

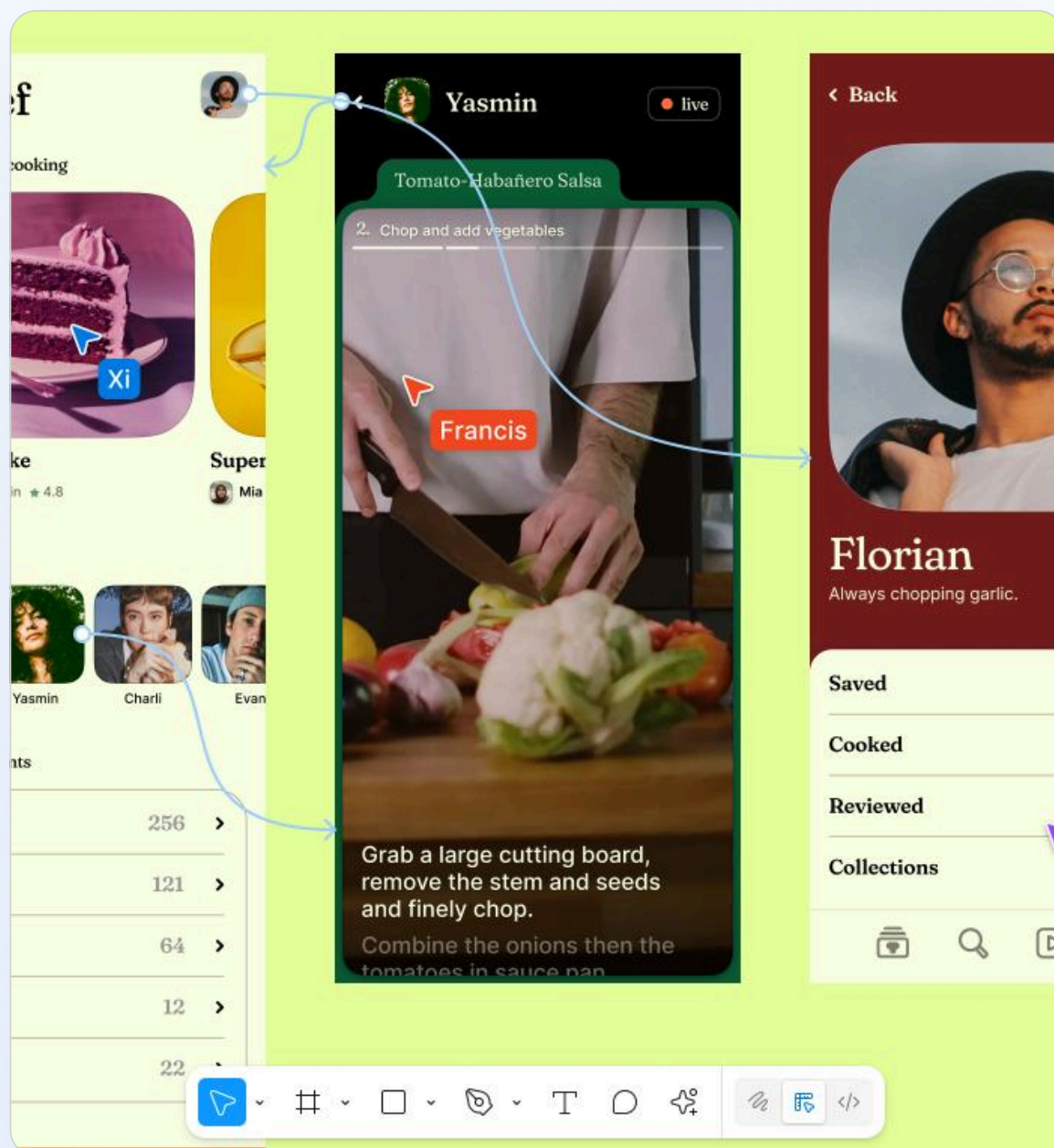


Panduan Pengajuan Figma Education

Untuk Dosen/Staff dan Mahasiswa

Tentang Figma

Apa itu Figma



Figma adalah platform desain digital berbasis cloud untuk membuat, membagikan, dan menguji desain untuk website, aplikasi mobile, serta berbagai produk dan pengalaman digital lainnya.

Di lingkungan kampus, Figma mendukung banyak kebutuhan mulai dari desain publikasi acara, penyusunan slide materi, pembuatan konten digital untuk media sosial, hingga kolaborasi tim dalam menyusun proyek mahasiswa.



Bring learning to life

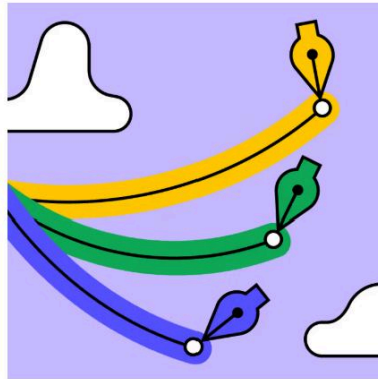
Use industry-leading design tools to create a collaborative environment that helps students of all ages thrive in the classroom.



