



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 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

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

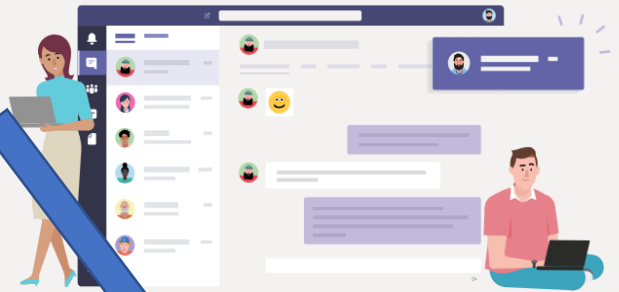
Already have it? Go right to your meeting.

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 try better connected.

Get the Windows app

Use the web app instead

Microsoft Teams

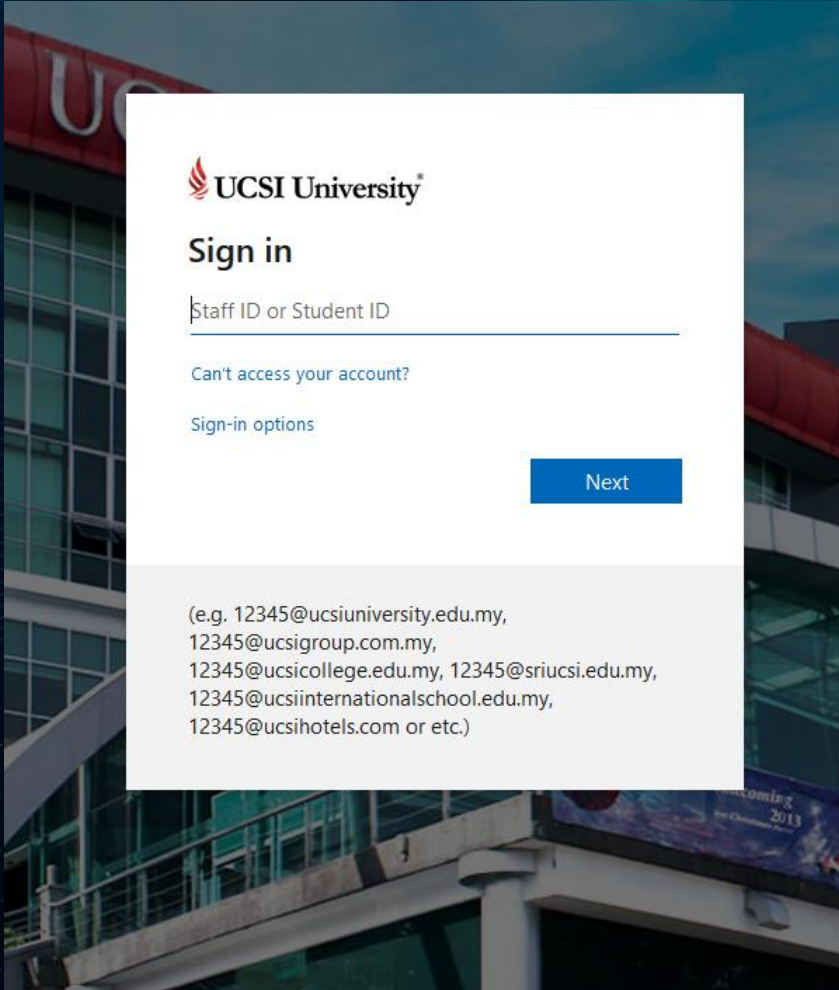
Welcome to the live event!




