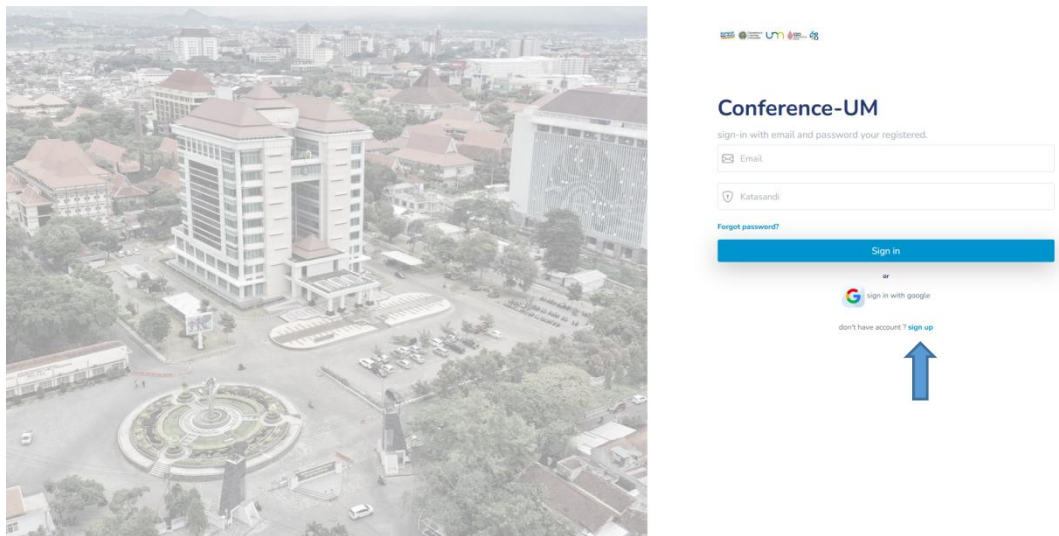
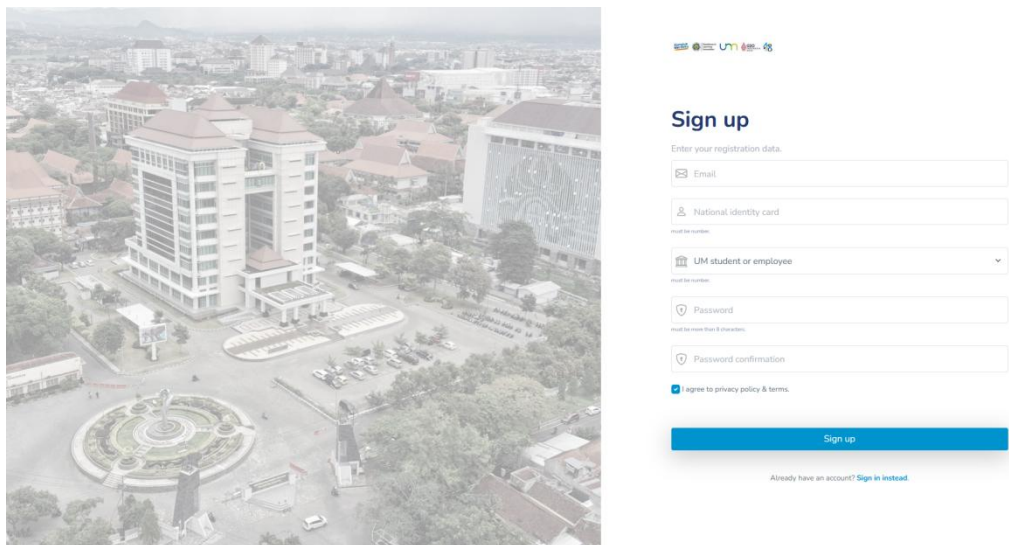


I. Register

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

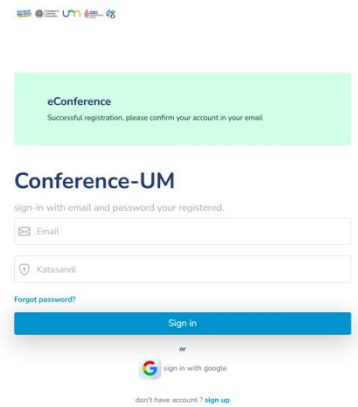


2. Then fill in your email, national ID card, select user type, password and confirm password, then press the **Sign Up** button



- 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 [ACCOUNT ACTIVATION](#)

Sincerely yours,

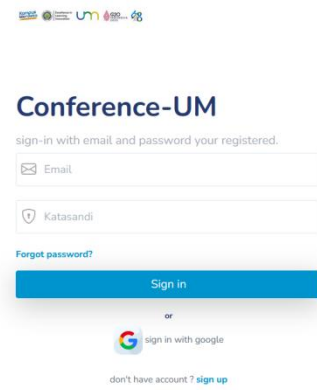
Pusat TIK Universitas Negeri Malang



II. Login

1. Login

Enter the registered and verified username and password.



Conference-UM

sign-in with email and password your registered.

