



**PEMAKLUMAN PENTADBIRAN DAN OPERASI PENGURUSAN PELAJAR
KALI KE 153 BIL.1/2025**

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

Assalamualaikum w.b.t. 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 2024/2025 kepada pelajar Diploma, Ijazah Sarjana Muda dan Dual Ijazah Sarjana Muda.

Tempahan slot modul kokurikulum dibuka bermula pada **6 Januari hingga 31 Januari 2025** 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
6 Januari 2025	7 Januari 2025	Tahun Akhir & Tahun 4 (2021 ke atas)	Ijazah Sarjana Muda / Dual Ijazah Sarjana Muda
7 Januari 2025	8 Januari 2025	Tahun 3 (2022)	
8 Januari 2025	9 Januari 2025	Tahun 2 (2023)	
9 Januari 2025	10 Januari 2025	Tahun 1 (2024)	
13 Januari 2025	31 Januari 2025	Semua peringkat	
6 Januari 2025	7 Januari 2025	Tahun akhir (2022 keatas)	Diploma
8 Januari 2025	9 Januari 2025	Tahun 2 (2023)	
9 Januari 2025	10 Januari 2025	Tahun 1 (2024)	
13 Januari 2025	31 Januari 2025	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.

**“MALAYSIA MADANI”
“BERKHIDMAT UNTUK NEGARA”**

Akademi Adab
Jabatan Hal Ehwal Pelajar & Alumni

Tarikh: 3 Januari 2025



**ADMINISTRATION AND MANAGEMENT STUDENT MANAGEMENT OPERATION ANNOUNCEMENT
153rd TIME, NO. 1/2025**

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

Greetings,

Referring to this notification, the Akademi Adab is opening pre-registration for co-curricular module for Semester II 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 **January 6th, until 31st, 2025** 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
6 January 2025	7 January 2025	Fourth year (2021 above)	Bachelor's Degree / Dual Bachelor's Degree
7 January 2025	8 January 2025	Third year (2022)	
8 January 2025	9 January 2025	Second year (2023)	
9 January 2025	10 January 2025	First year (2024)	
13 January 2025	31 January 2025	All level	
6 January 2025	7 January 2025	Final year (2022 above)	Diploma
8 January 2025	9 January 2025	Second year (2023)	
9 January 2025	10 January 2025	First year (2024)	
13 January 2025	31 January 2025	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.

**"MALAYSIA MADANI"
"BERKHIDMAT UNTUK NEGARA"**

Akademi Adab
Jabatan Hal Ehwal Pelajar & Alumni


Date: 3 January 2025



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 10

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 misuse / 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.

Home / Cocurriculum Modul Registration

1. Pra pendaftaran modul kokurikulum adalah mengikut jadual kerja **open registration**.

2. Klik dan log in di **MyCredential** untuk memilih modul yang ditawarkan.

3. Log in di **MyCredential** menggunakan username dan password yang didaftarkan oleh Akademi Adab.

4. Pelajar **WAJIB** menyelesaikan pendaftaran modul kokurikulum bagi memenuhi tuntutan dua (2) kredit kursus kokurikulum selari dengan syarat syarat seperti di dalam Buku Peraturan Akademik UMPSA (Edisi Penambahbaikan 2023) iaitu:

- a. **BAHAGIAN IV : PENDAFTARAN KURSUS** perkara 7 (i) Bagi pendaftaran kursus latihan industri semester akhir pengajian, pelajar hendaklah lulus semua kursus yang ditawarkan dalam struktur kurikulum program
- b. **BAHAGIAN XI : PENGANUGERAHAN DAN TAMAT PENGAJIAN**, perkara 1(a) dan 2 (a) ? pelajar hanya layak menerima Diploma/Sarjana Muda setelah memenuhi kredit bergraduat.

Pelajar yang **GAGAL** memenuhi syarat kredit kursus kokurikulum akan memberi implikasi kepada pendaftaran kursus latihan industri atau bergraduat.

5. Sebarang masalah boleh berhubung dengan Akademi Adab melalui emel: adab@umpsa.edu.my atau no. telefon general line: 09-4316079.

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.

