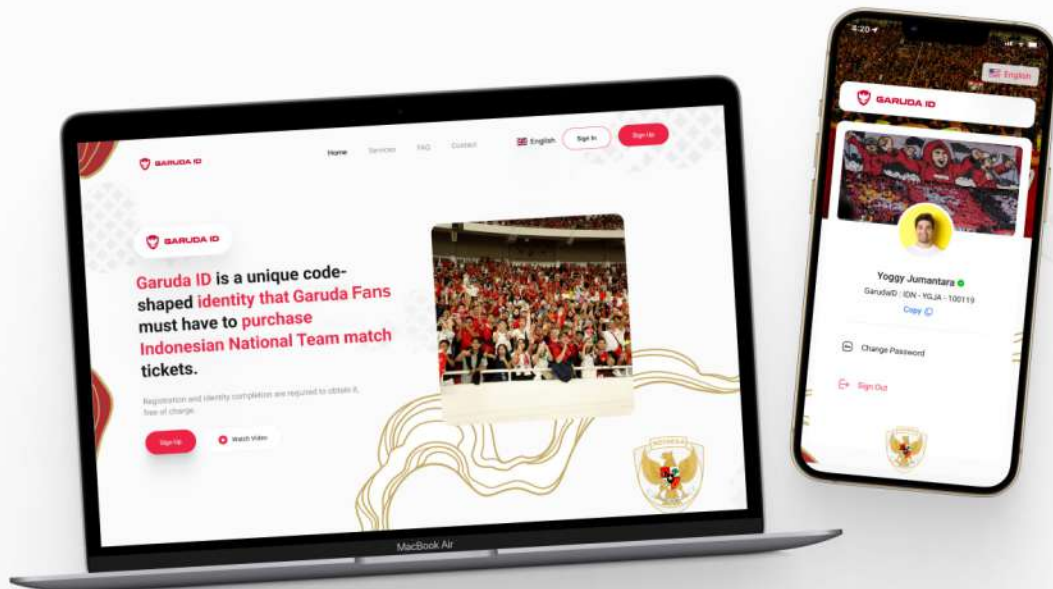




**GARUDA ID**



# GarudaID - Guidance User Registration



GarudaID user registration guide as a reference for users who just want to register on the GarudaID platform.

**User Guidelines**

## GarudaID Registration:

1. Enter the following url: <https://pssi.org/> or you can type "PSSI" through a Google search, then a display like the one below will appear on your browser. Click on the main banner **Garuda ID**.



2. To register, you must press the "**DAFTAR GARUDA ID**" button. If you already have an account, you can click "**MASUK GARUDA ID**"

A screenshot of the Garuda ID registration form. The form is titled "Daftar" and includes fields for "Email\*", "Kata sandi\*", and "Konfirmasi kata sandi\*". Below the fields are password requirements: "1 huruf kecil & huruf kapital", "1 angka (0-9)", "Karakter khusus (yang tidak diizinkan: / \ \* ' )", and "Minimal 8 karakter". A "Daftar" button is at the bottom. A link "Sudah punya akun **Masuk**" is also visible.