Email

Katasandi

Forgot password?

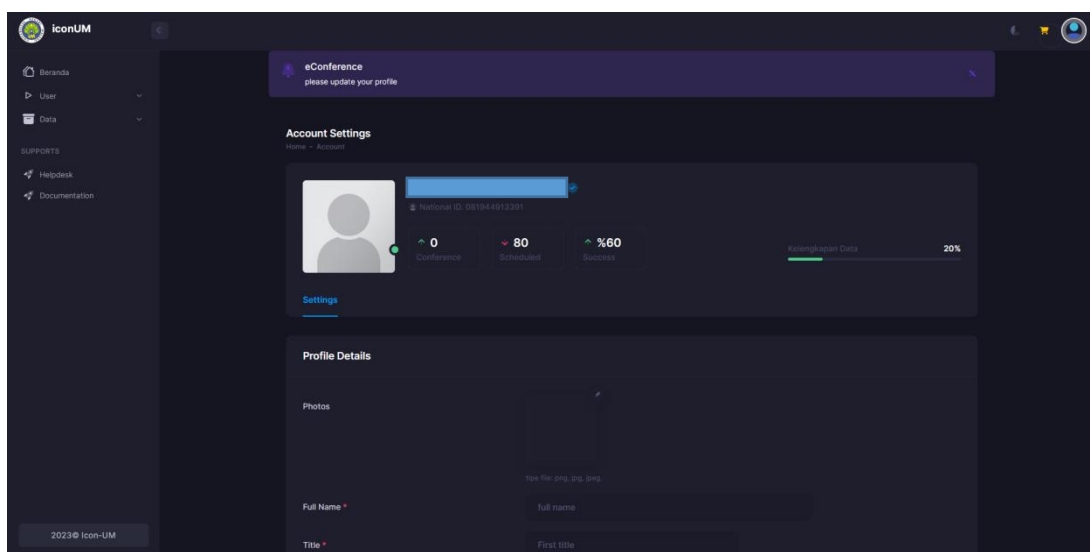
Sign in

or

sign in with google

don't have account? [sign up](#)

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



iconUM

Beranda

User

Data

SUPPORTS

Helpdesk

Documentation

eConference
please update your profile

Account Settings
Home / Account

Reservasi ID: 00104.0912201

0 Conference

80 Scheduled

%60 Success

Ketersediaan Data 20%

Settings

Profile Details

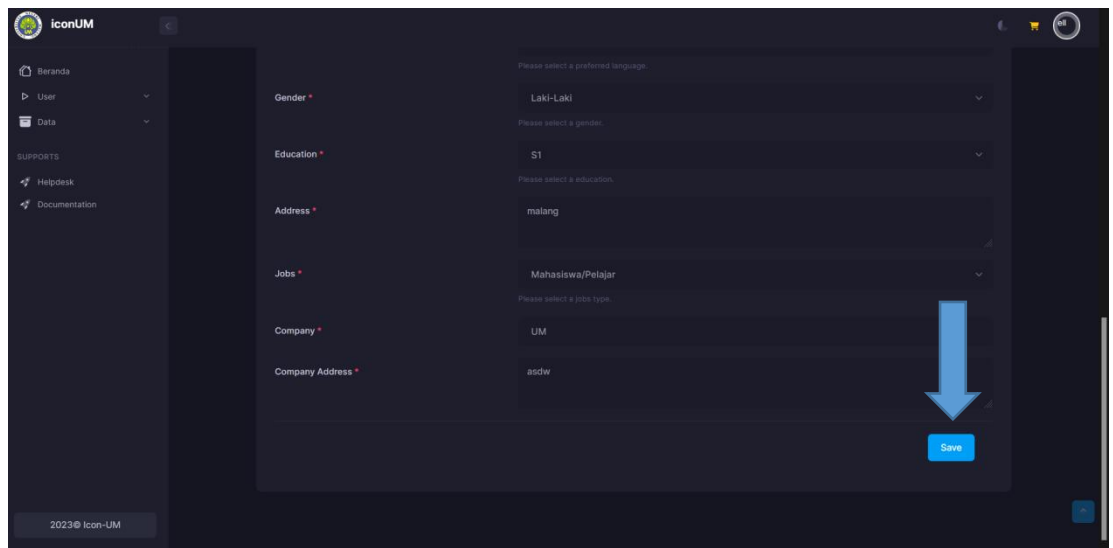
Photos

Full Name *

Title *

2023 © Icon-UM

3. Then press the save button



The screenshot shows a user profile form in the IconUM application. The form is displayed in a dark theme and includes the following fields:

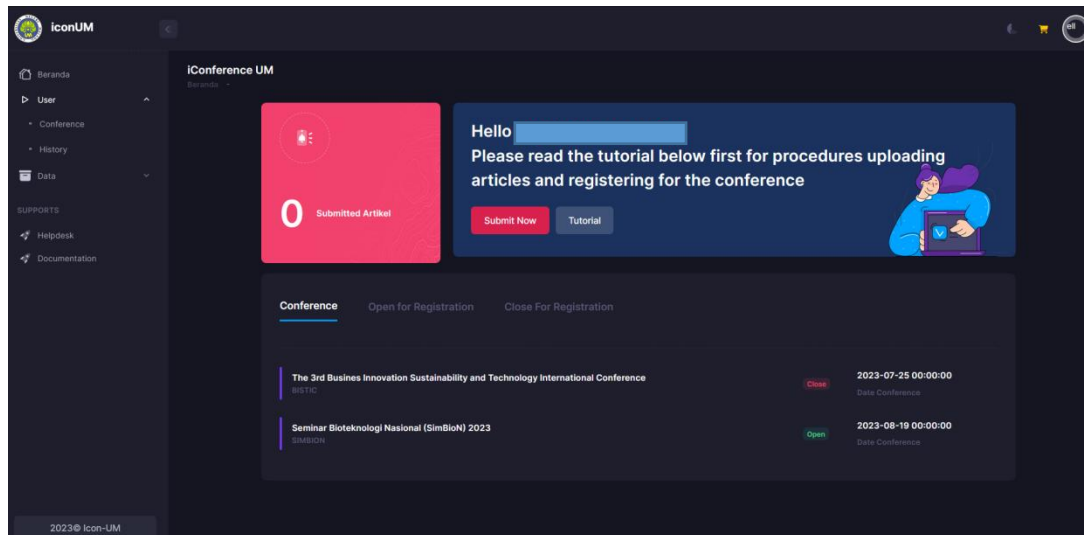
- Gender ***: Laki-Laki
- Education ***: S1
- Address ***: Malang
- Jobs ***: Mahasiswa/Pelajar
- Company ***: UM
- Company Address ***: asdw

A blue arrow points to the **Save** button at the bottom right of the form. The left sidebar contains navigation options: Beranda, User, Data, and SUPPORTS (Helpdesk, Documentation). The footer shows "2023 © Icon-UM".

