

MANUAL PENGGUNA – STAFF

**(PENDAFTARAN, MERUJUK
PELAJAR, EDIT PROFILE)**

counselling2u.uitm.edu.my

SISTEM COUNSELLING2U

"We Care We Help"

ISI KANDUNGAN

NO.	PERKARA	MUKA SURAT
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1.	Muka Depan Counselling2u	4
2.	Pendaftaran Pengguna Baru (Staff)	5
3.	Merujuk Pelajar	12
4.	Edit Profile	19

PENDAFTARAN (PENGGUNA BARU)



UNIVERSITI
TEKNOLOGI
MARA

Pusat
Kerjaya & Kaunseling
Career & Counselling Centre

i - Care UiTM
Career and Counselling Centre

WELCOME TO COUNSELLING2U

"We Care, We Help"

1) Klik UiTM Members:
Staff



UiTM Members



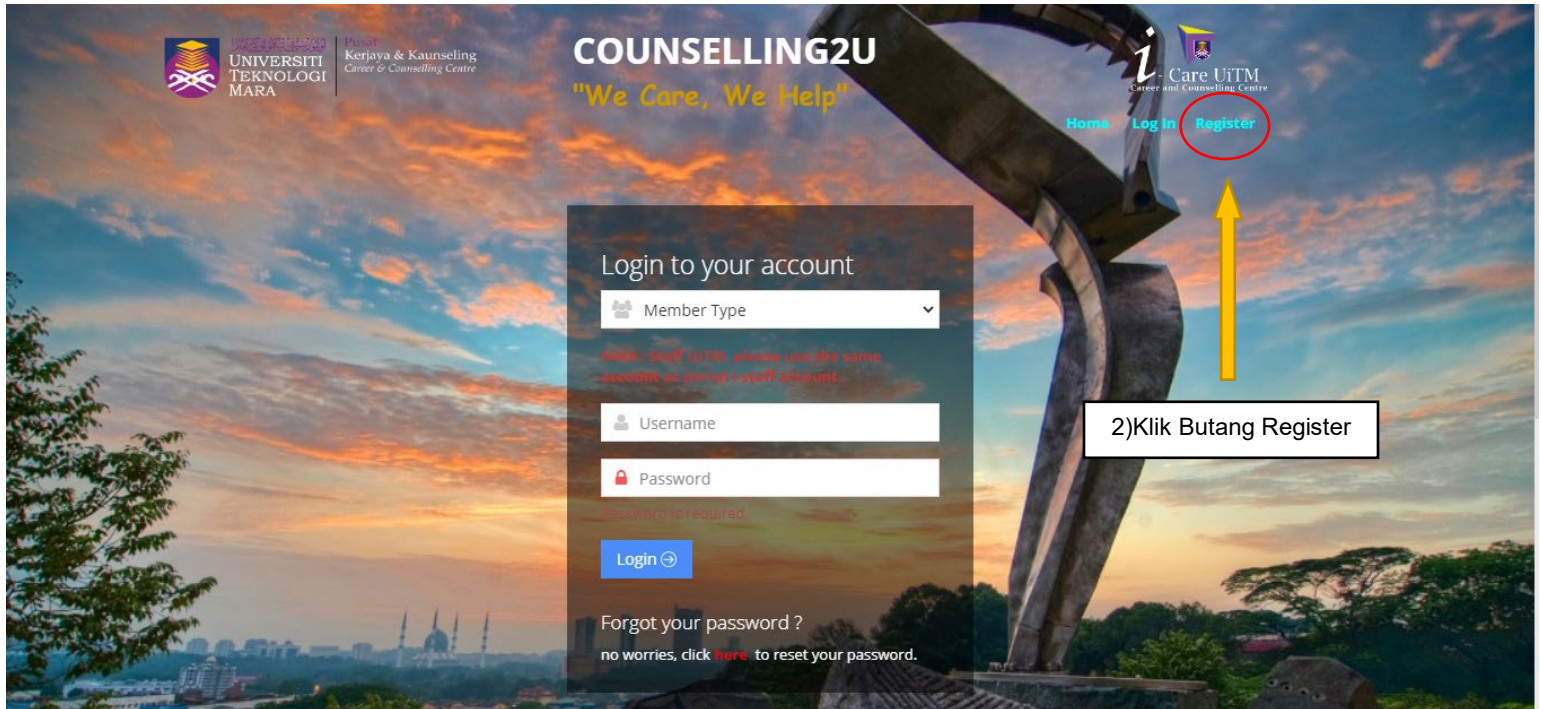
Guest

DEWAN
AGONG
TUANKU
CANSOLOR

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

Tujuan:

Memudahkan para staf untuk membuat kes rujukan.



