



UniKL
UNIVERSITI
KUALA LUMPUR

INTRA MANAGEMENT **SYSTEM**

GUIDELINE FOR

STUDENTS

FOR SEMESTER 7 VERSION 1.0

INTRA MANAGEMENT *System* GUIDELINE FOR STUDENTS

VERSION 1.0



INTRA MANAGEMENT SYSTEM

[Log In] [Reset Password]

Home

About



LOGIN INSTRUCTIONS

GO TO IMS STUDENT PORTAL URL:

<http://INTRA.unikl.edu.my>

THEN CLICK ON **LOG IN** BUTTON

ATTENTION !

For the first visit, students need to click button "Register" in order for the system to capture the information required.

LOG IN

Please enter your username and password. [Register](#) if you don't have an account.

NEW ACCOUNT REGISTRATION SECTION PAGE

CREATE A NEW ACCOUNT

Use the form below to create a new account.

Passwords are required to be a minimum of 6 characters in length.

Account Information

Student Id:

IC Number/Passport No:

Phone No:

E-mail:

Password:

Confirm Password:

LOGIN INSTRUCTIONS

The screenshot shows the UniKL Intra Management System login page. At the top left is the UniKL logo and the text 'Universiti Kuala Lumpur'. To the right is the university's crest. Below the header is a blue navigation bar with 'INTRA MANAGEMENT SYSTEM' and a '[Log In]' link. Underneath are 'Home' and 'About' links. The main content area is titled 'Log In' and contains the following text: 'Please enter your username and password. [Register](#) if you don't have an account. If you forgot the password, please contact INTRA Unit'. Below this is a form titled 'Account Information' with fields for 'Username:' and 'Password:', and a checkbox for 'Keep me logged in'. A 'Log In' button is located at the bottom right of the form.

This screenshot shows the same login page as above, but with an error message displayed. The 'Username:' field contains the number '500'. A modal dialog box is overlaid on the form with the title 'This site says...' and the message: 'You have not registered for INTRA. Please contact INTRA Unit'. An 'OK' button is visible in the dialog box. The 'Log In' button is still present at the bottom right of the form.

FOR THE NEXT VISIT, STUDENTS NEED TO CLICK **LOGIN**. THEN, KEY-IN USERNAME (STUDENT ID NUMBER) AND PASSWORD CREATED EARLIER.

IF A NOTIFICATION APPEARS AS SHOWN KINDLY REFER TO INTRA OFFICE FOR FURTHER CLARIFICATION

TO SOURCING FOR PLACEMENT

UniKL University Kuala Lumpur



INTRA MANAGEMENT SYSTEM

Welcome 123401! [[Change Password](#)] [[Log Out](#)]

[Home](#) [About](#) [Cover Letter](#) [Application History](#)

DOWNLOAD COVERLETTER AND INDUSTRIAL TRAINING ACCEPTANCE FORMS

Manual Application(Download the letters and Apply to the company manually-> Key-in to the system after applied Manually)

To download Cover Letter, Click [here](#) and Select the Company.

TO SOURCE NEW PLACEMENT:
GO TO IMS STUDENT PORTAL > CLICK **COVER LETTER LINK**

STUDENTS ARE ABLE TO CREATE COVER LETTER AND INTRA
ACCEPTANCE FORM BY CLICKING '**HERE**' LINK ON THE
COVER LETTER PAGE

TO CREATE OR APPLY COMPANY

Company Search - Google Chrome
intra.unikl.edu.my/CompanyPopup.aspx

Company Name to Search Search Clear Search

Company Name	Company Address	Company City	Company State	Company PostCode	Company Email	Company Phone	
DAILY NEWS CO.	#898 KAWASAN PERINDUSTRIAN BARU	Shah Alam	Selangor	40000	daily@gmail.com	0341508888	Select
PRIMULA BEACH CO	123	Kuala Selangor	Selangor	45000	pri@gmail.com	123	Select
VOSTRO CO	123	Kuala Lumpur	Kuala Lumpur	50200	vostro@gmail.com	123	Select

Company Search - Google Chrome
intra.unikl.edu.my/CompanyPopup.aspx

Company Name to Search Search Clear Search

If the Company is not found in the below list, click [here](#)

STUDENTS ARE ALLOWED TO TYPE A COMPANY NAME AND SEARCH FOR A COMPANY TO APPLY.