Sign in

Click "Sign in"

Step 3: Log in

A screenshot of the UCSI University sign-in page. The page is white with a blue header containing the UCSI University logo and the text "Sign in". Below the header is a text input field labeled "Staff ID or Student ID". Underneath the input field 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, there is a list of example email addresses: "(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

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

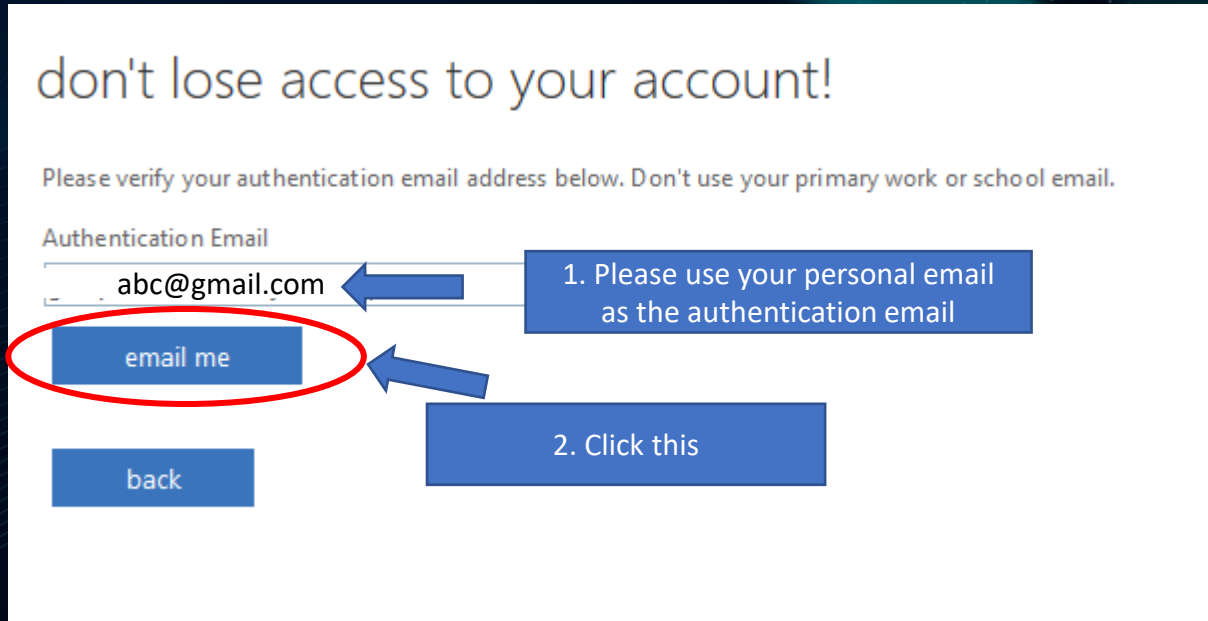
abc@gmail.com

email me

back

1. Please use your personal email as the authentication email

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 . Please check your email and enter the 6 digit code below.

[back](#) [verify](#) [try again](#)

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](#)

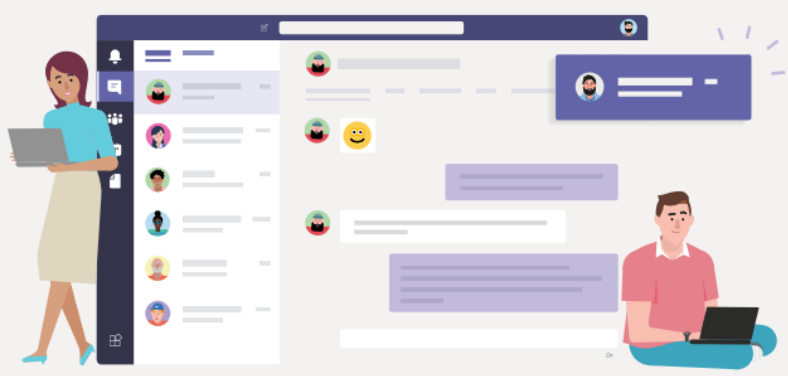
Looks good

Cancel

After that, Click "Looks Good"

Step 5: Enter the Microsoft Team Page

Microsoft Teams



Download the Teams desktop app
and stay better connected.

