



REGISTRATION SYSTEM STUDENT CARD

USER MANUAL



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1.0 INTRODUCTION

Student Card is an official identification of USM students. Students are required to display the Student Card at all time within the campus area and also during conducting official matters with University.

Student Card Registration System is an online system which to be used by the students to upload their passport-sized photo with white background. This system is an initiative to speed up the printing and disseminating process of Student Card which was before done manually during the students' registration day. The advantage of using this system is the students will be receiving the Student Card on the registration day if the required fee has been made earlier.

Rules and regulations before using the Student Card Registration System:

1. This activity is valid for student who has been offered to study in USM only.
2. Accept latest passport-sized photo with white background (no shadow).
3. Only JPG (JPEG) format is allowed.
4. Low resolution such as web camera and hand phone camera are not allowed.
5. The Management of University has right to take action on individual who has found to misuse the system such as uploading fake or inappropriate photo for the purpose of Student Card issuance.

2.0 LOGIN


STUDENT CARD REGISTRATION



User manual

NRIC/Passport :

Pin Number :

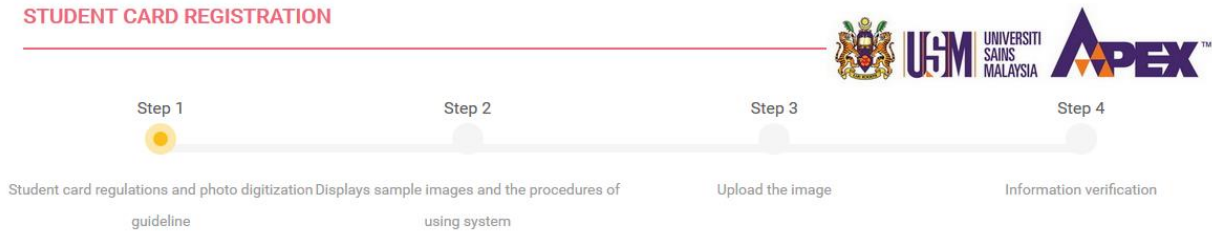
 Log Me In

To login, student needs to key-in the ID/Passport No. and Pin No. which was given together with the offer letter. Then, click *Log Me In* button.

3.0 STUDENT CARD REGISTRATION

3.1 Rules of USM Student Card

The system will show the Step 1: Rules of USM Student Card



Rules

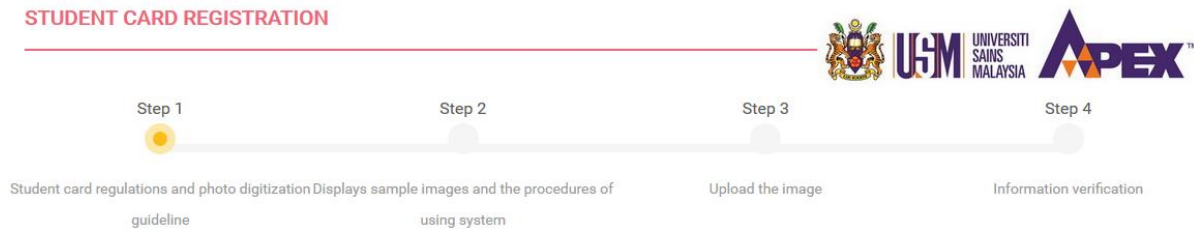
1. Student card is the official identity card for USM students. Students are required to wear and show this card as self identification at all times while in campus and to all official dealings with the University. Student card cannot be transferred or given to anybody.
2. Student card is classified into the following categories:
 - A. **Enrollment of new students:** You need to take a photo for the provision of student card as scheduled in "Program Siswa Lestari". Students are not allowed to wear white clothes/scarf during a photo session.
 - B. **Case of card loss:** Students must make a report to the Security Department before submitting a New Student Card Application Form together with the loss report.
 - C. **New application:** In the case of card damage or exchange course, students must submit an existing student card with a new student card application form.
3. New student card application form can be obtained at Registry Office. The completed new student card application form must be resubmitted to the Registry office.
4. New student card application for category B and C will be charged a fee of RM60.00 at Kaunter Hasil, the Treasury Department.

Next >

Click 'Next' button to proceed to the next steps

3.2 Rules and Regulations /Attire Guidelines

The system will show the Rules and Regulations /Attire Guidelines



Rules and Regulations

1. This activity specifically for students who receive an offer at USM.
2. The image must be current and in passport size with **white background photo with no shadow is allowed.**
3. Image format: JPG(JPEG) only.
4. The use of low-resolution images such as web cameras and camera phones are not allowed.
5. The university management has the right to take action against individuals who abuse the system, such as inserting a fake picture or pictures that are not compatible with student matrix card printing purposes.

