

Manage By:



Powered By:



USER MANUAL

ONLINE SAFETY INDUCTION FOR CONSTRUCTION WORKERS COURSE (E-SICW CIDBH)

- I) EMPLOYER/ COMPANY
- II) GOVERNMENT AGENCY

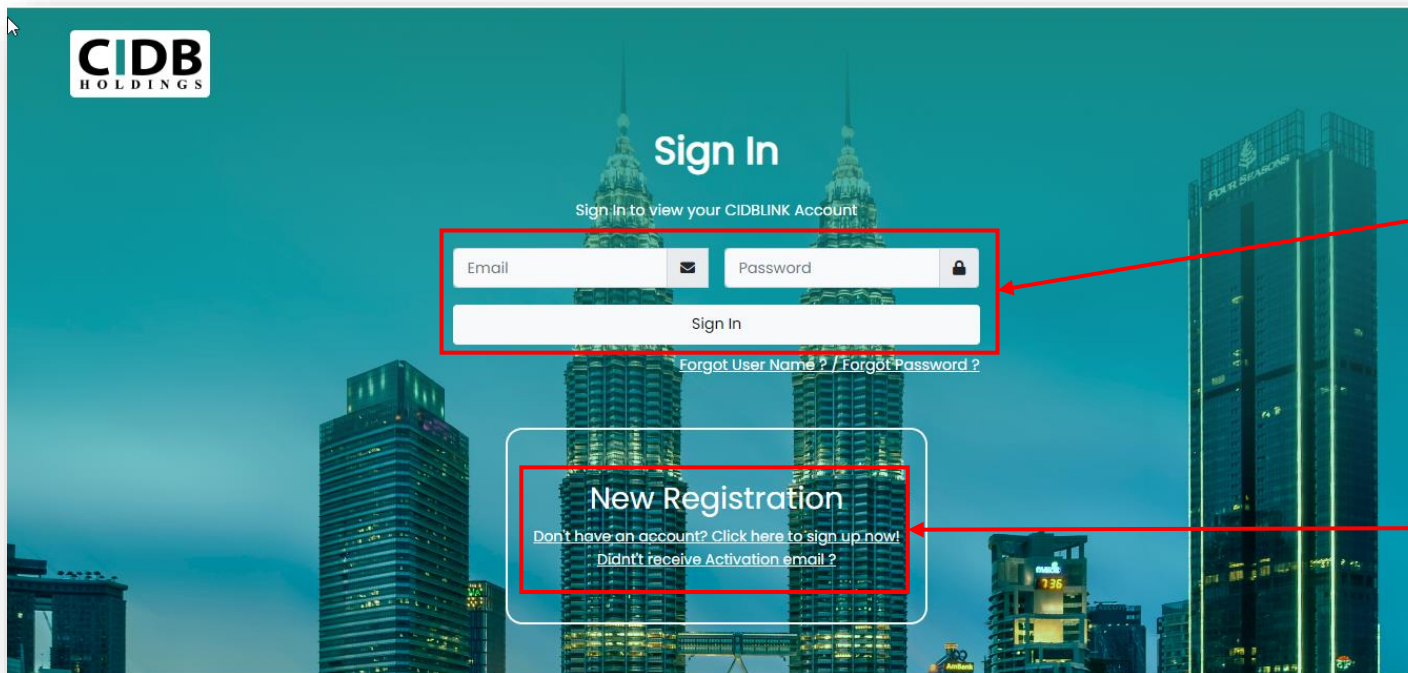


STEP 1: SIGN IN/ SIGN UP

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➤ For returning users, please **Sign in** by key in the Email and Password.

Note:
Returning users: Company that had already registered with CIDB LINK Portal.

2

➤ For new users, click **Sign Up (New Registration)** to register.

Note:
New Users: Company that use this system for

1

STEP 2: SIGN UP (NEW REGISTRATION)

Manage By:

CIDB
HOLDINGS

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MALAYSIA

The image shows two overlapping screenshots of a registration form. The top screenshot displays the 'Please select the type of user you want to apply for registration as' screen with three radio button options: 'Local Contractor', 'Foreign Contractor', and 'Company (Non-Contractor / Project Consultant / Project Owner / Developer)'. The bottom screenshot shows the 'User Profile' section with fields for 'Email/Login Name', 'Password', 'Retype Password', 'Applicant Name', and 'I/C No.'. Red boxes and arrows highlight the user type selection area and the user profile fields.

- User can choose one of the category for registration (Employer: Local Contractor, Non-Contractor / Project Consultant / Project Owner / Developer, Joint Venture / Consortium Contractor (Not incorporated in SSM) OR Government OR Individual).

Note:

- Users need to register according to user convenient.
- **Individual category is only allowed for Malaysians.**

STEP 2: SIGN UP (NEW REGISTRATION) (Continue page)

Manage By:



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User Profile ▼

Email *
Enter valid E-Mail ID
(A verification e-mail will be sent to above E-mail)

Password *
Password

Retype Password *
Retype Password

Company Name *
Company Name

SSM Number *
SSM Number

CIDBH Registration Number
CIDBH Registration Number

Office Number *
Office Number

Postal Code *
Postal Code

Industry
Industry

Contact Person *
Contact Person

Contact Person Position *
Contact Person Position

Contact Person Mobile Number *
+ 60 (MALAYSIA) Contact Person Mobile

Note: Please save your password. Do not share your password.
CIDB Holdings Sdn Bhd will never ask for your password

