



QIAB System - Parents Portal User Manual

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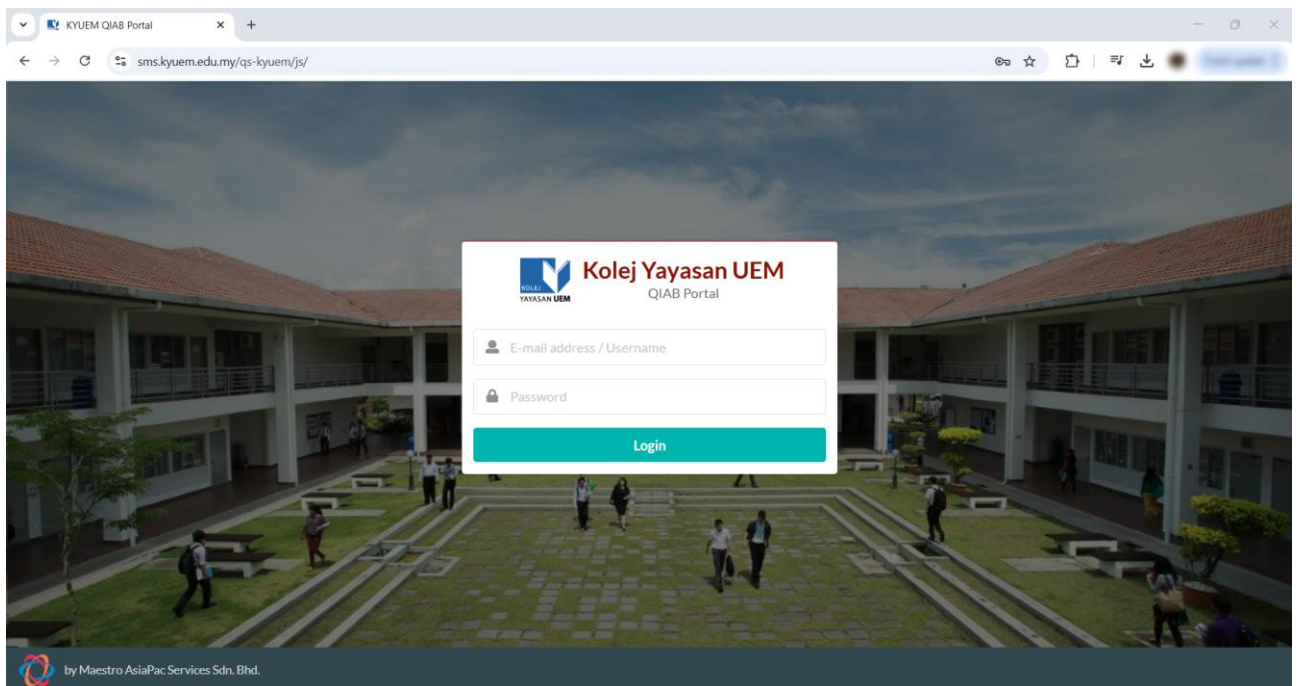
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1. Introduction

This document provides a user manual for Parents Portal in QIAB system.

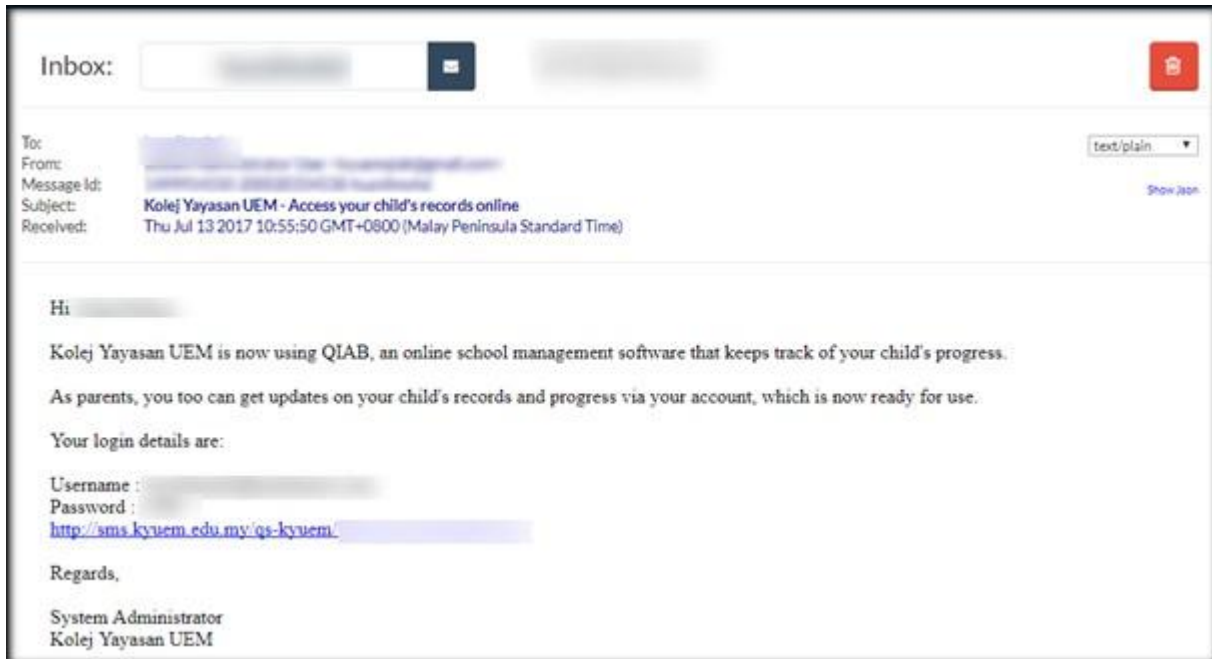
2 QIAB Login

QIAB Address	https://sms.kyuem.edu.my/
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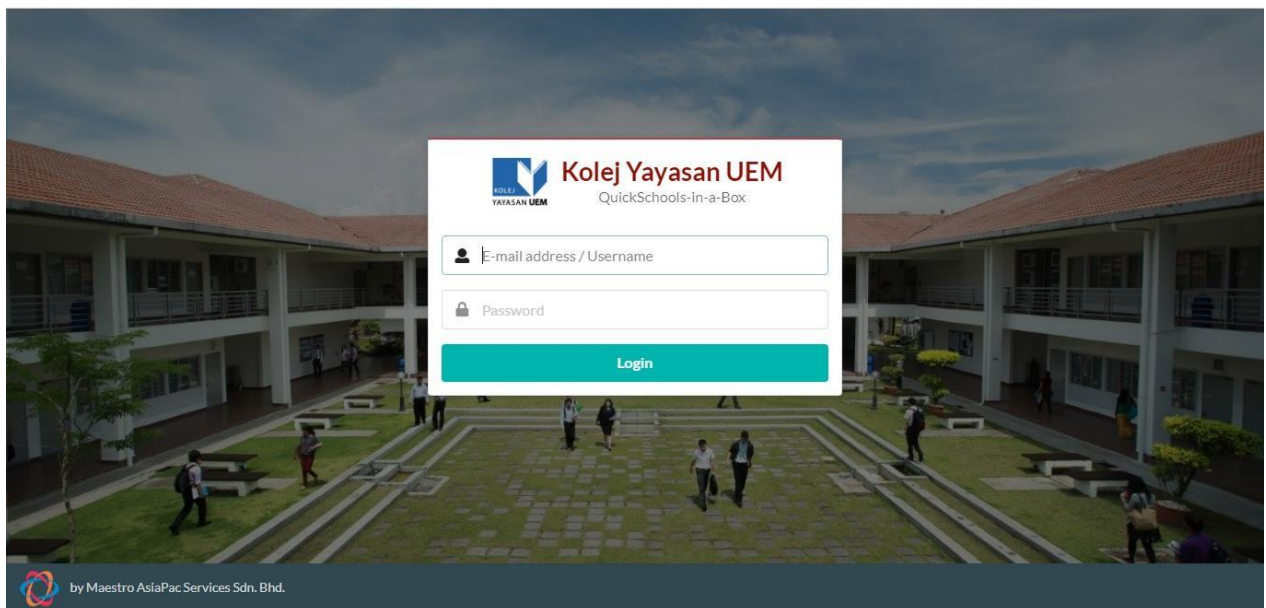


