



e-Registration for Postgraduate

User Manual

**Integrated Student Information System
6/17/2013**

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Log In

E-REGISTRATION FOR POSTGRADUATE

 **UNIVERSITI
MALAYA**
The Leader in Research & Innovation

Login

Please enter your **SiswaMail Account**

Username (1)

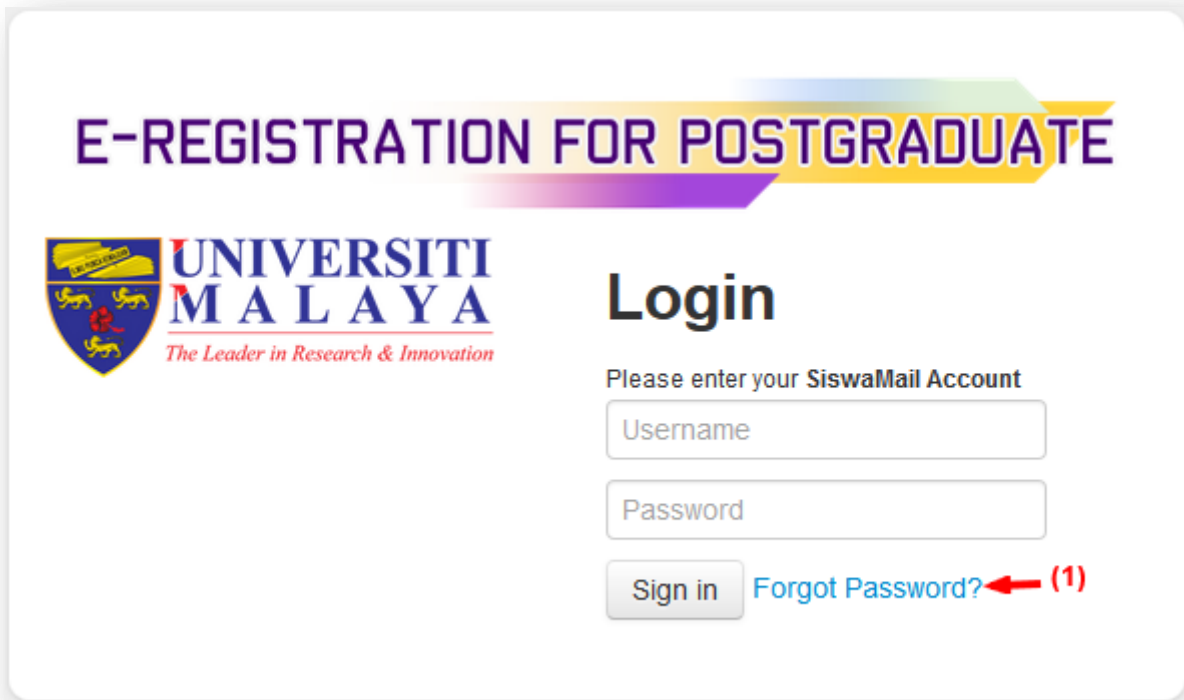
Password (2)

(3) Sign in [Forgot Password?](#)


Description:

1. Enter Student SiswaMail ID.
2. Enter Student SiswaMail Password.
3. Click on **“Sign In”** button to log in.

Forgot Password



E-REGISTRATION FOR POSTGRADUATE

 **UNIVERSITI MALAYA**
The Leader in Research & Innovation

Login

Please enter your SiswaMail Account

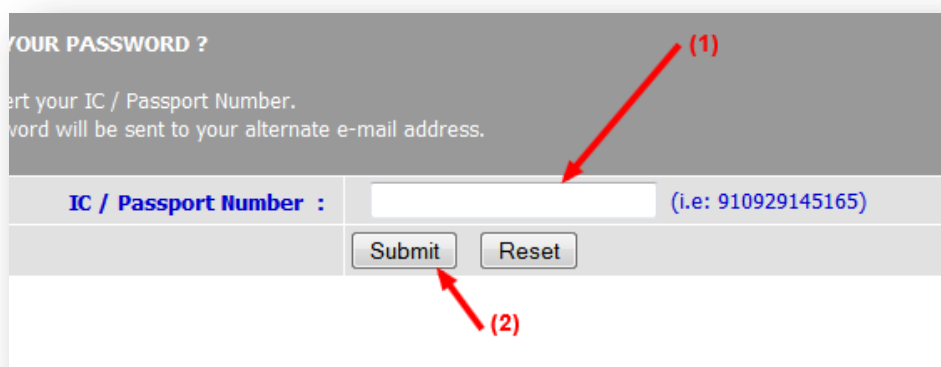
Username

Password

[Forgot Password?](#) ← (1)

