

UUM PORTAL USER MANUAL

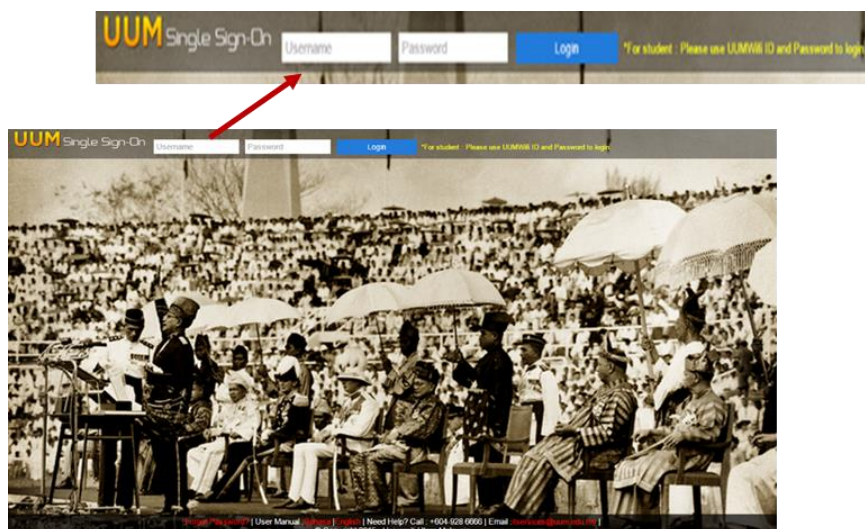
Beginning **1st September 2015**, UUMIT is launching a new Student Portal based on Single Sign On (SSO). With this facility, student need to login once using the same username and password to access UUM Portal, UUM Online Learning, UUM WiFi and Email.

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.

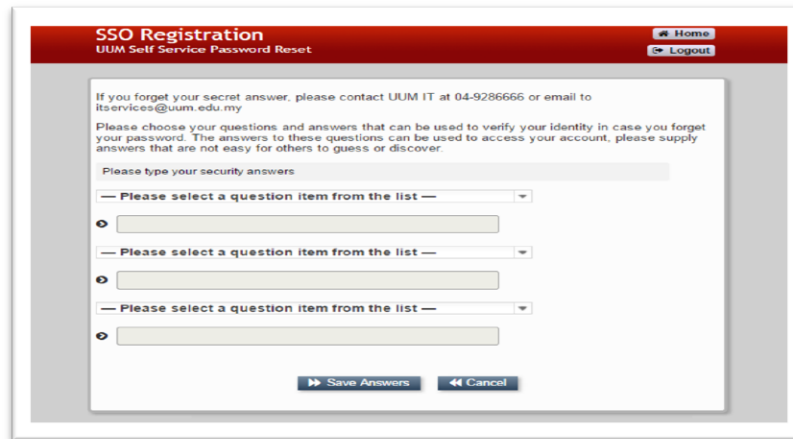
Current student: ID and Password (Please use UUMWifi / Online Learning ID and Password to login)

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.



SSO Registration
UUM Self Service Password Reset

[Home](#)
[Logout](#)

If you forget your secret answer, please contact UUM IT at 04-9286665 or email to itservices@uum.edu.my

Please choose your questions and answers that can be used to verify your identity in case you forget your password. The answers to these questions can be used to access your account, please supply answers that are not easy for others to guess or discover.

Please type your security answers

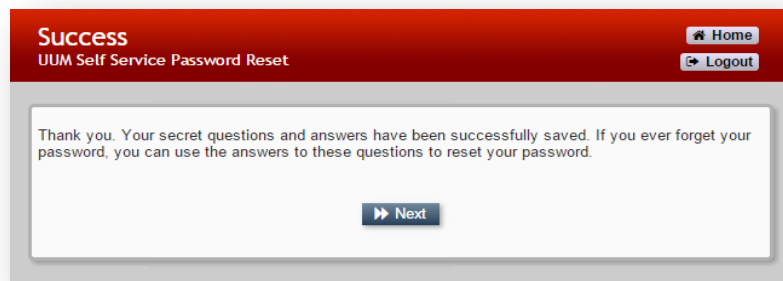
— Please select a question item from the list —

