



UNIVERSITI
PENDIDIKAN
SULTAN IDRIS

اونيورسيتي قنديديقن سلطان ادريس

SULTAN IDRIS EDUCATION UNIVERSITY

ONLINE ADMISSION APPLICATION UPSI

INSTITUTE OF GRADUATE STUDIES

USER MANUAL

FOR

SYSTEM USERS

Prepared by:

Universiti Pendidikan Sultan Idris

VERSI 1.0

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1.0 LOGIN

- i. Type the address <https://postgrad.upsi.edu.my/> agency in the url field and the interface as below will be displayed

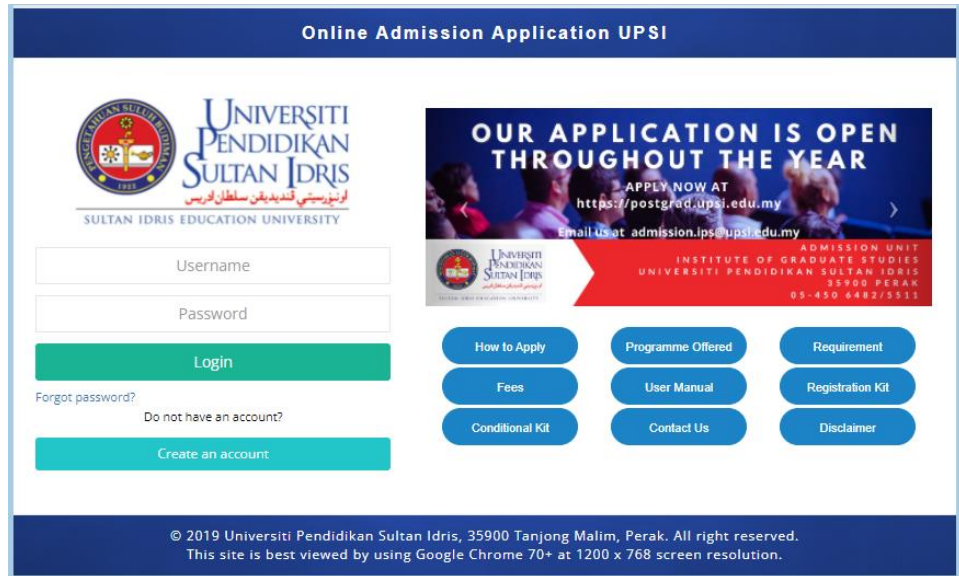


Diagram 1. 1: Interface online admission application

- ii. Please log in using the **Identity Card Number** and **Password** that have been registered by the previous system administrator. Then, click the **Login button**.

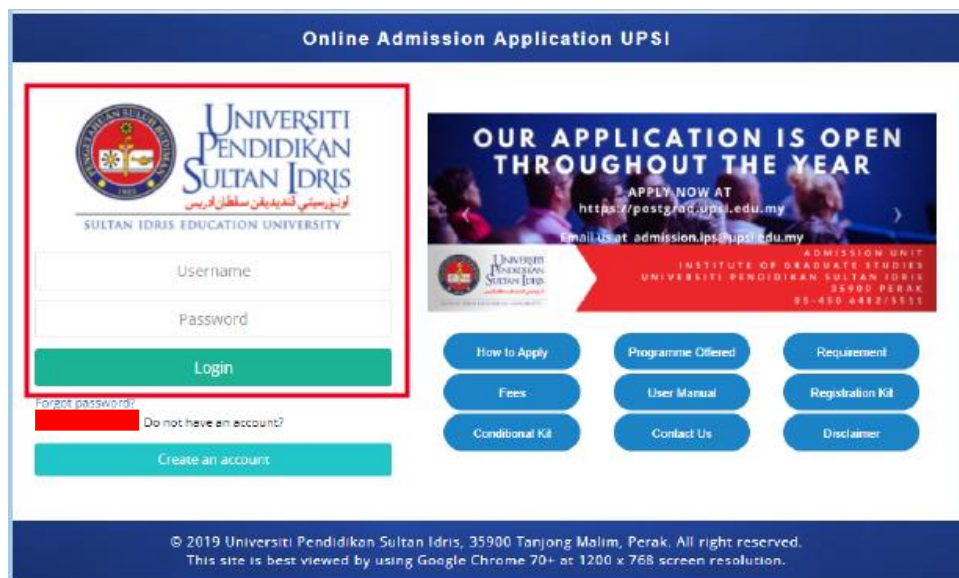
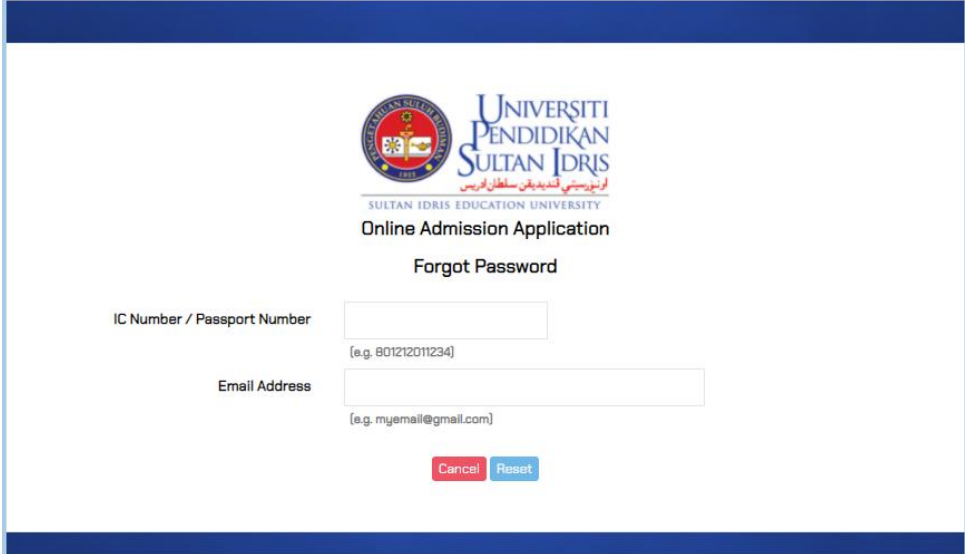


