



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](#) button 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.
- iii.

MMU
MULTIMEDIA UNIVERSITY

Congratulations

First Time User? Register [here](#)

Sign in to continue..

Student ID

Password

[Forgot password?](#)

LOGIN

SIGN UP

1. Please ensure that your name is listed in the [List of 2025 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 Clic

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.

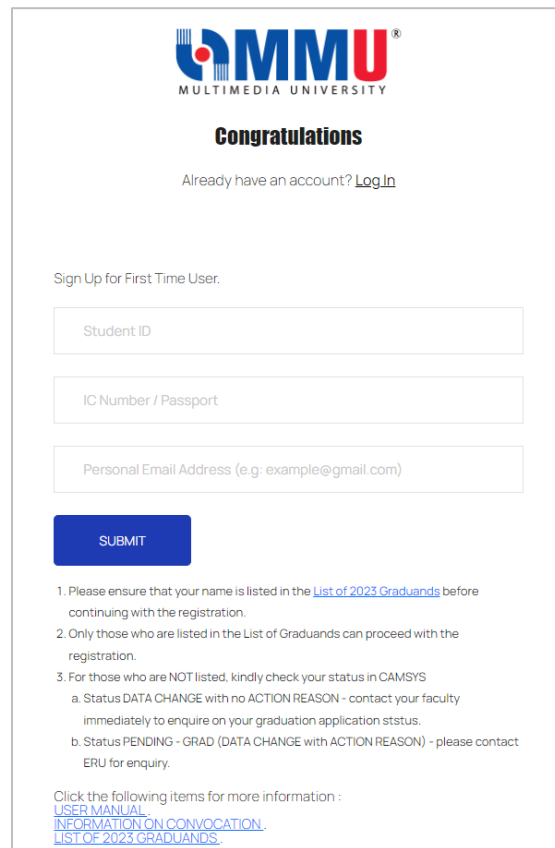
Click the following items for more information:

[USER MANUAL](#)

[INFORMATION ON CONVOCATION](#)

[LIST OF 2025 GRADUANDS](#)

Figure 1.0



MMU
MULTIMEDIA UNIVERSITY

Congratulations

Already have an account? [Log In](#)

Sign Up for First Time User.

Student ID

IC Number / Passport

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

SUBMIT

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](#)

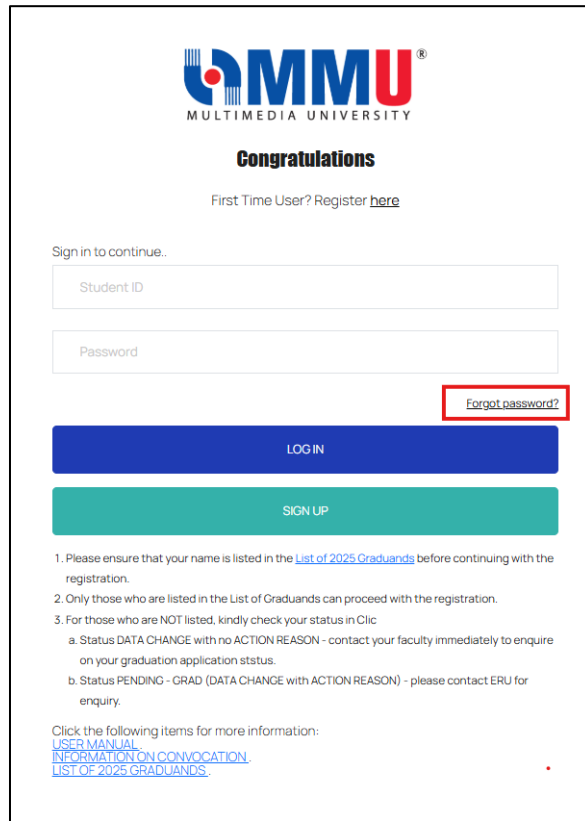
Figure 1.1

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.



MMU
MULTIMEDIA UNIVERSITY

Congratulations

First Time User? Register [here](#)

Sign in to continue..

