



UCMI

CAMPUS MANAGEMENT SYSTEM (eCMS)

USER MANUAL

eAcademic – Student Portal (CE/CT)

V1.0 | July 2024

TABLE OF CONTENTS

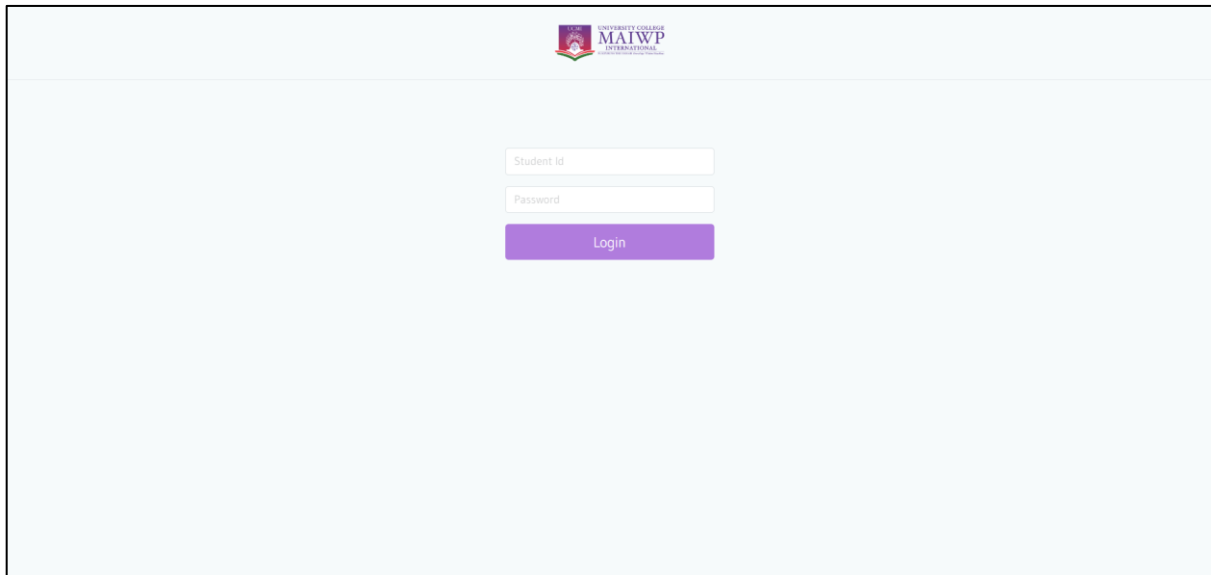
1	eAcademic	3
1.1	Login.....	3
1.2	Credit Exemption / Credit Transfer.....	4
1.2.1	First Time Application.....	4
1.2.2	Add Course	7
1.2.3	Update Course	9
1.2.4	Delete Course.....	11
1.2.5	Add New Semester	12
1.2.6	View Application Status.....	14

1 eAcademic

1.1 Login

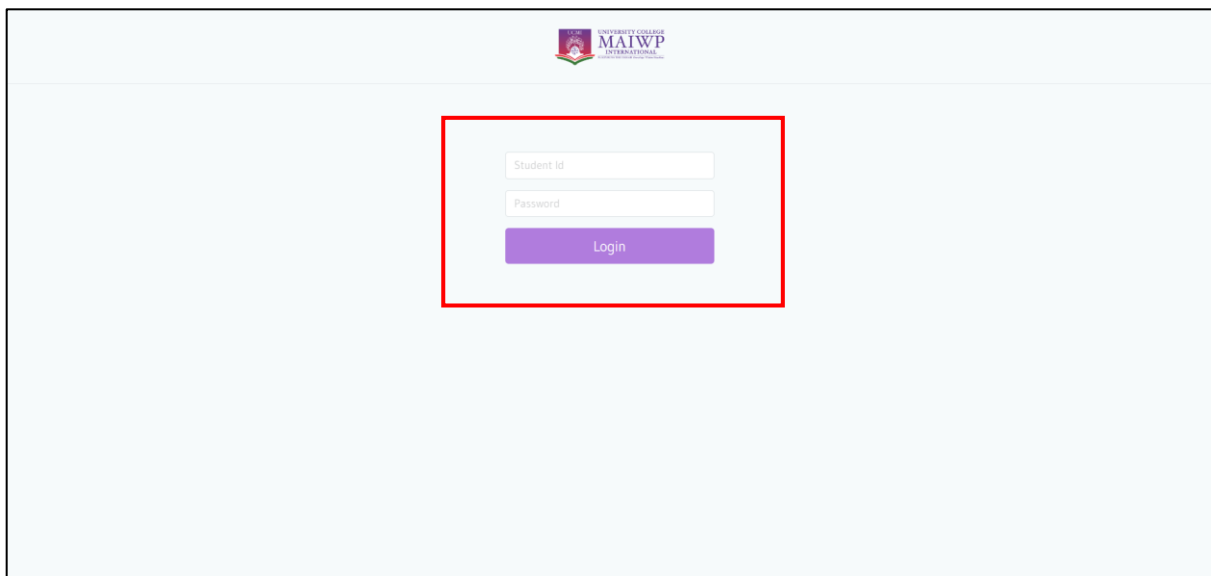
1. Open Student Portal using the link:

https://ucms.picoms.edu.my/eACADEMIC/student/picoms_login.html.



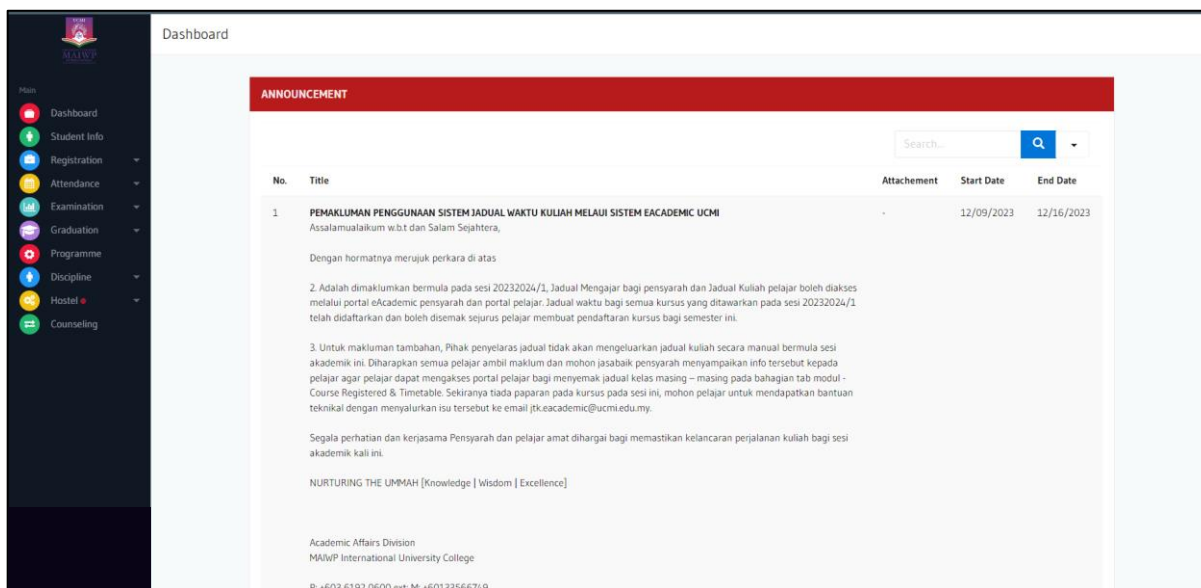
The screenshot shows the login page of the eAcademic Student Portal. At the top center is the logo of University College MAIWP. Below the logo, there are two input fields: "Student Id" and "Password". Below these fields is a purple button labeled "Login". The entire page has a light blue background.

