

USER MANUAL FOR E-LOGBOOK

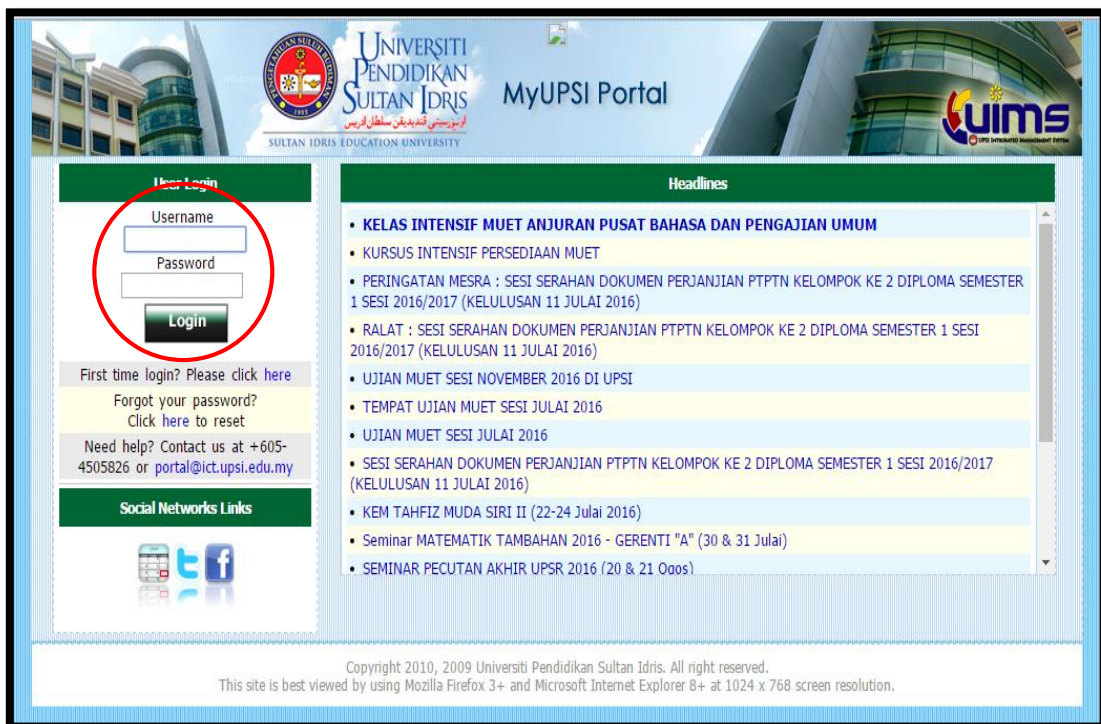
- Go to <http://eportal.upsi.edu.my/>. Choose link 1 or link 2



The screenshot shows the main navigation area of the UPSI E-Portal. At the top is the university logo and name in Malay and English. Below are three main service links:

- Link 1 (Online)**: MyUPSI Portal. Use this link for function involving material uploading or attachment such as:
 1. News
 2. Memo
- Link 2 (Online)**: Online Student Services (Online). Use this link to access Online Student Services directly without using MyUpsI Portal such as:
 1. Course Registration
 2. Examination Schedule
 3. Class Schedule
- Vendor@UPSI Portal**: Vendor@UPSI Link 1 (Online) and Vendor@UPSI Link 2 (Online). Should you encounter any problem, please let us know by emailing us at portal@ict.upsi.edu.my

- Login – (Username: Matrix No, Password: IC No./Passport No.)



The screenshot shows the login page of the MyUPSI Portal. The 'User Login' section has the following fields and buttons:

- Username**: Input field
- Password**: Input field
- Login**: Button

Below the login fields, there are links for:

- First time login? Please click [here](#)
- Forgot your password? Click [here](#) to reset
- Need help? Contact us at +605-4505826 or portal@ict.upsi.edu.my

The 'Headlines' section on the right contains a list of news items:

- KELAS INTENSIF MUET ANJURAN PUSAT BAHASA DAN PENGAJIAN UMUM
- KURSUS INTENSIF PERSEDIAAN MUET
- PERINGATAN MESRA : SESI SERAHAN DOKUMEN PERJANJIAN PTPTN KELOMPOK KE 2 DIPLOMA SEMESTER 1 SESI 2016/2017 (KELULUSAN 11 JULAI 2016)
- RALAT : SESI SERAHAN DOKUMEN PERJANJIAN PTPTN KELOMPOK KE 2 DIPLOMA SEMESTER 1 SESI 2016/2017 (KELULUSAN 11 JULAI 2016)
- UJIAN MUET SESI NOVEMBER 2016 DI UPSI
- TEMPAT UJIAN MUET SESI JULAI 2016
- UJIAN MUET SESI JULAI 2016
- SESI SERAHAN DOKUMEN PERJANJIAN PTPTN KELOMPOK KE 2 DIPLOMA SEMESTER 1 SESI 2016/2017 (KELULUSAN 11 JULAI 2016)
- KEM TAHFIZ MUDA SIRI II (22-24 Julai 2016)
- Seminar MATEMATIK TAMBAHAN 2016 - GERENTI "A" (30 & 31 Julai)
- SEMINAR PECUTAN AKHIR UPSR 2016 /20 & 21 Ogos

