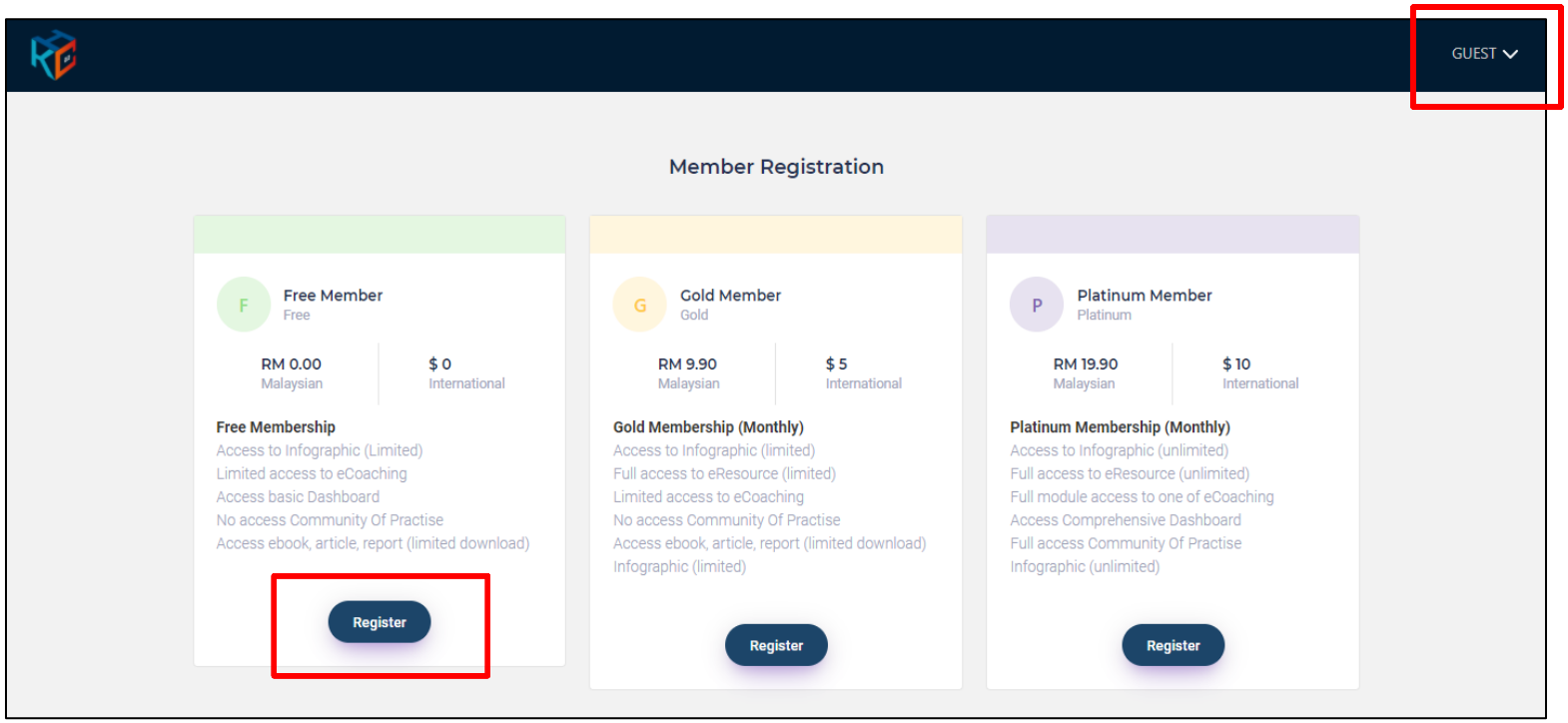
1. Registration for HKC Free Member – Sign Up

a. Action by : Participant

b. Instruction : Click GUEST, choose sign up and click register button for free membership.

c. Expected Result :



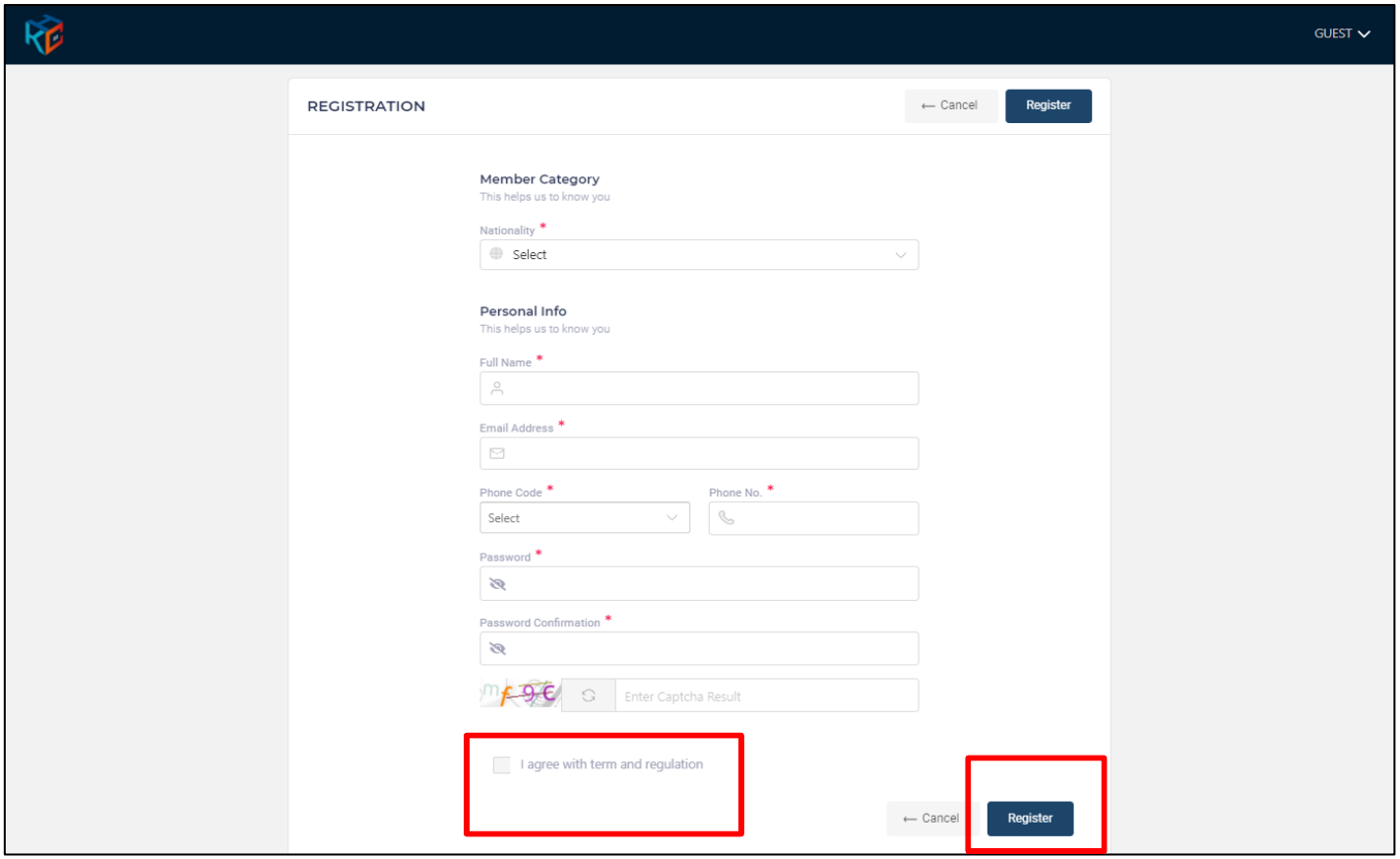
2. Registration Form

a. Action by : Participant

b. Instruction : Fill up the form

- Fill up all the required information and enter captcha
- Tick the box of agree with term and regulation
- Click register button

c. Expected Result :

