

BRIEFING ON

ICT Services and

Regulations

For

UTM Students



Centre for Information & Communication Centre (CICT)

Website http://cict.utm.my







Our vision is for UTM to be "A frontier digital university spearheading academia centric service delivery".

(Visi kami untuk UTM menjadi "Universiti Digital peneraju penyampaian perkhidmatan berpaksikan academia")



To lead in the development of an entrepreneurial digital ecosystem by nurturing innovative digital professionals and promoting collaborative digital services.

(Meneraju pembangunan ekosistem digital bersifat entrepreneurial dengan memupuk professional digital berinovasi dan menggalakkan kerjasama dalam perkhidmatan digital)



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





ICT SERVICES FOR STUDENT

ICT SERVICES

- Student Lab
- UTMID
- WiFi
- VPN

PORTAL MYUTM

- Student Management Service
- ICT Instructional Services

SOFTWARE

- MyUTM Portal
- Microsoft Dreamspark
- Microsoft Office 365





BASIC IT SERVICES

Student ICT Service Centre (PPICTP)

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)

AdulT Counter

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



Note:

- ✓ UTM Dress Code is strictly observed here.
- ✓ Matric Card is compulsary





BASIC IT SERVICES Student ICT Service Centre

Service Charges

SERVICE	TYPE	RATE / CHARGE			
		A4 Paper	A3 Paper		
Printing	Colour	RM 1.00 per sheet	RM 2.00 per sheet		
	Black & White	RM 0.20 / sheet	RM 0.40 / sheet		
Photocopy	Colour	RM 1.00 per sheet	RM 2.00 per sheet		
	Black & White	RM 0.10 / sheet	RM 0.30 / sheet		
Scanning		RM	0.50		
Computer Usage	Individual	Free			





IT SERVICES

ID STUDENT ENTITLED TO GET ONCE REGISTERED (New Student for Session 2017/2018 onward)

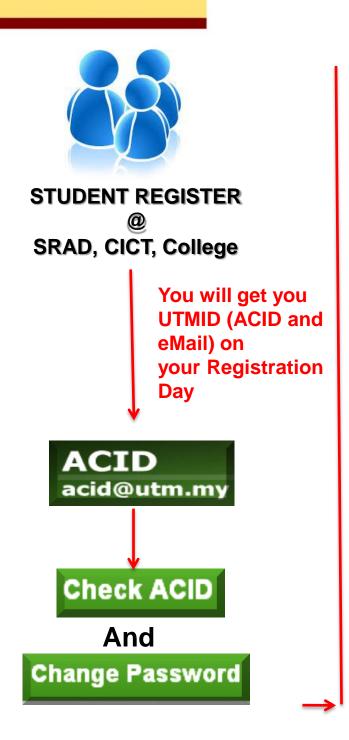
1. UTMID/ ACID
2. UTM EMAIL
3. SOFTWARE ACCOUNT

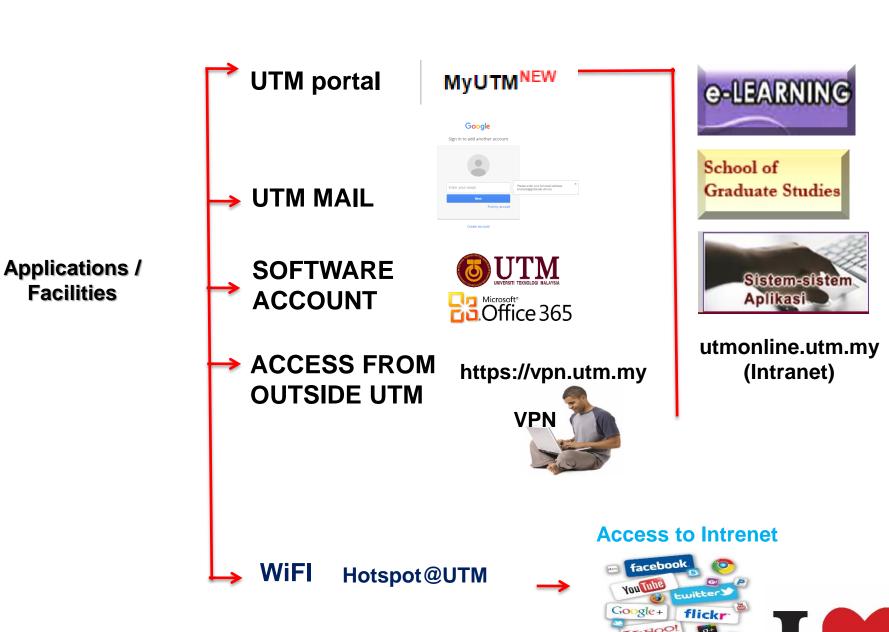




IT SERVICES

The Process Flow OF ACCOUNT ID (UTMID)







