








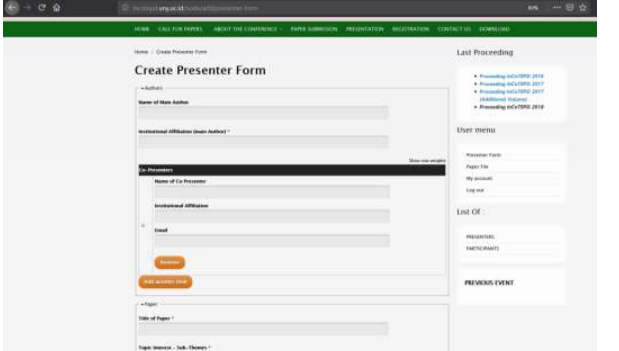

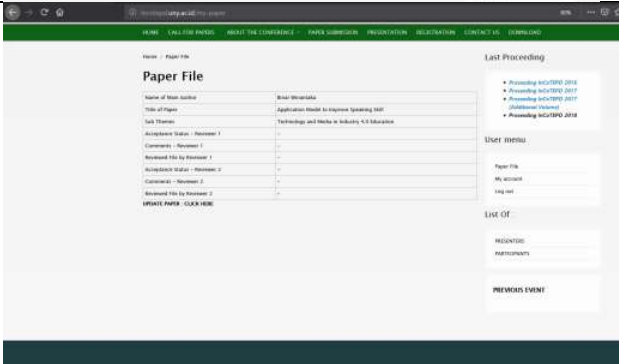
Guideline for Account Registration and Paper Submission

INCOTEPD 2019

A. Account Registration

| | |
|---|--|
| 1. Open page http://incotepd.uny.ac.id . Click “Register Online” |  |
| 2. Fill in the registration form |  |
| 3. After completing the form, click “CREATE NEW ACCOUNT” and you will see the page with a green bar indicating that you will need to confirm your registration on your email |  |
| 4. Go to your email, and you will find a new mail in your inbox/spam from the committee. Click on the link given in the mail and you will be directed to a page to set your password. | |
| 5. Type your password in the given column. Click the security code. |  |
| 6. Click “E-MAIL NEW PASSWORD” and your account is ready. |  |

B. Paper Submission

| | |
|---|--|
| <p>1. Open page incotepd.uny.ac.id, and type your email and password of your previously registered account.</p> |  <p>The screenshot shows the homepage of the 4th International Conference on Teacher Education and Professional Development (InCoTEPD) 2019. It features a login form on the right with fields for Username and Password, and buttons for 'User login', 'Create new account', and 'Forgot my password'. The main content area displays the conference title, dates (13-14 November 2019), location (Yogyakarta, Indonesia), and a list of topics under 'Teacher Education and Professional Development in Industry 4.0'.</p> |
| <p>2. Click “USER MENU” on the right side of the page.</p> |  <p>This screenshot shows the 'WELCOME' banner for the conference website. On the right side, there is a 'User menu' section with links for 'Presenter Form', 'Paper File', 'My account', and 'Log out'. Below it, there is a 'List Of' section with links for 'PRESENTERS' and 'PARTICIPANTS'.</p> |
| <p>3. To submit your article, click “PRESENTER FORM” and you will be asked to fill in the form and attach the file of your article.</p> |  <p>The screenshot displays the 'Create Presenter Form' page. It contains several input fields for 'Name of Main Author', 'Institutional Affiliation (Main Author)', 'Name of Co Presenter', 'Institutional Affiliation', and 'Email'. There are also buttons for 'Save' and 'Go to my profile'. A 'Last Proceeding' sidebar is visible on the right.</p> |
| <p>4. Click “SAVE” and your article is successfully submitted to be presented on The 4th InCoTEPD 2019.</p> |  <p>This screenshot shows the article page for 'Application Model to Improve Speaking Skill'. It includes the article title, author information, and a 'Save' button. The 'Last Proceeding' sidebar on the right is also visible.</p> |
| <p>5. To check the progress of the paper review, click “PAPER FILE”.</p> |  <p>The screenshot shows the 'Paper File' page, which provides a detailed view of the submission process. It includes a table with columns for 'Name of Main Author', 'Title of Paper', 'Task Theme', 'Accepted Status', 'Commented', 'Reviewed File by Reviewer', 'Accepted Status', 'Commented', and 'Reviewed File by Reviewer'. The table shows the status of the submitted paper 'Application Model to Improve Speaking Skill'.</p> |

