

**JABATAN TIMBALAN NAIB CANSOLOR (HAL EHWAL PELAJAR DAN ALUMNI)  
UNIVERSITI TEKNOLOGI MALAYSIA**

UTM.J.06.01.00/10.12/22 Jld. 2 (89)

14 Ogos 2025

**PEKELILING PELAJAR BIL. 7/2025**

**PELAKSANAAN MODUL KLASIFIKASI PENDAPATAN KELUARGA PELAJAR**

Semua Pelajar Universiti Teknologi Malaysia,

Dengan hormatnya saya menarik perhatian saudara/i kepada perkara di atas.

2. Sukacita dimaklumkan bahawa Modul Klasifikasi Pendapatan Keluarga Pelajar adalah satu inisiatif Jabatan Timbalan Naib Canselor (Hal Ehwal Pelajar dan Alumni) dengan kerjasama Jabatan Perkhidmatan Digital dalam usaha mengemas kini maklumat pendapatan keluarga pelajar secara berterusan setiap sesi sebelum permulaan sesi akademik yang akan datang pada tarikh 6 Oktober 2025 sesi 2025/2026.

3. Objektif utama pelaksanaan modul ini adalah sebagai platform kepada pelajar untuk mengemas kini maklumat pendapatan keluarga berdasarkan perubahan taraf sosioekonomi semasa. Ini membolehkan sebarang bantuan atau pengagihan sumbangan dapat disalurkan kepada pelajar yang berkeperluan.

4. Justeru, semua pelajar diminta mengambil perhatian dan mengambil tindakan berkaitan pelaksanaan ini dengan mengemaskini maklumat pendapatan keluarga bermula **15 Ogos 2025 sehingga 03 Oktober 2025**.

5. Panduan pengguna boleh didapati melalui laman sesawang <https://studentaffairs.utm.my/pekeliling/>. Sebarang pertanyaan lanjut mengenai pelaksanaan modul ini, boleh hubungi di talian 07-5530185/07-5530683 atau di emelkan kepada [bkkthep@utm.my](mailto:bkkthep@utm.my).

Sekian, terima kasih.

**"MALAYSIA MADANI"**

**"BERKHIDMAT UNTUK NEGARA KERANA ALLAH"**

Saya yang menjalankan amanah,

  
**(PROF. TS. DR. ALI BIN SELAMAT)**  
Timbalan Naib Canselor (Hal Ehwal Pelajar dan Alumni)  
b.p. Naib Canselor  
Universiti Teknologi Malaysia

- s.k.
- Naib Canselor
  - Timbalan Naib Canselor (Akademik dan Antarabangsa)
  - Timbalan Naib Canselor (Penyelidikan dan Inovasi)
  - Timbalan Naib Canselor (Pembangunan)
  - Pro-Naib Canselor (Kampus UTM Kuala Lumpur)
  - Pengarah Kampus UTM Pagoh
  - Dekan-Dekan Fakulti

**DEPARTMENT OF DEPUTY VICE-CHANCELLOR (STUDENT AFFAIRS AND ALUMNI)  
UNIVERSITI TEKNOLOGI MALAYSIA**

UTM.J.06.01.00/10.12/22 Jld. 2 (89)

14 August 2025

**STUDENT CIRCULAR NO. 7/2025**

**IMPLEMENTATION OF THE MODULE FOR CLASSIFICATION OF STUDENT FAMILY  
INCOME**

To all students of Universiti Teknologi Malaysia,

I would like to draw your attention to the above matter.

2. Please be informed that the Department of Deputy Vice-Chancellor (Student Affairs and Alumni) in collaboration with the Department of Digital Services is implementing the module for Classification of Student Family Income as an initiative to update the student's family income data on a sessional basis prior to each upcoming academic session on the 6 October 2025, session 2025/2026.
3. The main objective of implementing this Module is to serve as a platform for students to update their family income information based on current socioeconomic status changes. This update would enable the efficient distribution of aid or donations to students in need.
4. Therefore, all students are kindly to take note, act accordingly in relation to this implementation and are required to update their family's income from the **15th of August until the 3rd of October 2025**.
5. The user guide is available on the website <https://studentaffairs.utm.my/pekeliling/>. For any further inquiries regarding the Implementation of the module for Classification of Student Family Income, please contact 07-5530185/07-5530683 or email to [bkkthep@utm.my](mailto:bkkthep@utm.my).

Thank you.