Description:

1. Click on the **“Forgot Passport?”** link as per figure above.
2. Below figure will be showed.



FORGOT YOUR PASSWORD ?

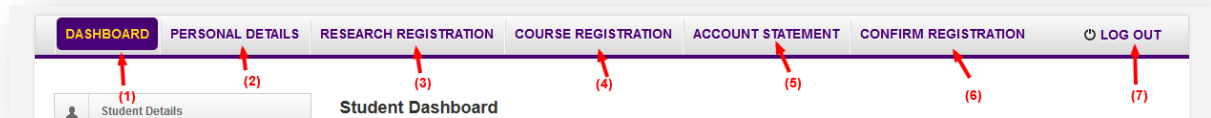
Enter your IC / Passport Number.
Your password will be sent to your alternate e-mail address.

IC / Passport Number : (i.e: 910929145165)

Description:

1. Enter your IC Number or Passport Number.
2. Click on **“Submit”** button to submit.

Top Menu Bar



Description:

1. Menu for Dashboard page.
2. Menu for Updating Student Personal Details.
3. Menu for Research Registration (only for KD,DS and TS Mode of student).
4. Menu for Courses Registration.
5. Menu for Account Statement.
6. Menu for Registration Confirmation.
7. Menu for Logging Out from the system.

Student Dashboard

Student Details

Student Details	
Name	[REDACTED]
IC/Passport No.	[REDACTED]
Matric No.	[REDACTED]
Intake Session	SEMESTER 1, SESSION 2011/2012
Programme	MASTER OF SCIENCE (EXCEPT MATHEMATICS & SCIENCE PHILOSOPHY)
Mode of Programme	RESEARCH (MASTER)
Status	ACTIVE

Description:

Student Details will be displaying details of the students.

Registration Information

Registration Information		
Session Open	SEMESTER 2, SESSION 2012/2013	
Course Registration Date	From 01-Jun-2013 12:00:00 AM to 18-Jun-2013 11:59:00 PM	Open
Confirm Course Registration Date	From 01-Jun-2013 11:46:00 AM to 12-Jun-2013 11:59:00 PM	Closed
Dissertation Registration Date	From 01-Jun-2013 11:46:00 AM to 21-Jun-2013 05:00:00 PM	Open
Confirm Dissertation Registration Date	From 01-Jun-2013 11:46:00 AM to 05-Jun-2013 11:59:00 PM	Closed


Description:

Above screen will be displaying details of the current session and semester.

Also displayed are Start Date and End Date of each process.

Labels on the right hand side will be the indicator for each process either it is Open or Close.

Checklist



Checklist	
CTES	
Progress Report	

Description:

Screen above will display requirements in renewing the registration.

Notes: "Progress Report" will only appear for student who have registered for dissertation in the previous semester.



Registration Checklist

Registration Checklist		
Personal Details		<input type="button" value="Update"/>
Course Registration (0 Course(s) Registered)		<input type="button" value="Update"/>
Research Registration		<input type="button" value="Update"/>
Account Statement		<input type="button" value="Generate"/>
Outstanding Fees		<input type="button" value="Payment History"/>
Confirm Registration		<input type="button" value="Confirm"/>

Description:

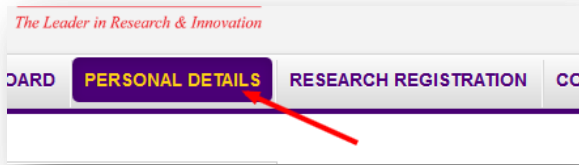
Screen above display status for each steps of registration. Click on each steps to complete its process.

