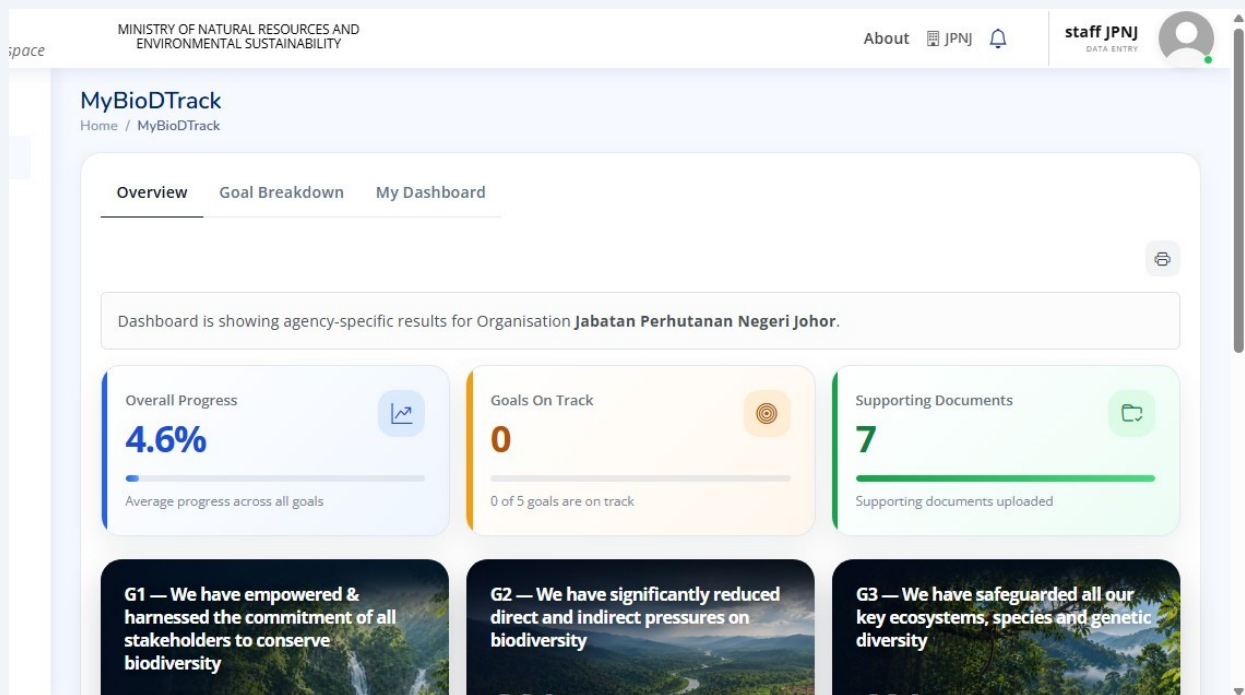


User Manual - Editing Profile and Change Password Rev2

Edit Profile (Photo & Information)

1 Log in system as usual



- 2 Click an icon at top right corner. A dropdown list will appear. Click at "My Profile"

The screenshot shows the MyBioDTrack dashboard for a user named 'staff JPNJ'. The top navigation bar includes 'About', 'JPNJ', and a user profile icon. A dropdown menu is open from the profile icon, showing options: 'staff JPNJ Data Entry', 'My Profile' (highlighted with a red circle), and 'Sign Out'. The dashboard content includes a header 'MyBioDTrack' with a breadcrumb 'Home / MyBioDTrack'. Below this are tabs for 'Overview', 'Goal Breakdown', and 'My Dashboard'. A message states: 'Dashboard is showing agency-specific results for Organisation Jabatan Perhutanan Negeri Johor.' The main area features three cards: 'Overall Progress' (4.6%), 'Goals On Track' (0 of 5 goals are on track), and 'Supporting Documents' (7). At the bottom, there are three sections: 'G1 — We have empowered & harnessed the commitment of all stakeholders to conserve biodiversity', 'G2 — We have significantly reduced direct and indirect pressures on biodiversity', and 'G3 — We have safeguarded all our key ecosystems, species and genetic diversity'.

- 3 User will see this "Profile" section. Click at "Edit Profile"

The screenshot shows the 'Profile' section of the MyBioDTrack application. The top navigation bar is the same as in the previous screenshot. The page title is 'Profile' with a breadcrumb 'Home / Users / Profile'. On the left, there is a user profile card for 'staff JPNJ'. On the right, there are three tabs: 'Overview', 'Edit Profile' (highlighted with a red arrow), and 'Change Password'. Below the tabs, the 'About' section is visible, followed by 'Profile Details' which includes fields for 'Full Name' (staff JPNJ), 'IC Number', 'Address', 'Phone', 'Gender', and 'Email' (nurfatin897@yahoo.com). The footer shows '© 2025 - MyBioDTrack'.

