

**USER MANUAL**

**EDUCATION AND SPONSORSHIP  
MANAGEMENT SYSTEM**

**FOR**

**SPONSORSHIP & TALENT SOURCING (STS)**

**(For Student only)**

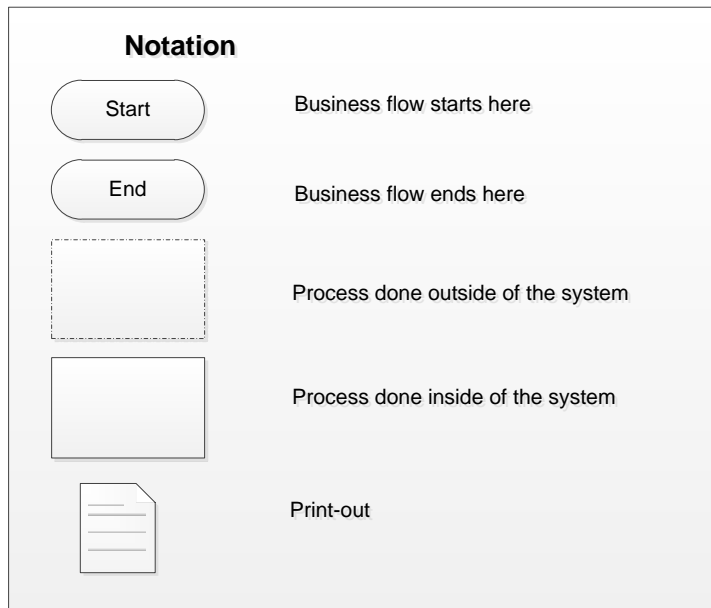
Version 1.5

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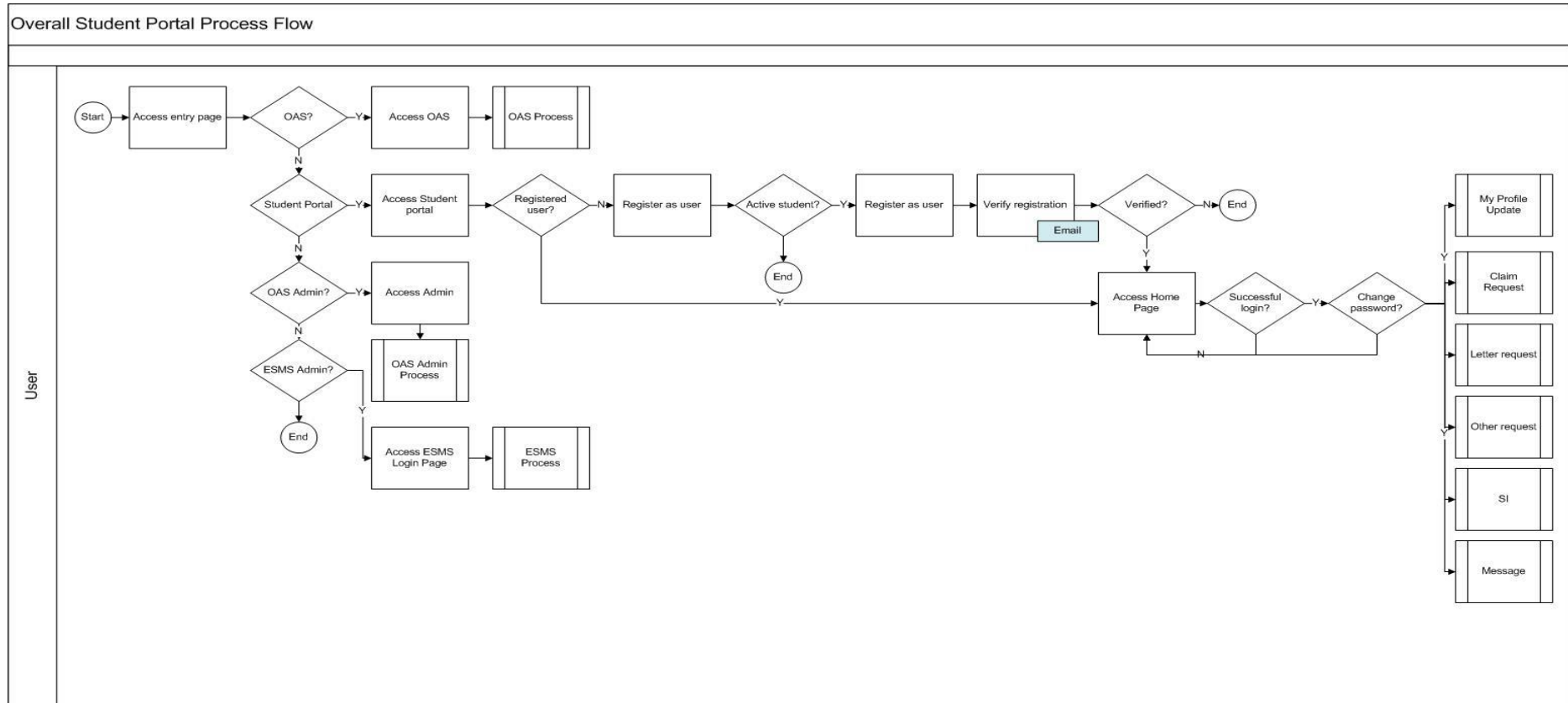
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# 1. Business Flow



**Figure 1-1: Notation**

Figure below constitutes the business flow for the applicant. It identifies the interactions between the applicant and the process happens within the system.



**Figure 1-2: Business Process Flow**

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## 2. Login

### 2.1 How to register new user

To register new user, please follow the steps as below:

1. Click on the provided URL.
2. Click on the **Student Portal** menu

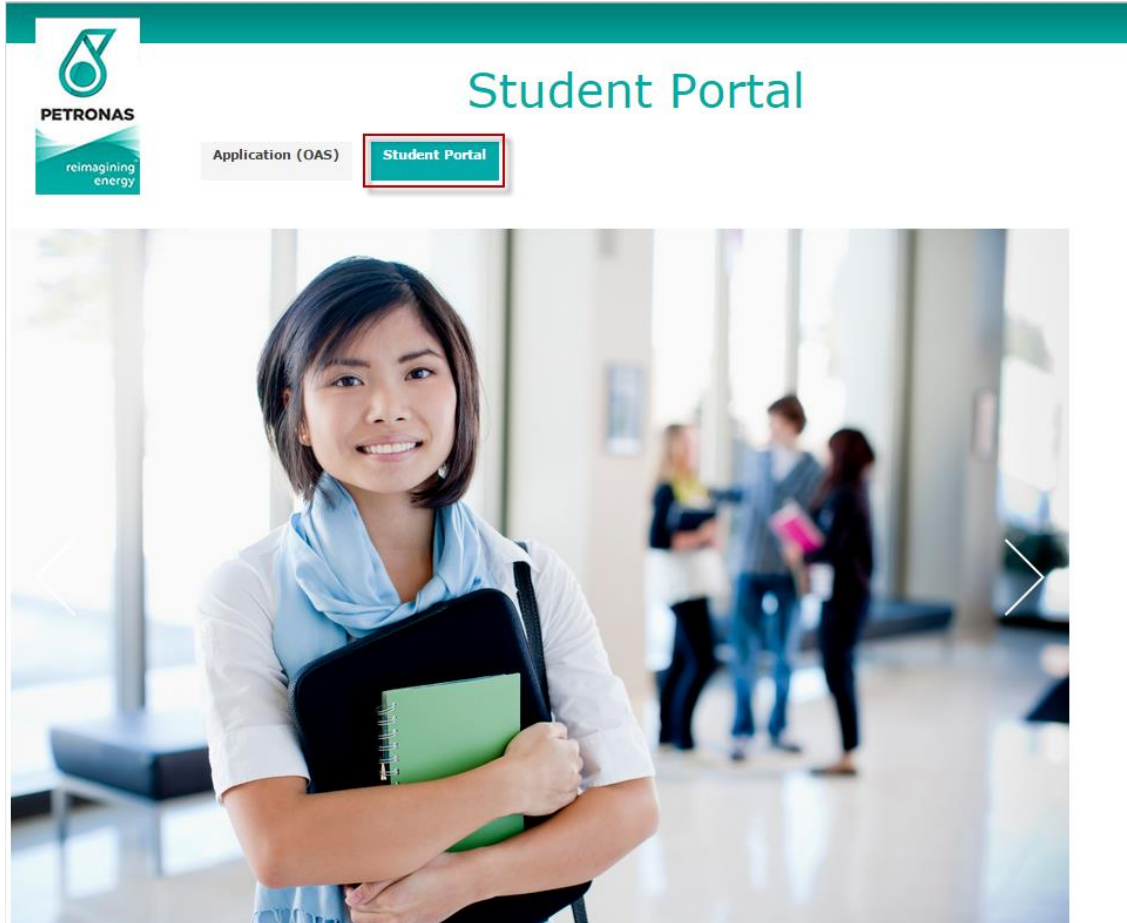


Figure 2-1: Main page

3. Click on **Register** link:

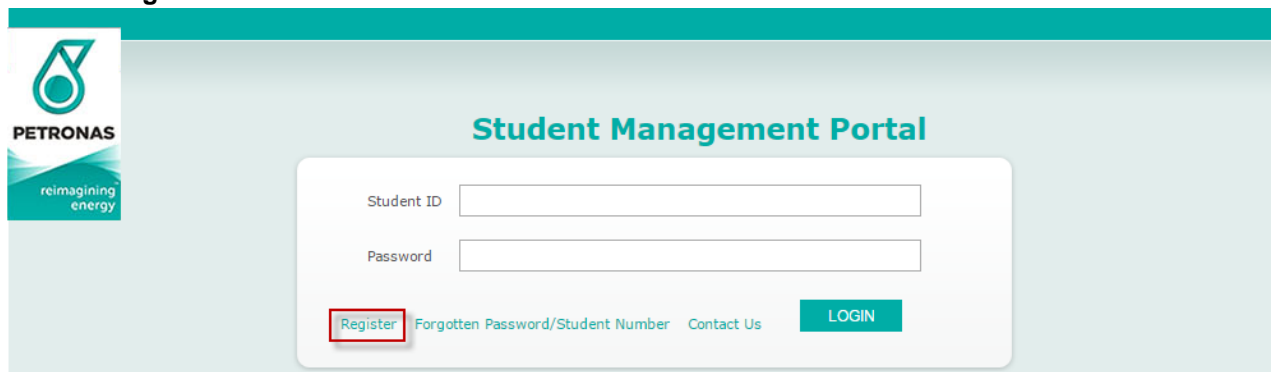


Figure 2-2: Login page

4. Key in required information. And then click Register button.

The screenshot shows the 'Student Management Portal' registration page. The page features the PETRONAS logo with the tagline 'reimagining energy' in the top left. The main heading is 'Student Management Portal' with a 'Login' link on the right. The central section is titled 'New Registration' and contains a registration form with the following fields: 'I.C / Passport No\*' (with a note: 'Please enter new IC no without dash "-"'), 'Student ID\*', 'Password\*', 'Re-type Password\*', and 'Email\*'. Below these fields is a CAPTCHA image showing the characters 'RJDGHE' and a refresh button. To the right of the form is a 'Note' box containing instructions: 'I.C / Passport No: Fill in your IC or Passport's number.', 'IC Number format: Please key in your IC Number according to this format "96XXXXXXXXXX"', and 'Email Address: The email address to receive notifications from Student Portal system.'. Below the form is a 'NOTE: The student id and password will be used for your login. Please remember it and do not disclose it to other parties.' At the bottom right of the form area are two buttons: 'RESET' and 'REGISTER'. Below the form is a 'Help Documents' section with links to 'Student Exchange Application Form', 'Xuanbt\_Document 1', 'xuanbt\_Document 2', and 'Xuanbt\_Document 3'. At the bottom right are links for 'Legal Notice' and 'Scam Notice'. The footer contains the copyright information: 'Copyright 2013 PETRONAS. All rights reserved. Customer Service +603 2721 3333'.

Figure 2-3: Registration form

After user clicks on [Register] button, an email is sent to register user, and user have to click on verification link in email to activate account.

Email content is as follows

**To:** Student's email in Register page.

**Subject:** PETRONAS Student Portal – Registered User

**Body:**

*This is an auto generated email. Please do not reply.*

*Dear {Student's First Name},*

*Thank you for registering an account in PETRONAS Student Portal.*

*Please confirm your registration by clicking on this verification link: <verification link>*

*Kind Regards,*

*PETRONAS Sponsorship Talent Sourcing*

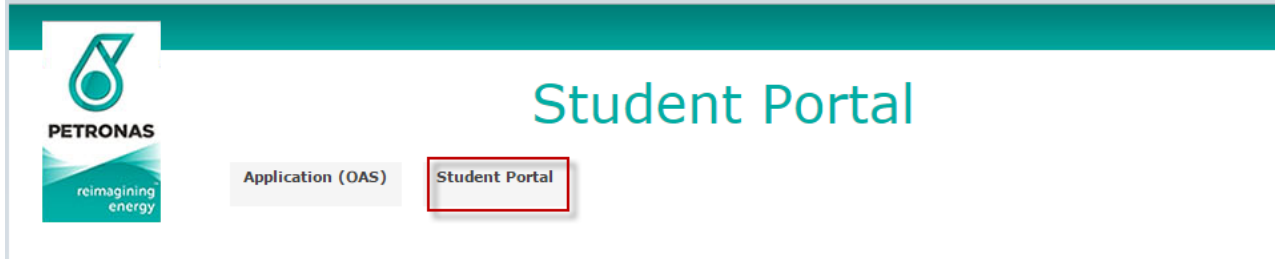
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## 2.2 How to log into the System

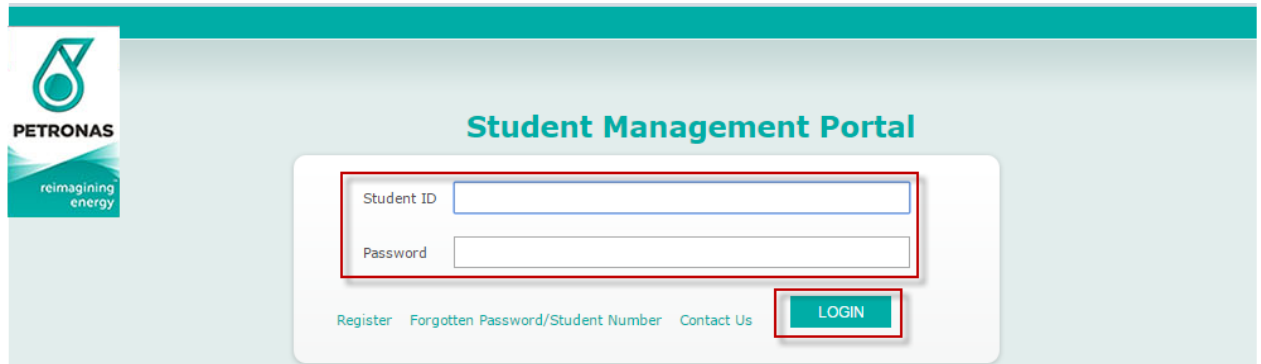
To log into the system, please follow the steps as below:

1. Click on the provided URL
2. Click on **Student Portal** menu.



**Figure 2-4:** Main page

3. Key in Account and Password.
4. Click on **[Login]** button.



**Figure 2-5:** Login page

You will be forwarded to the **Landing Page**.