Diagram 1. 2 : Interface Login

- iii. if user **forgot your password**. User need to press the **forgot password link**. Display information such as **IC number or passport number and email** must be filled in before **resetting**.



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Online Admission Application

Forgot Password

IC Number / Passport Number
(e.g. 801212011234)

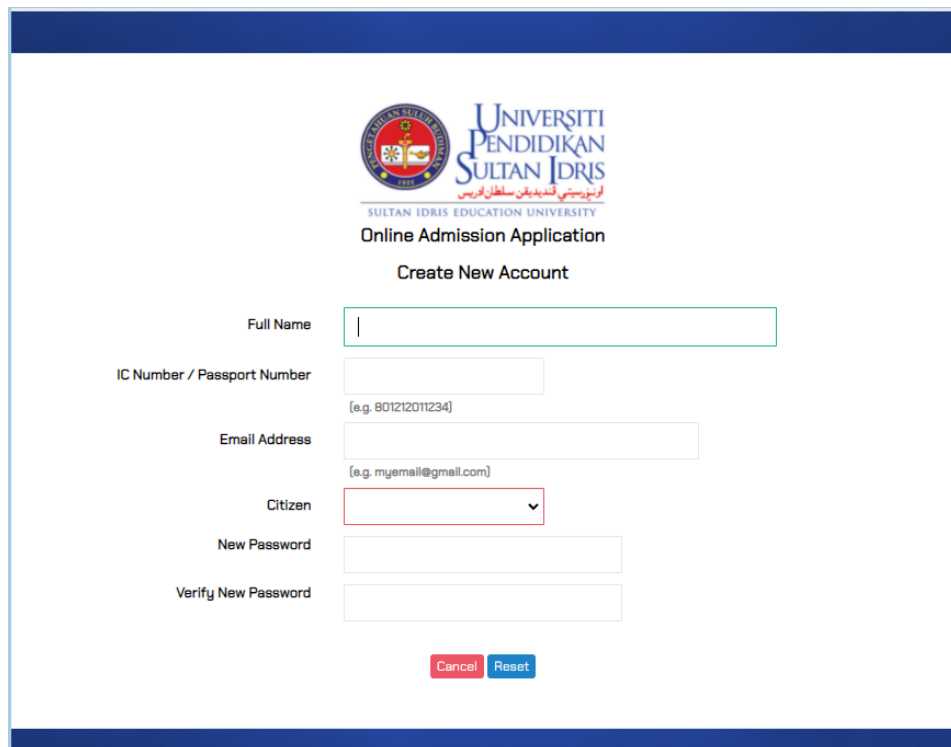
Email Address
(e.g. myemail@gmail.com)