At the bottom, there are social network links for WhatsApp, Twitter, and Facebook, and a copyright notice: Copyright 2010, 2009 Universiti Pendidikan Sultan Idris. All right reserved. This site is best viewed by using Mozilla Firefox 3+ and Microsoft Internet Explorer 8+ at 1024 x 768 screen resolution.

3. Click **ACADEMIC**, then choose **Research - Log Book**

4. Click **Propose Date** button

No.	Tarikh Cadangan Proposed Date	Masa Time	Tarikh Hantar Submission Date	Status Status	Catatan Remark
No record found.					

No.	Tarikh Cadangan Proposed Date	Masa Time	Tarikh Hantar Submission Date	Status Status	Catatan Remark
No record found.					

STATUS STATUS	KETERANGAN DESCRIPTION
Cadangan Tarikh Perjumpaan Proposed Date of Meeting	
PROPOSED	Cadangan tarikh perjumpaan telah dihantar oleh pelajar atau penyelia. <i>Proposed date of meeting by student or supervisor.</i>
APPROVED	Cadangan tarikh perjumpaan dipersetujui oleh pelajar dan penyelia. <i>Proposed date has been approved by supervisor or student.</i>
CANCEL	Perjumpaan dibatalkan. <i>Meeting cancelled.</i>
Status Buku Log Logbook Status	

5. Select/choose current semester

The screenshot shows the 'Research Supervision Logbook' interface. At the top right, there are buttons for 'Propose Date' and 'Status'. The main heading is 'CADANGAN TARIKH PERJUMPAAN' (PROPOSED DATE OF MEETING). Below this, there are two dropdown menus. The first is labeled 'Semester' and has '-Select-' selected. The second is labeled 'Penyelia Supervisor' and has 'Semester 1 Sesi 2014/2015' selected. A red box highlights the 'Semester 1 Sesi 2014/2015' option in the second dropdown menu.

6. Choose supervisor's name

The screenshot shows the 'Research Supervision Logbook' interface. At the top right, there are buttons for 'Propose Date' and 'Status'. The main heading is 'CADANGAN TARIKH PERJUMPAAN' (PROPOSED DATE OF MEETING). Below this, there are two dropdown menus. The first is labeled 'Semester' and has 'Semester 1 Sesi 2014/2015' selected. The second is labeled 'Penyelia Supervisor' and has '-Select-' selected. A dropdown menu is open below the 'Penyelia Supervisor' label, showing three options: '-Select-', 'Puan Farah Shafilla Bt Mohamad Kasim', and 'Profesor Madya Dr. Nor Azmi bin Mostafa'. The 'Puan Farah Shafilla Bt Mohamad Kasim' option is highlighted in blue.

7. Choose tentative date to meet your supervisor

Research Supervision Logbook

Propose Date Status

CADANGAN TARIKH PERJUMPAAN
PROPOSED DATE OF MEETING

Semester Semester 1 Sesi 2014/2015

Penyelia Supervisor Puan Farah Shafilla Bt Mohamad Kasim

Tajuk Projek Project Title Filmed Literary Texts To Enhance The Learning of Literature.

Tarikh Tentatif Tentative Date

Masa Mula Start Time 01 : 00 AM

Masa Tamat End Time 01 : 00 AM

Submit

Calendar - Mozill...
https://portal3.upsi.edu.my/postgradLo

October 2014

<< < > >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

8. Select 'Start Time'

Research Supervision Logbook

Propose Date Status

CADANGAN TARIKH PERJUMPAAN
PROPOSED DATE OF MEETING

Semester Semester 1 Sesi 2014/2015

Penyelia Supervisor Puan Farah Shafilla Bt Mohamad Kasim

Tajuk Projek Project Title Filmed Literary Texts To Enhance The Learning of Literature.

Tarikh Tentatif Tentative Date 03/10/2014

Masa Mula Start Time 09 : 00 AM

Masa Tamat End Time 02 : 00 AM

Submit

01
02
03
04
05
06
07
08
09
10
11
12

9. Select estimate 'End Time'

The screenshot shows a web form titled "Research Supervision Logbook" with a sub-header "CADANGAN TARIKH PERJUMPAAN PROPOSED DATE OF MEETING". The form contains several fields: "Semester" (Semester 1 Sesi 2014/2015), "Penyelia Supervisor" (Puan Farah Shafilla Bt Mohamad Kasim), "Tajuk Projek Project Title" (Filmed Literary Texts To Enhance The Learning of Literature), "Tarikh Tentatif Tentative Date" (03/10/2014), "Masa Mula Start Time" (09:00 AM), and "Masa Tamat End Time" (11:00 AM). A red box highlights the "Masa Tamat End Time" field, and a dropdown menu is open below it, showing a list of numbers from 01 to 12. The number 11 is selected and highlighted in blue. A "Submit" button is visible below the form fields.

