

# Staff Portal & Systems

Any information regarding staff portal usage

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# New IIUM Staff Portal

**NEW FEATURES & FUNCTION!**

**Current Hijri and Gregorian date with solat time!**

**Urgent notifications!**

**Pay Day Counter!:** Know how many days left until your salary banked-in :)

**Side Bar Menu:** Easy access to main functions!

**ITD Twitter feeds!**

**Quotes of the Day!**

**IIUM Live Video Streaming!**

The screenshot shows the IIUM Staff Portal interface. The left sidebar contains a menu with items: Community, MS, Academic, MyApps, ICT Service Desk, Knowledge Management, and Administrator. The main content area includes a header with the user's name (Mohd Farisalharesi Bin Mohd Yaziz) and a dashboard. The dashboard features a 'PAY DAY COUNTDOWN' widget showing 15 days left, a 'Notification' section with a 'KCDIO/System' notification, an 'ITD Twitter Feeds' section with a tweet about the new staff portal, a 'QUOTES FOR THE DAY' section with a quote by Eric Butterworth, and a 'IIUM Live Video Streaming' section for the ICRCG2018 conference. Red arrows point from the annotations to the corresponding features in the interface.

# How do I reset my SIS/CAMSYS password?

**Q: How do I reset my SIS/CAMSYS password?**

**A:**

- **Forgot password:** Go to **Staff Portal > Academic > Kulliyyah > SIS Reset**.
- **Expired password:** Use **SIS Password Change** if you remember the old password.

# How do I add resources to the Online Resources section?

**Q: How do I add resources to the Online Resources section?**

**A:**

1. Log in to [my.iium.edu.my/staff](https://my.iium.edu.my/staff) > **Online Resources**.
2. Click **Add Documents** and provide a public link (e.g., Google Drive).

# Creating ICT Services Help Desk Report

## "ITD, HOW DO I?" TIPS OF THE WEEK : CREATING ICT SERVICES HELP DESK REPORT THROUGH IIUM STAFF PORTAL

The screenshot shows the IIUM Staff Portal at [my.iium.edu.my/staff/servicesdesk.php](http://my.iium.edu.my/staff/servicesdesk.php). The interface includes a sidebar menu, a dashboard with a 'Create New Request' button, a 'Create New Ticket' form, and a ticket status section. Five numbered steps are overlaid on the image:

- 1** Login to IIUM Staff Portal and go to ICT Service Desk Menu (points to the 'ICT Service Desk' link in the sidebar).
- 2** Click 'Create New Request' to create a new report regarding any ICT services issue (points to the 'Create New Request' button).
- 3** Type your ICT services request/issue and click "Submit Request" (points to the 'Request' text area and the 'Submit Request' button).
- 4** Wait until ITD ICT Services Help Desk assign you a ticket number (points to the 'REQUEST ID: 673' field).
- 5** You can check your ticket status & update any information required here. (points to the ticket status section).

The ticket status section shows a table with columns: New, Closed, Others, Assigned. The table contains one row: Ticket No. 140160, Created on 20-Aug-2019. Below the table is a status bar with 'In progress' and 'Job Done' indicators. The 'INFORMATION TECHNOLOGY DIVISION' logo is in the bottom right corner.

### Follow these steps:

1. Login to IIUM Staff Portal and go ICT Service Desk Menu.
2. Click "Create New Request" to create a new report regarding any ICT services issue.
3. Type your ICT services request/issue and click "Submit Request".
4. Wait until ITD ICT Services Help Desk assign you a ticket number.
5. You can check your ticket status & update any information required here.

# Menu > Community

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**IIUM Live Video Streaming!**

**ICRCG2018**  
INTERNATIONAL CONFERENCE ON RELIGION, CULTURE AND GOVERNANCE IN THE CONTEMPORARY WORLD  
المؤتمر العالمي في الدين والثقافة والحكومة في العالم المعاصر  
3<sup>rd</sup> - 4<sup>th</sup> OCTOBER 2018  
KIRKHS, IIUM Gombak  
icrcg2018conf.iium.edu.my

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**QUOTES FOR THE DAY**  
ERIC BUTTERWORTH

**ITD Twitter Feeds**

For Staff: You may try out the new staff portal by going to this link [ibnubaitar.iium.edu.my/staff](http://ibnubaitar.iium.edu.my/staff). Use your IIUM email. [twitter.com/i/web/status/10031128](https://twitter.com/i/web/status/10031128)

**PAY DAY COUNTDOWN**  
15 Days  
Current: 2018-10-25  
Next: 2018-11-22

Your account phone no: 01159254528  
[Change](#)

