

# 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 the IIUM Staff Portal interface. The left sidebar contains a menu with items: Community, MS, 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 Yaziz) and a dashboard. The dashboard features a 'PAY DAY COUNTDOWN' widget showing 15 days left, a 'Notification' section with a 'KCDIO/System' notification, an 'ITD Twitter Feeds' section with a tweet about the new staff portal, a 'QUOTES FOR THE DAY' section with a quote by Eric Butterworth, and a 'IIUM Live Video Streaming' section with a video player for the ICRCG2018 conference.

# 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 ICT Service Desk interface. The browser address bar displays `my.iium.edu.my/staff/servicesdesk.php`. The interface includes a sidebar menu, a dashboard with a 'Create New Request' button, a 'Create New Ticket' form, a ticket status tracking section, and a table of tickets.

**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 Farisalharesi 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 Status**

New Closed Others Assigned

Ticket No	Created on
140160	20-Aug-2019

**INFORMATION TECHNOLOGY DIVISION**

# Menu > Community

**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!**

**ICRCG2018**  
INTERNATIONAL CONFERENCE ON RELIGION, CULTURE AND GOVERNANCE IN THE CONTEMPORARY WORLD  
المؤتمر العالمي في الدين والثقافة والحكومة في العالم المعاصر  
3<sup>rd</sup> - 4<sup>th</sup> OCTOBER 2018  
KIRKHS, IIUM Gombak  
icrcg2018conf.iium.edu.my

**ICRCG2018**  
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KIRKHS, IIUM Gombak  
icrcg2018conf.iium.edu.my

**QUOTES FOR THE DAY**  
ERIC BUTTERWORTH

**ITD Twitter Feeds**  
For Staff: You may try out the new staff portal by going to this link [ibnubaitar.iium.edu.my/staff](http://ibnubaitar.iium.edu.my/staff). Use your IIUM email. [twitter.com/iiweb/status/1031128128128128128](https://twitter.com/iiweb/status/1031128128128128128)

**PAY DAY COUNTDOWN**  
15 Days  
Current: 2018-10-25  
Next: 2018-11-22  
Your salary phone no: 01159254528  
Change

**Community**  
MSI  
Academic  
MyApps  
ICT Service Desk  
Knowledge Management  
Administrator

**KCDIO/System**  
No notification

**Notification**  
Status  
Notification

**Home** > **Dashboard**

**Mohd Farisalharesi Bin Mohd Yaziz**

**03:11:28 PM**

**KIRKHS 1440H**

**Subhan: 5:50pm, Ashor: 1:06pm, Asar: 4:16pm, Maghrib: 7:07pm, Syak: 8:16pm**

# Menu > MSD

The screenshot shows the Management Service Division Staff Portal dashboard. The left sidebar contains a menu with items: Home, Community, MSD (highlighted with a yellow star), Academic, MyApps, ICT Service Desk, Knowledge Management, and Administrator. The main content area displays several widgets: '2018 LEAVE BAL...' showing 22 Days, 'TIME IN' and 'TIME OUT' both showing 'No time in/out', and 'CTD POINT' showing 55. Below these are 'Annual Leave 2018' and 'Absence/Leave History Details' sections, each featuring a donut chart and a legend. The 'Annual Leave 2018' chart includes a legend with 'Entitlement', 'Taken Days', 'Current Balance', and 'Previous Carry Forward', and an 'Apply for Leave' button. The 'Absence/Leave History Details' chart includes a legend with 'Annual Leave', 'Unplanned Leave', 'Substitutional Leave', 'Training or Annual Camp', 'Official Duty', 'Sick Leave', and 'Others'. Red arrows point from green text boxes to specific areas: 'You can review your bookmarked announcement, notification or advertisement here!' points to the Notification area; 'Check your TIME IN & TIME OUT here!' points to the TIME IN and TIME OUT widgets; 'Check your latest CTD Point here!!!' points to the CTD POINT widget; 'Hover your mouse to this area to know the total of your Annual Leave' points to the Annual Leave 2018 chart; 'Click Here to Apply Annual Leave!' points to the 'Apply for Leave' button; and 'Hover your mouse to this area to know the total of your Absence/Leave History Details!' points to the Absence/Leave History Details chart. A large yellow starburst graphic with the text 'MENU > MSD' is overlaid on the bottom center. The footer includes copyright information for Information Technology Department, International Islamic University Malaysia, and social media icons for Facebook, Twitter, YouTube, and Instagram.

Management Service Division Staff Portal

Search...

Menu

- Home
- Community
- MSD
- Academic
- MyApps
- ICT Service Desk
- Knowledge Management
- Administrator

2018 LEAVE BAL... 22 Days

TIME IN No time in

TIME OUT No time out

CTD POINT 55

Notification

You can review your bookmarked announcement, notification or advertisement here!

Check your TIME IN & TIME OUT here!

Check your latest CTD Point here!!!

