

# ORIENTATION | SEPTEMBER 2021 INTAKE

Orientation	Date, Time & Agenda	Link
Part 1	<p><b>2/9/2021</b></p> <p>8:30 AM Registration</p> <p>9:00 AM Welcome</p> <p>9:05 AM Negaraku</p> <p>9:10 AM Welcome Speech by Student Council President</p> <p>9:20 AM Welcome Speech by Acting Vice Chancellor and President</p> <p>9:30 AM SDG Presentation</p> <p>9:55 AM Registrar Office Briefing</p> <p>10:05 AM Hong Leong Bank</p> <p>10:10 AM UCSI 1Card</p> <p>10:15 AM Library Briefing</p> <p>10:25 AM IIS/LMS Briefing</p> <p>10:45 AM Peer Assisted Learning Briefing</p> <p>10:50 AM Global Engagement Office Briefing</p> <p>10:55 AM Laurent Bleu Briefing</p> <p>11:05 AM Exam Centre Briefing</p> <p>11:15 AM Student Affairs &amp; Alumni: Excellence in Student Services</p> <p>11:35 AM Student Council Briefing</p> <p>11:45 AM Lunch Break</p> <p>12:30 PM Part 1a: Postgraduate Student Briefing (Please refer to next page – For Postgraduate students only)</p> <p>2:30 PM Part 2: Faculty Briefing (Please refer to next page)</p>	<p><a href="https://bit.ly/3kjJdqG">https://bit.ly/3kjJdqG</a></p>

For step by step guideline on how to access the Microsoft Teams – Live Event of the Orientation, please refer to Page 4 (if you don't have a Microsoft Teams account or have difficulty logging in) or Page 9 if you have a Microsoft Teams account and are able to log in)

You may also email to [orientation@ucsiuniversity.edu.my](mailto:orientation@ucsiuniversity.edu.my) or message Student Affairs & Alumni Helpdesk via: [m.me/ucsisaa](https://m.me/ucsisaa) should you face any difficulty in the process

## For Undergraduate students (Foundation, Diploma, Degree)

Orientation	Date, Time & Agenda	Link
Part 2	2/9/2021 2:30pm – 4:30pm: Faculty Briefing	Please refer to next page

## For Postgraduate students (Master, PhD)

Orientation	Date, Time & Agenda	Link
Part 1a	2/9/2021 12:30pm – 1:00pm: Postgraduate Office Briefing	<a href="https://bit.ly/3kv8myW">https://bit.ly/3kv8myW</a>
Part 2	2/9/2021 2:30pm – 4:30pm: Faculty Briefing	Please refer to next page

If you are unsure which faculty you belongs to, please refer to this list: <https://bit.ly/3ftWv02>  
You may also email to [orientation@ucsiuniversity.edu.my](mailto:orientation@ucsiuniversity.edu.my) or message Student Affairs & Alumni Helpdesk  
via: [m.me/ucsisaa](https://m.me/ucsisaa) should you face any difficulty in the process

Faculty	Link
Faculty of Applied Sciences	<a href="https://bit.ly/3johupQ">https://bit.ly/3johupQ</a>
Faculty of Business and Management	<a href="https://bit.ly/3BklxJO">https://bit.ly/3BklxJO</a>
Faculty of Engineering, Technology & Built Environment	<a href="https://bit.ly/2WzTUgC">https://bit.ly/2WzTUgC</a>
Faculty of Hospitality & Tourism Management	<a href="https://bit.ly/3h2EUQ7">https://bit.ly/3h2EUQ7</a>
Faculty of Social Sciences & Liberal Arts	<a href="https://bit.ly/3mlG9Y1">https://bit.ly/3mlG9Y1</a>
Graduate Business School	<a href="https://bit.ly/3BnfOmt">https://bit.ly/3BnfOmt</a>
De Institute of Creative Arts and Design	<a href="https://bit.ly/2UMCw7W">https://bit.ly/2UMCw7W</a>
Institute of Computer Science and Digital Innovation	<a href="https://bit.ly/2XXnu0j">https://bit.ly/2XXnu0j</a>
Institute of Music	<a href="https://bit.ly/3DDVfnY">https://bit.ly/3DDVfnY</a>

