

Orientation	Date, Time & Agenda	Link
Part 1	<p>30/6/2022</p> <p>8:30 AM Registration</p> <p>9:00 AM Welcome</p> <p>9:05 AM Negaraku</p> <p>9:10 AM Student Affairs & Alumni Briefing</p> <p>9:30 AM Registrar Office Briefing</p> <p>9:50 AM IIS/LMS Briefing</p> <p>10:10 AM Exam Centre</p> <p>10:20 AM Library Briefing</p> <p>10:30 AM Peer Assisted Learning Briefing</p> <p>10:35 AM Global Engagement Office</p> <p>10:40 AM UCSI 1Card</p> <p>10:45 AM Hong Leong Bank</p> <p>10:50 AM Student Council Briefing</p> <p>11:00 AM Break</p> <p>12:00 PM Part 2: Faculty Briefing (Please refer to next page)</p>	<p>Click here to join the orientation</p>

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@ucsiversity.edu.my or message Student Affairs & Alumni Helpdesk via: m.me/ucsisa should you face any difficulty in the process

For Undergraduate students (Foundation, Diploma, Degree)

Orientation	Date, Time & Agenda	Location
Part 2	30/6/2022 12:00pm – 2:00pm: Faculty Briefing	Respective Faculty Meeting Room

For Postgraduate students (Master, PhD)

Orientation	Date, Time & Agenda	Location
Part 1a	30/6/2022 12:00pm – 12:30pm: Postgraduate Office Briefing	Respective Faculty Meeting Room
Part 2	30/6/2022 12:00pm – 2:00pm: Faculty Briefing	Respective Faculty Meeting Room

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

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:

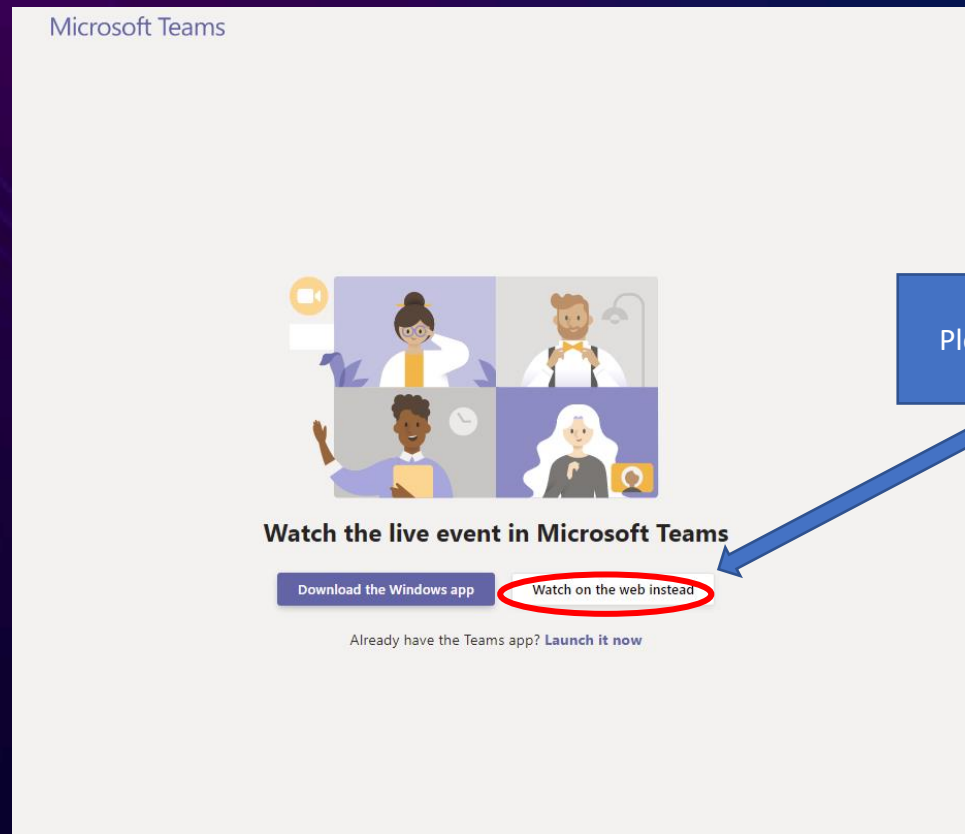
The arrangements and assess to the online Orientation will be available for student to access on **30/12/2021, 8:30am GMT +8 Malaysia Time**, students can access the link below to attend the online orientation.

