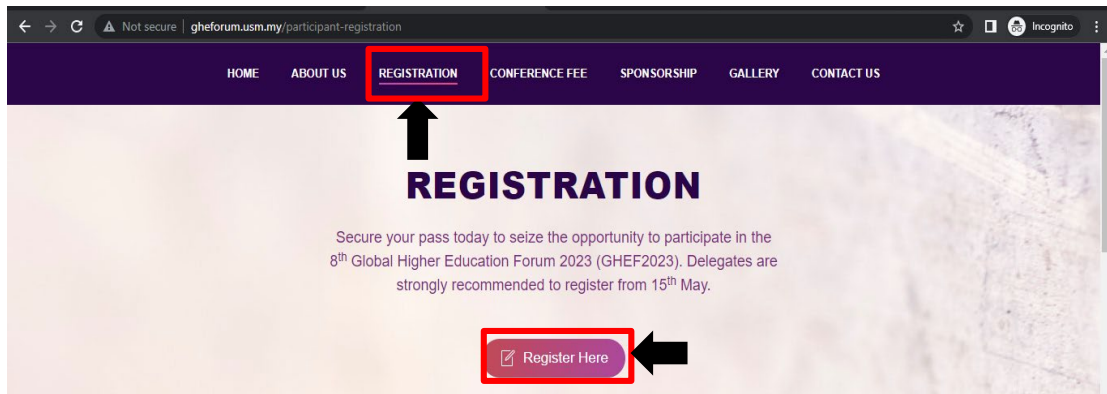


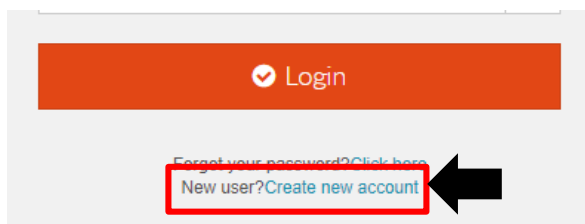
## REGISTRATION GUIDELINE

### A. Create New Account

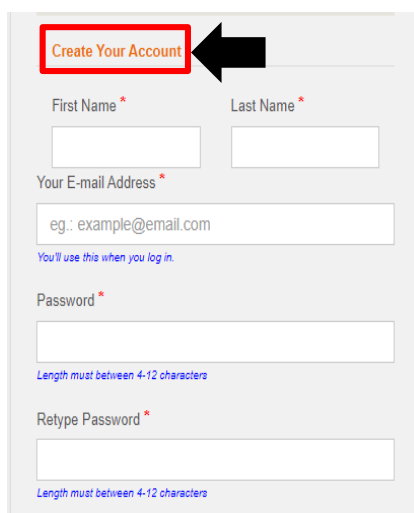
1. Visit GHEF2023 official website, <https://gheforum.usm.my/>
2. Go to 'Registration' menu and click 'Register Here' button.



3. For new user click 'Create new account'.



4. Click **Create Your Account** to fill in participant details.

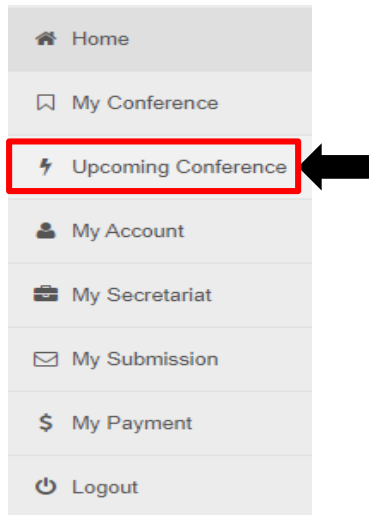


5. **Verify** the account using participant's registered email.

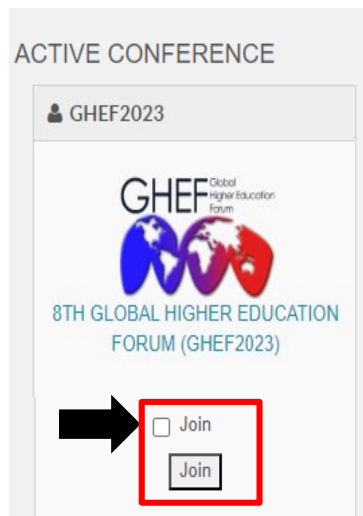


## B. Register for GHEF2023

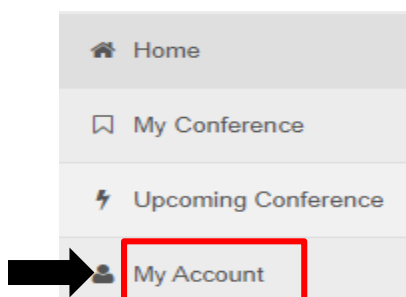
1. Click **login** to join EZconf.
2. Go to **'Upcoming Conference'** menu.



