



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

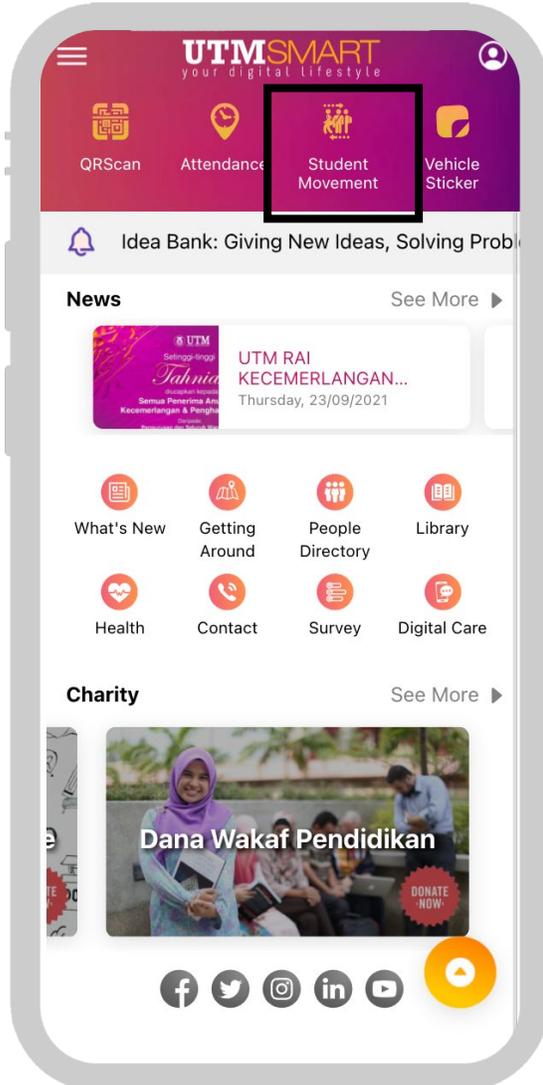
**UTMSMART**  
your digital lifestyle

# Student Movement Simple Guide

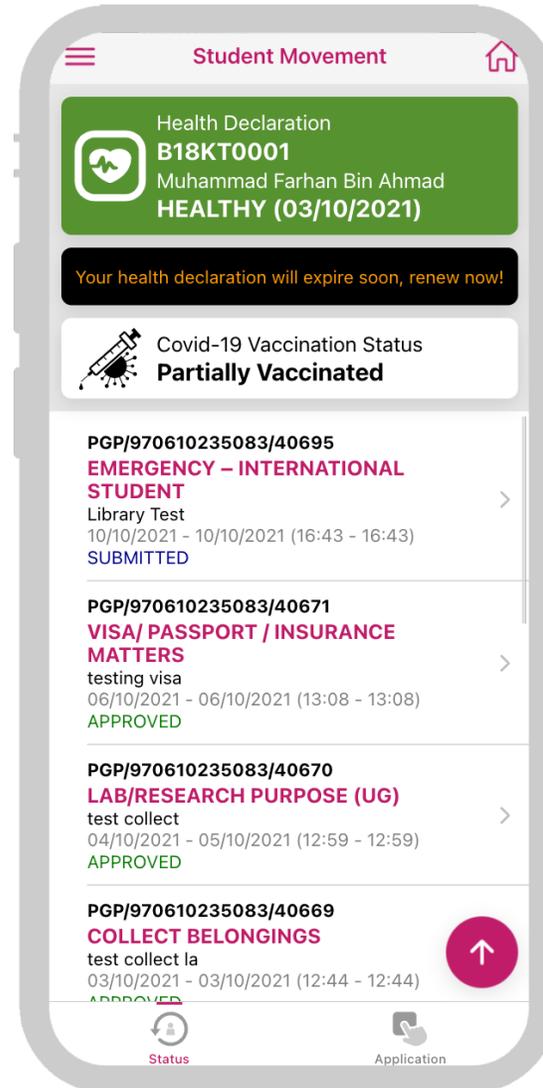


# STUDENT MOVEMENT

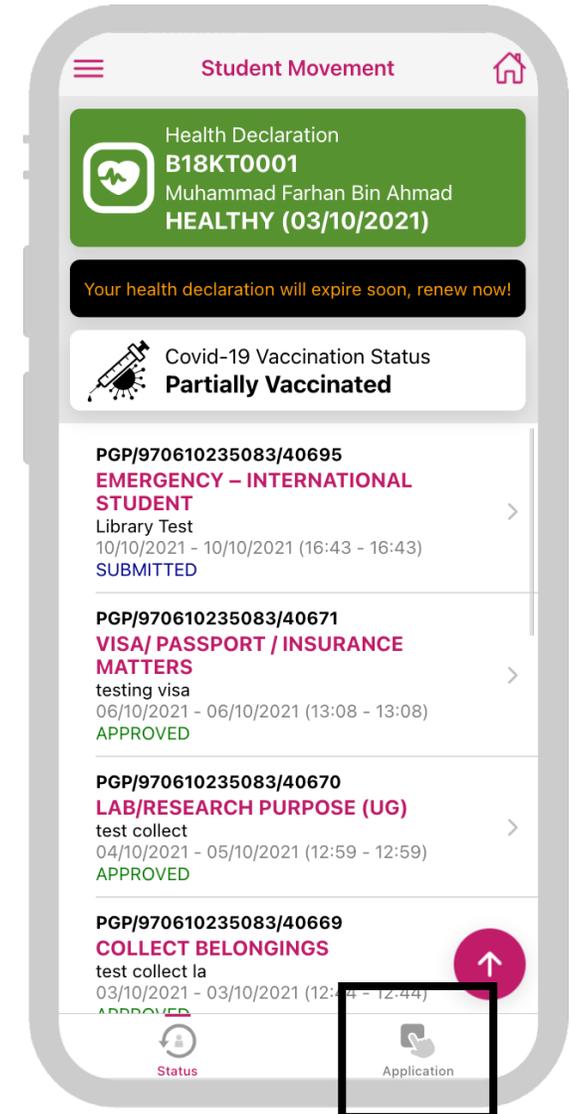
1. Open UTMSmart application and click **Student Movement**.



2. Update your Health Declaration Form (HDF) and vaccination status.



3. After your HDF and vaccination status have been updated, click **Application**.



# STUDENT MOVEMENT

4. If you are entering the campus, click **Entering Campus**. Fill in the information, then click **Submit** (make sure to fill in all the compulsory fields including the attachment).

The image illustrates the steps for submitting a student movement application. It consists of four sequential mobile app screens:

- Screen 1: Application Type** - Shows a list of application types with "Please select" below. The "Application" icon is highlighted in the bottom navigation bar.
- Screen 2: Application Type** - Shows a search bar "Type something" and a list of options. "Entering Campus" is selected and highlighted with a black box. The "Application" icon is highlighted in the bottom navigation bar.
- Screen 3: Application** - Shows the "Entering Campus" form. Fields include: Purpose (VISA/ PASSPORT / INSURANCE MATTEF), Description/Remark (Visa Renewal), Current Location (MALAYSIA), State (JOHOR), Current Location/Address (22 Jalan Kebangsaan, Taman Universiti), Destination Location (OTHERS), and Destination Location/Address/Lab (UTM). A "Next" button is at the bottom. The "Application" icon is highlighted in the bottom navigation bar.
