

MANUAL PENGGUNA – KAUNSELOR

**(PENDAFTARAN, TEMU JANJI,
WALK-IN, KES DIRUJUK,
MESSAGE, LOG MODULE,
PSYCHOLOGICAL TEST, EDIT
PROFILE)**

counselling2u.uitm.edu.my

ISI KANDUNGAN

NO.	PERKARA	MUKA SURAT
1.	Muka Depan Counselling2u	2
2.	Pendaftaran Pengguna Baru (Kaunselor)	3
3.	Temu Janji	12
4.	Sesi Kaunseling	21
5.	Walk-In	30
6.	Rujukan	43
7.	Message	60
8.	Log Module	64
9.	Psychological Test	88
10.	Edit Profile	92

PENDAFTARAN (PENGGUNA BARU)



Pusat
Kerjaya & Kaunseling
Career & Counselling Centre



WELCOME TO COUNSELLING2U

"We Care, We Help"

1)Klik UiTM Members:
Staff

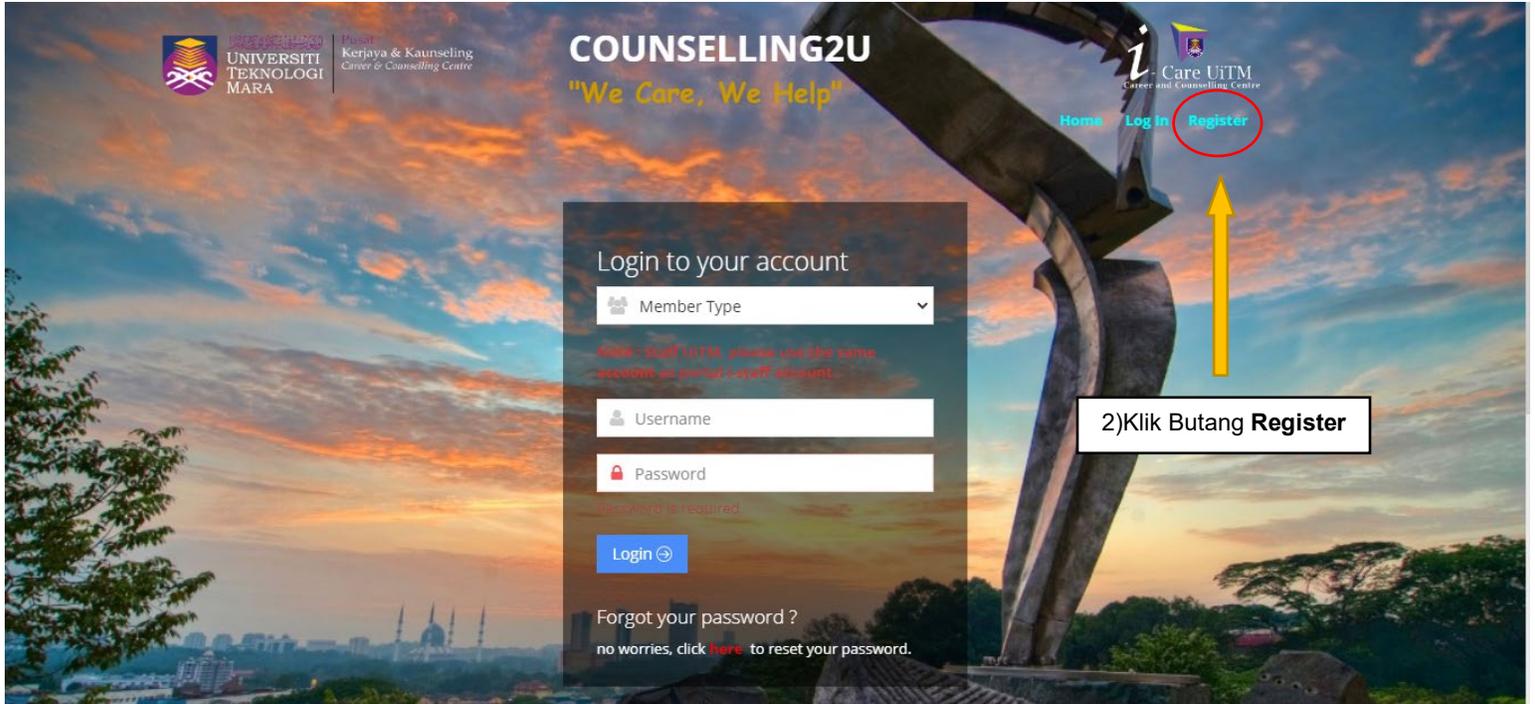


DEWAN
AGONG
TUANKU
CANSOLOR

PENDAFTARAN: Proses kaunselor untuk mendaftarkan diri di dalam sistem COUNSELLING2U.

Tujuan:

Memudahkan para kaunselor untuk menyimpan segala maklumat dan untuk penyimpanan segala bentuk dokumentasi kaunseling.



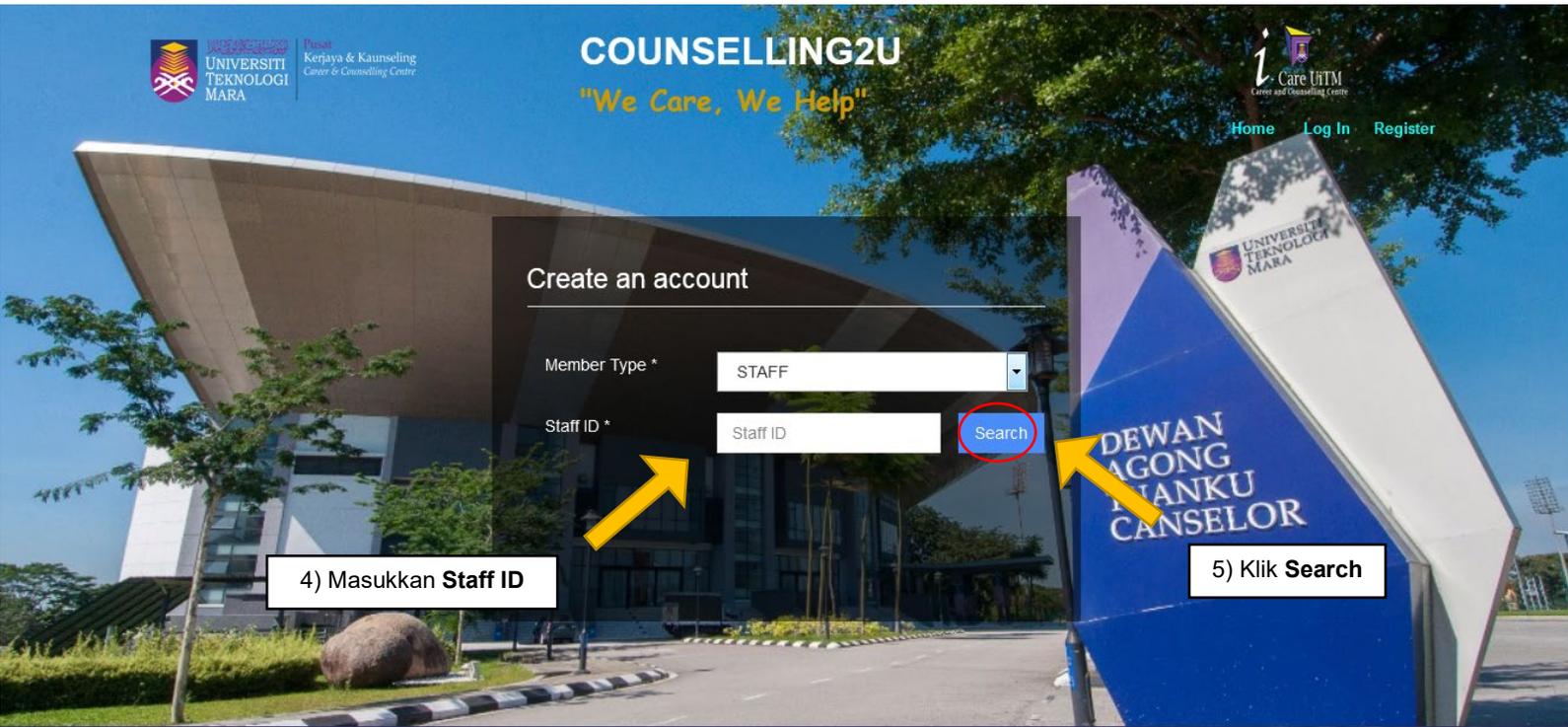
The screenshot shows the COUNSELLING2U login interface. At the top left is the Universiti Teknologi Mara logo. The main header reads "COUNSELLING2U" and "We Care, We Help". On the right, there are navigation links: "Home", "Log In", and "Register". The "Register" link is circled in red, and a yellow arrow points to it from a text box that says "2)Klik Butang Register". Below the navigation is a "Login to your account" form with a "Member Type" dropdown, "Username" and "Password" input fields, and a "Login" button. A note for staff users is present. At the bottom, there is a "Forgot your password?" link.

Create an account

Member Type *

STAFF	▼
Please Choose	
STAFF	
STUDENT	

3)Pilih Member Type:
STAFF



The screenshot shows the 'COUNSELLING2U' website interface. At the top, the logo and name 'COUNSELLING2U' are visible, along with the tagline 'We Care, We Help'. Navigation links for 'Home', 'Log In', and 'Register' are present. The main content area is a 'Create an account' form. The form includes a 'Member Type' dropdown menu set to 'STAFF', a 'Staff ID' input field, and a 'Search' button. A yellow arrow points from a text box '4) Masukkan Staff ID' to the 'Staff ID' input field. Another yellow arrow points from a text box '5) Klik Search' to the 'Search' button, which is circled in red. The background of the screenshot shows a building and a sign for 'DEWAN AGONG MANKU CANSOLOR'.

UNIVERSITI
TEKNOLOGI
MARA

Pusat
Kerjaya & Kaunseling
Career & Counselling Centre

COUNSELLING2U

“We Care, We Help”

Home Log In Register

Create an account

Member Type * STAFF

Staff ID * Staff ID Search

4) Masukkan **Staff ID**

5) Klik **Search**

DEWAN
AGONG
MANKU
CANSOLOR

Create an account

Member Type *

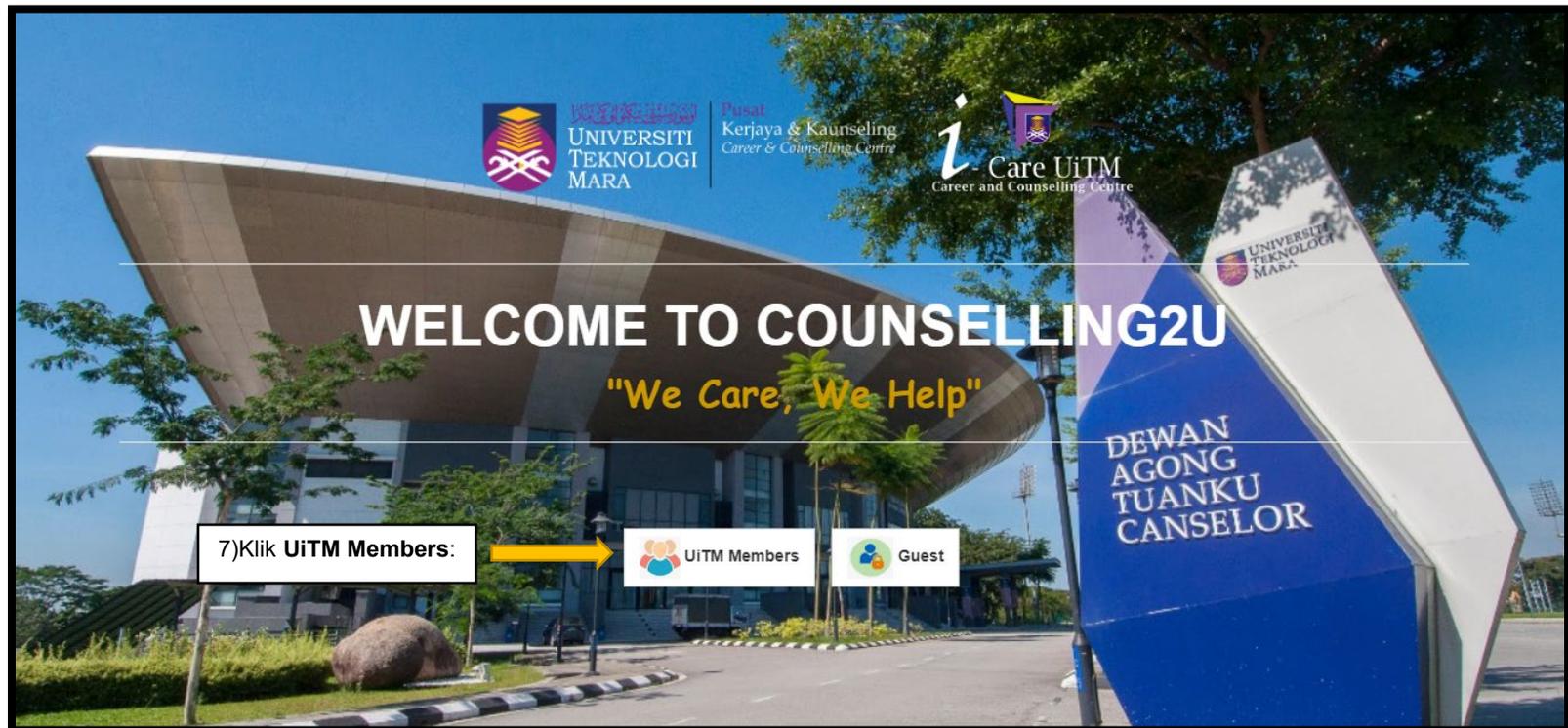
Staff ID *

Name *

Email *

6) Klik **Create an account**

UNIVERSITI
TEKNOLOGI
MARA
DEWAN
AGONG
TUANKU
CANSELOR



Login to your account

 STAFF

Note : Staff UiTM, please use the same
account as portal i-staff account.

 Username

 Password

Login 

Forgot your password ?

no worries, click [here](#) to reset your password.

9) Klik **Login**

8) Isikan **Username**
dan **Password** (sama
dengan akaun portal i-
staff)

Counsellor Dashboard ← **Counsellor Dashboard akan terpapar**

Home > Dashboard

- Appointment: 0
- Walk In: 0
- Message: 0
- Reference: 0

Calendar: January 2021

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4 Administration	5 Administration	6 Administration	7 Administration	8 Administration	9

TEMU JANJI



WELCOME TO COUNSELLING2U

"We Care, We Help"

1) Klik UiTM Members:
Staff



UiTM Members



Guest

TEMU JANJI: Proses kaunselor untuk menerima temu janji yang dilakukan oleh pelajar di dalam sistem COUNSELLING2U.

Tujuan:

Memudahkan para kaunselor untuk menyimpan maklumat klien dan laporan kerja.

Login to your account

Note : Staff UiTM, please use the same account as portal i-staff account.

[Forgot your password ?](#)

no worries, click [here](#) to reset your password.

3) Klik **Login**

2) Isikan **Username** dan **Password** (sama dengan akaun portal i-staff)

Counsellor Dashboard

Home > Dashboard

4) Counsellor Dashboard akan terpapar

Appointment 0

Walk In 0

Message 0

Reference 0

Calendar

January 2021

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4 Administration	5 Administration	6 Administration	7 Administration	8 Administration	9

Counsellor Dashboard

Home > Dashboard

Appointment akan terpapar di dashboard menunjukkan klien telah mendaftar untuk temujanji sesi kaunseling.

