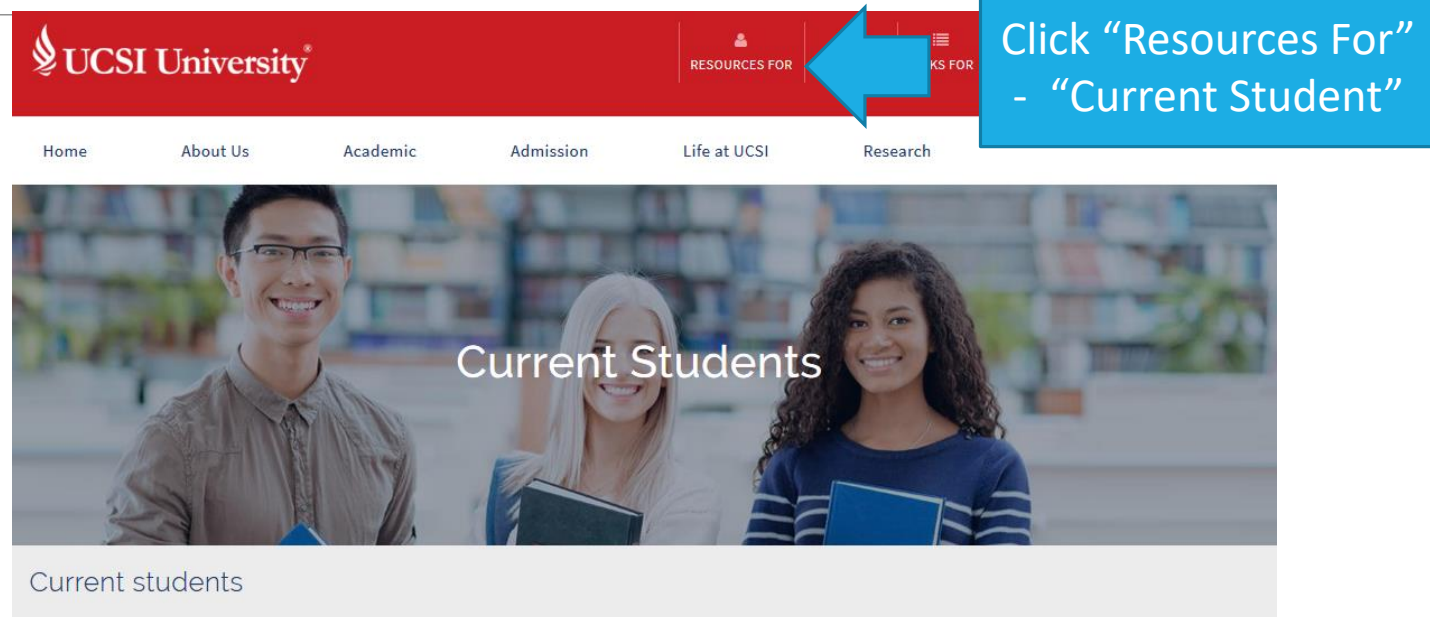


ELE Portal Manual

FOR GENERAL STUDENTS

How to access ELE Portal?

1. Direct Access: apps.ucsiuniversity.edu.my/ecas
2. Go to www.ucsiuniversity.edu.my



The screenshot shows the top navigation bar of the UCSI University website. The bar is red with the UCSI University logo on the left. On the right, there are two dropdown menus: "RESOURCES FOR" and "LINKS FOR". A blue arrow points from a blue box containing the text "Click 'Resources For' - 'Current Student'" to the "RESOURCES FOR" dropdown. Below the navigation bar is a banner featuring three smiling students (two women and one man) holding books. The text "Current Students" is overlaid on the banner. Below the banner is a section titled "Current students" with a light gray background.



ePayment (View / Pay Bills Online)

This secure online payment system allow you to view and pay your course fees from your home, or anywhere around the world using your credit card or via MEPS FPX as long as you are holding a savings or current account with certain approved Malaysian bank.



