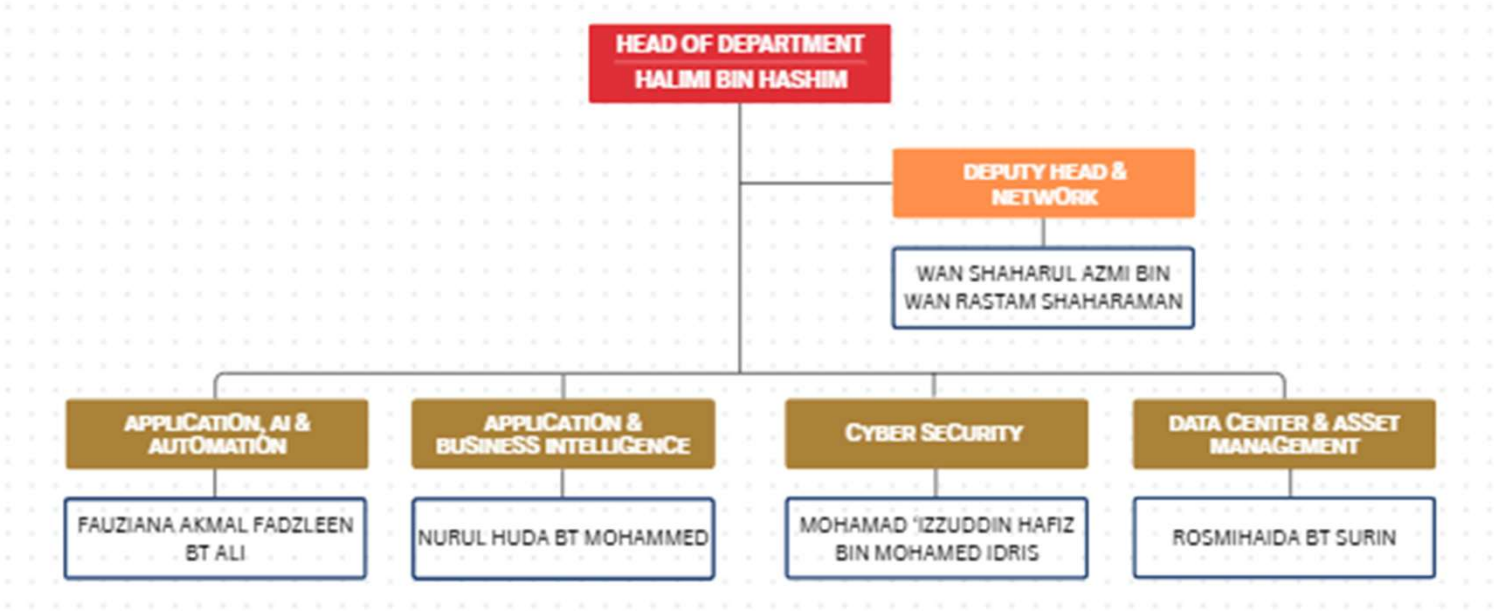
INFORMATION TECHNOLOGY

IT ORGANIZATION CHART



01 Student Account

02 DRB-HICOM U WiFi

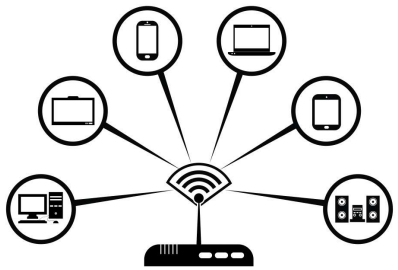
03 Moodle, Office 365

04 Student Portal

DRB-HICOM U WiFi

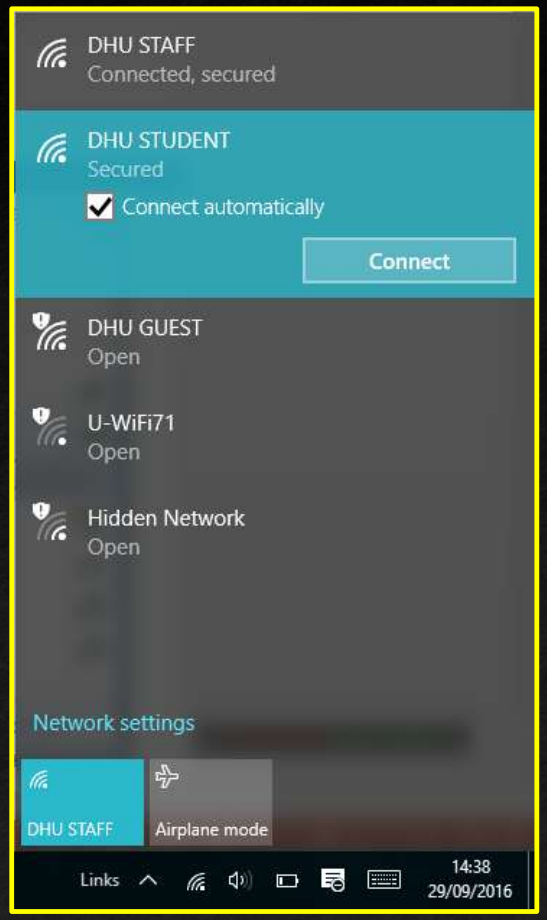
DRB-HICOM U have multiple SSID :

