USER MANUAL

SISTEM
PUTRA SARJANA
(PORTAL)

ID Dokumen	UPM/SPS/PUTRASARJANA/UM/02
Versi	1.0

DOCUMENT REVISION HISTORY

Prepared By:

Version	Date	Activity	Officer Name
1.0	02/06/2024	1st Draft	Salwati Abdul Ghani
2.0	03/10/2024	2nd Draft	Sharifah Aishah Syed Jamal

Disemak Oleh:

Version	Date	Activity	Officer Name
1.0	04/10/2024	1st Review	Salwati Abdul Ghani

| | | SISTEM PUTRA SARJANA (PORTAL) | |

Version	Date	Activity	Officer Name

CONTENTS

1. INTRODUCTION

Sistem Putra Sarjana is a seminar management system to facilitate seminar management, announcement, registration and attendance of seminars, issuance of digital certificates, appointment of speakers and also for statistical reports. The system is divided into two parts:

1) Portal – as a platform for users to make seminar applications and keep records of the user's own seminars.
2) Admin – as a data management platform for the staff of the Graduate School of Graduate Studies who manage all records related to seminars to be displayed on the portal.

The system contains two displays, namely:

- Sistem Putra Sarjana Portal
- Sistem Putra Sarjana Admin

2. LOGIN

The Putra Sarjana Portal can be accessed via the provided URL. To log in, select the appropriate user type—student, staff, or others—and enter the corresponding login credentials. For the "Others" user type, registration is required prior to logging in by completing the registration form as shown below. If a password is forgotten, click on "Forgot Password" to retrieve a new one.

➢ http://sgsportal.upm.edu.my:8080/putrasarjana/

*For user type 'OTHERS' who is not registered with i-GIMS system or Public User.

ACCOUNT REGISTRATION	
FULL NAME	
IDENTITY TYPE	○NRIC NO ○PASSPORT NO
IDENTITY ID	
CONTACT NO (MOBILE)	
EMAIL	
DESIGNATION	
FACULTY/ SCHOOL/ INSTITUTE/ WORKPLACE	
USERNAME	
	(Please key in your preferred Username)
PASSWORD	Password
	(Please key in your preferred Password)
CONFIRM PASSWORD	Confirm Password
	(Please retype your preferred Password)
Account Registration	Close

3. DASHBOARD

Once the user successfully logs into the system, a unique dashboard screen will be displayed based on their role. There are three (3) user roles within the system:

1. Student (UPM Postgraduates Students)
2. Staff (UPM Staff Registered with i-GIMS)
3. Others (Individuals not affiliated with UPM)

▪ The student role is for postgraduate students at UPM to access important seminar information, including upcoming events, registration options, and notifications. After logging in, the portal displays profile details and a welcome message, along with a list of seminars that features the title, date, venue, speakers, and registration links. Additionally, the portal includes a countdown for upcoming seminars, summarizes activities, and provides statistics on event participation. Navigation to various sections, such as registration, accounts, and external resources, is available via the menu at the top.

