



UCYP Student Portal

User Manual




Table of Contents

1. Access Into UCYP Student Portal	4
2. Register an Account on the Student Portal.....	6
3. Student Portal Login System	8
3.1 Login into Student Portal.....	8
3.2 Reset Password.....	9
3.3 Logout from the Student Portal.....	11
4. Student Portal.....	12
4.1 Overview	12
5. Policy & Manual.....	13
6. Profile	14
6.1 Biodata.....	14
6.2 Change Programme	15
6.3 Programme	16
6.4 Heirs	17
6.5 Change Password.....	18
6.6 Form Change Info.....	19
7. Check Personal Financial Statement	20
7.1 Finance Outstanding Balance	20
7.2 Bill Statement	20
7.3 Payment & Receipt.....	22
8. Sponsorship	23
8.1) My Sponsorship	23
9. Hostel	24
9.1 Check Hostel Records	24
9.2 Apply Online Booking.....	25
9.3 Check Booking History	26
9.4 Checkout.....	27
10. Student Affairs.....	28
10.1 Check My Activity	28
10.2 Check Kemahiran Insaniah.....	28
11. Academic	29
11.1 My Courses.....	29
11.2 Course Work.....	29
11.3 Course Registration	30
11.4 Pre Course Registration	31
11.5 Attendance.....	32
11.6 Result Slip	32
11.7 Course Evaluation.....	33
11.8 Examination Slip	35
11.9 Past Year Exam Paper	37
11.10 Transcript Request Form	38
12. ICT & Service	39
12.1 Check Wifi name and password.....	39
12.2 Request an ID Card.....	40
13. Timetable.....	41
13.1 My Timetable	41
13.2 Exam Timetable.....	43
14. Mentor Mentee.....	44
14.1 View Mentor Profile.....	44
15. Halaqah	45
15.1 My Halaqah	45
16. EVOC	46
16.1 Create a New EVOC.....	46
16.2 View EVOC Status.....	46
17. Industrial Training.....	47
17.1 Application Form.....	47

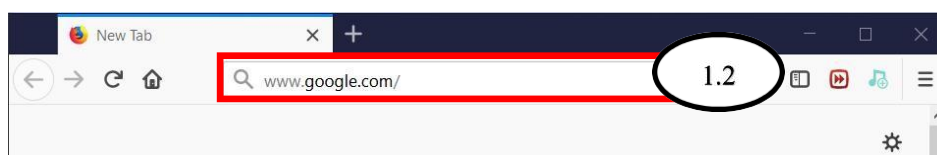
17.2 Application Status.....	48
17.3 My Resume.....	48
18. Resource Center.....	50
18.1 Membership Form	50

1. Access Into UCYP Student Portal

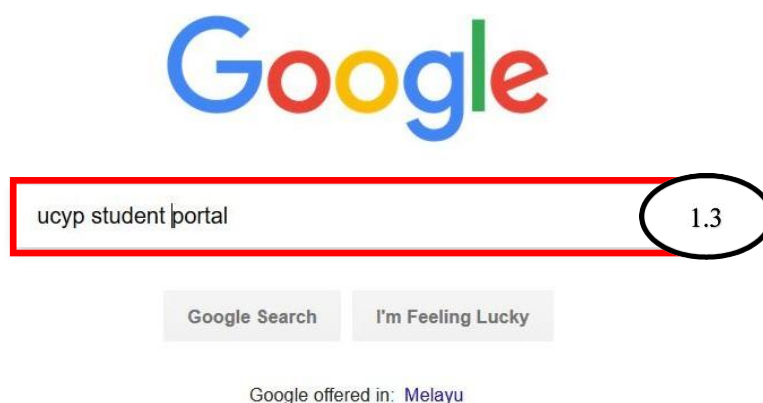
1.1) Firstly, you have to open the application of Firefox, Chrome or Internet Explorer.

Application Icon			
Name	Mozilla Firefox	Google Chrome	Internet Explorer

1.2) Secondly, type “www.google.com” in the URL search box.

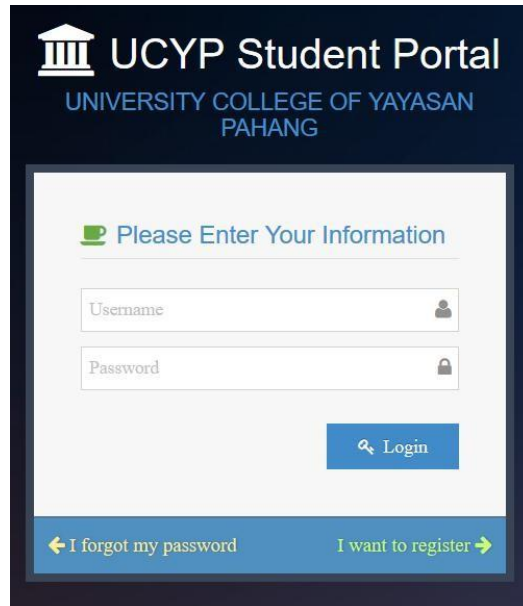
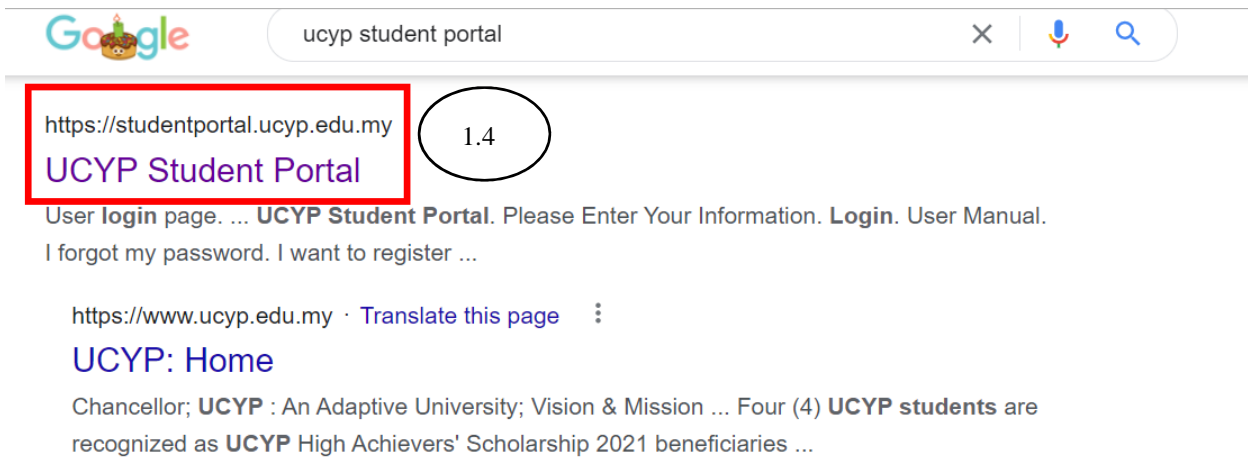


1.3) Thirdly, you need to type “ucyp student portal” in the search box and hit the “enter button” or “Google Search”.



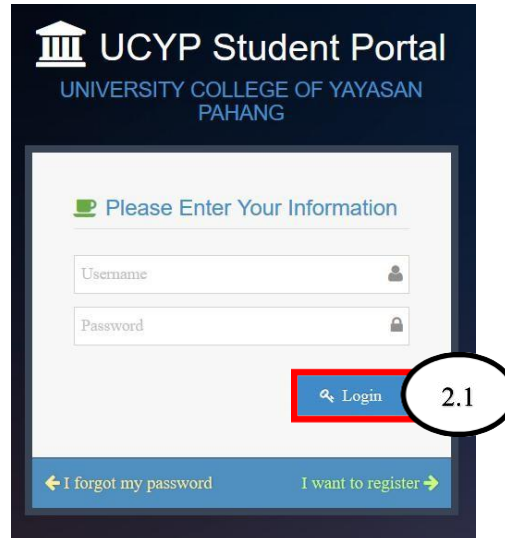
1.4) Select the UCYP Student Portal (<https://studentportal.ucyp.edu.my/>)

1.5) It will display the login page of student portal.



2. Register an Account on the Student Portal

2.1) Please do select “I want to register” button.



UCYP Student Portal
UNIVERSITY COLLEGE OF YAYASAN PAHANG

Please Enter Your Information

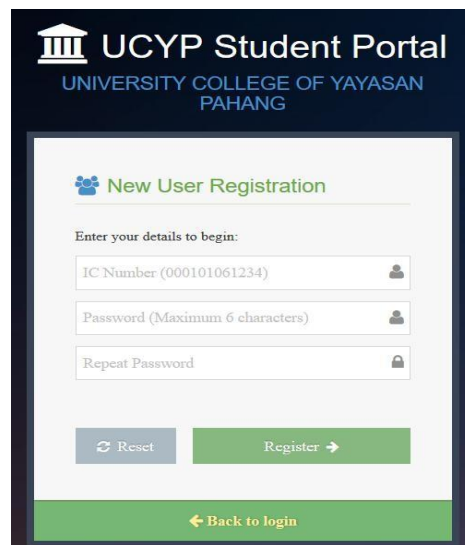
Username

Password

Login

I forgot my password I want to register

2.2) It will display the Registration Page.



UCYP Student Portal
UNIVERSITY COLLEGE OF YAYASAN PAHANG

New User Registration

Enter your details to begin:

IC Number (000101061234)

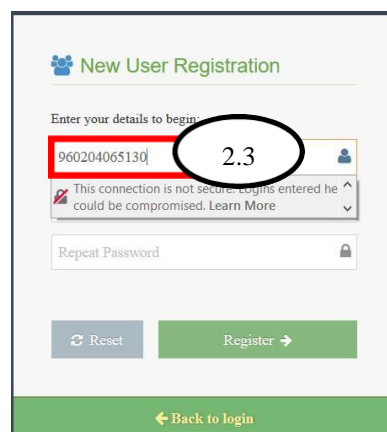
Password (Maximum 6 characters)

Repeat Password

Reset Register

Back to login

2.3) Insert your IC number into the Username text box (first text box)



New User Registration

Enter your details to begin:

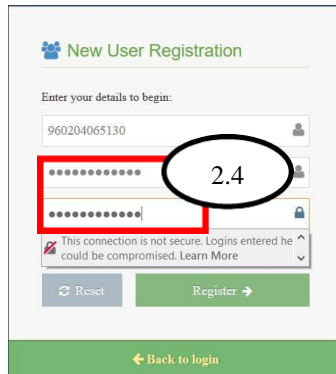
960204065130

Repeat Password

Reset Register

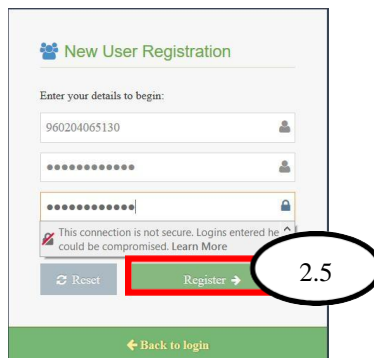
Back to login

2.4) Insert your Password into the Password text box (second text box), you should insert the same “Password” and “Repeat Password”.