Insert e-mail

Insert password

Confirmation password

If you already have an account

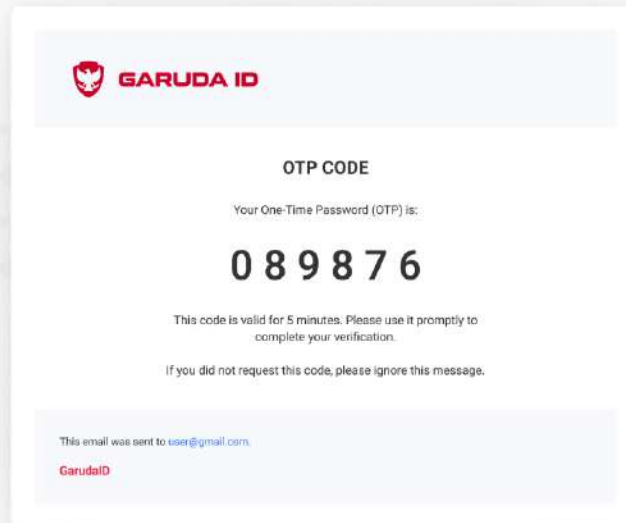
1



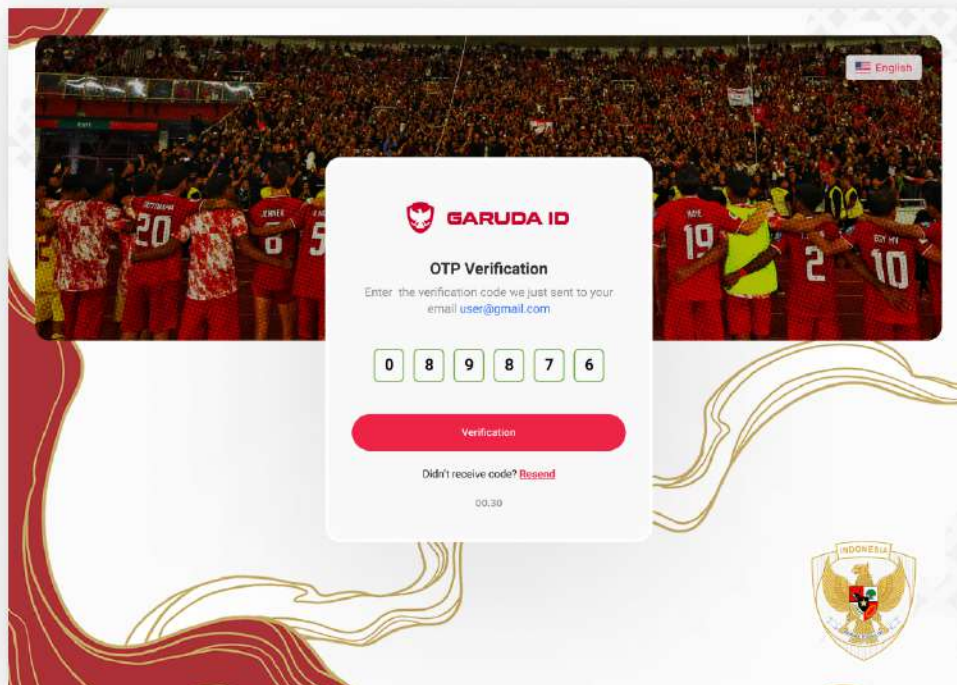




5. The **OTP Code** format that will be sent to your email is as below. You can copy the code then fill it in on the verification page.



6. Fill in the **OTP Code** that you have copied to the Verification page. Then click the **Verification** button. If the code you entered is wrong, you cannot proceed to the next step. Please note that **the code can only be used 1x** and **has a usage time limit**.





7. After the **verification process is successful**, you must **fill in the data** for facial recognition as below, including:

- Choose citizenship (Indonesian Citizen or Not)
- Upload an identity card according to citizenship and age
- Full Name
- Identity number according to the uploaded identity card
- Active mobile phone number
- Date of birth according to your identity card

If **your data is incomplete**, you cannot continue the process to the next stage. However, if it is, you can click "**Next**"

Registration  
Face Recognition

Follow the steps below to continue registration

1 — 2

Are you an Indonesian citizen?

Indonesian Citizen  Not Indonesian citizen

Upload your Identity Card/Passport

Click to take photo

**Information**

- If you are under 12 years old, please upload a photo of your Family Card (Kartu Keluarga/KK)
- If you are between 12 and 17 years old, please upload a photo of your Family Card (KK) along with your Child Identity Card (KIA) or Student ID (Kartu Pelajar) in one frame.
- If you are above 17 years old, please upload a photo of Identity Card (KTP).
- Maximum file size 20MB

