



اونيورسيتي مليسيا فهغ السلطان عبد الله  
UNIVERSITI MALAYSIA PAHANG  
AL-SULTAN ABDULLAH

# ATTENDANCE CONFIRMATION: PROCESS FLOW

# MAJLIS KONVOKESYEN

UNIVERSITI MALAYSIA PAHANG AL - SULTAN  
ABDULLAH



UMPSAMalaysia  
www.umpsa.edu.my

TEKNOLOGI  
UNTUK  
MASYARAKAT



TEKNOLOGI UNTUK  
MASYARAKAT

# 7 STEPS

## ATTENDANCE CONFIRMATION



**Access the Portal**



**Click Graduation tab – Attendance Confirmation System**



**Log In**



**Information**



**Confirmation status**



**Attire Reservation**



**Graduation Documents**



Access the Portal  
<https://konvo.ump.edu.my/>

STEP

1

ATTENDANCE  
CONFIRMATION



Official Website

GRADUATE SEARCH MKK19: GRADUATE LIST Convocation Official Photographer E-Book Convocation 18' UMPSA

Centre for Academic Management  
Pusat Pengurusan Akademik

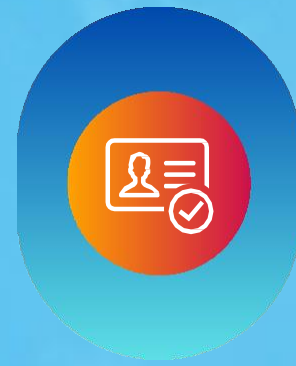
HOME GRADUATION ▾ DOWNLOAD ▾ CONTACT US FAQ

**UMPSA**  
MAJLIS KONVOKESYEN KE-19  
UNIVERSITI MALAYSIA PAHANG AL-SULTAN ABDULLAH

xx hingga xx Oktober 2024  
xx hingga xx Rabiulakhir 1445H  
Dewan Kompleks Sukan UMPSA Kampus Gambang

TEKNOLOGI UNTUK MASYARAKAT

QS STARS  
QS WORLD UNIVERSITY RANKINGS  
THE  
Green Metric  
USNews



Click Graduation tab – Attendance Confirmation System

# STEP 2

## ATTENDANCE CONFIRMATION



GRADUATE LIST Convocation Official Photopgrapher E-Book Convocation 18' UMPSA

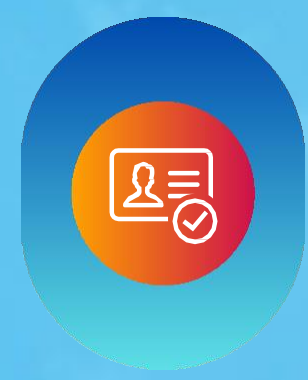
HOME GRADUATION ▾ DOWNLOAD ▾ CONTACT US FAQ

**ATTENDANCE CONFIRMATION SYSTEM**

- ATTENDANCE CONFIRMATION SYSTEM: PROCESS FLOW
- CONVOCATION SESSION DETAILS MKK-19 2024
- CONVOCATION FEES
- CONVOCATION ATTIRE INFO >

UNIVERSITI MALAYSIA PAHANG AL-SULTAN ABDULLAH

Oktober 2024



Log In

# STEP 3

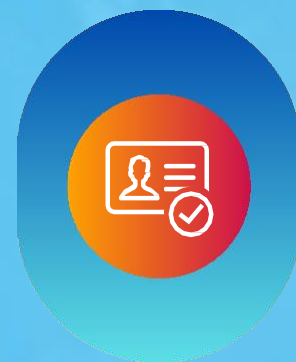
## ATTENDANCE CONFIRMATION



Enter Identification

Log In

- **Username: Matrix Number**
- **Password: IC for Malaysian  
Passport Number for International  
Graduands**



### Information

- Please read your information
- Update current/latest email
- Please check the outstanding debt information

(Green Box: NO DEBT/ Red Box: DEBT)

Including date and your session

Confirmation regarding email. Failed to do so will causing you unable to receive any confirmation email regarding convocation attire

# STEP 4

## ATTENDANCE CONFIRMATION

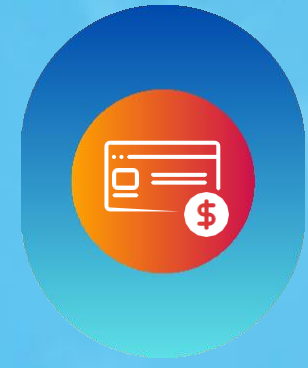


The screenshot displays the 'Student Attendance' page in the ICMS system. It includes a student profile for MUHAMMAD AZIQ HAIKAL BIN ALUWI, a reminder to update email and phone number, and a 'Debt Information' section with a red border. The debt section lists various fees: BUKARY (RM 0), LIBRARY (RM 0), COMPOUND(SOPURE) (RM 0), COMPOUND(TRAFFIC) (RM 0), FOS(ATEND) (RM 200), FOS(NT ATTEND) (RM 0), and BALANCE(CONVO FEE) (RM 0). A list of restrictions for proceeding to the next steps is also provided.



