

# PELAKSANAAN SINGLE SIGN ON (SSO) KE ATAS DIGITAL DOCUMENT MANAGEMENT SYSTEM 2.0 (DDMS 2.0)

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**BAHAGIAN HAL EHWAL UNDANG-UNDANG  
JABATAN PERDANA MENTERI**

**DDMS<sup>2.0</sup>**  
DIGITAL DOCUMENT MANAGEMENT SYSTEM

Disediakan oleh:

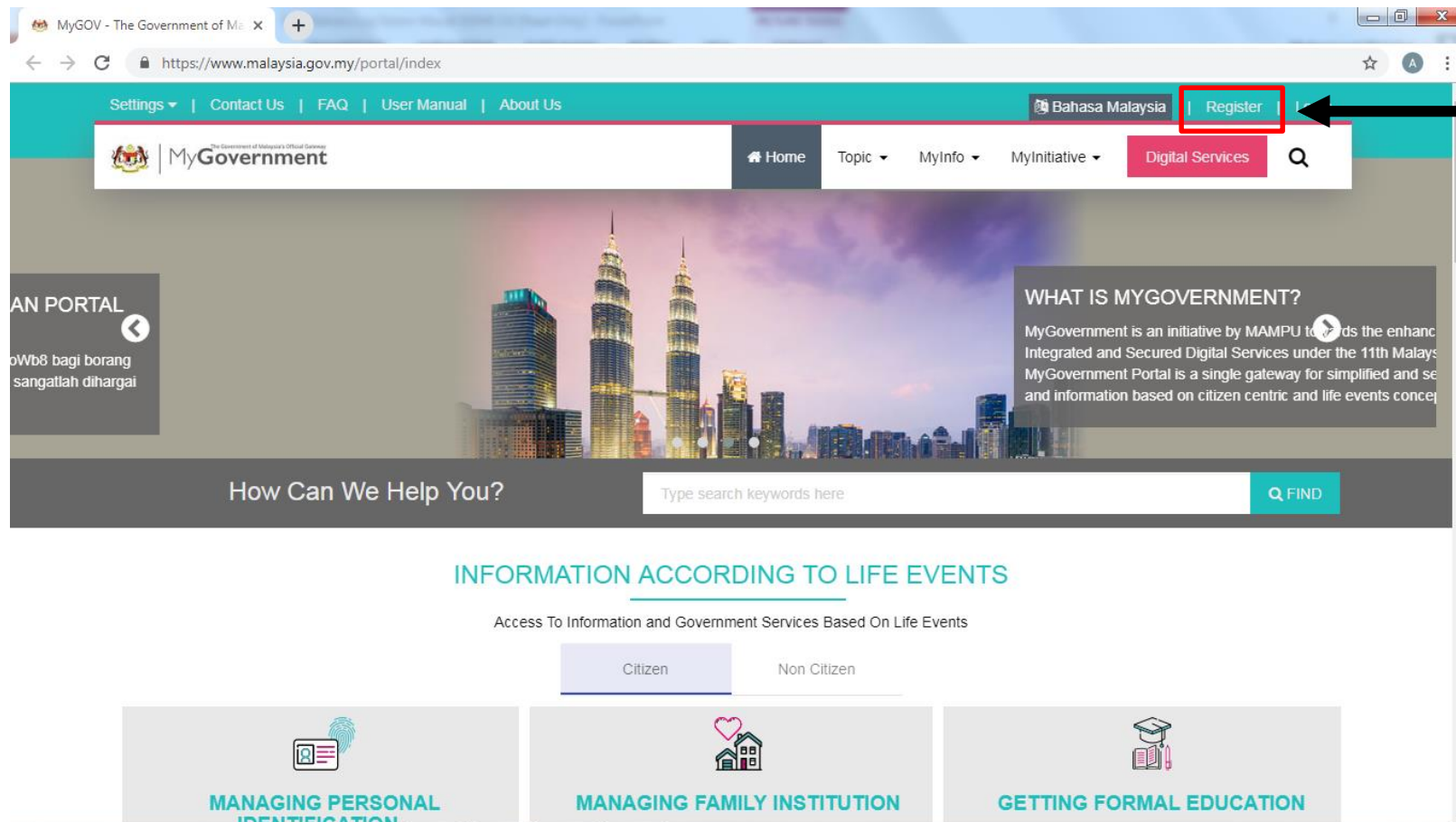
Unit Khidmat Pengurusan,  
Seksyen Sumber Manusia  
Bahagian Hal Ehwal Undang-Undang

