



# User Manual- Courier Services

CONVOCATION WEBSITE

**Contents**

Introduction ..... 2  
COURIER SERVICES - APPLICATION ..... 2

## Introduction

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

## COURIER SERVICES - APPLICATION

### STEP 1:

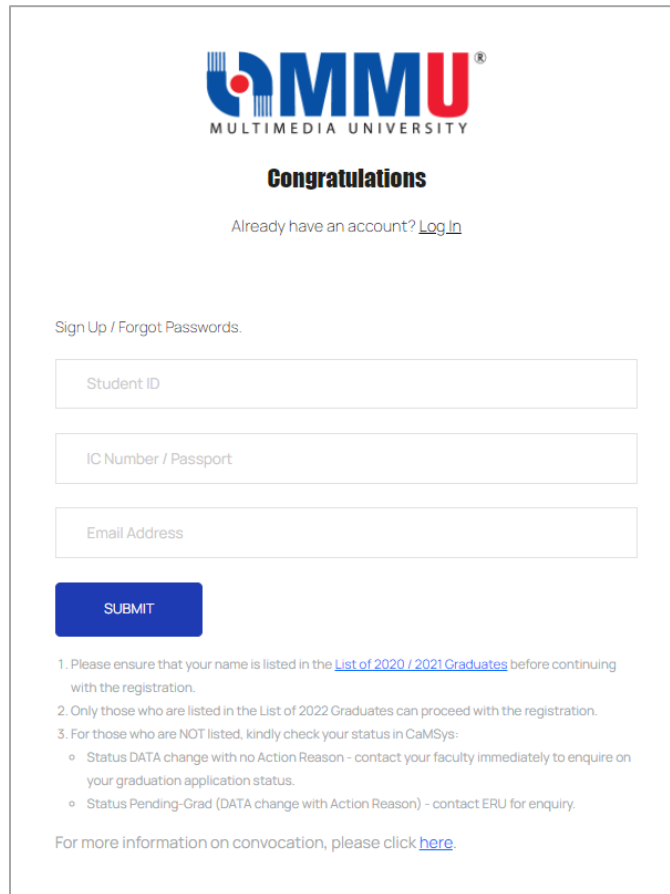
All graduates need to get the password first before they able to login into the website. Click the [Sign Up/Forgot Password](#) link at Registration tab. Refer Figure 1.0.

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.

The screenshot shows the MMU registration page. At the top is the MMU logo. Below it, a red-bordered box contains the text: "Congratulations Please [Sign Up](#) for First Time User". Underneath, it says "Sign in to continue." followed by two input fields for "Student ID" and "Password". A blue "SIGN IN" button is positioned below the fields. To the right of the button is a link for "Forgot password?". At the bottom, there is a list of instructions and links to a user manual, convocation information, and a list of 2022 graduands.

Figure 1.0



**MMU<sup>®</sup>**  
MULTIMEDIA UNIVERSITY

**Congratulations**

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

Sign Up / Forgot Passwords.

Student ID

IC Number / Passport

Email Address

**SUBMIT**

1. Please ensure that your name is listed in the [List of 2020 / 2021 Graduates](#) before continuing with the registration.
2. Only those who are listed in the List of 2022 Graduates can proceed with the registration.
3. For those who are NOT listed, kindly check your status in CaMSys:
  - Status DATA change with no Action Reason - contact your faculty immediately to enquire on your graduation application status.
  - Status Pending-Grad (DATA change with Action Reason) - contact ERU for enquiry.

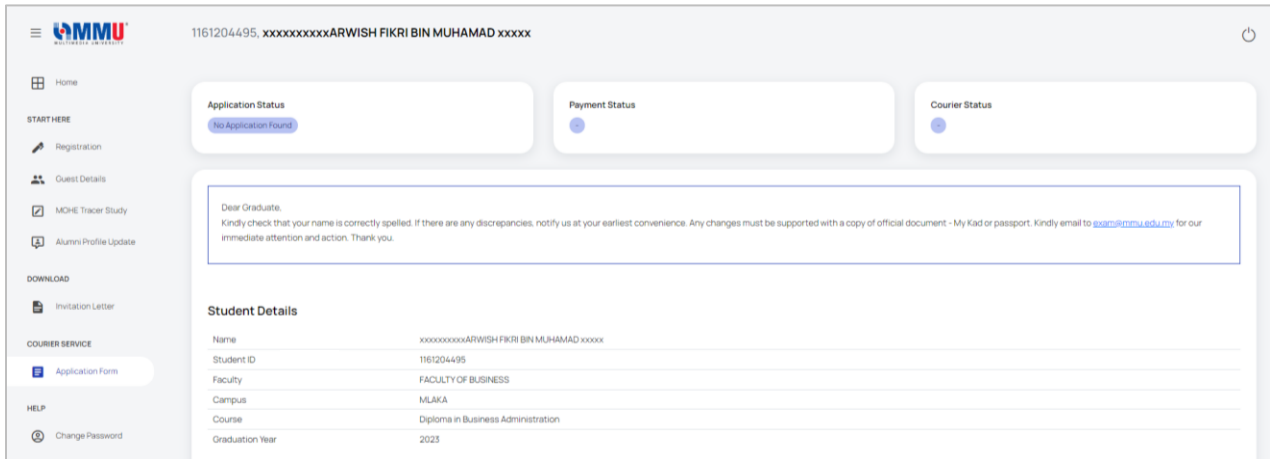
For more information on convocation, please click [here](#).