Student/Guardian

IIS (Integrated Information System) is a web-based portal allowing Student access to internal systems and workflows.

Click "ELE Portal"



UCSI University Student Email System

Connect to your email from anywhere in the world with the UCSI University Student Email System powered by Google.

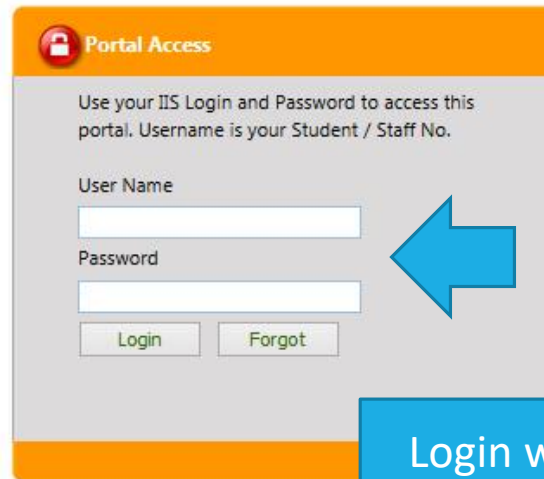


ELE Portal

The ELE Portal is a web based portal allowing students to access their extracurricular activities and reports.



Login

A login form titled "Portal Access" with an orange header. Below the title is a red padlock icon. The main content area is light gray and contains the following text: "Use your IIS Login and Password to access this portal. Username is your Student / Staff No." Below this are two input fields: "User Name" and "Password". At the bottom are two buttons: "Login" and "Forgot". A blue arrow points from the right towards the input fields.












Login with current IIS ID (student ID)
and password

Homepage view

The screenshot displays the homepage of the UCSI University ELE PORTAL. At the top, the UCSI University logo is on the left, and 'ELE PORTAL' is on the right. Below the logo is a navigation bar with four tabs: 'Home', 'Club', 'Event', and 'Log Out'. The main content area features a grid of twelve circular icons, each with a label and a numerical value. The icons are arranged in three rows and four columns. The first row contains 'Club Proposal' (document icon), 'Event Proposal' (calendar icon), 'Club Proposal Review' (0), and 'Event Proposal Review' (0). The second row contains 'Join a Club' (circular arrow icon), 'Club Member Approval' (clipboard icon), 'Event Registration' (handshake icon), and 'Take Attendance' (handshake icon). The third row contains 'My Profile' (three people icon), 'Event Review Report' (calendar icon), and 'Submit Event Participation Report' (person at computer icon).

UCSI University ELE PORTAL

Home Club Event Log Out

 Club Proposal	 Event Proposal	 Club Proposal Review 0	 Event Proposal Review 0
 Join a Club	 Club Member Approval	 Event Registration	 Take Attendance
 My Profile	 Event Review Report	 Submit Event Participation Report	

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:

The screenshot displays the UCSI University ELE PORTAL interface. At the top, the UCSI University logo is on the left, and 'ELE PORTAL' is on the right. Below the logo is a navigation bar with links for Home, Club, Event, and Log Out. The main content area features a grid of icons for various functions: Club Proposal, Event Proposal, Club Proposal Review (0), Event Proposal Review (0), Join a Club, Member, Submit Event Participation Report, My Profile, and Event Review Report. A blue arrow points to the 'Join a Club' icon, and a blue callout box with the text 'Select "Join a Club"' is positioned over it.

