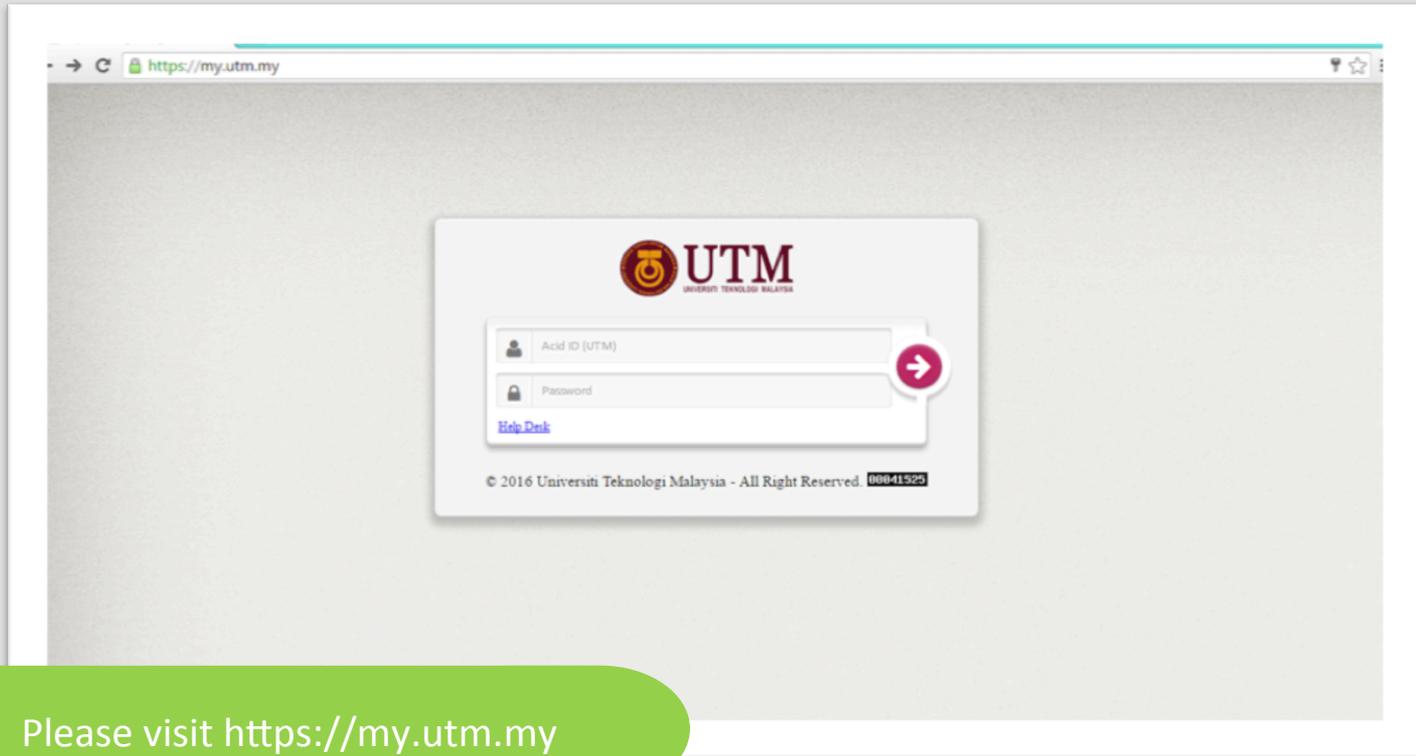# My Profile (on Web) Guide for New Student