- DHU STAFF
- **DHU STUDENT**
- DHU GUEST
- DHU_Staff_UV
- **DHU_Student_UV**

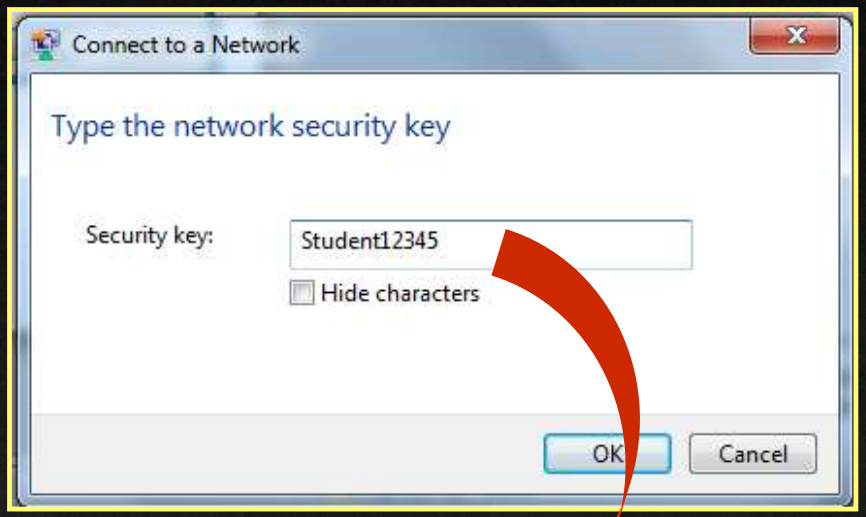


STEPS IN ACCESSING STUDENT WIFI

STEP 1:
Choose **DHU STUDENT** SSID



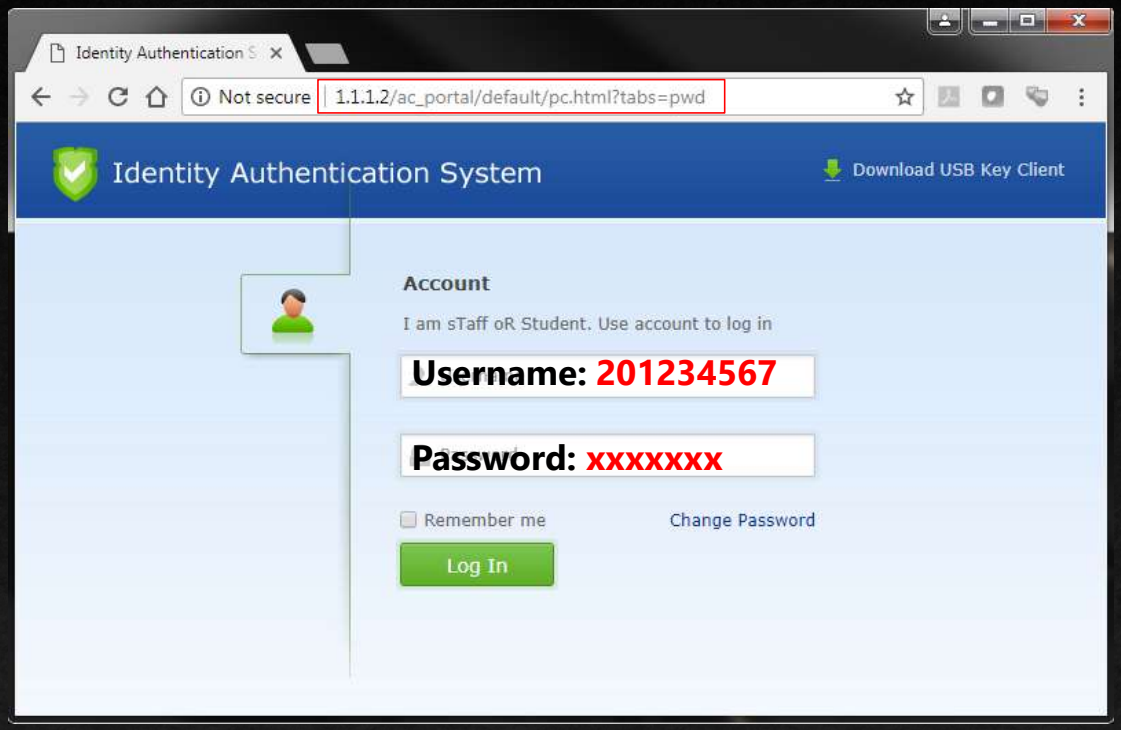
STEP 2:
Key In the **SECURITY KEY**



Security Key: **Student12345**

STEPS IN ACCESSING STUDENT WIFI

STEP 3:
Authentication Page Login



If not appear automatically, please open your browser and type **1.1.1.2**

STEPS IN ACCESSING STUDENT WIFI

Please do not enter wrong password **exceed 3 times.** Your account will be locked.

Your password will be **expired within 3 month.**

INTERNET ACCESS

moodle
designed by freepik.com

QUIZ

ClassNotes

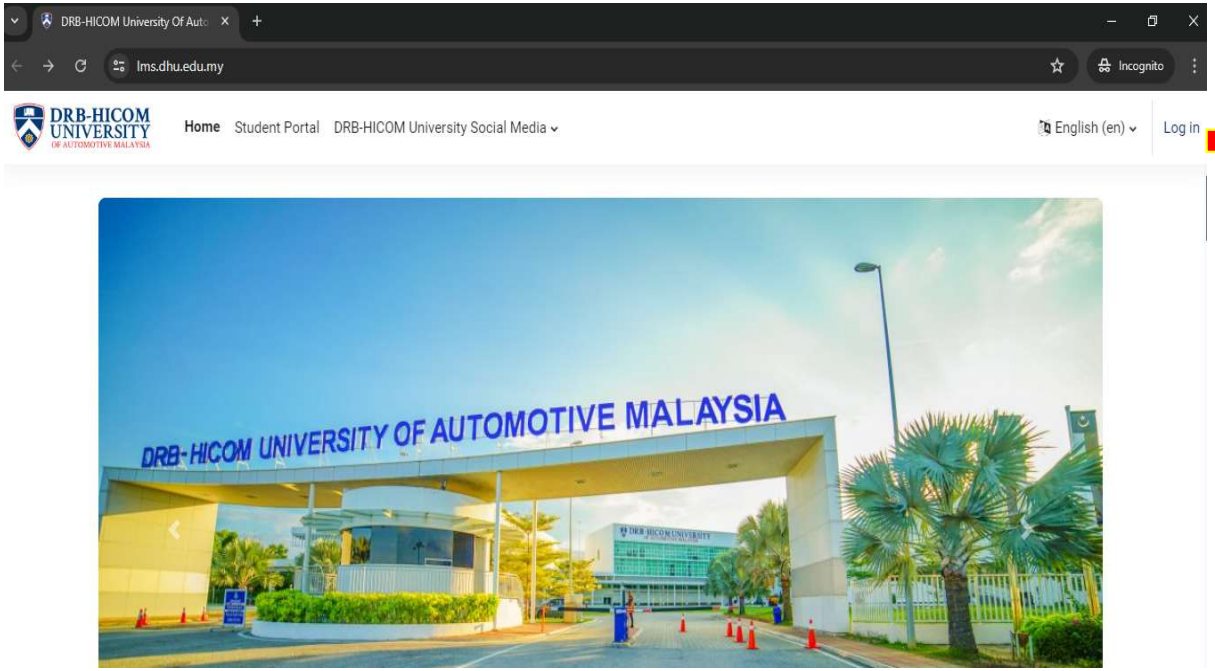
Assignment

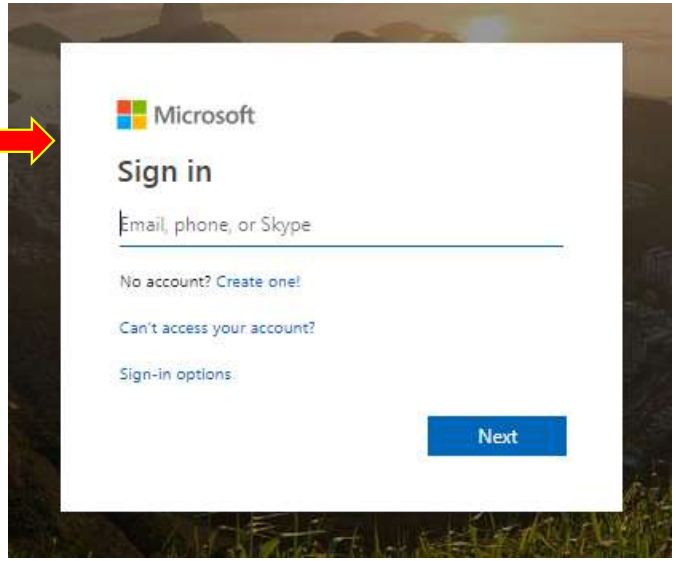
FORUM

IMPORTANT
ANNOUNCEMENT

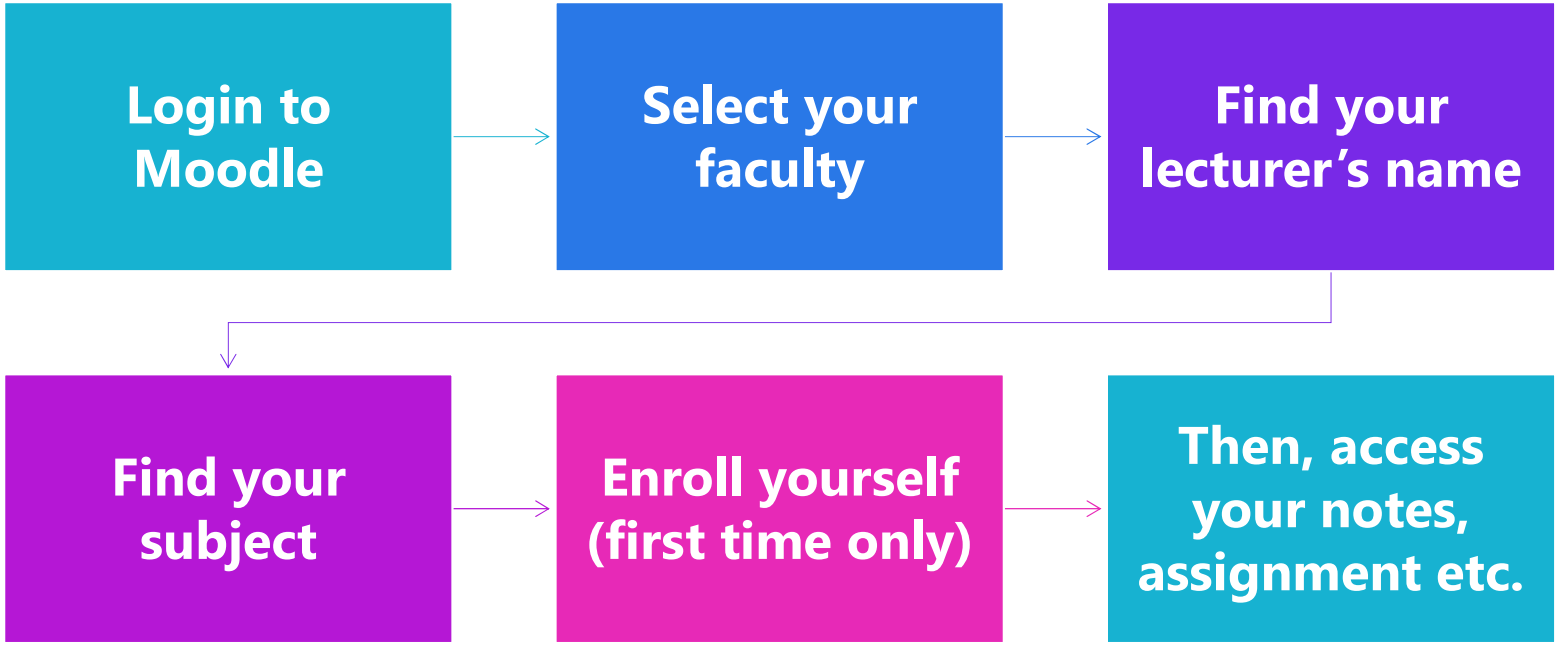
MOODLE [LEARNING MANAGEMENT SYSTEM]