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Guideline for those who do not have a Microsoft Teams Account or have difficulty access the account, if you have a Microsoft Teams Account, please proceed to Page 9

## Step 1: Click the Orientation Link in the Orientation Email or click the link here: <https://bit.ly/3kJJdqG>

### Step 3: To access the online orientation:

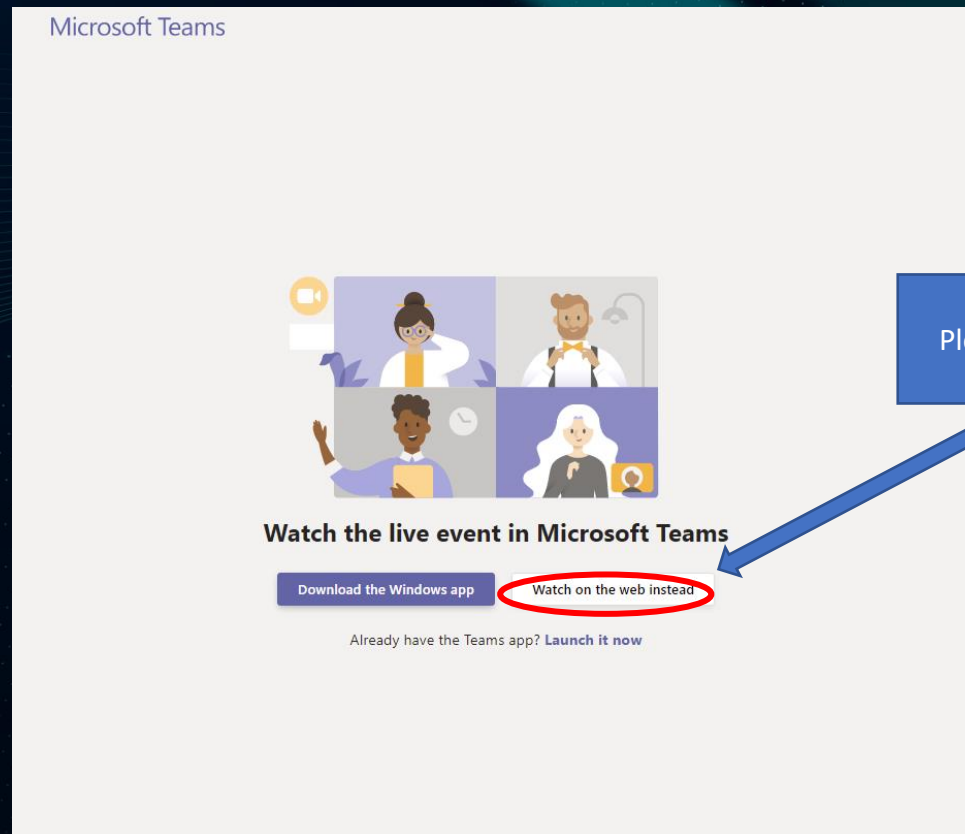
The arrangements and assess to the online Orientation will be available for student to access on 2/9/2021, 8:30am GMT +8 Malaysia Time, students can access the link below to attend the online orientation.

Link to access E-Orientalion: <https://bit.ly/3kJJdqG>

You may refer to the step by step guideline attached in this email on how to access the online orientation link

Guideline for those who do not have a Microsoft Teams Account or have difficulty access the account, if you have a Microsoft Teams Account, please proceed to Page 9