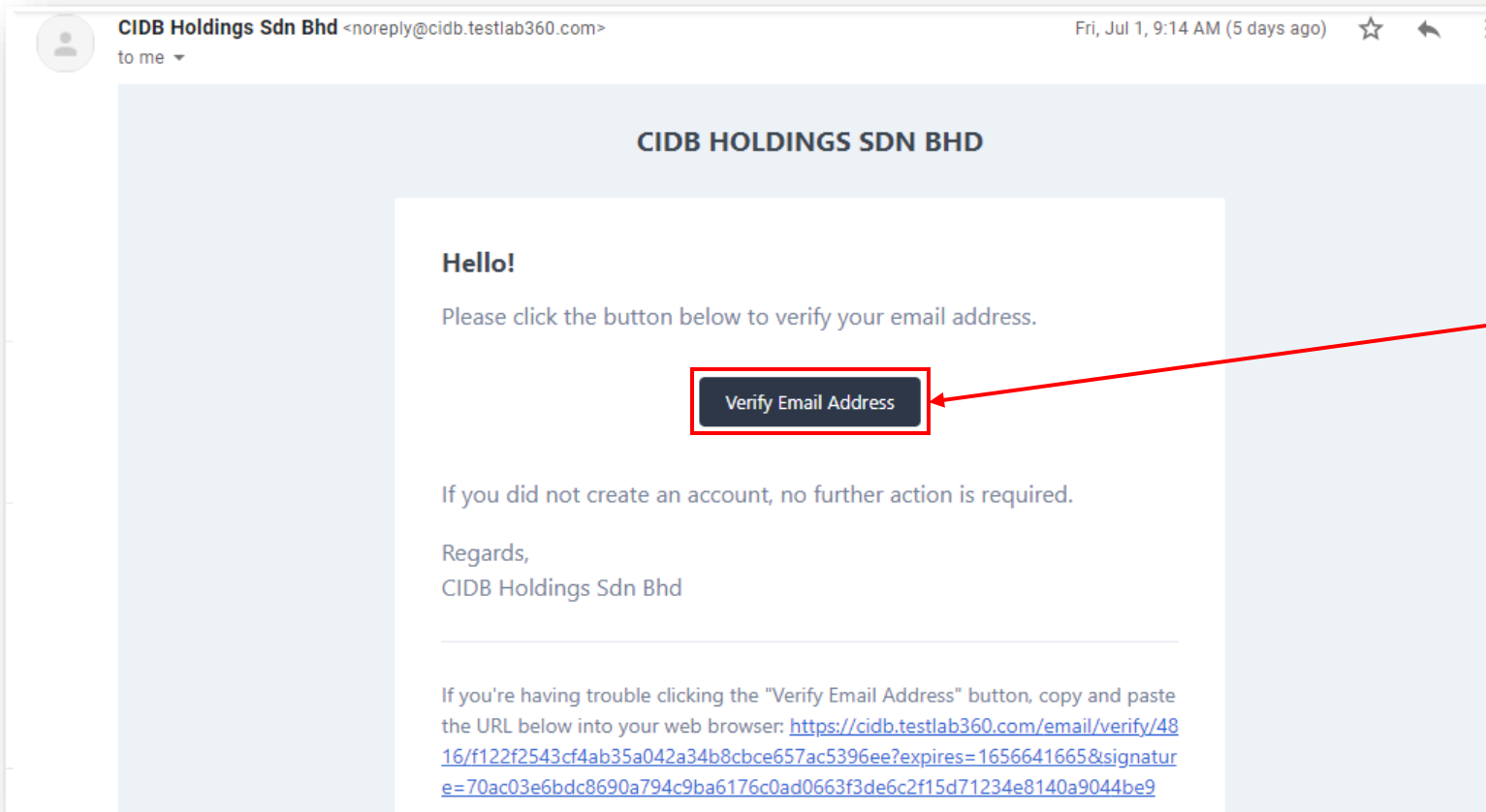
Back **Submit**

- For new users, kindly enter details according to this Sign Up form registration.
- Click **“Submit”** to complete registration.

STEP 3: E-MAIL VERIFICATION

Manage By:

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➤ Verification will send to user's registration email.

