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.

10. Click the **Popular Menu**. There are five menus that are frequently browsed by the user as shown below.

11. Click the **Profile menu** to view the personal details of users. Click on parent menu to obtain the desired submenu.
12. Click the Financial menu to view the financial details.

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

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