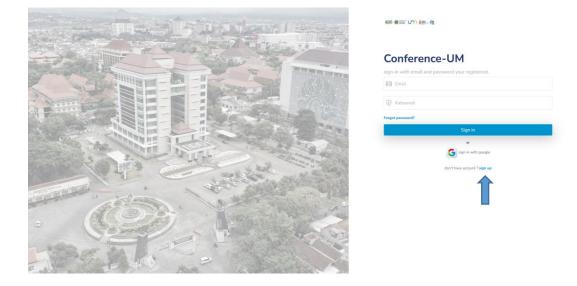
I. Register



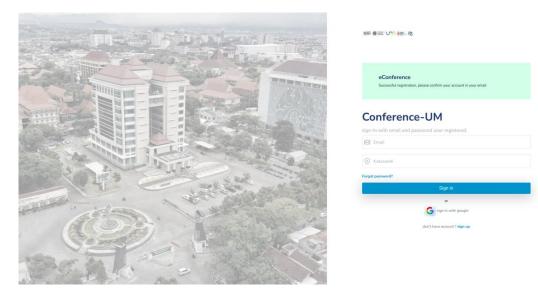
1. Open the UM conference login page, then press the **Sign Up** button

2. Then fill in your email, national ID card, select user type, password and confirm password, then press the **Sign Up** button

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	Sign up Enter your registration data.
	🖂 Email
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	UM student or employee
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and the second s	I agree to privacy policy & terms.
	Sign up
	Already have an account? Sign in instead.

- a) There are two types of users :
 - i. **UM Student or employee** used to register specifically if the user uses an email from um (@um.ac.id).
 - ii. **Partners or others** selected to register presenters/subscribers for users from outside UM.

b) If successful, a display like the one below will appear.



c) Then open gmail.com and if you have received the registration confirmation email, please press the ACCOUNT ACTIVATION

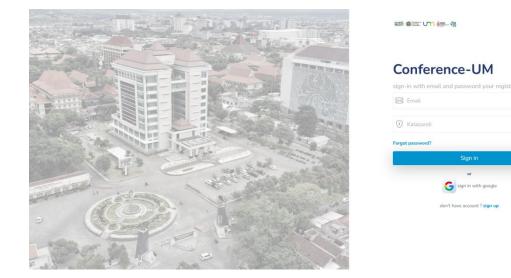
button.

Verify Account Registration	
Thank you for registering for the State University of Malang conference	
Please click the following link to activate your account <u>ACCOUNT_ACTIVATION</u> Sincerely yours,	
Post TK Universitas Hegeri Malang	

II. Login

1. Login

Enter the registered and verified username and password.



2. If successful, you must complete your profile first before continuing.

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3. Then press the save button

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III. Upload Artikel

1. Upload Artikel

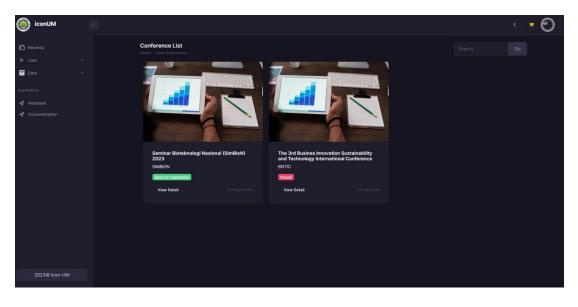
Press the Submit now button on the dashboard page or on the left side of the

menu press user menu -> Conference

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▷ User ^		
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	Please read the tutorial below first for procedures uploading	
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	Conference Open for Registration Close For Registration	
	The 3rd Busines Innovation Sustainability and Technology International Conference	
	Seminar Bioteknologi Nasional (SimBioN) 2023 2023-08-19 00:00:00 SIMBICH Date Conference	

2. Then the Conference page registered in the system will appear, then select an

available conference by pressing the view detail button.



3. Press the **Upload Paper** button

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4. Then the new submission page will appear

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6. Then press upload.

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7. If successful, you will be directed to the Submission Details display.

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8. Then press yes, to enter team details. Then the system display will be directed

to the page for entering team members.

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		Team Member Poster Presenter 100000 IDR Choose member type		
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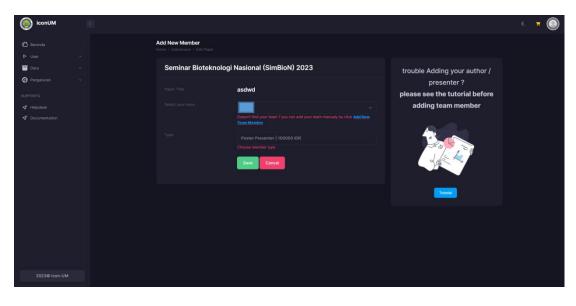
9. You can select presenters who are already registered by pressing the Field

Select Your team

option.

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or you can enter members / presenters who are not yet registered in the



system by pressing the Add New Team Member button

Then a pop up will appear like the image below

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If you have entered new member data, please press the Save Changes button.

If successful, the application display will be redirected to the submission

details page. As follows

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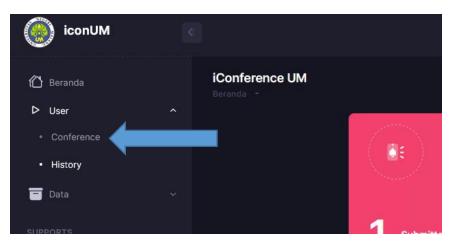
In the image above the user can enter members/teams again by pressing the

Add New Team button.

III. Edit Artikel

1. Edit artikel

On the left side menu press User -> History



2. Then press the **detail** button

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3. Then press the **edit article** button

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4. Then edit the title of the abstract and paper file then press the **Save** button

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