UCSI University® ELE PORTAL

Home Club Event Log Out

Club Proposal Event Proposal Club Proposal Review 0 Event Proposal Review 0

Join a Club Member Submit Event Participation Report My Profile Event Review Report

Select "Join a Club"



To join a club/society/association

UCSI University ELE PORTAL

Home Club Event Log Out

Student No
Full Name
Program

Club Listing Club Type : All

<p>Accounting & Finance Student Association (AFSA)</p>  <p>Aspiring Future. Soaring Aces.</p> <p>JOIN NOW</p>	<p>Actuarial Science Student Association (ASSA)</p> <p>Club Logo Here</p> <p>150 x 150 pixels</p> <p>JOIN NOW</p>	<p>Adventure Club</p> <p>Club Logo Here</p> <p>150 x 150 pixels</p> <p>JOIN NOW</p>	<p> Club Info</p> <p>JOIN NOW</p>
<p>Architecture & Interior Students Association (AIS)</p> <p>Club Logo Here</p> <p>150 x 150 pixels</p> <p>JOIN NOW</p>	<p>As Salam Society</p> <p>Club Logo Here</p> <p>150 x 150 pixels</p> <p>JOIN NOW</p>	<p>Badminton Club</p> <p>Club Logo Here</p> <p>150 x 150 pixels</p> <p>JOIN NOW</p>	<p>Bahraini Students Association</p> <p>Club Logo Here</p> <p>150 x 150 pixels</p> <p>JOIN NOW</p>

Identify the club you would like to join and click "JOIN NOW"

Student No :
Full Name :
Program :

Club Listing Club Type : All

Adventure Club @ UCSI University
Club Logo Here
150 x 150 pixels

Architecture & Interior Students Association (AIS)
Club Logo Here
150 x 150 pixels

As Salam Society @ UCSI University
Club Logo Here
150 x 150 pixels

Badminton Club
Club Logo Here
150 x 150 pixels

JOIN NOW

Badminton Club
Club Logo Here
150 x 150 pixels

JOIN NOW

Bhinneka Indonesian Student
Club Logo Here
150 x 150 pixels

Bowling Club
Club Logo Here
150 x 150 pixels

Buddhist Youth Society
Club Logo Here
150 x 150 pixels

Chess Club
Club Logo Here
150 x 150 pixels

JOIN NOW

JOIN NOW

Club Joining Application

Select your ECA Subject from the list below to associate this club joining and your activity.

Select	Subject	Semester
<input type="checkbox"/>	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"

To submit report after event

ELE PORTAL MANUAL FOR GENERAL STUDENT

To submit report after event

The screenshot displays the UCSI University ELE PORTAL interface. At the top, the UCSI University logo is on the left, and 'ELE PORTAL' is on the right. Below the logo is a navigation bar with links for Home, Club, Event, and Log Out. The main content area features a grid of 12 circular icons, each with a label and a count. The icons are arranged in three rows and four columns. The first row contains 'Club Proposal', 'Event Proposal', 'Club Proposal Review' (count: 0), and 'Event Proposal Review' (count: 0). The second row contains 'Join a Club', 'Club Member Approval', 'Event Registration', and 'Take Attendance'. The third row contains 'My Profile', 'Event Review Report', and 'Submit Event Participation Report'. A blue arrow points from a blue box containing the text 'Select "Submit Event Participation Report"' to the 'Submit Event Participation Report' icon.

UCSI University[®] ELE PORTAL

Home Club Event Log Out

Club Proposal Event Proposal Club Proposal Review 0 Event Proposal Review 0

Join a Club Club Member Approval Event Registration Take Attendance

My Profile Event Review Report Submit Event Participation Report

Select "Submit Event Participation Report"

To submit report after event

STUDENT PROFILE

→ MY PROFILE

FullName :

Student No :

Email Address :

← ECA Enrollment(s)

Your ECA Registration

Code	Semester	Programme
→ ECA200	2015-05	Bachelor of Arts (Hons) Accounting & Finance

← Club Membership

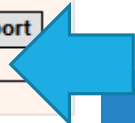
List of Club Membership

← Event Participation


List of Event Participation

Start DT	End DT	Event	Submitted Rpt	Rpt Status	Points	Do Report
→ 25 Mar 2016	25 Mar 2016	Ausscar Tradez - Module 2	0		0.0	🚫

