



UniKL

UNIVERSITI
KUALA LUMPUR

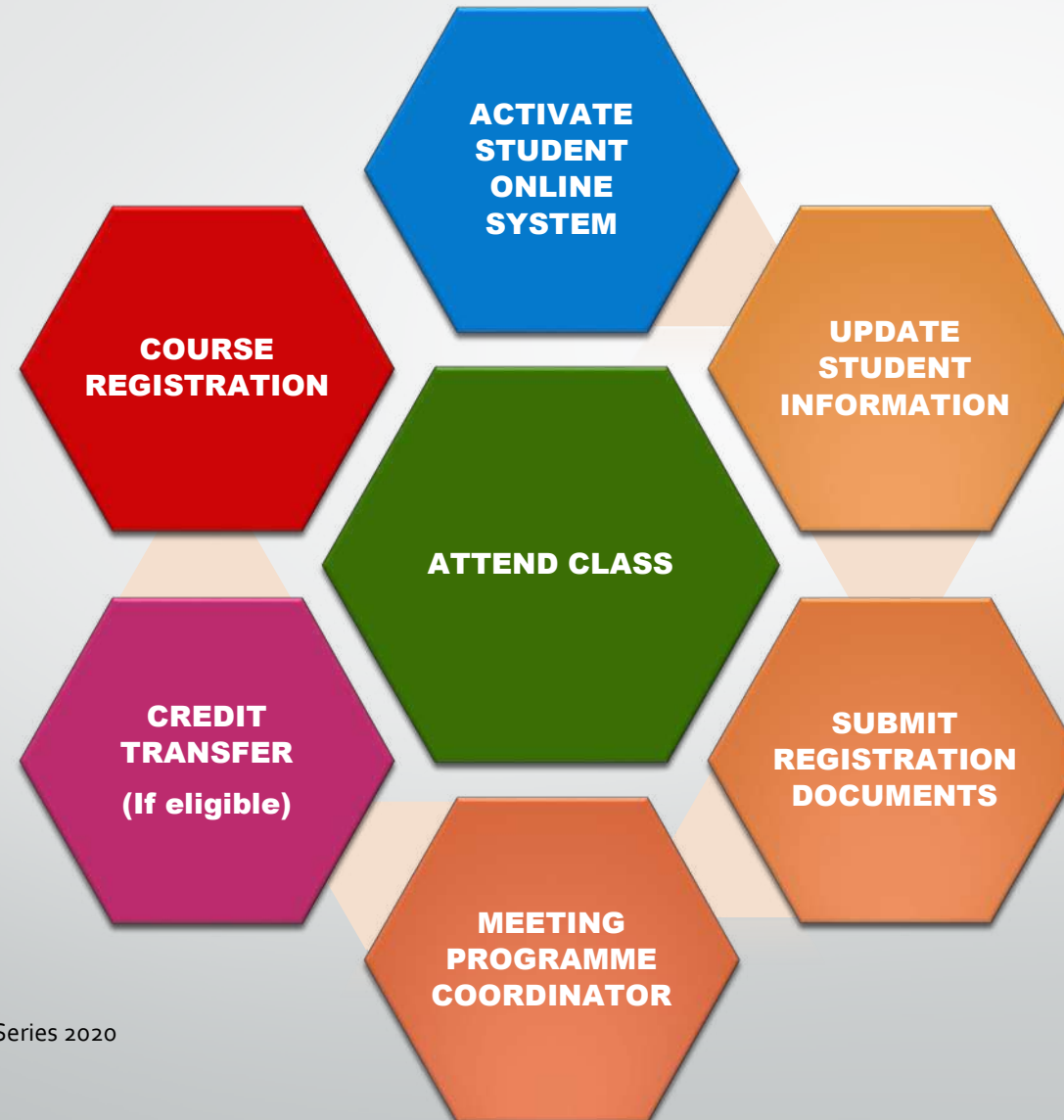
GUIDELINE FOR NEW STUDENTS (POST REGISTRATION ACTIVITIES)

