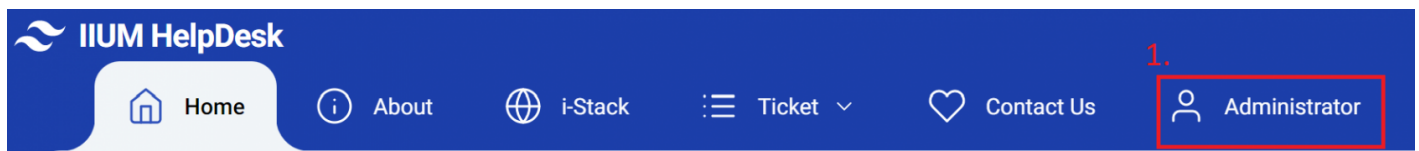


How can I view the section and unit under my KCDIO?

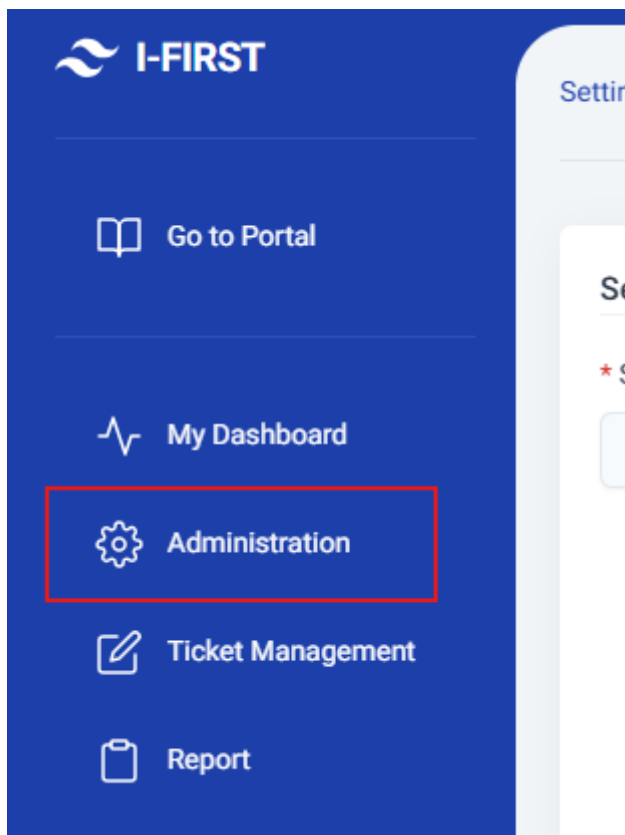
Managers, supervisors, and persons in charge can view the sections and units under their KCDIO through i-First.

Click Here

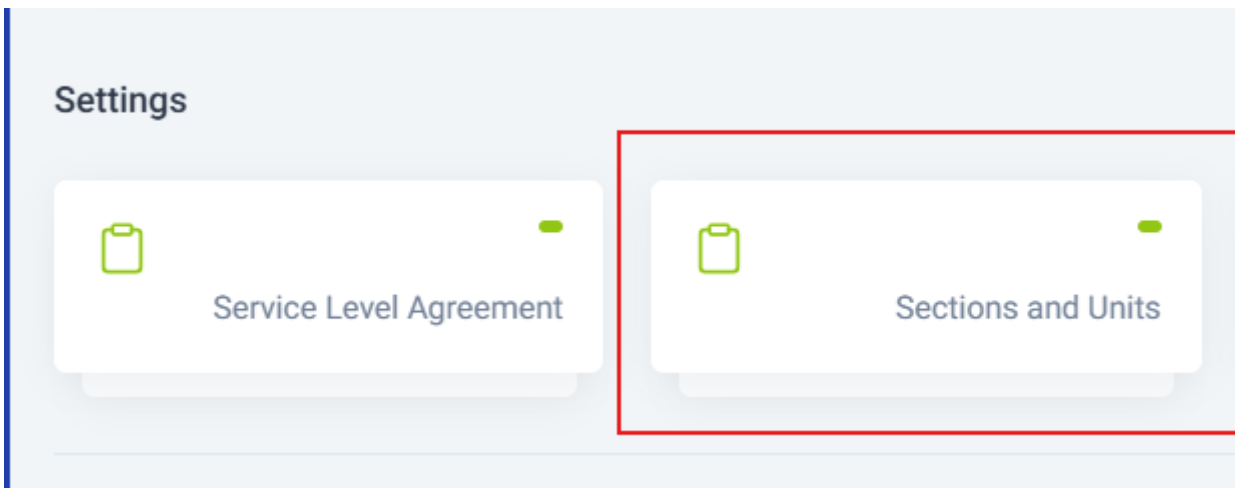
1. At the top of the portal, click the **Administrator** menu.



2. Click the **Administration** menu.



3. Click **Sections and Units** to view the list and details.



4. The user can view the list of sections and units under their KCDIO.

5. Select a unit from the list, for example **Administration and Finance (ITD)**.

Setting > Workgroup 

Sections And Units

Go

No	Section & Unit	Status
1	Administration And Finance(itd)	ACTIVE
2	University Core Applications(itd)	ACTIVE
3	Collaborative And Strategic Application(itd)	ACTIVE
4	Network And Security(itd)	ACTIVE
5	Telecommunication And Computing(itd)	ACTIVE

6. The user can view the staff under the selected unit or section.

Section/Unit

* Section / Unit Name

ADMINISTRATION AND FINANCE(ITD)

List of Staff

No	Staff Number	Staff Name
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