UNIVERSITI KEBANGSAAN MALAYSIA
The National University of Malaysia

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**
*Go to **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** dan login menggunakan kata laluan baru
*Go to **www.ukm.my/smpweb** and log in using new password*

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

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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:*

    1. *Visit UKM's Campus Card System website: **http://www.ukm.my/ukmcard/***

    2. *Enter User ID (Student's Registration No: P12345) and Password. For new students, password is the same number used in the **www.ukm/smpweb**.*

    3. *Click on the menu: STUDENT > Application.*

    4. *Please check the displayed information. Please inform the secretariat if there is any wrong/inaccurate information.*

    5. *At the form of Card Application Information, browse picture in the picture location.*

    6. *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*

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    7. *If you must to change the picture, please click the 'Browse Back' button and repeat the above process.*

    8. *Click the 'Preview Card' button to see examples of smart cards which will be print.*

    9. *Click the 'Submit' button to send the smart card application.*

    10. *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.*

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*Any inquiries, please contact **03-89118468 (Mr. Azmie)** or email to **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*
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.
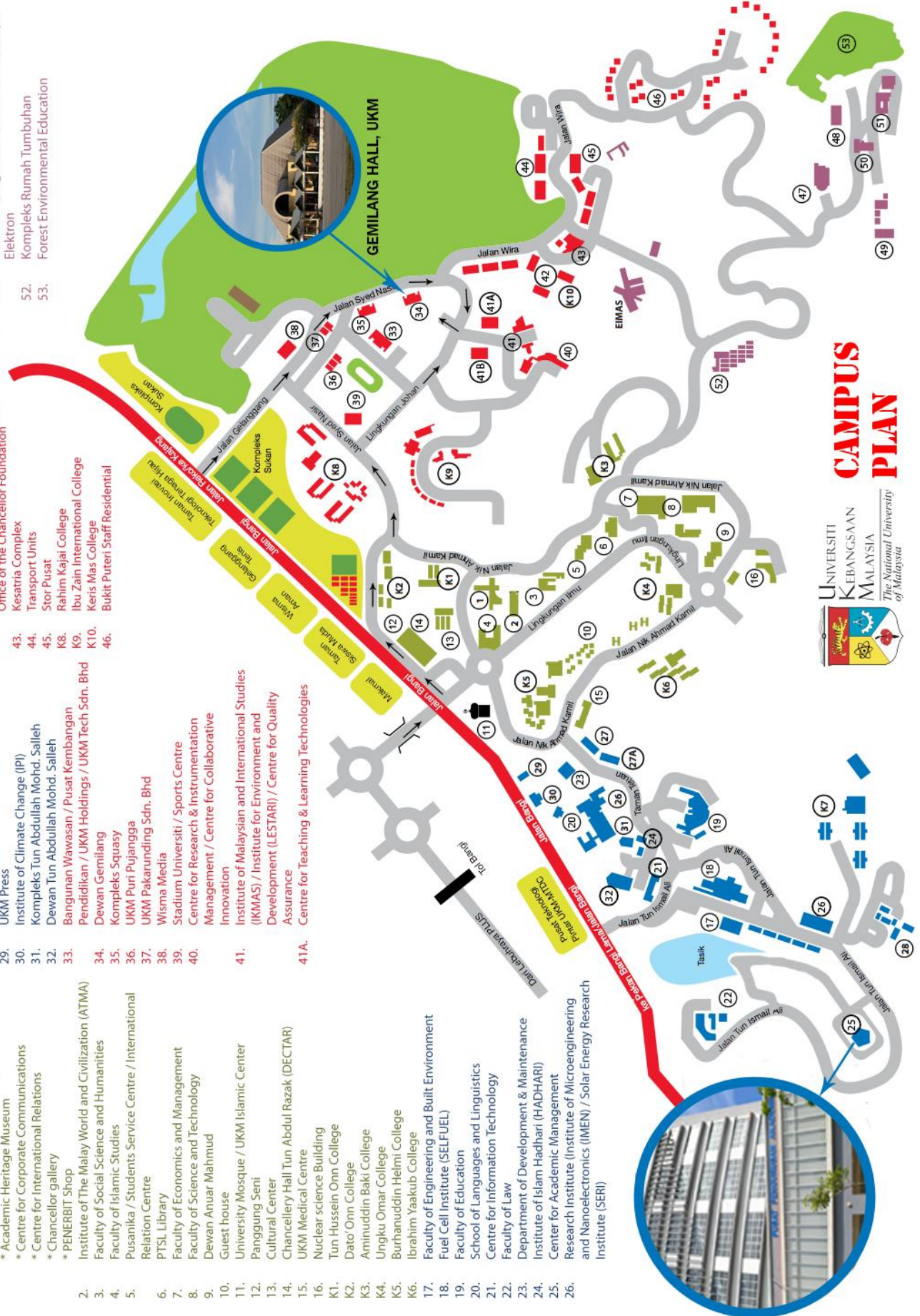

