



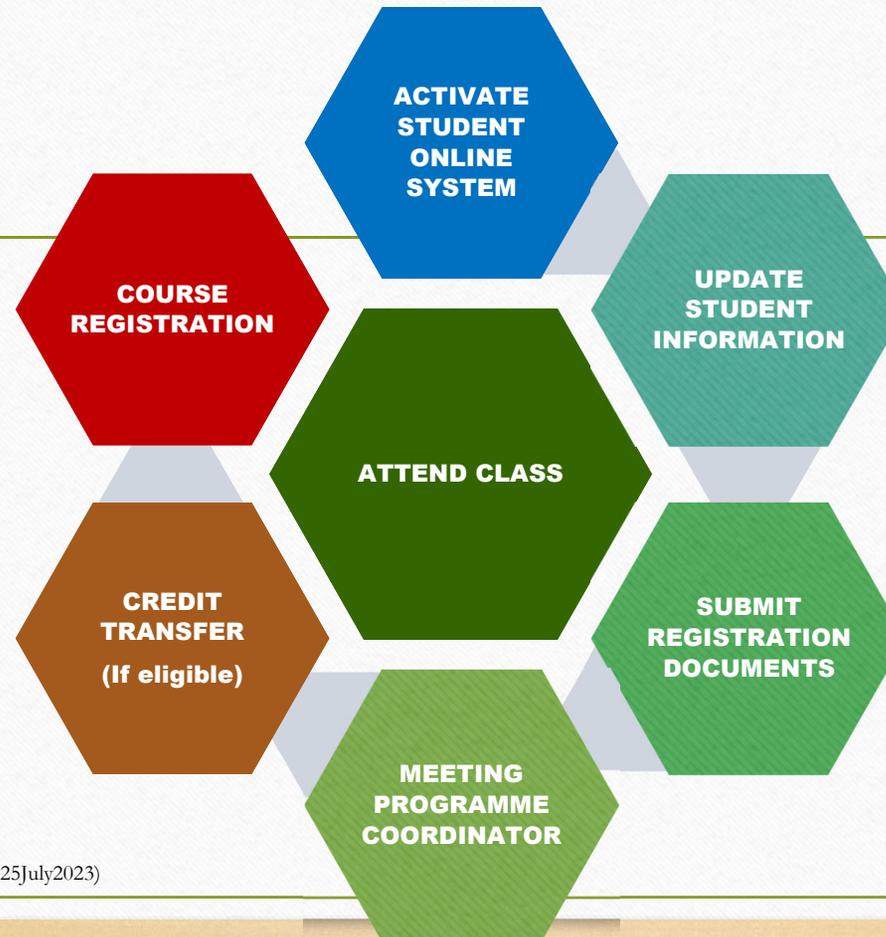
UniKL
UNIVERSITI
KUALA LUMPUR

POST REGISTRATION ACTIVITIES FOR THE NEW STUDENTS

Effective July 2023 semester
Updated JULY 2023 on CTOline

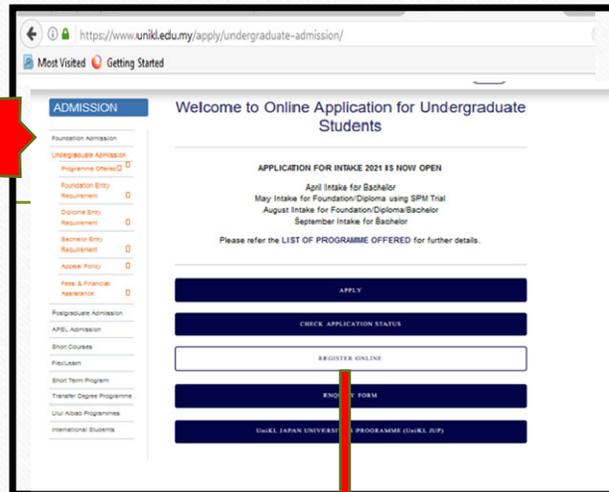
GUIDELINE

ACTIVITIES AFTER REGISTRATION

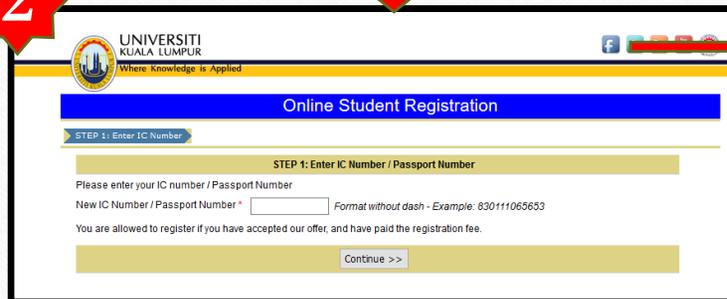
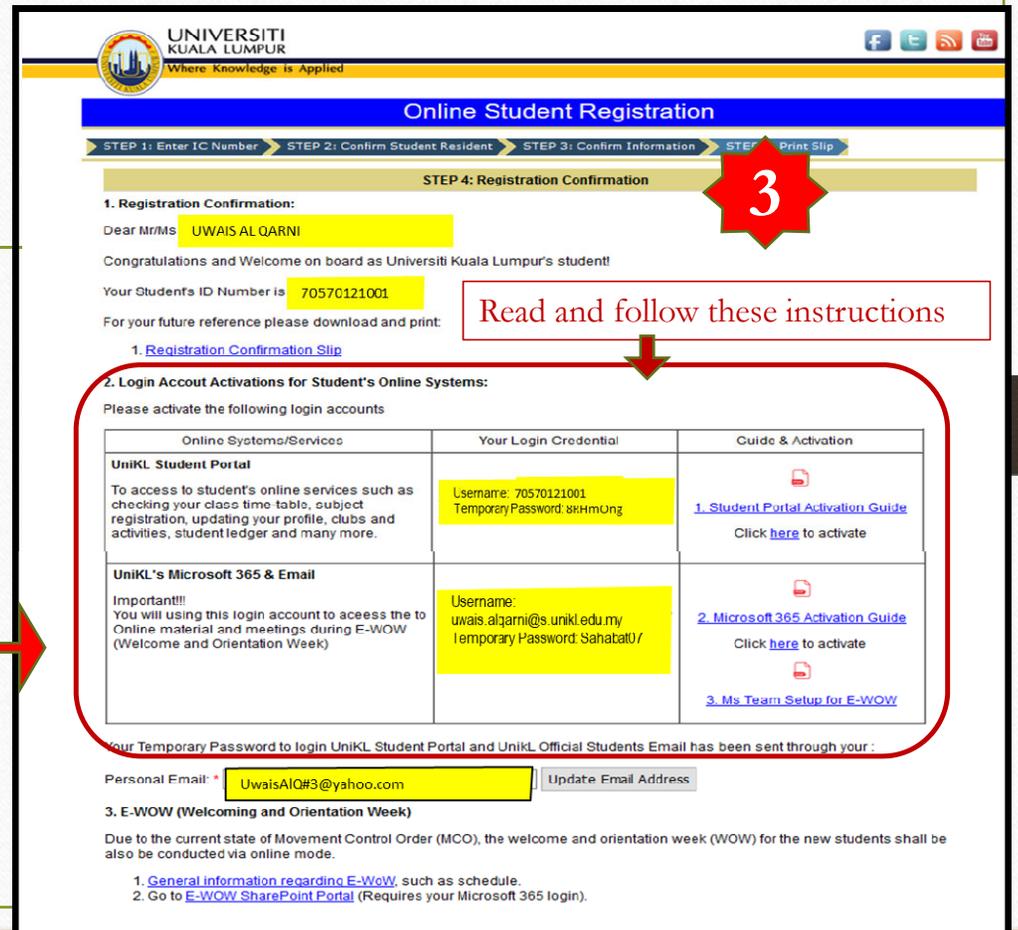


HOW TO ACTIVATE STUDENT ONLINE SYSTEM

1



2

3

1. Registration Confirmation:

Dear Mr/Ms **UWAI AL QARNI**

Congratulations and Welcome on board as Universiti Kuala Lumpur's student!

Your Student's ID Number is **70570121001**

For your future reference please download and print:

[1. Registration Confirmation Slip](#)

2. Login Account Activations for Student's Online Systems:

Please activate the following login accounts

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: 3KHm0ng	 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@s.unikl.edu.my Temporary Password: Sahatatu/	 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:

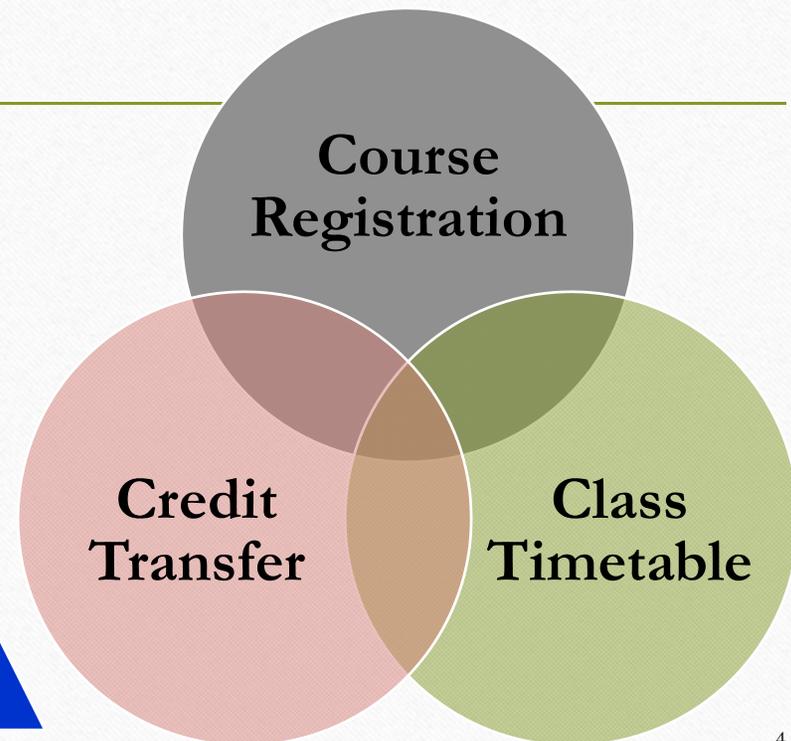
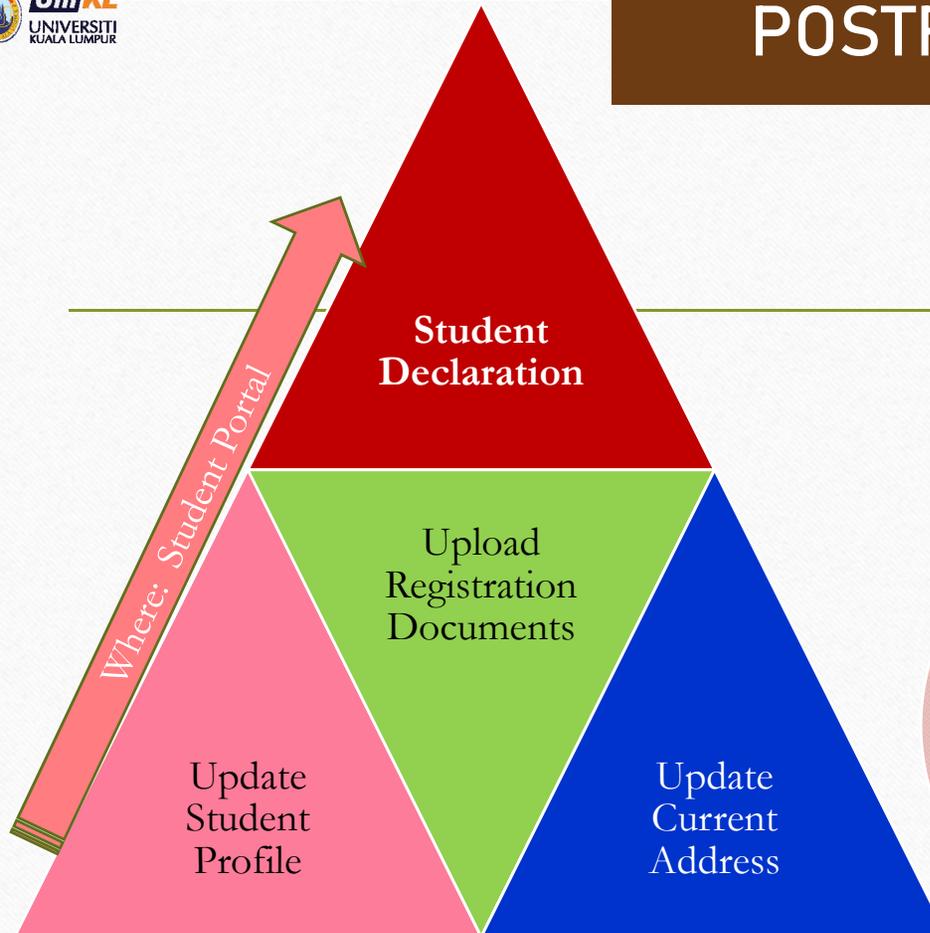
Personal Email: * **UwaisAlQ#3@yahoo.com**

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.

