



QIAB System - Parents Portal User Manual

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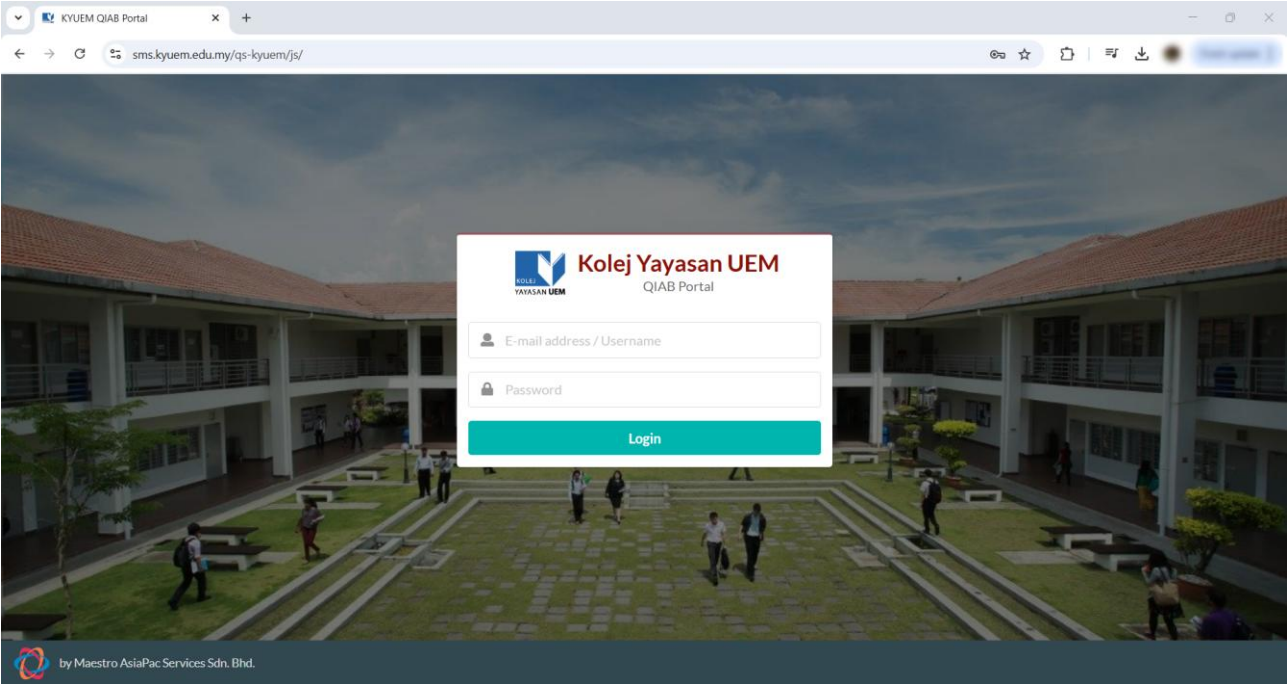
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1. Introduction

