

# **Manual Penggunaan Acad staff Bagi Dosen UGM**

OLEH

**TIM PRISMA**



Langkah – langkah sebagai berikut:

Buka browser inputkan [http://acadstaff.ugm.ac.id](https://acadstaff.ugm.ac.id) akan tampil seperti gambar dibawah ini:

The screenshot shows the homepage of the ACADSTAFF website. At the top, there is a navigation bar with a lock icon indicating 'Secure' and the URL 'https://acadstaff.ugm.ac.id'. On the left, there is a search bar labeled 'Pencarian' with fields for 'Nama', 'Minat Penelitian / Research Interest', and 'Cluster'. On the right, there is a sidebar featuring a profile picture of 'Dra. Endang Sih Prapti M.A.' with her title 'International Trade, Econometrics, Economics'.

Pilih Sign in SSO UGM untuk masuk ke simaster.ugm.ac.id

The screenshot shows the sign-in page for SIMASTER.UGM. It features the university's logo and the text 'SIMASTER.UGM' and 'SIMASTER UGM Universitas Gadjah Mada'. There are two main buttons: a blue one labeled 'Sign In with SSO UGM' and an orange one labeled 'Sign Up Email UGM'. Below these buttons is a text box containing the message: 'Pendaftaran akun email ini bagi Mahasiswa Baru 2017 yang sudah memiliki Kartu Tanda Mahasiswa (KTM)'. At the bottom, there is a copyright notice: 'Copyright © Universitas Gadjah Mada 2017 UGM Framework 3.2'.

Masukan user dan password email UGM

**Single Sign On**

Enter your UGM ID and Password

UGM ID (without @\*.ugm.ac.id):

Password:

Warn me before logging me into other sites.  
 Remember Me

**LOGIN** **CLEAR** [Forgot password?](#)

Do not have an account?  
[Create an account](#)

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Tampilan Menu Utama Simaster.ugm.ac.id

The screenshot shows the SIMASTER.ugm.ac.id interface. The left sidebar has a dark theme with white icons and text. It includes links for Profil, Internet, Sistem Informasi, Notifikasi, Pengaturan, SDM, P2M, Acadstaff, Ganti Group, and Logout. At the bottom of the sidebar is the text "UGM Framework 3.2". The main content area has a light background. At the top right, it says "Ali Saeroji (pegawai)" with a gear icon. Below that is a "Profile" section with a circular user icon and a "Ganti Foto" button. The "DATA AKUN" section contains fields for Nama (Ali Saeroji), Email (ali\_saeroji@ugm.ac.id), No Handphone (SMS) (empty), Email Non UGM (empty), NIP PNS Baru (197408072002121001), and ID HRIS (1779). The "DATA PRIBADI" section contains fields for NIK (empty) and Jenis Kelamin (Laki - Laki). A "Atur Data Akun" button is located at the top right of the "DATA AKUN" section.

Pilih Menu Acadstaff lalu klik sub menu Data Pribadi Acadstaff isilah form:

Nickname sebagai user direktori di acadstaff, unit kerja, nama, nama publikasi dan seterusnya. Kolom yang bertanda bintang wajib diisi.

The screenshot shows the SIMASTER.UGM interface with the title 'SIMASTER.UGM'. On the left, there's a sidebar with a profile picture labeled 'pegawai' and a navigation menu under 'Acadstaff' which includes 'Data Pribadi Acadstaff'. The main area displays a form with the following fields:

Nickname *	alisa
Unit *	Direktorat Sistem dan Sumber Daya Informasi
Nama *	Ali Saeroji
Nama Publikasi *	Ali Saeroji
Blog / Website	alisa.staff.ugm.ac.id
Alamat Kantor	Jl. Pancasila no.1 Bulaksumur Yogyakarta
Deskripsi Diri	(Rich text editor)

Masuk ke <http://acadstaff.ac.id> dengan menambah nickname <http://acadstaff.ac.id/alisa>

The screenshot shows the ACADSTAFF website with the title 'ACADSTAFF'. At the top, there are navigation tabs: 'Main Profile', 'Course and Supervision', 'Grant and Project', and 'Prisma'. Below the tabs is a large image of a multi-story university building. In the center, there is a circular placeholder for a profile picture with the name 'Ali Saeroji' underneath. At the bottom, there is contact information:

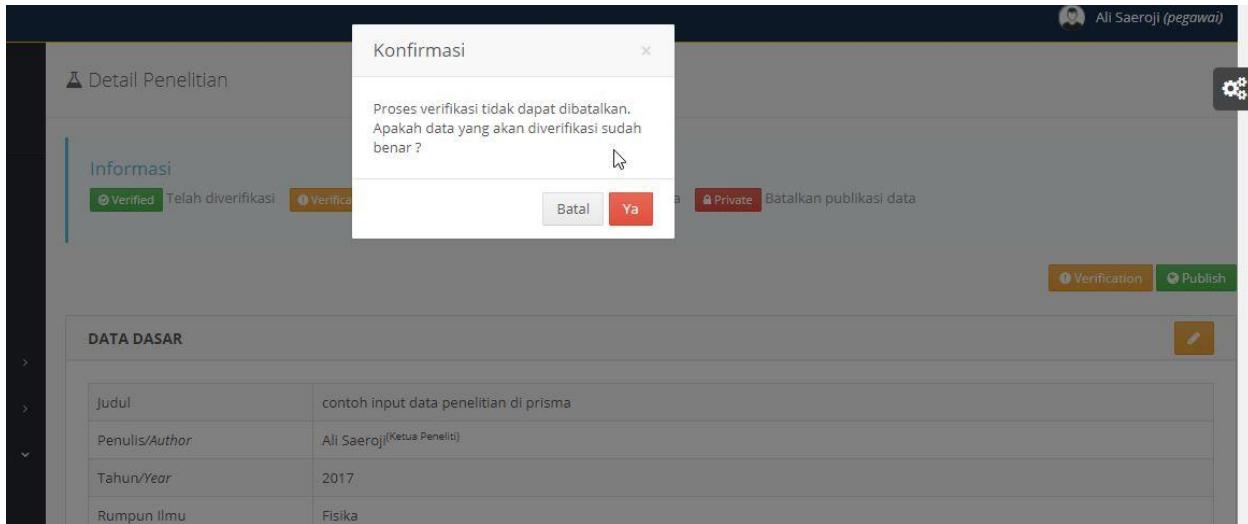
Ali Saeroji  
all\_saeroji@ugm.ac.id

Klik menu prisma untuk menampilkan data, bila tampilan seperti gambar dibawah ini berarti data belum ada atau data belum terverifikasi dan dipublikasi oleh Dosen yang bersangkutan

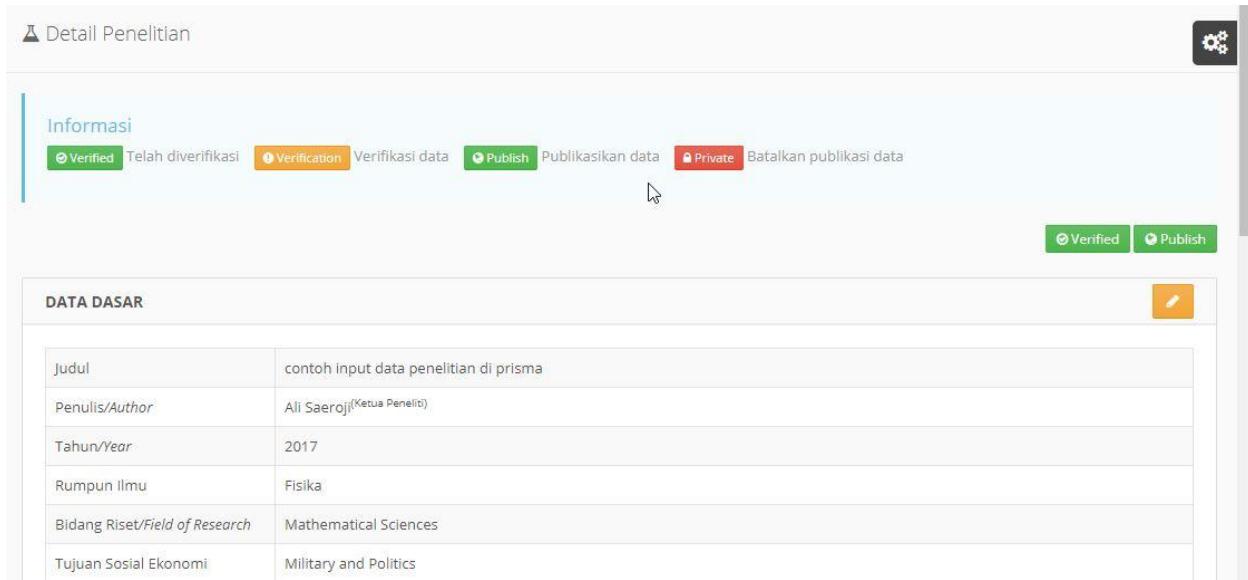
A screenshot of a web-based application interface titled "ACADSTAFF". At the top, there's a navigation bar with tabs: "Main Profile", "Course and Supervision", "Grant and Project", and "Prisma". Below the navigation bar is a large image of a multi-story university building with a flagpole in front. In the center of the page is a circular placeholder image for a profile picture, labeled "Ali Saeroji" below it. A blue banner at the bottom of the main content area contains the text: "Dosen yang bersangkutan belum memverifikasi data melalui simaster.ugm.ac.id." (The teacher involved has not yet verified the data through simaster.ugm.ac.id).

