**1. Bagaimana untuk akses Turnitin?**

Pelajar Sarjana Muda perlu berurusan dengan pensyarah. Manakala bagi pelajar Lepasan Ijazah pula emelkan nama penuh dan nombor pelajar kepada [zelina@utem.edu.my](mailto:zelina@utem.edu.my) untuk mendapatkan Class Id dan Key Turnitin.

*How to access Turnitin?*

*Be informed that Bachelor students need to deal with lecturers. While for Graduate students, email their full name and student number to zelina@utem.edu.my to get Class Id and Turnitin Key*

**2. Bagaimana cara untuk pensyarah membuat semakan Turnitin?**

Untuk makluman, instructor perlu enroll students untuk membuat semakan. Begitu juga sekiranya instructor ingin menyemak artikel sendiri perlu juga enroll sebagai student. Berikut adalah panduan untuk membuat semakan.

<https://turnitin.zoom.us/rec/share/7omOvbR5p7yWa70irJ13e6LRyiyTsdUgSpTaGAyCkuHKeDeRv72QaeO1LukozS1a.uAp3JrBbwaLpRU1L>

Passcode: xz.jq73H

*How do instructor review Turnitin?*

*For information, instructor need to enrol students to make a review. Likewise, if the instructor wants to check the paper himself, instructor must also enrol as a student. Here is a guide to review.*

<https://turnitin.zoom.us/rec/share/7omOvbR5p7yWa70irJ13e6LRyiyTsdUgSpTaGAyCkuHKeDeRv72QaeO1LukozS1a.uAp3JrBbwaLpRU1L>

Passcode: xz.jq73H

**3. Bagaimana untuk ‘Delete’ projek atau artikel di dalam Turnitin?**

Dimajukan link tersebut sebagai panduan untuk permohonan ‘Delete’ projek atau artikel di dalam Turnitin.

[**https://help.turnitin.com/feedback-studio/turnitin-website/instructor/paper-deletions.htm#permanent-deletion**](https://help.turnitin.com/feedback-studio/turnitin-website/instructor/paper-deletions.htm#permanent-deletion)

*How to 'Delete' a project or article in Turnitin?*

*Forwarded the link as a guide for the application to 'Delete' a project or article in Turnitin.*

[***https://help.turnitin.com/feedback-studio/turnitin-website/instructor/paper-deletions.htm#permanent-deletion***](https://help.turnitin.com/feedback-studio/turnitin-website/instructor/paper-deletions.htm#permanent-deletion)

**4. Macam mana hendak dapatkan Kertas Peperiksaan?**

[https://library.utem.edu.my/en/ ---> EZ-proxy ---> login ---> Exam](https://library.utem.edu.my/en/%20---%3e%20EZ-proxy%20---%3e%20login%20---%3e%20Exam) paper (library lib\*@utem)

*How to get the Exam Paper?*

[*https://library.utem.edu.my/en/*](https://library.utem.edu.my/en/) *---> EZ-proxy ---> login ---> Exam paper (library lib\*@utem)*

**5. Bagaimana untuk dapatkan bahan rujukan yang berada di Perpustakaan Laman Hikmah?**

[https://library.utem.edu.my/en/----> Online resources/OPAC](https://library.utem.edu.my/en/----%3e%20Online%20resources/OPAC)

*How to get reference materials in Laman Hikmah Library?*

[*https://library.utem.edu.my/en/----> Online resources/OPAC*](https://library.utem.edu.my/en/----%3e%20Online%20resources/OPAC)

**6. Dimana boleh dapatkan manual risalah PLH?**

[https://library.utem.edu.my/en/guides/manuals-brochures.html#](https://library.utem.edu.my/en/guides/manuals-brochures.html)

*Where can get a guide manual brochure?*

[*https://library.utem.edu.my/en/guides/manuals-brochures.html#*](https://library.utem.edu.my/en/guides/manuals-brochures.html)

**7. *Bagaimana untuk membuat pembaharuan bahan secara dalam talian di dalam sistem KOHA?***

Langkah-langkah memperharui bahan dalam talian.

