

# **Dentistry Postgraduate Tracking System**

## **User Guide 2.0**

# Interview Candidate

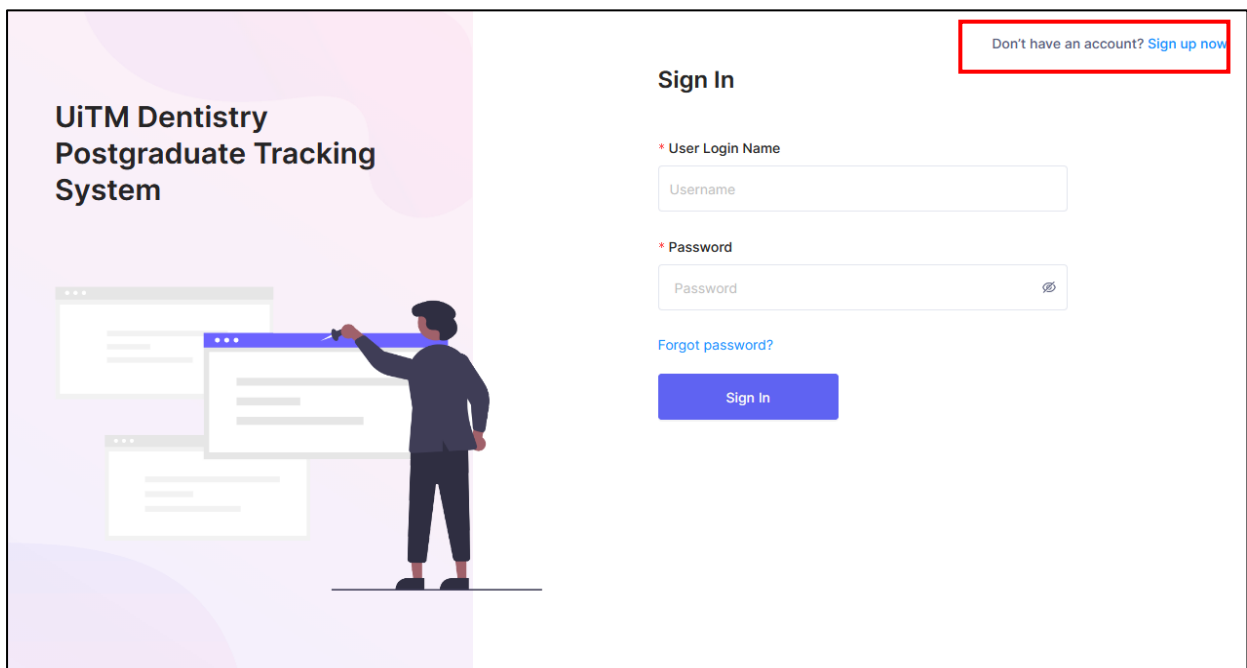
1. Open the webpage for “Dentistry Postgraduate Tracking System” or click the link below:

<https://www.uitmdentistrytracking.com>

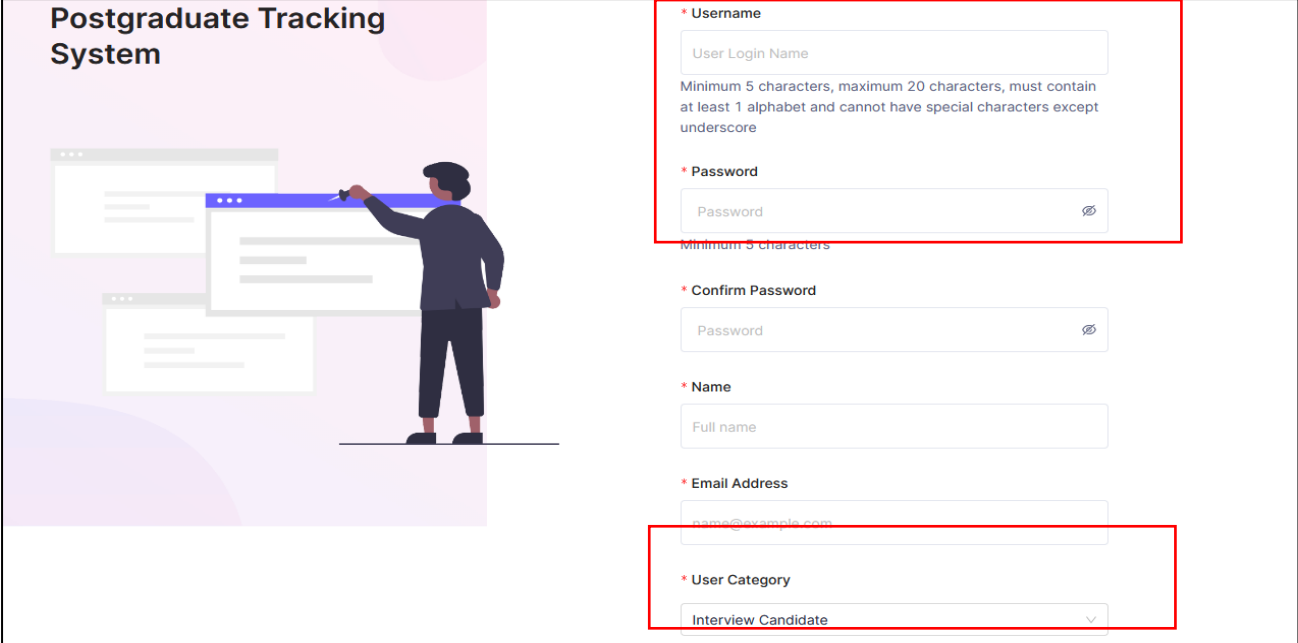
2. you will be able to see below page.

3. For existing user please **Sign In** using your Username and Password.

For new user, please **Sign Up** by clicking the top left of the page.



4. The **Sign Up** page will open. Please fill in the **Sign Up** form.



**Postgraduate Tracking System**

\* Username  
User Login Name  
Minimum 5 characters, maximum 20 characters, must contain at least 1 alphabet and cannot have special characters except underscore