Student ID

Password

[Forgot password?](#)

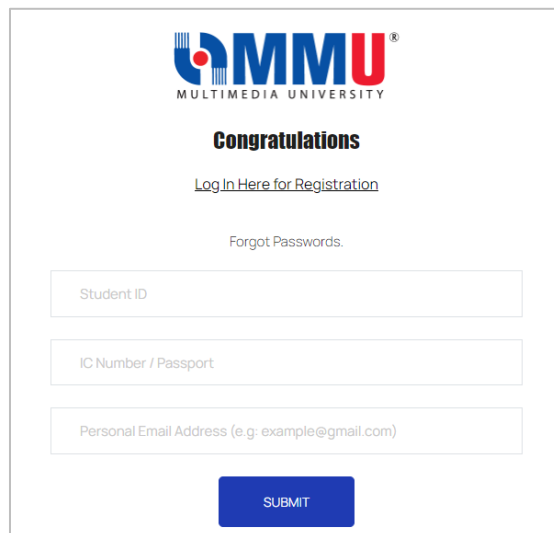
LOGIN

SIGN UP

1. Please ensure that your name is listed in the [List of 2025 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 Clic
 - 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 2025 GRADUANDS](#)

Figure 1.2



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.

THXXXX RXX S/O XXXXXBI

Payment Status - Pending | Convoocation Registration | Guest Details | MOE Tracer Study | Alumni Profile Update

START HERE

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

DOWNLOAD

- Invitation Letter

Dear Graduate,
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 - MyKad or passport. Kindly email to exam@mmu.edu.my for our immediate attention and action. Thank you.

Student Details

Name	THXXXX RXX S/O XXXXXBI
Student ID	XXXXXXXXXX
Faculty	FACULTY OF ENGINEERING

Current Address Update

Mailing Address	Ipon, 30010, PR, Malaysia
Email Address	XXXXXXXXXX@XXXXXX.XX
Handphone number	XXXXXXXXXX

Important Notice

Mailing address, Email Address and Mobile Number is very important. Please provide a CORRECT Mobile number and email address. If you wish to change your email address, please request to exam_support@mmu.edu.my

Save & Next

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.

THXXXX RXX S/O XXXXXBI

Payment Status - Pending | Convoocation Registration | Guest Details | MOE Tracer Study | Alumni Profile Update

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

Dear Graduate,
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 - MyKad or passport. Kindly email to exam@mmu.edu.my for our immediate attention and action. Thank you.

Student Details

Name	THXXXX RXX S/O XXXXXBI
Student ID	XXXXXXXXXX
Faculty	FACULTY OF ENGINEERING
Programme	Bachelor of Engineering (Honours) Electronics majoring in Nanotechnology

Current Address Update

Mailing Address	Ipon, 30010, PR, Malaysia
Email Address	XXXXXXXXXX@XXXXXX.XX
Handphone number	XXXXXXXXXX

Important Notice

Mailing address, Email Address and Mobile Number is very important. Please provide a CORRECT Mobile number and email address. If you wish to change your email address, please request to exam_support@mmu.edu.my

Save & Next

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.

Level of Studies	Bachelor's Degree
Fees	RM 400
Payment Status	Pending

Note

[Click here](#) for payment channels.
Please be informed that your payment will be updated within next 3 working days. Should the payment is not updated after 3 working days, please email to billing@mmu.edu.my for further assistance.

Confirmation Of Attendance *

☒ I will attend the convocation ceremony with my parents/guests.
☐ I will attend the convocation ceremony without my parents/guests
☐ I will not attend the convocation
☐ I would like to extend my convocation to 2026

Reason to **extend** convocation :

Upload proof/supporting document :

No file chosen
 File Type : pdf,jpg,jpeg
 File Size : 300kb

Figure 4.0

Once submitted, you have completed all the steps. Graduates with the status of 'Not Attend Convocation' are not required to proceed to Step 2 (Graduates Particular), Step 3 (Acceptable Agreement) and Step 4 (Declaration).

STEP 5:

Step 2 – Graduates Particular. This form includes forms to upload a photo, gratitude message, robe booking, guest details 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.

The screenshot shows a registration interface with four steps: Step 1 (Completed), Step 2 (In Progress), Step 3 (Closed), and Step 4 (Closed). Below the steps, a red-bordered box contains instructions: "You are required to upload and confirm your Graduate Particulars starting 15 August 2025 until 27 November 2025" and "MMU will check your photo and message starting 15 August 2025. Please return to this page later to check on the 'Approval by MMU' status." Below this is the "Approval Status" section, which is a table with columns for the item, actions, and status by student and by MMU.

