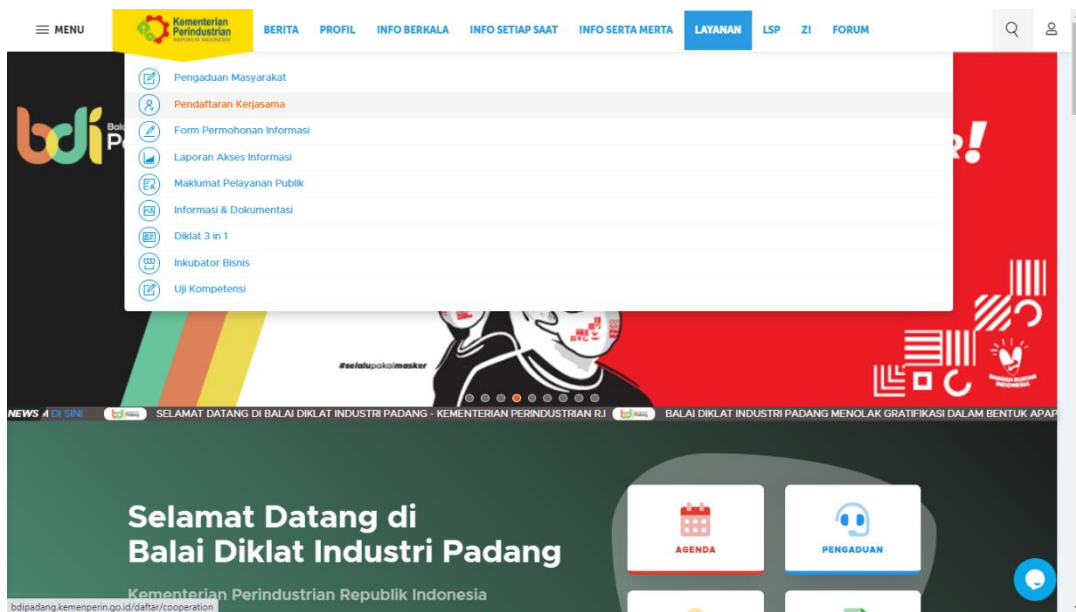


Panduan Penggunaan Aplikasi Pelaksanaan Kerjasama Berbasis Website

Langkah-langkah Pendaftaran User/Pengguna Aplikasi Pelaksanaan Kerjasama

1. Buka Situs Website Balai Diklat Industri Padang pada beranda dengan alamat situs <http://bdipadang.kemenperin.go.id/> lalu klik pada menu “LAYANAN” kemudian pilih “Pendaftaran Kerjasama”



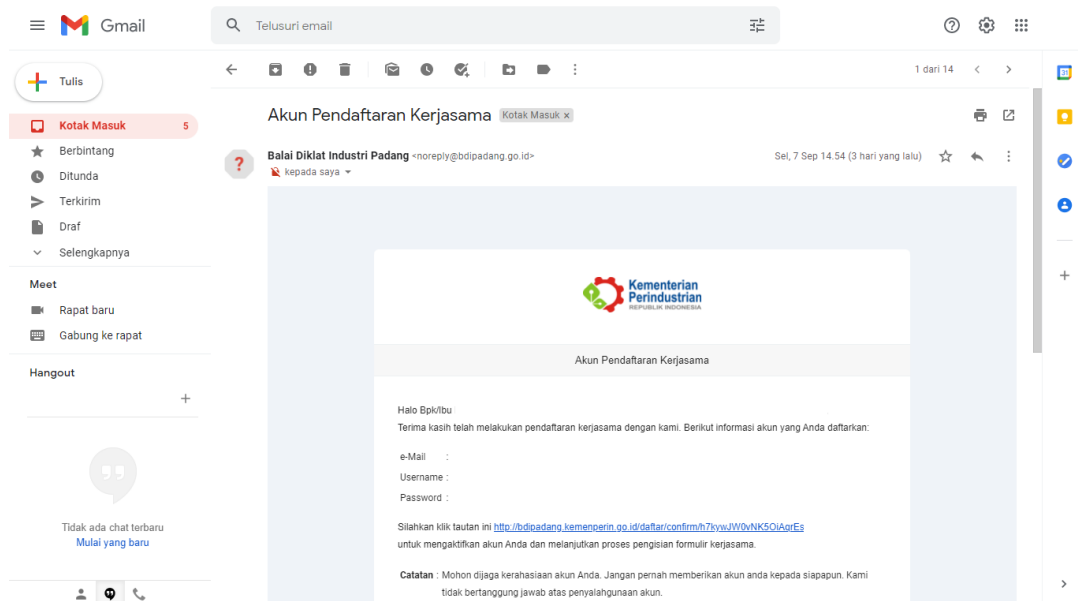
2. Setelah masuk ke menu “Pendaftaran Kerjasama”, isikan data yang diminta pada menu dengan lengkap