**Untuk sebarang aduan berkenaan Proses  
Pendaftaran SSO dan DDMS sila  
emailkan aduan ke**

**[aduan.ddms@bheuu.gov.my](mailto:aduan.ddms@bheuu.gov.my)**

# KAEDAH PENDAFTARAN SSO BAGI PENGGUNA KALI PERTAMA UNTUK AKSES MASUK SISTEM DDMS 2.0

**Langkah 1.** Layari <https://www.malaysia.gov.my/portal/index> . Skrin berikut akan dipaparkan:

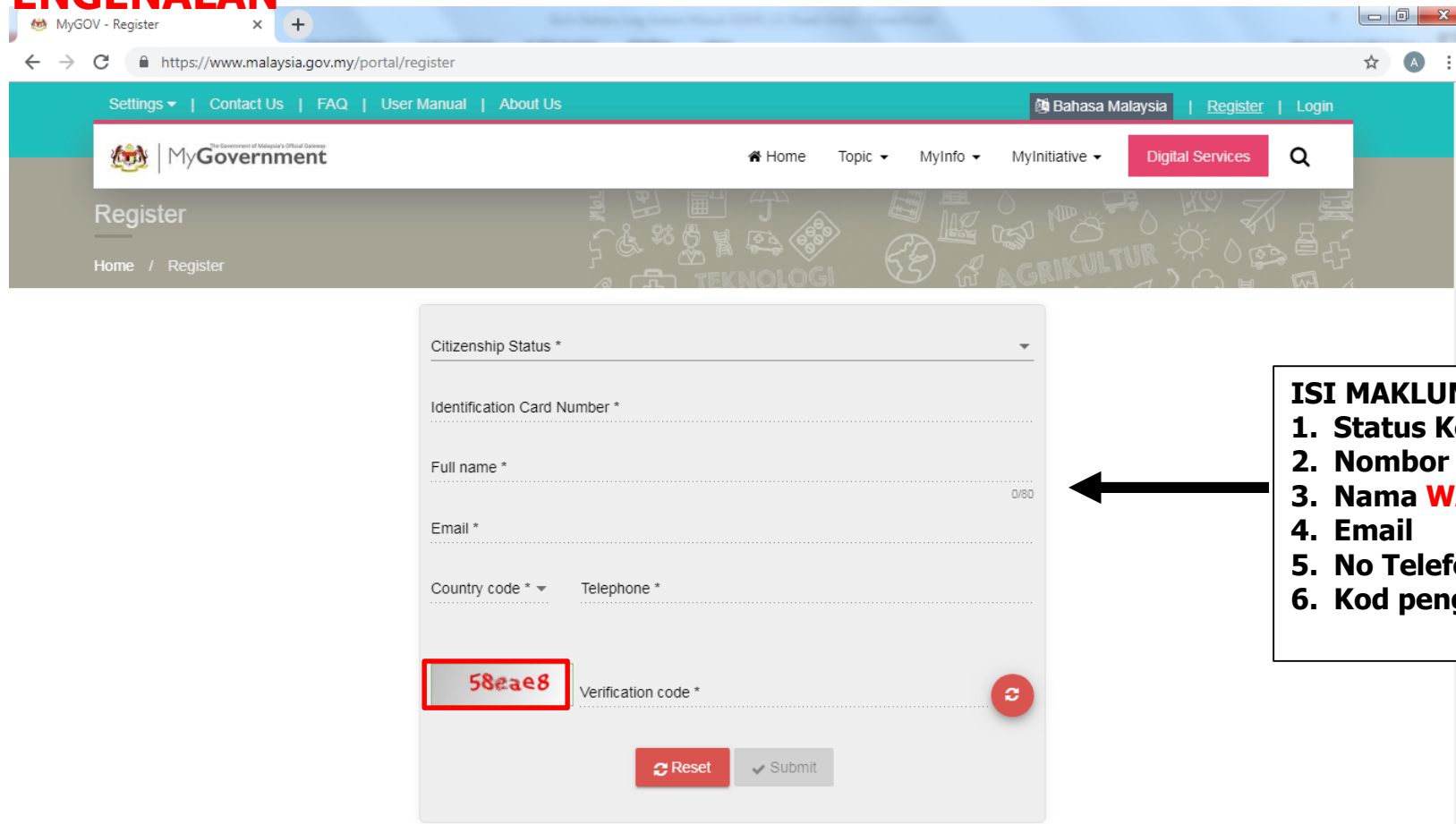


**Klik Register**  
**Paparan Register seperti**  
**Gambar 2**

**Gambar 1:** Paparan Website bagi Single Sign On.

# KAEDAH PENDAFTARAN SSO BAGI PENGGUNA KALI PERTAMA UNTUK AKSES MASUK SISTEM DDMS 2.0

**Langkah 2.