



**E-University Improvement
For
International Centre for Education in Islamic Finance
(INCEIF)**

**Student Manual
Exemption and transfer credit Module**

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Deliverable Acceptance Sheet

Name of Deliverable:	User Manual for e-University Improvement
Description of Deliverable:	The User Manual Documents is for the Pre-Registration & Registration GS Module.
Prepared By:	
Signature:	
Date:	

Comments:

SIGN-OFF BY		
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Version History

No.	Version	Description	Page No.	Updated By	Date Updated
1	1.0	Entire content of WS02 User Manual	All		



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1. HOW TO GET STARTED

Step 1:

Open browser and type the address in the address bar.

Step 2:

You will be greeted with a login screen

Login

INCEIF
The Global University in Islamic Finance

Enter Login ID and Password below and Click Login.

Login ID:

Password:

[Forgot Password](#) | [Feedback : Prospective Students](#) | [Apply : Alumni](#) | [Return to INCEIF Website](#) | [Frequently Asked Questions](#) | [User Manual](#) | [KMC Portal](#) | [INCEIF Digital Library](#)

Figure 1-1 Login Screen

Step 3:

Enter your Log ID and Password

Step 4:

Click on and successfully access to e-University.

COMPLETED



2. EXEMPTION COURSE & TRANSFER OF CREDIT

2.1. STUDENT APPLY FOR EXEMPTION

Step 1:

Log in to e-university as **STUDENT**.

Step 2:

Go to  and click on 

Step 3:

To apply for exemption, select Course

<input type="checkbox"/>	Session Name	Course Name	Course Code	Course Prereq	Course group
<input checked="" type="checkbox"/>	2009 September Sem	BK5503 - Islamic Bank	BK5503	BK5503 - Islamic Bank	Course Work

Step 4:

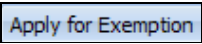
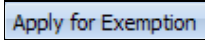
Click on  and pop up screen appear as below:

Figure 2-1-1 Exemption Application Screen

**Note: The  button is enabled. This button remains enable only for those courses which exemption courses are defined by ASAD.*



Step 4:

Fill up the form for apply for exemption.

Field Name	Description	R/O	Comments
Class Name	Free text but user is advice to use a standard naming convention.	R	
Exemption Course	Select exemption course from drop down list.	R	ASAD will maintain the mapping of the exemption course.
Comment	Free Text	O	
Course Code	For Example: FN5013		Course code for
Credit Hours	3 Credit Hours		
University Name	Universiti Kebangsaan Malaysia		
Transcripts	Upload Transcripts	R	
Course Syllabus	Upload Course Syllabus	R	

Step 5:

Click on and Invoice screen will be populated for Exemption application processing fee.

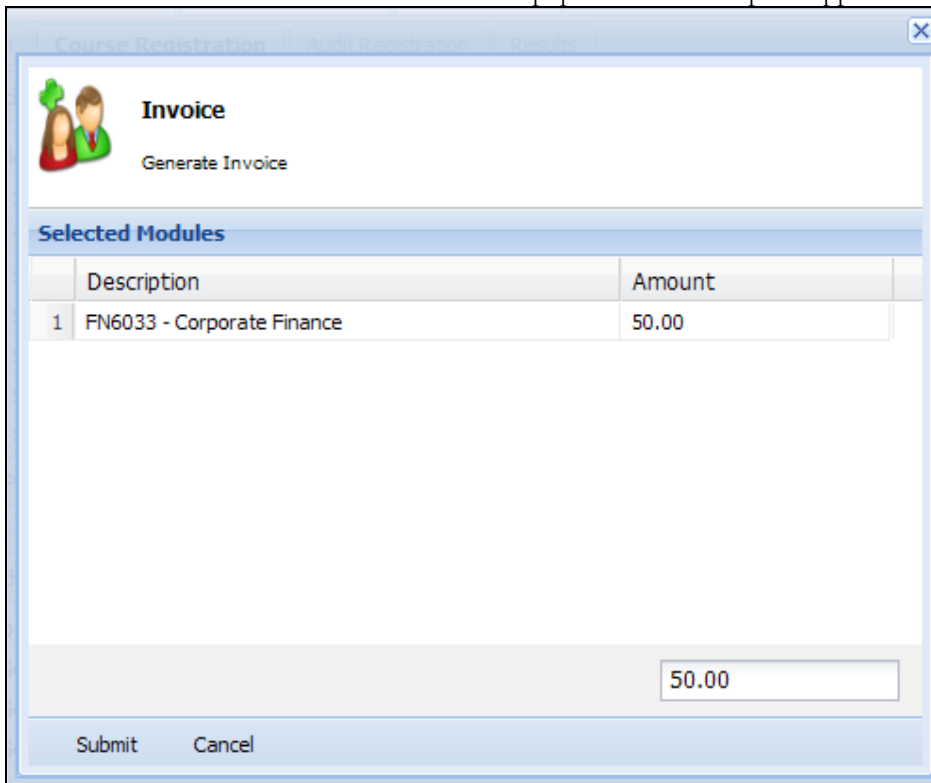


Figure 2-1-2 Invoice Screen

**Step 6:**

Click on button and Invoice for exemption processing fee created successfully. Invoice will be generate and notify student.

Step 7:

To print invoice, go to tab. Click on course with status “*Waiting for exemption processing fee*”

Step 8:

Click on and select for . Invoice successfully loaded in PDF format.

COMPLETED



2.2. STUDENT MAKE PAYMENT FOR EXEMPTION PROCESSING FEE

Step 1:

Log in to e-university as STUDENT.


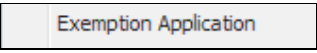
Step 2:

Go to  and click on  tab.

Step 3:

At Course sub-screen, tick on course  2009 September Semester FN6103 - Accounting for Islam with status *Waiting for exemption processing fee.*

Step 4:


Click on  and select for  and pop up screen appear as below:

Payment
Track your payments

Date*: Payment Method:
 Amount*:
 Balance:
 Credit note#:

<input type="checkbox"/>	Date	Number	Original Amount(RM)	Amt. Due(RM)	Payment(RM)
<input type="checkbox"/>	2009-12-22	IN09/04364	50.00	50.00	0

**Step 5:**

Click on  button and Payment successfully done. Status change to *Waiting for Confirmation*.

ASAD CONFIRM

After ASAD confirm, the status will be change to **ACCEPT PAYMENT** and invoice will be generated per module / course.

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