2. Enter student ID and password and click on the “**Login**” button.



This screenshot is identical to the one above, showing the login page. However, a red rectangular box highlights the "Student Id" input field, the "Password" input field, and the "Login" button, indicating the area where the user should enter their credentials and click to log in.

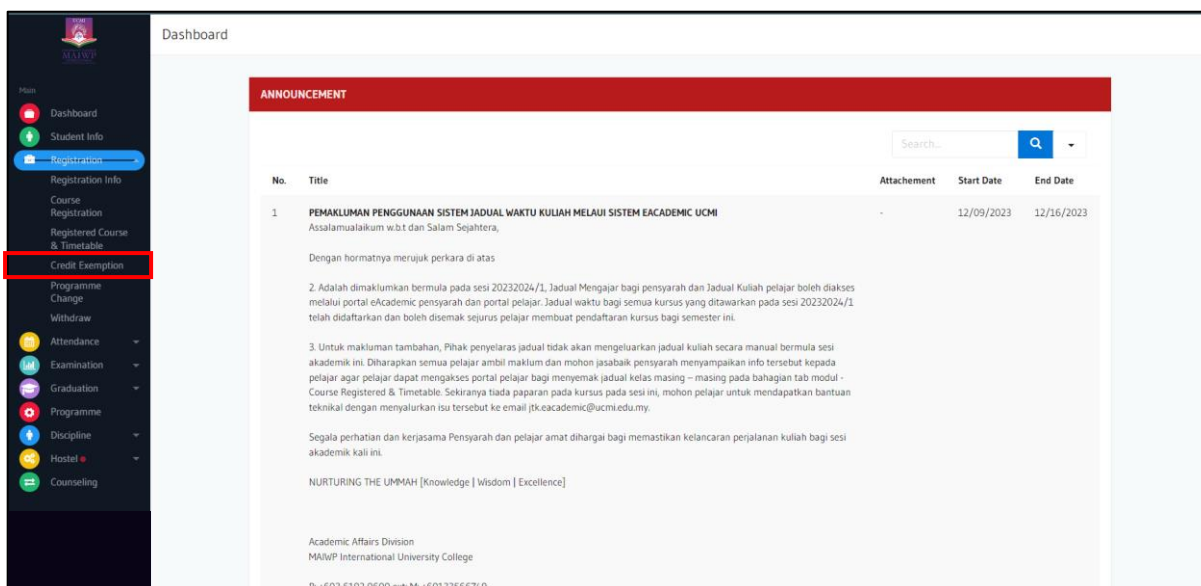
3. After signing in, users will be redirected to the Student Portal Dashboard.



1.2 Credit Exemption / Credit Transfer

1.2.1 First Time Application

1. Click on **Registration > Credit Exemption** and **Credit Exemption Application** page will be displayed.



2. Fill in the details and click on the **“Save”** button. A pop up alert message will be displayed.

The screenshot shows the 'Registration' section of the eAcademic Student Portal. The 'CREDIT EXEMPTION APPLICATION' form is displayed with the following fields:

- Student ID: [Text Input]
- Student Name: [Text Input]
- Programme: [Text Input]
- Semester *: [Dropdown Menu, currently showing 'Semester']
- Previous IPTA/IPTS *: [Text Input, currently showing 'Previous IPTA/IPTS']
- Previous Programme *: [Text Input, currently showing 'Previous Programme']
- Transcript: [Choose File] No file chosen
- Processing Fees: [Choose File] No file chosen
- Previous Level of Education *: [Dropdown Menu, currently showing '-Choose-']

A red box highlights the **Save** button at the bottom right of the form.

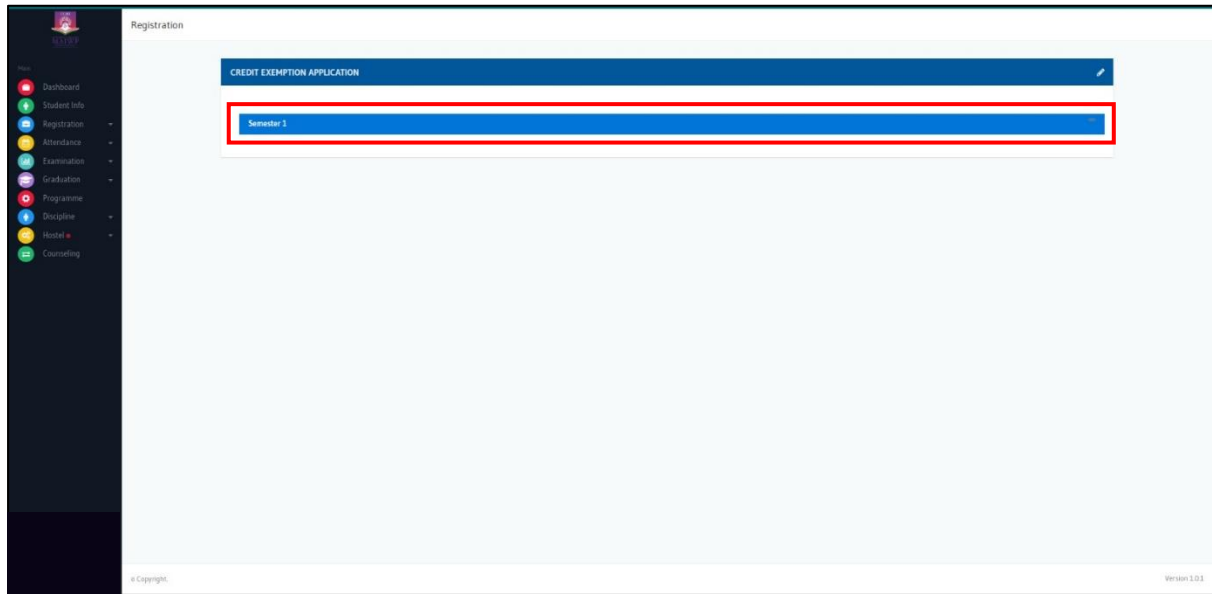
3. Click on the **“Save”** button to add semester or click on the **“Cancel”** button to cancel.