- Screen 4: Application** - Shows the "OWN VEHICLE" form. Fields include: Plate Number (If any) (ABC1234), Emergency Contact (Example: 01212345678), Number of day(s) selected (1), Start Date (Sun, 03-Oct-2021), End Date (Sun, 03-Oct-2021), Start Time (12:02), and End Time (12:02). There is an Attachment field with a camera icon. The "Recommend By" field is filled with "UTMI Officer 1". "Back" and "Submit" buttons are at the bottom, with "Submit" highlighted by a black box. The "Application" icon is highlighted in the bottom navigation bar.

# STUDENT MOVEMENT

5. If you are going out of the campus, click **Going Out Campus**. Fill in the information, then click **Submit** (make sure to fill in all the compulsory fields including the attachment).

The image illustrates the 'Going Out Campus' application process through four sequential mobile app screens:

- Screen 1: Application Type Selection**
  - Title: Application
  - Header: Application Type
  - Text: Please select
  - Bottom Navigation: Status, Application
- Screen 2: Application Type Selection (Selected)**
  - Title: Application Type
  - Search: Type something (Cancel)
  - Options: Entering Campus, **Going Out Campus** (highlighted)
  - Bottom Navigation: Status, Application
- Screen 3: Application Details Form**
  - Title: Application
  - Header: Going Out Campus
  - Purpose: GRADUATE
  - Description/Remark: About to graduate
  - Current Location: KOLEJ RAHMAN PUTRA
  - Current Location/Address: G20
  - Destination Location: MALAYSIA
  - State: PAHANG
  - Destination Location/Address: Kampung Melayu, Bera
  - Bottom Navigation: Status, Application
- Screen 4: Application Details Form (Submitted)**
  - Title: Application
  - Header: OWN VEHICLE
  - Plate Number (If any): ABC1234
  - Emergency Contact: 0196676788
  - Number of day(s) selected: 1
  - Start Date: Sun, 03-Oct-2021
  - End Date: Sun, 03-Oct-2021
  - Start Time: 12:02
  - End Time: 12:02
  - Attachment: [Camera Icon]
  - Recommend By: KRP Principal
  - Buttons: Back, **Submit** (highlighted)
  - Bottom Navigation: Status, Application

