



USER GUIDE

Student Portal

V6



Purpose/Function

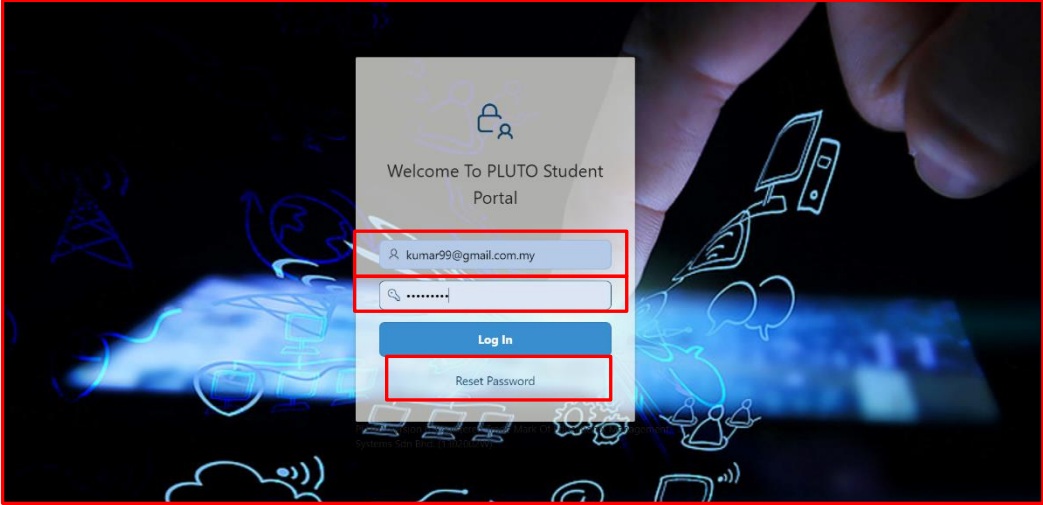
Allow individual students to view and access all of his/her information such as programme & subjects enrolled into, timetable, exam results, financial statement, extra curriculum, create feedback/response and upload medical certificate (MC).



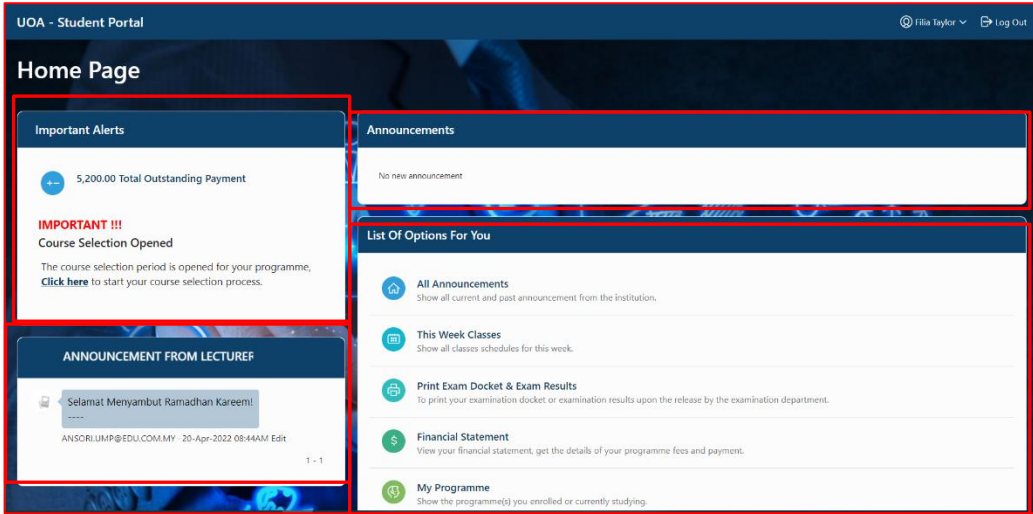
Student Portal has 12 functional menu namely:

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

b) Home Page

	Step
	<ol style="list-style-type: none"> 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

Important Alerts

5,200.00 Total Outstanding Payment

IMPORTANT !!!
Course Selection Opened

The course selection period is opened for your programme. [Click here](#) to start your course selection process.

- 1) Under Important Alerts, student can enroll to subjects by themselves right from the dashboard on the student portal.

UOA - Student Portal

Course/Subject Selection

** Tick the course/subject you wish to study, you may add/drop the course/subject within the open date, after verify your selection , you may press the submit for approval button.

** If you are viewing this screen from a mobile device, turn your mobile screen to LANDSCAPE mode for better viewing.

Course/subject	Select ?	Academic Semester	Credit Hours	Prerequisite Required ?	Prerequisite Status
AE1001 Alternative Energy Charges : 1200	<input type="checkbox"/>	4	3		

Submit My Selection ✓

- 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

UOA - Student Portal Tilia Taylor Log Out

3	Newly Selected in This Session	-1	-3
BALANCE ALLOWED		5	15

Course/subject Enrolled Information

Course/Subject	Credit Hours
PSA1001	3
Credit Hours Enrolled	3

Course/Subject Selected

Course/Subject	Status	Charges	Credit Hours	Selected
AE1001 - Alternative Energy	Pending Selection	1,200.00	3	✓
		1,200.00	3	

Please Take Note:
After submit for approval, you are not allow to make any changes to your selection. If you have any reason to change, you shall goto the Registrar / Faculty to seek further assistant.

