



**PEMAKLUMAN PENTADBIRAN DAN OPERASI PENGURUSAN PELAJAR
KALI KE 142 BIL 16/2024**

**PEMBUKAAN PENAWARAN MODUL KOKURIKULUM BAGI PELAJAR
DIPLOMA, IJAZAH SARJANA MUDA DAN DUAL IJAZAH SARJANA MUDA
BAGI SEMESTER I 2024/2025**

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 I Sesi Akademik 2024/2025 kepada pelajar Diploma, Ijazah Sarjana Muda dan Dual Ijazah Sarjana Muda.

Tempahan slot modul kokurikulum dibuka bermula pada **20hb Jun hingga 12hb Julai 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
20 Jun 2024	21 Jun 2024	Tahun Akhir, Tahun 4 (2020 kebawah) & Tahun 1 (2023)	Ijazah Sarjana Muda / Dual Ijazah Sarjana Muda
21 Jun 2024	22 Jun 2024	Tahun 3 (2021)	
22 Jun 2024	23 Jun 2024	Tahun 2 (2022)	
23 Jun 2024	12 Julai 2024	Semua peringkat	
20 Jun 2024	21 Jun 2024	Tahun akhir dan keatas	Diploma
21 Jun 2024	22 Jun 2024	Tahun 2 (2022)	
22 Jun 2024	23 Jun 2024	Tahun 1 (2023)	
23 Jun 2024	12 Julai 2024	Semua peringkat	

Pelajar boleh menyemak senarai modul yang ditawarkan dan membuat pra-pendaftaran modul kokurikulum dengan mendaftar masuk melalui *Open Course Registration* dan klik Menu "**Cocurriculum Module Registration**" atau terus ke sistem *MyCredential* (<https://mycredential-b.com/CredB/index.php>).

- Lampiran 1 menunjukkan panduan bagi "booking slot".

Sebarang pertanyaan, sila hubungi talian am pejabat Akademi Adab 09-4315079 atau email adab@umpsa.edu.my. Sekian untuk makluman dan tindakan pelajar. Terima kasih.

Dikeluarkan:

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



**ADMINISTRATION AND MANAGEMENT STUDENT MANAGEMENT OPERATION ANNOUNCEMENT
142nd TIME, BIL NO. 16/2024**

**OPENING OF COCURRICULAR MODULE OFFERINGS FOR DIPLOMA, BACHELOR'S DEGREE,
AND DUAL BACHELOR'S DEGREE STUDENTS FOR SEMESTER I 2024/2025**

Greetings,

Referring to this notification, the Akademi Adab is opening pre-registration for co-curricular module for Semester I Academic Session 2024/2025. 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 **June 20th, until July 12th, 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 Student Admission	Level of Study
Jun 20, 2024	June 21, 2024	Fourth-year & below (2020) & First-year (2023)	Bachelor's Degree / Dual Bachelor's Degree
Jun 21, 2024	June 22, 2024	Third year (2021)	
Jun 22, 2024	June 23, 2024	Second year (2022)	
Jun 23, 2024	July 12, 2024	All level	
Jun 20, 2024	June 21, 2024	2021, 2020	Diploma
Jun 21, 2024	June 22, 2024	2022	
Jun 22, 2024	June 23, 2024	2023	
Jun 23, 2024	July 12, 2024	All level	

Students can check the list of offered modules and pre-register these modules through *Open Course Registration* (OR) by clicking "**Cocurriculum Module Registration**" Menu or direct to MyCredential system (<https://mycredential-b.com/CredB/index.php>).

- Appendix 1 provides guidelines for booking slots.

For any inquiries, please contact general line Akademi Adab 09-4315079 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 June 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	Document Version: 1.0
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i. Content

