



# User Manual- Graduates

CONVOCATION WEBSITE

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## INTRODUCTION

This document is published to describe the step of Convocation registration. Graduates need to register her/his convocation attendance in this website.

## CONVOCATION REGISTRATION STEPS

All graduates need to get the password first before they able to login into the website. Click **Register** button. Refer Figure 1.0.

Click the Sign Up/Forgot Password tab.

Enter Student ID, IC Number/Passport Number and personal email. Refer figure 1.1. Graduates will receive the password through personal email that has been entered. There are a few reasons if graduate not able to get the password:

- i. The student's record not available in Convocation website. Need to refer to Faculty's admin
- ii. Entering wrong student id or ic number/passport number. Re-enter the details. Please refer to Exam Unit if your passport number is not updated.



Figure 1.0

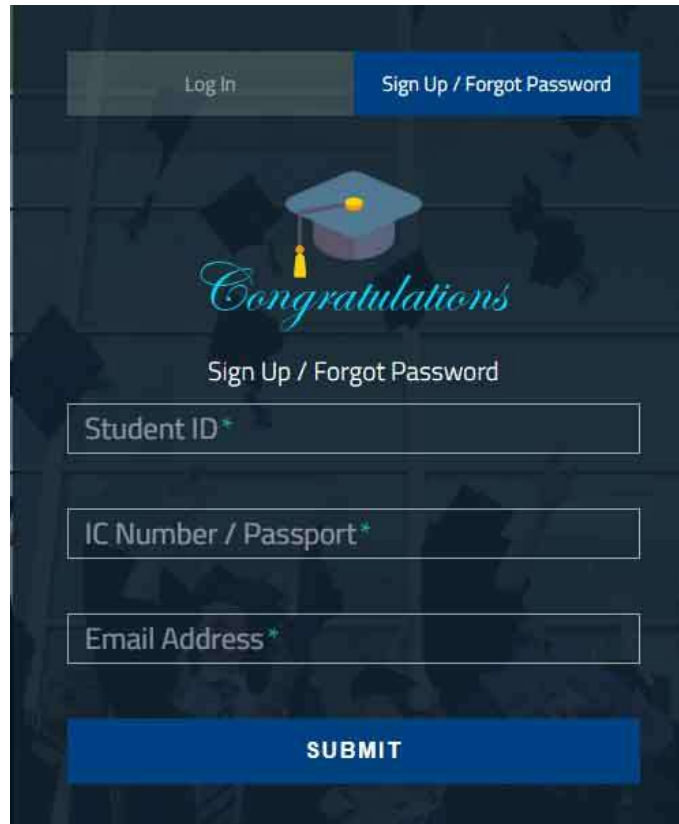
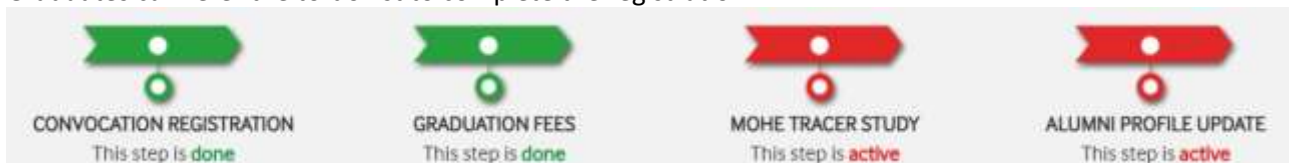


Figure 1.1

Graduates also able to get the password if they forgot the password after registered by using the same tab.

## CHECKLIST

Graduates can refer the to-do list to complete the registration.



- **CONVOCATION REGISTRATION** – Includes 4 Step to complete. (in Dashboard)
- **GRADUATION FEES** – Payment status.
- **MOHE TRACER STUDY** – Upload MOHE Slip.
- **ALUMNI PROFILE UPDATE** – Upload logged out page slip.

RED – Active (Not completed).

GREEN – completed.

Please make sure these 4 item is **green** (completed).

Dashboard includes STEP of Registration. Details 'Dashboard' in page 7.



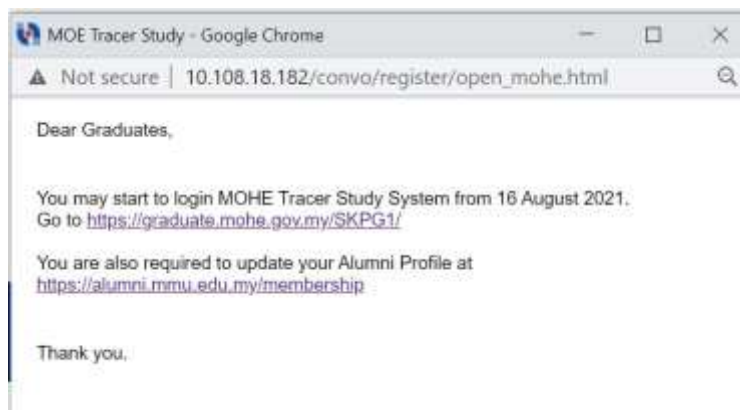
## LOGOUT

Logout from registration system.