		By Student	By MMU
Photo	<button>Add Photo</button>	Not Confirmed	Not Checked Yet
Message	<button>Add Message</button>	Not Confirmed	Not Checked Yet
Robe Booking	<button>Add Robe Booking</button>	Not Confirmed	Not Received Yet
Guest Details	<button>Add Guest Details</button>	No Records	
Voice Over	<button>Voice Over Checking</button>	In Progress	

At the bottom of the approval section is a "NEXT" button. Below the entire form, a note states: "Please ensure you update and confirm your message, photo, and robe booking before proceeding to the next step. Continue through to Step 4 to complete your registration."

Figure 5.0

To insert your **MESSAGE**, click button “Add 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 5.1.

The screenshot shows the "Message" input form. It includes a heading "Message" and a descriptive text: "Your message will be displayed on the screen while you are on stage receiving your scroll. Use this moment to share a short note of appreciation for your parents, family, friends, lecturers, or loved ones." There are two input fields: "To" with an example "Example: Mom & Dad" and a note "Limit to 30 characters only", and "Message" with an example "Example: Thank you for everything" and a note "Limit to 75 characters only". Below the fields is a "Note:" section with two bullet points: "Only English or Malay text is allowed." and "Please DO NOT use any special symbols or emoticons." At the bottom are two buttons: "Save" and "Confirm Message".

Figure 5.1

For **PHOTO UPLOAD**, click button “Add 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 5.2.

picture to make this moment memorable.

← min-width : 900 px →

↑ min-height : 1200 px ↓

- Click the photo to view its actual size and image quality.
- Follow the required photo ratio and dimensions: **900 (width) x 1200 (height) pixels**.

File upload File Type : jpg, jpeg
File Size : Max 120kb

No file chosen

* Please click **SAVE** button and your image will be displayed in the box

Note

PHOTO SUBMISSION GUIDELINES

DO:

- ☒ Use Chrome or Firefox browser for uploading.
- ☒ Submit half-length (head to waist) or full-length (head to toe) photo – like the samples provided.
- ☒ Wear appropriate attire (e.g., baju Melayu, long-sleeved shirt, formal blouse).
- ☒ Keep it cheerful and casual – no passport-style photos.
- ☒ Use a recent photo.
- ☒ Ensure background is neat and uncluttered (indoor or outdoor).
- ☒ Format: JPG/JPEG.
- ☒ Size: Max 120 KB | Dimensions: 900 x 1200 pixels.

DON'T:

- ☒ Wear tight clothing, short pants, short skirts, or sleeveless tops.
- ☒ Use passport-style, overly formal, or overly posed photos.
- ☒ Submit childhood photos.
- ☒ Include other people (no group or family shots).
- ☒ Use other file formats (e.g., PNG, pdf).
- ☒ Not clearly shows your face (no face mask).

Figure 5.2

For **ROBE BOOKING**, click button “Add Robe Booking”. Choose robe by click on the select robe size dropdown, and click button Robe Booking Confirmed once done. Once confirmed, you are unable to change the robe size. Refer Figure 5.3.

Robe Booking

- Confirm your convocation attire size from the details below.
- Your robe size is subject to the availability of the stock.

ROBE SIZE CHART

SIZE	HEIGHT
S	Below 163cm
M	164cm - 174cm
L	175cm - 180cm
XL	Above 180cm

Note:

- Choose your robe size and click Save.
- Then, click Confirm Robe Booking to finalise your booking.

Please select Robe Size:

----- Please Select Robe Size -----

Figure 5.3

Fill in **GUESTS DETAILS** by clicking the button “Add Guest Details”. Once done, click Save Guest Details button. Refer Figure 5.4.

Guest Details

Graduate:
Are you MMU or TM staff? If Yes, please provide your ID :
Staff ID

Guest 1 Details:
Title of Guest 1
Tan Sri
Name of Guest 1
1
Relationship
1
Contact Number
1
Division Name / Industry of Guest 1
TM Global
Division
1

Guest 2 Details:
Title of Guest 2
----- Please Select -----
Name of Guest 2
Guest 2
Relationship
Relationship
Contact Number
ex: 0112001212
Division Name / Industry of Guest 2
----- If you are TM or MMU Staff, please SELECT the DIVISION NAME / INDUSTRY -----
Division
Division

Save Guest Details

Figure 5.4

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 5.5, 5.6 and 5.7.

ACCESSIBILITY & SPECIAL NEEDS

Graduands
Seating at the convocation venue is assigned according to the seat number shown on your Convo App. If you require any assistance or special arrangements, please click the link to complete form. Our staff will contact you to confirm and arrange the necessary support.

