



USER MANUAL

for

Deferment of Study / Withdrawal Request Functions for Student (MyUPSI PORTAL)

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1 DEFERMENT OF STUDY / WITHDRAWAL REQUEST

1.1 Online Deferment of Study / Withdrawal Request

Online Deferment of Study / Withdrawal Request facilitates student to apply for deferment of study or withdrawal request through the web browser.

Defer / Withdrawal					
					Status Apply
Status Permohonan Menangguh <i>Status of Application for Deferment of Study</i>					
No. Rujukan Reference No.	Semester Yang Hendak Ditangguh Semester To Be Deferred	Sebab Penangguhan Reason for Deferment	Tarikh Permohonan Apply Date	Status Status	
2015-0000010	Semester 2 Sesi 2014/2015	Kesihatan / Medical	10/08/2015	APPLY	Details Upload** Cancel
Status Permohonan Menarik Diri <i>Status of Application for Withdrawal</i>					
No. Rujukan Reference No.	Sebab Penarikan Diri Reason for Withdrawal		Tarikh Permohonan Apply Date	Status Status	
2015-0000012	Masalah peribadi.		10/08/2015	APPLY	Details Cancel
NOTA / NOTE:					
<p>1. ** Penghantaran Tidak Lengkap: Sila muat naik dokumen sokongan yang berkaitan untuk melengkapkan permohonan dengan klik pada pautan SUBMIT. Permohonan hanya akan diproses setelah dokumen sokongan tersebut dimuat naik. ** Incomplete Submission: Please upload the supporting documents to complete the submission by clicking the SUBMIT link. Applications will only be processed after the supporting documents is uploaded.</p>					

Figure 1.1 – Status of Deferment of Study Application and Withdrawal Application Interface

1.1.1 Accessing Deferment of Study / Withdrawal Request

- 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

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

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اونیورسیتی قندیديقن سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	User Manual				
	SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
	MyUPSI Portal	Deferment of Study / Withdrawal Request Functions For Student	A4	2016-01	1

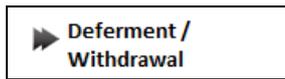


Figure 1.3 – Deferment of Study / Withdrawal Request Link

4. It will display the **Status of Deferment of Study and Withdrawal Application** Interface. See **Figure 1.1**.

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	SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
	MyUPSI Portal	Deferment of Study / Withdrawal Request Functions For Student	A4	2016-01	2

1.2 Submitting Application for Deferment of Study or Withdrawal

The descriptions for the application process are as follows.

Figure 2.1 – Application for Deferment of Study / Withdrawal Interface

1.2.1 Apply for Deferment of Study or Withdrawal

1. Click on the **Apply** button to view list of application type. It will display the **Application for Deferment of Study / Withdrawal** Interface. See **Figure 2.2**.

Figure 2.2 – Application for Deferment of Study / Withdrawal Interface

2. Select application type from the drop down list labeled **Application Type**. It will display the Deferment of Study Application form or Withdrawal Application form. See **Figure 2.3** and **Figure 2.4**.

Defer / Withdrawal	
<input type="button" value="Status"/> <input type="button" value="Apply"/>	
PERMOHONAN MENANGGUH / MENARIK DIRI APPLICATION FOR DEFERMENT OF STUDY / WITHDRAWAL	
Jenis Permohonan <i>Application Type</i>	Menangguh / Deferment of Study ▼
* indicates required field.	
MAKLUMAT PEMOHON <i>Personal Details</i>	
1. Nama Penuh : <i>Full name</i>	Abcdefghi Bin Jklmnopqrst
2. No. Matrik : <i>Matric No.</i>	D2006
3. No. Kad Pengenalan : <i>ID Number</i>	
4. Program : <i>Programme</i>	AT47 - Teknologi Reka Bentuk Berkomputer
5. Fakulti : <i>Faculty</i>	Fakulti Seni, Komputeran dan Industri Kreatif
6. Bil. Semester Berdaftar : <i>No. of Registered Semester</i>	8
7. Semester, Tahun : <i>Semester, Year</i>	A092 - Semester 2 2009/2010 Session (UJILARI LNPT)
MAKLUMAT PERMOHONAN <i>Information On Application</i>	
8. Pernahkan anda menangguh pengajian sebelum ini? : <i>Have you previously deferred your study?</i>	Tidak No.
9. Nyatakan sebab-sebab penangguhan * : <i>State the reason for deferment</i>	- ▼
9. Nyatakan semester yang hendak ditangguh * : <i>State the semester to be deferred</i>	- ▼
<input type="button" value="Save & Continue"/>	