4 Click the IC Number field.

space

MINISTRY OF NATURAL RESOURCES AND ENVIRONMENTAL SUSTAINABILITY

About JPNJ

staff JPNJ DATA ENTRY

Profile

Home / Users / Profile



staff JPNJ

Overview Edit Profile Change Password

Profile Image



Choose File No file chosen Clear

Selected image will be uploaded when you click Save Changes.

Full Name staff JPNJ

IC Number MyKad e.g. 900101011234

About

Address

5 Once photo chosen and uploaded, it will appear in the round section followed by file name

MINISTRY OF NATURAL RESOURCES AND ENVIRONMENTAL SUSTAINABILITY

About JPNJ

staff JPNJ DATA ENTRY

Profile

Home / Users / Profile



staff JPNJ

Overview Edit Profile Change Password

Profile Image



Choose File sample image.png Clear

Selected image will be uploaded when you click Save Changes.

Full Name staff JPNJ

IC Number MyKad e.g. 900101011234

About

Address

6

If user decided to delete the chosen photo, click "*Clear*" button and repeat the step to upload new photo

MINISTRY OF NATURAL RESOURCES AND ENVIRONMENTAL SUSTAINABILITY

About JPNJ

staff JPNJ DATA ENTRY

Profile

Home / Users / Profile

Overview Edit Profile Change Password

Profile Image

Choose File sample image.png **Clear**

Selected image will uploaded when you click Save Changes. Clear selected image

Full Name staff JPNJ

IC Number MyKad e.g. 900101011234

About

Address

7

Fill in the information required, then click "*Save Changes*". "*Profile updated successfully*" message will pop up upon completion

MINISTRY OF NATURAL RESOURCES AND ENVIRONMENTAL SUSTAINABILITY

About JPNJ

staff JPNJ DATA ENTRY

Selected image will uploaded when you click Save Changes.