Attire Guidelines

1. Make sure you dress modestly and neatly (collared formal t-shirt and tie are recommended) . It should be dark colored and covered the shoulders and chest. Avoid wearing white colored. If your clothes bright in color, use a dark-colored blazer commonly available in any studio photography.
2. For the woman who wearing a scarf, make sure the color is dark. The niqab is not allowed.
3. Hair must be neat and does not cover the face.

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Click 'Next' button to proceed to the next steps

3.3 Example of photo and name to be uploaded

The system will show the Step 2: Example of photo and short name

Photo – Only white background photo with no shadow is allowed

Short Name – Name to be used must not more than 12 characters including space

STUDENT CARD REGISTRATION

EXAMPLE OF PHOTO (ACCEPTED)

EXAMPLE OF PHOTO (REJECTED)

EXAMPLE OF SHORT NAME ALLOWED / NOT ALLOWED

No.	FULL NAME	SHORT NAME [Name to be used must not more than 12 characters including space]	
		ALLOWED	NOT ALLOWED
1.	LIM SWEE KING	<ul style="list-style-type: none"> S K LIM SWEE KING 	<ul style="list-style-type: none"> LIM SWEE KING
2.	SITI AISHAH BINTI MURAD	<ul style="list-style-type: none"> SITI AISHAH AISYAH 	<ul style="list-style-type: none"> AISHAH MURAD
3.	KAMALA DEVI A/P RAJA GOPAL	<ul style="list-style-type: none"> KAMALA DEVI KAMALA 	<ul style="list-style-type: none"> R P KAMALA DEVI
4.	TENGGU PUTERI FARIDAH TENGKU AHMAD	<ul style="list-style-type: none"> T P FARIDAH FARIDAH 	<ul style="list-style-type: none"> TENGGU FARIDAH
5.	TUAN MUHAMMAD RIDZUAN TUAN MAZLAN	<ul style="list-style-type: none"> T M RIDZUAN RIDZUAN 	<ul style="list-style-type: none"> TUAN MUHAMMAD MUHAMMAD RIDZUAN
6.	MUHAMMAD AZWAN MUHAMMAD AHMAD	<ul style="list-style-type: none"> MUHAMMAD AZWAN 	<ul style="list-style-type: none"> MUHAMMAD AZWAN AZWAN AHMAD
7.	VIMALLNATH A/L KATHIRASAN	<ul style="list-style-type: none"> VIMALLNATH 	<ul style="list-style-type: none"> K. VIMALLNATH
8.	SITI NURUL AIN	<ul style="list-style-type: none"> NURUL AIN 	<ul style="list-style-type: none"> SITI NURUL AIN

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Click 'Next' button to proceed to the next steps

3.4 User Guidelines for Student Card Registration System

The system will show the User Guidelines for Student Card Registration System.

STUDENT CARD REGISTRATION

User Guidelines for Student Card Registration System

1. Firstly, you need to click on button **UPLOAD PHOTO** or drag and drop the chosen photo into bordered box.
2. Create rectangular crop areas in the photo that have been uploaded.
3. Fill in a suggestion short name which is appropriate in the text box.
4. Then, click on button **Crop photo** to generate example of student card as shown on the right.
5. Lastly, click on button **Agree** to verify your card registration.

EXAMPLE OF STUDENT CARD

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Click 'Next' button to proceed to the next steps

3.5 Uploading Photo

1. Click on **UPLOAD PHOTO** button to upload photo.
2. Choose your passport-sized photo with white background.

STUDENT CARD REGISTRATION

Step 1 Step 2 Step 3 Step 4

Student card regulations and photo digitization Displays sample images and the procedures of using system Upload the image Information verification

Welcome,
Dhivya A/p Ulaganathan | [logout](#)

Upload Photo

UPLOAD PHOTO

OR

Drag and drop on this area.

Example of Student Card

USM UNIVERSITI SAINS MALAYSIA APEX™

NAZIRAH
KEMANUSIAAN
KAMPUS BEHANTERA

File Upload

Organize New folder

sample.jpg

image/jpeg (*.jpg;*.jpeg)

Open Cancel

< Back Next >

3. Click on the chosen photo and then click Open button.

4. The system will upload the chosen photo as shown below.

Student card regulations and photo digitization Displays sample images and the procedures of using system

Upload the image

Information verification

Welcome,

[My Profile](#) | [Logout](#)

Upload Photo

UPLOAD PHOTO

OR

EDIT PHOTO

Short Name [Not more than 12 characters]


SHORT NAME

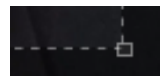
Crop photo

Crop photo

Face recognition

Example of Student Card

5. Use two heads arrow  to edit the size of your photo





EDIT PHOTO

Short Name [Not more than 12 characters]

