



UNIVERSITI
PENDIDIKAN
SULTAN IDRIS
اونيورسيتي فنديديقن سلطان ادريس

SULTAN IDRIS EDUCATION UNIVERSITY

USER MANUAL

for

Student Training - Training Application Functions for Student (MyUPSI PORTAL)

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1 STUDENT TRAINING APPLICATION

1.1 Online Training Application

Online Training Application facilitates postgraduate student to view training calendar and apply for training or workshop through the web browser.

Training						
Option Training Attended						Training Calendar
Notes Should you have any enquiries regarding training application, please contact Institute of Graduate Studies at 05-450 5473.						
Training Summary Attended						
Month	All					
Year	2016					
Title	Date From	Date To	Total Hour(s)	Status	Remark	
TURNITIN	12/04/2016	12/04/2016	2 jam	APPLY	Menambah pengetahuan.	Details Cancel
STATUS	DESCRIPTION					
APPLY	Submitted by applicant. Waiting for approval from IPS.					
APPROVE	Approved by IPS.					
REJECT	Rejected by IPS.					
CANCEL	Cancelled by applicant.					

Figure 1.1 – Training Summary Attended Interface

1.1.1 Accessing Training Application

1. The application is grouped under **ACADEMIC** menu. The link is located on the left of your screen. See **Figure 1.2**.



Figure 1.2 – ACADEMIC Entry Hyperlink

2. A single click on the hyperlink will list down all modules grouped under **ACADEMIC** menu.
3. Select **Training** hyperlink to view the information and function provided. **Training** hyperlink is located on the left of your screen. See **Figure 1.3**.



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	SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
	MyUPSI Portal	Student Training - Training Application Functions For Student	A4	2016-01	1



Figure 1.3 – Training Link

4. It will display the **Training Summary Attended** Interface. See **Figure 1.1**.

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1.2 Viewing Training Calendar

This section allows user to view training calendar. The steps are as follows.

TRAINING CALENDAR													
Year	2016 ▾												
Organizer	Institut Pengajian Siswazah ▾												
Close													
#	TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
PERKHIDMATAN													
1	NVIVO				12/04-12/04								
2	TURNITIN						15/06-16/06						

Figure 2.1 – Training Calendar Interface

1. Referring to **Figure 1.1**, click on the **Training Calendar** button to view the list of offered training. It will display the **Training Calendar** Interface. See **Figure 2.1**.
2. Select year from the drop down list labeled **Year** and organizer from the drop down list labeled **Organizer**. It will display the list of training applications for the selected year and organizer. See **Figure 2.1**.
3. Click on the training date hyperlink to view details information for the selected training. It will navigate to the **Training Details** Interface. See **Figure 2.2**.

Training	
Option	Training Attended <input type="button" value="Training Calendar"/>
Training Details	
Training Information	
Reference ID	TCA0002
Course Code	TRA0003
Title	TURNITIN
Remark	Open to Mod C only
Synopsis	turnitin
Learning Outcome	turinitin2
Content	turinitin3
Objective	turinitin4
Date (From)	15/06/2016
Date (To)	16/06/2016
Time	8:30 A.M. - 4.30 P.M.
Venue	MAKMAL 2, IPS
Capacity	15
Category	PERKHIDMATAN
Type	KURSUS
Level	UNIVERSITI
Total Hour(s)	2 jam
Closing Date for Online Application	05/07/2016
Instructor Information	
Name	Puan Firdaus binti Ahamad Rapani
Facilitator Information	
Name	Cik Farah Shafila Bt Mohamad Kasim, Cik Nur Fakhriah binti Abdullah
Organizer Information	
Agency	UNIVERSITI
<input type="button" value="Back"/>	

Figure 2.2 – Training Details Interface

1.3 Submitting Training Application

The descriptions for the application process are as follows.

Figure 3.1 – Training Application Interface

1.3.1 View for Training Details

1. Select **Training Application** from the drop down list labeled **Option**. It will display the **View Training Planner** interface. See **Figure 3.2**.

Ref ID	Title	Date (From)	Date (To)	Total Apply	
TCA0003	NVIVO	12/04/2016	12/04/2016	4/5	Details
Group	MASTER				
TCA0002	TURNITIN	15/06/2016	16/06/2016	1/15	Details Apply
Group	Open				

Figure 3.2 – Training Planner Interface

2. Select year from the drop down list labeled **Year**, month from the drop down list labeled **Month** and organizer from the drop down list labeled **Organizer**. It will display the list of training applications for the selected year, month and organizer. See **Figure 3.2**.
3. Click on the **Details** hyperlink to view details information for the selected training. It will display the **Training Details** Interface. See **Figure 3.3**.

Training	
Option	Training Attended <input type="button" value="Training Calendar"/>
Training Details	
Training Information	
Reference ID	TCA0002
Course Code	TRA0003
Title	TURNITIN
Remark	Open to Mod C only
Synopsis	turnitin
Learning Outcome	turinitin2
Content	turinitin3
Objective	turinitin4
Date (From)	15/06/2016
Date (To)	16/06/2016
Time	8:30 A.M. - 4.30 P.M.
Venue	MAKMAL 2, IPS
Capacity	15
Category	PERKHIDMATAN
Type	KURSUS
Level	UNIVERSITI
Total Hour(s)	2 jam
Closing Date for Online Application	05/07/2016
Instructor Information	
Name	Puan Firdaus binti Ahamad Rapani
Facilitator Information	
Name	Cik Farah Shafilla Bt Mohamad Kasim, Cik Nur Fakhriah binti Abdullah
Organizer Information	
Agency	UNIVERSITI
<input type="button" value="Back"/>	

Figure 3.3 – Training Details Interface

1.3.2 Apply for Training

1. Select **Training Application** from the drop down list labeled **Option**. It will display the **View Training Planner** interface. See **Figure 3.2**.
2. Select year from the drop down list labeled **Year**, month from the drop down list labeled **Month** and organizer from the drop down list labeled **Organizer**. It will display the list of training applications for the selected year, month and organizer. See **Figure 3.2**.
3. Click on the **Apply** hyperlink to apply for training. It will display the **Training Application** form. See **Figure 3.4**.

