

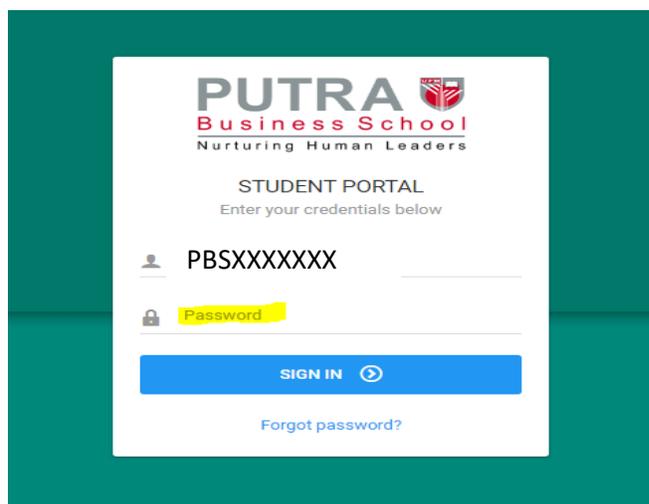
## Important Notification: Manual User for New Student Portal

As part of our commitment to provide you with better and more efficient portal system, we are pleased to inform you that we are upgrading our system. Our new system will help us to offer more features and functionality. Please read the following important information regarding new features in student portal:

1. Please go to the new link of student portal:

<https://portal.putrabusinessschool.edu.my/student/>

2. Log in with username (Your Matrix number) and your password (NIRC No/Passport No.)



3. Please click Register Course button.

Dear Students, we are currently implementing the new PBS System. If you find any discrepancies please contact Mr. Jasmin at 03-97698822 or email [jasmin@putrabs.edu.my](mailto:jasmin@putrabs.edu.my). Thank you.

**Student Profile**

IC/Passport No : [REDACTED]  
 Sex : MALE  
 Nationality : MALAYSIA  
 Race : BUMIPUTRA SABAH  
 Email Address : [REDACTED]

Programme : MASTER OF BUSINESS ADMINISTRATION (HUMAN POTENTIAL MANAGEMENT)  
 Field of Study : HUMAN POTENTIAL MANAGEMENT  
 Programme Status : FULL TIME  
 Class Session :  
 Admission :

STD REF ID : 4771

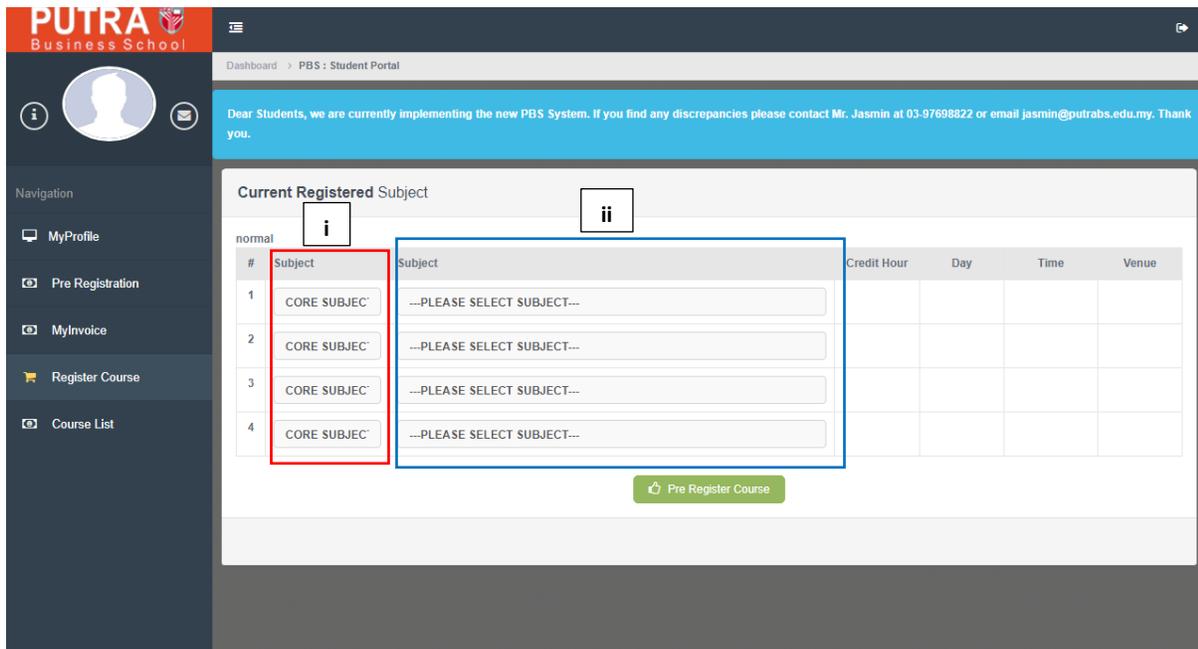
**Current Status**

Study Status : CONTINUE  
 Last Trimester/Semester : FIRST TRIMESTER 2019/2020  
 No of Trimester/Semester : 4  
 Registration Status : NOT REGISTER

