

UPTrackS Manual: Nomination of Supervisor & External Supervisor















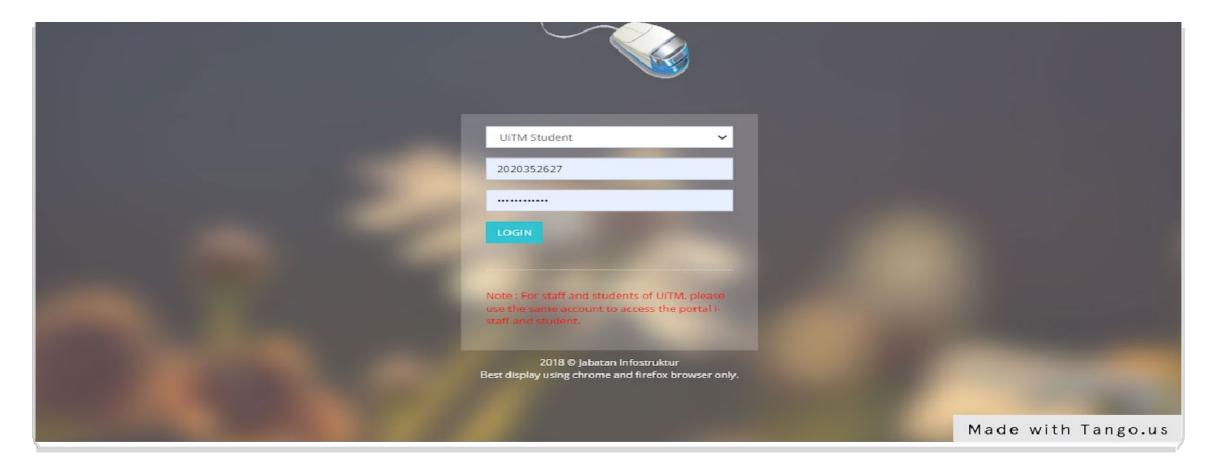




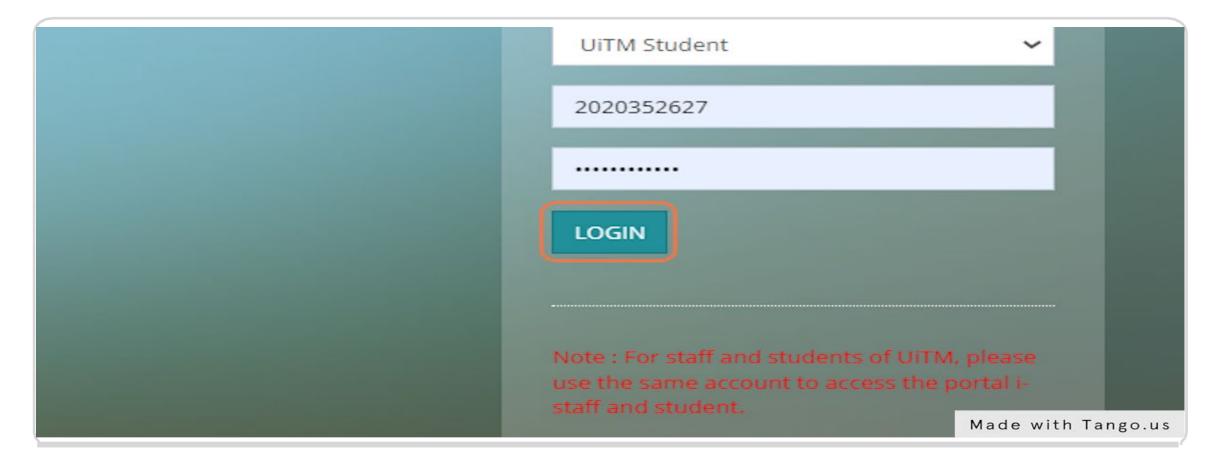
- Go to website https://uptracks.uitm.edu.my/home
- Click "Student".



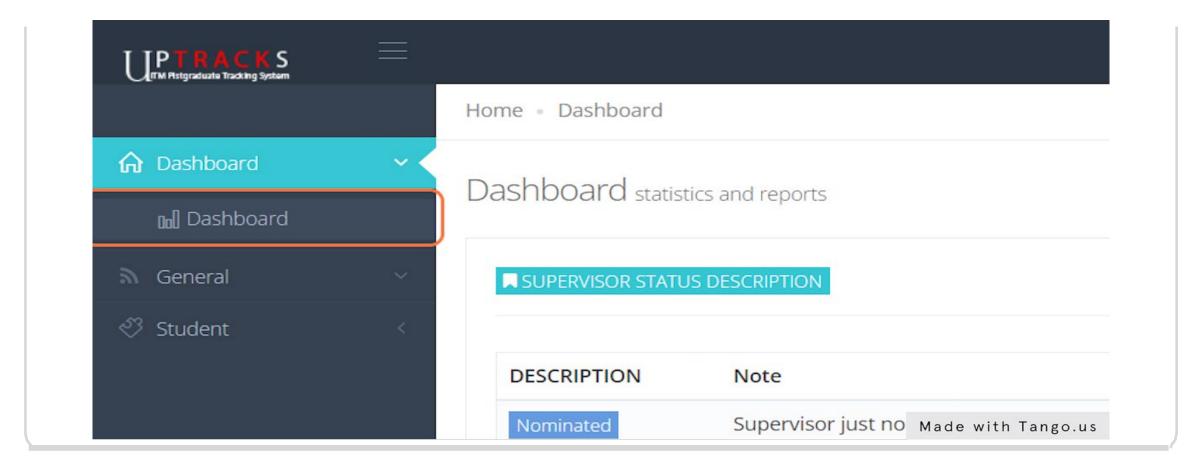
- Key in student ID and password. Please use the same account information to access the i-student portal.
- Use i-student portal to reset if forgot the password.



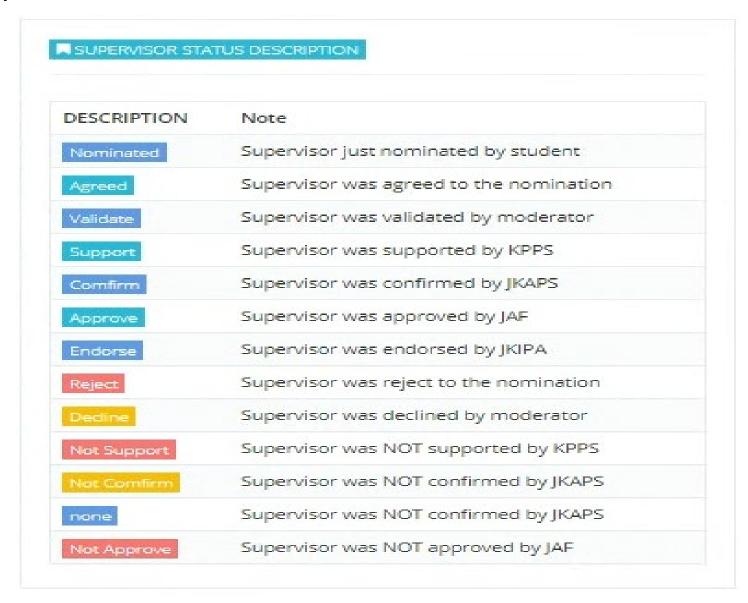
• Click "Login".



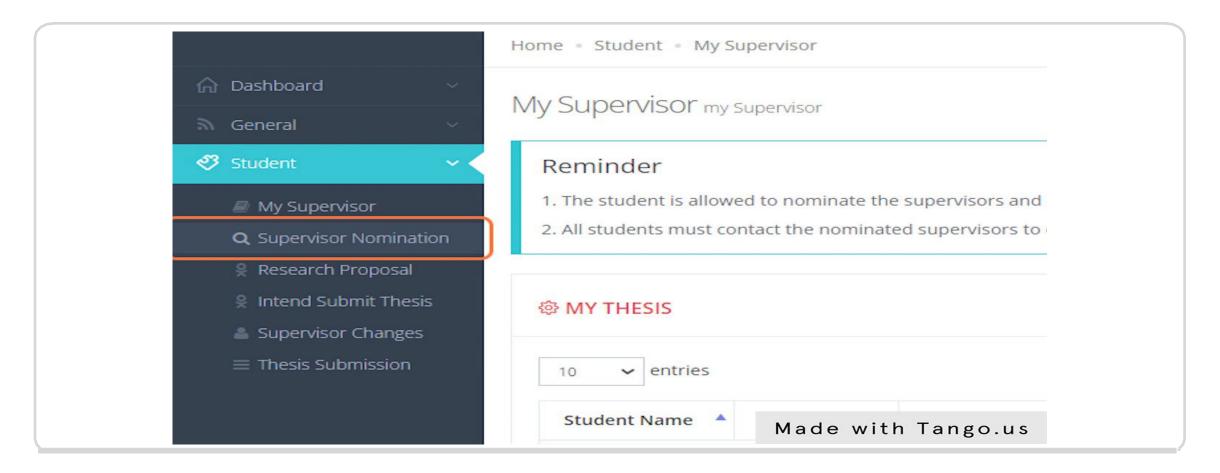
• Click "Dashboard".



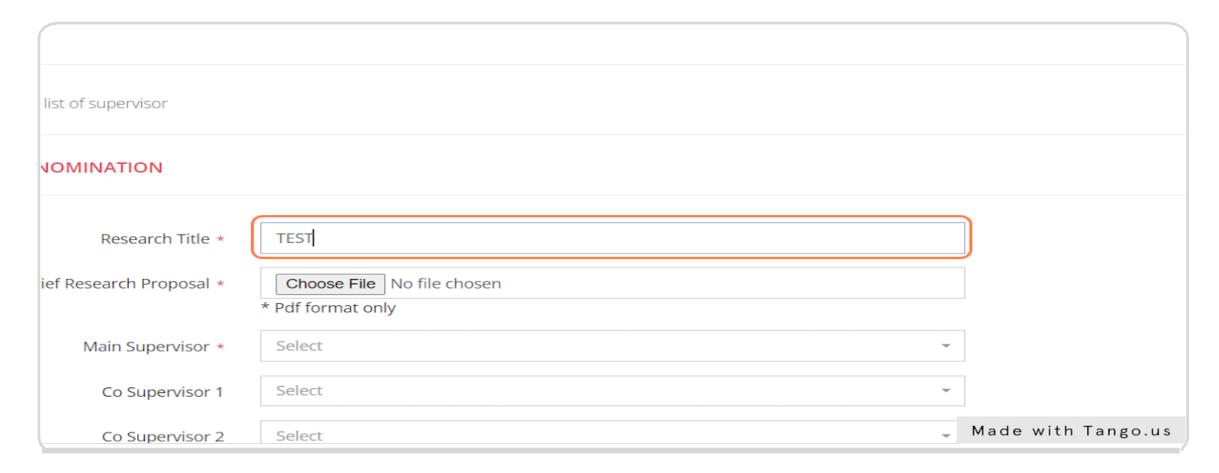
 These are indicators to indicate the status of supervisor nomination in UPTrackS system.



