

TATACARA PENGGUNAAN PINJAMAN BILIK KREATIVITI, PUSAT PEMBANGUNAN AKADEMIK (PPA)

1. Login melalui MyUPSI Portal



The screenshot shows the MyUPSI Portal interface. At the top, there is the logo of Universitas Pendidikan Sultan Idris (UPSI) and the text 'UNIVERSITI PENDIDIKAN SULTAN IDRIS' and 'سولتان ادریس قندیديقن سلطان ادریس'. Below the logo is the text 'SULTAN IDRIS EDUCATION UNIVERSITY'. The main content area is titled 'MyUPSI Portal' and contains a list of news items. To the right of the screenshot, there are two links: 'Link 1 (Online)' and 'Link 2 (Online)'. Below Link 1, it says 'Use this link for function involving material uploading or attachment such as:' followed by a list: '1. News' and '2. Memo'. Below Link 2, it says 'Use this link if you are not using any function as mentioned on the Link 1.' and 'Should you encounter any problem, please let us know by emailing us at portal@ict.upsi.edu.my'.

Link 1 (Online)

Use this link for function involving material uploading or attachment such as:

1. News
2. Memo

Link 2 (Online)

Use this link if you are not using any function as mentioned on the Link 1.

Should you encounter any problem, please let us know by emailing us at portal@ict.upsi.edu.my

2. Masukkan ID & Password



The screenshot shows a 'User Login' form. It has a green header with the text 'User Login'. Below the header, there are two input fields: 'Username' with the value 'norzaiti' and 'Password' with a masked password '.....'. Below the password field is a green 'Login' button. Below the login button, there are three lines of text: 'First time login? Please click [here](#)', 'Forgot your password? Click [here](#) to reset', and 'Need help? Contact us at +605-4505826 or portal@ict.upsi.edu.my'. At the bottom, there is a green header with the text 'Social Networks Links' and three social media icons: a calendar icon, a Twitter icon, and a Facebook icon.

User Login

Username
norzaiti

Password
.....



Login

First time login? Please click [here](#)

Forgot your password? Click [here](#) to reset

Need help? Contact us at +605-4505826 or portal@ict.upsi.edu.my

Social Networks Links

3. Pilih MENU → Admin → Resource Booking → Book Space

The screenshot shows a web application interface with a sidebar menu on the left and a main content area on the right. The sidebar menu is organized as follows:

- HUMAN RESOURCE
- FINANCE
- ADMIN
 - iDCC
 - Audit Survey
 - E-Meeting
 - E-LPU
 - E-Senate
 - E-Meeting
 - Resource Booking
 - Admin
 - Book Space** (indicated by a red arrow)
 - Book Equipment
 - Book Vehicle
 - Task
 - Recommendation

The main content area on the right contains a list of notifications:

- RALAT : Permohonan UHSB Kohort 1**
Updated 27 Mar 2018, 11:00
- RALAT : Keputusan P**
Updated 27 Mar 2018, 11:00
- BIASISWA YAYASAN**
Updated 26 Mar 2018, 12:00

Below the notifications, there are sections for 'Memo' and 'To Do List':

- Memo**
 - Approval of Leave Application
 - Time Off Application Approval
 - Your training application
 - Your training application
 - Your training application
- To Do List**
 - No To Do Found

4. Klik pada butang "Book Space"

The screenshot shows the 'Space Booking' application interface. At the top, it displays the date 'Friday, 30 March 2018 10:15:30 AM' and the user name 'Norzaiti binti Samsudin'. There is a search bar with 'Google' and a 'HOTLINE' section with contact information: 'Tel : Query (ICT - 7227, JPPHB - 6110, 6139, PSUKAN - 6542, 6550)'. Below this, there are buttons for 'Book Space', 'Book Lecture Room', and 'Status'. A red arrow points to the 'Book Space' button.

The main content area is titled 'List of Booking Application :'. It contains a table with the following columns: Owner, Apply Date, Book Seq, Space, From, To, Purpose, and Status. The table lists several booking applications, all with a status of 'APPROVE' and a 'Cancel Feedback' link.

