



**MANUAL PENGGUNA: MyProspect**

MODUL *PROSPECT*  
*Confirmation & Payment*

DISEDIAKAN OLEH : AMIR HAMZAH BIN ISMAIL  
JAWATAN : PENOLONG PEGAWAI TEKNOLOGI MAKLUMAT

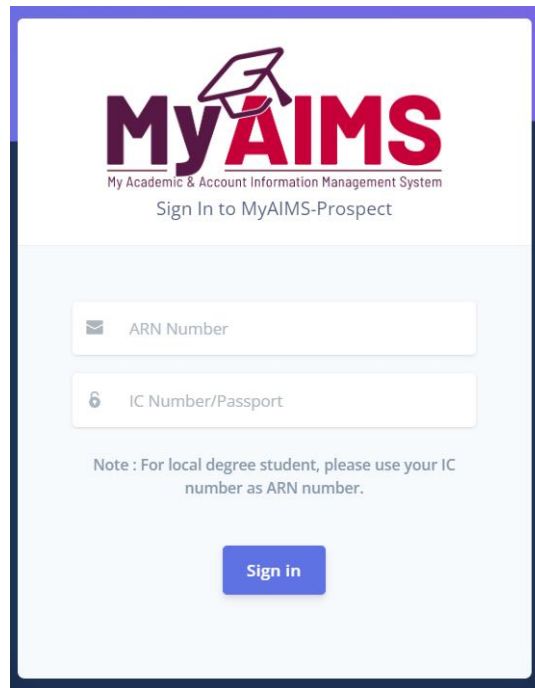
VERSI : 1.1

## **KANDUNGAN**

1. Pengenalan sistem prospect (UnderGraduate & PostGraduate)
2. Proses pengesahan/kemaskini prospect (UnderGraduate & PostGraduate)
3. Proses pembayaran prospect (UnderGraduate & PostGraduate)
4. Semakan pembayaran prospect (UnderGraduate & PostGraduate)

## 1.0 PENGENALAN AKAUN PROSPECT (UNDERGRADUATE & POSTGRADUATE)

Pengguna memasukkan URL <https://myprospect.utm.my/prospect/login> untuk capaian sistem.



**MyAIMS**  
My Academic & Account Information Management System  
Sign In to MyAIMS-Prospect

ARN Number

IC Number/Passport

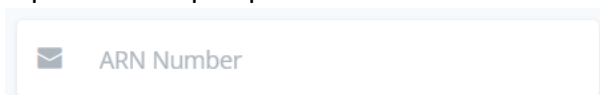
Note : For local degree student, please use your IC number as ARN number.

Sign in

Rajah 1.1 Paparan log masuk MyProspect

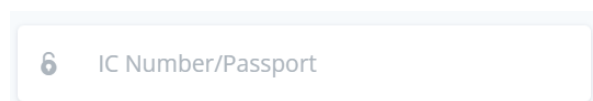
Terdapat beberapa input & butang didalam paparan log masuk MyProspect. Antaranya ialah:

- a) Input No ARN prospect



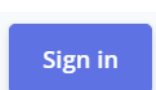
ARN Number

- b) Input No Kad Pengenalan/No *Passport*



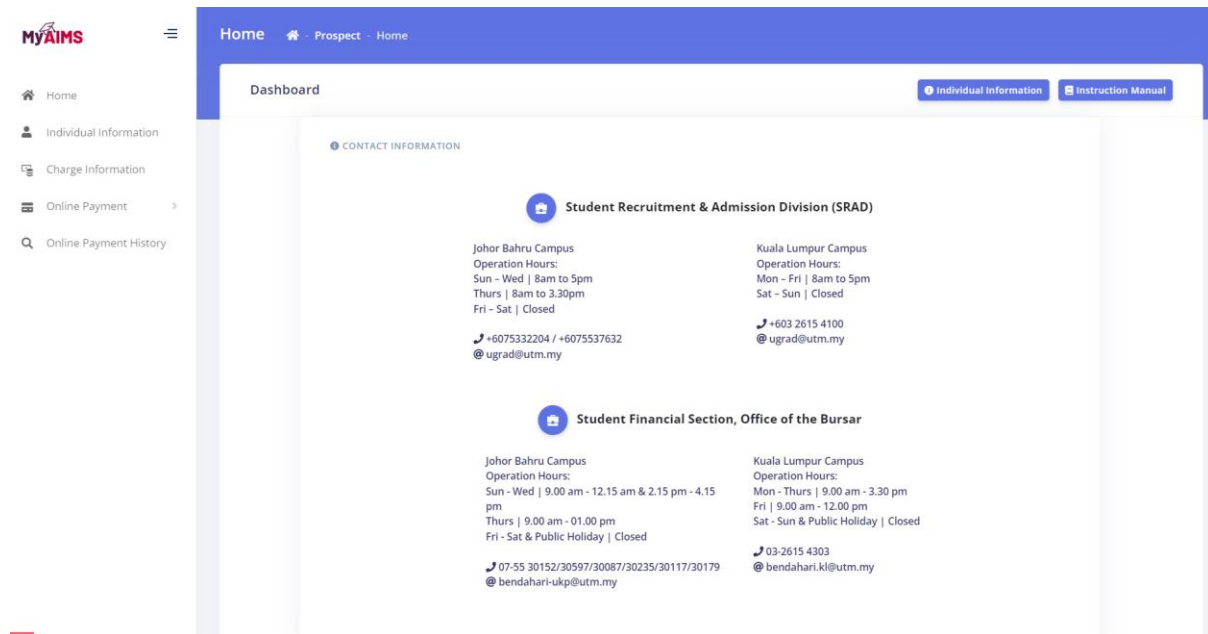
IC Number/Passport

- c) Sign In



Sign in

Pengguna boleh log masuk ke dalam sistem dengan menggunakan ARN No & No Kad Pengenalan/No *Passport* yang telah dijana melalui modul akaun prospect di system MyAims.



Rajah 1.2 Paparam *home screen* MyProspect

Terdapat beberapa butang di dalam paparan *home screen* MyProspect. Antaranya ialah:

a) Menu sisi



b) Logout



c) Paparan Maklumat Unit Kewangan Pelajar dan Pejabat Bendahari, UTM dari menu sisi

CONTACT INFORMATION

 Student Recruitment & Admission Division (SRAD)

Johor Bahru Campus  
Operation Hours:  
Sun - Wed | 8am to 5pm  
Thurs | 8am to 3.30pm  
Fri - Sat | Closed

+6075332204 / +6075537632  
@ugrad@utm.my

Kuala Lumpur Campus  
Operation Hours:  
Mon - Fri | 8am to 5pm  
Sat - Sun | Closed

+603 2615 4100  
@ugrad@utm.my

 Student Financial Section, Office of the Bursar


Johor Bahru Campus  
Operation Hours:  
Sun - Wed | 9.00 am - 12.15 am & 2.15 pm - 4.15 pm  
Thurs | 9.00 am - 01.00 pm  
Fri - Sat & Public Holiday | Closed

07-55 30152/30597/30087/30235/30117/30179  
@bendahari-ukp@utm.my

Kuala Lumpur Campus  
Operation Hours:  
Mon - Thurs | 9.00 am - 3.30 pm  
Fri | 9.00 am - 12.00 pm  
Sat - Sun & Public Holiday | Closed



03-2615 4303  
@bendahari.kl@utm.my

d) Paparan Maklumat Individu dari menu sisi

View Individual Information  Prospect - View Individual Information

View Individual Information

Identity No	991105145098	Arn No	B192020844
Cohead Code	J/2018201911/ENG/FT/NA/M/A/JA	Academic Session	201920201
Name	NUR SHAKILAH BINTI ROSLI	Email	shakilahn9@gmail.com
Study Level	BACHELOR DEGREE	Implementation Method	
Registration Form	FULL TIME	Programme Code	SARJANA MUDA KEJURUTERAAN PROSES KIMIA
Field Code	MJIIT	Alumni Status	
Nationality	M	Country Name	MALAYSIA
College Name		College Rate Per Semester	

 Update  Confirm

## 2.0 Proses pengesahan/kemaskini prospect (UnderGraduate & PostGraduate)

Terdapat beberapa butang pada paparan senarai Maklumat Individu. (rujuk rajah 2.1).