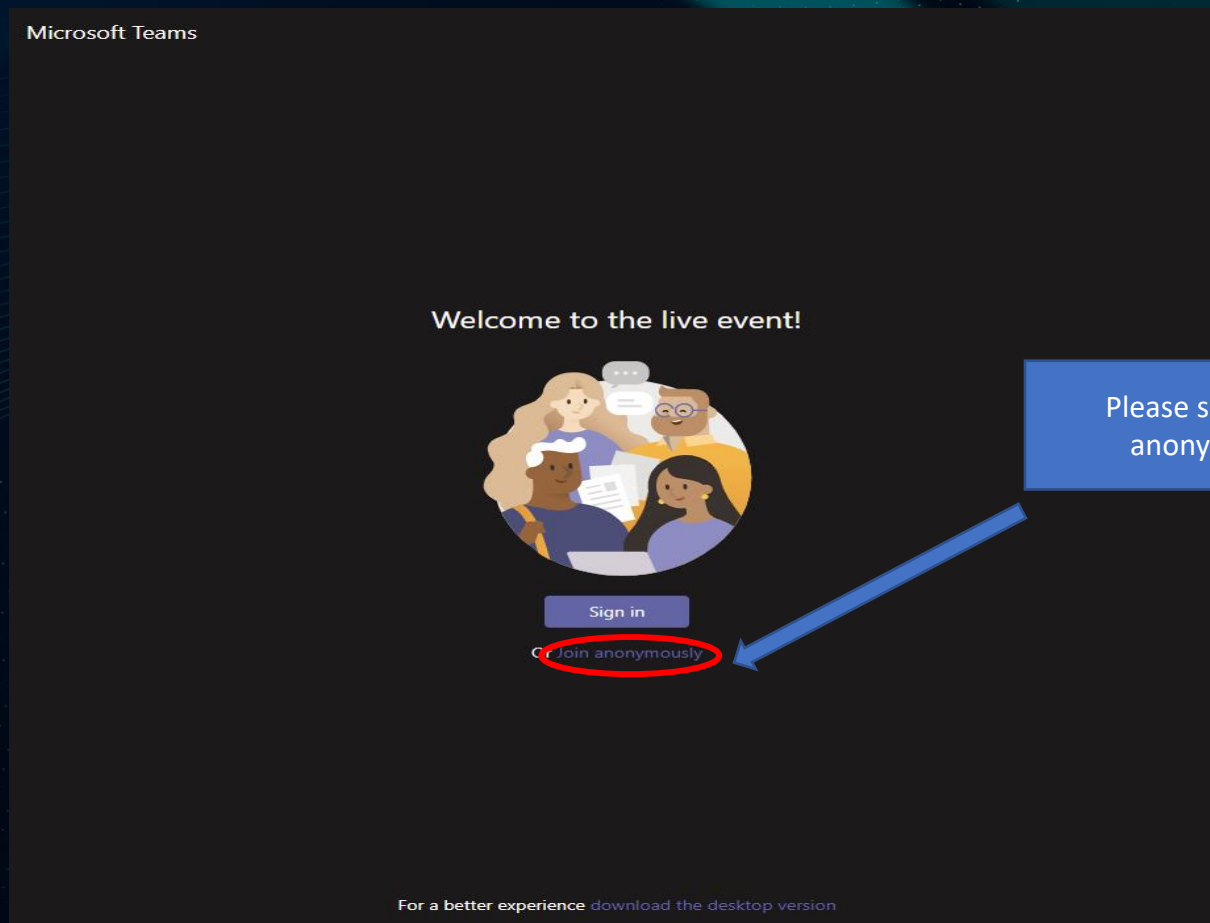
Step 2: You will prompted on how you want to join the session.  
Choose “Watch on the web instead”





Guideline for those who do not have a Microsoft Teams Account or have difficulty access the account, if you have a Microsoft Teams Account, please proceed to Page 9

Step 3: You will prompted to sign in or join anonymously without sign in.  
Choose “Join anonymously”



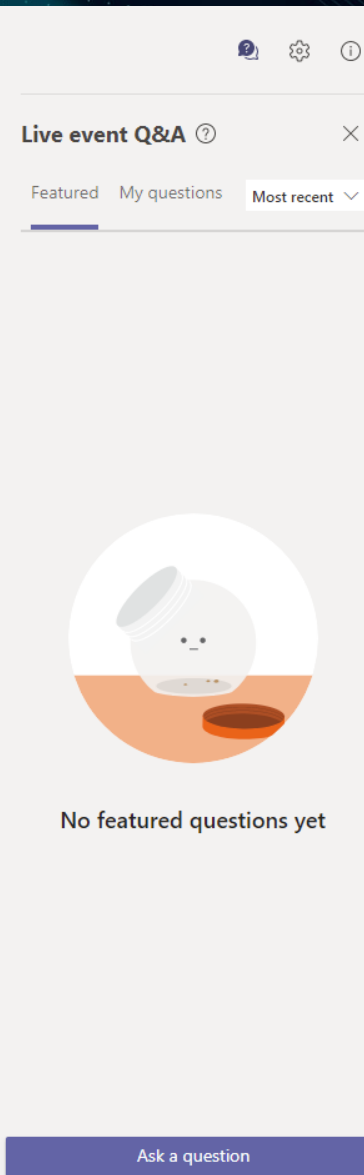
Guideline for those who do not have a Microsoft Teams Account or have difficulty access the account, if you have a Microsoft Teams Account, please proceed to Page 9

[Sept 2021] UCSI University's Orientation G...

