

Manage By:



Powered By:



USER MANUAL

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

I) INDIVIDUAL



STEP 1: SIGN IN/ SIGN UP

Manage By:

CIDB
HOLDINGS

Powered By:

CIDB
MALAYSIA

CIDB
HOLDINGS

Sign In

Sign in to view your CIDBLINK Account

Email Password

Sign In

[Forgot User Name ?](#) / [Forgot Password ?](#)

New Registration

[Don't have an account? Click here to sign up now!](#)

[Didn't receive Activation email ?](#)

- 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 the first time.

1

STEP 2: SIGN UP (NEW REGISTRATION)

Manage By:



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The screenshot shows the CIDB registration interface. At the top, the CIDB HOLDINGS logo is visible. Below it, a navigation bar contains a back arrow. The main content area prompts the user to "Please select the type of user you want to apply for registration as". Three options are presented as teal buttons with dropdown arrows: "Company", "Government", and "Individual". The "Individual" button is highlighted with a red box. Below this button, a selection area is also highlighted with a red box, containing a radio button and the text "Individual / Personnel Binaan" with a sub-note: "Select this option if you want to be a CIMS user to register for courses / or to apply as a registered construction worker." Below the selection area, the registration form fields are visible, also highlighted with a red box. These fields include: "Email/login name" (with a placeholder "Enter valid E-Mail ID" and a note "A verification e-mail will be sent to above E-mail"), "Password" (with a red asterisk), "Retype Password" (with a red asterisk), "Applicant Name" (with a red asterisk), and "I/C No." (with a red asterisk and an example "Eg: 820428472989 (YYMMDD999999)").

- For individual users, need to select **Individual** category.
- User need to fill up the form before submit.

Note:

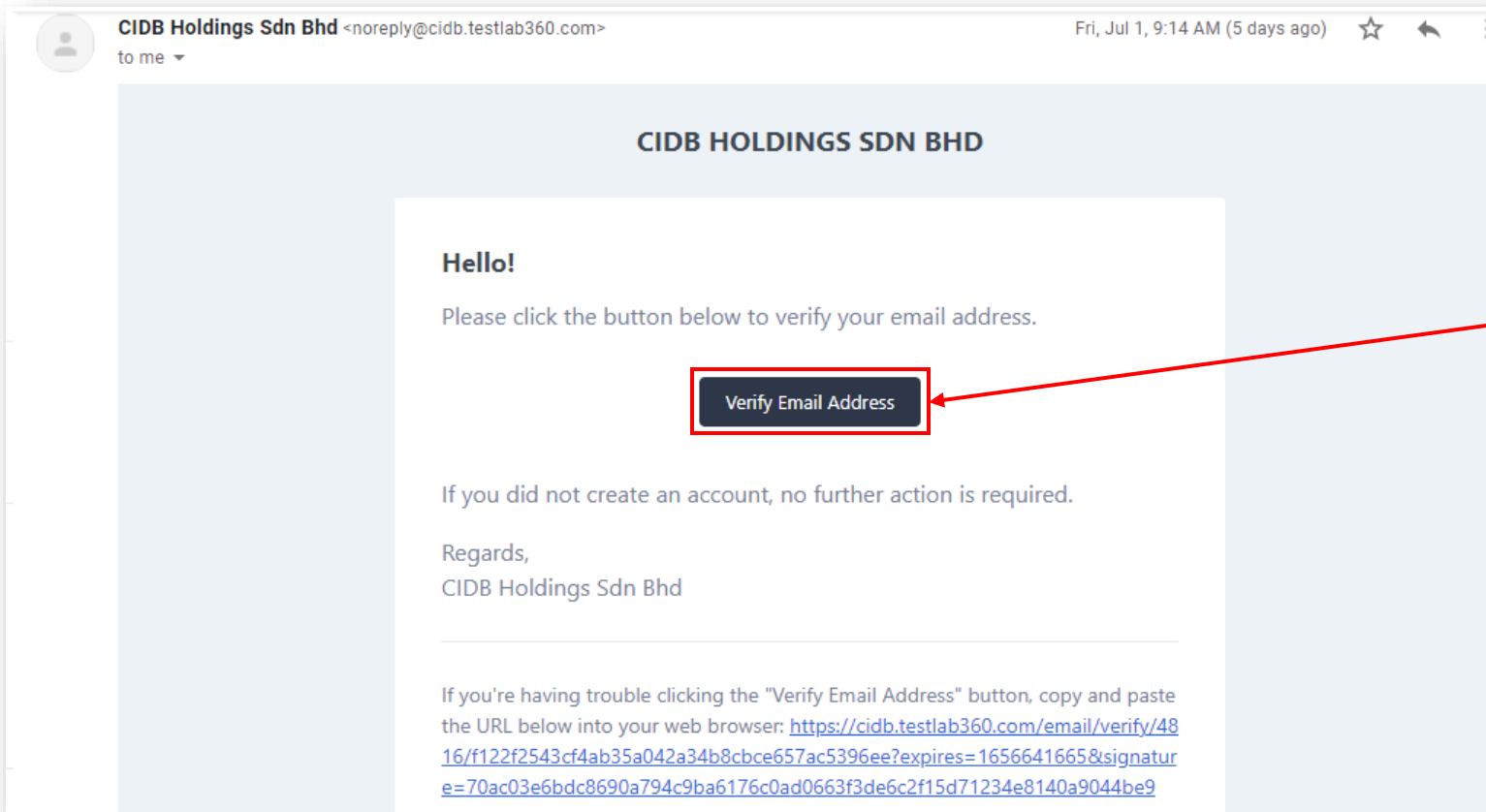
- **Individual category is only allowed for Malaysians.**

