



UNIVERSITI MALAYSIA PAHANG
AL-SULTAN ABDULLAH

JABATAN HAL EHWAL PELAJAR DAN ALUMNI

PEMAKLUMAN PENTADBIRAN DAN OPERASI PENGURUSAN PELAJAR
KALI KE-184 BIL. 32/2025

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 pemakluman 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 6hb Oktober hingga 19hb Oktober 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 Oktober 2025	19 Oktober 2025	Tahun Akhir, Tahun 4 (2021 ke bawah) & Tahun 3 (2023)	Ijazah Sarjana Muda / Dual Ijazah Sarjana Muda
8 Oktober 2025	9 Oktober 2025	Tahun 2 (2024)	
10 Oktober 2025	11 Oktober 2025	Tahun 1 (2025)	
13 Oktober 2025	19 Oktober 2025	Semua Peringkat	
6 Oktober 2025	19 Oktober 2025	Tahun akhir (2023 keatas)	Diploma
8 Oktober 2025	9 Oktober 2025	Tahun 2 (2024)	
10 Oktober 2025	11 Oktober 2025	Tahun 1 (2025)	
13 Oktober 2025	19 Oktober 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.

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, terima kasih.

Disediakan oleh:

Akademi Adab

Jabatan Hal Ehwal Pelajar & Alumni

Tarikh: 23 September 2025



**UNIVERSITI MALAYSIA PAHANG
AL-SULTAN ABDULLAH**

JABATAN HAL EHWAL PELAJAR DAN ALUMNI

**NOTICE OF ADMINISTRATION AND STUDENT MANAGEMENT OPERATION
ANNOUNCEMENT 184th TIME, BIL NO. 32/2025**

**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 6th until 19th October, 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 October 2025	19 October 2025	Fourth year & below (2021) & Third year (2023)	Bachelor's Degree / Dual Bachelor's Degree
8 October 2025	9 October 2025	Second year (2024)	
10 October 2025	11 October 2025	First year (2025)	
13 October 2025	19 October 2025	All level	
6 October 2025	19 October 2025	Final year (2023 above)	Diploma
8 October 2025	9 October 2025	Second year (2024)	
10 October 2025	11 October 2025	First year (2025)	
13 October 2025	19 October 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 email 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.	Akademi Adab General line	09-431 5079	Gambang & Pekan

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

Prepared by:

Akademi Adab

Jabatan Hal Ehwal Pelajar & Alumni

Date: September 23rd, 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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1. Module and Guideline

1.1. Introduction

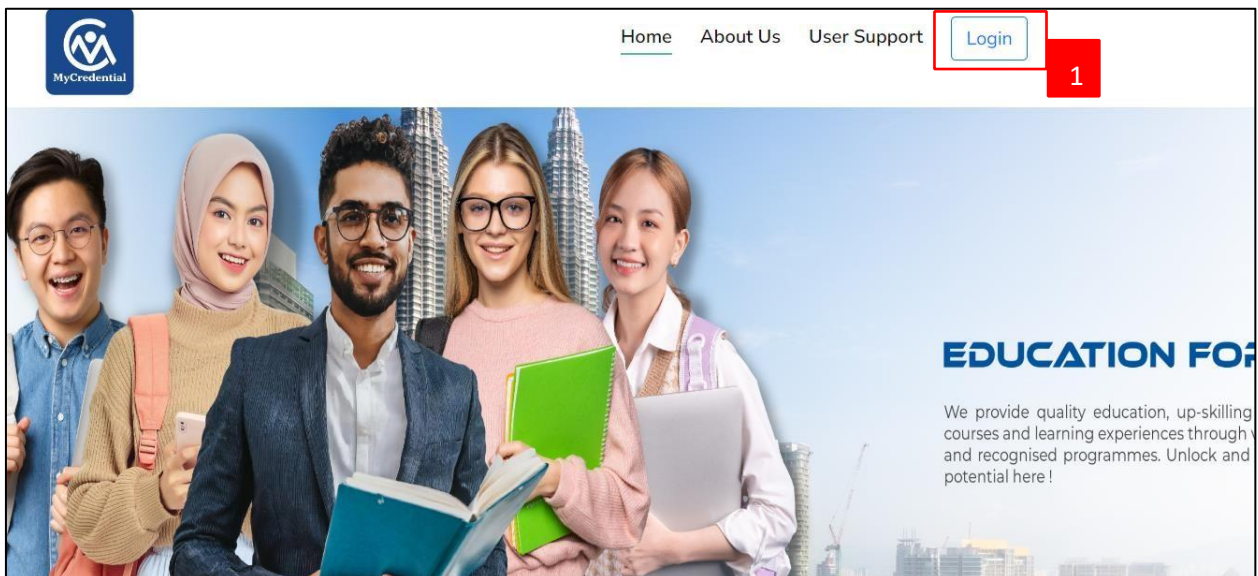
The User Manual for Module Booking/Activities serves as a guide for users when applying for a module or activities in the system. The procedures outlined in this brief description are intended to assist and guide users through the application process. This manual provides step-by-step instructions to 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 Log Masuk		Click Klik 	The login interface screen is displayed Paparannya 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 interface with a teal header containing the text 'Login' and a close icon. Below the header, there are two input fields: 'Email' with a red box labeled '1' around the 'Enter email address' text, and 'Password' with a red box labeled '2' around the 'Enter password' text. A 'Forgot Password?' link is positioned to the right of the password field. Below the input fields is a blue 'Login' button with a red box labeled '3' around it. At the bottom, there are two links: 'Don't have an account? Sign Up' and 'Recover email? Click here to recover'.

