



UNIVERSITI
PENDIDIKAN
SULTAN IDRIS

اونيورسيتي فنديديقن سلطان ادريس

SULTAN IDRIS EDUCATION UNIVERSITY

ONLINE ADMISSION APPLICATION UPSI(eBITARA)

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://ebitara.upsi.edu.my/> 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)

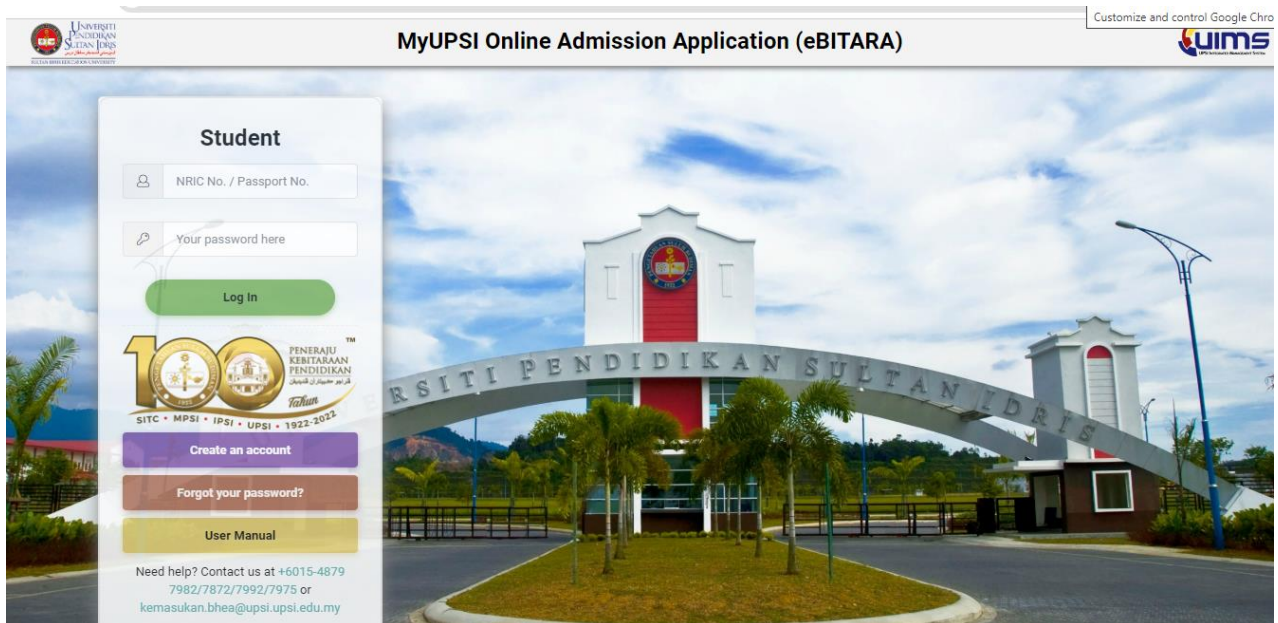
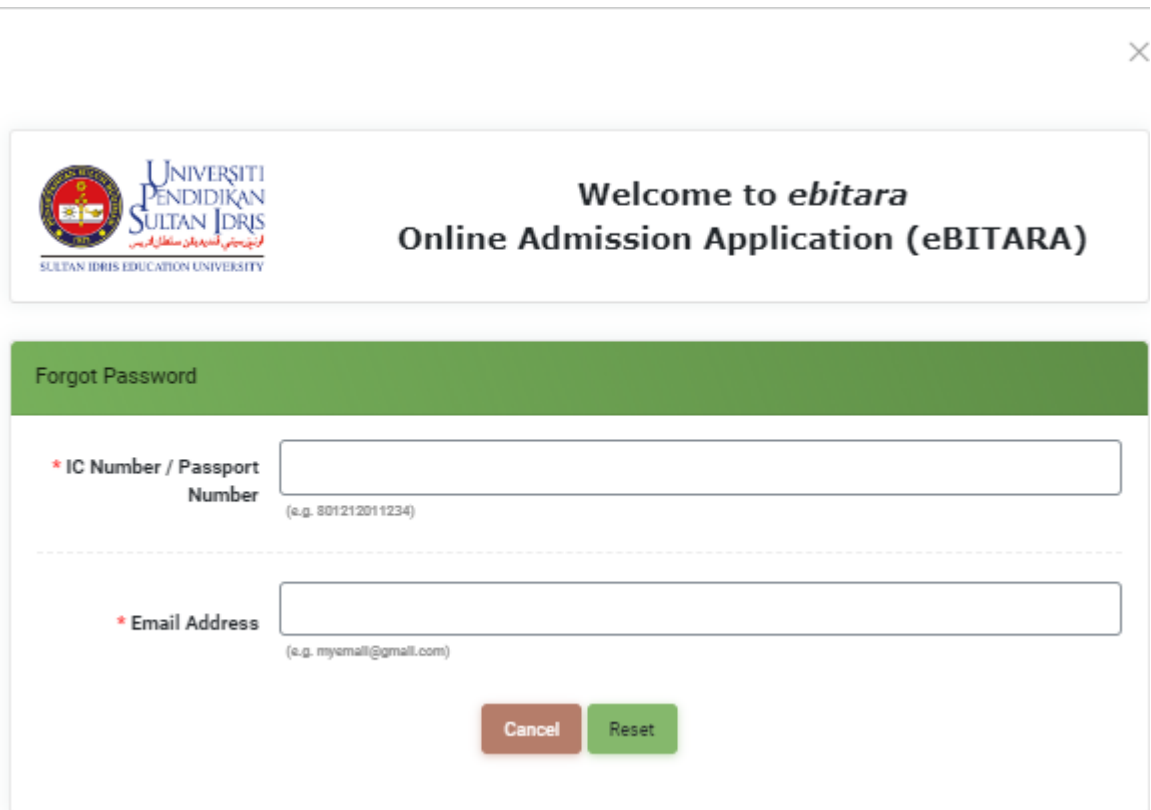


