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PENDIDIKAN  
SULTAN IDRIS  
اونيورسيتي فنديديقن سلطان ادريس

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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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## LIST INTERFACE

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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**.



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Online Admission Application

Forgot Password

IC Number / Passport Number   
(e.g. 801212011234)

Email Address   
(e.g. myemail@gmail.com)

Cancel Reset

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' interface for Universitas Pendidikan Sultan Idris. The header includes the university logo and the text 'Selamat Datang ke Online Admission Application (UNDERGRADUATE)'. The form is titled 'Create New Account' and contains the following fields:

- \* Full Name**: A text input field.
- \* IC Number / Passport Number**: A text input field with a placeholder '(e.g. 801212011234)'.
- \* Email Address**: A text input field with a placeholder '(e.g. myemail@gmail.com)'.
- \* Citizen**: A dropdown menu with the option '--Sila pilih--'.
- \* New Password**: A text input field.
- \* Verify New Password**: A text input field.

At the bottom of the form, there are two buttons: 'Cancel' (in a grey box) and 'Create' (in a green box).

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:

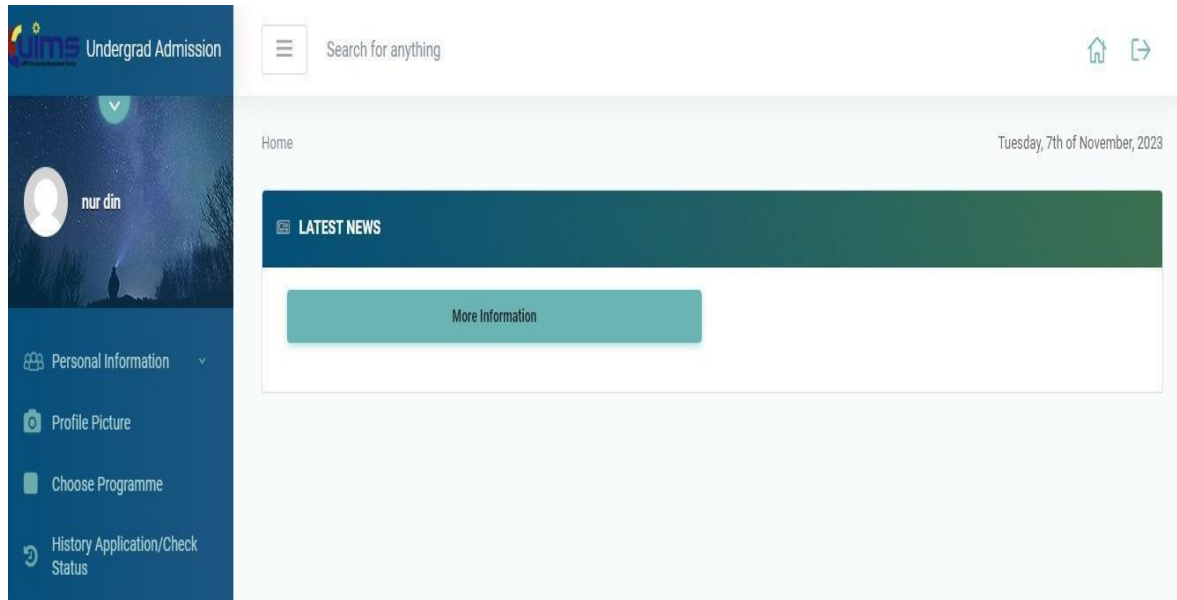


Diagram 3. 1 : Interface Home

## 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 screenshot shows the 'Profile' section of the 'Undergrad Admission' system. The user's name is 'siti nor test'. The form includes the following 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	:	
Ethnic	:	

The screenshot shows the bottom part of the 'Profile' section. The user's name is 'siti nor test'. The form includes the following fields:

* Marial Status	:	Choose Marital
* Race	:	
Ethnic	:	
* Religion	:	Choose Religion
* Date of Birth	:	dd/mm/yyyy
* Country of Birth	:	Choose Country
* State of Birth	:	
* Place of Birth	:	
* Disability	:	Choose Disability

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. The top screenshot shows the form with empty input fields for Address, Postcode, City, Country, State, and Email. The bottom screenshot shows the form with pre-filled data: Office No., Permanent Address, Postcode (35989), City (tg), Country (Malaysia), and State (Perak). A 'Save' button is visible at the bottom right of the second screenshot.