i. Content 4

1. Module and Guideline 5

 1.1. Introduction 5

 1.2. User Guideline For Module Booking/ Activities 5

 First: Log In 6

 Second: Module Booking 8

 Third: Booked Modules / Claimable Activities 9

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/ Activities

Open Course Registration

Open Registration — Mozilla Firefox
 https://or.ump.edu.my/or/main.jsp

SITI KH

Home / Home

Home

Course Catalog

Course Registration Semester 1 2425

Course Registration Semester 2 2425

Cocurriculum Modul Registration

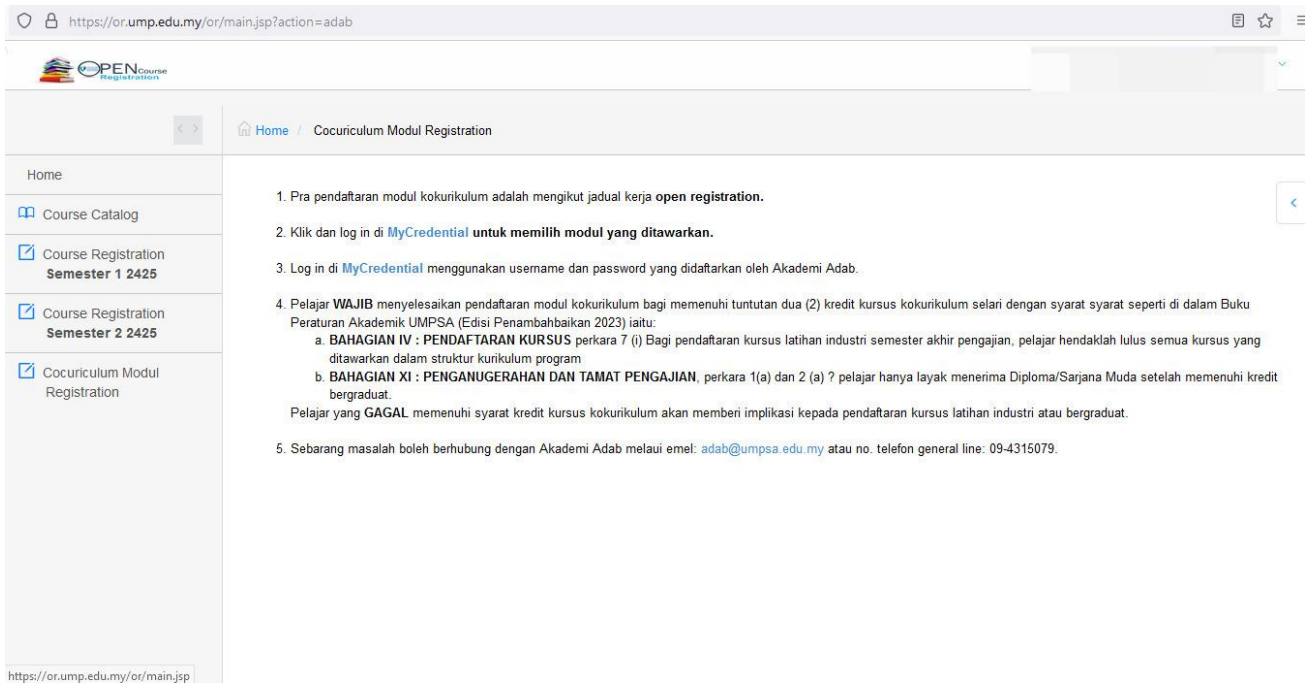
OPEN Course Registration

Universiti Malaysia PAHANG

Open Registration System is a system that allows students to register their academic courses (some of us call them 'subjects') based on their own Study Plan all courses are offered every semester. OR System is different from the 'Program-based Registration System' in which the student study plans are pre-determined Program Course Structure. The current program-based system is a fixed menu system while the OR system is a flexible menu system.

ATTENTION!

1. You are not allowed to open multiple tabs at one time. System will automatically logout.
2. Please do not misused / abused this system for your own sake.
3. Any unethical behavior are recorded and disciplinary action will be taken against you.
4. Any enquiries regarding Course Offered, please contact your Faculty Administration Office.



MyCredential

First: 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](#).

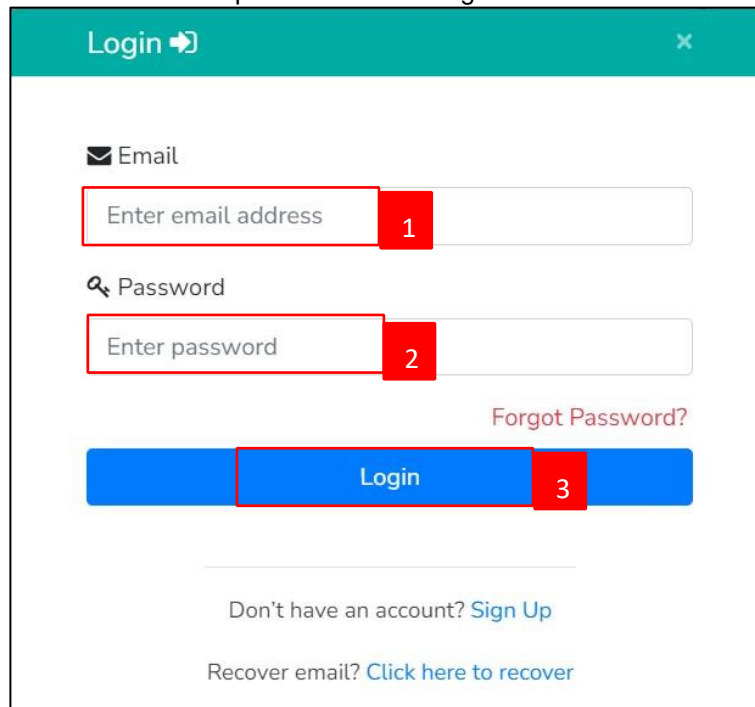
Pengguna perlu log masuk ke dalam sistem MyCredential ([MyCredential](#)) terlebih dahulu sebelum memulakan proses. Jika pengguna menghadapi masalah lupa kata laluan, mereka boleh merujuk kepada [manual pengguna](#) ini.