Notes :

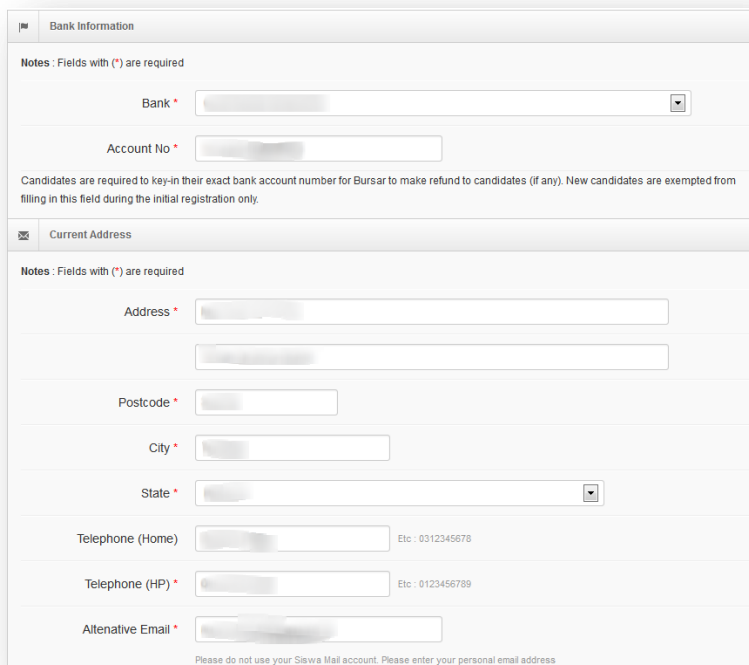
	Icon will be in Green to show the step is completed.
	Icon will be in Red to show the step is not yet completed.

Personal Details

1. Click on the “**Personal Details**” menu at the top bar menu.

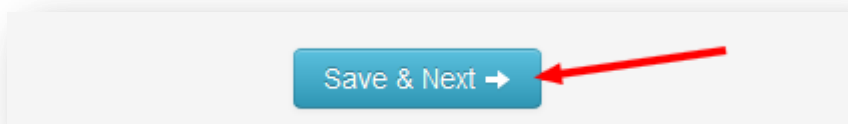


2. Fill up all the required details.

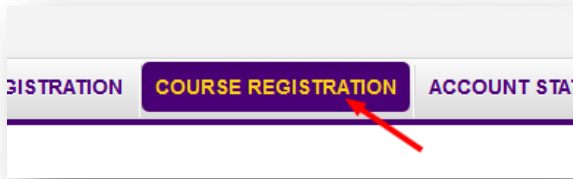


The image shows two sections of a registration form. The first section is titled "Bank Information" and contains a dropdown menu for "Bank *", a text input field for "Account No *", and a note: "Candidates are required to key-in their exact bank account number for Bursar to make refund to candidates (if any). New candidates are exempted from filling in this field during the initial registration only." The second section is titled "Current Address" and contains text input fields for "Address *", "Postcode *", "City *", "State *", "Telephone (Home)", "Telephone (HP) *", and "Alternative Email *". There are also example numbers for the telephone fields: "Etc : 0312345678" and "Etc : 0123456789". A note at the bottom of the form says: "Please do not use your Siewa Mail account. Please enter your personal email address".

3. Click on “**Save & Next**” button to save the details.



Course Registration



SPI Course Structure

1. Click on "Check your SPI" button.



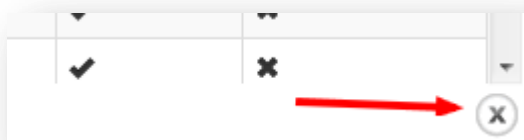
2. Upon clicking, below Screen will be displayed.

ELECTIVE COURSES					
No.	Course Code	Course Description	Credit Hour	Offered	Registered
1	SI		2	✓	✗
2		EL	2	✓	✗
3		C	2	✓	✗
4			2	✓	✗
5			2	✓	✗
6			2	✓	✗
7			2	✓	✗
8			2	✓	✗
Total Credit Hour			16		

CORE COURSES					
No.	Course Code	Course Description	Credit Hour	Offered	Registered
1			2	✓	✗
2			5	✓	✗

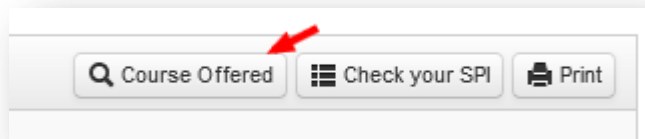
SPI Information

3. To close the screen, click 'X' button.



Course Offered

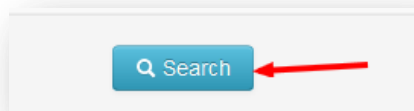
1. Click on **"Course Offered"** button and below screen will be displayed.



