

UTS Convocation Management User Manual

<https://convocation.uts.edu.my>

Login

The screenshot shows the UTS website's login page. At the top left, the navigation menu includes 'UTS', 'About', 'Contact', 'Login' (highlighted with a red circle), and 'User Manual'. The main content area features a large countdown timer for the 'UTS 6TH CONVOCATION CEREMONY', showing '53 DAYS' and '11H 60MN 45S' remaining. Below the timer, it says 'Before UTS Convocation Ceremony'. On the right side, a blue box contains the following text: 'ID: your student ID (all lower case)', 'Password: Uts@1234', and a yellow underlined warning: 'PLEASE CHANGE YOUR PASSWORD ONCE YOU HAVE LOGGED IN!'. The background is a dark, cloudy sky over a modern building.

UTS | About | Contact | **Login** | User Manual

53 DAYS
11H 60MN 45S

UTS 6TH
CONVOCATION
CEREMONY

Before UTS Convocation Ceremony

ID: your student ID (all lower case)
Password: Uts@1234

PLEASE CHANGE YOUR PASSWORD
ONCE YOU HAVE LOGGED IN!

Convocation Dashboard

The screenshot displays a web browser window with the URL <https://convo-ucts.azurewebsites.net/Dashboard>. The page header features the UCTS logo and the text "UCTS CONVOCATION". A dark sidebar on the left contains navigation links: Dashboard, Graduate Particulars, Convo Particulars, Confirmation Slip, and Convo Home. The main content area is titled "Graduate Dashboard" and includes a welcome message: "Hi, JOHN DOE! Welcome to UCTS Convocation Dashboard!". Below this, three status cards are shown: "Confirm Account" (green circle with a person icon), "Incomplete Graduate Particulars" (red circle with a person icon), and "Incomplete Convo Particulars" (red circle with a graduation cap icon). A red arrow points from a callout box to the "Confirm Account" card. The callout box contains the text: "Account status is confirmed after you clicked the confirmation link." The footer of the page reads "Copyright © 2016 UCTS Convocation - All Rights Reserved".

Graduate Particulars

Browser address bar: <https://convo-ucts.azurewebsites.net/Dashboard/GraduateParticulars>

Navigation menu (left sidebar):

- Dashboard
- Graduate Particulars** (highlighted with a red circle)
- Convo Particulars
- Confirmation Slip
- Convo Home

Page Header: UCTS CONVOCATION

Page Title: Graduate Particulars

Breadcrumbs: [Dashboard](#) / [Graduate Particulars](#)

Callout box: Validate your personal details

PERSONAL DETAILS

Full Name (As Per IC)	IC
JOHN DOE	950101135888
Student ID	School
BCS14888888	School of Computing
Programme	
Bachelor of Computer Science	

Please contact us at 084-367334 or email us at convo@ucts.edu.my if your personal details is not correct.

CURRENT CONTACT

Graduate Particulars

← → ↻ <https://convo-ucts.azurewebsites.net/Dashboard/GraduateParticulars> ☆ ☰

 UCTS CONVOCATION  

- Dashboard
- Graduate Particulars**
- Convo Particulars
- Confirmation Slip
- Convo Home

CURRENT CONTACT

Mailing Address *

Handphone Number *

Email

alrockan@gmail.com

* Compulsory

Cancel Save

Fill in your latest mailing address and handphone number and click "Save" button.

Graduate Particulars Completion

The screenshot displays the UCTS Convocation Graduate Dashboard. The header includes the UCTS logo and the text 'UCTS CONVOCATION'. The left sidebar contains navigation links: Dashboard, Graduate Particulars, Convo Particulars, Confirmation Slip, and Convo Home. The main content area is titled 'Graduate Dashboard' and includes a welcome message: 'Hi, JOHN DOE! Welcome to UCTS Convocation Dashboard !'. Below this, three status cards are shown: 'Confirm Account' (green circle with person icon), 'Completed Graduate Particulars' (green circle with person icon), and 'Incomplete Convo Particulars' (red circle with graduation cap icon). A red arrow points from a callout box to the 'Completed Graduate Particulars' card. The callout box contains the text: 'Graduate particulars status is completed after you filled in all the requirement information.' The footer contains the copyright notice: 'Copyright © 2016 UCTS Convocation - All Rights Reserved'.