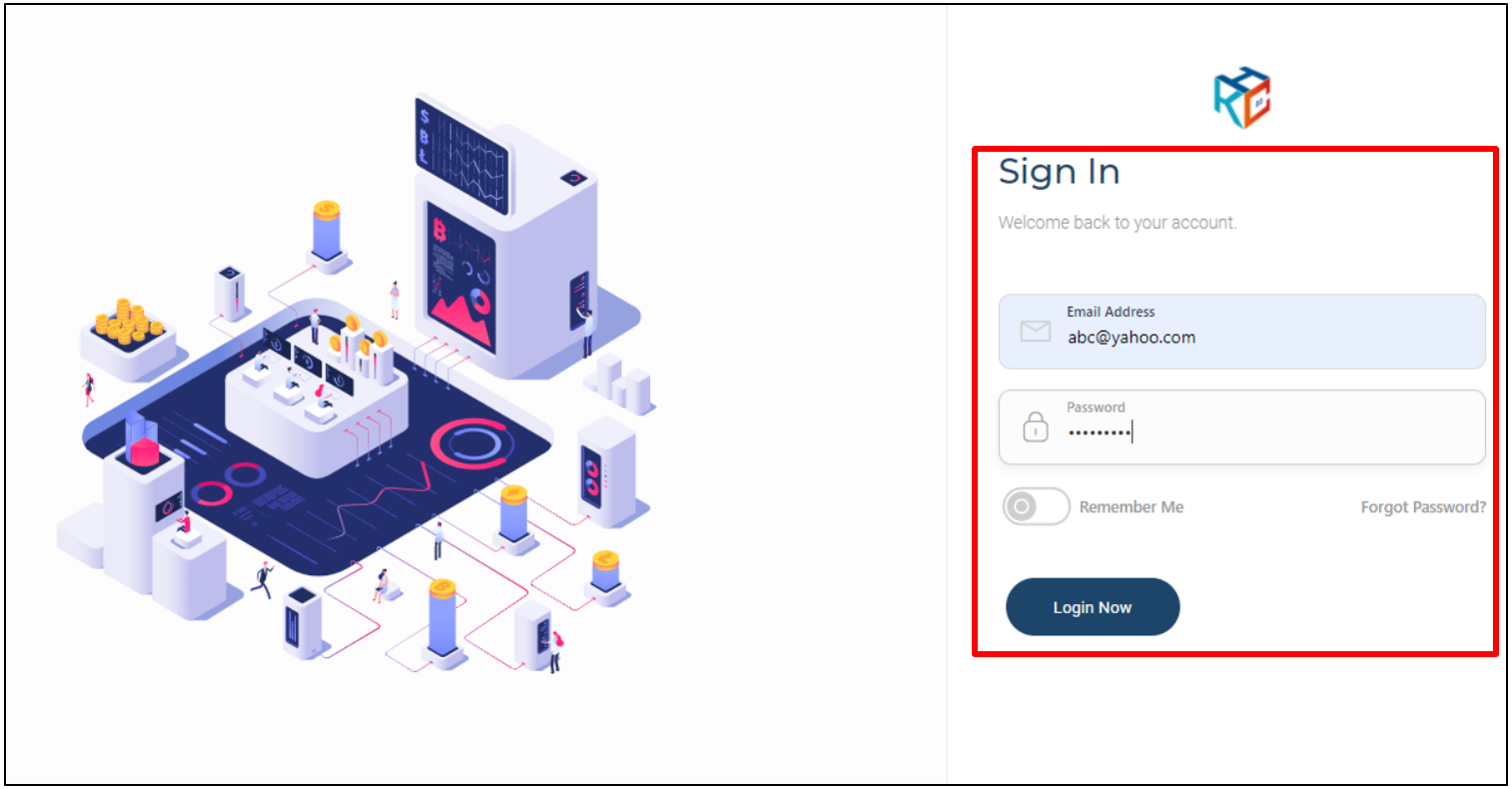


3. Activation HKC Account

a. Action by : Participant

b. Instruction : Received HKC account activation email, please click the link to activate your HKC account and Log in to activate

c. Expected Result :

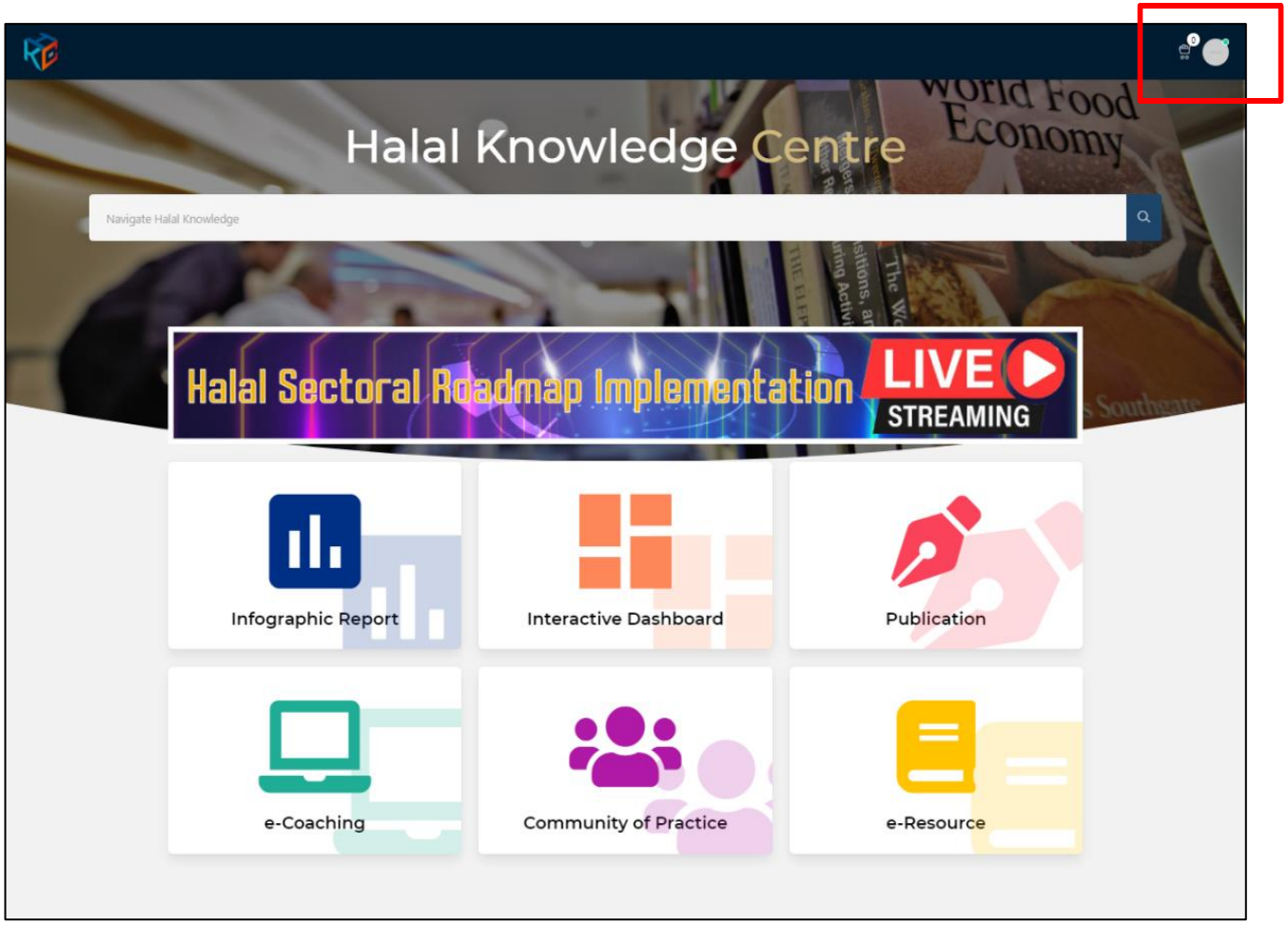


4. Successful HKC Account Activation

a. Action by : Participant

b. Expected Result :