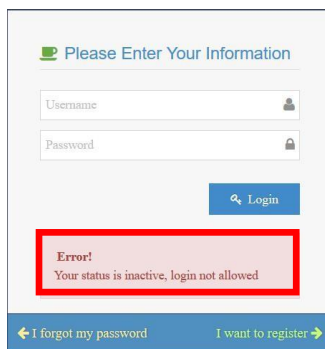
The screenshot shows the 'New User Registration' form. The 'Enter your details to begin:' section contains three input fields: a phone number field with '960204065130', a first password field, and a second password field. A red box highlights the two password fields, and a black circle with the number '2.4' is placed over the second password field. Below the fields is a security warning: 'This connection is not secure. Logins entered here could be compromised. Learn More'. At the bottom are 'Reset' and 'Register' buttons, and a 'Back to login' link.

2.5) Please click “Register” button, your user account will be create immediately.



This screenshot is identical to the previous one, but the 'Register' button is highlighted with a red box, and a black circle with the number '2.5' is placed over it.

Notice: After the you have done the register, but the system appear **error message** which is “**Your status is inactive, login not allowed**”. You need to contact the Information Technology Department for reporting the registration problem.

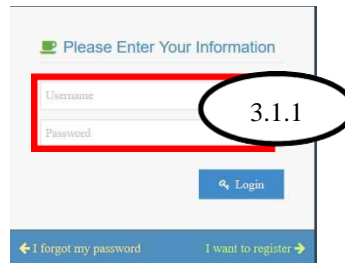


The screenshot shows the login page titled 'Please Enter Your Information'. It has 'Username' and 'Password' input fields and a 'Login' button. A red box highlights an error message: 'Error! Your status is inactive, login not allowed'. At the bottom are links for 'I forgot my password' and 'I want to register'.

3. Student Portal Login System

3.1 Login into Student Portal

3.1.1) Insert your user name and password in the text box.



A screenshot of the login page titled "Please Enter Your Information". It features two input fields: "Username" and "Password". Both fields are highlighted with a red rectangular border. A blue "Login" button is positioned below the fields. At the bottom, there are two links: "I forgot my password" and "I want to register". A callout bubble with the number "3.1.1" points to the "Username" field.

3.1.2) Click "Login" button and you will be able to access into the system page.



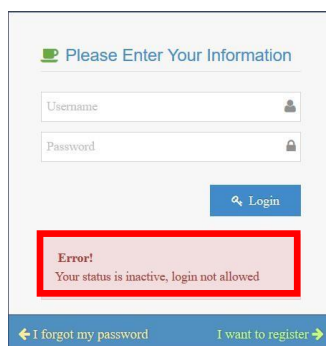
A screenshot of the login page showing the "Username" field filled with "960204065130" and the "Password" field filled with dots. The blue "Login" button is highlighted with a red rectangular border. A callout bubble with the number "3.1.2" points to the "Login" button.

3.1.3) If you success into the system page, it will display the main page of the student portal.



A screenshot of the Student Portal dashboard. The header includes the logo "Student Portal @UCYP" and a user profile for "WONG LIANG". Below the header, there is a navigation bar with "Home" and "DASHBOARD". A green banner says "Welcome to Student Portal @UCYP". Below the banner, there are four notification icons: "Online Notice", "Announcement", "Offer Letter", and "Warning/Bar Letter".

Notice: You have several time to login into the student portal, and the system appear **error message** which is "**Your status is inactive, login not allowed**". You need to contact the Information Technology Department for reporting the registration problem.



A screenshot of the login page showing an error message. The "Username" and "Password" fields are empty. The blue "Login" button is visible. A red rectangular box highlights an error message that reads: "Error! Your status is inactive, login not allowed". At the bottom, there are two links: "I forgot my password" and "I want to register".

3.2 Reset Password

3.2.1) Please choose the “I forgot my password”.



The screenshot shows a login page titled "Please Enter Your Information". It contains a text input field with the number "960204065130" and a password field with masked characters. Below these fields are "Login" and "register" buttons. At the bottom left, the text "I forgot my password" is highlighted with a red rectangle. A callout bubble labeled "3.2.1" points to this text.

3.2.2) Insert your Username or IC number in the text box.



The screenshot shows a page titled "Retrieve Password". It has a sub-header "Retrieve Password" and a label "Enter your IC Number". Below is a text input field containing "IC Number (00010100...)". A red rectangle highlights this input field, and a callout bubble labeled "3.2.2" points to it. There is a "Reset Password" button below the field and a "Back to login" link at the bottom.

3.2.3) Click “Reset Password” button.



This screenshot is identical to the previous one, but the "Reset Password" button is highlighted with a red rectangle. A callout bubble labeled "3.2.3" points to this button.

3.2.4) You may change your password, the “Password” and “Confirm Password” should be the same password.



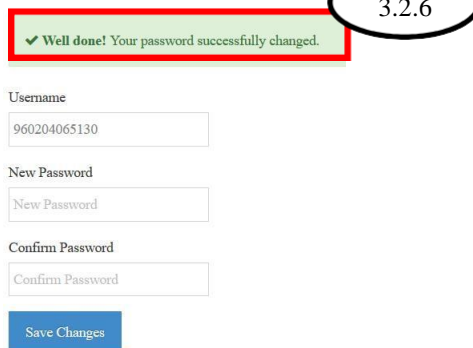
The screenshot shows a page for setting a new password. It has a "Username" field with "960204065130". Below are "New Password" and "Confirm Password" fields, both highlighted with a red rectangle. A callout bubble labeled "3.2.4" points to the "New Password" field. A "Save Changes" button is at the bottom.

3.2.5) Click “Save Changes”, your password will reset immediately.



A screenshot of a password reset form. It contains three input fields: 'Username' with the value '960204065130', 'New Password' with masked characters, and 'Confirm Password' with masked characters. Below the fields is a blue 'Save Changes' button, which is highlighted with a red rectangular box. To the right of the button, the number '3.2.5' is circled in black.

3.2.6) After that password have reset, it will display the message which is “Well done! Your password successfully change.”



A screenshot of a password reset form after a successful password change. At the top, a green message box with a checkmark icon contains the text 'Well done! Your password successfully changed.', which is highlighted with a red rectangular box. Below this message, the form fields are visible: 'Username' with '960204065130', 'New Password' with 'New Password', and 'Confirm Password' with 'Confirm Password'. A blue 'Save Changes' button is at the bottom. To the right of the message box, the number '3.2.6' is circled in black.

3.3 Logout from the Student Portal

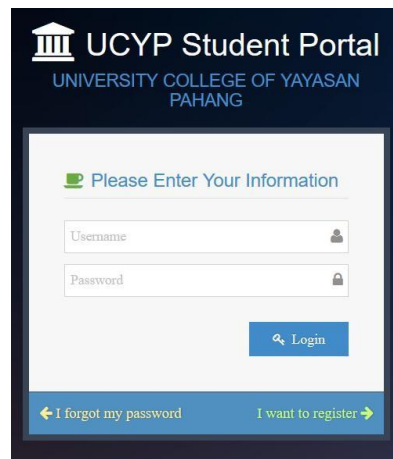
3.3.1) Please click your username on the right side.



3.3.2) Select logout button, you will be able to logout from the Student Portal.



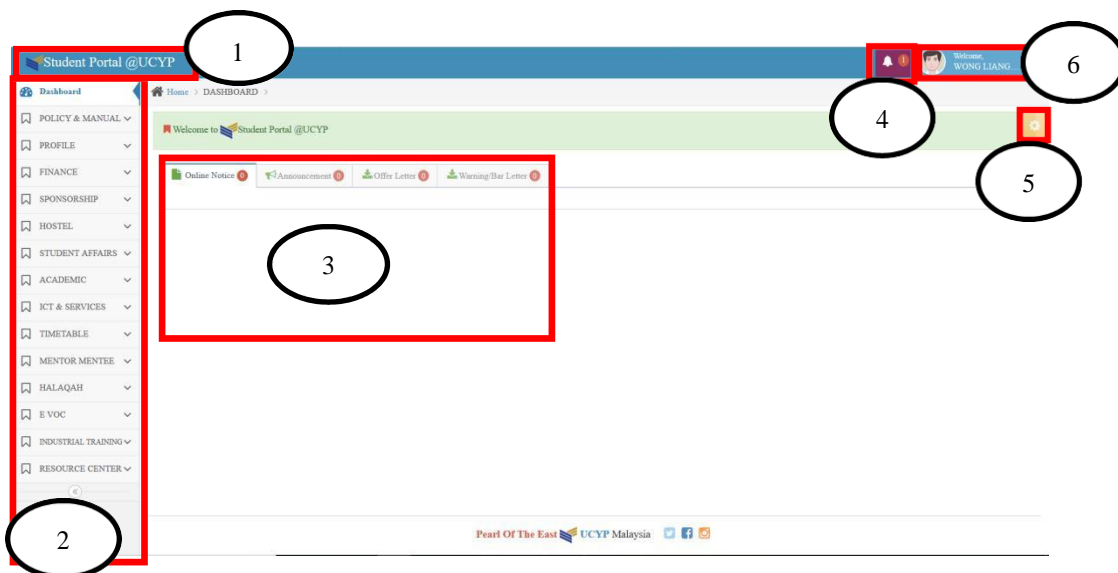
3.3.3) You will return back to the login page.



4. Student Portal

4.1 Overview

(1. Title, 2. Menu, 3. Dashboard, 4. Alert Notice, 5. Setting and 6. User account)



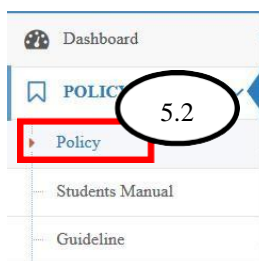
	Function	Description
1.	Title	It is the title of the student portal and it is direct link home page of the student portal
2.	Menu	Every student can to view profile, financial statement, timetable and other records, apply an student card as well.
3.	Dashboard	Every student may view every notice, announcement, offer letter and warning letter.
4.	Notification	It is message that notice by lecturers, IT department and financial department.
5.	Setting	It allow the setting theme of the student portal main page.
6.	User Account	It allow to view personal profile and logout the student portal.