Rajah 2.1 Proses Pemilihan Keadah Bayaran

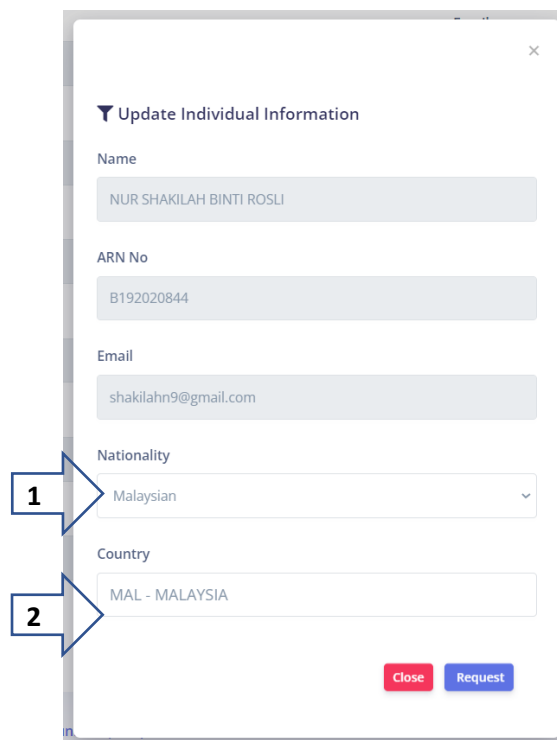
Butang tersebut ialah:

- a) Confirm - pengguna sahkan pendaftaran sebagai pelajar
- b) Update - pengguna kemaskini maklumat negara

Pengguna boleh menekan butang Update di bahagian bawah Individual Information.

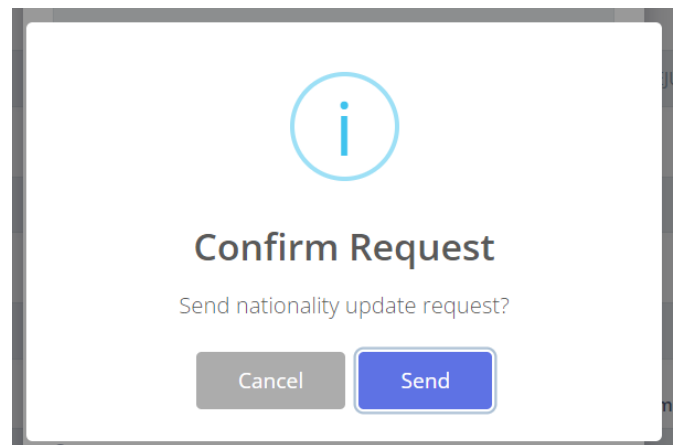
Popup form akan dipaparkan(Rajah 2.2) dan pengguna boleh memilih

- 1. status kewarganegaraan
- 2. negara asal

The image is a screenshot of a web application's 'Update Individual Information' popup form. The form has a white background and a grey border. At the top right, there is a close button (an 'x' icon). Below the title, there are several input fields: 'Name' with the value 'NUR SHAKILAH BINTI ROSLI', 'ARN No' with 'B192020844', and 'Email' with 'shakilahn9@gmail.com'. Below these are two dropdown menus: 'Nationality' with 'Malaysian' selected, and 'Country' with 'MAL - MALAYSIA' selected. Two blue arrows with white numbers '1' and '2' point to the 'Nationality' and 'Country' dropdowns respectively. At the bottom right, there are two buttons: a red 'Close' button and a blue 'Request' button.

