QIAB System - Parents Portal User Manual

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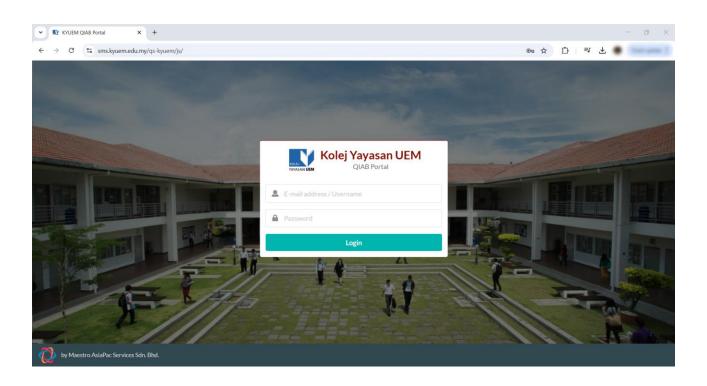# 1. Introduction

This document provides a user manual for Parents Portal in QIAB system.

2 QIAB Login

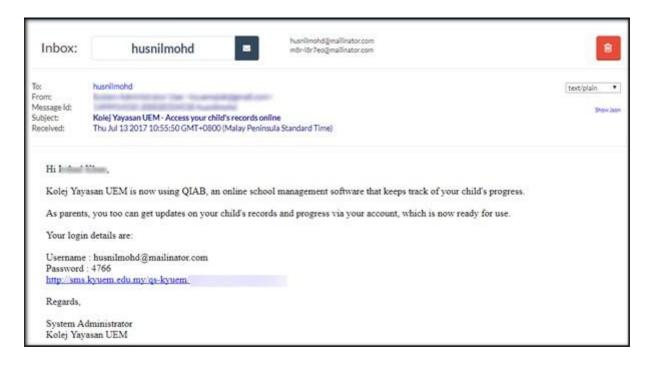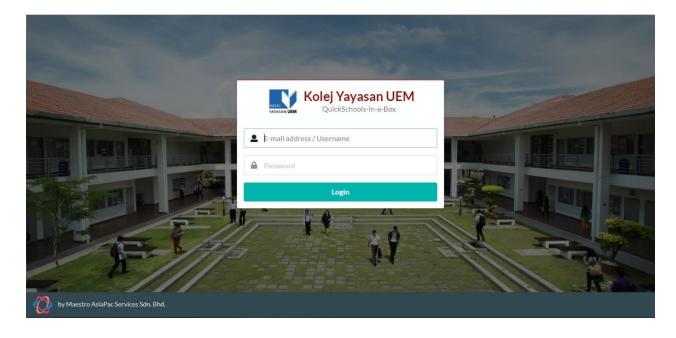| QIAB Address	https://sms.kyuem.edu.my/

3   Parents Portal Login via Computer

1. For parents with email addresses recorded in the system, KYUEM QIAB will send invitation email to the parent to access their child's record online in QIAB system.