Need help?

Leave

The live event hasn't started



## Step 4: Access to the Live Session

You will be able to view the live event at 830am, 2<sup>nd</sup> September 2021

If you access the link before that, you will see the message “The live event hasn’t started”, this is not an error, the live event will start at 830am, 2<sup>nd</sup> September 2021



Guideline for those who do not have a Microsoft Teams Account or have difficulty access the account, if you have a Microsoft Teams Account, please proceed to Page 9

## Step 5: Announcement & Q&A during the orientation



Click this button to view the latest announcement and you may also ask questions here during the General Briefing session, our officer will answer your question

Once the event started at 830am, 2<sup>nd</sup> September 2021, you will be able to view the live event similar to the image above



**Step 1: Click the Orientation Link in the Orientation Email or click the link here: <https://bit.ly/3kJJdqG>**

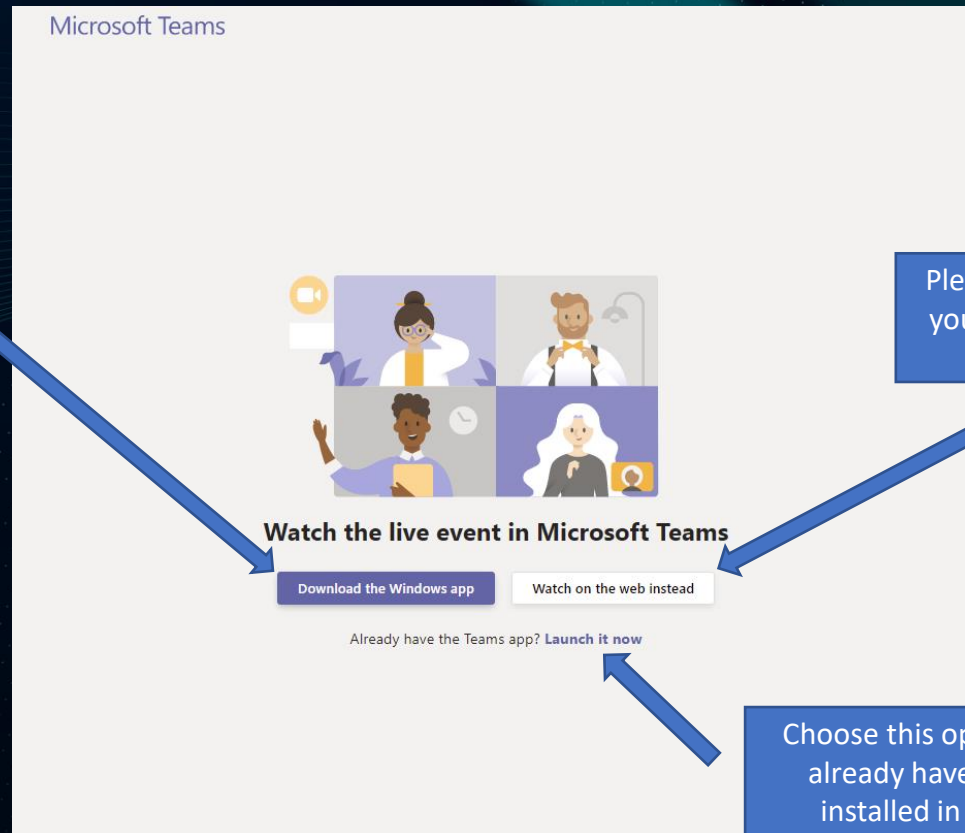
**Step 3: To access the online orientation:**

The arrangements and access to the online Orientation will be available for student to access on **2/9/2021, 8:30am GMT +8 Malaysia Time**, students can access the link below to attend the online orientation.