Cancel Reset

Diagram 1. 3 : Interface forgot password

2.0 REGISTER

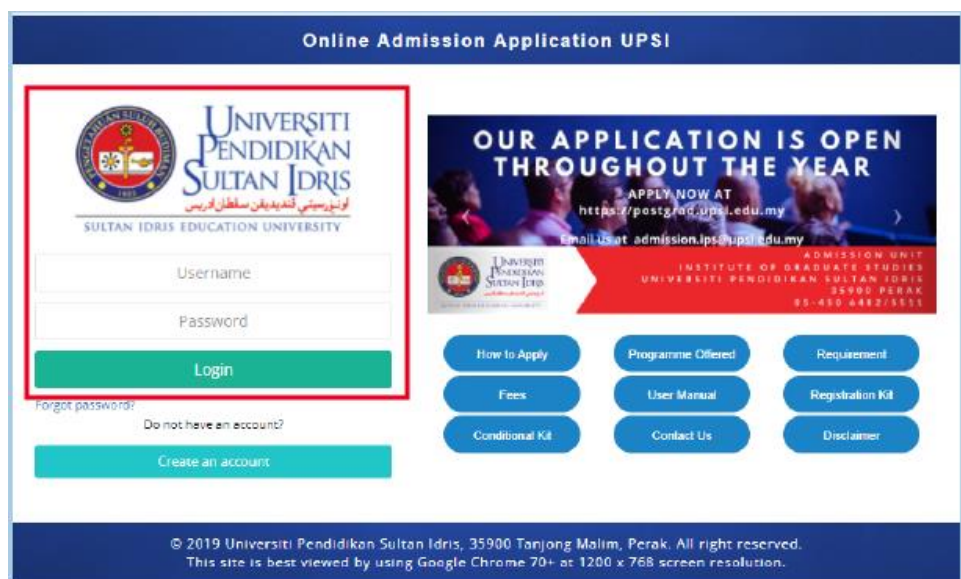
- i. If you still do not have a **username and password** and need to press the register button and display as below for the register screen.



The screenshot shows the 'Create New Account' form for the Online Admission Application. At the top, there is the logo of Universiti Pendidikan Sultan Idris (UPS) and the text 'Online Admission Application'. Below this, the heading 'Create New Account' is displayed. The form includes several input fields: 'Full Name' (a text box), 'IC Number / Passport Number' (a text box with a placeholder example 'e.g. 801212011234'), 'Email Address' (a text box with a placeholder example 'e.g. myemail@gmail.com'), 'Citizen' (a dropdown menu), 'New Password' (a text box), and 'Verify New Password' (a text box). At the bottom of the form, there are two buttons: 'Cancel' (red) and 'Reset' (blue).

Diagram 2. 1 : Interface Register

- ii. Please log in using the **Identity Card Number and Password** that have been registered by the previous system administrator. Then, click the Login button.



The screenshot shows the 'Online Admission Application UPSI' page. On the left, there is a login form with fields for 'Username' and 'Password', a green 'Login' button, and links for 'Forgot password?' and 'Do not have an account? Create an account'. On the right, there is a banner for 'OUR APPLICATION IS OPEN THROUGHOUT THE YEAR' with the URL 'https://postg/ug.upsi.edu.my' and an email address 'admission.ips@upsi.edu.my'. Below the banner, there are several blue buttons for 'How to Apply', 'Programme Offered', 'Requirement', 'Fees', 'User Manual', 'Registration Kit', 'Conditional Kit', 'Contact Us', and 'Disclaimer'. At the bottom, there is a footer with the copyright notice: '© 2019 Universiti Pendidikan Sultan Idris, 35900 Tanjung Malim, Perak. All right reserved. This site is best viewed by using Google Chrome 70+ at 1200 x 768 screen resolution.'

Diagram 2. 2 : interface after register

3.0 HOME

The interface below will be displayed after a successful login to the system. The screen displays as below.