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 shows the 'Family Income Information' form in the Uims Undergrad Admission system. The interface includes a sidebar menu on the left with options like Profile, Contact Information, Family Income Information (selected), Academic Qualification, Tertiary Education, Languages, Cocurricular, Working Experience, and Relative. The main content area has a header 'Financial Information' and three input fields: 'Household Income (monthly)' (text input), 'No. of Dependency' (dropdown menu), and 'Financial Support' (dropdown menu). A 'Save' button is located below the fields. The breadcrumb trail is 'Home / Personal Inform... / Family Income L...' and the date is 'Tuesday, 7th of November'.

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:

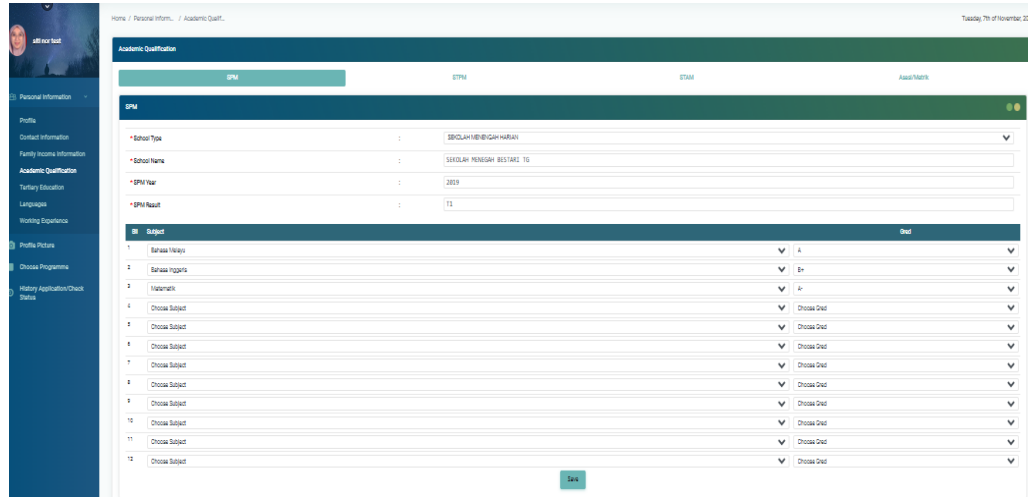


Diagram 4. 4 : Interface Academic Qualification

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:

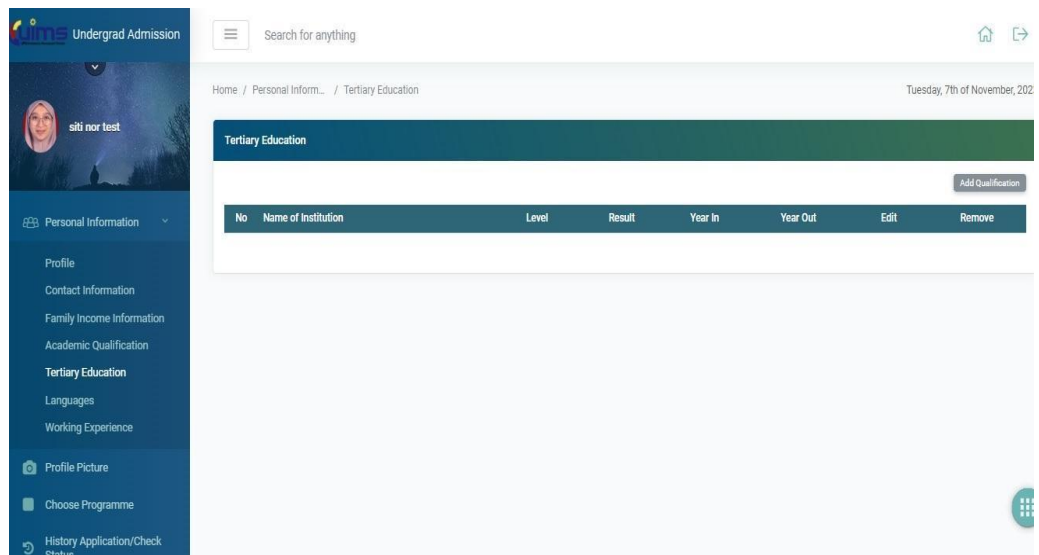


Diagram 4. 5 : Interface Tertiary Education

## 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:

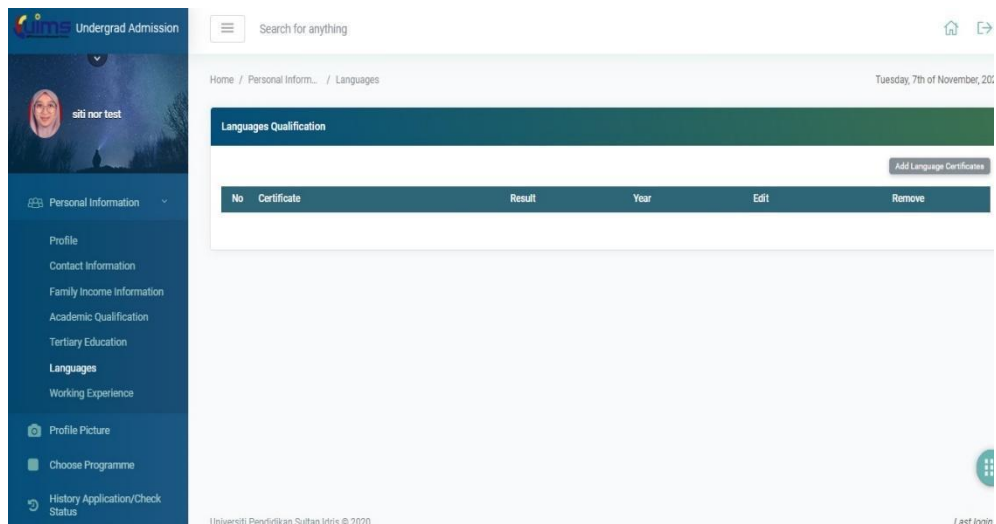


Diagram 4. 6 : Interface Language Qualification

## g. Working Experience

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

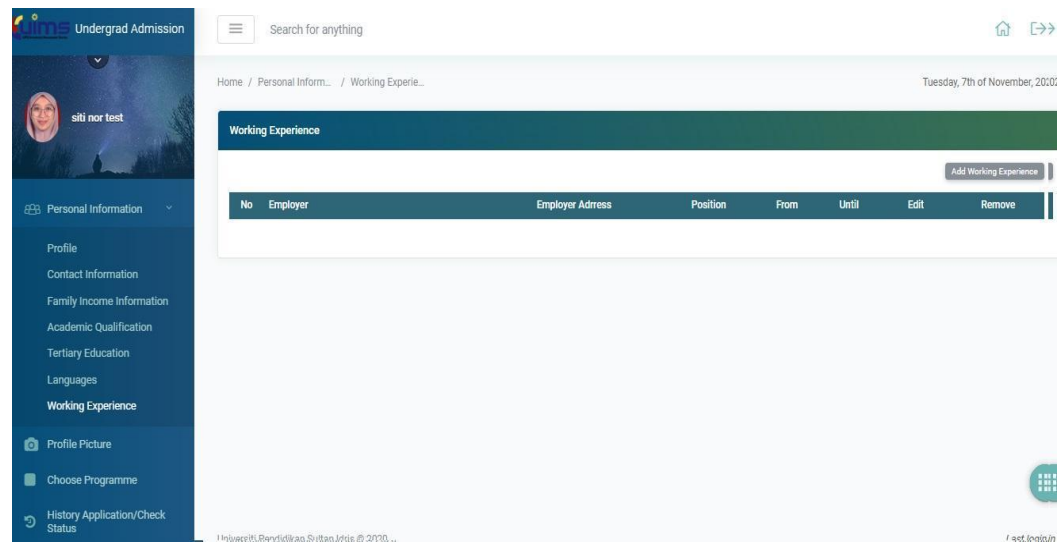