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

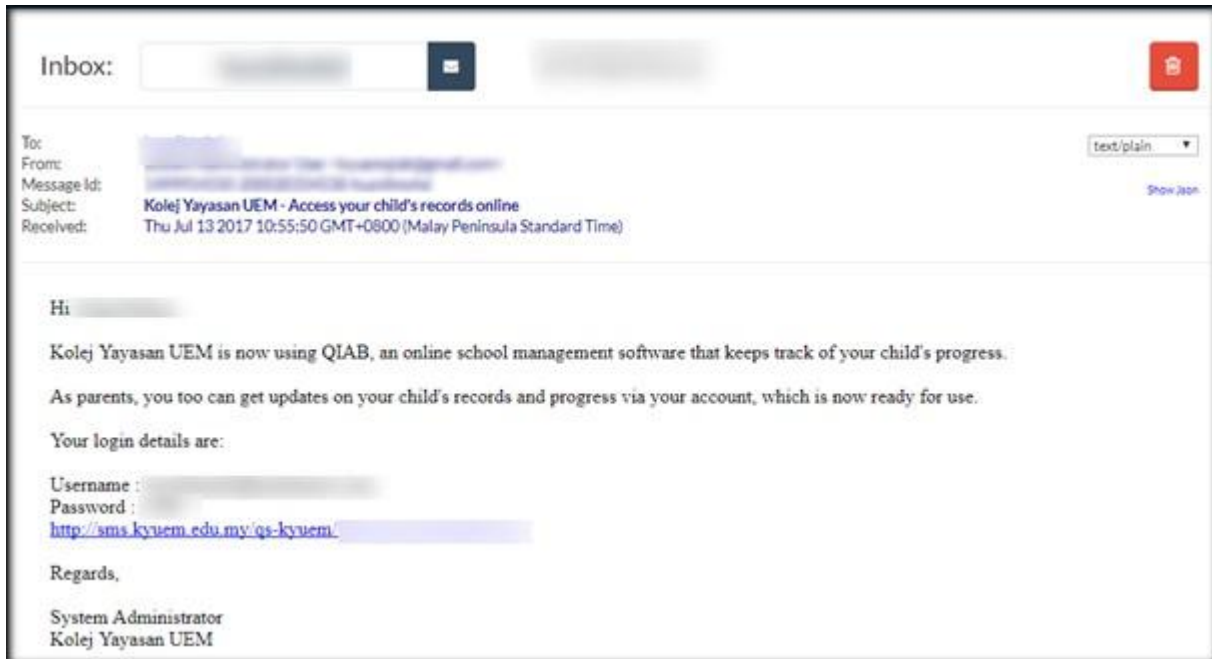
2 QIAB Login

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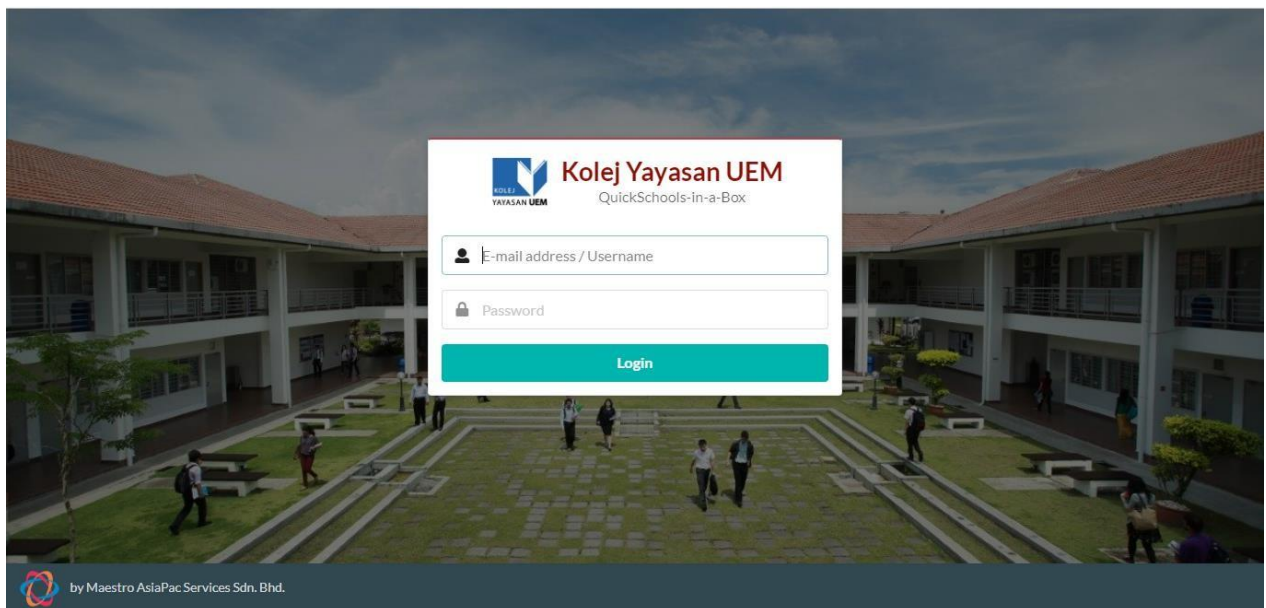


3 Parents Portal Login via Computer

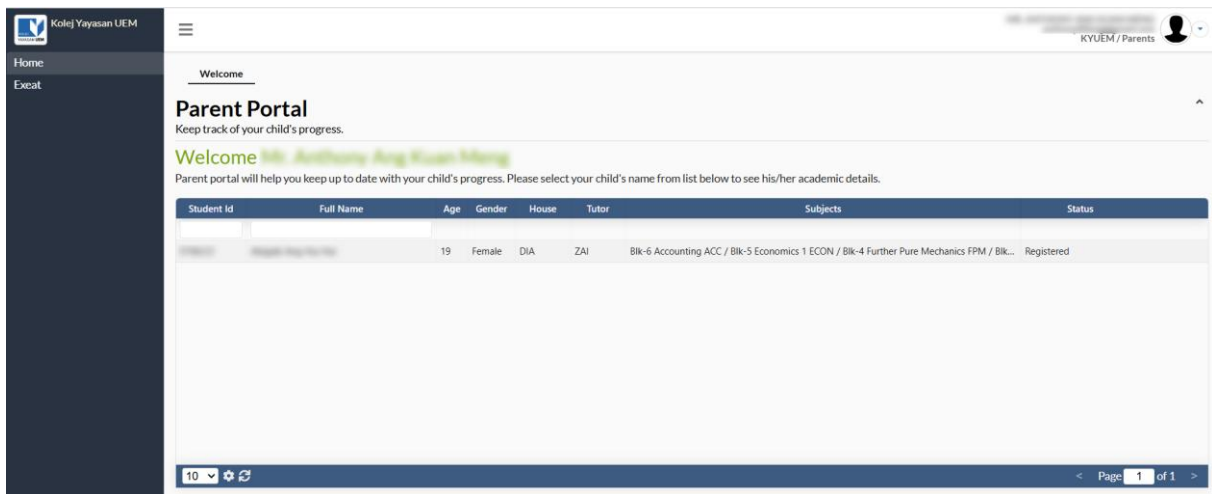
1. For parents with email addresses recorded in the system, KYUEM QIAB will send invitation email to the parent to access their child's record online in QIAB system.



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:



The screenshot displays the Parent Portal interface. At the top left, there is a logo for Kolej Yayasan UEM. The main header area includes a 'Welcome' message and the title 'Parent Portal' with the subtitle 'Keep track of your child's progress.' Below this, a personalized welcome message reads 'Welcome Mr. Anthony Ang Kuan Meng' followed by the instruction: 'Parent portal will help you keep up to date with your child's progress. Please select your child's name from list below to see his/her academic details.'

A table with the following columns is shown: Student Id, Full Name, Age, Gender, House, Tutor, Subjects, and Status. The table contains one row of data:

Student Id	Full Name	Age	Gender	House	Tutor	Subjects	Status
		19	Female	DIA	ZAI	Blk-6 Accounting ACC / Blk-5 Economics 1 ECON / Blk-4 Further Pure Mechanics FPM / Blk...	Registered

At the bottom of the page, there is a pagination control showing 'Page 1 of 1'.