Fullname

NIK/Passport Number

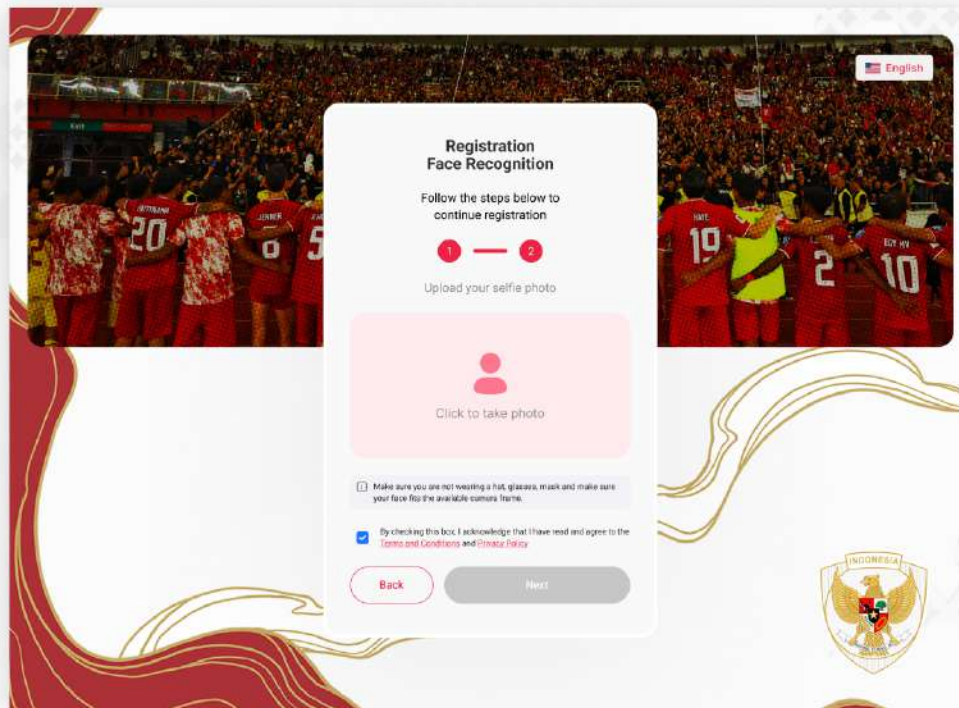
Phone Number

Date of Birth

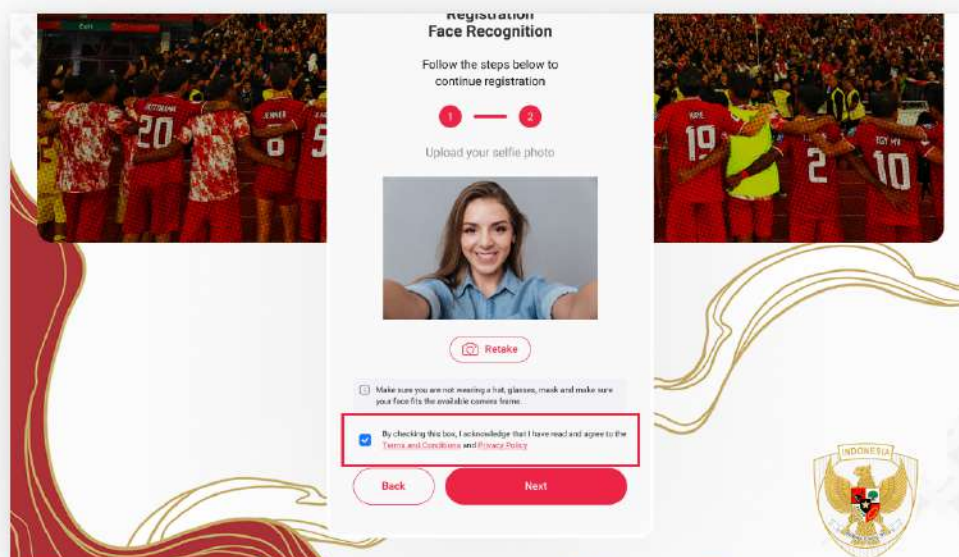
Back Next



8. After filling in the previous data, you must **take a photo of your face** for facial recognition and **your identity**. Your face photo will be considered by the verification admin whether it matches the identity card you uploaded previously.