**"MALAYSIA MADANI"**

**"BERKHIDMAT UNTUK NEGARA KERANA ALLAH"**

I who uphold trust.

  
**(PROF. TS. DR. ALI BIN SELAMAT)**  
Deputy Vice-Chancellor (Student Affairs and Alumni)  
For Vice-Chancellor  
Universiti Teknologi Malaysia

- cc
- Vice-Chancellor
  - Deputy Vice-Chancellor (Academic & International)
  - Deputy Vice-Chancellor (Research & Innovation)
  - Deputy Vice-Chancellor (Development)
  - Pro-Vice Chancellor (UTM Kuala Lumpur Campus)
  - Director, UTM Pagoh Campus
  - Deans of Faculties



# STUDENT PORTAL

## USER MANUAL

*For Student's Family Income Classification Module*

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

15<sup>th</sup> August 2025 / Version 2.0

## **1.0 Introduction**

The Family Income Classification Module is part of the web-based Student Portal System. This module is an initiative to synergize the Department of Deputy Vice-Chancellor (Student Affairs & Alumni) (JTNCHEPA) as the Project Owner and the Department of Digital Services (UTMDigital) as the developer. This module is significant for JTNCHEPA's ability to manage students' family income information, thus enabling the efficient distribution of aid or donations to support eligible students in need. The main objective of this user manual is to guide students to update their income using the provided platform properly.

### **1.1 User Category**

#### **a) Student (Applicant)**

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

#### **b) JTNCHEPA Officer (Verifier)**

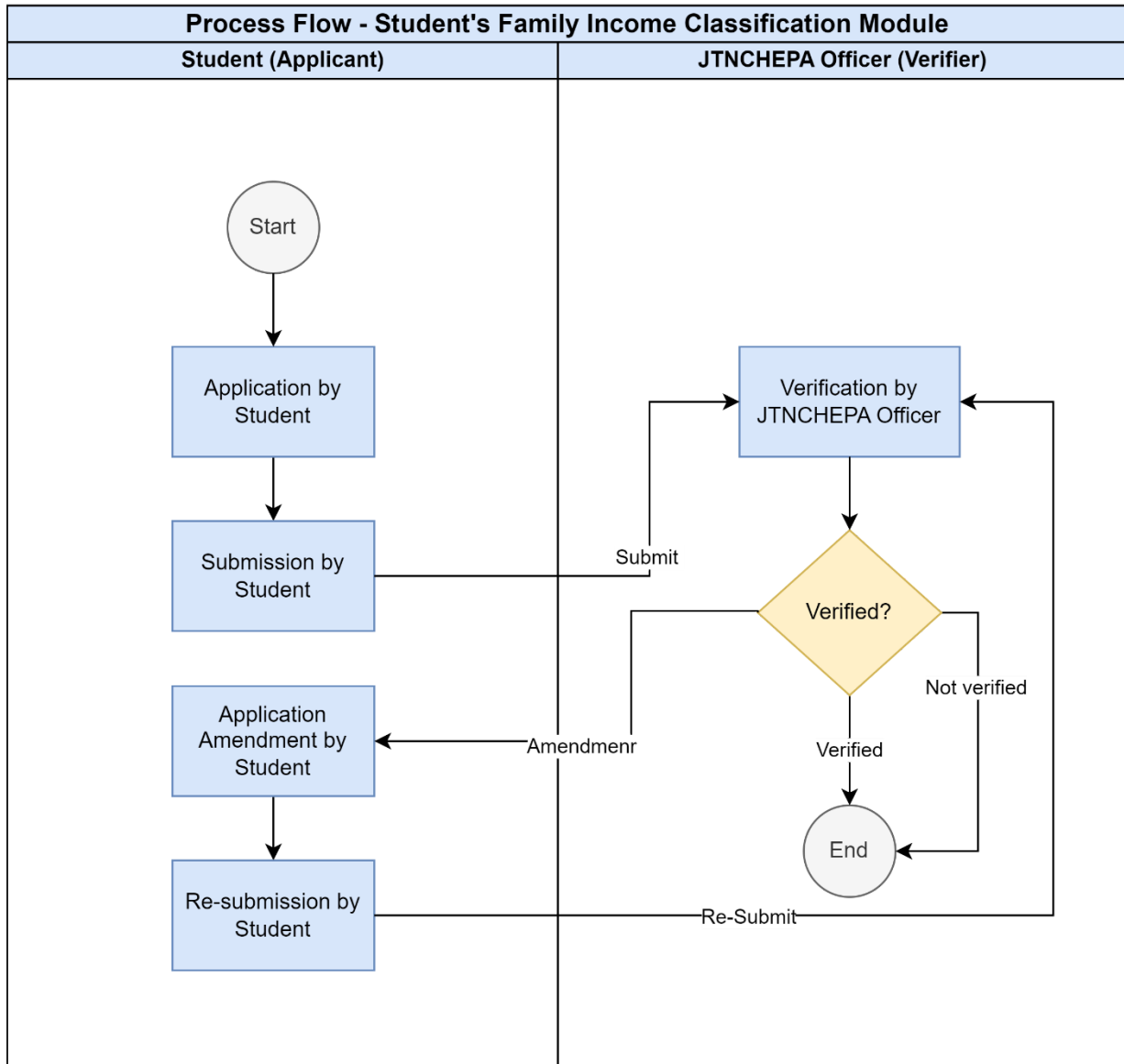
Officers can access the module through the online platform and make sure the application details are submitted accordingly. JTNCHEPA Officer also can view the module's reporting in order to help them make decisions and so on.