Confirm My Selection

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														
<div data-bbox="226 280 967 863"> <p>Important Alerts</p> <p>6,400.00 Total Outstanding Payment</p> <p>IMPORTANT !!! Course ADD/DROP Period Opened</p> <p>The course selection period is opened for your programme, Click here to start your Course Add/Drop process.</p> </div> <div data-bbox="105 892 1079 1345"> <p>Programme Opened For Course Add/Drop Back To Home Page</p> <p><small>** For this process, we recommend to perform this task on a Personal Computer, Notebook or Touchpads with bigger screen for easy viewing and to minimize error. If you are using a mobile device, set your screen to landscape mode.</small></p> <table border="1"> <tr><td>Course Code</td><td>BTS</td></tr> <tr><td>Course Name</td><td>Bachelor of Electronics Engineering Technology (Computer System)</td></tr> <tr><td>Study Intake</td><td>202202</td></tr> <tr><td>Academic Semester</td><td>1</td></tr> <tr><td>Study Mode</td><td>Full Time</td></tr> <tr><td>Add Drop Date From</td><td>01-MAY-2022</td></tr> <tr><td>Add Drop Date To</td><td>31-MAY-2022</td></tr> </table> <p>Proceed to ADD a Course +</p> <p>Proceed to DROP a Course X</p> </div>	Course Code	BTS	Course Name	Bachelor of Electronics Engineering Technology (Computer System)	Study Intake	202202	Academic Semester	1	Study Mode	Full Time	Add Drop Date From	01-MAY-2022	Add Drop Date To	31-MAY-2022	<ol style="list-style-type: none"> 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.
Course Code	BTS														
Course Name	Bachelor of Electronics Engineering Technology (Computer System)														
Study Intake	202202														
Academic Semester	1														
Study Mode	Full Time														
Add Drop Date From	01-MAY-2022														
Add Drop Date To	31-MAY-2022														

Step

Search: All Text Columns

Course/subject ↑≡1	Select ?	Class Cc	Semester ↑≡2	Credit Hours	Prerequisite Required ?	Prerequisite Status
EID1001 Electrical Installation Design Charges : 600	<input checked="" type="checkbox"/>		1	3		
PEM1001 Power Electronic Drive Machine Charges : 600	<input type="checkbox"/>		1	3		

1 rows selected Total 2

Course/Subject Selected

Course/Subject	Status	Charges	Credit Hours	Selected
EID1001 - Electrical Installation Design	Pending Selection	600.00	3	✓
		600.00	3	

Please Take Note:

After submit for approval, you are not allow to make any changes to your selection. If you have any reason to change, you shall goto the Registrar / Faculty to seek further assistant.

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

Tick The Course/Subject You Wish to Drop

- 1 - Tick the course/subject you wish to drop.
- 2 - Enter the reason for dropping the course/subject.
- 3 - You may select more than 1 course/subject.
- 4 - Submit for approval by Registry / Faculty.

Course Name	Subject Behavior	Apply to Drop ?	Reason for Dropping
EID1001/Electrical Installation Design Classification : Elective Credit Hours : 3	1st Attempt	<input checked="" type="checkbox"/>	
PSA1001/Power System Analysis Classification : Core Credit Hours : 3	1st Attempt	<input type="checkbox"/>	

1 rows selected Total 2

Application Pending Approval

Course Name ↑	Reason	Status
EID1001/Electrical Installation Design Classification : Elective Credit Hours : 3		Submitted For Approval

1 - 1


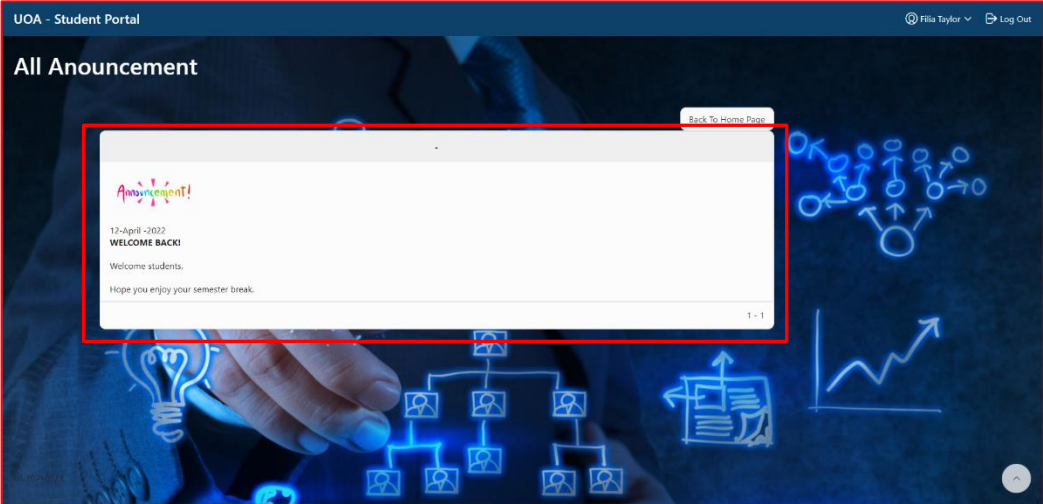
1) As the student click on the “Proceed to Drop a Course x” button, the student can proceed to choose any subject listed that they want to drop by simply check on the tiny box as highlighted and click “Save My Selection” to proceed.

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
<div data-bbox="159 316 999 437"><p>All Announcements Show all current and past announcement from the institution.</p></div> <div data-bbox="80 544 1120 1050"></div>	<ol style="list-style-type: none"><li data-bbox="1151 331 2107 421">1) Under All Announcements, it shows all current and past announcement from the institution.<li data-bbox="1151 587 2085 676">2) Once student clicked on All announcement, list of announcement will be displayed as highlighted.

e) This Week Classes

Step



This Week Classes

Show all classes schedules for this week.