2. Navigate to the link given in the email address: http://sms.kyuem.edu.my/qs-kyuem/js/.
3. Parents will see the login page as below:
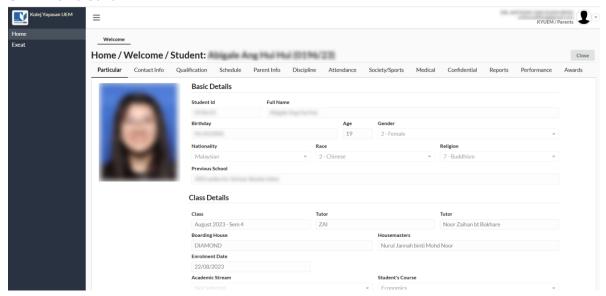
4. Enter the username and password as per provided in the invitation email, then press Login.
5. Parents will be able to see the Welcome Page in the Parents Portal as below:
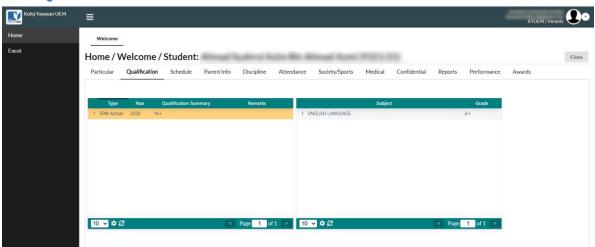
6. Click in the Student's Name to view details.
7. Details of the children that parents can see in the Parents Portal are as follows:
   a. Particulars
   b. Qualification
   c. Schedule
   d. Parent Info
   e. Discipline
   f. Attendance
   g. Society/Sports
   h. Medical
   i. Confidential Information
   j. Reports
   k. Performance
   l. Awards
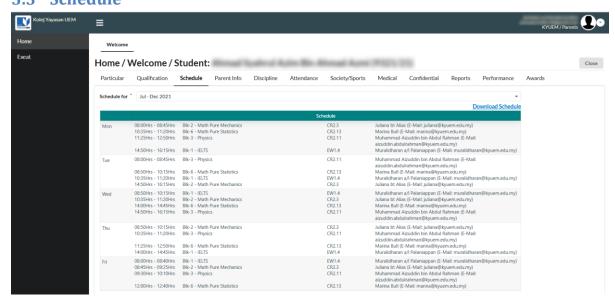
3.1   Particular
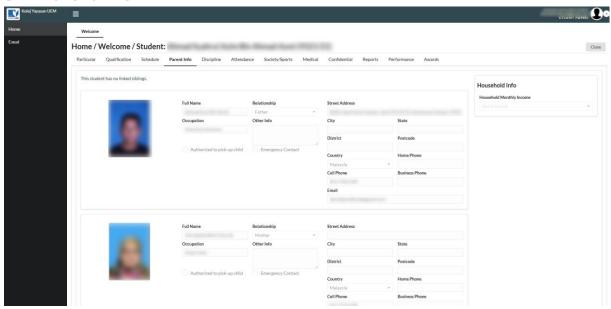
3.2   Qualification
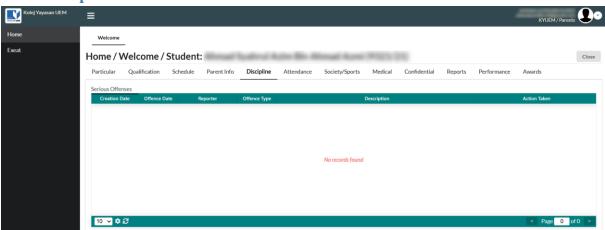
3.3   Schedule
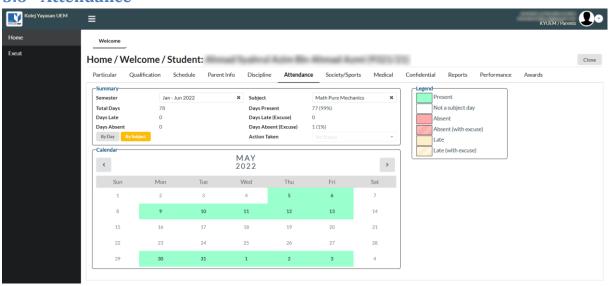
3.4 Parent Info
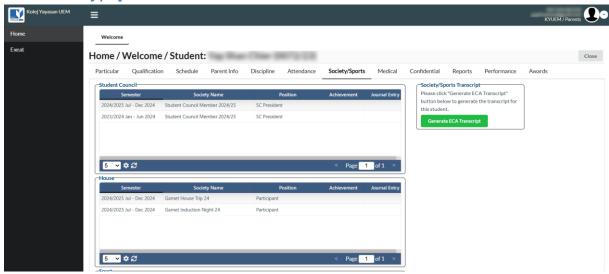
3.5 Discipline
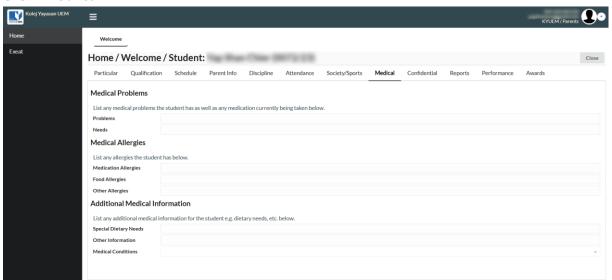
3.6 Attendance
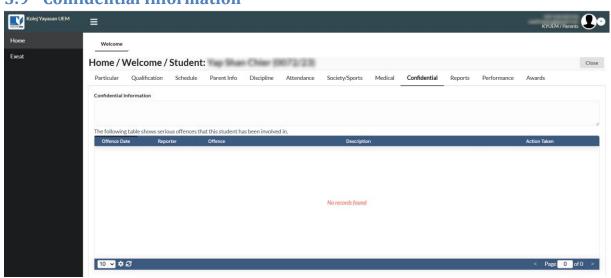
3.7 Society/Sports
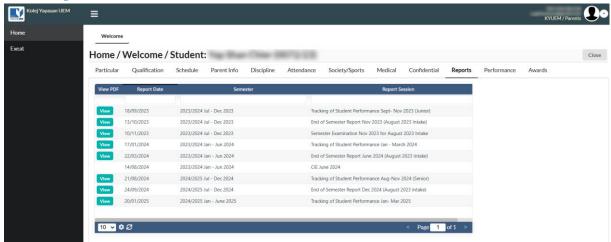
3.8 Medical
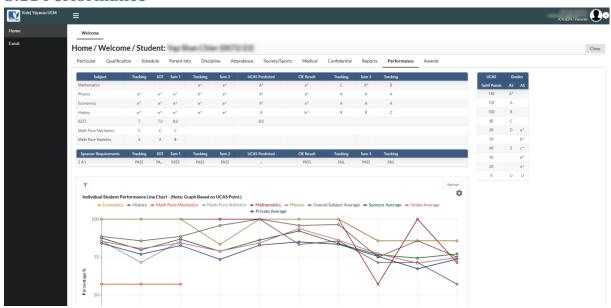
3.9 Confidential Information
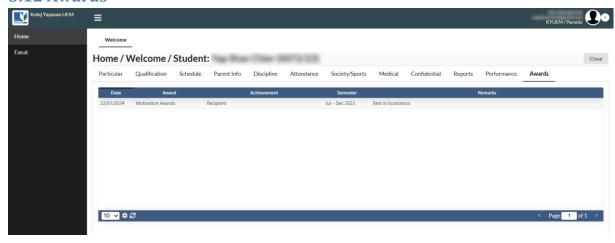
3.10 Reports