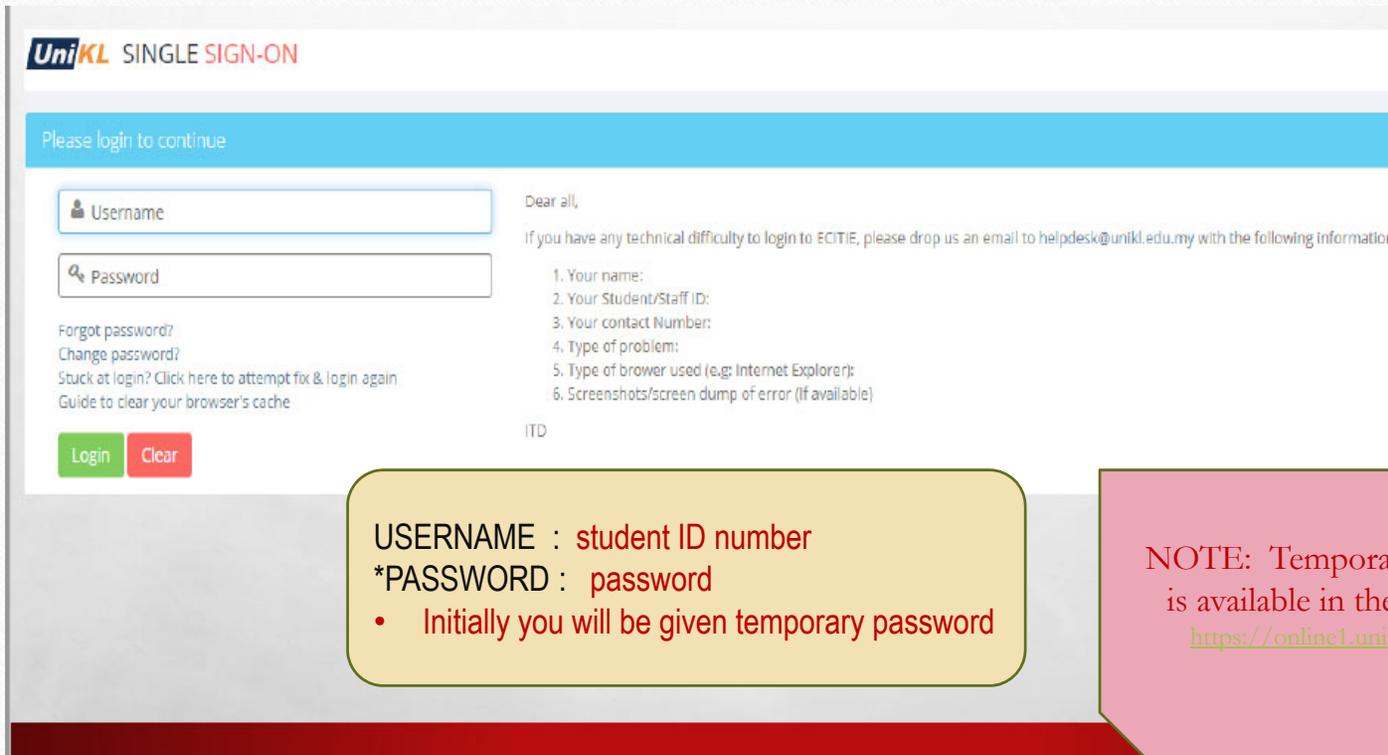
[1. General information regarding E-WoW](#), such as schedule.
[2. Go to E-WOW SharePoint Portal](#) (Requires your Microsoft 365 login).

POSTREGISTRATION ACTIVITIES



LOGIN TO STUDENT PORTAL

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



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 ECITIE, 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)

ITD

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 PORTAL

- ECITIE Online
- Message
- Academic
 - New Students
- My Profile
- My Timetable
- My Subject
- My Attendance
- Exam Slip
- My Result
- Semester Registration
- Subject Registration

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 : JANUARY 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 reporting requirements. It will be accessed strictly for these purposes only and disclosed to the government agencies 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 History](#)

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

Action: [View Only](#)

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. If any information and documents provide to UniKL are found to be incorrect, I will be liable for any consequences.

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](#)

Student Declaration

Upload Registration Documents

Update Student Profile

UPLOAD REGISTRATION DOCUMENTS

UPLOAD DOCUMENTS

Note :

- a) Please ensure all copy of documents are clear and can be read. *Sila pastikan semua salinan dokumen yang di muatnaik adalah jelas dan boleh dibaca.*
- b) If you are required to reupload a document, there are three possible reasons: 1) Not clear and cannot be read 2) Not clear and cannot be read 3) unable to open. *Sekiranya anda diminta untuk memuatnaik semula, ada tiga kemungkinan: 1) tidak jelas 2) dokumen tidak jelas 3) tidak dapat dibuka.*
- c) Mandatory Documents * must be uploaded (upload file having extension: 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>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

Your document maybe incorrect or not clear or unable to open. Re Scan and Reupload

Please upload another document

No file selected.

Please upload another document

No file selected.

Please upload another document

Full Offer Letter
Form D
Form D1
Fee Structure

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

ECITIE Online

Calendar

Message

Academic

New Students

My Profile

My Timetable

My Subject

My Attendance

Exam Slip

My Result

Semester Re

Subject Regi

Evaluation

CGPA Calcul

Mon 9/21

**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 :

Name : (Name as per IC/passport)
Home Phone :
Mobile No :
Current Address :
Address :
City :
State :
Country :
Emergency Contact Person :
Nothing found to display



UniKL
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KUALA LUMPUR

CREDIT TRANSFER

(applicable to eligible students)

