Orientation	Date, Time & Agenda	Link
Part 1	**1/9/2022** 8:30 AM Registration 9:00 AM Welcome 9:05 AM Negaraku 9:10 AM Introduction 10:20 AM Student Affairs & Alumni: Excellence in Student Services 10:40 AM Registrar 11:00 AM IIS/LMS Briefing 11:20 AM Exam Centre 11:30 AM 2nd Performance 11:40 AM SDG Presentation 12:00 AM Library Briefing 12:10 PM Peer Assisted Learning 12:15 PM Global Engagement Office 12:20 PM UCSI 1 Card 12:25 PM Hong Leong Bank 12:30 PM Student Council Briefing 12:40 PM Lunch Break	[Click here to join the orientation](#)

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

For Undergraduate students (Foundation, Diploma, Degree)

Orientation	Date, Time & Agenda	Location
Part 2	**1/9/2022** 2:30pm: Faculty Briefing	Respective Faculty Meeting Room

For Postgraduate students (Master, PhD)

Orientation	Date, Time & Agenda	Location
Part 1a	**1/9/2022** 12:30pm: Postgraduate Office Briefing	Respective Faculty Meeting Room
Part 2	**1/9/2022** 2:30pm: 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

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ORIENTATION SESSION | SEPTEMBER 2022 INTAKE

Step 1: Click the Orientation Link in the Orientation Email or click the link here: https://bit.ly/3px30XF
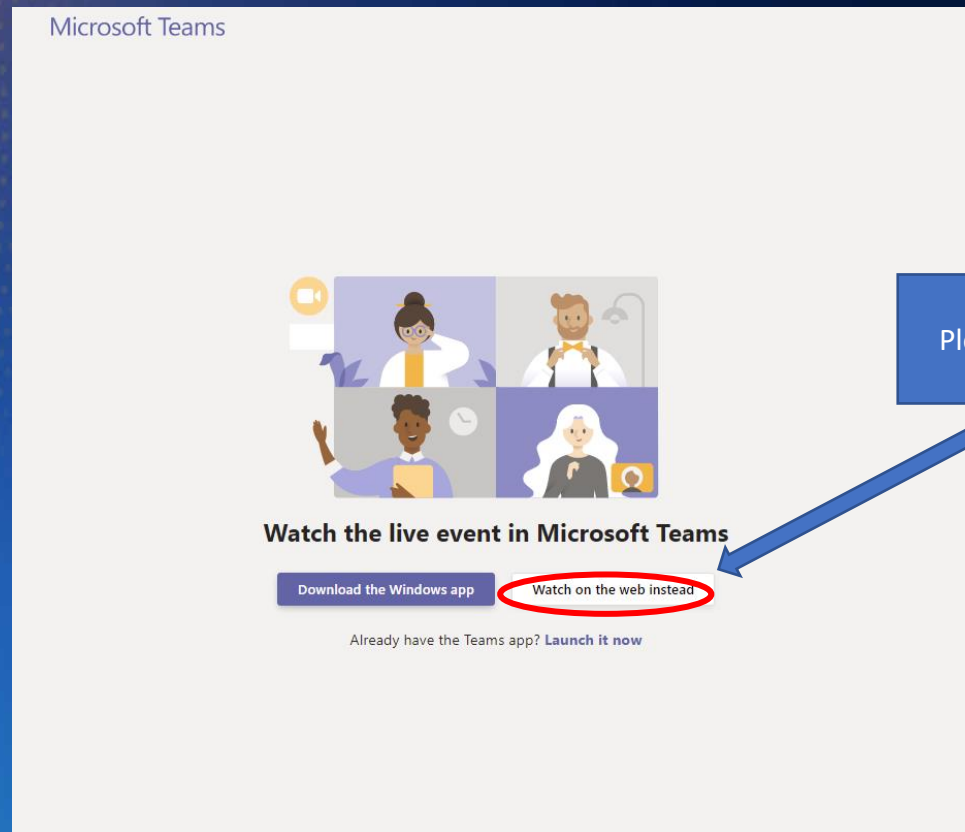
Step 3: To access the online orientation:

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

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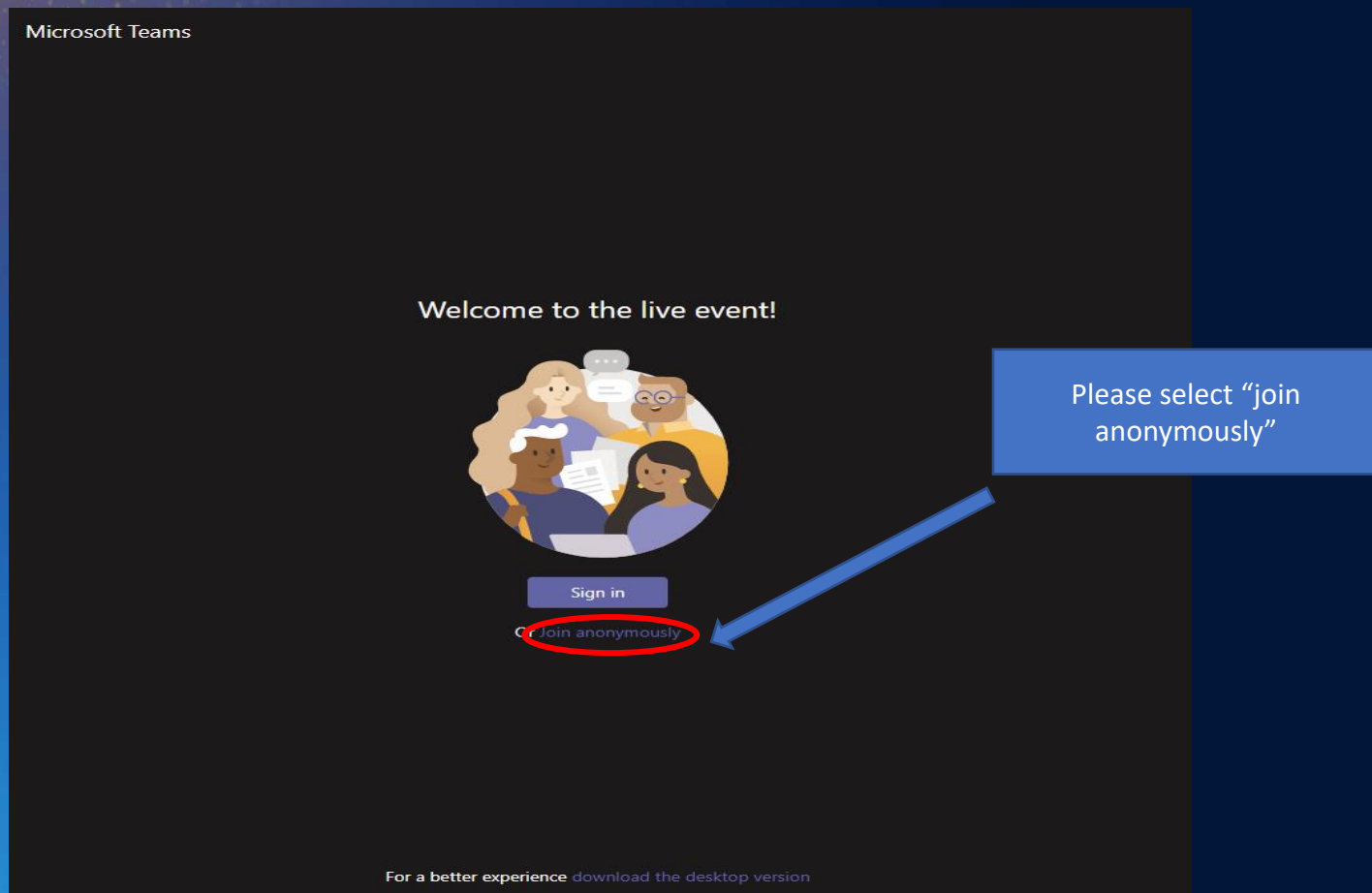## Step 2: You will prompted on how you want to join the session. Choose "Watch on the web instead"

Please select this option

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Step 3: You will prompted to sign in or join anonymously without sign in.
Choose "Join anonymously"

Please select "join anonymously"