** Sila isi maklumat peribadi seperti panduan dibawah. Nama **WAJIB SEPERTI DALAM KAD PENGENALAN**



The screenshot shows the MyGov Register page. The form includes the following fields:

- Citizenship Status \*
- Identification Card Number \*
- Full name \* (0/80)
- Email \*
- Country code \* and Telephone \*
- Verification code \* (displaying 582ae8)

Buttons: Reset, Submit

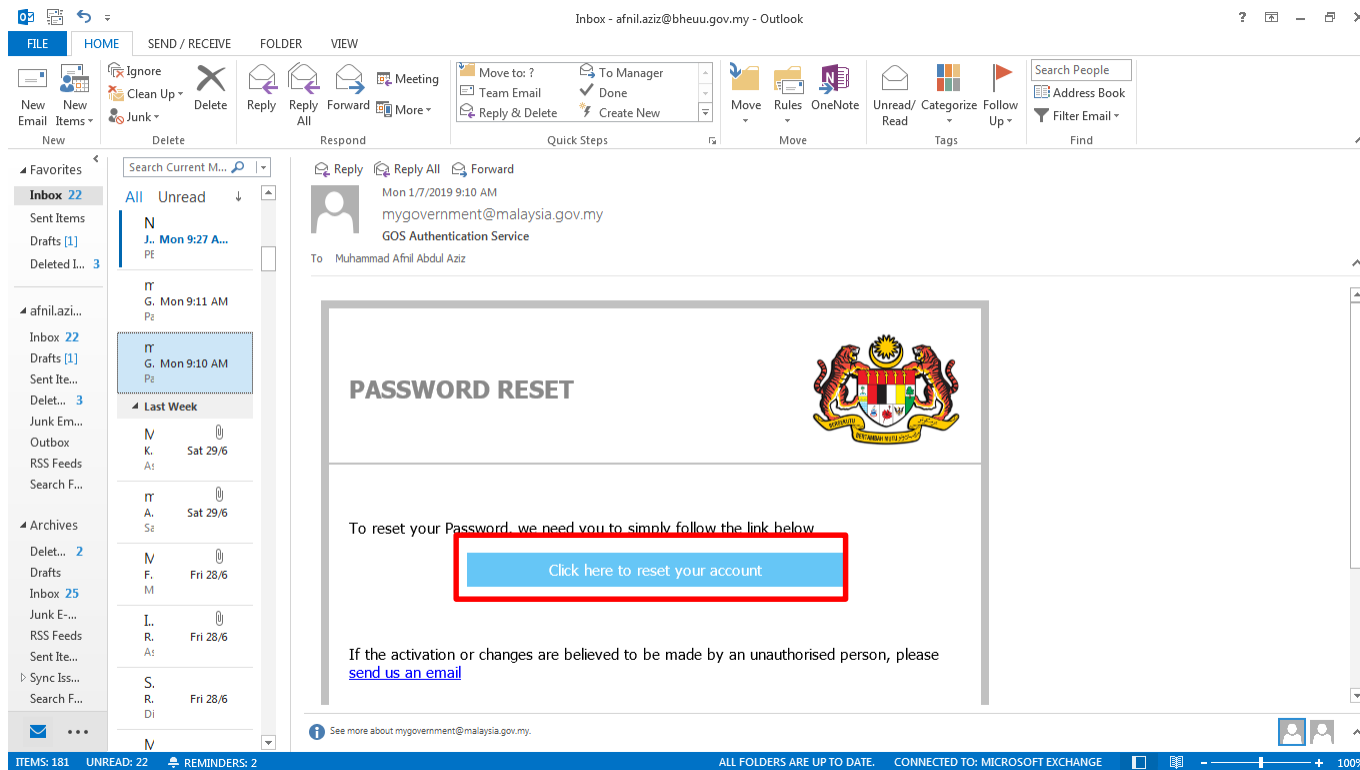
- ISI MAKLUMAT PERIBADI**
1. Status Kerakyatan
  2. Nombor Kad Pengenalan
  3. Nama **WAJIB SEPERTI DALAM KAD PENGENALAN**
  4. Email
  5. No Telefon +60 (**127127111**)
  6. Kod pengesahan seperti didalam gambar