- Main page appear
- Member may browse profile on top-right

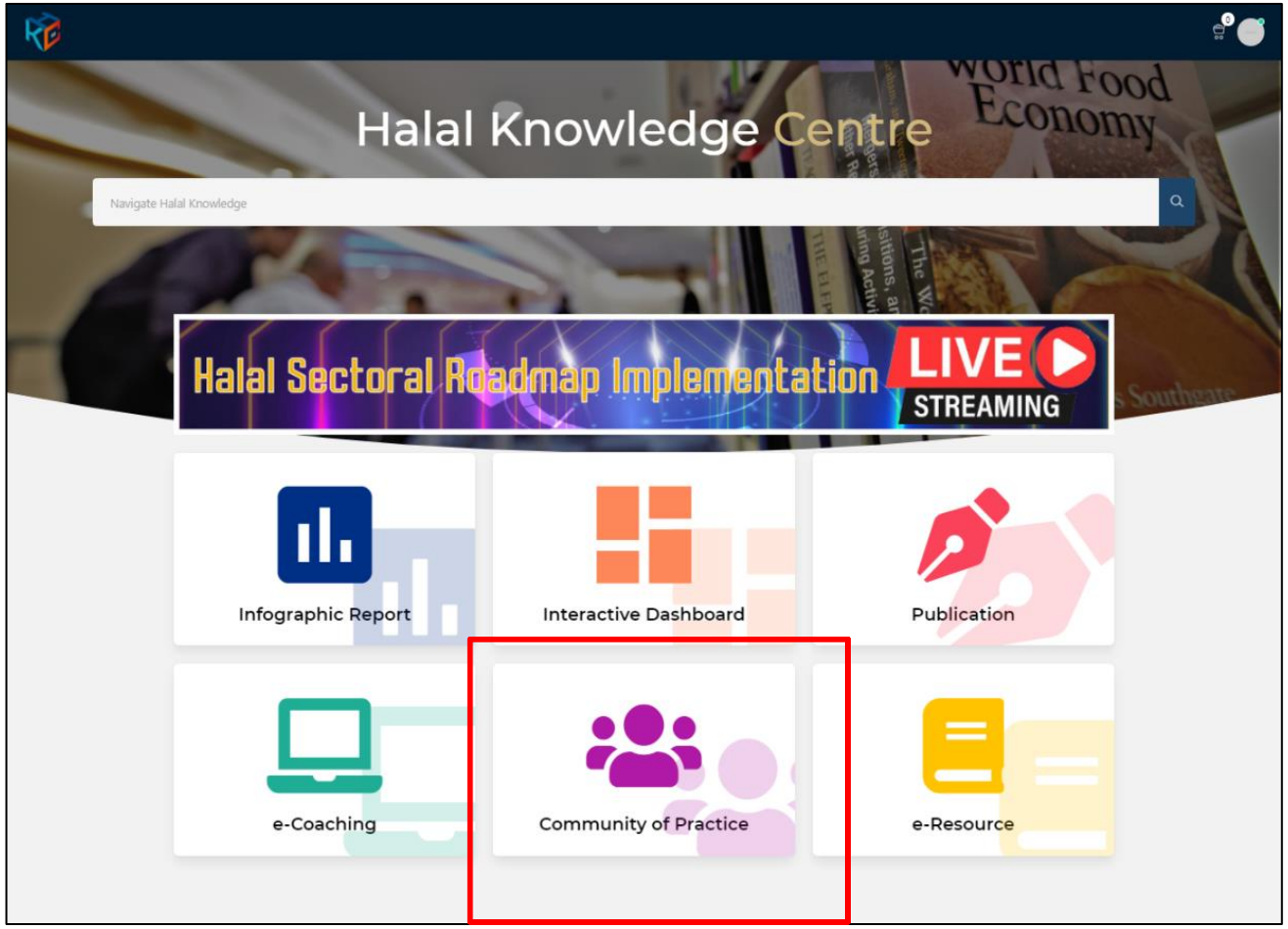


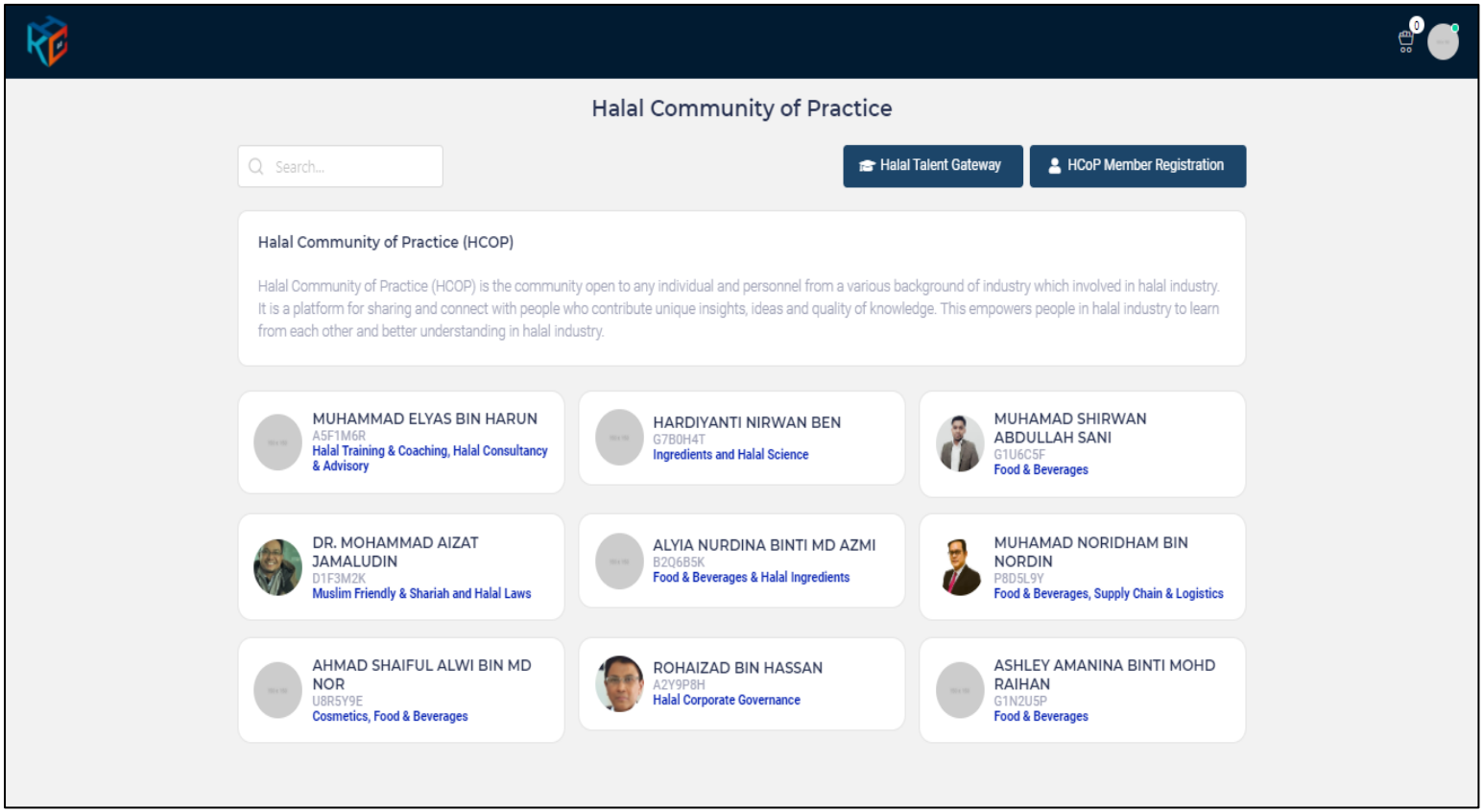
5. Access to Halal Community of Practice (HCoP)

a. Action by : Participant

b. Instruction : Click at **Community of Practice Module**

c. Expected Result :



