1. **Purpose of Implementation**

SPeEP is an 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.
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.

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.

viii. Message like above will be displayed after registration succesful.

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 password at ‘Email Password’ column. You need to use 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.