Confirm
Account

Completed
Graduate Particulars

Incomplete
Convo Particulars

Graduate particulars status is completed after you filled in all the requirement information.

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Convo Particulars

https://convo-ucts.azurewebsites.net/Dashboard/ConvoParticulars

UCTS CONVOCATION

Dashboard

Graduate Particulars

Convo Particulars

Confirmation Slip

Convo Home

Graduate Photo

(Will be displayed on the screen)

Upload Graduate Photo

SELECT PHOTO

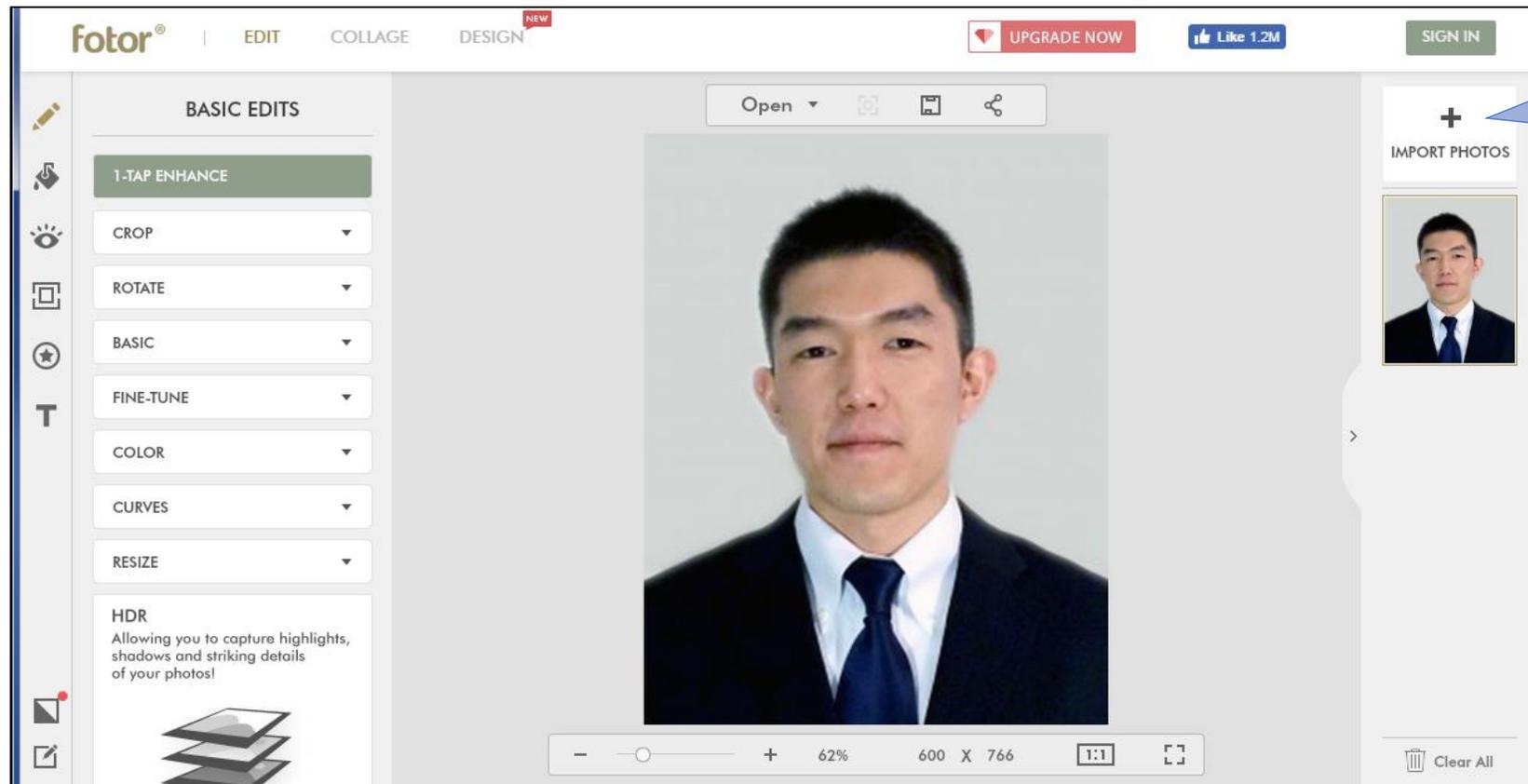
- Only **Passport** photo (of graduating student) and **NOT** the childhood photo
- Formal attire (strictly **NO** tight and sleeveless attire)
- Format of photo should be of **JPG/JPEG** type
- Photo size not more than **100 kb**
- Photo dimension should be **400 X 400 pixels**
- Make sure the uploaded photo is **CLEAR**