https://lms.dhu.edu.my





HOW TO ENROL MOODLE



EXPLORE MICROSOFT OFFICE 365

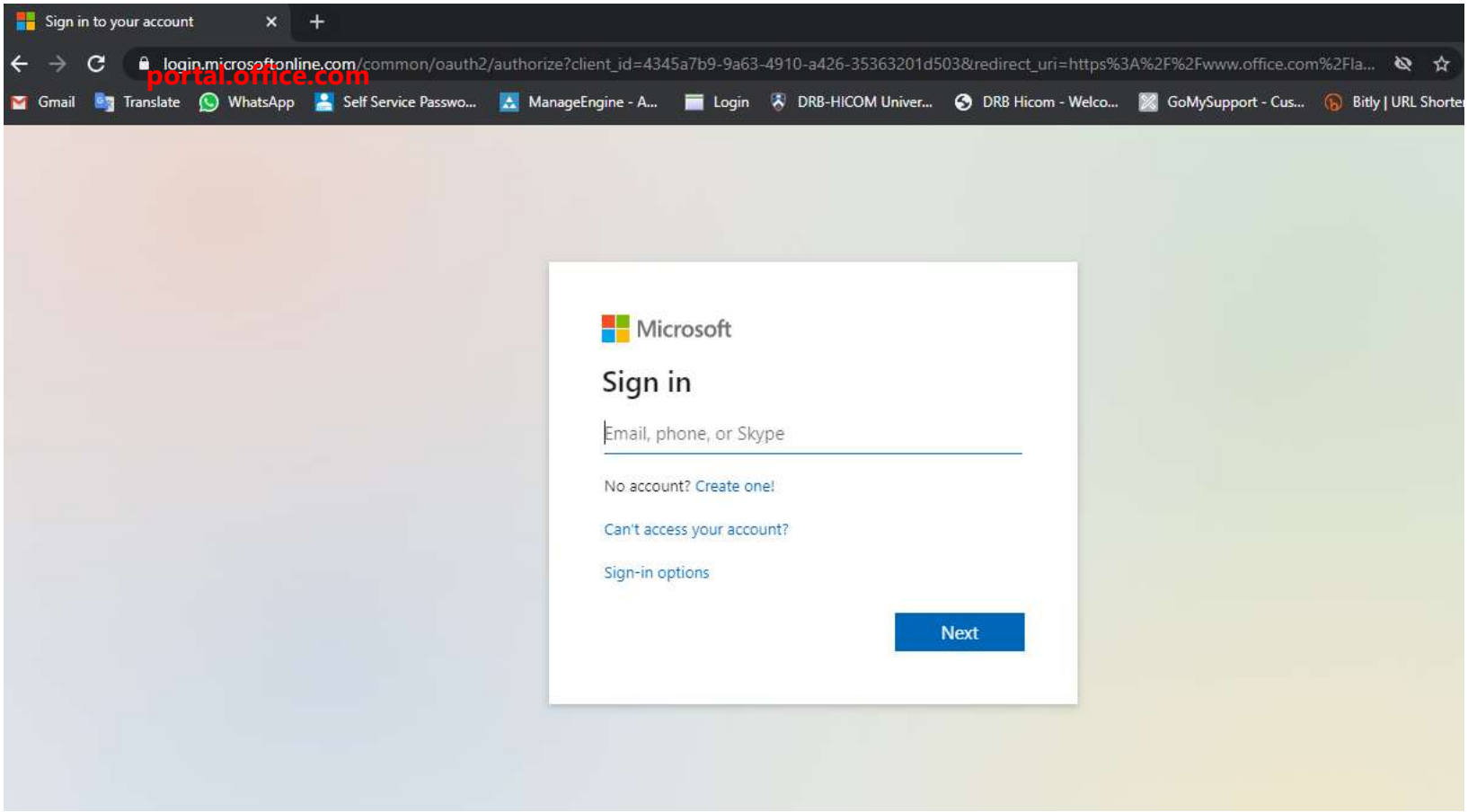
OFFICE 365

http://portal.office.com

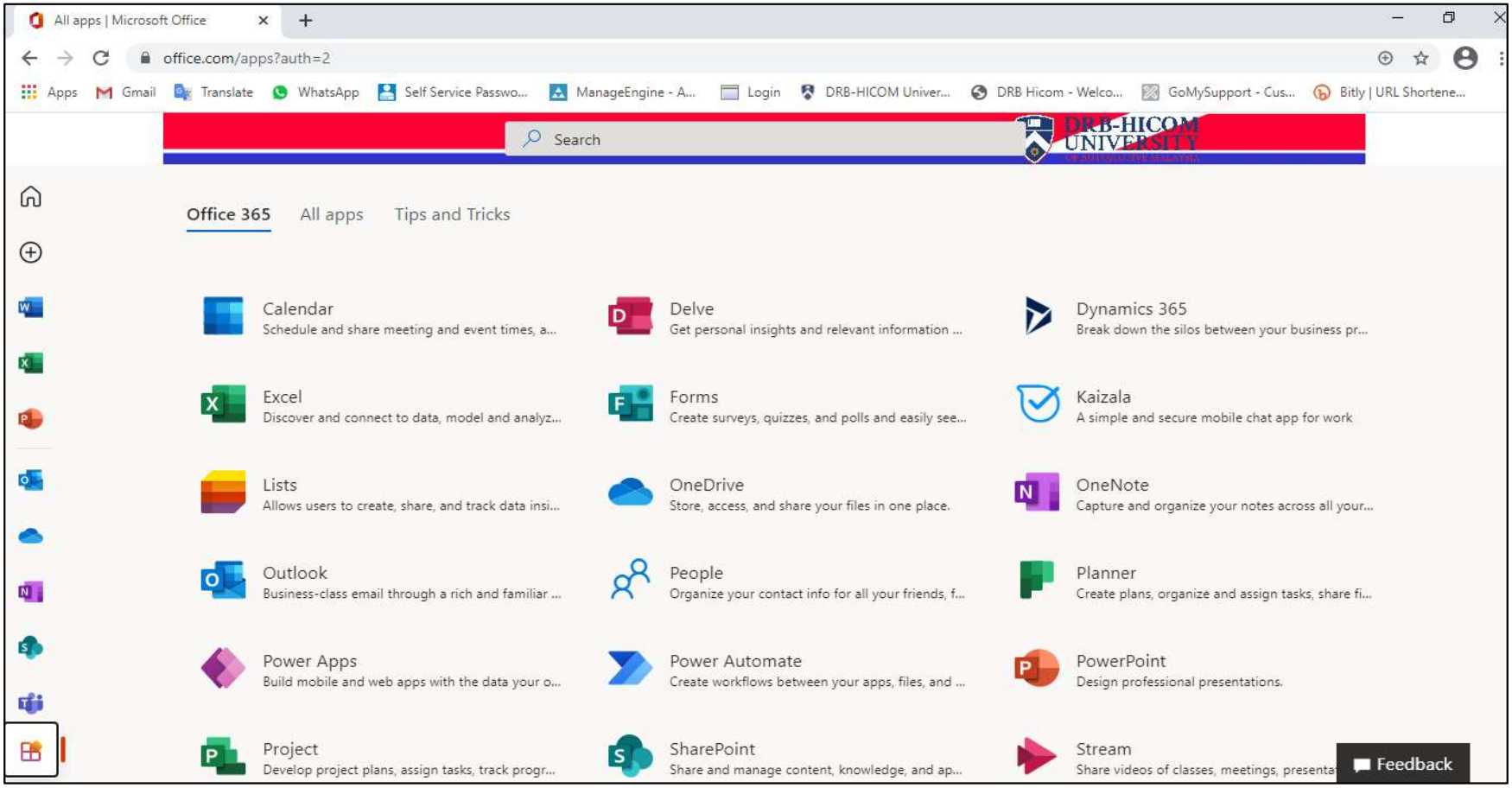
Username : **xxxxx@student.dhu.edu.my** [Student email]