IT SERVICES UTMID/ACID HOW TO GET YOUR ID

Please enter valid username and password ACID Username: Password: (100M) Copyright 62017 Universiti Teknologi Malaysia - UNA Security Texas, Centra for Information and Communication Technology





NEW STUDENT

- ✓ From Session 2017/2018 onward, All UTM Student can get UTMID on the Registration Day
- Admin will Generate and Choose your ACID from https://myacid.utm.my (Registration Day, Resident College Office, CICT)
- ✓ IC no (For Malaysian) and ISID no (For international)
- Password given to you

✓ FORMER STUDENT / EXISTING STUDENT / UTM STAF

- using your existing account
- ✓ Automatically will be activated after one working days
- ★ ** PLEASE CONTACT US IF YOU CAN'T MANAGE
 TO GET YOUR ACID OR PASSWORD **





IT SERVICES UTMID/ACID HOW TO RESET YOUR ID

- ✓ Login to https://acid.utm.my
- Check UTMID and Reset Your ACID password



Please follow the instructions below to retrieve your ACID account

For lecturer and staff please insert your staff no.

For student please insert your matric no.

Submit

e.g: BE030999

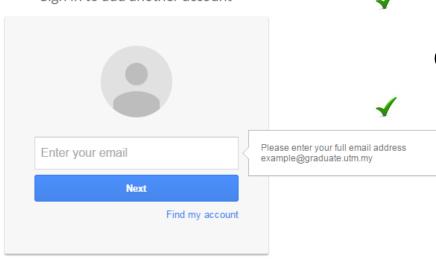




UTM official EMAIL HOW TO ACCESS EMAIL



Sign in to add another account



- Create account
- UTM UNIVERSITI TEKNOLOGI MALAYSIA innovative entrepreneuriai global



- Access URL http://mail.graduate.utm.my
- ✓ User ID = UTMID/ACID

e.g:utmid@graduate.utm.my

Password

NEW STUDENT

Same as ACID/UTMID (given on your registration day)

FORMER UTM STUDENT

Automatically generated after 5 working days

Combination of

first 4 digit matric no + last 4 digit IC/ISID Number

Matric No IC No

e.g **MY93**7004 90017807**5283**

Only 1st digit is UPPERCASE, the rest are lowercase

e.g So your password is My935283



IT SERVICES SOFTWARE ACCOUNT

TYPE OF SOFTWARE

✓ http://mail.live.utm.my

- 1. Microsoft Imagine (All Microsoft product except Office)
- 2. Office365 (Microsoft Office Only)
- https://my.utm.my
 - 3. UTM License Software.







Microsoft Microsoft

- ✓ Access URL http://mail.live.utm.my
- ✓ Generate automatically 5 working days after your registration day
- ✓ User ID = 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

e.g **MY93**7004 90017807**5283**

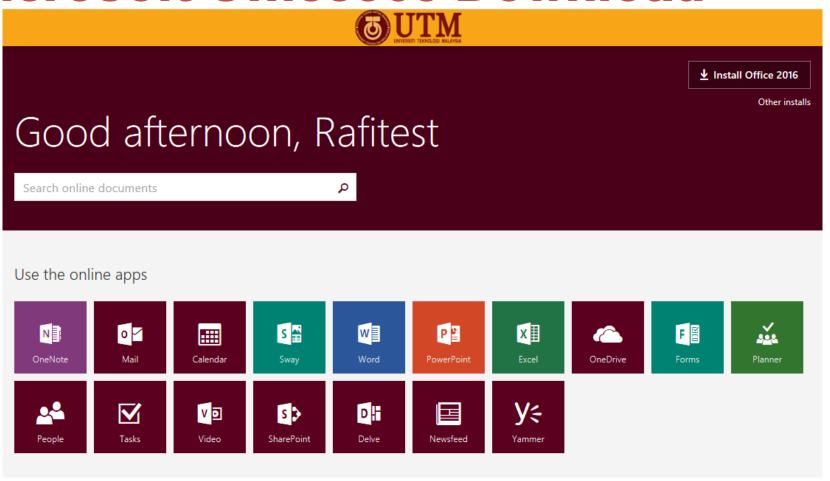
Only 1st digit is UPPERCASE, the rest are lowercase.

