MANUAL GUIDELINE

UiTM CARD MANAGEMENT SYSTEM

FOR UiTM NEW STUDENT

Universiti Teknologi MARA

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UCMS URL

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https://kad.uitm.edu.my

UCMS Manual Guideline

Introduction

This **MANUAL GUIDELINE** is intended for UiTM new student only to manage personal information for UiTM card issuance.

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UCMS Manual Guideline

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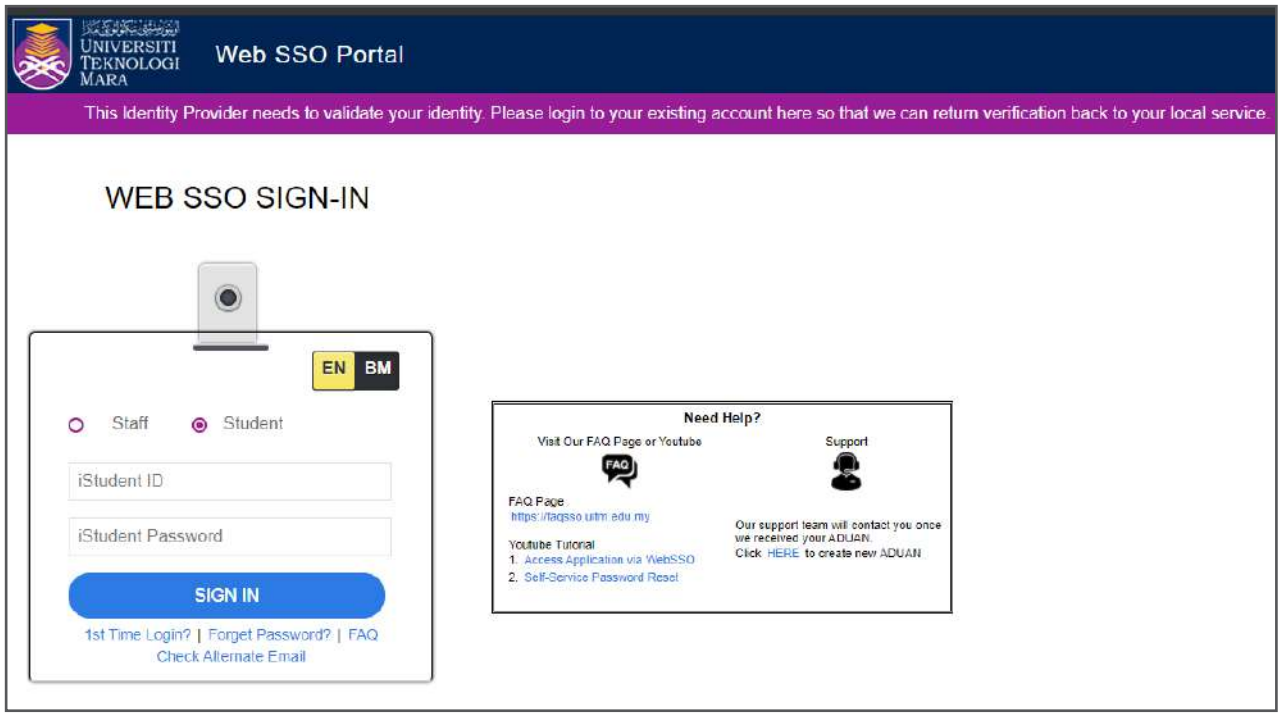
UCMS GUIDELINE

GETTING STARTED

1. Key-in **kad.uitm.edu.my** in your web browser and press enter.
2. You will be directed to **UiTM Web SSO Sign-in** page. Select Student and fill-up your UiTM student ID and Password and press enter.



3. Once the login has ben authorized, you will be redirected to the UCMS Home.

UCMS HOME

Welcome to UiTM Card Management System

- This is your personal space to manage everything about your UiTM card.
- Kindly download the Guideline at the menu bar for your reference.
- There are 5 functions that you are allowed to operate with UCMS.
- For new student, you are required to upload your photo and update your short name by clicking the Upload Photo icon. Detailed guideline is depicted in the next section.
- Digital ID icon is to provide you with the virtual copy of your UiTM ID.

DIGITAL ID

1. Clicking the Digital ID icon will show your UiTM digital ID like the following example.
2. Digital ID is useful to compliment your physical UiTM student card.

UPLOAD PHOTO

What to do in Upload Photo section

- In this section, you will be able to view and manage your personal information.
- Please check your personal information and contact us if you found any irregularities.
- You can select your generated Short Name to be printed on your new student card.
- You can insert your email address to be used for system notification.
- You can upload new photo to be printed on your new student card.
- Please follow the guideline in the next section.