### Confirmation Status

1. Confirm your attendance
2. Click the red box for proceed to E-Payment
3. Made Payment through FPX
4. Payment confirmation
5. Received the confirmation payment from your banking provider
6. Go back to the portal



# STEP 5

## ATTENDANCE CONFIRMATION



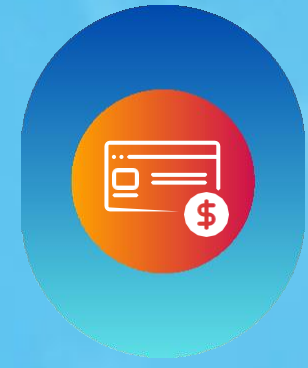
The screenshot shows the 'Student Attendance' page in the ICMS system. The page has a blue header with the ICMS logo and the text 'ICMS - Integrated Convo Management System'. Below the header, there are three tabs: 'Information', 'Attendance Confirmation Form', and 'Attire Reservation'. The 'Attendance Confirmation Form' tab is active. The main content area contains a yellow box with the text: 'INFORMATION TO ALL GRADUANDS! Notice to graduates, you can only update your attendance status by three (3) times. Please ensure that the relevant forms and documents are printed and bring along during robe collection.' Below this, the student's name 'HASYIMAH BINTI ZAMHIR' is displayed. A red box highlights the 'Confirmation Status' dropdown menu, which is currently set to 'Will Attend'. To the right of the dropdown is a 'SUBMIT ATTENDANCE' button. Below the button, there is a red text instruction: 'After you submit the attendance the next screen will show you the convocation fee amount as per next slide'. On the right side of the page, there is a 'Student' panel with a 'LOCAL' section containing several green buttons for financial status: 'BURSARY RM 0', 'LIBRARY RM 0', 'COMPOUND(DISCIPLINE) RM 0', 'COMPOUND(TRAFFIC) RM 0', 'FEE(ATTEND) RM 0', 'FEE(NOT ATTEND) RM 0', and 'BALANCE(CONVO FEE) RM 0'. At the bottom of the page, there is a yellow warning box that says: 'Sorry. You cannot proceed to the next steps by following restriction:'.

- Please read all the information stated in this screen.
- Your financial status with UMPSA will be stated here.
- All outstanding debts must be clear to proceed for confirmation selection.



### Confirmation Status

1. Confirm your attendance
2. Click the red box for proceed to E-Payment
3. Made Payment through FPX
4. Payment confirmation
5. Received the confirmation payment from your banking provider
6. Go back to the portal



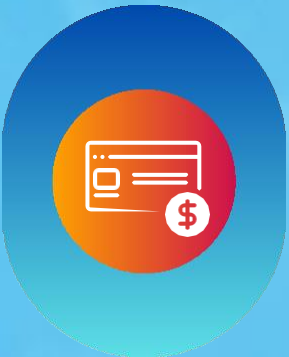
# STEP 5

## ATTENDANCE CONFIRMATION



The screenshot shows the 'Student Attendance' page in the ICMS system. A green notification at the top right says 'Successfully Updated'. The main content area is divided into 'Information' and 'Attendance Confirmation Form'. The 'Attendance Confirmation Form' section contains a red 'ATTENTION!' banner and a message: 'Sorry, You cannot proceed to the next steps by following restriction: 1. Bursary. Please make payment before proceed (any outstanding debt) 2. Convocation fees. Please pay the convocation fees before proceed (convocation fee). Once the convocation fee is paid no refund will be given. FOR ANY PAYMENT, PLEASE CLICK THE RED COLOURED BOX'. To the right, the 'Student Info' section shows a profile for MUHAMMAU AZIQ HAIRAL BIN ALUWI with ID CC20065. Below this is a 'LOCAL' payment grid with buttons for BURSARY (RM 0), LIBRARY (RM 0), COMPOUND (DISCIPLINE) (RM 0), COMPOUND (TRAFFIC) (RM 0), FEE (ATTEND) (RM 200), FEE (NOT ATTEND) (RM 0), and BALANCE (CONVO FEE) (RM 0). A red arrow points to the 'FEE (ATTEND) RM 200' button with the text 'Click here for proceed to e-payment'.

- Please read all the information stated in this screen.
- Your financial status with UMPSA will be stated here.
- All outstanding debts must be clear to proceed for confirmation selection.