The screenshot shows the 'CREDIT EXEMPTION APPLICATION' form with the following fields filled:

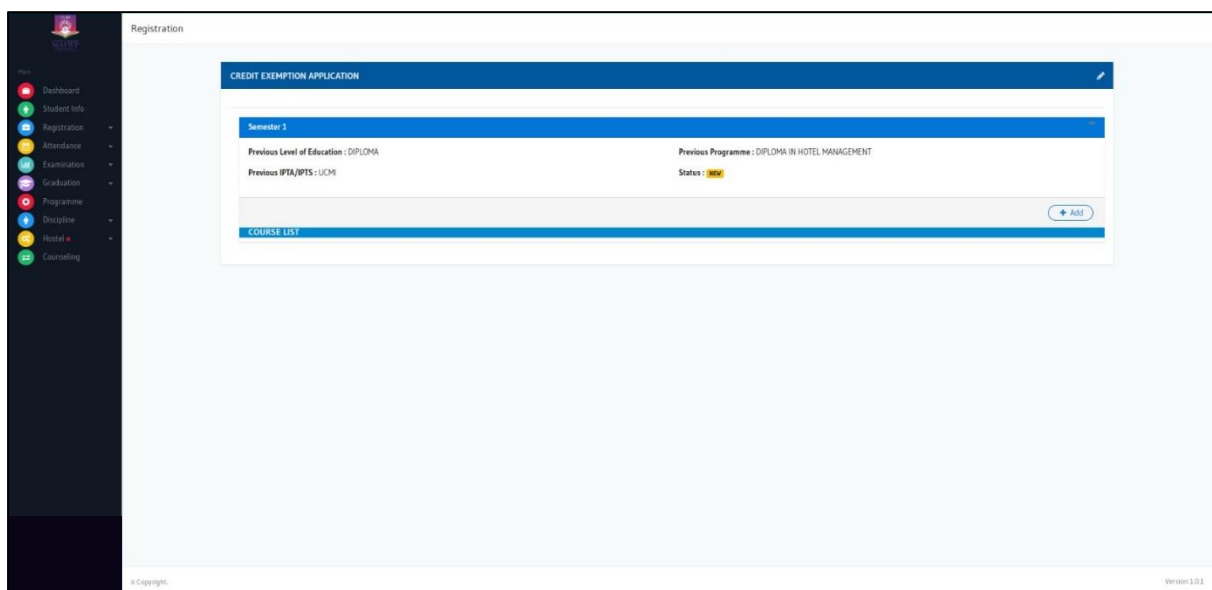
- Student ID: [Text Input]
- Student Name: [Text Input]
- Programme: [Text Input]
- Semester *: 1
- Previous IPTA/IPTS *: UCM
- Previous Programme *: [Text Input]
- Transcript: [Choose File] No file chosen
- Processing Fees: [Choose File] No file chosen
- Previous Level of Education *: Diploma

A pop-up alert titled 'Save Application' is displayed in the center of the screen, asking 'Are you sure?'. The alert has two buttons: **Save** and **Cancel**, both highlighted with red boxes.

