



Panduan Pengguna

CampusOnline V2

STAF (SMU-S)

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■ CAPAIAN KEPADA SISTEM

- Sistem boleh dicapai dengan menggunakan sebarang pelayar web di URL yang berikut:

campusonline.usm.my



■ LOGIN SINGLE SIGN-ON

- Login menggunakan ID dan katalaluan e-mail staff USM.

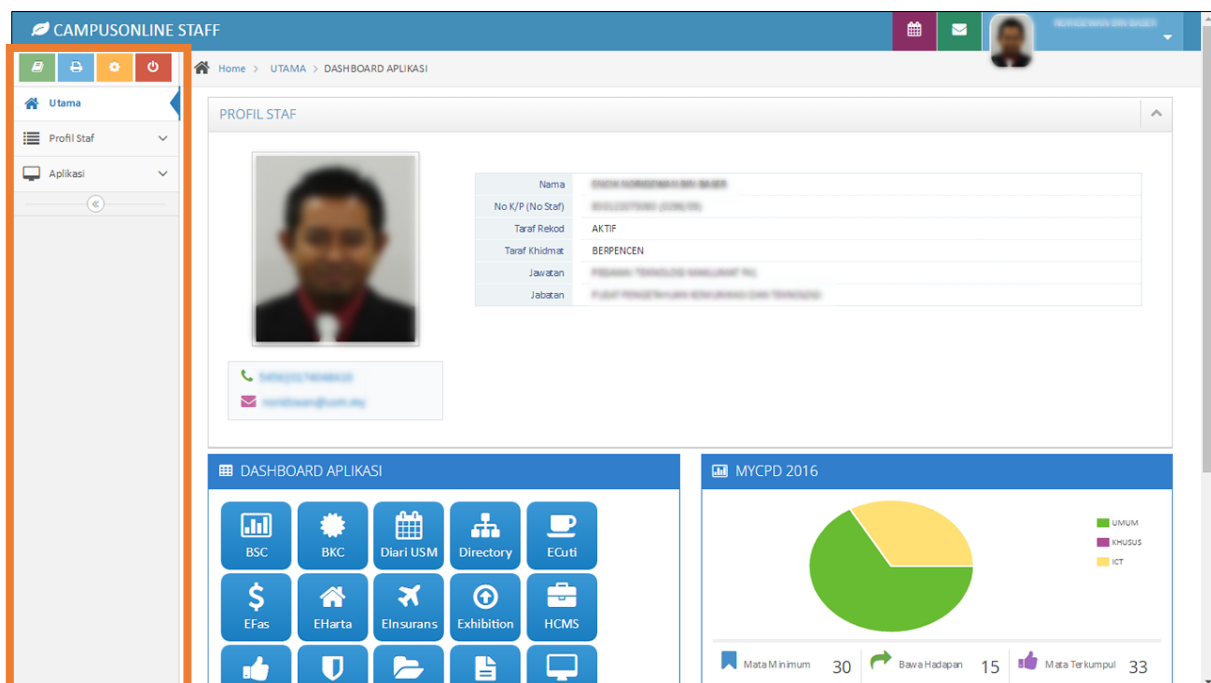
Halaman untuk Login menggunakan Single Sign-On