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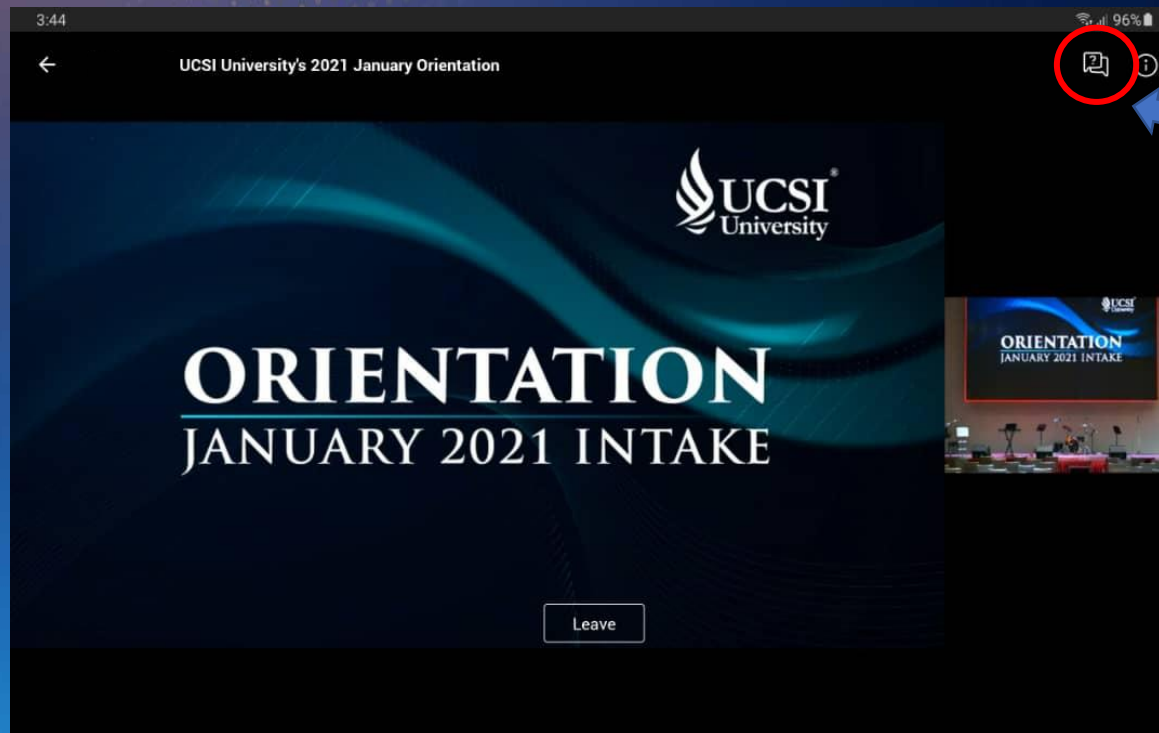
ORIENTATION SESSION | SEPTEMBER 2022 INTAKE

Step 4: Access to the Live Session

You will be able to view the live event at 830am, 1st Sept 2022

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, 1st Sept 2022

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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, 1st Sept 2022, you will be able to view the live event similar to the image above

You may email to orientation@ucsiuniversity.edu.my or message Student Affairs & Alumni Helpdesk via: m.me/ucsisaa should you face any difficulty in the process

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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.

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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
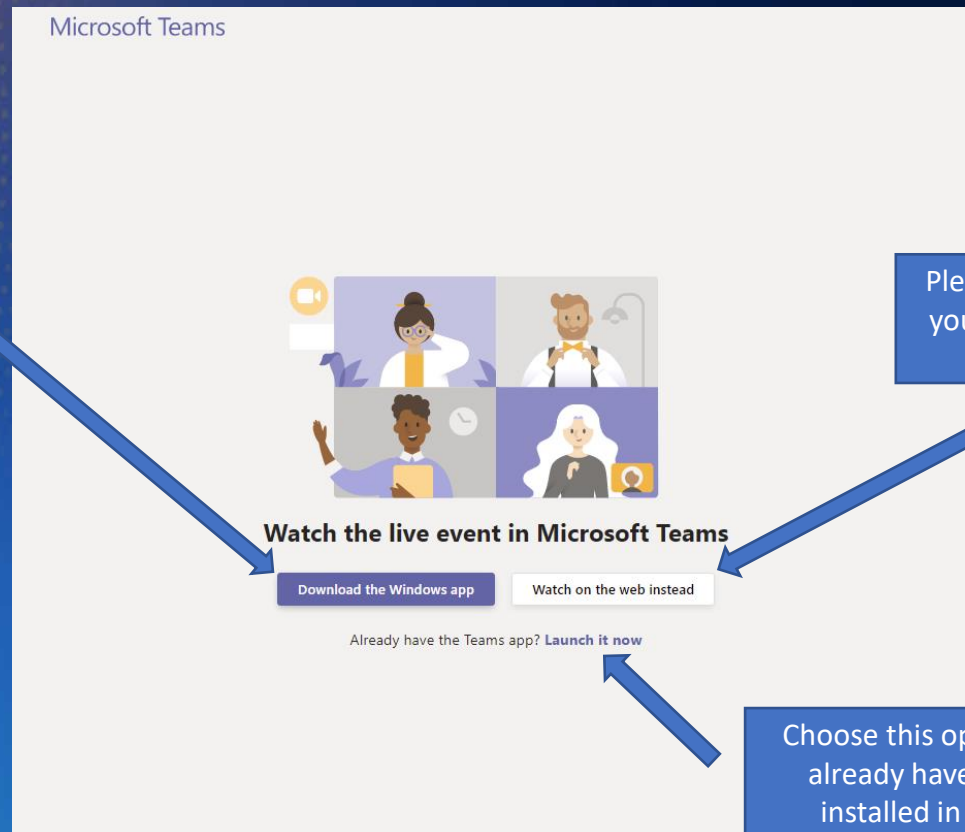
Please select this option if you do not want to install the app in your PC