2. Select Faculty, Session and Semester accordingly.

A screenshot of the 'Course Offered' form. It contains three dropdown menus: 'Faculty -- Select Faculty --', 'Session -- Select Session --', and 'Semester - Select Semester -'. A blue 'Search' button is located below the dropdowns. Red arrows point to each of the three dropdown menus.

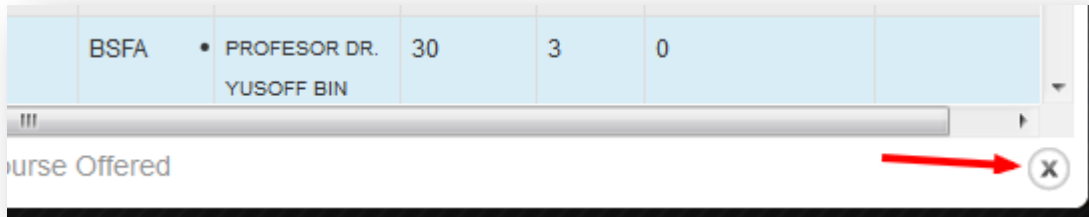
3. Click on **"Search"** button to proceed.



4. List of subject offered will be displayed.

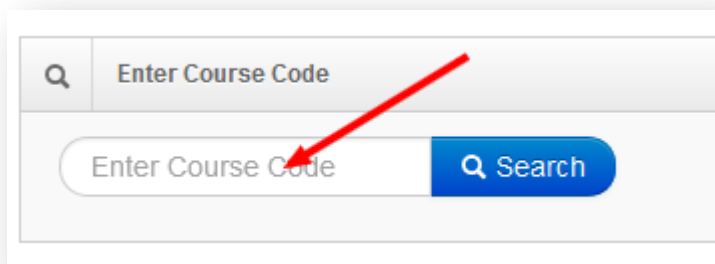
Subject Offered													
In SPI	Registered	Course Code	Details										
1	✘	✘	SMGS6344 (3 Credit Hour)	PLASMA TECHNOLOGY									
				Days	Start	End	Group	Location	Lecturer	Class Capacity	Taken	Class Capacity(Outside Faculty)	Taken(Outside Faculty)
				Monday	06:30 PM	09:30 PM	1	AUDI FIZIK	PROFESOR DR. WONG CHOW SAN	0	0	0	0
2	✘	✘	SMGS6415 (3 Credit Hour)	RADIATION PROTECTION									
				Days	Start	End	Group	Location	Lecturer	Class Capacity	Taken	Class Capacity(Outside Faculty)	Taken(Outside Faculty)

1. To close the screen, click 'X' button.

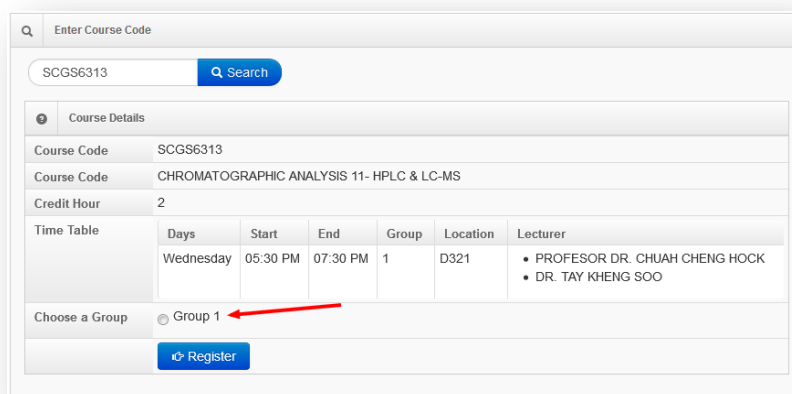


Add Course(s)

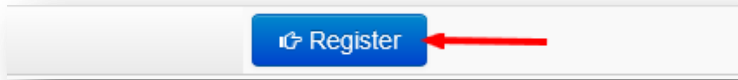
1. Enter the **Course Code**.