IF THE COMPANY IS NOT FOUND IN THE LIST, STUDENTS MAY ADD A NEW COMPANY BY CLICKING 'HERE' LINK TO REGISTER A NEW COMPANY.

TO CREATE OR APPLY COMPANY

PLEASE FILL COMPANY DETAILS.

Company Name:

Address:

Post Code:

City:

State:

Tel No: Fax No:

Email:

Company Search - Google Chrome

intra.unikl.edu.my/CompanyPopup.aspx

Company Name to Search Search Clear Search

Company Name	Company Address	Company City	Company State	Company PostCode	Company Email	Company Phone	
DAILY NEWS CO.	#898 KAWASAN PERINDUSTRIAN BARU	Shah Alam	Selangor	40000	daily@gmail.com	0341508888	Select
PRIMULA BEACH CO	123	Kuala Selangor	Selangor	45000	pri@gmail.com	123	Select
THE NEW STRAITS TIMES PRESS (M) BERHAD	BALAI BERITA BANGSAR 31 JALAN RIONG 59100 KUALA LUMPUR, MALAYSIA	Kuala Lumpur	Kuala Lumpur	59100	NSTPCorpComm@mediaprima.com.my	1300-22-6787	Select
UNIKL MSI	LOT 13-16, KULIM HI-TECH PARK, 09000 KULIM, KEDAH				msi@unikl.edu.my	04-4032539	Select

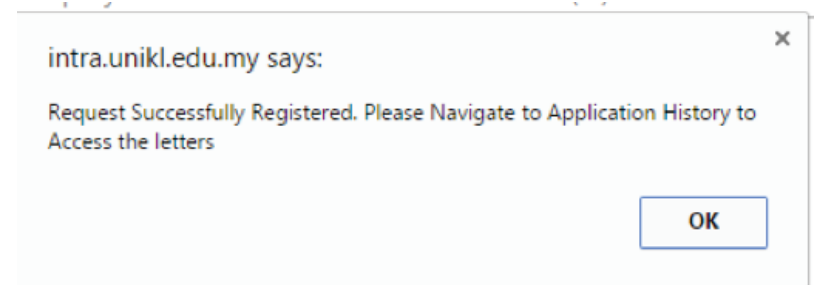
SEARCH A COMPANY NAME AND CLICK ON SELECT BUTTON

STUDENTS NEED TO **FILL-IN** THE FORM WITH COMPANY DETAILS AND A COMPLETE ADDRESS.

ONCE DONE COMPLETING THE FORM, CLICK ON THE **'SUBMIT'** BUTTON.

IF THE COMPANY ALREADY EXIST, STUDENTS CAN MAKE A SELECTION BY CLICKING ON **'SELECT'** BUTTON.

AFTER CLICKING SELECT BUTTON, POP-UP BOX WILL APPEAR WITH MESSAGE **"REQUEST SUCCESSFULLY REGISTERED. PLEASE NAVIGATE TO APPLICATION HISTORY TO ACCESS THE LETTERS"**.