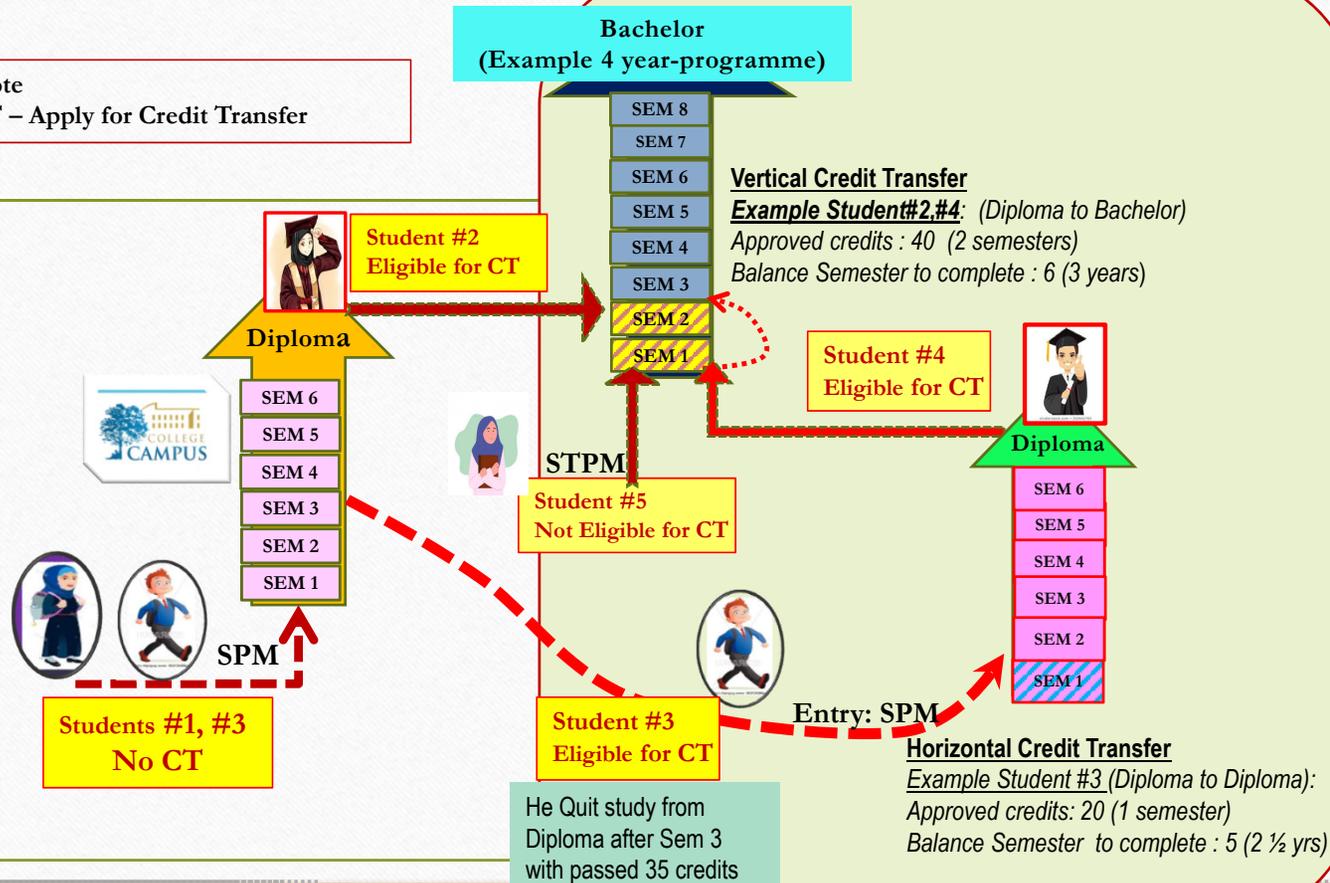
Definition of eligible students:

- i) Students with entry of Certificate or Diploma
- ii) Students who would like to continue with different programme at the same level of study
(Diploma to Diploma or Bachelor to Bachelor)

CREDIT TRANSFER ELIGIBILITY

TWO CATEGORIES: VERTICAL VS HORIZONTAL

Note
CT – Apply for Credit Transfer



- Conditions for the course:**
- from accredited programme
 - Same or greater credit value
 - Min. similarity 80%
 - Min. grade is C

