

[Open]



**USER MANUAL**  
**STUDENT PORTAL**  
**AKADEMI LAUT MALAYSIA**

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## 1. PROCEDURE

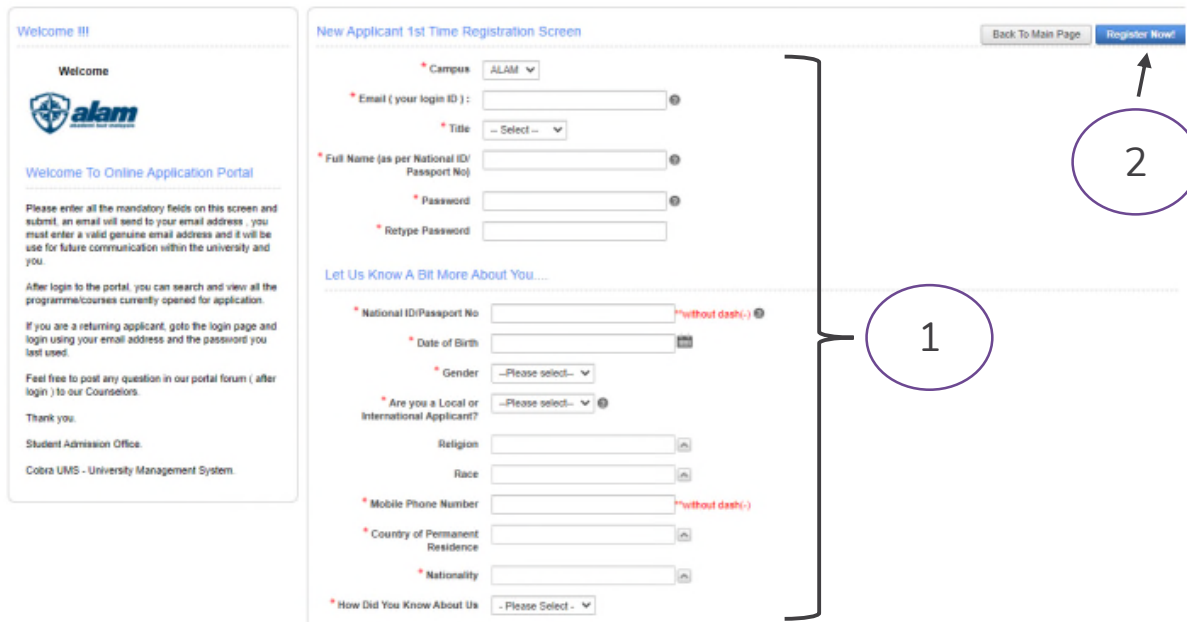
### 1.1. FIRST TIME USER LOGIN REGISTRATION



#### STEP 1:

1. Student portal can accessed through <https://studentportal.alam.edu.my>.
2. **FOR FIRST TIME USER** please click “**Register Now**”.

*\*If you have register before, proceed to LOGIN using registered email and password.*



#### STEP 2:

1. Fill up the “**New Applicant 1<sup>st</sup> Form Registration**” form. Complete **ALL** fields including **mandatory** fields with (\*) symbol.
2. Click “**Register Now**” and system will prompt “**Your registration is successful**”.



*\*If an error occurs, make sure the information is correct and ALL MANDATORY FIELD are completed.*

## 1.2. LOGIN AND COURSE SELECTION

Welcome to ALAM's Online Course Booking & Student portal. For applicant who ever attend course in ALAM since 2013, kindly advise that your login ID already registered with ALAM. Kindly click 'Forgot Password' link and follow the step to retrieve your login ID and password. For new applicant, please register by click 'Register Now' button.

