



# How to Reach Out to Your Counsellors?



# Counselling Modes:

## **Individual Counselling:**

One-to-one counselling session in a safe, non-judgmental, and confidential space.

## **e-Counselling:**

Online consultation and discussion session with counsellors through UCSI – IIS Student Portal.

## **Referral**

Recommend and refer your dear friend for counselling service.

# Method 1: Request Counselling Session Through IIS



The image shows a login page for UCSI University's Integrated Information Systems (IIS). The page features the university's logo and name at the top. Below the logo, there is a prompt to provide a User ID and Password. There are two input fields: one for the User ID and one for the Password. A 'Log Me In' button is located below the password field. At the bottom of the page, there is a red banner with the text 'UCSI.iis Student Portal Login' on the left and 'iis@ucsiuniversity.edu.my Integrated Information Systems' on the right.

 **UCSI University<sup>®</sup>**

Please provide your User ID and Password to proceed.

 User ID:

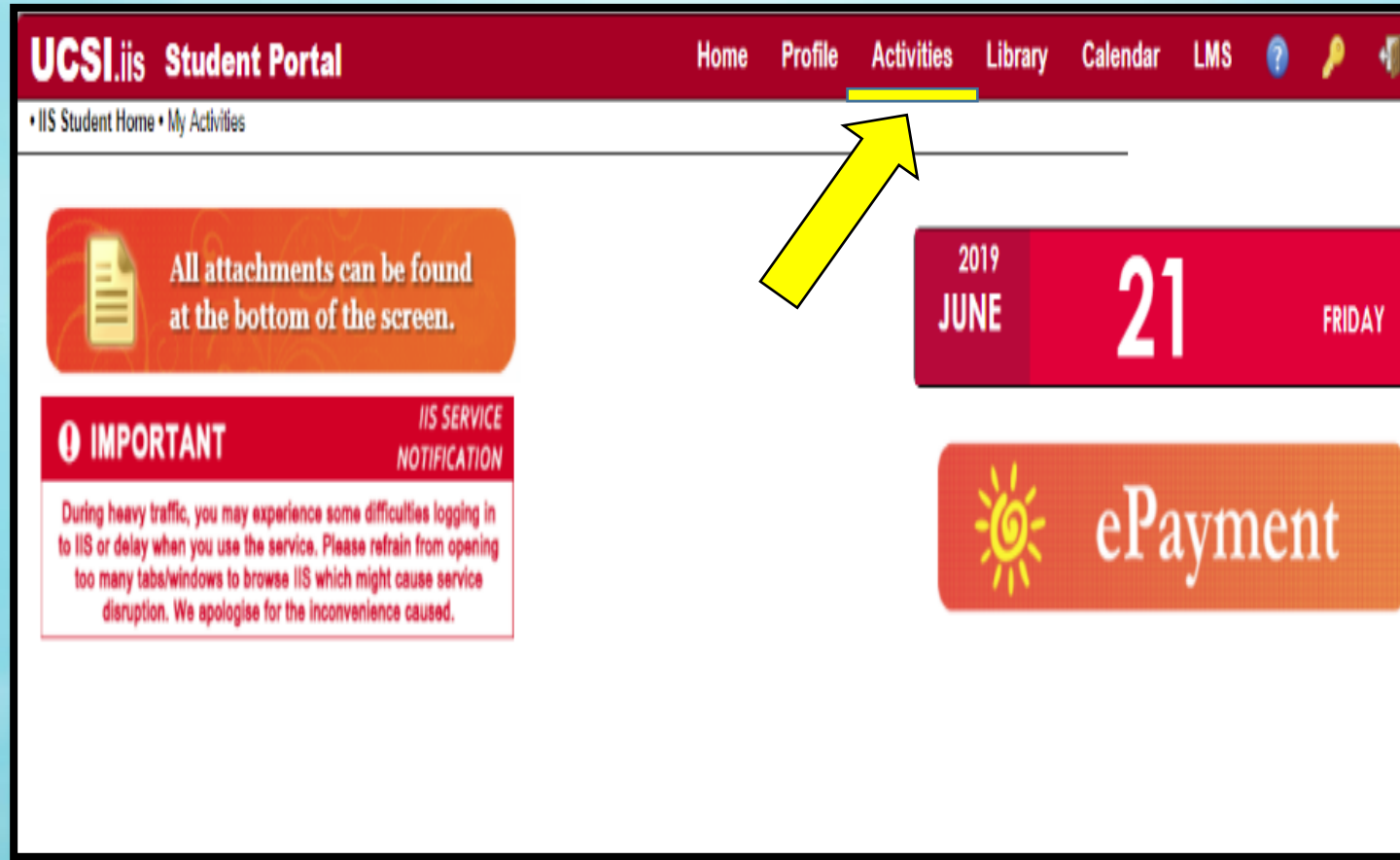
Password:

[Um.. Help, I have forgotten my password !](#)

**UCSI.iis**  
Student Portal  
Login

[iis@ucsiuniversity.edu.my](mailto:iis@ucsiuniversity.edu.my)  
Integrated Information Systems

# Step 1: Login to IIS and Click Activities



The screenshot displays the UCSI.iis Student Portal interface. At the top, a dark red navigation bar contains the following links: Home, Profile, **Activities**, Library, Calendar, and LMS. The 'Activities' link is highlighted with a yellow underline and a yellow arrow pointing to it from below. Below the navigation bar, the breadcrumb trail reads '• IIS Student Home • My Activities'. The main content area features several widgets: an orange box with a document icon stating 'All attachments can be found at the bottom of the screen.'; a red 'IMPORTANT' notification box with the text 'IIS SERVICE NOTIFICATION' and a message about login difficulties during heavy traffic; a date widget showing '2019 JUNE 21 FRIDAY'; and an orange 'ePayment' button with a sun icon.

# Step 2: Click “Make a Request for Counselling”

**My Course Selections:**

File Number	Programme	Code	Semester	Credits	Status
CS-2019-003139	Bachelor of Arts (Honours) Supply Chain Operations Management	BCBSC	2019-05	19.00	Closed

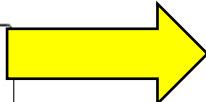
\*For student who is encountering the following issues, you are kindly to check with representative at respective location by referring to [List of Faculty representatives](#).

Issues related to:

1. Course/Tutorial is full Capacity and therefore cannot be selected
2. Timetable clashes or Seek for advises
3. Need consultation for which courses to select

**Records Office:**

- Self Print Semester Results
- Request Documents - (Request Documents form RO Office)
- Request Programme Progression



**Student Affairs:**

- Make a Request for Counselling
- Submit Feedback to UCSI University
- Student Voting



# Step 3: Choose Personal Counselling/ e-Counselling/ Referral



**UCSI.iis Student Portal** Home Profile Activities Library Calendar LMS ? 🔑

• IIS Student Home • My Activities • New Counselling Request

## UCSI - SAO Counselling Request

*You have entered the Counselling request form. This may be entered on behalf of yourself or of another individual that you are concerned about. Please do not abuse this privilege. Doing so may result in disciplinary action against those who abuse the systems of UCSI University.*

**Counselling Mode:** (None)

- (None)
- Personal Counselling
- e-Counselling
- Referral

POSSE | Release 1.1.2 | IIS@ucsiuniversity.edu.my | Copyright | Privacy Policy | Security Policy

# Step 4: Select your Counsellor, Topic and Write your Issues.

The screenshot shows the 'UCSI - SAO Counselling Request' form in the UCSI iis Student Portal. The form includes a navigation bar with links for Home, Profile, Activities, Library, Calendar, and LMS. Below the navigation bar, there is a breadcrumb trail: 'iis Student Home • My Activities • New Counselling Request'. The main heading is 'UCSI - SAO Counselling Request', followed by a disclaimer: 'You have entered the Counselling request form. This may be entered on behalf of yourself or of another individual that you are concerned about. Please do not abuse this privilege. Doing so may result in disciplinary action against those who abuse the systems of UCSI University.' The 'Counselling Mode' is set to 'e-Counselling'. The 'Submitter' field is redacted with a black box. There is a 'Submit Anonymously' checkbox. The 'Counsellor' dropdown menu is open, showing '(Any)' as the selected option. The 'Topic' dropdown menu is also open, showing '(Any)' as the selected option. The 'Issue to Discuss' text area contains the names 'Lakshmy A/P Kumar' and 'Megala A/P Chandra Sakeran'. A 'Submit' button is located at the bottom right of the form. The footer contains the text 'POSSE | Release 1.1.2 | Screen ID: 407425' and 'iis@ucsiuniversity.edu.my | Copyright | Privacy Policy | Security Policy'.

**UCSI iis Student Portal** Home Profile Activities Library Calendar LMS ?

• iis Student Home • My Activities • New Counselling Request

## UCSI - SAO Counselling Request

You have entered the Counselling request form. This may be entered on behalf of yourself or of another individual that you are concerned about. Please do not abuse this privilege. Doing so may result in disciplinary action against those who abuse the systems of UCSI University.

