



# User Manual – Overseas Researcher Registration

DIVISION OF RESEARCH & DOCUMENTATION  
DEPARTMENT OF MUSEUMS MALAYSIA

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## RESEARCHER ACCOUNT REGISTRATION

### Overseas Researcher

1. Click **Daftar Akaun** on the login page.
2. Output: The ‘Researcher’ Registration will be displayed.

The screenshot shows the 'Pendaftaran Penyelidik' (Researcher Registration) page. At the top, it says 'Museum Research Application (MUSRA)' and 'Jabatan Muzium Malaysia'. The main heading is 'Pendaftaran Penyelidik' with the subtitle 'Researcher Registration'. Below this, there are several input fields:

- Kategori Pengguna / User Category:** A drop-down menu with the placeholder text 'Sila Pilih.. / Please Select..'. A small downward arrow is visible on the right side.
- Panggilan / Name Title:** A drop-down menu with the placeholder text 'Sila Pilih.. / Please Select..' and a small downward arrow.
- Nama Penyelidik / Researcher Name:** A text input field.
- No. Kad Pengenalan / Identity Card No.:** A text input field.
- Alamat Baris 1 / First Line Address:** A text input field.
- Alamat Baris 2 / Second Line Address:** A text input field.
- Poskod / Postcode:** A text input field.
- Bandar / City:** A text input field.

3. Click the ‘User Category’ drop-down list and select the ‘Luar Negara’ (Overseas) category.

This close-up shows the 'Kategori Pengguna / User Category' drop-down menu. The menu is open, displaying a list of options:

- Sila Pilih.. / Please Select.. (highlighted in blue)
- Luar Negara
- Pengguna Dalaman JMM
- Perseorangan/Institusi

- Click the 'Title Name' drop-down list and select the appropriate title.

Panggilan  
Name Title

Ms. ▼

Sila Pilih... / Please Select.

Cik.  
Datin  
Datin Paduka  
Datin Seri  
Dato'  
Dato' Paduka  
Dato' Seri  
Dr.  
En.  
Madam  
Mr.  
Mrs.  
Ms.  
Pn.  
Prof.  
Puan Seri  
Tan Sri

- Key in the 'Researcher Name'.
- Key in the 'Identity Card No' or 'Passport No.'.

Nama Penyelidik Researcher Name	No. Kad Pengenalan Identity Car No.
<input type="text"/>	<input type="text"/>

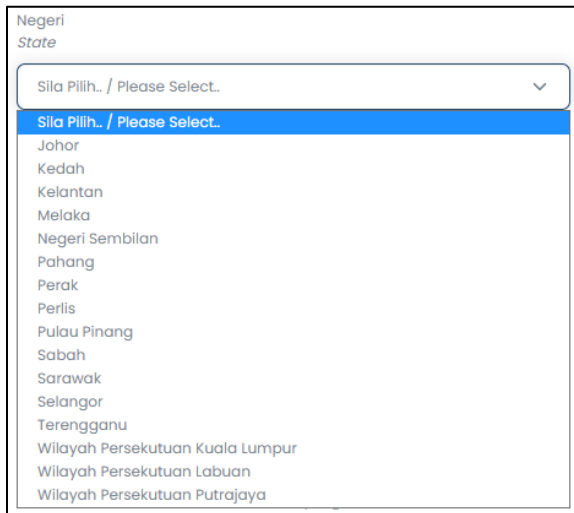
**Note:**

Researchers are required to enter their identity card number (for Malaysians) or passport number (for non-Malaysians).

- Key in the 'First Line Address'.
- Key in the 'Second Line Address'.
- Key in the 'Postcode'.
- Key in the 'City'.

Alamat Baris 1 First Line Address	Alamat Baris 2 Second Line Address
<input type="text"/>	<input type="text"/>
Poskod Postcode	Bandar City
<input type="text"/>	<input type="text"/>

11. Click the 'State' drop-down list and select from the list.



The image shows a dropdown menu for selecting a state. The menu is titled "Negeri" and "State". The current selection is "Sila Pilih.. / Please Select.". The list of states includes: Johor, Kedah, Kelantan, Melaka, Negeri Sembilan, Pahang, Perak, Perlis, Pulau Pinang, Sabah, Sarawak, Selangor, Terengganu, Wilayah Persekutuan Kuala Lumpur, Wilayah Persekutuan Labuan, and Wilayah Persekutuan Putrajaya.

