

Brief Manual CGS System

Version: Pre-Alpha

Account Matters

1. Do self-register
 - a. Open Centre for Graduate Studies website <http://cgs.unisel.edu.my/>
 - b. Choose menu CGS System submenu CGS System Registration
 - c. Fill in the online form as Figure, all fields are mandatory

Home » Academics » Staff » Students » Prospective Students » Alumni » Apply Now CGS System »

CGS System Login
CGS System Registration
All Groups

CGS System Registration

Personal Details

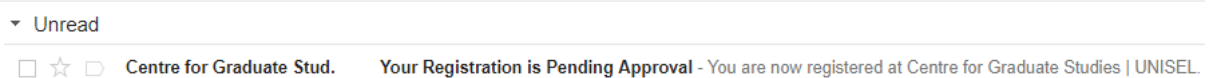
Email*

Username*

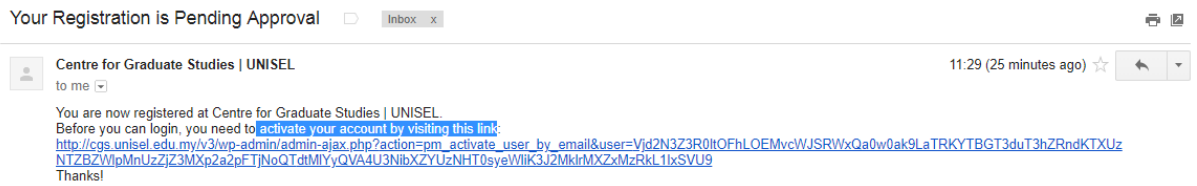
Matrix Number or Staff Number*

Figure 1. Sign Up Form

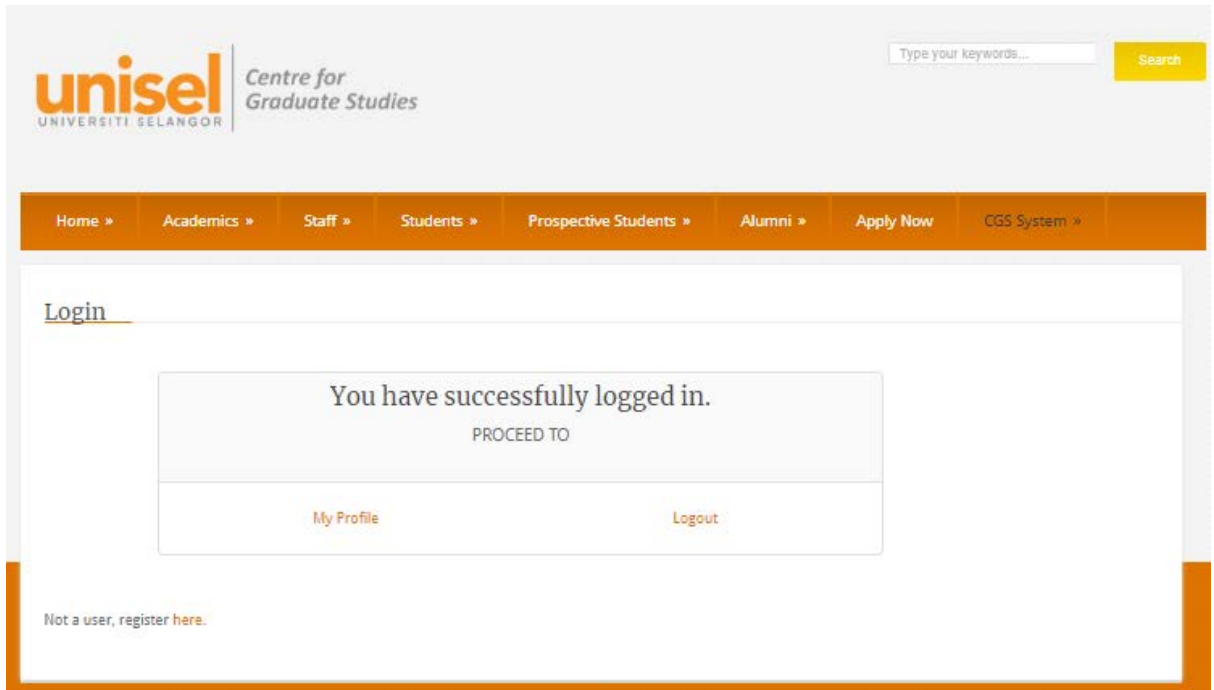
2. Check your email (also SPAM), you will receive an email from CGS System:



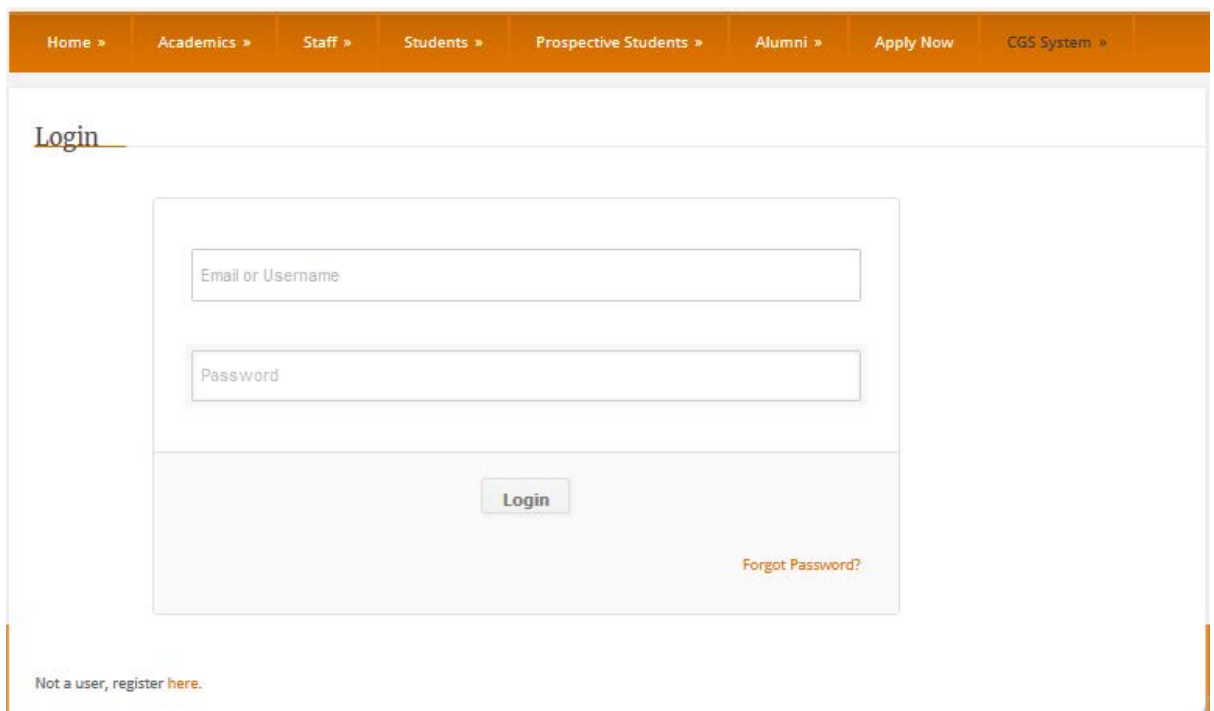
3. Activate your account by visiting the link given in the email:



4. You'll be directed to the link http://cgs.unisel.edu.my/v3/pm_login/?activated=success



5. And you may update your profile by clicking My Profile
6. If you forget your password, you may reset a new password by clicking the Forgot Password and follow the steps.



7. You will receive an email, it may be in SPAM, with the link to reset the password, click the link given.

[Centre for Graduate Studies | UNISEL] Password Reset Spam x

WordPress <wordpress@cgs.unisel.edu.my> to me 12:01 (6 minutes ago)

Why is this message in Spam? It's similar to messages that were detected by our spam filters. [Learn more](#)

Hello!

