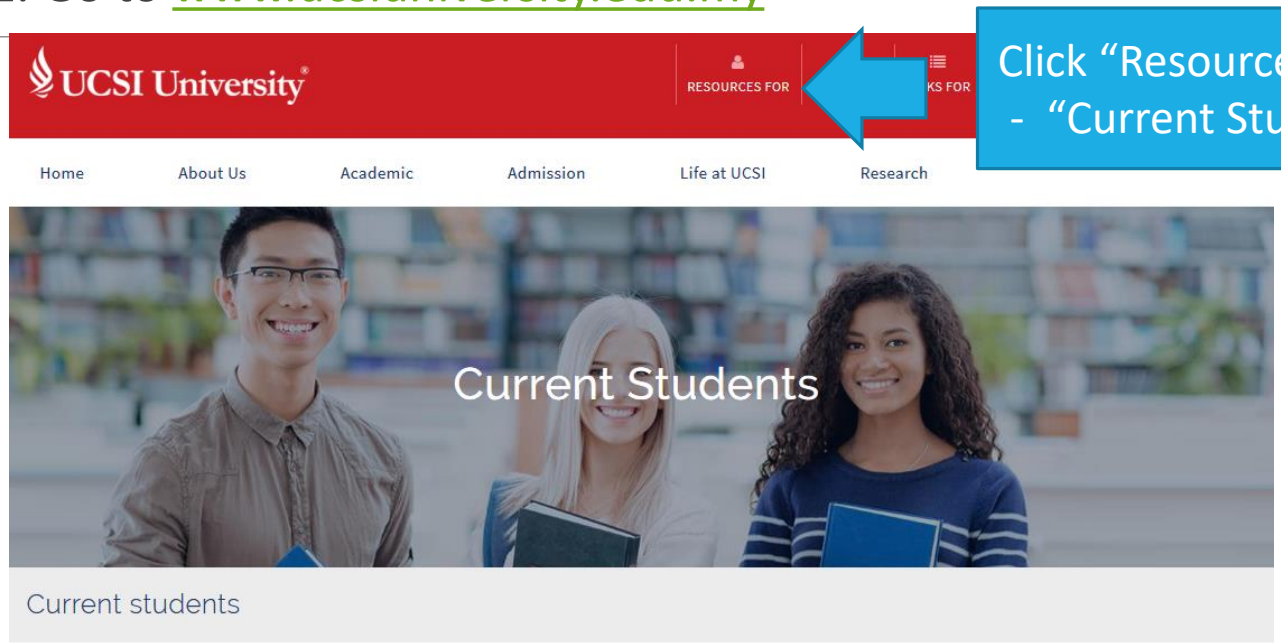
ELE Portal Manual

FOR GENERAL STUDENTS

How to access ELE Portal?

1. Direct Access: apps.ucsiuniversity.edu.my/ecas

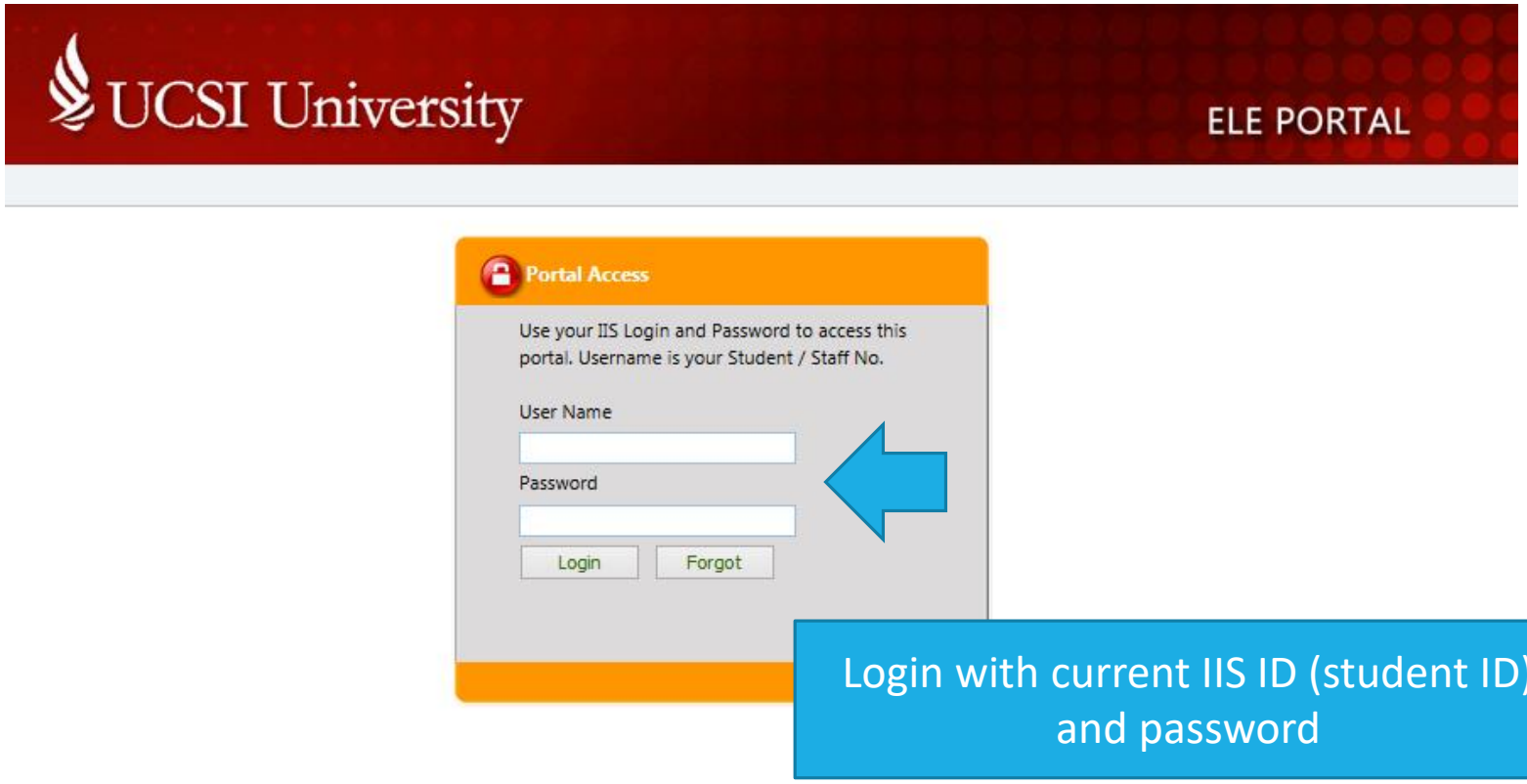
2. Go to www.ucsiuniversity.edu.my



Click “Resources For” - “Current Student”

Click “ELE Portal”

Login


UCSI University
ELE PORTAL
Portal Access
Use your IIS Login and Password to access this portal. Username is your Student / Staff No.
User Name
Password
Login
Forgot
Login with current IIS ID (student ID) and password