5) Klik **VIEW MORE**



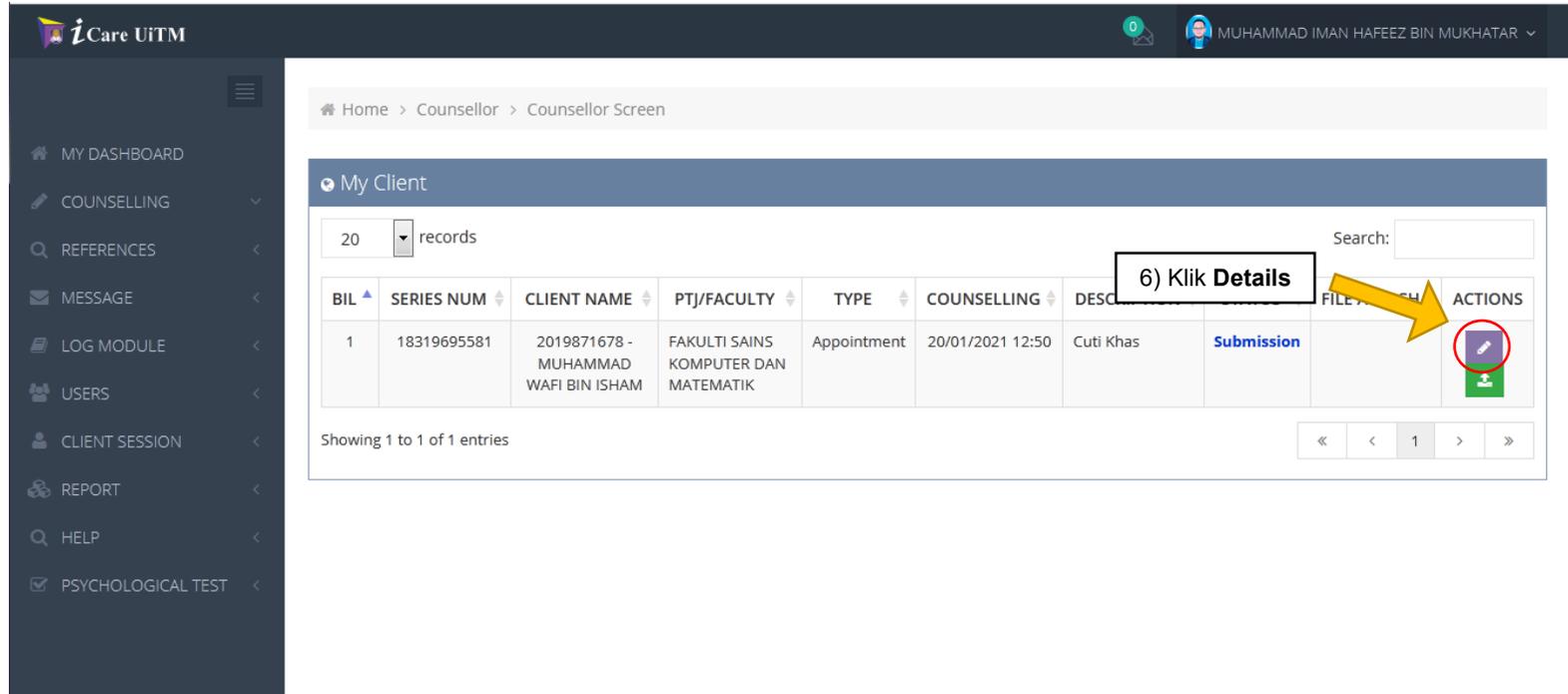
Appointment 1
Walk in 0
Message 0
Reference 0

Calendar

Petunjuk < > today month week day

January 2021

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	Administration	Administration	Administration	Administration	Administration	9



The screenshot displays the 'iCare UiTM' interface for a counsellor. The top navigation bar includes the user's name 'MUHAMMAD IMAN HAFEEZ BIN MUKHATAR'. The main content area is titled 'My Client' and features a table with one record. A callout box with the text '6) Klik Details' and a yellow arrow points to the 'ACTIONS' column of the table row. The table columns are: BIL, SERIES NUM, CLIENT NAME, PTJ/FACULTY, TYPE, COUNSELLING, DESC, FILE, and ACTIONS. The single record shows a client named 'MUHAMMAD WAFI BIN ISHAM' with an appointment on '20/01/2021 12:50' and a status of 'Submission'. The 'ACTIONS' column contains a pencil icon and a download icon.

Home > Counsellor > Counsellor Screen

My Client

20 records

Search:

BIL	SERIES NUM	CLIENT NAME	PTJ/FACULTY	TYPE	COUNSELLING	DESC	FILE	ACTIONS
1	18319695581	2019871678 - MUHAMMAD WAFI BIN ISHAM	FAKULTI SAINS KOMPUTER DAN MATEMATIK	Appointment	20/01/2021 12:50	Cuti Khas	Submission	 

Showing 1 to 1 of 1 entries

- COUNSELLING
- REFERENCES
- MESSAGE
- LOG MODULE
- USERS
- CLIENT SESSION
- REPORT
- HELP
- PSYCHOLOGICAL TEST

Appointment Details - 18319695581

Serial No : 18319695581

Client's Name : MUHAMMAD WAFI BIN ISHAM

Phone No : 0123456789

Email : lyrienxd@gmail.com

Counsellor Name : MUHAMMAD IMAN HAFEEZ BIN MUKHATAR

Date : 20/01/2021 - 12:50

* Date can be update!
* Counselling will be available on weekdays between 8.30 AM until 4.00 PM only.

Problem / Issue :
Cuti Khas

Status : In-Progress

7) Sila lihat tarikh dan masa yang telah dipilih oleh klien sebelum pergi ke langkah seterusnya.



Submit Back



8) Klik **Submit**

- COUNSELLING
- REFERENCES
- MESSAGE
- LOG MODULE
- USERS
- CLIENT SESSION
- REPORT
- HELP
- PSYCHOLOGICAL TEST

INFORMED CONSENT (BORANG PERSETUJUAN TERMAKLUM)

I MUHAMMAD WAFI BIN ISHAM, IC Number 970507045599 and UiTM Student Number 2019871678 am a client of MUHAMMAD IMAN HAFEEZ BIN MUKHATAR.

I have been informed about the duration, process, technique and goals in the session by the counsellor. I truly understand that the information shared during counseling session will be kept confidential except in case whereby the law required the disclosure of the information for my benefit and others concerned. If the counsellor deem that my action can be harmful to myself and others, the counsellor can disclose the required information to the authority. The success of the counselling session relies on my willingness to express my feelings and thought and to practise the agreed alternative.

Saya MUHAMMAD WAFI BIN ISHAM, K/p No. 970507045599 dan No. Pelajar UiTM 2019871678 adalah klien kepada Kaunselor

I have read and agree the Terms & Condition.

User Name *

Password *

Proceed

8) Klik
Proceed

My Client

20 records

9) Status Counselling

Search:

BIL	SERIES NUM	CLIENT NAME	PTJ/FACULTY	TYPE	COUNSELLING	DESCRIPTION	STATUS	FILE ATTACH	ACTIONS
1	86971777976	2018638968 - MUHAMAD HAFIZUDDIN BIN DIDIN	FAKULTI SAINS KOMPUTER DAN MATEMATIK	Appointment	22/02/2021 10:00	Problem menyiapkan FYP	Evaluation		  
2	89275785581	2019871678 - MUHAMMAD WAFI BIN ISHAM	FAKULTI SAINS KOMPUTER DAN MATEMATIK	Appointment	15/02/2021 15:40	test	Counselling		  
3	22978574912	830630145021 - Firdaus Bin Sallehuddin		Appointment	11/02/2021 15:00	Education continuation	In-Progress		 

SESI KAUNSELING

Setelah sesi kaunseling dijalankan, kaunselor perlu membuka **Counsellor Screen** untuk ke peringkat seterusnya.

Home > Counsellor > Counsellor Screen

My Client

20 records Search:

BIL	SERIES NUM	CLIENT NAME	PTJ/FACULTY	TYPE	COUNSELLING	DESCRIPTION	STATUS	FILE ATTACH	ACTIONS
1	18319695581	2019871678 - MUHAMMAD WAFI BIN ISHAM	FAKULTI SAINS KOMPUTER DAN MATEMATIK	Appointment	20/01/2021 12:50	Cuti Khas	In-Complete Counselor		  
2	45311862323	2019643572 - MOHAMMAD HAZIM BIN AHMAD NASRE	FAKULTI SAINS KOMPUTER DAN MATEMATIK	Appointment	19/01/2021 15:55	Cuti Khas			  
3	61559744831	970507045599 - MUHAMMAD WAFI BIN ISHAM		Appointment	12/01/2021 14:00	laporan mengenai cuti khas	Termination	Att559969347.pdf Att243717285.pdf	  

1) Klik End Session setelah sesi tamat.

The screenshot displays the iCare UiTM web application interface. On the left is a dark sidebar with navigation options: COUNSELLING, REFERENCES, MESSAGE, LOG MODULE, USERS, CLIENT SESSION, REPORT, HELP, and PSYCHOLOGICAL TEST. The main content area is titled "My Client" and shows a table of 20 records. A modal dialog box is open over the table, asking "Are you sure you want to TERMINATE this session?" with "OK" and "Cancel" buttons. A yellow arrow points to the "OK" button, and a text box below it says "3) Klik OK".

BIL	SERIES NUM	CLIENT NAME	PTI/FACULTY	TYPE	COUNSELLING	DESCRIPTION	STATUS	FILE ATTACH	ACTIONS
1	18319695581	2019871678 - MUHAMMAD WAFI BIN ISHAM			12:50	Cuti Khas	In-Complete Counselor		[Edit] [Print] [Download]
2	45311862323	2019643572 - MOHAMMAD HAZIM BIN AHMAD NASRE	KOMPUTER DAN MATEMATIK		15:55	Cuti Khas	Counseling		[Edit] [Print] [Download]
3	61559744831	970507045599 - MUHAMMAD WAFI BIN ISHAM		Appointment	12/01/2021 14:00	laporan mengenai cuti khas	Termination	Att559969347.pdf Att243717285.pdf	[Edit] [Print] [Download]
4	47171143455	2019643572 - MOHAMMAD	FAKULTI SAINS KOMPUTER	Walk-in	11/01/2021 11:50	Cuti Khas	Termination	Att416485354.pdf Att456981673.pdf	[Edit] [Print] [Download]

My Client

20 records

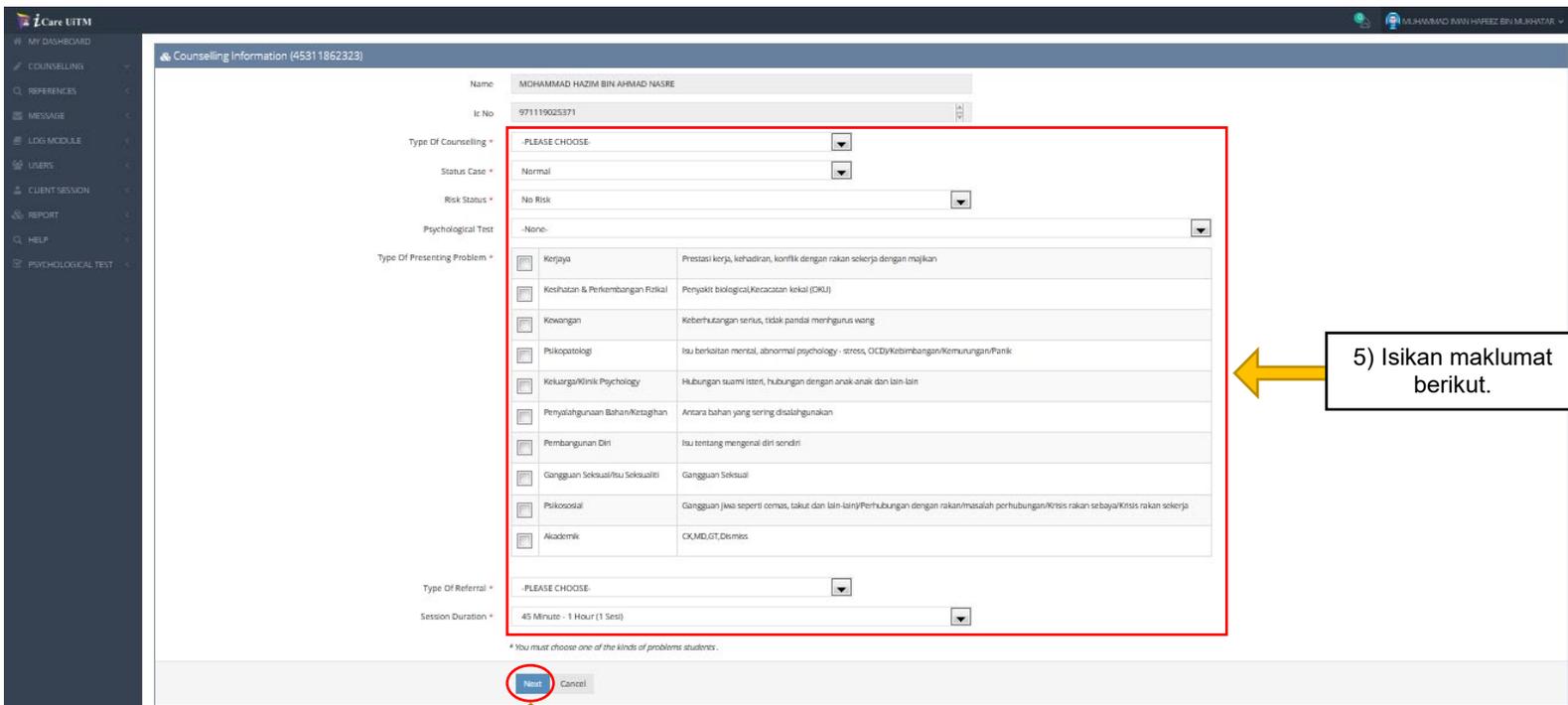
Search:

4) Klik Counselling formation

BIL	SERIES NUM	CLIENT NAME	PTJ/FACULTY	TYPE	COUNSELLING	DESCRIPTION	STATUS	FILE
1	86971777976	2018638968 - MUHAMAD HAFIZUDDIN BIN DIDIN	FAKULTI SAINS KOMPUTER DAN MATEMATIK	Appointment	22/02/2021 10:00	Problem menyiapkan FYP	Evaluation	
2	89275785581	2019871678 - MUHAMMAD WAFI BIN ISHAM	FAKULTI SAINS KOMPUTER DAN MATEMATIK	Appointment	11/02/2021 15:40	test	Evaluation	
3	22978574912	830630145021 - Firdaus Bin Sallehuddin		Appointment	11/02/2021 15:00	Education continuation	In-Progress	
4	56622391937	2019810826 - FIRDAUS BIN SALLEHUDDIN	FAKULTI SAINS KOMPUTER DAN MATEMATIK	Appointment	11/02/2021 15:00	Education continuation	Evaluation	

Status bertukar Evaluation

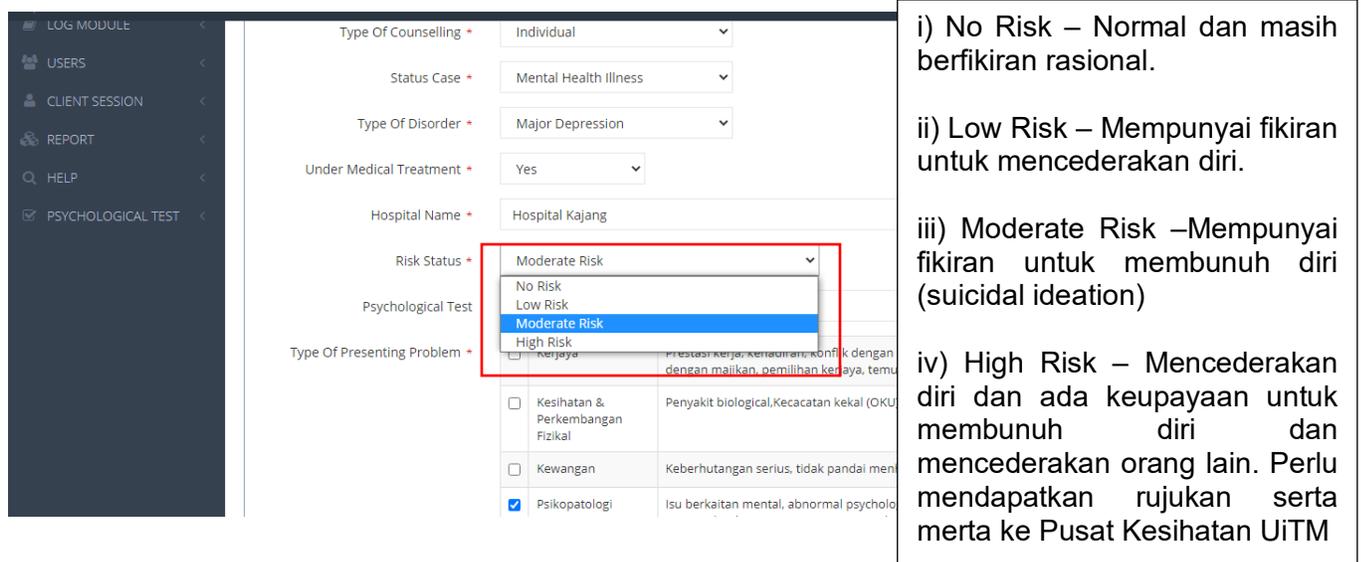




5) Isikan maklumat berikut.