Upload Photo

Click "Upload Photo" button and follow the guidelines.

Convo Particulars [Photo Resizing & Cropping]

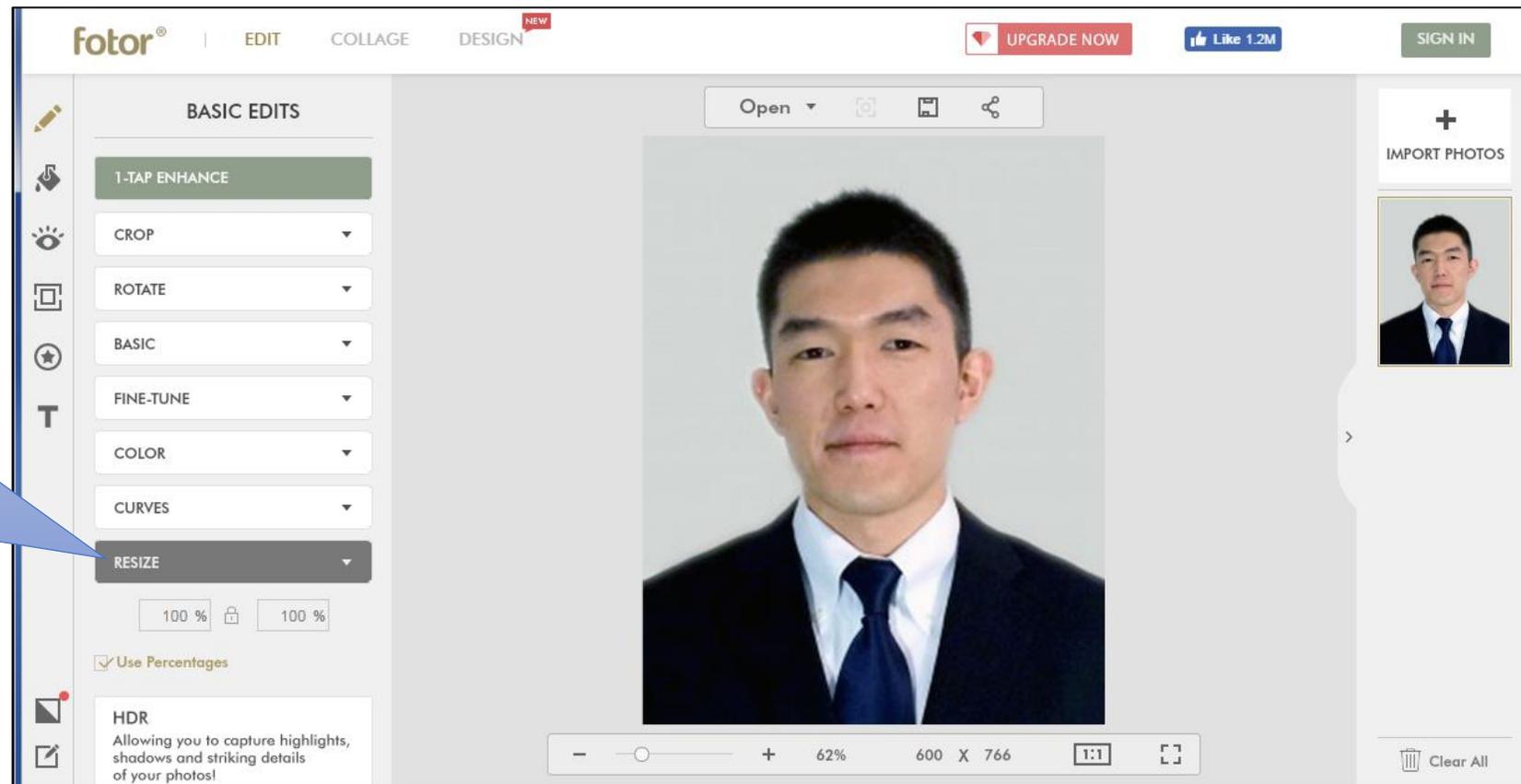
- <http://www.fotor.com/app.html#!module/basic/tool/BasicEdits>