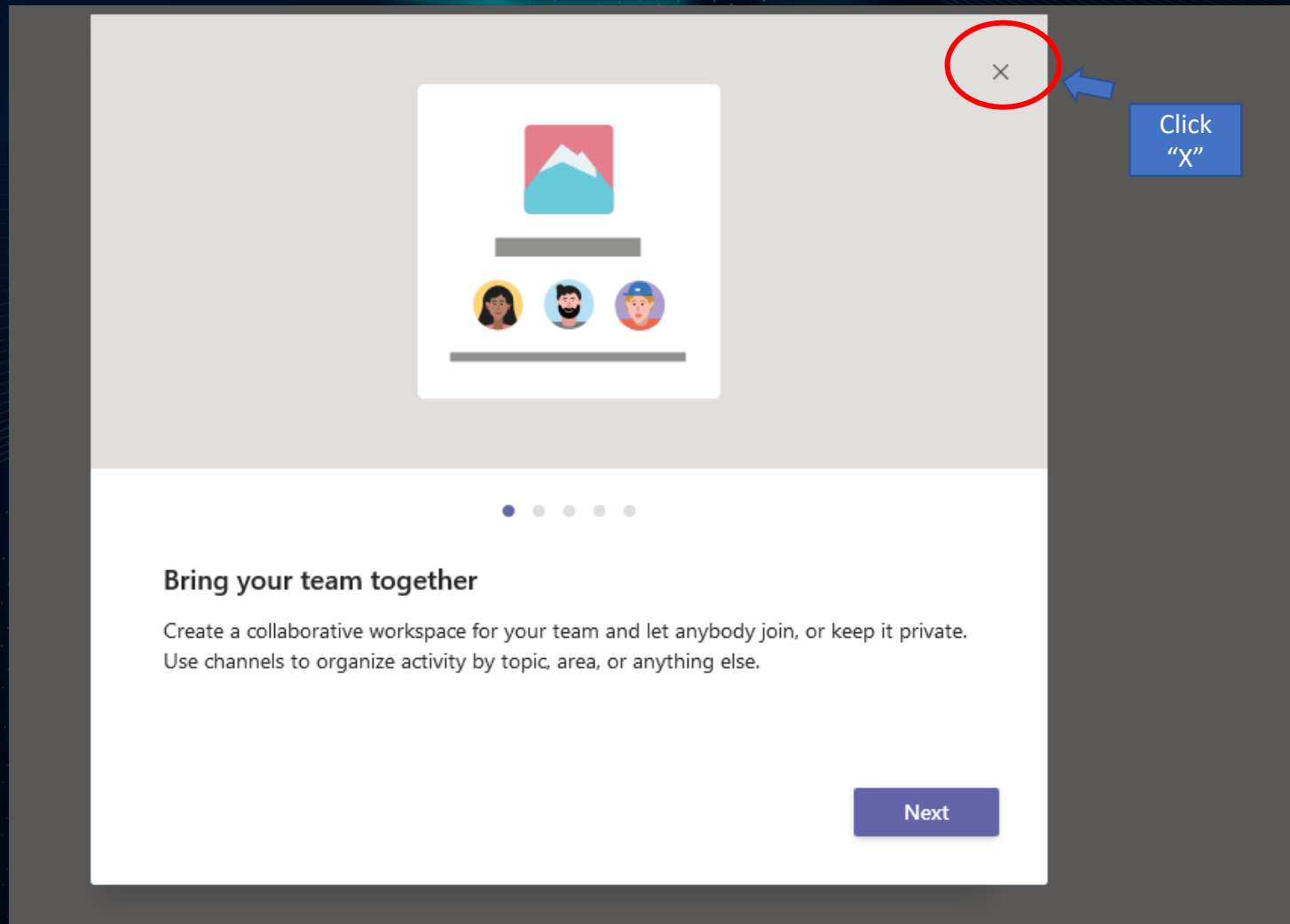
Get the Windows app

Use the web app instead

Legal Privacy and Cookies © 2020 Microsoft

Click "Use the web app instead"

