




SYSTEM USER MANUAL DOCUMENT

MYCREDENTIAL SYSTEM


(PUPW/DIRECT INTAKE ADMISSION)

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	Reference: UMPSAA / UMS	Topic: User Manual System	Document Version: 1.0
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i. Content

i.	Content	i
1.	Module and Guideline	2
1.1.	Introduction.....	2
1.2.	User Guideline for PUPW/Direct Intake Admission	2
	First: Create an Account.....	2
	Second: Log In System	3
	Third: Apply Program.....	4
	Fourth: Conditional Offer Letter (Trial SPM Result)	11
	Fifth: Update SPM Result	12
	Sixth: Accept Offer.....	16
	Seventh: Appeal Process	17

	Reference: UMPSAA / UMS	Topic: User Manual System	Document Version: 1.0
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1. Module and Guideline

1.1. Introduction

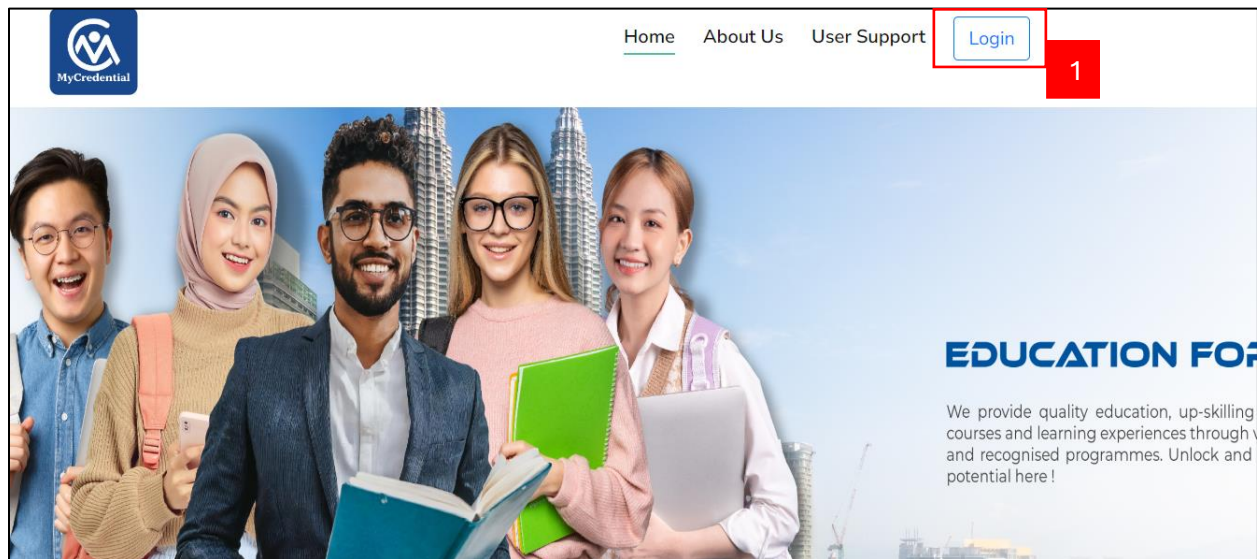
The User Manual for PUPW or Direct Intake Admission serves as a guide for users when applying for the direct intake program. The procedures outlined in this manual are intended to assist and guide users through the application process. This manual provides step-by-step instructions to ensure a smooth and efficient application experience. Additional support resources and contact information are included in the manual if users encounter any challenges.

1.2. User Guideline for PUPW/Direct Intake Admission

First: Create an Account

The user needs to log in to the MyCredential system first ([MyCredential](#)) before starting the process. If the user does not have an account, they must create one. ([User Manual Create Account](#))

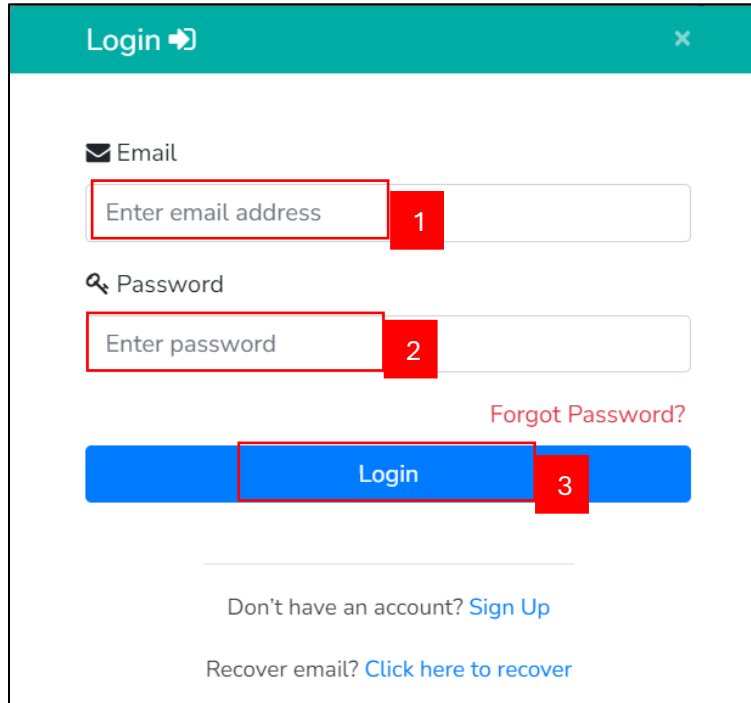
Pengguna perlu log masuk ke dalam sistem MyCredential ([MyCredential](#)) terlebih dahulu sebelum memulakan proses. Jika pengguna tidak mempunyai akaun, pengguna perlu membuat akaun terlebih dahulu. ([User Manual Create Account](#))



No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Sign In Log Masuk		Click Klik 	The login interface screen is displayed Paparannya antara muka log masuk dipaparkan.

Second: Log In System


The user needs to insert all the requirements before logging into the system.
Pengguna perlu memasukkan semua keperluan sebelum log masuk ke dalam sistem.




The screenshot shows a 'Login' dialog box with the following elements:

- 1**: A red box highlights the 'Enter email address' input field.
- 2**: A red box highlights the 'Enter password' input field.
- 3**: A red box highlights the 'Login' button.

Other visible elements include: 'Email' label with an envelope icon, 'Password' label with a key icon, a 'Forgot Password?' link, a 'Sign Up' link, and a 'Click here to recover' link.