TO VIEW INTRA APPLICATION



The screenshot shows the UniKL Intra Management System interface. At the top, there is the UniKL logo and the text "University Kuala Lumpur". Below this is a navigation bar with the title "INTRA MANAGEMENT SYSTEM" and a user greeting "Welcome 123401!". The navigation bar includes links for "Home", "About", "Cover Letter", and "Application History". The main content area displays a table titled "APPLICATIONS" with the following data:

Application Number	Company	StartDate	EndDate	University Supervisor	Company Acceptance	Allowance	Accommodation Provided?	Hard Copy Signed by Student?	Links	Presentation Details
ceacd50e-c133-e711-8117-c4346dc0e01	VOSTRO CO	Monday, September 11, 2017	Friday, February 23, 2018		Pending		No	No	Cover Letter Acceptance Form	
d5d9983d-c133-e711-8117-c4346dc0e01	PROMULA BEACH CO	Monday, September 11, 2017	Friday, February 23, 2018		Pending		No	No	Cover Letter Acceptance Form	


TO VIEW THE CREATED INTRA APPLICATION.

GO TO IMS STUDENT PORTAL THEN FIND
APPLICATION HISTORY PAGE.

STUDENTS ARE ABLE TO VIEW COMPANY LIST THAT
HAS BEEN SELECTED EARLIER.

EXAMPLE: THE STUDENT HAS APPLIED FOR **TWO**
DIFFERENT COMPANIES.

TO DOWNLOAD COVER LETTER ACCEPTANCE FORM

ACCEPTANCE FORM	
 <p>UniKL UNIVERSITI KUALA LUMPUR</p>	<p>UNIKL BUSINESS SCHOOL, TINGKATAN KE-10, JALAN KEMERDEKAAN, WILAYAH SEKUTUAN, KUALA LUMPUR, MALAYSIA</p>
<p>Industrial Training UNIKL BUSINESS SCHOOL</p> <p>Academic session <u>BIS-Sep-17-Accounting</u> from <u>September 11, 2017</u> – <u>February 23, 2018</u>.</p>	
<p>Student Name: <u>Ahmad Razali B. Saun</u> from <u>Bachelor in Accounting (Hons)</u></p>	
To be filled in by the company	
Company Name /Address:	
(Company Official Stamp):	
Telephone number:	fax number:
Contact person:	
Designation:	Email:
We hereby (please tick)	
Agreed:	We apologize for unable to accommodate:
Students will be receiving the following facilities:	
Monthly /weekly/daily training allowances (if any) RM:	
Accommodation will/will not be provided:	
Student Acceptance (to be completed by student)	
Reminder, student's final choice of company must be relevant to his/her program. Change of INTRA location is not allowed after the signing of the acceptance form.	
I have read and understood the above and with this (, hereby (studentname):	
Contact no:	Email:
Student (please tick)	
Agree:	Decline:
Signature:	Date:
For INTRA Office use only	
PLEASE REPLY AND FAX THIS FORM TO UNIKL BUSINESS SCHOOL by E-Mail(wmsasrul@unikl.edu.my/norinfah@unikl.edu.my) / Fax (03-2687 5455/03-2685 4111) not later than Friday, September 15, 2017. Your cooperation is highly valued. Thank you.	

THEN, STUDENTS NEED TO **DOWNLOAD, PRINT** AND **SUBMIT** PERSONALLY THESE THREE

DOCUMENTS TO THE RESPECTIVE COMPANY BY MAIL OR EMAIL: **COVER LETTER/ACCEPTANCE FORM/RESUME**

NEXT, **THE COMPANY IS REQUIRED TO COMPLETE THE INTRA ACCEPTANCE FORM AND REVERT IT TO THE INTRA OFFICE.**

THE COMPANY WILL RESPOND TO THE STUDENTS' APPLICATION BY SUBMITTING THE COMPLETED FORM TO INTRA OFFICE OR STUDENT.

