



USER MANUAL

PAMS

(Applicant)

Contents

1.0	REGISTER	3
2.0	LOGIN	4
3.0	FORGET PASSWORD	5
4.0	CHANGE EMAIL	6
5.0	CHANGE PASSWORD	7
6.0	APPLICANT.....	8
6.1	MGSEB	8
6.2	CPS.....	15
6.3	RESULT.....	23

1.0 REGISTER

1. Enter register page. Enter your full name, NRIC/Passport, Email and Password. Then, click button “Register”.

The screenshot shows the 'Applicant Registration' page of the PAMS: Postgraduate Management System. The page has a red header with the text 'PAMS: Postgraduate Management System'. Below the header, the title 'Applicant Registration' is displayed, followed by the subtitle 'Applicant Registration for Programs'. The form contains four input fields: 'Full Name', 'NRIC/Passport', 'Email', and 'Password'. At the bottom of the form, there is a 'Register' button and a link that says 'Already Register? Login here!'.

2. Notification page appear to click the link verification.

The screenshot shows the 'Applicant Registration' page of the PAMS: Postgraduate Management System. The page has a red header with the text 'PAMS: Postgraduate Management System'. Below the header, the title 'Applicant Registration' is displayed, followed by the subtitle 'Applicant Registration for Programs'. The form contains a message: 'A verification email has been sent to your registered email. Please click the verification link to complete your registration.' At the bottom of the form, there is a 'Login' button.

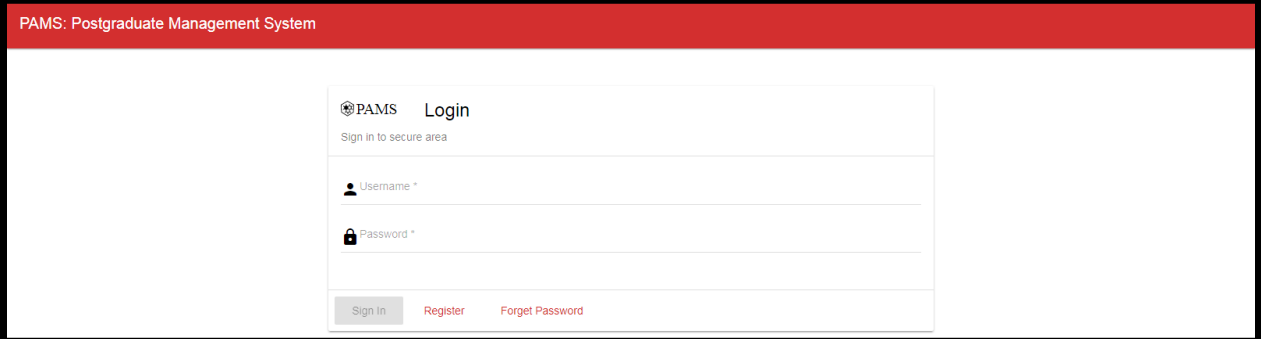
3. Open your email that uses to register and click the link given.

The screenshot shows an email verification message. The text reads: 'Please verify your email address upon 7 days from your registration day by clicking this url : <http://pams.umk.edu.my/verification/8c64eb42-853c-4d55-bd0c-9d4b0a11610d>'. Below this, there is a line: '** Entrepreneurship is Our Thrust* *'. At the bottom, there is a disclaimer: 'DISCLAIMER: The information in this e-mail and any attachment(s) transmitted with it ("Message") is intended only **for the use of the intended recipient(s) and may contain confidential or privileged information. UMK are not **responsible for any unauthorized changes made to the information or for the effect of such changes. You are hereby **notified that any action in reliance upon, or any review, retransmission, dissemination, distribution, printing or copying **of this Message or any part thereof by anyone other than the intended recipient(s) is strictly prohibited. Any opinions, **conclusions and other information in this Message that do not relate to the official business of UMK shall be **understood as neither given nor endorsed by UMK. UMK shall not be liable for loss or damage caused by viruses **transmitted by this Message.'

4. Your registration has been validated. So, you are able to login now.

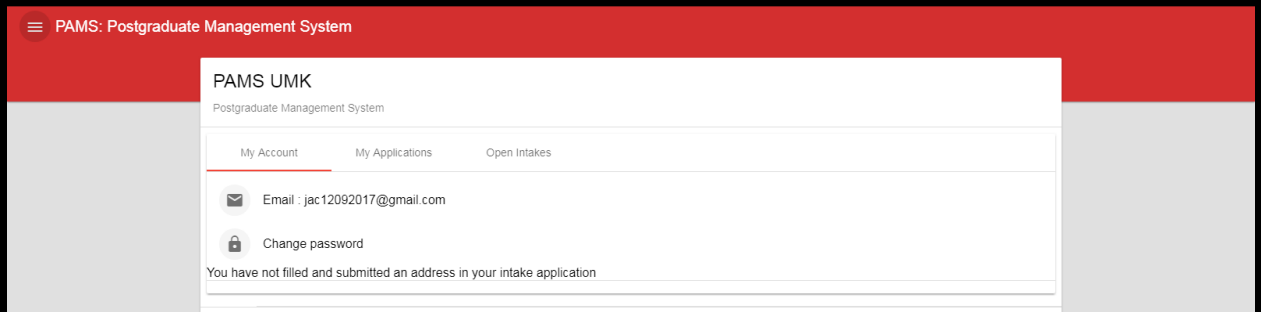
2.0 LOGIN

1. Enter your email as username and password that uses to register. Then, click button “Sign in”.



The screenshot shows the login interface of the PAMS (Postgraduate Management System). At the top, a red header bar contains the text "PAMS: Postgraduate Management System". Below this, a white login box is centered. Inside the box, the PAMS logo and the word "Login" are at the top. Below them is the instruction "Sign in to secure area". There are two input fields: "Username *" with a person icon and "Password *" with a lock icon. At the bottom of the box are three buttons: "Sign In" (grey), "Register" (red), and "Forget Password" (red).

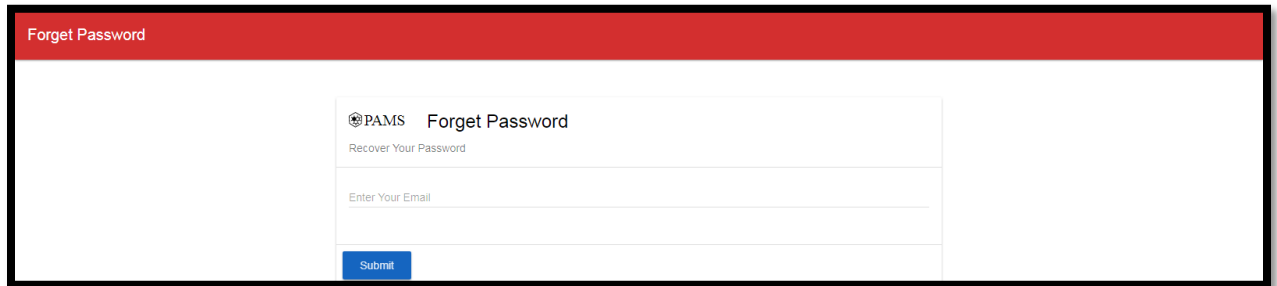
1. Dashboard page appear means login successfully.



The screenshot shows the dashboard of a user logged into the PAMS UMK (Postgraduate Management System). The top red header bar contains a hamburger menu icon and the text "PAMS: Postgraduate Management System". Below the header, the dashboard content is displayed. It starts with "PAMS UMK" and "Postgraduate Management System". There are three tabs: "My Account" (active), "My Applications", and "Open Intakes". Under the "My Account" tab, there is a section with an email icon and the text "Email : jac12092017@gmail.com", and a lock icon with the text "Change password". At the bottom, a message states: "You have not filled and submitted an address in your intake application".

3.0 FORGET PASSWORD

1. At page login, click “Forget Password”, then forget password form appear. Enter your email that use in registration and click “Submit”.



The screenshot shows a web interface with a red header bar containing the text "Forget Password". Below the header, there is a white rectangular form. Inside the form, on the left, is the PAMS logo (a circular icon with a gear and a person) followed by the text "PAMS Forget Password". Below this, it says "Recover Your Password". There is a text input field with the placeholder text "Enter Your Email". At the bottom of the form is a blue button with the text "Submit".