Selamat datang ke UKM!

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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GEMILANG HALL, UKM

CAMPUS PLAN

UNIVERSITI KEBANGSAAN MALAYSIA
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1. CHANCELLORY
   * Chancellory Office
   * Department of Registrar
   * Department of Bursary
   * Corporate Planning & Leadership Center
   * Academic Heritage Museum
   * Centre for Corporate Communications
   * Centre for International Relations
   * Chancellor gallery
   * PENERBIT Shop
2. Institute of The Malay World and Civilization (ATMA)
3. Faculty of Social Science and Humanities
4. Faculty of Islamic Studies
5. Pusanika / Students Service Centre / International Relation Centre
6. PTSL Library
7. Faculty of Economics and Management
8. Faculty of Science and Technology
9. Dewan Anuar Mahmud
10. Guest house
11. University Mosque / UKM Islamic Center
12. Panggung Seni
13. Cultural Center
14. Chancellery Hall Tun Abdul Razak (DECTAR)
15. UKM Medical Centre
16. Nuclear science Building
K1. Tun Hussein Onn College
K2. Dato' Onn College
K3. Aminuddin Baki College
K4. Ungku Omar College
K5. Burhanuddin Helmi College
K6. Ibrahim Yaakub College
17. Faculty of Engineering and Built Environment
18. Fuel Cell Institute (SELFUEL)
19. Faculty of Education
20. School of Languages and Linguistics
21. Centre for Information Technology
22. Faculty of Law
23. Department of Development & Maintenance
24. Institute of Islam Hadhari (HADHARI)
25. Center for Academic Management
26. Research Institute (Institute of Microengineering and Nanoelectronics (IMEN) / Solar Energy Research Institute (SERI)

27. Pusat CITRA
27A. Tunas Permata
28. Faculty of Information Science and Technology / Institute of Visual Informtics (IVI)
K7. Pendeta Za'ba College
29. UKM Press
30. Institute of Climate Change (IPI)
31. Kompleks Tun Abdullah Mohd. Salleh
32. Dewan Tun Abdullah Mohd. Salleh
33. Bangunan Wawasan / Pusat Kembangan Pendidikan / UKM Holdings / UKM Tech Sdn. Bhd
34. Dewan Gemilang
35. Kompleks Squasy
36. UKM Puri Pujangga
37. UKM Pakarunding Sdn. Bhd
38. Wisma Media
39. Stadium Universiti / Sports Centre
40. Centre for Research & Instrumentation
41. Institute of Malaysian and International Studies (IKMAS) / Institute for Environment and Development (LESTARI) / Centre for Collaborative Innovation
41A. Centre for Teaching & Learning Technologies

41B. Graduate Centre / UKM-GSB Graduate School of business / University Community Transformation Centre (UCTC) / Centre for Woman's Leadership
42. Institute of Ethnic Studies (KITA) / Internal Audit Unit / Office of the Chancellor Foundation
43. Kesatria Complex
44. Transport Units
45. Stor Pusat
K8. Rahim Kajai College
K9. Ibu Zain International College
K10. Keris Mas College
46. Bukit Puteri Staff Residential

47. Institute of Systems Biology (INBIOSIS)
48. Pusat PERMATApintar Negara
49. Rumah Haiwan
50. Makmal Bioserasi
51. Makmal Biologi Molekul & Unit Mikroskopi Elektron
52. Kompleks Rumah Tumbuhan
53. Forest Environmental Education