6) Klik Next

*Nota: Risk Status-Pengukuran tahap risiko kes / ‘level of case risk measurement’ oleh kaunselor berdasarkan tahap kes.



i) No Risk – Normal dan masih berfikiran rasional.

ii) Low Risk – Mempunyai fikiran untuk mencederakan diri.

iii) Moderate Risk –Mempunyai fikiran untuk membunuh diri (suicidal ideation)

iv) High Risk – Mencederakan diri dan ada keupayaan untuk membunuh diri dan mencederakan orang lain. Perlu mendapatkan rujukan serta merta ke Pusat Kesihatan UiTM

Session Information

Back

+ Add Record

20 records

Search:

BIL	DATE	SESSION INFORMATION	DESCRIPTION
No data available in table			

Showing 0 to 0 of 0 entries

7) Klik +Add Record



iCare UiTM

MUHAMMAD IMAN HAFEEZ BIN MUKHATAR

BIL	Session Information	Issue/Problem
1	Client's State of Condition (Behavior, Emotion & Thinking)	
2	Presenting Problems/Symptom	
3	Treatment	
4	Intervention/Actions	
5	Alternatives	

8) Isikan maklumat berikut untuk laporan sesi

9) Klik Save

- MY DASHBOARD
- COUNSELLING
- REFERENCES
- MESSAGE
- LOG MODULE
- USERS
- CLIENT SESSION
- REPORT
- HELP
- PSYCHOLOGICAL TEST

Home > Counsellor > Appointment List > Session Information

10) Klik Appointment List



Session Information Back ✎ 🗑 🔄

20 records Search:

BIL	DATE	SESSION INFORMATION	DESCRIPTION
1	15/02/2021	Client's State of Condition (Behavior, Emotion & Thinking)	testing
2	15/02/2021	Presenting Problems/Symptom	testing
3	15/02/2021	Treatment Goals	testing
4	15/02/2021	Intervention/Actions	testing
5	15/02/2021	Alternatives	testing

Showing 1 to 5 of 5 entries « < 1 > »

iCare UiTM
MUHAMMAD IMAN HAFEEZ BIN MUKHATAR

Home > Counsellor > Counsellor Screen

My Client

20 records

Search:

BIL	SERIES NUM	CLIENT NAME	PTJ/FACULTY	TYPE	COUNSELLING	DESCRIPTION	STATUS	FILE ATTACH	ACTIONS
1	86971777976	2018638968 - MUHAMAD HAFIZUDDIN BIN DIDIN	FAKULTI SAINS KOMPUTER DAN MATEMATIK	Appointment	22/02/2021 10:00	Problem menyiapkan FYP	Evaluation		  
2	89275785581	2019871678 - MUHAMMAD WAFI BIN ISHAM	FAKULTI SAINS KOMPUTER DAN MATEMATIK	Appointment	15/02/2021 15:40	test	Termination		  
3	22978574912	830630145021 - Firdaus Bin Sallehuddin		Appointment	11/02/2021 15:00	Education continuation	In-Progress		 

Status Termination muncul selepas klien membuat evaluation

WALK-IN

The screenshot shows the 'Counsellor Dashboard' interface. On the left is a dark sidebar menu with the following items: MY DASHBOARD, COUNSELLING, New Registration, Counsellor Screen, User Screen, REFERENCES, MESSAGE, LOG MODULE, USERS, CLIENT SESSION, REPORT, HELP, and PSYCHOLOGICAL TEST. The 'COUNSELLING' and 'New Registration' items are circled in red. Two yellow arrows point from text boxes to these items. The first text box says '1) Klik COUNSELLING' and the second says '2) Klik New Registration'. The main dashboard area contains four cards: Appointment (0), Walk In (0), Message (0), and Reference (0). Below these is a calendar for January 2021. The calendar shows dates 27 through 9. The dates 4, 5, 6, 7, and 8 are highlighted in red and labeled 'Administration'.

1) Klik **COUNSELLING**

2) Klik **New Registration**

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	Administration	Administration	Administration	Administration	Administration	9

REGULATION STATUS

Students registering for the service can expect a response within two working days (depends on availability counsellor).

2. Confidentiality

It is the responsibility of students accessing the C2U service to ensure that adequate measures are put in place within their own environment to protect the security and confidentiality of the online communication. The counsellor's communication is confidential and is not to be provided to other parties without the written consent of the counsellor.

3. Effectiveness of Counselling

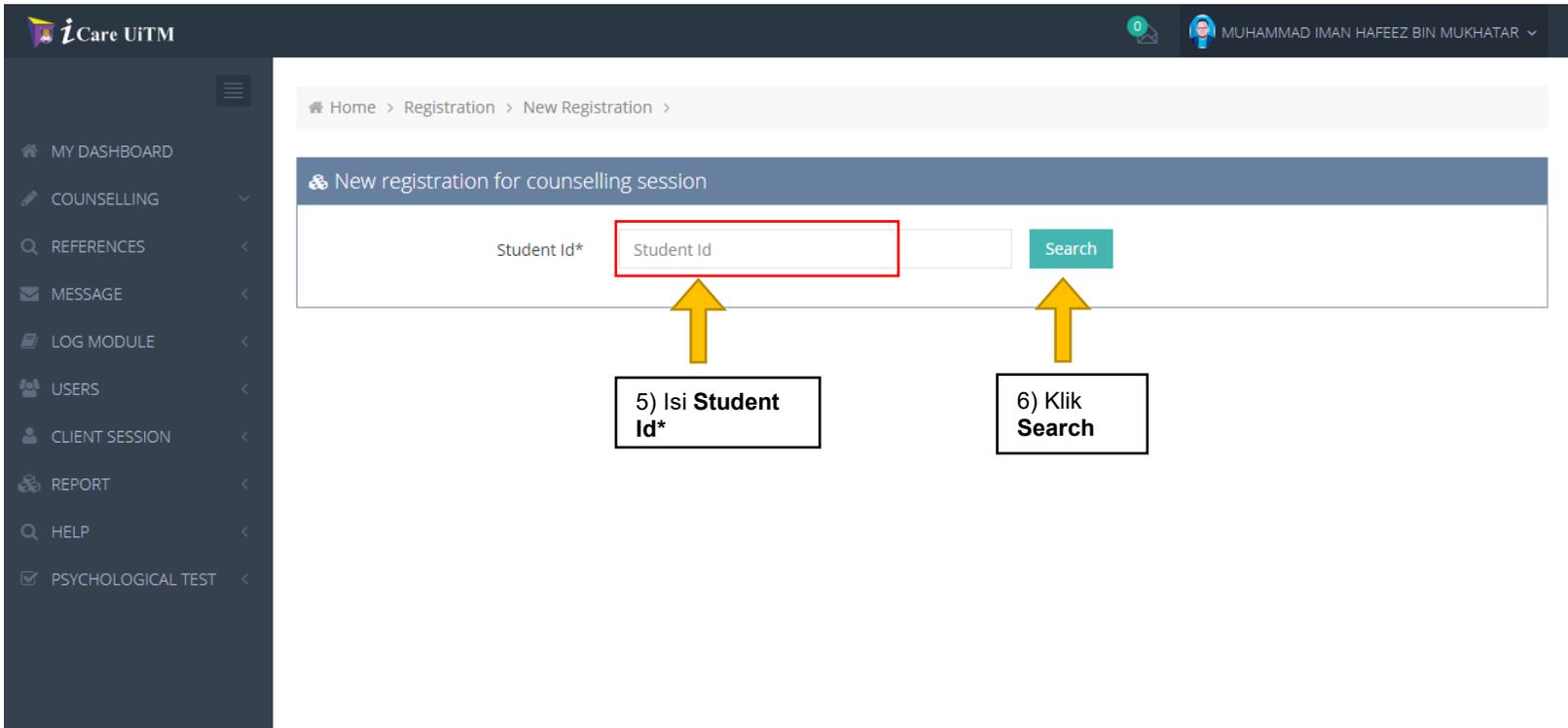
The effectiveness of counselling and coaching depends on the investment of time and energy you are willing to make. You understand and agree that the therapeutic relationship depends largely on your input in solving your problems. You agree and understand that counselling can be challenging, as uncomfortable emotions and thoughts can arise as part of the treatment.

I have read and agree the Terms & Condition.

3) Klik kotak

Proceed

4) Klik Proceed



The screenshot displays the user interface of the i-Care UiTM system. On the left is a dark sidebar menu with the following items: MY DASHBOARD, COUNSELLING, REFERENCES, MESSAGE, LOG MODULE, USERS, CLIENT SESSION, REPORT, HELP, and PSYCHOLOGICAL TEST. The top navigation bar shows the user's name: MUHAMMAD IMAN HAFEEZ BIN MUKHATAR. The main content area has a breadcrumb trail: Home > Registration > New Registration >. Below this is a blue header for the current page: New registration for counselling session. The main form area contains a label 'Student Id*' followed by a text input field containing 'Student Id'. A yellow arrow points from a box labeled '5) Isi Student Id*' to this input field. To the right of the input field is a green 'Search' button. A second yellow arrow points from a box labeled '6) Klik Search' to the 'Search' button.

New registration for counselling session

Student Id* 2019871678 Search

Name * MUHAMMAD WAFI BIN ISHAM

Gender * MALE

Tel No * 0109476352

Program Name * CS240 - SARJANA MUDA TEKNOLOGI MAKLUMAT (KEPUJIAN)

Paparan muncul seperti berikut:

DETAILS

Counselling Type * Please Choose

Date & Time *
* Counselling will be available on weekdays between 8.30 AM until 4.00 PM only.

Problem / Issue *
* Maximum 500 Characters Allowed

Client's Telephone No. *

Submit Cancel

DETAILS

Counselling Type *

Date & Time *

Problem / Issue *

* Maximum 500 Characters Allowed

Client's Telephone No. *



6) Pilih
Counselling Type:
Walk-In

Submit Cancel



DETAILS

Counselling Type * Walk-In

Date & Time * 17/02/2021 - 08:35

* Counselling will be available on weekdays between 8.30 AM until 4.00 PM only.

Problem / Issue * test

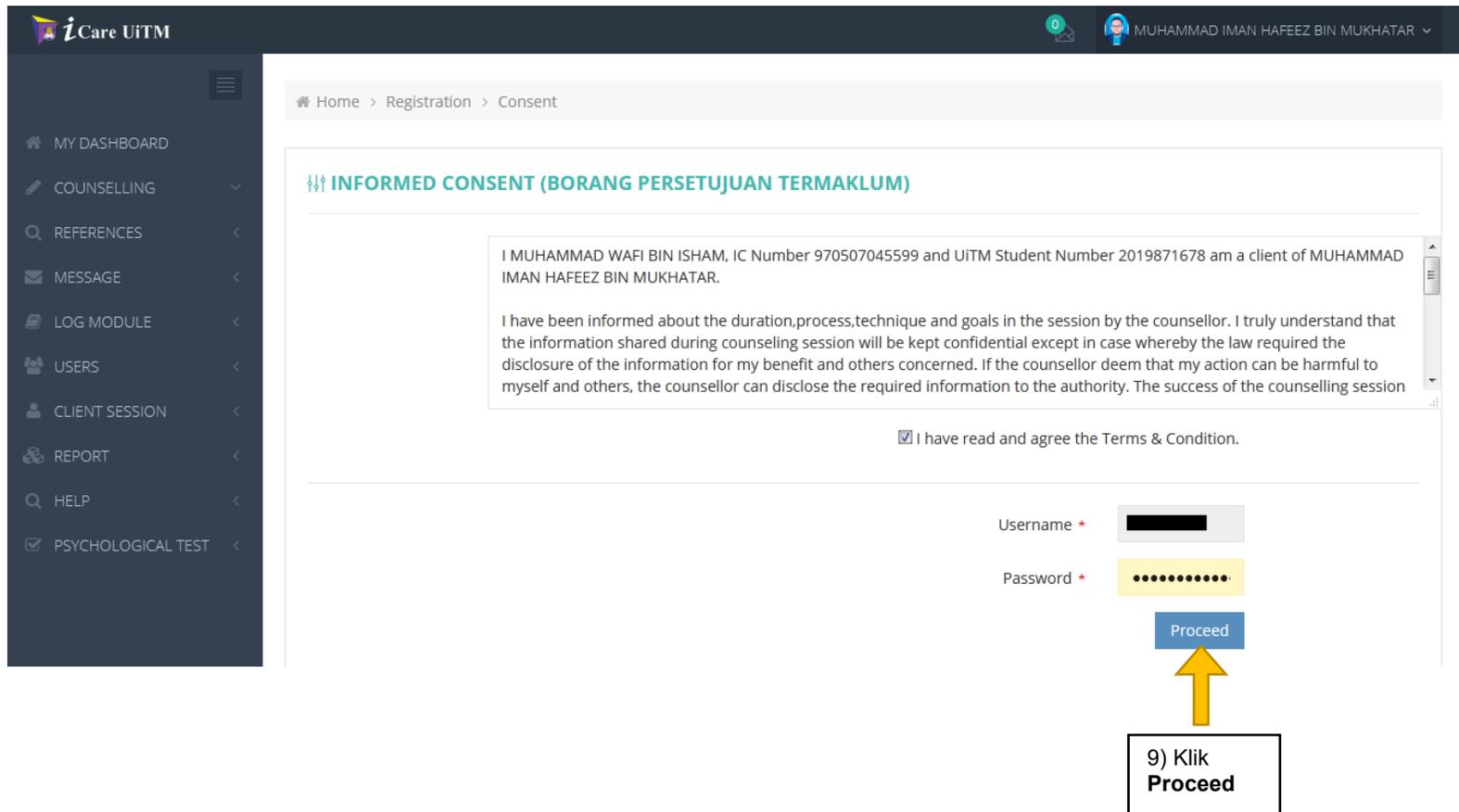
* Maximum 500 Characters Allowed

Client's Telephone No. * 0123456789

Submit Cancel

7) Isikan maklumat berikut:
Date & Time
Problem/Issue
Telephone No.

8) Klik **Submit**



The screenshot displays the user interface of the i-Care UiTM system. On the left is a dark sidebar menu with options: MY DASHBOARD, COUNSELLING, REFERENCES, MESSAGE, LOG MODULE, USERS, CLIENT SESSION, REPORT, HELP, and PSYCHOLOGICAL TEST. The top navigation bar shows the user's name: MUHAMMAD IMAN HAFEEZ BIN MUKHATAR. The breadcrumb trail is: Home > Registration > Consent. The main content area is titled "INFORMED CONSENT (BORANG PERSETUJUAN TERMAKLUM)". It contains a text box with the following text: "I MUHAMMAD WAFI BIN ISHAM, IC Number 970507045599 and UiTM Student Number 2019871678 am a client of MUHAMMAD IMAN HAFEEZ BIN MUKHATAR. I have been informed about the duration, process, technique and goals in the session by the counsellor. I truly understand that the information shared during counseling session will be kept confidential except in case whereby the law required the disclosure of the information for my benefit and others concerned. If the counsellor deem that my action can be harmful to myself and others, the counsellor can disclose the required information to the authority. The success of the counselling session". Below this text is a checked checkbox: I have read and agree the Terms & Condition. At the bottom right, there are input fields for "Username" and "Password", followed by a blue "Proceed" button. A yellow arrow points from a box containing the text "9) Klik Proceed" to the "Proceed" button.



- MY DASHBOARD
- COUNSELLING
- REFERENCES
- MESSAGE
- LOG MODULE
- USERS
- CLIENT SESSION
- REPORT
- HELP
- PSYCHOLOGICAL TEST

Home > Counselor > Evaluation

10) Tandakan **Penilaian**



Penilaian Emosi

Sila nyatakan emosi anda SEBELUM menghadiri sesi kaunseling.(boleh pilih lebih daripada satu).