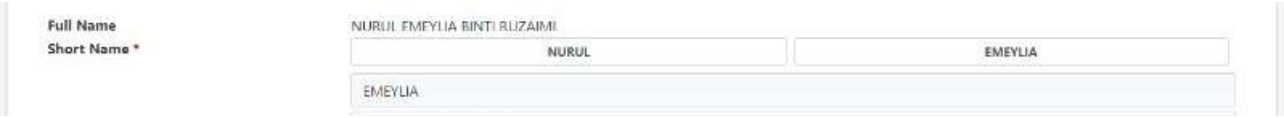
IMPORTANT MESSAGE

PHOTO REQUIREMENTS

1. Collared Shirt (UiTM Student Ethic)
2. Blue background color (compulsory)
3. Photo size 3.5cm (W) x 4.0cm (H)
4. No white line photo border
5. No head and face accessories such as cap, kopiah and etc
6. Photo must be clear and focus

SHORT NAME

1. UCMS will automatically generate your short name based on your full name.
2. The short name cannot be changed or modified. Only if one of your name has more than 12 characters and you selected that as yyour short name, the system will ask you to remove some of the characters. You cannot add characters.
3. Any name has less than 2 character will be discarded from the generated short name.
4. Select any preferable short name to proceed next.



EMAIL ADDRESS

1. UCMS will need your email address for any notification regarding your UiTM card application.
2. Kindly insert your email address if it is not filled or filled with incorrect email.

UPLOAD NEW PHOTO

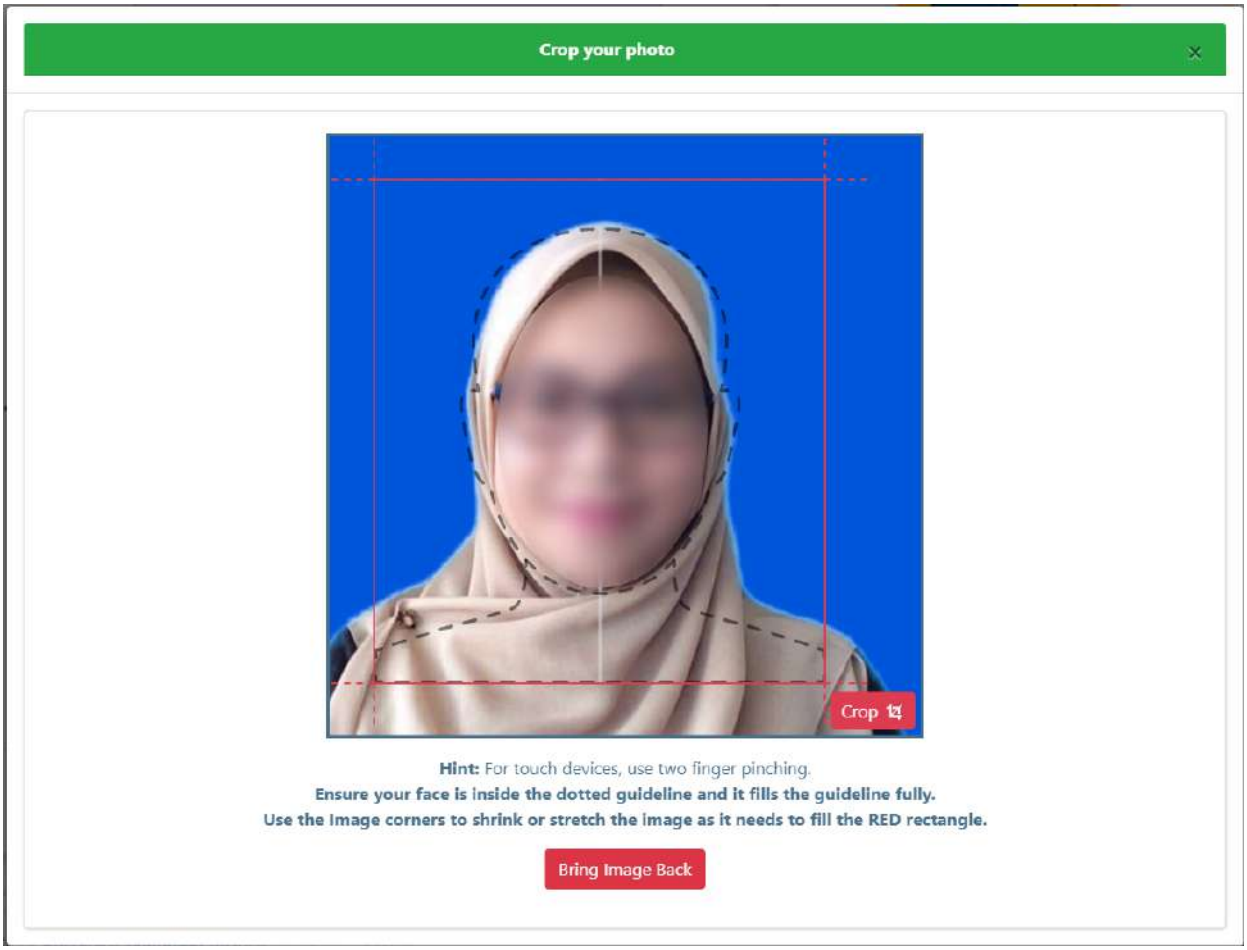
- In this section, you will be able to upload your new photo for your card.
- Please read and follow the guideline to ensure the best result.
- Your photo backgound colour MUST be blue colour.
- Maximum file size is 200 KB only.
- Upload photo in JPG or PNG only.
- The UCMS has the Artificial Intelligent (AI) feature to process your photo.
- Uploaded photo without following the guideline will be rejected, and you need to upload a new valid photo.

