



USER MANUAL

UCYP STUDENT PORTAL

VERSION 3.0, FEBRUARY 2023

VERSION	DATE	REMARKS
VERSION 1.0	APRIL 2021	
VERSION 2.0	NOVEMBER 2021	New Module : Module 19, Module 20, Module 21
VERSION 3.0	FEBRUARY 2023	New Module : Module 22

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MODULE 1: ACCESS INTO UCYP STUDENT PORTAL

VERSION 3.0, FEBRUARY 2023

STEP 1: Open your web browser and search for 'ucyp student portal login'. Refer to Figure 1.0 below.

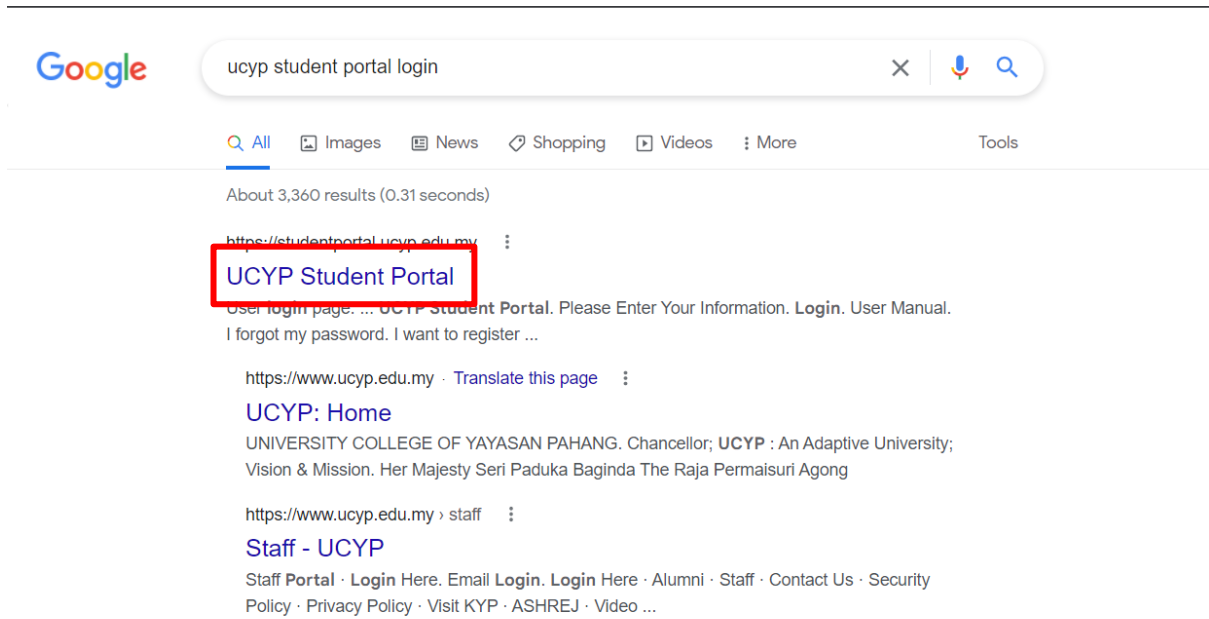


Figure 1.0

STEP 2: Click 'UCYP Student Portal' as in Figure 1.0 above.

STEP 3: You will enter login page to the UCYP Student Portal. Refer to Figure 1.1 below.

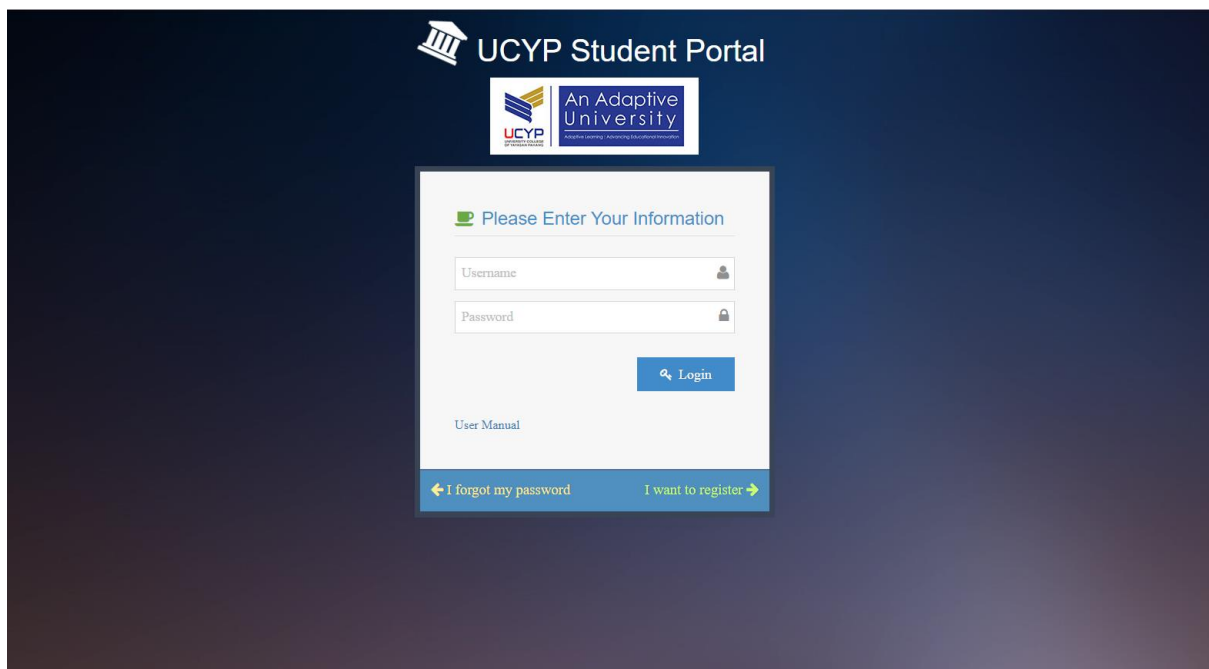


Figure 1.1

MODULE 2: REGISTER A NEW ACCOUNT IN STUDENT PORTAL

VERSION 3.0, FEBRUARY 2023

STEP 1: 'I want to register' as below Figure 2.0.

The screenshot shows the UCYP Student Portal login interface. At the top, there is a logo for UCYP (University College of Texas at Panang) and the text 'An Adaptive University' with the tagline 'Adaptive Learning, Advancing Educational Innovation'. Below this, the main heading reads 'Please Enter Your Information'. There are two input fields: 'Username' with a user icon and 'Password' with a lock icon. A blue 'Login' button is positioned to the right of the password field. Below the login button is a link for 'User Manual'. At the bottom of the form, there are two links: '← I forgot my password' and 'I want to register →'. The 'I want to register' link is highlighted with a red rectangular box.

Figure 2.0

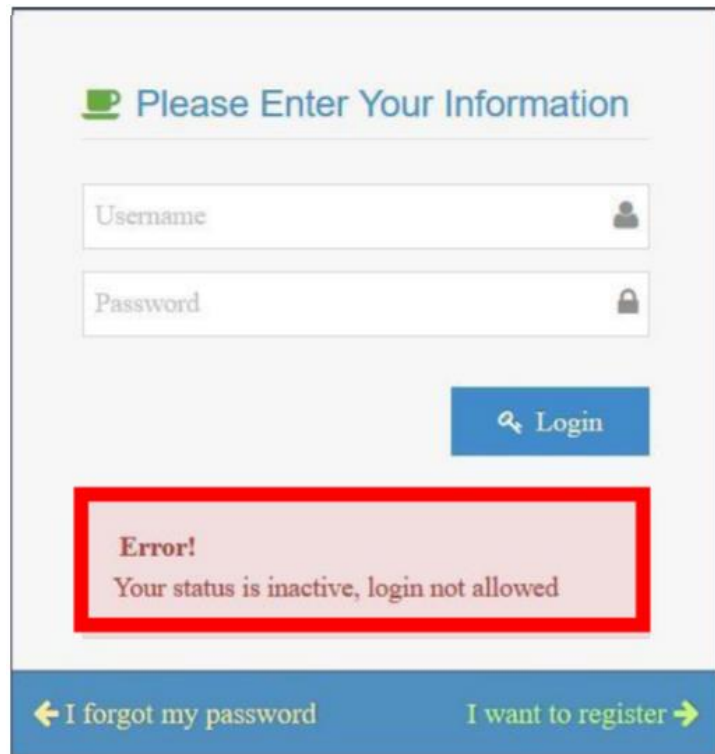
STEP 2: Fill in the required information, refer to Figure 2.1 below.

Figure 2.1

- a) **First Box: Fill in your NRIC Number without using a dash (-). Example: 000101061234.**
- b) **Second Box: Build a strong password, not less than six alphabets. Example: 12345689 or abcdefgh or 1h23uo**
- c) **Box: Rewrite the password you built in the second box just now.**

STEP 3: Press 'Register' button to register a new account. Please refer to Figure 2.1 above.

NOTE: After you have done the account registration and you have problem like Figure 2.2 below, the system issues an error message which is 'Your status is inactive, login not allowed'. Please contact the Information Technology Department to report your registration problem.



The screenshot displays a login form titled "Please Enter Your Information". It features two input fields: "Username" with a user icon and "Password" with a lock icon. A blue "Login" button is positioned to the right of the password field. Below the login fields, a red-bordered box contains the error message: "Error! Your status is inactive, login not allowed". At the bottom of the form, there are two links: "← I forgot my password" and "I want to register →".

Figure 2.2

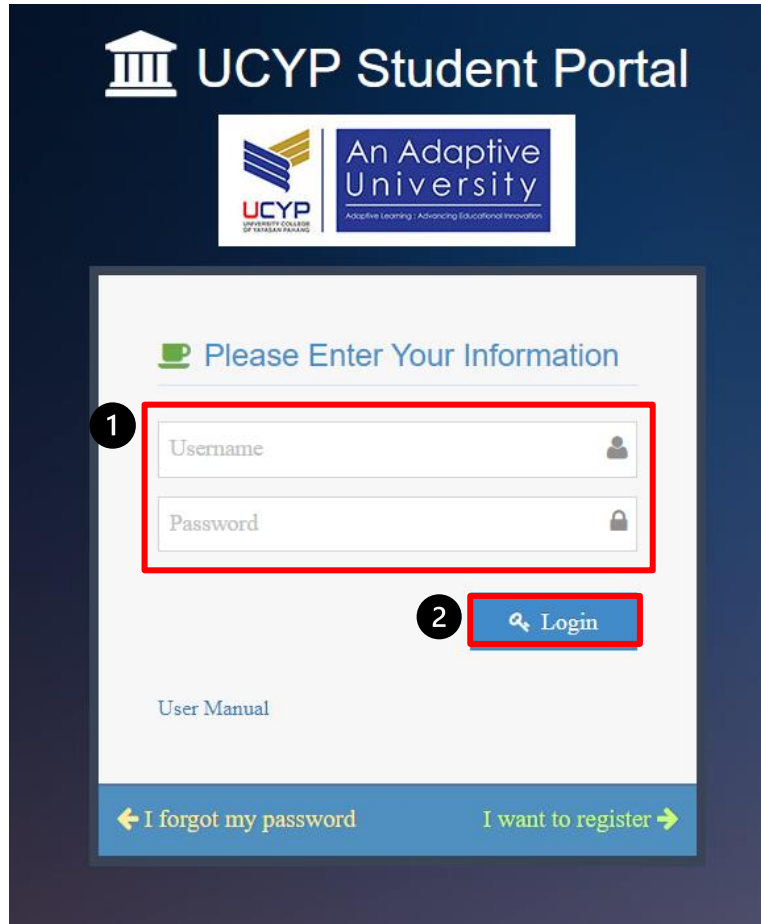
MODULE 3:

STUDENT PORTAL LOGIN

VERSION 3.0, FEBRUARY 2023

1. LOGIN TO STUDENT PORTAL

STEP 1: Please fill in the information below see Figure 3.0.



The screenshot shows the UCYP Student Portal login interface. At the top, there is a header with the UCYP logo and the text 'UCYP Student Portal'. Below this, there is a logo for 'An Adaptive University' with the tagline 'Adaptive Learning | Advancing Educational Innovation'. The main content area is titled 'Please Enter Your Information'. It contains two input fields: 'Username' and 'Password'. A red box highlights both input fields, with a circled '1' next to it. Below the input fields is a 'Login' button, which is also highlighted with a red box and a circled '2'. At the bottom of the form, there are three links: 'User Manual', 'I forgot my password', and 'I want to register'.

Figure 3.0

- a) **Username Box:** Fill in the NRIC number that you have registered.
- b) **Password Box:** Fill in the password you built when signing up for student account.

STEP 2: Press 'Login' button to access your student portal account. Please refer to Figure 3.0 above.

STEP 3: If you succeed, the system will display the main page of the student portal. Refer to Figure 3.1 below.

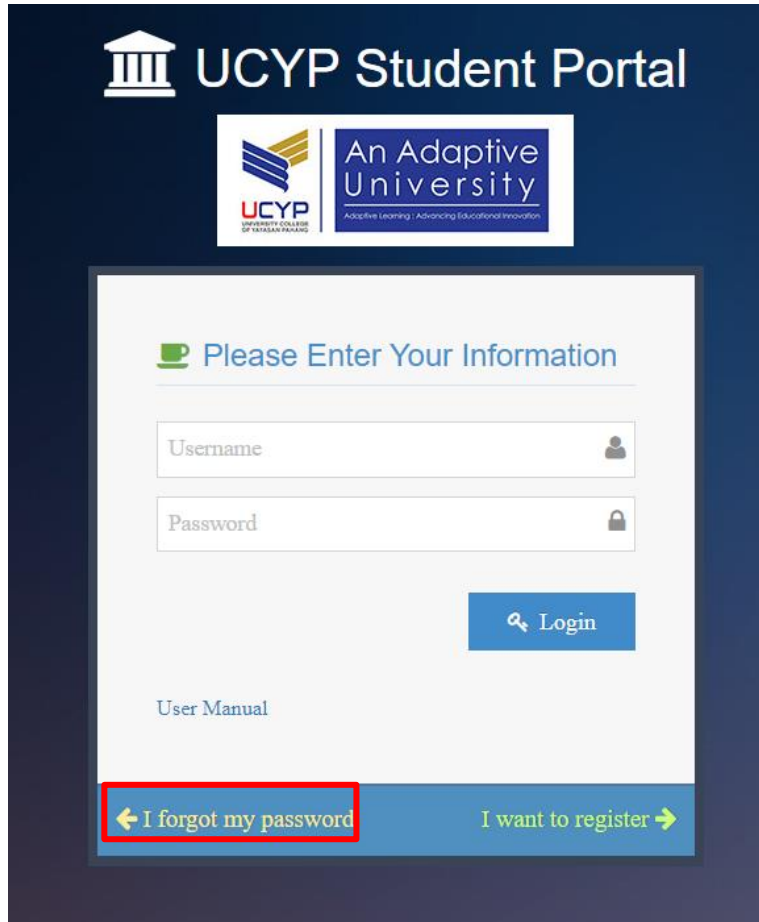
Figure 3.1

NOTE: After you have done the account registration and you have problem like Figure 3.2 below, the system issues an error message which is 'Your status is inactive, login not allowed'. Please contact the Information Technology Department to report your registration problem.

Figure 3.2

2. RESETTING A PASSWORD

STEP 1: Klik 'I forgot my password', rujuk Figure 3.3 dibawah.



The screenshot shows the UCYP Student Portal login interface. At the top, there is a logo for UCYP (University College of Yayasan Pulau Kang) and 'An Adaptive University' with the tagline 'Adaptive Learning | Advancing Educational Innovation'. Below this, the main heading is 'Please Enter Your Information'. There are two input fields: 'Username' with a person icon and 'Password' with a lock icon. A blue 'Login' button is positioned to the right of the password field. Below the login fields is a 'User Manual' link. At the bottom of the form, there are two links: '← I forgot my password' (highlighted with a red box) and 'I want to register →'.

Figure 3.3

STEP 2: Enter the NRIC number that you have registered when opening an account in the box provided without dashes (-). Example: 0001061234. Refer to Figure 3.4.

UCYP Student Portal

An Adaptive University
Adaptive Learning · Advancing Educational Innovation

Retrieve Password

1 Enter your IC Number
IC Number (0001061234)

2 Reset Password

Back to login →

Figure 3.4

STEP 3: Press 'Reset Password' button, see Figure 3.4 above.

STEP 4: Build a new password in the 'New Password' box and rewrite your new password in the 'Confirm Password' box. Refer to Figure 3.5.

Student Portal @UCYP

Home > PROFILE > Change Password

Username

000101060123

New Password

New Password

Confirm Password

Confirm Password

Save Changes

Figure 3.5

STEP 5: Click 'Save Changes' button, see Figure 3.5.

STEP 6: When the system notified you with "Well done! Your password successfully changed", your password has been changed successfully.

3. LOGOUT FROM STUDENT PORTAL

STEP 1: Click your user profile. Refer figure 3.6.



Figure 3.6

STEP 2: Click 'Logout'. Refer to Figure 3.7.

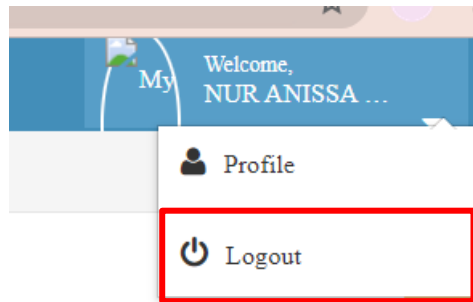


Figure 3.7

STEP 3: You will return to the login page. Refer to Figure 3.8.

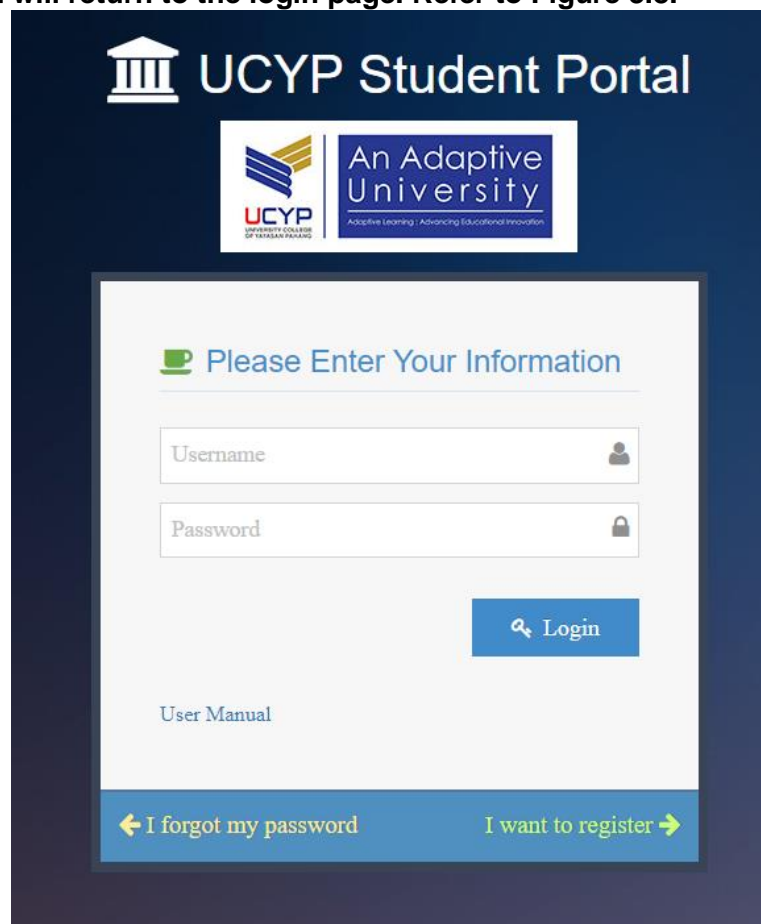


Figure 3.8

MODULE 4: STUDENT PORTAL FUNCTIONS

VERSION 3.0, FEBRUARY 2023

a) NOTICE AND CONSENT

STEP 1: Before you can enter student portal7 for the first time, you need to read and agree to the terms and conditions set by UCYP. Here Figure 4.0, 4.1, 4.2 is your reference to be clearer.

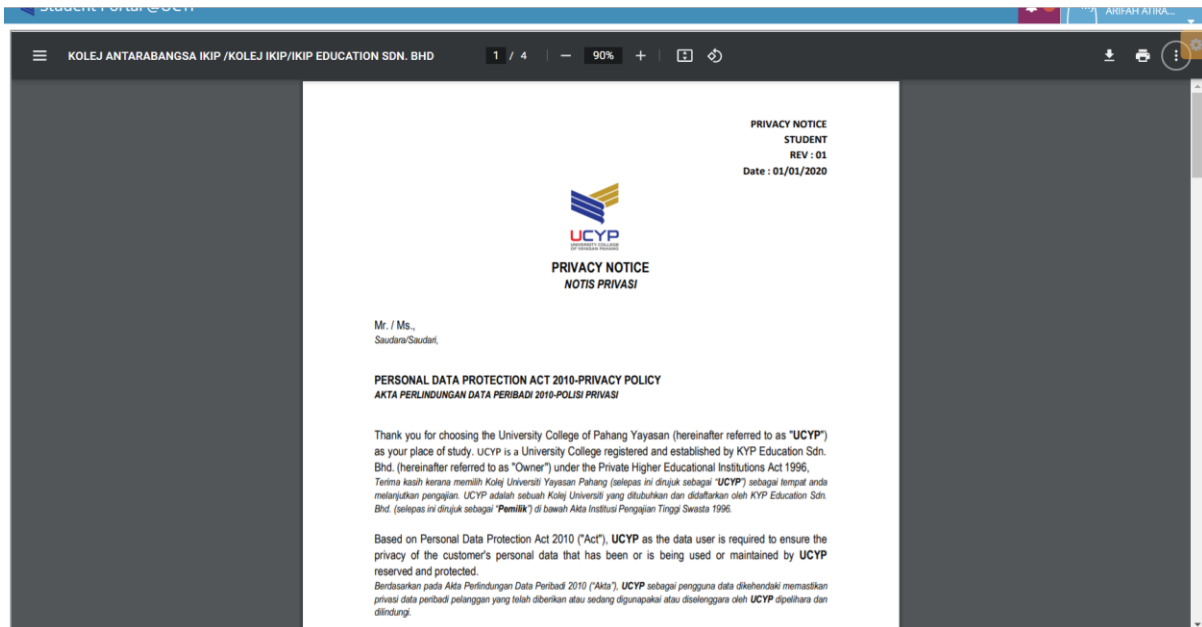


Figure 4.0

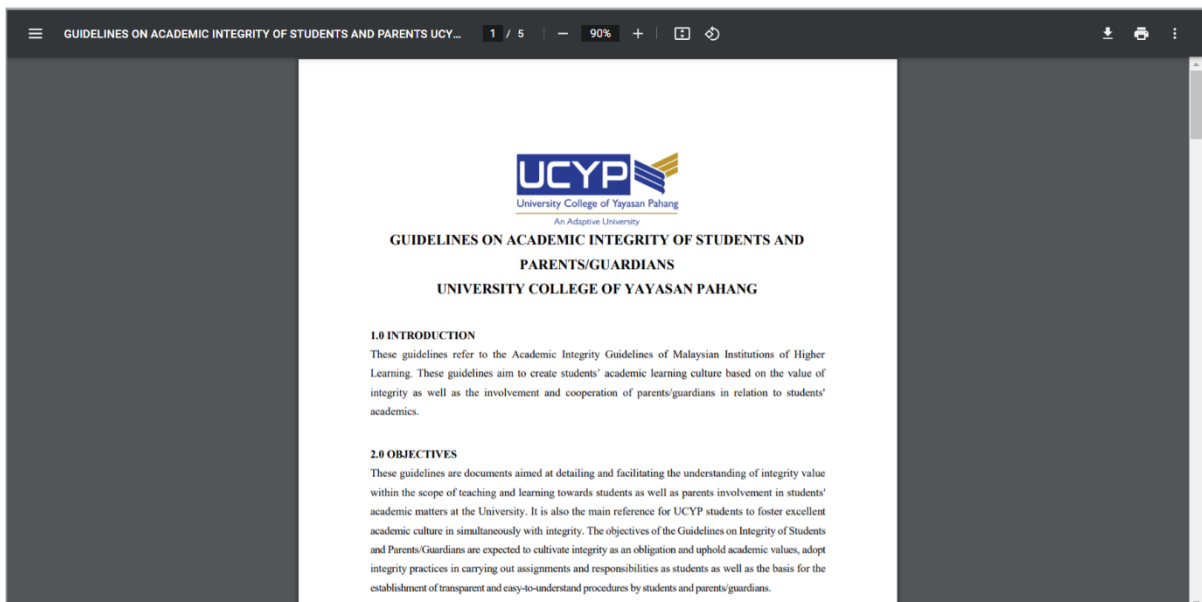


Figure 4.1

ACKNOWLEDGEMENT OF ACCEPTANCE PENGAKUAN PENERIMAAN

1

I hereby acknowledge that I have read and understood:
Saya dengan ini mengakui telah membaca dan memahami:

i) **The University College of Yayasan Pahang (UCYP) Privacy Notice.**
Therefore, I hereby agree and authorize UCYP to use and process all personal data and information that I have provided to UCYP for the purpose as stated in the Privacy Notice.

