KEMENTERIAN PENDIDIKAN TINGGI
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI

Student Quick Guide
User Manual for Students

25 January 2023

TABLE OF CONTENTS

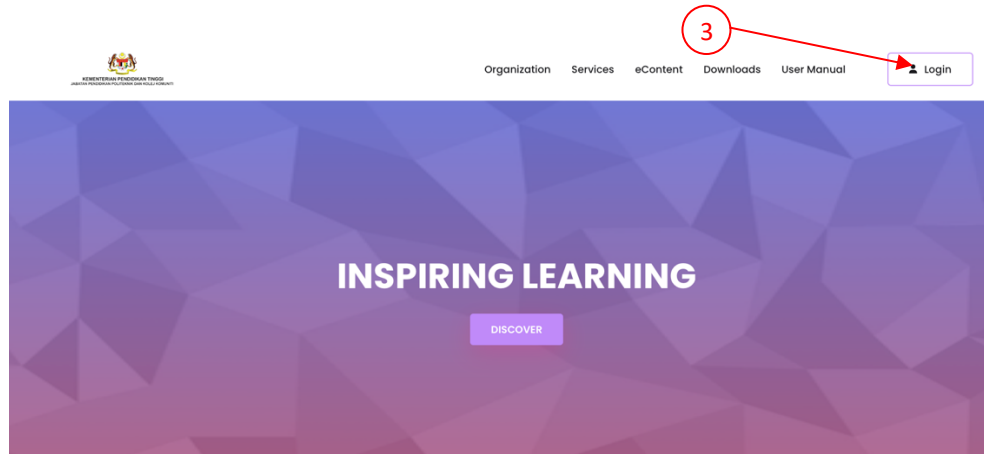# 1. ACCESSING THE CIDOS PORTAL

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.
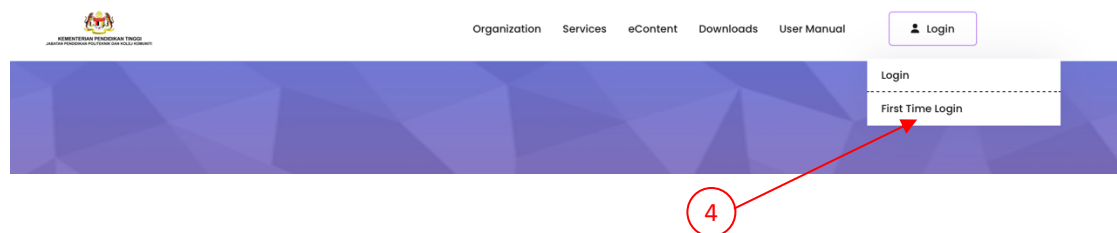
2. FIRST TIME LOGIN
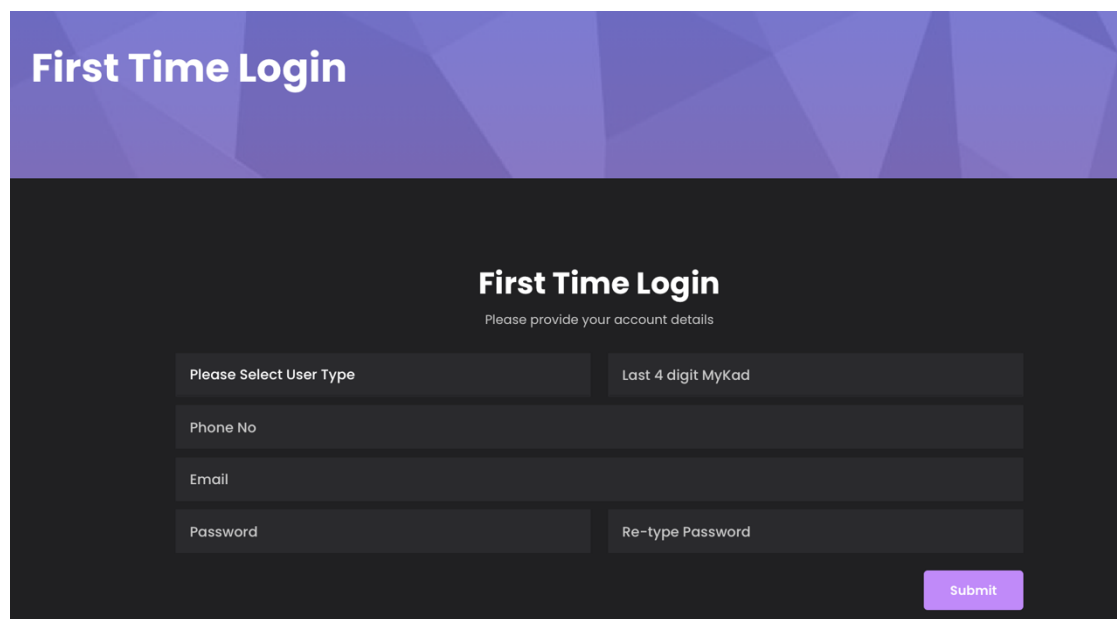
1. Open a browser, e.g.: Mozilla Firefox, Chrome or Safari.

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".

