

Intelligent Integrated Campus System
Universiti Malaysia Sabah



UMS
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: <https://iics.ums.edu.my>

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

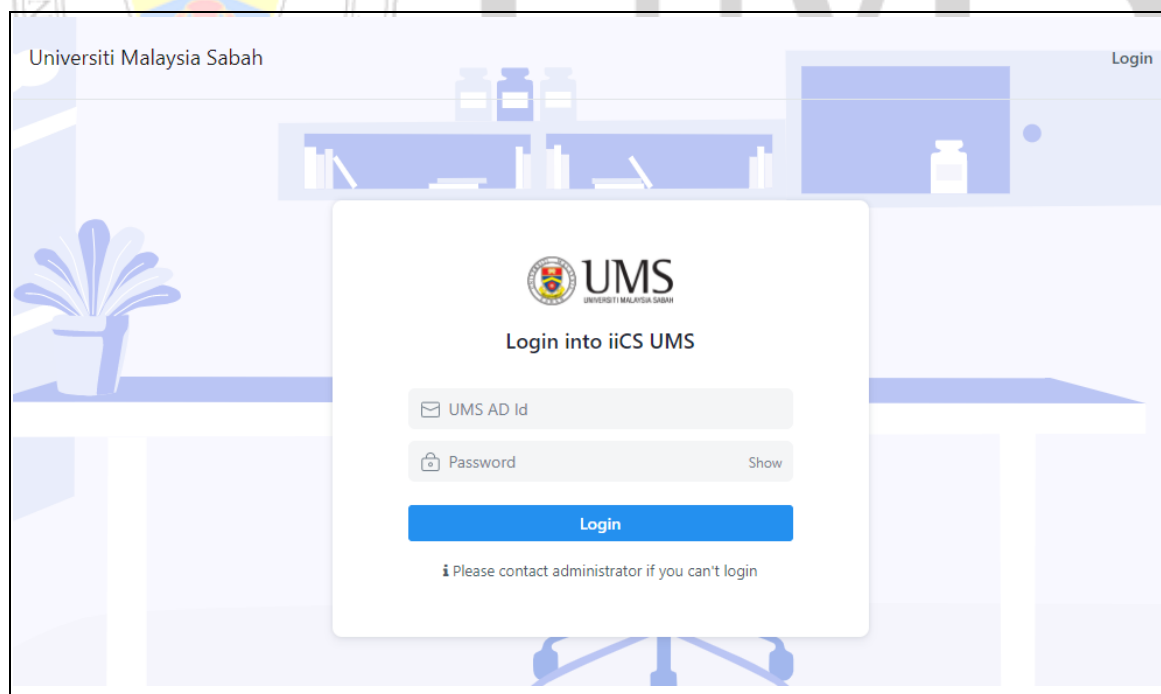


Figure 2.1: IICS Login Page.

