



UCYP Student Portal

User Manual




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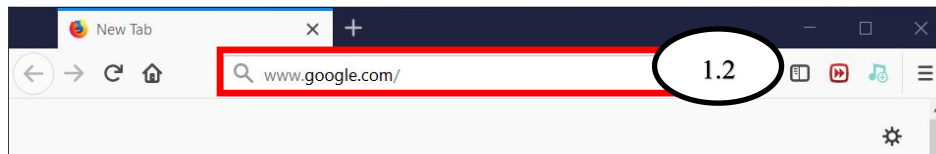
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1. Access Into UCYP Student Portal

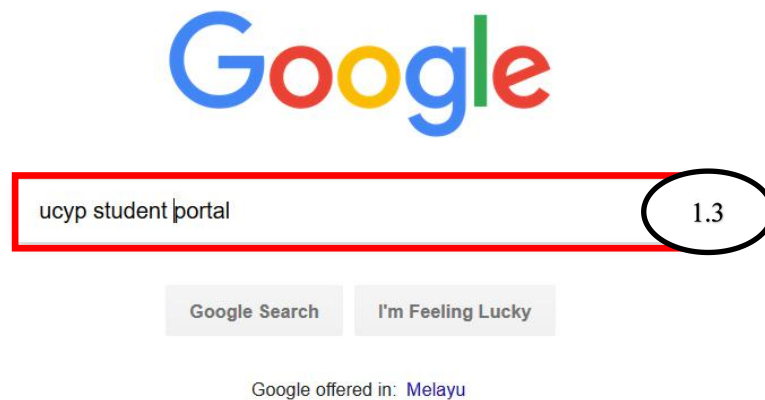
1.1) Firstly, you have to open the application of Firefox, Chrome or Internet Explorer.

Application Icon			
Name	Mozilla Firefox	Google Chrome	Internet Explorer

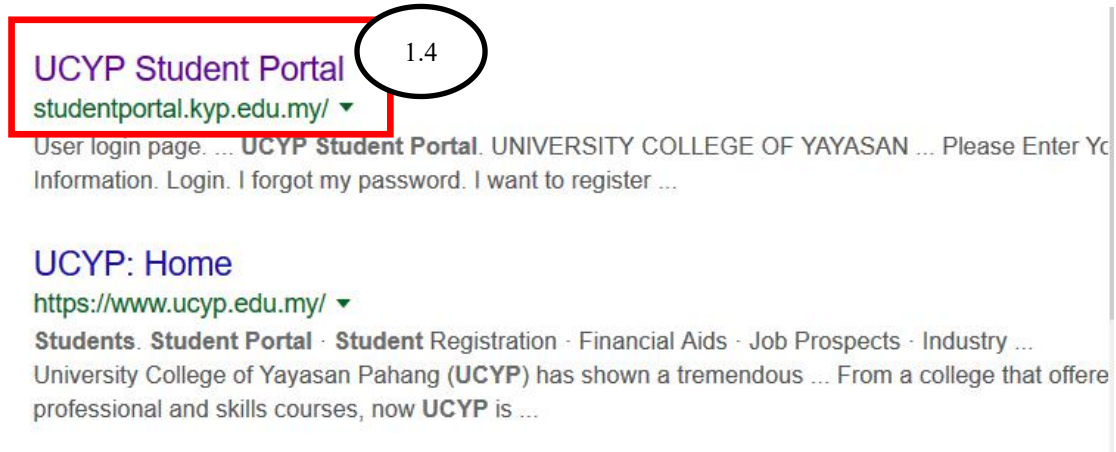
1.2) Secondly, type “www.google.com” in the URL search box.



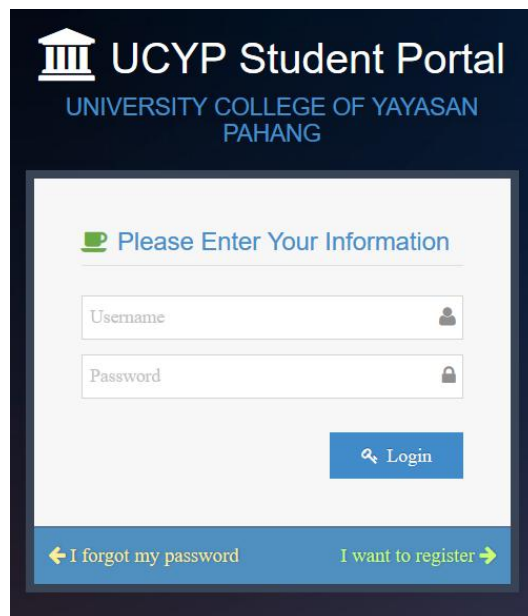
1.3) Thirdly, you need to type “ucyp student portal” in the search box and hit the “enter button” or “Google Search”.



1.4) Select the UCYP Student Portal (studentportal.kyp.edu.my)

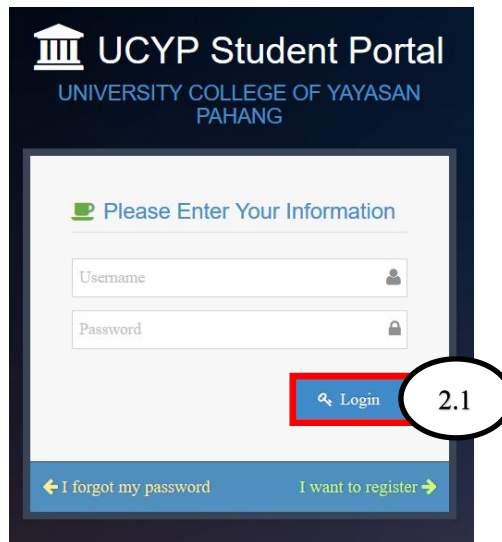


1.5) It will display the login page of student portal.

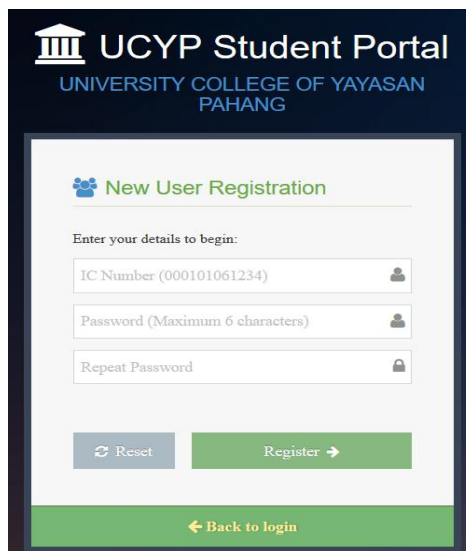


2. Register an Account on the Student Portal

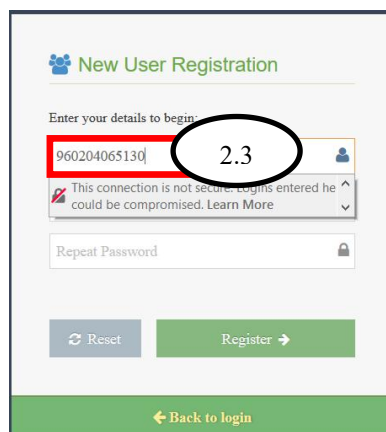
2.1) Please do select “I want to register” button.



