Registration Manual

Parent / Student

Religious Education Management System
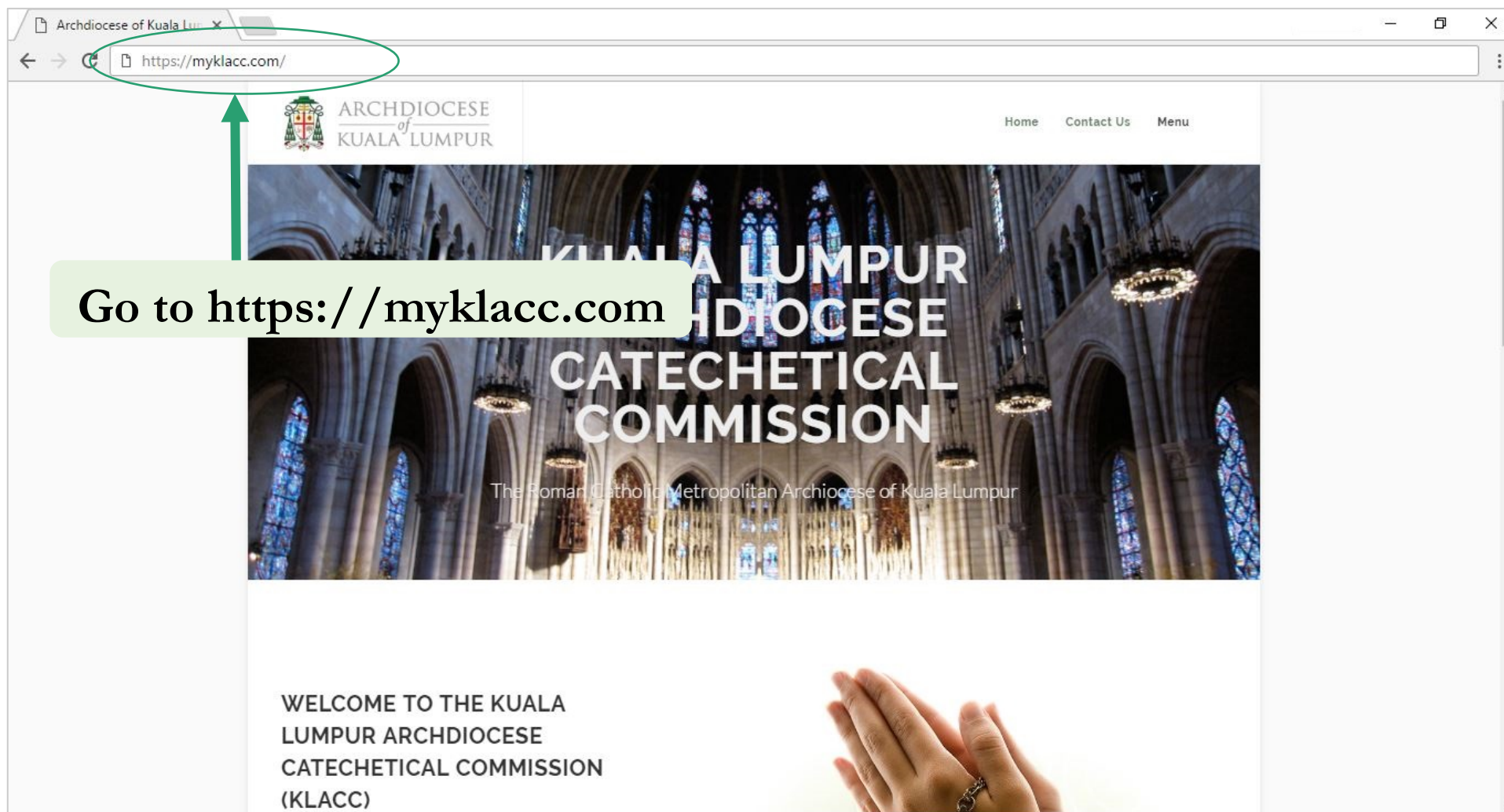
https://myklacc.com

Step 1 Go to https://myklacc.com

ARCHDIOCESE
of
KUALA LUMPUR

Go to https://myklacc.com

Step 2 Click on **Login** at the top right corner of the homepage.

