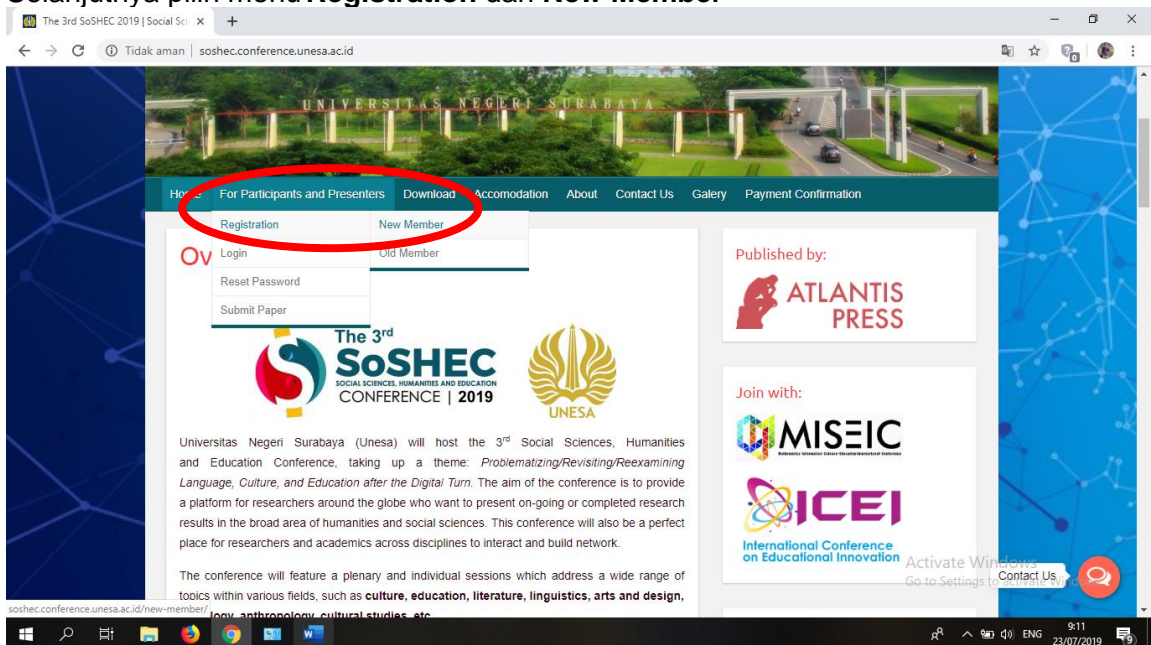


## PETUNJUK REGISTRASI SoSHEC 2019

Bagi yang sudah melakukan registrasi pada saat Kegiatan **SoSHEC 2017/2018** **TIDAK PERLU** Registrasi lagi pada **SoSHEC 2019** karena sistem sudah terintegrasi , langsung **LOGIN** atau **LUPA PASSWORD** pada website **SoSHEC 2019** melalui alamat **<http://soshec.conference.unesa.ac.id/>**

1. Buka Browser (Crome, Mozila, dll) masukkan alamat **SoSHEC 2019** **<http://soshec.conference.unesa.ac.id/>** pada adres bar browser.
2. Pilihlah menu **For Participant and Precenter** pada menu website **SoSHEC 2019**
3. Selanjutnya pilih menu **Registration** dan **New Member**



4. Selanjutnya akan diarahkan ke isian form seperti gambar dibawah ini, isi form tersebut sesuai identitas participant dan presenter. Setelah isian lengkap pilih menu **Create**.

**Profile**

Username\*  The username must contain only lowercase letters, numbers, and hyphens/underscores.

Password\*  The password must be at least 6 characters.

Repeat password\*

Salutation

First name\*

Middle name

Last name\*

Initials  Joan Alice Smith = JAS

Gender

Affiliation\*

Email\*

URL

Phone

Fax

Mailing Address

Country

Bio statement (E.g., department and rank)