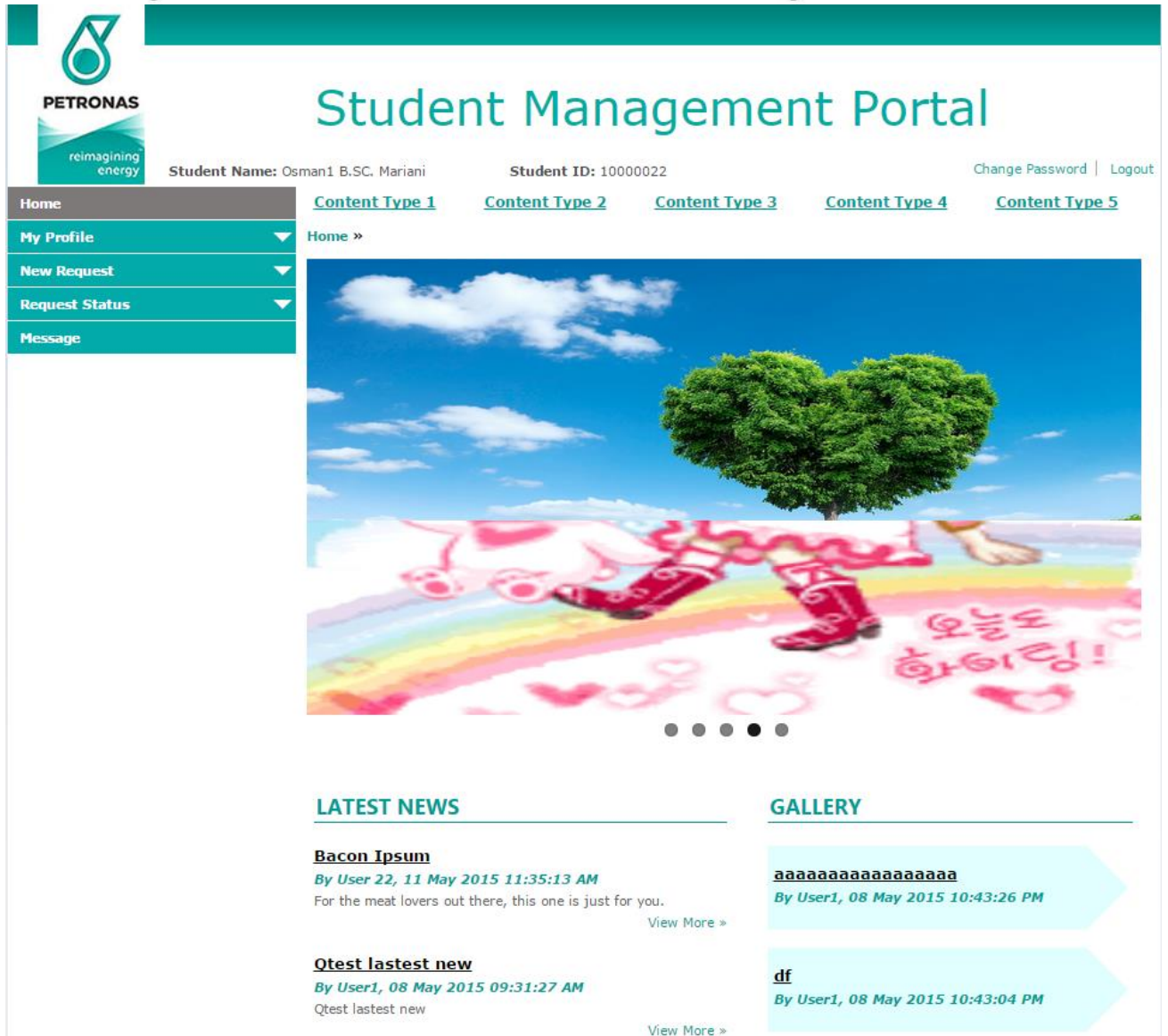


Figure 2-6: Landing Page

## 2.3 How to request for forgotten password or Scholar ID

To request for password or scholar ID, please follow the steps as below:

1. Click on **Forgotten Password/Student Number** link in the **Login Page**
2. Choose either of the suitable tabs for **Forgotten Password** or **Forgotten Scholar ID**
3. Fill in the required information
4. Click on the **Enter** button.

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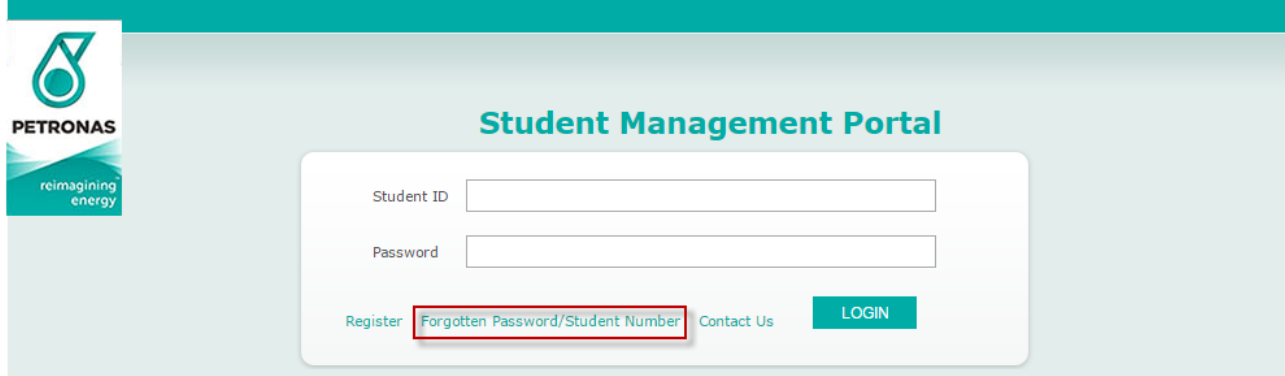


Figure 2-7. Login Page

## Forgotten Password/Student Number

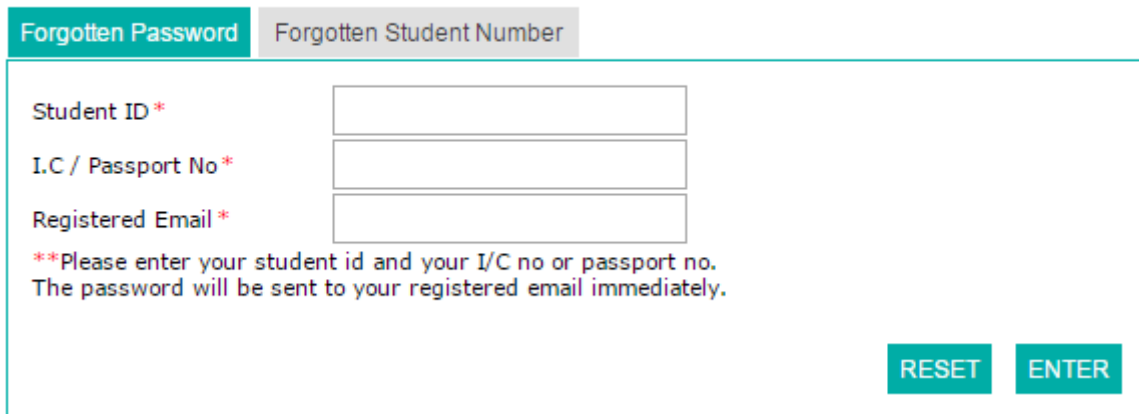


Figure 2-7: Forgot Password tab

## Forgotten Password/Student Number

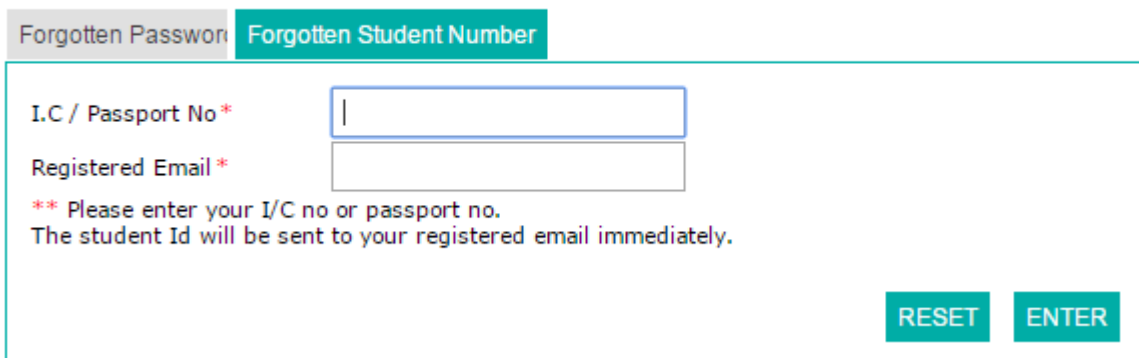


Figure 2-8: Forgot Scholar ID tab

Once submission, either of the requested **Scholar ID** or **Password** will be sent to the registered email.

## 2.4 How to change your password

To change your password, follow the following steps below

1. Click on the **Change Password** link on the **Home** page
2. Fill in the required information
3. Click **Save** button.

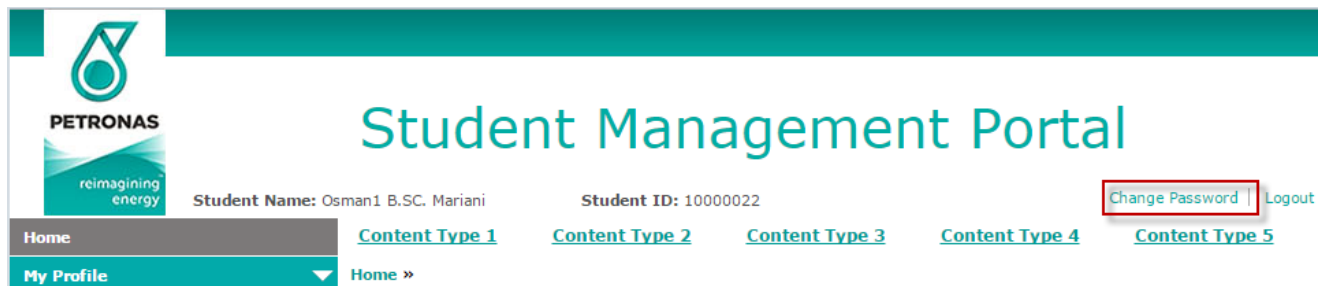


Figure 2-9: Home page with **Change Password** link

Change Password

Old Password \*

New Password \*

Re-type New Password \*  Re-type your password for confirmation.

RESET SAVE

Figure 2-10: Change Password form

## 3. Homepage

### 3.1 How to view Homepage

To view Homepage, user just needs to login as a student successfully. Homepage is shown as below:

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**PETRONAS**  
reimagining energy

Student Name: Osman1 B.S.C. Mariani      Student ID: 10000022      Change Password | Logout

Home      [Content Type 1](#)      [Content Type 2](#)      [Content Type 3](#)      [Content Type 4](#)      [Content Type 5](#)

Home »

### LATEST NEWS

**Bacon Ipsum**  
By User 22, 11 May 2015 11:35:13 AM  
For the meat lovers out there, this one is just for you.  
[View More >](#)

**Qtest lastest new**  
By User1, 08 May 2015 09:31:27 AM  
Qtest lastest new  
[View More >](#)

**test lastest new**  
By User 22, 04 May 2015 07:28:04 PM  
Việc 6 người bóng nạng bị bỏ rơi tại bệnh viện xảy ra tại Quảng Ninh mới đây đã được xác định có liên quan đến tình trạng khai thác than trái phép. Lời khai ban đầu của các đối tượng cho thấy, việc khai thác than lậu có quy mô và tổ chức rõ rệt.  
[View More >](#)

**Trung Quốc đưa thêm giàn khoan nước sâu xuống Biển Đông**  
By User1, 04 May 2015 06:39:09 PM  
Sáng ngày 30/4, Trung Quốc đã đưa thêm một giàn khoan bán ngầm nước sâu xuống Biển Đông để hoạt động. Tân Hoa Xã đưa tin, nhưng không tiết lộ khu vực mà Trung Quốc sẽ cắm giàn khoan này.  
[View More >](#)

**Trung Quốc điều 2 tàu 1.000 tấn tuần tra trái phép quần đảo Hoàng Sa**  
By User1, 04 May 2015 06:37:01 PM  
Bắc Kinh hôm nay (4/5) lại tiếp tục có hành vi ngang ngược, khi lại đưa biên đội tàu Hải giám gồm 2 chiếc tải trọng 1.000 tấn tới khu vực quần đảo Hoàng Sa của Việt Nam để tiến hành hoạt động tuần tra trái phép.  
[View More >](#)

[More >](#)

### GALLERY

**1111122222**  
By User18, 11 May 2015 02:21:54 PM

**<b>tnt 345</b>**  
By User1, 11 May 2015 11:39:37 AM

**aaaaaaaaaaaaaaaa**  
By User1, 08 May 2015 10:43:26 PM

**aaa**  
By User1, 08 May 2015 10:25:46 PM

**Qtest image**  
By User1, 08 May 2015 10:22:45 PM

[More >](#)

[About Us](#)      [Reference Links](#)      [Forum](#)      [FAQ](#)

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Figure 3-1: Homepage

## 3.2 How to view a Latest News Details

To view latest news's details, follow these steps:

1. Click **Home** on left menu.
2. Click **New Title** hyperlink of one of latest news displayed in **Homepage** OR "**View More >>**".



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The screenshot displays the Student Management Portal homepage. At the top left is the PETRONAS logo with the tagline 'reimagining energy'. The main header reads 'Student Management Portal'. Below the header, the user's name 'Osman1 B.SC. Mariani' and 'Student ID: 10000022' are shown, along with links for 'Change Password' and 'Logout'. A navigation menu on the left includes 'Home', 'My Profile', 'New Request', 'Request Status', and 'Message'. The main content area features a carousel of images, currently showing a group of cartoon animals (Tigger, Winnie the Pooh, Eeyore, etc.) celebrating. Below the carousel are two columns: 'LATEST NEWS' and 'GALLERY'. The 'LATEST NEWS' section contains three news items: 'Bacon Ipsum' (dated 11 May 2015 11:35:13 AM), 'Qtest lastest new' (dated 08 May 2015 09:31:27 AM), and another 'Qtest lastest new' (dated 11 May 2015 11:39:37 AM). Each news item has a 'View More' link. The 'GALLERY' section contains two items: '1111122222' (dated 11 May 2015 02:21:54 PM) and '<b>tnt 345</b>' (dated 11 May 2015 11:39:37 AM).

Figure 3-2: Homepage – Latest News

3. The details of selected latest news are displayed.

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The screenshot shows a web page with a header 'Home » Bacon Ipsum' and navigation links 'Gallery View | Download Document'. The main content area features a title 'Bacon Ipsum', a sub-header 'For the meat lovers out there, this one is just for you.', a link '» TV Ipsum', and a paragraph of text mentioning 'Vegan Ipsum'. The author information is 'By User 22, 5/11/2015 11:35:13 AM.' The right sidebar contains a 'Content Search' box, a 'Filter by Month/Year' dropdown set to 'May' and '2015', and a 'Latest News' section with three items: 'Bacon Ipsum', 'Otest lastest new', and 'test lastest new'. The 'test lastest new' item has a detailed text block in Vietnamese. Below it is another news item titled 'Trung Quốc đưa thêm giàn khoan nước sâu xuống Biển Đông' with a text block in Vietnamese.

Figure 3-3: Latest News

### 3.3 How to view Gallery Screen

To view a gallery's details, follow these steps:

1. Click **Home** on left menu.
2. Click **Image Group Title** hyperlink of one of gallery group displayed in **Homepage**.

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The screenshot displays the Student Management Portal homepage. At the top left is the PETRONAS logo with the tagline 'reimagining energy'. The main header reads 'Student Management Portal'. Below the header, the user's name 'Osman1 B.SC. Mariani' and 'Student ID: 10000022' are shown, along with links for 'Change Password' and 'Logout'. A navigation bar contains links for 'Content Type 1' through 'Content Type 5'. A left-hand menu includes 'Home', 'My Profile', 'New Request', 'Request Status', and 'Message'. The main content area features a large landscape image of a tea plantation with navigation arrows and a dot indicator. Below the image are two columns: 'LATEST NEWS' with two news items ('Bacon Ipsum' and 'Qtest latestest new') and 'GALLERY' with two image groups ('Image Group 2' and 'Image Group 1').

Figure 3-4: Homepage – Gallery

3. The details of selected **Image Group** are displayed.
4. From **Gallery Details** screen, user can search by content or filter by month/year.

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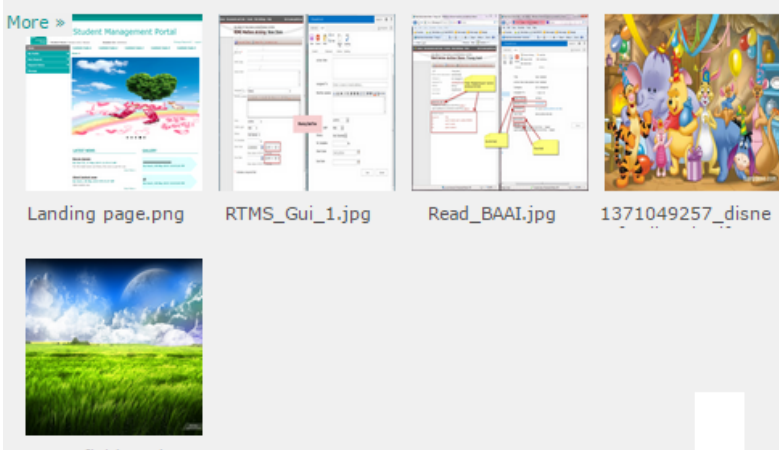
Home » Image Group 2

## Image Group 2

Uploaded by User1, 04 May 2015 06:28:25 PM.