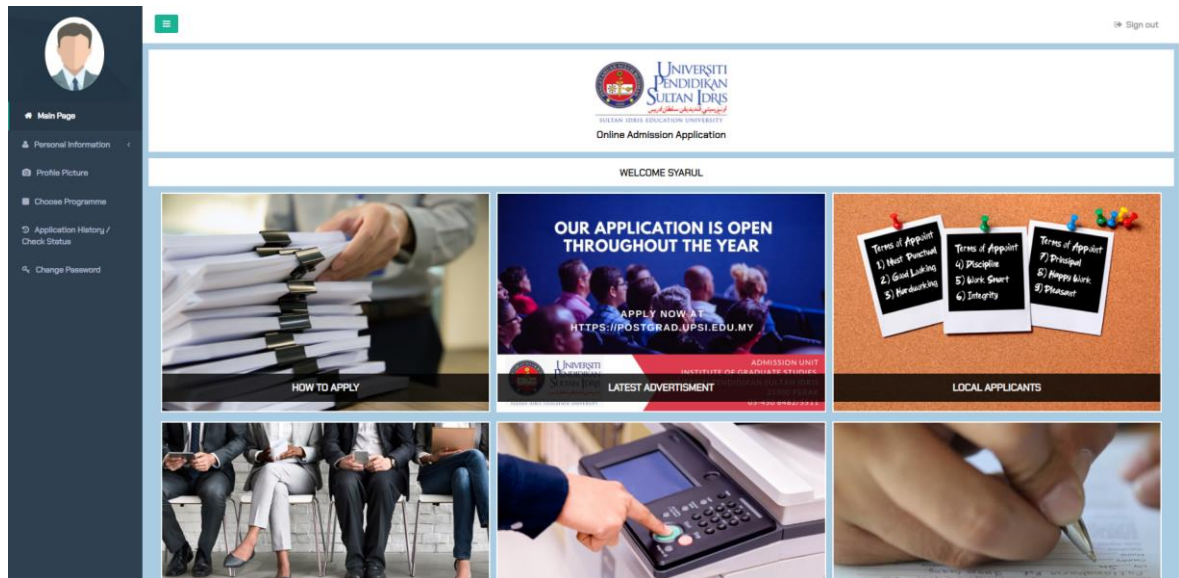


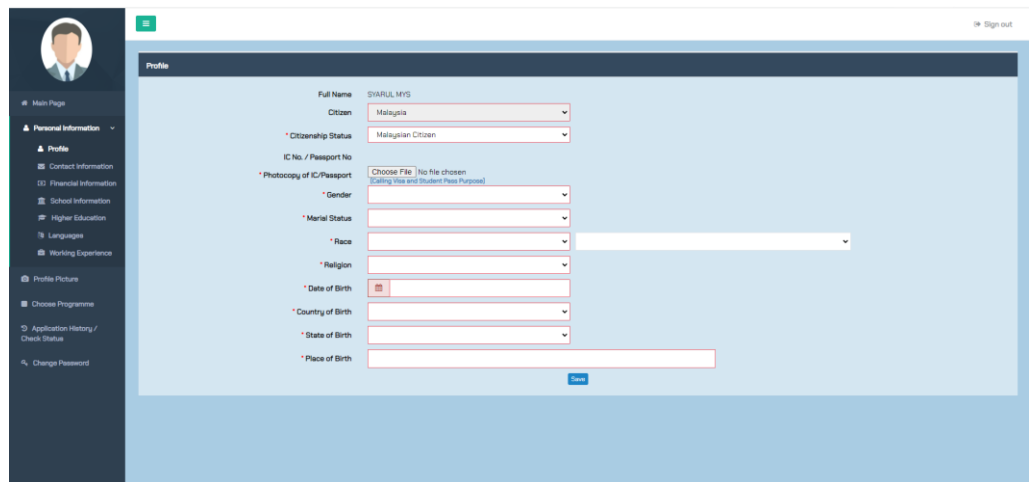
Diagram 3. 1 : Interface Home

4.0 PERSONAL INFORMATION

The display below is the System interface. There are 7 sections, namely profile, contact information, financial information, school information, higher education, language qualification and working experience.

a. Profile

- i. To fill in the information, the user needs to complete in the **Profile section** as below by filling in personal information such as **gender, marital status, race, religion, date of birth, country of birth, state of birth and place of birth.**
- ii. This includes pressing the **upload button** to upload an IC or passport image
- iii. Then, click the **save button** to send the information. The system settings display is as below.



The screenshot shows a web interface for a user profile. On the left is a dark sidebar with a user profile picture and a menu with options like 'Main Page', 'Personal Information', 'Profile', 'Contact Information', 'Financial Information', 'School Information', 'Higher Education', 'Languages', 'Working Experience', 'Profile Picture', 'Choose Programme', 'Application History / Check Status', and 'Change Password'. The main content area is titled 'Profile' and contains a form with the following fields:

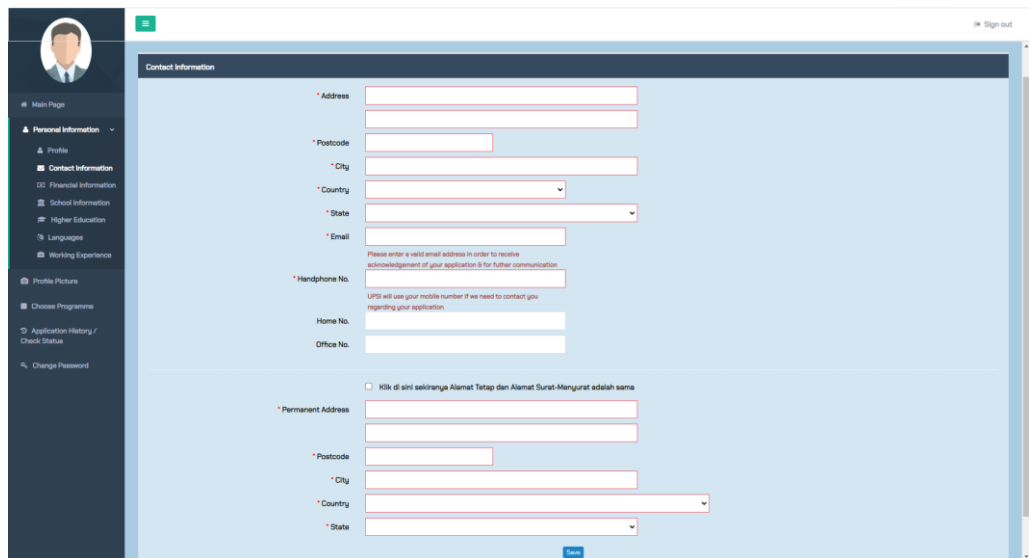
- Full Name: SYARUL MYS
- Citizen: Malaysia
- Citizenship Status: Malaysian Citizen
- IC No. / Passport No.: Choose File (No file chosen)
- *Photocopy of IC/Passport: [Upload button]
- Gender: [Dropdown menu]
- * Marital Status: [Dropdown menu]
- * Race: [Dropdown menu]
- * Religion: [Dropdown menu]
- * Date of Birth: [Text input]
- * Country of Birth: [Dropdown menu]
- * State of Birth: [Dropdown menu]
- * Place of Birth: [Text input]

A blue 'Save' button is located at the bottom right of the form.

Diagram 4. 1 : Interface Profile

b. Contact Information

- i. To fill in the information, the user needs to complete in the Contact Information section as below by filling in personal information such as **address, postcode, city, country, state, email, mobile No, home No, office No, press click parmentent address** if the address is the same or no you can fill in the space as below
- ii. Then, click the **save button** to send the information. The system settings display is as below.