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.

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.

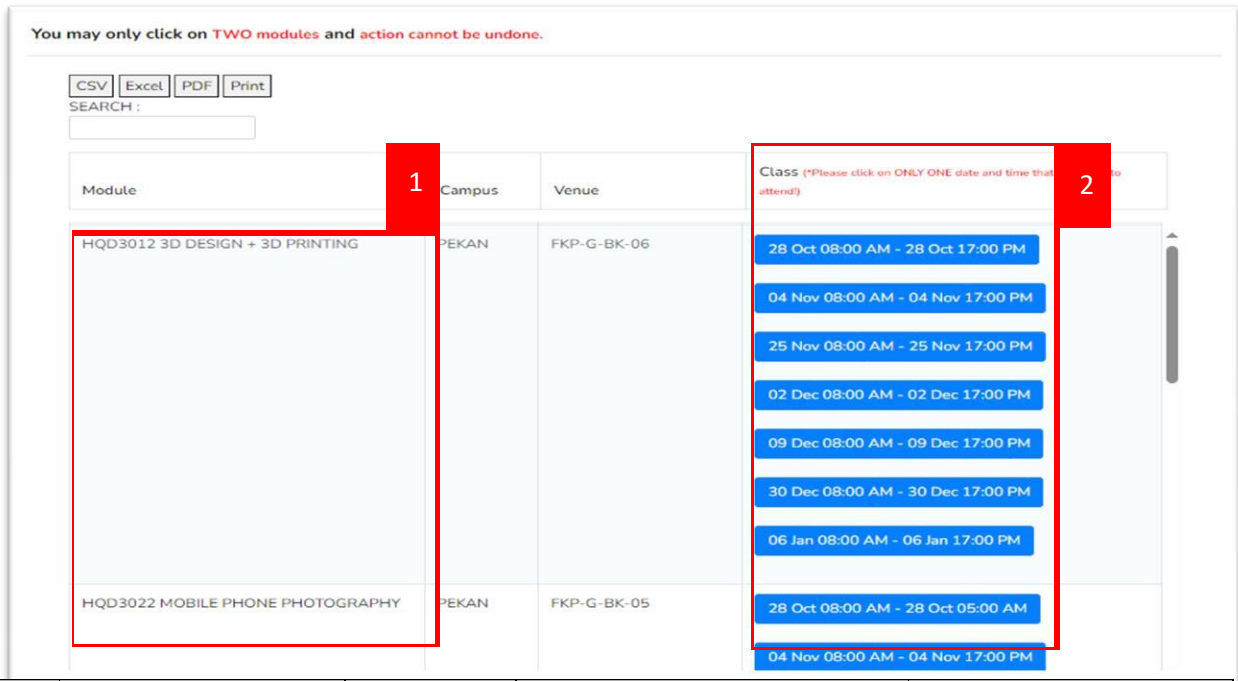
Selepas pengguna berjaya log masuk ke dalam sistem, antara muka akan dipaparkan seperti di bawah. Pengguna perlu pergi ke menu **Module Booking/Activities**.

