Online Application User Guide

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1.Online Application

Online Application form is a platform used to allow student to apply to study in the specific institution via online.

1.1.New Application

New applicant must register first before applying the application form.

1.1.1.Register Application

There are two ways to register the account either by using normal registration or login using Facebook.

Normal Registration

To register the account using normal registration, refer the following steps.

	New Application	
	Enter your account details below:	
	🚔 INTAN AMEERA BINTI AZRUL	-1
	nisa@barracudacampus.com	+2
	980213015128	-3
	No special character allowed. eg. (" - "	·," ")
4	l'm not a robot	reCAPTCHA Privacy - Terms
	REGISTER	+5
	Already have an account? Click He Login.	re to

- 1. Enter name
- 2. Enter email
- 3. Enter IC/Passport number
- 4. Click on the reCaptcha
- 5. Click Register button

System will notify the applicant on the account registration via email.

ne Application] Account Registered Inbox x		e	i I
CAMPUS MANAGEMENT SYSTEM (SIT) <admin@barracudacampus.com> to me 🗨</admin@barracudacampus.com>	09:41 (0 minutes ago) 📩	*	
INTAN AMEERA BINTI AZRUL ,			
You have successfully registered your account for applying to study in BarracudaCMS Institute.			
Please login using your email and IC/Passport number to complete your application.			
Below is your Login Information:			
Email : <u>nisa@barracudacampus.com</u> IC/Passport :980213015128			
Don't forget to save your detail everytime you key-in the information.			
To start applying please validate your email address. Simply click the link below: https://www.barracudacms.com/onlineapp_v2-sit/index.php/email_validation/index/full/2456/83f69f021fb06892ea151fd593b542a2	Click here to validate your e	mail	
Once you've completed all the details, go to Submit Application section, and click the 'Submit Form' button to submit your application	n to us.		
Thank you.			

Applicant is also required to validate the email before sign in to the Online Application form. Once the account has been activated, student is now able to login to the application form using **Email** and **IC/Passport Number** as stated in Section 1.1.2.Login to Online Application Form.

Login using Facebook

To register the account using Facebook, refer the following steps.

New Applica	tion
Enter your account details belo	w:
🐣 Name	
Email	
IC/Passport	
No special character allowed.	eg. (" - "," ")
I'm not a robot	reCAPTCH/ Privacy - Term
REGISTER	
Already have an account? C Login.	lick Here to

1. Click on Click Here link to access Login page

Update Application
f Login using 2 Facebook
Email
IC/Passport
LOGIN
Don't have an account? Click Here to register.

2. Click on Login Using Facebook link.

Applicant is successfully login to the application form using Facebook. System will redirect applicant to the Update Additional Info page as below.

	Nisa Izya	ni binti Ran	nli	-
	0123456	789		-
	98111201	15442		-
No s	oecial cha	racter allow	ved. eg. (" - ","	")

- 4. Enter phone no
- 5. Enter IC/Passport no
- 6. Click Submit button

Applicant will be redirected to the Application Form as shown below.

1 Personal Info	2 Academic Background 3 Program Selection	4 Contact Info 5	Nisa Izyani Upload Document 6 Preview
	SAVE & CONTINUE >		
Personal Info ① Please fill up your person Type •	∩ Local ◯ International		
IC/Passport *	981112015442	Salutation	Please Select -
Name *	Nisa Izyani binti Ramli		
Phone Mobile *	0123456789	Phone Home	Example : 0369420102
Email	izyani_02@yahoo.co.uk		
Date of Birth	12-11-1998	Place of Birth	Example : Hospital Kuala Lumpur

Name, IC/Passport number, phone mobile will be automatically populated according to the information entered in Update Additional Info while email is automatically populated based on the registered email on Facebook.

1.1.2.Login to Online Application Form

Once email is validated, applicant must login to fill up the form.

To login, steps below should be taken.

New Applicati	on
Enter your account details below:	:
🐣 Name	
Email	
IC/Passport	
No special character allowed. eg.	. (" - "," ")
I'm not a robot	reCAPTCHA Privacy - Terms
REGISTER	
Already have an account? Clic Login.	k Here to

1. Click on Click Here link to access Login page

Update Application	on
f Login using Facebook	
nisa@barracudacampus.com	- 2
≙	3
LOGIN	4
Don't have an account? Click He register.	re to

- 2. Enter email address
- 3. Enter IC/Passport no
- 4. Click Login button

Applicant will be redirected to the Update Additional Info page before able to fill up the application form.