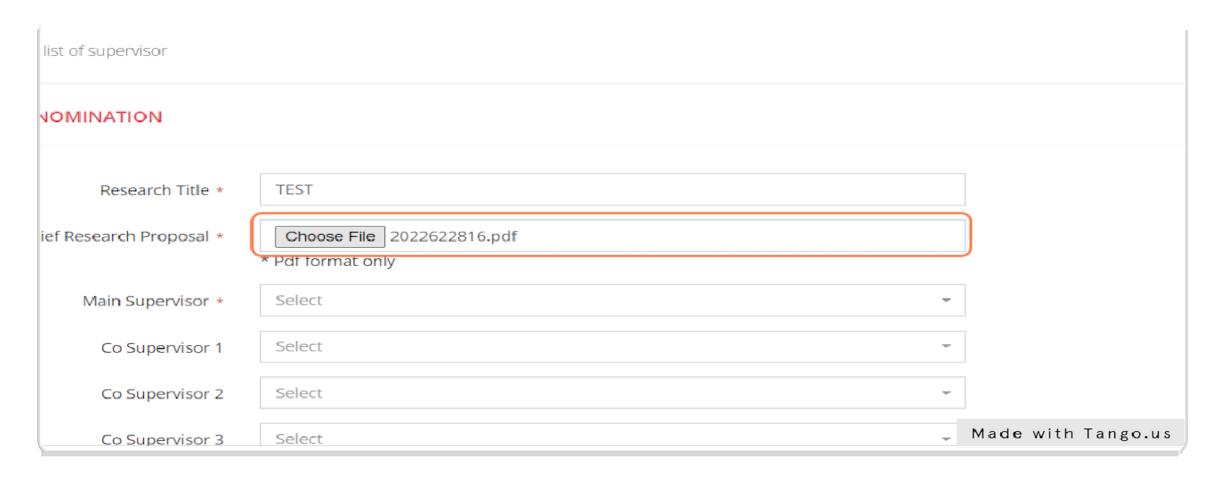
• To nominate supervisor, click "Student> Supervisor Nomination".



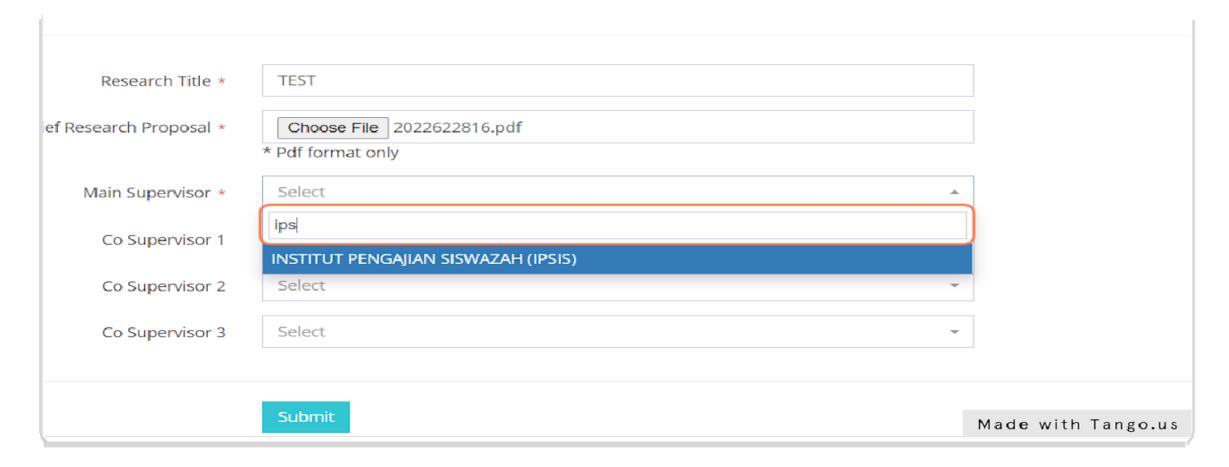
• Fill in research title.



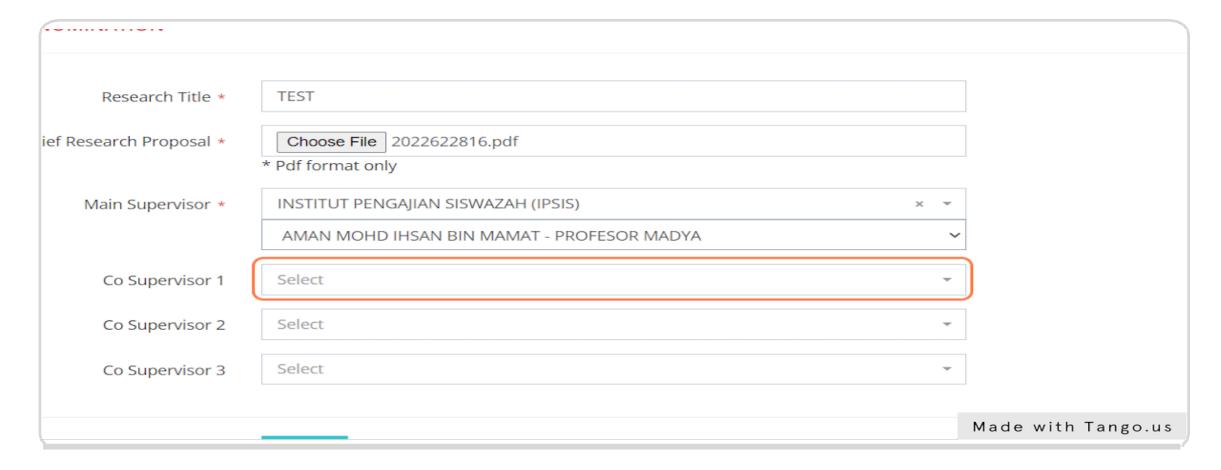
Upload your research proposal. (Please rename your pdf file into student ID only)



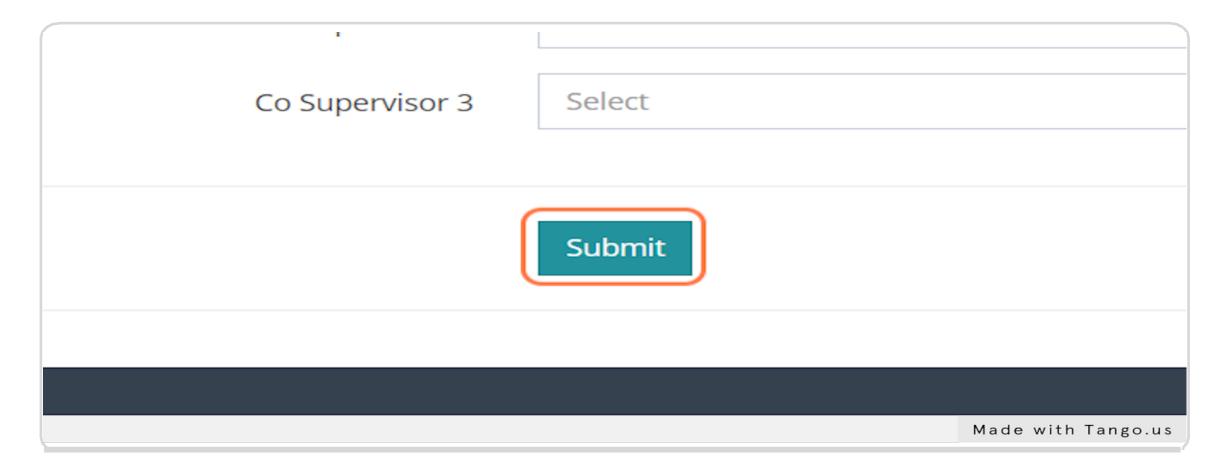
• Choose faculty/college and search supervisor's name.



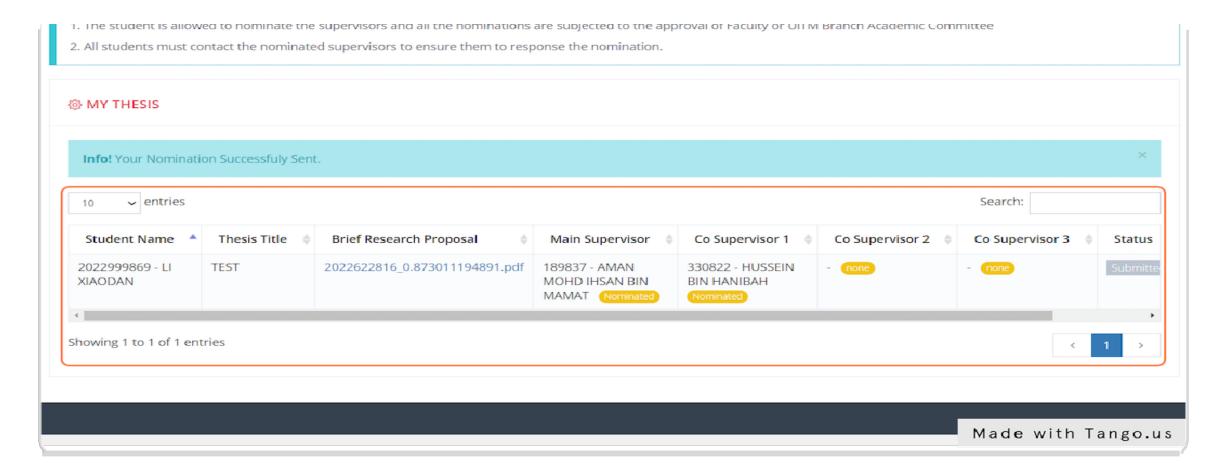
• Repeat the same process for Co-Supervisor (if any).



