

Orientation	Date, Time & Agenda	Link
Part 1	30/12/2021 8:00 AM Registration (8:30am for online participants) 9:00 AM Welcome 9:05 AM The National Anthem: Negaraku 9:10 AM WHO Video on COVID-19 and Student Achievements Sharing 9:15 AM Welcome Speech by Vice Chancellor 9:25 AM Welcome Notes by Student Council President + Student Pledging Session 9:40 AM Opening Performance 9:50 AM Group Photo Session 10:00 AM BREAK TIME 10:10 AM Small Activity (Brain Gym) 10:20 AM Registrar Office 10:40 AM Student Affairs & Alumni: Excellence in Student Services 11:00 AM IIS/LMS Briefing 11:20 AM Exam Centre 11:30 AM BREAK TIME 11:40 AM 2nd Performance 11:50 AM SDG Presentation 12:00 PM Postgraduate Office Briefing (Postgraduate student. Please refer to next page) 12:10 PM Library Briefing 12:20 PM Peer Assisted Learning 12:25 PM Global Engagement Office 12:30 PM UCSI 1 Card 12:35 PM Hong Leong Bank 12:40 PM Student Council Briefing 2:30 PM Part 2: Faculty Briefing (Please refer to next page)	https://bit.ly/3px30XF

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 or message Student Affairs & Alumni Helpdesk via: m.me/ucsisaa should you face any difficulty in the process

ORIENTATION | JANUARY 2022 INTAKE

For Undergraduate students (Foundation, Diploma, Degree)

Orientation	Date, Time & Agenda	Link
Part 2	30/12/2021 2:30pm – 4:30pm: Faculty Briefing	Please refer to next page

For Postgraduate students (Master, PhD)

Orientation	Date, Time & Agenda	Link
Part 1a	30/12/2021 12:00pm – 12:30pm: Postgraduate Office Briefing	https://bit.ly/3sBwTrR
Part 2	30/12/2021 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 or message Student Affairs & Alumni Helpdesk
via: m.me/ucsisaa should you face any difficulty in the process

Faculty	Link
Faculty of Applied Sciences	https://bit.ly/32KY1da
Faculty of Business and Management	http://bit.ly/3JqJrYQ
Faculty of Engineering, Technology & Built Environment	https://bit.ly/3qt0bGu
Faculty of Hospitality & Tourism Management	https://bit.ly/3ECI0D8
Faculty of Pharmaceutical Sciences	https://bit.ly/3EzEmK4
Faculty of Social Sciences & Liberal Arts	https://bit.ly/3z2UC5n
Graduate Business School	https://bit.ly/3Esg8BC
De Institute of Creative Arts and Design	https://bit.ly/3pGiN6N
Institute of Computer Science and Digital Innovation	https://bit.ly/3FyojOb
Institute of Music	https://bit.ly/32pQJM6

If you are unsure which faculty you belongs to, please refer to this list: <https://bit.ly/3ftWv02>
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via: m.me/ucsisaa should you face any difficulty in the process

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/3px30XF>

Step 3: To access the online orientation:

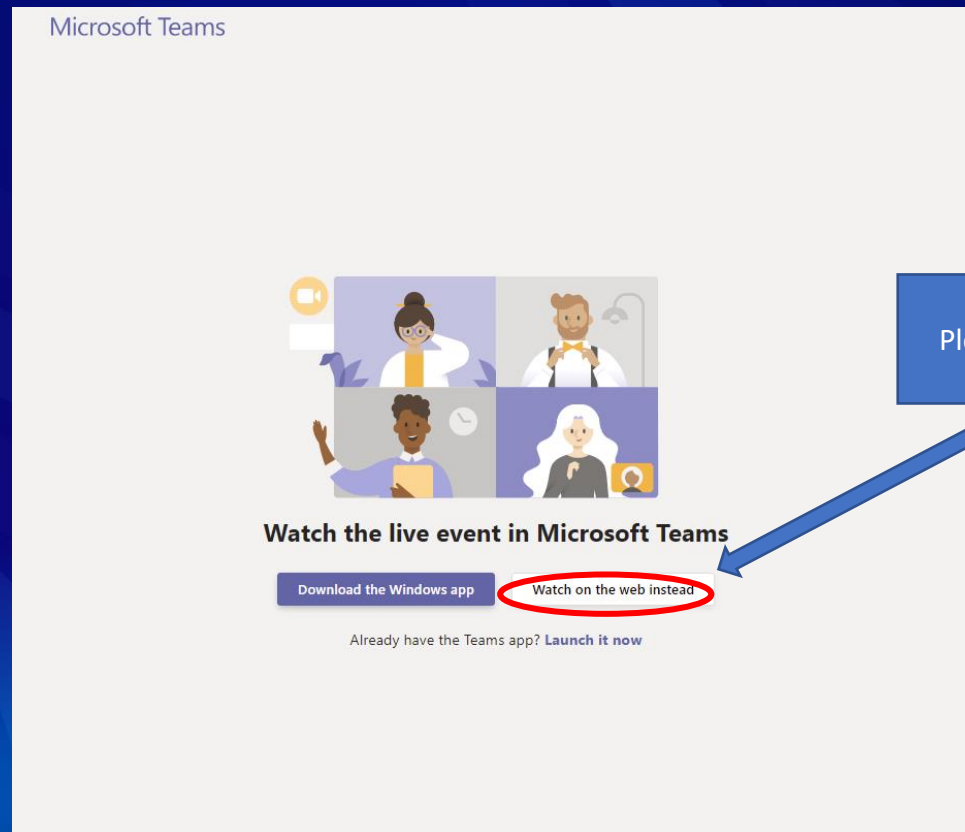
The arrangements and access to the online Orientation will be available for student to access on **30/12/2021, 8:30am GMT +8 Malaysia Time**, students can access the link below to attend the online orientation.

Link to access E-Orientation: <https://bit.ly/3px30XF>

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

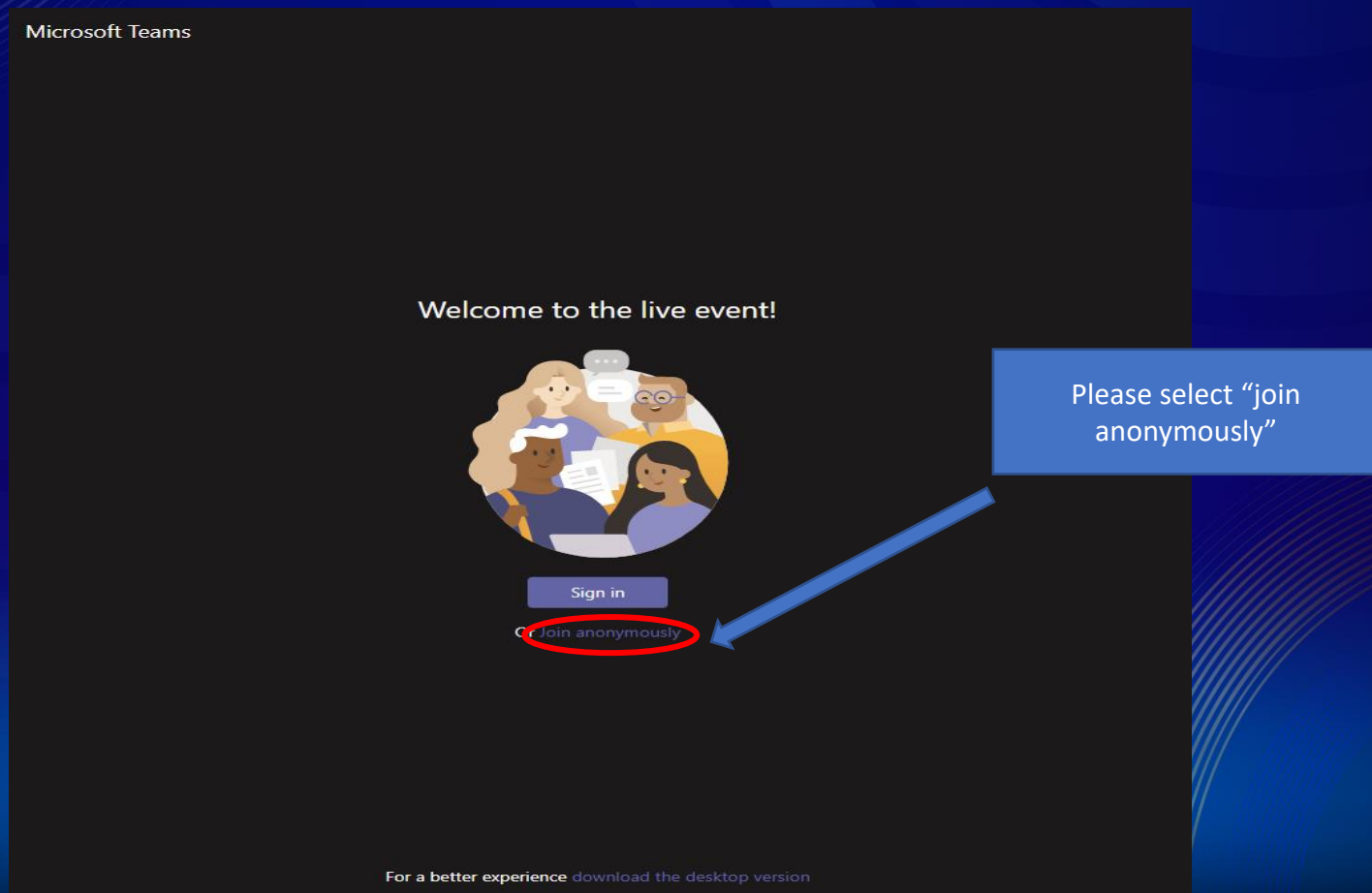
Step 2: You will prompted on how you want to join the session.
Choose “Watch on the web instead”