- The staff role is for UPM staff registered with i-GIMS providing similar access to seminar information as the student role, including upcoming events, registration options, and notifications.
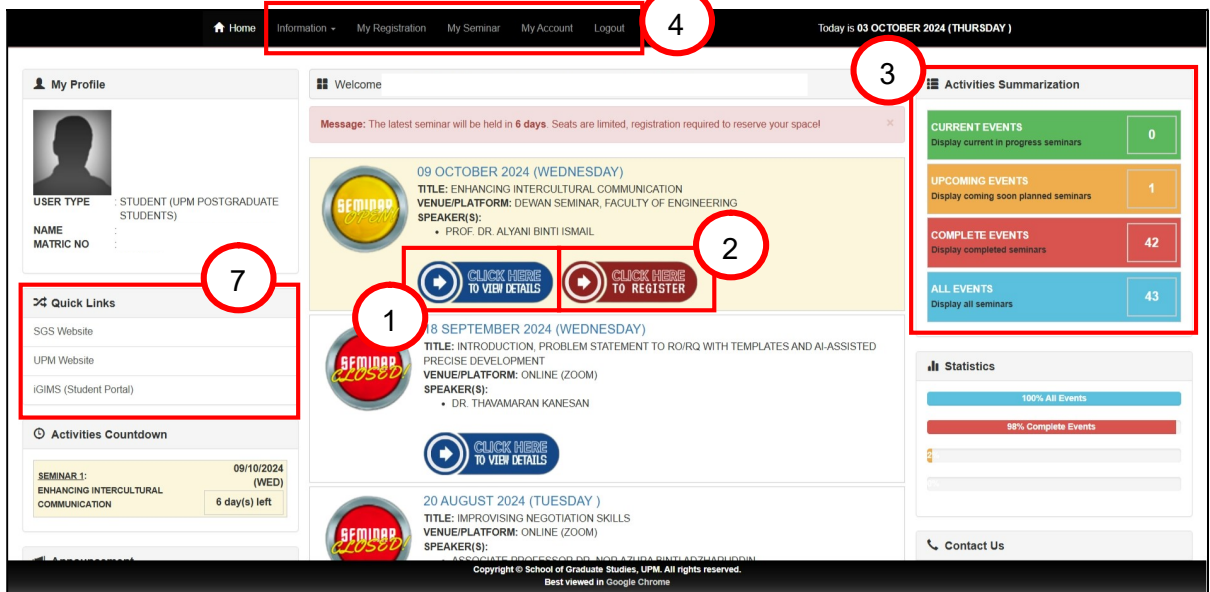

- The 'Others' role is for public users who wish to participate in Putra Sarjana seminars. It provides the same features as other roles, including access to key seminar information, details on upcoming events, registration options, and notifications. Upon logging in, users can view a list of seminars, which includes the title, date, venue, speakers, and registration links. The portal also features a countdown to upcoming seminars, an activity summary, and event participation statistics. Navigation to sections such as registration and external resources is available via the top menu.

4. SYSTEM USER ROLES

4.1. Student (UPM Postgraduates Student)

Step 1: To view seminar details, click the blue 'CLICK HERE TO VIEW DETAILS' button. An external window will open, displaying the seminar information.

Step 2: To register for a seminar, click the red 'CLICK HERE TO REGISTER' button. An external window will open, showing the seminar details. To complete the registration, click the 'Submit Registration' button. The external window display is shown below:

Step 3: To view detailed information based on the activity summary, click on any number in the column, and the system will display the relevant list. A search can also be conducted within this list by entering the seminar year, seminar name, or both, and then clicking the 'Search button. To cancel the search, use the reset button. Below is an example of the display for all events organized by Putra Sarjana:

Step 4: The navigation at the top bar contains six (6) navigation namely Home, Information, My Registration, My Seminar, My Account and Logout. Below is a breakdown explanation for each navigation:
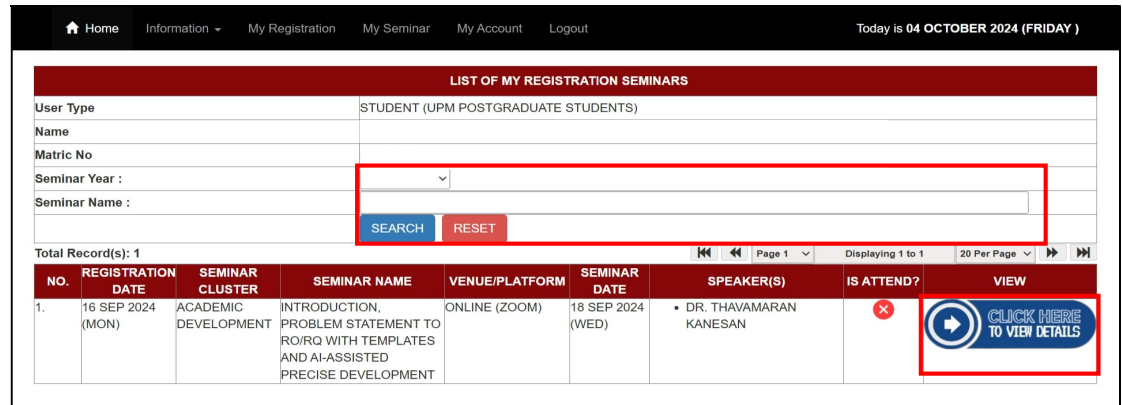
1. **Information**

