

# Preparation for Orientation Session with Department of Electrical Engineering

1. Join the Microsoft (MS) Teams by using following links;  
<https://shorturl.at/f1jmn>
2. Fill up the personal information survey (<https://bit.ly/EEStudentInfo>)
3. Join the Whatsapp group posted in the MS Teams
4. Make sure you have activated your status via Maya portal at  
<https://maya.um.edu.my>
5. Make sure you have created Siswamail account through  
<https://siswa.um.edu.my>
6. Watch the UM Electrical Engineering Course Registration Guide 2024 before orientation session on 2<sup>nd</sup> Oct. 2024 ([https://youtu.be/NKs4\\_x7-5DM?si=VwdY33x5Qbchbd-P](https://youtu.be/NKs4_x7-5DM?si=VwdY33x5Qbchbd-P))









Join the physical Department Orientation on 2<sup>nd</sup> October 2024 at Faculty of Engineering (compulsory) and bring a fully-charged laptop for course registration

# Tentative Schedule

| Week    | Activities   | Tentative Date   |
|---------|--|--|
| 0       | Watch UM Electrical Engineering Course Registration Guide 2024<br>Orientation with Department (at block Y, DK8)<br>Self enrolment<br>Course registration<br>Meeting AA with students | ~1.10.2024<br>2.10.2024 (Wednesday)<br>As stated in Maya<br>2.10.2024 – 4.10.2024<br>2.10.2024 |
| 1       |  |  |
| 2       | OBE Briefing / Entrance Survey / PO Attainment Meeting   |  |
| 3       |  |  |
| 4       |  |  |
| 5       |  |  |
| 6       | Mid Semester Test  |  |
| 7       | Mid Semester Test  |  |
| Mid S/B |  |  |
| 8       | Mid Semester Test  |  |
| 9       | Mid Semester Test  |  |
| 10      | 2nd Meeting AA with students   |  |
| 11      |  |  |
| 12      |  |  |
| 13      | Course Outcome Survey  |  |
| 14      | Release of Continuous Assessment Results / CTES  |  |

# Microsoft Office 365

Our IT Services aim to support you in whatever role you have at the University - our staff are friendly and well informed, and will do their best to help you.

|   |   |
|---|---|
| ICT Security                                |    |
| Data Center                                 |    |
| Network                                     |    |
| Email                                       |    |
| <b>Software For Teaching &amp; Learning</b> |    |
| Portal & Online Systems                     |    |
| Multimedia                                  |   |
| Commercial                                  |  |

ICT Service Catalogue

## Microsoft 365

The software you need for your work or studies can be accessed from managed classroom or office machine.

### For Staff :

UMPortal (<https://portal.um.edu.my/>) >> Log In >> ICT Info >> Download Software >> Main Software

### For Student :

MyUM (<https://myum.um.edu.my/>) >> Log In >> Software

## Contact Information

Any complaints or inquiries can be made at **UMHelpdesk** or email to [umsoftware.support@um.edu.my](mailto:umsoftware.support@um.edu.my)

# Helpdesk

# HELPDESK@UM

IF YOU HAVE ANY COMPLAINT ON



**Residential College**



**Faculty**



**Facilities**



**ICT**



**Bursary**

Go to the attached link and log in with UMMail account before creating a new complaint

[helpdesk.um.edu.my](http://helpdesk.um.edu.my)