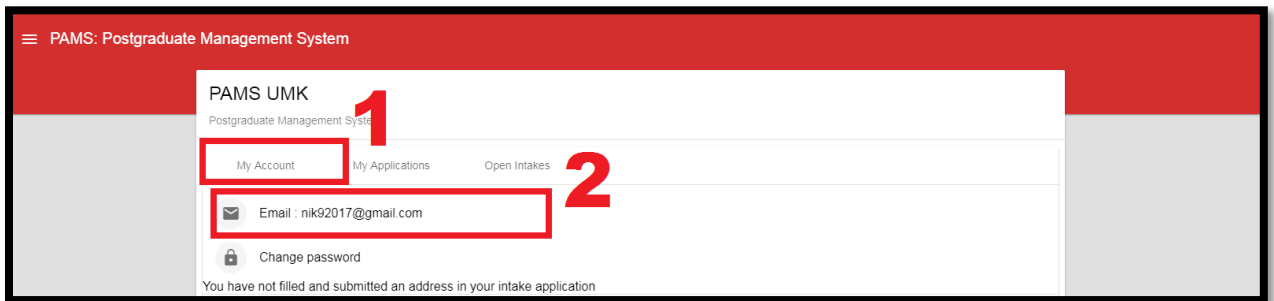
2. Password recovery has successfully been submitted to your email. Please check your email. So, you can login using email and new password.



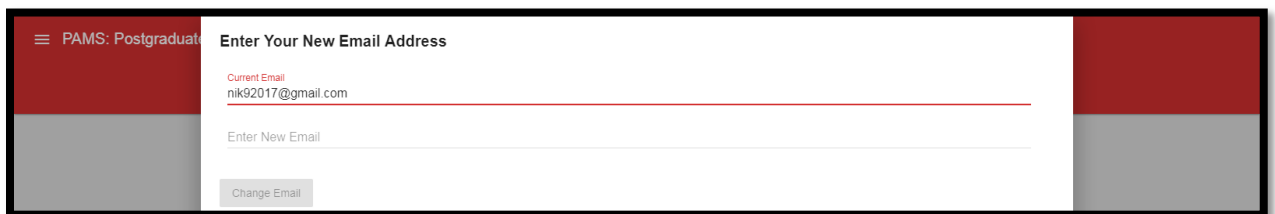
The screenshot shows a web interface with a red header bar containing the text "PAMS: Postgraduate Management System". Below the header, there is a white rectangular area. On the left side of this area, the text "Applicant Registration" is displayed. To the right of this text, a message states: "A password recovery has successfully been sent to your email. Please check your email and click the link below to login." Below this message is a blue link that says "Please Log In".

4.0 CHANGE EMAIL

1. Click “My Account”, and then click “Email”.



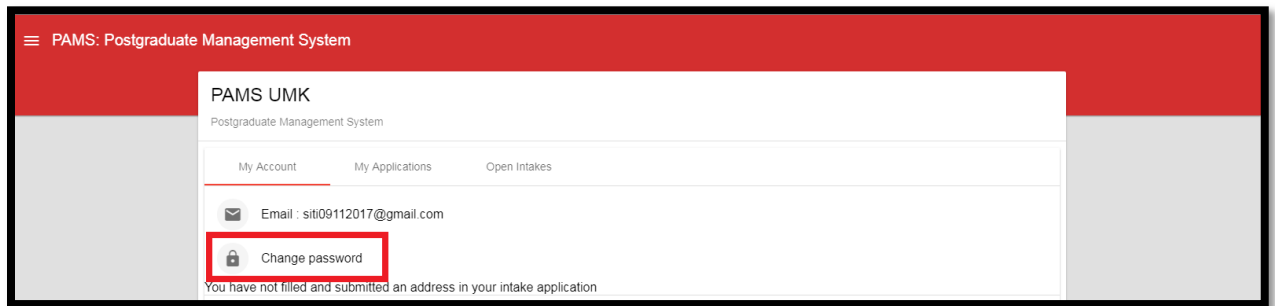
2. Enter new email and click “Change Email”.



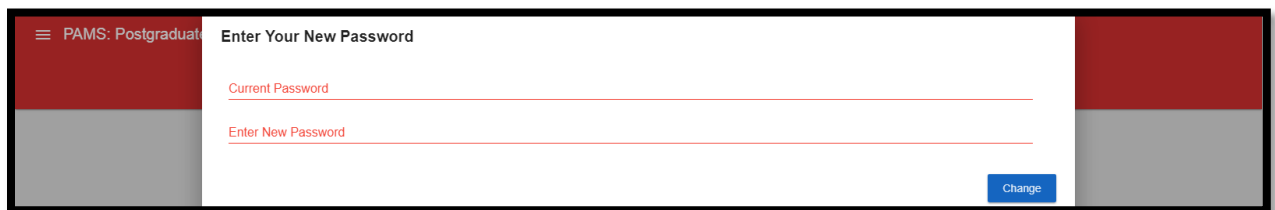
3. Verify your new email before login. You can login using a new email.

5.0 CHANGE PASSWORD

1. Click “Change password”.



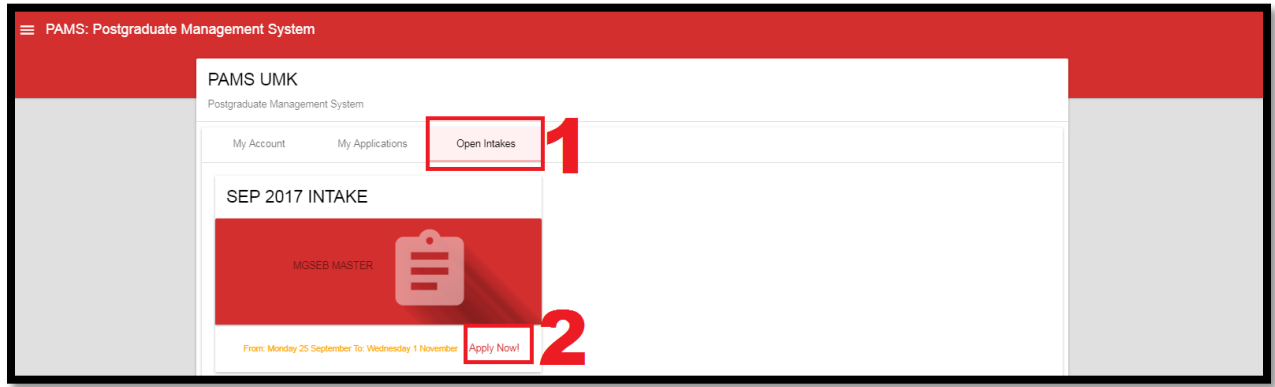
2. Enter current and new password. Next, click “Change”.