\* Password  
Password  
Minimum 5 characters

\* Confirm Password  
Password

\* Name  
Full name

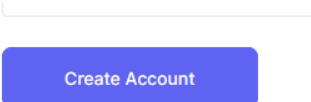
\* Email Address  
name@example.com

\* User Category  
Interview Candidate

Note that:

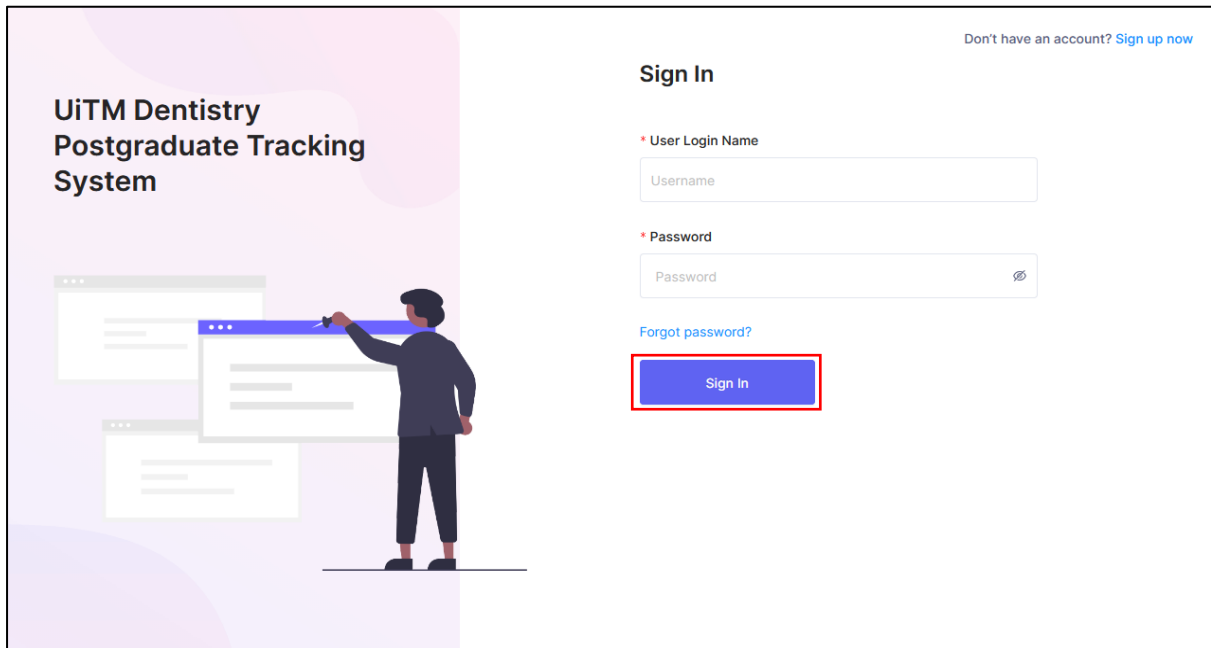
- The Username is the name used for login. **Username** must be **more than 5 character**.
- The Password will be used for login. **Password** must be **more than 5 character**.
- For Interview candidate, please select **Category “Interview Candidate”**