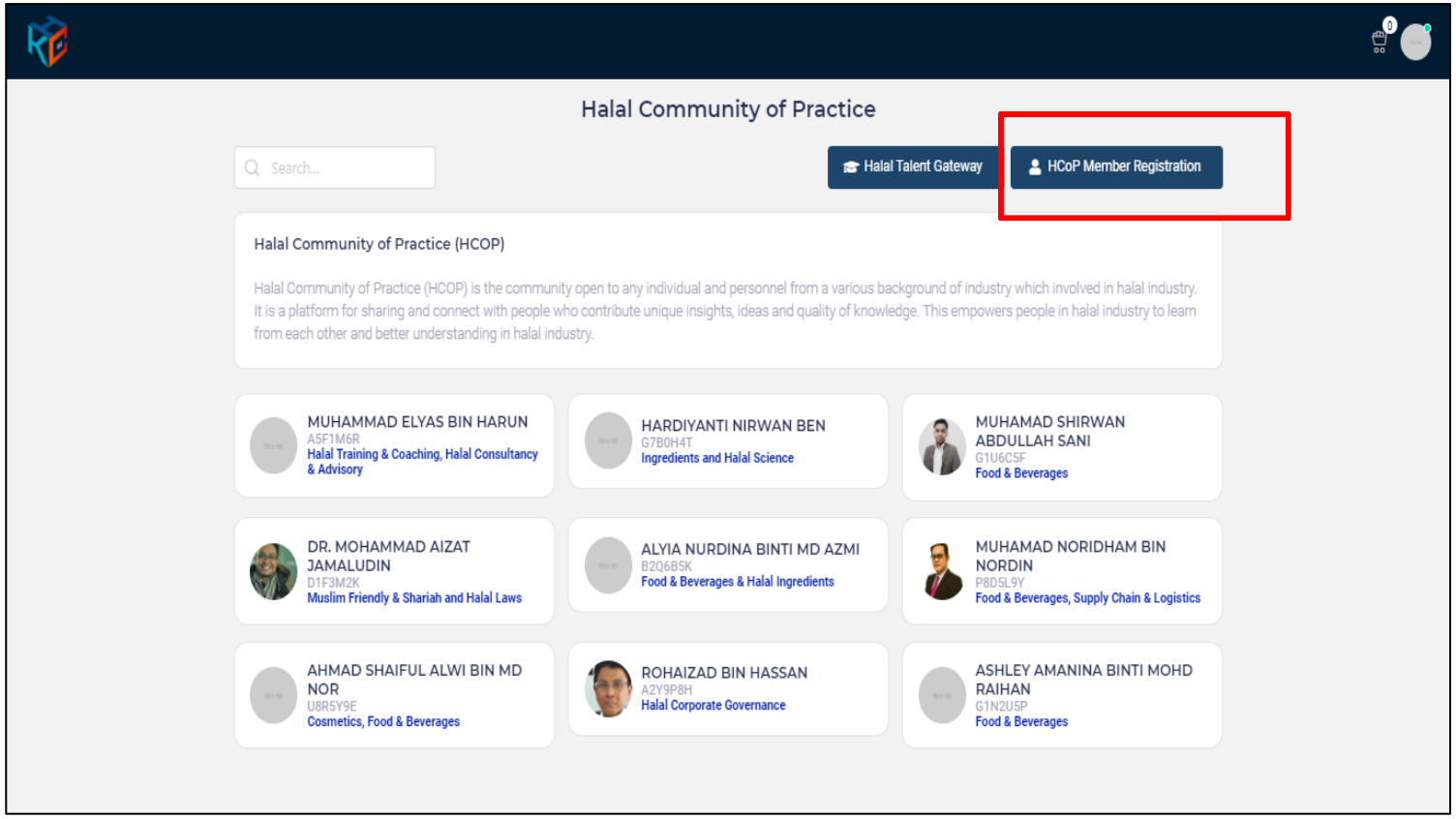

Halal Community of Practice
Search...
Halal Talent Gateway
HCoP Member Registration
Halal Community of Practice (HCOP)
Halal Community of Practice (HCOP) is the community open to any individual and personnel from a various background of industry which involved in halal industry. It is a platform for sharing and connect with people who contribute unique insights, ideas and quality of knowledge. This empowers people in halal industry to learn from each other and better understanding in halal industry.
MUHAMMAD ELYAS BIN HARUN
A5F1M6R
Halal Training & Coaching, Halal Consultancy & Advisory
HARDIYANTI NIRWAN BEN
G7B0H4T
Ingredients and Halal Science
MUHAMAD SHIRWAN ABDULLAH SANI
G1U6C5F
Food & Beverages
DR. MOHAMMAD AIZAT JAMALUDIN
D1F3M2K
Muslim Friendly & Shariah and Halal Laws
ALYIA NURDINA BINTI MD AZMI
B2Q6B5K
Food & Beverages & Halal Ingredients
MUHAMAD NORIDHAM BIN NORDIN
P8D5L9Y
Food & Beverages, Supply Chain & Logistics
AHMAD SHAIFUL ALWI BIN MD NOR
U8R5Y9E
Cosmetics, Food & Beverages
ROHAIZAD BIN HASSAN
A2Y9P8H
Halal Corporate Governance
ASHLEY AMANINA BINTI MOHD RAIHAN
G1N2U5P
Food & Beverages

6. Registration for HCoP Member

a. Action by : Participant

b. Instruction : Click HCoP Member Registration button

c. Expected Result :