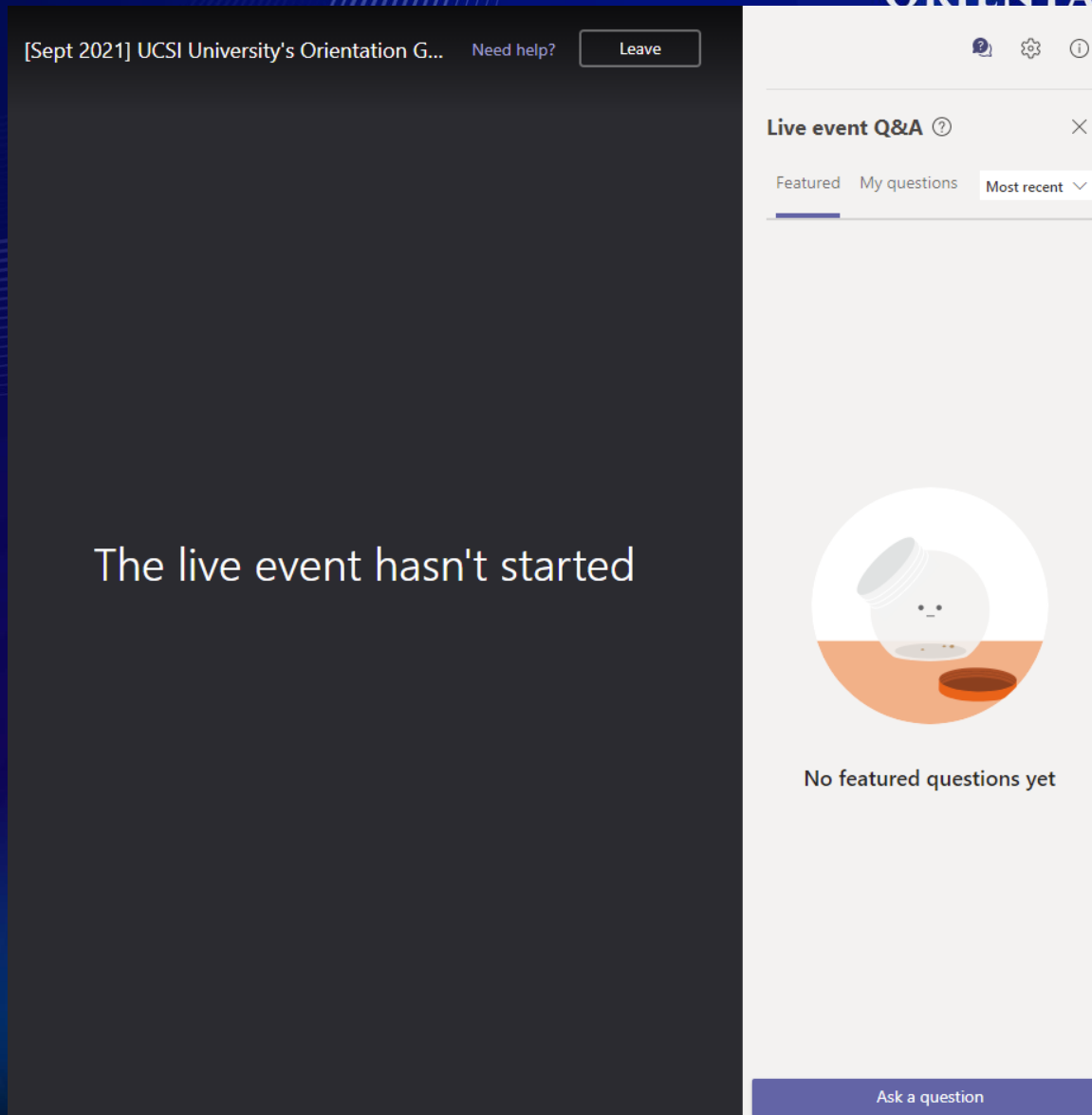
Please select this option

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



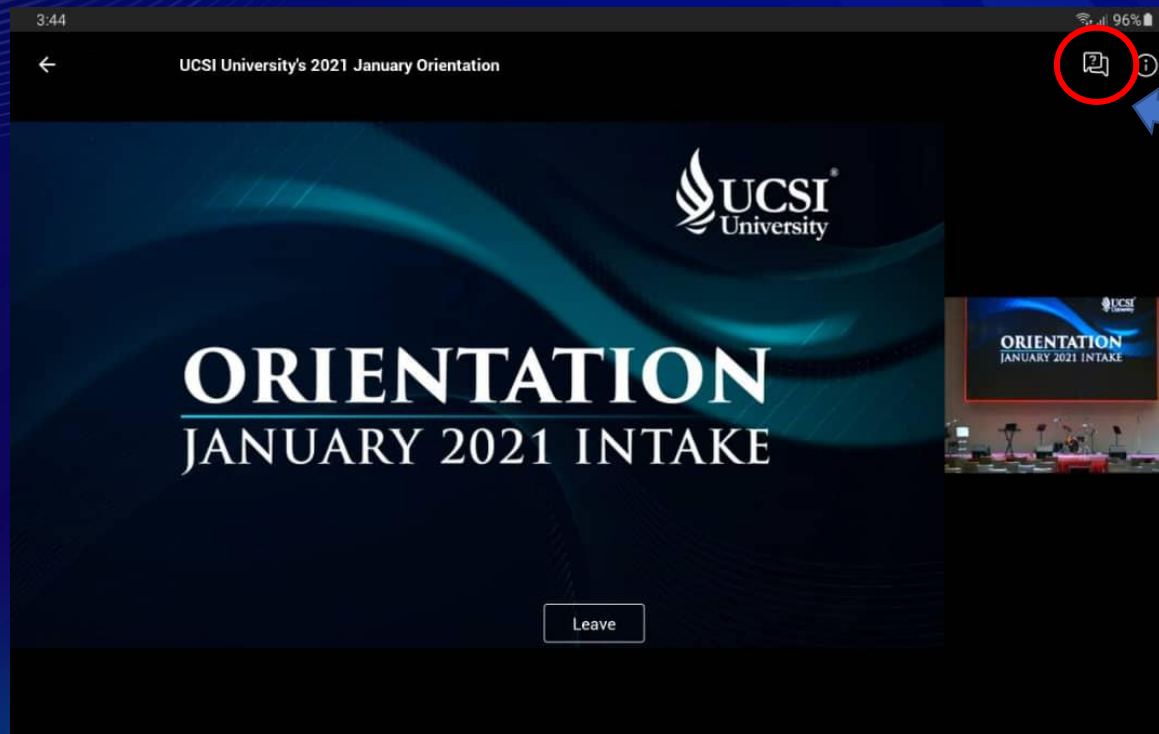
Step 4: Access to the Live Session

You will be able to view the live event at 830am, 30th December 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, 30th December 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, 2nd 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/3px30XF>

Step 3: To access the online orientation:

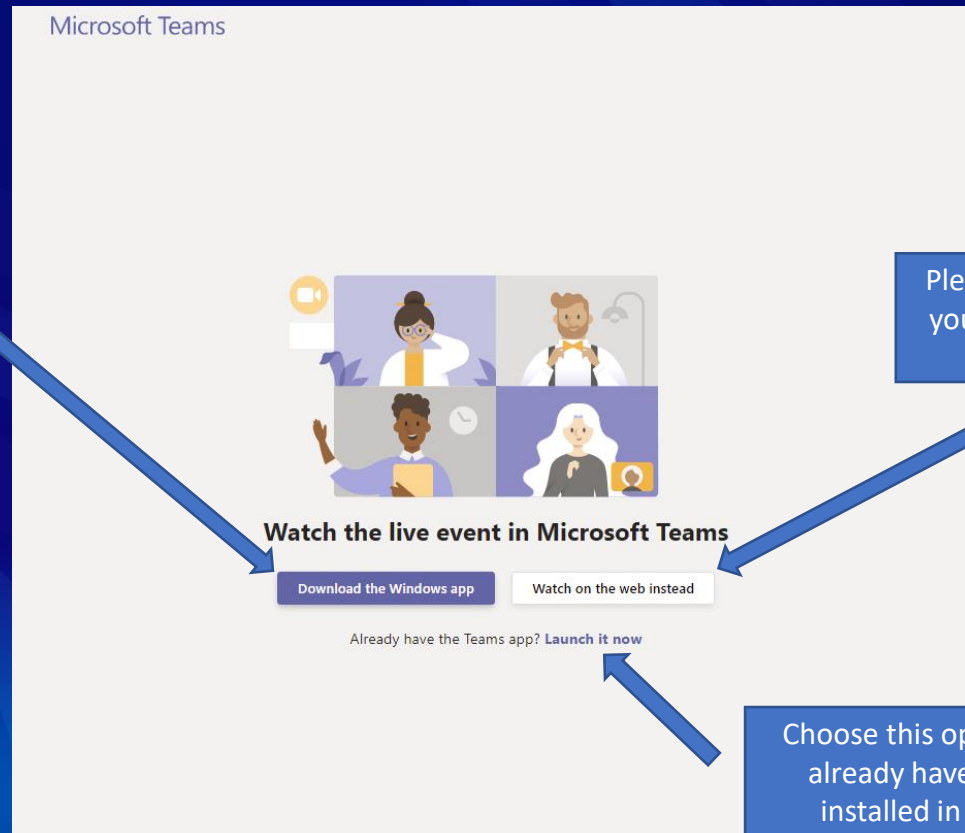
The arrangements and access to the online Orientation will be available for student to access on **30/12/2021, 8:30am GMT +8 Malaysia Time**, students can access the link below to attend the online orientation.

Link to access E-Orientation: <https://bit.ly/3px30XF>

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 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!