Effective July 2020 semester

Updated JULY 2021

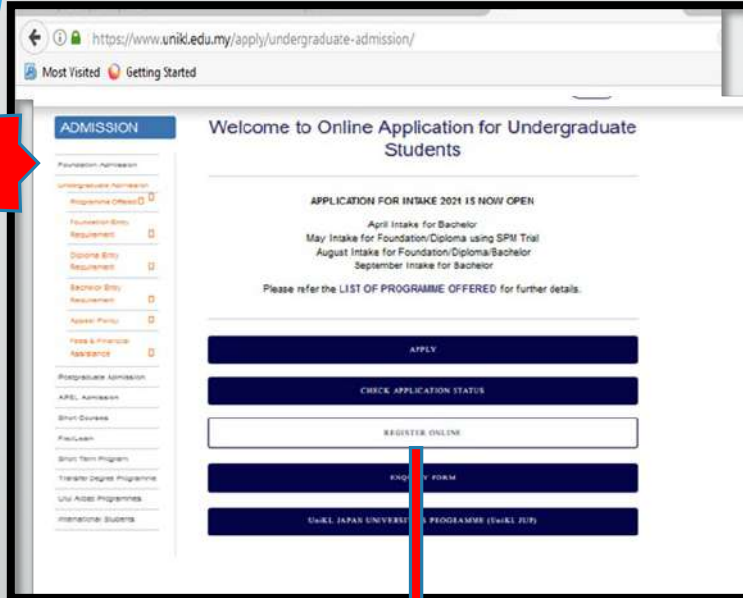
AcMD/CQI Series 2020 (student/upd3Nov2020)