Diagram 1. 2 : Interface Login

- 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**.

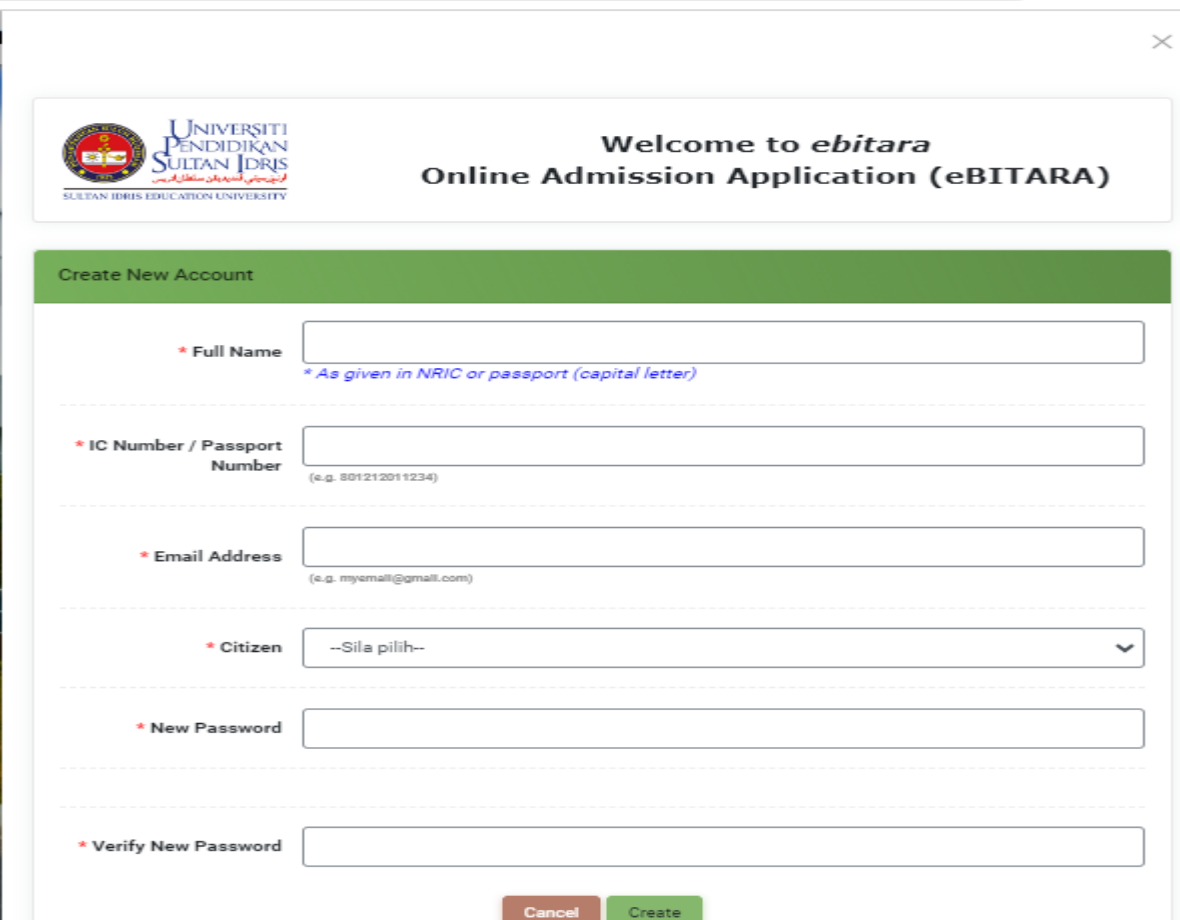


The screenshot shows a web interface for the 'Forgot Password' function. At the top, there is a header with the logo of Universiti Pendidikan Sultan Idris (UPSI) and the text 'Welcome to ebitara Online Admission Application (eBITARA)'. Below the header, there is a green bar with the text 'Forgot Password'. The main form area contains two input fields: one for 'IC Number / Passport Number' and one for 'Email Address'. Both fields are marked with an asterisk. Below the first field, there is a small example text '(e.g. 801212011234)'. Below the second field, there is a small example text '(e.g. myemail@gmail.com)'. At the bottom of the form, there are two buttons: 'Cancel' and '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 a web interface for creating a new account. At the top left is the logo of Universiti Pendidikan Sultan Idris (UPSI). The main heading reads "Welcome to ebitara Online Admission Application (eBITARA)". Below this is a green bar with the text "Create New Account". The form consists of several input fields, each with a red asterisk indicating it is required:

- * Full Name**: A text input field with a blue note below it: "* As given in NRIC or passport (capital letter)".
- * IC Number / Passport Number**: A text input field with a blue note below it: "(e.g. 801212011234)".
- * Email Address**: A text input field with a blue note below it: "(e.g. myemail@gmail.com)".
- * Citizen**: A dropdown menu with the text "--Sila pilih--" and a downward arrow.
- * New Password**: A text input field.
- * Verify New Password**: A text input field.

At the bottom of the form are two buttons: a brown "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.

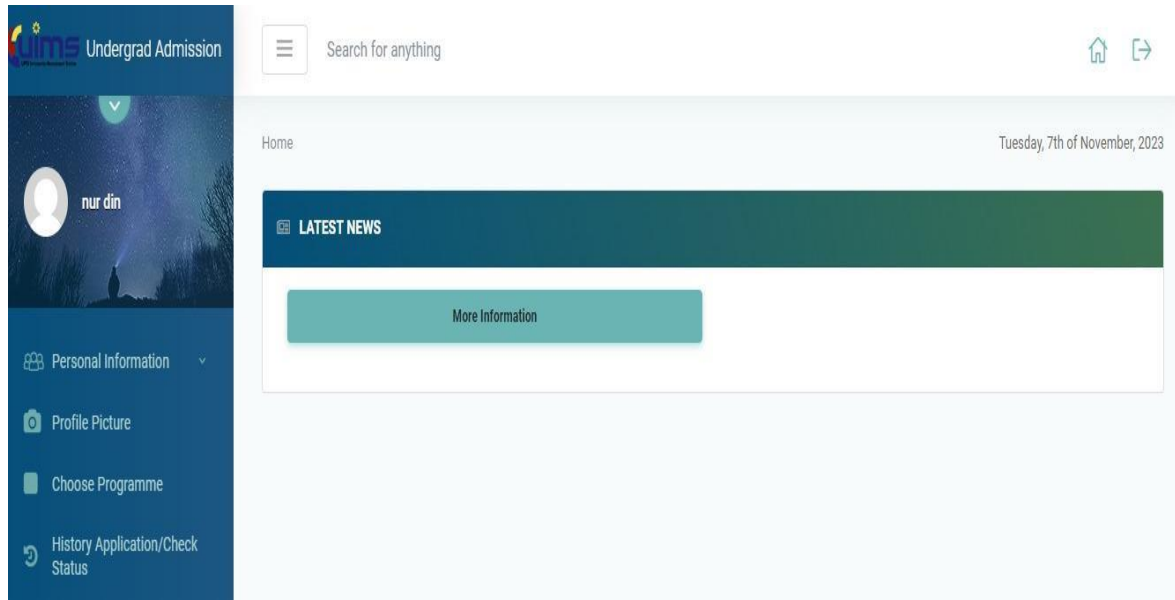


Diagram 3. 1 : Interface Home

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 send the information. The screen displays as below.

The screenshot shows the 'Profile' section of the 'Undergrad Admission' system. The interface includes a search bar at the top and a sidebar on the left with navigation options. The main content area displays a form with the following fields and values:

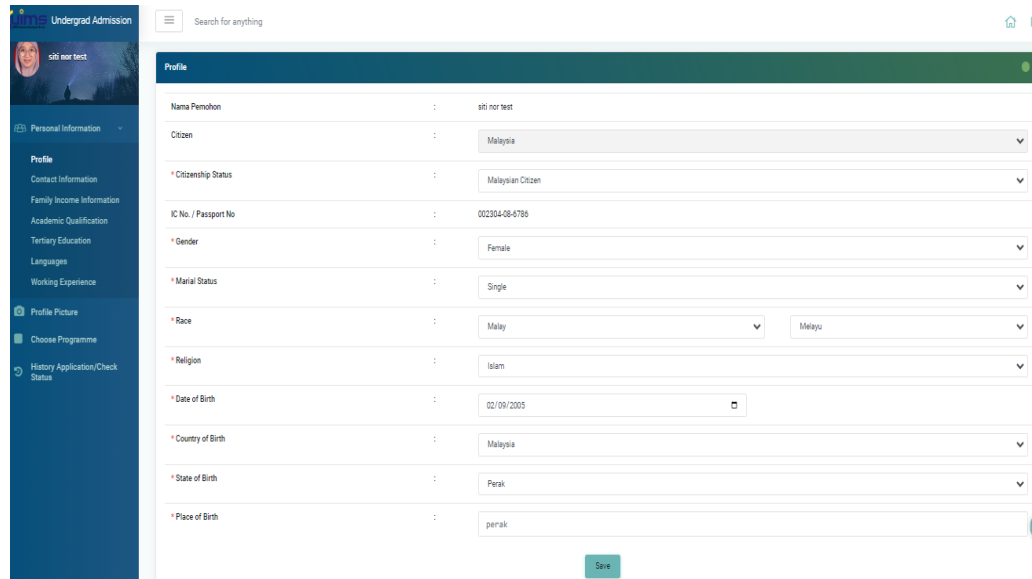
Field	Value
Nama Pemohon	siti nor test
Citizen	Malaysia
* Citizenship Status	Malaysian Citizen
IC No. / Passport No	002304-08-6786
* Gender	Female
* Marial Status	Single
* Race	Malay
* Religion	Islam
* Date of Birth	02/09/2005
* Country of Birth	Malaysia
* State of Birth	Perak
* Place of Birth	perak