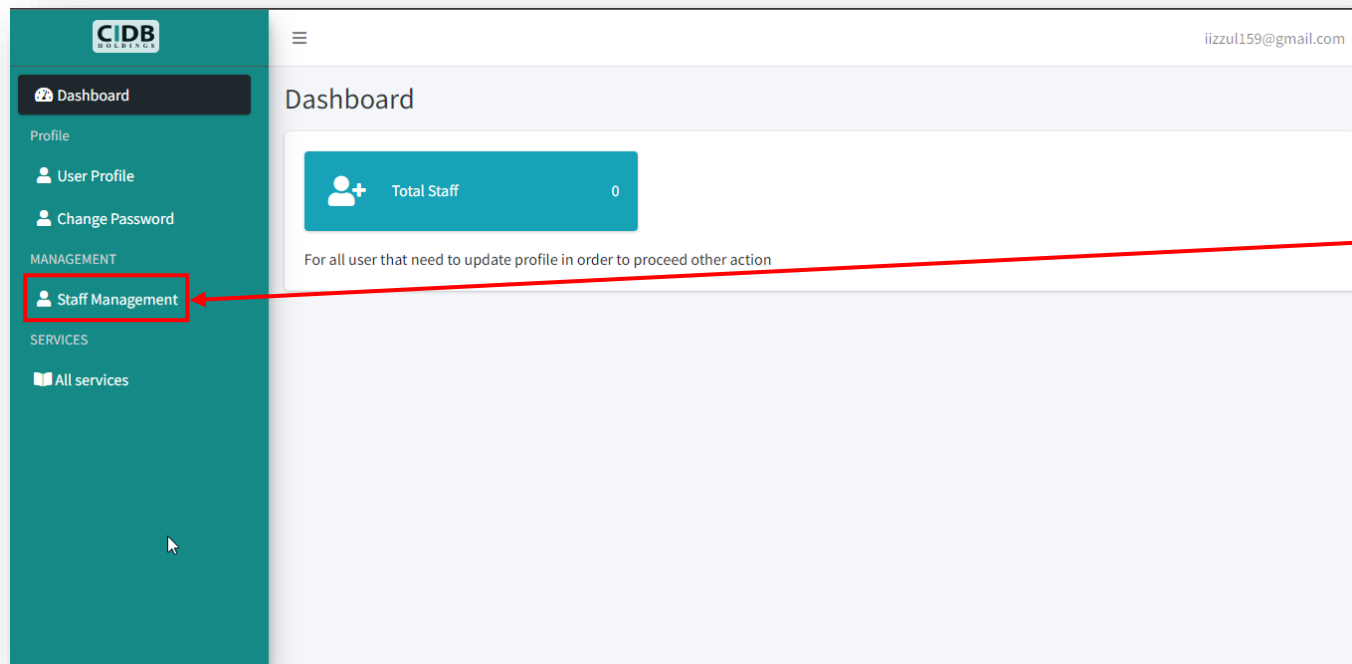
➤ User need to **verify email address before Sign In.**

STEP 4: CIDBLINK DASHBOARD

Manage By:



Powered By:



➤ User CIDBLINK dashboard will appear after Sign In.

➤ Select **“Staff Management”** to add new staffs

STEP 5: ADDING STAFF (ADD SINGLE PAX-NEW STAF)

Staffs(COMPANY NAME)

Add New Staff

Choose file...

Start Date End Date

Name

Show entries

Photo Name MyKad No/Passport No

Add New Staff

Staffs (COMPANY NAME)

Photo * No file chosen

Email *

Name (As Per IC) *

MyKad No *

Gender *

Nationality *

Passport Number *

Gender *

Status *

Mobile *

Nationality *

Nationality List:

- AFGHANISTAN
- ALBANIA
- ALGERIA
- AMERICAN SAMOA
- ANDORRA
- ANGOLA
- ANGUILLA
- ANTARCTICA
- ANTIGUA AND BARBUDA
- ARGENTINA
- ARMENIA
- ARUBA
- AUSTRALIA
- AUSTRIA
- AZERBAIJAN
- BAHAMAS
- BAHRAIN
- BANGLADESH**
- BARBADOS
- BELARUS

1

➤ Select **“Add New Staff”** to add single pax worker.

2

➤ If user change the **Nationality**, the form details **(NRIC / Passport no.)** will change.

3

➤ User need to **Fill All Staffs Details**.

➤ Select **“Submit”** button after complete add worker’s photo (passport size photo/ clear photo).

Note:

➤ Refer Attachment for sample of photo (at the end of manual page).

➤ **User can’t submit staff’s details if not complete upload staff’s photo.**

STEP 6: ADDING STAFF (ADD BULK PAX-NEW STAFF)

Manage By:

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HOLDINGS

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CIDB
MALAYSIA

Staffs(COMPANY NAME)

Add New Staff

Choose file...

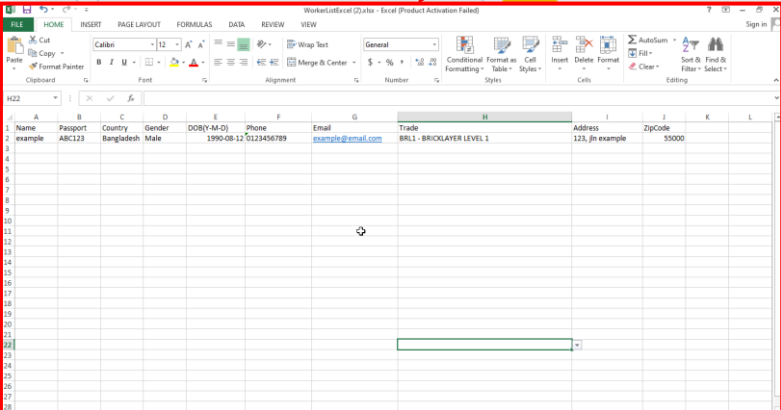
Start Date **End Date**

Name

Show entries

↑ Photo ↑ Name ↑ My

Showing 1 to 6 of 6 entries



➤ For bulk staff upload, user need to select **“Download Bulk Import Template”** to download Bulk Upload Template (may use for up to 2 pax).

➤ **Fill Staff’s Details** inside excel table.

