**UUM PORTAL USER MANUAL**

Beginning **1st September 2015,** UUMIT is launching a new Student Portal based on Single Sign On (SSO),   With this facility, student need to login once using the same username and password to access UUM Portal, UUM Online Learning, UUM WiFi and Email.

1. Access the portal through http://portal.uum.edu.my.

2. Enter your ID and password. This information was provided to you by UUMIT. If you need assistance with your password, please email to itservices@uum.edu.my.

    New student: ID (as provided); Password (IC/Passport No) etc.
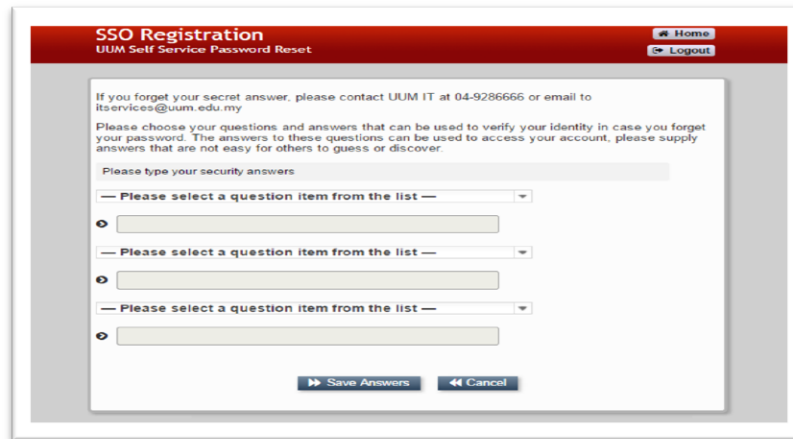   **Current student**: ID and Password (Please use UUMWifi / Online Learning ID and Password to login)

3. Click Login to continue.
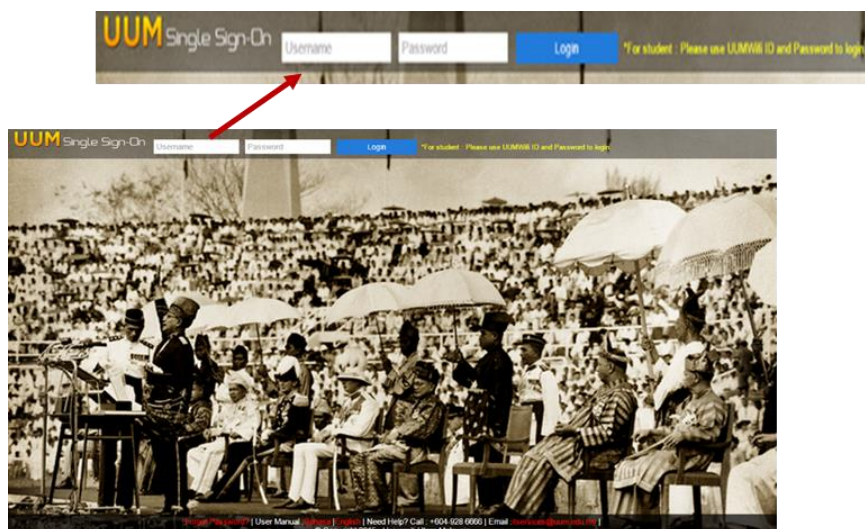
4. The UUM Single Sign-On will require all User(s) to change their password when logging into the system for the *first* time. You are required to answer a set of security questions.