Figure 2.3 – Deferment of Study Application Form

Defer / Withdrawal	
<input type="button" value="Status"/> <input type="button" value="Apply"/>	
PERMOHONAN MENANGGUH / MENARIK DIRI APPLICATION FOR DEFERMENT OF STUDY / WITHDRAWAL	
Jenis Permohonan <i>Application Type</i>	Menarik Diri / Withdrawal
* indicates required field.	
MAKLUMAT PEMOHON <i>Personal Details</i>	
1. Nama Penuh : <i>Full name</i>	Abcdefghi Bin Jklmnopqrst
2. No. Matrik : <i>Matric No.</i>	D2006
3. No. Kad Pengenalan : <i>ID Number</i>	
4. Program : <i>Programme</i>	AT47 - Teknologi Reka Bentuk Berkomputer
5. Fakulti : <i>Faculty</i>	Fakulti Seni, Komputeran dan Industri Kreatif
6. Bil. Semester Berdaftar : <i>No. of Registered Semester</i>	8
7. Semester, Tahun : <i>Semester, Year</i>	A092 - Semester 2 2009/2010 Session (UJILARI LNPT)
MAKLUMAT PERMOHONAN <i>Information On Application</i>	
8. Nyatakan sebab-sebab penarikan diri * : <i>State the reason for withdrawal</i>	-
<input type="button" value="Save & Continue"/>	

Figure 2.4 – Withdrawal Application Form

- Fill in the information needed.
- Referring to **Figure 2.5** and **Figure 2.6**, if the reason for deferment of study or withdrawal has been selected as **Personal**, click on the **Submit** button.

MAKLUMAT PERMOHONAN <i>Information On Application</i>	
8. Pernahkah anda menangguh pengajian sebelum ini? : <i>Have you previously deferred your study?</i>	Tidak No.
9. Nyatakan sebab-sebab penangguhan * : <i>State the reason for deferment</i>	Peribadi / Personal
9. Nyatakan semester yang hendak ditangguh * : <i>State the semester to be deferred</i>	-
<input type="button" value="Submit"/>	

Figure 2.5 – Deferment of Study Application: Submission

MAKLUMAT PERMOHONAN <i>Information On Application</i>	
8. Nyatakan sebab-sebab penangguhan * : <i>State the reason for deferment</i>	Peribadi / Personal
<input type="button" value="Submit"/>	

Figure 2.6 – Withdrawal Application: Submission

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5. It will display successful message of the application submission. See **Figure 2.7** and **Figure 2.8**.

Figure 2.7 – Successful Message of the Application Submission: Deferment of Study Application

Figure 2.8 – Successful Message of the Application Submission: Withdrawal Application

6. Referring to **Figure 2.9** or **Figure 2.10**, if the reason for deferment of study or withdrawal has been selected as **Medical**, click on the **Save & Continue** button.

Figure 2.9 – Deferment of Study Application Form

Figure 2.10 – Withdrawal Application Form

7. It will navigate to the **Uploading Attachments** interface. See **Figure 2.11** or **Figure 2.12** and **Figure 2.13** *.

* The interface may vary depending on web browser.

