



UNIVERSITI
PENDIDIKAN
SULTAN IDRIS
اونيورسيتي فنديديقن سلطان ادريس

SULTAN IDRIS EDUCATION UNIVERSITY

ONLINE ADMISSION APPLICATION UPSI(UNDERGRAD)

ACADEMIC DIVISION AFFAIRS

USER MANUAL

FOR

SYSTEM USERS

Prepared by:

Universiti Pendidikan Sultan Idris

VERSI 1.0

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ABBREVIATION

- i. NRIC No. - National Registration Identity Card Number

1.1 LOGIN

- i. Type the address <https://medsi.upsi.edu.my/student> in the url field and the interface as below will be displayed



Diagram 1. 1: Interface Online Admission Application

- ii. Please log in using the **Username** and **Password** that have been registered before. Then, click the **Login button**.

* **Username** : NRIC No. (Local Applicant) / Passport No. (International Applicant)



Diagram 1. 2 : Interface Login

- iii. If user **forgot your password**. User need to click the **Forgot password button**. Information such as **NRIC No.** or **Passport No.** and **email** must be filled in before proceed **Reset**.



The screenshot displays the 'Forgot Password' page of the 'Online Admission Application' system for 'UNIVERSITI PENDIDIKAN SULTAN IDRIS' (SULTAN IDRIS EDUCATION UNIVERSITY). The page features the university's logo and name in both English and Malay. Below the header, the title 'Forgot Password' is centered. The form consists of two input fields: 'IC Number / Passport Number' with a placeholder '(e.g. 801212011234)' and 'Email Address' with a placeholder '(e.g. myemail@gmail.com)'. At the bottom of the form, there are two buttons: a red 'Cancel' button and a blue 'Reset' button.

Diagram 1. 3 : Interface Forgot Password

2.0 CREATE AN ACCOUNT

- i. First time users (do not have username and password) must register. Click the **Create an Account button**.

The screenshot shows the 'Create New Account' page for Universitas Pendidikan Sultan Idris. The header includes the university's logo and name in both English and Malay, along with the text 'Selamat Datang ke Online Admission Application (UNDERGRADUATE)'. The main form area has a green header bar that says 'Create New Account'. Below this, there are six input fields, each with a red asterisk indicating it is required. The fields are: 'Full Name', 'IC Number / Passport Number' (with a subtext '(e.g. 801212011234)'), 'Email Address' (with a subtext '(e.g. myemail@gmail.com)'), 'Citizen' (a dropdown menu with the text '-Sila pilih-' and a downward arrow), 'New Password', and 'Verify New Password'. At the bottom of the form, there are two buttons: a red 'Cancel' button and a green 'Create' button.

Diagram 2. 1 : Interface Create An Account

- ii. Enter **Full Name** as given in NRIC or passport (capital letter)
- iii. Enter **NRIC No.** (for local applicant) or **Passport No.** (for international applicant)
- iv. Enter valid **Email Address**
- v. Enter **Citizen** (MYS - Malaysia for local applicant only)
- vi. Enter and confirm your **Password**

(*) Required fill

3.0 HOME

The interface below will be displayed after a successful login to the system. The screen displays as below:

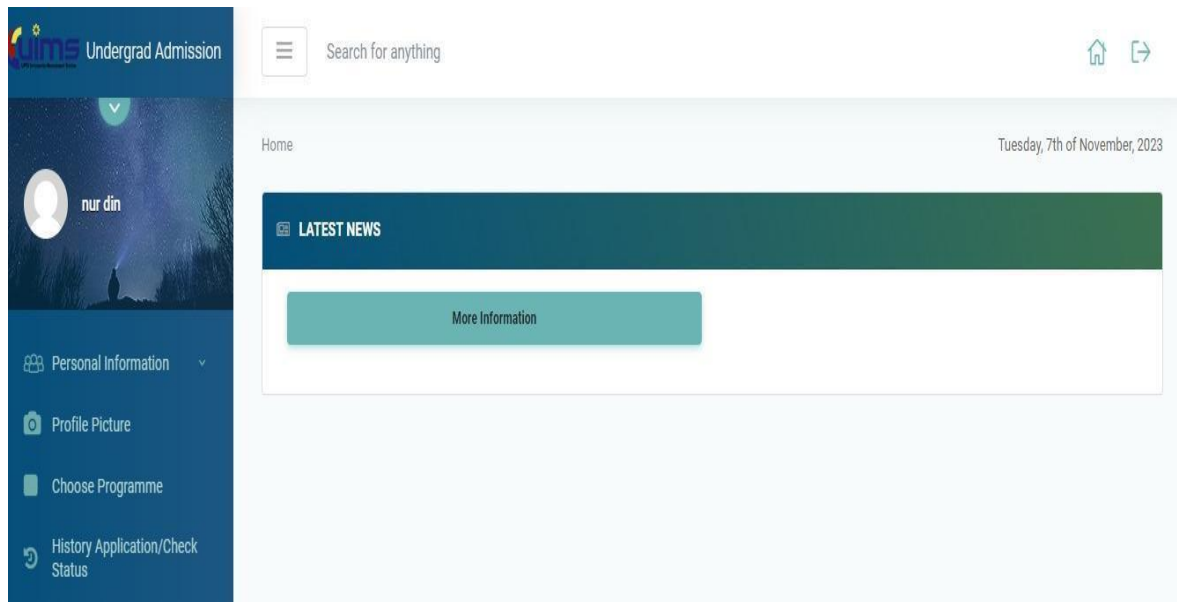


Diagram 3. 1 : Interface Home

4.0 PERSONAL INFORMATION

The display below is the System interface. There are 9 sections, namely **Profile**, **Contact Information**, **Family Income Information**, **Academic Qualification**, **Tertiary Education**, **Language**, **Co curricular**, **Working Experience** and **Relative**.

a. Profile

- i. To fill in the information, the user needs to complete in the **Profile** section as below by filling in personal information such as **citizenship status, ic no., gender, marital status, race, ethnic, religion, date of birth, country of birth, state of birth, place of birth** and **disability**
- ii. Then, click the **save button** to save the information. The screen displays as below:

The image displays two screenshots of the 'Undergrad Admission' system interface, specifically the 'Profile' section. The top screenshot shows the initial form with fields for Name, Citizen, Citizenship Status, IC No. / Passport No, Gender, Marital Status, Race, and Ethnic. The bottom screenshot shows the same form with additional fields for Religion, Date of Birth, Country of Birth, State of Birth, Place of Birth, and Disability, along with a 'Save' button.

Top Screenshot (Initial Profile Form):

- Header:** Undergrad Admission, Search for anything, Home / Personal Inform... / Profile, Friday, 10th o
- Left Sidebar:** Personal Information (Profile, Contact Information, Family Income Information, Academic Qualification, Tertiary Education, Languages, Cocurricular, Working Experience, Relative)
- Form Fields:**
 - Nama Pemohon: siti nor test
 - Citizen: Malaysia
 - * Citizenship Status: Select Citizenship Status
 - IC No. / Passport No:
 - * Gender: Choose Gender
 - * Marial Status: Choose Marital
 - * Race: [Dropdown]
 - Ethnic: [Text]

Bottom Screenshot (Complete Profile Form):

- Header:** Undergrad Admission, Search for anything
- Left Sidebar:** Languages, Cocurricular, Working Experience, Relative, Profile Picture, Choose Programme, History Application/Check Status, Change Password
- Form Fields:**
 - * Marial Status: Choose Marital
 - * Race: [Dropdown]
 - Ethnic: [Text]
 - * Religion: Choose Religion
 - * Date of Birth: dd/mm/yyyy
 - * Country of Birth: Choose Country
 - * State of Birth: [Text]
 - * Place of Birth: [Text]
 - * Disability: Choose Disability
- Buttons:** Save

Diagram 4. 1 : Interface Profile

b. Contact Information

- i. To fill in the information, the user needs to complete in the Contact Information section as below by filling in personal information such as **address, postcode, city, country, state, email, mobile No, home No, office No.**, tick **check box** if permanent address is the same as mailing address else you can fill in the space as below
- ii. Then, click the **Save** button to save the information. The screen displays as below:

The image displays two screenshots of the UIMS Undergrad Admission system's Contact Information form.

