



اونيورسيتي مليسيا فهغ السلطان عبد الله
UNIVERSITI MALAYSIA PAHANG
AL-SULTAN ABDULLAH

PEMAKLUMAN PENTADBIRAN DAN OPERASI PENGURUSAN PELAJAR KALI KE 132 BIL 6/2024

PEMBUKAAN PENAWARAN MODUL KOKURIKULUM BAGI PELAJAR DIPLOMA, IJAZAH SARJANA MUDA DAN DUAL IJAZAH SARJANA MUDA BAGI SEMESTER II 2023/2024

Assalamualaikum dan Salam Sejahtera,

Dengan segala hormatnya saya diarah merujuk perkara di atas.

Merujuk kepada pemakluman ini, pihak Akademi Adab membuka penawaran modul kokurikulum bagi Semester II Sesi Akademik 2023/2024 kepada pelajar Diploma, Ijazah Sarjana Muda dan Dual Ijazah Sarjana Muda.

Tempahan slot modul kokurikulum dibuka bermula pada **19hb Februari hingga 10hb Mac 2024** mengikut tahun kemasukan pelajar. Berikut adalah perincian tempoh pra-pendaftaran modul kokurikulum:

Tarikh mula daftar	Tarikh akhir daftar	Tahun kemasukan mengikut ID pelajar	Tahap pengajian
19 Feb 2024	25 Feb 2024	2020, 2019, 2018, 2017	Ijazah Sarjana Muda / Dual Ijazah Sarjana Muda
26 Feb 2024	3 Mac 2024	2022, 2021	
4 Mac 2024	10 Mac 2024	2023	
19 Feb 2024	25 Feb 2024	2020, 2021	Diploma
26 Feb 2024	3 Mac 2024	2022	
4 Mac 2024	10 Mac 2024	2023	

Pelajar boleh menyemak senarai modul yang ditawarkan dan membuat pra-pendaftaran modul kokurikulum dengan mendaftar masuk di dalam sistem *MyCredential* (<https://mycredential-b.com/CredB/index.php>). Rujuk **Lampiran 1** untuk perincian "booking slot".

Sebarang pertanyaan, sila hubungi staf Akademi Adab talian 09-4315471 / 6791 / 6371 / 6008 atau email adab@umpsa.edu.my.

Sekian untuk makluman dan tindakan pelajar. Terima kasih.

Disediaan oleh:

**Akademi Adab
Jabatan Hal Ehwal Pelajar & Alumni
Tarikh: 19 Februari 2024**



**PEMAKLUMAN PENTADBIRAN DAN OPERASI PENGURUSAN PELAJAR KALI KE
132 BIL 6/2024**

**OPENING OF COCURRICULAR MODULE OFFERINGS FOR DIPLOMA,
BACHELOR'S DEGREE, AND DUAL BACHELOR'S DEGREE STUDENTS FOR
SEMESTER II 2023/2024**

Greetings,

Referring to this notification, the Akademi Adab is opening pre-registration for co-curricular module for Semester II Academic Session 2023/2024. The pre-registration is open for Diploma, Bachelor's Degree, and Dual Bachelor's Degree students.

The pre-registration for co-curricular module slots will be open from **February 19th, until March 10th, 2024** based on the year of admission. Below are the details of the pre-registration period for co-curricular modules:

Start Date for registration	End Date for registration	Year of Admission	Level of Study
Feb 19, 2024	Feb 25, 2024	2020, 2019, 2018, 2017	Bachelor's Degree / Dual Bachelor's Degree
Feb 26, 2024	Mac 3, 2024	2022, 2021	
Mac 4, 2024	Mac 10, 2024	2023	
Feb 19, 2024	Feb 25, 2024	2021, 2020	Diploma
Feb 26, 2024	Mac 3, 2024	2022	
Mac 4, 2024	Mac 10, 2024	2023	

Students can check the list of offered modules and pre-register these modules through MyCredential system (<https://mycredential-b.com/CredB/index.php>).

- Appendix 1 provides guidelines for booking slots.

For any inquiries, please contact the Akademi Adab staff at hotline 09-4315471 / 6791 / 6371 / 6008 or email adab@umpsa.edu.my.