Events which you have attended will be listed here automatically. Click this button to start doing your report. Report must be submitted within 7 days after the events end



To submit report after event

ELE PORTAL

Back Save Submit

EVENT DETAILS

Club Logo Here

150 x 150 pixels

Student No	:	<input type="text"/>
Full Name	:	<input type="text"/>
Event	:	Ausscar Tradez - Module 1
Organizer	:	UCSI University Accounting & Finance Student Association (AFSA)
Event Date	:	From 11 Mar 2016 To 11 Mar 2016
Event / Activity Level	:	University Level
Participation Level	:	Committee
Subject Enrollment	:	ECA200
Submission Deadline	:	18 Mar 2016
Submit Date	:	
Points (Verified)	:	0.0

SELF REFLECTION

Fill-in your Self Reflection below. Use the '+' button to add a new line below it or press 'X' to delete the respective line.

No	Self Reflection	Description
01	Effective Communication Skills	<input type="text"/>

PHOTO(S)

Upload the picture here

Description	Category	View	Del
<input type="text"/>		View	X

REMARK(S)

Fill-in your Remark below. Use the '+' button to add a new line below it or press 'X' to delete the respective line.


No	Remark(s)
01	<input type="text"/>

COMPETITION

All details about the event will be show here



To submit report after event

ELE PORTAL

Back Save Submit

EVENT DETAILS

Club Logo Here

150 x 150 pixels

Student No	:	<input type="text"/>
Full Name	:	<input type="text"/>
Event	:	Ausscar Tradez - Module 1
Organizer	:	UCSI University Accounting & Finance Student Association (AFSA)
Event Date	:	From 11 Mar 2016 To 11 Mar 2016
Event / Activity Level	:	University Level
Participation Level	:	Committee
Subject Enrollment	:	ECA200
Submission Deadline	:	18 Mar 2016
Submit Date	:	
Points (Verified)	:	0.0

SELF REFLECTION

Fill-in your Self Reflection below. Use the '+' button to add a new line below it or press 'X' to delete the respective line.

No	Self Reflection	Description
01	Effective Communication Skills	<input type="text"/>

PHOTO(S)

Upload the picture here

Description	Category	View	Del
<input type="text"/>		View	X

REMARK(S)


Fill-in your Remark below. Use the '+' button to add a new line below it or press 'X' to delete the respective line.

No	Remark(s)
01	<input type="text"/>

COMPETITION

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

To submit report after event

ELE PORTAL

Back Save Submit

EVENT DETAILS

Club Logo Here
150 x 150 pixels

Student No	:	<input type="text"/>
Full Name	:	<input type="text"/>
Event	:	Ausscar Tradez - Module 1
Organizer	:	UCSI University Accounting & Finance Student Association (AFSA)
Event Date	:	From 11 Mar 2016 To 11 Mar 2016
Event / Activity Level	:	University Level
Participation Level	:	Committee
Subject Enrollment	:	ECA200
Submission Deadline	:	18 Mar 2016
Submit Date	:	
Points (Verified)	:	0.0

SELF REFLECTION

Fill-in your Self Reflection below. Use the '+' button to add a new line below it or press 'X' to delete the respective line.

No	Self Reflection	Description
01	Effective Communication Skills	<input type="text"/>

PHOTO(S)

Upload the picture here

Description	Category	View	Del
<input type="text"/>		<input type="button" value="View"/>	<input type="button" value="Del"/>

Upload

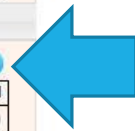
REMARK(S)

Fill-in your Remark below. Use the '+' button to add a new line below it or press 'X' to delete the respective line.