Top Screenshot: Shows the initial form state. The left sidebar includes a user profile for 'siti nor test' and a menu with options like 'Personal Information', 'Profile', 'Contact Information', 'Family Income Information', 'Academic Qualification', 'Tertiary Education', 'Languages', 'Cocurricular', 'Working Experience', 'Relative', 'Profile Picture', and 'Choose Programme'. The main content area has a search bar and a breadcrumb trail: 'Home / Personal Inform... / Contact Informa...'. The 'Contact' section contains the following fields:

- * Address
- * Postcode
- * City
- * Country (with a 'Choose Country' button)
- * State
- * Email (with a note: 'Please enter a valid email address in order to receive acknowledgement of your application & for further communication')

Bottom Screenshot: Shows the form after data entry. The left sidebar now includes a 'Change Password' option. The main content area shows the filled form with the following data:

- Office No.
- ☐ Click here if the Permanent Address and Mailing Address are the same
- * Permanent Address
- * Postcode: 35989
- * City: tg
- * Country: Malaysia
- * State: Perak
- A green 'Save' button is located at the bottom right.

Diagram 4. 2 : Interface Contact Information

c. Family Income Information

- i. To fill in the information, users need to complete the **family income information** section as below by filling in their own information such as **household income, no. of dependency and financial support**.
- ii. Then, click the **Save** button to save the information. The screen displays as below:

The screenshot displays the UIMS Undergrad Admission interface. On the left is a dark blue sidebar with a user profile for 'siti nor test' and a list of menu items: Personal Information, Profile, Contact Information, Family Income Information (highlighted), Academic Qualification, Tertiary Education, Languages, Cocurricular, Working Experience, and Relative. The main content area has a light blue header with a search bar and a home icon. Below the header, a breadcrumb trail reads 'Home / Personal Inform... / Family Income L...'. The date 'Tuesday, 7th of November,' is shown in the top right. The 'Financial Information' section is highlighted with a green bar. It contains three fields: 'Household Income (monthly)' with a text input, 'No. of Dependency' with a dropdown menu showing 'Choose No. of Dependency', and 'Financial Support' with a dropdown menu showing 'Choose Financial Support'. A green 'Save' button is positioned below these fields.

Diagram 4. 3 : Interface Family Income Information

d. Academic Qualification

- i. To fill in this information, the user needs to complete the **SPM, STPM/STAM/Matric Information** section as below by filling in the required information such as **year, result** and **grade** (SPM section is mandatory for local applicant)
- ii. Then, click the **Save** button to save the information. The screen displays as below:

Home / Personal Inform... / Academic Qualif... Tuesday, 7th of November 20

Academic Qualification

SPM STPM STAM A-Level/Mark

SPM

School Type : SEKOLAH NEIGHBORHOOD

School Name : SEKOLAH PERAGAI BISTAR 16

SPM Year : 2019

SPM Result : 11

#	Subject	Grade	Result
1	Bahasa Melayu	A	
2	Bahasa Inggeris	B+	
3	Mathematics	A-	
4	Choose Subject	Choose Grade	
5	Choose Subject	Choose Grade	
6	Choose Subject	Choose Grade	
7	Choose Subject	Choose Grade	
8	Choose Subject	Choose Grade	
9	Choose Subject	Choose Grade	
10	Choose Subject	Choose Grade	
11	Choose Subject	Choose Grade	
12	Choose Subject	Choose Grade	

Save

Diagram 4. 4 : Interface Academic Qualification

e. **Tertiary Education** (if necessary)

- i. To fill in the information, the user needs to click the **Add Qualification** button.
- ii. Then, click the **Save** button to save the information. The screen displays as below:

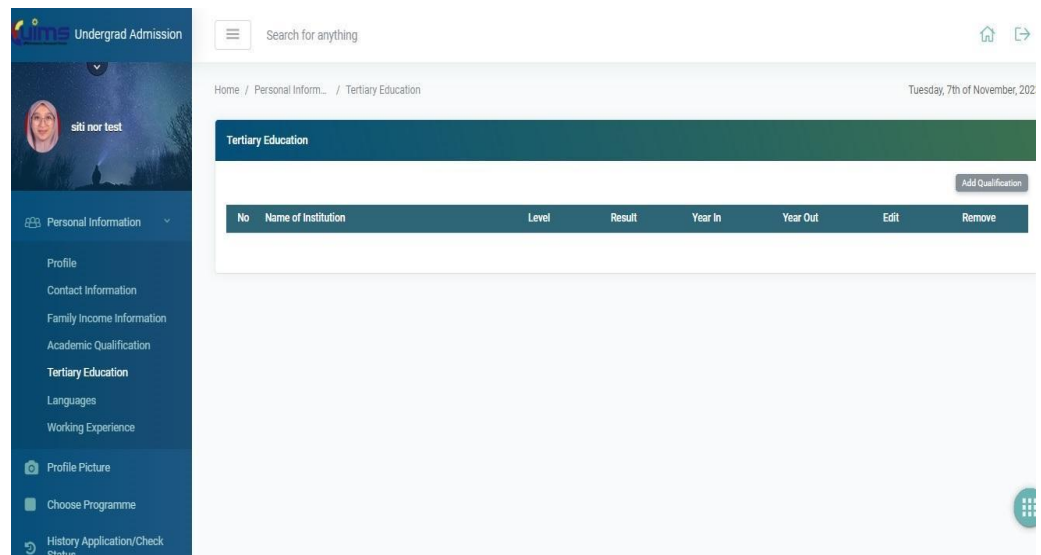


Diagram 4. 5 : Interface Tertiary Education

f. Language Qualification

- i. To fill in the information, the user needs to click the add language certificate button
- ii. Then, click the **Save** button to save the information. The screen displays as below:

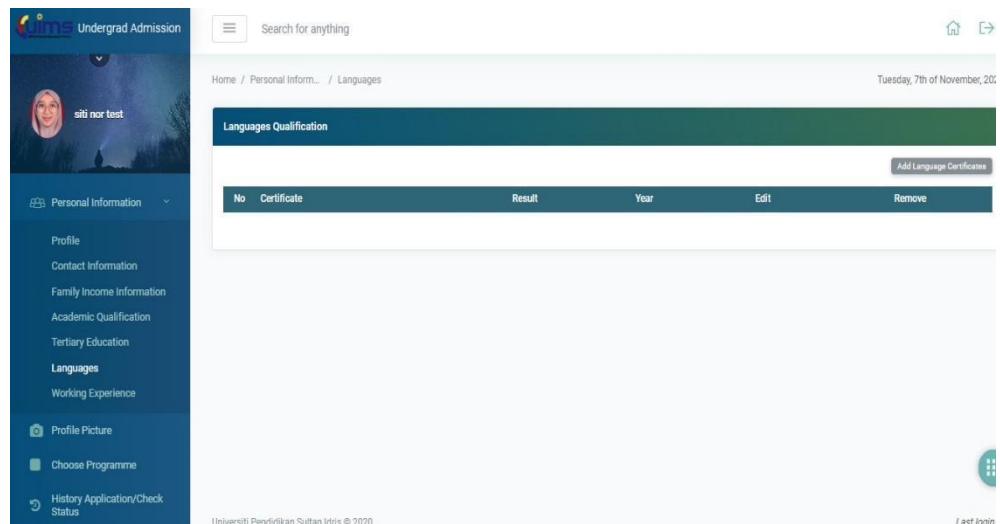


Diagram 4. 6 : Interface Language Qualification

g. Working Experience

- To fill in the information, the user needs to click the **Add Working** experience button
- Then, click the **Save** button to save the information. The screen displays as below:

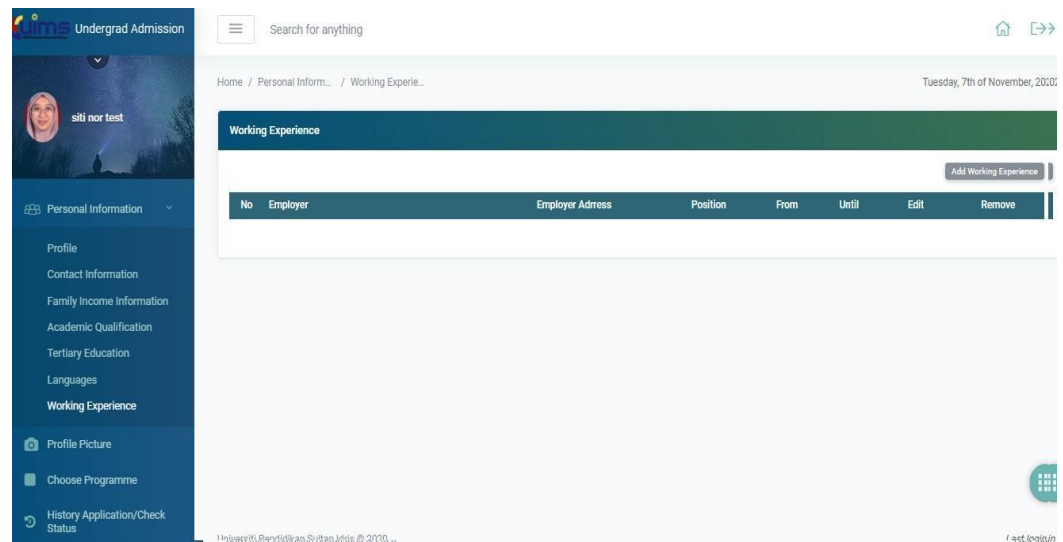


Diagram 4. 7 : Interface Working Experience

h. Relative

- To fill in the information, the user needs to click the add relative button
- Then, click the **Save** button to save the information. The screen displays as below:

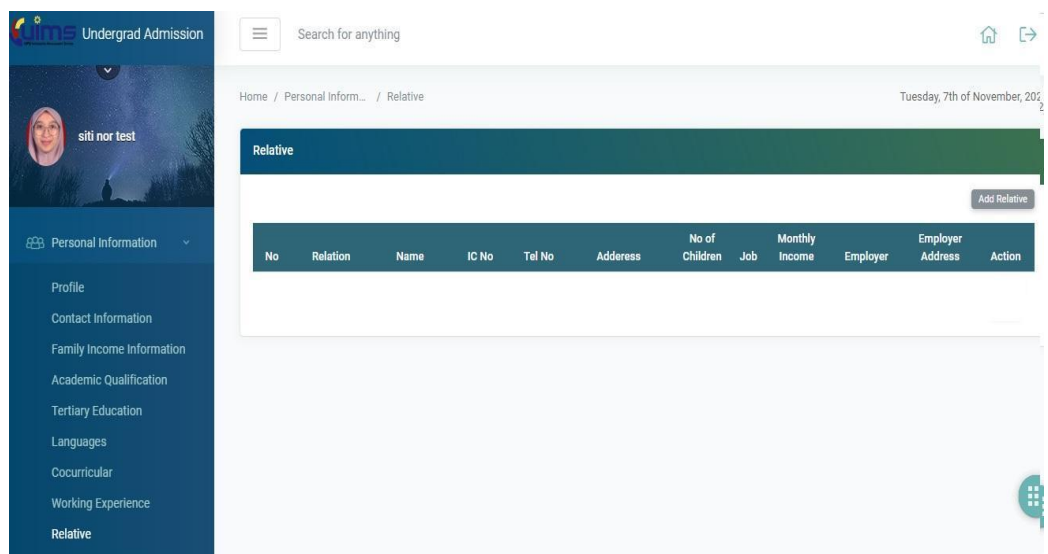


Diagram 4. 8 : Interface Relative

5.0 PROFILE PICTURE

The display below is the **profile picture** interface. There are two breakdowns in the command section as well as uploads. Users need to read the **instructions first** to make sure there are no problems after upload the picture.