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”

Microsoft Teams

Welcome to the live event!



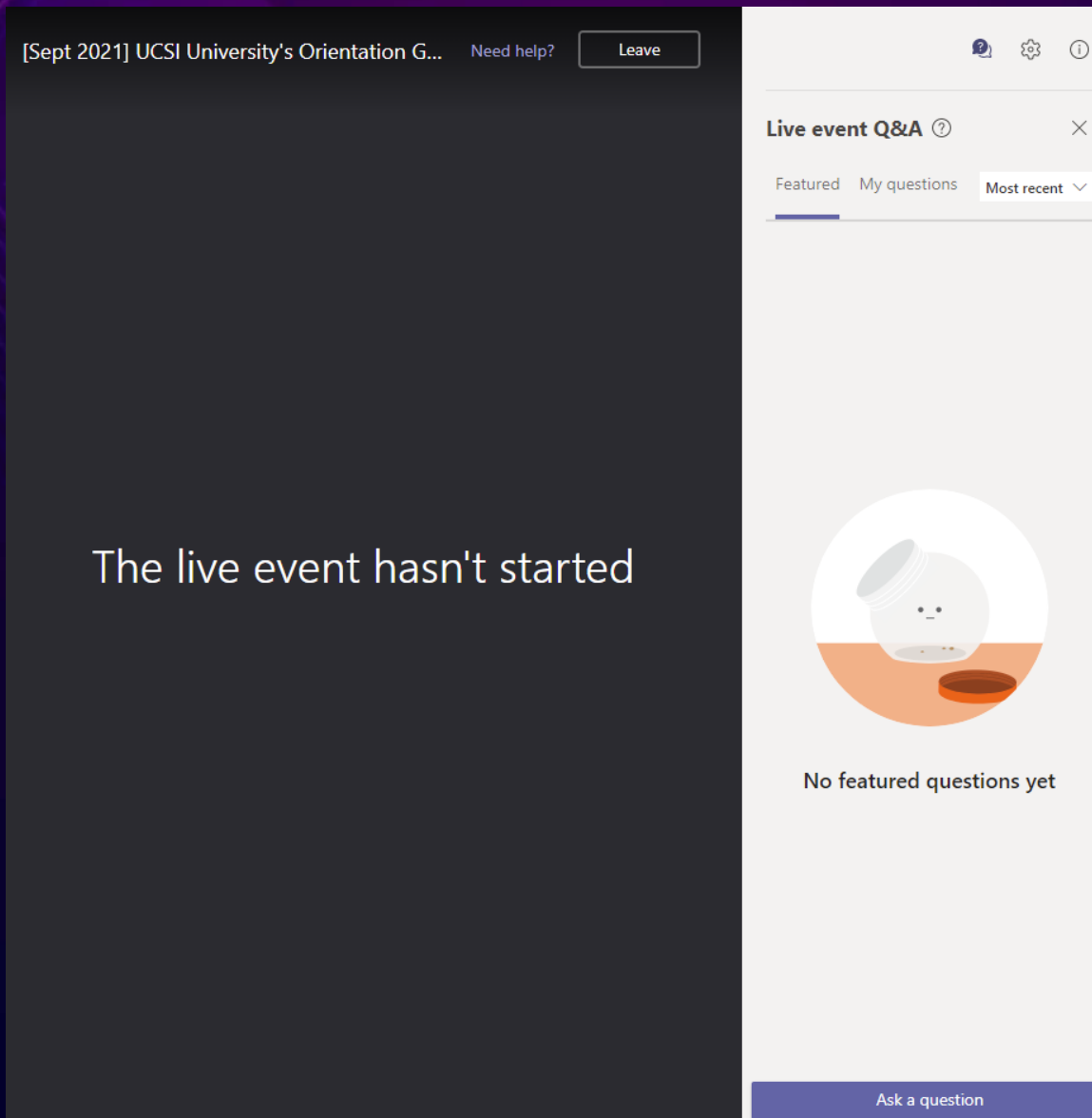
Sign in

Join anonymously

Please select “join anonymously”