Link to access E-Orientation: <https://bit.ly/3kJJdqG>

You may refer to the step by step guideline attached in this email on how to access the online orientation link

Step 2: You will be prompted on how you want to join the session.  
You can either install the Microsoft Team in your PC/Laptop/Smartphone or use the web app



Choose this option if you would like to install the app, for details on how to install the app, please refer to: <https://bit.ly/3pw2gPG>

Please select this option if you do not want to install the app in your PC

Choose this option if you already have the app installed in your PC



Microsoft Teams

Welcome to the live event!



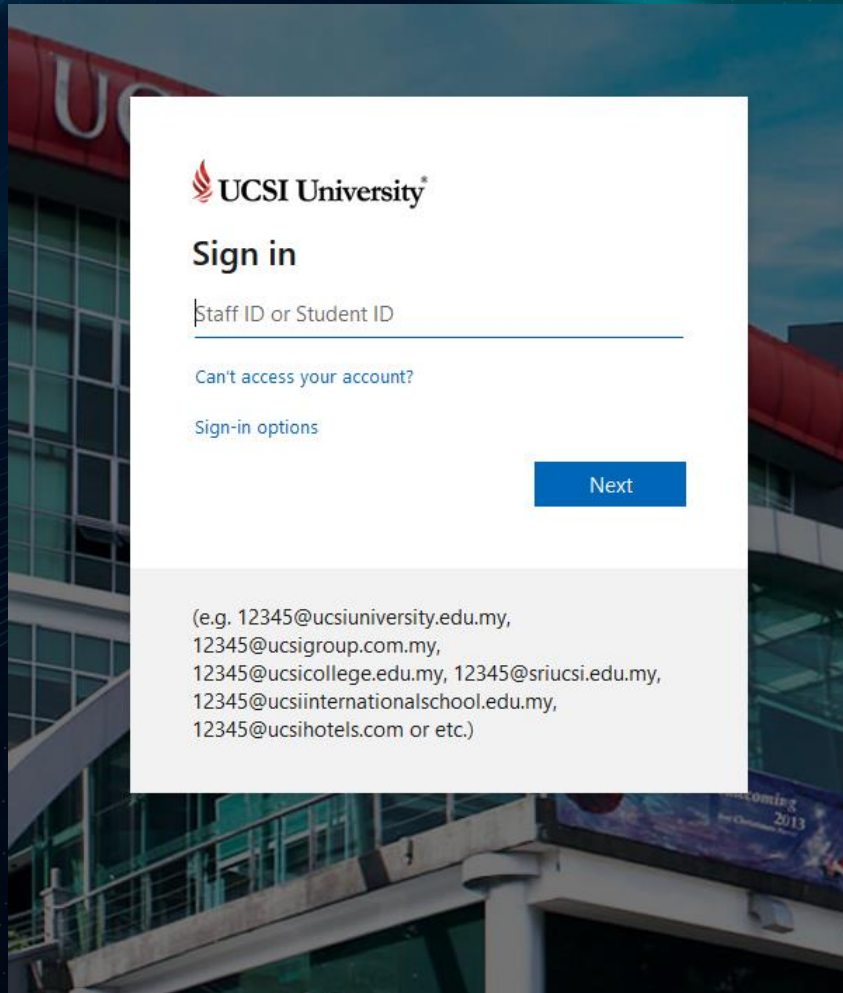
Sign in


Or Join anonymously

Please select "sign in"

For a better experience [download the desktop version](#)

## Step 3: Log in



 **UCSI University**<sup>®</sup>

### Sign in

Staff ID or Student ID

[Can't access your account?](#)

[Sign-in options](#)

[Next](#)

(e.g. 12345@ucsiuniversity.edu.my,  
12345@ucsigroup.com.my,  
12345@ucsicollege.edu.my, 12345@sriucsi.edu.my,  
12345@ucsiinternationalschool.edu.my,  
12345@ucsihotels.com or etc.)