<input type="checkbox"/> Sedih	<input checked="" type="checkbox"/> Stres	<input type="checkbox"/> Murung
<input type="checkbox"/> Marah	<input type="checkbox"/> Bimbang	<input type="checkbox"/> Kecewa
<input type="checkbox"/> Rasional	<input type="checkbox"/> Tenang	<input type="checkbox"/> Yakin
<input type="checkbox"/> Gembira		

Hantar

Terima kasih di atas kerjasama

11) Klik **Hantar**

Hantar



Home > Counsellor > User Screen

Langkah seterusnya sila rujuk proses dari muka surat 22-29 (Sesi Kaunseling)

My Appointment

+ Add Record

20 records

Search:

	SERIES NUM	REFERENCE PERSON	COUNSELLOR	DATE	TIME	DESCRIPTION	TYPE	STATUS	ACTIONS
1	27993921362	MUHAMMAD IMAN HAFEEZ BIN MUKHATAR	MUHAMMAD IMAN HAFEEZ BIN MUKHATAR	21/01/2021	09:30	Stres belajar ODL	Walk-In	Submission	  
2	62282198783	MUHAMMAD IMAN HAFEEZ BIN MUKHATAR	MUHAMMAD IMAN HAFEEZ BIN MUKHATAR	21/01/2021	08:00	Pelajar tidak fokus di dalam kelas.	Reference	Counselling	  
3	45311862323		MUHAMMAD IMAN HAFEEZ BIN MUKHATAR	19/01/2021	15:55	Cuti Khas	Appointment	Termination	  

PROSES KAUNSELOR DITUGASKAN UNTUK 'WALK-IN'

The screenshot displays the 'Counsellor Dashboard' interface. On the left is a dark sidebar menu with options: MY DASHBOARD, COUNSELLING, REFERENCES, MESSAGE, LOG MODULE, USERS, CLIENT SESSION, REPORT, HELP, and PSYCHOLOGICAL TEST. The main content area shows a breadcrumb 'Home > Dashboard' and four summary cards: Appointment (0), Walk In (1), Message (0), and Reference (0). A callout box with a yellow arrow points to the 'Walk In' card, containing the text '1) Klik Walk In - VIEW MORE'. Below the cards is a calendar for January 2021, showing dates 27 through 9. The dates 4 through 8 are highlighted in red and labeled 'Administration'.

1) Klik Walk In - VIEW MORE

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4 Administration	5 Administration	6 Administration	7 Administration	8 Administration	9

Home > Counsellor > Counsellor Screen

My Client

20 records

Search:

BIL	SERIES NUM	CLIENT NAME	PTJ/FACULTY	TYPE	COUNSELLING	DESCRIPTION	STATUS	FILE ATTACH	ACTIONS
1	27993921362	2019871678 - MUHAMMAD WAFI BIN ISHAM	FAKULTI SAINS KOMPUTER DAN MATEMATIK	Walk- In	21/01/2021 09:30	Stres belajar ODL	Submission		 

Showing 1 to 1 of 1 entries

« < 1 > »

2) Klik Edit



Appointment Details - 27993921362

- COUNSELLING
- REFERENCES
- MESSAGE
- LOG MODULE
- USERS
- CLIENT SESSION
- REPORT
- HELP
- PSYCHOLOGICAL TEST

Serial No : 27993921362

Client's Name : MUHAMMAD WAFI BIN ISHAM

Phone No : 01234567890

Email : lyriexd@gmail.com

Counsellor Name : MUHAMMAD IMAN HAFEEZ BIN MUKHATAR

Date : 21/01/2021 - 09:30

* Date can be update!
* Counselling will be available on weekdays between 8.30 AM untill 4.00 PM only.

Problem / Issue : Stres belajar ODL

Status : In-Progress



3) Semak Tarikh dan Waktu



4) Klik Submit

Submit Back

KES RUJUKAN

Counsellor Dashboard

- MY DASHBOARD
- COUNSELLING
- REFERENCES
- MESSAGE
- LOG MODULE
- USERS
- CLIENT SESSION
- REPORT
- HELP
- PSYCHOLOGICAL TEST

Home > Dashboard

Appointment
0
VIEW MORE

Walk In
0
VIEW MORE

VIEW MORE

Reference
1
VIEW MORE

1) Klik Reference – VIEW MORE



Calendar

Petunjuk < > today month week day

January 2021

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2

Home > References > Reference List

My References

20 records

2) Klik Details

Search:

BIL	REF NO	REFERENCE PERSON	STUD ID	NAME	DESC	COUNSELLING DATE	STATUS	ACTIONS
1	62282198783	MUHAMMAD IMAN HAFEEZ BIN MUKHATAR	2019871678	MUHAMMAD WAFI BIN ISHAM	Pelajar tidak fokus di dalam kelas.		Progress	 

Showing 1 to 1 of 1 entries

« < 1 > »

Appointment Details - 62282198783

Serial No : 62282198783

Client's Name : MUHAMMAD WAFI BIN ISHAM

Phone No : 0123456789

Email : lyriexdl@gmail.com

Counsellor Name : MUHAMMAD IMAN HAFEEZ BIN MUKHATAR

Date :

* Date can be update!
Counselling will be available on weekdays between 9:00 AM until 4:00 PM only.

Problem / Issue : Pelajar tidak fokus di dalam kelas.

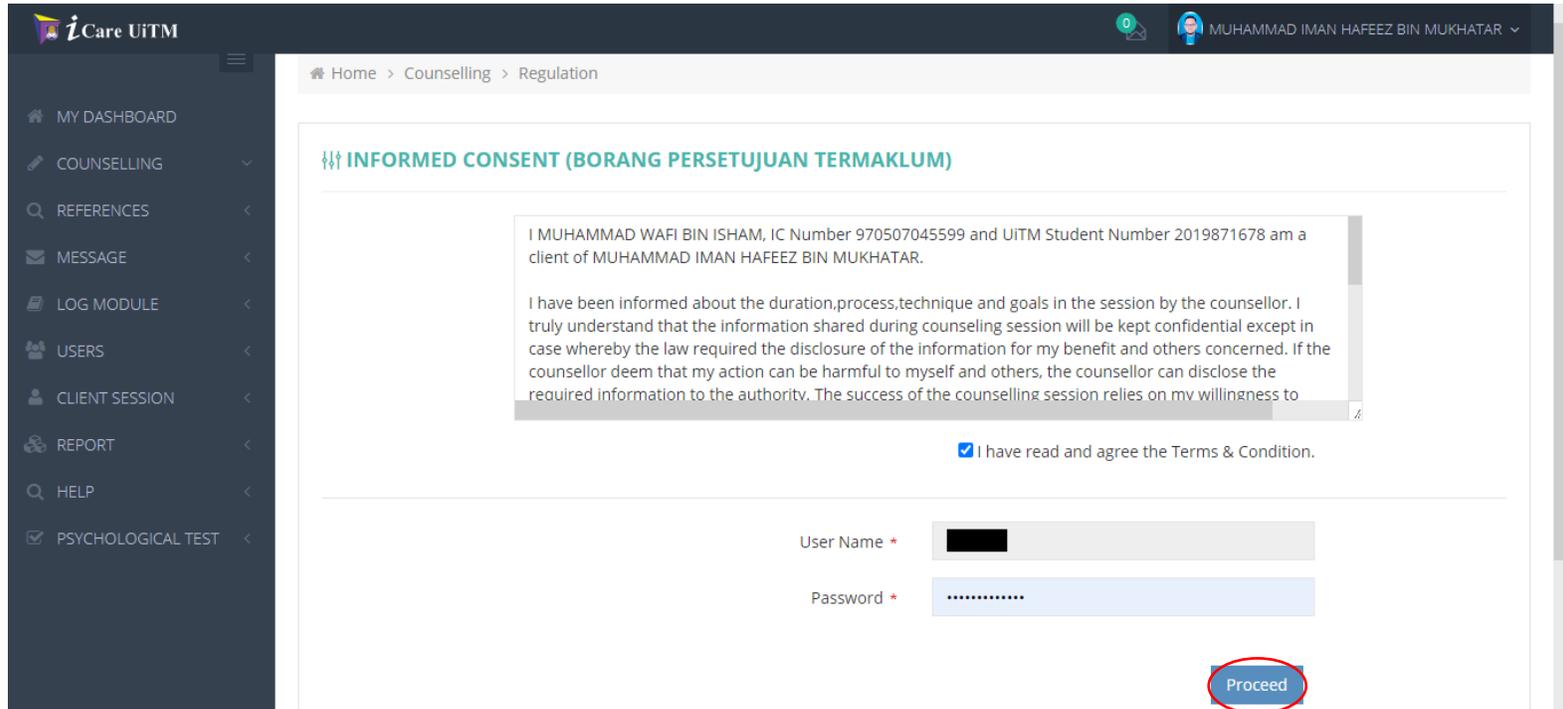
Status : In-Progress



3) Isikan
Tarikh &
Waktu



4) Klik **Submit**



The screenshot shows the i-Care UiTM web application interface. The top navigation bar includes the i-Care UiTM logo, a notification icon, and the user name MUHAMMAD IMAN HAFEEZ BIN MUKHATAR. The breadcrumb trail is Home > Counselling > Regulation. The main content area is titled "INFORMED CONSENT (BORANG PERSETUJUAN TERMAKLUM)". It contains a text box with the following text: "I MUHAMMAD WAFI BIN ISHAM, IC Number 970507045599 and UiTM Student Number 2019871678 am a client of MUHAMMAD IMAN HAFEEZ BIN MUKHATAR. I have been informed about the duration, process, technique and goals in the session by the counsellor. I truly understand that the information shared during counseling session will be kept confidential except in case whereby the law required the disclosure of the information for my benefit and others concerned. If the counsellor deem that my action can be harmful to myself and others, the counsellor can disclose the required information to the authority. The success of the counselling session relies on my willingness to". Below the text box is a checkbox labeled "I have read and agree the Terms & Condition." which is checked. At the bottom of the form, there are two input fields: "User Name" and "Password". The "Proceed" button is highlighted with a red circle and a yellow arrow pointing to it.

5) Klik **Proceed**

Langkah seterusnya sila rujuk proses dari muka surat 22-29 (Sesi Kaunseling)

My References

20 records

Search:

BIL	REF NO	REFERENCE PERSON	STUD ID	NAME	DESC	COUNSELLING DATE	STATUS	ACTIONS
1	62282198783	MUHAMMAD IMAN HAFEEZ BIN MUKHATAR	2019871678	MUHAMMAD WAFI BIN ISHAM	Pelajar tidak fokus di dalam kelas.	21/01/2021 - 08:00 AM	Counselling	   

Showing 1 to 1 of 1 entries

« < 1 > »

MY DASHBOARD

COUNSELLING

REFERENCES

Reference List

Counsellor Reference

MESSAGE

LOG MODULE

USERS

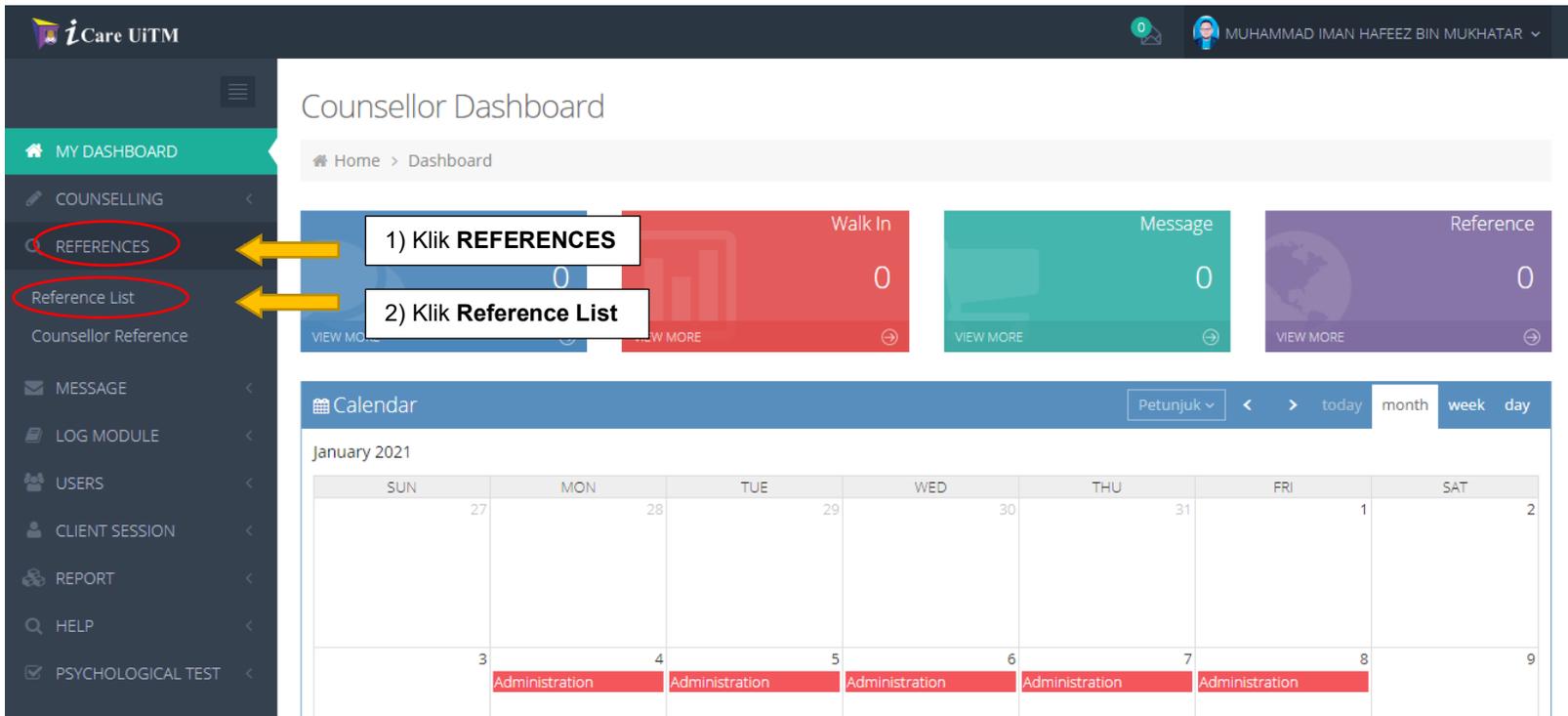
CLIENT SESSION

REPORT

HELP

PSYCHOLOGICAL TEST

Kaunselor Merujuk



The screenshot displays the 'Counsellor Dashboard' interface. On the left sidebar, the 'REFERENCES' menu item is circled in red, with a yellow arrow pointing to it. Below it, the 'Reference List' menu item is also circled in red, with a yellow arrow pointing to it. Two callout boxes provide instructions: '1) Klik REFERENCES' and '2) Klik Reference List'. The main dashboard area shows three summary cards: 'Walk In' (0), 'Message' (0), and 'Reference' (0). Below these is a 'Calendar' section for January 2021, showing a grid with dates 27 through 9. The dates 4 through 8 are highlighted in red and labeled 'Administration'.