5. Once complete the form, click **“Create Account”** at the bottom of the page.

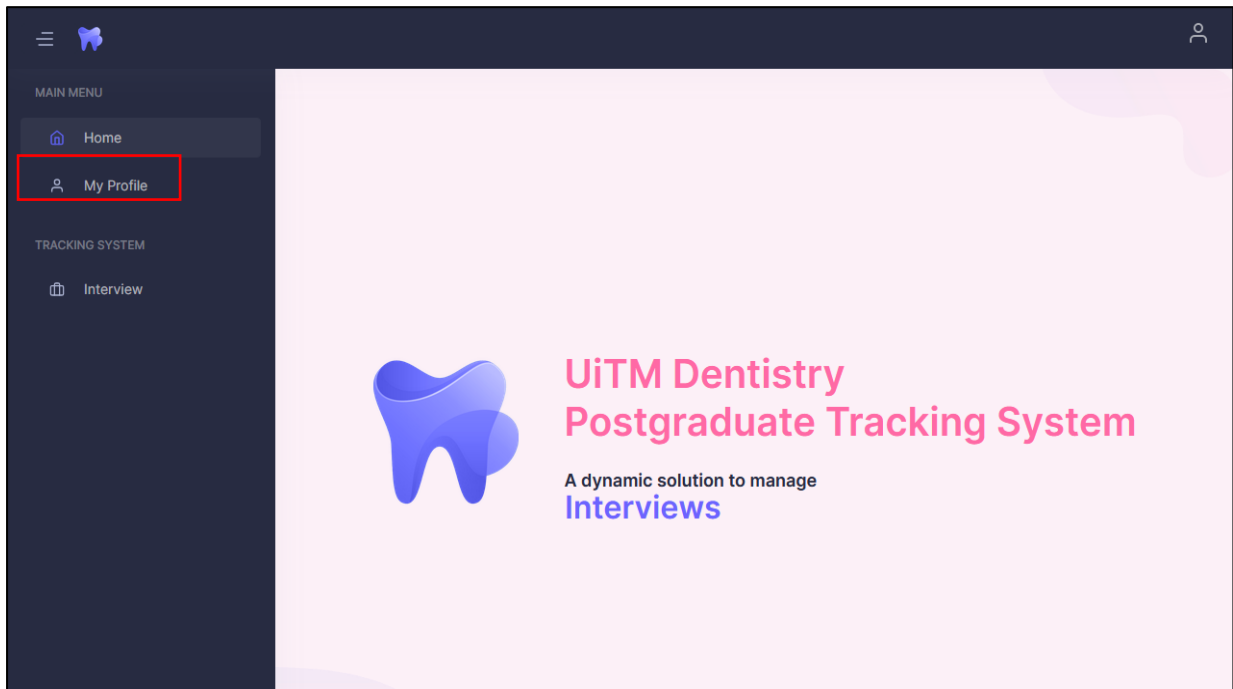


Create Account

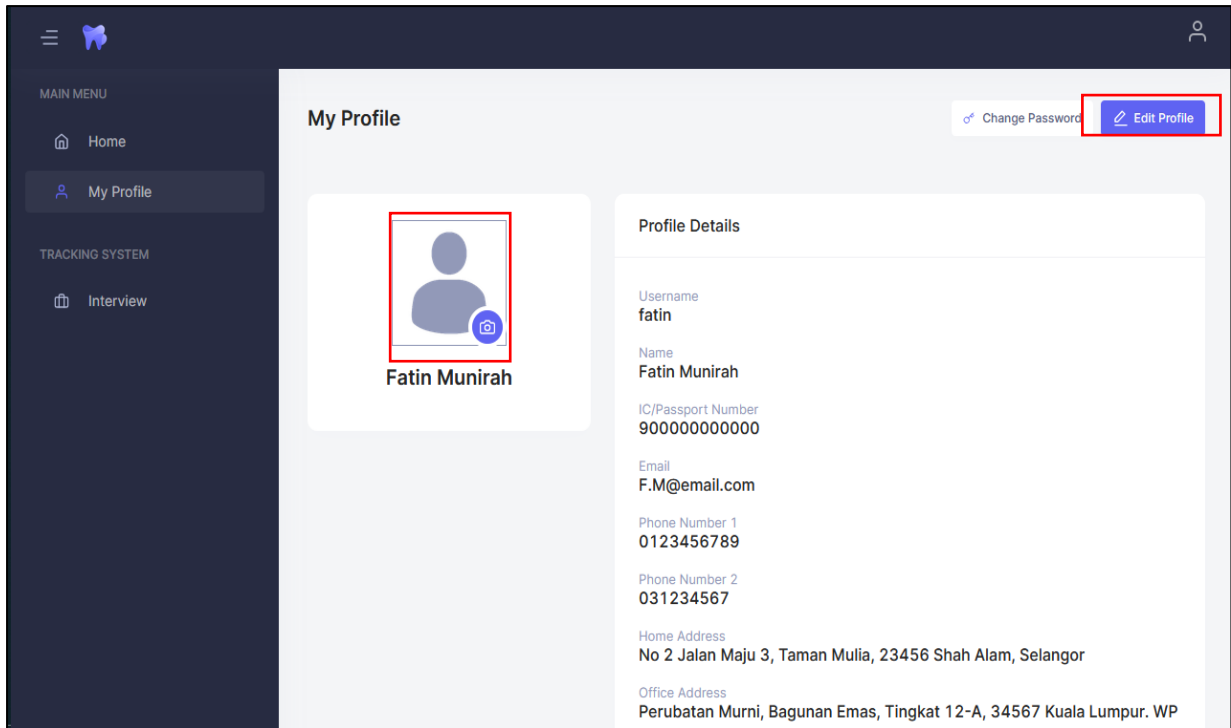
6. After create account, it will take you back to the **Sign In** page. Please sign in using the **Username** and **Password** that has been created and click **Sign In**.