Homepage view

Functions List

1. Club Proposal

For student to submit new club formation proposal

2. Event Proposal

For student that is already in an student organisation to submit a proposal to organise an event under the student organisation

3. Club Proposal Review

For Student Organisation’s President usage only

4. Event Proposal Review

For Student Organisation’s President usage only

Functions List – cont’

5. Join a club

For student to join student organisation

6. Club member approval

For Student Organisation’s President usage only

7. Event Registration

For event committee usage only

8. Take Attendance

For event committee usage only

Functions List – cont’

9. My Profile

For student to check their personal particular, keep track of the point accumulation status, and their ELE subject status

10. Event Review Report

For event committee usage only

11. Submit Event Participation Report

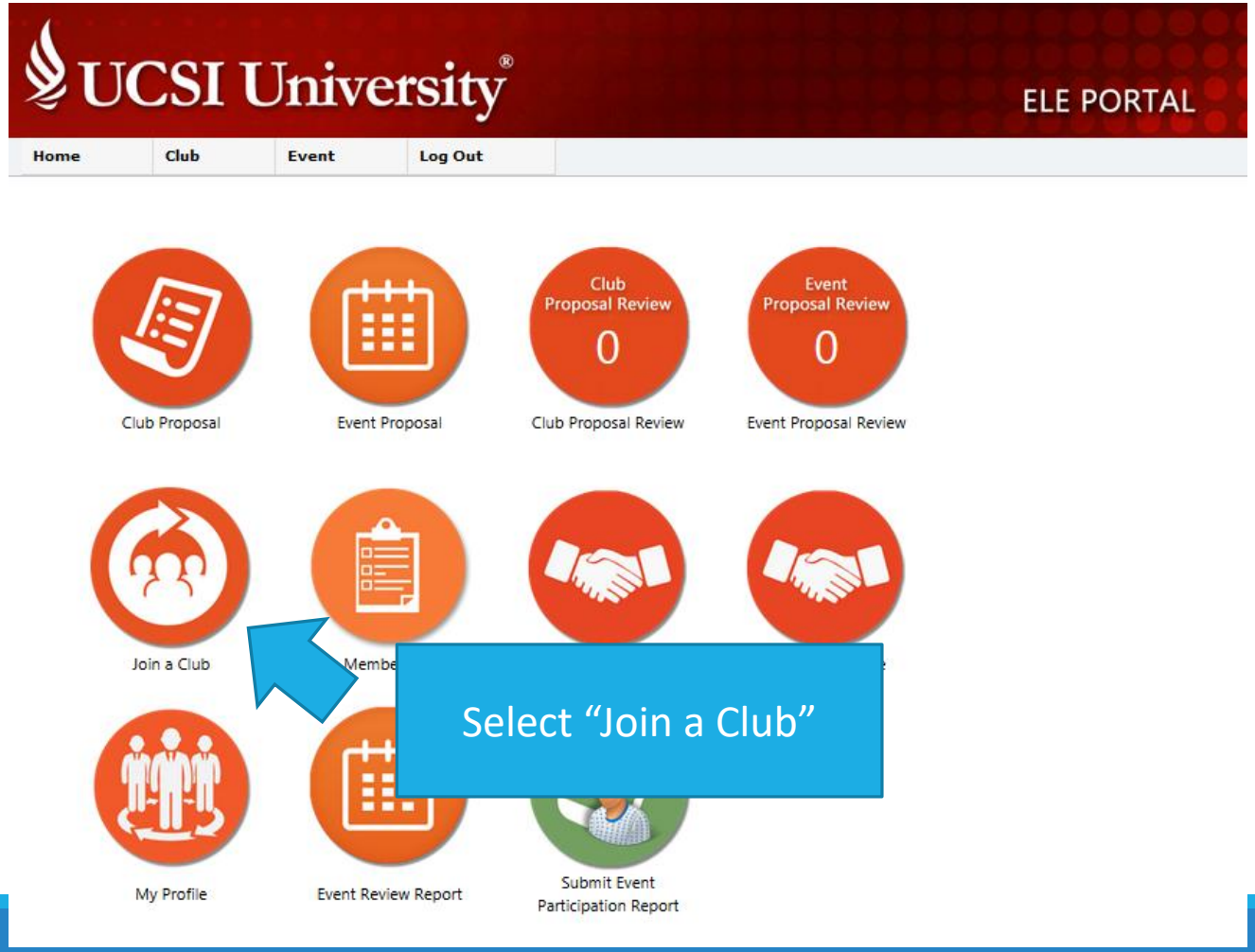
For student to submit their event participation report after attending the event