Notis Privasi University College of Yayasan Pahang (UCYP).
Saya dengan ini bersetuju untuk membenarkan UCYP untuk menggunakan dan memproses segala data peribadi dan maklumat yang telah saya berikan kepada UCYP bagi tujuan seperti yang dinyatakan dalam Notis Privasi.

ii) **The Guidelines on Academic Integrity of Students and Parents/Guardian of UCYP**
I as student at the University College of Yayasan Pahang (UCYP) understand and acknowledged my accountability for university and matters included in the UCYP Guidelines on Academic Integrity of Students and Parents/Guardian of UCYP. I also understand the impact and consequences of any breach of the terms relating to integrity and regulations set out in the Academic Guidelines set by the university.

Garis Panduan Integriti Pelajar dan Ibubapa/Perjaga UCYP
Saya sebagai pelajar di UCYP memahami dan memperakui kebertanggungjawaban saya terhadap universiti dan perkara-perkara yang termasuk dalam Garis Panduan Integriti Pelajar dan Ibubapa/Perjaga UCYP.

*Student
Pelajar*

Name (Nama) ARIFAH ATIRAH BINTI HARMIZAN

NRIC. No (No.K/p) 030623140032

Student Card No DA/F/2021/11111

Date (Tarikh) 11 Nov 2021

2

I hereby acknowledge that I have read and understood:
Saya dengan ini mengakui telah membaca dan memahami:

i) **The University College of Yayasan Pahang (UCYP) Privacy Notice.**
Therefore, I hereby agree and authorize UCYP to use and process all personal data and information that I have provided to UCYP for the purpose as stated in the Privacy Notice.

Notis Privasi University College of Yayasan Pahang (UCYP).
Saya dengan ini bersetuju untuk membenarkan UCYP untuk menggunakan dan memproses segala data peribadi dan maklumat yang telah saya berikan kepada UCYP bagi tujuan seperti yang dinyatakan dalam Notis Privasi.

ii) **The Guidelines on Academic Integrity of Students and Parents/Guardian of UCYP**
I as parents/guardian to this student, understand and acknowledged my accountability and role in the college and matters included in the UCYP Guidelines on Academic Integrity of Students and Parents/Guardian of UCYP. I also understand the impact and consequences of any breach of the terms relating to integrity and regulations set out in the Academic Guidelines set by the university.

Garis Panduan Integriti Pelajar dan Ibubapa/Perjaga UCYP
Saya selaku ibubapa/perjaga kepada pelajar ini, memahami dan memperakui kebertanggungjawaban dan peranan saya terhadap universiti dan perkara-perkara yang termasuk dalam Garis Panduan Integriti Pelajar dan Ibubapa/Perjaga UCYP. Saya juga memahami kesan dan akibat atas sebarang pelanggaran terma-terma berkaitan integriti dan peraturan yang telah termaktub dalam Garis Panduan Akademik yang telah ditetapkan oleh universiti.

*Parent / Guardian / Representative to Student
Ibu/Bapa/Perjaga / Wakil Diri kepada Pelajar*

Name (Nama) HARMIZAN BIN HASAN

NRIC. No (No.K/p) 741019065567

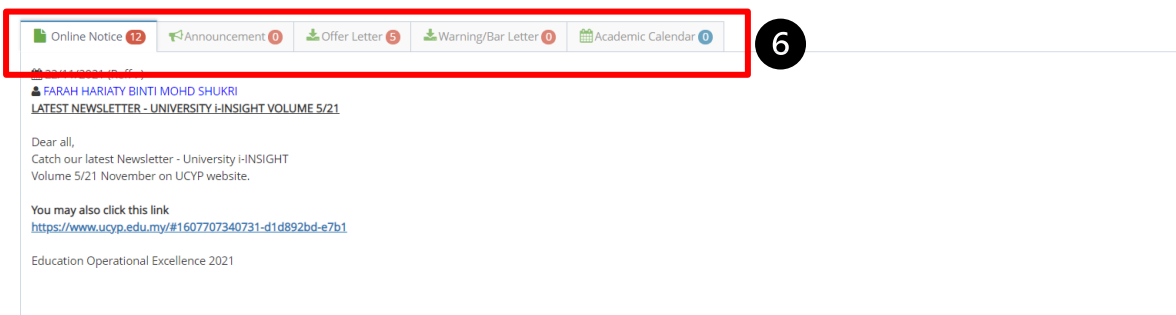
3

Figure 4.2

STEP 2: After you have read all the guidelines and conditions please scroll down and 'Tick' in the box that has been prepared for your agreement.

STEP 3: Press 'Submit' button to enter the student portal home page.

b) INTRODUCTION TO THE STUDENT PORTAL



	FUNCTION	DESCRIPTION
1	Menu	Each student can access his or her own profile, registration and so on.
2	Account User	Students can view personal profiles and log out from student portals.
3	Setting	Allow students to set theme of student portal.
4	Privacy Notice	Notification that is important for you.
5	Information	Latest information that all students should know.
6	Dashboard	Each student can view every notice, announcement, offer letter and warning letter.

MODULE 5: POLICY HANDBOOK

VERSION 3.0, FEBRUARY 2023

Policy Handbook is every UCYP guideline, student manual and policy (Kolej Universiti Yayasan Pahang). Students can download file manuals to deepen and follow the guidelines and manuals provided by UCYP.

STEP 1: out the menu section and Click 'Policy Handbook'. Refer to Figure 5.0 below.

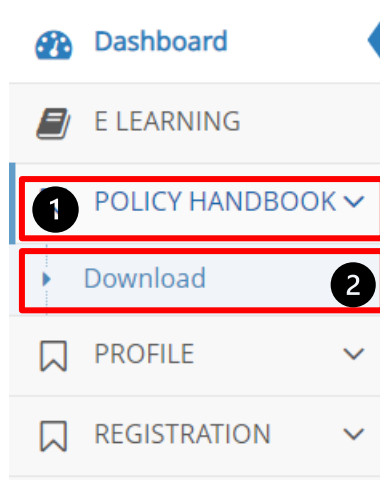


Figure 5.0

STEP 2: Klik 'Download', rujuk Figure 5.0 diatas.

STEP 3: The files below are important for your reference as a student at UCYP. Refer to Figure 5.1 below.

FILE NAME	NOTE	
UCYP ACADEMIC RULES AND REGULATION - 2ND EDITION JUNE 2021	HANDBOOK	Download
PAYMENT AND REFUND POLICY (2016)	POLICY	Download
EXAMINATION RULES FOR STUDENT	HANDBOOK	Download
INDUSTRIAL TRAINING STUDENT MANUAL	MANUAL	Download
STRUKTUR YURAN PROGRAM	GUIDELINE	Download
PAYMENT INFO & GUIDELINE	GUIDELINE	Download
ASSIGNMENT COVER GUIDE	GUIDELINE	Download
EXAMINATION PROCESS	MANUAL	Download
NOTIS PRIVASI PELAJAR UCYP 15052020	POLICY	Download

Figure 5.1

STEP 4: You can download the file above by pressing 'Download' button. Refer to Figure 5.1 above.

MODULE 6: PROFILE

VERSION 3.0, FEBRUARY 2023

Students are allowed to view their personal records such as biodata, program information, heirs, changing passwords, changing personal records etc. in UCYP Student Portal.

1. BIODATA

STEP 1: Look at the menu section, click 'Profile', refer to Figure 6.0 below.

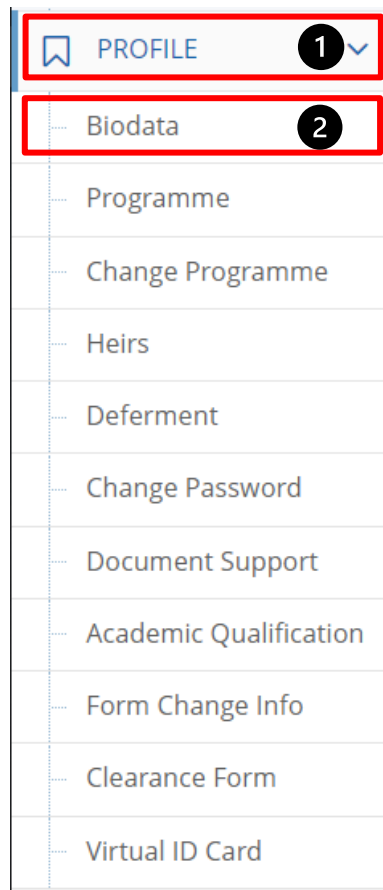
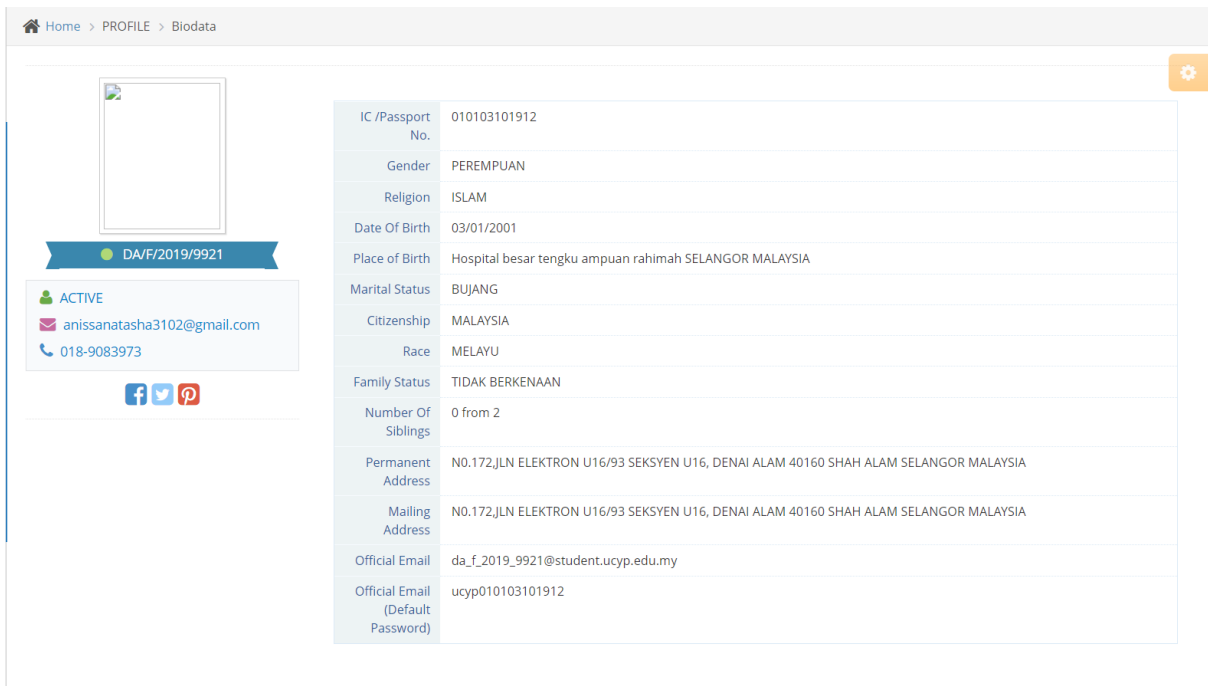


Figure 6.0

STEP 2: Click 'Biodata' to view your profile, refer to Figure 6.0 above.

STEP 3: The system will display your student information. Refer to Figure 6.1 to understand it better.

Home > PROFILE > Biodata



IC /Passport No.	010103101912
Gender	PEREMPUAN
Religion	ISLAM
Date Of Birth	03/01/2001
Place of Birth	Hospital besar tengku ampuan rahimah SELANGOR MALAYSIA
Marital Status	BUJANG
Citizenship	MALAYSIA
Race	MELAYU
Family Status	TIDAK BERKENAAN
Number Of Siblings	0 from 2
Permanent Address	N0.172,JLN ELEKTRON U16/93 SEKSYEN U16, DENAI ALAM 40160 SHAH ALAM SELANGOR MALAYSIA
Mailing Address	N0.172,JLN ELEKTRON U16/93 SEKSYEN U16, DENAI ALAM 40160 SHAH ALAM SELANGOR MALAYSIA
Official Email	da_f_2019_9921@student.ucyp.edu.my
Official Email (Default Password)	ucyp010103101912

Figure 6.1

2. CHANGE PROGRAMME

STEP 1: See the menu section, click 'Profile', refer to Figure 6.2 below.

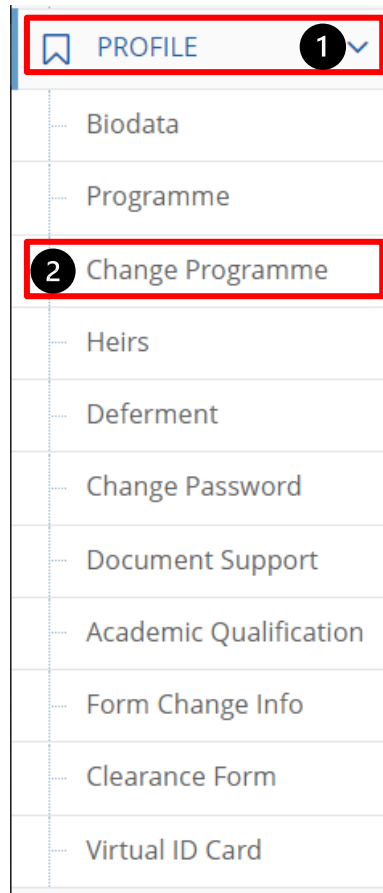


Figure 6.2

STEP 2: Click 'Change Programme' to change your program, refer to Figure 6.2 above.

STEP 3: Click 'Apply' button see Figure 6.3 for more.

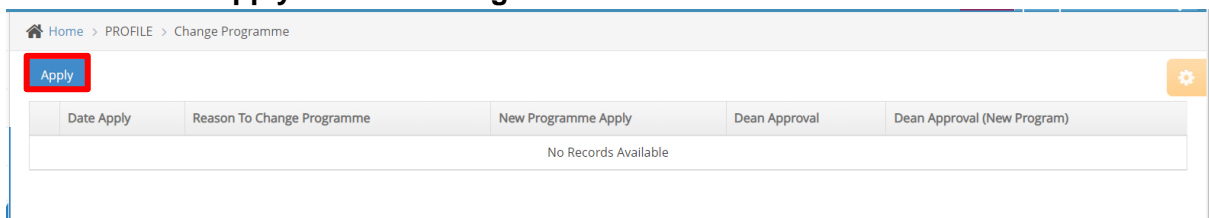


Figure 6.3

STEP 4: Select a new program of your choice in 'New Programme' and indicate why you want to change it. Refer to Figure 6.4.

Change Programme

1

Dean: NUR FARIDATUL JAMALIA BT RADZALI

New Programme: [Dropdown Menu]

Reason to Change Programme: [Text Area]

2 Apply

Close

Figure 6.4

STEP 5: Click the 'Apply' button, see Figure 6.4 above.

STEP 6: Your application will be updated here from time to time. Refer to Figure 6.5.

Date Apply	Reason To Change Programme	New Programme Apply	Dean Approval	Dean Approval (New Program)
No Records Available				

Figure 6.5

NOTE: Application for change programme is only allowed for the first semester students. Semester two and above are strictly not allowed. For your information, second semester students and above won't have apply buttons like Figure 6.3 above. Please refer to Figure 6.6 below to be clear.

Home > PROFILE > Change Programme

Date Apply	Reason To Change Programme	New Programme Apply	Dean Approval	Dean Approval (New Program)
No Records Available				

Figure 6.6

3. PROGRAMME

STEP 1: See the menu section, click 'Profile', refer to Figure 6.7 below.

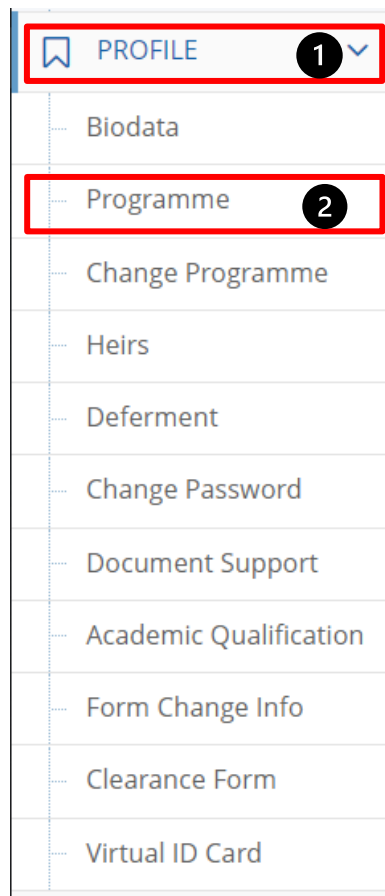



Figure 6.7

STEP 2: Click 'Programme' to view your programme, refer to Figure 6.7 above.

STEP 3: The system will display your current programme. Refer to Figure 6.8 below to be clear.

Home > PROFILE > Programme



010103101912

ACTIVE

anissanatasha3102@gmail.com

018-9083973

[f](#) [t](#) [p](#)

Faculty	INTERNATIONAL INSTITUTE FOR ISLAMIC CIVILIZATION (IIIC)
Programme	DIPLOMA IN ISLAMIC FINANCE
Matrix Number	DA/F/2019/9921
Scheme	SEPENUH MASA
Campus	CAMPUS TAMAN GELORA
Registration Date	25-11-2019
Year of Graduation	2022
Current Sem	6
Current Session	SESSION II 2021/2022

Figure 6.8

4. HEIRS

STEP 1: See the menu section, click 'Profile', refer to Figure 6.9 below.

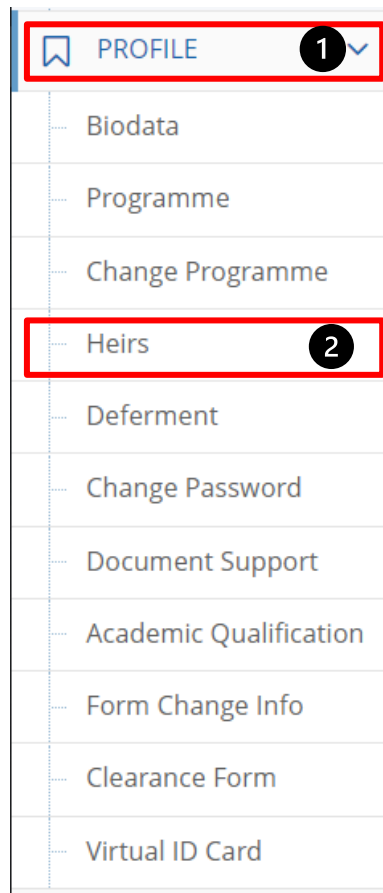


Figure 6.9

STEP 2: 'Heirs' to view registered heirs, see Figure 6.9 above.

STEP 3: The system will display the information of the beneficiaries that you have previously registered. Refer to Figure 6.10 below.

Home > PROFILE > Heirs						
ADD NEW						
	Name	IC/Pasport No	Occupation	Salary	Religion / Race	Place/State Of Birth
EDIT	Hisyamuddin bin ahmad (BAPA)	760827065219	Bekerja sendiri 0182022855	RM 1500.00	ISLAM /MELAYU	Jerantut
EDIT	Rosma binti abdul ghani (IBU)	760914065700	Bekerja sendiri 28600 Karak 0163937236	RM 600.00	ISLAM /MELAYU	Kampung lengkong
EDIT	Rozitah binti abdul ghani (SAUDARA TERDEKAT)	781001065020	Bekerja sendiri 28600 Karak 0129118521	RM 700.00	ISLAM /MELAYU	Kampung lengkong

Figure 6.10

NOTE: If you do not register your heirs yet, please do it to make it easier for the university to get in touch with your family members in case of unprecedented harm.

a) Add New Heirs

STEP 1: Press 'Add New' button, see Figure 6.10 above.

STEP 2: Fill in all the information the system requires, refer to Figure 6.11 below.

SAUDARA TERDEKAT ×

1	NAME	<input type="text"/>	RELATIVE	<input type="text" value="v"/>
	IC NUMBER	<input type="text"/>	RELIGION	<input type="text" value="v"/>
			RACE	<input type="text" value="v"/>
	OCCUPATION	<input type="text"/>	CITIZEN	<input type="text" value="v"/>
	SALARY (RM)	<input type="text"/>	OCCUPATION SECTOR	Pilih Satu <input type="text" value="v"/>
	ADDRESS	<input type="text"/>	CITIZENSHIP	Pilih Satu <input type="text" value="v"/>
		<input type="text"/>	DATE OF BIRTHDAY	dd/mr <input type="text" value="v"/>
	POSTCODE	<input type="text"/>	PLACE OF BIRTH	<input type="text"/>
	TOWN	<input type="text"/>	STATE OF BIRTH	Pilih Satu <input type="text" value="v"/>
	STATE	Pilih Satu <input type="text" value="v"/>	DATE OF DEATH	dd/mr <input type="text" value="v"/>
	COUNTRY	MALAYSIA <input type="text" value="v"/>	DATE OF RETIREMENT	dd/mr <input type="text" value="v"/>
	CONTACT NUMBER	<input type="text"/>	FAXS NUMBER	<input type="text"/>

SAVE **2**

Close

Figure 6.11

STEP 3: Click 'Save' button to save the new heirs' information. Refer to Figure 6.11 above.

b) Update Heirs

STEP 1: Press the 'Edit' button, see Figure 6.10 above.

STEP 2: Edit information that needs to be updated with the latest information. Refer to Figure 6.12 below.

BAPA ✕

1

NAME	Hisyamuddin bin ahmad	RELATIVE	BAPA
IC NUMBER	760827065219	RELIGION	ISLAM
		RACE	MELAYU
OCCUPATION	Bekerja sendiri	CITIZEN	MALAYSIA
SALARY (RM)	1500.00	OCCUPATION SECTOR	USAHAWAN - PENIAGA KECIL/ PERUNCIT
ADDRESS		CITIZENSHIP	WARGANEGARA
		DATE OF BIRTHDAY 1976-08-28	28/08/19
POSTCODE		PLACE OF BIRTH	Jerantut
TOWN		STATE OF BIRTH	PAHANG
STATE	Pilih Satu	DATE OF DEATH	dd/mm/y
COUNTRY	MALAYSIA	DATE OF RETIREMENT	dd/mm/y
CONTACT NUMBER	0182022855	FAXS NUMBER	

2

SAVE CHANGES
REMOVE

Close

Figure 6.12

STEP 3: Press 'Save Changes' button to update new information. Press 'Remove' button to delete your inherited data. Refer to Figure 6.12 above.