e.g So your password is My935283

HOW TO ACCESS FOR TYPE 1 AND 2



Microsoft Office365 Download



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)

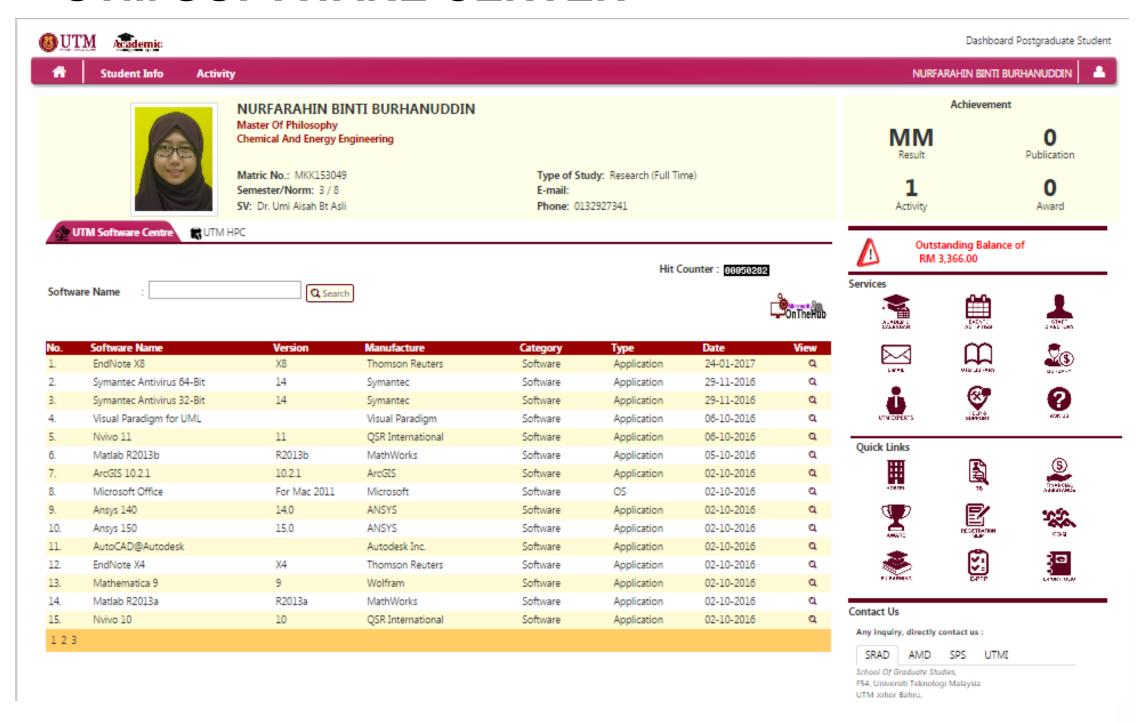
** You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.





SOFTWARE DOWNLOAD

UTM SOFTWARE CENTER







LIST OF SOFTWARE

No	Software Name	Latest version
1	ArcGIS	10.2.1
2	EndNote	X8
3	Mathematica	11
4	Matlab	R2017a & R2017b
5	Microsoft Imagine (Microsoft Product Portal)	
7	Nvivo	11
8	Simul8	
9	SPSS Amos	23
10	SPSS Statistics	24
11	Symantec Antivirus (for student)	
12	Symantec Antivirus Win 10 (for student)	







Microsoft Imagine Portal



English

Register

Microsoft Imagine X Universiti Teknologi Malaysia

Sign In

Register

Need to request an account or complete registration? Click the Register button below to continue.

Inter username
Password*

Sign In

Forgot username or password?