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

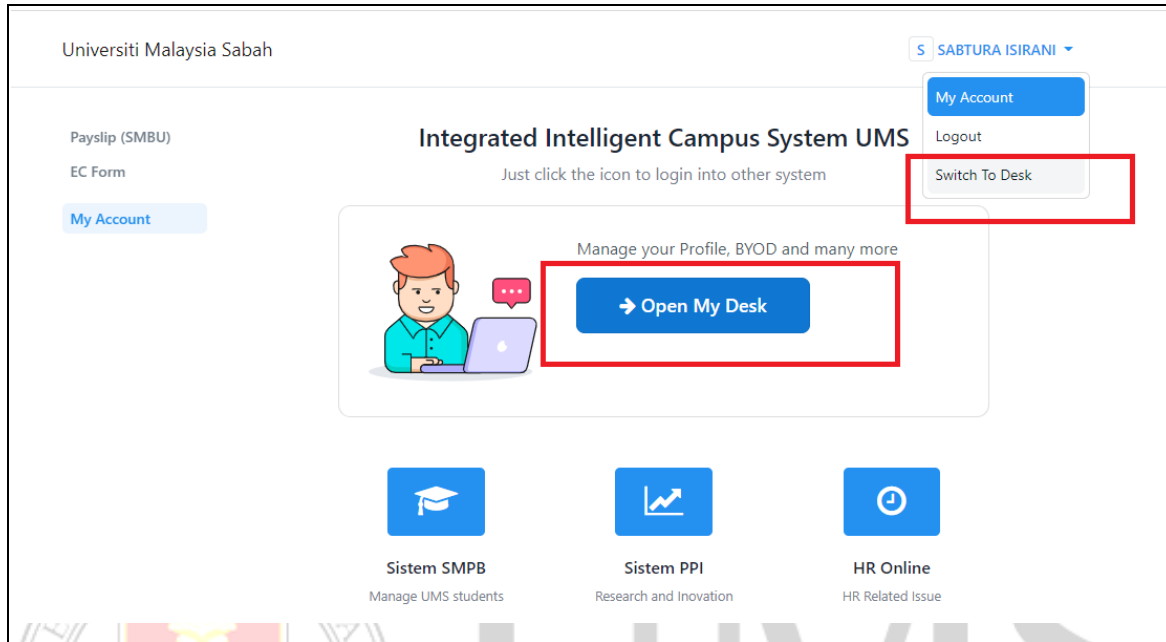


Figure 3.2: IICS Homepage.

3. Click **BYOD** from the listing modules at the left or search for BYOD at the search box

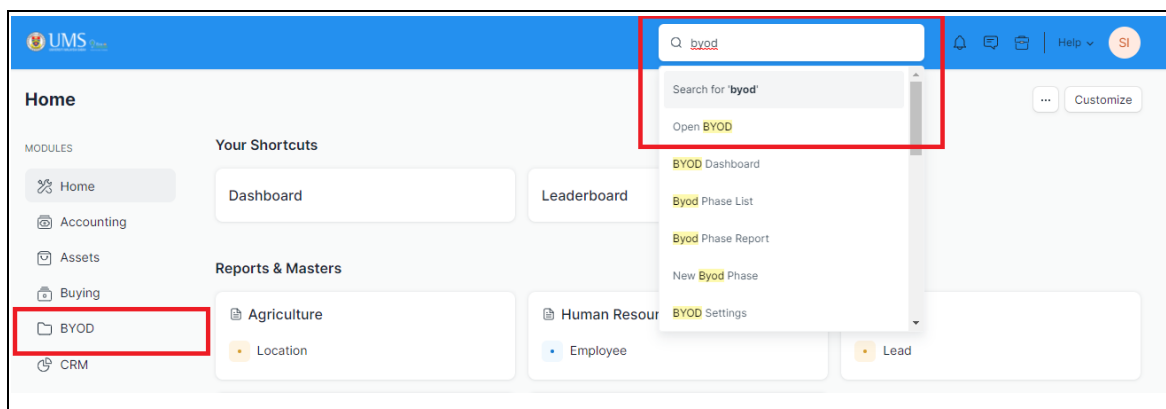


Figure 3.2: BYOD Menu.

4. Click **Apply Grant** to go to the application form

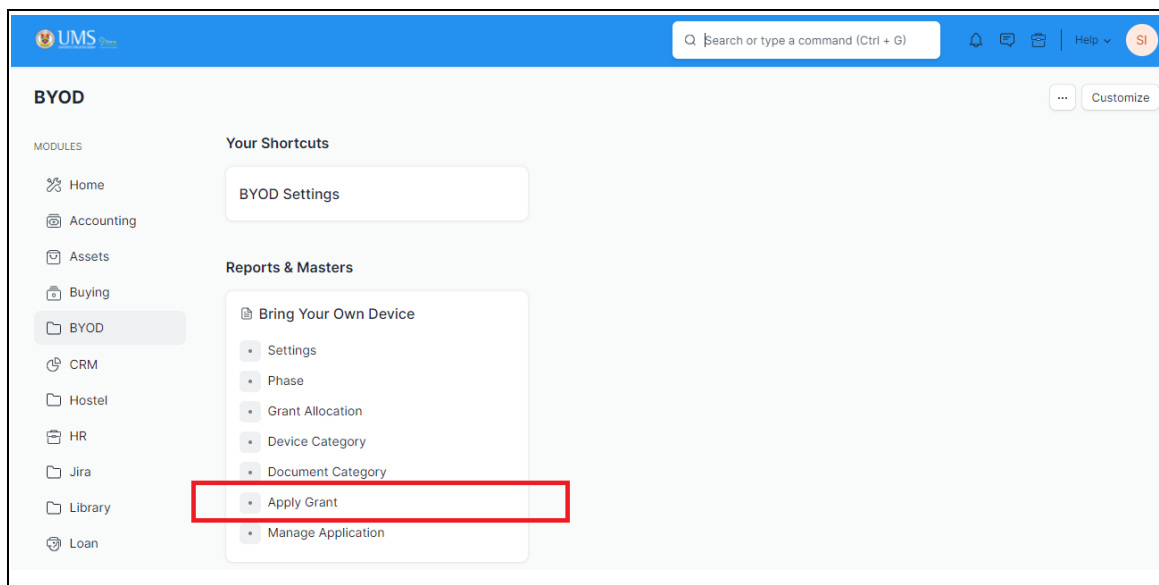


Figure 3.3: Apply Grant.