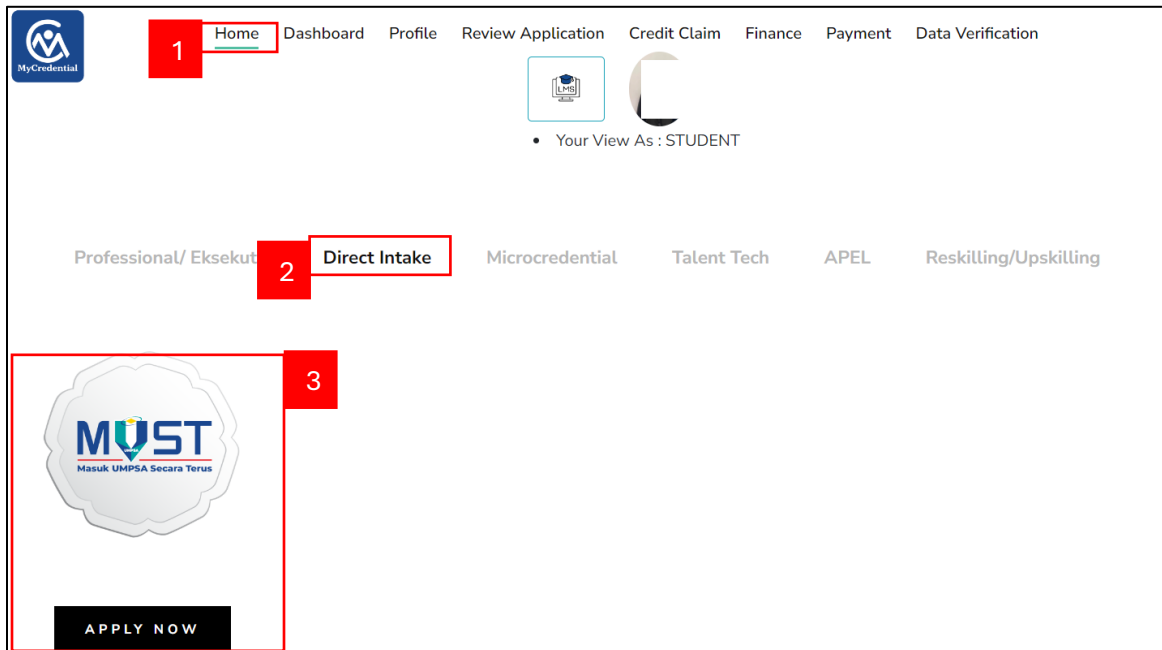
No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Email Address Alamat Emel	M	In the Email Address field, enter the email address. Dalam medan emel, masukkan Alamat emel.	
2.	Password Kata Laluan	M	In the password field, enter the data. Dalam medan kata laluan, masukkan data,.	
3.	Log In Log Masuk		Click Klik 	The user will successfully log in to the system if the password matches the username. Jika kata laluan sepadan dengan nama pengguna, pengguna akan berjaya log masuk ke dalam sistem.

	Reference: UMPSAA / UMS	Topic: User Manual System	Document Version: 1.0
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Third: Apply Program

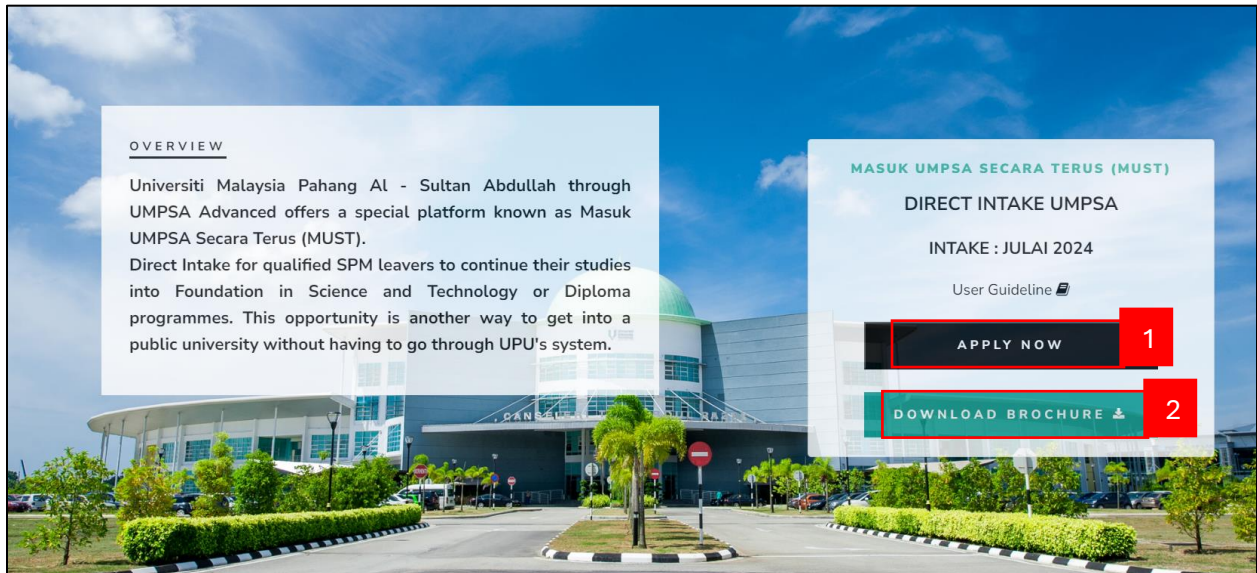
After the user successfully logs in to the system, the interface will show as below. Users need to go to the **Home** menu.

Selepas pengguna berjaya log masuk ke dalam sistem, antara muka akan dipaparkan seperti di bawah. Pengguna perlu pergi ke menu Utama.



No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Menu Menu		Click Home Menu Klik Menu Utama	
2.	Direct Intake		Click Direct Intake Klik Direct Intake	
3.	Apply Now Memohon Sekarang		Click APPLY NOW Klik APPLY NOW	

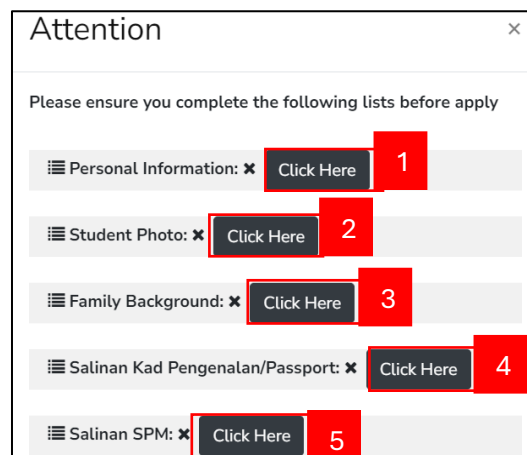
The system will display details of the selected program on the next page after clicking the button. Sistem akan memaparkan butiran program yang dipilih pada halaman seterusnya selepas menekan butang tersebut.