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.

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.
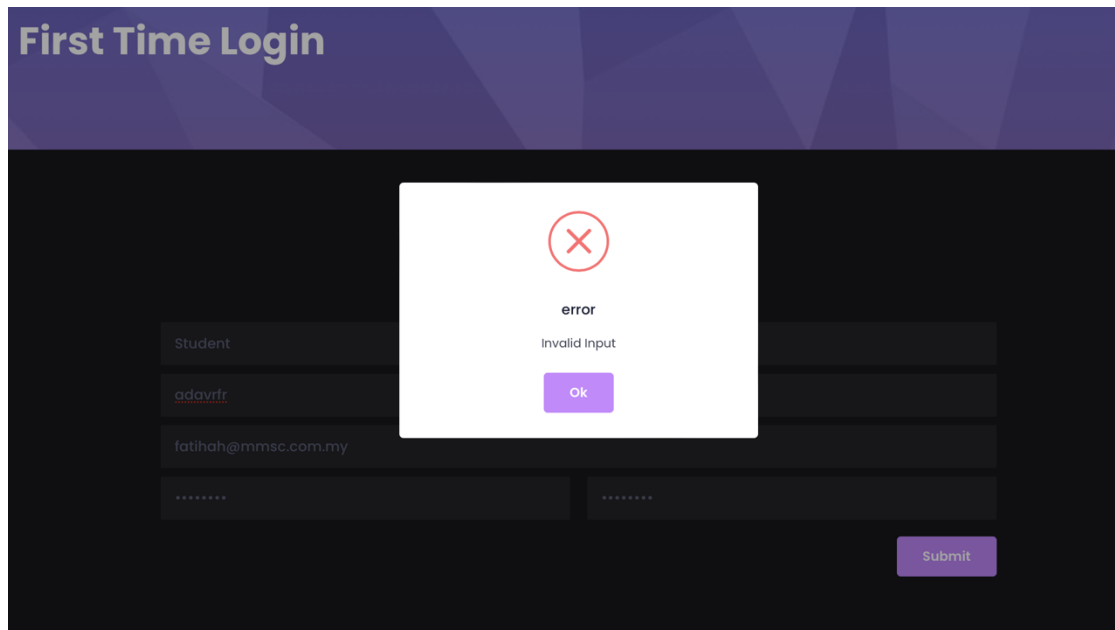