No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Sign In Log Masuk		Click Klik 	The login interface screen is displayed Paparannya skrin antara muka log masuk dipaparkan.

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 form titled "Login" with a close button (X). It contains the following elements:

- An "Email" field with a red box around it and a red "1" next to it, containing the placeholder text "Enter email address".
- A "Password" field with a red box around it and a red "2" next to it, containing the placeholder text "Enter password".
- A "Forgot Password?" link in red text.
- A blue "Login" button with a red box around it and a red "3" next to it.
- A "Sign Up" link in blue text with the text "Don't have an account?".
- A "Click here to recover" link in blue text with the text "Recover email?".

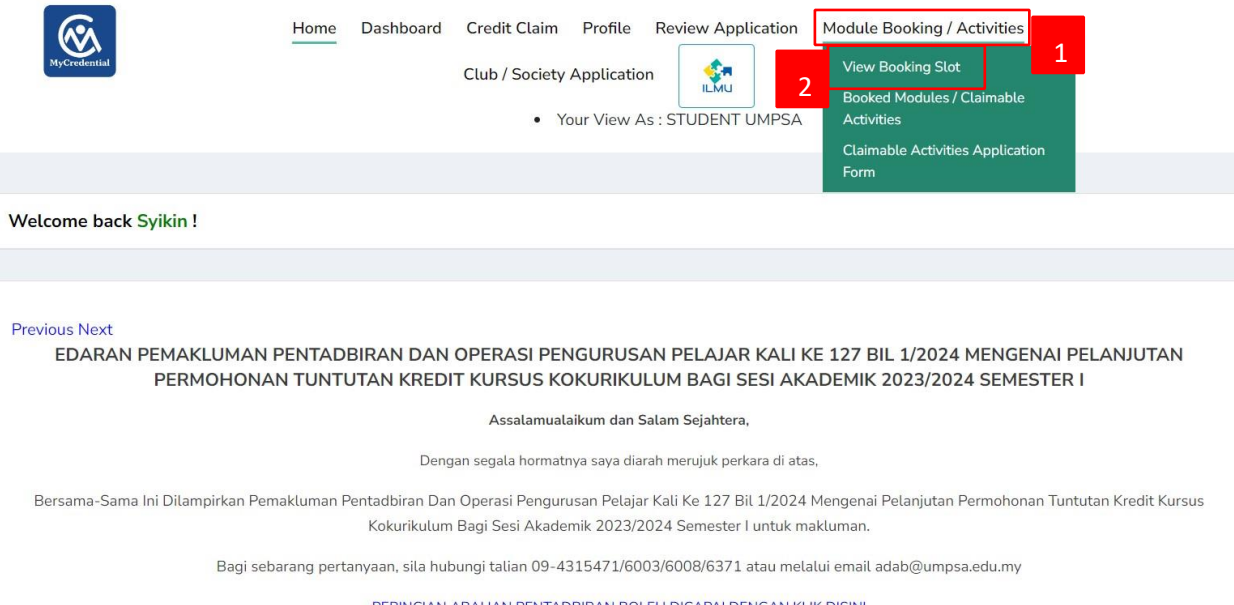
No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Email Address Alamat Emel	M	In the Email Address field, enter the email address. Dalam medan emel, masukkan Alamat emel.	
2.	Password Kata Laluan	M	In the password field, enter the data. Dalam medan kata laluan, masukkan data.	