DASHBOARD STAF

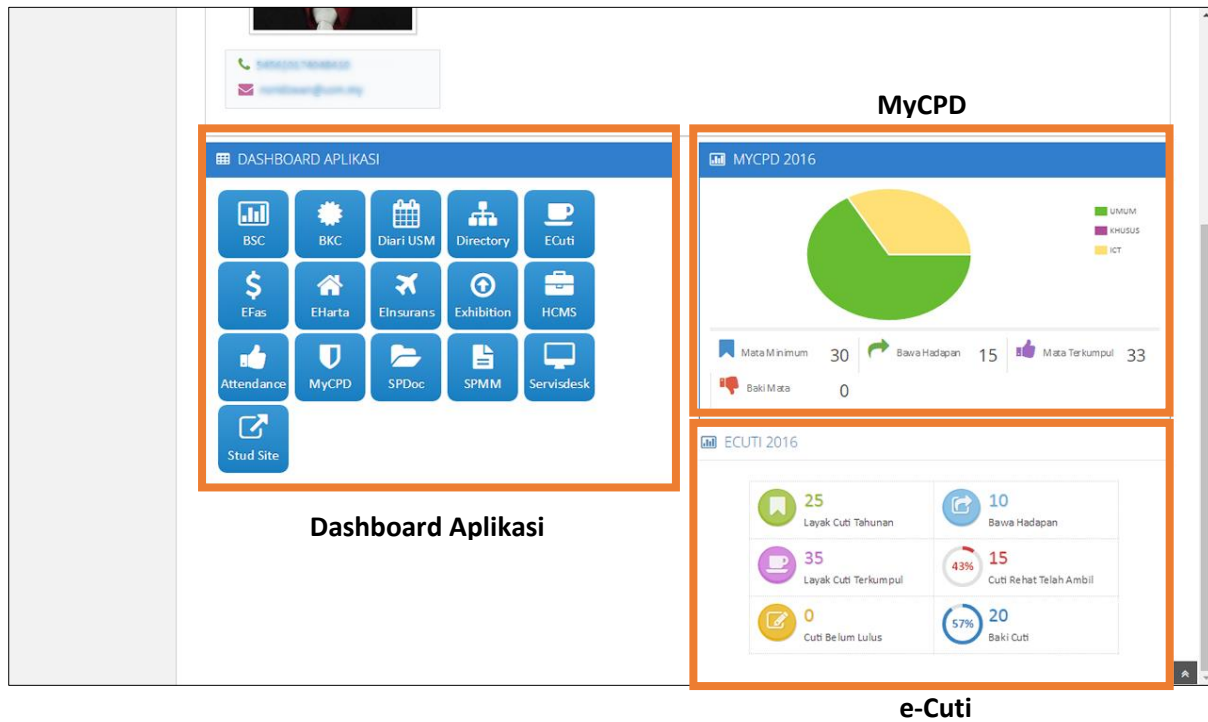
- Ini adalah Dashboard Staf. Di halaman ini, anda boleh mencapai kepada maklumat Profil Staf, Maklumat Perkhidmatan, Gaji, e-Cuti, Aplikasi Staf, MyCPD, Tetapan (setting) dan lain-lain.

Dashboard Staf



Menu Utama

Dashboard Staf



PROFIL STAF

- Profil Staf boleh dicapai dari Menu Utama di sebelah kiri. Antara menu yang dipaparkan adalah; Peribadi, Perkhidmatan, Cuti Dalam Perkhidmatan, Pinjaman, Latihan & Pengisytiharan Harta.

Profil Staf

The screenshot shows the 'CAMPUSONLINE STAFF' dashboard. On the left, a sidebar menu titled 'Menu Profil Staf' lists several options: 'Peribadi', 'Perkhidmatan', 'Cuti Dalam Perkhidmatan', 'Pinjaman', 'Latihan', and 'Pengisytiharan Harta'. The main content area is titled 'PROFIL STAF' and features a staff profile card. The card includes a photo of a man and a table with the following details:

Nama	DR. HJ. HUSNITA BINTI HUSNITA
No K/P (No Staf)	00000000000000000000
Taraf Rekod	AKTIF
Taraf Khidmat	BERPENCEN
Jawatan	Penyelia 'Pembinaan Akademik' Pn.
Jabatan	Pusat Penyelidikan dan Inovasi Pendidikan

Below the profile card, there is a 'DASHBOARD APLIKASI' section with various application icons like BSC, BKC, Diari USM, Directory, Ecuti, EFas, EHarta, EInsurans, Exhibition, and HCMS. To the right, there is a 'MYCPD 2016' section with a pie chart showing the distribution of CPD hours across different categories: UMUM (green), KHUSUS (purple), and ICT (yellow). The chart shows that the majority of hours are spent on UMUM activities.

At the bottom of the MYCPD 2016 section, there is a summary table:

Mata Minimum	30	Bawa Hadapan	15	Mata Terkumpul	33
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Profil Staf

Menu Profil Staf

APLIKASI

- Menu kepada Aplikasi berkaitan staf boleh dicapai dari Menu Utama di sebelah kiri. Aplikasi termasuk; Diari USM, Direktori Staf, eCut, eFas, eHarta, eInsurans, HCMS, Kehadiran Online, MyCPD, Servisdesk & Student Site (Untuk staf yang juga merupakan pelajar USM).