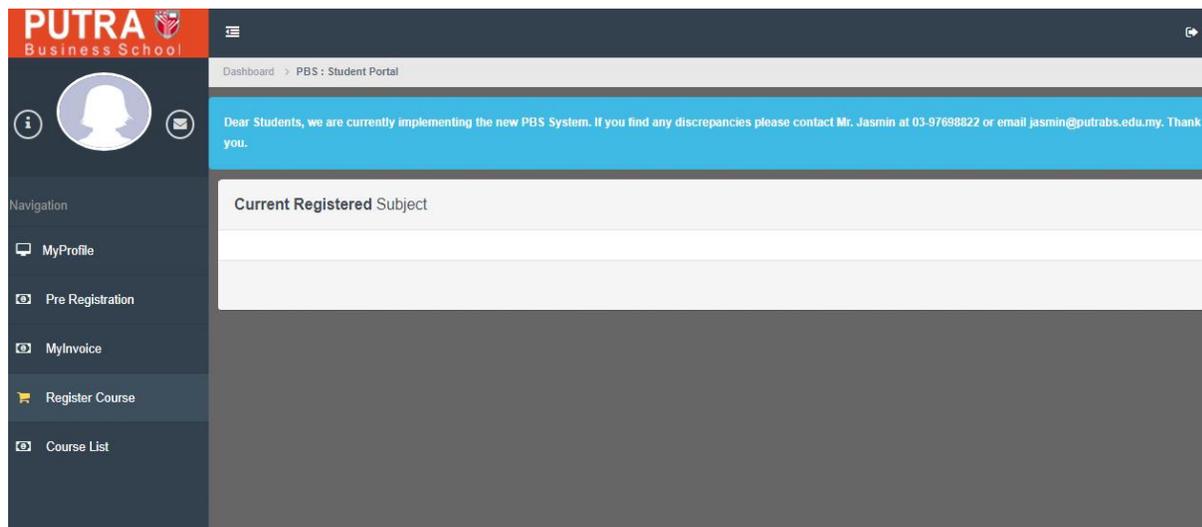
**Course Registration (Current Trimeser/Semester)**

#	Course Code	Course Title	Credit Hour	Section	Lecturer	Date Registered	Status
Woopps! No Record Found.							

4. (i) Select the subject type (Core/ Elective/Special). (ii) Select the course that you want to register in this semester.



5. Once the course registration is completed, the page will appear as follows:



6. **i).** Registered courses will appear in My Profile. **ii).** Status of the payment for Tuition Fees will appear as PENDING PAYMENT

Dashboard > PBS : Student Portal

Dear Students, we are currently implementing the new PBS System. If you find any discrepancies please contact Mr. Jasmin at 03-97698822 or email jasmin@putrabs.edu.my. Thank you.

### Student Profile

STD REF ID : 5000

IC/Passport No : [REDACTED]  
 Sex : [REDACTED]  
 Nationality : [REDACTED]  
 Race : [REDACTED]  
 Email Address : [REDACTED]

Programme : MASTER OF BUSINESS ADMINISTRATION (CORPORATE GOVERNANCE)  
 Field of Study :  
 Programme Status : FULL TIME  
 Class Session :  
 Admission :

**CONTINUE**

### Current Status

Study Status : CONTINUE  
 Last Trimester/Semester : FIRST TRIMESTER 2019/2020  
 No of Trimester/Semester : 3  
 Registration Status : NOT REGISTER

### Course Registration (Current Trimester/Semester)

#	Course Code	Course Title	Credit Hour	Section	Lecturer	Date Registered	Status
1	RSM7101	BUSINESS RESEARCH METHOD	3	2	-	17-09-2019	PENDING PAYMENT
2	MG7103	STRATEGISING DECISIONS	3	1	-	17-09-2019	PENDING PAYMENT
3	GOV7201	CORPORATE GOVERNANCE	3	1	-	17-09-2019	PENDING PAYMENT
4	GOV7202	CORPORATE ADMINISTRATION	3	1	-	17-09-2019	PENDING PAYMENT

Trimester/Semester Summary

7. Please click 'My Invoice' (1), then click the 'View Details' (2).

Dashboard > PBS : Student Portal

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### Invoice List

No	Invoice No	Details	Date Created	Total Amount	Status	
1	INV0001593	TRIMESTER/SEMESTER REGISTRATION	17-09-2019	6500.00	UNPAID	<a href="#">View Details</a>

8. The page will turn to the picture below. You are required to:-

- i) Update the payment details
- ii) Amount paid
- iii) Reference number
- iv) Upload your proof of payment
- v) Click submit payment
- vi) The proof payment will appear in 'Proof of payment' once the payment uploaded.

