



UNIVERSITI TEKNOLOGI MALAYSIA (UTM)

STUDENT PORTAL

USER MANUAL

*For Classifications of Student's Family
Income Module
(Student)*

STUDENT FACILITIES, WELFARE AND DISCIPLINE SECTION

DEPARTMENT OF DEPUTY VICE-CHANCELLOR (STUDENT AFFAIRS & ALUMNI)

22th October 2023 / Version 1.0

1.0 Introduction

Classifications of Student's Family Income Module is part of the Student Portal System which is a web-based system. This module is an initiative that synergizes Department of Deputy Vice-Chancellor (Student Affairs and Alumni) (JTNCHEPA) as the Project Owner and developed by Department of Digital Services (UTMDigital). This module is significant for JTNCHEPA to manage student household income information thus can be used to help and support eligible students accordingly. The main objective of this user manual is to guide student to update their household income and related information using provided platform properly.

1.1 User Category

a) Student (Applicant)

Student can access the module through the online platform and apply new application to update their current household income.

b) JTNCHEPA Officer (Verifier)

Officer can access the module through the online platform and make sure the application details is submitted accordingly. JTNCHEPA Officer also can view module's reporting for helping them making decisions and so on.

1.2 Application Status

a) **Draft** – An application that has been generated and yet to be submitted by student.

b) **Submit** – An application that has been submitted by student and in-waiting for verification.

c) **Amendment** - An application that has been returned by JTNCHEPA officer to student and must be amended by student.

d) **Verify** – A completed application that has been verified by JTNCHEPA officer.

e) **Not Verify** - A completed application that has not been verified by JTNCHEPA officer.

1.3 Process Flow

This module starts with an application by student and to be verified by JTNCHEPA Officer. The process is as depicted in **Figure 1.1**.