K-12 educators

Get students excited about learning by empowering them to imagine and design together—all in a fun, interactive space.

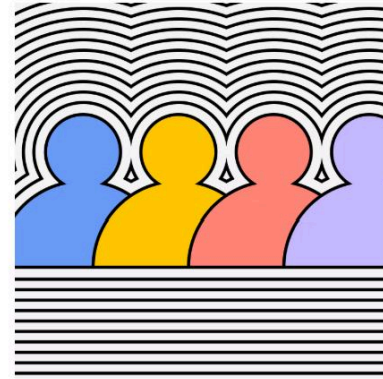
[Learn more](#)



Higher education faculty

Facilitate engaging group activities with flexible, easy-to-learn tools that will prepare students to thrive in the technology and design industry.

[Learn more](#)



Students

Collaborate in real time with classmates and learn valuable design skills with a tool you'll actually use in a professional setting.

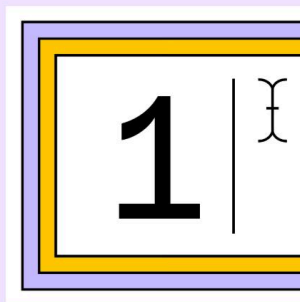
[Learn more](#)

Tentang Figma

Figma Education

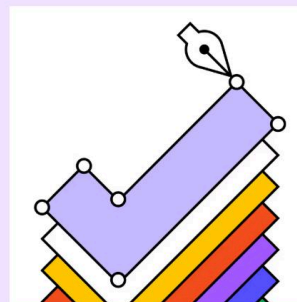
Untuk mendukung dunia pendidikan, tersedia program Figma Education. Program ini memberikan akses gratis ke fitur premium bagi dosen, staf, dan mahasiswa yang terdaftar di institusi pendidikan.

Start using Figma with your class



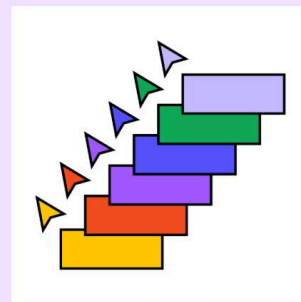
1. Create an account

Use your student or teacher email address to sign up for Figma [here](#).



2. Get verified

Once you've created your Figma account, verify that you are a student or educator by clicking [here](#).



3. Set up your education team

[Create](#), [upgrade](#), or [join an existing team](#) to start collaborating and get access to all professional paid tools.

Dengan adanya Figma Education, kampus dapat lebih mudah mengintegrasikan desain ke dalam proses pembelajaran, mendorong kolaborasi lintas jurusan, serta memfasilitasi mahasiswa dalam mengerjakan proyek kreatif menggunakan alat profesional tanpa biaya tambahan.