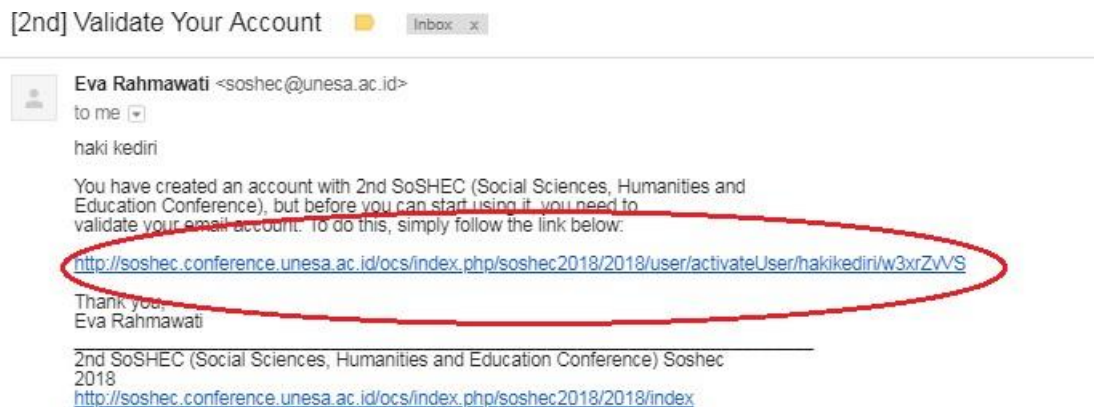
Confirmation  Send me a confirmation email including my username and password

Create account as:  Reader: Notified by email on publication of presentations.

Author: Able to submit items to the conference.

***\*) yang bertanda bintang wajib diisi, berilah tanda centang pada (confirmation, create account as reader dan author)***