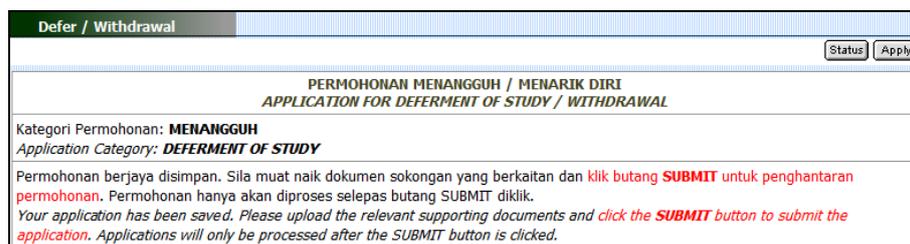


Figure 2.11 – Uploading Attachments Interface: Successful Message (Deferment of Study Application)

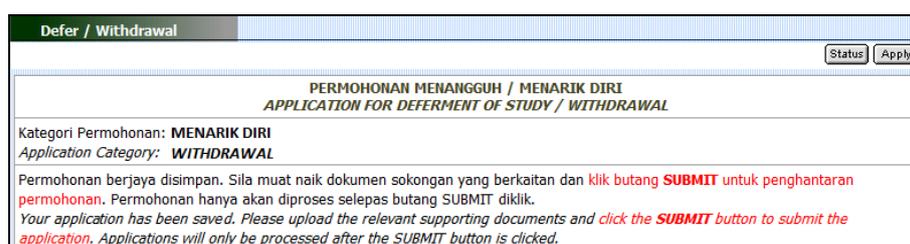


Figure 2.12 – Uploading Attachments Interface: Successful Message (Withdrawal Application)

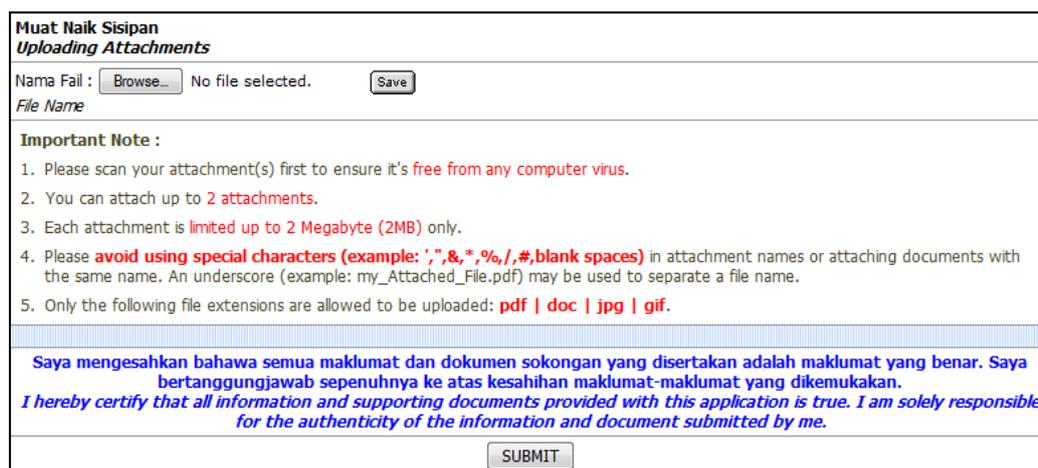


Figure 2.13 – Uploading Attachments Interface

8. Click on the **Browse** button (button name may vary depending on web browser). It will display the **Choose File to Upload** window. See **Figure 2.14**.

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS اوتوريسيتي قنديديقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY</p>	User Manual				
	SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
	MyUPSI Portal	Deferment of Study / Withdrawal Request Functions For Student	A4	2016-01	7