7. Once Sign In, you will be directed to the main dashboard as below:

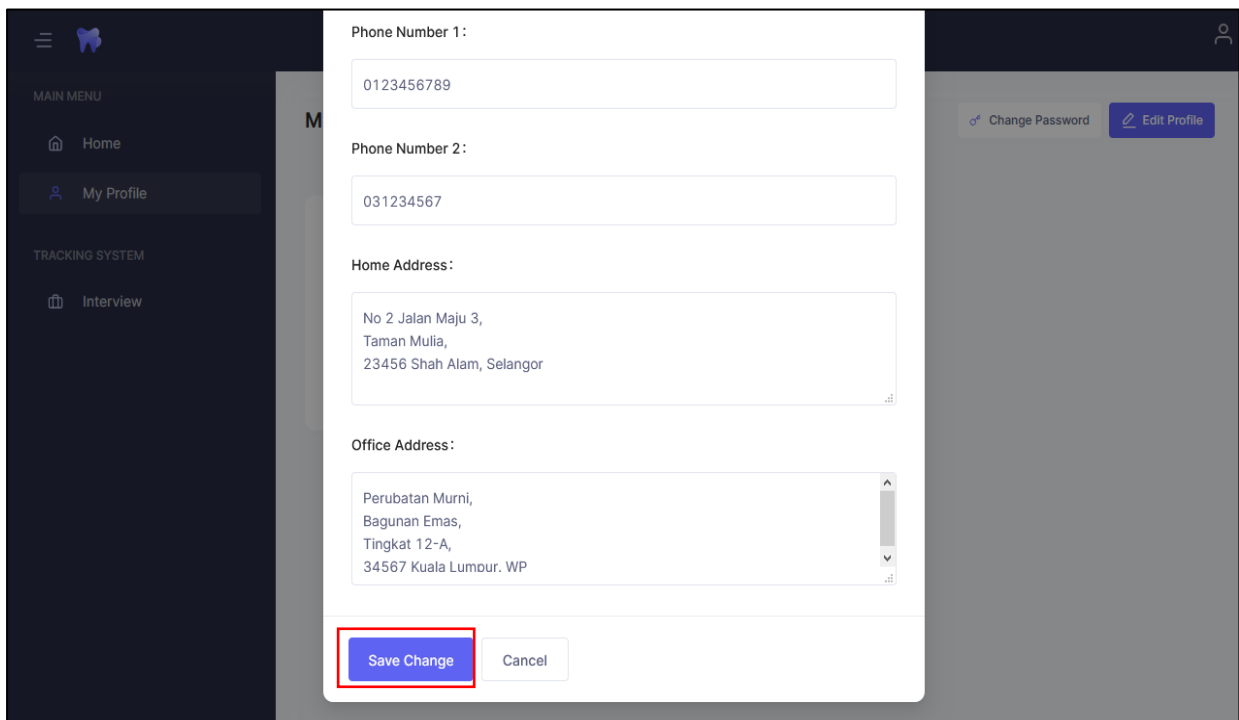


8. Go to **My Profile** to view your information.

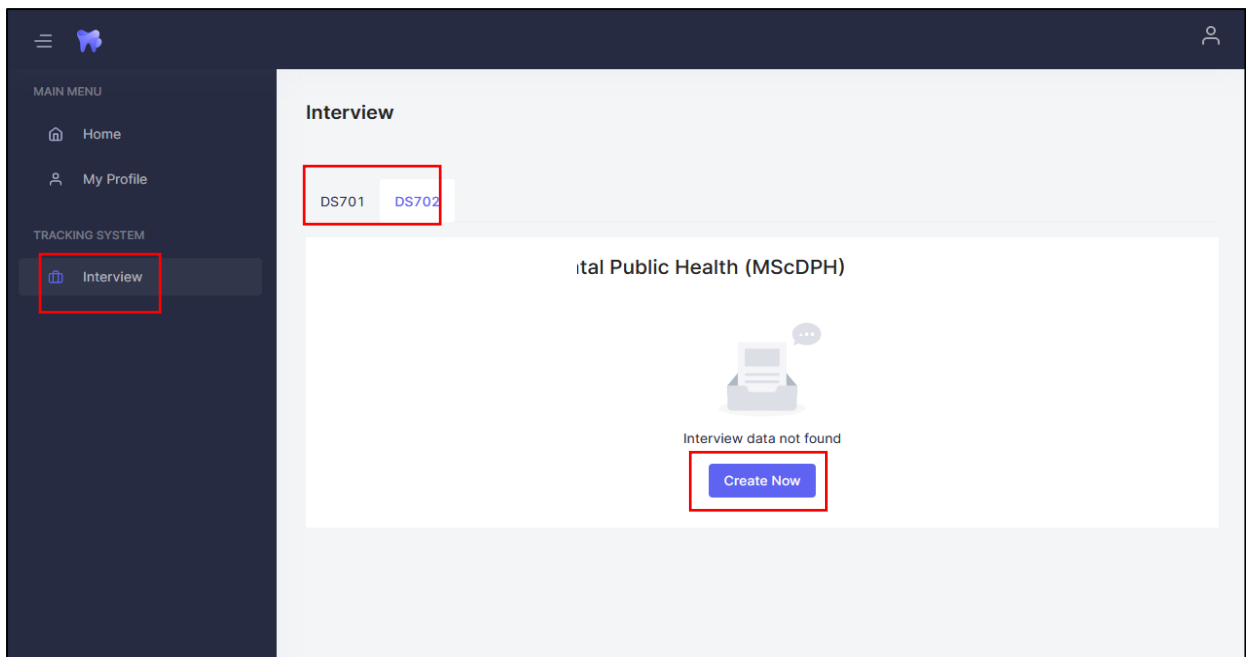


a. Please add your **Formal Picture** by clicking on the camera icon.

