





## Introduction







## Accessing Current Parents Page





#### https://www.ucsiuniversity.edu.my







#### Once you click Parents







Once you click Reset Password, your screen will show as below, please enter your email and the student Id number.



Below is the sample of reset password email









# Now you can login using below information.



Username : email address

Password : as given in email





#### After login to the portal, you can change your password.

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Click arrow beside email address, then click Change Password



Upon successful login, you will see the screen as shown below:-





#### **IISV2 Parent Portal : Academic**

#### Academic tab : Student academic information





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#### **IISV2** Parent Portal : Academic

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On top is the financial statement for student. Parent can print invoice and make payment from this screen.

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This is the screen appear after you click Print Billing button. Choose the current programme for student, then click Submit button.

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Billing	
This is the financial statement report for student to be printed	



#### You can click on the invoice number to view and print the invoice





This is the screen appear after you click



# System will automatically show full amount as below.

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If not paying in full, you can key in the amount and click Distribute button for system to auto allocate the amount to the fees.

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Then scroll down to tick the check box to acknowledge the declaration.

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	System may chargeback the late payment charges for payment made after the due date.
	Liberahy acknowledge and across with the above Refund Policies (Acknowledgeome

#### Then select the payment method as shown below







#### Pament ERAdit card



In the middle of the financial tab is showing Current Outstanding Balance and Current Credit Balance



# IISV2 ParPort: Financial Stateme tabs sbing





# 1. Walk-in

# 2. Email <u>iis@ucsiuniversity.edu.my</u> (IIS)

3. Call

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