That's all for the information and student action. Thank you.

Prepared by:
Akademi Adab
Jabatan Hal Ehwal Pelajar & Alumni
Date: 19 February 2024



SYSTEM USER MANUAL DOCUMENT
MYCREDENTIAL
(MODULE BOOKING/ ACTIVITIES)

AGENCY NAME	:	UMPSA Advanced
DOCUMENT DATE	:	14 FEBRUARY 2024
DOCUMENT VERSION	:	1.0

	Reference: UMPSAA / UMS	Topic: User Manual System	Docum ent Version : 1.0
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1. Module and Guideline

1.1. Introduction

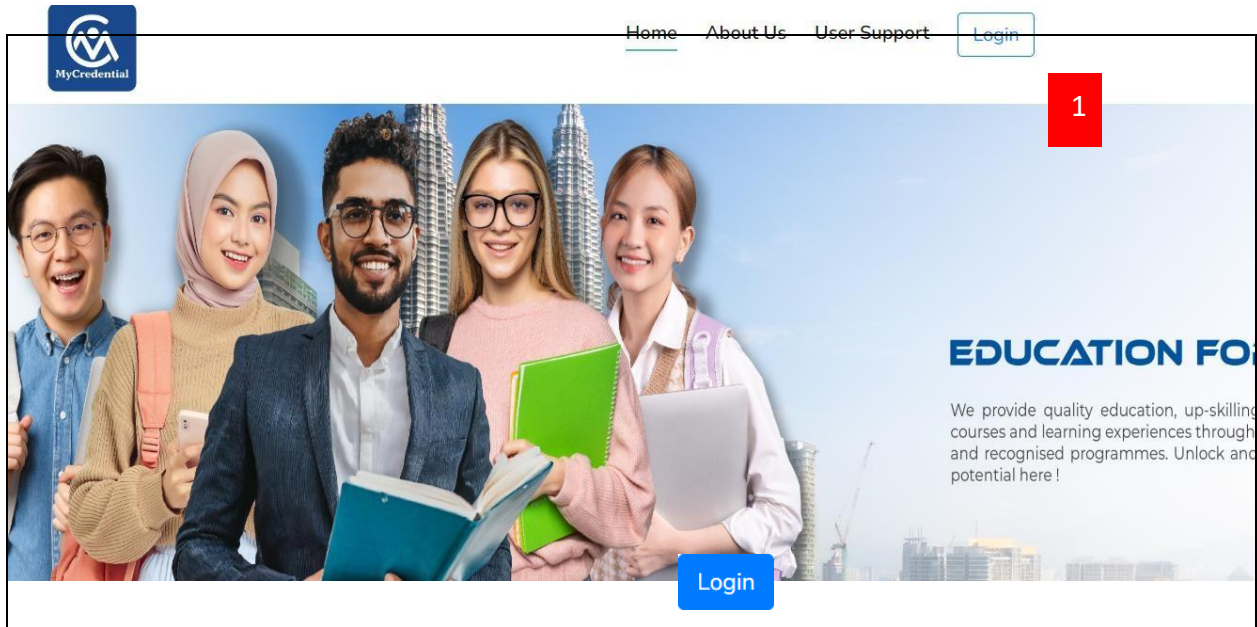
The User Manual for Module Booking/Activities serves as a guide for users when applying for a module or activities in the system. The procedures outlined in this brief description are intended to assist and guide users through the application process. This manual provides step-by-step instructions to ensure a smooth and efficient application experience. Should users encounter any challenges, additional support resources, and contact information are also included in the manual.

1.2. User Guideline For Module Booking/


ActivitiesFirst: Log In


The user must log in to the MyCredential system first ([MyCredential](#)) before starting the process. If the user encounters a forgot password problem, they can refer to this [user manual](#).

Pengguna perlu log masuk ke dalam sistem MyCredential ([MyCredential](#)) terlebih dahulu sebelum memulakan proses. Jika pengguna menghadapi masalah lupa kata laluan, mereka boleh merujuk kepada [manual pengguna](#) ini.