3 Parents Portal Login via Computer

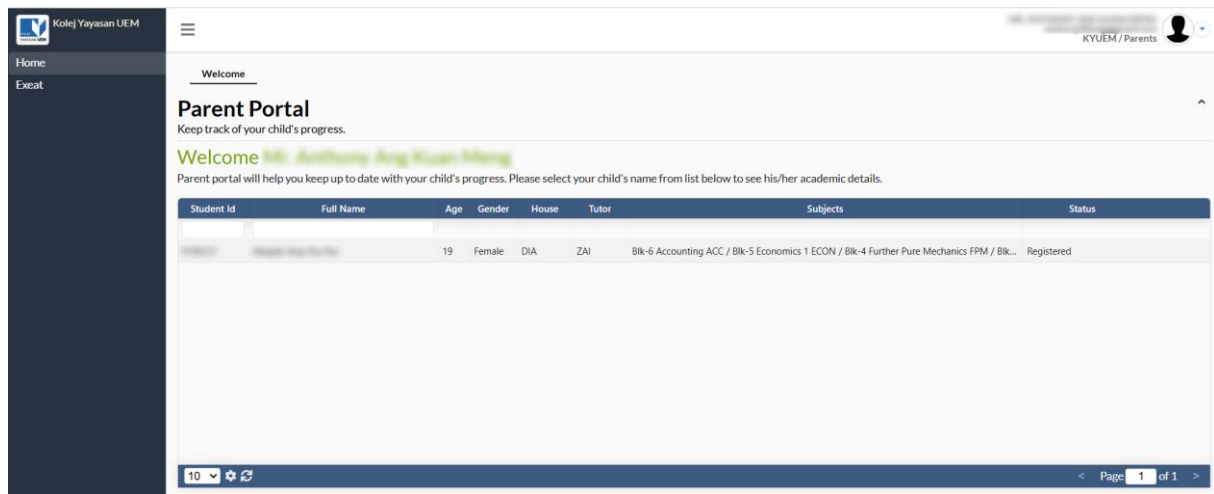
1. For parents with email addresses recorded in the system, KYUEM QIAB will send invitation email to the parent to access their child's record online in QIAB system.



2. Navigate to the link given in the email address: <http://sms.kyuem.edu.my/qs-kyuem/js/>.
3. Parents will see the login page as below:



4. Enter the username and password as per provided in the invitation email, then press Login.
5. Parents will be able to see the Welcome Page in the Parents Portal as below:



6. Click in the Student's Name to view details.
7. Details of the children that parents can see in the Parents Portal are as follows:
 - a. Particulars
 - b. Qualification
 - c. Schedule
 - d. Parent Info
 - e. Discipline
 - f. Attendance
 - g. Society/Sports
 - h. Medical
 - i. Confidential Information
 - j. Reports
 - k. Performance
 - l. Awards

3.1 Particular

Kolej Yayasan UEM

Home

Exeat

Welcome

Home / Welcome / Student: [Student Name]

Particular Contact Info Qualification Schedule Parent Info Discipline Attendance Society/Sports Medical Confidential Reports Performance Awards

Basic Details

Student ID: [ID] Full Name: [Name]

Birthday: [Date] Age: 19 Gender: Female

Nationality: Malaysian Race: Chinese Religion: Buddhism

Previous School: [School Name]

Class Details

Class: August 2023 - Sem 4 Tutor: ZAI

Boarding House: DUAHONG Housemasters: [Name]

Enrolment Date: 22/08/2023

Academic Stream: [Stream] Student's Course: [Course]

3.2 Qualification

Kolej Yayasan UEM

Home

Exeat

Welcome

Home / Welcome / Student: [Student Name]

Particular **Qualification** Schedule Parent Info Discipline Attendance Society/Sports Medical Confidential Reports Performance Awards

Type	Year	Qualification Summary	Remarks	Subject	Grade
1 SPM Actual	2020	1A+		1 ENGLISH LANGUAGE	A+

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3.3 Schedule

Kolej Yayasan UEM

Home

Exeat

Welcome

Home / Welcome / Student: [Student Name]

Particular Qualification **Schedule** Parent Info Discipline Attendance Society/Sports Medical Confidential Reports Performance Awards

Schedule for Jul - Dec 2021

Download Schedule

Schedule					
Mon	08:00hrs - 08:45hrs	8Bk-2 - Math Pure Mechanics	CR2.3		
	10:35hrs - 11:20hrs	8Bk-6 - Math Pure Statistics	CR2.13		
	11:25hrs - 12:50hrs	8Bk-3 - Physics	CR2.11		
	14:50hrs - 16:15hrs	8Bk-1 - IELTS	EW1.4		
Tue	08:00hrs - 08:45hrs	8Bk-3 - Physics	CR2.11		
	08:50hrs - 10:15hrs	8Bk-6 - Math Pure Statistics	CR2.13		
	10:35hrs - 11:20hrs	8Bk-1 - IELTS	EW1.4		
	14:50hrs - 16:15hrs	8Bk-2 - Math Pure Mechanics	CR2.3		
Wed	08:50hrs - 10:15hrs	8Bk-1 - IELTS	EW1.4		
	10:35hrs - 11:20hrs	8Bk-2 - Math Pure Mechanics	CR2.3		
	14:00hrs - 14:45hrs	8Bk-6 - Math Pure Statistics	CR2.13		
	14:50hrs - 16:15hrs	8Bk-3 - Physics	CR2.11		
Thu	08:50hrs - 10:15hrs	8Bk-2 - Math Pure Mechanics	CR2.3		
	10:35hrs - 11:20hrs	8Bk-3 - Physics	CR2.11		
	11:25hrs - 12:50hrs	8Bk-6 - Math Pure Statistics	CR2.13		
	14:00hrs - 14:45hrs	8Bk-1 - IELTS	EW1.4		
Fri	08:00hrs - 08:40hrs	8Bk-1 - IELTS	EW1.4		
	08:45hrs - 09:25hrs	8Bk-2 - Math Pure Mechanics	CR2.3		
	09:30hrs - 10:10hrs	8Bk-3 - Physics	CR2.11		
	12:00hrs - 12:40hrs	8Bk-6 - Math Pure Statistics	CR2.13		

3.4 Parent Info

Home / Welcome / Student: [Student Name]

Particular Qualification Schedule **Parent Info** Discipline Attendance Society/Sports Medical Confidential Reports Performance Awards

This student has no linked siblings.

Household Info

Household Monthly Income [Dropdown]

Full Name [Text] Relationship [Father/Mother] Street Address [Text]
 Occupation [Text] Other Info [Text] City [Text] State [Text]
 District [Text] Postcode [Text]
 Country [Malaysia] Home Phone [Text]
 Call Phone [Text] Business Phone [Text]
 Email [Text]

☐ Authorized to pick-up child ☐ Emergency Contact

3.5 Discipline

Home / Welcome / Student: [Student Name]

Particular Qualification Schedule Parent Info **Discipline** Attendance Society/Sports Medical Confidential Reports Performance Awards

Serious Offences

Creation Date	Offence Date	Reporter	Offence Type	Description	Action Taken
No records found					

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3.6 Attendance

Home / Welcome / Student: [Student Name]

Particular Qualification Schedule Parent Info Discipline **Attendance** Society/Sports Medical Confidential Reports Performance Awards

Summary

Semester Jan - Jun 2022 Subject Math Pure Mechanics

Total Days 78 Days Present 77 (99%)
 Days Late 0 Days Late (Excuse) 0
 Days Absent 0 Days Absent (Excuse) 1 (1%)
 Action Taken No Status

Calendar

MAY 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Legend

- Present
- Not a subject day
- Absent
- Absent (with excuse)
- Late
- Late (with excuse)

3.7 Society/Sports

Kolej Yayasan UEM

Home

Exit

Welcome

Home / Welcome / Student: Yap Wan Chien 2007/2/28

Particular
Qualification
Schedule
Parent Info
Discipline
Attendance
Society/Sports
Medical
Confidential
Reports
Performance
Awards

Student Council

Semester	Society Name	Position	Achievement	Journal Entry
2024/2025 Jul - Dec 2024	Student Council Member 2024/25	SC President		
2023/2024 Jan - Jun 2024	Student Council Member 2024/25	SC President		

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House

Semester	Society Name	Position	Achievement	Journal Entry
2024/2025 Jul - Dec 2024	Garnet House Trip 24	Participant		
2024/2025 Jul - Dec 2024	Garnet Induction Night 24	Participant		

5

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Society/Sports Transcript

Please click "Generate ECA Transcript" button below to generate the transcript for this student.

Generate ECA Transcript

3.8 Medical

Kolej Yayasan UEM

Home

Exit

Welcome

Home / Welcome / Student: Yap Wan Chien 2007/2/28

Particular
Qualification
Schedule
Parent Info
Discipline
Attendance
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Medical
Confidential
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Performance
Awards

Medical Problems

List any medical problems the student has as well as any medication currently being taken below.