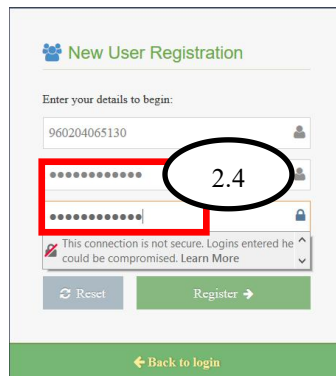
2.2) It will display the Registration Page.



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

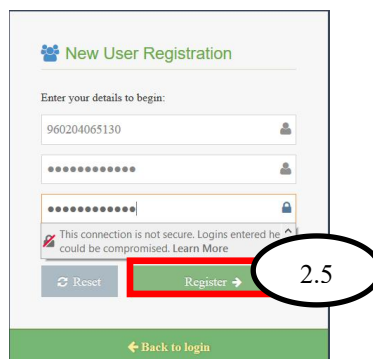


2.4) Insert your Password into the Password text box (second text box), you should insert the same “Password” and “Repeat Password”.



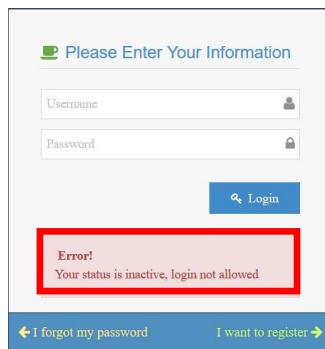
The screenshot shows the 'New User Registration' form. The first text box contains the phone number '960204065130'. The second text box, which is highlighted with a red rectangle, contains a series of dots representing a password. A black circle with the number '2.4' is drawn around this text box. Below it is a third text box for repeating the password, also containing dots. At the bottom, there 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 rectangle. A black circle with the number '2.5' is drawn around the 'Register' button.

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.

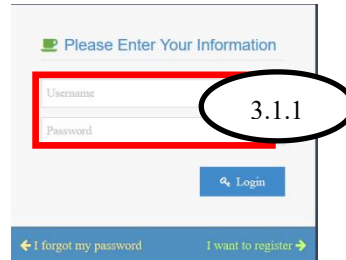


The screenshot shows the login page titled 'Please Enter Your Information'. It has fields for 'Username' and 'Password', and a 'Login' button. A red-bordered box highlights an error message: 'Error! Your status is inactive, login not allowed'. At the bottom, there are links for 'I forgot my password'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

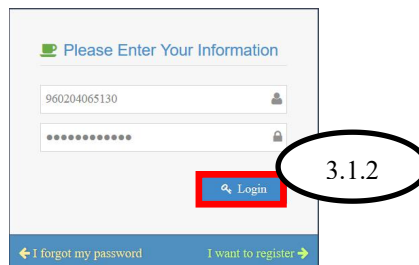
3. Student Portal Login System

3.1 Login into Student Portal

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



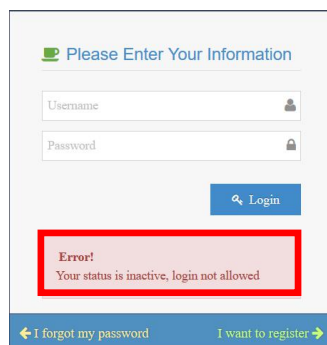
3.1.2) Click “Login” button and you will be able to access into the system page.



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

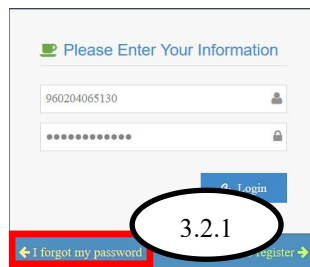


Notice: You have several time to login into the student portal, and the system appear **error message** which is “**Your status is inactive, login not allowed**”. You need to contact the Information Technology Department for reporting the registration problem.



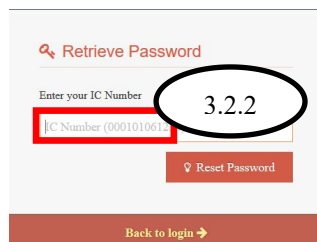
3.2 Reset Password

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



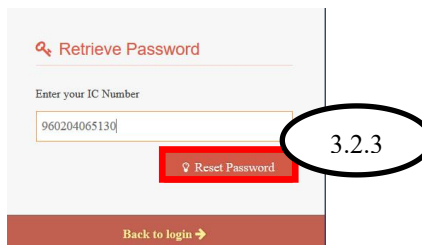
A screenshot of a login page titled "Please Enter Your Information". It features a text input field containing the number "960204065130" and a password field with masked characters. Below these fields are "Login" and "register" buttons. A red box highlights the "I forgot my password" link at the bottom left. A callout bubble with the number "3.2.1" points to this link.

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



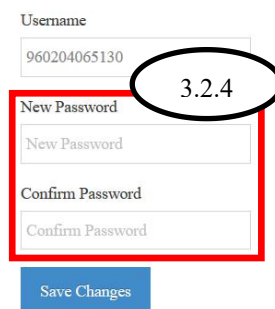
A screenshot of the "Retrieve Password" page. It has a search icon and the title "Retrieve Password". Below is the label "Enter your IC Number" and a text input field containing "IC Number (0001010012)". A red box highlights this input field. A callout bubble with the number "3.2.2" points to the field. Below the field is a "Reset Password" button and a "Back to login" link at the bottom.

3.2.3) Click “Reset Password” button.



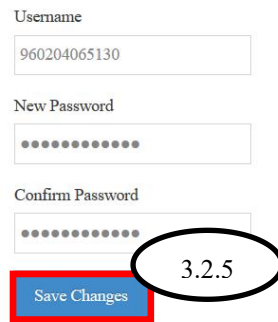
A screenshot of the "Retrieve Password" page, similar to the previous one, but the text input field now contains the number "960204065130". A red box highlights the "Reset Password" button. A callout bubble with the number "3.2.3" points to this button. The "Back to login" link is still visible at the bottom.

