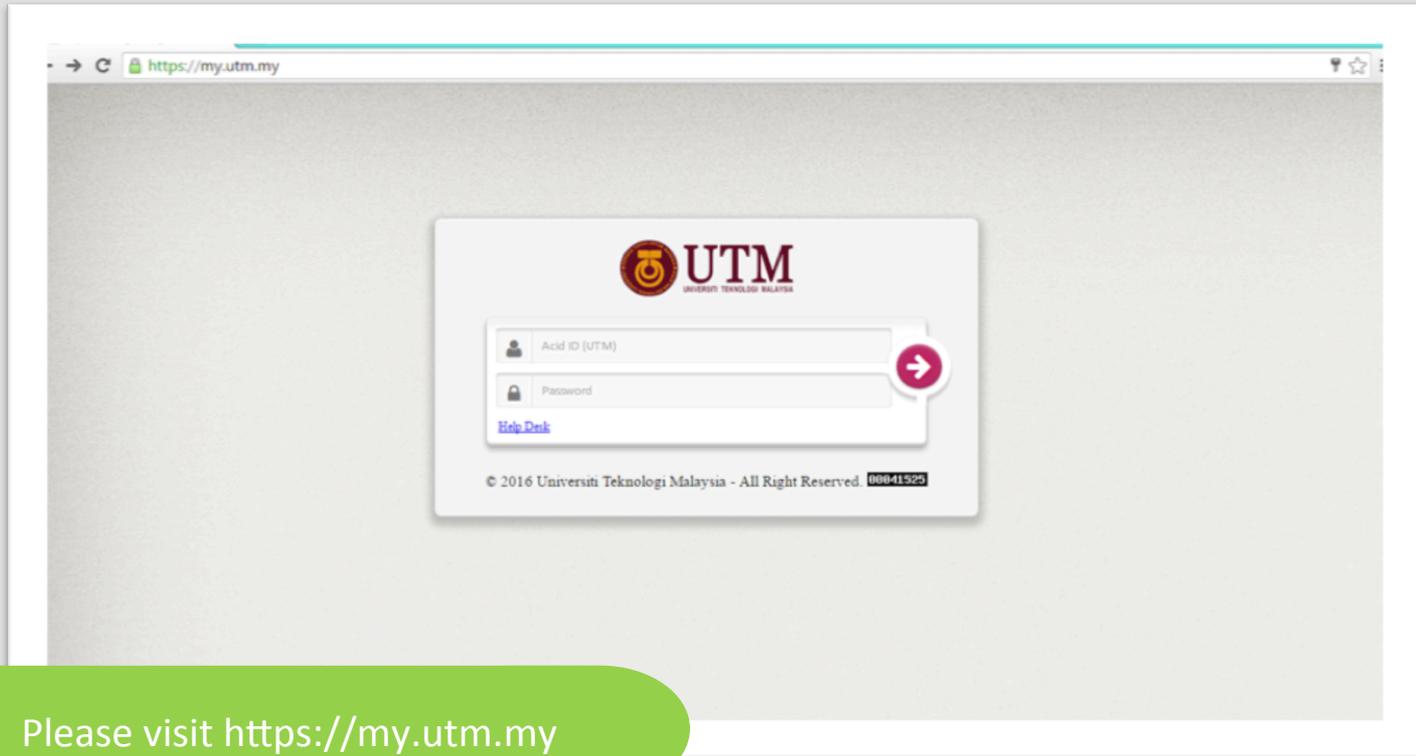


 **My Profile** (on Web) Guide  
for New Student





Please visit <https://my.utm.my>