The service, developed alongside IBM, will be available in the first African country before the end of 2015

More »



Landing page.png    RTMS\_Gui\_1.jpg    Read\_BAAI.jpg    1371049257\_disne

Green-field-23.jpg

Content Search

Filter by Month/Year: May 2015

### Gallery

#### Image Group 2

[Landing page.png](#)  
Li Europan lingues es membres del sam familie

[RTMS Gui 1.jpg](#)  
The service, developed alongside IBM, will be available in the first African country before the end of 2015

[Read BAAI.jpg](#)  
The service, developed alongside IBM, will be available in the first African country before the end of 2015

[View More »](#)

#### Image Group 1

[Register screen.png](#)  
Li Europan lingues es membres del sam familie

[Hydrangeas.jpg](#)  
Li Europan lingues es membres del sam familie

[05-12-2014 14-22-39 Cookie - Copy.png](#)  
The service, developed alongside IBM, will be available in the first African country before the end of 2015

[View More »](#)

[More »](#)

Figure 3-5: Gallery

### 3.4 How to view Content screen

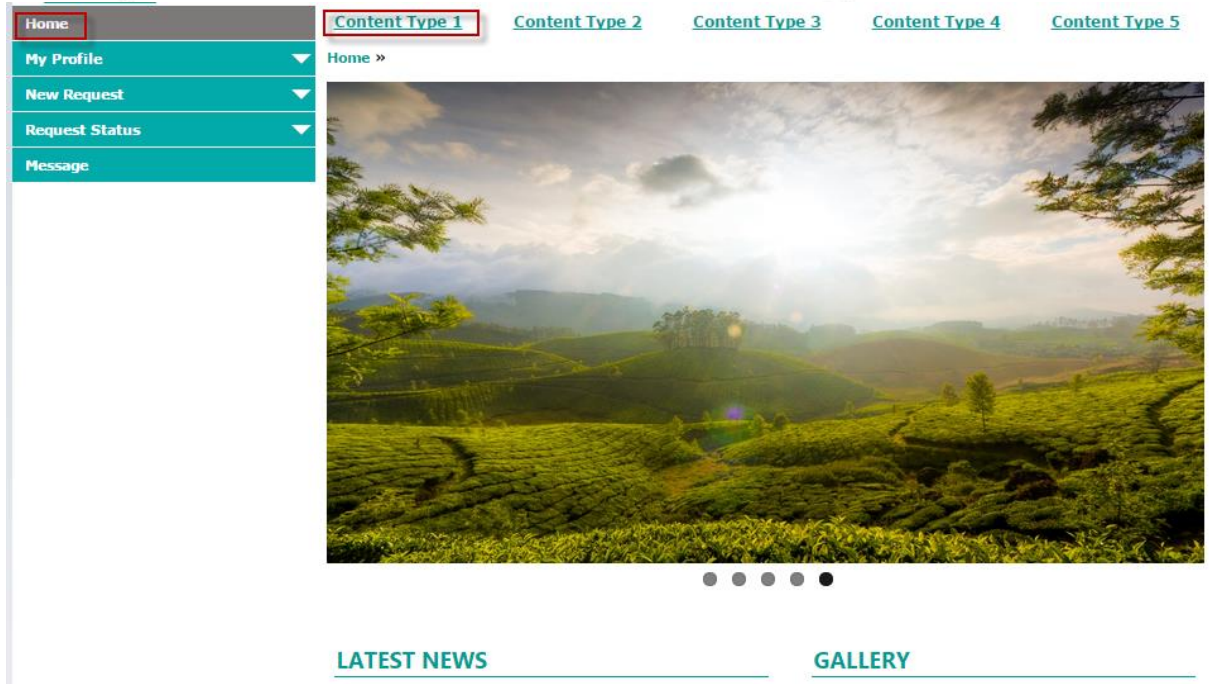
To view content details, follow these steps:

1. Click **Home** on left menu.
2. Click **Content Type** hyperlink of one of **Content Types** displayed on top of **Homepage**.



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**Figure 3-6: Homepage - Content**

3. List of **Contents** of selected **Content Type** are displayed.
4. Click **More >>** to view details of a content.

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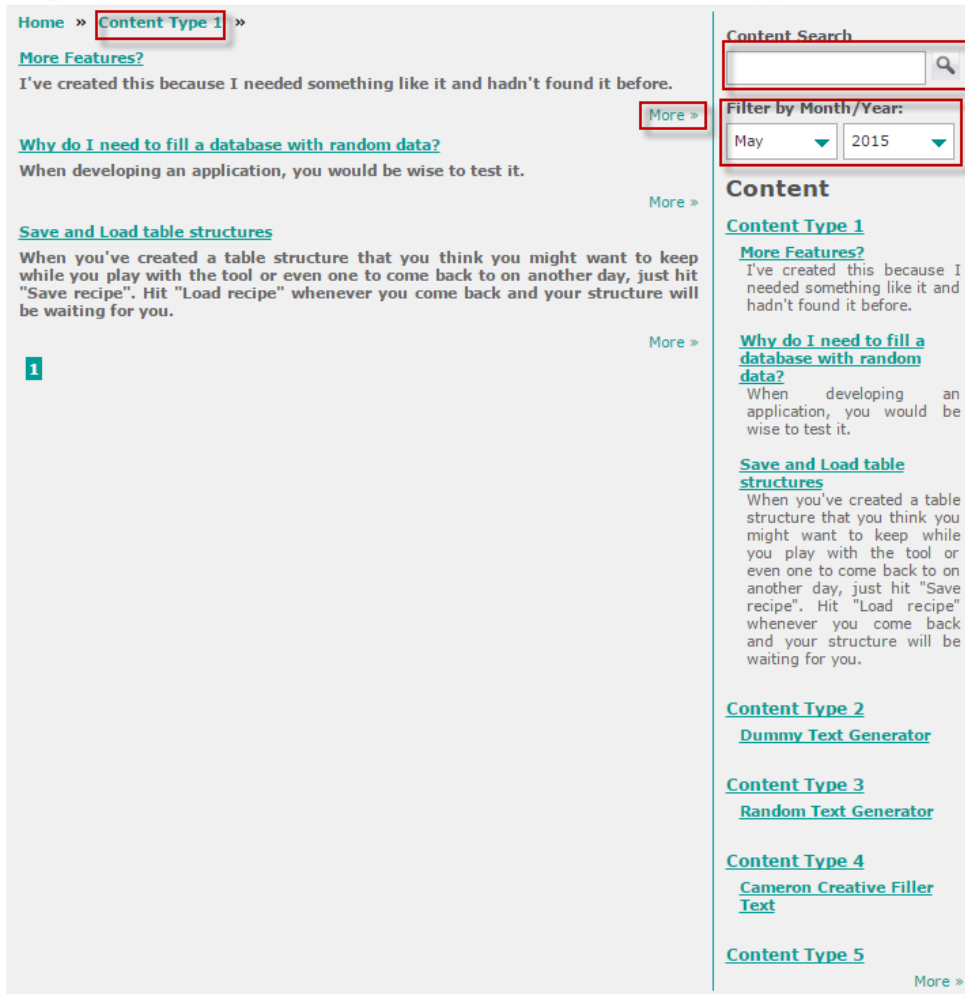


Figure 3-7: Content

5. From **Content List** of a Content Type or **Content Details** screen, user can search by content or filter by month/year.

### 3.5 How to view About Us/Reference Links

To view About Us/Reference Links/Forum/FAQ, follow these steps:

1. Click **Home** on left menu.
2. Click **About Us/Reference Links** hyperlink displayed at the bottom of **Homepage**.

**PETRONAS**  
reimagining energy

Student Name: Val PLA Putin      Student ID: 10000000      Change Password | Logout

[Content Type 1](#)   [Content Type 2](#)   [Content Type 3](#)   [Content Type 4](#)   [Content Type 5](#)

Home »

## Student Management Portal

### LATEST NEWS

**Will Gaudi be made a saint?**  
*By User 22, 11 May 2015 06:02:47 PM*  
The extraordinary basilica of the Sagrada Familia in Barcelona has been under construction for more than 130 years – and there are those who hope that by the time of its completion, some 20 years from now, architect Antoni Gaudi will already be on the path to sainthood.  
[View More »](#)

**Greece seeks eurozone recognition of economic progress**  
*By User 22, 11 May 2015 06:02:12 PM*  
The Greek government is urging eurozone ministers to recognise progress made in talks, on the eve of major debt repayment to the IMF.  
[View More »](#)

**The Mediterranean's migrant survivors**  
*By User1, 11 May 2015 06:00:41 PM*  
Thousands of people have lost their lives over the last two years making the perilous journey across the Mediterranean to find a new life in Europe. Here, two survivors who made it to the Sicilian port of Augusta describe why they made the difficult decision to leave their homes and families.  
[View More »](#)

**Mediterranean migrants: Libya rejects EU military plans**  
*By User1, 11 May 2015 05:56:26 PM*  
Libya has criticised EU proposals to authorise the use of force against people smugglers taking migrants across the Mediterranean to Europe.  
[View More »](#)

**Bacon Ipsum**  
*By User 22, 11 May 2015 11:35:13 AM*  
For the meat lovers out there, this one is just for you.  
[View More »](#)

[More »](#)

### GALLERY

**Image Group 2**  
*By User1, 11 May 2015 05:14:30 PM*

**Image Group 1**  
*By User 22, 11 May 2015 05:13:30 PM*

**Image Group 4**  
*By User1, 11 May 2015 11:39:37 AM*

**Image Group 9**  
*By User1, 08 May 2015 10:43:26 PM*

**Image Group 100**  
*By User1, 08 May 2015 10:43:26 PM*

[More »](#)

[About Us](#)   [Reference Links](#)   [Forum](#)   [FAQ](#)

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Figure 3-8: Homepage – About Us/Reference Links

3. Details of **About Us/Reference Links** are displayed.

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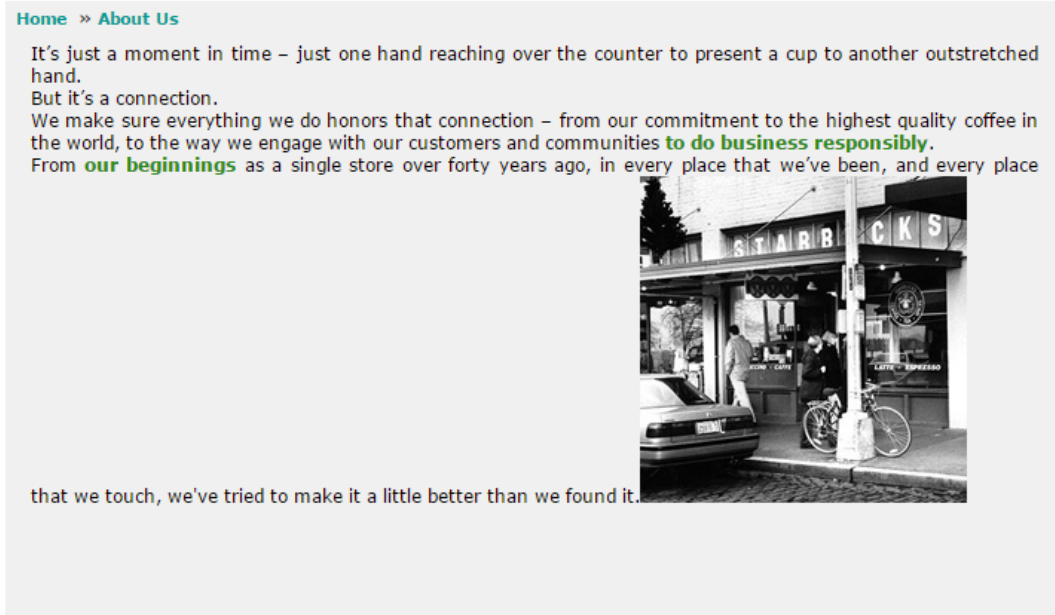


Figure 3-9: About Us

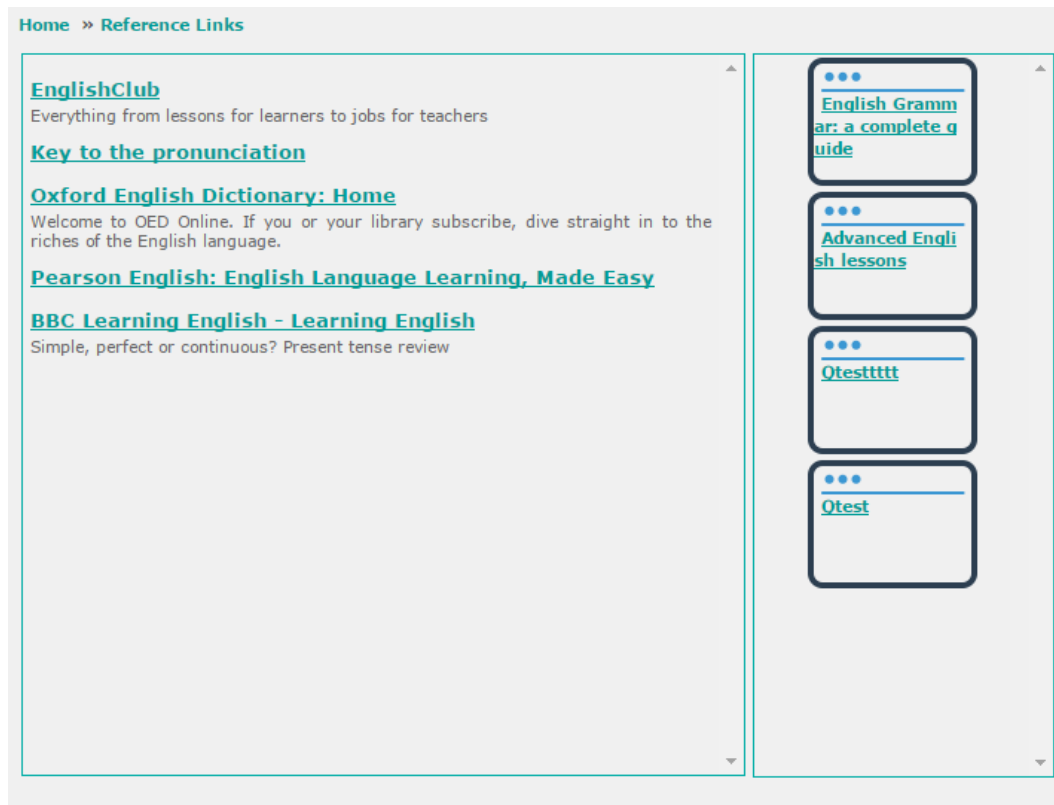


Figure 3-10: Reference Links

### 3.6 How to view Forum

To view Forum, follow these steps:

1. Click **Home** on left menu.

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2. Click **Forum** hyperlink displayed at the bottom of **Homepage**.
3. **Forum screen** is displayed.



**Figure 3-11: Forum**

To create a new topic in **Forum** screen, follow these steps:

1. Click **New Topic** hyperlink or **New Topic** icon on left side of forum screen.
2. User keys in data and click **Save** button.

The screenshot shows the 'New Topic' form. It includes a 'Category' dropdown menu with the option '- Select Forum Category -'. Below this are input fields for 'Topic Title' and 'Content'. The 'Content' field is a rich text editor with a toolbar containing icons for 'Upload Images', 'Attach Images', 'Preview', 'Font', 'Size', 'Bold', 'Italic', 'Underline', 'List', 'Link', and 'Source'. At the bottom of the form are 'SAVE' and 'CANCEL' buttons.



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Figure 3-12: Create new topic

3. **New Topic** will be displayed on **Forum** screen if Content Administrator approved it.