1) Klik REFERENCES

2) Klik Reference List

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
	Administration	Administration	Administration	Administration	Administration	

My References

3) Klik **Add Record**



+ Add Record

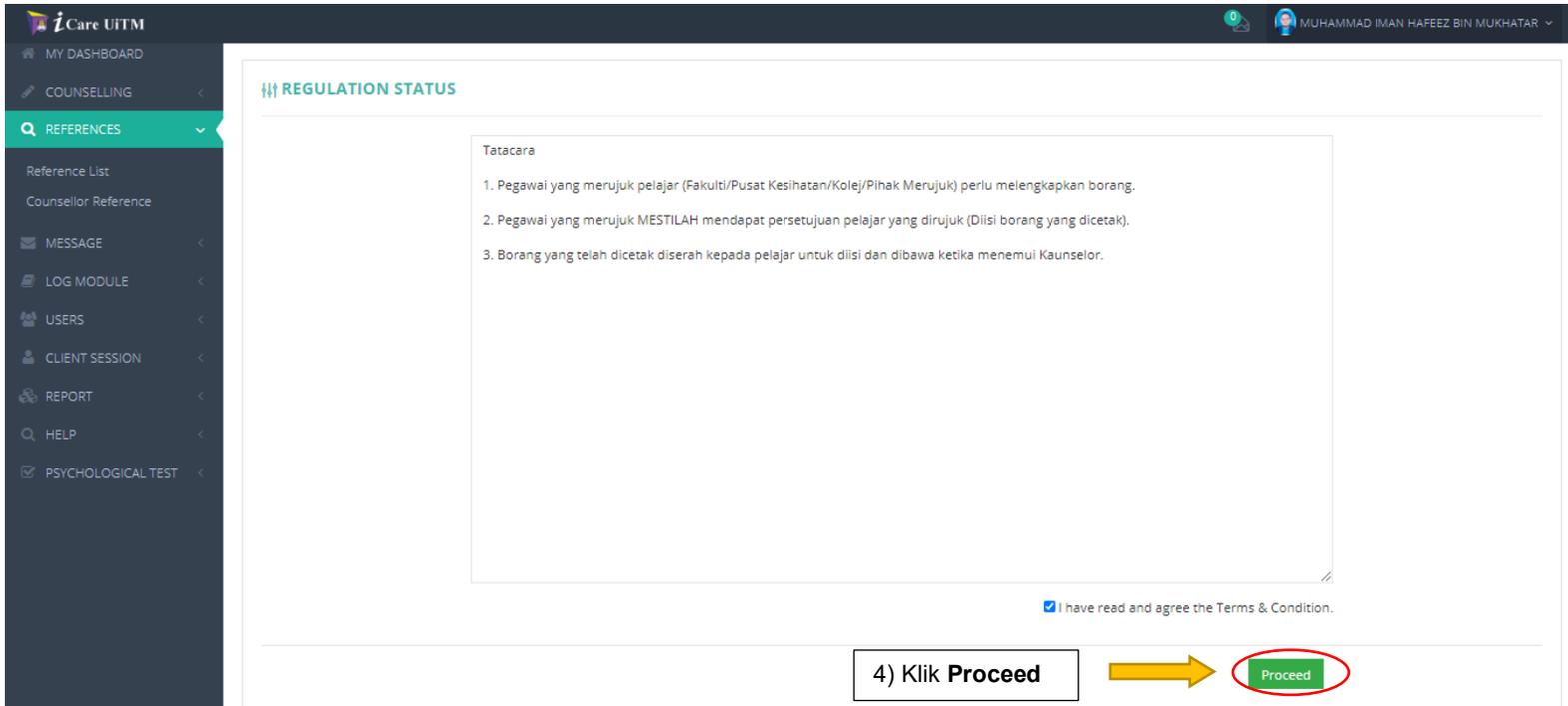
20 records

Search:

BIL	REF NO	REFERENCE PERSON	CLIENT ID	CLIENT NAME	ISSUE/PROBLEM	COUNSELLOR	COUNSELLING DATE	STATUS	ACTION
No data available in table									

Showing 0 to 0 of 0 entries

- MY DASHBOARD
- COUNSELLING
- REFERENCES**
- Reference List
- Counsellor Reference
- MESSAGE
- LOG MODULE
- USERS
- CLIENT SESSION
- REPORT
- HELP
- PSYCHOLOGICAL TEST



iCare UiTM MUHAMMAD IMAN HAFEEZ BIN MUKHATAR

MY DASHBOARD
COUNSELLING
REFERENCES
Reference List
Counsellor Reference
MESSAGE
LOG MODULE
USERS
CLIENT SESSION
REPORT
HELP
PSYCHOLOGICAL TEST

REGULATION STATUS

Tatacara

1. Pegawai yang merujuk pelajar (Fakulti/Pusat Kesihatan/Kolej/Pihak Merujuk) perlu melengkapkan borang.
2. Pegawai yang merujuk MESTILAH mendapat persetujuan pelajar yang dirujuk (Diisi borang yang dicetak).
3. Borang yang telah dicetak diserahkan kepada pelajar untuk diisi dan dibawa ketika menemui Kaunselor.

I have read and agree the Terms & Condition.

4) Klik **Proceed**

Proceed

New References

STUDENT / STAFF REFERRED TO

Member Type *

Student Id*



5) Isikan Student Id*



6) Klik Search

iCare UiTM

MUHAMMAD IMAN HAFEEZ BIN MUKHATAR

REFERENCES

Reference List
Counsellor Reference

MESSAGE
LOG MODULE
USERS
CLIENT SESSION
REPORT
HELP
PSYCHOLOGICAL TEST

STUDENT / STAFF REFERRED TO

Member Type * STUDENT

Student Id* 2019871678

Name * MUHAMMAD WAFI BIN ISHAM

Gender * MALE

Tel No * 0109476352

Program Name * CS240 - SARJANA MUDA TEKNOLOGI MAKLUMAT (KEPUJIAN)

INFORMATION OFFICER WITH RESPECT

Name * MUHAMMAD IMAN HAFEEZ BIN MUKHATAR

Tel No * 0

Issue/Problem*

Head Counsellor* WAN NORAINI BINTI WAN YUSOFF

7) Isikan maklumat berikut.

8) Klik **Save**

My References

+ Add Record

20 records

Search:

BIL	REF NO	REFERENCE PERSON	CLIENT ID	CLIENT NAME	ISSUE/PROBLEM	COUNSELLOR	COUNSELLING DATE	STATUS	ACTIONS
1	62282198783	MUHAMMAD IMAN HAFEEZ BIN MUKHATAR	2019871678	MUHAMMAD WAFI BIN ISHAM	Pelajar tidak fokus di dalam kelas.			Submission	 

Showing 1 to 1 of 1 entries

« < 1 > »

Langkah seterusnya sila rujuk
proses dari muka surat 22-29
(Sesi Kaunseling)

MY DASHBOARD

COUNSELLING

REFERENCES

Reference List

Counsellor Reference

MESSAGE

LOG MODULE

USERS

CLIENT SESSION

REPORT

HELP

PSYCHOLOGICAL TEST

Head Counsellor

The screenshot displays the 'Head Dashboard' interface. On the left is a dark sidebar menu with options: MY DASHBOARD, COUNSELLING, REFERENCES, MESSAGE, LOG MODULE, USERS, CLIENT SESSION, REPORT, HELP, and PSYCHOLOGICAL TEST. The main content area shows a navigation breadcrumb 'Home > Dashboard' and four summary cards: 'Appointment' (0), 'Walk In' (0), 'Reference' (2), and a fourth card with a refresh icon circled in red. A callout box with a yellow arrow points to the 'Reference' card, containing the text '1) Klik Reference - VIEW MORE'. Below the cards is a 'Calendar' section for 'January 2021' with a table of dates from Sunday to Saturday.

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2

My References

20 records

Search:

2) Status telah dihantar.

BIL	REF NO	CLIENT ID	CLIENT NAME	DESC	COUNSELLOR	COUNSELLING DATE	STATUS	ACTIONS
1	62282198783	2019871678	MUHAMMAD WAFI BIN ISHAM	Pelajar tidak fokus di dalam kelas.			Submission	 
2	25771285997	2017632168	NUR ATHILAH BINTI NASRI	pelajar ni dah 3 hari hadir kuliah			Submission	 

Showing 1 to 2 of 2 entries

« < 1 > »

Home > References > Set Counsellor Form

Set Counsellor Form

Reference No	62282198783
Name	MUHAMMAD WAFI BIN ISHAM
UITM Number	2019871678
Faculty	CS - FAKULTI SAINS KOMPUTER DAN MATEMATIK
Problem / Issue	Pelajar tidak fokus di dalam kelas.
Counsellor	-PLEASE CHOOSE CONSELOR- -PLEASE CHOOSE CONSELOR- AHMAD JANAI DI BIN AB GHANI MUHAMMAD IMAN HAFEEZ BIN MUKHATAR NURULAINI BINTI MUHIYUDDIN SITI NURAINI BINTI AMRAN

3) Pilih **Kaunselor** yang berkenaan

Type here to search

4:42 PM
1/20/2021

iCare UTM WAN NORAINI BINTI WAN YUSOFF

Home > References > Set Counsellor Form

Set Counsellor Form

Reference No	62282198783
Name	MUHAMMAD WAFI BIN ISHAM
UITM Number	2019871678
Faculty	CS - FAKULTI SAINS KOMPUTER DAN MATEMATIK
Problem / Issue	Pelajar tidak fokus di dalam kelas.
Counsellor	MUHAMMAD IMAN HAFEEZ BIN MUKHATAR

Submit Appointment Cancel



4) Klik **Submit Appointment**

iCare UiTM WAN NORAINI BINTI WAN YUSOFF

Home > References > Reference List

Langkah seterusnya sila rujuk proses dari muka surat 22-29 (Sesi Kaunseling)

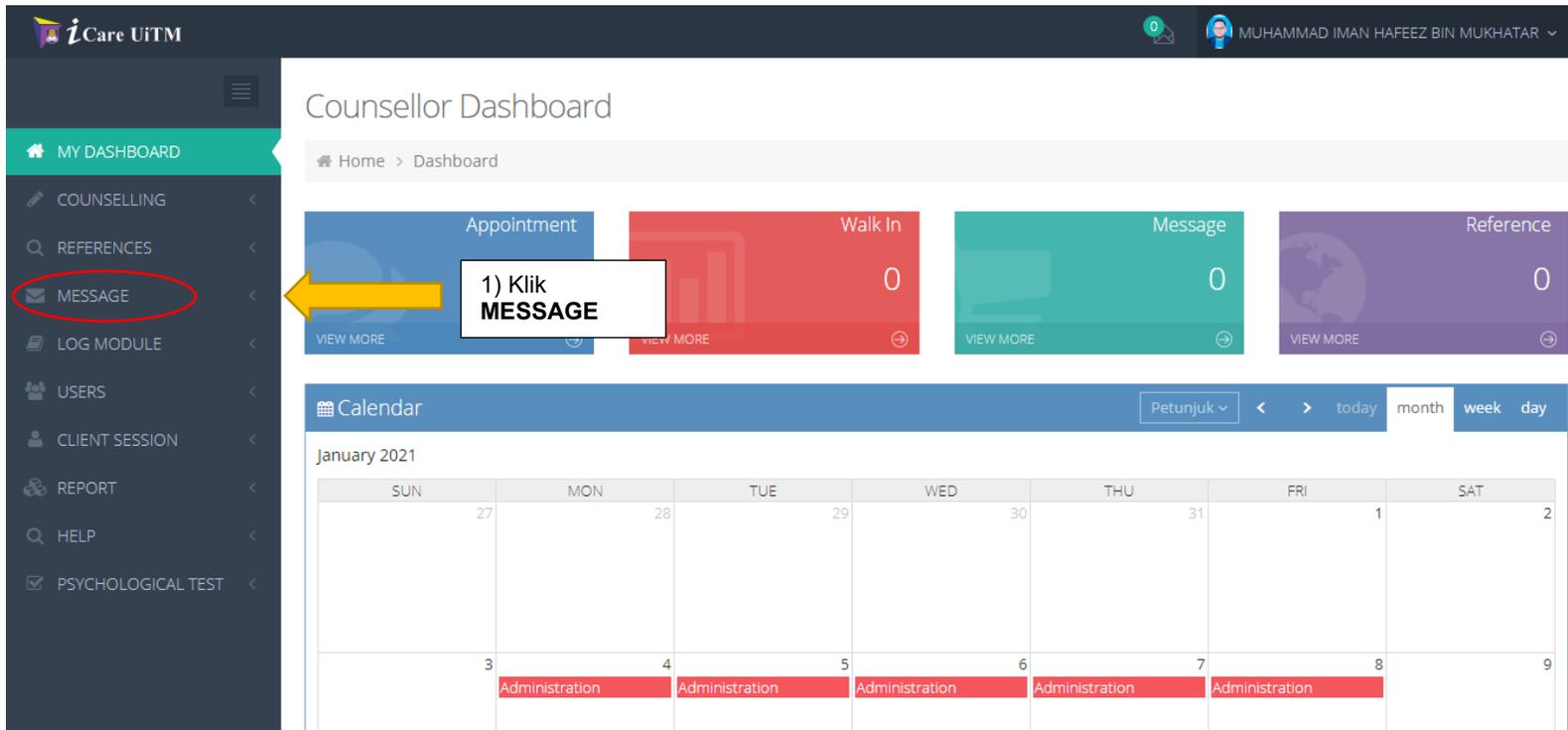
My References

Success! The request has been submitted.

20 records Search:

BIL	REF NO	CLIENT ID	CLIENT NAME	DESC	COUNSELLOR	COUNSELLING DATE	STATUS	ACTIONS
12	62282198783	2019871678	MUHAMMAD WAFI BIN ISHAM	Pelajar tidak fokus di dalam kelas.	MUHAMMAD IMAN HAFEEZ BIN MUKHATAR		Assign By Head	

MESSAGE



Counsellor Dashboard

Home > Dashboard

Appointment Walk In Message Reference

VIEW MORE VIEW MORE VIEW MORE VIEW MORE

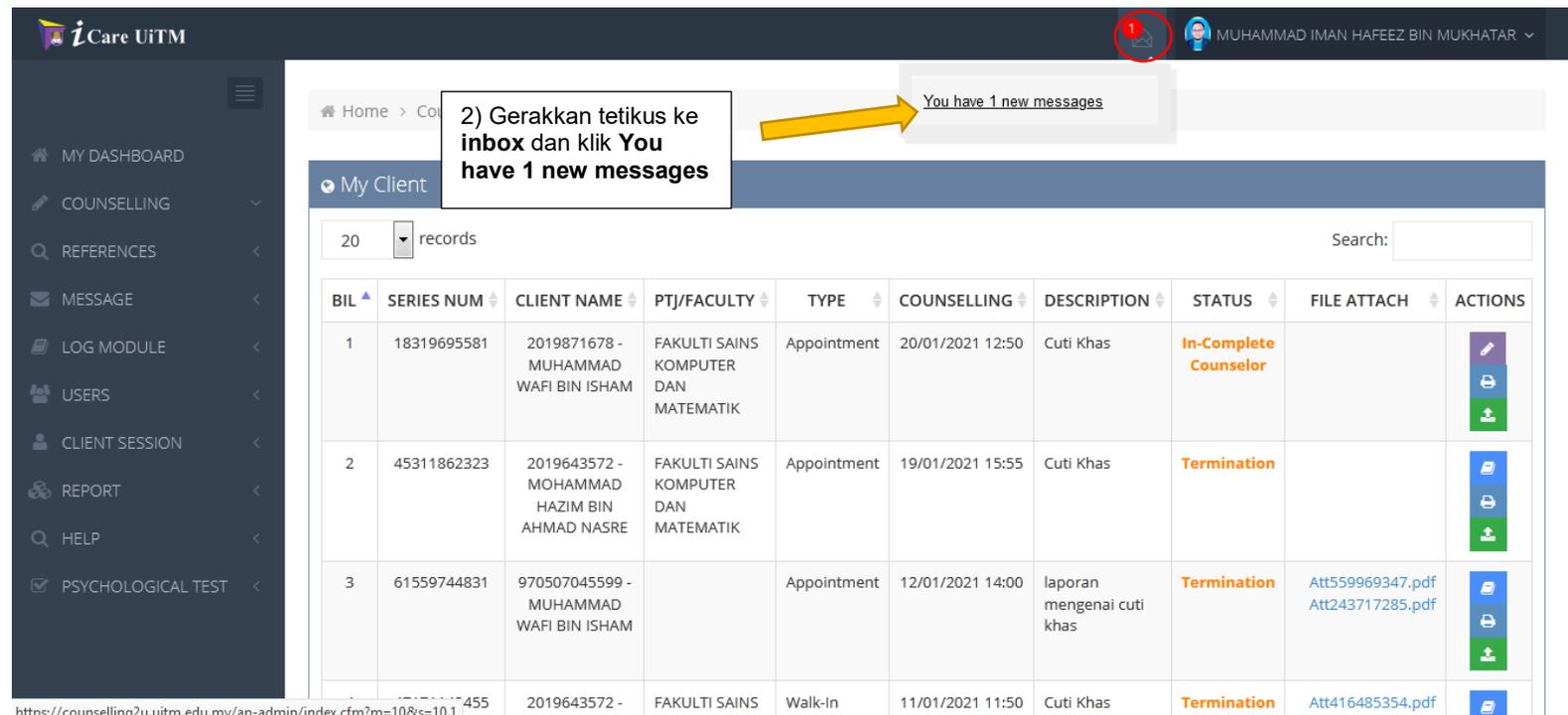
Calendar

Petunjuk < > today month week day

January 2021

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
	Administration	Administration	Administration	Administration	Administration	

ATAU



My Client

20 records Search:

BIL	SERIES NUM	CLIENT NAME	PTJ/FACULTY	TYPE	COUNSELLING	DESCRIPTION	STATUS	FILE ATTACH	ACTIONS
1	18319695581	2019871678 - MUHAMMAD WAFI BIN ISHAM	FAKULTI SAINS KOMPUTER DAN MATEMATIK	Appointment	20/01/2021 12:50	Cuti Khas	In-Complete Counselor		  
2	45311862323	2019643572 - MOHAMMAD HAZIM BIN AHMAD NASRE	FAKULTI SAINS KOMPUTER DAN MATEMATIK	Appointment	19/01/2021 15:55	Cuti Khas	Termination		  
3	61559744831	970507045599 - MUHAMMAD WAFI BIN ISHAM		Appointment	12/01/2021 14:00	laporan mengenai cuti khas	Termination	Att559969347.pdf Att243717285.pdf	  
4	2019643572 -	FAKULTI SAINS		Walk-in	11/01/2021 11:50	Cuti Khas	Termination	Att416485354.pdf	

- MY DASHBOARD
- COUNSELLING
- REFERENCES
- MESSAGE**
- Message
- LOG MODULE
- USERS
- CLIENT SESSION
- REPORT
- HELP
- PSYCHOLOGICAL TEST

Message user message

Home > Message > Inbox

- Inbox**
- Archive

Mark as read Archive

20 records

Search:

From	Student ID	Faculty	Phone No	Subject	Date
★ MOHAMMAD HAZIM BIN AHMAD NASRE	2019643572	FAKULTI SAINS KOMPUTER DAN MATEMATIK	0123456789	isu belajar	19/01/2021

Showing 1 to 1 of 1 entries

3) Klik pada Subject



« < 1 > »

4) Isi message

5) Klik Send

Subject : Isu belajar

MOHAMMAD HAZIM BIN AHMAD NASRE at 19-01-2021 17:01:00
Saya stress sebab terpaksa belajar ODL begini. Saya dah tiada mood nak study

Terima kasih sebab sudi berkongsi dengan saya. Bagaimana keadaan awak sekarang? Adakah awak okay jika kita buat sesi kaunseling untuk awak berkongsi lebih lanjut?

