



ORIENTATION MAY 2021 INTAKE

Part 1:
General Briefing
(for both undergraduate & postgraduate students)
8.30am – 12.30pm

Step 1: Click the Orientation Link in the Orientation Email or click the link here: <https://bit.ly/3xs3BvU>

Step 3: To access the online orientation:

The arrangements and access to the online Orientation will be available for student to access on **27/4/2021, 8.30am GMT +8 Malaysia Time**, student can access the link below to attend the online orientation. Please refer to the guideline below to access the Microsoft Team service for the E-orientation.

Link to access E-Orientation: <https://bit.ly/3xs3BvU>

To access the link the E-orientation link, you will be requested to sign in to your UCSI University's Microsoft Office 365 Account, which is the same as step 2.

ID: 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

Password: The password is the same password as Integrated Information System (IIS), if you have not log-in and setup the IIS password, please refer to the step below.

If you are unsure, you may refer to the step by step log in guideline attached in this email.

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

How do you want to join your Teams meeting?



Download the Windows app

Use the desktop app for the best experience.



Continue on this browser

No download or installation required.



Open your Teams app

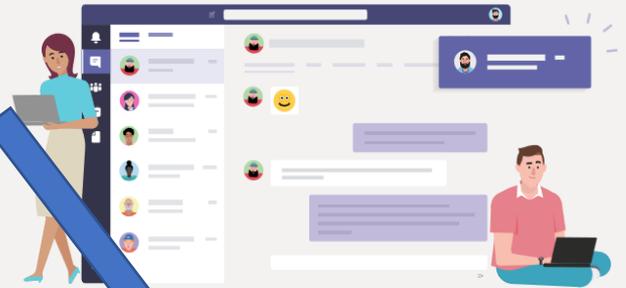
Already have it? Go right to your meeting.

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



Download the Teams desktop app and you'll be better connected.

Get the Windows app

Use the web app instead

Microsoft Teams

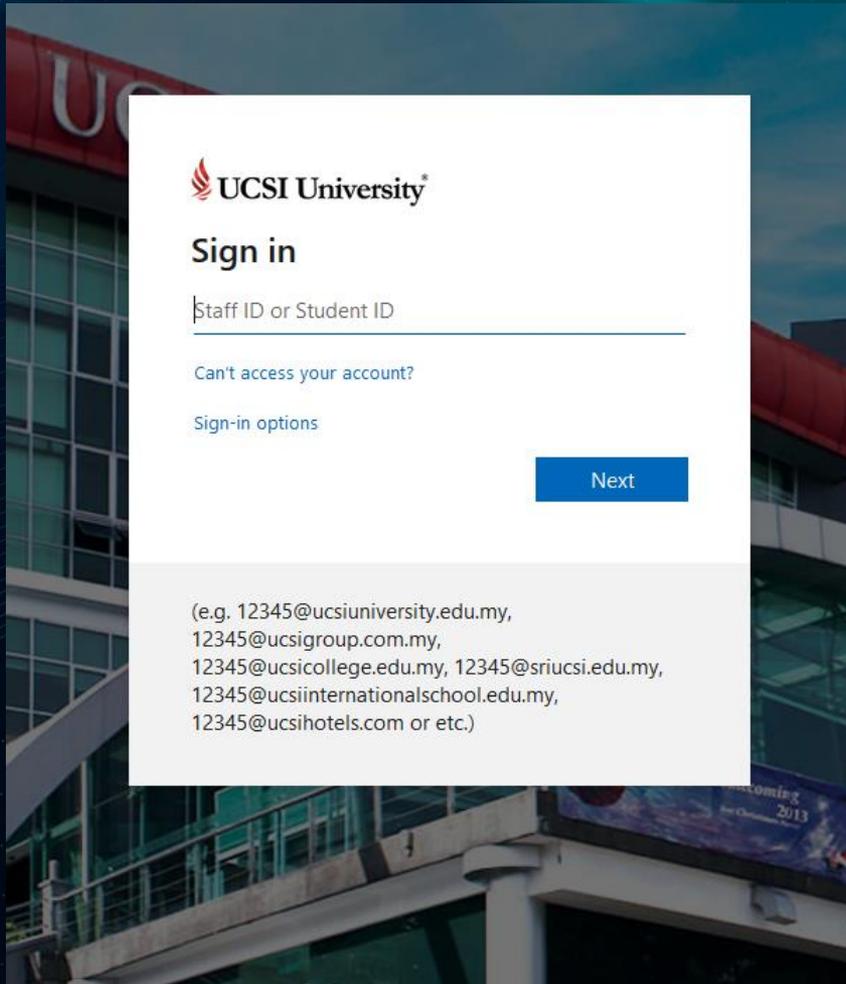
Welcome to the live event!