To comment an existing topic, follow these steps:

1. Click a specific **Topic** hyperlink.
2. User keys in comment and click **Comment** button.

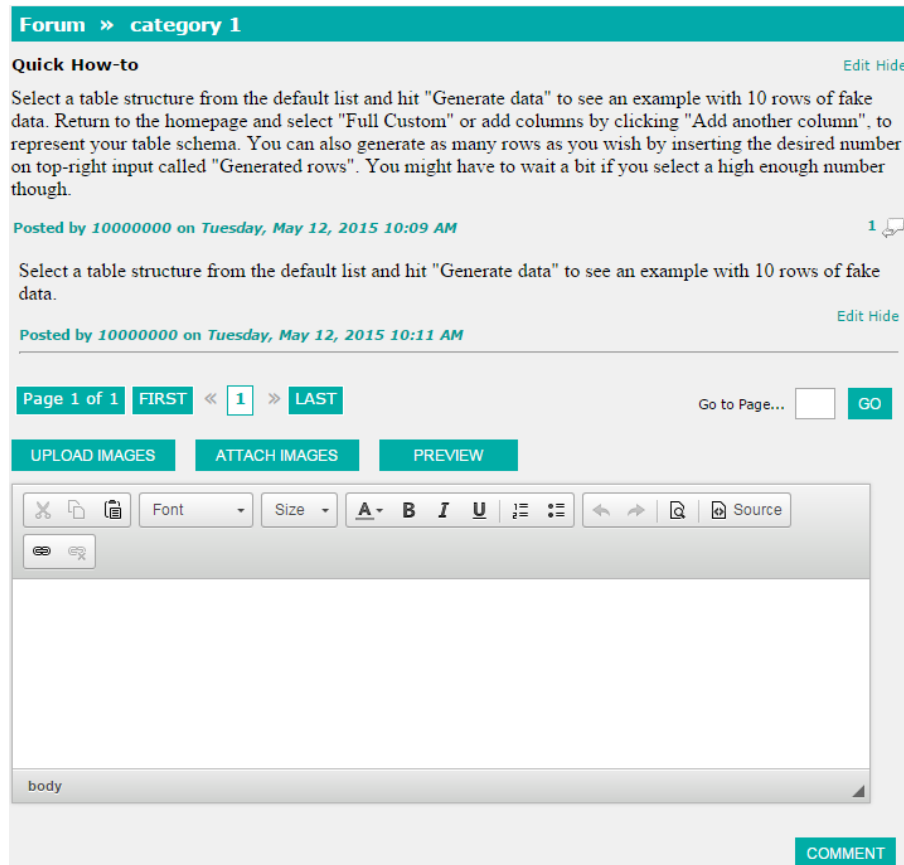


Figure 3-13: Comment a topic

3. Only **Comments** approved by Content Administrator will be displayed.

To edit user's existing topic or comment, follow these steps:

1. Click a specific **Topic** hyperlink that is created by user.
2. Click **Edit** button on right top of selected **Topic** or **Comment**.

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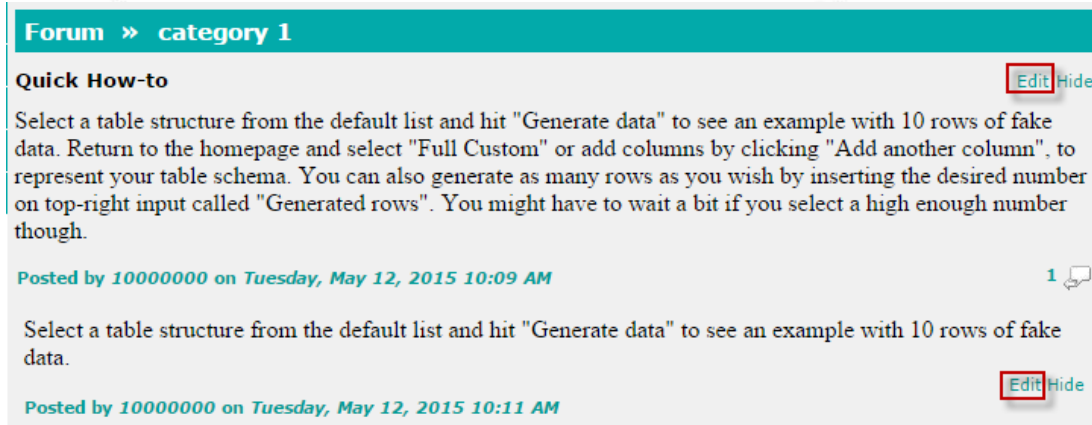


Figure 3-14: Edit a Topic

3. User edits data and clicks **Save** button.

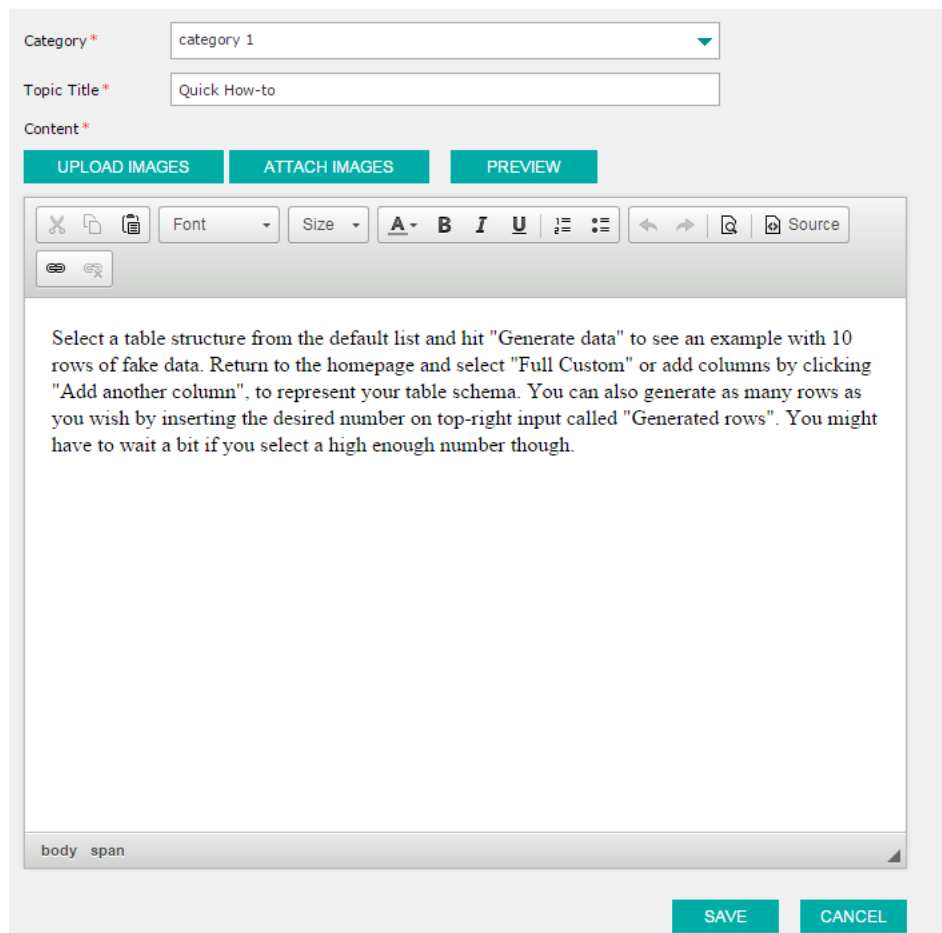


Figure 3-15: Edit a topic

To hide/unhide user's existing topic or comment, follow these steps:

1. Click a specific **Topic** hyperlink that is created by user.
2. Click **Hide/Unhide** button on right top of selected **Topic** or **Comment**.

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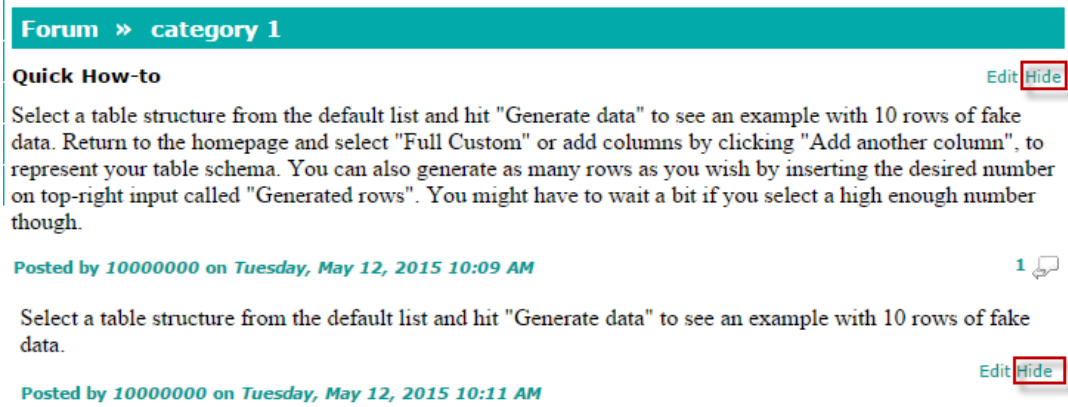


Figure 3-16: Hide/Unhide a topic

3. Click **OK** button on confirmation pop-up to hide/unhide selected **Topic** or **Comment**; Click **Cancel** button to cancel hide/unhide selected **Topic** or **Comment**.

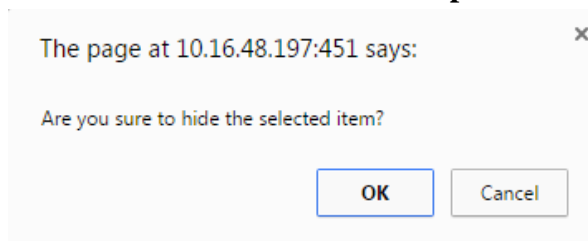


Figure 3-17: Confirmation Message to hide/unhide a topic

## 3.7 How to view FAQ

To view FAQ, follow these steps:

1. Click **Home** on left menu.
2. Click **FAQ** hyperlink displayed at the bottom of **Homepage**. Refer to TBU.
3. **FAQ** file is downloaded.

## 4. New Semester Registration

### 4.1 How to submit a New Semester Registration

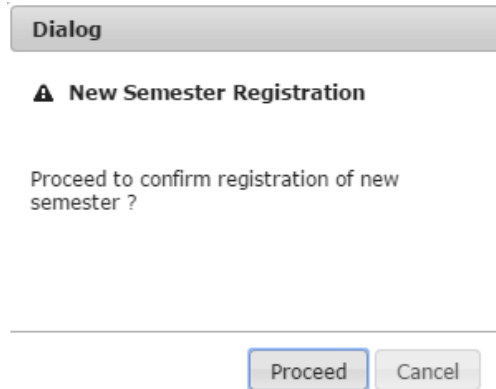
1. Upon successful login, system will prompt a pop-up message for student to confirm registration for new semester as per the print screen. The pop-up message is applicable one month before the new semester starts.
2. On pop-up message, user can click "**Proceed**" button to submit a new **Semester Registration** or "**Cancel**" button to close the pop-up.

Note: user can cancel the pop-up only when system date does not fall within the next semester period; otherwise, he must click "**Proceed**" button.



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**Figure 4-1: Semester Registration – Confirmation Message**

3. Once user clicks on “**Proceed**” button, the bellow screen will be displayed for user to key in details. Depending on which New Semester Registration Status user selects:
  - New Semester Registration Status: Perform Industrial Training

# PETRONAS ICT Sdn Bhd

(Formerly known as iPerintis Sdn Bhd)

**Registration Details**

Please select your accommodation type for next semester

**Accommodation Type \***

On-site campus       Off-site campus

**Start Date \***        **End Date \***

**New semester registration status \*** Perform Industrial Training

**Industrial Training**

**Start Date \***        **End Date \***

**Monthly Allowance Paid by Host Company \*** - Select Currency Type

**Host Company Name \***

**Host Company Address \***

**Contact Name \***       **Contact No \***

Please attach the supporting documents required below:

+ NEW

File Name	Title	Action
<small>⌂</small> <small>&lt;&lt;</small> <small>&gt;&gt;</small> Page 1 of 0 <small>&gt;&gt;</small> <small>&gt;&gt;</small> 20		
No records to view		

**Start Date \***  25/04/2015       **End Date \***  31/12/9999

**Allocation Year**  2020

**Sponsorship Period From**  19/04/2015       **Sponsorship Period To**  19/04/2019

**Award \***  7 - Major sponsorship - Staff

**Program \***  7 - Australian Universities - Rate B

**Level \***  LS7 - Primary School

**Country \***  AE - United Arab Emirates      **State/ Location \***  77 - 77\_tuoint

**University \***  777 - 777      **Discipline \***  101 - Accountancy

**Cost Center**  258

**Bond Period**  258      **Agreement Date**  15/05/2016

**Remarks \***

SUBMIT    CANCEL

**Figure 4-2: Semester Registration – Industrial Training**

- New Semester Registration Status: Perform Student Exchange

# PETRONAS ICT Sdn Bhd

(Formerly known as iPerintis Sdn Bhd)

**Registration Details**

Please select your accommodation type for next semester

**Accommodation Type \***

On-site campus
  Off-site campus

**Start Date \***  
**End Date \***

**New semester registration status \*** Perform Student Exchange ▼

**Student Exchange**

**Start Date \***  
**End Date \***

**Country \*** - Select Country - ▼

**Location / Institution \***

Please attach the supporting documents required below:

+ NEW

File Name *	Title	Action
Page 1 of 0		
No records to view		

**Start Date \***  
**End Date \***

**Allocation Year**

**Sponsorship Period From**  
**Sponsorship Period To**

**Award \*** 7 - Major sponsorship - Staff ▼

**Program \*** 7 - Australian Universities - Rate B ▼

**Level \*** LS7 - Primary School ▼

**Country \*** AE - United Arab Emirates ▼
**State/ Location \*** 77 - 77\_tuoint ▼

**University \*** 777 - 777 ▼
**Discipline \*** 101 - Accountancy ▼

**Cost Center**

**Bond Period** 
**Agreement Date**

**Remarks \***

SUBMIT
CANCEL

**Figure 4-3: Semester Registration – Student Exchange**

- New Semester Registration Status: Defer Registration

# PETRONAS ICT Sdn Bhd

(Formerly known as iPerintis Sdn Bhd)

### Registration Details

Please select your accommodation type for next semester

**Accommodation Type \***

On-site campus       Off-site campus

**Start Date \***        **End Date \***

**New semester registration status \***

**Defer Registration**

**New Registration Date \***

**Reason for Deferment \***

**Start Date \***        **End Date \***

**Allocation Year**

**Sponsorship Period From**        **Sponsorship Period To**

**Award \***

**Program \***

**Level \***

**Country \***       **State/ Location \***

**University \***       **Discipline \***

**Cost Center**

**Bond Period**       **Agreement Date**

**Remarks \***

**Figure 4-4: Semester Registration – Defer Registration**

- New Semester Registration Status: Continue Study at Current Institution, Continue Study Abroad, Semester Break, Others.

**Registration Details**

Please select your accommodation type for next semester

**Accommodation Type \***

On-site campus
  Off-site campus

**Start Date \***  
**End Date \***

**New semester registration status \***

**Start Date \***  
**End Date \***

**Allocation Year**

**Sponsorship Period From**  
**Sponsorship Period To**

**Award \***

**Program \***

**Level \***

**Country \*** 
**State/ Location \***

**University \*** 
**Discipline \***

**Cost Center**

**Bond Period** 
**Agreement Date**

**Remarks \***

**Figure 4-5: Semester Registration – General**

4. User clicks on “**Submit**” button to submit the Semester Registration, “**Cancel**” button to close the details.
5. Submitted Semester Registration will be displayed in **Flight Booking Request Status**.

## 5. Student Profile

### 5.1 How to view/update Sponsorships Details

To view Sponsorship Details, follow these steps:

1. Click on **My Profile** accordion menu to expand the menu.
2. Click on **Sponsorship** in the submenu.
3. The **Sponsorship** details will be displayed on the right side of the screen

To update Sponsorship Details, follow these steps:

1. Click on **Student Profile** accordion menu to expand the menu.
2. Click on **Sponsorship** in the submenu.
3. The **Sponsorship** details will be displayed on the right side of the screen.
4. Click **Edit** button on the screen.
5. Update data and check **Declaration & Consent**.
6. Click **Submit** button to submit the update or **Save as Draft** button to save update as a draft.



