GAMUDA

Create User Access for Other Domain User

Step 1: Requestor to seek approval from Project GM to include Other Domain User (outsider) to use eMP. Approval must contain Full Name and Email Address of the Other Domain User.

Step 2: Upon approval, Requestor to email to eMP Administrator, ypmoh@gamudaland.com.my to create account.

Step 3: Once account is created, an email notification will be sent to Other Domain User.

Sample Email to Other Domain User

eManagementPaper - User Access Created ⅀ Inbox ×

eManagementPaper Administrator <eMP@gamudaland.com.my>
to me ▾

Dear Sir/Madam,

Please be informed that your access has been created.

Username : mohyp10@gmail.com
Password : 58r^(z
Domain : OTHERS

Please change your password after your first successful login.

To access to eManagementPaper, click here.

Thank You.

Note :
To login, please use your Windows login credentials except for users' of **OTHERS** domain.
This is a system generated email, please do not reply to this email.
If the link above does not function properly, please copy http://192.168.203.104:65451 and paste it into the Internet Explorer.

For others (Non-Gamuda AD user), please login here

URL : emp.gamudaland.com.my

Step 1: Enter email address

Step 2: Enter password (Refer to email notification).

Step 3: Log in

GAMUDA

≗ eManagement Paper
Please use your Gamuda account to log in.

For Gamuda AD user (Gamuda Berhad, Gamuda Engineering, Gamuda Land & Australia), please sign in with Microsoft

▦ Sign in with Microsoft

For others (Non-Gamuda AD user), please login here

| Your email address | ← 1 |
| Your password | ← 2 |

Log in ← 3

Change Password ?   (for Non-Gamuda AD user only)
User Guide   (for Non-Gamuda AD user only)

Couldn't login ? Refer to the FAQ here.

GAMUDA

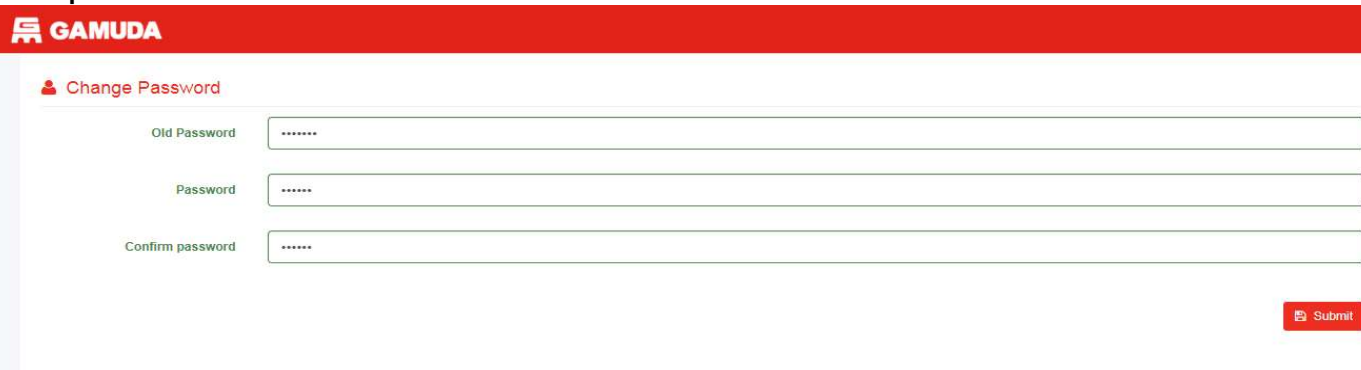**Change Password (login for the first time user).**

User is advised to change password when you login for the first time.

Step 1: Key in Old Password, Password, Confirm password and click Submit button.

Step 2: Password successfully changed when you see a pop-up screen 'Your Password has been changed successfully.

Step 3: Click on **'GAMUDA'** to direct you to eMP dashboard.

Step 1

GAMUDA

👤 Change Password

Old Password	....
Password	......
Confirm password	......