PLEASE REFER TO NEXT PAGE ON THE SUBMISSION METHOD FOR INTRA OFFICE OR STUDENTS



APPLICATION **SUBMISSION METHOD FOR**

INTRA OFFICE SUBMISSION

IF THE SUBMISSION GOES TO INTRA OFFICE, INTRA OFFICE WILL UPDATE THE STATUS OF COMPANY ACCEPTANCE IN CRM AND THIS STATUS WILL APPEARS ON THE STUDENT PORTAL. HENCE, STUDENTS NEED TO VIEW THE APPLICATION HISTORY PAGE TO CHECK THE COMPANY ACCEPTANCE STATUS. IF STUDENTS ARE KEEN TO PURSUE INTRA WITH THE COMPANY, THEY NEED TO COME TO THE INTRA OFFICE TO SIGN THE ACCEPTANCE FORM (STUDENT ACCEPTANCE).

STUDENTS SUBMISSION

IF THE COMPANY RESPONDED PERSONALLY TO THE STUDENT, THEY ARE RESPONSIBLE TO INFORM AND REVERT THE COMPLETED ACCEPTANCE FORM TO INTRA OFFICE.



TO VIEW COMPANY ACCEPTANCE STATUS

APPLICATIONS

Application Number	Application Created On	Company	StartDate	EndDate	University Supervisor	Company Acceptance	Allowance	Accommodation Provided?	Hard Copy Signed by Student?
7516b07f-8ec3-e711-810a-c4346bac4e40	Tuesday, November 7, 2017	INSTITUT TEKNOLOGI PETROLIUM PETRONAS (INSTEP)	Monday, January 8, 2018	Saturday, April 28, 2018		Pending		No	No
c119b285-8ec3-e711-810a-c4346bac4e40	Tuesday, November 7, 2017	CELCOM AXATA BERHAD	Monday, January 8, 2018	Saturday, April 28, 2018		Rejected		No	No
40a725a0-8ec3-e711-810a-c4346bac4e40	Tuesday, November 7, 2017	900	Monday, January 8, 2018	Saturday, April 28, 2018		Pending		No	No
4bd47b96-3c98-e711-8100-c4346bacae18	Wednesday, September 13, 2017	ARTBRIGHT & CO.	Monday, January 8, 2018	Saturday, April 28, 2018		Accepted		No	No
3a93e0ef-3c98-e711-8100-c4346bacae18	Wednesday, September 13, 2017	DBKL	Monday, January 8, 2018	Saturday, April 28, 2018		Pending		No	No
76abfb91-899e-e711-8100-c4346bacae18	Thursday, September 21, 2017	ANGEL PRINTING HOUSE	Monday, January 15, 2018	Friday, May 4, 2018		Accepted		No	No
43028586-4ba7-e711-8104-c4346bacae18	Monday, October 2, 2017	DBKLU	Monday, January 8, 2018	Saturday, April 28, 2018		Accepted		No	Yes
22be89b5-4ca7-e711-8104-c4346bacae18	Monday, October 2, 2017	DBKLP SDN BHD	Monday, January 8, 2018	Saturday, April 28, 2018		Pending		No	No

STUDENTS ARE ABLE TO VIEW WHICH COMPANIES HAVE RESPONDED TO THEIR APPLICATION(S) AT APPLICATION HISTORY PAGE.

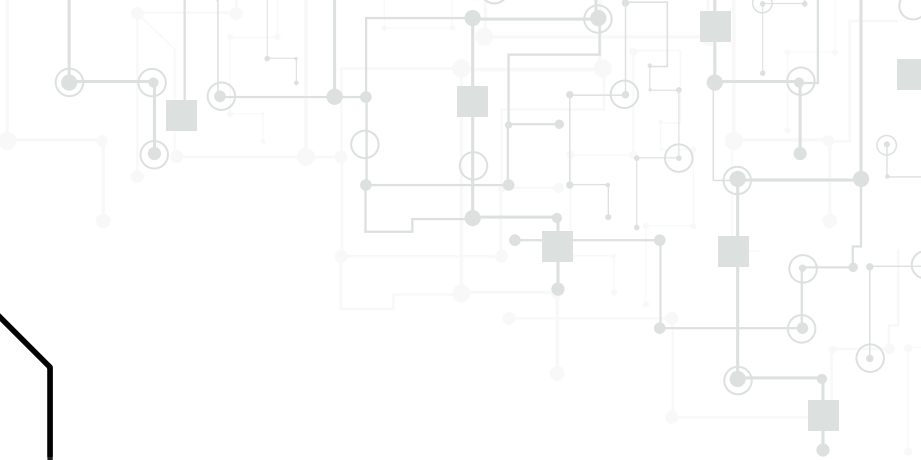
KINDLY REFER TO THE COMPANY ACCEPTANCE COLUMN TO CHECK THE STATUS OF THEIR APPLICATION(S). THE STATUS, NAMELY ACCEPTED, PENDING AND REJECTED WILL APPEAR ON THE SCREEN.