## Student Management Portal

Student Name: Val PLA Putin

Student ID: 10000000

[Change Password](#) | [Logout](#)

- Home
- My Profile**
- Sponsorship
- Academic
- Student Development
- Industrial Training
- Student Exchange
- Reward & Recognition
- Consequence Management
- Personal
- Passport/Visa
- Bank
- Address
- Guardian/Family
- Guarantor
- Structured Interview Result
- New Request
- Request Status
- Message

Student No	<input type="text" value="10000000"/>	Date of Completion	<input type="text" value="30/12/2016"/>
Student Full Name	<input type="text" value="Val PLA Putin"/>		
Intake Year *	<input type="text" value="2015"/>	Allocation Year *	<input type="text" value="2019"/>
Sponsorship Period From *	<input type="text" value="20/04/2015"/>	To *	<input type="text" value="30/12/2016"/>
Award *	<input type="text" value="6 - Major Sponsorship Scheme 1 - Public"/>		
Program *	<input type="text" value="6 - Australian Universities - Rate A"/>		
Level Of Study *	<input type="text" value="LS1 - Bachelor / Adv Diploma"/>		
Country *	<input type="text" value="AU - Australia"/>	State/Location *	<input type="text" value="L-AUS1 - Australia"/>
University *	<input type="text" value="UAUS5 - Australian National University"/>		
Discipline *	<input type="text" value="Accounting &amp; Finance"/>		
Cost Centre	<input type="text" value="123598"/>	Agreement Date	<input type="text" value="15/01/2015"/>

### Contract Management

Bond Period (Number of Years)

Please attach the supporting documents required below:

[+ NEW](#)

File Name	Title	Action
No records to view		

### Declaration & Consent

- I testify that the above information is correct and valid. PETRONAS may reject the application if the information given is false.
- <Consent Statement>

### Transaction History

Start Date	End Date	Intake Year	Allocation Year	Level of Study	
11/05/2015	31/12/9999	2015	2019	LS1 - Bachelor / Adv Diploma	6 - M Sched
08/05/2015	10/05/2015	2015	2019	LS1 - Bachelor / Adv Diploma	6 - M Sched
04/05/2015	07/05/2015	2015	2019	LS1 - Bachelor / Adv Diploma	6 - M Sched
01/01/2015	03/05/2015	2015	2019	LS1 - Bachelor / Adv Diploma	6 - M Sched

Figure 5-1: Update Sponsorship Details

## 5.2 How to view/Update Academic Details

To view Academic Details, follow the steps below

1. Click on **My Profile** accordion menu to expand the menu.
2. Click on **Academic** in the submenu.
3. The Academic details will be displayed on the right side of the screen.

To update Academic Details, follow the steps below

1. Click on **My Profile** accordion menu to expand the menu.
2. Click on **Academic** in the submenu.
3. The Academic details will be displayed on the right side of the screen.
4. Click **Edit** icon on the Academic Performance Result list.
5. Update data and check **Declaration & Consent**.
6. Click **Submit** button to submit the update or **Save as Draft** button to save update as a draft.



## Student Management Portal

Student Name: T A NT

Student ID: 10000113

[Change Password](#) | [Logout](#)

- Home
- My Profile** ▲
- Sponsorship
- Academic**
- Student Development
- Industrial Training
- Student Exchange
- Reward & Recognition
- Consequence Management
- Personal
- Passport/Visa
- Bank
- Address
- Guardian/Family
- Guarantor
- Structured Interview Result
- New Request** ▼
- Request Status** ▼
- Message**

Student No	<input type="text" value="10000113"/>	Date of Completion	<input type="text" value="10/01/2019"/>
Student Full Name	<input type="text" value="T A NT"/>		

### Academic Performance

Award	<input type="text" value="4 - Major Sponsorship Sche"/>	Program Type	<input type="text" value="4 - UK Universities - Rate A"/>
Country	<input type="text" value="AB - Arupal"/>	Location	<input type="text" value="44 - 44_tnt"/>
Level	<input type="text" value="44 - tnt"/>	Discipline	<input type="text" value="Accountancy"/>
University	<input type="text" value="4444 - 44_tnt"/>		

### Registration Confirmation for New Semester

Semester	Registered	Action
2015 - S5	Yes	

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### Academic Performance Result

Semester	Current Grading	Cumulative Grading	Meet CM Cut-Off?	Transcript	Action
2012 - S1	Class 4.00	Class 4.10	No		

Page 1 of 1 | 20 | View 1 - 1 of 1

### Result Details

Program Type	<input type="text" value="4 - UK Universities - Rate A"/>	Level	<input type="text" value="44 - tnt"/>
Country	<input type="text" value="AB - Arupal"/>	Location	<input type="text" value="44 - 44_tnt"/>
University	<input type="text" value="4444 - 44_tnt"/>	Discipline	<input type="text" value="Accountancy"/>
CM Counter	<input type="text" value="2"/>		
Semester	<input type="text" value="2012"/>	<input type="text" value="S1"/>	
Current Grading *	<input type="text" value="Class"/>	<input type="text" value="Second Class Upper"/>	
Cumulative Grading *	<input type="text" value="Class"/>	<input type="text" value="Second Class Upper"/>	

Please attach the transcript required below:

[+ NEW](#)

File Name	Title	Action
<a href="#">PET_MCRSTT_Enhancement_QA_Service_Agreement_v1.0_HuyLD1.xlsx</a>	4545	
<a href="#">Student_Import_Template.xlsx</a>	1212	

Page 1 of 1 | 20 | View 1 - 2 of 2

### Declaration & Consent

I testify that the above information is correct and valid. PETRONAS may reject the application if the information given is false.

<Consent Statement>

[SAVE AS DRAFT](#) [SUBMIT](#) [CANCEL](#)



Figure 5-2: Update Academic Details

### 5.3 How to view/Update Personal Details

To view Personal Details, follow the steps below

1. Click on **My Profile** accordion menu to expand the menu.
2. Click on **Personal** in the submenu.
3. The personal details will be displayed on the right side of the screen.

**Student Management Portal**

Student Name: T A NT      Student ID: 10000113      [Change Password](#) | [Logout](#)

**Personal**

Salutation: Mrs.      Title: A

First Name: T      Last Name: NT

Gender: 2 - Female      Race: 4 - Bidayuh

Religion: 91 - Islam      Old IC No: 911103-10-8881

New IC No (Example: 931209-10-8732): 911102-10-1027      Age: 24

Birth Date: 10-04-1991      Birth Location: VietNam

Country: AU - Australia      State: L-AUS1 - Australia

Nationality: AU - Australian      Marital Status: 0 - Single

**Transaction History**

Action	Start Date	End Date	Salutation
	01/01/2012	31/12/9999	Mrs.

Page 1 of 1      20      View 1 - 1 of 1

[About Us](#)   [Reference Links](#)   [Forum](#)   [FAQ](#)

Figure 5-3: Update Personal Details

### 5.4 How to view/edit/add new Passport and Visa info

To view or edit passport and visa information, follow the following steps

1. Click on **My Profile** accordion menu to expand the menu
2. Click on **Passport and Visa** submenu
3. Passport and Visa information would be displayed on the screen.
4. To edit, click on **Edit** button on the left down side of the screen

**PETRONAS** reimagining energy

## Student Management Portal

Student Name: T A NT      Student ID: 10000113      [Change Password](#) | [Logout](#)

Home | **My Profile** | Sponsorship | Academic | Student Development | Industrial Training | Student Exchange | Reward & Recognition | Consequence Management | Personal | **Passport/Visa** | Bank | Address | Guardian/Family | Guarantor | Structured Interview Result

**Passport and Visa**

Student No: 10000113      Date of Completion: 10/01/2019

Student Full Name: T A NT

Passport No: 5511787653      Passport Expiry Date: [ ]

Visa No: 711565963      Visa Expiry Date: [ ]

Please attach the supporting documents required below:

+ NEW

File Name	Title	Action
No records to view		

**Declaration & Consent**

I testify that the above information is correct and valid. PETRONAS may reject the application if the information given is false.

<Consent Statement>

**Transaction History**

Start Date	End Date	Passport No	Passport Expiry Date	Visa No	Visa Expiry Date
01/01/2012	31/12/9999	5511787653		711565963	

**EDIT**

[About Us](#) | [Reference Links](#) | [Forum](#) | [FAQ](#)

**Figure 5-4: Update Passport & Visa Details**

5. Once **EDIT** button is clicked, **NEW**, **SAVE AS DRAFT** and **SUBMIT** buttons will be displayed. The Passport and Visa info are enabled for editing.  
Note: **SUBMIT** button is only enabled if user checks the **Declaration & Consent** buttons.
6. To add supporting document, click on **NEW**
  - a. Option to browse new file and Title will be displayed.
  - b. Click on **BROWSE** button, a file browser dialog box will be displayed
  - c. Choose the file you want to add, select **OPEN**
  - d. Enter Title.
  - e. You can choose to **Save** or **Cancel** the operation.

**Student Management Portal**

Student Name: T A NT      Student ID: 10000113      [Change Password](#) | [Logout](#)

**Passport and Visa**

Student No: 10000113      Date of Completion: 10/01/2019

Student Full Name: T A NT

Passport No\*: 5511787653      Passport Expiry Date\*: [Calendar Icon]

Visa No\*: 711565963      Visa Expiry Date\*: [Calendar Icon]

Please attach the supporting documents required below:

[+ NEW](#)

File Name	Title	Action
No records to view		

**Declaration & Consent**

I testify that the above information is correct and valid. PETRONAS may reject the application if the information given is false.

< Consent Statement >

**Transaction History**

Start Date	End Date	Passport No	Passport Expiry Date	Visa No	Visa Expiry Date
01/01/2012	31/12/9999	5511787653		711565963	

[About Us](#) [Reference Links](#) [Forum](#) [FAQ](#)

**Figure 5-5: Add Passport & Visa Details**

7. Click **SAVE AS DRAFT** or **SUBMIT**. If **SAVE AS DRAFT** is clicked, the detail will be saved as draft. If **SUBMIT** is clicked, the detail is submitted for approval. Both draft and submit are saved in the **Update Profile Status**.

Note: Changes made on submission only reflects on profile after it has been approved.

## 5.5 How to view/update/add Addresses

Follow the steps below to view or update addresses:

1. Click on **My Profile** accordion menu to expand the menu.
2. Click on **Addresses** submenu. The Addresses details would be displayed.
3. Click the pencil icon, **Edit**, on any to the list of addresses displayed. The details will be displayed below.

The screenshot displays the 'Student Management Portal' for a student named Nguyen PLA Iphone. The student's ID is 10000016, and the date of completion is 12/01/2016. The 'Address' section is active, showing a table with three entries: Permanent Address, Correspondence Address, and Emergency Address. The 'Action' column for the Emergency Address entry has an 'EDIT' icon highlighted with a red box. The left sidebar contains navigation options like 'My Profile', 'Address', 'New Request', and 'Request Status'. The bottom of the page includes links for 'About Us', 'Reference Links', 'Forum', and 'FAQ'.

**Student Name:** Nguyen PLA Iphone      **Student ID:** 10000016      [Change Password](#) | [Logout](#)

**Home**  
**My Profile** ▲  
 Sponsorship  
 Academic  
 Student Development  
 Industrial Training  
 Student Exchange  
 Reward & Recognition  
 Consequence Management  
 Personal  
 Passport/Visa  
 Bank  
**Address**  
 Guardian/Family  
 Guarantor  
 Structured Interview Result  
**New Request** ▼  
**Request Status** ▼  
**Message**

**Address**

Address Type	Full Address	Start Date	End Date	Action
01 - Permanent Address	414114141, 12121212, 2323232, 5656565, 7878787, Estonia, EE	01/03/2015	31/12/9999	
02 - Correspondence Address	444444444, 444444444, 444444444, 444444444, Saint Kitts and Nevis, KN	05/05/2015	31/12/9999	
03 - Emergency Address	555555555, 555555555, 555555555, 555555555, Bosnia and Herzegovina, BA	05/05/2015	31/12/9999	

Page 1 of 1      20      View 1 - 3 of 3

[About Us](#)   [Reference Links](#)   [Forum](#)   [FAQ](#)

**Figure 5-6: Address List**

- Click on **EDIT**, the allowed to be edited fields will be enabled for editing.

# PETRONAS ICT Sdn Bhd

(Formerly known as iPerintis Sdn Bhd)

- Bank
- Address
- Guardian/Family
- Guarantor
- Structured Interview Result
- New Request
- Request Status
- Message

### Address Details

Address Type	03 - Emergency Address		
First Name	ssss	Title	AAN DER
Last Name	aaaa	Relationship	16 - Nominee
House No	555555555		
Street 1	555555555		
Street 2	555555555		
Postal Code	555555555	City	555555555
Country	BA - Bosnia and Herzeg...	State	26 - Bosnia and Herzeg...
Telephone No	555 - 55555555	Handphone No	345 - 55555555
Email Address			

**Please attach the supporting documents required below:**

+ NEW

File Name	Title	Action
Migrate.xml.docx	acscs	

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### Declaration & Consent

Declaration\_Addresses

Consent\_Addresses

EDIT

**Figure 5-7: Edit Address**

5. Edit details as required.
6. To add supporting document, click on **NEW**
  - a. Option to browse new file and Title will be displayed.
  - b. Click on **BROWSE** button, a file browser dialog box will be displayed
  - c. Choose the file you want to add, select **OPEN**
  - d. Enter Title.
  - e. You can choose to **Save** or **Cancel** the operation.
7. Select **SAVE AS DRAFT** or **SUBMIT**. If **SAVE AS DRAFT** is clicked, the detail will be saved as draft. If **SUBMIT** is clicked, the detail is submitted for approval. Both draft and submit are saved in the **Update Profile Status**.

Note: Changes made on submission only reflects on profile after it has been approved.

# PETRONAS ICT Sdn Bhd

(Formerly known as iPerintis Sdn Bhd)

- Bank
- Address
- Guardian/Family
- Guarantor
- Structured Interview Result
- New Request
- Request Status
- Message

### Address Details

Address Type*	03 - Emergency Address		
First Name	ssss	Title	AAN DER
Last Name*	aaaa	Relationship	16 - Nominee
House No*	5555555555		
Street 1*	5555555555		
Street 2	5555555555		
Postal Code*	5555555555	City*	5555555555
Country*	BA - Bosnia and Herzeg...	State*	26 - Bosnia and Herzeg...
Telephone No	555 - 55555555	Handphone No	345 - 55555555
Email Address*			

**Please attach the supporting documents required below:**

+ NEW

File Name	Title	Action
Migrate.xml.docx	acscs	

BROWSE

### Declaration & Consent

- Declaration\_Addresses
- Consent\_Addresses

SAVE AS DRAFT
SUBMIT
CANCEL

### Transaction History

Start Date	End Date	Address Type	Full
05/05/2015	31/12/9999	03 - Emergency Address	ssss AAN DER a

**Figure 5-8: Edit Address Details**

To add new Address, follow these steps:

1. Click on **My Profile** accordion menu to expand the menu.
2. Click on **Addresses** submenu. The Addresses screen would be displayed.

# PETRONAS ICT Sdn Bhd

(Formerly known as iPerintis Sdn Bhd)

Home

**My Profile**

- Sponsorship
- Academic
- Student Development
- Industrial Training
- Student Exchange
- Reward & Recognition
- Consequence Management
- Personal
- Passport/Visa
- Bank
- Address**

Student No: 10000008 Date of Completion: 20/05/2015

Student Full Name: TNT D.D. TNT

**Address**

**+ NEW**

Address Type	Full Address	Start Date	End Date	Action
Page 1 of 0 No records to view				

**Figure 5-9: Add New Address**

Note: User can add new address only when no data is available.

3. Click **New** button. The new Addresses details screen would be displayed.
4. User keys in data and check **Declaration & Consent** to enable **Submit** button.
5. Click **Submit** button to submit the address or **Save as Draft** to save address as draft.

Academic

Student Development

Industrial Training

Student Exchange

Reward & Recognition

Consequence Management

Personal

Passport/Visa

Bank

**Address**

Guardian/Family

Guarantor

Structured Interview Result

**New Request**

**Request Status**

**Message**

**Address**

**+ NEW**

Address Type	Full Address	Start Date	End Date	Action
Page 1 of 0 No records to view				

**Address Details**

Address Type \* - Select Address -

House No \*

Street 1 \*

Street 2

Postal Code \* City \*

Country \* - Select Country - State \* - Select State -

Telephone No Handphone No

Email Address \*

Please attach the supporting documents required below:

**+ NEW**

File Name	Title	Action
Page 1 of 0 No records to view		

BROWSE

**Declaration & Consent**

Declaration\_Addresses

Consent\_Addresses

**SAVE AS DRAFT** **SUBMIT** **CANCEL**

**Figure 5-10: Add New Address Details**

Note: Changes made on submission only reflects on profile after it has been approved.

