STEPS TO SUBMIT RESEARCH PROGRESS REPORT (LKPS)

1. Login student portal (https://unistudent.upsi.edu.my/login)
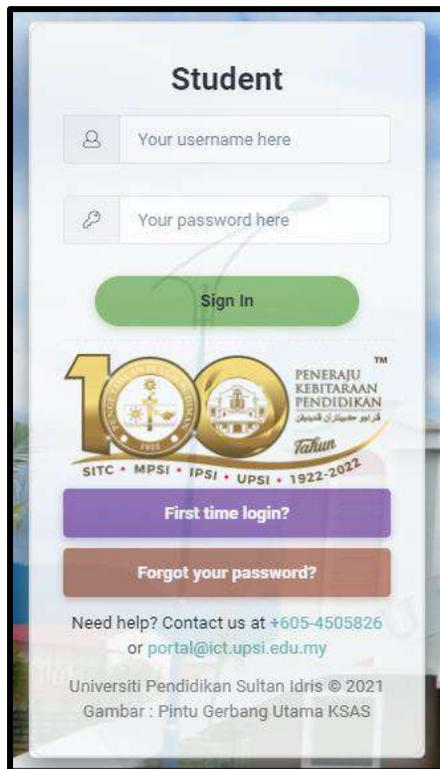
Username : Full Matric Number
*Password : Passport / IC Number

*If student doesn't change the password

2. Click ACADEMIC
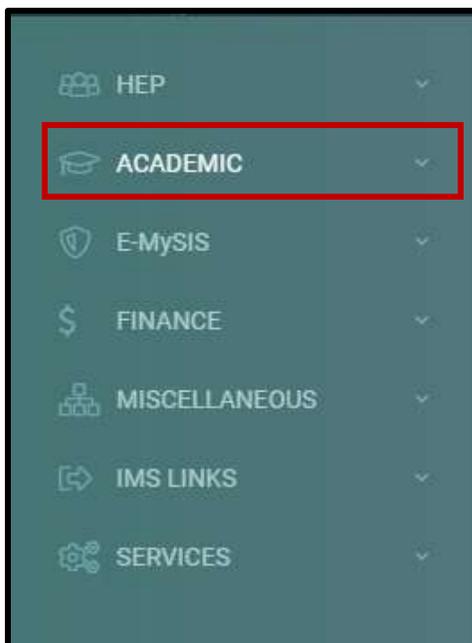
3. Click RESEARCH
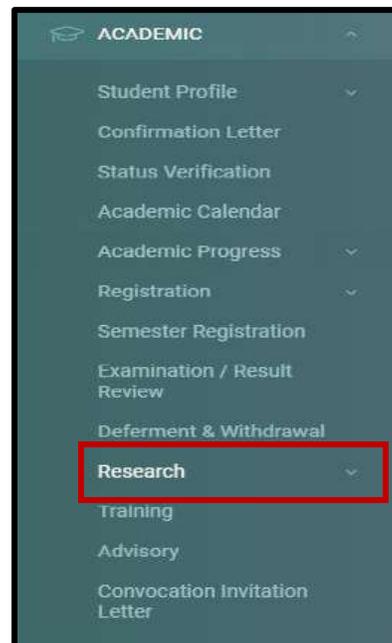
4. Click RESEARCH PROGRESS REPORT
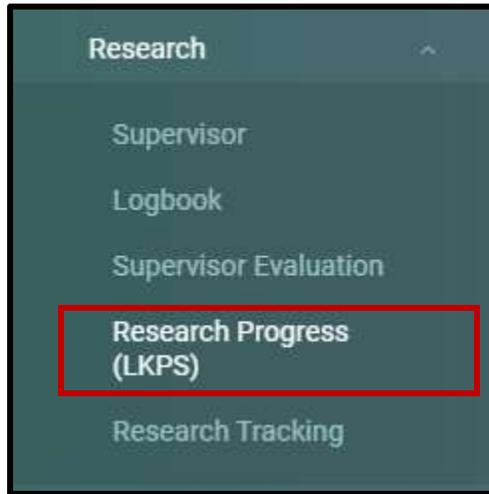
5. Click UPDATE REPORT
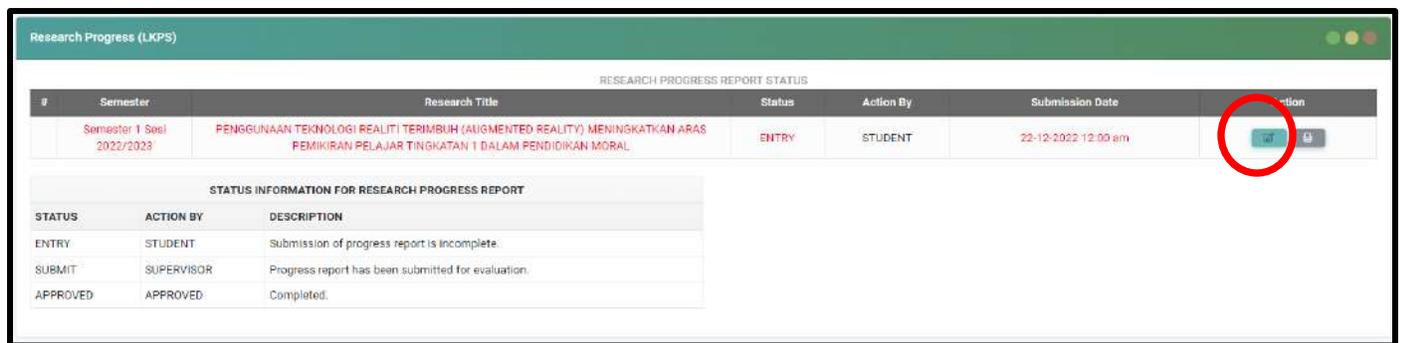
6. MILESTONE TAB will be displayed first. Click ADD button to insert your milestone information and problems (if any).
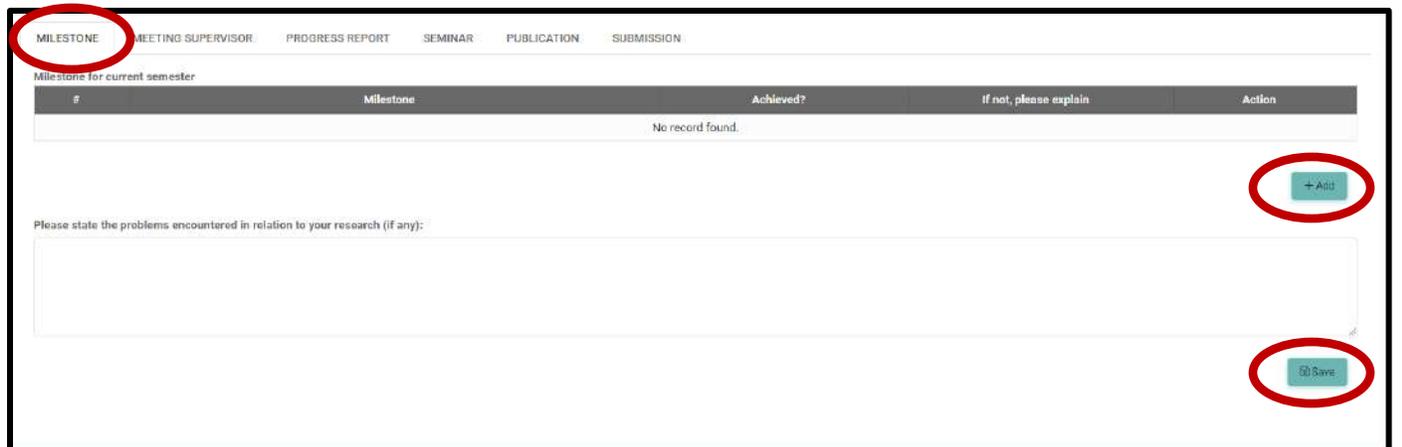
Click SAVE button to save all information entered.

