



UNIVERSITI
PENDIDIKAN
SULTAN IDRIS
اونيورسيتي قنديديقن سلطان ادريس

SULTAN IDRIS EDUCATION UNIVERSITY

USER MANUAL

for

EVault ONLINE SYSTEM

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Version 1.0



User Manual

SYSTEM NAME

MODULE NAME

FORMAT

REVISION

PAGE

MySIS

Evault Online System

A4

2026-03

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1 EVAULT

1.1 EVAULT

The purpose of this screen is to add, view and delete admission document.

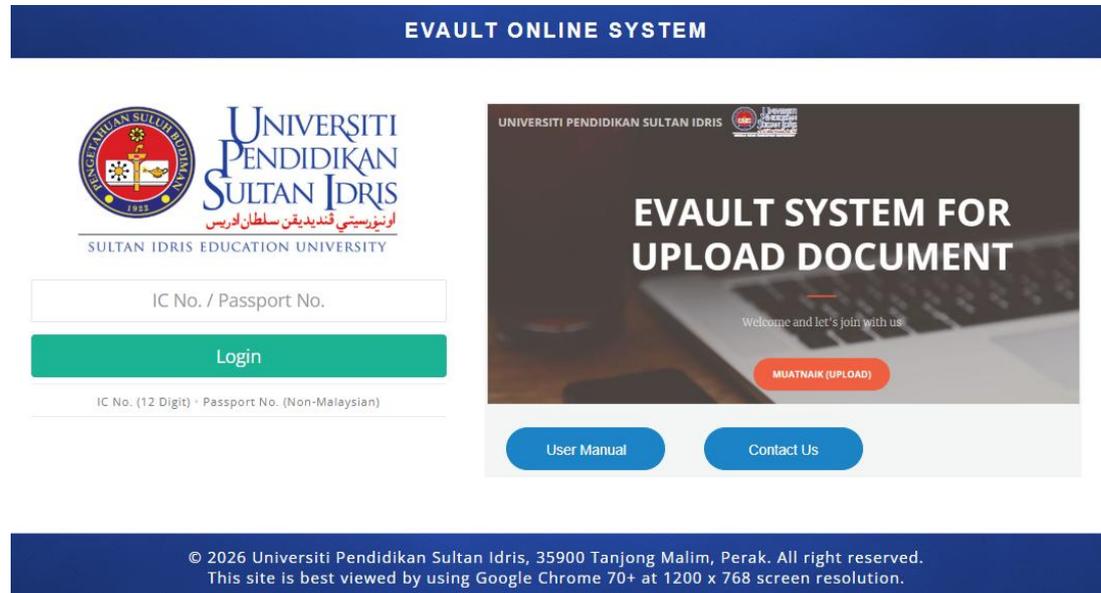


Figure 1 – Evault Login Page

1.1.1 Login



Figure 2 – Evault Main Page

1. Enter the URL <https://evault.upsi.edu.my/>
2. Enter the **login credential** (IC No. for Malaysian / Passport No. for Non-Malaysian)
3. Click on **Login** button.
4. Main page will be displayed.

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1.1.2 Add Document

Sijil-sijil yang Diperlukan | Required Certificates :

* Sila pastikan sijil-sijil yang hendak dimuatnaik telah mendapat pengesahan terlebih dahulu
*Please ensure that the certificates you want to upload have been verified first.

Add Document

No.	Jenis Dokumen Document Type	Muat Naik Upload	Padam Delete
1	MUET		

Figure 3 – Evault Main Page

Jenis Dokumen | Document Type

* Jenis Dokumen :
Document Type :

- MUET
- Kad Pengenalan (Pengesahan berpaling)
- Sijil Keputusan STPM/STAM/Transkrip Diploma/Matrikulasi /Asasi
- Sijil SPM / SVM
- MUET**
- Sijil Lahir
- Sijil Kokurikulum/Penglibatan
- Borang Perakuan Permohonan
- Surat Tawaran
- Borang Pengesahan Pendapatan (B5)
- Sijil dan Transkrip Ijazah Sarjana Muda
- Borang Tuntutan Penempatan
- Surat Pengesahan Majikan
- Borang Pemeriksaan Kesihatan
- Sijil Khatam Hafazan Al-Quran 30 Juzuk
- Surat Tamat Pengajian / Skrol
- Borang Deklarasi Kesihatan
- Surat Tarik Diri/Berhenti
- Surat Tangguh Belajar
- Surat Gugur Status/Diberhentikan

Figure 4 – List of Document (Local Application)

Jenis Dokumen | Document Type

* Jenis Dokumen :
Document Type :

- Passport (Personi)
- Passport (Personal particulars)**
- Secondary School Result or relevant
- E-payment receipt (Processing Fee)
- Passport-sized photographs (Most recent & white background only)
- Original copy of No Objection Certificate (NOC) or Eligibility Letter(LOC)(Iran, Sudan and Oman)
- Graduation Certificate
- Verification / Certified Letter
- English Language Proficiency Slip (TOEFL (iBT)/IELTS/IELTS (Online)/Linguaskill Online/APTIS Advanced/CEFR/MUET

Figure 4 – List of Document (International Application)

1. Click on **Add Document** button.
2. Click on **Document type dropdown** and make selection.
3. Click on **Save** button to save record and selected type of document will be displayed.

4. Click on **Upload button** and choose file to upload document (format supported .pdf only).
5. Please ensure that the filename must not contain spaces or special characters (\$%#@!&*).
6. Click on **Save button** to save record and selected filename of document will be displayed.

1.1.3 View Document

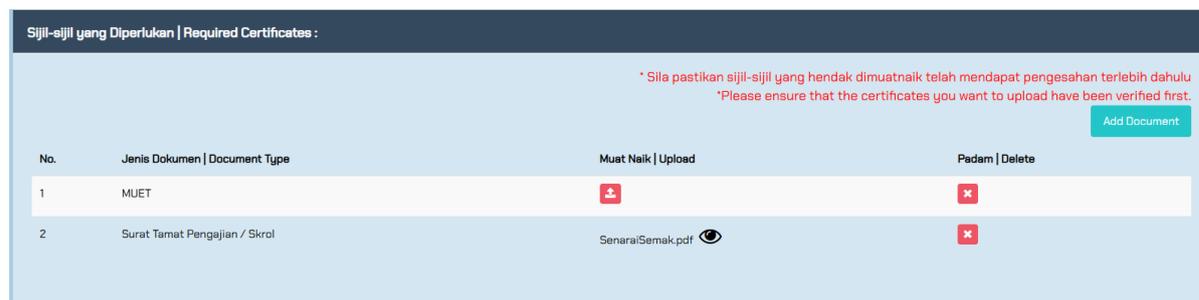


Figure 6 – View Document Interface

1. Click on **View button** of the document.
2. The uploaded document will be displayed.

1.1.4 Delete Document

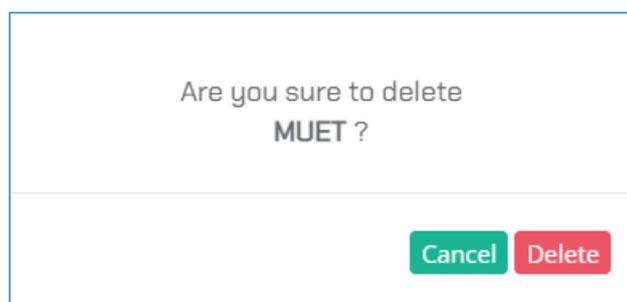


Figure 7 – Delete Document Interface

1. Choose file and click on **Delete button**.
2. Notification message will be displayed and click on **Delete button** to confirm action.