



User Manual- Graduates

CONVOCATION REGISTRATION

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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

STEP 1:

All graduates need to get the password first before they are able to login into the website. Click [Sign Up](#) link at the Registration tab. Refer Figure 1.0.

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 is 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.

MMU
MULTIMEDIA UNIVERSITY

Congratulations

Please [Sign Up](#) for First Time User

Sign in to continue.

Student ID

Password

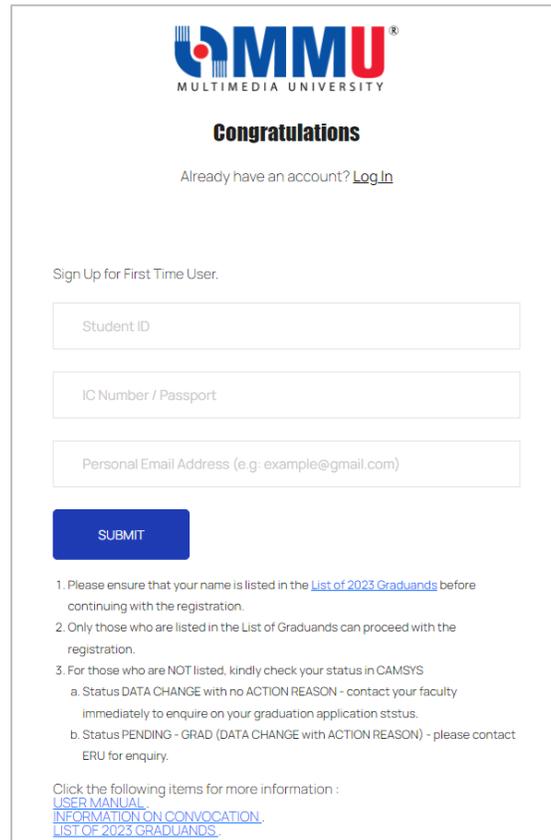
SIGN IN

[Forgot password?](#)

1. Please ensure that your name is listed in the [List of 2023 Graduands](#) before continuing with the registration.
2. Only those who are listed in the List of Graduands can proceed with the registration.
3. For those who are NOT listed, kindly check your status in CAMSYS
 - a. Status DATA CHANGE with no ACTION REASON - contact your faculty immediately to enquire on your graduation application status.
 - b. Status PENDING - GRAD (DATA CHANGE with ACTION REASON) - please contact ERU for enquiry.

Click the following items for more information:
[USER MANUAL](#)
[INFORMATION ON CONVOCATION](#)
[LIST OF 2023 GRADUANDS](#)

Figure 1.0



The screenshot shows the MMU registration page for first-time users. At the top is the MMU logo and the text "MULTIMEDIA UNIVERSITY". Below this is a "Congratulations" heading and a link for existing users: "Already have an account? [Log In](#)". The main heading is "Sign Up for First Time User." followed by three input fields: "Student ID", "IC Number / Passport", and "Personal Email Address (e.g: example@gmail.com)". A blue "SUBMIT" button is positioned below the fields. Underneath the button is a list of instructions: 1. Please ensure that your name is listed in the [List of 2023 Graduands](#) before continuing with the registration. 2. Only those who are listed in the List of Graduands can proceed with the registration. 3. For those who are NOT listed, kindly check your status in CAMSYS: a. Status DATA CHANGE with no ACTION REASON - contact your faculty immediately to enquire on your graduation application status. b. Status PENDING - GRAD (DATA CHANGE with ACTION REASON) - please contact ERU for enquiry. At the bottom, there are three links for more information: [USER MANUAL](#), [INFORMATION ON CONVOCATION](#), and [LIST OF 2023 GRADUANDS](#).

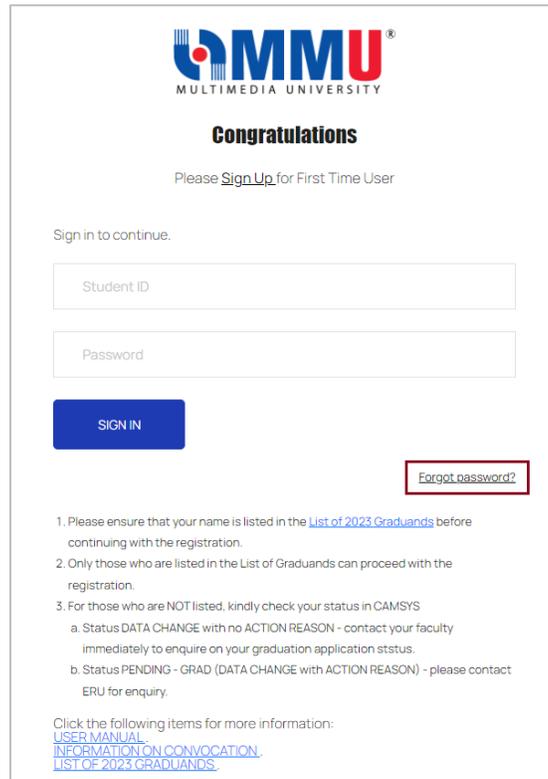
Figure 1.1

Graduates are able to get the new password if they forgot the login password. Click [Forgot password](#) link at the Registration tab. Refer Figure 1.2.

Enter Student ID, IC Number/Passport Number and personal email. Refer Figure 1.3.

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. Entering wrong student id or ic number/passport number or email address. Re-enter the details.



The screenshot shows the MMU registration page for first-time users. At the top is the MMU logo and the text "MULTIMEDIA UNIVERSITY". Below this is a "Congratulations" heading followed by the instruction "Please Sign Up for First Time User". A "Sign in to continue." prompt is followed by two input fields: "Student ID" and "Password". A blue "SIGN IN" button is positioned below the password field. To the right of the button is a red-bordered link labeled "Forgot password?". Below the button is a list of three instructions regarding registration eligibility and status checks. At the bottom, there are three links for further information: "USER MANUAL", "INFORMATION ON CONVOCATION", and "LIST OF 2023 GRADUANDS".