1

2

STEP 6: ADDING STAFF (ADD BULK PAX-NEW STAFF) (Continue Page)

Manage By:

CIDB
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Staffs(COMPANY NAME)

[Add New Staff](#)

WorkerListExcel.xlsx [Browse](#) [Upload](#) [Download Bulk Import Template](#)

#	Photo	Name	Nationality	MYKAD No	Passport Number	Gender	Company Name	Status	Mobile
1	Choose File	Mohammed Hj Aizad	Malaysia	990715-14-6858		Male	Company Name 1	Active	0123456
2	Choose File	Sanjay Vanajah	Malaysia	990715-14-6859		Male	Company Name 2	Active	0143456
3	Choose File	Kundan Lal	Algeria		YBPBNAKM	Male	Company	Active	0143456

[Submit](#)

Showing 1 to 6 of 6 entries

#	Photo	Name	MyKad No/Passport Number	Nationality	Status	Created At	Actions
1		KUNDAN LAL	YBPBNAKM	ALGERIA	Active	2022-06-29 15:36:06	View Edit
2		SANJAY VANAJAH	990715-14-6859	MALAYSIA	Active	2022-06-29 15:36:04	View Edit
3		MOHAMMED HJ AIZAD	990715-14-6858	MALAYSIA	Active	2022-06-29 15:36:01	View Edit

➤ Select **“Upload”** to upload Bulk Staff after attached Excel Template.

➤ After user upload the template, user need to upload staff's photo, select **“Choose file”**.

Note:

➤ Refer Attachment for sample of photo (end manual page).
➤ **User can't submit add bulk staff if not complete upload all staff's photo (passport size photo/ clear photo).**

➤ Select **“Submit”** button after complete upload all staff's photos.

➤ After user Submit Bulk Staff, user can **view** the full staff's list.

1

2

3

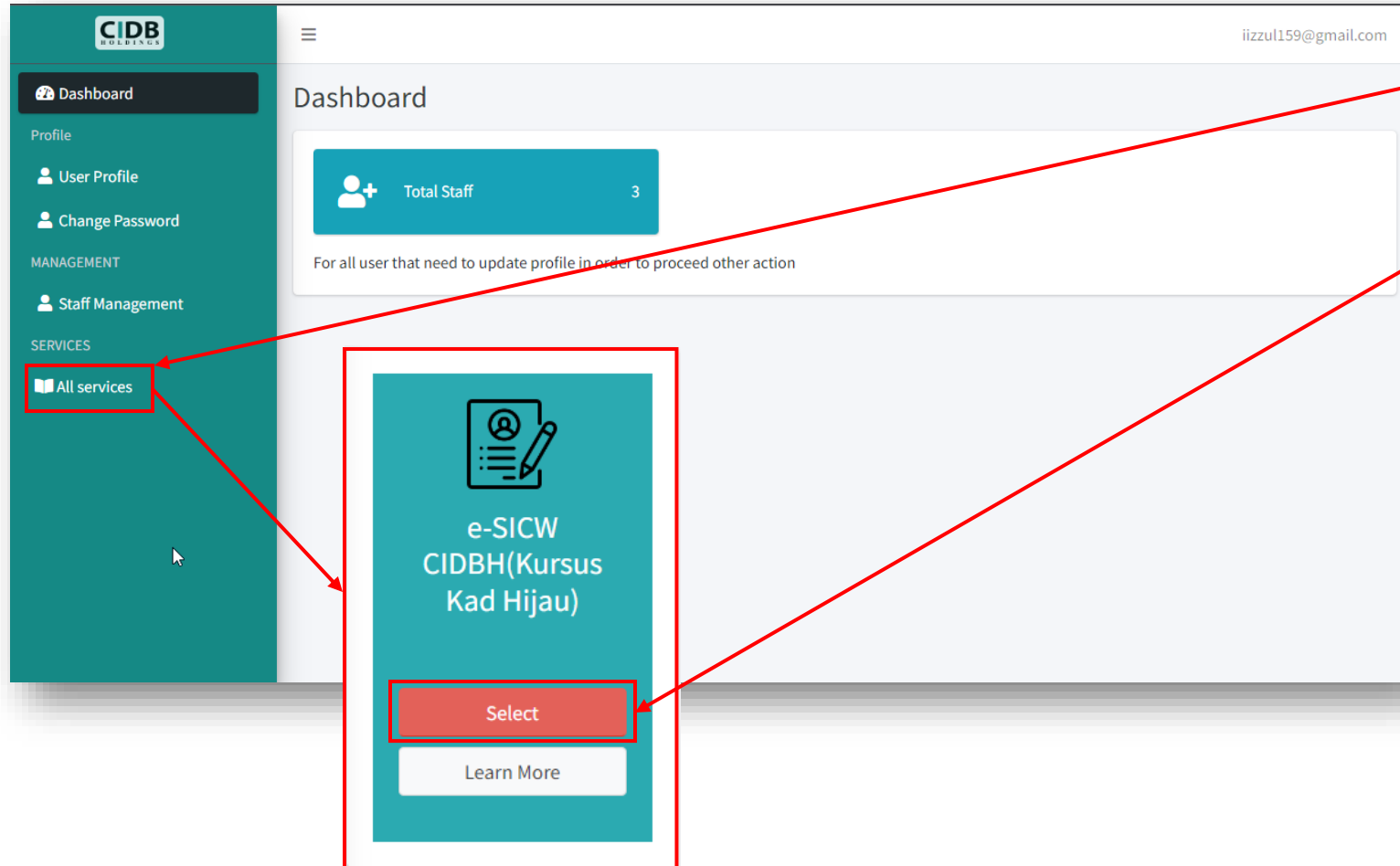
4

STEP 7: CIDBLINK PORTAL DASHBOARD

Manage By:



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➤ Select **“All Services”** to view all services CIDBH provided.

1

➤ Select **e-SICW CIDBH (Kursus Kad Hijau)** to proceed to e-SICW course dashboard.