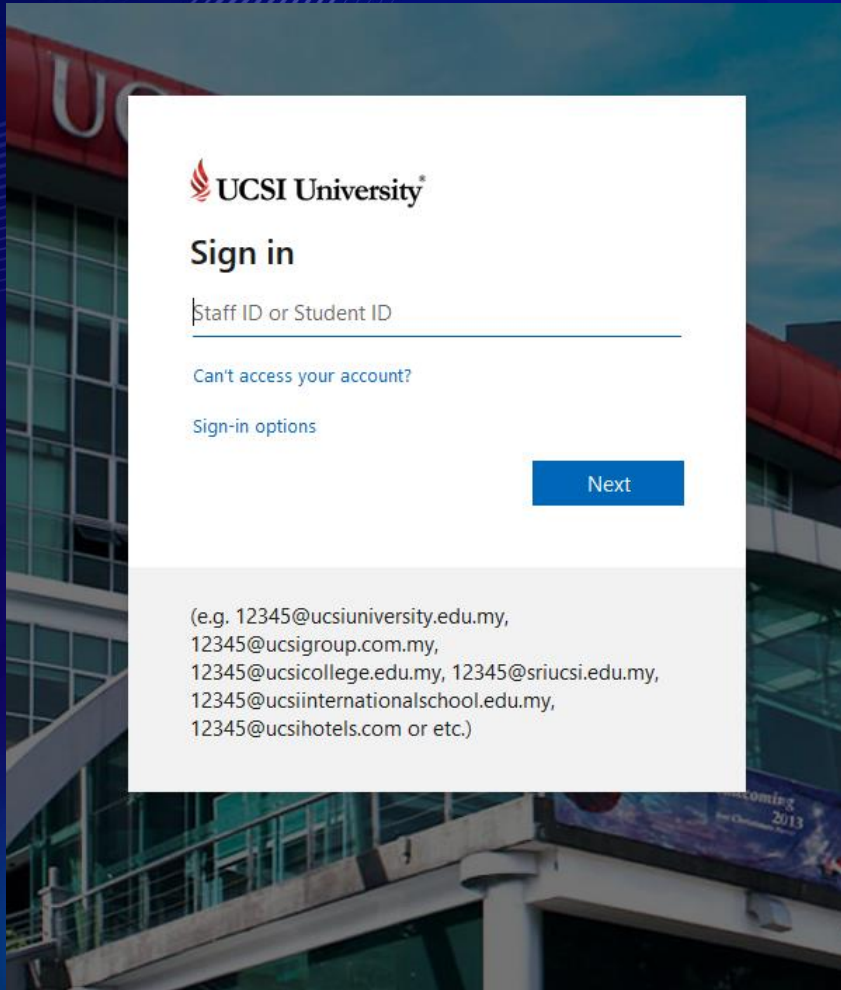
Sign in


Or Join anonymously

Please select "sign in"

For a better experience download the desktop version

Step 3: Log in

A screenshot of the UCSI University sign-in page. The page has a white background with the UCSI University logo at the top left. Below the logo, the text "Sign in" is displayed. Underneath, there is a text input field labeled "Staff ID or Student ID". Below the input field, there are two links: "Can't access your account?" and "Sign-in options". A blue "Next" button is positioned to the right of the input field. At the bottom of the page, a list of email addresses is provided as examples: (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 background of the screenshot shows a building with a red sign that says "UCSI".

 **UCSI University**[®]

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

email me

We've sent an email message containing a verification code to the email address you provided.

verify

try again

back

2. Key in the 6 digit code here

3. Click "Verify"

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.**

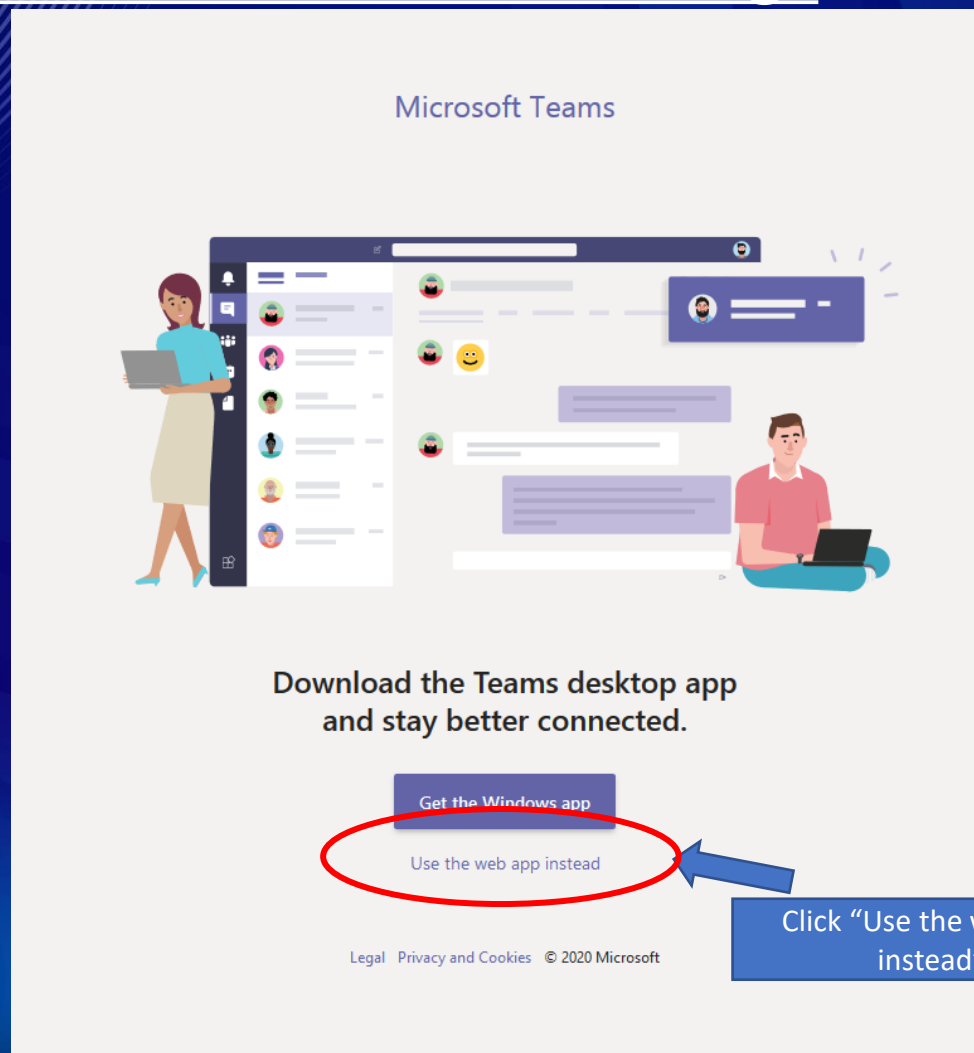
! Authentication Phone is not configured. [Set it up now](#)