Sign in

Click "Sign in"

Step 3: Log in



The screenshot shows the UCSI University sign-in page. At the top left is the UCSI University logo. Below it is the heading "Sign in". There is a text input field labeled "Staff ID or Student ID" with a blue underline. Below the input field are the 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, there is a list of email address 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 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

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

abc@gmail.com

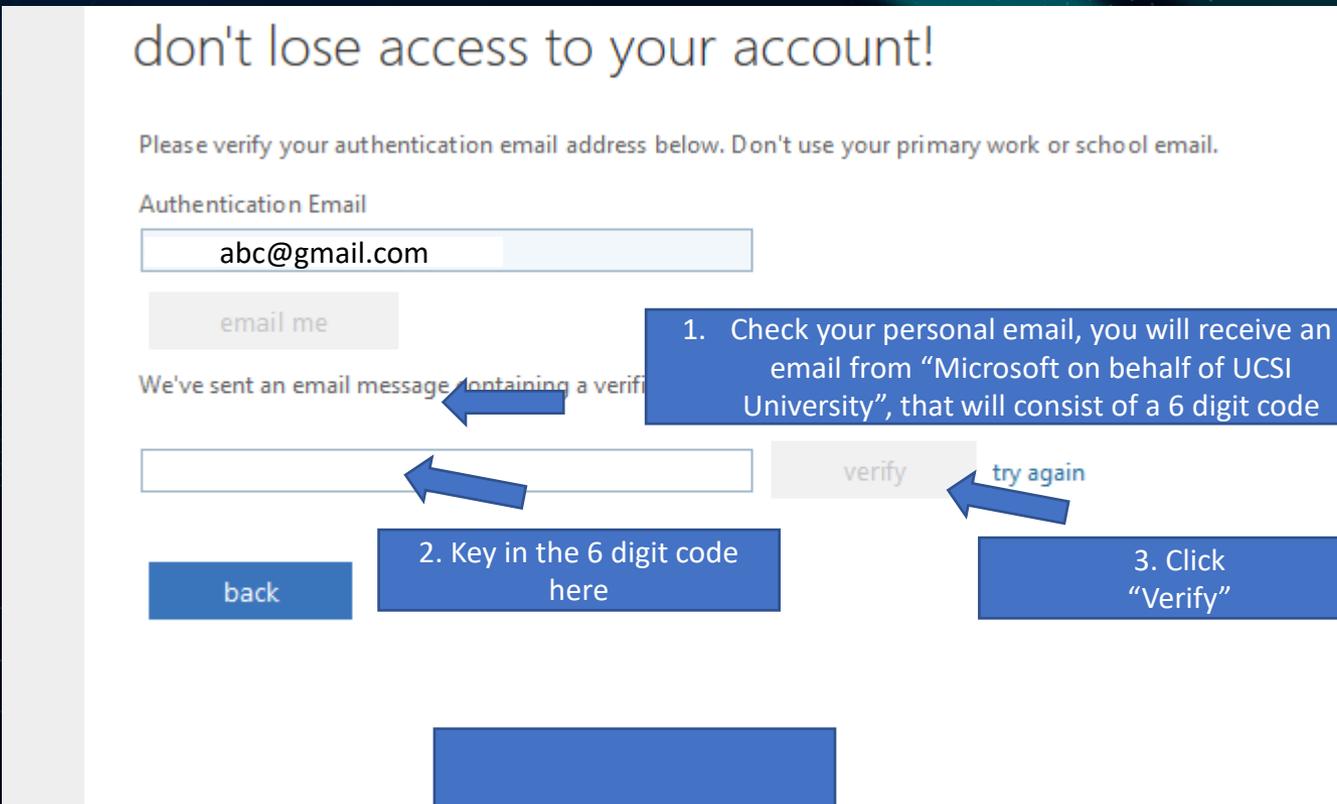
1. Please use your personal email
as the authentication email

email me

2. Click this

back

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 we don't hear back.

