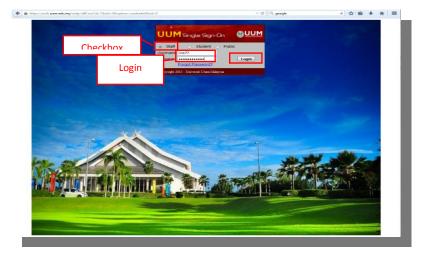
UUM PORTAL USER MANUAL

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

SSO Registra		Home (+ Logout)
itservices@uum.edu Please choose your your password. The	cret answer, please contact UUM IT at 04-9286666 4 Lmy questions and answers that can be used to verify y answers to these questions can be used to access teasy for others to quess or discover.	our identity in case you forget
Please type your sec		
Please select	a question item from the list — 👻	
Please select	a question item from the list — 💌	1
— Please select	a question item from the list — 👻	
Ð		
	Save Answers 44 Cancel	

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

SUCCESS JUM Self Service Password Reset		🕷 Home 🕞 Logout
	d answers have been successfully saved. If o these questions to reset your password.	you ever forget your
	→ Next	

4. Input new password and click the Next button.

JUM Self Service Pas	sword Reset	G Logout
our password h	as expired. You must set a new password now.	
	sword. Keep your new password secure. After you type your new passw n. If you must write it down, be sure to keep it in a safe place. Your new rements:	
 Must not include 		
Please type your new p	assword	
New Password	3	
0		
Confirm Password		
	► Next	

5. The following screen will be displayed.

Please Wa	i t e Password Reset				
OUM Sell Servic	e Password Reset				
Your password i	being changed. Th	nis process mav take	several minutes, pleas	e be patient.	
	5 5				- 18
					- 10
		25%			- 10
					- 10
					- 110

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

и керіу	Kha 29/01/2015 9:41
	UUM IT Services <itservices@uum.edu.my></itservices@uum.edu.my>
	Password Change Notification
o Hasnia	h Bt Hassan
You ha	ve changed your password. If you have changed your password, then no s required. If you did not initiate a password change please contact UUM IT

7. Password was successfully changed and click the Next button as shown below.

Eile Edit View History Bookman Image: State of the state of	
A https://auth.uum.edu.my/ss	pr/private/ChangePassword?processAction=complete&pwr 🗟 😋 Search 🕹 🖨 🏠 🖻 🔺 🧕 🧲 🚍
	Success # Home UUM Self Service Password Reset © Logout
	Your password has been changed successfully. For smartphone users (i.e Android,IOS), please ensure to update your new password in your device to avoid any interruption access to the Wifi facilities and UUM Email system.

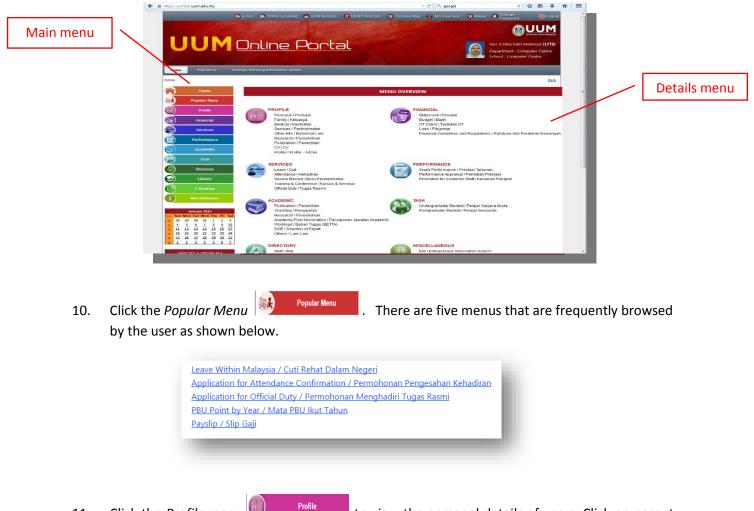
8. The following screen will be displayed. Then do click at "Click here to login again".