## 5.6 How to update Guarantor details

Follow the steps below to update guarantor details:

1. Click on **My Profile** accordion menu to expand the menu.
2. Click on **Guarantor** submenu. The available list of guarantor will be displayed.
3. Click the pencil icon, **Edit**, on any to the list of guarantors displayed. The details will be displayed below.

The screenshot shows a user interface for updating profile details. On the left is a navigation menu with 'My Profile' and 'Guarantor' highlighted. The main content area shows student information (Student No: 10000016, Date of Completion: 12/01/2016, Student Full Name: Nguyen PLA Iphone) and a table of guarantors.

Full Name	Guarantor Type	Full Address	Start Date	End Date	Action
rrrrr AK hhhhhhh	Guarantor 2	40404034040, 40404034040, 40404034040, 40404034040, 40404034040, Zambia, ZM	07/05/201 5	31/12/999 9	
yyyyyy AK llllllll	Guarantor 1	99999999, 999999999, 9999999999, 999999999, 8888888888, French Southern Territories, TF	07/05/201 5	31/12/999 9	

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Figure 5-11: Update Guarantor

4. Click on **EDIT**, the allowed to be edited fields will be enabled for editing.
5. Edit details as required.
6. To add supporting document, click on **NEW**.
  - a. Option to browse new file and Title will be displayed.
  - b. Click on **BROWSE** button, a file browser dialog box will be displayed
  - c. Choose the file you want to add, select **OPEN**
  - d. Enter Title.
  - e. You can choose to **Save** or **Cancel** the operation.
7. Select **SAVE AS DRAFT** or **SUBMIT**. If **SAVE AS DRAFT** is clicked, the detail will be saved as draft. If **SUBMIT** is clicked, the detail is submitted for approval. Both draft and submit are saved in the **Update Profile Status**.

Note: Changes made on submission only reflects on profile after it has been approved.



# PETRONAS ICT Sdn Bhd

(Formerly known as iPerintis Sdn Bhd)

Passport/Visa

Bank

Address

Guardian/Family

Guarantor

Structured Interview Result

New Request

Request Status

Message

### Guarantor Details

Guarantor Type *	Guarantor 1	Title *	AK
First Name	yyyyyy	Last Name *	llllllll
Relationship	25 - First Cousin	Passport No	999999999
New IC No * <small>(Example: 931209-10-8732)</small>	931209-10-9999	Old IC No	999999999
Occupation	99999999999		
Employer Name *	99999999999		
Position *	99999999999		
Monthly Income *	USD - United States dol...	9,999,999.67	
House No *	9999999		
Street 1 *	9999999999		
Street 2	9999999999		
Postal Code *	999999999	City *	8888888888
Country *	TF - French Southern T...	State *	211 - French Southern ...
Telephone No	234 - 99999999	Handphone No	234 - 99999999
Email	user17@gmail.com		
Remarks			

**Please attach the supporting documents required below:**

+ NEW

File Name	Title	Action
doi khi.jpg	44444	✎ 🗑

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BROWSE

**Declaration & Consent**

Declaration\_Guarantor

Consent\_Guarantor

SAVE AS DRAFT
SUBMIT
CANCEL

**Transaction History**

Start Date	End Date	Full Name	Guarantor
07/05/2015	31/12/9999	yyyyyy AK llllllll	Guarantor 1

Page 1 of 1    20    View 1 - 1 of 1

**Figure 5-12: Update Guarantor Details**

## 5.7 How to update Bank Details

1. Click on **My Profile** accordion menu to expand the menu
2. Click **Bank** submenu. The bank details will be displayed.
3. To view the details of a bank, click on the [note]/[pencil] icon for view/edit respectfully. To create new oversea bank details, click **New** and continue from #4 below.
4. Bank details will be displayed below the list.
5. Update details as required.

# PETRONAS ICT Sdn Bhd

(Formerly known as iPerintis Sdn Bhd)

6. Select **SAVE AS DRAFT** or **SUBMIT**. If **SAVE AS DRAFT** is clicked, the detail will be saved as draft. If **SUBMIT** is clicked, the detail is submitted for approval. Both draft and submit are saved in the **My Profile Status**.

Note: Changes made on submission only reflects on profile after it has been approved.

- ❖ Updating and creating new records are only applicable to Overseas bank details
- ❖ Local bank details are for viewing only.

The screenshot displays the 'Update Bank Details' interface. On the left is a navigation menu with 'My Profile' selected. The top header shows 'Student No: 10000016' and 'Date of Completion: 12/01/2016'. Below this is the 'Banks Detail' section, which includes a '+ NEW' button and a table with one record for an overseas bank. The table has columns for Bank Type, Branch, Bank Code, Bank Name, Account No, Start Date, End Date, and Action. The 'Action' column contains an edit icon. Below the table is a 'Bank Details' form with fields for Bank Type (Overseas), Country, Bank Name, Bank Code, Branch, Account No, and Account Type. A 'Declaration & Consent' section has two checked checkboxes: 'Declaration' and 'Consent\_Bank'. At the bottom are three buttons: 'SAVE AS DRAFT', 'SUBMIT', and 'CANCEL'. The footer contains links for 'About Us', 'Reference Links', 'Forum', and 'FAQ'.

Figure 5-13: Update Bank Details

## 5.8 How to update Academic details

1. Click on **My Profile** accordion menu to expand the menu.
2. Click on **Academic** submenu. The list of available academic detail will be displayed.

# PETRONAS ICT Sdn Bhd

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Home	Student No	<input type="text" value="10000016"/>	Date of Completion	<input type="text" value="12/01/2016"/>
My Profile	Student Full Name	<input type="text" value="Nguyen PLA Iphone"/>		
Sponsorship	<b>Academic Performance</b>			
Academic	Award	<input type="text" value="6 - Major Sponsorship Sche"/>	Program Type	<input type="text" value="6 - Australian Universities -"/>
Student Development	Country	<input type="text" value="AU - Australia"/>	Location	<input type="text" value="L-AUS1 - Australia"/>
Industrial Training	Level	<input type="text" value="LS1 - Bachelor / Adv Diplon"/>	Discipline	<input type="text" value="Accounting &amp; Finance"/>
Student Exchange	University	<input type="text" value="UAUSS - Australian National University"/>		
Reward & Recognition	<b>Registration Confirmation for New Semester</b>			
Consequence Management	Semester		Registered	Action
Personal	<input type="text" value=""/>		Page 1 of 1   20   No records to view	
Passport/Visa	<b>Academic Performance Result</b>			
Bank	Semester	Current Grading	Cumulative Grading	Meet CM Cut-Off?
Address	<input type="text" value=""/>		Transcript	Action
Guardian/Family	Page 1 of 1   20   No records to view			
Guarantor				
Structured Interview Result				

**Figure 5-14: Update Academic**

3. User can only view details registration confirmation that is approved for new semester.
4. User can edit details of **Academic Results** by clicking on the pencil icon in the **Action** column:
  - a. Academic result section details will be displayed below
  - b. Fill the details as required.
5. From #4, select **SAVE AS DRAFT** or **SUBMIT**. If **SAVE AS DRAFT** is clicked, the detail will be saved as draft. If **SUBMIT** is clicked, the detail is submitted for approval. Both draft and submit are saved in the **Update Profile Status**.

Note: Changes made on submission only reflects on profile after it has been approved.

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- Consequence Management
- Personal
- Passport/Visa
- Bank
- Address
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- Guarantor
- Structured Interview Result
- New Request
- Request Status
- Message

### Academic Performance

Award	4 - Major Sponsorship Sche	Program Type	4 - UK Universities - Rate A
Country	AB - Arubal	Location	44 - 44_tnt
Level	44 - tnt	Discipline	Accountancy
University	4444 - 44_tnt		

### Registration Confirmation for New Semester

Semester	Registered	Action
2015 - S5	Yes	

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### Academic Performance Result

Semester	Current Grading	Cumulative Grading	Meet CM Cut-Off?	Transcript	Action
2012 - S1	Class 4.00	Class 4.10	No		

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### Result Details

Program Type	4 - UK Universities - Rate A	Level	44 - tnt
Country	AB - Arubal	Location	44 - 44_tnt
University	4444 - 44_tnt	Discipline	Accountancy
CM Counter	2		
Semester	2012	S1	
Current Grading *	Class	Second Class Upper	
Cumulative Grading *	Class	Second Class Upper	

**Please attach the transcript required below:**

+ NEW

File Name	Title	Action
PET_MCRSTT_Enhancement_OA_Service_Agreement_v1.0_HuyLD1.xlsx	4545	
Student_Import_Template.xlsx	1212	

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### Declaration & Consent

I testify that the above information is correct and valid. PETRONAS may reject the application if the information given is false.

<Consent Statement>

SAVE AS DRAFT
SUBMIT
CANCEL

Figure 5-15: Update Academic Details

## 5.9 How to update/add Industrial Training

1. Click on **My Profile** accordion menu to expand the menu
2. Click on **Industrial Training** submenu. The list of available Industrial Training detail will be displayed.
3. You can choose to create a new one or edit the existing details.
4. To create new, click on **NEW** button, empty details to be filled will be displayed below the list.
5. To edit existing, click on the [pencil] icon, its details will be displayed below the list.

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- Fill in the details as required for new or editing.
- Select **SAVE AS DRAFT** or **SUBMIT**. If **SAVE AS DRAFT** is clicked, the detail will be saved as draft. If **SUBMIT** is clicked, the detail is submitted for approval. Both draft and submit are saved in the **Update Profile Status**.

Note: Changes made on submission only reflects on profile after it has been approved.

The screenshot displays the user interface for updating or adding industrial training details. On the left is a navigation menu with 'My Profile' and 'Industrial Training' selected. The main area shows a table with one record for 'Industrial Training' with start and end dates of 15/05/2015 and 30/05/2015. Below the table is a 'Program Details' form with fields for dates, allowance, company name, address, and contact information. A 'Declaration & Consent' section at the bottom has two checked checkboxes. At the bottom right, there are buttons for 'SAVE AS DRAFT', 'SUBMIT', and 'CANCEL'.

Figure 5-16: Update/Add Industrial Training

## 5.10 How to update/Add Student Exchange details

- Click on **My Profile** accordion menu to expand the menu.
- Click on **Student Exchange** submenu. The list of available Student Exchange detail will be displayed.
- You can choose to create a new one or edit the existing details
- To create new, click on **NEW** button, empty details to be filled will be displayed below the list
- To edit existing, click on the [pencil] icon, its details will be displayed below the list.
- Fill in the details as required for new or editing.

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7. Select **SAVE AS DRAFT** or **SUBMIT**. If **SAVE AS DRAFT** is clicked, the detail will be saved as draft. If **SUBMIT** is clicked, the detail is submitted for approval. Both draft and submit are saved in the **Update Profile Status**.

Note: Changes made on submission only reflects on profile after it has been approved.

The screenshot displays the 'My Profile' section of the system. The 'Student Exchange' sub-menu is active, showing a table with one entry for a student exchange program in Andorra. The 'Program Details' form is visible, with fields for Start Date, End Date, Country, and Location / Institution. Below the form, there is a section for 'Please attach the supporting documents required below:' with a '+ NEW' button and a table for document uploads. At the bottom, there is a 'Declaration & Consent' section with two checked checkboxes and three buttons: 'SAVE AS DRAFT', 'SUBMIT', and 'CANCEL'.

Figure 5-17: Update/Add Student Exchange

## 5.11 How to update Student Development Program details

1. Click on **My Profile** accordion menu to expand the menu
2. Click on **Student Development** submenu. The list of available Student Development details will be displayed.
3. You can choose to create a new one or edit the existing details.
4. To create new, click on **NEW** button, empty details to be filled will be displayed below the list.
5. To edit existing, click on the [pencil] icon, its details will be displayed below the list.
6. Fill in the details as required for new or editing.
7. Select **SAVE AS DRAFT** or **SUBMIT**. If **SAVE AS DRAFT** is clicked, the detail will be saved as draft. If **SUBMIT** is clicked, the detail is submitted for approval. Both draft and submitted profiles are saved in the **Update Profile Status**.

Note: Changes made on submission only reflects on profile after it has been approved.

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- Structured Interview Result
- New Request
- Request Status
- Message

Student No 
Date of Completion

Student Full Name

**Student Development Program**

⬆

+ NEW

Program Name	Start Date	End Date	Supporting Doc	Action
Trang test 01	08/06/2015	30/06/2016		<span style="border: 1px solid #008080; padding: 2px;">✎</span>

Page 1 of 1    20    View 1 - 1 of 1

**Program Details**

Start Date \* 
End Date \*

Program Name \*

Location \*

**Please attach the supporting documents required below:**

+ NEW

File Name	Title	Action
No records to view		

BROWSE
 📁 ↻

**Declaration & Consent**

I testify that the above information is correct and valid. PETRONAS may reject the application if the information given is false.

<Consent Statement>

SAVE AS DRAFT
SUBMIT
CANCEL

**Figure 5-18: Update/Add Student Development**

## 5.12 How to view Consequence Management

1. Click on **My Profile** accordion menu to expand the menu
2. Click on **Consequence Management** submenu. The list of available Consequence Management details will be displayed.
3. Details on this page are read-only.

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The screenshot shows the following details:

- Student No:** 10000124
- Date of Completion:** 11/05/2015
- Student Full Name:** Pham DEI Facebook
- Consequence Management Settings:**
  - University:** UAUS2 - University Of Sydney
  - Discipline:** Analytical Chemistry
  - Level:** 11 - Foundation (USE CODE)
  - Sponsorship Period From:** 31/03/2015
  - To:** 11/05/2015
- List of CM Letters:** A table with columns Year, Month, CM Reference Letter No, and Action. It shows 0 records.
- List of Sessions:** A table with columns Session Start Date, Session End Date, Session Name, and Officer In Charge. It shows one session from 11/05/2016 to 31/05/2017, named '2014-2016', with officer 'User19 - user19'.

**Figure 5-19: Consequence Management**

## 5.13 How to update/add Reward & Recognition

1. Click on **My Profile** accordion menu to expand the menu.
2. Click on **Reward & Recognition** submenu. The list of available Reward & Recognition details will be displayed.
3. You can choose to create a new one or edit the existing details.
4. To create new, click on **NEW** button, empty details to be filled will be displayed below the list.
5. To edit existing, click on the [pencil] icon, its details will be displayed below the list.
6. Fill in the details as required for new or editing.
7. Select **SAVE AS DRAFT** or **SUBMIT**. If **SAVE AS DRAFT** is clicked, the detail will be saved as draft. If **SUBMIT** is clicked, the detail is submitted for approval. Both draft and submitted profiles are saved in the **My Profile Status**.

Note: Changes made on submission only reflects on profile after it has been approved.



# PETRONAS ICT Sdn Bhd

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- Home
- My Profile ▲
- Sponsorship
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- Consequence Management
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- Passport/Visa
- Bank
- Address
- Guardian/Family
- Guarantor
- Structured Interview Result
- New Request ▼
- Request Status ▼
- Message

Student No 
Date of Completion

Student Full Name

+ NEW

**Student Reward Recognition**

Competition Name	Level Rep.	Achievement	Event Start Date	Event End Date	Supporting Doc	Action
testing 01	Inter-Country	Third Place	08/05/2015	15/05/2016		
testing 02	Inter-State	Winner	01/05/2015	05/05/2015		
testing 03 - testing 03	Inter-University	Winner	26/05/2015	26/12/9998		
testing 04 - testing 04	Inter-State	Winner	25/05/2015	30/06/2015		

View 1 - 4 of 4

**Reward Details**

Event Start Date \*

Event End Date

Name Of Competition/Event \*

Level Of Representation \* - Select Level -

Achievement \* - Select Achievement -

**Please attach the supporting document required below:**

+ NEW

File Name	Title	Action
No records to view		

**Declaration & Consent**

Declaration\_Rewards & Recognition

< Consent Statement >

SAVE AS DRAFT
SUBMIT
CANCEL

**Figure 5-20: Update/Add Reward & Recognition**

## 5.14 How to update Guardian/Family details

1. Click on **My Profile** accordion menu to expand the menu.
2. Click on **Guardian/Family** submenu. The list of available Guardian/Family details will be displayed.
3. Click on the [pencil] icon, its details will be displayed below the list.
4. Click **Edit** button and fill in the details as required for editing.
5. Select **SAVE AS DRAFT** or **SUBMIT**. If **SAVE AS DRAFT** is clicked, the detail will be saved as draft. If **SUBMIT** is clicked, the detail is submitted for approval. Both draft and submitted profiles are saved in the **My Profile Status**.