**Figure 1.1**

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

**STEP 2:**

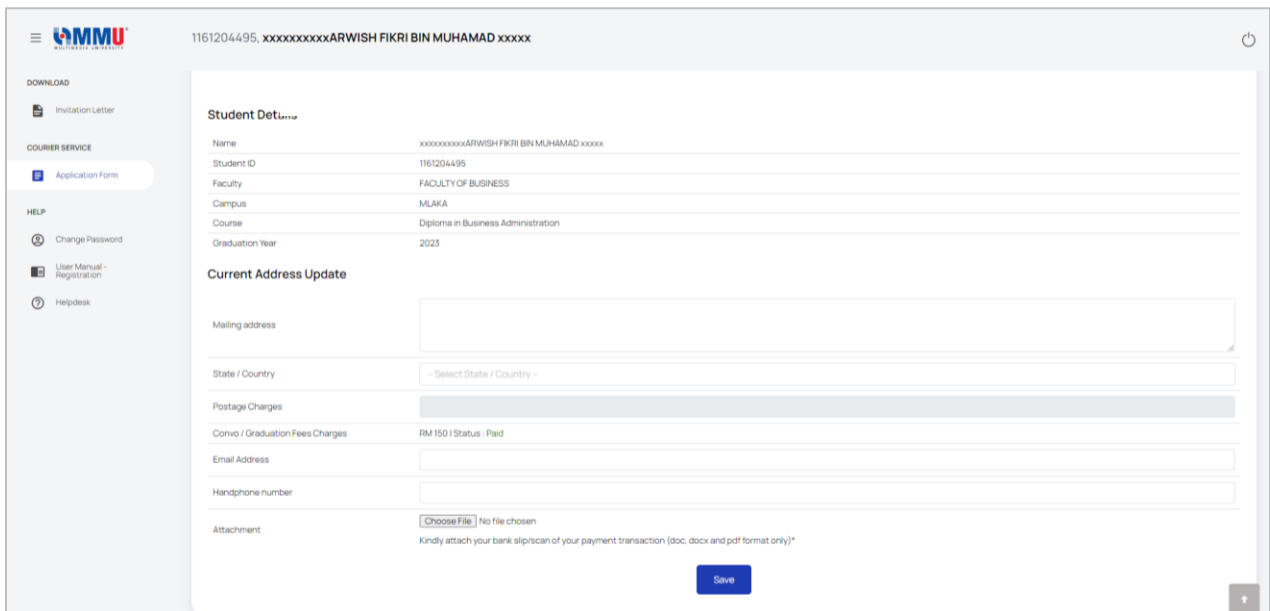
After login into the system, Home page will be displayed. Go to COURIER SERVICES – Application Form. Check your details here. Refer to Figure 2.0.



**Figure 2.0**

**STEP 3:**

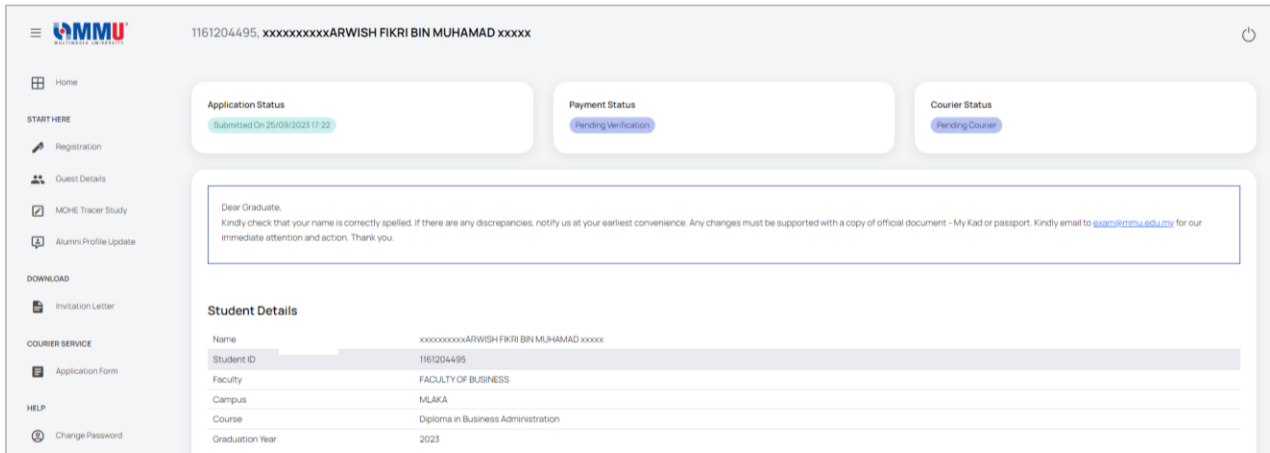
Update your Mailing Address, State / Country, Email Address and Handphone number and attach your payment receipt. Then click “Save”. Student will get the Courier Application email. Refer to Figure 3.0.