1

2

3

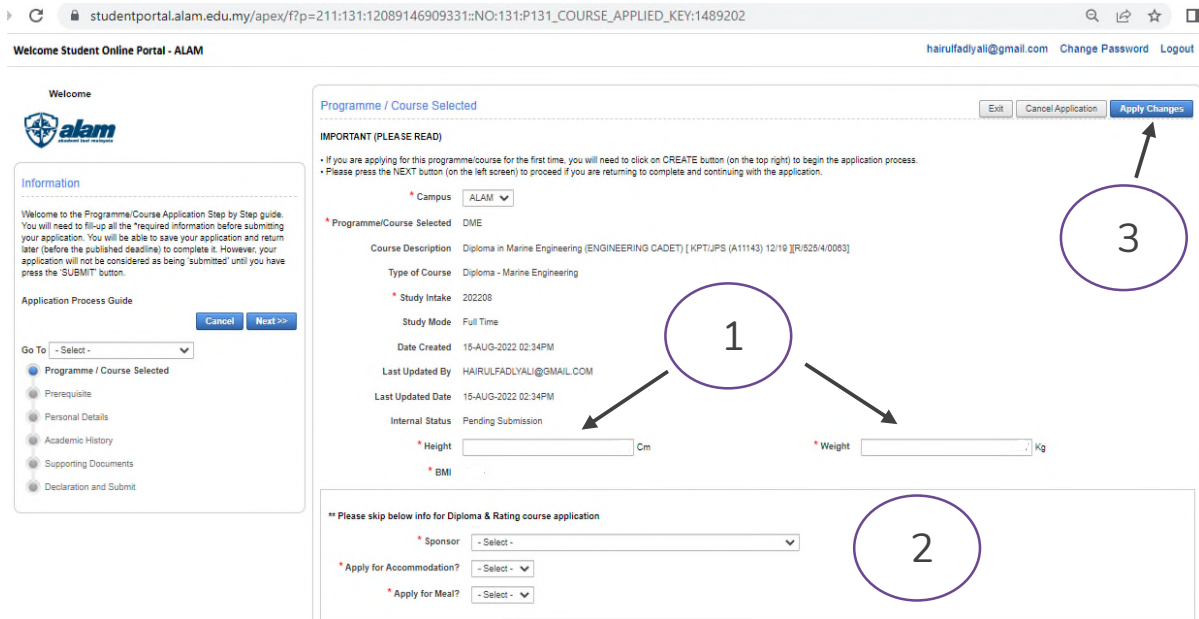
4

**STEP 3:**

1. Please proceed with **login** to continue with your application.
2. Click on **type of course** and select the course.
3. Click on **Course Description** (highlighted in blue).
4. Click on **Apply Now** to proceed with application.

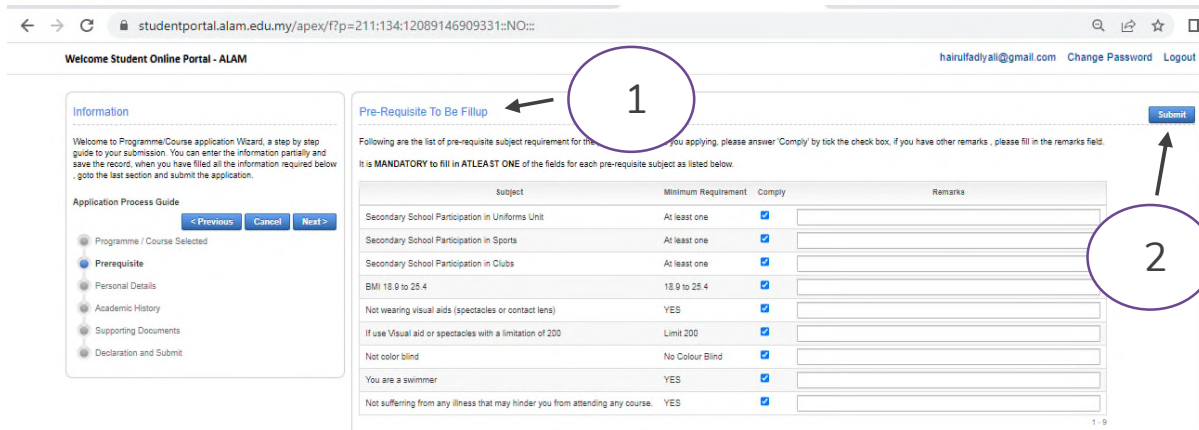
### 1.3. COMPLETION OF COURSE APPLICATION

#### 1.3.1. PROGRAM/COURSE SELECTED



#### STEP 4:

1. Please fill up the mandatory fields (weight and height). **For diploma and ratings applicant, please SKIP 2 section.**
2. Once completed No.1, click on **APPLY CHANGES.**