ACTIVITIES AFTER REGISTRATION

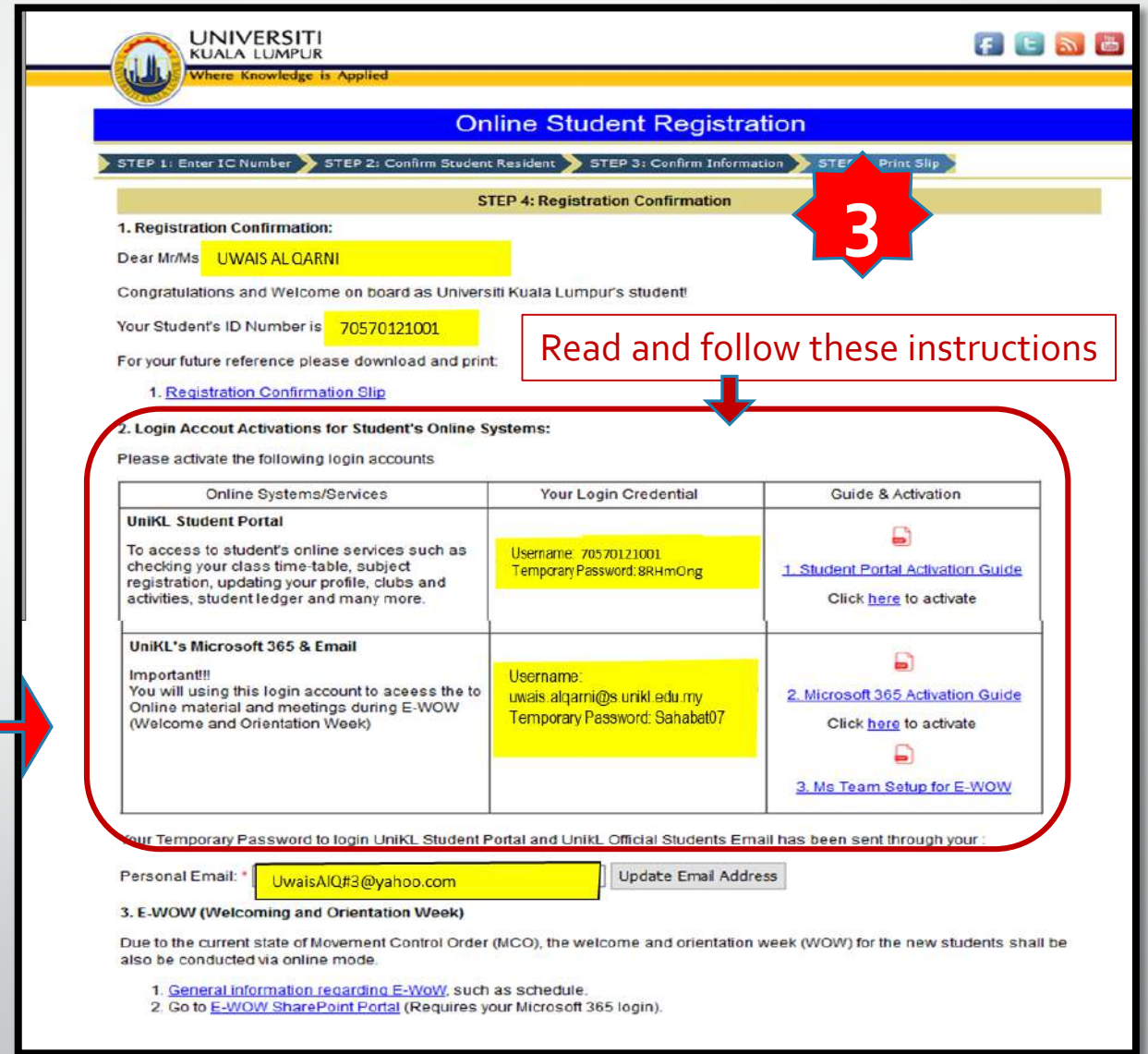


HOW TO ACTIVATE STUDENT ONLINE SYSTEM

1






2

3

Read and follow these instructions

Online Systems/Services	Your Login Credential	Guide & Activation
UniKL Student Portal To access to student's online services such as checking your class time-table, subject registration, updating your profile, clubs and activities, student ledger and many more.	Username: 70570121001 Temporary Password: 8RHmOng	 1. Student Portal Activation Guide Click here to activate
UniKL's Microsoft 365 & Email Important!!! You will using this login account to access the to Online material and meetings during E-WOW (Welcome and Orientation Week)	Username: uwais.alqarni@unikl.edu.my Temporary Password: Sahabat07	 2. Microsoft 365 Activation Guide Click here to activate  3. Ms Team Setup for E-WOW

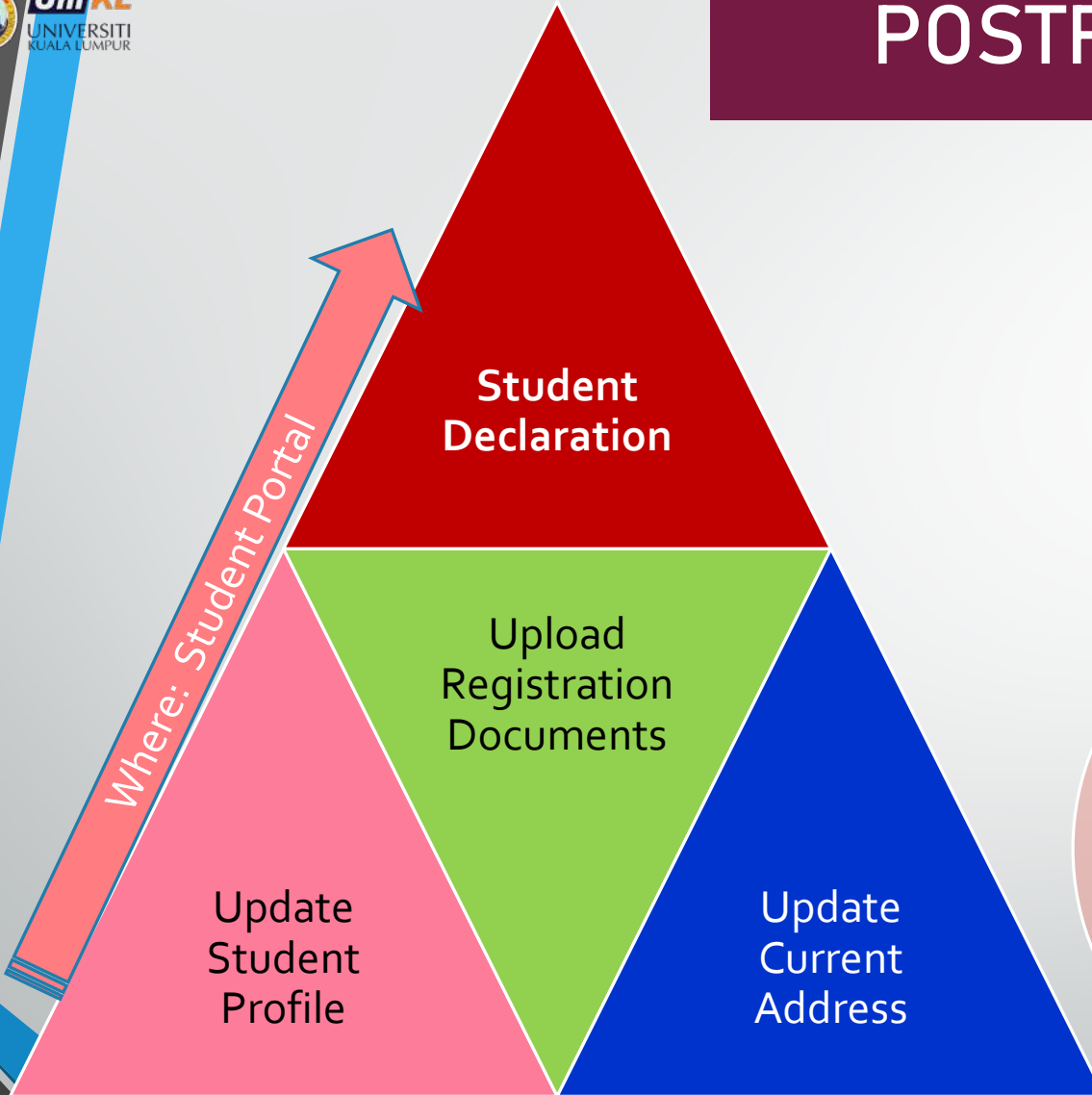
Your Temporary Password to login UniKL Student Portal and UniKL Official Students Email has been sent through your Personal Email: *