STEP 3: E-MAIL VERIFICATION

Manage By:



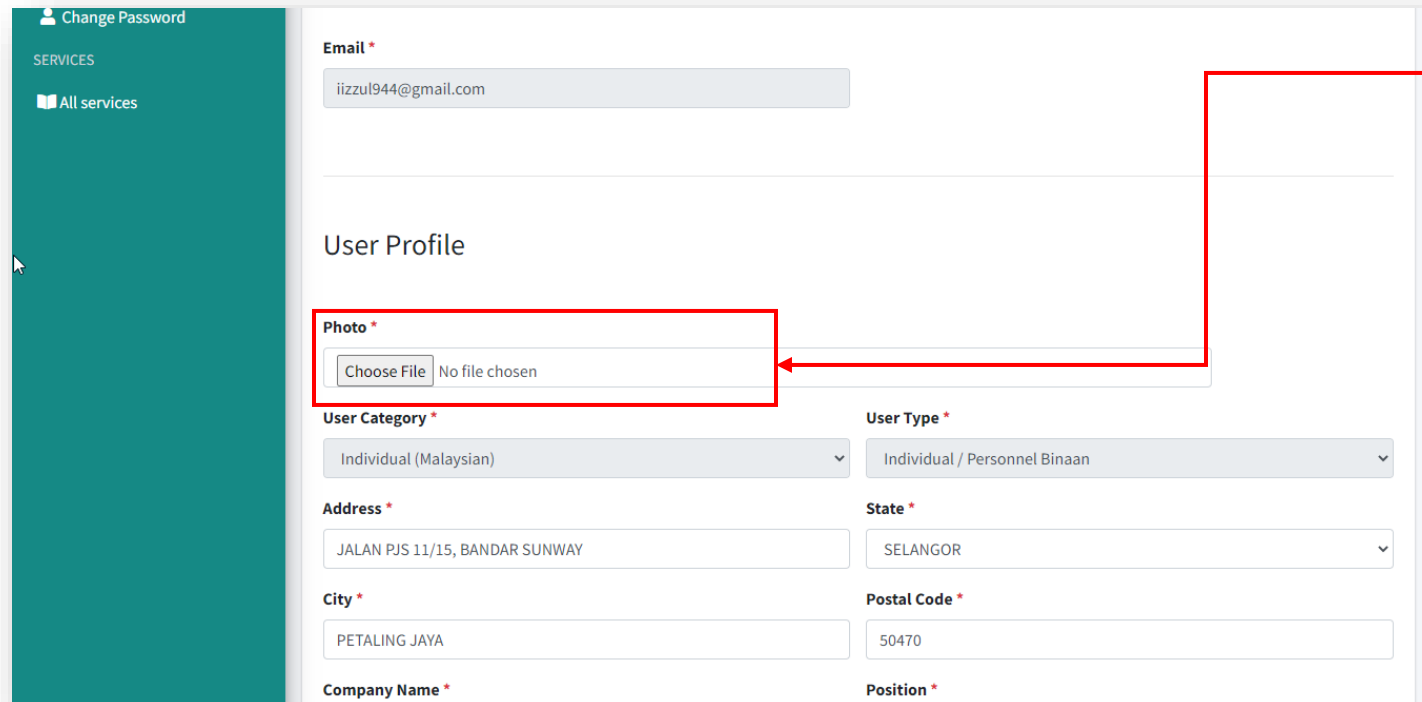
Powered By:



➤ Verification will send to user's registration email.

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

STEP 4: PHOTO UPLOAD



Change Password

SERVICES

All services

Email *

iizzul944@gmail.com

User Profile

Photo *

Choose File No file chosen

User Category *

Individual (Malaysian)

User Type *

Individual / Personnel Binaan

Address *

JALAN PJS 11/15, BANDAR SUNWAY

State *

SELANGOR

City *

PETALING JAYA

Postal Code *

50470

Company Name *

Position *

- User **COMPULSORY** to **upload photo** (passport size photo/ clear photo) before proceed to e-SICW dashboard.

Note:

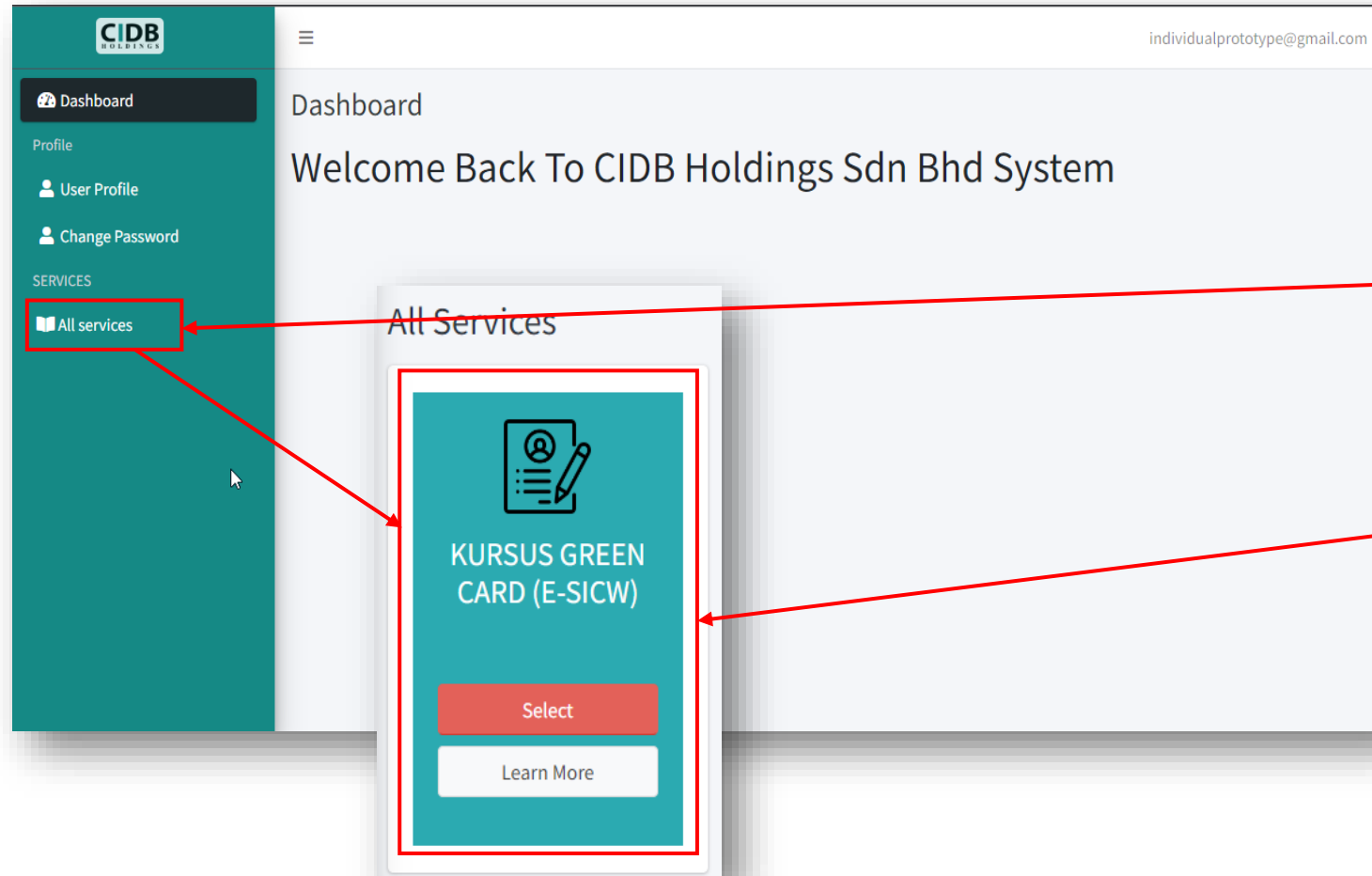
- Refer Attachment for sample of photo (at the end of manual page).