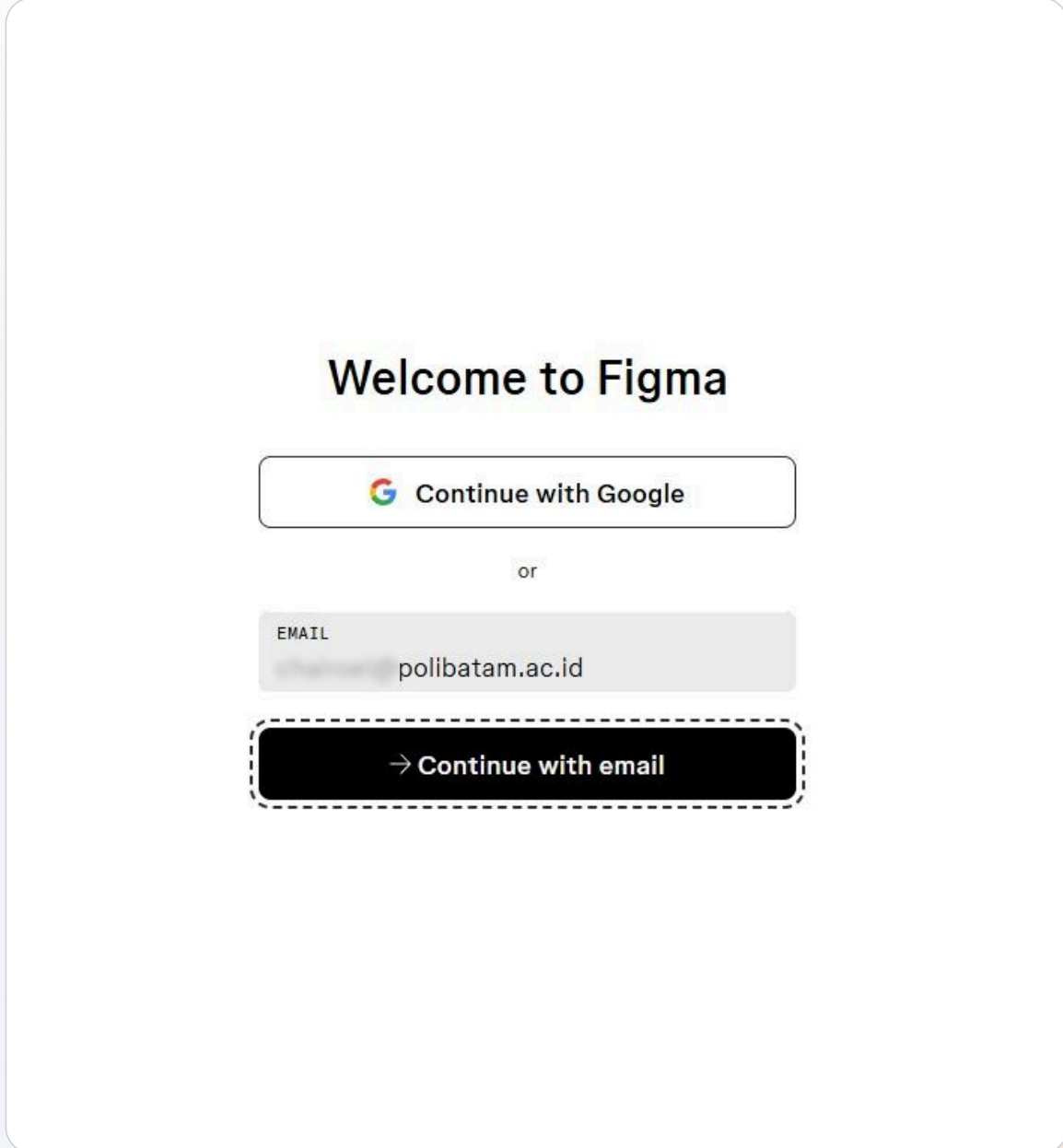
Panduan Pengajuan Figma Education

Untuk Dosen / Staff

Langkah Pertama

Masuk ke Figma

1. Buka figma.com.
2. Klik Log in jika sudah memiliki akun Figma.
3. Jika belum memiliki akun, klik Sign up dan buat akun menggunakan email Polibatam.