MMU
MULTIMEDIA UNIVERSITY

Congratulations

Please [Sign Up](#) for First Time User

Sign in to continue.

Student ID

Password

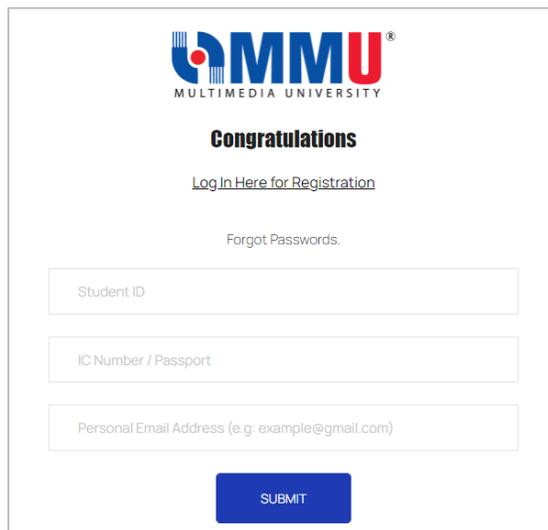
SIGN IN

[Forgot password?](#)

1. Please ensure that your name is listed in the [List of 2023 Graduands](#) before continuing with the registration.
2. Only those who are listed in the List of Graduands can proceed with the registration.
3. For those who are NOT listed, kindly check your status in CAMSYS
 - a. Status DATA CHANGE with no ACTION REASON - contact your faculty immediately to enquire on your graduation application status.
 - b. Status PENDING - GRAD (DATA CHANGE with ACTION REASON) - please contact ERU for enquiry.

Click the following items for more information:
[USER MANUAL](#)
[INFORMATION ON CONVOCATION](#)
[LIST OF 2023 GRADUANDS](#)

Figure 1.2



The screenshot shows the MMU registration page for users who forgot their passwords. At the top is the MMU logo and the text "MULTIMEDIA UNIVERSITY". Below this is a "Congratulations" heading followed by the instruction "Log In Here for Registration". A "Forgot Passwords." prompt is followed by three input fields: "Student ID", "IC Number / Passport", and "Personal Email Address (e.g. example@gmail.com)". A blue "SUBMIT" button is positioned below the email field.

MMU
MULTIMEDIA UNIVERSITY

Congratulations

[Log In Here for Registration](#)

Forgot Passwords.

Student ID

IC Number / Passport

Personal Email Address (e.g. example@gmail.com)

SUBMIT

Figure 1.3

STEP 2:

After login into the system, Home page will be displayed. At the top of the page, there are steps that need to be completed by Graduates.

Scroll down the Home page to discover more information. Refer Figure 2.0.

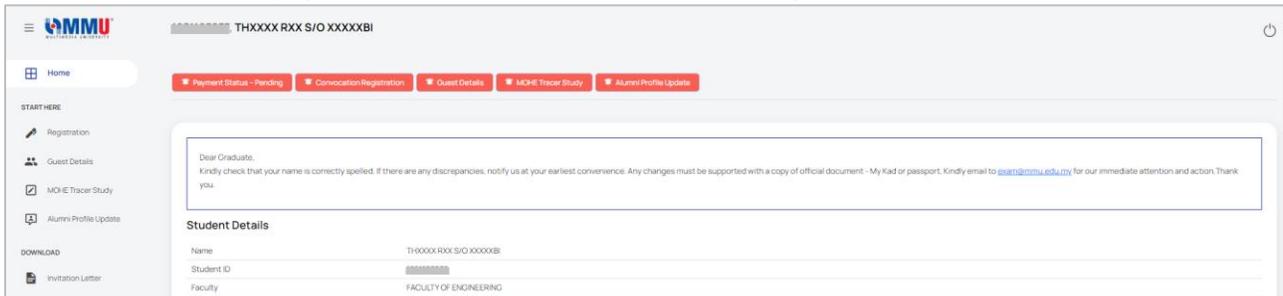


Figure 2.0

STEP 3:

Update your Mailing Address and Handphone number, then click "Save & Next" to proceed to the next step of Registration process. Refer Figure 3.0.

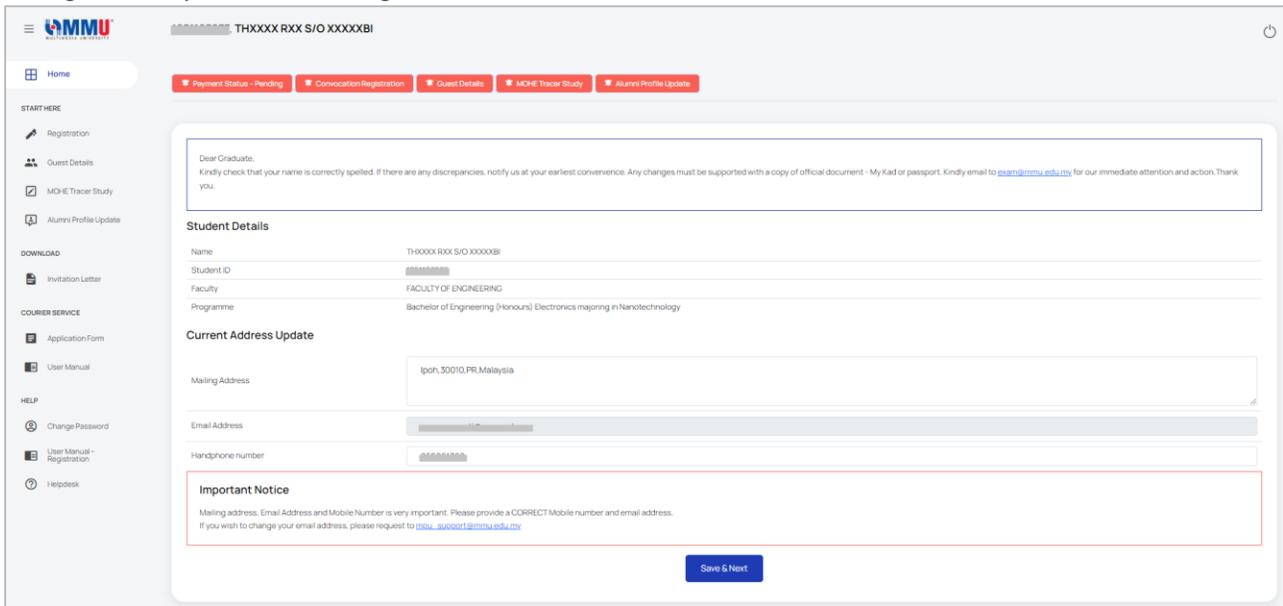


Figure 3.0

STEP 4:

In Registration page, complete all steps of registration.

