



República Democrática de Timor-Leste
Comissão da Função Pública



Unidade Desenvolvimento Sistema Informasaun - FP

MANUAL

UTILIZADOR

ACESSO AO SIGAPNET



VERSÃO 1.0

❖ Oinsa Atu Login Ba Sigapnet

1. Halo favor loke ita bo'ot nia navegador ne'ebé instala ona iha komputador ka telefone. Navegador ne'ebé suporta atu asesu ba **Sigapnet** mak **Firefox** no **Google Chrome**.



Navegador Firefox no Google Chrome

2. Bainhira loke ona ita bo'ot sira nia navegador, halo favor hakerek Sigapnet.cfp.gov.tl/ hafoin klik iha butaun Enter mak nia sei diresona ba iha tela **Login** ba **Sigapnet** nian. Hanesan hatudu tela iha kraik ne'e.



Figure 1:Tela Login Sigapnet

❖ Oinsa Atu Hili Ita Bo'ot Nia Sectoral

1. Bainhira ita bo'ot sira asesu ona ba iha **Sigapnet** mak ita bo'ot sira sei hili **Sectoral** tur idak-idak nia area. Hanesan hatudu iha tela iha kraik ne'e.

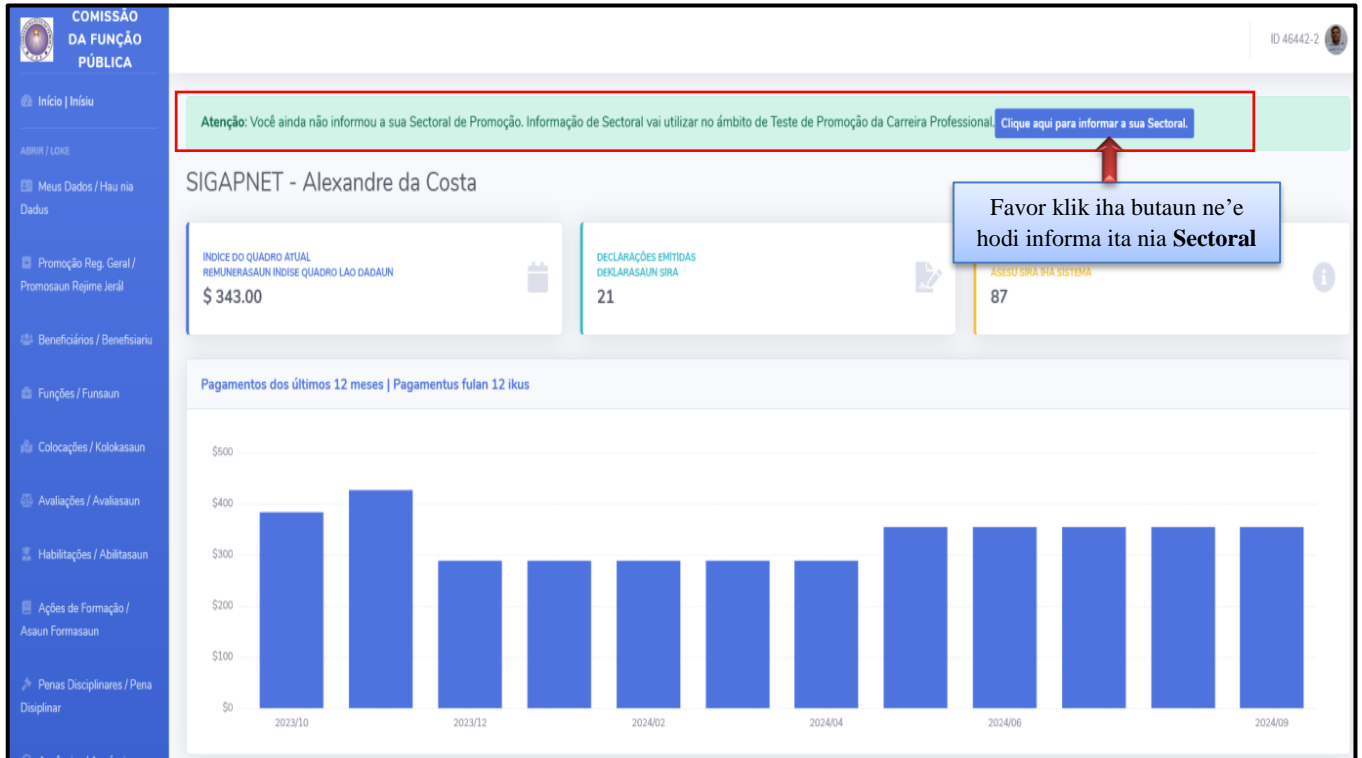


Figure 2:Tela Prinsipal Sigapnet

2. Bainhira ita bo'ot sira klik ona iha butaun [Clique Aqui Para Informa A Sua Sectoral](#) hanesan hatudu iha leten ne'eba, mak nia sei direciona ba iha tela **Informar Minha Sectoral** nian, favor hili ita bo'ot sira nia **Sectoral**, hafoin gravar, hanesan hatudu iha tela iha kraik ne'e.

The screenshot shows a web form titled "Informar Minha Sectoral" with a close button (X) in the top right corner. The form contains the following elements:

- A label "Seleciona Sectoral:" followed by a dropdown menu currently displaying "Administração e Finanças". A green circle with the number "1" is positioned above the dropdown, and a blue callout box with a red arrow points to it, containing the text: "Favor klik iha koluna hodi selesiona ita nia Sectoral".
- A label "Obs (Específico):" followed by a large empty text input area.
- At the bottom right, there are two buttons: "Cancelar" (grey) and "Gravar" (blue). A green circle with the number "2" is positioned above the "Gravar" button, and a blue callout box with a red arrow points to it, containing the text: "Favor klik iha butaun gravar hodi grava ita nia sectoral".