📄 Submit

Step 3

GAMUDA

👤 Change Password

Your Password has been changed successfully.   Step 2   ✕

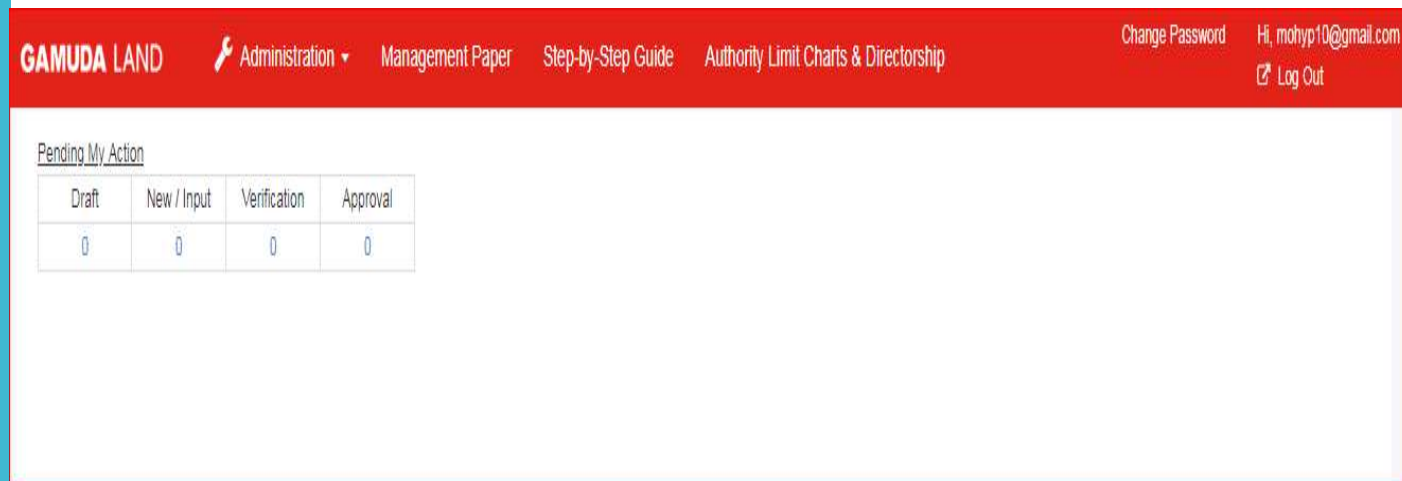| Old Password | |
| Password | |
| Confirm password | |

📄 Submit

GAMUDA

To Verify / Approve

GAMUDA

To Verify / Approve

Step 1: Click link to pending
verification or approval

Step 2: Select Review

Step 1

GAMUDA LAND | Administration ▾ | Management Paper | Step-by-Step Guide | Authority Limit Charts & Directorship | Change Password | Hi, mohyp10@gmail.com | Log Out

Pending My Action

Draft	New / Input	Verification	Approval
0	0	0	0

Step 2

No	Reference No	Proposal Name	Company	Recommender	Status	Created By	Created On	
1	MP-2018-0000006	REVIEW STEP-BY-STEP GUIDE	Gamuda (Singapore) Pte Ltd	Loh Sook Teng	PendingVerifier	Loh Sook Teng	19-April-2018 10:49:AM	Choose an action... ▾

- ✎ Edit
- ✎ Review
- ✎ View
- ✎ Print

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Verifier / Approver(s)

Step 3: Select Review Button

Step 4: Select Approve / Reject /
Comment
* Note – Please fill up
remarks section if Reject
or Comment

Step 5: Select OK

Step 3

(MP-2018-0000076) This paper is pending your action as an Approver. Please click [🗹 Review] to Approve / Reject / Comment this paper.

Created By: Loh Sook Teng

Shared With: Susan Chong Chooi Har

Step 4

Review Paper - MP-2018-0000076

This paper **MP-2018-0000076** is pending your action as **an Approver**.

Remarks

Enter your remarks here...

Close Approve Reject Comment

Step 5

From emp.gamudaland.com.my

Are you sure you want to Approve this paper ?

OK Cancel

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GAMUDA

Timeline for approval
Verifier   = *T+3, thereafter it will escalate to Approver(s)
Approver(s)   = *T+6, thereafter it will lapse

*T= Date of notification

Note: Pending Approval, Recommender has the capacity to change Verifier or Approver(s) and extend the due date for Approver(s)

Thank You