To join a student organisation

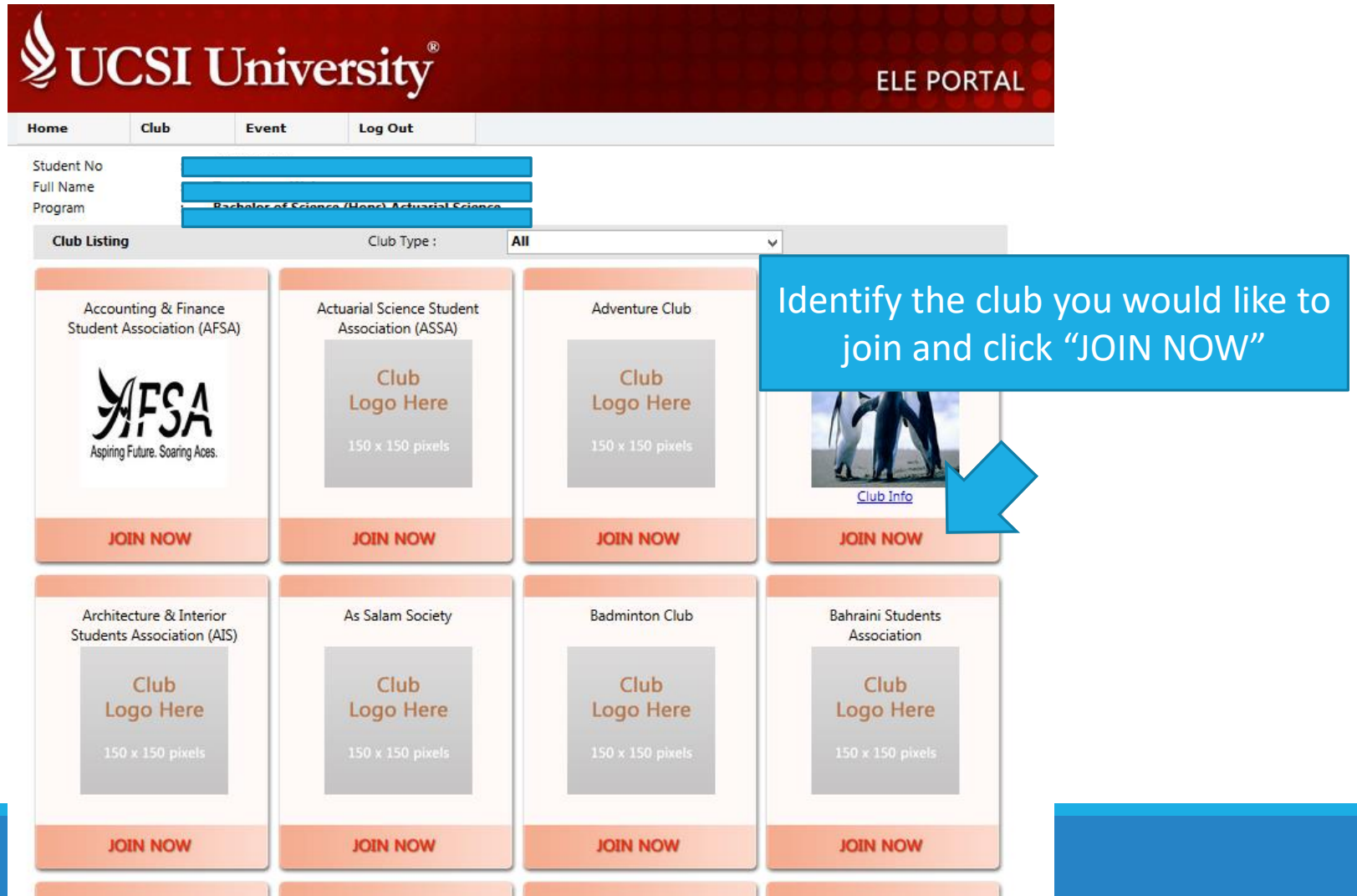
ELE PORTAL MANUAL FOR GENERAL STUDENT

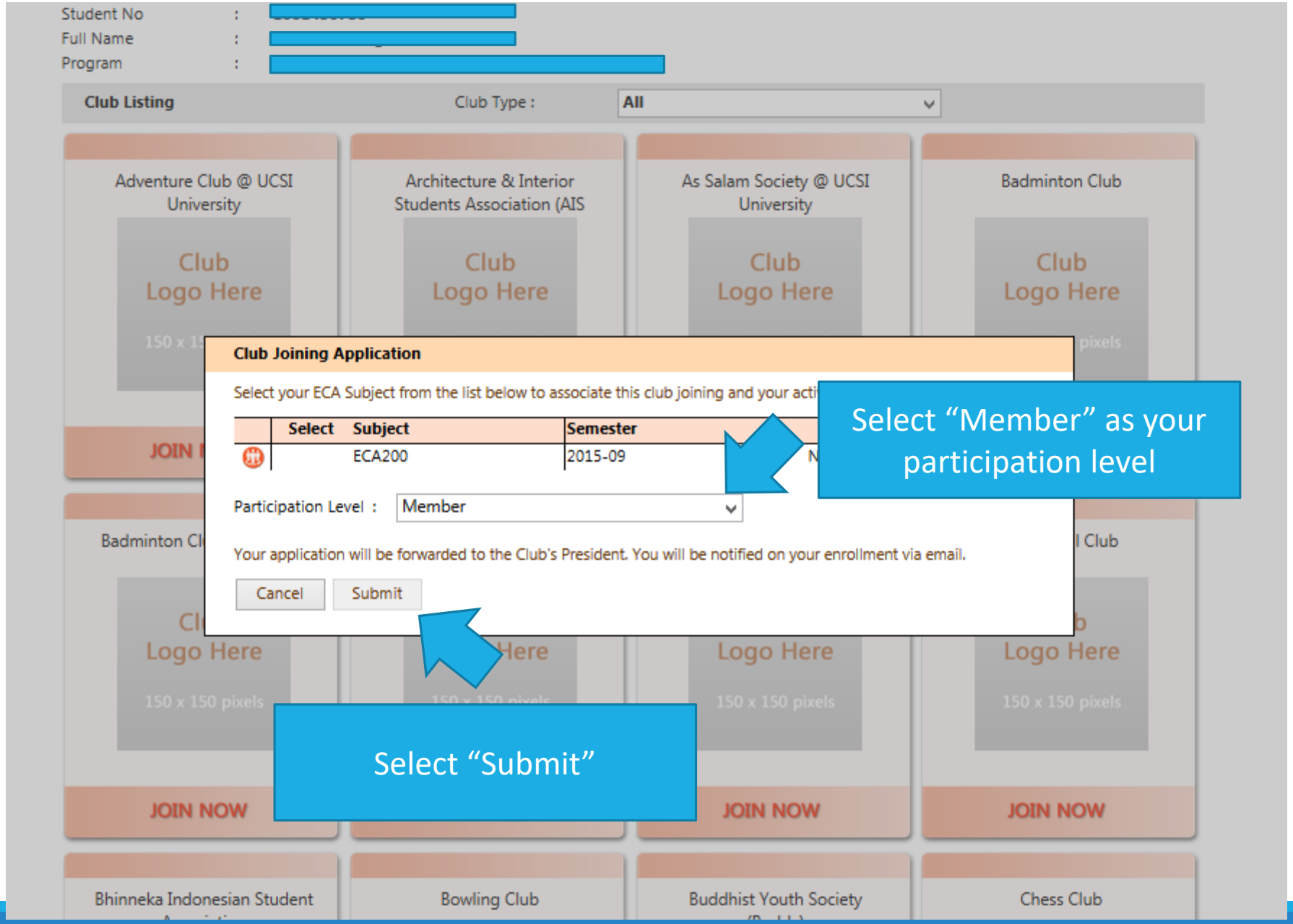
To join a club/society/association

Step 1:



To join a club/society/association




Student No :
Full Name :
Program :
Club Listing
Club Type :
All
Adventure Club @ UCSI University
Architecture & Interior Students Association (AIS
As Salam Society @ UCSI University
Badminton Club
Club Logo Here
Club Joining Application
Select your ECA Subject from the list below to associate this club joining and your acti
Select
Subject
Semester
ECA200
2015-09
Participation Level :
Member
Your application will be forwarded to the Club's President. You will be notified on your enrollment via email.
Cancel
Submit
Select "Member" as your participation level
Select "Submit"
150 x 150 pixels
JOIN NOW
Bhinneka Indonesian Student
Bowling Club
Buddhist Youth Society
Chess Club