3. E-WOW (Welcoming and Orientation Week)

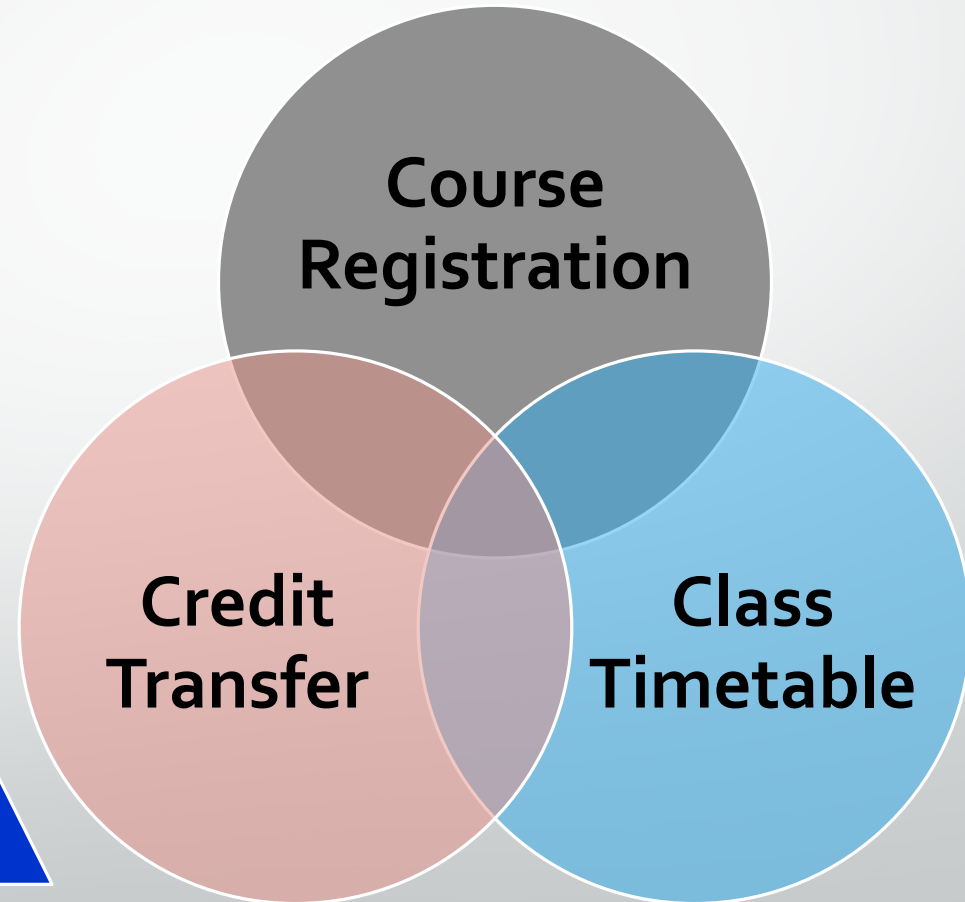
Due to the current state of Movement Control Order (MCO), the welcome and orientation week (WOW) for the new students shall be also be conducted via online mode.

1. [General information regarding E-Wow](#), such as schedule.
2. Go to [E-WOW SharePoint Portal](#) (Requires your Microsoft 365 login).

