

KEMENTERIAN PENDIDIKAN TINGGI JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI

# **Student Quick Guide** User Manual for Students

25 January 2023

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# **1. ACCESSING THE CIDOS PORTAL**

- 1. Open a browser, e.g.: Mozilla Firefox, Chrome or Safari.
- 2. Enter the CIDOS Portal URL http://polycc.cidos.edu.my/ to access the Portal.



## 2. FIRST TIME LOGIN

- 1. Open a browser, e.g.: Mozilla Firefox, Chrome or Safari.
- 2. Enter the CIDOS Portal URL http://polycc.cidos.edu.my/ to access the Portal.



- 3. Click on the User icon.
- 4. Choose "First Time Login".

Organization	Services	eContent	Downloads	User Manual	Login
					Login
			1		First Time Login
			4		

5. Fill in the information requested. Make sure you enter a valid email address as it will be used for account activation purposes. Avoid any spelling mistakes as it will result in activation email not being sent to the correct email address.

First Ti	me Login			
		me Login		
	Please Select User Type	Last 4 digit MyKad		
	Phone No			
	Email			
	Password	Re-type Password		
			Submit	

6. If you get an "Invalid Input" error message, this means that the information entered during the First Time Login is not the same as the information used by your System Administrator when they registered you in the system. Please contact them for further assistance and changes to your information.

First Tir	ne Login				
		(>	$\overline{\mathbf{x}}$		
	Student	er	l Input		
	adavrfr	c	9k		
	fatihah@mmsc.com.my				
				Submit	

If you get an "Duplicate Input" error message, this means that the your account has successfully completed the First Time Login process and is now activated. Please proceed to the Login process (Section 3).

First Time Login		
	$\overline{\mathbf{X}}$	
	error Duplicate Input	
	Ok	
		Submit

7. If your First Time Login process is successful, you will receive a Welcome Email from CIDOS. Please click on the link to activate your account.

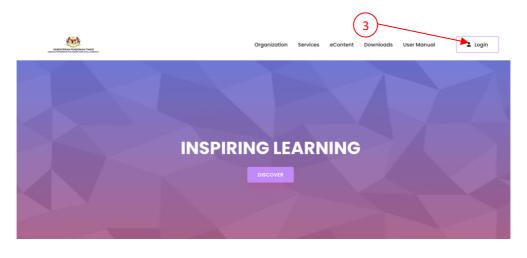
N noreply@cidos.edu.my Welcome to CIDOS To:	Yesterday at 4:46 PM
Hi there,	
Welcome to CIDOS, a secure and integrated learning platform.	
Your account has been registered in CIDOS LMS. Kindly verify your account by following this link: <u>https://data=OffDJEcSFmPMBpJz6+mvgSBKkbyQKl/ixWQCaaQLSIU=</u>	/polycc.cidos.edu.my/firsttimelogin?
If you have any issues or experience any problems, contact us at [support email address].	
Thank you.	
Best regards, CIDOS Admin	

- 8. Your account will be successfully activated.
- 9. If you receive this error message, please contact your System Administrator.

First Time Login			
	$\mathbf{x}$		
Contact Us	error Invalid URL Please contact your system admin	Others	
Address: Aras 4-7, Galeria PJH, Jalan P4 W, Persiaran Perdan 62100 Putrajaya Email: ukk.jppkk@mohe.gov.my Phone: 03-8891 9000	Jabatan Pendidikan Politeknik dan Kolej K Suruhanjaya Perkhidmatan Pendidikan Kementerian Pendidikan Malaysia	Terms & Conditi omuniti Privacy Policy	

## 3. LOGIN TO CIDOS PORTAL

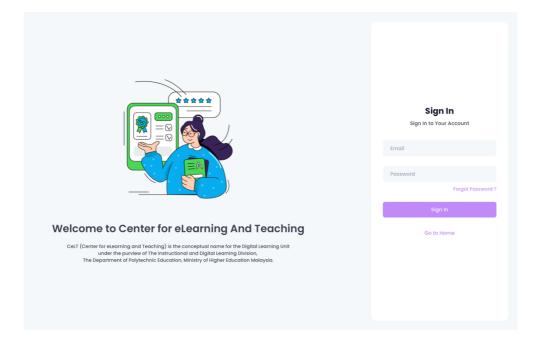
- 1. Open a browser, e.g.: Mozilla Firefox, Chrome or Safari.
- 2. Enter the CIDOS Portal URL http://polycc.cidos.edu.my/ to access the Portal.