### Confirmation Status

1. Confirm your attendance
2. Click the red box for proceed to E-Payment
3. Made Payment through FPX
4. Payment confirmation
5. Received the confirmation payment from your banking provider
6. Go back to the portal

# STEP 5

## ATTENDANCE CONFIRMATION



**Payment Information**

Payment for: Student Fee for [redacted]

Fee Type: Convocation Fee

Payment Total (MYR): 300

Student ID: [redacted] (Applicant ID / MYKAD (OR NIK) NO. MARK)

Passport / IC No.: [redacted]

Name: [redacted]

Address: [redacted]

Telephone No.: [redacted]

Email Address: [redacted]

Remarks: [redacted]

Choose Payment Method:

Internet Banking **FPX**

Credit Card / Debit Card **VISA MasterCard**

**Confirmation**

**Nota Penting (Important Note):**  
 - Sila pastikan yang semua tab browser telah ditutup, jika tidak DAPS (DLP) PANGGILAN yang disebabkan jika pembayaran tidak berjaya, sila rujuk ke pejabat DARS (DLP) PANGGILAN.  
 - Pastikan semua maklumat yang dimasukkan adalah betul dan sah. Jika maklumat yang dimasukkan tidak betul, pembayaran akan gagal.  
 - Pembayaran yang berjaya akan dipaparkan dalam akaun pengguna anda dalam masa 24 jam.  
 - Pembayaran akan dipaparkan dalam akaun pengguna anda dalam masa 24 jam.

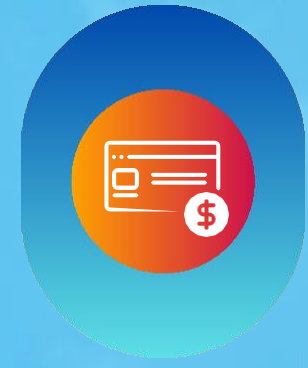
**Nota Penting**  
 - FPX operation hour is 24 hour  
 - Please ensure that your browser's pop up blocker has been disabled to avoid any interruption during making transaction.  
 - Kindly print and keep your transaction receipt for prove of payment.

- ◆ Please read all the information stated in this screen.
- ◆ Your financial status with UMPSA will be stated here.
- ◆ All outstanding debts must be clear to proceed for confirmation selection.



### Confirmation Status

1. Confirm your attendance
2. Click the red box for proceed to E-Payment
3. Made Payment through FPX
4. Payment confirmation
5. Received the confirmation payment from your banking provider
6. Go back to the portal



# STEP 5

## ATTENDANCE CONFIRMATION

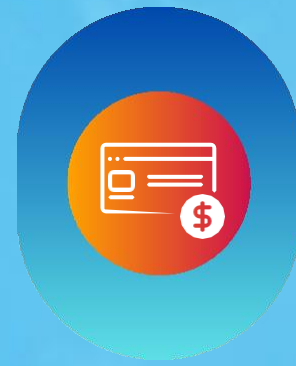


The screenshot shows the UMPSA ePayment v2.0 interface. The main content area displays a confirmation message: "Thanks for using UMP ePayment v2.0 services." Below this, under "TRANSACTION DETAILS", the status is "SUCCESSFUL" with a date of "SUN 17 SEP 2023 02:09:49" and a transaction amount of "RM 200". A "Click to Print" button is visible at the bottom right of the confirmation area.

- Please read all the information stated in this screen.
- Your financial status with UMPSA will be stated here.
- All outstanding debts must be clear to proceed for confirmation selection.

# STEP 5

## ATTENDANCE CONFIRMATION



### Confirmation Status

1. Confirm your attendance
2. Click the red box for proceed to E-Payment
3. Made Payment through FPX
4. Payment confirmation
5. Received the confirmation payment from your banking provider
6. Go back to the portal



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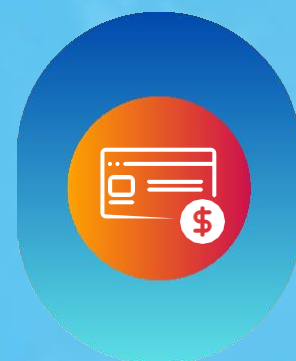
The screenshot shows the 'ICMS - Integrated Convo Management System' interface. At the top, there is a blue header with the system name and a 'Successfully Updated' notification. The main content area is titled 'Student Attendance' and has two tabs: 'Information' and 'Attendance Confirmation Form'. The 'Attendance Confirmation Form' tab is active and displays a red 'ATTENTION!' banner. Below the banner, a message states: 'Sorry, You cannot proceed to the next steps by following restriction: 1. Bursary. Please make payment before proceed (any outstanding debt) 2. Convocation fees. Please pay the convocation fees before proceed (convocation fee). Once the convocation fee is paid no refund will be given. FOR ANY PAYMENT, PLEASE CLICK THE RED COLOURED BOX'. To the right of the main content, there is a 'Student Info' section with a profile picture and a 'REFRESH FINANCE' button. A red arrow points to this button, and a red text annotation says: 'Please click button Refresh Finance to be able to proceed for the next screen'. Below the 'Student Info' section, there is a 'LOCAL' section with several green buttons: 'BURSARY RM', 'LIBRARY RM 0', 'COMPOUND(DISCIPLINE) RM 0', 'COMPOUND(TRAFFIC) RM 0', 'FEE(ATTEND) RM 200', 'FEE(NOT ATTEND) RM 0', and 'BALANCE(CONVO FEE) RM 0'.