— Please select a question item from the list —

— Please select a question item from the list —

[Save Answers](#) [Cancel](#)

6. The following screen will be displayed. Click on Next button.



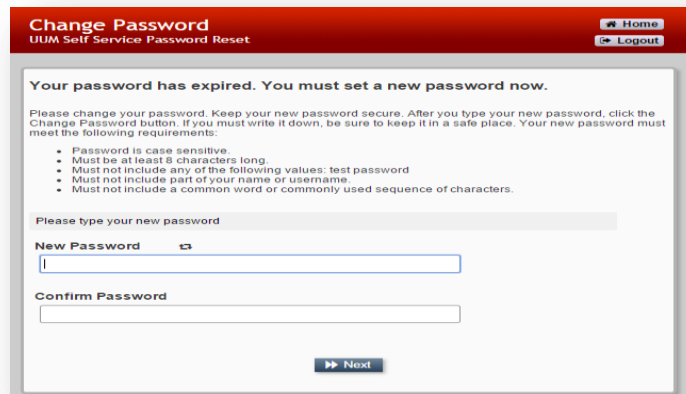
Success
UUM Self Service Password Reset

[Home](#)
[Logout](#)

Thank you. Your secret questions and answers have been successfully saved. If you ever forget your password, you can use the answers to these questions to reset your password.

[Next](#)

7. Input new password and click the Next button.



Change Password
UUM Self Service Password Reset

[Home](#)
[Logout](#)

Your password has expired. You must set a new password now.

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements:

- Password is case sensitive.
- Must be at least 8 characters long.
- Must not include any of the following values: test password
- Must not include part of your name or username.
- Must not include a common word or commonly used sequence of characters.

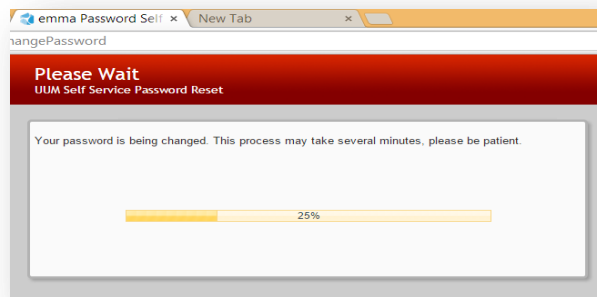
Please type your new password

New Password

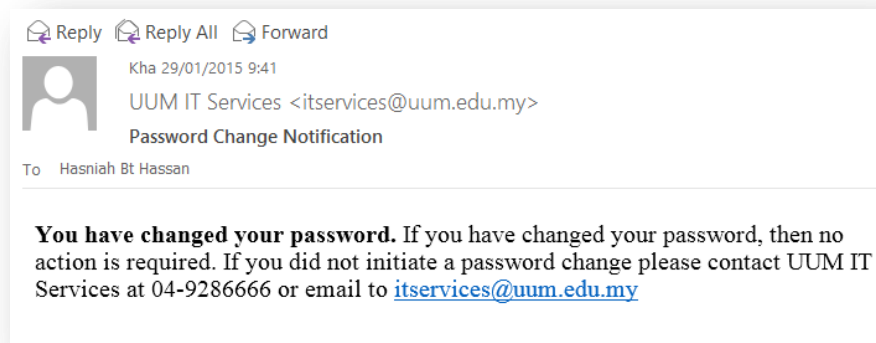
Confirm Password

[Next](#)

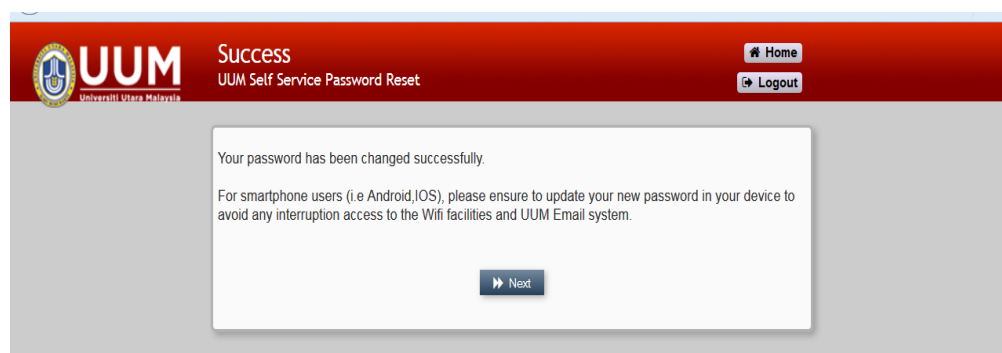
8. The following screen will be displayed.