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

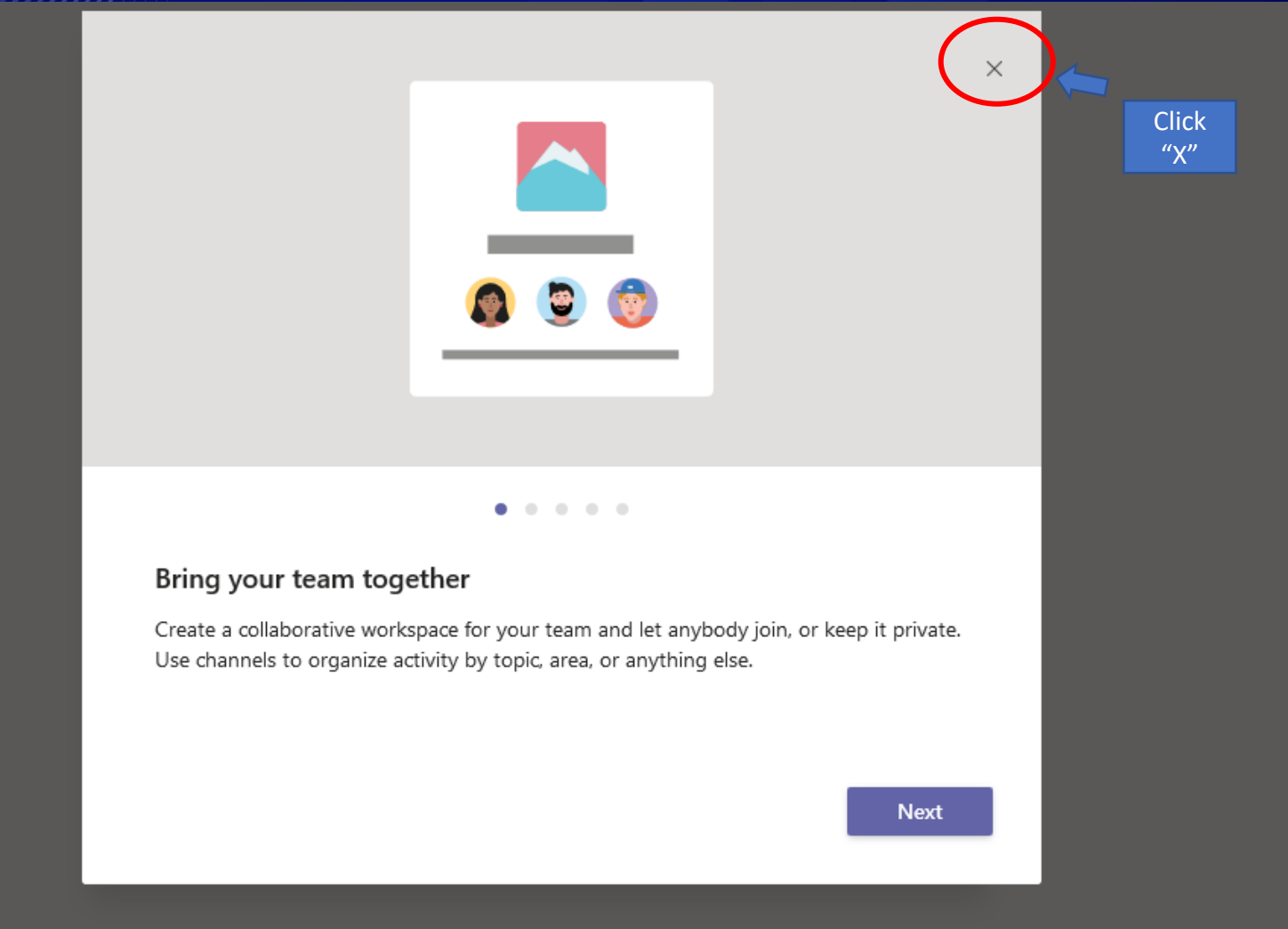
Looks good Cancel

After that, Click "Looks Good"