- Please read all the information stated in this screen.
- Your financial status with UMPSA will be stated here.
- All outstanding debts must be clear to proceed for confirmation selection.

# STEP

# 6

## ATTENDANCE CONFIRMATION



### Attire Reservation

#### To choose your attire (Robe selection)

1. Choose the size wisely. Once confirmed, you unable to change.
2. Choose to pick up status either by yourself or representative.
3. Click Attire Reserve

ICMS - Integrated Convo Management System

Student Attendance

ROBE LENGTH	20	40	40
L	36	21	47
XL	17	22	50
2XL	17.5	23	52
3XL	18	24	53.5
4XL	18	25	54.5

Graduands are only allowed to make attire reservation one (1) time. Once submitted, changes are not allowed.

Graduands are only allowed to make attire reservation one (1) time. Once submitted changes are not allowed

Mortar Board/ Beef Ester  
MORTAR BOARD MASTER/BACHELOR/DIPLOMA - BLACK

Robe Description  
ROBE DIPLOMA - BLUE

\* Robe Size  
S

Quantity  
249 Pieces (RESERVE)

MORTAR BOARD GRADUAN SIZE: GENERAL  
ROBE SIZE: S

Attire Pickup Option

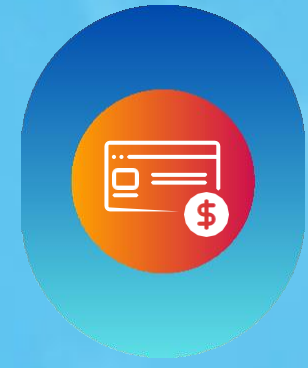
Sorry, You cannot proceed to the next steps by following restriction:

1. Bursary
2. Library
3. Compound (Discipline)
4. Compound (Traffic)
5. Convocation Fee
- If attend
6. Fee (Not Attend)
- Payment for Graduation Documents Only
7. Balance (Convo Fee)
- If decide to change confirmation from Will Not Attend to Will Attend (in case of already paid for documents in no. 6 above)

**Payment for Convocation Fees are not returnable.**

# STEP 6

## ATTENDANCE CONFIRMATION



### Attire Reservation

To choose your attire (Robe selection)

1. Choose the size wisely. Once confirmed, you unable to change.
2. Choose to pick up status either by yourself or representative.
3. Click Attire Reserve

ICMS - Integrated Convo Management System

Student Attendance

Information Attendance Confirmation Form Attire Reservation Convocation Document

Attire Reservation

✓ Your robe selection has been submitted, thank you!

Attire Reservation Form

**Attire Pickup Option**

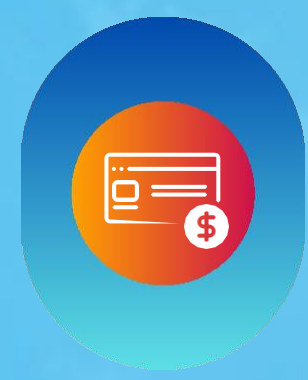
Pickup Option  Representative  Self Pickup

*Choose to pick up status either by yourself or representative*

Representative Name

Representative MyKad/  
Passport No.

Update Attire Pickup Option



### Graduation Documents

- **Convocation Slip: Need to bring along during Attire Collection. Please refer to the schedule on this portal.**
- **Letter: For official purposes**

# STEP 7

## ATTENDANCE CONFIRMATION



Convocation Slip Preview

[PRINT](#)

**Convocation Slip**



Debt Status

Session	18th CONVOCATION CEREMONY OF UNIVERSITI MALAYSIA PAHANG AL-SULTAN ABDULLAH.
Matric	[REDACTED]
Year	20231
Reserve Date	[REDACTED]
Rep ID	[REDACTED]
Rep Name	[REDACTED]
Name	[REDACTED]
IC	[REDACTED]
Faculty	[REDACTED]
Program	BACHELOR'S DEGREE
Course	BACHELOR OF OCCUPATIONAL SAFETY AND HEALTH WITH HONOURS

Robe **ROBE BACHELOR - GREEN (S)**

Mortar Board **MORTAR BOARD MASTER/BACHELOR/DIPLOMA - BLACK (FREE SIZE)**

Hood **HOOD BACHELOR (FSTI) - SILVER (FREE SIZE)**



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# THANK YOU



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