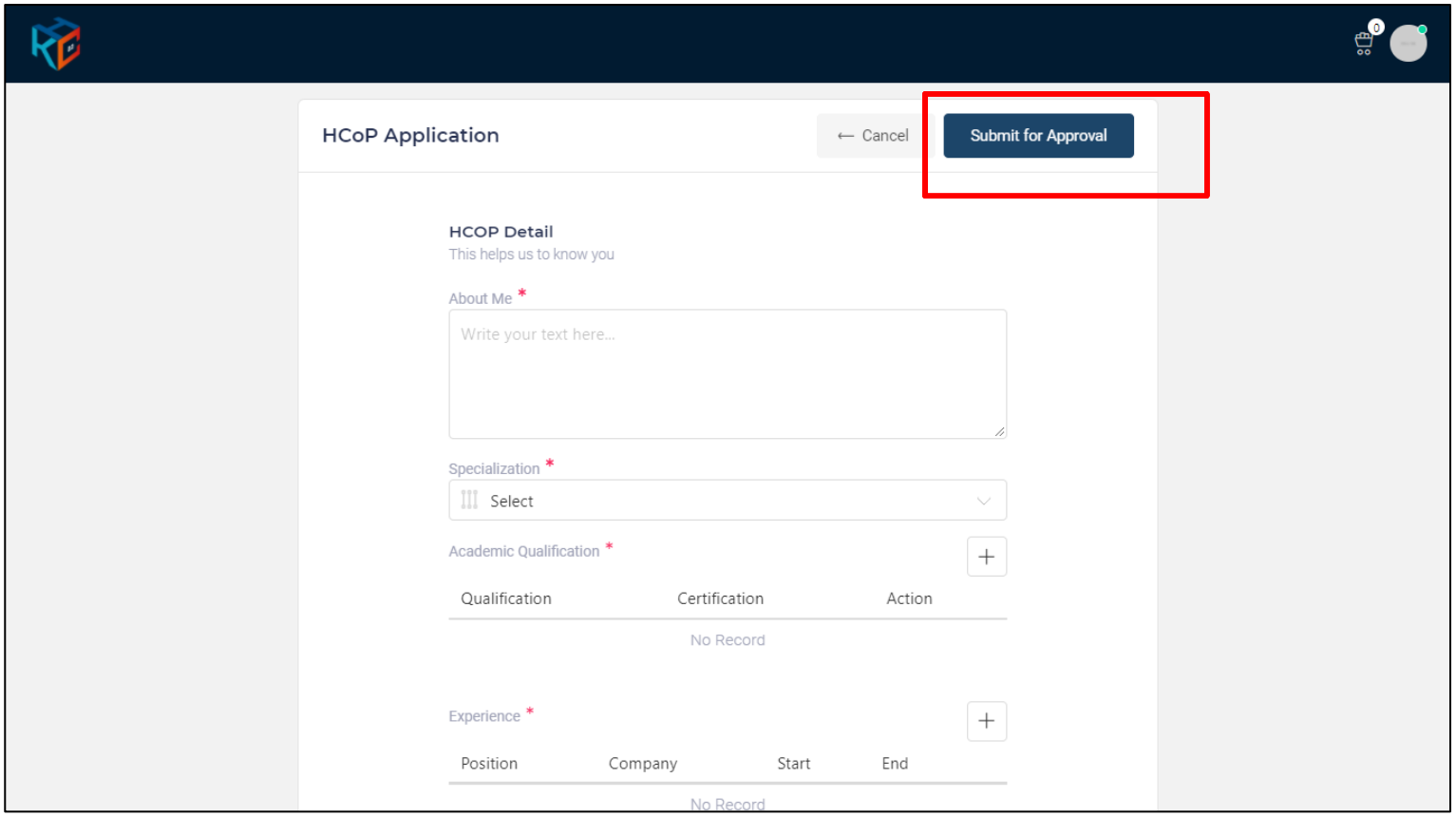


7. Registration Form

a. Action by : Participant

b. Instruction : Fill up the form and clicks submit for approval button.
Please note that for success application, member will receive email notification after the application has been approved.

c. Expected Result :



