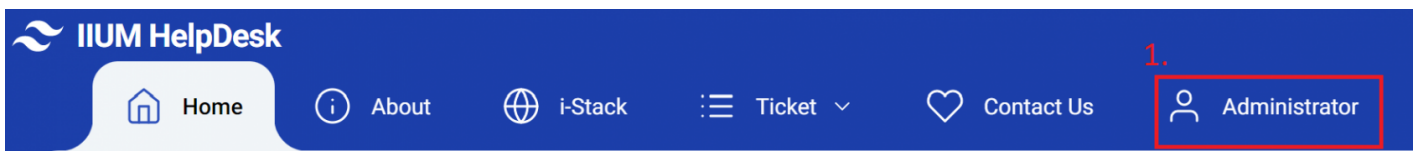


# How can I view the section and unit under my KCDIO?

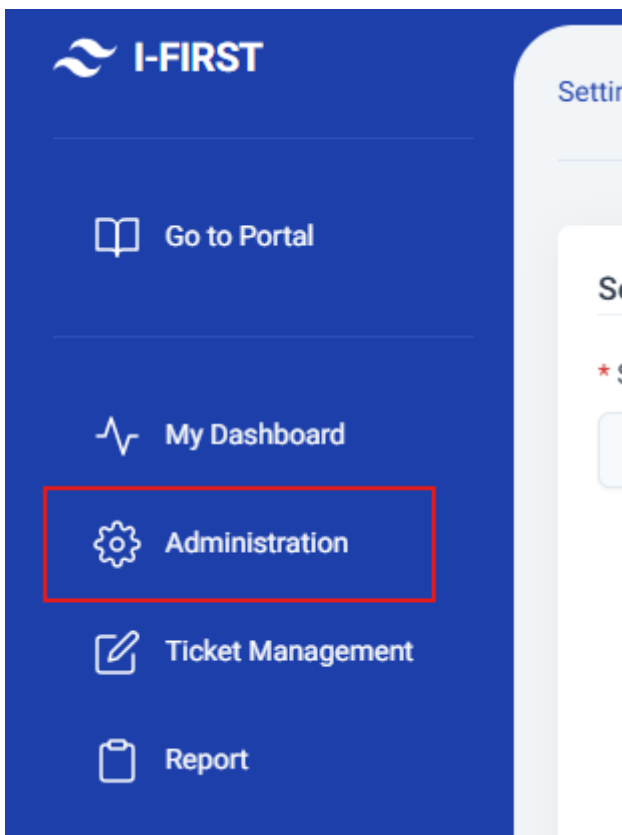
Managers, supervisors, and persons in charge can view the sections and units under their KCDIO through i-First.

Click Here

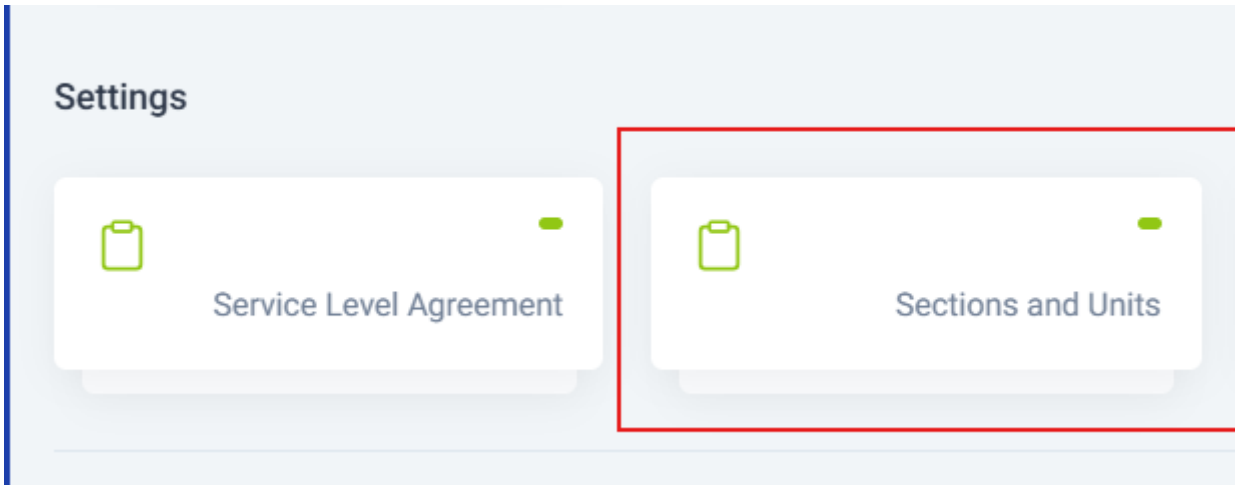
1. At the top of the portal, click the **Administrator** menu.



