



**Universiti
Putra
Malaysia**

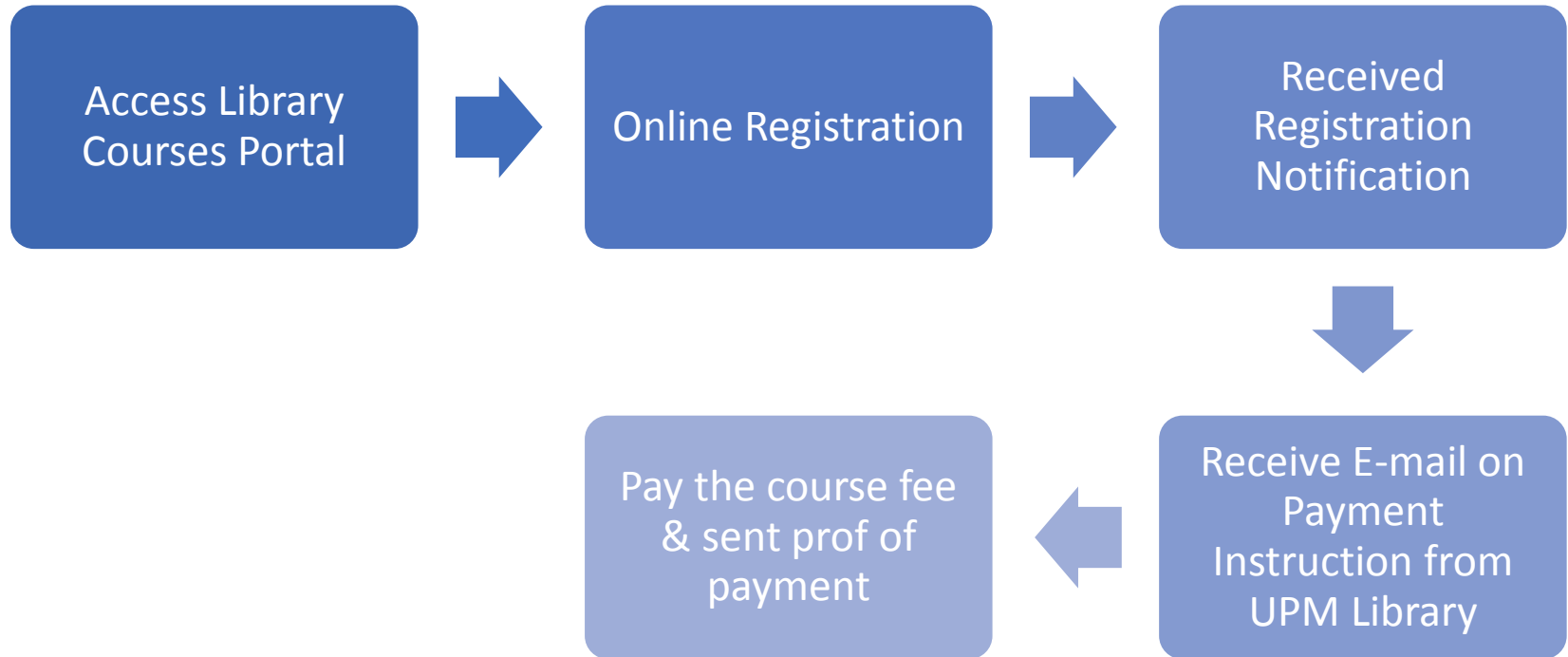
www.upm.edu.my

AGRICULTURE • INNOVATION • LIFE

Registration Manual for Library Courses

Perpustakaan Sultan Abdul Samad, UPM

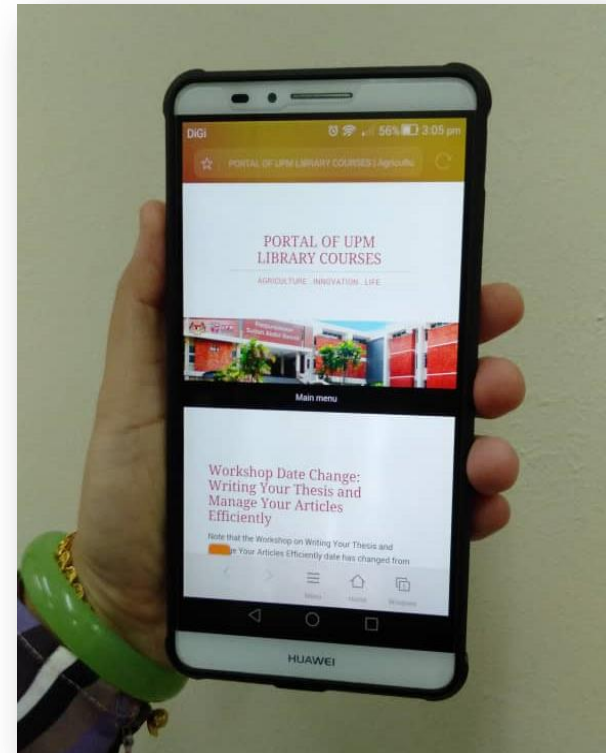
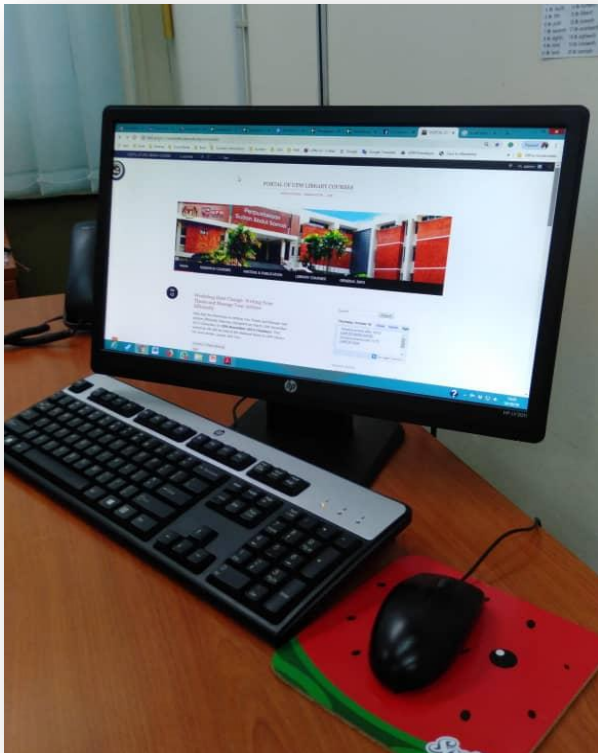
5 Steps of Registration Process



5 Steps of Registration Process

1. Access library courses portal through link in the UPM Library Website, then read about workshop contents carefully;
2. Then, register select workshop via Online Form by click Registration Button & fill up the required information, then click Submit Button;
3. After that, your E-mail automatically received Registration Notification and Payment Instruction Notes;
4. The workshop will be conducted when the minimum number of participants is reached. Once the workshop is confirmed, the participant will receive E-mail on Payment Instruction from UPM Library; and
5. You should pay the course fee immediately & send us the proof of payment (*bank slip transactions*) through the email. If payment is not received, your registration will be cancelled.

Step 1: Access to the Library Courses Portal



Visit our library website through <https://lib.upm.edu.my/>

Homepage of UPM Library