12. Key in the 'Telephone No'.

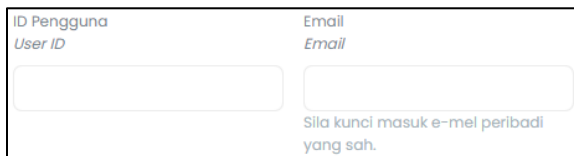
13. Key in the 'Fax No'.



The image shows two input fields for telephone and fax numbers. The first field is labeled "No. Telefon" and "Telephone No.". The second field is labeled "No. Fax" and "Fax No.". Both fields are empty.

14. Key in the 'User ID'.

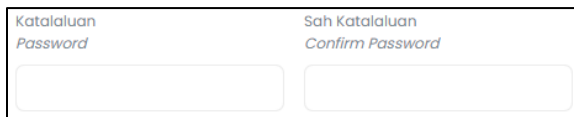
15. Key in the 'Email'.



The image shows two input fields for user ID and email. The first field is labeled "ID Pengguna" and "User ID". The second field is labeled "Email" and "Email". Below the email field, there is a note: "Sila kunci masuk e-mel peribadi yang sah."

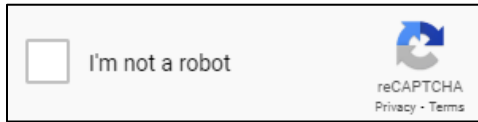
16. Key in the 'Password'.

17. Key in the 'Confirm Password'.



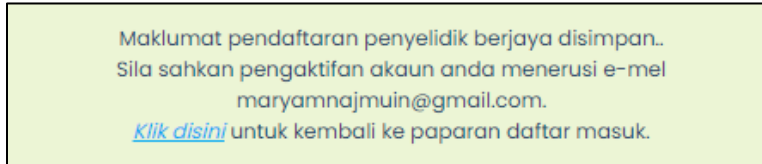
The image shows two input fields for password and confirm password. The first field is labeled "Katalaluan" and "Password". The second field is labeled "Sah Katalaluan" and "Confirm Password". Both fields are empty.