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



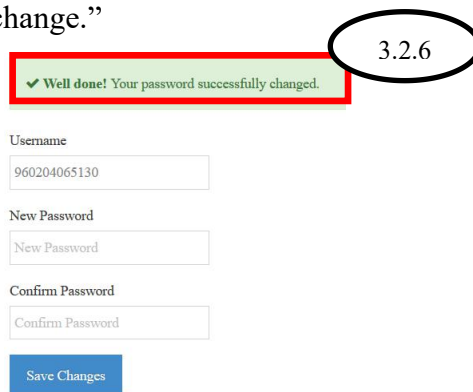
A screenshot of a password change form. It has a "Username" field containing "960204065130". Below it are two password fields: "New Password" and "Confirm Password". A red box highlights both the "New Password" and "Confirm Password" fields. A callout bubble with the number "3.2.4" points to the "New Password" field. At the bottom is a "Save Changes" button.

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. At the top, a green success message is displayed in a box: '✔ Well done! Your password successfully changed.' This message box is highlighted with a red rectangular border, and the number '3.2.6' is circled in black to its right. Below the message, the form fields are visible: 'Username' (960204065130), 'New Password' (New Password), and 'Confirm Password' (Confirm Password). A blue 'Save Changes' button is located at the bottom of the form.

3.3 Logout from the Student Portal

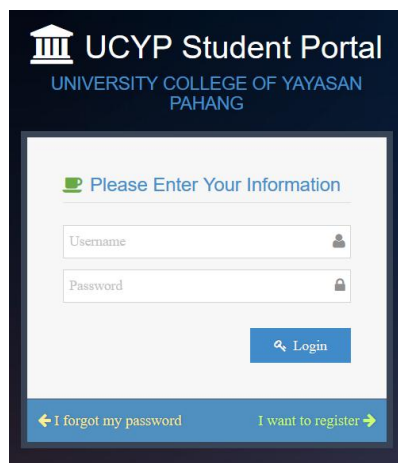
3.3.1) Please click your username on the right side.



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



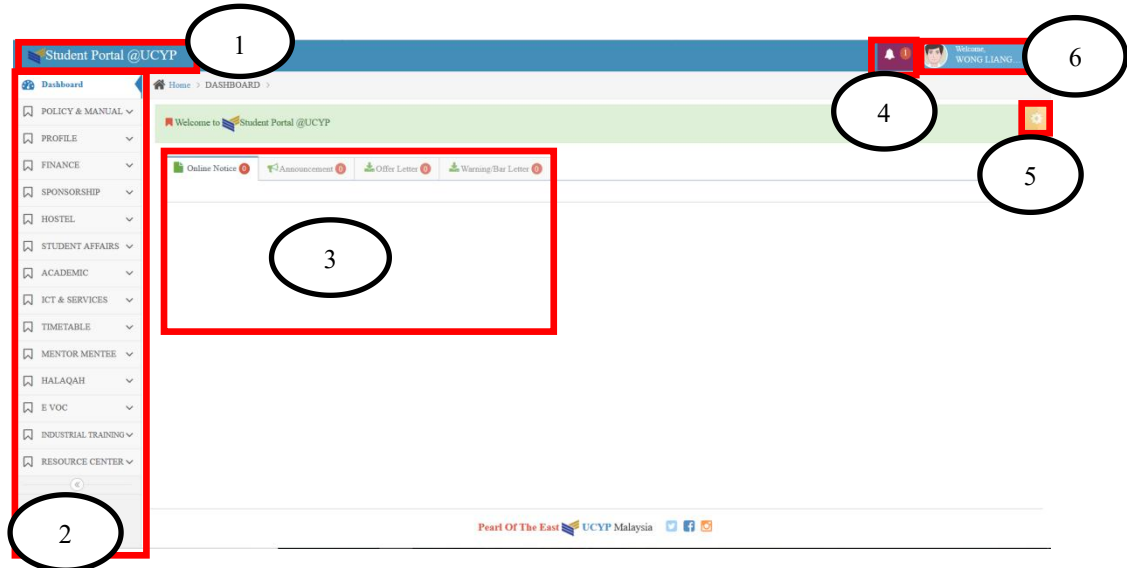
3.3.3) You will return back to the login page.



4. Student Portal

4.1 Overview

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



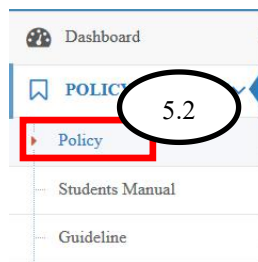
	Function	Description
1.	Title	It is the title of the student portal and it is direct link home page of the student portal
2.	Menu	Every student can to view profile, financial statement, timetable and other records, apply an student card as well.
3.	Dashboard	Every student may view every notice, announcement, 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

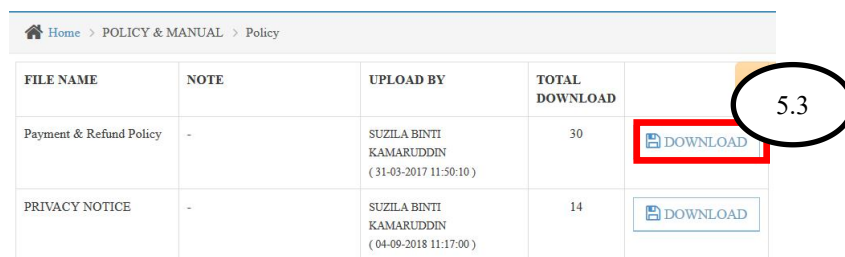
Policy and Manual is every guideline, student manual and policy of the UCYP (University College Yayasan Pahang) which allow the students to download manual files, understand and follow the guideline and manual prepared by the UCYP.

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”.

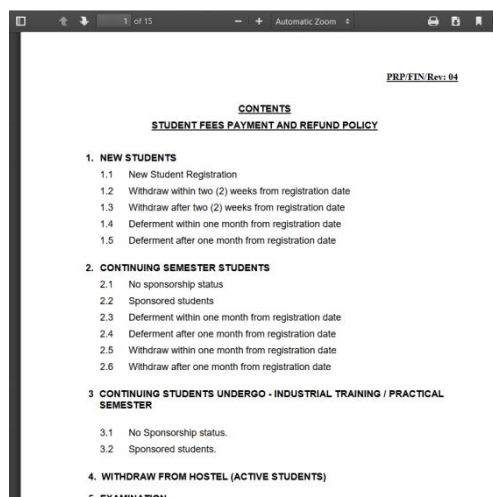


5.3) Click “Download” button”, it will display the manual files.

