e-Services

User Guides

Oct 2024

IT Department

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1 Login

Step 1: Login to https://eservices.xmu.edu.my

Step 2: Enter your ① Campus ID and ② Campus password.

Step 3: Tick ③ "I'm not a robot". Complete additional challenge to ④ select specific image (e.g. "Select all images with traffic lights") and click ⑤ "Verify".

Note: If you have forgotten your password, visit id.xmu.edu.my or click "Forgot your password?" to reset your Campus ID password.
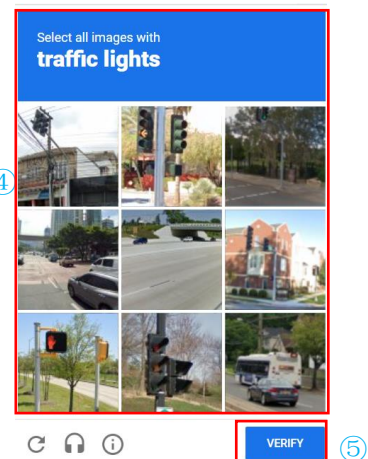
2   Modules

2.1 Library Rooms

Book Library Room

Step 1: Click on ① "Space Booking" module.
Step 2: Click on ② "Library Rooms" and choose date at ③ "Booking Date".
Step 3: Choose the room type by selecting the tab ④ "Silent Study Room/ Study Room/ Group Discussion Room/ Student Success Room".
Step 4: Select the available time slot at ⑤"Available Time".
Step 5: Click on ⑥"Yes" to confirm the "Room Booking Confirmation".
Step 6: Click on ⑦"OK" at "Booking Success" message. Selected time slot will turned Grey with status updated as "Upcoming" in "My Bookings" record.
Note: Only allow for one library room booking per day.

Cancel Library Rooms Booking

Step 1: Click on ①"Library Rooms" and click on ②"My Bookings" to cancel room booking.
Step 2: Click on ③"Cancel Booking".
Step 3: Click on ④"Yes" for the Booking Cancel Confirmation.
Step 4: Click on ⑤"Yes" for the Cancellation Successful message.
Note: You can cancel the booking within 15 minutes of the scheduled time (e.g. a 3:00PM booking can be canceled until 3:14PM).

View Library Rooms Booking Status

Step 1: Click on ①"Library Rooms" and click on ②"My Bookings".
Step 2: Check the ③ Status.

2.2 Meeting Rooms (For XMUM Staff only)

Book Meeting Room

Step 1: Click on ① "Space Booking" module.

Step 2: Click on ② "Meeting Rooms" and choose date at ③ "Booking Date".

Step 3: Click on the available time slot ④ for the room.

Step 4: Fill in information required ⑤: Phone Number, Booking Length, Section, Usage, Attachment (optional).

Step 5: Click on ⑥ "Submit" to book room and view the room booked at ⑦ time slot with "Pending" status.

Note: View "Policy" before room booking. Once room reservation is approved/ rejected by Approver, the confirmation email will be sent to Campus Email and status updated as "Approved"/ "Rejected" in "My Bookings" record.

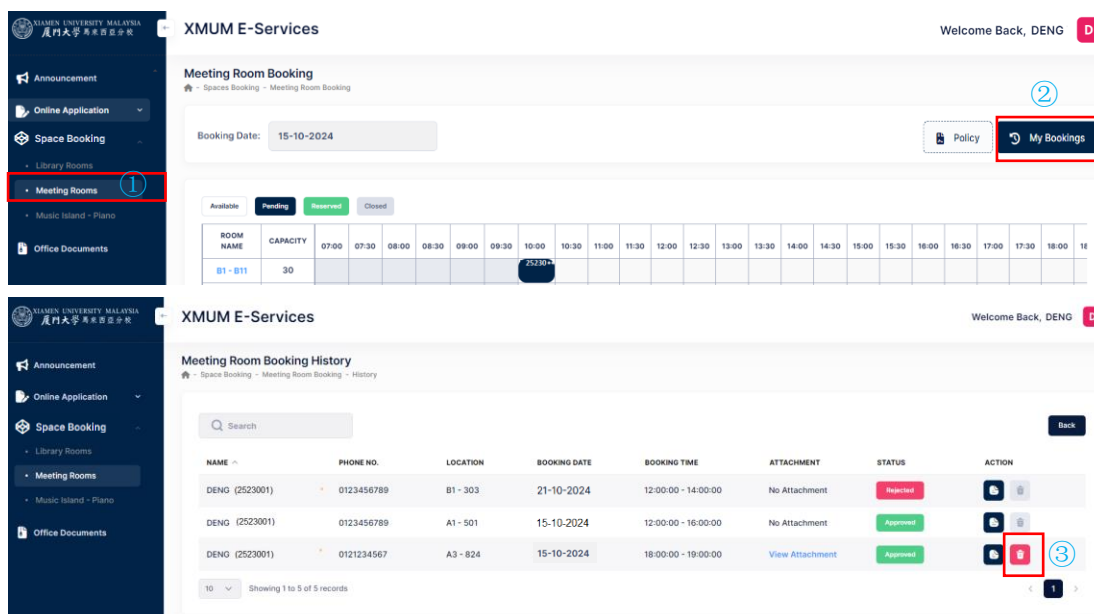**Cancel Meeting Rooms Booking**

Step 1: Click on ①"Meeting Rooms" and click on ②"My Bookings" to cancel room booking.
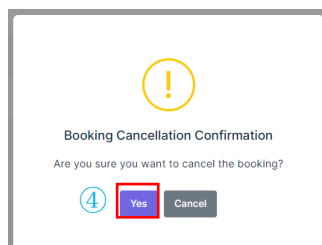Step 2: Click on ③ 🗑 trash can icon to cancel booking.
Step 3: Click on ④"Yes" for the Booking Cancellation Confirmation.
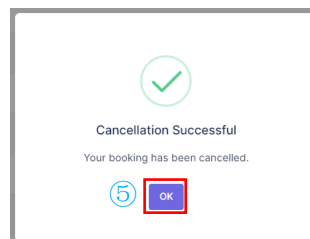Step 4: Click on ⑤"Yes" for the Cancellation Successful message.