UOA - Student Portal

Timetable for this Week

May 2022

Navigation: today, month, week, day, list

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Hari Raya Puasa	2 Hari Raya Puasa	3 Hari Raya Puasa	4 Hari Raya Puasa	5 Hari Raya Puasa	6
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28


Class Details (May 11):

- Class Code: BTS1001_PSA_202202
- Session Name: Lect
- Resource Code: R5
- May 11, 2022 10:00 AM - 12:00 PM
- Session Name: Lect
- Subject Code: PSA1001
- Resource Code: R5
- Lecturer: Ansoori UMP
- Study Intake: 202202

- 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																																										
<div data-bbox="78 327 1120 422">  <p>Print Exam Docket & Exam Results To print your examination docket or examination results upon the release by the examination department.</p> </div> <div data-bbox="78 470 1120 758"> <p>UOA - Student Portal</p> <p>Print Exam Docket & Exam Result</p> <table border="1"> <thead> <tr> <th>To View</th> <th>Programme Code</th> <th>Intake</th> <th>Study Intake</th> <th>Academic Semester</th> <th>Study Mode</th> <th>Print Docket</th> <th>View Result</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>View</td> <td>BTS</td> <td>202202</td> <td>202202</td> <td>1</td> <td>Full Time</td> <td>Print</td> <td>Print</td> <td></td> </tr> </tbody> </table> <p>** If you see FINANCE BARRED, this means you have outstanding payment due. Please proceed to the Exam Or Finance department for more information.</p> </div> <div data-bbox="78 829 1120 1348"> <p>UOA - Student Portal</p> <p>Exam Result</p> <p>Exam Result</p> <p>Here are the exam result by the programme and course, Please take note, ONLY exam result which are certified by the University will be publish in this page. ** University reserve the right to remove these exam result in the even re-marking are bring perform.</p> <table border="1"> <thead> <tr> <th>Programme</th> <th>Academic Semester</th> <th>Physical Semester</th> <th>Course</th> <th>Study Intake</th> <th>Final grade</th> <th>Core Elective</th> <th>Credit Hours</th> <th>Course Status</th> <th>Course Behavior</th> <th>GPA</th> <th>CGPA</th> </tr> </thead> <tbody> <tr> <td>BTS - Bachelor of Electronics Engineering Technology (Computer System)</td> <td>1</td> <td>1</td> <td>PSA1001 - Power System Analyst</td> <td>202202</td> <td>A</td> <td>Core</td> <td>3</td> <td>Active</td> <td>1st Attempt</td> <td>4.00</td> <td>4.00</td> </tr> </tbody> </table> </div>	To View	Programme Code	Intake	Study Intake	Academic Semester	Study Mode	Print Docket	View Result	Remarks	View	BTS	202202	202202	1	Full Time	Print	Print		Programme	Academic Semester	Physical Semester	Course	Study Intake	Final grade	Core Elective	Credit Hours	Course Status	Course Behavior	GPA	CGPA	BTS - Bachelor of Electronics Engineering Technology (Computer System)	1	1	PSA1001 - Power System Analyst	202202	A	Core	3	Active	1st Attempt	4.00	4.00	<p>Step</p> <ol style="list-style-type: none"> 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. <p><i>Note: Student can only see the print button if they don't have any finance bar.</i></p> <ol style="list-style-type: none"> 3) Once student clicked on the “View” hyperlink, their exam result will be displayed as shown.
To View	Programme Code	Intake	Study Intake	Academic Semester	Study Mode	Print Docket	View Result	Remarks																																			
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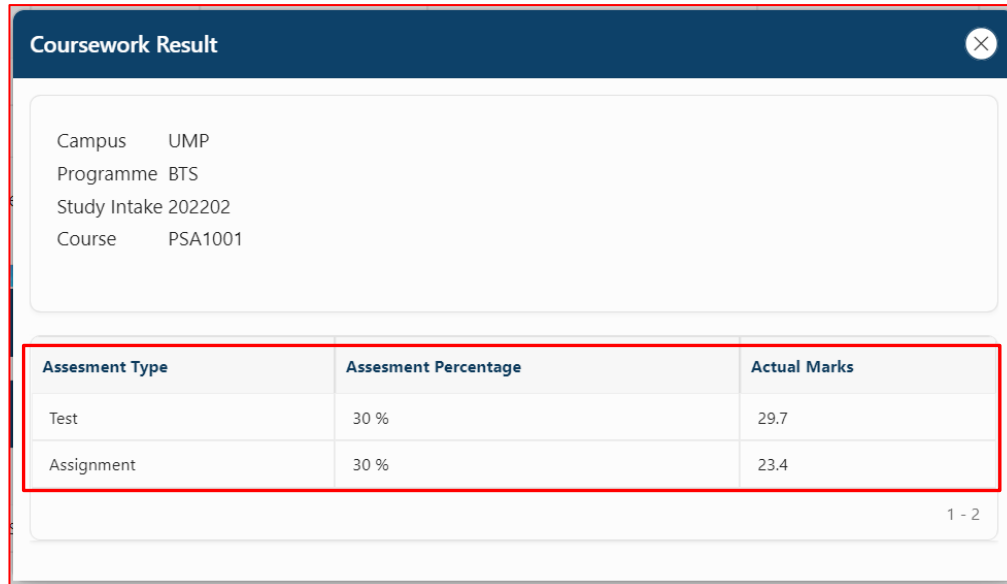
Course Work Result

Search: [] Go

To View	Campus Code	Programme	Study Intake	Course/Subject Code	Course/Subject Name	Subject Behavior
View	UMP	BTS	202202	PSA1001	Power System Analysis	1st Attempt

1 - 1

4) Student can also view his/her course work result on this page by clicking on the “View” hyperlink.