When to Apply:
During the first semester of admission

- Required Documents:**
- Transcript
 - Syllabus/ course description

APPLICATION PROCESS

Register as
UniKL student

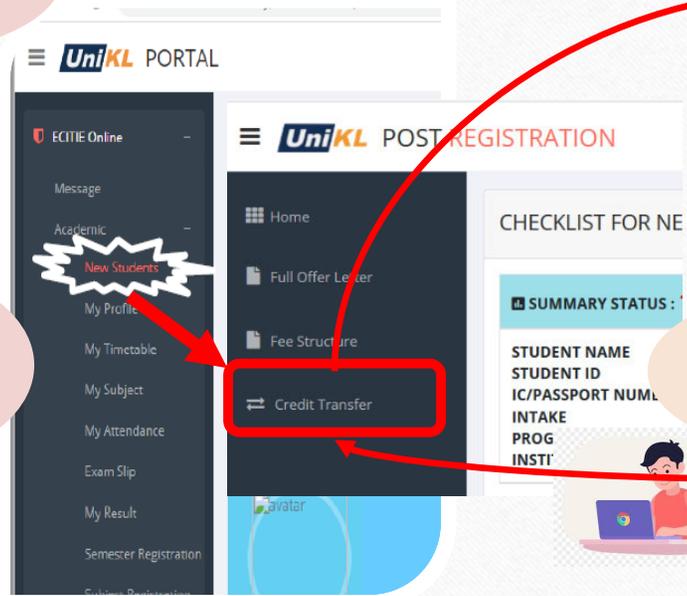


- 1-Transcript
- 2-Syllabus

Prepares
documents in
softcopy



Login to
Student
Portal to
apply online



The screenshot shows the UniKL PORTAL interface. On the left is a navigation menu with options like 'Message', 'Academic', 'My Profile', 'My Timetable', 'My Subject', 'My Attendance', 'Exam Slip', 'My Result', and 'Semester Registration'. The 'Academic' section is expanded to show 'New Students' (highlighted with a red starburst), 'My Profile', 'My Timetable', 'My Subject', 'My Attendance', 'Exam Slip', 'My Result', and 'Semester Registration'. The 'New Students' link is highlighted with a red box. The main content area shows the 'UniKL POST REGISTRATION' page with a 'CHECKLIST FOR NE' and a 'SUMMARY STATUS' section. The 'SUMMARY STATUS' section includes fields for 'STUDENT NAME', 'STUDENT ID', 'IC/PASSPORT NUM', 'INTAKE', 'PROG', and 'INSTI'. A red arrow points from the 'New Students' link to the 'Credit Transfer' option in the 'CHECKLIST FOR NE' section.

Programme
Coordinator
recommend



HOS
approve



Student views
approved courses
via Student Portal



STUDENT'S CREDIT TRANSFER MAIN PAGE

UniKL CREDIT TRANSFER Exit

SECTION A: STUDENT'S PARTICULAR

Name	Abdullah bin Abbas (69211223001)		
Institute	UniKL BIS	Programme Coordinator / Recommender	Johan bin Mydin 
Current Programme	Bachelor of Business Administration (Hons) in Management and Entrepreneurship	Approver / Head of Section	Azidah Kahar

SECTION B: DETAILS OF PREVIOUS STUDY

Programme Name *	DIPLOMA IN BUSINESS MANAGEMENT 	University / College / Institute Name *	KPTM Bangi
Transcript/Result Slip *	69211223001_TRANSCRIPT.PDF  <input type="button" value="Browse..."/> No file selected.		

Last date to apply online: 31-Jul-2023 

SECTION C: COURSES TO BE MAPPED FOR CREDIT TRANSFER

SUMMARY APPLICATION STATUS - SAVE: 0 APPLY: 14 - Submit: 10 Reject: 0 Inprogress: 0 Complete: 4 Cancel: 0 

UniKL reserves the right to reject any application or retract any decision if it is found that the information given by the student is incorrect and/or inaccurate.

TOTAL APPROVED CREDIT (WITHOUT GRADE) : 12 

No	Courses in the Current UniKL Programme	Course from Previous Programme	Status	Updated Date	Processed Date	Action
1	ECB20603 - SMALL BUSINESS MANAGEMENT (CREDIT: 3)	PMG3039 - OPERATIONS MANAGEMENT 3 (A) 	SUBMIT	12-Jul-2023		<input type="button" value="Cancel"/>
		PBS3233 - INTERNATIONAL BUSINESS 3 (A) 				
		PMG1123 - FUNDAMENTALS OF MANAGEMENT 3 (A) 				
2	EIB10603 - FINANCE 1 (CREDIT: 3)	PFN1223 - FINANCIAL MANAGEMENT 3 (A) 	SUBMIT	12-Jul-2023		<input type="button" value="Cancel"/>
3	EIB10803 - MARKETING MANAGEMENT (CREDIT: 3)	PMK1312 - FUNDAMENTALS OF MARKETING 3 (A) 	SUBMIT	12-Jul-2023		<input type="button" value="Cancel"/>

Next Slide for the Reference features 

REFERENCE: FEATURES IN THE CREDIT TRANSFER PAGE

	FEATURES	DESCRIPTION
1	Name of Diploma and Previous Institute/ College	Must update the correct information
2	Transcript/ Result Slip	Must be uploaded in pdf or any other format
3	Programme Coordinator Head of Section	Information about the Evaluator of the application / recommender And the Approver of the application
4	Last Date to Apply Online	Information about when is the last date to apply
5	Apply	click this button to apply for every course. Syllabus from the previous institute which map to the applied course is required to be uploaded. Refer slide How to Apply
6	Credit Transfer Slip	If there is approved credits, this button will appear. Student can download the slip for the safekeeping and reference
7	Summary of Application Status	Information about statistics on application status Refer to the next slide in Table 2
8	Status	Current Application status Refer to the next slide in Table 2
9	Action	Specific action buttons will appear according to the status Refer to the next slide in Table 2

Table 2 – APPLICATION STATUS & DESCRIPTION

SUMMARY STATUS 7	STATUS 8	ACTION 9	Description
SAVE	SAVE	EDIT, DELETE, SUBMIT	Student has yet to SUBMIT the application. Student can still EDIT, DELETE the application
APPLY	Refer to the following application status		
REJECT	REJECT	RESUBMIT <remark from PC>	PC has rejected the application; to allow student to re submit the new syllabus/ new information. Information on what insufficient information shall be displayed.
SUBMIT	SUBMIT	CANCEL	Student has submitted the application; PC has yet to process the application
INPROGRESS	INPROGRESS		The application has been recommended by PC and probably in the approval process.
COMPLETED	APPROVED NOT APPROVED		The application has been fully processed.
CANCEL	CANCEL		The application has been cancelled by the student, OR Has been cancelled by the system if the application is in SAVE or REJECT status for more than 7 days.