SOFTWARE DOWNLOAD

Microsoft professional tools

Microsoft Imagine Portal – 300 Software, free download for UTM

(All you need is a SOFTWARE DOWNLOAD ACCOUNT





CUSTOMER COMPLAINT SYSTEM (ADU@IT) http://aduan.cict.utm.my

How to Check ID

- 1-Go to http://acid.utm.my/test/checkacid.php
- 2-Key in your matric id (e.g. PM123456) to retrieve ACID.
- 3-Live ID; alito3@live.utm.my
- 4-Password : IC number or passport number
- 5-Please login to ACID portal (<u>http://acid.utm.my</u>) to change default password
- 6-Please remember your password

How to Check Email

- 1-Go to http://mail.live.utm.my
- 2-username: Live ID
- 3-Password: My935283}

The first 4 digit of matric number and last 4 digit of

ic number Example:

matric number MY937004

ic number 90017807**5283**

Please change capital letter Y to small letter (y)

Check <u>Dreamspark</u> Premium Software

(https://e5.onthehub.com/WebStore/Welcome.aspx?vsro= 8&ws=71C8D2E6-909B-E011-969D-0030487D8897)

Search your inbox "e5.onthehub"

Click link

For first time visit, please activate your account





IT SERVICES



UNIVERSITI TEKNOLOGI MAL	Communication Technology	Inspiring Creative and Innovative M				
THE CICT INTERNATIONAL CAMPUS VI	DEO VIEW PHOTO GALLERIES ON	ILINE FORMS CONTACT US FAQ Quick Links				
ACID Login		Check ACID Account				
Login		Check your ACID ID <u>here</u> if user not found				
Password						
Login						
-2		in / Sila gunakan akaun ACID untuk login				
ur Services Teaching and Learning System Research Support System Management Support System Hardware and Software	Resources :: Antivirus Information :: Download Software :: ICT Policy	Customer Support :: ADU@IT System :: Student's ICT One Stop Center				
pyright © 2009 Universiti Teknologi Malaysia	our knowledge to be accurate. However, Universiti	Teknologi Malaysia shall not be liable for any loss or damage caused by the usage of any information				

** Use ACID account for login **



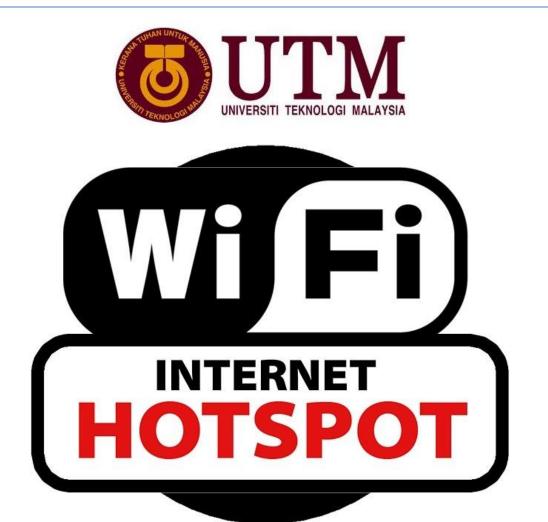


IT SERVICES



WIFI HOTSPOT @ Kolej Siswa Jaya

(@ discussion room area - each floor)



CICT_KSJ_HOTSPOT







UTM WiFi Acceptable Usage Policy

- ✓ The service provided is a privilege and not a right. All students, staff and guests are expected to practice responsible computing and internet accessing and to adhere to UTM ICT Policy when accessing UTM WiFi network.
- ✓ User are required to comply with Malaysian copyright law and the copyright policy of UTM. Copying, downloading or electronic transfering of copyright materials without proper authorization is prohibited.
- ✓ Since the WiFi UTM network capacity is limited, any misuse or abuse of the network services and facilities that constitutes a violation of UTM ICT Policy could result in disciplinary procedures through UTM Legal Office.
- The WiFi UTM network connection may be subject to monitoring for security, legal or troubleshooting purposes by the Office of CICT, UTM. This may include monitoring for bandwidth and quota usage, security related incident, or a request from law enforcement authorities.