No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Apply Now Memohon Sekarang		Click Klik APPLY NOW	
2.	Brochure Brosur		Click the button if want to download and view the brochure. Klik butang jika ingin memuat turun dan melihat brosur/risalah	

After clicking the "APPLY NOW" button, the following list will appear. Users are required to complete the given list by clicking the "Click Here" button. The form will then appear as shown below for completion before proceeding with the application.

Selepas pengguna mengklik butang "APPLY NOW", senarai berikut akan muncul. Pengguna dikehendaki untuk melengkapkan senarai yang diberikan dengan mengklik butang "Klik Di Sini". Borang kemudian akan muncul seperti yang ditunjukkan di bawah untuk dilengkapkan sebelum meneruskan permohonan.




Personal Information
Please complete all the information below

1

Upload Student Photo
**Passport Photo WITH (Background Picture : Blue or White) Format : JPEG (Size : 220 x 330px)

Choose File No file chosen


2

PERMANENT COUNTRY *
--- Select Country --- x v

PERMANENT STATE *
--- Select Country --- x v

PERMANENT DISTRICT *
--- Select State --- x v


PERMANENT CITY * **PERMANENT POSTCODE ***
--- Select State --- x v --- Select State --- x v

PERMANENT ADDRESS *
ADDRESS LINE 1 (EXAMPLE: NO 6, JALAN KEMPAS INDAH)
ADDRESS LINE 2 (EXAMPLE: TAMAN KEMPAS INDAH)

Click if your permanent address is same as current address

NAME (as your Identity card) *
AHMAD

MATRIC NUMBER / ID : **IDENTICAL CARD NO (IC NO) :**
ENTER YOUR STUDENT ID 970426115333

PLEASE UPLOAD YOUR IDENTITY CARD 
4

PHONE NUMBER * **EMAIL ADDRESS ***
ENTER PHONE NUMBER ahmad@gmail.com

SENDER : **DATE OF BIRTHDAY :**

Personal Information Page/ Halaman Maklumat Peribadi

Parent/Guardian/Spouse Background
Please complete all the information below

3

Name of Parent/Guardian/Spouse 1: *
ENTER FULL NAME

MyKad Number (without '-') : * **Nationality: ***
ENTER IC PARENT/GUARDIAN 1 SELECT

Permenent Address:*
ADDRESS (EXAMPLE: NO 6, JALAN KEMPAS INDAH)

Email Address:* **Phone Number: ***
ENTER EMAIL ENTER PHONE

Marital Status: * **Race: *** **Religion: ***
SELECT SELECT SELECT

Relation with applicant: * **Income Parent/Guardian1: *** **Occupation: ***
SELECT ENTER INCOME PARENT ENTER JOB PARENT

Number of Child: * **OKU Number (if applicable)**
SELECT ENTER OKU NUMBER

Family Background Page/ Halaman Latar Belakang Keluarga

SPM Result

Please complete all the information below

SPM Candidate Number: *

Year of SPM: *

Stream: *

Examination Type: *

Type of School: *

School Name: *


Core Subjects

ID	Subjects	Gred
8	<input type="text" value="Select"/>	<input type="text" value="Select"/>
9	<input type="text" value="Select"/>	<input type="text" value="Select"/>
10	<input type="text" value="Select"/>	<input type="text" value="Select"/>
11	<input type="text" value="Select"/>	<input type="text" value="Select"/>

5

SPM Result Page/ Halaman Keputusan SPM

No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Personal Information Maklumat Peribadi	M	Complete all the form field on the personal information page Lengkapkan semua medan pada halaman maklumat peribadi.	
2.	Student Photo Gambar Pelajar	M	Upload the photo according to the provided requirements. Muat naik gambar mengikut keperluan yang diberikan.	
3.	Family Background Latar Belakang Keluarga	M	Complete all the form field on the family background page Lengkapkan semua medan pada halaman latar belakang keluarga.	

	Reference: UMPSAA / UMS	Topic: User Manual System	Document Version: 1.0
---	-----------------------------------	-------------------------------------	---------------------------------

4.	Identity Card Copy Salinan Kad Pengenalan	M	Upload the identity card copy according to the provided requirements. Muat naik salinan kad pengenalan mengikut keperluan yang diberikan.	
5.	SPM Copy Salinan SPM	M	Complete all the form fields on the SPM Result page, including uploading a copy of SPM results. Lengkapkan semua medan borang pada halaman Keputusan SPM, termasuk memuat naik salinan keputusan SPM anda.	Please ensure that the correct type of examination is chosen: Trial SPM Result Official SPM Result

The system also provides a checklist form for users to complete. The checklist will direct users to the dedicated form that they need to fill in, like the form above. If the checklist is complete or fulfilled, users can proceed to choose a program.

Sistem juga menyediakan borang semak senarai bagi pengguna untuk dilengkapkan. Senarai semak akan mengarahkan pengguna ke borang yang diperuntukkan yang perlu mereka lengkapkan, sama seperti borang di atas. Jika senarai semak itu lengkap atau dipenuhi, pengguna boleh meneruskan untuk memilih program.