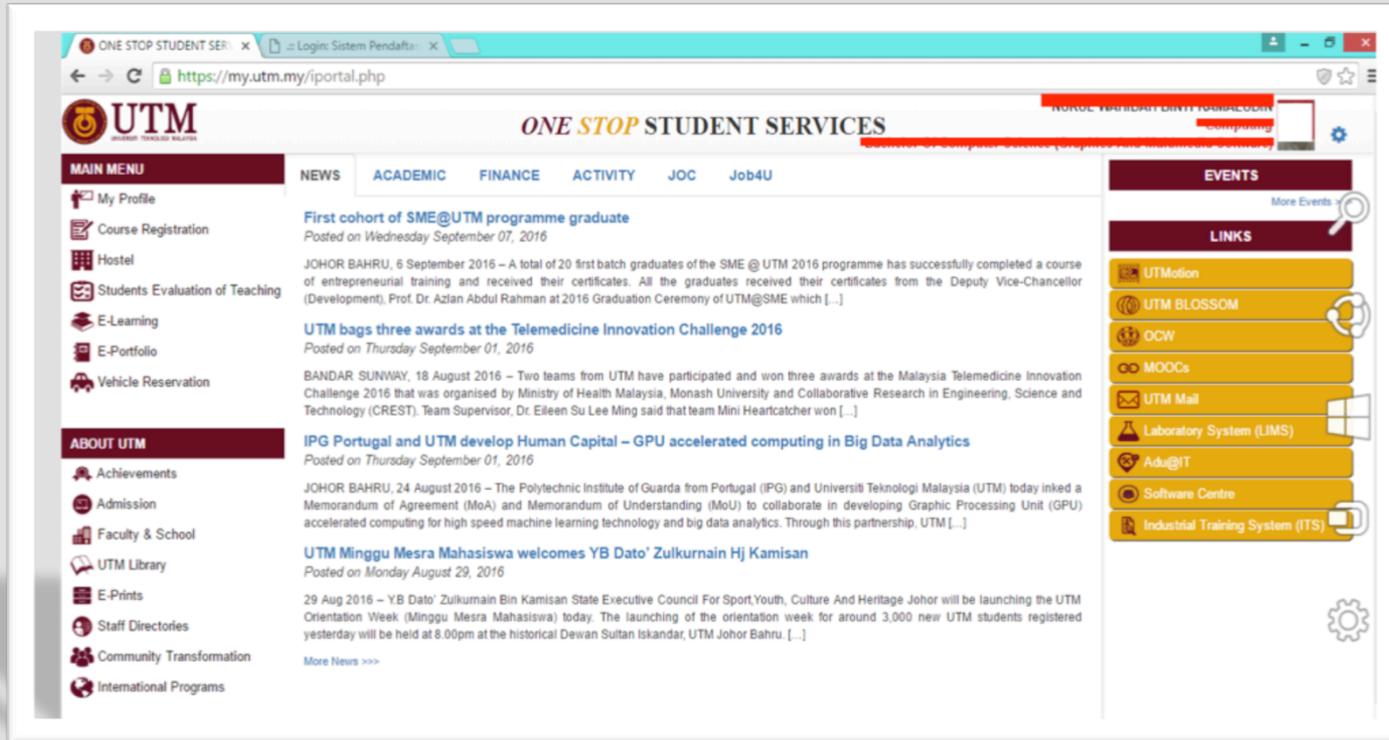Please visit https://my.utm.my

To use this system, users are required to login by entering (refer to figure above):
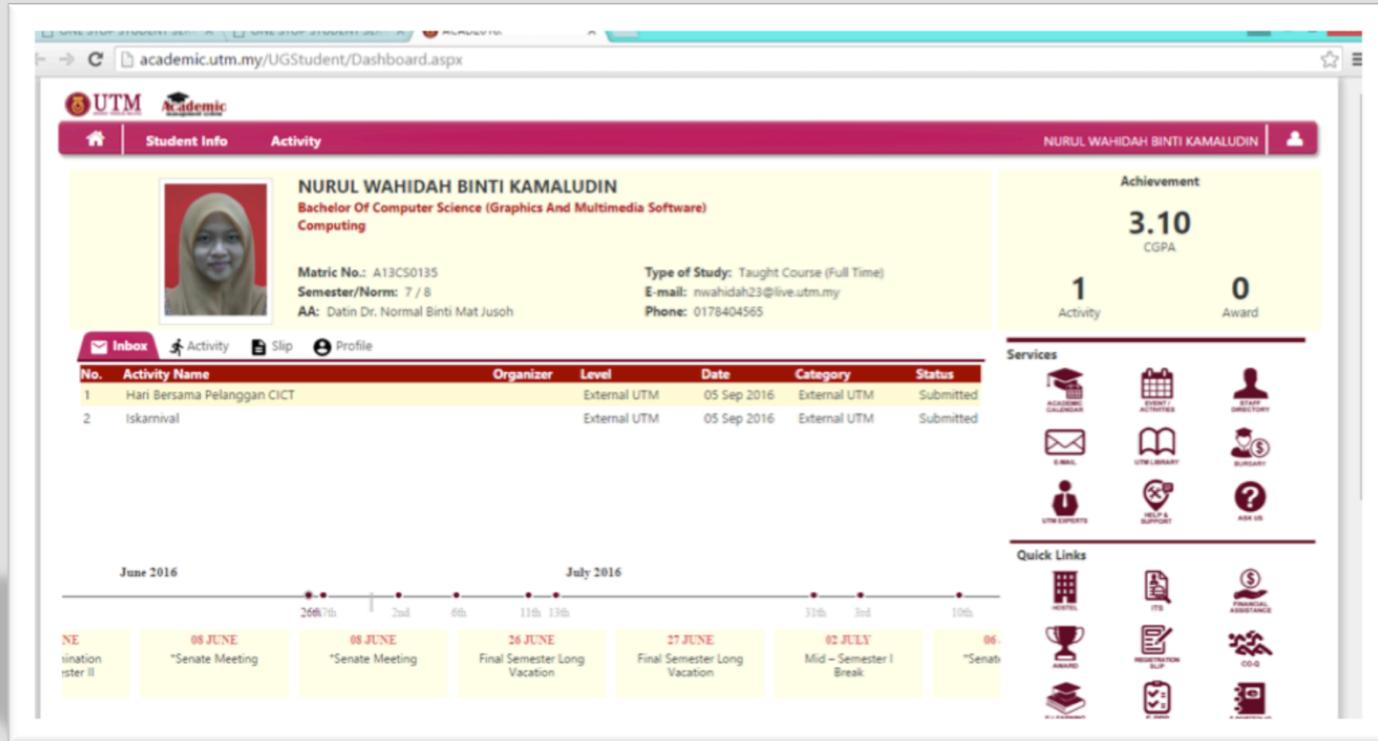
1. Username
2. Password

Then, click to login.

After login successful, the above page will be shown.

The above menu will be shown when **My Profile** is clicked.

UTM
UNIVERSITI TEKNOLOGI MALAYSIA

| 👤 **Basic Information** | 👤 Address | 👤 Referee |

Student Info ➔ Personal Inf

Personal Particulars

Primary Email   : [redacted]

Secondary Email   : [redacted]   **Contact No.**   : [redacted]

Date of Birth   : [redacted]   **Religion**   : 1-Islam

State of Birth   : 01-Johor   **Gender**   : P-Female

Nationality   : MAL-Malaysia   **Marriage Status**   : 1-Single

Race   : A-Melayu Semenanjung   **Disability**   : N-Not Impaired

Update

Student can only update their **Secondary Email** and **Contact**.

Student Info →Academic Info

Semester | Supervisor | Qualification

Session/Semester

Current	: 201620171	**Active Code**	: A - Active
Year/Programme	: 4 / SCSV		

Semester Histories

Session Semester	Programme	No. of Semester	Course Registeration Date	Active	CPA
2016/2017-1	4 / SCSV	7	27 May 2016	A-Active	
2015/2016-2	3 / SCSV	6	18 Dec 2015	A-Active	▆
2015/2016-1	3 / SCSV	5	31 May 2015	A-Active	▆
2014/2015-2	2 / SCSV	4	15 Dec 2014	A-Active	▆
2014/2015-1	2 / SCSV	3	20 May 2014	A-Active	▆
2013/2014-2	1 / SCSV	2	09 Jan 2014	A-Active	▆
2013/2014-1	1 / SCSV	1	01 Sep 2013	A-Active	▆

Student can view their **Semester History** through this page.