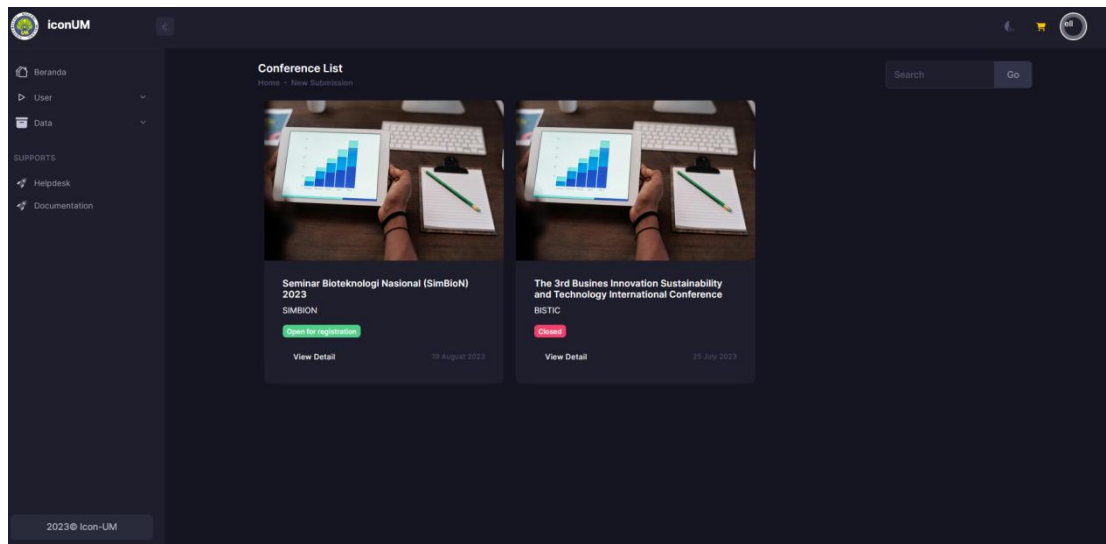
III. Upload Artikel

1. Upload Artikel

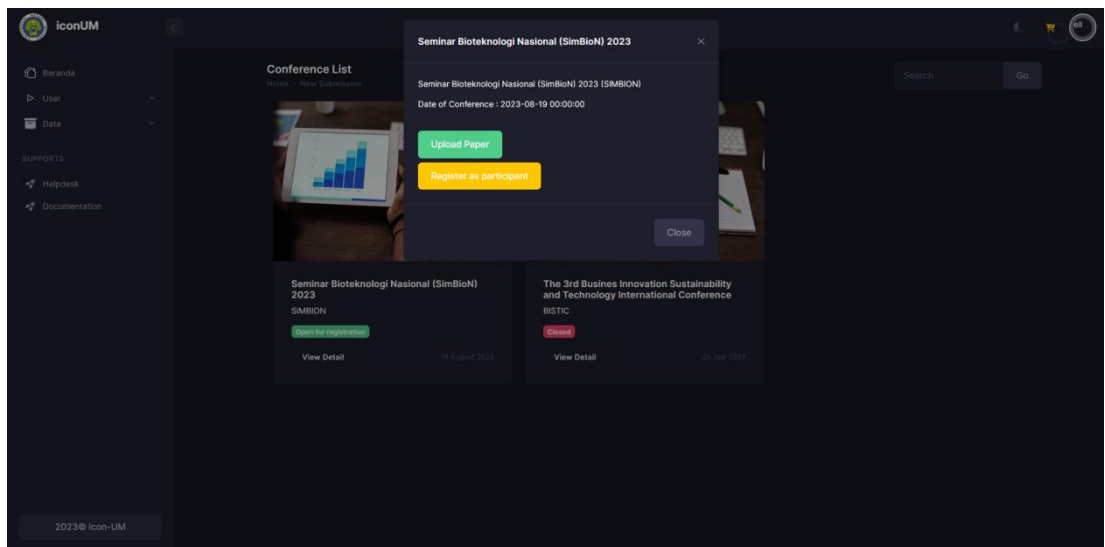
Press the Submit now button on the dashboard page or on the left side of the menu press user menu -> Conference



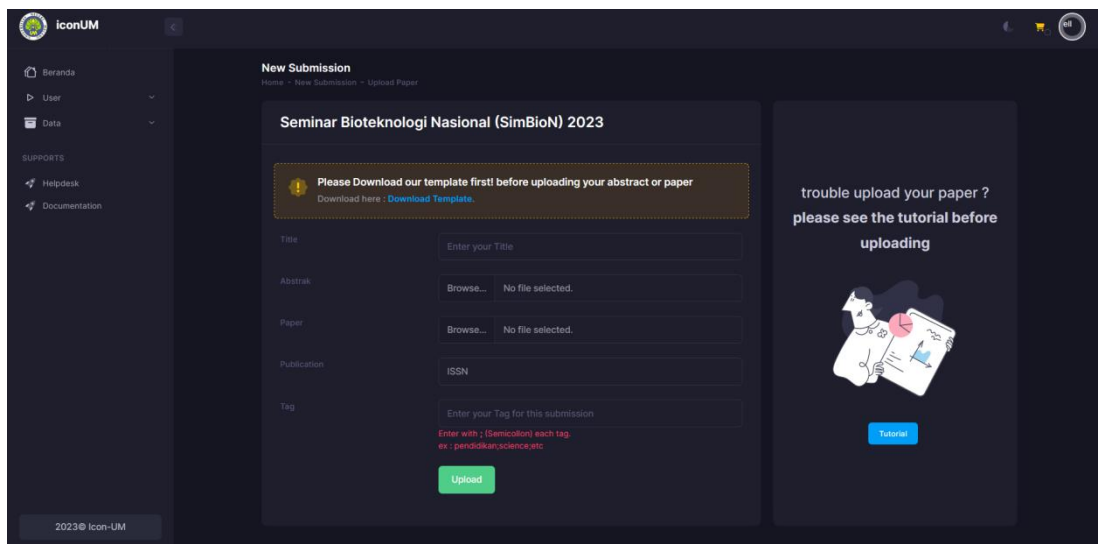
2. Then the Conference page registered in the system will appear, then select an available conference by pressing the view detail button.