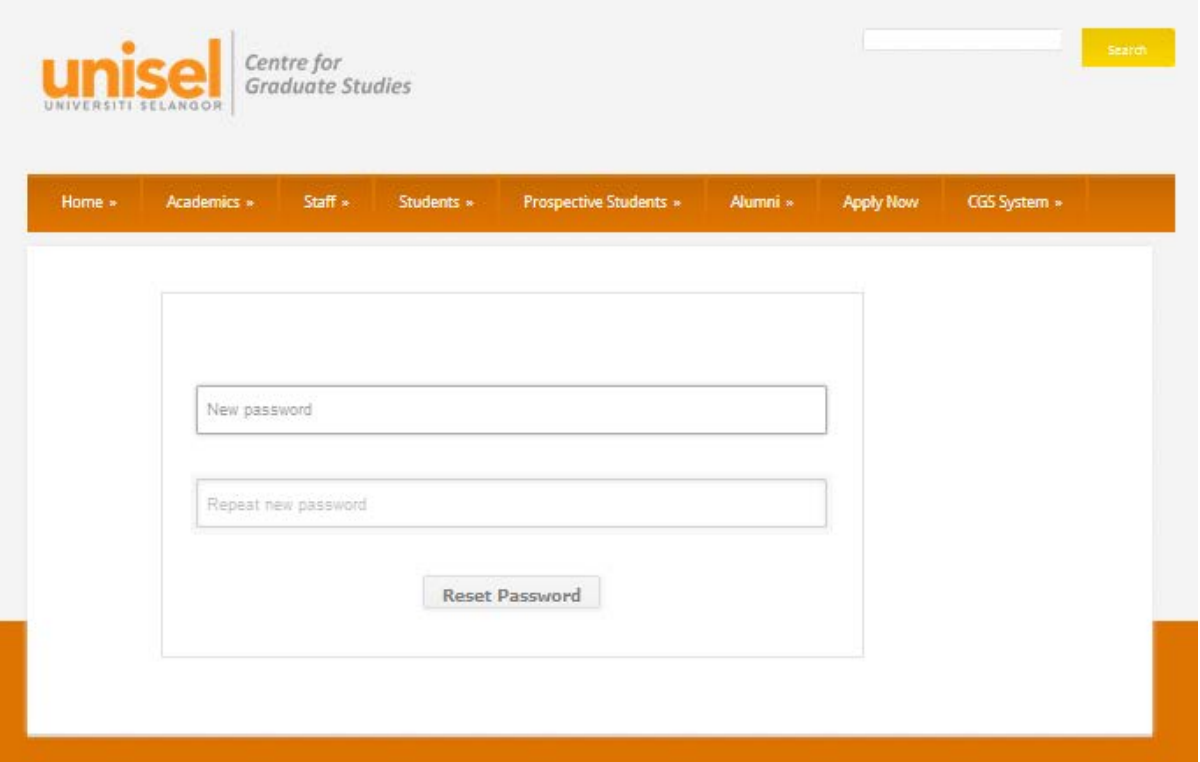
You asked us to reset your password for your account using the email address cgs.

If this was a mistake, or you didn't ask for a password reset, just ignore this email and nothing will happen.

To reset your password, visit the following address:

<http://cgs.unisel.edu.my/v3/wp-login.php?action=rp&key=ohnNSqFEmwDG07EvIAV&login=cgs>

Thanks!