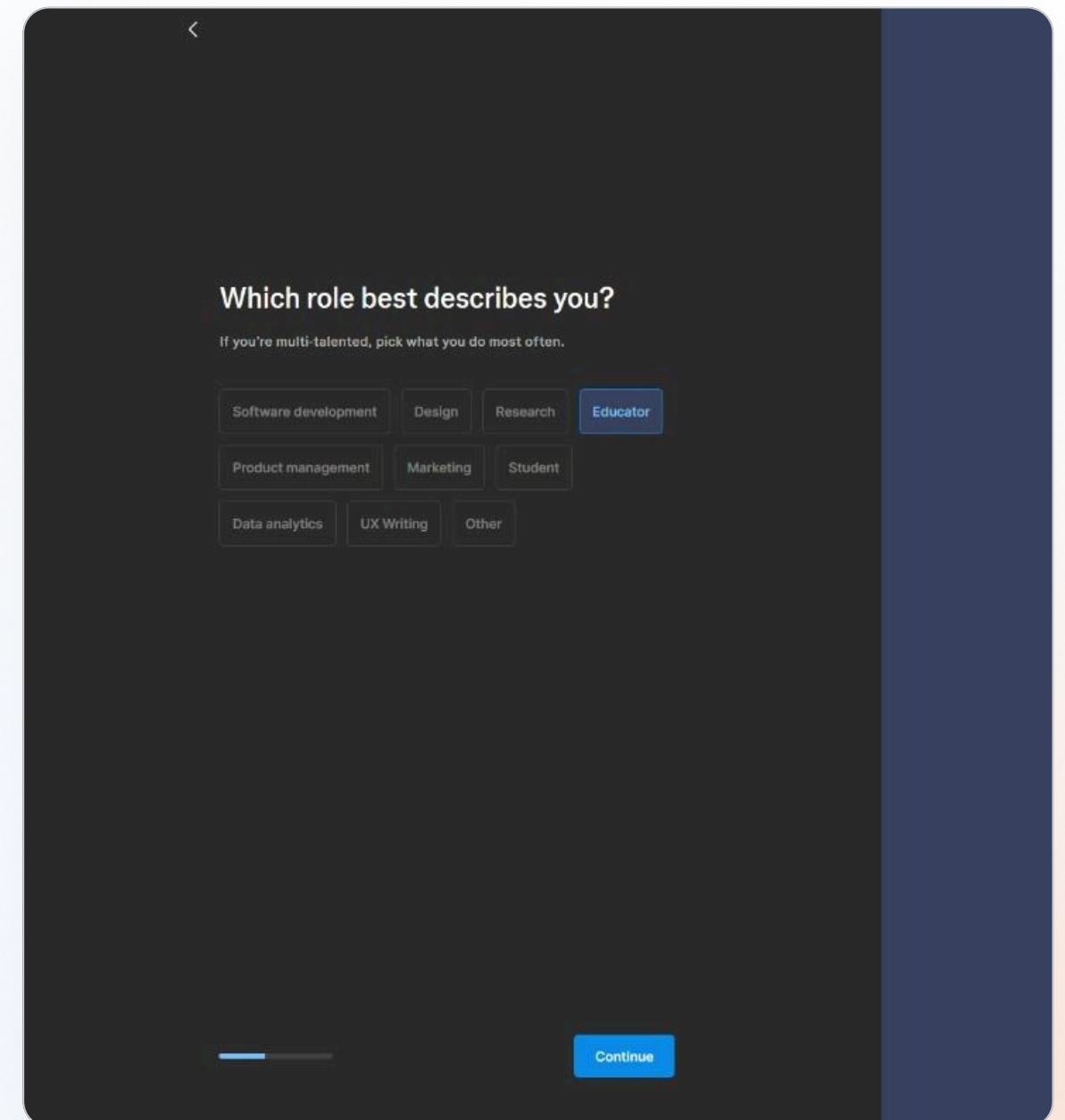


The screenshot shows the Figma login interface. At the top, it says "Welcome to Figma". Below this, there is a button labeled "Continue with Google" with the Google logo. Underneath that, the word "or" is centered. Then, there is an email input field with the label "EMAIL" and the text "polibatam.ac.id" entered. At the bottom, there is a button labeled "Continue with email" with a right-pointing arrow, which is highlighted with a dashed border.

Langkah Pertama

Masuk ke Figma

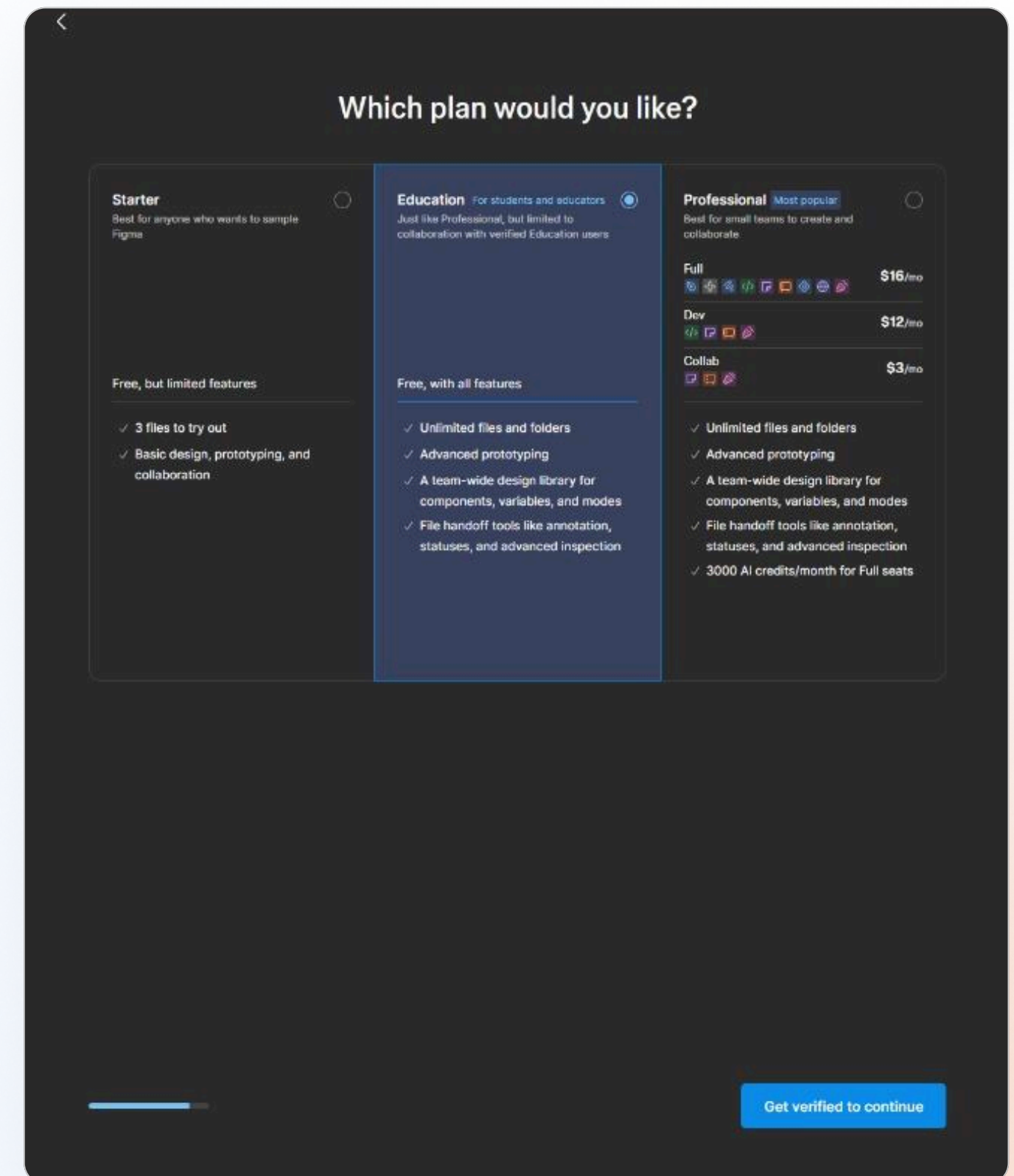
4. Setelah berhasil login, ikuti petunjuk yang diberikan Figma untuk menyelesaikan pengaturan awal akun.



