

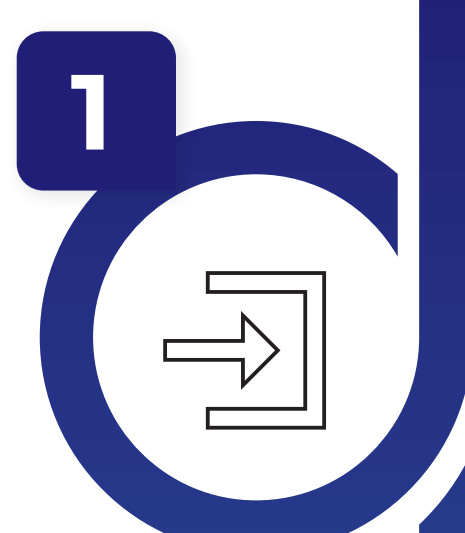
# MAYA PORTAL

ACADEMIC SESSION  
2021/2022

NEW STUDENTS (UNDERGRADUATE)  
SELF-ENROLMENT &  
MODULE REGISTRATION

## PART 1: SELF-ENROLMENT

### SELF-ENROL



- Log-in to maya.um.edu.my
- Use the given/MAYA username & password
- Go to Admission menu & click the Self-Enrolment button
- Confirm all on the checklist given
- Confirm Self-Enrolment

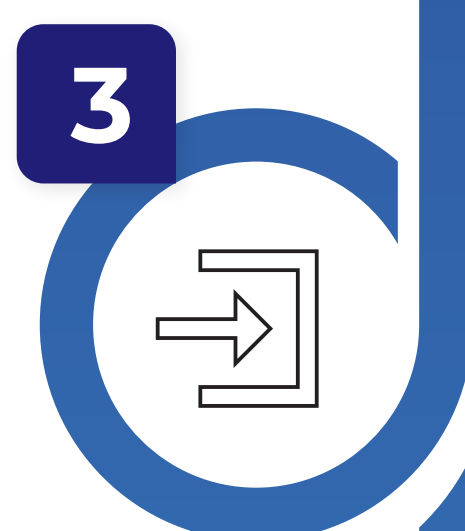


### CREATE SISWAMAIL

- Go to siswa.um.edu.my
- Click New Registration & follow the instructions accordingly
- Activation of siswamail account will take 5 - 60 minutes

## PART 2: MODULE REGISTRATION

### LOG-IN TO MAYA WITH SISWAMAIL CREDENTIALS



- Log-in to maya.um.edu.my
- Username: Siswamail\_username@perdana.um.edu.my
- Password : Siswamail password
- Click Enrolment tab

### SELECT SPECIALISATION



- Select & confirm programme specialisation
- Only applicable for selected programme (Please refer to your faculty)
- Programme without specialisation proceed to step 5
- The chosen specialisation will be approved by faculty admin before module(s) registration begins



### UPDATE PERSONAL DETAILS

- Fill-in all required compulsory details
- Click 'UPDATE' button

### MODULE(S) REGISTRATION



- Select & register module(s) based on programme structures / programme (DIET)
- Maximum credit hours registered will be capped automatically by the system (maximum of 22 credit hours)
- Add/drop(s) of module(s) can be done during registration week. However, students are not allowed to Add/Drop any module once registration is confirmed within the stipulated dates



### GENERATE PRE-INVOICE & REGISTRATION CONFIRMATION

- Pre-invoice tuition fees will auto-generate as module registration is performed
- Click either 'PAY NOW' / 'PAY LATER' to complete
- **CONFIRM** your module registration by clicking **ACTIVATE** button



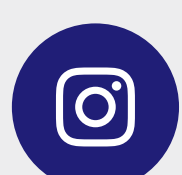
### COMPLETED MODULE(S) REGISTRATION

- Your status for this semester is now activated
- UMSpectrum will display your registered module(s) after 24 hours once registration is complete

### IMPORTANT NOTES:

1. **Modules** refers to subject of a particular student programme.
2. **Siswamail** refers to UM student mail account.

FOR MORE INFORMATION:



@umsitsmaya



umsitsguide.um.edu.my