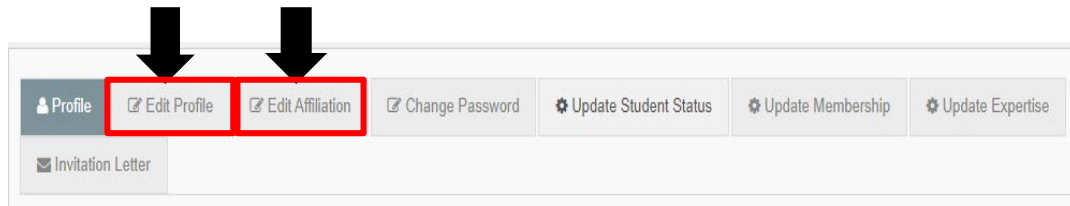
3. Click **'Join'** for GHEF2023.



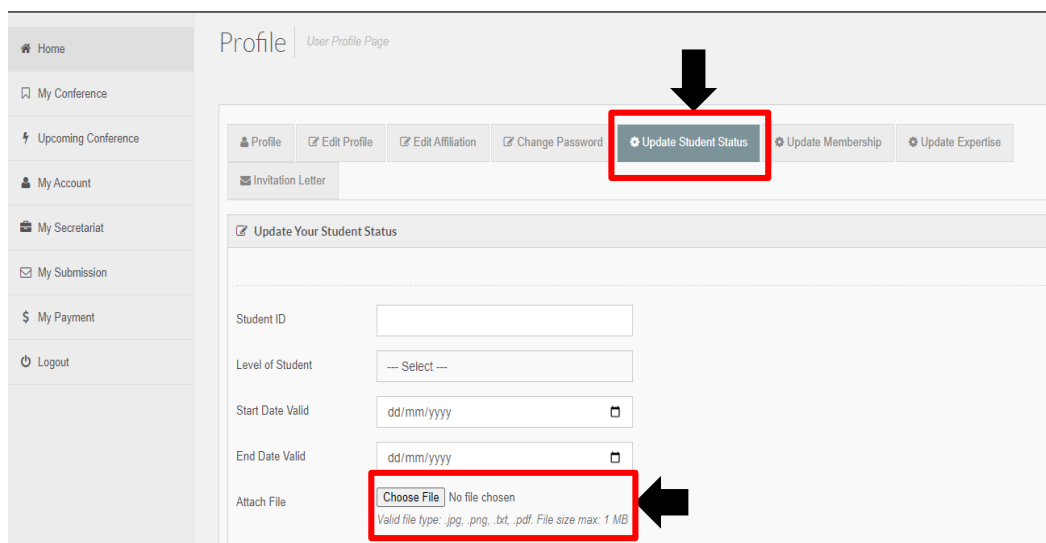
4. Go to **'My Account'** menu.



5. Go to **'Edit Profile and Affiliation'** menu and fill in the details.



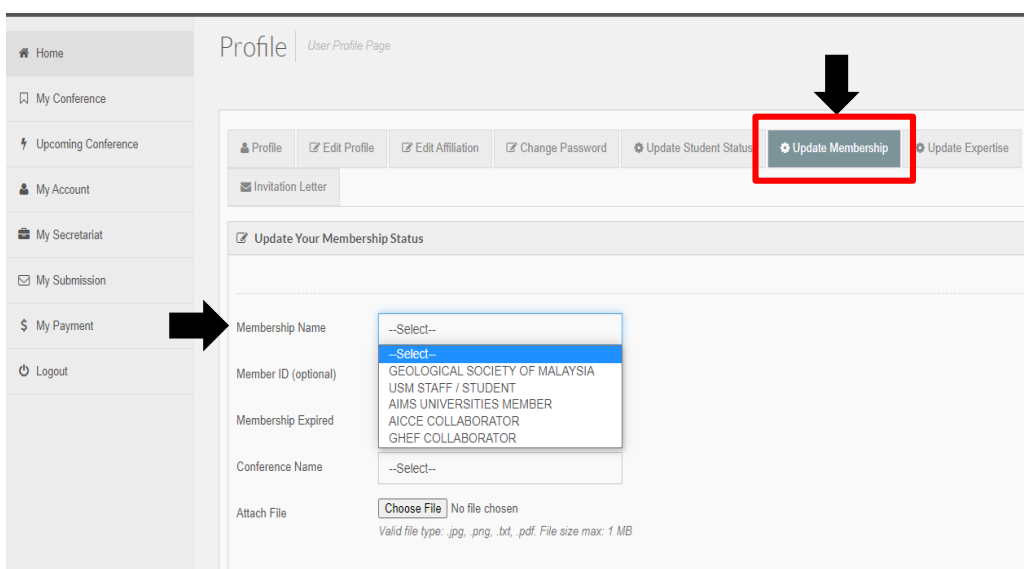
6. If you are a student, click **'Update Student Status'**, go to **'Attach File'** and **'Choose File'** to upload your Student ID.