## HOME



After login into the system, the popup message about MOHE Tracer Study will be displayed. Refer to Figure 2.0.



**Figure 2.0**

In Home page, please update your Mailing Address, Email Address and Handphone number, then click **Save & Next** button to proceed to the next step. Refer to Figure 3.0.

Student Details	
Name :	FARHAN AL - SYARAFUDDIN BIN FAZAL KARIM
Student Id :	[REDACTED]
Faculty :	FACULTY OF INFORMATION SCIENCE AND TECHNOLOGY
Programme :	Diploma in Information Technology

Current Address Update	
Mailing Address :	NO 21, JALAN SRI LAGUNA 4, TAMAN LAGUNA, JH BAHRU, 81200, JH, MALAYSIA
Email Address :	suriafi@mmu.edu.my
Handphone number :	0177700461

**Importance Note :**  
Mailing address, Email Address and Mobile Number is very important. Please provide a CORRECT Mobile number and email address.

Graduation Fees	
Diploma :	RM 150
Payment Status :	Full Paid

All graduates are required to pay a Graduation Fees as stipulated by the University BEFORE 15 September 2021. Please refer to Convocation website (convocation.mmu.edu.my) for payment method/channels.

[Save & Next](#)

**Figure 3.0**

Please complete **all** the steps of registration. Click Step 1 to upload payment slip. Refer to Figure 4.0.

**DASHBOARD**

Please complete all steps.

STEP 1 <b>COMPLETED</b>	STEP 2 <b>IN PROGRESS</b>	STEP 3 <b>CLOSED</b>
-------------------------	---------------------------	----------------------

**Figure 4.0**

### STEP 1: UPLOAD PAYMENT SLIP

Please upload payment slip as proof of payment.

To upload your payment slip, please click **Choose File** button. Browse your file and click **Upload Slip** button. Refer Figure 4.1.

STEP 1 : Upload Payment Slip

You are required to upload the payment slip for Graduation Fees.

Student Details

ID	:	[REDACTED]						
Name	:	SITI NURSYAFIEQAH BINTI MOHD SAHAR						
Degree	:	Bachelor of Business and Knowledge Management (Honours)						
Approval	:	<table border="1"> <thead> <tr> <th></th> <th>By Student</th> <th>By MMU</th> </tr> </thead> <tbody> <tr> <td>Payment Slip</td> <td>Confirmed</td> <td>In Progress</td> </tr> </tbody> </table>		By Student	By MMU	Payment Slip	Confirmed	In Progress
		By Student	By MMU					
Payment Slip	Confirmed	In Progress						

\*\*Payment method - Click here

Upload Payment Slip

View Payment Slip

Choose File No file chosen

Note:

- Please upload your payment slip as a prove of payment.
- It may take **three(3) days for Finance** to update your payment status.
- File size not more than **50 kb**.
- Once confirmed, you cannot change the slip.
- Format payment slip: **pdf** or **jpeg**.

Confirmation

Please confirm your slip, before you go to the next step.

I hereby confirm that my payment slip uploaded is final.

Figure 4.1

Then click **Confirm Slip** button. Once the payment slip is confirmed, you are not able to upload anymore.

If student not confirmed their slip, the approval status **Not Confirmed** will appear as shown in Figure 4.2.

	By Student	By MMU
Payment Slip	Not Confirmed	-

Figure 4.2

Once student confirmed their slip, the approval status **Confirmed** (By Student) and **In Progress** (By MMU) will appear as shown in Figure 4.3.

	By Student	By MMU
Payment Slip	Confirmed	In Progress

Figure 4.3

Once MMU Admin approved the slip, the approval status **Approved** (By MMU) will appear as shown in Figure 4.4.

	By Student	By MMU
Payment Slip	Confirmed	Approved

Figure 4.4

If MMU Admin rejected the slip, the approval status **Rejected** (By MMU) and reason will appear as shown in Figure 4.5.

	By Student	By MMU
Payment Slip	Confirmed	Rejected
		Reason: image is blur

Figure 4.5

## STEP 2: COLLECTION OF CERTIFICATE AND ACADEMIC TRANSCRIPTS

The method collection available only for Courier Service. Figure 5.0.