THE STUDENTS ARE ADVISED TO CHOOSE ONLY ONE (1) COMPANY. PLEASE CHECK THE COMPANY BACKGROUND AND IT IS ADVISABLE FOR THE STUDENT TO SECURE PLACEMENT RELATED TO THEIR PROGRAM FIELD.

TO UPDATE STUDENT ACCEPTANCE STATUS

APPLICATIONS

Application Number	Application Created On	Company	StartDate	EndDate	Univesit Supervisor	Company Acceptance	Allowance	Accomodation Provided?	Hard Copy Signed by Student?
7516b071-8ec3-e711-810a-c4346bac4e40	Tuesday, November 7, 2017	INSTITUT TEKNOLOGI PETROLEUM PETRONAS (INSTEP)	Monday, January 8, 2018	Saturday, April 28, 2018		Pending		No	No
c119b285-8ec3-e711-810a-c4346bac4e40	Tuesday, November 7, 2017	CELCOM AXDATA BERHAD	Monday, January 8, 2018	Saturday, April 28, 2018		Rejected		No	No
40a725a0-8ec3-e711-810a-c4346bac4e40	Tuesday, November 7, 2017	900	Monday, January 8, 2018	Saturday, April 28, 2018		Pending		No	No
4bd47b96-3c98-e711-8100-c4346bacae18	Wednesday, September 13, 2017	ARTBRIGHT & CO.	Monday, January 8, 2018	Saturday, April 28, 2018		Accepted		No	No
3a93eDef-3c98-e711-8100-c4346bacae18	Wednesday, September 13, 2017	DBKL	Monday, January 8, 2018	Saturday, April 28, 2018		Pending		No	No
76abf981-899e-e711-8100-c4346bacae18	Thursday, September 21, 2017	ANGEL PRINTING HOUSE	Monday, January 15, 2018	Friday, May 4, 2018		Accepted		No	No
43028586-4ba7-e711-8104-c4346bacae18	Monday, October 2, 2017	DBKLU	Monday, January 8, 2018	Saturday, April 28, 2018		Accepted		No	Yes
22be89e5-4ca7-e711-8104-c4346bacae18	Monday, October 2, 2017	DBKLP SDN BHD	Monday, January 8, 2018	Saturday, April 28, 2018		Pending		No	No



KINDLY **SUBMIT THE INTRA ACCEPTANCE FORM TO INTRA OFFICE** AND COMMUNICATE ACCORDINGLY WITH THE COMPANY ON THE CONFIRMED PLACEMENT.

NEXT, THE STATUS OF STUDENT ACCEPTANCE WILL CHANGE TO **ACCEPTED** AND THE STATUS OF HARD COPY SIGNED BY STUDENTS WILL CHANGE TO **YES**.

AFTER THE INTRA HAS COMMENCED, STUDENTS ARE **PROHIBITED TO CHANGE PLACEMENT WITHOUT ANY CONCRETE REASON**. PLEASE LIAISE WITH THE INTRA OFFICE FOR THE ACTUAL PROCEDURE.

THEN, THE **HYPERLINK OF CONFIRMATION LETTER AND REPORT DUTY FORM** WILL BE ENABLED.