Masukke simaster.ugm.ac.id pilih menu P2M klik submenu penelitian, Pilih salah satu data penelitian yang ada untuk diverifikasi dan dipublikasi seperti gambar dibawah.Klik tombol verification untuk menyetujui data yang telah diinput oleh enumerator atau diinput sendiri

A screenshot of the SIMASTER.UGM system. The left sidebar has a dark theme with white text and icons. It includes links for "pegawai", "Profil", "Internet", "Sistem Informasi", "Notifikasi", "Pengaturan", "SDM", and "P2M". Under "P2M", there are sub-links for "MyPrisma", "Proposal Hibah", and "Penelitian". "Penelitian" is currently selected. The main content area is titled "Detail Penelitian" and shows a table with research details. The table columns include: Judul, Penulis/Author, Tahun/Year, Rumpun Ilmu, Bidang Riset/Field of Research, Tujuan Sosial Ekonomi, Bahasa Asli/Original language, and Propinsi/Province. At the top of the table, there are buttons for "Verification" (green) and "Publish" (green). The "Verification" button is highlighted with a yellow border.



Tombol verification akan berubah jadi verified dan berwarna hijau, klik tombol Publish untuk menampilkan data ke acadstaff.



Data akan terpublikasi ke acadstaff dan tombol Publish berubah menjadi Private

The screenshot shows a 'Detail Penelitian' (Research Detail) page. At the top right, there is a user profile for 'Ali Saeroji (pegawai)' with a gear icon. A green notice bar says 'Notice! Update Data Berhasil'. Below the title, there's a section for 'Informasi' (Information) with buttons for 'Verified' (green), 'Verification' (orange), 'Verifikasi data' (green), 'Publish' (green), 'Publikasikan data' (green), 'Private' (red), and 'Batalkan publikasi data' (red). A small gear icon is next to the 'Private' button. Below this is a 'DATA DASAR' (Basic Data) table:

Judul	contoh input data penelitian di prisma
Penulis/Author	Ali Saeroji (Ketua Peneliti)
Tahun/Year	2017
Rumpun Ilmu	Fisika

Below the table, it says 'Rilans Riset/Field of Research' and 'Mathematical Sciences'. There is also a small edit icon in the top right corner of the data table.

Untuk melihat data yang terpublikasi klik menu prisma di halaman utama <http://acadstaff.ugm.ac.id>

The screenshot shows the main profile page for 'Ali Saeroji'. At the top, there is a navigation bar with 'ACADSTAFF' and a 'SIGN IN' button. Below the navigation bar is a large image of a university building. On the left, there is a circular profile picture placeholder for 'Ali Saeroji'. Below the placeholder, the name 'Ali Saeroji' is displayed. To the right of the profile area, there is a box titled 'Penelitian:' containing the following text:  
• contoh input data penelitian di prisma. [2017].  
(Ketua Peneliti) Ali Saeroji

Below the profile area, there are social media icons for a person, email (ali\_saeroji@ugm.ac.id), and a link symbol.

\*\*\*\*\*TERIMA KASIH\*\*\*\*\*