5. Policy & Manual

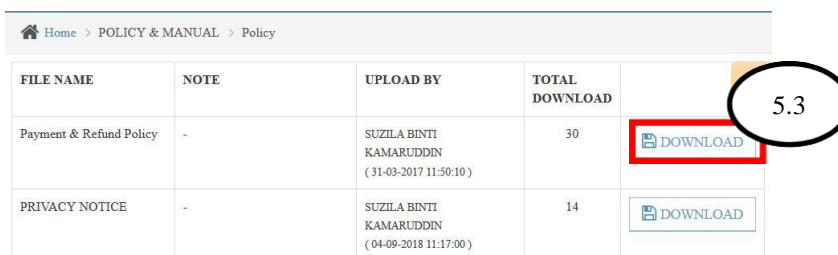
Policy and Manual is every guideline, student manual and policy of the UCYP (University College Yayasan Pahang) which allow the students to download manual files, understand and follow the guideline and manual prepared by the UCYP.

5.1) Click Menu > POLICY > Policy.

5.2) Click the “POLICY & MANUAL” from the Menu and choose any selection below of the “POLICY & MANUAL”. For example like choose the “Policy”.

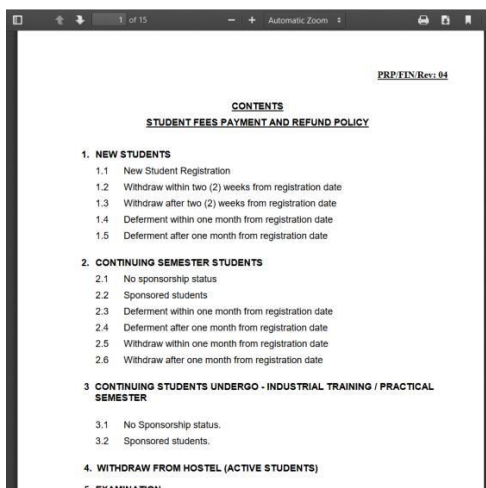


5.3) Click “Download” button”, it will display the manual files.

A screenshot of a web page showing a table of files. The table has columns for 'FILE NAME', 'NOTE', 'UPLOAD BY', 'TOTAL DOWNLOAD', and a 'DOWNLOAD' button. The first row is for 'Payment & Refund Policy' with a 'DOWNLOAD' button highlighted by a red box and a circle with the number '5.3'. The second row is for 'PRIVACY NOTICE' with a 'DOWNLOAD' button.

FILE NAME	NOTE	UPLOAD BY	TOTAL DOWNLOAD	
Payment & Refund Policy	-	SUZILA BINTI KAMARUDDIN (31-03-2017 11:50:10)	30	DOWNLOAD
PRIVACY NOTICE	-	SUZILA BINTI KAMARUDDIN (04-09-2018 11:17:00)	14	DOWNLOAD

5.4) Students allow to view, download or print the manual files.



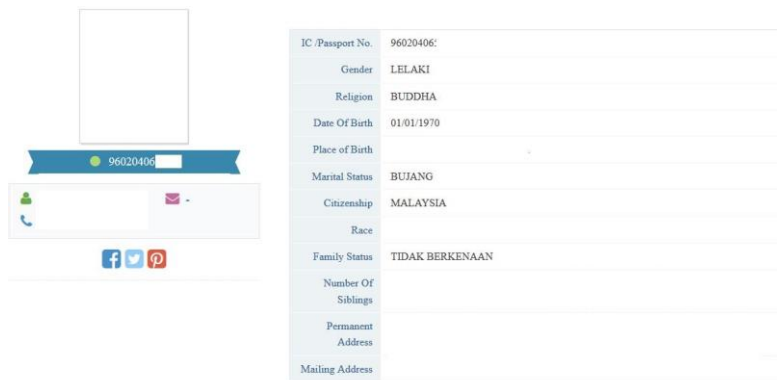
6. Profile

Student allow to view the student personal records like biodata, programme information, heirs, user password and change personal records in the Student Portal.

6.1 Biodata

Every personal record can be view at the biodata.

6.1.1) Menu > PROFILE > Biodata



The screenshot displays a user profile interface. On the left, there is a navigation menu with a profile picture placeholder, a blue banner containing the ID number '96020406', and social media icons for Facebook, Twitter, and Pinterest. On the right, a table lists personal details:

IC /Passport No.	96020406
Gender	LELAKI
Religion	BUDDHA
Date Of Birth	01/01/1970
Place Of Birth	
Marital Status	BUJANG
Citizenship	MALAYSIA
Race	
Family Status	TIDAK BERKENAAN
Number Of Siblings	
Permanent Address	
Mailing Address	

6.2 Change Programme

Student shall be allowed to change their program during the semester within the first 2 week of a semester.

6.2.1) Menu > PROFILE > Change Programme.

6.2.2) Select your New Programme and type your reason.

Form » Change Programme Application

6.2.2

New Programme

UTM/DDPC

Reason

Because of ...

Submit →

Status » Change Programme Application

STATUS	DATE APPLY	NEW PROGRAMME	REASON
No Records Available			

6.2.3) Click “Submit”, the requesting of change programme will be approved by CE (Course Executive).

Form » Change Programme Application

New Programme
 UTM/DDPC

Reason
 Because of ...

Submit → **6.2.3**

Status » Change Programme Application

	STATUS	DATE APPLY	NEW PROGRAMME	REASON
No Records Available				

6.3 Programme

All the programme information should be display on this page.

6.3.1) Menu > PROFILE > Programme

Faculty	INDUSTRIAL AND TECHNOLOGY MANAGEMENT (FITM)
Programme	DIPLOMA IN COMPUTER SCIENCE (INFORMATION TECHNOLOGY) IN COLLABORATION WITH UNIVERSITI TEKNOLOGI MALAYSIA (UTM)
Scheme	SEPENUH MASA
Campus	KAMPUS IKIP 3
Registration Date	23-06-2014
Year of Graduation	2017
Current Sem	6
Current Session	DECEMBER 2016

6.4 Heirs

6.4.1) Menu > PROFILE > Heirs

6.4.1) Student parents personal information should be display on this page.

Name	IC/Pasport No	Occupation	Salary	Religion / Race	Place/State Of Birth
(BAPA)		PEMANDU LORI  019 	RM	/	

6.5 Change Password

Student allow to change their user password on this page.

6.5.1) Menu > PROFILE > Change Password

6.5.2) Student needs to type their new password into the textbox. Make sure that the “New Password” and “Confirm Password” are the same.

The screenshot shows a web form for changing a password. It includes three input fields: 'Username' (containing '960204065130'), 'New Password' (with masked characters), and 'Confirm Password' (with masked characters). A red rectangular box highlights the 'New Password' and 'Confirm Password' fields. A black oval with the text '6.5.2' is positioned to the right of the 'New Password' field. Below the form is a blue button labeled 'Save Changes'.

6.5.3) Click “Save Change”.

This screenshot shows the same 'Change Password' form as above. The 'Save Changes' button at the bottom is now highlighted with a red rectangular box. A black oval with the text '6.5.3' is positioned to the right of the 'Confirm Password' field.

6.6 Form Change Info

Student allow to change information on this “Form Change Info” page.

6.6.1) Menu > PROFILE > Form Change Info

6.6.2) Firstly, student have to tick the radio button for changing their own personal record.

CHANGE OF PERSONAL INFORMATION FORM

PLEASE TICK FROM THE FOLLOWING:

6.6.2

<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

6.6.3) Secondly, student require to click the “SUBMIT” button for changing their request.

CHANGE OF PERSONAL INFORMATION FORM

PLEASE TICK FROM THE FOLLOWING:

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

SUBMIT 6.6.3

6.6.4) Then, you may change your personal records. After you have update your personal record, please click on “SAVE CHANGES”.

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

STUDENT NAME

IC NO

EMAIL

ADDRESS

POSTCODE

CITY

STATE

CONTACT NUMBER (HP)

CONTACT NUMBER (HOUSE)

SAVE CHANGES 6.6.4

6.6.5) It will take time to change the personal records.

CHANGE OF PERSONAL INFORMATION FORM

Note

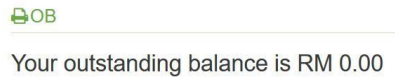
Your application in process.

7. Check Personal Financial Statement

7.1 Finance Outstanding Balance

7.1.1) Menu > FINANCE > Outstanding Balance

7.1.2) You may check the outstanding balance from here.



7.2 Bill Statement

7.2.1) Menu > FINANCE > Bill Statement.

7.2.2) Click “Print Bill Statement”.



7.2.3) It will display statement and it will print the display from the printer.

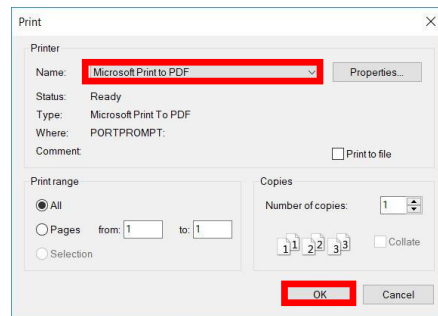
KOLEJ YAYASAN PAHANG
COLLECTION UNIT, FINANCE DEPARTMENT
Lot PT 89829, Kampus KYP Jalan Tg. Lumpur
Kg. Peramu 26060 Kuantan Pahang Darul Makmur
Phone : 09-518 2034 Fax : 09-534 2129
email : enquiries@kyp.edu.my

STUDENT :
SERIAL : STATUS SEMASA : TAMAT PENGAJIAN

CURRENT PROGRAMME :
UTM (DECEMBER 2016) SEM : 6
DIPLOMA IN COMPUTER SCIENCE (INFORMATION
TECHNOLOGY) IN COLLABORATION WITH UNIVERSITI
TEKNOLOGI MALAYSIA (UTM)

SEM	DATE	TRANSACTION	OTHERS	DEPOSIT	ACCOMMODATION	REGISTRATION	TUITION FEES	PROFESSIONAL	EXAM FEE	TOTAL
1	29/05/2014	PAYMENT					-100		-400	-500.00
	25/06/2014	CHARGES	100.00				400.00	3250.00	400.00	4,150.00
	18/09/2014	PAYMENT					-400	-3250		-3,750.00
	18/09/2014	PAYMENT					-750			-750.00
	13/01/2015	PAYMENT						-500		-500.00
TOTAL SEM 1			0.00	0.00	0.00	-850.00	-500.00	0.00	0.00	-1,350.00
2	11/12/2014	PAYMENT							-400	-400.00
	31/12/2014	CHARGES					190.00	3250.00	400.00	3,990.00
	09/02/2015	PAYMENT						-3250		-3,250.00
TOTAL SEM 2			0.00	0.00	0.00	190.00	0.00	0.00	150.00	340.00
3	11/06/2015	PAYMENT							-400	-400.00
	30/06/2015	CHARGES					210.00	3250.00	400.00	4,010.00
	01/07/2015	PAYMENT						-3250		-3,250.00
TOTAL SEM 3			0.00	0.00	0.00	210.00	0.00	0.00	150.00	360.00

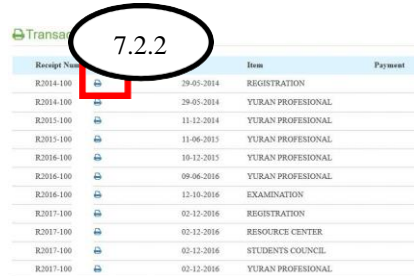
7.2.4) Select the printer model and click “OK” button.



