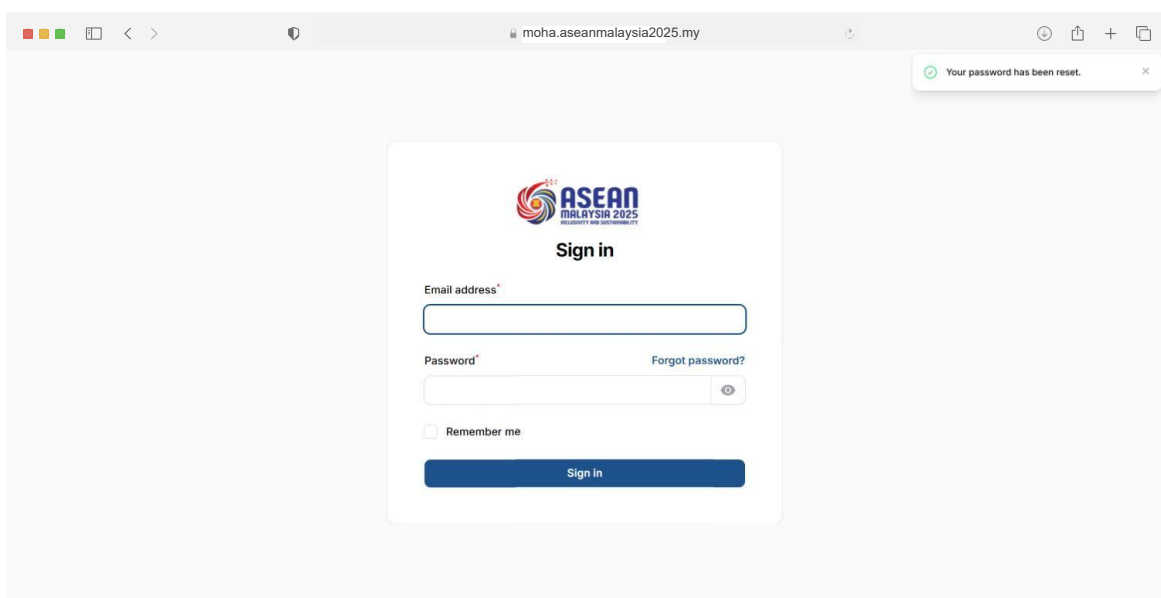
Securely reset your password with these easy steps



The screenshot shows a web browser window with the URL `moha.aseanmalaysia2025.my`. The page displays the 'Reset your password' form. At the top of the form is the ASEAN Malaysia 2025 logo. Below the logo, the title 'Reset your password' is centered. The form contains three input fields: 'Email address' with the value 'ermanalias@gmail.com', 'Password*' with masked characters, and 'Confirm password*' also with masked characters. Each password field has a toggle icon to show or hide the password. At the bottom of the form is a blue button labeled '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.



The screenshot shows the same web browser window, but the form is now the 'Sign in' page. A green notification banner at the top right of the page reads 'Your password has been reset.' The 'Sign in' form features the ASEAN Malaysia 2025 logo and the title 'Sign in'. It includes an 'Email address*' input field, a 'Password*' input field with a 'Forgot password?' link to its right, and a 'Remember me' checkbox. A blue 'Sign in' button is at the bottom of the form.

