

USER MANUAL FOR

ELECTRICAL APPLIANCE

1. **HOME**

a) Go to studentportaldev.unisel.edu.my



2. **LOGIN**

a) Fill in Student ID and Passwordb) Click Login button



3. **HOME**

a) Click E-Form.



4.E-Form

a) Click **HEP** in between Academic and Finance.



5. Resident College Reservation

Resident C	ollege Reservation				×
Registe	r Electrical Appliance Electrical Appliance	Charge (RM)	Unit	Amount (RM)	#
#	Choose	~	0 No Record	0.00	0

6.Electrical Appliance

a) Choose one item from the list

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unisel	MULTICOOKER					
Resident Colleg	PETI AIS				×	
	IRON					
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7. Unit

a) Enter the **unit** for the item

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8.Electrical Appliance

a) After the Amount(RM) show up Click button b) Click button to **Delete** the item

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I	Register	Electrical Appliance				
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	1	HAIRDRYER	20.00	2	40.00	0
			Total Amount		40.00	
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9. Other Electrical Appliance

a) Choose **Other** item from the list.

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10.Submit Application

a) Click **Submit** button b) After that Click **Yes,Save It!**



11. Application Saved Successfully

a) Click **OK** if the Application Saved Successfully.



12. Status For The Application

a) Check **status** in Register Electrical



13. Status For The Application

a) Check the **status** either PROCESS or FAILED by the Administrator.

Ele	ectric Ap	plication History Semester Au	igust 2024					×
in	fo Please pa PROCESS FAILED : `	y for the electrical appliance at St S: Your Application is being register Your Application was rejected by th	udent Finance Unit AFTEI ed by the Administrator e Administrator	R status is cha	anged to "APPROVED"			_
	No	Electrical Appliance	Charge	Unit	Amount (RM)	Status	Application Date	
	1	PERIUK NASI	50.00	1	50.00	APPROVED	09/09/2024	
	2	HAIRDRYER	20.00	2	40.00	APPROVED	09/09/2024	