

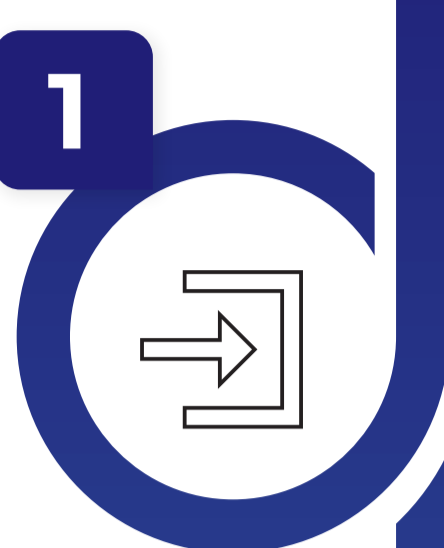
MAYA PORTAL

**ACADEMIC SESSION
2020/2021**

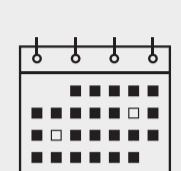
**NEW STUDENTS SELF-ENROLMENT
& MODULE REGISTRATION**

PART 1: SELF-ENROLMENT

SELF-ENROL



- Log in to maya.um.edu.my
- Use kemasukan UM/ MAYA username & password
- Go to Admission menu & confirm all the checklist given
- Confirm self-enrolment



- 24th September 2020 - 5th October 2020 (Local Undergraduate)
- 5th October 2020 (International Undergraduate & Local and International Postgraduate)

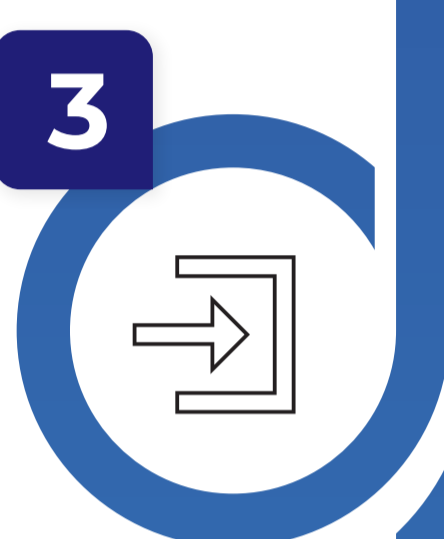


CREATE SISWAMAIL

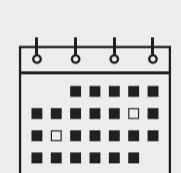
- Go to siswa.um.edu.my
- Click New Registration & follow the instructions accordingly
- Activation of siswamail account will take 5 - 60 minutes

PART 2: MODULE REGISTRATION

LOG-IN TO MAYA WITH SISWAMAIL CREDENTIALS



- Go to maya.um.edu.my
- Username: Siswamail_Username@perdana.um.edu.my
- Password : Siswamail Password

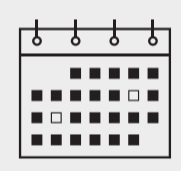


- 6th October 2020 (Local Undergraduate)
- 5th October 2020 (International Undergraduate & Local and International Postgraduate)

SELECT SPECIALISATION



- Select & confirm programme specialisation
- The chosen specialisation will be approved by faculty admin (2nd October 2020 - 5th October 2020)
- Programme without specialisation proceed to step 5

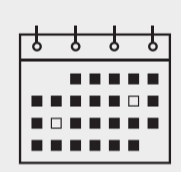


24th September 2020 - 1st October 2020

UPDATE PERSONAL DETAILS



- Fill-in all required compulsory details
- Click 'UPDATE' button

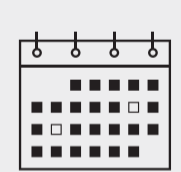


24th September 2020 - 4th October 2020

REGISTER MODULE(S)



- Select & register module(s) based on programme structures/ programme (DIET)
- Maximum credit hours registered will be capped automatically by the system (maximum of 22 credit hours)
- Add/drop of module(s) can be done until Week 2 (22nd October 2020 – 26th October 2020)

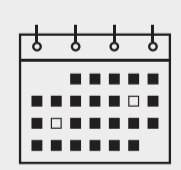


- 6th October 2020 (Local Undergraduate)
- 5th October 2020 (International Undergraduate & Local and International Postgraduate)

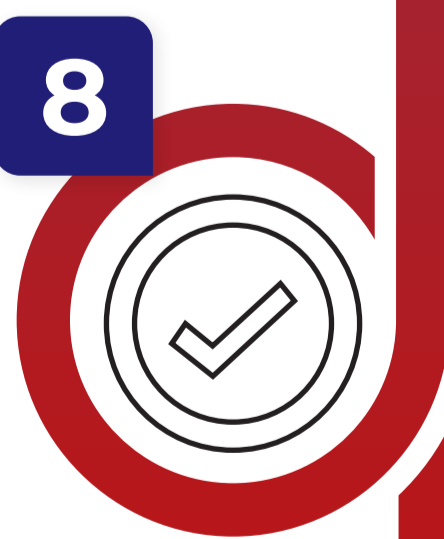
GENERATE PRE-INVOICE



- Pre-invoice tuition fees will auto-generate as module registration is performed
- Click either 'PAY NOW' / 'PAY LATER' to complete & confirm your module registration



22nd October 2020 - 26th October 2020 (Week 2)



COMPLETED MODULE(S) REGISTRATION

- Your status for this semester is now activated

IMPORTANT NOTES:

1. **Modules** refers to subject of a particular student programme.
2. **Siswamail** refers to UM student mail account
3. Video of Module Registration visit:
https://umsitsguide.um.edu.my/student_lecturer_staff/guides_stu-lec-stf/guides_enrolment_0002_stu-lec-stf.php