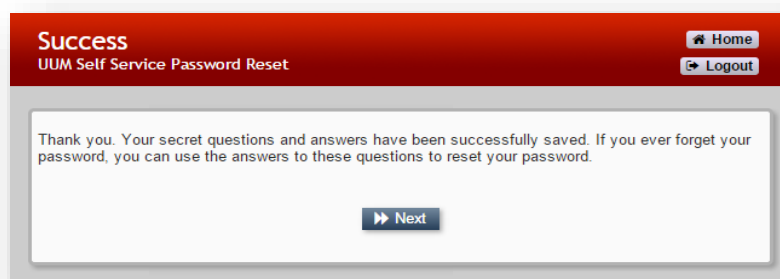**UUM PORTAL USER MANUAL**

1. Access the portal through http://portal.uum.edu.my.   The following site will be displayed. Key in the username dan password and click Login. Ensure you are on the Staff checkbox.
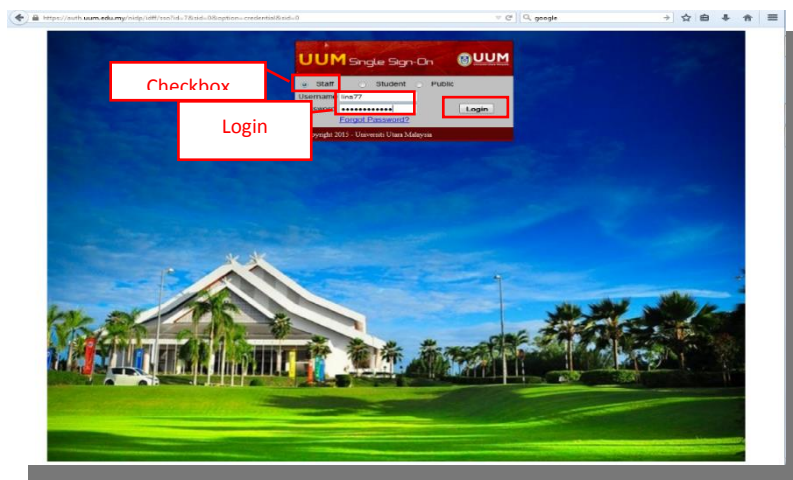
2. For the first time login, you are required to answer a set of security questions.   Click Save Answers button.