Create an account

Member Type *

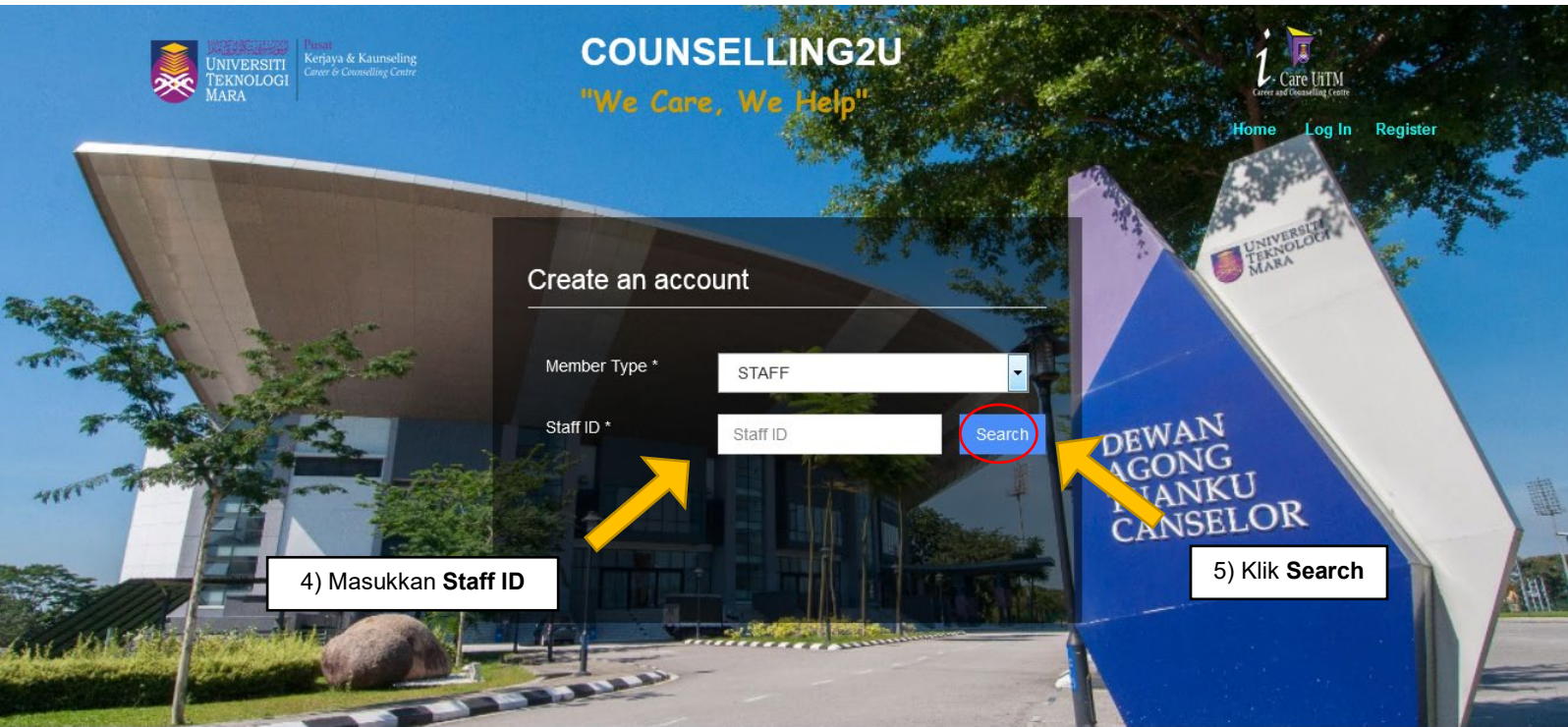
STAFF

Please Choose

STAFF

STUDENT

3)Pilih Member Type:
STAFF



COUNSELLING2U
"We Care, We Help"

Home Log In Register

Create an account

Member Type *

Staff ID *

4) Masukkan **Staff ID**

5) Klik **Search**

DEWAN AGONG MANKU CANSOLOR

COUNSELLING2U

"We Care, We Help"

[Home](#) [Log In](#) [Register](#)

Create an account

Member Type *	STAFF	▼
Staff ID *	168324	Search
Name *	HASNAH BINTI JAMIL	
Email *	hasna324@uitm.edu.my	

[Create an account](#)

[Reset](#)