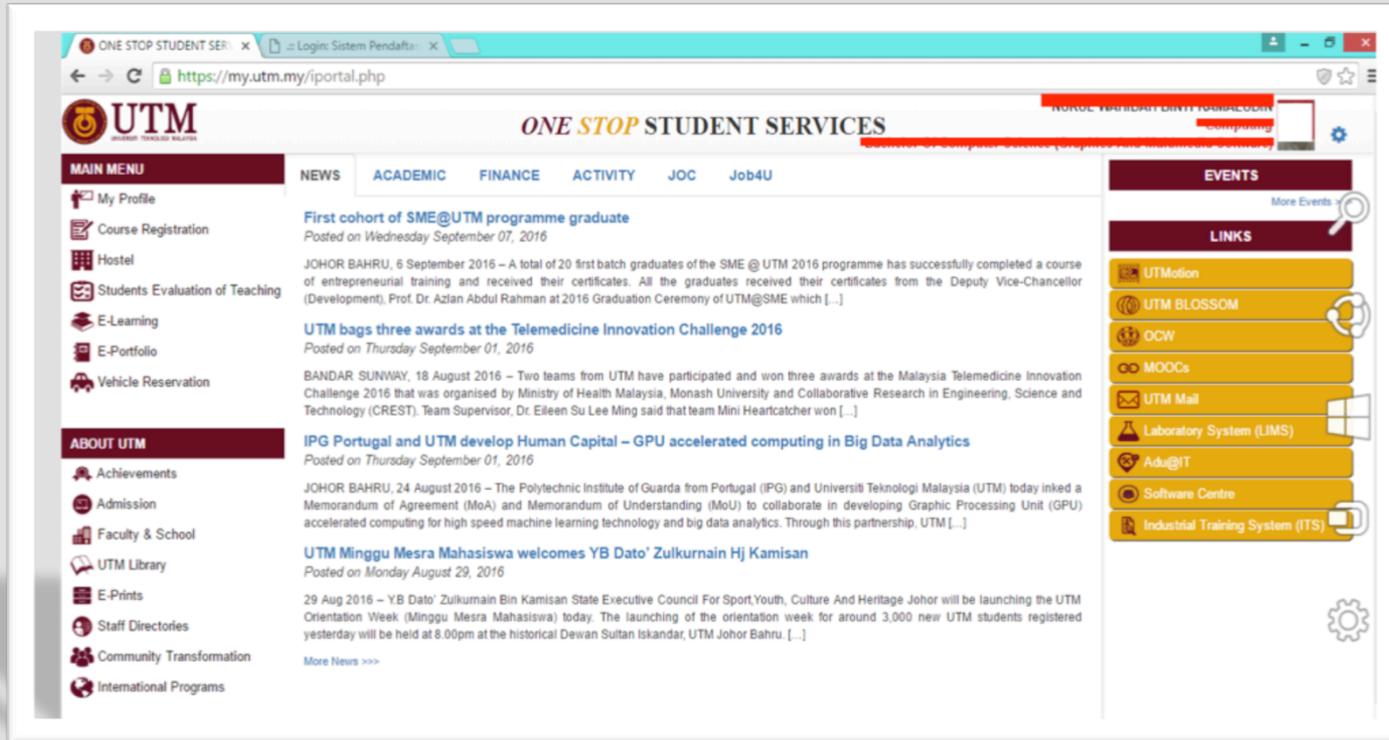
To use this system, users are required to login by entering (refer to figure above):