2

STEP 8: CIDBLINK PORTAL (e-SICW CIDBH) DASHBOARD

Manage By:



Powered By:



Welcome to e-SICW CIDBH (Kursus Kad Hijau), iizzul159@gmail.com

iizzul159@gmail.com

Dashboard

- REGISTERED WORKERS**
3
[VIEW ALL](#)
- PAYMENT STATUS**
PAID: 0
PENDING: 0
[VIEW ALL](#)
- MODULE STATUS**
COMPLETED: 0
PENDING: 0
EXPIRED: 0
[VIEW ALL](#)
- ASSESSMENT STATUS**
COMPLETED: 0
PENDING: 0
EXPIRED: 0
RETEST: 0
[VIEW ALL](#)
- RESULT**
PASSED: 0
FAILED: 0
[VIEW ALL](#)

➤ Select **“Staff List”** to view all staff’s list as submitted.

STEP 9: APPLY COURSE

Manage By:

Powered By:



Welcome to E-SICW Admin Dashboard, Vin

Staff List

Staff Name NRIC No. Passport No. From: Start Date To: End Date Filter **Apply Course**

Copy Excel CSV PDF

No.	Staff Name	LMS username	LMS password	NRIC/Passport No.	Gender	Email	Contact	Course Status	Nationality
<input checked="" type="checkbox"/>	1	staff1	84032314255	nAmHYFfd	84032314255	Male	0123456789	Not Active	Malaysian

Showing 1 to 1 of 1 entries 1 row selected

Previous 1 Next

Dashboard
Staff List
Invoice & Payment
Assessment Result

➤ Tick (/) check box to choose which staff will take the course.

➤ Then, select the **“Apply Course”** button to apply the course to the selected staffs.

➤ User can click **“Invoice & payment”** to proceed to the payment page.

1

2

STEP 10: E-SICW CIDBH DISCLAIMER

Manage By:



Powered By:



Disclaimer

- 1) The e-SICW CIDBH course is divided into two stages, namely the "Self- Module Learning stage" and the "Self-Assessment Stage" which COMPULSORY to be attended by the candidate.
- 2) The learning module will be activated within fourteen (14) days from the date of receiving LMS username and LMS password through email registered/ CIDBLINK Portal. Candidates must complete the Self-Module Learning within that given period.
- 3) Candidates are only allowed to choose one (1) language. CIDBH will NOT ALLOW any language changes due to wrong language selection. The selected language in Self-Module Learning will be used also in Self-Assessment.
- 4) The Self-Assessment can be attended if the candidate has completed the Self-Module Learning stage.
- 5) Self-Assessment is conducted in 60 minutes time within fourteen (14) days start from the date of finish Self-Module Learning. If FAIL, a retest (one time only) can be attended by the candidate from one (1) hour after the first failed assessment or within fourteen (14) days given.
- 6) Any user/candidates who fails to comply with the Terms & Conditions on whatever reason (as stated in e-SICW CIDBH Course Application Guidelines) - Download in www.cidbholdings.com.my > to click Assessment > to click e-SICW CIDBH, are considered failed and any payments made shall be forfeited.

Agree

Reject

➤ User need to read and **tick (/)** to agree with the **terms & conditions** as stated at disclaimer.

STEP 11: INVOICE & PAYMENT

Manage By:

Powered By:



Welcome to e-SICW CIDBH (Kursus Kad Hijau), iizzul159@gmail.com

Invoice & Payment

No.	Proforma Invoice No.	Booking No.	Company Name	Amount (RM)	No. of Pax	Status	Booking Date	Proforma Invoice	Official Receipt	Action
1	ESICW/2022/9009	-	COMPANY NAME	1.00	1	Unpaid	06/29/2022	[Print Icon]	-	Pay Now

➤ To select **“Invoice & Payment”**, then select **“Pay Now”** to check out.

➤ User can view and print **Proforma Invoice**.

➤ After view Proforma Invoice, user can **proceed making payment**.

1

2

3

CIDB HOLDINGS

PROFORMA INVOICE

Attention : CONTACT PERSON
 Company : COMPANY NAME
 Phone : 031234567
 Fax :
 Email : iizzul159@gmail.com
 Address :

ITEM NO.	DESCRIPTION	AMOUNT
1	e-SICW Module & Assessment x1	RM 1.00
1-KUNDAN LAL-YBPBNAKM		

Subtotal: RM1.00
 SST (6%): RM0.00
TOTAL: RM1.00

Invoice No. : ESICW/2022/9009
 Date : 06/29/2022
 Page : 1/1
 Terms : 30 days
 SST Reg No.: W10-2105-32000048

Checkout

Proforma Invoice No: ESICW/2022/9009

Company Name: COMPANY NAME

PIC Name: CONTACT PERSON

PIC Contact: 173378340

PIC Position: EMPLOYER

Company Address: ADDRESSES

Staff List:
 KUNDAN LAL-
 E-SICW Course 1

No of Pax: 1
 (SST included)
Total Amount: RM1.00

Pay Now

STEP 12: INVOICE & PAYMENT (REMOVE PAYMENT)

Manage By:

Powered By:



List of Payment

From: To: Payment Status Invoice No. Filter

Copy Excel CSV PDF

Show 10 entries

Search:

No.	Proforma Invoice No.	Booking No.	Company Name	Amount (RM)	No. of Pax	Status	Booking Date	Proforma Invoice	Official Receipt	Action
1	ESICW/INV/2022/8805	-	SNARED SERVICES	3.00	3	Unpaid	07/20/2022		-	Pay Edit

➤ User can **remove selected staff** before making payment (if required).

➤ User can select **Edit** to uncheck the unwanted staff list before making payment.