Step 1 – Confirmation of Attendance. Please confirm your attendance and click ‘Submit Confirmation of Attendance’ to proceed to the next step. Refer Figure 4.0.

concern@mmu.edu.my.' The user's details are displayed: Name: THXXXX RXX S/O XXXXXBI, Student ID: 88888888, Faculty: FACULTY OF ENGINEERING, Programme: Bachelor of Engineering (Honours) Electronics majoring in Nanotechnology. The 'Confirmation Of Attendance' section has three radio button options: 'My parents/guests and I will attend the convocation' (selected), 'I will not attend the convocation', and 'I would like to extend my convocation to 2024'. Below this is a text input field for 'Reason to extend convocation'. There is also a file upload section for 'Upload proof/supporting document' with a 'Choose File' button, 'No file chosen', and file specifications: 'File Type: pdf, jpg, png' and 'File Size: 500kb'. A 'Submit Confirmation of Attendance' button is at the bottom."/>

Figure 4.0

STEP 5:

Step 2 – Payment. Attendance status, fees and payment status will be displayed here.

If your attendance status is '**Attend Convocation**', click 'Next' to proceed to the next step. Refer Figure 5.0.

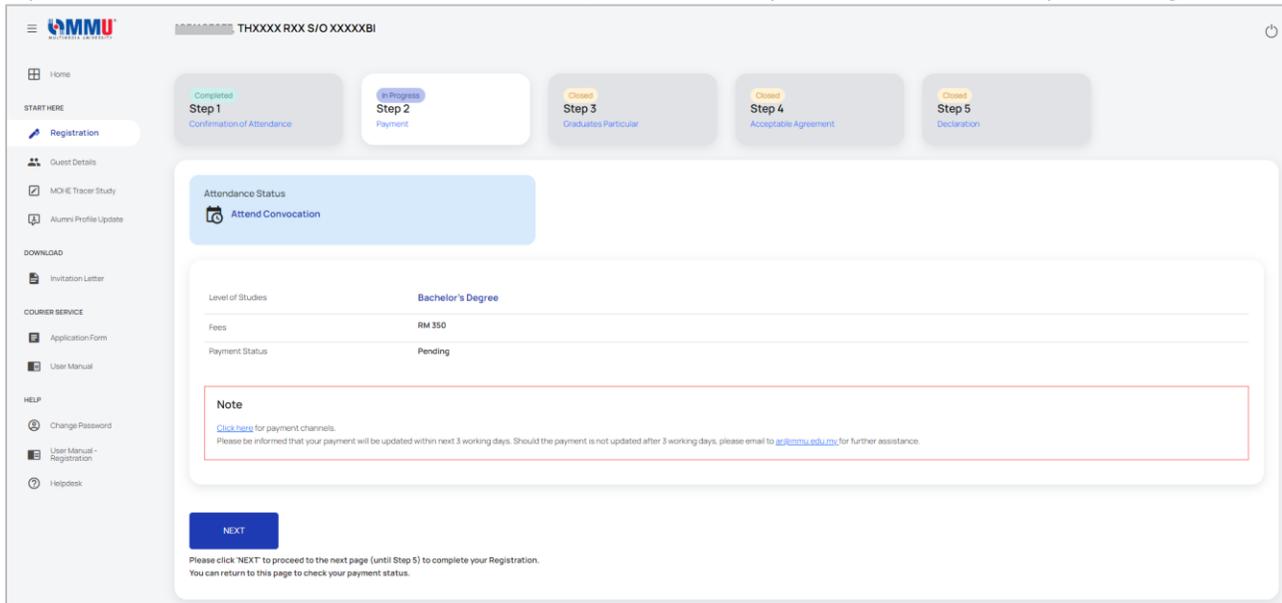


Figure 5.0

If your attendance status is ‘**Not Attend Convocation**’, choose the method of collection of your convocation items in the form and click ‘Submit’. Refer to Figure 5.1.

Once submitted, you have completed all the steps. Graduates with the status of ‘**Not Attend Convocation**’ are not required to proceed to Step 3 (Graduates Particular), Step 4 (Acceptable Agreement) and Step 5 (Declaration).

The screenshot displays the MMU registration portal interface. At the top, the MMU logo and user ID 'MUXXX, XXXZ' are visible. A progress bar shows five steps: Step 1 (Completed: Confirmation of Attendance), Step 2 (In Progress: Payment), Step 3 (Closed: Graduates Particular), Step 4 (Closed: Acceptable Agreement), and Step 5 (Closed: Declaration). The main content area shows the 'Attendance Status' as 'Not Attend Convocation'. Below this, a table lists 'Level of Studies' as 'Bachelor's Degree', 'Fees' as 'RM 150', and 'Payment Status' as 'Pending'. A 'Note' section provides instructions on payment channels and a contact email for assistance. The 'Collection of convocation items' section has two radio buttons: 'Self Collect' (unselected) and 'Postage' (selected). Another 'Note' section states that 'Self Collection & Postage by Courier Services will be available starting from 6th December 2023 onwards'. A 'SUBMIT' button is located at the bottom of the form, with a final instruction: 'Please click 'SUBMIT' to complete your registration. Attendance Status : Not Attend / Extend convocation - You are only required to complete until Step 2.'

Figure 5.1

STEP 6:

Step 3 – Graduates Particular. This form includes forms to upload a photo and gratitude message and voice over (vo) checking .