RECOMMENDED PREPARATION BEFORE APPLY

1. Download Study Plan**
2. Transcript (softcopy)
3. Syllabus (softcopy)

Map Study Plan with transcript for the equivalent course from the previous programme

Example planning

**The study plan can be downloaded from the student portal via these pages:
 1) Once you open the credit transfer module, a Notification message appear or
 1) Go to Academic → MySubject → Study Plan

NOTIFICATION

Student can refer to study plan ([download study plan](#)) to decide the courses. (Example planning for credit transfer map)

Student is required to have these documents when applying for:

- 1) Syllabus for courses from the previous programme which
- 2) Transcript/ result slips from previous programme

Example Study Plan

26-07-2023 11:36 AM
Page 1 of 3

Year	Sem	Subject	Name	Credit	Category	Pre- Requisite	Semester	Status	Credit Gained
1	1	EIB10103	WRITING FOR ACADEMIC PURPOSES	3	CORE				
2	1	EIB10203	PRINCIPLES OF ECONOMICS	3	CORE				
3	1	EIB10303	PRINCIPLES OF MANAGEMENT	3	CORE				
4	1	EIB10503	BUSINESS MATHEMATICS	3	CORE				
5	1	EIB11303	PRINCIPLES OF MARKETING	3	CORE				
6	1	EIB11403	PRINCIPLES OF ACCOUNTING	3	CORE				
7	1	WAJ10101	ARABIC 1	1	UCS(L)				
8	1	MPU3102	PHILOSOPHY AND CURRENT ISSUES	2	MPU				
9	1	MPU3332	ISLAMI/TEMPORARI MUSLIM DI MALAYSIA	2	MPU#				
10	1	MPU3342	CULTURE AND LIFESTYLE IN MALAYSIA 2	2	MPU#				
11	1	WBB10102	TECHNOPRENEURSHIP	2	UCD				
12	1	EIB10303	ISLAMIC ECONOMICS	3	CORE				
13	1	EIB20203	USUL FIQH & GAWAID FIQUEHYAH	3	CORE				

1) Download Study Plan
 2) Choose Courses probably match with the previous courses you took from the previous programme
 3) Prepare the syllabus from the previous programmes- save one course in one file.

EXAMPLE : COURSES TO BE MAPPED FOR CREDIT TRANSFER

No	COURSES IN THE CURRENT PROGRAMME (UNIKL)			COURSES FROM PREVIOUS PROGRAMME			REMARK- example	
	Code	Course Title	Credit	Code	Course Title	Credit		Grade
1	EIB10203	PRINCIPLES OF ECONOMICS	3	ECO1013 ECO2023	MICROECONOMICS MACROECONOMICS	3 3	B C	Two courses are mapped to one UNIKL course
2	EIB10303	PRINCIPLES OF MANAGEMENT	3	MGT1013	PRINCIPLES OF MANAGEMENT	3	C	One course to map to ONE UNIKL course
3	EIB10503	BUSINESS MATHEMATICS	3	MAT1013	BUSINESS MATHEMATICS	3	B+	
4	EIB10803	MARKETING MANAGEMENT	3	MKT2013 MKT1063 MKT1073 MKT2563	PRINCIPLES OF MARKETING CONSUMER BEHAVIOUR PRODUCT MANAGEMENT STRATEGIC MARKETING PLANNING	3 3 3 3	C C+ B- B	Four (4) courses to be map to ONE UNIKL Course
5	EIB20403	ORGANIZATIONAL BEHAVIOUR	3	MGT2023	ORGANIZATIONAL BEHAVIOUR	3	A-	
6	EIB20203	MANAGEMENT INFORMATION SYSTEM	3	ITE3533 ITE2513	BUSINESS & INFORMATION SYSTEM INTERNET & ELECTRONIC COMMERCE	3 3	C A-	

UniKL CREDIT TRANSFER

SECTION A: STUDENT'S PARTICULAR

Name: Adulrah bin Abbas (00212120002)
 Institute: Unkl B5
 Current Programme: Bachelor of Business Administration (Hons) in Management and Entrepreneurship
 Programme Coordinator / Recommender: Johan bin Mohd
 Approver / Head of Section: *****

SECTION B: DETAILS OF BEING APPLIED

Programme Name: DIPLOMA IN BUSINESS MANAGEMENT
 University / College / Institute Name: IPTM Bangi
 Transcript/Result Slip: 6212323137_TRANSCRIPT.pdf
 (Browse) No file selected.

SECTION C: COURSES TO BE MAPPED FOR CREDIT TRANSFER

SUMMARY APPLICATION STATUS: SAVE: 0 APPLY: 14 - Subject: 10 Progress: 0 Complete: 4 Cancel: 0
 UniKL reserves the right to reject any application or retract any decision if it is found that the information given by the student is incorrect and/or inaccurate.