3.11 Performance
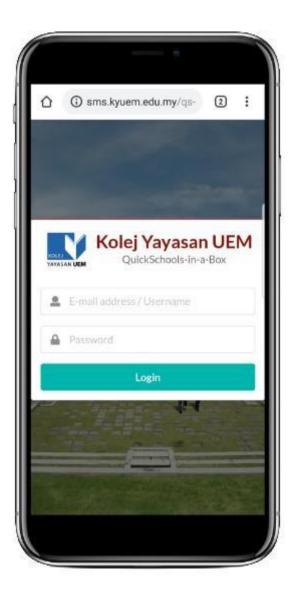
3.12 Awards
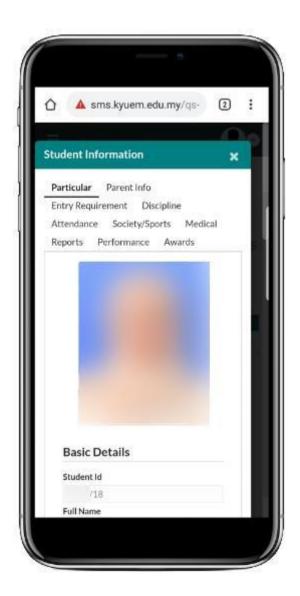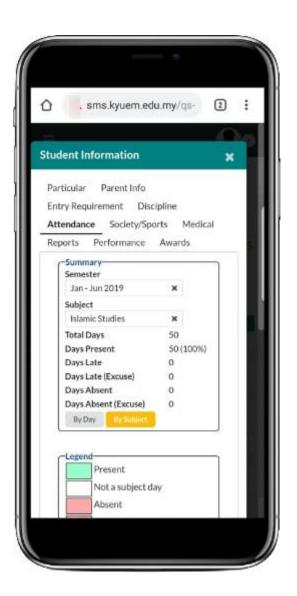
4 Parent Portal Login via Mobile