Send

LOG MODULE

LOG MODULE: Proses kaunselor untuk mengemaskini maklumat kerja berkaitan bidang di dalam sistem COUNSELLING2U.

Tujuan:

Memudahkan para kaunselor untuk menyimpan maklumat dan kegunaan simpanan kaunselor.

The screenshot shows the iCare UiTM Counsellor Dashboard. The left sidebar contains a menu with the following items: MY DASHBOARD, COUNSELLING, REFERENCES, MESSAGE, LOG MODULE, Administration, Career Program, Counselling Program, Counselling Services, Consultation, Staff Program, USERS, CLIENT SESSION, REPORT, HELP, and PSYCHOLOGICAL TEST. The LOG MODULE and Administration items are circled in red. A yellow arrow points from the LOG MODULE item to a callout box that says "1) Klik LOG MODULE". Another yellow arrow points from the Administration item to a callout box that says "2) Klik Administration". The main content area displays a "Counsellor Dashboard" with four summary cards: Appointment (0), Walk In (0), Message (0), and Reference (0). Below these cards is a "Calendar" view for the month of February, showing a grid of dates with various events listed in colored boxes. The events include "Administration", "29643792172 - burnout", "Administration", "76855872499 - Cuti khas", "Administration", "67494952279 - Depression", "98484992585 - Stress menyiapkan FYP", "Administration", "Administration", "Administration", "Administration", "56622391937 - Education continuation", "Counselling Activity", and "Administration".

Kerja Harian / Daily Duties

Print

+ Add Record

20 records

3) Klik +Add Record

Search:

NO.	START DATE	END DATE	LOCATION	DESCRIPTION	ACTIONS
1	16/02/2021	16/02/2021	WFH	-Menyediakan manual pengguna C2U	
2	15/02/2021	15/02/2021	WFH	- Pemilihan topik baru LWC ...	
3	11/02/2021	11/02/2021	WFH	-Menyiapkan Laporan LWC ...	
4	10/02/2021	10/02/2021	PKK	-Program Live with Counsellor ...	
5	09/02/2021	09/02/2021	WFH	-Penyediaan Program LWC ...	
6	08/02/2021	08/02/2021	WFH	-Sesi kaunseling individu ...	
7	05/02/2021	05/02/2021	WFH	-Sesi Tazkirah ...	

Home > Log Module > Administration > New Administration

New Administration

Module	<input type="text" value="- Select All -"/>
Start Date	<input type="text" value="Kerja Harian / Daily Duties"/>
End Date	<input type="text" value="Writing / Research / Publications Sheet / Module / Books / Reports"/>
Location	<input type="text" value="Kursus Yang Dihadiri (Luar/Dalaman)/Courses Attended (Internal/External)"/>
Activity/Task/Description/Course	<input type="text"/>

* Maximum 1000 Characters Allowed



4) Klik **Module**:

- i) Kerja Harian** – kerja harian yang kaunselor lakukan.
- ii) Writing** – Aktiviti penulisan yang dijalankan kaunselor.
- iii) Kursus Yang Dihadiri** – Kursus yang dihadiri oleh kaunselor.

Submit Cancel

New Administration

Module	Kerja Harian / Daily Duties
Start Date	17/02/2021
End Date	17/02/2021
Location	PKK
Activity/Task/Description/Course	Membuat Manual Pengguna Counselling2U

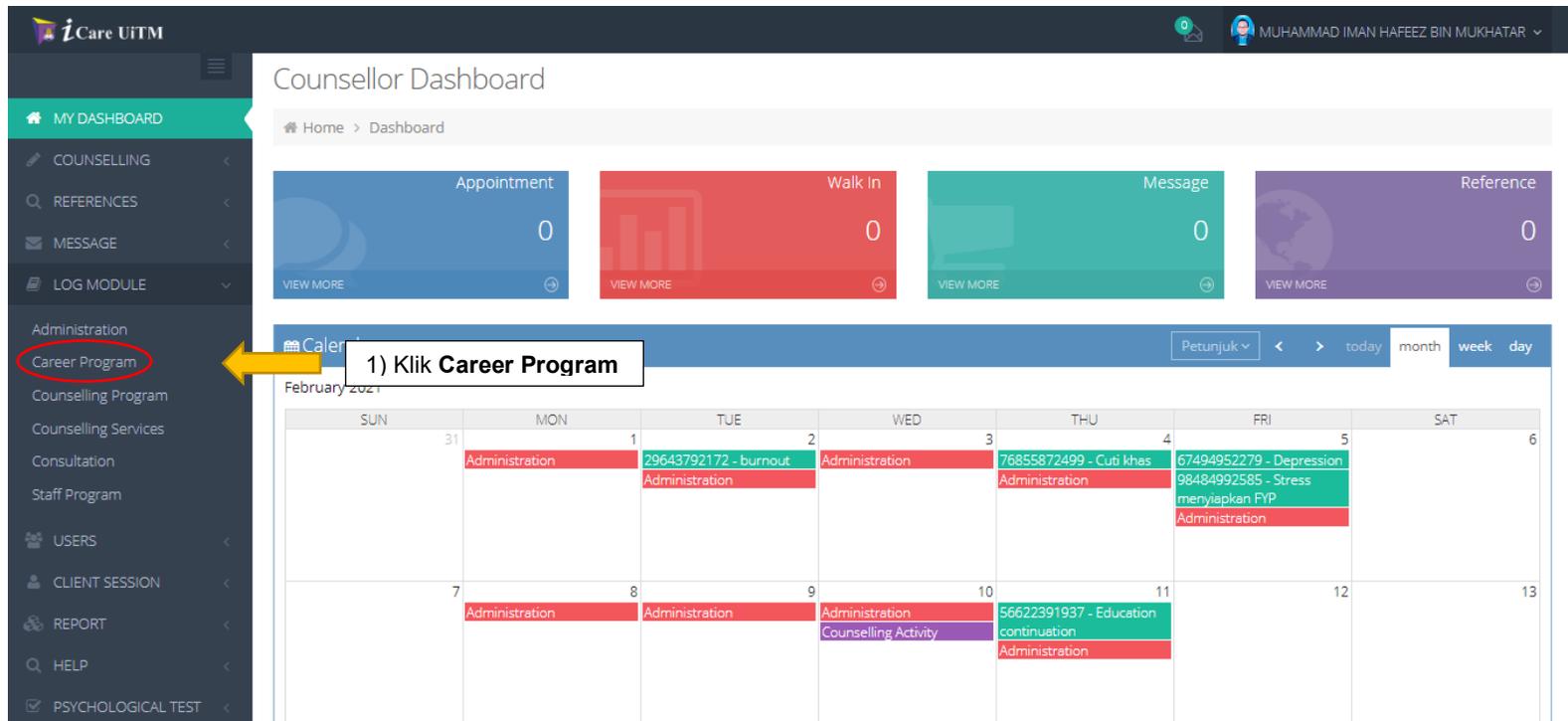
* Maximum 1000 Characters Allowed

5) Isikan maklumat berikut

Submit Cancel

6) Klik Submit

CAREER PROGRAM



Counsellor Dashboard

Home > Dashboard

Appointment: 0 | Walk In: 0 | Message: 0 | Reference: 0

1) Klik Career Program

SUN	MON	TUE	WED	THU	FRI	SAT
31	1 Administration	2 29643792172 - burnout Administration	3 Administration	4 76855872499 - Cuti khas Administration	5 67494952279 - Depression 98484992585 - Stress menyiapkan FVP Administration	6
7	8 Administration	9 Administration	10 Administration Counselling Activity	11 56622391937 - Education continuation Administration	12	13



Career Program

Print

+ Add Record

NO.	PROGRAM	DATE START	DATE END	LOCATION	STUDENT	STAFF	OTHERS	COMPANY	DATA(AD / RESUME)	ATTACHMENT1	ATTACHMENT2	ATTACHMENT3	RA
-----	---------	------------	----------	----------	---------	-------	--------	---------	-------------------	-------------	-------------	-------------	----



2) Klik **+Add Record**

MY DASHBOARD

COUNSELLING

REFERENCES

MESSAGE

LOG MODULE

Administration

Career Program

Counselling Program

Counselling Services

Consultation

Staff Program

USERS

CLIENT SESSION

Home > Log Module > Career Program > New Career Program

New Career Program

Program: BAHAN MAKLUMAT KERJAYA/CAREER INFORMATION MATERIAL

Start Date:

End Date:

Location:

Total Of Participant	STAFF	STUDENT	OTHERS	TOTAL
<input type="text"/>				

Total Of Companies:

Total Number Of Data/Adverts/Resume:

1st Attachment: (Choose File) No file chosen
* PDF format only

2nd Attachment: (Choose File) No file chosen
* PDF format only

3rd Attachment: (Choose File) No file chosen
* PDF format only

Rating (R):

Description:
* Maximum 1000 Characters Allowed



3) Isikan maklumat berikut



4) Klik Submit

COUNSELLING PROGRAM

Counsellor Dashboard

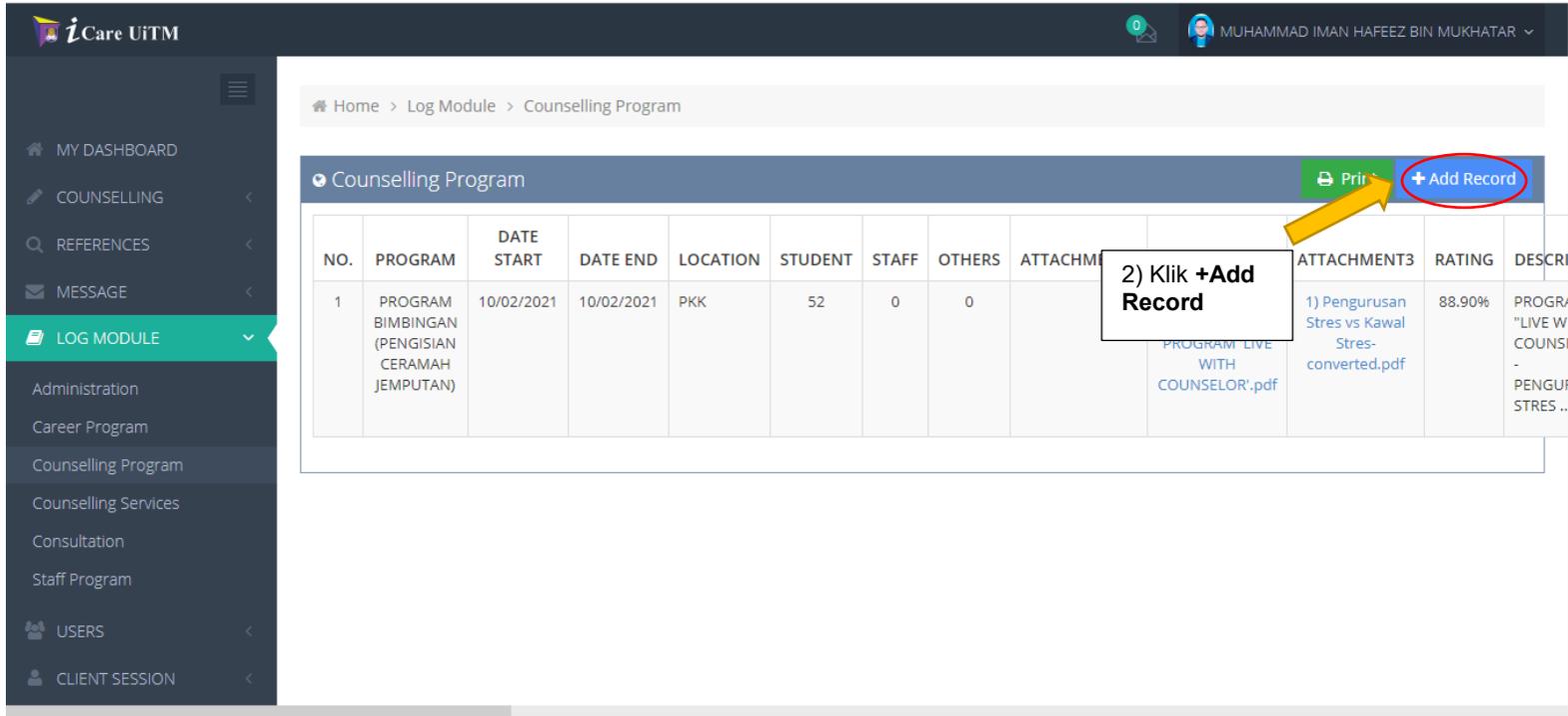
Home > Dashboard

Appointment 0
Walk In 0
Message 0
Reference 0

Calendar

1) Klik Counselling Program

31	1	2	3	4	5	6
	Administration	29643792172 - burnout Administration	Administration	76855872499 - Cubi khas Administration	67494952279 - Depression 98484992585 - Stress menyiapkan FYP Administration	
	7	8	9	10	11	12
	Administration	Administration	Administration Counselling Activity	56622391937 - Education continuation Administration		
						13



The screenshot shows the i-Care UiTM web application interface. The top navigation bar includes the i-Care UiTM logo, a notification icon, and the user name MUHAMMAD IMAN HAFEEZ BIN MUKHATAR. The breadcrumb trail is Home > Log Module > Counselling Program. The main content area displays a table of Counselling Program records. A callout box with a yellow arrow points to the '+ Add Record' button, with the text '2) Klik +Add Record'. The table contains one record with the following details:

NO.	PROGRAM	DATE START	DATE END	LOCATION	STUDENT	STAFF	OTHERS	ATTACHM	ATTACHMENTS	RATING	DESCR
1	PROGRAM BIMBINGAN (PENGISIAN CERAMAH JEMPUTAN)	10/02/2021	10/02/2021	PKK	52	0	0		PROGRAM 'LIVE WITH COUNSELOR'.pdf 1) Pengurusan Stres vs Kawal Stres-converted.pdf	88.90%	PROGR "LIVE W COUNSI - PENGU STRES ..

iCare UTM MUHAMMAD IMAN HAFEZ BIN MUKHATAR

MY DASHBOARD
COUNSELLING
REFERENCES
MESSAGE
LOG MODULE
Administration
Career Program
Counselling Program
Counselling Services
Consultation
Staff Program
USERS
CLIENT SESSION
REPORT
HELP
PSYCHOLOGICAL TEST

New Counselling Program

Program: BADAN PEERS KAUNSELOR & PERSATUAN BERKAITAN PKK/UKK / PEERS COUNSELLOR SOCIETY & PKK/UKK LINK SOCIETY

Start Date:

End Date:

Location:

Total of Participants	STAFF	STUDENT	OTHERS	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1st Attachment: No file chosen
* Pdf format only