5. Applicant information will be displayed at the **Applicant Info** as shown in Figure 3.4

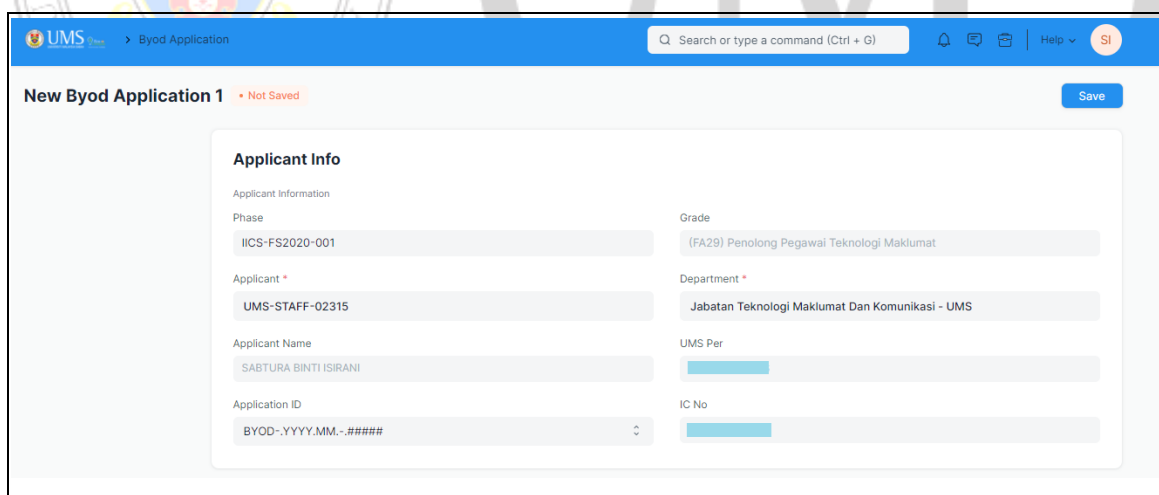
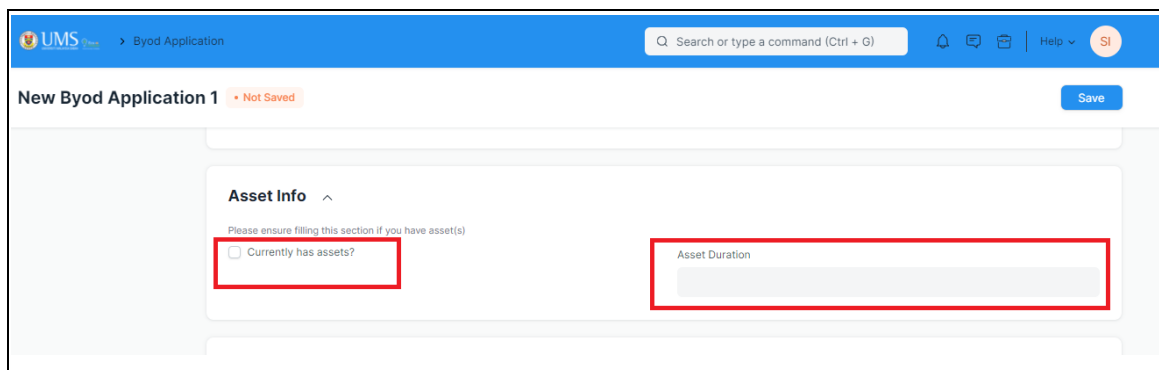


Figure 3.4: Applicant Info.

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 Application** Search or type a command (Ctrl + G) Help SI