A screenshot of a web application showing a table of manual files. The table has columns for 'FILE NAME', 'NOTE', 'UPLOAD BY', 'TOTAL DOWNLOAD', and a 'Download' button. The 'Download' button for the first row is circled in black and labeled '5.3'.

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.



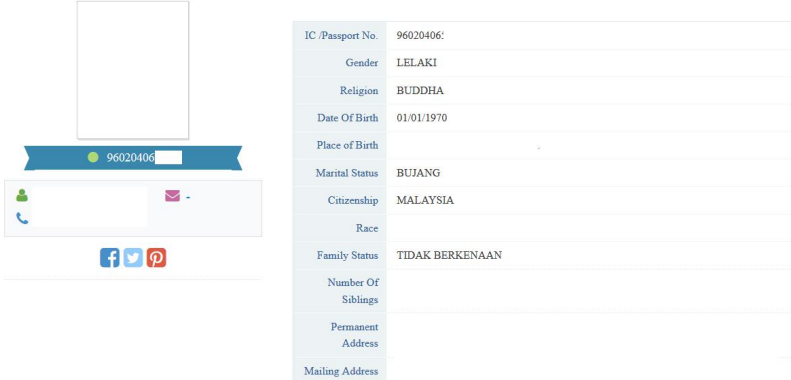
6. Profile

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 image shows a user interface for a student profile. On the left, there is a profile picture placeholder, a name field with the value '96020406', and social media icons for Facebook, Twitter, and Pinterest. On the right, there is a table displaying personal data.

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	
Permasent 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

New Programme

UTM/DDPC

Reason

Because of ...|

Status » Change Programme Application

STATUS	DATE APPLY	NEW PROGRAMME	REASON
No Records Available			

6.2.2

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.

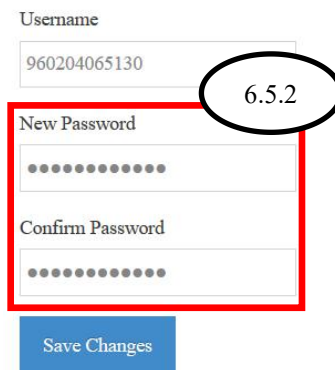
Name	IC/Pasport No	Occupation	Salary	Religion / Race	Place/State Of Birth
(BAPA)		PEMANDU LORI  019 	RM	/	

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', and 'Confirm Password'. Both the 'New Password' and 'Confirm Password' fields are filled with ten dots. A red rectangular box highlights these two password fields. A blue button labeled 'Save Changes' is positioned below the form. A black oval with the text '6.5.2' is placed to the right of the 'New Password' field.

6.5.3) Click “Save Change”.



This screenshot is identical to the previous one, showing the 'Change Password' form with the 'New Password' and 'Confirm Password' fields highlighted by a red box and the 'Save Changes' button below. A black oval with the text '6.5.3' is placed over the 'Save Changes' button.

6.6 Form Change Info

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

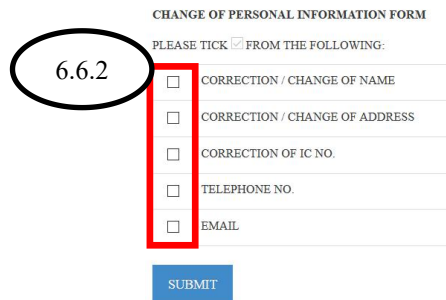
6.6.1) Menu > PROFILE > Form Change Info

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:

- CORRECTION / CHANGE OF NAME
- CORRECTION / CHANGE OF ADDRESS
- CORRECTION OF IC NO.
- TELEPHONE NO.
- EMAIL

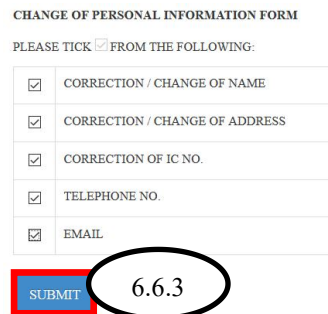


6.6.3) Secondly, student require to click the “SUBMIT” button for changing their request.

CHANGE OF PERSONAL INFORMATION FORM

PLEASE TICK FROM THE FOLLOWING:

- CORRECTION / CHANGE OF NAME
- CORRECTION / CHANGE OF ADDRESS
- CORRECTION OF IC NO.
- TELEPHONE NO.
- EMAIL



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

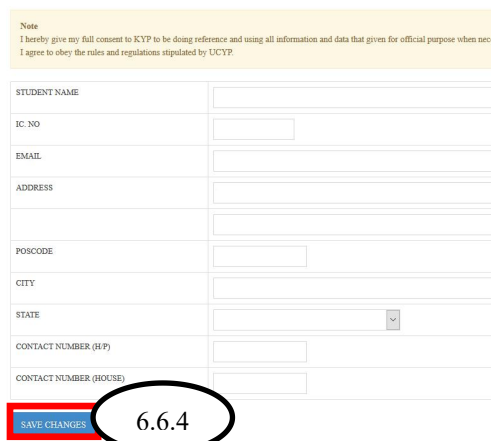
POSCODE

CITY

STATE

CONTACT NUMBER (HP)

CONTACT NUMBER (HOUSE)



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.



Your outstanding balance is RM 0.00

7.2 Bill Statement

7.2.1) Menu > FINANCE > Bill Statement.

7.2.2) Click “Print Bill Statement”.



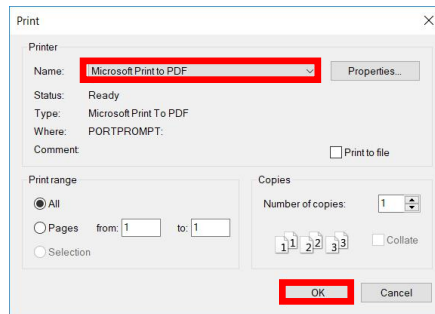
7.2.3) It will display statement and it will print the display from the printer.

KOLEJ YAYASAN PAHANG
COLLECTION UNIT FINANCE DEPARTMENT
Lot PT 88229, Kampus RKP Jalan Tg. Lumpur
Kg. Peramu 25060 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		-100			-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	150.00	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	150.00	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

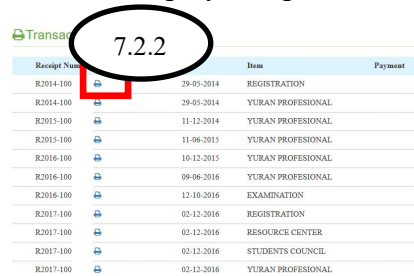
7.2.4) Select the printer model and click “OK” button.