Click to add a photo

Convo Particulars [Photo Resizing & Cropping]

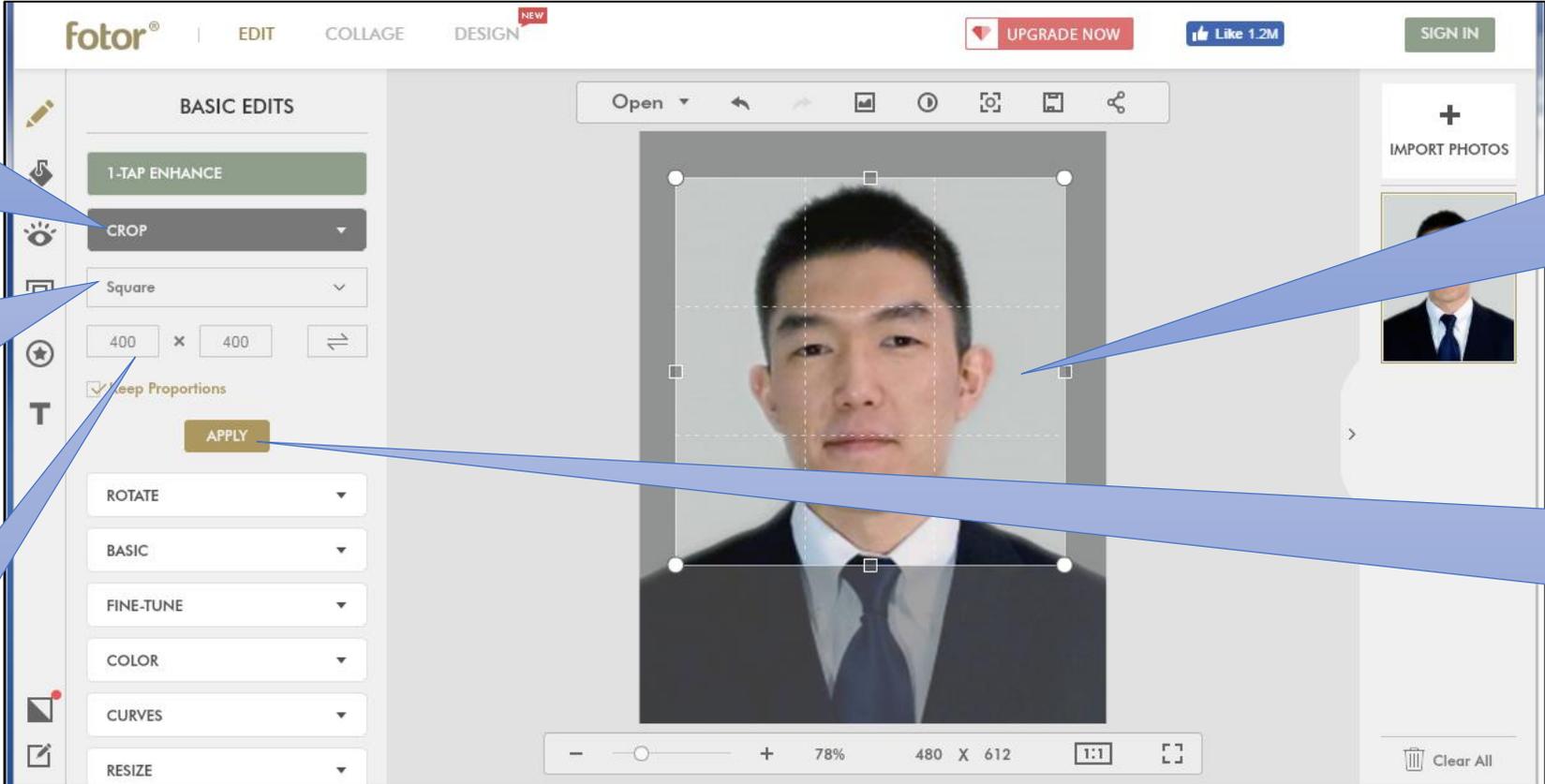
- <http://www.fotor.com/app.html#!module/basic/tool/BasicEdits>