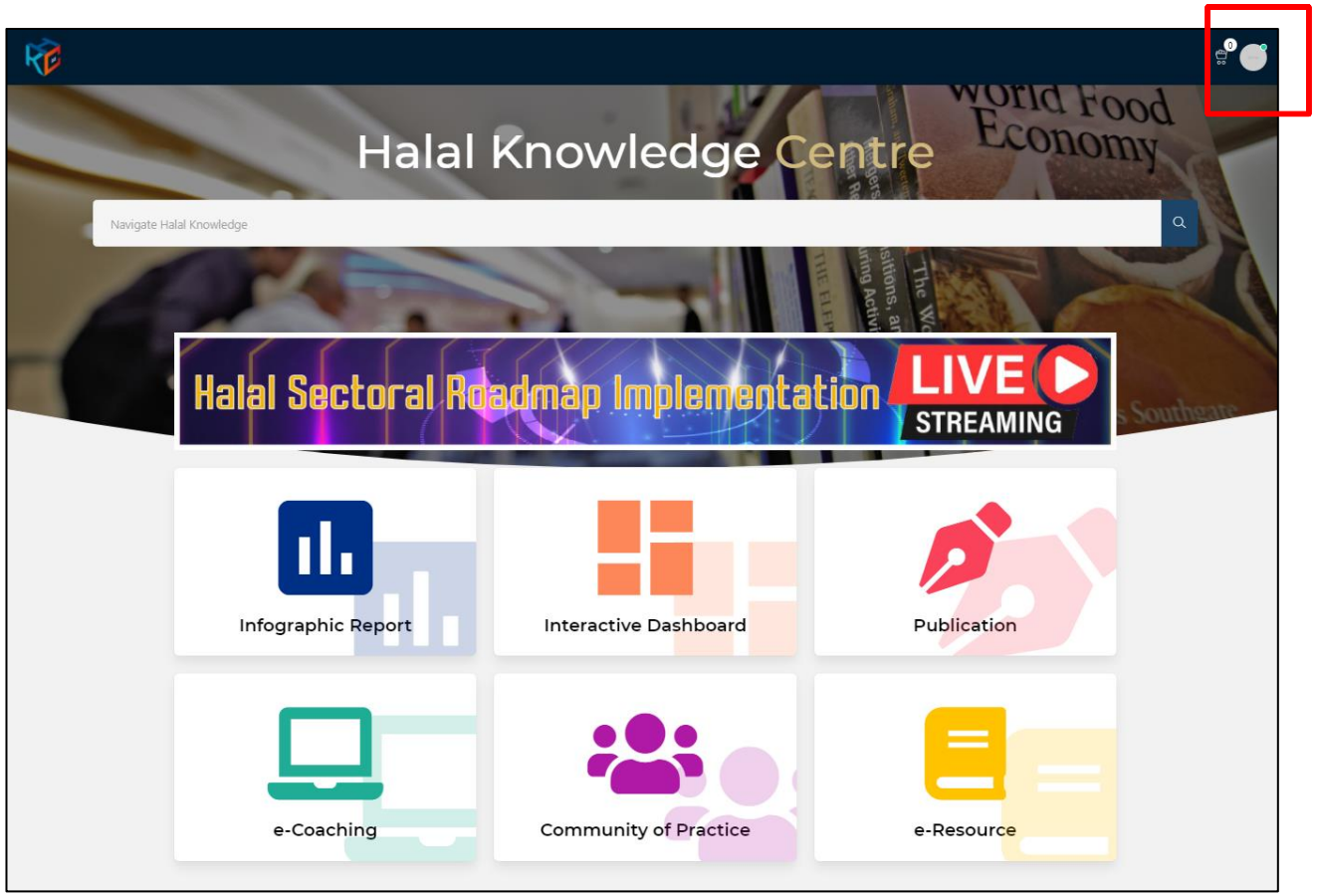
8. HCoP Membership Details

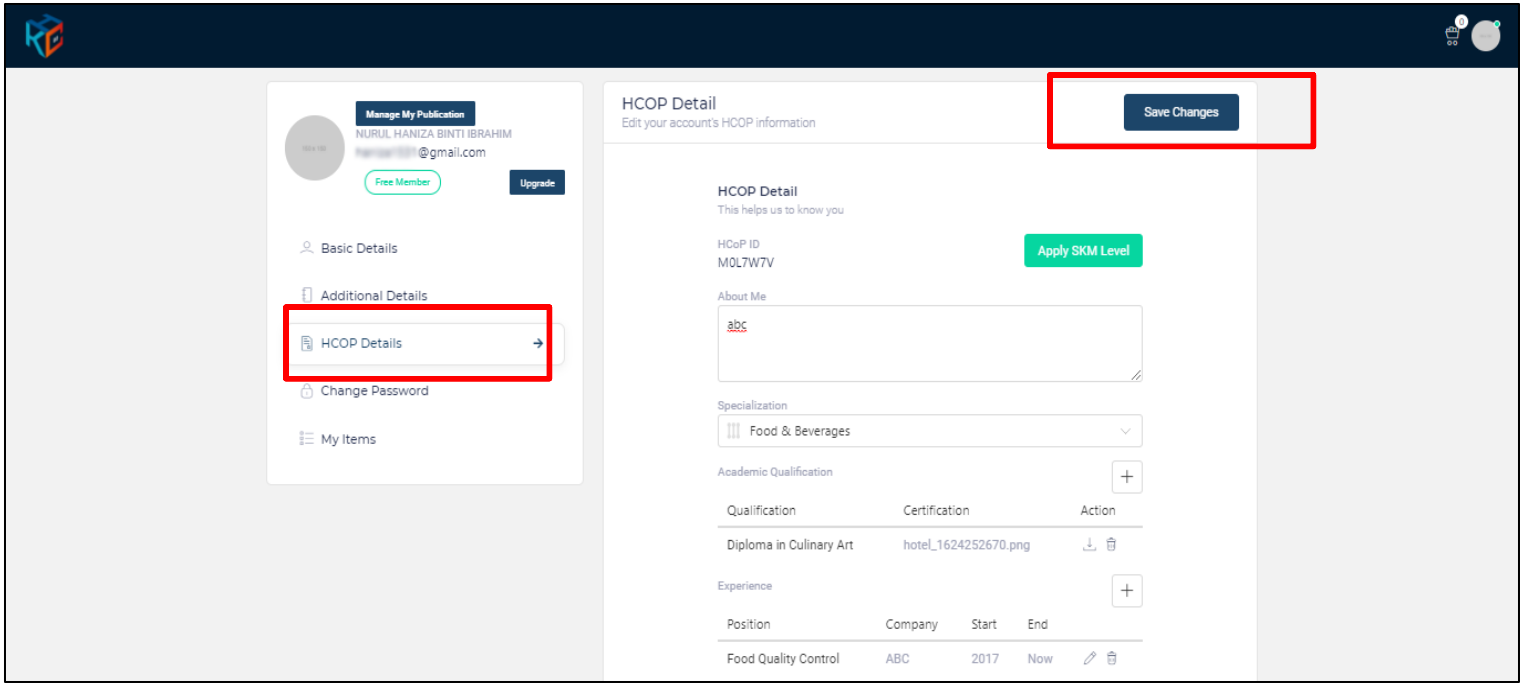
a. Action by : Participant

b. Instruction :

- Click Profile to view your profile
- Click HCoP Details to see the information, edit and update.
- Click save changes for any changes made.

c. Expected Result :




Manage My Publication
NURUL HANIZA BINTI IBRAHIM
@gmail.com
Free Member
Upgrade
Basic Details
Additional Details
HCOP Details
Change Password
My Items
HCOP Detail
Edit your account's HCOP information
Save Changes
HCOP Detail
This helps us to know you
HCoP ID
M0L7W7V
Apply SKM Level
About Me
abc
Specialization
Food & Beverages
Academic Qualification
Qualification
Certification
Action
Diploma in Culinary Art
hotel_1624252670.png
Experience
Position
Company
Start
End
Food Quality Control
ABC
2017
Now

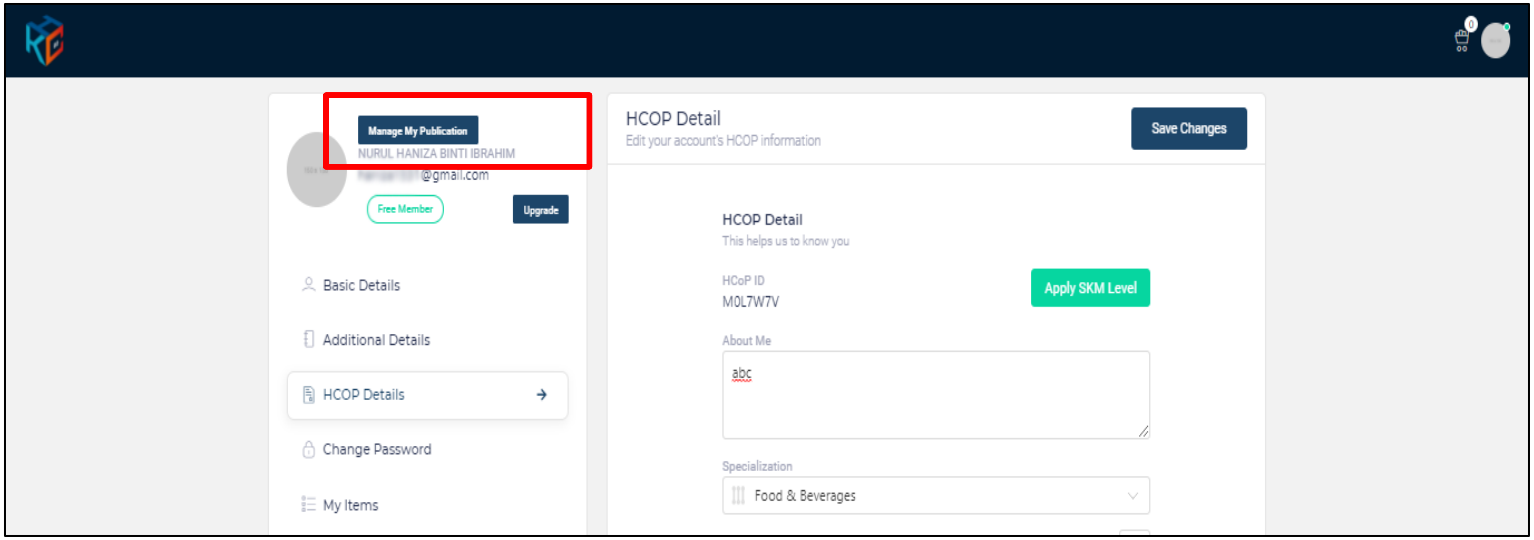
9. Manage HCoP Publication

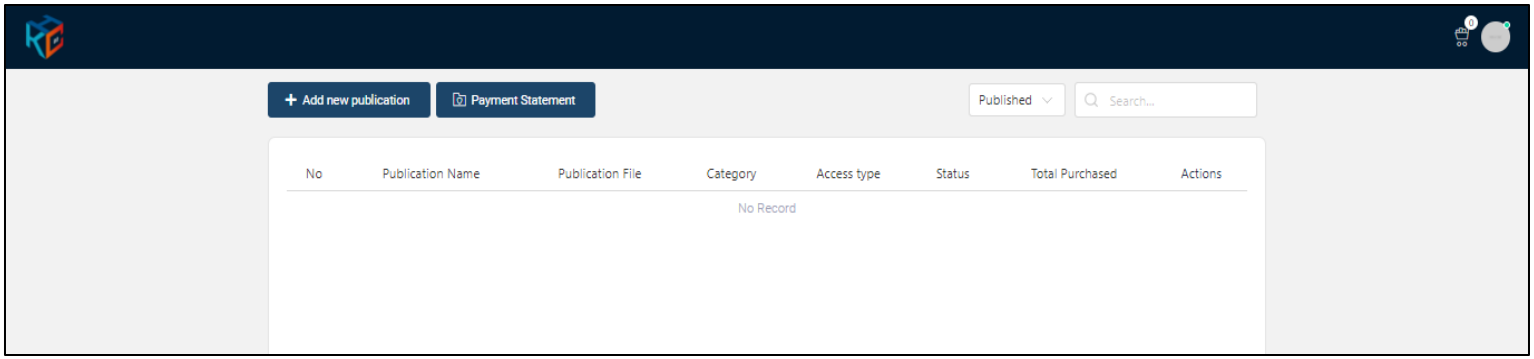
a. Action by : Participant

b. Instruction :

