Introduction:

Campus Management System (CMS) is a student solution system for higher education and is being used worldwide in over 800 campuses.

CMS provides Nilai University students with immediate access to campus information from the World Wide Web.

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Logging On To CMS

You can log on to CMS by providing the system with a valid username and password.

Steps:

1) Open Internet Explorer or Mozilla Firefox
2) Go to http://cms.nilai.edu.my/ and click Go or press <ENTER>.
3) Enter Valid User ID and Password.
4) Click the Sign In button to login.
5) Click the **Self Service** link on the left hand side of the screen.

When navigating through CMS, it is recommended that you **do not** use your Internet Explorer “back” or “forward” buttons. This can result in your page not displaying correctly.

**LOGGING OUT OF CMS**

You can Sign Out by clicking on the link in the upper-right hand corner of the CMS window.

**STEPS:**

1) Click the **Sign Out** link on the top right hand of the page.

DO NOT close your Internet Explorer/Firefox browser before you click the **Sign Out** link. This is a good security practice with any confidential website dealing with confidential information.
VIEWING GRADES

You are also able to access and view your grade records from CMS.

STEPS:

1) Click the following links:
   Self Service > Enrollment > View My Grades
2) Choose a Term and then click CONTINUE. (You will not be required to choose a term if you are eligible to register for only one term).

3) You can view your grades.
VIEWING PERSONAL INFORMATION

You are only allowed to view your personal data; however, if you need to change the information, kindly proceed to the Office of Admissions and Records.

STEPS:
1) Click the following links:
   Self Service > Campus Personal Information

VIEWING EXAM SCHEDULE

You can view your exam schedule of latest semester.

STEPS:
1) Click the following links:
   Self Service > Enrollment > View My Exam Schedule
GENERATING EXAM DOCKET

You can easily generate your exam docket from the system.

**STEPS:**

2) Click the following links:

   **Self Service** > **Customizations** > **Generate Exam Docket**

3) Click the “Add a New Value” tab.

4) Fill in a Run Control ID. Run Control ID can be any input to enable you to recall any exam docket that you previously generated.
5) Click “Add” to proceed with the generation of exam docket.

6) Fill in Academic Institution as “NU”, Academic Program, Exam Type as “All” and select the Term that you are currently in.

7) Click Run to proceed.
8) A **Process Scheduler Request** screen like below will appear. Click “OK” to proceed.

9) Next, click “**Report Manager**” to view your exam docket.

Note: Select the **Administration Tab**. Click **Refresh** until the PDF file is posted.
10) Click the pdf file to open the file.

Note: Click Refresh until the PDF file is posted.
**VIEWING TIMETABLE BY COURSE**

You are able to access and view timetable by course from CMS.

**STEPS:**
1) Select *Institution* as ‘NU’.
2) Select appropriate *Term*.
3) Key in *Subject Area* like AB, ACC, AN, DE & etc.
4) Key in *Catalog* as ‘%’ to view all or select appropriate catalog no.

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**VIEWING TIMETABLE BY FACILITY**

You are able to access and view timetable by facility from CMS.

**STEPS:**
1) Select *Institution* as ‘NU’.
2) Select appropriate *Term*.
3) Select appropriate *Venue*.
**VIEWING Timetable BY INSTRUCTOR**

You are able to access and view timetable by instructor from CMS.

**STEPS:**
1) Select **Institution** as ‘NU’.
2) Select appropriate **Term**.
3) Select appropriate **instructor**.

**CHANGING Your CMS PASSWORD**

You can easily change your password for CMS. Passwords are case sensitive.

**STEPS:**
1) Choose the **Change My Password** link in the menu and follow the prompts.
**GETTING HELP**

If you need further assistance, contact the following departments:

a) Office of Admissions and Records - nc_oar@nilai.edu.my
b) Finance Department - nc_finance@nilai.edu.my
c) Exam Department - nc_exam@nilai.edu.my
d) IT Department - cms_support@nilai.edu.my