Edit Invoice

No.	Staff	Check/Remove
1	NAME 1	<input checked="" type="checkbox"/>
2	NAME 2	<input checked="" type="checkbox"/>
3	NAME 3	<input checked="" type="checkbox"/>

Check/Remove

<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

No.	Proforma Invoice No.	Booking No.	Company Name	Amount (RM)	No. of Pax	Status	Booking Date	Proforma Invoice	Official Receipt	Action
1	ESICW/INV/2022/8805	-	SNARED SERVICES	2.00	2	Unpaid	07/20/2022		-	Pay Edit

STEP 13: ONLINE PAYMENT

Manage By:



Powered By:



Summary Of Transaction	
Net Charges	MYR 1.00
Pay To	DemoAcc12
Payment of	Payment for IN NIK RIDHUAN
Reference No / Payment ID	ESICW/2022

➤ User can **select payment method** to make payment **1**

➤ Select **“Proceed”** to make payment. **2**

Payment Detail

Pay with your Touch 'n Go eWallet!

1. Download and register for the Touch 'n Go eWallet app if you haven't. If you have, launch your TNG eWallet app
2. Tap on the "Scan" icon
3. Scan the QR code here and complete the payment!

Order Summary

Payment To:	DemoAcc12 - CIDB HOLDINGS SDN BHD
Transaction No:	20220624211212800110171185911639692
Payment Details:	Payment for invoice MUHAMMET HAJI RAMLAN BIN NIK RIDHUAN
Total	RM 1.00

Payment Result

Successful Payment!

You will be redirected to merchant's page in 0s...

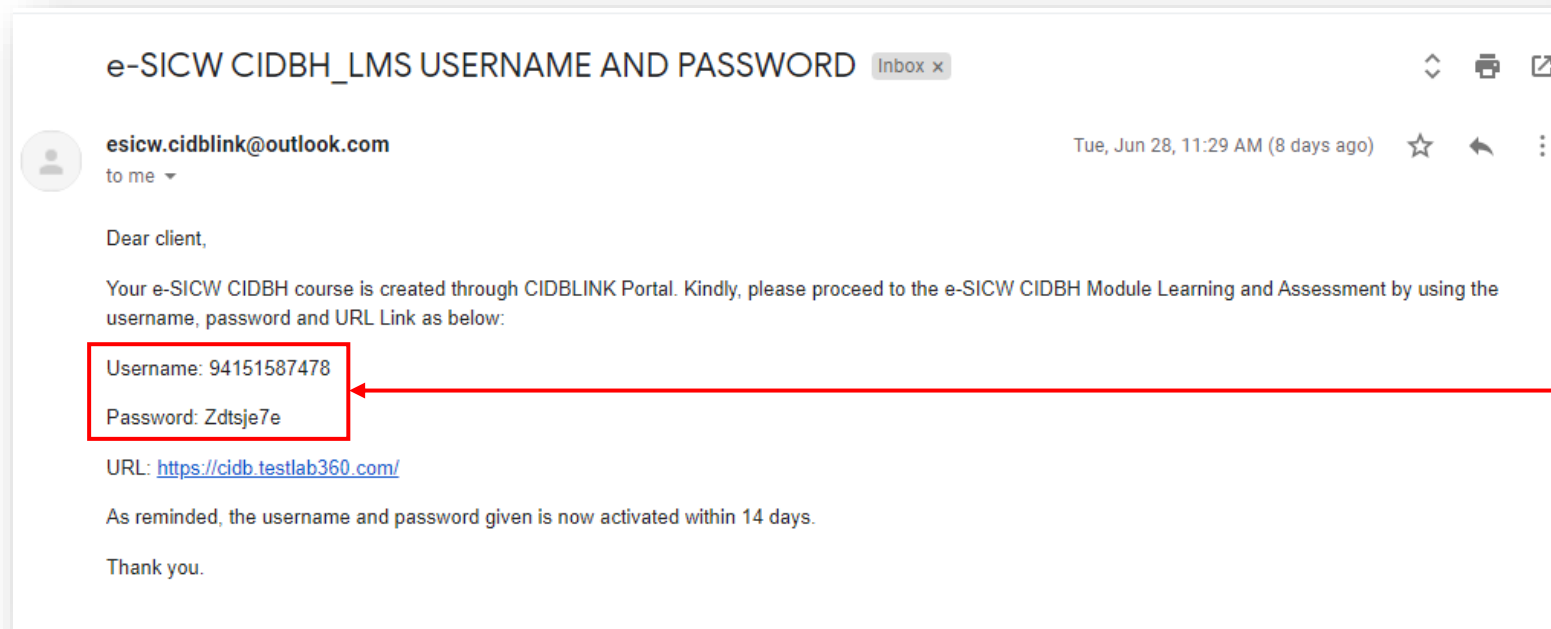
[< Return to Merchant](#)

**STEP 14: USER AND STAFF RECEIVE EMAIL FOR LMS DETAILS
(LMS USERNAME, LMS PASSWORD & URL LINK)**

Manage By:



Powered By:



➤ **Both User and Staff will receive URL Link, LMS Username and LMS Password at registered email after user making payment.**

STEP 15: STAFF SIGN IN TO START SELF-MODULE LEARNING

Manage By:

Powered By:



Staff List

Staff Name NRIC No. Passport No. From: Start Date To: End Date Filter Apply Course

Copy Excel CSV PDF

Show 10 entries

No.	Staff Name	LMS username	LMS password	NRIC/Passport No.	Gender	Email	Contact	Nationality	Course Status
1	STAFFNAME2	940715152648	VCQt7kfv	940715152648		iizzul944@gmail.com	173354879	Malaysia	Active