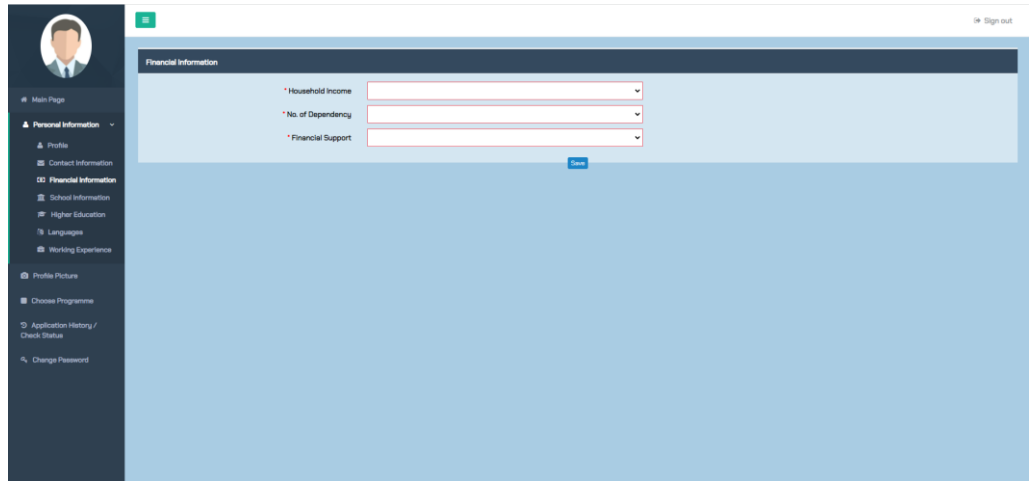


The screenshot shows a web application interface for updating contact information. On the left is a dark sidebar with a user profile picture and a menu with options: Main Page, Personal Information (expanded), Profile, Contact Information (selected), Financial Information, School Information, Higher Education, Languages, Working Experience, Profile Picture, Choose Programme, Application History / Check Status, and Change Password. The main content area is titled 'Contact Information' and contains two sections. The first section has fields for Address (two lines), Postcode, City, Country (dropdown), State (dropdown), Email (with a note: 'Please enter a valid email address in order to receive acknowledgement of your application & for further communication'), Handphone No. (with a note: 'LPSD will use your mobile number if we need to contact you regarding your application'), Home No., and Office No. Below these is a checkbox labeled 'Rilis di sini sekiranya Alamat Tetap dan Alamat Surat-Mengurus adalah sama'. The second section has fields for Permanent Address (two lines), Postcode, City, Country (dropdown), and State (dropdown). A blue 'Save' button is located at the bottom right of the form area. A 'Sign out' link is visible in the top right corner of the application.

Diagram 4. 2 : Interface Contact Information

c. Financial Information

- i. To fill in the information, users need to complete the **financial information** section as below by filling in their own information such as **household income, no dependency and financial support**.
- ii. Then, click the **save button** to send the information. The system settings display is as below.

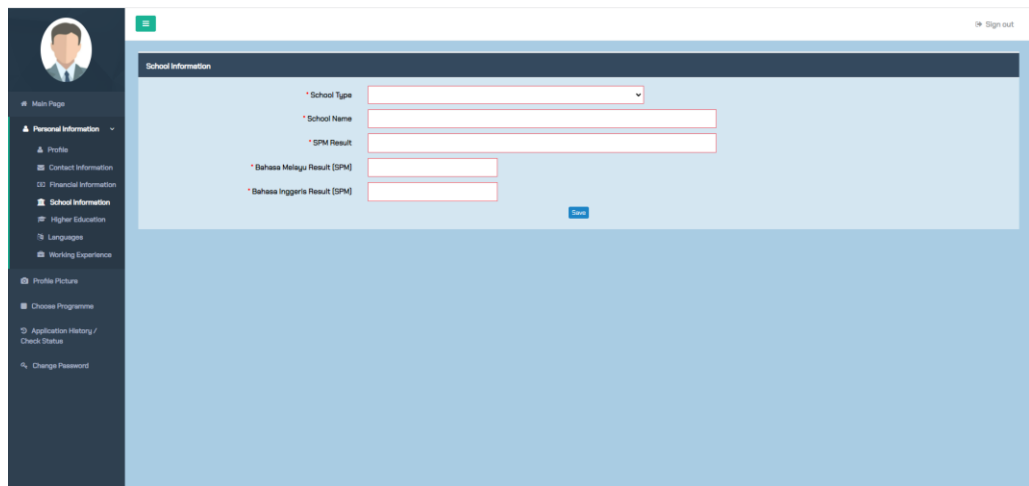


The screenshot shows a user interface for the 'Financial Information' section. On the left is a dark sidebar with a user profile picture and a menu containing: Main Page, Personal Information (expanded), Profile, Contact Information, Financial Information (selected), School Information, Higher Education, Languages, Working Experience, Profile Picture, Choose Programme, Application History / Check Status, and Change Password. The main content area has a dark header 'Financial Information' and a light blue body. It contains three dropdown menus: 'Household Income', 'No. of Dependency', and 'Financial Support'. A blue 'Save' button is positioned below the dropdowns. A 'Sign out' link is in the top right corner.

Diagram 4. 3 : Interface Financial Information

d. School Information

- i. To fill in the information, the user needs to complete in the **school information** section as below by filling in their own information such as **school type, school name, spm result, malay language result and english language result.**
- ii. Then, click the **save button** to send the information. The system settings display is as below.



The screenshot shows a web application interface for updating school information. On the left is a dark sidebar with a user profile picture and a menu with options: Main Page, Personal Information (expanded), Profile, Contact Information, Financial Information, School Information (selected), Languages, Working Experience, Profile Picture, Choose Programme, Application History / Check Status, and Change Password. The main content area is titled 'School Information' and contains five input fields: School Type (a dropdown menu), School Name, SPM Result, Bahasa Melayu Result [SPM], and Bahasa Inggeris Result [SPM]. A blue 'Save' button is located at the bottom right of the form area. A 'Sign out' link is visible in the top right corner of the page.

Diagram 4. 4 : Interface School Information

e. Higher Education

- i. To fill in the information, the user needs to press the add qualification button.
- ii. Then, click the save button to send the information. The system settings display is as below.