5. Cek **notification register** di email dan membuka link aktivasi pada email tersebut

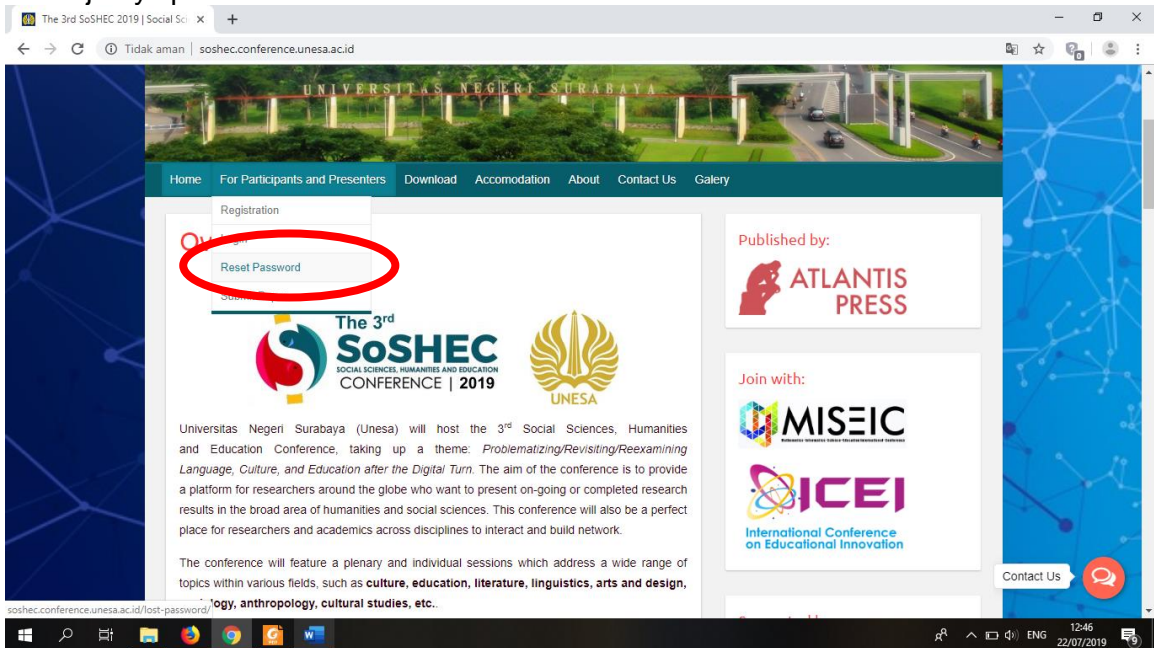


6. Registrasi telah Berhasil

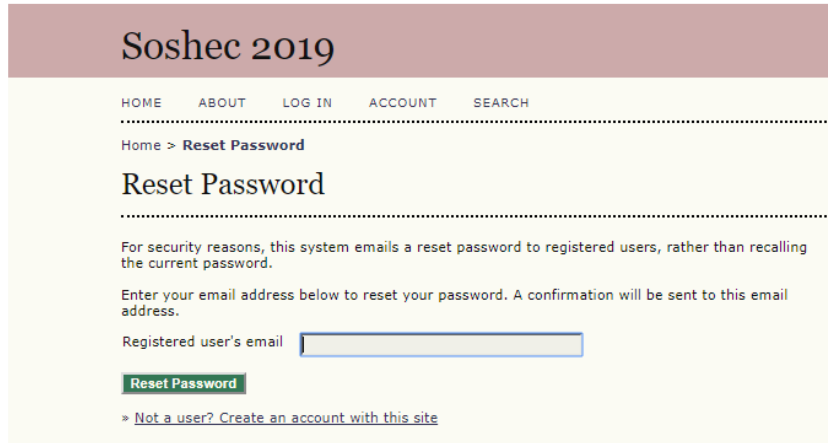
**Apabila ada kesulitan dalam melakukan registrasi dapat menghubungi tim Support SoSHEC 2019**

# LUPA PASSWORD SoSHEC

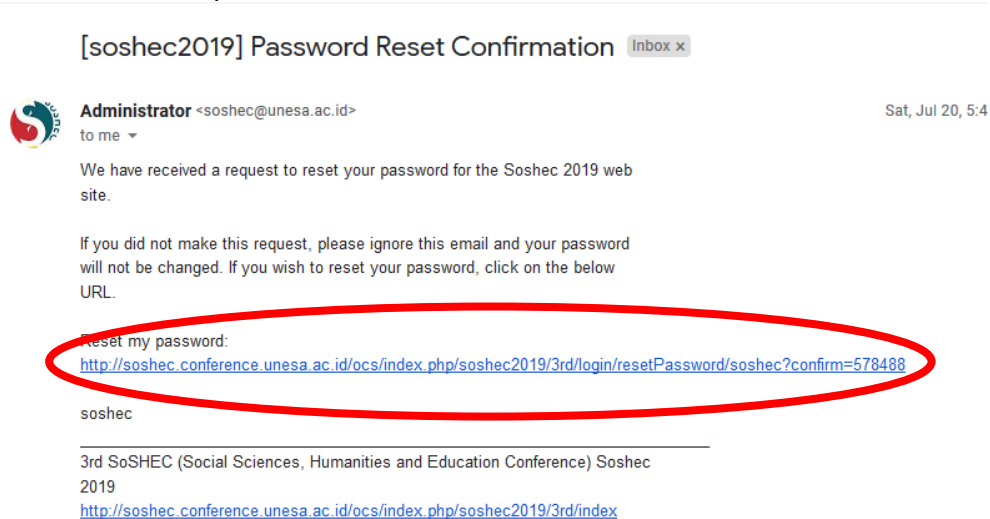
1. Buka Browser (Crome, Mozila, dll) masukkan alamat **SoSHEC**  
**http://soshec.conference.unesa.ac.id/** pada adres bar browser.
2. Pilihlah menu **For Participant and Precenter** pada menu website **SoSHEC 2019**
3. Selanjutnya pilih menu **Reset Password**



4. Masukkan **alamat email pada saat registrasi** dulu, selanjutnya pilih menu **Reset Password**



5. Selanjutnya buka email, notifikasi reset password akan masuk ke email klik **link warna biru** untuk me reset password



## [soshec2019] Password Reset Inbox x



**Administrator** <soshec@unesa.ac.id>

to me ▾

Your password has been successfully reset for use with the Soshec 2019 web site. Please retain this username and password, as it is necessary for all work with the conference.

Your username: **xxxxx**

Your new password: **xxxxx**

soshec

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3rd SoSHEC (Social Sciences, Humanities and Education Conference) Soshec  
2019