For a better experience download the desktop version

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



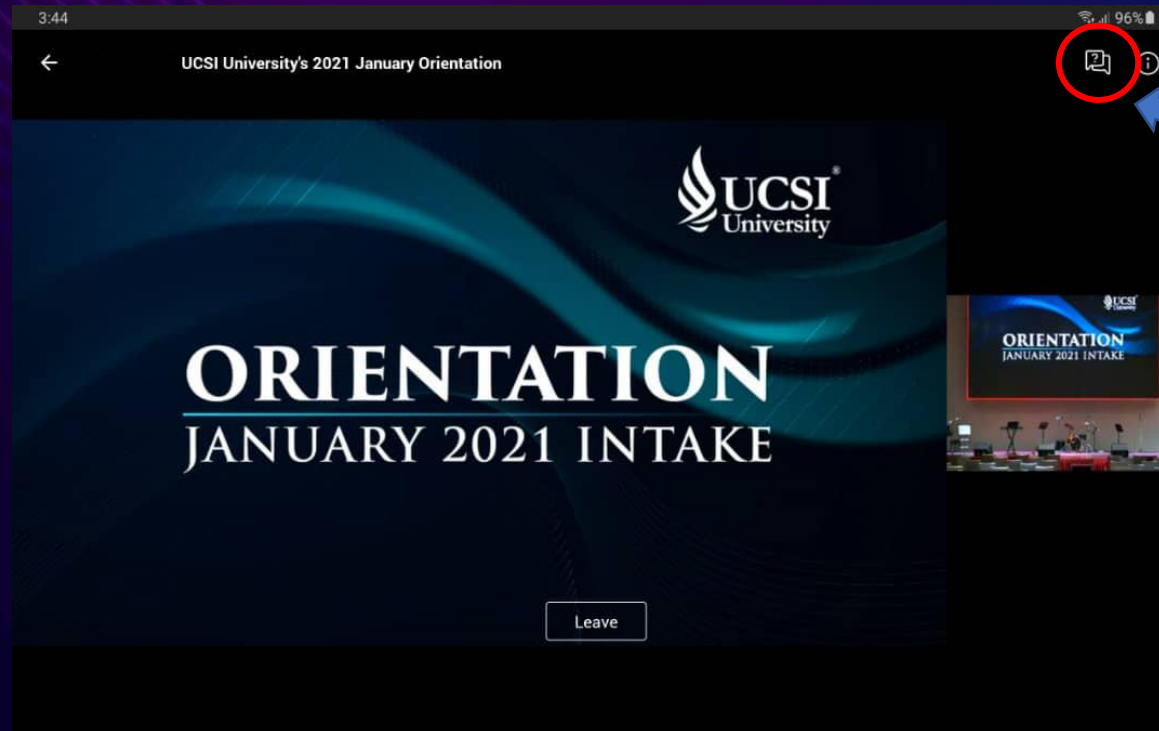
Step 4: Access to the Live Session

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, 23⁰th June 2022, 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:

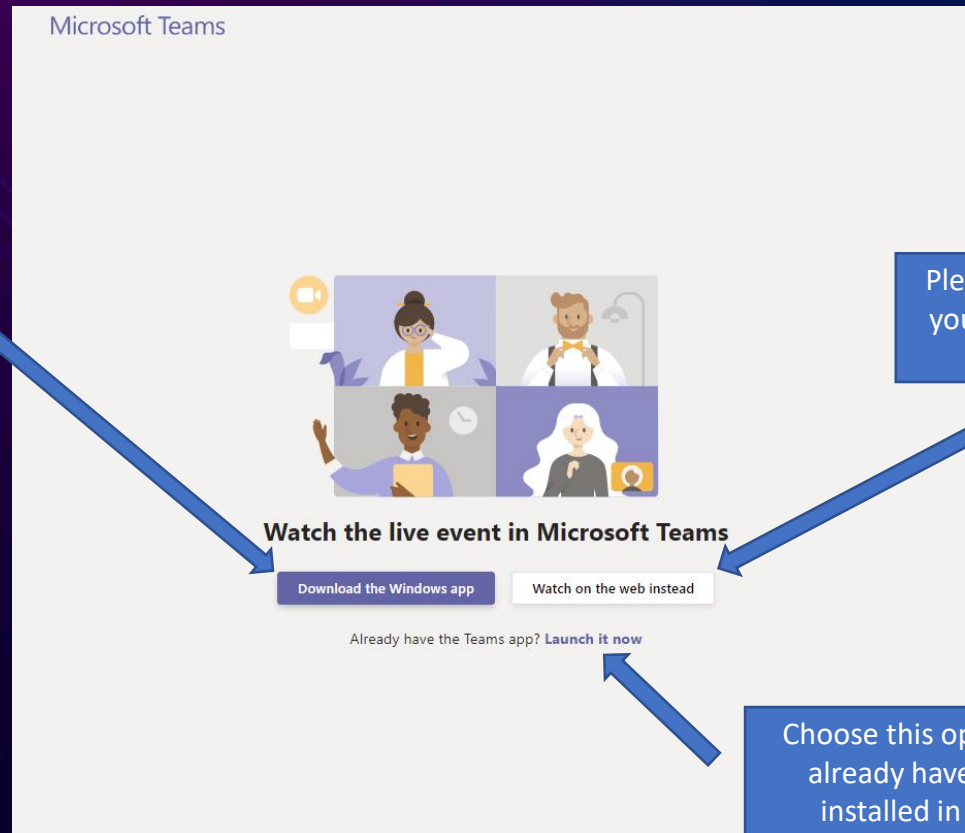
The arrangements and access to the online Orientation will be available for student to access on **30/12/2021, 8:30am GMT +8 Malaysia Time**, students can access the link below to attend the online orientation.

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!