5. DEFERMENT

STEP 1: See the menu section, click 'Profile', refer to Figure 6.13 below.

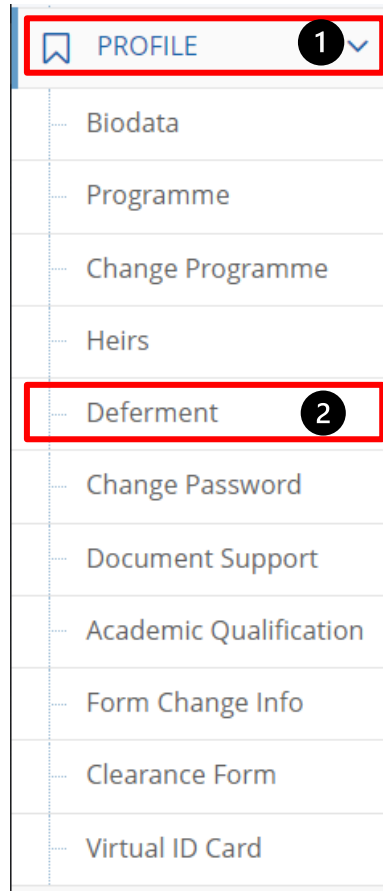


Figure 6.13

STEP 2: Click 'Deferment' to make a study deferment, refer to Figure 6.13 above.

STEP 3: Click the 'Apply' button to apply, see Figure 6.14.

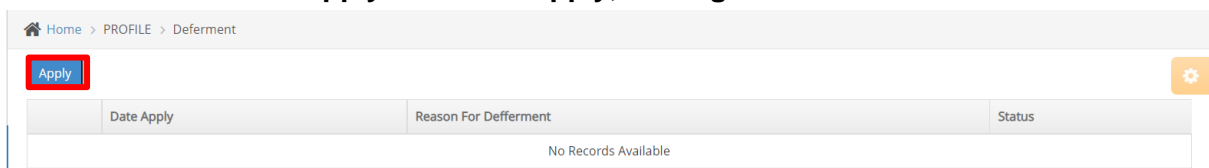
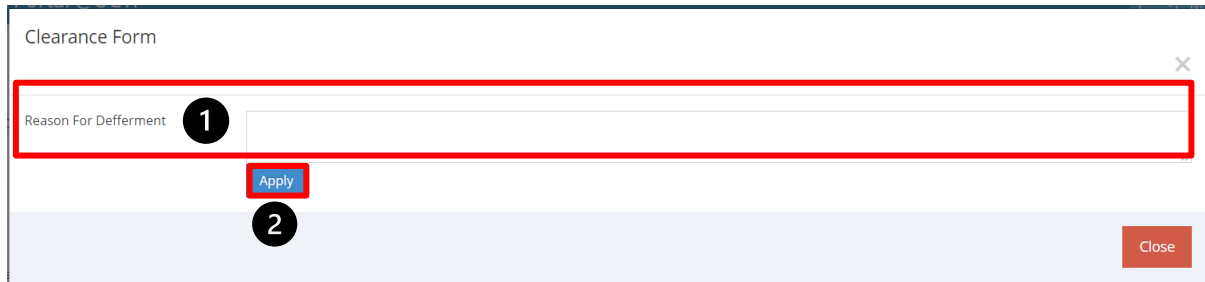


Figure 6.14

STEP 4: State the reasons to support delaying your learning at UCYP. Refer to Figure 6.15.



Clearance Form

Reason For Defferment 1

Apply 2

Close

Figure 6.15

STEP 5: Press 'Apply' button, refer to Figure 6.15 and you have finished applying.

STEP 6: Your approval application will be updated from time to time. If your status changes, you managed to get a reprieve. Refer to Figure 6.16 to be clearer.

Date Apply	Reason For Defferment	Status
No Records Available		

Figure 6.16

6. CHANGE PASSWORD

STEP 1: Look at the menu section, click 'Profile', see Figure 6.17 below.

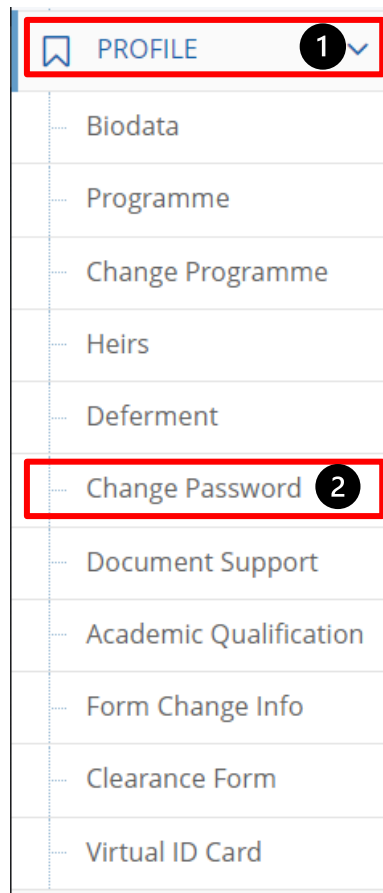


Figure 6.17

STEP 2: Click 'Change Password' to build a new password, see Figure 6.17 above.

STEP 3: Build a new password and place it in the 'New Password' box and copy it in the 'Confirm Password' also. Refer to Figure 6.18 below.

Home > PROFILE > Change Password

Username 1

010103101912

New Password

New Password

Confirm Password

Confirm Password

Save Changes 2

Figure 6.18

STEP 4: Click 'Save Changes' button and you have successfully changed your old password to a new one. Refer to Figure 6.18 above.

7. DOCUMENT SUPPORT

STEP 1: Look at the menu section, click 'Profile', refer to Figure 6.19 below.

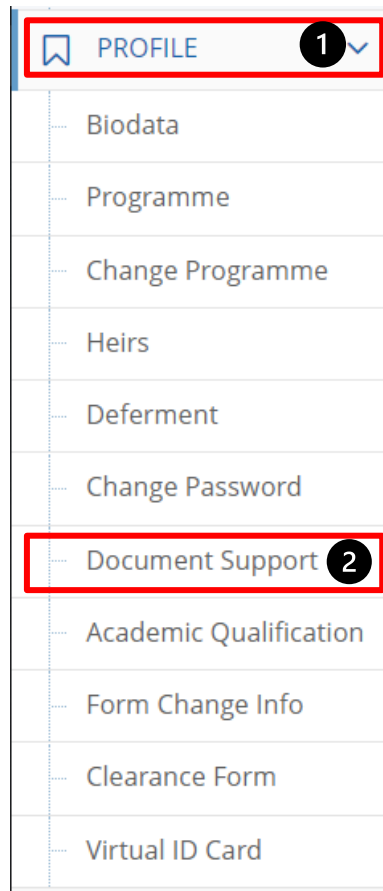


Figure 6.19

STEP 2: Click 'Document Support' to view your supporting documents, see Figure 6.19 above.

STEP 3: System will display a list of supporting documents that you have uploaded before. Refer to Figure 6.20.

	Type of Document	Document
REMOVE	K/P PELAJAR	DOWNLOAD
REMOVE	KAD PENGENALAN IBU BAPA	DOWNLOAD
REMOVE	LAIN-LAIN	DOWNLOAD
REMOVE	Pay Slip - Mother	DOWNLOAD
REMOVE	Picture - Passport size	DOWNLOAD
REMOVE	S. BERHENTI SEKOLAH	DOWNLOAD
REMOVE	SIJIL LAHIR	DOWNLOAD
REMOVE	SIJIL SPM	DOWNLOAD
REMOVE	SURAT TAWARAN	DOWNLOAD
REMOVE	KAD PENGENALAN PELAJAR PRIHATIN	DOWNLOAD
REMOVE	SALINAN BUKU BANK PRIHATIN	DOWNLOAD

Figure 6.20

NOTE: You can add new supporting documents, upload document files, and remove supporting document files that are no longer relevant.

a) Upload Supporting Documents (Format Photo)

STEP 1: Press 'Add New (Images Format - .png, .jpg, .jpeg)' button, refer to Figure 6.20.

STEP 2: Select the relevant document type, refer to Figure 6.21 below.

ADD NEW (IMAGES FORMAT - .png, .jpg, .jpeg)

1

Type of Document

NEXT 2

Close

Figure 6.21

STEP 3: Upload the related picture by pressing 'Choose File' button. Refer to Figure 6.22 below.

Image Crop & Upload

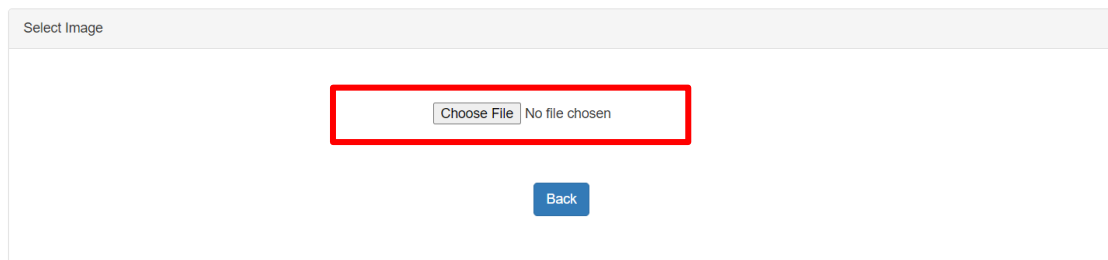


Figure 6.22

STEP 4: only important deductions. Refer to Figure 6.23 below.



Figure 6.23

STEP 5: Press 'Crop & Upload Image' button see Figure 6.23 above. Supporting documents are uploaded instantly.

b) Upload Supporting Documents (Format Documents)

STEP 1: Press ‘Add New (Documents Format - .doc, .pdf)’ button, refer to Figure 6.20.

STEP 2: Select type of document to be uploaded, then press ‘Choose File’ button to upload the document. Refer to Figure 6.24.

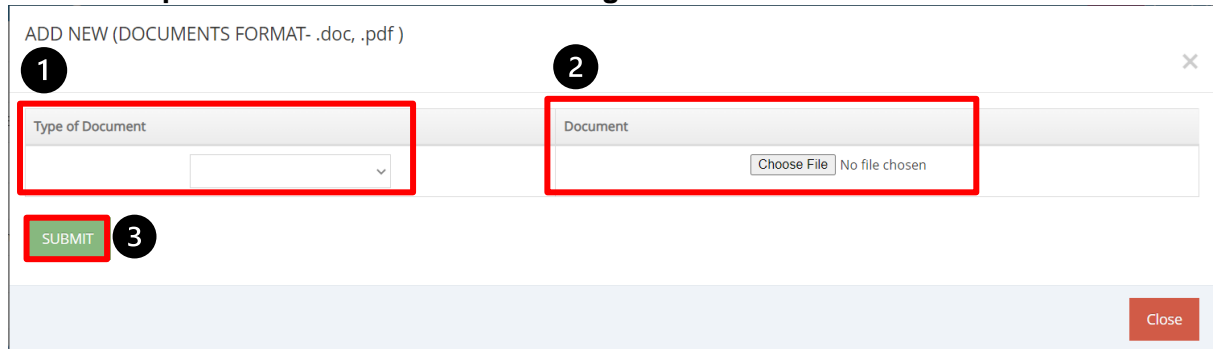


Figure 6.24

STEP 3: Press ‘Submit’ button when you have finished uploading the required documents, see Figure 6.24. Uploaded documents will be updated immediately.

c) Downloading Existing Documents

STEP 1: Press ‘Download’ button see Figure 6.25 to download your existing document.

	Type of Document	Document
	Picture - Passport size	
	K/P PELAJAR	
	SIJIL SPM	
	S. BERHENTI SEKOLAH	
	SIJIL LAHIR	

Figure 6.25

d) Removing Unrelated Documents

STEP 1: Press 'Remove' button to remove documents that are no longer needed. Please refer to Figure 6.25 above.

8. ACADEMIC QUALIFICATION

STEP 1: Go to the menu section, click 'Profile', see Figure 6.26 below.

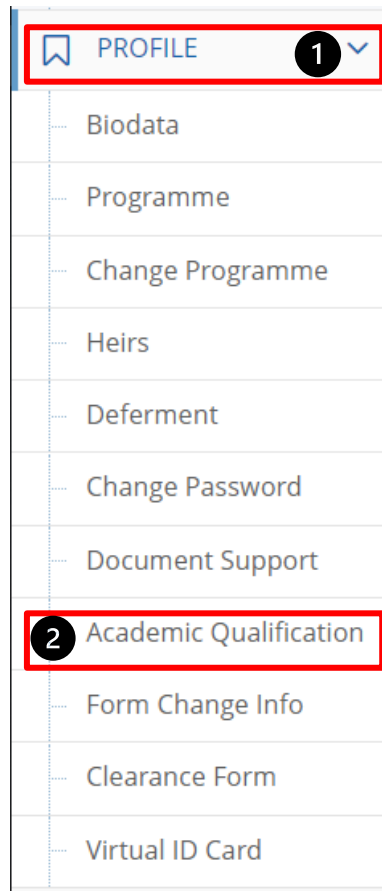


Figure 6.26

STEP 2: Click 'Academic Qualification' to view your academic qualifications, refer to Figure 6.26 above.

STEP 3: The system will display your Academic Qualifications. Refer to Figure 6.27 below.

	Qualification Level	Institutions/School	Years From	Year End	Academic Qualifications	Academic Achievements
EDIT	SPM	SMK SERI PANCHING	2019	2020	4B 2C 1D 1E	LULUS

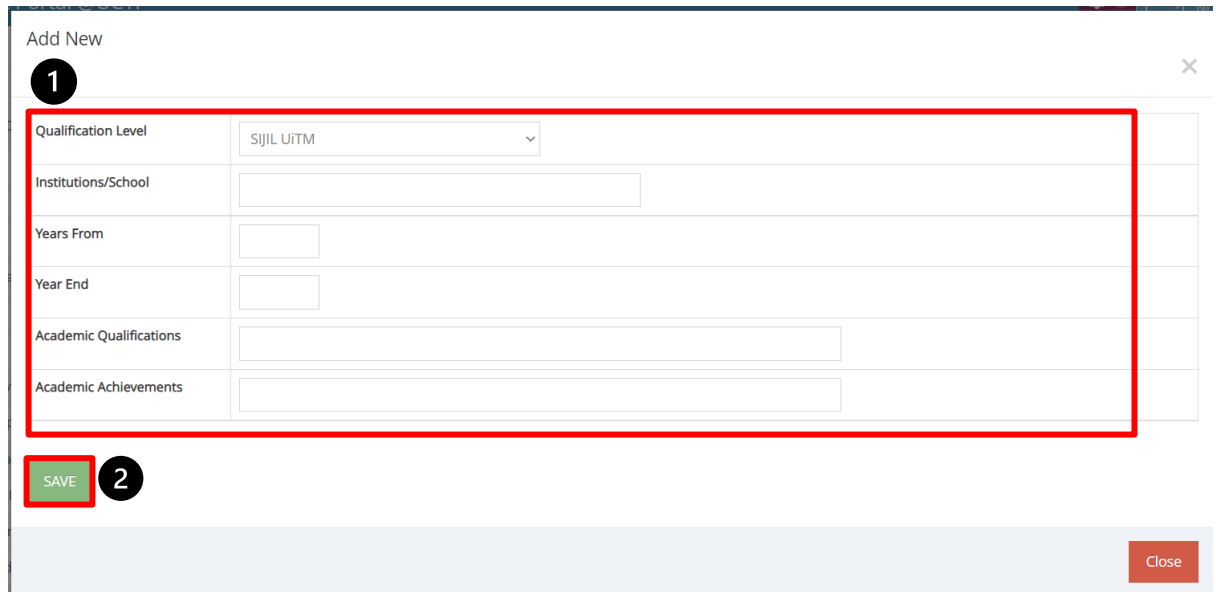
Figure 6.27

NOTE: You can add or modify your academic qualifications.

a) Add New Academic Qualification

STEP 1: Press 'Add New' button, refer to Figure 6.27 above.

STEP 2: Fill in all the important information the system wants. Refer to Figure 6.28.



The screenshot shows a web form titled "Add New" with a close button (X) in the top right corner. A large red box highlights the main form area, which contains the following fields:

Qualification Level	<input type="text" value="SIJIL UITM"/>
Institutions/School	<input type="text"/>
Years From	<input type="text"/>
Year End	<input type="text"/>
Academic Qualifications	<input type="text"/>
Academic Achievements	<input type="text"/>

Below the form, there is a "SAVE" button (highlighted with a red box and a circled '2') and a "Close" button (highlighted with a red box and a circled '1').

Figure 6.28

STEP 3: Press 'Save' button after you're done, refer to Figure 6.28 above. Your new qualification will be uploaded immediately.

b) Update Academic Qualification

STEP 1: Press 'Edit' button, see Figure 6.27 above.

STEP 2: Edit your old academic qualification information to the latest. Refer to Figure 6.29.

Update	
Qualification Level	SPM
Institutions/School	SMK SERI PANCHING
Years From	2019
Year End	2020
Academic Qualifications	4B 2C 1D 1E
Academic Achievements	LULUS

1

SAVE CHANGES REMOVE

2

Close

Figure 6.29

STEP 3: Hit 'Save Changes' button after you've finished editing your academic qualification. If you want to remove your academic qualification information, press 'Remove' button. Any information you have changed or discarded will be updated immediately. Refer to Figure 6.29.

9. CLEARANCE FORM

STEP 1: Go to menu section, click 'Profile', refer to Figure 6.30 below.

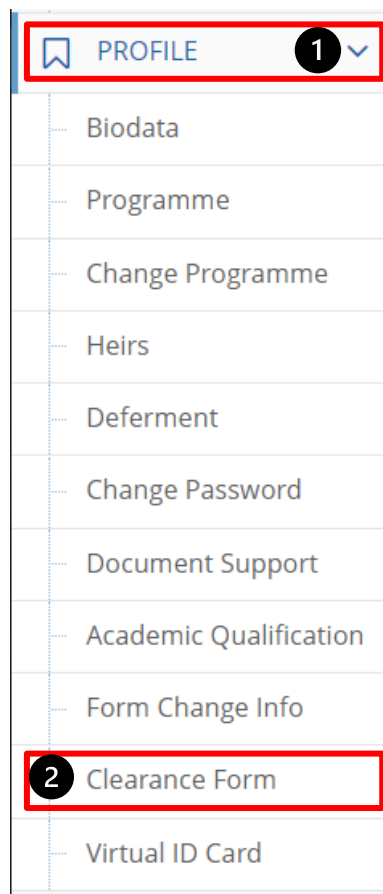


Figure 6.30

STEP 2: Click 'Clearance Info' to apply for the release form, refer to Figure 6.30 above.

STEP 3: System will show a list of record that you have been applied before. Refer to Figure 6.31 below.

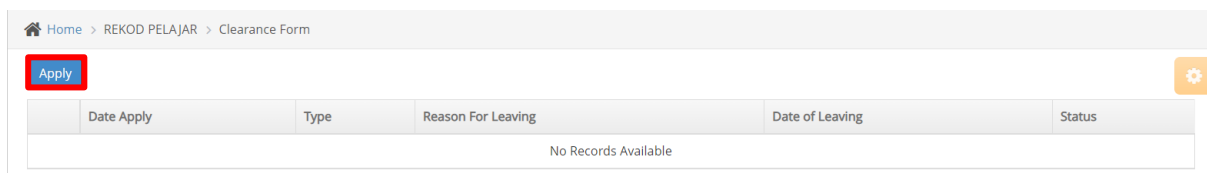


Figure 6.31

STEP 4: Hit 'Apply' button to apply release form. Refer to Figure 6.31 above.

STEP 5: Select type and indicate a solid reason for your application. Refer to Figure 6.32 below.

Clearance Form

1

Type

Reason For Leaving

Apply

2

Close

Figure 6.32

STEP 6: Hit 'Apply' button when you finish filling out the release form, refer to Figure 6.32 above. Applications will be updated immediately from time to time.

10.FORM CHANGE INFO

STEP 1: Go to menu section, click 'Profile', refer to Figure 6.33 below.

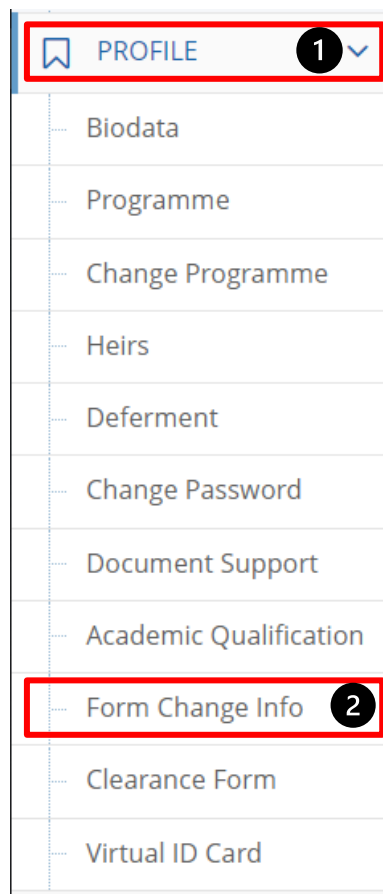


Figure 6.33

STEP 2: Click 'Form Change Info' to change your personally relevant information, refer to Figure 6.33 above.

STEP 3: Please 'Tick' relevant box to change your personal information, refer Figure 6.34 below.

Home > PROFILE > Form Change Info

CHANGE OF PERSONAL INFORMATION FORM

1 USE TICK FROM THE FOLLOWING:

<input type="checkbox"/>	CORRECTION / CHANGE OF NAME
<input type="checkbox"/>	CORRECTION / CHANGE OF ADDRESS
<input type="checkbox"/>	CORRECTION OF IC NO.
<input type="checkbox"/>	TELEPHONE NO.
<input type="checkbox"/>	EMAIL

SUBMIT **2**

Figure 6.34

STEP 4: Press 'Submit' button, refer to Figure 6.34 above and the system will give you permission to exchange your information.

STEP 5: Fix the mistakes and hit 'Save Changes' button when you're done. Your information will be fixed immediately. Refer Figure 6.35

Note
1 I hereby give my full consent to KYP to be doing reference and using all information and data that given for official purpose when necessary. I agree to obey the rules and regulations stipulated by UCYP.

STUDENT NAME	NUR ANISSA NATASHA BINTI HISYAMUDDIN
IC. NO	010103101912
EMAIL	anissanatasha3102@gmail.com
ADDRESS	NO.172,JLN ELEKTRON U16/93 SEKSYEN U16, DENAI ALAM
POSTCODE	40160
CITY	SHAH ALAM
STATE	SELANGOR
CONTACT NUMBER (H/P)	018-9083973
CONTACT NUMBER (HOUSE)	018-9083973

SAVE CHANGES **2**

Figure 6.34

11.VIRTUAL ID CARD

STEP 1: Go to menu section, click 'Profile', refer to Figure 6.36 below.