Diagram 4. 7 : Interface Working Experience

## h. Relative

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

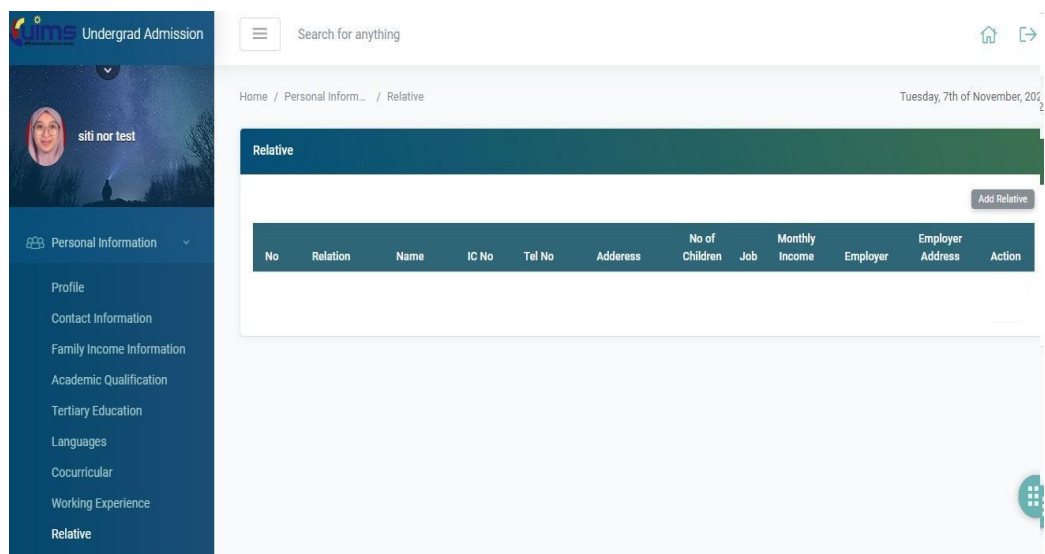


Diagram 4. 8 : Interface Relative

## 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.

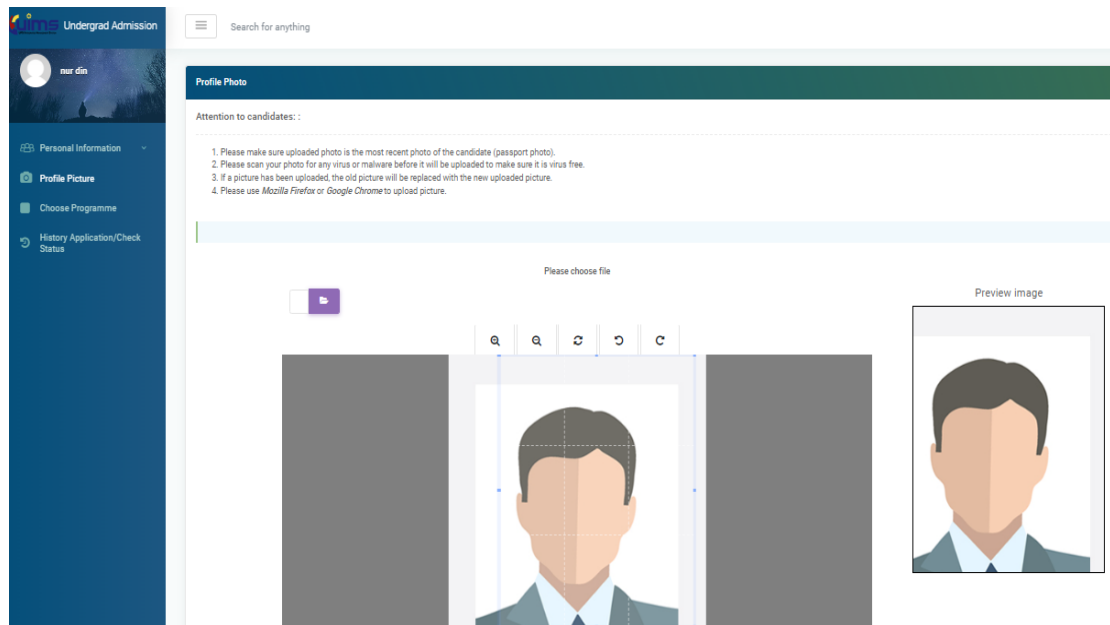
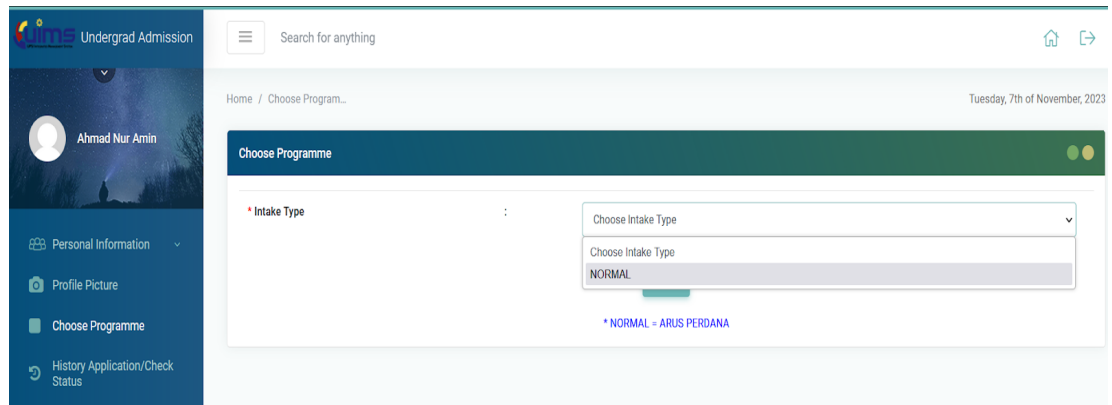


