# User Manual-Courier Services

CONVOCATION WEBSITE



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## Introduction

This document is published to describe the step of Appication for Courier Services.

## **COURIER SERVICES - APPLICATION**

#### STEP 1:

All graduates need to get the password first before they able to login into the website. Click the <u>Sign</u> <u>Up/Forgot Password</u> link at Registration tab. Refer Figure 1.0.

Enter Student ID, IC Number/Passport Number and personal email. Refer figure 1.1. Graduates will received 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 ERU's admin
- ii. Entering wrong student id or ic number/passport number. Re-enter the details.

	Congratulations
	Please <u>Sign Up</u> for First Time User
Sign in to contin	ue.
Student ID	
Password	
SIGN IN	
	Forgot passwe
1. Please ensure th continuing with	nat your name is listed in the <u>List of 2022 Graduands</u> before the registration.
2. Only those who registration.	are listed in the List of Graduands can proceed with the
3. For those who a	re NOT listed, kindly check your status in CAMSYS
a. Status DATA	CHANGE WITH NO ACTION REASON - CONTACT YOUR TACUITY
b. Status PENDI	NG - GRAD (DATA CHANGE with ACTION REASON) - please cont

Figure 1.0



	Congratulations
	Already have an account? Log In
Sign Up / I	Forgot Passwords.
Stud	ent ID
IC Nu	mber / Passport
Emai	Address
SU	вміт
1. Please e	nsure that your name is listed in the <u>List of 2020 / 2021 Graduates</u> before continuing
with the	registration. se who are listed in the List of 2022 Graduates can proceed with the registration
2 Only the	e who are NOT listed, kindly check your status in CaMSys:
2. Only tho 3. For thos	
2. Only tho 3. For thos • Statu	s DATA change with no Action Reason - contact your faculty immediately to enquire
<ul><li>2. Only tho</li><li>3. For thos</li><li>Statu</li><li>your g</li></ul>	s DATA change with no Action Reason - contact your faculty immediately to enquire raduation application status.

Figure 1.1

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



#### STEP 2:

After login into the system, Home page will be displayed. Go to COURIER SERVICES – Application Form. Check your details here. Refer to Figure 2.0.

= <b>Immu</b>	1161204495, XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				Ċ	
Home	Application Status	в	Payment Status	Courier Status		
START HERE	No Application Found		9			
Registration			-		_	
Guest Details						
MOHE Tracer Study	Dear Graduate, Kinds where that you name is remarkly enabled. If there are any decrementians on this use of the superstant with a server of efficiel decrement. We for example, they are a served with a server of efficiel decrement. We for example, they are a served with a server of efficiel decrement. We for example, they are a served with a server of efficiel decrement. We for example, they are a served with a server of efficiel decrement.					
Alumni Profile Update	Noting uses us your rained scheduling address in une are any dashess noting as no determines in in using as its ce supported instractory of the document." In your passour, hindly enables at each your any source and account in the second as a source and account					
DOWNLOAD						
Invitation Letter	Student Details					
COURIER SERVICE	Name	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	D x0000X			
	Student ID	1161204495				
Application Form	Faculty	FACULTY OF BUSINESS				
HELP	Campus	MLAKA				
	Course	Diploma in Business Administration				
Change Password	Graduation Year	2023				

Figure 2.0

#### STEP 3:

Update your Mailing Address, State / Country, Email Address and Handphone number and attach your payment receipt. Then click "Save". Student will get the Courier Application email. Refer to Figure 3.0.