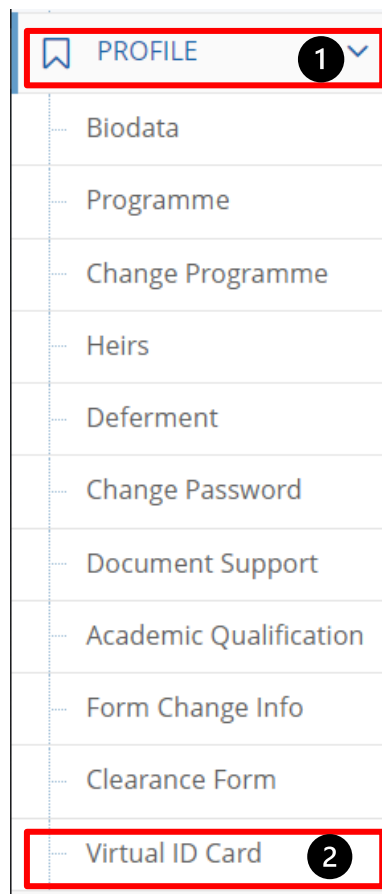


Figure 6.36

STEP 2: Press 'Virtual ID Card' to view your virtual ID card, see Figure 6.36 above.

STEP 3: System will display your virtual ID Card. Refer to Figure 6.37.

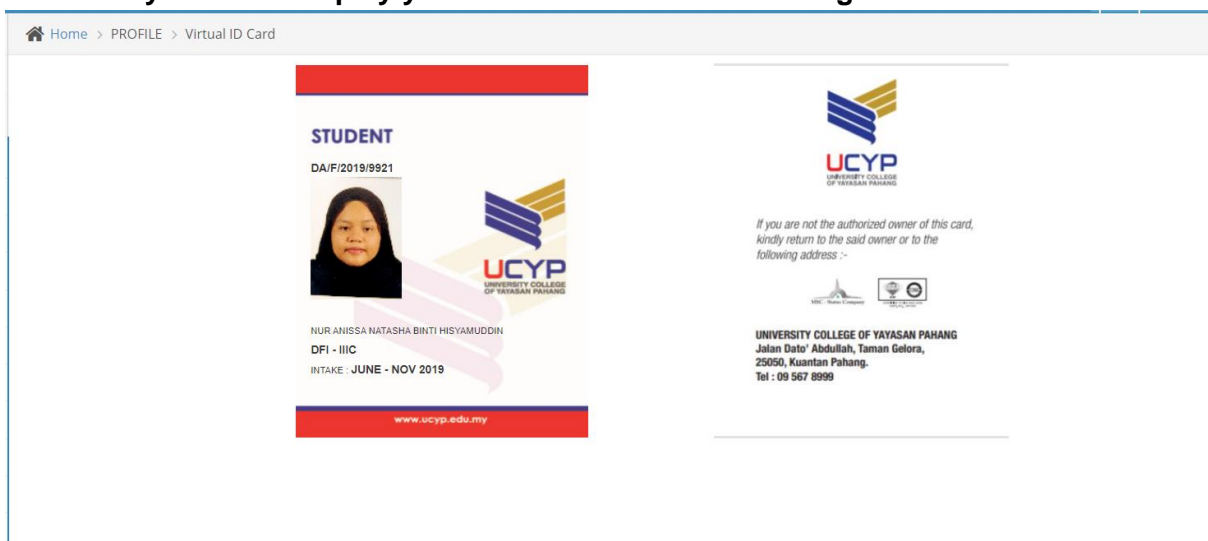


Figure 6.37

MODULE 7: REGISTRATION

VERSION 3.0, FEBRUARY 2023

1. FORM

STEP 1: Go to menu section and Click 'Registration'. Refer to Figure 7.0 below.

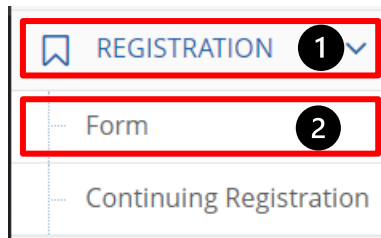


Figure 7.0

STEP 2: Click 'Form' to view the record of the registration form, refer to Figure 7.0 above.

STEP 3: The system will display form for your registration. Refer to Figure 7.1 below.

 A screenshot of a web application showing a table of registration records. The table has columns: 'REGISTRATION FORM TYPE', 'SEMESTER', 'SESSION', and 'DATE REGISTER'. The first row contains: 'STUDENT REGISTRATION FOR NEW SEMESTER', '1', 'SESSION I 2021/2022', and '20 May 2021'. A blue 'PRINT' button is located to the right of the table, highlighted with a red box.

REGISTRATION FORM TYPE	SEMESTER	SESSION	DATE REGISTER
STUDENT REGISTRATION FOR NEW SEMESTER	1	SESSION I 2021/2022	20 May 2021

Figure 7.1

STEP 4: You can download the registration form for your reference by pressing 'Print' button. Refer to Figure 7.1 above.

2. CONTINUING REGISTRATION

STEP 1: Go to menu section and Click 'Registration'. Refer to Figure 7.2 below.

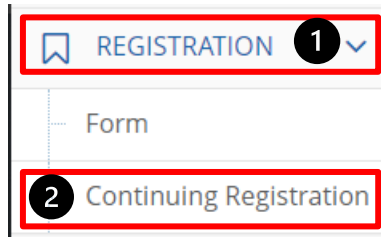


Figure 7.2

STEP 2: Click 'Continuing registration' to continue registration, refer to Figure 7.2 above.

STEP 3: System will display your registration information current semester. Refer to Figure 7.3 below.

 A screenshot of the 'Registration For Continuing' page. The page title is 'Registration For Continuing'. Below the title is a table with the following data:

Programme	DIPLOMA IN EARLY CHILDHOOD EDUCATION [DPAK]
Current Semester	1
New Semester	2
New Session	SESSION II 2021/2022(359)
Hostel Room (Booking)	
Charge For New Semester	RM 3,450.00

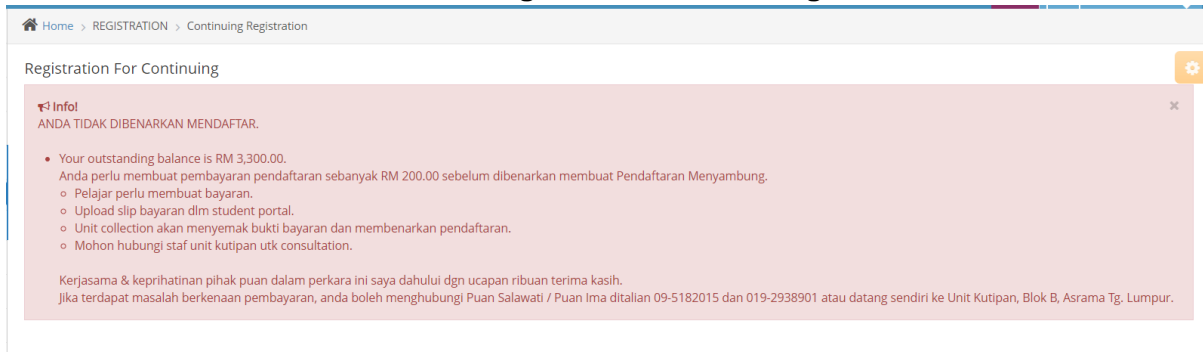
 A circled '1' is placed next to the 'Current Semester' value. Below the table is a button labeled 'SUBMIT YOUR REGISTRATION' with a circled '2' next to it.

Figure 7.3

STEP 4: Press 'Submit Your Registration' button to proceed seamlessly with your semester. Refer to Figure 7.3 above.

NOTE: You are not allowed to register if you have a debt or date to be registered is already ended.

EXAMPLE 1: You have outstanding balance, refer to Figure 7.4 below.



The screenshot shows the 'Registration For Continuing' page. At the top, there is a breadcrumb trail: Home > REGISTRATION > Continuing Registration. Below this, the page title is 'Registration For Continuing'. A red notification box with a gear icon in the top right corner contains the following text:

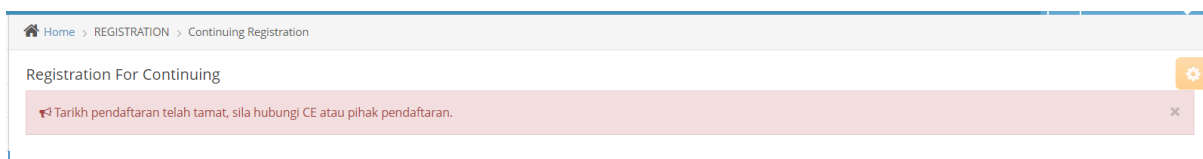
Info!
ANDA TIDAK DIBENARKAN MENDAFTAR.

- Your outstanding balance is RM 3,300.00.
Anda perlu membuat pembayaran pendaftaran sebanyak RM 200.00 sebelum dibenarkan membuat Pendaftaran Menyambung.
 - Pelajar perlu membuat bayaran.
 - Upload slip bayaran dlm student portal.
 - Unit collection akan menyemak bukti bayaran dan membenarkan pendaftaran.
 - Mohon hubungi staf unit kutipan utk consultation.

Kerjasama & keprihatinan pihak puan dalam perkara ini saya dahului dgn ucapan ribuan terima kasih.
Jika terdapat masalah berkenaan pembayaran, anda boleh menghubungi Puan Salawati / Puan Ima ditalian 09-5182015 dan 019-2938901 atau datang sendiri ke Unit Kutipan, Blok B, Asrama Tg. Lumpur.

Figure 7.4

EXAMPLE 2: Time to be registered already closed. Please contact registration department for help. Refer to Figure 7.5 above.



The screenshot shows the 'Registration For Continuing' page. At the top, there is a breadcrumb trail: Home > REGISTRATION > Continuing Registration. Below this, the page title is 'Registration For Continuing'. A red notification box with a gear icon in the top right corner contains the following text:

Info!
Tarikh pendaftaran telah tamat, sila hubungi CE atau pihak pendaftaran.

Figure 7.5

MODULE 8: FINANCE

VERSION 3.0, FEBRUARY 2023

If you have debts, you will have outstanding balance. Please refer to Figure 8.0 and 8.1 below

EXAMPLE 1: Have 'Outstanding Balance'

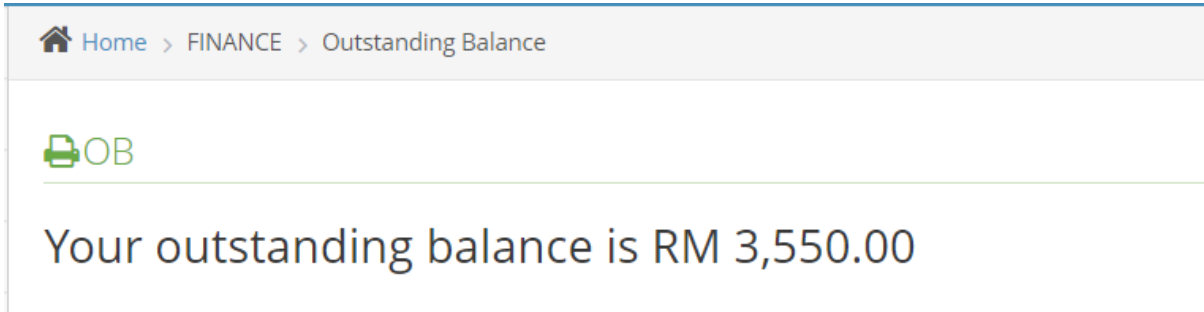


Figure 8.0

EXAMPLE 2: No 'Outstanding Balance'

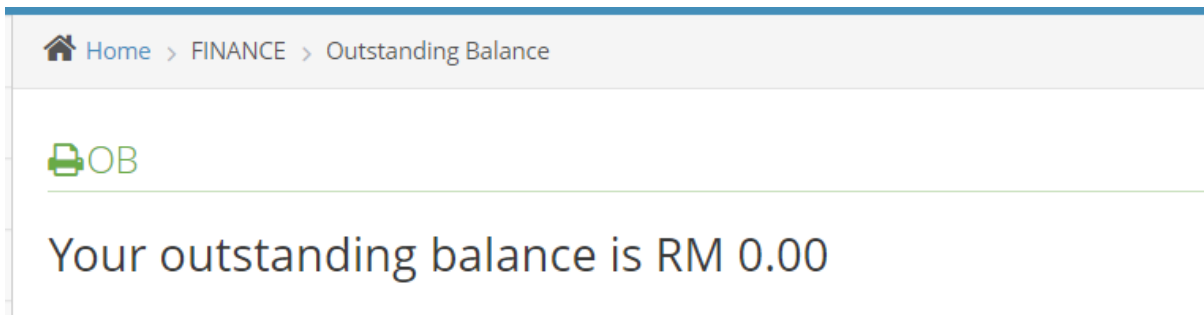


Figure 8.1

1. HOW TO FIGURE YOUR OUTSTANDING BALANCE

STEP 1: Go to menu section, click 'Finance', refer to Figure 8.2 below.

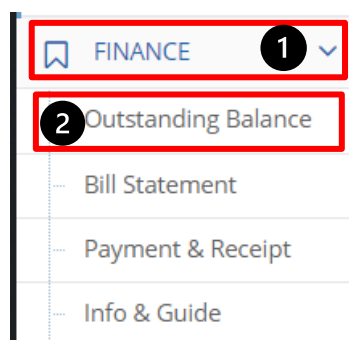


Figure 8.2

STEP 2: Click 'Outstanding Balance' to view your outstanding payments.

2. BILL STATEMENT

STEP 1: Go to menu section, click 'Finance', refer to Figure 8.3 below.

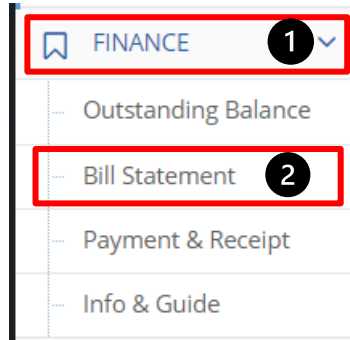


Figure 8.3

STEP 2: Click 'Bill Statement' to view your billing statement. Refer to Figure 8.3 above.

STEP 3: can view/print your billing statement by pressing button that have been provided.

- a) 'Print Bill Statement (All Semester)' button is for the entire semester statement bill. Please refer to Figure 8.4 for more understanding.
- b) 'Bill Statement (Sem ...)' button is bill statement during that semester. Please refer to Figure 8.4 for clarification

Sem	Session	
		PRINT BILL STATEMENT (All Semester)
1	JUNE - NOV 2019	BILL STATEMENT (Sem 1)
2	NOV 2019 - APR 2020	BILL STATEMENT (Sem 2)
3	JUNE - OCT 2020	BILL STATEMENT (Sem 3)
4	NOV 2020 - APR 2021	BILL STATEMENT (Sem 4)
5	SESSION I 2021/2022	BILL STATEMENT (Sem 5)
6	SESSION II 2021/2022	BILL STATEMENT (Sem 6)

Figure 8.4

3. PAYMENT AND RECEIPT

STEP 1: Go to menu section, click 'Finance', refer to Figure 8.5 below.

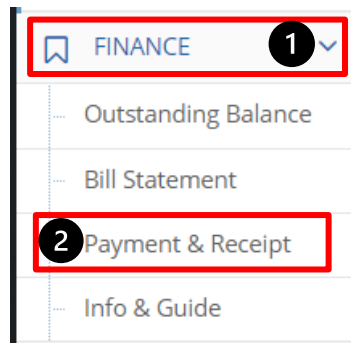


Figure 8.5

STEP 2: 'Payment & Receipt' to proof of payment of your fees. Refer to Figure 8.5 above.

a) Payment Upload Receipt

STEP 1: Click 'Payment (Upload Receipt)' button,' refer to Figure 8.6 below.

Home > FINANCE > Payment & Receipt

Payment (Upload Receipt) | Upload Transaction Status | Receipt/Resit Pembayaran | Panduan/Guideline

1 payment will be processed within 2 hours (*during office hours*) after the receipt upload process .
Please check the payment status via the transaction status link for your transaction status.

2

Total OB RM 1,470.00

Payment For

Date Bank In dd/mm/yyyy

Time Bank In

Payment Type

Bank

Reference Number

Upload Receipt Choose Files No file chosen

Amount Payment RM

**Only JPG, JPEG, PNG & GIF files are allowed. Maximum size 150 kb.

I confirm that the information given in this form is true, complete and accurate.

3 SUBMIT

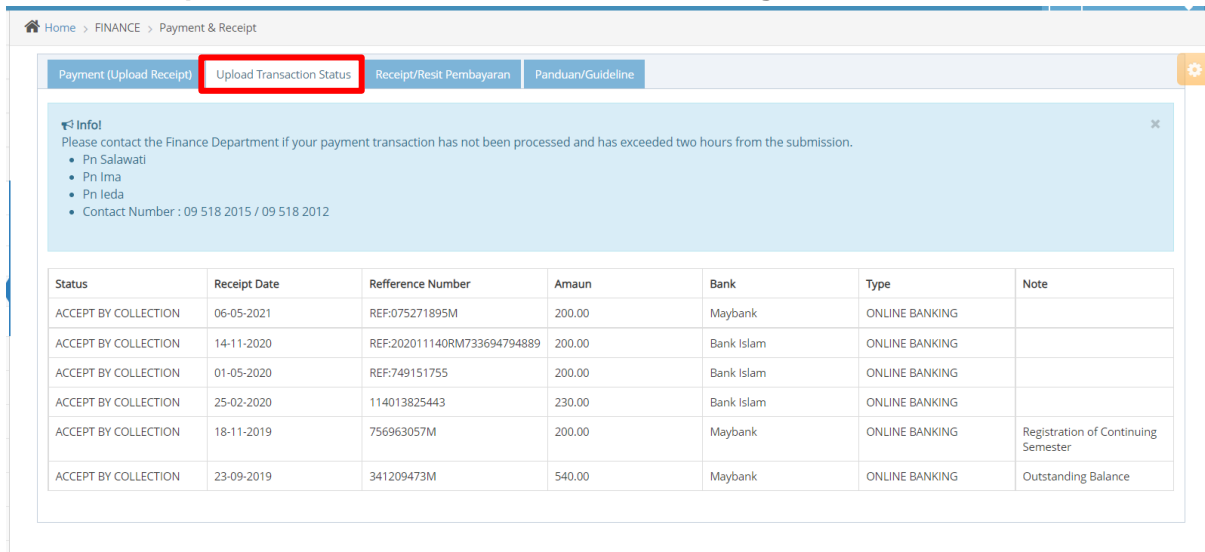
Figure 8.6

STEP 2: Fill in box above with accurate and true information, see Figure 8.6 above.

STEP 3: Click the 'Submit' button when you're done. Refer to Figure 8.6 above.

b) Upload Transaction Status

STEP 1: To find out your status payment either already accepted or declined, click 'Upload Transaction Status' button, refer Figure 8.7 below.



The screenshot shows the 'Payment & Receipt' section of the UCYP Student Portal. The 'Upload Transaction Status' button is highlighted with a red box. Below the button is an information box with the following text:

Info!
Please contact the Finance Department if your payment transaction has not been processed and has exceeded two hours from the submission.

- Pn Salawati
- Pn Ima
- Pn Ieda
- Contact Number : 09 518 2015 / 09 518 2012

Below the information box is a table with the following data:

Status	Receipt Date	Reference Number	Amaun	Bank	Type	Note
ACCEPT BY COLLECTION	06-05-2021	REF:075271895M	200.00	Maybank	ONLINE BANKING	
ACCEPT BY COLLECTION	14-11-2020	REF:202011140RM733694794889	200.00	Bank Islam	ONLINE BANKING	
ACCEPT BY COLLECTION	01-05-2020	REF:749151755	200.00	Bank Islam	ONLINE BANKING	
ACCEPT BY COLLECTION	25-02-2020	114013825443	230.00	Bank Islam	ONLINE BANKING	
ACCEPT BY COLLECTION	18-11-2019	756963057M	200.00	Maybank	ONLINE BANKING	Registration of Continuing Semester
ACCEPT BY COLLECTION	23-09-2019	341209473M	540.00	Maybank	ONLINE BANKING	Outstanding Balance

Figure 8.7

STEP 2: Look at 'Status' column whether accepted or rejected. Refer to Figure 8.7 above.

c) Payment Receipt

STEP 1: To view your payment receipts, click 'Receipt/Resit Pembayaran', refer Figure 8.8 below.

Date	Receipt Number	Amount	Record By	Record Date
07-08-2019	R2019-10085603	RM 100.00	BADRUL AMIRUL BIN FIRDAUS	13-08-2019 12:52:32
12-09-2019	R2019-10087614	RM 3090.00	JACKY NG	20-09-2019 16:23:40
23-09-2019	R2019-10087957	RM 540.00		23-09-2019 17:43:21
18-11-2019	R2019-10089445	RM 200.00		18-11-2019 12:31:15
19-11-2019	R2019-10089530	RM 200.00		19-11-2019 12:53:59
30-01-2020	R2020-10093512	RM 3090.00	MUHAMMAD HIDAYAT BIN MUDZAFAR	05-02-2020 12:11:37
26-02-2020	R2020-10094539	RM 230.00	WAN NOOR HASIMAH BINTI WAN ISMAIL	26-02-2020 10:16:52
04-05-2020	R2020-10096011	RM 200.00	WAN NOOR HASIMAH BINTI WAN ISMAIL	04-05-2020 16:48:24
25-08-2020	R2020-10098803	RM 2590.00	SITI SALBIAH BINTI AZIZI	01-09-2020 11:08:29
16-11-2020	R2020-10101112	RM 200.00	WAN NOOR HASIMAH BINTI WAN ISMAIL	16-11-2020 15:06:26
29-01-2021	R2021-10103839	RM 2520.00	YING WENG LEONG	01-02-2021 10:21:36
07-05-2021	R2021-10106353	RM 200.00	WAN NOOR HASIMAH BINTI WAN ISMAIL	07-05-2021 00:29:43
30-08-2021	R2021-10109256	RM 2590.00	NUR NABILA HUSNA BINTI HAZEMI	03-09-2021 10:08:24

Figure 8.8

STEP 2: You can download or print your payment receipt by clicking 'print icon'. Refer to Figure 8.8 above.

d) Guideline

STEP 1: Click 'Guide/Guidelines' button to know either your receipt that you have been uploaded is valid or not, refer to Figure 8.9 below.

Please be sure to upload your payment receipt in accordance with the guidelines provided below.

Figure 8.9

4. INFO AND GUIDE

STEP 1: Go to menu section, click 'Finance', refer to Figure 8.10 below.

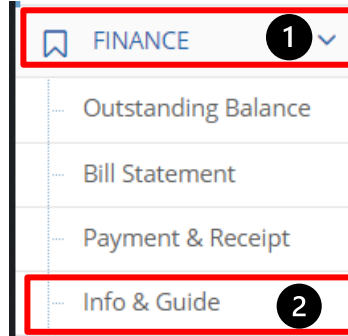


Figure 8.10

STEP 2: Click 'Info & Guide' to view your billing statement. Refer to Figure 8.10 above.

STEP 3: 'Payment Info & Guide' to learn about semester costs, payment info and step by step making payments. Click 'Fee Structure' to learn more about the costs associated with your pursuit. See Figure 8.11 For more.

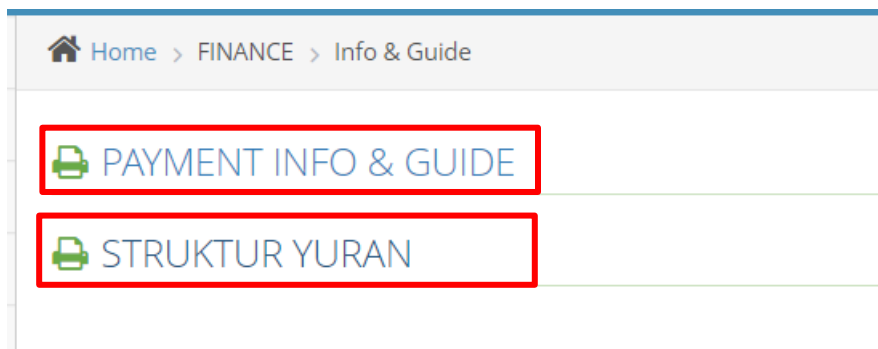


Figure 8.11

MODULE 9: SPONSORSHIP

VERSION 3.0, FEBRUARY 2023

1. APPLY SPONSORSHIP

STEP 1: Go to menu section, click 'Sponsorship', refer to Figure 9.0 below.