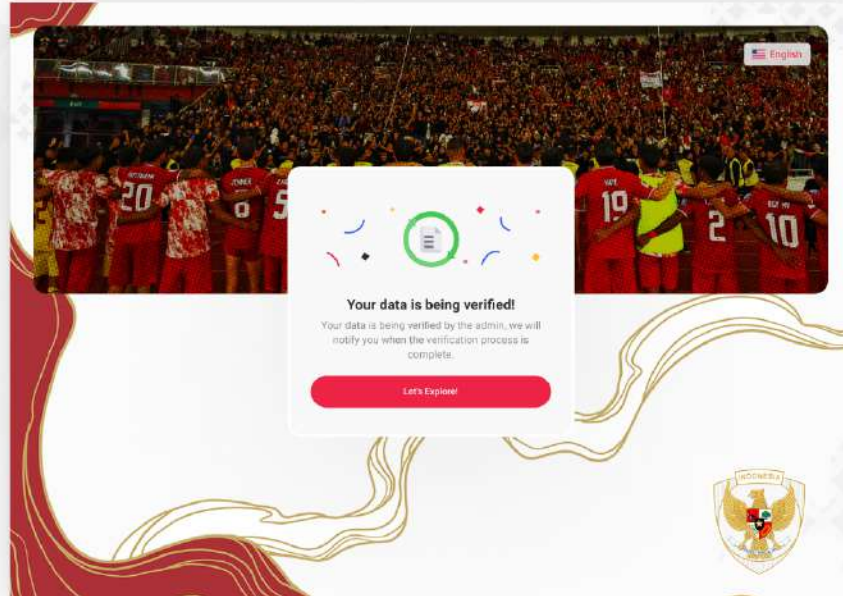


9. After you have finished taking a selfie, you are required to check the **terms and conditions** and **privacy policy** on the platform, this will explain that the data you have uploaded to the platform will be used as appropriate.

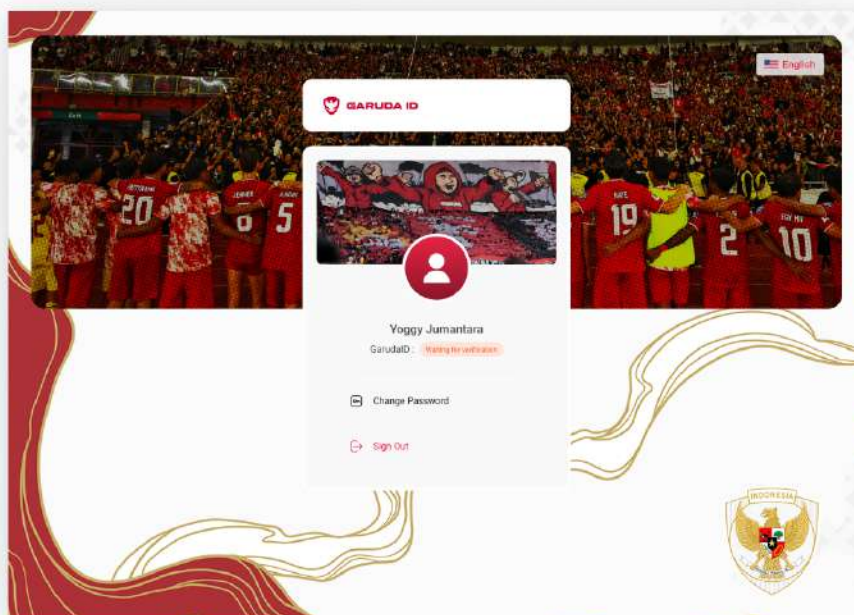




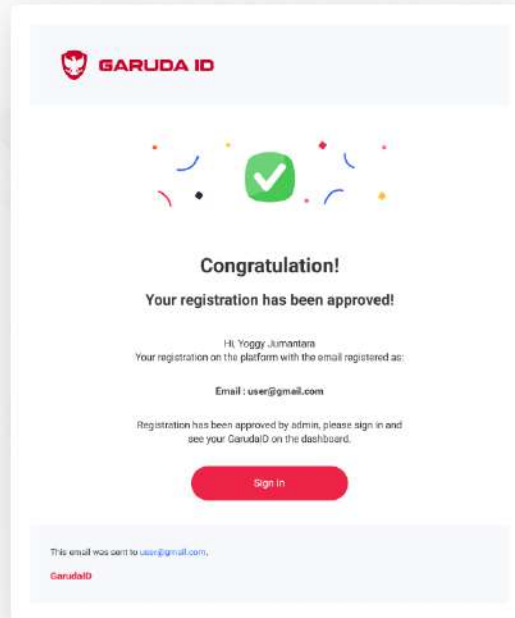
10. After the previous data has been completed, the display on the platform will be as below. The description explains that **your data has been successfully sent to the system** and then **enters the verification stage by the Admin**. However, you can click the "**Let's Explore**" button to see the appearance of your GarudaID Account.