If you get an "Duplicate Input" error message, this means that the your account has successfully completed the First Time Login process and is now activated. Please proceed to the Login process (Section 3).
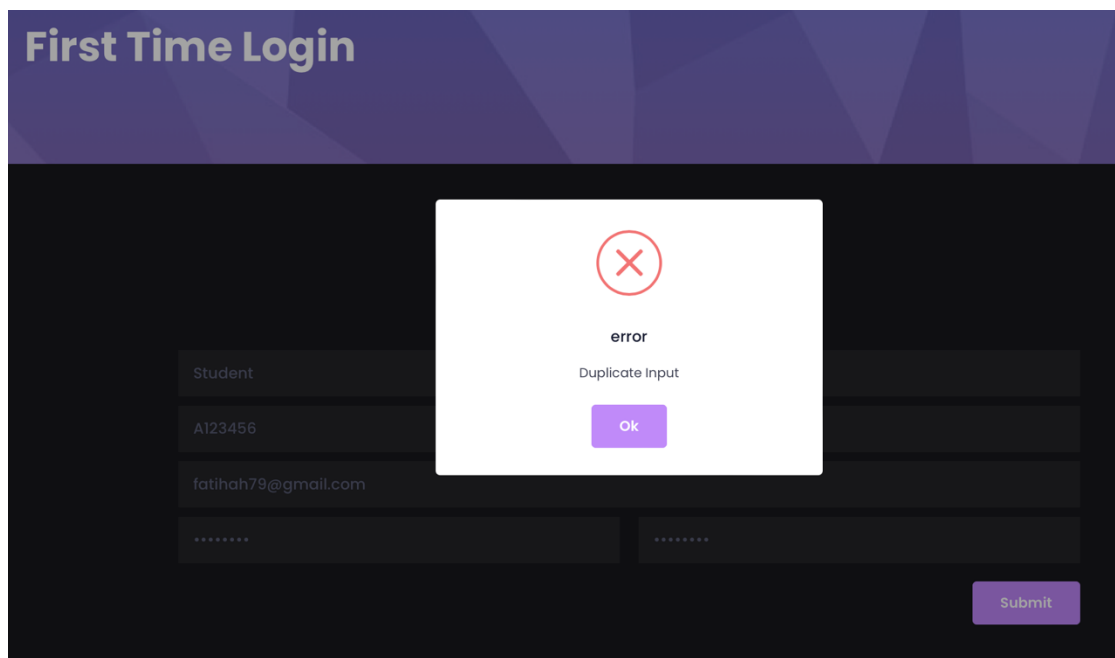
7. If your First Time Login process is successful, you will receive a Welcome Email from CIDOS. Please click on the link to activate your account.
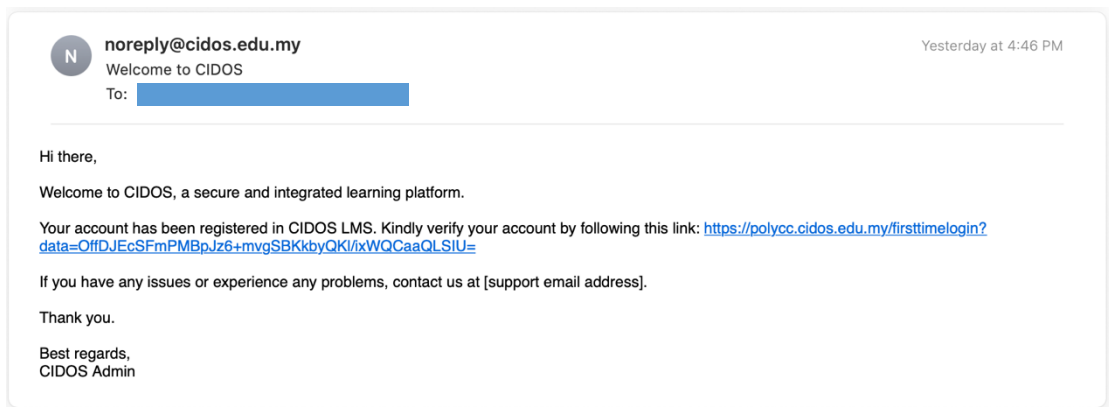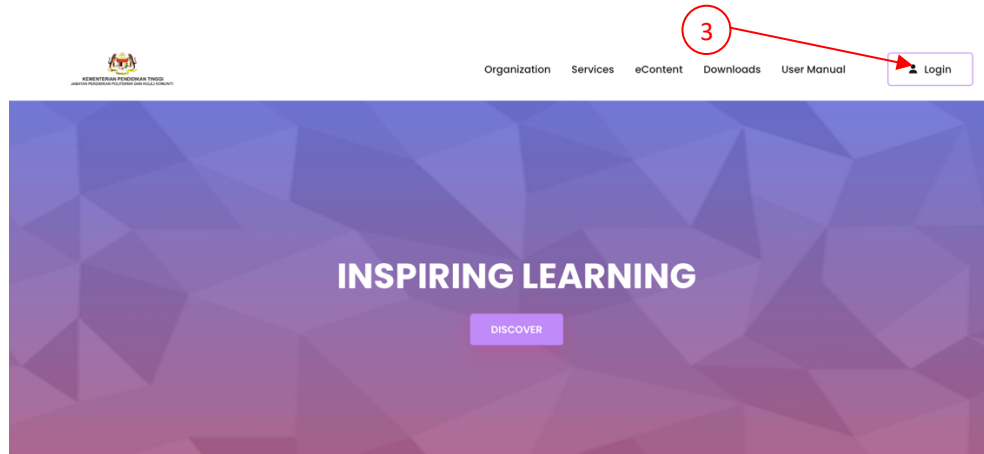

8. Your account will be successfully activated.

9. If you receive this error message, please contact your System Administrator.
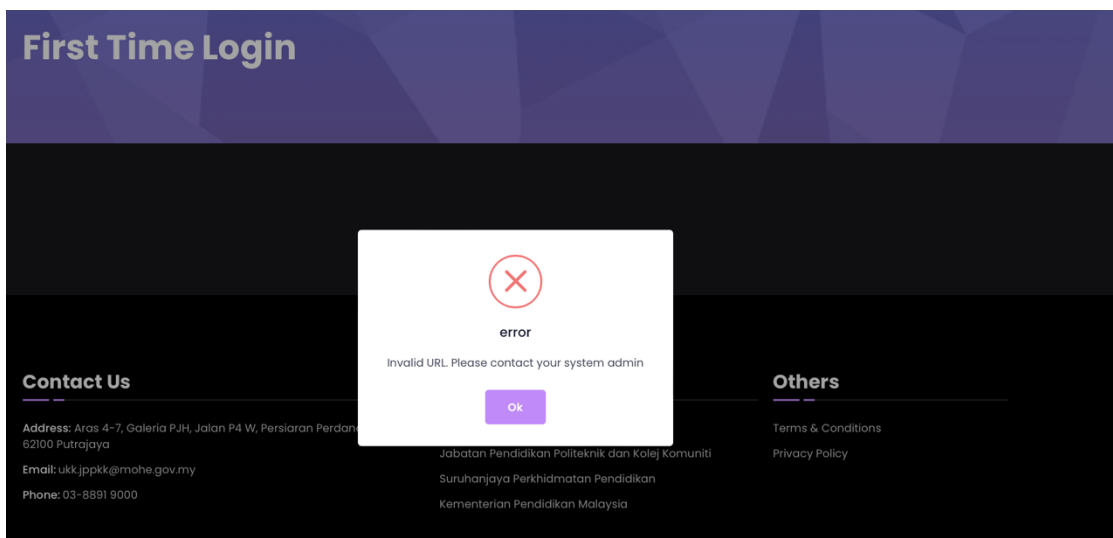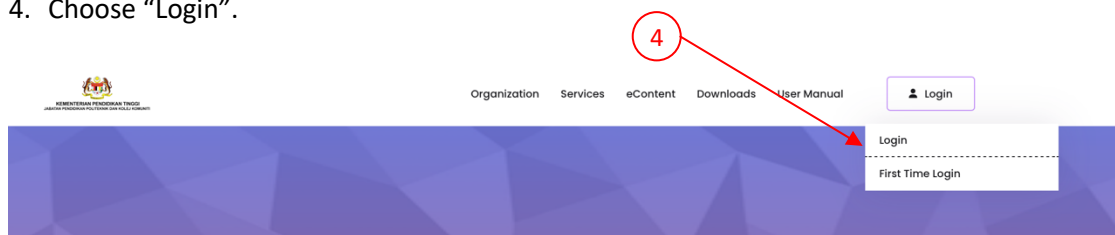
3. LOGIN TO CIDOS PORTAL