7.3 Payment & Receipt

7.3.1) Menu > FINANCE > Payment & Receipt

7.3.2) Click the “Print” icon, then it display and print the receipt.



The screenshot shows a table with columns: Receipt No., Item, and Payment. A red box highlights the 'Print' icon in the first row, which is also circled in black and labeled '7.2.2'. The table contains the following data:

Receipt No.	Item	Payment
R2014-100	29-05-2014 REGISTRATION	
R2014-100	29-05-2014 YURAN PROFESIONAL	
R2015-100	11-12-2014 YURAN PROFESIONAL	
R2015-100	11-06-2015 YURAN PROFESIONAL	
R2016-100	16-12-2015 YURAN PROFESIONAL	
R2016-100	09-06-2016 YURAN PROFESIONAL	
R2016-100	12-10-2016 EXAMINATION	
R2017-100	02-12-2016 REGISTRATION	
R2017-100	02-12-2016 RESOURCE CENTER	
R2017-100	02-12-2016 STUDENTS COUNCIL	
R2017-100	02-12-2016 YURAN PROFESIONAL	

7.3.3) It will display statement and it will print the display from the printer.



The screenshot shows a receipt form for OFFENSE INPP EDUCATION SDN BHD. The form includes the following information:

OFFENSE
INPP EDUCATION SDN BHD
Lot PT 88209
Kampuch SDP Jambak 12, Lumput
Kg Peramu 20050 Kuantan Pahang Darul Makmur
Tel: 09-516 2124 Faks: 09-534 2129

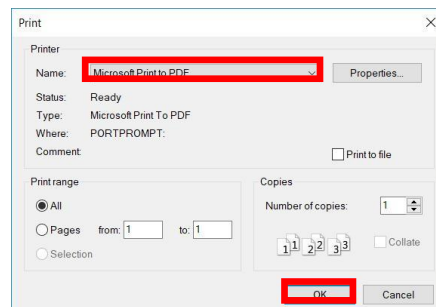
RESIT PEMBAYARAN (PAYMENT RECEIPT)

No. Resit	No Resit	: R20
Resit	Tarikh Resit	: 29/05/2014
No. K/P	Jenis Bayaran	: YURAN
Alamat	Nombor	: 103_090204
	Program	: DDC

YURAN	BAHARAN (RM)
REGISTRATION	100.00
YURAN PROFESIONAL	400.00
	Jumlah: 500.00

Resit ini terbita jika cek dipungutan oleh bank.
Dikemalkan Oleh: NOSALAWATI BINTI AWING KECHK, Tarikh Cetak: 29-10-2018 15:33:13
Cetakan Komputer: Tidak Memerlukan Tandatangan

7.3.4) Select the printer model and click “OK” button.



The screenshot shows a Windows Print dialog box. The printer selected is 'Microsoft Print to PDF'. The 'OK' button is highlighted with a red box. The dialog box includes the following options:

Printer Name: Microsoft Print to PDF (Properties...)

Status: Ready
Type: Microsoft Print To PDF
Where: PORTPROMPT:
Comment: Print to file

Print range: All
 Pages from: 1 to: 1
 Selection

Copies: Number of copies: 1
 Collate

Buttons: OK (highlighted), Cancel

8. Sponsorship

8.1) My Sponsorship

8.1.1) Menu > SPONSORSHIP > My Sponsorship

8.1.2) It will display sponsorship information of the student.

SPONSOR CODE : YAYASAN PAHANG SEPARUH

Status	: TAMAT PENAJAAN
Duration	: 06/2014 - 05/2017
Total Amount	: RM 29950.00
Amount / Sem	: RM 0.00

9. Hostel

9.1 Check Hostel Records

Student allow to check the hostel information on the hostel records section.

9.1.1) Menu > HOSTEL > Record

#	Session	Pass Number	Hostel	Room	Status	Check In Date	Check Out Date	Key Status
1.	JUNE - NOV 2018		BLOK B, ASRAMA TANJUNG LUMPUR	B203/3	DAFTAR KELUAR	01-06-2018	19-10-2018	PULANG KUNCI
2.	DEC 2017 - APR 2018		BLOK B, ASRAMA TANJUNG LUMPUR	B222/6	DAFTAR KELUAR	23-11-2017	30-03-2018	PULANG KUNCI
3.	JUNE 2017		CITY TIMES HOSTEL	2213/4	DAFTAR KELUAR	06-06-2017	16-10-2017	PULANG KUNCI
4.	DECEMBER 2016		BLOK B, ASRAMA TANJUNG LUMPUR	B303/1	DAFTAR KELUAR	28-11-2016	04-04-2017	PULANG KUNCI

9.2 Apply Online Booking

Student may book the hostel room by online booking.

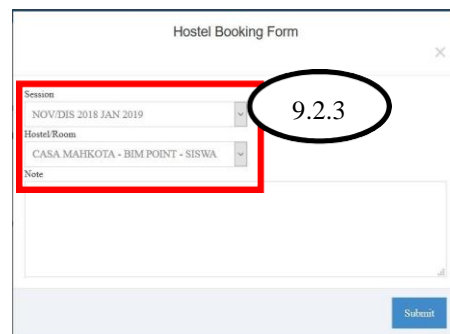
9.2.1) Menu > HOSTEL > Online Booking

9.2.2) Click the “Apply Now” for booking the hostel room.

Hostel Booking Application Form

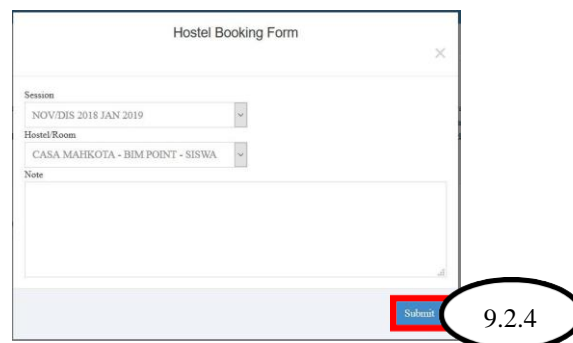


9.2.3) Select your Session and Hostel Room.



A screenshot of a "Hostel Booking Form" window. The form contains two dropdown menus: "Session" with the value "NOV/DIS 2018 JAN 2019" and "Hostel Room" with the value "CASA MAHKOTA - BIM POINT - SISWA". Both dropdown menus are highlighted with a red rectangular border. To the right of the form, the text "9.2.3" is circled in black. A "Submit" button is visible at the bottom right of the form.

9.2.4) Click “Submit” button.




A screenshot of the "Hostel Booking Form" window, identical to the previous one. The "Submit" button at the bottom right is highlighted with a red rectangular border. To the right of the button, the text "9.2.4" is circled in black.

9.3 Check Booking History

9.3.1) Menu > HOSTEL > Booking History

9.3.2) Click “Print” button

9.3.2

Print Form	Date Apply	Session	Hostel	Status	Note
	13/02/2018	Mei/Jun/Julai 2018	BLOK B, ASRAMA TANJUNG LUMPUR	APPROVE	
	29/08/2017	Nov/Dis 2017, Jan 2018	CITY TIMES HOSTEL	APPROVE	
	08/03/2017	Sesi Mei/Jun/Julai 2017	BLOK B, ASRAMA TANJUNG LUMPUR	APPROVE	

9.3.3) It will display the application form.

**BORANG PERMOHONAN MENGINAP
(APPLICATION FOR HOSTEL ACCOMMODATION)**

Nama :
No KIP : No. Tel :
Program : Kursus : optional with additional examination fees
Semester : 3 Sesi : Mei/Jun/Julai 2018
Alamat :

Asrama : BLOK B, ASRAMA TANJUNG LUMPUR
No. Dorm : No. Bilik/Loker : No. Hostel Pass : No. Outing Card :

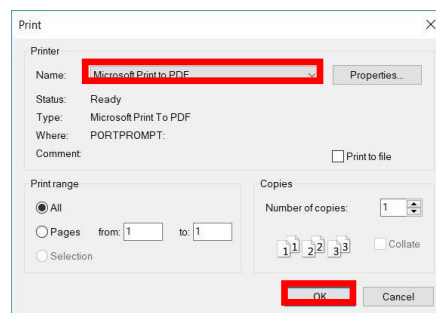
Saya telah membaca dan bersetuju dengan syarat yang telah ditetapkan oleh pihak pengurusan fasiliti, termasuk lokasi penempatan pelajar.

**Pelajar dikehendaki membayar yuran penginapan pada kadar bayaran penuh satu semester, walaupun pelajar memilih untuk tidak menginap sepenuhnya pada semester tersebut.
* Students are required to pay the accommodation fees at the full rate of one semester, although students choose not to stay entirely in the semester.*

Saya yang benar,

Nama :
Tarikh : 13/02/2018

9.3.4) Select the printer model and click “OK” button.



9.4 Checkout

9.4.1) Menu > HOSTEL > Checkout

9.4.2) Click “Print Checkout Form”.

	Session	Pass Number	Hostel	Dorm/Room	Status
	DECEMBER 2016		BLOK B, ASRAMA TANJUNG LUMPUR	B303/1	DAFTAR KELUAR
	JUNE 2017		CITY TIMES HOSTEL	2213/4	DAFTAR KELUAR
	DEC 2017 - APR 2018		BLOK B, ASRAMA TANJUNG LUMPUR	B222/6	DAFTAR KELUAR
	JUNE - NOV 2018		BLOK B, ASRAMA TANJUNG LUMPUR	B303/3	DAFTAR KELUAR

9.4.3) It will display the checkout form.