Problems

Needs

Medical Allergies

List any allergies the student has below.

Medication Allergies

Food Allergies

Other Allergies

Additional Medical Information

List any additional medical information for the student e.g. dietary needs, etc. below.

Special Dietary Needs

Other Information

Medical Conditions

3.9 Confidential Information

Kolej Yayasan UEM

Home

Exit

Welcome

Home / Welcome / Student: Yap Wan Chien 2007/2/28

Particular
Qualification
Schedule
Parent Info
Discipline
Attendance
Society/Sports
Medical
Confidential
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Awards

Confidential Information

The following table shows serious offences that this student has been involved in.

Offence Date	Reporter	Offence	Description	Action Taken
No records found				

10

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3.10 Reports

Kolej Yayasan UEM

Home

Exeat

Welcome

Home / Welcome / Student: Top View (View 2023/24) Close

Particular

Qualification

Schedule

Parent Info

Discipline

Attendance

Society/Sports

Medical

Confidential

Reports

Performance

Awards

View PDF

Report Date

Semester

Report Session

View	18/09/2023	2023/2024 Jul - Dec 2023	Tracking of Student Performance Sept- Nov 2023 (Junior)
View	13/10/2023	2023/2024 Jul - Dec 2023	End of Semester Report Nov 2023 (August 2023 Intake)
View	10/11/2023	2023/2024 Jul - Dec 2023	Semester Examination Nov 2023 for August 2023 Intake
View	17/01/2024	2023/2024 Jan - Jun 2024	Tracking of Student Performance Jan - March 2024
View	22/03/2024	2023/2024 Jan - Jun 2024	End of Semester Report June 2024 (August 2023 Intake)
View	14/08/2024	2023/2024 Jan - Jun 2024	CIE June 2024
View	21/08/2024	2024/2025 Jul - Dec 2024	Tracking of Student Performance Aug-Nov 2024 (Senior)
View	24/09/2024	2024/2025 Jul - Dec 2024	End of Semester Report Dec 2024 (August 2023 Intake)
View	20/01/2025	2024/2025 Jan - June 2025	Tracking of Student Performance Jan- Mar 2025

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3.11 Performance

Kolej Yayasan UEM

Home

Exeat

Welcome

Home / Welcome / Student: Top View (View 2023/24) Close

Particular

Qualification

Schedule

Parent Info

Discipline

Attendance

Society/Sports

Medical

Confidential

Reports

Performance

Awards

Subject	Tracking	EDT	Sem 1	Tracking	Sem 2	UCAS Predicted	CIE Result	Tracking	Sem 3	Tracking
Mathematics			a ⁺	a ⁺	a ⁺	a ⁺	a ⁺	C	A ⁺	B
Physics	a ⁺	a ⁺	a ⁺	b ⁺	a ⁺	a ⁺	a ⁺	A	A	A
Economics	a ⁺	a ⁺	a ⁺	a ⁺	a ⁺	a ⁺	a ⁺	A	A	A
History	a ⁺	a ⁺	a ⁺	a ⁺	a ⁺	A	b ⁺	B	B	C
IELTS	7	7.0	8.0			8.0				
Math Pure Mechanics	C	C	C							
Math Pure Statistics	A	A	B							

Sponsor Requirements	Tracking	EDT	Sem 1	Tracking	Sem 2	UCAS Predicted	CIE Result	Tracking	Sem 3	Tracking
3 A's	PASS	PASS	PASS	PASS	PASS	-	PASS	FAIL	PASS	FAIL

Refresh

Individual Student Performance Line Chart - (Note: Graph Based on UCAS Point.)

[Economics](#)
[History](#)
[Math Pure Mechanics](#)
[Math Pure Statistics](#)
[Mathematics](#)
[Physics](#)
[Overall Subject Average](#)
[Sponsor Average](#)
[Intake Average](#)
[Private Average](#)

UCAS Tariff Points	Grades
140	A ⁺
120	A
100	B
80	C
60	D
50	b ⁺
40	E
30	d ⁺
20	e ⁺
0	U

3.12 Awards

Kolej Yayasan UEM

Home

Exeat

Welcome

Home / Welcome / Student: Top View (View 2023/24) Close

Particular

Qualification

Schedule

Parent Info

Discipline

Attendance

Society/Sports

Medical

Confidential

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Awards

Date	Award	Achievement	Semester	Remarks
22/01/2024	Motivation Awards	Recipient	Jul - Dec 2023	Best in Economics

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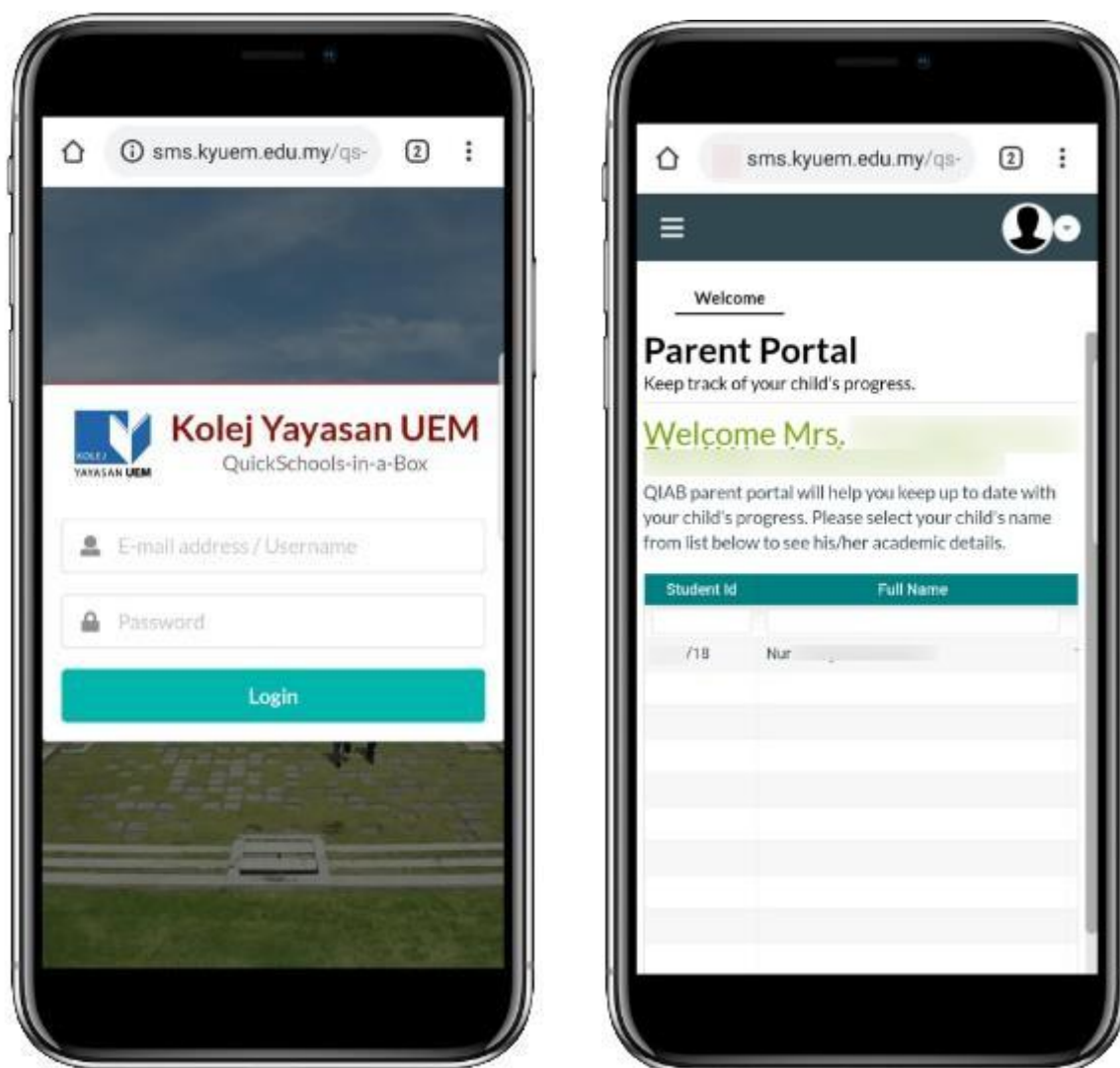
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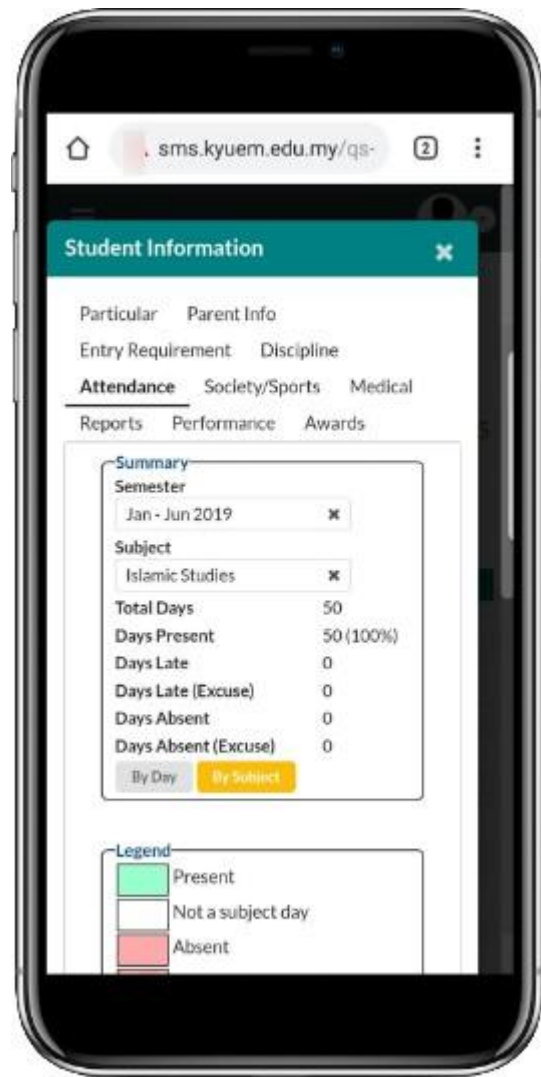
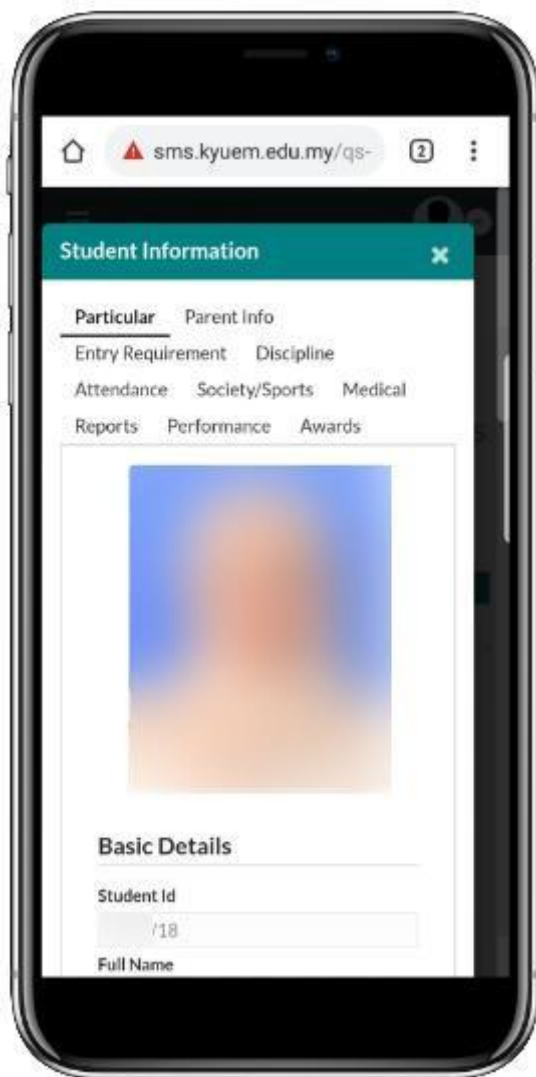
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4 Parent Portal Login via Mobile