2nd Attachment: No file chosen
* Pdf format only

3rd Attachment: No file chosen
* Pdf format only

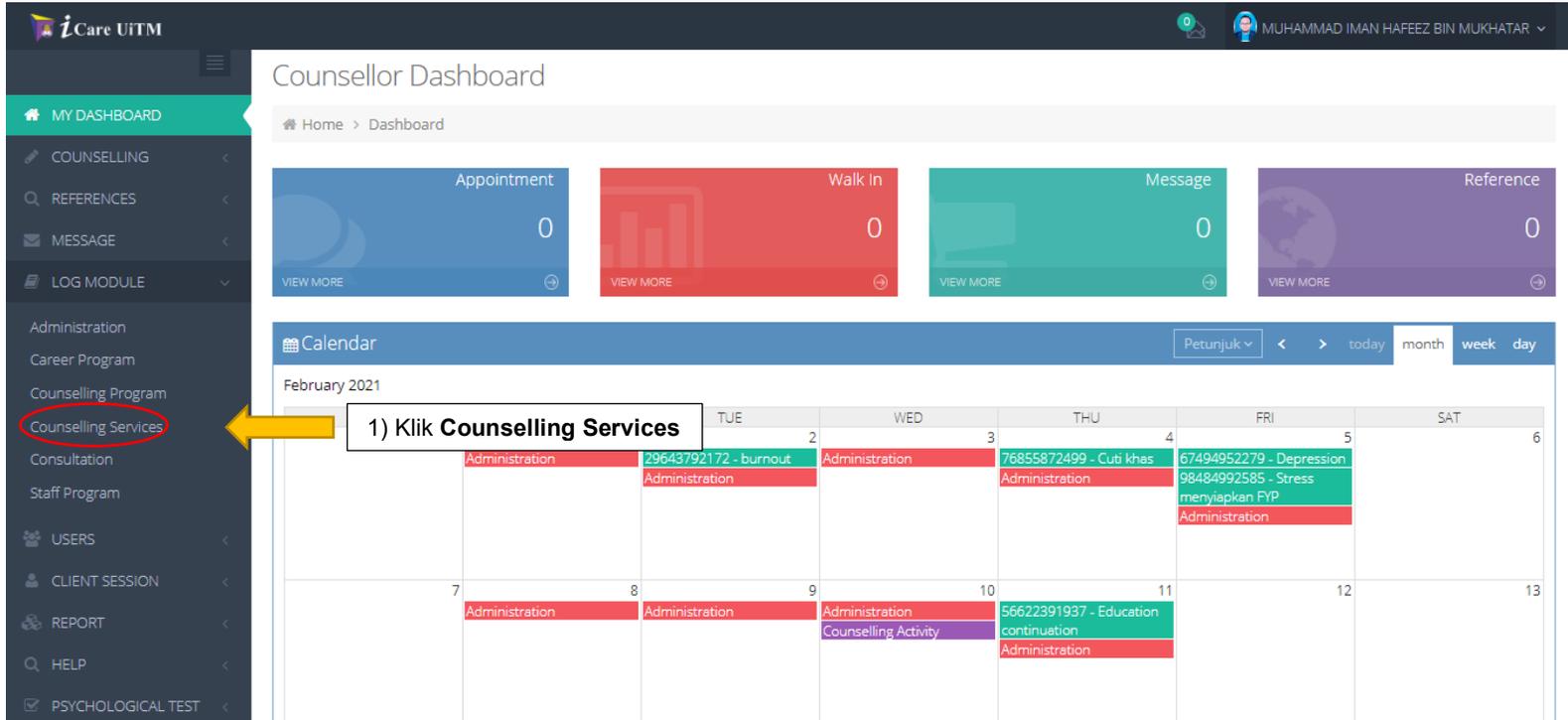
Rating (%):

Description (ex: Official, costs and etc.):
* Maximum 1000 Characters Allowed

3) Isikan maklumat berikut

4) Klik Submit

COUNSELLING SERVICES



1) Klik Counselling Services

February 2021										
	TUE	2	WED	3	THU	4	FRI	5	SAT	6
		Administration 29643792172 - burnout Administration	Administration	76855872499 - Cuti khas Administration	67494952279 - Depression 98484992585 - Stress menyiapkan PYP Administration					
		7	Administration	Administration	Administration Counselling Activity	56622391937 - Education continuation Administration		12		13

Counselling Services

Counsellor Name	<input type="text" value="MUHAMMAD IMAN HAFEEZ BIN MUKHATAR"/>
Campus	<input type="text" value="Kampus Shah Alam"/>
Start Date	<input type="text"/>
End Date	<input type="text"/>



2) Isikan maklumat berikut

Preview



3) Klik **Preview**

Home > Log Module > Counselling Services

Untuk menyemak
borang laporan
bulanan

Counselling Services

STATISTICS	ACTION		
Kaunseling Individu (Student)	VIEW PDF	VIEW WEB	VIEW EXCEL
Kaunseling Individu (Staff)	VIEW PDF	VIEW WEB	VIEW EXCEL
Kaunseling Individu (Guest)	VIEW PDF	VIEW WEB	VIEW EXCEL
Kaunseling Kelompok (Student)	VIEW PDF	VIEW WEB	VIEW EXCEL
Kaunseling Kelompok (Staff)	VIEW PDF	VIEW WEB	VIEW EXCEL
Kaunseling Kelompok (Guest)	VIEW PDF	VIEW WEB	VIEW EXCEL
Konsultasi	VIEW PDF	VIEW WEB	VIEW EXCEL
Kaunseling Maya	VIEW PDF	VIEW WEB	VIEW EXCEL

VIEW PDF

index.cfm

1 / 1

100%



**BORANG LAPORAN BULANAN
PERKHIDMATAN KERJAYA DAN KAUNSELING (KAUNSELING
INDIVIDU PELAJAR)
BAHAGIAN HAL EHWAL PELAJAR
UNIVERSITI TEKNOLOGI MARA**
Kriteria Carian: Counsellor Name = MUHAMMAD IMAN HAFEEZ BIN
MUKHATAR; Campus = Kampus Shah Alam; From 11/02/2021 To
11/02/2021
Jumlah Borang: 0; Lelaki: 0; Perempuan: 0

BIL	JENIS MASALAH	BIL. KLIEN		CATATAN
		Siswa	Siswi	
No record found!				

VIEW WEB

iCare UiTM

MESSAGE

LOG MODULE

- Administration
- Career Program
- Counselling Program
- Counselling Services
- Consultation
- Staff Program

USERS

CLIENT SESSION

REPORT

HELP

PSYCHOLOGICAL TEST

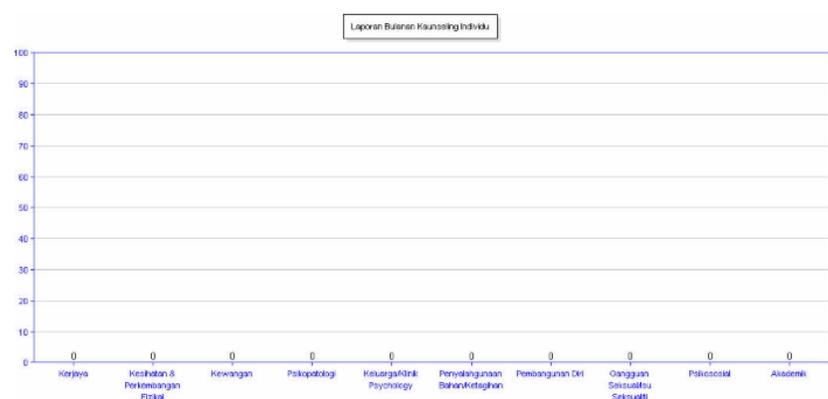
MUHAMMAD IMAN HAFEEZ BIN MUKHATAR

BORANG LAPORAN BULANAN
PERKHIDMATAN KERJAYA DAN KAUNSELING (STUDENT)
BAHAGIAN HAL EHWAL PELAJAR
UNIVERSITI TEKNOLOGI MARA

Kriteria Carian: Counsellor Name = MUHAMMAD IMAN HAFEEZ BIN MUKHATAR; Campus = Kampus Shah Alam; From 11/02/2021 To 11/02/2021
Jumlah Borang: 0; Lelaki: 0; Perempuan: 0

BIL	JENIS MASALAH	BIL. KLIEN		CATATAN
		Siswa	Siswi	
No record found!				

Laporan Bulanan Kaunseling Individu



Kategori	Nilai
Kerjaya	0
Keibatan & Perkembangan Finesa	0
Kewangan	0
Psikopedagogi	0
Keluarga/Ritrik Psychology	0
Penyelenggaraan Bekerja/Ketidghin	0
Pembangunan Diri	0
Gangguan Seksual/ku Seksuali	0
Psikososial	0
Akademik	0

VIEW EXCEL

Statistik Sistem Tempahan.xls - Excel (Product Activation Failed)

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles

A1 : KAUNSELING INDIVIDU (PELAJAR)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	KAUNSELING INDIVIDU (PELAJAR)														
2	Print														
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															

BORANG LAPORAN BULANAN
PERKHIDMATAN KERJAYA DAN KAUNSELING (STUDENT)
BAHAGIAN HAL EHWAL PELAJAR
UNIVERSITI TEKNOLOGI MARA
Kriteria Carian: Counsellor Name = MUHAMMAD IMAN
HAFEEZ BIN MUKHATAR; Campus = Kampus Shah Alam; From
11/02/2021 To 11/02/2021
Jumlah Borang: 0; Lelaki: 0; Perempuan: 0

BIL	JENIS MASALAH	BIL. KLIEN	CATATAN
		Siswa	Siswi

No record found!

CONSULTATION

The screenshot displays the 'Counsellor Dashboard' interface. On the left is a dark navigation menu with the following items: MY DASHBOARD, COUNSELLING, REFERENCES, MESSAGE, LOG MODULE, Administration, Career Program, Counselling Program, Counselling Services, Consultation (highlighted with a red circle and a yellow arrow), Staff Program, USERS, CLIENT SESSION, REPORT, HELP, and PSYCHOLOGICAL TEST. The main content area shows a 'Counsellor Dashboard' with four summary cards: Appointment (0), Walk In (0), Message (0), and Reference (0). Below these is a 'Calendar' view for February 2021. A yellow callout box with the text '1) Klik Consultation' points to the 'Consultation' menu item. The calendar shows several events, including '29643792172 - burnout Administration' on Monday, '76855872499 - Cuti khas Administration' on Thursday, and '67494952279 - Depression 98484992585 - Stress menyiapkan FYP Administration' on Friday.

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
		29643792172 - burnout Administration	Administration	76855872499 - Cuti khas Administration	67494952279 - Depression 98484992585 - Stress menyapkan FYP Administration	
	7	8	9	10	11	12
	Administration	Administration	Administration Counselling Activity	56622391937 - Education continuation Administration		

Consultation

Print + Add Record

20 records

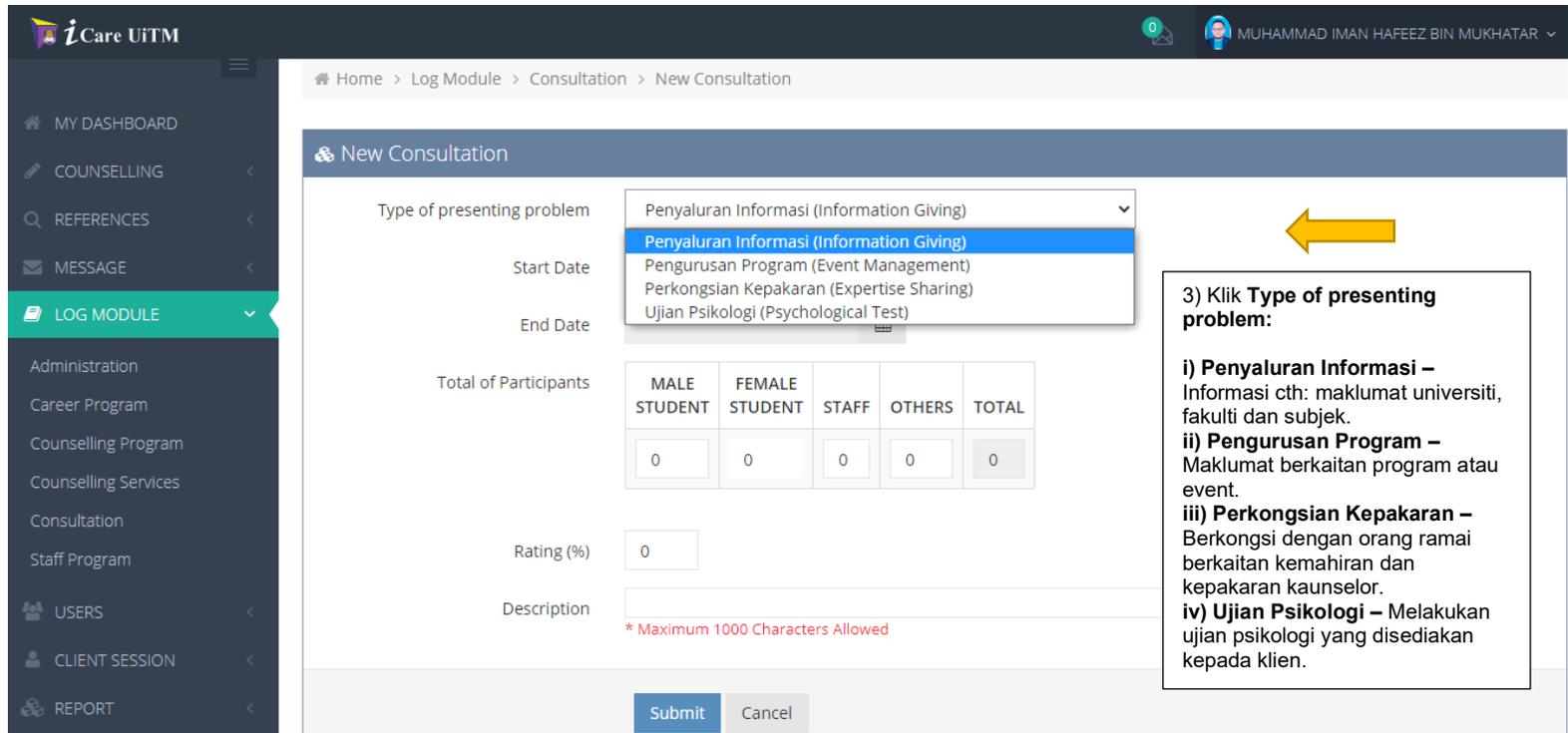
NO.	PROBLEM TYPE	DATE START	DATE END	MALE STUDENT	FEMALE STUDENT	DESCRIPTION	ACTION
1	Penyaluran Informasi (Information Giving)	27/01/2021	27/01/2021	0	0	Memberi maklumat tentang sistem Counselling2U.	 

2) Klik +Add Record

Showing 1 to 1 of 1 entries

« < 1 > »

- MY DASHBOARD
- COUNSELLING
- REFERENCES
- MESSAGE
- LOG MODULE**
- Administration
- Career Program
- Counselling Program
- Counselling Services
- Consultation
- Staff Program
- USERS
- CLIENT SESSION



Home > Log Module > Consultation > New Consultation

New Consultation

Type of presenting problem:

Start Date:

End Date:

Total of Participants:

MALE STUDENT	FEMALE STUDENT	STAFF	OTHERS	TOTAL
<input type="text" value="0"/>				

Rating (%):

Description:

* Maximum 1000 Characters Allowed

Submit Cancel

3) Klik **Type of presenting problem**:

i) Penyaluran Informasi – Informasi cth: maklumat universiti, fakulti dan subjek.

ii) Pengurusan Program – Maklumat berkaitan program atau event.

iii) Perkongsian Kepakaran – Berkongsi dengan orang ramai berkaitan kemahiran dan kepakaran kaunselor.

iv) Ujian Psikologi – Melakukan ujian psikologi yang disediakan kepada klien.