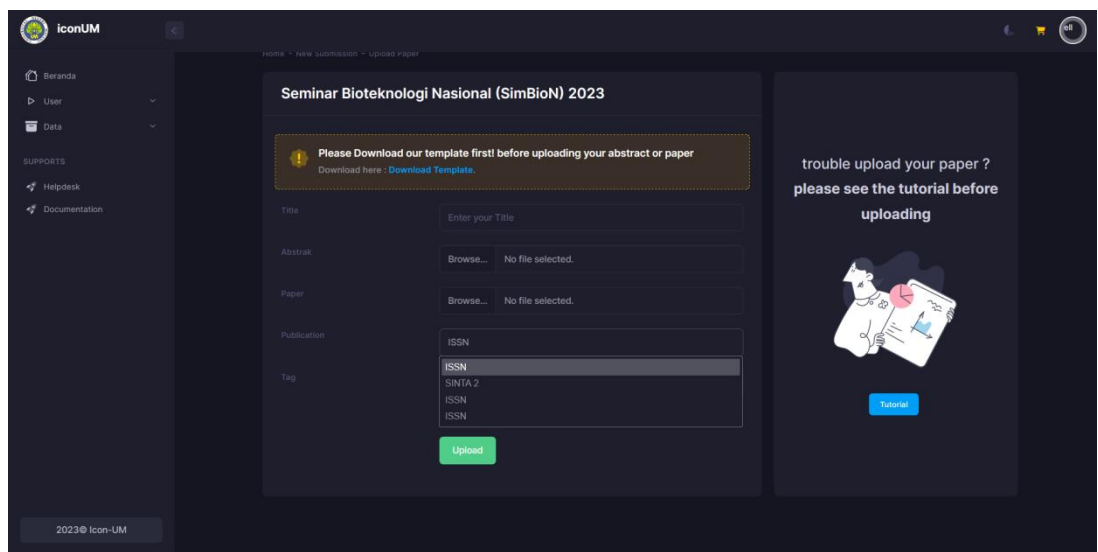
3. Press the **Upload Paper** button



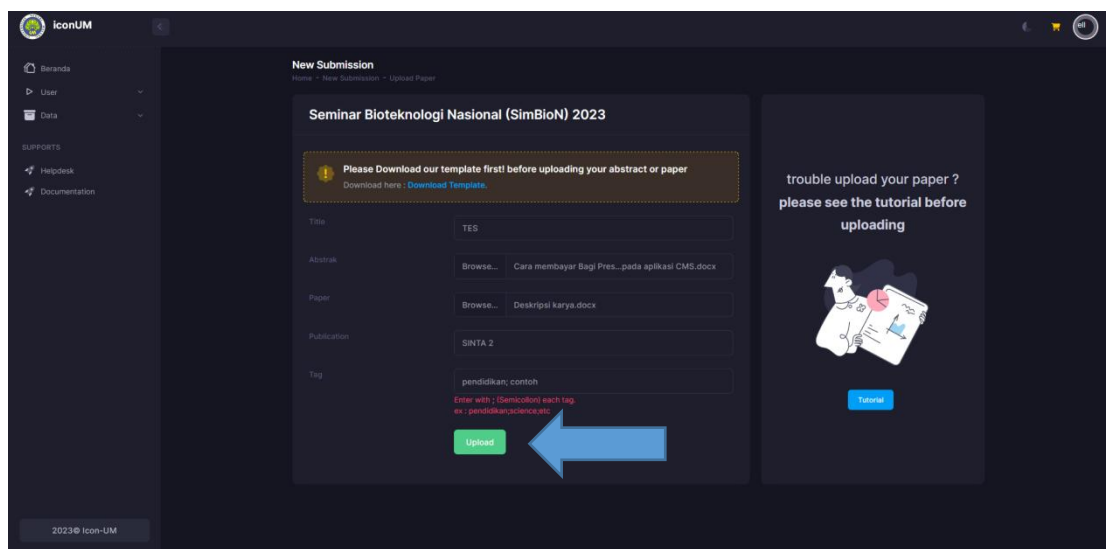
4. Then the new submission page will appear



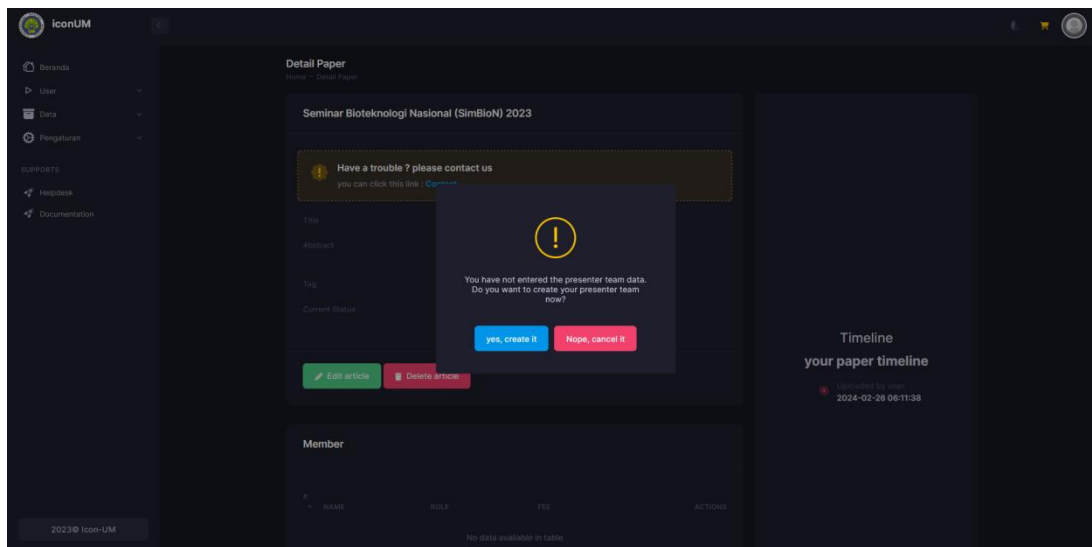
5. Then fill in the title, select abstract and paper files, or just choose one. Then select a publication and enter a tag.