Langkah Ketiga

Isi Formulir Pengajuan

1. Pilih Figma Education sebagai plan yang ingin digunakan.
2. **Jika pilihan Education belum tersedia, pilih Starter Plan terlebih dahulu.** Setelah itu, buka halaman pengajuan melalui:
figma.com/education/apply
3. Pastikan akun Figma yang digunakan sudah login dengan email Polibatam.



Langkah Ketiga

Isi Formulir Pengajuan

1. Isi data pada formulir sesuai dengan informasi Anda.
2. Ikuti contoh pengisian pada gambar panduan.
3. Setelah selesai, klik Next.

Verify your Education status with Figma

The Figma for Education program supports qualified students, educators, and administrators. Verify your eligibility below.

You're currently signed in as **polibatam.ac.id** [Log out](#)

Are you a student, educator, or administrator?

☐ Student

☒ Educator

☐ Administrator

What type of institution do you attend or work for?

Higher Ed

Do you have a school-issued email address?

☒ Yes

☐ No

Are you currently signed in with your school email?

☒ Yes

☐ No

What is your primary field of instruction?

Graphic / Visual Design

The information you submit here, as well as your use of and access to the Figma Education plan, is governed by our [Terms of Service](#) and [Privacy Policy](#). By submitting this form and using the Figma education plan, you confirm that you are of legal age to enter into these terms according to the applicable laws and regulations in your jurisdiction. For example, if you are a high school student you must be old enough to consent to these terms without parental consent under the laws of your jurisdiction (for example, 13 years old in the United States, 16 years old in the European Union, and 18 years old in Japan). If you are not old enough, you cannot sign up for Figma using this form.

☒ Yes, I agree

☐ No, I do not agree

You confirm that you are a student, educator, or administrator enrolled in or working at the institution you provided. You must retain proof of enrollment which Figma may ask for to verify your eligibility to access the Figma Education plan. If you have misrepresented your eligibility to access the Figma Education plan in violation of our Terms of Service, your access to all of Figma's Services will be revoked.

☒ Yes, I agree

☐ No, I do not agree

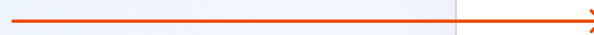
Next

Langkah Keempat

Verifikasi Institusi

1. Pada bagian School Name, cari dan pilih:
Politeknik Negeri Batam
2. Lanjutkan proses verifikasi sesuai petunjuk yang diberikan.
3. Figma akan mengirimkan email verifikasi ke email Polibatam.
4. Buka email tersebut, kemudian klik Finish Verifying.

Email Verifikasi



Verify your educator status

[How does verifying work?](#)

* Required information

Change language 🇬🇧 English ▼

Country*

Indonesia ▼

School name*

Politeknik Negeri Batam
Batam City, Riau Islands ✕

First name*

Last name*

Email address*

Must be your school-issued email address

@polibatam.ac.id

Verify My Teacher Status

You're almost there!

Click the following link to finish verifying your Educator status.

Let's get you across the finish line!

This link will expire on Sep 24, 2026.

Finish Verifying

Kind Regards,
Figma

Verification services powered by SheerID

You are receiving this email because you submitted a verification request with Figma and its verification service provider, SheerID.

SheerID will only contact you in regard to confirming your verification status. Your email address will not be added to any mailing list without your explicit request.

Langkah Kelima

Verifikasi Status Dosen / Staff

Setelah melakukan verifikasi melalui email, akan muncul halaman untuk mengonfirmasi status Anda sebagai dosen/staff.

1. Klik Add Document.
2. Upload beberapa dokumen yang dapat membuktikan status Anda sebagai dosen/staff, seperti:
 - Foto ID Card/Kartu Pegawai.
 - Scan slip gaji.
 - Surat keterangan dari institusi.
3. Pastikan dokumen mencantumkan nama lengkap, nama Politeknik Negeri Batam, dan logo Polibatam.
4. Klik Submit.



To continue upload documents that confirm your educator status

Your document, or combination of documents, must include:

- Your **full name** as entered into this form
- The full or abbreviated **academic institution name** or logo
- A current academic year or current term date

Add documents

Suggested document types

- Official letter
- Educator ID card
- Pay stub from within the last 90 days
- File must be .jpg .jpeg .png .pdf

What happens next?