Subject	Minimum Requirement	Comply	Remarks
Secondary School Participation in Uniforms Unit	At least one	<input checked="" type="checkbox"/>	
Secondary School Participation in Sports	At least one	<input checked="" type="checkbox"/>	
Secondary School Participation in Clubs	At least one	<input checked="" type="checkbox"/>	
BMI 18.0 to 25.4	18.0 to 25.4	<input checked="" type="checkbox"/>	
Not wearing visual aids (spectacles or contact lens)	YES	<input checked="" type="checkbox"/>	
If use Visual aid or spectacles with a limitation of 200	Limit 200	<input checked="" type="checkbox"/>	
Not color blind	No Colour Blind	<input checked="" type="checkbox"/>	
You are a swimmer	YES	<input checked="" type="checkbox"/>	
Not suffering from any illness that may hinder you from attending any course.	YES	<input checked="" type="checkbox"/>	

1. Complete and comply the pre-requisite section and click **submit.**

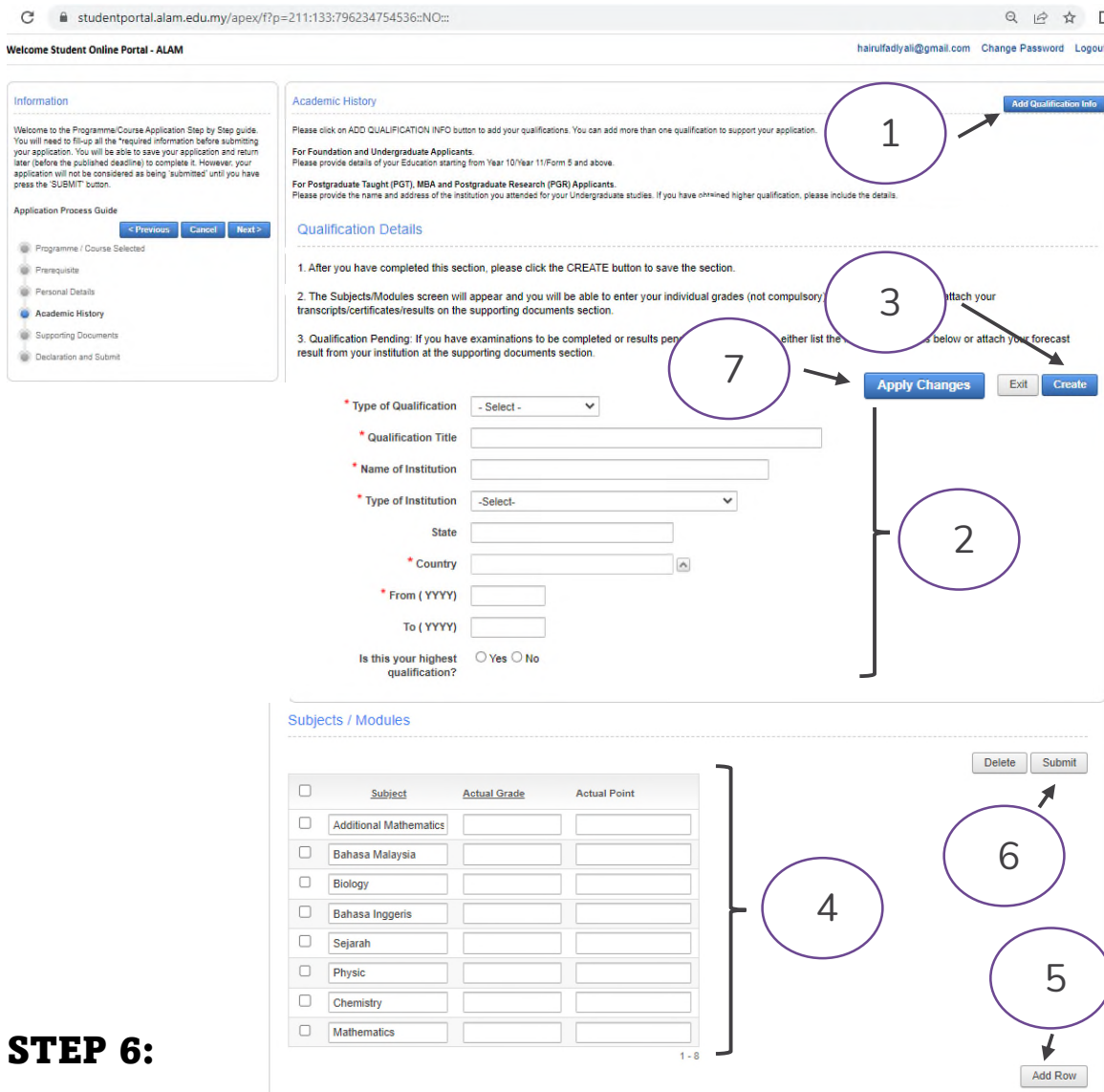
### 1.3.2. PERSONAL DETAILS

#### STEP 5:

1. Please fill up information for **Personal Details** then Click on **Apply Changes**. **For diploma and ratings applicant, please SKIP** 3 section.