To submit report after event

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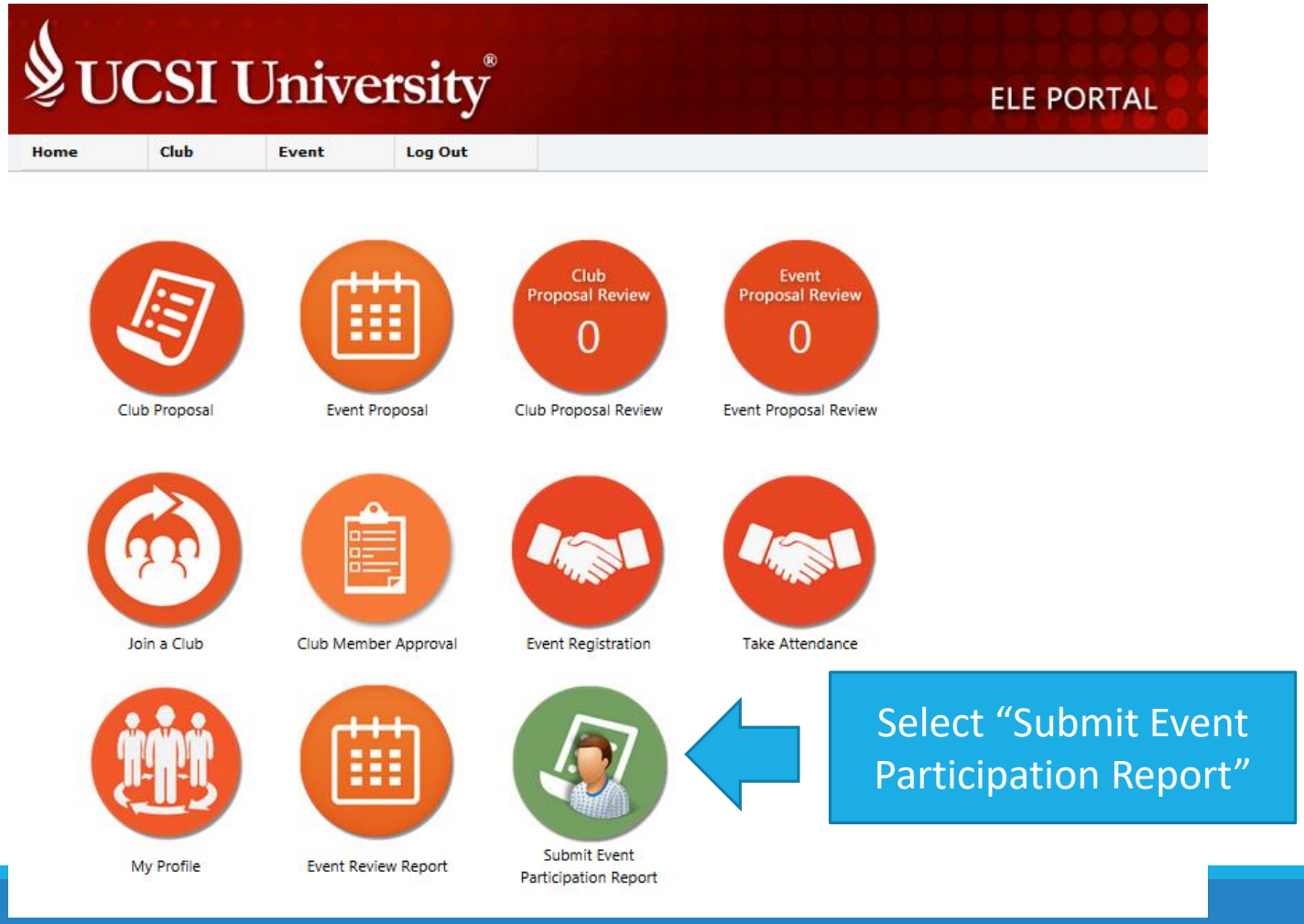
To submit report after event



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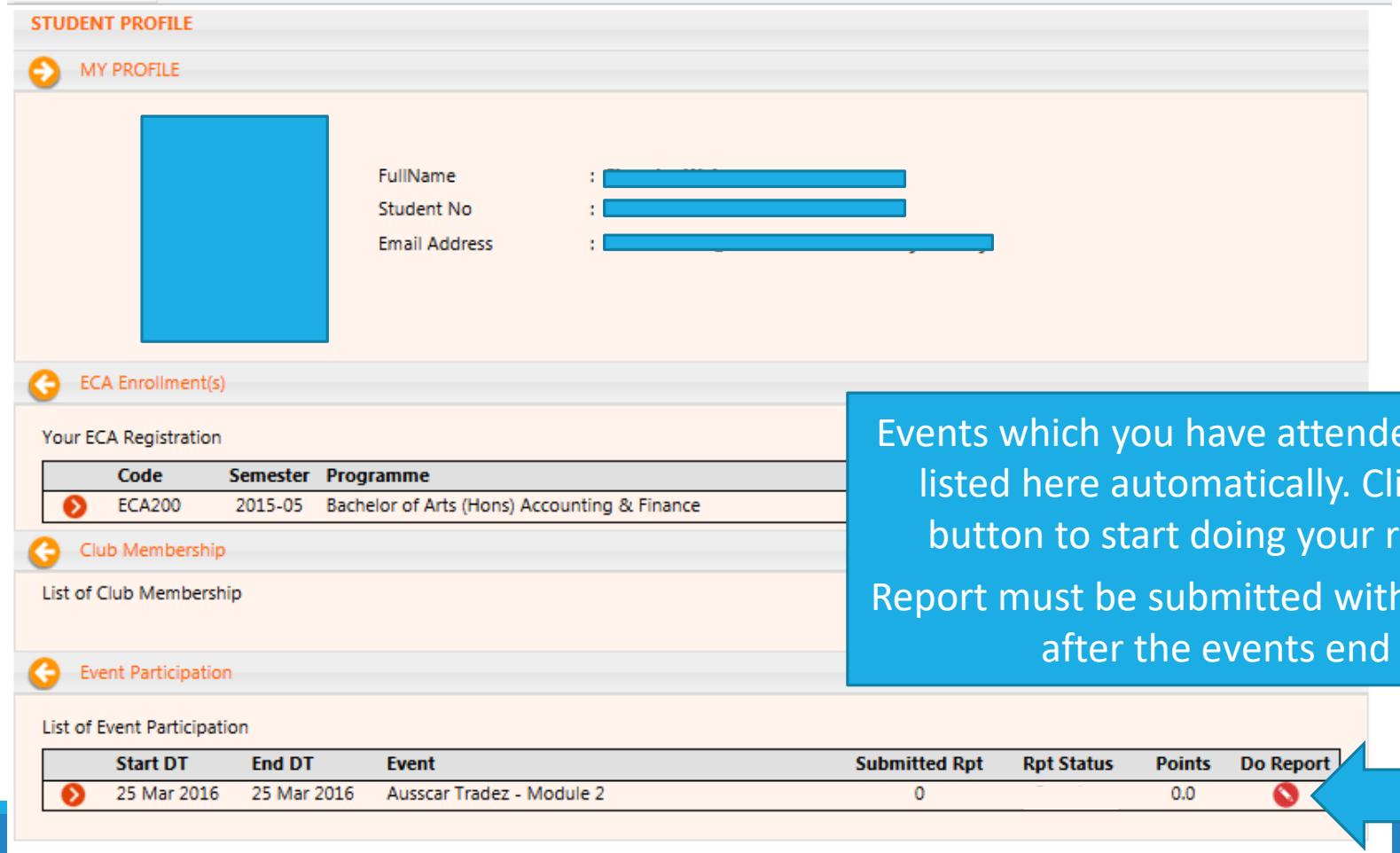