Password : [Student Password]

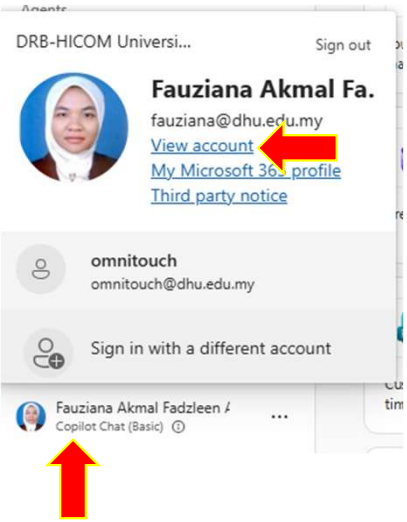
LOGIN TO OFFICE 365

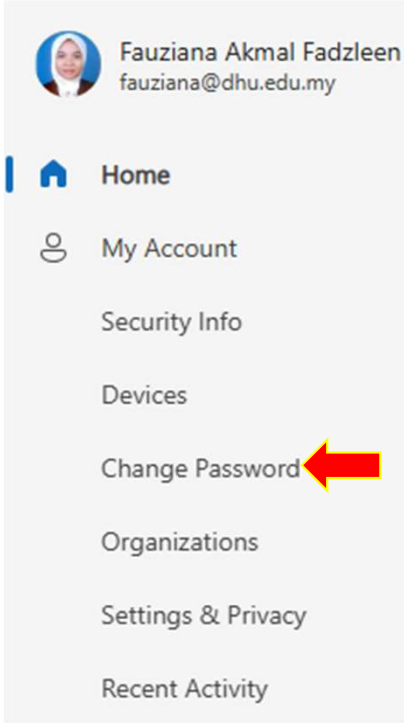


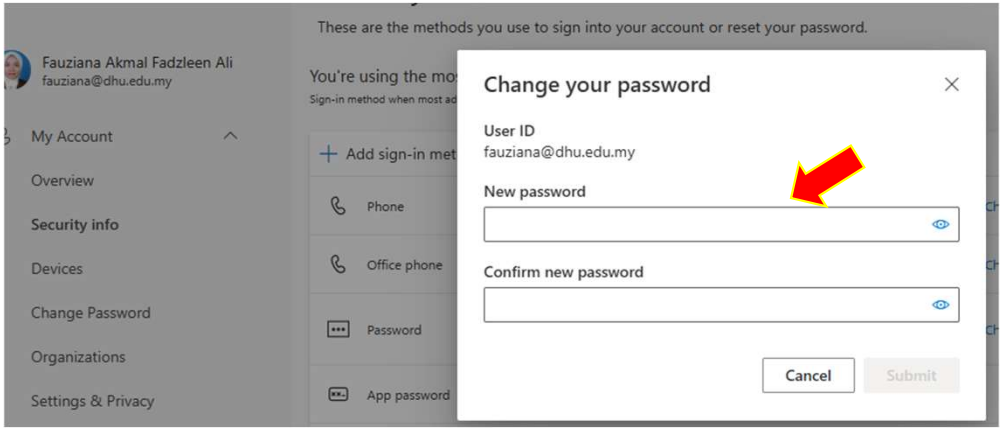
ALL APPS IN OFFICE 365



HOW TO CHANGE PASSWORD AT OFFICE 365

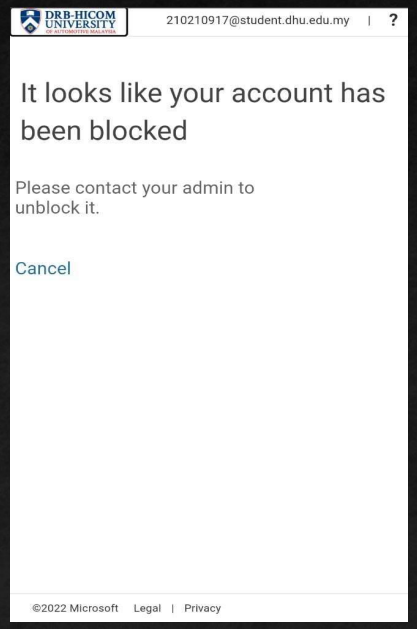






- Minimum password length: **8 characters**
- Password complexity: enable (must include alphanumeric [**a combination of uppercase and lower-case letters and numbers**] as well as **symbols/special characters**)