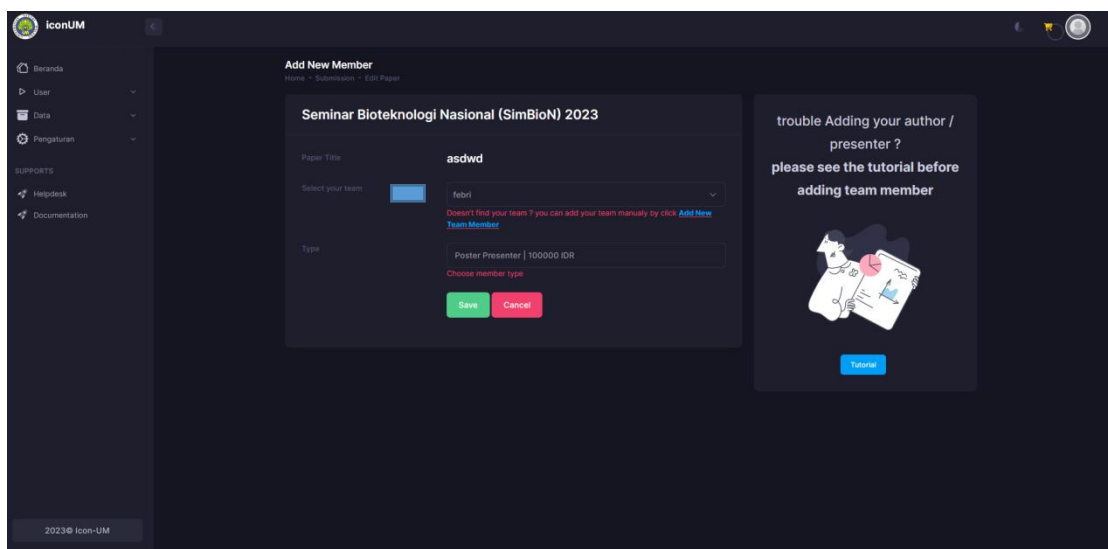
6. Then press upload.



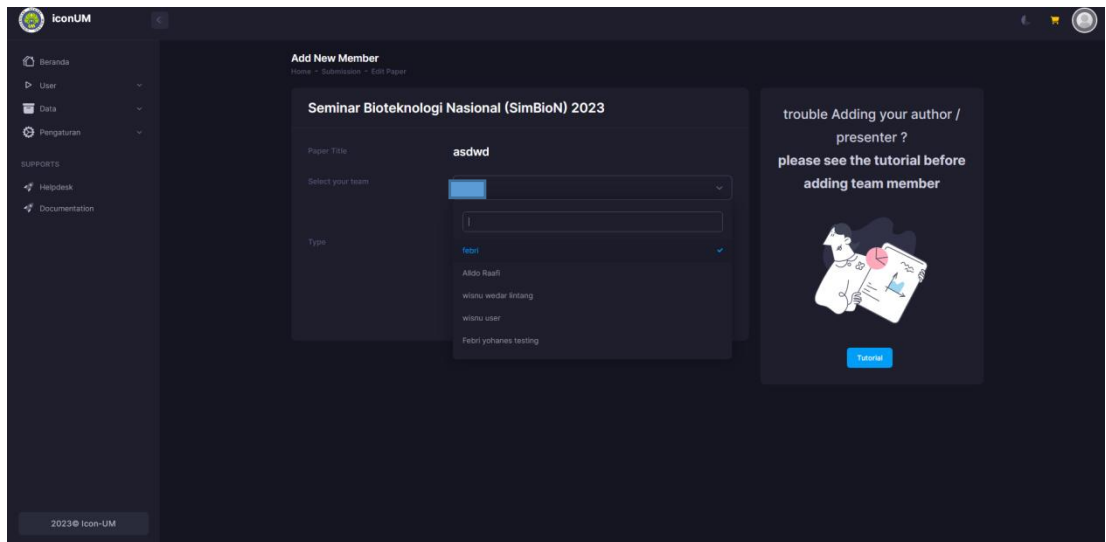
7. If successful, you will be directed to the Submission Details display.



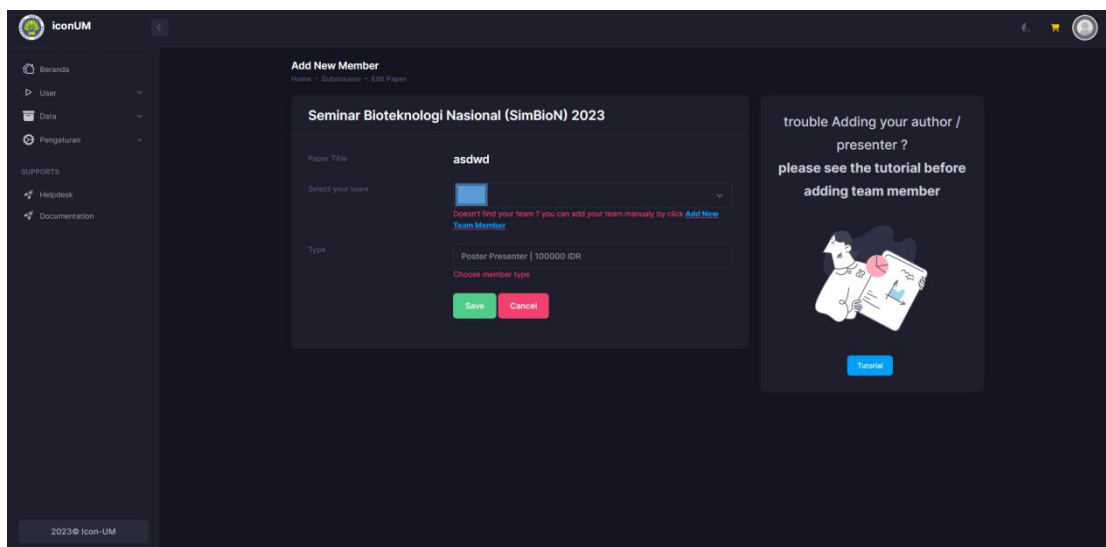
8. Then press yes, to enter team details. Then the system display will be directed to the page for entering team members.