The user id is

[studentid@ucsiuniversity.edu.my](mailto:studentid@ucsiuniversity.edu.my)

if your student ID is 1002012345, your User ID to access Microsoft 365 will be

[1002012345@ucsiuniversity.edu.my](mailto:1002012345@ucsiuniversity.edu.my)  
(this student id is a sample ID only)

**Password:** The password is the same password as Integrated Information System (IIS)



## Step 4: Setup the Authentication Phone or Email

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 1 of the options below.**

! Authentication Phone is not configured. [Set it up now](#)

! Authentication Email is not configured. [Set it up now](#)

finish

cancel

Please select this option

## Step 4: Setup the Authentication Phone or Email

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

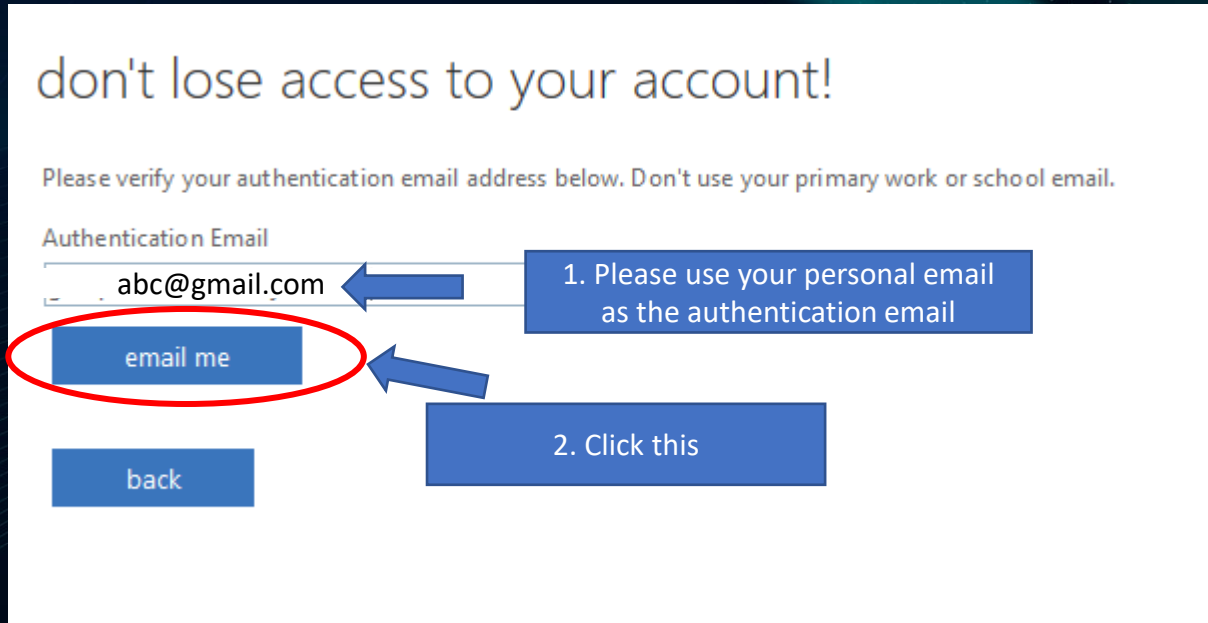
Authentication Email

**1. Please use your personal email as the authentication email**

**email me**

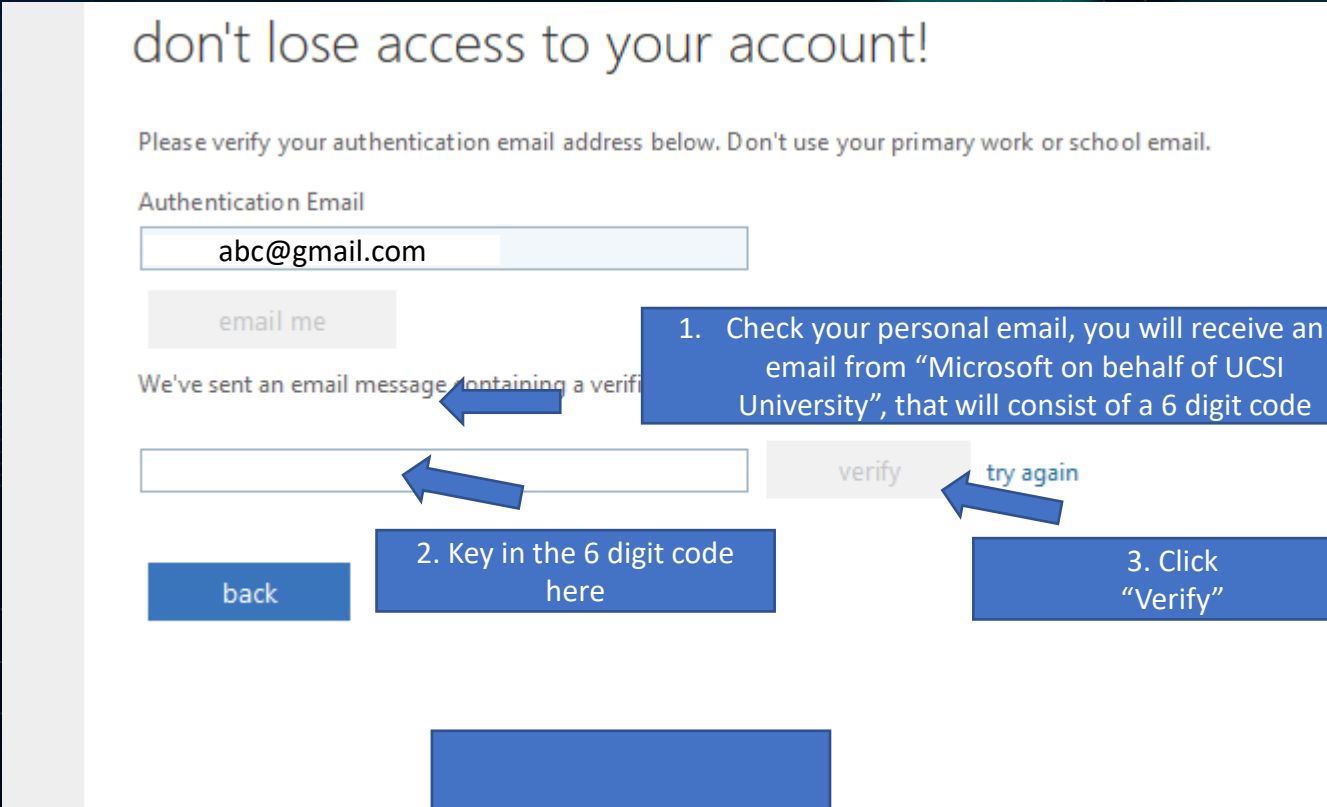