MFA : Multi-factor Authentication



GUIDE HOW TO ADD SECURITY VERIFICATION & CHANGE PASSWORD

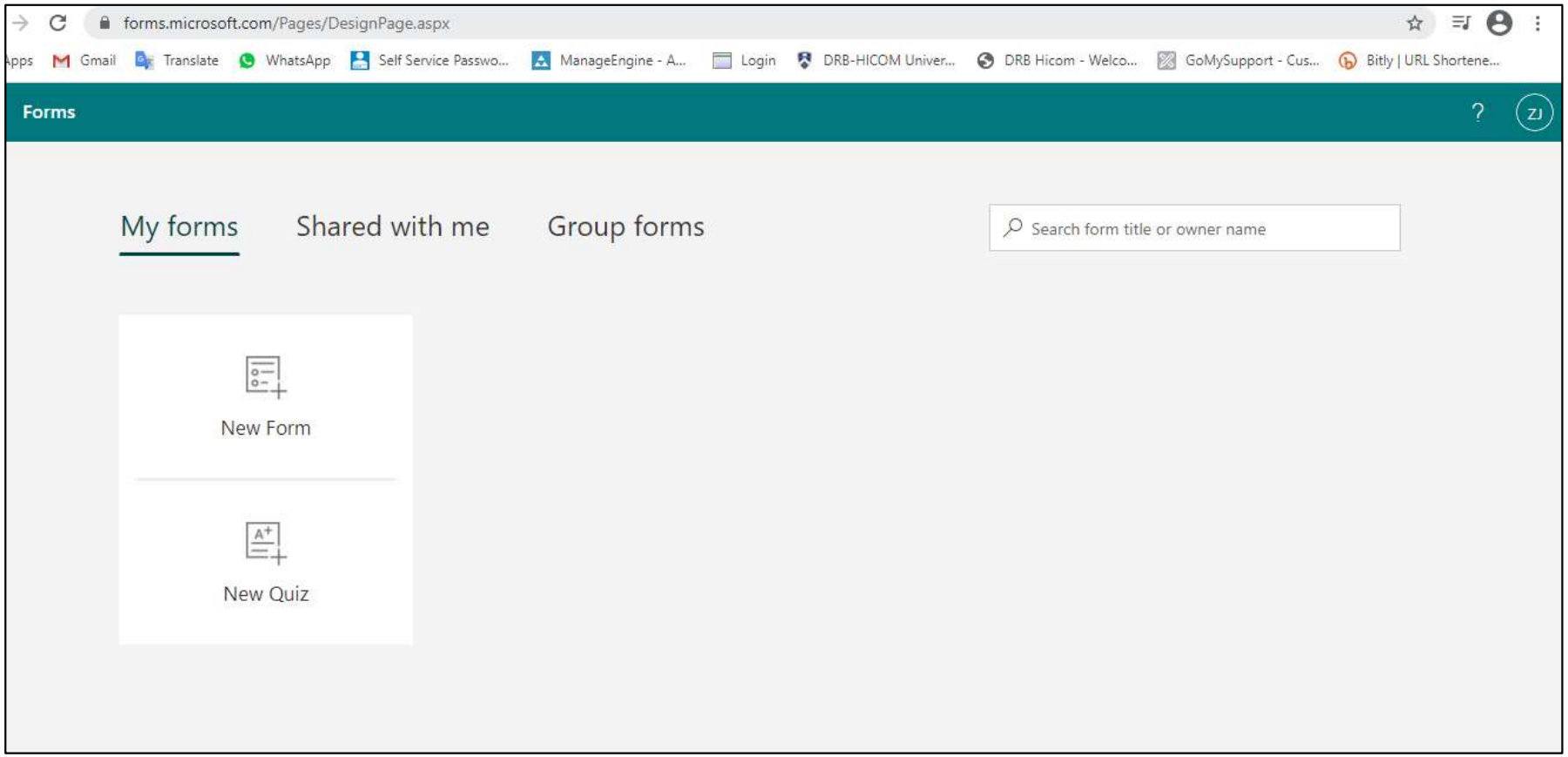
TOP APPLICATION FOR STUDENT

- Microsoft Form
- Outlook
- OneDrive
- Microsoft Teams

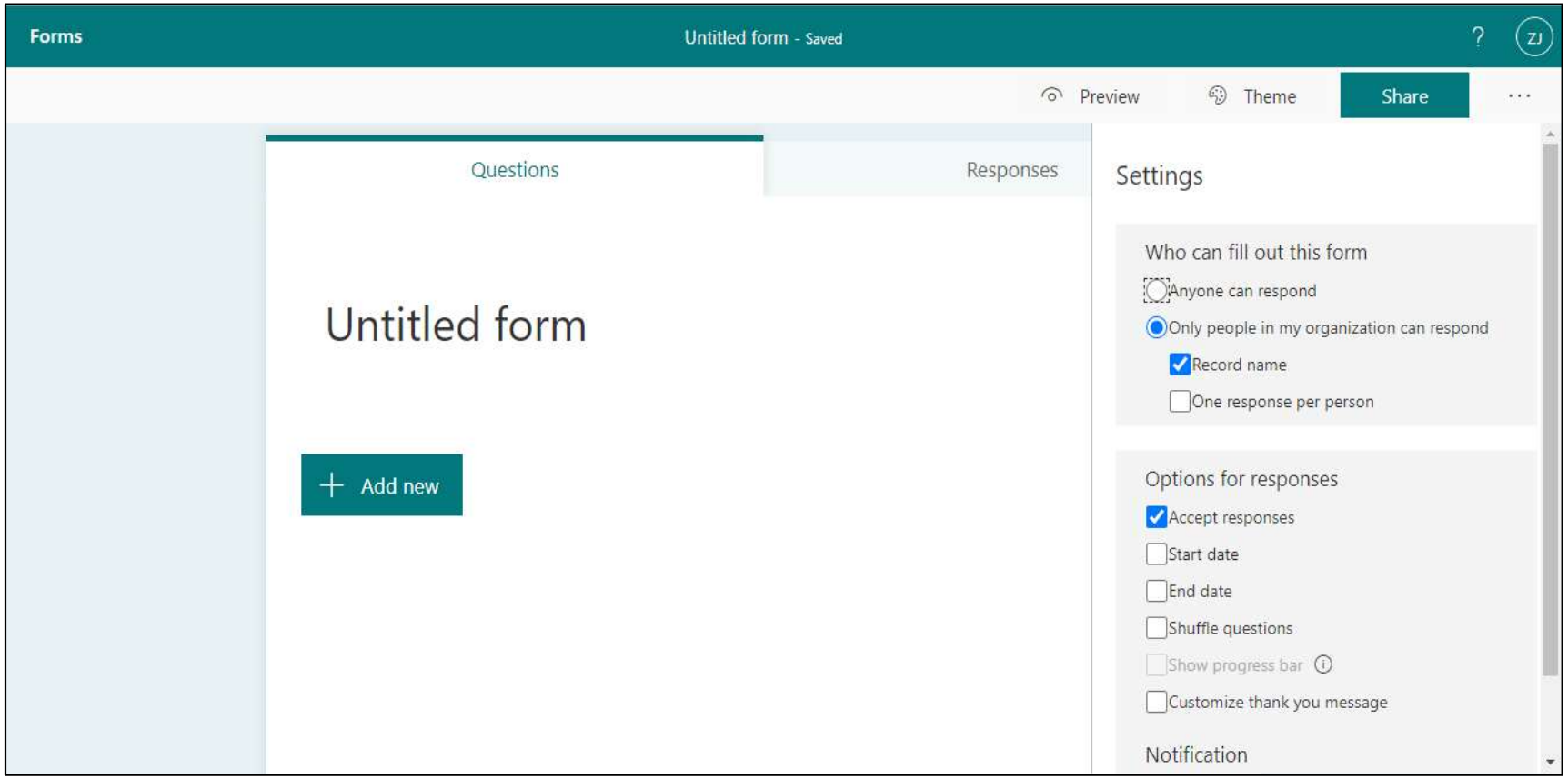
Microsoft Forms is an online survey creator, part of Office 365. Released by Microsoft in June 2016, Forms allows users to create surveys and quizzes with automatic marking.

The data can be exported to Microsoft Excel.

MICROSOFT FORM



MICROSOFT FORM



OUTLOOK

01

Microsoft Outlook is an application that is used mainly to send and receive emails.

02

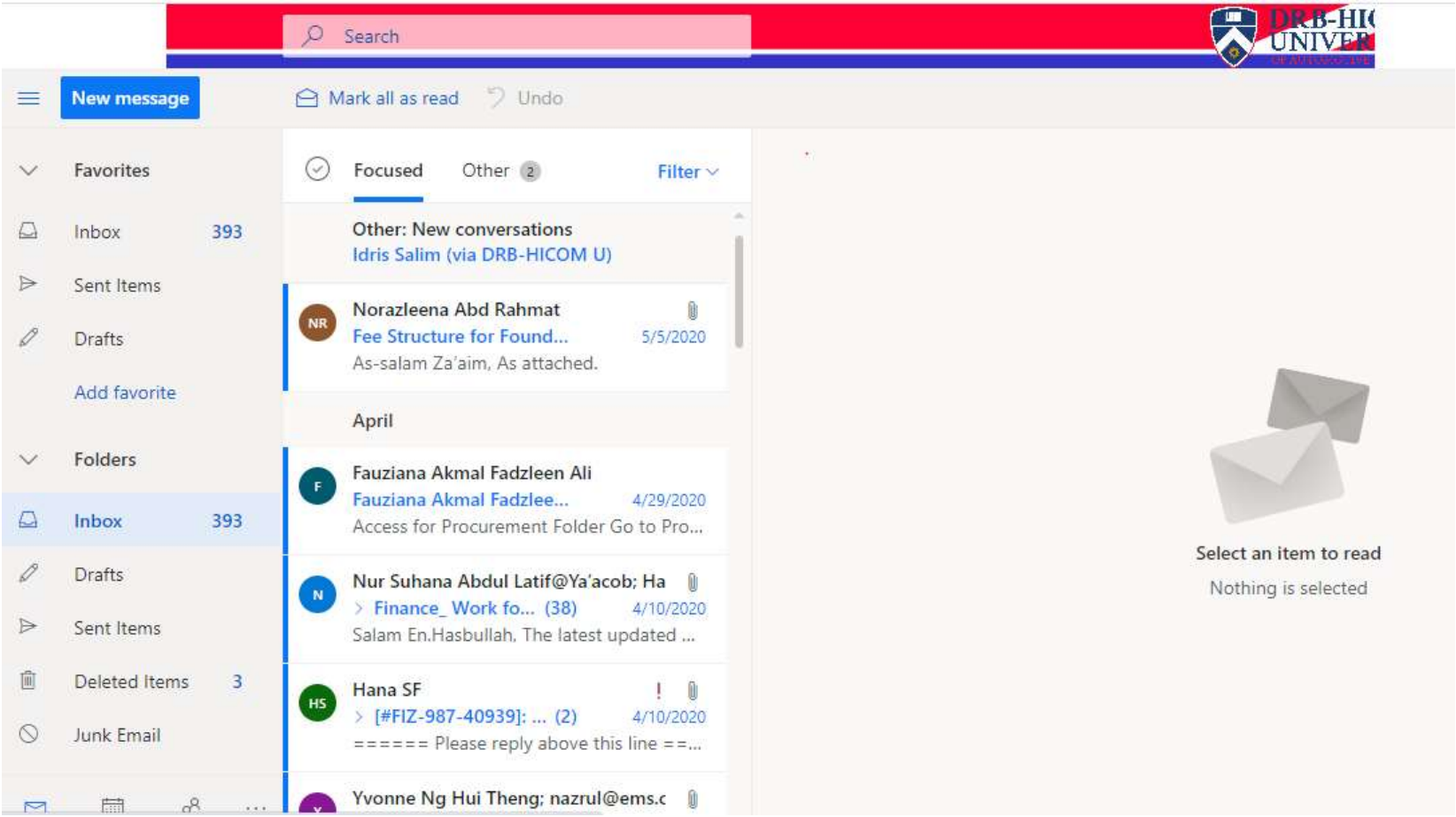
It can also be used to manage various types of personal data including calendar appointments and similar entries, tasks, contacts, and notes.