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.
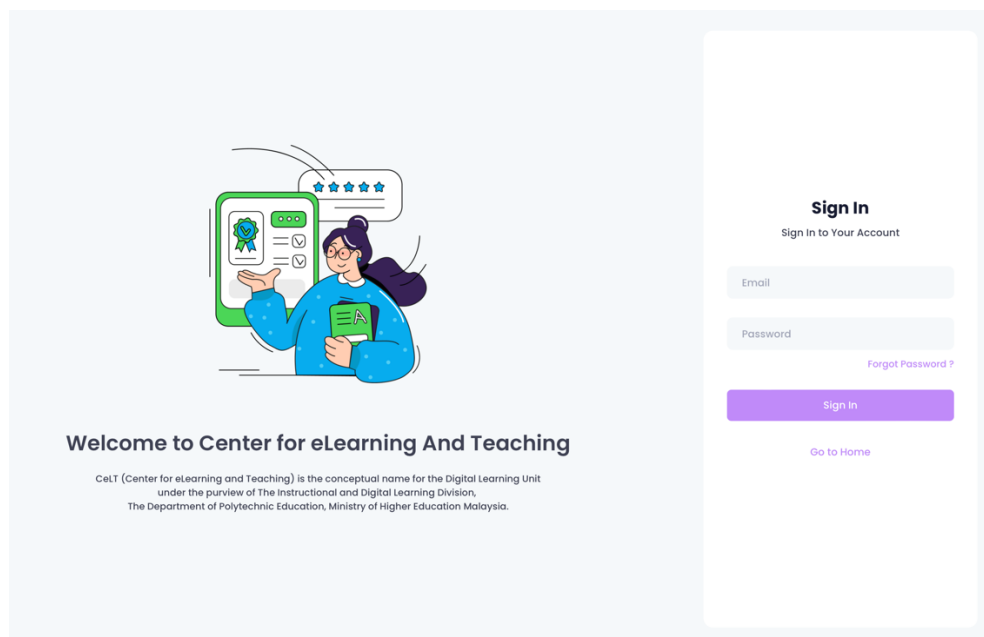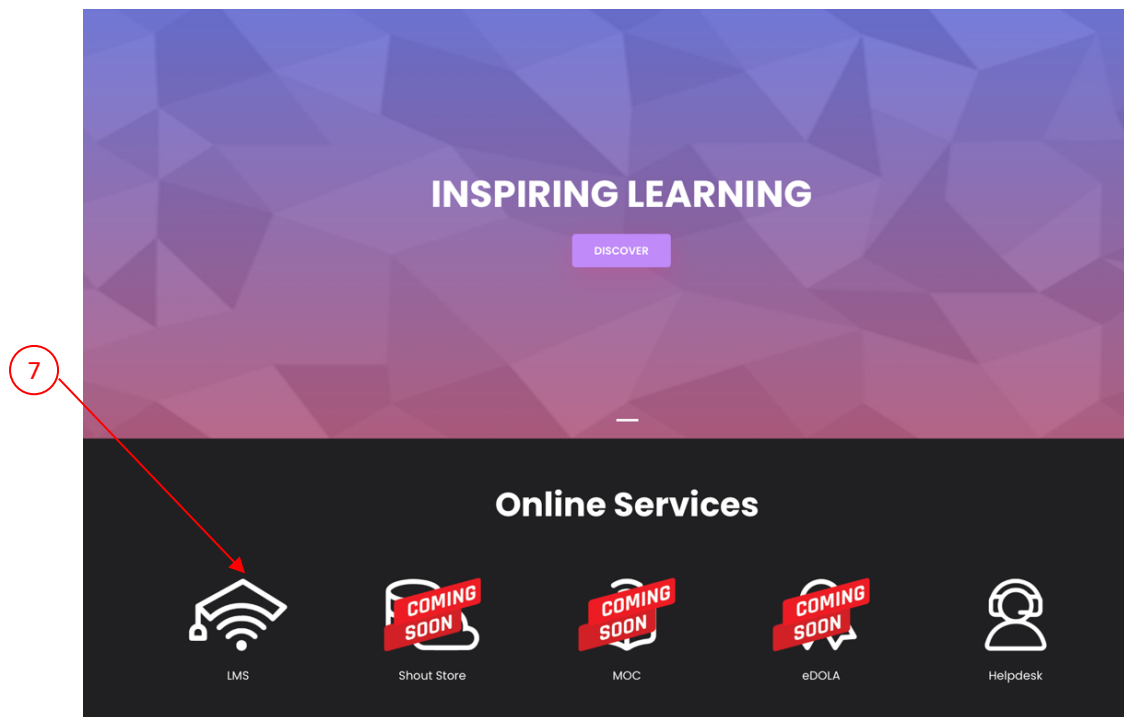

