PANDUAN SISTEM INFORMASI MANAJEMEN PELATIHAN (SIMPel)



Log In & Edit Profile

1. Buka *browser* yang terdapat pada komputer Anda. Buka situs SIMPel dengan mengakses situs alamat <u>simpel.lamptkes.org</u> pada address bar, lalu klik Enter

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2. Selanjutnya akan muncul tampilan SIMPel seperti di bawah ini pada layar Anda. Kemudian klik tulisan *log in* di pojok kanan atas.



3. Masukkan username serta password yang telah diterima melalui email.



4. Setelah *log in*, pada halaman utama dapat dilihat beberapa menu dan fitur seperti, site home, calendar, private files, dan My Course



5. Terdapat pula gambar lonceng yang akan menunjukkan adanya notifikasi baru yang diterima, gambar chat untuk mengakses pesan yang masuk ke akun Anda.



6. Di pojok kanan atas, terdapat menu dashboard, profile, grades, messages, preferences, dan log out.



7. Jika anda memerlukan panduan tentang SIMPel ini, silahkan klik Panduan SIMPel, maka akan muncul panduan untuk setiap tahapnya



8. Sebelum mulai masuk ke materi pelatihan, lengkapi data identitas diri pada halaman profil dengan cara klik menu Profile, lalu klik edit profile.



9. Isilah kolom sesuai dengan data yang Anda miliki. Untuk kolom yang di sebelah kiri terdapat tanda [•], berarti kolom tersebut harus diisi.

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12. Setelah file gambar yang anda kehendaki sudah muncul, kemudian klik upload this file

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13. Setelah file gambar sudah muncul dan anda sudah selesai melengkapi semua data, lalu klik Update Profile untuk menyimpan dan kembali ke halaman Profil.

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14. Jika ingin mengubah password lama yang telah diberikan oleh admin, klik tanda *, lalu klik Change Password



15. Masukkan password lama dan password baru yang diinginkan, kemudian simpan dengan cara klik Save Changes.

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- 16. Password baru agar dicatat oleh peserta sendiri.
- 17. Jika ingin Log Out silahkan klik

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