USER MANUAL

for

E-Admission

Prepared By:
Institut Pengajian Siswazah
Universiti Pendidikan Sultan Idris
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# TABLE OF CONTENTS

TABLE OF CONTENTS ........................................................................................................ IV

1 E-admission .......................................................................................................................... 1

1.1 HOME SCREEN .................................................................................................................. 1

1.1.1 HOME-how to apply ...................................................................................................... 1

1.2 HOME SCREEN OF APPLICATION ................................................................................... 2

1.2.1 Home Screen of Application ......................................................................................... 2

1.3 NEW APPLICATION ........................................................................................................... 3

1.3.1 NEW APPLICATION ....................................................................................................... 3

1.4 SELECT PROGRAM/MODE OF STUDY .............................................................................. 4

1.4.1 Choose level and mode of study ................................................................................... 4

1.5 INSERT STUDY TYPE AND PERSONAL INFORMATION ................................................. 5

1.5.1 INSERT STUDY TYPE AND PERSONAL INFORMATION ............................................. 5

1.6 FORM APPLICATION(PROFILE TABS) ............................................................................. 6

1.6.1 FORM APPLICATION (profile tabs) .............................................................................. 6

1.7 FORM APPLICATION (CONTACT INFO TABS) ................................................................. 7

1.7.1 FORM APPLICATION (contact info tabs) .................................................................... 7

1.8 FORM APPLICATION (QUALIFICATION TABS) ............................................................... 8

1.8.1 FORM APPLICATION (Qualification tabs) ................................................................... 9

1.9 FORM APPLICATION(EMPLOYMENT TABS) ..................................................................... 10

1.9.1 FORM APPLICATION (Employment tabs) .................................................................. 11

1.10 FORM APPLICATION( RELATIVE TABS) ...................................................................... 11

1.10.1 FORM APPLICATION (Relative tabs) ...................................................................... 11

1.11 FORM APPLICATION( RESEARCH PROPOSAL TABS) .................................................. 12

1.11.1 FORM APPLICATION (Research Proposal tabs) ...................................................... 12

1.12 FORM APPLICATION(UPLOAD DOCUMENT TABS) .................................................... 13
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.12.1</td>
<td>FORM APPLICATION (Upload document tabs)</td>
</tr>
<tr>
<td>1.13</td>
<td>FORM APPLICATION (CHANGE OF PROGRAM TABS)</td>
</tr>
<tr>
<td>1.13.1</td>
<td>FORM APPLICATION (Change of program tabs)</td>
</tr>
<tr>
<td>1.14</td>
<td>CONFIRMATION TABS</td>
</tr>
<tr>
<td>1.14.1</td>
<td>Confirmation Tab</td>
</tr>
<tr>
<td>1.15</td>
<td>Submit screen</td>
</tr>
<tr>
<td>1.15.1</td>
<td>Submit Screen</td>
</tr>
<tr>
<td>1.16</td>
<td>HOME</td>
</tr>
<tr>
<td>1.16.1</td>
<td>HOME-how to update the application</td>
</tr>
<tr>
<td>1.17</td>
<td>Update Profile</td>
</tr>
<tr>
<td>1.17.1</td>
<td>Update Screen</td>
</tr>
<tr>
<td>1.18</td>
<td>Check status</td>
</tr>
<tr>
<td>1.18.1</td>
<td>CHECK STATUS</td>
</tr>
</tbody>
</table>
1 E-ADMISSION

1.1 HOME SCREEN

The purpose of this screen is home screen which is all button for applicant to apply, update and to check a record should be click on this screen.

![Home Screen Image]

**Figure 1.1** –home screen

1.1.1 HOME-how to apply

1. Click online application (apply online image) module to apply the application.
1.2 HOME SCREEN OF APPLICATION

The purpose of this screen is home screen of application online which is applicant can make new application, update application, check status of application. For those reside in Malaysia please choose Local, otherwise please choose International.

**Figure 1.2** – Home Screen of Application

1.2.1 Home Screen of Application

1. For those reside in Malaysia please choose Local, otherwise please choose International.
1.3 NEW APPLICATION
The purpose of this screen is applicant need fill in the data needed for make new application

![Application Screen]

**Figure 1.2** –-new application

### 1.3.1 NEW APPLICATION

2. Insert ic no
3. Insert bitara id
4. Click Submit button
1.4 SELECT PROGRAM/MODE OF STUDY

The purpose of this screen is applicant should to choose level of student and mode to apply the application.

![Image of online application]

Figure 1.3 –choose level and mode of study

1.4.1 Choose level and mode of study

1. Choose level of study and make sure the mode are selected is correct.
2. Click submit to continue to another screen.
1.5 INSERT STUDY TYPE AND PERSONAL INFORMATION

The purpose of this screen is to fill in study type and personal information.

