



# STEP BY STEP GUIDE

v1.0.0

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## FEATURES OF STAFF PORTAL

Name

Email

Staff ID

Desig.

Mobile

Rank

Check Your Personal Details

IN Mon 06:37

OUT Mon 13:03

IN Tue 06:24

Check Your Sign in & Sign out Times

Salaams 1

Family 4

MC Salaams 2

Check Your Leave Balance

Present 1

Leave 4

Absent 2

Check Your Attendance

Date 10/8/2026

Time 15:00 - 19:00

Duration 4 Hours

Apply For Overtime

## ACTIVATING YOUR ACCOUNT

STEP 1

Go to the School Website

<https://www.muhyiddin.edu.my>

STEP 2

Click

STEP 3

Select "Staff Portal"

STEP 4

Select "Login To Frappe"

Why is the Staff Portal Called "Frappe"?  
It's the name of the software used as Staff Portal.

STEP 5

Once you go to the "Login to Frappe" Page enter your School Email

name@muhyiddin.edu.my

Then select "Forgot Password" as this is your first time

Do you have to enter Password?  
No. We will set password in a later step

STEP 6

Click "Reset Password"

Once you get the "Password Reset" Notification, an Email will be sent to your School Email

What to do if you did not get Email?  
1. Check if the Email you entered is correct and check spelling.  
2. Go back and Retry the steps  
3. Check if you are checking School Email Account not Personal or any other.  
If you still did not receive the Email then you may contact the HR Department or IT Department.

STEP 7

Once you have opened the Email, Select "Reset Your Password"

STEP 8

Once you go to the "Reset Password" Page. You can enter a password which you can remember.

Then Click "Confirm"

What happens when you forget password?  
You have to repeat all the steps to set a new password. IT Department cannot simply change password.

STEP 9

Now on the next page select "Employee Self Service"

CONGRATULATIONS !!  
You now have access to your personal self service page

Now that you have activated your Account, the next time you want to Login, you can simply enter your:

School Email

Password

And click "Login".

## INTRODUCTION TO EMPLOYEE SELF SERVICE

Click on your Full Name to view your Personal Information

Click "View Sign In / Sign out..." to see your Sign in & Sign out times.

Click "View Attendance..." to see your daily Attendance.

Click "View Leave..." to see the days you took Leaves.

Click "View Overtime Slips" to see OT slips applied via the Portal

Do note that ONLY the OT Slips submitted via the Portal will be visible here.  
The Excel sheet ones will not be seen here.