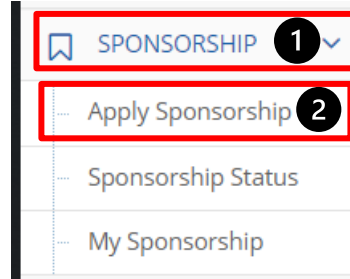


Figure 9.0

STEP 2: To apply for sponsorship, click 'Apply Sponsorship, refer to Figure 9.0 above.

STEP 3: When the application opens, we will notify you from time to time.

2. SPONSORSHIP STATUS

STEP 1: Go to menu section, click 'Sponsorship', refer to Figure 9.1 below.



Figure 9.1

STEP 2: To check your sponsorship status whether it is active or not, click 'Sponsorship Status', refer to Figure 9.1 above.

STEP 3: You can see your sponsorship status in the 'Sponsorship Status' column, refer to Figure 9.2 below.

Home > SPONSORSHIP > Sponsorship Status	
Penaja	YAYASAN PAHANG
Sesi Permohonan	
Status Penajaan	TIDAK AKTIF
Tempoh Penajaan	-
Amaun Keseluruhan Tajaan	RM 0.00
Amaun Per Sem	RM 0.00
Nota	
Kemaskini Oleh : JULIA BINTI HASSAN Tarikh Kemaskini: 31-10-2019	
Penaja	PTPTN - (H)
Sesi Permohonan	
Status Penajaan	AKTIF
Tempoh Penajaan	2019-08-01 - 2022-07-31
Amaun Keseluruhan Tajaan	RM 19286.00
Amaun Per Sem	RM 3190.00
Nota	
Kemaskini Oleh : AZMAWATI BINTI IBRAHIM @ MUHAMMAD Tarikh Kemaskini: 12-09-2019	

Figure 9.2

3. MY SPONSORSHIP

STEP 1: Go to menu section, click 'Sponsorship', refer to Figure 9.3 below.



Figure 9.3

STEP 2: To see who your sponsors, click 'My Sponsorship', refer to Figure 9.3 above.

STEP 3: You can see who your sponsors in the Sponsor Code. Refer to Figure 9.4 below.



Figure 9.4

MODULE 10: HOSTEL

VERSION 3.0, FEBRUARY 2023

1. RECORD

STEP 1: Go to menu section, click 'Hostel', refer to Figure 10.0 below.

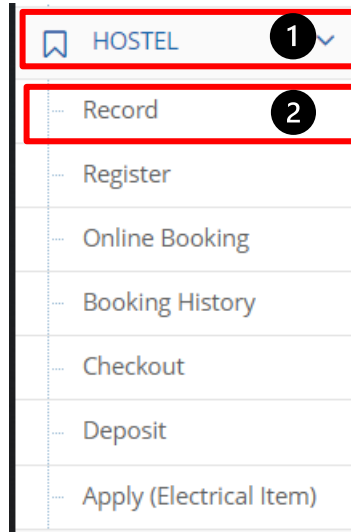


Figure 10.0

STEP 2: To view your hostel records, click 'Record', refer to Figure 10.0 above.

STEP 3: Look at the Figure 10.1 to see an example of the record that the system will display.

#	Session	Pass Number	Hostel	Room	Status	Check In Date	Check Out Date	Key Status	
1.	NOV 2019 - APR 2020		BLOK B, ASRAMA TANJUNG LUMPUR	B201/5	DAFTAR KELUAR	21-11-2019	17-03-2020	PULANG KUNCI	
2.	JUNE - NOV 2019		BLOK B, ASRAMA TANJUNG LUMPUR	B222/3	DAFTAR KELUAR	17-06-2019	16-10-2019	PULANG KUNCI	

Figure 10.1

2. REGISTER

STEP 1: Look at the menu section, click 'Hostel', refer to Figure 10.2 below.

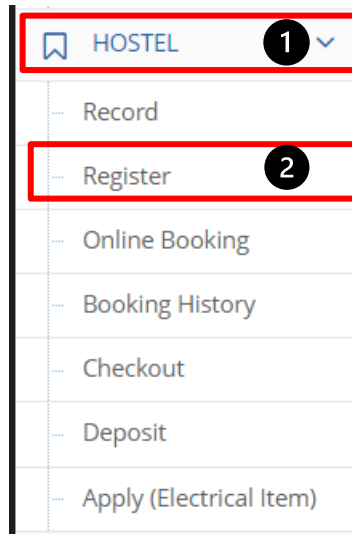


Figure 10.2

STEP 2: To register for a hostel, click 'Register', refer to Figure 10.2 above.

STEP 3: Please read the instructions given and agree to mark 'Tick' in the box provided. Refer to Figure 10.3.

Figure 10.3

STEP 4: Select 'Hostel/Room' which is a hostel or room that pleases your heart, see Figure 10.3 above.

STEP 5: Click 'Submit' button if you are done. Refer to Figure 10.3 above.

3. ONLINE BOOKING

STEP 1: Go to menu section, click 'Hostel', see Figure 10.4 below.

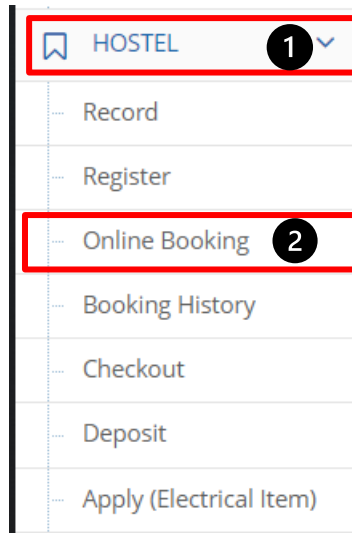


Figure 10.4

STEP 2: To make hostel reservation, click 'Online Booking', refer to Figure 10.4 above.

STEP 3: Press 'Apply Now' button to apply. Please refer to Figure 10.5.

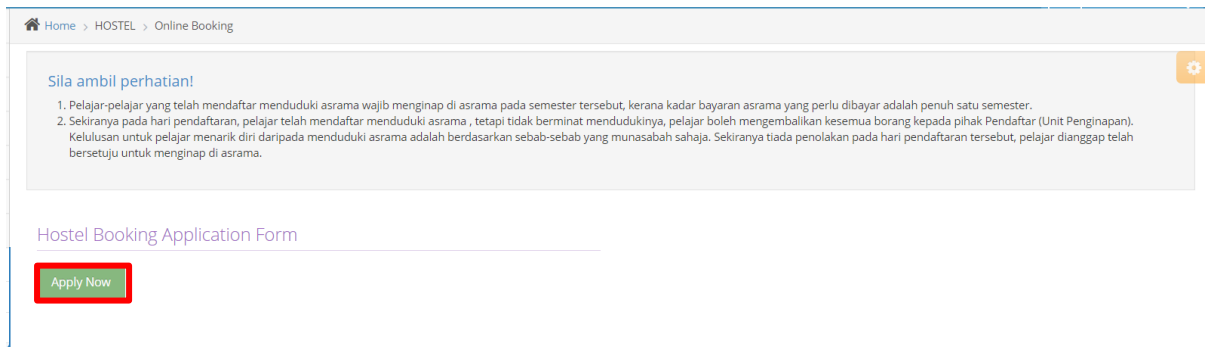


Figure 10.5

STEP 4: Specify the information below that is relevant exactly then Click 'Submit' button when you are done. Refer to Figure 10.6 below. The results of passing your booking will be notified from time to time in the Hostel Reservation History.

Hostel Booking Form

1

Session
Sesi II 2021/2022 (Nov 2021) - Prog Dip L

Hostel/Room
BLOK B, ASRAMA TANJUNG LUMPUR

Note
**Nyatakan No Bilik/Kod Bilik yang dikehendaki

2 Submit

Figure 10.6

4. BOOKING HISTORY

STEP 1: Go to menu section, click 'Hostel', see Figure 10.7 below.

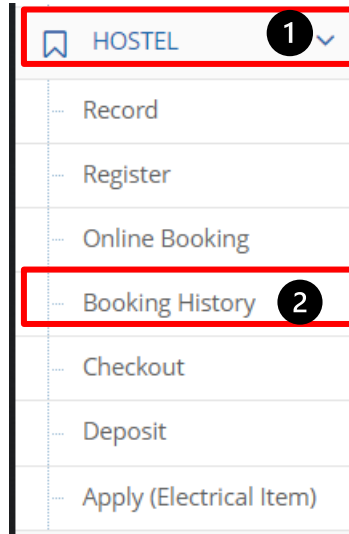


Figure 10.7

STEP 2: To view the hostel reservation history, click 'Booking History', refer to Figure 10.7 above.

STEP 3: You can view your status in the 'Status' column. You can also print the boarding form by pressing the 'Print' or 'Print (Online Registration) button. Please refer to Figure 10.8 below.

Home > HOSTEL > Booking History							
Print Form		Date Apply	Session	Hostel	Status	Hostel/Dorm/Room	
		16/09/2020	November & Disember 2020		APPROVE	B216	
		06/03/2020	Mei/Jun/Julai 2020		APPROVE	B216	
		11/08/2019	Nov/Dis/Jan 2019 -2020		APPROVE	B115	

Figure 10.8

5. CHECKOUT

STEP 1: Check out the menu section, click 'Hostel', see Figure 10.9 below.

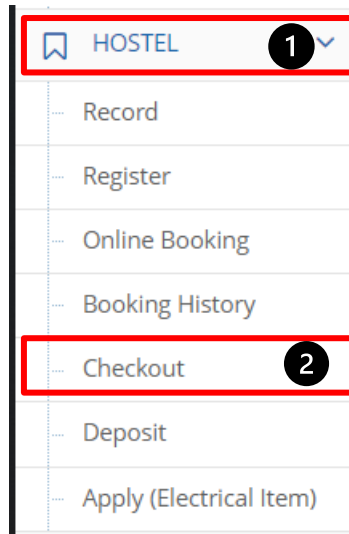


Figure 10.9

STEP 2: To checkout from hostel, click 'Checkout', refer to Figure 10.9 above.

STEP 3: can view your status in the 'Status' column. You can also print out the sign-out form by pressing the 'Print Checkout Form' button. Please refer to Figure 10.10 below.

	Session	Pass Number	Hostel	Dorm/Room	Status
	JUNE - NOV 2019		BLOK B, ASRAMA TANJUNG LUMPUR	B222/3	DAFTAR KELUAR
	NOV 2019 - APR 2020		BLOK B, ASRAMA TANJUNG LUMPUR	B201/5	DAFTAR KELUAR

Figure 10.10

6. DEPOSIT

STEP 1: Go to menu section, click 'Hostel', refer to Figure 10.11 below.

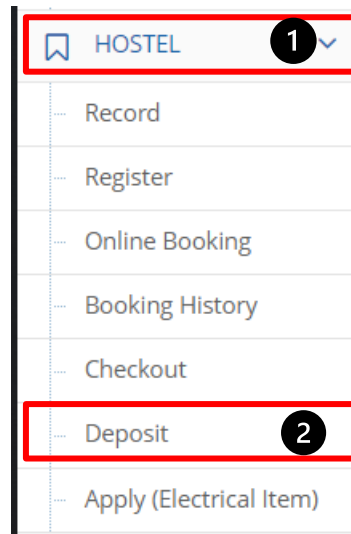


Figure 10.11

STEP 2: To view your deposit, click 'Deposit', refer to Figure 10.11 above.

STEP 3: Read the info on deposit return conditions. You can print your deposit receipt by pressing 'Print' button. Refer to Figure 10.12 below.

Home > HOSTEL > Deposit

INFO
Syarat pemulangan deposit :

1. Kunci bilik asrama hendaklah dipulangkan dalam keadaan baik iaitu mesti lengkap dengan key- chain yang telah dibekalkan kepada pelajar.
2. Kunci bilik yang dipulangkan hendaklah sama dengan kunci asal.
3. Pelajar tidak dibenarkan membuat pendua terhadap kunci bilik yang diberikan.
4. Pelajar hendaklah memulangkan kunci bersama-sama dengan borang daftar asrama (check out) yang telah diperiksa dan ditandatangani oleh penyelia asrama atau "housekeeping" dan resit bayaran boleh dicetak melalui sistem portal pelajar.
5. Pelajar mesti memastikan bilik yang ditinggalkan berada dalam keadaan kemas dan bersih dimana tidak meninggalkan sebarang sampah dan barangan peribadi.
Bilik yang dipulangkan mestilah sama dengan keadaan asal semasa diberikan kepada pelajar.
6. Pelajar tidak dibenarkan untuk meninggalkan barang peribadi di dalam bilik asrama selepas proses daftar asrama selesai.

#	Session	Hostel	Room	Status	Deposit	Status	Receipt
1.	NOV 2019 - APR 2020	BLOK B, ASRAMA TANJUNG LUMPUR	B201/5	DAFTAR KELUAR	RM 20.00	REFUND	PRINT
2.	JUNE - NOV 2019	BLOK B, ASRAMA TANJUNG LUMPUR	B222/3	DAFTAR KELUAR	RM 20.00	FORWARD	PRINT

Figure 10.12

7. APPLY (ELECTRICAL ITEM)

STEP 1: Go to menu section, click 'Hostel', see Figure 10.13 below.

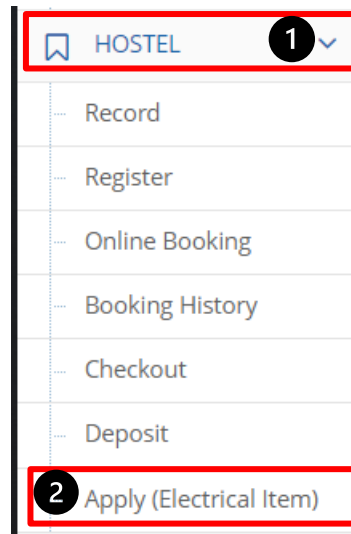


Figure 10.13

STEP 2: To apply for electrical tools, click 'Apply (Electrical Item)', refer to Figure 10.13 above.

STEP 3: You can apply by looking in the 'Application Status' column. Press 'Status' button for further status on your electrical items. Refer Figure 10.14.

Home > HOSTEL > Apply (Electrical Item)

HOSTEL MANAGEMENT UNIT

ALLOWED to bring in hostel

- HP charger – no charge (only limited 1 per student) (category A)
- Items (RM20.00 per item for one semester) (category B)
 - Laptop
 - Radio (not more than)
 - Hair Dryer
 - Table Lamp
 - Fan
 - Jug/Kettle
- Items (RM60.00 per item for one semester) (category C)
 - Printer
 - Electric Kettle - (Only one for each room)

HOSTEL MANAGEMENT UNIT

- **NOT BE ALLOWED** to bring in hostel.
- Facility Management Department will **COMPOUND** to each room that bring this items.

"Every electrical appliance registered must have a SIRIM Certificate and the Malaysian Energy Commission"
 "Setiap barangan elektrik yang didaftarkan harus mempunyai Sijil SIRIM dan Suruhanjaya Tenaga Malaysia"

#	Form	Session	Hostel	Room	Status	Application Status
1.		NOV 2019 - APR 2020	BLOK B, ASRAMA TANJUNG LUMPUR	B201/5	DAFTAR KELUAR	STATUS
2.		JUNE - NOV 2019	BLOK B, ASRAMA TANJUNG LUMPUR	B222/3	DAFTAR KELUAR	STATUS

Figure 10.14

MODULE 11:

STUDENT AFFAIRS

VERSION 3.0, FEBRUARY 2023

1. MY ACTIVITY

STEP 1: Go to menu section, click 'Student Affairs', refer to Figure 11.0 below.

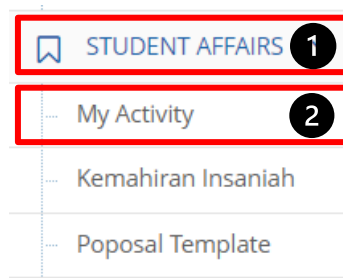
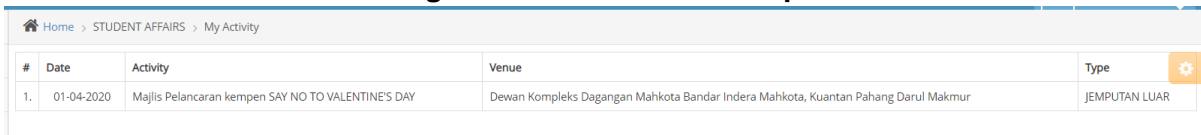


Figure 11.0

STEP 2: To view your activity, click 'My Activity', refer to Figure 11.0 above.

STEP 3: The system will display activities you have participated in during your semester. Please refer to Figure 11. 1 below for example.

A screenshot of a web application page titled 'My Activity'. The page shows a table with the following data:

#	Date	Activity	Venue	Type
1.	01-04-2020	Majlis Pelancaran kempen SAY NO TO VALENTINE'S DAY	Dewan Kompleks Dagangan Mahkota Bandar Indera Mahkota, Kuantan Pahang Darul Makmur	JEMPUTAN LUAR

Figure 11.1

2. SOFT SKILLS

STEP 1: Look at the menu section, click 'Student Affairs', refer to Figure 11.2 below.

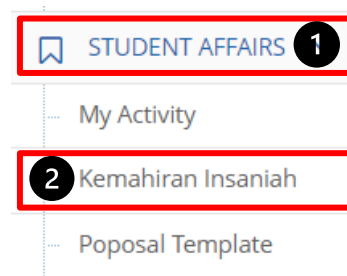
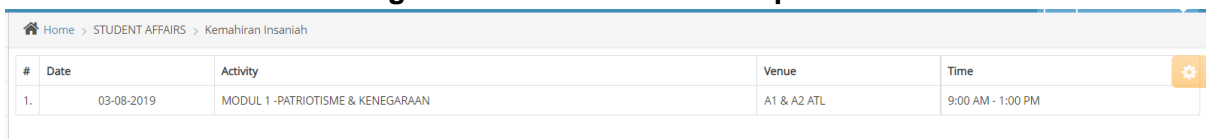


Figure 11.2

STEP 2: To view your soft skills activities, click 'Soft Skills', refer to Figure 11.2 above.

STEP 3: The system will display the activities you have visited during your semester. Please refer to Figure 11.3 below as an example.

A screenshot of a web application showing a table of activities. The breadcrumb trail is 'Home > STUDENT AFFAIRS > Kemahiran Insaniah'. The table has columns for '#', 'Date', 'Activity', 'Venue', and 'Time'. There is a settings gear icon on the right side of the table.

#	Date	Activity	Venue	Time
1.	03-08-2019	MODUL 1 -PATRIOTISME & KENEGARAAN	A1 & A2 ATL	9:00 AM - 1:00 PM

Figure 11.3

3. PROPOSAL TEMPLATE

STEP 1: Go to the menu section, click 'Student Affairs', refer to Figure 11.4 below.

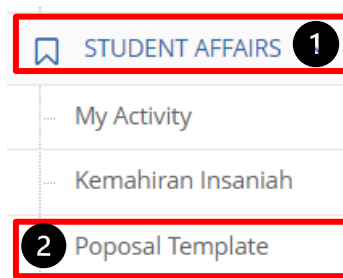


Figure 11.4

STEP 2: To see the suggestions template, click 'Proposal Template', see Figure 11.4 above.

STEP 3: The system will display suggestion templates. You can download by pressing the 'Download' button. Please refer to Figure 11.5 below as an example.

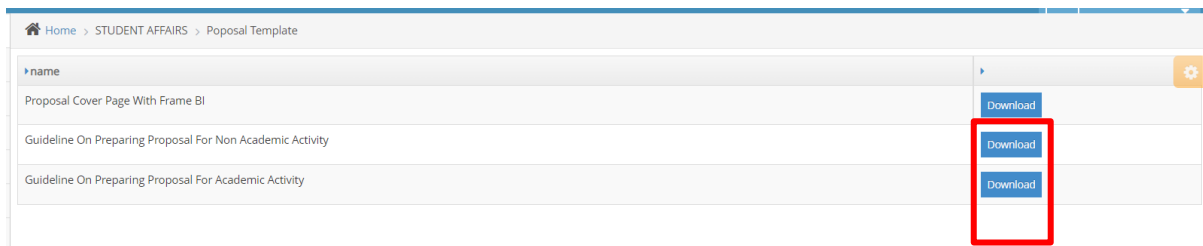


Figure 11.5

MODULE 12:

ACADEMIC

VERSION 3.0, FEBRUARY 2023

1. MY COURSES

STEP 1: Look at the menu section, click 'Academic', refer to Figure 12.0 below.

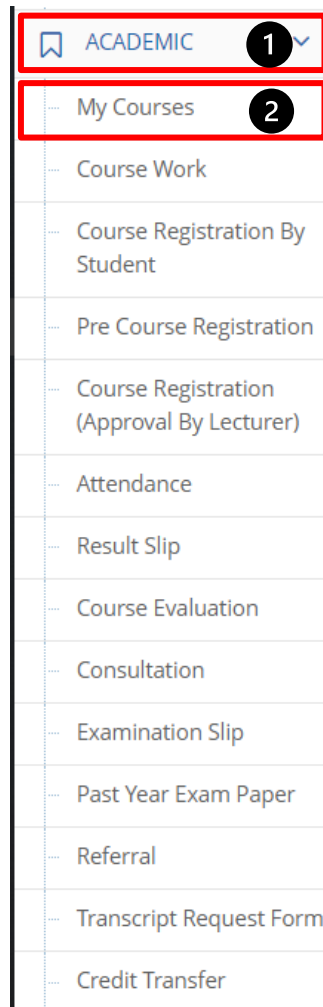


Figure 12.0

STEP 2: To view your recent or past courses, click 'My Courses', refer to Figure 12.0 above.

STEP 3: The system will display your latest and past courses. Refer to Figure 12.1.

#	Date Register	Course Code	Course	Section	Credit	Lecturer
Session JUNE - NOV 2019		Sem 1				
1.	20-06-2019	CAD 1013	INTRODUCTION TO COMPUTER AND APPLICATION	4	3.00	KHAZALI BIN IDRIS
2.	26-06-2019	USD 1013	ASAS SYARIAH	2	3.00	RAZITA BINTI ABDULLAH
3.	01-07-2019	MPU 2163	PENGAJIAN MALAYSIA 2	7	3.00	MARHANA BT HAMZAH
4.	01-07-2019	UAD 1013	BAHASA ARAB MELALUI AL-QURAN DAN HADITH	1	3.00	KAMEL AGREBI
5.	05-07-2019	BLD 1182	ENGLISH 1 - MILESTONE IN ENGLISH	15	2.00	DEDI SANJAYA
6.	02-08-2019	USD 1023	ASAS AQIDAH	1	3.00	MUIN BIN OTHMAN
Total Credit					17.00	

Figure 12.1

2. COURSE WORK

STEP 1: Go to menu section, click 'Academic', refer to Figure 12.2 below.