New Byod Application 1 • Not Saved Save

Asset Info ^

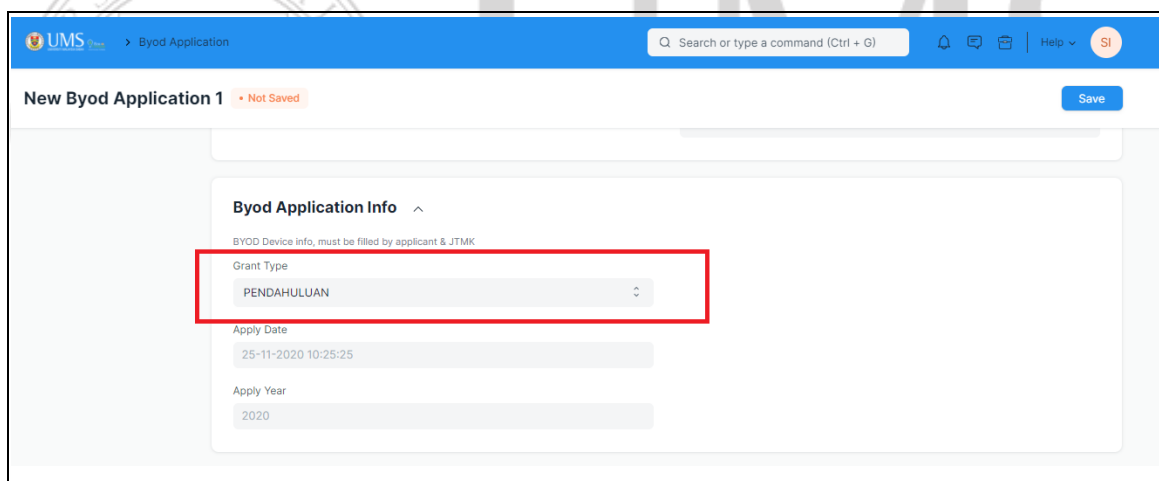
Please ensure filling this section if you have asset(s)

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)



UMS **Byod Application** Search or type a command (Ctrl + G) Help SI

New Byod Application 1 • Not Saved Save

Byod Application Info ^

BYOD Device info, must be filled by applicant & JTMK

Grant Type
PENDAHULUAN

Apply Date
25-11-2020 10:25:25

Apply Year
2020

Figure 3.6: BYOD Application Info.

- 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.

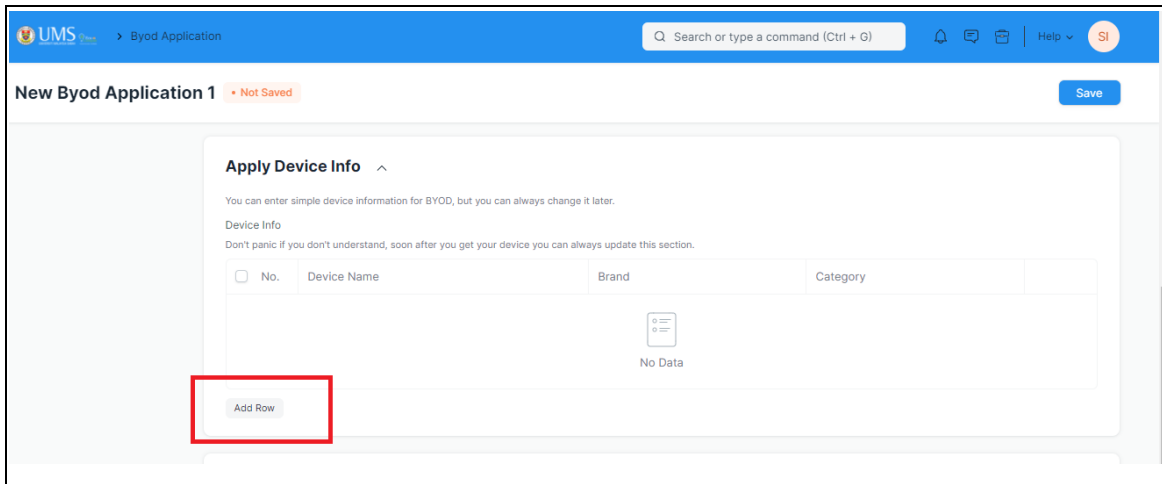


Figure 3.7: Apply Device Info.

- A pop-up window will appear as shown in Figure 3.8. Complete the **General Information** about the device(s)