2. Choose a **Group** of class.




3. Click on **“Register”** button.




Drop Course(s)

1. Click on **Bin**  icon to drop the subject.

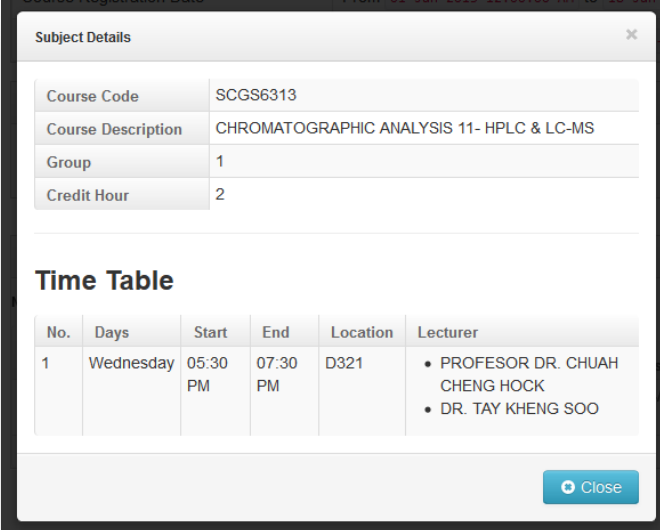
Registered Courses							
No.	Course Code	Course Description	Credit Hour	Group	Register Date	Status	Drop
1	SCGS6313	CHROMATOGRAPHIC ANALYSIS 11-HPLC & LC-MS	2	1	17/06/2013 06:06 AM	Unconfirmed	
Total Credit Hour			2				

List of Course Added

1. Click on the **Course Description** to view the details of the course.

Registered Courses							
No.	Course Code	Course Description	Credit Hour	Group	Register Date	Status	Drop
1	SCGS6313	CHROMATOGRAPHIC ANALYSIS 11-HPLC & LC-MS	2	1	17/06/2013 06:06 AM	Unconfirmed	
Total Credit Hour			2				

2. Screen as per below will be displayed.



Subject Details

Course Code	SCGS6313
Course Description	CHROMATOGRAPHIC ANALYSIS 11- HPLC & LC-MS
Group	1
Credit Hour	2

Time Table

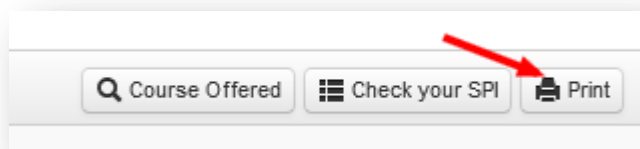
No.	Days	Start	End	Location	Lecturer
1	Wednesday	05:30 PM	07:30 PM	D321	<ul style="list-style-type: none">• PROFESOR DR. CHUAH CHENG HOCK• DR. TAY KHENG SOO

Close

3. Click on **Close** button to close the detail screen.

Print

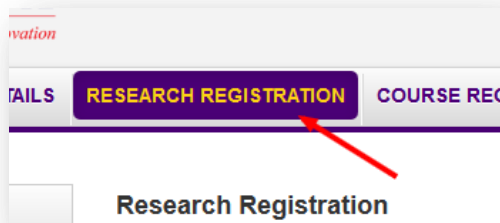
1. Click on **Print** to print.



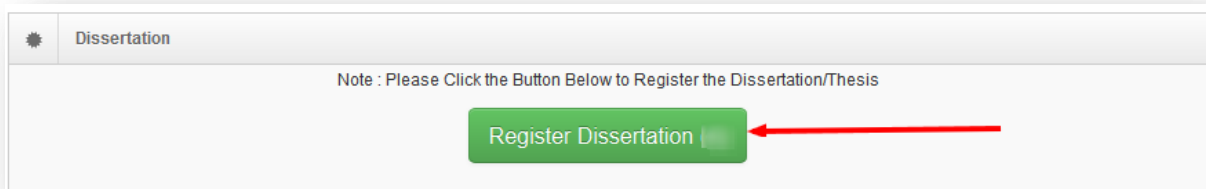
2. A PDF format of document will be displayed.