**back**

**2. Click this**





## Step 4: Setup the Authentication Phone or Email



don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

We've sent an email message containing a verification code to . We'll email you again if you don't receive it within 10 minutes.

1. Check your personal email, you will receive an email from "Microsoft on behalf of UCSI University", that will consist of a 6 digit code

2. Key in the 6 digit code here

3. Click "Verify"

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To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 1 of the options below.**

! Authentication Phone is not configured. [Set it up now](#)

! Authentication Email is not configured. [Set it up now](#)

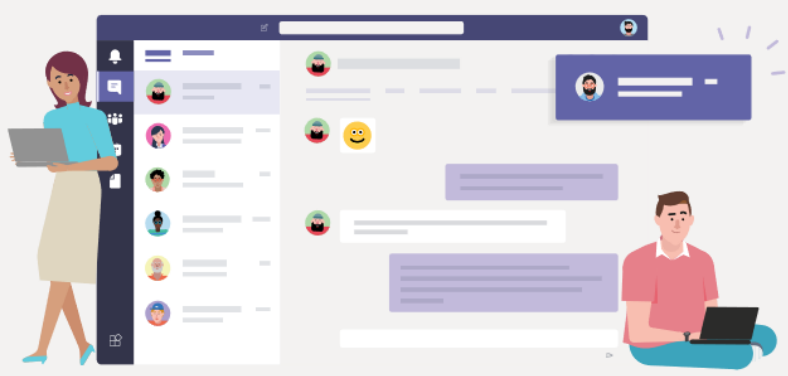
Looks good Cancel

After that, Click "Looks Good"



## Step 5: Enter the Microsoft Team Page

Microsoft Teams



Download the Teams desktop app  
and stay better connected.