Home About Us User Support **Login**

1

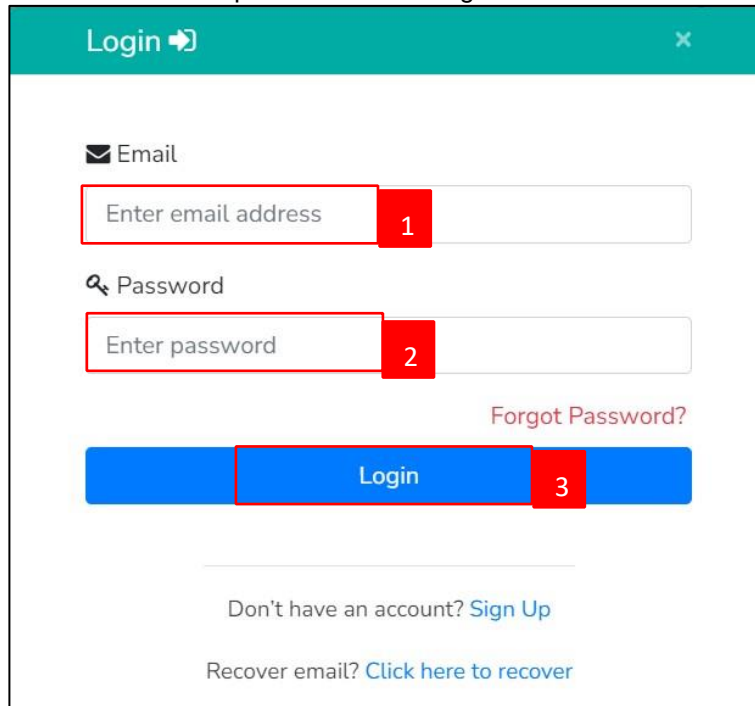
EDUCATION FOR

We provide quality education, up-skilling courses and learning experiences through v and recognised programmes. Unlock and potential here!

No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Sign In Log Masuk		Click Klik 	The login interface screen is displayed Paparan 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. It contains two input fields: "Email" with a placeholder "Enter email address" and "Password" with a placeholder "Enter password". A "Login" button is located below the fields. A "Forgot Password?" link is positioned to the right of the password field. At the bottom, there are links for "Don't have an account? Sign Up" and "Recover email? Click here to recover". Red boxes and numbers 1, 2, and 3 highlight the email field, password field, and the login button, respectively.

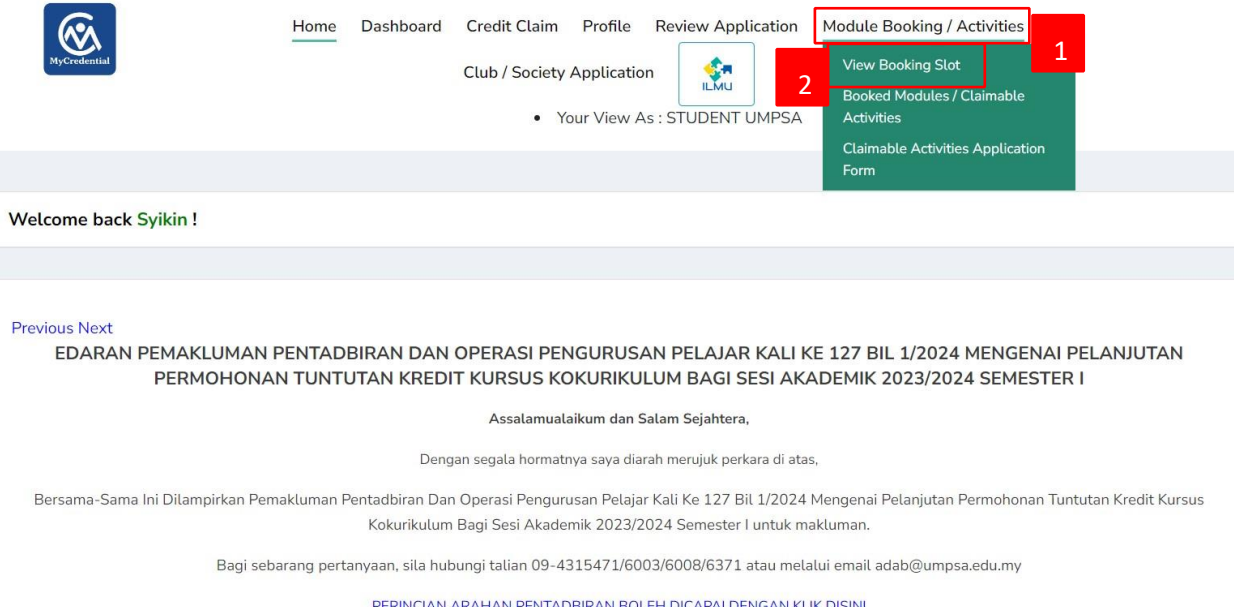
No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Email Address Alamat Emel	M	In the Email Address field, enter the email address. Dalam medan emel, masukkan Alamat emel.	
2.	Password Kata Laluan	M	In the password field, enter the data. Dalam medan kata laluan, masukkan data.	

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**.