The screenshot displays the UPM Library homepage with a navigation bar at the top containing links for Email, Banking, Social Media, Bank, Scholarly Information, Sumber, Zikir, PhD, UPM-ID - E-Mail, Google, Google Translate, UPM PutraApps, and Save to Mendeley. The main content area features several promotional banners: 'LITERATURE SEARCH Service', 'SCIENCE DIRECT' (Discover over 37,000 Books, Access more than 3800 Journals), 'AGRICULTURAL INFORMATION RESOURCES' (Preparation Sultan Abdul Samad With Knowledge We Serve), and 'TOP 10 UPM LIBRARY DATABASES' (listing Science Direct, Springer, Scopus, Wiley, ProQuest, IEEE, and SAGE). A blue callout bubble with the text 'Click Here' points to the 'AGRICULTURAL INFORMATION RESOURCES' banner. The footer is divided into four columns: 'HUBUNGI KAMI' (Contact Us) with phone and email details; 'PERKHIDMATAN DALAM TALIAN' (Online Services) including KM Portal and Pusat Sumber Fakulti; 'PAUTAN LUAR' (External Links) such as Persidangan Umum IFLA and myGovernment Portal; and a grid of library portals including Putra Group, Portal Putrajaya, access, READ@UNI, koha WebOPAC, UPM IR, CoursesLib, MCC, SPIGT, e-ISO, IMP Portal, MyAgric, AGRIS, Subject Guides, and UPM eTheses. A second blue callout bubble with the text 'Click Here' points to the 'CoursesLib' icon in the portal grid.