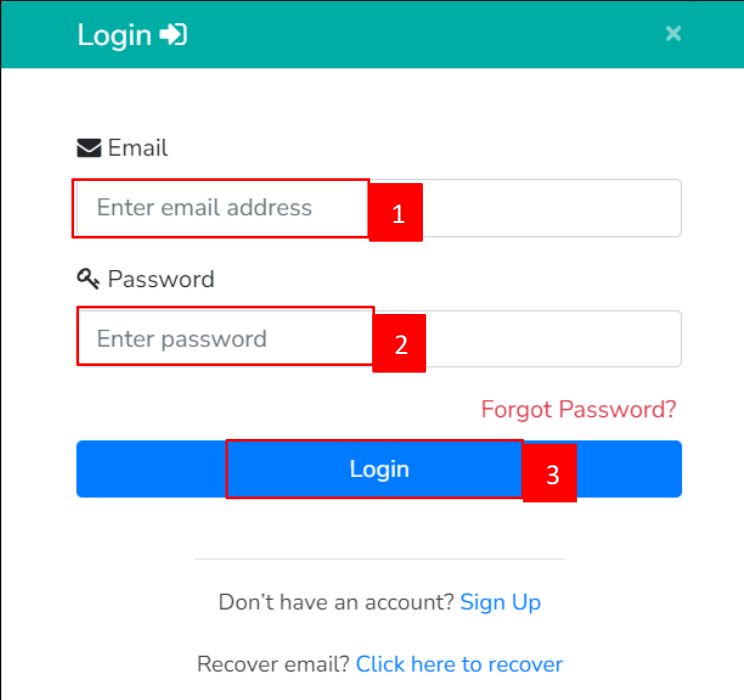
No.	Field Name/Button	Mandatory(M)	Action	Notes
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		Reference: UMPSAA / UMS	Topic: User Manual System	Document Version: 1.0
1.	Sign In Log Masuk		Click Klik	The login interfacescreen is displayed Paparan skrin antara mukalog masuk dipaparkan.

	Reference: UMPSAA / UMS	Topic: User Manual System	Document Version: 1.0
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The user needs to insert all the requirements before logging into the system.

Pengguna perlu memasukkan semua keperluan sebelum log masuk ke dalam sistem.



The screenshot shows a login window titled "Login" with a close button. It contains two input fields: "Email" with a placeholder "Enter email address" and "Password" with a placeholder "Enter password". A "Forgot Password?" link is located below the password field. A blue "Login" button is positioned below the fields. At the bottom, there are links for "Don't have an account? Sign Up" and "Recover email? Click here to recover". Three red boxes with numbers 1, 2, and 3 highlight the email input field, the password input field, and the login button, respectively.

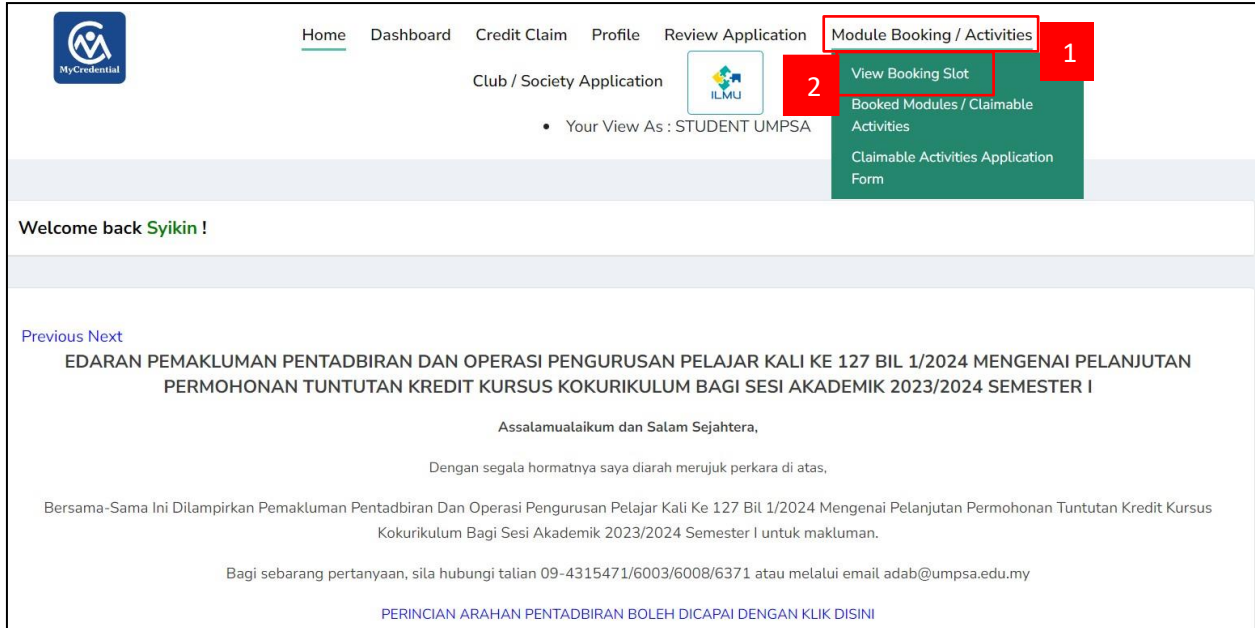
No.	Field Name/Button	Mandatory(M)	Action	Notes
1.	Email Address Alamat Emel	M	In the Email Address field,enter the email address. Dalam medan emel, masukkan Alamat emel.	
2.	Password Kata Laluan	M	In the password field,enter the data. Dalam medan kata laluan,masukkan data.	
3.	Log In Log Masuk		Click Klik	If the password matches the username, the user will successfully