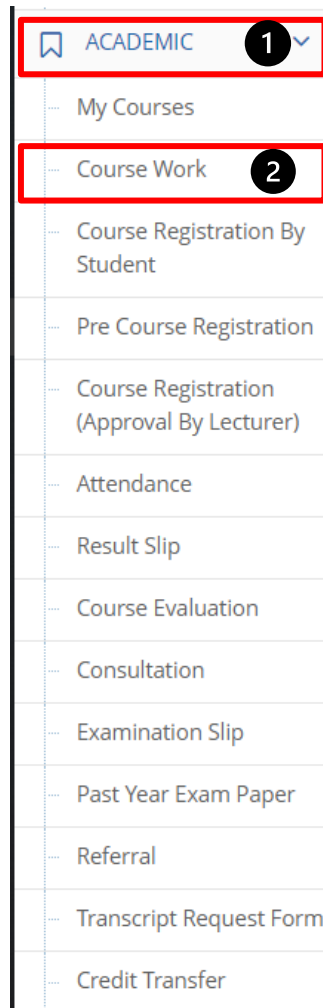


Figure 12.2

STEP 2: To view your latest session coursework, click 'Course Work', refer to Figure 12.2 above.

STEP 3: The system will display the latest coursework you need to go through during the semester. Refer to Figure 12.3 below.

Home > ACADEMIC > Course Work

Session SESSION II 2021/2022

Course Code	Section	Credit	Lecturer	Course Work %
DFI 3154 INDUSTRIAL TRAINING	1	4.00	NUR RASYIDAH BINTI KAMARU	100% FINAL EXAM

Figure 12.3

3. COURSE REGISTRATION BY STUDENT

STEP 1: Go to menu section, click 'Academic', refer to Figure 12.4 below.

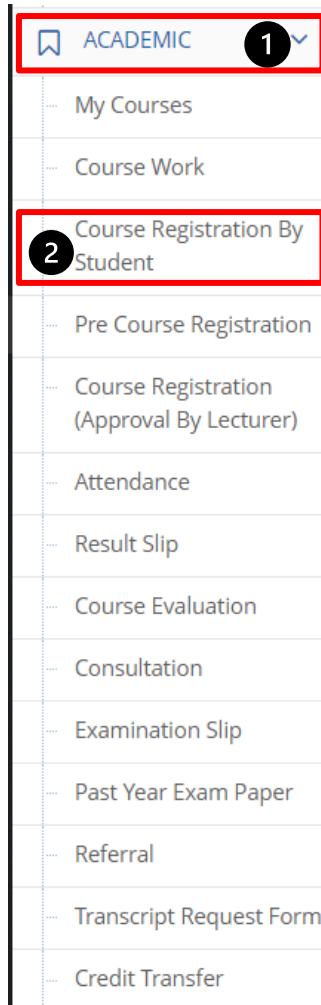


Figure 12.4

STEP 2: To view or register for a course, click 'Course Registration by Student', refer to Figure 12.4 above.

STEP 3: The system will display your latest semester records. Refer to Figure 12.5 below.

Home > ACADEMIC > Course Registration By Student

COURSE REGISTRATION SESSION II 2021/2022 - DIPLOMA

[Register Course](#)

NOTA
Maximum credits registered in a long (normal) semester is 20

Duration	08/11/2021 - 31/12/2021
Session	SESSION II 2021/2022
Note	

List of Course Register For This Session - 101

[Print Registration Form](#)

#	Register Date	Course Code	Credit Hours	Section Apply	
1.	15-11-2021	BLD 1182 ENGLISH 1 - MILESTONE IN ENGLISH	2.00	Section :1 NUR ATIRAH BINTI MOHD JALIL	
2.	15-11-2021	MPU 2163 PENGAJIAN MALAYSIA 2	3.00	Section :	Delete
3.	15-11-2021	BCD 1013 FALSAFAH DAN KURIKULUM PENDIDIKAN AWAL KANAK-KANAK	3.00	Section :1 NUR AZIMAH BINTI SAAD	
4.	15-11-2021	BCD 1023 BAHASA MELAYU DALAM PENDIDIKAN AWAL KANAK-KANAK	3.00	Section :1 FARAH ADIBA BINTI KAMARUDDIN	
5.	15-11-2021	BCD 1033 PROGRAM ASUHAN BAYI DAN DIDIKAN KANAK-KANAK YANG BERKUALITI	3.00	Section :	Delete
6.	15-11-2021	BCD 1043 MUZIK DALAM PENDIDIKAN AWAL KANAK-KANAK	3.00	Section :1 NUR ATIQA LYANA BINTI MOHD ROZIMAN	

Figure 12.5

a. Step to Register Course

STEP 1: Press 'Register Course' button, see Figure 12.5 above.

STEP 2: Select and fill courses related to your semester. Make sure not to exceed more than 20 credits for your current semester. Click the Save button when you're done. Refer to Figure 12.6 below.

Course Registration Form - Please fill the following form fields

Course #1

Course #2

Course #3

Course #4

Course #5

Course #6

Course #7

[Cancel](#) [Save](#)

Figure 12.6

b. Print Out Course Registration Form

STEP 1: Press 'Print Registration Form' button, see Figure 12.5 above.

c. Deleting Unrelated Courses.

STEP 1: Press 'Delete' button, see Figure 12.5 above.

4. PRE COURSE REGISTRATION

STEP 1: Go to menu section, click 'Academic', refer to Figure 12.7 below.

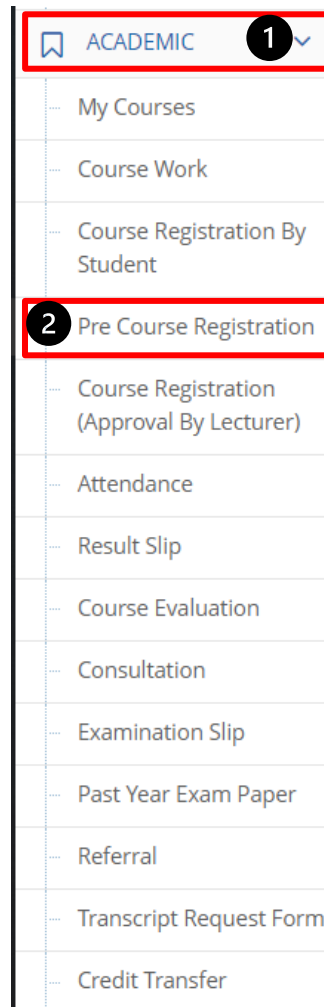


Figure 12.7

STEP 2: To view or register for a pre-course, click 'Pre Course Registration', refer to Figure 12.7 above.

STEP 3: The system will notify you from time to time when the pre-registration of will be opened.

5. COURSE REGISTRATION (APPROVAL BY LECTURER)

STEP 1: Go to menu section, click 'Academic', refer to Figure 12.8 below.

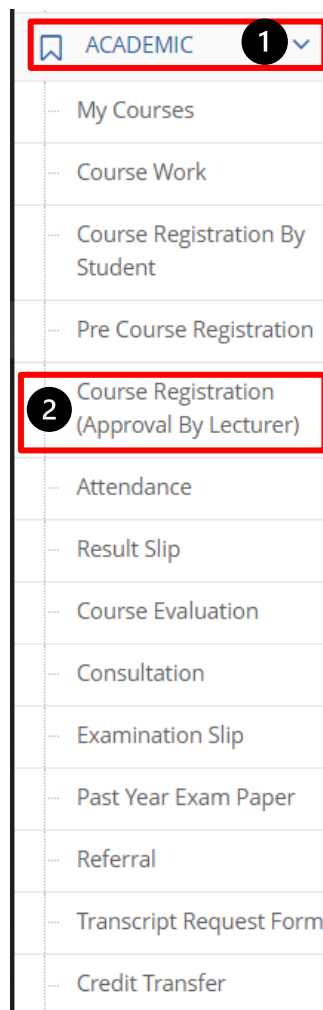


Figure 12.8

STEP 2: To view courses that have been endorsed by a lecturer, click 'Course Registration (Approval by Lecturer)', refer to Figure 12.8 above.

STEP 3: The system will display records that have been verified by the lecturer for your latest and past semesters. Refer to Figure 12.9 below

Home > ACADEMIC > Course Registration (Approval By Lecturer)

List of Course Register







	SEMESTER	SESSION
 Print Form	1	JUNE - NOV 2019
 Print Form	2	NOV 2019 - APR 2020
 Print Form	3	JUNE - OCT 2020
 Print Form	4	NOV 2020 - APR 2021
 Print Form	5	SESSION I 2021/2022
 Print Form	6	SESSION II 2021/2022

Figure 12.9

STEP 4: Press 'Print Form' button to print your course registration form according to your desired semester. Refer to Figure 12.9 above.

6. ATTENDANCE

STEP 1: Go to menu section, click 'Academic', refer to Figure 12.10 below.

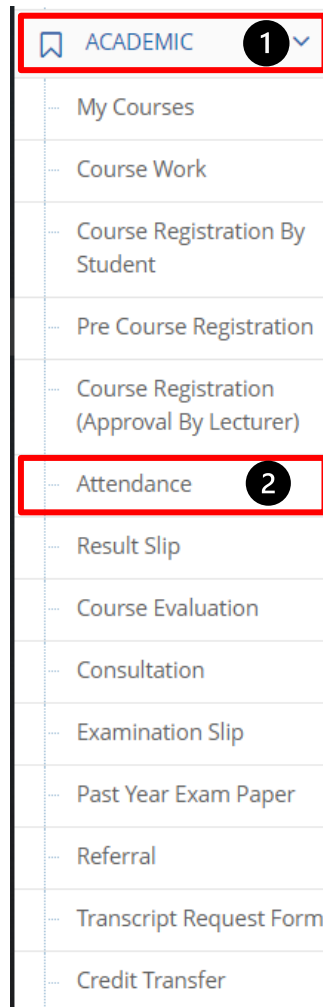


Figure 12.10

STEP 2: To view your percentage of attendance, click 'Attendance', refer to Figure 12.10 above.

STEP 3: The system will display your attendance records for your latest semester. Refer to Figure 12.11 below.

Home > ACADEMIC > Attendance

SESSION SESSION II 2021/2022

Course Code	Section	Credit	Lecturer	ATTEND	ABSENT WITH REASONS	ABSENT WITHOUT REASON	SICK LEAVE	% ABSENT
BCD 1043	1	3.00	NUR ATIQAH LIYANA BINTI M	0	0	0	0	
BLD 1182	1	2.00	NUR 'ATIRAH BINTI MOHD JA	0	0	0	0	
BCD 1013	1	3.00	NUR AZIMAH BINTI SAAD	1	0	0	0	
BCD 1023	1	3.00	FARAH ADIBA BINTI KAMARUD	0	0	0	0	

Figure 12.11

7. RESULT SLIP

STEP 1: Go to menu section, click 'Academic', refer to Figure 12.12 below.

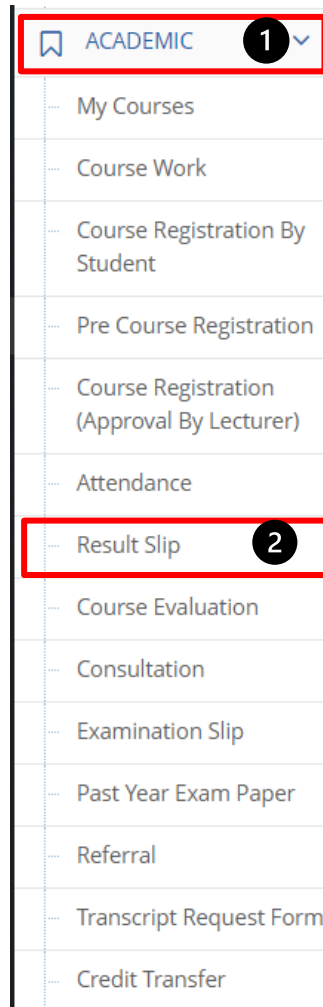


Figure 12.12

STEP 2: To view your results slip, click 'Result Slip', refer to Figure 12.12 above.

NOTE: If you have outstanding balance, you need to settle your debt before getting permission to view your results slip. Please contact Finance Division for further details. Figure 12.13 below indicates an error message when you have 'Outstanding Balance'.

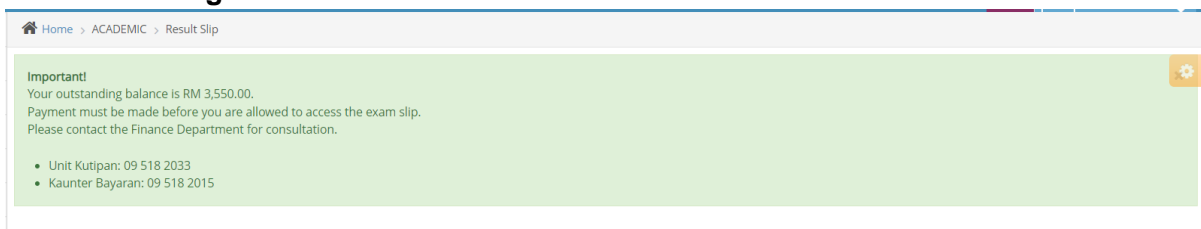


Figure 12.13

8. COURSE EVALUATION

STEP 1: Go to menu section, click 'Academic', refer to Figure 12.14 below.

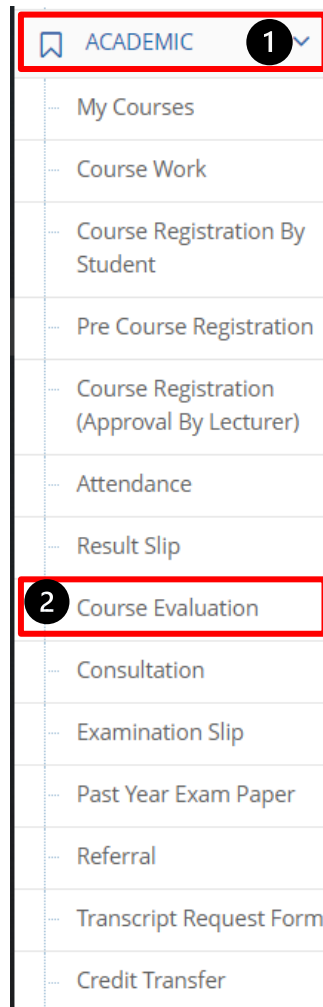


Figure 12.14

STEP 2: To open course evaluations, click 'Course Evaluation', refer to Figure 12.14 above.

STEP 3: The system will display an assessment of your course. Please complete your course evaluation before entering exam hall. Refer to Figure 12.15 below.

#	Session	Sem	Course Code	Course	Section	Lecturer	Evaluation 1	Evaluation 2
1.	SESSION II 2021/2022	1	BCD 1043	MUZIK DALAM PENDIDIKAN AWAL KANAK-KANAK	1	NUR ATIQA LIYANA BINTI M		
2.	SESSION II 2021/2022	1	BLD 1182	ENGLISH 1 - MILESTONE IN ENGLISH	1	NUR 'ATIRAH BINTI MOHD JA		
3.	SESSION II 2021/2022	1	BCD 1013	FALSAFAH DAN KURIKULUM PENDIDIKAN AWAL KANAK-KANAK	1	NUR AZIMAH BINTI SAAD		
4.	SESSION II 2021/2022	1	BCD 1023	BAHASA MELAYU DALAM PENDIDIKAN AWAL KANAK-KANAK	1	FARAH ADIBA BINTI KAMARUD		

Figure 12.15

9. CONSULTATION

STEP 1: Go to menu section, click 'Academic', refer to Figure 12.16 below.

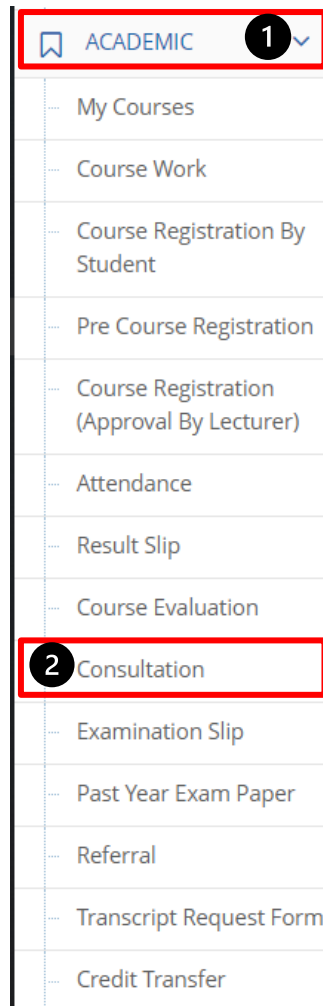


Figure 12.16

STEP 2: To view your consultation, click 'Consultation', refer to Figure 12.16 above.

STEP 3: The system will display your consulting records throughout the semester. Please refer to Figure 12.17 below.

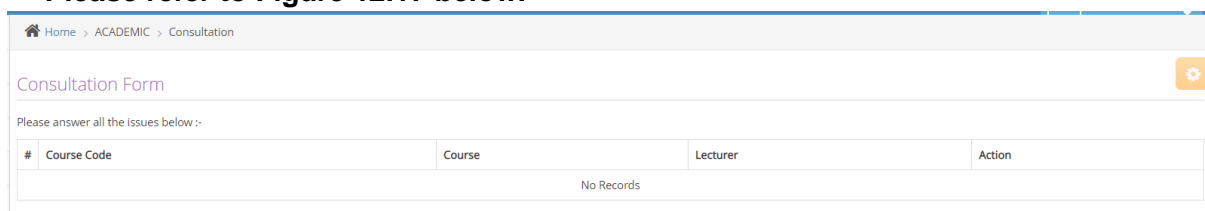


Figure 12.17

10. EXAMINATION SLIP

STEP 1: Go to menu section, click 'Academic', refer to Figure 12.18 below.

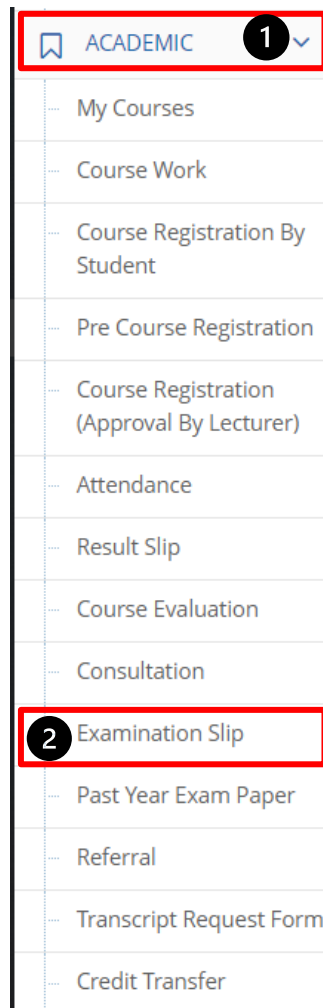


Figure 12.18

STEP 2: For examination slip click 'Examination Slip', refer to Figure 12.18 above.

STEP 3: When the Examination Slip system is opened, please print it to sit for your exam. If the error below occurs, your exam slip has not yet been generated. Refer to Figure 12.19 below.



Figure 12.19

11.PAST YEAR EXAM PAPER

STEP 1: Go to menu section, click 'Academic', refer to Figure 12.20 below.

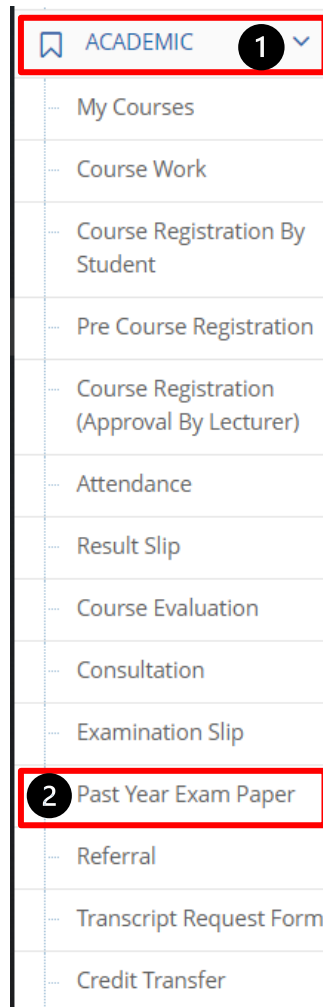
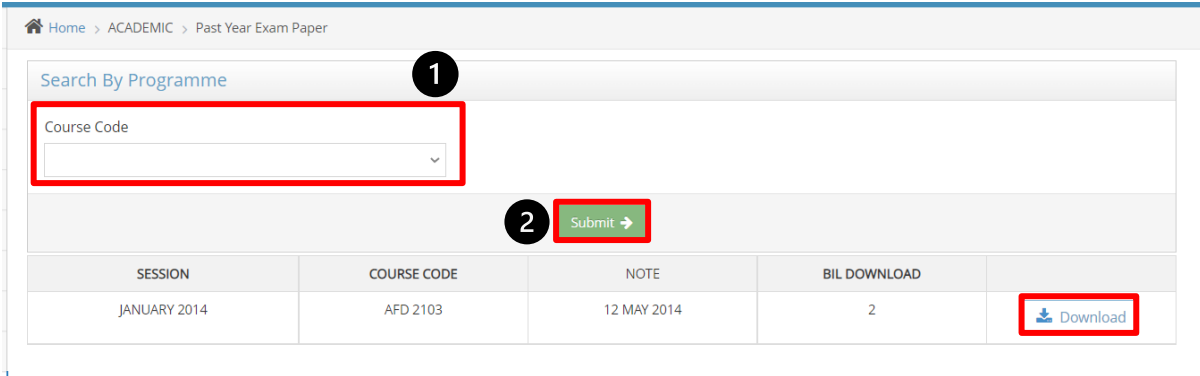


Figure 12.20

STEP 2: To find previous exam paper, click 'Past Year Exam Paper', refer to Figure 12.20 above.

STEP 3: Select 'Course Code' that is related to your subject and click 'Submit' button. Refer to Figure 12.21 below.



Home > ACADEMIC > Past Year Exam Paper

Search By Programme

1

Course Code

2

Submit →

SESSION	COURSE CODE	NOTE	BIL DOWNLOAD	
JANUARY 2014	AFD 2103	12 MAY 2014	2	Download

Figure 12.21

STEP 4: The system will display the exam paper records first. You can print by pressing the 'Download' button. Refer to Figure 12.21 above.

12. REFERRAL

STEP 1: See the menu section, click 'Academic', refer to Figure 12.22 below.

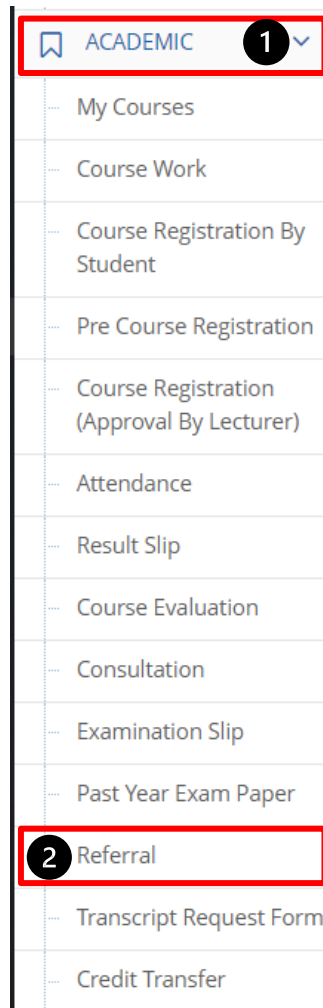


Figure 12.22

STEP 2: For reference, click 'Referral', refer to Figure 12.22 above.

STEP 3: The system will display your reference record. Refer to Figure 12.23.

Home > ACADEMIC > Referral

List of Referral (Need action from student) ⚙️

#	Course Code	Course	Section	Credit	Lecturer	Charge
No Records						

History of Referral (Status)

#	Course Code	Course	Section	Credit	Lecturer	Charge	Status
No Records							

Figure 12.23

13. TRANSCRIPT REQUEST FORM

STEP 1: Go to menu section, click 'Academic', refer to Figure 12.24 below.