2. Please fill up information for **Contact Details** and **Family information** by clicking **Add Address Info** and **Add Family Info**. Once each section is done, click on **Create** and proceed to next section. **Required 2 person family/guardian information**.
3. Please **IGNORE and SKIP** 6 if it is not relevant.
4. Once completed this section, click on **Next** to proceed on **Academic History**.



### 1.3.3. ACADEMIC HISTORY



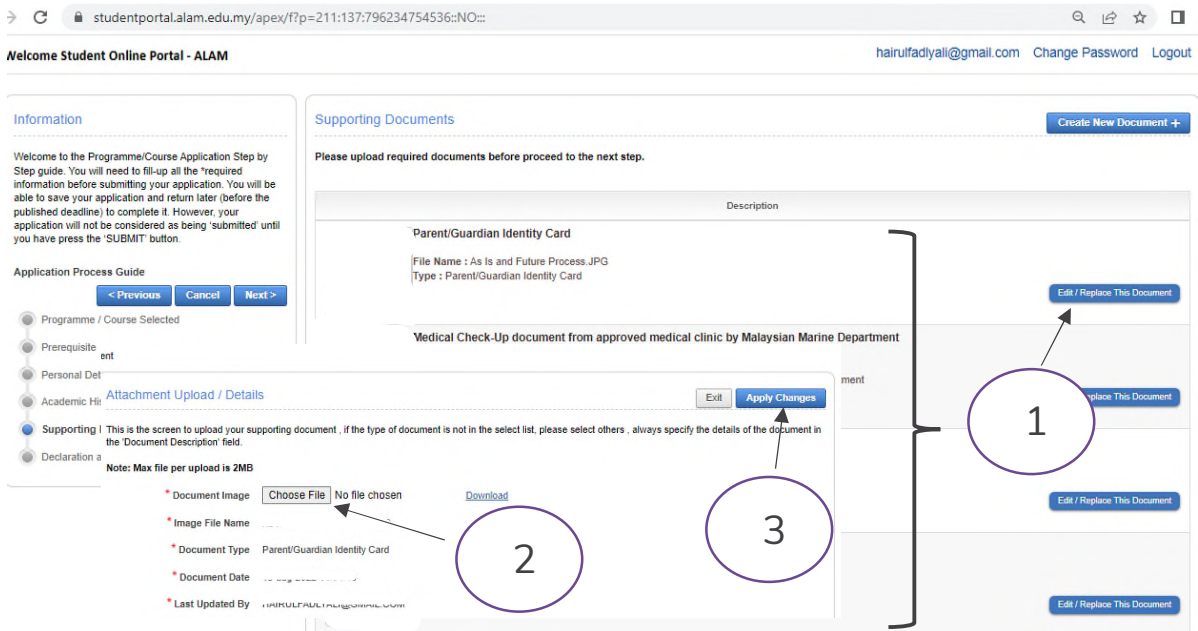
The screenshot shows the 'Academic History' section of the ALAM student portal. It includes an 'Information' sidebar, a main form for 'Academic History' with fields for qualification details, and a 'Subjects / Modules' table. Numbered annotations (1-7) highlight key actions: 1. 'Add Qualification Info' button; 2. 'Apply Changes' button; 3. 'Attach your transcripts/certificates/results on the supporting documents section'; 4. The 'Subjects / Modules' table; 5. 'Add Row' button; 6. 'Submit' button; 7. 'Apply Changes' button.