IT SERVICES

Virtual Private Network (VPN)

To access UTM intranet services from outside UTM campus

http://vpn.utm.my



Function

Students can used VPN for accessing intranet services such as UTMOline, software respository and databases from UTM library

UsersAll registered students

Note:

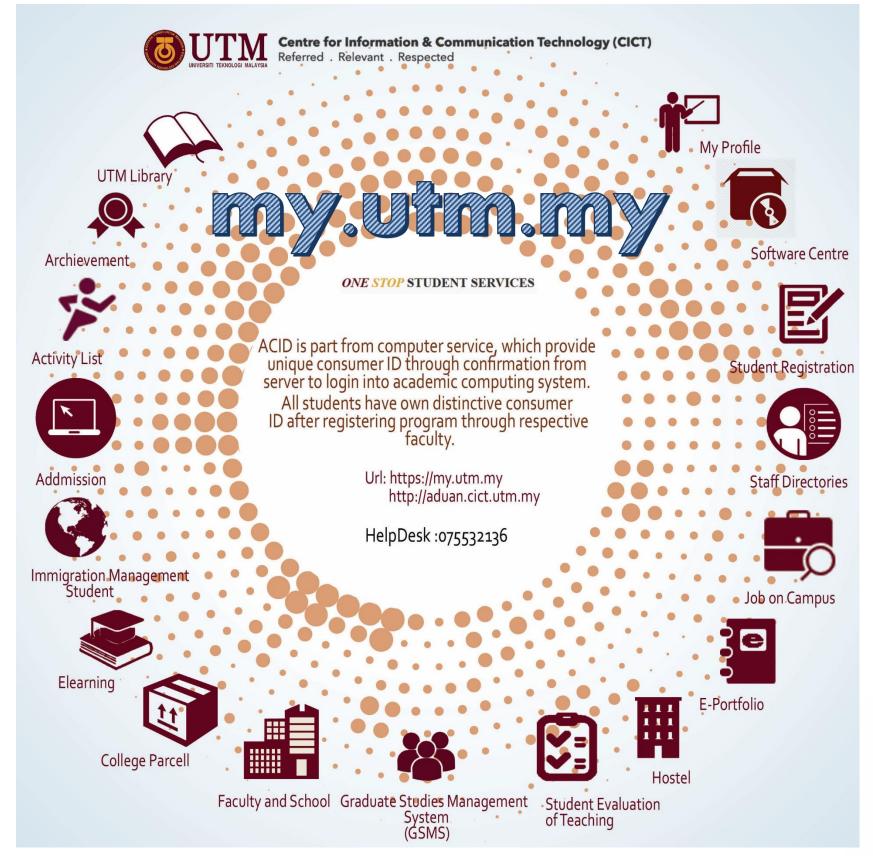
Use UTMID to login

























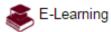
MAIN MENU

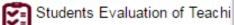


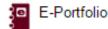












Hostel



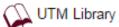
ABOUT UTM

Achievements



Registration Kit

Faculty & School



E-Prints

Staff Directories

NEWS CIRCULAR ACADEMIC FINANCE ACTIVITY JOC

Job4U

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

Posted on Saturday January 28, 2017

Congratulations to Assoc. Prof. Dr Siti Hamidah for receiving the Leaders in Innovation Fellowship (LIF) Programme Award

Posted on Thursday January 26, 2017

The Fourth Biennial International Group Theory Conference 2017 (4BIGTC2017)

Posted on Tuesday January 24, 2017

Business Innovation Transfer Between Two Nations: The Swiss Innovation Challeាខ្លុំe វេទីដៅជាមិខ្លែង All Right Reserved 89469334