5. Click on Save Answers button to proceed.
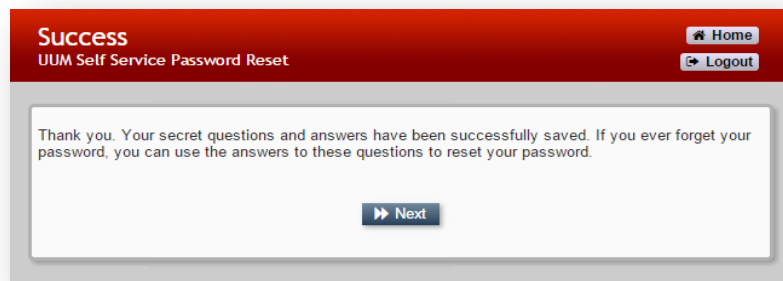
6. The following screen will be displayed. Click on Next button.
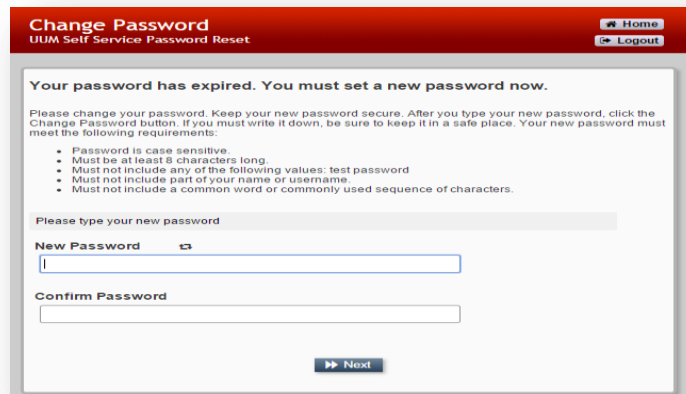
7. Input new password and click the Next button.
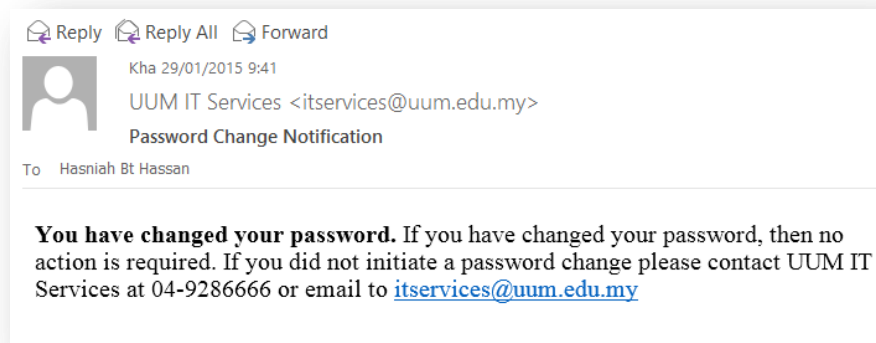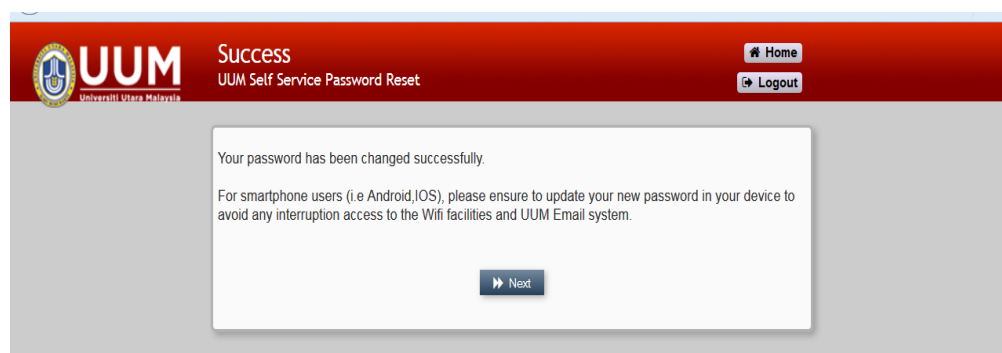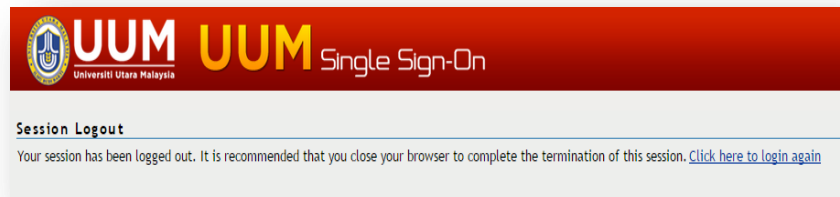
8. The following screen will be displayed.

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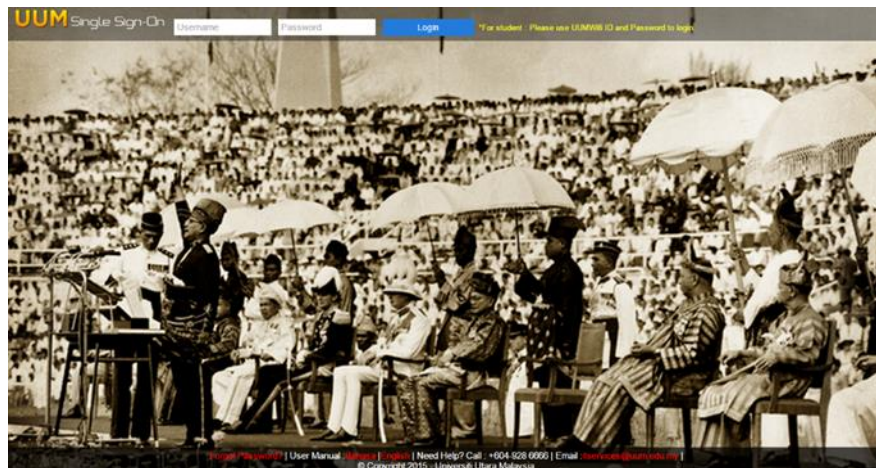

10. You will have successfully changed your password and click the Next button as shown below.

11. The following screen will be displayed. Then do click at "Click here to login again".


12. UUM Single Sign-On screen will be displayed as follows. Enter your ID and new

password.