**Community**  
MSI  
Academic  
MyApps  
ICT Service Desk  
Knowledge Management  
Administrator

**KCDIO/System**  
No notification

**Notification**  
Status  
Notification

**03:11:28 PM**  
KIRKHS 1440H  
Subhan: 5:50pm, Zohor: 1:06pm, Asar: 4:16pm, Maghrib: 7:07pm, Syak: 8:16pm

**Mohd Farisalharesi Bin Mohd Yaziz**  
Home > Dashboard



# Menu > MSD

The screenshot displays the Management Service Division Staff Portal dashboard. The left sidebar contains a menu with options: Home, Community, MSD (highlighted with a yellow star), Academic, MyApps, ICT Service Desk, Knowledge Management, and Administrator. The main content area features several widgets: '2018 LEAVE BAL...' showing 22 Days, 'TIME IN' and 'TIME OUT' both showing 'No time in/out', and 'CTD POINT' showing 55. Below these are 'Annual Leave 2018' and 'Absence/Leave History Details' sections, each with a donut chart and a legend. The 'Annual Leave 2018' chart includes a legend with Entitlement, Taken Days, Current Balance, and Previous Carry Forward, and an 'Apply for Leave' button. The 'Absence/Leave History Details' chart includes a legend with Annual Leave, Unplanned Leave, Substitutional Leave, Training or Annual Camp, Official Duty, Sick Leave, and Others. Red arrows point from green text boxes to specific areas: 'You can review your bookmarked announcement, notification or advertisement here!' points to the Notification widget; 'Check your TIME IN & TIME OUT here!' points to the TIME IN and TIME OUT widgets; 'Check your latest CTD Point here!!!' points to the CTD POINT widget; 'Hover your mouse to this area to know the total of your Annual Leave' points to the Annual Leave 2018 chart; 'Click Here to Apply Annual Leave!' points to the 'Apply for Leave' button; and 'Hover your mouse to this area to know the total of your Absence/Leave History Details!' points to the Absence/Leave History Details chart. A large yellow starburst graphic with the text 'MENU > MSD' is overlaid on the bottom right. The footer includes copyright information for Information Technology Department, International Islamic University Malaysia, and social media icons for Facebook, Twitter, YouTube, and Instagram.

Management Service Division Staff Portal

Search...

Menu

- Home
- Community
- MSD
- Academic
- MyApps
- ICT Service Desk
- Knowledge Management
- Administrator

2018 LEAVE BAL... 22 Days

TIME IN No time in

TIME OUT No time out

CTD POINT 55

Notification

You can review your bookmarked announcement, notification or advertisement here!

Check your TIME IN & TIME OUT here!

Check your latest CTD Point here!!!

Annual Leave 2018

- Entitlement
- Taken Days
- Current Balance
- Previous Carry Forward

Apply for Leave

Absence/Leave History Details

- Annual Leave
- Unplanned Leave
- Substitutional Leave
- Training or Annual Camp
- Official Duty
- Sick Leave
- Others

Hover your mouse to this area to know the total of your Annual Leave

Click Here to Apply Annual Leave!

Hover your mouse to this area to know the total of your Absence/Leave History Details!

MENU > MSD

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International Islamic University Malaysia

Facebook Twitter YouTube Instagram

# Microsoft Azure (Staff)

## How to Activate Microsoft Azure account?

The screenshot shows the IIUM Staff Portal interface. On the left is a dark sidebar with 'ICT Service Desk', 'Online Resources', and 'Administrator' links. The main content area is titled 'List of All Application's' and features a 'Sort By' dropdown set to 'Ascending' and a 'View By Owner' dropdown set to 'INFORMATION TECHNOLOGY...'. Below these are tabs for 'ACADEMIC / TEACHING & LEARNING', 'ADMINISTRATIVE / UNIVERSITY STRATEGIC', and 'STUDENT DEVELOPMENT'. A blue callout box with four steps is overlaid on the page:

- Log to IIUM Staff Portal>My Apps>Administrative / University Strategic
- Register your LIVE IIUM email
- Login to Microsoft Azure
- Download your free software!

Below the callout, a list of applications is visible, including 'IIUM e-Meeting', 'IIUM Staff Webhosting', 'IIUMWebhosting', 'OnTrack', 'Registration New Staff', 'Reset Email/HURIS Password for Staff', 'Reset Microsoft Office365 Passw...', 'Software Free Download', 'Subscribe to Microsoft Office 365', and 'Unlock Email/HURIS Account for Staff'. Two large red curved arrows highlight the 'Software Free Download' and 'Subscribe to Microsoft Office 365' items.