2. Click the **Administration** menu.

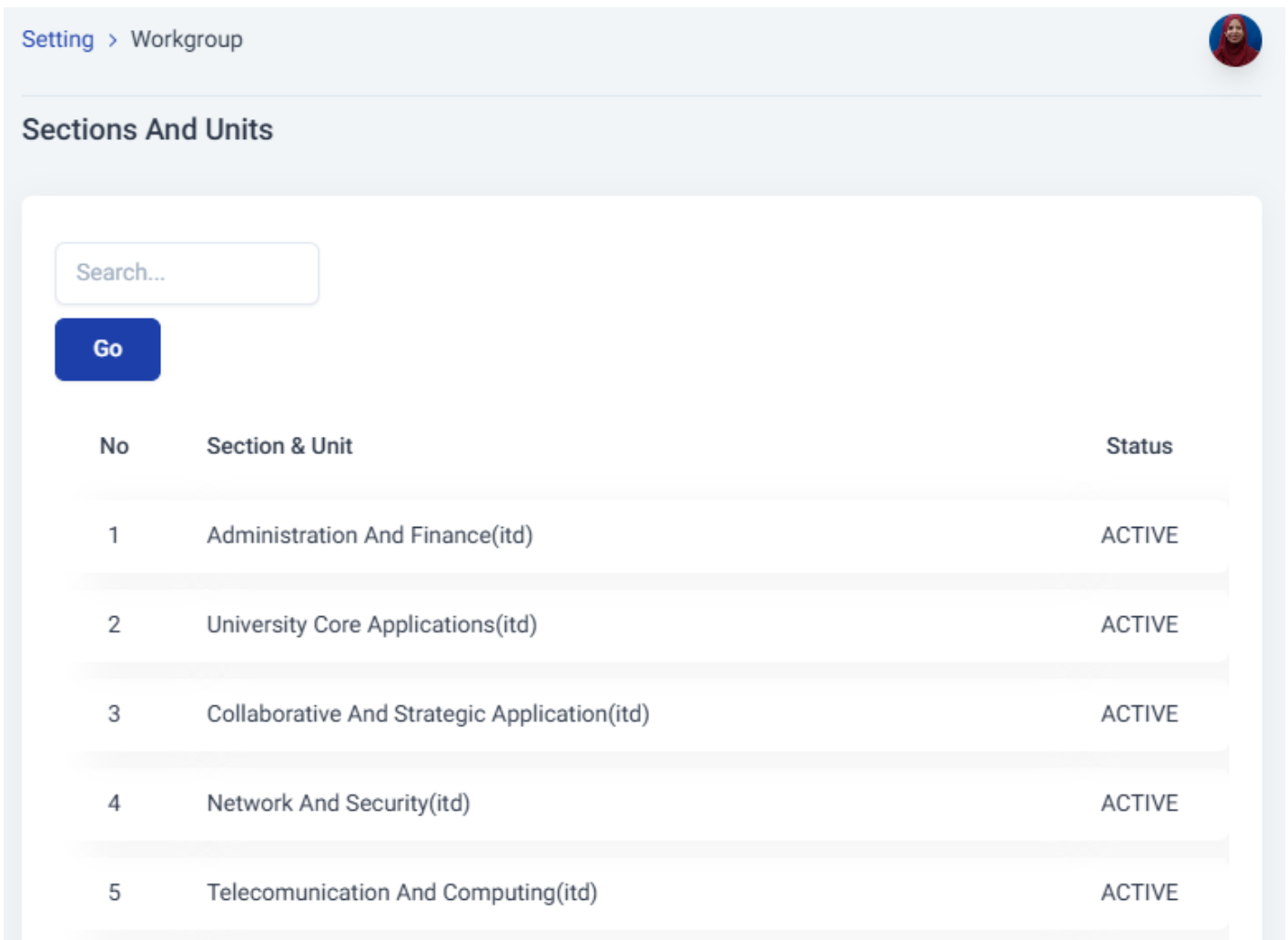


3. Click **Sections and Units** to view the list and details.



4. The user can view the list of sections and units under their KCDIO.

5. Select a unit from the list, for example **Administration and Finance (ITD)**.



6. The user can view the staff under the selected unit or section.

## Section/Unit

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\* Section / Unit Name

ADMINISTRATION AND FINANCE(ITD)

## List of Staff

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No

Staff Number

Staff Name

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Revision #2

Created Mon, Jan 12, 2026 4:01 PM by FITRATUL NOVIDA BINTI DASRIZAL

Updated Mon, Jan 12, 2026 4:49 PM by FITRATUL NOVIDA BINTI DASRIZAL