- 3. Click on the User icon.
- 4. Choose "Login".

		4			
KEMENTERIAN PENDERAN TROOP	Organization Services	eContent Download	is User Manual	Login	
				Login	
				First Time Login	

5. Key-in your username and password and click "Sign In".



6. You will be brought to CIDOS Portal Homepage once you are logged-in successfully.



7. Click on LMS to access your CIDOS LMS.

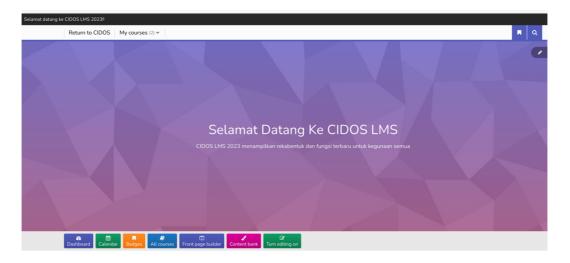
## 4. ACCESSING CIDOS LMS

## 4.1 Accessing CIDOS LMS

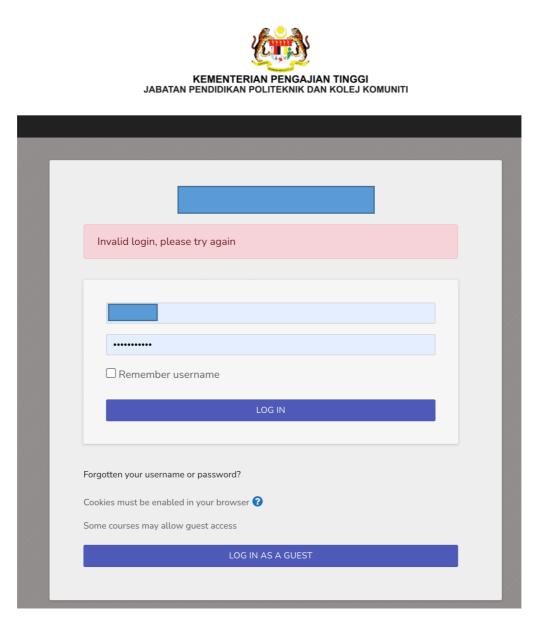
1. Once you are logged into CIDOS Portal, you can access your CIDOS LMS by clicking on the LMS icon in the Online Services section.



2. This should bring you to the LMS Home site, such as below:

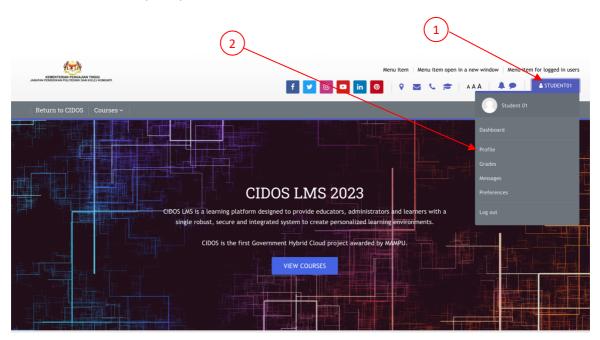


3. If you get an "Invalid Login" error as below, please contact your System Administrator or send a support email request to <u>admin.support@celt.edu.my</u> by explaining your issue.



## 4.2 Your Profile

1. You can access your profile from the user menu top right. Click on your user icon button to open up the User menu



Your Profile Page

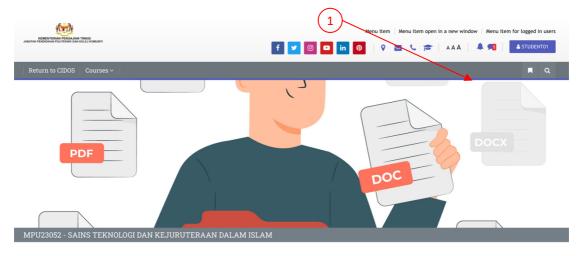
2. Clicking the Profile link will then display other options, such as a list of your courses, any forum and blog entries and a link to edit your profile as below.