Showing 1 to 9 of 9 entries

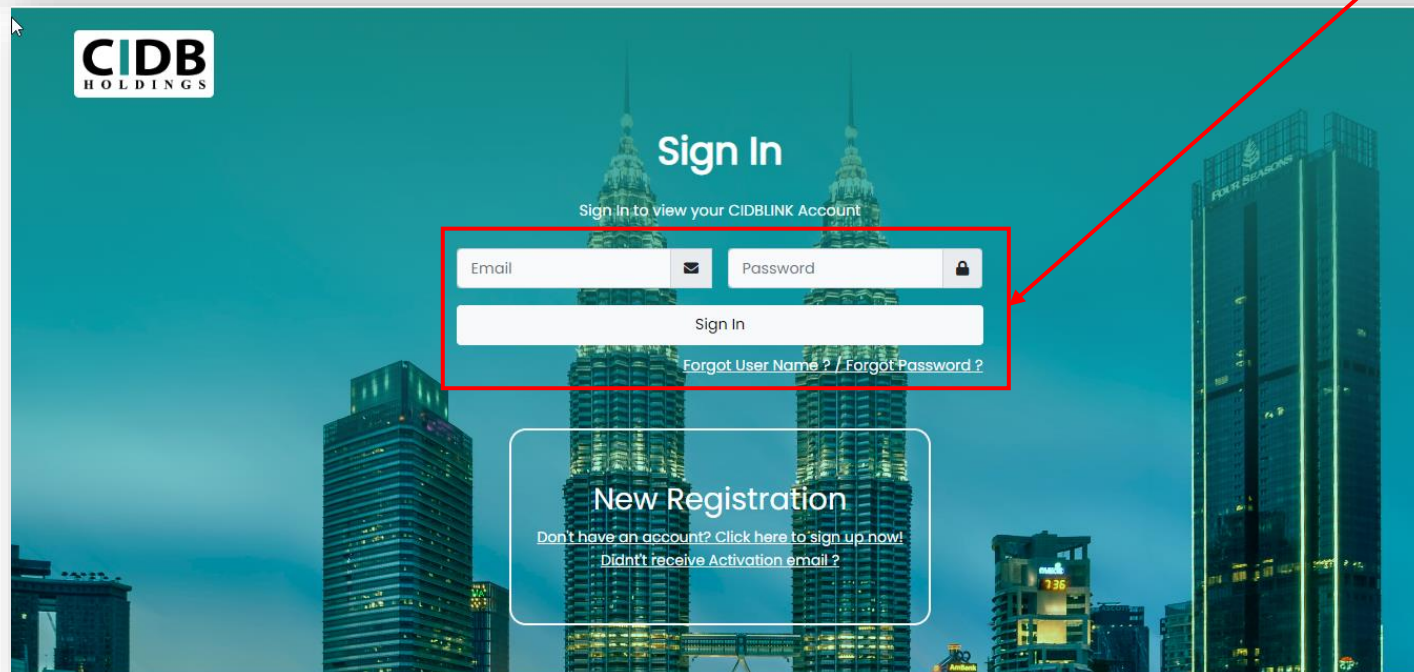
Previous 1 Next

1

➤ **LMS Username and LMS Password** also will appear in CIDBLINK Portal (**at Staff List**) after user making payment. (**LMS - Learning Management System**)

2

➤ **Participant/ Staff Sign In** into CIDBLINK Portal, by entering LMS username and LMS password that received through registered email or given by employer as stated at **Staff List (CIDBLINK PORTAL)**.



STEP 16: COURSE LANGUAGE SELECTION

Manage By:



Powered By:



The screenshot shows the CIDB LINK dashboard with a header containing 'CIDB LINK', contact information (esicw@cidbh.com.my, 03-40428880), and navigation links (DASHBOARD, COURSES, LOGOUT). Below the header is a search bar and a 'Latest' filter. The main content area displays a grid of course language selection options, each with a 'Join' button. A red box highlights this grid. A pop-up window is overlaid on the grid, containing a question mark icon and the text: 'Join Course Now. No changes allowed after the language selection made.' At the bottom of the pop-up are 'Yes' and 'Cancel' buttons, also highlighted with a red box.

➤ **Participant's dashboard** (language selection page) will appear after participant Sign In into CIDBLINK Portal.

1

➤ Participant can select any required language for Self-Module Learning and Self-Assessment.

Note:

➤ Participants to select **only one (1)** required language. **No changes allowed** after the language selection made.

➤ **Pop out reminder** box will appear after user select any language, select **"Yes"** to proceed, select **"Cancel"** to choose other language.

2

STEP 17: START SELF-MODULE LEARNING

Manage By:



Powered By:



The screenshot shows the CIDB LINK user interface. At the top, there is a header with 'CIDB LINK', contact information (esicw@cidbh.com.my, 03-40428880), and navigation links for 'DASHBOARD', 'COURSES', and 'LOGOUT'. Below the header is a search bar and a 'Latest' filter. A central message reads 'Please select course language to join!'. On the left, a card for 'E-SICW _ MELAYU' (Language: Malay) has an 'Open' button. The main content area displays a video player with a 'Course Progress' section and a 'Last Updated: 12 Jan 2022' timestamp. The video player shows three panels: '16 tahun ke atas', 'Terlibat dengan kerja - kerja pembinaan', and 'Menghadiri Kursus Induksi Keselamatan dan Kesihatan Pekerja Binaan (SICW)'. Below the video player, there are tabs for 'Overview' and 'Modules'. A red box highlights the 'Chapters' list, which includes: 'E-SICW - MODULE 1 (MALAY)', 'E-SICW - MODULE 2 (MALAY)', 'E-SICW - MODULE 3 (MALAY)', 'E-SICW - MODULE 4 (MALAY)', 'E-SICW - MODULE 5 (MALAY)', and 'MALAY ASSESSMENT'.