TO DOWNLOAD

REPORT DUTY FORM & CONFIRMATION LETTER

43028586-4ba7-e711-8104-04346bace18	Monday, October 2, 2017	DBKLU	Monday, January 8, 2018	Saturday, April 28, 2018	Accepted	No	Yes	Cover Letter Acceptance Form Confirmation Letter INTRA Updates Report Duty Form
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REPORT DUTY FORM

43028586-4ba7-e711-8104-04346bace18	Monday, October 2, 2017	DBKLU	Monday, January 8, 2018	Saturday, April 28, 2018	Accepted	No	Yes	Cover Letter Acceptance Form Confirmation Letter Report Duty Form
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CONFIRMATION LETTER

STUDENTS ARE ABLE TO DOWNLOAD, **PRINT AND SUBMIT THIS DOCUMENT** TO THE COMPANY ON THE FIRST DAY OF INTRA:

REPORT DUTY FORM. CLICK ON THE REPORT DUTY **LINK** TO DOWNLOAD THE FORM.

THEN, STUDENTS NEED TO **DOWNLOAD, PRINT AND SUBMIT** THIS LETTER TO THE COMPANY ON THE FIRST DAY OF INTRA:

CONFIRMATION LETTER. CLICK ON THE CONFIRMATION LETTER **LINK** TO DOWNLOAD THE FORM.



UniKL
UNIVERSITI
KUALA LUMPUR

INTRA MANAGEMENT SYSTEM

GUIDELINE FOR

STUDENTS FOR SEMESTER 8 VERSION 1.0

TO UPDATE INTRA INFORMATION

PLEASE FILL SITE DETAILS.

Company Name:

Site Address:

Site Post Code:

Site City:

Site State:

Company Supervisor:

Company Supervisor Name:

Company Supervisor Job Title:

Company Supervisor Email:

Company Supervisor Telephone:

Company Supervisor Fax:

Skip Report Duty Form Upload(This is allowed only if the report duty form is already uploaded and no changes)

Upload Filled Report Duty Form: No file chosen

CLICK CHOOSE FILE TO UPLOAD THE COMPLETED REPORT DUTY FORM.
THEN CLICK SUBMIT WHEN DONE.

ONCE INTRA COMMENCES, STUDENTS NEED TO DO THE FOLLOWING PROCEDURE BELOW:

INTRA UPDATES

CLICK ON INTRA UPDATES LINK TO UPDATE SITE ADDRESS, UPDATE COMPANY SUPERVISOR DETAILS AND UPLOAD REPORT DUTY FORM.

UPDATE SITE ADDRESS

ALL STUDENTS ARE COMPULSORY TO UPDATE THEIR SITE ADDRESS. IF STUDENTS ARE ASSIGNED TO A NEW LOCATION DURING INTRA, PLEASE UPDATE THE ADDRESS ACCORDINGLY.

COMPANY SUPERVISOR DETAILS

STUDENTS NEED TO KEY-IN THE CORRECT COMPANY SUPERVISOR'S EMAIL ADDRESS. SYSTEM WILL ACTIVATE THE COMPANY SUPERVISOR PORTAL AND PROMPT THE COMPANY SUPERVISOR WITH THE EMAIL ADDRESS PROVIDED IN INTRA UPDATES. **PLEASE COMMUNICATE WITH YOUR COMPANY SUPERVISOR TO ENSURE THAT THEY ARE ABLE TO ACCESS THE PORTAL.**

SUBMIT COMPLETED REPORT DUTY FORM

TO VIEW LOGBOOK

4811-4876-00000a0000d	October 24, 2018	REALTY SDN BHD	January 14, 2019	June 28, 2019	Pending	200.00	No	No	www.greencore.com.my Tel:03-89132815 Email:stonavi@h77@gmail.com	Assessment 2/Not Submitted	Extra Update Log Book
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E-Log Book
[Download Digital Copy](#)
Company:BARAKAH OFFSHORE PETROLEUM BERHAD