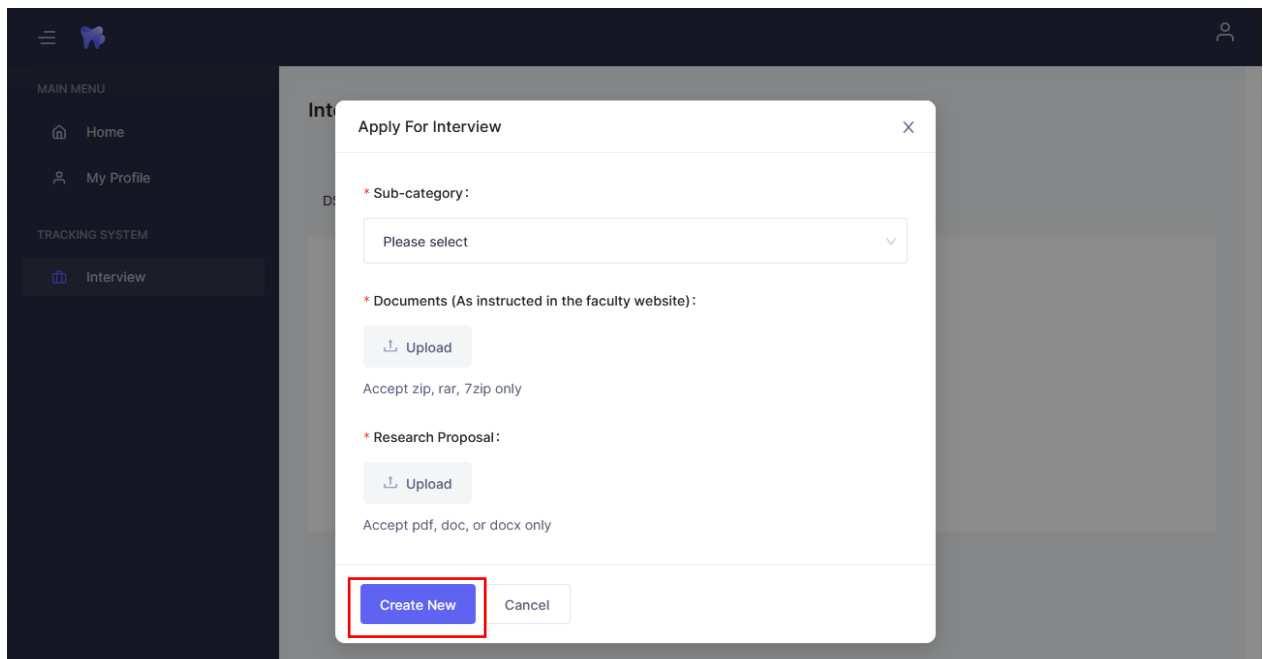
b. Please check your information. If your information is not correct OR is missing, please click **Edit Profile** at the top right, edit the profile and click **Save Changes** at the bottom of the page.



