

Staff Portal

Any information regarding staff portal usage

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New IIUM Staff Portal

NEW FEATURES & FUNCTION!

Current Hijri and Gregorian date with solat time!

Urgent notifications!

Pay Day Counter! Know how many days left until your salary banked-in :)

Side Bar Menu: Easy access to main functions!

ITD Twitter feeds!

Quotes of the Day!

IIUM Live Video Streaming!

The screenshot shows a web browser interface for the IIUM Staff Portal. On the left is a dark sidebar menu with options like 'Community', 'MSI', 'Academic', 'MyApps', 'ICT Service Desk', 'Knowledge Management', and 'Administrator'. The main content area includes a header with the user's name 'Mohd Farisalharesi Bin Mohd Yazid', a 'Home' and 'Dashboard' breadcrumb, and a 'PAY DAY COUNTDOWN' widget showing '15 Days' left. Below this is a 'Notification' section with a 'KCDIO/System' notification. The 'ITD Twitter Feeds' section contains a message about the new staff portal. The 'QUOTES FOR THE DAY' section features a quote by Eric Butterworth. The 'ICRCG2018' section promotes an international conference. A yellow starburst graphic is placed over the 'ITD Twitter Feeds' section. Red arrows point from various green callout boxes to specific features on the page.

Creating ICT Services Help Desk Report

"ITD, HOW DO I?" TIPS OF THE WEEK : CREATING ICT SERVICES HELP DESK REPORT THROUGH IIUM STAFF PORTAL

The screenshot shows the IIUM Staff Portal interface for the ICT Service Desk. The browser address bar shows `my.iium.edu.my/staff/servicesdesk.php`. The page title is "ICT Service Desk Dashboard".

1 Login to IIUM Staff Portal and go to ICT Service Desk Menu

2 Click Create New Request to create a new report regarding any ICT services issue

3 Type your ICT services request/issue and click "Submit Request"

4 Wait until ITD ICT Services Help Desk assign you a ticket number

5 You can check your ticket status & update any information required here.

Information

Mohd Farisalhaarisi Bin Mohd Yaziz
farisal@iium.edu.my
3877

Request

Enter your request or issues here

Submit Request

AWAITING REQUEST TO APPROVE

REQUEST ID: 673

I Cannot Print to RICOH Photocopy machine

Ticket No	Created on
140160	20-Aug-2019

INFORMATION TECHNOLOGY DIVISION

Menu > Community

NEW FEATURES & FUNCTION!

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Urgent notifications!

Pay Day Counter!: Know how many days left until your salary banked-in :)

Side Bar Menu: Easy access to main functions!

ITD Twitter feeds!

Quotes of the Day!

IIUM Live Video Streaming!

The screenshot shows a web interface with a dark sidebar menu on the left containing items like 'Community', 'MSI', 'Academic', 'MyApps', 'ICT Service Desk', 'Knowledge Management', and 'Administrator'. The main content area features a header with a date and prayer times, a notification section, an ITD Twitter feed, a 'Quotes for the Day' section with a quote by Eric Butterworth, and a 'Pay Day Countdown' widget showing 15 days left. A 'Live Video Streaming' widget for ICRCG2018 is also visible. Red arrows point from green text boxes to these specific features.

Menu > MSD

The image shows a screenshot of the Management Service Division Staff Portal dashboard. The interface includes a search bar, a navigation menu on the left, and several data widgets. Annotations with red arrows point to specific features, and a large yellow starburst graphic is overlaid on the bottom center.