Coursework Result

Campus UMP
Programme BTS
Study Intake 202202
Course PSA1001

Assesment Type	Assesment Percentage	Actual Marks
Test	30 %	29.7
Assignment	30 %	23.4

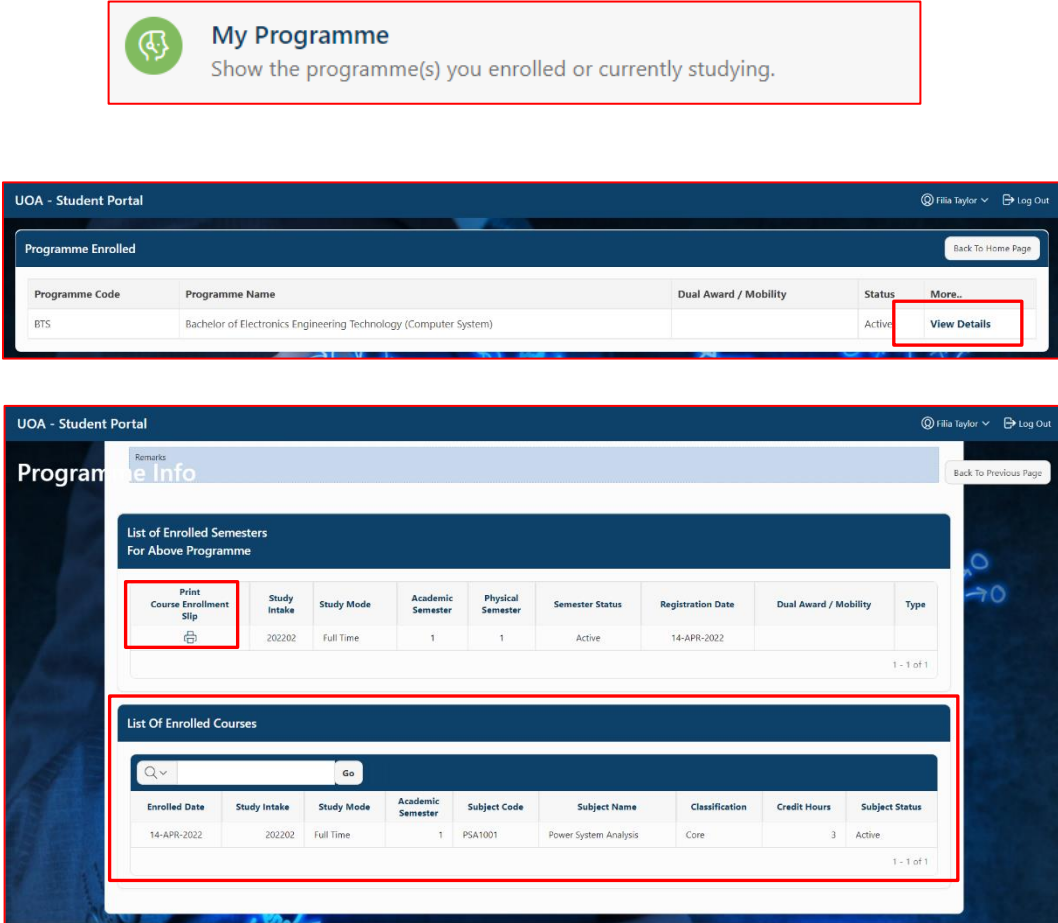
1 - 2

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																																																								
<div data-bbox="98 328 1088 435" style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> \$ <div> <p>Financial Statement</p> <p>View your financial statement, get the details of your programme fees and payment.</p> </div> </div> </div> <div data-bbox="76 579 1115 1094" style="border: 1px solid red; padding: 5px;"> <p>UOA - Student Portal Filia Taylor Log Out</p> <h3>Financial Statement</h3> <div style="text-align: right; margin-bottom: 5px;"> Print Invoice Print Receipt Print Credit Note Pay Outstanding Invoice </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Campus</th> <th>Transaction Date</th> <th>Transaction Type</th> <th>Transaction Number</th> <th>Fee Type</th> <th>Amount Local Currency</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>UMP</td> <td>14-APR-2022 14:00</td> <td>Invoice</td> <td>UMP/NV/000035-001</td> <td>Course Charges</td> <td>1,200.00</td> <td>Course Charges for course/subject : PSA1001</td> </tr> <tr> <td>UMP</td> <td>14-APR-2022 13:59</td> <td>Invoice</td> <td>UMP/NV/000034-002</td> <td>Registration Fee</td> <td>1,600.00</td> <td>Invoice Generated During Enrollment for semester 1 on study intake 202202</td> </tr> <tr> <td>UMP</td> <td>14-APR-2022 13:59</td> <td>Invoice</td> <td>UMP/NV/000034-004</td> <td>Tuition Fee</td> <td>700.00</td> <td>Invoice Generated During Enrollment for semester 1 on study intake 202202</td> </tr> <tr> <td>UMP</td> <td>14-APR-2022 13:59</td> <td>Invoice</td> <td>UMP/NV/000034-005</td> <td>Insurance</td> <td>500.00</td> <td>Invoice Generated During Enrollment for semester 1 on study intake 202202</td> </tr> <tr> <td>UMP</td> <td>14-APR-2022 