POSTREGISTRATION ACTIVITIES

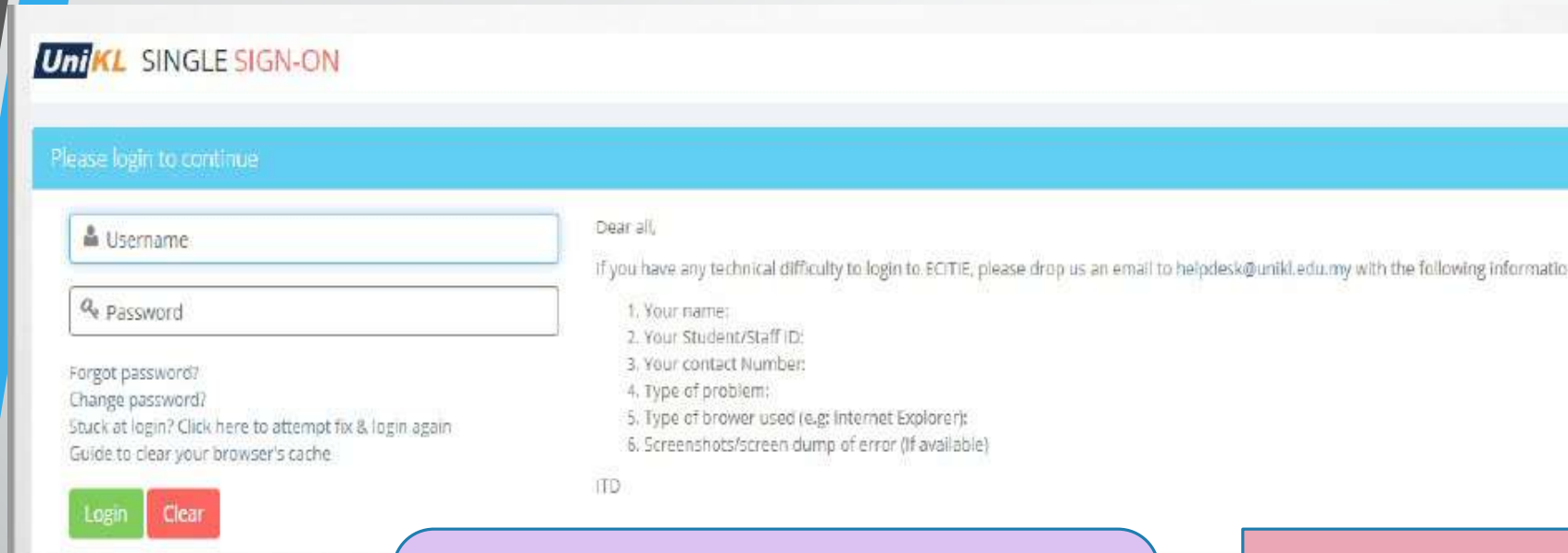


ACMD/CQT Series 2020



LOGIN TO STUDENT PORTAL

<https://portal.unikl.edu.my>



The screenshot shows the UniKL Single Sign-On login page. At the top left is the UniKL logo and the text 'SINGLE SIGN-ON'. Below this is a blue banner with the text 'Please login to continue'. The main content area contains a login form with two input fields: 'Username' and 'Password'. To the right of the form is a 'Dear all,' message and a list of information to provide if there are technical difficulties. At the bottom left of the form are links for 'Forgot password?', 'Change password?', 'Stuck at login? Click here to attempt fix & login again', and 'Guide to clear your browser's cache'. At the bottom right of the form are 'Login' and 'Clear' buttons.

UniKL SINGLE SIGN-ON

Please login to continue

Username

Password

Forgot password?
Change password?
Stuck at login? Click here to attempt fix & login again
Guide to clear your browser's cache

Dear all,
If you have any technical difficulty to login to ECITE, please drop us an email to helpdesk@unikl.edu.my with the following information:

1. Your name;
2. Your Student/Staff ID;
3. Your contact Number;
4. Type of problem;
5. Type of browser used (e.g: Internet Explorer);
6. Screenshots/screen dump of error (If available)

Login Clear

USERNAME : student ID number
***PASSWORD** : password

- Initially you will be given temporary password

NOTE: Temporary password and activation is available in the online Registration Page
<https://online1.unikl.edu.my/studentRegistration/>

POSTREGISTRATION PAGE

ECITIE Online → Academic → New student → Post registration page

UniKL POST REGISTRATION

CHECKLIST

Full Offer Letter
 Form D
 Form D1
 Fee Structure

SUMMARY STATUS : 5/5 COMPLETED

STUDENT NAME : AHMAD ZUBAIR BIN
STUDENT ID : AWWAM
IC/PASSPORT NUMBER : 63299221001
INTAKE : 2021
PROGRAMME : Bachelor of Business Administration (Hons) in Management and Entrepreneurship
INSTITUTE : UNIVERSITI KUALA LUMPUR BUSINESS SCHOOL (UniKL BiS)

PART A - STUDENT DECLARATION

1. PRIVACY NOTIFICATION

I consent to the processing of my personal data (including sensitive personal data as defined in the Personal Data Protection Act 2010) for the University to assess my application, create an enrolment record on the student database, undertake student reporting requirements. It will be accessed strictly for these purposes only and disclosed to the government where required. I also warrant that I have obtained all necessary consent from the third parties where I have provided my application.

Status: **Not Started**
 Date:
 Action: [View Only](#)

2. MAIN COMMUNICATION CHANNEL

I understand that the University will communicate with me via my University e-mail account and I agree to use this account daily.

Status: **Completed**
 Date: 25/02/2021

3. UNIVERSITY RULES AND REGULATION UNDERSTANDING

I have read, understand, appreciate, and will comply with all regulations stipulated in the University's regulations.

Status: **Completed**
 Date: 25/02/2021
 Action: [View Only](#)

PART B - UPDATE INFORMATION

4. UPDATING OF STUDENT PROFILE

I certify that the information given is correct to the best of my knowledge and I will update any change in personal or contact details (via self-service) as soon as possible. Any change in personal information and documents provide to UniKL are found to be incorrect.