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

Home / Welcome / Student:

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

Basic Details

Student ID: [Redacted] Full Name: [Redacted]
 Birthday: [Redacted] Age: 19 Gender: Female
 Nationality: Malaysian Race: Chinese Religion: Buddhist
 Previous School: [Redacted]

Class Details

Class: August 2023 - Sem 4 Tutor: ZNI
 Boarding House: DIAMOND Housemasters: [Redacted]
 Enrolment Date: 22/08/2023
 Academic Stream: [Redacted] Student's Course: Expressive

3.2 Qualification

Home / Welcome / Student:

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

Home / Welcome / Student:

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

Schedule for Jul - Dec 2021

[Download Schedule](#)

Day	Time	Subject	Room
Mon	08:00hrs - 08:45hrs	88k-2 - Math Pure Mechanics	CR2.3
	10:35hrs - 11:20hrs	88k-6 - Math Pure Statistics	CR2.13
	11:25hrs - 12:50hrs	88k-3 - Physics	CR2.11
Tue	14:50hrs - 16:15hrs	88k-1 - IELTS	EW1.4
	08:00hrs - 08:45hrs	88k-3 - Physics	CR2.11
Wed	08:50hrs - 10:15hrs	88k-6 - Math Pure Statistics	CR2.13
	10:35hrs - 11:20hrs	88k-1 - IELTS	EW1.4
	14:00hrs - 14:45hrs	88k-2 - Math Pure Mechanics	CR2.3
	14:50hrs - 16:15hrs	88k-3 - Physics	CR2.11
Thu	08:50hrs - 10:15hrs	88k-2 - Math Pure Mechanics	CR2.3
	10:35hrs - 11:20hrs	88k-3 - Physics	CR2.11
	11:25hrs - 12:50hrs	88k-6 - Math Pure Statistics	CR2.13
Fri	14:00hrs - 14:45hrs	88k-1 - IELTS	EW1.4
	08:00hrs - 08:40hrs	88k-1 - IELTS	EW1.4
	08:45hrs - 09:25hrs	88k-2 - Math Pure Mechanics	CR2.3
	09:30hrs - 10:10hrs	88k-3 - Physics	CR2.11
	12:00hrs - 12:40hrs	88k-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]

Parent 1:
 Full Name: [Text] Relationship: Father
 Occupation: [Text] Other Info: [Text]
 Authorized to pick-up child Emergency Contact
 Street Address: [Text] City: [Text] State: [Text]
 District: [Text] Postcode: [Text]
 Country: Malaysia Home Phone: [Text]
 Call Phone: [Text] Business Phone: [Text]
 Email: [Text]

Parent 2:
 Full Name: [Text] Relationship: Mother
 Occupation: [Text] Other Info: [Text]
 Authorized to pick-up child Emergency Contact
 Street Address: [Text] City: [Text] State: [Text]
 District: [Text] Postcode: [Text]
 Country: Malaysia Home Phone: [Text]
 Call Phone: [Text] Business Phone: [Text]
 Email: [Text]

3.5 Discipline

Home / Welcome / Student: [Student Name]

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

Serious Offenses

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

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		

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		

Society/Sports Transcript
Please click "Generate ECA Transcript" button below to generate the transcript for this student.
[Generate ECA Transcript](#)

3.8 Medical

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

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				

3.10 Reports

Home / Welcome / Student: [Student Name]

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

Home / Welcome / Student: [Student Name]

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

Subject	Tracking	EOT	Sem 1	Tracking	Sem 2	UCAS Predicted	CIE Result	Tracking	Sem 3	Tracking
Mathematics				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	EOT	Sem 1	Tracking	Sem 2	UCAS Predicted	CIE Result	Tracking	Sem 3	Tracking
3 A's	PASS	PA...	PASS	PASS	PASS	-	PASS	FAIL	PASS	FAIL

UCAS Tariff Points: 140 (A⁺), 120 (A), 100 (B), 80 (C), 60 (D), 50 (a⁺), 40 (b⁺), 30 (c⁺), 20 (d⁺), 0 (U)

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

Legend: Economics, History, Math Pure Mechanics, Math Pure Statistics, Mathematics, Physics, Overall Subject Average, Sponsor Average, Intake Average, Private Average

3.12 Awards

Home / Welcome / Student: [Student Name]

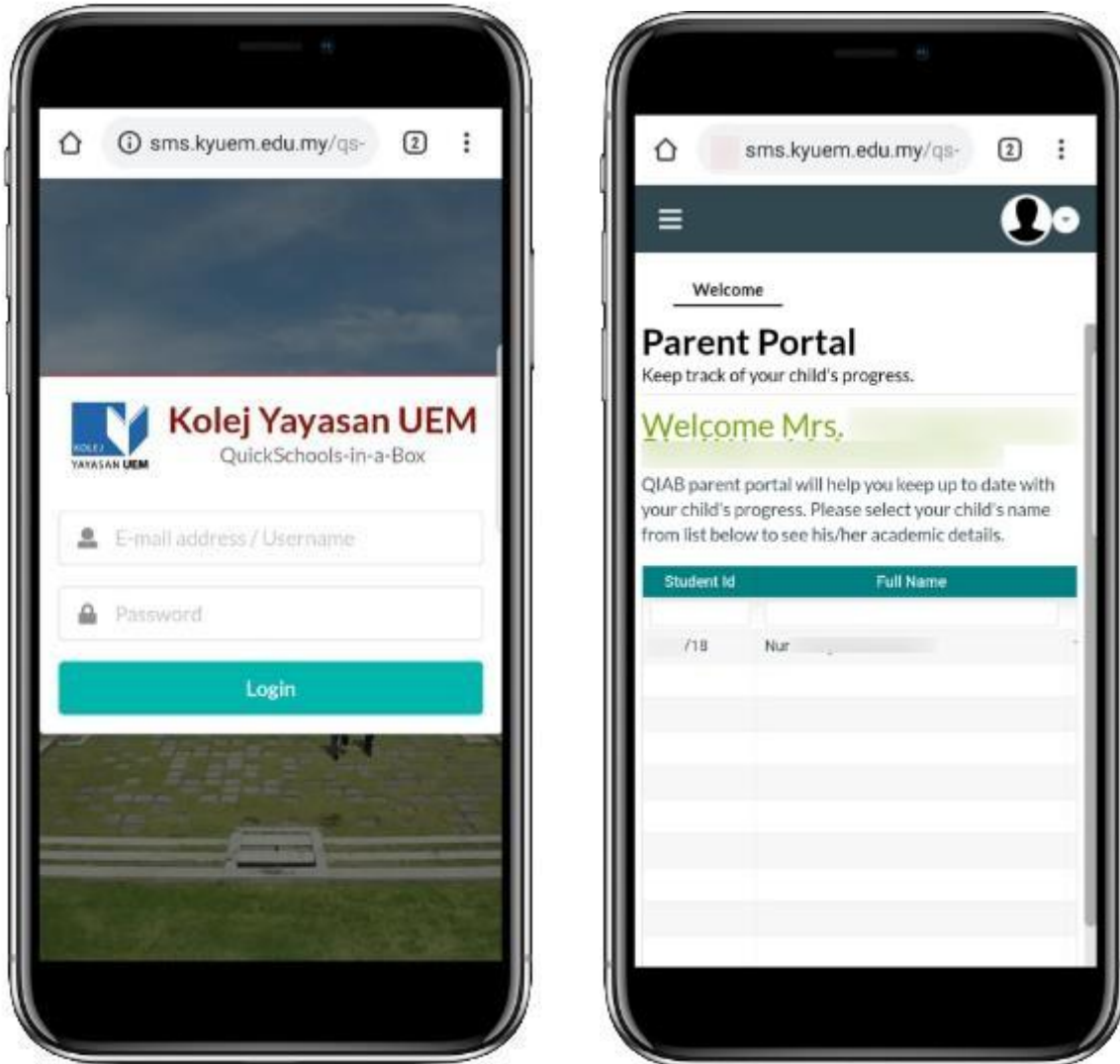
Particular Qualification Schedule Parent Info Discipline Attendance Society/Sports Medical Confidential Reports Performance **Awards**

