Intelligent Integrated Campus System Universiti Malaysia Sabah





Bring Your Own Device (BYOD) User Manual For Staffs

Ver 1.0

Prepared by Financial System Support Section Jabatan Teknologi Maklumat dan Komunikasi 2020

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1.0 Introduction

Bring Your Own Device (BYOD) grant is an initiative allowing staffs to use their own device for work purposes including learning and teaching. BYOD grant can be applied by all UMS staffs that fulfill the following conditions:

- 1. Permanent Staff
- 2. Grade 41 and above
- 3. Not holding university computer assets / Holding computer assets for more than 5 years

2.0 Login into IICS UMS

BYOD application can be made online at Intelligent Integrated Campus System (IICS) using the following link: <u>https://iics.ums.edu.my</u>

Figure 2.1 shows the IICS login page. Please use **Active Directory** (AD) account or **UMS** email account (username without @ums.edu.my) to login

| Universiti Malaysia Sabah | - 666 | | Login |
|---------------------------|---------------------------------------|-------------|-------|
| | | | • |
| | Login into iiCS UM | S | |
| | UMS AD Id | | |
| | ි Password | Show | |
| | Login | | |
| | i Please contact administrator if you | can't login | |
| | | | |

Figure 2.1: IICS Login Page.

3.0 BYOD Application

- 1. After login into IICS, user will be directed to IICS homepage as shown in Figure 3.1
- 2. Click **Open My Desk** or **Switch to Desk** to go to BYOD menu

| Universiti Ma | laysia Sabah | | | | SS | ABTURA ISIRANI 🔻 |
|--|-----------------------------|------------------------------------|---------------------|---|----------------------------|--------------------------------------|
| Payslip (SMBU) EC Form | | Integrated | Intelligent | t Campus Syst | tem UMS | Ay Account ogout witch To Desk |
| My Account | | | Manage yc | our Profile, BYOD and p en My Desk | many more | |
| | | Sistem SMPB Manage UMS students | Siste Research a | em PPI Ind Inovation | HR Online HR Related Issue | |
| 1 | | A | | | | |
| Jure 3.2: 3. Click | BYOD from t | page. the listing mode | ules at th | e left or sea | arch for BY | 'OD at the sear |
| box | D D | ONI | VENC | | ALA I D | IA SABA |
| box | b b | | VENG | Q byod | ALAY 5 | A SABA |
| box UMS | B | | VEN | Q byod Search for 'byod' Open BYOD | ALAY 5 | A R R Help - SI Customize |
| | Your Shortcuts | | VEN | Q <u>byod</u> Search for ' byod ' Open BYOD BYOD Dashboard | ALAY 5 | Customize |
| box UMS lome coules % Home @ Accounting | Your Shortcuts Dashboard | | Leaderboard | Q. <u>byod</u> Search for ' byod' Open BYOD BYOD Dashboard Byod Phase List | ALAY 5 | Customize |

| Accounting | | | Byod Phase Report | | |
|------------|-------------------|--------------|-------------------|--------|--|
| Assets | Reports & Masters | | New Byod Phase | | |
| Buying | Agriculture | Human Resour | BYOD Settings | | |
| CRM | Location | Employee | | • Lead | |
| | | | | | |

Figure 3.2: BYOD Menu.

| UMS 🕬 | | Q Search or type a command (Ctrl + G) |
|------------|--------------------------------------|---|
| DC | | |
| ILES | Your Shortcuts | |
| දී Home | BYOD Settings | |
| Accounting | | |
|] Assets | Reports & Masters | |
| Buying | | |
| BYOD | Bring Your Own Device | |
| CRM | • Settings | |
| Hostel | Phase | |
| 🖻 HR | Grant Allocation Device Category | |
| 🗀 Jira | Document Category | |
| 🗅 Library | Apply Grant | |
| ন্স Loan | Manage Application | |

4. Click Apply Grant to go to the application form

Figure 3.3: Apply Grant.

5. Applicant information will be displayed at the **Applicant Info** as shown in Figure 3.4 ⑧ UMS → Byod Application Q Search or type a command (Ctrl + G) 🗘 📮 🖻 | Help 🗸 SI New Byod Application 1 • Not Saved Save Applicant Info Applicant Information Phase Grade IICS-FS2020-001 (FA29) Penolong Pegawai Teknologi Maklumat Applicant * Department * UMS-STAFF-02315 Jabatan Teknologi Maklumat Dan Komunikasi - UMS Applicant Name UMS Per SABTURA BINTI Application ID IC No BYOD-.YYYY.MM.-.#####

Figure 3.4: Applicant Info.