Click Link & Icon Portal Library Courses in the Homepage UPM Library

Homepage Library Courses Portal

PORTAL OF UPM LIBRARY COURSES

AGRICULTURE . INNOVATION . LIFE



Home

RESEARCH COURSES

WRITING & PUBLICATION

LIBRARY COURSES

GENERAL INFO

Sep
13

Workshop Date Change: Writing Your Thesis and Manage Your Articles Efficiently

Note that the Workshop on Writing Your Thesis and Manage Your Articles Efficiently date has changed from March 16th November 2019 (Saturday) to **10th November 2019 (Sunday)**. This workshop will still be held at the Malawati Room in UPM Library. For more details, please click [here](#).

Posted in [Thesis Writing](#)

[Edit](#)

Aug
07

Research Workshop in October to December 2019 at UPM Library

Thursday, October 10
Week
Month
Agenda

Showing events after 10/10.
[Look for earlier events](#)

Showing events until 11/15.
[Look for more](#)

+ Google Calendar


RECENT POSTS

- Workshop Date Change: Writing Your Thesis and Manage Your Articles Efficiently 13/09/2019
- Research Workshop in October to December 2019 at UPM Library 07/08/2019
- Workshop on Library System in August 2019

Examples of Courses Page: KSI Workshop

PORTAL OF UPM LIBRARY COURSES

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Home
RESEARCH COURSES
WRITING & PUBLICATION
LIBRARY COURSES
GENERAL INFO

KSI Techniques

Workshop on KSI Techniques for Quality Writing and Publication

Writing process of introduction, literature review, methodology, results, and discussion will be explained in details using the KSI technique as below:

1. Thesis introduction and problem statement writing using KSI Technique
2. Thesis literature review and discussion writing using KSI Technique
3. Research article and review article writing using KSI Technique

SPEAKER
 Dr. Md Kamal Uddin, Faculty of Agriculture, Universiti Putra Malaysia

DATE
 12 Oct 2019 (Saturday), 9.00 am – 4.00 pm

Thursday, October 10 Week Month Age

Showing events after 10/10.
[Look for earlier events](#)

Showing events until 11/15.
[Look for more](#)

+ Google Calendar

RECENT POSTS

- Workshop Date Change: Writing Your Thesis and Manage Your Articles Efficiently 13/09/2019
- Research Workshop in October to December 2019 at UPM Library 07/08/2019
- Workshop on Library System in August 2019 27/05/2019

<http://courseslib.upm.edu.my/courseslib/index.php/ksi/>

Step 2: Click Registration Button to Register



KSI Techniques

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SPEAKER

Dr. Md Kamal Uddin, Faculty of Agriculture, Universiti Putra Malaysia

DATE

12 Oct 2019 (Saturday) 9.00 am - 4.00 pm

VENUE: UPM Lib

WORKSHOP FE

Early Bird RM150 (before 10/10/2019)
 Standard Fee RM200 (after 10/10/2019)

ONLINE REGIS

Please Click Button

Click Here

**Pendaftaran
 Online**

Search

Thursday, October 10 [Week](#) [Month](#) [Age](#)

Showing events after 10/10.
[Look for earlier events](#)

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- Workshop Date Change: Writing Your Thesis and Manage Your Articles Efficiently 13/09/2019
- Research Workshop in October to December 2019 at UPM Library 07/08/2019
- Workshop on Library System in August 2019 27/05/2019
- Workshop on DSpace: Development of Institutional Repositories 21/05/2019
- Workshop on ResourceSpace: Development of Digital Asset Management System 21/05/2019

CATEGORIES

- ATLAS.ti (3)
- DSpace (2)
- EPrints (4)
- Guide to Getting Published (4)
- KOHA (3)
- Mendeley (4)
- Ms Word Template (8)
- MyTO (1)
- Nvivo (9)

PARTICIPANT PROFILE

NAME *

MOHD DASUKI BIN SAHAK

CATEGORY

- ☐ PhD Student
☐ Masters Student
☐ Undergraduate
☐ Academic Staf (Lecture)
☒ Non-Academic Staf
☐ Other

ORGANIZATION *

- ☒ UPM
☐ Other

FACULTY *

PERPUSTAKAAN SULTAN ABDUL SAMA

MYCARD OR PASPORT NUMBER *

821221065579

Fill up the Required Information in the Online Form, then click Submit Button

Please write here if you have any questions about the program/ request for vegetarian meal

no

☒ I agree with the workshop terms & conditions that set by the organizer [terms & conditions](#).