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"

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](#)

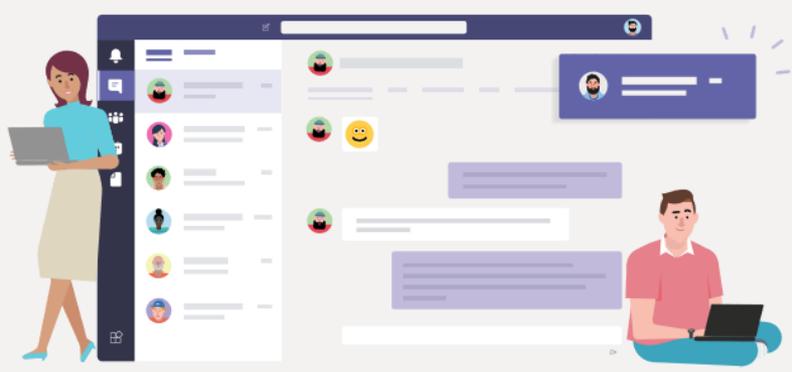
! Authentication Email is not configured. [Set it up now](#)

Looks good Cancel

After that, Click "Looks Good"

Step 5: Enter the Microsoft Team Page

Microsoft Teams



Download the Teams desktop app
and stay better connected.

Get the Windows app

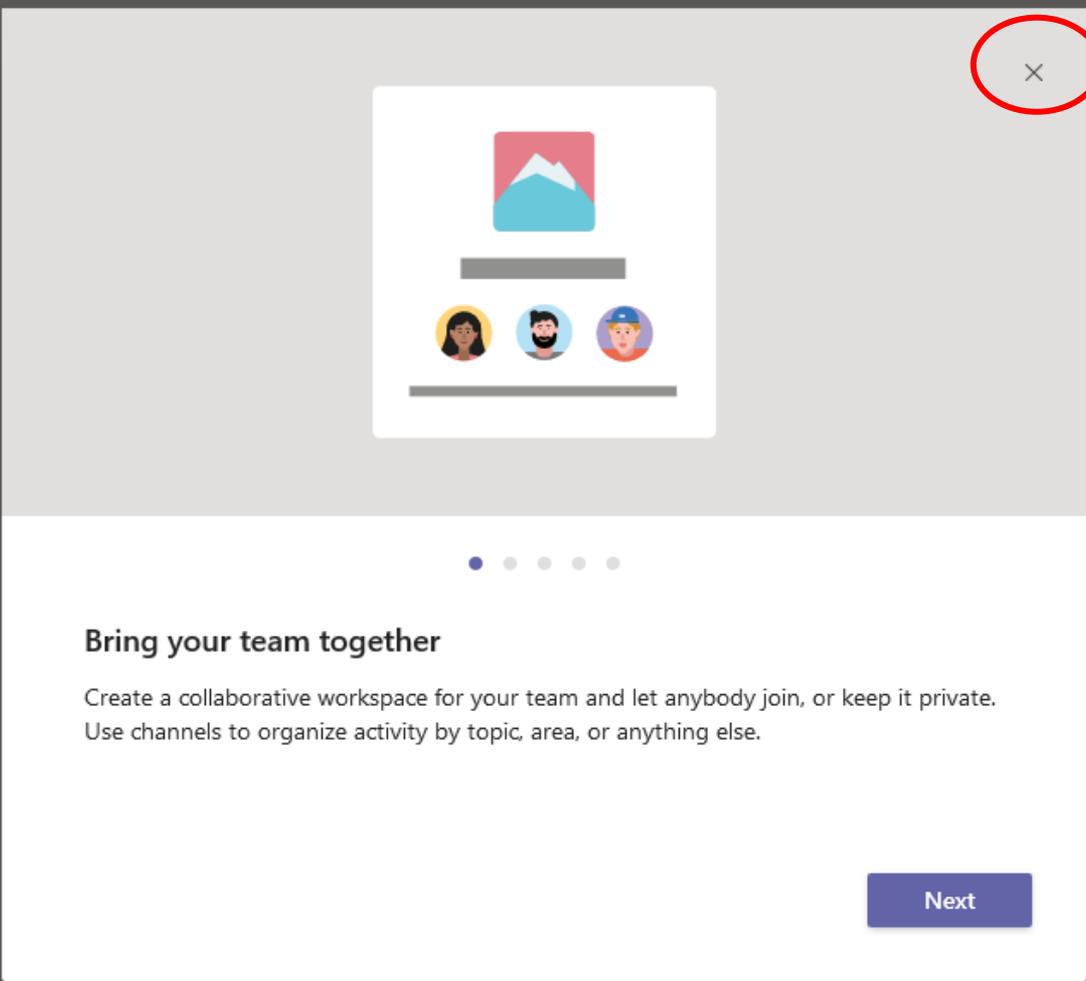
Use the web app instead

Legal Privacy and Cookies © 2020 Microsoft

Click "Use the web app
instead"

The image shows a screenshot of the Microsoft Teams website. At the top, it says "Microsoft Teams". Below that is an illustration of a woman on the left and a man on the right, both using laptops, with a large central graphic representing the Teams interface. Below the illustration, the text reads "Download the Teams desktop app and stay better connected." There are two buttons: "Get the Windows app" and "Use the web app instead". The "Use the web app instead" button is circled in red, and a blue arrow points to it from a blue callout box that says "Click 'Use the web app instead'". At the bottom, there is a small link for "Legal Privacy and Cookies © 2020 Microsoft".

Step 5: Enter the Microsoft Team Page



The screenshot shows the Microsoft Teams onboarding interface. At the top, there is a white card with a mountain icon and three user avatars. Below this is a progress indicator with five dots, the first of which is filled. The main heading is "Bring your team together", followed by the text: "Create a collaborative workspace for your team and let anybody join, or keep it private. Use channels to organize activity by topic, area, or anything else." A blue "Next" button is located at the bottom right. In the top right corner of the white card, a small grey "X" button is circled in red. A blue callout box with the text "Click 'X'" and an arrow points to this button.

Click "X"

Bring your team together

Create a collaborative workspace for your team and let anybody join, or keep it private. Use channels to organize activity by topic, area, or anything else.

Next

Step 6: Click the Orientation Link in the Orientation Email or click the link here: <https://bit.ly/3xs3BvU>