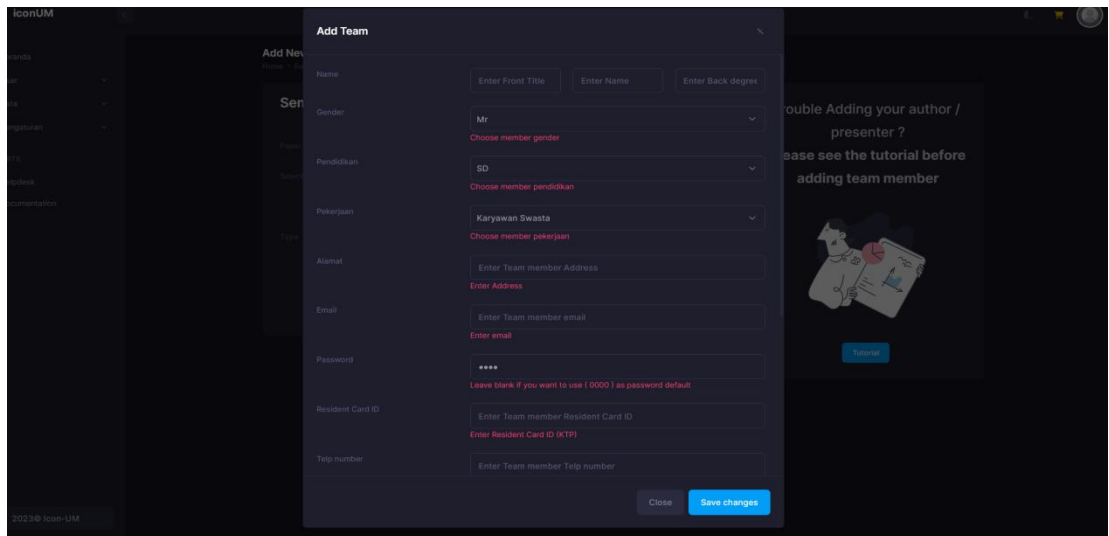
9. You can select presenters who are already registered by pressing the Field Select Your team option.



or you can enter members / presenters who are not yet registered in the system by pressing the **Add New Team Member** button