18. Please tick the reCAPTCHA check box labeled 'I'm not a robot' for security purpose.

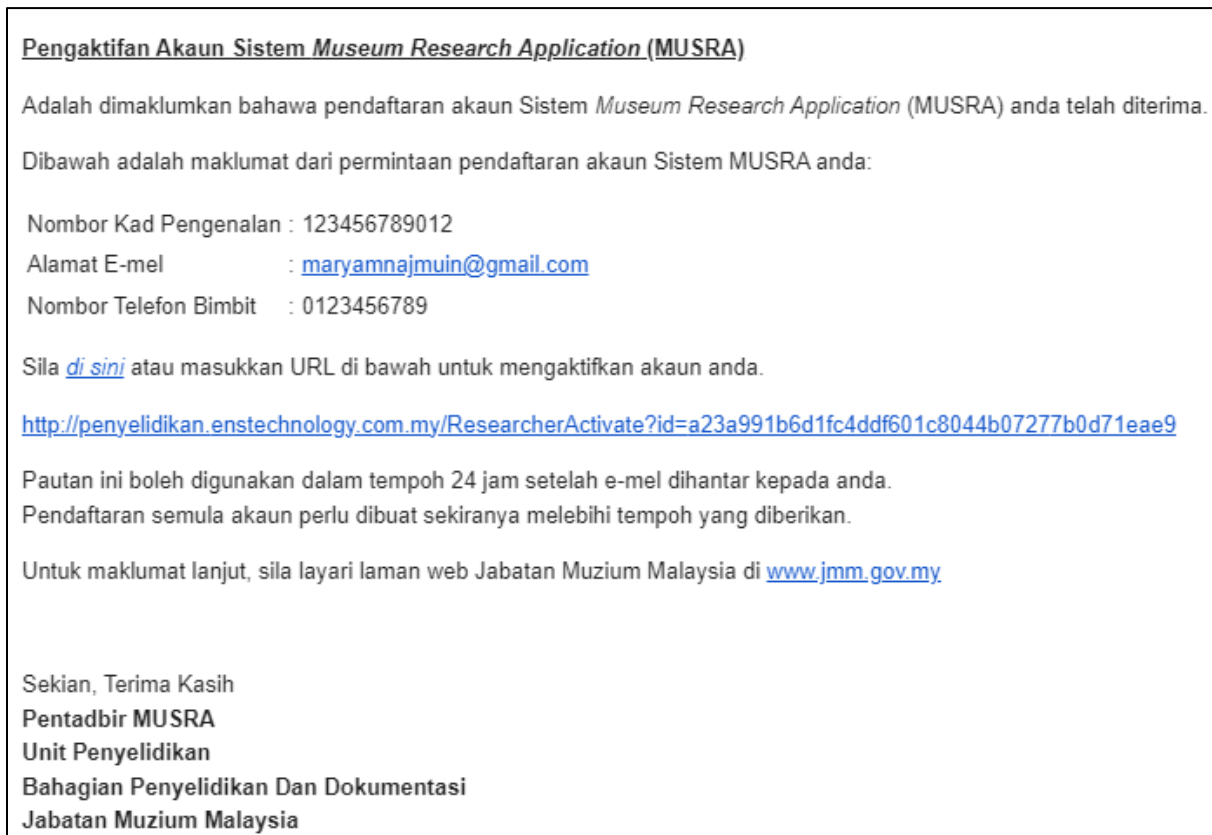


19. Click **Daftar / Register** to proceed with the registration.

20. A message will be displayed confirming that the record has been successfully saved.



21. Please confirm your account activation via email [check applicant's email]



22. Click [di sini](#) [hyperlink to system login page] for account verification.

23. Account activation message will be displayed.



24. Click [klik disini](#) to return to the login page.

25. Login window will be displayed.



## Notification of Email Account Activation

1. After the researcher submit the registration application, an email notification will be automatically generated to the researcher to inform about the activation of the new account.

admin

Notifikasi Pendaftaran Akaun Penyelidik -

2. Open researcher's email to check out the generated notification.
3. The email notification contains the following information:
  - Identification Card Number or Passport Number
  - Email address
  - Telephone Number
  - Hyperlink to account activation notification page.

### Pengaktifan Akaun Sistem *Museum Research Application* (MUSRA)

Adalah dimaklumkan bahawa pendaftaran akaun Sistem *Museum Research Application* (MUSRA) anda telah diterima.

Dibawah adalah maklumat dari permintaan pendaftaran akaun Sistem MUSRA anda:

Nombor Kad Pengenalan : 123456789012

Alamat E-mel : [maryamnajmuin@gmail.com](mailto:maryamnajmuin@gmail.com)

Nombor Telefon Bimbit : 0123456789

Sila [di sini](#) atau masukkan URL di bawah untuk mengaktifkan akaun anda.

<http://penyelidikan.enstechnology.com.my/ResearcherActivate?id=a23a991b6d1fc4ddf601c8044b07277b0d71eae9>

Pautan ini boleh digunakan dalam tempoh 24 jam setelah e-mel dihantar kepada anda.

Pendaftaran semula akaun perlu dibuat sekiranya melebihi tempoh yang diberikan.

Untuk maklumat lanjut, sila layari laman web Jabatan Muzium Malaysia di [www.jmm.gov.my](http://www.jmm.gov.my)

Sekian, Terima Kasih

Pentadbir MUSRA

Unit Penyelidikan

Bahagian Penyelidikan Dan Dokumentasi

Jabatan Muzium Malaysia



4. Click the [klik disini](#) hyperlink **OR** copy the URL

<http://penyelidikan.enstechnology.com.my/ResearcherActivate?id=a23a991b6d1fc4ddf601c8044b07277b0d71eae9>

and paste to the web browser for account activation.

5. The account will be activated in the MUSRA system.