5. Click Submit button

Applicant will be redirected to the Application Form as in Section1.2.Application Form below.

1.2.Application Form

1.2.1.Personal Info

In the Personal Info page, the form is divided into five categories, which are, personal information, permanent address, mailing address, marketing information and others.

Fill up the information of each categories as below.

Personal Info			INTAN AMEERA BII	
Please ill up your persona	a mornaton.			
Туре •	Local International			
IC/Passport *	980213015128	Salutation	Ms.	× *
	IC number without (-) only 12 chars is allowed.			
Name *	INTAN AMEERA BINTI AZRUL			
Phone Mobile *	0123456789	Phone Home	0341567899	
Email	nisa@barracudacampus.com			
Date of Birth	13-02-1998	Place of Birth	JOHOR BAHRU	
Nationality *	Malaysian ×	Gender •	Male • Female	
Religion *	Islam x	- Race -	MALAY	х -
Marital Status	Single ×	-		
Disability	Non-disable Disable			

1. Personal Information

- · Select student type
- Enter IC/Passport number (auto populate from registration form)
- · Select salutation
- Enter name (auto populate from registration form)
- Enter phone (mobile) (auto populate from update additional info form)
- Enter phone (home)
- Enter email (auto populate from registration form)
- · Select date of birth (auto populate from IC number)
- Enter place of birth
- · Select nationality
- Choose gender
- Choose religion
- Choose race
- Pick marital status
- · Pick disability

Permanent Addres	INTAN AMEERA BINTI AZRUL			
Address Line 1	58, JALAN SRI TASIK BARAT 1B,	Address Line 2	SUMMERGLADES	
City	CYBERJAYA	State	Selangor	х т
Postcode	63000	Country	Malaysia	× ~

2. Permanent Address

- Enter address line 1
- Enter address line 2
- Enter city
- · Select state
- Enter postcode
- Select country (auto populate)

Mailing Address 0-3



1. All mails will be deliv 2. Click "Same as abov	ered to your mailing address. e" if mailing address is similar to permanent address.		
Same as above	×		
Mailing Address Line 1	58, JALAN SRI TASIK BARAT 1B,	Mailing Address Line 2	SUMMERGLADES
City	CYBERJAYA	State	Selangor × -
Postcode	63000	Country	Malaysia × -

3. Mailing Address

- Click Same as above to copy the address from permanent address OR
- Enter address line 1
- Enter address line 2
- Enter city
- · Select state
- Enter postcode
- Select country (auto populate)

Marketing Information () -4

Please choose marketing	g staff/agent who recruited you if any.			
Marketing Staff	Please Select -	Agent Name	Please Select	*
Others				

4. Marketing Information

- Choose marketing staff
- · Choose agent name

• Enter others

Others 🛛 — 5 Please fill up hostel informa	tion if required.	
Hostel Required	Yes No	
Type of Room	Standard	x -
	SAVE & CONTINUE >	

5. Others

- Choose hostel required
- Choose room type if required

Click Save & Continue button to save the record and proceed to the next tab, which is, Academic Background page.

1.2.2.Academic Background

To add academic background, steps below can be taken.

1 v Personal Info	2 Academic Bar	kground 3 Program Sele	ction 4 Contact Info	5 Upload Document	6 Preview	INTAN AMEERA BINTI AZRUL
		< BACK CONTINUE>				
Academic Backg	round					
Qualification *	SPM		1			
	No. Qualification Pre	vious Course Grade	Year			

- 1. Select qualification
- 2. Click Add Item button. Verify SPM qualification selection will be displayed as below.



0

pletion Year *	2015								
	Subject	Grade							
	English Language	A	\$	•					
	History	B+	\$	•					
	Islamic Studies/Moral Studies	A	\$	•					
	Malay Language	A-	\$	×.					
	Mathematics	A-	\$	•					
5	- Additional Mathematics	B+	\$	• *					
	Chemistry	В	¢	×					
	Physics 🗘	В-	\$	×					
	Information and Communications Technology	В	\$	×					
			ADD MOF	RE ITEM 🔸					

- 3. Enter institution/school
- 4. Select completion year
- 5. Choose subject
- 6. Choose grade
- 7. Click Add More Item to add more subject
- 8. Click Save button

The newly added qualification will be displayed in the Academic Background list as below.