**Gambar 2:** Paparan bagi pendaftaran SSO.



# KAEDAH PENDAFTARAN SSO BAGI PENGGUNA KALI PERTAMA UNTUK AKSES MASUK SISTEM DDMS 2.0

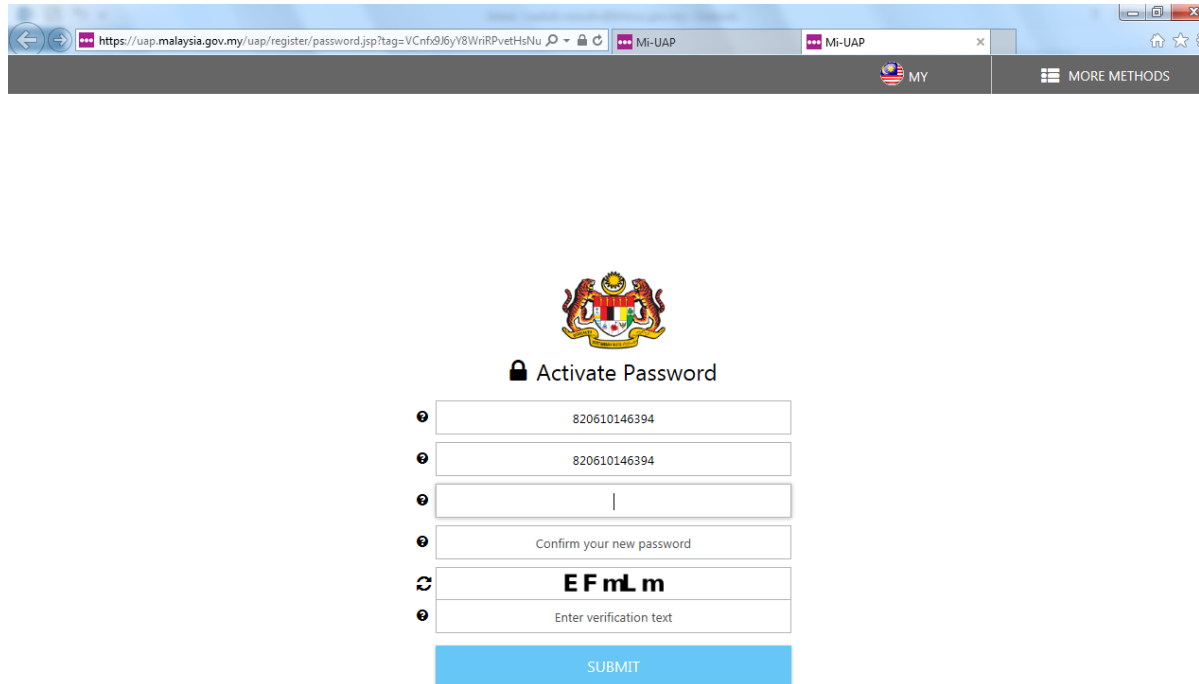
**Langkah 3.** Sila semak email yang anda daftarkan di Langkah 2. **Klik kotak biru** untuk proses seterusnya.