Status: **Completed**
 Date: 26/02/2021
 Action: [View Only](#)

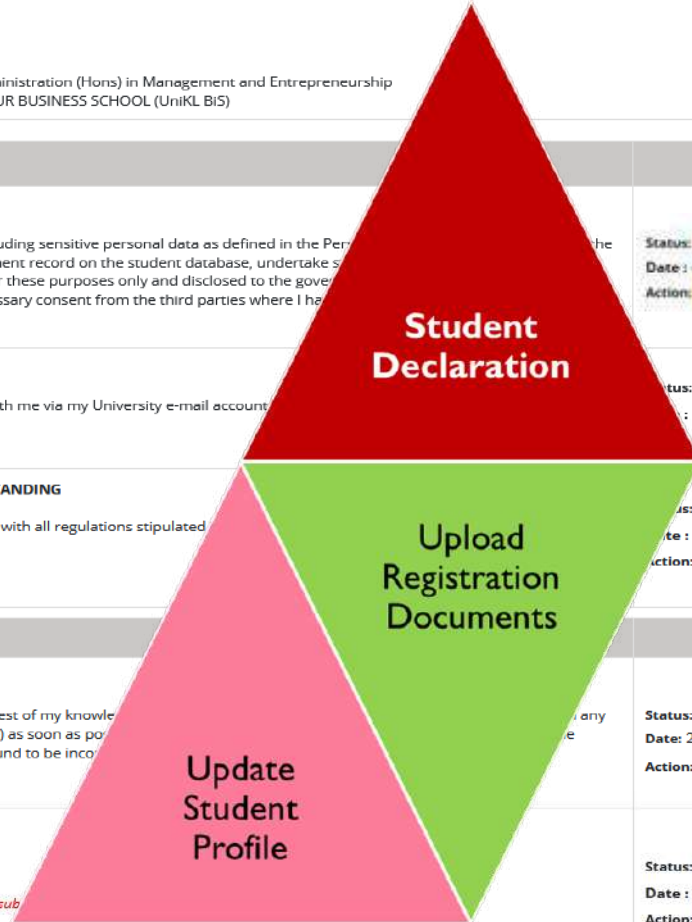
5. UPLOAD REGISTRATION DOCUMENTS

(Refer Checklist in the Registration Guideline)

For local students - original Form D/D1/D2/D3 must be submitted.

Status: **Completed**
 Date: 02/03/2021
 Action: [View Upload](#)

5/10/2021



UPLOAD REGISTRATION DOCUMENTS

Full Offer Letter
Form D
Form D1
Fee Structure

UPLOAD DOCUMENTS

Note :

- a) Please ensure all copy of documents are clear and can be read.
 Sila pastikan semua salinan dokumen yang di muat naik adalah jelas dan boleh dibaca.
- b) If you are required to reupload a document, there are three possible reasons: 1) wrong file format, 2) Not clear and cannot be read, 3) unable to open.
 Sekiranya anda diminta untuk memuat naik semula, ada tiga kemungkinan: 1) format fail salah, 2) dokumen tidak jelas, 3) tidak dapat dibuka.
- c) Mandatory Documents * must be uploaded (upload file having extensions: doc, docx, pdf, zip, rar, 7zip only)

No	Document Description	Upload File
1	Full Offer Letter *	52101121052_OL.pdf
2	Student Identity Card (front & back) *	52101121052_SIC.pdf
3	Student Birth Certificate *	52101121052_BirthCS.pdf
4	Father Identify Card (front & back)	<input type="button" value="Browse..."/> No file selected. <i>Please upload another document</i>
5	Mother Identity Card (front & back)	<input type="button" value="Browse..."/> No file selected. <i>Your document maybe incorrect or not clear or unable to open. Re Scan and Reupload</i> <i>Please upload another document</i>
6	Result for SPM / O Level/ equivalent *	<input type="button" value="Browse..."/> No file selected. <i>Please upload another document</i>
7	Scroll - for Certificate Level	<input type="button" value="Browse..."/> No file selected. <i>Please upload another document</i>
8	Result Slips/ Transcript for Certificate	52101121052_Result.pdf
9	Form C: Medical Examination Report *	52101121052_MedicalR.pdf
10	Form D: Surat Pembiayaan Pengajian *	<input type="button" value="Browse..."/> No file selected. <i>Please upload another document</i>
11	Study Completion Letter (for students who have not received Scroll for Certificate level)	52101121052_SCL.pdf

Three available action buttons : **BACK** if you have not ready with the documents and will update later
Save and Update Later if you have uploaded several documents and decided to continue later or **Update and Submit** if you have completed uploading all documents