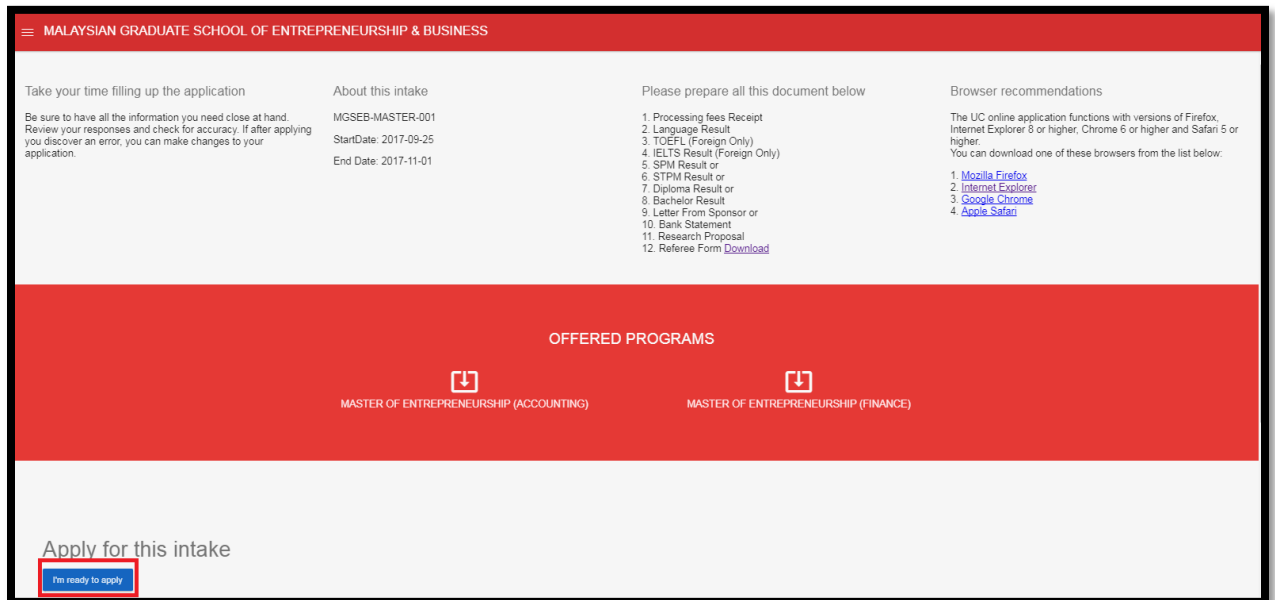
6.0 APPLICANT

6.1 MGSEB

1. Click “Open Intakes” and choose the intake by click “Apply now”.



2. Read the information and click “I’m ready to apply”.



3. Click “Details of Candidates”. Next, “Program Choices”.

PAMS: Postgraduate Management System

Intake Application

Intake Registration for Session 20181

- Detail Of Candidate
- Address Information
- Working Experience
- Academic Qualification
- Documents
- Submit Application

Program Choices

Personal Details

- Choose your program, study mode and study center. After finish, click “Personal Details”.

PAMS: Postgraduate Management System

Intake Application

Intake Registration for Session 20181

- Detail Of Candidate
- Address Information
- Working Experience
- Academic Qualification
- Documents
- Submit Application

Program Choices

Choose your program: ()

Choose

Choose your study mode: ()

Choose

Choose study Center :

Study Center

Personal Details

- Fill all required form details (* symbol). Enter promo code (if applicable).

PAMS: Postgraduate Management System

Intake Registration for Session 20181

Detail Of Candidate | Address Information | Working Experience | Academic Qualification | Documents | Submit Application

Program Choices

Personal Details

Enter Promo Code (if applicable)

Full Name *
SITI ASMA GHAZALI

Email *
siti09112017@gmail.com

NRIC/Passport *
950123456789

Date of Birth *
01/23/1995

Nationality
CITIZEN

Race
MALAY

Marital
SINGLE

Passport Expired Date
mm/dd/yyyy

Mobile Number *
0123456789

Phone Number

Ethnicity
MALAY

Fax No

Gender
FEMALE

Religion
ISLAM

- Click “Address Information” and click “Address Detail”. Fill all the information regarding to official address and mailing address. Please select “State” and “Country”.

PAMS: Postgraduate Management System

Intake Application

Intake Registration for Session 20181

Detail Of Candidate | Address Information | Working Experience | Academic Qualification | Documents | Submit Application

Address Detail

*Please fill in Official and Mailing Address.

Official Address

Address 1 *

Address 2 *

Address 3

Postcode *

State Country

Mailing Address

Address 1 *

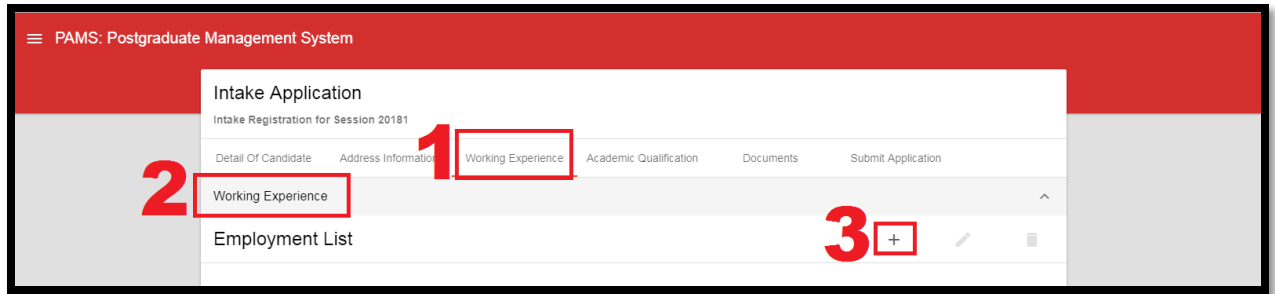
Address 2 *

Address 3

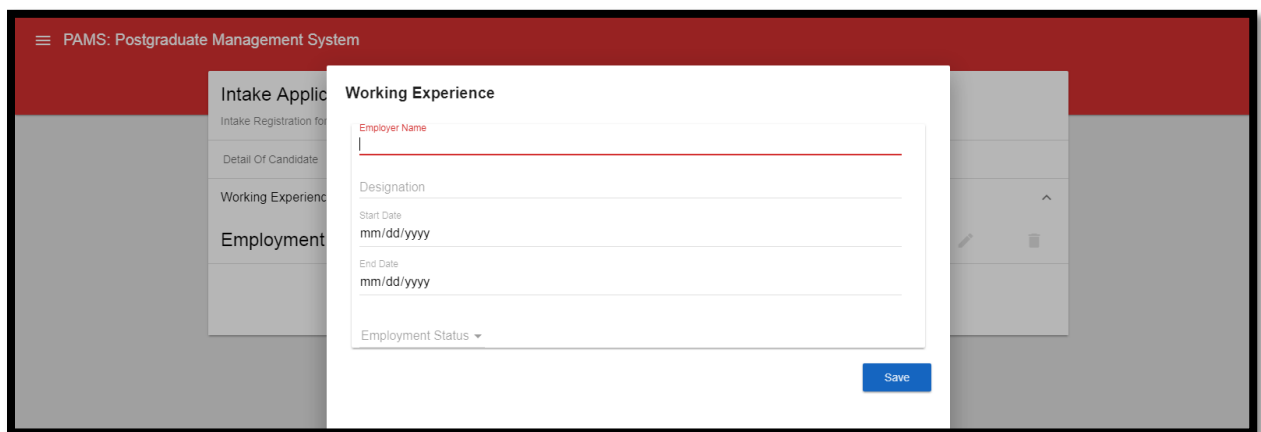
Postcode *

State Country

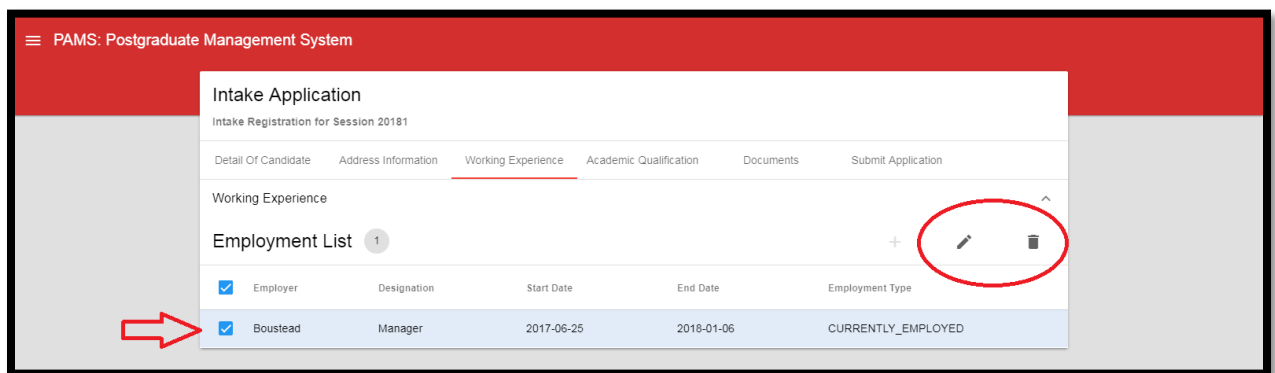
- Next, click “Working Experience” as first step in diagram below. Click “Working Experience” as second step in diagram below. Lastly, click + symbol to add employment list.