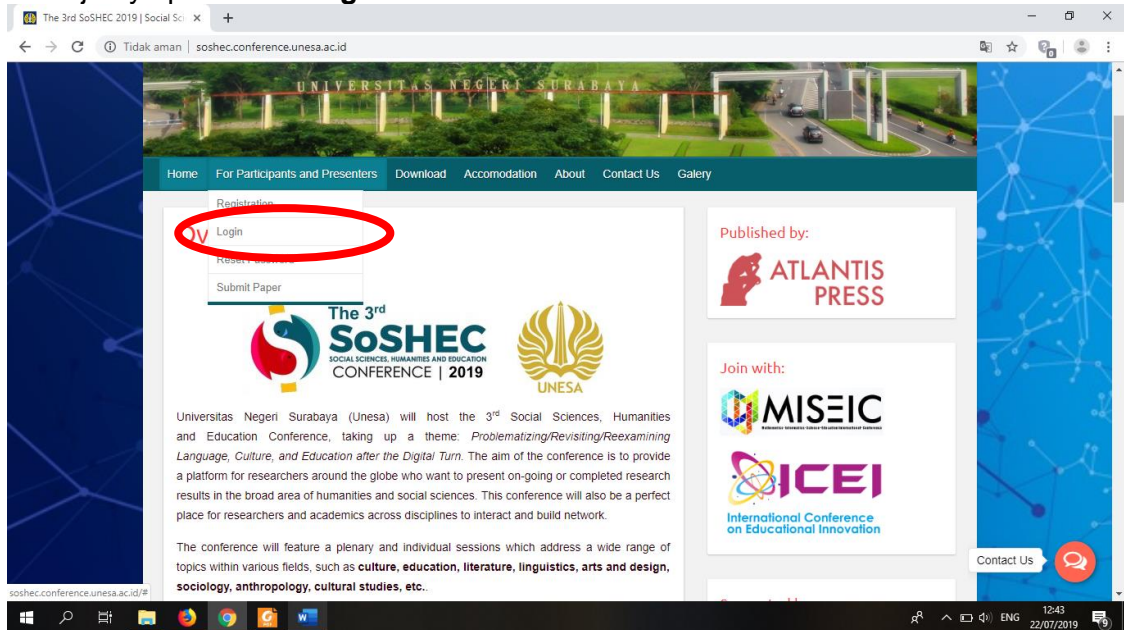
<http://soshec.conference.unesa.ac.id/ocs/index.php/soshec2019/3rd/index>

6. Setelah di klik link tersebut akan dapat notifikasi lealui email berupa **username dan password** untuk login kembali melalui website **SoSHEC 2019**

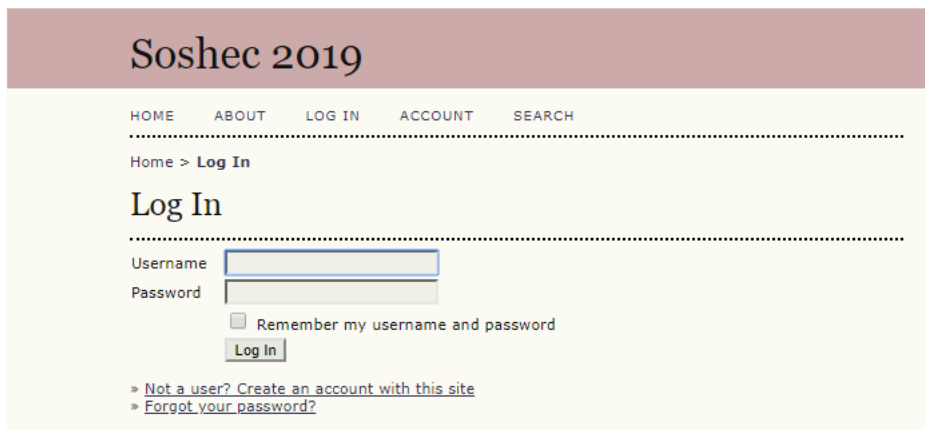


# LOGIN SoSHEC 2019

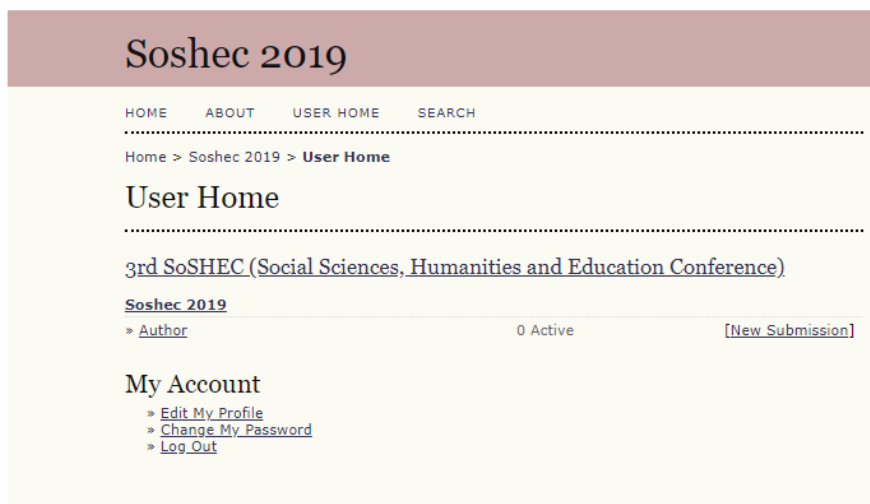
1. Buka Browser (Crome, Mozilla, dll) masukkan alamat **SoSHEC** <http://soshec.conference.unesa.ac.id/> pada address bar browser.
2. Pilihlah menu **For Participant and Precenter** pada menu website **SoSHEC 2019**
3. Selanjutnya pilih menu **Login**