UPLOAD PHOTO

1. Click the Choose File button.
2. Select any valid photo from your hard drive and press OK.
3. The selected photo will be appeared on the page.
4. Click Select button to go to the next process.
5. Or, click Edit Photo if you need to modify the appearance of your photo.

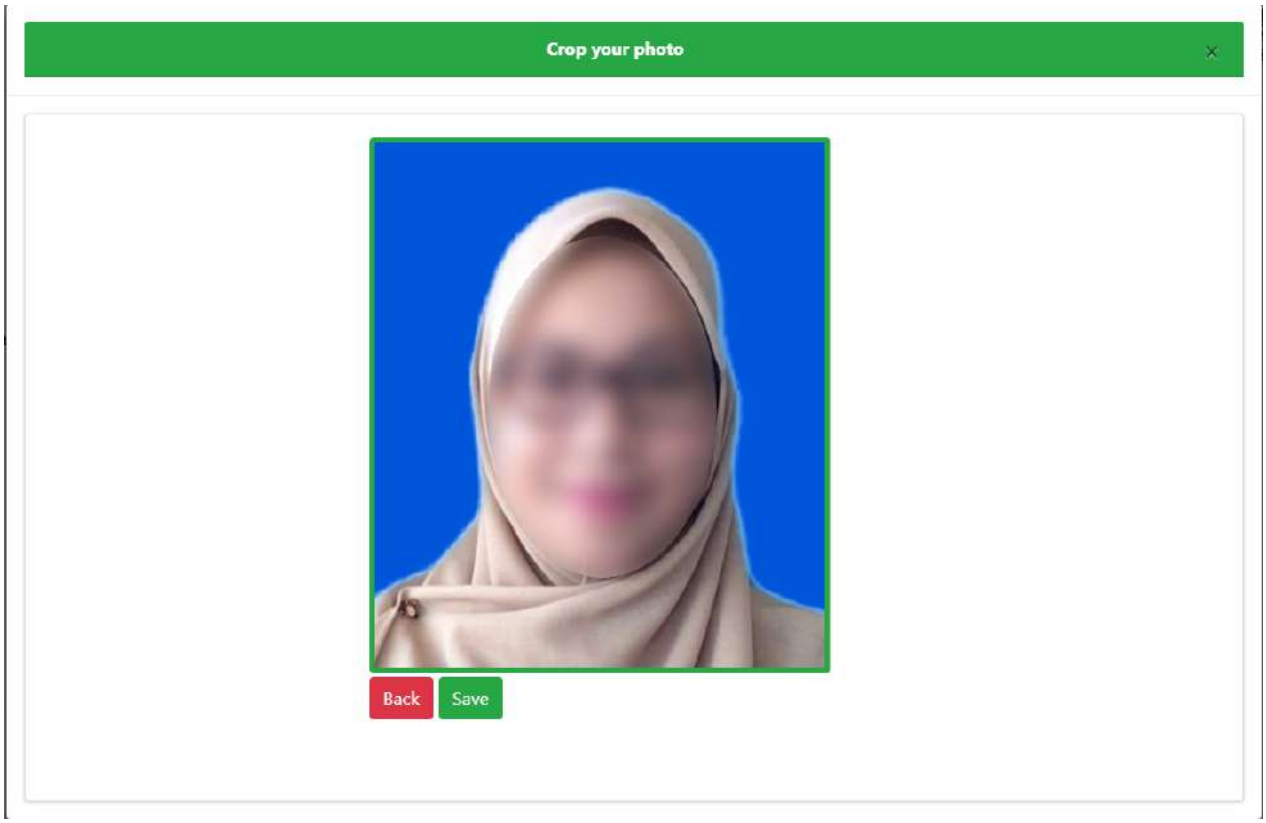
EDIT PHOTO

1. When you click Edit Photo button, a pop-up will appear to allow you to crop your photo.
2. Kindly ensure your face is inside the dotted guideline and it fills the guideline fully.
3. The RED LINE BOX should be the frame of your image and the image must fill this box.
4. You can use the image corner to shrink or stretch the image as it needs to fill the RED rectangle.
5. If you are using a touch device (like phone or tablet), you can use 2 fingers pinch for zooming.
6. Once the editing task is completed, click the Crop button.
7. Click the Bring Image Back button to bring the image inside the box if it gets out of vision.