8. Fill the details about employer name, designation, start date, end date and choose employment status. After that, click “Save” button. Repeat click + symbol if you have working experience more than one.



9. To edit or delete employment list, first, choose the employer by click ☐ symbol as shown in figure below. Second, click pencil symbol to edit or click dustbin symbol to delete.



10. Click “Academic Qualification”. Next, click “Results”. Lastly, click + symbol to add academic results.

PAMS: Postgraduate Management System

Intake Application

Intake Registration for Session 20181

Detail Of Candidate Address Information Working Experience **Academic Qualification** Documents Submit Application

2 **Results**

Academic Results

Proficiency in Malay/English Language

3 **+**

11. Choose to add bachelor, diploma, STPM or SPM. Then, fill all the equivalent information regarding to your academic and click “Save”. Repeat click + symbol if you have academic results more than one.

PAMS: Postgraduate Management System

Intake Application

Intake Registration for Session 20181

Detail Of Candidate Address Information Working Experience **Academic Qualification** Documents Submit Application

Results

Academic Results

Proficiency in Malay/English Language

Add Bachelor/Bachelor Equivale...
Add Diploma/Diploma Equivalen...
Add STPM/STPM Equivalent Re...
Add SPM/SPM Equivalent Result

12. Click “Proficiency in Malay/English Language”. After that, click + symbol at Language Proficiency.

PAMS: Postgraduate Management System

Intake Application

Intake Registration for Session 20181

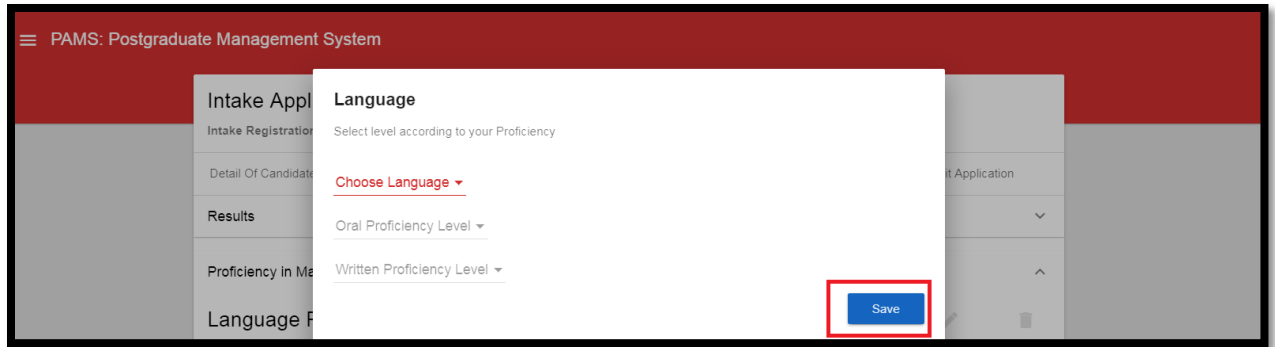
Detail Of Candidate Address Information Working Experience **Academic Qualification** Documents Submit Application

1 **Proficiency in Malay/English Language**

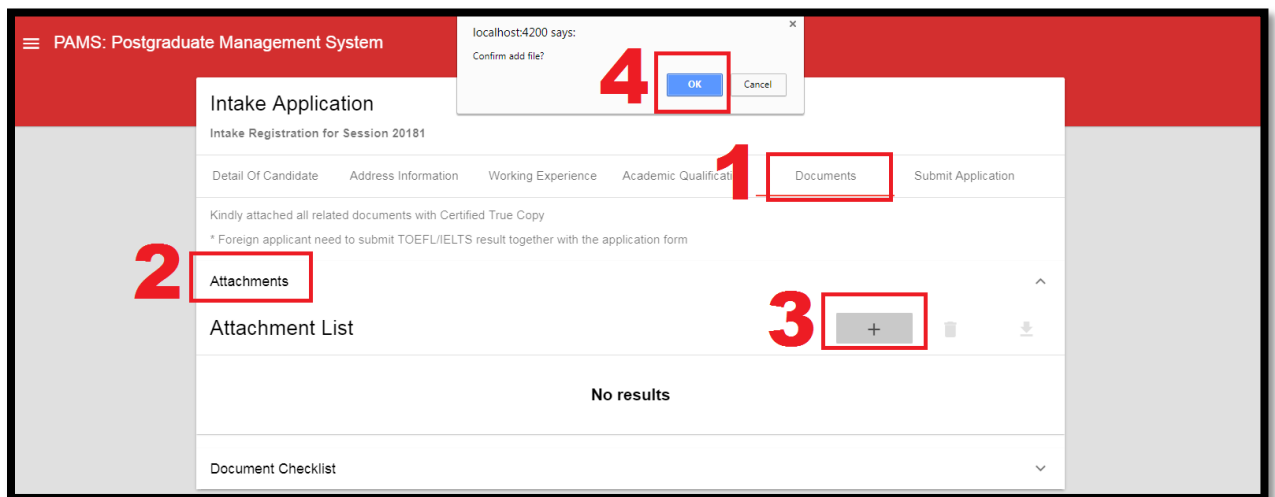
Language Proficiency Select level according to your Proficiency

2 **+**

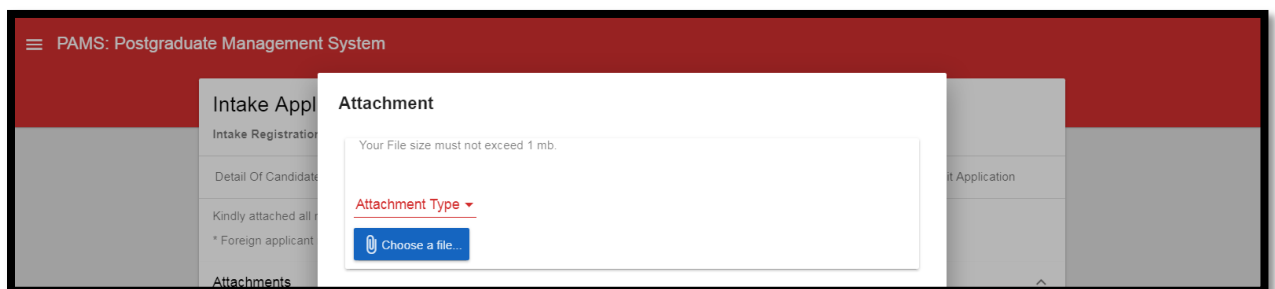
13. Choose the language and select oral proficiency level and written proficiency level. Next, click “Save”.





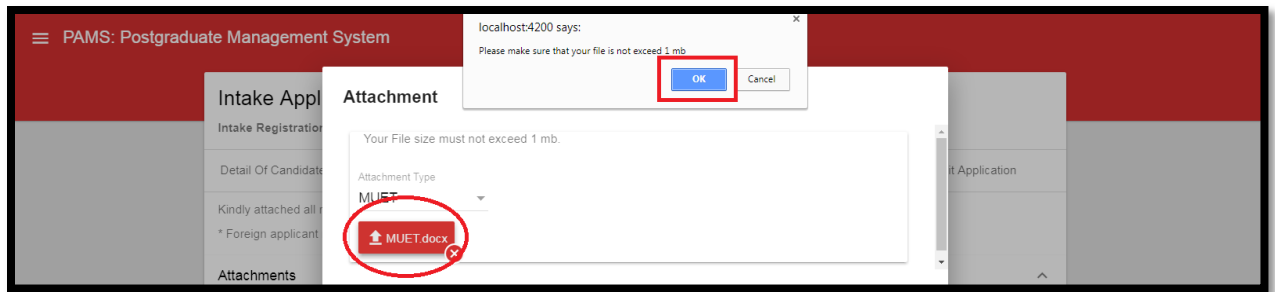
14. Click “Documents”. Next, click “Attachments” and click + symbol to add attachment list. Click “YES” to confirm to add new attachment.