1. QIAB Parent Portal can be accessed via browser for smart phone users.
2. Steps to login are similar as above.
3. Parents will be able to see the Parents Portal via mobile phone as per image shown below:
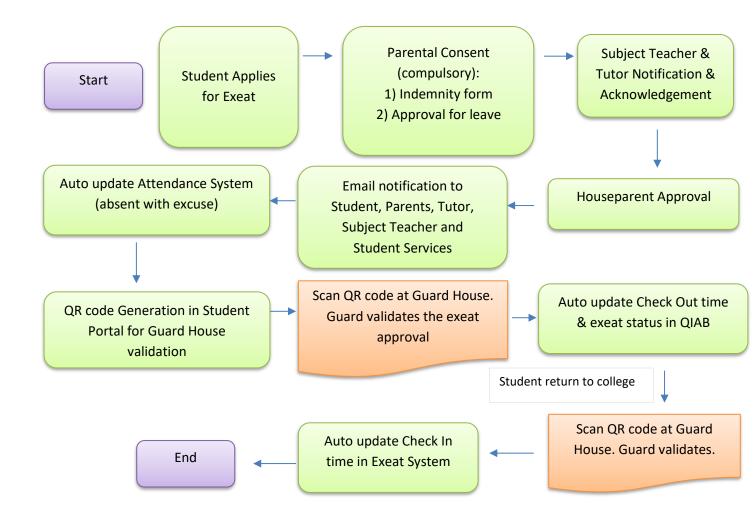
5   Exeat Module

Exeat Module Overview
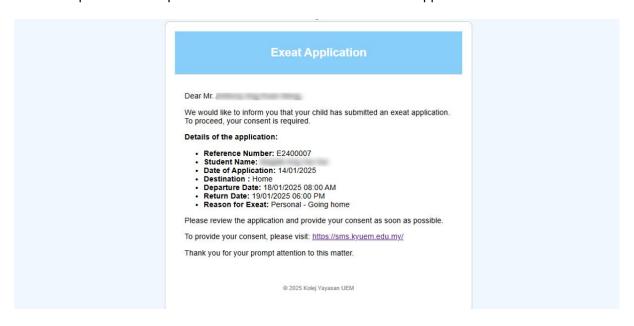
The Exeat Module will serve as a comprehensive solution for managing student leave requests. It will provide students, parents, teachers, houseparents, and administrators with a streamlined workflow to handle exeat applications, approvals, notifications, and QR code-based verification at the guard house.

Exeat Process Flow:

```
Start → Student Applies for Exeat → Parental Consent (compulsory):
                                     1) Indemnity form
                                     2) Approval for leave → Subject Teacher &
                                                             Tutor Notification &
                                                             Acknowledgement
                                                                   ↓
Auto update Attendance System ← Email notification to ← Houseparent Approval
(absent with excuse)            Student, Parents, Tutor,
      ↓                         Subject Teacher and
                                Student Services

QR code Generation in Student → Scan QR code at Guard House. → Auto update Check Out time
Portal for Guard House          Guard validates the exeat       & exeat status in QIAB
validation                      approval
                                                          Student return to college  ↓

End ← Auto update Check In ← Scan QR code at Guard
      time in Exeat System     House. Guard validates.
```