3. Click on the User icon.

4. Choose "Login".

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

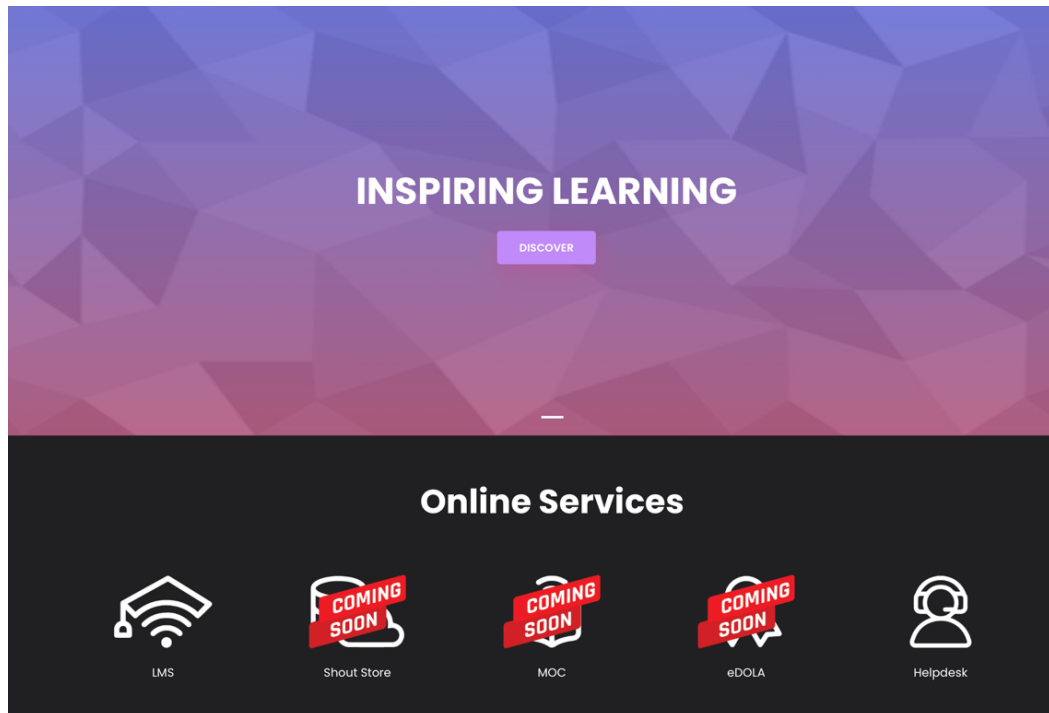6. You will be brought to CIDOS Portal Homepage once you are logged-in successfully.

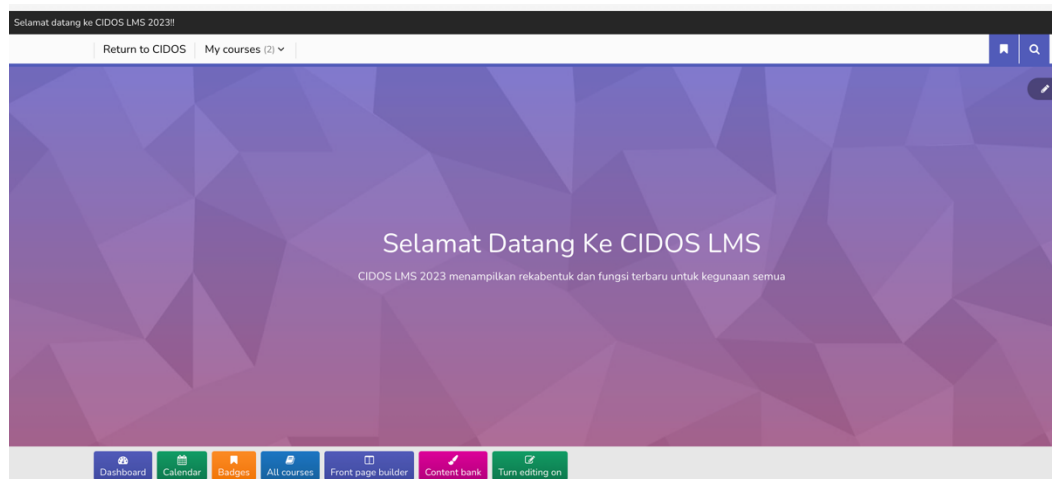7. Click on LMS to access your CIDOS LMS.

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 admin.support@celt.edu.my by explaining your issue.

KEMENTERIAN PENGAJIAN TINGGI
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI

Invalid login, please try again

☐ Remember username

LOG IN

Forgotten your username or password?

