SPCD USER GUIDE

1.0 Online System Guides

In the following illustrations are the step-by-step guide for user to operate online system for programme registration and points claiming activities.

2.0 Login

To login, Student selects “Student Web Access – Campus Network” on the SUC website main page.

Key in User ID or Student ID and password. Once ready, click on LOGIN.
3.0 SPCD Menu

In the menu, click on “2nd and 3rd Transcript”.

The SPCD menu is appear on the right on screen.

SPCD Menu:

a. Info on SPCD Transcript
   Provide the introduction and general information about the transcript.

b. Registration
   Students to pick and register programme as assigned by EICC.

c. Enrollment Status
   Students to check registration status and attendance records.

d. Total Points Earned
   Students’ points earned for each programme attended and accumulation.

e. User Guide
   Provide the step-by-step processes and instructions.
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4.0 Registration

**Registration Form**

- **Course**: Business Ethics (A)
- **Points Claim**: 10
- **Group**: Business Conduct & Ethics
- **Commencement Date**: 2014-04-30 (Thursday)
- **Duration**: 3 hours
- **Organizer**: SPACE
- **Fees**: RM30

**Instructor**: Liew Han Eng

**Time / Class Room**
- 1 Mon 9:00am - 10:00am / 5A
- 2 Mon 10:00am - 11:00am / 4A
- 3 Mon 11:00am - 12:00pm / 5A

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Note: Please pay the programme fees at EICC office in order to complete the registration process.

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In the **“Registration Form”**, select **Course**. Click on **“Confirm & Submit”** button once ready.

In this registration form, you may see

a. Group of the course selected and its points
b. Commencement date of the selected course
c. Organizer and Instructor name
d. Class name and time
e. Course duration and fees
5.0 Enrollment Status

“Registration Status” remain “Pending” indicated payment is yet received by EICC. Status in “Accepted” indicated payment is collected by EICC.

“Attendance” remain “No” indicated student is yet attending class. Status in “Yes” indicated student has attended class.

6.0 Total Points Earned

Student may check the accumulated points in each group of programmes.

Each group of programme is further showing details of attended programmes.
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7.0 For further enquiries, please contact
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