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/3xs3BvU>

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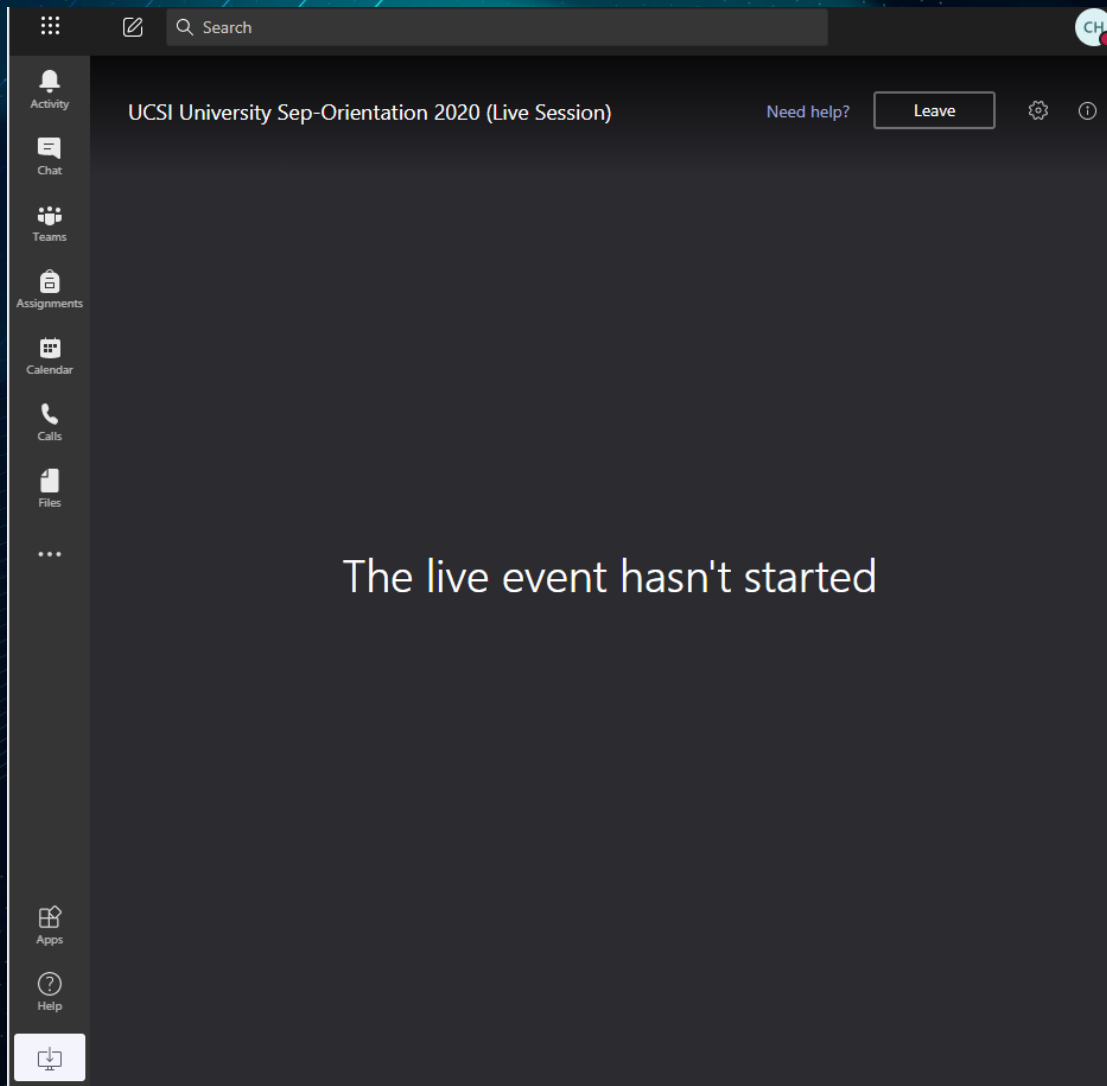
Link to access E-Orientation: <https://bit.ly/3xs3BvU>

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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/3sSpwxo |
| 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/32OriQI |
| 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 |