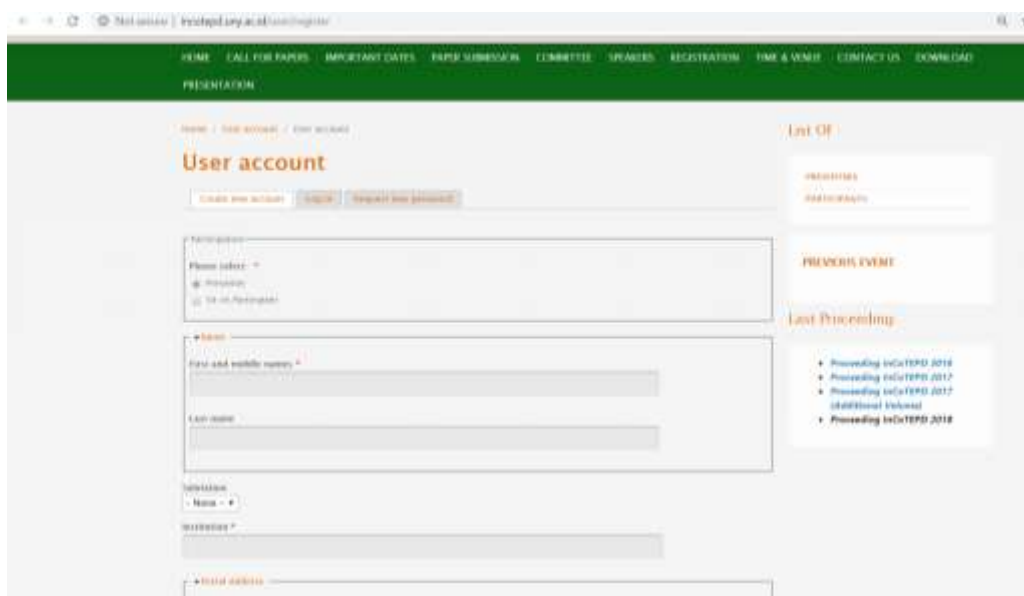
PETUNJUK PENDAFTARAN AKUN DAN PENGUNGGAHAN ARTIKEL INCOTEPD 2019

PETUNJUK PENDAFTARAN AKUN PESERTA INCOTEPD 2019

1. Buka lama <http://incotepd.uny.ac.id>. Tampilan seperti dibawah ini. Klik pada gambar Register Online



2. Anda akan dibawa menuju halaman dibawah ini. Silahkan isi formulir yang tersedia untuk mulai membuat akun.



3. Setelah selesai mengisi formulir dan menekan tombol CREATE, akan muncul notifikasi dalam kotak hijau seperti dibawah ini yang berarti akun anda sudah dibuat namun belum teraktivasi. (Sistem INCOTEPD 2019 otomatis mengirim email kepada anda untuk keperluan aktifasi)



4. Untuk dapat mulai menggunakan akun anda, anda harus mengaktifkan akun anda. Ikuti langkah-langkah pengaktifan akun berikut ini:
 - a. Silahkan buka email yang anda gunakan untuk mendaftar.
 - b. Cari dan buka email kiriman dari INCOTEPD 2019.
 - c. Klik tautan yang tersedia dalam email dari kami.
 - d. Anda akan dibawa kembali ke laman incotepd.uny.ac.id untuk membuat password login anda.
 - e. Masukkan password yang anda inginkan, diulang pada kolom kedua.
 - f. Selesai, akun anda telah aktif dan anda dapat memulai mendaftarkan artikel anda.

PETUNJUK CARA MENGUNGGAH ARTIKEL INCOTEPD 2019

1. Silahkan masuk / login ke akun anda dengan username(email) dan password anda.



2. Jika berhasil akan terlihat "USER MENU" pada bagian kanan layar seperti gambar dibawah ini.
Untuk memulai mengunggah artikel, silahkan klik "PRESENTER FORM" di kanan layar.



3. Ketika anda men-klik menu “ PRESENTER FORM”, anda akan dibawa menuju laman dibawah ini.
Silahkan isi pada formulir dan tersedia dan unggah softfile artikel anda pada langkah akhir.