Finance Department will verify your payment within the registration weeks.

**PUTRA Business School**  
Dashboard > PBS : Student Portal

Dear Students, we are currently implementing the new PBS System. If you find any discrepancies please contact Mr. Jasmin at 03-97698822 or email jasmin@putrabs.edu.my. Thank you.

**Invoice Summary**

**ABHILASHINI B ARUMAINATHAN**

NO. 164, TAMAN JUTA  
44000 KUALA KUBU BHARU  
SELANGOR  
abhil\_ashini10@yahoo.com  
60166643610  
#INV0001593  
Invoice Date : 01-01-1970  
Total Amount : MYR 6500.00  
Invoice Date : UNPAID  
TRIMESTER/SEMESTER REGISTRATION

**Payment Details**

Bank Name : MAYBANK BERHAD  
Account Owner Name : PUTRA BUSINESS SCHOOL  
Account No. : 5621 4240 5860  
Swift Code : MBBEMYKL  
Payment Method : BANK TRANSFER  
Amount Paid :  
Reference No :  
Proof of payment :  No file chosen

**Invoice Details**

No.	Description	Quantity	Amount	Discount	Total
1	TRIMESTER/SEMESTER REGISTRATION ADMIN FEES	1	RM 500.00	0.0%	RM 500.00
2	TRIMESTER/SEMESTER REGISTRATION TRIMESTER 3 : CREDIT FEE ,RSM7101 BUSINESS RESEARCH METHOD	1	RM 1500.00	0.0%	RM 1500.00
3	TRIMESTER/SEMESTER REGISTRATION TRIMESTER 3 : CREDIT FEE ,MGT7103 STRATEGISING DECISIONS	1	RM 1500.00	0.0%	RM 1500.00
4	TRIMESTER/SEMESTER REGISTRATION TRIMESTER 3 : CREDIT FEE ,GOV7201 CORPORATE GOVERNANCE	1	RM 1500.00	0.0%	RM 1500.00
5	TRIMESTER/SEMESTER REGISTRATION TRIMESTER 3 : CREDIT FEE ,GOV7202 CORPORATE ADMINISTRATION	1	RM 1500.00	0.0%	RM 1500.00

**Summary**

<b>vi</b>	Total	RM 6,500.00
	Total Discount	RM 0.00
	<b>Grand Total</b>	<b>RM 6,500.00</b>

**Proof of payment**

No.	Date Uploaded	Medium	Description/Reference No	Status	Amount KeyIn
1	18 September 2019	BANK TRANSFER	00021776192	NEW	6,500.00
Total Paid					6,500.00

Additional notes:

- a. Please refer to the time table in your email for course registration. Any add/drop course that you are not sure, you may liaise with Learning Liaison Department at 03-9769 1790 or email to [farisha@putrabs.edu.my](mailto:farisha@putrabs.edu.my) or [noorzawani@putrabs.edu.my](mailto:noorzawani@putrabs.edu.my) .
- b. Please contact IT Department (Mr. Jasmin at 03-97698822 or [jasmin@putrabs.edu.my](mailto:jasmin@putrabs.edu.my)) if you are having a problem with your student portal.
- c. Please check your invoice/bill thoroughly. If there is an additional charges that you are not sure, you may liaise with Finance department at 03-9769 8823 or email to [finance@putrabs.edu.my](mailto:finance@putrabs.edu.my).
- d. Kindly be informed that the payment can be made by direct bank transfer/online banking/cash deposit the amount to our bank details stated below:

Beneficiary Bank: Maybank  
Account Number: 5621 4240 5860  
Account name: Yayasan Putra Business School

- e. CMI fees only applied to the student intake of **3<sup>rd</sup> Trimester 2018/2019 (May 2019) onwards.**
- f. For sponsored student please note that the status of **pending payment** will be resolved after the registration week (between week 3 and 4). Please register your courses as usual and ignore the step no. 6 onwards.
- g. The payment using EPF withdrawal, please upload your approved notice from EPF in the 'Payment Details'. Please choose EFP Slip for the payment method.

We apologize for any inconvenience that might be caused to you while we make our systems better for you. Thank you for your patience and understanding which will assist in making our system upgrade and integration process as smooth as possible.