Select Month

- Month-1
- Month-2
- Month-3
- Month-4
- Month-5
- Month-6

E-Log Book
[Download Digital Copy](#)
Company:FAURECIA HICOM EMISSIONS CONTROL TECHNOLOGIES

Select Month Month-1

Date	Description	Created on	Acknowledged?	Remarks
January 31, 2019		January 25, 2019	No	Edit
January 30, 2019		January 25, 2019	No	Edit
January 29, 2019		January 25, 2019	No	Edit
January 28, 2019		January 25, 2019	No	Edit
January 27, 2019		January 25, 2019	No	Edit
January 26, 2019		January 25, 2019	No	Edit
January 25, 2019		January 25, 2019	No	Edit
January 24, 2019		January 25, 2019	No	Edit
January 23, 2019		January 25, 2019	No	Edit
January 22, 2019		January 25, 2019	No	Edit
January 21, 2019		January 25, 2019	No	Edit
January 20, 2019		January 25, 2019	No	Edit
January 19, 2019		January 25, 2019	No	Edit
January 18, 2019		January 25, 2019	No	Edit
January 17, 2019		January 25, 2019	No	Edit
January 16, 2019		January 25, 2019	No	Edit
January 15, 2019		January 25, 2019	No	Edit
January 14, 2019	Test 1	January 25, 2019	No	Edit
January 13, 2019		January 25, 2019	No	Edit

Title:

Date:

Task Description:

Attachment: No file chosen

CLICK ON THE LOGBOOK HYPERLINK.

PLEASE SELECT THE MONTH ACCORDINGLY.

TO START YOUR DAILY LOG BOOK ENTRY, CLICK THE EDIT BUTTON ON THE SELECTED DATE.

KINDLY UPDATE ANY TASK GIVEN BY THE COMPANY SUPERVISOR IN THE SPACE PROVIDED IN TASK DESCRIPTION AND CLICK BUTTON UPDATE TO SAVE YOUR ENTRY. FEEL FREE TO ATTACH ANY DOCUMENT THAT IN PDF OR MS WORD FORMAT (.JPG, .BMP, .PNG ARE ALSO ALLOWED).

STUDENTS MONTHLY ANALYSIS

The screenshot shows a web form interface. At the top, there are two date fields: 'February 1, 2010' and 'January 25, 2010', with an 'Edit' link to the right. Below these is a large text input area labeled 'Students' Monthly Analysis'. Underneath that is another text input area labeled 'Company Supervisor's Monthly Analysis'. At the bottom left of the form is a 'Submit' button. A red box highlights the 'Submit' button, and another red box highlights the 'Students' Monthly Analysis' text area. A red line connects the 'Submit' button to the text 'PLEASE CLICK SUBMIT WHEN DONE.' in the adjacent text block.

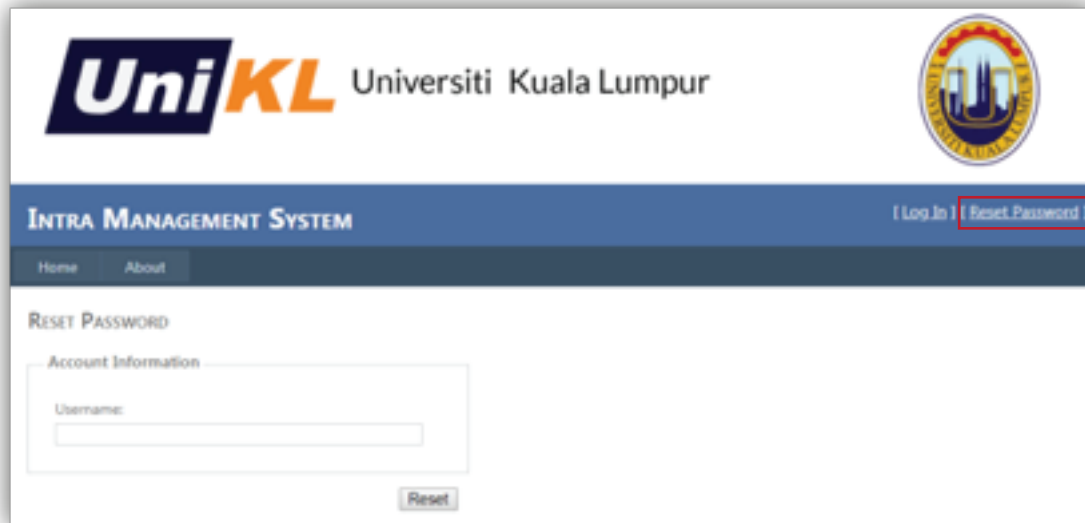
STUDENTS MUST ALSO COMPLETE THE STUDENT'S MONTHLY ANALYSIS AND PLEASE CLICK **SUBMIT** WHEN DONE.