**Gambar 3:** Email yang diterima jika pendaftaran Berjaya.

# KAEDAH PENDAFTARAN SSO BAGI PENGGUNA KALI PERTAMA UNTUK AKSES MASUK SISTEM DDMS 2.0

**Langkah 4.** Paparan selepas klik kotak biru di email. Kata Laluan mestilah **mengandung huruf besar, huruf kecil, nombor atau symbol.**



The screenshot shows a web browser window with the URL <https://uap.malaysia.gov.my/uap/register/password.jsp?tag=VCnf9J6yY8WnRPvetHsNu>. The page title is "Activate Password". It features a form with the following fields:

- Field 1: Contains the number 820610146394.
- Field 2: Contains the number 820610146394.
- Field 3: Contains a single character 'I'.
- Field 4: Labeled "Confirm your new password".
- Field 5: Labeled "EFmLm".
- Field 6: Labeled "Enter verification text".

Below the fields is a blue "SUBMIT" button.

# KAEDAH PENDAFTARAN SSO BAGI PENGGUNA KALI PERTAMA UNTUK AKSES MASUK SISTEM DDMS 2.0

**Langkah 5.** Selepas berjaya mengisi kata laluan di Langkah 4, sila Log Masuk semula.



 Log Masuk Kata Laluan

?

800428115163

?

Masukkan Kata Laluan

LOG MASUK

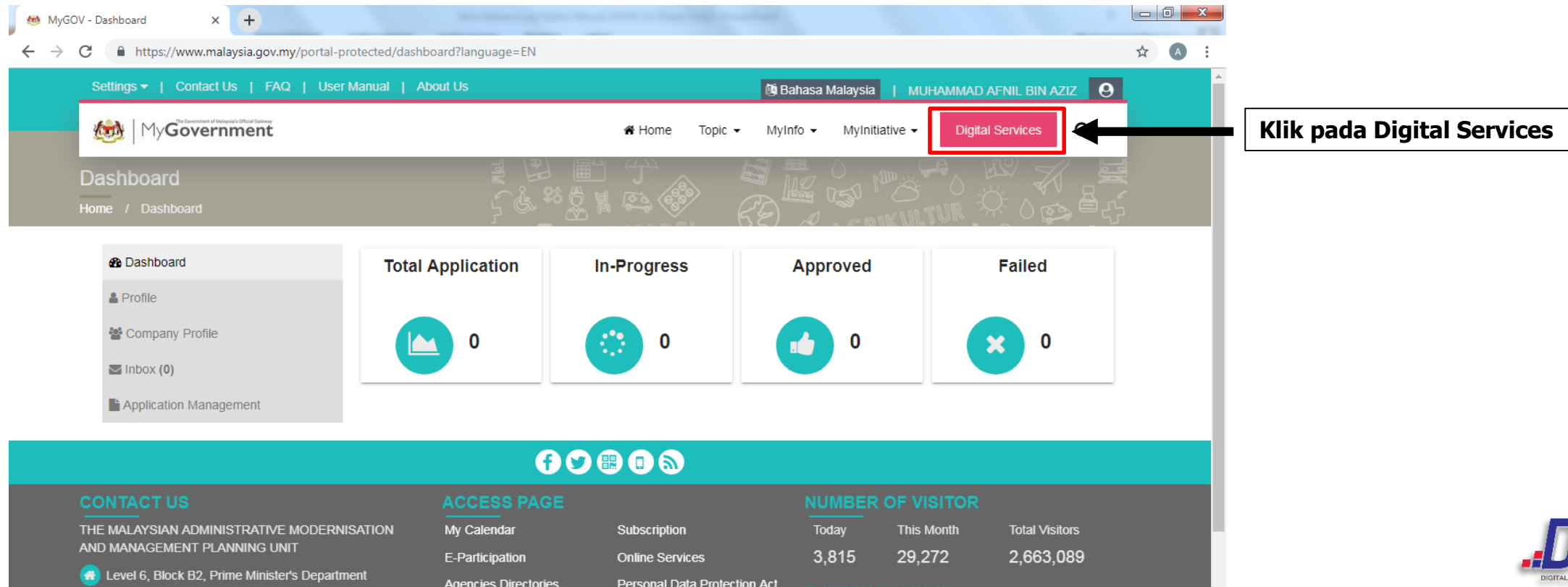
**Sila masukkan hanya No. Kad Pengenalan sahaja**

