

## Sistem Permohonan E-mel Pelajar (SPeEP) 's User Guide

### 1. Purpose of Implementation

SPeEP is a online application for registration of UKM student email. It's for all UKM students.

### 2. How to login

- i. Please insert your Registration No. Example : A123456 (with no space) to the MATRIC NO column
- ii. Insert your SMPWEB password to the PASSWORD column.
- iii. Click 'LOGIN' button.



**UNIVERSITI  
KEBANGSAAN  
MALAYSIA**  
*The National University  
of Malaysia*

Sistem  
**Permohonan E-mel  
Pelajar SPeEP**

LOGIN

MATIC NO

PASSWORD

**LOGIN**

User Manual Login Email

Garis Panduan Permohonan &  
Penggunaan Emel UKM

For any enquiries, please email to [pentadbir\\_emel@ukm.edu.my](mailto:pentadbir_emel@ukm.edu.my)

**Infomail** | Copyright © Pusat Teknologi Maklumat, UKM 2012  
Best view in latest version Internet Explorer, Firefox, Chrome with resolution 1280x800.

### 3. How to use

- i. Please read carefully and understand the email application procedure before apply an email at 'Profile' menu.

**Email Application Procedure**

1. Please read carefully and understand The Terms and Conditions before register Siswa Mail. ([Click Here](#))
2. ID should be applied in accordance with the matric no. This id can't be change to another name.
3. Please check the status of the application within 7 working days through this system.

- ii. To apply email , click 'Registration' menu. Registration form will be displayed.

Mon, 10 Sep 2012 10:55AM

Registration

**Student Information**

Matrik No : GA01376  
Name : NUR FAZLIANA BINTI RAMLI  
Faculty : INFORMATION SCIENCE AND TECHNOLOGY (Teknologi & Sains Maklumat)

**Email Account Information**

First Name :  \*  
Last Name :  \*  
Username :  @siswa.ukm.edu.my  
Alternate Email (optional) :  \*\*

\* Mandatory field  
\*\* Status of application will be sent to this email address

Important : Please read the Terms and Conditions and then click "I Agree" at the bottom of the page to register Siswa Mail

**Terms & Conditions**

SISWAMAIL is an official email application system provided to all student of The National University of Malaysia. Your use of SiswaMail web site application and services (referred to collectively as the "Services" in this document) is subject to the terms and conditions between you and SiswaMail.

In order to use the Services, you must agree to the Terms and Conditions. As a SiswaMail users, you are considered to accept all the terms and conditions below:

**1. Use of the Services**

In order to access certain Services, you may be required to provide information about yourself (such as Identification and Matriculation Number, or Personal details) as part of the registration process for the Service, or as part of your continued use of the Services. You agree that any registration information you give to SiswaMail will always be accurate, correct and up-to-date.

You AGREE that you will not engage in any activity that interferes with or disrupts the Services (or the servers and networks which are connected to the Services).

**2. Your password and account security**

You will receive a account and password upon completing the Service's registration process. You are responsible for maintaining the confidentiality of the password and account and are fully responsible for all activities that occur under your password or account.

You AGREE to :

- immediately notify Siswa Admin of any unauthorized use of your password or account or

I Agree to the Siswa Mail Terms & Conditions

Register Exit

- iii. Fill in the blank on registration form. The column that have \* are mandatory.
- iv. Username is auto fill column. It can't be change. So your username is your matric number. Your email address is yourmatricnumber@siswa.ukm.edu.my.
- v. Please insert other email address into 'Alternate Email' if you want status to sent via email. It's optional.

- vi. Tick 'I Agree to the Siswa mail Terms & Conditions' if you are agree with the terms & conditions. Before that, please read carefully and understand it well.
- vii. Click 'Register' button to complete the registration.

Mon, 10 Sep 2012 10:57AM

[@ Registration](#)

- ▶ Profile
- ▶ Registration
- ▶ Review
- ▶ Login Email
- ▶ Help
- ▶ Disclaimer

Student Information
<b>Matrik No :</b> GA01376 <b>Name :</b> NUR FAZLIANA BINTI RAMLI <b>Faculty :</b> INFORMATION SCIENCE AND TECHNOLOGY (Teknologi & Sains Maklumat)
Email Account Information
<b>Your application will be processed. Please check your status application within 7 working days from 10/09/2012. Your application email address is fazliana@siswa.ukm.edu.my</b>

- viii. Message like above will be displayed after registration succesfull.

Mon, 10 Sep 2012 11:05AM

[@ Review](#)

- ▶ Profile
- ▶ Registration
- ▶ Review
- ▶ Login Email
- ▶ Help
- ▶ Disclaimer

Username	Email Address	Date of Application	Date of Process	Status	Email Password	Remark
fazliana	fazliana@siswa.ukm.edu.my	10/09/2012	10/09/2012	Approved	123456789	

- ix. Check your status of application at 'Review' menu after 7 working days from date of application. 'Status' approved means your email is ready to use.
- x. Get your email pasword at 'Email Password' column. You need to used it when you want to login Siswa Mail.

#### 4. Contact Administrator

If you have any enquiries / problem, please contact administrator by email to pentadbir\_emel[at]ukm.edu.my.