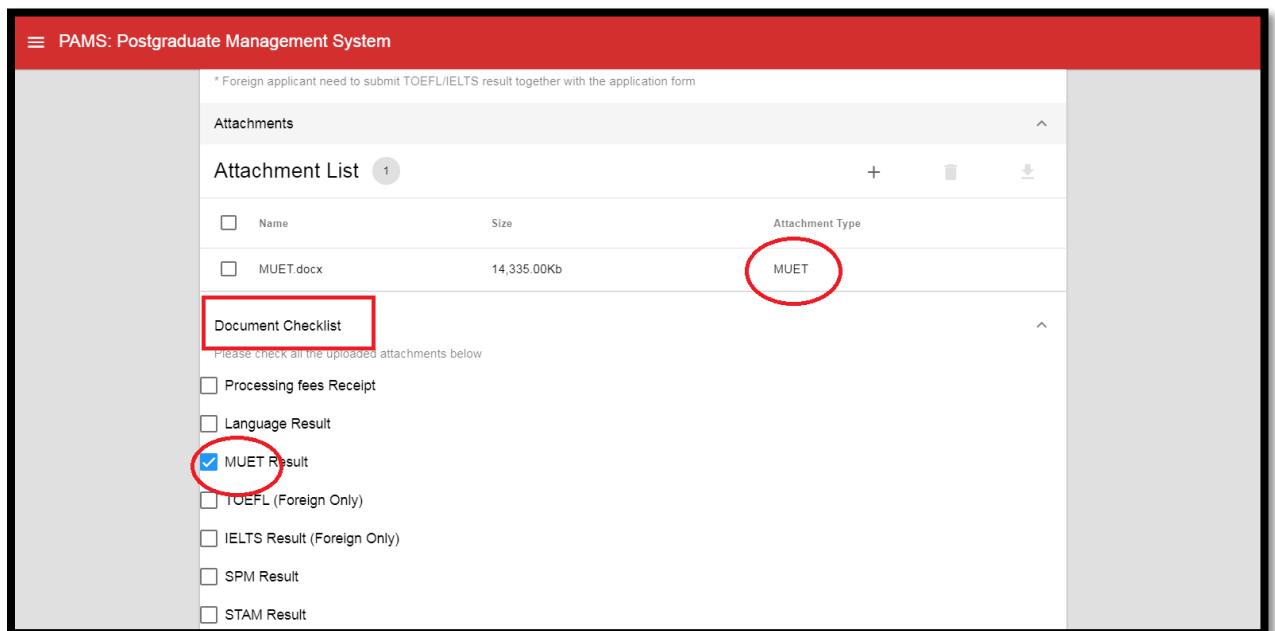
15. Click “Attachment Type” to choose what kind of file that you want to upload and click “Choose a file” to choose your file to upload. Make sure your file not exceed 1MB




16. Click to  at the file name upload or click  to cancel. Then, click “OK” to confirmation.



17. Click “Document Checklist”. It shows automatically tick at the attachment type that you upload previous.



18. To delete the document, tick the document. Then, click the dustbin symbol and click “OK” to confirmation. Click  to download the document.

PAMS: Postgraduate Management System

Intake Application

Intake Registration for Session 20181

Detail Of Candidate Address Information Working Experience Academic Qualification **Documents** Submit Application

Kindly attached all related documents with Certified True Copy
* Foreign applicant need to submit TOEFL/IELTS result together with the application form

Attachments

Attachment List 1

<input checked="" type="checkbox"/>	Name	Size	Attachment Type
<input checked="" type="checkbox"/>	MUET.docx	14,335.00Kb	MUET

Document Checklist

19. Click “Submit Application”. Tick at rectangle symbol. If button “Submit” change to blue color, click “Submit”. Then, click “OK”. So, that means your application successfully submits. Else, if button “Submit” not change to blue color, please fill all the required form (* symbol) at “Details of Candidate” or “Address Application”.

PAMS: Postgraduate Management System

Intake Application

Intake Registration for Session 20181

Detail Of Candidate Address Information Working Experience Academic Qualification Documents **Submit Application**

Declaration

Submit Application for Intake September 2017

☒ I declare that the statements made in this application form are correct. I am fully aware that UMK reserves the right to reject my application or terminate my candidature if the information given above is incorrect or incomplete.
* Please fill in the required form before submit your application

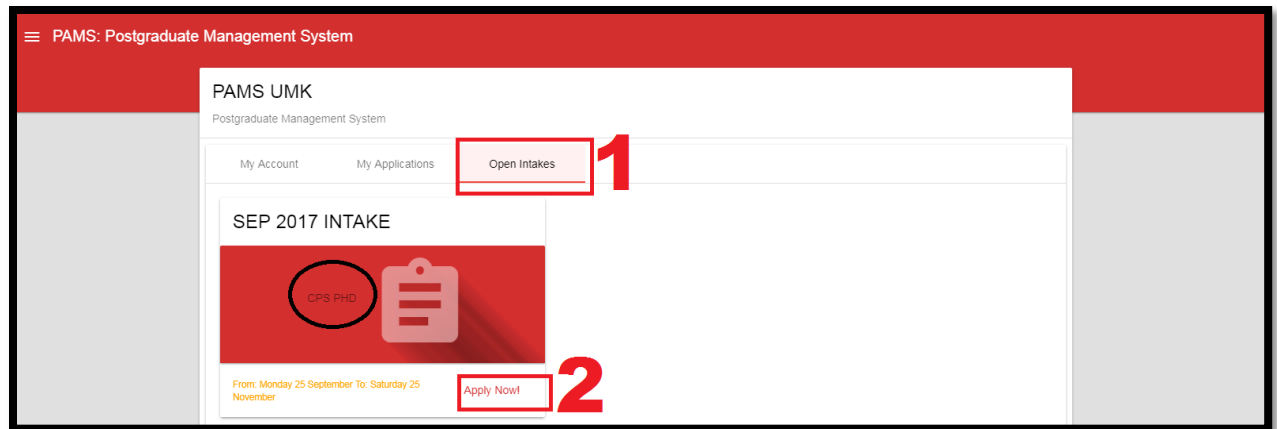
Submit

localhost:4200 says:
Confirm to Submit this application?