NAME _____ C/NO _____
NOMOR _____
PROGRAM _____
DEKRETER _____
ALOKASI _____
No. BUKU _____
No. KARTU _____
No. KARTU ASRAMA _____
No. KARTU _____
No. KARTU _____
No. KARTU _____

C/NO Persewaan _____
KURSI _____
KURSI _____
KURSI _____
KURSI _____
KURSI _____
KURSI _____

Optional with additional examination fees _____
BLOK B, ASRAMA TANJUNG LUMPUR _____
BLOK B, ASRAMA _____
BLOK B, ASRAMA _____

FOR OFFICE USE
UNTUK KEGUNAAN FILISAT

APLIKASI STATUS:
Status Persewaan: _____
_____ (Dipinjam) (Dipinjam/Disimpan)
_____ (Dipinjam) (Dipinjam/Disimpan)
_____ (Dipinjam) (Dipinjam/Disimpan)

Assessment Supervisor Signature _____
Date _____
Signature _____
Date _____

Date of Fee Received _____
Date of Receipt _____
Person in Charge Name _____
Signature _____
Date _____
Signature _____
Date _____

9.4.4) Select the printer model and click “OK” button.

Print

Printer

Name: **Microsoft Print to PDF** Properties...

Status: Ready

Type: Microsoft Print To PDF

Where: PORTPROMPT:

Comment: Print to file

Print range

All

Pages from: 1 to: 1

Selection

Copies

Number of copies: 1

Collate

OK Cancel

10. Student Affairs

10.1 Check My Activity

10.1.1) Menu > STUDENT AFFAIRS > My Activity

10.1.2) Student may check their own activity schedule on “My Activity”.

#	Date	Activity	Venue	Type
1.	02-02-2062	PERUMPAAN PELAJAR CHINESE BERSAMA PENGARAH URUSAN KYP	B3 BILIK BACAAN ASRAMA ATL	ANURAN JABATAN HEP
2.	08-12-2018	PRIME GOTONG ROYONG ATL	ATL BLOK ADAN BLOK B	ANURAN JABATAN HEP
3.	09-08-2018-02-09-2072	KEMAHIRAN INSANIAH MODULE 4 JUN-NOV 2018	DEWAN UTAMA YP	ANURAN FAKULTI JABATAN KURSUS
4.	02-07-2018	SELF MANAGEMENT TOWARDS A BETTER WAY	A1 & A2 ASRAMA TANJUNG LUMPUR	ANURAN JABATAN HEP
5.	30-11-2017-30-11-0001	PERUMPAAN ASRAMA DAN PERLANTIKAN AKR 2017/2018	ASRAMA ATL BLOK B	ANURAN JABATAN HEP
6.	03-10-2017	SOLAT HAJAT PERDANA	KYP CITY TIME	ANURAN JABATAN HEP
7.	22-07-2017	KEMAHIRAN INSANIAH 2	ASRAMA TANJUNG LUMPUR	ANURAN JABATAN HEP
8.	15-12-2016	PPP		ANURAN FAKULTI JABATAN KURSUS

10.2 Check Kemahiran Insaniah

10.2.1) Menu > STUDENT AFFAIRS > Kemahiran Insaniah

10.2.2) Student can view their own “Kemahiran Insaniah” schedule.

#	Date	Activity	Venue	Time
1.	07-01-2017	MODUL 1 -PATRIOTISME & KENEGARAAN		7.30 PAGI - 3.30 PETANG
2.	22-07-2017	MODUL 2 -KEMAHIRAN KOMUNIKASI	ASRAMA TANJUNG LUMPUR	8.00 A.M

11. Academic

11.1 My Courses

11.1.1) Menu > ACADEMIC > My Courses

11.1.2) Now, student can check the course information by “My Course”

Section Register	Course Code	Course	Section	Credit	Lecturer
Section: E-ACC 1011 Page 1					
1	MPU 2161	PENGALAMAN MALAYSIA 1	1		
2	AAE 1121	FINANCIAL ACCOUNTING 1	1		
3	AED 1161	PRINCIPLES OF MICRO ECONOMICS	1		
4	DDO 1161	BUSINESS MATHEMATICS	1		
5	ABD 1161	PRINCIPLES OF MANAGEMENT	1		
6	MPU 2152	KERENDAH MALAYSIA	2		
7	BEJ 1162	ENGLISH 1 - MILESTONE IN ENGLISH	1		
Total Credit					
Section: E-ACC 1011 Page 2					
1	DDO 2151	BUSINESS STATISTICS	2		
2	BEJ 1162	ENGLISH 2 - MOVING WITH ENGLISH	1		
3	AAE 1131	FINANCIAL ACCOUNTING 2	1		
4	AAE 2141	COST ACCOUNTING	1		
5	CAD 2111	INTRODUCTION TO COMPUTER AND ACCOUNTING APPLICATION	1		
6	AJD 2111	BUSINESS LAW	1		
7	AED 1171	PRINCIPLES OF MACROECONOMICS	1		
Total Credit					

11.2 Course Work

11.1.1) Menu > ACADEMIC > Course Work

11.1.2) You may check your own course work on this page.

Course Code	Section	Credit	Lecturer	Course Work %
AAB 1161 FINANCIAL ACCOUNTING 1	1	1.00	BITI HAFIZAH BINTI ABD MUI	0% TEST 0% QUIZ 0% ASSIGNMENTS 0% FINAL EXAM
AAB 1163 MANAGEMENT ACCOUNTING	1	1.00	ENGLI ARINI BT CHE KU HA	0% TEST 0% QUIZ 0% ASSIGNMENTS 0% FINAL EXAM
AFB 1163 FINANCIAL ACCOUNTING	1	1.00	YUSITA BINTI HMDY YUSOF	0% TEST 0% QUIZ 0% ASSIGNMENTS 0% FINAL EXAM
ABM 1163 ENTREPRENEURSHIP	1F	1.00	MOKD AZIZEL BIN MOKSHARIF	0% TEST 0% QUIZ 0% PROJECTS 0% ASSIGNMENTS 0% FINAL EXAM
AAB 1163 AUDITING	1	1.00	FARAH SYAZWAN BT AMEL K.	0% TEST 0% QUIZ 0% ASSIGNMENTS 0% FINAL EXAM
AAB 1161 MALAYSIAN TAXATION	1	1.00	FARAH SYAZWAN BT AMEL K.	0% TEST 0% QUIZ 0% ASSIGNMENTS 0% FINAL EXAM
BEJ 1162 ENGLISH 2 - EMPOWERING ENGLISH	1	1.00	DR. SIRAGUM PANAR	0% TEST 0% QUIZ 0% PROJECTS 0% ASSIGNMENTS

11.3 Course Registration

You may print own Registration Form in this page.

11.3.1) Menu > ACADEMIC > Course Registration

11.3.2) Please click the “Print Registration Form”, it will print the Registration Form.

← SUBJECT REGISTRATION FOR JUNE - NOVEMBER 2018 SESSION

Duration	:2018 - /2018
Session	JUNE - NOV 2018
Note	SUBJECT REGISTRATION FOR JUNE - NOVEMBER 2018 SESSION SILA DAFTAR SUBJEK ANDA MENGIKUT STRUKTUR PENGAJIAN YANG TELAH DITETAPKAN. JIKA ADA SEBARANG KEMUSYKILAN, SILA RUKUK MENTOR/KOORDINATOR ATAU KETUA JABATAN MASING-MASING. TERIMA KASIH. *2018-07-15

List of Course Register For This Session

Print Registration Form

#	Register Date	Course Code	Credit Hours	Section Apply
1.	-2018	AAD 2353 FINANCIAL ACCOUNTING 4	3.00	Section :1 SITI
2.	-2018	AAD 2363 MALAYSIAN TAXATION	3.00	Section :1 FARAH
3.	-2018	AAD 3233 MANAGEMENT ACCOUNTING	3.00	Section :1 ENGGU'
4.	-2018	AAD 3263 AUDITING	3.00	Section :1 FARAH
5.	-2018	BLD 2212 ENGLISH 4 - EMPOWERING ENGLISH	2.00	Section :1 DR. EBRAHIM
6.	-2018	AFD 3153 ISLAMIC FINANCE	3.00	Section :1 YUZUETA
7.	-2018	ABD 1823 ENTERPREURSHIP	3.00	Section :

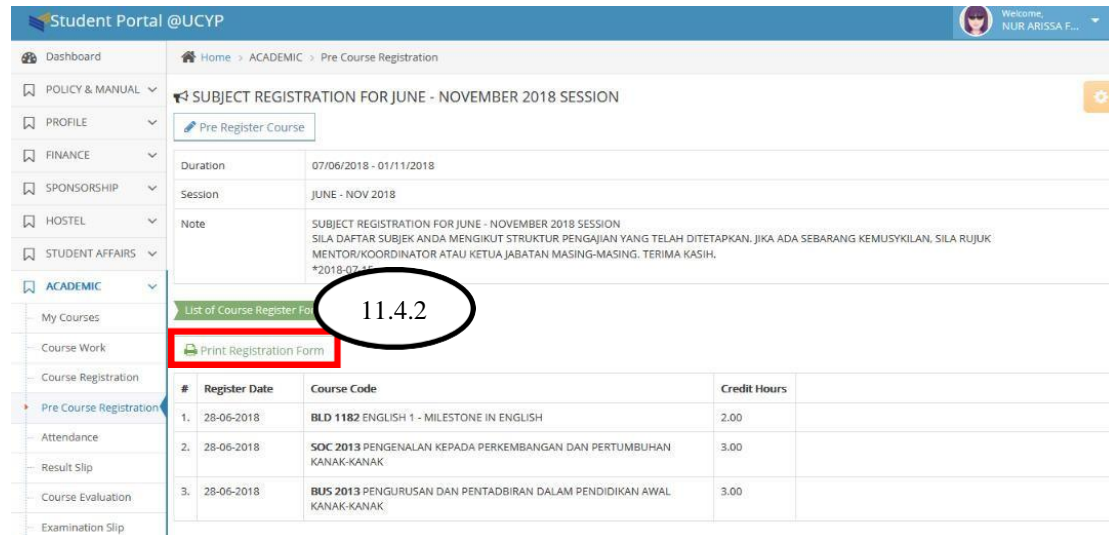
11.3.3) The figure below which is an example of Registration Form.

11.3.4) Select the printer model and click “OK” button.

11.4 Pre Course Registration

11.4.1) Menu > ACADEMIC > Pre Course Registration

11.4.2) On Pre Course Registration, you can print the Registration Form by clicking “Print Registration Form”.




The screenshot displays the Student Portal @UCYP interface. The top navigation bar includes the portal name and a user profile. The main content area is titled 'SUBJECT REGISTRATION FOR JUNE - NOVEMBER 2018 SESSION'. A sidebar on the left lists various menu items, with 'ACADEMIC' expanded to show 'Pre Course Registration'. A table below the sidebar lists registered courses with columns for '#', 'Register Date', 'Course Code', and 'Credit Hours'. The 'Print Registration Form' button is highlighted with a red box and circled with a black circle labeled '11.4.2'.

