**GARIS PANDUAN *LOG IN* SISTEM SMPWEB BAGI PELAJAR BAHARU**

***GUIDELINES FOR LOGIN TO SMPWEB FOR NEW STUDENTS***

1

Masuk ke Sistem SMPWEB [**www.ukm.my/smpweb**](http://www.ukm.my/smpweb)

*Go to* [***www.ukm.my/smpweb***](http://www.ukm.my/smpweb)

2

Klik butang **‘LOG MASUK KALI PERTAMA’**

*Click to* ***“FIRST TIME LOG IN”***

3

Masukkan **No. Matrik (No. Pendaftaran)**

*Enter your matric number*

4

Tekan butang **‘Capai’**

*Press “****Enter”*** *button*

5

Masukkan **No. Kad Pengenalan**

*Enter your* ***Identity Card No./******Passport No****.*

6

Masukkan kata laluan yang ingin anda gunakan

(**Kata laluan anda hendaklah mengandungi alfanumerik 8 hingga 12 aksara kombinasi mana-mana huruf, angka dan simbol)**

*Enter a new password*

***This password must include 8 to 12 characters alphanumeric (combination of any alphabet, number and symbol)***

7

Masukkan sekali lagi kata laluan baru untuk pengesahan

Tekan butang **‘Kemaskini Kata Laluan’**

*Re-enter a new password*

8

Tekan butang **‘Kemaskini Kata Laluan’**

*Press* ***“Update Password”***

9

Pergi semula ke muka depan SMPWEB [**www.ukm.my/smpweb**](http://www.ukm.my/smpweb) dan login menggunakan kata laluan baru

*Go to* [***www.ukm.my/smpweb***](http://www.ukm.my/smpweb) *and log in using new password*

*Any inquiries, please email to* ***operasi@ukm.edu.my***

***GUIDELINES FOR STUDENT’S CAMPUS CARD APPLICATION***

1. *All students are required to apply campus card while doing confirmation of acceptance in the* ***Graduate Admission Application System (Guest: guest.ukm.my)***
2. *Those who did not apply via Guest, procedures for student’s campus card applications are as below:*
3. *Visit UKM’s Campus Card System website:* [***http://www.ukm.my/ukmcard/***](http://www.ukm.my/ukmcard/)
4. *Enter User ID (Student’s Registration No: P12345) and Password. For new students, password is the same number used in the* [***www.ukm/smpweb***](http://www.ukm/smpweb)***.***
5. *Click on the menu: STUDENT > Application.*
6. *Please check the displayed information. Please inform the secretariat if there is any wrong/inaccurate information.*
7. *At the form of Card Application Information, browse picture in the picture location.*
8. *For acceptable image format, please click on the Guide/Picture Criteria link.* *The acceptable picture is:*

* *Image size (158 pixels or 5.57 cm) x (121 pixels or 4.27 cm)*
* *Size of image file not exceed than 100KB*
* *The format of the picture is .jpg*
* *Color image with a blue color background (except for armed forces)*
* *The picture should clear and be forwardly picture*
* *The face should be more than half of overall picture*
* *Do not wear the face veil or turban*

1. *If you must to change the picture, please click the ‘Browse Back’ button and repeat the above process.*
2. *Click the ‘Preview Card’ button to see examples of smart cards which will be print.*
3. *Click the ‘Submit’ button to send the smart card application*.
4. *The message ‘Application Success’ will be displayed if the application is successfully sent or the message ‘Unsuccessful Application’ is displayed if the application failed to send. Please try again if the application is not successful.*

*Any inquiries, please contact* ***03-89118468 (Mr. Azmie)*** *or email to* [***ukmcard@ptm.ukm.my***](mailto:ukmcard@ptm.ukm.my)