4. After save semester, semester tab will be displayed.

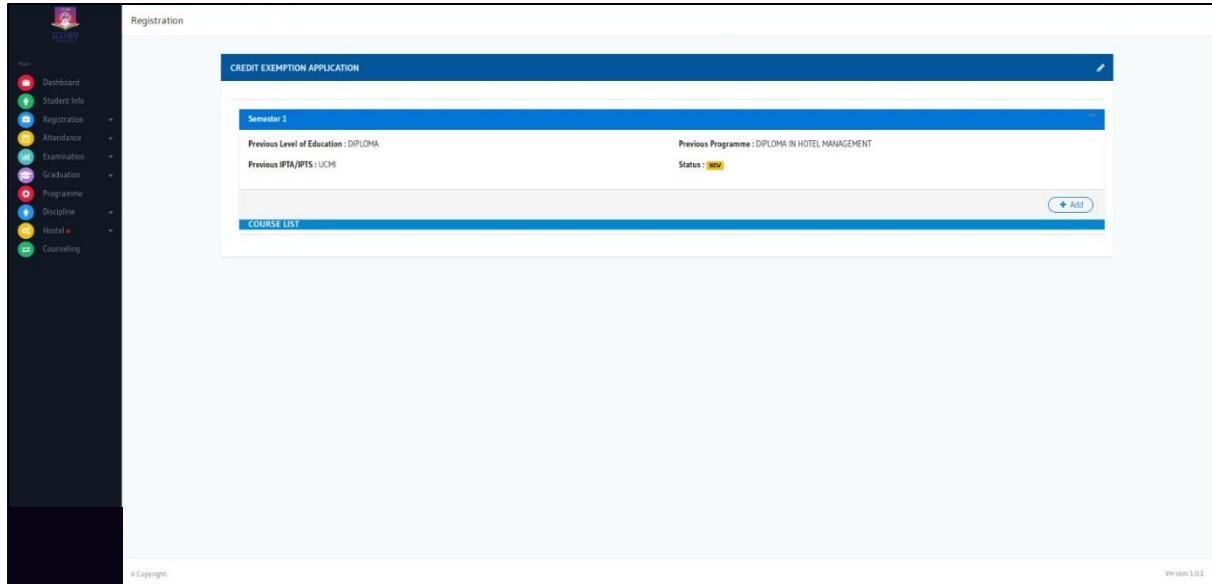


5. Click on the tab and the details will be displayed.

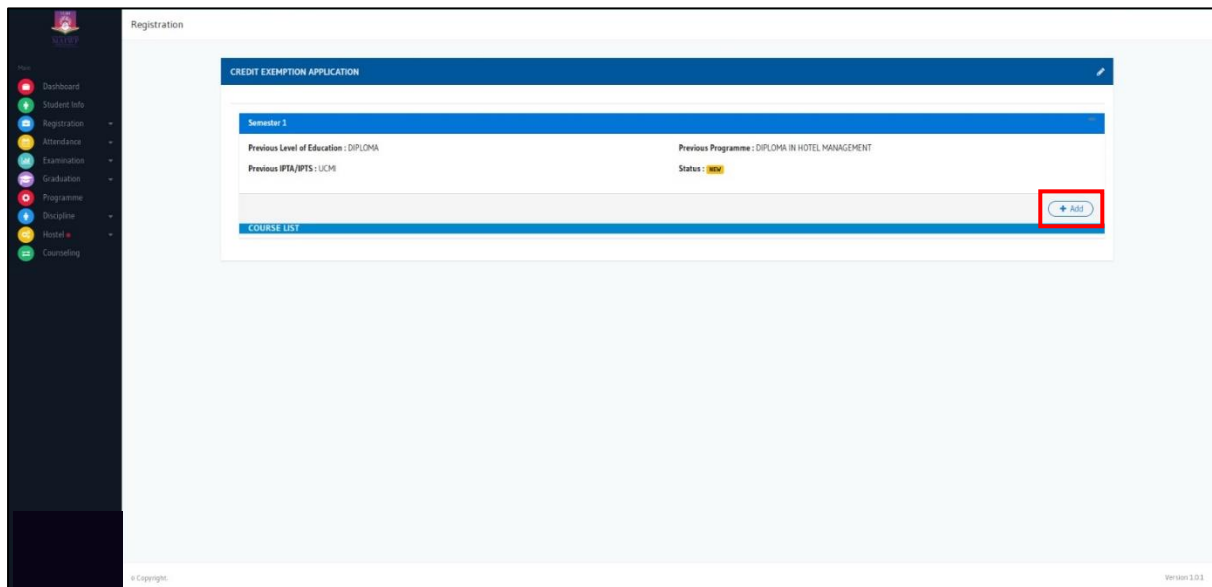


1.2.2 Add Course

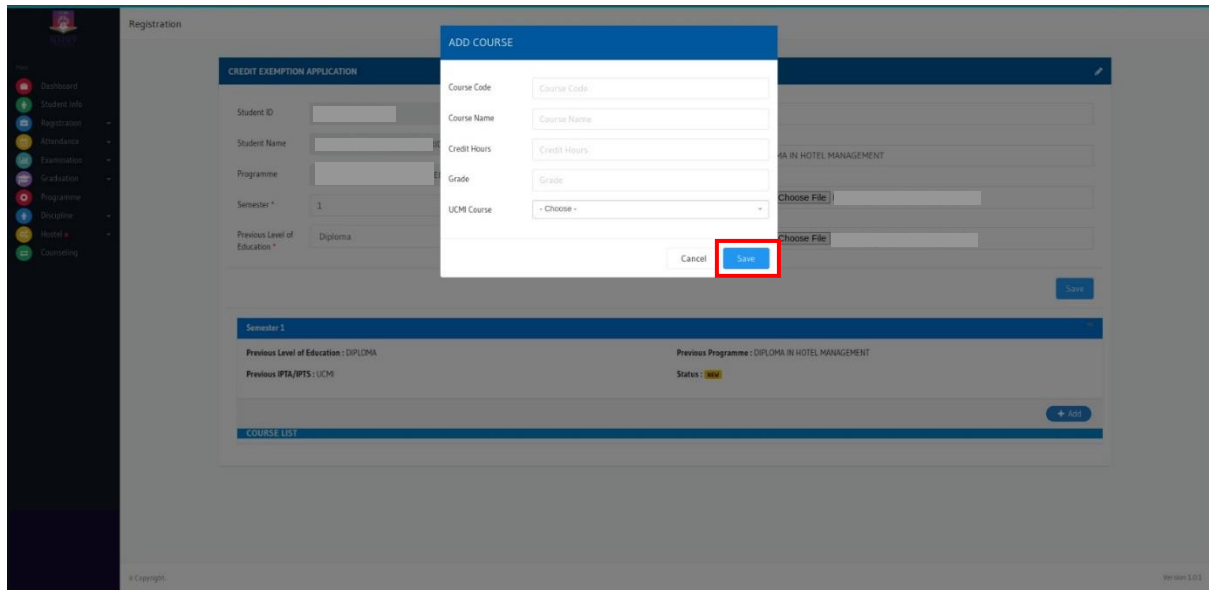
1. After create new semester, the semester tab will be displayed. Click on the semester tab and the details will be displayed.



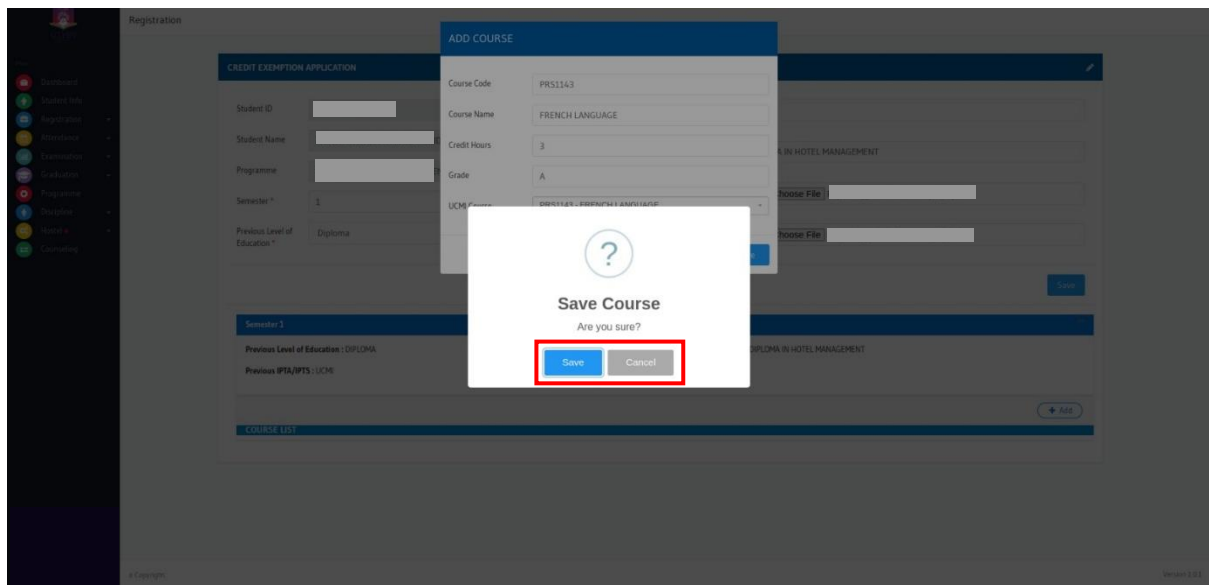
2. Click on “+ Add” button and Add Course modal will be displayed.