#### STEP 6:

1. Please click on **Add qualification info** and qualification details screen will appear.
2. Continue to complete the qualification details and click on **CREATE**. *\*For Qualification Title, please type your SPM stream. (e.g., Science Stream).*
3. Proceed with filling up the subjects' grades and click on **SUBMIT**.
4. Click on **APPLY CHANGES** to complete this section.

**\*Note, ALL subjects and grades must be key in EXACTLY SAME AS ACTUAL SPM result. If the subject is not relevant, please type NA. ADD ROW** if the subject is not listed in the column.

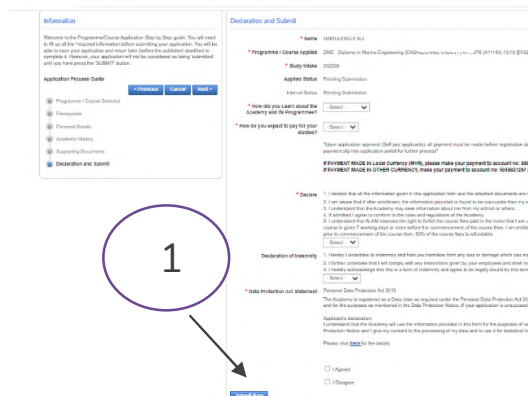
### 1.3.4. SUPPORTING DOCUMENTS



#### STEP 7:

1. Click on **Edit/Replace The Document** and attachment upload screen will appear. Click on to **choose file** to upload. Once done, click on **Apply Changes**.
2. Click on **Create New Document** if file description is not available at Supporting Documents screen. Choose the most suitable **\*document type** that is available to complete the uploading process. Click on **Create** to finish uploading.

### 1.3.5. DECLARATION AND SUBMIT



#### STEP 8:

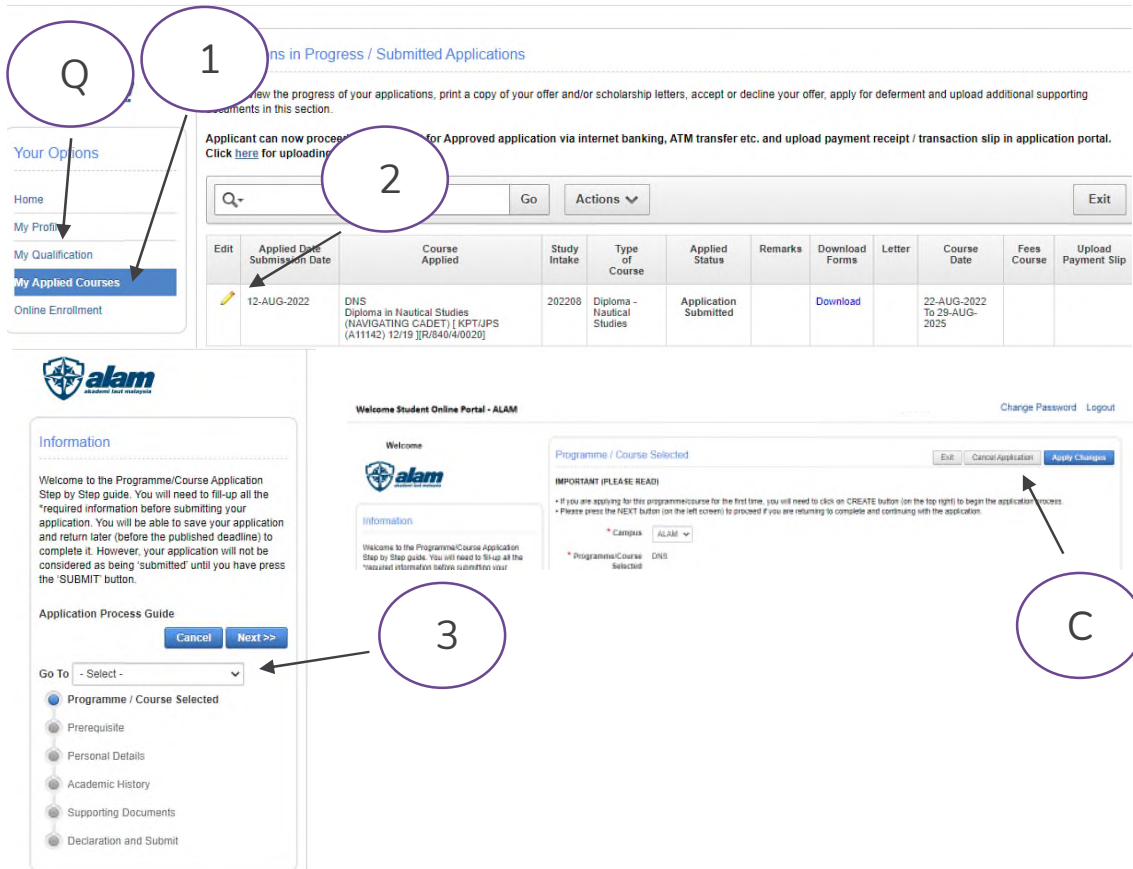
1. Complete the declaration and submit section. Once done click on **Submit**. **The application is only completed upon click on submit button.**