KINDLY TAKE NOTE THAT THE CONTENT OF LOGBOOK MUST BE COMPLETED **BEFORE THE END OF INTRA DURATION.**

STUDENTS ARE ADVISED **TO REMIND THE COMPANY SUPERVISOR TO ACKNOWLEDGE THE DAILY ENTRIES AND SUBMIT THE COMPANY SUPERVISOR'S MONTHLY ANALYSIS.**

PLEASE TAKE NOTE THAT LOGBOOK CONTRIBUTES 10% OF THE OVERALL INTRA ASSESSMENT COMPONENT.

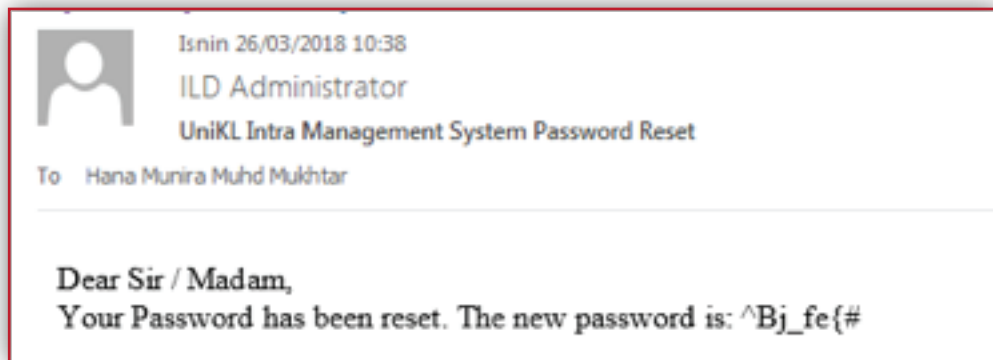
HOW TO RESET PASSWORD



The screenshot shows the UniKL Intra Management System interface. At the top left is the UniKL logo and the text 'Universiti Kuala Lumpur'. At the top right is the UniKL crest. Below the header is a blue navigation bar with 'INTRA MANAGEMENT SYSTEM' on the left and 'Log In | Reset Password' on the right. Underneath are 'Home' and 'About' links. The main content area is titled 'RESET PASSWORD' and contains a form for 'Account Information' with a 'Username:' label and an input field. A 'Reset' button is located at the bottom right of the form.

CLICK RESET PASSWORD. KEY-IN USERNAME (STUDENT'S ID NO) AND CLICK **RESET** BUTTON.

THE SYSTEM WILL SEND A NOTIFICATION TO THE USER'S EMAIL ADDRESS.



The screenshot shows an email notification. The header includes a profile icon, the date and time 'Isnin 26/03/2018 10:38', the sender 'ILD Administrator', and the subject 'UniKL Intra Management System Password Reset'. The recipient is listed as 'To Hana Munira Muhd Mukhtar'. The body of the email begins with 'Dear Sir / Madam,' followed by the message 'Your Password has been reset. The new password is: ^Bj_fe{#