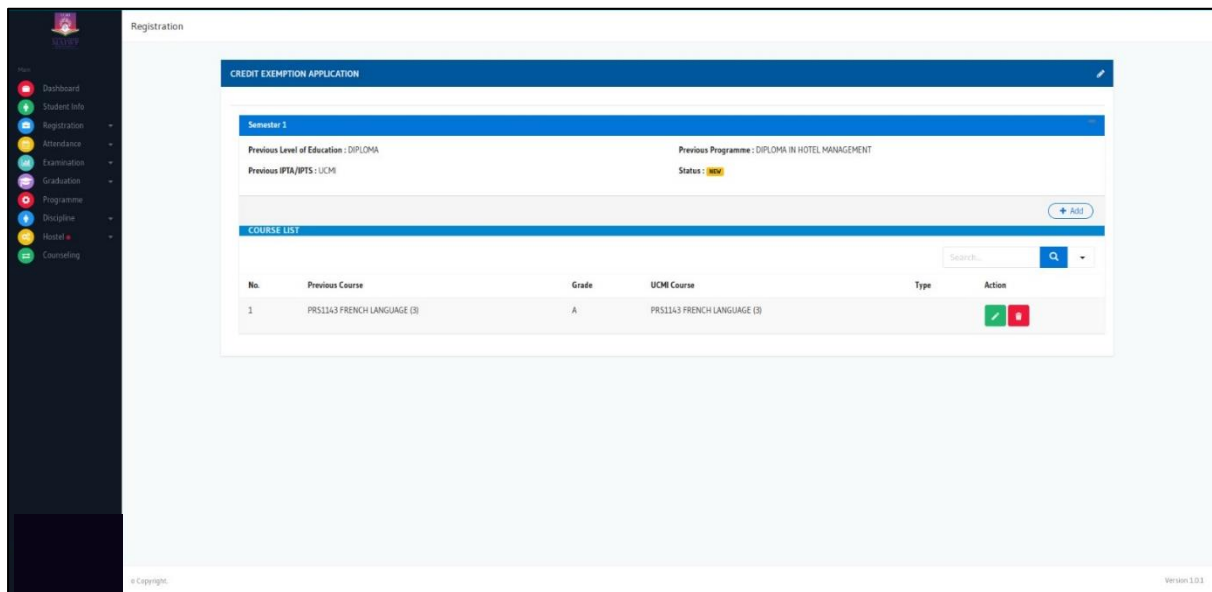
- Fill in the information needed and click on the **“Save”** button.



- A pop up alert message will be displayed. Click on the **“Save”** button to add course or click on the **“Cancel”** button to cancel.



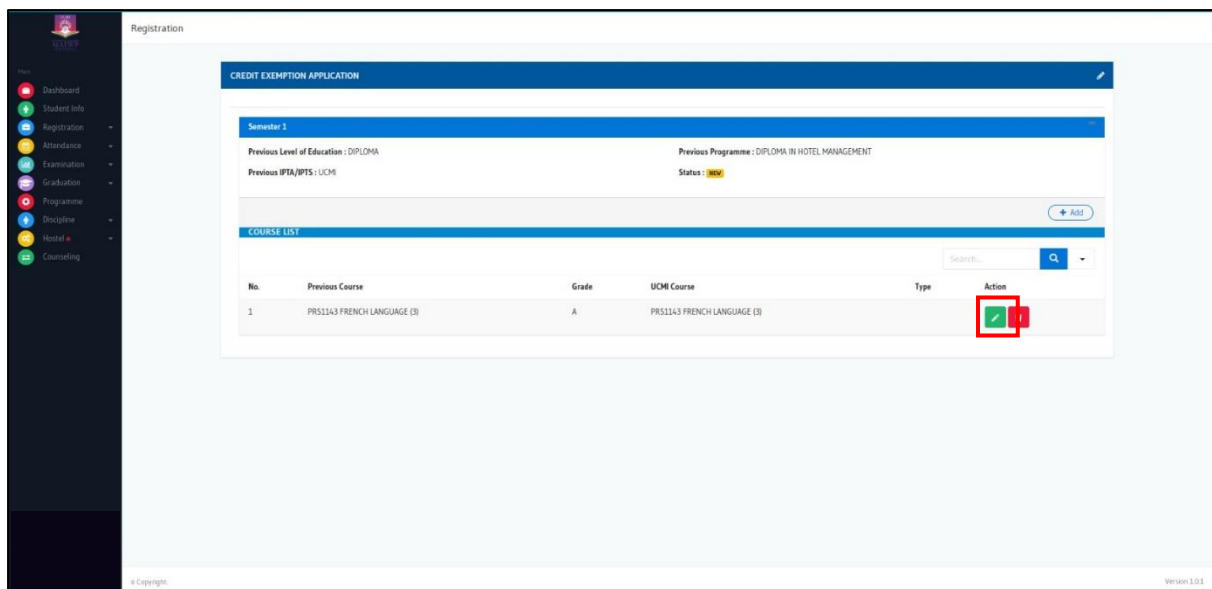
5. Courses that have been added will be displayed in the course list.