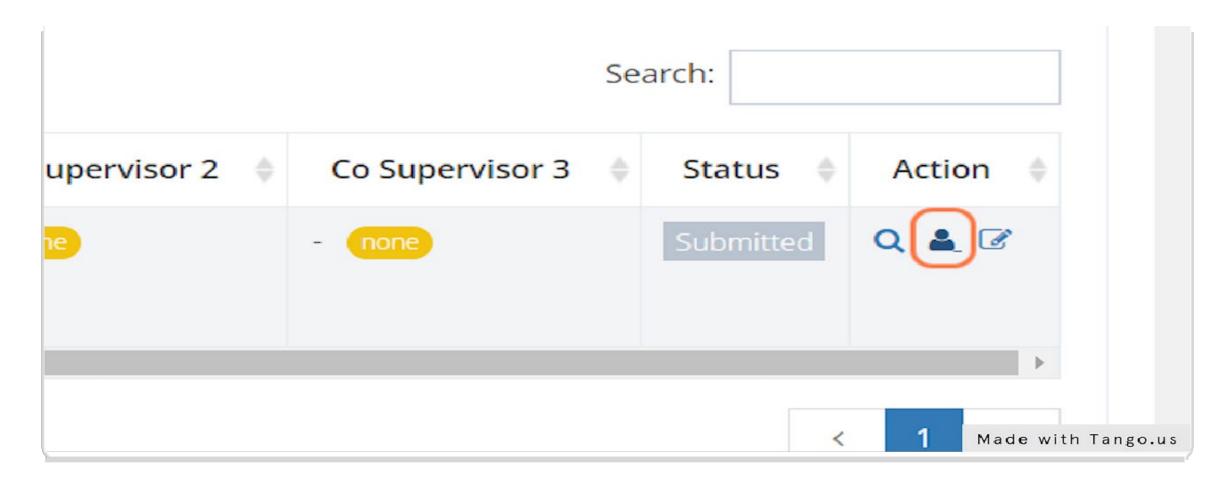
• Click "Submit".



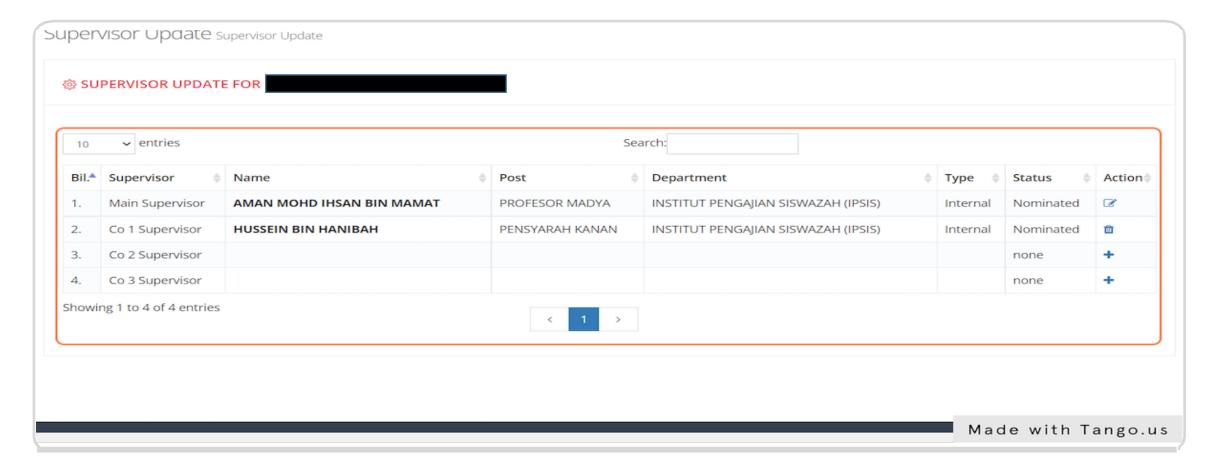
• Screen view after making supervisors' nomination.

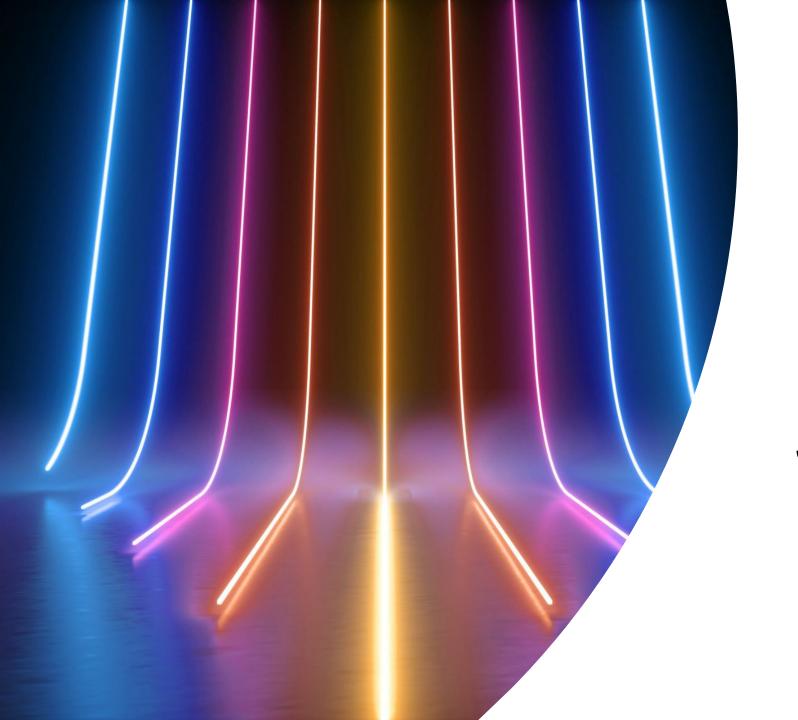


• Student can change all information and supervisor before moderator at faculty/college make an action. Click icon to change supervisor.



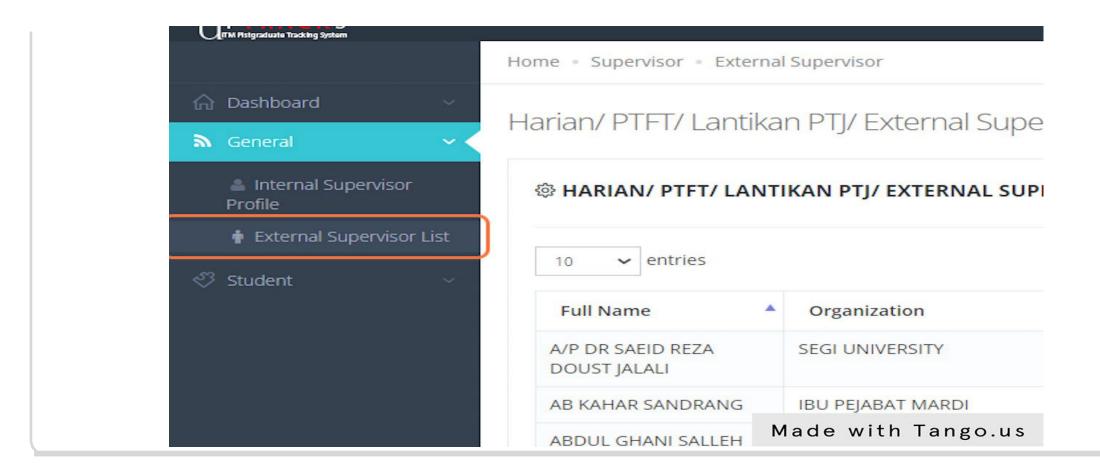
• On this screen, student can change and edit supervisors' information.



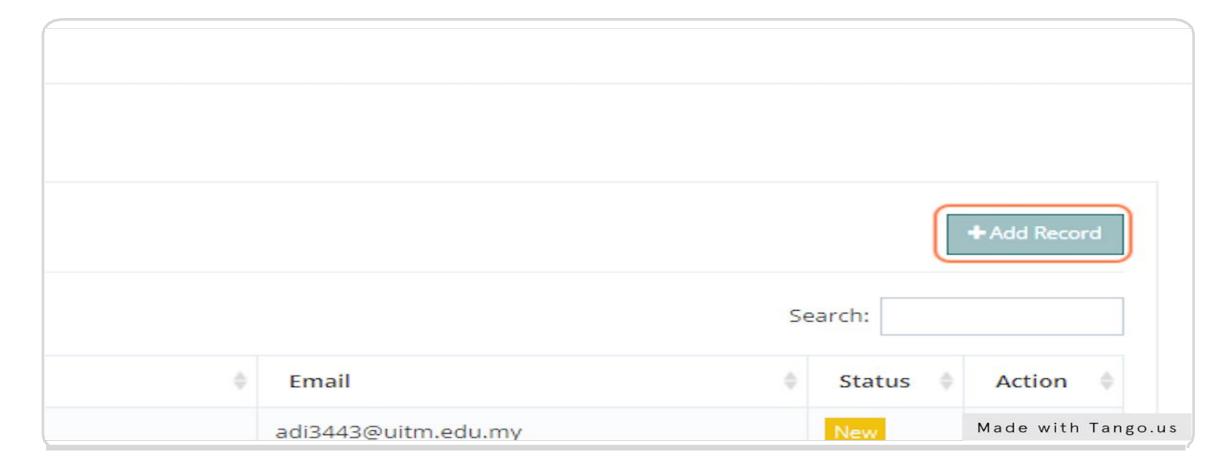


Invitation of External Supervisor

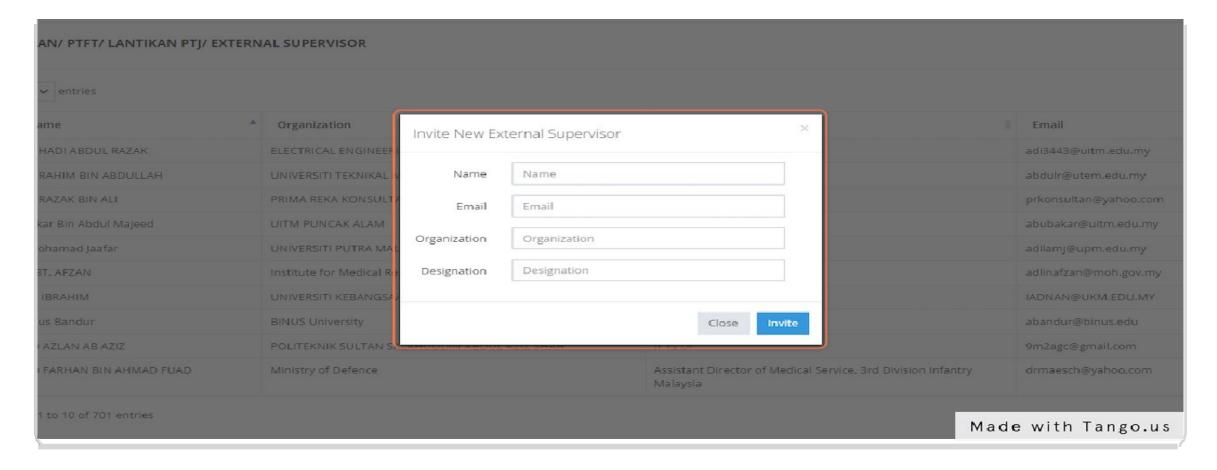
- Only from student screen can invite a new External Supervisor via UPTrackS System.
- Click "General> External Supervisor List".