**NEED ASSISTANCE?**  
**03 - 7967 4001**

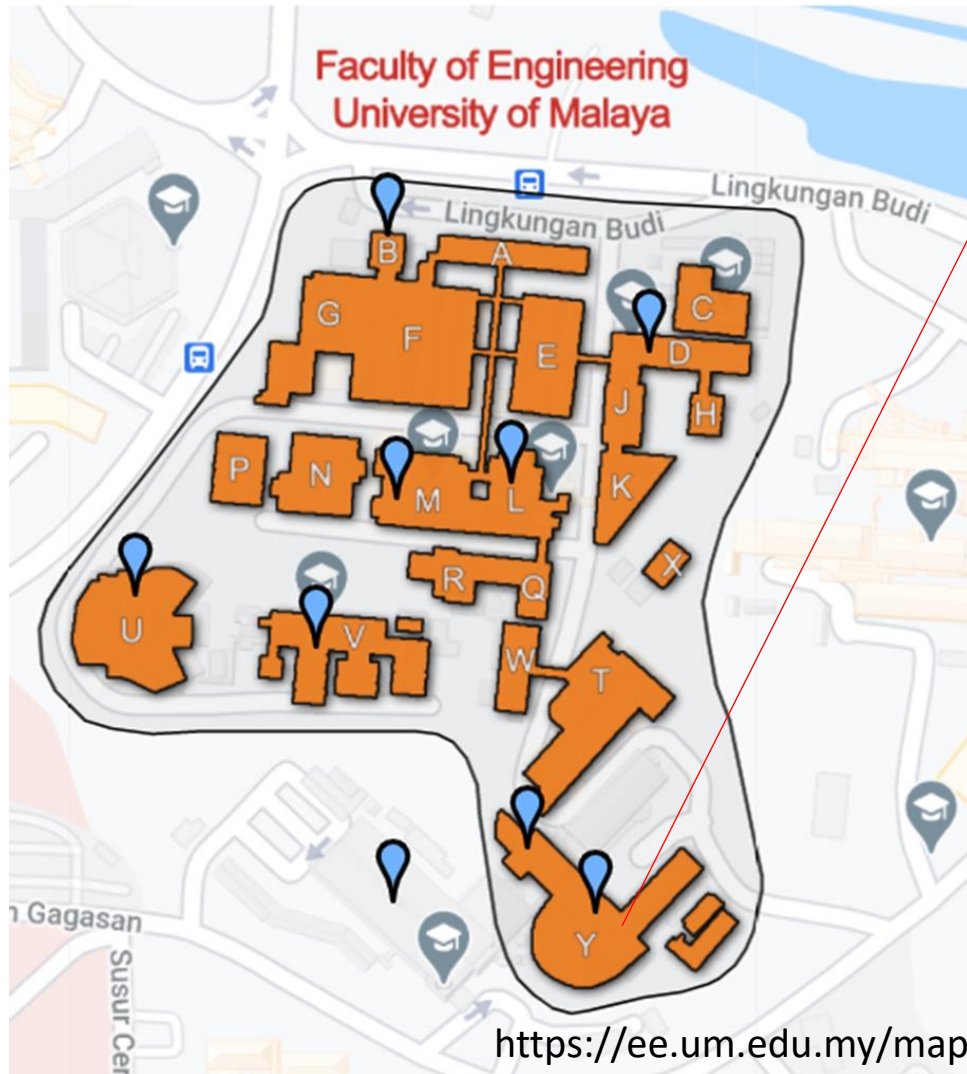
You may directly contact our staff to assist you on Helpdesk@UM during office hours



**MANUAL FORM**

You also can make a complaint at administrative office

# Faculty of Engineering



## Department of Electrical Engineering (Block Y)

### Ground Floor

- Lecture Hall: DK7, DK8, DK9
- Lecture Room: The Cube 2
- Laboratory.: Huawei, High Voltage, Machine, Power Electronics, Power System, Control, Signal System
- Surau
- Vending Machines

### Level 1

- Laboratory.: Design Lab. 1, Design Lab. 2
- Professor Rooms
- Department Meeting Room 1
- Department Meeting Room 2

### Level 2

- Laboratory.: Electrical, Electronics
- Lecturer Rooms
- Student Clinic
- Student Discussion Room

### Level 3

- Laboratory.: Computer Lab. 1, Computer Lab. 2, Digital, Electromagnetic, PESTECH Process Control
- Student Discussion Room

### Level 4

- Laboratory.: Communication, Microprocessor