Guests
Seating at the convocation venue is on a first-come-first-served basis. Nevertheless, MMU reserves seats with easy accessibility for graduands and graduands' guest with special needs. Therefore, if your guests require any assistance kindly fill in this form. Later, our staff will contact you for further arrangement.

Figure 5.5

Graduate

Student Id
1142700511

Student Name
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Contact Number
0123456789

Vehicle Registration Number
Vehicle Registration Number

Vehicle Type
Vehicle Type

Vehicle Colour
Vehicle Colour

Health Status:
Please Select

Health Status:
Other (Please specify)
Health Status

Assistance Needed:
Please Select

Assistance Needed:
Other (Please specify)
Assistance Needed

Note: You will be contacted for further information.

Save

Figure 5.6

Guest 1

Name
Abu Bakar

Contact Number
0111111111

Vehicle Registration Number
Vehicle Registration Number

Vehicle Type
Vehicle Type

Vehicle Colour
Vehicle Colour

Health Status:
Please Select

Health Status: Other (Please specify)
Health Status

Assistance Needed:
Please Select

Assistance Needed: Other (Please specify)
Assistance Needed

Note: You will be contacted for further information.

Save

Guest 2

Name
Fatimah

Contact Number
0122222222

Vehicle Registration Number
Vehicle Registration Number

Vehicle Type
Vehicle Type

Vehicle Colour
Vehicle Colour

Health Status:
Please Select

Health Status: Other (Please specify)
Health Status

Assistance Needed:
Please Select

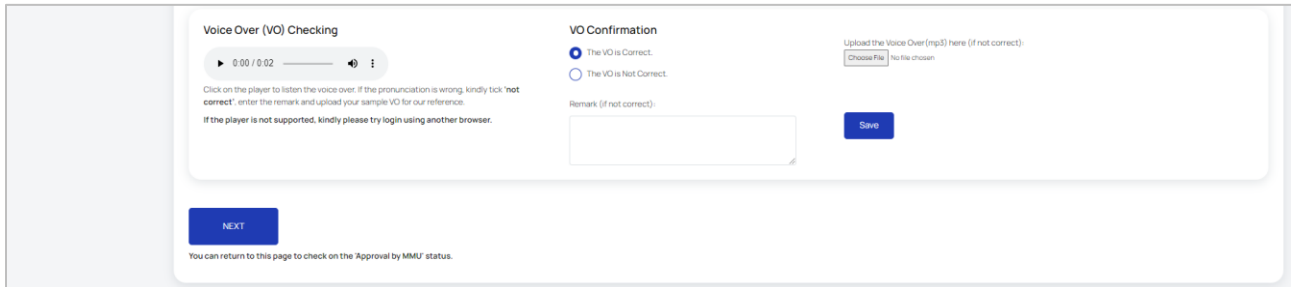
Assistance Needed: Other (Please specify)
Assistance Needed

Figure 5.7

In the **VOICE OVER** (vo) checking section, click play to hear your vo. Refer Figure 5.8
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.



The screenshot shows a web interface for voice over checking. It is divided into two main sections: 'Voice Over (VO) Checking' and 'VO Confirmation'.

Voice Over (VO) Checking: This section contains a media player with a play button, a progress bar showing '0:00 / 0:02', and a volume icon. Below the player, there is instructional text: 'Click on the player to listen the voice over. If the pronunciation is wrong, kindly tick "not correct". enter the remark and upload your sample VO for our reference. If the player is not supported, kindly please try login using another browser.'

VO Confirmation: This section has two radio buttons: 'The VO is Correct.' (which is selected) and 'The VO is Not Correct.'. Below these is a text input field labeled 'Remark (if not correct):'. To the right of the text field is a 'Save' button.

Upload Section: Above the 'Save' button, there is a section for uploading a file. It says 'Upload the Voice Over (mp3) here (if not correct):' followed by a 'Choose File' button and the text 'No file chosen'.

Footer: At the bottom left, there is a blue 'NEXT' button. Below it, a small note states: 'You can return to this page to check on the "Approval by MMU" status.'

Figure 5.8

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

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

STEP 6:

Step 3 – 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.

Guest Details

MMU Convocation Study

Alumni Profile Update

DOWNLOAD

Invitation Letter

COURIER SERVICE

Application Form

User Manual

HELP

Change Password

User Manual - Registration

Helpdesk

MMU CONVOCATION DRESSCODE & ETTIQUES DURING CONVOCATION CEREMONY

The purpose of the procedure is to outline the procedure to be followed by graduand before, during and after the convocation.