**Masukkan kata laluan yang didaftarkan dalam Portal MyGovernment**

**Gambar 5:** Paparan Log Masuk.

# KAEDAH PENDAFTARAN SSO BAGI PENGGUNA KALI PERTAMA UNTUK AKSES MASUK SISTEM DDMS 2.0

**Langkah 6.** Paparan apabila anda berjaya Log Masuk. Klik kotak merah (**Digital Services**) untuk masuk ke system DDMS 2.0



The screenshot shows the MyGov Dashboard interface. The top navigation bar includes links for Settings, Contact Us, FAQ, User Manual, and About Us. The user is logged in as MUHAMMAD AFNIL BIN AZIZ. The 'Digital Services' link is highlighted in a red box. Below the navigation bar, the dashboard displays four statistics: Total Application (0), In-Progress (0), Approved (0), and Failed (0). The footer contains contact information, access pages, and visitor statistics.

| ACCESS PAGE          |                              |
|----------------------|------------------------------|
| My Calendar          | Subscription                 |
| E-Participation      | Online Services              |
| Agencies Directories | Personal Data Protection Act |

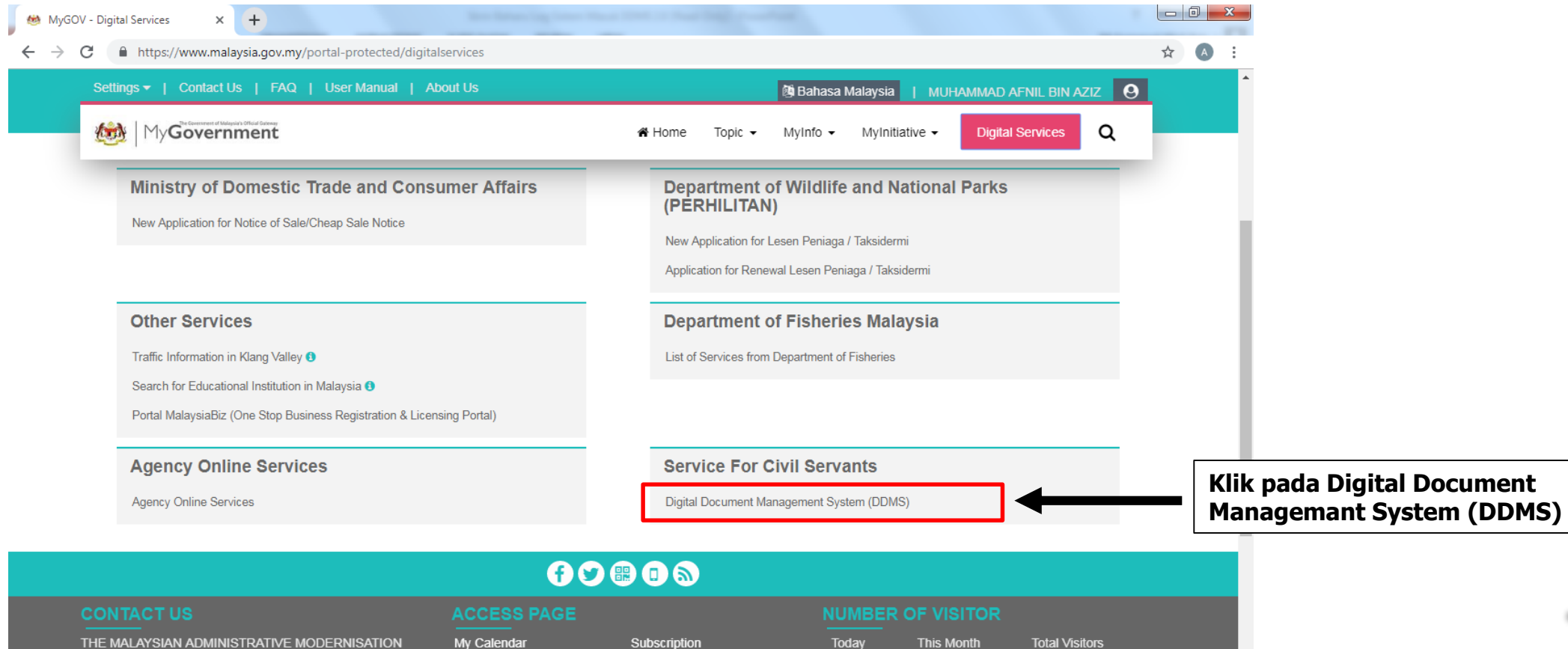
| NUMBER OF VISITOR |            |                |
|-------------------|------------|----------------|
| Today             | This Month | Total Visitors |