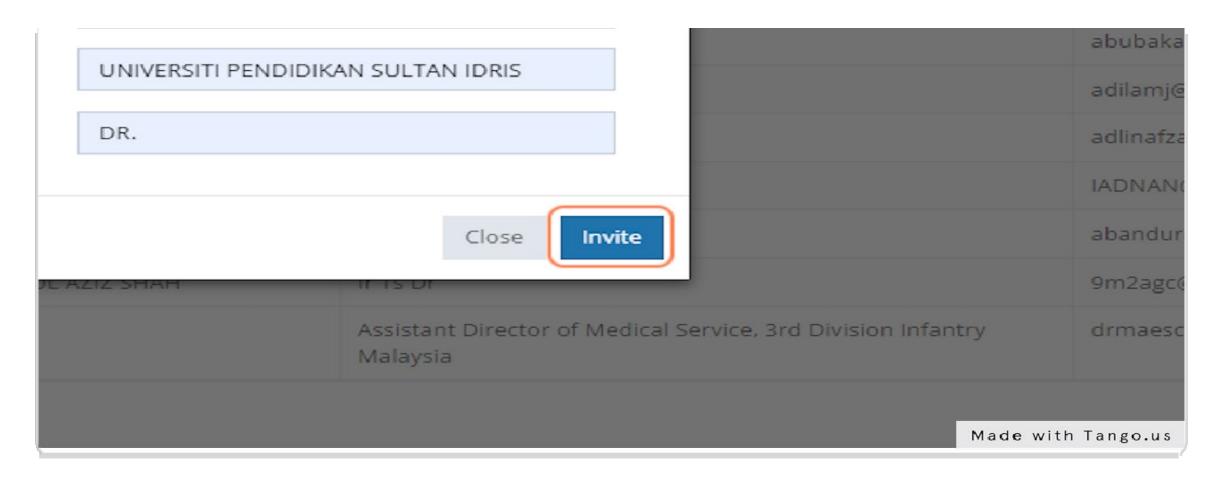
• Click "Add Record".



• Fill in all required information of external supervisor.



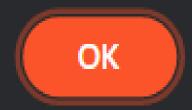
• Click "Invite".



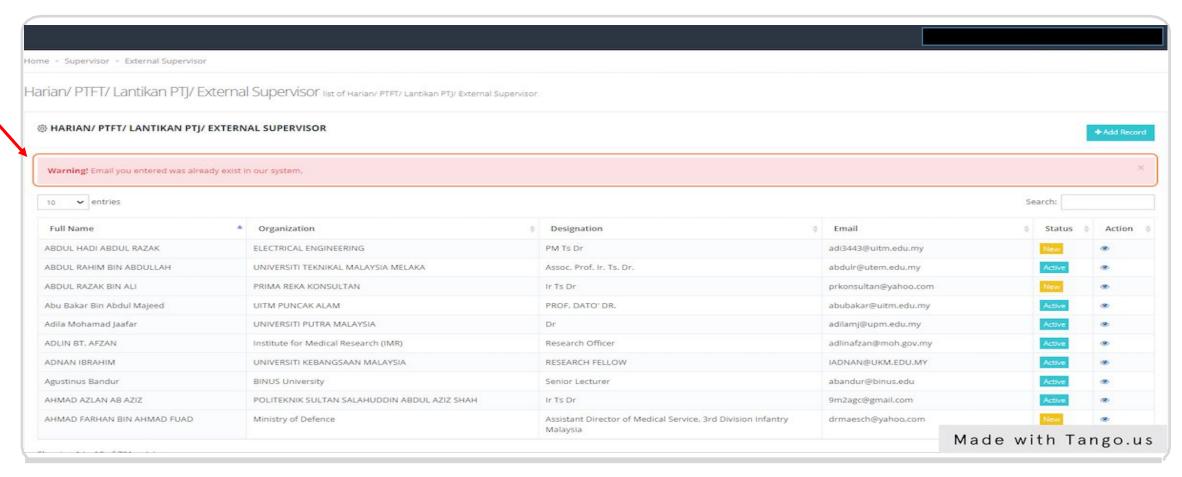
• This popup will remind the user. Please make sure the external supervisor's email is correct.

uptracksdev.uitm.edu.my says

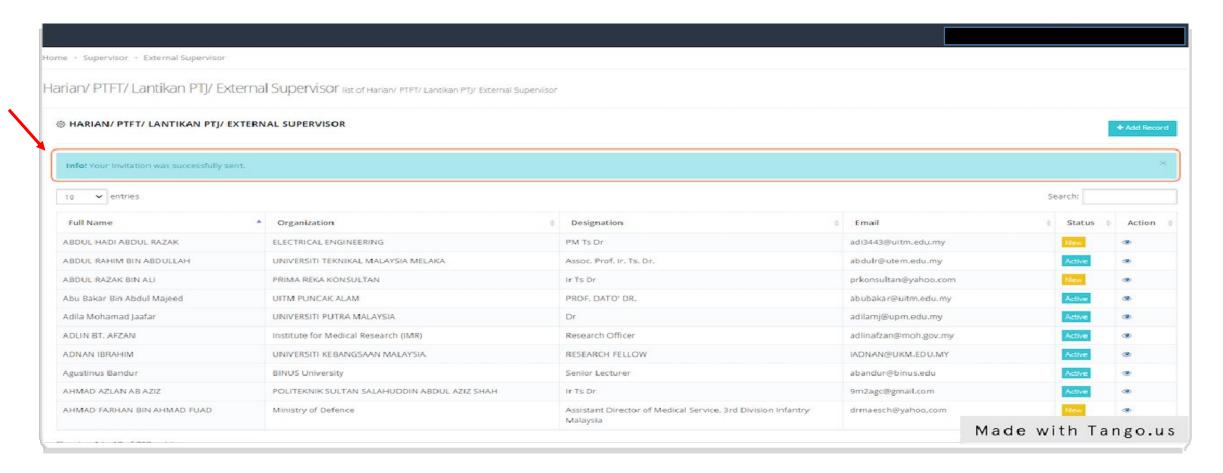
Email Invitation as Supervisor will send to this Supervisor. Please make sure the email provided is correct



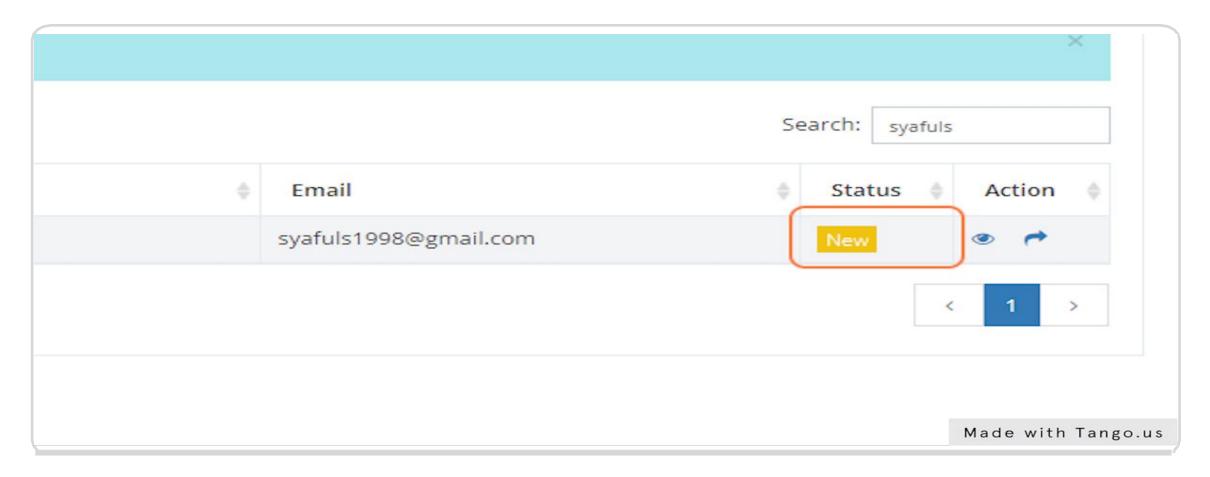
• If your external supervisor information already in the system, this warning will appear.



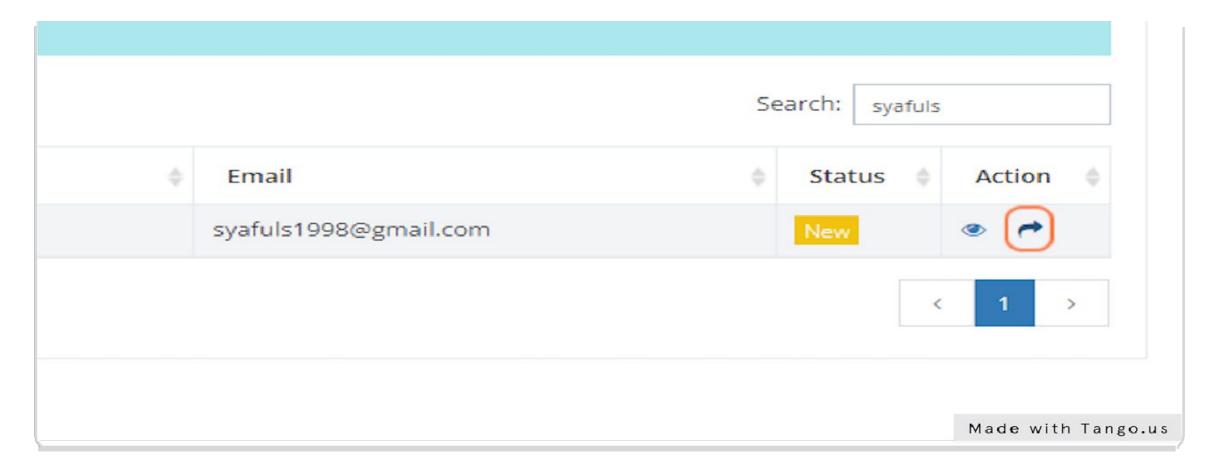
• If not, this notification will appear.



