



## JABATAN HAL EHWAL PELAJAR DAN ALUMNI

### PEMAKLUMAN PENTADBIRAN DAN OPERASI PENGURUSAN PELAJAR KALI KE-174 BIL. 22/2025

#### PEMBUKAAN PENAWARAN MODUL KOKURIKULUM BAGI PELAJAR DIPLOMA, IJAZAH SARJANA MUDA DAN DUAL IJAZAH SARJANA MUDA BAGI SEMESTER I 2025/2026

Assalamualaikum dan Salam Sejahtera,

Dengan segala hormatnya saya diarah merujuk perkara di atas.

Merujuk kepada makluman ini, pihak Akademi Adab membuka penawaran modul kokurikulum bagi Semester I Sesi Akademik 2025/2026 kepada pelajar Diploma, Ijazah Sarjana Muda dan Dual Ijazah Sarjana Muda.

Tempahan slot modul kokurikulum dibuka bermula pada 26hb Jun hingga 25hb Julai 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                                |
|--------------------|---------------------|---|--|
| 26 Jun 2025        | 27 Jun 2025         | Tahun Akhir, Tahun 4 (2021 ke bawah) & Tahun 3 (2022) | Ijazah Sarjana Muda / Dual Ijazah Sarjana Muda |
| 27 Jun 2025        | 28 Jun 2025         | Tahun 2 (2023)  |  |
| 30 Jun 2025        | 1 Julai 2025        | Tahun 1 (2024)  |  |
| 2 Julai 2025       | 25 Julai 2025       | Semua Peringkat                                       |  |
| 26 Jun 2025        | 27 Jun 2025         | Tahun akhir (2023 keatas)                             | Diploma  |
| 27 Jun 2025        | 28 Jun 2025         | Tahun 2 (2023)  |  |
| 30 Jun 2025        | 1 Julai 2025        | Tahun 1 (2024)  |  |
| 2 Julai 2025       | 25 Julai 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".

Pembukaan penawaran juga akan dibuka pada Semester I 2025/2026 (Minggu 1 dan 2).

Sebarang pertanyaan, sila hubungi talian am pejabat Akademi Adab 09-4315079 atau e-mel [adab\\_kokurikulum@umpsa.edu.my](mailto:adab_kokurikulum@umpsa.edu.my).

|    |                                   |             |                 |
|----|-----------------------------------|-------------|-----------------|
| 1. | Encik Mohd Irwan bin Musa         | 09-431 6802 | Pekan           |
| 2. | Encik Mohd Khairulnazri bin Saidi | 09-431 5471 | Pekan           |
| 3. | Puan Shahirah binti Che Aziz      | 09-431 5079 | Gambang         |
| 4. | Encik Darolhisham bin Darus       | 09-431 6008 | Gambang         |
| 5  | Talian Rasmi Akademi Adab         | 09-431 5079 | Gambang & Pekan |

Sekian untuk makluman dan tindakan pelajar

**Disediakan oleh:**

**Akademi Adab**

Jabatan Hal Ehwal Pelajar & Alumni

Tarikh: 26 Jun 2025



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

## JABATAN HAL EHWAL PELAJAR DAN ALUMNI

### NOTICE OF ADMINISTRATION AND STUDENT MANAGEMENT OPERATION ANNOUNCEMENT 174<sup>TH</sup> TIME, NO. 22/2025

#### OPENING OF CO-CURRICULAR MODULE OFFERINGS FOR DIPLOMA, BACHELOR'S DEGREE, AND DUAL DEGREE STUDENTS FOR SEMESTER I 2025/2026

Assalamualaikum wbt dan Salam Sejahtera,

With reference to the above matter.

Referring to this notification, the Akademi Adab is opening pre-registration for co-curricular module for Semester I Academic Session 2025/2026. 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 26<sup>th</sup>, until July 25<sup>th</sup>, 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                             |
|-----------------------------|---------------------------|---|--|
| 26 June 2025                | 27 June 2025              | Fourth-year & below (2021)<br>& Third-year (2022) | Bachelor's Degree / Dual Bachelor's Degree |
| 27 June 2025                | 28 June 2025              | Second year (2023)                                |  |
| 30 June 2025                | 01 July 2025              | First year (2024)                                 |  |
| 2 July 2025                 | 25 July 2025              | All level   |  |
|                             |                           |   |  |
| 26 June 2025                | 27 June 2025              | Final year (2023 above)                           | Diploma                                    |
| 27 June 2025                | 28 June 2025              | Second year (2023)                                |  |
| 30 June 2025                | 01 July 2025              | First year (2024)                                 |  |
| 2 July 2025                 | 25 July 2025              | All level   |  |

Students can check the list of offered modules and pre-register for co-curricular modules by logging in through the **Open Course Registration** and clicking on the “**Cocurriculum Module Registration**” menu, or by accessing the MyCredential system directly at <https://mycredential-b.com/CredB/index.php>.

- Appendix 1 provides guidelines for booking slots.

The module offering will also be available during **Semester I 2025/2026 (Weeks 1 and 2)**.

