Briefing on
ICT Regulations and Services
BRIEFING CONTENTS

- INTRODUCTION
- OBJECTIVE
- ICT SERVICES FOR STUDENTS
- ICT REGULATIONS/POLICY
INTRODUCTION

Website  http://cict.utm.my
The Centre for Information and Communication Technology (CICT) is responsible for ensuring that staffs and students have access to teaching, learning and research resources by:

- Providing the IT infrastructure for UTM;
- Acquiring, developing and supporting new and emerging technologies and systems;
- Providing access to digital resources across the University's campuses.
OUR OBJECTIVES

- To increase the adoption of Information Technology in all University activities
- To provide guaranteed ICT infrastructure and facilities
- To become a Reference Center in ICT Services in the University
- To become the Center of Software and Application development in the University
- To explore new technologies in ICT services and implementation
- To increase ICT competencies of the University’s community
OUR FUNCTION

CICT is a support unit that offers and delivers ICT services for the university (staffs and students) especially in ICT infrastructure, system development and academic/administrative activities.
PPICTP (One stop centre for ICT Services)
- Computer labs (40 pc including 10 iMac)
- Discussion area
- Wireless Hotspot zone
- Printing, scanning and CD/DVD burning
- Photocopy

Library (PSZ)
- Computer Labs (120 pc using Windows 7)

AdulIT Counter
- Centre for any enquiries about ICT in UTM
- http://aduan.cict.utm.my/kl
- Email: cictcareline.kl@utm.my
IT SERVICES

ID STUDENT ENTITLED TO GET ONCE REGISTERED

1. UTMID
2. UTM EMAIL
3. SOFTWARE DOWNLOAD ACCOUNT
The Process Flow

STUDENT Register

Faculty

Applications / Facilities

*After 24 hours
http://acid.utm.my/

ACID
acid@utm.my

Check ACID

And

Change Password

utmonline.utm.my

my.utm.my

UTMOTION

MAIL

UTM

Office 365

SPS

School of Graduate Studies

VPN

WIRELESS

Wi-Fi

WWW.UTM.MY

innovative ● entrepreneurial ● global
ACADEMIC COMPUTING ID (ACID)

http://acid.utm.my

Remember:
ACID will only be available one day after the Programme Registration of your Faculty
HOW TO ACCESS EMEL

• Using Gmail features
• Access URL http://mail.graduate.utm.my
• ACCOUNT = UTMID
e.g.: utmid@graduate.utm.my
• Password
  IC no (For Malaysian)
  ISID no (For international)
HOW TO ACCESS

• Access URL http://mail.live.utm.my
• ACCOUNT = UTMID
  e.g: utmid@live.utm.my
• Password
  Combination of first 4 digit matric no + last 4 digit IC/ISID Number
  Matric No       IC No
  MY937004       900178075283
  MY935283

** Use Internet Explorer (i.e) for better browsing
Features:
- Azure Rights Management
- Microsoft Forms (Plan 2)
- Microsoft Planner
- Sway
- Yammer for Academic
- Office Online for Education
- SharePoint Plan 1 for EDU
- Exchange Online (Plan 1)
- The latest desktop version of Office
- Skype for Business Online (Plan 2)

** You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.**

Click View Account for detail Subscription
Search your inbox: e5.onthehub or google search UTM e5.onthehub

** For first time, please activate your account

Dreamspark Premium: 300++ Software, free download for UTM (except Microsoft Office)
** Use ACID account for login **
WIFI HOTSPOT @ Kolej Siswa Jaya
(@ discussion room area – each floor)

CICT_KSJ_HOTSPOT
Virtual Private Network (VPN)

To access UTM intranet services from outside UTM campus

http://vpn.utm.my

Note:
Use UTMID to login

Welcome to the
Universiti Teknologi Malaysia VPN Service

Username
Password

Please use your ACID (Academic Computing ID) account for your secure session. To check your ACID account, click here.

Problem with VPN connection? Use the alternative link: https://vpn2.utm.my/acid
MYUTM - One Stop Portal

https://my.utm.my

(1) Login your ACID Username and Password.
Concept MyUTM

MyUTM

SINGLE SIGN ON

IMS FINANCIAL SYSTEM (UTMFIN)
IMS ACADEMIC MANAGEMENT SYSTEM (UTMACAD)
IMS SUPPORT SYSTEM (UTMSUPPORT)
IMS HUMAN RESOURCE SYSTEM (UTMHR)

Database (Oracle 11g)
PORTAL UTM (www.utm.my)

Main portal MyUTM – Single Sign On

Landing Page MyUTM

www.utm.my
SINGLE SIGN-ON

ONE STOP STUDENT SERVICES

Interfaith Visit and Sharing
Posted on Sunday February 05, 2017

IRDA CEO delivers talk at DURB Monthly Seminar
Posted on Thursday February 02, 2017

QS-Bina Society organizes the QASIH 2016
Posted on Thursday February 02, 2017

5 UTM Researchers offered the Leaders in Innovation Fellowships (LIIF) Programme under Newton-Ungku Omar Fund
Posted on Tuesday January 31, 2017