   Under the 'Information' category, there are two sub-categories: 'Putra Sarjana' and 'User Manual'. Clicking on 'Putra Sarjana' directs the system to UPM's official Putra Sarjana webpage, where further details about Putra Sarjana can be explored. To access the system's user manual, click on 'User Manual', and a PDF containing the relevant user instructions will be displayed. Pages for Putra Sarjana webpage is shown as below:

2. **My Registration**

   To view the list of registered seminars, click on 'My Registration'. The list of seminars will be displayed as shown below, and by selecting 'Click More To View Details', more information about a specific seminar can be accessed. Additionally,

seminars can be searched by year and name. After entering the search criteria, click the 'Search' button to proceed or the 'Reset' button to clear the search.
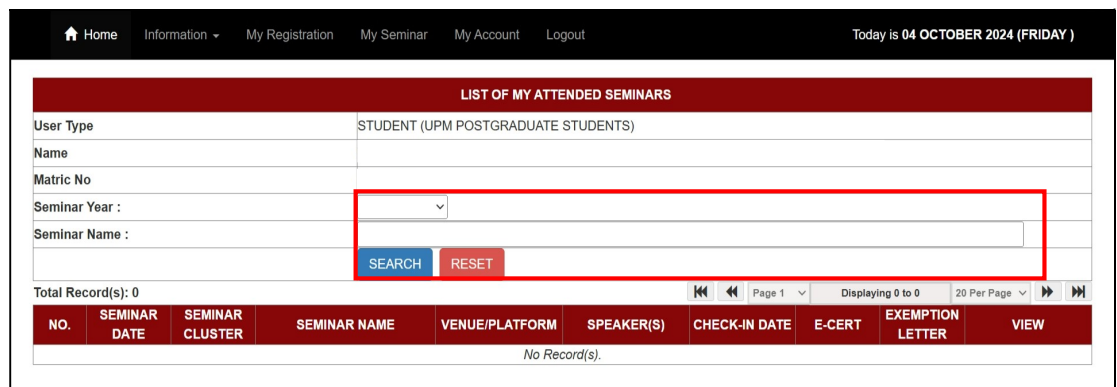
3. My Seminar

Under 'My Seminar', the list of attended seminars is displayed, and seminars can be searched by year and name. The information provided includes details about the seminar, check-in date, e-certificates, and exemption letters. To search for a seminar, enter the seminar year and name, then click the 'Search' button to proceed or the *Reset* button to clear the search.
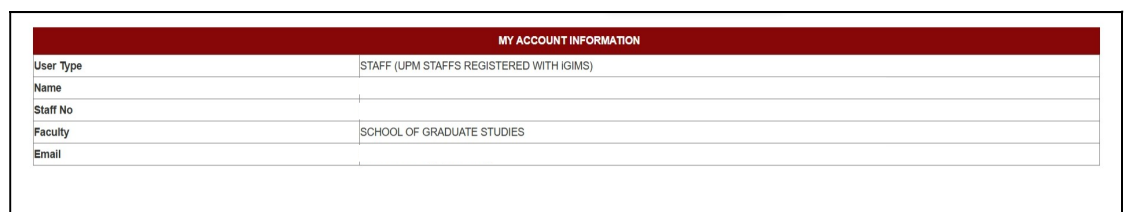
4. My Account

Under the 'My Profile' tab, the system displays essential account information for the user. This includes the user type, alongside the full name, staff number or student ID for student, associated faculty, and the registered email address. This section allows for easy reference and verification of the user's details within the system.