STEP 5: CIDBLINK PORTAL DASHBOARD

Manage By:



Powered By:



➤ After user Sign In, the system main dashboard will appear.

➤ 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 6: APPLY COURSE

Manage By:

CIDB
HOLDINGS

Powered By:

CIDB
MALAYSIA

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

individualprototype@gmail.com

Dashboard

COURSE STATUS
COMPLETED: 0
PENDING: 0
EXPIRED: 0

RESULT
PASSED: 0
FAILED: 0

Personnel List

Copy Excel CSV PDF

Search:

Personnel No.	Name	LMS username	LMS password	NRIC/Passport No.	Gender	Email	Contact	Course Status	Nationality	Action
1	MUHAMMET HAJI RAMLAN BIN NIK RIDHUAN	-	-	840714146467		individualprototype@gmail.com	60173378340	Not Active	Malaysian	✓ Activate Course

Showing 1 to 1 of 1 entries

Previous 1 Next

➤ The system will go to E-SICW CIDBH dashboard

➤ Select **“Personal Info”**, user can view their **personal list**.

➤ User can apply course by select **“Activate course”**.

1

2

STEP 7: E-SICW CIDBH DISCLAIMER**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 8: INVOICE & PAYMENT

Manage By:

CIDB
HOLDINGS

Powered By:

CIDB
MALAYSIA

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

individualprototype@gmail.com

CIDB LINK

Main

Dashboard

Personnel Info

Invoice & Payment

Assessment Result

Course Landing

List of Payment

From: 2022-05-25 00:00:00 To: 2022-06-24 00:00:00 Payment Status Invoice No. Filter

Copy Excel CSV PDF

Search:

No.	Proforma Invoice No.	Booking No.	Name	Amount(RM)	No. of Pax	Status	Booking Date	Proforma Invoice	Official Invoice	Official Receipt	Action
1	ESICW/2022/9001	-	MUHAMMET HAJI RAMLAN BIN NIK RIDHUAN	1.00	1	Unpaid	Jun 24, 2022		-	-	Pay Now

Showing 1 to 1 of 1 entries

Previous 1 Next

➤ To select **"Invoice & Payment"**.

➤ Select **"Pay Now"** to make e-SICW CIDBH course payment.

STEP 9: PROFORMA INVOICE

Manage By:



Powered By:



Checkout

Proforma Invoice No: ESICW/2022/9001

Name: MUHAMMET HAJI RAMLAN BIN NIK RIDHUAN

Company Name:

Contact: 60173378340

Email: individualprototype@gmail.com

Address: 21ST FLOOR PLAZA SENTRAL BLOCK C JALAN TUN SAMBANTHAN

Staff List:

MUHAMMET HAJI RAMLAN BIN NIK RIDHUAN-840714146467
E-SICW Course x1

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

Pay Now

Get Proforma Invoice

PROFORMA INVOICE

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

Attention : CONTACT PERSON
Company : COMPANY NAME
Phone : 031234567
Fax :
Email : rizzul159@gmail.com
Address :

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

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

➤ User can select **“Pay Now”** to proceed to payment gateway. **2**

➤ The system will show Proforma Invoice, user can view and print it by select **“Get Proforma Invoice”**. **1**