Your photo and message will be displayed on the screen while you are on the stage to receive your scroll.

To insert your message, enter the preferred field input. Click ‘Save’ once done. Click ‘Confirm Message’ to confirm. Once confirmed, you are unable to change the message. Refer Figure 6.0.

MEMBERID THXXXX RXX S/O XXXXXBI

Home

START HERE

- Registration
- Guest Details
- MOE Tracer Study
- Alumni Profile Update

DOWNLOAD

- Invitation Letter

COURIER SERVICE

- Application Form
- User Manual

HELP

- Change Password
- User Manual - Registration
- Helpdesk

Completed Step 1 Confirmation of Attendance

Completed Step 2 Payment

In Progress Step 3 Graduates Particular

Closed Step 4 Acceptable Agreement

Closed Step 5 Declaration

- You are required to upload and confirm your Graduate Particulars starting **15th September 2023**.
- MMU will check your photo and message starting 18 September 2023. Please return to this page later to check on the Approval by MMU status.

Approval Status

	By Student	By MMU
Photo	Not Confirmed	Not Checked Yet
Message	Not Confirmed	Not Checked Yet
Voice Over	In Progress	

Message

To: Mom & Dad
* Limit to 75 characters only

Message: Thank you for everything!
* Limit to 75 characters only

* Allow English or Malay text language only
* Please do not include any special symbols or emoticons

Save Confirm Message

Figure 6.0

To upload your photo, please upload followed by photo type, dimension, size and ratio. Click 'Choose File' and select your photo. Click 'Save' once done. Your photo will be displayed in the box. Click 'Confirm Photo' to confirm. Once confirmed, you are unable to change the photo. Refer Figure 6.1.

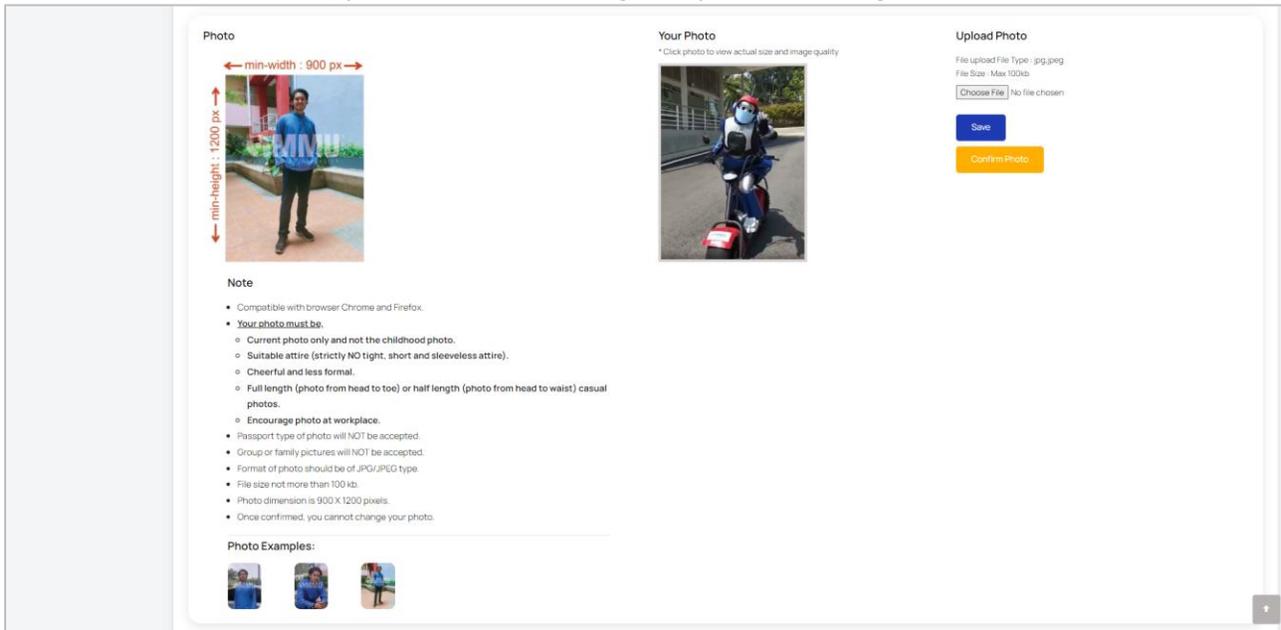


Figure 6.1

In the Voice Over (vo) checking section, click play to hear your vo. Refer Figure 6.2
Choose the confirmation option and click the 'Save' button.

If the vo is not correct, enter remark in the remark field and click 'Choose File' to upload a mp3 type file.
Click the 'Save' button.

Once done, click the 'Confirm Vo' button.

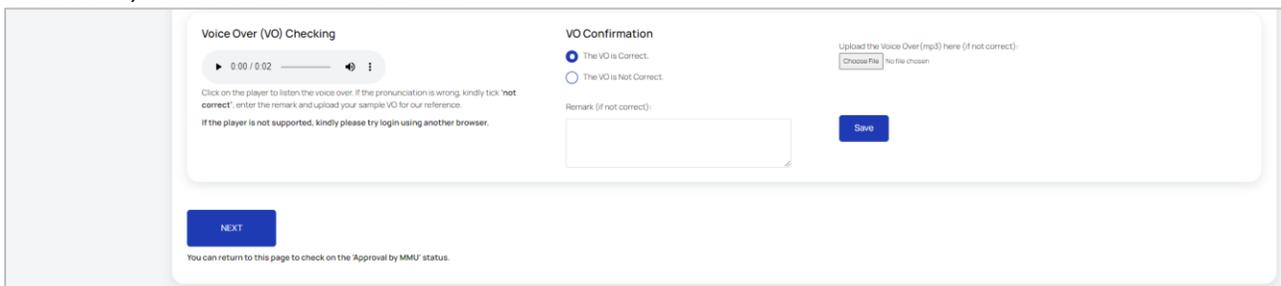


Figure 6.2

Admin will approve your message and photo and approval status will appear in the table.