6) Klik **Create an account**



Pusat
Kerjaya & Kaunseling
Career & Counselling Centre



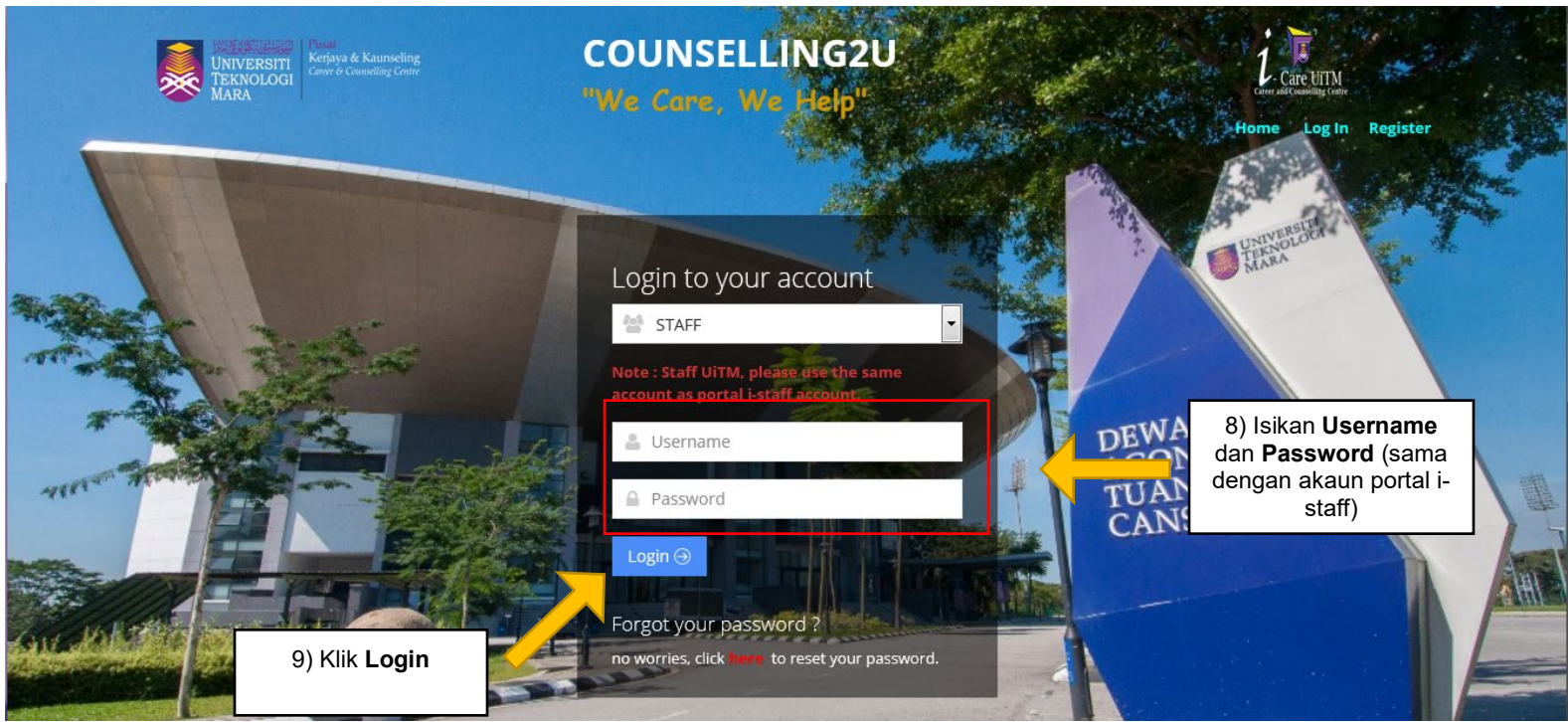
WELCOME TO COUNSELLING2U

"We Care, We Help"

7)Klik **UiTM Members**:



DEWAN
AGONG
TUANKU
CANSELOR



Dashboard

Dashboard akan terpapar

Home > Dashboard

Calendar

Petunjuk ▼

<

>

today

month

week

day

February 2021

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

MERUJUK PELAJAR

KES RUJUKAN: Proses staf untuk merujuk pelajar/staf untuk menghadiri sesi kaunseling.