7. Click MEETING SUPERVISOR tab to insert the meeting information with the supervisor and comment on the supervision you have received.

Click ADD button to insert the information needed and click SAVE button to save all the information entered.

8. Click PROGRESS REPORT tab and insert the summary of research progress and click SAVE button to save all the information.

9. Click SEMINAR tab to insert the required information and click SAVE button (if any)

10. Click PUBLICATION tab to insert the published article and click SAVE button (if any)

11. Click SUBMISSION tab and click SUBMIT button after finished inserting the required information.
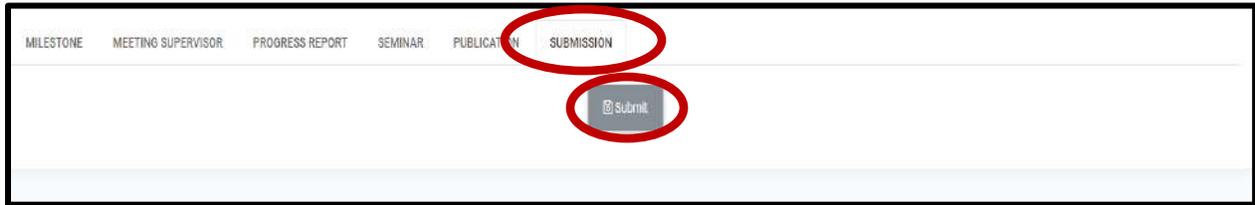
12. Please be remind that once the report is submitted, student cannot change or edit the progress report.

13. Once submitted, please notify your supervisor.