Navigation Menu (Left):

- Home
- Community
- MSD** (highlighted with a yellow starburst)
- Academic
- MyApps
- ICT Service Desk
- Knowledge Management
- Administrator

Dashboard Widgets:

- 2018 LEAVE BAL... 22 Days** (Green widget with smiley icon)
- TIME IN No time in** (Blue widget with clock icon)
- TIME OUT No time out** (Blue widget with clock icon)
- CTD POINT 55** (Green widget with square icon)

Notifications:

- You can review your bookmarked announcement, notification or advertisement here!** (Green text box with arrow pointing to the 2018 LEAVE BAL widget)
- Check your TIME IN & TIME OUT here!** (Green text box with arrows pointing to the TIME IN and TIME OUT widgets)
- Check your latest CTD Point here!!!** (Green text box with arrow pointing to the CTD POINT widget)

Annual Leave 2018:

- Donut chart showing: Entitlement (red), Taken Days (green), Current Balance (orange), Previous Carry Forward (blue).
- Apply for Leave** button.
- Click Here to Apply Annual Leave!** (Green text box with arrow pointing to the button)

Absence/Leave History Details:

- Donut chart showing: Annual Leave (red), Unplanned Leave (green), Substitutional Leave (orange), Training or Annual Camp (blue), Official Duty (light blue), Sick Leave (grey), Others (dark green).
- Hover your mouse to this area to know the total of your Absence/Leave History Details!** (Green text box with arrow pointing to the chart)

Bottom Center:

- MENU > MSD** (Yellow starburst graphic)

Footer:

- Copyright © 2018 Information Technology Department. All Rights Reserved.
- International Islamic University Malaysia
- Social media icons: Facebook, Twitter, YouTube, Instagram.

Microsoft Azure (Staff)

How to Activate Microsoft Azure account?

The screenshot shows a web browser at the URL `my.iium.edu.my/staff/appsystem.php`. The page title is "List of All Application's". The browser's address bar shows navigation icons and a user profile icon. The page content includes a sidebar with "ICT Service Desk", "Online Resources", and "Administrator". The main content area has a "Sort By" dropdown set to "Ascending" and a "View By Owner" dropdown set to "INFORMATION TECHNOLOGY...". Below these are tabs for "ACADEMIC / TEACHING & LEARNING", "ADMINISTRATIVE / UNIVERSITY STRATEGIC", "STUDENT", and "DEVELOPMENT".

Overlaid on the screenshot is a navigation flow consisting of four blue rounded rectangular boxes connected by a grey arrow pointing from left to right:

- Log to IIUM Staff Portal>My Apps>Administrative / University Strategic
- Register your LIVE IIUM email
- Login to Microsoft Azure
- Download your free software!

Below the flow, a list of application links is visible, with two red curved arrows pointing from the "Register your LIVE IIUM email" and "Login to Microsoft Azure" boxes to the "Software Free Download" link in the list.

- ☆ i IIUM e-Meeting
- ☆ i IIUM Staff Webhosting
- ☆ i IIUMWebhosting
- ☆ i OnTrack
- ☆ i Registration New Staff
- ☆ i Reset Email/HURIS Password for Staff
- ☆ i Reset Microsoft Office365 Passw
- ☆ i Software Free Download
- ☆ i Subscribe to Microsoft Office 365
- ☆ i Unlock Email/HURIS Account for Staff

SIS/CAM Entry Password

Reset

“ITD, HOW DO I?” TIPS OF THE WEEK : CHANGING SIS(CAM ENTRY) PASSWORD DUE TO EXPIRED PASSWORD OR FORGOT PASSWORD THROUGH IIUM STAFF PORTAL

The screenshot shows the IIUM Staff Portal interface. A dark sidebar menu on the left contains the following items: Home, Commu, MSD, KCDIO, Academic (expanded), Google Scholar, Student Information System, Kulliyah, MyApps, ICT Service Desk, Online Resources, and Administrator. The main content area features several instructional boxes and service tiles. A blue box at the top left says "Login to IIUM Staff Portal and navigate to Academic > Kulliyah", with a red arrow pointing to the "Academic" menu item. Below it, another blue box says "Click 'SIS Reset' if you forgot your password", with a red arrow pointing to the "SIS Reset" tile. A third blue box says "Click 'SIS Password Change' if your password has expired and you still remember the old password", with a red arrow pointing to the "SIS Password Change" tile. The service tiles include "SIS Reset" (Reset password SIS), "SIS Password Change" (Change password for SIS), "Invigilator" (Invigilator Slip), "Student Graduation Audit/Study", "ITD Portal" (Class List, Mark Sheet, CLAV M), and "SIS Reset" (Reset password SIS). The bottom right corner displays "INFORMATION TECHNOLOGY DIVISION".

