

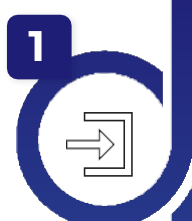
# MAYA PORTAL

**ACADEMIC SESSION  
2022/2023**

**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



**3rd October 2022 – 14th October 2022**



### 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

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



### 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



**12th October 2022 - 19th October 2022**

### GENERATE PRE-INVOICE & REGISTRATION ACTIVATION



- Click 'GENERATE' and pre-invoice tuition fees will appear
- Click 'ACTIVATE' to complete your registration activation
- Click either 'PAY NOW' / 'PAY LATER' to proceed your tuition fees payment



**Please refer to Step 6 for registration dates**



### COMPLETED MODULE(S) REGISTRATION

- Your status will update as Active Student (AK)
- 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