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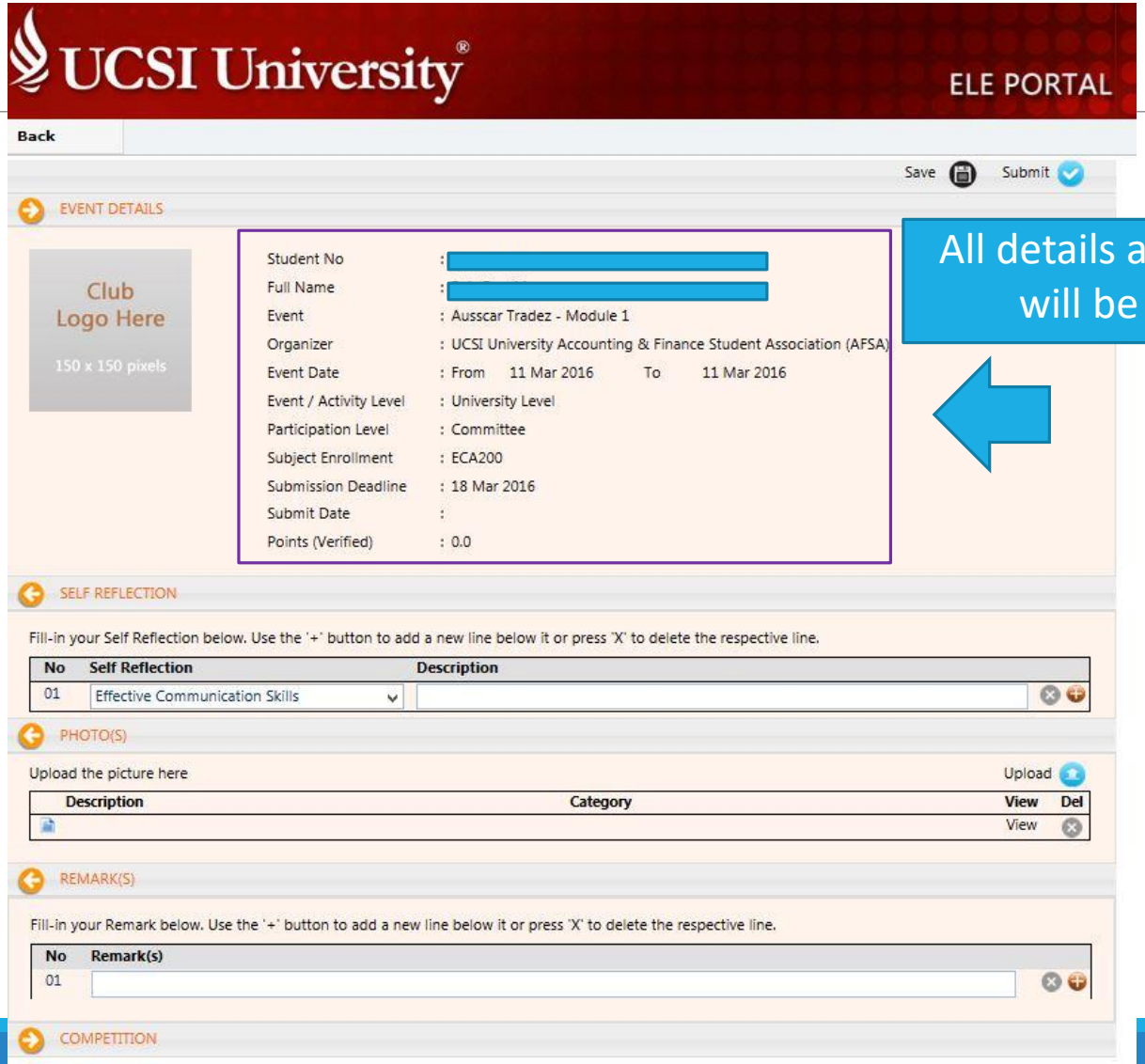