UniKL PORTAL

ECITIE Online

Message

Academic

New Students

My Profile

My Timetable

My Subject

My Attendance

Exam Slip

My Result

Semester Report

Subject Register

Evaluation

CGPA Calculator

**UPDATE
CURRENT
ADDRESS**

UniKL ECITIE ONLINE

Personal Info **Contact Info** Parent Info Qualification Info

Student ID

Name (Name as per IC/passport)

Home Phone

Mobile No

Email Address

Correspondence Address

Address

City

Postcode

State

Country

Current Address

Address

City

Postcode

Message Academic SDCL Finance

Name (Name as per IC/passport)

Home Phone

Mobile No

Current Address

Address

City

Postcode

State

Country

Emergency Contact Person Add

Nothing found to display.

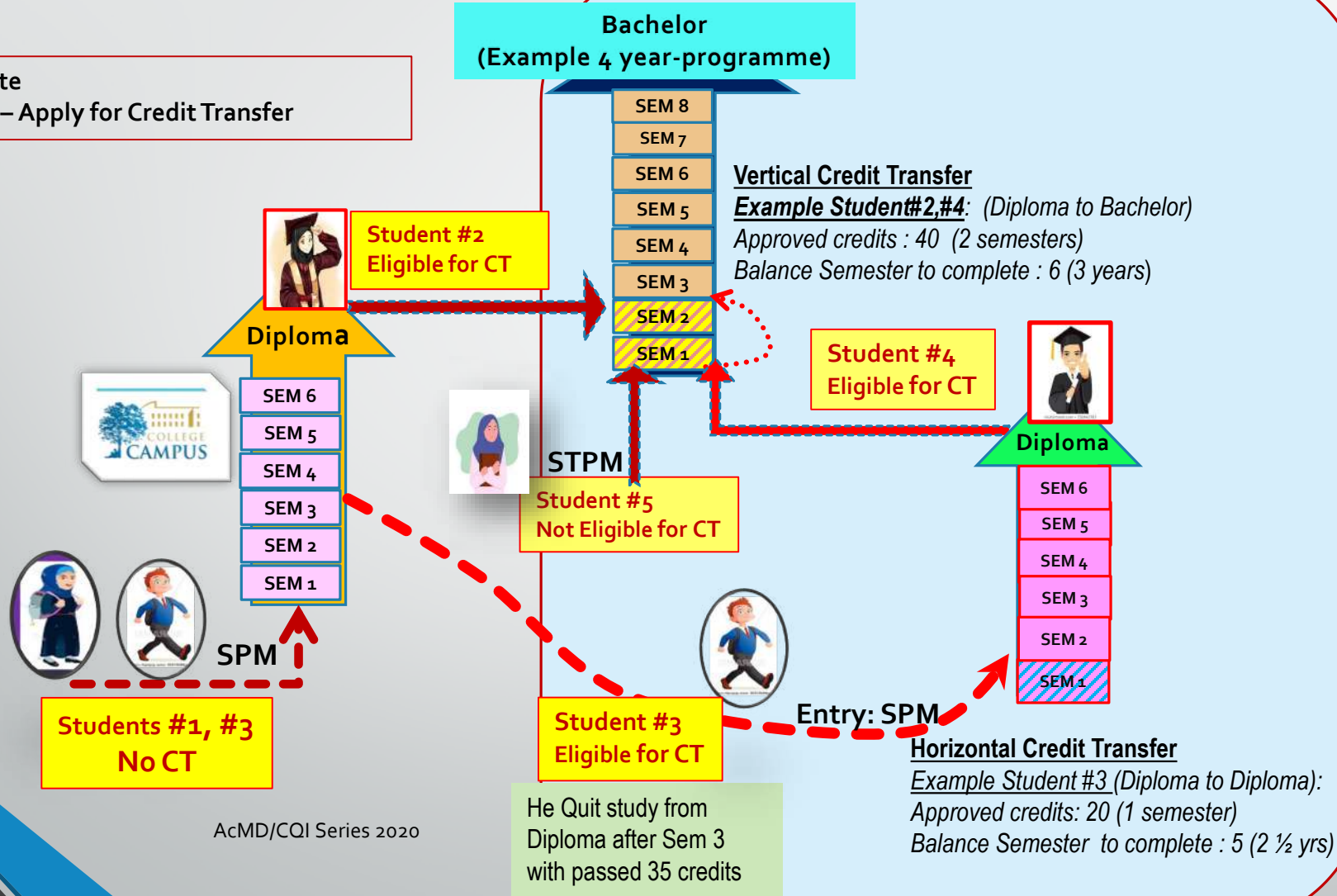
CREDIT TRANSFER

(applicable to eligible students)