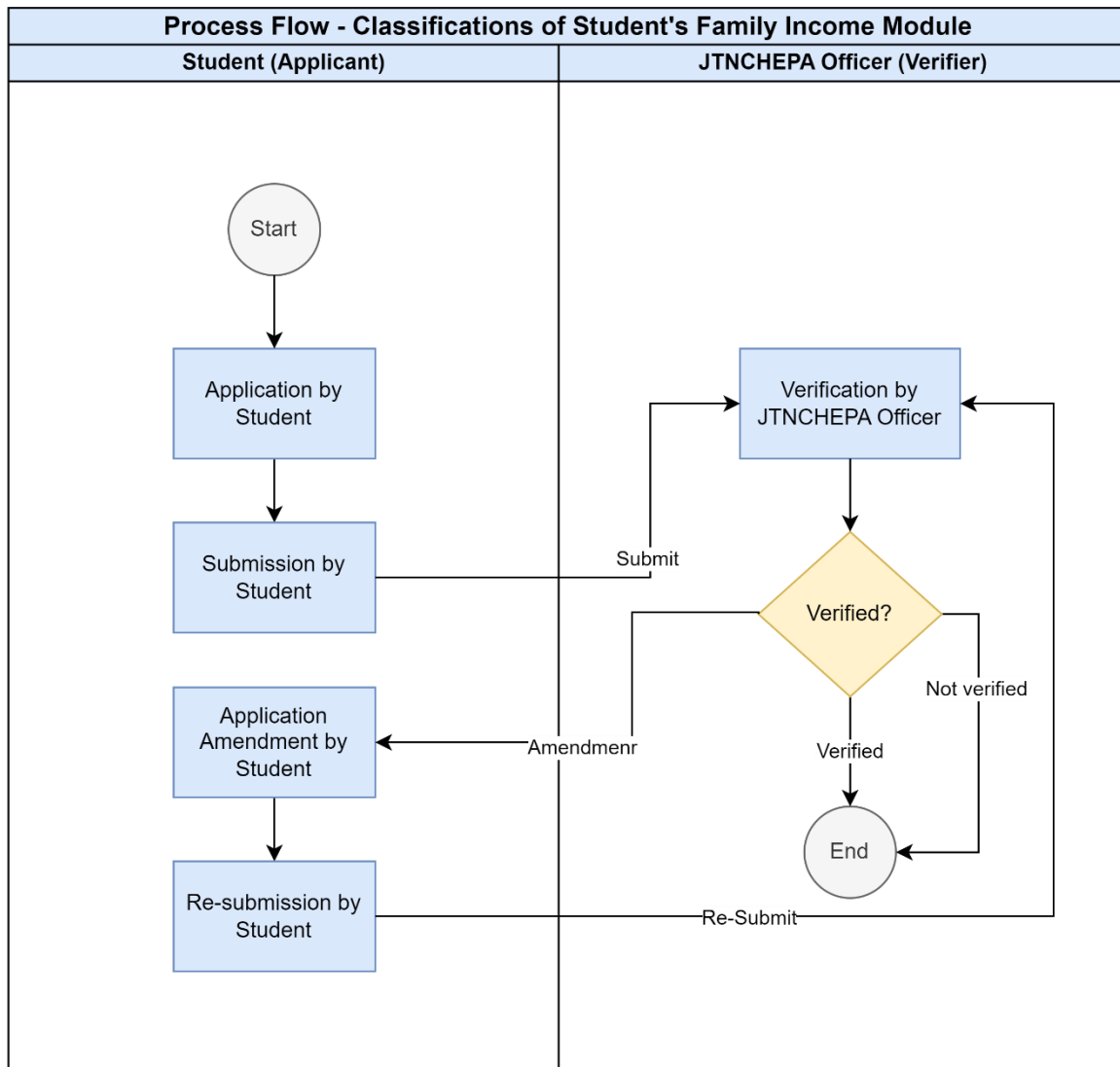


Figure 1.1: Process Flow for Income Classification Module

2.0 System Instruction

2.1 Student Login

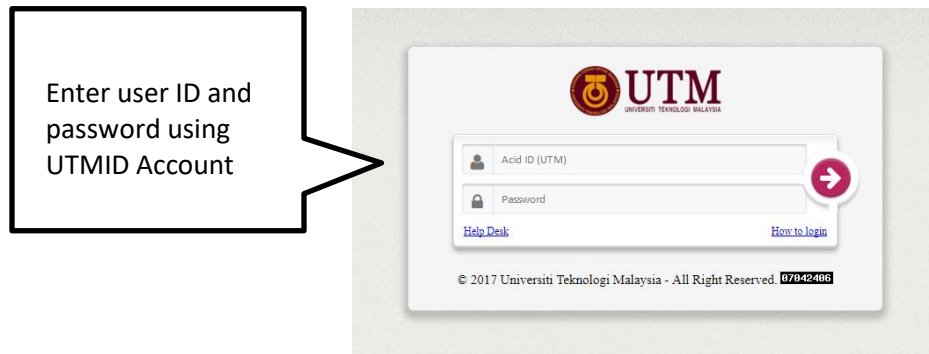



Figure 3.1: Student Login Interface

Student must login and enter the system using their own **UTMID Account** as shown in Figure

3.1. The steps are stated as below:

- 1) Enter the **URL <https://my.utm.my/>**
- 2) Insert ID and password using **UTMID Account**
- 3) Click button 

2.2 Student Dashboard

After successfully login, click menu **Student Portal** on the bottom screen and system will redirect student to **Student Portal System** (Figure 3.2). On the dashboard page, click menu **Student Experience > Income Classification** (Figure 3.3). Student will be able to see the main screen for this module (Figure 3.4).