MMU CONVOCATION DRESSCODE

AGREE?

☒ I AGREE

MMU CONVOCATION ETTIQUETTES

Graduands and guests **MUST** remain seated at all times while the Convocation Ceremony is in progress.

Hand-phones are to be turned off or put on silent mode. Use of hand-phone is strictly prohibited while the ceremony is in progress.

Please use the guests/ladies before the ceremony starts or after the ceremony ends.

No one, except for officially appointed photographers, is allowed to take photographs during ceremony or make audio-visual recording of the ceremony.

Please follow instructions given by Officers in charge of the event.

Graduands are **NOT ALLOWED** to selfie / wifie on stage.

AGREE?

☒ I AGREE

NEXT

Please click 'NEXT' to proceed to the next page (until Step 5) to complete your Registration.

Figure 6.0

STEP 7:

Step 4 – 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 7.0.

1171100235, AARON AVINASH DASS

Completed Step 1 Confirmation of Attendance

Completed Step 2 Graduates Particular

Completed Step 3 Acceptable Agreement

Completed Step 4 Declaration

Dear Graduate,
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.

Student Details	
Name	AARON AVINASH DASS
Student ID	1171100235
Faculty	FACULTY OF ENGINEERING AND TECHNOLOGY
Programme	Bachelor of Engineering (Honours) Electronics majoring in Telecommunications

☒ 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.

☒ 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.

CONFIRM

Figure7.0

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 8.0.

The screenshot shows the MMU Guest Details registration form. The sidebar on the left contains the following menu items: Home, START HERE, Registration, Guest Details (highlighted), MCH-E Tracer Study, Alumni Profile Update, DOWNLOAD, Invitation Letter, COURIER SERVICE, Application Form, User Manual, HELP, Change Password, User Manual - Registration, and Helpdesk. The main form area is titled 'Graduate' and includes a field for 'Are you MMU or TM staff? If Yes, please provide your ID :'. Below this are two columns for 'Guest 1 Details' and 'Guest 2 Details'. Each column has fields for Title, Name, Relationship, Contact Number, Division Name, and Division. A 'Save' button is located at the bottom right of the form.

Figure 8.0

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

The screenshot shows the 'ACCESSIBILITY & SPECIAL NEEDS' form. It has two sections: 'Graduands' and 'Guests'. Each section has a button and a text area for providing details about accessibility needs. The text in the text areas is as follows:

- Graduands:** Seating at the convocation venue is assigned according to the seat number shown on your Convo App. If you require any assistance or special arrangements, please click the link to complete form. Our staff will contact you to confirm and arrange the necessary support.
- Guests:** Seating at the convocation venue is on a first-come-first-served basis. Nevertheless, MMU reserves seats with easy accessibility for graduands and graduands' guest with special needs. Therefore, if your guests require any assistance kindly fill in this form. Later, our staff will contact you for further arrangement.

Figure 8.1

Graduate

Student Id

1142700511

Student Name

XXXXXXXXXXXXXXXXXXXX

Contact Number

0123456789

Vehicle Registration Number

Vehicle Registration Number

Vehicle Type

Vehicle Type

Vehicle Colour

Vehicle Colour

Health Status:

----- Please Select -----

Health Status:
Other (Please specify)

Health Status

Assistance Needed:

----- Please Select -----

Assistance Needed:
Other (Please specify)

Assistance Needed

Note: You will be contacted for further information.

Save

Figure 8.2

Guest 1

Name

Abu Bakar

Contact Number

0111111111

Vehicle Registration Number

Vehicle Registration Number

Vehicle Type

Vehicle Type

Vehicle Colour

Vehicle Colour

Health Status:

----- Please Select -----

Health Status-Other (Please specify)

Health Status

Assistance Needed:

----- Please Select -----

Assistance Needed-Other (Please specify)

Assistance Needed

Guest 2

Name

Fatimah

Contact Number

0122222222

Vehicle Registration Number

Vehicle Registration Number

Vehicle Type

Vehicle Type

Vehicle Colour

Vehicle Colour

Health Status:

----- Please Select -----

Health Status-Other (Please specify)

Health Status

Assistance Needed:

----- Please Select -----

Assistance Needed-Other (Please specify)

Assistance Needed

Note: You will be contacted for further information.

Save

Figure 8.3

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.