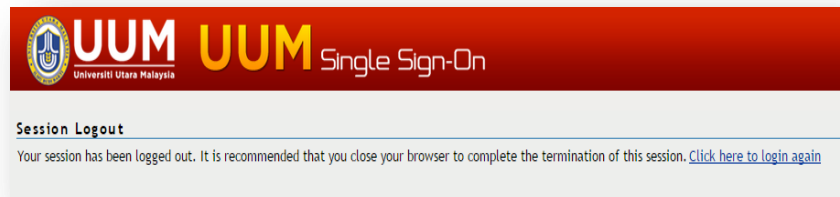
9. A notification email will be sent to the user as shown below.



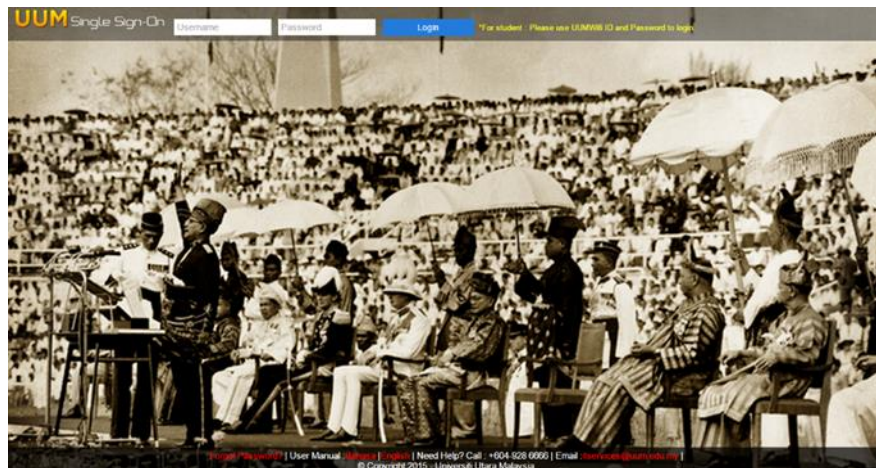
10. You will have successfully changed your password and click the Next button as shown below.



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



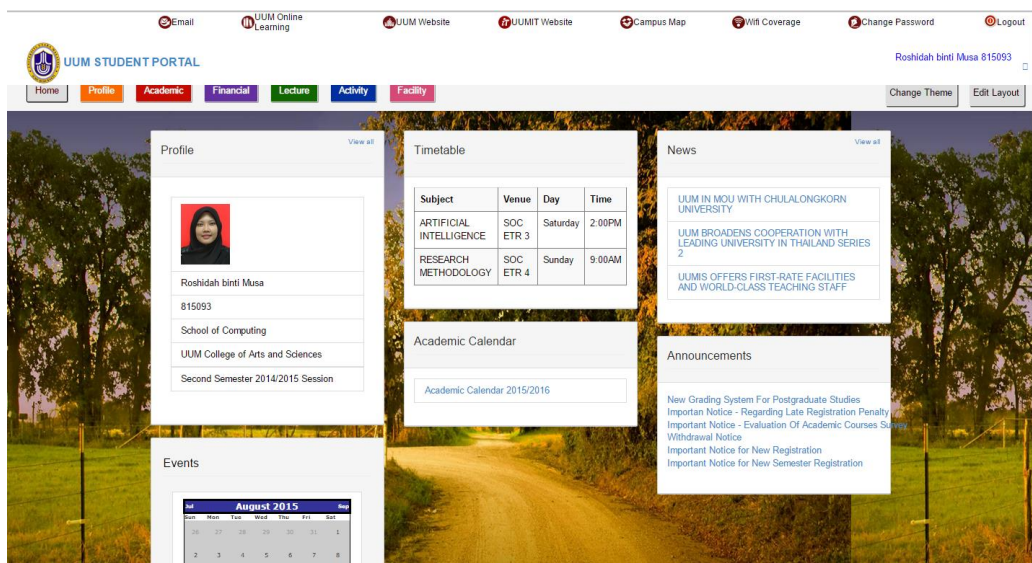
12. UUM Single Sign-On screen will be displayed as follows. Enter your ID and new



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 to display the following details of student: Personal Info, Study Details, Academic Background and Research Information.