Annual Leave 2018

- Entitlement
- Taken Days
- Current Balance
- Previous Carry Forward

Apply for Leave

Absence/Leave History Details

- Annual Leave
- Unplanned Leave
- Substitutional Leave
- Training or Annual Camp
- Official Duty
- Sick Leave
- Others

Hover your mouse to this area to know the total of your Annual Leave

Click Here to Apply Annual Leave!

Hover your mouse to this area to know the total of your Absence/Leave History Details!

MENU > MSD

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International Islamic University Malaysia

Facebook Twitter YouTube Instagram



# Microsoft Azure (Staff)

## How to Activate Microsoft Azure account?

The screenshot shows the IIUM Staff Portal at [my.iium.edu.my/staff/appsystem.php](http://my.iium.edu.my/staff/appsystem.php). The left sidebar contains the following menu items:

- ICT Service Desk
- Online Resources
- Administrator

The main content area is titled "List of All Application's" and includes 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".

A navigation path is highlighted in blue boxes:

- 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 path, a list of applications is shown under the "ADMINISTRATIVE / UNIVERSITY STRATEGIC" tab:

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

Two large red curved arrows indicate a flow from the "Software Free Download" application to the "Register your LIVE IIUM email" step, and from the "Subscribe to Microsoft Office 365" application to the "Login to Microsoft Azure" step.

# 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**

← → ↻ <https://my.iium.edu.my/staff/kulliyyah.php> ☆ ⓘ

Apps ISDS Mobile update Wireless MyIIUM email AirWave clearpass mgt Guest! MSDNAA HURIS 10.0.0.149/qms3/q... Undergraduate MY APPS

Menu

Home

Comm...

MSD

KCDIO

Academic

Google Scholar

Student Information System

Kulliyyah

MyApps

ICT Service Desk

Online Resou...

Administrator

Academic

Google Scholar

Student Information System

Kulliyyah

Login to IIUM Staff Portal and navigate to Academic > Kulliyyah

SIS Reset

Reset password SIS

More info ⓘ

Click “SIS Reset” if you forgot your password

SIS Passw...

Change password for SIS

More info ⓘ

Click “SIS Password Change” if your password has expired and you still remember the old password

SIS Passw...

Change password for SIS

More info ⓘ

Invigilator

Invigilator Slip

More info ⓘ

Student Gr...

Student Graduation Audit/Study

More info ⓘ

ITD Portal (...)

Class List, Mark Sheet, CLAV M

More info ⓘ

... Slip In...

Individual lect. s

More info ⓘ

SIS Reset

Reset password SIS

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 sidebar 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 is titled 'Kulliyah Staff Portal' and contains several tiles: 'Course', 'Academic', 'Print classlist alt.', 'Classlist in Excel', 'Result Entry', 'CAM Entry', 'SIS Password C...', 'Invigilator', and 'Student Grad Au...'. Red arrows indicate the navigation path: from the 'Academic' tile to the 'Print classlist alt.' tile, and then from the 'Classlist in Excel' tile to the 'Print classlist alt.' tile. On the right side, there are three blue callout boxes with white text: 'Login to IIUM Staff Portal and navigate to Academic > Kulliyah', 'Click “Print classlist alt.” to print your class list', and 'Click Classlist in Excel” to download your class list in MS Excel format'. The bottom right corner features the 'INFORMATION TECHNOLOGY DIVISION' logo.

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

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

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# Going Abroad Self-Registration

"ITD, HOW DO I?" TIPS OF THE WEEK : GOING ABROAD SELF -REGISTRATION (IIUM EMAIL)



**31 APPS**  
ADMINISTRATIVE / UNIVERSITY STRATEGIC

**GOING ABROAD TO THESE COUNTRIES? FILL IN OUR IIUM "GOING ABROAD SELF-REGISTRATION" FORM SO THAT YOUR EMAIL CAN BE ACCESSED DURING YOUR STAY THERE.**

ADMINISTRATIVE / UNIVERSITY STRATEGIC

- Alfresco - IDMS
- Asset Declaration
- Change Email Password
- EDMS
- Going Abroad Self-Registration
- HURIS

**TURKEY**  
**SOUTH AFRICA**  
**RUSSIA**  
**NIGERIA**  
**INDIA**

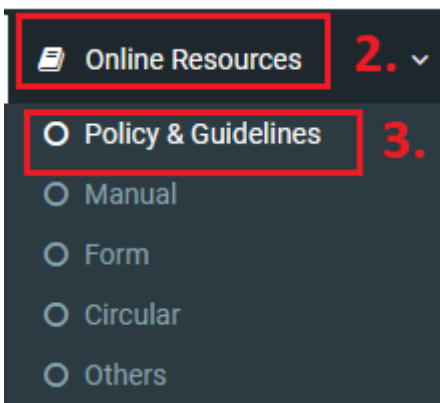
**LOG IN TO IIUM STAFF PORTAL AND GO TO MYAPPS>ADMINISTRATIVE / UNIVERSITY STRATEGIC>GOING ABROAD SELF-REGISTRATION**

"LEADING THE WAY"

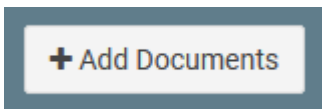
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# Online Resources

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

 Add Documents