CAMPUS MANAGEMENT SYSTEM (CMS) DEVELOPMENT

PRE ADMISSION
Module – Online Application
User – Applicant

Version 1.0

Strictly Confidential
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1.0 Introduction of Module

This module allows users to make applications as students at UNITAR.

2.0 Objective Module

The objective of this manual is to assist and facilitate the users to use these modules through the system.
3.0 How to access system

3.1 Browser Required

User require the following browsers:-

i. Internet Explorer 9.0 / Mozilla Firefox 12.0 / Google Chrome.

3.2 Login system

Steps to access the system:-

Step 1: Click on the Start button located on the bottom left side of the computer as shown in the diagram below:

Double-click on the browser icon.

Step 2: Type the URL address.

http://unieccampusv2.unitar.my/

Step 3: The screen shown below will appear.

Step 4: Please enter your User ID and Password in the Log In and click Sign In to access to the system.
Step 5: Next, the Main screen which lists the modules will be displayed as below:
3.3 Change Password

Steps to change password:

Step 1: Click on Change Password menu.

Step 2: Change Password page will appear. Fill up the new password and click Save.

Step 3: Alert message password successfully change will appear.
3.4 Log out from system

Steps to log out:

Step 1: Click on user profile

Step 2: Click Sign Out button.

Step 3: This page will appear when user log out from system.
### 3.5 List icons

#### 3.5.1 The List of Commonly Used Icons

The table below shows the buttons / icons commonly used in systems with functions.

<table>
<thead>
<tr>
<th>Bil.</th>
<th>Button/Icon</th>
<th>Name Button/Icon</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><img src="search-icon.png" alt="Search Criteria" /></td>
<td>Search</td>
<td>Display search information</td>
</tr>
<tr>
<td>2</td>
<td><img src="edit-icon.png" alt="Edit" /></td>
<td>Update</td>
<td>Update information</td>
</tr>
<tr>
<td>3</td>
<td><img src="delete-icon.png" alt="Delete" /></td>
<td>Delete</td>
<td>Delete information</td>
</tr>
<tr>
<td>4</td>
<td><img src="view-icon.png" alt="View" /></td>
<td>View</td>
<td>View information</td>
</tr>
<tr>
<td>5</td>
<td><img src="add-icon.png" alt="Add" /></td>
<td>Add</td>
<td>Insert or add information</td>
</tr>
</tbody>
</table>
4.0 How to use the system

4.1 Page Redirection

4.1.1 Online Application Page

Steps to redirect to Online Application page.

Step 1: Go to CMS welcome page. Click on ‘Register as New Applicant’ button.

Step 2: This page will appear.
4.2 Register New Applicant

4.2.1 New Applicant

Steps to Register New Applicant.

Step 1:  Go to CMS Welcome page. Click on ‘Register as New Applicant’ button.

Step 2:  This page will appear. Click on ‘Here’ button to start registration as new applicant.
Step 3: Fill up Applicant Detail form and click ‘Save’ button. Applicant will be receive an email that contains **Username** and **Password**.
Step 4: Click ‘Add’ button to add information of education level / results

Step 5: Fill up the form (by education level) and click ‘Save’ button.
Step 6: Click the number 3 button located at the top of page. Working Experience Info page will appear. Click ‘Add’ button to add working experience information.

Step 7: Fill up Working Experience form and click ‘Save’ button.
Step 8a: Click the number 4 button located at the top of page. Program Selection form for application that eligible to any of the offered program.

Step 8b: Click the number 4 button located at the top of page. Program Selection form for application that uneligible to any of the offered program.
Step 9: User need to read terms and condition. User also need to tick the consent checkbox in order to proceed with confirmation and click ‘Save’ button.

Step 10: This page will appear when finish the registration process.
4.3 Update Registration

4.3.1 Update Applicant Detail

Steps to Update Applicant Detail.

Step 1: Go to CMS Welcome page. Select sign in as an applicant.

Insert Username and Password. Click Sign In button.

Step 2: This page will be appear. Click Update Application button.
Step 3: Applicant detail form will be appear. Applicant can edit or update their information and click Save button.
4.3.2 Update Education Background

Steps to Update Education Background.

Step 1: Go to CMS Welcome page. Select sign in as an applicant. Insert Username and Password. Click Sign In button.

Step 2: This page will be appear. Click Update Application button.
Step 3: Applicant detail form will be appear. Click the number 2 button located at the top of page.
Step 4: Education Background page will be appear. Click on Edit button to update result by education level.
Step 5: Applicant can update their information result by education level. Click on Save button when.
4.3.3 Update Working Experience

Steps to Update Working Experience.

Step 1: Go to CMS Welcome page. Select sign in as an applicant. Insert Username and Password. Click Sign In button.

Step 2: This page will be appear. Click Update Application button.
Step 3: Applicant detail form will be appear. Click the number 3 button located at the top of page.

Step 4: Working experience will be appear. Click on edit button to update working experience detail.
Step 5: Working experience detail will be appear. Fill in the update information and click ‘Save’.
4.3.4 Update Working Experience

Steps to Update Working Experience.

Step 1: Go to CMS Welcome page. Select sign in as an applicant. Insert Username and Password. Click Sign In button.

Step 2: This page will be appear. Click Update Application button.
Step 3: Applicant detail form will be appear. Click the number 4 button located at the top of page.
Step 4: Applicant detail form will be appear. Fill in the update information for program selection and click 'Save'.
4.3.5 Update Confirmation

Steps to Update Confirmation.

Step 1: Go to CMS Welcome page. Select sign in as an applicant. Insert Username and Password. Click Sign In button.

Step 2: This page will be appear. Click Update Application button.
Step 3: Applicant detail form will be appear. Click the number 5 button located at the top of page.
Step 4: User need to read terms and condition. User also need to tick the consent checkbox in order to proceed with confirmation and click Save button.
4.4 Delete Registration

4.4.1 Delete Applicant Detail

Steps to Delete Education Background.

Step 1: Go to CMS Welcome page. Select sign in as an applicant.
Insert Username and Password. Click Sign In button.

Step 2: This page will be appear. Click Update Application button.
Step 3: Applicant detail form will be appear. Click the number 2 button located at the top of page.
Step 4: Education Background page will be appear. Click on Delete button to delete result by education level.

Step 5: Click on OK button to delete result by education level.
Step 6: Alert message will be appear.
4.4.2 Delete Working Experience

Steps to Delete Working Experience.

Step 1: Go to CMS Welcome page. Select sign in as an applicant. Insert Username and Password. Click Sign In button.

Step 2: This page will be appear. Click Update Application button.
Step 3: Applicant detail form will be appear. Click the number 3 button located at the top of page.
Step 4: Education Background page will be appear. Click on Delete button to delete result by education level.

Step 5: Click on OK button to delete result by education level.
Step 6: Alert message will be appear.