13. If the id and password are valid, the following page will be displayed.   There are 7 main menus and the details will be displayed as shown below.

14. By default, Home menu are displayed.   The Home section will display the   student profile, timetable, news, announcements, academic calendar and events.
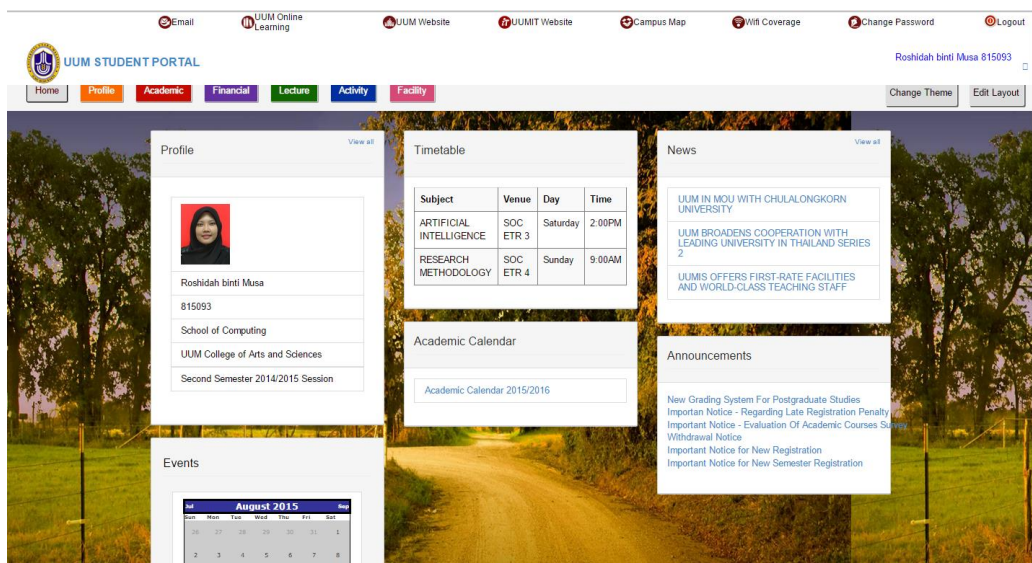
15. From the main page, click on *Profile* menu [Profile] to display the following details of student**:** Personal Info, Study Details, Academic Background and Research Information.

16. Click on *Academic* menu [Academic] . The following screen will display the Result, Graduation, Practicum and Courses Taken.

17. *Financial* menu [Financial] function provides the ability to view important noticement

and student account statement.   Menu marked with an asterix ***, will redirected you to another login page.