Choose this option if you already have the app installed in your PC

Microsoft Teams

Watch the live event in Microsoft Teams
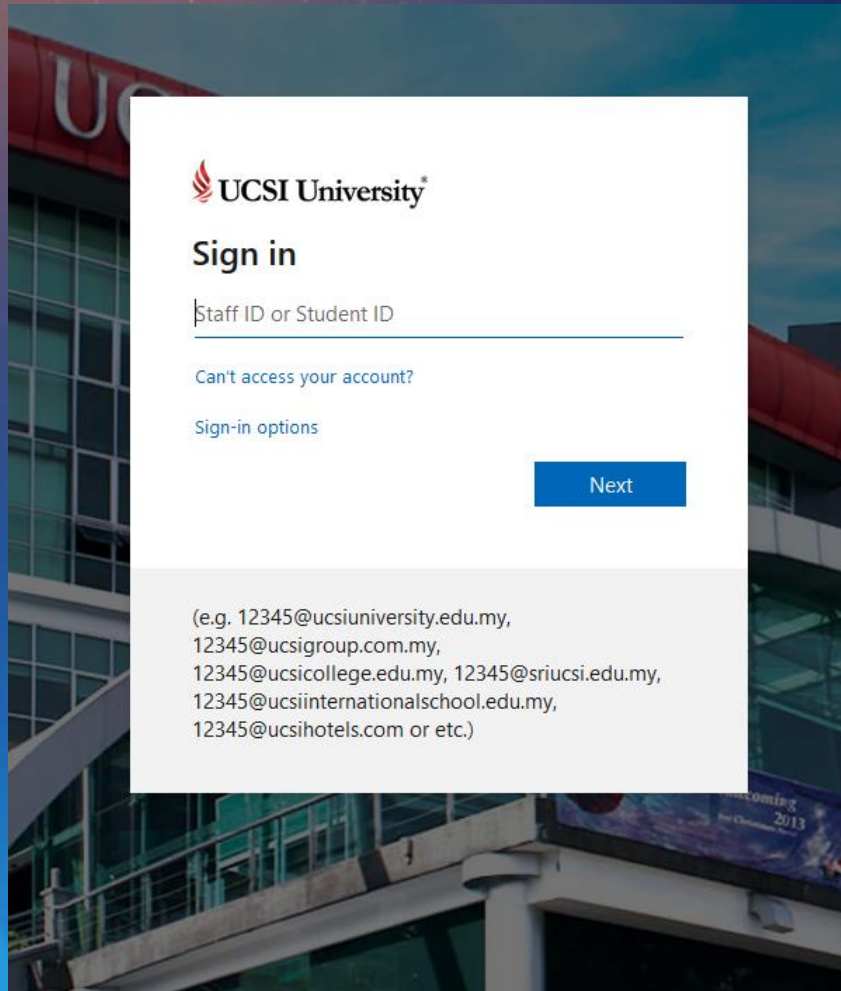
Download the Windows app   Watch on the web instead

Already have the Teams app? **Launch it now**

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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

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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 (this student id is a sample ID only)

Password: The password is the same password as Integrated Information System (IIS)

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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

Please select this option

finish   cancel

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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

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ORIENTATION SESSION | SEPTEMBER 2022 INTAKE

Step 4: Setup the Authentication Phone or Email

don't lose access to your account!