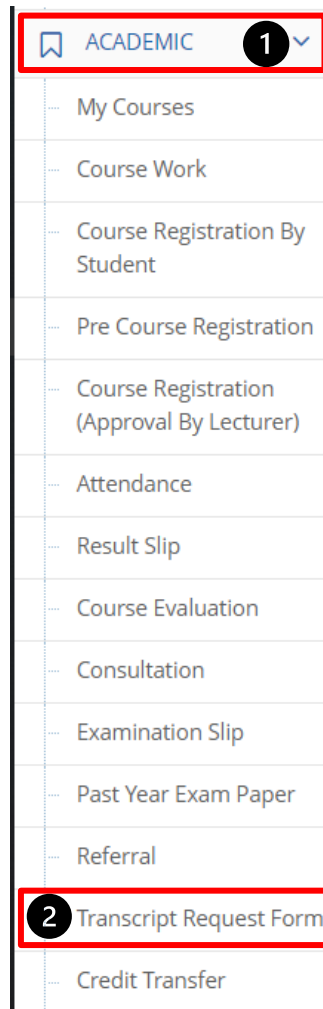


Figure 12.24

STEP 2: To apply for a transcript form, click 'Transcript Request Form', refer to Figure 12.24 above.

STEP 3: Click 'Request Form' button to print the transcript form, refer to Figure 12.25 below.

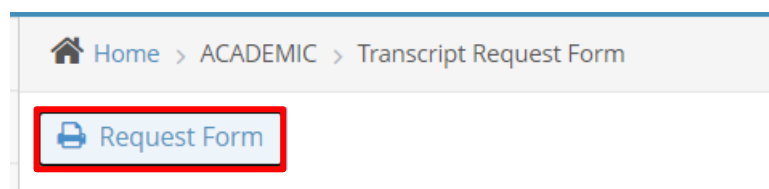


Figure 12.25

14. CREDIT TRANSFER

STEP 1: Go to the menu section, click 'Academic', refer to Figure 12.26 below.

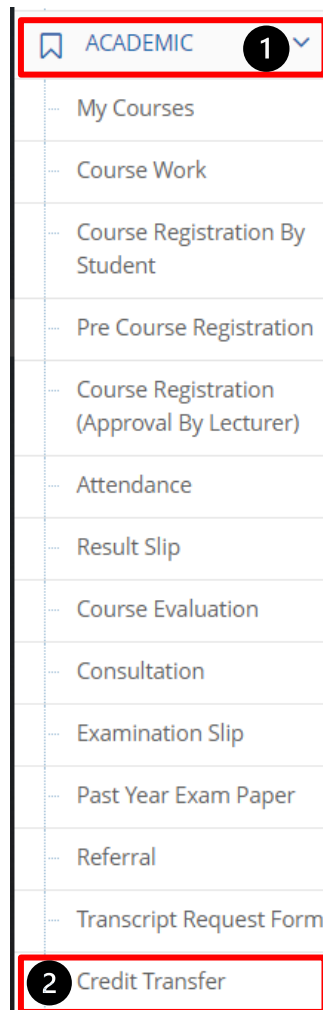


Figure 12.26

STEP 2: To apply for credit transfer, click 'Credit Transfer', refer to Figure 12.26 above.

STEP 3: When the application is opened, click 'Apply' button to apply credit transfer. Fill in all the desired information and send it. The system will process your application from time to time. Refer to Figure 12.27 below.

Home > ACADEMIC > Credit Transfer				
Program	DIPLOMA KEWANGAN ISLAM		Faculty	IIIC
Name	NUR ANISSA NATASHA BINTI HISYAMUDDIN		IC No	010103101912
Intake	JUNE - NOV 2019		Matrix No	DA/F/2019/9921
Outstanding Balance	RM 1,470.00		Mentor	NUR RASYIDAH BINTI KAMARUZAMAN
#	APPLY DATE	APPROVAL DATE	APPROVAL BY	COURSE CODE

Figure 12.27

MODULE 13:

ICT & SERVICES

VERSION 3.0, FEBRUARY 2023

1. WIFI

STEP 1: Go to Menu and click 'ICT & Services', refer to figure 13.0 below.

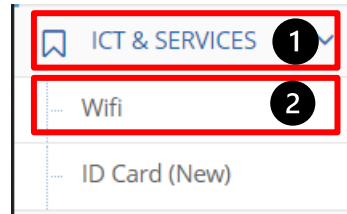


Figure 13.0

STEP 2: Click 'Wifi' for wifi related matters, refer to Figure 13.0 above.

STEP 3: You can check your own campus WIFI name and password as Figure 13.1 below.

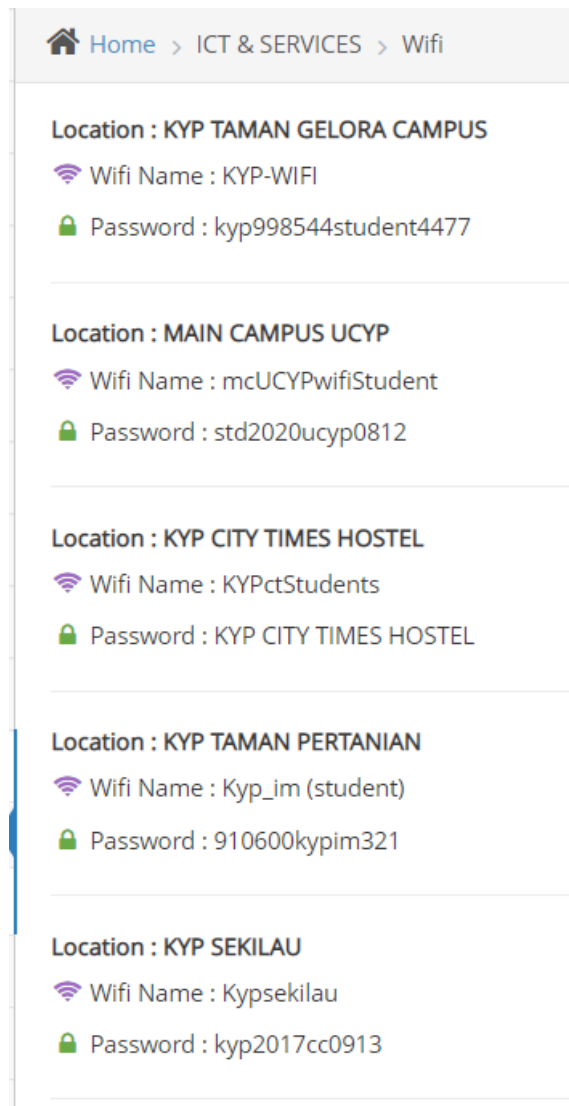


Figure 13.1

2. NEW IDENTITY CARD

STEP 1: Go to menu and click “ICT & SERVICES”, refer to figure 1.3 below.

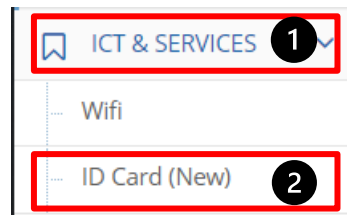


Figure 13.2

STEP 2: Click 'Card ID (New)' to apply for a new identity card, see Figure 13.2 above.

STEP 3: Please read the notice carefully and follow the passport photo guidelines.

- a. **Background: White/Blue**
- b. **Format Gambar: Rujuk gambar**
- c. **Check your status to determine your application whether it is success or rejected**
- d. **Please make sure your information is correct before submitting your application**

NOTE: For further enquiries, please contact Mr Wan Azrul 013 972 4346.

STEP 4: Click the 'Apply Now' button to apply for a new ID Card. Refer to Figure 13.3 below.

Name	NUR MADIAH BINTI SAMSUDDIN
IC Number	031030060314
Programme	DIPLOMA IN EARLY CHILDHOOD EDUCATION
Faculty	FACULTY OF HUMAN DEVELOPMENT
Picture	<div style="border: 1px solid red; padding: 5px; display: inline-block;"> Apply Now </div>

Figure 13.3

STEP 5: Tap "Choose File" to upload your passport photo and select the picture that meets the conditions above. Refer to Figure 13.4 below.

Image Crop & Upload

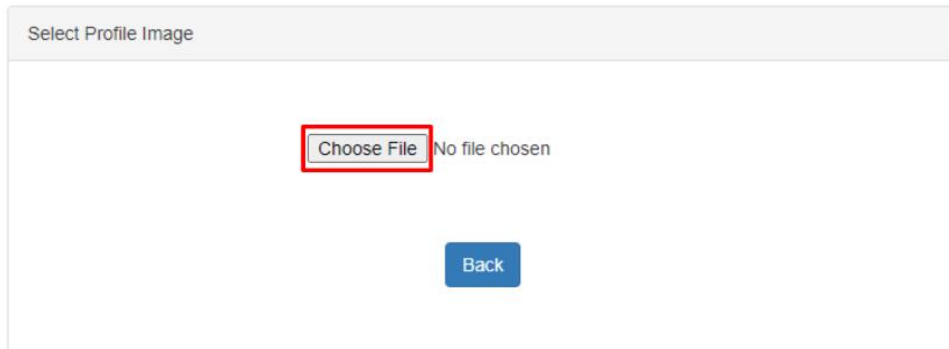



Figure 13.4

a. Application Processed

Home > ICT & SERVICES > ID Card (New)

Application ID CARD Status ⚙️



REQUESTED


Please refer the following schedule for the collection of students ID card

Library	Courses
Tanjung Lumpur	: DPI DMI KIBA KYP-YUK
City Campus	: DPAK
Indera Mahkota	: AD111 DPI DGA DKM
Taman Gelora	: Semua kecuali senarai kursus di atas.

b. Application Successful

Home > ICT & SERVICES > ID Card (New)

Application ID CARD Status ⚙️



PRINTED - PLEASE COLLECT YOUR NEW ID CARD AT LIBRARY

Please refer the following schedule for the collection of students ID card

Library	Courses
Tanjung Lumpur	: DPI DMI KIBA KYP-YUK
City Campus	: DPAK
Indera Mahkota	: AD111 DPI DGA DKM
Taman Gelora	: Semua kecuali senarai kursus di atas.

MODULE 14:

MENTOR MENTEE

VERSION 3.0, FEBRUARY 2023

1. MENTOR PROFILE

STEP 1: Look at the menu section and Click 'Mentor Mentee'. Refer to Figure 14.0 below.

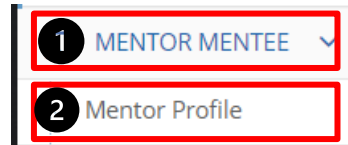
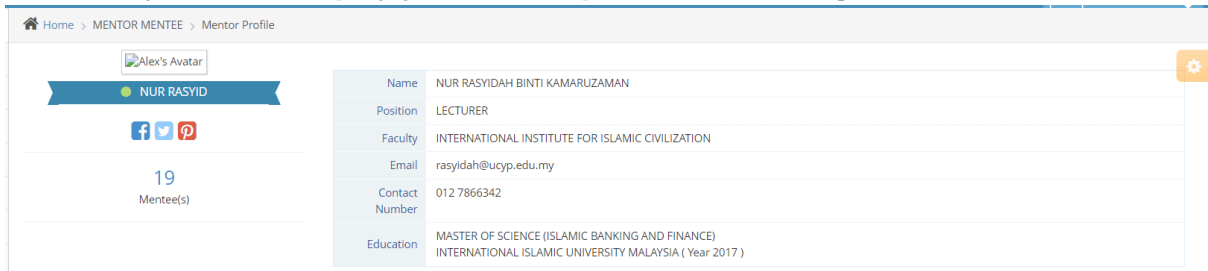


Figure 14.0

STEP 2: Click 'Mentor Profile' to view your mentor profile, see Figure 14.0 above.

STEP 3: System will display your mentor profile. Refer to Figure 14.1 below.

A screenshot of the UCYP Student Portal showing a mentor profile. The breadcrumb trail is 'Home > MENTOR MENTEE > Mentor Profile'. The profile card for 'NUR RASYID' shows 19 Mentee(s) and social media icons for Facebook, Twitter, and Pinterest. To the right is a table with the following details:

Name	NUR RASYIDAH BINTI KAMARUZAMAN
Position	LECTURER
Faculty	INTERNATIONAL INSTITUTE FOR ISLAMIC CIVILIZATION
Email	rasyidah@ucyp.edu.my
Contact Number	012 7866342
Education	MASTER OF SCIENCE (ISLAMIC BANKING AND FINANCE) INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA (Year 2017)

Figure 14.1

MODULE 15: TIMETABLE

VERSION 3.0, FEBRUARY 2023

1. MY TIMETABLE

STEP 1: Look at the menu section and Click 'Timetable'. Refer to Figure 15.0 below.

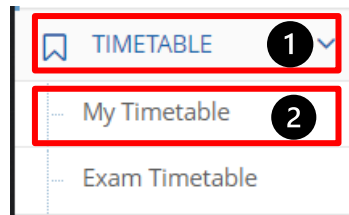


Figure 15.0

STEP 2: Click 'My Timetable' to view your schedule, see Figure 15.0 above.

STEP 3: Press 'My Personal Timetable' button to view or print your class schedule. Refer to Figure 15.1 below

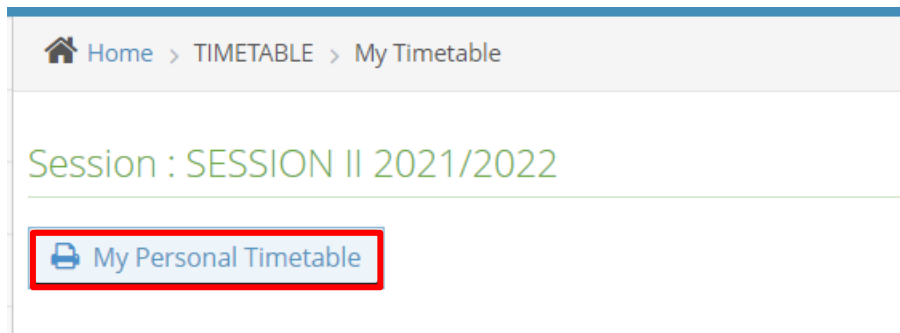


Figure 15.1

2. EXAM TIMETABLE

STEP 1: Look at the menu section and Click 'Timetable'. Refer to Figure 15.2 below.

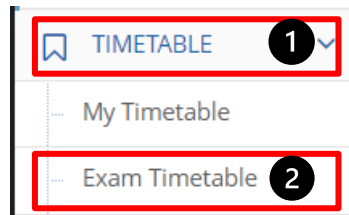


Figure 15.2

STEP 2: Click 'Exam Timetable' to view your exam schedule, refer to Figure 15.2 above.

STEP 3: You can view your exam schedule when it's available. Examples of available exam schedules are as below, see Figure 15.3.

FINAL EXAMINATION TIMETABLE FOR UCYP DIPLOMA SEMESTER |

SESSION 2021/2022

Date	Time	Room	Programme	Course Code	Course	Section	Credit
04 Oct 2021 , Monday	9:00 AM - 12:00 PM			MPU 2163	PENGAJIAN MALAYSIA 2	1	3
05 Oct 2021 , Tuesday	9:00 AM - 12:00 PM			BCD 1013	FALSAFAH DAN KURIKULUM PENDIDIKAN AWAL KANAK- KANAK	2	3
06 Oct 2021 , Wednesday	9:00 AM - 12:00 PM			BCD 1023	BAHASA MELAYU DALAM PENDIDIKAN AWAL KANAK- KANAK	2	3
07 Oct 2021 , Thursday	9:00 AM - 12:00 PM			BCD 1033	PROGRAM ASUHAN BAYI DAN DIDIKAN KANAK-KANAK YANG BERKUALITI	2	3
				BCD 1043	MUZIK DALAM PENDIDIKAN AWAL KANAK-KANAK	2	3
				BLD 1182	ENGLISH 1 - MILESTONE IN ENGLISH	1	2

Figure 15.3

MODULE 16:

E VOC

VERSION 3.0, FEBRUARY 2023

1. NEW E VOC

STEP 1: Go to menu section and Click 'E VOC'. Refer to Figure 16.0 below.

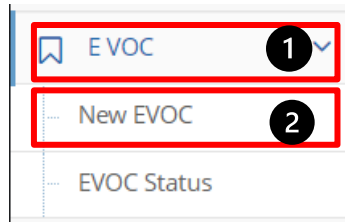



Figure 16.0

STEP 2: Click 'New EVOC' to make a new complaint, refer to Figure 16.0 above.

STEP 3: Update your email and phone number. Then, click 'Save Changes' button, refer to Figure 16.1. If you've already done this step before, you can skip to the next step.

Please Update Your Contact Information Before Using This Services 

Email address 1

Enter email

Phone Number

0174412402

Save Changes 2

Figure 16.1

STEP 4: Select Voice Category, refer Figure 16.2 below.

[Home](#) > [E VOC](#) > [New EVOC](#)

Throw Your Voice

Voice Category

Figure 16.2

STEP 5: Select Category of Problem, refer Figure 16.3 below.

Category Of Problem

Figure 16.3

STEP 6: Complete Problem About, Location of Problem, Details of Location, Subject and related Details. Refer to Figure 16.4 below.

Problem About 1

Location Of Problem

Details of Location

Example : ATL Block B Room B301

Subject

Details

Contact Number 018-9083973

Email anissanatasha3102@gmail.com

Submit VOC 2

Figure 16.4

STEP 7: Press 'Submit VOC' button when you are finished, see Figure 16.4 above. Your complaint will be updated from time to time.

2. E VOC STATUS

STEP 1: Go to menu section and Click 'E VOC'. Refer to Figure 16.5 below.

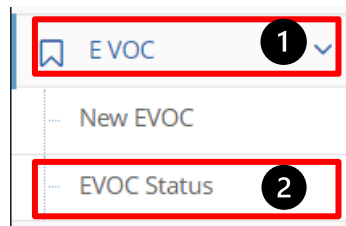


Figure 16.5

STEP 2: Click 'E VOC Status' to view your status, refer to Figure 16.5 above.

STEP 3: The system will display the record and status of your complaint. Please refer to Figure 16.6 below.

#	Tracking Number	Date	Category	Subject/Details	Feedback	Status
1.	20210316-170319	16/03/2021	COMPLAINTS	USD 2063 DETAIL OF LOCATION : FIC SUBJECT : EXAM SITUATION ACCORDING TO EXAM SITUATION, STUDENTS WERE GIVEN FOUR HOURS TO ANSWER THE EXAM. BUT LECTURER OF FIC WERE TELLING US TO ANSWER IT IN TWO HOURS. IT IS FINE TO ANSWER IT IN TWO HOURS BUT TWO HOURS GIVEN WERE INCLUDED OF DOWNLOADING THE QUESTION AND SUBMIT THE ANSWER. AS AN ONLINE EXAM WE WERE SUPPOSED TO GET A HALF OF HOURS TO TO DOWNLOADING AND SUBMIT THE EXAM. AS I ASK THE LECTURER OF THE HALF OF HOURS TO DO THAT, THEY STILL SAID THE SAME. SO, THE TIME THAT WE GOT TO ANSWER THE EXAM ONLY ONE AND HALF HOURS. PROGRAM : DFI SEM : 4	Feedback Date : 01/01/1970 07:30:00 Feedback:	CLOSE

Figure 16.6

MODULE 17:

INDUSTRIAL TRAINING

VERSION 3.0, FEBRUARY 2023

1. APPLICATION FORM

STEP 1: View the menu section and Click 'Industrial Training'. Refer to Figure 17.0 below.

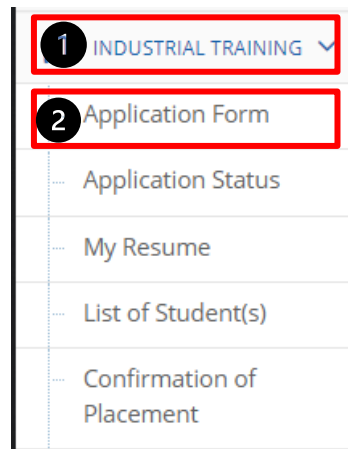


Figure 17.0

STEP 2: Click 'Application Form' to apply for the application form, refer to Figure 17.0 above.

STEP 4: Please complete the application form.

STEP 5: Click 'Submit' button to upload your application form.

STEP 6: After the form is submitted, you can view or edit status application form by clicking 'View Status / Edit Application'.

STEP 7: You can edit Application Form that you have submitted by clicking on 'Edit' button.

STEP 8: You can print out the Industrial Training Placement Form that you have submitted by clicking on 'Print' button.

NOTE: Please apply after application has been opened. Refer to the error message below, Figure 17.1.

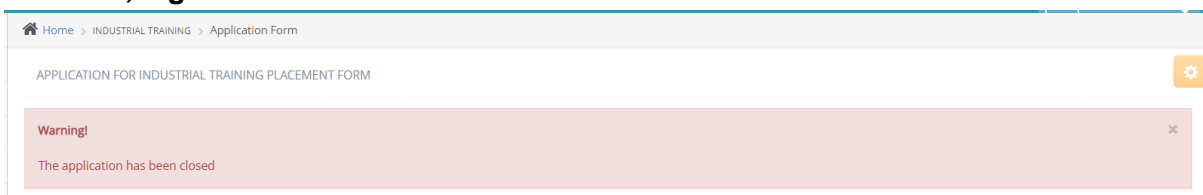


Figure 17.1

2. APPLICATION STATUS

STEP 1: View the menu section and Click 'Industrial Training'. Refer to Figure 17.2 below.

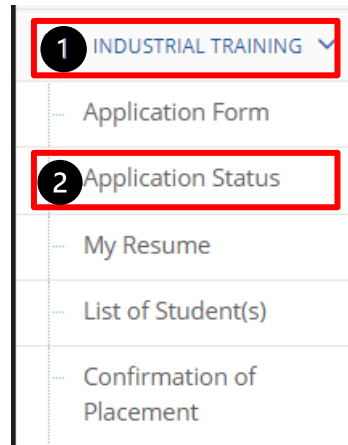


Figure 17.2

STEP 2: Click 'Application Status' to follow your application status, refer to Figure 17.2 above.

STEP 3: You can edit the Application Form that you have submitted by clicking on 'Edit' button.

STEP 4: You can print out your Industrial Training Placement Form that you have submitted by clicking on 'Print' button.

3. MY RESUME

STEP 1: View the menu section and Click 'Industrial Training'. Refer to Figure 17.3 below.

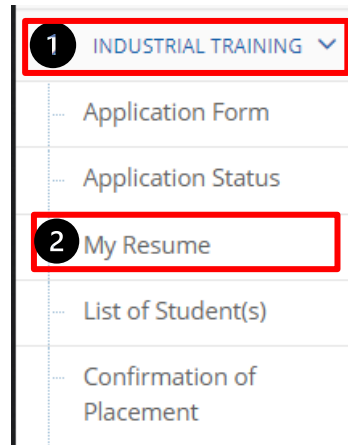


Figure 17.3

STEP 2: Click 'My Resume' to view or edit your profile, see Figure 17.3 above.

STEP 3: If you haven't yet applied for industrial training, click 'Mohon Sekarang' button, refer to Figure 17.4 or else you can skip this step.