## How to Activate Microsoft Azure Account

1. Log to IIUM Staff Portal>My Apps>Administrative>University Strategic
2. Register your LIVE IIUM email
3. Login to Microsoft Azure
4. Download your **free** software



# SIS/CAM Entry Password Reset

## "ITD, HOW DO I?" TIPS OF THE WEEK : CHANGING SIS(CAM ENTRY) PASSWORD DUE TO EXPIRED PASSWORD OR FORGOT PASSWORD THROUGH IIUM STAFF PORTAL

The screenshot shows the IIUM Staff Portal interface. On the left is a dark sidebar menu with options: Home, Commu, MSD, KCDIO, Academic (selected), Google Scholar, Student Information System, Kulliyyah, MyApps, ICT Service Desk, Online Resources, and Administrator. The main content area has a blue header with the text "Login to IIUM Staff Portal and navigate to Academic > Kulliyyah". Below this are three blue boxes with instructions: "Click 'SIS Reset' if you forgot your password", "Click 'SIS Password Change' if your password has expired and you still remember the old password", and "Click 'SIS Password Change' if your password has expired and you still remember the old password". To the right of these instructions are several orange and green buttons labeled "SIS Reset", "SIS Password Change", "Invigilator", and "Student Graduation Audit/Study". A red arrow points from the "Academic" menu item to the "SIS Reset" button. Another red arrow points from the "SIS Password Change" button to the "SIS Reset" button. A third red arrow points from the "SIS Reset" button to the "SIS Password Change" button. The bottom right corner of the page displays the "INFORMATION TECHNOLOGY DIVISION" logo.

### Follow these steps:

1. Login to IIUM Staff Portal and navigate to Academic>Kulliyyah
2. Click "SIS Reset" if you forgot your password
3. Click "SIS Password Change" if your password has expired and you still remember the old password

# How to Print Class List

## **“ITD, HOW DO I?” TIPS OF THE WEEK : HOW TO PRINT CLASS LIST FROM IIUM PORTAL**

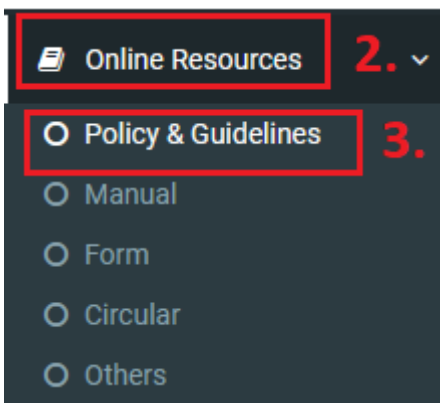
The screenshot shows the IIUM Staff Portal interface. The left sidebar contains a menu with options: Home, Community, MSD, KCDIO, Academic (selected), Google Scholar, Student Information System, Kulliyyah, MyApps, ICT Service Desk, Online Resources, and Administrator. The main content area is titled 'Kulliyyah Staff Portal' and displays a grid of tiles. A red arrow points from the 'Academic' menu item in the sidebar to the 'Academic' tile in the grid. Another red arrow points from the 'Print classlist alt.' tile to the 'Classlist in Excel' tile. On the right side, three blue callout boxes provide instructions: 1. 'Login to IIUM Staff Portal and navigate to Academic > Kulliyyah' (pointing to the sidebar menu). 2. 'Click “Print classlist alt.” to print your class list' (pointing to the 'Print classlist alt.' tile). 3. 'Click Classlist in Excel” to download your class list in MS Excel format' (pointing to the 'Classlist in Excel' tile). The bottom right corner of the page features the 'INFORMATION TECHNOLOGY DIVISION' logo.

### **Follow these steps:**

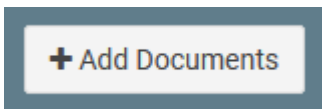
1. Login to IIUM Staff Portal and navigate to Academic>Kulliyyah
2. Click "Print classlist alt." to print your class list
3. Click Classlist in Excel" to download your class list in MS Excel format

# Online Resources

1. Log in to the MyIIUM Staff Portal [<click here>](#).
2. From the left sidebar, click Online Resources.
3. Choose any resources you want to add. For example Policy Guidelines.



4. On the right top, click the button Add Documents.



5. Before adding the details of the document, please save the document on any platform such as [Google Drive](#), [One Drive](#), and others. Please make sure the document link is public.
6. Fill up the form. The URL refers to step number 5.
7. Click the button add document to save the details.

## Add Document's

### Title

### URL

### Description

### Audience

### Type

### Owner

 Add Documents