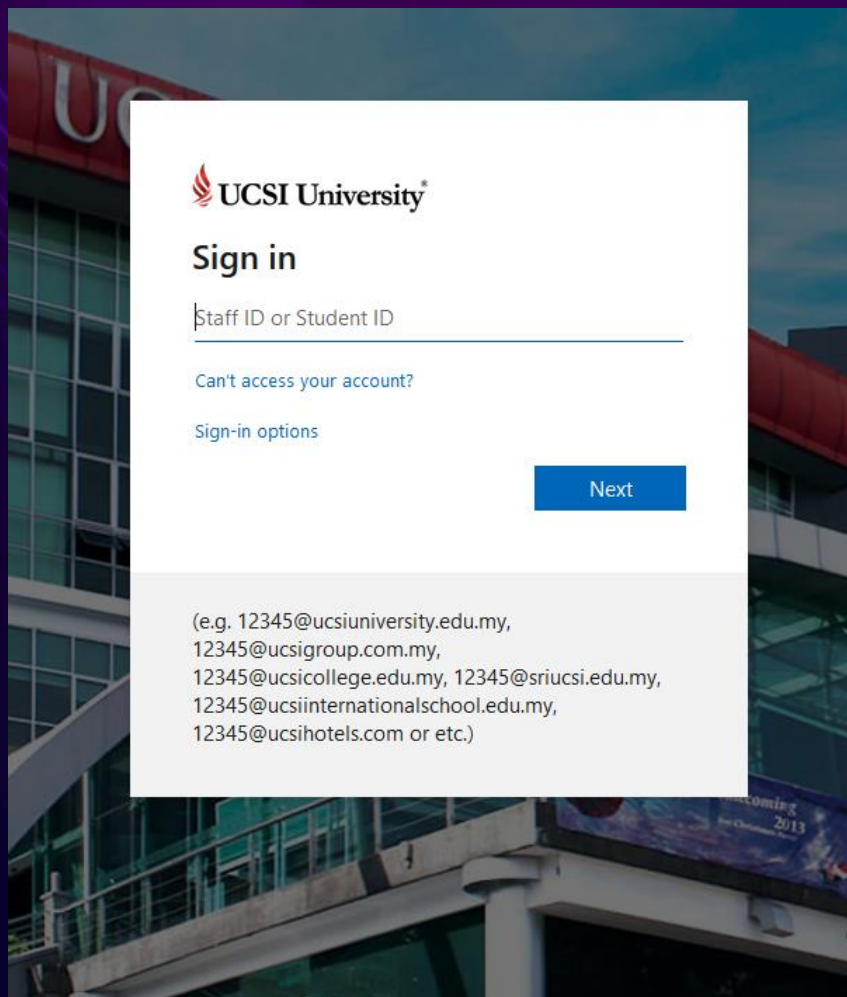
Sign in

Or Join anonymously

Please select "sign in"

For a better experience download the desktop version

Step 3: Log in



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](#)

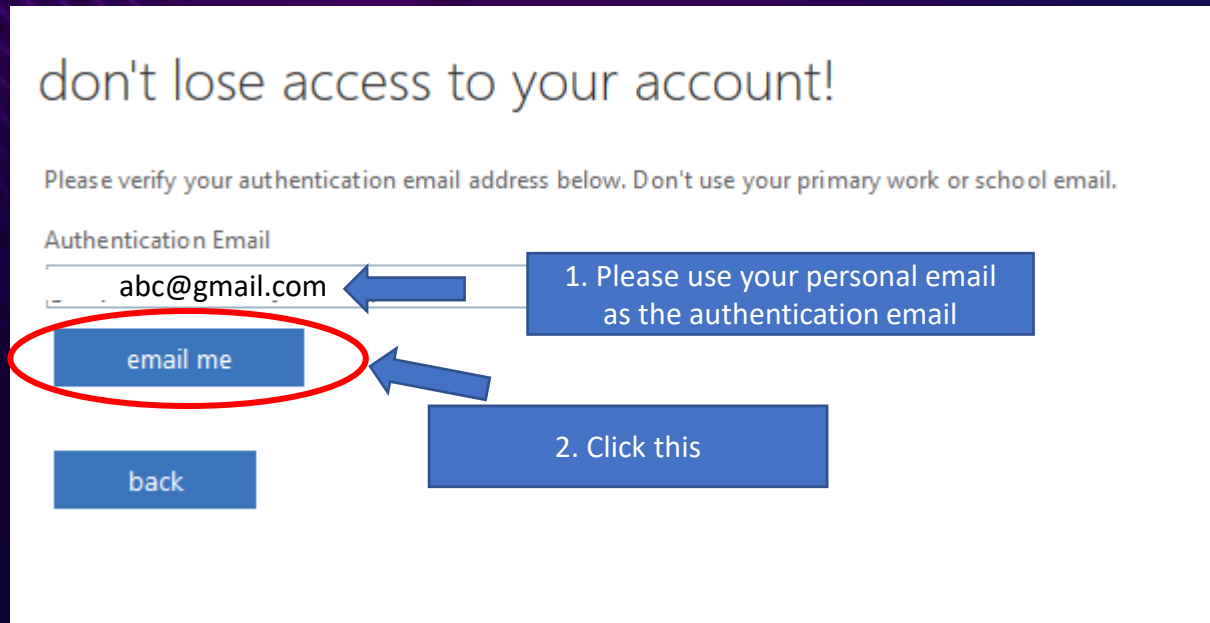
! Authentication Email is not configured. [Set it up now](#)