The screenshot shows the 'Pendaftaran Kerjasama' form. At the top, there is a header 'Pendaftaran Kerjasama' and an 'Info!' section with the text 'Pendaftaran penajakan kerjasama dengan Balai Pendidikan dan Pelatihan Industri Padang'. The form contains several input fields: 'Nama Lengkap' (with placeholder 'cth: Araav Pramadana'), 'Nama Instansi' (with placeholder 'cth: Dinas Tenaga Kerja dan Perindustrian'), 'Wilayah' (with placeholder 'cth: Kota Padang'), and 'Alamat Instansi' (with placeholder 'cth: Jl. ABC Kompleks DEF Nomor 12G RT 00/ RW 00 (Note: Hanya nama jalan, nomor rumah, RT dan RW/ Nama Jorong)'). Below these fields, there are four dropdown menus for location selection: 'Pilih Provinsi', 'Kabupaten/ Kota', 'Kecamatan', and 'Kelurahan'. At the bottom, there are two input fields for contact information: 'No. Telepon' (with placeholder '(+62) 000-0000-0000') and 'No. Faksimile' (with placeholder '(+62) 000-0000-0000').

3. Centang checkbox **“Persetujuan”** bahwa data yang diinput sudah benar, kemudian klik **“Daftar”**, maka sistem akan mengirimkan email berupa aktivasi akun

The screenshot shows the registration page of the BDI Padang website. The header includes the BDI logo and navigation links: MENU, BERITA, PROFIL, INFO BERKALA, INFO SETIAP SAAT, INFO SERTA MERTA, LAYANAN, LSP, ZI, and FORUM. The registration form contains the following fields: Kecamatan (dropdown), Kelurahan (dropdown), No. Telepon (+62 000-0000-0000), No. Faksimile (+62 000-0000-0000), e-Mail (example@example.com), Username, Password, and Ulangi Password. A checkbox labeled 'Persetujuan' is present, with text indicating that by checking, the user confirms the data is correct and accepts the terms. Below the form is a blue 'DAFTAR' button. At the bottom of the form, it says 'Sudah punya akun? [Masuk](#)'. The footer contains contact information for BDI Padang, including the address: Jl. Bungo Pasang, Bungo Pasang, Koto Tengah, Kota Padang, Sumatera Barat 35111.

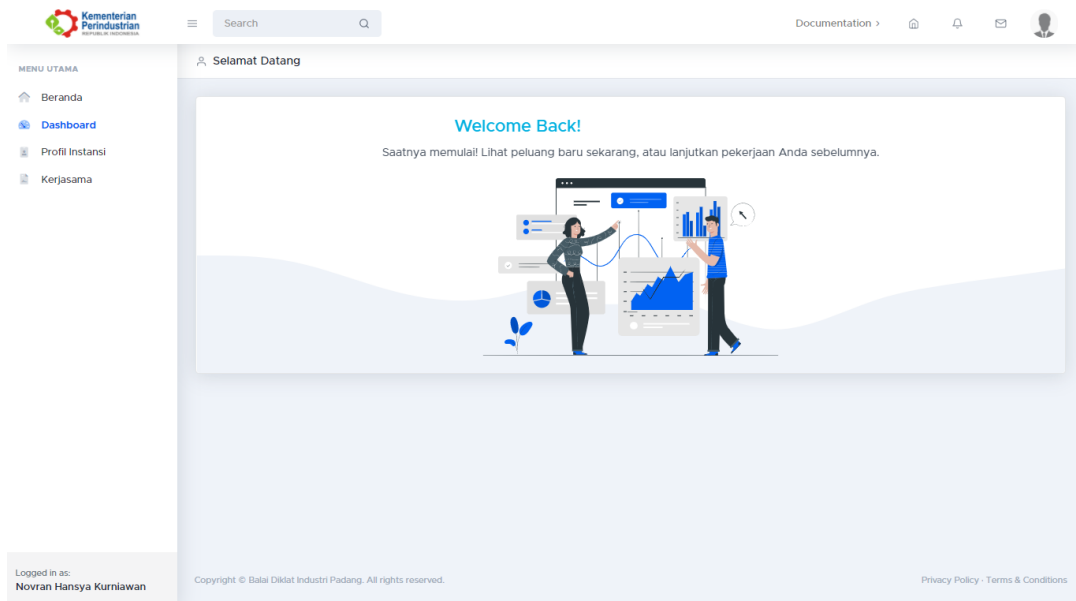
4. Klik tautan yang dikirimkan melalui email yang telah didaftarkan agar akun dapat digunakan untuk proses pengisian formulir kerjasama