The screenshot shows the user interface of the MyCredentialial system. At the top, there is a navigation menu with the following items: Home, Dashboard, Credit Claim, Profile, Review Application, and Module Booking / Activities. The 'Module Booking / Activities' menu item is highlighted with a red box and labeled '1'. Below this menu item, there is a sub-menu with the following items: View Booking Slot, Booked Modules / Claimable Activities, and Claimable Activities Application Form. The 'View Booking Slot' sub-menu item is highlighted with a red box and labeled '2'. The user's view is identified as 'STUDENT UMPSA'. Below the navigation menu, there is a welcome message: 'Welcome back Syikin !'. Below the welcome message, there is a link to 'Previous Next' and a title: '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 the title, there is a greeting: 'Assalamualaikum dan Salam Sejahtera,'. Below the greeting, there is a message: 'Dengan segala hormatnya saya diarah merujuk perkara di atas,'. Below the message, there is a paragraph: '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 the paragraph, there is a contact information: 'Bagi sebarang pertanyaan, sila hubungi talian 09-4315471/6003/6008/6371 atau melalui email adab@umpsa.edu.my'. Below the contact information, there is a link: '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	

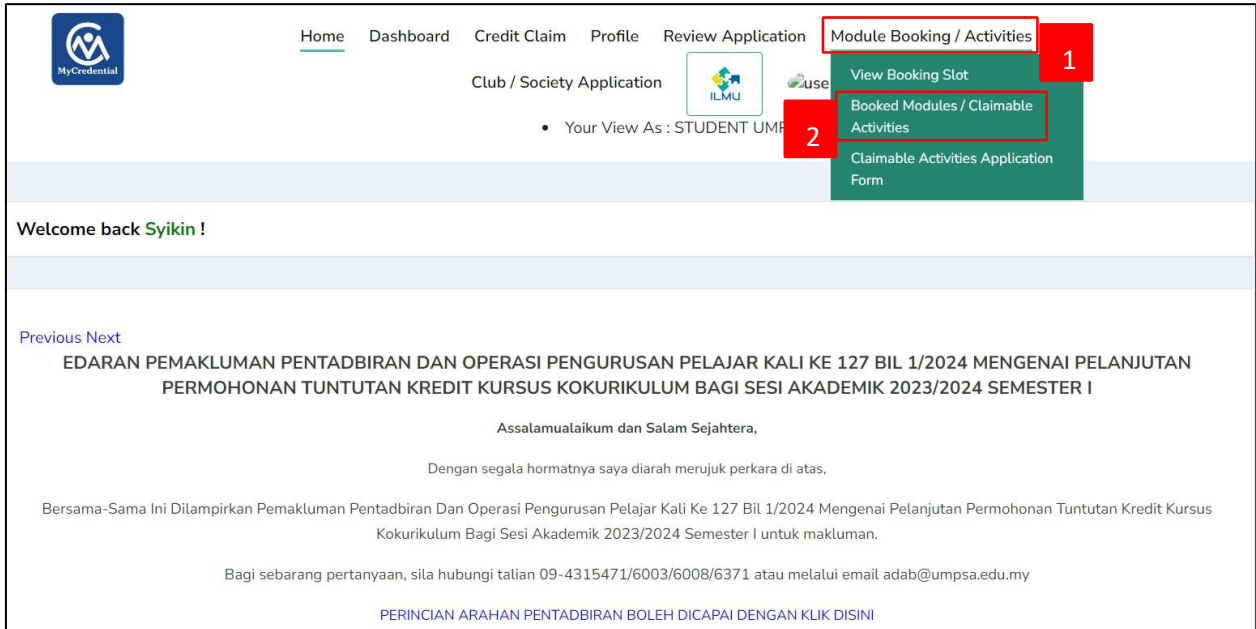
If the user has exceeded the date application club/society the screen will display as shown below. The user needs to contact Akademi ADAB if they have inquiries.

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**.



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 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 