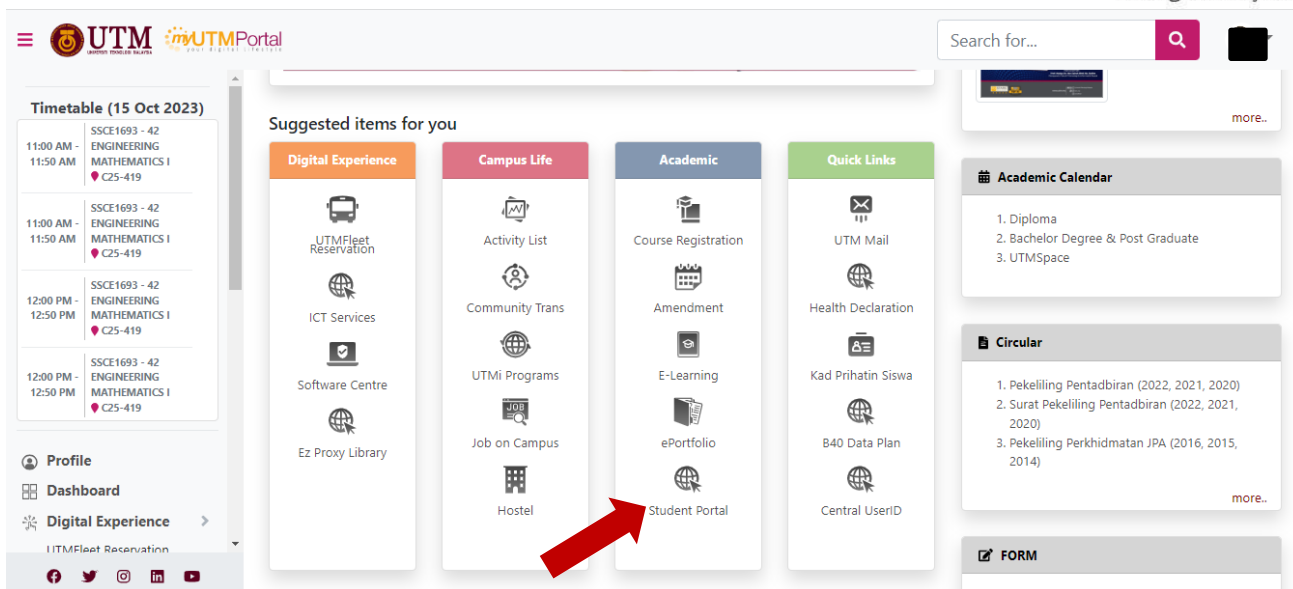


Figure 3.2: Menu e-PPP on My.utm.my Portal

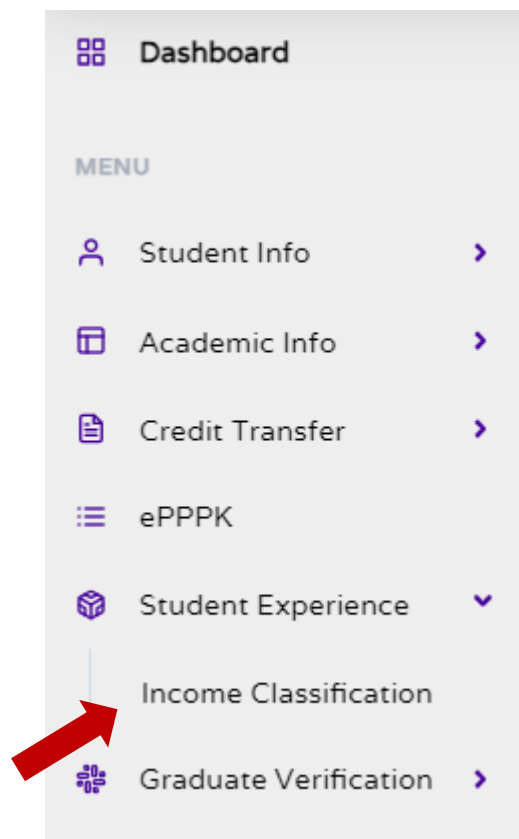


Figure 3.3: Menu for Income Classification Module

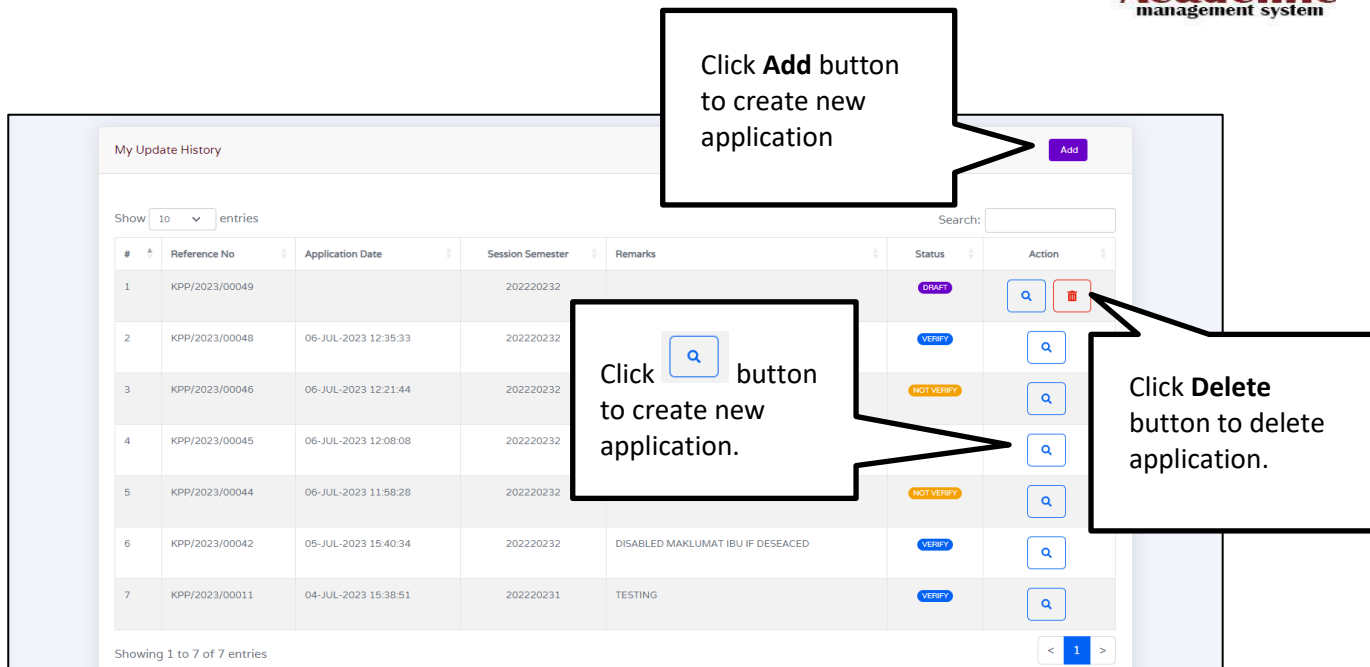


Figure 3.4: Main Screen for Classifications of Student's Family Income Module

2.3 New Application and Submission

Student can apply new application and make the submission by following the steps as stated below:

- 1) Click **Add** Button as show in Figure 3.4. System will generate a new draft application with a new reference number and **Family & Income Info Tab** (Figure 3.5) will be appeared. If student still have any incomplete application, they are not allowed to create new Application.
- 2) Fill all the mandatory details in **Family & Income Info Tab** (Figure 3.5).
- 3) Click “Update” button.
- 4) Upload attachment accordingly.
- 5) After attachment successfully uploaded, click **Declaration & Verification Tab** (Figure 3.6).
- 6) State what information that has been updated.
- 7) Tick the declaration checkbox.
- 8) Click **Submit** button. A confirmation email will be sent to student and the verifier.

Please note that verifier can return student’s application for amendment (if needed) where an email notification will be sent to their official email address. Students are advised to check the application on screen or email from time to time. The application is considered completed once the application status is **VERIFIED**.

1 Family & Income Info **2** Declaration & Verification

Application Info

Reference No. Status

Guardian

Guardian Details

IC No. Name as per MyKad

Citizen Relationship

Phone Code Phone No. No. of Dependent

Occupation Position

Monthly Gross Income (RM) Kinly put '0' if your guardian does not have monthly gross income.