1. Username
2. Password

Then, click

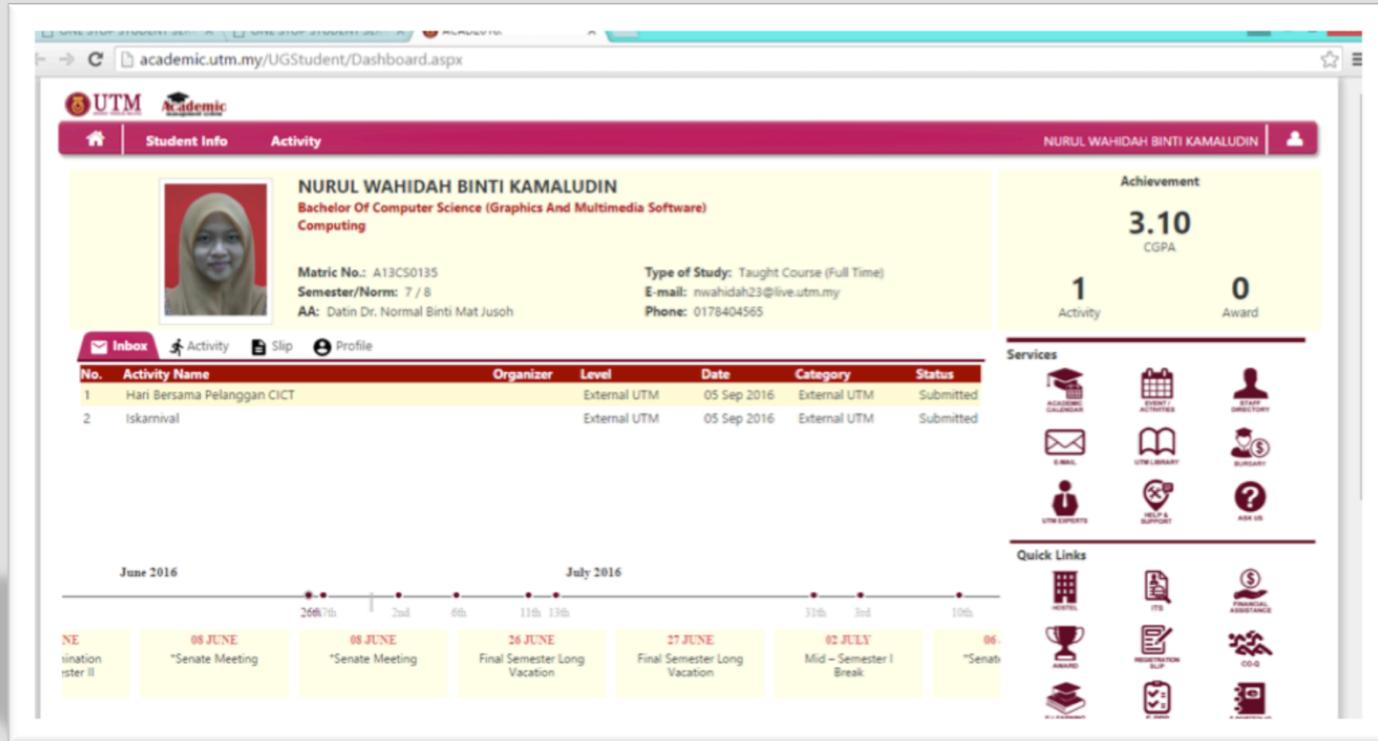


to login.



The screenshot shows the UTM ONE STOP STUDENT SERVICES portal. The browser address bar displays <https://my.utm.my/portal.php>. The page features a navigation menu with categories: MAIN MENU, NEWS, ACADEMIC, FINANCE, ACTIVITY, JOC, and Job4U. The MAIN MENU includes links for My Profile, Course Registration, Hostel, Students Evaluation of Teaching, E-Learning, E-Portfolio, and Vehicle Reservation. The ABOUT UTM section includes Achievements, Admission, Faculty & School, UTM Library, E-Prints, Staff Directories, Community Transformation, and International Programs. The NEWS section displays three articles: 'First cohort of SME@UTM programme graduate', 'UTM bags three awards at the Telemedicine Innovation Challenge 2016', and 'IPG Portugal and UTM develop Human Capital – GPU accelerated computing in Big Data Analytics'. The right sidebar contains an EVENTS section, a LINKS section with icons for UTMotion, UTM BLOSSOM, OCV, MOOCs, UTM Mail, Laboratory System (LIMS), Adu@IT, Software Centre, and Industrial Training System (ITS), and a settings gear icon.

After login successful, the above page will be shown.

The screenshot shows the 'My Profile (Dashboard)' page for a student named Nurul Wahidah Binti Kamaludin. The page is divided into several sections:

- Student Info:** Displays the student's name, program (Bachelor Of Computer Science), and contact details.
- Achievement:** Shows a CGPA of 3.10, 1 activity, and 0 awards.
- Activity Table:** Lists recent activities with columns for No., Activity Name, Organizer, Level, Date, Category, and Status.
- Calendar:** A timeline view for June and July 2016 showing events like Senate Meetings and semester vacations.
- Services and Quick Links:** Grids of icons for various university services and links.

