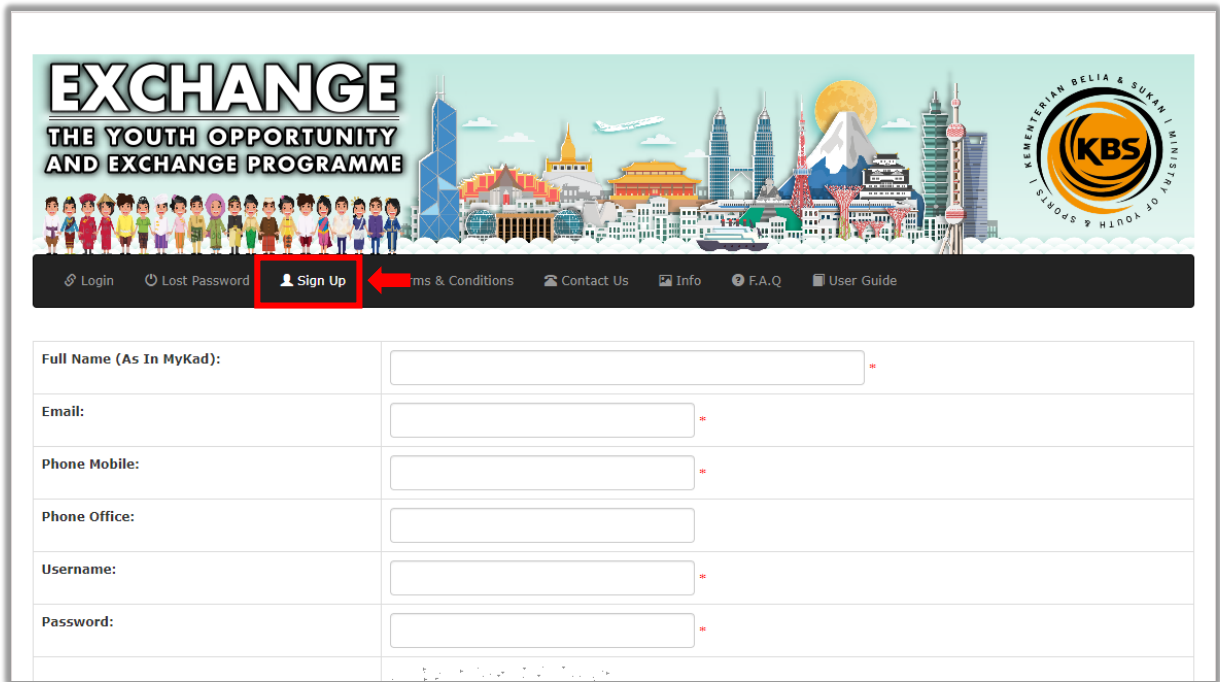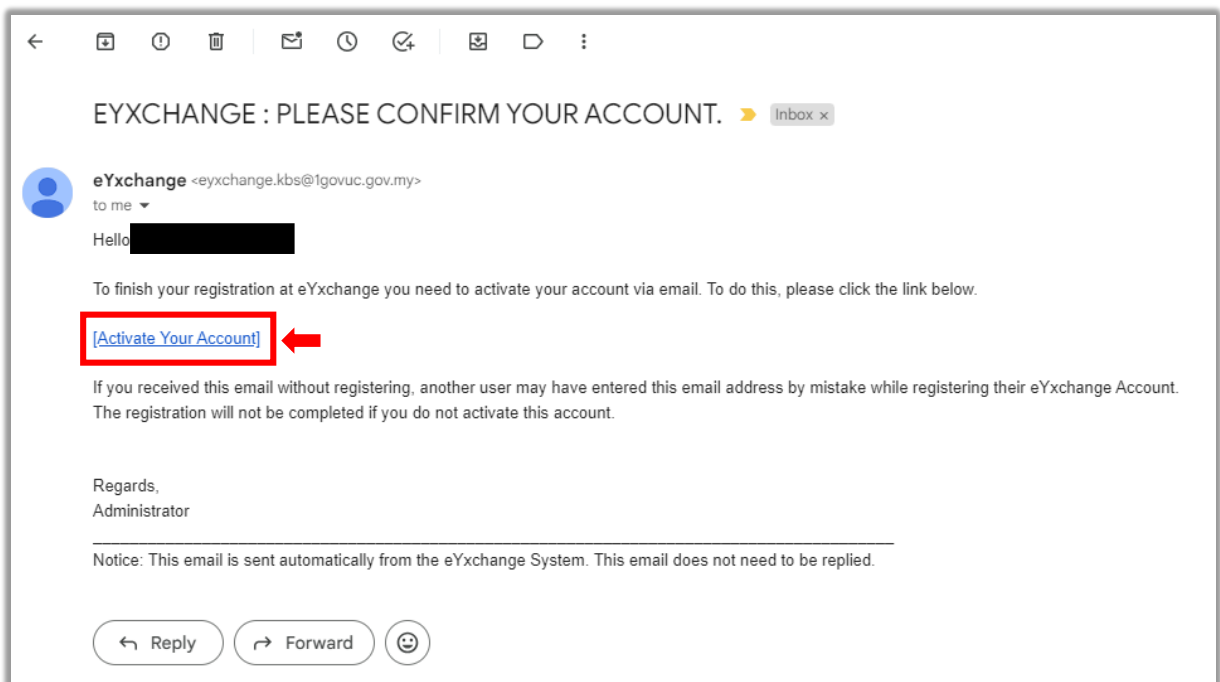# USER GUIDES FOR EXCHANGE SYSTEM