 iCare UiTM 0 HASNAH BINTI JAMIL

Dashboard

Home > Dashboard

MY DASHBOARD

COUNSELLING <

REFERENCES ← 1) Klik **REFERENCES**

Reference List ← 2) Klik **Reference List**

USERS <

HELP <

Petunjuk > < today month week day

February 2021

	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19
					20

 iCare UiTM

 MY DASHBOARD

 COUNSELLING

 REFERENCES

Reference List

 USERS

 HELP

0

HASNAH BINTI JAMIL

Home > References > Reference List

3) Klik **Add Record**

My References

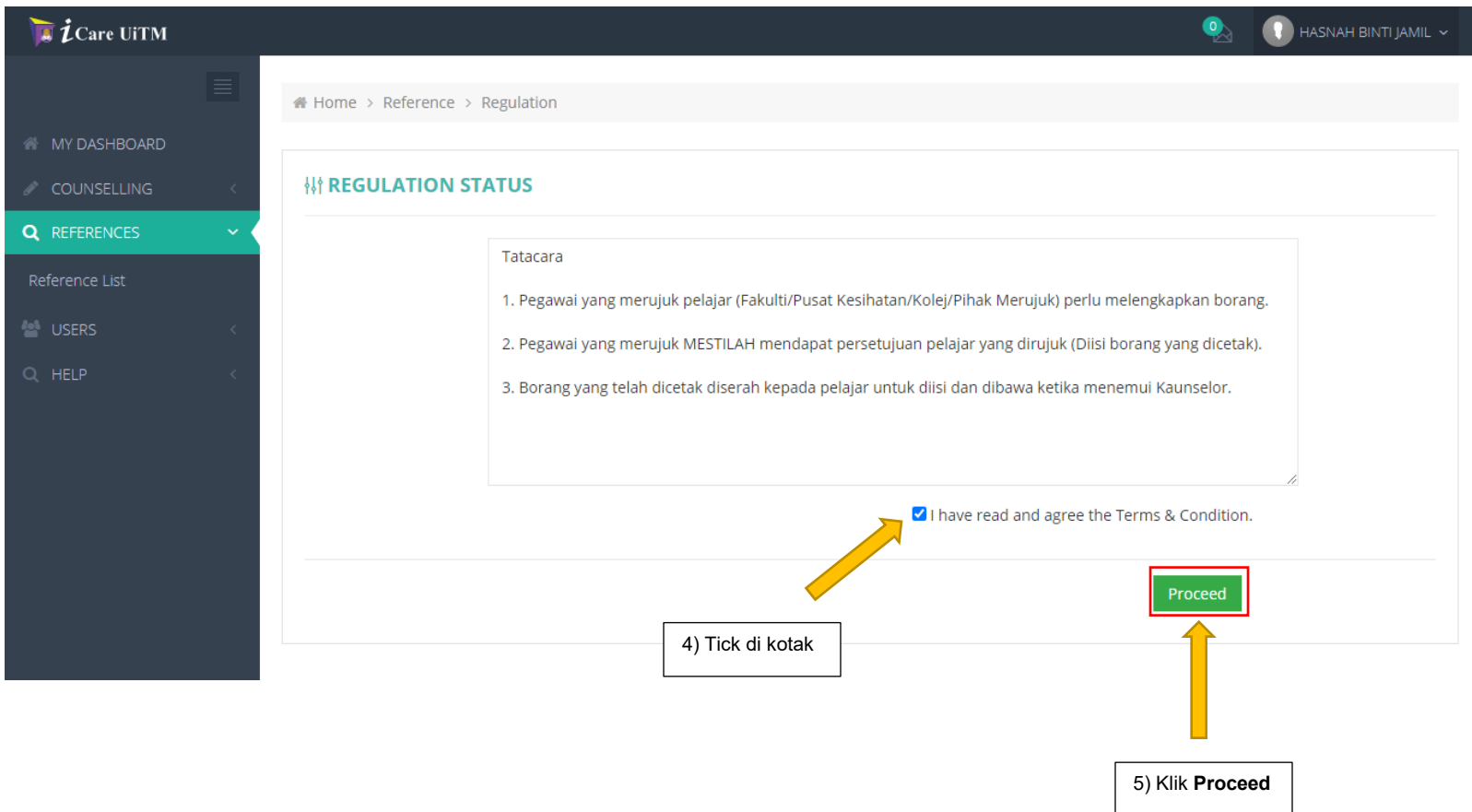
20 records

Search:

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

Showing 0 to 0 of 0 entries

+ Add Record



iCare UiTM

Home > Reference > Regulation

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.

Proceed

4) Tick di kotak

5) Klik **Proceed**



0

HASNAH BINTI JAMIL

Home > References > New References >

New References

STUDENT / STAFF REFERRED TO

Member Type *

STUDENT

Student Id*

2019871678

Search

6) Isikan Student Id

7) Klik Search

i-Care UiTM 0 HASNAH BINTI JAMIL

REFERENCES

Reference List

USERS

HELP

STUDENT / STAFF REFERRED TO

Member Type *

Student Id*

Name *

Gender *

Tel No *

Program Name *

INFORMATION OFFICER WITH RESPECT

Name *

Tel No *

Issue/Problem *

Head Counsellor *

8) Isikan Issue/Problem

9) Klik Save



MY DASHBOARD

COUNSELLING

REFERENCES

Reference List

USERS

HELP

Home > References > Reference List

My References

Success! The application has been sent to the Head Of Counsellor of your campus.

20 records

Search:

BIL	REF NO	REFERENCE PERSON	CLIENT ID	CLIENT NAME	ISSUE/PROBLEM	COUNSELLOR	COUNSELLING DATE	STATUS	ACTIONS
1	17617724756	HASNAH BINTI JAMIL	2019871678	MUHAMMAD WAFI BIN ISHAM	Test			Submission	

Showing 1 to 1 of 1 entries

<<

<

1

>

>>

Paparan **My References** akan keluar. Permohonan rujukan telah dihantar ke Ketua Pusat untuk tindakan seterusnya.