Diagram 5. 1 : Interface Profile Picture

## 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.

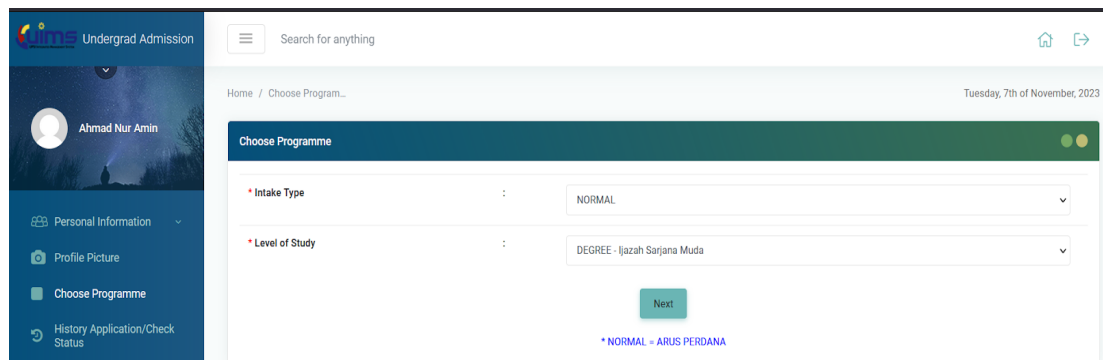
- i. Choose Intake Type  
NORMAL - Local Applicant choose for Bachelor Degree and Diploma  
EKSEKUTIF - for Diploma Education (Joint venture UPSI Holding with Agency)



The screenshot shows the 'Choose Programme' interface. On the left is a sidebar with the user's name 'Ahmad Nur Amin' and navigation options: Personal Information, Profile Picture, Choose Programme (highlighted), and History Application/Check Status. The main content area has a search bar and a breadcrumb 'Home / Choose Program...'. The 'Choose Programme' section features a dropdown menu for 'Intake Type' with 'NORMAL' selected. A note below the dropdown states '\* NORMAL = ARUS PERDANA'.

Diagram 6. 1: Interface Choose Intake

- ii. Choose Level of Study and click Next



The screenshot shows the 'Choose Programme' interface with two dropdown menus. The 'Intake Type' dropdown is set to 'NORMAL'. The 'Level of Study' dropdown is set to 'DEGREE - Ijazah Sarjana Muda'. A green 'Next' button is visible below the dropdowns. A note at the bottom states '\* NORMAL = ARUS PERDANA'.

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 interface includes a sidebar with navigation options: Personal Information, Profile Picture, Choose Programme (highlighted), and History Application/Check Status. The main content area features a search bar and a breadcrumb trail: Home / Choose Program... The form itself is titled 'Choose Programme' and contains several 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.