**Siswa Email for Students**

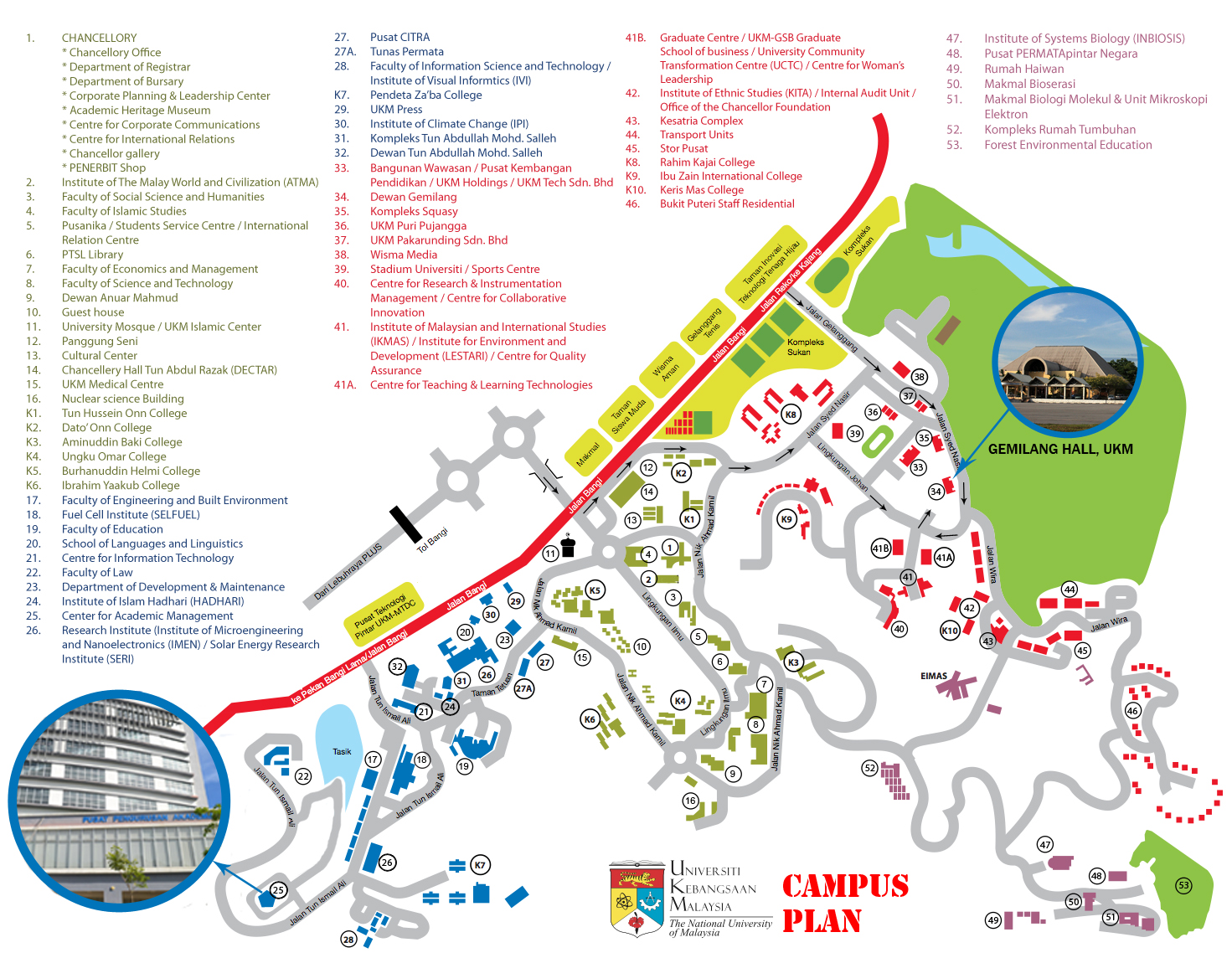
**e-mel siswa**

Welcome to UKM!

1. You can log in to your new email address at http://mail.siswa.ukm.edu.my
2. Your email address has been created based on your matrix number. E.g.: [*P12345@siswa.ukm.edu.my*](mailto:P12345@siswa.ukm.edu.my)
3. The default password for your email is: **ic number / passport number** and you are required to change your password the first time you log-in. The password is case sensitive.
4. For your safety, the new password should be at least 8 characters long with combination of alphanumeric characters.
5. All formal communication will be done through this email.
6. You are strongly advised to forward your personal email to the new siswa account and use this as your main email to avoid any misinformation.
7. Please call our helpdesk at 03 8921 7070 or email to **pentadbir\_emel@ukm.edu.my** should you have any inquiries.

Selamat datang ke UKM!

1. Anda boleh log masuk ke alamat e-mel baharu di http://mail.siswa.ukm.edu.my
2. Alamat e-mel anda telah dicipta berdasarkan nombor matrik anda. Sebagai Contoh: P12345@siswa.ukm.edu.my
3. Kata laluan sedia ada untuk e-mel anda adalah: **no kad pengenalan** **/ nombor passport** dan anda dikehendaki menukar kata laluan pada kali pertama anda log masuk. Kata laluan adalah sensitif huruf.
4. Untuk keselamatan, kata laluan baharu hendaklah sekurang-kurangnya 8 aksara dengan kombinasi aksara abjad angka.
5. Semua komunikasi rasmi UKM akan dilakukan melalui e-mel ini.
6. Anda dinasihatkan untuk memanjangkan (forward) e-mel peribadi anda ke akaun siswa baharu dan menggunakan ini sebagai e-mel utama untuk mengelakkan maklumat yang salah atau tidak sampai.
7. Sila hubungi meja bantuan kami di 03 8921 7070 atau e-mel kepada pentadbir\_emel@ukm.edu.my jika anda mempunyai sebarang pertanyaan.

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