ARCHDIOCESE
of
KUALA LUMPUR

ARCHDIOCESE
of
KUALA LUMPUR

Home   Contact Us   Login

KUALA LUMPUR
ARCHDIOCESE
CATECHETICAL
COMMISSION

The Roman Catholic Metropolitan Archiocese of Kuala Lumpur

Click on Login

ARCHDIOCESE *of* KUALA LUMPUR

Don't have an Account? Register Now.

NAME:

(Name as in MYKAD / Passport)

FAMILY SURNAME:

MYKAD / PASSPORT NO:

EMAIL ADDRESS:

CHOOSE PASSWORD:

RE-ENTER PASSWORD:

REGISTER AS CATECHIST   **REGISTER AS STUDENT**

Fill in Parent Details

ARCHDIOCESE *of* KUALA LUMPUR

Don't have an Account? Register Now.

NAME:

(Name as in MYKAD / Passport)

FAMILY SURNAME:

MYKAD / PASSPORT NO:

EMAIL ADDRESS:

CHOOSE PASSWORD:

RE-ENTER PASSWORD:

REGISTER AS CATECHIST   REGISTER AS STUDENT

Click on REGISTER AS STUDENT

ARCHDIOCESE
of
KUALA LUMPUR

| PERSONAL | SPOUSE | ADDRESS | CHILDREN |

Personal Details

PARISH:

Cathedral of St. John (KL Central District)

NAME:

Admin

(Name as in MYKAD / Passport)

FAMILY SURNAME:

Admin

MYKAD / PASSPORT NO:

761204146798

GENDER:

Male

DATE OF BIRTH:

04/12/1976

RACE:

Indian

RELIGION:

Baptised Catholic

OCCUPATION:

System Administrator

MOBILE PHONE:

0111111111

EMAIL ADDRESS:

admin@myklacc.com

MARITAL STATUS:

Single

SAVE & NEXT

Fill in Parent's Personal Details

PERSONAL	SPOUSE	ADDRESS	CHILDREN

Personal Details

PARISH:

Cathedral of St. John (KL Central District) ▾

NAME:

Admin

(Name as in MYKAD / Passport)

FAMILY SURNAME:

Admin

MYKAD / PASSPORT NO:

761204146798

GENDER:

Male ▾

DATE OF BIRTH:

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RACE:

Indian

RELIGION:

Baptised Catholic ▾

OCCUPATION:

System Administrator

MOBILE PHONE:

0111111111

EMAIL ADDRESS:

admin@myklacc.com

MARITAL STATUS:

Single ▾

SAVE & NEXT

Click on SAVE & NEXT

Fill in spouse details.

ARCHDIOCESE *of* **KUALA LUMPUR**

PERSONAL | SPOUSE | ADDRESS | CHILDREN

Spouse Details

NAME:

_____

(Name as in MYKAD / Passport)

MYKAD / PASSPORT NO:

_____

DATE OF BIRTH:

dd/mm/yyyy

RACE:

_____

RELIGION:

Baptised Catholic ▾

OCCUPATION:

_____

MOBILE PHONE:

_____

EMAIL ADDRESS:

_____

☑ FIRST MARRIAGE

Baptism

CHURCH NAME:

_____

DATE:

dd/mm/yyyy

CHURCH ADDRESS:

_____

No children registered for RE yet. Please register at least one.
Data saved 11/14/2016 7:59:14 PM

SAVE & PREVIOUS **SAVE & NEXT**

Fill in Spouse Details

PERSONAL | SPOUSE | ADDRESS | CHILDREN

Spouse Details

NAME:

(Name as in MYKAD / Passport)

MYKAD / PASSPORT NO:

DATE OF BIRTH:

dd/mm/yyyy

RACE:

RELIGION:

Baptised Catholic

OCCUPATION:

MOBILE PHONE:

EMAIL ADDRESS:

☑ FIRST MARRIAGE

Baptism

CHURCH NAME:

DATE:

dd/mm/yyyy

CHURCH ADDRESS:

No children registered for RE yet. Please register at least one.
Data saved 11/14/2016 7:59:14 PM

SAVE & PREVIOUS | SAVE & NEXT

Click on SAVE & NEXT

STUDENT PROFILE

PERSONAL | SPOUSE | **ADDRESS** | CHILDREN

Home Address

HOME ADDRESS:

Jalan Gasing

POSTCODE:

54100

HOME PHONE:

0311111111

COMMENT:

SAVE & PREVIOUS   **SAVE & NEXT**

Fill in Home Address

STUDENT PROFILE

PERSONAL | SPOUSE | ADDRESS | CHILDREN

Home Address

HOME ADDRESS:

Jalan Gasing

POSTCODE:

54100

HOME PHONE:

0311111111

COMMENT:

SAVE & PREVIOUS | SAVE & NEXT

Click on SAVE & NEXT

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of
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STUDENT PROFILE

PERSONAL   SPOUSE   ADDRESS   CHILDREN

Children

No record

ADD CHILD

SAVE & PREVIOUS

Click on ADD CHILD

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Child Details

*Additional Info: For parents, names of children not attending RE are not required. For Catechist applicant, all information of children are required, because screening for Catechists are more strict. Please prepare the scanned full-color softcopies of your documents before proceeding: Birth Certificate & Baptism Certificate.

| PERSONAL | SCHOOL | FAITH | GODPARENTS | DOCUMENTS |

Personal Details

NAME:

Admin Child

(Name as in MYKAD / Passport)

STUDENT NUMBER:

001/1458/001670

MYKAD / PASSPORT NO:

GENDER:

Male

DATE OF BIRTH:

03/04/2009

☑ IS ATTENDING/APPLYING TO ATTEND RELIGIOUS EDUCATION

CURRENT RELIGIOUS EDUCATION CLASS:

STUDENT APPLICATION STATUS:

NOT

SAVE & NEXT

SAVE & FINISH

Fill in Student's Personal Details

Must Tick

Child Details

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| PERSONAL | SCHOOL | FAITH | GODPARENTS | DOCUMENTS |

Personal Details

NAME:

Admin Child

(Name as in MYKAD / Passport)

STUDENT NUMBER:

001/1458/001670

MYKAD / PASSPORT NO:

GENDER:

Male

DATE OF BIRTH:

03/04/2009

☑ IS ATTENDING/APPLYING TO ATTEND RELIGIOUS EDUCATION

CURRENT RELIGIOUS EDUCATION CLASS:

STUDENT APPLICATION STATUS:

NOT

SAVE & NEXT

SAVE & FINISH

Click on SAVE & NEXT

Child Details

*Additional Info: For parents, names of children not attending RE are not required. For Catechist applicant, all information of children are required, because screening for Catechists are more strict. Please prepare the scanned full-color softcopies of your documents before proceeding: Birth Certificate & Baptism Certificate.

| PERSONAL | SCHOOL | FAITH | GODPARENTS | DOCUMENTS |

School

CURRENT SCHOOL NAME:

SJK(C) Desa

SCHOOL TYPE:

Public School

SCHOOL ADDRESS:

Desa

SAVE & PREVIOUS   SAVE & NEXT   SAVE & FINISH

Fill in Student's School Details

Child Details

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PERSONAL | SCHOOL | FAITH | GODPARENTS | DOCUMENTS

School

CURRENT SCHOOL NAME:

SJK(C) Desa

SCHOOL TYPE:

Public School

SCHOOL ADDRESS:

Desa

SAVE & PREVIOUS | SAVE & NEXT

Click on SAVE & NEXT

Step 14 Fill in student's faith details.

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Child Details

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PERSONAL | SCHOOL | FAITH | GODPARENTS | DOCUMENTS

Faith

SACRAMENTS RECEIVED:

☐ BAPTISM ☐ 1ST HOLY COMMUNION ☐ CONFIRMATION

DO YOU WANT YOUR CHILD TO BE BAPTISED?

No ▾

Please contact your RE Chief Coordinator.

SAVE & PREVIOUS | SAVE & NEXT | SAVE & FINISH

Fill in Student's Faith Details

Child Details

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PERSONAL   SCHOOL   FAITH   GODPARENTS   DOCUMENTS

Faith

SACRAMENTS RECEIVED:

☐ BAPTISM ☐ 1ST HOLY COMMUNION ☐ CONFIRMATION

DO YOU WANT YOUR CHILD TO BE BAPTISED?

| No | ▼ |

Please contact your RE Chief Coordinator.

