

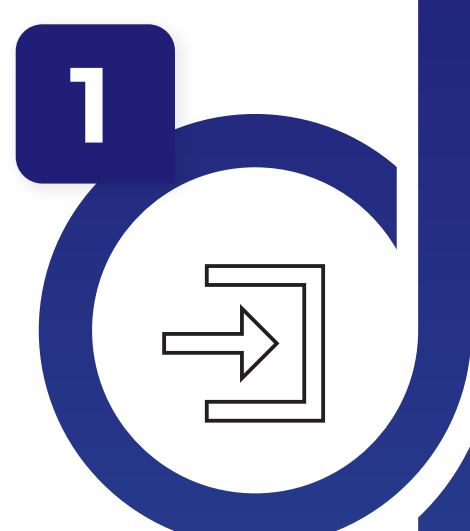
MAYA PORTAL

**ACADEMIC SESSION
2021/2022**

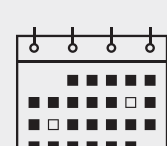
**NEW STUDENTS (UNDERGRADUATE)
SELF-ENROLMENT &
MODULE REGISTRATION**

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



20th September 2021 - 27th September 2021

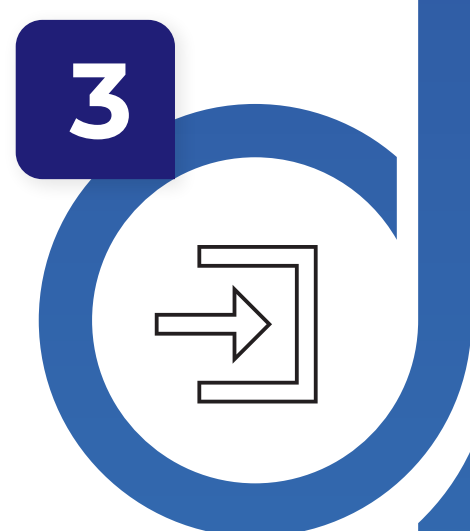


CREATE SISWAMAIL

- 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



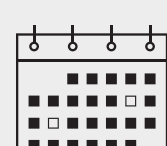
UPDATE PERSONAL DETAILS

- 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

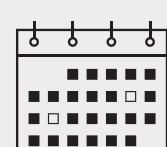


4th October 2021 - 11th October 2021

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



4th October 2021 - 11th October 2021



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