5.1 Exeat User Manual for Parents
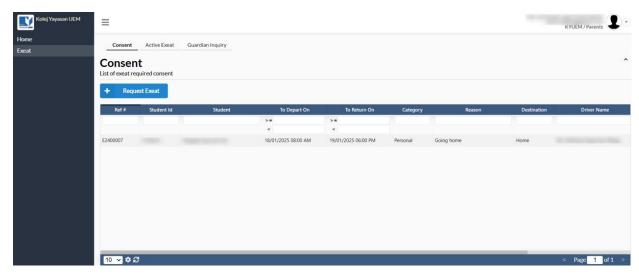
1. Once an exeat application has been submitted by a student, an email notification will be sent to parents. A sample of the email notification for the exeat application as below:

2. Parents can login to QIAB parent portal to proceed with the exeat consent and approval.

5.1.1 Parents – Consent & Approval*
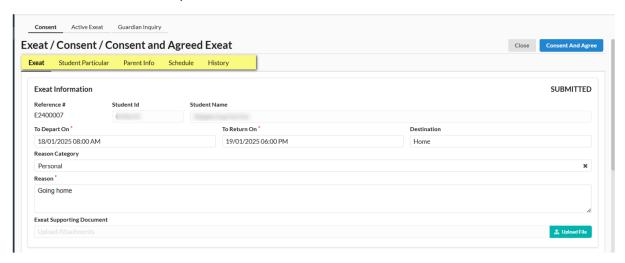
1. Login as parent. Navigate to Exeat > Consent.
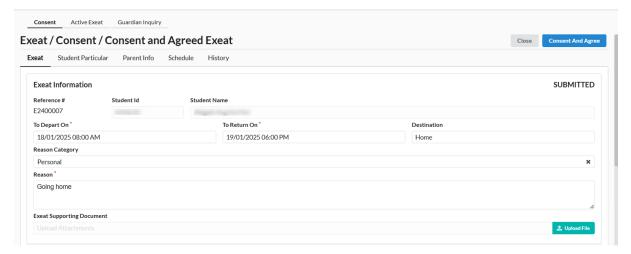
2. If the exeat was submitted by the student, parents need to give the consent and approval.
3. Login as parents. Navigate to Exeat > Consent. Click on the respective exeat to give consent and approval.
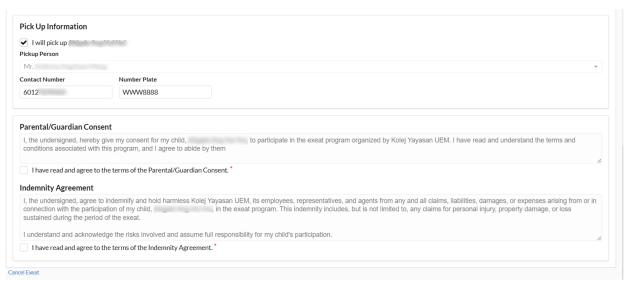
4. User will see multiple tabs under Exeat Consent – Exeat, Student particular, Parent Info, Schedule and History.

5. Under Exeat tab, parents can see the form as below, consist of information such as:
   a. Exeat Information
   b. Missed Lessons
   c. Pick Up Information
   d. Parental/Guardian Consent & Indemnity Agreement

Missed Lessons

Date	Start	End	Missed Lessons	Teacher

No Lessons Missed

5 ⌄ ⚙ ⟳   ‹ Page 0 of 0 ›

Pick Up Information

☑ I will pick up

Pickup Person

Mr.   ⌄

Contact Number   **Number Plate**

6012   WWW8888

Parental/Guardian Consent

I, the undersigned, hereby give my consent for my child,   to participate in the exeat program organized by Kolej Yayasan UEM. I have read and understand the terms and conditions associated with this program, and I agree to abide by them

☐ I have read and agree to the terms of the Parental/Guardian Consent. *

Indemnity Agreement

I, the undersigned, agree to indemnify and hold harmless Kolej Yayasan UEM, its employees, representatives, and agents from any and all claims, liabilities, damages, or expenses arising from or in connection with the participation of my child,   in the exeat program. This indemnity includes, but is not limited to, any claims for personal injury, property damage, or loss sustained during the period of the exeat.

I understand and acknowledge the risks involved and assume full responsibility for my child's participation.