5. Buka halaman login

The screenshot shows the login page of the Indonesian Ministry of Industry website. The header includes the logo of the Ministry of Industry, a navigation menu with links like BERITA, PROFIL, INFO BERKALA, INFO SETIAP SAAT, INFO SERTA MERTA, LAYANAN, LSP, ZI, and FORUM, and a search bar. The main content area features a login form with fields for 'Username atau E-mail' and 'Password', a checkbox for 'Ingat saya' (Remember me), and a 'LOGIN' button. Below the form are links for 'Lupa password?' (Forgot password?), 'Daftar Diklat' (Register for training), and 'Forum'. A chat icon is visible in the bottom right corner.

6. Masukkan Username dan Password yang sudah didaftarkan



7. Lengkapi Data “Instansi” dengan mengklik “Profil Instansi”

The screenshot shows the 'Wizard Profil Instansi' interface. The left sidebar contains a 'MENU UTAMA' with links to 'Beranda', 'Dashboard', 'Profil Instansi' (highlighted), and 'Kerjasama'. The top navigation bar includes the 'Kementerian Perindustrian' logo, a search bar, and user icons. The main content area is titled 'Wizard Profil Instansi' and features a progress bar with four steps: 1. Instansi (highlighted), 2. Visi & Misi, 3. Potensi Daerah, and 4. Alasan & Submit. Below the progress bar, 'Step 1' is titled 'Informasi Instansi'. The form includes input fields for 'Nama Instansi', 'Wilayah (Jangan disingkat)', and 'Alamat'. There are also dropdown menus for 'Provinsi', 'Kabupaten/ Kota', 'Kecamatan', and 'Kelurahan'. A 'Logged in as:' section is visible in the bottom left corner.

8. Upload Berkas Surat Permohonan Pelaksanaan Kerjasama lalu klik “Next”

The screenshot shows the 'Wizard Profil Instansi' interface, Step 2. The left sidebar and top navigation bar are the same as in Step 1. The main content area is titled 'Wizard Profil Instansi' and features a progress bar with four steps: 1. Instansi, 2. Visi & Misi (highlighted), 3. Potensi Daerah, and 4. Alasan & Submit. Below the progress bar, 'Step 2' is titled 'Informasi Instansi'. The form includes input fields for 'No. Telepon Kantor', 'No. Faksimile', 'e-Mail', 'Gelar Depan', 'Nama Lengkap Kepala Dinas', 'Gelar Belakang', 'Jabatan', 'Contact Person (CP) Perjanjian', 'Jabatan (CP)', and 'No. Handphone (CP)'. There is a file upload section for 'Scan Surat Permohonan (.pdf)' with a 'Choose' button and a 'Download' button. A 'Previous' button and a 'Next' button are at the bottom.

9. Lengkapi Data Visi dan Misi Instansi lalu klik “Next”

The screenshot shows the 'Wizard Profil Instansi' interface. The top navigation bar includes the 'Kementerian Perindustrian' logo, a search bar, and user icons. The left sidebar lists 'MENU UTAMA' with options: Beranda, Dashboard, Profil Instansi (selected), and Kerjasama. The main content area is titled 'Wizard Profil Instansi' and features a progress bar with four steps: 1. Instansi Biodata Instansi, 2. Visi & Misi (Visi & Misi Instansi - selected), 3. Potensi Daerah Potensi Sumber Daya, and 4. Alasan & Submit Alasan dan Kirim. Below the progress bar, 'Step 2' is displayed with the title 'Visi & Misi Instansi'. There are two input fields: 'Visi' and 'Misi', both containing a solid green rectangle. At the bottom, there are 'Previous' and 'Next' buttons. The bottom left corner shows 'Logged in as: Novran Hansya Kurniawan'.

10. Lengkapi data pada halaman “Potensi Daerah”, kemudian klik “Next”

The screenshot shows the 'Wizard Profil Instansi' interface at 'Step 3' titled 'Potensi Sumber Daya'. The top navigation bar and left sidebar are identical to the previous screenshot. The progress bar shows steps: 1. Instansi Biodata Instansi, 2. Visi & Misi (Visi & Misi Instansi), 3. Potensi Daerah (Potensi Sumber Daya - selected), and 4. Alasan & Submit Alasan dan Kirim. The main content area displays four input fields for 'Potensi Sumber Daya': 'Industri Unggulan' (with a green bar), 'Potensi SDA' (with a green bar), 'Potensi SDM' (with a green bar), and 'Nilai PDB Terhadap Industri Bordir & Fashion (%)' (with a green bar). At the bottom left, it shows 'Logged in as: Novran Hansya Kurniawan'.