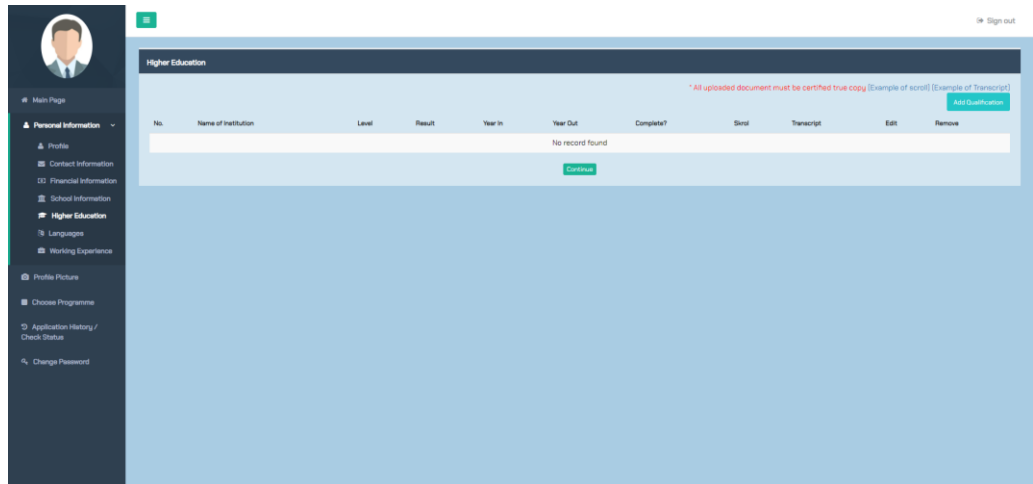


Diagram 4. 5 : Interface Higher Education

f. Language Qualification

- i. To fill in the information, the user needs to press the add language button
- ii. Then, click the save button to send the information. The system settings display is as below.

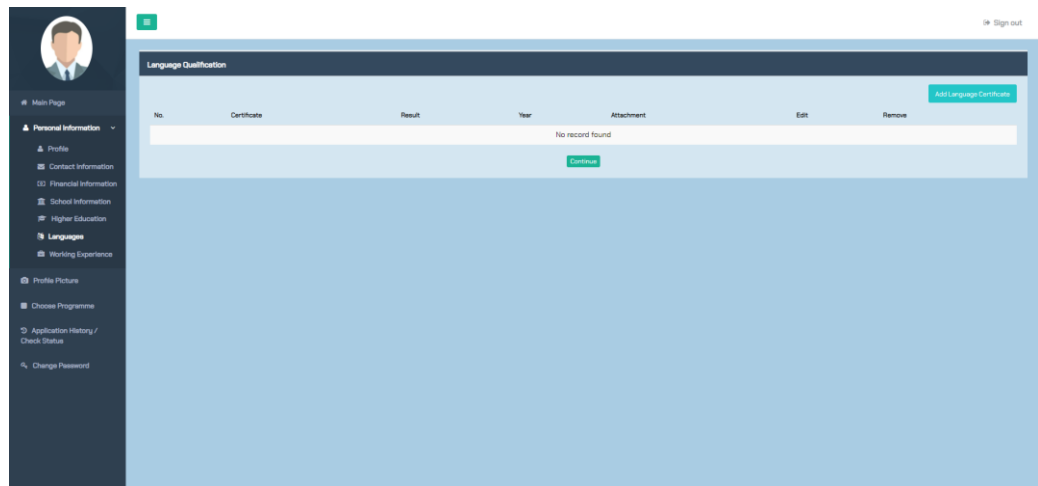


Diagram 4. 6 : Interface Language Qualification

g. Working Experience

- i. To fill in the information, the user needs to press the add working experience button
- ii. Then, click the save button to send the information. The system settings display is as below.



Diagram 4. 7 : Interface Working Experience

5.0 PROFILE PHOTO

The display below is the **profile photo** interface. There are two breakdowns in the command section as well as uploads. Users need to read the **instructions first** to make sure there are no problems after uploading the picture.

