e-Registration for Postgraduate
User Manual

Integrated Student Information System
6/17/2013
# Table of Contents

Log In .......................................................................................................................... 2

Forgot Password .......................................................................................................... 3

Top Menu Bar ................................................................................................................ 4

Student Dashboard ........................................................................................................ 5
  Student Details ........................................................................................................... 5
  Registration Information ............................................................................................. 5
  Checklist ..................................................................................................................... 6
  Registration Checklist ................................................................................................. 6

Personal Details ............................................................................................................ 7

Course Registration ....................................................................................................... 8
  SPI Course Structure .................................................................................................. 8
  Course Offered ........................................................................................................... 9
  Add Course(s) ............................................................................................................ 10
  Drop Course(s) .......................................................................................................... 11
  List of Course Added .................................................................................................. 11
  Print .............................................................................................................................. 12

Dissertation Registration ............................................................................................... 13

Account Statement ....................................................................................................... 14
  Payment Method ........................................................................................................ 14
  Payment History ........................................................................................................... 14
  Print .............................................................................................................................. 15
  Generate Bill ............................................................................................................... 15

Confirmation of Registration ......................................................................................... 16
Log In

Description:

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

Description:

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

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.
7. Menu for Logging Out from the system.
Student Dashboard

Student Details

Description:

Student Details will be displaying details of the students.

Registration Information

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

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

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

Notes:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅</td>
<td>Icon will be in Green to show the step is completed.</td>
</tr>
<tr>
<td>❌</td>
<td>Icon will be in Red to show the step is not yet completed.</td>
</tr>
</tbody>
</table>
Personal Details

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

2. Fill up all the required details.

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.

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.

3. Click on “Search” button to proceed.

4. List of subject offered will be displayed.
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.

![Register button](image)

**Drop Course(s)**

1. Click on Bin icon to drop the subject.

![Drop Course](image)

**List of Course Added**

1. Click on the Course Description to view the details of the course.
2. Screen as per below will be displayed.

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.
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.

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