STEP 10: ONLINE PAYMENT

Manage By:



Powered By:



Available Payment Method:

Credit / Debit Card eWallet

Summary Of Transaction

Net Charges	MYR 1.00
Pay To	DemoAcc12
Payment of	Payment for
Reference No / Payment ID	ESICW/2022

Boost Wallet

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

➤ Select "Proceed" to make payment. **2**

Payment Detail

RM 1.00

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](#)

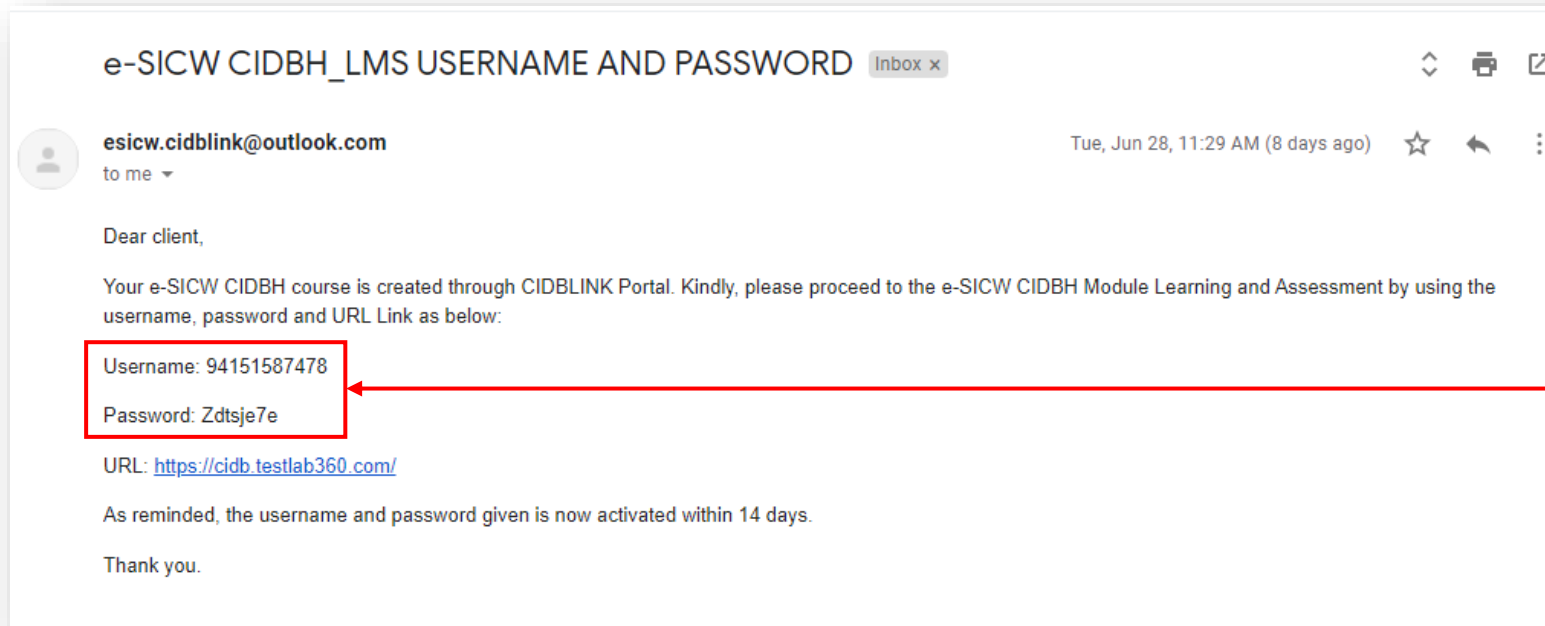
STEP 11: USER RECEIVE EMAIL FOR LMS DETAILS

(LMS USERNAME, LMS PASSWORD & URL LINK)

Manage By:



Powered By:



➤ **User will receive LMS Username and LMS Password at registered email after user making payment.**