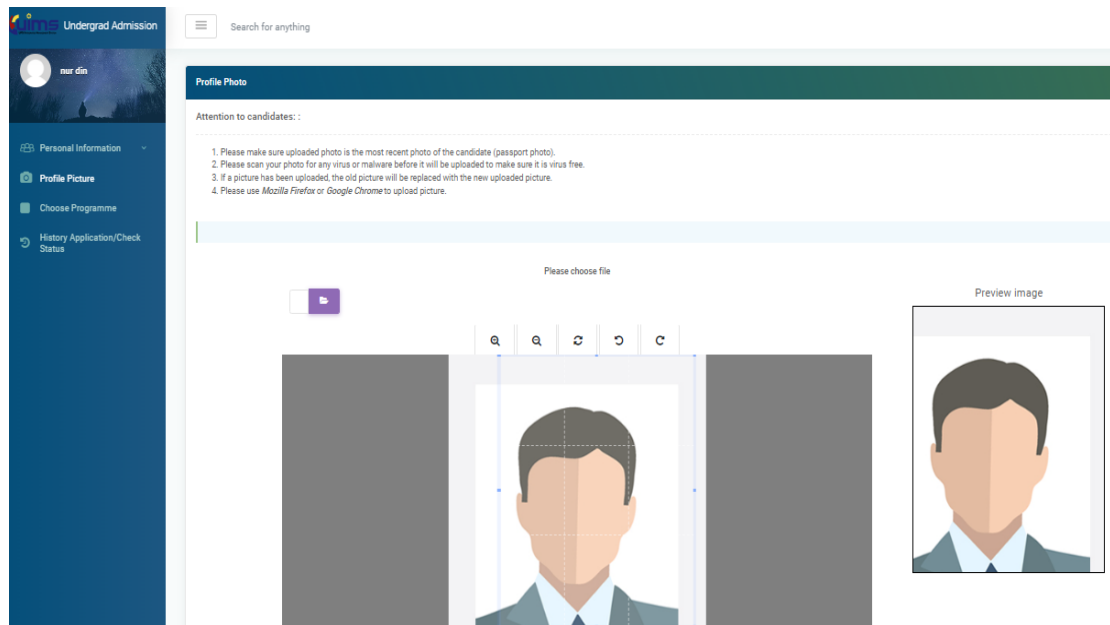
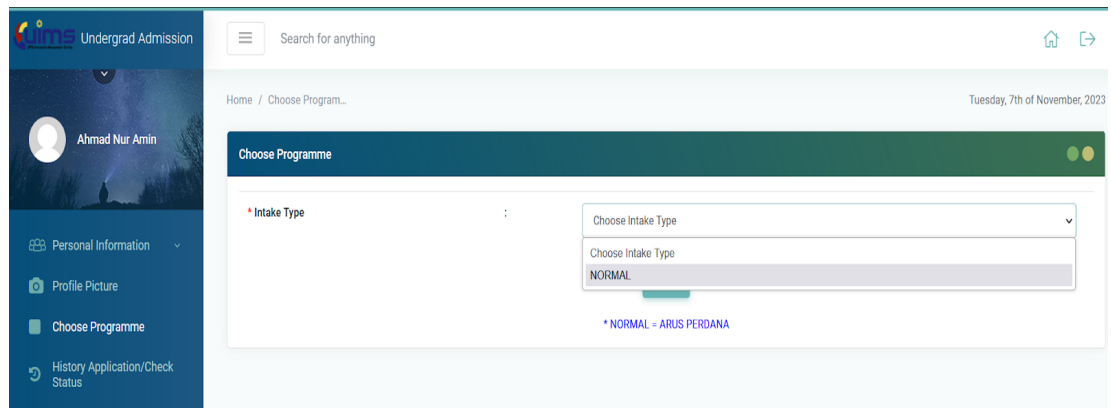


Diagram 5. 1 : Interface Profile Picture

6.0 CHOOSE PROGRAMME

The display below is the **Choose Program** interface. There are **options** that allow the user to select the appropriate program and what is offered.

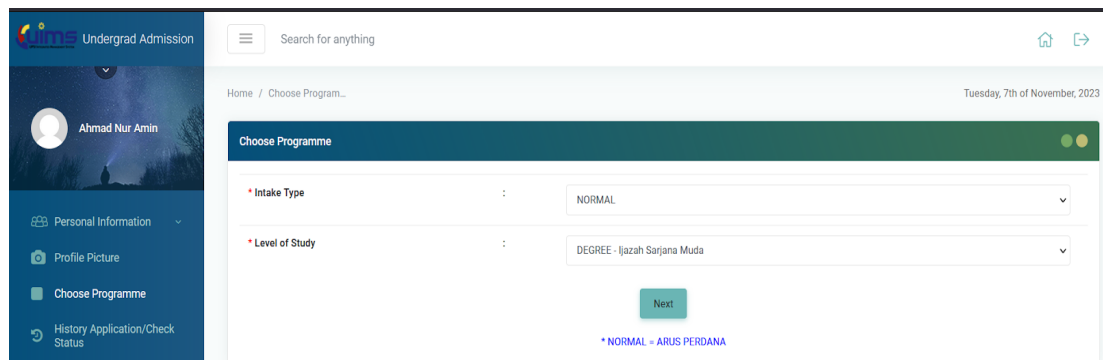
- i. Choose Intake Type (Local Applicant choose NORMAL)



The screenshot shows the 'Choose Programme' interface. On the left is a sidebar with the user's name 'Ahmad Nur Amin' and navigation links: 'Personal Information', 'Profile Picture', 'Choose Programme' (highlighted), and 'History Application/Check Status'. The main content area has a header 'Choose Programme' and a form with a dropdown menu for 'Intake Type'. The dropdown is open, showing 'NORMAL' as the selected option. Below the dropdown, a note states '* NORMAL = ARUS PERDANA'. The top navigation bar includes a search bar and the date 'Tuesday, 7th of November, 2023'.