**Figure 1.5** –insert study type and personal information

1.5.1 INSERT STUDY TYPE AND PERSONAL INFORMATION

1. Select level of study
2. Select name of specialization
3. Select Mode of study
4. Select type of study
5. Insert name
6. Click save for go to another screen
1.6 FORM APPLICATION(PROFILE TABS)

The purpose of this screen is applicant need to fill in a personal information in the form that are provided

1.6.1 FORM APPLICATION (profile tabs)

1. Click profile tabs, fill in all the form and click button save.
2. After save, screen will automatically go to Contact info tabs
1.7 FORM APPLICATION (CONTACT INFO TABS)

The purpose of this screen is applicant need to fill in a contact info in the form that are provided

![Figure 1.7 –form application (contact info tabs)](image)

1.7.1 FORM APPLICATION (contact info tabs)

1. Fill in all the form and click button save.
2. After save, screen will automatically go to Qualification tabs
1.8 FORM APPLICATION (QUALIFICATION TABS)

The purpose of this screen is applicant need to fill in a qualification information in the form that are provided.

Figure 1.8 —form application (Qualification tabs)

Figure 1.8.1 —Highest Education
1.8.1 FORM APPLICATION (Qualification tabs)

1. Click Add qualification to insert highest education detail.
2. Fill in the form and click button save (refer 1.8.1 printscreen)
3. Fill in secondary qualification form and click button save & continue.
4. After click save and continue button, screen will automatically go to Employment tabs
1.9 FORM APPLICATION (EMPLOYMENT TABS)

The purpose of this screen is applicant need to fill in a employment information in the form that are provided

![Form Application (Employment tabs)](image1)

Figure 1.9 –form application (Employment tabs)

![Form Application (Employment tabs)](image2)

Figure 1.9.1 –form application (Employment tabs)
1.9.1 FORM APPLICATION (Employment tabs)

1. Click Add Working Experience link to insert working experience detail.
2. Fill in the form and click button save (refer 1.9.1 printscreen).
3. Click continue button and it will automatically go to relative tabs.

1.10 FORM APPLICATION (RELATIVE TABS)

The purpose of this screen is applicant need to fill in a relative information in the form that are provided

![Figure 1.10 – form application (relative tabs)](image)

1.10.1 FORM APPLICATION (Relative tabs)

1. Fill in all the form and click button save.
2. Click save and continue button will automatically go to research proposal tabs
1.11 FORM APPLICATION (RESEARCH PROPOSAL TABS)

The purpose of this screen is applicant need to fill in a research proposal information in the form that are provided.

**Figure 1.11** –form application (research proposal tabs)

1.11.1 FORM APPLICATION (Research Proposal tabs)

1. Fill in all the form and click button save.
2. Upload research proposal.
3. Click save and continue button will automatically go to upload document tabs.
1.12 FORM APPLICATION (UPLOAD DOCUMENT TABS)

The purpose of this screen is applicant need to fill in a upload document information in the form that are provided.

![Image of form application with upload document tabs]

**Figure 1.12** –form application (upload document tabs)

1.12.1 FORM APPLICATION (Upload document tabs)

1. Upload scholarship, IC, photo, transcript, scroll and employer verification.
1.13 FORM APPLICATION (CHANGE OF PROGRAM TABS)

The purpose of this screen is applicant want to change the program.

1.13.1 FORM APPLICATION (Change of program tabs)

1. If do not have any changes of this screen, please click confirmation tabs to submit your application.
1.14 CONFIRMATION TABS

The purpose of this screen is allow the applicant to review the applicant form and submit the application form.

![Figure 1.14 –form application (confirmation tabs)](image)

1.14.1 Confirmation Tab

1. Click submit application to submit the application
2. Click review application for review the application form.
1.15 Submit screen

The purpose of this screen will show after submit the application.

Figure 1.15 – Submit screen.

1.15.1 Submit Screen

1. Click review application to review the application that have make it

2. Click Print Application for print the application form

3. Click Close if you want to close this screen.
1.16 HOME

The purpose of this screen is home screen which is all button for applicant to apply, update and to check a record should be click on this screen.

![Online Application Home Screen](image)

**Figure 1.6 – ONLINEAPPLICATION.PHP, home screen**

1.16.1 HOME-how to update the application

1. Click the local/international/executive in new application menu for update an application
1.17 Update Profile

The purpose of this screen is applicant allow to update their application. Make sure the application is not submit yet.

![Update Profile Screen](image)

**Figure 1.17 – update screen**

1.17.1 Update Screen

1. Insert Applicant Id
2. Insert Ic no
3. Click submit button.
1.18 Check status

The purpose of this screen is allow an applicant to check their status.

![Check status interface](image)

**Figure 1.18 – Check_status_local.php, Check Status**

1.18.1 CHECK STATUS

1. Insert IC no
2. Click submit button