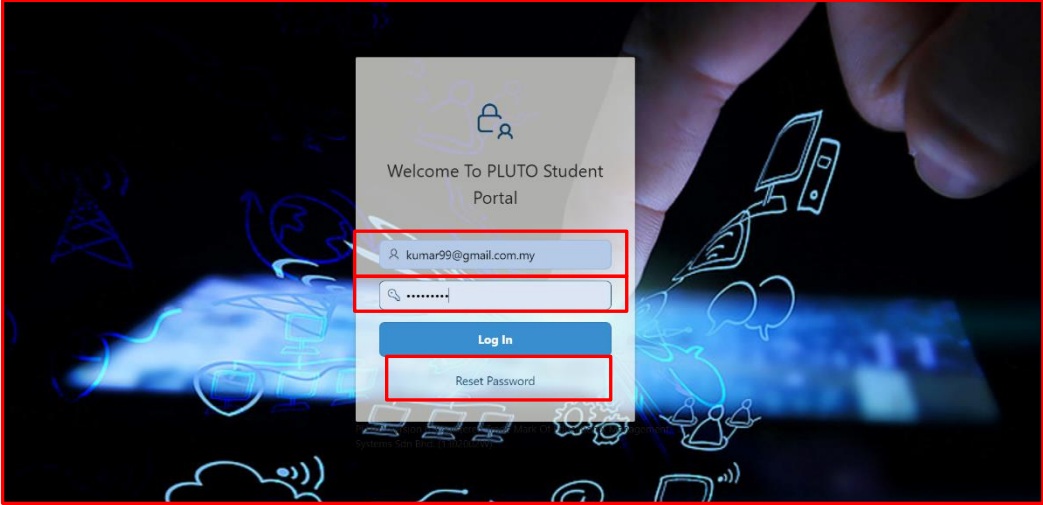# USER GUIDE
Student Portal
V6

Purpose/Function

Allow individual students to view and access all of his/her information such as programme & subjects enrolled into, timetable, exam results, financial statement, extra curriculum, create feedback/response and upload medical certificate (MC).
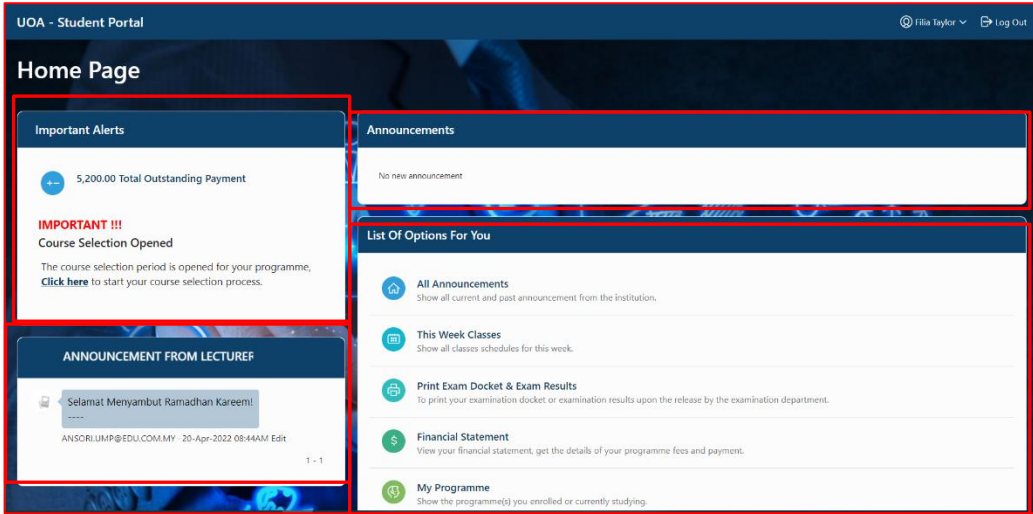
ems

Student Portal has 12 functional menu namely:

a) Login
b) Home Page
c) Online Course/ Subject Enrollment
d) All Announcement
e) This Week Classes
f) Print Exam Docket & Exam Result
g) Financial Statement
h) My Programme
i) My Attendance Records
j) My Complaint
k) E-Learning
l) Upload Medical Certificate
m) Extra Curriculum
n) Survey Form

a) Login

	Step
	1) Student can login to the student portal by using their email address and the password. *Note: For first time login, the default password is* ***Abcd_1234****.* 2) Student can reset the password by clicking on the reset password button as highlighted.

b) Home Page

	Step
	1) Under Student Portal, we have Important Alerts, Announcements, Announcement From Lecture and List of Options For you menu. 2) Under Important Alerts is the alert regarding outstanding payment of the student. Student can also see the current course selection opened for their programme. 3) Announcement is the announcement that published by the institution and will be display following the active time that has been set at Main Portal. 4) Announcement by Lecture is the announcement created by lecture at Lecture Portal and it will reflect to the student portal. 5) List of Option For You is the information regarding the institution and students learning.

c) Online Course/ Subject Enrollment

	Step
	1) Under Important Alerts, student can enroll to subjects by themselves right from the dashboard on the student portal.
	2) The table shows the subject that are made available by the academic staff to allow the students to enroll online by themselves. Student needs to tick the box highlighted to select the subject and proceed to click "Submit My Selection" button to proceed to enroll.