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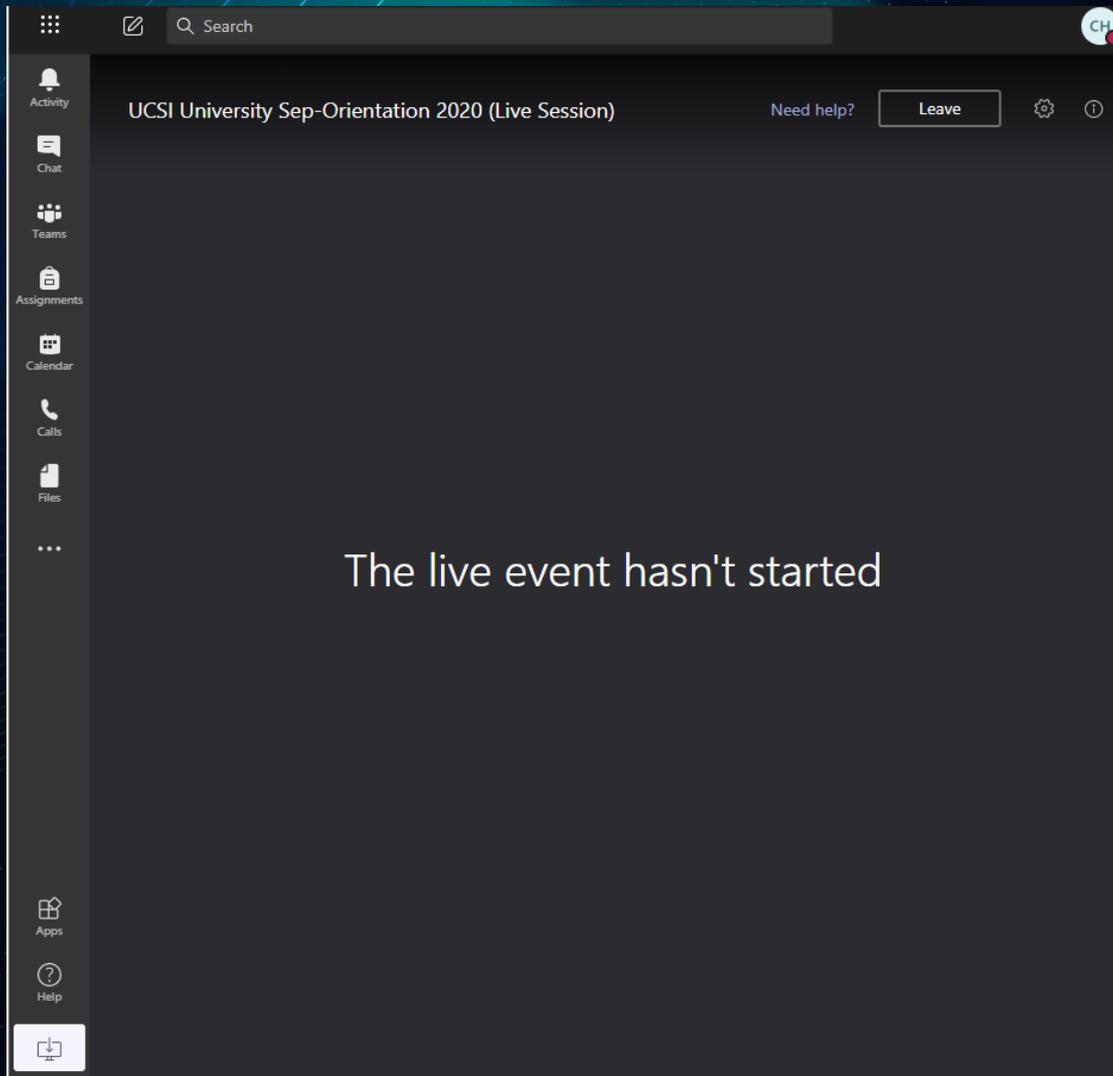
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Step 7: Access to the Live Session

You will be able to view the live event at 830am, 27th April 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, 27th April 2021

Step 8: 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, 27th April 2021 , you will be able to view the live event similar to the image above

Part 2

For Undergraduate students (Foundation, Diploma, Degree)

Time	Programme
2.30pm – 4.30pm	Session 2: Faculty Briefing (Please refer to the date, time and link on the next slide)

For Postgraduate students (Master, PhD)

Time	Programme
12:30pm – 1.00pm	Session 2: Postgraduate Office Briefing Link to access: https://bit.ly/3sSpxwo
2.30pm – 4.30pm	Session 3: Faculty Briefing (Please refer to the date, time and link on the next slide)

If you are unsure which faculty you belongs to, please refer to this list: <https://bit.ly/3ftWv02>

If you face any problem accessing the faculty briefing, you can send a message to:

<https://www.facebook.com/ucsisaa> for assistance

Faculty Briefing

27/4/2021 2.30pm – 4.30pm

Faculty	Link
Faculty of Applied Sciences	https://bit.ly/32JHOI8
Faculty of Business and Management	https://bit.ly/3ayUsaT
Faculty of Engineering, Technology & Built Environment	https://bit.ly/2WUcPQc
Faculty of Hospitality & Tourism Management	https://bit.ly/3vdee3v
Faculty of Medicine & Health Sciences (Health Aging)	https://bit.ly/3tROPfn
Faculty of Social Sciences & Liberal Arts	https://bit.ly/3ej0HRI
Graduate Business School	https://bit.ly/32OriQl
De Institute of Creative Arts and Design	https://bit.ly/3dAgcoS
Institute of Computer Science and Digital Innovation	https://bit.ly/3gvpJ2k
Institute of Music	https://bit.ly/3dAaSSc