Guardian Address

Address 1 Postcode City

Address 2 State Country

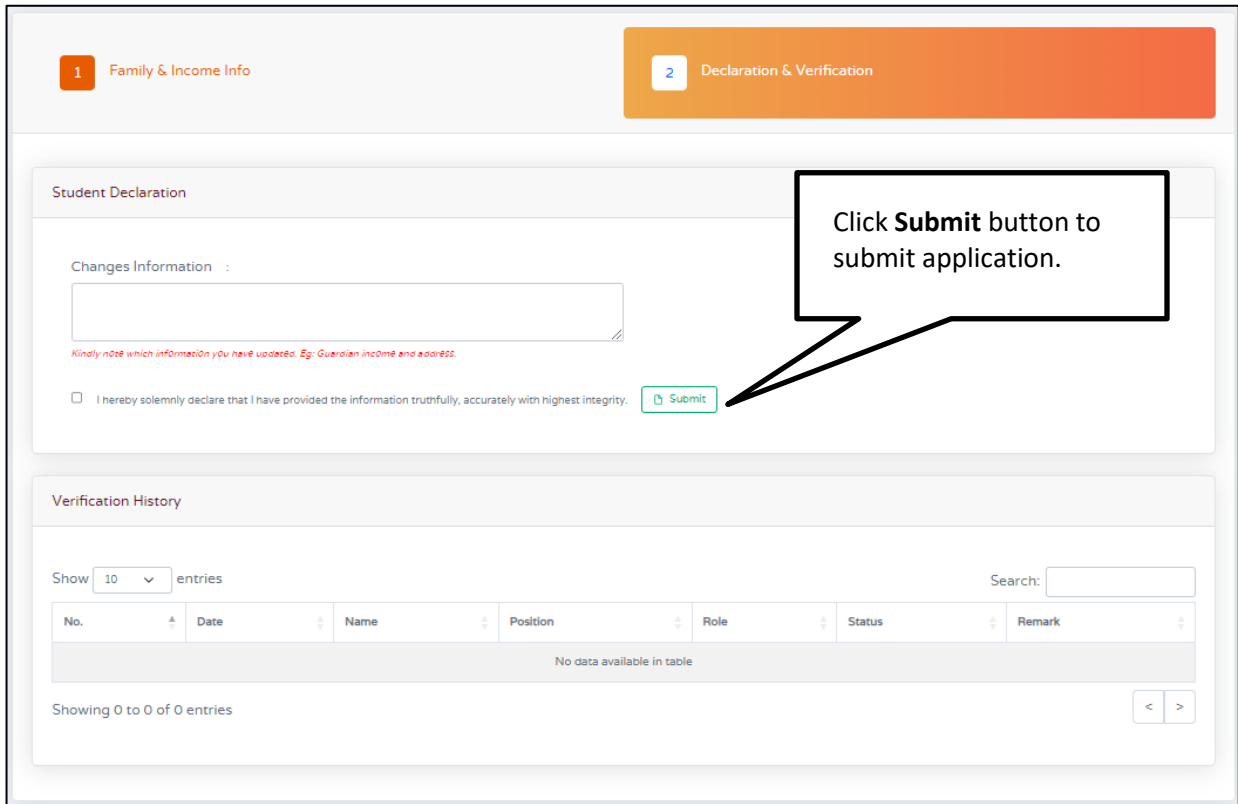
Income Classification

Total Household Gross Income (RM) Income Classification

* All fields are mandatory

Figure 3.5: Family & Income Info Tab

Click **Update** button to submit application.



1 Family & Income Info

2 Declaration & Verification

Student Declaration

Changes Information :

Kindly note which information you have updated. Eg: Guardian income and address.

I hereby solemnly declare that I have provided the information truthfully, accurately with highest integrity.

Submit

Click **Submit** button to submit application.

Verification History

Show 10 entries

Search:

No.	Date	Name	Position	Role	Status	Remark
No data available in table						

Showing 0 to 0 of 0 entries

Figure 3.6: Declaration & Verification Tab

2.4 Amendment and Re-submit Application

Student can amend and re-submit the application by following the steps as stated below:

- 1) Click **Update** Button on which application that needs to be amended. System will redirect student to **Declaration & Verification Tab** (Figure 3.5).
- 2) Amend the details accordingly (kindly refer remarks by Verifier on **Verification History Section (Declaration & Verification Tab)**).
- 3) Click “Update” button.
- 4) Re-upload attachment accordingly (if related).
- 5) Click **Declaration & Verification Tab** (Figure 3.6).
- 6) Update what information you have updated.
- 7) Tick the declaration checkbox.

8) Click **Submit** button. A confirmation email will be sent to student and the verifier.

2.5 Delete Application

Student may delete any application by clicking **Delete** button on which application to be deleted (Figure 3.4).

2.6 Log out

Student may logout from the system using Logout Menu on the upper-right screen.

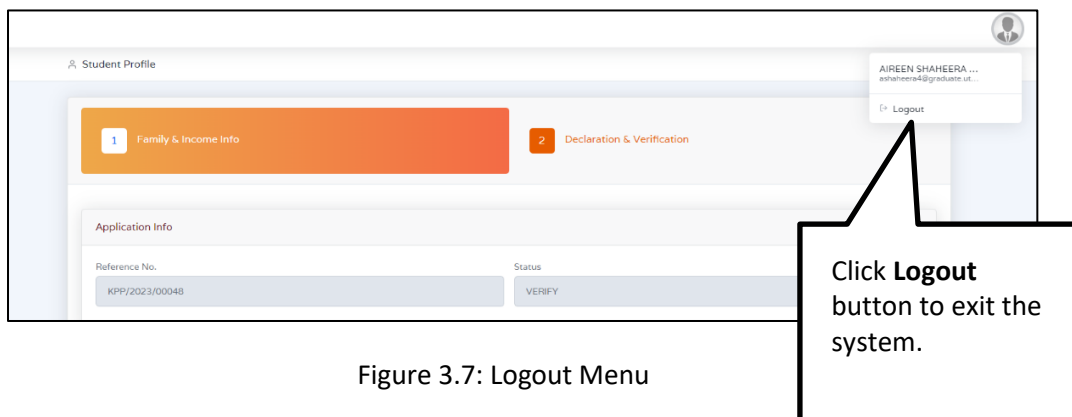


Figure 3.7: Logout Menu