SHORT NAME

Crop photo



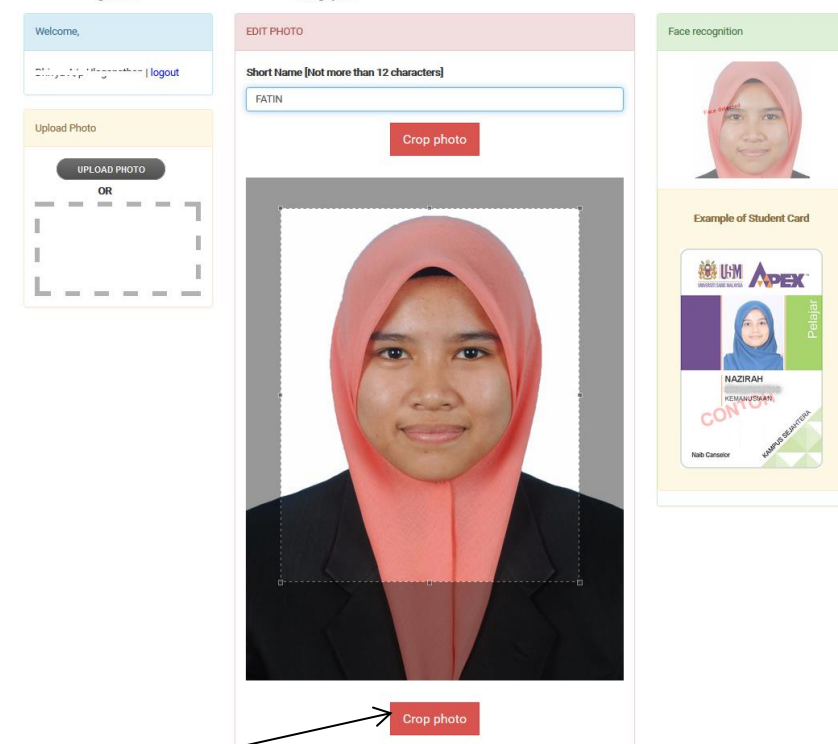
- Use this arrow  to move the box to fit face as in the above example.
- After finish, key-in your short name in the provided space. The short name must be part of your full name with not more than 12 character including space.

EDIT PHOTO

Short Name [Not more than 12 characters]

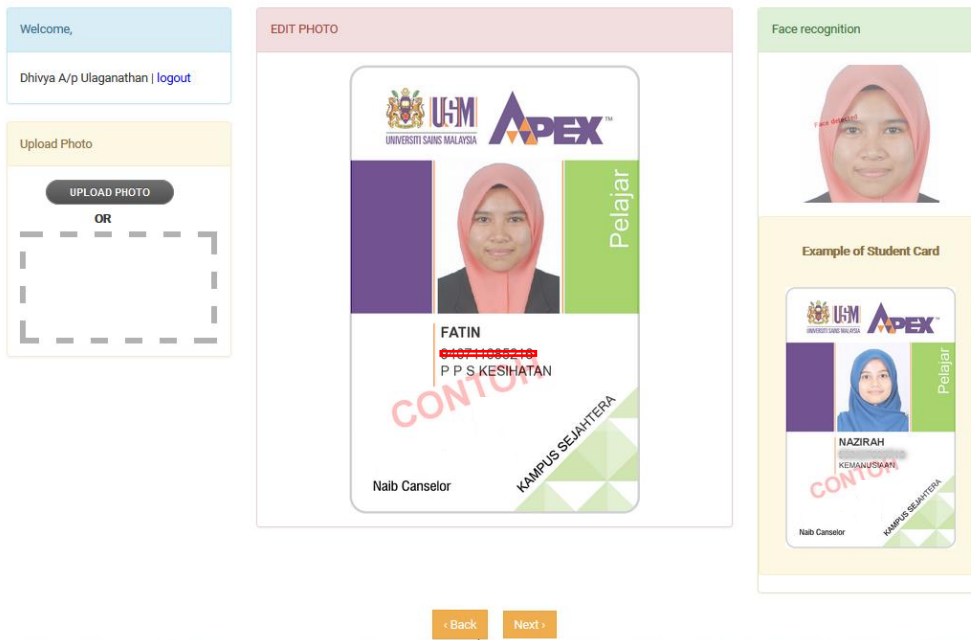
FATIN

Crop photo



8. Click **Crop photo** button when finish.

9. The system will show the design of your Student Card.



10. Click 'Next' button to proceed to the next steps

4.0 CONFIRMATION

Step 4: The system will show the Information Declaration.

STUDENT CARD REGISTRATION

Step 1 Student card regulations and photo digitization guideline

Step 2 Displays sample images and the procedures of using system

Step 3 Upload the image

Step 4 Information verification

USM Smart Card

U-M UNIVERSITI SAINS MALAYSIA APEX™

Pelajar

FATIN

P.P.S. KESIHATAN

Naib Canselor

KAMPUS SEJAHTERA

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INFORMATION DECLARATION

I verify that the information and images are inserted correctly. The university reserves the right to take action against me if the information provided is false.

Agree

Click 'Agree' button to end the registration process.

LOGOUT

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End Session

Thank you for using USMsmart System

We will verify your photo as soon as possible.

Notification directly into your email.

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