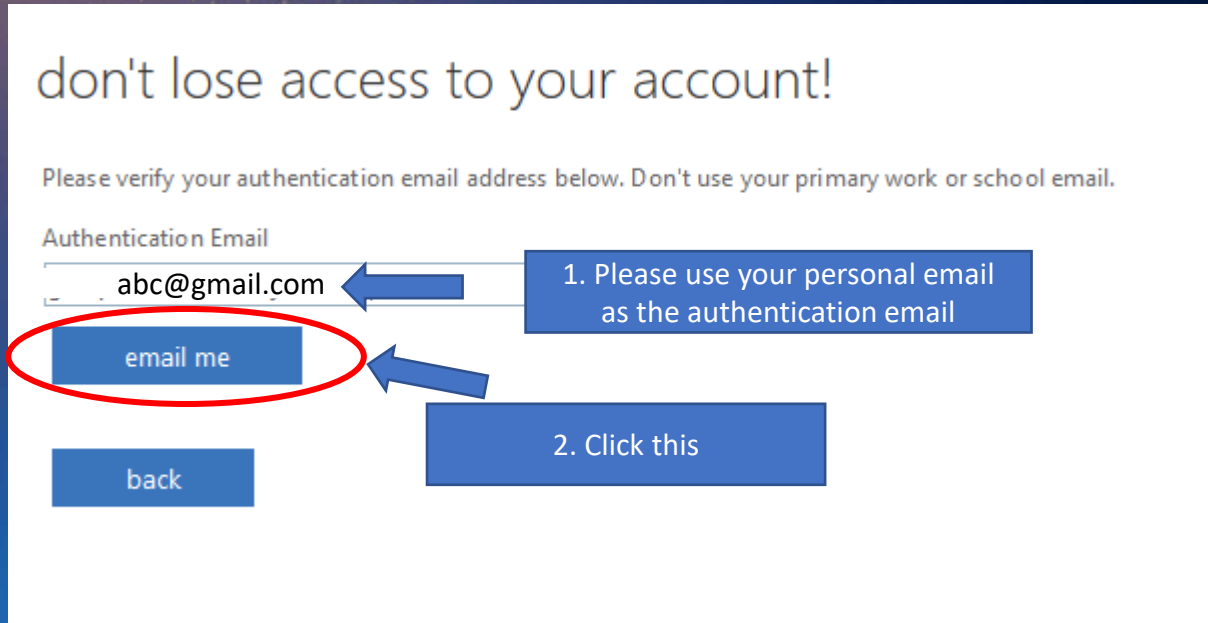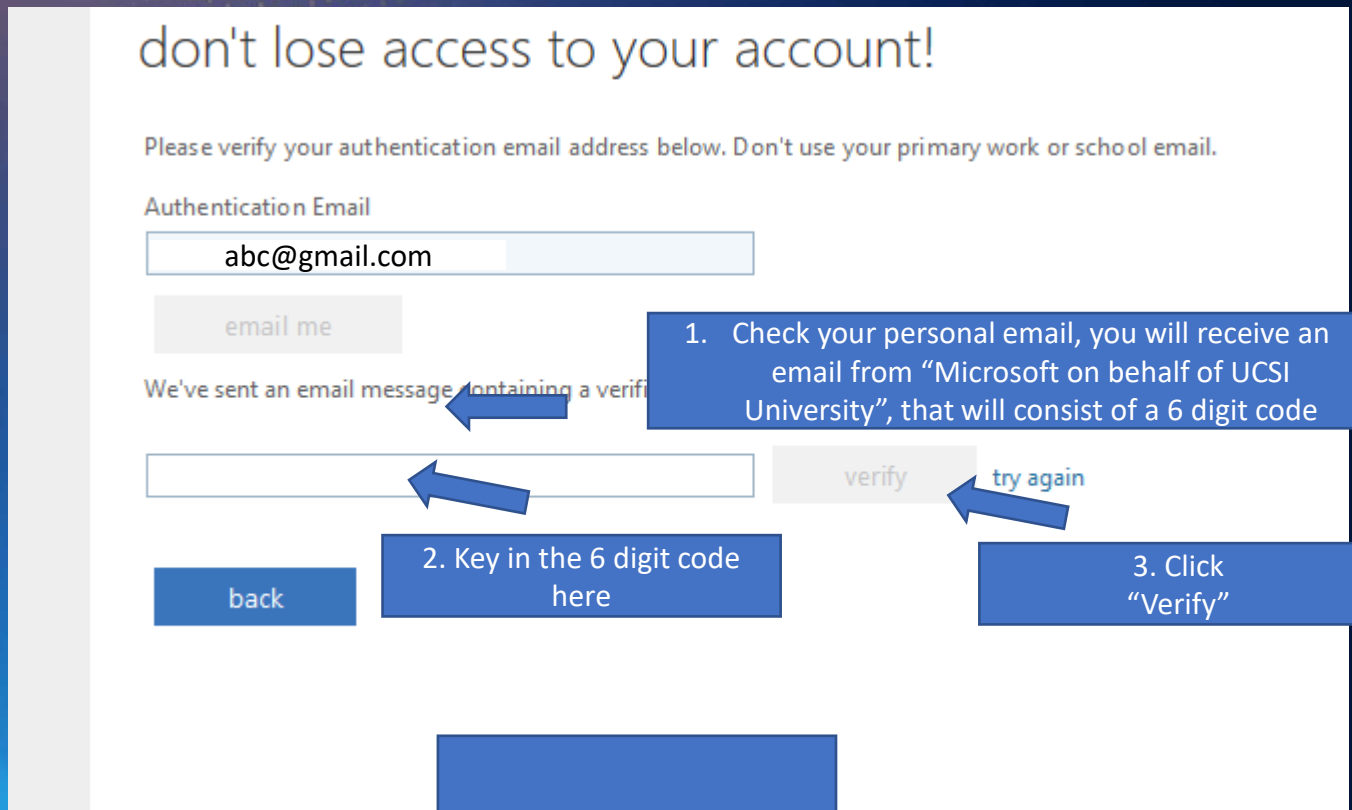Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