#	Register Date	Course Code	Credit Hours
1.	28-06-2018	BLD 1182 ENGLISH 1 - MILESTONE IN ENGLISH	2.00
2.	28-06-2018	SOC 2013 PENGENALAN KEPADA PERKEMBANGAN DAN PERTUMBUHAN KANAK-KANAK	3.00
3.	28-06-2018	BUS 2013 PENGURUSAN DAN PENTADBIRAN DALAM PENDIDIKAN AWAL KANAK-KANAK	3.00

11.5 Attendance

11.5.1) Menu > ACADEMIC > Attendance

11.5.2) You can check your own overall attendance.

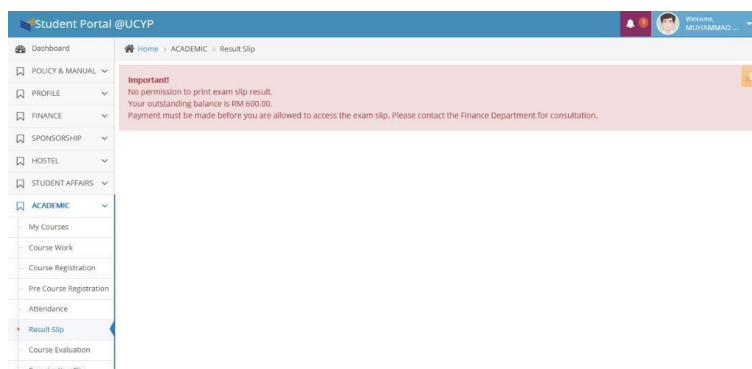
SESSION JUNE - NOV 2018 

Course Code	Section	Credit	Lecturer	ATTEND	ABSENT WITH REASONS	ABSENT WITHOUT REASON	SICK LEAVE	% ABSENT
AAD 2353	1	3.00	SITI HAFIZAH BINTI ABD MU	25	1	0	1	
AAD 3233	1	3.00	ENGKU ARTINI BT CHE KU HA	0	0	0	0	
AFD 3153	1	3.00	YUZIETA BINTI MOHD YUSOP	0	0	0	0	
ABD 1023	10	3.00	MOHD AZIZUL BIN MOHAMED	0	0	0	0	
AAD 3263	1	3.00	FARAH SYAZWANI BT ABDUL K	0	0	0	0	
AAD 2363	1	3.00	FARAH SYAZWANI BT ABDUL K	0	0	0	0	
BLD 2212	1	2.00	DR. EBRAHIM PANAHA	0	0	0	0	

11.6 Result Slip

11.6.1) Menu > ACADEMIC > Result Slip

11.6.2) Before you view the result slip, you have to clear the payment balance and ask permission from the exam, then you are allowed to view result slip in one short period of the time.



The screenshot shows the Student Portal @UCYP interface. The top navigation bar includes 'Home > ACADEMIC > Result Slip'. A prominent red warning message is displayed: 'Important! No permission to print exam slip result. Your outstanding balance is RM 600.00. Payment must be made before you are allowed to access the exam slip. Please contact the Finance Department for consultation.' The left sidebar menu is expanded to 'ACADEMIC', with 'Result Slip' selected. Other menu items include Dashboard, POLICY & MANUAL, PROFILE, FINANCE, SPONSORSHIP, HOSTEL, STUDENT AFFAIRS, My Courses, Course Work, Course Registration, Pre Course Registration, Attendance, Course Evaluation, and Examination Slip.

11.7 Course Evaluation

11.7.1) Menu > ACADEMIC > Course Evaluation

11.7.2) Click the “Evaluate” button for evaluation of lecturer.

1.	JUNE - NOV 2018	4	AAD 2353	FINANCIAL ACCOUNTING 4	1	SITI HAFIZAH BINTI ABD MU	Evaluate
2.	JUNE - NOV 2018	4	AAD 3233	MANAGEMENT ACCOUNTING	1	ENGKU ARTINI BT CHE KU HA	Evaluate
3.	JUNE - NOV 2018	4	AFD 3153	ISLAMIC FINANCE	1	YUZIETA BINTI MOHD YUSOP	Evaluate
4.	JUNE - NOV 2018	4	ABD 1023	ENTERPRENEURSHIP	10	MOHD AZIZUL BIN MOHAMED	Evaluate
5.	JUNE - NOV 2018	4	AAD 3263	AUDITING	1	FARAH SYAZWANI BT ABDUL K	Evaluate
6.	JUNE - NOV 2018	4	AAD 2363	MALAYSIAN TAXATION	1	FARAH SYAZWANI BT ABDUL K	Evaluate
7.	JUNE - NOV 2018	4	BLD 2212	ENGLISH 4 - EMPOWERING ENGLISH	1	DR. EBRAHIM PANAH	Evaluate

11.7.2

11.7.3) Your lecturer record will be display on the top of the page.

<input type="text"/>	Course Code	[AAD 2353] FINANCIAL ACCOUNTING 4
<input type="text"/>	Lecturer Name	
	Session	JUNE - NOV 2018

Please choose only ONE of the numbers from 1 to 5 for each item listed
(Scale : 1-Lowest 2-Low 3-Average 4-High 5-Highest)

1	PERSONALITY	Scale
	The lecturer is approachable and always gives encouragement	Average
	The lecturer treats all student fairly	Average
	The lecturer is punctual for class	Average
	The lecturer shows confident and enthusiasm in teaching	Average
2	PREPARATION	Scale
	The lecturer gives clear outline on the objective, contents and mode of evaluation for the subject and beginning of the semester.	Average
	The lecturer organizes the lesson with sufficient teaching materials (such as notes and handouts or worked examples on whiteboards, tutorial, materials.)	Average
	The lecture summarizes each lesson clearly and efficiently.	Average

11.7.3

11.7.4) Select your “Scale” for your lecturer personality.

1	PERSONALITY	Scale
	The lecturer is approachable and always gives encouragement	High
	The lecturer treats all student fairly	High
	The lecturer is punctual for class	High
	The lecturer shows confident and enthusiasm in teaching	High

11.7.4

11.7.5) You are welcome to give any suggestion for improving the programme teaching.

Additional suggestion/idea/opinion: :

11.7.5

In addition, ...

SUBMIT 1 / 3758

11.7.6) Please Click the “SUBMIT” for completing the Course Evaluation Form.

5	COMMITMENT TOWARD TEACHING	Scale
	The lecturer gives sufficient amount of homework/tutorials/assignment	High
	The lecturers is prompt to return marked tutorials/assignments/quizzes	Average
	The lecture give constructive and helpful feedback on the marked tutorials/assignments/quizzes	High
	The lecture seldom miss a class, he/she always reschedule a Replacment class if necessary	Highest

Additional suggestion/idea/opinion: :

In addition, ...

11.7.6

SUBMIT 1 / 3758

11.8 Examination Slip

11.8.1) Menu > ACADEMIC > Examination Slip

11.8.2) Firstly, **you have to complete the Course Evaluation** (If the Course Evaluation have not complete, you must follow the step from Section 11.7 Course Evaluation) and **you must clear payment before printing the Examination Slip.**


11.8.3) If you have complete the Course Evaluation and clear the payment, then you should be able to print your Examination Slip.

1	PERSONALITY	Scale
	The lecturer is approachable and always gives encouragement	Average
	The lecturer treats all student fairly	Average
	The lecturer is punctual for class	Average
	The lecturer shows confident and enthusiasm in teaching	Average

11.8.4) Please click “Examination Slip”.


Finance ... full payment? Balance : RM 0.00

11.8.4

 Examination Slip

11.8.5) The examination slip will display on this page.

YAYASAN PAHANG COLLEGE
COLLECTION UNIT - FINANCE DEPARTMENT
Unit PT 50529, Kemaman 19100, Jln. Lumbok, Kg. Pelandok 22050, Kuarters Pahang Darul Makmur
 Tel: 09-618 2034 Fax: 09-634 2129 Website: www.yaypa.edu.my
 e-mail: enquiry@yaypa.edu.my


QFFN080

EXAMINATION SLIP

STUDENT	PROGRAMME
E	DIPLOMA IN ACCOUNTANCY - LCCI Certificate* *Optional with additional examination fees SEM - 4

Balance to be paid by student : RM 0.00

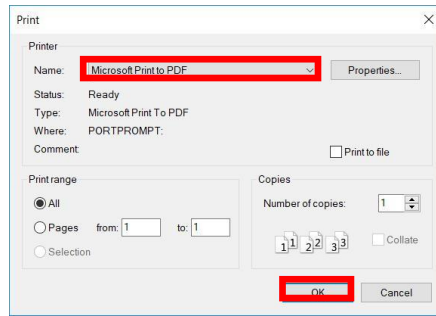
Attention

- This examination slip must bring together when entering examination hall
- Examination slip and student's id card must be displayed on the right corner of the table.

DATE	TIME	ROOM	CODE	COURSE	CREDIT HOURS	LECTURER
			AAD 2353	FINANCIAL ACCOUNTING 4	3.00	SITI HAFIZAH BINTI ABD MUBIN
			AAD 2363	MALAYSIAN TAXATION	3.00	FARAH SYAZWAN BT ABDUL KARIM
			AAD 3233	MANAGEMENT ACCOUNTING	3.00	ENGLU ARTINI BT CHE KU HANIZAH@ENGLU YUSOF
			AAD 3263	AUDITING	3.00	FARAH SYAZWAN BT ABDUL KARIM
			ABD 1023	ENTERPRENEURSHIP	3.00	MOHD AZZUL BIN MOHAMED
			AFD 3153	ISLAMIC FINANCE	3.00	YUZIETA BINTI MOHD YUSOP
			BLD 2212	ENGLISH 4 - EMPOWERING ENGLISH	2.00	DR. EBRAHIM PANAH

Computer generated. Signature is not required.

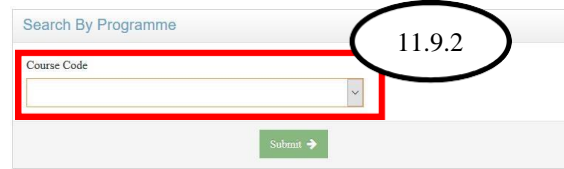
11.8.6) Select the printer model and click “OK” button.



11.9 Past Year Exam Paper

11.9.1) Menu > ACADEMIC > Past Year Exam Paper

11.9.2) Please Select Course by the Drop Down List.



Search By Programme

Course Code

Submit →

11.9.3) Click “Submit”



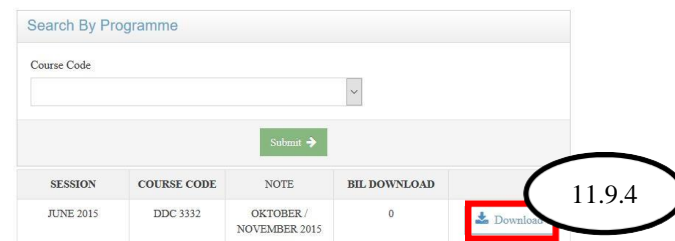
Search By Programme

Course Code

DDC 3332

Submit →

11.9.4) The past year exam paper of your course will be list on this page and you may click on “Download” button.