Language Academy organised Free Market

Congratulations to Assoc. Prof. Dr Siti Hamidah for receiving the Leaders in Innovation Fellowship (LIF) Programme Award
Posted on Thursday January 26, 2017

Posted on Tuesday January 24, 2017

Business Innovation Transfer Between Two Nations: The Swiss Innovation Challenge Asia 2017 In Malaysia
Posted on Thursday January 19, 2017

1st ATU-Net Board Meeting at UTM
Posted on Wednesday January 18, 2017

UTM researchers develop toxic decryption system in shells
Posted on Wednesday January 18, 2017

Links

UTM Circular
UTMotion
UTM BLOSSOM
OCW
MOOCs
UTM Mail
Laboratory System (LIMS)
Adu@IT
Industrial Training System (ITS)
GSMS
UTM Library EZProxy
Central User ID

Activate Windows
Go to Settings to activate Windows.
1) Inbox

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity Name</th>
<th>Organizer</th>
<th>Level</th>
<th>Date</th>
<th>Category</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PROGRAM RAKAN MENGAJI SETP</td>
<td>JO60000</td>
<td>UTM</td>
<td>28 Dec 2016</td>
<td>Internal UTM</td>
<td>Submitted</td>
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</table>

2) Activity

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
<th>PTJ Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NEW POSTGRADUATE STUDENTS WELCOME RECEPTION</td>
<td>J100000</td>
<td>11 Oct 2016</td>
<td>11 Oct 2016</td>
<td>Academic</td>
</tr>
</tbody>
</table>
3) Slip

Click View Complete Profile to view details

4) Profile

Click View Complete Profile to view details
1) Personal Info

Click button Update to save change

2) Academic Info

STUDENT INFO
3) Financial

### Account Status

- **Scholarship Status**

Any inquiries, please contact the Bursar's Office at:
- Tel No: 07-5531320
- Email: bursarii@utm.my
- For inquiries, please specify your IC or AGID Number

### Available methods of payment:
- User manual payment via CIMBClicks
- FPX
- User manual payment via FPX
- Credit Card
- User manual payment via Credit Card

### Current Balance

<table>
<thead>
<tr>
<th>No.</th>
<th>Session</th>
<th>Debit (RM)</th>
<th>Credit (RM)</th>
<th>Balance (RM)</th>
<th>Payment Status</th>
<th>View</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>2015/2016-2</td>
<td>3,385.00</td>
<td>3,385.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2016/2017-1</td>
<td>2,904.00</td>
<td>0.00</td>
<td>2,904.00</td>
<td>Outstanding Balance</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2016/2017-2</td>
<td>462.00</td>
<td>0.00</td>
<td>462.00</td>
<td>Outstanding Balance</td>
<td></td>
</tr>
</tbody>
</table>

**Total All Areas for Session**: 3,366.00 (Outstanding Balance)

### Payment Details - Semester 2016/2017-2

<table>
<thead>
<tr>
<th>No.</th>
<th>Type of Fee</th>
<th>Details</th>
<th>Debit (RM)</th>
<th>Credit (RM)</th>
<th>Balance (RM)</th>
<th>Payment Status</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Total Areas for Session</td>
<td>462.00</td>
<td>0.00</td>
<td>462.00</td>
<td>Unpaid</td>
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</tbody>
</table>

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[Image of UTM IT Services and MYUTM]
ACTIVITY LIST