# STUDENT MOVEMENT

6. You will get a notification about your application status through email and UTMSmart application.

7. To print the approval letter, log in to MyUTM portal (<https://my.utm.my>) then click **Student Movement**.

The screenshot displays the MyUTM portal interface. At the top, it features the UTM logo and the text 'ONE STOP STUDENT SERVICES'. The user is logged in as 'Computing Bachelor Of Computer Science (Computer Networks And Security)'. The main content area is divided into several sections:

- MAIN MENU:** A vertical list of navigation options including My Profile, Activity List, Academic Award, Course Registration, Course Pre-Registration, Amendment Course, Software Centre, Job on Campus, GSMS, E-Learning, Students Evaluation of Teaching, E-Portfolio, Hostel, College Parcel, Vehicle Sticker, Scholarship, and Permohonan Zakat.
- ABOUT UTM:** A vertical list of information links including iCare, FAQ UTM Synergy 4.0, Achievements, Admission, Faculty & School, UTM Library, E-Prints, and Staff Directories.
- COVID-19 Information:** A central banner with a diagram showing symptoms (FEVER, COUGH, SHORTNESS OF BREATH, DIARRHEA, VOMIT, PNEUMONIA, RENAL FAILURE) and prevention methods (USE MASK, COVER MOUTH WHEN COUGHING, WASH HANDS, GO TO THE CLINIC, AVOID CROWDED PLACES).
- Navigation Tabs:** A horizontal row of tabs for CIRCULAR, ACADEMIC, FAQs Synergy UTM 4.0, FINANCE, ACTIVITY, UTMCC, and UTMI.
- UTM Circular:** A list of recent circulars and notices, such as 'PEKELILING PERMOHONAN SURAT PENGESAHAN PELAJAR MELALUI PORTAL MyUTM' and 'PEKELILING PENGGUNAAN PORTAL MYUTM DALAM PENGURUSAN AKTIVITI MAHASISWA'.
- LINKS:** A vertical list of quick-access links including UTM Circular, UTMotion, UTM BLOSSOM, OCW, MOOCs, UTM Mail, Laboratory System (LIMS), Adu@IT, Industrial Training System (ITS), UTM Library EZProxy, Central Userid, Vehicle Reservation, Service ICT, SPS, Class Timetable, B40 Data Plan, Health Declaration, and **Student Movement (Auto Approval)** (highlighted with a red box).
- MEDIA:** A vertical list of media links including 58th UTM Convocation, UTMSmart: Class Attendance - Student Guide, and Job4U Portal Launching.

# STUDENT MOVEMENT

8. Click **Student Movement** tab.
9. Choose the approval letter to print.



Home | Student Info | Activity | Award | User Manual



**XXXXXXXX XXX XXXXX**  
**Bachelor Of Engineering (Chemical - Bioprocess)**  
**Chemical & Energy Engineering**

**Matric No.:** B18XXXXXXX  
**Semester/Norm:** 6 / 8  
**AA:** XXXXXXX XXX XXXXX

**Type of Study:** Taught Course (Full Time)  
**E-mail:** xxxxxx@graduate.utm.my  
**Phone:** 012-345679

**Student Movement**

No.	Purpose	Remarks	Start Date	End Date	Status	Approval Letter (BM)	Approval Letter (ENG)
1.	UTM JB - GOING BACK HOME-Tamat Pengajian	HARIAN	18/07/2021	18/07/2021	APPROVED		

Note : This record is automatically approved by the university. For more information please call 011-18687022 (Sun -Thu) or email hep@utm.my || email hep@utm.my || tphep@utm.my

© 2018 Universiti Teknologi Malaysia - All Right Reserved. 70998366  
Disclaimer : UTM Academic Management System uses accurate and up-to-date information from AIMS, GSMS and HRFin. Centre for Information and Communication Technology (CICT) shall not be liable for any loss or damage contained in the system.



# THANK YOU



In the Name of God for Mankind

[www.utm.my](http://www.utm.my)



Department of Deputy Vice Chancellor (Student Affairs)

[tphep@utm.my](mailto:tphep@utm.my)

011-18687022

3 October 2021