abc@gmail.com

email me

We've sent an email message containing a verif

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

verify   try again

2. Key in the 6 digit code here

back

3. Click "Verify"

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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.
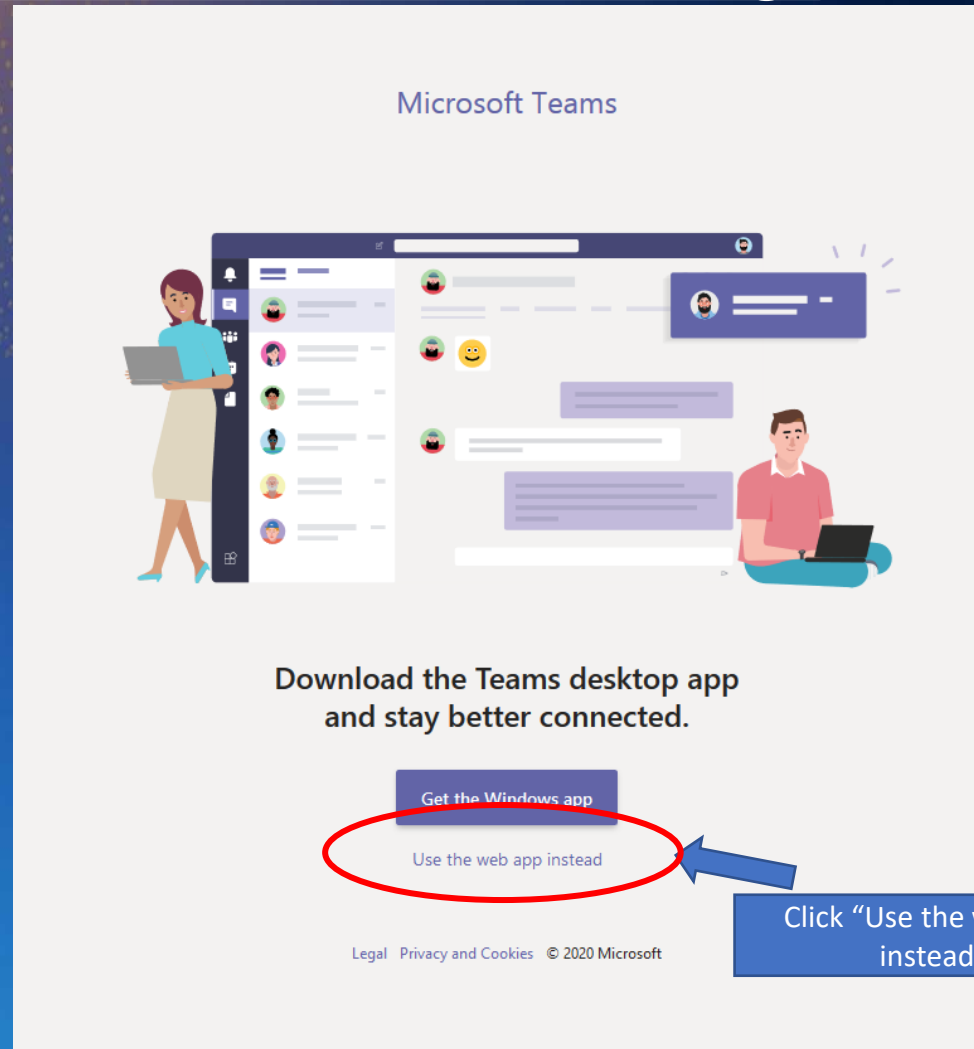
❗ Authentication Phone is not configured. Set it up now