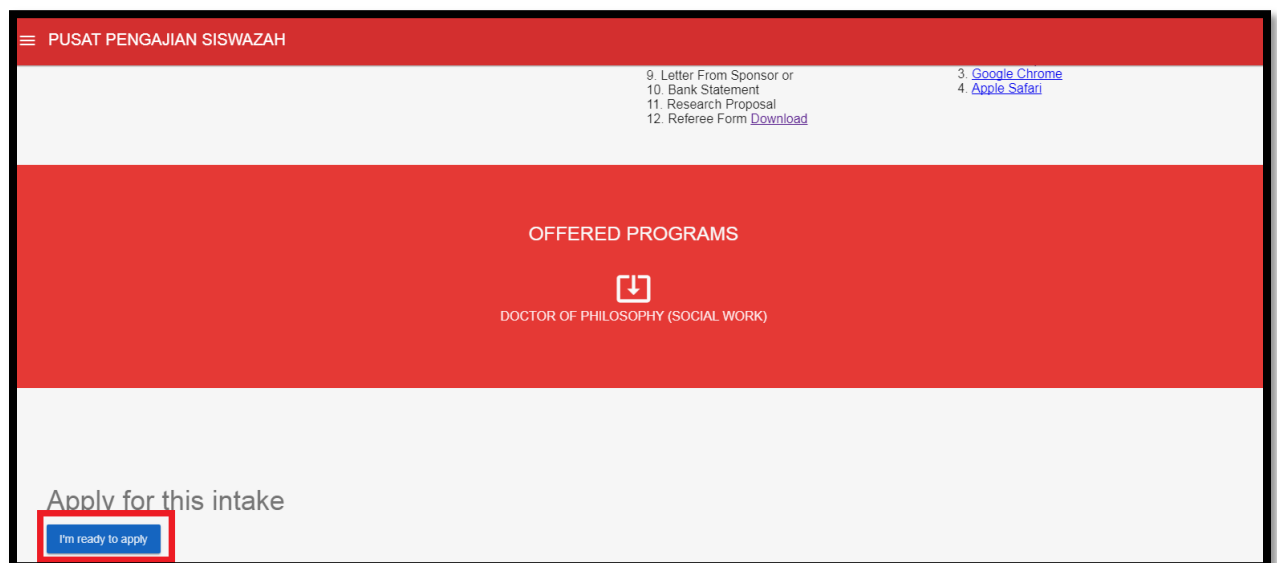
OK Cancel

6.2 CPS

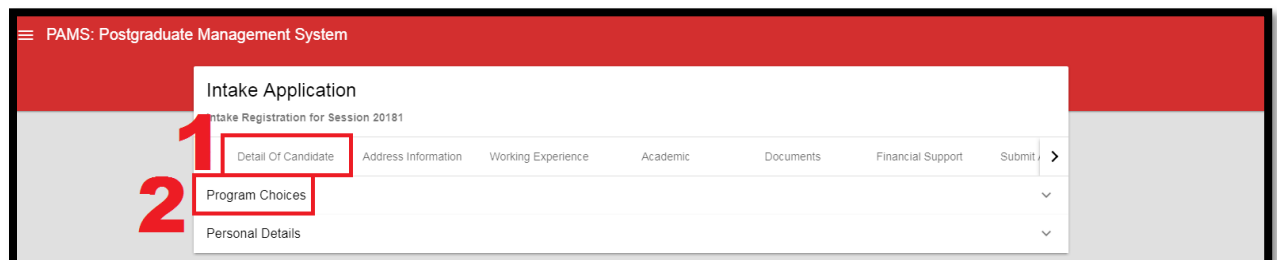
1. Click “Open Intakes”. Make sure application for CPS. Then click “Apply Now”.



2. Please read all the information. Then, click “I’m ready to apply”



3. Click “Details of Candidates”. Next, click “Program Choices”.



4. Choose your program, study modes, supervisor and enter your research title. After finish, click “Personal Details”.

PAMS: Postgraduate Management System

Intake Application
Intake Registration for Session 20181

< Detail Of Candidate Address Information Working Experience Academic Documents Financial Support Submit >

Program Choices

Choose your program: ()

Choose your study mode:

Choose your supervisor: .

Your Research Title :

Personal Details

5. Fill all required form details (* symbol). Enter promo code (if applicable).

PAMS: Postgraduate Management System

Intake Application
Intake Registration for Session 20181

< Detail Of Candidate Address Information Working Experience Academic Documents Financial Support Submit >

Personal Details

Applicant Personal Information

Name
NIK ASMA

Email
nik92017@gmail.com

NRIC/Passport *
950123456789

Date of Birth *
mm/dd/yyyy

Nationality * Race

Marital Passport Expired Date
mm/dd/yyyy

Mobile Number * Phone Number

Fax No Ethnicity

Gender Religion

6. Click “Address Information” and click “Address Detail”. Fill all the information regarding to official address and mailing address.

PAMS: Postgraduate Management System

< Detail Of Candidate **Address Information** Working Experience Academic Documents Financial Support Submit >

Address Detail

Please fill in official and mailing Address. Official Address

Address 1 *

Address 2 *

Address 3

Postcode *

State Country

Mailing Address

Address 1 *

Address 2 *

Address 3

Postcode *

State Country

7. Next, click “Working Experience” as first step in diagram below. Click “Working Experience” as second step in diagram below. Lastly, click + symbol to add employment list.

PAMS: Postgraduate Management System

Intake Application

Intake Registration for Session 20181

< Detail Of Candidate Address Information **Working Experience** Academic Documents Financial Support Submit >

2 Working Experience

Employment List

3 +

8. Fill the details about employer name, designation, start date, end date and choose employment status. After that, click “Save” button. Repeat click + symbol if you have working experience more than one.

PAMS: Postgraduate Management System

Intake Application

Intake Registration for Session 20181

< Detail Of Candidate Address Information Working Experience Academic Documents Financial Support Submit >

Working Experience

Employer Name

Designation

Start Date mm/dd/yyyy

End Date mm/dd/yyyy

Employment Status

Save

9. To edit or delete employment list, first, choose the employer by click ☐ symbol as shown in figure below. Second, click pencil symbol to edit or click dustbin symbol to delete.

PAMS: Postgraduate Management System

Intake Application

Intake Registration for Session 20181

< Detail Of Candidate Address Information Working Experience Academic Documents Financial Support Submit >

Working Experience

Employment List 1

<input checked="" type="checkbox"/>	Employer	Designation	Start Date	End Date	Employment Type
<input checked="" type="checkbox"/>	Boustead	Manager	2017-02-06	2017-10-28	CURRENTLY_EMPLO

2 3

10. Click “Academic Qualification”. Next, click “Results”. Lastly, click + symbol to add academic results.

PAMS: Postgraduate Management System

Intake Application

Intake Registration for Session 20181

< Detail Of Candidate Address Information Working Experience Academic Documents Financial Support Submit >