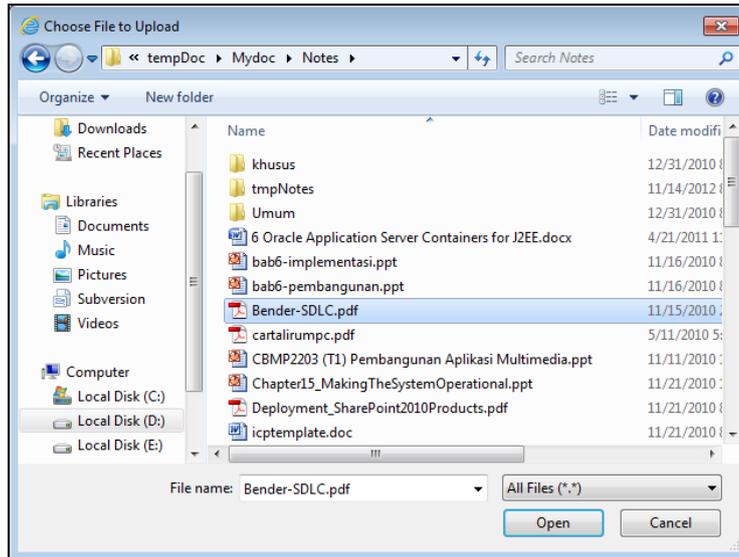


Figure 2.14 – Choose File to Upload Window

9. Locate the file you wish to upload and highlight it (*Please read the **Important Note Section** before uploading a file*).
10. Click on the **Open** button on the **Choose File to Upload** window. The address of the file location will be displayed on the **Uploading Attachments** page. See **Figure 2.15**.

Muat Naik Sisipan
Uploading Attachments

Nama Fail : Zimbra8_Migration_Latestest.pdf

File Name

Important Note :

1. Please scan your attachment(s) first to ensure it's **free from any computer virus**.
2. You can attach up to **2 attachments**.
3. Each attachment is **limited up to 2 Megabyte (2MB)** only.
4. Please **avoid using special characters (example: ',",&,*,%/,/#,blank spaces)** in attachment names or attaching documents with the same name. An underscore (example: my_Attached_File.pdf) may be used to separate a file name.
5. Only the following file extensions are allowed to be uploaded: **pdf | doc | jpg | gif**.

Figure 2.15 – Uploading Attachments Interface

11. Click on the **Save** button on the right corner of the location address. It will upload the file from your computer to the server. The list of successfully uploaded files will be displayed at the bottom of the page. See **Figure 2.16**.

Muat Naik Sisipan Uploading Attachments			
	Nama Fail File Name		
1	Zimbra9_Migration_Latest.pdf	View	Delete
Nama Fail : <input type="button" value="Browse..."/> No file selected. <input type="button" value="Save"/>			
Important Note : <ol style="list-style-type: none"> 1. Please scan your attachment(s) first to ensure it's free from any computer virus. 2. You can attach up to 2 attachments. 3. Each attachment is limited up to 2 Megabyte (2MB) only. 4. Please avoid using special characters (example: ',",&,*,%/,/.,blank spaces) in attachment names or attaching documents with the same name. An underscore (example: my_Attached_File.pdf) may be used to separate a file name. 5. Only the following file extensions are allowed to be uploaded: pdf doc jpg gif. 			

Figure 2.16 – Uploading Attachments Interface

12. Click on the **View** hyperlink to view the content of the uploaded file.
13. Click on the **Delete** hyperlink to remove the uploaded file from the portal.
14. The application can only be submitted after finishing the uploading process. Click on the **Submit** button, which is located at the bottom of the page. It will display the confirmation message box. See **Figure 2.17**.

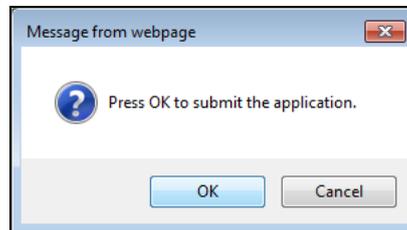


Figure 2.17 – Confirmation Message Box

15. Click on the **OK** button to submit the application. It will display successful message of the application submission. See **Figure 2.18**.