Diagram 6. 1: Interface Choose Intake

- ii. Choose Level of Study and click Next



The screenshot shows the 'Choose Programme' interface after selecting 'NORMAL' for 'Intake Type'. The 'Level of Study' dropdown menu is now visible, showing 'DEGREE - Ijazah Sarjana Muda' as the selected option. Below the dropdown, a 'Next' button is present. A note at the bottom states '* NORMAL = ARUS PERDANA'. The sidebar and top navigation bar are consistent with the previous screenshot.

Diagram 6. 2: Interface Level of Study

- iii. Choose **Stream** and **Intake Category** accordingly. Please complete the form and click Save.

The screenshot shows the 'Choose Programme' form in the Undergrad Admission system. The left sidebar contains the user's profile 'siti nor test' and navigation links: Personal Information, Profile Picture, Choose Programme (highlighted), and History Application/Check Status. The main form area has a title bar 'Choose Programme' and a search bar. Below the title bar, there are several form fields:

- * Stream (Aliran) : Choose Stream (Aliran) (dropdown menu)
- * Intake Category : (dropdown menu)
- Pilihan Program 1 (Pendidikan) : (dropdown menu)
- Pilihan Program 2 (Bukan Pendidikan) : (dropdown menu)
- * Adakah anda bersetuju menerima tawaran selain daripada pilihan anda di atas? : Please Select (dropdown menu)
- * Zon Ujian MEDSI dan Temu Duga : Please Select (dropdown menu) (bagi Program yang mempunyai temu duga)

A 'Save' button is located at the bottom right of the form.

Diagram 6. 3: Interface Choose Program

7.0 APPLICATION HISTORY / CHECK STATUS

The display below is the **Application History Interface**. A list of program application status will be displayed.

- i. An application with **ENTRY** status can be edited by click button **Edit**. Please ensure that all the information given is valid.
- ii. Please check your application before submit. To Submit an application, click button **Submit**. Updates are not allowed once the application has been submitted.

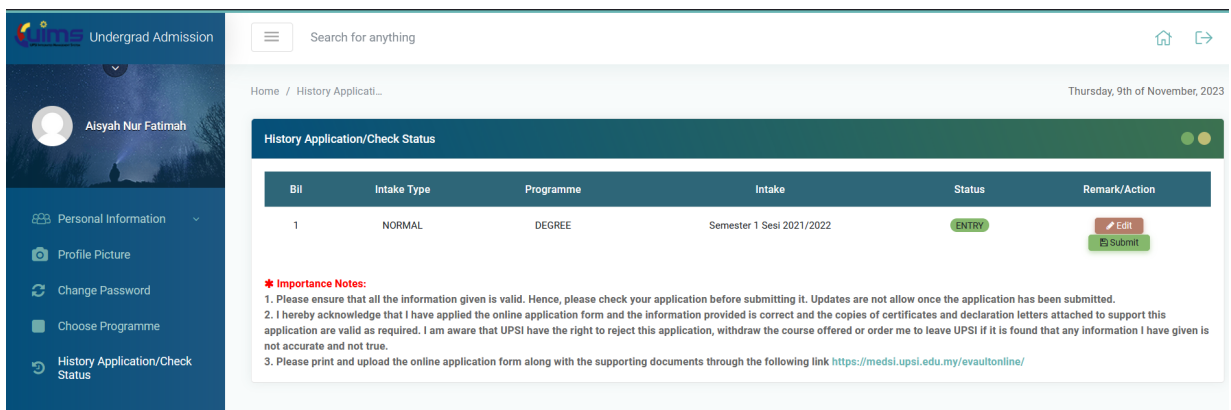


Diagram 7. 1 : Interface of History Application/Check Status(before submit)

- iii. After click button **Submit**, user need to key in **Bitara ID** and click button **Check**