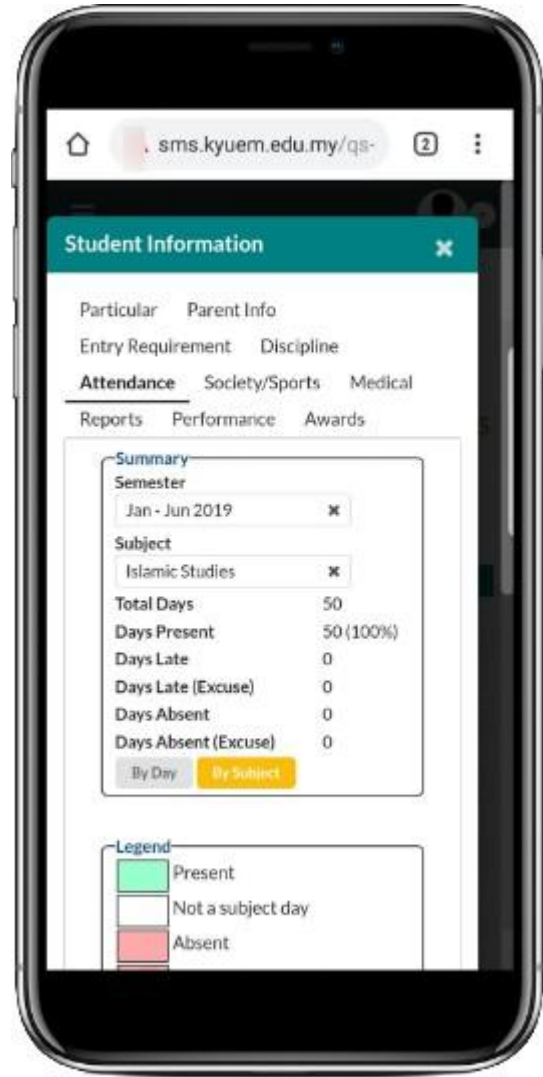
Date	Award	Achievement	Semester	Remarks
22/01/2024	Motivation Awards	Recipient	Jul - Dec 2023	Best in Economics

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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:



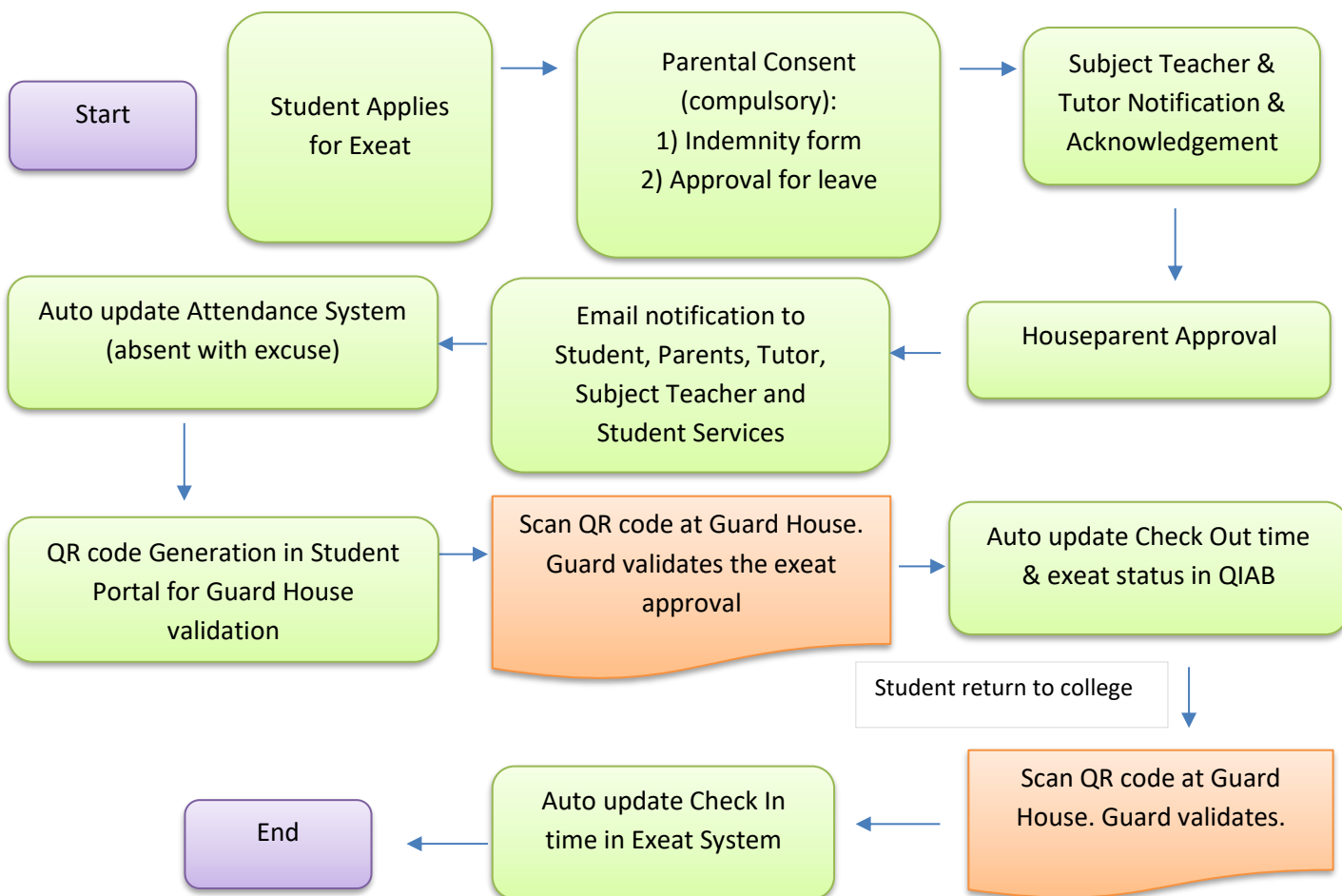


5 Exeat Module

Exeat Module Overview

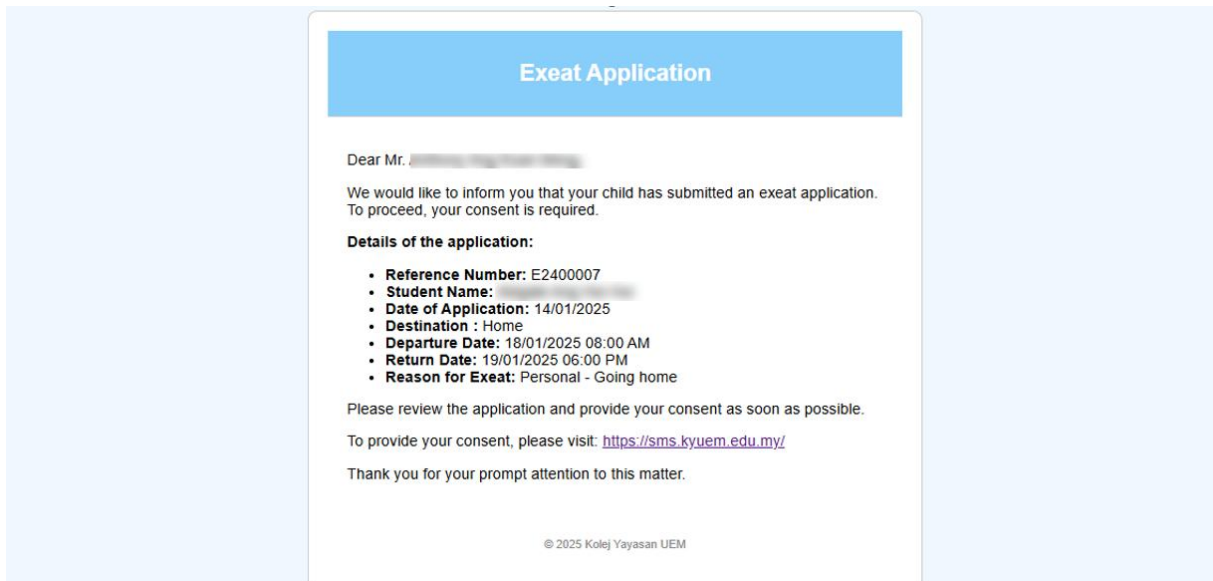
The Exeat Module will serve as a comprehensive solution for managing student leave requests. It will provide students, parents, teachers, houseparents, and administrators with a streamlined workflow to handle exeat applications, approvals, notifications, and QR code-based verification at the guard house.

Exeat Process Flow:



5.1 Exeat User Manual for Parents

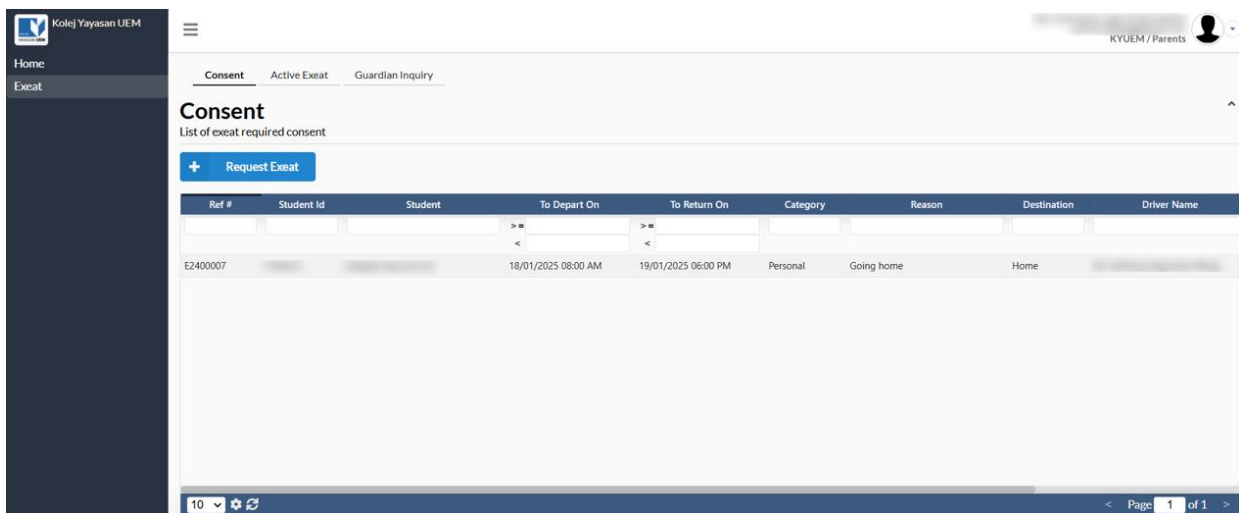
1. Once an exeat application has been submitted by a student, an email notification will be sent to parents. A sample of the email notification for the exeat application as below:



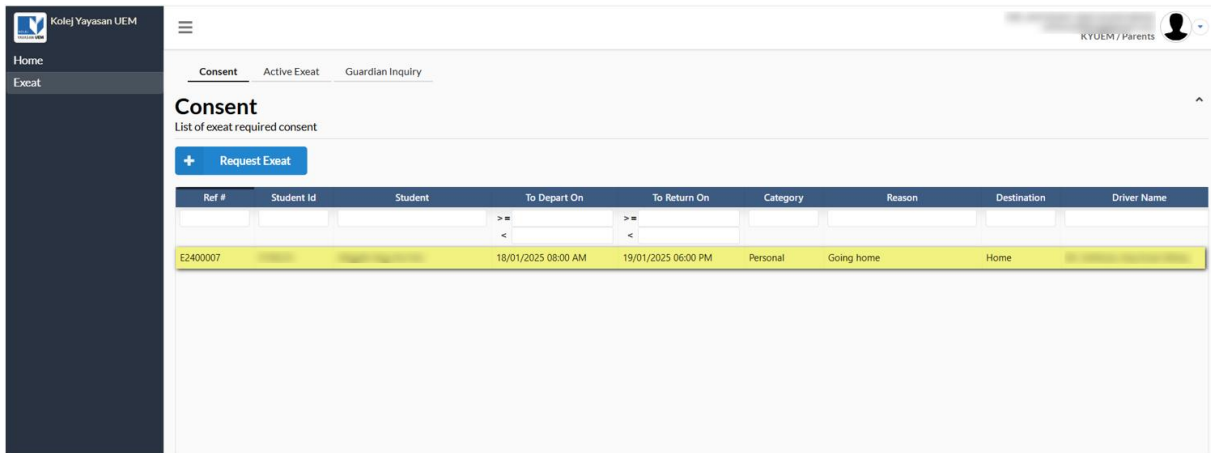
2. Parents can login to QIAB parent portal to proceed with the exeat consent and approval.

5.1.1 Parents – Consent & Approval*

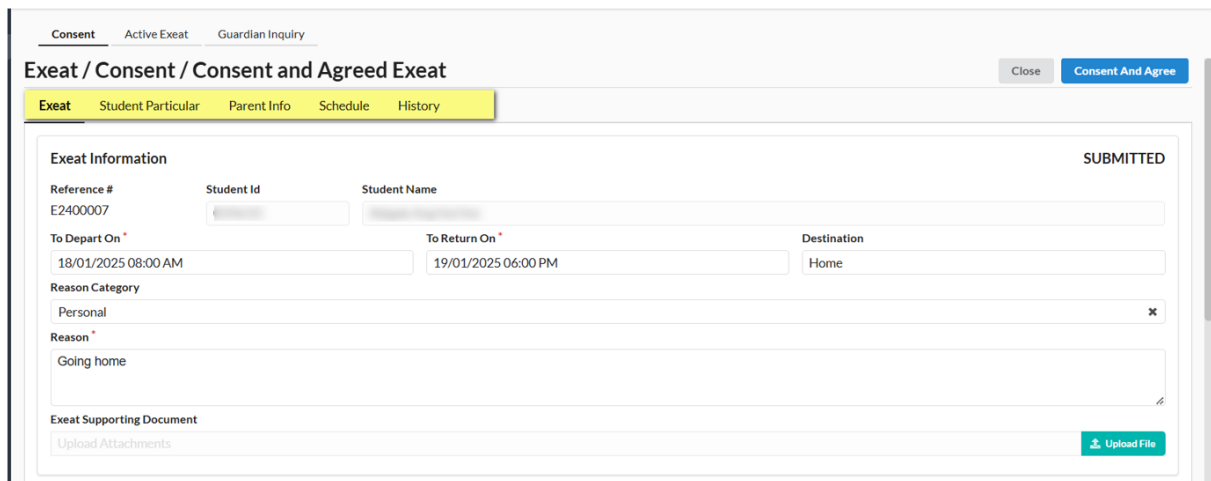
1. Login as parent. Navigate to Exeat > Consent.



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.