### **1.2 Application Status**

- a) **Draft** – An application has been generated and yet to be submitted by the student.
- b) **Submit** – An application has been submitted by the student and is waiting for verification.
- c) **Amendment** - An application has been returned by the assigned JTNCHEPA officer to the student to be amended.
- d) **Verify** – A completed application has been verified by the JTNCHEPA officer.
- e) **Not Verify** - A completed application that has not been verified by the assigned JTNCHEPA officer.

### 1.3 Process Flow

This module starts with an application made by the student and ends with the verification by the assigned JTNCHEPA Officer. The entire process is depicted in **Figure 1.1**.



**Figure 1.1: Process Flow for Student's Family Income Classification Module**

## 2.0 Minimum System Requirements

Minimum system requirement for this module is as below:

Requirement Type	Application
Operation System	1. Windows 7 or above 2. Minimum CPU 2+ GHz, Dual-core 3. Minimum 4 GB RAM
Software	1. Any latest browser 2. Best Resolution: 1024x768 3. Adobe Reader 8.0 or above
Network/Broad band	Minimum 512 Kbps
Printer	Laser or Ink

**Table 2.0: Minimum System Requirements**

## 3.0 System Instruction

### 3.1 Student Login



**Figure 3.1: Student Login Interface**



Students 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 the Login button

### 3.2 Student Dashboard

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

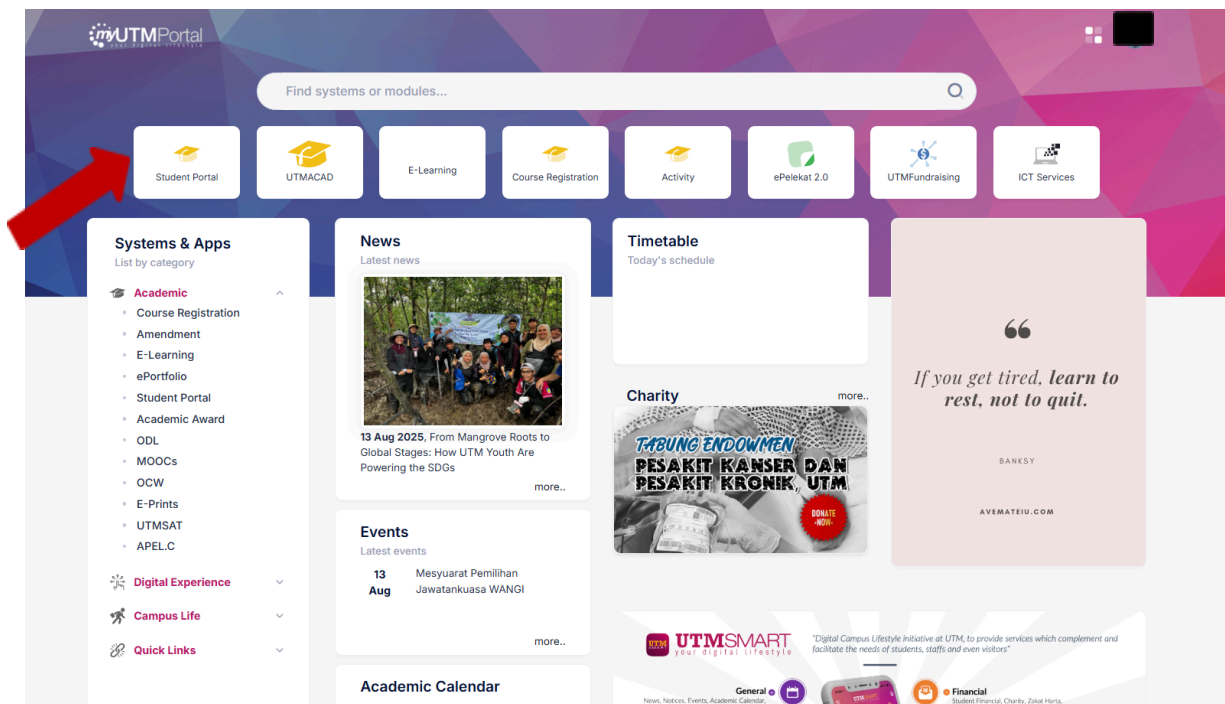
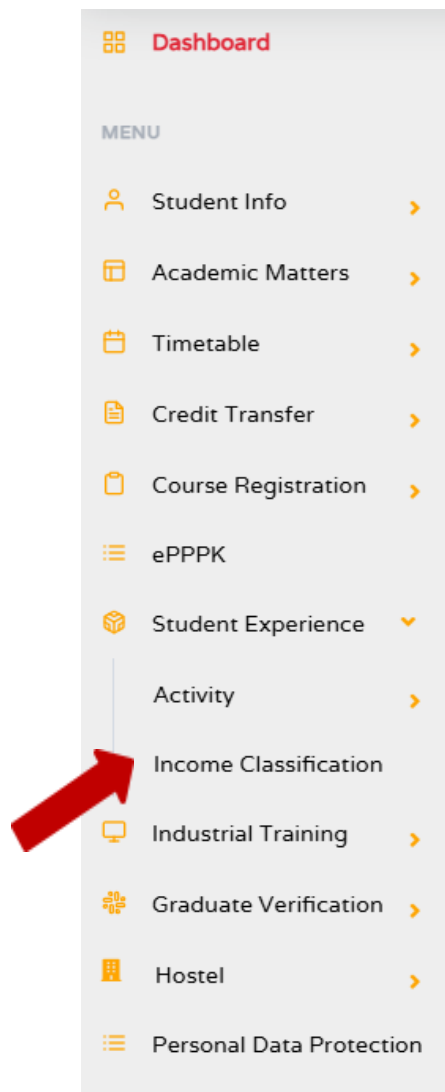