1. QIAB Parent Portal can be accessed via browser for smart phone users.
2. Steps to login are similar as above.
3. Parents will be able to see the Parents Portal via mobile phone as per image shown below:



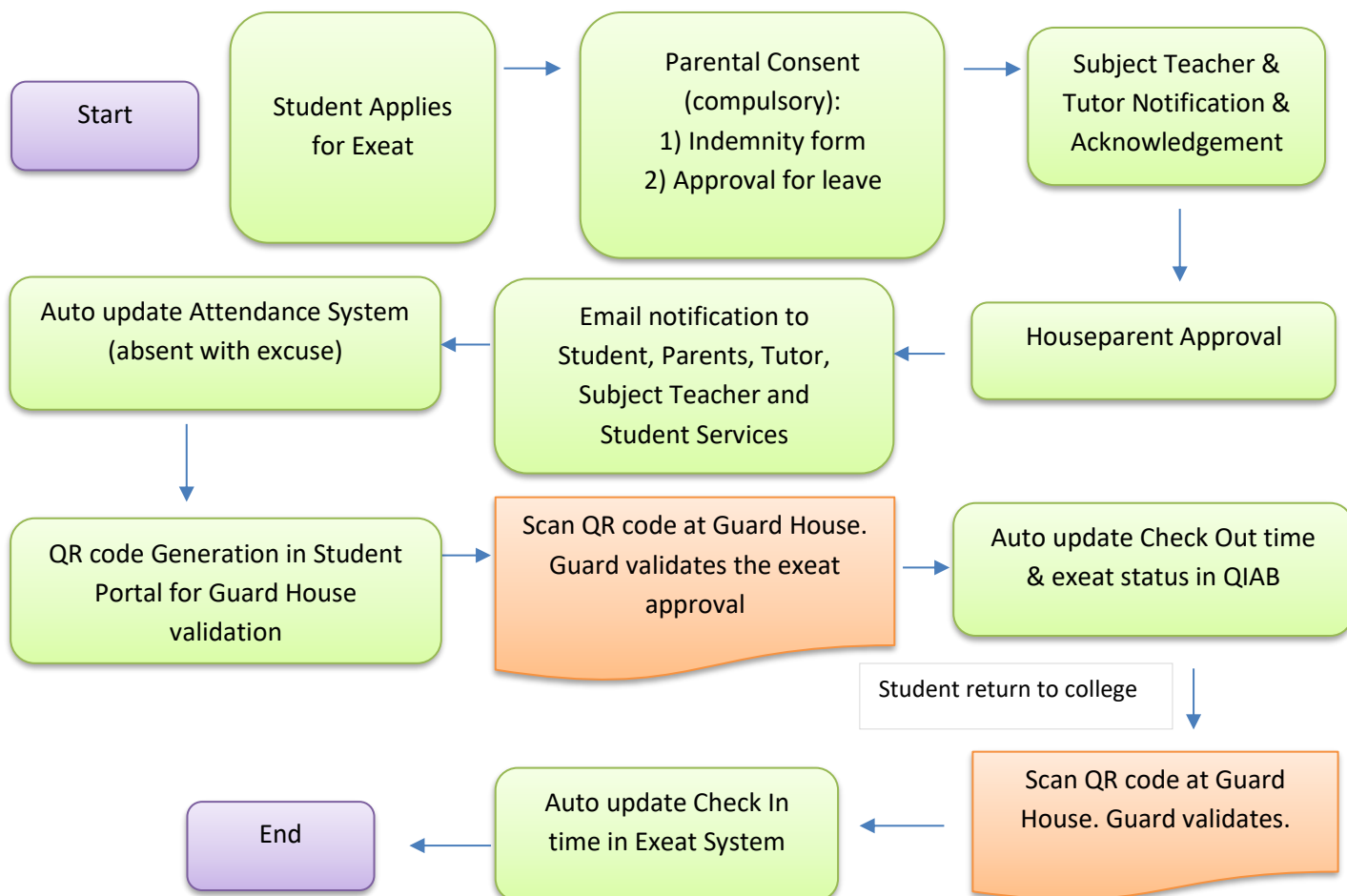


5 Exeat Module

Exeat Module Overview

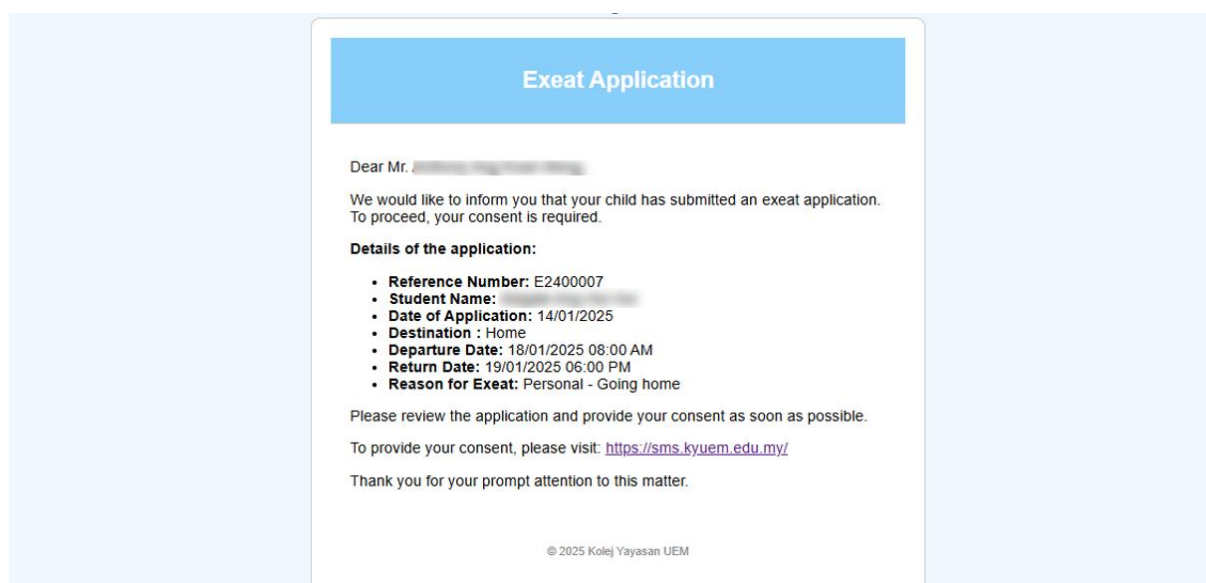
The Exeat Module will serve as a comprehensive solution for managing student leave requests. It will provide students, parents, teachers, houseparents, and administrators with a streamlined workflow to handle exeat applications, approvals, notifications, and QR code-based verification at the guard house.

Exeat Process Flow:



5.1 Exeat User Manual for Parents

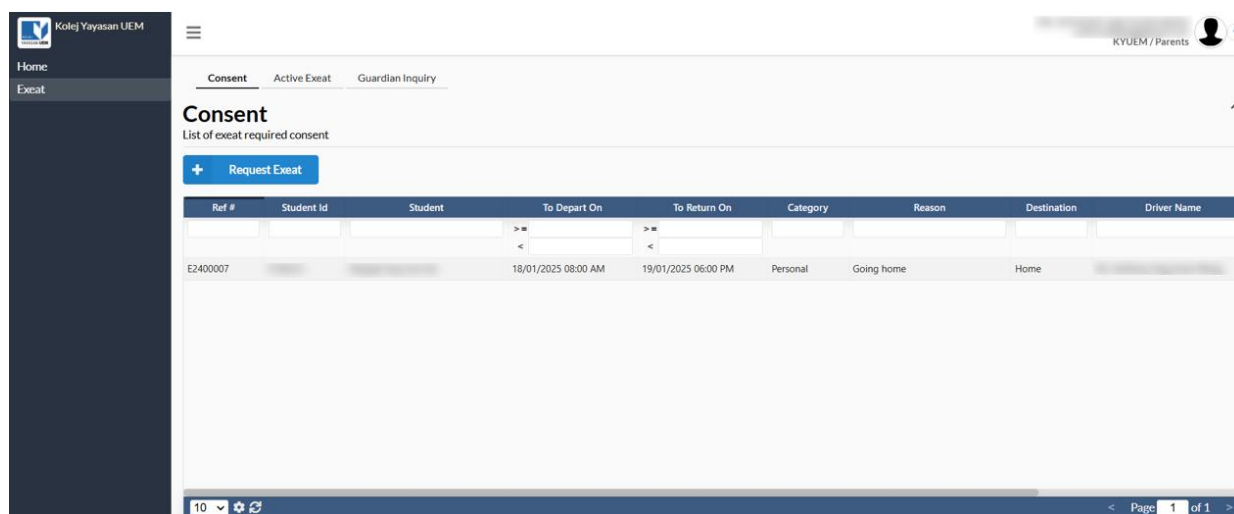
1. Once an exeat application has been submitted by a student, an email notification will be sent to parents. A sample of the email notification for the exeat application as below:



2. Parents can login to QIAB parent portal to proceed with the exeat consent and approval.

5.1.1 Parents – Consent & Approval*

1. Login as parent. Navigate to Exeat > Consent.



2. If the exeat was submitted by the student, parents need to give the consent and approval.
3. Login as parents. Navigate to Exeat > Consent. Click on the respective exeat to give consent and approval.

Consent
List of exeat required consent

[+ Request Exeat](#)

Ref #	Student Id	Student	To Depart On	To Return On	Category	Reason	Destination	Driver Name
E2400007	[redacted]	[redacted]	18/01/2025 08:00 AM	19/01/2025 06:00 PM	Personal	Going home	Home	[redacted]

4. User will see multiple tabs under Exeat Consent – Exeat, Student particular, Parent Info, Schedule and History.

Exeat / Consent / Consent and Agreed Exeat

[Close](#) [Consent And Agree](#)

Exeat Student Particular Parent Info Schedule History

Exeat Information SUBMITTED

Reference # E2400007 Student Id [redacted] Student Name [redacted]

To Depart On * 18/01/2025 08:00 AM To Return On * 19/01/2025 06:00 PM Destination Home

Reason Category Personal Reason * Going home

Exeat Supporting Document Upload Attachments [Upload File](#)

5. Under Exeat tab, parents can see the form as below, consist of information such as:
- Exeat Information
 - Missed Lessons