Dissertation Registration

1. Click on **“Research Registration”** at the top menu bar.



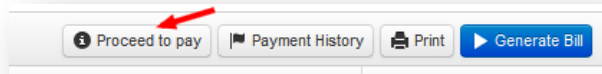
2. Click on **“Register Dissertation”** button as per below.



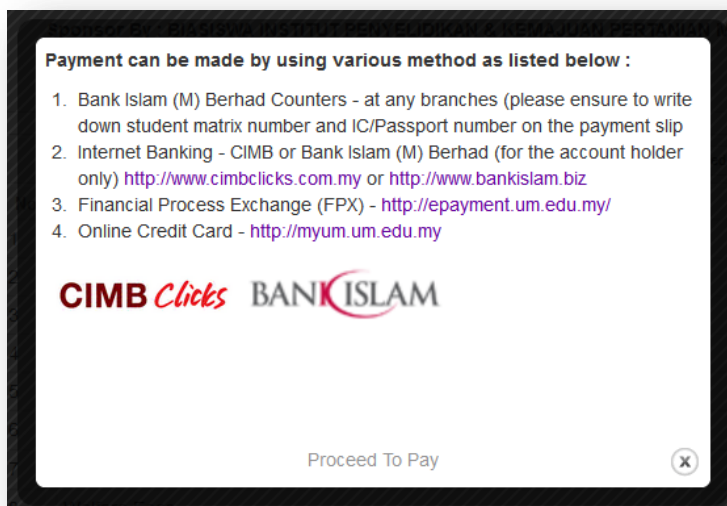
Account Statement

Payment Method

1. Click on “Proceed to pay” button.

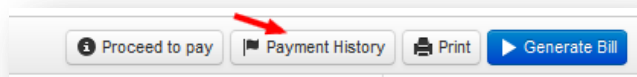


2. Screen containing payment method as below will be displayed.



Payment History

1. Click on “Payment History” button.

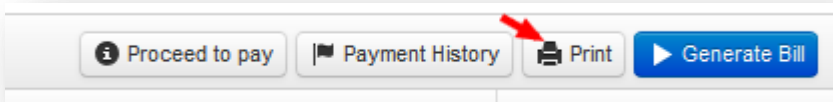


2. Screen as below will be displayed.

Payment History		
No.	Reference Number	Amount (RM)
No Record Found(s)		

Print

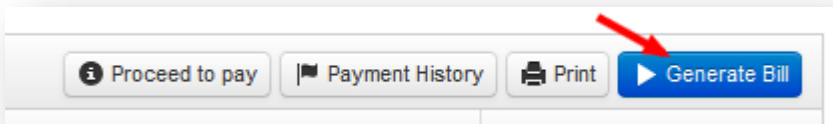
1. Click on **“Print”** button.



2. A document in PDF Format will be displayed.

Generate Bill

1. Click on **“Generate Bill”** button.



2. The latest account records will be generated.

Confirmation of Registration

1. Check on the box provided.

Confirm Registration

I take note of all the instructions set by the University of Malaya with regard to the matters stated in the following:

1. To understand and comply with every instruction, regulation and procedure set.
2. To proceed with the registration process within the given period of time.
3. Responsible for ensuring that the course(s) registered is/are within the academic programme structure undertaken and that the courses do not clash with each other in terms of lecture hours and also examination schedule.
4. If there are any mistakes with regard to the registration due to an oversight on my part, I will agree with the decision of the administration and will not object if a fine and/or all costs with regard to that is/are imposed.
5. I understand that all fees imposed must be made before the confirmation of registration is done.
6. I now clearly understand and promise to comply with all the terms and conditions stated regarding the registration of courses.

☆ Sponsorship

[Redacted]

I have read and understand the Legal Term and Conditions

Confirm

2. Click on “**Confirm**” button to confirm the registration of the current session and semester.

I have read and understand the Legal Term and Conditions

Confirm