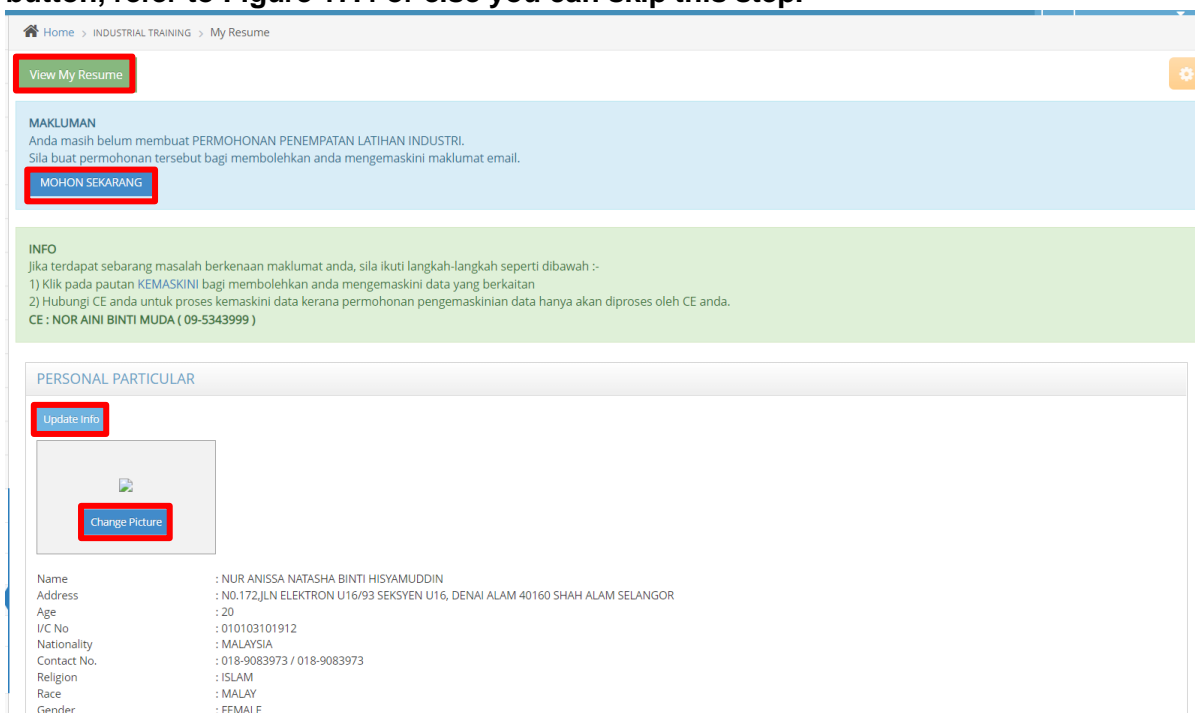


Figure 17.4

STEP 4: To view or print your Resume, Click the 'View My Resume' button, refer to Figure 17.4. If you don't want to see it, you can skip this step.

STEP 5: If there is information that is not true or you would like to update your personal information in 'Personal Particular, Education Background, Working Experience and others related', please click the 'Update Info' button. Refer to Figure 17.4 above to know where the button located.

4. LIST OF STUDENT NAMES

STEP 1: View menu section and Click 'Industrial Training'. Refer to Figure 17.5 below.

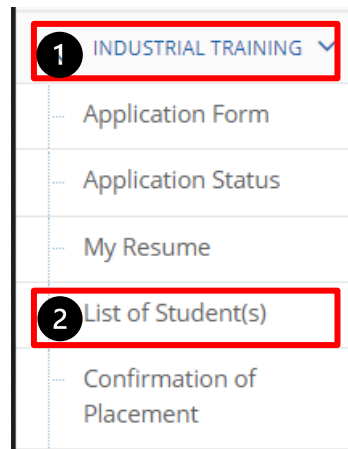


Figure 17.5

STEP 2: Click 'List of Student(s)' to find your name whether you are eligible or not for industrial training, see Figure 17.5 above.

STEP 3: You can find your name in the student list whether you are listed or not to conduct industrial training during the semester. Refer to Figure 17.6 below.

Home > INDUSTRIAL TRAINING > List of Student(s)

APPLICATION SYSTEM FOR INTERNAL PROGRAM ACADEMIC SESSION NOVEMBER 2021 – MAC 2022

Pelajar boleh menyemak senarai nama pelajar yang akan menjalani LI pada SESI yang dinyatakan diatas sebelum membuat permohonan penempatan LI.

NO.	NAME	PROGRAMME	CURRENT SEM	CURRENT SESSION	CURRENT STATUS	COORDINATOR	REGISTER COURSE	SUBMIT APPLICATION
1.	AMINA LAM	BBA	7	SESSION I 2021/2022	ACTIVE	EZUAN HADI BIN ZULKEFLY	BBA 33312 (12.00)	✓
2.	CHAN LIONG YUIH	BBA	7	SESSION I 2021/2022	ACTIVE	EZUAN HADI BIN ZULKEFLY	BBA 33312 (12.00)	✓
3.	MUHAMMAD ALIF IZZUDDIN BIN SULAIMAN	BBA	7	SESSION I 2021/2022	ACTIVE	EZUAN HADI BIN ZULKEFLY	BBA 33312 (12.00)	✓
4.	MUHAMMAD ZULKARNAIN BIN ABD RAHIM	BBA	7	SESSION I 2021/2022	ACTIVE	EZUAN HADI BIN ZULKEFLY	BBA 33312 (12.00)	✓
5.	NUR FARAH FARHANA BINTI ZAFDY	BBA	7	SESSION I 2021/2022	ACTIVE	EZUAN HADI BIN ZULKEFLY	BBA 33312 (12.00)	✓
6.	SITI NADHIRAH HANI'ES BINTI ZUKIES	BBA	7	SESSION I 2021/2022	ACTIVE	EZUAN HADI BIN ZULKEFLY	BBA 33312 (12.00)	✓
7.	SYED MARZLAN BIN SYED MARZUKI	BBA	7	SESSION I 2021/2022	ACTIVE	EZUAN HADI BIN ZULKEFLY	BBA 33312 (12.00)	✓
8.	EZNUR HAFIZ BIN AZIZAN	BBA IB	8	FEB - JUNE 2021	ACTIVE	EZUAN HADI BIN ZULKEFLY		✓
9.	Farah Nor Shazleen Binti Saad	BCE	5	SESSION I 2021/2022	ACTIVE	ROZA FAZLIEN ADNI BINTI ZAINAL		✓
10.	NURFATINHANI BT MUHAMAD RIDUAN	BCE	5	SESSION I 2021/2022	ACTIVE	ROZA FAZLIEN ADNI BINTI ZAINAL		✓
11.	NURUL AINUL MARDHIAH BINTI MOHD ZORANI	BCE	5	SESSION I 2021/2022	ACTIVE	ROZA FAZLIEN ADNI BINTI ZAINAL		✓
12.	NURUL SYAFIRA BT SAAD	BCE	5	SESSION I 2021/2022	ACTIVE	ROZA FAZLIEN ADNI BINTI ZAINAL		✓
13.	SYAMIRAH ARISSA BINTI GHANI	BCE	5	SESSION I 2021/2022	ACTIVE	ROZA FAZLIEN ADNI BINTI ZAINAL		✓
14.	ABBY ELLYSA BINTI AHMAD ZARADI	DAC	5	SESSION I 2021/2022	TAMAT PENGAJIAN	ENSKU ARTINI BT CHE KU HAMZAH@ENSKU YUSOF	DAC 3114 (4.00)	✓
15.	AINUL SYAFIQ BIN AB KARIM	DAC	5	SESSION I 2021/2022	TAMAT PENGAJIAN	ENSKU ARTINI BT CHE KU HAMZAH@ENSKU YUSOF	DAC 3114 (4.00)	✓

Figure 17.6

5. CONFIRMATION OF PLACEMENT

STEP 1: Check out menu section and Click 'Industrial Training'. Refer Figure 17.7 below.

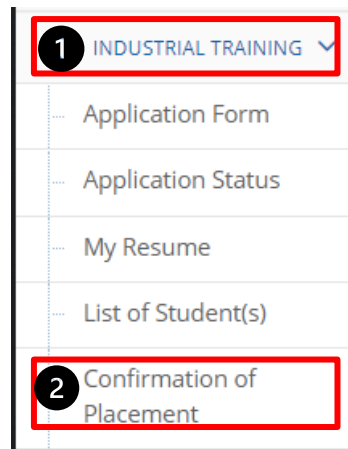


Figure 17.7

STEP 2: Click 'Confirmation of Placement' to view the confirmation letter by the industry company, refer Figure 17.7 above.

STEP 3: You can see confirmation of your placement after the application has been verified by the company.

MODULE 18:

RESOURCE CENTRE

VERSION 3.0, FEBRUARY 2023

STEP 1: View menu section and Click 'Resource Center'. Refer to Figure 18.0 below.

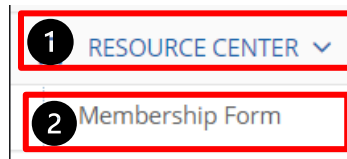


Figure 18.0

STEP 2: Click 'Membership Form' to become a member of the resource center, refer to Figure 18.0 above.

STEP 3: Press 'Apply Now' button, see Figure 18.1 below.

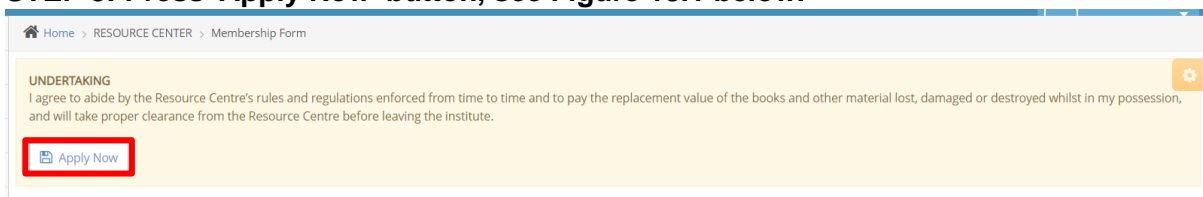


Figure 18.1

STEP 4: Fill in the desired information and submit it. The system will prostrat your information from time to time.

MODULE 19: PROGRESS REPORT

VERSION 3.0, FEBRUARY 2023

STEP 1: View menu section and click 'Progress Report'. Refer to Figure 19.0 below.

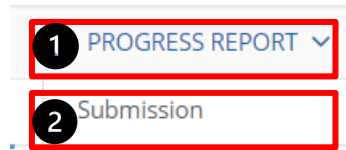


Figure 19.0

STEP 2: Click 'Submission' to submit your progress report, refer to Figure 19.0 above.

STEP 3: Click 'New Progress Report' button, refer to Figure 19.1 below.

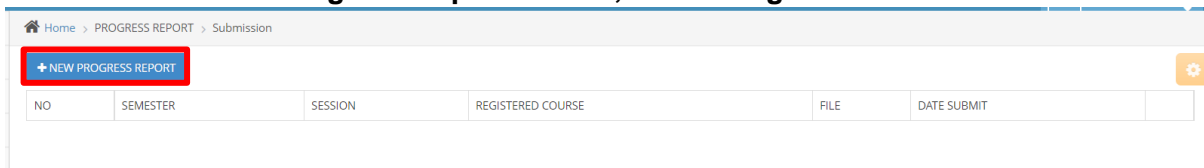


Figure 19.1

STEP 4: After that, you can upload your progress report file (.pdf only). Next, click 'Submit' button when you're done. Your submission will be successfully uploaded. Refer Figure 19.2 below.

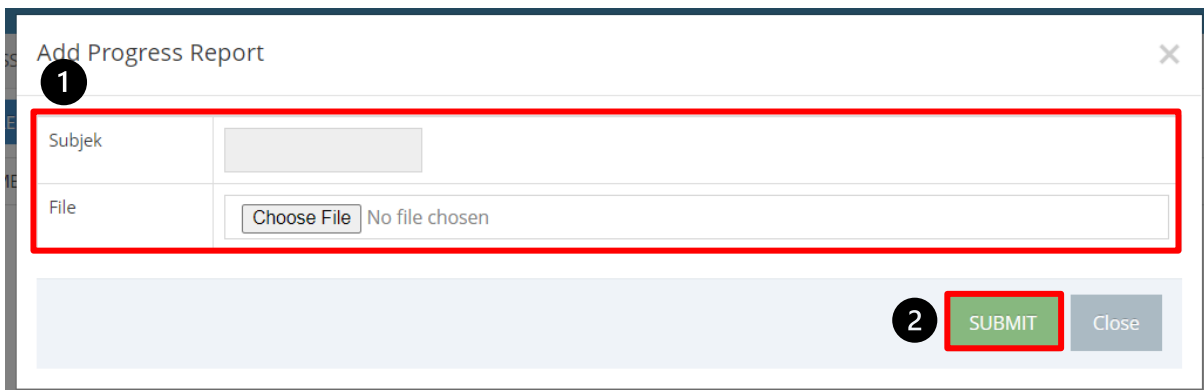


Figure 19.2

Note: You only can upload the progress report once your supervisor registers you in the subject.

MODULE 20: VACCINATION

VERSION 3.0, FEBRUARY 2023

STEP 1: Check out the menu section and Click 'Vaccination'. Refer to Figure 20.0 below.

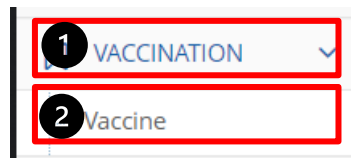


Figure 20.0

STEP 2: Click 'Vaccine' to fill your vaccinations, see Figure 20.0 above.

STEP 3: Complete the information below and click the 'Submit' button when you are done. Refer to Figure 20.1 below.

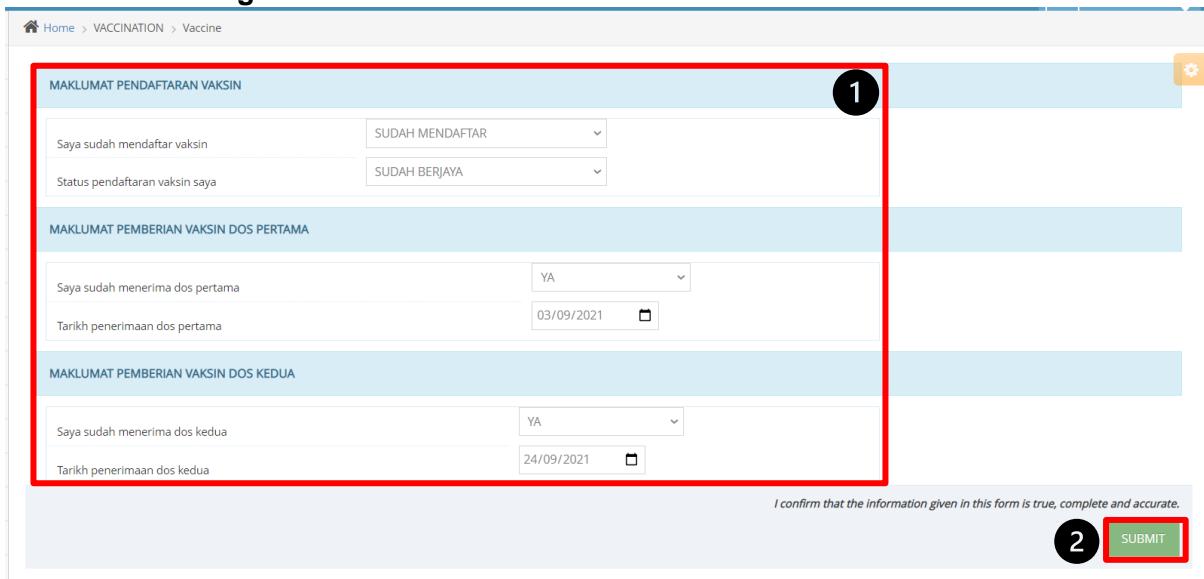
A screenshot of a web application form for vaccination registration. The form is titled 'MAKLUMAT PENDAFTARAN VAKSIN' and is enclosed in a red box with a black circle containing the number '1'. The form contains several sections: 'MAKLUMAT PENDAFTARAN VAKSIN' with dropdown menus for 'Saya sudah mendaftar vaksin' (SUDAH MENDAFTAR) and 'Status pendaftaran vaksin saya' (SUDAH BERJAYA); 'MAKLUMAT PEMBERIAN VAKSIN DOS PERTAMA' with a dropdown for 'Saya sudah menerima dos pertama' (YA) and a date field for 'Tarikh penerimaan dos pertama' (03/09/2021); and 'MAKLUMAT PEMBERIAN VAKSIN DOS KEDUA' with a dropdown for 'Saya sudah menerima dos kedua' (YA) and a date field for 'Tarikh penerimaan dos kedua' (24/09/2021). At the bottom right, there is a green 'SUBMIT' button highlighted with a red box and a black circle containing the number '2'. A confirmation message at the bottom reads: 'I confirm that the information given in this form is true, complete and accurate.'

Figure 20.1

MODULE 21: KIBA RESULTS

VERSION 3.0, FEBRUARY 2023

STEP 1: View the menu section and Click 'KIBA'. Refer to Figure 21.0 below.

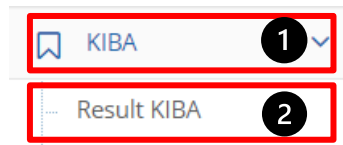


Figure 21.0

STEP 2: Click 'Result KIBA' to see your KIBA results, refer to Figure 21.0 above.

STEP 3: Click the 'View Result' button, refer to Figure 21.1 below. The system will display your KIBA results.

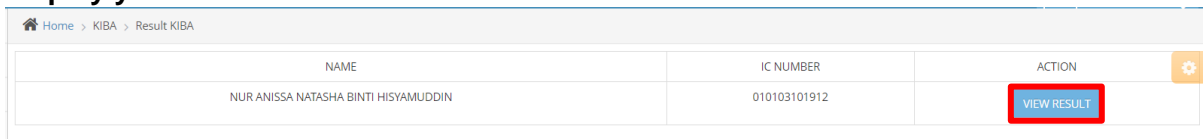
A screenshot of a web application showing a table of student information. The table has three columns: 'NAME', 'IC NUMBER', and 'ACTION'. The first row contains the name 'NUR ANISSA NATASHA BINTI HISYAMUDDIN' and the IC number '010103101912'. In the 'ACTION' column, there is a blue button labeled 'VIEW RESULT' which is highlighted with a red box. There is also a gear icon in the top right corner of the table area. The breadcrumb navigation at the top reads 'Home > KIBA > Result KIBA'.

Figure 21.1

MODULE 22: REFERRAL

VERSION 3.0, FEBRUARY 2023

STEP 1: Login into your student portal. You can directly see a referral alert as shown in figure 22.0 below

STEP 2: Click 'View My Referral' button

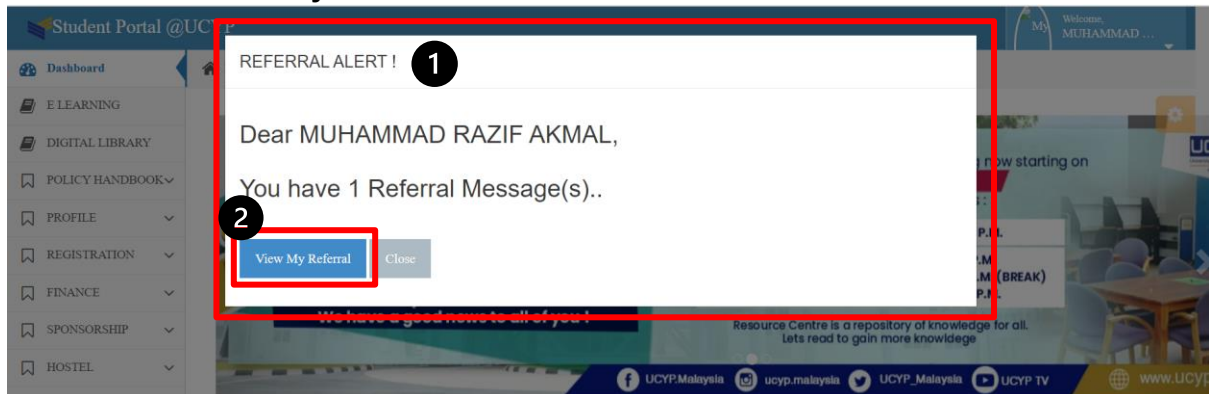


Figure 22.0

STEP 3: The referral list will be displayed as shown in Figure 22.1

STEP 4: Click at the 'ACTION' button to process your pending referral

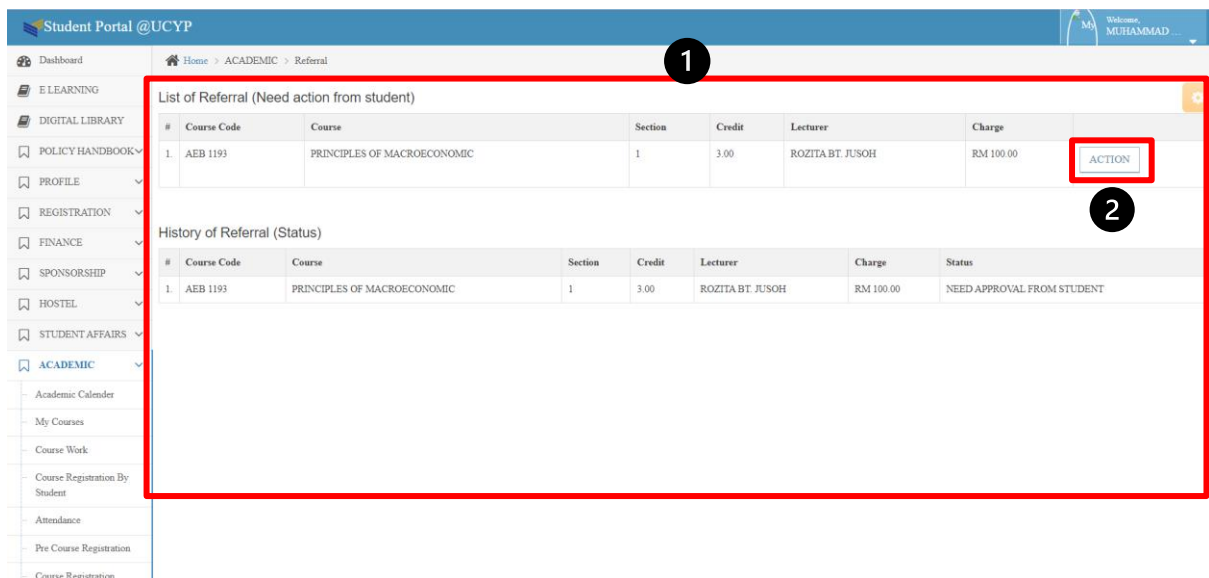


Figure 22.1

STEP 5: The system will pop-up a student acceptance for referral exam form as shown in Figure 22.1

STEP 6: You can choose either to take referral exam with charge RM100, Not to take referral exam with charge RM100 or Take referral exam with valid reason/appeal for charge reduction. If you choose to TAKE REFERRAL EXAM WITH VALID REASON/APPEAL FOR CHARGE REDUCTION, you need to make the SECOND APPROVAL with the latest charge or no charge after your course lecturer approved your appeal.

The screenshot shows a web application interface with a sidebar on the left containing menu items: Dashboard, E LEARNING, DIGITAL LIBRARY, POLICY HANDBOOK, PROFILE, REGISTRATIONS, FINANCE, SPONSORSHIP, HOSTEL, STUDENT AFFAIRS, and ACADEMIC. The main content area displays a modal window titled "STUDENT ACCEPTANCE FOR REFERRAL - Please fill the following form fields". The modal contains the following information:

- Course Code : AEB 1193
- Charge : RM 100.00
- Lecturer Note :
- DECISION :
- Take referral exam with charge RM 100.00
- Not to take referral exam with charge RM 100.00
- Take referral exam with valid reason/appeal for charge reduction
- NOTA :

At the bottom right of the modal, there are "Cancel" and "Submit" buttons. A red box highlights the "DECISION" section, and a black circle with the number "2" is placed next to the radio button options. Another black circle with the number "1" is placed near the top right corner of the modal window.

Figure 22.1