Can I finish later?



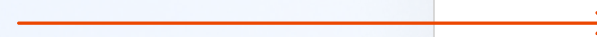
By submitting the personal information above, I acknowledge that my personal information is being collected under the [privacy policy](#) of the business from which I am seeking a discount, and I understand that my personal information will be shared with SheerID as a processor/third-party service provider in order for SheerID to confirm my eligibility for a special offer. [More about SheerID.](#)

Langkah Keenam

Tunggu Hasil Verifikasi

1. Setelah dokumen dikirim, tunggu proses verifikasi dari Figma.
2. Proses verifikasi dapat berlangsung beberapa menit hingga beberapa hari.
3. Periksa email Polibatam secara berkala.
4. Jika pengajuan disetujui, Anda akan menerima email konfirmasi dari Figma seperti contoh pada gambar panduan.
5. Login ke figma untuk mulai memakai figma education

Email Konfirmasi



Document received

Your document was uploaded successfully and is being reviewed.

Review usually takes a few minutes, but can take up to 20 minutes during busy times.

You can wait here or close this page.

We'll email you when the review is complete.

Figma

Welcome to the Figma Education plan

You are now verified as an educator and have access to our Education plan, which gives you all the benefits of our Professional plan for free.

Follow these steps to unlock access:

1. **Create, upgrade or join** an Education team. Without following this step, you won't see Professional features in your team.
2. Invite collaborators to join your Education team.
3. Remind collaborators to verify their education status within one week of joining your team.

[Learn more](#)

For more information on the Education plan and policies, visit our [Help Center](#).



Panduan Pengajuan Figma Education

Untuk Mahasiswa

Langkah Pertama

Masuk ke Figma

1. Buka figma.com.
2. Klik Log in jika sudah memiliki akun Figma.
3. Jika belum memiliki akun, klik Sign up dan buat akun menggunakan email Polibatam.
4. Email polibatam bisa di lihat di learning > profile
5. Login email polibatam melalui mail.polibatam.ac.id
6. Jika belum mengetahui password email silahkan lakukan reset password
7. Reset password akan di kirim ke email pribadi kalian

Tampilan mail.polibatam.ac.id

Welcome to Figma

 Continue with Google

or

EMAIL
[redacted]@polibatam.ac.id

→ Continue with email



Sign in

[redacted]@polibatam.ac.id

[Can't access your account?](#)