	Reference: UMPSAA / UMS	Topic: User Manual System	Document Version: 1.0
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Second: Module Booking

After the user successfully logs in to the system, the interface will show as below. Users need to go to the **Module Booking/Activities** menu.

Selepas pengguna berjaya log masuk ke dalam sistem, antara muka akan dipaparkan seperti di bawah. Pengguna perlu pergi ke menu **Module Booking/Activities**.




The screenshot shows the user interface of the UMPSA system. At the top, there is a navigation bar with the following items: Home, Dashboard, Credit Claim, Profile, Review Application, and **Module Booking / Activities** (highlighted with a red box and the number 1). Below the navigation bar, there is a section for 'Club / Society Application' with a sub-menu 'Your View As : STUDENT UMPSA'. The sub-menu 'View Booking Slot' (highlighted with a red box and the number 2) is expanded, showing options: 'View Booking Slot', 'Booked Modules / Claimable Activities', and 'Claimable Activities Application Form'. Below the navigation bar, there is a welcome message: 'Welcome back Syikin !'. The main content area displays a notice titled 'EDARAN PEMAKLUMAN PENTADBIRAN DAN OPERASI PENGURUSAN PELAJAR KALI KE 127 BIL 1/2024 MENGENAI PELANJUTAN PERMOHONAN TUNTUTAN KREDIT KURSUS KOKURIKULUM BAGI SESI AKADEMIK 2023/2024 SEMESTER I'. The notice includes a greeting, a reference to the attached information, and contact details for further inquiries.


No.	Field Name/Button	Mandatory(M)	Action	Notes
1.	Menu		Click Module Booking/Activities Menu Klik Menu Module Booking/Activities	
2.	Submenu Submenu		Click View BookingSlot Klik View Booking Slot	