Add Record

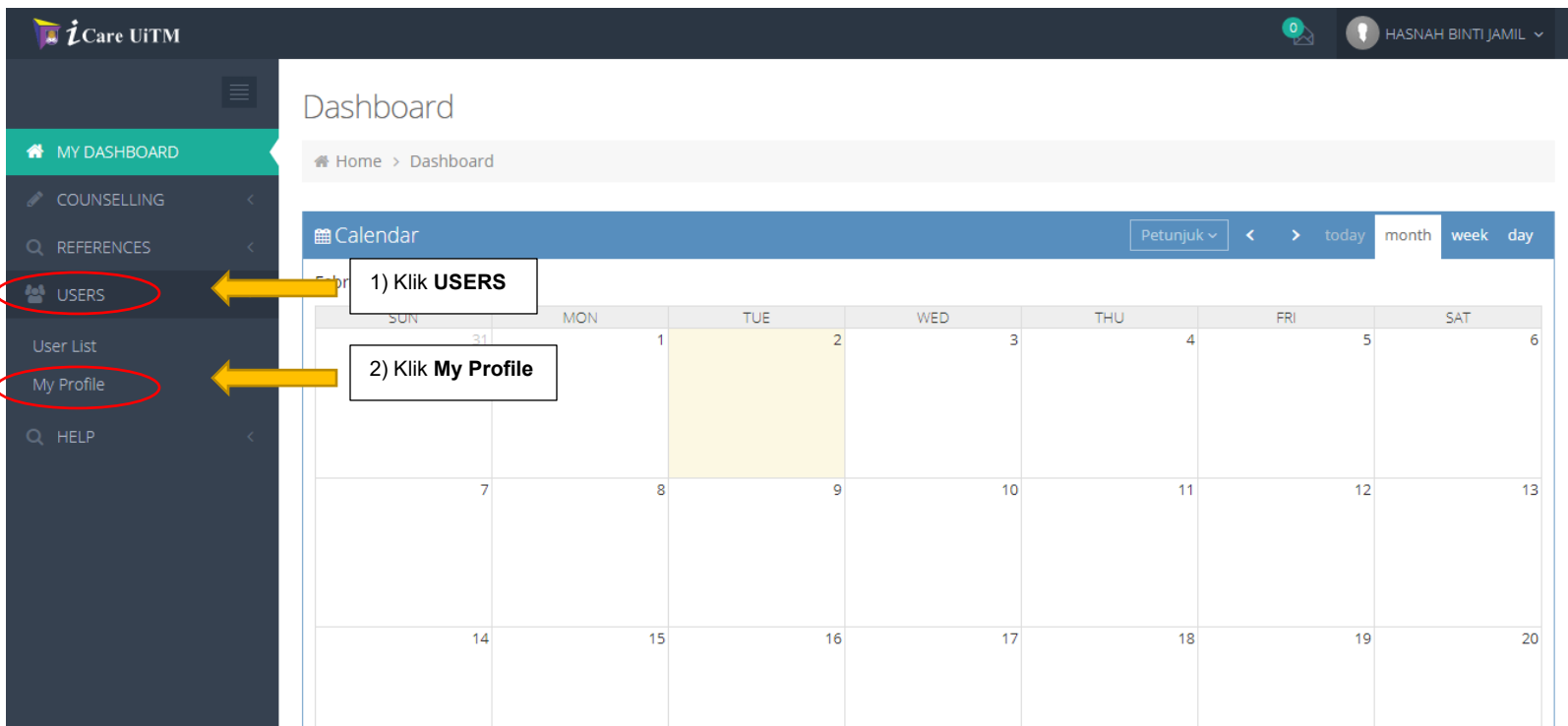
18

EDIT PROFILE

EDIT PROFILE: Proses staf untuk meletakkan maklumat di dalam sistem COUNSELLING2U.

Tujuan:

Memudahkan pihak PKK untuk meneliti maklumat yang diberikan lebih terperinci.