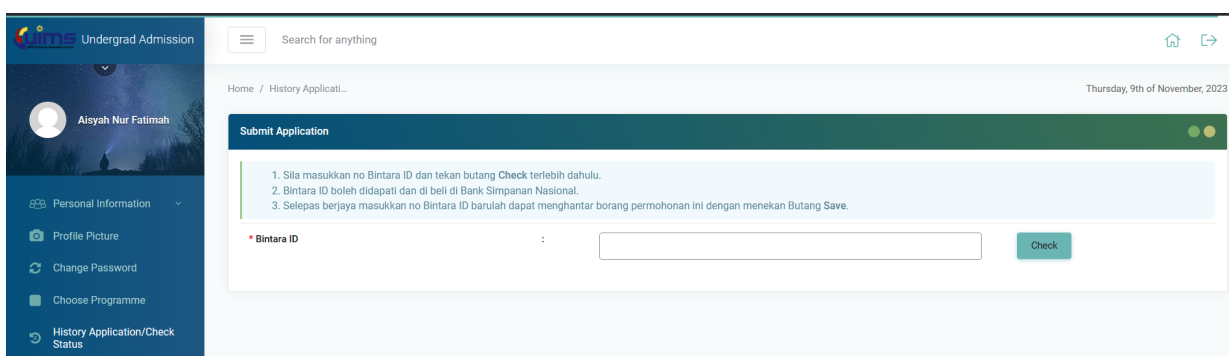


Diagram 7. 2 : Interface Submit Application

- iv. After click button Check for Bitara ID, check box will show whether Bitara ID passes or not. Tick check box and click button save

The screenshot shows the 'Submit Application' page. On the left is a sidebar with the user's name 'Aisyah Nur Fatimah' and navigation links: Personal Information, Profile Picture, Change Password, Choose Programme, and History Application/Check Status. The main content area has a search bar and a date 'Thursday, 9th of November, 2023'. Below the 'Submit Application' header, there are instructions: 1. Sila masukkan no Bintara ID dan tekan butang Check terlebih dahulu. 2. Bintara ID boleh didapati dan di beli di Bank Simpanan Nasional. 3. Selepas berjaya masukkan no Bintara ID barulah dapat menghantar borang permohonan ini dengan menekan Butang Save. There is a text input field for 'Bintara ID' and a 'Check' button. Below this, a green checkmark indicates 'Bintara ID passed!' with a checkbox that is checked. A 'Save' button is at the bottom.

Diagram 7. 3 : Interface Submit Application (Bitara ID)

- v. After click button Save for Bitara ID, the pop-up will appear. Click Yes to save and submit the application

This screenshot is similar to the previous one but includes a 'Confirmation!' pop-up window. The pop-up asks 'Are you sure to apply this Application?' and 'After submit, this applicant can't be edit', with 'YES' and 'NO' buttons. The background interface shows the same 'Submit Application' page with the 'Bintara ID passed!' message and the 'Save' button.

Diagram 7. 4 : Interface Submit Application (confirmation status pop-up window)

- vi. After submit application, its status will change to **CONFIRM**

The screenshot shows the 'History Application/Check Status' page. The sidebar is the same. The main content area has a search bar and a date 'Thursday, 9th of November, 2023'. Below the 'History Application/Check Status' header, there is a table with the following data:

Bil	Intake Type	Programme	Intake	Status	Remark/Action
1	NORMAL	DEGREE	Semester 1 Sesi 2021/2022	CONFIRM	

Below the table, there are 'Importance Notes':

1. Please ensure that all the information given is valid. Hence, please check your application before submitting it. Updates are not allow once the application has been submitted.
2. I hereby acknowledge that I have applied the online application form and the information provided is correct and the copies of certificates and declaration letters attached to support this application are valid as required. I am aware that UPSI have the right to reject this application, withdraw the course offered or order me to leave UPSI if it is found that any information I have given is not accurate and not true.
3. Please print and upload the online application form along with the supporting documents through the following link <https://medsi.upsi.edu.my/evaultonline/>

Diagram 7. 5 : Interface History Application /Check Status(After submit)

8.0 PASSWORD

The display below is the **password interface**. Need to fill in as below. Please **check the current password on the email if you forgot**.

The screenshot shows a web application interface for changing a password. On the left is a dark sidebar with a user profile picture and navigation links: Main Page, Personal Information, Profile Picture, Choose Programme, Application History / Check Status, and Change Password. The main content area has a light blue background. At the top right of the main area is a 'Sign out' link. The 'Password' section is highlighted with a dark header. It contains a 'Hint' section stating that the password should be 8 to 12 alphanumeric characters long and include upper/lower case letters, numbers, and symbols. Below the hint are three input fields labeled 'Current Password', 'New Password', and 'Verify New Password'. An 'Update' button is located at the bottom right of the form.

Sign out

Password

Hint:
The password should consist of 8 to 12 alphanumeric characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! , ? \$ % ^ & [,] .

Current Password

New Password

Verify New Password

[Update](#)

Diagram 8. 1: Interface Password