7.3 Payment & Receipt

7.3.1) Menu > FINANCE > Payment & Receipt

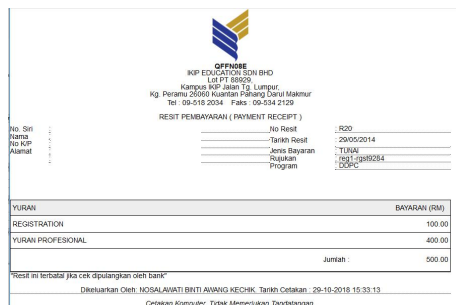
7.3.2) Click the “Print” icon, then it display and print the receipt.



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

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	10-12-2015 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 with the following details:

OFFENSE
KIP EDU, JALAN BUN BHO
Lot P1 082/08
Kampus KIP Jalan 1/9 Lumput,
Kg Perindu 26060 Kuala Kangsar, Perangin, Perak
Tel: 09-516 2034 Faks: 09-534 2129

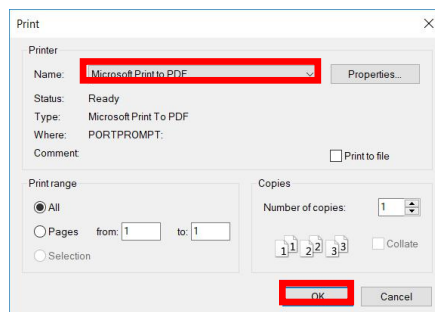
RESIT PEMBAYARAN (PAYMENT RECEIPT)

No. Resit: No Resit: JOD
Nama: Yuran Resit: 29/05/2014
No KIP: Jans Bayaran: YURAN
Alamat: Program: 100-2000204
Program: 0000

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

Resit ini terbatal jika cek dipulangkan oleh bank.
Dibuatkan Oleh: NORSALAWATI BINTI AWANG KECHIK, Tarih Cetak: 20-10-2016 15:33:13
Cetakan Komputer: Tidak Memerlukan Tandatangan

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



The screenshot shows a 'Print' dialog box with the following settings:

Printer Name: Microsoft Print to PDF (highlighted with a red box) 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 with a red box) 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.

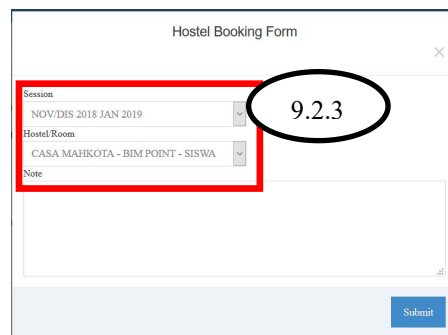
9.2.1) Menu > HOSTEL > Online Booking

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

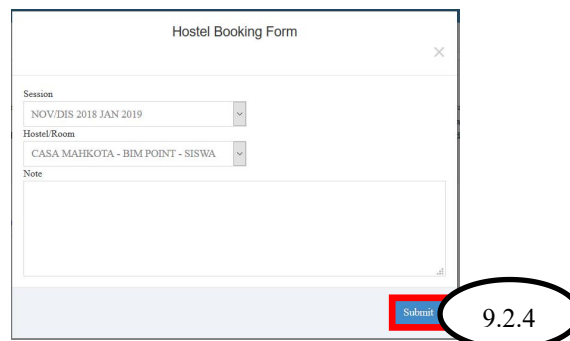
Hostel Booking Application Form



9.2.3) Select your Session and Hostel Room.

A screenshot of a "Hostel Booking Form" dialog box. The form contains two dropdown menus: "Session" with the value "NOV/DIS 2018 JAN 2019" and "Hostel Room" with the value "CASA MAHKOTA - BIMPOINT - SISWA". A red rectangular box highlights these two dropdown menus. To the right of the box, the number "9.2.3" is circled in black. Below the dropdowns is a "Note" text area and a "Submit" button at the bottom right.

9.2.4) Click “Submit” button.


A screenshot of the "Hostel Booking Form" dialog box, identical to the previous one. The "Submit" button at the bottom right is highlighted with a red rectangular box. To the right of the box, the number "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 :

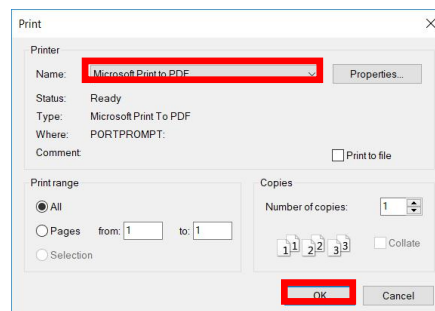
Saya telah membaca dan bersetuju dengan syarat yang telah ditetapkan oleh pihak pengurusan fasiliti, termasuk lokasi penempatan pelajar.

**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
 Print Checkout Form	DECEMBER 2016		BLOK B, ASRAMA TANJUNG LUMPUR	B303/1	DAFTAR KELUAR
 Print Checkout Form	JUNE 2017		CITY TIMES HOSTEL	2213/4	DAFTAR KELUAR
 Print Checkout Form	DEC 2017 - APR 2018		BLOK B, ASRAMA TANJUNG LUMPUR	B222/6	DAFTAR KELUAR
 Print Checkout Form	JUNE - NOV 2018		BLOK B, ASRAMA TANJUNG LUMPUR	B203/3	DAFTAR KELUAR

9.4.3) It will display the checkout form.