3. The following screen will be displayed. Click the Next button to the next step.

4. Input new password and click the Next button.

5. The following screen will be displayed.

6. A notification email will be sent to the user as shown below.

7. Password was successfully changed and click the Next button as shown below.
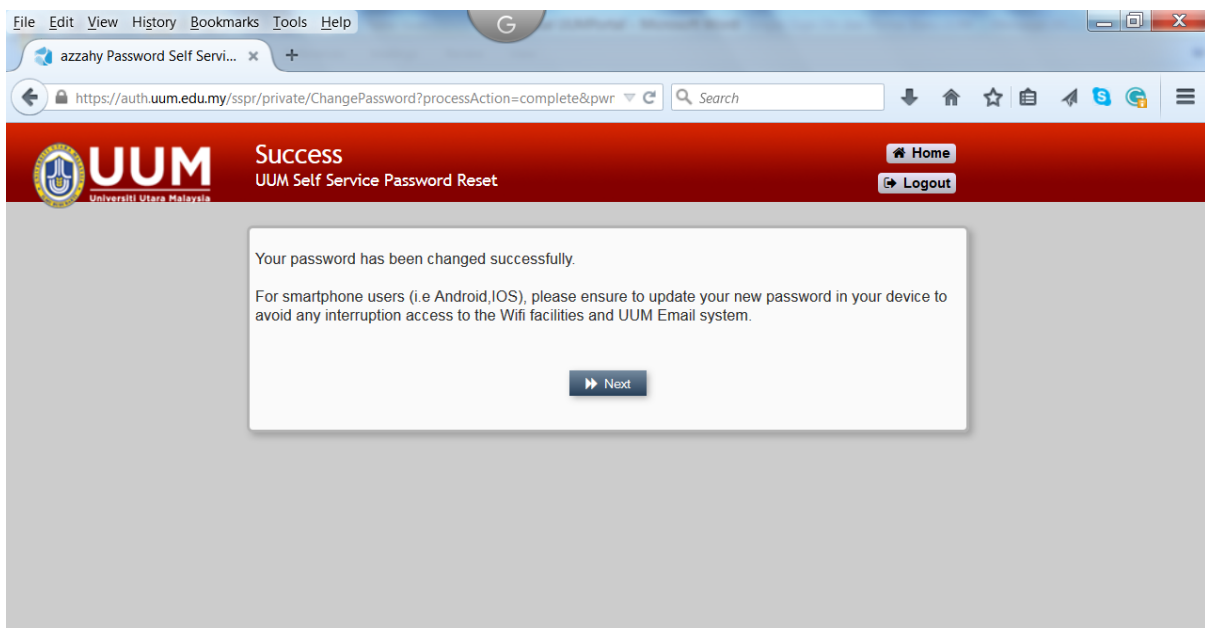
8. The following screen will be displayed. Then do click at "Click here to login again".
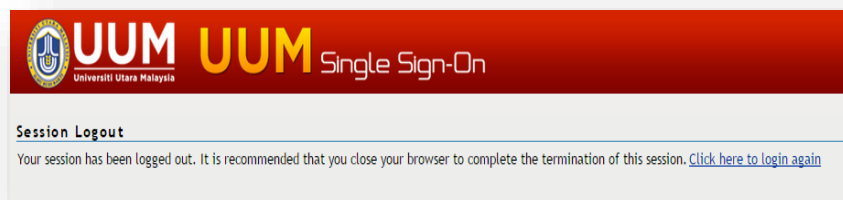
9. UUM Single Sign-On screen will be displayed as follows. Key in your login and new password.

10. If the id and password are valid, the following page will be displayed. There are 12 main menus and the details will be displayed as shown below.