SAVE & PREVIOUS   SAVE & NEXT   SAVE & FINISH

Click on SAVE & NEXT

Child Details

*Additional info: For parents, names of children not attending RE are not required. For Catechist applicant, all information of children are required, because screening for Catechists are more strict. Please prepare the scanned full-color softcopies of your documents before proceeding: Birth Certificate & Baptism Certificate.

PERSONAL | **SCHOOL** | **FAITH** | **GODPARENTS** | **DOCUMENTS**

Godparents

GODFATHER'S NAME:

GODFATHER'S MOBILE PHONE:

GODFATHER'S EMAIL:

GODFATHER'S ADDRESS:

GODMOTHER'S NAME:

GODMOTHER'S MOBILE PHONE:

GODMOTHER'S EMAIL:

GODMOTHER'S ADDRESS:

SAVE & PREVIOUS **SAVE & NEXT**   **SAVE & FINISH** **SUBMIT FOR APPROVAL**

Fill in Student's Godparents Details

Child Details

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PERSONAL | SCHOOL | FAITH | **GODPARENTS** | DOCUMENTS

Godparents

GODFATHER'S NAME:

GODFATHER'S MOBILE PHONE:

GODFATHER'S EMAIL:

GODFATHER'S ADDRESS:

GODMOTHER'S NAME:

GODMOTHER'S MOBILE PHONE:

GODMOTHER'S EMAIL:

GODMOTHER'S ADDRESS:

SAVE & PREVIOUS | SAVE & NEXT | SAVE & FINISH | SUBMIT FOR APPROVAL

Click on SAVE & NEXT

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Child Details

*Additional Info: For parents, names of children not attending RE are not required. For Catechist applicant, all information of children are required, because screening for Catechists are more strict. Please prepare the scanned full-color softcopies of your documents before proceeding: Birth Certificate & Baptism Certificate.

| PERSONAL | SCHOOL | FAITH | GODPARENTS | DOCUMENTS |

Documents

Please upload the colored copies or pictures of the documents.

Birth Certification   Choose File   No file chosen

Baptism Certification   Choose File   No file chosen

Upload

SAVE & PREVIOUS   SAVE & FINISH   SUBMIT FOR APPROVAL

Click on Choose File to select a Birth Certification Image and Baptism Certification Image From Your Device.

Child Details

*Additional Info: For parents, names of children not attending RE are not required. For Catechist applicant, all information of children are required, because screening for Catechists are more strict. Please prepare the scanned full-color softcopies of your documents before proceeding: Birth Certificate & Baptism Certificate.

PERSONAL   **SCHOOL**   **FAITH**   **GODPARENTS**   **DOCUMENTS**

Documents

Please upload the colored copies or pictures of the documents.

Birth Certification   [Choose File] No file chosen

Baptism Certification   [Choose File] No file chosen

[Upload]

SAVE & PREVIOUS   **SAVE & FINISH**   **SUBMIT FOR APPROVAL**

Click on Upload

Child Details

*Additional Info: For parents, names of children not attending RE are not required. For Catechist applicant, all information of children are required, because screening for Catechists are more strict. Please prepare the scanned full-color softcopies of your documents before proceeding: Birth Certificate & Baptism Certificate.

| PERSONAL | SCHOOL | FAITH | GODPARENTS | DOCUMENTS |

Documents

Please upload the colored copies or pictures of the documents.

Birth Certification [Preview] | Uploaded 4:28:26PM, 14 Nov 2016 | Choose File No file chosen

Baptism Certification [Preview] | Uploaded 4:24:43PM, 14 Nov 2016 | Choose File No file chosen

Upload

SAVE & PREVIOUS   SAVE & FINISH   SUBMIT FOR APPROVAL

Click on SUBMIT FOR APPROVAL

Step 21 Repeat **Step 9 – Step 20** if you want to register another child as student.