NISN _____ NO. NO. _____
 NPM _____ NO. NO. _____
 PRODI/ASRAMA _____ NO. NO. _____
 PILIHAN _____ NO. NO. _____
 SCHEDULE _____ NO. NO. _____
 DOKUMEN _____ NO. NO. _____
 ROOM NO. _____ NO. NO. _____
 IN. NO. _____ NO. NO. _____
 DATE CHECK OUT _____ NO. NO. _____
 CHECK IN _____ NO. NO. _____
 SIGNATURE _____ NO. NO. _____
 NAMA _____ NO. NO. _____
 JENIS _____ NO. NO. _____

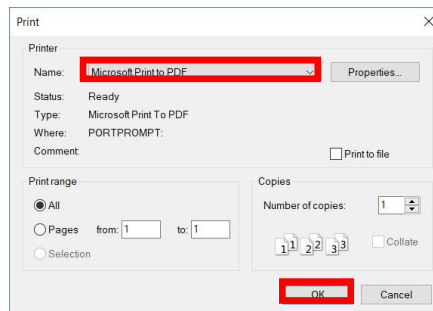
FOR OFFICE USE

APPLIKASI/BIKES: _____
 STATUS PERMOHONAN: _____
 APPROVED (Tanda persetujuan) _____
 APPROVED (Tanda persetujuan) _____
 DITOLAK (Ditandai dengan tanda) _____
 DITOLAK (Ditandai dengan tanda) _____

Assisten Supervisor Signature _____
 Tanggal/Tempat, Tanggal _____
 Nama _____
 NPM _____
 NAMA _____

Date of Issuance _____
 Tanda (Tanda) _____
 Person in Charge Name _____
 Nama _____
 Signature _____
 Tanggal/Tempat _____
 Nama _____

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



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	PERJUMPAAN 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/HABATAN/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	PERJUMPAAN ASRAMA DAN PERLANTIKAN AJK 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	FPP		ANURAN FAKULTI/HABATAN/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”

#	Exam Register	Course Code	Course	Section	Credits	Lecturer
Session 1 (2020/2021) Term 1						
1		MPU 2101	PENGASAS MALAYSIA 1	1		
2		AAD 1121	FINANCIAL ACCOUNTING 1	1		
3		AAD 1101	PRINCIPLES OF MACROECONOMICS	1		
4		DDD 1101	BUSINESS MATHEMATICS	1		
5		AAD 1001	PRINCIPLES OF MANAGEMENT	1		
6		MPU 2102	KESENIAN MALAYSIA	2		
7		BLD 1102	ENGLISH 1 - MILESTONE IN ENGLISH	3		
Total Credits						
Session 2 (2021/2022) Term 1						
1		DDD 2101	BUSINESS STATISTICS	2		
2		BLD 1101	ENGLISH 1 - MOVING WITH ENGLISH	1		
3		AAD 1101	FINANCIAL ACCOUNTING 2	1		
4		AAD 2101	COST ACCOUNTING	3		
5		CAD 2101	INTRODUCTION TO COMPUTER AND ACCOUNTING APPLICATION	1		
6		ALD 1011	BUSINESS LAW	1		
7		AAD 1171	PRINCIPLES OF MACROECONOMICS	1		
Total Credits						

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	Credits	Lecturer	Course Work %
AAD 1101 FINANCIAL ACCOUNTING 1	1	3.00	ETH HAFIZAH BINTI ABD MUI	30% TEST 30% QUIZ 30% ASSIGNMENTS 30% FINAL EXAM
AAR 1011 MANAGEMENT ACCOUNTING	1	3.00	ENGGU ARTINI BT CHE SUHALA	30% TEST 30% QUIZ 30% ASSIGNMENTS 30% FINAL EXAM
AFD 1011 FINANCIAL FINANCE	1	3.00	YUTHERA BINTI MERD YUSOF	30% TEST 30% QUIZ 30% ASSIGNMENTS 30% FINAL EXAM
ABD 1001 ENTREPRENEURSHIP	10	3.00	MORID AZZUL SY MISHAMUD	30% TEST 30% QUIZ 30% PROJECTS 30% ASSIGNMENTS 30% FINAL EXAM
AAD 1101 AUDITING	1	3.00	PARAH SYAZRANI BT ABDUL K	30% TEST 30% QUIZ 30% ASSIGNMENTS 30% FINAL EXAM
AAD 1101 MALAYSIAN TAXATION	1	3.00	PARAH SYAZRANI BT ABDUL K	30% TEST 30% QUIZ 30% ASSIGNMENTS 30% FINAL EXAM
BLD 1101 ENGLISH 1 - EMPOWERING ENGLISH	1	3.00	DR. IBRAHIM PINOAR	30% TEST 30% QUIZ 30% PROJECTS 30% 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 MENGIKUTI 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 ENGRU
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 YUZEITA
7.	-2018	ABD 1023 ENTREPRENEURSHIP	3.00	Section :

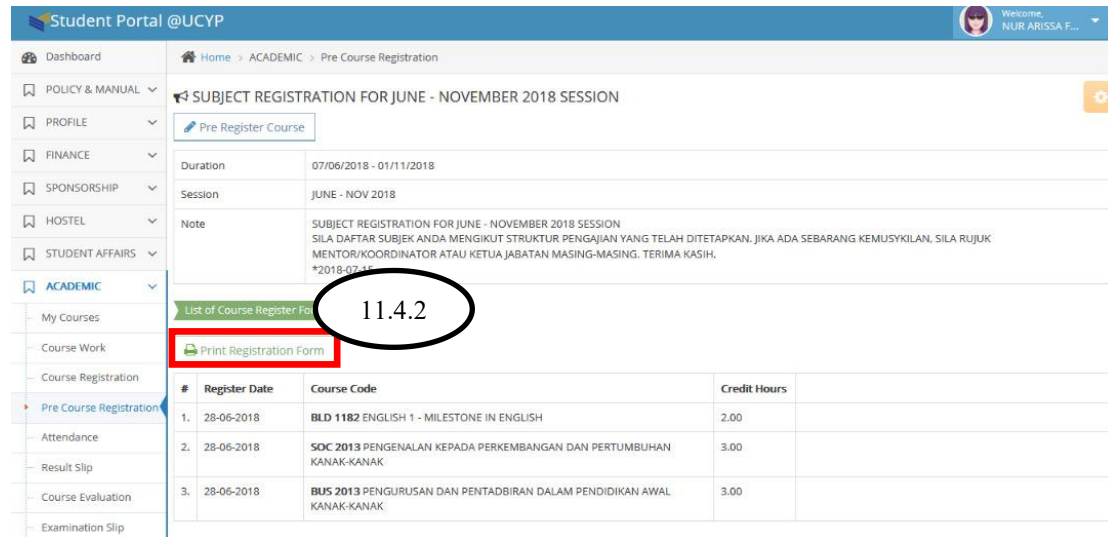
11.3.3) The figure below which is an example of Registration Form.

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 shows the Student Portal @UCYP interface. The main content area displays 'SUBJECT REGISTRATION FOR JUNE - NOVEMBER 2018 SESSION'. Below this, there is a table with the following data:

#	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

The 'Print Registration Form' button is highlighted with a red box, and the text '11.4.2' is circled in black.

11.5 Attendance

11.5.1) Menu > ACADEMIC > Attendance

11.5.2) You can check your own overall attendance.