STEP 12(a): SIGN IN TO START SELF-MODULE LEARNING



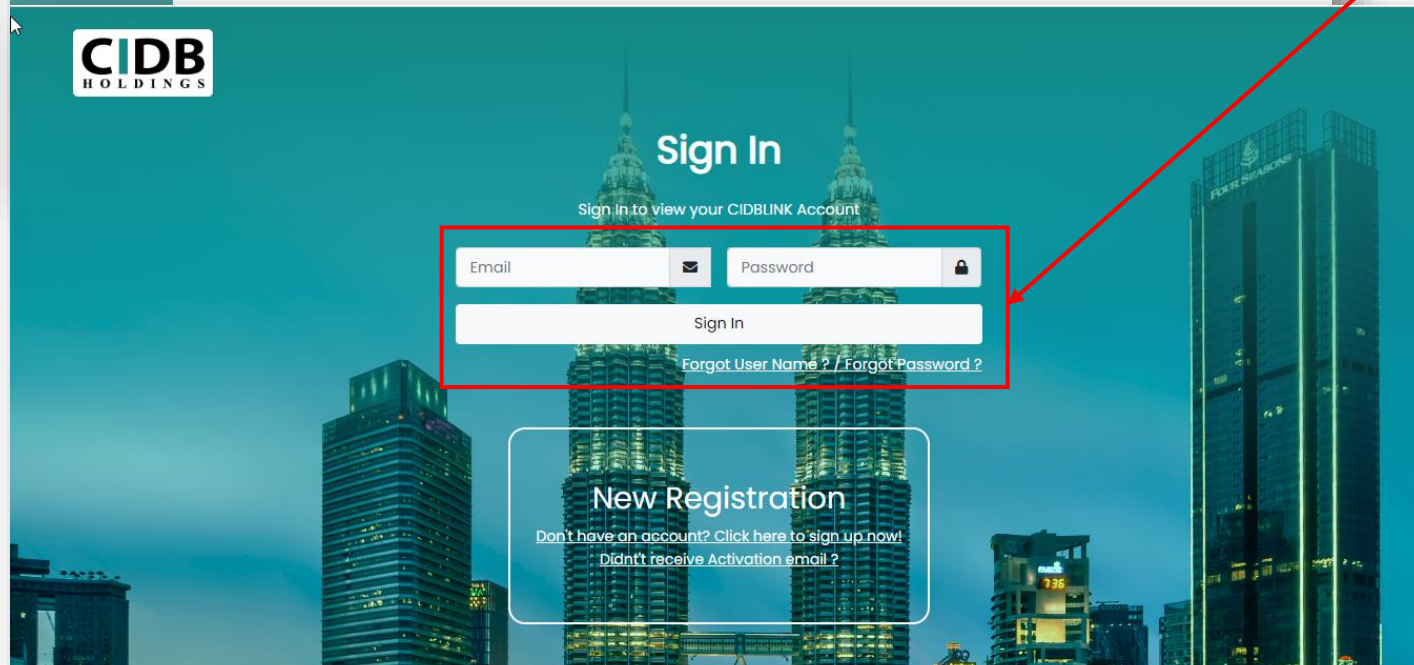
No. 1:	Name	LMS username	LMS password	IRIC/Passport No.	Gender	Email	Contact	Status	Nationality	Action
1	MUHAMMET HAJI RAMLAN BIN NIK RIDHUAN	individualprototype@gmail.com	EW1tw6KnVpPBrM91	890714146467		individualprototype@gmail.com	60173378340	Active	Malaysian	Course Applied

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

1

➤ User **Sign In** into CIDBLINK Portal, by entering LMS username and LMS password that received

2



STEP 12(b): SELECT COURSE LANDING TO SIGN IN SELF-MODULE LEARNING

Manage By:



Powered By:



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

individualprototype@gmail.com

Personnel List

Copy Excel CSV PDF

Search:

Personnel		LMS username		LMS password		NRIC/Passport		Course				
No.	Name					No.	Gender	Email	Contact	Status	Nationality	Action
1	MUHAMMETHAJI RAMLAN BIN NIK RIDHUAN	individualprototype@gmail.com	EW1tw6KnVpPBrM91	840714146467		individualprototype@gmail.com	60173378340	Active	Malaysian	Course Applied		

Showing 1 to 1 of 1 entries

Previous 1 Next

Course Landing

➤ After making payment user can sign in their module learning and assessment by select **“Course Landing”** too.

STEP 13: COURSE LANGUAGE SELECTION

Manage By:

CIDB
HOLDINGS

Powered By:

CIDB
MALAYSIA

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.