View Meeting Rooms Booking Status

Step 1: Click on ①"Meeting Rooms" and click on ②"My Bookings".
Step 2: Check the ③ Status.

View Meeting Room Booking Information

Step 1: Click on ① "Meeting Rooms" and click on ② Campus ID displayed on the reserved time slot.
Step 2: Booking information displays at ③ "Meeting Room Booking Information".

2.3 Music Island - Piano

Book Piano at Music Island

Step 1: Click on ① "Space Booking" module.
Step 2: Click on ② "Music Island – Piano" and choose date at ③ "Booking Date".
Step 3: Select the available time slot ④.
Step 4: Fill in information required ⑤: Phone Number, Booking Length, Section, Usage, Attachment (optional).
Step 5: Click on ⑥ "Submit" to book room and room booked with ⑦ "Reserved" status at "Musical Instrument Booking".
Note: View "Policy" before room booking. Once piano is reserved, the confirmation email will be sent to Campus Email.
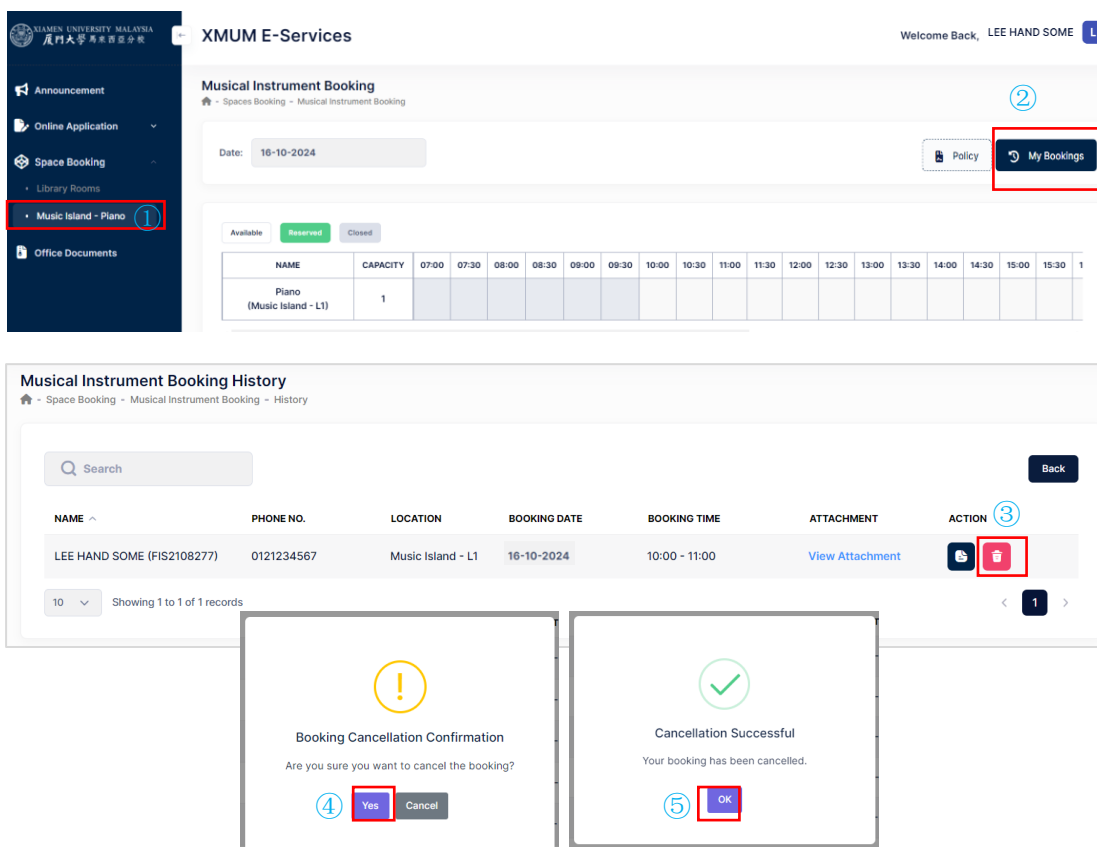
Cancel Piano Booking

Step 1: Click on ①"Instrument Island - Piano" and click on ②"My Bookings" to cancel piano reservation.

Step 2: Click on ③ 🗑 trash can icon to cancel reservation.

Step 3: Click on ④"Yes" for the Booking Cancellation Confirmation.

Step 4: Click on ⑤"Yes" for the Cancellation Successful message.

View Piano Booking Records

Step 1: Click on ① "Music Island - Piano" and click on ② "My Bookings".
Step 2: Check your piano booking records at ③ "Musical Instrument Booking History".

View Piano Booking Information

Step 1: Click on ① "Music Island - Piano".
Step 2: Click on ② Campus ID to display the reserved time slot and view the ③ "Music Island Piano Booking Information".

2.4 Office Documents

Download Office Documents

Step 1: Click on ① "Office Documents".
Step 2: Select ②Department Folder and view for the document files. You may select All Departments to view the listing of all uploaded documents.
Step 3: Click on ③ "Download" to view or download file.

Step 4: Click on ④ to download.
Step 5: Click on ⑤ "Save" to save file in local pc.