Checklist
SPM Leaver

Personal Info ✓

Parent Info ✓


Student Photo ✓

Copy of Identical Card ✓

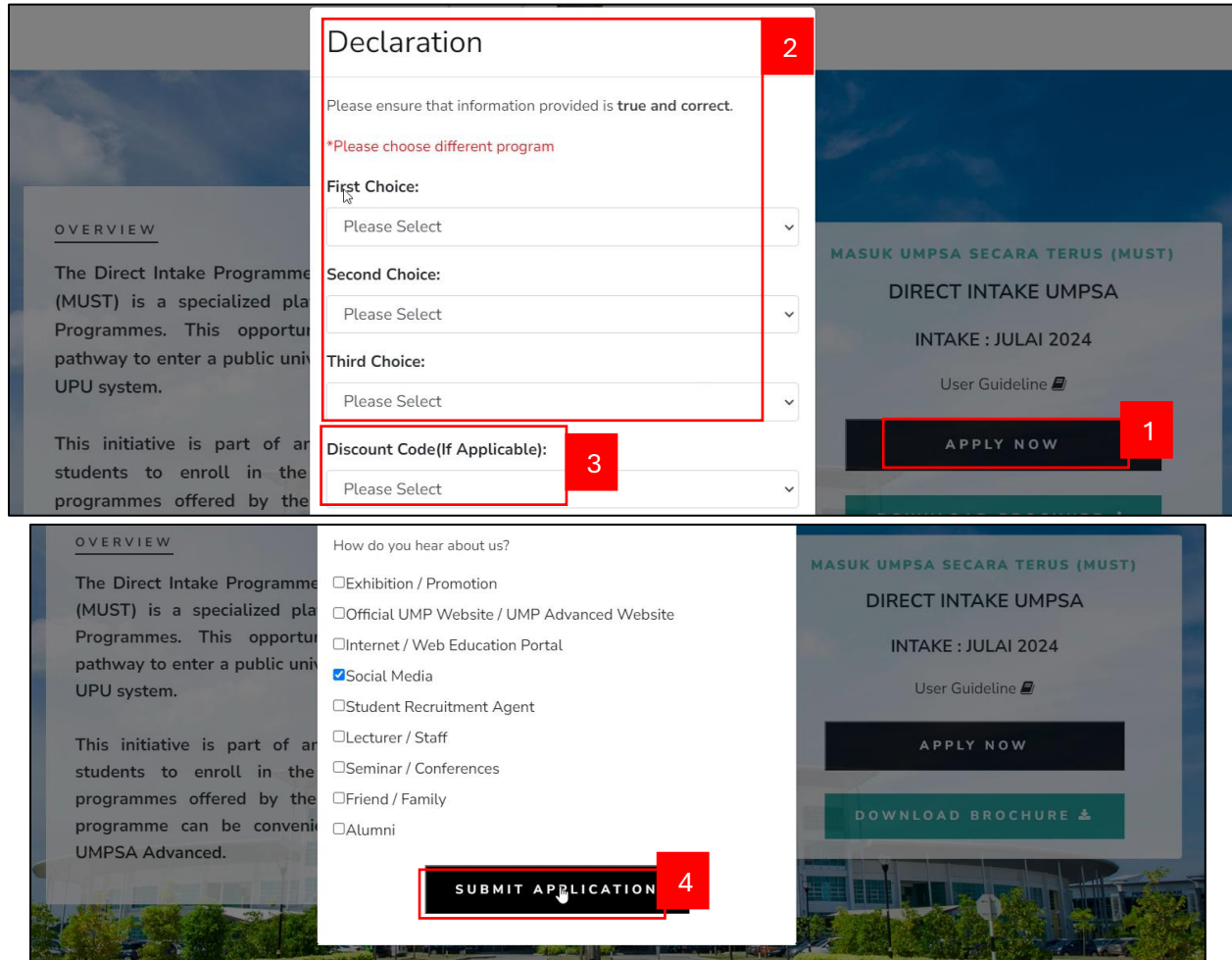
Copy of SPM Result ✓

[→ Choose Program](#) 1

No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Choose Program Pilih Program		Click Choose Program Klik Choose Program	

	Reference: UMPSAA / UMS	Topic: User Manual System	Document Version: 1.0
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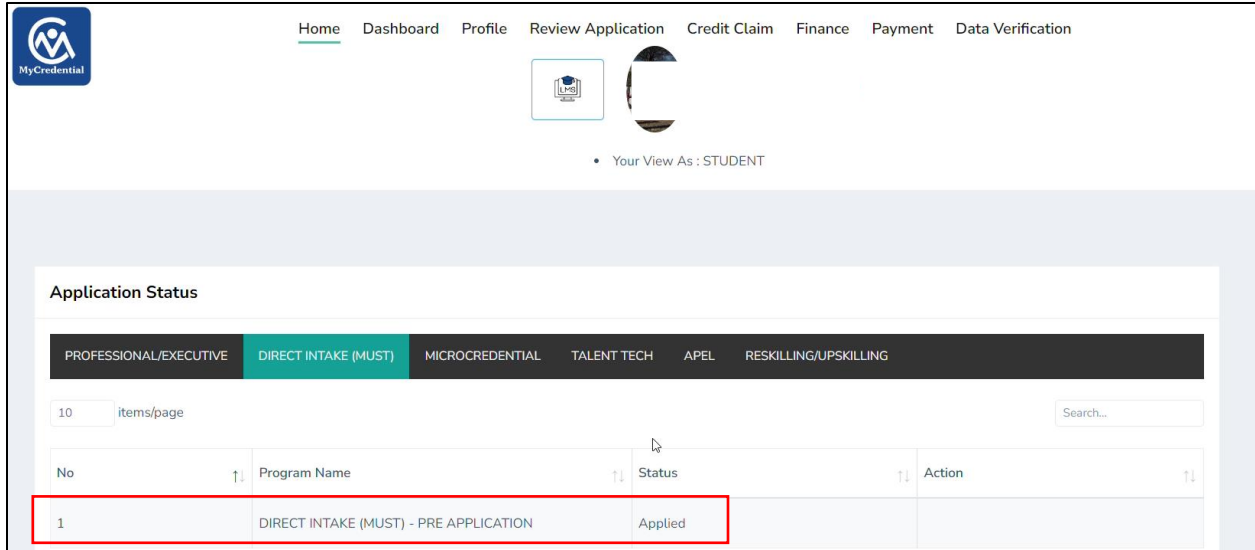
After that, the system will redirect the user to the "choose program" section as shown below. Selepas itu, sistem akan mengalihkan pengguna ke bahagian "pilih program" seperti yang ditunjukkan di bawah.



No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Apply Now Memohon Sekarang	M	Click Klik APPLY NOW	The declaration form will pop up. Borang deklarasi akan muncul.
2.	Choose Program Pilih Program	M	The user may choose the program that they prefer. Pengguna boleh memilih program yang mereka minati	
3.	Discount Code		Select the discount code if applying through an agent. Pilih kod diskaun jika memohon melalui ejen.	
4.	Submit		Click Klik SUBMIT APPLICATION	

After submitting the application, the screen will display the program that the user applied for, and the user will receive an email.

Selepas menghantar permohonan, skrin akan menunjukkan program yang telah pengguna mohon, dan pengguna akan menerima emel.



Home Dashboard Profile Review Application Credit Claim Finance Payment Data Verification