Please select course language to join!

E-SICW _ MELAYU Language: Malay Code: M-001 Join	E-SICW _ CHINESE Language: Mandarin Code: C-001 Join	E-SICW _ ENGLISH Language: English Code: E-001 Join
E-SICW _ BENGALI Language: Bengali Code: B-001 Join	E-SICW _ MYANMAR Language: Burmese Code: M-001 Join	E-SICW _ HINDI Language: Hindi Code: H-001 Join
E-SICW _ INDO Language: Indonesian Code: I-001 Join	E-SICW _ THAI Language: Thai Code: T-001 Join	

Join Course Now. No changes allowed after the language selection made.

Yes Cancel

1

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

➤ 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.

2

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

STEP 14: START SELF-MODULE LEARNING

Manage By:

CIDB
HOLDINGS

Powered By:

CIDB
MALAYSIA

The screenshot shows the CIDB LINK user interface. At the top, there is a navigation bar with 'CIDB LINK', contact information (esicw@cidbh.com.my, 03-40428880), and menu items 'DASHBOARD', 'COURSES', and 'LOGOUT'. Below the navigation bar is a search bar and a 'Latest' filter. The main content area displays a message: 'Please select course language to join!'. A card for 'E-SICW _ MELAYU' with 'Language: Malay' and an 'Open' button is visible. Below this is a video player showing a course progress overview. The video content includes three panels: '16 tahun ke atas', 'Terlibat dengan kerja - kerja pembinaan', and 'Menghadiri Kursus Induksi Keselamatan dan Kesihatan Pekerja Binaan (SICW)'. At the bottom of the video player, there are tabs for 'Overview' and 'Modules'. The 'Modules' tab is active, showing a list of chapters: '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'. A red box highlights this list, and a red arrow points from the explanatory text on the right to the 'Module Topic' entry.

➤ Module chapter will appear after participant select the language.

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

STEP 14: START SELF-MODULE LEARNING (Continue Page)

Manage By:



Powered By:



CIDB LINK | @sicw@cidbh.com.my | 03-40428880 | COURSES | LOGOUT

Course / Module / Chapters

CIDB HOLDINGS
KURSUS INDUKSI KESELAMATAN DAN KESIHATAN BAGI PEKERJA BINAAN
Safety Induction for Construction Workers (SICW)

MODUL 1

Do you want to complete this Module ?

Yes No

Pengenalan, Undang-undang, Peraturan & Pengurusan Alam Sekitar di Tapak Bina

Overview | Modules

Chapters

- E-SICW - MODULE 1 (MALAY)
- E-SICW - MODULE 1 QUIZ (MALAY)
- E-SICW - MODULE 2 (MALAY)
- E-SICW - MODULE 3 (MALAY)
- E-SICW - MODULE 4 (MALAY)
- E-SICW - MODULE 5 (MALAY)
- MALAY ASSESSMENT

➤ 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 15: START SELF-ASSESSMENT

Manage By:

CIDB
HOLDINGS

Powered By:

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 16: START SELF-ASSESSMENT & RESULT (PASS)

Manage By:

CIDB
HOLDINGS

Powered By:

CIDB
MALAYSIA

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



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

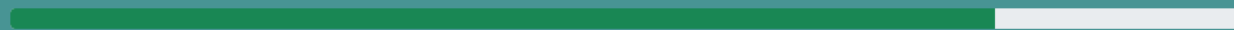
➤ If passed, participant needs to wait **(within 24 hours working days)** for **CIDBH admin to verify the result** in order to view and download SICW e-certificate in CIDBLINK Portal.

➤ **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 17: START SELF-ASSESSMENT & RESULT (FAIL)

Manage By:



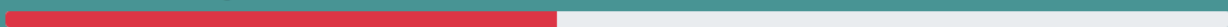
Powered By:



Your Result

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

Your Percentage is **45 %**



Your Assessment Result: **Failed !**

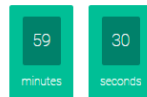
Please download your certificate at our portal CIDBLINK and proceed to apply Construction Personal Registration Card (CIDB Green Card) at cims.cidb.gov.my Thank you.

[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 18: USER CHECK ASSESSMENT RESULT AND SICW E-CERT.

Manage By:

Powered By:



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