Cookies must be enabled in your browser ❓

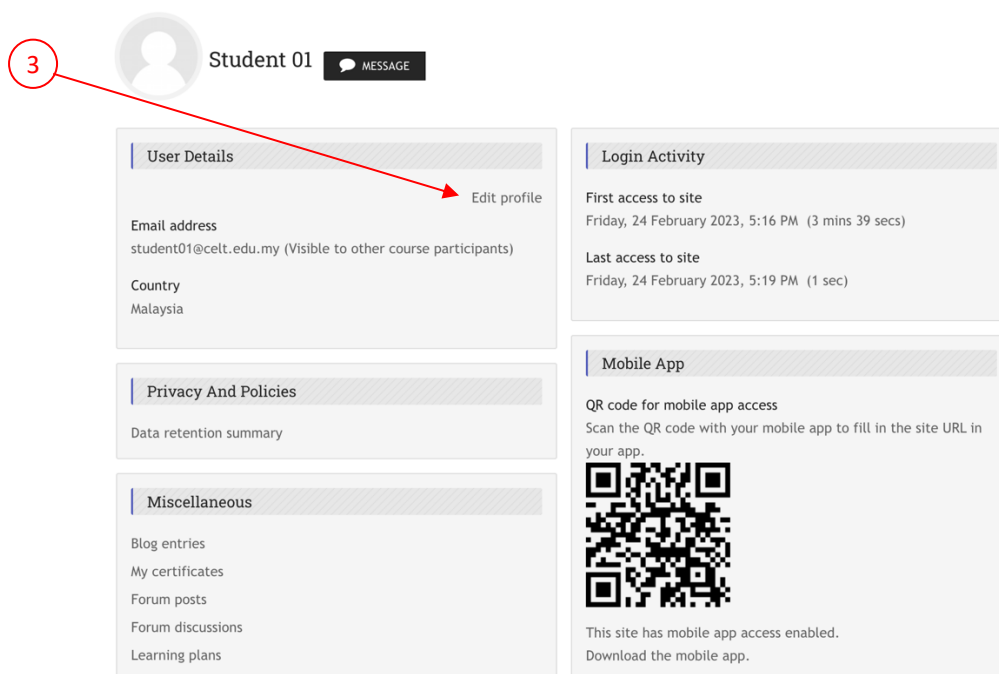Some courses may allow guest access

LOG IN AS A GUEST

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
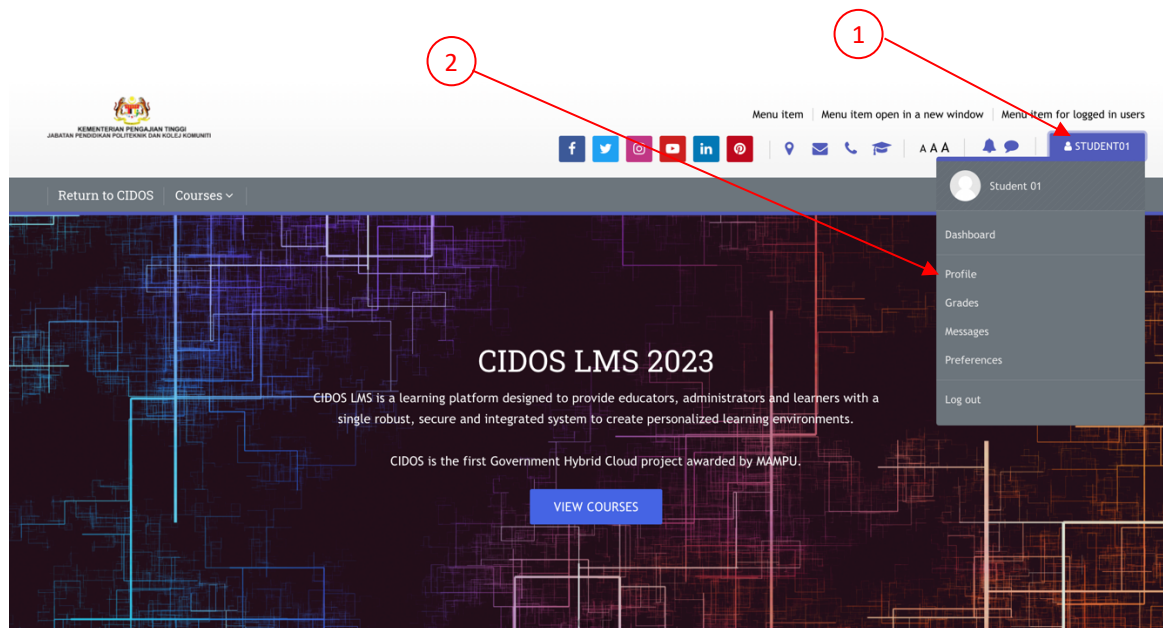

Your Profile Page

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.