For any inquiries, please contact general line Akademi Adab 09-4315079 or e-mail [adab\\_kokurikulum@ump.edu.my](mailto:adab_kokurikulum@ump.edu.my).

|    |                                   |             |                 |
|----|-----------------------------------|-------------|-----------------|
| 1. | Encik Mohd Irwan bin Musa         | 09-431 6802 | Pekan           |
| 2. | Encik Mohd Khairulnazri bin Saidi | 09-431 5471 | Pekan           |
| 3. | Puan Shahirah binti Che Aziz      | 09-431 5079 | Gambang         |
| 4. | Encik Darolhisham bin Darus       | 09-431 6008 | Gambang         |
| 5. | Akademi Adab General line         | 09-431 5079 | Gambang & Pekan |

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

**Prepared by:**

**Akademi Adab**

Jabatan Hal Ehwal Pelajar & Alumni

Date: June 26<sup>th</sup>, 2025




# SYSTEM USER MANUAL DOCUMENT

## MYCREDENTIAL (MODULE BOOKING/ ACTIVITIES)

|                         |          |                         |
|-------------------------|----------|-------------------------|
| <b>AGENCY NAME</b>      | <b>:</b> | <b>UMPSA Advanced</b>   |
| <b>DOCUMENT DATE</b>    | <b>:</b> | <b>14 FEBRUARY 2024</b> |
| <b>DOCUMENT VERSION</b> | <b>:</b> | <b>1.0</b>              |

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|   |                                   |                                     |                                    |
|---|-----------------------------------|-------------------------------------|------------------------------------|
|  | Reference:<br><b>UMPSAA / UMS</b> | Topic:<br><b>User Manual System</b> | Document<br>Version:<br><b>1.0</b> |
|---|-----------------------------------|-------------------------------------|------------------------------------|

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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

#### 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<br>Log Masuk |               | Click<br>Klik  | The login interface screen is displayed<br>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 (X). 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 two links: "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<br>Alamat Emel | M             | In the Email Address field, enter the email address.<br>Dalam medan emel, masukkan Alamat emel.    |   |
| 2.  | Password<br>Kata Laluan      | M             | In the password field, enter the data.<br>Dalam medan kata laluan, masukkan data.                  |   |
| 3.  | Log In<br>Log Masuk          |               | Click Klik<br> | If the password matches the username, the user will successfully log in to the system.<br>Jika kata laluan sepadan dengan nama pengguna, pengguna akan berjaya log masuk ke dalam sistem. |

## 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.

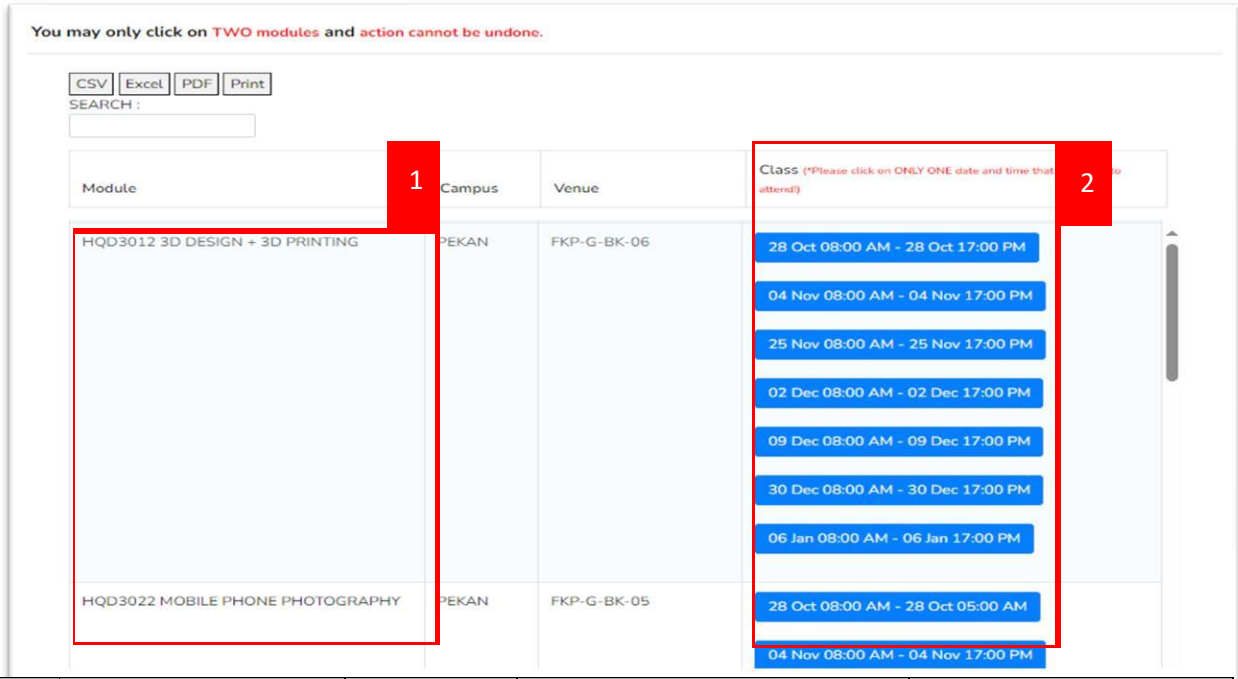
Selepas pengguna berjaya log masuk ke dalam sistem, antara muka akan dipaparkan seperti di bawah. Pengguna perlu pergi ke menu **Module Booking/Activities**.