No.	Activity Name	Organizer	Level	Date	Category	Status
1	Hari Bersama Pelanggan CICT	External UTM	External UTM	05 Sep 2016	External UTM	Submitted
2	Iskarnival	External UTM	External UTM	05 Sep 2016	External UTM	Submitted

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

## a) Student Info: Personal Info

Basic Information Address Referee

Student Info → Personal Inf

**Personal Particulars**

Primary Email	:	<input type="text"/>	Contact No.	:	<input type="text"/>
Secondary Email	:	<input type="text"/>	Religion	:	1-Islam
Date of Birth	:	<input type="text"/>	Gender	:	P-Female
State of Birth	:	01-Johor	Marriage Status	:	1-Single
Nationality	:	MAL-Malaysia	Disability	:	N-Not Impaired
Race	:	A-Melayu Semenanjung			

Update

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

b) Student Info: Academic Info

Semester		Supervisor	Qualification	Student Info → Academic Info		
<b>Session/Semester</b>						
Current	: 201620171		Active Code	: A - Active		
Year/Programme	: 4 / SCSV					
<b>Semester Histories</b>						
Session Semester	Programme	No. of Semester	Course Registration 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	[REDACTED]	
2015/2016-1	3 / SCSV	5	31 May 2015	A-Active	[REDACTED]	
2014/2015-2	2 / SCSV	4	15 Dec 2014	A-Active	[REDACTED]	
2014/2015-1	2 / SCSV	3	20 May 2014	A-Active	[REDACTED]	
2013/2014-2	1 / SCSV	2	09 Jan 2014	A-Active	[REDACTED]	
2013/2014-1	1 / SCSV	1	01 Sep 2013	A-Active	[REDACTED]	

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

## c) Student Info: Financial

**Account Status** Scholarship Status Student Info → Financial

For any 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	
<b>Total All Areams for Session</b>				<b>0.00</b>	

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	Activity → Activity List
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 :  

2  


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.

**Add Activity** Activity → Add New Activity

**Program Details** ( Click Field to Edit )

Category *	: -Please Choose-			
Name of Activity *	: -Please Choose-	<a href="#">+ Add New</a>		
Session/Semester *	: 201620171	<small>(e.g.: 201520162)</small>	Role *	: -Please Choose-
Type *	: -Please Choose-		Award	: -Please Choose-

[Save](#)

Fill in the form, if the name of activity does not exist, click



.

**New Programme Details.**

Programme Name :

Organizer :  **+ Add New Organizer**

Category :

Sub Category :

Level :

Objective :

Start Date :

End Date :

Fill in the form, if the name of activity does not exist, click

**+ Add New Organizer**

**New Programme Details**

Programme Name :

Organizer :  [+ Add New Organizer](#)

**Add a New Organizer**

Organizer Name(BM) :

Organizer Name(BI) :

Abbreviated Name :

Category :

Sub Category :

Level :

Objective :

Start Date :

End Date :

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



The screenshot shows the UTM Course Registration website. The browser address bar displays "pendaftaran.utm.my/defaultssso.asp". The page header includes the UTM logo and the text "Course Registration Academic Information Management System" and "Inspiring Creative and Innovative Minds". Below the header, there is a link for "[Panduan Pengguna]" and a red warning message: "Penting: Sila cetak slip pendaftaran anda dan hantar satu salinan ke fakulti masing-masing." A table titled "Pilihan Jenis Pendaftaran Kursus" is displayed, with three rows: "Compulsory registration", "Pre-Registration", and "Short Semester", each with a radio button. Below the table is a "Masuk" button. A "Nota:" section provides instructions on browser settings and cookies. At the bottom, there is a link to "Sistem Aduan Pelanggan (ADU@IT)" and a note about screen resolution.