03

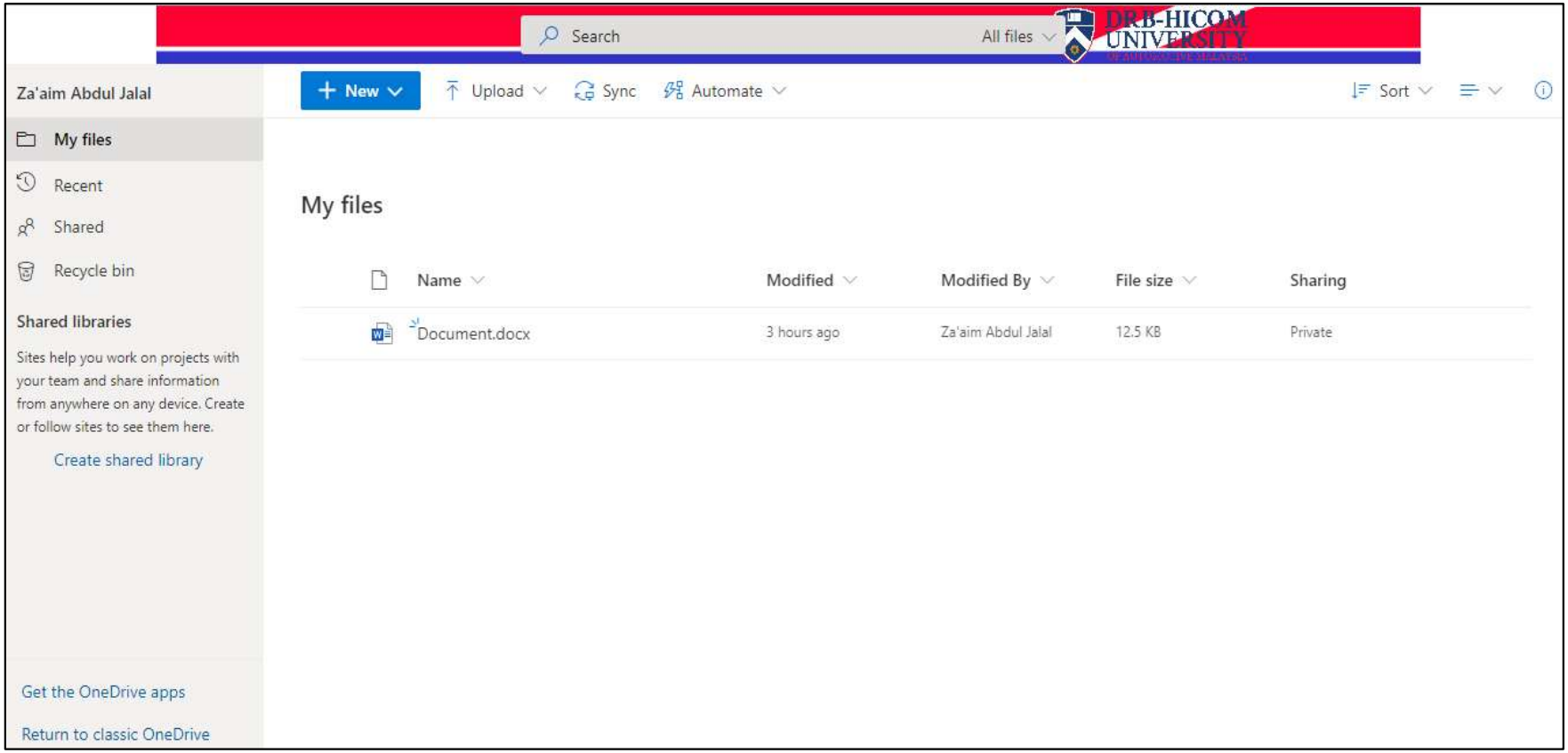
Outlook is available for Windows desktops and mobiles as well as the Mac, iOS and Android.

Attachment file only 20MB
Cannot accept Zip & RAR format

OUTLOOK

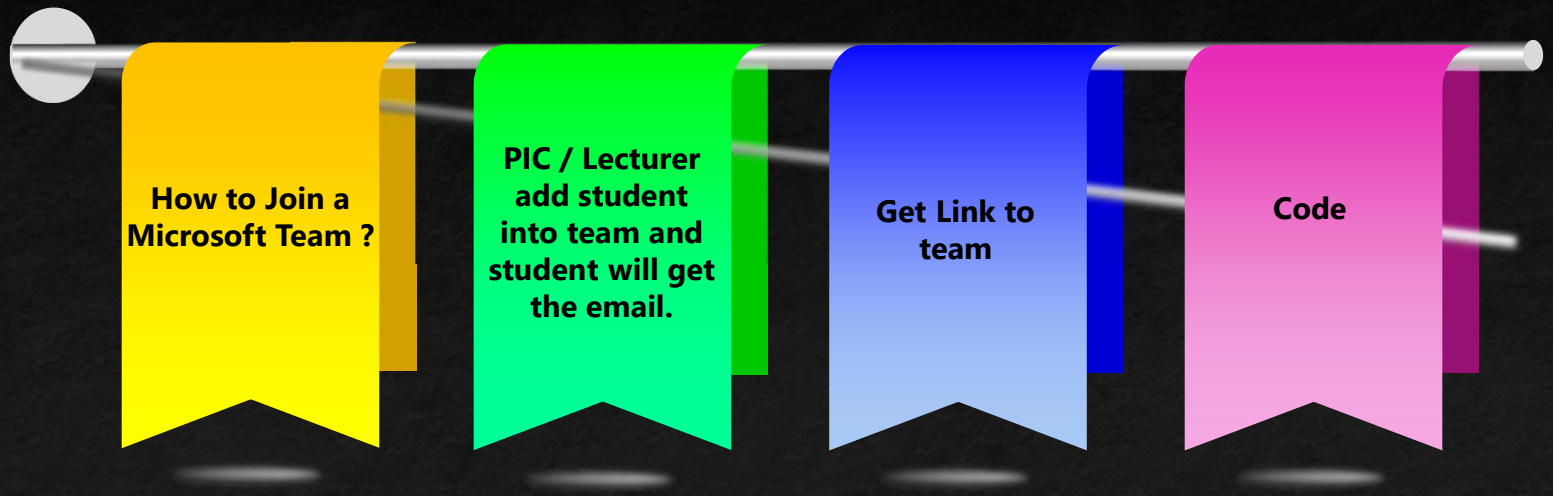

Search
New message
Mark all as read
Undo
Favorites
Inbox 393
Sent Items
Drafts
Add favorite
Folders
Inbox 393
Drafts
Sent Items
Deleted Items 3
Junk Email
Focused
Other 2
Filter
Other: New conversations
Idris Salim (via DRB-HICOM U)
Norazleena Abd Rahmat
Fee Structure for Found...
5/5/2020
As-salam Za'aim, As attached.
April
Fauziana Akmal Fadzleen Ali
Fauziana Akmal Fadzlee...
4/29/2020
Access for Procurement Folder Go to Pro...
Nur Suhana Abdul Latif@Ya'acob; Ha
Finance_ Work fo... (38)
4/10/2020
Salam En.Hasbullah, The latest updated ...
Hana SF
[#FIZ-987-40939]: ... (2)
4/10/2020
====== Please reply above this line ==...
Yvonne Ng Hui Theng; nazrul@ems.c
Select an item to read
Nothing is selected