Academic

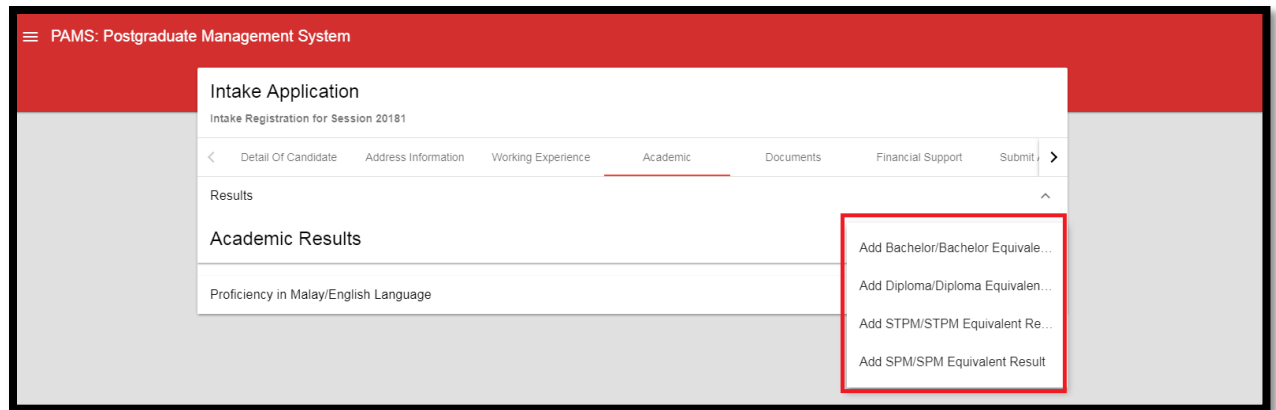
Results

Academic Results

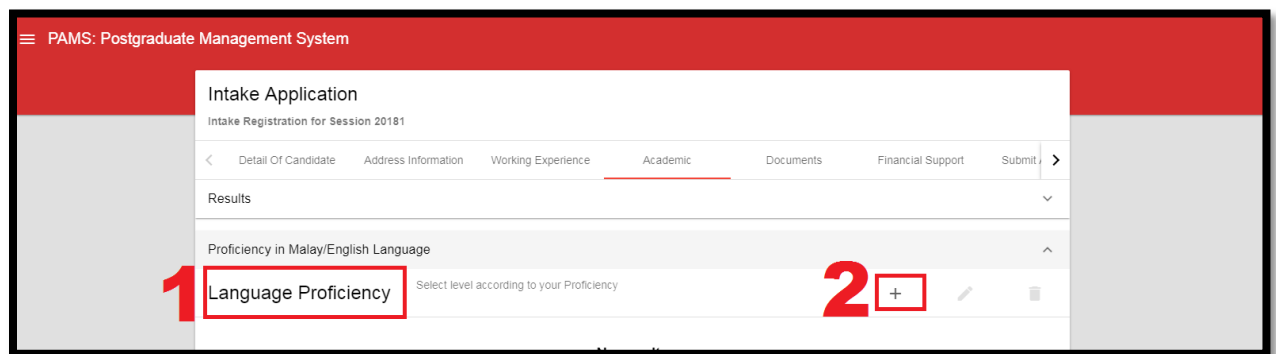
Proficiency in Malay/English Language

3

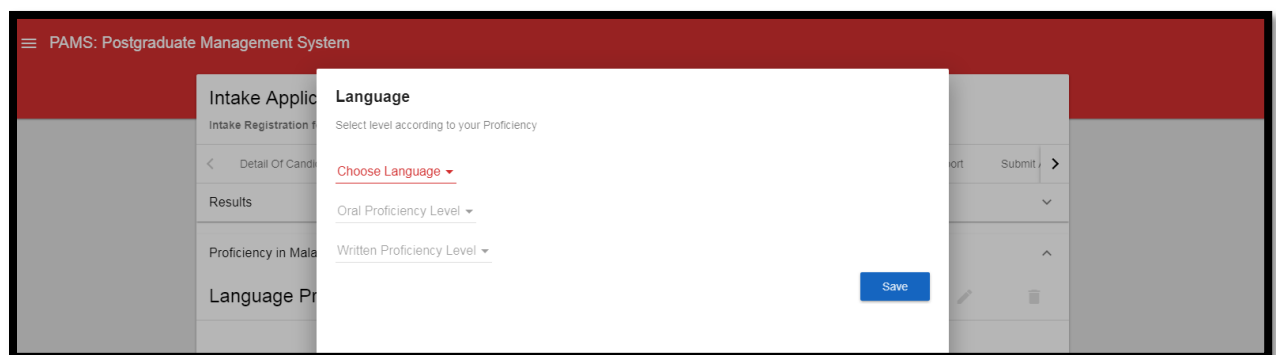
11. Choose to add bachelor, diploma, STPM or SPM. Then, fill all the equivalent information regarding to your academic and click “Save”. Repeat click + symbol if you have academic results more than one.



12. Click “Proficiency in Malay/English Language”. After that, click + symbol at Language Proficiency.



13. Choose the language and select oral proficiency level and written proficiency level. Next, click “Save”.



14. .To edits or delete language list, first, choose the language by click symbol as shown in figure below. Second, click pencil symbol to edit or click dustbin symbol to delete.

PAMS: Postgraduate Management System

Intake Application

Intake Registration for Session 20181

< Detail Of Candidate Address Information Working Experience **Academic** Documents Financial Support Submit >

Results

Proficiency in Malay/English Language

Language Proficiency Select level according to your Proficiency 2

Language	Oral Proficiency	Written Proficiency
<input checked="" type="checkbox"/> BAHASA MALAYSIA	4	5
<input type="checkbox"/> BAHASA INGGERIS	3	3

15. Click “Documents”. Next, click “Attachments” and click + symbol to add attachment list. Click “OK” to confirm to add new file.

PAMS: Postgraduate Management System

Intake Application

Intake Registration for Session 20181

< Detail Of Candidate Address Information Working Experience Academic **Documents** Financial Support Submit >

Kindly attached all related documents with Certified True Copy

* Foreign applicant need to submit TOEFL/IELTS result together with the application form

Attachments

Attachment List

No results

Document Checklist

localhost:4200 says:
Confirm add file?

OK Cancel

16. Click “Attachment Type” to choose what kind of file that you want to upload and click “Choose a file” to choose your file to upload. Make sure your file not exceed 1MB.



PAMS: Postgraduate Management System

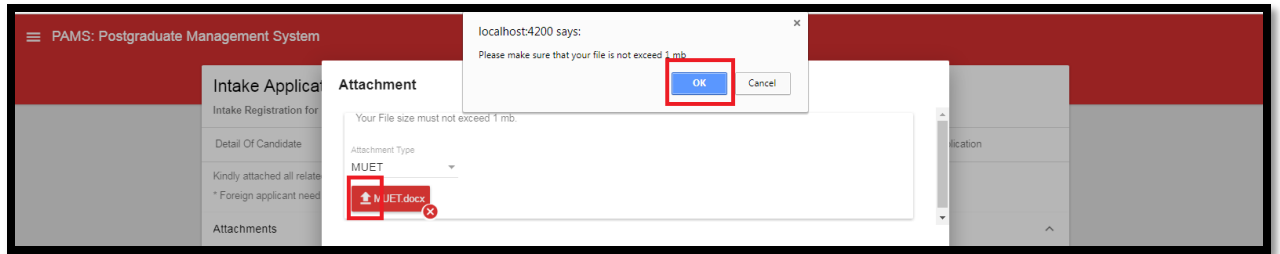
Attachment

Your File size must not exceed 1 mb.

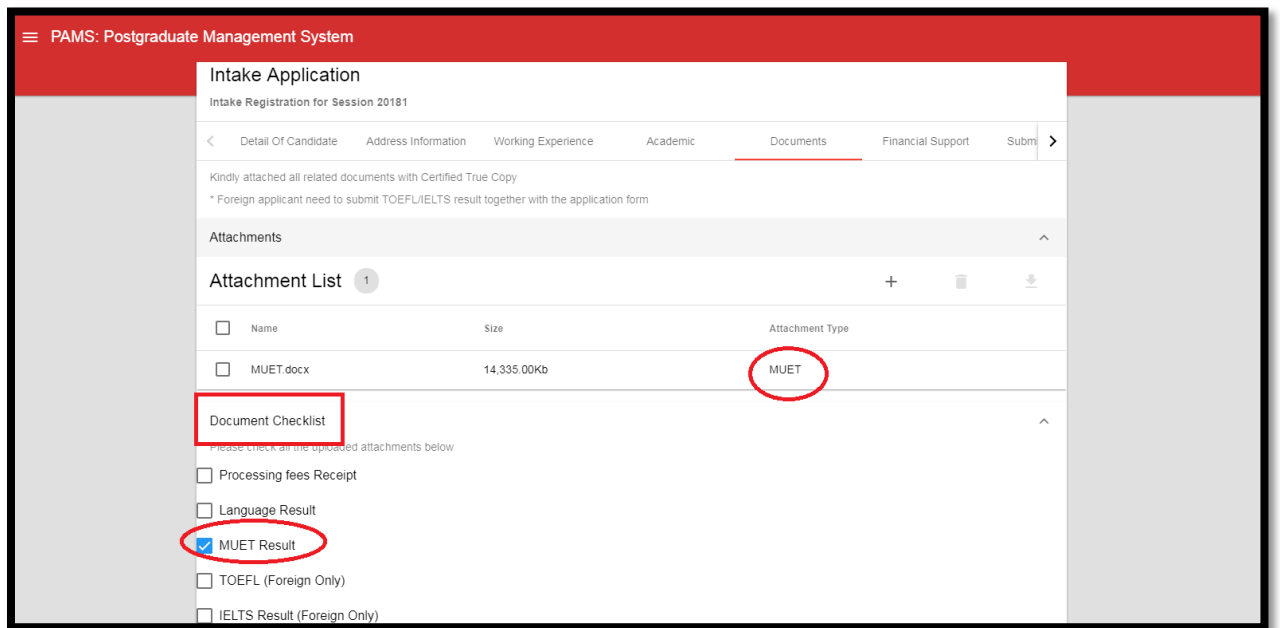
Attachment Type

Choose a file...

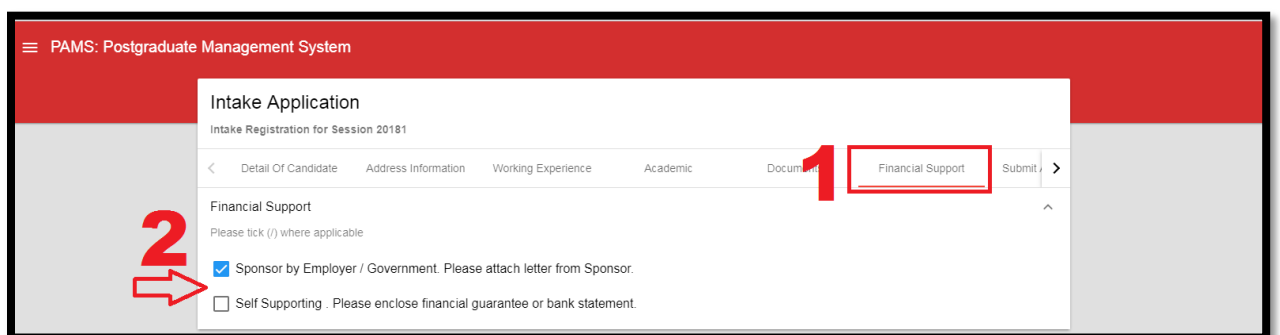
17. Click to  at the file name upload or click  to cancel. Make sure that your file is not exceeding 1 MB. Then, click “OK” to confirmation.