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

abc@gmail.com

1. Please use your personal email as the authentication email

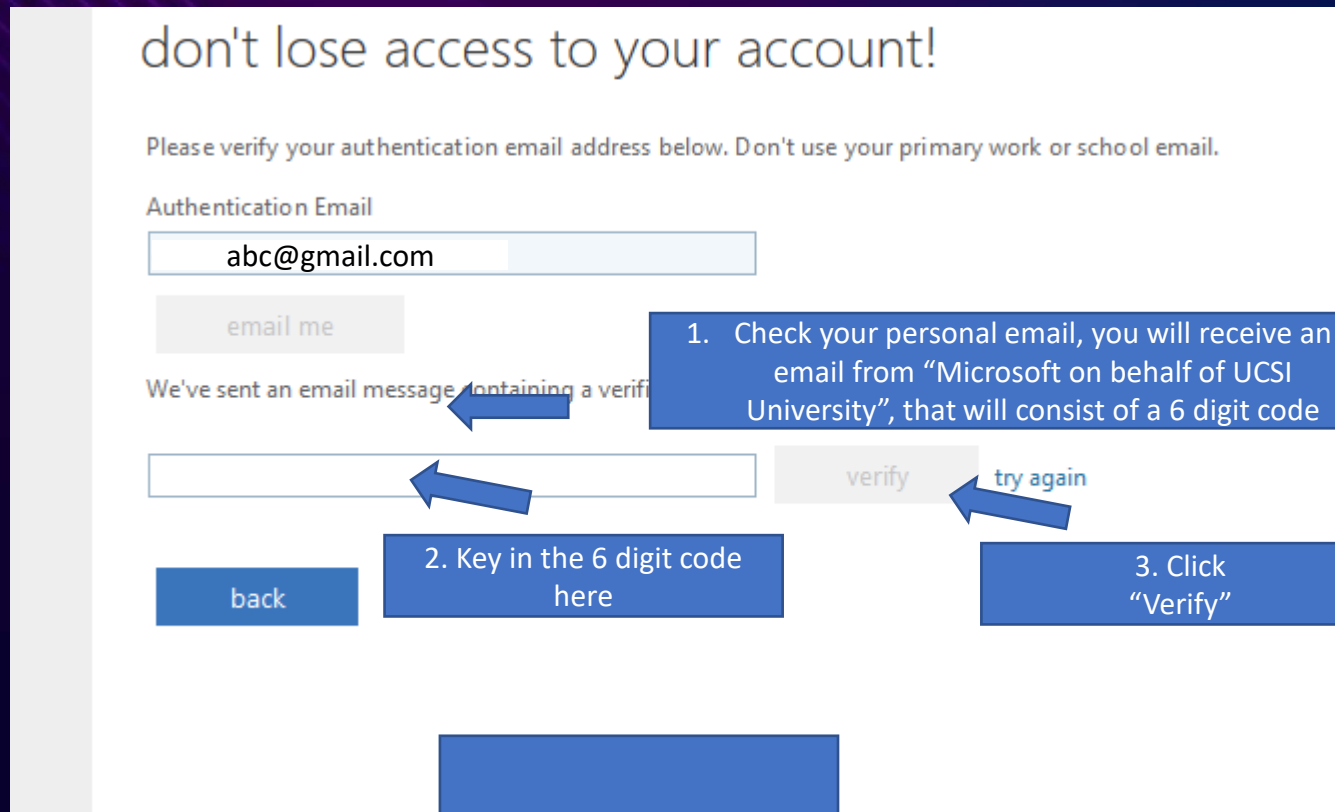
email me

2. Click this

back

The screenshot shows a Microsoft account verification interface. At the top, it says "don't lose access to your account!". Below that, it instructs the user to "Please verify your authentication email address below. Don't use your primary work or school email." There is a text input field labeled "Authentication Email" containing "abc@gmail.com". A blue callout box with an arrow pointing to the input field contains the text "1. Please use your personal email as the authentication email". Below the input field is a blue button labeled "email me", which is circled in red. Another blue callout box with an arrow pointing to the "email me" button contains the text "2. Click this". At the bottom left, there is a blue button labeled "back".

Step 4: Setup the Authentication Phone or Email



The screenshot shows a Microsoft account verification page. At the top, it says "don't lose access to your account!". Below that, it asks to verify an authentication email address, warning not to use a primary work or school email. There is a text input field containing "abc@gmail.com" and a disabled "email me" button. A message states "We've sent an email message containing a verification code to abc@gmail.com". Below this is another text input field for the 6-digit code, a "verify" button, and a "try again" link. A "back" button is also visible. Three blue callout boxes provide instructions: 1. Check your personal email for a 6-digit code from Microsoft on behalf of UCSI University. 2. Key in the 6 digit code here. 3. Click "Verify".

