



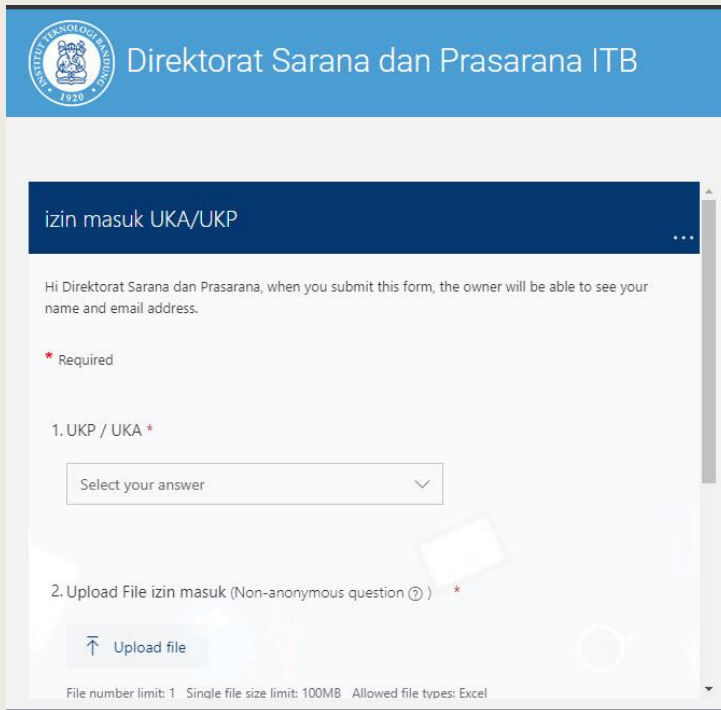
Panduan upload file izin masuk

Sebelum upload file

- Pastikan sudah mengisi form pendaftaran PIC di : <https://bit.ly/pendaftaran-PIC>
- Pastikan juga PIC memiliki akun **office.itb.ac.id**
**jika belum memiliki, silahkan membuat terlebih dahulu di <https://ditsti.itb.ac.id/layanan/>*
- Login akun office di <https://www.office.com/>

Upload file izin masuk

Pertama buka link <https://ditsp.itb.ac.id/upload-izin-masuk/>



The screenshot shows a web form titled "izin masuk UKA/UKP" from the "Direktorat Sarana dan Prasarana ITB". The form includes a header with the ITB logo and the text "Hi Direktorat Sarana dan Prasarana, when you submit this form, the owner will be able to see your name and email address." Below this, there is a section for "Required" information. The first field is "1. UKP / UKA *", which is a dropdown menu with the text "Select your answer" and a downward arrow. The second field is "2. Upload File izin masuk (Non-anonymous question ?) *", which includes an "Upload file" button with an upward arrow icon. At the bottom of the form, there is a footer with the text "File number limit: 1 Single file size limit: 100MB Allowed file types: Excel".

- Isi semua data dengan sesuai
- pastikan upload file sesuai dengan template
- Penamaan file disepakati **[Template_Ijin_Masuk_UKA/UKP_Periode.....]**.
- klik tombol Submit setelah semua isian di isi

Catatan

- Waktu Upload File ijin masuk :
 1. Kamis jam 08:00 s/d Jumat jam 14:00 WIB. (data penuh 1 minggu ke depan → senin-minggu)
 2. Senin jam 08:00 s/d 14:00 WIB (untuk revisi/tambahan masuk mulai Selasa → selasa-minggu)
 3. Rabu jam 08:00 s/d 14:00 WIB (untuk revisi/tambahan masuk mulai Kamis → kamis-minggu)
- Penamaan file :
 1. Upload Kamis-Jum'at : [Template_Ijin_Masuk_UKA/UKP_Periode.....].
 2. Upload Senin & Rabu : [Rev_Template_Ijin_Masuk_UKA/UKP_Periode.....].
- File perbaikan/revisi/penambahan hanya memuat data perbaikan/revisi/penambahan saja.
- Selain waktu-waktu upload yg telah ditentukan di atas (jadwal upload/jadwal revisi) mohon maaf tidak bisa dieksekusi.



terimakasih

Salam sehat dan selamat
Direktorat Sarana dan Prasarana - ITB