13:59</td> <td>Invoice</td> <td>UMP/NV/000034-001</td> <td>Administration Fee</td> <td>500.00</td> <td>Invoice Generated During Enrollment for semester 1 on study intake 202202</td> </tr> <tr> <td>UMP</td> <td>14-APR-2022 13:59</td> <td>Invoice</td> <td>UMP/NV/000034-003</td> <td>Extension Fee</td> <td>700.00</td> <td>Invoice Generated During Enrollment for semester 1 on study intake 202202</td> </tr> <tr> <td colspan="5"></td> <td style="text-align: right;">5,200.00</td> <td></td> </tr> </tbody> </table> </div>	Campus	Transaction Date	Transaction Type	Transaction Number	Fee Type	Amount Local Currency	Remarks	UMP	14-APR-2022 14:00	Invoice	UMP/NV/000035-001	Course Charges	1,200.00	Course Charges for course/subject : PSA1001	UMP	14-APR-2022 13:59	Invoice	UMP/NV/000034-002	Registration Fee	1,600.00	Invoice Generated During Enrollment for semester 1 on study intake 202202	UMP	14-APR-2022 13:59	Invoice	UMP/NV/000034-004	Tuition Fee	700.00	Invoice Generated During Enrollment for semester 1 on study intake 202202	UMP	14-APR-2022 13:59	Invoice	UMP/NV/000034-005	Insurance	500.00	Invoice Generated During Enrollment for semester 1 on study intake 202202	UMP	14-APR-2022 13:59	Invoice	UMP/NV/000034-001	Administration Fee	500.00	Invoice Generated During Enrollment for semester 1 on study intake 202202	UMP	14-APR-2022 13:59	Invoice	UMP/NV/000034-003	Extension Fee	700.00	Invoice Generated During Enrollment for semester 1 on study intake 202202						5,200.00		<p>1) Student can view their financial statement, get details of their programme fees and payment.</p> <p>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.</p> <p>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.</p>
Campus	Transaction Date	Transaction Type	Transaction Number	Fee Type	Amount Local Currency	Remarks																																																			
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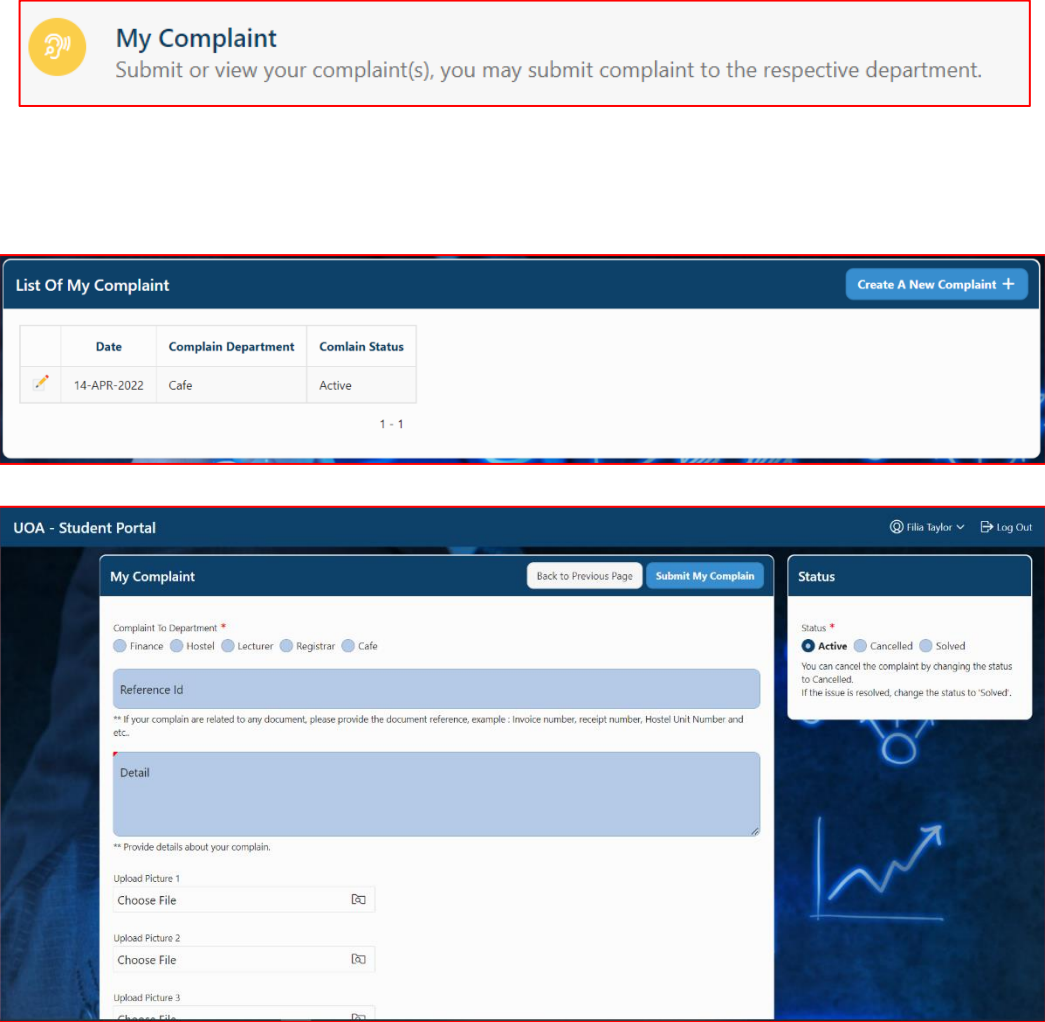
h) My Programme