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 labeled '1'. Below it, there is a sub-menu with items: View Booking Slot (labeled '2'), Booked Modules / Claimable Activities, and Claimable Activities Application Form. The user's view is identified as 'STUDENT UMPSA'. Below the navigation menu, there is a welcome message: 'Welcome back Syikin !'. Below that, 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'. Below this, there is a greeting: 'Assalamualaikum dan Salam Sejahtera,' followed by a message: 'Dengan segala hormatnya saya diarah merujuk perkara di atas.' Below that, there is a message: '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.' Below that, there is a message: 'Bagi sebarang pertanyaan, sila hubungi talian 09-4315471/6003/6008/6371 atau melalui email adab@umpsa.edu.my'. At the bottom, there is a link: 'PERINCIAN ARAHAN PENTADBIRAN BOLEH DICAPAI DENGAN KLIK DISINI'.

| No. | Field Name/Button  | Mandatory (M) | Action  | Notes |
|-----|--------------------|---------------|---|-------|
| 1.  | Menu<br>Menu       |               | Click <b>Module Booking/Activities</b> Menu<br>Klik Menu <b>Module Booking/Activities</b> |       |
| 2.  | Submenu<br>Submenu |               | Click <b>View Booking Slot</b><br>Klik <b>View Booking Slot</b>                           |       |

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<br>Modul   |               | Choose the preferred module from the provided list<br>Pilih modul pilihan dari senarai yang diberikan | Only two modules<br>Dua modul sahaja |
| 2.  | Class<br>Kelas    |               | Choose the date and time<br>Pilih tarikh dan tempat   |                                      |

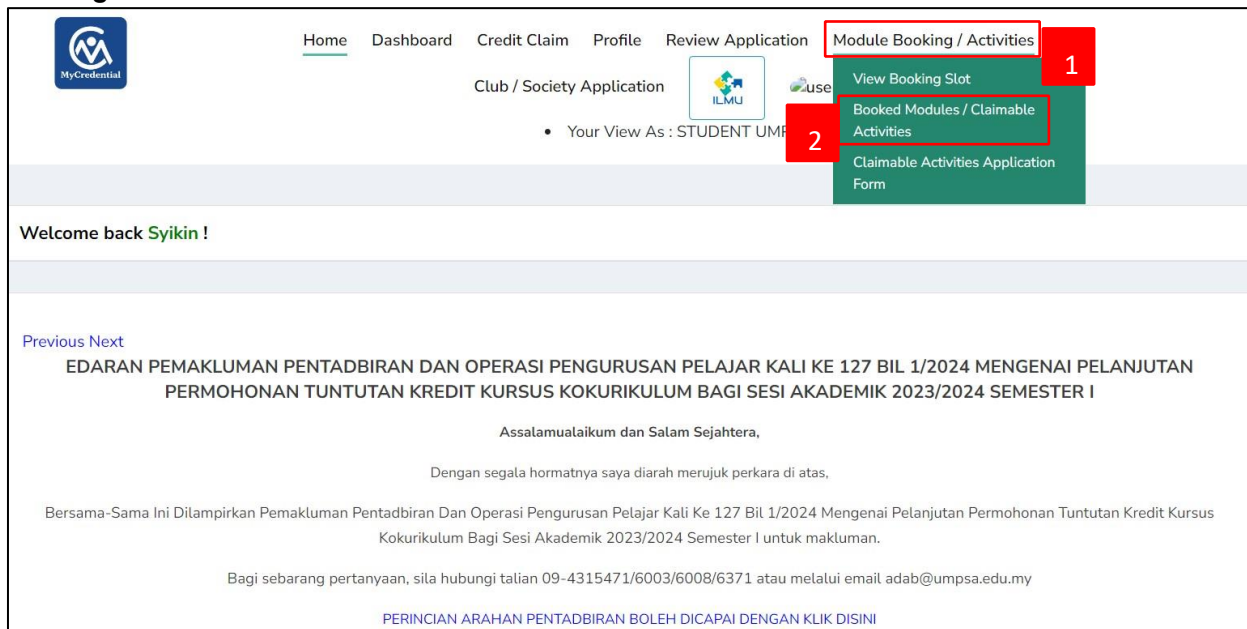
If the user has exceeded the date application club/society the screen will display as shown below. The user needs to contact Akademi ADAB if they have inquiries.

Jika pengguna telah melebihi 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 <b>Module Booking/Activities</b> Menu<br>Klik Menu <b>Module Booking/Activities</b>           |       |
| 2.  | Submenu Submenu   |               | Click <b>Booked Modules/Claimable Activities</b><br>Klik <b>Booked Modules/Claimable Activities</b> |       |

The user can start learning in the LMS if the chosen module is successfully booked.

Pengguna boleh mula belajar di LMS jika modul yang dipilih berjaya ditempah.



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