ONE DRIVE

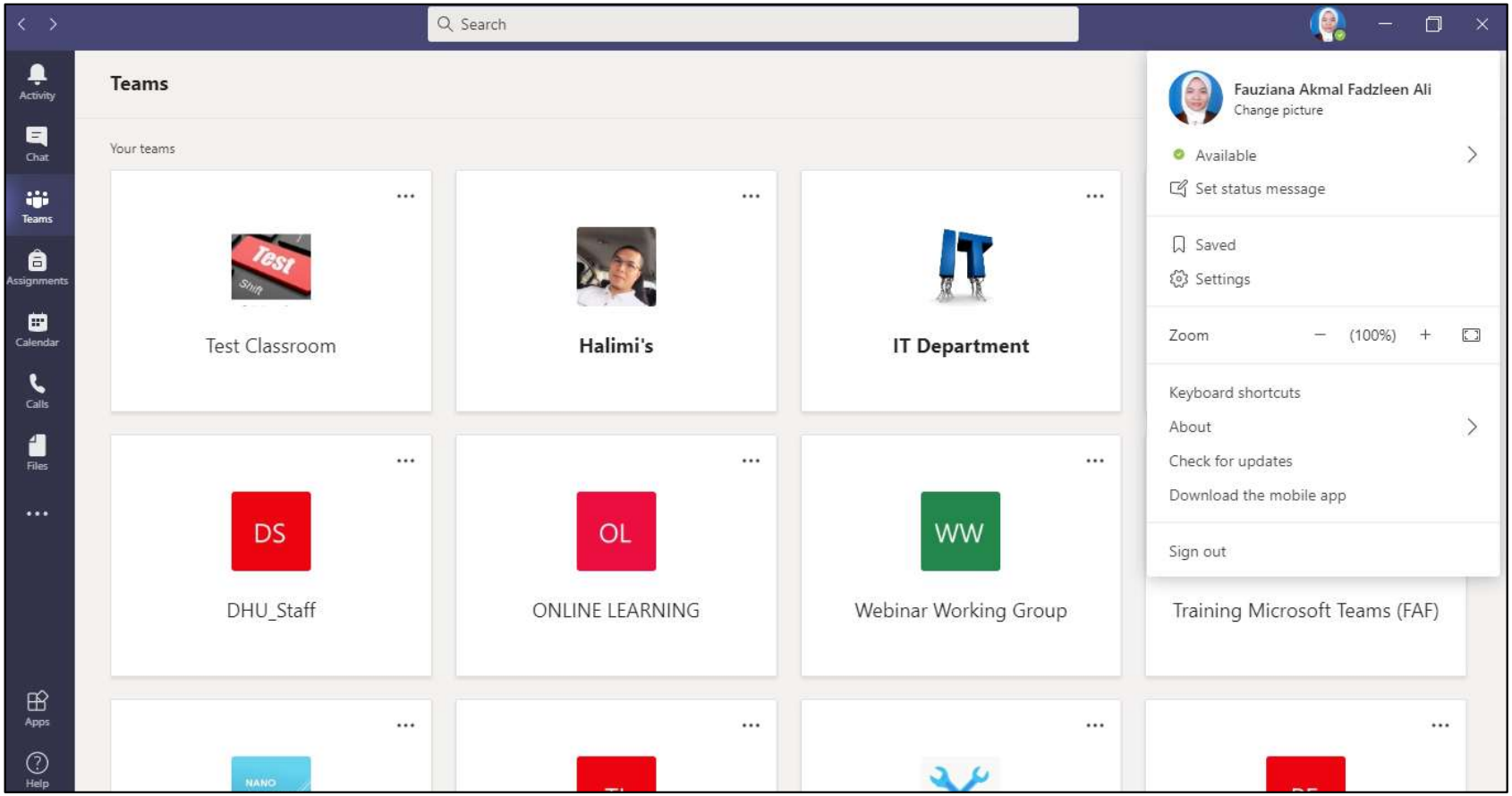

Search
All files
DRB-HICOM UNIVERSITY
Za'aim Abdul Jalal
New
Upload
Sync
Automate
Sort
My files
Recent
Shared
Recycle bin
Shared libraries
Sites help you work on projects with your team and share information from anywhere on any device. Create or follow sites to see them here.
Create shared library
Get the OneDrive apps
Return to classic OneDrive
My files
Name
Modified
Modified By
File size
Sharing
Document.docx
3 hours ago
Za'aim Abdul Jalal
12.5 KB
Private

Microsoft Teams is a proprietary business communication platform developed by Microsoft, as part of the Microsoft 365 family of products. Teams primarily competes with the similar service Slack, offering workspace chat and videoconferencing, file storage, and application integration.

MICROSOFT TEAMS



MICROSOFT TEAMS



MICROSOFT TEAMS

Mon 21/12/2020 12:03 PM

Microsoft Teams <noreply@email.teams.microsoft.com>

You have been added to a class team in Microsoft Teams

Fauziana Akmal Fadzleen Ali

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Microsoft Teams

Siti Mariam added you to the Certificate in Human Capital Essential class!