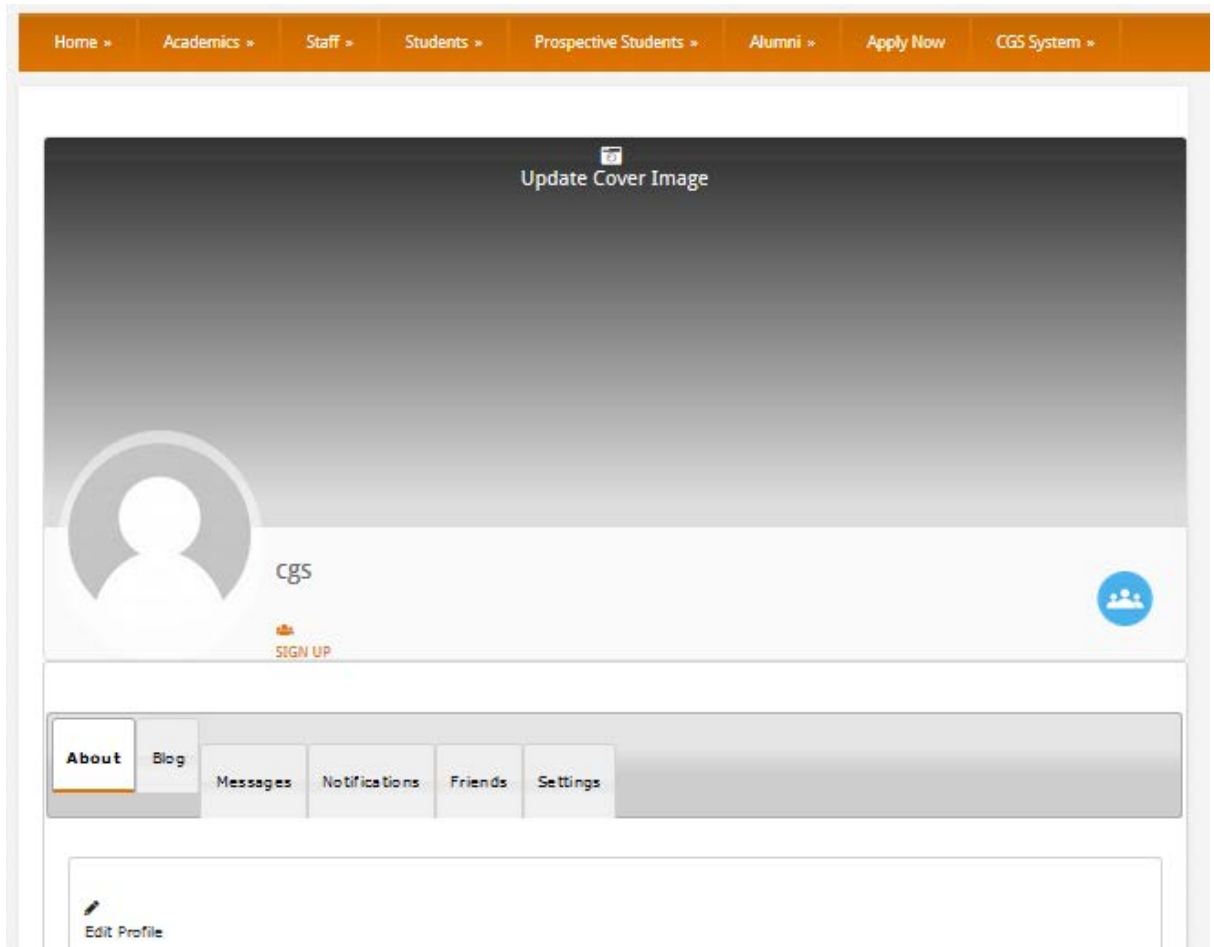


8. Fill in the form and click Reset Password. Your password has been reset and you may login with the new password.

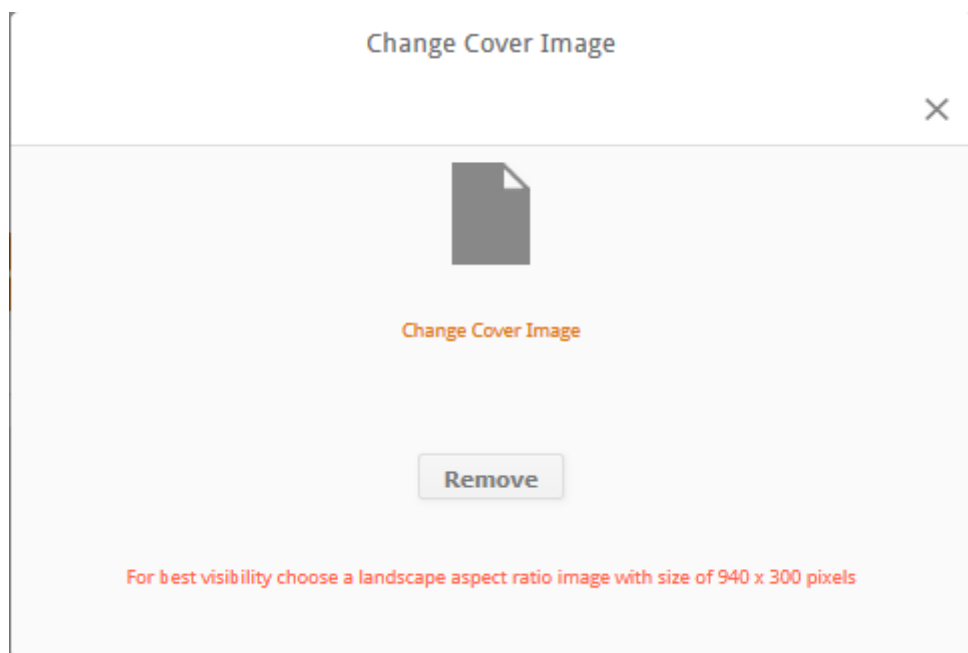
Profile Images