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

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 permanent address** if the address is the same else you can fill in the space as below
- ii. Then, click the **save button** to send the information. The screen displays as below.



The screenshot displays the 'Undergrad Admission' system interface. On the left is a dark blue sidebar with a user profile picture and a list of navigation options: Personal Information, Profile, Contact Information, Family Income Information, Academic Qualification, Tertiary Education, Languages, Working Experience, Profile Picture, Choose Programme, and History Application/Check Status. The main content area is titled 'Profile' and contains a form with the following fields:

Nama Pemohon	:	siti nor test	
Citizen	:	Malaysia	
* Citizenship Status	:	Malaysian Citizen	
IC No. / Passport No	:	00204-08-4786	
* Gender	:	Female	
* Marital Status	:	Single	
* Race	:	Malay	Malayu
* Religion	:	Islam	
* Date of Birth	:	02/09/2005	
* Country of Birth	:	Malaysia	
* State of Birth	:	Perak	
* Place of Birth	:	perak	

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

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 send the information. The screen displays as below.

The screenshot shows a web interface for 'Undergrad Admission'. On the left is a dark blue sidebar with a user profile picture and the name 'siti nor test'. Below the profile are 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 search bar at the top and a breadcrumb trail: 'Home / Personal Inform... / Family Income L...'. The date 'Tuesday, 7th of November,' is shown in the top right. The 'Financial Information' section contains three rows of input 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 located 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 send the information. The screen displays as below.

The screenshot shows a web application interface for entering academic qualifications. The main heading is 'Academic Qualification'. There are four tabs: 'SPM', 'STPM', 'STAM', and 'A-Level/IB'. The 'SPM' tab is selected. The form contains the following fields:

- *School Type: Dropdown menu (value: SEKOLAH MENENGAH MURAH)
- *School Name: Text input (value: SEKOLAH MENENGAH BESTARI TG)
- *SPM Year: Text input (value: 2019)
- *SPM Result: Text input (value: 11)

Below these fields is a table with 12 rows for subjects. Each row has a 'Subject' dropdown menu and a 'Grade' dropdown menu. The 'Subject' dropdowns are currently empty, and the 'Grade' dropdowns are currently set to 'A', 'B+', 'B', 'C+', 'D', 'E', 'F', 'G', 'H', 'I', 'J', 'K', 'L', 'M', 'N', 'O', 'P', 'Q', 'R', 'S', 'T', 'U', 'V', 'W', 'X', 'Y', 'Z', '0', '1', '2', '3', '4', '5', '6', '7', '8', '9', '10', '11', '12'.

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

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 send the information. The screen displays as below.

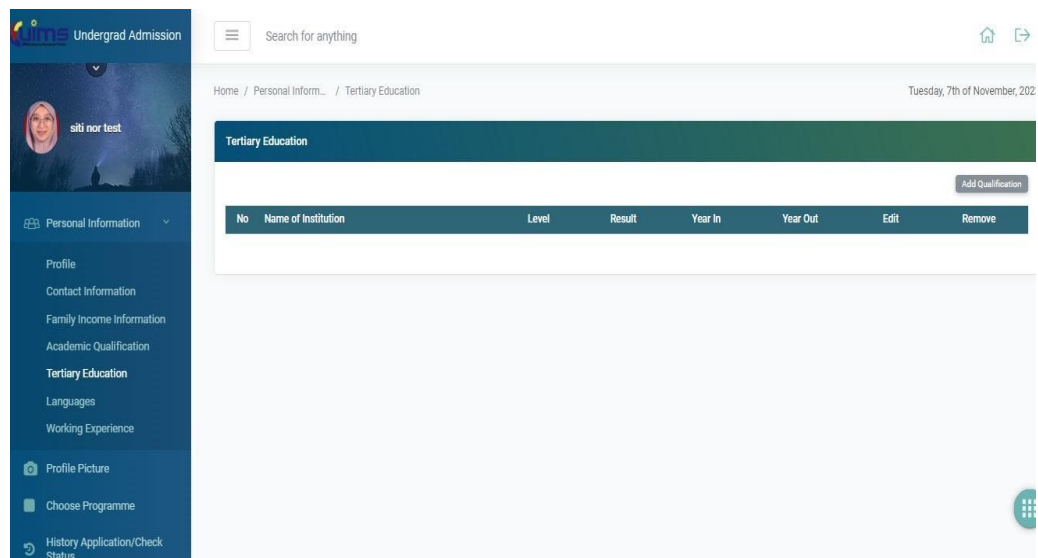


Diagram 4. 5 : Interface Tertiary Education

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 send the information. The screen displays as below