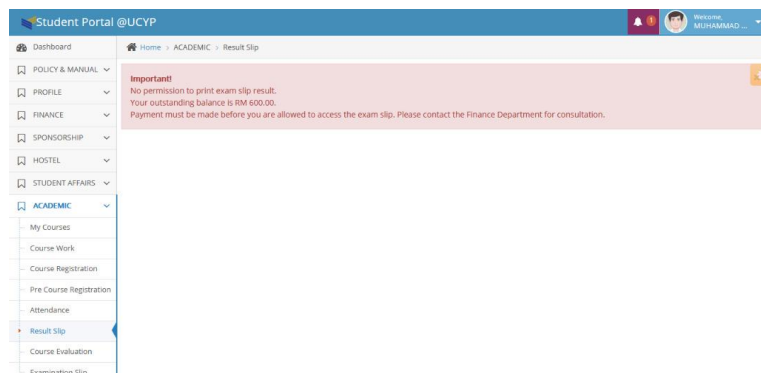
SESSION JUNE - NOV 2018 ⚙️

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 PANAHAH	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.



11.7 Course Evaluation

11.7.1) Menu > ACADEMIC > Course Evaluation

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

Sl. No.	Session	Level	Course Code	Course Name	Credits	Lecturer Name	Action
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.

	Course Code	[AAD 2353] FINANCIAL ACCOUNTING 4
	Lecturer Name	<input type="text"/>
	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 Replacement 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 Make full payment? Balance : RM 0.00

11.8.4



11.8.5) The examination slip will display on this page.

YAYASAN PAHANG COLLEGE
COLLECTION UNIT, FINANCE DEPARTMENT
 Lot PT 88523, Kampong KEMPAS, Telok Anson, Kg. Pagar, 26060 Kuantan Pahang Darul Makmur
 Tel: 09-979 2034 Fax: 09-979 2129 Website: www.yaypa.edu.my
 e-mail: enquiry@yaypa.edu.my


QFFN08D

EXAMINATION SLIP		PROGRAMME
STUDENT		DIPLOMA IN ACCOUNTANCY + LCCI Certificate* *Optional with additional examination fees SEM : 4
Balance to be paid by student: RM 0.00		

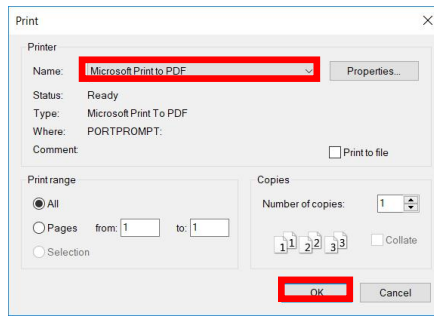
Attention

- 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 SYAZWANI BT ABDUL KARIM
			AAD 3233	MANAGEMENT ACCOUNTING	3.00	ENIKU ARTINI BT CHE KU HAMZAH ENGRU YUSOF
			AAD 3283	AUDITING	3.00	FARAH SYAZWANI BT ABDUL KARIM
			ABD 1023	ENTERPRENEURSHIP	3.00	MOHD AZIZUL BIN MOHAMED
			AFD 3153	ISLAMIC FINANCE	3.00	YUZITA BINTI MOHD YUSOP
			BLD 2212	ENGLISH 4 - EMPOWERING ENGLISH	2.00	DR. EBRAHIM PAHANG

Computer generated. Signature is not required.

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



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 Rev. 08 April 2017
Appendix 2 - Student Request for ET (April 2015)

TRANSCRIPT REQUEST FORM

Name		I.C. Number	
Program / course	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 practice training, the information is as follow:

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

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

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

To be completed by respective department:

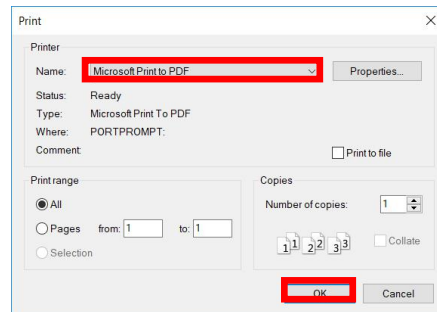
Received by Examination Unit: _____ Person in charge / Date _____

Transcript prepared by: _____ Person in charge / Date _____

Transcript received by: _____ Registrar / 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_im (student)
Password : 910600kypim321
Location : KYP SEKILAU
Wifi Name : Kypsekilau
Password : kyp2017cc0913

12.2 Request an ID Card

12.2.1) Menu > ICT & SERVICES > ID Card

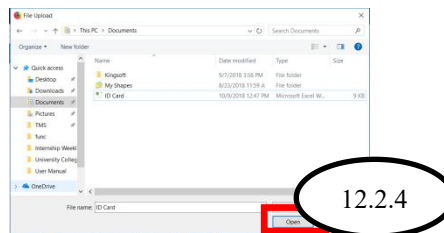
12.2.2) Notice: Please follow the guideline of passport picture.

- 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”



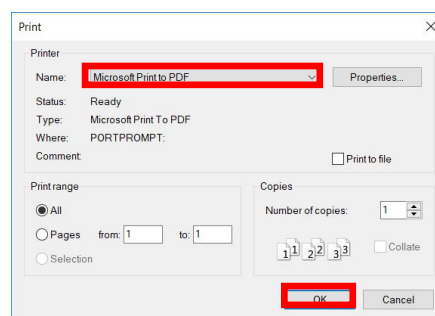
13.1.1.4) Your timetable are ready to print.

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 TARIKATUL FARSAH SYAZ	AA0 3263 SECTION 1 TUTOR ROOM TARIKATUL FARSAH SYAZ				AA0 2353 SECTION 1 MAJALAH KOMPUTER SITI HAFAZ	AA0 2353 SECTION 1 MAJALAH KOMPUTER SITI HAFAZ								
Tuesday	AA0 3263 SECTION 1 TUTOR ROOM TARIKATUL FARSAH SYAZ	AA0 3263 SECTION 1 TUTOR ROOM TARIKATUL FARSAH SYAZ						AA0 3233 SECTION 1 TUTOR ROOM ENOKU ARTI	AA0 3233 SECTION 1 TUTOR ROOM ENOKU ARTI						
Wednesday			AA0 2363 SECTION 1 MAJALAH KOMPUTER SITI HAFAZ	AA0 2363 SECTION 1 MAJALAH KOMPUTER SITI HAFAZ				AA0 2363 SECTION 1 BLK KULLAH SITI HAFAZ	AA0 2363 SECTION 1 BLK KULLAH SITI HAFAZ						
Thursday						AA0 3233 SECTION 1 BLK KULLAH RINTIS ENOKU ARTI	AA0 3233 SECTION 1 BLK KULLAH RINTIS ENOKU 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

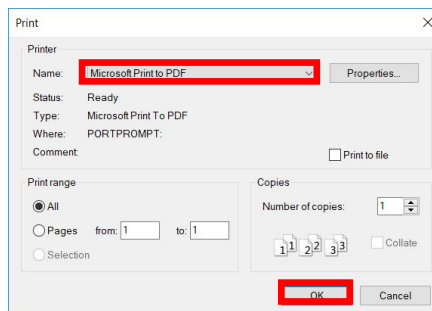
My Personal Timetable Timetable By Programme

13.1.2.1

13.1.2.3) Your timetable are ready to print.