MyCredential

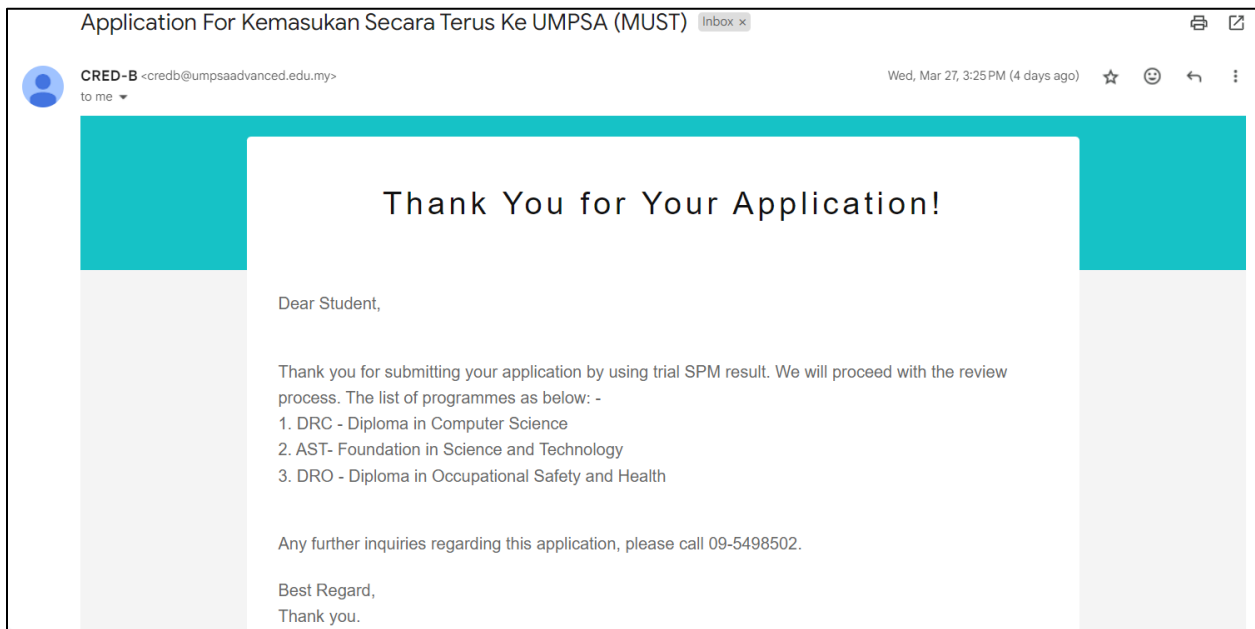
Your View As : STUDENT

Application Status

PROFESSIONAL/EXECUTIVE **DIRECT INTAKE (MUST)** MICROCREDENTIAL TALENT TECH APEL RESKILLING/UPSKILLING

10 items/page Search...

No	Program Name	Status	Action
1	DIRECT INTAKE (MUST) - PRE APPLICATION	Applied	



Application For Kemasukan Secara Terus Ke UMPSA (MUST) Inbox x

CRED-B <credb@umpsaadvanced.edu.my> to me Wed, Mar 27, 3:25 PM (4 days ago)

Thank You for Your Application!

Dear Student,

Thank you for submitting your application by using trial SPM result. We will proceed with the review process. The list of programmes as below: -

1. DRC - Diploma in Computer Science
2. AST- Foundation in Science and Technology
3. DRO - Diploma in Occupational Safety and Health

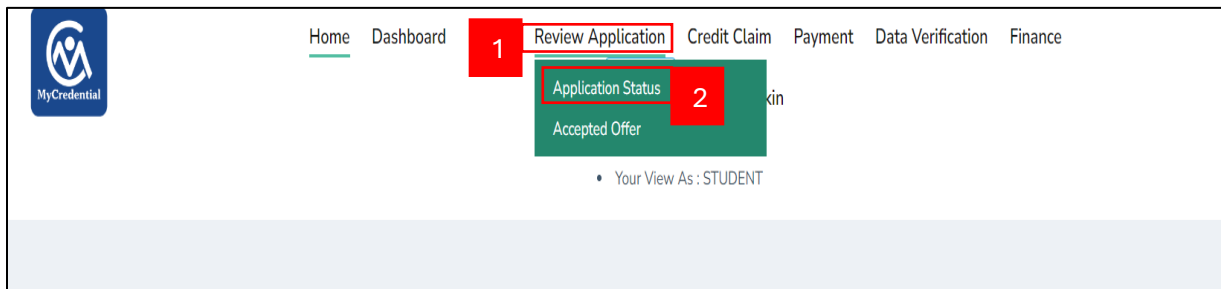
Any further inquiries regarding this application, please call 09-5498502.

Best Regard,
Thank you.

Fourth: Conditional Offer Letter (Trial SPM Result)

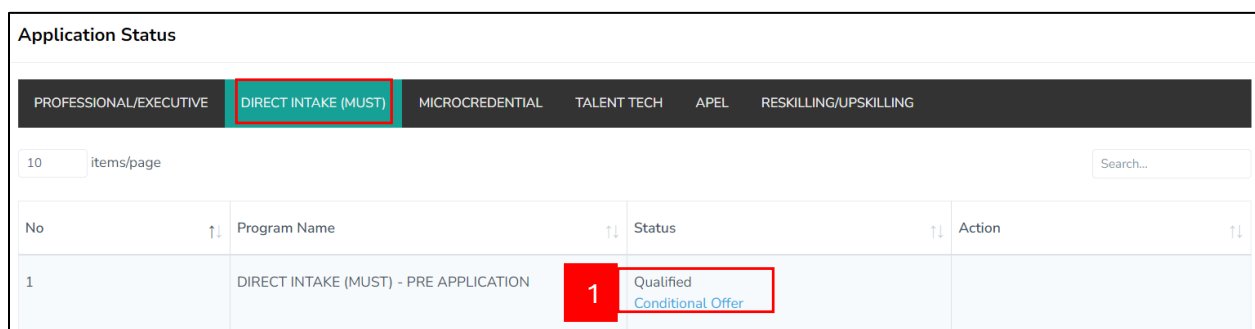
After submitting the application, it will take 3-5 days for processing. Users can check their application status, which will change to "qualified" if successful and to "others" if unsuccessful. Additionally, successful applicants will receive a conditional offer letter. Users can view the status of their program applications following the steps outlined below.

Selepas menghantar permohonan, ia akan mengambil masa 3-5 hari untuk diproses. Pengguna boleh menyemak status permohonan mereka, yang akan berubah kepada "qualified" jika berjaya dan kepada "others" jika tidak berjaya. Tambahan pula, pemohon yang berjaya akan menerima surat tawaran bersyarat. Pengguna boleh melihat status permohonan program mereka mengikut langkah-langkah yang diterangkan di bawah.




No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Menu Menu		Click Review Application Menu Klik Menu Review Application	
2.	Submenu Submenu		Click the Application Status submenu Klik Application Status submenu	

The system will display the application status page. Click Menu Direct Intake (MUST)
Sistem akan memaparkan halaman status permohonan. Tekan Menu Direct Intake (MUST)