Next

Bantuan: <https://helpdesk.polibatam.ac.id/si/>

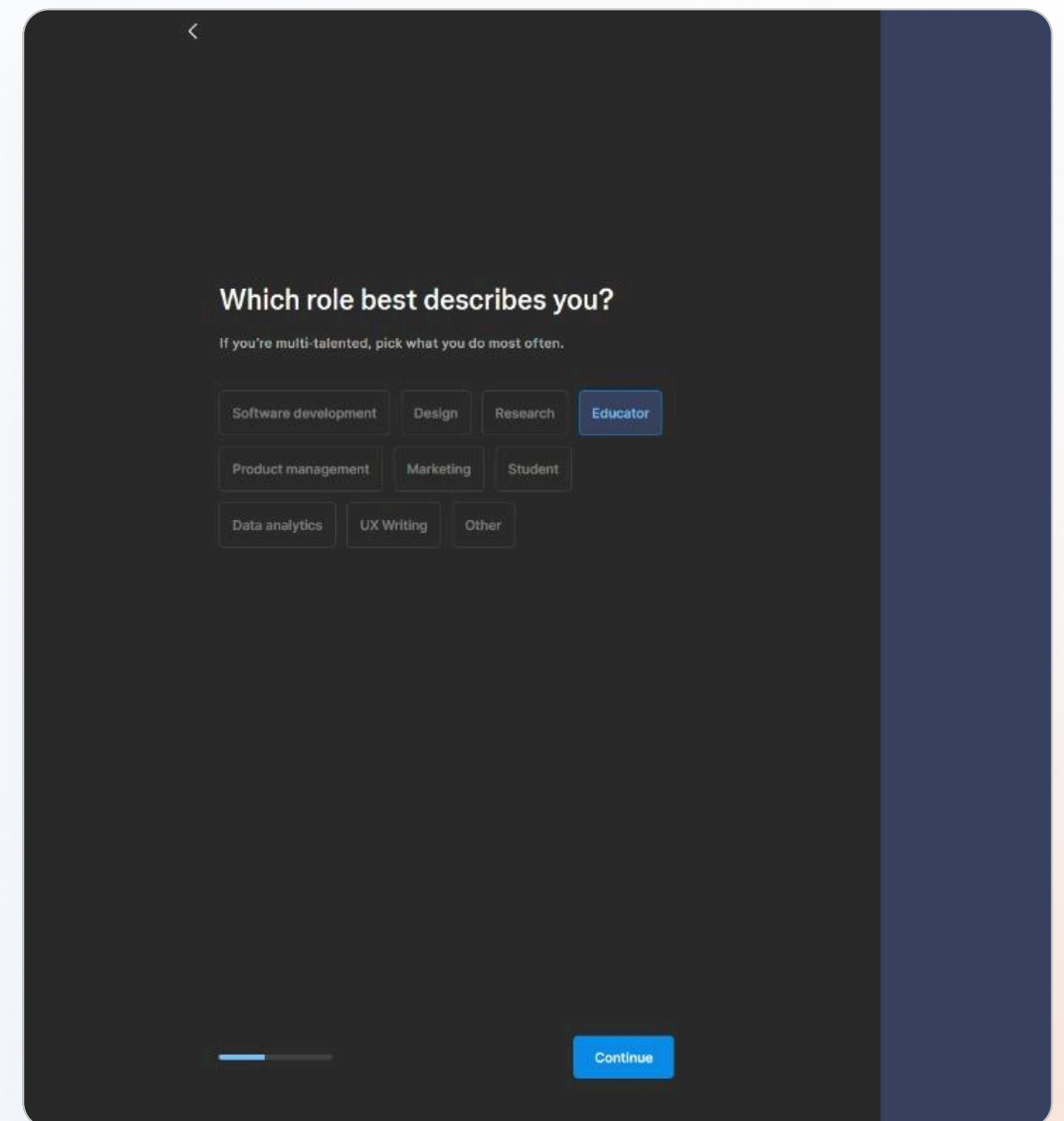


Sign-in options

Langkah Pertama

Masuk ke Figma

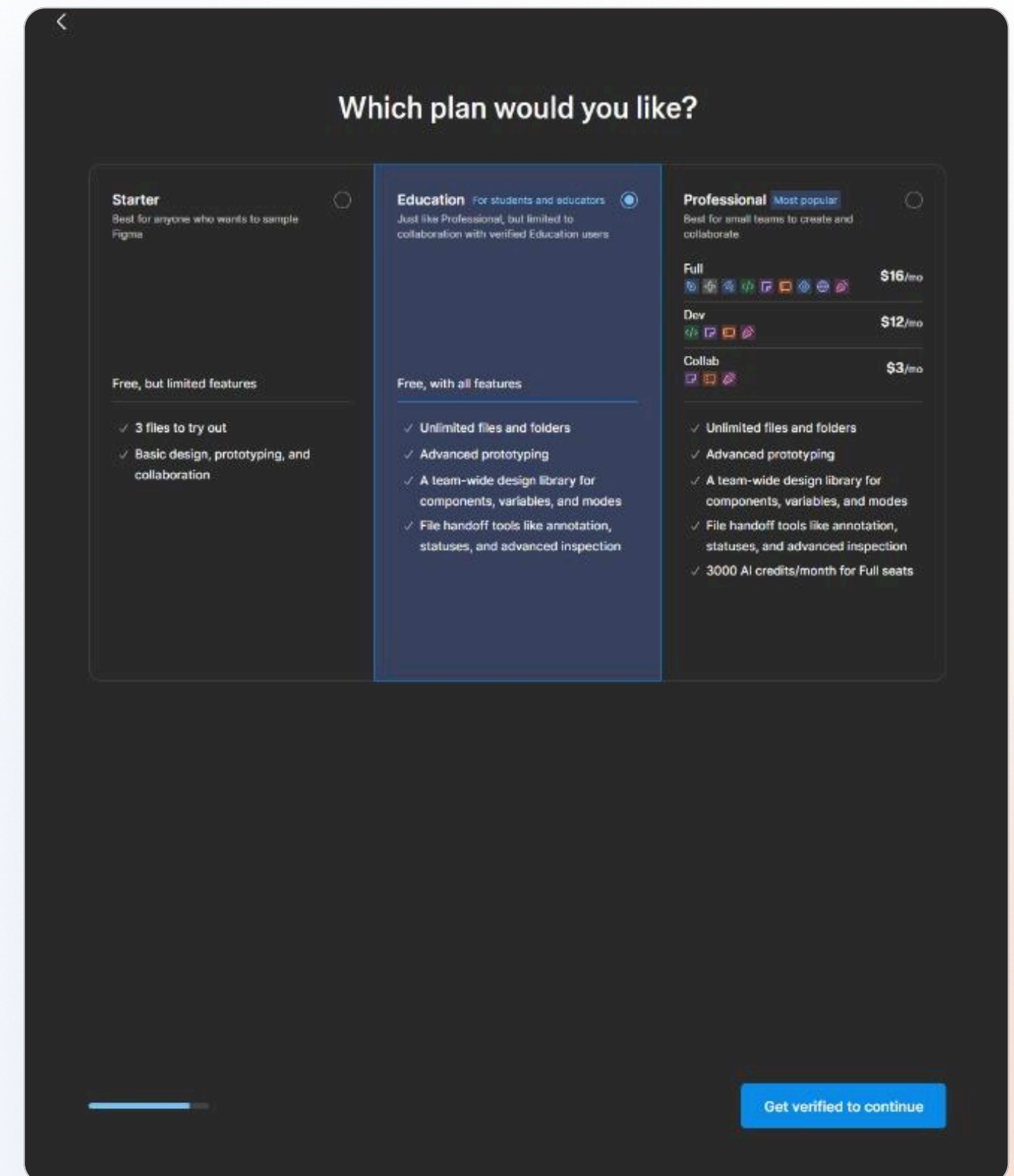
8. Setelah berhasil login, ikuti petunjuk yang diberikan Figma untuk menyelesaikan pengaturan awal akun.