Defer / Withdrawal		Status	Apply
PERMOHONAN MENANGGUH / MENARIK DIRI APPLICATION FOR DEFERMENT OF STUDY / WITHDRAWAL			
Permohonan anda telah berjaya dihantar. Your application has been successfully sent.			
[View Status]			

Figure 2.18 – Successful Message of the Application Submission: Deferment of Study / Withdrawal Application

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1.3 Viewing Application Status and Details

This screen allows user to view the details of the application. The steps are as follows.

Defer / Withdrawal					
					Status Apply
Status Permohonan Menangguh <i>Status of Application for Deferment of Study</i>					
No. Rujukan Reference No.	Semester Yang Hendak Ditangguh Semester To Be Deferred	Sebab Penangguhan Reason for Deferment	Tarikh Permohonan Apply Date	Status Status	
2015-0000010	Semester 2 Sesi 2014/2015	Kesihatan / Medical	10/08/2015	APPLY	Details Upload** Cancel
Status Permohonan Menarik Diri <i>Status of Application for Withdrawal</i>					
No. Rujukan Reference No.	Sebab Penarikan Diri Reason for Withdrawal		Tarikh Permohonan Apply Date	Status Status	
2015-0000012	Masalah peribadi.		10/08/2015	APPLY	Details Cancel
NOTA / NOTE: 1. ** Penghantaran Tidak Lengkap: Sila muat naik dokumen sokongan yang berkaitan untuk melengkapkan permohonan dengan klik pada pautan SUBMIT . Permohonan hanya akan diproses setelah dokumen sokongan tersebut dimuat naik. ** Incomplete Submission: Please upload the supporting documents to complete the submission by clicking the SUBMIT link. Applications will only be processed after the supporting documents is uploaded.					

Figure 3.1 – Status of Deferment of Study Application and Withdrawal Application Interface

- Referring to **Figure 3.1**, click on the **Status** button to view the list of applications that has been submitted. It will display the **Status of Application for Deferment of Study** and **Status of Application for Withdrawal** Interface. See **Figure 3.1**.
- Click on the **Details** hyperlink to view details information for the selected applications. It will navigate to the **Application for Deferment of Study** or **Application for Withdrawal** Interface. See **Figure 3.2 *** and **Figure 3.3 ***.

* Please note that the **Attachment** section will be visible for medical reason only.

Defer / Withdrawal		Status	Apply
PERMOHONAN MENANGGUH <i>APPLICATION FOR DEFERMENT OF STUDY</i>			
MAKLUMAT PERMOHONAN <i>Information On Application</i>			
1	No. Rujukan Permohonan : <i>Application Reference ID</i>	2015-0000006	
2	Semester yang hendak ditangguh : <i>Semester to be deferred</i>	Semester 2 Sesi 2014/2015 (A142)	
3	Sebab-sebab penangguhan : <i>Reasons for deferment</i>	Kesihatan / Medical	
Sisipan <i>Attachment</i>			
		Nama Fail <i>File Name</i>	
1.	testAttach.txt		View
<input type="button" value="Back"/>			

Figure 3.2 – Application of Deferment of Study Details Interface

Defer / Withdrawal		Status	Apply
PERMOHONAN MENARIK DIRI <i>APPLICATION FOR WITHDRAWAL</i>			
MAKLUMAT PERMOHONAN <i>Information On Application</i>			
1	No. Rujukan Permohonan : <i>Application Reference ID</i>	2015-0000013	
2	Sebab-sebab menarik diri : <i>Reasons for withdrawal</i>	Kesihatan / Medical	
Sisipan <i>Attachment</i>			
		Nama Fail <i>File Name</i>	
1.	testAttach.txt		View
<input type="button" value="Back"/>			

Figure 3.3 – Application of Withdrawal Details Interface

3. Click on the **Upload** hyperlink to view or re-upload the supporting document. It will navigate to the **Uploading Attachments** Interface. See **Figure 2.11** or **Figure 2.12** at step **1.2.1 (7)** above. Please follow step **1.2.1 (7) - 1.2.1 (13)** above to proceed with the uploading process.
4. Click on the **Submit** hyperlink to submit the application. It will navigate to the **Uploading Attachments** Interface. See **Figure 2.11** or **Figure 2.12** at step **1.2.1 (7)** above. Please follow step **1.2.1 (14) - 1.2.1 (15)** above to proceed with the submission.