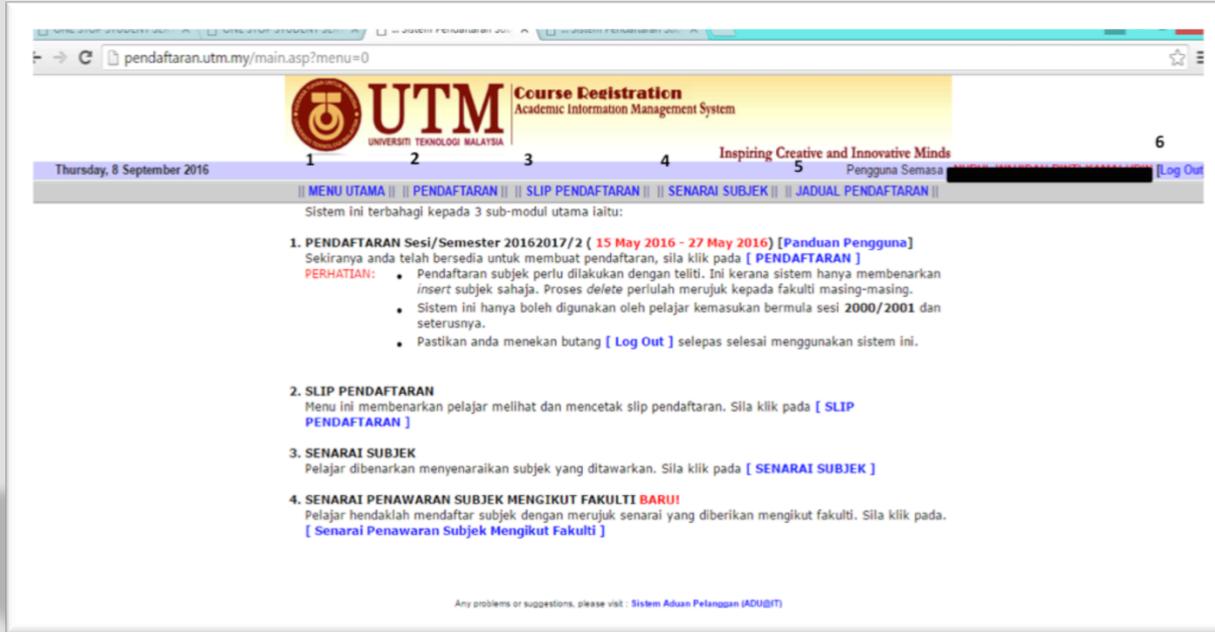
Pilihan Jenis Pendaftaran Kursus	
Compulsory registration	<input type="radio"/>
Pre-Registration	<input type="radio"/>
Short Semester	<input type="radio"/>

Masuk

**Nota :** Untuk menggunakan sistem ini, sila pastikan browser anda disetkan boleh menerima cookies. [ [Langkah-langkah untuk setkan cookies](#) ]

Any problems or suggestions, please visit : [Sistem Aduan Pelanggan \(ADU@IT\)](#)  
Best viewed with screen resolution 1024 x 768.

Then, choose 'type of Course Registration'.



The screenshot shows the UTM Course Registration Academic Information Management System. The page header includes the UTM logo and the text 'Course Registration Academic Information Management System'. Below the header, there is a navigation menu with six items: 1. MENU UTAMA, 2. PENDAFTARAN, 3. SLIP PENDAFTARAN, 4. SENARAI SUBJEK, 5. JADUAL PENDAFTARAN, and 6. Log Out. The main content area contains a welcome message and four numbered sections: 1. PENDAFTARAN Sesi/Semester 20162017/2 (15 May 2016 - 27 May 2016) [Panduan Pengguna], 2. SLIP PENDAFTARAN, 3. SENARAI SUBJEK, and 4. SENARAI PENAWARAN SUBJEK MENGIKUT FAKULTI BARU! Each section provides instructions and links for users.

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.

