

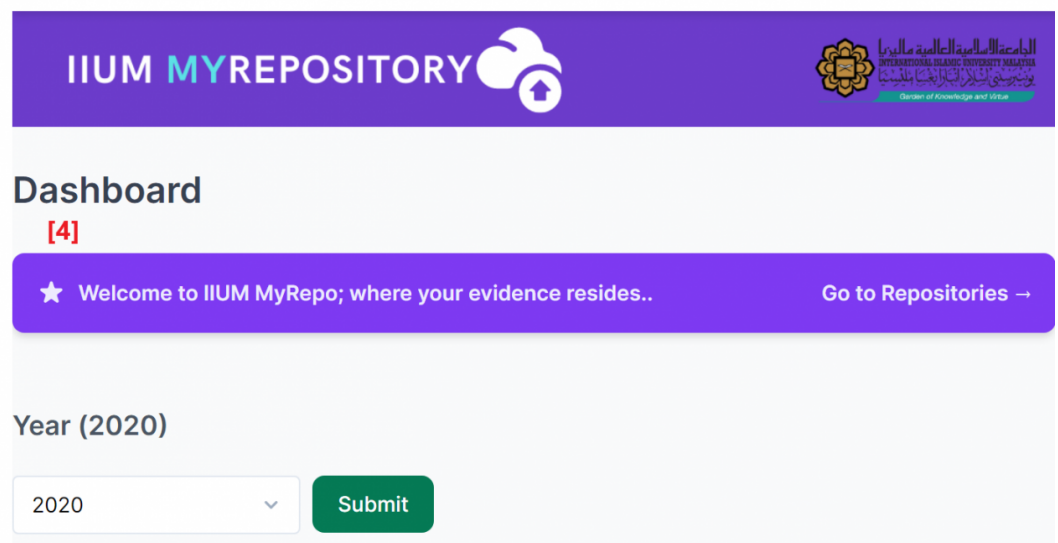
Make Submission

Successful submission of the application will **notify the KULLIYAH to approve or reject the application via email**. For **KULLIYAH**, only application with the same **Kulliyah** will be notified

1. Click on **My Repository**.
2. Click on **MyRa**
3. Click **Make Submission** to proceed.
4. You can also click on the **Welcome Card** to proceed
5. Click on the **Submit** button of the chosen item
6. The **staff name, staff number, and kulliyah** will be automatically filled in
7. Fill in the rest of field and its required fields.
8. Tick **For MyRa Purpose** if the submission is for **MyRa**. Else, leave it untick by default.
9. If you want to **Save as Draft**, choose **Save as Draft** option under **Draft | Submit** field
10. If you are ready to **Submit**, choose **Ready to Submit** option under **Draft | Submit** field
11. Click **Proceed** to commit the changes.
12. A pop-up message will be shown for a successful application's creation.
13. Click **See My Submitted Application** to see all of your applications.

IIUM MyRepo

- Dashboard
- My Repository [1]
- MyRA [2]
- Make Submission [3]
- My Application



The screenshot shows the IIUM MyRepository dashboard. At the top, there is a purple header with the text "IIUM MYREPOSITORY" and a logo. To the right of the header is the IIUM logo and the text "IIUM INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA" and "Garden of Knowledge and Life". Below the header, the main content area is white. It starts with a "Dashboard" heading and a red "[4]" next to it. Below this is a purple banner with a star icon and the text "Welcome to IIUM MyRepo; where your evidence resides.." and a "Go to Repositories →" link. Below the banner, there is a "Year (2020)" label, a dropdown menu with "2020" selected, and a green "Submit" button.

MAKE SUBMISSION

See My Submitted Application

Repository

		DETAILS	[5]
MyRA	Memberships	Academic/Professional/NGO Bodies/Association	Submit
MyRA	Awards	International/National Academic/Professional Bodies for Research Excellence	Submit
MyRA	Recognitions/Stewardships	International/National Academic/Professional Bodies for Research Excellence	Submit
MyRA	Other Research Awards	(Gold Medal and/or Special Award)	Submit
MyRA	Gifts/Donation	Worth ≥RM 3,000 each (Money, equipment, research materials, travel per diem, etc.)	Submit

Submission for Memberships

Staff Name [6]

Staff No

Staff KCDIO

Title or Name of Memberships

The title field is required. [7]

Description of Memberships

Body | Association of Memberships

The bodies field is required.

Name of Committee (If Committee is selected)
Member of The Flying Six

Type of Memberships
[9]

Date Start
dd/mm/yyyy

Date End (Leave it blank if it is Lifetime)
dd/mm/yyyy

*Note:
Blank can be dd/mm/yyyy (if the Date End has not yet been selected) or 01/01/0001 (if the Date End has been selected but you want to revert it back by typing 00/00/0000)
*Typing 00/00/0000 will automatically convert it to 01/01/0001

FOR MYRA PURPOSE [8]

Draft | Submit
Ready to Submit [10]

Evidence |
Choose Files No file chosen

Proceed [11] Cancel

Evidence creation is successful. Please click See My Submitted Application to see the status of your application [12]



MAKE SUBMISSION

See My Submitted Application [13]

Repository

DETAILS			
MyRA	Memberships	Academic/Professional/NGO Bodies/Association	Submit
MyRA	Awards	International/National Academic/Professional Bodies for Research Excellence	Submit
MyRA	Recognitions/Stewardships	International/National Academic/Professional Bodies for Research Excellence	Submit

Revision #5

Created Sun, Jul 18, 2021 1:26 PM by FATHUL ARIF KAMARUDIN

Updated Sun, Jul 18, 2021 3:22 PM by FATHUL ARIF KAMARUDIN