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.
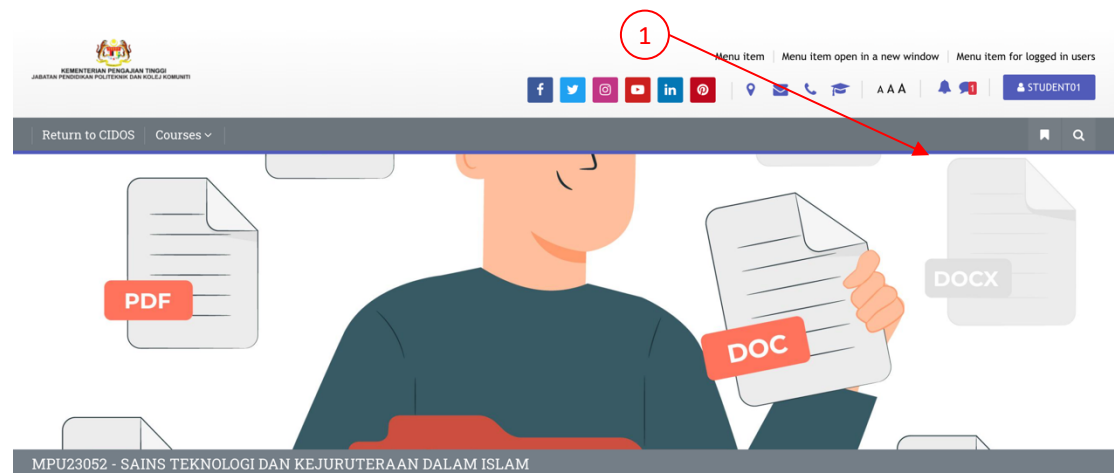
2. You can receive these alerts via email or pop up, and you can control how you receive them from Preferences/Message preferences in the user menu.
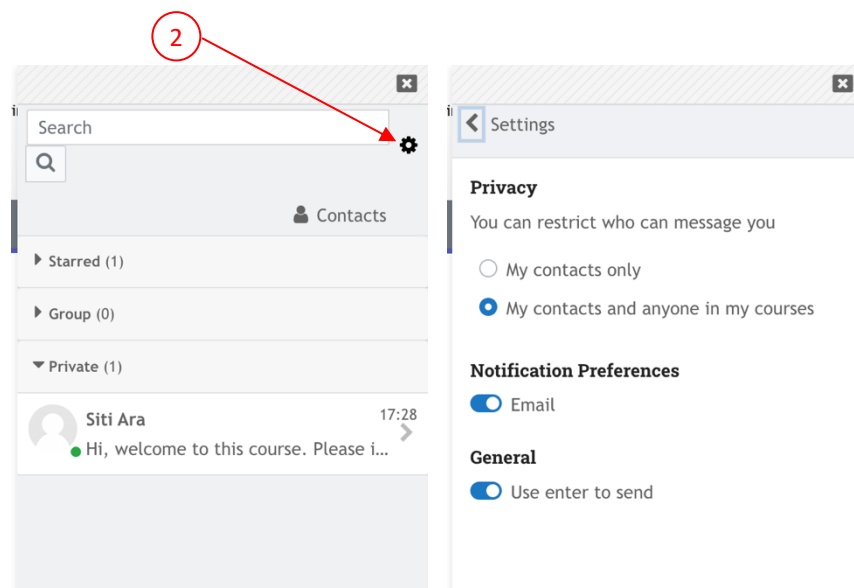
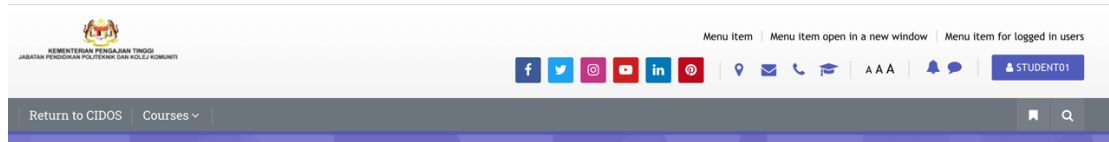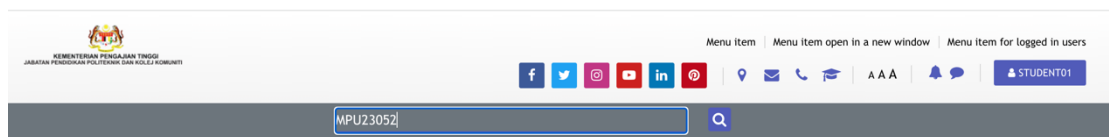3. You can message people from Messages in the user menu.
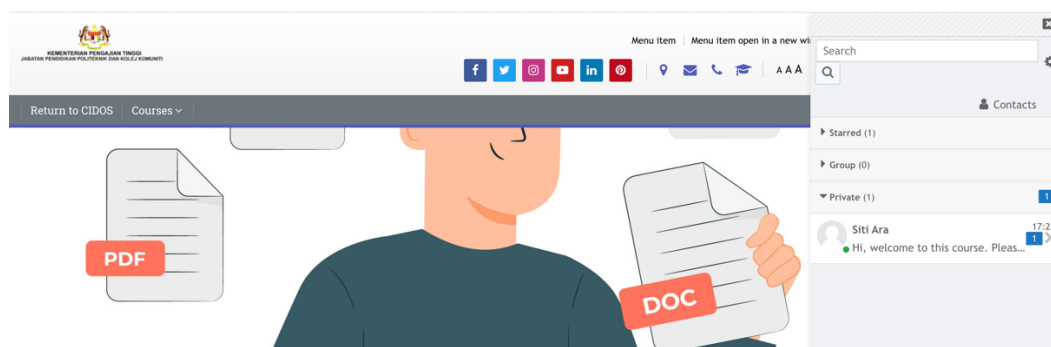
4.4   Your Courses