Note: Changes made on submission only reflects on profile after it has been approved.

# PETRONAS ICT Sdn Bhd

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- Guarantor
- Structured Interview Result
- New Request**
- Request Status**
- Message**

Student No: 10000016 Date of Completion: 12/01/2016  
 Student Full Name: Nguyen PLA Iphone

**Guardian/Family**

Family Type	Full Name	Start Date	End Date	Action
Father	Nhan CID Nguyen	07/05/2015	31/12/9999	

Page 1 of 1 | 20 | View 1 - 1 of 1

**Guardian/Family Details**

Family Type\*: Father  
 First Name: Nhan Title\*: CID  
 Last Name\*: Nguyen  
 New IC No\* (Example: 931209-10-8732): 931209-10-4545 Old IC No: 45454545454  
 Passport No: 45454545454  
 Occupation: 45454545454  
 Employer Name: 45454545454  
 Position\*: 45454545454  
 Monthly Income\*: UGX - Ugandan shilling 4,545,454.00  
 House No\*: 45454545454  
 Street 1\*: 45454545454  
 Street 2: 45454545454  
 Postal Code\*: 45454545454  
 City\*: 45454545454  
 Country\*: TC - Turks&Caicos Is State\*: 209 - Turks and Caicos...  
 Telephone No: 341 - 45454545  
 Handphone No: 234 - 45454545  
 Email: user36@gmail.com

Please attach the supporting documents required below:

+ NEW

File Name	Title	Action
5-ece84.jpg	3434343	
image12345.jpg	weewewer	

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**Declaration & Consent**

I testify that the above information is correct and valid. PETRONAS may reject the application if the information given is false.  
 <Consent Statement>

SAVE AS DRAFT SUBMIT CANCEL

**Transaction History**

Start Date	End Date	Family Type	Full Name	Relationship	New IC No
07/05/2015	31/12/9999	Father	Nhan CID Nguyen		931209-10-4545

Page 1 of 1 | 20 | View 1 - 1 of 1

Figure 5-21: Update/Add Reward & Recognition

## 5.15 How to view Structured Interview Result

1. Click on **My Profile** accordion menu to expand the menu.
2. Click on **Structured Interview Result** submenu. The list of available Structured Interview Result details will be displayed.
3. Click on the **Note** icon, its details will be displayed below the list.

Note: Only current **Structured Interview Result** record is displayed in **Student Portal**.

The screenshot displays the 'My Profile' section of the Student Portal. The 'Structured Interview Result' submenu is highlighted. Below it, the 'SI Result' details are shown:

- Eligible for SI:**  Yes  No
- Recruitment Status:**
  - RECOMMENDED**  
**NOTE:**
    - For placement details, please contact your respective recruiter
  - NOT RECOMMENDED**  
**NOTE:**
    - If you wish to request for a **Release Letter**, please fill up the form [here](#)
  - NOT MEETING SI CUT OFF**  
**NOTE:**
    - If you wish to request for a **Release Letter**, please fill up the form [here](#)

Figure 5-22: Structured Interview Result

## 6. Request Status

### 6.1 How to check Claim Request Status

1. Click on **Request Status** accordion menu to expand the menu.
2. Click on **Claim** submenu. The list of available Claim Requests list will be displayed.
3. User can choose from the **action** column to **edit** or **view** any of the displayed lists. User can edit draft/returned request but only view with other statuses.
4. On Claim screen, you can edit, delete.
5. To edit or delete an existing claim request, you can click either the pencil icon to edit or the bin icon to delete.
6. To view the details of an existing claim request, click the **note** icon on the **Details** column. A screen containing the request's details will be displayed.
  - a. Fill in the details as required.
  - b. Click **Save** to save updates or **Cancel** to discard.
7. Select **SAVE AS DRAFT** or **SUBMIT**. If **SAVE AS DRAFT** is clicked, the detail will be saved as draft. If **SUBMIT** is clicked, the detail is submitted for approval. Both draft and submitted claims are saved in the **Claim Request Status**.

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Home	Date Submitted	Amount	Current Status	Action
My Profile	13/05/2015	44,444,444.00	Returned for Amendment	
New Request		43,540.26	Draft	
<b>Request Status</b>	13/05/2015	1,111,111,111.00	Submitted	
My Profile		8,333,332.00	Draft	
Claim	Page 1 of 1			View 1 - 4 of 4
Letter				

Figure 6-1: Claim Request Status

## 6.2 How to view/update a Letter Request

1. Click on **Request Status** accordion menu to expand the menu.
2. Click on **Request Status** submenu. The list of available Letter Requests list will be displayed.
3. User can choose from the **action** column to **edit** or **view** any of the displayed lists. User can edit draft/returned request but only view with other statuses.
4. Fill the details as required.
5. To edit or delete an existing claim request, you can click either the pencil icon to edit or the bin icon to delete.
6. Select **SAVE AS DRAFT** or **SUBMIT**. If **SAVE AS DRAFT** is clicked, the detail will be saved as draft. If **SUBMIT** is clicked, the detail is submitted for approval. Both draft and submitted claims are saved in the **Claim Request Status**.

Home	Date Submitted	Type of Letter	Current Status	Action
My Profile	13/05/2015	Financial Affidavit	Returned for Amendment	
New Request	13/05/2015	Report upon Completion of Study	Submitted	
<b>Request Status</b>		Release Letter	Draft	
My Profile	12/05/2015	Financial Affidavit	Letter Sent	
Claim	12/05/2015	Release Letter	Letter Sent	
<b>Letter</b>	12/05/2015	Report upon Completion of Study	Letter Sent	
Sponsorship Extension	12/05/2015	Report upon Completion of Study	Letter Sent	
Flight Booking	12/05/2015	Report upon Completion of Study	Letter Sent	
Message	12/05/2015	Release Letter	Generated	
	12/05/2015	Release Letter	Generated	
	12/05/2015	Financial Affidavit	Letter Sent	
	Page 1 of 1			View 1 - 10 of 10

Figure 6-2: View/Update Letter Request

## 6.3 How to view/update Sponsorship Extension Request

1. Click on **Request Status** accordion menu to expand the menu.
2. Click on **Scholarship Extension** submenu. The list of available Scholarship Extension Requests list will be displayed.
3. User can choose from the **action** column to **edit** or **view** any of the displayed lists. User can edit draft/returned request but only view with other statuses.
4. Fill the details as required.
5. To edit or delete an existing request, user can click either the pencil icon to edit or the bin icon to delete.

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6. Select **SAVE AS DRAFT** or **SUBMIT**. If **SAVE AS DRAFT** is clicked, the detail will be saved as draft. If **SUBMIT** is clicked, the detail is submitted for approval.




Home	Date Submitted	Current Status	Action
My Profile		Draft	 
New Request	12/05/2015	Processing	
<b>Request Status</b>	Page 1 of 1		View 1 - 2 of 2
My Profile			
Claim			
Letter			
<b>Sponsorship Extension</b>			

Figure 6-3: View/Update Sponsorship Extension Request

## 6.4 How to view/update My Profile Status

1. Click on **Request Status** accordion menu to expand the menu.
2. Click on **My Profile** submenu. The list of available updated profile list will be displayed.
3. Click on the [+ ] on each record list to expand.
4. You can choose from the **action** column to **edit** or **view** any of the displayed lists. You can only view a submitted/rejected/Approved request but a draft/returned request is editable.
5. On the view/edit page, follow steps in section 4 for any of the selected profiles.
































Home	Student Management Portal																																																																																																		
 PETRONAS reimagining energy	Student Name: Nguyen PLA Iphone	Student ID: 10000016	Change Password	Logout																																																																																															
My Profile New Request <b>Request Status</b> My Profile Claim Letter Sponsorship Extension Flight Booking Message	<table border="1"> <thead> <tr> <th>Type of Profile</th> <th>Date Submitted</th> <th>Description</th> <th>Current Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>+ Sponsorship</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>+ Academic</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>+ Student Development</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>+ Industrial Training</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>+ Student Exchange</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>- Reward &amp; Recognition</td> <td>05/05/2015</td> <td>Create New Reward &amp; Recognition</td> <td>Rejected</td> <td></td> </tr> <tr> <td></td> <td>05/05/2015</td> <td>Create New Reward &amp; Recognition</td> <td>Approved</td> <td> </td> </tr> <tr> <td></td> <td></td> <td>Update Reward &amp; Recognition</td> <td>Draft</td> <td> </td> </tr> <tr> <td></td> <td></td> <td>Create New Reward &amp; Recognition</td> <td>Draft</td> <td> </td> </tr> <tr> <td></td> <td>05/05/2015</td> <td>Create New Reward &amp; Recognition</td> <td>Approved</td> <td></td> </tr> <tr> <td></td> <td>06/05/2015</td> <td>Create New Reward &amp; Recognition</td> <td>Rejected</td> <td></td> </tr> <tr> <td></td> <td>06/05/2015</td> <td>Update Reward &amp; Recognition</td> <td>Approved</td> <td></td> </tr> <tr> <td>+ Passport/Visa</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>+ Bank</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>+ Address</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>+ Guardian/Family</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>+ Guarantor</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>+ Semester Registration</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Type of Profile	Date Submitted	Description	Current Status	Action	+ Sponsorship					+ Academic					+ Student Development					+ Industrial Training					+ Student Exchange					- Reward & Recognition	05/05/2015	Create New Reward & Recognition	Rejected			05/05/2015	Create New Reward & Recognition	Approved	 			Update Reward & Recognition	Draft	 			Create New Reward & Recognition	Draft	 		05/05/2015	Create New Reward & Recognition	Approved			06/05/2015	Create New Reward & Recognition	Rejected			06/05/2015	Update Reward & Recognition	Approved		+ Passport/Visa					+ Bank					+ Address					+ Guardian/Family					+ Guarantor					+ Semester Registration				
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+ Semester Registration																																																																																																			
Page 1 of 1		View 1 - 12 of 12																																																																																																	

Figure 6-4: View/Update My Profile

# PETRONAS ICT Sdn Bhd

(Formerly known as iPerintis Sdn Bhd)

## 6.5 How to view/update Flight Booking Request

1. Click on **Request Status** accordion menu to expand the menu.
2. Click on **Flight Booking** submenu. The list of available Flight Booking Requests list will be displayed.
3. User can choose from the **action** column to **edit** or **view** any of the displayed lists. User can edit draft/returned request but only view with other statuses.
4. Fill the details as required.
5. To edit or delete an existing request, user can click either the pencil icon to edit or the bin icon to delete.
6. Select **SAVE AS DRAFT** or **SUBMIT**. If **SAVE AS DRAFT** is clicked, the detail will be saved as draft. If **SUBMIT** is clicked, the detail is submitted for approval.

Home	Date Submitted	Current Status	Action
My Profile	13/05/2015	Returned for Amendment	[Edit] [Delete]
New Request		Draft	[Edit] [Delete]
<b>Request Status</b>	13/05/2015	Submitted	[Edit]

Page 1 of 1 | 20 | View 1 - 3 of 3

Figure 6-5: View/Update Flight Booking

## 7. New Request

### 7.1 How to add a Claim Request

1. Click on **New Request** accordion menu to expand the menu.
2. Click on **Claim** submenu. The screen will display claim request in new mode.

Student No: 10000000 | Date of Completion: 30/12/2016

Student Full Name: Val PLA Putin | University: UAUS5 - Australian National

Discipline: Accounting & Finance | Level: LS1 - Bachelor / Adv Diplon

Sponsorship Period From: 20/04/2015 | To: 30/12/2016

Email: anh@cao.com | Telephone No/HP No: [ ]

**Claim Listing**

Claim Purpose	Receipt Date	Receipt No	Currency	Amount	Exchange Rate
No records to view					

Total Amount (MYR): 00.00

**Declaration & Consent**

I testify that the above information is correct and valid. PETRONAS may reject the application if the information given is false.

<Consent Statement>

SAVE AS DRAFT | SUBMIT

Figure 7-1: Add Claim Request

# PETRONAS ICT Sdn Bhd

(Formerly known as iPerintis Sdn Bhd)

3. Click **NEW CLAIM**, details to fill in will be displayed below.
  - Claim Purpose: Thesis allowance

**Claim Details**

Claim Purpose *	Thesis Allowance	Receipt Date *	<input type="text"/>
Currency *	- Select -	Receipt No *	<input type="text"/>
Amount *	<input type="text"/>		
Description *	<input type="text"/>		

**Thesis Claim Details**

Thesis/Final Year Project Title \*

Please enclose the following:

- Recommendation and Approval by Programme Head/Final Year Project's Supervisor.
- The first 5 pages of thesis.

**Please attach the supporting documents required below:**

+ ATTACHMENT

File Name	Title	Action
No records to view		

Page 1 of 0

ADD TO CLAIM LIST CANCEL

**Figure 7-2: Add Claim Request – Thesis Allowance**

- Claim Purpose: Industrial Training allowance



# PETRONAS ICT Sdn Bhd

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**Claim Details**

Claim Purpose\*  Receipt Date\*

Currency\*  Receipt No\*

Amount\*

Description\*

---

**Industrial Training Claim Details**

Duration of Claim From\*  Duration of Claim To\*

Please enclose the following:

- Industrial Training Attendance Sheet.
- Confirmation letter by company on the training period and allowance given.

Please download this form "[Industrial Training Attendance Sheet](#)" and upload the form as attached.

**Please attach the supporting documents required below:**

+ ATTACHMENT

File Name *	Title	Action
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>⌂</span> <span>Page 1 of 0</span> <span>20 ▼</span> <span>No records to view</span> </div>		

ADD TO CLAIM LIST
CANCEL

**Figure 7-3: Add Claim Request – Industrial Training Allowance**

➤ Claim Purpose: Ground Transportation

**Claim Details**

Claim Purpose\*  Receipt Date\*

Currency\*  Receipt No\*

Amount\*

Description\*

---

**Ground Transportation Details**

Reason for Travelling\*

Mode of Transportation\*

Ground Transportation\*  Return  One Way

Origin\*  Destination\*

Date from Origin\*  Date from Destination\*

**Please attach the supporting documents required below:**

+ ATTACHMENT

File Name *	Title	Action
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>⌂</span> <span>Page 1 of 0</span> <span>20 ▼</span> <span>No records to view</span> </div>		

ADD TO CLAIM LIST
CANCEL



# PETRONAS ICT Sdn Bhd

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Figure 7-4: Add Claim Request – Ground Transportation

➤ Claim Purpose: Flight claim

**Claim Details**

Claim Purpose\* Flight Claim

Receipt Date\*

Currency\* - Select -

Receipt No\*

Amount\*

Description\*

---

**Flight Claim Details**

Reason for Travelling\* - Select -

Flight\*  Return  One Way

Origin\*

Destination\*

Date from Origin\*

Date from Destination\*

**Please attach the supporting documents required below:**

+ ATTACHMENT

File Name	Title	Action
<input type="text" value=""/> <span style="float: right;">Page 1 of 0</span>		
No records to view		

Figure 7-5: Add Claim Request – Flight Claim

➤ Claim Purpose: Advance Living claim

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**Claim Details**

Claim Purpose \*  Receipt Date \*

Currency \*  Receipt No \*

Amount \*

Description \*

---

**Advance Details**

Advance Living Purpose \*

Advance From \*   Advance To \*

Please enclose the following:

For Home Leave Passage, please include email/written confirmation from parents/guardians on your holiday plan at home country. Confirmation letter by company on the training period and allowance given.

For Industrial Training, please include email/official industrial training letter from the host company.

**Please attach the supporting documents required below:**

File Name	Title	Action
No records to view		

**Figure 7-6: Add Claim Request – Advance Living Claim**

➤ Claim Purpose: the rest of other claim purposes

**Claim Details**

Claim Purpose \*  Receipt Date \*

Currency \*  Receipt No \*

Amount \*

Description \*

---

**Please attach the supporting documents required below:**

File Name	Title	Action
No records to view		

**Figure 7-7: Add Claim Request – For Other Claim Purposes**

- Fill in details as required. Click **ADD TO CLAIM LIST** or **CANCEL** button to add claim to claim list and discard respectively.

# PETRONAS ICT Sdn Bhd

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5. Select **SAVE AS DRAFT** or **SUBMIT**. If **SAVE AS DRAFT** is clicked, the detail will be saved as draft. If **SUBMIT** is clicked, the detail is submitted for approval. Both draft and submitted claims are saved in the **Claim Request Status**.