	Step
	3) Student will be directed to the Course Selection Confirm Page to view and check all of the information stated and proceed to click "Confirm My Selection" and enrollment succeed. *Note: After submit for approval, student is not allowed to make any changes to their selection. If student has any changes to make, they need to proceed to go to Registrar/ Faculty to seek further assistant.*

c) Online Course/ Subject Enrollment (Course ADD/DROP Period Open)

	Step
	1) Under Important Alerts, student can also Add/Drop the subjects by themselves right from the dashboard on the student portal.
	2) Student can click on the "Proceed to ADD a course +" hyperlink to add the subject they want to add. 3) Student can click "Proceed to DROP a Course x" hyperlink to drop the subject.

	Step
	1) As the student click on the "Proceed to Add a Course +" button, student can proceed to choose any subject listed that they want to add by simply check the tiny box as highlighted and click "Submit My Selection" button to proceed adding the subject.
	2) Student needs to check the information about adding subject and double confirm the selection by clicking on the "Confirm My Selection" button as highlighted. *Note: As student click on the "Confirm My Selection", student need to wait for the approval from the Registrar to approve the Add Subject process from the main portal.*

	Step
	1) As the student click on the "Proceed to Drop a Course x" button, the student can proceed to choose any subject listed that they want to drop by simply check on the tiny box as highlighted and click "Save My Selection" to proceed. 2) Currently, their status to drop a subject is "Submitted For Approval. Then, the student needs to wait until their application status is approved to check the subject has been successfully dropped. *Note: As student click on the "Save My Selection", student needs to wait for the approval from the Registrar to approve the Drop Subject process from the main portal.* *When the user has approved the student to drop the subject, invoice of the subject will be automatically CN based on the percentage that has been set at Main Portal > Study Intake Configurator.*

d) All Announcement

	Step
![All Announcements — Show all current and past announcement from the institution.] ![UOA - Student Portal — All Anouncement screen with Announcement welcome message dated 12-April -2022, WELCOME BACK! Welcome students. Hope you enjoy your semester break.]	1) Under All Announcements, it shows all current and past announcement from the institution. 2) Once student clicked on All announcement, list of announcement will be displayed as highlighted.

e) This Week Classes

	Step
	1) Under "This Week Classes", student can view his/her timetable in this menu that includes holidays, classes and exam schedule. *Note: Student can view using navigation tools and hovering over a specific day's plan show additional information about the plan which includes time as highlighted.*

f) Exam Docket & Exam Results

	Step
	1) Student can print their examination docket and examination results upon the release by the examination department. 2) For Exam Result, student can clicked on the "View" hyperlink to view exam result and "Print" hyperlink to print the exam result. Student can also print the exam docket (slip) by clicking on the "Print" hyperlink as highlighted. *Note: Student can only see the print button if they don't have any finance bar.* 3) Once student clicked on the "View" hyperlink, their exam result will be displayed as shown.

	Step
	4) Student can also view his/her course work result on this page by clicking on the "View" hyperlink.
	5) By clicking on the "View" button, student can view his/her course work result separated by the assessment type with the percentage and actual marks.
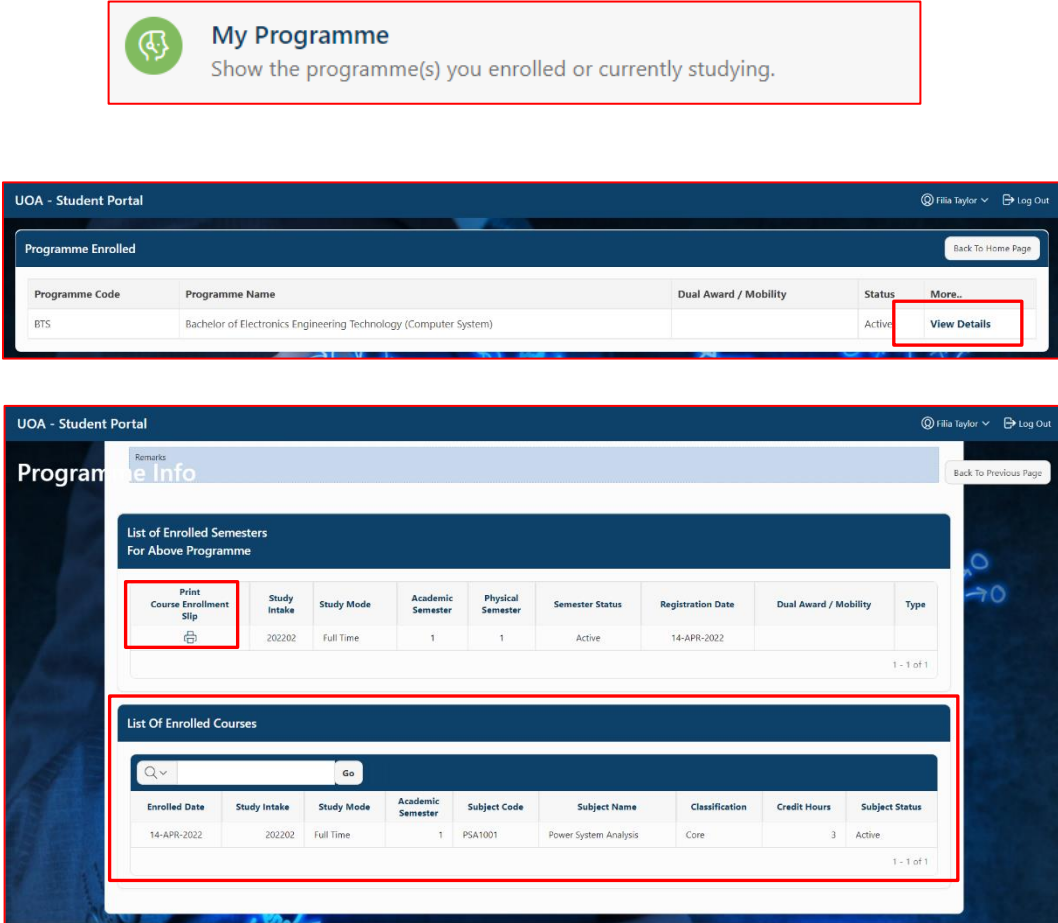
g) Financial Statement