1. Pergi ke halaman (<http://library.utem.edu.my/ms/>)

1. Click Account Login (<http://plh.utem.edu.my/>) (Masukkan No Staf/pelajar dan Password)

1. Click Your Summary
2. Tick di Box Renew
3. Click Renew Selected/ Renew all (jika lebih 1 bahan)
4. Semak tarikh terbaru
5. Selesai

**username:  NOMBOR STAF/PELAJAR**

**Password : Abc123  (Jika belum diubah password)**

*How to renew materials online in the KOHA system?*

*Steps to Renew Materials Online*

*1. Go to the page (*[*http://library.utem.edu.my/ms/*](http://library.utem.edu.my/ms/)*)*

*UTeM Wisdom Pages Library*

*2. Click Account Login (*[*http://plh.utem.edu.my/*](http://plh.utem.edu.my/)*) (Enter Staff/student No. and Password)*

*Welcome to Laman Hikmah Library Catalog (OPAC). It offers an efficient and effective searches to find library collections available in our library, together with an interactive request and renewal functionality*

*3. Click Your Summary*

*4. Tick in the Renew box*

*5. Click Renew Selected/ Renew all (if more than 1 ingredient)*

*6. Check the latest date*

*7. Done*

***username: STAFF/STUDENT NUMBER***

***Password: Abc123 (If the password has not been changed)***

**8. Bagaimana untuk membuat pengesahan penerbitan?**

Untuk pengesahan penerbitan sila emel kepada [hasliza@utem.edu.my](mailto:hasliza@utem.edu.my) beserta softcopy artikel (pdf) yang perlukan pengesahan.

Mohon maklumbalas juga tujuan pengesahan dimohon adakah untuk pengesahan penerbitan graduasi, penghantaran hardbound tesis atau penerbitan Geran Zamalah?

Proses pengesahan mengambil masa 3 hari bekerja.

*How to confirm publication?*

*For confirmation of publication, please email hasliza@utem.edu.my with a soft copy of the article (pdf) that needs confirmation.*

*Please respond also for the purpose of confirmation requested, is it for confirmation of publication of graduation, delivery of thesis hardbound or publication of Zamalah Grant? The verification process takes 3 working days.*

**9. Bagaimana untuk mendapatkan Projek Sarjana Muda (PSM) /Thesis?**

<https://library.utem.edu.my/en/> ----> OPAC or Digital Collections

*How to search Projek Sarjana Muda (PSM) /Thesis?*

[*https://library.utem.edu.my/en/*](https://library.utem.edu.my/en/) *----> OPAC or Digital Collections*

**10. Bagaimana untuk akses artikel penuh di e-prints?**

Untuk makluman, polisi IR UTeM hanya membenarkan ID/katalaluan diberikan kepada staf/staf akademik sahaja sehingga kini kerana isu hakcipta (*copyright*). Emel pada Puan Wizana Abd Jalil [wizana@utem.edu.my](mailto:wizana@utem.edu.my)

Proses pencarian dan memuat turun artikel yang berstatus *open access* dan *softcopy* tesis bagi 24 muka surat terawal boleh dilakukan tanpa perlu log masuk.

Sekiranya inginkan paparan muka surat penuh tesis, sila hadir ke Perpustakaan Laman Hikmah Kampus Induk untuk membuat rujukan bahan tersebut (hardcopy) di kaunter Sirkulasi.

*How to access the full article on e-prints?*

*For information, UTeM's IR policy only allows ID/passwords to be given to academic staff until now due to copyright issues. Email Mrs. Wizana Abd Jalil wizana@utem.edu.my*

*The process of searching and downloading articles with open access status and thesis softcopy for the first 24 pages can be done without the need to log in.*

*If you want to display the full page of the thesis, please come to the Laman Hikmah Library of the Main Campus to make a reference of the material (hardcopy) at the Circulation counter.*

**11. Macam mana untuk dapatkan bahan rujukan yang ada di universiti lain?**

Pengguna boleh membuat permohonan Pinjaman Antara Perpustakaan di link tersebut <https://library.utem.edu.my/en/> ---> E-FORM ---> Inter Library Loan

*How to get reference materials available in other universities?*

*Users can apply for Interlibrary Loan at the link https://library.utem.edu.my/en/ ---> E-FORM ---> Inter Library Loan*

**12. Macam mana cara untuk akses EZproxy?**

1.  Panduan akses pangkalan data dari luar kampus boleh di dapati pada jaringan berikut.

[Guide to access data base through ezproxy](https://library.utem.edu.my/ms/panduan/manual-risalah.html?download=279:guide-to-access-databases-through-ezproxy)

2.   Sekiranya anda tidak berjaya menggunakan Ezproxy, berikut adalah panduan menggunakan perkhidmatan VPN.

**VPN - FAQ**

<https://library.utem.edu.my/en/guidelines/student-and-academic.html?download=310:vpn-faq>