☐ I have read and agree to the terms of the Indemnity Agreement. *

Cancel Exeat

6. At the bottom of the page, parents can see 'Cancel Exeat' button, in case parents want to cancel the exeat application by the student.

7. The most important part for parents' role is to tick the Parental/Guardian Consent & Indemnity Agreement.

Parental/Guardian Consent

I, the undersigned, hereby give my consent for my child,   to participate in the exeat program organized by Kolej 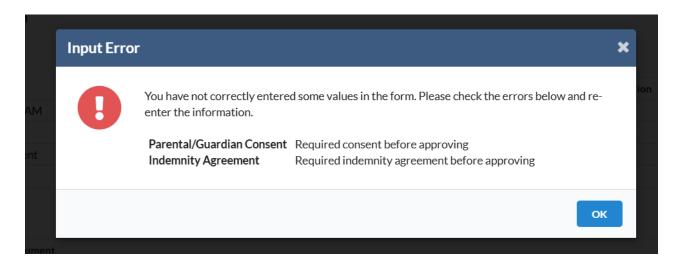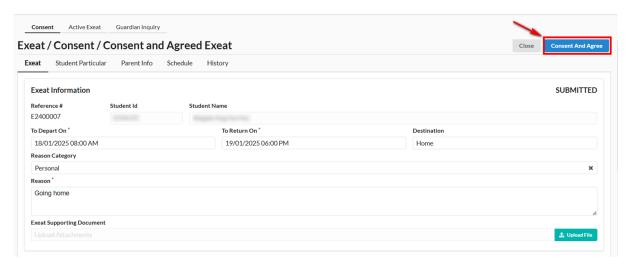Yayasan UEM. I have read and understand the terms and conditions associated with this program, and I agree to abide by them

☑ I have read and agree to the terms of the Parental/Guardian Consent. *

Indemnity Agreement

I, the undersigned, agree to indemnify and hold harmless Kolej Yayasan UEM, its employees, representatives, and agents from any and all claims, liabilities, damages, or expenses arising from or in connection with the participation of my child,   in the exeat program. This indemnity includes, but is not limited to, any claims for personal injury, property damage, or loss sustained during the period of the exeat.

I understand and acknowledge the risks involved and assume full responsibility for my child's participation.

☑ I have read and agree to the terms of the Indemnity Agreement. *

8. If parents are trying to click on Consent and Agree button without ticking both 'I have agreed to the terms of the Parental/Guardian Consent and Indemnity Agreement' as above, system will prompt the input error as below:

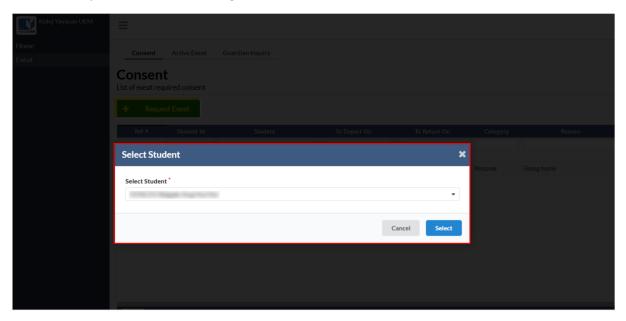9. Once all done, parents can click on the Consent and Agree button at the top right of the page.

10. Once parents have given consent and agreed, an email notification will be sent to the student, tutor and student service, to notify that the exeat has been consented and agreed indemnity.
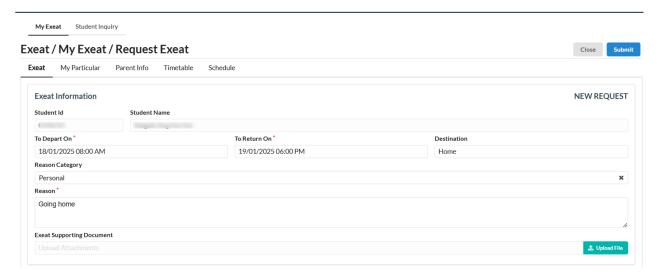
5.1.2   Request Exeat (on behalf of the child)

Parents have the option to request exeat on behalf of their child. Click on the Request Exeat button to do so.