Once confirmed for both message and photo, click 'Next' to proceed to the next step.

STEP 7:

Step 4 – Acceptable Agreement. The purpose of the procedure is to outline to be followed by graduands before, during and after the convocation. Please agree and tick checkboxes before proceed to next step.

Once done, click 'Next' to proceed to the next step. Refer Figure 7.0.

The screenshot displays the MMU Convocation Registration System interface. At the top, a progress bar shows five steps: Step 1 (Completed), Step 2 (Completed), Step 3 (Completed), Step 4 (In Progress), and Step 5 (Completed). The left sidebar contains navigation options like Home, Registration, Guest Details, and Download. The main content area is titled 'MMU CONVOCATION DRESSCODE & ETIQUETS DURING CONVOCATION CEREMONY'. It features two sections for agreement. The first section, 'MMU CONVOCATION DRESSCODE', shows illustrations of appropriate attire (men in suits, women in hijabs and sarees) marked with a green checkmark, and inappropriate attire (casual wear, shorts, flip-flops) marked with a red X. The second section, 'MMU CONVOCATION ETIQUETTES', lists rules such as 'Graduands and guests MUST remain seated at all times while the Convocation Ceremony is in progress' and 'Hand-phones are to be turned off or put on silent mode'. Each rule is accompanied by an icon and a checkbox for agreement. A 'NEXT' button is located at the bottom of the page.

Figure 7.0

STEP 8:

Step 5 – Declaration. This is the final step for the Convocation registration. In this page, kindly confirm all the details such as name, student ID, Faculty and Course (programme). Tick all the checkboxes and click the ‘Confirm’ button to confirm your details. Refer Figure 8.0.

The screenshot displays the MMU Convocation Registration interface. At the top, the MMU logo and user ID 'THXXXX RXX S/O XXXXXBI' are visible. A navigation sidebar on the left includes links for Home, Registration, Guest Details, MOE Tracer Study, Alumni Profile Update, Download, Invitation Letter, Courier Service, Application Form, User Manual, Help, Change Password, User Manual-Registration, and Helpdesk. The main content area features a progress bar with five steps: Step 1 (Confirmation of Attendance), Step 2 (Payment), Step 3 (Graduates Particular), Step 4 (Acceptable Agreement), and Step 5 (Declaration), which is currently 'In Progress'. Below the progress bar, a message reads: 'Dear Graduates. Kindly check that your name is correctly spelled. If there are any discrepancies, notify us at your earliest convenience. Any changes must be supported with a copy of official document - My Kad or passport. Thank you.' The 'Student Details' section contains the following information: Name: THXXXX RXX S/O XXXXXBI; Student ID: [redacted]; Faculty: FACULTY OF ENGINEERING; Programme: Bachelor of Engineering (Honours) Electronics majoring in Nanotechnology. Three checkboxes are present, all of which are checked: 'I hereby certify that all information stated on this page (name and programme) is true and correct.', 'I hereby declare that the information given above is true and accurate and if the information given is false, action can be taken against me.', and 'I, the undersigned hereby agree, consent and authorize MMU to collect, use, process and store my personal data and/or sensitive personal data as stated in this form to the local health agencies, third party and/or in the manner outlined in this form.' A blue 'CONFIRM' button is located at the bottom of the form.

Figure 8.0

You have been completed all the Convocation Registration steps.

GUEST DETAILS

Graduates with guest, please register your guest details by clicking the 'Guest Details' menu on the left sidebar. Fill the form, then click 'Save' button. Refer Figure 9.0.

Figure 9.0

Seating at the convocation venue based on the seat number as indicated on your Convo App. Graduands are required to queue up as per seat number sequence for the Graduand's Procession into the Dewan Tun Canselor. MMU reserves seats with easy accessibility for graduands and graduands' guest with special needs.

Therefore, if you require any assistance, kindly fill in the form by clicking the button as picture below. Refer Figure 9.1, 9.2 and 9.3

Figure 9.1

Graduate

Student ID

Student Name

Contact Number

Vehicle Registration Number

Vehicle Type

Vehicle Colour

Health Status:

Health Status:
Other (Please specify)

Assistance Needed:

Assistance Needed:
Other (Please specify)

Note: You will be contacted for further information.

Figure 9.2

<p>Guest 1</p> <p>Name <input type="text" value="Abu Bakar"/></p> <p>Contact Number <input type="text" value="0111111111"/></p> <p>Vehicle Registration Number <input type="text" value="Vehicle Registration Number"/></p> <p>Vehicle Type <input type="text" value="Vehicle Type"/></p> <p>Vehicle Colour <input type="text" value="Vehicle Colour"/></p> <p>Health Status: <input type="text" value="----- Please Select -----"/></p> <p>Health Status: <i>Other (Please specify)</i> <input type="text" value="Health Status"/></p> <p>Assistance Needed: <input type="text" value="----- Please Select -----"/></p> <p>Assistance Needed: <i>Other (Please specify)</i> <input type="text" value="Assistance Needed"/></p>	<p>Guest 2</p> <p>Name <input type="text" value="Fatimah"/></p> <p>Contact Number <input type="text" value="0122222222"/></p> <p>Vehicle Registration Number <input type="text" value="Vehicle Registration Number"/></p> <p>Vehicle Type <input type="text" value="Vehicle Type"/></p> <p>Vehicle Colour <input type="text" value="Vehicle Colour"/></p> <p>Health Status: <input type="text" value="----- Please Select -----"/></p> <p>Health Status: <i>Other (Please specify)</i> <input type="text" value="Health Status"/></p> <p>Assistance Needed: <input type="text" value="----- Please Select -----"/></p> <p>Assistance Needed: <i>Other (Please specify)</i> <input type="text" value="Assistance Needed"/></p>
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Note: You will be contacted for further information.

Figure 9.3

MOHE TRACER STUDY

All Graduates are required to upload their MOHE Tracer Slip. Click 'MOHE Tracer Study' menu on the left sidebar. Click button 'Choose File' and then click 'Submit' button. Refer Figure 10.0.