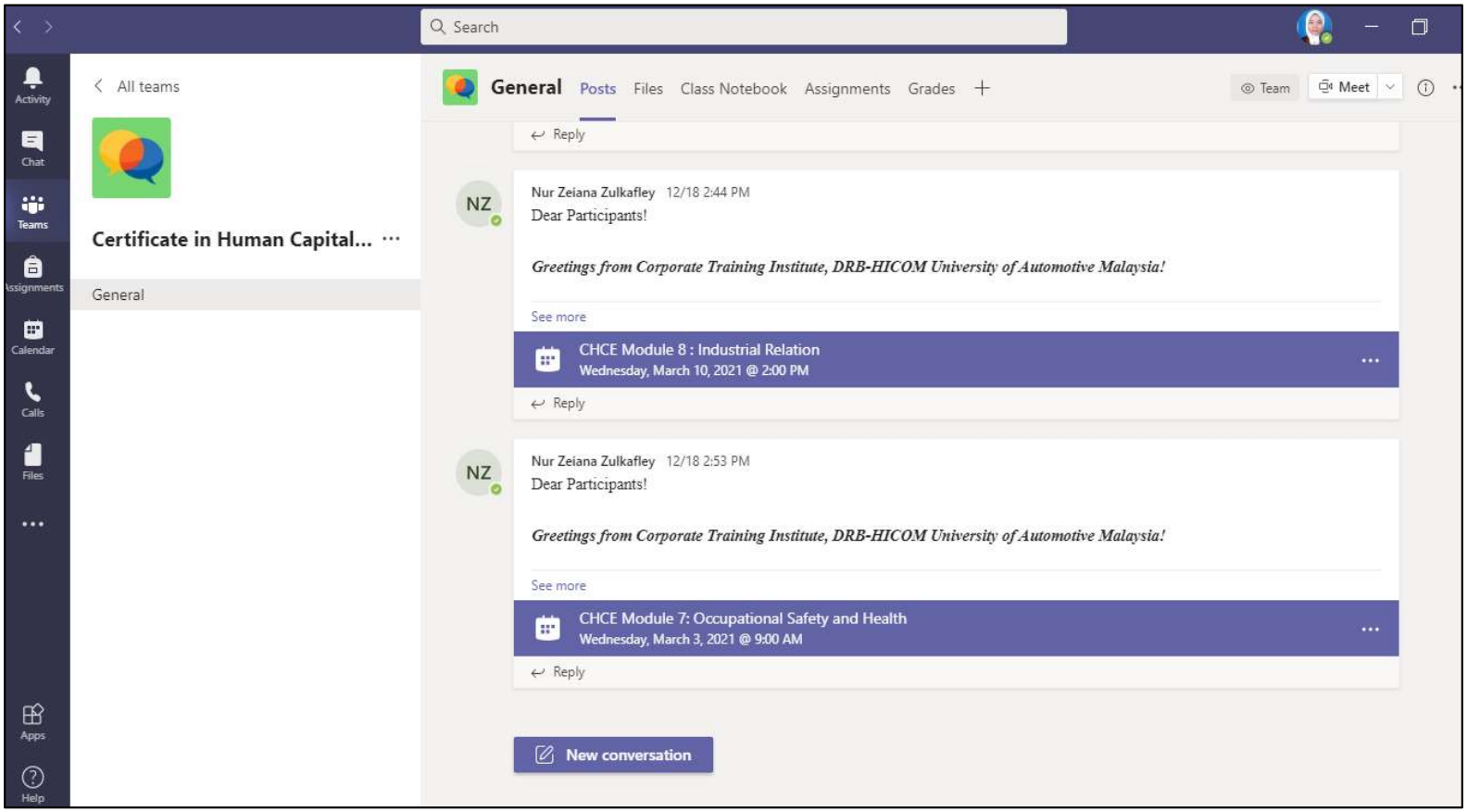
Certificate in Human Capital Essential

50 members

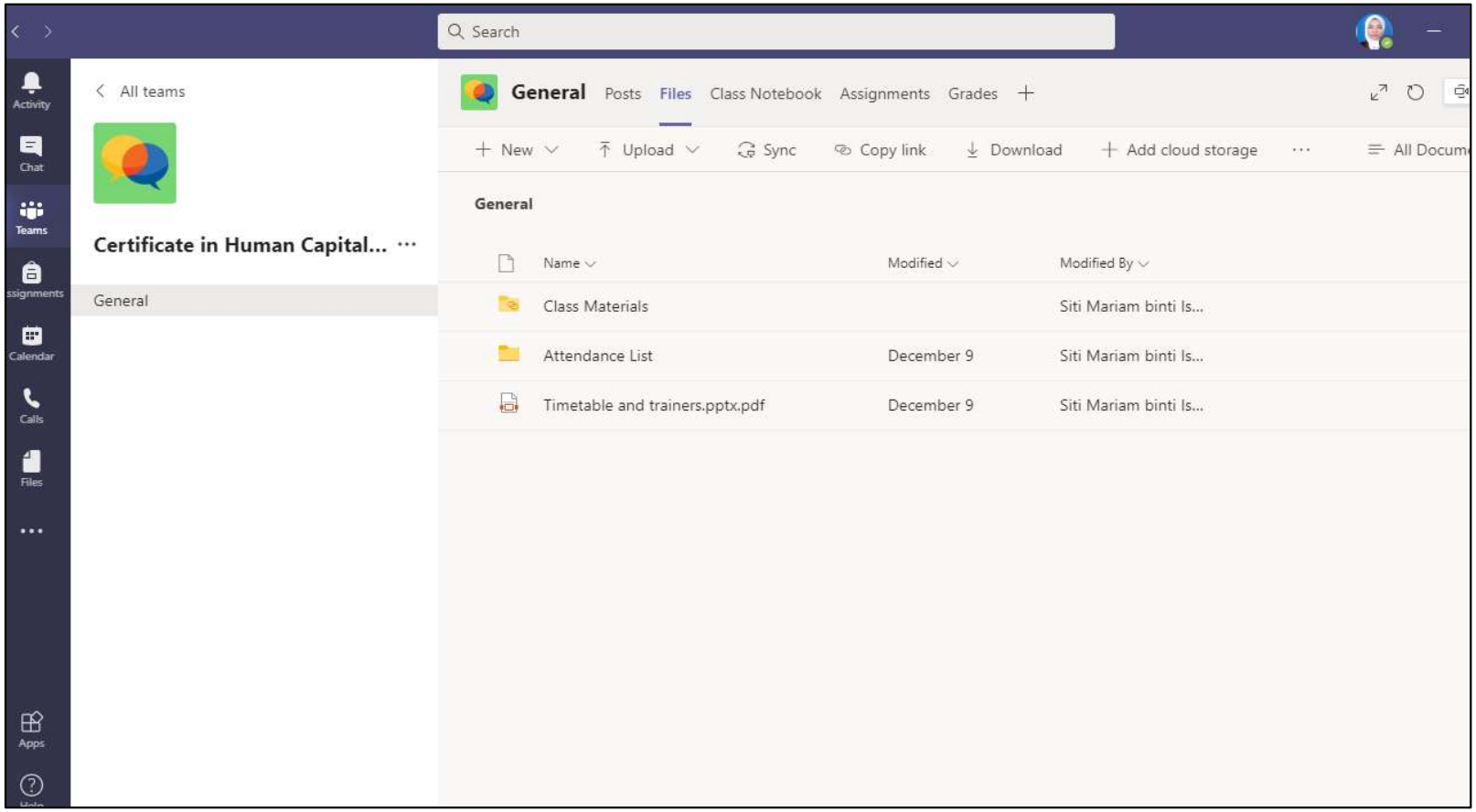
Certificate in Human Capital - Essential

Open Microsoft Teams

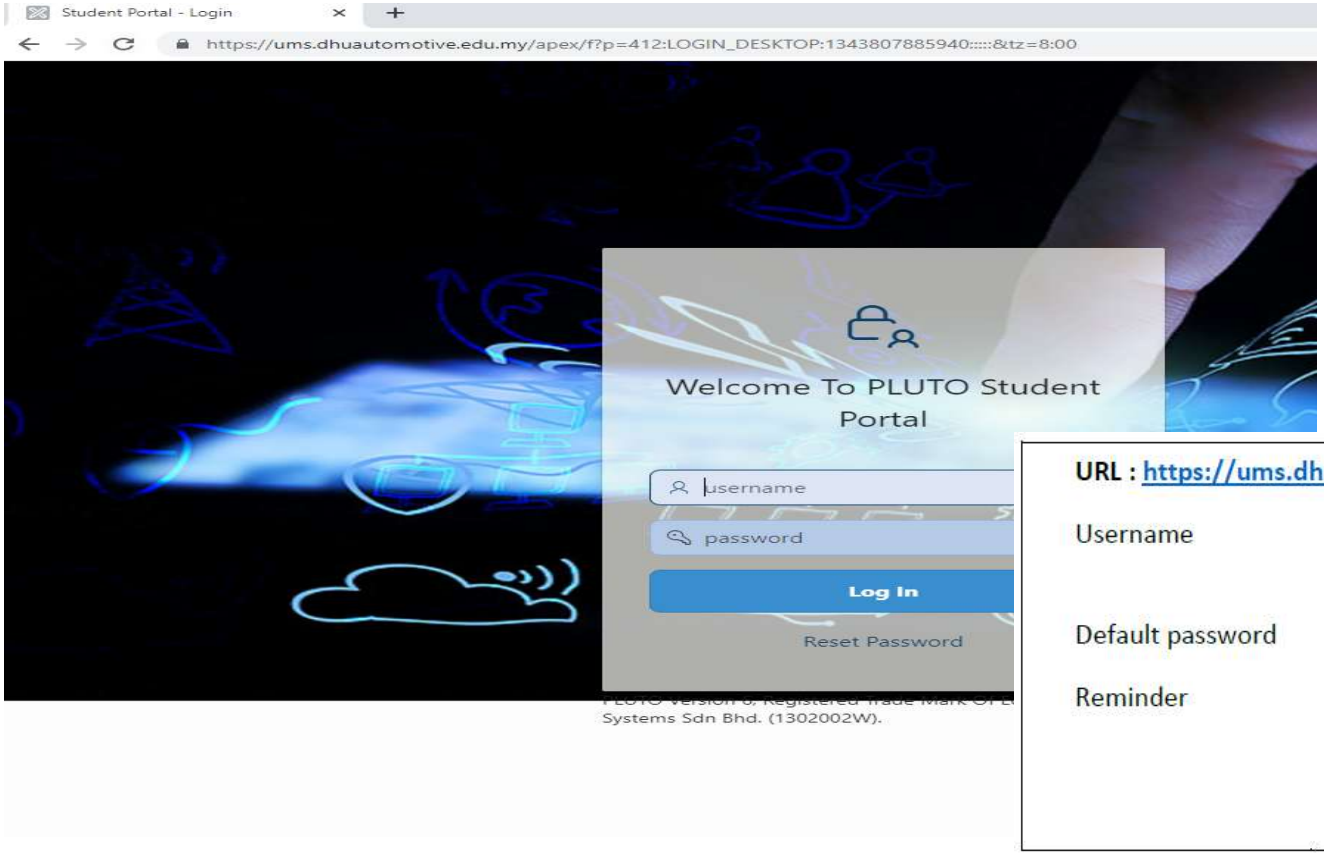
MICROSOFT TEAMS



MICROSOFT TEAMS



STUDENT PORTAL



URL : https://ums.dhuautomotive.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).

STUDENT PORTAL

List Of Options For You

- **Home Page**
- **All Announcements**
  Show all current and past announcement from the institution.
- **This Week Classes**
  Show all classes schedules for this week.
- **Print Exam Docket & Exam Results**
  To print your examination docket or examination results upon the release by the examination departm
- **Financial Statement**
  View your financial statement, get the details of your programme fees and payment.
- **My Programme**
  Show the programme(s) you enrolled or currently studying.
- **My Attendance Records**
  Show your attendance records for past and current
- **Feedback / Response**
  Submit or view your complaint(s), you may submit complaint to the respective department.
- **E-Learning**
- **Upload Medical Certificate**
  Submit or view your medical certificate/letter
- **Extra Curriculum**
  View your participated club activities
- **Survey Form**
  Survey Form that Open for Student

LEEN
fauziana@dhu.edu.my
09-4242449