TOTAL APPROVED CREDIT (WITHOUT GRADE) : 12					
No	Courses in the Current UNIKL Programme	Course from Previous Programme	Status	Updated Date	
1	ECB20603 - SMALL BUSINESS MANAGEMENT (CREDIT: 3)	PMG3039 - OPERATIONS MANAGEMENT (3 (A)) PMS3233 - INTERNATIONAL BUSINESS (3 (A))	SUBMIT	12-Jul-2023	
2	EIB10603 - FINANCE 1 (CREDIT: 3)	PMG1123 - FUNDAMENTALS OF MANAGEMENT (3 (A))	SUBMIT	12-Jul-2023	
3	EIB10803 - MARKETING MANAGEMENT (CREDIT: 3)	PFN1223 - FINANCIAL MANAGEMENT (3 (A)) PMS3233 - INTERNATIONAL BUSINESS (3 (A))	SUBMIT	12-Jul-2023	

HOW TO APPLY

UniKL CREDIT TRANSFER Exit

Transcript/Result Slip * No file selected.

Last date to apply online: 31-Jul-2023
SECTION C: COURSES TO BE MAPPED FOR CREDIT TRANSFER
SUMMARY APPLICATION STATUS : SAVE: 1 APPLY: 7 - Submit: 0 Reject: 0 Inprogress: 6 Complete: 1 Cancel: 0
UniKL reserves the right to reject any application or retract any decision if it is found that the information given by the student is incorrect and/or inaccurate.

TOTAL APPROVED CREDIT (WITHOUT GRADE):

No	Courses in the Current UniKL Programme	Course from Previous Programme	Status	Updated Date	Processed Date	Action
1	EBB20303 - ISLAMIC BANKING OPERATIONS (CREDIT: 3)	ACC2682 - PRINCIPLES OF ISLAMIC ACCOUNTING 2 (C+)	SAVE	11-Jul-2023		<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Submit"/>
2	EIB10203 - PRINCIPLES OF ECONOMICS (CREDIT: 3)	ECO1013 - MICROECONOMICS 3 (B)	INPROGRESS	11-Jul-2023	13-Jul-2023	
3	EIB10503 - BUSINESS MATHEMATICS (CREDIT: 3)	MAT1013 - BUSINESS MATH 3 (B-)	INPROGRESS	11-Jul-2023	13-Jul-2023	
4	EIB11403 - PRINCIPLES OF ACCOUNTING (CREDIT: 3)	ACC1013 - FINANCIAL ACCOUNTING 1 3 (A-)	INPROGRESS	11-Jul-2023	11-Jul-2023	

APPLICATION (Refer Courses you wish to apply from your study planner)

Current Programme (UniKL)
 UniKL Course *

Course from Previous Programme
 If there is more than one previous course to map to UniKL Course, click Add Row.

No	Course Code	Course Title	Credit	Grade	Syllabus	Action
1 *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/> No file selected.	

* mandatory fields

STEPS:

- 1) Click **APPLY**
- 2) Select a course from the drop down.
The drop down will list only allowable courses for credit transfer from the study plan.
- 3) Key in the course from the previous institute.
- 4) **Upload** syllabus
- If there are more than one course required to map to the UniKL course, click **ADD ROW**
- 5) **SAVE**
- 6) If you need to make amendment to the saved application, click **EDIT**.
- 7) Click **SUBMIT** to send the application for the course.

Repeat every course that you wish to apply.
 Refer Slide [Table 2](#) for the Summary Status



COURSE REGISTRATION & CLASS TIMETABLE

COURSE REGISTRATION PROCESS

View Study Plan in Student Portal

Apply for Credit Transfer (If eligible)

Check whether courses have been registered

ADD/DROP process (if allowed)

Check your Timetable



No	Code	Name	Unit	Category	Prerequisite	Section	Time	Day
1	AMU101	Introduction to Business	3	Core		AMU1011	09:00-10:30	Tue
2	AMU102	Business Mathematics	3	Core		AMU1021	11:00-12:30	Tue
3	AMU103	Business English	3	Core		AMU1031	13:00-14:30	Tue
4	AMU104	Business Law	3	Core		AMU1041	15:00-16:30	Tue
5	AMU105	Business Economics	3	Core		AMU1051	17:00-18:30	Tue
6	AMU106	Business Information Systems	3	Core		AMU1061	09:00-10:30	Wed
7	AMU107	Business Statistics	3	Core		AMU1071	11:00-12:30	Wed
8	AMU108	Business Management	3	Core		AMU1081	13:00-14:30	Wed
9	AMU109	Business Strategy	3	Core		AMU1091	15:00-16:30	Wed
10	AMU110	Business Ethics	3	Core		AMU1101	17:00-18:30	Wed

Normally, courses will be pre registered for new students



UniKL
UNIVERSITI
KUALA LUMPUR

THANK YOU



Contact Us

Academic Management Division

 Universiti Kuala Lumpur

1016 Jalan Sultan Ismail

50250 Kuala Lumpur



Email: acmd2@unikl.edu.my