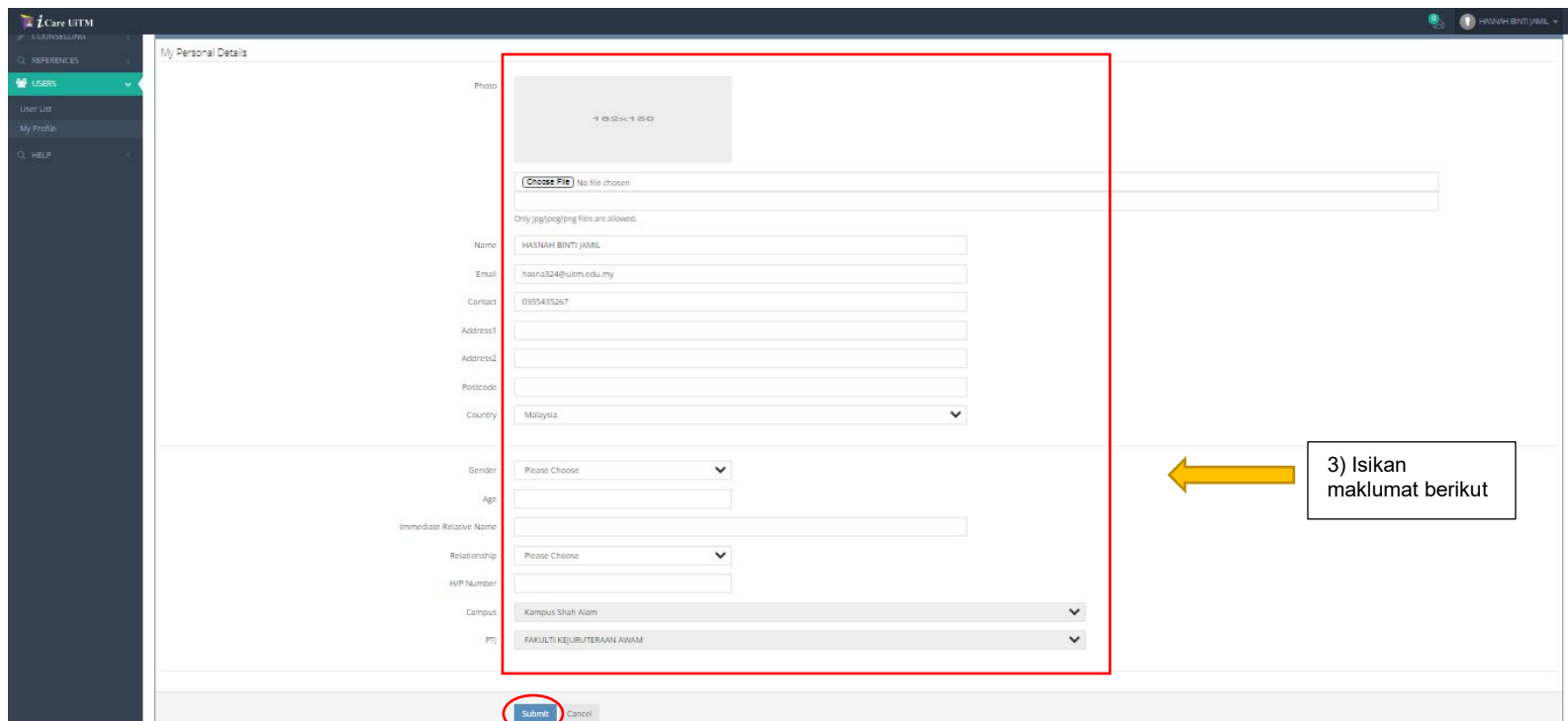


The screenshot shows the iCare UiTM Dashboard. On the left is a dark sidebar with a menu. The main content area is titled "Dashboard" and includes a breadcrumb "Home > Dashboard". Below this is a "Calendar" widget showing a monthly view for September. Two yellow arrows point from text boxes to the sidebar menu: one to "USERS" and another to "My Profile".

1) Klik USERS

2) Klik My Profile

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20



i-Care UiTM

My Personal Details

Photo

No file chosen

Only jpg/png/gif files are allowed.

Name:

Email:

Contact:

Address1:

Address2:

Postcode:

Country:

Gender:

Age:

Immediate Relative Name:

Relationship:

H/P Number:

Campus:

FTY:

3) Isikan
maklumat berikut

4) Klik **Submit**