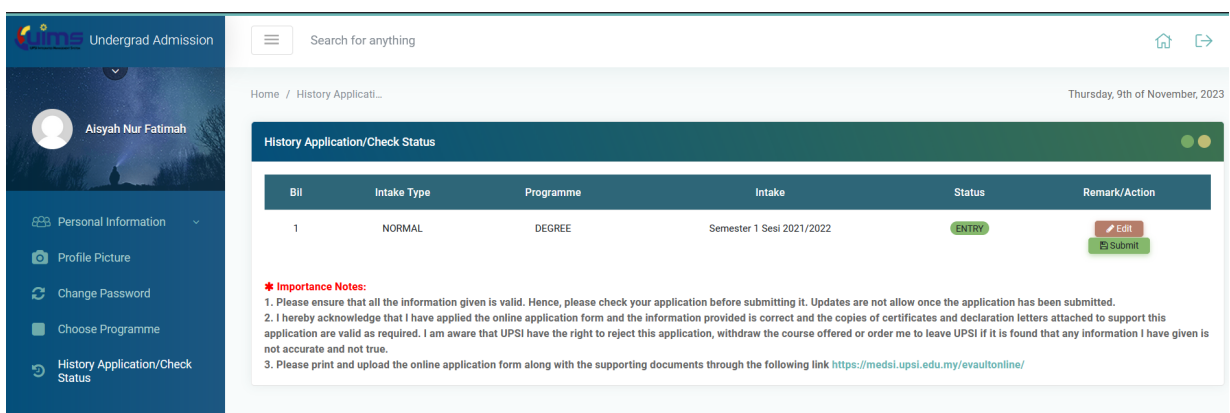


Diagram 7. 1 : Interface of History Application/Check Status(before submit)