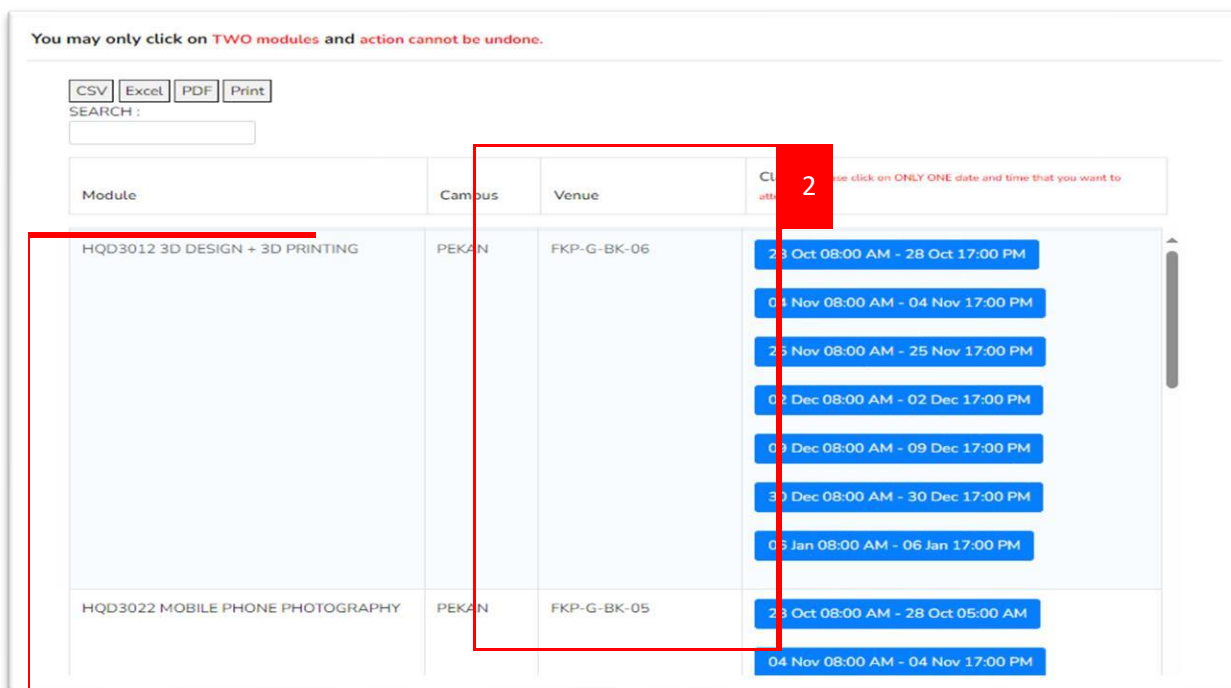


The screenshot shows the user interface of the MyCredential system. At the top, there is a navigation menu with items: Home, Dashboard, Credit Claim, Profile, Review Application, and Module Booking / Activities. The 'Module Booking / Activities' menu is highlighted with a red box and a red '1'. Below it, a dropdown menu is visible with items: View Booking Slot (highlighted with a red box and a red '2'), Booked Modules / Claimable Activities, and Claimable Activities Application Form. The user's view is identified as 'STUDENT UMPSA'. Below the navigation, 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 document, and contact information for further inquiries.

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	

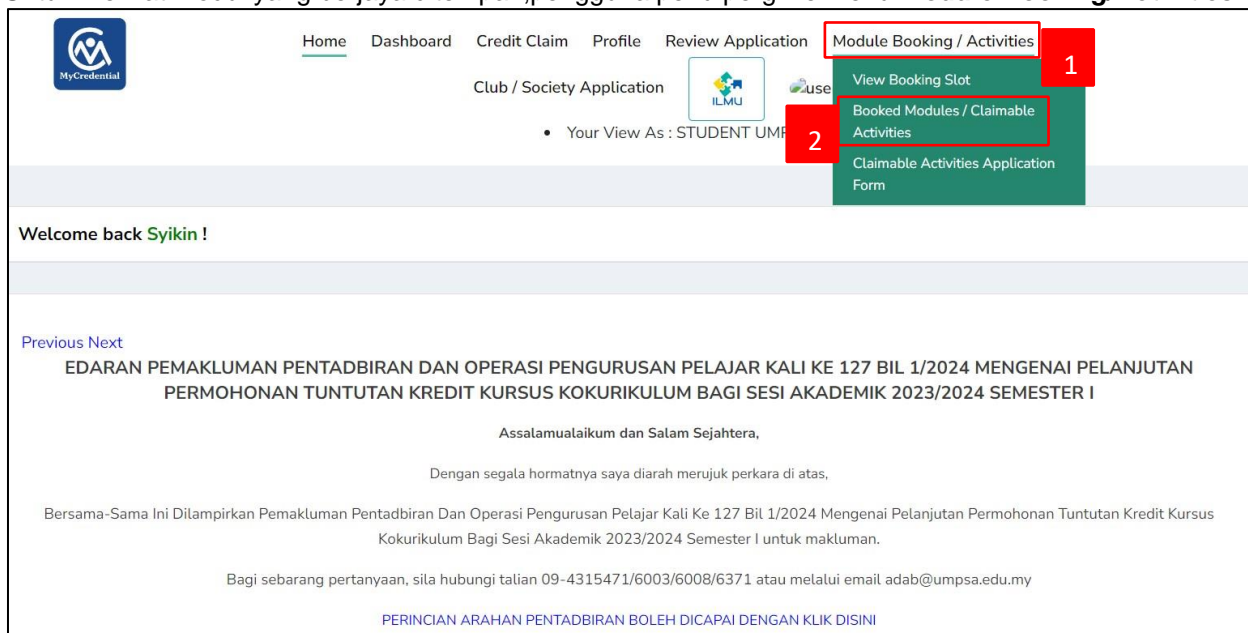
If the user has exceeded the date application club/society the screen will display as shown below. The user needs to contact Akademi ADAB if they have inquiries.

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**.



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.



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