4. Masukkan **username dan password** yang pada kolom yang telah disediakan selanjutnya pilih Menu **LOGIN**

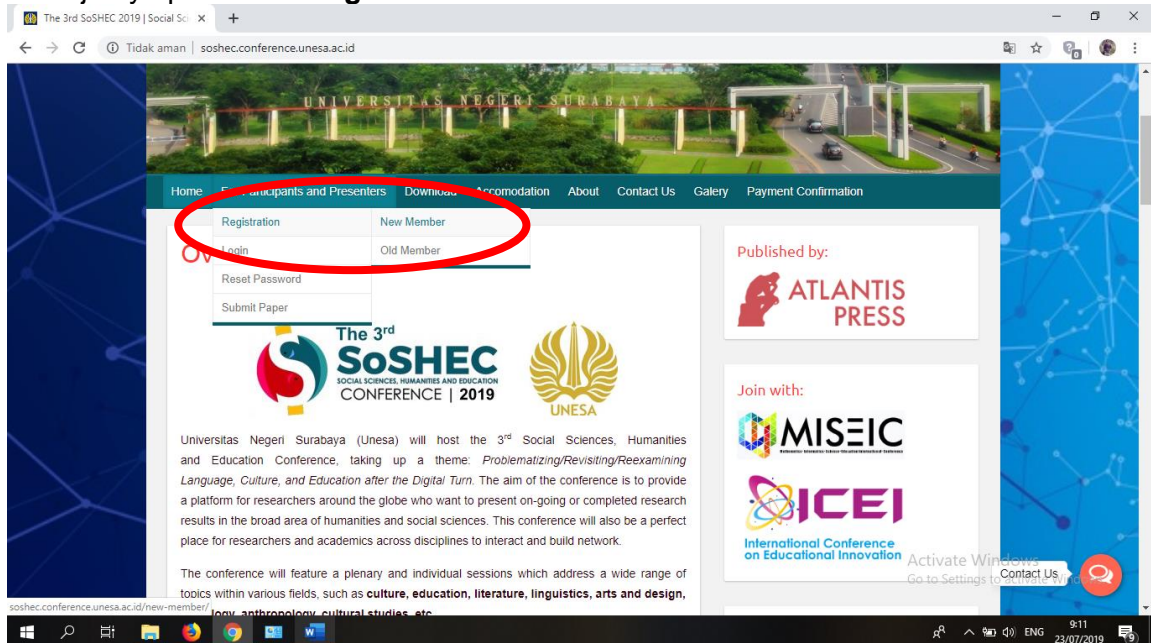
The image shows the login page of the SoSHEC 2019 website. The page has a header with the title 'Soshec 2019' and a navigation menu with 'HOME', 'ABOUT', 'LOG IN', 'ACCOUNT', and 'SEARCH'. The main content area is titled 'Log In' and contains a form with two input fields: 'Username' and 'Password'. Below the password field is a checkbox labeled 'Remember my username and password' and a 'Log In' button. There are also two links: 'Not a user? Create an account with this site' and 'Forgot your password?'. The page is styled with a light green background and a dark green header.

5. Jika berhasil login akan di arahkan tampilan pada halaman user seperti berikut ini

The image shows the user home page of the SoSHEC 2019 website. The page has a header with the title 'Soshec 2019' and a navigation menu with 'HOME', 'ABOUT', 'USER HOME', and 'SEARCH'. The main content area is titled 'User Home' and contains the following information: '3rd SoSHEC (Social Sciences, Humanities and Education Conference)', 'Soshec 2019', and a summary of the user's account: 'Author' with '0 Active' submissions and a '[New Submission]' link. Below this is the 'My Account' section with links for 'Edit My Profile', 'Change My Password', and 'Log Out'. The page is styled with a light green background and a dark green header.