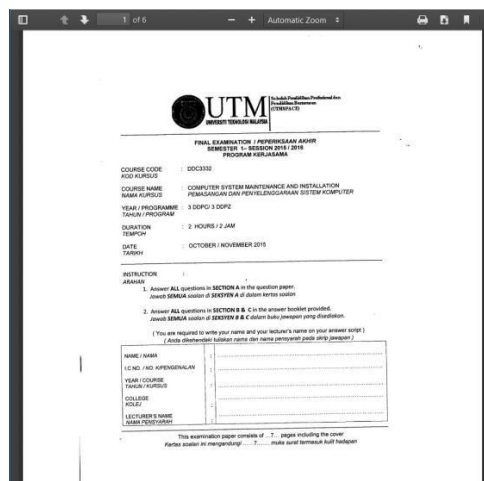
Search By Programme

Course Code

Submit →

SESSION	COURSE CODE	NOTE	BIL. DOWNLOAD	
JUNE 2015	DDC 3332	OKTOBER / NOVEMBER 2015	0	Download

11.9.5) Your past year exam paper soft-copy is ready for download and print.



11.10 Transcript Request Form

11.9.1) Menu > ACADEMIC > Transcript Request Form

11.9.2) Click on “Request Form”



11.9.3) Your transcript request form are ready to print.

academic handbook Nov. 08 April 2017
appendix 3 - student handbook Nov 07 page 18/23

TRANSCRIPT REQUEST FORM

Name		I.C. Number	
Program / Module	DIPLOMA IN ACCOUNTANCY	Contact Number	

Student's Declaration:
I have taken and passed all courses in the diploma program mentioned above.
I have completed one semester of practical training. The information is as below:

Practical Training Session			Date of report submission	Current status (employed/ further studies/ unemployed, etc.) <small>Please provide details of employment, if applicable.</small>
Address	Contact No.	Contact Person		

I acknowledge the above information given is true and correct.
Yours sincerely,

Student's signature:
Name: _____
Date: 30-10-2018

Dean / HOD's signature:
Name: _____
Date: _____

To be completed by respective department:

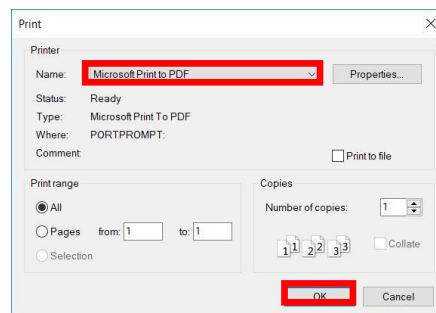
Received by Examination Unit _____
Person in charge / Date

Transcript prepared by _____
Person in charge / Date

Transcript received by _____
Register Department / Date

Transcript received by _____
Graduating Student / Date

11.9.4) Select the printer model and click “OK” button.



12. ICT & Service

12.1 Check Wifi name and password

12.1.1) Menu > ICT & SERVICES > Wifi

12.1.2 You can check your own campus wifi name and password.

Location : KYP TAMAN GELORA CAMPUS
Wifi Name : KYP-WIFI
Password : kyp998544student4477
Location : KYP YP and KYP HOSTEL TANJUNG LUMPUR
Wifi Name : KYP-WIFI
Password : kyp998544student3355
Location : KYP CITY TIMES HOSTEL
Wifi Name : KYPetStudents
Password : KYP CITY TIMES HOSTEL
Location : KYP TAMAN PERTANIAN
Wifi Name : Kyp_tm (student)
Password : 910600kypm321
Location : KYP SEKILAU
Wifi Name : Kypsekilau
Password : kyp2017cc0913

12.2 Request an ID Card

12.2.1) Menu > ICT & SERVICES > ID Card

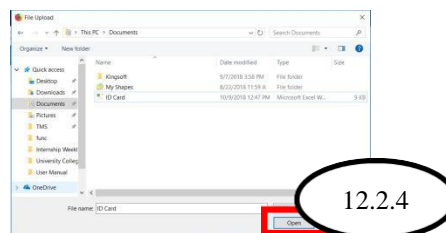
12.2.2) Notice: Please follow the guideline of passport picture.

- Picture Background : White/Blue
- Picture Format : Refer Picture
- Check your status to determine whether your application is success or rejected.
- Please make sure your information is correct before submitting your application.

12.2.3) Click on “Browse” for uploading your passport picture.

Name	WONG LIANG MING
IC Number	960204065083
Programme	DIPLOMA IN COMPUTER SCIENCE (INFORMATION TECHNOLOGY) IN COLLABORATION WITH UNIVERSITI TEKNOLOGI MALAYSIA (UTM)
Faculty	INDUSTRIAL AND MANUFACTURING ENGINEERING
Picture	<input type="button" value="Browse..."/>
<input type="button" value="Apply Now"/>	

12.2.4) Select your passport picture and click “Open” button.



12.2.5) Click on “Apply Now”

Name	
IC Number	
Programme	DIPLOMA IN COMPUTER SCIENCE (INFORMATION TECHNOLOGY) IN COLLABORATION WITH UNIVERSITI TEKNOLOGI MALAYSIA (UTM)
Faculty	INDUSTRIAL AND MANUFACTURING ENGINEERING
Picture	<input type="button" value="Browse..."/>
<input type="button" value="Apply Now"/>	

12.2.6) Your ID card have already requested.

Application ID CARD Status

REQUESTED

12.2.7) The ID card will be finish when the status is “PRINTED”.

Application ID CARD Status

PRINTED - PLEASE COLLECT YOUR NEW ID CARD AT IT DEPARTMENT (TAMAN GELORA CAMPUS)

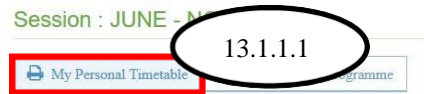
13. Timetable

13.1 My Timetable

13.1.1 My Personal Timetable

13.1.1.1) Menu > TIMETABLE > My Timetable

13.1.1.2) Click on “My Personal Timetable”



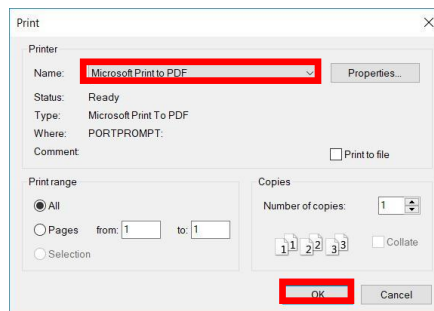
13.1.1.4) Your timetable are ready to print.

PERSONAL TIMETABLE

Name : Session : JUNE - NOV 2018

Day/Time	08:30	09:30	10:30	11:30	12:30	01:30	02:30	03:30	04:30	05:30	06:30	07:30	08:00	09:00	10:00
Monday	AA0 3263 SECTION 1 TUTOR ROOM TARUWALI FARAH SYAZ	AA0 3263 SECTION 1 TUTOR ROOM TARUWALI FARAH SYAZ				AA0 2383 SECTION 1 MAMAL KOMPUTER CITRO SITI HAFIZ	AA0 2383 SECTION 1 MAMAL KOMPUTER CITRO SITI HAFIZ								
Tuesday	AA0 3263 SECTION 1 TUTOR ROOM TARUWALI FARAH SYAZ	AA0 3263 SECTION 1 TUTOR ROOM TARUWALI FARAH SYAZ						AA0 3233 SECTION 1 TUTOR ROOM TARUWALI ENGRU ARTI	AA0 3233 SECTION 1 TUTOR ROOM TARUWALI ENGRU ARTI						
Wednesday			AA0 2383 SECTION 1 MAMAL KOMPUTER CITRO SITI HAFIZ	AA0 2383 SECTION 1 MAMAL KOMPUTER CITRO SITI HAFIZ				AA0 2383 SECTION 1 MAMAL KOMPUTER CITRO SITI HAFIZ	AA0 2383 SECTION 1 MAMAL KOMPUTER CITRO SITI HAFIZ						
Thursday						AA0 3233 SECTION 1 BLUK KULIAH RITUSU ENGRU ARTI	AA0 3233 SECTION 1 BLUK KULIAH RITUSU ENGRU ARTI								
Friday															
Saturday															
Sunday															

13.1.1.4) Select the printer model and click “OK” button.



13.1.2 Timetable By Programme

13.1.2.1) Menu > TIMETABLE > My Timetable

13.1.2.2) Click on “My Personal Timetable”

Session : JUNE - NOV 2018

13.1.2.1

Day/Time	SEM	08:30	09:30	10:30	11:30	12:30	01:30	02:30	03:30	04:30	05:30	06:30	07:30	08:00	09:00	10:00	
Monday	SEM 1			MPV 2145 SECTION 10 AUCTORIAN 1 ET(1TG) MARDIANA BT	MPV 2145 SECTION 10 AUCTORIAN 1 ET(1TG) MARDIANA BT	MPV 2145 SECTION 10 AUCTORIAN 1 ET(1TG) MARDIANA BT											
Monday	SEM 2																
Monday	SEM 3	ALD 3023 SECTION 2 BILK KULIAH R11(1TG) NUR AFIQAH	ALD 3023 SECTION 2 BILK KULIAH R11(1TG) NUR AFIQAH				BLD 2302 SECTION 2 BILK KULIAH R11(1TG) DR. EBRAH	BLD 2302 SECTION 2 BILK KULIAH R11(1TG) DR. EBRAH	MPV 2332 SECTION 5 AUCTORIAN 1 ET(1TG) AMRAD SURAH	MPV 2332 SECTION 5 AUCTORIAN 1 ET(1TG) AMRAD SURAH							
Monday	SEM 4	AAD 3263 SECTION 1 TUTOR ROOM TOSBATHU FARAH SYAZ	AAD 3263 SECTION 1 TUTOR ROOM TOSBATHU FARAH SYAZ				AAD 2363 SECTION 1 MARSHAL KOMPUTER CS(TG) SITI HAFIZ	AAD 2363 SECTION 1 MARSHAL KOMPUTER CS(TG) SITI HAFIZ									
Monday	SEM 5																
Monday	SEM 6																
Tuesday	SEM 1						AED 1163 SECTION 1 BILK KULIAH R11(TG) SALAWATI A	AED 1163 SECTION 1 BILK KULIAH R11(TG) SALAWATI A					ALD 2013 SECTION 1 BILK KULIAH ADATLI AMAM ABILMAMUN A	ALD 2013 SECTION 1 BILK KULIAH ADATLI AMAM ABILMAMUN A			
Tuesday	SEM 2																
Tuesday	SEM 3	ALD 3023 SECTION 1 BILK KULIAH R1(TG) NUR AFIQAH	ALD 3023 SECTION 1 BILK KULIAH R1(TG) NUR AFIQAH				ALD 3023 SECTION 2 BILK KULIAH R11(TG) NUR AFIQAH	ALD 3023 SECTION 2 BILK KULIAH R11(TG) NUR AFIQAH									
Tuesday	SEM 4	AAD 3263 SECTION 1 TUTOR ROOM TOSBATHU FARAH SYAZ	AAD 3263 SECTION 1 TUTOR ROOM TOSBATHU FARAH SYAZ				AAD 3033 SECTION 1 TUTOR ROOM TOSBATHU ENSHU ARTI	AAD 3033 SECTION 1 TUTOR ROOM TOSBATHU ENSHU ARTI									
Tuesday	SEM 5																
Tuesday	SEM 6																

13.1.2.3) Your timetable are ready to print.