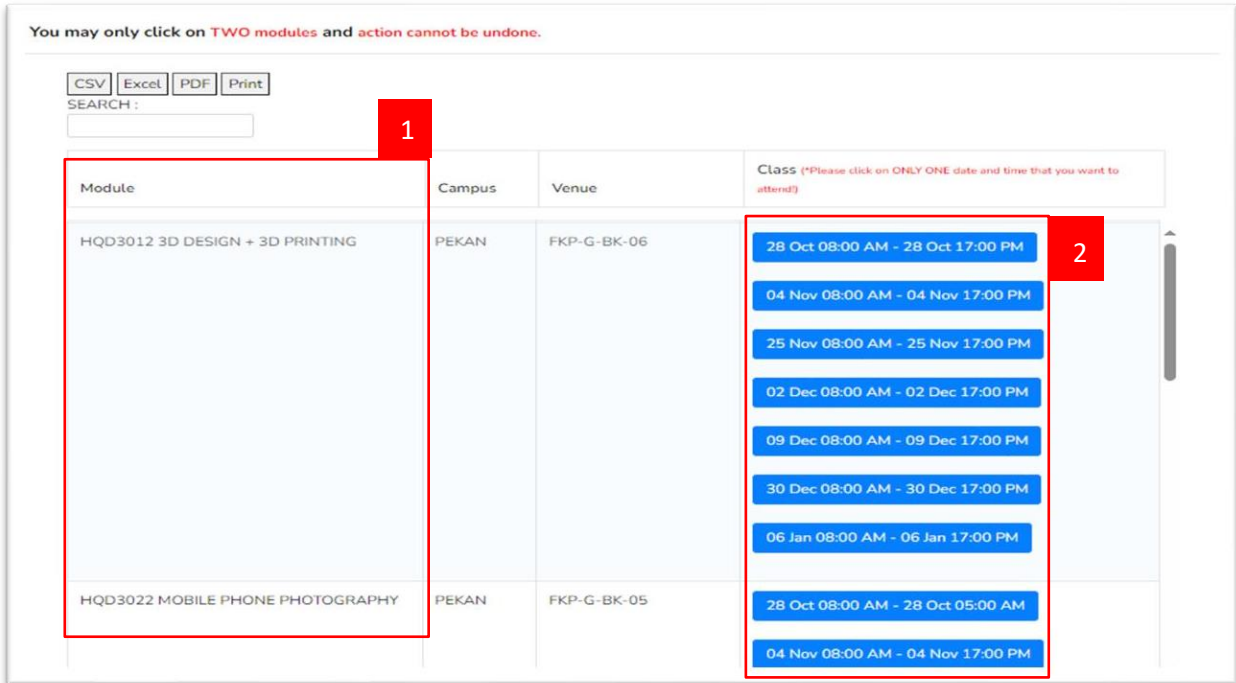
Subsequently, the system will display the **View Booking Slot** page as shown below. Users can choose the module they are interested in from the options provided. Each user is limited to selecting two different modules. Users must ensure that they select dates for both modules that do not overlap or occur at the same date and time.

Selepas itu, sistem akan memaparkan halaman **View Booking Slot** seperti yang

	Reference: UMPSAA / UMS	Topic: User Manual System	Document Version: 1.0
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ditunjukkan di bawah. Pengguna kemudian boleh memilih modul yang diminati daripada pilihan yang disediakan. Setiap pengguna hanya boleh untuk memilih dua modul yang berbeza. Pengguna perlu memastikan bahawa mereka memilih tarikh untuk kedua-dua modul yang tidak bertindih atau berlaku pada tarikh dan masa yang sama.

	Reference: UMPSAA / UMS	Topic: User Manual System	Document Version: 1.0
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No.	Field Name/Button	Mandatory(M)	Action	Notes
1.	Module Modul		Choose the preferred module from the provided list Pilih modul pilihan dari senarai yang diberikan	Only two modules Dua modul sahaja
2.	Class Kelas		Choose the date and time Pilih tarikh dan tempat	

If the user has exceeded the date application club/society the screen will display as shown below. The user needs to contact Akademi ADAB if they have inquiries.


Jika pengguna telah melepasi tempoh permohonan kelab atau persatuan, paparan skrin akan memaparkan skrin seperti di bawah. Pengguna boleh menghubungi Akademi ADAB jika mereka mempunyai persoalan.