User Details	Login Activity
Edit profile	First access to site
Email address	Friday, 24 February 2023, 5:16 PM (3 mins 39 secs)
student01@celt.edu.my (Visible to other course participants)	Last access to site
Country	Friday, 24 February 2023, 5:19 PM (1 sec)
Malaysia	
	Mobile App
Privacy And Policies	QR code for mobile app access
Data retention summary	Scan the QR code with your mobile app to fill in the site URL
	your app.
Miscellaneous	
Miscellalleous	4.77.1.14.
Blog entries	
My certificates	1760-000 (C
Forum posts	LET'S IN HIS
Forum discussions	This site has mobile app access enabled.
Learning plans	Download the mobile app.

3. Clicking the **Edit profile** link will allow you to change certain information such as add an avatar, description and extra contact details. You cannot change your username, password and your email address here. When you upload an image, it will appear in the user menu by your name and also on your Dashboard page.

#### 4.3 Your Notifications and Messages

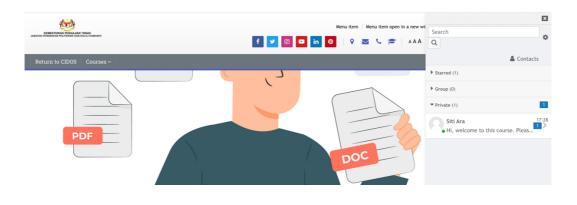
1. Your site will alert you when you have new messages from your teacher and other participants. You can receive alerts about new forum posts or graded assignments.



2. You can receive these alerts via email or pop up, and you can control how you receive them from Preferences/Message preferences in the user menu.

2	×
Search	i Settings
Q Scontacts	<b>Privacy</b> You can restrict who can message you
Starred (1)	<ul> <li>My contacts only</li> </ul>
▶ Group (0)	• My contacts and anyone in my courses
▼ Private (1)	Notification Preferences
Siti Ara 17:28 Hi, welcome to this course. Please i	C Email
• III, wetcome to this course. Please I	General Use enter to send

3. You can message people from Messages in the user menu.



#### 4.4 Your Courses

You can find courses using these 2 methods:

- a) Site front page:
  - 1) You can use the Global Search function to search for the courses that you would like to enrol.

KANAN PERDEMAN PALIFERIN DAN KALU KONANT	fy	Menu item   Menu item open in a new	v window   Menu item for logged in users A   A P   ASTUDENT01
Return to CIDOS Courses ~			<b>n</b> Q
2) Key-in t	he course code and click:	ENTER	
KENENTERAN FERSIONAN FERSIONAN FERSIONAN	f 🔽	Menu item   Menu item open in a nev	w window   Menu item for logged in users
	MPU23052	٩	

3) If the course exist, the search result will appear for your next action.

			Expand all
- Search			
Enter your search query 🏮 😯	MPU23052		
+ Filter			
	SEARCH		
There are required fields in this form marked	•		

#### 🞲 MPU23052 - SAINS TEKNOLOGI DAN KEJURUTERAAN DALAM ISLAM

#### MPU23052

View this result in context - in course MPU23052 - SAINS TEKNOLOGI DAN KEJURUTERAAN DALAM ISLAM

b) Dashboard: This is your personal page which you can customise and view your enrolled courses and outstanding tasks.

Home > Dashboard					CUSTOMISE THIS PAGE						
Calendar Badges											
🚠 Navigation	Recently Accessed Courses		C2 F	Privat	e File	s					
<ul> <li>Home</li> <li>Dashboard</li> <li>My courses</li> <li>Jabatan Pengajian Am</li> <li>Courses</li> </ul>	Sesi 2:2022/2023 MPU23052 - SAINS TEKNOLOGI D		No files available Manage private files								
			🛗 Calendar								
8 Online Users			- February 2023 ►								
1 online user (last 5 minutes)			Mon	Tue	Wed 1	Thu 2	Fri 3	Sat 4	Sun 5		
Student 01	Course Overview		6	7	8	9	10	11	12		
	▼ ALL (EXCEPT REMOVED FROM VIEW) -	CARD -	13 20	14 21	15 22	16 23	17 24	18 25	19 26		
		_	27	28							
			🛗 (	Jpcor	ning	Even	ts				
				There are no upcoming events Go to calendar							
	Sesi 2:2022/2023										

Your dashboard

You can access your dashboard quickly, from the user menu top right and your site may redirect you automatically to your dashboard once you are logged in.