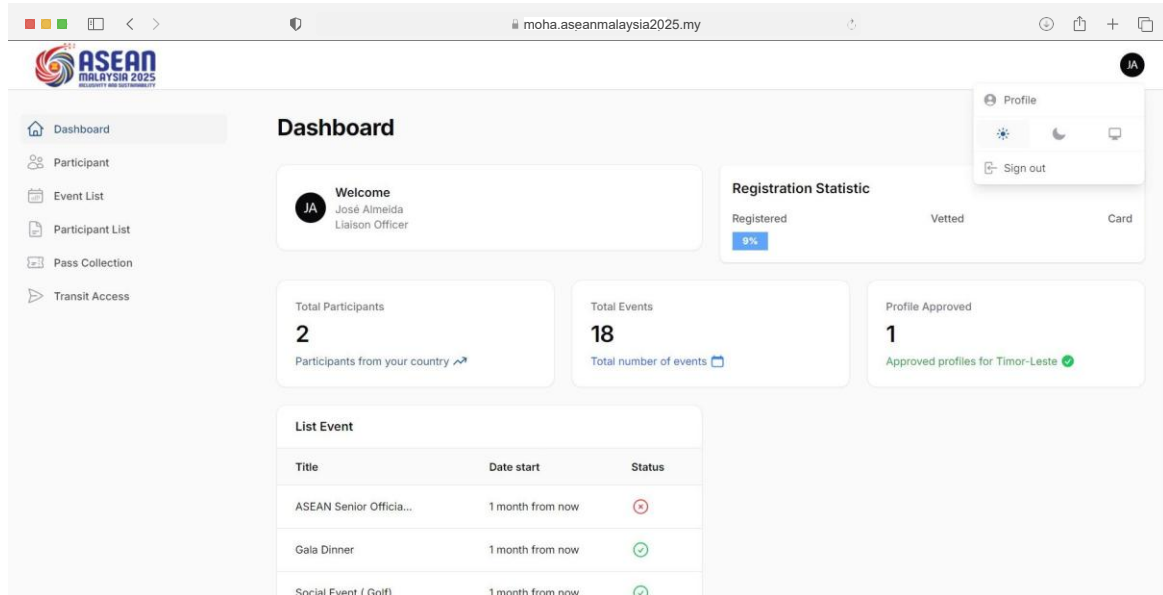
STEP 6

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

4. Sign Out from The System

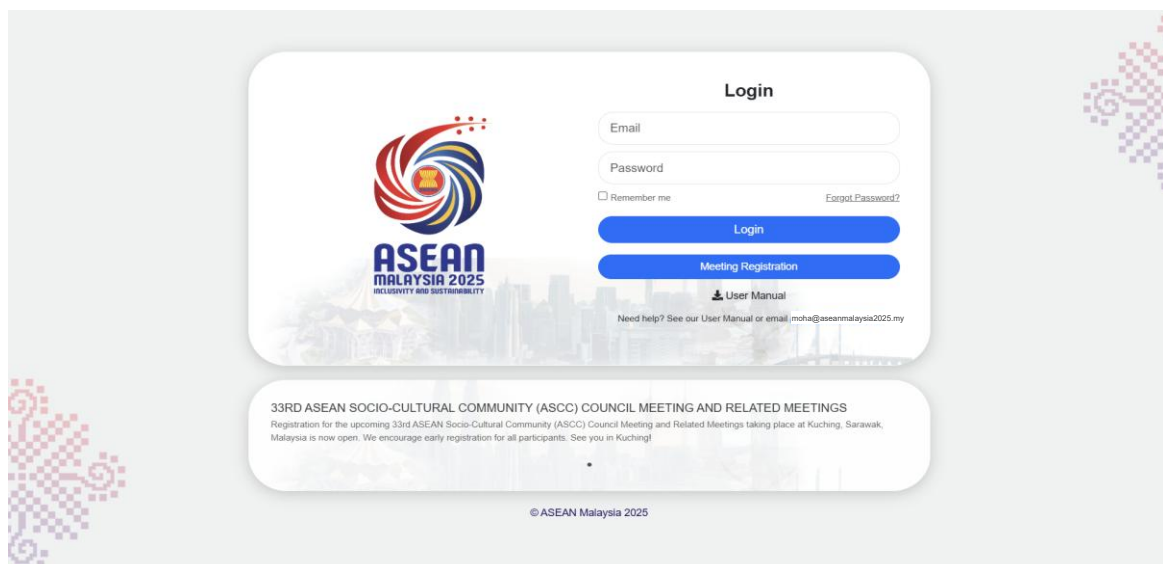
Sign Out from The System

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