ŞAccount Status   ŞScholarship Status

Student Info →Financial

ny inquiries, please contact the Bursar's Office at
- Tel No: 07-5531320
- Email: bendahari-ukp@utm.my

Available method of payment:
- User manual payment via CIMBClicks
- FPX , User manual payment via FPX
- Credit Card , User manual payment via Credit Card

Current Balance

No.	Session	Debit (RM)	Credit (RM)	Balance (RM)	Payment Status
1	2013/2014-1	2,441.00	2,441.00	0.00	
2	2013/2014-2	1,426.00	1,426.00	0.00	
3	2014/2015-1	1,575.00	1,575.00	0.00	
4	2014/2015-2	1,535.00	1,535.00	0.00	
5	2015/2016-1	1,575.00	1,575.00	0.00	
6	2015/2016-2	1,575.00	1,575.00	0.00	
7	2016/2017-1	875.00	875.00	0.00	
Total All Arears for Session				0.00	

Student can view their **Current Balance** throughout the semester. If still debt, student can pay using **FPX** or **Credit Card**.

List of Activities

No.	Program	Date	Time	Venue	Participant(s)	Category	
1.	Satu Hati Satu CICT				1/		👤+
2.	MAJLIS PERASMIAN KARNIVAL FIESTA BELIA 1MALAYSIA				2/		👤+
3.	PSYCHOLOGY FOR COMMUNITY 2016 (PSYCOM'16)	08-SEP-2016	8:00 AM	KAMPUNG MELAYU RAYA, SEGAMAT, JOHOR BAHRU, JOHOR, MALAYSIA	2/200	Limited	👤+
4.	X-CALIBUR FASA 2	08-SEP-2016	8:00 AM	HUTAN REKREASI UTM, JOHOR BAHRU, JOHOR, MALAYSIA	1/200	Limited	👤+

Legends:

👤+ Register

If student wish to join the program, click 👤+ Register .

List of External Activities

Activity →Add External Activities

1
Activity Name : - Activity Name -

2
Add New Activity

No.	Activity	Organizer	Date	Status
1.**3**	Hari Bersama Pelanggan Cict	KTC	05-Sep-2016	Submitted
2.	Iskarnival	Iskandar Malaysia	05-Sep-2016	Submitted

1. **Activity Name** – search activity name

2. **Add New Activity** – to add new activity

3. List of joined activities

Student need to fill this part if they had experience external activity.

OAdd Activity

Program Details (Click Field to Edit)

Category *	: -Please Choose- ▼	
Name of Activity *	: -Please Choose- ▼ ⊕ Add New	
Session/Semester *	: 201620171 (e.g: 201520162)	Role * : -Please Choose- ▼
Type *	: -Please Choose- ▼	Award : -Please Choose- ▼

🖫 Save

Fill in the form, if the name of activity does not exist, click ⊕ Add New .

New Programme Details.

Field		Value
Programme Name	:	
Organizer	:	-Please Select- ▼ ⊕ Add New Organizer
Category	:	-Please Choose- ▼
Sub Category	:	-Please Choose- ▼
Level	:	-Please Choose- ▼
Objective	:	
Start Date	:	-Start Date-
End Date	:	-End Date-

⊟ Save

Close

Fill in the form, if the name of activity does not exist, click ⊕ Add New Organizer .

Next, fill in the form and click **Save** to save the organizer information.

Then, choose 'type of Course Registration'.

After login is successful, the above page will be shown.