USER REGISTRATION

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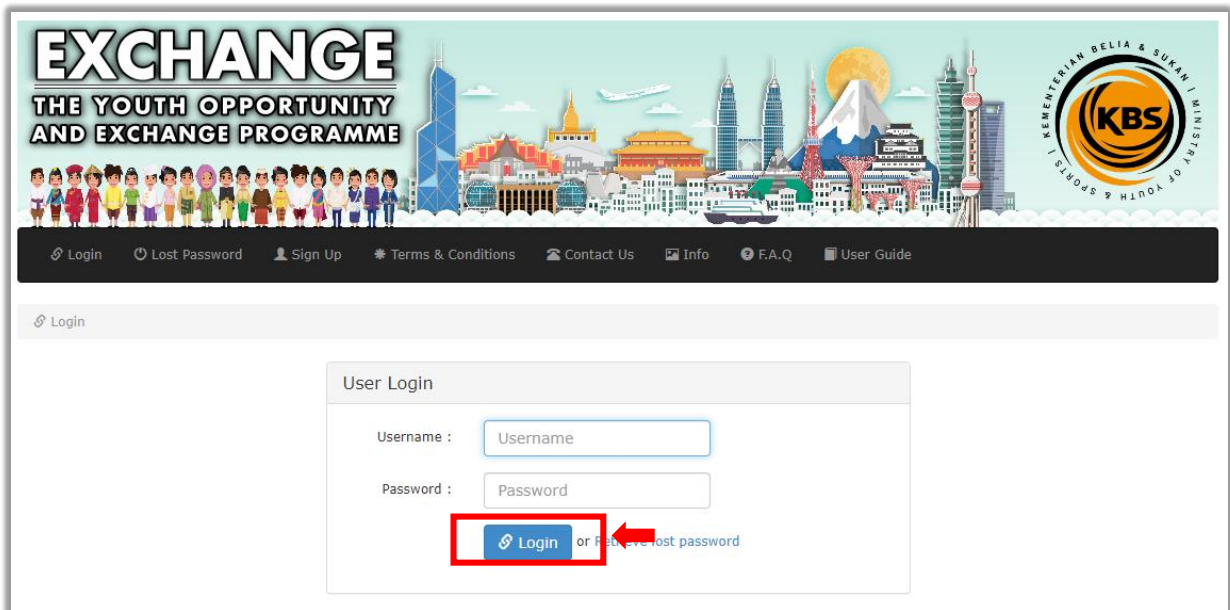

2. Registered users will receive a notification on the registered email.
3. Click on the link Activate Your Account to activate your account for registration activation.

LOGIN

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

TERMS AND CONDITIONS

1. Applicant are required to read Terms and Conditions.

APPLICATION FORM

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

Example :

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

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

4. Fill in the applicant's Education information as required.

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

6. Fill in the applicant's Additional information as required. Note: Applicants **must** upload their Essay and Resume. Essay must be written in English; the topic of the essay is **Exploring the boundaries in developing the nation through youth empowerment**. The applicant must ensure that the essay does not exceed 300 words.