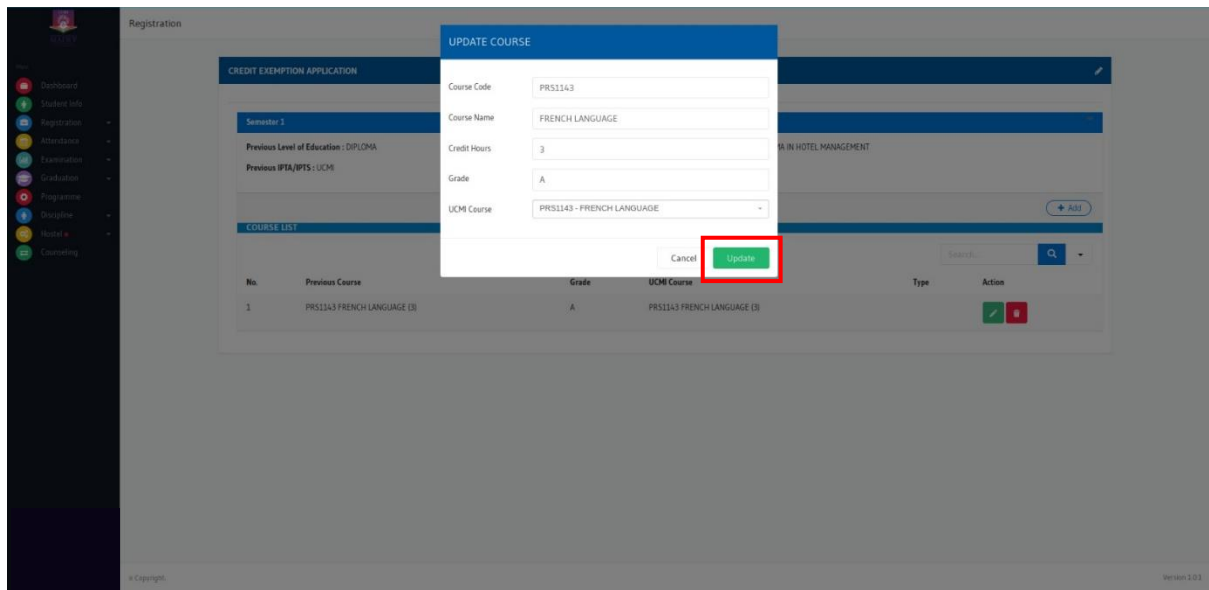
1.2.3 Update Course

⚠ This process can only be done if the application status is **New**

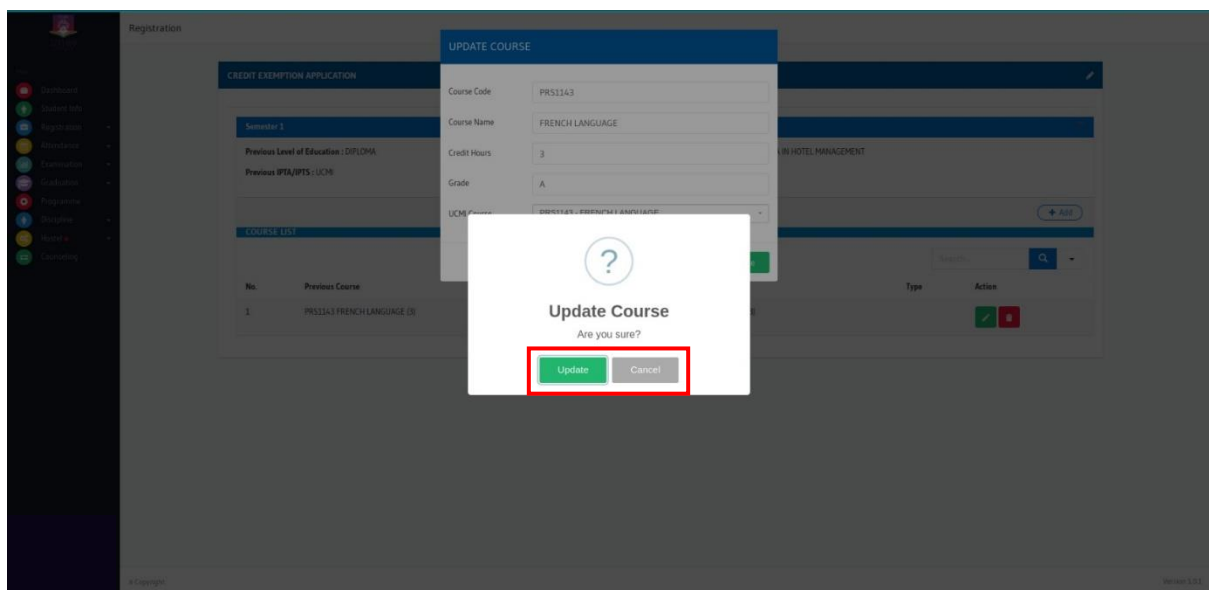
1. On the course list, click on the “**Update**” icon button and Update Course modal will be displayed.



2. Edit any information that need to be updated and click on the **“Update”** button.



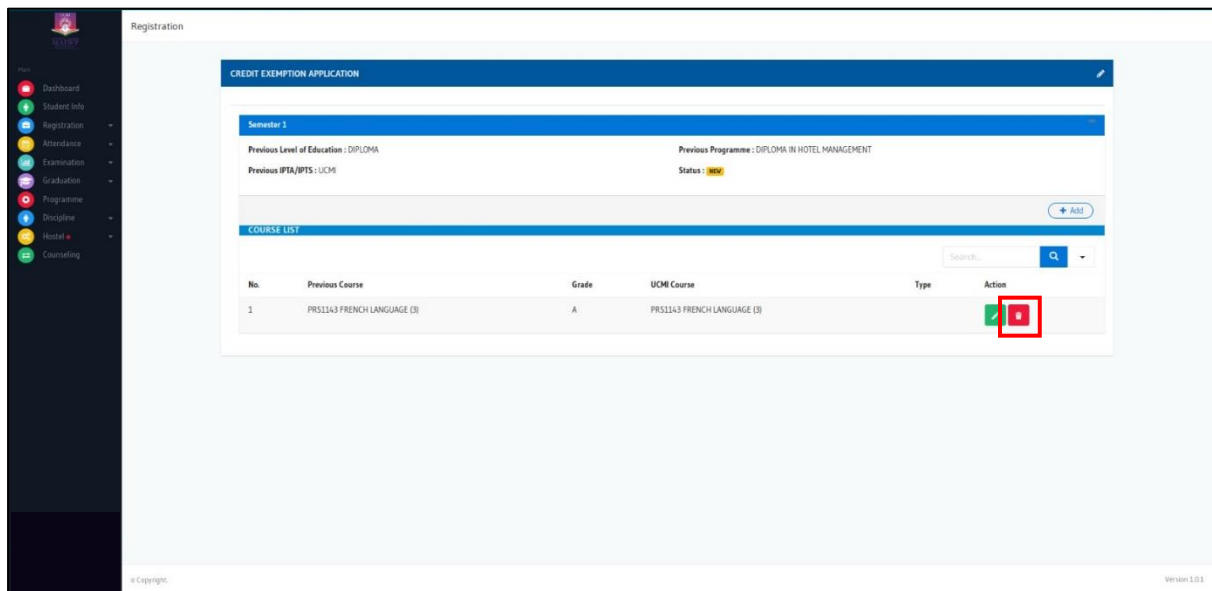
3. A pop up alert message will be displayed. Click on the **“Update”** button to update course or click on the **“Cancel”** button to cancel.