# Pernah Terdaftar di SoSHEC 2017 dan 2018

1. Buka Browser (Crome, Mozila, dll) masukkan alamat **SoSHEC**  
**http://soshec.conference.unesa.ac.id/** pada addres bar browser.
2. Pilihlah menu **For Participant and Presenter** pada menu website **SoSHEC 2019**
3. Selanjutnya pilih menu **Registration** dan **Old Member**



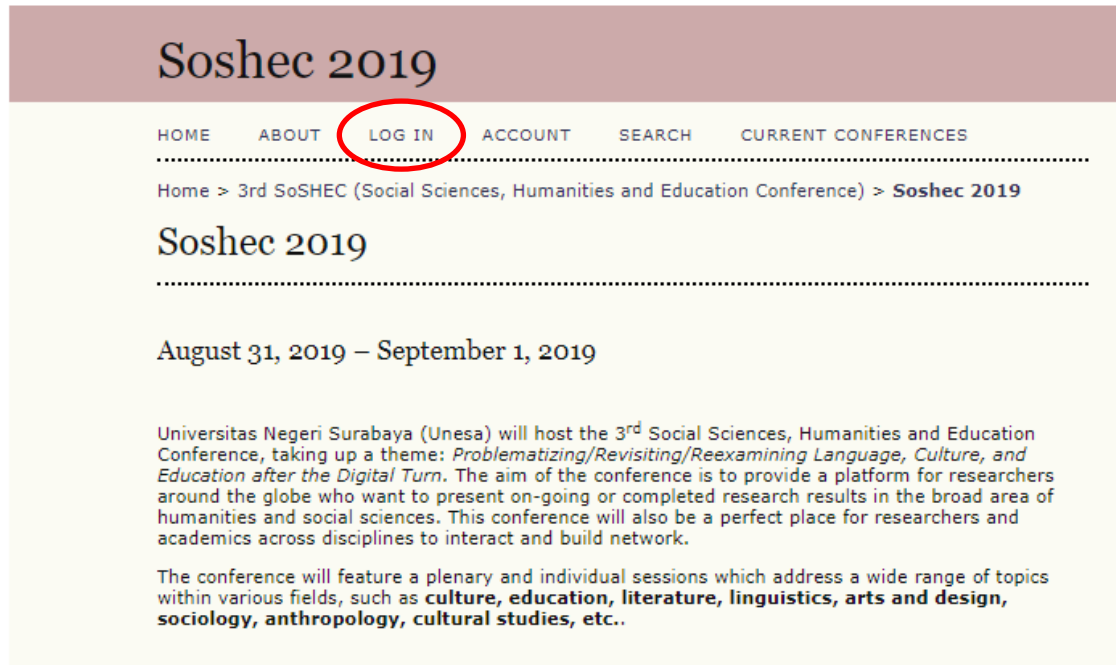
4. Kemudian setelah muncul form seperti gambar dibawah ini, masukkan **username** dan **password** yang sudah anda miliki saat mendaftar Soshec 2017 atau 2018. Serta memberikan tanda centang pada "**Reader**" dan "**Author**". kemudian langkah terakhir klik "**create**".

## Old Member

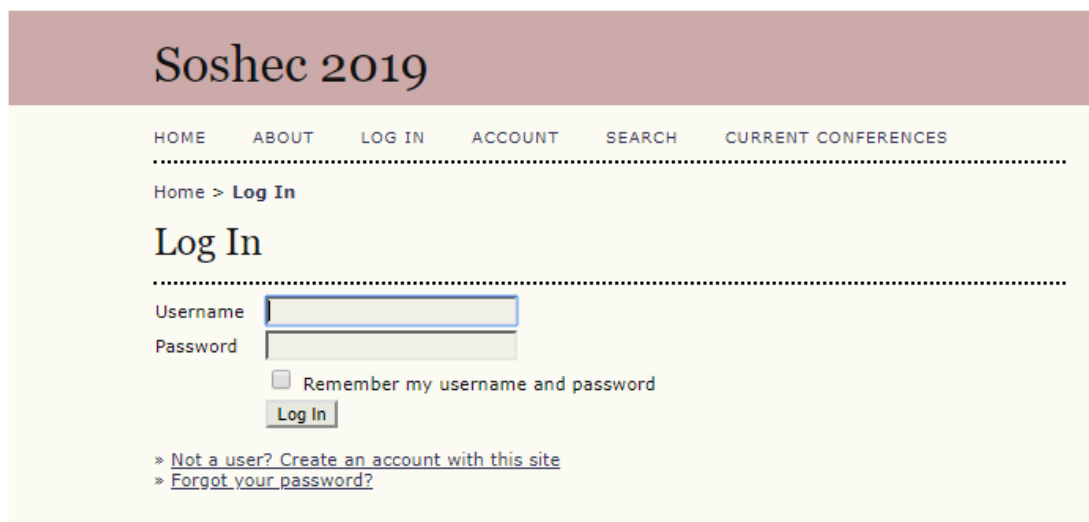
A screenshot of the 'Account' page on the SoSHEC 2019 website. The page title is 'Account' and the breadcrumb trail is 'Home > 3rd SoSHEC (Social Sciences, Humanities and Education Conference) > Soshec 2019 > Account'. The page contains a form for creating an account. The 'Profile' section is circled in red and contains the following fields and options:

- Enter your existing username and password to create an account with this conference.
- Username\* (text input field)
- Password\* (password input field)
- Create account as:
  - Reader: Notified by email on publication of presentations.
  - Author: Able to submit items to the conference.
  - Reviewer: Willing to conduct peer review of submissions to the conference.
- Buttons: 'Create' and 'Cancel'
- \* Denotes required field

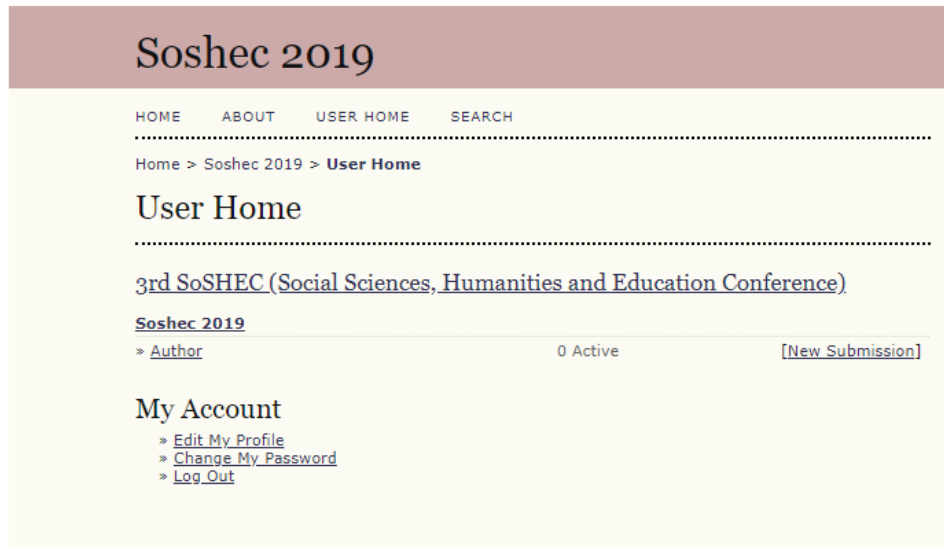
5. Jika berhasil create akan di arahkan tampilan pada halaman seperti berikut ini. Kemudian lakukan **LOGIN** melalui menu login yang ada pada menu seperti yang dilingkari merah pada gambar di bawah ini.



6. Masukkan kembali user dan password anda, kemudian klik tombol login.



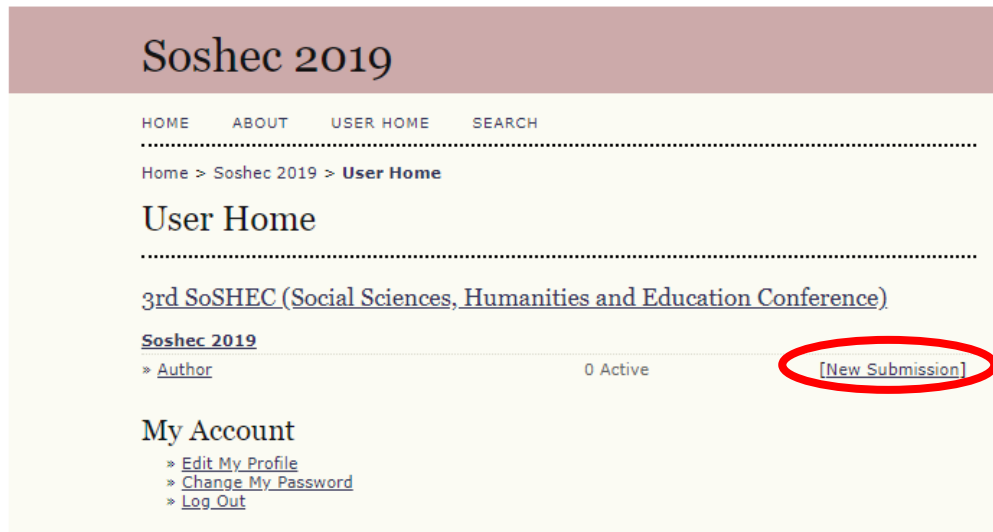
7. Apabila berhasil, maka akan muncul halaman user seperti npada gambar di bawah ini.