Menu Aplikasi

The screenshot displays the 'CAMPUSONLINE STAFF' dashboard. On the left, a sidebar menu is visible with the 'Aplikasi' option highlighted by an orange box. The main content area shows a 'PROFIL STAF' (Staff Profile) section with a staff member's photo and details. Below this is a 'DASHBOARD APLIKASI' (Application Dashboard) with various icons for different services. To the right, there is a 'MYCPD 2016' section with a pie chart and a progress bar.

PROFIL STAF

Nama	DR. HJ. HUSNITA BINTI HUSNITA
No K/P (No Staf)	0000000000000000
Taraf Rekod	AKTIF
Taraf Khidmat	BERPENCEN
Jawatan	PROFESOR TUNKUJAYA (KEMAJLISAN) Pn.
Jabatan	Pusat Penyelidikan dan Inovasi dalam Pendidikan

DASHBOARD APLIKASI

BSC	BKC	Diari USM	Directory	ECuti
EFas	EHarta	EInsurans	Exhibition	HCMS

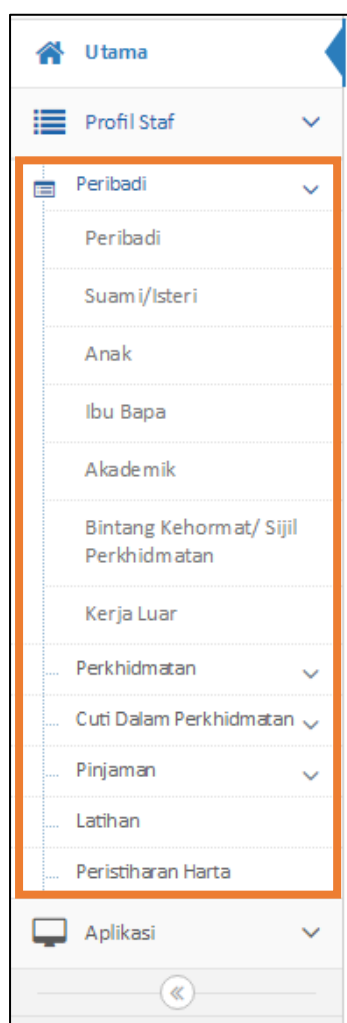
MYCPD 2016

Mata Minimum: 30 | Bawa Hadapan: 15 | Mata Terkumpul: 33

KEMASKINI ALAMAT

- Anda boleh mengemaskini maklumat Alamat Tetap dan Alamat Sekarang di dalam sistem. Anda juga boleh mengemaskini maklumat Kecemasan, Nombor Telefon dan e-mail Peribadi di halaman ini.
- Menu untuk Kemaskini Alamat boleh dicapai dari sebelah bawah kanan halaman Maklumat Peribadi.

Menu Di Bawah Profil Staf – Peribadi



Maklumat Peribadi

CAMPUSONLINE STAFF

Home > PERIBADI > MAKLUMAT PERIBADI

Utama

Profil Staf

Peribadi

Peribadi

Suami/Isteri

Anak

Ibu Bapa

Akademik

Bintang Kehormat/ Sijil Perkhidmatan

Kerja Luar

Perkhidmatan

Cuti Dalam Perkhidmatan

Pinjaman

Lantikan

Peristiharan Harta

Aplikasi

Taraf Rekod: AKTIF

Taraf Khidmat: BERPENCEN

Gelaran: ENCIK

Nama: [REDACTED]

No K/P (No Staf): [REDACTED]

Jawatan: [REDACTED]

Tempat Bertugas: [REDACTED]

MAKLUMAT PERIBADI

No Pengenal (Lama)	-	No. Pasport	-
Jantina	LELAKI	Taraf Kahwin	BELUM KAHWIN
Keturunan	MELAYU	Agama	ISLAM
Kerakyatan	MALAYSIA	Status Pemastautin	WARGANEGARA
Bekas Tentera/Polis	-	Umur	[REDACTED]
Tarikh Lahir	[REDACTED]	Tempat Lahir	PULAU PINANG
Kecacatan	TIADA	Jenis Kecacatan	-
Pencarum Tbg. Kebajikan Staf	YA		

Maklumat Klinik

Klinik Staf	KLINIK ABDUL RAHM	Klinik Keluarga	
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Maklumat Alamat Tetap

Maklumat Alamat Sekarang

[Kemaskini Alamat](#)

