



E-Learning

IHATEC Learning System

MANUAL USER

IHATEC Learning System

Please use Google Chrome or Mozilla Firefox to access

I. Sign Up

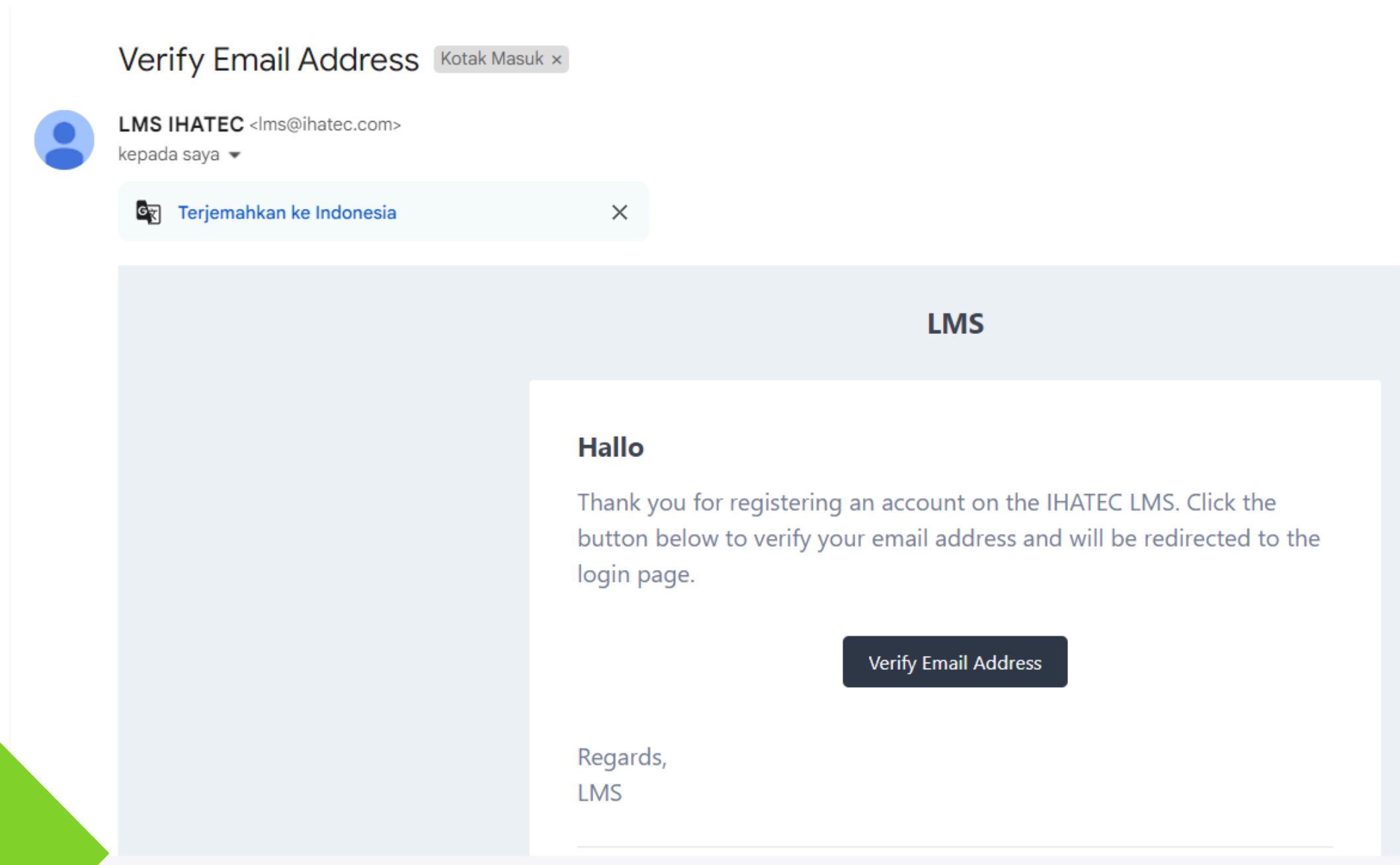
- Click “Sign Up” to create your account.
- The account registration is a one-time process with no expiration limit.

The image shows two side-by-side web forms. The left form is titled "Login" and contains an "Email" input field, a "Password" input field with a toggle eye icon, a blue link "Forgot the password?", and a green "Login" button. Below the form are links for "How to Sign Up Indonesia | English" and "Don't have an account yet? Please Sign Up". The right form is titled "Register" and contains a "Full name*" input field with a note "This name will be used on your certificate later", an "Email*" input field, a "Previous Education*" input field, and a "Company Name* : (without PT/CV/UD/etc.)" input field. Below the form are links for "How to Sign Up Indonesia | English" and "Already have an account? Please Login".