13.1.2.4) Select the printer model and click “OK” button.

Print ×

Printer

Name: Microsoft Print to PDF Properties...

Status: Ready

Type: Microsoft Print To PDF

Where: PORTPROMPT:

Comment: Print to file

Print range

All

Pages from: to:

Selection

Copies

Number of copies:

Collate

OK Cancel

13.2 Exam Timetable

13.2.1) Menu > TIMETABLE > Exam Timetable

13.2.2) You can view your own final examination timetable.

The screenshot displays the 'Student Portal @UCYP' interface. The top navigation bar includes a home icon, the text 'Home > TIMETABLE > Exam Timetable', and a user profile section with a notification bell, a profile picture, and the text 'Welcome MUHAMMAD ...'. A left-hand sidebar menu contains various categories such as 'POLICY & MANUAL', 'PROFILE', 'FINANCE', 'SPONSORSHIP', 'HOSTEL', 'STUDENT AFFAIRS', 'ACADEMIC', 'ICT & SERVICES', 'TIMETABLE', 'My Timetable', 'Exam Timetable', 'MENTOR MENTEE', 'HALAQAH', and 'E VOC'. The main content area is titled 'FINAL EXAMINATION TIMETABLE JUNE - NOVEMBER 2018 SESSION' and features a table with the following data:

Date	Time	Room	Programme	Course Code	Course	Section	Credit
10 Oct 2018, Wednesday	9:00 AM - 11:00 AM	R12		BLD 3172	MANDARIN 2	1	2
11 Oct 2018, Thursday	2:00 PM - 4:30 PM	R9		BLD 2332	ENGLISH FOR BUSINESS MARKETING 1	1	2
11 Oct 2018, Thursday	2:00 PM - 4:30 PM	R10		BLD 2332	ENGLISH FOR BUSINESS MARKETING 1	1	2
15 Oct 2018, Monday	9:00 AM - 11:30 AM	R1		ABD 3153	BUSINESS ETHICS	1	3
16 Oct 2018, Tuesday	9:00 AM - 11:30 AM	A1		ABD 3193	RETAILING	1	3
18 Oct 2018, Thursday	9:00 AM - 11:30 AM	A1		AFD 2083	PRINCIPLES OF FINANCE	1	3
19 Oct 2018, Friday	9:00 AM - 12:00 AM	R1		AED 1153	PRINCIPLES OF ECONOMICS	1	3
				MPU 2332	KESENIAN MALAYSIA	4	2

14. Mentor Mentee

14.1 View Mentor Profile

14.1.1) Menu > MENTOR MENTEE > Mentor Profile

14.1.2) You may view your mentor profile.



15. Halaqah

15.1 My Halaqah

15.1.1) Menu > HALAQAH > My Halaqah

15.1.2) You can view all the halaqah schedule on this page.

KOD SUBJEK	KIQ 100 PENGAMAN AL-QURAN			
PENYAJAR				
SEKSYEN	1			
SESI	SESI 2 2017			
MAREKAS				
KEHADIRAN	0/0			
TARIKH KELAS	TARIKH BACAAN	BALAMAN	NOTA	STATUS

16. EVOC

16.1 Create a New EVOC

16.1.1) Menu > EVOC > New EVOC

16.1.2) Select your Voice Category by drop down list.

Throw Your Voice

Voice Category 16.1.2

16.1.3) Complete your Form and click “Submit” button.

Throw Your Voice

Voice Category

Category Of Problem

Problem About

Location Of Problem

Details of Location

Example - AT&T Block @ Room B101

Subject

Details

Contact No

Email

16.1.3

16.2 View EVOC Status

16.2.1) Menu > EVOC > EVOC Status

16.2.2) You may view your EVOC status at this page.

#	Tracking Number	Date	Category	Subject/Details	Feedback	Status	
No Records							

17. Industrial Training

17.1 Application Form

17.1.1) Menu > INDUSTRIAL TRAINING > Application Form

17.1.2) Please complete the application form.

APPLICATION FOR INDUSTRIAL TRAINING PLACEMENT FORM

Your Email: [Email field]

Selection A

Organization Name: [Organization Name field]

Address: [Address field]

City: [City field]

Postcode: [Postcode field] State: [State dropdown]

Email: [Human Resource Department's Email field] Phones: [Phones 2 field]

Fax: [Fax field] Phones: [Phones 1 field]

Person In Charge: [Person In Charge 1 field]

[Person In Charge 2 field]

[Descriptions of task job field]

Job Scope: [Job Scope field]

17.1.3) Click “Submit” for uploading application form.

Selection C

Organization Name: [Organization Name field]

Address: [Address field]

City: [City field]

Postcode: [Postcode field] State: [State dropdown]

Email: [Human Resource Department's Email field] Phones: [Phones 2 field]

Fax: [Fax field] Phones: [Phones 1 field]

Person In Charge: [Person In Charge 1 field]

[Person In Charge 2 field]

[Descriptions of task job field]

Job Scope: [Job Scope field]

17.1.3

Submit

17.1.4) After you have submit the application form, you can view your status or edit the application by clicking the “View Status /Edit Application”.

APPLICATION FOR INDUSTRIAL TRAINING PLACEMENT FORM

INDUSTRIAL TRAINING PLACEMENT JUN - NOV 2018
APPLICATION FOR INDUSTRIAL TRAINING PLACEMENT

Warning!
You already apply... Please check

17.1.4

View Status / Edit Application

17.1.5) You may either choose to print the Industrial Training Placement Form or edit the Application Form that already submitted.

STATUS	SESSION	INDUSTRIAL COMPANY	SUPERVISOR	FOR
NEW	INDUSTRIAL TRAINING PLACEMENT JUN - NOV 2018	SELECTIONS BY STUDENTS: 1)	Email : Contact Number :	17.1.5 PRINT EDIT
		SELECTION:		

17.2 Application Status

17.2.1) Menu > INDUSTRIAL TRAINING > Application Status

17.2.2) You may either choose to print the Industrial Training Placement Form or edit the Application Form that already submitted.

STATUS	SESSION	INDUSTRIAL COMPANY	SUPERVISOR	FORM
NEW	INDUSTRIAL TRAINING PLACEMENT JUN - NOV 2018	SELECTIONS BY STUDENTS: 1) SELECTION:	Email : Contact Number :	PRINT EDIT

17.2.2

17.3 My Resume

17.3.1) Menu > INDUSTRIAL TRAINING > My Resume

17.3.2) You must update your info like educational background, extracurricular activities, language proficiency, strength, other skills and references.

View My Resume

PERSONAL PARTICULAR

Update Info

Name :
Address :
Age : 48
IC No :
Nationality : MALAYSIA
Contact No :
Religion : BUDDHA
Race : CINA
Gender : LELAKI
Email :
Height :
Weight :
Driving License :

EDUCATION BACKGROUND

Update Info

Years	Institutions	Qualifications	Results / CGPA
No Records Available			

WORKING EXPERIENCES

Update Info

Years	Position	Company's Name	Job Description
No Records Available			

17.3.3) Click on “Update Info”.

View My Resume

17.3.3

Update Info

PERSONAL PARTICULAR

Update Info

Name :
Address :
Age : 48
IC No :
Nationality : MALAYSIA
Contact No :
Religion : BUDDHA
Race : CINA
Gender : LELAKI
Email :
Height :
Weight :
Driving License :

EDUCATION BACKGROUND

Update Info

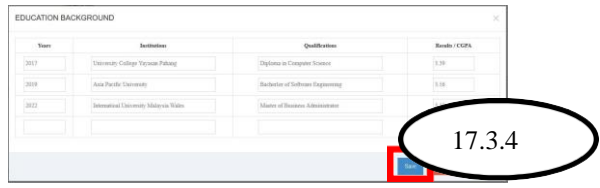
Years	Institutions	Qualifications	Results / CGPA
No Records Available			

WORKING EXPERIENCES

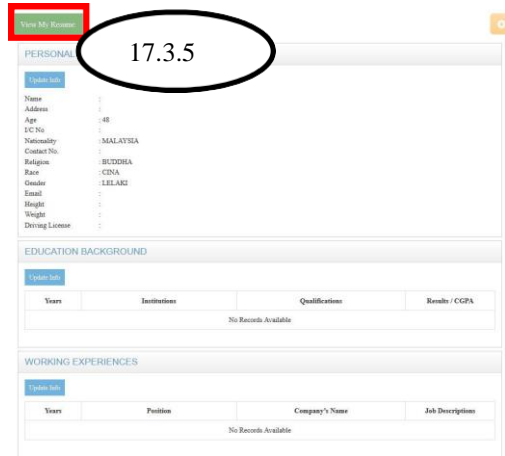
Update Info

Years	Position	Company's Name	Job Description
No Records Available			

17.3.4) You need to complete the form and click on “Save” button for updating your info.



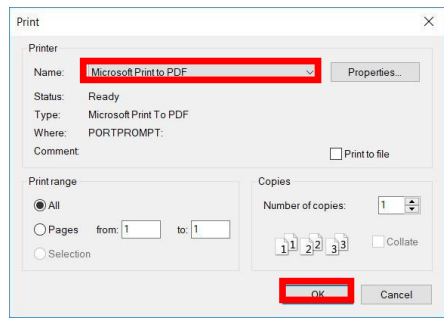
17.3.5) After all info field have completed, you can click on “View My Resume”.



17.3.6) Your resume can view by this page and the resume is ready to print.



17.3.7) Select the printer model and click “OK” button.



18. Resource Center

18.1 Membership Form

18.1.1) Menu > RESOURCE CENTER > Membership Form

18.1.2) Click on “Apply Now”



18.1.3) Then you have finish your membership form.