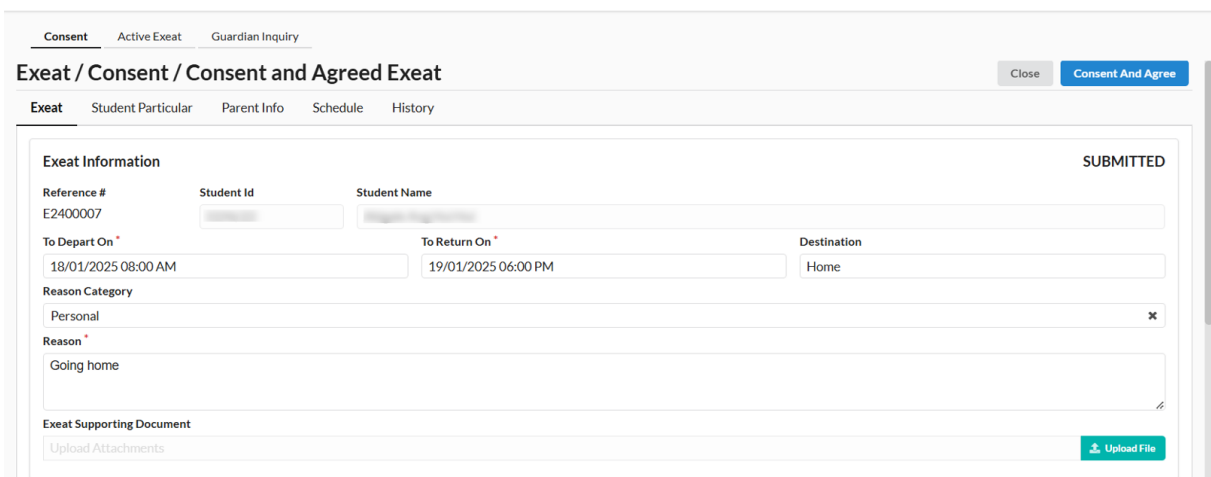


4. User will see multiple tabs under Exeat Consent – Exeat, Student particular, Parent Info, Schedule and History.





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



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

Number Plate

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. *

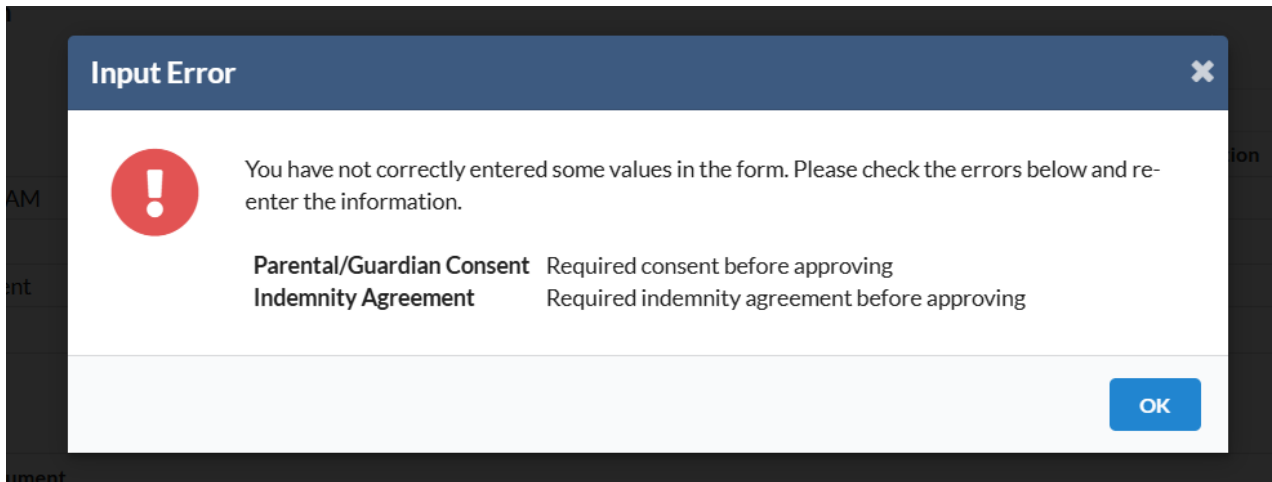
Indemnity Agreement

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.

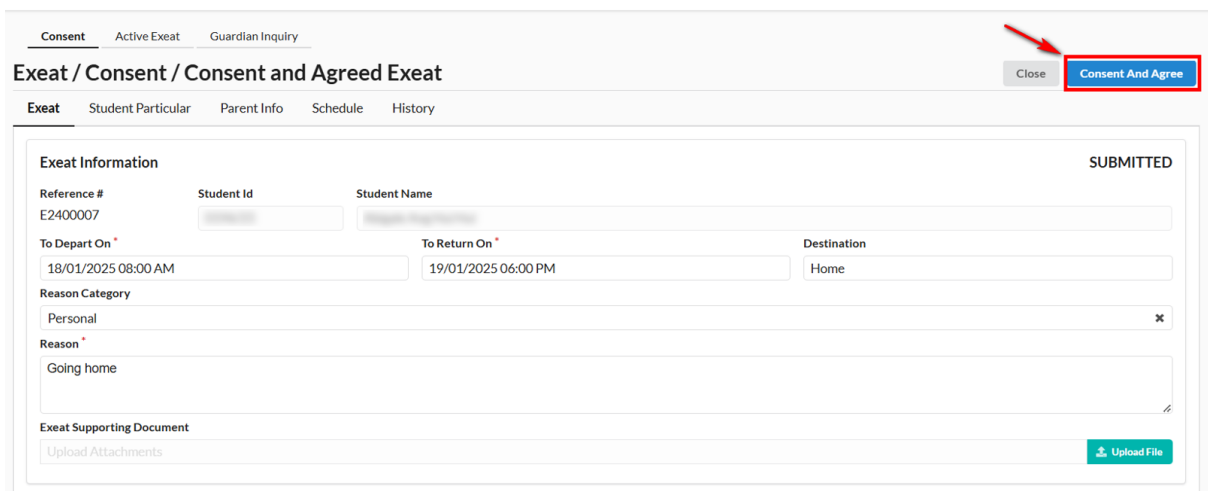
I understand and acknowledge the risks involved and assume full responsibility for my child's participation.

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.