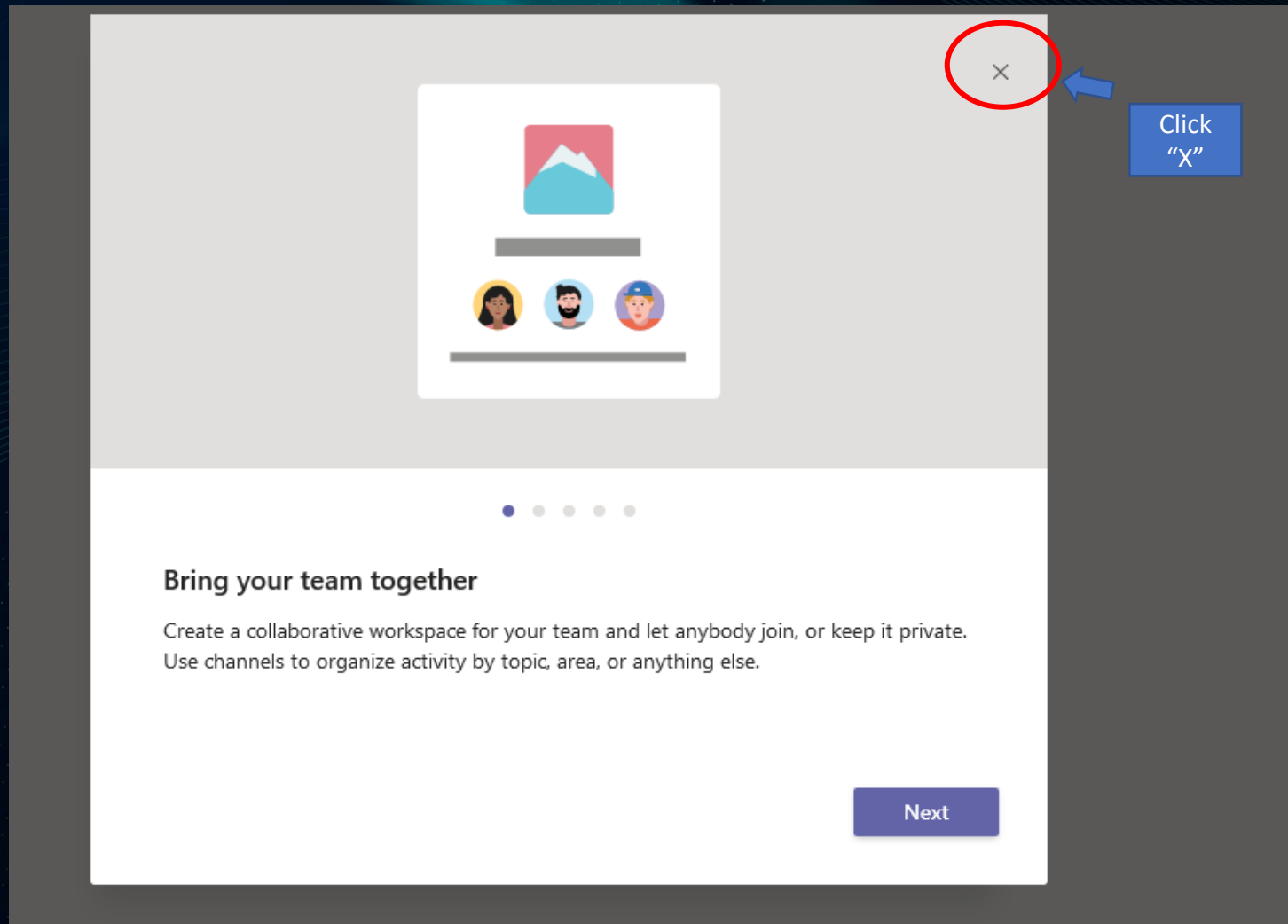
Get the Windows app

Use the web app instead

Legal Privacy and Cookies © 2020 Microsoft

Click "Use the web app instead"

## Step 5: Enter the Microsoft Team Page





Step 6: Click the Orientation Link in the Orientation Email or click the link here: <https://bit.ly/3kJJdqG>

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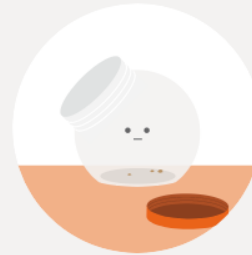
[Sept 2021] UCSI University's Orientation G...

Need help?

Leave

Live event Q&A

Featured My questions Most recent



No featured questions yet

Ask a question

## Step 7: Access to the Live Session

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The live event hasn't started



## Step 8: Announcement & Q&A during the orientation



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