Figure 3.2: Menu Student Portal on My.utm.my Portal



**Figure 3.3: Menu for the Income Classification Module**



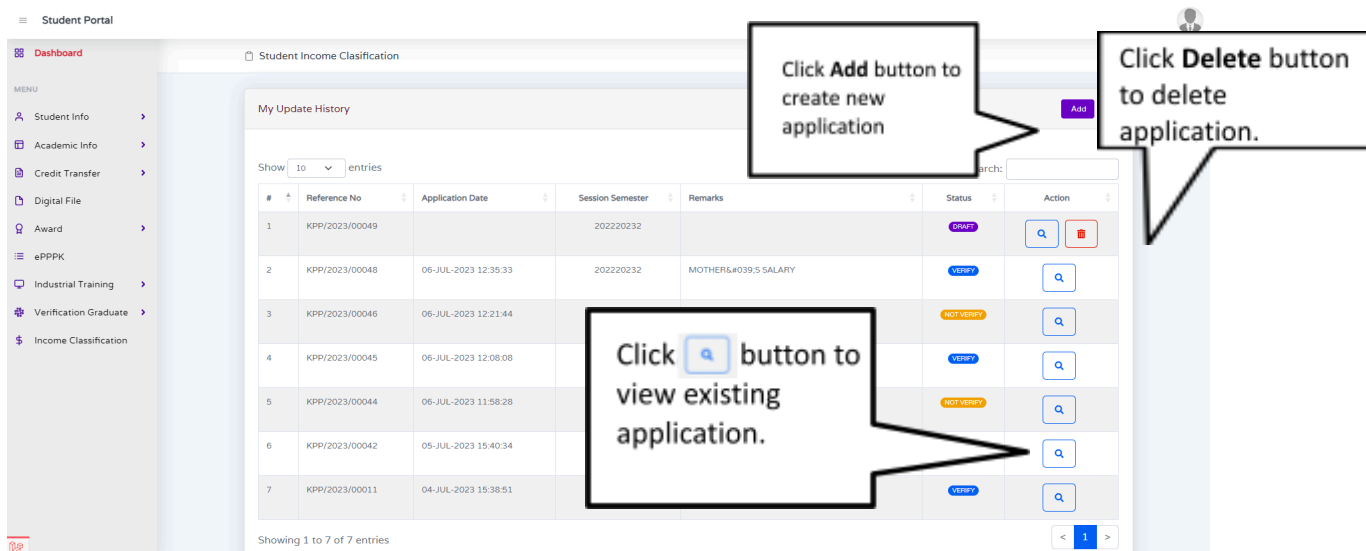


Figure 3.4: Main Screen for the Income Classification Module

### 3.3 New Application and Submission

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

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

Please note that the assigned verifier can return the student’s application for amendments (if needed) via email notification sent to the students’ official email address. Students are advised to

## User Manual for Student Portal – Income Classification Module

check the application on screen or email from time to time. The application is considered completed once the application status is **VERIFIED**.

Student Profile

1 Family & Income Info

2 Declaration & Verification

Application Info

Reference No.

KPP/2023/00049

Status

DRAFT

Guardian

Guardian Details

IC No.

690917045153

Name as per MyKad

IBRAHIM BIN SULONG

Citizen

M - MALAYSIA

Relationship

1 - Father

Phone Code

012

Phone No.

3214432

No. of Dependent

3

Occupation

PEGAUAI PERUBATAN

Position

DOKTOR KK

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

4,807.01

Guardian Address

Address 1

15, JALAN NIBONG 14

Postcode

81100

City

JOHOR BAHRU

Address 2

NO 24, JALAN PENYIARAN 45