No	Remark(s)
01	<input type="text"/>

COMPETITION

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



To submit report after event

ELE PORTAL

Back Save Submit

EVENT DETAILS

Club Logo Here

150 x 150 pixels

Student No	:	<input type="text"/>
Full Name	:	<input type="text"/>
Event	:	Ausscar Tradez - Module 1
Organizer	:	UCSI University Accounting & Finance Student Association (AFSA)
Event Date	:	From 11 Mar 2016 To 11 Mar 2016
Event / Activity Level	:	University Level
Participation Level	:	Committee
Subject Enrollment	:	ECA200
Submission Deadline	:	18 Mar 2016
Submit Date	:	
Points (Verified)	:	0.0

SELF REFLECTION

Fill-in your Self Reflection below. Use the '+' button to add a new line below it or press 'X' to delete the respective line.

No	Self Reflection	Description
01	Effective Communication Skills	<input type="text"/>

PHOTO(S)

Upload the picture here

Description	Category
<input type="text"/>	<input type="text"/>

REMARK(S)

Fill-in your Remark below. Use the '+' button to add a new line below it or press 'X' to delete the respective line.



No	Remark(s)
01	<input type="text"/>

COMPETITION


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

Save  Submit 

EVENT DETAILS



Student No :

Full Name :

Event : Ausscar Tradez - Module 2

Organizer : UCSI University Accounting & Finance Student Association (AFSA)

Event Date : From 25 Mar 2016 To 25 Mar 2016

Event / Activity Level : University Level

Participation Level : Participant

Subject Enrollment : ECA200

Submission Deadline : 01 Apr 2016

Submit Date :

Points (Verified) : 0.0


SELF REFLECTION


PHOTO(S)

REMARK(S)

COMPETITION

If this is a competition, please fill in your position(s) below. Use the '+' button to add a new line below it or press 'X' to delete the respective line.

No	Competition Description	Position
1	<input type="text"/>	1st Place 



If the event you join is a competition, please select the position you won in this field

To check status of your ELE subject

ELE PORTAL MANUAL FOR GENERAL STUDENT



To check status of your ELE subject

The screenshot displays the UCSI University ELE PORTAL interface. At the top, the UCSI University logo is on the left and "ELE PORTAL" is on the right. Below the logo is a navigation bar with buttons for "Home", "Club", "Event", and "Log Out". The main content area features a grid of icons for various functions:

- Club Proposal
- Event Proposal
- Club Proposal Review (0)
- Event Proposal Review (0)
- Join a Club
- Club Member Approval
- Event Registration
- Take Attendance
- My Profile
- Event Review Report
- Submit Event Participation Report

A blue callout box with the text "Click 'My Profile'" and a blue arrow points to the "My Profile" icon.

To check status of your ele subject

The screenshot displays the UCSI University ELE PORTAL interface. The top navigation bar includes 'Home', 'Club', 'Event', and 'Log Out'. The main content area is divided into several sections:

- STUDENT PROFILE**: Includes a 'MY PROFILE' link and a form for personal details. A callout box points to this section with the text: "The record of the points you have accumulated, you need 100 points here to pass".
- ECA Enrollment(s)**: Shows 'Your ECA Registration' with a table of enrollment records.
- Club Membership**: Shows 'List of Club Membership' with a table of membership records. A callout box points to this section with the text: "Club membership record".
- Event Participation**: Shows a table of event participation records. A callout box points to this section with the text: "Event participation record".

Code	Semester	Programme	Club Points	Event Point	Level	Grade
ECA100	2016-01	Bachelor of Computer Science (Hons) Mobile Computing & Networking	10.0	0.0	1	-

Apply DT	Subject	Club Name	Status	Points	Approved DT	Renew
21 Jan 2016	ECA100	SAA TEST3	Approved	10.0	21 Jan 2016	

Event Date	Subject	Event Name	Status	Points	Approved DT	Renew
21 Jan 2016	ECA100	SAA TEST EVENT				

For more information, please contact

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VISIT STUDENT AFFAIRS & ALUMNI, LEVEL 3, BLOCK A, KL CAMPUS
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