Langkah Ketiga

Isi Formulir Pengajuan

1. Pilih Figma Education sebagai plan yang ingin digunakan.
2. **Jika pilihan Education belum tersedia, pilih Starter Plan terlebih dahulu.** Setelah itu, buka halaman pengajuan melalui:
figma.com/education/apply
3. Pastikan akun Figma yang digunakan sudah login dengan email Polibatam.



Langkah Ketiga

Isi Formulir Pengajuan

1. Isi data pada formulir sesuai dengan informasi Anda.
2. Ikuti contoh pengisian pada gambar panduan.
3. Setelah selesai, klik Next.

Verify your Education status with Figma

The Figma for Education program supports qualified students, educators, and administrators. Verify your eligibility below.

You're currently signed in as **polibatam.ac.id** [Log out](#)

Are you a student, educator, or administrator?

- ☒ Student
☐ Educator
☐ Administrator

What type of institution do you attend or work for?

Higher Ed

Do you have a school-issued email address?

- ☒ Yes
☐ No

Are you currently signed in with your school email?

- ☒ Yes
☐ No

What is your primary field of study?

UX/UI or Interaction Design

Expected graduation date

December

2028

The information you submit here, as well as your use of and access to the Figma Education plan, is governed by our [Terms of Service](#) and [Privacy Policy](#). By submitting this form and using the Figma education plan, you confirm that you are 18+ years old. If you are not old enough, you cannot sign up for Figma using this form.

- ☒ Yes, I agree
☐ No, I do not agree

the Figma Education plan. If you have misrepresented your eligibility to access the Figma Education plan in violation of our Terms of Service, your access to all of Figma's Services will be revoked.

- ☒ Yes, I agree
☐ No, I do not agree

Next

Langkah Keempat

Verifikasi Institusi

1. Pada bagian School Name, cari dan pilih: [Politeknik Negeri Batam](#)
2. Lanjutkan proses verifikasi sesuai petunjuk yang diberikan.
3. Figma akan mengirimkan email verifikasi ke email Polibatam.
4. Buka email tersebut, kemudian klik Finish Verifying.

Email Verifikasi →

Verify your student status

[How does verifying work?](#)

* Required information

Change language [English](#) ▼

Country*

Indonesia ▼

School name*

Politeknik Negeri Batam
Batam City, Riau Islands ✕

First name*

Last name*

Email address*

Must be your school-issued email address

@polibatam.ac.id

Verify My Teacher Status

You're almost there!

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Langkah Kelima

Verifikasi Status Mahasiswa / Student

Setelah melakukan verifikasi melalui email, akan muncul halaman untuk mengonfirmasi status Anda sebagai mahasiswa.

1. Pilih status Student.
2. Klik Add Document.
3. Upload beberapa dokumen yang dapat membuktikan status Anda sebagai mahasiswa, seperti:
 - Foto/scan KTM.
 - Surat keterangan mahasiswa (dalam bahasa inggris).
4. KTM dapat diunduh melalui SILAM.
5. Pastikan dokumen mencantumkan nama lengkap, nama Politeknik Negeri Batam, dan logo Polibatam.
6. Klik Submit.



To continue, upload one or more documents that confirm your student status.

Your document, or combination of documents, must include:

- Your **full name** as it appears on your school records
- The full or abbreviated **academic institution name** or logo
- Proof of **current enrollment**, shown by one of the following:
 - A current academic year or current term date
 - An issue date within the last 90 days
 - An expiration date that has not passed

Add documents

Suggested document types

- School ID card with expiration date
- Class schedule
- Tuition receipt
- File must be .jpg .jpeg .png .pdf

Langkah Keenam

Tunggu Hasil Verifikasi

1. Setelah dokumen dikirim, tunggu proses verifikasi dari Figma.
2. Proses verifikasi dapat berlangsung beberapa menit hingga beberapa hari.
3. Periksa email Polibatam secara berkala.
4. Jika pengajuan ditolak, Anda akan menerima email konfirmasi dari Figma dan silahkan upload dokumen lain untuk proses verifikasi.
5. Jika pengajuan disetujui, Anda akan menerima email konfirmasi dari Figma seperti contoh pada gambar panduan.
6. Login ke figma untuk mulai memakai figma education

Email Konfirmasi



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Terima **Kasih**

Panduan Pengajuan Figma Education