Figure 3:Tela Informa Sectoral

❖ Oinsa Atualizar Ita Nia Sectoral

1. Bainhira ita bo'ot sira atu **Atualizar** ka **Troka** ita nia **Sectoral** iha Sigapnet, halo favor muda mai iha okos ate hetan butaun **Atualizar Minha Sectoral**, hanesan hatudu iha tela iha kraik ne'e.

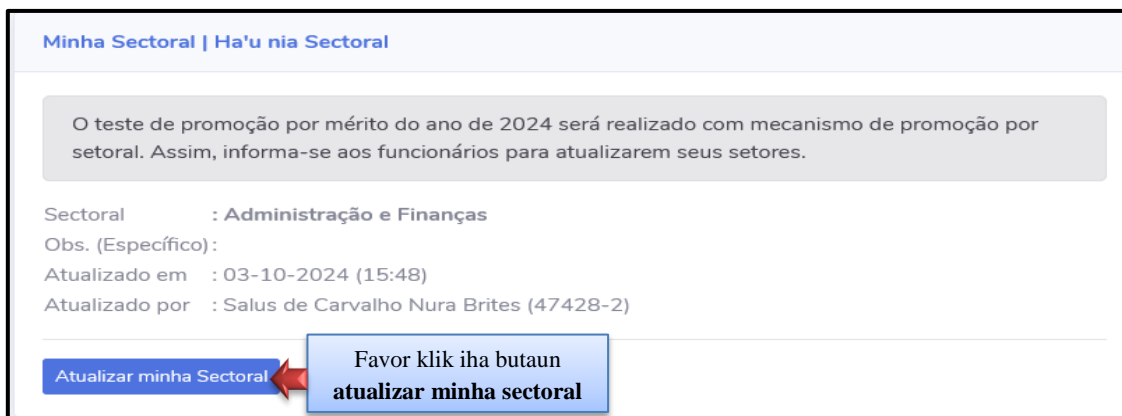


Figure 4:Tela Sectoral

2. Bainhira ita bo'ot sira klik ona iha butaun **Atualizar Minha Sectoral** mak nia sei direciona ba iha tela **atualizar minha sectoral** hanesan hatudu iha kraik ne'e. Favor klik iha koluna hodi selesiona ita nia Sectoral, hafoin hili butaun Atualizar.

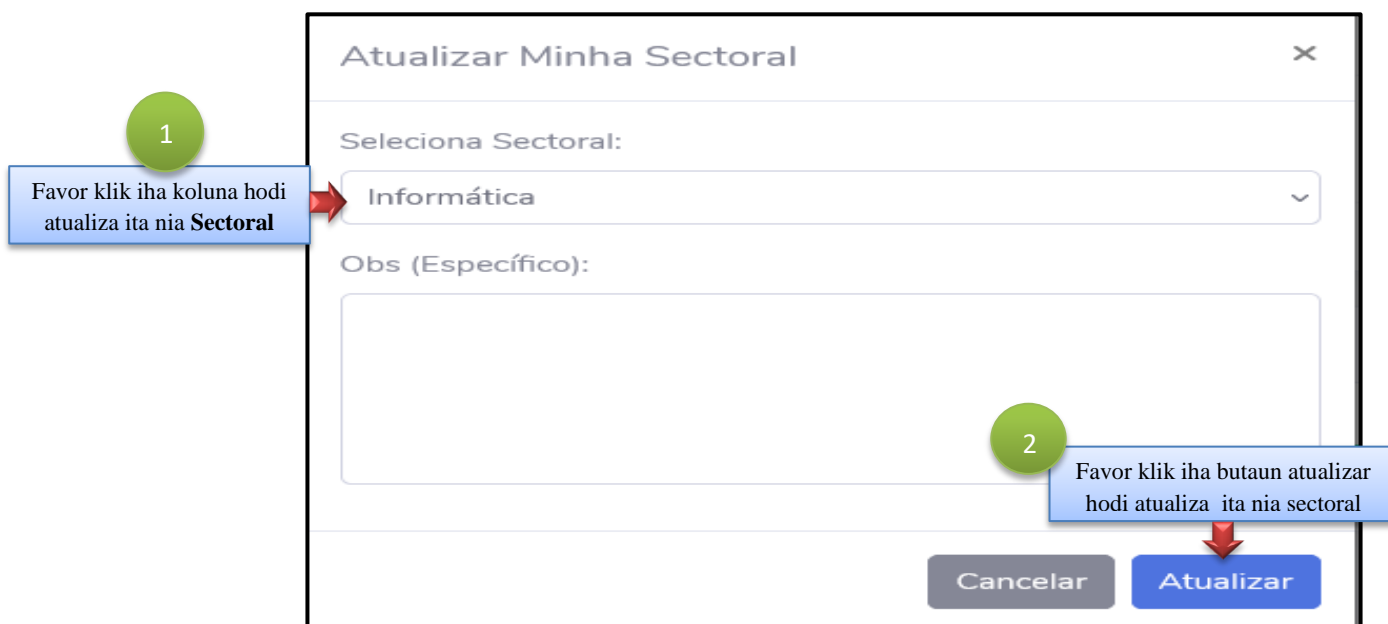


Figure 5: Tela Atualizar Minha Sectoral