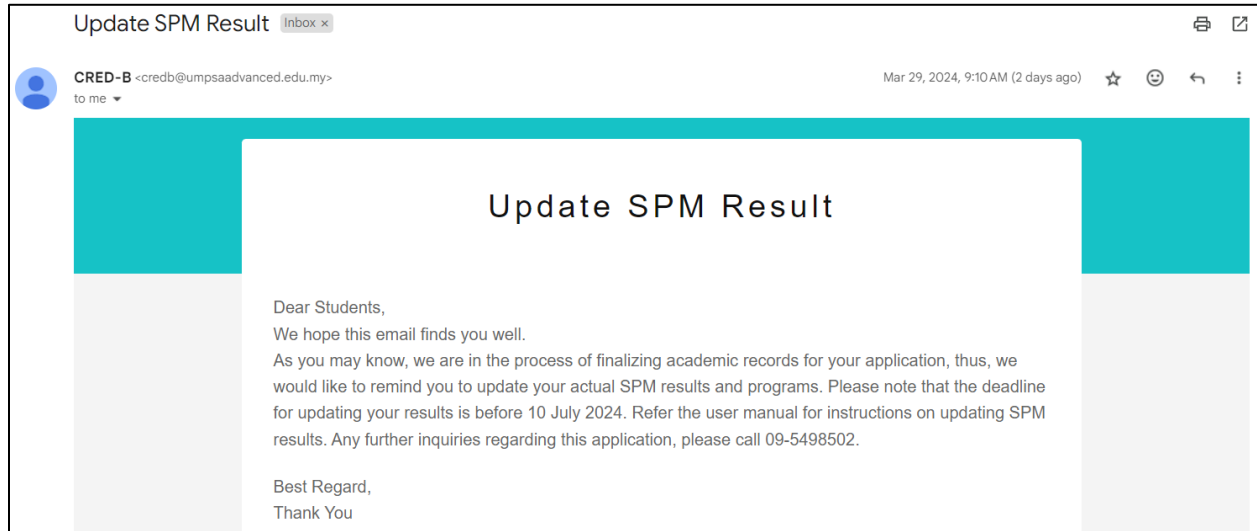
No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Status Status		Click Conditional Offer to view the offer letter Klik Conditional Offer	

	Reference: UMPSAA / UMS	Topic: User Manual System	Document Version: 1.0
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Fifth: Update SPM Result

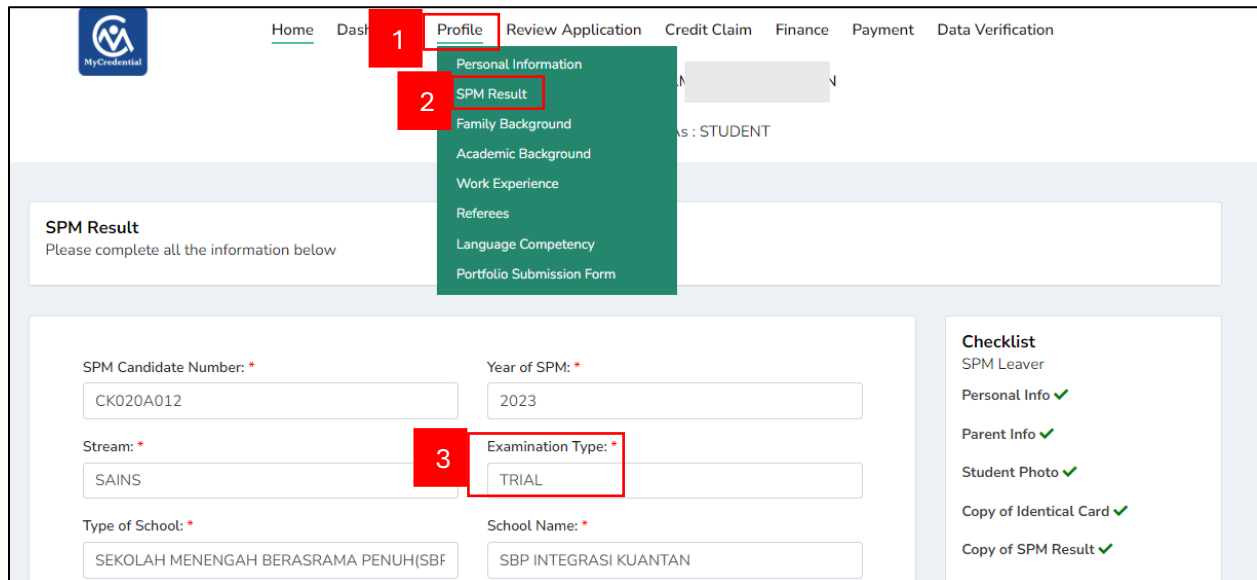
The user will receive an email to update the official result once it is released. Here are the steps to update the official SPM result


Pengguna akan menerima emel untuk mengemaskini keputusan rasmi apabila ia dikeluarkan. Berikut adalah langkah-langkah untuk mengemaskini keputusan rasmi SPM.



First, the user should log in to MyCredential as usual. Then, navigate to the Profile Menu and select the SPM Result submenu.

Pertama, pengguna perlu log masuk ke MyCredential seperti biasa. Kemudian, pergi ke Menu Profil dan pilih submenu Keputusan SPM.