Once you have an account and manage to login you will be in the signup state with the default profile. You may upgrade your appearance with the following steps

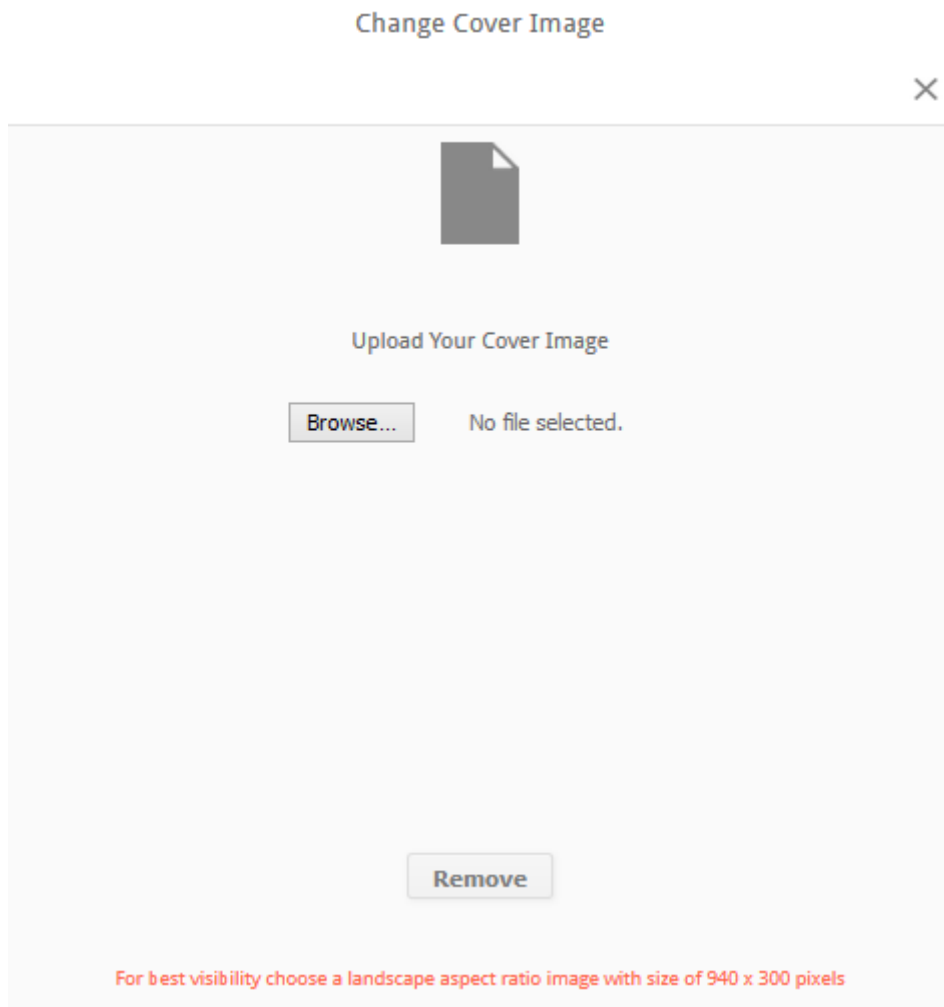
1. Update cover image, you lead the pointer in the box and click Update Cover Image