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

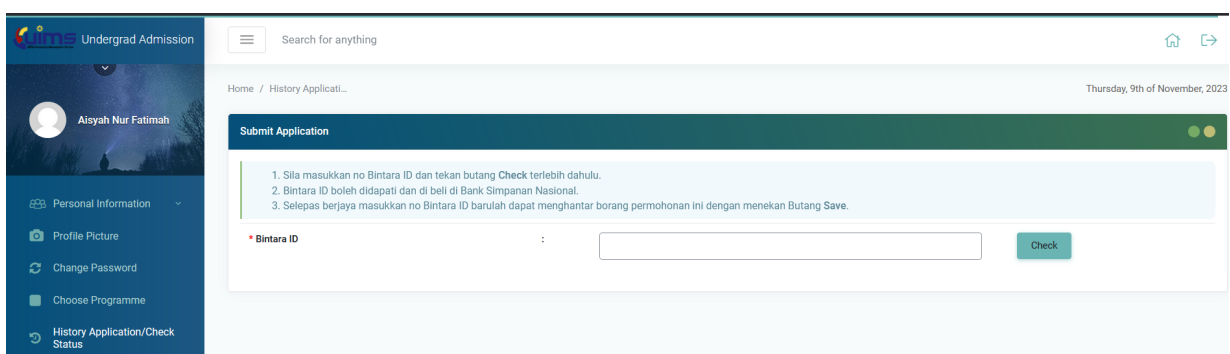


Diagram 7. 2 : Interface Submit Application

- 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

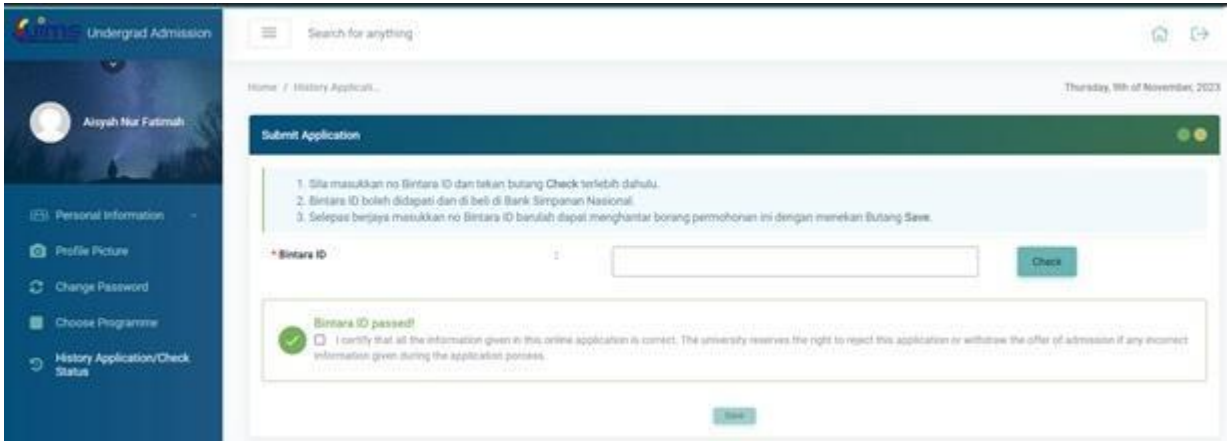


Diagram 7. 3 : Interface Submit Application (Bitara ID)

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

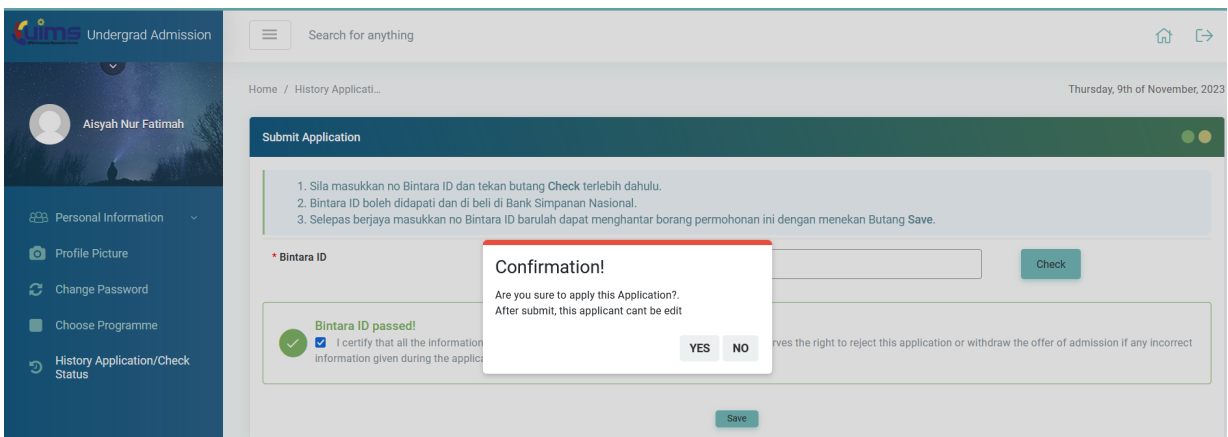


Diagram 7. 4 : Interface Submit Application (confirmation status pop-up window)

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

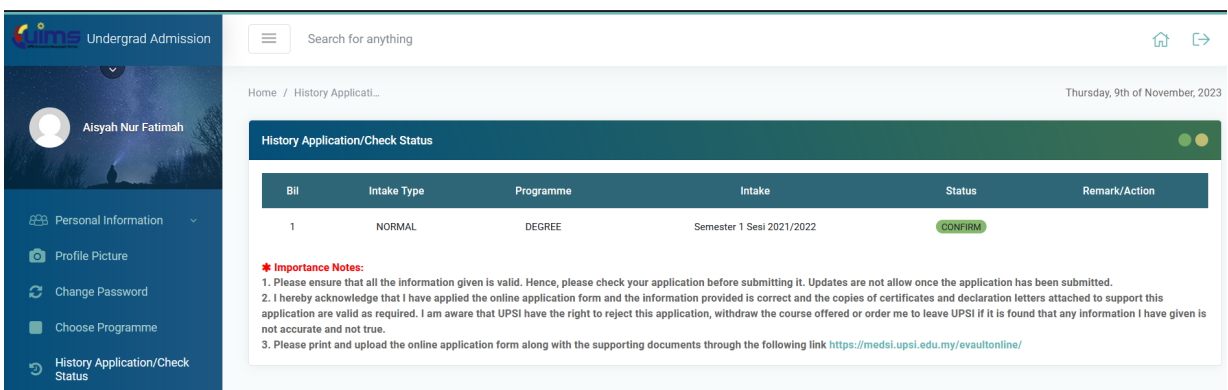


Diagram 7. 5 : Interface History Application /Check Status(After submit)

## 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**.

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