LINKS

UTM Circular

UTMotion

WUTM BLOSSOM

OCW

⊗ MOOCs

UTM Mail

≪ Adu@IT

Industrial Training System

GSMS

UTM Library EZProxy

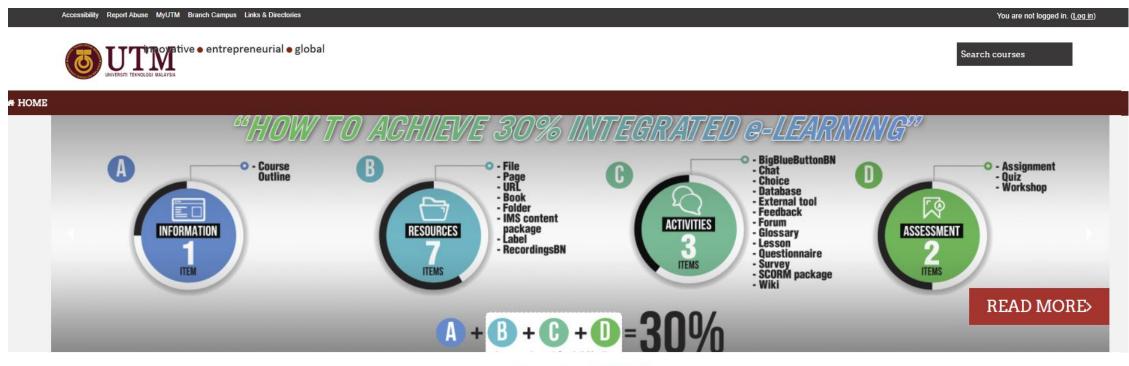
Central UserId





E-Learning

- **e-Learning** is an educational portal that assist student and lecturers in the teaching and learning process to be more effective and flexible.
- -USERS: All full time and part time students.



elearning@UTM







E-PPP

- The Lecturer's Teaching Evaluation is a web application which enables students to evaluate and give comments on lecturer's teaching performance.
- User: all full time and part time students



	 This information is SECRET. students's are request to evaluate with honesty. students's are also request to give response to each question by click on the radio button. 								
Pai	art I : Information on Course & Lecturer	Information on Course & Lecturer							
Course Code Section XX Lecturer XXXXXXXXX									
Par	rt II : LECTURER PERFORMANCE ASSESSMENT								
		Very Poor	Poor	Moderate	Good	Excellent			
A.	Planning								
	The course is well organized	0	0	0	0	0			
	The course content is suitable for postgraduate level	0	0	0	0	0			
	 Course requirements, learning outcomes and expectations of students' performance are clearly explained 	0	0	0	0	0			
	 Recommended learning materials and resources are relevant and useful 	0	0	0	0	0			
	 The course work is well planned and evenly distributed throughout the semester 	0	0	0	0	0			
В.	Delivery Techniques								
	1. The content is given in the context of real world applications	0	0	0	0	0			
	2. The lecturer engages students to participate in the learning process	s O	0	0	0	0			
	The lecturer is passionate and enthusiastic about the course	ŏ	ŏ	ŏ	ŏ	ŏ			
	 The lecturer is able to relate the content to the students' existing knowledge 	0	O	Ö	0	O			
	The lecturer inspires students to explore beyond the syllabus	0	0	0	0	0			
	The lecturer stimulates students to use a wide range of learning resources	0	0	0	0	0			
	7 The lecturer quides students! to develon research skills	0	0	0	0	0			





PORTAL MYUTM E-Portfolio

An online compilation of documents that is flexible and is based on artifact evidences of which students are:

- Directly involved in a continuous reflection process towards their own learning
- 2. Reporting the progress of their achievement on knowledge, technical and generic skills
- 3. Plan their personal, academic











ICT REGULATION/ 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

Beware.....

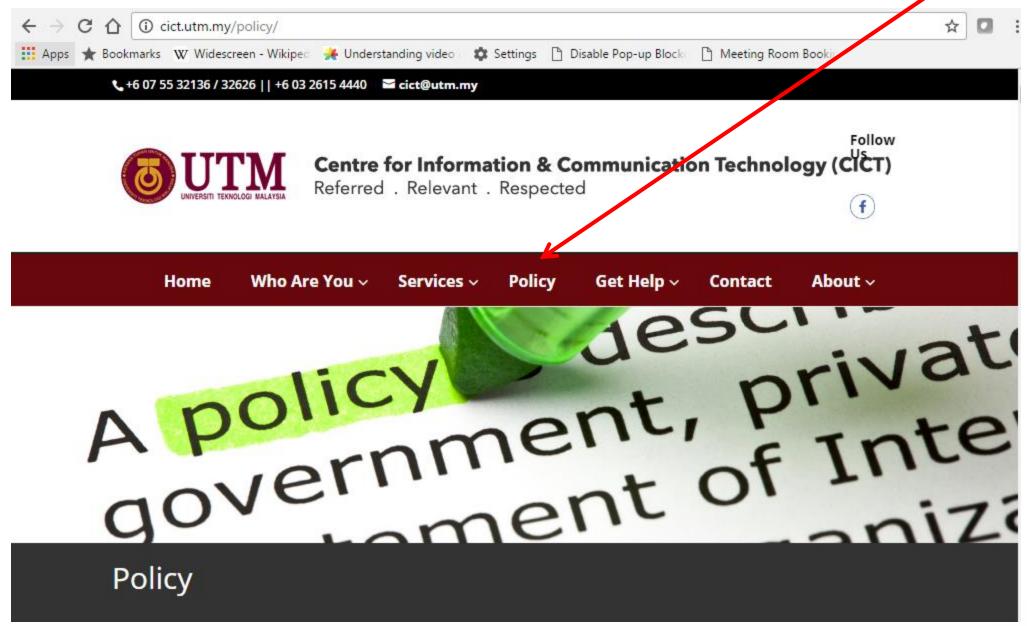
To ensure fair usage to all users, your online experience may be monitored.