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

We've sent an email message containing a verification code to abc@gmail.com

verify try again

back

2. Key in the 6 digit code here

3. Click "Verify"

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

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.**

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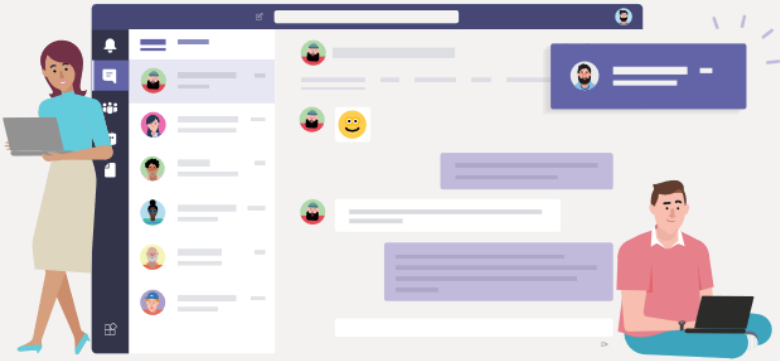
! Authentication Email is not configured. [Set it up now](#)

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.

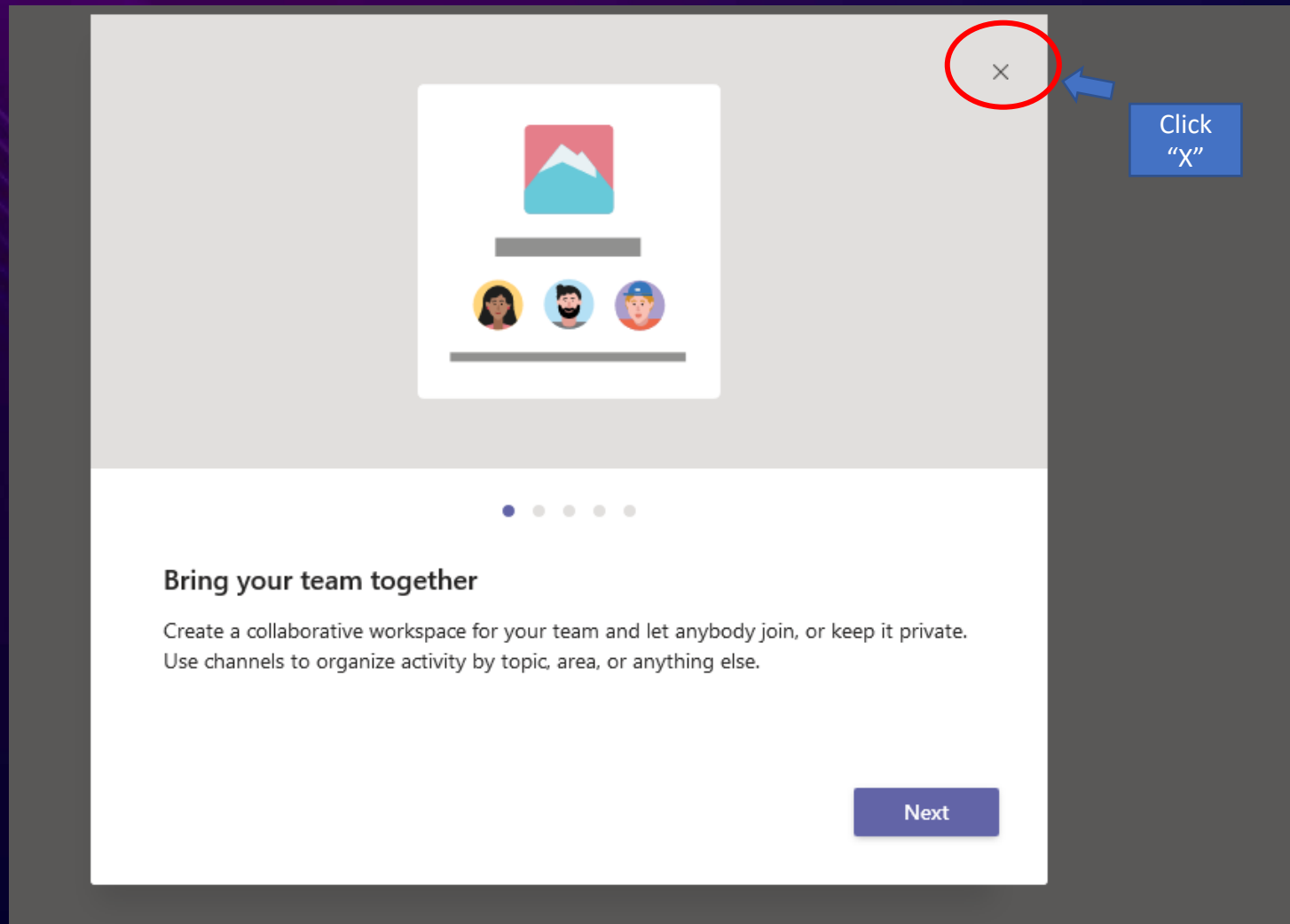
[Get the Windows app](#)