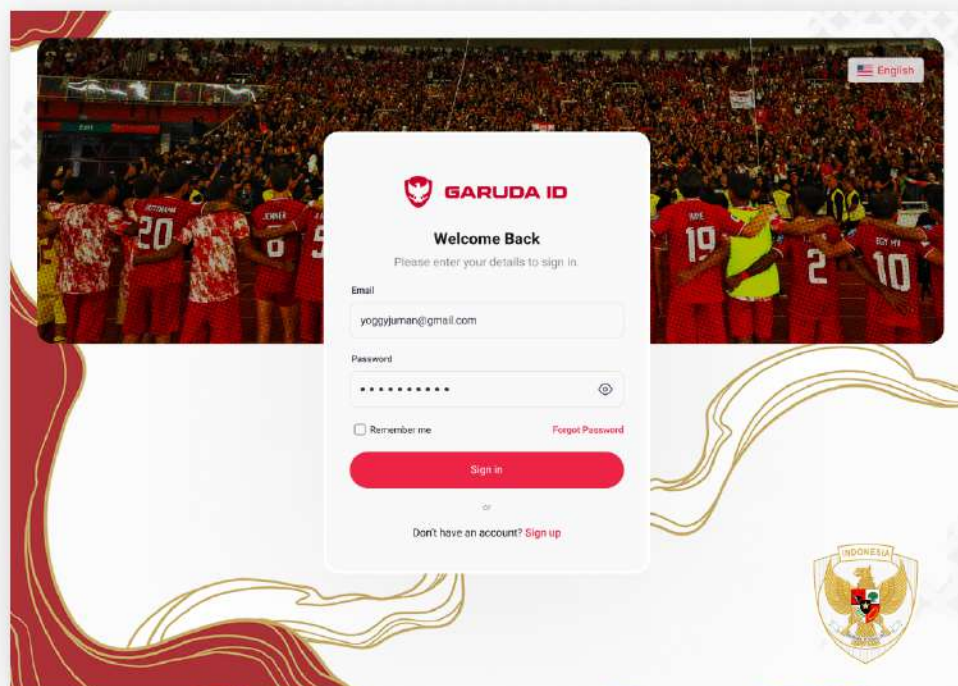
11. After you press the **Let's Explore** button, the display on the platform will enter **your dashboard** page. The dashboard will also inform you that your data is **being verified**. Your photo will appear if it has been successfully verified by the Admin. Your data will be checked a maximum of **1x24 hours**. Check your email periodically




12. If **your data is complete, clear, and in accordance with all admin provisions**, your data will definitely be **approved by the Verifier Admin**. You will receive a notification via email that your registration has been verified or approved by the Admin. The display is as below:

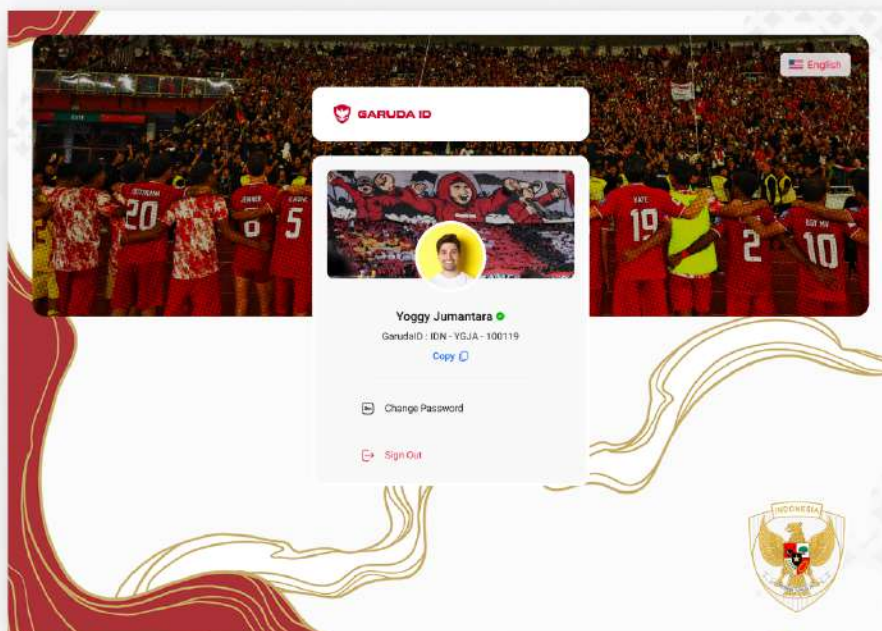



13. After getting the notification above, you can press the **"Sign In"** button to **Sign In**. Enter your email and password then click **"Sign In"**