ICT Policy









- ✓ Your password (UTMID) 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





- ✓ 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





CONTACT US

AdulT 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

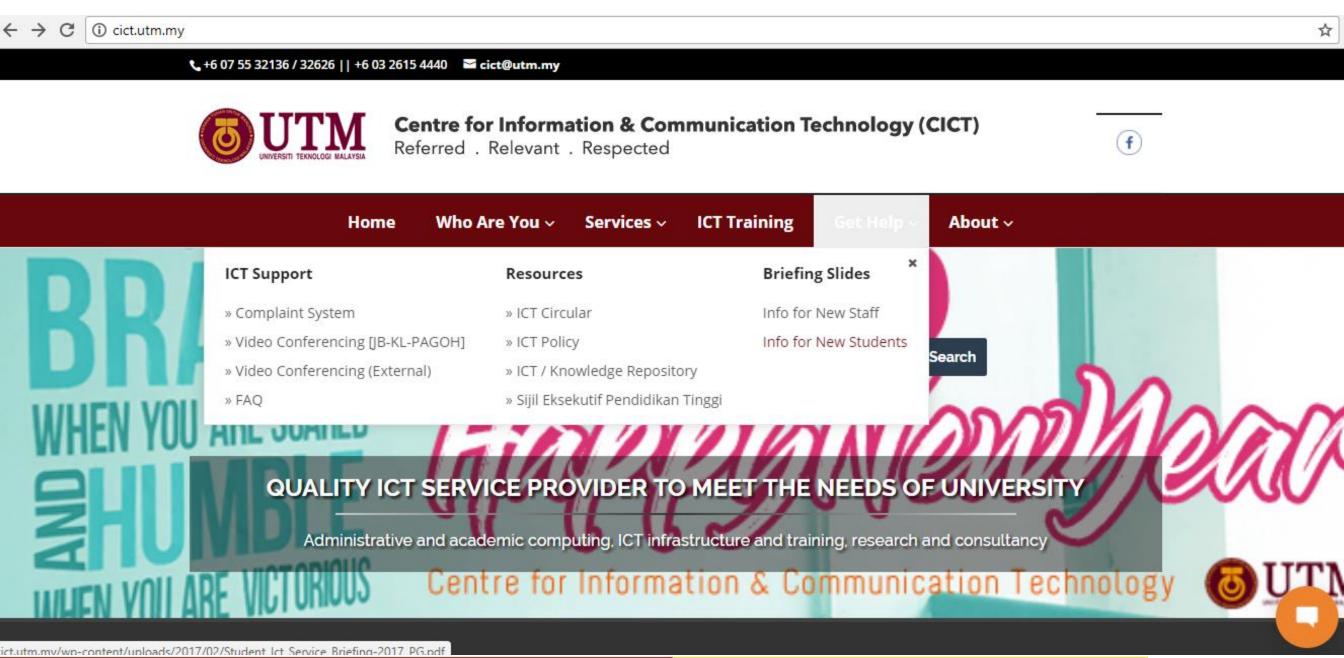






HOW TO GET BRIEFING SLIDE

Please surf cict.utm.my, Go to Get Help/ Briefing Slides/ Info for New Students







Selamat Maju Jaya