The screenshot shows a user profile page with a background image of a dirt path through trees. The profile information is displayed in four white boxes with 'View all' links.

Personal Info

Name : Roshidah binti Musa
 IC No : 860627265142
 Address : Pusat Komputer, Universiti Utara Malaysia, 06010, Sintok, Kedah

Study Details

Majoring : Master of Science (Information Technology)
 Current Semester : Second Semester
 2014/2015 Session
 Status : Active

Academic Background

Bac. of Computer Science (Software Engineering) (Hons) - Universiti Malaysia (2009)

Research Information

Supervisor : -
 Title : -

To access menu with "***", you will be redirected to another login page

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

The screenshot shows an academic page with a background image of a dirt path through trees. The academic information is displayed in four white boxes with 'View all' links.

Result

Englist Course Result
 Examination Result
 Previous Examination Result
 Grade (Barr)

Graduation

Temporary Academic Transcript
 Letter Expected to Complete Study
 Letter Certification Of Complete Study
 Requirements For Graduation
 Publication- GAIS

Practicum

Not Related

Courses Taken

Code	Description
STIN5014	ARTIFICIAL INTELLIGENCE
SZR26014	RESEARCH METHODOLOGY

To access menu with "***", you will be redirected to another login page

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

The screenshot shows a financial page with a background image of trees. The financial information is displayed in two white boxes with 'View all' links.

Important Noticement

Service Charge For Cash Payment At Bursar's Pay

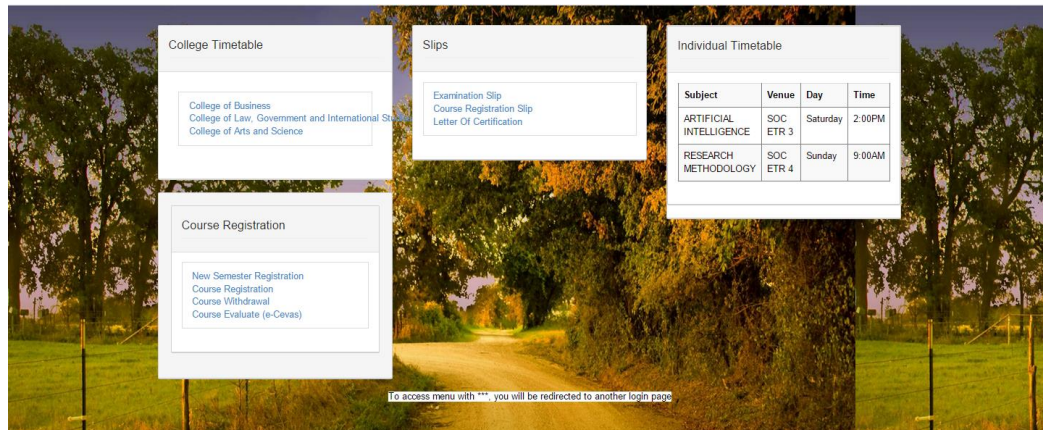
Student Account

Account Statement
 Course Registration Bill ***

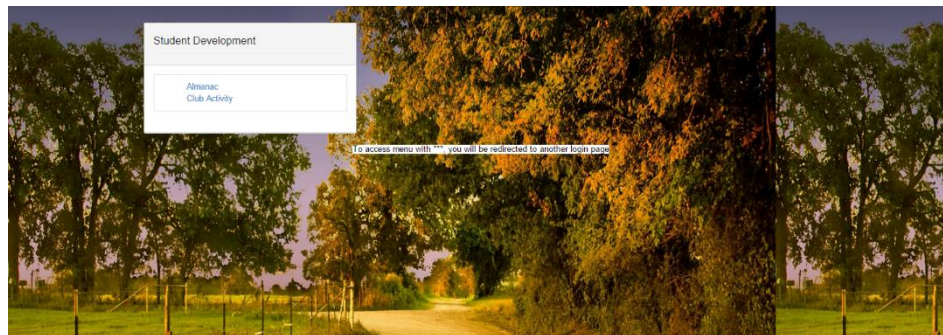
To access menu with "***", you will be redirected to another login page