The screenshot shows a web browser window with the URL 'http://www.uin-suka.ac.id/submit/presenter-form'. The page title is 'Create Presenter Form'. The main content area contains a form with the following sections:

- Author:**
 - Name of Main Author: [Text input field]
 - Institutional Affiliation (Main Author): [Text input field]
- Co-Presenters:** (Section header with a dropdown arrow)
 - Name of Co-Presenter: [Text input field]
 - Institutional Affiliation: [Text input field]
 - Email: [Text input field]
 - Buttons: [Save], [Add another one]
- Paper:**
 - Title of Paper: [Text input field]
 - Topic Interest - Sub-Themes: [Dropdown menu, currently showing 'Education in Industry 4.0']

On the right side of the page, there is a sidebar with the following sections:

- Last Proceeding:**
 - Proceeding InCoTEPD 2018
 - Proceeding InCoTEPD 2017
 - Proceeding InCoTEPD 2017 (Additional Volume)
 - Proceeding InCoTEPD 2016
- User menu:**
 - Presenter Form
 - Paper File
 - My account
 - Log out
- List Of:**
 - PRESENTER
 - PARTICIPANTS
 - PREVIOUS EVENT

4. Tekan tombol “SAVE”, jika berhasil anda akan dibawa ke laman seperti dibawah ini.
Selamat anda sudah mendaftarkan artikel anda untuk anda presentasikan pada The 4th InCoTEPD 2019 (Terindeks Scopus)

The screenshot shows a web browser window with the URL 'http://www.uin-suka.ac.id/submit/presenter-form'. The page title is 'Application Model to Improve Speaking Skill'. The main content area displays the details of the submitted paper:

- Presenter Form:** Application Model to Improve Speaking Skill has been created.
- Application Model to Improve Speaking Skill**
- View:** [View] [PDF]
- Submitted by:** WAWATMA BINA, on Wed, 04/01/2019 - 17:43
- Author:**
 - Name of Main Author: Bina Wawatma
 - Institutional Affiliation (Main Author): Universitas Negeri Yogyakarta
- Paper:**
 - Topic Interest - Sub-Themes: Technology and Media in Industry 4.0 Education
 - Full Paper / Article File: [Download icon] Nama: Wawatma Wawatma Paper: Application-paper-04012019 - 01-70.docx

On the right side of the page, there is a sidebar with the following sections:

- Last Proceeding:**
 - Proceeding InCoTEPD 2018
 - Proceeding InCoTEPD 2017
 - Proceeding InCoTEPD 2017 (Additional Volume)
 - Proceeding InCoTEPD 2016
- User menu:**
 - Paper File
 - My account
 - Log out
- PROGRESS:**
 - 50% complete
 - Comparing Revised Paper File with Using Application Model to Improve Speaking Skill is 75%
- List Of:**
 - PRESENTER
 - PARTICIPANTS

Tambahan: Untuk mengecek proses artikel anda, silahkan Klik menu “PAPER FILE” pada kanan layar di dalam akun anda. Tampilan seperti dibawah ini.

The screenshot shows a web browser window with the URL <http://icctbtpd.unp.ac.id/my-paper>. The page has a green header with navigation links: HOME, CALL FOR PAPERS, ABOUT THE CONFERENCE, PAPER SUBMISSION, PRESENTATION, REGISTRATION, CONTACT US, and DOWNLOAD. The main content area is titled 'Paper File' and contains a table with the following data:

| Name of Main Author | Bikal Wirananda |
|--------------------------------|--|
| Title of Paper | Application Model to Engineer Speaking Skill |
| Sub-Theme | Technology and Media in Industry 4.0 Migration |
| Acceptance Status - Reviewer 1 | ... |
| Comments - Reviewer 1 | ... |
| Revised File by Reviewer 1 | ... |
| Acceptance Status - Reviewer 2 | ... |
| Comments - Reviewer 2 | ... |
| Revised File by Reviewer 2 | ... |

Below the table is a link: [UPDATE PAPER - CLICK HERE](#). The right sidebar contains several sections:

- Last Proceeding**: A list of links for 'Proceeding ICCTBTPD 2016', 'Proceeding ICCTBTPD 2017', 'Proceeding ICCTBTPD 2017 (Subsidiary Volume)', and 'Proceeding ICCTBTPD 2018'.
- User menu**: A vertical list of links: 'Paper File', 'My account', and 'Log out'.
- List Of**: A section with links for 'PRESENTERS' and 'PARTICIPANTS'.
- PREVIOUS EVENT**: A section with a link for 'PREVIOUS EVENT'.