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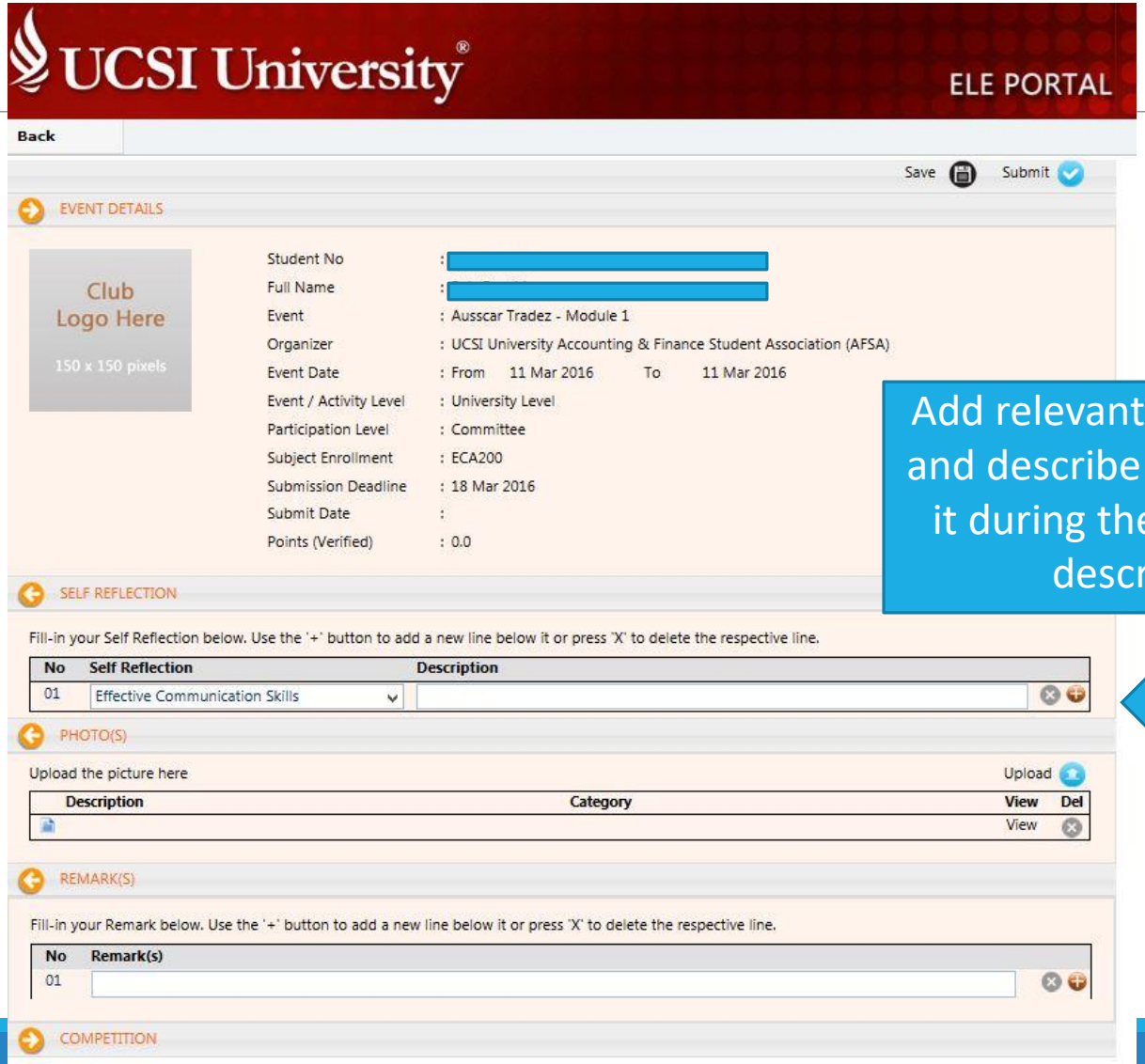
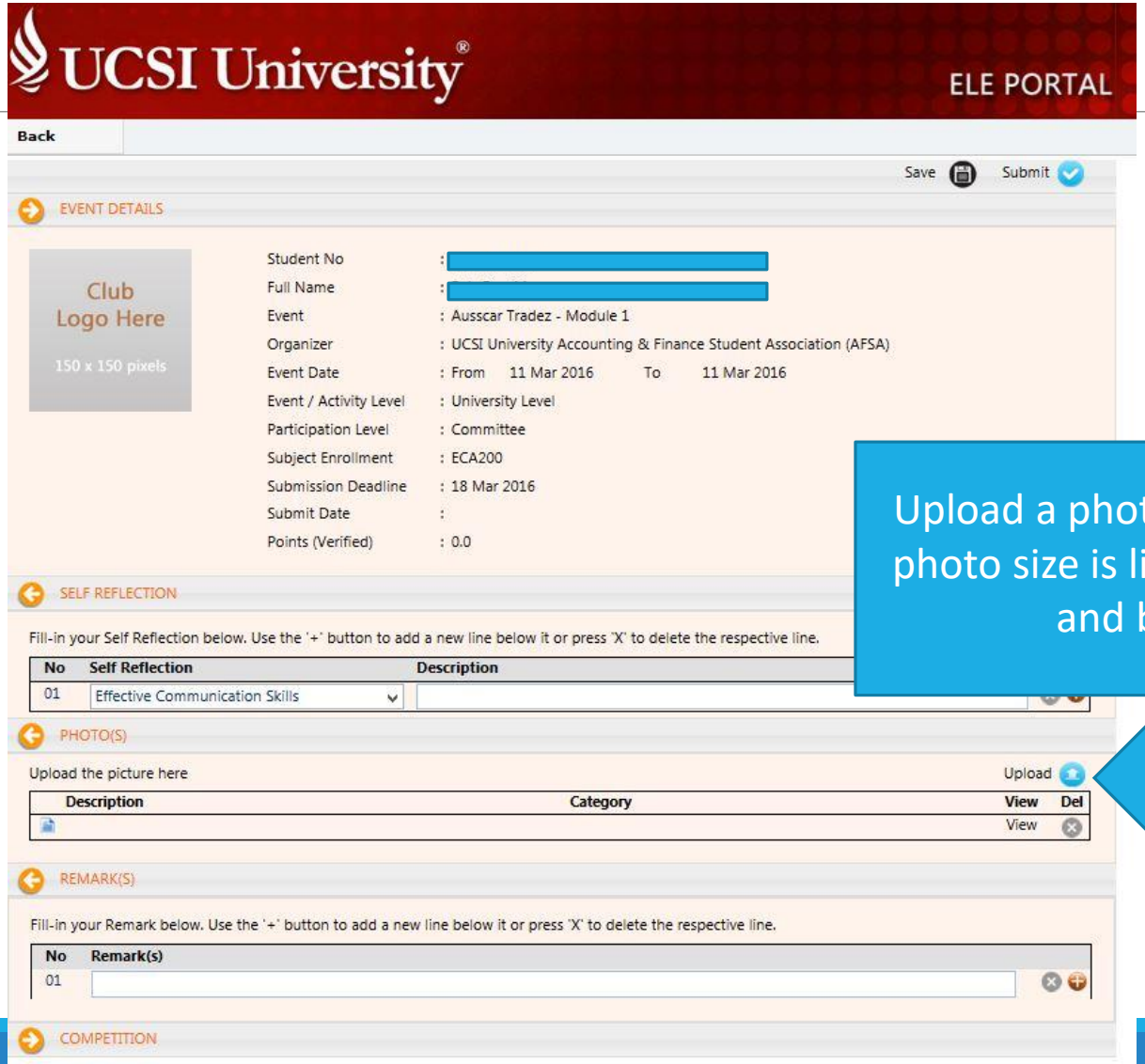


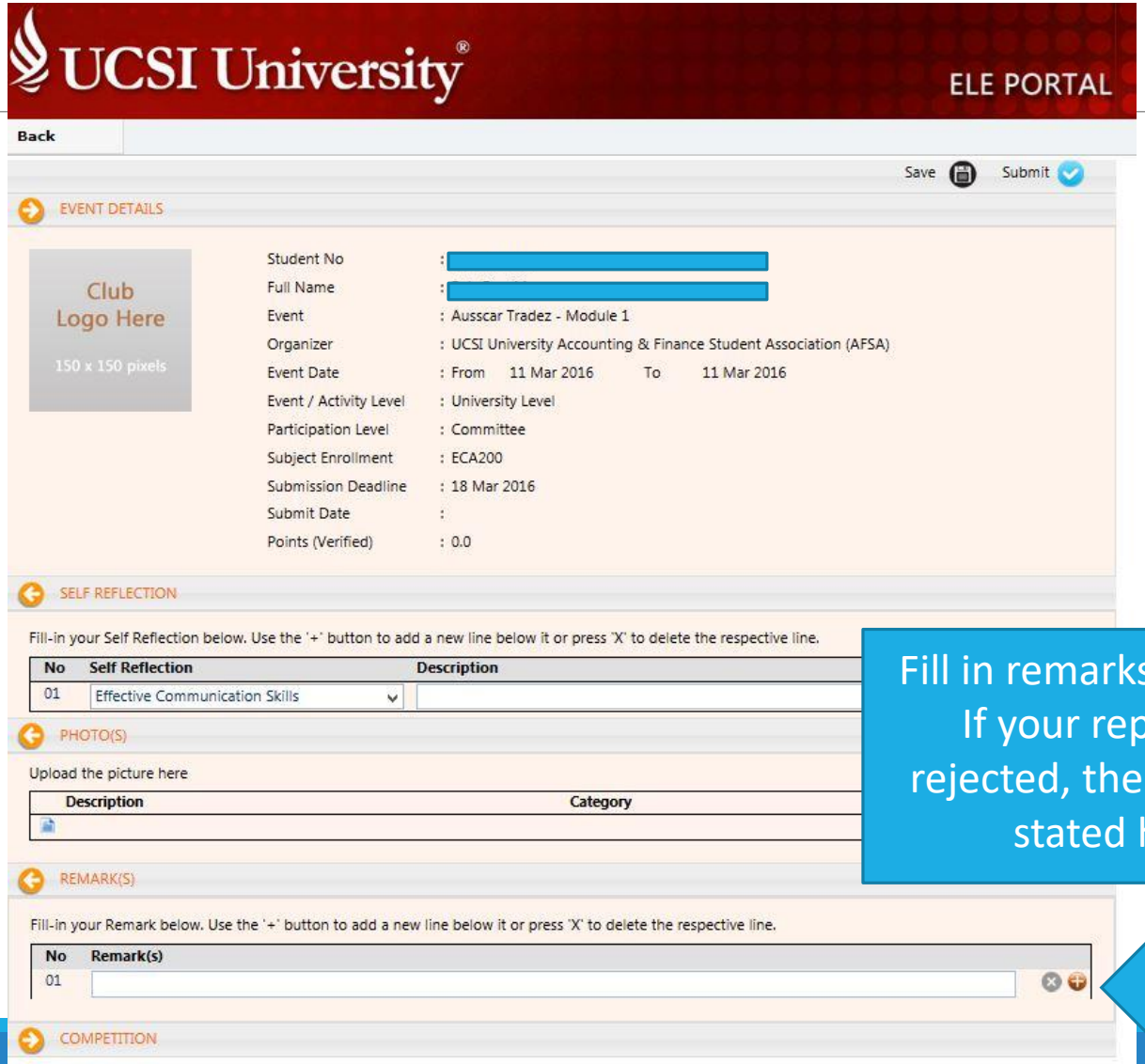
Add relevant self-reflection and describe how you learn it during the event in the description.

