



**PEMAKLUMAN PENTADBIRAN DAN OPERASI PENGURUSAN PELAJAR
KALI KE-149 BIL. 23/2024**

**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 **6hb Oktober hingga 18hb Oktober 2024** mengikut tahun kemasukan pelajar. Berikut adalah perincian tempoh pendaftaran modul kokurikulum:

Tarikh mula daftar	Tarikh akhir daftar	Tahun kemasukan Mengikut ID pelajar	Tahap pengajian
6 Oktober 2024	18 Oktober 2024	Tahun Akhir, Tahun 4 (2021 kebawah) & Tahun 3 (2022)	Ijazah Sarjana Muda / Dual Ijazah Sarjana Muda
10 Oktober 2024	18 Oktober 2024	Tahun 2 (2023)	
14 Oktober 2024	18 Oktober 2024	Tahun 1 (2024)	
6 Oktober 2024	18 Oktober 2024	Tahun akhir dan keatas, Tahun 2 (2023)	Diploma
10 Oktober 2024	18 Oktober 2024	Tahun 1 (2024)	

Pelajar boleh menyemak senarai modul yang ditawarkan dan membuat 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: 4 Oktober 2024**



**ADMINISTRATION AND MANAGEMENT STUDENT MANAGEMENT OPERATION ANNOUNCEMENT
149TH TIME, NO. 23/2024**

**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 registration for co-curricular module for Semester I Academic Session 2024/2025. The registration is open for Diploma, Bachelor's Degree, and Dual Bachelor's Degree students.

The registration for co-curricular module slots will be open from **October 6th, until October 18th, 2024** based on the year of admission. Below are the details of the registration period for co-curricular modules:

Start Date for registration	End Date for registration	Year of Student Admission	Level of Study
Oct 6, 2024	Oct 18, 2024	Fourth-year & above (2021) & Third-year (2022)	Bachelor's Degree / Dual Bachelor's Degree
Oct 10, 2024	Oct 18, 2024	Second year (2023)	
Oct 14, 2024	Oct 18, 2024	First year (2024)	
Oct 6, 2024	Oct 18, 2024	Final year & above, Second year (2023)	Diploma
Oct 10, 2024	Oct 18, 2024	First year (2024)	

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: 4th October 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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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.

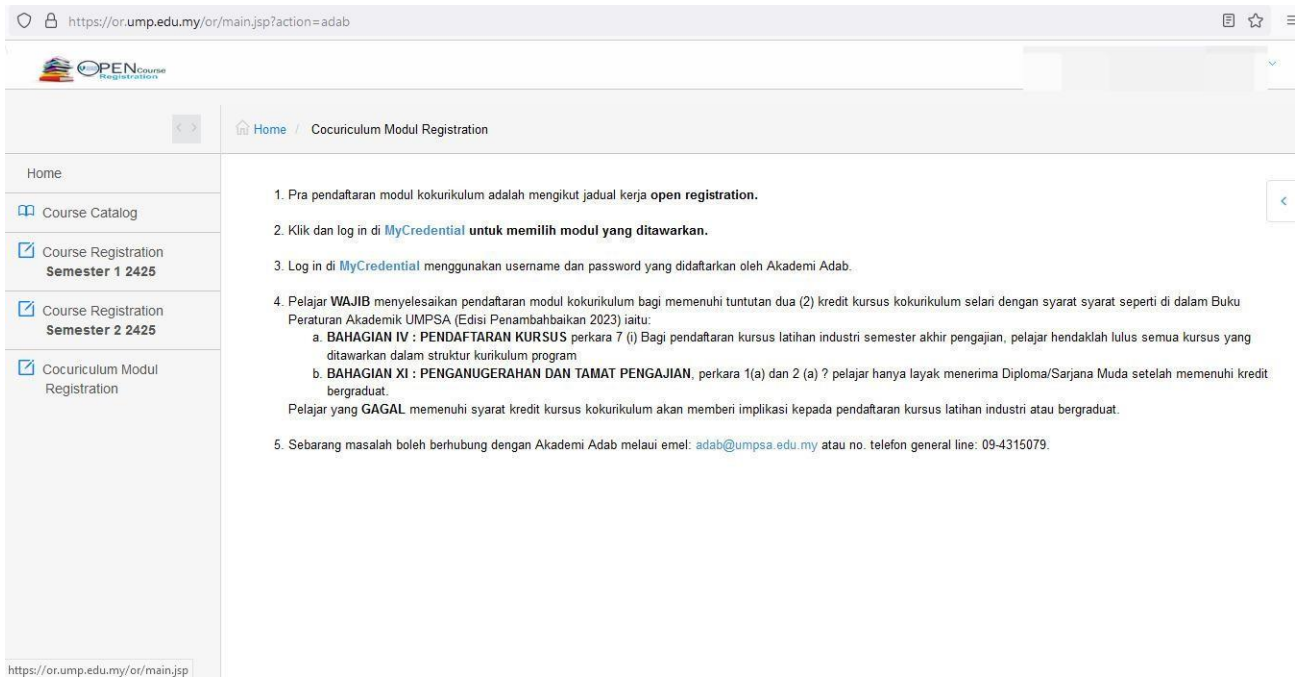
1.2. User Guideline For Module Booking/ Activities

Open Course Registration

Open Registration 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](#).