	Step																																														
 <p>My Programme Show the programme(s) you enrolled or currently studying.</p> <p>UOA - Student Portal</p> <p>Programme Enrolled</p> <table border="1"> <thead> <tr> <th>Programme Code</th> <th>Programme Name</th> <th>Dual Award / Mobility</th> <th>Status</th> <th>More..</th> </tr> </thead> <tbody> <tr> <td>BTS</td> <td>Bachelor of Electronics Engineering Technology (Computer System)</td> <td></td> <td>Active</td> <td>View Details</td> </tr> </tbody> </table> <p>UOA - Student Portal</p> <p>Programme Info</p> <p>List of Enrolled Semesters For Above Programme</p> <table border="1"> <thead> <tr> <th>Print Course Enrollment Slip</th> <th>Study Intake</th> <th>Study Mode</th> <th>Academic Semester</th> <th>Physical Semester</th> <th>Semester Status</th> <th>Registration Date</th> <th>Dual Award / Mobility</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>Print Course Enrollment Slip</td> <td>202202</td> <td>Full Time</td> <td>1</td> <td>1</td> <td>Active</td> <td>14-APR-2022</td> <td></td> <td></td> </tr> </tbody> </table> <p>List Of Enrolled Courses</p> <table border="1"> <thead> <tr> <th>Enrolled Date</th> <th>Study Intake</th> <th>Study Mode</th> <th>Academic Semester</th> <th>Subject Code</th> <th>Subject Name</th> <th>Classification</th> <th>Credit Hours</th> <th>Subject Status</th> </tr> </thead> <tbody> <tr> <td>14-APR-2022</td> <td>202202</td> <td>Full Time</td> <td>1</td> <td>PSA1001</td> <td>Power System Analysis</td> <td>Core</td> <td>3</td> <td>Active</td> </tr> </tbody> </table>	Programme Code	Programme Name	Dual Award / Mobility	Status	More..	BTS	Bachelor of Electronics Engineering Technology (Computer System)		Active	View Details	Print Course Enrollment Slip	Study Intake	Study Mode	Academic Semester	Physical Semester	Semester Status	Registration Date	Dual Award / Mobility	Type	Print Course Enrollment Slip	202202	Full Time	1	1	Active	14-APR-2022			Enrolled Date	Study Intake	Study Mode	Academic Semester	Subject Code	Subject Name	Classification	Credit Hours	Subject Status	14-APR-2022	202202	Full Time	1	PSA1001	Power System Analysis	Core	3	Active	<p>Step</p> <ol style="list-style-type: none"> 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.
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











i) My Attendance Records

	Step																																																																														
<p>My Attendance Records Show your attendance records for past and current</p> <p>UOA - Student Portal List Of Student Attendance Details 13%</p> <p>Summary Attend Class</p> <table border="1"> <thead> <tr> <th>Total Class</th> <th>Total Attend</th> <th>Total Not Attend</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>1</td> <td>7</td> </tr> </tbody> </table> <p>1 - 1</p> <p>Attendance Details</p> <table border="1"> <thead> <tr> <th>Attendance Date</th> <th>Class Code</th> <th>Class Session</th> <th>Time From</th> <th>Time To</th> <th>Attended</th> <th>Attended Pic</th> <th>Late</th> </tr> </thead> <tbody> <tr> <td>02-MAR-2022</td> <td>8751001_PSA_202202</td> <td>Lect</td> <td>10:00:00</td> <td>12:00:00</td> <td>N</td> <td>-</td> <td>-</td> </tr> <tr> <td>09-MAR-2022</td> <td>8751001_PSA_202202</td> <td>Lect</td> <td>10:00:00</td> <td>12:00:00</td> <td>N</td> <td>-</td> <td>-</td> </tr> <tr> <td>30-MAR-2022</td> <td>8751001_PSA_202202</td> <td>Lect</td> <td>10:00:00</td> <td>12:00:00</td> <td>N</td> <td>-</td> <td>-</td> </tr> <tr> <td>01-APR-2022</td> <td>8751001_PSA_202202</td> <td>Lab & Tuto</td> <td>15:00:00</td> <td>16:00:00</td> <td>N</td> <td>-</td> <td>-</td> </tr> <tr> <td>06-APR-2022</td> <td>8751001_PSA_202202</td> <td>Lect</td> <td>10:00:00</td> <td>12:00:00</td> <td>N</td> <td>-</td> <td>-</td> </tr> <tr> <td>08-APR-2022</td> <td>8751001_PSA_202202</td> <td>Lab & Tuto</td> <td>15:00:00</td> <td>16:00:00</td> <td>N</td> <td>-</td> <td>-</td> </tr> <tr> <td>13-APR-2022</td> <td>8751001_PSA_202202</td> <td>Lect</td> <td>10:00:00</td> <td>12:00:00</td> <td>N</td> <td>-</td> <td>-</td> </tr> <tr> <td>15-APR-2022</td> <td>8751001_PSA_202202</td> <td>Lab & Tuto</td> <td>10:30:00</td> <td>11:30:00</td> <td>Y</td> <td></td> <td>Y</td> </tr> </tbody> </table>	Total Class	Total Attend	Total Not Attend	8	1	7	Attendance Date	Class Code	Class Session	Time From	Time To	Attended	Attended Pic	Late	02-MAR-2022	8751001_PSA_202202	Lect	10:00:00	12:00:00	N	-	-	09-MAR-2022	8751001_PSA_202202	Lect	10:00:00	12:00:00	N	-	-	30-MAR-2022	8751001_PSA_202202	Lect	10:00:00	12:00:00	N	-	-	01-APR-2022	8751001_PSA_202202	Lab & Tuto	15:00:00	16:00:00	N	-	-	06-APR-2022	8751001_PSA_202202	Lect	10:00:00	12:00:00	N	-	-	08-APR-2022	8751001_PSA_202202	Lab & Tuto	15:00:00	16:00:00	N	-	-	13-APR-2022	8751001_PSA_202202	Lect	10:00:00	12:00:00	N	-	-	15-APR-2022	8751001_PSA_202202	Lab & Tuto	10:30:00	11:30:00	Y		Y	<p>Step</p> <ol style="list-style-type: none"> Under My Attendance Records, student is able to see their attendance records for past and current. Student is able to see their attendance details like the percentage of attendance with the summary attend class table and other information as highlighted.
Total Class	Total Attend	Total Not Attend																																																																													
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j) My Complaint