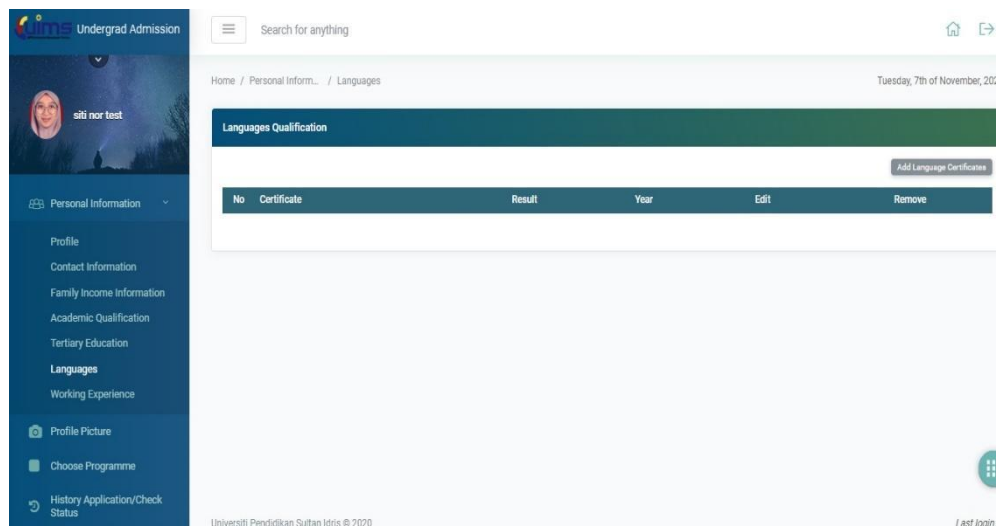


Diagram 4. 6 : Interface Language Qualification

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 send the information. The screen displays as below.