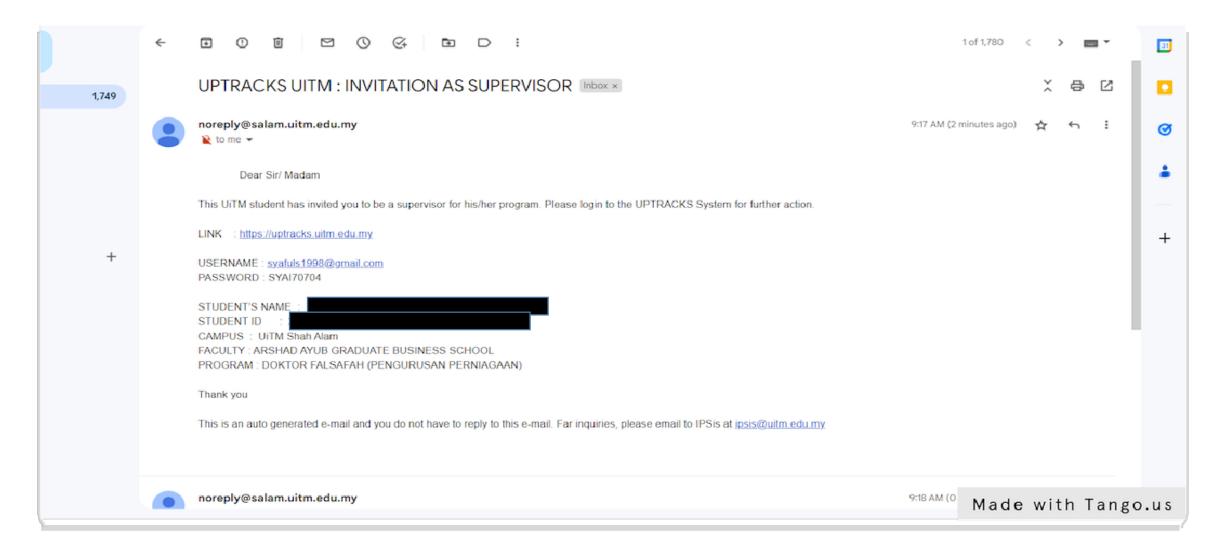
• Students need to check the status written in the Status box. This status will change after the external supervisor login and click "Accept" in the system.



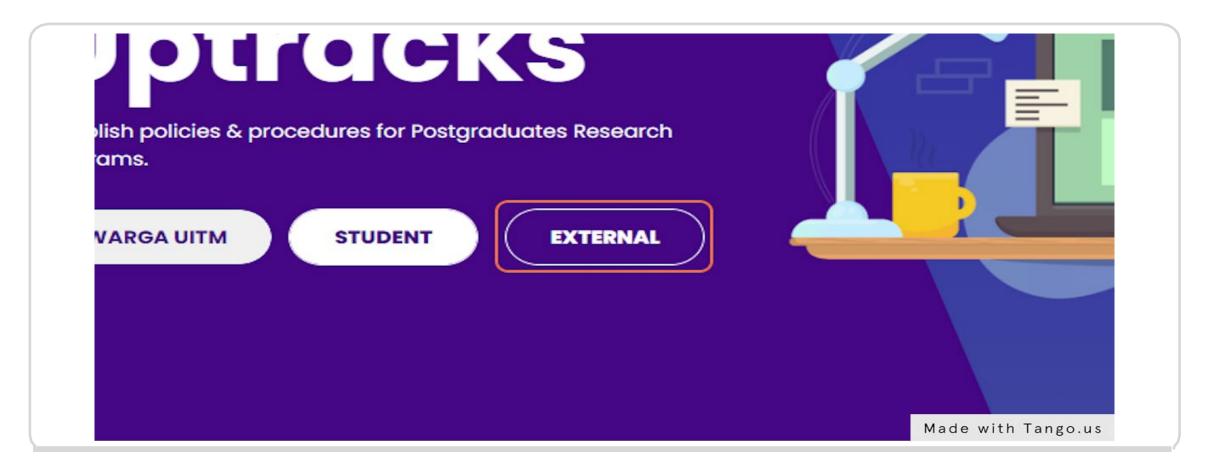
• Students can resend the invitation email by clicking the arrow icon.



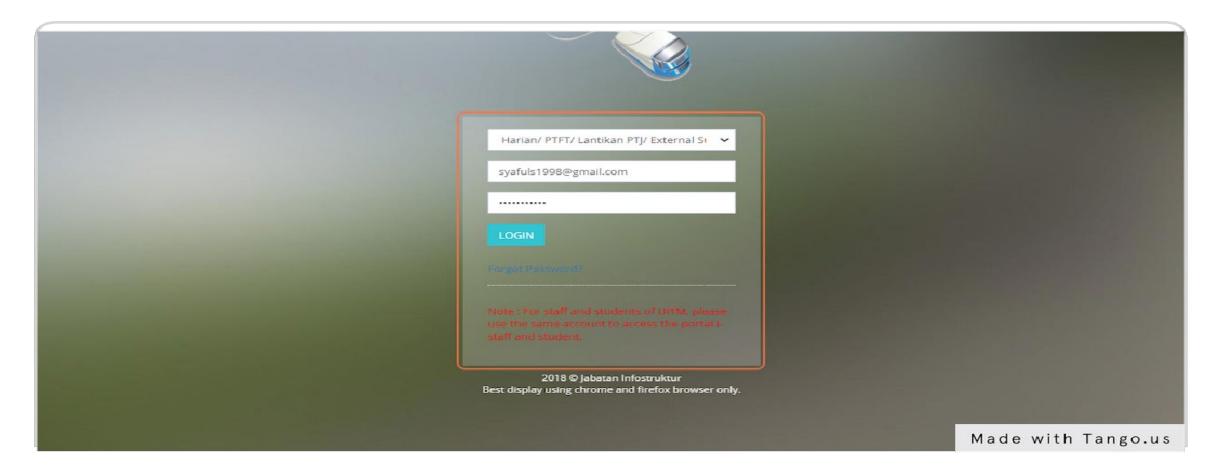
• An example of email invitation to external supervisor where UPTrackS link is provided.



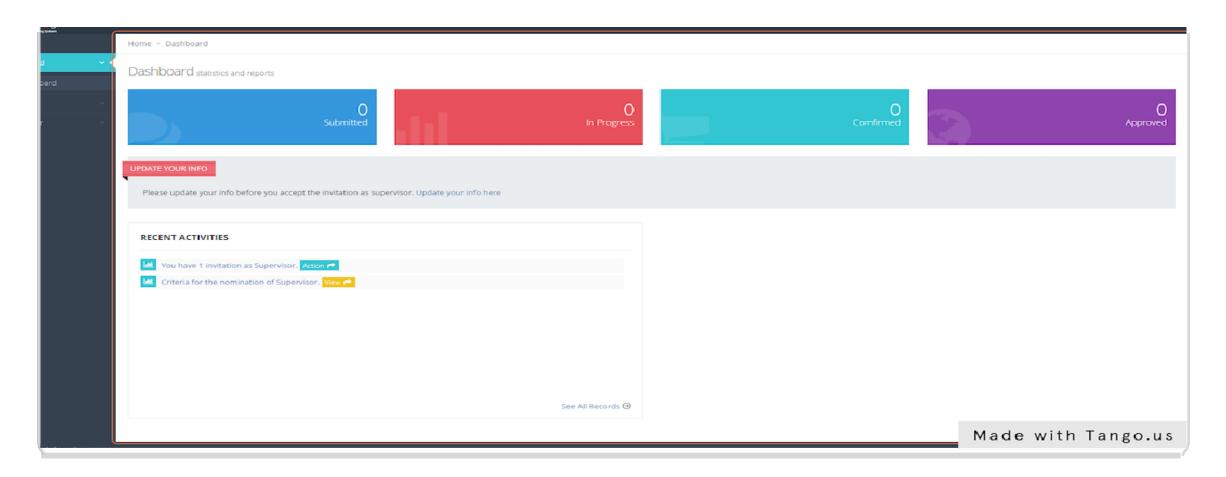
• External Supervisor click "External".



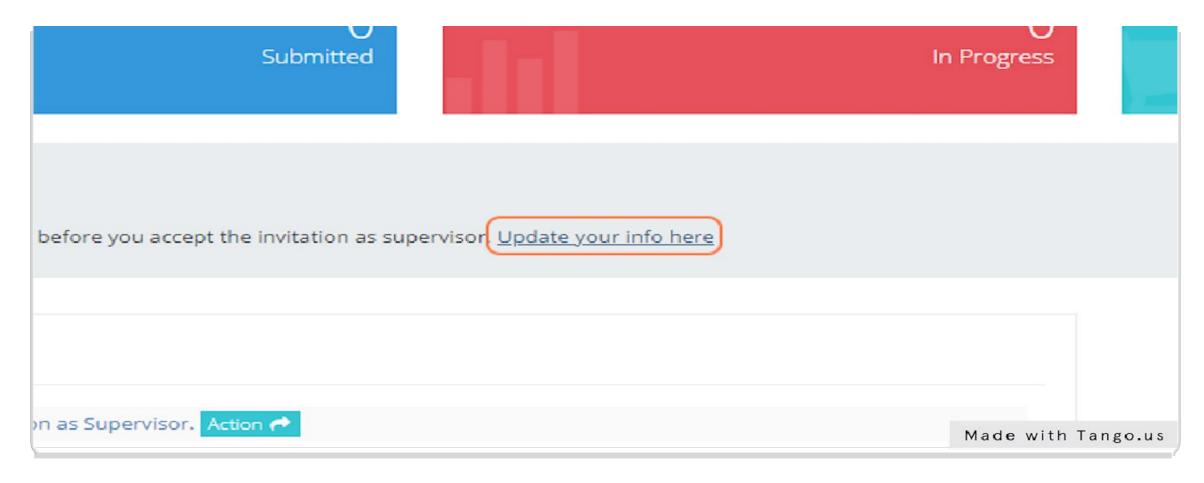
• Key in email and password that provided in email and click "Login".



• This is main screen of External Supervisor.