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

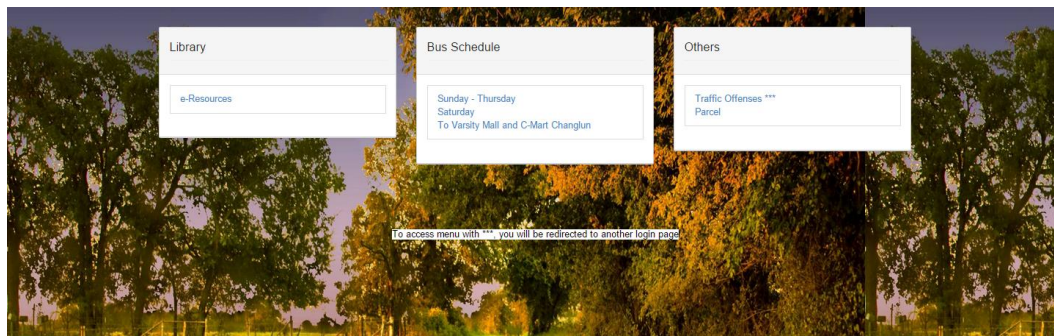
18. The *Lecture* menu **Lecture** page displaying the following details: college timetable, slips, course registration and individual timetable.



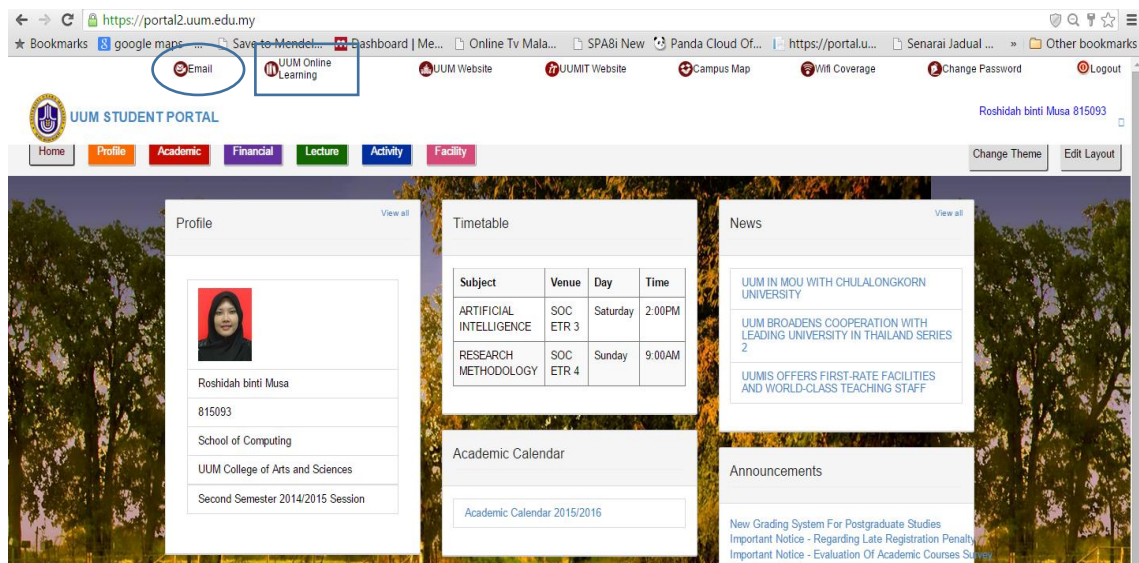
19. Click on *Activity* menu **Activity** to display the students development.



20. Click on *Faculty* menu **Faculty** 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.



Prepared by:
UUMIT, UUM
27 August 2015