3.	Log In Log Masuk		Click Klik 	If the password matches the username, the user will successfully log in to the system. Jika kata laluan sepadan dengan nama pengguna, pengguna akan berjaya log masuk ke dalam sistem.
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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 MyCredentia dashboard. The navigation menu includes: Home, Dashboard, Credit Claim, Profile, Review Application, **Module Booking / Activities** (labeled 1), and Club / Society Application. The 'Module Booking / Activities' dropdown menu is open, showing: **View Booking Slot** (labeled 2), Booked Modules / Claimable Activities, and Claimable Activities Application Form. The user is logged in as 'STUDENT UMPSA'.

Welcome back Syikin !

Previous Next

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

Assalamualaikum dan Salam Sejahtera,

Dengan segala hormatnya saya diarah merujuk perkara di atas,

Bersama-Sama Ini Dilampirkan 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 untuk makluman.

Bagi sebarang pertanyaan, sila hubungi talian 09-4315471/6003/6008/6371 atau melalui email adab@umpsa.edu.my

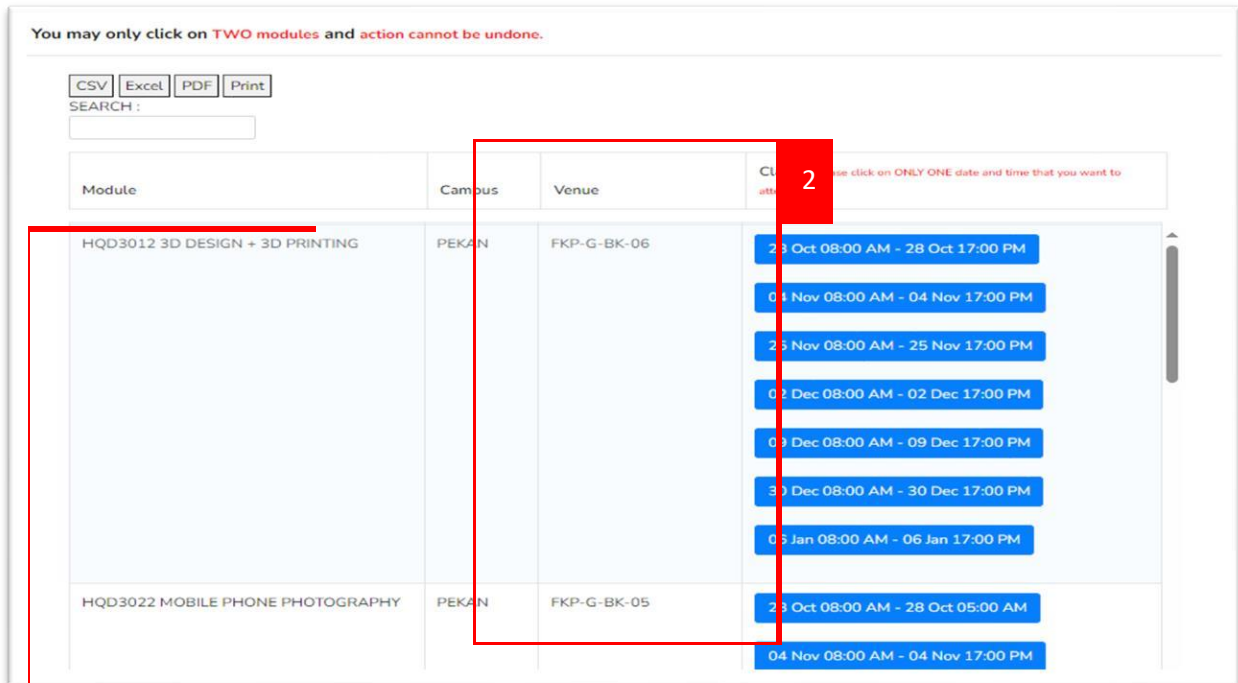
PERINCIAN ARAHAN PENTADBIRAN BOLEH DICAPAI DENGAN KLIK DISINI

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



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.

Untuk melihat modul yang berjaya ditempah, pengguna perlu pergi ke menu **Module Booking/Activities**.

Home Dashboard Credit Claim Profile Review Application **Module Booking / Activities** 1

Club / Society Application ILMU Use 2

- Your View As : STUDENT UMP
- View Booking Slot
- Booked Modules / Claimable Activities**
- Claimable Activities Application Form

Welcome back Syikin !

Previous Next

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

Assalamualaikum dan Salam Sejahtera,

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PERINCIAN ARAHAN PENTADBIRAN BOLEH DICAPAI DENGAN KLIK DISINI

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

Home Dashboard Credit Claim Profile Review Application Module Booking / Activities

Club / Society Application ILMU 1 ser syikin

- Your View As : STUDENT UMPSA

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