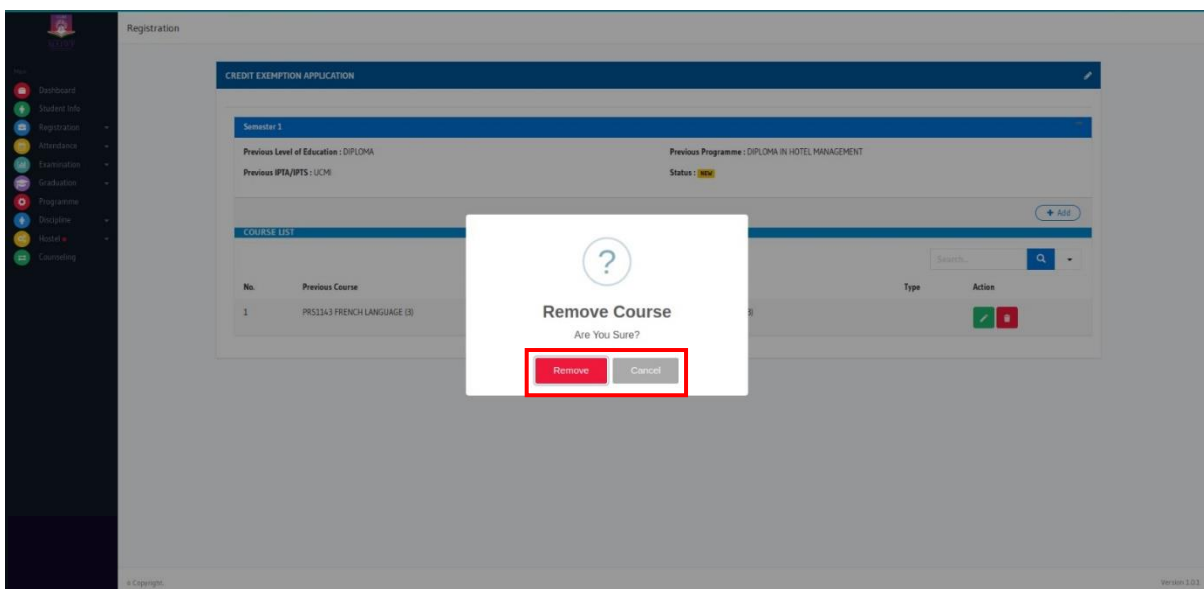
1.2.4 Delete Course

⚠ This process can only be done if the application status is **New**

1. On the course list, click on the **“Delete”** icon button and a pop up alert message will be displayed.

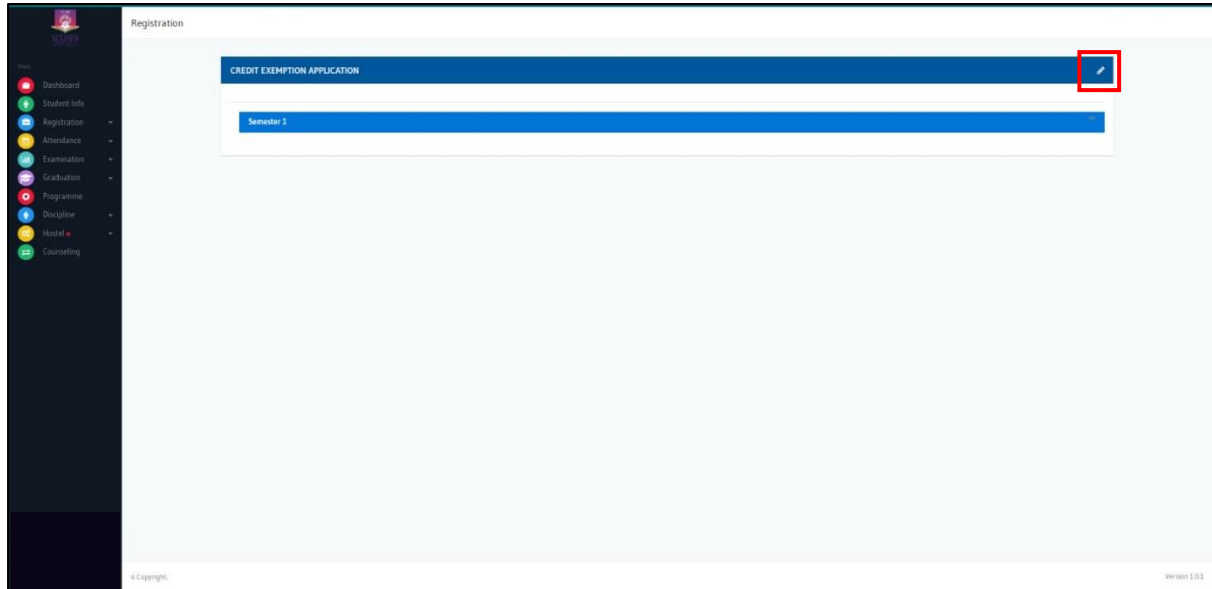


2. Click on the **“Remove”** button to remove course from the list or click on the **“Cancel”** button to cancel.

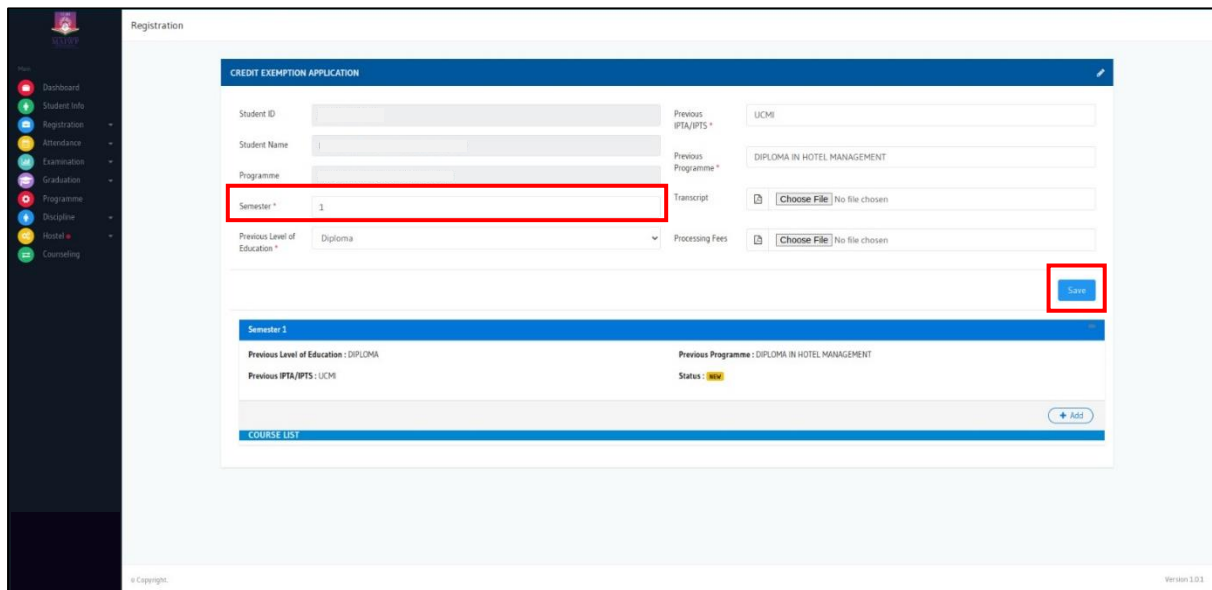


1.2.5 Add New Semester

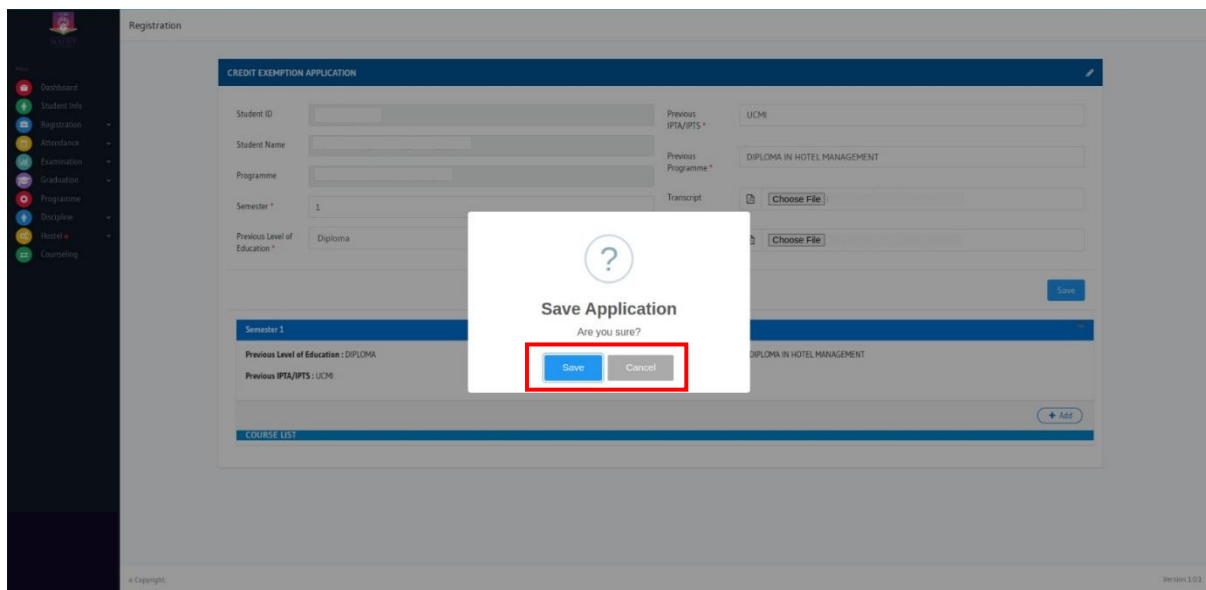
1. To create new semester tab, click on the **“Update”** icon button and the details will be displayed.



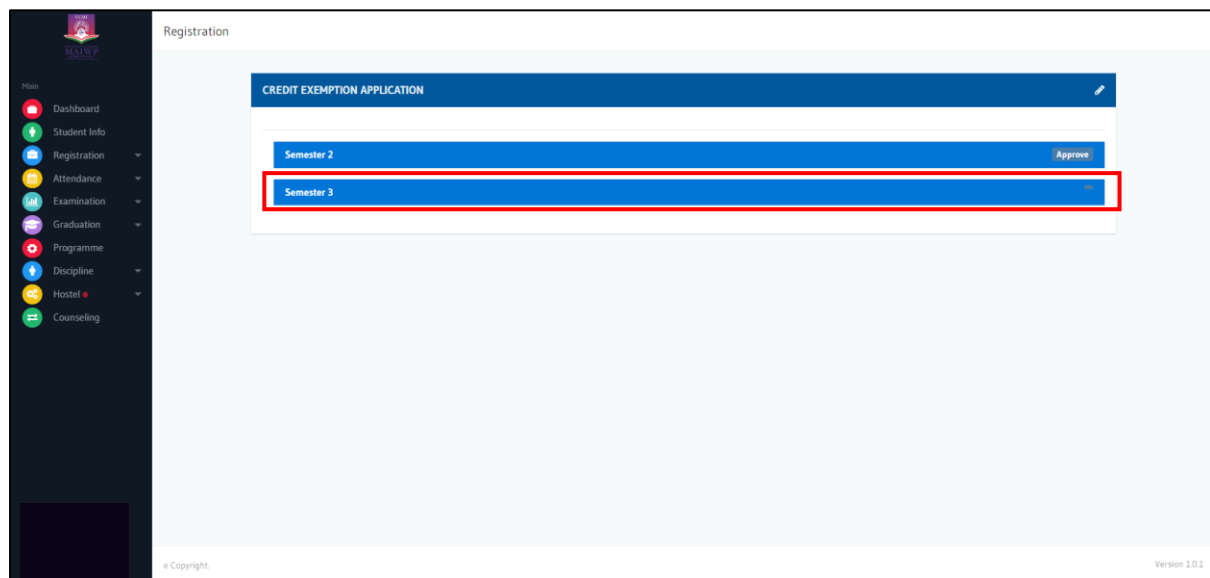
2. Update only **“Semester”** field by enter semester no. and click on the **“Save”** button.



3. A pop up alert message will be displayed. Click on the **“Save”** button to add semester or click on the **“Cancel”** button to cancel.



4. After add semester, the semester tab will be displayed.



1.2.6 View Application Status

1. After add semester and course, the application is successfully send for admin's approval and the status will be **"New"**.

The screenshot shows the 'CREDIT EXEMPTION APPLICATION' form. The 'Status' field is highlighted with a red box and contains the text 'New'. The form includes fields for 'Semester 2', 'Semester 3', 'Previous Level of Education : DIPLOMA', 'Previous IPTA/IPTS : UCMi', and 'Previous Programme : UCMi'. There is an 'Approve' button at the top right and an '+ Add' button at the bottom right. The left sidebar contains navigation links: Dashboard, Student Info, Registration, Attendance, Examination, Graduation, Programme, Discipline, Hostel, and Counseling.

