



**MEMORANDUM**

**NO: AMC/2023/10**

To : All Students

From : Fazlil Aslan Bin Ismail  
Head, Academic Management Centre (AMC)

Cc : Vice Chancellor  
Registrar  
Senior Dean, Institute of Academic for Engineering (IAE)  
Dean, Faculty of Engineering & Technology (FOE)  
Dean, Faculty of Business & Management (FOB)

Date : 20 October 2023

**Subject : STUDENT PORTAL**

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Assalamualaikum w.b.t & Salam Sejahtera.

We are pleased to inform you that our university has implemented the new University Management System called PLUTO. Starting from July 2023 Session, students will be able to access the PLUTO system through the "Student Portal".

Before accessing the student portal, you are required to refer to the course list for each semester session, which can be found on AMC Microsoft Teams (Ms. Teams) site. The course list will provide you with detailed information about the available courses. To access the course list, please click on the following link:

AMC Ms. Teams - Main

[https://rebrand.ly/AMC\\_MsTeam](https://rebrand.ly/AMC_MsTeam)

Once you have reviewed the course list, you may proceed to the "Student Portal" for online course enrolment. To ensure a smooth enrolment process, we have provided a comprehensive guideline for online course enrolment on the AMC Microsoft Teams (Ms. Teams) site. We encourage you to familiarize yourself with the guidelines before accessing the student portal. You can access the Student Portal Guideline: Online Course Enrolment by clicking on the following link:

[https://rebrand.ly/PLUTO\\_Student-Portal-Guideline\\_Course-Enrollment](https://rebrand.ly/PLUTO_Student-Portal-Guideline_Course-Enrollment)

Please follow the guidelines provided to proceed with your online course enrolment. Additionally, the guidelines will also assist you in making any necessary Add/Drop process.

**Please take note that, this Online Course Enrolment will be opened till 4<sup>th</sup> week for every semester.** We kindly request you to be punctual and submit your course enrolment on time.

Should you encounter any difficulties or have any questions regarding the PLUTO system or the online course enrolment process, please reach out to our support team. They will be available to assist you and address any concerns you may have.

<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	<a href="mailto:huda@dhu.edu.my">huda@dhu.edu.my</a> <a href="mailto:fauziana@dhu.edu.my">fauziana@dhu.edu.my</a>
<i>Institute of Academic for Engineering § Academic affairs § Course registration § Class timetable § Teaching &amp; learning arrangement</i>	<u><i>Faculty of Business &amp; Management</i></u> Ms Hadijah Mohd Noh Mr Muhammad Asri Aminudin  <u><i>Faculty of Engineering &amp; Technology</i></u> Ms Safariza Yahya Ms Nur Izzati Syazwani Mohd Noor  <u><i>Research Management &amp; Postgraduate Centre</i></u> Ms Hafizah Mohamed Said	09-4242490 09-4242353  09-4242421 09-4242788  09-4242738	<a href="mailto:hadijah.noh@dhu.edu.my">hadijah.noh@dhu.edu.my</a> <a href="mailto:asri@dhu.edu.my">asri@dhu.edu.my</a>  <a href="mailto:safariza@dhu.edu.my">safariza@dhu.edu.my</a> <a href="mailto:izzati@dhu.edu.my">izzati@dhu.edu.my</a>  <a href="mailto:hafizah@dhu.edu.my">hafizah@dhu.edu.my</a>

We believe that the introduction of the PLUTO system and the student portal will enhance your academic journey and streamline administrative processes. We appreciate your cooperation and understanding during this transition. Should you require any further information, do not hesitate to contact us.

Thank you.