- Fill out the registration form and remember your username and password.
- Click “Register” when it’s done. Click “Register” when you are finished.
- If you want to change the data such as company name, email, or other data, click menu “account” → profile

II. Verify your account

- You will receive an activation link in your inbox or spam folder.



- If you have received the activation link, click the link and log in as usual.

III. Training Registration

- Select one of the categories and then press the “detail” button.

Training Category

Kompetensi Penyelia Halal

Kompetensi Auditor Halal

Kompetensi Juru Sembelih

- Choose Specific training title that you will attend, then click “Register”.

Training List

Back

Penerapan SJPH & Kompetensi Penyelia Halal Berbasis SKKNI

Training Date:
22 - 24 Juli 2024

Price: Rp.2.600.000

Participant Requirements: Sesuai TOR, jika ada

Register

Penerapan SJPH & Kompetensi Penyelia Halal Berbasis SKKNI Bundling Ujikom

Training Date:
24 - 26 Juli 2024

Price: Rp.4.700.000

Participant Requirements: Sesuai TOR, jika ada

Register

Kompetensi Auditor Halal Berbasis SKKNI

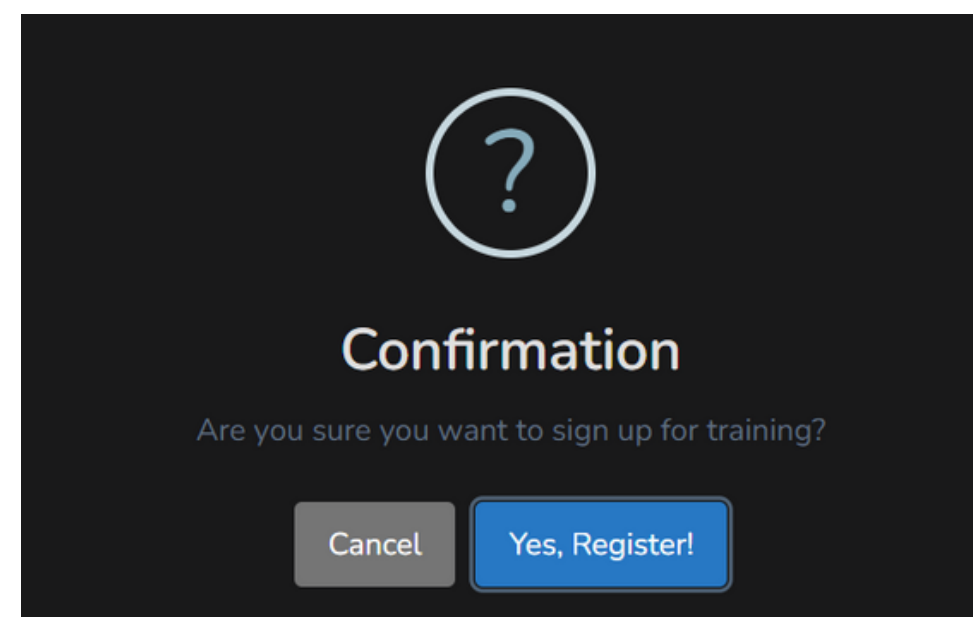
Training Date:
26 - 28 Juli 2024

Price: Rp.3.800.000

Participant Requirements: Sesuai TOR, jika ada

Register

- Click “Register,” then click “OK” on the notification that appears.

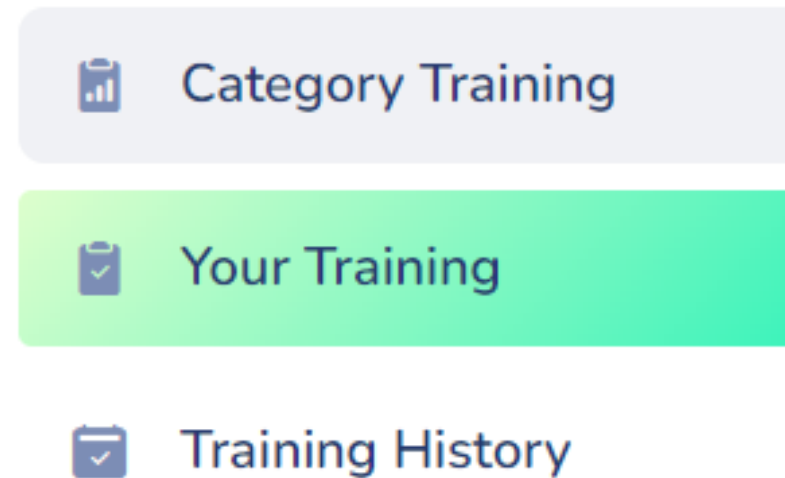


IV. Training Approval

- If there are requirements, they must wait to be verified first.