 - Pick Up Information
 - Parental/Guardian Consent & Indemnity Agreement

Exeat / Consent / Consent and Agreed Exeat

[Close](#) [Consent And Agree](#)

Exeat Student Particular Parent Info Schedule History

Exeat Information SUBMITTED

Reference # E2400007 Student Id [redacted] Student Name [redacted]

To Depart On * 18/01/2025 08:00 AM To Return On * 19/01/2025 06:00 PM Destination Home

Reason Category Personal Reason * Going home

Exeat Supporting Document Upload Attachments [Upload File](#)

Missed Lessons				
Date	Start	End	Missed Lessons	Teacher
No Lessons Missed				
5 Page 0 of 0				

Pick Up Information

☒ I will pick up

Pickup Person

Mr.

Contact Number

6012

Number Plate

WWW8888

Parental/Guardian Consent

I, the undersigned, hereby give my consent for my child, , to participate in the exeat program organized by Kolej Yayasan UEM. I have read and understand the terms and conditions associated with this program, and I agree to abide by them

☐ I have read and agree to the terms of the Parental/Guardian Consent.

Indemnity Agreement

I, the undersigned, agree to indemnify and hold harmless Kolej Yayasan UEM, its employees, representatives, and agents from any and all claims, liabilities, damages, or expenses arising from or in connection with the participation of my child, , in the exeat program. This indemnity includes, but is not limited to, any claims for personal injury, property damage, or loss sustained during the period of the exeat.

I understand and acknowledge the risks involved and assume full responsibility for my child's participation.

☐ I have read and agree to the terms of the Indemnity Agreement.

Cancel Exeat

- At the bottom of the page, parents can see 'Cancel Exeat' button, in case parents want to cancel the exeat application by the student.
- The most important part for parents' role is to tick the Parental/Guardian Consent & Indemnity Agreement.

Parental/Guardian Consent

I, the undersigned, hereby give my consent for my child, , to participate in the exeat program organized by Kolej Yayasan UEM. I have read and understand the terms and conditions associated with this program, and I agree to abide by them

☒ I have read and agree to the terms of the Parental/Guardian Consent.