To submit report after event



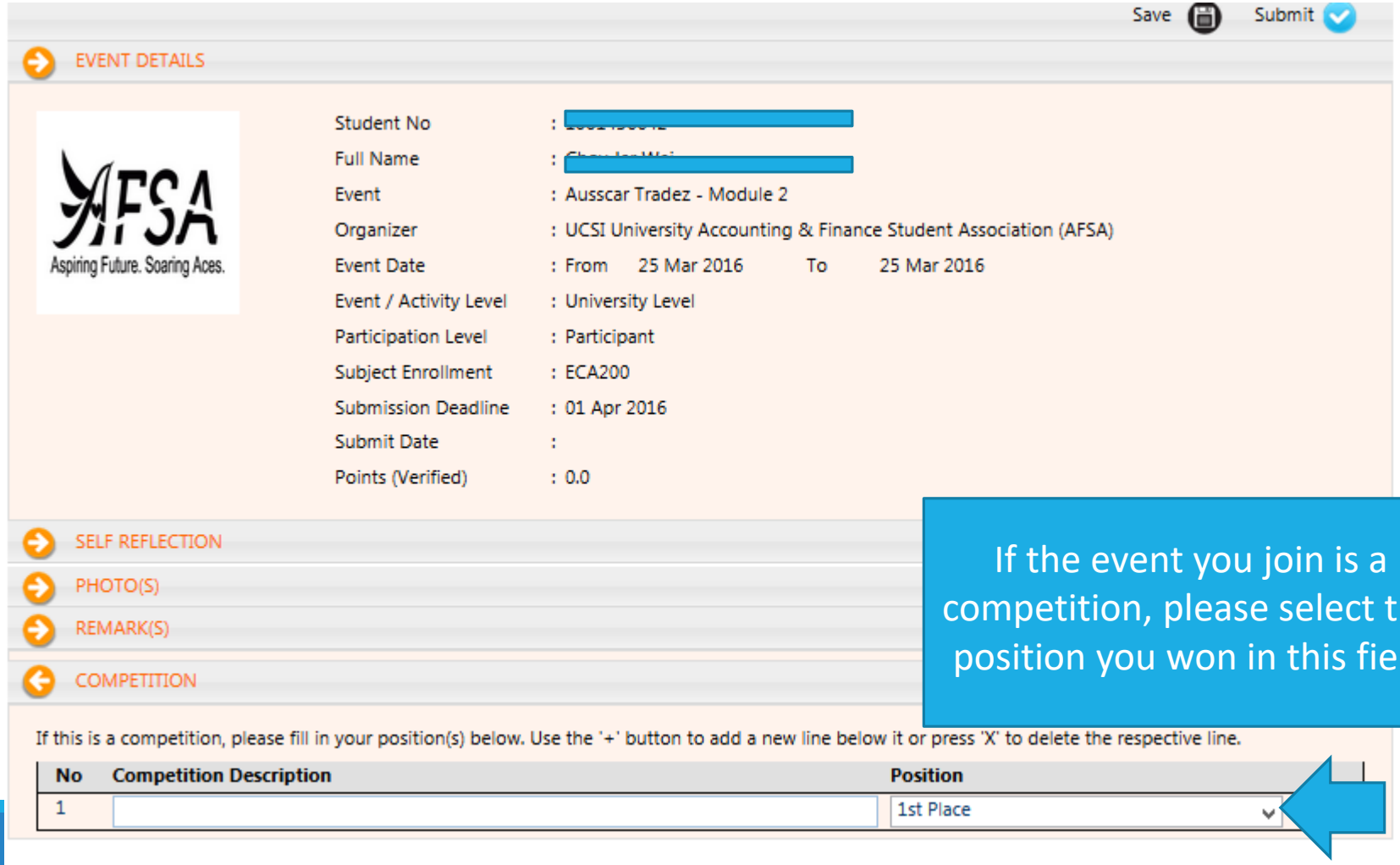
Upload a photo of the event photo size is limited to 1 MB and below

To submit report after event



Fill in remarks if there is any. If your report is being rejected, the reason will be stated here too.