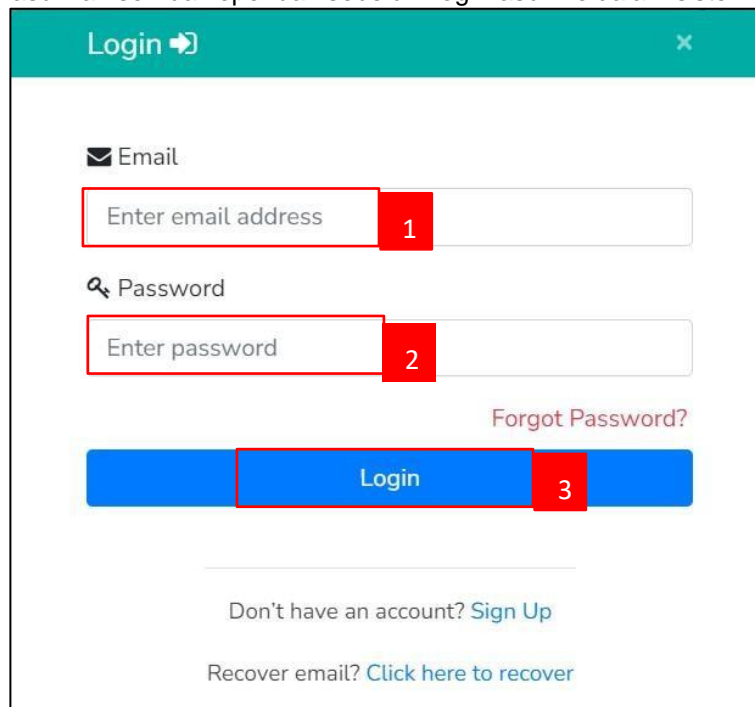
Pengguna perlu log masuk ke dalam sistem MyCredential ([MyCredential](#)) terlebih dahulu sebelum memulakan proses. Jika pengguna menghadapi masalah lupa kata laluan, mereka boleh merujuk kepada [manual pengguna](#) ini.



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 window titled "Login" with a close button. It contains two input fields: "Email" with the placeholder "Enter email address" and "Password" with the placeholder "Enter password". A "Forgot Password?" link is located below the password field. A blue "Login" button is positioned below the input fields. Red boxes with numbers 1, 2, and 3 highlight the email field, password field, and the Login button, respectively.

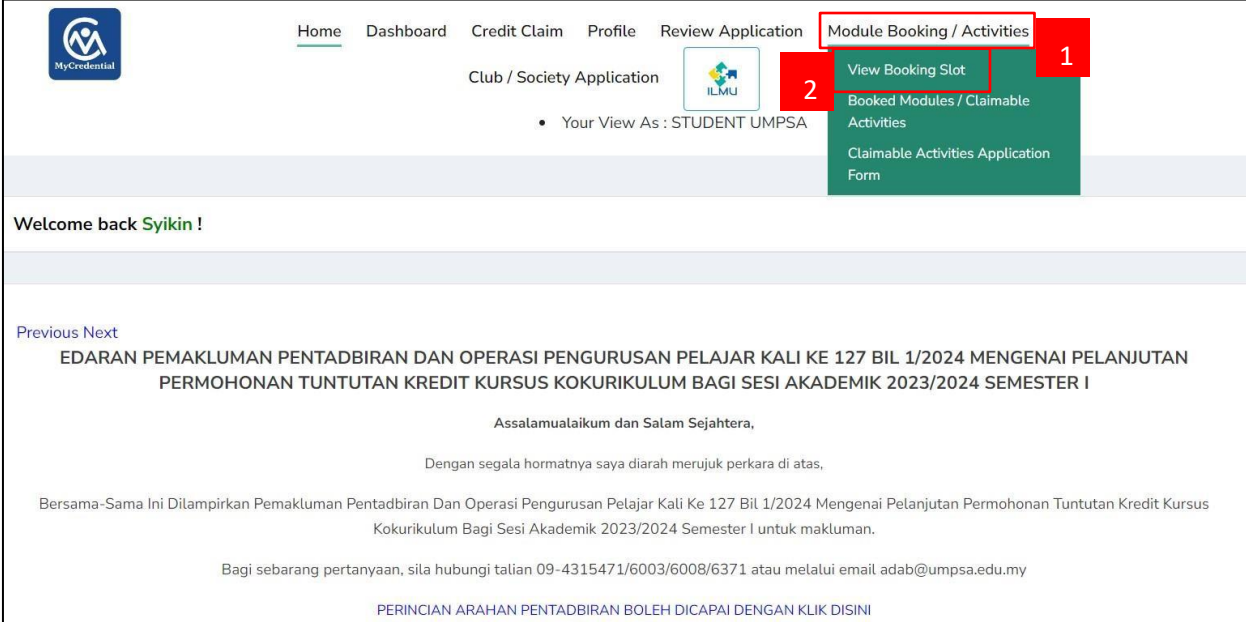
No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Email Address Alamat Emel	M	In the Email Address field, enter the email address. Dalam medan emel, masukkan Alamat emel.	
2.	Password Kata Laluan	M	In the password field, enter the data. Dalam medan kata laluan, masukkan data.	

