### USER GUIDES FOR EXCHANGE SYSTEM

#### **1. USER REGISTRATION**

i. For the first time user, Click *Sign Up* and fill in the information requested as shown and Click *Save*.

EXCHANCE THE YOUTH OPPORTUN AND EXCHANCE PROGRAM	
S Login 🕐 Lost Password 👤 Sign Up	* Tomo Inditions 🕿 Contact Us 🖾 Info 🗢 F.A.Q 🖉 User Guide
Full Name (As In MyKad):	
Email:	
Phone Mobile:	
Phone Office:	
Username:	·
Password:	· ·

- ii. Registered users will receive a notification on the registered email.
- iii. Click on the link Activate Your Account to activate your account for registration activation.



### 2. LOGIN

i. Fill in the Username and Password. Click on the Login button.



## 3. TERMS AND CONDITIONS

i. Applicant are required to read Terms and Conditions.



# 4. APPLICATION FORM

i. Click on *Application Form*. Fill in the applicant's *Programme* details as designated. Note: Applicant **must** upload his/her formal photo as required.





Pro	gramme			
# Programme Name Duration				
1.	THE SHIP FOR SOUTHEAST ASIAN AND	) JAPANESE YOUTH PROGRAM (SSEAVP)	34 DAYS	
2.	MALAYSIA - KOREA YOUTH EXCHANGE	PROGRAM (MKYEP)	5 - 10 DAYS	
3.	MALAYSIA - SINGAPORE YOUTH EXCH	ANGE PROGRAM (MSYEP)	5 - 10 DAYS	
4.	ASEAN TRANS BACKPACKERS (TABs)		10 DAYS	
5. OTHERS CONFERENCES, SEMINAR AND WORKSHOP 5 - 10 DAYS				
Plea	se choose your preferences			
Prog	gramme 1:	Please choose 🗸	*	
Programme 2: Please choose 🗸 *			*	
Programme 3:		Please choose 🗸	*	

ii. Fill in the applicant's Personal Information and Click on Save button

EXCHANCE PROGRAMME					
Programme Personal Employment E	ducation Youth Organization Additional Language Acknowledgement				
Please complete all details with CAPITAL LETT	ERS				
Full Name:					
I/C Number:	*				
Gender:	Please choose 💙 *				
Marital Status:	Please choose 🗸 *				
Date of Birth:					
Place of Birth:	(EXAMPLE: KOTA BHARU, KELANTAN)				
Height:	* (cm)				
Weight:	* (kg)				

iii. If the applicant is currently working, fill in the applicant's *Employment* information and Click on Save.

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		A A A A A A A A A A A A A A A A A A A
Home Application Form		
ogramme Personal Employment	Education Youth Organization Additional Language Acknowledgement	
Employment Information (If you are c	irrently working)	
Name of Employer:		
Occupation / Position:		
Office Address:		
Parter de l		
-ostcode:		
State:	Please choose V	
District:	Please choose	
Tel No:		
Fax No:		
Working Experiences:		

iv. Fill in the applicant's *Education* information as required.

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		CHORE & HTUOF			
🕈 Home 🖌 Application Form 🛛 Info					
Programme Personal Employment E	ducation Youth Organization Additional Language Acknowledgement				
Secondary School/College/University (ye	u currently attend/attended)				
Level of Education:	Please choose 😵 🔹				
Name of Secondary School / College / University:		•			
Field of Study:		•			
University Address:	•				
Postcode:	•				
State:	Please choose 💙 🔹				
District:	Please choose 💙 *				
Tel No:					
Fax No:					
Email:					
	E Save				

v. If the applicant is registered with any Youth Organization or NGOs, fill in the applicant's *Youth Organization* information and Click on Save.

EXCHANCE THE YOUTH OPPORTUNITY AND EXCHANCE PROGRAMME					
🕈 Home 🖌 Application Form 🔤 Info					
Programme Personal Employment E	iducation Youth Organization Additional Language Acknowledgement				
Youth Organization (registered under Reg	sistrar of Youth (ROY)/ affiliated with National Youth Council)				
Name of Youth Organisation/Clubs:	Please choose 🗸				
Position:	Please choose 💙				
Organisation Address:					
Postcode:					
State:	Plezse choose 🖌				
District:	Plezse choose V				
Tel No:					
Fax No:					
Email:					
	E Save				

vi. Fill in the applicant's *Addition* information as required. Note: Applicants **must** upload their Essay and Resume. Essay must be written in English and should not exceed 300 words.