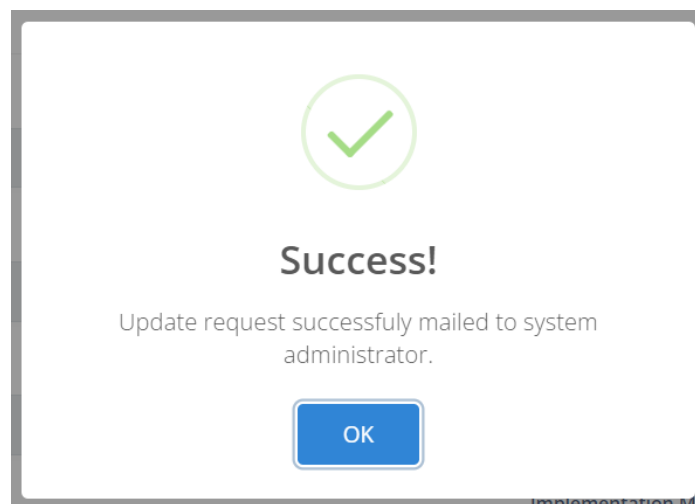
Rajah 2.2 Popup form update

Notis confirmation 'Send nationality update request?' akan dipaparkan sebelum menghantar permohonan. (Rajah 2.3)



Rajah 2.3 Popup confirm

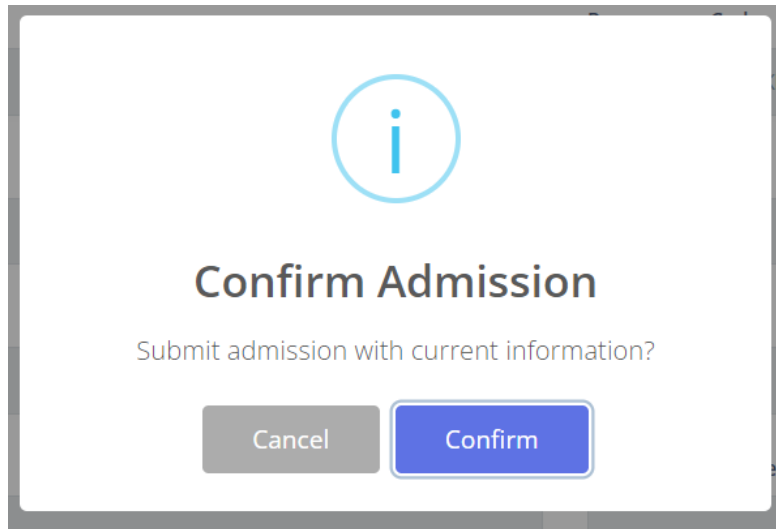
Notis berjaya 'Update request successfully mailed to system administrator' akan dipaparkan setelah menghantar permohonan. (Rajah 2.3)



Rajah 2.3 Popup success

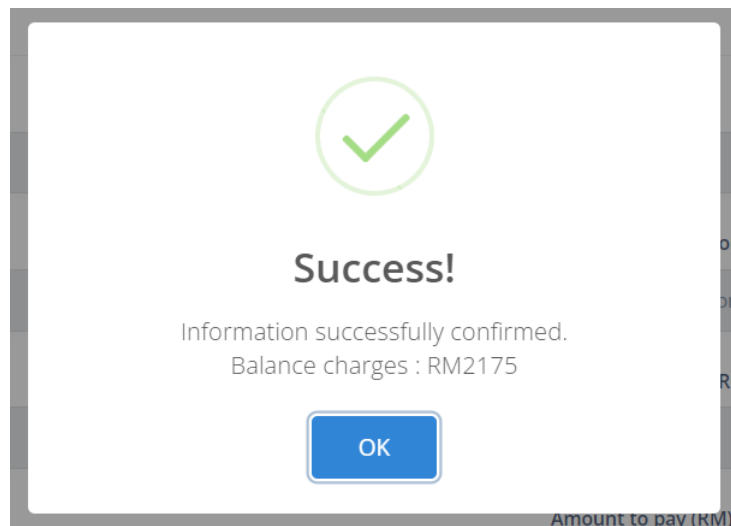
Pengguna menekan butang Confirm di bahagian bawah Individual Information.

Notis confirmation 'Submit admission with current information?' akan dipaparkan sebelum menghantar permohonan. (Rajah 2.4)



Rajah 2.4 Popup confirm

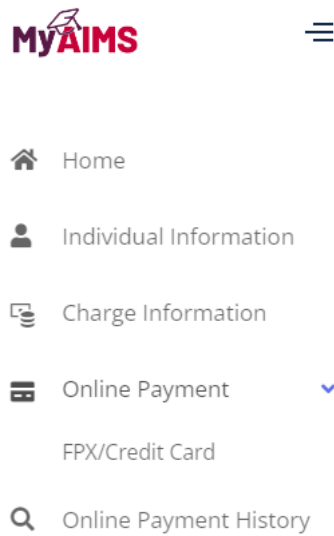
Notis 'Information successfully confirmed. Balance charges : RMXXX' akan dipaparkan dan pengguna dihantar ke menu bayaran. (Rajah 2.4)



Rajah 2.5 Popup success



Setelah proses pengesahan berjaya dilakukan, paparan menu sisi akan dikemaskini seperti rajah 2.6.



