Integrated Information System (IIS) and Learning Management System (LMS)
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Introduction

Integrated Information System (IIS)

Choose subject
Check fees
Make payment

IIS: Record / information purposes / administration platform

Learning Management System (LMS)

Social + Learning Management System (LMS)

Common LMS Tools (Lessons, Test Quizzes, Homeworks and etc)

Social Networking (Experience classrooms with true diversity and build bonds internationally)

Find global student with similar fields of study and interests worldwide.

Engage in learning discussions using Chat and Post tool

LMS: Academic-related information in an engaging environment
How to access to the system???
To Access Current Students Page

https://www.ucsiuniversity.edu.my/current-students
To Access Current Students Page

https://www.ucsiuniversity.edu.my/current-students

1. IIS Student/Guardian

- **ePayment (View / Pay Bills Online)**
  - This secure online payment system allows you to view and pay your course fees from your home, or anywhere around the world using your credit card or via MEPS FPX as long as you are holding a savings or current account with certain approved Malaysian bank.

- **UCSI University Student Email System**
  - Connect to your email from anywhere in the world with the UCSI University Student Email System powered by Google.

- **myCo-Op**
  - This unit provides assistance in preparing students for future employment through coordinating UCSI University’s Co-Operative Education (or Internship) Programme that is, the placement of UCSI University students.

- **UCSI LMS CN**
  - A social learning platform that allows students to access academic-related information in an engaging environment (effective Jan 2018)

- **Student/Guardian**
  - IIS (Integrated Information System) is a web-based portal allowing Student access to internal systems and workflows.

- **ELE Portal**
  - The ELE Portal is a web based portal allowing students to access their extracurricular activities and reports.

- **Peer Assisted Learning (P.A.L.)**
  - P.A.L. is an initiative of UCSI University to flourish the positive culture of learning excellence and academic development through student to student (s to s) method of delivery.

- **UCSI NEO LMS**
  - NEO Learning Management System (Formerly known as EDU20) will remain active until the end of this year.
To Access IIS

Go to IIS student portal (Direct url): https://iis.ucsiuniversity.edu.my/Student/Login.aspx

1. Check your personal email inbox or spam folder
2. Click “Um.. Help, I have forgotten my password !”
3. Bring your offer letter to Support counter

(Refer to “where” in support counter at the end of presentation)
IIS Student Portal Homepage

- Upon a successful login or changed password, you will see the screen as shown below:-

Main function tab
Student Assigned Tasks

Click Home to view assigned tasks

Info: Assigned tasks
**Student Declaration**

**Pre-CS Stage**

**Pre-Course Selection (CS) Stage:**

1. Student Declaration
2. Pay Fees (Fees information page)

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**Step 1:** Click Home

**Step 2:** Click Student Declaration
Student Declaration

Pre-CS Stage

- The screen as shown below will appear:

![Student Declaration Screen](image)

- Step 1: Read through and acknowledge at each section after reading by:

- Step 2: Check the box to acknowledge
After acknowledging every section, you have to complete the Student Declaration by:

- Click Completed

You have completed the “Student Declaration” task!
Pay Fees

Pre-Course Selection (CS) Stage:
1. Student declaration  ✔ Completed
2. Pay Fees (Fees information page)

Step 1: Click Home

Step 2: Click Pay Fees
**Pay Fees**

**Pre-CS Stage**

1. **Step 1: Check balance**
2. **Step 2: Click Pay Fees**

---

![UCSI University Student Portal](image)

**Fee Payment:**

Please pay all outstanding fees. Any overpayments will be credited back against the Student's account. All funds are in Malaysian Ringgit (RM).

Please complete your declarations first...