Note: To enable Submit button, user needs to check **Declaration & Consent**.

The screenshot displays the 'Add Claim Request' interface. On the left is a sidebar menu with options: Home, My Profile, New Request (highlighted), Claim, Report upon Completion of Study, Release Letter, Financial Affidavit, Sponsorship Extension, Student Exchange Program, Flight Booking, Request Status, and Message. The main form area includes the following fields:

- Student No: 10000000
- Date of Completion: 30/12/2016
- Student Full Name: Val PLA Putin
- University: UAUS5 - Australian National
- Discipline: Accounting & Finance
- Level: LS1 - Bachelor / Adv Diplor
- Sponsorship Period From: 20/04/2015
- To: 30/12/2016
- Correspondence Address: (empty)
- Email: anh@cao.com
- Telephone No/HP No: (empty)

Below the form is a 'Claim Listing' section with a '+ NEW CLAIM' button. The listing table has columns: Claim Purpose, Receipt Date, Receipt No, Currency, Amount, and Exchange Rate. The table is empty, showing 'No records to view'. A 'Total Amount (MYR):' field shows '00.00'.

The 'Declaration & Consent' section contains two checkboxes, both unchecked:

- I testify that the above information is correct and valid. PETRONAS may reject the application if the information given is false.
- <Consent Statement>

At the bottom right, there are two buttons: 'SAVE AS DRAFT' (active) and 'SUBMIT' (disabled).

Figure 7-8: Add Claim Request

## 7.2 How to make a completion of study report

1. Click on **New Request** accordion menu to expand the menu.
2. Click on **Report upon Completion of Study** submenu. The Completion of Study Report screen will be displayed.
3. Fill in details as required.
4. Select **SAVE AS DRAFT** or **SUBMIT**. If **SAVE AS DRAFT** is clicked, the detail will be saved as draft. If **SUBMIT** is clicked, the detail is submitted for approval. Both draft and submitted claims are saved in the **Letter Request Status**.

Note: user needs to check **Declaration & Consent** to enable **Submit** button.

# PETRONAS ICT Sdn Bhd

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Home

My Profile

**New Request**

Claim

Report upon Completion of Study

Release Letter

Financial Affidavit

Sponsorship Extension

Student Exchange Program

Flight Booking

Request Status

Message

Student No	<input type="text" value="10000016"/>	Date of Completion	<input type="text" value="12/01/2016"/>
Student Full Name	<input type="text" value="Nguyen PLA Iphone"/>		
University	<input type="text" value="UAUS5 - Australian National University"/>		
Discipline	<input type="text" value="Accounting &amp; Finance"/>	Level	<input type="text" value="LS1 - Bachelor / Adv Diplor"/>
Sponsorship Period From	<input type="text" value="02/05/2015"/>	To	<input type="text" value="12/01/2016"/>
Correspondence Address	<input type="text" value="4444444444, 4444444444, 4444444444, 4444444444, 4444444444, Saint Kitts and Nevis, KN"/>		
Email	<input type="text" value="user90@dbtest.fmf.com"/>	Telephone No/HP No	<input type="text" value="333-44444444/123-44444"/>

**Preferred Address**

First Name	<input type="text" value="aaaa"/>	Title Name	<input type="text" value="B.SC."/>
Last Name	<input type="text" value="bbbb"/>	Relationship	<input type="text" value="- Select Relationship -"/>
Preferred Address *	<input type="text" value="- Select Preferred Addr..."/>	House No *	<input type="text"/>
Street 1 *	<input type="text"/>		
Street 2	<input type="text"/>		
Postal Code *	<input type="text"/>	City *	<input type="text"/>
Country *	<input type="text" value="- Select Country -"/>	State *	<input type="text" value="- Select State -"/>
Telephone No	<input type="text"/>	Handphone No	<input type="text"/>
Email Address *	<input type="text"/>		

**NOTE:**  
All changes on preferred address here will be updated automatically to your profile. Please ensure all details are correct and the person named is contactable.

**Academic Particulars**

Study Commencement Date *	<input type="text"/>	Study Completion Date *	<input type="text"/>
Final Result (CGPA/WAM/GPA) *	<input type="text" value="- Select Final -"/>	<input type="text"/>	

**Interview Details/PETRONAS Entry Level Assessment**

Have you been interviewed? \*  Yes  No

If Yes, please state: Interview Location:

Interview Date: | Did you submit the declaration form during interview? \* | Yes  No | | |
| Earliest date for commencement of work \* |  | | |

+ NEW

File Name *	Title	Action
<input type="text"/> <input type="button" value="BROWSE"/>	<input type="text"/>	<input type="button" value="Upload"/>

Page 1 of 0

**Declaration**

I hereby testify that the above information is correct and valid. PETRONAS may reject the application if the information given is false.

I accept...

Submission Date:

**Consent**

<Consent Statement>

SAVE AS DRAFT

SUBMIT

Figure 7-9: Add Completion of Study

## 7.3 How to make Release Letter

1. Click on **New Request** accordion menu to expand the menu.
2. Click on **Release Letter** submenu. The release letter screen will be displayed.
3. Fill in details as required.
4. Select **SAVE AS DRAFT** or **SUBMIT**. If **SAVE AS DRAFT** is clicked, the detail will be saved as draft. If **SUBMIT** is clicked, the detail is submitted for approval. Both draft and submitted claims are saved in the **Letter Request Status**.

The screenshot displays the 'Add Release Letter' form in the PETRONAS ICT Sdn Bhd system. The left sidebar menu shows 'New Request' and 'Release Letter' highlighted. The main form area contains the following fields:

- Student No: 10000016
- Date of Completion: 12/01/2016
- Student Full Name: Nguyen PLA Iphone
- University: UAUSS - Australian National
- Discipline: Accounting & Finance
- Level: LS1 - Bachelor / Adv Diplor
- Sponsorship Period From: 02/05/2015
- To: 12/01/2016
- Correspondence Address: 4444444444, 4444444444, 4444444444, 4444444444, 4444444444, Saint Kitts and Nevis, KN
- Email: user90@dbtest.fmf.com
- Telephone No/HP No: 333-44444444/123-44444

The 'Application Description' section includes a 'Reason' dropdown menu (currently set to '- Select Reason -') and a 'Description' text area. The 'Declaration & Consent' section has two checked checkboxes: 'I testify that the above information is correct and valid. PETRONAS may reject the application if the information given is false.' and '<Consent Statement>'. At the bottom right, there are two buttons: 'SAVE AS DRAFT' and 'SUBMIT'.

Figure 7-10: Add Release Letter

## 7.4 How to make a financial affidavit request

1. Click on **New Request** accordion menu to expand the menu.
2. Click on **Financial Affidavit** submenu to display the screen.
3. Fill in details as required.
4. Click **NEW** and fill in the information displayed below, **Save** or **Cancel**.
5. Select **SAVE AS DRAFT** or **SUBMIT**. If **SAVE AS DRAFT** is clicked, the detail will be saved as draft. If **SUBMIT** is clicked, the detail is submitted for approval. Both draft and submitted claims are saved in the **Letter Request Status**.

Note: user needs to check **Declaration & Consent** to enable **Submit** button.

# PETRONAS ICT Sdn Bhd

(Formerly known as iPerintis Sdn Bhd)

**Home**

**My Profile** ▾

**New Request** ▴

Claim

Report upon Completion of Study

Release Letter

**Financial Affidavit**

Sponsorship Extension

Student Exchange Program

Flight Booking

**Request Status** ▾

**Message**

Student No:

Student Full Name:

Discipline:

Sponsorship Period From:

Correspondence Address:

Email:

Date of Completion:

University:

Level:

To:

Telephone No/HP No:

**Application Description**

Purpose\*:

Duration of Undergraduate Program

Year\*:  Month\*:

Enrolment Date\*:  Required Date for FA\*:

Start Date\*:  End Date\*:

**+ NEW**

Recipient Name	Recipient Address	Country	University	No of copies	Action
Page 1 of 0    20					
No records to view					

**Financial Affidavit Details**

Recipient Name:

Recipient Address:

Country\*:

University\*:

No of Copies\*:

**SAVE**   **CANCEL**

**Declaration & Consent**

I testify that the above information is correct and valid. PETRONAS may reject the application if the information given is false.

<Consent Statement>

**SAVE AS DRAFT**   **SUBMIT**

**Figure 7-11: Add Financial Affidavit Request**

## 7.5 How to make sponsorship extension request

1. Click on **New Request** accordion menu to expand the menu.
2. Click on **Scholarship Extension** submenu to display the screen.
3. Fill in details as required.
4. To add new study plan, click **NEW**, the details to fill will be displayed below
  - a. Fill in details as required.

# PETRONAS ICT Sdn Bhd

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- b. Click **Save** or **Cancel** icon to save or discard respectively.
5. Select **SAVE AS DRAFT** or **SUBMIT**. If **SAVE AS DRAFT** is clicked, the detail will be saved as draft. If **SUBMIT** is clicked, the detail is submitted for approval. Both draft and submitted claims are saved in the **Scholarship Extension Request Status**.

Note: user needs to check **Declaration & Consent** to enable **Submit** button.

# PETRONAS ICT Sdn Bhd

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- Home
- My Profile
- New Request**
- Claim
- Report upon Completion of Study
- Release Letter
- Financial Affidavit
- Sponsorship Extension**
- Student Exchange Program
- Flight Booking
- Request Status
- Message

Accumulated\_Display

Student No: 10000016      Date of Completion: 12/01/2016

Student Full Name: Nguyen PLA Iphone

University: UAUSS - Australian National University

Discipline: Accounting & Finance      Level: LS1 - Bachelor / Adv Diplor

Sponsorship Period From: 02/05/2015      To: 12/01/2016

Correspondence Address: 444444444, 444444444, 444444444, 444444444, 444444444, Saint Kitts and Nevis, KN

Email: user90@dbtest.fmf.com      Telephone No/HP No: 333-44444444/123-44444

**Application Description**

Extension Date From\*  To\*

**Extension Application For**

First Appeal

Second & Subsequent Appeal

Previous Extension(s): Semester

**Academic Performance**

**Total Credit Hours**

(A) Required by University to Graduate\*

(B) Accumulated\*

(C) Taken in Current Semester\*

(D) Needed to Complete the Requirement  0 (A-B-C)

**Study Plan**

**+ NEW**

Year	Semester	Subject Code	Subject	Credit Hour	Action
No records to view					

**Study Plan Details**

Year\*  Semester\*

Subject Code\*  Subject\*

Credit Hour\*

Total Credit Hour  0

- Please enclose the following:**
- A formal **APPEAL LETTER**. Please include reasons for extensions.
  - Any relevant supporting documents, example: Medical Report, Recommendation Letter by University.
  - Transcript with result from first semester until current semester.

**Please attach the supporting documents required below:**

**+ NEW**

File Name	Title	Action
No records to view		

**Declaration & Consent**

I testify that the above information is correct and valid. PETRONAS may reject the application if the information given is false.

<Consent Statement>



Figure 7-12: Add Sponsorship Extension

## 7.6 How to make a Student Exchange Program

1. Click on **New Request** accordion menu to expand the menu.
2. Click on **Student Exchange Program** submenu to display the screen.  
Or user can make a **Student Exchange Program** from **My Profile**. Refer to 5.10 How to update/Add Student Exchange details.
3. Fill in details as required.
4. Select **SAVE AS DRAFT** or **SUBMIT**. If **SAVE AS DRAFT** is clicked, the detail will be saved as draft. If **SUBMIT** is clicked, the detail is submitted for approval. Both draft and submitted claims are saved in the **My Profile Request Status**.

Note: user needs to check **Declaration & Consent** to enable **Submit** button.

The screenshot displays the 'Add Student Exchange Program' form. On the left, a sidebar menu shows 'New Request' and 'Student Exchange Program' selected. The main form area includes the following sections:

- Header Fields:** Student No (10000016), Date of Completion (12/01/2016), and Student Full Name (Nguyen PLA Iphone).
- Program Details:** Start Date, End Date, Country (dropdown menu), and Location / Institution.
- Supporting Documents:** A section titled 'Please attach the supporting documents required below:' with a '+ NEW' button and a table showing 'No records to view'.
- Declaration & Consent:** Two checkboxes are checked, indicating agreement with the terms.
- Submission:** 'SAVE AS DRAFT' and 'SUBMIT' buttons are located at the bottom right.

Figure 7-13: Add Student Exchange Program

## 7.7 How to make a Flight Booking

1. Click on **New Request** accordion menu to expand the menu.
2. Click on **Flight Booking** submenu to display the screen.
3. Fill in details as required.
4. Select **SAVE AS DRAFT** or **SUBMIT**. If **SAVE AS DRAFT** is clicked, the detail will be saved as draft. If **SUBMIT** is clicked, the detail is submitted for approval. Both draft and submitted claims are saved in the **Flight Booking Request Status**.

Note: user needs to check **Declaration & Consent** to enable **Submit** button

# PETRONAS ICT Sdn Bhd

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**Home**

**My Profile** ▾

**New Request** ▴

Claim

Report upon Completion of Study

Release Letter

Financial Affidavit

Sponsorship Extension

Student Exchange Program

**Flight Booking**

**Request Status** ▾

**Message**

Student No	<input type="text" value="10000016"/>	Date of Completion	<input type="text" value="12/01/2016"/>
Student Full Name	<input type="text" value="Nguyen PLA Iphone"/>	University	<input type="text" value="UAUS5 - Australian National"/>
Discipline	<input type="text" value="Accounting &amp; Finance"/>	Level	<input type="text" value="LS1 - Bachelor / Adv Diplor"/>
Sponsorship Period From	<input type="text" value="02/05/2015"/>	To	<input type="text" value="12/01/2016"/>
Correspondence Address	<input type="text" value="4444444444, 4444444444, 4444444444, 4444444444, 4444444444, Saint Kitts and Nevis, KN"/>		
Email	<input type="text" value="user90@dbtest.fmf.com"/>	Telephone No/HP No	<input type="text" value="333-44444444/123-44444"/>

**Flight Booking Listing**

[+ NEW](#)

Request Date	Reason for Flight Booking	Flight	Origin	Date of Origin	Destination
Page 1 of 0    No records to view					

**Flight Booking Detail**

Request Date:  Reason for Flight Booking\*:

Flight\*:  Return  One Way

Origin\*:  Destination\*:

Date of Origin\*:  Date of Destination\*:

Description\*:

**Please attach the supporting documents required below:**

[+ NEW](#)

File Name	Title	Action
Page 1 of 0    No records to view		

**Declaration & Consent**

I testify that the above information is correct and valid. PETRONAS may reject the application if the information given is false.

<Consent Statement>

Figure 7-14: Add Flight Booking Request

## 8. Message

### 8.1 How to read messages

1. Click on **Message** menu to display messages screen.
2. List of messages will be displayed at the top of the screen.
3. Click on the **Pencil** icon to edit or **Note** icon to view any of the desired messages.
4. Details of the clicked message will be displayed in the area below.

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5. Fill in the editable area.
6. Click **Submit**.

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Home

My Profile

New Request

Request Status

Message

### Messages List

Date	Title	Action
13/05/2015	Letter Invitation	
13/05/2015	Flight Booking Returned for Amendment	
11/05/2015	DK KHOA HOC	
08/05/2015	testing 569	
08/05/2015	Student Profile - Guardian/Family Approved	
08/05/2015	Student Profile - Guardian/Family Rejected	
08/05/2015	Student Profile - Passport/Visa No Rejected	
08/05/2015	PETRONAS Student Portal - Visa / Passport is expiring	
08/05/2015	PETRONAS Student Portal - Visa / Passport is expiring	
08/05/2015	PETRONAS Student Portal - Visa / Passport is expiring	

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### Details

**Title** Letter Invitation

**From** user1@dbtest.fmf.com

**Message:**

Dear Sir/Madam,

Please take time to join to this fairwel party on this evening.

Regards,

**Action \***  Accept  Reject

**Choose a session \***

Session Name	Start Date	End Date	Seat Available	Venue	Choose One
2014-2016	11/05/2016	31/05/2017	218	222	<input type="radio"/>

View 1 - 1 of 1

**Additional Requirement**

**SUBMIT**

**Figure 8-1: Message List**

**PETRONAS ICT Sdn Bhd**  
*(Formerly known as iPerintis Sdn Bhd)*