Rajah 2.6 Menu sisi selepas pengesahan prospect

Terdapat beberapa butang di dalam paparan menu sisi MyProspect. Antaranya ialah:

1. Charge Information

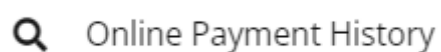


2. Online Payment



FPX/Credit Card

3. Online Payment History



Pengguna boleh menyemak kadar caj pada menu charge rate information di menu sisi. (Rajah 2.7)

Charge Information Prospect Charge Information

**Charge Information**

FEE SCHEDULES INFORMATION

Name  
TEST ENG

Identity No  
TEST\_ENG

ARN No  
TEST\_ENG

Cohead Code  
J/202020211/1/ENG/FT/NA/MI/AJA

Total Charge For Intake 202320241

SEMESTER	CHARGES (RM)	PAYMENT (RM)	OUTSTANDING (RM)
202320241	2,560.00	4.00	2,556.00

Proceed to FPX / Credit Card

Rajah 2.7 Menu sisi selepas pengesahan prospect

Perincian lanjut akan dipaparkan bila pengguna menekan butang

Charge Information

FEE SCHEDULES INFORMATION

Name  
TEST ENG

Identity No  
TEST\_ENG

ARN No  
TEST\_ENG

Cohead Code  
J/202020211/1/ENG/FT/NA/MI/AJA

Total Charge For Intake 202320241

SEMESTER	CHARGES (RM)	PAYMENT (RM)	OUTSTANDING (RM)
202320241	2,560.00	4.00	2,556.00

Proceed to FPX / Credit Card

Rajah 2.8 Menu sisi selepas pengesahan prospect

Terdapat beberapa butang pada paparan perincian Outstanding Fee. Antara butang tersebut ialah:

1. Display charge details
2. Display payment details
3. Proceed to FPX/CC

Senarai perincian charge akan dipaparkan bila pengguna menekan amaun no 1 pada rajah 2.8. (rajah 2.9)

Charge

BIL	CHARGE CODE	DESCRIPTION	AMOUNT (RM)
1	NA	REGISTRATION FEE	1,200.00
2	NA	STUDY FEE	700.00
3	NA	SERVICE FEES	660.00
4	41001	HOSTEL FEE	0.00
TOTAL			2,560.00

Rajah 2.9 Perincian charge pengguna

Senarai perincian bayaran akan dipaparkan bila pengguna menekan amaun no 2 pada rajah 2.8. (rajah 2.10)

Payment

BIL	PAYMENT METHOD	REFERENCE NO.	SOURCE NO.	AMOUNT (RM)
1	FPX	FPX2023000003	UTM15FTEST_ENG20230905101443	1.00
2	CC	CC2023000007	UTM15VTEST_ENG20230905110237	1.00
TOTAL				4.00

Rajah 2.10 Perincian bayaran pengguna

### 3.0 PROSES PEMBAYARAN PROSPECT (UNDERGRADUATE & POSTGRADUATE)

Pengguna akan dihantar ke paparan bayaran FPX/Credit Card bila menekan butang no 3 pada rajah 2.8. (rajah3.1)