Halaman Kemaskini Alamat

CAMPUSONLINE STAFF

Kemaskini Alamat

Maklumat Alamat Tetap

Alamat Tetap: [REDACTED]

Poskod Tetap: [REDACTED]

Maklumat Telefon & Emel

Telefon Tetap: [REDACTED]

No Telefon (Pejabat): [REDACTED]

Emel Peribadi: [REDACTED]

Emel Rasmi: [REDACTED]

Maklumat Kecemasan

Nama untuk dihubungi semasa kecemasan: [REDACTED]

Alamat Kecemasan: [REDACTED]

Maklumat Alamat Sekarang

Alamat Sekarang: [REDACTED]

Poskod Sekarang: [REDACTED]

Telefon Sekarang: [REDACTED]

No Telefon (Samb): [REDACTED]

Telefon Simbit: [REDACTED]

Pertalian: [REDACTED]

[Kemaskini Alamat](#)

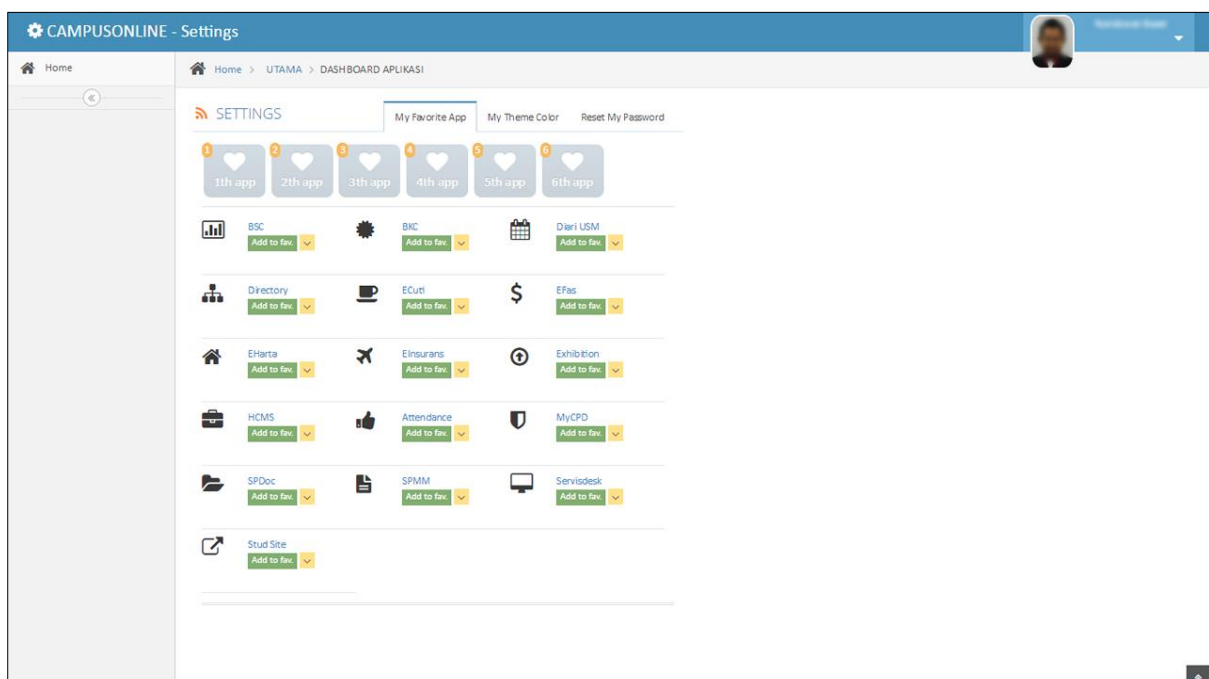
■ TETAPAN SISTEM (SETTING)

- Anda boleh mengubah tetapan untuk sistem ini mengikut kehendak anda. Ikon untuk mencapai halaman Tetapan ada di atas Menu Utama.
- Pilihan tetapan untuk sistem termasuk; Aplikasi Kegemaran (My Favorite App), Pilihan Warna Tema & Set Semula Katalaluan.