*Click to
resize the
photo if
needed*

Convo Particulars [Photo Resizing & Cropping]

- <http://www.fotor.com/app.html#!module/basic/tool/BasicEdits>

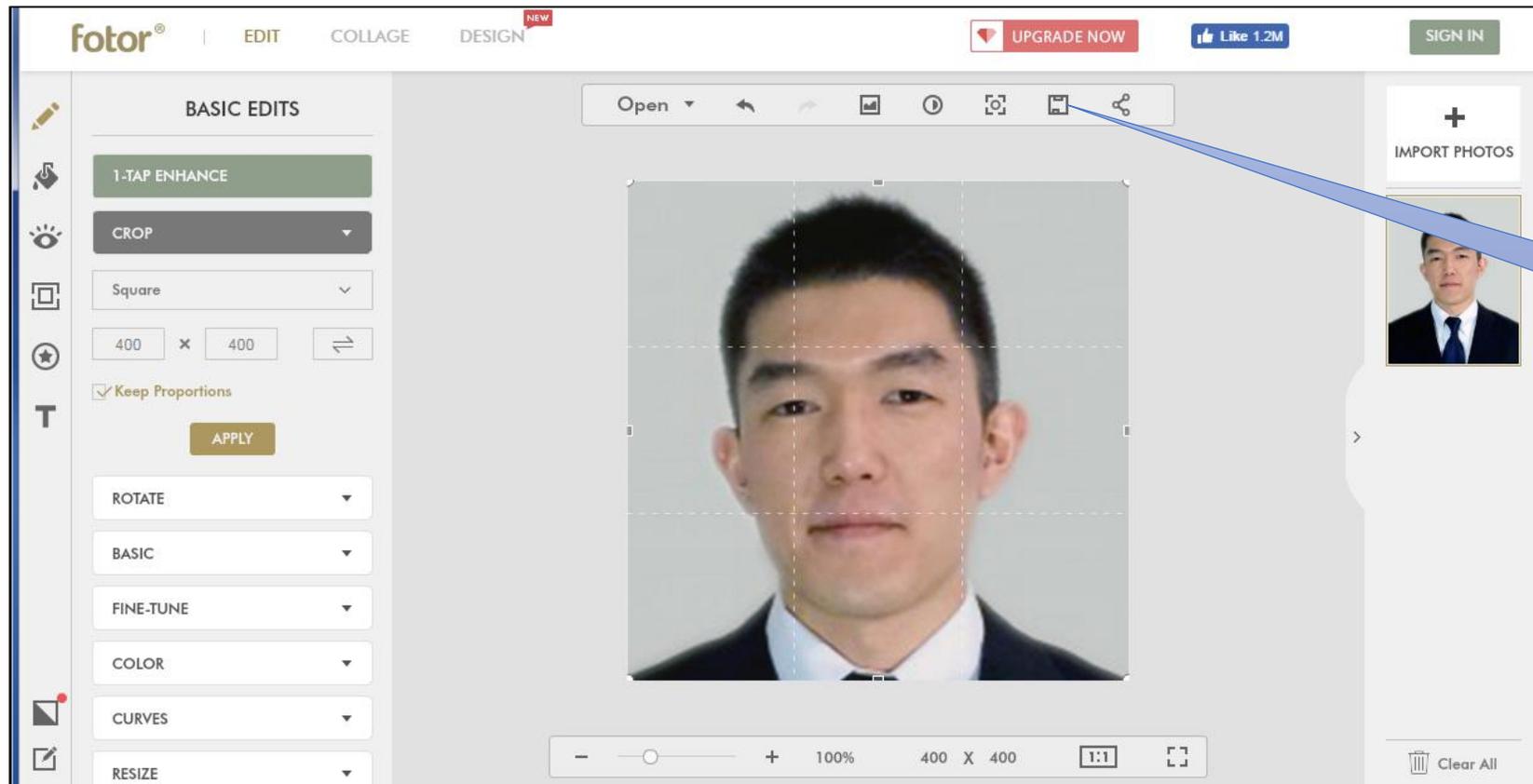


The screenshot shows the Fotor photo editing interface. The 'BASIC EDITS' panel on the left has the 'CROP' tool selected. The crop mode is set to 'Square' with dimensions of 400 x 400. A crop box is visible over a photo of a man in a suit. The 'APPLY' button is highlighted in the panel. The interface also shows navigation icons, a zoom level of 78%, and a resolution of 480 X 612.

1. Click "CROP"
2. Select "Square"
3. Input "400"
4. Click and drag the box to the desire location
5. Click "APPLY" to crop the photo

Convo Particulars [Photo Resizing & Cropping]

- <http://www.fotor.com/app.html#!module/basic/tool/BasicEdits>



Click the
"Save" icon

Convo Particulars [Photo Resizing & Cropping]

- <http://www.fotor.com/app.html#!module/basic/tool/BasicEdits>

The screenshot shows the Fotor photo editing interface. A dialog box is open for saving a photo. The dialog box contains the following information:

- NAME:** Hayle-Cho-235x300_v .jpg
- QUALITY:** High
- Size:** 23.42 KB
- Buttons:** SAVE TO MY COMPUTER, SAVE TO DROPBOX, PRINT
- Footer:** Having trouble saving your photo? [Download it](#)

Three blue callout boxes provide instructions:

1. Save as "jpg" file format
2. Make sure the file size is less than 100 KB
3. Click "SAVE TO MY COMPUTER"

Convo Particulars

← → ↻ <https://convo-ucts.azurewebsites.net/Dashboard/ConvoParticulars> ☆ ☰

 **UCTS CONVOCATION**  

🏠 Dashboard
👤 Graduate Particulars
📖 Convo Particulars
🛡️ Confirmation Slip
🏠 Convo Home

GRATITUDE MESSAGE (WILL DISPLAYED ON THE SCREEN WHILE YOU ARE ON THE STAGE TO RECEIVE YOUR SCROLL)

Year of Convocation
2016

To *