11. Lengkapi data pada halaman **“Alasan Kerjasama”**, kemudian klik **“Submit”**

Kementerian Perindustrian

Search

Documentation >

MENU UTAMA

- Beranda
- Dashboard
- Profil Instansi
- Kerjasama

Wizard Profil Instansi

1 Instansi Biodata Instansi

2 Visi & Misi Visi & Misi Instansi

3 Potensi Daerah Potensi Sumber Daya

4 Alasan & Submit Alasan dan Kirim

Step 4

Alasan dan Kirim

Alasan Kerjasama dengan Balai Pendidikan dan Pelatihan Industri Padang

Previous Submit

Logged in as:

12. Setelah semua proses pendaftaran pelaksanaan kerjasama selesai dilakukan, tunggu konfirmasi dari admin melalui akun anda dengan klik menu **“Kerjasama”** untuk melihat draft kerjasama

Kementerian Perindustrian

Search

Documentation >

MENU UTAMA

- Beranda
- Dashboard
- Profil Instansi
- Kerjasama

Perjanjian Kerjasama

Perjanjian Kerjasama

1

Search...

20

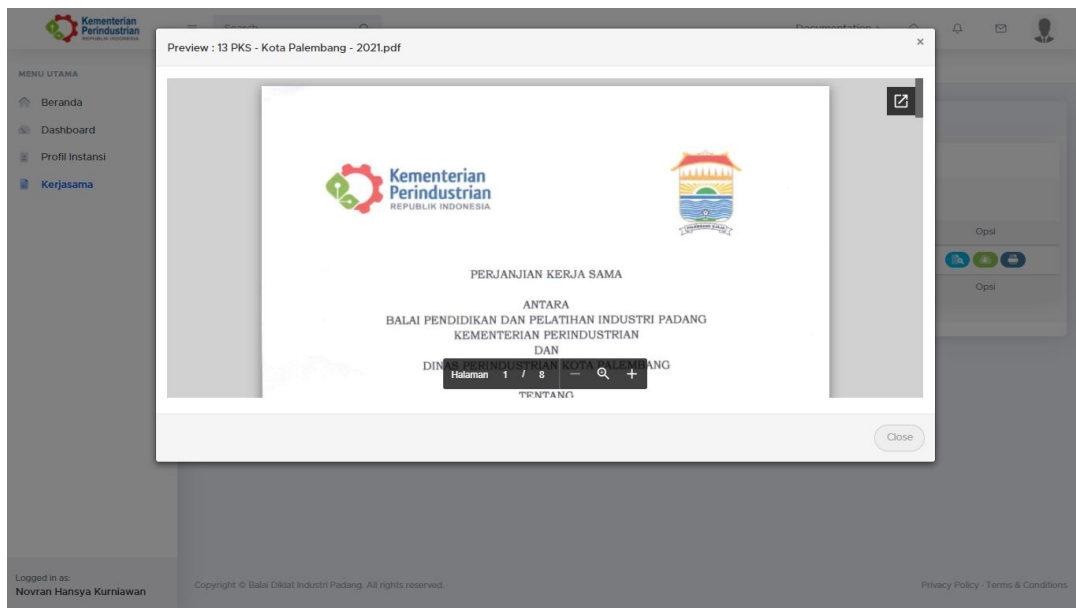
No.	ID	Penanda Tangan	TMT	Exp.	Opsi
1.	#49	Surya Agusman X Novran Hansya Kurniawan	22 Juni 2021	22 Juni 2024	
No.	ID	Penanda Tangan	TMT	Exp.	Opsi

Logged in as: Novran Hansya Kurniawan

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13. Setelah draft kerjasama disepakati oleh kedua belak pihak, Perjajian Kerjasama yang telah ditandatangani dapat anda lihat dan unduh pada menu “Kerjasama”



14. Daftar Perjanjian Kerjasama yang telah terjalin dengan Balai Diklat Industri Padang dapat dilihat pada <http://bdipadang.kemenperin.go.id/> dengan mengklik menu “INFO SETIAP SAAT” kemudian pilih “Mitra Kerjasama” atau langsung klik <http://bdipadang.kemenperin.go.id/information/partner>