| 3,815             | 29,272     | 2,663,089      |

**Gambar 6:** Paparan jika berjaya Log Masuk.



# KAEDAH PENDAFTARAN SSO BAGI PENGGUNA KALI PERTAMA UNTUK AKSES MASUK SISTEM DDMS 2.0

**Langkah 7.** Klik pada **Digital Document Managemant System (DDMS)** untuk masuk ke system DDMS 2.0



The screenshot shows the MyGov Digital Services portal. The header includes the MyGov logo, navigation links (Home, Topic, MyInfo, MyInitiative), and a search bar. The main content area is divided into several sections:

- Ministry of Domestic Trade and Consumer Affairs**: New Application for Notice of Sale/Cheap Sale Notice
- Department of Wildlife and National Parks (PERHILITAN)**: New Application for Lesen Peniaga / Taksidermi, Application for Renewal Lesen Peniaga / Taksidermi
- Department of Fisheries Malaysia**: List of Services from Department of Fisheries
- Service For Civil Servants**: Digital Document Management System (DDMS) (highlighted in a red box)
- Other Services**: Traffic Information in Klang Valley, Search for Educational Institution in Malaysia, Portal MalaysiaBiz (One Stop Business Registration & Licensing Portal)
- Agency Online Services**: Agency Online Services

An arrow points from a text box to the DDMS link:

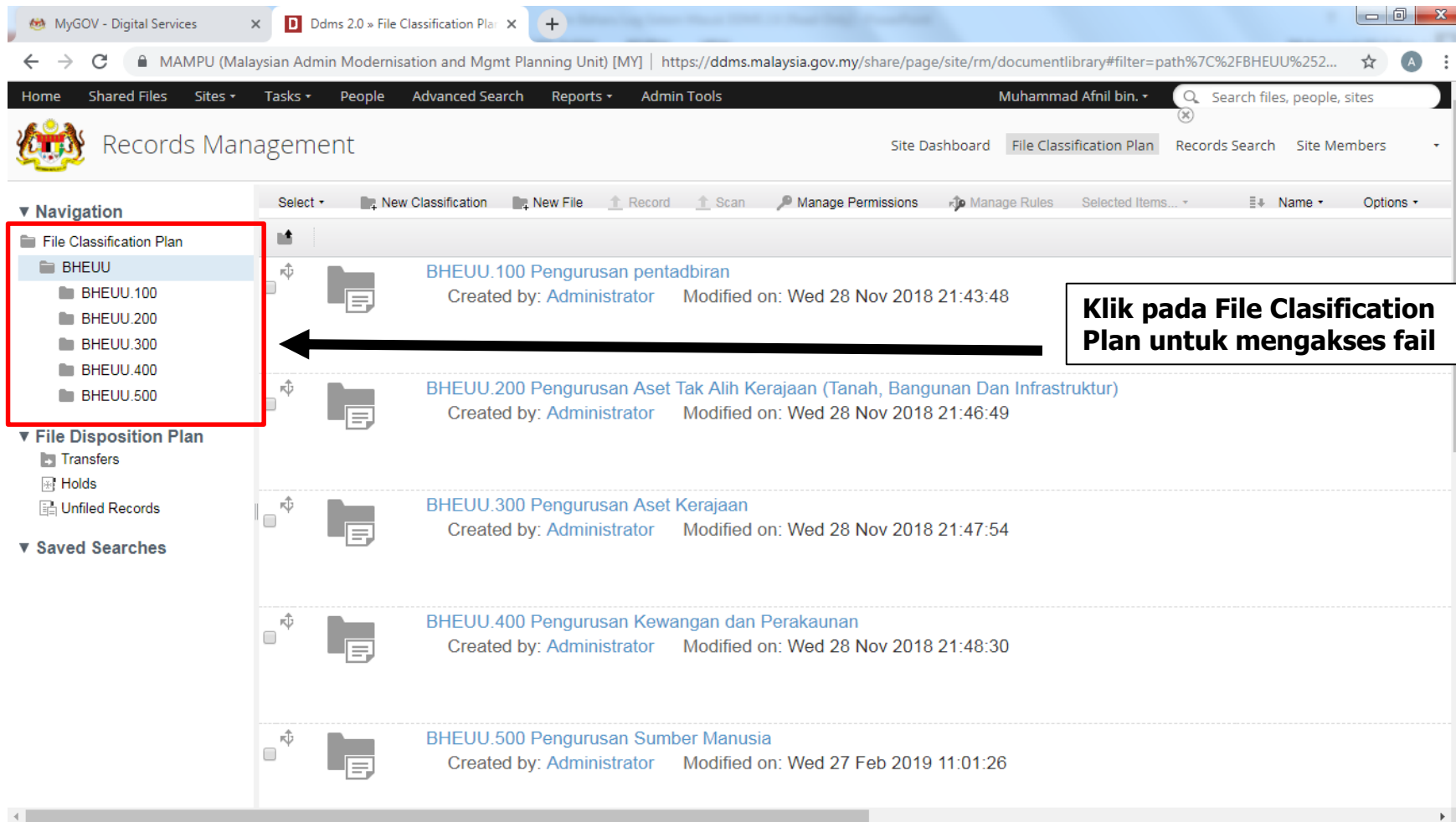
**Klik pada Digital Document Managemant System (DDMS)**

The footer includes social media icons, contact information, and visitor statistics.

**Gambar 7:** Paparan untuk masuk ke system DDMS

# KAEDAH PENDAFTARAN SSO BAGI PENGGUNA KALI PERTAMA UNTUK AKSES MASUK SISTEM DDMS 2.0

**Langkah 8. Tahniah** anda berjaya mendaftar dan menggunakan DDMS 2.0.



Untuk sebarang aduan berkenaan Proses Pendaftaran SSO dan DDMS sila emailkan aduan ke [aduan.ddms.bh@1govuc.gov.my](mailto:aduan.ddms.bh@1govuc.gov.my)

**Gambar 8:** Paparan jika berjaya log masuk DDMS 2.0

# **TERIMA KASIH ATAS KERJASAMA ANDA**