2. Click Change Cover Image



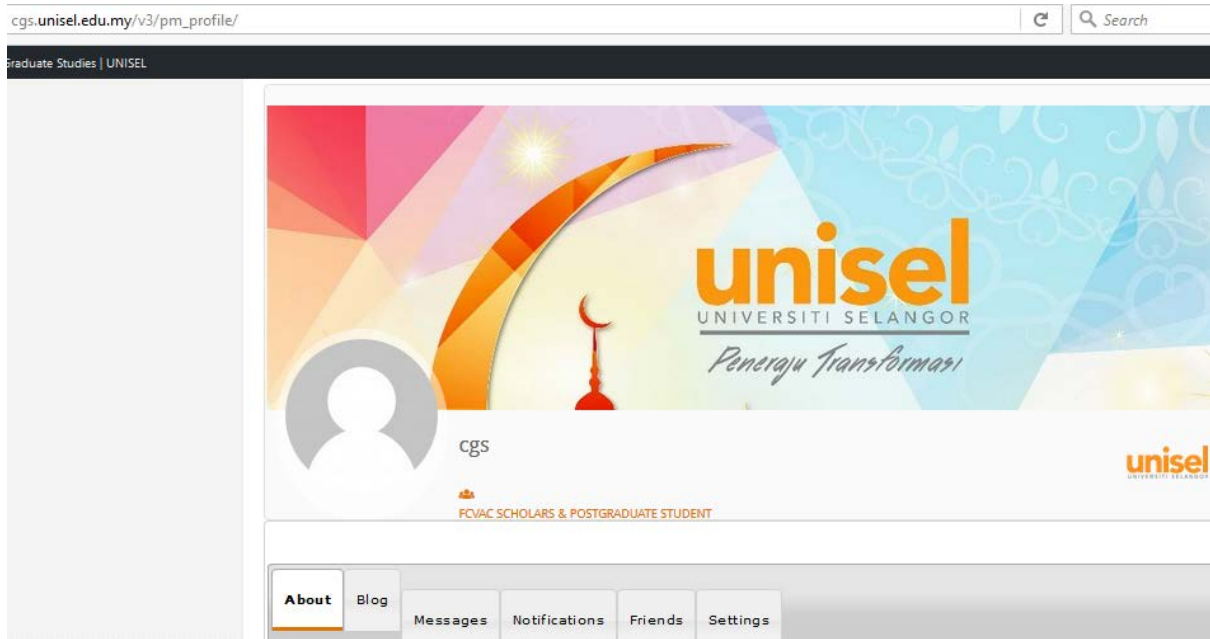
3. Click Browse and you may upload your Cover Image with the size 940x300 pixels