1.4 Canceling Deferment of Study or Withdrawal Application

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

Defer / Withdrawal					
					Status Apply
Status Permohonan Menangguh <i>Status of Application for Deferment of Study</i>					
No. Rujukan Reference No.	Semester Yang Hendak Ditangguh Semester To Be Deferred	Sebab Penangguhan Reason for Deferment	Tarikh Permohonan Apply Date	Status Status	
2015-0000010	Semester 2 Sesi 2014/2015	Kesihatan / Medical	10/08/2015	APPLY	Details Upload** Cancel
Status Permohonan Menarik Diri <i>Status of Application for Withdrawal</i>					
No. Rujukan Reference No.	Sebab Penarikan Diri Reason for Withdrawal		Tarikh Permohonan Apply Date	Status Status	
2015-0000012	Masalah peribadi.		10/08/2015	APPLY	Details Cancel
NOTA / NOTE: 1. ** Penghantaran Tidak Lengkap: Sila muat naik dokumen sokongan yang berkaitan untuk melengkapkan permohonan dengan klik pada pautan SUBMIT . Permohonan hanya akan diproses setelah dokumen sokongan tersebut dimuat naik. ** Incomplete Submission: Please upload the supporting documents to complete the submission by clicking the SUBMIT link. Applications will only be processed after the supporting documents is uploaded.					

Figure 4.1 – Status of Deferment of Study Application and Withdrawal Application Interface

- Referring to **Figure 4.1**, click on the **Status** button to view the list of applications that has been submitted. It will display the **Status of Application for Deferment of Study** and **Status of Application for Withdrawal** Interface. See **Figure 4.1**.
- Click on the **Cancel** hyperlink to cancel the application. It will navigate to the **Cancellation of Application for Deferment of Study / Withdrawal** Interface. See **Figure 4.2**.

Defer / Withdrawal	
Status Apply	
PEMBATALAN PERMOHONAN MENANGGUH / MENARIK DIRI CANCELLATION OF APPLICATION FOR DEFERMENT OF STUDY / WITHDRAWAL	
MAKLUMAT PERMOHONAN <i>Information On Application</i>	
No. Rujukan : Reference No.	2015-0000012
Sebab-sebab menarik diri : Reasons for withdrawal	Masalah peribadi.
Tarikh Permohonan : Apply Date	10/08/2015
Sebab Pembatalan : (Maksimum 200 aksara) Reason for cancellation (Maximum 200 characters)	Batal permohonan.
Back	Submit

Figure 4.2 – Cancellation of Application for Deferment of Study / Withdrawal Interface

3. Key in the **Reason for Cancellation** and click on the **Submit** button. The confirmation message box will be shown as in **Figure 4.3**.

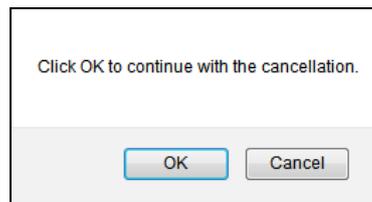


Figure 4.3 – Confirmation Message Box

4. Click on the **OK** button. It will bring up to the page that displays successful message for cancelling the application. See **Figure 4.4**.

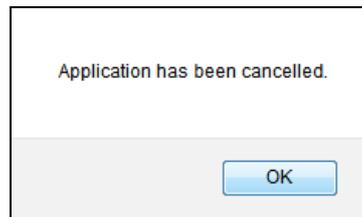


Figure 4.4 – Successful Cancellation Alert Message

5. Click on the **OK** button. **Figure 4.1** above will be displayed.

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MyUPSI Portal	Deferment of Study / Withdrawal Request Functions For Student	A4	2016-01	13