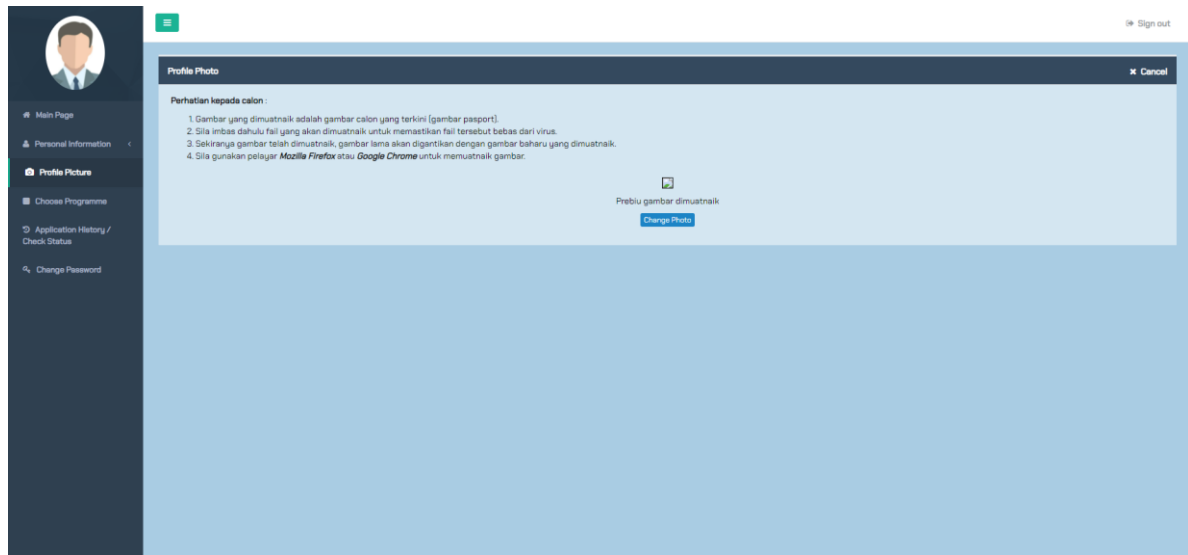


Diagram 5. 1 : Interface Profile Photo

6.0 CHOOSE PROGRAMME

The display below is the **Choose Program** interface. There are **options** that allow the user to select the appropriate program and what is offered

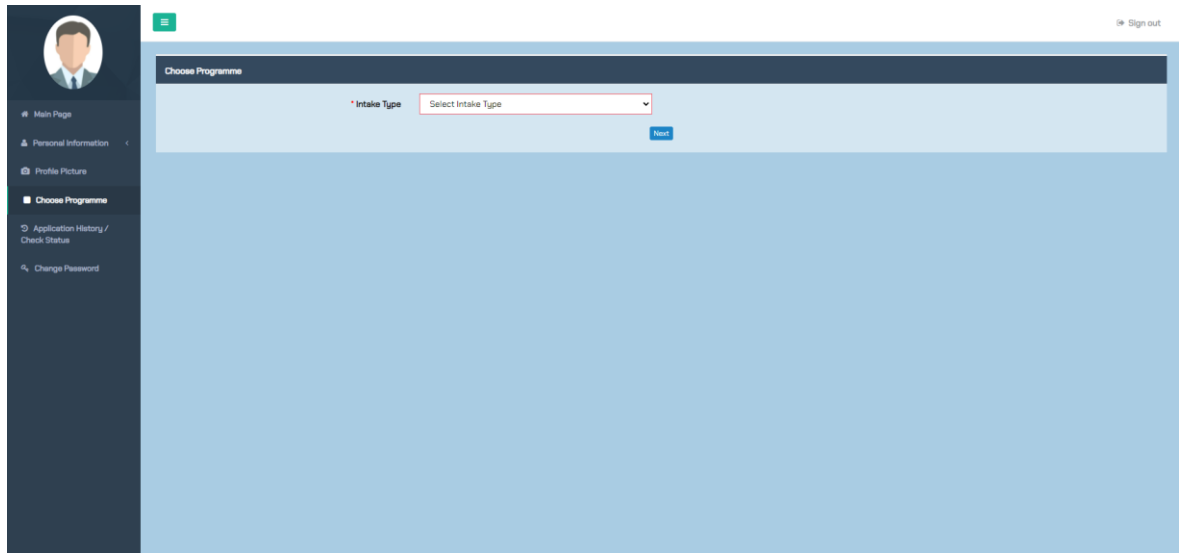


Diagram 6. 1: Interface Choose Programme

7.0 APPLICATION HISTORY / CHECK STATUS

The display below is the **application history interface**. A list will be displayed if the user has made a program application and the status as a confirmation is approved or not approved.



Diagram 7. 1 : Interface Application History

8.0 PASSWORD

The display below is the **password interface**. Need to fill in as below. Please **check the current password on the email if you forgot**.

Sign out

Password

Hint:
The password should consist of 8 to 12 alphanumeric characters long. To make it stronger, use upper and lower case letters, numbers and symbols like [. ? \$ % ^ &].

Current Password

New Password

Verify New Password

Update

Diagram 8. 1: Interface Password