No	Action	Training Name	Training Date	Price	Participant Requirements	Status	Action
1	Cancel	Penerapan SJPH & Kompetensi Penyelia Halal Berbasis SKKNI	17 - 18 Juli 2024	Rp.2.600.000	Sesuai TOR, jika ada	Verification	waiting verification

- Click "Your Training" in sidebar.




- Click "Preview & Accept" to see the training agreement. Please check your name and your company name, as the certificate will be based on the information in the training agreement.

No	Action	Training Name	Training Date	Price	Participant Requirements	Status	Action
1	Cancel	Penerapan SJPH & Kompetensi Penyelia Halal Berbasis SKKNI	17 - 18 Juli 2024	Rp.2.600.000	Sesuai TOR, jika ada	Akad	Preview & Accept

- If there are requirements, they must wait to be verified first.

No	Action	Training Name	Training Date	Price	Participant Requirements	Status	Action
1	Cancel	Penerapan SJPH & Kompetensi Penyelia Halal Berbasis SKKNI	17 - 18 Juli 2024	Rp.2.600.000	Sesuai TOR, jika ada	Akad	Preview & Accept

- Click “Preview & Accept” to see the training agreement. Please check your name and your company name, as the certificate will be based on the information in the training agreement.
- If you want to change data such as your company name, email, or other information, click the “Account” menu and then select → “Profile.”



INDONESIA HALAL TRAINING & EDUCATION CENTER
PT. INSAN HALAL TERPERCAYA
Bogor Icon Office Tower Lt.3, Bukit Cimanggu City Jl. Sholeh Iskandar No.1,
Cibadak, Kec.Tanah Sereal, Kota Bogor 16168
☎ 0251-7597777/0251-7599888/+628111145060 ✉ info@ihatec.com

PERJANJIAN BIAYA PELATIHAN ONLINE

Assalamualaikum Wt.Wb.
Berdasarkan permohonan pelatihan Penerapan SJPH & Kompetensi Penyelia Halal Berbasis SKKNI - pada tanggal 8 Juli 2024 atas nama dibawah ini :

1. Nama Lengkap : Muhamad Rizki Hasan
2. Nama Perusahaan/Lembaga : XYZ
3. Nomor Ponsel/Telepon : 89512345678
4. Email Perusahaan/pribadi : user@gmail.com
5. Agama : Islam
6. Metode/Lokasi Pelatihan : Online

Indonesia Halal Training and Education Center (IHATEC) akan memproses permohonan pelatihan tersebut sesuai dengan pedoman dan ketentuan yang berlaku di IHATEC. Biaya pelatihan tidak termasuk PPN 11% untuk peserta di atas sebesar **Rp.2.886.001**

Ketentuan Lain :

1. Peserta akan mendapatkan modul pelatihan, makan siang, snack, akses Wifi, training kit, sertifikat (kecuali pelatihan Cerol tidak memperoleh sertifikat).
2. Sertifikat Pelatihan diberikan apabila kewajiban masing-masing pihak sudah terpenuhi.
3. Pembayaran dilakukan melalui transfer pada rekening **Bank Syariah Indonesia (BSI) dengan Kode Bank 451, Nomor Rekening 900 600 2550 a/n IHATEC , Pembayaran paling lambat H sebelum tanggal Pelatihan**
4. Ketentuan pengunduran diri: Jika pengunduran diri disampaikan < 5 hari sebelum pelatihan, akan dikenakan biaya administrasi sebesar 50% dari biaya pelatihan. Informasi pengunduran diri peserta disampaikan melalui email pelatihanhalal@halalmui.org
5. e-certificate pelatihan diberikan kepada peserta pelatihan sesuai dengan nama dan perusahaan yang terdaftar. Revisi sertifikat pelatihan akan dikenakan biaya sebesar Rp 200.000.