Main menu

Details menu

10. Click the *Popular Menu* [Popular Menu]. There are five menus that are frequently browsed by the user as shown below.
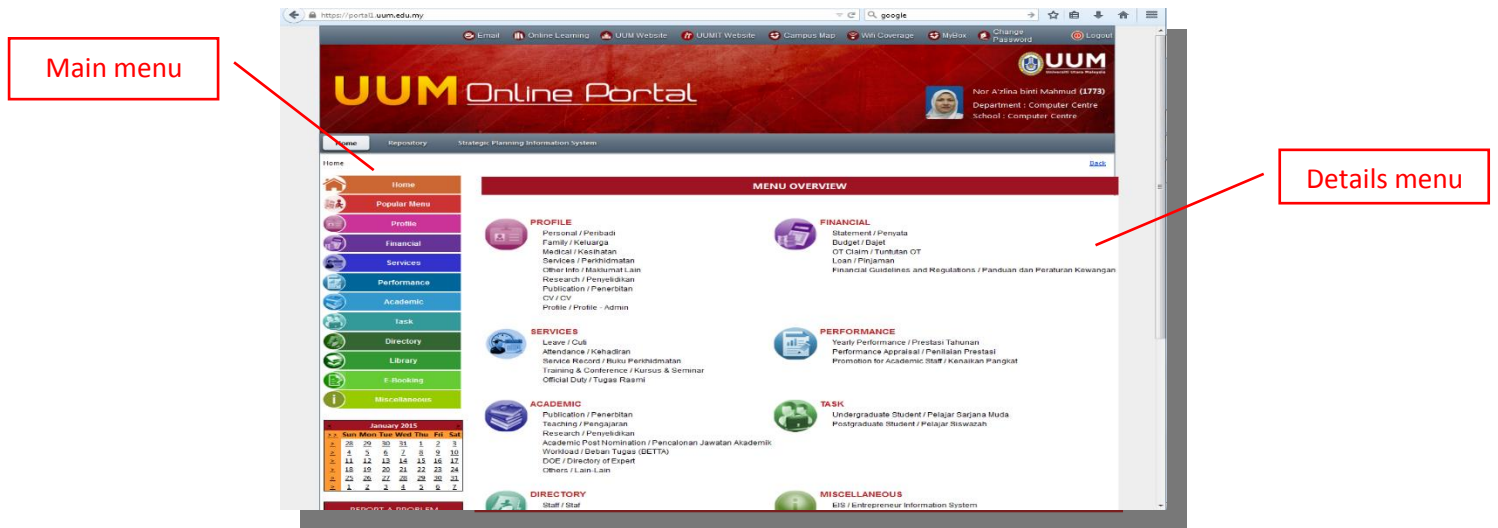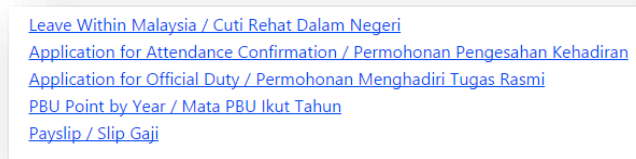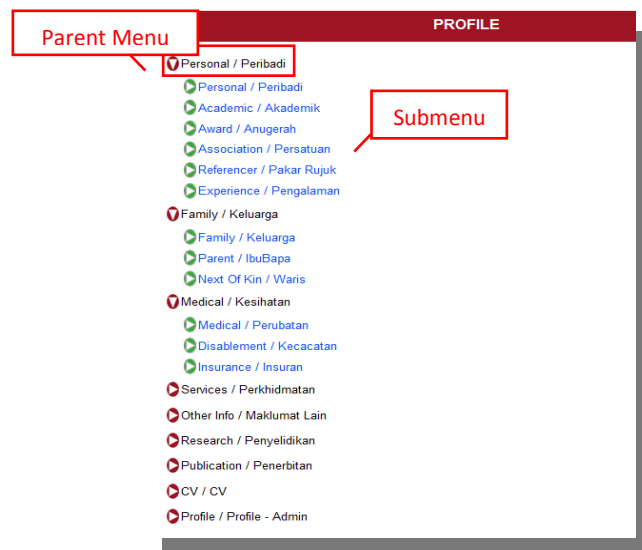
Leave Within Malaysia / Cuti Rehat Dalam Negeri
Application for Attendance Confirmation / Permohonan Pengesahan Kehadiran
Application for Official Duty / Permohonan Menghadiri Tugas Rasmi
PBU Point by Year / Mata PBU Ikut Tahun
Payslip / Slip Gaji

11. Click the *Profile menu* [Profile] to view the personal details of users. Click on parent menu to obtain the desired submenu.

Parent Menu

Submenu

PROFILE
Personal / Peribadi
  Personal / Peribadi
  Academic / Akademik
  Award / Anugerah
  Association / Persatuan
  Referencer / Pakar Rujuk
  Experience / Pengalaman
Family / Keluarga
  Family / Keluarga
  Parent / IbuBapa
  Next Of Kin / Waris
Medical / Kesihatan
  Medical / Perubatan
  Disablement / Kecacatan
  Insurance / Insuran
Services / Perkhidmatan
Other Info / Maklumat Lain
Research / Penyelidikan
Publication / Penerbitan
CV / CV
Profile / Profile - Admin

12.   Click the *Financial menu* to view the financial details.

- Statement / Penyata
  - Payslip / Slip Gaji
  - EC Form / Borang EC
  - Personal Enquiry / Pertanyaan Peribadi ***
- Budget / Bajet
  - PTJ Approval / Pengesahan Ketua PTJ
  - Check Status / Semak Status
- OT Claim / Tuntutan OT
  - Apply / Permohonan
  - Admin / Admin
  - Apply / Permohonan ***
- Loan / Pinjaman
  - Vehicle / Kenderaan ***
  - Computer / Komputer ***
- Financial Guidelines and Regulations / Panduan dan Peraturan Kewangan
  - UUM Accounting / Kewangan dan Perakaunan UUM
  - Travel Claim / Tuntutan Perjalanan
  - Procurement Guideline / Panduan Perolehan
  - Asset Management / Pengurusan Aset

13.   Click the *Services menu* to view the services information.

- Leave / Cuti
  - Leave Application and Approval / Permohonan dan Pengesahan Cuti
  - Check Leave / Semak Cuti
- Attendance / Kehadiran
  - Staff Attendance Report / Laporan Kehadiran Staf ***
  - Attendance Approval / Pengesahan Kehadiran
  - Attendance Approval / Pengesahan Kehadiran- Admin
- Service Record / Buku Perkhidmatan
- Training & Conference / Kursus & Seminar
- Official Duty / Tugas Rasmi

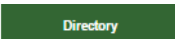14.   Click the *Performance* menu to view yearly performance.