Example: Mum and Dad 20/20 Characters

Message *
Example: Thank you for your support and caring. You are the best parents in the world! Characters

* Compulsory

Fill in your [To] and [Message] and click "Save" button.

Convo Particulars Completion

The screenshot displays the UCTS Convocation Dashboard. The browser address bar shows the URL <https://convo-ucts.azurewebsites.net/Dashboard>. The dashboard header includes the UCTS logo and the text "UCTS CONVOCATION". A left sidebar contains navigation links: Dashboard, Graduate Particulars, Convo Particulars, Confirmation Slip, and Convo Home. The main content area is titled "Graduate Dashboard" and greets the user with "Hi, JOHN DOE! Welcome to UCTS Convocation Dashboard!". Three status cards are shown: "Confirm Account", "Completed Graduate Particulars", and "Completed Convo Particulars". A red arrow points from a callout box to the "Completed Convo Particulars" card.

Graduate Dashboard

Hi, JOHN DOE! Welcome to UCTS Convocation Dashboard !

Status	Item
Confirm	Account
Completed	Graduate Particulars
Completed	Convo Particulars

Convo particulars status is completed after you uploaded your photo and filled in all the requirement information.

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Confirmation Slip

UCTS CONVOCATION

Confirmation Slip

Dashboard / Confirmation Slip

Save as PDF

University College of Technology Sarawak

UCTS 1st CONVOCATION CEREMONY 2016

GRADUATE NAME :	JOHN DOE
STUDENT ID :	BCS14888888
SCHOOL :	School of Computing
PROGRAMME :	Bachelor of Computer Science
GRADUATE PARTICULAR STATUS :	<u>COMPLETED</u>
CONVO PARTICULAR STATUS :	<u>COMPLETED</u>

Make sure both of the statuses are "COMPLETED" and click "Save as PDF" button. Print the confirmation slip and present it during the day of convocation.