CREDIT TRANSFER ELIGIBILITY

TWO CATEGORIES: VERTICAL VS HORIZONTAL

Note
CT – Apply for Credit Transfer



Conditions for the course:

- a) from accredited programme
- b) Same or greater credit value
- c) Min. similarity 80%
- d) Min. grade is C

When to Apply:
During the first semester of admission

- Required Documents:**
- i) Transcript
 - ii) Syllabus/ course description

HOW TO APPLY FOR CREDIT TRANSFER METHOD#1

Student
Registers at
UniKL



- 1- Credit Transfer Application Form
- 2- Transcript
- 3- Syllabus

Student
prepares
documents



Student Submits
application to
Programme
Coordinator



Programme
Coordinator processes

Completed Form

AcSS Updates
in ECITIE

Approved Form

Student views approved
courses via Student
Portal



Where to get the application form?

- 1- from AcSS
- 2- from Programme Coordinator
- 3- Download from Sharepoint (via Student Portal)
- 4- Download from website (Academic Information)

Student
Registers at
UniKL



HOW TO APPLY FOR CREDIT TRANSFER METHOD#2

- 1- Credit Transfer Application Form
- 2- Transcript
- 3- Syllabus

Student prepares documents



Student submits application to AcSS

ACSS Checks application



Programme Coordinator processes



AcSS Update in ECITIE



Student views approved courses via Student Portal



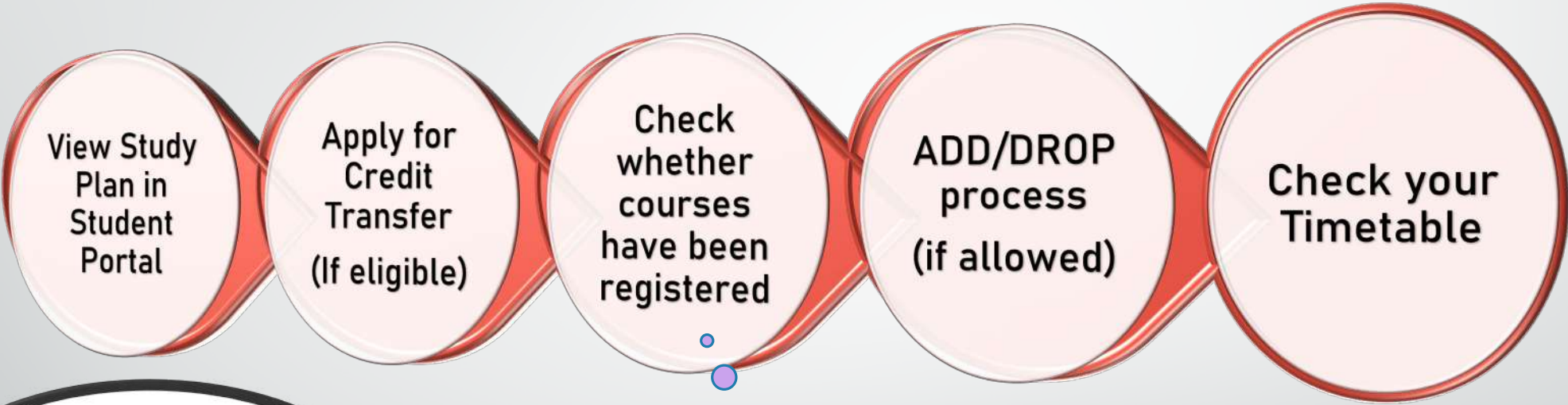
Where to get the application form?

- 1- from AcSS
- 2- from Programme Coordinator
- 3- Download from Sharepoint (via Student Portal)
- 4- Download from website (Academic Information)



COURSE REGISTRATION & CLASS TIMETABLE

COURSE REGISTRATION PROCESS



No	Seq	Code	Course	Cred	Prerequisite	Section	Seats	Fee
1	01	0101	INTRODUCTION TO ENGINEERING	3		2101001	40	
2	02	0102	ENGINEERING MATHEMATICS	3		2101002	40	
3	03	0103	PROFESSIONAL ENGLISH	1		2101003	40	
4	04	0104	PROFESSIONAL ENGLISH	1		2101004	40	
5	05	0105	PROFESSIONAL ENGLISH	1		2101005	40	
6	06	0106	PROFESSIONAL ENGLISH	1		2101006	40	
7	07	0107	PROFESSIONAL ENGLISH	1		2101007	40	
8	08	0108	PROFESSIONAL ENGLISH	1		2101008	40	
9	09	0109	PROFESSIONAL ENGLISH	1		2101009	40	
10	10	0110	PROFESSIONAL ENGLISH	1		2101010	40	


Normally, courses will be pre registered for new students




THANK YOU



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