THXXXX RXXX S/O XXXXXBI

Home

START HERE

- Registration
- Guest Details
- MOHE Tracer Study**
- Alumni Profile Update

DOWNLOAD

- Invitation Letter

COURIER SERVICE

- Application Form
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HELP

- Change Password
- User Manual - Registration
- Helpdesk

Upload MOHE Tracer Study Slip

How to do your Tracer Study

It is COMPULSORY for ALL graduates Class of 2023 to complete the Graduate Tracer Study / SKPG online survey conducted by the Ministry of Higher Education (MOHE)

- 01 Check your login schedule in the Convocation Website convommu.edu.my
- 02 Go to <https://graduan.mohe.gov.my/SKPGR023/>
- 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

**KAJIAN PENGESANAN GRADUAN
KEMENTERIAN PENDIDIKAN TINGGI**

Nama:

Institusi:

No. Matrik:

Tarikh Kajian:

Status Terkini:

MYFutureJobs **JobStreet**

Kementerian Pendidikan Tinggi mengucapkan ribuan terima kasih di atas sokongan dan kerjasama anda.

SELAMAT MAJU JAYA!

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 Izham Mohamed (nor.izham.mohamed@mmu.edu.my)
 Mr. Quek Albert (quek.albert@mmu.edu.my)

No file chosen

Format of file should of JPEG type. File size not more than 50kb.

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

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

Figure 9.0

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

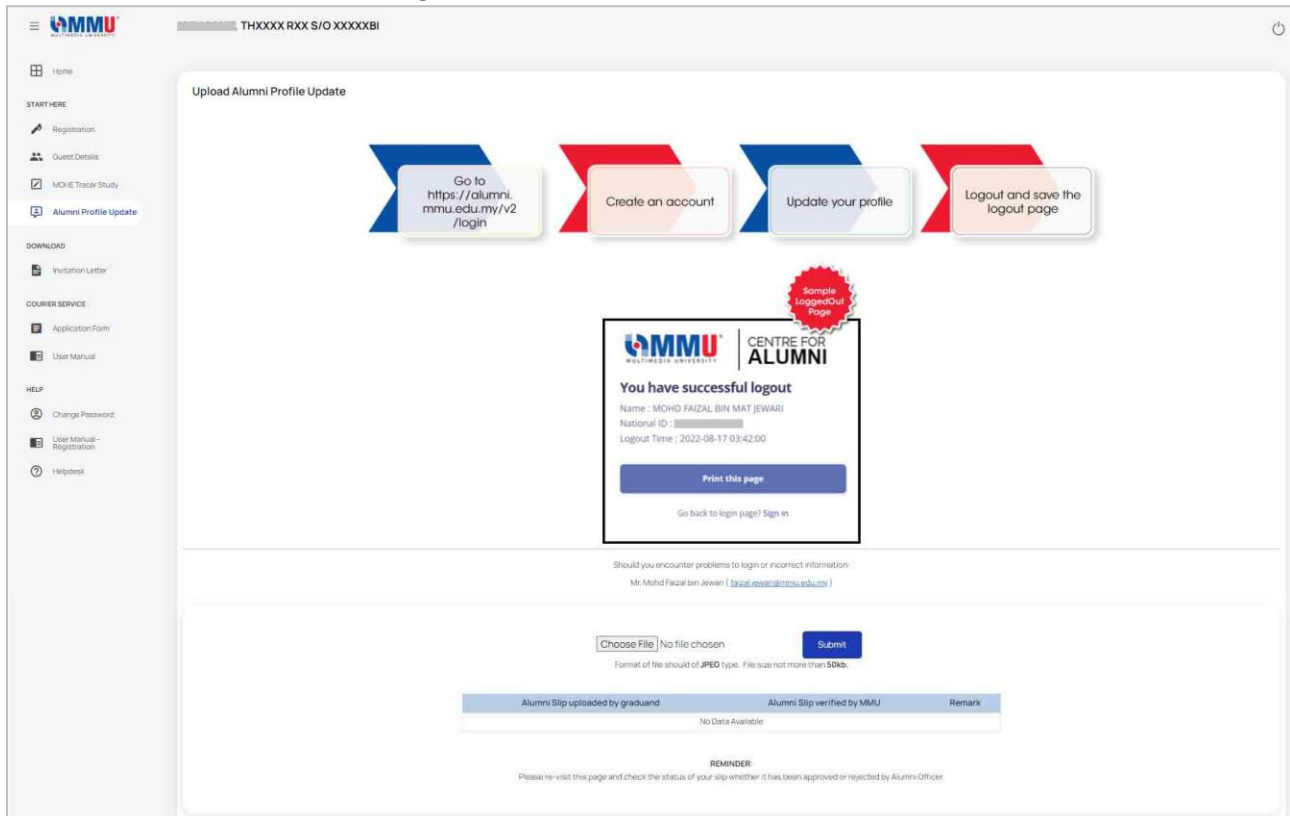


Figure 10.0

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 11.0.