*\*If an error occurs, make sure ALL MANDATORY FIELD are completed.*



## 1.4. EDIT, CANCEL AND TRACKING

### 1.4.1. EDIT AND CANCEL





The screenshot displays the 'My Applied Courses' section of the ALAM student portal. A table lists application details, and a sidebar provides navigation options. Callouts are placed as follows:

- Q**: Points to the 'My Applied Courses' link in the sidebar.
- 1**: Points to the 'Edit' icon (pencil) in the table.
- 2**: Points to the 'Go' button in the search bar above the table.
- 3**: Points to the 'Go To' dropdown menu in the 'Application Process Guide' sidebar.
- C**: Points to the 'Cancel Application' button in the 'Programme / Course Selected' section.

Edit	Applied Date Submission Date	Course Applied	Study Intake	Type of Course	Applied Status	Remarks	Download Forms	Letter	Course Date	Fees Course	Upload Payment Slip
	12-AUG-2022	DNS Diploma in Nautical Studies (NAVIGATING CADET) [ KPT/UPS (A11142) 12/19 ] [R/840/4/0020]	202208	Diploma - Nautical Studies	Application Submitted		<a href="#">Download</a>		22-AUG-2022 To 29-AUG-2025		


### STEP 1:

1. To correct, change, amend, or cancel application, click on **My Applied Course** and click on  to view or edit course application.
2. Click on **Go To** and select the section to view or edit. Click on **Apply Changes** every time each section is edited.
3. To **CANCEL COURSE APPLICATION**, click on Cancel Application **C**.
4. To edit and cancel qualification details, click on **Q** to view, edit or cancel your qualification details. Click on  for that qualification details. For editing, follow **STEP 6**. To cancel, click on **DELETE**.

## 1.4.2. TRACKING

Welcome Student Online Portal - ALAM Change Password Logout

Welcome




**Applications in Progress / Submitted Applications**

You can view the progress of your applications, print a copy of your offer and/or scholarship letters, accept or decline your offer, apply for deferment and upload additional supporting documents in this section.

Applicant can now proceed with payment for Approved application via internet banking, ATM transfer etc. and upload payment receipt / transaction slip in application portal. Click [here](#) for uploading guide.


Q-  Go Actions ▾ Exit

Edit	Applied Date Submission Date	Course Applied	Study Intake	Type of Course	Applied Status	Remarks	Download Forms	Letter	Course Date	Fees Course	Upload Payment Slip
	15-AUG-2021	DME Diploma in Marine Engineering	202108	Diploma - Marine Engineering	Application Submitted		<a href="#">Download</a>		02-AUG-2021 To 08-AUG-2021		

Welcome Student Online Portal - ALAM

[Home](#) > Programme/Course Enrollment

Welcome



**Programme/Course Enrolled**

Q-  Go Actions ▾

Campus Enrolled To	Course Enrolled	Intake Enrolled	Date Registered	Student Number	Course Status	Completion Status	Matrix No	Programme Course Detail
ALAM				ALAM	Active			<a href="#">View Details</a>

1 - 2

Your Options

- [Home](#)
- [My Profile](#)
- [My Time Table](#)
- [My Qualification](#)
- [My Exam Results](#)
- [My Applied Courses](#)
- [My Financial Statement](#)
- [Programme/Course Enrolled](#)**
- [Upload My Document](#)

### STEPS:

1. To track on course application process, **Click on My Applied Status**. Latest status will appear under Applied Status.
2. Once course application is successfully enrolled, click on **Programme/Course Enrolled** to view student number and details.