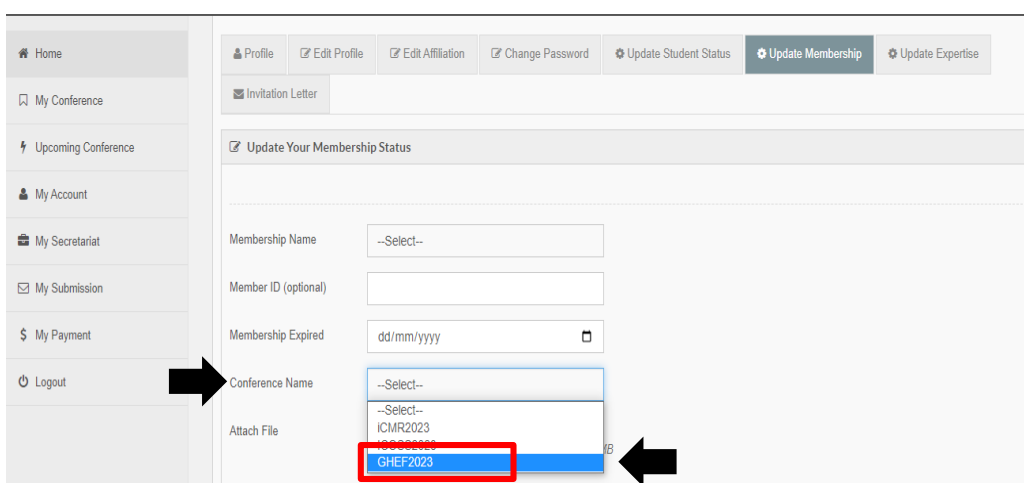
### C. Membership Guideline

i. **USM / GHEF2023 Collaborators Staff and Students** are required to update their details. Follow these steps to complete the registration.

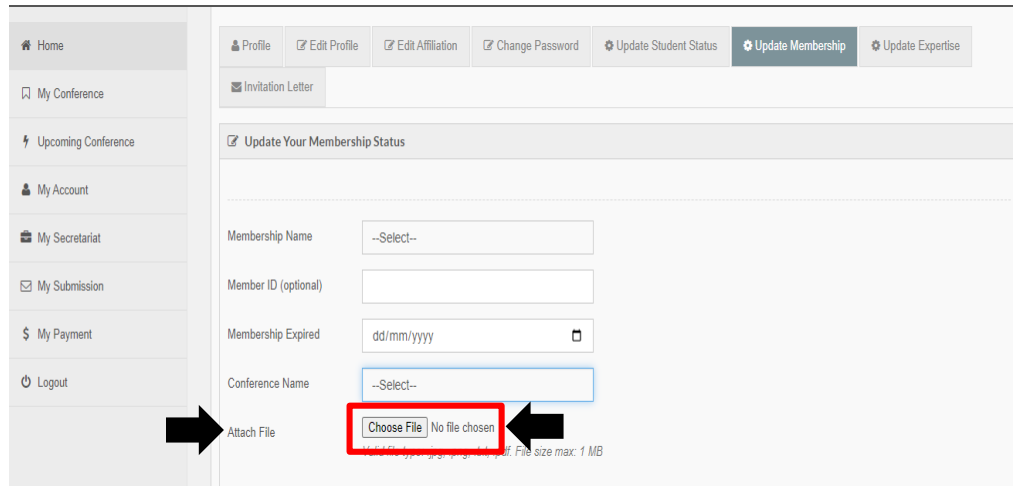
1. Go to GHEF official website, <https://gheforum.usm.my/> for the list of GHEF2023 Collaborators.
2. Go to 'Update Membership' menu and update the details.
3. Fill up the details and choose the **correct membership name**.



4. Go to 'Conference Name' and choose **GHEF 2023**.



5. Go to '**Attach File**' and '**Choose File**' to upload the document.



The screenshot shows a user interface for updating membership status. On the left is a navigation menu with options like Home, My Conference, My Account, My Secretariat, My Submission, My Payment, and Logout. The main content area is titled 'Update Your Membership Status' and contains several input fields: Membership Name (dropdown), Member ID (optional) (text), Membership Expired (date picker), and Conference Name (dropdown). Below these fields is an 'Attach File' section. A red box highlights the 'Attach File' label, and another red box highlights the 'Choose File' button. Two black arrows point from the 'Attach File' label to the 'Choose File' button. The text 'No file chosen' is visible next to the button, and a note below it says 'File size max: 1 MB'.

- ii. Participants from other institutions are not required to '**Update Membership**' details.