Welcome, TEST ENG Logout

Online Payment Prospect Online Payment

Payment Details

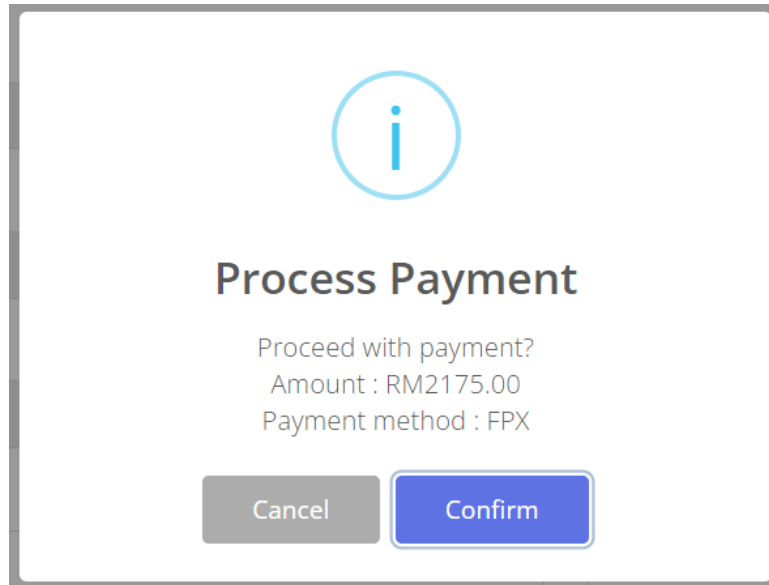
Name	TEST ENG	ARN Number	TEST_ENG
Cohead	J/202020211/1/ENG/FT/NA/M/A/JA	Payment Description	Payment for Semester 1 / 20232024 Fees
Total charges (RM)	2,560.00	Outstanding fees (RM)	2,556.00
Payment method	FPX	Amount to pay (RM)	2556.00 <i>*You may edit the amount. Minimum payment is RM1.00</i>
		<a href="#">Submit Payment</a>	<a href="#">View Transaction History</a>

Rajah 3.1 Perincian bayaran pengguna

Terdapat beberapa butang & input pada paparan bayaran FPX/Credit Card

1. Payment method (Pilihan Bayaran sama ada melalui FPX atau Credit Card)
2. Amount to pay (dari RM1.00 sehingga amaun penuh)
3. View Transaction History
4. Submit Payment

Pengguna boleh membuat bayaran dengan menekan butang Submit Payment. Notis conformation dengan perincian amaun & jenis bayaran akan dipaparkan. (Rajah 3.2)



Rajah 3.1 Popup confirm

Pengguna akan dihantar ke paparan Online Payment History selepas berjaya membuat bayaran. (Rajah 4.1)

#### 4.0 Semakan pembayaran prospect (UnderGraduate & PostGraduate)

Welcome, TEST ENG Logout

Payment Details Home Prospect Payment Details

View Payment Details Export To Excel

PAYMENT METHOD	RECEIPT NO.	PAYMENT DESCRIPTION	AMOUNT	CURRENCY	DATE/TIME	STATUS	ACTION
FPX	-	Payment for Semester 1 / 20232024 Fees	1.00	MYR	2023-09-06 09:44:07	Unsuccessful	
CC	-	Payment for tuition fees	1.00	MYR	2023-09-05 11:02:37	Successful	
CC	324803247824	Payment for tuition fees	1.00	MYR	2023-09-05 10:59:49	Accepted For Confirmation	
CC	-	Payment for tuition fees	1.00	MYR	2023-09-05 10:56:17	Unsuccessful	
CC	-	Payment for tuition fees	1.00	MYR	2023-09-05 10:48:53	Unsuccessful	
FPX	-	Payment for tuition fees	1.00	MYR	2023-09-05 10:46:42	Unsuccessful	
CC	-	Payment for tuition fees	1.00	MYR	2023-09-05 10:42:28	Unsuccessful	
CC	-	Payment for tuition fees	1.00	MYR	2023-09-05 10:38:54	Unsuccessful	
CC	-	Payment for tuition fees	1.00	MYR	2023-09-05 10:33:43	Unsuccessful	
FPX	-	Payment for tuition fees	1.00	MYR	2023-09-05 10:14:43	Successful	
FPX	-	Payment for tuition fees	2,560.00	MYR	2023-09-05 10:07:53	Unsuccessful	

Rajah 4.1 Online Payment History

Terdapat beberapa butang pada paparan online payment history. Antara butang tersebut ialah:

1. Export To Excel (export senarai bayaran ke excel)
2. Search Box (carian bayaran)
3. Download (download Salinan resit bayaran yang Berjaya)