Step 5: Enter the Microsoft Team Page



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Step 6: Click the Orientation Link in the Orientation Email or click the link here: <https://bit.ly/3px30XF>

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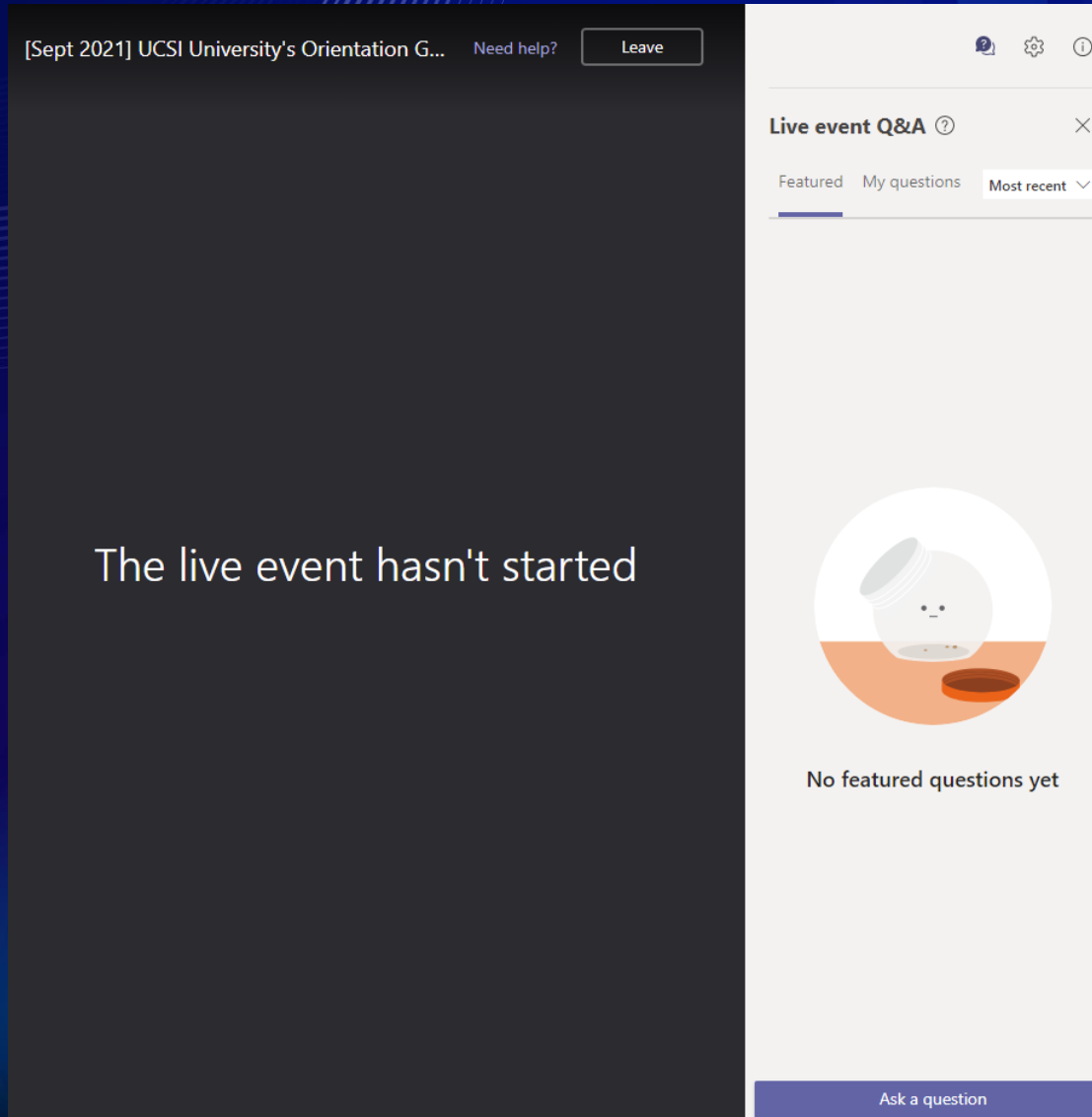
Link to access E-Orientation: <https://bit.ly/3px30XF>

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

Step 7: Access to the Live Session

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Step 8: Announcement & Q&A during the orientation



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