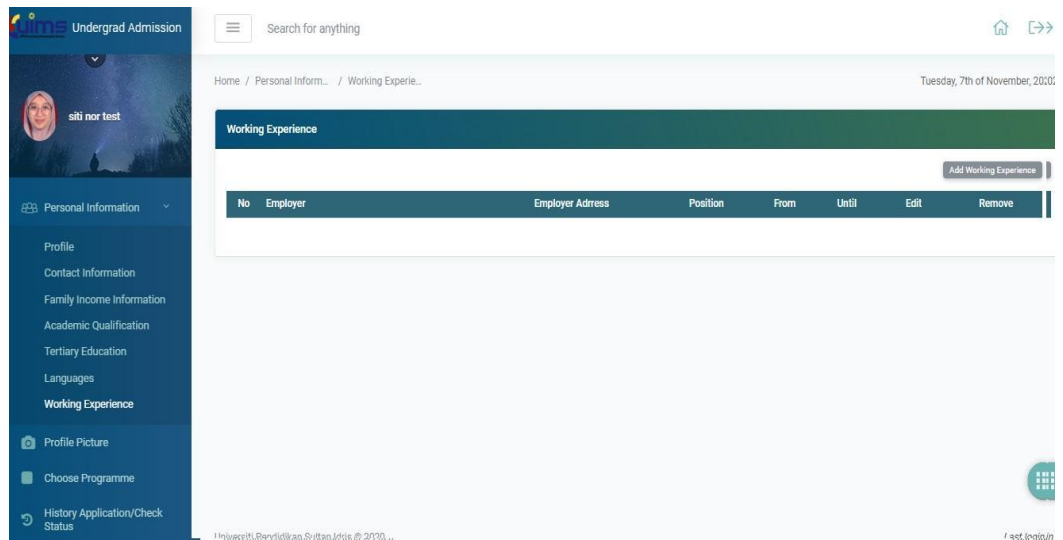


Diagram 4. 7 : Interface Working Experience

h. Relative

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

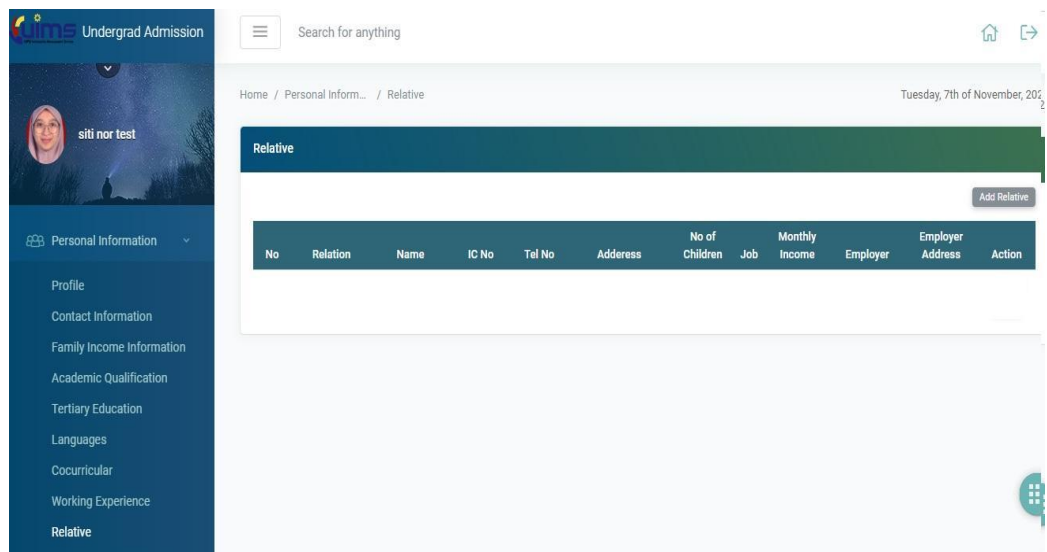


Diagram 4. 8 : Interface Relative

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.

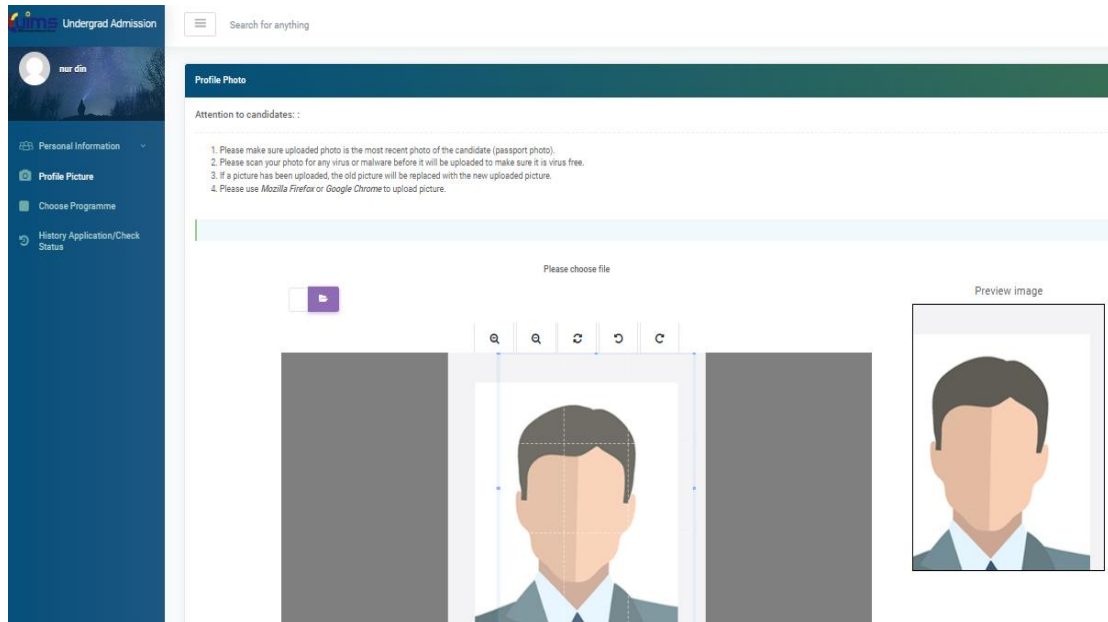
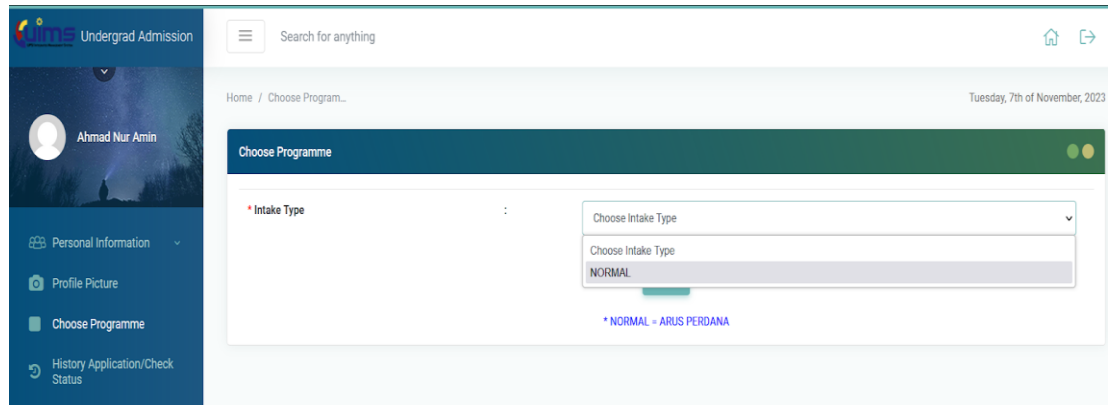


Diagram 5. 1 : Interface Profile Picture

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.