- Yearly Performance / Prestasi Tahunan
  - Performance / Prestasi
- Performance Appraisal / Penilaian Prestasi
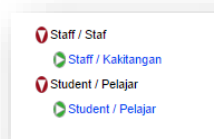 - For Assesment / Penilaian Oleh Pegawai

15. Click the *Academic menu* for academics to view the information related to academics.
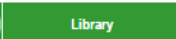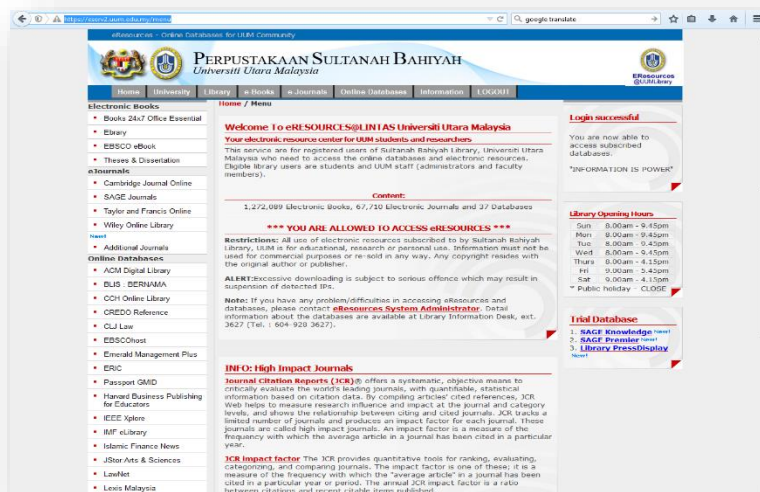

16. Click the *Task* menu to view the Undergraduate and Postgraduate Student informations.
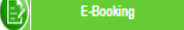

17. Click the *Directory menu* to search for staff and students. .
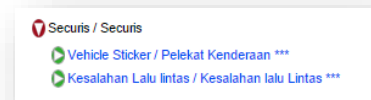

18. Click the *Library menu* to visit the Sultanah Bahiyah Library's website. Click on *e-Resources* and the following screen will be displayed.

19. Click the *E-booking menu* to make a booking. The following screen will be displayed.

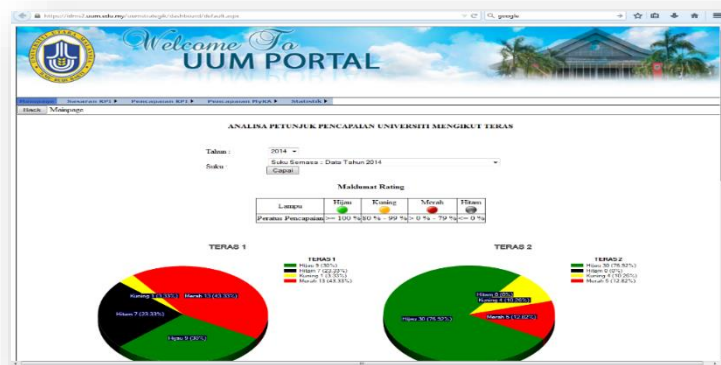20. Click the *Miscellaneous menu* to view others menu.

21. To access into another system, click the Repository menu as shown below. The systems listed will be redirected to myuum.uum.edu.my.

22. To view the achievement of University's strategic, click the Strategic Planning Information System menu.

The following screen will be displayed.

23. To ask or report related to IT matter, there are few choices as provided in below menu.