18. The *Lecture* menu [Lecture] page displaying the following details: college timetable, slips, course registration and individual timetable.
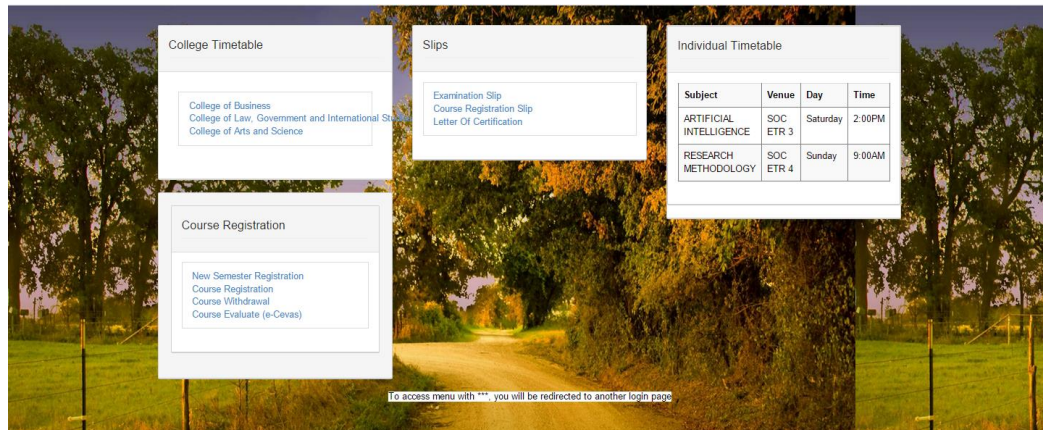
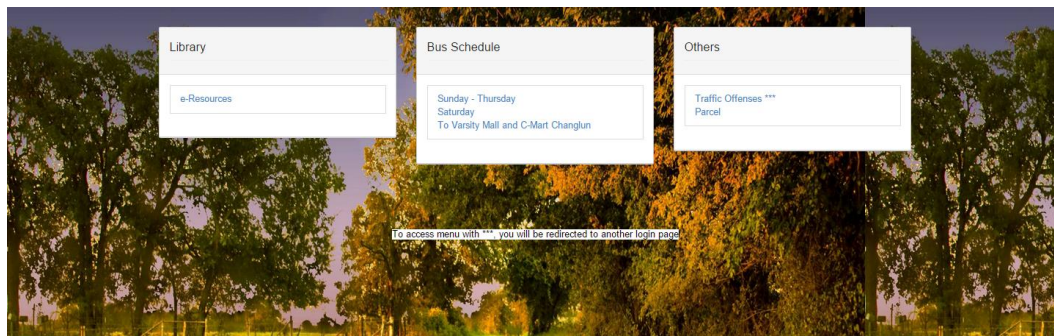19. Click on *Activity* menu [Activity] to display the students development.
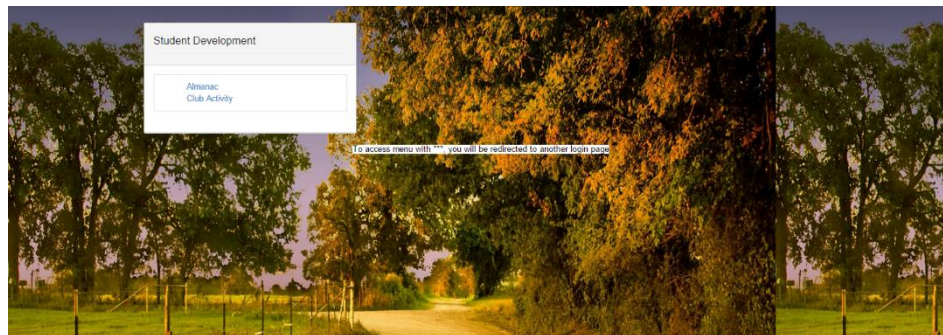
20. Click on *Faculty* menu [Facility] to view the following details: library, bus schedule and others. Menu marked with an asterix ***, will redirected you to another login page.

21. With new Student Portal based on Single Sign On (SSO), student need to login once using the same username and password to access UUM Online Learning and Email.

22. Click on Email or UUM Online Learning icon and user will be automatically redirected to the page.
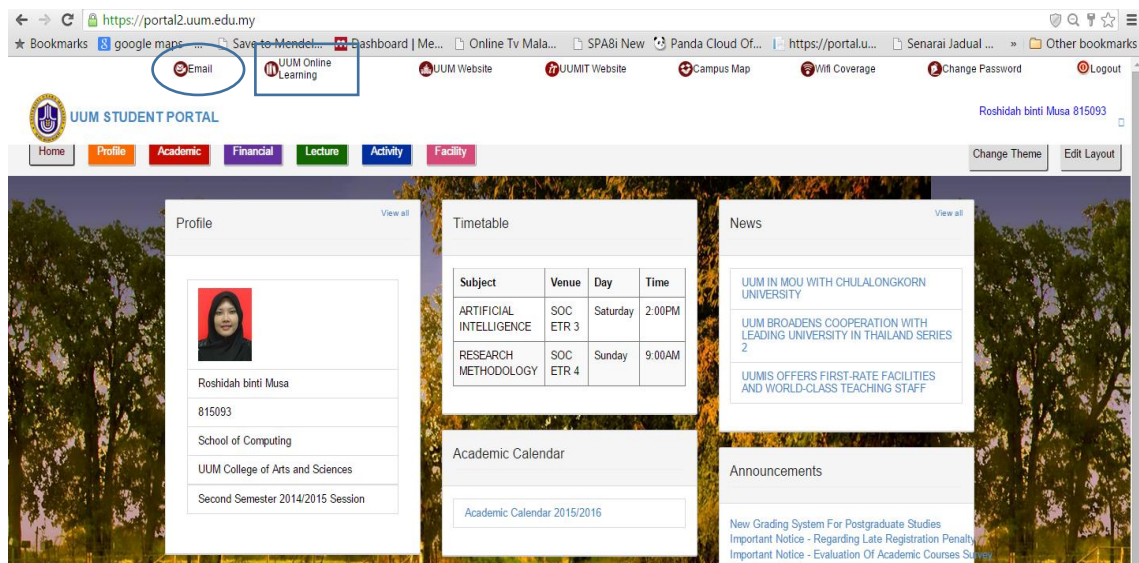
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