Graduates with attendance status 'Attend Convocation' are not eligible to apply for Courier Service. Refer Figure 11.1.

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 11.2.

Click '[User Manual](#)' in the left sidebar to view user manual on Courier Service registration. Refer Figure 11.3.

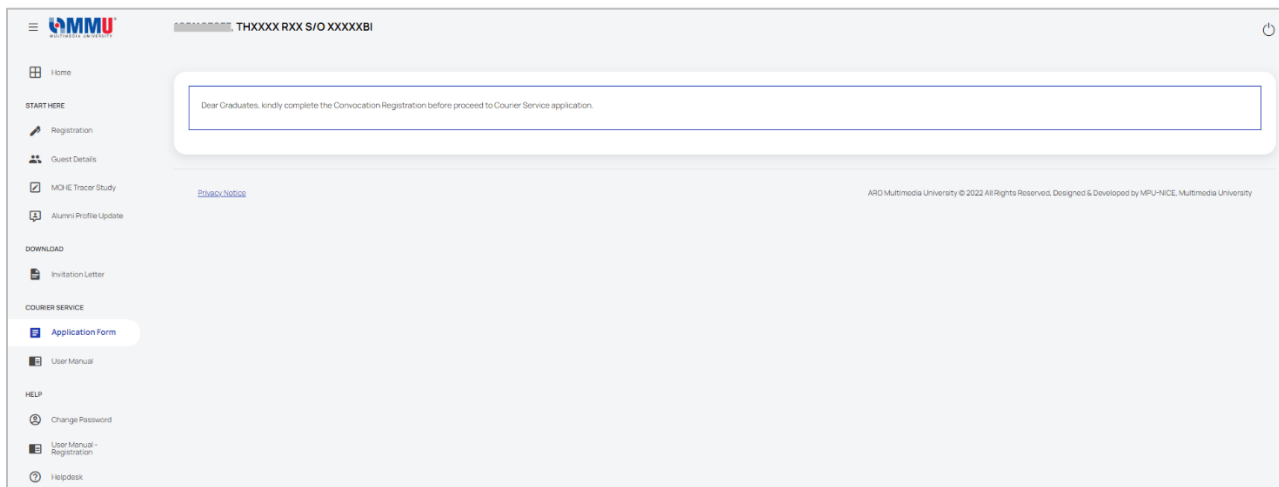


Figure 11.0

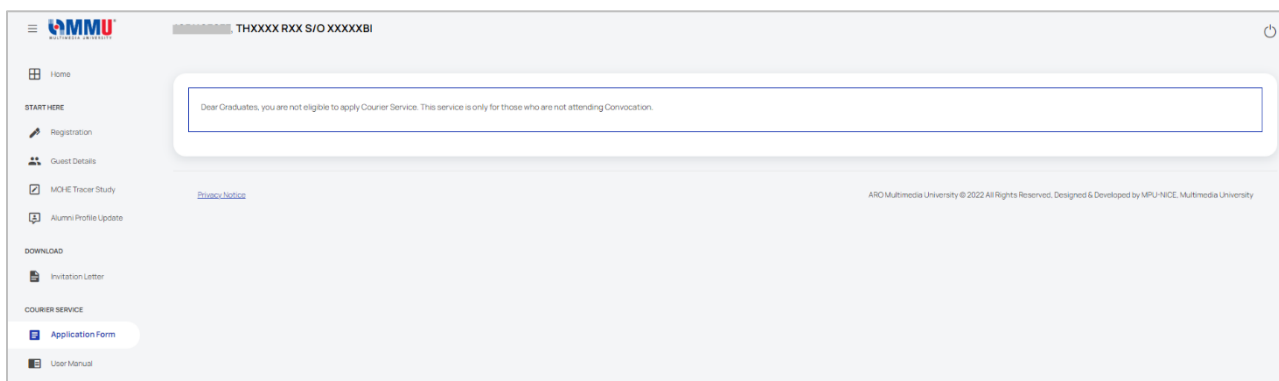


Figure 11.1

The screenshot shows the 'Application Status' page for a user with ID MUXXX, XXXZ. The page features a sidebar with navigation links: Home, START HERE (Registration, Guest Details, MOE Tracer Study, Alumni Profile Update), DOWNLOAD (Invitation Letter), COURIER SERVICE (Application Form, User Manual), and HELP (Change Password, User Manual - Registration, Helpdesk). The main content area includes three status boxes: 'Application Status' (No Application Found), 'Payment Status' (Pending), and 'Courier Status' (Pending). A message box addresses the graduate, asking them to verify their name and provide supporting documents. Below this is a 'Student Details' table:

Name	MUXXX, XXXZ
Student ID	MUXXX, XXXZ
Faculty	FACULTY OF ENGINEERING AND TECHNOLOGY
Campus	MLAKA
Course	Bachelor of Engineering (Honours) Mechanical
Graduation Year	2025

Below the table is a 'Current Address Update' section with fields for Mailing address, State / Country (a dropdown menu), Postage Charges, Convo / Graduation Fees Charges (RM 150 | Status: Pending), and Email Address.

Figure 11.2

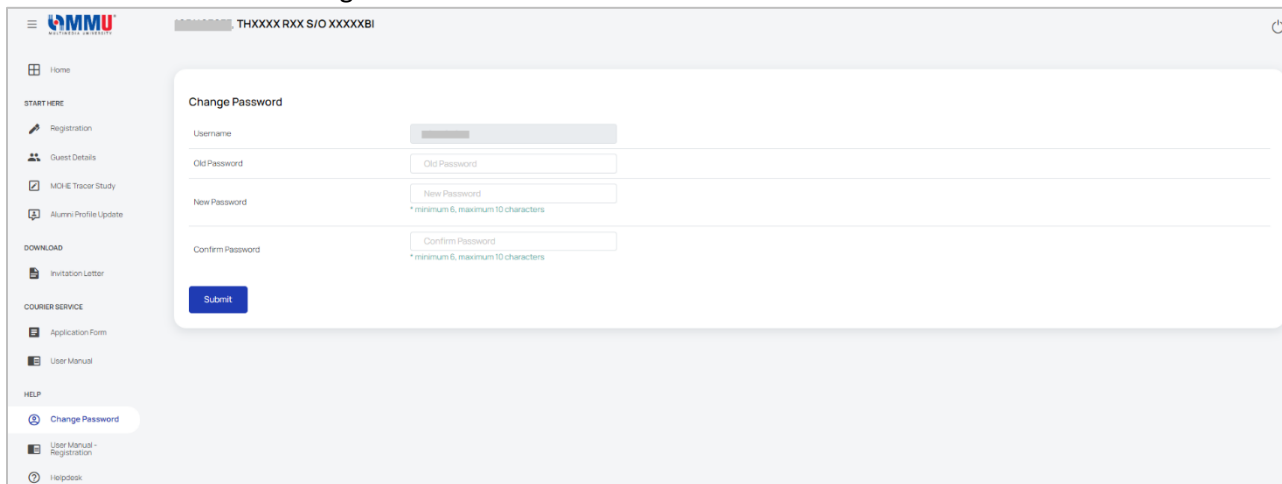
The screenshot shows the 'User Manual' page for 'User Manual-Courier Services'. The sidebar is identical to Figure 11.2, with the 'User Manual' link under 'COURIER SERVICE' highlighted. The main content area displays the title 'User Manual-Courier Services' and 'CONVOCAION WEBSITE' (note the typo). The page is presented in a viewer interface with a dark header bar showing '1 / 7', a zoom level of '90%', and icons for search, print, and a menu.

Figure 11.3

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 12.0.



The screenshot shows the MMU (Multimedia University) website interface. The top navigation bar includes the MMU logo and a user profile section with the text 'THXXXX RXX S/O XXXXXBI'. The left sidebar contains a 'START HERE' section with links to Home, Registration, Guest Details, MCI IE Tracer Study, and Alumni Profile Update. Below this is a 'DOWNLOAD' section with a link to Invitation Letter. The 'COUNCIL SERVICE' section includes links to Application Form and User Manual. The 'HELP' section includes links to Change Password, User Manual - Registration, and Helpdesk. The 'Change Password' link is highlighted. The main content area displays the 'Change Password' form, which includes fields for Username, Old Password, New Password, and Confirm Password. The New Password and Confirm Password fields have a note: '* minimum 6, maximum 10 characters'. A blue 'Submit' button is located at the bottom of the form.

Figure 12.0