**VPN - Manual Pengguna Android**

<https://library.utem.edu.my/en/guidelines/student-and-academic.html?download=311:vpn-manual-pengguna-android>

**VPN - Manual Pengguna MacOS**

<https://library.utem.edu.my/en/guidelines/student-and-academic.html?download=312:vpn-manual-pengguna-macos>

**VPN - Manual Pengguna iOS**

<https://library.utem.edu.my/en/guidelines/student-and-academic.html?download=313:vpn-manual-pengguna-ios>

**VPN - Manual Penggunaan Windows**

<https://library.utem.edu.my/en/guidelines/student-and-academic.html?download=314:vpn-manual-penggunaan-windows>

**VPN - Slide**

<https://library.utem.edu.my/en/guidelines/student-and-academic.html?download=315:vpn-slide>

*Maklumat tambahan: Id dan kata laluan VPN adalah sama dengan akses wifi UTeM*

Sebarang pertanyaan berkaitan boleh hubungi ENCIK MOHAMAD RASHID BIN JANTAN pada talian +606-2701218 atau dengan menghantar emel kepada *mohamadrashid@utem.edu.my*

*How to access EZproxy?*

*1. The database access guide from outside the campus can be found on the following website.*

*Guide to access database through ezproxy*

*2. If you are unsuccessful in using Ezproxy, here is a guide to using a VPN service.*

***VPN - FAQ***

[*https://library.utem.edu.my/en/guidelines/student-and-academic.html?download=310:vpn-faq*](https://library.utem.edu.my/en/guidelines/student-and-academic.html?download=310:vpn-faq)

***VPN - Android User Manual***

[*https://library.utem.edu.my/en/guidelines/student-and-academic.html?download=311:vpn-manual-pengguna-android*](https://library.utem.edu.my/en/guidelines/student-and-academic.html?download=311:vpn-manual-pengguna-android)

***VPN - MacOS User Manual***

[*https://library.utem.edu.my/en/guidelines/student-and-academic.html?download=312:vpn-manual-pengguna-macos*](https://library.utem.edu.my/en/guidelines/student-and-academic.html?download=312:vpn-manual-pengguna-macos)

***VPN - iOS User Manual***

[*https://library.utem.edu.my/en/guidelines/student-and-academic.html?download=313:vpn-manual-pengguna-ios*](https://library.utem.edu.my/en/guidelines/student-and-academic.html?download=313:vpn-manual-pengguna-ios)

***VPN - Windows User Manual***

[*https://library.utem.edu.my/en/guidelines/student-and-academic.html?download=314:vpn-manual-penggunaan-windows*](https://library.utem.edu.my/en/guidelines/student-and-academic.html?download=314:vpn-manual-penggunaan-windows)

***VPN - Slide***

[*https://library.utem.edu.my/en/guidelines/student-and-academic.html?download=315:vpn-slide*](https://library.utem.edu.my/en/guidelines/student-and-academic.html?download=315:vpn-slide)

*Additional information: VPN id and password are same as UTeM wifi access*

*Any related inquiries can contact Mr. MOHAMAD RASHID BIN JANTAN at +606-2701218 or by sending an email to* [*mohamadrashid@utem.edu.my*](mailto:mohamadrashid@utem.edu.my)

**13. Bagaimana untuk mengetahui Pangkalan Data yang dilanggan oleh pihak Perpustakaan Laman Hikmah?**

Untuk makluman tuan/puan boleh melihat senarai pangkalan data yang di langgan di <https://library.utem.edu.my/ms/pangkalan-data.html>

Sekiranya pangkalan data tersebut tidak dapat diakses secara *full text* bermakna PLH tidak membuat langganan. Pengguna boleh membuat Inter Library Loan (ILL) pada link tersebut di https://library.utem.edu.my/en/ ---> E-FORM ---> Inter Library Loan.

*How to find out the Database subscribed by Laman Hikmah Library?*

*For your information, you can see the list of subscribed databases at* [*https://library.utem.edu.my/ms/pangkalan-data.html*](https://library.utem.edu.my/ms/pangkalan-data.html)

*If the database cannot be accessed in full text, it means that PLH has not made a subscription. Users can make an Inter Library Loan (ILL) on the link https://library.utem.edu.my/en/ --->E-FORM --->Inter Library Loan.*