<table>
<thead>
<tr>
<th>Fee Date</th>
<th>Description</th>
<th>Invoice</th>
<th>Tracking #</th>
<th>Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Nov 2014</td>
<td>Application Fee (International)</td>
<td>None</td>
<td>ENR-2014-008130</td>
<td>RM550.00</td>
<td>0.00</td>
</tr>
<tr>
<td>10 Nov 2014</td>
<td>EMGS Processing Fee</td>
<td>None</td>
<td>ENR-2014-008130</td>
<td>RM1,950.00</td>
<td>0.00</td>
</tr>
<tr>
<td>10 Nov 2014</td>
<td>Hostel Deposit</td>
<td>None</td>
<td>ENR-2014-008130</td>
<td>RM1,000.00</td>
<td>741.10</td>
</tr>
<tr>
<td>19 Nov 2014</td>
<td>Administrative Fee (International Student)</td>
<td>None</td>
<td>ENR-2014-008130</td>
<td>RM4,000.00</td>
<td>4,000.00</td>
</tr>
<tr>
<td>19 Nov 2014</td>
<td>Caution Fee Deposit</td>
<td>None</td>
<td>ENR-2014-008130</td>
<td>RM200.00</td>
<td>200.00</td>
</tr>
<tr>
<td>19 Nov 2014</td>
<td>ICT Fee</td>
<td>None</td>
<td>ENR-2014-008130</td>
<td>RM100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>19 Nov 2014</td>
<td>Initial Tuition Fee</td>
<td>None</td>
<td>ENR-2014-008130</td>
<td>RM14,000.00</td>
<td>14,000.00</td>
</tr>
<tr>
<td>19 Nov 2014</td>
<td>International Student Bond</td>
<td>None</td>
<td>ENR-2014-008130</td>
<td>RM600.00</td>
<td>600.00</td>
</tr>
<tr>
<td>19 Nov 2014</td>
<td>Library Deposit</td>
<td>None</td>
<td>ENR-2014-008130</td>
<td>RM200.00</td>
<td>200.00</td>
</tr>
<tr>
<td>19 Nov 2014</td>
<td>Library Fee</td>
<td>None</td>
<td>ENR-2014-008130</td>
<td>RM100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>19 Nov 2014</td>
<td>Medical Plan (International Student)</td>
<td>None</td>
<td>ENR-2014-008130</td>
<td>RM50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>19 Nov 2014</td>
<td>Registration Fee (International)</td>
<td>None</td>
<td>ENR-2014-008130</td>
<td>RM450.00</td>
<td>450.00</td>
</tr>
<tr>
<td>19 Nov 2014</td>
<td>Student Activities Fee</td>
<td>None</td>
<td>ENR-2014-008130</td>
<td>RM200.00</td>
<td>200.00</td>
</tr>
</tbody>
</table>

**Total (RM):** 20,641.10
Pay Fees

You have completed the “Pay Fees” task!

Step 3: Check balance again

Step 4: Click Paid
New Student – 3 Processing Stages

**Pre-Course Selection (CS) Stage:**
1. Student declaration  ✔ Completed
2. Pay Fees (Fees information page)  ✔ Completed

**During-Course Selection (CS) Stage:**
1. Select courses
The Course Selection Process

*Requirements:
1. Student declarations
2. Pay fees, click “Paid” to update the status
3. Reporting arrival to Student Affair & Alumni (SAA) office (Located at level 3, Block A, UCSI South Wing campus)
4. And etc.
Course Selection

Definition
A process to select the courses you plan to study for the next semester.

Frequency
Before the next semester begins.

How do I know what courses to select?
Refer to the Y-Table, which will assist you in selecting your courses. If you are unsure, please refer to your respective school or department for advice.
Course Selection

During-CS Stage

Step 1: Click Home

Step 2: Click Begin Course Selection

**During-Course Selection (CS) Stage:**
1. Select courses

Assigned Tasks - You must complete:
- Please complete the following tasks as soon as possible.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Task / Process</th>
<th>File Number</th>
<th>Regarding</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 Nov 2014</td>
<td>Student Declaration</td>
<td>ENR-2014-008130</td>
<td>Enrolment</td>
</tr>
<tr>
<td>19 Nov 2014</td>
<td>Pay Fees</td>
<td>ENR-2014-008130</td>
<td>Enrolment</td>
</tr>
<tr>
<td>26 Jan 2015</td>
<td>Begin Course Selection</td>
<td>ENR-2014-008130</td>
<td>Enrolment</td>
</tr>
</tbody>
</table>
Course Selection

During-CS Stage

Begin Course Selection

Course Selection time is here. Please click the "Begin Course Selection" button below to commence.

If this has been created in error or you have decided to not continue with your studies then click the "Not Completing" button.