7. Fill in the applicant's Language information as required.
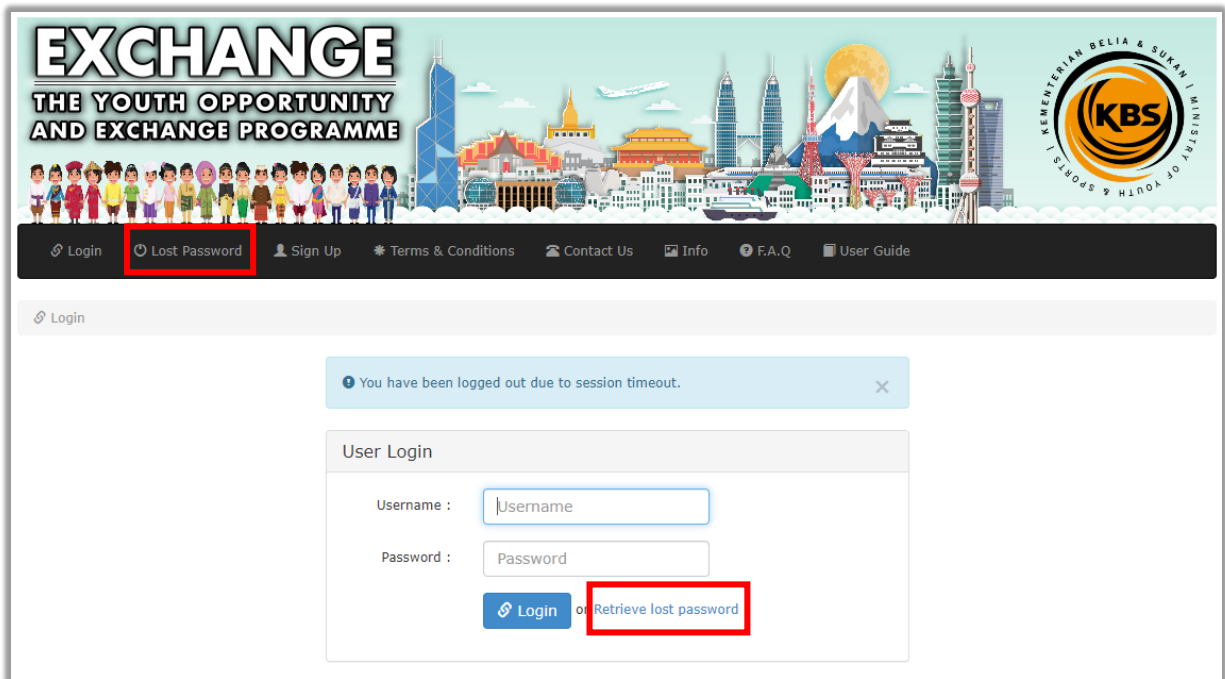
8. Click the box of Acknowledgments and Click Submit button.
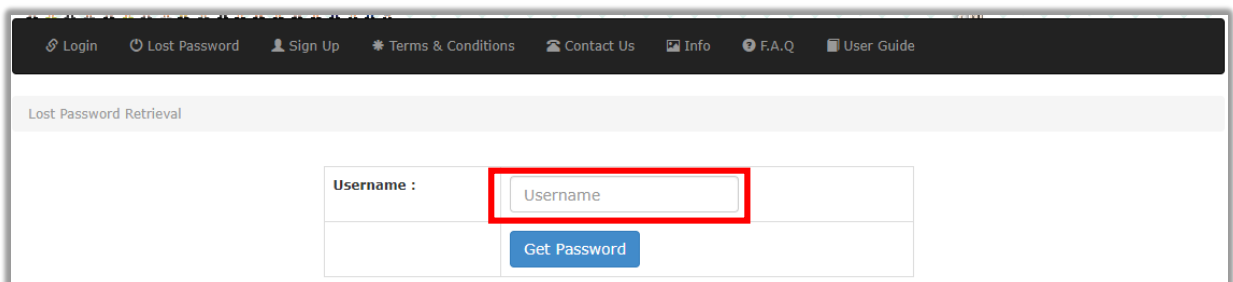
FORGOTTEN OR RESETTING YOUR PASSWORD

1. Click on the Retrieve Lost Password

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

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

4. Check your email notification for a password reset email and Click on the link Retrieve Your Password.
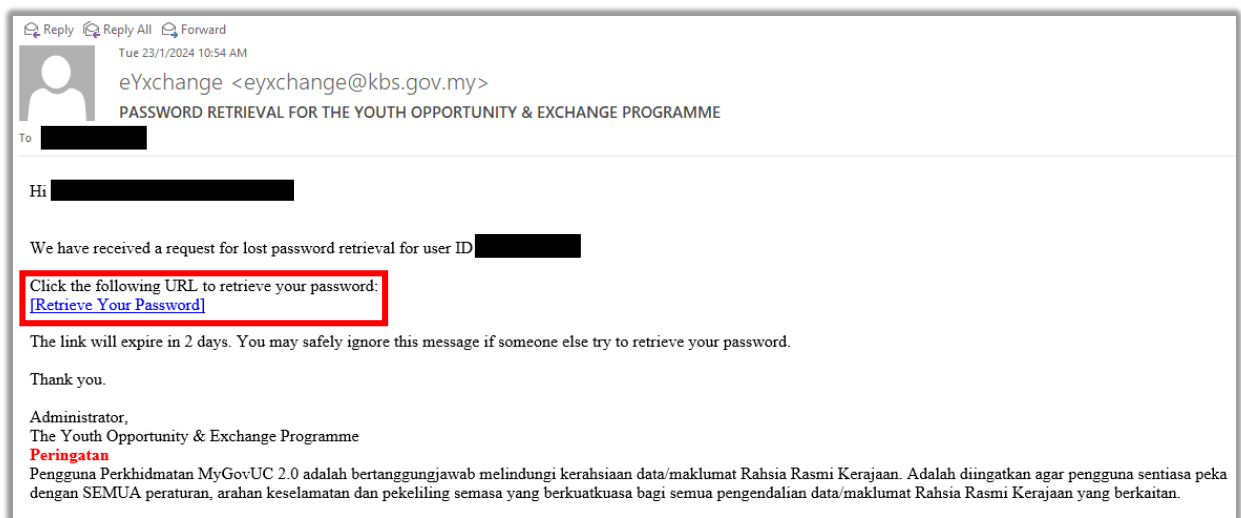
5. Fill in the New Password and New Password (again) as required and Click Submit.