The screenshot displays the 'Upload MOHE Tracer Study Slip' interface. On the left is a sidebar with navigation options: Home, START HERE (Registration, Guest Details, MOHE Tracer Study, Alumni Profile Update), DOWNLOAD (Invitation Letter), COURSER SERVICE (Application Form, User Manual), and HELP (Change Password, User Manual - Registration, Helpdesk). The main content area features a 'How to do your Tracer Study' infographic with 7 steps:

- 01 Check your login schedule in the Convocation Website convoc.mmu.edu.my
- 02 Go to [https://graduand.mohe.gov.my/skpdg2023/](https://graduand.mohe.gov.my/skpdg2023)
- 03 Fill up your IC No / Passport No and select Institution Type and Name
- 04 Check your details and fill up the form
- 05 Once completed, you will receive a slip. Save it
- 06 Upload the slip into MMU Convocation Website
- 07 Incorrect info, kindly email to syuhaidah.johari@mmu.edu.my

To the right is a 'Sample Convocation Page' from the Ministry of Education (KEMENTERIAN PENDIDIKAN TINGGI) with fields for Name, Institution (UNIVERSITI MULTIMEDIA), No. Matrik, Tarikh Kajian (27/05/2023 12:59:46), and Status Terkini (BEKERJA). Below this is the MYFutureJobs and JobStreet logo, and the text 'Kementerian Pendidikan Tinggi mengucapkan ribuan terima kasih di atas sokongan dan kerjasama anda. SELAMAT MAJU JAYA!'.

Below the infographic, a note states: 'All Graduates are COMPULSORY to complete the survey before collecting the convocation items (certificate and transcript). Should you encounter problems to login or incorrect information: Ms. Nur Syuhaidah Johari (nur.syuhaidah.johari@mmu.edu.my), Ms. Nor Izam Mohamed (nor.izam.mohamed@mmu.edu.my), Mr. Quek Albert (quek.albert@mmu.edu.my)'.

The file upload section shows a 'Choose File' button (No file chosen) and a 'Submit' button. Below it, a table shows the upload status:

MOHE Tracer Slip uploaded by graduand	MOHE Tracer Slip verified by MMU	Remark
No Data Available		

A REMINDER at the bottom states: 'Please re-visit this page and check the status of your slip whether it has been approved or rejected by Alumni Officer.'

Figure 10.0

ALUMNI PROFILE UPDATE

To upload Alumni Slip, click 'Alumni Profile Update' menu on the left sidebar. Click button 'Choose File' and then click 'Submit' button. Refer Figure 11.0

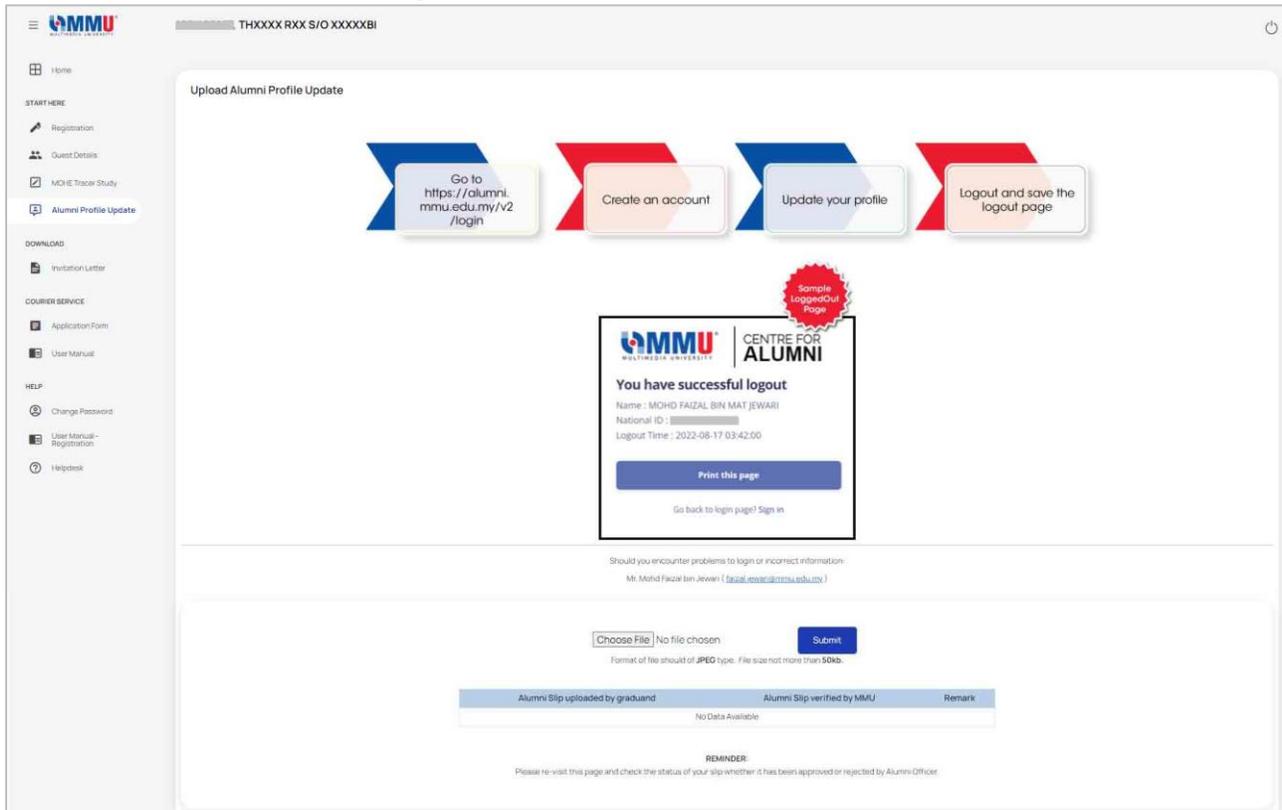


Figure 11.0

INVITATION LETTER

To download your invitation letter, kindly click 'Invitation Letter' menu on the left sidebar.