- Click Profile
- Click Manage My Publication

c. Expected Result :





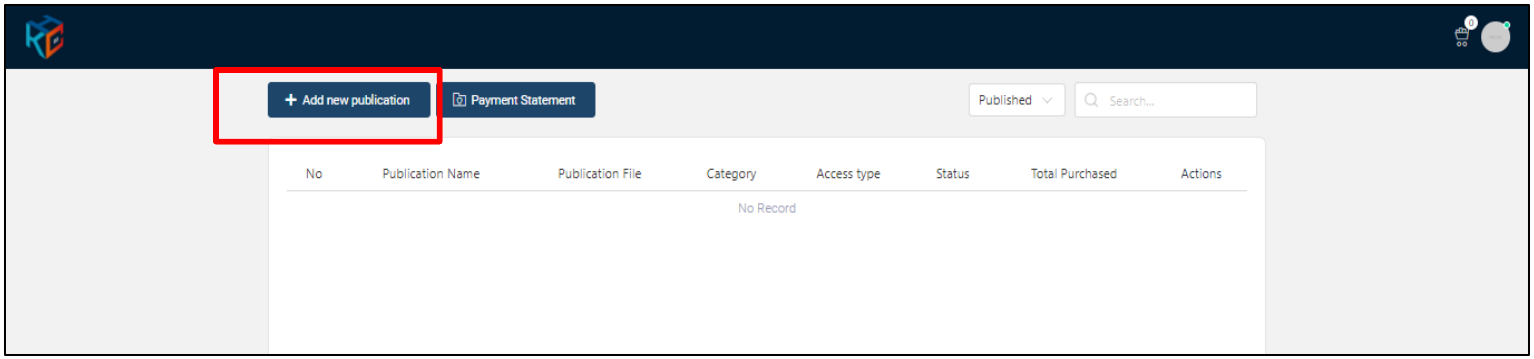
10. Add new publication

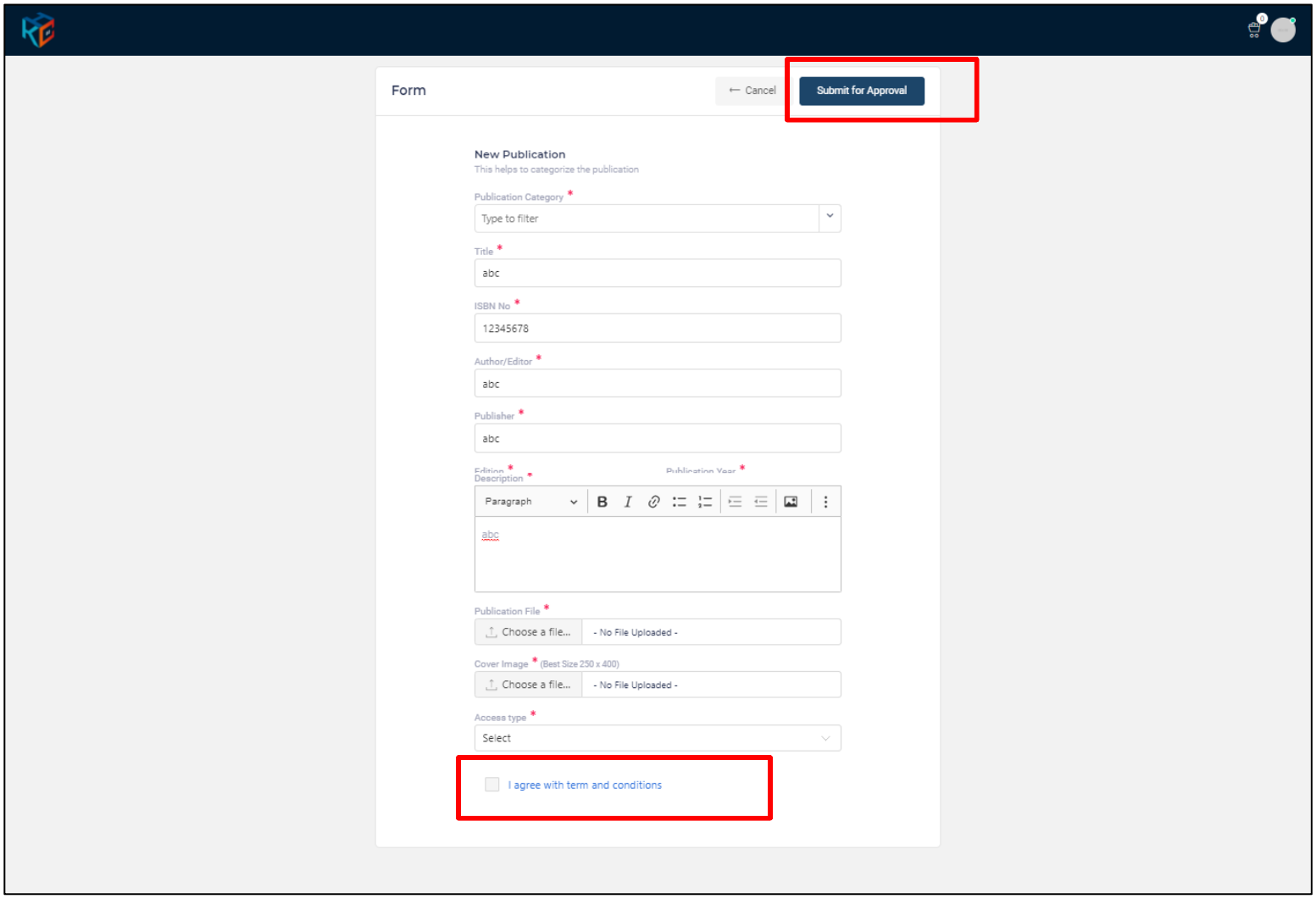
a. Action by : Participant

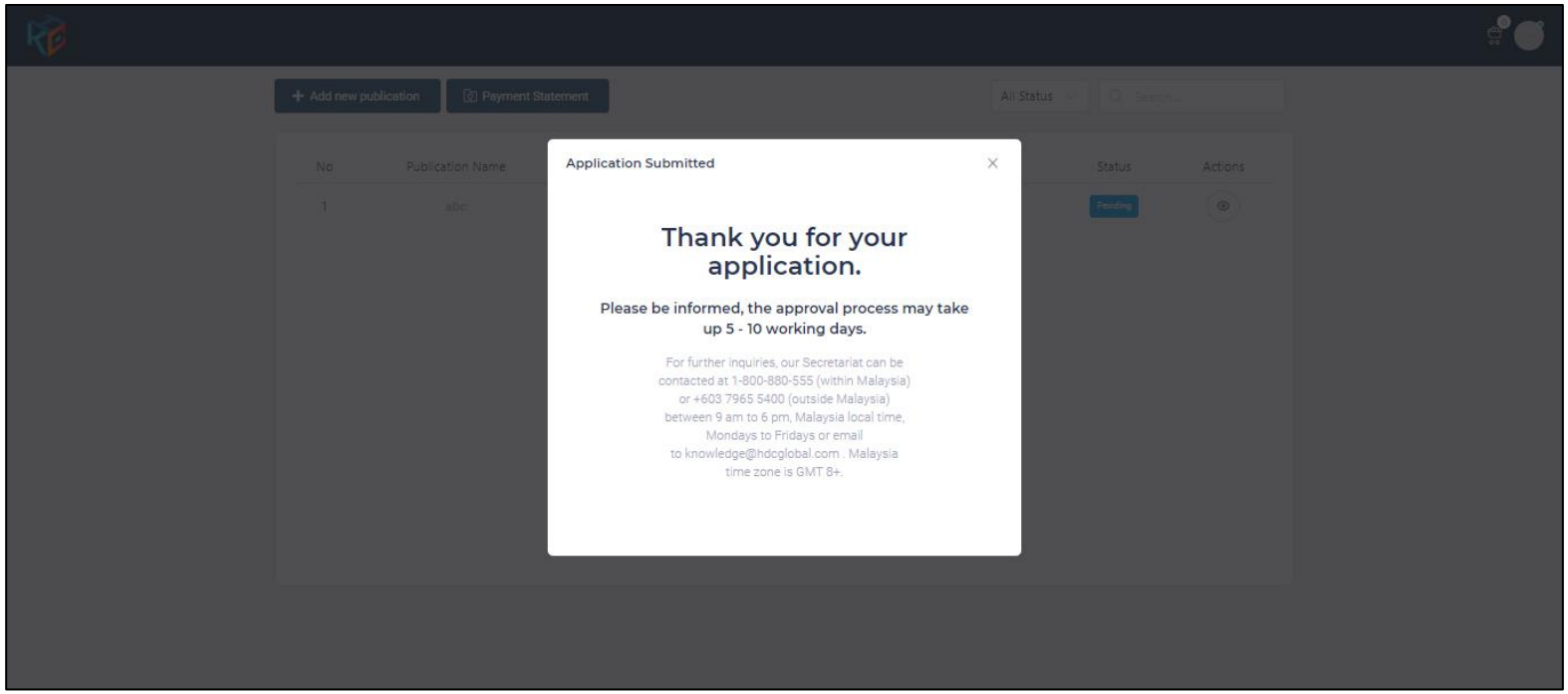
b. Instruction :

- Click add new publication to add your publication
- Fill up the form and tick to agree with term and conditions
- Click submit for approval button
- Application submitted pop up will appear

c. Expected Result :




Form
Cancel
Submit for Approval
New Publication
This helps to categorize the publication
Publication Category *
Type to filter
Title *
abc
ISBN No *
12345678
Author/Editor *
abc
Publisher *
abc
Description *
Paragraph
abc
Publication File *
Choose a file...
- No File Uploaded -
Cover Image * (Best Size 250 x 400)
Choose a file...
- No File Uploaded -
Access type *
Select
I agree with term and conditions

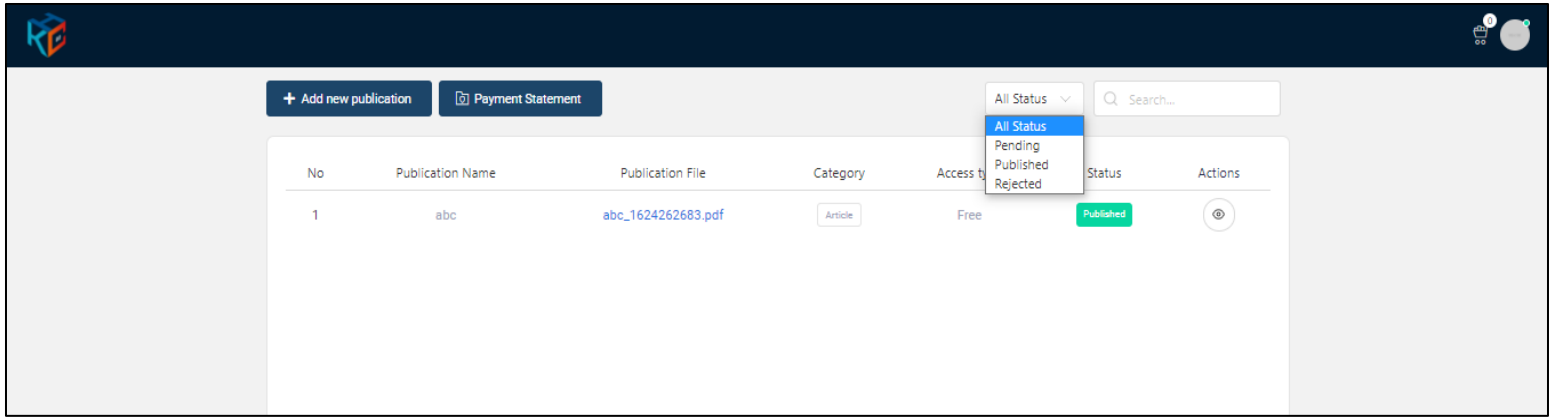

Add new publication
Payment Statement
All Status
No
Publication Name
Status
Actions
1
abc
Pending
Application Submitted
Thank you for your application.