❗ Authentication Email is not configured. Set it up now

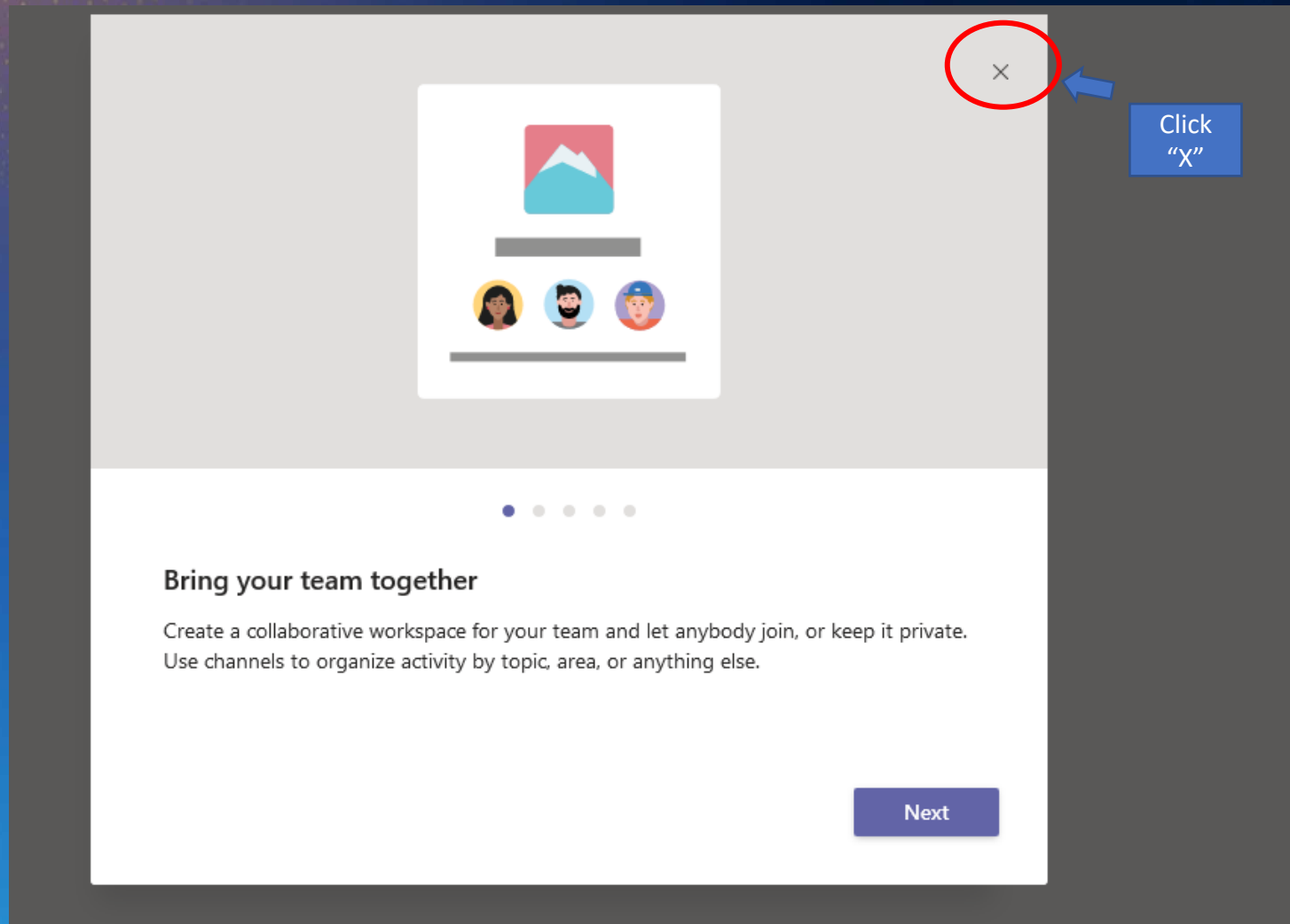Looks good   cancel

After that, Click "Looks Good"

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Step 5: Enter the Microsoft Team Page

Click "Use the web app instead"

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ORIENTATION SESSION | SEPTEMBER 2022 INTAKE

Step 5: Enter the Microsoft Team Page

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

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Step 6: Click the Orientation Link in the Orientation Email or click the link here: https://bit.ly/3px30XF