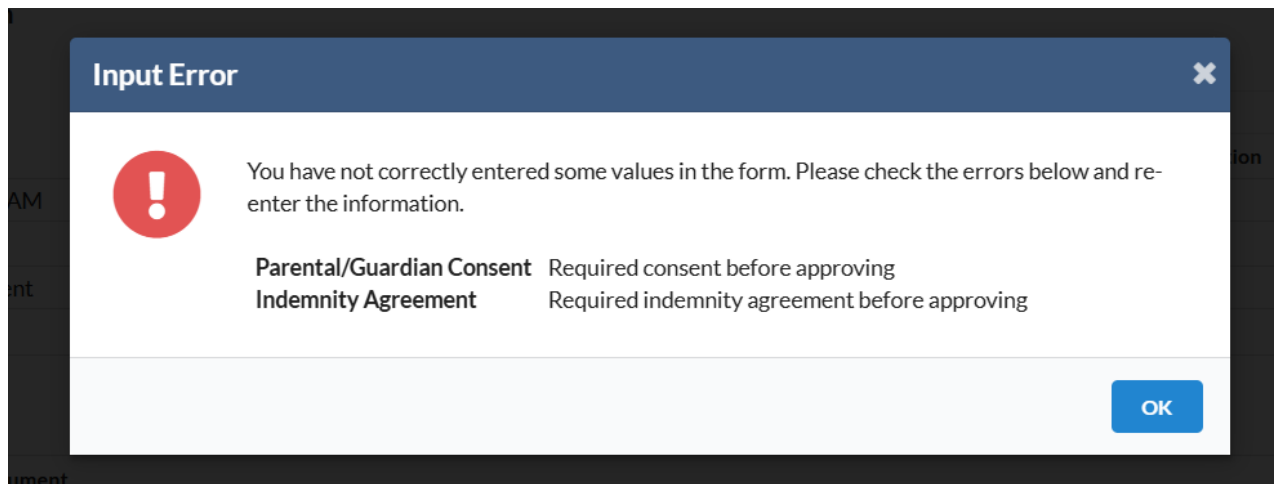
Indemnity Agreement

I, the undersigned, agree to indemnify and hold harmless Kolej Yayasan UEM, its employees, representatives, and agents from any and all claims, liabilities, damages, or expenses arising from or in connection with the participation of my child, , in the exeat program. This indemnity includes, but is not limited to, any claims for personal injury, property damage, or loss sustained during the period of the exeat.

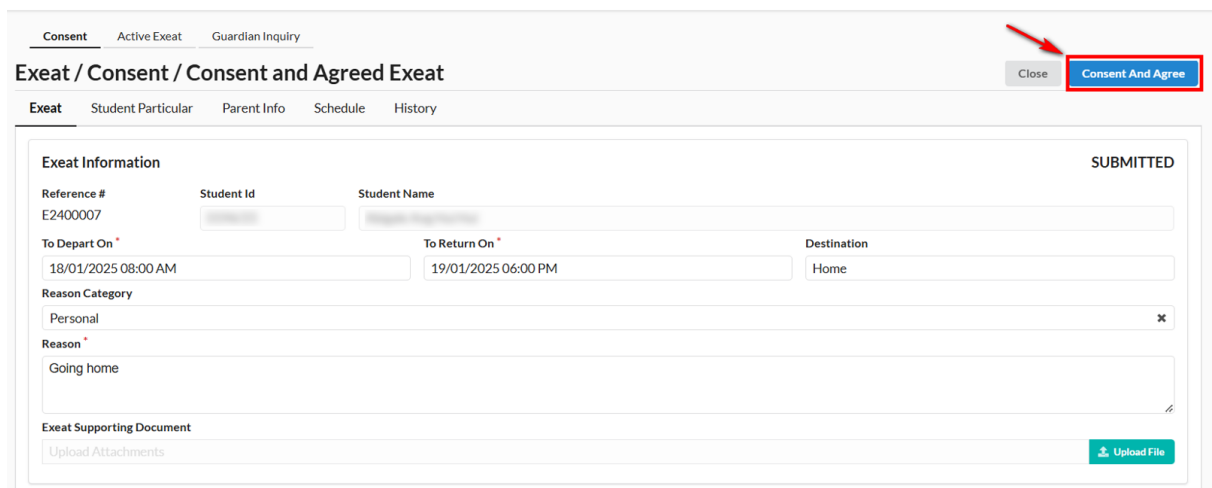
I understand and acknowledge the risks involved and assume full responsibility for my child's participation.

☒ I have read and agree to the terms of the Indemnity Agreement.

- If parents are trying to click on Consent and Agree button without ticking both 'I have agreed to the terms of the Parental/Guardian Consent and Indemnity Agreement' as above, system will prompt the input error as below:



9. Once all done, parents can click on the Consent and Agree button at the top right of the page.

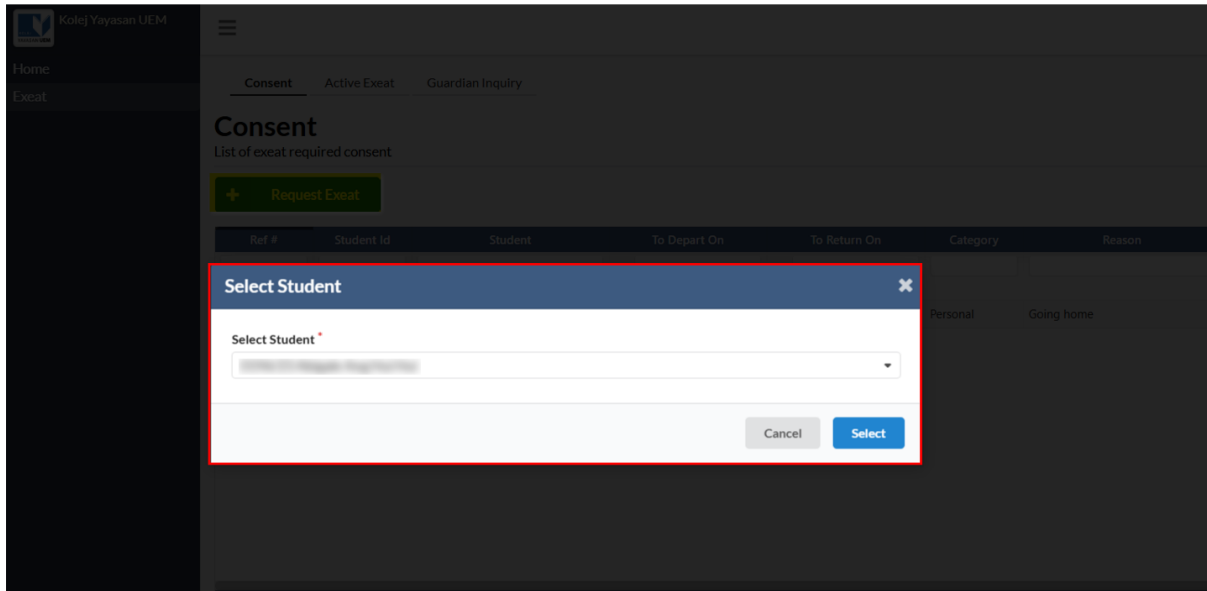
A screenshot of the "Exeat / Consent / Consent and Agreed Exeat" form. The form has tabs for "Consent", "Active Exeat", and "Guardian Inquiry". The "Consent" tab is active. The form title is "Exeat / Consent / Consent and Agreed Exeat". There are buttons for "Close" and "Consent And Agree" (highlighted with a red box and a red arrow). The form contains fields for "Exeat Information" including "Reference #", "Student Id", "Student Name", "To Depart On", "To Return On", "Destination", "Reason Category", "Reason", and "Exeat Supporting Document". The "SUBMITTED" status is shown in the top right. The "Reason" field contains "Going home". The "Exeat Supporting Document" section has an "Upload Attachments" button and an "Upload File" button.

10. Once parents have given consent and agreed, an email notification will be sent to the student, tutor and student service, to notify that the exeat has been consented and agreed indemnity.

5.1.2 Request Exeat (on behalf of the child)

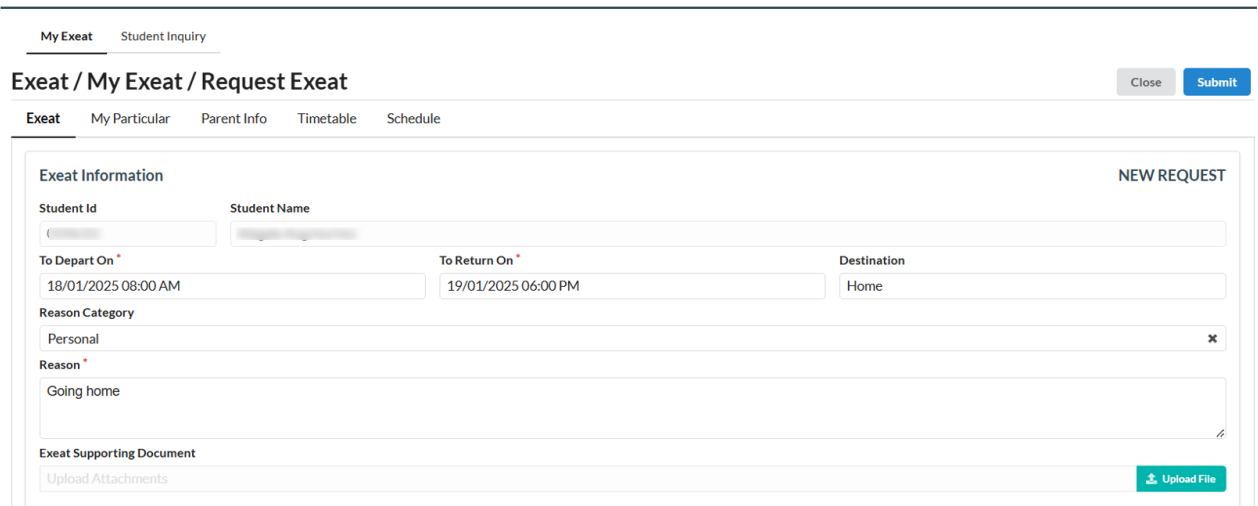
Parents have the option to request exeat on behalf of their child. Click on the Request Exeat button to do so.

