

UM E-Learning :Guide on How to subscribe/register course (for students)

* This guide is **only for courses** ::

1. not listed in Integrated Student Information System (UMISISWEB), eg courses offered by Faculty of Medicine and Faculty of Dentistry
2. manually created by lecturer – usually courses not listed in UMISISWEB

Note : For courses listed in UMISISWEB, please check with your lecturer whether the course created in the UM E-Learning & if the students list is updated.

Guide for students to subscribe/register for course offered in the UM E-Learning

1. Access to UM-Elearning web site for UM students:
<http://elearning.perdana.um.edu.my>, Use your Perdana Mail username and password
2. Click **Course Lists** icon
3. To find your course, choose either
 - i. The faculty where the course is offered or,
 - ii. The portfolio/course code (mind the spaces if there's any) or,
 - iii. type in portfolio/course subject
4. Click **Submit** button
5. Choose your course from the listed courses
6. Click the chosen course's **Subscribe** button
7. Click **OK** button when the subscription/registration confirmation window popped up
8. After successfully subscribing the course, wait for the lecturer to approve the subscription/registration. Contact your lecturer for the approval.
9. Once the subscription is approved, student can click **My Desktop** icon.
10. Under **Subscribed Portfolios/Registered Courses** column, find your course and click **Enter** button
11. Check out your User Status: Pending/Disable/Enable
12. If your User Status is Enable, click **Enter** button to access the selected course.
13. Click any modules link to get the notes uploaded by your lecturer. Eg. Document.

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