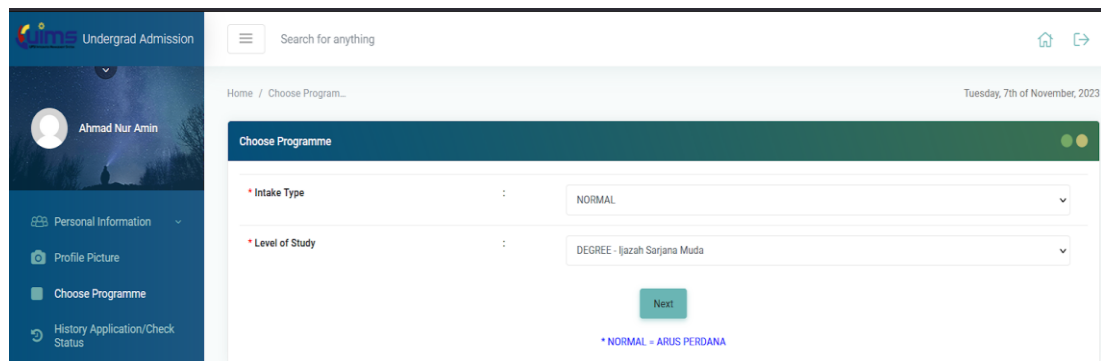
- i. Choose Intake Type (Local Applicant choose NORMAL)



The screenshot shows the 'Choose Programme' interface. On the left is a sidebar with the user's name 'Ahmad Nur Amin' and navigation options: 'Personal Information', 'Profile Picture', 'Choose Programme', and 'History Application/Check Status'. The main content area has a search bar and a breadcrumb trail 'Home / Choose Program...'. The 'Choose Programme' section contains a form with a dropdown menu for 'Intake Type'. The dropdown is open, showing 'NORMAL' as the selected option. Below the dropdown, there is a note: '* NORMAL = ARUS PERDANA'.

Diagram 6. 1: Interface Choose Intake

- ii. Choose Level of Study and click Next



The screenshot shows the 'Choose Programme' interface. The 'Intake Type' dropdown is now set to 'NORMAL'. A new dropdown menu for 'Level of Study' is visible, with 'DEGREE - Ijazah Sarjana Muda' selected. Below the dropdowns is a green 'Next' button. At the bottom, there is a note: '* 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' page in the Undergrad Admission system. The page has a dark blue sidebar on the left with the following menu items: 'Personal Information', 'Profile Picture', 'Choose Programme' (highlighted), and 'History Application/Check Status'. The main content area is white and contains a form with the following fields:

- * Stream (Aliran)**: A dropdown menu with the selected option 'Choose Stream (Aliran)'.
- * Intake Category**: A dropdown menu.
- Pilihan Program 1 (Pendidikan)**: A dropdown menu.
- Pilihan Program 2 (Bukan Pendidikan)**: A dropdown menu.
- * Adakah anda bersetuju menerima tawaran selain daripada pilihan anda di atas?**: A dropdown menu with the selected option 'Please Select'.
- * Zon Ujian MEdSI dan Temu Duga**: A dropdown menu with the selected option 'Please Select'. A note next to it says '(bagi Program yang mempunyai temu duga)'.

At the bottom of the form is a green 'Save' button. The top of the page includes a search bar, a home icon, and the date 'Tuesday, 7th of November'.

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.

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

The screenshot shows the 'History Application/Check Status' page. On the left is a sidebar with the user's name 'Aisyah Nur Fatimah' and navigation options: Personal Information, Profile Picture, Change Password, Choose Programme, and History Application/Check Status. The main content area has a search bar and a breadcrumb trail 'Home / History Applicati...'. Below this is a table with the following data:

Bil	Intake Type	Programme	Intake	Status	Remark/Action
1	NORMAL	DEGREE	Semester 1 Sesi 2021/2022	ENTRY	Edit Submit

Below the table 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/evaluatonline/>

Diagram 7. 1 : Interface of History Application/Check Status

The screenshot shows the 'Submit Application' page. It features the same sidebar as the previous screenshot. The main content area has a search bar and a breadcrumb trail 'Home / History Applicati...'. Below this is a section with 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.

Below the instructions is a form with a label '* Bintara ID', a text input field, and a 'Check' button.

Diagram 7. 1 : Interface History Application

The screenshot shows the 'Submit Application' page after a successful check. It features the same sidebar. The main content area has a search bar and a breadcrumb trail 'Home / History Applicati...'. Below this is a section with instructions (repeated from the previous screenshot). Below the instructions is a form with a label '* Bintara ID', a text input field containing '510346', and a 'Check' button. Below the form is a green success message: 'Bintara ID passed!' with a checkmark icon. Below the message is a checkbox with the text 'I certify that all the information given in this online application is correct. The university reserves the right to reject this application or withdraw the offer of admission if any incorrect information given during the application process.' Below this is a 'Save' button.