1) Internal Activity

1. Click on Add New Activity

2. Click button register to register

3. Fill all the details and click save

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ACTIVITY LIST

2) External Activity

1. Enter activity name to search

2. Click Add New Activity

3. Fill the details and click save
**UTM SOFTWARE CENTER**

<table>
<thead>
<tr>
<th>No.</th>
<th>Software Name</th>
<th>Version</th>
<th>Manufacturer</th>
<th>Category</th>
<th>Type</th>
<th>Date</th>
<th>View</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>EndNote X8</td>
<td>X8</td>
<td>Thomson Reuters</td>
<td>Software</td>
<td>Application</td>
<td>24-02-2017</td>
<td>Q</td>
</tr>
<tr>
<td>2</td>
<td>Symantec Antivirus 64-Bit</td>
<td>24</td>
<td>Symantec</td>
<td>Software</td>
<td>Application</td>
<td>29-11-2016</td>
<td>Q</td>
</tr>
<tr>
<td>3</td>
<td>Symantec Antivirus 32-Bit</td>
<td>24</td>
<td>Symantec</td>
<td>Software</td>
<td>Application</td>
<td>29-11-2016</td>
<td>Q</td>
</tr>
<tr>
<td>4</td>
<td>Visual Paradigm for UML</td>
<td>11</td>
<td>QER International</td>
<td>Software</td>
<td>Application</td>
<td>08-10-2016</td>
<td>Q</td>
</tr>
<tr>
<td>5</td>
<td>Microsoft Office</td>
<td>2010</td>
<td>Microsoft</td>
<td>Software</td>
<td>OS</td>
<td>02-10-2016</td>
<td>Q</td>
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<tr>
<td>6</td>
<td>MathCAD</td>
<td>14.05</td>
<td>MathCAD Inc</td>
<td>Software</td>
<td>Application</td>
<td>02-10-2016</td>
<td>Q</td>
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<tr>
<td>7</td>
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<td>2011-1</td>
<td>Access</td>
<td>Software</td>
<td>Application</td>
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<td>Q</td>
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<tr>
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<td>2011a</td>
<td>MathWorks</td>
<td>Software</td>
<td>Application</td>
<td>02-10-2016</td>
<td>Q</td>
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<tr>
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<td>MathCAD 14</td>
<td>14.05</td>
<td>MathCAD Inc</td>
<td>Software</td>
<td>Application</td>
<td>02-10-2016</td>
<td>Q</td>
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<tr>
<td>10</td>
<td>Access 2011</td>
<td>2011-1</td>
<td>Access</td>
<td>Software</td>
<td>Application</td>
<td>02-10-2016</td>
<td>Q</td>
</tr>
<tr>
<td>11</td>
<td>AutoCAD/AutoCAD Electrical</td>
<td>X4</td>
<td>Autodesk Inc</td>
<td>Software</td>
<td>Application</td>
<td>02-10-2016</td>
<td>Q</td>
</tr>
<tr>
<td>12</td>
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<td>Application</td>
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<td>Mathematics 9</td>
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<td>Q</td>
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<tr>
<td>14</td>
<td>MathCAD 15</td>
<td>15.0</td>
<td>MathCAD Inc</td>
<td>Software</td>
<td>Application</td>
<td>02-10-2016</td>
<td>Q</td>
</tr>
<tr>
<td>15</td>
<td>Microsoft Office</td>
<td>2010</td>
<td>Microsoft</td>
<td>Software</td>
<td>OS</td>
<td>02-10-2016</td>
<td>Q</td>
</tr>
</tbody>
</table>

**Services**

- CRM
- ERP
- HRM
- Project Management

**Contact Us**

Any inquiry, directly contact us:

- iATD
- AMD
- DPS
- UTM
STUDENTS EVALUATION OF TEACHING

Notes: For now system Students Evaluation of teaching is closed. Student can access this system if the session is open.
E- PORTFOLIO

Welcome to Eportfolio

Eportfolio provides a personal learning environment to record and showcase evidence of achievement, manage development plans, set goals, and create online learning communities.

INFORMATION. Please read first. :-}
OTHERS MENU

ABOUT UTM
- Achievements
- Admission
- Faculty & School
- UTM Library
- E-Prints
- Staff Directories
- Community Transformation
- International Programs

LINKS
- UTM Circular
- UTMotion
- UTM BLOSSOM
- OCW
- MOOCs
- UTM Mail
- Laboratory System (LIMS)
- Adu@IT
- Industrial Training System (ITS)
- CSMS
- UTM Library EZProxy
- Central UserId

www.utm.my

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Virtual Private Network (VPN)

To access UTM intranet services from outside UTM campus

https://vpn.utm.my

** Use ACID account for login **
UTMOTION (ICT SOCIAL SERVICES)

http://utmotion.utm.my

** Use ACID account for login **
** For login please fill in eHelp Desk Form from the myline front page **
ICT Policy

Guidelines:

– Internet Application Policy
– E-mail Application Policy
– Website Contents and Publishing Policy
– Computer Distribution Policy (staff)
– Student Computer Lab Policy
  • Operating Hours, Booking, Attire Code, Cleanliness
– ICT Security Policy
– Computer Equipment Loan Policy
– Disposing of Computer Equipment Policy

** Download UTM ICT Policy at http://cict.utm.my/policy

To ensure fair usage to all users, your online experience may be monitored.
Internet Policy

• Your password (ACID) is your responsibility
• Your PC/devices must be free of spywares, adwares, viruses and worms before connecting to the UTM networks
• Commercial use of UTM networks is prohibited
• Dissemination and access to pornographic and political materials are strictly prohibited
• Hacking, network scanning, phishing and data decrypting activities are prohibited at all cost
• Use of pirated softwares are prohibited.
• Use of gambling apps, gator, hotbar, searchbar, and cracked games on UTM owned computers are prohibited
Email Policy

• You are responsible for your email account and password
• Slanders, fouls language, sexually explicit words are not to be used in email at all time
• Personal use of email is allowed but its use for commercial activities is strictly prohibited
• Dissemination of prohibited materials through email attachment is not allowed
• Encryption is required for sending confidential materials
• Spamming and phishing activities are strictly prohibited
• Use of email account by a third party is prohibited
AduIT Counter (KL)
Phone : 03-2615 4440
Email : cictcareline.kl@utm.my
Url : http://aduan.cict.utm.my/kl

Call during office hour
Monday - Friday
8.00 am - 4.45 pm

Lunch break
Monday – Thursday : 1.00 – 2.00 pm
Friday : 12.30 – 2.45 pm

Website : cict.utm.my
Thank you for your Attention

WELCOME TO UTM