Full Name staff JPNJ

IC Number

About

Address JOHOR BAHRU

Phone 0123456789

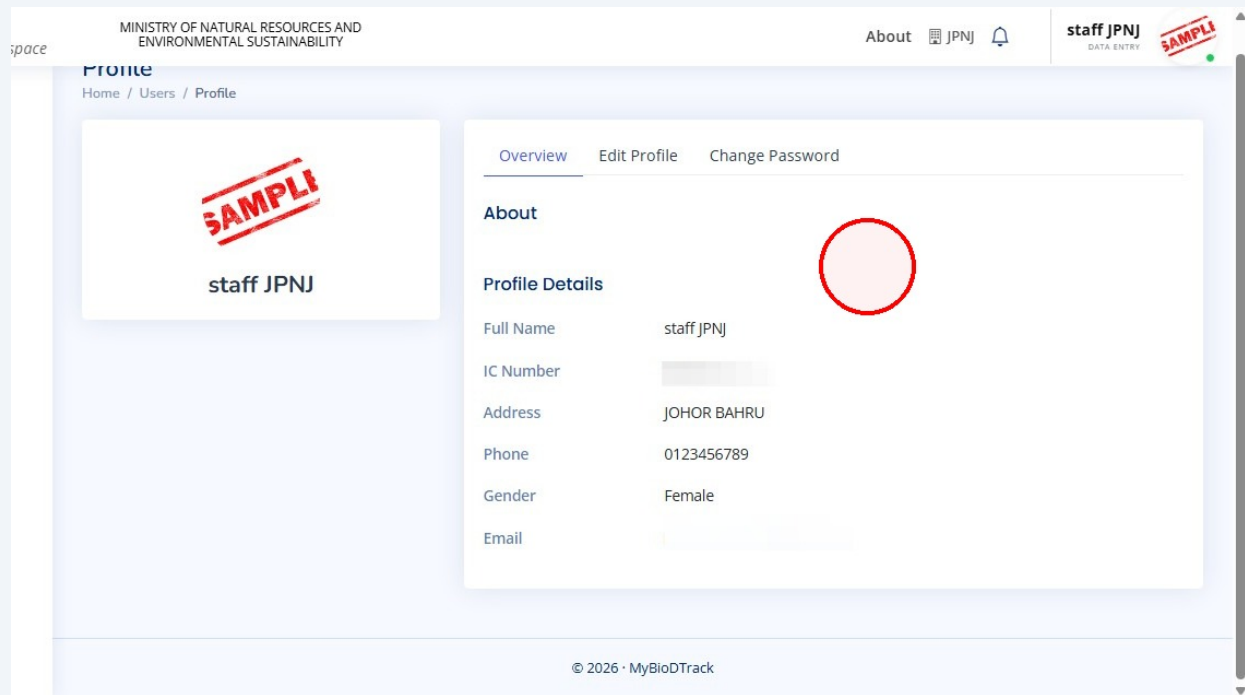
Gender Female

Email

Save Changes

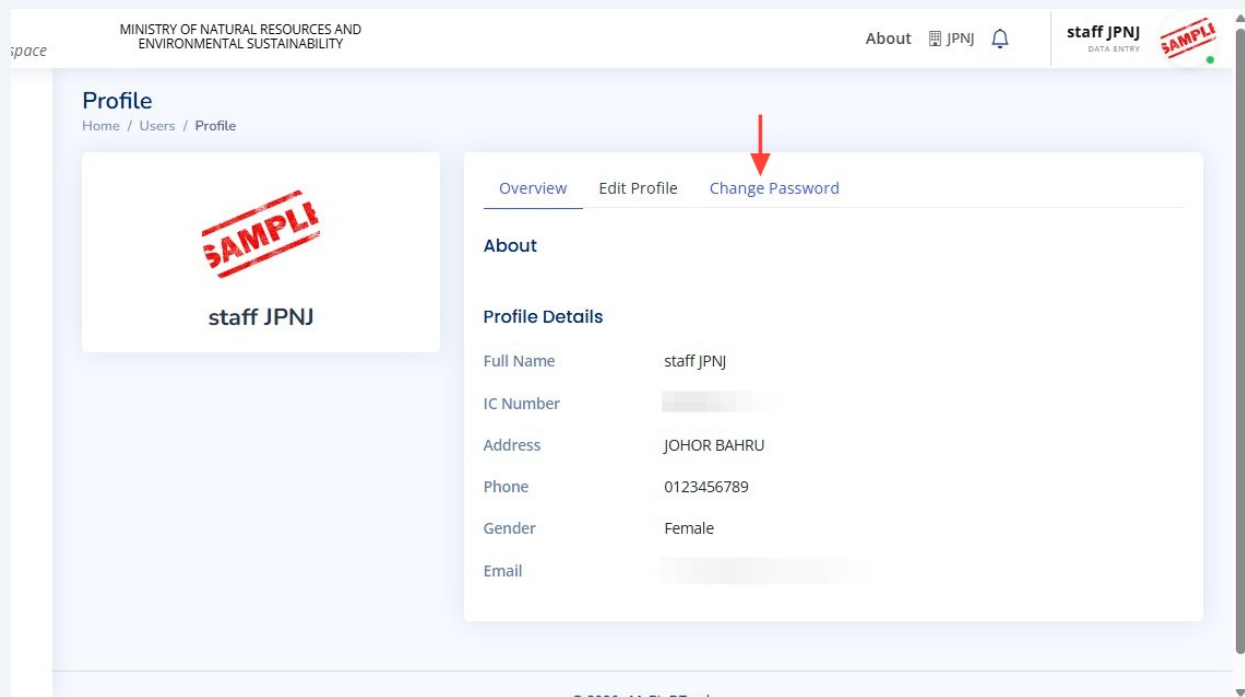
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8 Editing Profile is accomplished



Change Password

9 Click "Change Password"



10 User will see the section for Password as display

space

MINISTRY OF NATURAL RESOURCES AND ENVIRONMENTAL SUSTAINABILITY

About JPNJ

staff JPNJ DATA ENTRY

Profile
Home / Users / Profile


staff JPNJ

Overview Edit Profile Change Password

Current Password

New Password

Re-enter New Password

Change Password

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Fill in the required field for the "Current", "New Password" and "Re-enter New Password" followed by click "Change Password" button.

(at least 12 character, have non-alphanumeric (e.g.: !@#\$%&*), one lowercase (e.g.: abcde), one uppercase letter (e.g.: ABCDE) and have one number (e.g.: 12345))

MINISTRY OF NATURAL RESOURCES AND ENVIRONMENTAL SUSTAINABILITY

About JPNJ

staff JPNJ DATA ENTRY

Profile

Home / Users / Profile

Overview Edit Profile Change Password

Current Password

New Password

Re-enter New Password

Change Password

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Change Password is completed after "Password changed successfully" message pop up

MINISTRY OF NATURAL RESOURCES AND ENVIRONMENTAL SUSTAINABILITY

About JPNJ

staff JPNJ DATA ENTRY

Profile

Home / Users / Profile

Overview Edit Profile Change Password

Current Password

New Password

Re-enter New Password

Change Password

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Password changed successfully

13 User will receive password changed notification email

Your MyBioDTrack password was changed Inbox



To: me · [redacted] ▾

Hi staff JPNJ ,

The password for your MyBioDTrack account has been changed successfully.

Username: [redacted]

Password: *****

If this change was not made by you, please contact your system administrator immediately.

Thank you.

Sincerely,

Biodiversity and Forestry Management Division
Ministry of Natural Resources and Environmental Sustainability

This is an automated message. Please do not reply.