3.	Log In Log Masuk		Click Klik 	If the password matches the username, the user will successfully 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**.



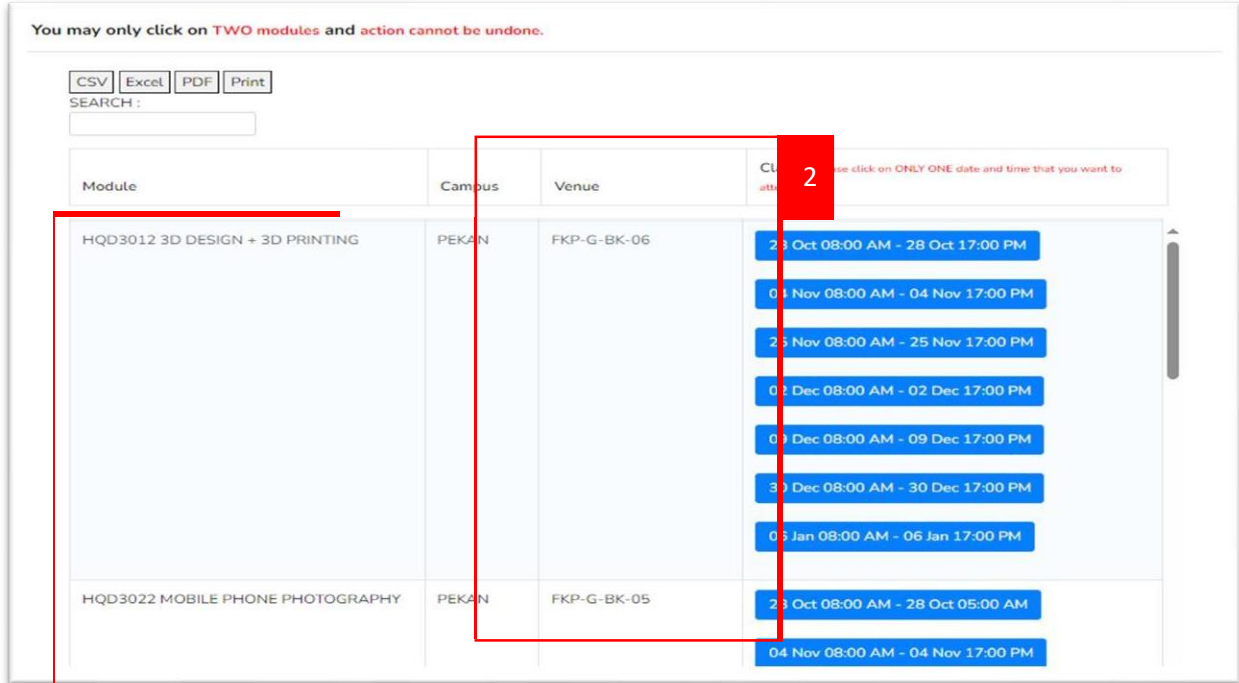
The screenshot shows the user interface after login. The navigation menu at the top includes: Home, Dashboard, Credit Claim, Profile, Review Application, **Module Booking / Activities** (highlighted with a red box and number 1), and Club / Society Application. A dropdown menu for 'Module Booking / Activities' is open, showing options: **View Booking Slot** (highlighted with a red box and number 2), Booked Modules / Claimable Activities, and Claimable Activities Application Form. Below the menu, the user is welcomed as 'Syikin!' and a notice is displayed regarding the continuation of credit course requirements for the 2023/2024 semester I.

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**.

Welcome back Syikin !

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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 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 UMP

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