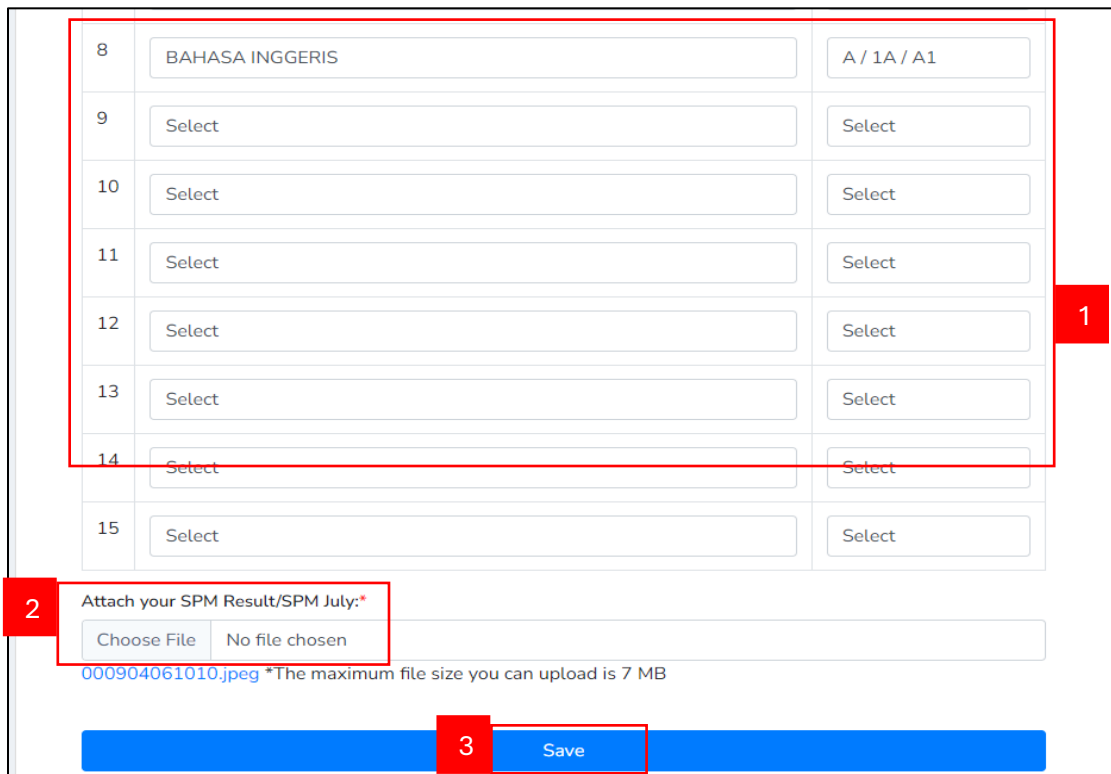


	Reference: UMPSAA / UMS	Topic: User Manual System	Document Version: 1.0
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No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Menu Menu		Click Profile Menu Klik Menu Profil	
2.	Submenu Submenu		Click the SPM Result submenu Klik SPM Result submenu	The SPM result page is displayed. Halaman Keputusan SPM dipaparkan
3.	Examination Type Jenis Ujian		Select SPM from the dropdown menu Pilih SPM daripada menu dropdown	


Update the official SPM result in the SPM result field, including uploading a copy of the official result.


Kemaskini keputusan rasmi SPM dalam medan keputusan SPM, termasuk memuat naik salinan keputusan rasmi.



The screenshot shows a form with several dropdown menus (rows 8-15) and a file upload section. A red box labeled '1' highlights the dropdown menus. A red box labeled '2' highlights the file upload field with the text 'Attach your SPM Result/SPM July:*' and a 'Choose File' button. A red box labeled '3' highlights a blue 'Save' button at the bottom of the form.

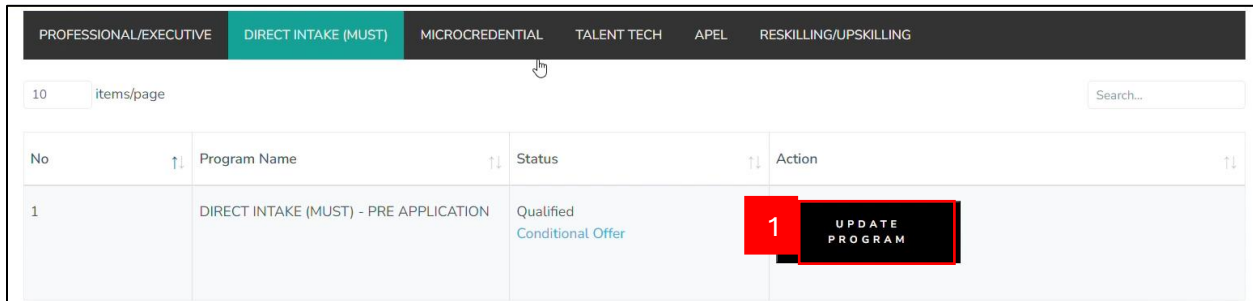
No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	SPM result Keputusan SPM		Update the SPM result based on the Official SPM result. Kemaskini keputusan SPM berdasarkan keputusan SPM Rasmi.	


	Reference: UMPSAA / UMS	Topic: User Manual System	Document Version: 1.0
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2.	SPM Copy Salinan SPM		Upload the copy of SPM result Muat naik salinan keputusan SPM	
3.	Save Simpan		Click Klik 	

After successfully updating the official SPM Result, the system will redirect the user to the program update page. Then, click on the 'Update Program' button to proceed.

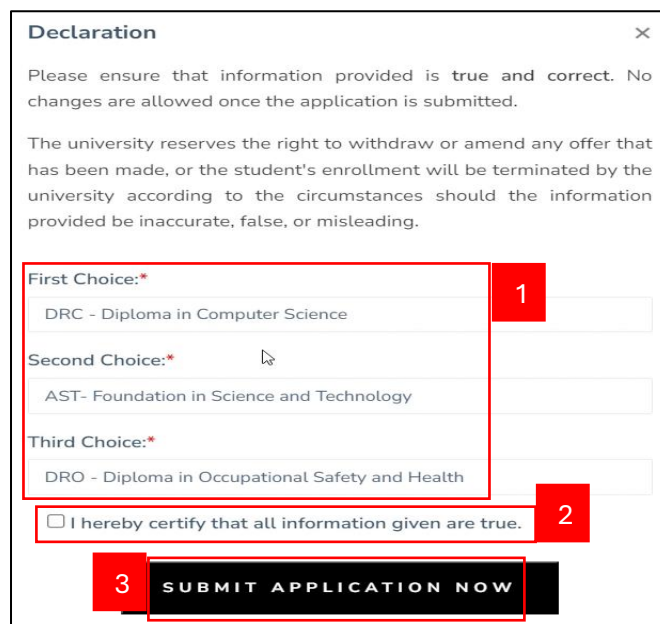
Selepas berjaya mengemaskini Keputusan SPM Rasmi, sistem akan mengalihkan anda ke halaman kemaskini program. Kemudian, klik butang 'Kemaskini Program' untuk meneruskan.






No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Menu Menu		Click Klik 	

The update program popup will appear. Prioritize your program choices, ensure accuracy, and click the declaration to confirm the provided information.

Pop-up kemaskini program akan muncul. Utamakan pilihan program anda, pastikan kejituan maklumat, dan klik pengakuan untuk mengesahkan maklumat yang diberikan.

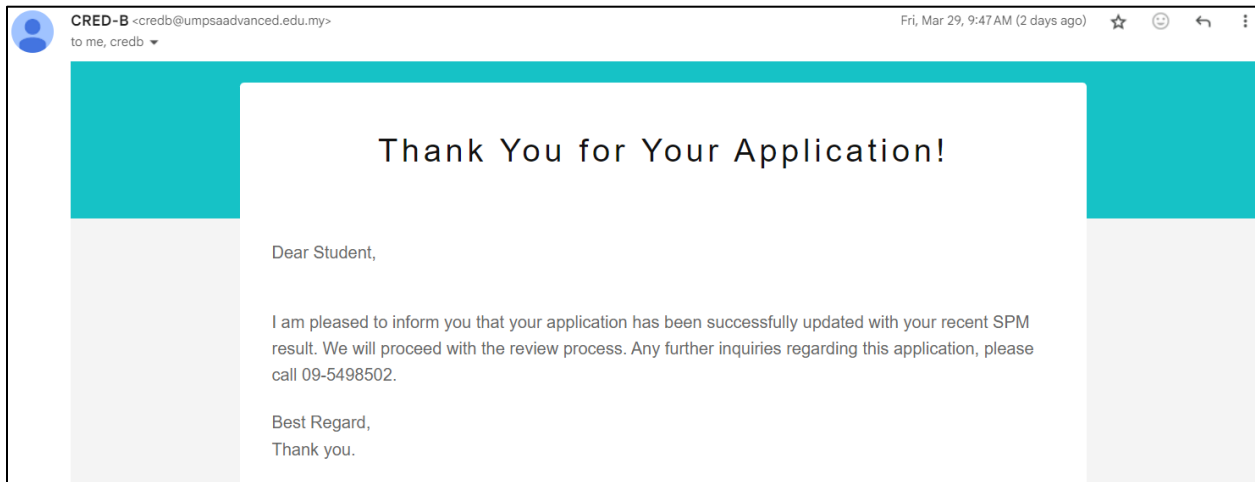


	Reference: UMPSAA / UMS	Topic: User Manual System	Document Version: 1.0
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No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Update Program Kemaskini Program		Click Klik 	
2.	Declaration Pengesahan		Tick the box Tandakan kotak	
3	Submit		Click Klik 	

After submitting the application, the screen will display the program that the user applied for, and the user will receive an email.