1. **Select Student** - The system will prompt a dialog box to select the student (some parents have multiple children in the college).



The screenshot shows a web application interface for 'Kolej Yayasan UEM'. The main menu on the left includes 'Home' and 'Exeat'. The top navigation bar has 'Consent', 'Active Exeat', and 'Guardian Inquiry'. The 'Consent' section is active, displaying a 'List of exeat required consent' and a '+ Request Exeat' button. A table with columns 'Ref #', 'Student Id', 'Student', 'To Depart On', 'To Return On', 'Category', and 'Reason' is visible. A 'Select Student' dialog box is open, featuring a 'Select Student *' dropdown menu, 'Cancel', and 'Select' buttons.

2. **Exeat Information** - fill in the Exeat Information.
 - a. Depart and Return date*
 - b. Destination
 - c. Reason Category
 - d. Reason*
 - e. Attach supporting documentation (if any)



The screenshot displays the 'Exeat / My Exeat / Request Exeat' form. The top navigation bar includes 'My Exeat' and 'Student Inquiry'. The form title is 'Exeat / My Exeat / Request Exeat', with 'Close' and 'Submit' buttons. The 'Exeat' tab is selected, showing sub-tabs for 'My Particular', 'Parent Info', 'Timetable', and 'Schedule'. The 'Exeat Information' section includes fields for 'Student Id', 'Student Name', 'To Depart On *' (18/01/2025 08:00 AM), 'To Return On *' (19/01/2025 06:00 PM), 'Destination' (Home), 'Reason Category' (Personal), and 'Reason *' (Going home). There is also an 'Exeat Supporting Document' section with an 'Upload Attachments' button and an 'Upload File' button. A 'NEW REQUEST' link is located in the top right corner.

3. **Missed Lessons** – auto populate

a. Weekend Exeat

If the exeat date falls on weekends, this field will be empty.

Missed Lessons				
Date	Start	End	Missed Lessons	Teacher
No Lessons Missed				
5				
< Page 0 of 0 >				

b. Weekday Exeat

If the exeat date falls on weekdays/school days, the system will automatically populate the details of missed classes based on the date and time selected.

Missed Lessons				
Date	Start	End	Missed Lessons	Teacher
21/01/2025	09:30:00 AM	10:15:00 AM	Accounting	
21/01/2025	11:25:00 AM	12:50:00 PM	Further Pure Mechanics	
21/01/2025	02:00:00 PM	02:45:00 PM	Economics	
21/01/2025	02:50:00 PM	04:15:00 PM	Physics	
22/01/2025	08:00:00 AM	08:45:00 AM	Further Pure Mechanics	
22/01/2025	10:35:00 AM	11:20:00 AM	Physics	
22/01/2025	11:25:00 AM	12:50:00 PM	Economics	
22/01/2025	02:00:00 PM	02:45:00 PM	Accounting	
22/01/2025	02:50:00 PM	04:15:00 PM	Further Pure Statistics	
10				
< Page 1 of 1 >				

4. **Pick Up Information** – Fill in pick up information.

- Pickup Person
- Contact Number
- Plate Number

Pick Up Information	
Pickup Person	
Mr. [REDACTED]	
Contact Number	Number Plate
6012 [REDACTED]	WWW8888

5. **Parental/Guardian Consent and Indemnity Agreement** – parents need to read and understand the guardian consent and indemnity agreement. To proceed, parents need to tick to both 'I have agreed to the terms of the Parental/Guardian Consent and Indemnity Agreement'.

6. Once done, click on the Submit button at the top right of the page.

The screenshot shows the KYUEM Parents portal interface. At the top, there is a navigation bar with 'Consent', 'Active Exeat', and 'Guardian Inquiry' tabs. Below this, the main heading is 'Exeat / Consent / Request Exeat'. To the right of the heading are 'Close' and 'Submit' buttons. Below the heading is a sub-navigation bar with 'Exeat', 'Student Particular', 'Parent Info', and 'Schedule' tabs. The main content area is titled 'Exeat Information' and contains the following fields:

- Student Id**: [Redacted]
- Student Name**: [Redacted]
- To Depart On ***: 01/02/2025 09:00 AM
- To Return On ***: 02/02/2025 10:00 PM
- Destination**: Home
- Reason Category**: Family Event
- Reason ***: Wedding Event
- Exeat Supporting Document**: Upload Attachments

A 'NEW REQUEST' button is located in the top right corner of the form area. An 'Upload File' button is located at the bottom right of the 'Exeat Supporting Document' section.

7. Once parents have submitted the exeat form, and email notification will be sent to the student, tutor and student service, to notify that the exeat has been consented and agreed indemnity.

The screenshot shows an email notification titled 'Exeat Application'. The email is addressed to a student and informs them that their exeat application has been approved by Mr. [Redacted]. It includes details of the application:

Exeat Application

Dear [Redacted],

We are pleased to inform you that Mr. [Redacted] has approved your exeat application.

Details of the application:

- **Reference Number:** E2400010
- **Student Name:** [Redacted]
- **Date of Application:** 17/01/2025
- **Destination :** Home
- **Departure Date:** 01/02/2025 09:00 AM
- **Return Date:** 02/02/2025 10:00 PM
- **Reason for Exeat:** Family Event - Wedding Event

Thank you for your attention to this matter.

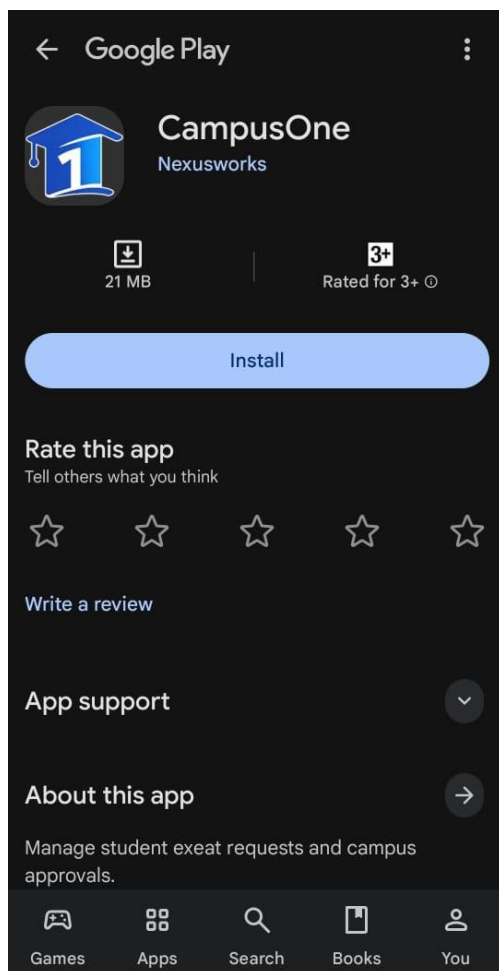
6 CampusOne Mobile App (Phase 1 for Exeat Module)

Please note:

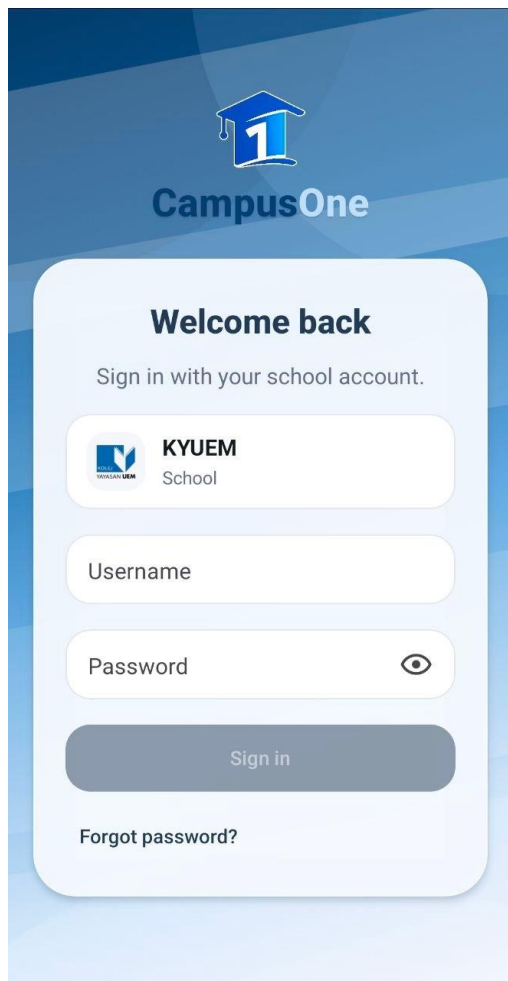
- The CampusOne mobile app is currently available for Android devices only.
- The app is available only for students and parents.
- At this time, the mobile app supports the Exeat Module only.
- To view your child's academic records, attendance, results, and other information, please continue using the QIAB Parent Portal (web version).
- The iOS version of the CampusOne app will be available soon. We will update you once the iOS version is ready.