	Step						
 <p>My Complaint Submit or view your complaint(s), you may submit complaint to the respective department.</p> <p>List Of My Complaint Create A New Complaint +</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Complain Department</th> <th>Complain Status</th> </tr> </thead> <tbody> <tr> <td>14-APR-2022</td> <td>Cafe</td> <td>Active</td> </tr> </tbody> </table> <p>1 - 1</p> <p>My Complaint Back to Previous Page Submit My Complain</p> <p>Complaint to Department *</p> <p><input type="radio"/> Finance <input type="radio"/> Hostel <input type="radio"/> Lecturer <input type="radio"/> Registrar <input type="radio"/> Cafe</p> <p>Reference Id</p> <p>** If your complain are related to any document, please provide the document reference, example : Invoice number, receipt number, Hostel Unit Number and etc.</p> <p>Detail</p> <p>** Provide details about your complain.</p> <p>Upload Picture 1 Choose File</p> <p>Upload Picture 2 Choose File</p> <p>Upload Picture 3 Choose File</p> <p>Status</p> <p>Status *</p> <p><input checked="" type="radio"/> Active <input type="radio"/> Cancelled <input type="radio"/> Solved</p> <p>You can cancel the complaint by changing the status to Cancelled. If the issue is resolved, change the status to 'Solved'.</p>	Date	Complain Department	Complain Status	14-APR-2022	Cafe	Active	<ol style="list-style-type: none"> 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.
Date	Complain Department	Complain Status					
14-APR-2022	Cafe	Active					


k) E-Learning

	Step																																															
<div data-bbox="91 331 1102 440" style="border: 1px solid red; padding: 5px;">  <p>E-Learning Goto the e-learning module for download or study material and home works.</p> </div> <div data-bbox="85 568 1102 839" style="border: 1px solid red; padding: 5px;"> <p>Online Syllabus</p> <table border="1"> <thead> <tr> <th>Material seq</th> <th>Material type</th> <th>Material remarks</th> <th>Download study</th> <th>View link</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>PDF</td> <td>Chapter 1</td> <td></td> <td>Open Link</td> </tr> <tr> <td>2</td> <td>Image</td> <td>Chapter 2</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>PDF</td> <td>Chapter 3</td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">1 - 3</p> </div> <div data-bbox="85 943 1102 1155" style="border: 1px solid red; padding: 5px;"> <p>Online Quiz</p> <table border="1"> <thead> <tr> <th>Quiz title</th> <th>Quiz description</th> <th>Quiz Repeatability</th> <th>No. of question</th> <th>No. of quiz answer</th> <th>No. of correct answer</th> <th>Point achieved</th> <th>No. of wrong answer</th> <th>Take quiz</th> </tr> </thead> <tbody> <tr> <td>Quiz 2</td> <td>Quiz Chapter 2</td> <td></td> <td>2</td> <td>0</td> <td>0</td> <td>-</td> <td>0</td> <td>Open Quiz</td> </tr> <tr> <td>Quiz 1 (Chapter 1)</td> <td>Quiz 1 (Chapter 1)</td> <td></td> <td>3</td> <td>3</td> <td>3</td> <td>15</td> <td>0</td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">1 - 2</p> </div>	Material seq	Material type	Material remarks	Download study	View link	1	PDF	Chapter 1		Open Link	2	Image	Chapter 2			3	PDF	Chapter 3			Quiz title	Quiz description	Quiz Repeatability	No. of question	No. of quiz answer	No. of correct answer	Point achieved	No. of wrong answer	Take quiz	Quiz 2	Quiz Chapter 2		2	0	0	-	0	Open Quiz	Quiz 1 (Chapter 1)	Quiz 1 (Chapter 1)		3	3	3	15	0		<ol style="list-style-type: none"> 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. <p><i>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.</i></p>
Material seq	Material type	Material remarks	Download study	View link																																												
1	PDF	Chapter 1		Open Link																																												
2	Image	Chapter 2																																														
3	PDF	Chapter 3																																														
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Quiz 2	Quiz Chapter 2		2	0	0	-	0	Open Quiz																																								
Quiz 1 (Chapter 1)	Quiz 1 (Chapter 1)		3	3	3	15	0																																									