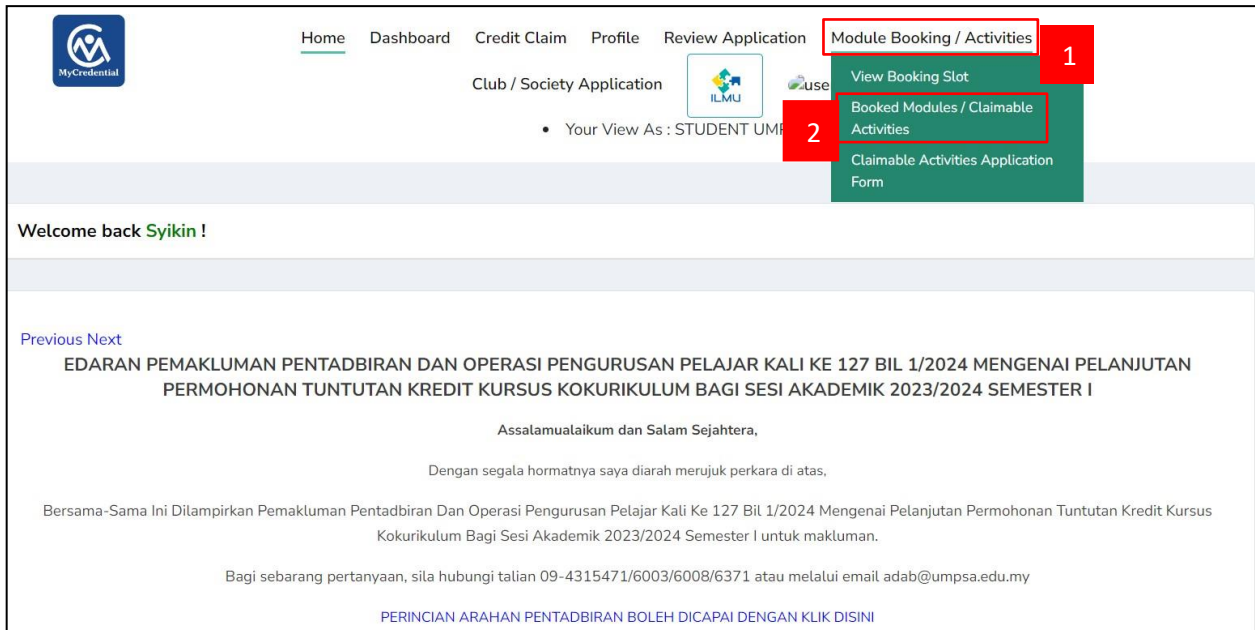
Third: Booked Modules / Claimable Activities

To check successful booking modules, users need to go to the **Module Booking/Activities** menu.

	Reference: UMPSAA / UMS	Topic: User Manual System	Document Version: 1.0
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Untuk melihat modul yang berjaya ditempah, pengguna perlu pergi ke menu **Module Booking/Activities**.


	Reference: UMPSAA / UMS	Topic: User Manual System	Document Version: 1.0
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The screenshot shows the user interface of the UMSA system. At the top, there is a navigation bar with the following items: Home, Dashboard, Credit Claim, Profile, Review Application, and **Module Booking / Activities** (highlighted with a red box and a red '1'). Below the navigation bar, there is a sub-menu for 'Module Booking / Activities' with the following options: View Booking Slot, **Booked Modules / Claimable Activities** (highlighted with a red box and a red '2'), and Claimable Activities Application Form. The main content area displays a welcome message: 'Welcome back Syikin !'. Below this, there is a section titled 'Previous Next' with a link to 'EDARAN PEMAKLUMAN PENTADBIRAN DAN OPERASI PENGURUSAN PELAJAR KALI KE 127 BIL 1/2024 MENGENAI PELANJUTAN PERMOHONAN TUNTUTAN KREDIT KURSUS KOKURIKULUM BAGI SESI AKADEMIK 2023/2024 SEMESTER I'. The text continues with a greeting and information about the meeting, including contact details and a link to the full announcement.

No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Menu		Click Module Booking/Activities Menu Klik Menu Module Booking/Activities	
2.	Submenu Submenu		Click Booked Modules/Claimable Activities Klik Booked Modules/Claimable Activities	

The user can start learning in the ILMU if the chosen module is successfully booked.
Pengguna boleh mula belajar di ILMU jika modul yang dipilih berjaya ditempah.

	Reference: UMPSAA / UMS	Topic: User Manual System	Document Version: 1.0
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Home
Dashboard
Credit Claim
Profile
Review Application
Module Booking / Activities


Club / Society Application



1

per syikin

- Your View As : STUDENT UMPSA

No.	Field Name/Button	Mandatory(M)	Action	Notes
1.	Menu		Click  Klik	