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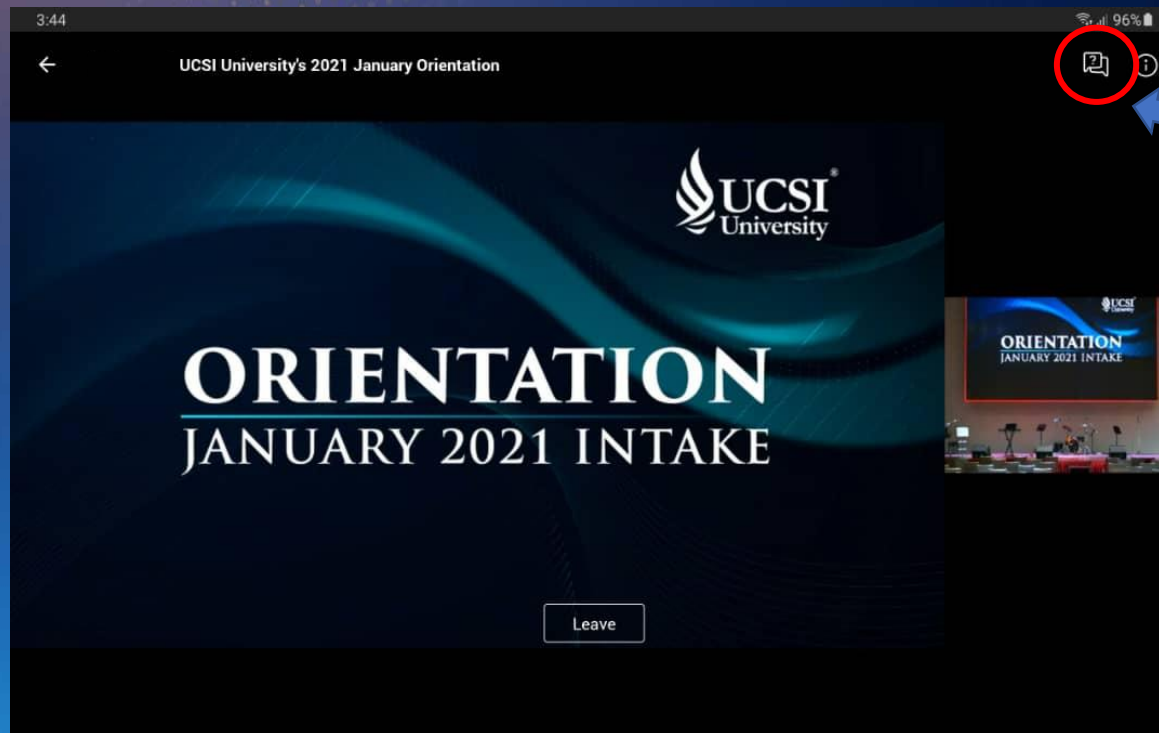
ORIENTATION SESSION | SEPTEMBER 2022 INTAKE
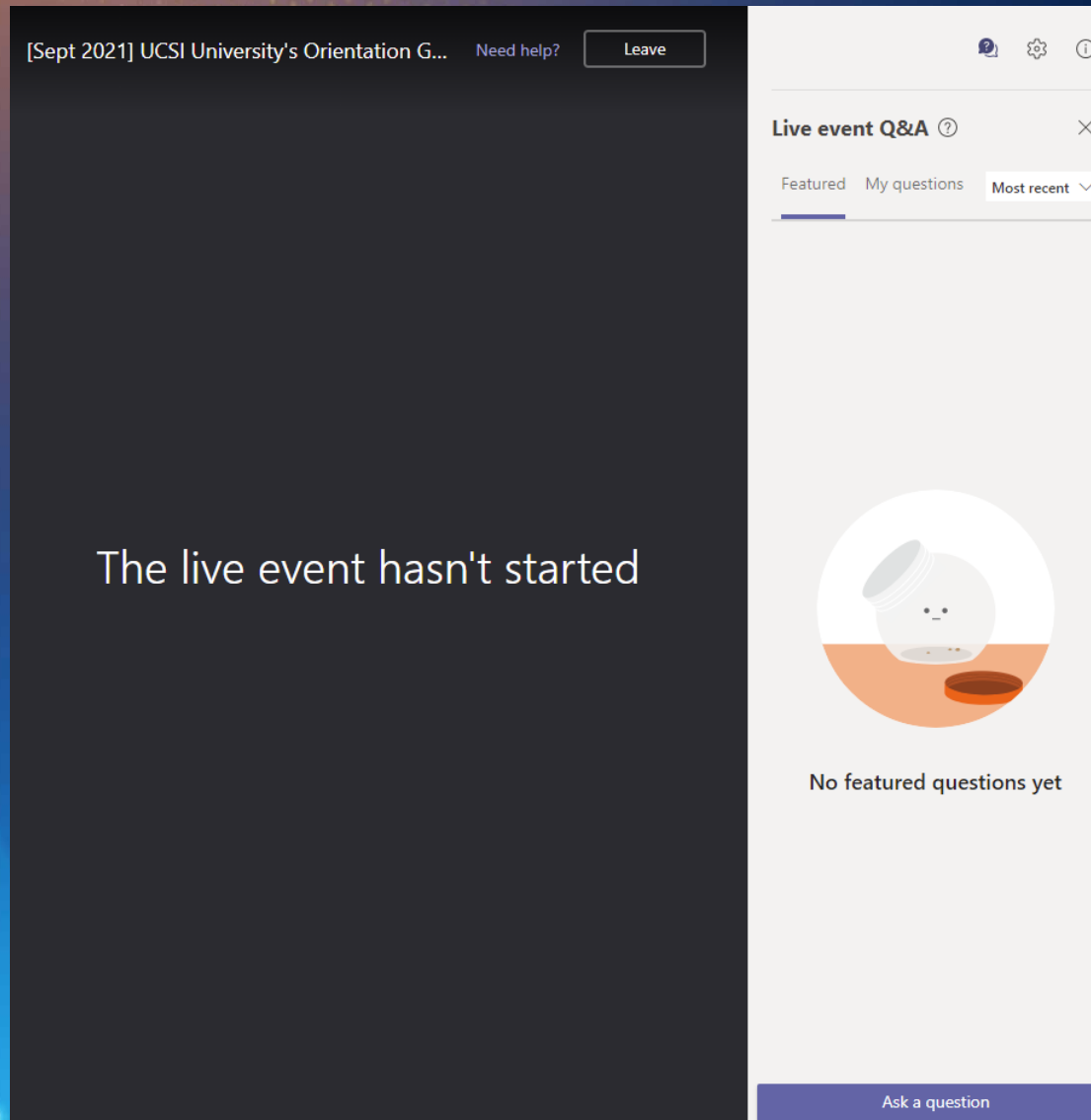
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