10. Click **submit** button

This screenshot is identical to the previous one, showing the same form with the "Masa Tamat End Time" field set to 11:00 AM. In this version, a red box highlights the "Submit" button located below the "Masa Tamat End Time" field.

11. This screen will appear after click submit button. Please click [here/di sini](#) to review proposed date.

Research Supervision Logbook

Propose Date Status

PENGHANTARAN CADANGAN TARIKH PERJUMPAAN
SUBMISSION OF PROPOSED DATE OF MEETING

Permohonan berjaya direkodkan. Klik [di sini](#) untuk paparan status tarikh cadangan.
Your application has been saved. Click [here](#) to view the proposed date status.

12. This screen will appear after you click '[here/di sini](#)'.

Research Supervision Logbook

Propose Date Status

Semester Semester 1 Sesi 2014/2015

Penyelia Puan Farah Shafilla Bt Mohamad Kasim

Cadangan Tarikh Perjumpaan
Proposed Date of Meeting

No.	Tarikh Cadangan Proposed Date	Masa Time	Tarikh Hantar Submission Date	Status Status	Catatan Remark
1	03/10/2014	09:00 AM - 11:00 AM	02/10/2014	PROPOSED	

Status Buku Log
Logbook Status

No.	Tarikh Cadangan Proposed Date	Masa Time	Tarikh Hantar Submission Date	Status Status	Catatan Remark
No record found.					

STATUS STATUS	KETERANGAN DESCRIPTION
Cadangan Tarikh Perjumpaan Proposed Date of Meeting	
PROPOSED	Cadangan tarikh perjumpaan telah dihantar oleh pelajar atau penyelia. Proposed date of meeting by student or supervisor.
APPROVED	Cadangan tarikh perjumpaan dipersetujui oleh pelajar dan penyelia. Proposed date has been approved by supervisor or student.
CANCEL	Perjumpaan dibatalkan.

13. Click **submission** to key in details regarding the meeting

Research Supervision Logbook

Propose Date Status

Semester Semester 1 Sesi 2014/2015

Penyelia Puan Farah Shafilla Bt Mohamad Kasim

Cadangan Tarikh Perjumpaan
Proposed Date of Meeting

No.	Tarikh Cadangan Proposed Date	Masa Time	Tarikh Hantar Submission Date	Status Status	Catatan Remark
1	15/10/2014	09:00 AM - 11:30 AM	14/10/2014	PROPOSED	
2	03/10/2014	09:00 AM - 11:00 AM	02/10/2014	APPROVED	Cancel Meeting

Status Buku Log
Logbook Status

No.	Tarikh Cadangan Proposed Date	Masa Time	Tarikh Hantar Submission Date	Status Status	Catatan Remark
1	03/10/2014	09:00 AM - 11:00 AM	02/10/2014	ENTRY	Submission

STATUS STATUS	KETERANGAN DESCRIPTION
PROPOSED	Cadangan tarikh perjumpaan telah dihantar oleh pelajar atau penyelia. <i>Proposed date of meeting by student or supervisor.</i>

14. Key in details for activity, summary of discussion, and action plan for the next meeting. Then click **SUBMIT** button

Research Supervision Logbook

Propose Date Status

BUKU LOG PENYELIAAN PENYELIDIKAN
RESEARCH SUPERVISION LOGBOOK

Maklumat Penyeliaan
Supervision Details

Nama Agnes Vimala Sewestian (P20052000021)

Mod null

Tajuk Projek Filmed Literary Texts To Enhance The Learning of Literature.

Penyelia Puan Farah Shafilla Bt Mohamad Kasim (K02090)

Rekod Perjumpaan Penyeliaan
Supervision Meeting Record

* Indicates required field.

Tarikh 03/10/2014

* Masa Mula 09 : 00 AM

* Masa Tamat 11 : 00 AM

* Aktiviti

* Ringkasan Perbincangan Summary of discussion

* Pelan tindakan untuk mesyuarat akan datang Action plan for the next meeting

Submit Back

Memo | Calendar | Forums | Logout

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site is best viewed by using Mozilla Firefox 3+ and Microsoft Internet Explorer 8+ at 1024 x 768 screen resolution.