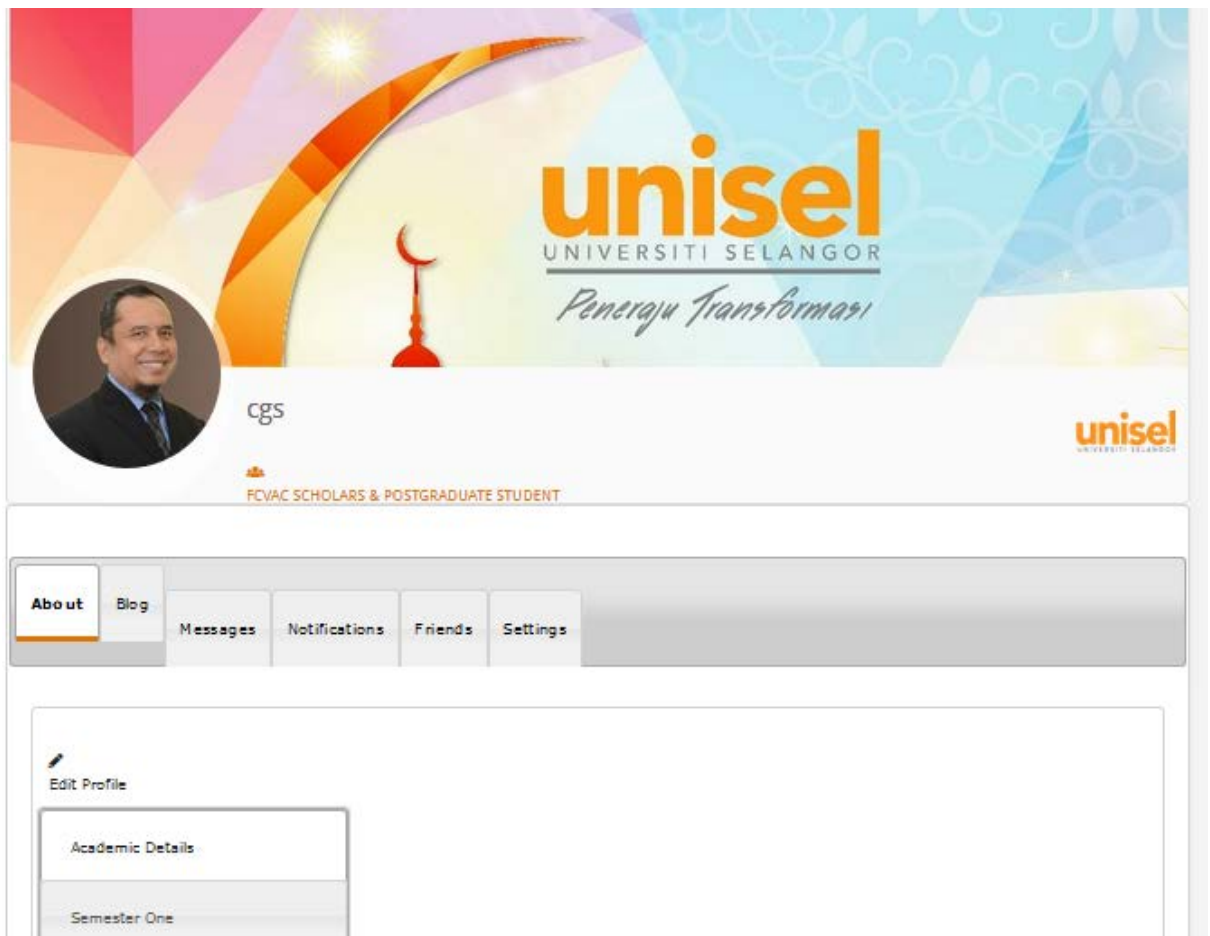
4. In case your image doesn't meet the required size you could crop by clicking Crop & Save or you need to provide another image.



5. Once you manage to upload the image, you'll be directed to the profile page with the uploaded Cover Image.



6. Do the same for updating your own picture, by dragging the pointer to the circle image



Updating the Profile

1. Click Edit Profile and you'll be directed to some sections that you can update. You may update your data from Academic Details, Semester One and so on. In every section there are some fields you need to update.

Edit Profile



The screenshot shows the 'Edit Profile' interface. At the top left, there are 'Save' and 'Cancel' buttons. At the top right, there are 'Expand' and 'Collapse' options. The main content area is titled 'Academic Details' and contains the following fields:

- First Name:
- Last Name:
- BIO:
- Origin:
- Programme:

2. It is very important that you update your own profile and update your progress every semester. The fields in About Academic Section will be visible for Public except Mobile Number field can be seen by registered user only.

Academic Details

First Name	<input type="text"/>
Last Name	<input type="text"/>
BIO	<input type="text"/>
Origin	<input type="text" value="Afghanistan"/>
Programme	<input type="text" value="Ph.D. in Management"/>
Supervisor One	<input type="text"/>
Supervisor Two	<input type="text"/>
Facebook	<input type="text"/>
Mobile Number	<input type="text"/>

- The rest of the Sections are arranged consecutively based on your progress. The students are expected GOT (Graduated On Time) in 6 (six) semesters. All students are requested to complete all past semesters sections and **required** to complete the current semester since then.

[Expand](#)
[Collapse](#)

Academic Details

Semester One

Research Methodology Course Date

Research Proposal No file selected.

Title of Research Proposal

Progress Report Semester One No file selected.

Proposal Defense

Semester Two

4. This manual is for the pre-alpha version. There will be newer version of some alpha versions. In alpha version, the system will be added with some sections and fields neither removing nor altering the earlier sections and fields. Therefore, there won't be any database chaos.