SAVE EDITED PHOTO

1. Once you complete the photo editing, click the Save button to proceed next.
2. Or, you can click the Back button to re-edit your image.

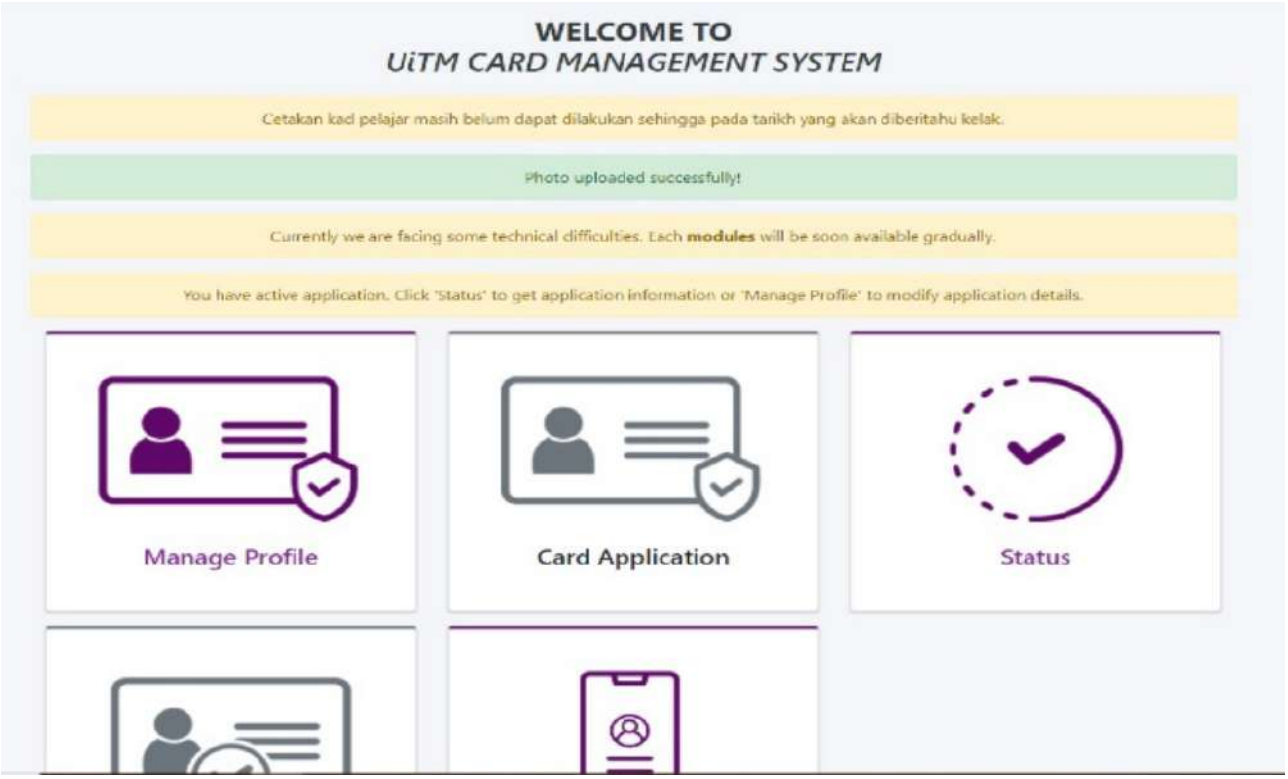


SELECT PHOTO & UPDATE

1. Click the Select button to proceed next.
2. You can see the preview of your new UiTM student card completed with your Short Name and Photo.
3. The back side of the card will show your full details such as Name, No Kad Pelajar, Program, Kampus and etc.
4. The unique QR code is automatically generated for each card.
5. Kindly tick the acknowledgement check-box.
6. Click the Update button to complete the process.

COMPLETED

1. You will get notification that the Photo uploaded successfully in the home dashboard.
2. Next, you can modify your details again by clicking Manage Profile as long as the card has not been printed by UiTM.
3. You can see your status application by clicking the Status icon.



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