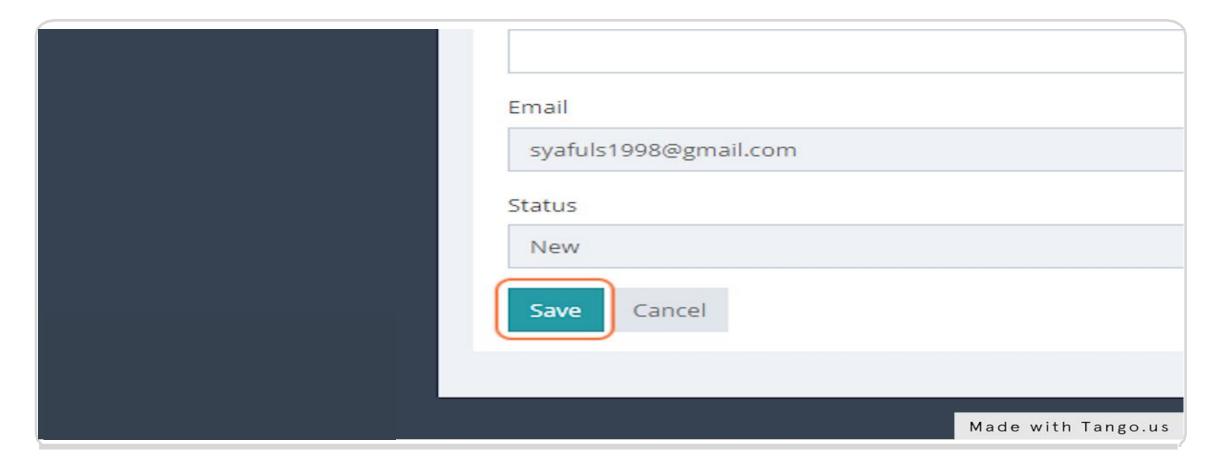
• External must click "Update your info here".



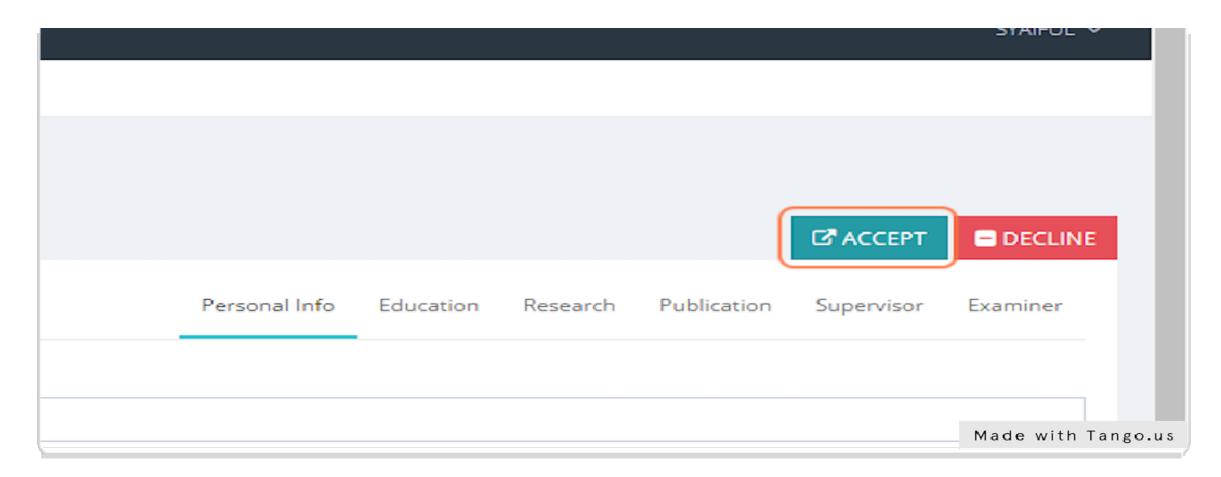
• Please fill in all the required information, if any.



• Once done, Click "Save".



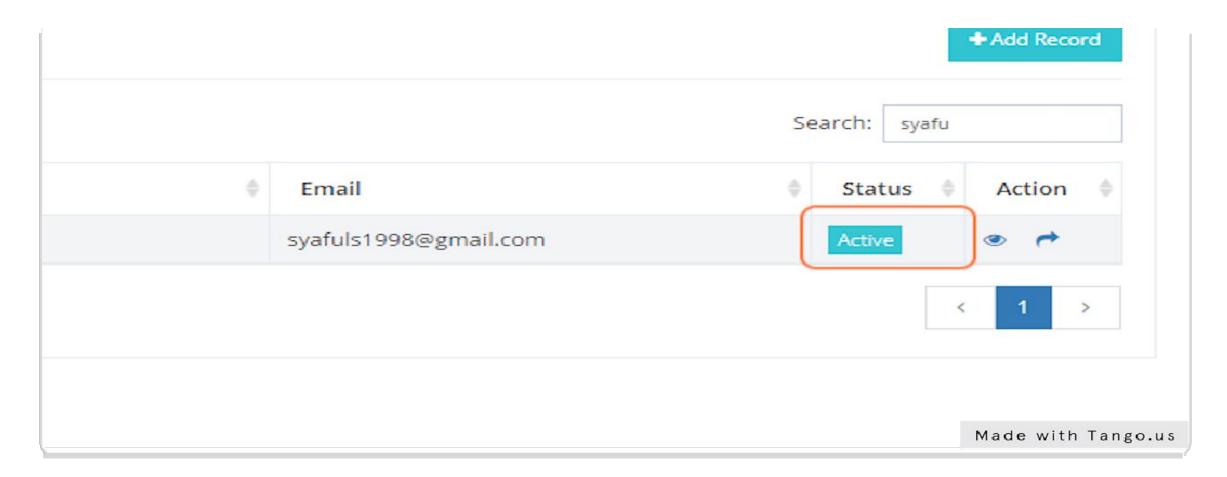
• Click "Accept".



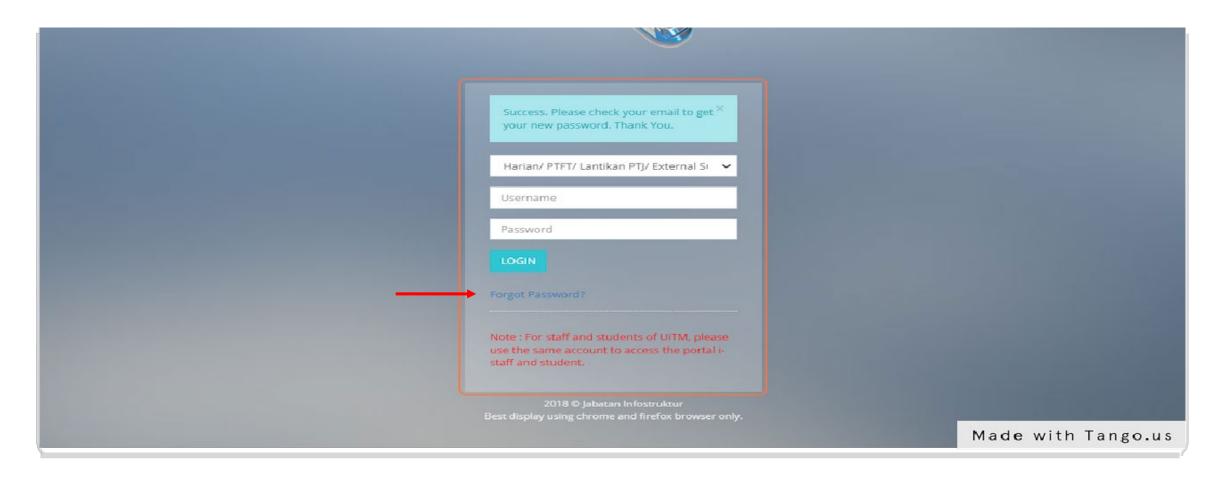
• On the same screen, the status will change from "New" to "Active".



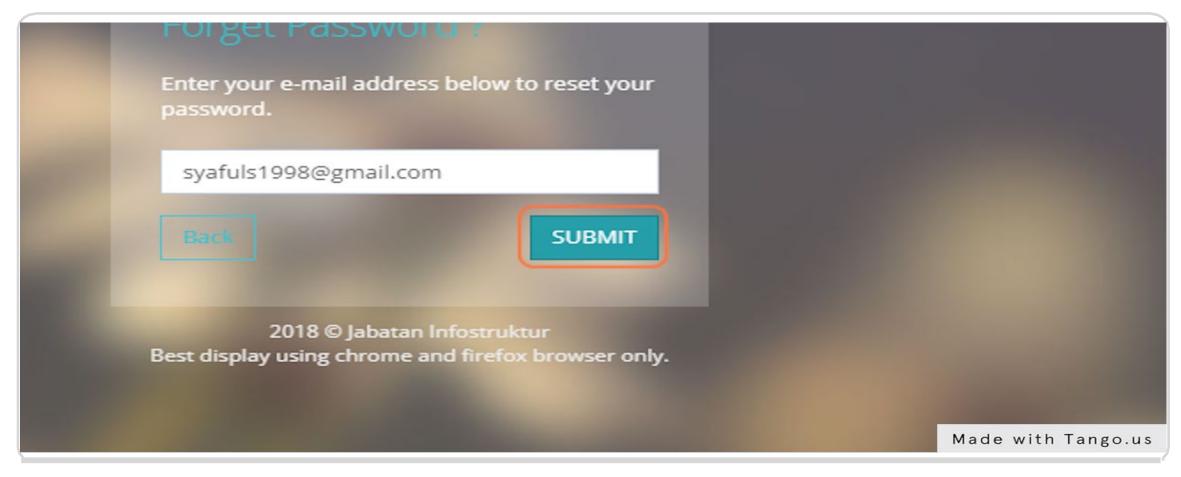
• Students can check whether the invitation as an external supervisor has been active or not. Click "General> External Supervisor List> Search by email".



• If the external supervisor forgets the password, click "Forgot password".