= MMMU	1161204495, xxxxxxxxxARWISH FIK	RI BIN MUHAMAD XXXXX	Ċ
DOWNLOAD			
Invitation Letter	Student Detuno		
COURIER SERVICE	Name	X000000000APWISH FIKRI BIN MUHAMAD X0000X	
Application Form	Student ID	1161204495	
	Faculty	FACULTY OF BUSINESS	
HELP	Campus	MLAKA	
Change Descured	Course	Diploma in Business Administration	
Change Password	Graduation Year	2023	
User Manual - Registration	Current Address Update		
Helpdesk	Mailing address		ħ
	State / Country	- Select State / Country -	
	Postage Charges		
	Convo / Graduation Fees Charges	RM 150 I Status : Paid	
	Email Address		
	Handphone number		
	Attachment	Cheose File. No file chosen Kindly attach your bank slip/scan of your payment transaction (doc, docx and pdf format only)*	
		Save	•

Figure 3.0



#### STEP 4:

The saved information will be displayed. Update the information if required, then click "Update". Refer to Figure 4.1.

	1161204495, <b>xxxxxxxxxxARWIS</b>	SH FIKRI BIN MUHAMAD xxxxx				Ċ		
Home Home								
START HERE	Application Status Submitted On 25/09/2023 17:22		Payment Status Pending Verification		Courier Status Pending Courier			
🔊 Registration								
🚉 Guest Details								
MOHE Tracer Study	Dear Graduate, Kindly check that your name is corre	Dear Graduate. Kindly check that your name is connectly isselled. If there are any discrepancies, notify is at your earliest convenience. Any changes must be supported with a copy of official document - My Kindly enails to exemising early my for our						
Alumni Profile Update	immediate attention and action. The	Immediate attention and action. Thank you.						
DOWNLOAD								
Invitation Letter	Student Details							
COURIER SERVICE	Name	Name xxxxxxxxxXXXXXXXXXXXXXXXXXXXXXXXXXXXX						
Application Form	Student ID	1161204495						
	Faculty	Faculty FACULTY OF BUSINESS						
HELP	Campus	MLAKA						
Change Password	Course Graduation Year	Diploma in Business Administratii 2023	on			_		



	1161204495, xxxxxxxxxXARWISH FIKR	BIN MUHAMAD xxxxx		Ċ
COURIER SERVICE	Name	200000000ARWISH FIKRI BIN MUHAMAD 20000C		
	Student ID	1161204495		
Application Form	Faculty	FACULTY OF BUSINESS		
	Campus	MLAKA		
HELP	Course	Diploma in Business Administration		
Change Password	Graduation Year	2023		
B User Manual - Registration	Current Address Update			
Helpdesk	Mailing address	No 2, Jalan Bestari 21. Sepang		Æ
	State / Country	SELANGOR		
	Postage Charges	RM 20		
	Convo / Graduation Fees Charges	RM 150 I Status : Paid		
	Email Address	shah2jehan@gmail.com		
	Handphone number	0126774567		
	Attachment	Vew Attachment OR Choose File No file chosen Kindly attach your bank slip/scan of your payment transaction (doc, docx and pdf format only)*		
		Update		
	Privacy.Notice		ARO Multimedia University © 2022 All Rights Reserved, Designed & Developed by MPU-NCE, Multimedia University	•

Figure 4.1



#### STEP 5:

Student can log in back to the system to check latest updates about Payment Status and Courier Status. Refer to Figure 5.0.

= <b>GWWN</b>	1161204495, xxxxxxxxXARWISH FIKR	I BIN MUHAMAD xxxxx				Ċ
Home	Application Status		Payment Status		Courier Status	
START HERE	Submitted On 25/09/2023 17:22		Pending Verification		Pending Courier	
Registration						
Les Guest Details						
MOHE Tracer Study	Dear Oraduate.					
Alumni Profile Update	Annay creace true; your name a contectry spense. In these are any lab crepanicies, noting us at your earliest convenience, why changed must be supported with a copy or omicial document - My kad or passport. All of passport, who yees a to esame translation or our immediate attention and action. Thank you.					
DOWNLOAD						
Invitation Letter	Student Details					
COURIER SERVICE	Name soccocock/WWSH/FICREBN NUHAMAD soccock					
Application Form	Student ID	1161204495				
Apprecision form	Faculty	FACULTY OF BUSINESS				
HELP	Campus	MLAKA				
-	Course	Diploma in Business Administration	1			
Change Password	Graduation Year	2023				

Figure 5.0