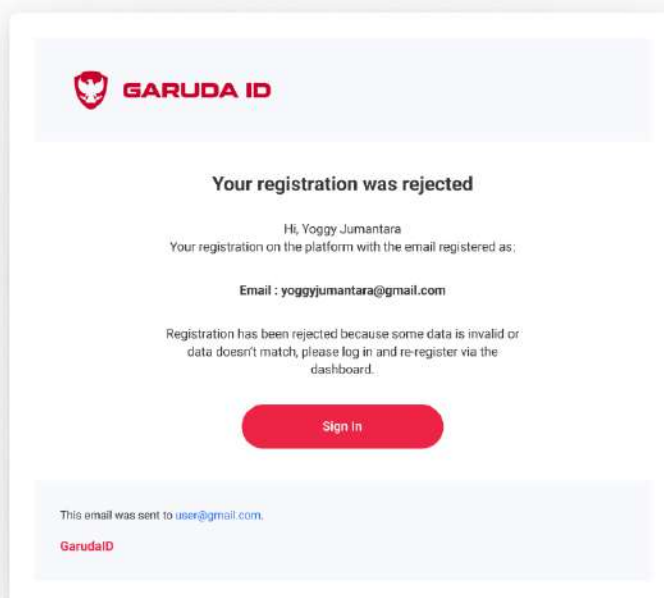




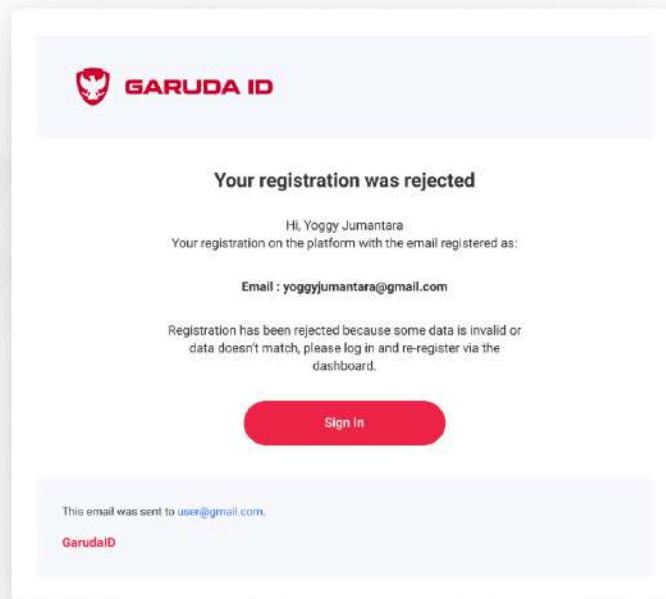
14. You will **enter the dashboard page with the status** . This indicates that your account has **been verified by the admin** and you can see your GarudaID Number. Your GarudaID Number can now be used to **purchase tickets**.



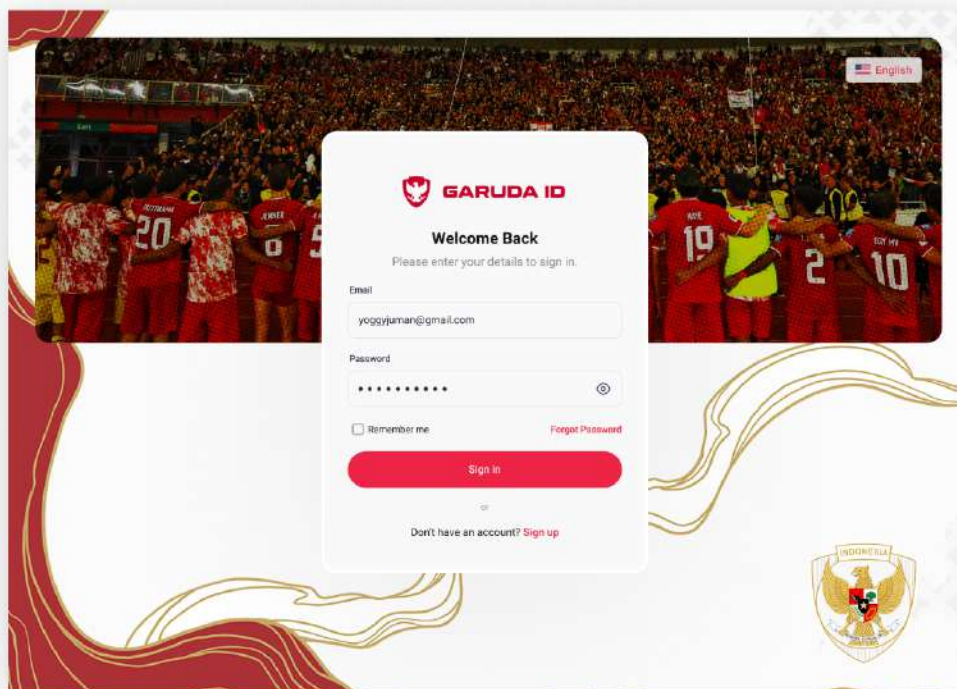
15. However, if there is an **error in the data, the name does not match, the files and photos are unclear, or anything else that does not match**, then the **Admin will reject your registration**. Here is the notification that you will get in **your email** if the registration is **rejected by the Admin**. If this happens, then do the next step 