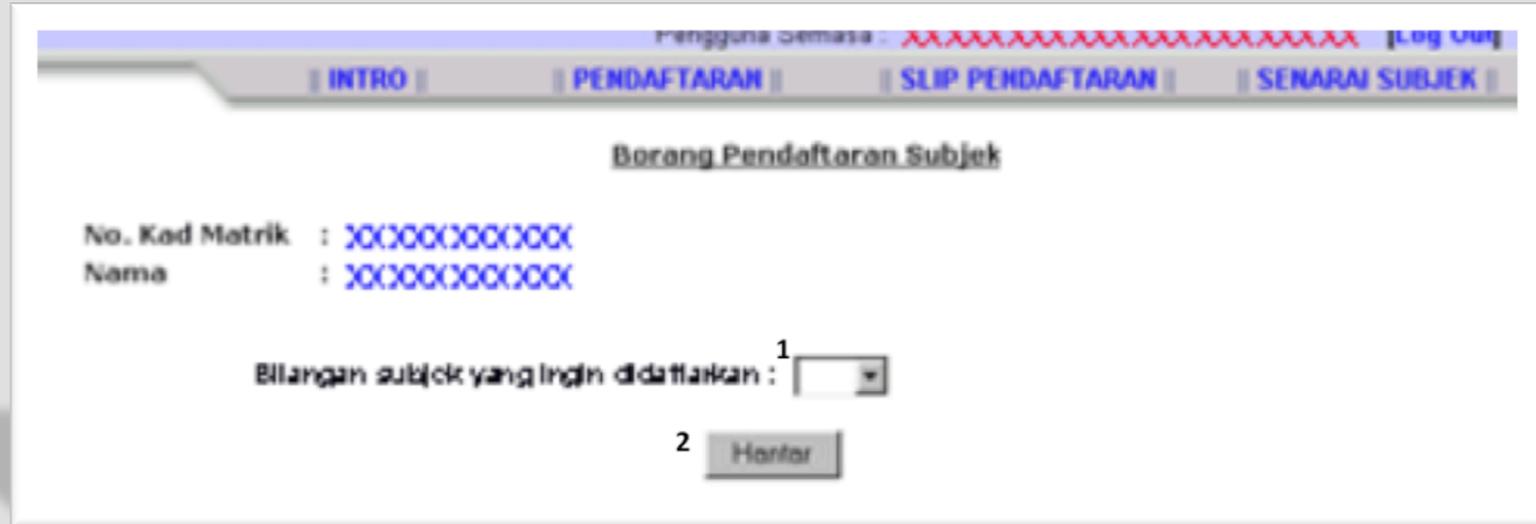
Senarai Subjek – To view the list of subject that need to be registered

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 screenshot shows a web interface for course registration. At the top, there is a navigation bar with the following menu items: || INTRO ||, || PENDAFTARAN ||, || SLIP PENDAFTARAN ||, and || SENARAI SUBJEK ||. The 'PENDAFTARAN' menu item is highlighted. Below the navigation bar, the page title is 'Borang Pendaftaran Subjek'. The form contains the following fields and controls:

- No. Kad Matrik : XXXXXX000000
- Nama : XXXXXX000000
- Bilangan subjek yang ingin didaftarkan :
- 

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

1..

Enter number of the subject to register.

2.

**Hantar** – To continue with registration

INTRO | PENDAFTARAN | SLIP PENDAFTARAN | SENARAI SUBJEK

**Borang Pendaftaran Subjek**

No. Kad Matrik : XXXXXX000000  
Nama : XXXXXX000000

Bil.	Kod Subjek	Seksyen	Status Hadir
1.	1 <input type="text"/>	2 <input type="text"/>	3 <input type="text"/>

Hantar

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

Pengguna Semasa : XXXXXXXXXXXXXXXXXXXXXXXX [Log Out]

|| INTRO || || PENDAFTARAN || || SLIP PENDAFTARAN || || SENARAI SUBJEK ||

Adakah anda pasti untuk mendaftar subjek berikut?

Bil.	Kod Subjek	Nama Subjek	Selesyen	Status Hadir	UM	Kredit
1.	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXX	XX	-	-	XX

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

[INTRO](#) | [PENDAFTARAN](#) | [SLIP PENDAFTARAN](#) | [SENARAI SUBJEK](#)

Berikut adalah subjek yang telah BERJAYA disimpan:

Bil.	Kod Subjek	Nama Subjek	Sekyen	Status Hadir	UM	TD	Kredit
1.	XXXXXX	XXXXXXXXXXXXXXXXXXXX	XX	-	-	-	XX
<b>Jumlah Kredit</b>							<b>XX</b>

[Tambah](#) | [Lihat Slip](#)

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