[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/3px30XF>

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[Sept 2021] UCSI University's Orientation G...

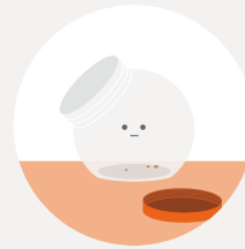
Need help?

Leave



Live event Q&A

Featured My questions Most recent



No featured questions yet

Ask a question

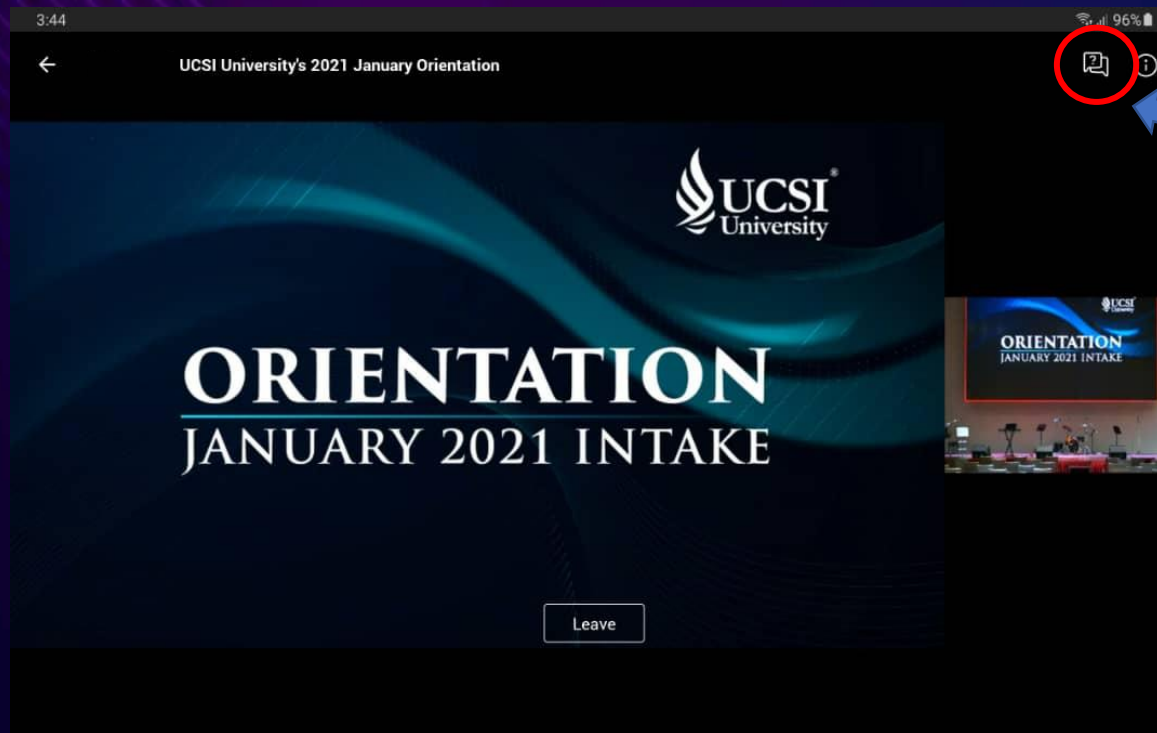
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The live event hasn't started

Step 8: Announcement & Q&A during the orientation



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