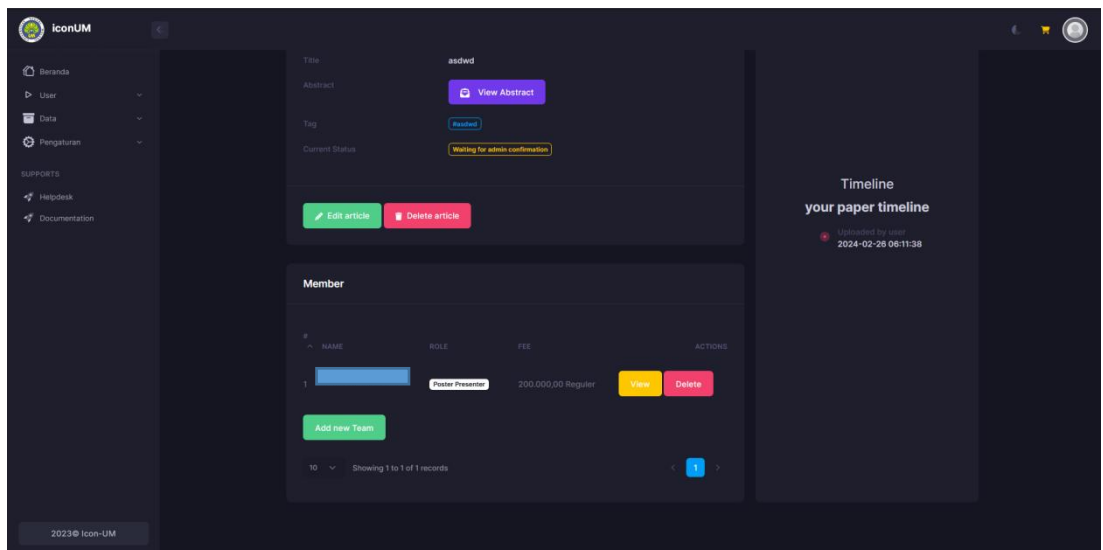


Then a pop up will appear like the image below



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

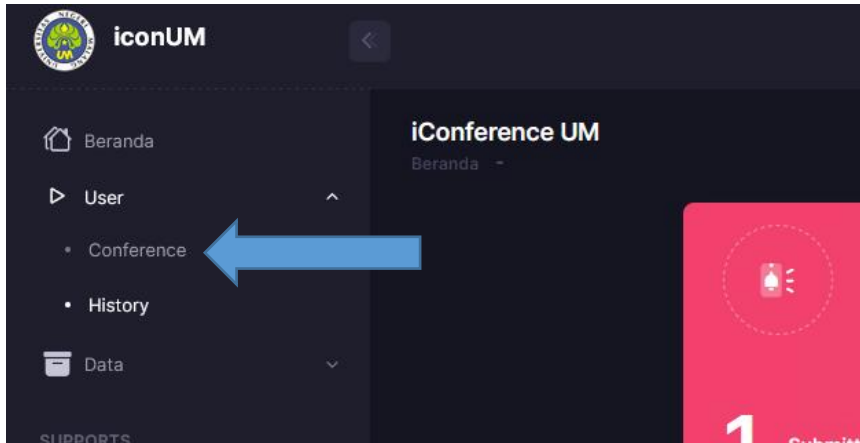


In the image above the user can enter members/teams again by pressing the **Add New Team** button.

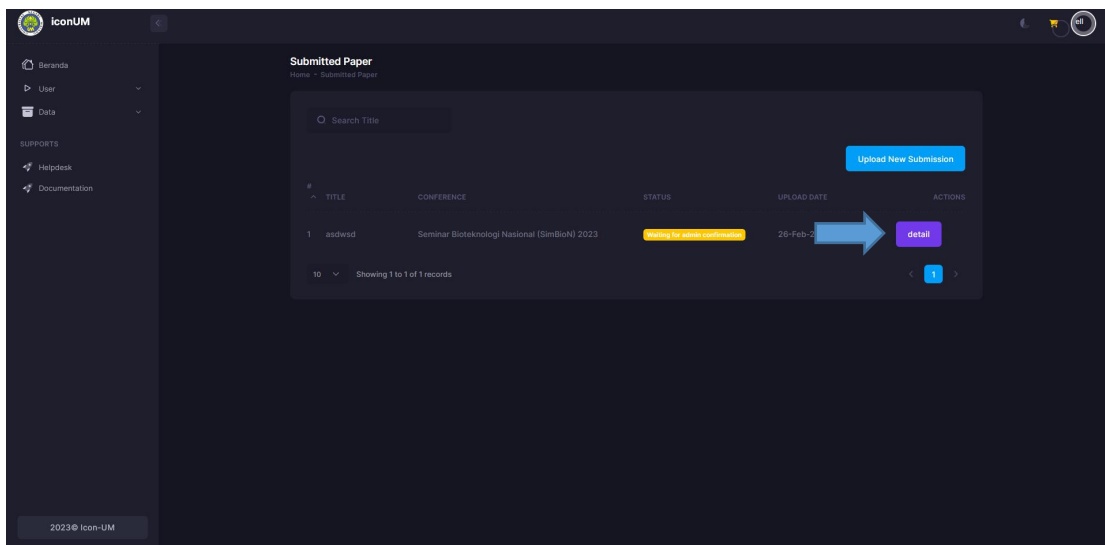
III. Edit Artikel

1. Edit artikel

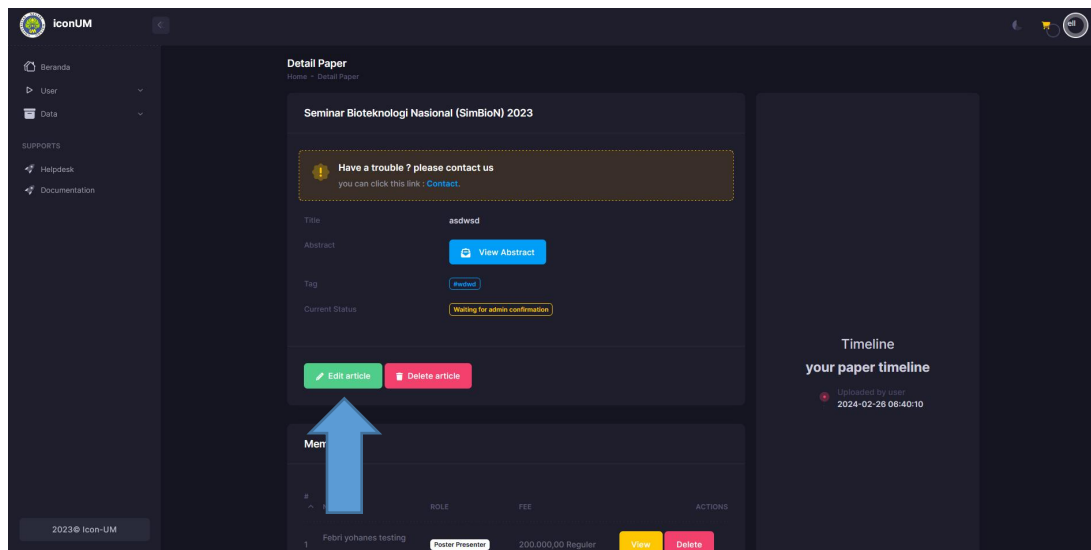
On the left side menu press **User** -> **History**



2. Then press the **detail** button



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



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