I) Upload Medical Certificate

	Step																					
<div data-bbox="208 316 1023 438" style="border: 1px solid red; padding: 10px; margin-bottom: 10px;">  <p>Upload Medical Certificate Submit or view your medical certificate/letter</p> </div> <div data-bbox="78 507 1120 1013" style="border: 1px solid red; padding: 10px;"> <p>UOA - Student Portal Filia Taylor Log Out</p> <p>List of Uploaded Medical Certificate / Letters of Absence Back To Home Page Upload</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="text"/> Go Actions </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Class Code</th> <th>Attendance Date</th> <th>Document Description</th> <th>Document Type</th> <th>Document Date</th> <th>Last Updated By</th> <th>Document Image</th> </tr> </thead> <tbody> <tr> <td> BTS1001_PSA_202202</td> <td>09-MAR-2022</td> <td>MC - Attendance Date : 09-MAR-2022</td> <td>Medical Certificate / Letter</td> <td>15-APR-2022</td> <td>FILIA@GMAIL.COM.MY</td> <td> Download</td> </tr> <tr> <td> BTS1001_PSA_202202</td> <td>02-MAR-2022</td> <td>MC - Attendance Date : 02-MAR-2022</td> <td>Medical Certificate / Letter</td> <td>14-APR-2022</td> <td>FILIA@GMAIL.COM.MY</td> <td> Download</td> </tr> </tbody> </table> </div>	Class Code	Attendance Date	Document Description	Document Type	Document Date	Last Updated By	Document Image	 BTS1001_PSA_202202	09-MAR-2022	MC - Attendance Date : 09-MAR-2022	Medical Certificate / Letter	15-APR-2022	FILIA@GMAIL.COM.MY	 Download	 BTS1001_PSA_202202	02-MAR-2022	MC - Attendance Date : 02-MAR-2022	Medical Certificate / Letter	14-APR-2022	FILIA@GMAIL.COM.MY	 Download	<ol style="list-style-type: none"> 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.
Class Code	Attendance Date	Document Description	Document Type	Document Date	Last Updated By	Document Image																
 BTS1001_PSA_202202	09-MAR-2022	MC - Attendance Date : 09-MAR-2022	Medical Certificate / Letter	15-APR-2022	FILIA@GMAIL.COM.MY	 Download																
 BTS1001_PSA_202202	02-MAR-2022	MC - Attendance Date : 02-MAR-2022	Medical Certificate / Letter	14-APR-2022	FILIA@GMAIL.COM.MY	 Download																

m) Extra Curriculum

	Step														
<div data-bbox="206 328 976 445" style="border: 1px solid red; padding: 5px; margin-bottom: 10px;">  <p>Extra Curriculum View your participated club activities</p> </div> <div data-bbox="78 520 1120 756" style="border: 1px solid red; padding: 5px;"> <p>Extra Curriculum Records Back To Home Page</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input type="text"/> Go Actions ▾ </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Code</th> <th>Description</th> <th>Activity Title</th> <th>Activity Details</th> <th>Activity Start Date</th> <th>Activity End Date</th> <th>Campus</th> </tr> </thead> <tbody> <tr> <td>PETAKOM</td> <td>PETAKOM UMP</td> <td>Keluarga Angkat</td> <td>Keluarga Angkat</td> <td>01-JUL-2022</td> <td>03-JUL-2022</td> <td>UMP</td> </tr> </tbody> </table> <p style="text-align: right; font-size: small;">1 - 1</p> </div>	Code	Description	Activity Title	Activity Details	Activity Start Date	Activity End Date	Campus	PETAKOM	PETAKOM UMP	Keluarga Angkat	Keluarga Angkat	01-JUL-2022	03-JUL-2022	UMP	<ol style="list-style-type: none"> 1) Student is able to view their participated club activities. 2) Listed is the curriculum records of the student.
Code	Description	Activity Title	Activity Details	Activity Start Date	Activity End Date	Campus									
PETAKOM	PETAKOM UMP	Keluarga Angkat	Keluarga Angkat	01-JUL-2022	03-JUL-2022	UMP									

n) Extra Curriculum

	Step																		
<div data-bbox="208 328 1008 445" style="border: 1px solid red; padding: 10px; margin-bottom: 10px;">  <p>Survey Form Survey Form that Open for Student</p> </div> <div data-bbox="78 539 1120 877" style="border: 1px solid red; padding: 10px;"> <p>UOA - Student Portal Tilla Taylor Log Out</p> <p>Survey Open For You to Fill Exit</p> <p>Search: <input type="text"/> Go Actions</p> <table border="1"> <thead> <tr> <th>Fill</th> <th>Form Name</th> <th>Form Description</th> <th>Study Intake</th> <th>Subject Code</th> <th>Lecturer Name</th> <th>Date From</th> <th>Date To</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid red;">Fill Now</td> <td>Student Satisfactory Survey</td> <td>Student Satisfactory Survey</td> <td>202202</td> <td></td> <td></td> <td>11-APR-2022</td> <td>31-MAY-2022</td> <td>Pending</td> </tr> </tbody> </table> <p style="text-align: right;">1 - 1</p> </div>	Fill	Form Name	Form Description	Study Intake	Subject Code	Lecturer Name	Date From	Date To	Status	Fill Now	Student Satisfactory Survey	Student Satisfactory Survey	202202			11-APR-2022	31-MAY-2022	Pending	<ol style="list-style-type: none"> 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.
Fill	Form Name	Form Description	Study Intake	Subject Code	Lecturer Name	Date From	Date To	Status											
Fill Now	Student Satisfactory Survey	Student Satisfactory Survey	202202			11-APR-2022	31-MAY-2022	Pending											

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.