Owner	Apply Date	Book Seq	Space	From	To	Purpose	Status
PPAK	27/10/2017	2017-00-53165-FORMAL	BILIK MESYUARAT (PPAK) [ARAS TIGA-BANGUNAN CANCELORI]	02/11/2017 08:00 AM	02/11/2017 11:00 PM	Mengadakan Pembentangan Milestone Projek-Projek Unit-Unit PPA Tahun 2017	APPROVE Cancel Feedback
PPAK	18/09/2017	2017-00-50553-FORMAL	BILIK MESYUARAT (PPAK) [ARAS TIGA-BANGUNAN CANCELORI]	20/09/2017 02:00 PM	20/09/2017 05:00 PM	MESYUARAT PENGURUSAN PPA BIL 4/2017	APPROVE Cancel Feedback
PPAK	15/08/2017	2017-00-48168-FORMAL	BILIK MESYUARAT (PPAK) [ARAS TIGA-BANGUNAN CANCELORI]	23/08/2017 08:00 AM	25/08/2017 05:00 PM	Mengadakan Bengkel Fail Meja PPA dan juga persediaan Audit Dalam MS ISO 9001:2015	APPROVE Cancel Feedback
PPAK	24/07/2017	2017-00-47234-FORMAL	BILIK MESYUARAT (PPAK) [ARAS TIGA-BANGUNAN CANCELORI]	27/07/2017 11:00 AM	27/07/2017 01:00 PM	Perbincangan & Perkongsian Maklumat PdP bersama John Wiley & Sons	APPROVE Cancel Feedback
PPAK	21/06/2017	2017-00-46150-FORMAL	BILIK MESYUARAT (PPAK) [ARAS TIGA-BANGUNAN CANCELORI]	03/07/2017 10:00 AM	03/07/2017 01:00 PM	Mengadakan Perbincangan Memorandum Pelaksanaan Minit Mesyuarat J/Kuasa Pemacu Pelan Strategik dan Korporat Kali Keempat	APPROVE Cancel Feedback
PPAK	06/06/2017	2017-00-45581-FORMAL	BILIK MESYUARAT (PPAK) [ARAS TIGA-BANGUNAN CANCELORI]	08/06/2017 02:00 PM	08/06/2017 05:00 PM	Mengadakan Perbincangan Pengurusan Akademik Antar Pusat Pembangunan Akademik dan Bahagian Hal Ehwal Akademik, UPSI	APPROVE Cancel Feedback

5. Pilih "OTHERS"

The screenshot shows the MyUPSI Portal interface. At the top, there is a navigation bar with the university logo and name: UNIVERSITI PENDIDIKAN SULTAN IDRIS (SULTAN IDRIS EDUCATION UNIVERSITY). The page title is "MyUPSI Portal". The user is logged in as "Norzaiti binti Samsudin". The date is "Friday, 30 March 2018 10:16:21 AM".

The main content area is titled "Space Booking". It includes a "HOTLINE" section with contact information: "Tel : Query (ICT - 7227, JPPHB - 6110, 6139,PSUKAN - 6542, 6550)". There are buttons for "Book Space", "Book Lecture Room", and "Status".

The "New Space Application : STAFF" section has a "Space Option" dropdown menu. The dropdown is open, showing the following options: UNIVERSITY MAIN HALL, UNIVERSITY SPORTS FACILITY, MY DEPARTMENT SPACE, and OTHERS (which is highlighted in blue).

On the left side, there is a "User Menu" with icons for HUMAN RESOURCE, FINANCE, ADMIN, IMS LINKS, and SERVICES. Below that is a "General Menu" with icons for a home page, calendar, and login.

6. Sila pilih PTJ: "PUSAT PEMBANGUNAN AKADEMIK"

The screenshot shows the MyUPSI Portal interface. At the top, there is a navigation bar with the university logo and name: UNIVERSITI PENDIDIKAN SULTAN IDRIS (SULTAN IDRIS EDUCATION UNIVERSITY). The page title is "MyUPSI Portal". The user is logged in as "Norzaiti binti Samsudin". The date is "Friday, 30 March 2018 10:17:12 AM".

The main content area is titled "Space Booking". It includes a "HOTLINE" section with contact information: "Tel : Query (ICT - 7227, JPPHB - 6110, 6139,PSUKAN - 6542, 6550)". There are buttons for "Book Space", "Book Lecture Room", and "Status".

The "Book Space ::" section has a "Book Space At" dropdown menu. The dropdown is open, showing a list of options. The option "Pusat Pembangunan Akademik" is highlighted in blue.

On the left side, there is a "User Menu" with icons for HUMAN RESOURCE, FINANCE, ADMIN, IMS LINKS, and SERVICES. Below that is a "General Menu" with icons for a home page, calendar, and login.

7. Sila pilih "Meeting Room"

https://portal3.upsi.edu.my/rbbook.jsp?action=cmd_rb

UNIVERSITI PENDIDIKAN SULTAN IDRIS MyUPSI Portal

Friday, 30 March 2018 10:18:15 AM Norzaiti binti Samsudin

Space Booking

Book Space At : Pusat Pembangunan Akademik

Room/Space Category: Meeting Room

8. Sila pilih Bilik Mesyuarat yang dikehendaki

https://portal3.upsi.edu.my/rbbook.jsp?action=rbn

UNIVERSITI PENDIDIKAN SULTAN IDRIS MyUPSI Portal

Friday, 30 March 2018 10:18:51 AM Norzaiti binti Samsudin

Space Booking

Book Space ::

Capacity: Refresh

Room/Space Type: Meeting Room

Date From: 30/03/2018 To: []

Time From: 08:00 am To: 08:00 am

View

Organisation: Pusat Pembangunan Akademik

Tel (Office): 05-450 6458 H/P: 019-9835709 Email: norzaiti@upsi.edu.my

Usage Category: []

Book Refreshment Purpose: []

Submit

9. TEKAN BUTANG "SUBMIT"