1. **Select Student** - The system will prompt a dialog box to select the student (some parents have multiple children in the college).
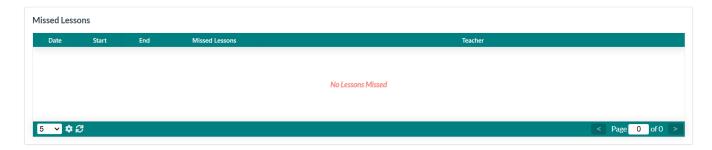
2. **Exeat Information** - fill in the Exeat Information.
   a. Depart and Return date*
   b. Destination
   c. Reason Category
   d. Reason*
   e. Attach supporting documentation (if any)

3. **Missed Lessons –** auto populate
    a. *Weekend Exeat*
       If the exeat date falls on weekends, this field will be empty.

Missed Lessons

Date	Start	End	Missed Lessons	Teacher
			No Lessons Missed	

b. *Weekday Exeat*
   If the exeat date falls on weekdays/school days, the system will automatically populate the details of missed classes based on the date and time selected.

Missed Lessons

Date	Start	End	Missed Lessons	Teacher
21/01/2025	09:30:00 AM	10:15:00 AM	Accounting	Nor Ain bt A. Manaf
21/01/2025	11:25:00 AM	12:50:00 PM	Further Pure Mechanics	Mahadzir b Hassan
21/01/2025	02:00:00 PM	02:45:00 PM	Economics	Jamaliza b Zakaria
21/01/2025	02:50:00 PM	04:15:00 PM	Physics	Adam Tan
22/01/2025	08:00:00 AM	08:45:00 AM	Further Pure Mechanics	Mahadzir b Hassan
22/01/2025	10:35:00 AM	11:20:00 AM	Physics	Adam Tan
22/01/2025	11:25:00 AM	12:50:00 PM	Economics	Jamaliza b Zakaria
22/01/2025	02:00:00 PM	02:45:00 PM	Accounting	Nor Ain bt A. Manaf
22/01/2025	02:50:00 PM	04:15:00 PM	Further Pure Statistics	Rajasegaran Sanggaralingam

4. Pick Up Information – Fill in pick up information.
    a. Pickup Person
    b. Contact Number
    c. Plate Number

Pick Up Information

Pickup Person

Mr.

Contact Number

6012

Number Plate

WWW8888

5. **Parental/Guardian Consent and Indemnity Agreement** – parents need to read and understand the guardian consent and indemnity agreement. To proceed, parents need to tick to both 'I have agreed to the terms of the Parental/Guardian Consent and Indemnity Agreement'.

6. Once done, click on the Submit button at the top right of the page.

7. Once parents have submitted the exeat form, and email notification will be sent to the student, tutor and student service, to notify that the exeat ha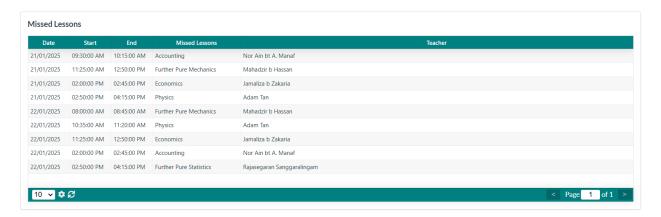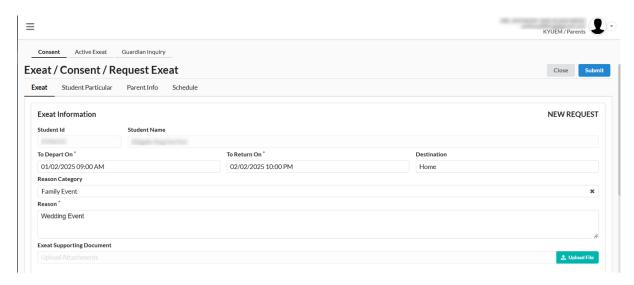s been consented and agreed indemnity.