Counselling Mode: e-Counselling

Submitter: [Redacted]  Submit Anonymously

Counsellor: (Any) ?

Topic: (Any)

Issue to Discuss: Lakshmy A/P Kumar  
Megala A/P Chandra Sakeran

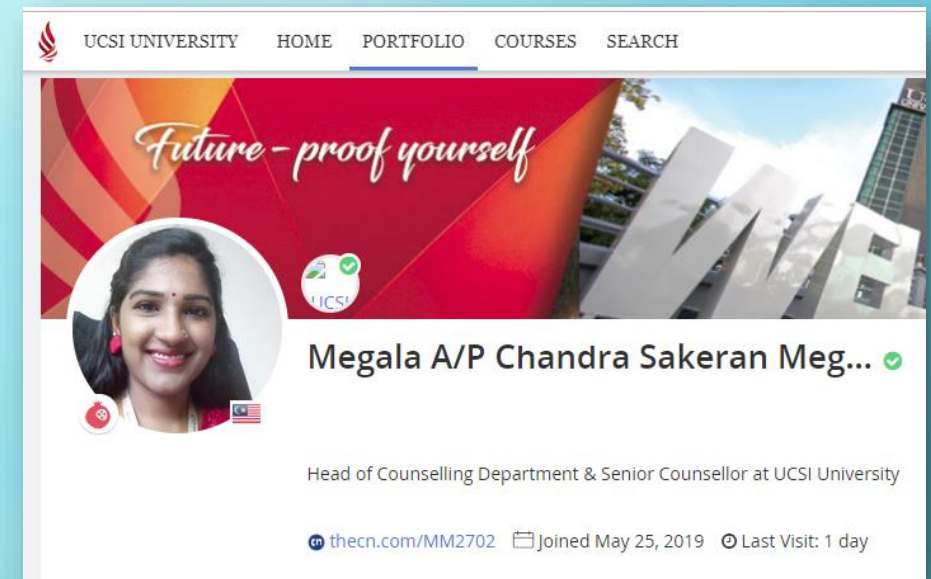
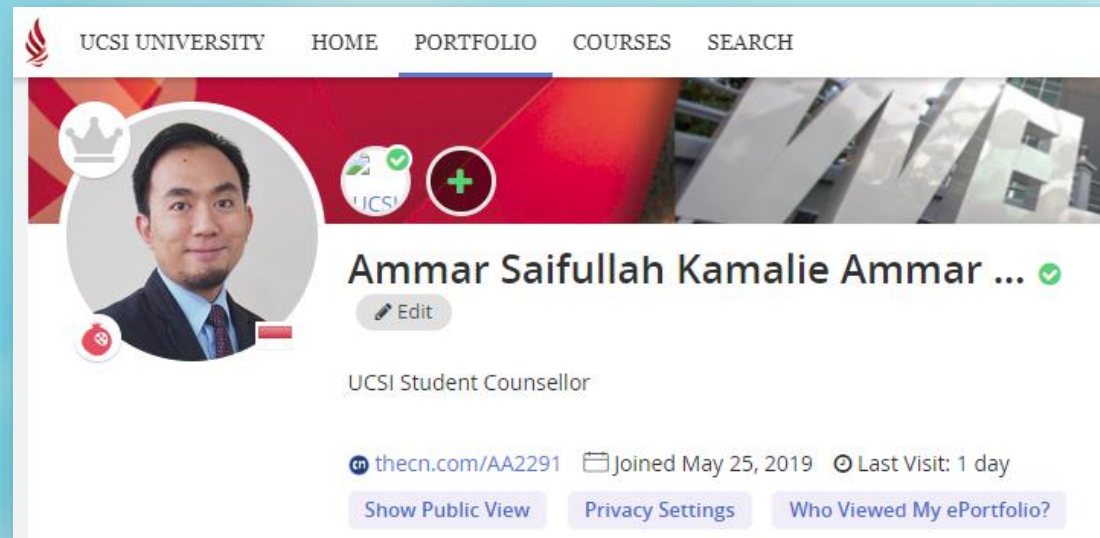
Submit

POSSE | Release 1.1.2 | Screen ID: 407425 [iis@ucsiuniversity.edu.my](mailto:iis@ucsiuniversity.edu.my) | Copyright | Privacy Policy | Security Policy

**Upon receiving your request, the counsellor will set an appointment with you.**

# Method 2: Course Network (UCSI CN)

- ❑ Login to CN and search for:  
Ammar Saifullah (@AA2291) or Megala Chandra Sakeran (@MM2702).



- ❑ Drop us a message to set a counselling appointment.