Tick the radio button.

CLICK HERE button only can be click when student completed all steps.

Please click **Submit** button to complete Step 3.

### STEP 2 : Collection of Certificate and Academic Transcript

**Importance Note :**

1. All certificate and transcript will be posted to the graduates from 20 September 2021 onwards.
2. Courier service is recommended for all time sensitive documents. Courier is not available to P.O Box addresses. Physical street addresses are required for all deliveries. Please ensure the accuracy and completeness of all address information. We are not responsible for items lost or delayed in shipping.

**Collection method:**

- Postage by courier service (You will be charged the postage fees).

Submit

Figure 5.0



### STEP 3: CONFIRM ALL DETAILS

This is the final step for Convocation registration. In this page, kindly **confirm all** the details such as name, student ID, Faculty and Course (programme). Tick on the checkbox and click Confirm button to confirm your details. Refer Figure 6.0.

**STEP 3 : Confirm All Details**

Student Details	
Name :	FARHAN AL - SYARAFUDDIN BIN FAZAL KARIM
Student Id :	[REDACTED]
Faculty :	FACULTY OF INFORMATION SCIENCE AND TECHNOLOGY
Programme :	Diploma in Information Technology

I hereby declare that the information given above is true and correct to the best of my knowledge and belief. I undertake that I shall be responsible for any omission/ errors and wrong/incomplete entries made by me in this form.

Please proceed your request for Courier Service after you completed all steps. [CLICK HERE](#)

[Confirm](#)

**Figure 6.0**

You have been completed all the steps.

## UPLOAD MOHE SLIP

Graduates are required to upload MOHE slip (in .jpg file format) in convocation website.

1) After login into Convocation website, you will see the top menu named Upload MOHE Slip.



2) Please follow the step given.



3) Graduand can refer the sample of MOE slip.

**GRADUATE TRACER STUDY  
MINISTRY OF HIGHER  
EDUCATION**

**KPT**

**Name**

**Institution**

**MyKad/Passport**

**Matric No.**

**Completed Date**

**Current Status**

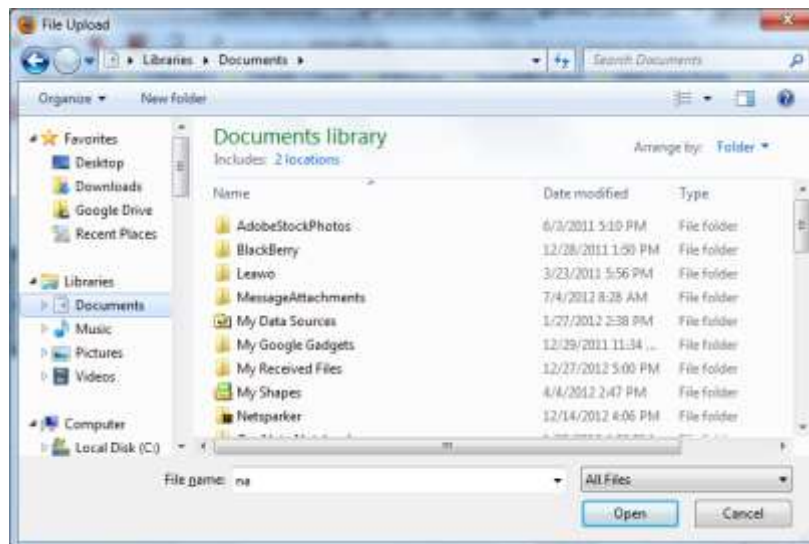
**Siri No :**  
XXXXXXXXXX  
For administrator use

Sample MOE Slip.

- 4) You are required to upload the file here. The file must be in jpeg file format.

No file chosen

- 5) Once you click the **Choose File** button. The following box will appear to enable you select and upload the slip.



- 6) Click 'Submit' button.  
7) The pop up success will appear i slip successfully uploaded.

**SUCCESS!** File successfully uploaded.

8) The pop up warning will appear if slip failed to upload.

**WARNING!** Invalid format file.

9) You may see the status of your uploaded MOHE slip. If your slip is accepted by MMU, you will see the 'Accepted' status in column MOHE Tracer Slip verified MMU.

MOHE Tracer Slip uploaded by graduand	MOHE Tracer Slip verified by MMU	Remark
<a href="#">MOHE Slip</a>	<b>Accepted</b>	

10) If your slip not accepted, you will see the 'Rejected' status and also Remark by MMU. You will need to re-upload the MOHE slip.