Training			
Option Training Application		View Training Calendar	
Training Application			
Training Details			
Reference ID	Title	Date From	Date To
TRA0003	TURNITIN	15/06/2016	16/06/2016
Total Hour(s)			2 jam
Application Info			
Role	PESERTA		
Training Benefit	<input type="text"/>		
Back		Submit	

Figure 3.4 – Training Application Form

4. Enter the relevant information on the following areas as shown on **Figure 3.4**:
 - i. **Role**: Select role from the drop down list labeled **Role**.
 - ii. **Training Benefit**: Key-in reason for applying.
5. Click on the **Submit** button to submit the application.
6. It will display successful message of the application submission. See **Figure 3.5**.

Training	
Option Training Application	View Training Calendar
Training Application	
Your application has been successfully sent.	
[Return to Training Planner]	

Figure 3.5 – Successful Message of the Application Submission

7. Click on the **Return to Training Planner** hyperlink to navigate back to the **View Training Planner** interface. See **Figure 3.2**.

1.4 Viewing Application Status

This screen allows user to view status of training application. The steps are as follows.

Training						
Option <input type="text" value="Training Attended"/>						<input type="button" value="Training Calendar"/>
Notes Should you have any enquiries regarding training application, please contact Institute of Graduate Studies at 05-450 5473.						
Training Summary Attended						
Month		<input type="text" value="All"/>				
Year		<input type="text" value="2016"/>				
Title	Date From	Date To	Total Hour(s)	Status	Remark	
TURNITIN	12/04/2016	12/04/2016	2 jam	APPLY	Menambah pengetahuan.	Details Cancel
STATUS	DESCRIPTION					
APPLY	Submitted by applicant. Waiting for approval from IPS.					
APPROVE	Approved by IPS.					
REJECT	Rejected by IPS.					
CANCEL	Cancelled by applicant.					

Figure 4.1 – Training Attended Interface

1. Referring to **Figure 3.1**, select **Training Attended** from the drop down list labeled **Option**. It will display the **Training Summary Attended** Interface. See **Figure 4.1**.
2. Select month from the drop down list labeled **Month** and year from the drop down list labeled **Year**. It will display the list of training applications for the selected year. See **Figure 4.1**.
3. Click on the **Details** hyperlink to view details information for the selected training. It will navigate to the **Training Details** Interface. See **Figure 2.2**.

1.5 Canceling Training Application

The description for the canceling process will be describes as follows.

Training						
Option Training Attended						Training Calendar
Notes Should you have any enquiries regarding training application, please contact Institute of Graduate Studies at 05-450 5473.						
Training Summary Attended						
Month		All				
Year		2016				
Title	Date From	Date To	Total Hour(s)	Status	Remark	
TURNITIN	12/04/2016	12/04/2016	2 jam	APPLY	Menambah pengetahuan.	Details Cancel
STATUS	DESCRIPTION					
APPLY	Submitted by applicant. Waiting for approval from IPS.					
APPROVE	Approved by IPS.					
REJECT	Rejected by IPS.					
CANCEL	Cancelled by applicant.					

Figure 5.1 – Training Summary Attended Interface

1. Referring to **Figure 5.1**, click on the **Cancel** hyperlink to cancel the application. It will navigate to the **Cancel Training Application** Interface. See **Figure 5.2**.

Training			
Option Training Attended			Training Calendar
Cancel Training Application			
Training Details			
Reference ID	Title	Date From	Date To
TRA0003	TURNITIN	12/04/2016	12/04/2016
		Total Hour(s)	2 jam
Reason	<input type="text"/>		
<input type="button" value="Back"/>	<input type="button" value="Submit"/>		

Figure 5.2 – Cancel Training Application Interface

2. Key in reason for the cancellation on the **Reason for Cancellation** textarea and click on the **Submit** button. The confirmation message box will be shown as in **Figure 5.3**.

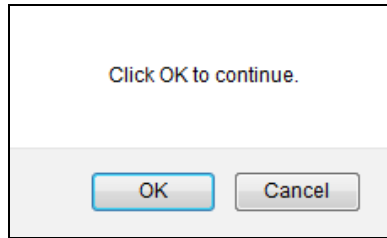


Figure 5.3 – Confirmation Message Box

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3. Click on the **OK** button. It will bring up to the page that displays successful message for cancelling the application. See **Figure 4.5**.

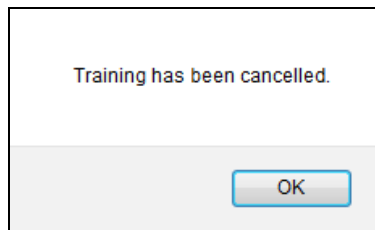


Figure 4.5 – Successful Cancellation Alert Message

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4. Click on the **OK** button. **Figure 5.1** above will be displayed.