16. Click **“Sign In”** to login to the dashboard page.

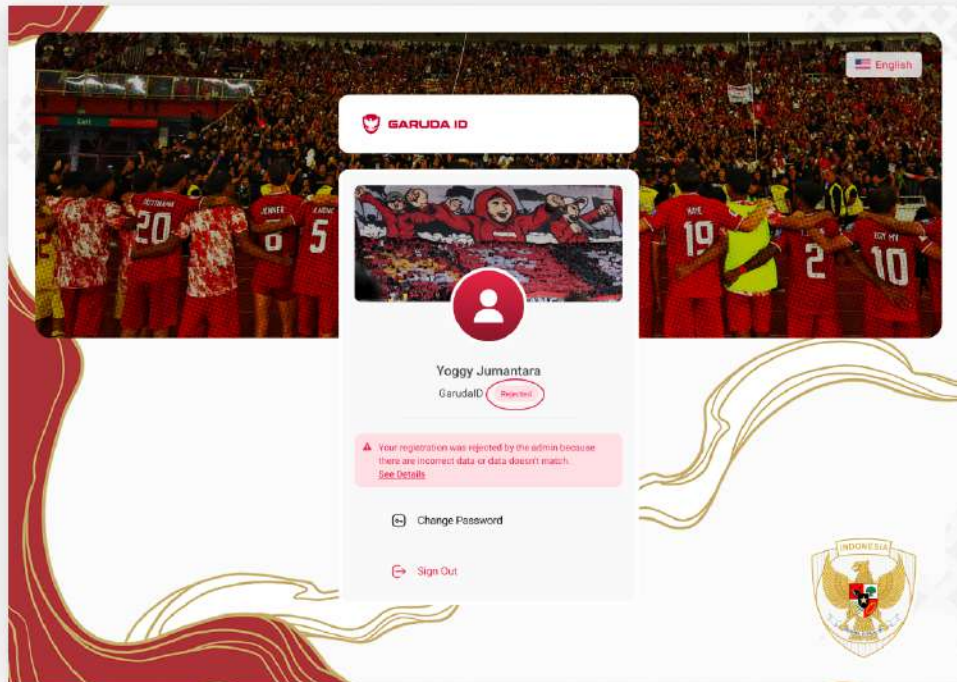


17. Enter your **email & password** to enter the dashboard page.

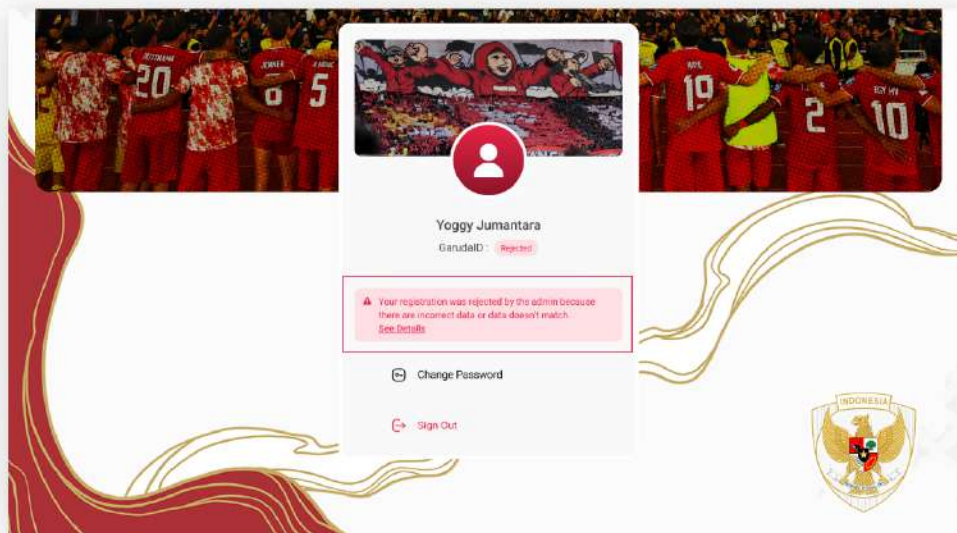




18. After successfully logging in, your **dashboard display will look like the one below:** the status on GarudaID will show that your registration was **Rejected**, and your photo will not appear.



19. You can see the data errors in your registration and then re-register the facial recognition by viewing the notification below, then click "**See Details**"



20. Admin will inform the reason for data rejection on the display below: The system will inform the data that is correct and the data that must be corrected. You can correct the data by filling in the form or uploading your file or selfie photo.

Re-registration  
Face Recognition

Upload your ID Card & fill your numberID

Make sure your ID card for the available camera frame and make sure the text is in focus and clearly visible. Maximum file size 10MB.

Make sure you are not wearing what glasses, mask and make sure your face for the available camera frame. Maximum file size 10MB.

PROVINSI SUMATRA UTARA  
KABUPATEN SIKIDJARA

NIK: 6271096767889948

Date of Birth: 25/07/1999

Fullname: Yoggy Jurnandara

The data is correct