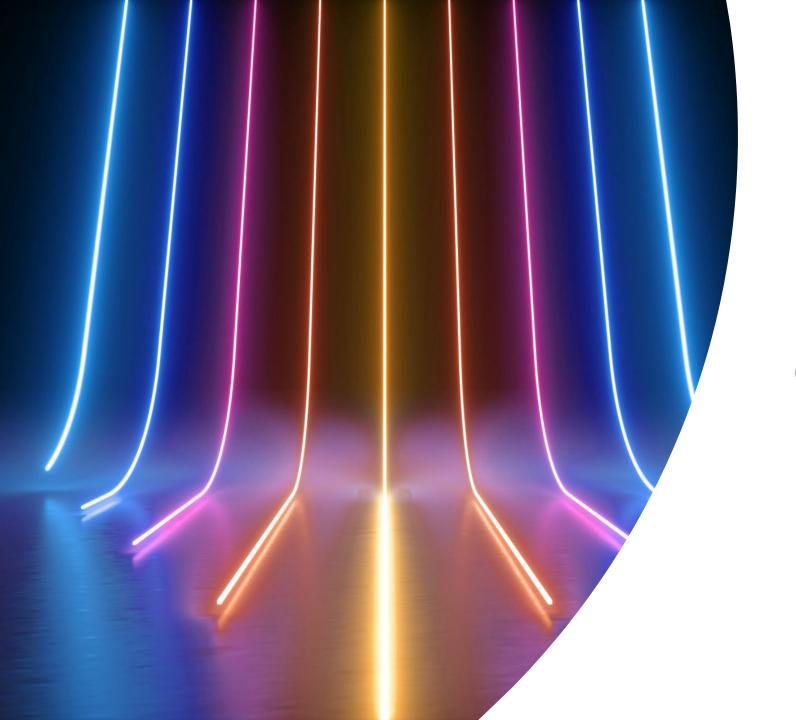


• Enter email address and click "Submit".



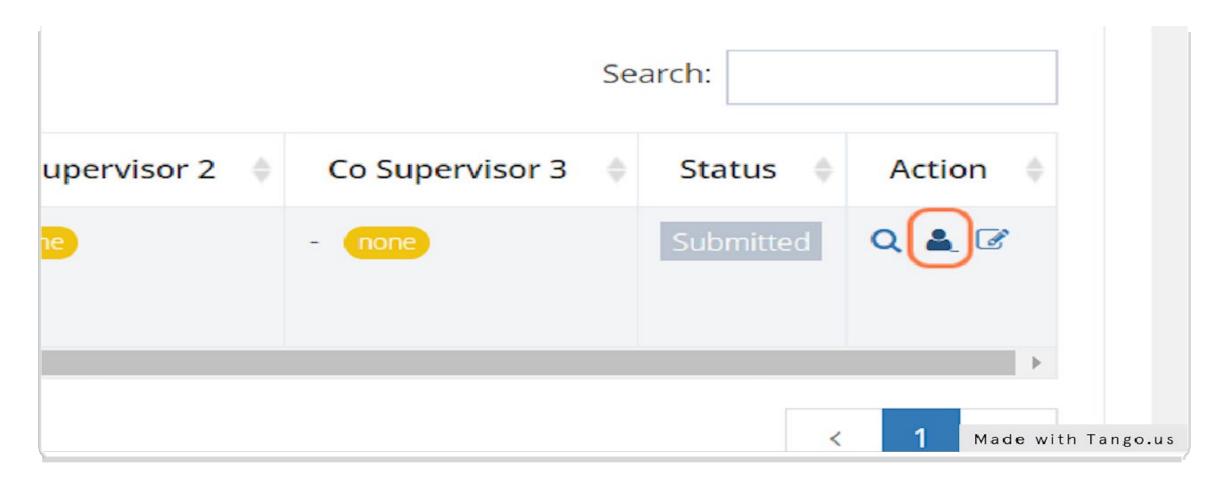
• They will get a new temporary password in email.



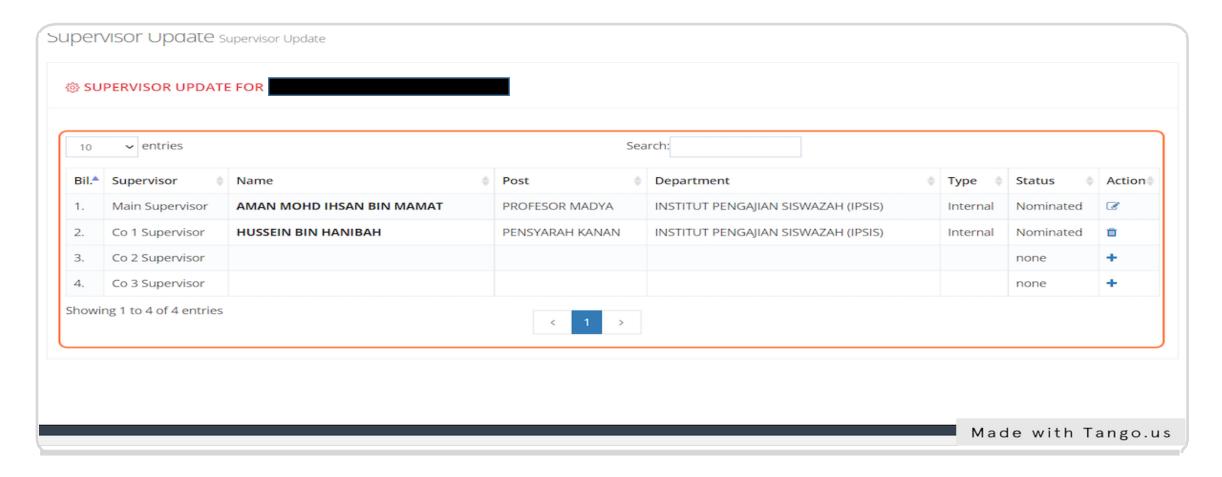


Nomination of External Supervisor

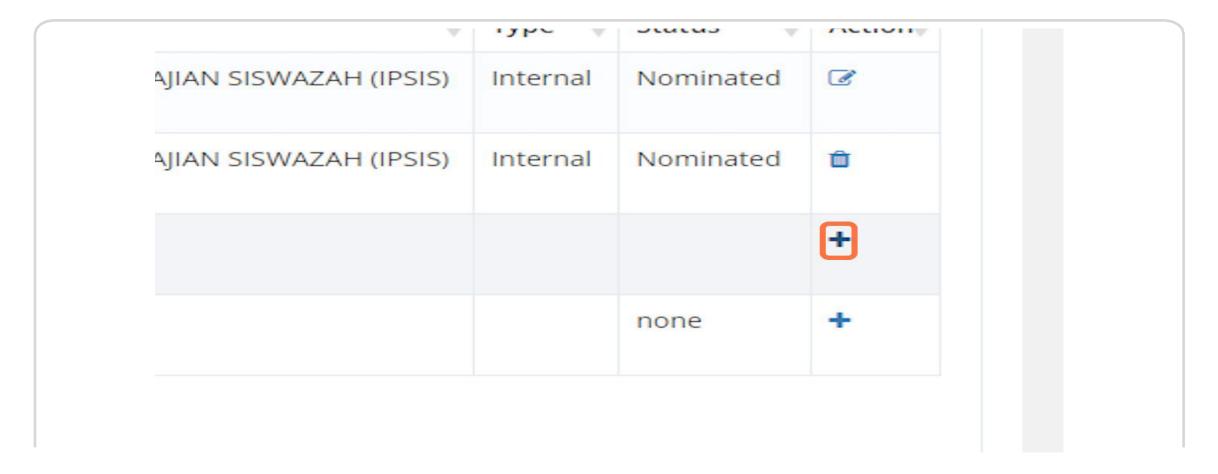
• Student need to click icon to add external supervisor in column "Action". If it is locked, you can inform the moderator or KPPS faculty for the addition of an external supervisor.



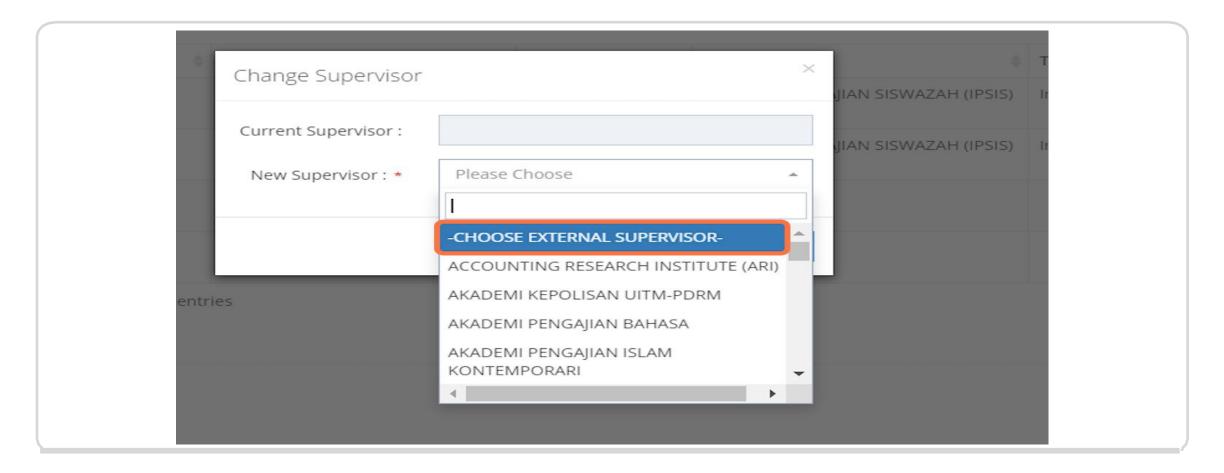
• This screen will appear.



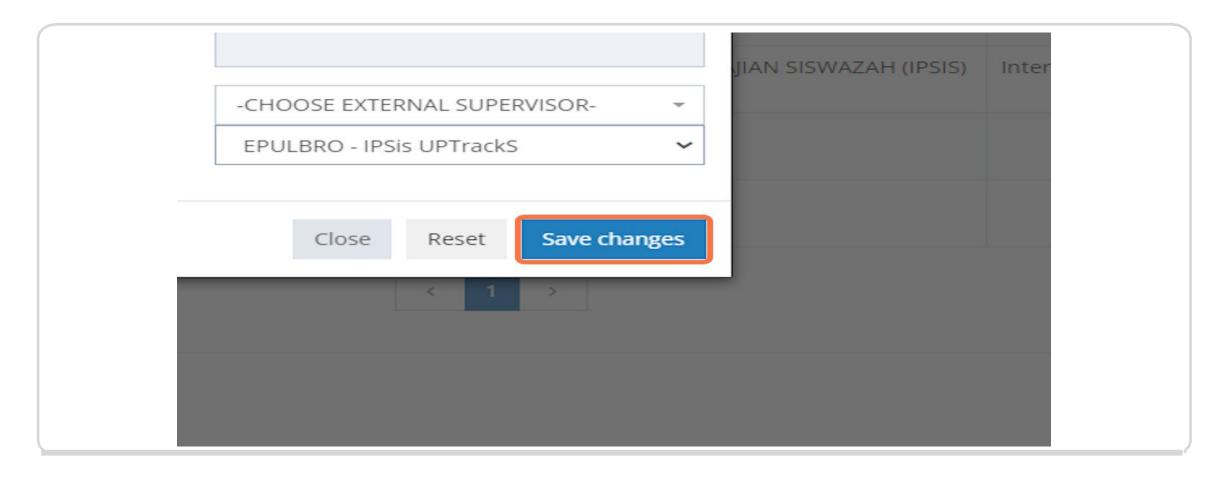
• Click '+' button.