18. Click “Document Checklist”. It shows automatically tick at the attachment type that you upload previous.



19. Click “Financial Support”. Tick your financial support shown.



20. Click “Submit Application”. Tick at rectangle symbol. If button “Submit” change to blue color, click “Submit”. Then, click “OK”. So, that means your application successfully

submits. Else, if button “Submit” not change to blue color, please fill all the required form (* symbol) at “Details of Candidate” or “Address Application”.

PAMS: Postgraduate Management System

localhost:4200 says:
Confirm to Submit this application?

4 OK Cancel

Intake Application
Intake Registration for Session 20181

< Candidate Address Information Working Experience Academic Documents Financial Support 1 Submit Application >

2

Declaration
Submit Application for Intake September 2017

☒ I declare that the statements made in this application form are correct. I am fully aware that UMK reserves the right to reject my application or terminate my candidature if the information given above is incorrect or incomplete.

3 Submit

6.3 RESULT

1. You can see the results of application after the intake is closed. You can click “My Applications” and click “Result”.

PAMS: Postgraduate Management System

PAMS UMK
Postgraduate Management System

1 My Account My Applications Open Intakes

SEP 2017 INTAKE

MGSEB MASTER

2 Result

2. A message shows that you are selected at intake evaluation process.

PAMS: Postgraduate Management System

Application Result Information For : SESI PENGAJIAN KEMASUKAN SEPTEMBER 2017/2018

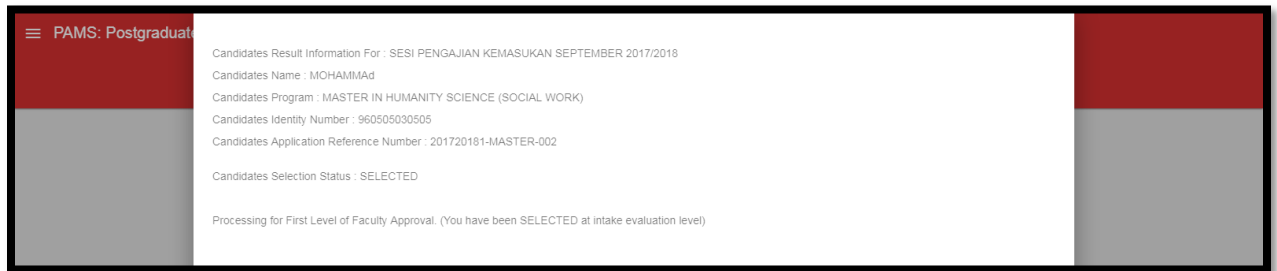
Application Status : SELECTED

Processing. (SELECTED at intake evaluation process)

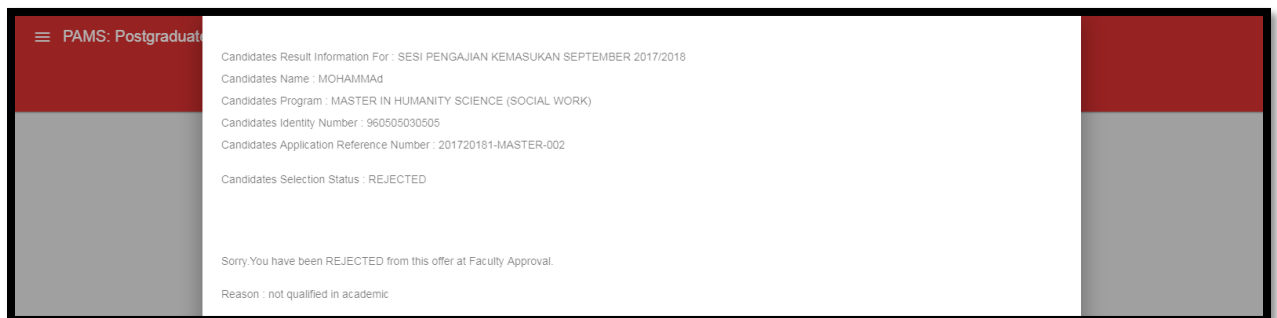
3. A message shows the reason that your application are rejected.



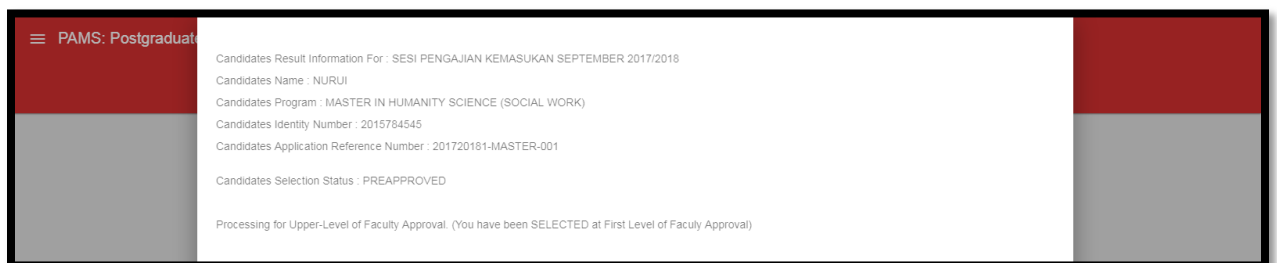
4. A message shows that you are selected at intake evaluation level and still processing to first level of faculty approval.



5. A message shows the reason that your application are rejected at first level of faculty approval.



6. A message shows that your application are approve at first level of faculty and waiting processing for upper level of faculty approval.



7. A message shows the reason that your application are rejected from this offer at faculty approval.

Candidates Result Information For : SESI PENGAJIAN KEMASUKAN SEPTEMBER 2017/2018
 Candidates Name : SITI
 Candidates Program : MASTER IN HUMANITY SCIENCE (SOCIAL WORK)
 Candidates Identity Number : 910202030202
 Candidates Application Reference Number : 201720181-MASTER-003
 Candidates Selection Status : REJECTED
 Sorry, You have been REJECTED from this offer at Faculty Approval.
 Reason : not qualified to this course

8. A message shows that your application are approve at upper level of faculty and waiting processing for offer letter.

Candidates Result Information For : SESI PENGAJIAN KEMASUKAN SEPTEMBER 2017/2018
 Candidates Name : NURUI
 Candidates Program : MASTER IN HUMANITY SCIENCE (SOCIAL WORK)
 Candidates Identity Number : 2015784545
 Candidates Application Reference Number : 201720181-MASTER-001
 Candidates Selection Status : APPROVED
 Processing for Offer-Letter. (You have been SELECTED at Upper-Level of Faculty Approval)

9. Your application is rejected and it shows the reasons.

Application Result Information For : SESI PENGAJIAN KEMASUKAN SEPTEMBER 2017/2018
 Application Status : REJECTED
 Reason : no verification

10. Your application is approve. Click “View Offer Letter (BM)” to view offer letter in Malay language and click “View Offer Letter (EN)” to view offer letter in English language. Make your choice, click “Accept”, to accept the offer or decline or click “Decline” to decline the offer.

Candidates Result Information For : SESI PENGAJIAN KEMASUKAN SEPTEMBER 2017/2018
 Candidates Name : NURUI
 Candidates Program : MASTER IN HUMANITY SCIENCE (SOCIAL WORK)
 Candidates Identity Number : 2015784545
 Candidates Application Reference Number : 201720181-MASTER-001
 Candidates Status : OFFERED
[View Offer Letter\(BM\)](#) [View Offer Letter\(EN\)](#)
 Accept Decline

11. A message shows you are accept the offer.

☰ PAMS: Postgraduate M	Candidates Result Information For : SESI PENGAJIAN KEMASUKAN SEPTEMBER 2017/2018 Candidates Name : NURUI Candidates Program : MASTER IN HUMANITY SCIENCE (SOCIAL WORK) Candidates Identity Number : 2015784545 Candidates Application Reference Number : 201720181-MASTER-001	
	Candidates Status : OFFERED You have Accepted the offered.	