2. If application status is **"New"**, student can do add, update and delete course. Refer to [1.2.2 Add Course](#), [1.2.3 Update Course](#) and [1.2.4 Delete New Course](#).
3. After admin reviewed and approved student's application, student's application will be **"Approved"**.

The screenshot shows the 'CREDIT EXEMPTION APPLICATION' form. The 'Status' field is highlighted with a red box and contains the text 'Approved'. The 'Approve' button at the top right is also highlighted with a red box. The form includes fields for 'Semester 2', 'Semester 3', 'Previous Level of Education : DIPLOMA', 'Previous IPTA/IPTS : UCMi', and 'Previous Programme : UCMi'. There is a 'Remark' field. Below the form is a 'COURSE LIST' table with columns: No., Previous Course, Grade, UCMi Course, Type, and Action. The table contains one row with the following data: No. 1, Previous Course MPU2212 COMMUNICATION ENGLISH (2), Grade B-, UCMi Course MPU2212 COMMUNICATION ENGLISH (2), Type CT, and Action (edit and delete icons). The left sidebar contains navigation links: Dashboard, Student Info, Registration, Attendance, Examination, Graduation, Programme, Discipline, Hostel, and Counseling.

4. If student's application status is **"Reject"**, student can apply again for that semester by following steps from [1.2.5 Add New Semester](#) and following with steps [1.2.2 Add Course](#).
5. On the student's display, system will display 2 tabs which are **Course List CE** and **semester tab**. Course List CE will display the courses which students apply for credit exemption and inside semester tab will display the courses which students apply for credit transfer.