9. Go to the menu bar on the left and click **Interview**.

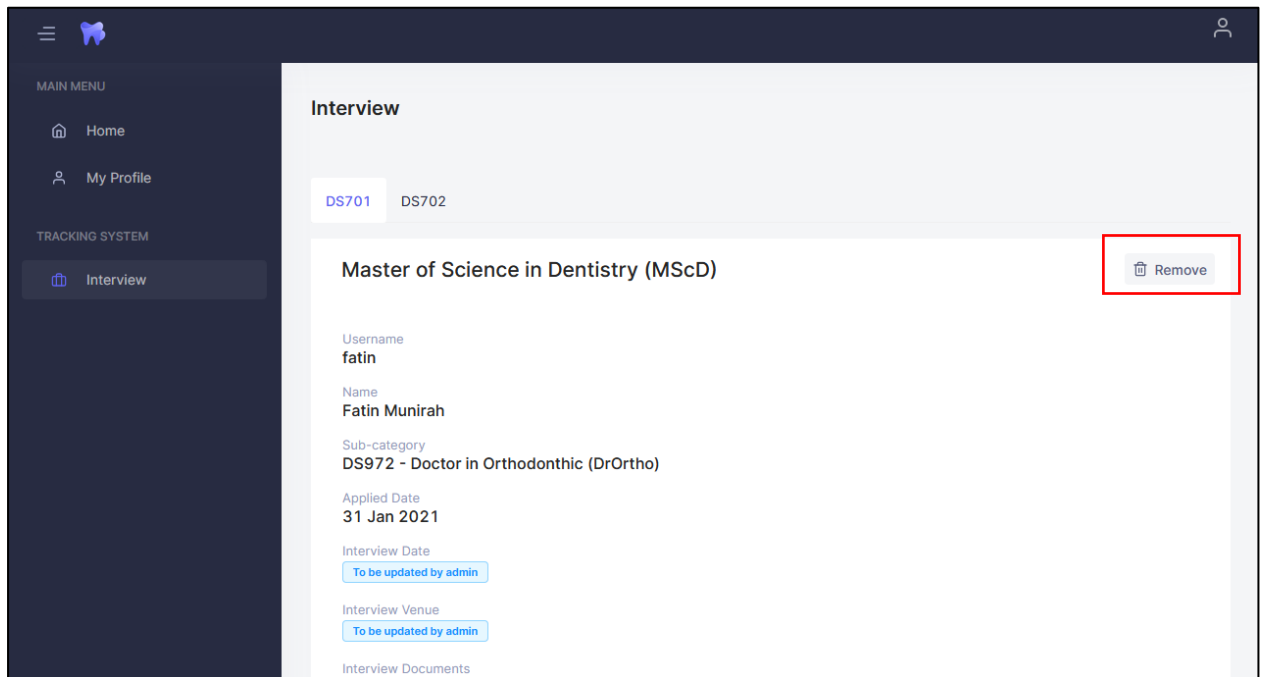


10. Select the Code for which Interview Category. **DS701** or **DS702**. Click **Create Now**.



- a. Please select category and upload the document. **Documents** are to be uploaded in compress file (**WinZip,7Zip,7z**) and Research can be uploaded in **PDF, doc** or **docx** format.
- b. Once complete, click **Create New**.

11. the sub window will close, and you will see the detail of the application in the main board as below.



a. If the documents uploaded is incorrect, please click **Remove** button on the top right and **Create New** again.

12. A Note will appear at the bottom of screen informing that the form is being processed.  
Please proceed to **Sign Out** by clicking on the top right icon and click **Sign Out**.