6.1 CampusOne App Installation

1. User needs to install the CampusOne App from Google Play Store:
<https://play.google.com/store/apps/details?id=app.nexuscloud.campusone>



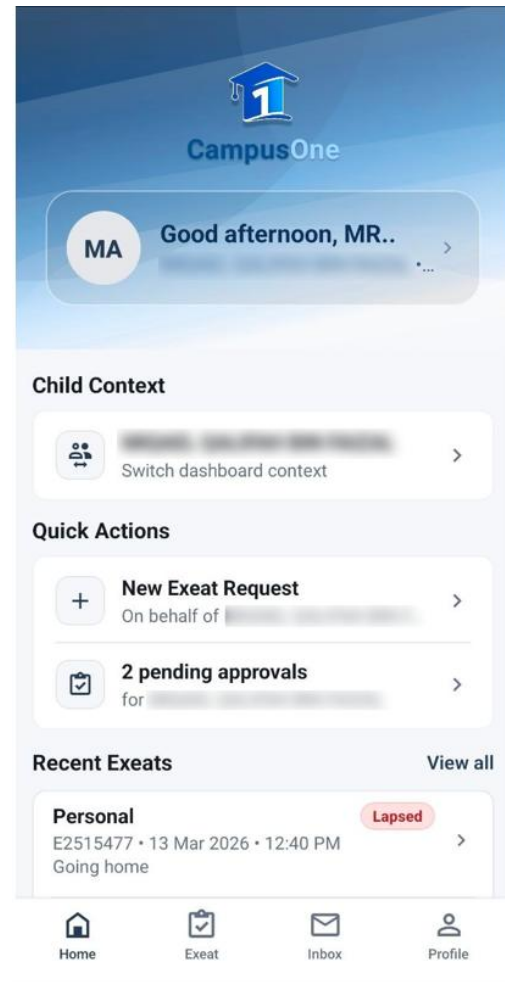
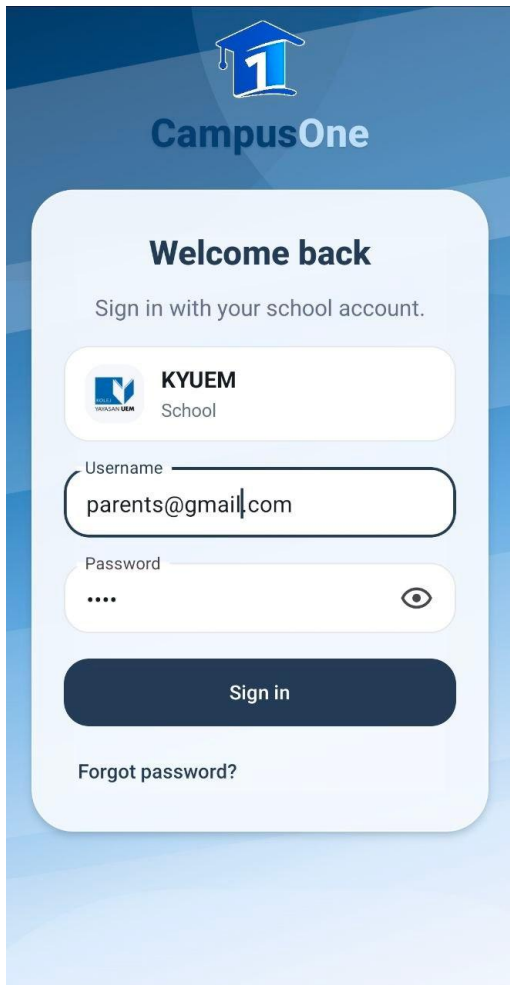
2. Once proceed, phone will start to install CampusOne app.
3. Once installation done, user can open the CampusOne app.



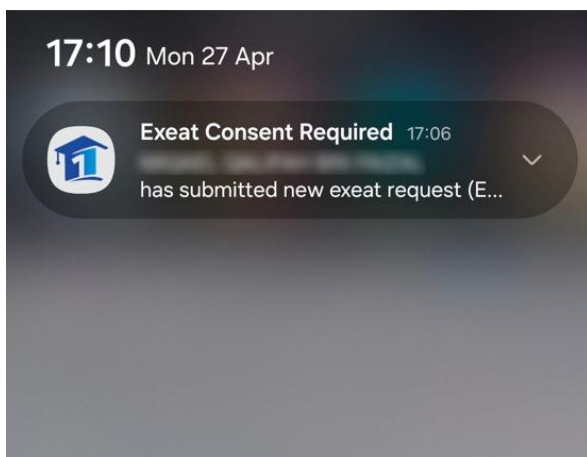
4. Please note that for Phase 1, only users with Student and Parents role can login to the application.

6.2 Parents Login

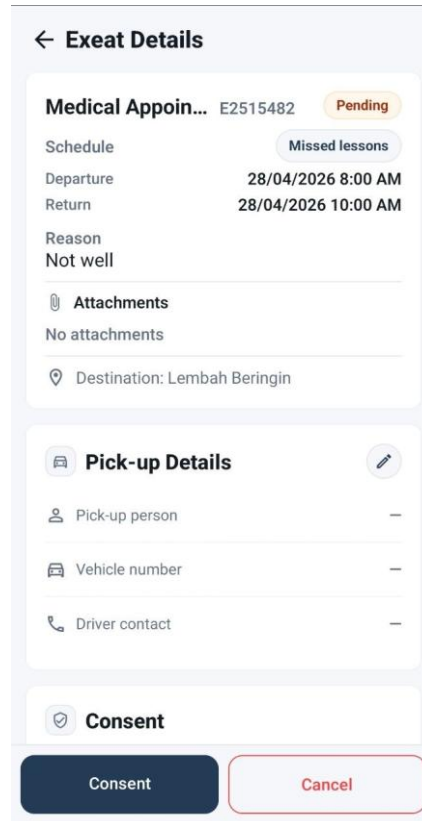
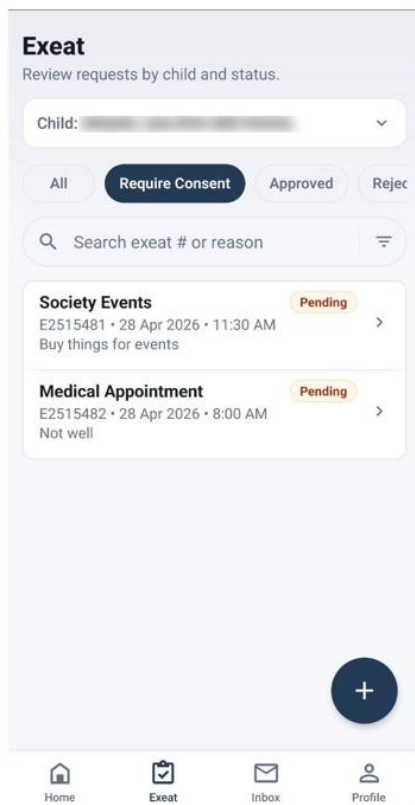
1. Login to the application using parents ID. Once login, parents will see this screen as below.
For exeat needs approval, refer to pending approvals under Quick Actions.



2. Once the student submitted the exeat request that requires consent from the parents, parents will receive the app notification as below:



- Parents can view the list of exeat requests by their children and give consent for the one that is required.



- For the list of notifications, parents can navigate to Inbox.