Privacy Policy

We respect the privacy of your information and will only use for this program

Click Here

Submit

Step 3: Your E-mail automatically received Registration Notification and Payment Instruction Notes

We have received your response for Workshop on KSI Techniques for Quality Writing and Publication@12 October 2019 Inbox X

JotForm <noreply@jotform.com>
 to me

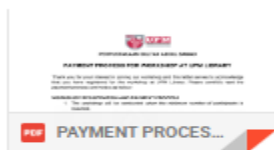
Workshop on KSI Techniques for Quality Writing and Publication@12 October 2019

FEE	RM200.00 for Standard Fee/ Vot (27/9/2019–12/10/2019)
PAYMENT METHOD	UPM Bursar Counter
NAME	MOHD DASUKI BIN SAHAK
CATEGORY	Non-Academic Staf
ORGANIZATION	UPM
FACULTY	PERPUSTAKAAN SULTAN ABDUL SAMA
MYCARD OR PASPORT NUMBER	821221065579
STUDENT OR STAFF NUMBER	A03229
EMAIL	dasuki@upm.edu.my
PHONE NUMBER	97697948
Please write here if you have any questions about the program/ request for vegetarian meal	Testing Form
	Accepted

Now create your own JotForm - It's free!

Create a JotForm

Payment
 Instruction
 Notes



Step 4: The workshop will be conducted when the minimum number of participants is reached. Once the workshop is confirmed, the participant will receive E-mail on Payment Instruction from UPM Library.

Payment for Workshop on KSI Techniques for Quality Writing and Publication Inbox x



Courseslib / UPM

to me ▾

Fri, Oct 4, 8:27 AM (6 days ago) ☆ ↶ ⋮

Dear all,

Thank you for your interest in attending the upcoming research workshop. You may now proceed with the payment. Payment should be made within five (5) days of the date of this email. Kindly send us the proof of payment (*bank slip transactions*) through this email. If payment is not received within this period, your registration will be cancelled.

Stated here is UPM bank account for your further action.

Bank Name	: CIMB Bank
Account Name	: "KIRA-KIRA AM UPM"
Account Number	: 8002151963
Bank Address	: CIMB Bank Branch of Universiti Putra Malaysia
Title	: Workshop on KSI Techniques for Quality Writing and Publication 12 OCTOBER 2019

*Side note:

Kindly note that if you are urgently to claim, we advise you to pay cash (receipt will be issued) at Corporate and Training Staff Division, UPM Library before the date of events.

Thank you.

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Regards,

NURDIYANA MOHD KAMAL
Corporate and Staff Training Division
Perpustakaan Sultan Abdul Samad
UNIVERSITI PUTRA MALAYSIA
43400 UPM Serdang
Selangor Darul Ehsan

Tel No. : 03-9769 7025/7948

Website : [UPM Library Website](#) | [Portal of UPM Library Courses](#)

Step 5: You should pay the course fee immediately & send us the proof of payment (*bank slip transactions*) through the email. If payment is not received, your registration will be cancelled.

Re: Payment for Workshop on KSI Techniques for Quality Writing and Publication



MOHD DASUKI BIN SAHAK / PSAS <dasuki@upm.edu.my>

to Courseslib ▾

Assalamualaikum,

Puan,

Attached is the payment proof for KSI workshop.

Thank you.

Mohd Dasuki Sahak
Perpustakaan Sultan Abdul Samad



↩ Reply

↩↩ Reply all

➡ Forward

Thank You

CONTACT US

PROGRAM CONTENTS

Mohd Dasuki Sahak / Azwana Ab Rahman.

Telephone: 03-97697948

REGISTRATION

Nurdiyana Mohd Kamal/ Zaimah Saiful Yazan

Corporate & Training Staff Division

e-mail: courseslib@upm.edu.my

Telephone: 03-97697025 / 4716