THE YOUTH OPPORTUNITA AND EXCHANCE PROGRAMM	
Home Application Form Info      Programme Personal Employment I	Education Youth Organization Additional Language Acknowledgement
Additional Information	
Dietary Restrictions:	
Hobbies / Skills / Special Interests:	
Emergency Contact (Next of Kin)	
Name:	•
Relationship:	•
Mobile No:	•
Office No:	
International Programme Experiences: (past 3 years)	
Participated / Alumni Program of:	Fatal Error: KS_Field_Lookup::KS_Field_Lookup::add. SQLSTATE[42S02]: Base table or view not found: 1146         Table 'eyxchange_2024.t_ref_participate' doesn't exist         Please choose
Essay:	Choose File No file chosen * Only files with extensions (doc,docx,pdf) can be uploaded.
Resume:	Choose File No file chosen * Only files with extensions (doc,docx,pdf) can be uploaded.

vii. Fill in the applicant's Language information as required.

	CHANG UTH OPPORTUR HANGE PROGRA				HIND SELIA & SOFT
🔒 Home	🖍 Application Form 🛛 🔛 Info	0			
Programme	Personal Employment	Education Youth Organiza	tion Additional Languag	Acknowledgement	
Language	(5) *				
# Lang	juage	Speaking	Reading	Writing	Action
			Add		

viii. Click the box of Acknowledgments and Click Submit button.



## 5. FORGOTTEN OR RESETTING YOUR PASSWORD

i. Click on the Retrieve Lost Password

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& Login () Lost Password L Sign	Up 🐐 Terms & Con	ditions 🕿 Contact Us 🖾 Info	😝 F.A.Q 🛛 🗐 User Guide	
🔗 Login				
	User Login			
	Username :	Username	* This field is	s required
	Password :	Password	* No special	characters allowed
		S Login C Retrieve lost pass	vord	

ii. Enter the username on the account as required and Click *Get Password* button.



iii. A user will receive a notification on the registered email



iv. Check your email notification for a password reset email and Click on the link *Retrieve Your Password*.

PASSWORD RETRIEVAL FOR THE YOUTH OPPORTUNITY & EXCHANGE PROGRAMME $>$ 1000×1000				8	7
<b>eYxchange</b> <eyxchange@kbs.gov.my> to me ▼</eyxchange@kbs.gov.my>	11:31AM (O minutes ago)	☆	٢	¢	:
nages in this message are hidden. This message might be suspicious or spam. Show images Report spam				()	
Translate to English X					
We have received a request for lost password retrieval for user ID 'irfan10'. Click the following LIBL to retrieve your password: [Retrieve Your Password]					
The link will expire in 2 days. You may safely ignore this message if someone else try to retrieve your password. Thank you. Administrator,					
The Youth Opportunity & Exchange Programme					
	PASSWORD RETRIEVAL FOR THE YOUTH OPPORTUNITY & EXCHANGE PROGRAMME > Interret eVechange «yxchange@kts.gov.my» to me + hages in this message are hidden. This message might be suspicious or spam. Show images Report spam Port spam Port spam Port spam We have received a request for lost password retrieval for user ID 'rfan10'. Cirk the following IBI to entrieve your password: Retrieve Your Password] The link will expire in 2 days. You may safely ignore this message if someone else try to retrieve your password. Thank you. Administrator, The Youth Opportunity & Exchange Programme	PASSWORD RETRIEVAL FOR THE YOUTH OPPORTUNITY & EXCHANGE PROGRAMME > Income eYxchange «syschange@kbs.gov.my» to me + ItaliAM (0 minutes sign) to me + ItaliaM (0 minutes sign) to me + ItaliaM (0 minutes sign) Report spam error spam Peopri spam Peopri spam We have received a request for lost password retrieval for user ID 'rfm10'. Public the following IBI to retrieve your password. The first well expire in 2 days. You may safely ignore this message if someone else try to retrieve your password. Thank you. Administrator. Thank you.	PASSWORD RETRIEVAL FOR THE YOUTH OPPORTUNITY & EXCHANGE PROGRAMME > Income of the second of the seco	PASSWORD RETRIEVAL FOR THE YOUTH OPPORTUNITY & EXCHANGE PROGRAMME > Income *Yachange «synchange@kbs.gov.my» to me * to me * to me * the sease are hidden. This message might be susplicious or span. Show images Report spam * return to find the sease of the sea	PASSWORD RETRIEVAL FOR THE YOUTH OPPORTUNITY & EXCHANGE PROGRAMME > INNERNAL SPORTUNITY & EXCHANGE PROGRAMME PROGRAMME > INNERNAL SPORTUNITY & EXCHANGE PR

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v. Fill in the New Password and New Password (again) as required and Click *Submit*.

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Lost Password				
	User Lost Password R	letrieval		
	User ID :	irfan10	* This field is required * Minimum 12 characters allow	ed
	New Password :			
	New Password (again) :			
		Submit		