UUM Single Sign-On	
Session Logout Your session has been logged out. It is recommended that you close your browser to complete the termination o	this session. <u>Click here to login again</u>

9. UUM Single Sign-On screen will be displayed as follows. Key in your login and new password.

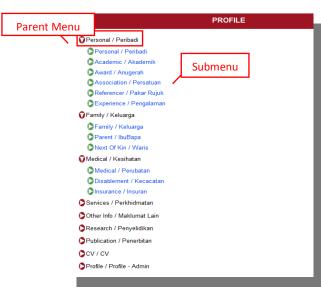


10.If the id and password are valid, the following page will be displayed. There are 12 main menus and the details will be displayed as shown below.



11. Click the *Profile menu* Profile menu to obtain the desired submenu.

to view the personal details of users. Click on parent

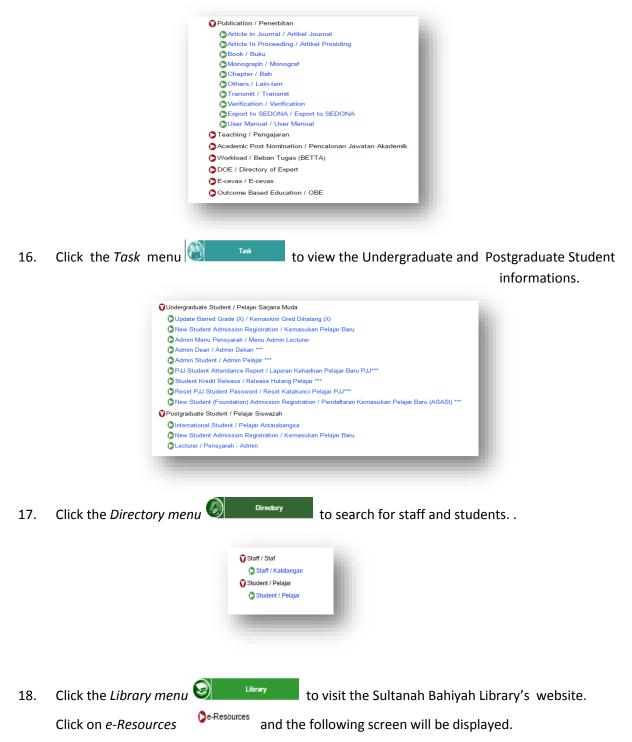


2.	Click the Financial menu 🖤 Financial to view the financial details.
	Statement / Penyata
	Payslip / Slip Gaji
	EC Form / Borang EC
	Personal Enquiry / Pertanyaan Peribadi ***
	Dudget / Bajet
	PTJ Approval / Pengesahan Ketua PTJ
	Check Status / Semak Status
	OT Claim / Tuntutan OT
	Apply / Permohonan
	Admin / Admin
	Apply / Permohonan ***
	O 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

- Leave / Cuti
 Leave Application and Approval / Permohonan dan Pengesahan Cuti
 Check Leave / Semak Cuti
 Attendance / Kehadiran
 Staff Attendance Approval / Dengesahan Kehadiran
 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 Performance to view yearly performance.



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





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

	Sport Center / Pusat Sukan
	View Timetable / Jadual
	🛇 View Calendar / Kalendar
	Booking / Tempahan
	Check Status / Semakan Status
	SAdmin Calendar / Kalendar Admin
	Check Status (Admin) / Semakan Status (Admin)
	List for Approval / Senarai Permohonan Untuk Kelulusan
20. Click the <i>Miscellar</i>	eous menu i Mscellaneous 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.

Заналаган 1975 🖡 Репольтан 1975 🖡 Лойцондо	Ринскранин ЛуКА Р	Nutural F							
			ALAN UNIVE	RSITI MEN	GIKUTTE	cas			
	Sudan Su	2014 - Suku Semasa : Data Tahun 2014 - Gapai							
			Idumat Rating	Merah	15tan				
		angu Pencapaian >= 100	-						
	TERAS 1				,	ERAS 2			
		TEMAS 1 History 9 (2025c) History 7 (22)(237c) Kanning 1 (3)(325c) Marute 13 (43)(337c)					Histor 30 (75 Histor 30 (75 Histor 0 (75 Karring 4 (10) Marab 5 (12	92%)	
Runing 1(13332) Have	NES(43355)				History C	10555 4 (100,5675)]			
History 7 (22.325)				ump 30 (755 507 5	Mar	N 6 (12121)			

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