Please ensure that your contact information below is valid and up-to-date before proceeding.

STUDENT CONTACT INFO :

*Required

Student: Vivienne Yoong (10(____09)

Student Phone(s): [EDIT/ADD CONTACT PHONES]

<table>
<thead>
<tr>
<th>Prefer</th>
<th>Phone Number</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>0122222222</td>
<td></td>
</tr>
</tbody>
</table>

Student Email(s): [EDIT/ADD EMAIL]

<table>
<thead>
<tr>
<th>Prefer</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td><a href="mailto:vivienneyoong@ucsicomputech.com">vivienneyoong@ucsicomputech.com</a></td>
</tr>
</tbody>
</table>

Student Address: [EDIT/ADD ADDRESS]

** Kindly ensure your Guardian’s information is correct as when there is an emergency, we will be able to contact them.

Please contact Registrar Office to create the Guardian or Next of Kin Contact Information.

Click Begin Course Selection

BEGIN COURSE SELECTION

NOT COMPLETING
Course Selection

During-CS Stage

Course Selection Terms & Conditions

1) You are advised to select courses ONLY if you plan to continue your studies for the coming semester because fees will be charged once your Course Selection exercises are approved.

2) Once the Course Selection is submitted and approved:
   a. The Group Finance Office will bill you based on the number of approved subjects.
   b. You need to pay the tuition fees amount based on the number of approved subjects.
   c. Facilities fees will be charged to all active students (including students taking Co-Op subjects).

3) In case of withdrawals from the University, the above amount in item 2(a) will be charged.

4) If the withdrawal is after the semester’s commencement date without informing the Group Finance Office (via Withdrawal Form), the University has the right to impose a charge on tuition fees until your formal notification is received. In this case, refundable deposits will be used to offset any outstanding tuition fees.

5) In the case of Late Course Selection (after the semester has started or after the Course Selection week), you will be given a due date for making payment, i.e. four (4) working days after the approval of the Course Selection. Late payment charges will be imposed after the due date. In this case, the University will NOT post any pre-billing to your address and you will have to obtain the pre-billing immediately from the Group Finance Office. You may also obtain your fee information from the IIS website or contact the Group Finance Office at 03-9101 8880 or e-mail them at finance@ucsigroup.com.my to provide your email address or fax number to forward your pre-billing. The rest of the Course Selection Terms & Conditions under Items (1) - (3) of the above still applies.

6) For all scholarship recipients of UCSI University Trust **, the continuation of your scholarship is subject to your current semester’s academic achievement. If you do not meet the minimum CGPA requirement, your scholarship will be terminated. Therefore you are required to pay the FULL tuition fee for the coming semester. (** All scholarships awarded by UCSI University Trust, which also include scholarship offered through The Star Education Fund, Sin Chew Daily Education Fund, TheSun-MAPCU Higher Education Scholarship Fund, Nanyang Tertiary Education Fund.)

I hereby agree with the above Terms and Conditions

Step 2: Check the box to proceed next step
Course Selection

During-CS Stage

Student: Vivienne Yoong
Programme: Bachelor of Arts (Hons) Psychology [BCSPS]
Semester: 2013-09

Please select the subjects you are registering for this semester. It will then be sent to the Head of the department for approval. You will receive word once they have been approved - or - you will be requested to make changes as directed by the Head of the Department.

Select from the Course List below:

<table>
<thead>
<tr>
<th>Select</th>
<th>Replace</th>
<th>Course</th>
<th>Code</th>
<th>Year</th>
<th>Instructor</th>
<th>Timetable</th>
<th>Credits</th>
<th>Status</th>
<th>Cap</th>
<th>Full</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>□</td>
<td>Basic English</td>
<td>Basic English</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>English Foundation</td>
<td>English Foundation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Bahasa Kebangsaan</td>
<td>Bahasa Kebangsaan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Pendidikan Moral</td>
<td>Pendidikan Moral</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Pengajian Islam</td>
<td>Pengajian Islam</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Pengajian Malaysia</td>
<td>Pengajian Malaysia</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Info: Hover mouse to “i” (information) icon to check the course’s status or pre-requisite condition.