Please be informed, the approval process may take up 5 - 10 working days.
For further inquiries, our Secretariat can be contacted at 1-800-880-555 (within Malaysia) or +603 7965 5400 (outside Malaysia) between 9 am to 6 pm, Malaysia local time, Mondays to Fridays or email to knowledge@hdcglobal.com . Malaysia time zone is GMT 8+.

11. Check status of publication

a. Action by : Participant

b. Instruction : Click Manage My Publication and choose the status

c. Expected Result :



12. Published publication

a. Action by : Participant

b. Instruction : Click your own name at HCoP Module, your published publication will appear

c. Expected Result :

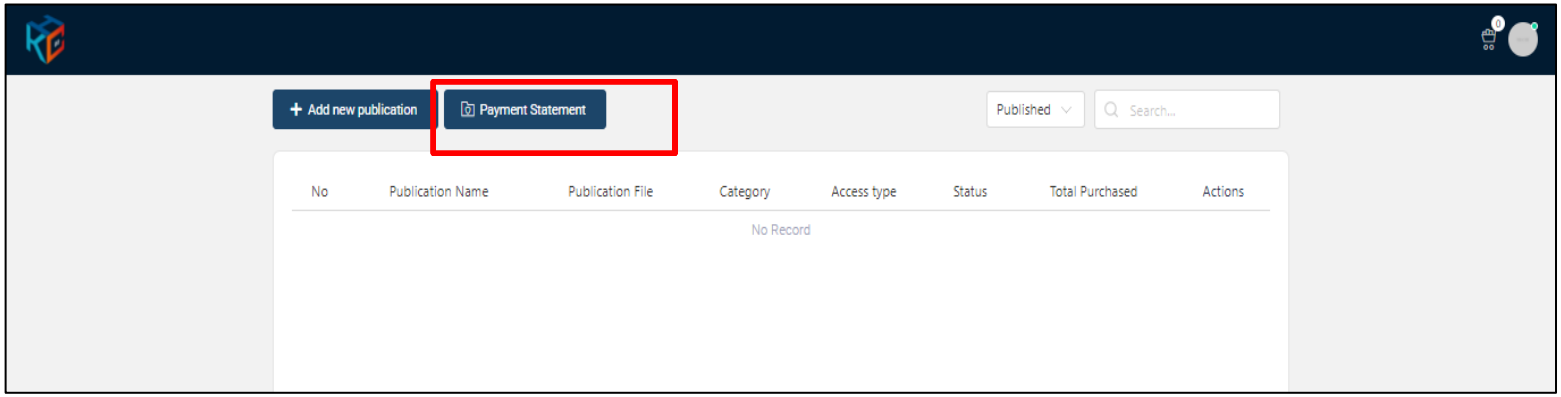
Letak gambar

13. Payment

a. Action by : Participant

b. Instruction : Click Manage My Publication and click payment statement to check payment status and history

c. Expected Result :



Letak gambar payment statement

For enquiries:

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1800–880–555 (Outside Malaysia) / +603 7965 5555 / +603 7965 5489

knowledge@hdcglobal.com