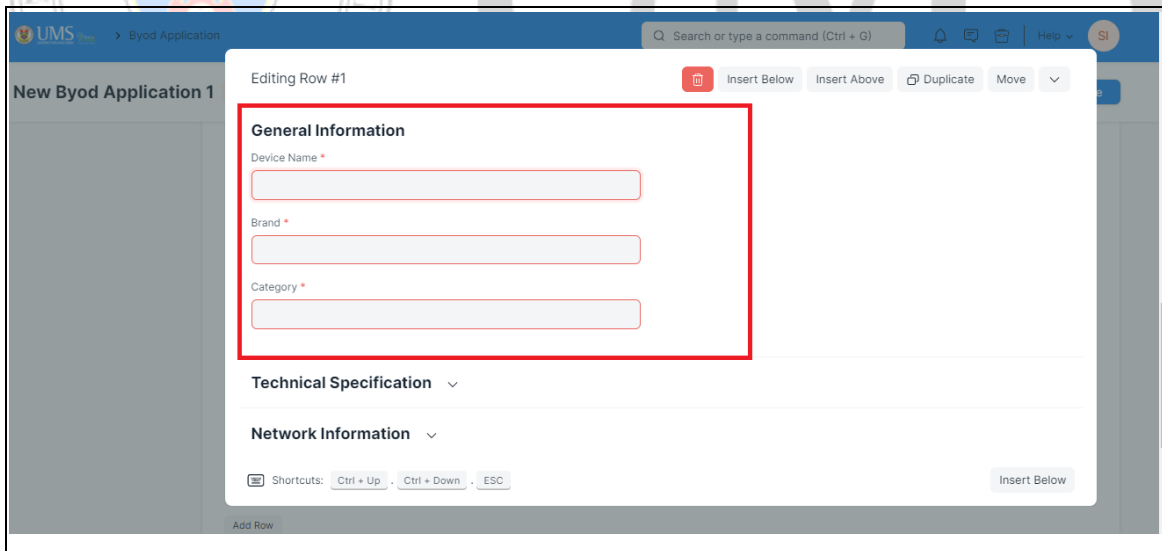


Figure 3.8: Pop-up Window of The General Information of Device.

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.

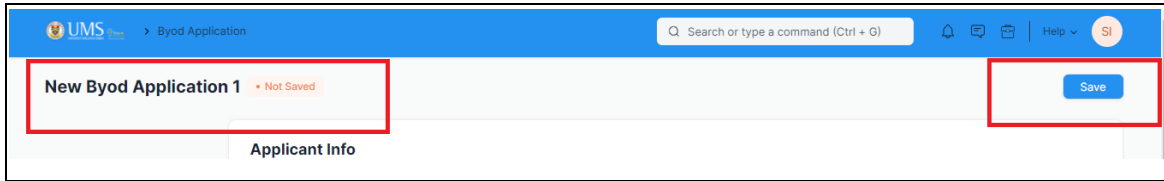


Figure 3.9: Application Status Not Saved Yet.

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.

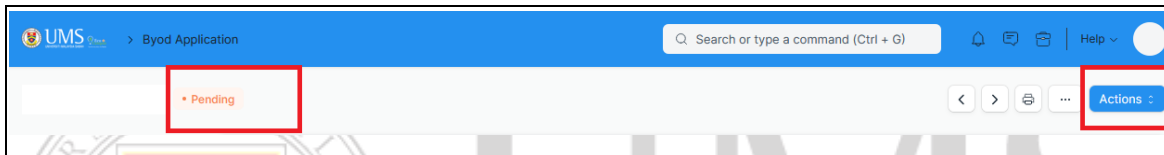


Figure 3.10: Pending Status After Successfully Saved.

12. Click **Confirm** to submit the application

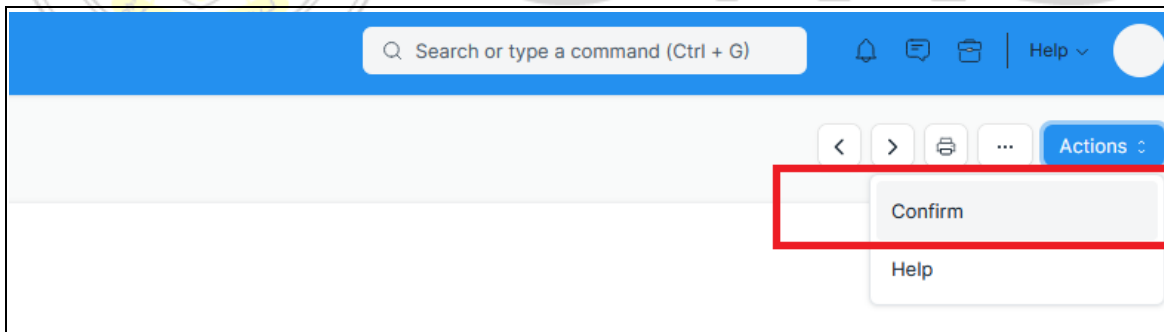


Figure 3.11: Confirm the Application.

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



Figure 3.12: Applied.

-END-



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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: firdaushashim17@ums.edu.my

Tel No: 010-9407486

2. **Sabtura Binti Isirani**

Financial System Support Section

Jabatan Teknologi Maklumat dan Komunikasi

Email: sabturaisirani@ums.edu.my

Tel No: 011-36050831

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

Thank you. Cheers!