MOHE Tracer Slip uploaded by graduand	MOHE Tracer Slip verified by MMU	Remark
<a href="#">MOHE Slip</a>	<b>Rejected</b>	

11) To view the uploaded slip, please click on '**MOHE Slip**' link. The pop up will show the uploaded slip.



sample

## ALUMNI Profile Update

Graduates are required to upload Logged out Page slip (in .jpg file format) in convocation website.



1) Please follow the step given.

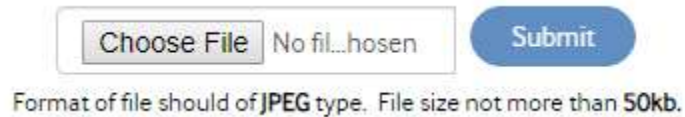


2) Graduand can refer the sample of ALUMNI Logged Out slip.

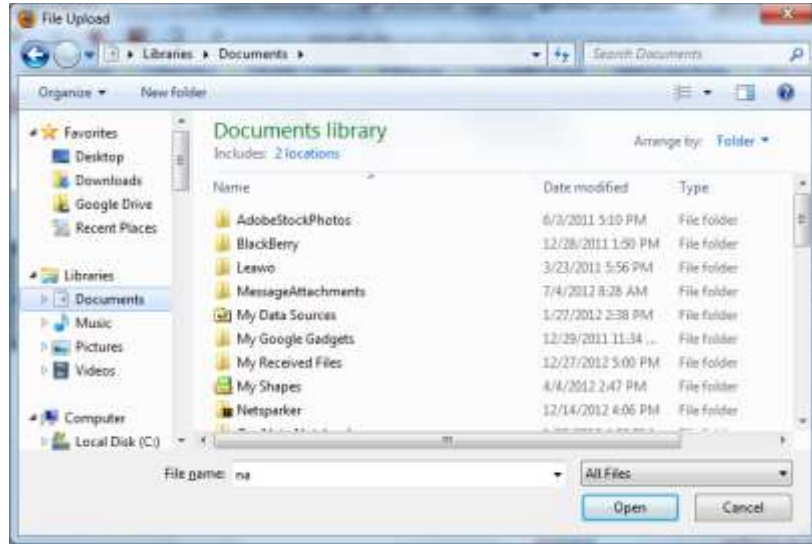


Sample

3) You are required to upload the file here. The file must be in jpeg file format.



4) Once you click the **Choose File** button. The following box will appear to enable you select and upload the slip.



- 5) Click 'Submit' button.
- 6) The pop up success will appear if slip successfully uploaded.

**SUCCESS!** File successfully uploaded.

- 7) The pop up warning will appear if slip failed to upload.

**WARNING!** Invalid format file.

- 8) You may see the status of your Alumni logged out slip. If your slip is accepted by ALUMNI staff, you will see the 'Accepted' status in column ALUMNI Slip Status verified by ALUMNI.

ALUMNI Slip uploaded by graduand	ALUMNI Slip status verified by ALUMNI	Remark
ALUMNI Slip	Accepted	

If your slip not accepted, you will see the 'Rejected' status and also Remark by ALUMNI staff. You will need to re-upload the MOHE slip.

ALUMNI Slip uploaded by graduand	ALUMNI Slip status verified by ALUMNI	Remark
ALUMNI Slip	Rejected	

- 9) To view the uploaded slip, please click on '**ALUMNI Slip**' link. The pop up will show the uploaded slip.



Sample

## CHANGE PASSWORD

Graduates also able to change the password by using the 'Change Password' menu.

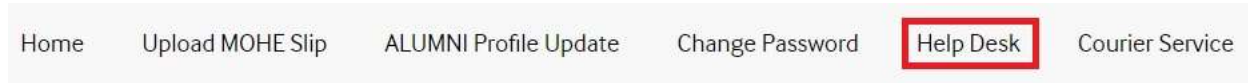


Enter username, old password, new password and confirm password to update the password.

Change Password	
Username:	<input type="text"/>
Old Password :	<input type="password"/>
New Password:	<input type="password"/> * maximum 10 characters
Confirm Password:	<input type="password"/> * maximum 10 characters
	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

## HELP DESK

Graduates able to sent their comments, suggestions or complaints by using the 'Help Desk' menu.



Choose Title and insert comments/suggestions/complaints. Then click **Send Email** button.

**Details Info**

Title \*

Comments / Suggestions / Complaints \*

**Send Email**

## COURIER SERVICE

Graduates able to go to courier service website by clicking the 'Courier Service' menu.



Note: Please make sure to complete the registration before proceed to apply courier service.