



# **Education Management System**

## **Online Academic Transcript Requisition**

**(For Student)**

## **User Manual**

**(Version 1.0)**

**Date: 03 May 2016**

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## A. LOGIN

### a. Purpose

This function is used for getting access to the system.

### b. Screen

If you need help finding your login ID and password, please contact your Academic Department

A screenshot of a login page titled 'Please Login'. It contains fields for 'Login ID' and 'Password', a dropdown menu for 'Campus' with the option '-- SELECT --' and a note 'If there is no campus displayed, please [click here](#)', and a 'Remember Me' checkbox. At the bottom are 'LOGIN' and 'Password Request' buttons.

### c. Entries

1. **Login ID:** - Login id is the unique id assigned to users to log in to the system.
2. **Password:** - Password is the password assigned to user login ids to access to the system.  
Password expires after every 90 days and you will be prompted to reset your password.
3. **Campus:** - To access to the selected campus.

## B. ACADEMIC TRANSCRIPT REQUISITION

### ONLINE ACADEMIC TRANSCRIPT REQUISITION

- a. **Purpose:-** This function is used for requesting transcript online by student.
- b. **Navigation:-** Assessment > Academic Transcript > Online Academic Transcript Requisition
- c. **Screen**

Action	Programme code	Programme Name	Intake	Award Category	Programme Category	Status
Select Programme		AMERICAN DEGREE TRANSFER PROGRAM (LIBERAL ARTS)	2016-01	CRT	AMERICAN DEGREE PROGRAM	ENROLLED

- d. **Entries**

1. **Student No:-** <Student Number>
2. **Full Name:** <Student Name>
3. **Program code:-** <Enrolled programme code>
4. **Program name:-** <Enrolled programme name>
5. **Intake:-** <Enrolled programme intake>
6. **Award category:-** <Programme award category>
7. **Program category:-** <Enrolled programme category>
8. **Status:-** <Enrolled programme status>

- e. **Academic Transcript Requisition**

1. Select the programme link in the table displayed. If no programme list displayed in the table, please refer to Exam Department.
2. Upon selection of program, please enter transcript requisition details as shown below.

HELP University - Education Management System - Mozilla Firefox

File Edit View History Bookmarks Tools Help

HELP University - Education Management System - Mozilla Firefox

Application DashBoard By...

HELP University - Education Management System - Mozilla Firefox

Untitled Page

crm.help.edu.my/index.aspx

Search

Most Visited Getting Started Surface

Action Programme code Programme Name Intake Award Category Programme Category Status

Select Programme HUBIT BACHELOR OF INFORMATION TECHNOLOGY (HONS) 2016-01 DEG INFORMATION TECHNOLOGY ENROLLED

**Note :-**

1. Normal - 5 working days (excluding public holidays, Saturday and Sunday) from the date of confirmation from the Institution that payment has been received.  
 2. Urgent - 3 working days (excluding public holidays, Saturday and Sunday) from the date of confirmation from the Institution that payment has been received.  
 3. Processing Fee : NORMAL - RM 20.00/- per transcript, URGENT - RM 50.00/- per transcript  
 4. Student is eligible for 2 copies of transcripts (non-urgent) for each programme. Any request for additional copies exceeding 2 is chargeable at RM20.00/copy.  
 5. If you have nominated a proxy to collect on behalf, he/she must bring his/her identification document (E.g NRIC/Passport) and a copy of the Authorisation Form.

Processing Type \*  NORMAL  URGENT

No. of Copies Requested \*

Mode of Delivery (Please select one) \*  COURIER  COLLECT PERSONALLY  POST  PROXY

**Note: - If contact information is different from the records shown below, please provide changes.**

Contact Number

E-mail  BuLaaLeyare1@hotmail.com

**Submit Request** **Cancel Request** **Exit**

Process	Request Status	Transcript Request No	Invoice No	Invoice Amount	Requested	Requested Date	Process	Requested by	Requested Date	Collected by	Collected Date	Delivery Type	Delivery Details	Remarks
No Records Found														

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3. For Processing Fees, please refer to Processing Fee details in the Notes section.
4. For payment info, please refer to the “How to Pay” pdf file attached.
5. For Authorization form, please download “Authorization Form” pdf file attached.
6. Entries are required for all fields marked with an asterisk (\*) are required.
7. Select the transcript requisition processing type.
8. Key in the number of transcript copies to request.
9. Select any one mode of delivery for transcript
  - a. **Courier:-** Please provide the contact information if different from the records displayed.  
P.O Box address is **NOT ALLOWED**.
  - b. **Collect personally:-** Transcript can be collected personally from your Academic Department. You will receive a notification email when the transcript is ready for collection. If you are assigning a proxy to collect the transcript, please download and complete the Authorization Form for Collection of Transcript.
  - c. **Post:-** Please provide the contact information if different from the records displayed.  
P.O Box address is not allowed.
10. Click on <Submit Request> to submit transcript requisition.
11. Upon submission, you will receive a transcript requisition receipt acknowledgement email.