Selepas menghantar permohonan, skrin akan menunjukkan program yang telah pengguna mohon, dan pengguna akan menerima emel.



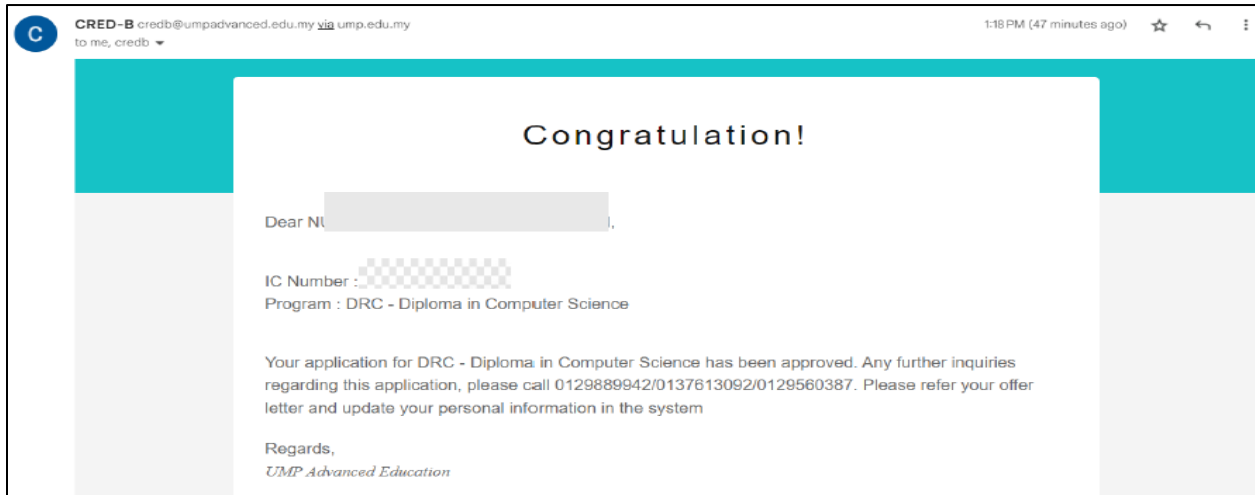
Application Status				
PROFESSIONAL/EXECUTIVE DIRECT INTAKE (MUST) MICROCREDENTIAL TALENT TECH APEL RESKILLING/UPSKILLING				
10	items/page			Search...
No	Program Name	Status	Action	
1	DRC - DIPLOMA IN COMPUTER SCIENCE	Applied		
2	DRO - DIPLOMA IN OCCUPATIONAL SAFETY AND HEALTH	Applied		
3	AST- FOUNDATION IN SCIENCE AND TECHNOLOGY	Applied		

	Reference: UMPSAA / UMS	Topic: User Manual System	Document Version: 1.0
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Sixth: Accept Offer

Once the user has received the email, they need to log in to the system and follow step four, then click on "Offer Letter" to view their offer letter. After that, they can click the "Accept" button to accept the offer or the "Reject" button to reject the offer.

Setelah pengguna menerima emel, mereka perlu log masuk ke sistem dan mengikuti langkah keempat, kemudian klik "Surat Tawaran" untuk melihat surat tawaran mereka. Selepas itu, mereka boleh klik butang "Terima" untuk menerima tawaran atau butang "Tolak" untuk menolak tawaran.



Application Status					
PROFESSIONAL/EXECUTIVE	DIRECT INTAKE (MUST)	MICROCREDENTIAL	TALENT TECH	APEL	RESKILLING/UPSKILLING
10 items/page					
No	Program Name	Status	Action		
1	DRC - DIPLOMA IN COMPUTER SCIENCE				
2	DRO - DIPLOMA IN OCCUPATIONAL SAFETY AND HEALTH	Approved	Accept	Reject	
3	AST- FOUNDATION IN SCIENCE AND TECHNOLOGY				
Showing 1 to 3 of 3 entries					

No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Accept		Click the Accept button if you want to accept the offer or click the Reject button if you want to reject the offer. Klik butang Accept jika anda ingin menerima tawaran atau klik butang Reject jika anda ingin menolak tawaran.	

Seventh: Appeal Process

If all applications are unsuccessful, the user can initiate the appeal process. First, the user needs to log in to MyCredential and then navigate to Application Status. There, the user will find a button above the list of applications to make an appeal.

Jika semua permohonan tidak berjaya, pengguna boleh memulakan proses rayuan. Pertama, pengguna perlu log masuk ke MyCredential dan kemudian pergi ke Status Permohonan. Di sana, pengguna akan menjumpai butang di atas senarai permohonan untuk membuat rayuan.

Application Status

PROFESSIONAL/EXECUTIVE
DIRECT INTAKE (MUST)
MICROCREDENTIAL
TALENT TECH
APEL
RESKILLING/UPSKILLING

**CLICK TO APPEAL
(PERMOHONAN RAYUAN)**

1

10 items/page
Search...

No	Program Name	Status	Action
1	DRC - DIPLOMA IN COMPUTER SCIENCE	Your application is unsuccessful	
2	DRO - DIPLOMA IN OCCUPATIONAL SAFETY AND HEALTH	Your application is unsuccessful	
3	AST- FOUNDATION IN SCIENCE AND TECHNOLOGY	Your application is unsuccessful	

Showing 1 to 3 of 3 entries
Previous 1 Next

No.	Field Name/Button	Mandatory (M)	Action	Notes
1.	Appeal Rayuan		Click "Appeal" Button Klik Butang "Appeal"	

Once user clicks the appeal button, the application will be sent to the admissions office for processing. The user will receive a notification after the appeal process is successful. Apabila pengguna menekan butang rayuan, permohonan akan dihantar kepada pejabat penerimaan untuk diproses. Pengguna akan menerima pemberitahuan setelah proses rayuan berjaya.