ARCHDIOCESE
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PERSONAL | SPOUSE | ADDRESS | CHILDREN

Children

ID	Name	Date of Birth	Gender	Baptism	1st Holy Communion	Confirmation	RE Student	Current Class		
1670	Admin Child	3 Apr 2009	M	☑	☐	☐	☑		Edit	Delete

ADD CHILD

Data saved 11/14/2016 4:37:31 PM
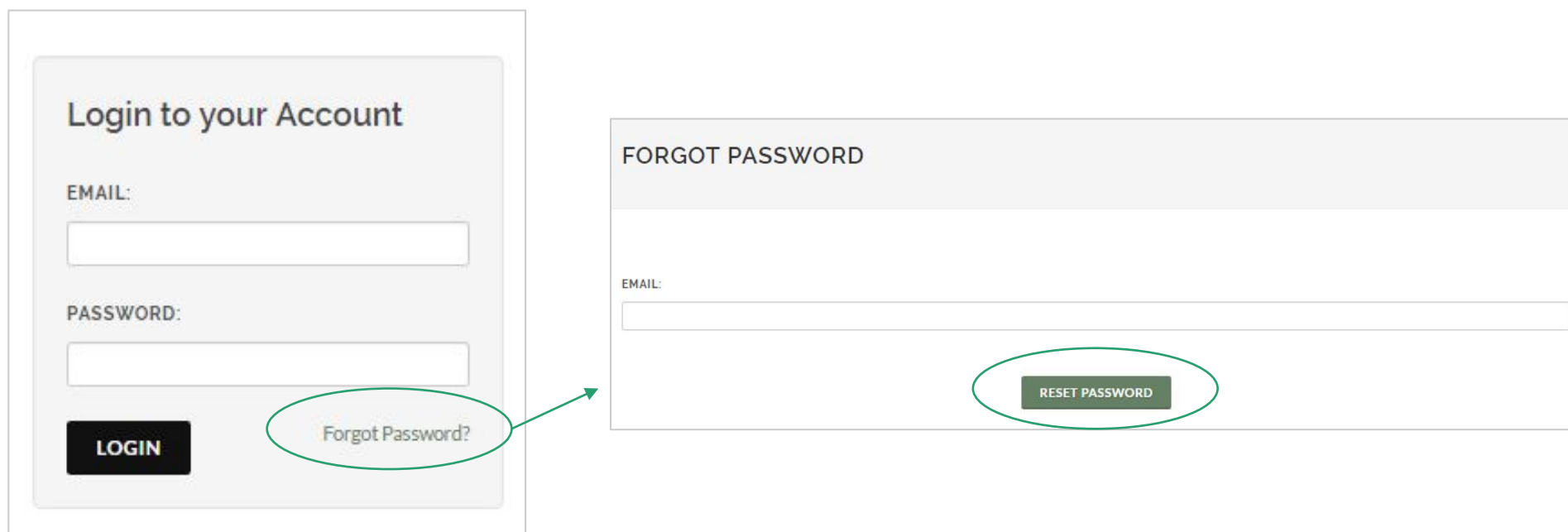
SAVE & PREVIOUS

End   Please wait for approval from RE coordinators.

1. I forgot my password, what should I do?

Click on **Login** at the top right corner of the homepage. Next, click on **Forgot Password** in the login form. Enter the email address used for registration and click on **RESET PASSWORD**. Reset password procedure will be sent to the email address.

2. I can't enter my spouse details during registration.

Under personal details tab, make sure your marital status is **not Single**.

EMAIL ADDRESS:

admin@myklacc.com

MARITAL STATUS:

Married

☑FIRST MARRIAGE

ARCHDIOCESE
of
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3. There is no SUBMIT FOR APPROVAL / SUBMIT FOR APPROVAL is unclickable.

There are a few requirements that must be met to submit student application:

a. Must tick **IS ATTENDING / APPLYING TO ATTEND RELIGIOUS EDUCATION**.

> ☑IS ATTENDING/APPLYING TO ATTEND RELIGIOUS EDUCATION

b. Must tick **BAPTISM** for **SACRAMENTS RECEIVED** and upload **Baptism Certification**.

> SACRAMENTS RECEIVED:
>
> ☑BAPTISM ☐1ST HOLY COMMUNION ☐CONFIRMATION
>
> Baptism Certification [Preview]   Uploaded 6:17:41PM, 14 Nov 2016   Choose File | No file chosen
>
> Upload

ARCHDIOCESE
of
KUALA LUMPUR

4. Can I proceed if my child is not baptised?

Yes, but with a requirement:

a. Must select **Yes** for **DO YOU WANT YOUR CHILD TO BE BAPTISED?**

Please contact your RE chief coordinator for further information on this.

Thank You

Religious Education Management System

https://myklacc.com