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				MPU 2163 SECTION 10 AUDITORIUM 1 ET/1TG)	MPU 2163 SECTION 10 AUDITORIUM 1 ET/1TG)	MPU 2163 SECTION 10 AUDITORIUM 1 ET/1TG)											
Monday	SEM 2																	
Monday	SEM 3		ALD 3023 SECTION 2 BLK KULIAH R11(TG) NUR AFIQAH	ALD 3023 SECTION 2 BLK KULIAH R11(TG) NUR AFIQAH				BLD 2202 SECTION 2 BLK KULIAH R11(TG) DR. EBRAH	BLD 2202 SECTION 2 BLK KULIAH R11(TG) DR. EBRAH	MPU 2202 SECTION 5 AUDITORIUM 1 ET/1TG)	MPU 2202 SECTION 5 AUDITORIUM 1 ET/1TG)							
Monday	SEM 4		AAD 2383 SECTION 1 TUTOR ROOM F02ATL1 FARAH SYAZ	AAD 2383 SECTION 1 TUTOR ROOM F02ATL1 FARAH SYAZ				AAD 2383 SECTION 1 KOMPUTER C02(TG) SITI HAFIZ	AAD 2383 SECTION 1 KOMPUTER C02(TG) SITI HAFIZ									
Monday	SEM 5																	
Monday	SEM 6																	
Tuesday	SEM 1						AED 1163 SECTION 1 BLK KULIAH R11(TG) BALAWATI A	AED 1163 SECTION 1 BLK KULIAH R11(TG) BALAWATI A				ALD 2813 SECTION 1 BLK KULIAH A3ATL1 KIMAS ADEL SARANABER	ALD 2813 SECTION 1 BLK KULIAH A3ATL1 KIMAS ADEL SARANABER					
Tuesday	SEM 2																	
Tuesday	SEM 3		ALD 3023 SECTION 1 BLK KULIAH R11(TG) NUR AFIQAH	ALD 3023 SECTION 1 BLK KULIAH R11(TG) NUR AFIQAH				ALD 3023 SECTION 2 BLK KULIAH R11(TG) NUR AFIQAH	ALD 3023 SECTION 2 BLK KULIAH R11(TG) NUR AFIQAH									
Tuesday	SEM 4		AAD 3283 SECTION 1 TUTOR ROOM T02ATL1 FARAH SYAZ	AAD 3283 SECTION 1 TUTOR ROOM T02ATL1 FARAH SYAZ				AAD 3283 SECTION 1 TUTOR ROOM T02ATL1 FARAH ARTI	AAD 3283 SECTION 1 TUTOR ROOM T02ATL1 FARAH ARTI									
Tuesday	SEM 5																	
Tuesday	SEM 6																	

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



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 sidebar menu lists various portal sections: Dashboard, POLICY & MANUAL, PROFILE, FINANCE, SPONSORSHIP, HOSTEL, STUDENT AFFAIRS, ACADEMIC, ICT & SERVICES, TIMETABLE (highlighted), My Timetable, Exam Timetable (highlighted), MENTOR MENTEE, HALAQAH, and E.VOC. The main content area is titled 'FINAL EXAMINATION TIMETABLE JUNE - NOVEMBER 2018 SESSION' and contains 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	KIRQ 1020 PENGANTAR AL-QURAN			
PENSYARAH				
SEKSYEN	1			
SESI	SESI 2 2017			
MARKAH				
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

COMPLAINTS

Category Of Problem

FACILITIES ICT

Problem About

Location Of Problem

Details of Location

Example - ATL Block B 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: [Text Field]

Selection A

Organization Name: [Text Field]

Address: [Text Field]

City: [Text Field]

Postcode: [Text Field] State: [Dropdown]

Email: [Text Field] Phone: [Text Field] Phones 2: [Text Field]

Fax: [Text Field] Phones 1: [Text Field]

Person In-Charge: [Text Field]

Person In-Charge 2: [Text Field]

Descriptions of task job: [Text Area]

Job Scope: [Text Field]

17.1.3) Click “Submit” for uploading application form.

Selection C

Organization Name: [Text Field]

Address: [Text Field]

City: [Text Field]

Postcode: [Text Field] State: [Dropdown]

Email: [Text Field] Phone: [Text Field] Phones 2: [Text Field]

Fax: [Text Field] Phones 1: [Text Field]

Person In-Charge: [Text Field]

Person In-Charge 2: [Text Field]

Descriptions of task job: [Text Area]

Job Scope: [Text Field]

Submit (17.1.3)

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 your application.

View Status / Edit Application (17.1.4)

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) SELECTION:	Email : Contact Number :	PRINT Edit (17.1.5)

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 Descriptions
No Records Available			

17.3.3) Click on “Update Info”.

View My Resume

Update Info

PERSONAL PARTICULAR

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 Descriptions
No Records Available			

17.3.3

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

Years	Institutions	Qualifications	Results / CGPA
2017	Universiti College Terengganu Pahang	Diploma in Computer Science	3.39
2019	Asia Pacific University	Bachelor of Software Engineering	3.58
2022	International University Malaysia Wain	Master of Business Administration	

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

PERSONAL

[Update Info](#)

Name :
 Address :
 Age : 48
 I/C No :
 Nationality : MALAYSIA
 Contact No :
 Religion : BUDHHA
 Race : CHINA
 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 Descriptions
No Records Available			

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

PERSONAL PARTICULAR

Name : WONG LIANG MING
 Address : A 6276 LORONG ALDI AKAR 33 Kuantan 25250 Kuantan PAHANG
 Age : 48
 I/C No : 96020465003
 Nationality : MALAYSIA
 Contact No : 0139532058 / 0139532058
 Religion : BUDHHA
 Race : CHINA
 Gender : LELAKI
 Email :
 Height :
 Weight :
 Driving License :

EDUCATION BACKGROUND

Years	Institutions	Qualifications	Results / CGPA
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17.3.7) 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

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.