



# **SELF-REGISTRATION USER GUIDE**



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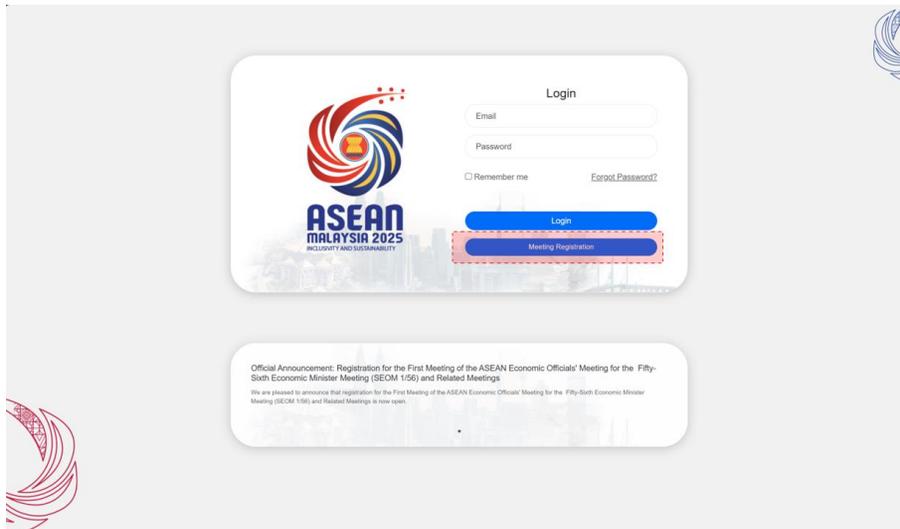


Figure 1.1 Landing page

To begin the registration process, open the MITI Delegates Self-Registration portal. Once the page loads, click on "Meeting Registration" to proceed to the next step.

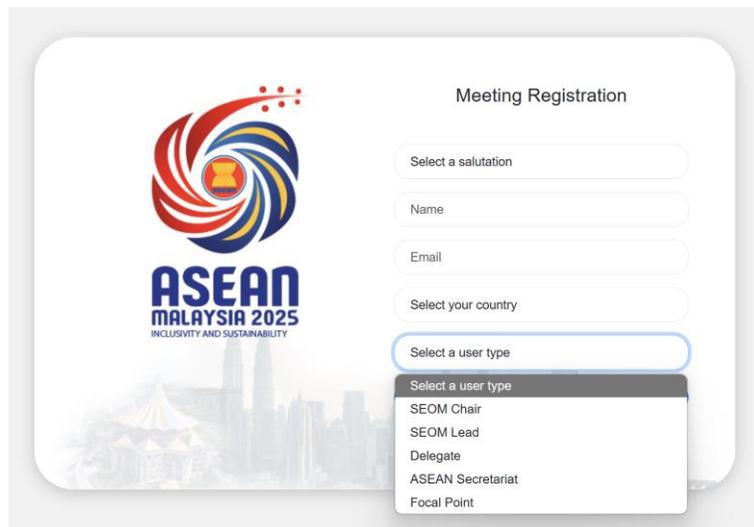


Figure 1.2 Select user type

On the next page, you will be asked to select your user type. Choose the option that matches your role in the event, such as SEOM Chair, SEOM Lead, Delegate, ASEAN Secretariat, or Focal Point.

The screenshot shows a 'Meeting Registration' form with the ASEM 2025 logo on the left. The form fields are: MR, Izzat Jamil, izzatjamil91@gmail.com, INDONESIA, Delegate, and a dropdown menu labeled 'Select an event'. The dropdown menu is open, showing two options: 'SENIOR ECONOMIC OFFICIALS MEETING (SEOM...)' and 'FIRST MEETING OF THE ASEAN ECONOMIC OFFI...'. The background features a cityscape with the Petronas Towers.

Figure 1.3 Select event

After selecting your user type, a dropdown menu will appear, allowing you to choose the event you wish to register for. Once you make a selection, the event details will be displayed on the screen for your review.

The screenshot shows the 'Meeting Registration' form with the 'Event Details' section expanded. The form fields are: MR, Izzat Jamil, izzatjamil91@gmail.com, INDONESIA, Delegate, and 'FIRST MEETING OF THE ASEAN ECONOMIC'. The 'Event Details' section includes: Venue: Sheraton, Kuching Sarawak; Dates: 18 - 24 January 2025; Time: 9.00PM - 5.00PM. At the bottom, there is a blue 'Register' button and a link for 'Already Registered?'. The background features a cityscape with the Petronas Towers.

Figure 1.4 Complete registration

Once you have reviewed all the details, complete your registration by submitting the form.

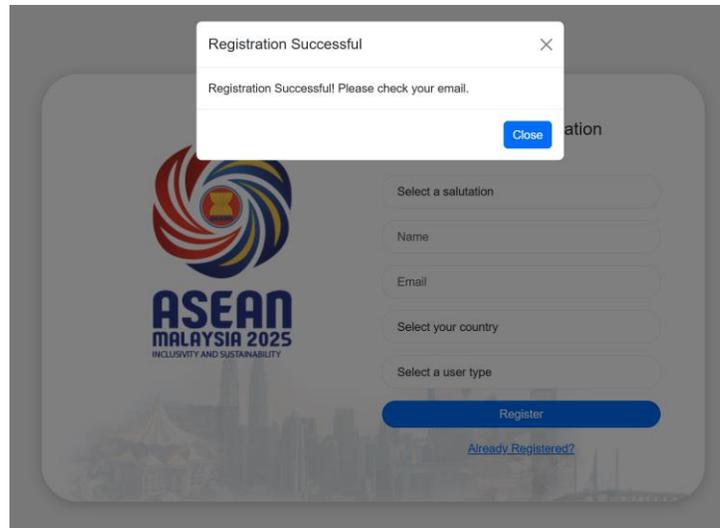


Figure 1.5 Registration successful

After submission, a confirmation message will appear on the screen to indicate that your registration was successful.