State

01 - JOHOR

Country

MAL - MALAYSIA

Figure 3.5: Family & Income Info Tab

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.

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

### 3.4 Amendment and Re-submit Application

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

- 1) Click the **“Update”** Button on which application that needs to be amended. The system will redirect students to the **Declaration & Verification Tab** (Figure 3.5).
- 2) Amend the details accordingly (kindly refer the remarks by the assigned verifier on the **Verification History Section (Declaration & Verification Tab)**.
- 3) Click the **“Update”** button.
- 4) Re-upload attachments accordingly (if required).
- 5) Click the **Declaration & Verification Tab (Figure 3.6)**.
- 6) State what information that has been updated in the **“Changes Information”** text box (if related).
- 7) Tick the declaration checkbox.
- 8) Click the **Submit** button. A confirmation email will be sent to the student and the assigned verifier.

### 3.4 Delete Application

Students may delete any application by clicking the **Delete** button on the selected application row (Figure 3.4).

### 3.5 Log out

Students can logout from the system by selecting the Logout Menu on the upper-right screen.

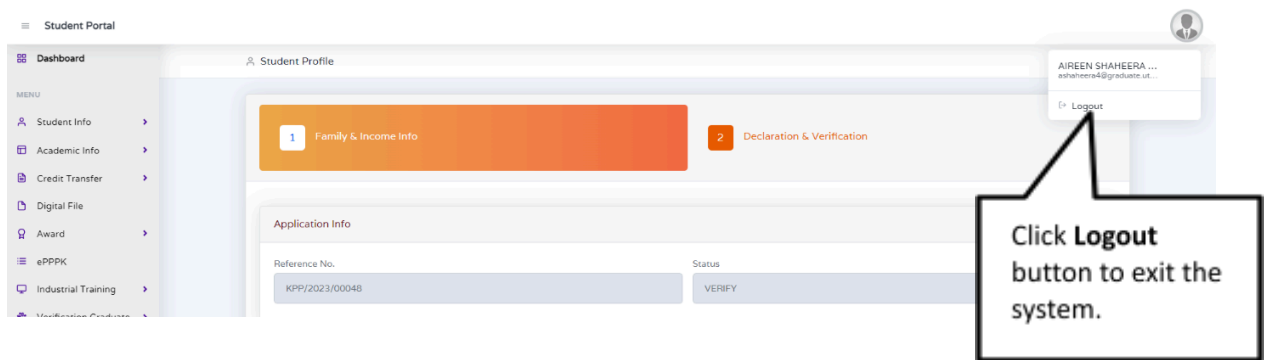


Figure 3.7: Logout Menu