1.. **Menu Utama** – Main Course

2. **Pendaftaran** – Course Registration

3. **Slip Pendaftaran** – To view and print course registration slip
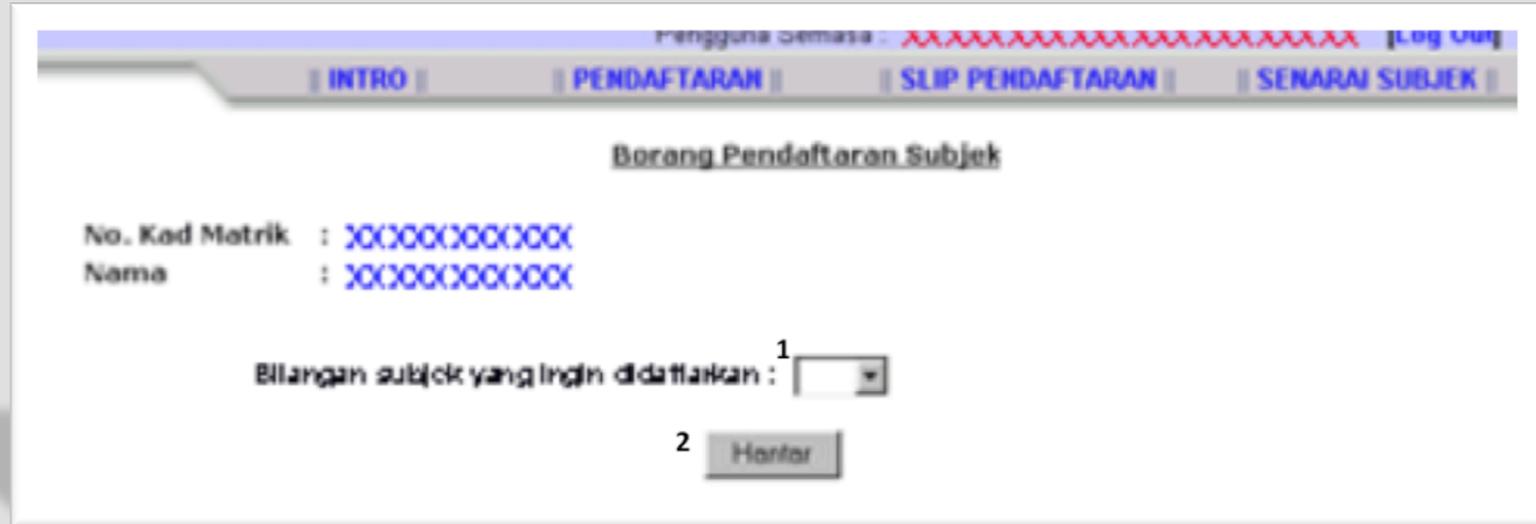
4. **Senarai Subjek** – To view the list of subject that need to be registered

5. **Jadual Pendaftaran** – To know when you can register the course

6. **Log Out** – To logout from the system. This is to prevent your ID being abused by other user. To continue with the course registration, click "Pendaftaran"

The above menu will be shown when **||PENDAFTARAN||** is clicked.

1.. Enter number of the subject to register.

2. **Hantar –** To continue with registration

After enter the number of subject to be registered, then enter:

1.. **Kod Subjek**

2. **Seksyen**

3. **Status Hadir**

To continue, click **Hantar**

Note: If the subject status was UM, the system will check and the status will be given automatically

The registered subject is shown above,

If **Agree**, click **<Ya>**.

If **Not Agree**, click **<Tidak>**.

Reminder: if **<Tidak>** button is not clicked, the listed subjects will be not registered

The **successful** registered subject is shown above,

If **wish to add another subject, click <Tambah>**.

To view registration slip, click **<Lihat slip>**.

Reminder: to delete the registered subject, refer to own faculty due to the deleting action are not allowed from the web

Figure above is shown when **'Registration Slip'** is clicked.