Menu

- Home
- Commu
- MSD
- KCDIO
- Academic
 - Google Scholar
 - Student Information System
 - Kulliyah
- MyApps
- ICT Service Desk
- Online Resources
- Administrator

Academic

- Google Scholar
- Student Information System
- Kulliyah

ITD Portal (...)

Class List, Mark Sheet, CLAV M

More info

SIS Reset

Reset password SIS

More info

SIS Password Change

Change password for SIS

More info

Invigilator

Invigilator Slip

More info

Student Graduation Audit/Study

More info

INFORMATION TECHNOLOGY DIVISION

How to Print Class List

“ITD, HOW DO I?” TIPS OF THE WEEK : HOW TO PRINT CLASS LIST FROM IIUM PORTAL

The screenshot shows the IIUM Staff Portal interface. On the left is a navigation menu with options like Home, Community, MSD, KCDIO, Academic, Google Scholar, Student Information System, Kulliyah, MyApps, ICT Service Desk, Online Resources, and Administrator. The main content area displays several service tiles: Course, Academic, Print classlist alt., Classlist in Excel, Result Entry, CAM Entry, SIS Password C..., Invigilator, and Student Grad Au... Each tile has a 'More info' link. Three blue callout boxes with white text and red arrows provide instructions: 1. 'Login to IIUM Staff Portal and navigate to Academic > Kulliyah' (pointing to the Academic tile). 2. 'Click “Print classlist alt.” to print your class list' (pointing to the Print classlist alt. tile). 3. 'Click Classlist in Excel” to download your class list in MS Excel format' (pointing to the Classlist in Excel tile). The URL in the browser is https://my.iium.edu.my/staff/kulliyah.php. The Information Technology Division logo is in the bottom right corner.

https://my.iium.edu.my/staff/kulliyah.php

Kulliyah Staff Portal

Course
Schedule for course
More info

Academic
More info

Print classlist alt.
Print list of student.
More info

Classlist in Excel
Export the list in Excel
More info

Result Entry
Enter result
More info

CAM Entry
Enter carry mark
More info

SIS Password C...
Change password for SIS
More info

Invigilator
Invigilator Slip
More info

Student Grad Au...
Student Graduation Audit/Study
More info

Academic
Google Scholar
Student Information System
Kulliyah

Login to IIUM Staff Portal and navigate to Academic > Kulliyah

Click “Print classlist alt.” to print your class list

Click Classlist in Excel” to download your class list in MS Excel format

INFORMATION TECHNOLOGY DIVISION

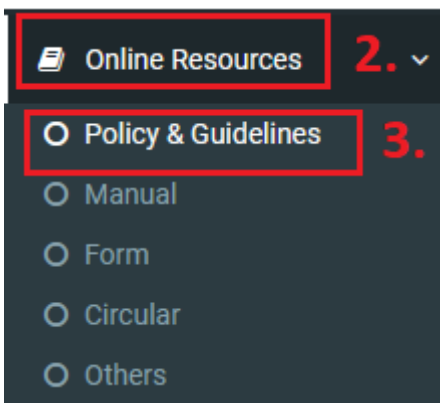
■

Online Resources

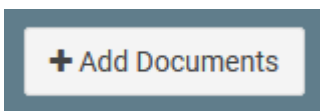
1. Log in to the MyIIUM Staff Portal [<click here>](#).

2. From the left sidebar, click Online Resources.

3. Choose any resources you want to add. For example Policy Guidelines.



4. On the right top, click the button Add Documents.



5. Before adding the details of the document, please save the document on any platform such as [Google Drive](#), [One Drive](#), and others. Please make sure the document link is public.

6. Fill up the form. The URL refers to step number 5.

7. Click the button add document to save the details.

Add Document's

Title

URL

Description

Audience



Type



Owner