COURIER SERVICE

Click 'Application Form' menu under Courier Service section on the left sidebar.

Graduate with incomplete Convocation Registration status are not able to view the Courier Service Form. Refer Figure 12.0.

Graduates with attendance status 'Attend Convocation' are not eligible to apply for Courier Service. Refer Figure 12.1.

Graduates with attendance status 'Not Attend Convocation' and completed the Convocation Registration steps are eligible to apply for Courier Service. Click 'Application Form' under Courier Service section to view the form. Refer Figure 12.2.

Click '[User Manual](#)' in the left sidebar to view user manual on Courier Service registration. Refer Figure 12.3.

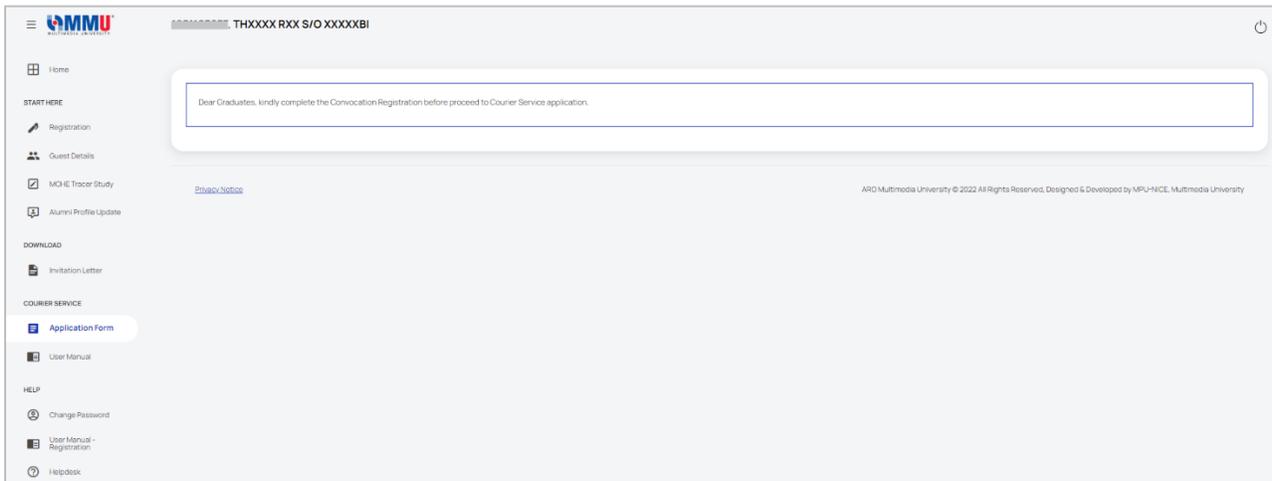


Figure 12.0

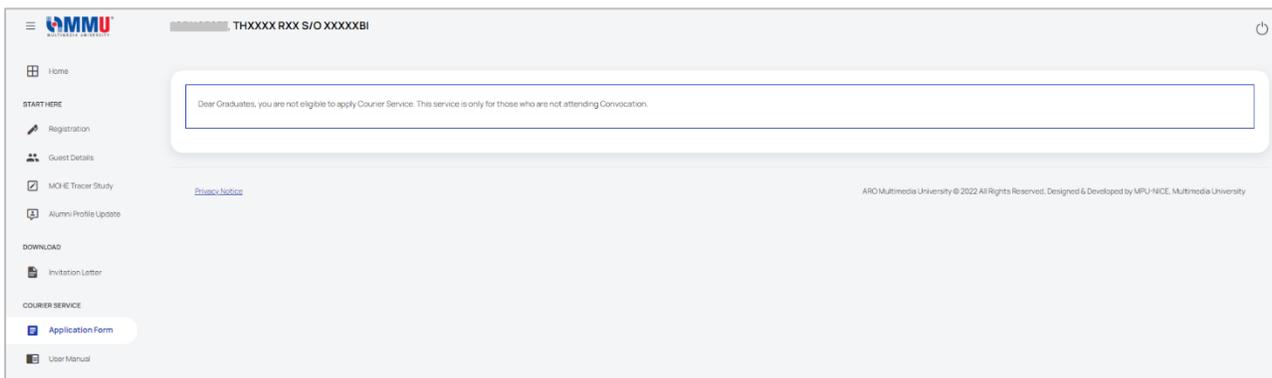


Figure 12.1

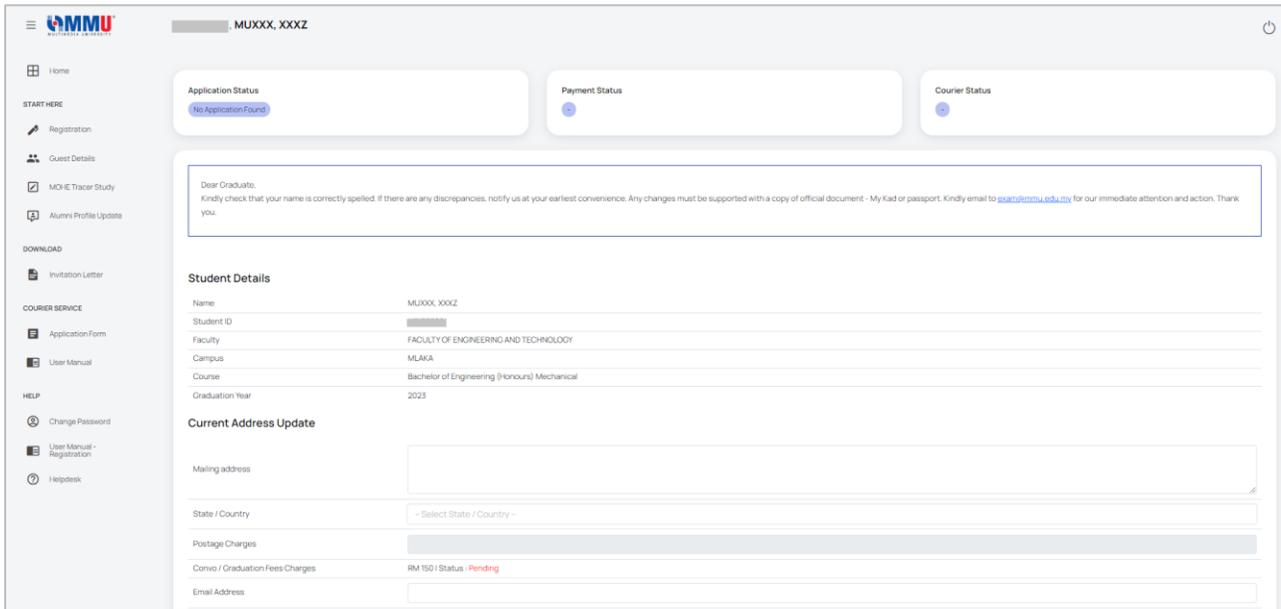


Figure 12.2

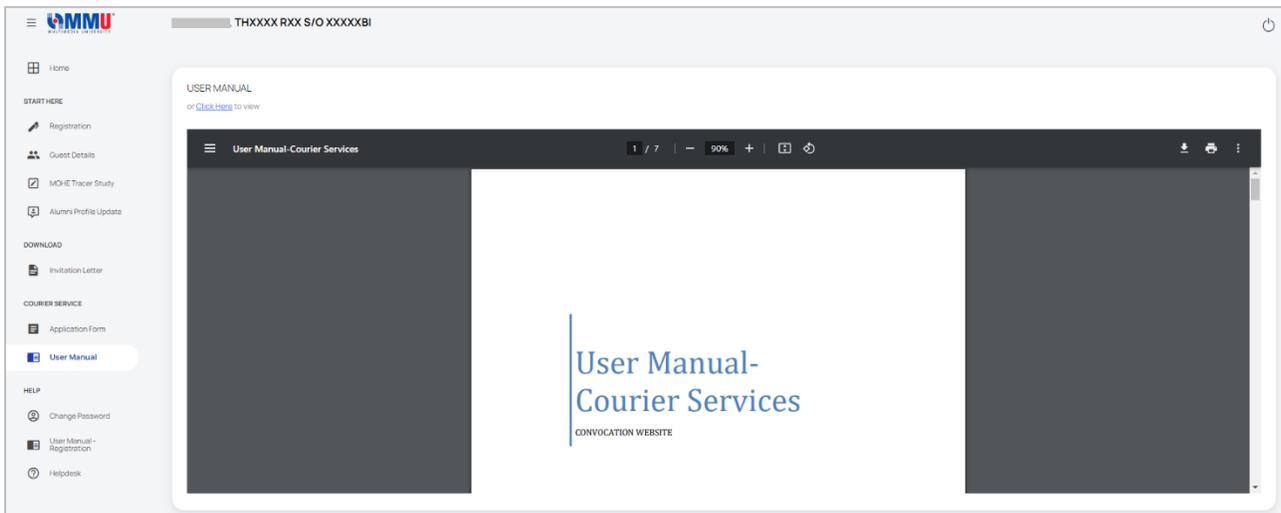