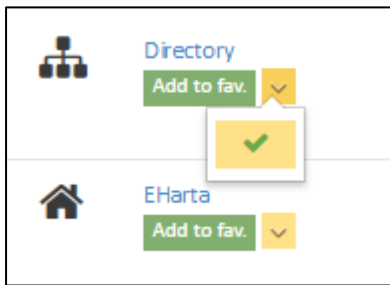
Ikon Tetapan



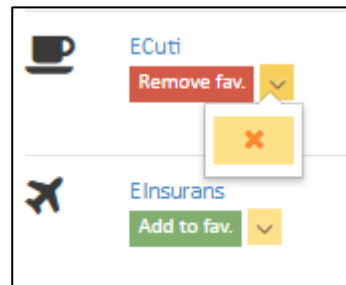
Tetapkan Aplikasi Kegemaran - Langkah 1



Tetapkan Aplikasi Kegemaran - Langkah 2 (Klik pada anak panah di sebelah ikon aplikasi)

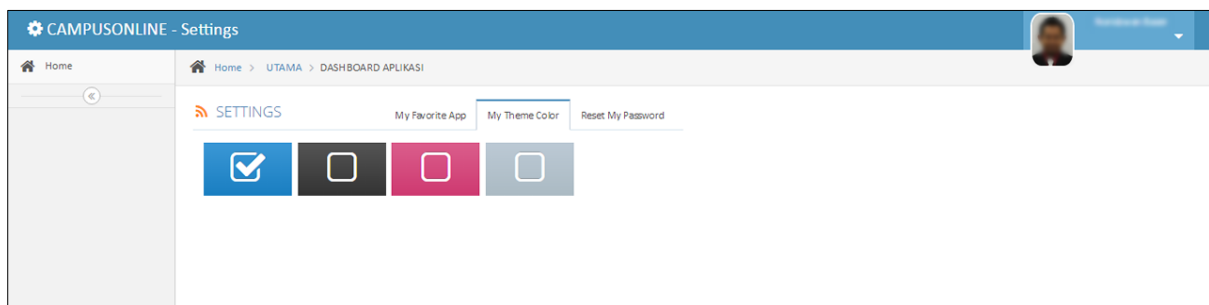


Tambah Aplikasi



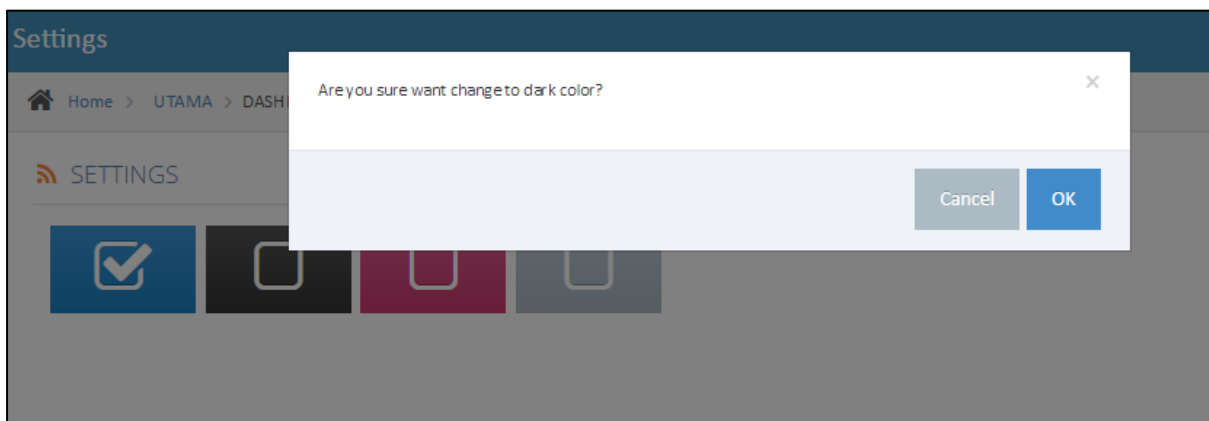
Buang Aplikasi

Pilihan Warna Tema – Langkah 1

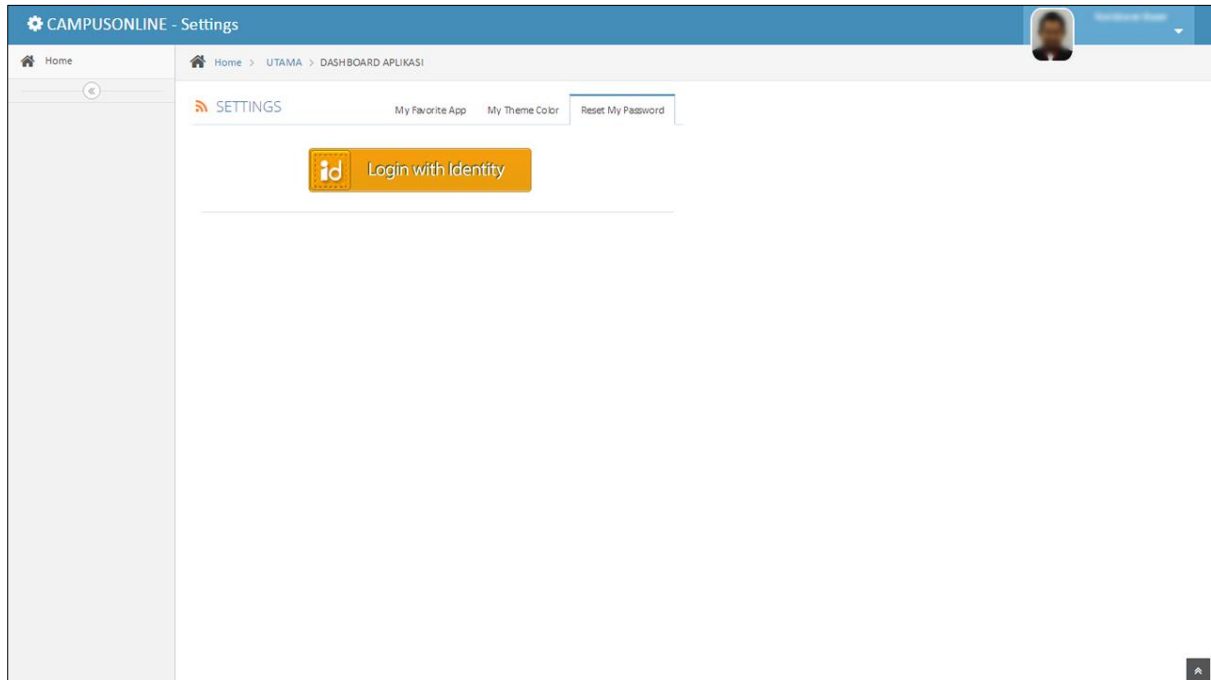


Pilihan Warna Tema – Langkah 2

(Pilih warna dan sahkan pilihan dengan klik pada butang OK)



Set Semula Katalaluan – Langkah 1



Set Semula Katalaluan – Langkah 2



Set Semula Katalaluan – Langkah 3



 Profile
 Change Password
 Password Challenge

Profile

Name :

Account ID :

LOGOUT

Set Semula Katalaluan – Langkah 4



 Profile
 Change Password
 Password Challenge

Change Password

A **password** is a secret word or string of characters that is used for user authentication to prove identity, or for access approval to gain access to a resource. A strong password is an important protection to help you have a secured online transaction. A password will be considered as a strong password when it is difficult to be detected by both humans and computer programs. Password strength depends on factors which are as follows:

- **Length.** Create a password with a minimum length of eight characters.
- **Complexity.** Include upper and lower case, numbers, and special characters. Use character from entire keyboard. The greater the variety of characters in your password, the better it is.
- **Variation.** To keep strong password effective, change them regularly.
- **Variety.** Do not use the same password for other websites you visit.

Please avoid using dictionary words, words spell backwards, abbreviations, sequences or repeated characters such "abcdef12345". Please avoid using personal information in your password such as your own name, date of birth, address, telephone number, passport number and etcetera as your password.

Strong password does not need to be extremely complex and hard to remember for example "TLb9mTpO&c53!". Passwords like "AyamPiru#12", "MyFirstB@by" and "9/10Thinking" are considered as strong and unique passwords and easy to remember. Please do not use the examples given above as your password.

 **PLEASE BE WARNED!** Changing your profile password will affect all services that depend on it such as USMSecure (WiFi), Email Quarantine Server (QMS), Exchange Email, Office 365 Suite, Virtual Private Network (VPN), Domain Logon, Lync (UC), ForumWarga and feature logon system for internal applications and web applications like CampusOnline, MyCPD, Efas and etcetera.

Current Password :

New Password :

Confirm New Password :

LOGOUT



Imbas untuk Video **CampusOnline V2**



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