Diagram 7. 1 : Interface History Application

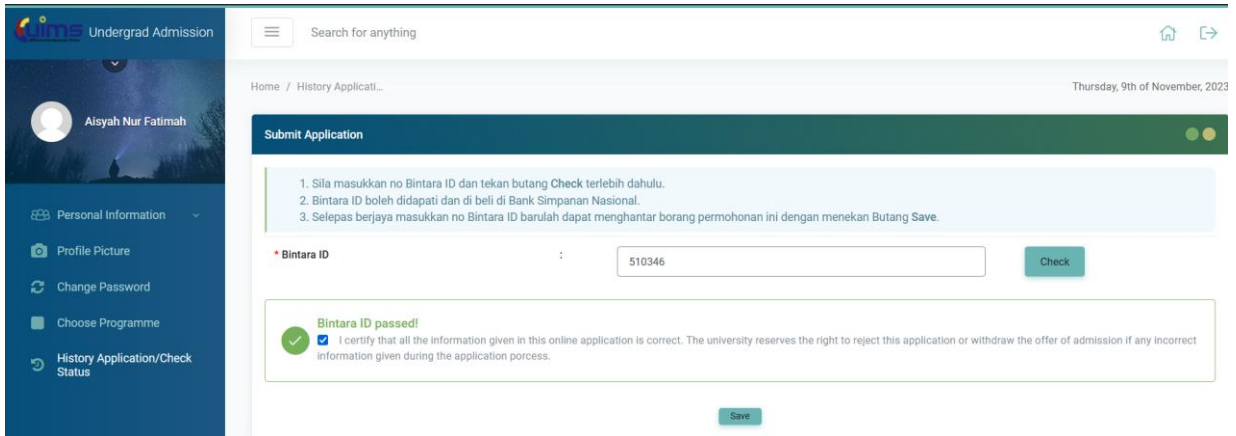


Diagram 7. 1 : Interface History Application

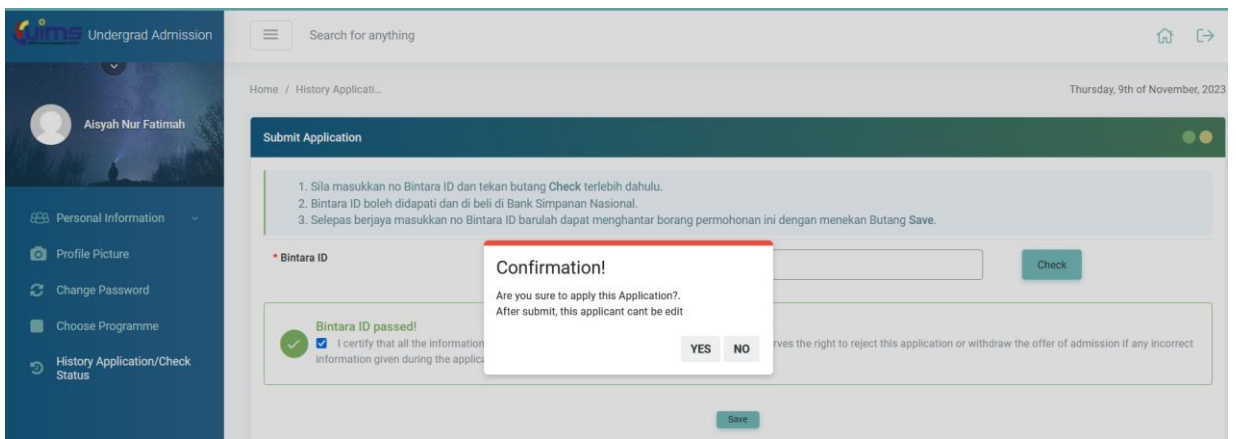
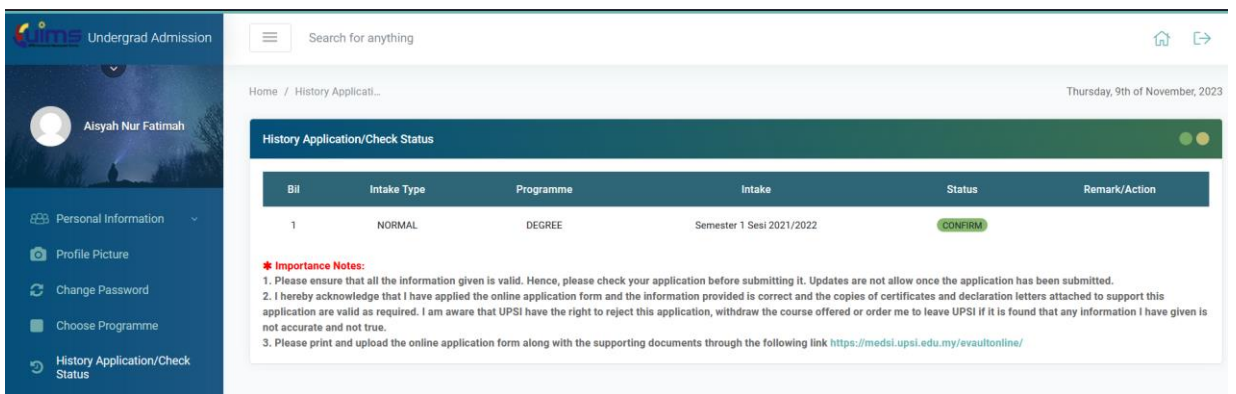


Diagram 7. 1 : Interface History Application



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