- COUNSELLING
- REFERENCES
- MESSAGE
- LOG MODULE
- Administration
 - Career Program
 - Counselling Program
 - Counselling Services
 - Consultation
 - Staff Program
- USERS
- CLIENT SESSION
- REPORT
- HELP
- PSYCHOLOGICAL TEST

Type of presenting problem: Penyaluran Informasi (Information Giving)

Start Date:

End Date:

MALE STUDENT	FEMALE STUDENT	STAFF	OTHERS	TOTAL
<input type="text" value="0"/>				

Rating (%):

Description:

* Maximum 1000 Characters Allowed

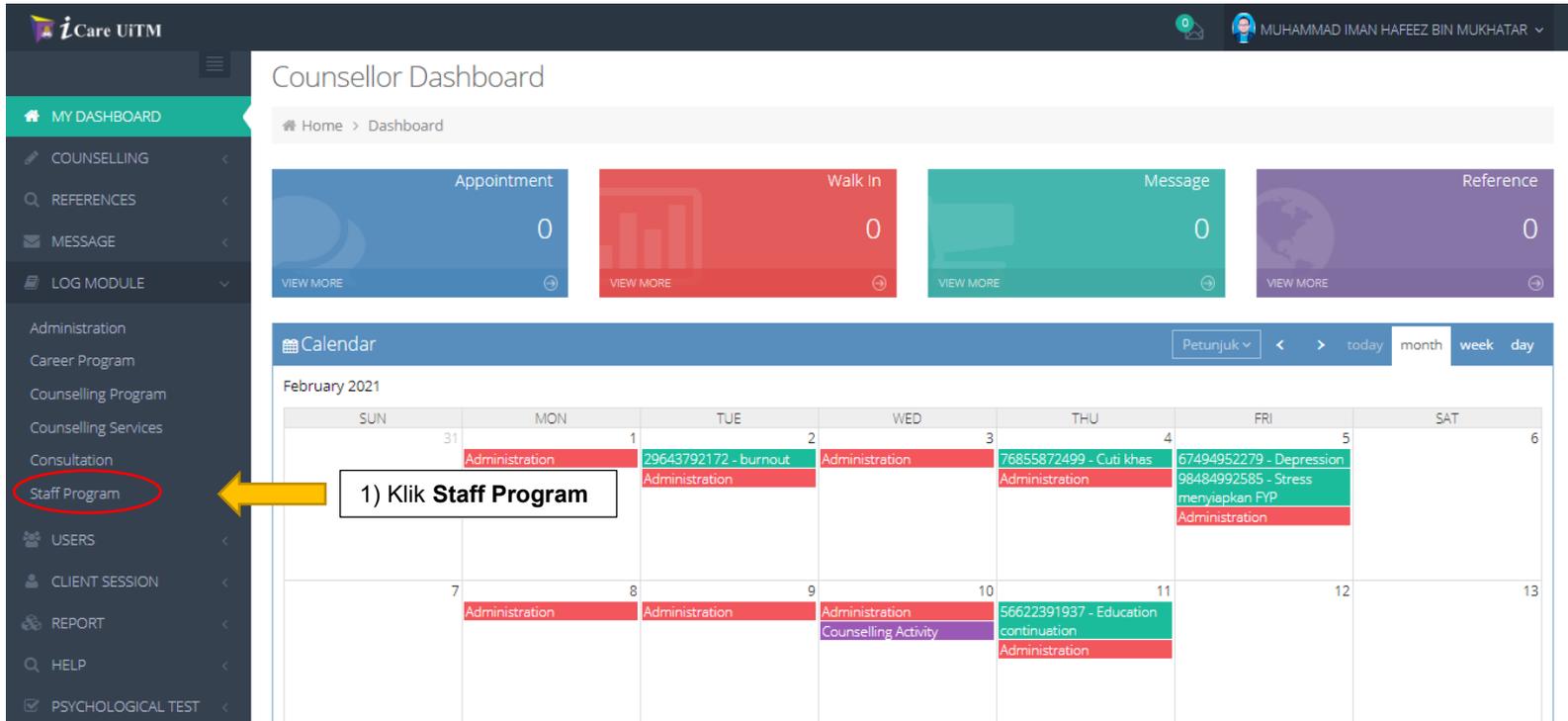
4) Isikan maklumat berikut.

Submit Cancel



5) Klik Submit

STAFF PROGRAM



The screenshot displays the 'Counsellor Dashboard' interface. On the left sidebar, the 'Staff Program' menu item is circled in red and highlighted with a yellow arrow. A callout box with the text '1) Klik Staff Program' points to this menu item. The main dashboard area shows a 'Calendar' view for February 2021, with various activities listed for different dates, such as 'Administration', 'burnout', 'Cuti khas', 'Depression', 'Stress menyalapkan FYP', 'Education continuation', and 'Counselling Activity'.

1) Klik Staff Program

- MY DASHBOARD
- COUNSELLING
- REFERENCES
- MESSAGE
- LOG MODULE**
- Administration
- Career Program
- Counselling Program
- Counselling Services
- Consultation
- Staff Program
- USERS
- CLIENT SESSION

Home > Log Module > Staff Program

Staff Program Print + Add Record

20 records

NO.	PROGRAM	DATE START	DATE END	LOCATION	STUDENT	STAFF	OT	ATTACHMENT2	ATTACHMENT3
No data available in table									

Showing 0 to 0 of 0 entries

2) Klik +Add Record

Program: BAHAN KAUNSELING STAF/COUNSELLING MATERIAL STAFF

Start Date:

End Date:

Location:

STAFF	STUDENT	OTHERS	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1st Attachment: Choose File No file chosen
* Pdf format only

2nd Attachment: Choose File No file chosen
* Pdf format only

3rd Attachment: Choose File No file chosen
* Pdf format only

Rating (%):

Description:
* Maximum 1000 Characters Allowed

3) Isikan maklumat berikut.

4) Klik **Submit**

PSYCHOLOGICAL TEST

The screenshot shows the 'Counsellor Dashboard' interface. The left sidebar contains a menu with items: MY DASHBOARD, COUNSELLING, REFERENCES, MESSAGE, LOG MODULE, USERS, CLIENT SESSION, User, REPORT, HELP, and PSYCHOLOGICAL TEST. The main area displays four summary cards: Appointment (0), Walk In (0), Message (0), and Reference (0). Below these is a calendar view for February 2020. Two yellow arrows point to the 'CLIENT SESSION' and 'User' menu items, with callout boxes containing the instructions: '1) Klik CLIENT SESSION' and '2) Klik User'. The calendar shows sessions for various dates, with some entries like 'Administration' and '29643792172 - burnout'.

1) Klik CLIENT SESSION

2) Klik User

DATE	SESSION
1	Administration
2	29643792172 - burnout Administration
3	Administration
4	76855872499 - Cuti khas Administration
5	67494952279 - Depression 98484992585 - Stress menyiapkan FYP Administration
7	Administration
8	Administration
9	Administration
10	Administration
11	56622391937 - Education continuation Administration
12	
13	

Search User

Student Id	<input type="text" value="Student Id"/>
IC No	<input type="text" value="IC No"/>

3) Isikan salah satu maklumat **Student Id** atau **IC No**



Submit



4) Klik **Submit**

- MY DASHBOARD
- COUNSELLING
- REFERENCES
- MESSAGE
- LOG MODULE
- USERS
- CLIENT SESSION**
- User
- REPORT
- HELP
- PSYCHOLOGICAL TEST

BIL	SERIES NUM	CLIENT	CAMPUS	PTJ/FACULTY	COUNSELLOR	TYPE	COUNSELLING	DESCRIPTION	STATUS	ACTIONS
1	89275785581	2019871678	UiTM Shah Alam	FAKULTI SAINS KOMPUTER DAN MATEMATIK	MUHAMMAD IMAN HAFEEZ BIN MUKHATAR	Appointment	15/02/2021 15:40	test	Termination	
2	78484188526	2019871678	UiTM Shah Alam	FAKULTI SAINS KOMPUTER DAN MATEMATIK	ROSDI BIN ALI	Walk-in	21/01/2021 15:45	Sakit	Evaluation	
3	79826959695	2019871678	UiTM Shah Alam	FAKULTI SAINS KOMPUTER DAN MATEMATIK	MUHAMMAD IMAN HAFEEZ BIN MUKHATAR	Walk-in	21/01/2021 15:45	Tekanan keluarga	Evaluation	
4	17617724756	2019871678	UiTM Shah Alam	FAKULTI SAINS KOMPUTER DAN MATEMATIK		Reference		Test	Submission	

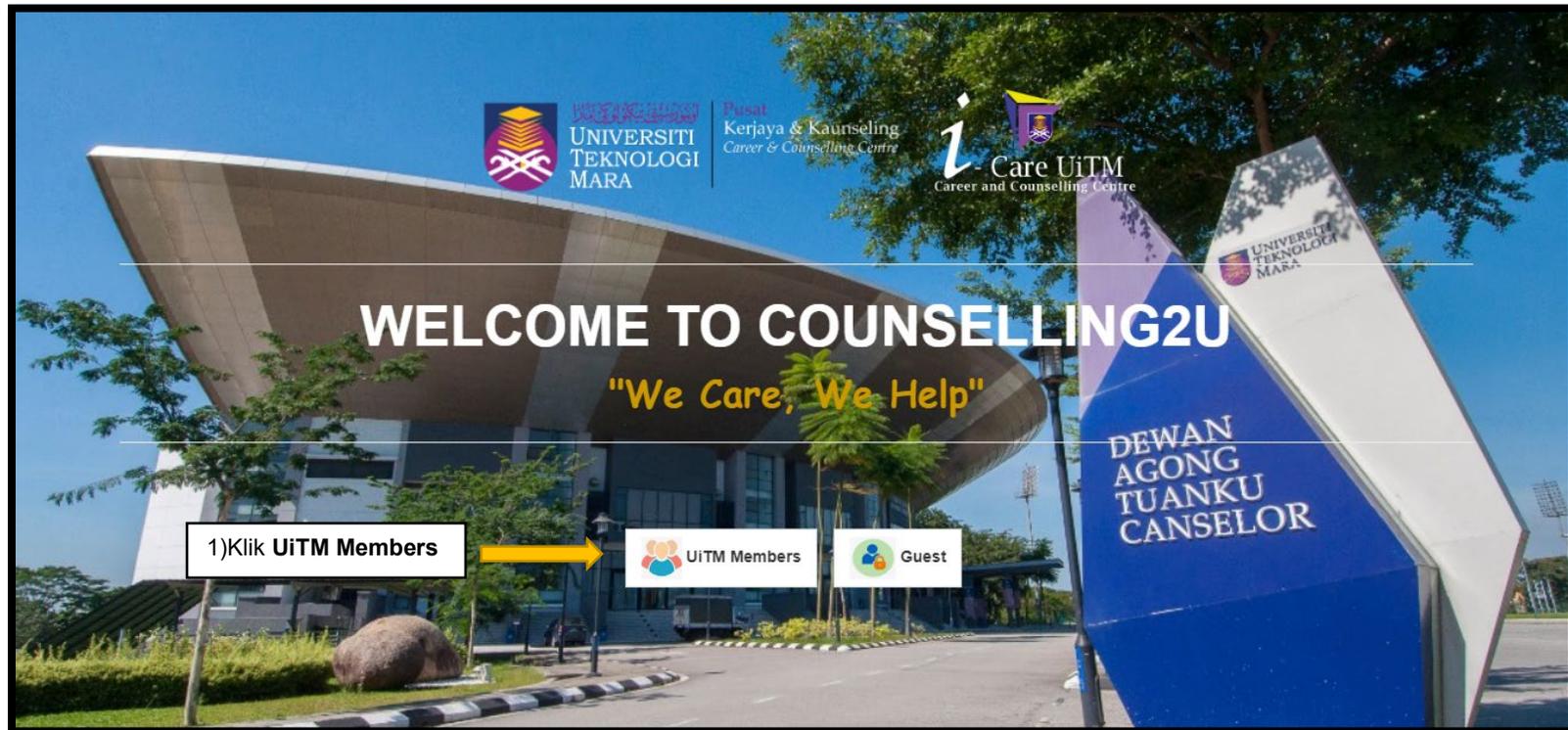
Psychology Test History

NO	TYPE OF PSYCHOLOGY TEST	TAKEN DATE	RESULT
1	Kebimbangan (Inventori Beck)	19/01/2021 21:01:00	Rendah (21)



5) Hasil Ujian dipaparkan

MY PROFILE



NEW PROFILE: Proses kaunselor meletakkan maklumat diri

Tujuan:

Memudahkan klien untuk melihat maklumat kaunselor untuk sesi yang mereka ingin hadiri.

Login to your account

STAFF

Note : Staff UiTM, please use the same account as portal i-staff account.

Username

Password

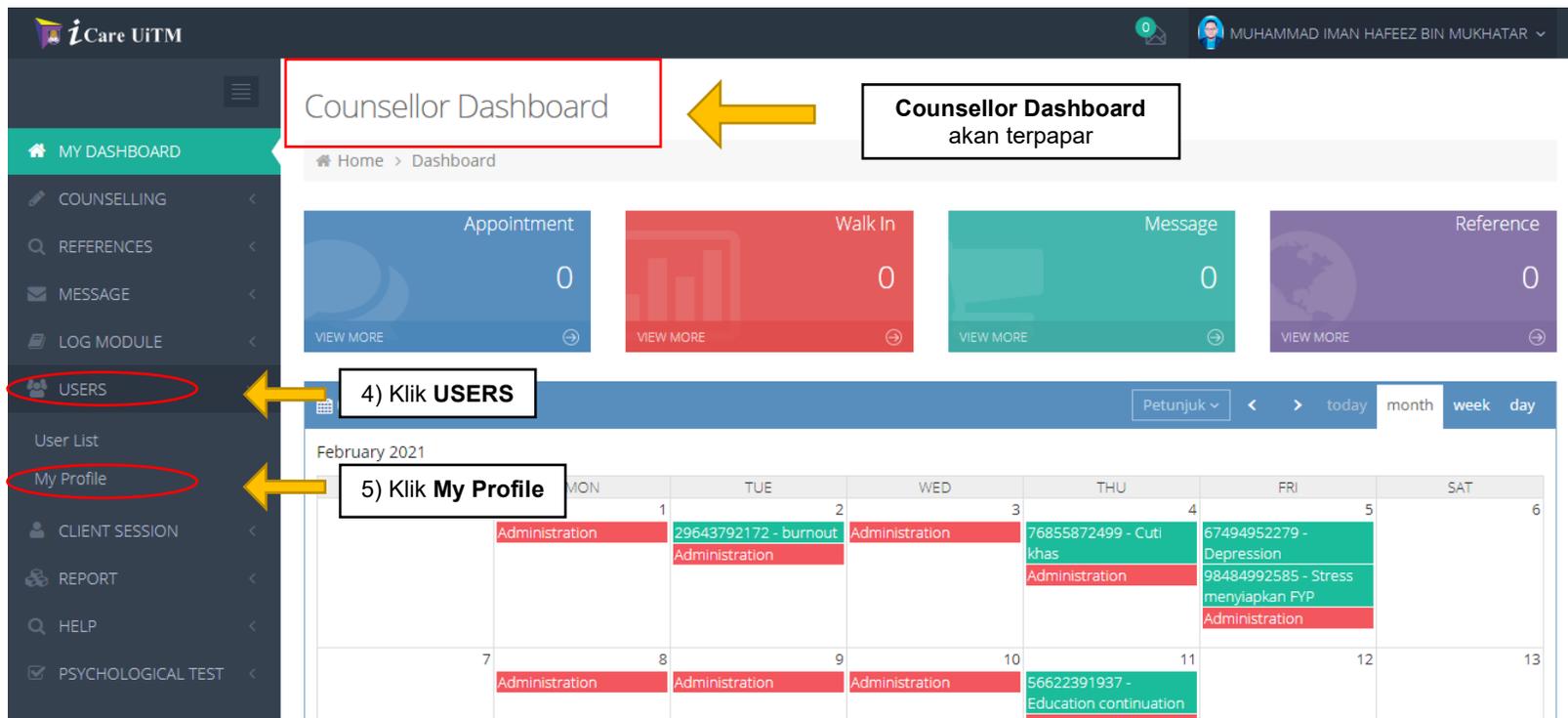
Login

Forgot your password ?

no worries, click [here](#) to reset your password.

3) Klik **Login**

2) Isikan **Username** dan **Password** (sama dengan akaun portal i-staff)



The screenshot shows the 'Counsellor Dashboard' interface. At the top, there are four summary cards: Appointment (0), Walk In (0), Message (0), and Reference (0). Below these is a calendar view for February 2021. The left sidebar contains navigation options: MY DASHBOARD, COUNSELLING, REFERENCES, MESSAGE, LOG MODULE, **USERS**, User List, **My Profile**, CLIENT SESSION, REPORT, HELP, and PSYCHOLOGICAL TEST. Annotations include a red box around 'Counsellor Dashboard' in the top navigation, a yellow arrow pointing to it with the text 'Counsellor Dashboard akan terpapar', a red circle around 'USERS' with an arrow and the text '4) Klik USERS', and a red circle around 'My Profile' with an arrow and the text '5) Klik My Profile'.

Counsellor Dashboard akan terpapar

4) Klik **USERS**

5) Klik **My Profile**

MON	TUE	WED	THU	FRI	SAT
1 Administration	2 296437921 72 - burnout Administration	3 Administration	4 76855872499 - Cuti khas Administration	5 67494952279 - Depression 98484992585 - Stress menyiapkan FYP Administration	6
7 Administration	8 Administration	9 Administration	10 Administration	11 56622391937 - Education continuation	12
					13

My Profile

Profil Personal Details

Profile Picture
[Profile Picture Placeholder]

Personal Information

Name:

Email:

Contact:

Address:

Address:

Postcode:

City:

State:

Country:

Gender:

Age:

Identification Number:

Passport Number:

Company:

IT:

Title:

Subject:

Tagline:

Submit

6) Upload gambar dan isikan maklumat berikut

7) Klik **Submit**