Note: Click on "x" sign to remove the subject added.

1 v Personal Info		2 Academi	c Background	3 Progr	am Seleo	ction 4	Contact Info	5 Uplo	oad Document	6 Pre	eview	INTAN AMEERA BINTI AZRUL
			< BACK	CONTINUE								
Academic Backgr	oun	d										
Qualification *	Plea	ase Select										
	ADD											
	No.	Qualification	Previous Course	Grade	Year							
	1	SPM			2015	ACTION ~						
						♂ Editx Delete						
			< BACK	CONTINUE>								

Choose Edit in the action dropdown list to update the academic background information and Delete to remove the record from the system.

Click Continue to proceed to the next tab, which is, Program Selection.

1.2.3. Program Selection

In the program option, system will only list down the programs that are eligible based on the applicant's academic background entered.

To select the program, refer the following steps.

Campus *	MAIN - Main Campus	х -
Program *	DMT - Diploma In Multimedia Technology	x -
Intake *	2016/11	x ~
Study Mode *	FULL TIME	x -
ogram 2		
Campus	MAIN - Main Campus	х -
Program	DNS - Diploma In Network Security	× •
Intake	2016/11	х т
Study Mode	FULL TIME	× •
rogram 3		
	MAIN - Main Campus	x *
Campus		
Campus Program	DIT - Diploma In Information Technology	х т
Campus Program Intake	DIT - Diploma In Information Technology 2016/11	× - × -

- 1. Select campus
- 2. Select program
- 3. Select intake
- 4. Select study mode

Follow the same steps as above for Program 2, 3 and onwards (if any).

Click Save & Continue button to save the record and proceed to the next tab, which is, Contact Info page.

1.2.4.Contact Info

In this page, applicant is required to fill up the parent/guardian information as below.

1 v Personal Info	2 v Academic Background 3 v Program Selection 4 Contact Ir	fo 5 Upload Document	6 Preview	INTAN AMEERA BINTI AZRUL
	•••••			
	< BACK SAVE & CONTINUE >			
Relation *	Father × -			
IC/Passport *	671212015433			
Name *	AZRUL BIN AHMAD DAUD			
Email	azrul_ahmaddaud@gmail.com	Occupation	FINANCIAL ADVISOR	
Race *	MALAY × ~			
Phone Mobile *	0123456789	Phone Home	0341567899	
Phone Office	Example : 0369420102	Fax Number	Example : 0369420102	
Annual Income	7500	Household Size	4	
Address Line 1	58, JALAN SRI TASIK BARAT 1B,	Address Line 2	SUMMERGLADES	
City	CYBERJAYA	State	Selangor	х -
Postcode	63000	Country	Malaysia	x
	ADD MORE CONTACT			

1. Fill up the form as below

- Select relation
- Enter IC/Passport number
- Enter name
- Enter email
- Enter occupation
- Select race
- Enter phone mobile
- Enter phone home
- Enter phone office
- Enter fax number
- Enter annual income
- Enter household size
- Enter address line 1
- Enter address line 2
- Enter city
- Choose state
- Enter postcode
- Choose country

2. Click ADD MORE CONTACT button to add more contact information

Click Save & Continue to save the record and proceed to the next tab, which is, Upload Document.

1.2.5.Upload Document

In this page, applicant is able to upload the supporting files directly from the system.

To upload the supporting files, below steps can be taken.

	< BACK	CONTINUE>	
Information			
1. Following document is compulsory			
SPM Certificate			
Medical Checkup			
Offer Letter			
Aku Janji Letter (for Diploma course only)			
Letter of Acceptance			
Copy of IC or PASSPORT			
X-ray film			
Upload Supporting Document			
Document Type Copy of IC or PASSPORT	×	1	
			no_photo.jpg (17KB)
			Max File Size: 1MB
			File Name: Special characters not allowed !@#\$%^&*()+=- []\\\';,./[0]\
			Supported File Format: *.jpg, *.jpeg, *.png, *.pdf, *.txt, *.doc, *.docx

- 1. Select document type
- 2. Select file
- 3. Click Upload Files button

The newly added document will be displayed in the Document list as below.

Document		
Copy of IC or PASSPORT		DELETE
SPM Certificate		DELETE
	< BACK CONTINUE>	

Click Delete button to remove the uploaded document.

Click Continue to save the record and proceed to the next tab, which is, Preview.