# MENGIRIM ARTIKEL SoSHEC 2019

1. Setelah masuk di halaman USER pilih menu **New Submission**



2. Pilih **salah satu Topik** yang telah di tentukan, berilah tanda centang pada beberapa point yang ada di sistem dan pilih menu **SAVE dan CONTINUE** tersebut seperti gambar berikut

## Step 1. Starting the Submission

### 1. START

2. UPLOAD SUBMISSION
3. ENTER METADATA
4. CONFIRMATION

Encountering difficulties? Contact [Mohammad Syahidul Haq](#) for assistance (085649799995).

### CONFERENCE TRACK

Select the appropriate track for this submission (see [Track Policies](#)).

Track\*

Please select a track...

### SUBMISSION CHECKLIST

- Indicate that this submission follows the following (comments to the Director can be added by checking off the appropriate boxes):
- The submission is in the appropriate format.
  - All URL addresses are properly formatted.
  - The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
  - The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Conference.
  - If submitting to a peer-reviewed track of the conference, authors' names are removed from submission, with "Author" and year used in the bibliography and footnotes, instead of authors' name, paper title, etc.
  - If submitting to peer review, all Microsoft Office documents (including Supplementary Files) have been saved by going to File and selecting Save As; clicking Tools (or Options in a Mac); clicking Security; selecting "Remove personal information from file properties on save"; clicking Save.

- 3.

publish it in a book), with an acknowledgement of its initial presentation at this conference. **c)** In addition, authors are encouraged to post and share their work online (e.g., in institutional repositories or on their website) at any point before and after the conference.

- The authors agree to the terms of this Copyright Notice, which will apply to this submission if and when it is published by this conference (comments to the director can be added below).

### COMMENTS FOR CONFERENCE DIRECTOR

Enter text (optional)

**Save and continue**

Cancel

\* Denotes required field

4. Selanjutnya Pilih **Choose File** pilih file artikel dan selanjutnya pilih menu **Upload, Tunggu** beberapa saat sampai dengan proses upload selesai kemudian pilih menu **SAVE dan CONTINUE**

HOME > USER > Author > Submissions > New Submission

### Step 2. Uploading the Submission

1. START
- 2. UPLOAD SUBMISSION**
3. ENTER METADATA
4. CONFIRMATION

To upload a paper to this conference, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the conference's web site and renames it following the conference's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Mohammad Syahidul Haq](#) for assistance (085649799995).

**SUBMISSION FILE**

No submission file uploaded.

Upload submission file  No file chosen

5. Selanjutnya jika author lebih dari 1 maka tambahkan author ke 2 pilih menu **ADD AUTHOR** dan Isi Form tersebut

Principal contact for editorial correspondence.

First name\*

Middle name

Last name\*

Email\*

URL

Affiliation

**B** *I* U

Country

Bio statement  
(E.g., department and rank)

**B** *I* U

↑ ↓

Reorder authors to appear in the order they will be listed on publication.

Principal contact for editorial correspondence.

6. Selanjutnya Mengisi **Judul Artikel, Abstract, dan Kata Kunci (Boleh Copy Paster dari MS Word)** seperti gambar berikut kemudian pilih menu **SAVE dan CONTINUE**

**TITLE AND ABSTRACT**

Title\*

Abstract\*

**INDEXING**

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).

Keywords

Language   
English=en; French=fr; Spanish=es. [Additional codes.](#)

**SUPPORTING AGENCIES**

Identify agencies that provided funding or support for the work presented in this submission.

Agencies

7. Langkah terakhir adalah mengecek file yang kita upload, jika berhasil tampilanya seperti berikut ini dan kemudian pilih menu **FINISH SUBMISSION**

Step 5. Confirming the Submission

1. START
2. UPLOAD SUBMISSION
3. ENTER METADATA
4. **CONFIRMATION**

To submit your manuscript to 2nd SoSHEC (Social Sciences, Humanities and Education Conference) click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the conference web site. Thank you for your interest in publishing with 2nd SoSHEC (Social Sciences, Humanities and Education Conference).

**FILE SUMMARY**

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
254	Paper-Template-IEEE.doc	Submission File	56KB	04-06

8. Selamat Artikel Sudah berhasil di UPLOAD dan Menunggu Proses REVIEW oleh tim editor

\*) Apabila dalam memasukkan artikel ada kendala dapat menghubungi tim Support

Apabila ada kendala tertentu silahkan hubungi tim IT support Soshec 2019

Dhani : +62 857-3253-6379 atau Masrur : +62 858-8428-5388