- If training agreement already correct → click “Continue”

No	Action	Training Name	Training Date	Price	Participant Requirements	Status	Action
1	Cancel	Penerapan SJPH & Kompetensi Penyelia Halal Berbasis SKKNI	17 - 18 Juli 2024	Rp.2.600.000	Sesuai TOR, jika ada	Terima-Akad	Continue

- If you want to change data such as your company name, email, or other information, click the “Account” menu and then select → “Profile”.



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- If training agreement already correct → click “Continue”

No	Action	Training Name	Training Date	Price	Participant Requirements	Status	Action
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V. Generate Invoice

- Click “Continue” and then select “Participant Detail.” Indicate the number of people for whom you need to generate invoices by marking the relevant checkboxes. You can choose to generate invoices just for yourself or for additional participants as well.

No	Participant Name	Company Name	Payment Amount	Select How Many People
1	User	XYZ	Rp.2.600.000	<input type="checkbox"/>

[Generate](#)

- If the generated one is correct, click "Generate Invoice!".

Participant Name :

Company Name :

Price :

PPN :

Total :

[Generate Invoice!](#)

VI, Training Invoice & Payment

- Click “Print Invoice” to download the invoice. Then transfer the payment to our bank account as seen on invoice.

No	Training Name	Training Date	Price	Participant Requirements	Status	Action
1	Penerapan SJPH & Kompetensi Penyelia Halal Berbasis SKKNI	17 - 18 Juli 2024	Rp.2.886.001	Sesuai TOR, jika ada	Generate-Invoice	Print Invoice Payment

- After transfer click “Payment” > “Choose File” to upload your payment proof (in PDF) then click “Complete Payment”.

Payment Amount :

Rp.2.886.001

Upload Proof of Payment (if payment transfer) : *upload menggunakan pdf

[Choose File](#) No file chosen

[Complete Payment](#)

- After uploading proof of payment, it will be pending verification. Once verified by the admin, you will receive an email notification.

Hello,

Your payment have been verified. Please click the link bellow to continue with your training <https://lms.ihatec.com/>

Thank you,
LMS IHATEC

VII. Commitment and Learning

- Read the commitment first and then click the checkbox.

Commitment

I am committed to seriously following all of this training process and have read all the terms and conditions of this training

Check List "Agree" to continue with the schedule of events

- After that you can do the learning.

Activity	Link
Training Agenda	Link Training Agenda
Attendance Form	Link Attendance Form
Training Module	Link Training Module
Upload the Worksheet	Link Upload the Worksheet
Training Evaluation	Link Training Evaluation
Training Documentation	Link Training Documentation
Post Test	Link Post Test

VIII. Exam / Post Test

- Click Link post test.
- Read the rules and regulations first, once you have read them click “Start”.
- Choose the best answers for each question, when you are done, please click “Submit”.

Rule

There are 20 questions that must be answered in this post test with the following conditions :

- Training Name : Penerapan SJPH & Kompetensi Penyelia Halal Berbasis SKKNI
- Minimum post test score : 75
- Exam duration : 45 minutes

Good luck!

Start

20. Apa yang diharamkan ketika berdagang dalam Islam?

- a. Kejujuran
- b. Kepercayaan
- c. Tipu daya
- d. Saling menghormati
- e. Kebaikan

Submit

IX. Receive Training Completion Letter and Certificate

- Click “Download” to download the training completion letter.
- Click “Link Training Certificate” to download the certificate.

Activity	Link
Training Agenda	Link Training Agenda
Attendance Form	Link Attendance Form
Training Module	Link Training Module
Upload the Worksheet	Link Upload the Worksheet
Training Evaluation	Link Training Evaluation
Training Documentation	Link Training Documentation
Post Test	Final Score : 100 (Pass)
Training Completion Letter	Download
Training Certificate	Link Training Certificate

- If you see "Certificate data is still not available", it means that your certificate is still in process. When verification has been made, an email notification will appear.

Download Certificate Back

No	Participant Name	Training Name	Training Date	Status Certificate	Action
Certificate data is still not available.					

Muhamad Rizki Hasan,

Thank you for completing the course in IHATEC. Your training certificate is ready and please download at the link <https://lms.ihatec.com/>

Thank you,
LMS IHATEC

← Balas
→ Teruskan
😊

- Then you can download the certificate.

No	Participant Name	Training Name	Training Date	Status Certificate	Action
1	Muhamad Rizki Hasan	Penerapan SJPH & Kompetensi Penyelia Halal Berbasis SKKNI	17 - 18 Juli 2024	Done	Download



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THANK YOU