Figure 1.6 Check your email

Following successful registration, you will receive a confirmation email at the address you provided.



Figure 1.7 Login to system

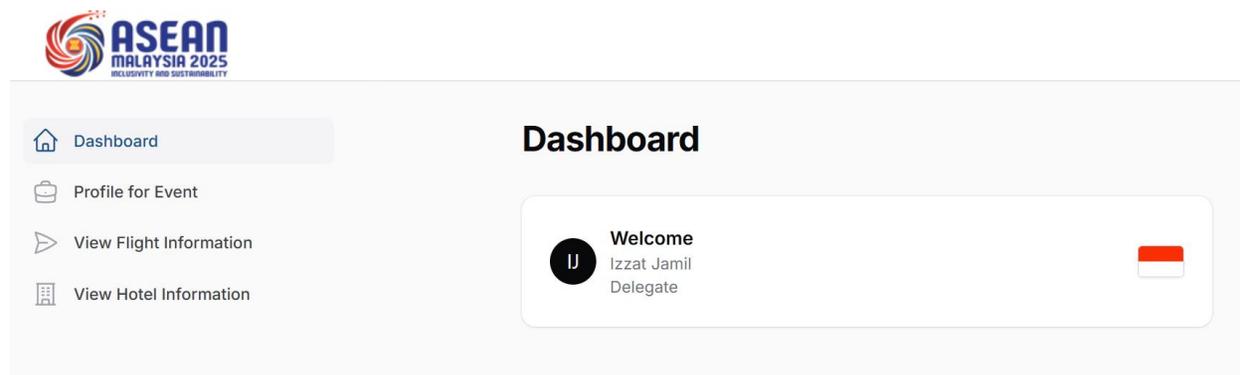


Figure 1.8 Participant dashboard overview

Once your registration has been approved, you will receive your credentials via email. Use these credentials to log into the system and access your dashboard, where you can view event details and manage your participation.

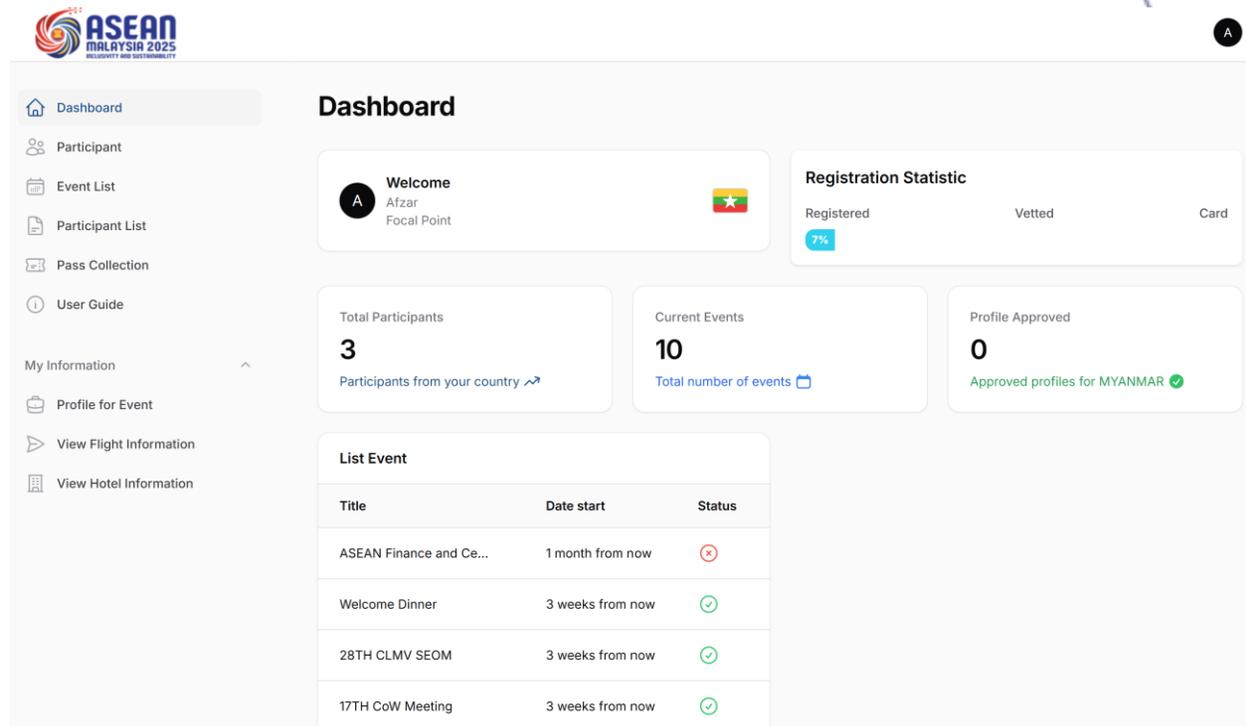


Figure 1.9 Focal point dashboard after login

For users assigned as Focal Points, logging into the system grants access to the Focal Point Dashboard. This dashboard enables you to manage participants and oversee event coordination tasks efficiently.