To submit report after event



To check status of your ELE subject

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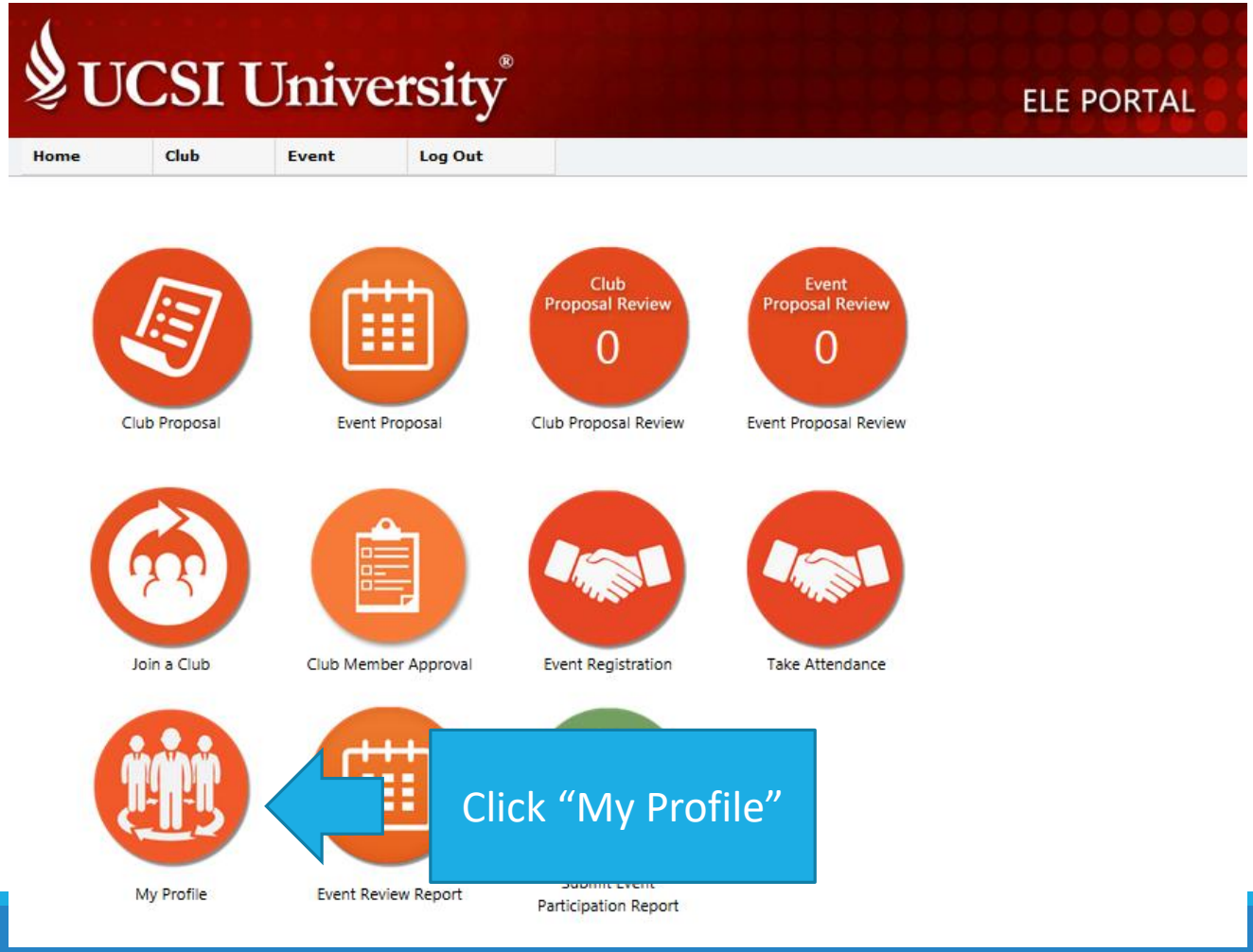
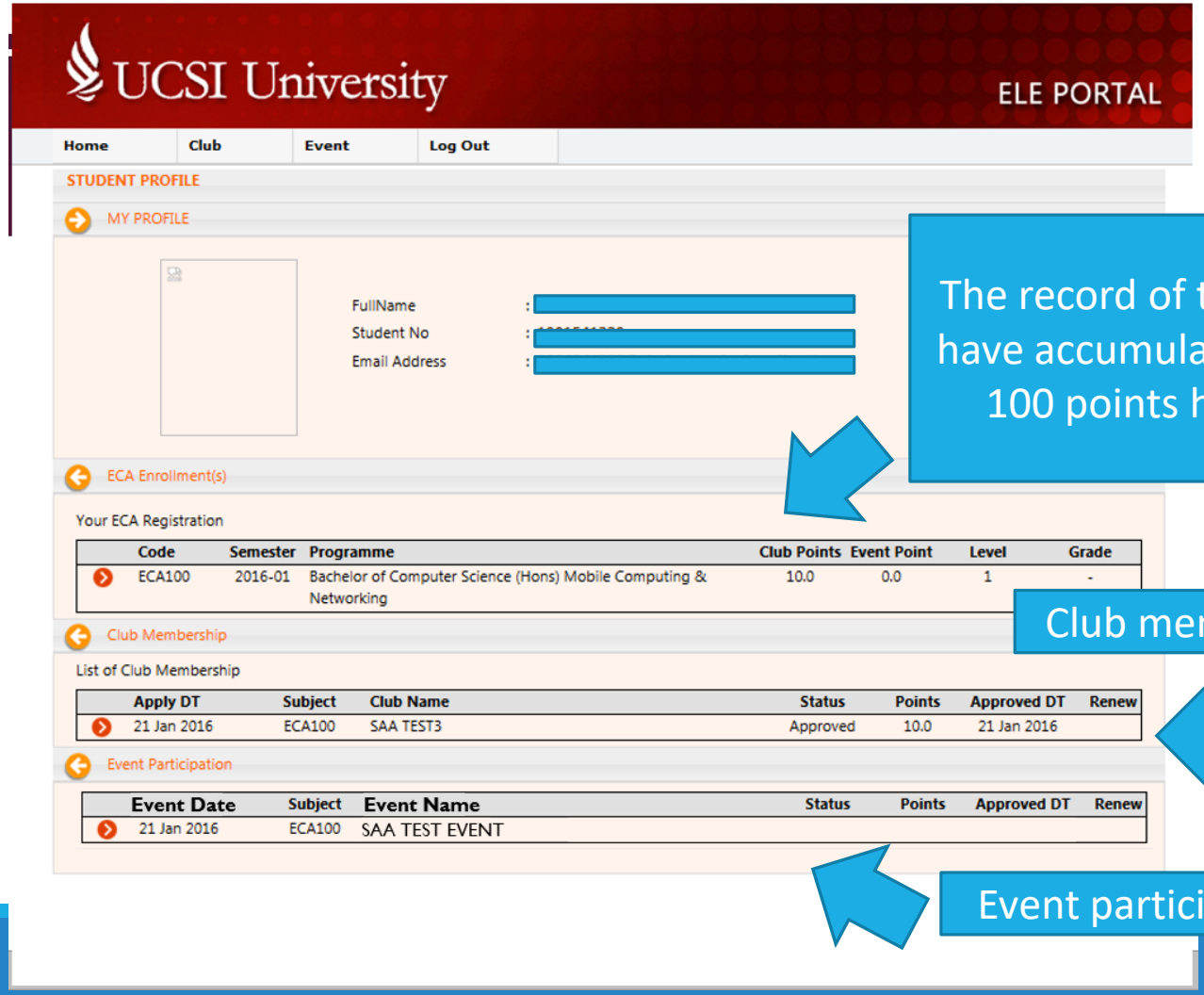


To check status of your ele subject



For more information, please contact

MR. ROY (GOHQR@UCSIUNIVERSITY.EDU.MY),

MR. HADI (MOHDHADI@UCSIUNIVERSITY.EDU.MY) OR

VISIT STUDENT AFFAIRS & ALUMNI, LEVEL 3, BLOCK A, KL CAMPUS (SOUTH WING)