Select courses by checking the box.
Course Selection

During-CS Stage

Scroll down until you see the section of the screen as shown below:

Click Complete

P/S: Please ensure you click on the Complete button, whatever you have selected will be submitted to your faculty.
Course Selection – Courses Approval Status

During-CS Stage

Info: Approval: Your selected courses have been submitted for approval

Info: Queued: Your courses approval have been completed, please wait for system to process

Info: Closed: Your course selection is closed and you may add/drop or select / edit lab & tutorial
New Student – 3 Processing Stages

**Pre-Course Selection (CS) Stage:**
1. Student declaration \( \checkmark \) Completed
2. Pay Fees (Fees information page) \( \checkmark \) Completed

**During-Course Selection (CS) Stage:**
1. Select courses \( \checkmark \) Completed

**Post-Course Selection (CS) Stage:**
1. Login to LMS
2. To enroll classes in LMS
Accessing to UCSI LMS CN Condition

- Refer below when your account is set active or inactive:

1. Student who is **active** and no outstanding fee in IIS will set **active** in UCSI LMS CN
2. Student who is **active** with outstanding fee (After due date) in IIS will set **inactive** in the CN, therefore the student will not able to access to UCSI LMS CN
3. Student who is graduated in current year and set **Alumni status** in IIS will set **Alumni** in UCSI LMS CN
4. Student who has **withdrawn status** in IIS will set **inactive** in UCSI LMS CN
To Access Current Students Page

https://www.ucsiuniversity.edu.my/current-students

1. Check LMS account activation in UCSI University Student Email System
2. Login to LMS from here
To Access UCSI University Student Email System

Post-CS Stage

[Image of login page with email and password fields]

1001xxxxxx@student.ucsiuniversity.edu.my

Same as IIS student portal password

For any email inquiries, please do not hesitate to contact Helpdesk@ucsiuniversity.edu.my
To Access UCSI University Student Email System

Post-CS Stage

Inbox (403) - 99309438@student.ucsiuniversity.edu.my

1–50 of 417

CourseNetworking

Welcome to the CN - Welcome to the CN Welcome to the UCSI University CN Channel! An account has been created for you.

- News Bytes
  - From the Student Affairs & Alumni Division: Thank you for your participation in the Mee... - [Slide1.png] [Slide2.png]
  - 4:14 pm

- UCSI Corporate Alerts
  - From the Student Affairs & Alumni Division: Interfaith Forum: Concept of God - [Slide1.png] [Slide2.png]
  - 2:57 pm
  - IMPORTANT NOTICE OF DISCLAIMER

- UCSI Corporate Alerts
  - From NCR Travel & Tours: Chinese New Year Special - [eblast CNY revised(b).jpg]
  - 1:02 pm
  - IMPORTANT NOTICE OF DISCLAIMER

- UCSI Corporate Alerts
  - From NCR Travel & Tours: Chinese New Year Special (An Exclusive Deal for students from...
  - [eblast CNY revised(a).jpg]

- UCSI Corporate Alerts
  - [Registration is closed] From the Student Affairs & Alumni Division: Learning Challenge...
  - [Slide2.png]

- UCSI Corporate Alerts
  - From the Co-op Education Centre & Job Placement Centre: Job Opportunities - [Slide1.png]

- UCSI Corporate Alerts
  - International Conference on Innovations, Shifts & Challenges in Learning & Teaching 2015 - [ICISC_uni_banner.jpg]

- UCSI Corporate Alerts
  - UCSI University Library [KL Campus]: UCSI University Library Closed for Federal Territo...

- UCSI Corporate Alerts
  - From SAA: QZ 8501 - Backdrop displayed to extend heartfelt condolences - [cid:image001.png]

- UCSI Corporate Alerts
  - From SAA: Muslim Student Society: Successful Habits - [cid:image001.png]
Search email subject consists of “Welcome to the UCSI LMS CN” in inbox or spam/junk folder

Expand the email and follow the instruction

Welcome to UCSI University LMS CN

Welcome to the UCSI University LMS CN Channel! An account has been created for you by your Institution.