15. Click **View** to review meeting, and  to print the detail.

Research Supervision Logbook

Propose Date Status


Semester Semester 1 Sesi 2014/2015

Penyelia Puan Farah Shafilla Bt Mohamad Kasim

Cadangan Tarikh Perjumpaan
Proposed Date of Meeting

No.	Tarikh Cadangan Proposed Date	Masa Time	Tarikh Hantar Submission Date	Status Status	Catatan Remark
1	15/10/2014	09:00 AM - 11:30 AM	14/10/2014	PROPOSED	

Status Buku Log
Logbook Status

No.	Tarikh Cadangan Proposed Date	Masa Time	Tarikh Hantar Submission Date	Status Status	Catatan Remark
1	03/10/2014	09:00 AM - 11:00 AM	02/10/2014	SUBMITTED	View 

STATUS STATUS	KETERANGAN DESCRIPTION
Cadangan Tarikh Perjumpaan <i>Proposed Date of Meeting</i>	
PROPOSED	Cadangan tarikh perjumpaan telah dihantar oleh pelajar atau penyelia. <i>Proposed date of meeting by student or supervisor.</i>
APPROVED	Cadangan tarikh perjumpaan dipersetujui oleh pelajar dan penyelia. <i>Proposed date has been approved by supervisor or student.</i>

16. If **amended** status appears, please click **submission** to rewrite the meeting details

Research Supervision Logbook

Propose Date Status

Semester Semester 1 Sesi 2014/2015

Penyelia Puan Farah Shafilla Bt Mohamad Kasim

Cadangan Tarikh Perjumpaan
Proposed Date of Meeting

No.	Tarikh Cadangan Proposed Date	Masa Time	Tarikh Hantar Submission Date	Status Status	Catatan Remark
1	15/10/2014	09:00 AM - 11:30 AM	14/10/2014	PROPOSED	

Status Buku Log
Logbook Status

No.	Tarikh Cadangan Proposed Date	Masa Time	Tarikh Hantar Submission Date	Status Status	Catatan Remark
1	03/10/2014	09:00 AM - 11:00 AM	02/10/2014	AMENDED	Submission sila betulkan report ini

STATUS STATUS	KETERANGAN DESCRIPTION
Cadangan Tarikh Perjumpaan <i>Proposed Date of Meeting</i>	
PROPOSED	Cadangan tarikh perjumpaan telah dihantar oleh pelajar atau penyelia. <i>Proposed date of meeting by student or supervisor.</i>
APPROVED	Cadangan tarikh perjumpaan dipersetujui oleh pelajar dan penyelia. <i>Proposed date has been approved by supervisor or student.</i>
CANCEL	Perjumpaan dibatalkan. <i>Meeting cancelled.</i>

Status Buku Log

17. After the meeting with your supervisor, you have to rewrite/amend/add details that you have key in previously in order for your supervisor to approve the report of the meeting

Tajuk Projek
Project Title Filmed Literary Texts To Enhance The Learning of Literature.

Penyelia
Supervisor Puan Farah Shafilla Bt Mohamad Kasim (K02090)

Rekod Perjumpaan Penyeliaan
Supervision Meeting Record

** indicates required field.*

Tarikh
Date 03/10/2014

*** Masa Mula**
Start Time 09 : 00 AM

*** Masa Tamat**
End Time 11 : 00 AM

*** Aktiviti**
Activity

*** Ringkasan**
Summary of discussion

*** Pelan tindakan**
Action plan for the next meeting

Submit Back

18. If **Approved** status appears, the report is completed.

Propose Date Status

Semester
Semester Semester 1 Sesi 2014/2015

Penyelia
Supervisor Puan Farah Shafilla Bt Mohamad Kasim

Cadangan Tarikh Perjumpaan
Proposed Date of Meeting

No.	Tarikh Cadangan <i>Proposed Date</i>	Masa <i>Time</i>	Tarikh Hantar <i>Submission Date</i>	Status <i>Status</i>	Catatan <i>Remark</i>		
1	15/10/2014	09:00 AM - 11:30 AM	14/10/2014	PROPOSED			

Status Buku Log
Logbook Status

No.	Tarikh Cadangan <i>Proposed Date</i>	Masa <i>Time</i>	Tarikh Hantar <i>Submission Date</i>	Status <i>Status</i>	Catatan <i>Remark</i>		
1	03/10/2014	09:00 AM - 11:00 AM	02/10/2014	APPROVED		View	

STATUS <i>STATUS</i>	KETERANGAN <i>DESCRIPTION</i>
Cadangan Tarikh Perjumpaan <i>Proposed Date of Meeting</i>	
PROPOSED	Cadangan tarikh perjumpaan telah dihantar oleh pelajar atau penyelia. <i>Proposed date of meeting by student or supervisor.</i>
APPROVED	Cadangan tarikh perjumpaan dipersetujui oleh pelajar dan penyelia. <i>Proposed date has been approved by supervisor or student.</i>