	Step
	1) Student can view their financial statement, get details of their programme fees and payment.
	2) Student can print the "Invoice", "Receipt" and "CN" in this menu which includes paid an outstanding payments under "Pay Outstanding Invoice". Student will be directed to payment gateway if they want to make a payment under "Pay Outstanding Invoice" button. The "Remark" tab shows some details about the individual financial statement. Note : There are 2 type of student financial statement in student portal. User can setup the type in Main Portal > Student Portal > Portal Finance Setting.

h) My Programme

	Step
	1) This screen allows students to view information pertaining his/her enrolled programme currently studying. 2) Student can view details about their programme information inside. 3) Under list of semester enrolled, student can print their course enrollment slip for every semester that they have taken by clicking on the button highlighted. Student can also see the list of Enrolled Course at the bottom of the page.

i) My Attendance Records

	Step
	1) Under My Attendance Records, student is able to see their attendance records for past and current. 2) Student is able to see their attendance details like the percentage of attendance with the summary attend class table and other information as highlighted.

	Step
	1) Under My Complaint, student can view and submit complaint to the respective department.
	2) Previous complaint can be edited and or viewed by clicking the "Pencil" icon or create new complaint by clicking on the "Create A New Complaint" button.
	3) Once the "Create" button is pressed, a complaint management form will appear to select and insert necessary information and/or image of documents. 4) Submit My Complaint once everything has been filled up.

k) E-Learning

	Step
	1) Under E-Learning, student can download the study material/notes and home works. Student can also answer quiz that published by the lecture.
	2) Student can download the material listed in the table by clicking on the download button as highlighted. Student can click on the "Open Link" hyperlink and student will be directed to the page of the link address.
	3) Under Online Quiz, student can answer the quiz that has been published by lecture by clicking on the "Open Quiz" hyperlink and start answering the questions. Once student has taken the quiz, their point will be reflected inside the table. *Note: If the date of the quiz that has been set by lecture has passed, the hyperlink "Open Quiz" will not appear inside the Table.*

l) Upload Medical Certificate

	Step
	1) Under Upload Medical Certificate, student can submit their medical certificate/letter.
	2) Student can view their list of uploaded medical certificate here. Student can also upload the medical certificates or letter of absence to exempt them from attendance for the specific day or days. To add a record, students must click on the "Upload" button. Once the record has been uploaded, the document can be downloaded by clicking the "Download" hyperlink. Previous uploaded records can be edited by clicking the "Pencil" icon as highlighted.

m) Extra Curriculum

	Step
Extra Curriculum — View your participated club activities	1) Student is able to view their participated club activities.
Extra Curriculum Records Back To Home Page Go Actions 	Code	Description	Activity Title	Activity Details	Activity Start Date	Activity End Date	Campus
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PETAKOM	PETAKOM UMP	Keluarga Angkat	Keluarga Angkat	01-JUL-2022	03-JUL-2022	UMP | 1 - 1	2) Listed is the curriculum records of the student.

n) Extra Curriculum

	Step
Survey Form Survey Form that Open for Student	1) Under Survey Form, student is able answer the survey that Open for Student. 2) Student can start filling the survey by clicking on the "Fill Now" hyperlink and answer.

Frequently Asked Question (FAQ)

1. Q: Why are students not able to view their timetable?
    A: This is because the student was not assigned to a class. Class assignment can be done in Main Portal under Attendance Module > Assign Class Code to student.

2. Q: Why are students not able to view their exam results?
    A: This is because the results were not released yet. Exam results can be released in Main Portal under Exam Module > Exam Mark Lock Setting.