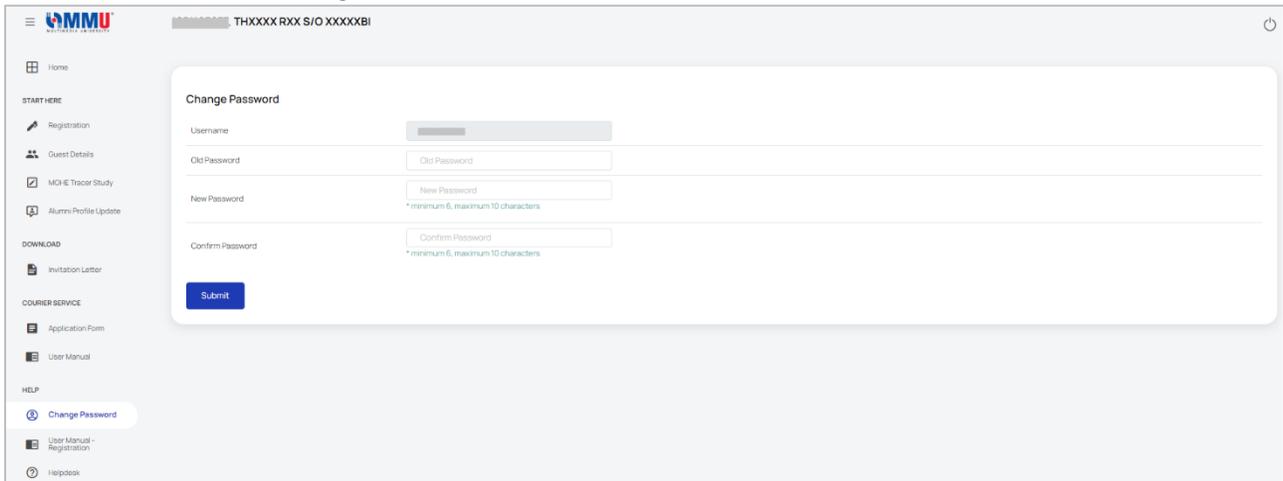


Figure 12.3

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. Click 'Submit' once done. Refer Figure 13.0.



The screenshot shows a web interface for changing a password. On the left is a navigation sidebar with categories: Home, START HERE (Registration, Guest Details, MCI IE Tracer Study, Alumni Profile Update), DOWNLOAD (Invitation Letter), COUNCIL SERVICE (Application Form, User Manual), and HELP (Change Password, User Manual - Registration, Helpdesk). The 'Change Password' option is highlighted. The main content area is titled 'Change Password' and contains four input fields: 'Username' (with a masked value), 'Old Password', 'New Password' (with a note: '*minimum 6, maximum 10 characters'), and 'Confirm Password' (with a note: '*minimum 6, maximum 10 characters'). A blue 'Submit' button is located at the bottom left of the form.

Figure 13.0