➤ Module chapter will appear after participant select the language.

➤ Participant can select “**Module Topic**” to start self-module learning.

STEP 17: START SELF-MODULE LEARNING (Continue Page)

Manage By:



Powered By:



- Participant need to watch all the module before answer the assessment. **1**
- After finished Module 1, pop out box will appear asking participant want to complete the module or not. **2**
- Click **“Yes”** to proceed to next module, click **“No”** to repeat the module. **3**
- Participant can also answer pre-quiz to make sure they understand previous module learning (**NOT COMPULSORY**) **4**
- Next module will unlock after participant complete watch previous module.

STEP 18: START SELF-ASSESSMENT

Manage By:

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CIDB
MALAYSIA

MALAY ASSESSMENT

START ASSESSMENT

Rules of this Assessment

1. Please use computer/ laptop with camera features.
2. Do not exit while doing assessment. There will be random photo capture during 1 hour assessment.
3. Please ensure the internet support is enough to access the system.
4. If fail, only one(1) time attempt available after 1 hour of first assessment taken or within 14 days given.
5. Answer only 1 answer out of 2 answers provided.

EXIT

PROCEED

Please Check Camera

TEST

- 1**
- After completed the module learning, participant can start answer the assessment (**50 questions within 1 hour**) with **50% passing marks**. **Photo will randomly capture during self-assessment.**
 - Participant can view and read **Rule of the Assessment** before answer the assessment.

- 2**
- Participants need to make sure they have camera on at their pc or laptop.

STEP 19: START SELF-ASSESSMENT & RESULT (PASS)

Manage By:

CIDB
HOLDINGS

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CIDB
MALAYSIA

[Course](#) / [Module](#) / [Assessment](#)



➤ **Result** will appear right after participant completed the assessment.

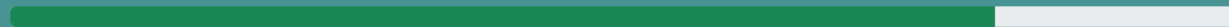
➤ If passed, participant needs to wait **(within 24 hours working days)** for **CIDBH admin to verify the result** in order to view and download SICW e-certificate in CIDBLINK Portal.

➤ **CIDBH reserves the right to reject the results of the self-assessment if it is found that there is doubt or any fraud in the self -assessment.** (Please refer to e-SICW course application guidelines at www.cidbholdings.com.my > click ASSESSMENT > click E-SICW CIDBH)

Your Result

Total Questions	40
Correct Answers	32
Wrong Answers	8
Time Taken	0:06:55

Your Percentage is 80 %



Your Assessment Result: **Passed !**

Please download your certificate at our portal CIDBLINK and proceed to apply Construction Personal Registration Card (CIDB Green Card) at cims.cidb.gov.my Thank you.

[Back to Assessment](#)

STEP 20: START SELF-ASSESSMENT & RESULT (FAIL)

Manage By:



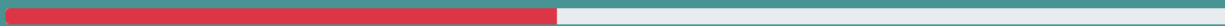
Powered By:



Your Result

Total Questions	40
Correct Answers	18
Wrong Answers	22
Time Taken	0:03:40

Your Percentage is 45 %



Your Assessment Result: **Failed !**

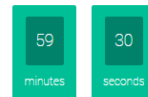
Please download your certificate at our portal CIDBLINK and proceed to apply Construction Personal Registration Card (CIDB Green Card) at cims.cidb.gov.my Thank you.

[Back to Assessment](#)

- If participants **FAIL** the assessment test, they need to wait for **1 hour to retake the assessment after finish first assessment or within 14 days given.**
- Participants only have **one (1) attempt** to retake the test if they fail (without re-registration and re-payment).

MALAY ASSESSMENT

Time Remaining for next attempt.



[Previous Result](#)

STEP 21: USER CHECK ASSESSMENT RESULT AND SICW E-CERT.

1

➤ Once **CIDBH admin verify the assessment result (within 24 hours working days)**, user can view and download their SICW e-certificate in CIDBLINK Portal.

2

➤ Passed data certificate will be auto send to CIDB Malaysia system (CIMS).

➤ User/ participants need to proceed for applying **CIDB Malaysia Green Card (Registration of Construction Personnel)** at CIDB Malaysia system (CIMS CIDB :<https://cims.cidb.gov.my/smis/regcontractor/index.vbhtml>)

➤ Or for any inquiry visit CIDB Malaysia website at <https://www.cidb.gov.my> or call CIDB Careline at 03-5567 3300.

ADDING STAFF (PHOTO UPLOAD REQUIREMENT)

Manage By:



Powered By:



- File Upload Requirement:
- Size of photo must be in 99x142
 - File size of photo must be less than 20kb
 - File format must be in **JPG or JPEG only**.



Background color must be Light Blue/ White only.

Do not wear a hat or head covering allowed which obscures hair or hairline unless worn for religious purpose.

Taken in full-face view facing straight to the camera with neutral facial expression, both eyes open and mouth.

ADDING STAFF (SAMPLE OF UNACCEPTABLE PHOTO)

Manage By:



Powered By:



THANK YOU