6. At **Asset Info** as shown in Figure 3.5, tick at the "Currently has assets?" checkbox if having asset(s) and enter the asset duration. If there are no asset, leave it blank.

| UMS 🐜 🔹 Byod Applica | tion | Q Search or type a command (Ctrl + G) | 众 <□ 🖻 Help → SI |
|----------------------|---|---------------------------------------|--------------------|
| New Byod Application | 1 • Not Saved | | Save |
| | Asset Info Please ensure filling this section if you have asset(s) Currently has assets? | Asset Duration | |

Figure 3.5: Asset Info.

7. At **BYOD Application Info** as shown in Figure 3.6, select the **Grant Type** (PENDAHULUAN or TUNTUTAN)

| 15 | | | | |
|---------------------|---|------------------------|------------------|-----------|
| UMS 🛌 🔸 Byod Appli | cation | Q Search or type a con | nmand (Ctrl + G) | Help ~ SI |
| New Byod Applicatio | • Not Saved | | | Save |
| | | | | |
| | Byod Application Info A BYOD Device info, must be filled by applicant & JTMK | | | |
| | Grant Type PENDAHULUAN | | | |
| l | Apply Date 25-11-2020 10:25:25 | | | |
| | Apply Year 2020 | | | |
| | | | | |

Figure 3.6: BYOD Application Info.

8. At **Apply Device Info** as shown in Figure 3.7, click **Add Row** button to enter the device information for BYOD. This device info can be change later.

| 😢 UMS 👝 🔹 Byod Applicatio | n | | Q Search | h or type a command (Ctrl + G) | û 🖾 🖻 Help ∽ SI |
|---------------------------|--|--|---|--------------------------------|-------------------|
| New Byod Application 1 | Not Saved | | | | Save |
| | Apply De | vice Info 🔨 | | | |
| | You can enter s Device Info Don't panic if y | imple device information for BYOD, but you can ou don't understand, soon after you get your dev | slways change it later. vice you can always update this section. | | |
| | 🗌 No. | Device Name | Brand | Category | |
| | | | ©= ○= No Data | | |
| | Add Row | | | | |
| | | | | | |

Figure 3.7: Apply Device Info.

| 9. A pop-up Informat | window will appear as show ion about the device(s) | vn in Figure 3.8. Comp | lete the General |
|-------------------------|---|---------------------------------------|-------------------------|
| UMS > Byod Application | | Q Search or type a command (Ctrl + G) | Д 🛱 🖻 Неір - SI |
| New Byod Application 1 | Editing Row #1 General Information Device Name * Gategory * Category * Technical Specification Network Information Shortcuts: Ctrl + Up , Ctrl + Down , ESC | Insert Below Insert Above ① Du | uplicate Move V |
| | Add Row | | |

Figure 3.8: Pop-up Window of The General Information of Device.

10. Figure 3.9 shows the application status is not saved yet. Click the **Save** button that locate at the top right of the application form to save the application.

| 🔮 UMS 🛌 🔸 Byod Application | Q Search or type a command (Ctrl + G) | 🖻 Help 🗸 SI |
|------------------------------------|---------------------------------------|---------------|
| New Byod Application 1 • Not Saved | | Save |
| Applicant Info | | |

Figure 3.9: Application Status Not Saved Yet.

11. After the application is successfully saved, the status of the application change to pending as shown in Figure 3.10. Click the **Actions** button that locate at the top right of the application form to show the dropdown menu.

| Sums → Byod Application | Q Search or type a command (Ctrl + G) | 🗘 🗟 🗟 Help ~ 🔵 |
|--|---------------------------------------|------------------|
| • Pending | | <>> |
| Figure 3.10: Pending Status After Succes | sfully Saved. | |
| Q Search or type a com | mand (Ctrl + G) | 🔁 Help ~ |
| | < > (| ∋ ··· Actions ≎ |
| | Confi | m |
| | Help | |

Figure 3.11: Confirm the Application.

13. After the application is confirmed, the status of the application change to Applied as shown in Figure 3.12.

| Byod / | Application | |
|--------|-------------|--|
| | Applied | |

Figure 3.12: Applied.



4.0 Contact Us

Please contact the following administrators for any inquiries or problem related to **IICS UMS**:

1. Mohd Firdaus Bin Hashim

Financial System Support Section Jabatan Teknologi Maklumat dan Komunikasi Email: <u>firdaushashim17@ums.edu.my</u> Tel No: 010-9407486

2. Sabtura Binti Isirani

Financial System Support Section Jabatan Teknologi Maklumat dan Komunikasi

Email: <u>sabturaisirani@ums.edu.my</u>

Tel No: 011-36050831

Please contact **Helpdesk JTMK** for any inquiries or problem related to **BYOD Application** at 088-329000 (WhatsApp) or <u>helpdesk@ums.edu.my</u> (email)

Thank you. Cheers!

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