Data need to be corrected

The data is correct

Take Photo

Take Photo

Next

21. If you feel the data is complete, make sure you check the data you just filled in again. If you are sure about all the data, you can re-register by clicking "Next"

Re-registration  
Face Recognition

Upload your ID Card & fill your numberID

Make sure your ID card for the available camera frame and make sure the text is in focus and clearly visible. Maximum file size 10MB.

Make sure you are not wearing what glasses, mask and make sure your face for the available camera frame. Maximum file size 10MB.

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Fullname: Yoggy Jurnandara

The data is correct

Data need to be corrected

The data is correct

Take Photo

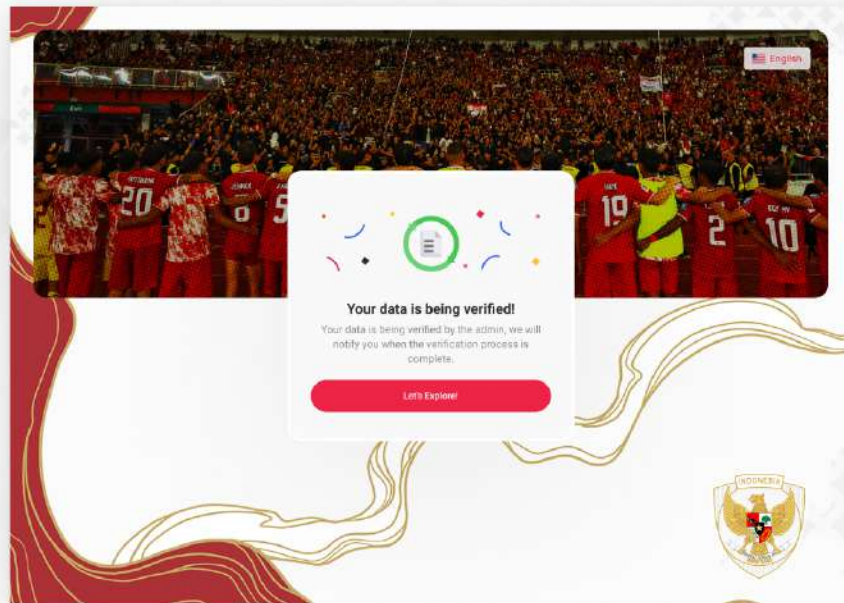
Take Photo

Next





22. Your data will re-enter the verification process stage again by the Admin, the display will be as below:



23. If approved by the Admin, you will receive a notification via email and can **sign in** with your **email** and **password**.

24. If rejected, **you will receive a notification via email** and **re-register your facial recognition**. However, **if this happens continuously**. You can **contact our Admin on social media or the contact listed on the Website**.