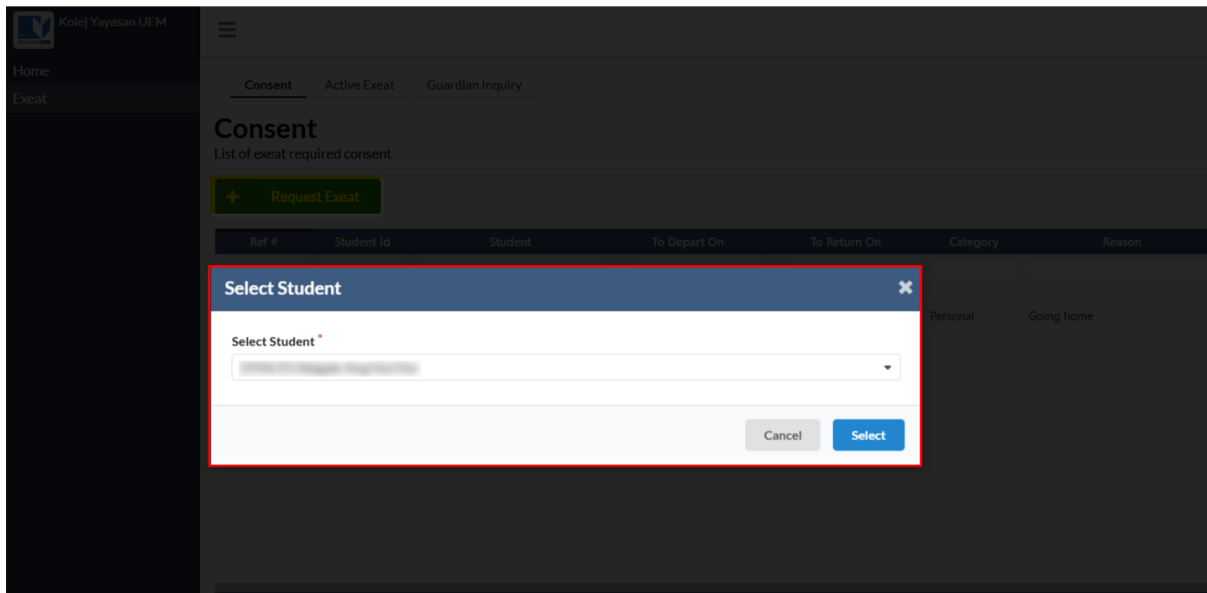


10. Once parents have given consent and agreed, an email notification will be sent to the student, tutor and student service, to notify that the exeat has been consented and agreed indemnity.

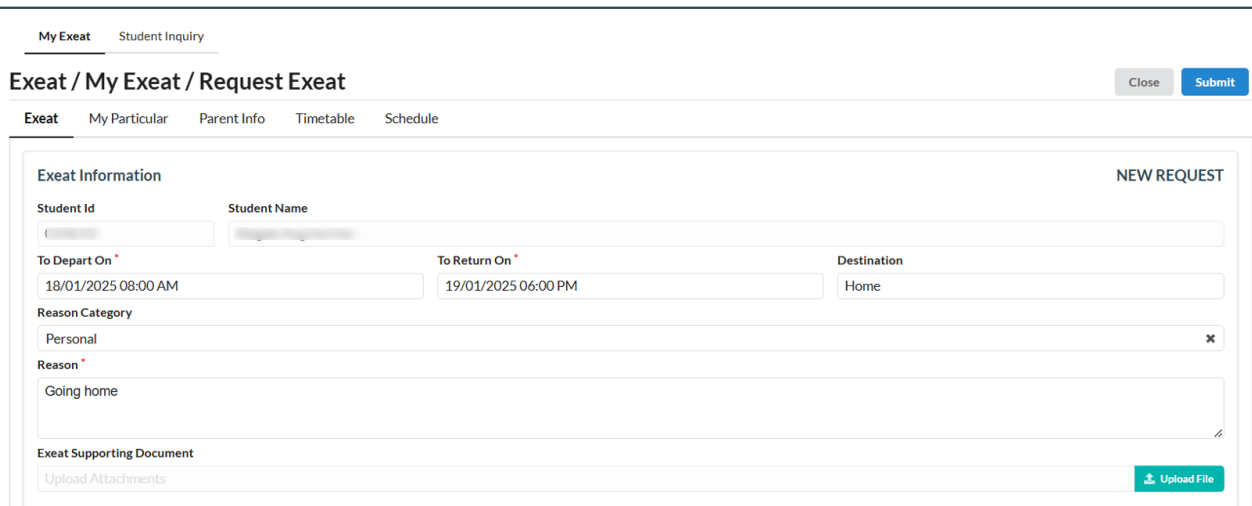
5.1.2 Request Exeat (on behalf of the child)

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).



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 shows the 'Exeat / My Exeat / Request Exeat' form. It includes a breadcrumb trail 'Exeat / My Exeat / Request Exeat' and a 'NEW REQUEST' button. The form fields are: 'Student Id' and 'Student Name' (both with input fields), 'To Depart On' (18/01/2025 08:00 AM), 'To Return On' (19/01/2025 06:00 PM), and 'Destination' (Home). The 'Reason Category' is set to 'Personal'. The 'Reason' field contains 'Going home'. There is an 'Exeat Supporting Document' section with an 'Upload Attachments' button and an 'Upload File' button.

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				

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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	

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

- a. Pickup Person
- b. Contact Number
- c. Plate Number

Pick Up Information

Pickup Person
Mr. [redacted]

Contact Number
6012 [redacted]

Number Plate
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.

Consent Active Exeat Guardian Inquiry

Exeat / Consent / Request Exeat

Close Submit

Exeat Student Particular Parent Info Schedule

Exeat Information NEW REQUEST

Student Id Student Name

To Depart On * To Return On * Destination

01/02/2025 09:00 AM 02/02/2025 10:00 PM Home

Reason Category

Family Event

Reason *

Wedding Event

Exeat Supporting Document

Upload Attachments Upload File

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.

