



MEMORANDUM
No: DHU/ITD/003/2023

To : All Staff & Students

From : Halimi Hashim
Head of Information Technology

Cc : Prof. Dato' Sr. Dr. Omar Osman - Vice Chancellor
Assoc. Prof. Ts. Safiza Simon – Registrar, Registry
En. Hasbullah Md Halimi – Head of Finance
Dr. Aizuddin Abdul Rahman – Dean, Student Affairs Centre
Ts. Dr. Ong Huei Ruey – Senior Dean, Institute of Academic for Engineering
Ts. Azalan Mohamed Ibrahim – Head of University Village Management

Date : 18 May 2023

Subject : Student Portal, University Management System (UMS)

Assalamualaikum w.b.t & Greetings to all.

This is to notify that the **Student Portal** which is a part of the University Management System (“UMS”) administered by the University is now accessible. The portal is a centralised online platform for students to access various academic and administrative resources and services offered by the University the like; personal details, financial records, programme enrolled and student assessments.

To access to the portal, you can go to the link as below. You can refer to Appendix 1 (User Guide for Student Portal) for details.

URL : <https://ums.dhuaautomotive.edu.my/apex/f?p=412>

Username : your DHU student email address.
(sample : 10622xxxx@student.dhu.edu.my)

Default password : Abcd_1234 (case sensitive)

Reminder : Please change your password upon first time login.
Your password should contain a combination of characters, numbers and special characters (minimum 8).

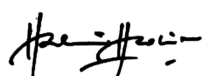
As a kick-off, student can view their final results for March 2023 Session after the Senate endorsement (memo will be issued by Examination Unit). We will update you on the usage of other modules (please refer Table 1) progressively.

Table 1: Modules in the Student Portal

No.	Modules in Student Portal	Function
1.	All Announcements	To view all current and past announcement from the University.
2.	This Week Classes	To view all classes schedule for registered courses.
3.	Print Exam Docket & Exam Results	To print examination docket or examination results upon the release by the Examination Unit.
4.	Financial Statement	To view financial statement; get the details of the programme fees and payment.
5.	My Programme	To view the programme(s) enrolled or currently studying.
6.	My Attendance Records	To view attendance records for past and current semesters/ sessions.
7.	Feedback / Response	To submit or view own complaint(s); student may submit complaint to the respective department.
8.	Upload Medical Certificate	To submit or view own medical certificate/ letter.
9.	Extra Curriculum	To view participated club activities
10.	Survey Form	Survey(s) that is requires student participation.

Thank you.

Regards,



HALIMI HASHIM

Head of Information Technology

Other related information, you may refer the contact details as provided in Table 2.

Table 2: Contact Details

<i>Matters Concerned</i>	<i>Officers</i>	<i>Phone No.</i>	<i>Email</i>
<i>IT Department Student Portal;</i>	Ms Nurul Huda Mohammed Ms Fauziana Akmal Fadzleen Ali	09-4242448 09-4242449	huda@dhu.edu.my fauziana@dhu.edu.my
<i>Institute of Academic for Engineering § Academic affairs § Course registration § Class timetable § Teaching & learning arrangement</i>	<u><i>Faculty of Business & Management</i></u> Ms Hadijah Mohd Noh Mr Muhammad Asri Aminudin <u><i>Faculty of Engineering & Technology</i></u> Ms Safariza Yahya Ms Nur Izzati Syazwani Mohd Noor <u><i>Research Management & Postgraduate Centre</i></u> Ms Hafizah Mohamed Said	 09-4242490 09-4242353 09-4242421 09-4242788 09-4242738	 hadijah.noh@dhu.edu.my asri@dhu.edu.my safariza@dhu.edu.my izzati@dhu.edu.my hafizah@dhu.edu.my
<i>Finance § Invoice § Payment</i>	Ms Norazleena Abd Rahmat Ms Nurulaini Marliyana Samsudin	09-4242464 09-4242462	norazleena@dhu.edu.my marliyana@dhu.edu.my
<i>Student Affairs Centre ("SAC") § Student affairs § Student welfare § Student activities § Student disciplinary § Alumni</i>	Muhammad Zakuan Ab Rahman Ms Nurul Syazwani Che Mat Roplan	09-4242687 09-4242693	zakuan@dhu.edu.my syazwani@dhu.edu.my
<i>University Village § Student accommodation</i>	<u><i>Tower 1:</i></u> Mr Mohamad Haikal Imran Mohamed Zukini <u><i>Tower 2:</i></u> Ms Sharifah Khyailhasma Syed Ahmad <u><i>Tower 3:</i></u> Mr Mohd Nur Irsyaduddin Ismail	09-4242644 09-4242686 09-4242685	haikal.imran@dhu.edu.my khyailhasma@dhu.edu.my irsyad@dhu.edu.my
<i>Registry Office § Student registration § Student records § Examination management</i>	<u><i>Admission & Record Unit</i></u> Ms Syazwani Rijaluddin Ms Wan Nurul Syafiqah Wan Abdul Samad Ms Ida Natasha Hassanuddin Ms Nor Izni Mohd Sham <u><i>Examination Management Unit</i></u> Mr Ahmad Faris Mohamed Shukri Ms Maizatul Shahira Bahajanuri	 09-4242432 09-4242412 09-4242624 09-4242435 09-4242723 09-4242623	 wani.rijaluddin@dhu.edu.my syafiqah@dhu.edu.my ida.natasha@dhu.edu.my izni@dhu.edu.my faris.shukri@dhu.edu.my maizatul@dhu.edu.my