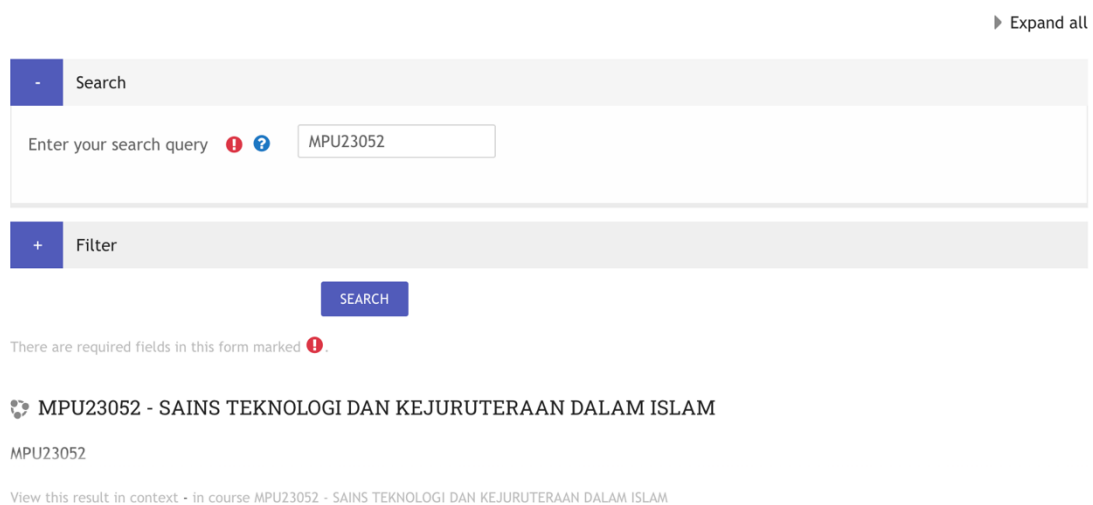You can find courses using these 2 methods:

a) Site front page:

1) You can use the Global Search function to search for the courses that you would like to enrol.

2) Key-in the course code and click ENTER

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.
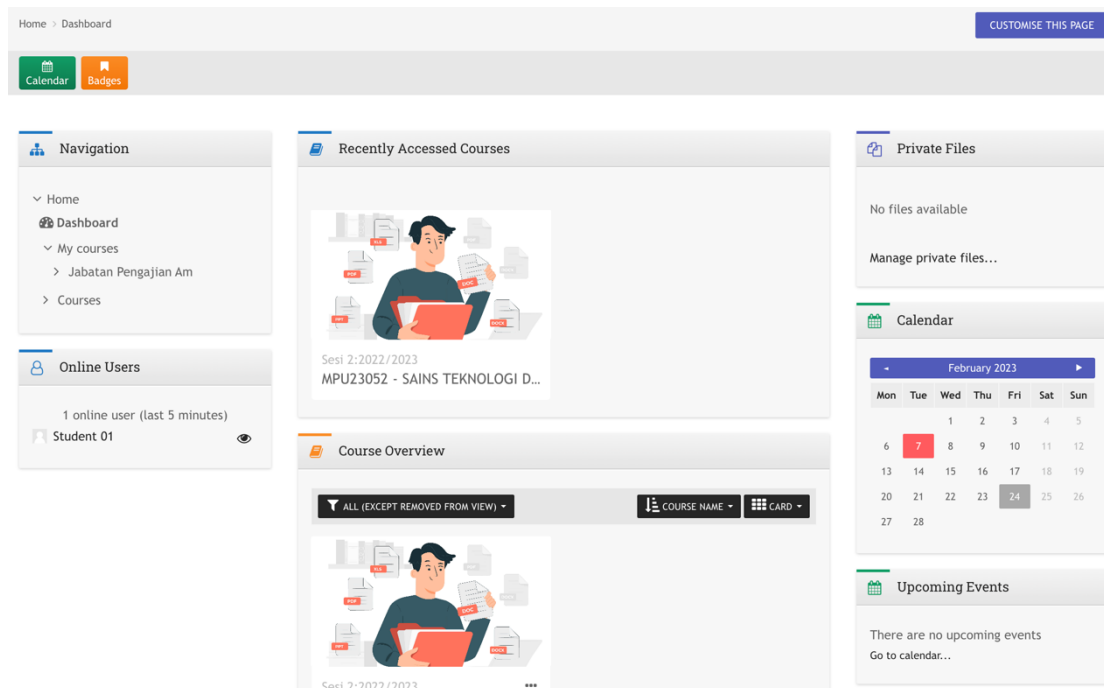
Your dashboard

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.