Note: Applicant must upload all mandatory documents as stated in the Information box as above. System will block applicant to continue to the next tab if compulsory files to be uploaded is not complete.

1.2.6.Preview Form

Before submission, applicant can check and verify the information entered by accessing to the Preview Form page as below.

1 v Personal Info	2 v Academic Background	3 v Program Selection	4 ✓ Contact Info 5	✓ Upload Document	6 Preview	INTAN AMEERA BINTI AZRUL
	< BACK	SUBMIT ~				
Personal Info						
Туре	Local					
IC/Passport ·	980213015128		Salutation	Ms.		
Name *	INTAN AMEERA BINTI AZRUL					
Phone Mobile *	0123456789		Phone Home	0341567899		
Email	nisa@barracudacampus.com					
Date of Birth	1998-02-13		Place of Birth	JOHOR BAHRU		
Nationality *	Malaysian		Gender *	Female		
Beligion *	Islam		Bace *	MALAY		
Marital Status	Single					
Marital Status	Net Dischlad					
D D D Uploaded Suppor	ting Document	:			:	
	Document					
	Copy of IC or PASSPORT					
	SPM Certificate					
	Medical Checkup					
	Offer Letter					
	Letter of Acceptance					
	Aku Janji Letter (for Diploma course onl	y)				
f Share Click to share	in Facebook page	SUBMIT V				

Here, applicant has an option to share the activity via Facebook by clicking on the Share link as above.

1.2.7.Logout

Applicant is allowed to logout from the application form and continue to fill up the form later.



Hover to the student name and click Log Out to sign out from the application form.

1.3.Update Application

Registered applicant who hasn't submitted the form is still able to amend the application form by accessing to the same online application form.

To update the application form, applicant is required to login to the application form by following the steps in Section 1.1.2.Login to Online Application Form.

System will redirect applicant to the same application form. Make any changes on the information by following steps in Section 1.2.1.Personal Info, 1.2.2.Academic Background, 1.2.3.Program Selection, 1.2.4.Contact Info and 1.2.5.Upload Document.

1.4.Submit Application

Click Submit button to submit the application form.

1 v Personal Inf	o 2 - Academic Backgr	ound 3	✓ Program Selection	4	✓ Contact Info	✓ Upload Docur	ment 6 Preview	INTAN AMEERA BINTI AZRUL
	<1	BACK SUBMIT	Click Submit	button				
Personal Info								
Туре	Local							
IC/Passport *	980213015128				Salutatio	n Ms.		
Name *	INTAN AMEERA BINTI AZRUL							
Phone Mobile *	0123456789				Phone Hom	e 0341567899		
Email	nisa@barracudacampus.com							
Date of Birth	1998-02-13				Place of Bir	h JOHOR BAHRU		
Nationality *	Malaysian				Gender	Female		
Religion •	Islam				Race	• MALAY		
Marital Status	Single							
Disability	Not Disabled							

In order to submit the form, applicant must fill up at least one information of academic background, contact information and upload all compulsory supporting documents, or else, system will block applicant to submit the application form.

Applicant will be notified via email once application is submitted.

Applicant is no longer able to update the application form once submission is performed.

1.5.Check Application Status

Once the application is processed, applicant is able to check the application status by login back to the online application form.

To login, please refer <u>here (https://techsense.freshdesk.com/solution/articles/13000022567-online-application-new-version-user-guide-for-student-#1.1.2.Login%20to%20Online%20Application%20Form).</u>

Attendance (Confirmation	Hi INTAN AMEERA BINTI AZRULL, × Congratulationi, you have been accepted to further your study with us.
IC/Passport	980213015128	Offer Letter will be given effer you X
Name	INTAN AMEERA BINTI AZRUL	have confirmed your attendanced!.
Offered	DMT - Diploma In Multimedia Technology	
	The file you needed for the registration is as below: 1. Diploma In Multimedia Technology Offer Letter.pdf 2. Health_Examination_Report.jpg 3. Students_Pledge.jpg CONFIRM CANCEL	
Copyright ©2016 Barrac	uda Campus. All Rights Reserved. by marracuda	

The right message will show the application status of applicant whether successful or not.

If applicant is accepted to further the study in the institution, applicant is able to download the documents required during the registration day by clicking on the document links stated above.



Click on Confirm button to accept the offer.

N Nisa is the author of this solution article.