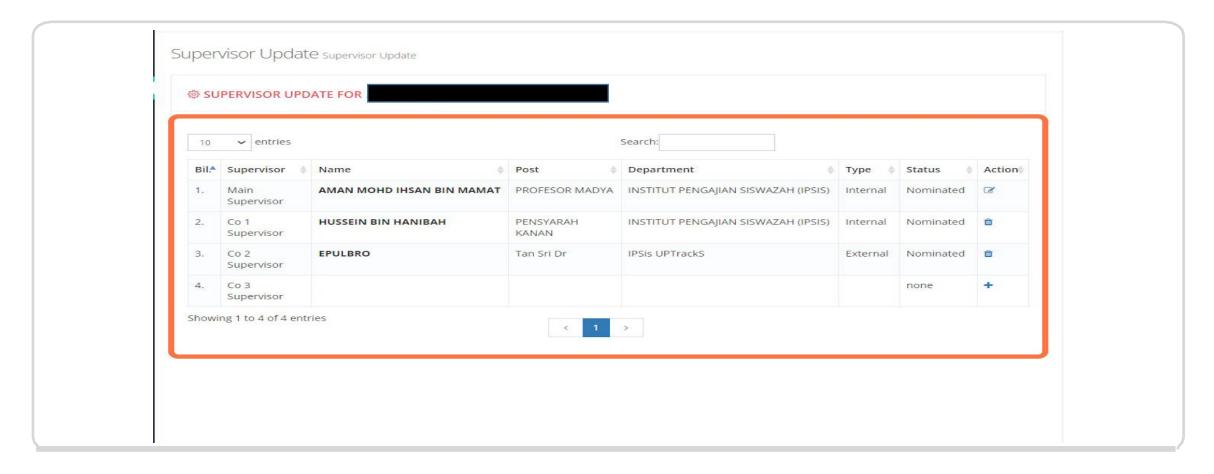
• Choose and find name of external supervisor.



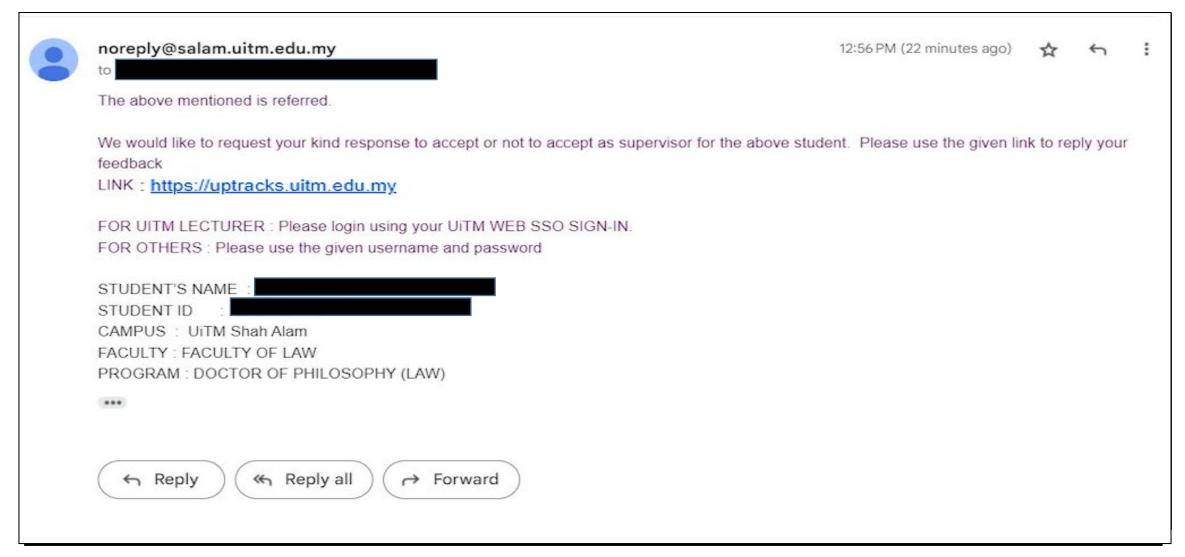
• Click "Save changes".

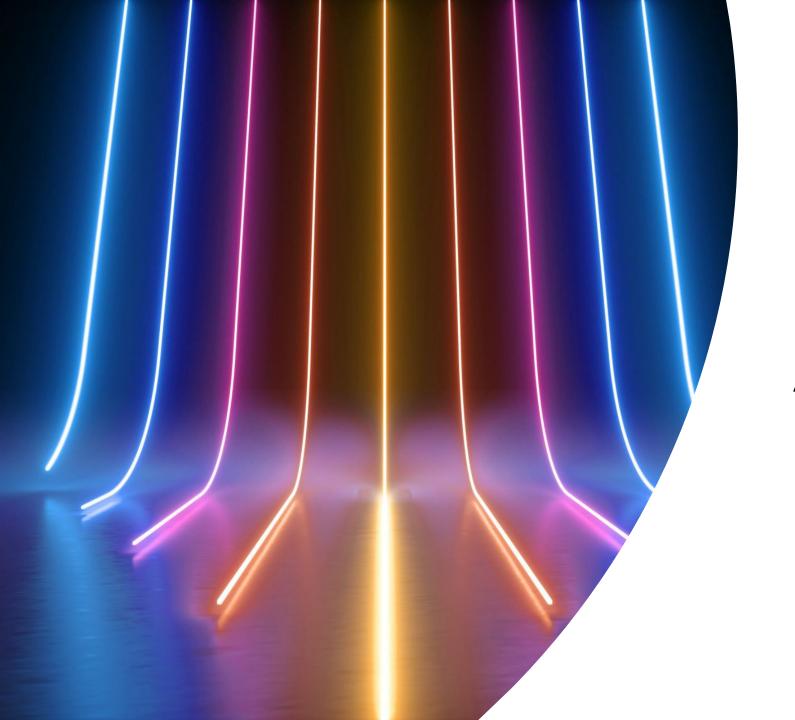


• Done.



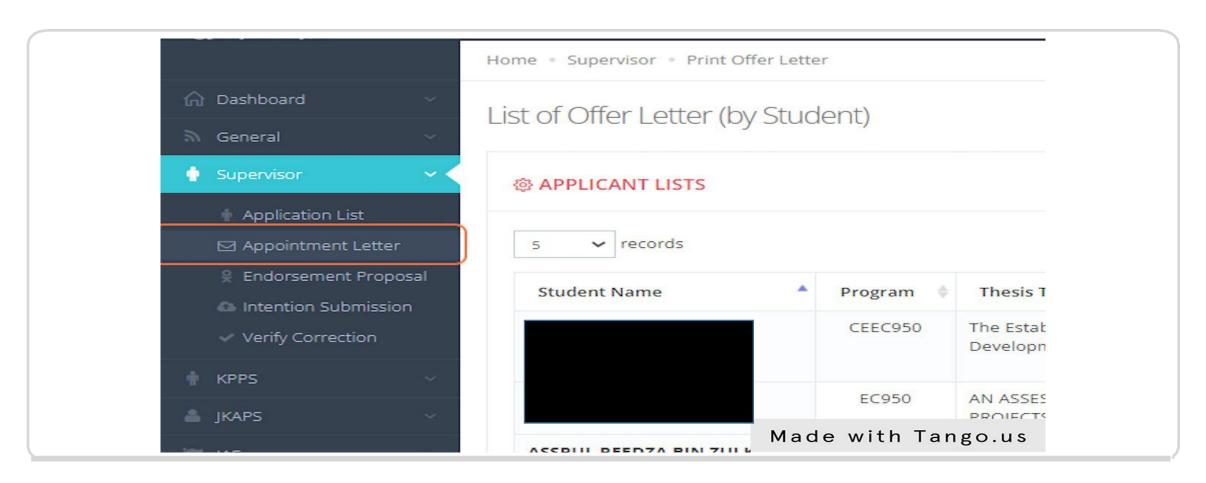
• The external supervisor will receive this email when the student has made a nomination as a external supervisor in the system.



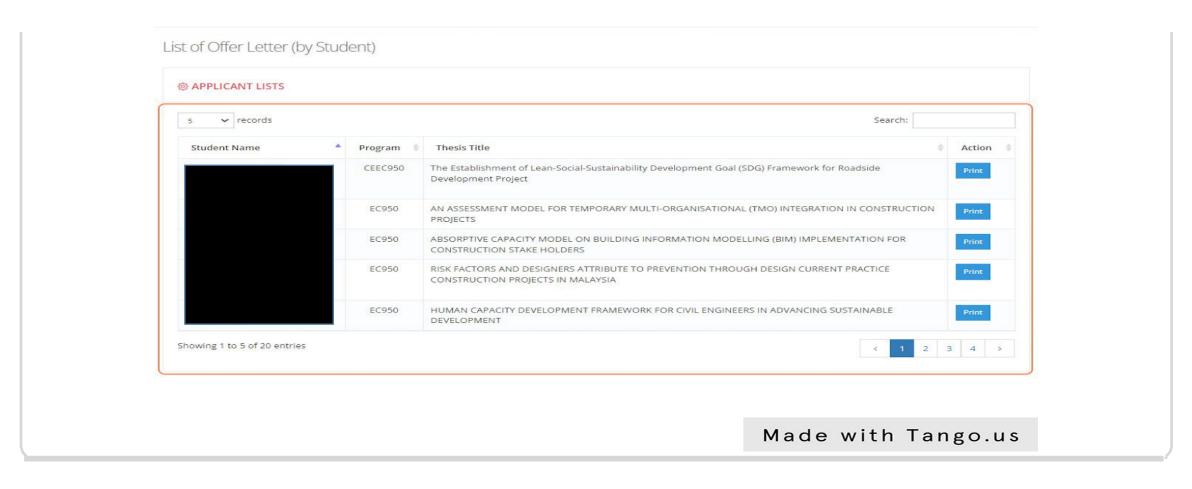


Download Appointment Letter

- Supervisors can download the letter of appointment as supervisor after the moderator/KPPS faculty has updated the JAF meeting information in the UPTrackS System.
- Click "Supervisor> Appointment Letter".



• The list of students under the supervisor's name will be displayed and supervisor can click print to download the appointment letter.



Terima Kasih