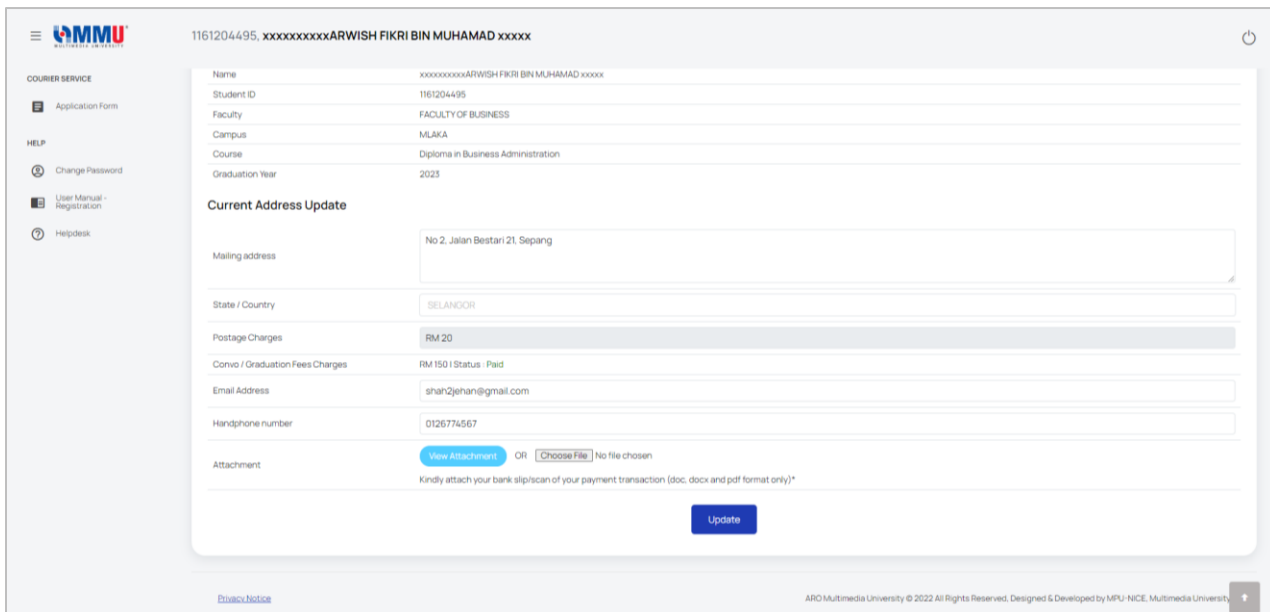
**Figure 3.0**

**STEP 4:**

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



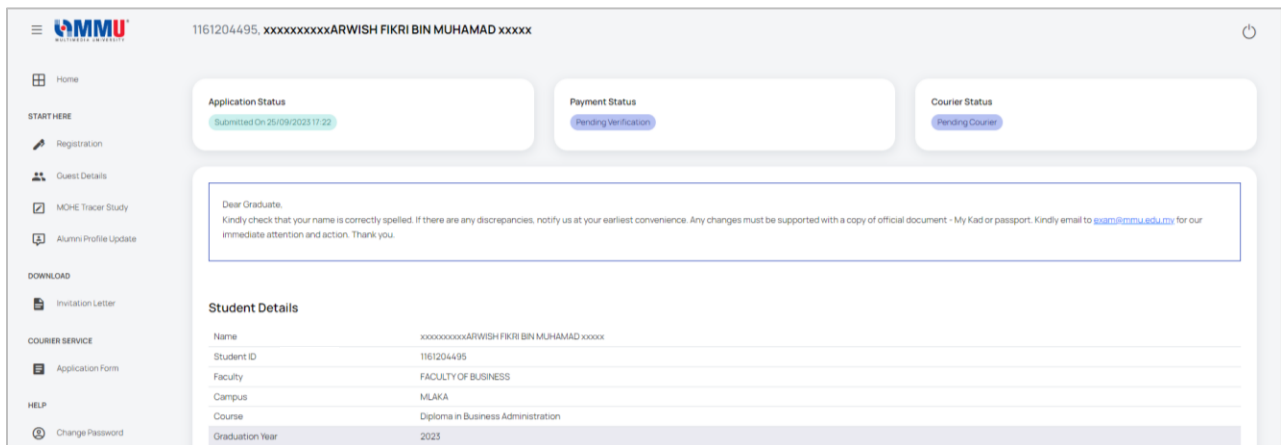
**Figure 4.0**



**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.



**Figure 5.0**