User ID: your institution ID
Password: IIS Password

Please note, you can always log in to UCSI LMS CN or click "Um.. Help, I have forgotten my password!" in IIS portal.
To Access UCSI LMS CN

- Enter your UCSI ID and UCSI/IIS Password
- Note: Please ensure to login using the page below

For e.g.: 1001xxxxxx

For e.g.: IIS password
Exploring UCSI LMS CN

- Upon login, you will be prompted to take a page tour

- You can find more guidance and features on “Help”
New Student – 3 Processing Stages

**Pre-Course Selection (CS) Stage:**
1. Student declaration  **✓ Completed**
2. Pay Fees (Fees information page)  **✓ Completed**

**During-Course Selection (CS) Stage:**
1. Select courses  **✓ Completed**

**Post-Course Selection (CS) Stage:**
1. Login to LMS  **✓ Completed**
2. To enroll classes in LMS
**Class Enrollment**

- You may find your course(s) on right top or left navigation panel

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**Note:** The course is added when your course selection is approved in IIS
Tips

- Update your information in your profile
- Add your image
- Start chatting with your online friends
- Update the visibility to protect your ePortfolio privacy
- Select relevant visibility setting when making a Post
Integrated Information System (IIS) and Learning Management System (LMS)

Almost...Give me a break!
If you need support or more information ...

1. Walk-in
   Computer Services Department
   UCSI University South Wing (SW) Campus
   Level 5, Block B.

2. Email to
   iis@ucsiuniversity.edu.my (IIS)
   lmsmaster@ucsiuniversity.edu.my (LMS)
Single Sign-On Feature on Multiple Systems

Only one password to remember for multiple systems (IIS, UCSI LMS CN, Lab Computer, Wi-Fi, UCSI University Student Email)

https://iis.ucsiuniversity.edu.my/Student

http://lms2.ucsiuniversity.edu.my/

http://login.student.ucsiuniversity.edu.my/
Integrated Information System (IIS) and Learning Management System (LMS)
Frequently Asked Questions (FAQ)

Q: What is Course Selection?
   A: A process to select the course(s) you plan to study for the next semester.

Q: Why do I need to click ‘pay fees’ even though payment has already been made?
   A: This section provides the information of your fees. The task is required to acknowledge and clear your payment status.

Q: How do I select my course(s)?
   A: Course(s) selection can be done through IIS Student Portal.

Q: How do I know what course(s) to select?
   A: Refer to the Y-Table, which will assist you in selecting your courses. If you are unsure, please refer to your respective school or department for advice.

Q: What do I do if my Course Selection isn’t successful to proceed?
   A: Refer to the message prompted on the screen. Read through and check on the incomplete tasks.
Frequently Asked Questions (FAQ)

Q: What will happen after I’ve selected my courses?
A: All selected courses will need to go through the approval process, carried out by the Head of Programme (HOP) or assigned by the course approver.

Q: When can I perform add/drop task or select tutorial(s)?
A: You can add or drop course(s) or select tutorial(s) in stipulated period for Add/Drop stated in the academic calendar and after your course selection status is indicated “Closed”.

Q: What should I do if the Head of Programme (HOP) advices me to add or drop the course(s) after approval?
A: There are stipulated period for Add/Drop stated in the academic calendar. You can add or drop course(s) during the Add/Drop period.

Q: Who do I refer to in advance if the timetable is yet to be announced (TBA)?
A: Click on your course link to see more information. If remain same as TBA, kindly refer to the respective faculty.

Q: What should I do if the course(s) still pending approval?
A: Refer to the respective faculty.
**Frequently Asked Questions (FAQ)**

Q: What is UCSI LMS CN?
   A: A social learning platform that allows students to access academic-related information in an engaging environment.

Q: What should I do to activate UCSI LMS CN?
   A: Complete all assigned tasks (Student Declarations, Pay Fees, Report Arrivals, and Course Selection) in IIS student portal.

Q: Why I cannot see the course(s) in UCSI LMS CN?
   A: Check your course approval status in IIS Student activities.

Q: How can I chat with friend(s) in UCSI LMS CN?
   A: Add image in your profile then you can start chat with your friend(s).

Q: How should I remove enrolled course(s) in my long list of course menu?
   A: You can uncheck the course(s) that show in menu in Manage UCSI Course Menu on left navigation panel.

Happy studying!!!
Integrated Information System (IIS) and Learning Management System (LMS)

Thank you