

**STUDENT**

**ACTIVATION**

REGISTRATION DAY

# Step 1: Click on Student Search

Student Search

Click on Student Search link

Admission and Record

Student Search

Student Registration

Manage Intake

Manage Reg Day

New Application

Reports

Click on Student Search link in order to view list of registered students.

# Step 2: Search Student by Name or IC/ Passport

Student List

Search: 881111025109

[Search by name, IC/Passport or Student ID]

Advanced search

Campus

Please Select

Faculty:

Please Select

Course:

Please Select


Intake

Please Select

Status:

Please Select

Search

Student ID	Name	Course	Intake	Status	Quick Link
 DMT08131012RAYYAN BIN RAFI 950101145668		DMT	2013/08	Active	<a href="#">View Profile</a>

Note: After the name has been searched, click on View Profile

## Step 3: Click on Activate Student

**Activate Student**

Registration Date	:		Expected End Date	:	Not Available
Sponsor	:	PTPTN	Recruited By	:	Not available
Document	:	Pending	Campus	:	MAIN - Main Campus

**Click on Activate Student link**

Action: **Admission** | [Activate Student](#) | [Update Record](#) | [Update Status](#) | [Disciplinary Record](#) | [Change Course](#) | [Generate Offer Letter](#) | [Extracurricular Activities](#)

**Program Details**

Academic Session *	:	Please Select	← 1
Campus *	:	Main Campus	← 2
Intake *	:	2016/04	← 3
Intake Reg Day *	:	2016/04-FSKTM	← 4
Program *	:	BACHELOR OF INFORMATION SECURITY HONS	← 5
Payment Type *	:	Lumpsum	← 6
Fee Group *	:	Please Select	← 7
Semester	:	1	← 8

**Document Checklist** ← 9


Submitted	Item
<input type="checkbox"/>	IC/Passport
<input type="checkbox"/>	SPM Certificate
<input type="checkbox"/>	Higher Educational Certificate (for Degree course only)
<input type="checkbox"/>	Birth Certificate
<input type="checkbox"/>	Medical Checkup
<input type="checkbox"/>	Offer Letter
<input type="checkbox"/>	Photo (6 copies)
<input type="checkbox"/>	Biadata Form
<input type="checkbox"/>	Aku Janji Letter (for Diploma course only)

10 → **Activate Student**

1. Choose academic session
2. Verify campus
3. Verify intake
4. Verify intake registration day
5. Verify program
6. Select payment type
7. Select fee group
8. Select semester
9. Previously saved document will be shown as checked in here. Choose document of necessary
10. Click Activate Student button

## *Step 4: Make sure that Student ID and status has been changed*

**Profile**

	Name	: AMBER NG		
	IC/Passport	: 960326106082	Student ID	: DMT1508M013
	Program/Course	: Diploma in Multimedia Technology	Faculty	: IT
	Intake	: 2015/08	Status	: Active
	Academic Session	: Aug 2015 – Dec 2015 (2015/08)	Semester	: 1

After student has been activated, verify below changes are done (as per shown in figure above):

1. Student id will be generated based on intake pre-fix
2. Student status will be changed to active

## **Student Activation Done**

**Click this link for more information**

**<https://techsense.freshdesk.com/support/solutions/articles/5000648495-admission-record#1.6.Actvate%20Student>**