Online Transcript Requisition

Student No		Full Name															
1234567890		John Doe															
<b>Alert</b>																	
Transcript Requisition submitted successfully and Request no is HUTRN-00000003																	
OK																	
Program		Program Code		Foundation in Arts		2016-01		FDN		Matriculation		Status					
IHMFA												ENROLLED					
<b>Cancel Request</b> <b>Exit</b>																	
Note: For selection "checkbox" only enabled if the status is 'PENDING' for the respective transcript requested records.																	
Action	No	Process	Status	Transcript Request Number	Invoice No	Requested Copies	Invoice Amount	Collected Amount	Requested Date	Status Date	Approved Date	Requested by	Approved by	Collected by	Delivery Type	Delivery Details	Remarks
<input type="checkbox"/>	1	NORMAL	PENDING	HUTRN-00000003	HUIN-10169545	4	80.00	0.00	04/05/2016	04/05/2016					COLLECT PERSONALLY		

12. Upon approval of the Transcript Requisition by Exams Centre, you will receive a system generated Transcript Requisition Approval email.
13. When the transcript is ready for collection, you will receive an email on the collection details.
14. All Transcript Requisition related emails will be emailed to both your helpline email and the email address entered in the transcript requisition screen above.
15. The Transcript Requisition Invoice (where applicable) will be issued to you.

Home > Registry > Online Transcript Requisition

Online Transcript Requisition

Student No

Note: Collection of Transcript : NORMAL

Note: Processing Fee : NORMAL

Note: Student is eligible for 2 copies of transcript

Action	No	Process	Status	Transcript Request Number	Invoice No	Requested Copies	Invoice Amount	Collected Amount	Requested Date	Status Date	Approved Date	Requested by	Approved by	Collected by	Delivery Type	Delivery Details	Remarks
<input type="checkbox"/>	1	NORMAL	PENDING	HUTRN-00000003	HUIN-10169545	4	80.00	0.00	04/05/2016	04/05/2016					COLLECT PERSONALLY		

**INVOICE**

**HELP University**  
university of achievers

**JomPAY**

Biller Code : 8433  
Ref-1 :  
Ref-2 :  
JomPAY online & Internet and Mobile Banking with your Current, Savings or Credit Card account.

Reference No. :  
Name :  
NRIC/Passport No. :  
Programme/Course. : IHMFA - FOUNDATION IN ARTS

Invoice No. : HUIN-10169545  
Date : 4-May-2016  
Time : 9:33 am  
Page : 1

Intake : 2016-01  
Issued by : ADMIN20

Period	Seq. Description	Due Date	Amount	Scholarship / Discount	Nett
	1 TRANSCRIPTS (E S)	18-May-2016	80.00	0.00	80.00
			<b>Total (RM)</b>	<b>80.00</b>	<b>0.00</b>

#### f. Cancel Transcript Requisition

1. Cancellation of Transcript Requisition is only allowed if the request status is 'PENDING'.
2. To cancel the request, select the Transcript Requisition by clicking on the checkbox in the grid displayed below and click on <Cancel Request> button.

Submit Request **Cancel Request** **Exit**

Note: For selection "checkbox" only enabled if the status is 'PENDING' for the respective transcript requested records.

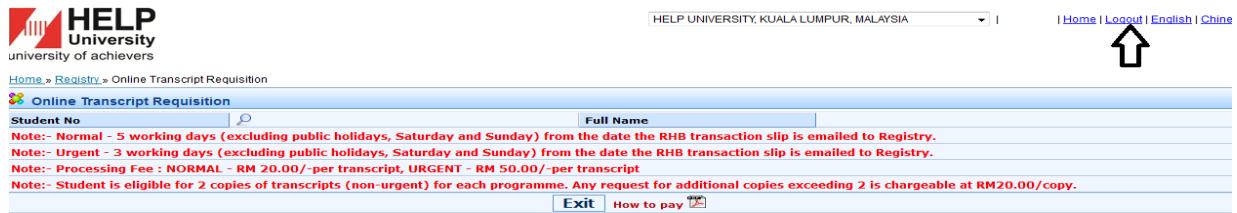
Action	No	Process	Status	Transcript Request Number	Invoice No	Requested Copies	Invoice Amount	Collected Amount	Requested Date	Status Date	Approved Date	Requested by	Approved by	Collected by	Delivery Type	Delivery Details	Remarks
<input type="checkbox"/>	1	NORMAL	PENDING	HUTRN-00000049	HUIN-10169591	2	40.00	0.00	09/05/2016	09/05/2016					COLLECT PERSONALLY		
<input type="checkbox"/>	2	NORMAL	PENDING	HUTRN-00000048	HUIN-10169590	2	40.00	0.00	09/05/2016	09/05/2016					COLLECT PERSONALLY		
<input type="checkbox"/>	3	NORMAL	CANCELLED	HUTRN-00000047		2	0.00	0.00	09/05/2016	09/05/2016	09/05/2016	ADMIN20			COLLECT PERSONALLY		

3. Credit Note is issued for the Invoice generated for the Transcript Requisition.

## C. LOGOUT

**Purpose:** - This function is used to sign out from the system.

### Screen



HELP UNIVERSITY, KUALA LUMPUR, MALAYSIA

| Home | Logout | English | Chinese

**HELP University**  
university of achievers

Home > Registry > Online Transcript Requisition

Online Transcript Requisition

Student No:  Full Name:

Note: Normal - 5 working days (excluding public holidays, Saturday and Sunday) from the date the RHB transaction slip is emailed to Registry.  
Note: Urgent - 3 working days (excluding public holidays, Saturday and Sunday) from the date the RHB transaction slip is emailed to Registry.  
Note: Processing Fee : NORMAL - RM 20.00/- per transcript, URGENT - RM 50.00/- per transcript  
Note: Student is eligible for 2 copies of transcripts (non-urgent) for each programme. Any request for additional copies exceeding 2 is chargeable at RM20.00/copy.

Exit How to pay 

**Up**

**Steps:** - Click <Logout> to end the login session.