Introduction

This guide serves to be a simple user guide on accessing the various facilities found within the ICS Portal.

This guide does not serve as a comprehensive guide but to serve as an introductory guide for accessing the various E-resources which is available through the ICS Portal.

Note, the ICS portal will continue to be upgraded to provide better services and facilities.

ICS Portal

The ICS Portal serves to be a one stop point for students and staff.

From ICS Portal you are able to access

- Your Time Table.
- The Library e-resources.
- Links to UH StudyNet – at this moment in time, only registered users in the UH (University of Hertfordshire) programme will have access to this.
- Various feedback forms.
Before You Begin

When you enroll as a new student, you’ll be given a user name and your password to access the various electronic facilities available on ICS Portal.

If you have not registered, please consult the IT User Support Officer for help.

Accessing the ICS Portal

You can log in to the ICS portal through the URL: ics.newinti.edu.my
Checking Your Time Table

Simply click on the Timetable tab as circled below to access the Timetable page.
Simply type the first few characters of your name (for example, CFP New Student) and select your name from the pop up list:

Search a name in the text box above and this timetable will update.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submit a change request (INTI Staff only)
Your timetable will pop up when you select your name.

Note:

For new (semester 1) students who have just joined INTI College Sabah, you can access the timetable for new students based on your programme code prefix:

- CFP New Student.
- DIB New Student.
- BBDUH New Student.
- BATUH New Student.
- DHTM New Student.

Students who are not in semester 1 need to be registered before you are able to access based on your name.
Checking Your Exam Time Table

One can also access one’s time table for examination when the examination dates is near. To check one’s online examination time table, simply click on the exam link as shown by the figure below:

Submit a change request (INTI Staff only)
When the exam time table appears, simply type your name for your exam time table.

An example of the Examination Time Table is shown in the next page, please consult it to understand how the information is displayed.
The length of your exam is indicated by different colour codes, 2 colour codes mean **2 weeks**. See examples below, **Week 1** is in **Pink** and **Week 2** in **Orange**.

- **Week 2, Orange Color:** 22 November onwards
- **Date:** 22 Nov, Monday
- **Subjects:** MGT1101
- **Time:** 8am – 10pm

- **Week 1, Pink Color:**
  - **Date:** 20 Nov, Saturday
Getting SMS Notification for Timetable Change

Before you are able to receive sms on timetable change, you need to update your user profile in your assigned Google Mail account, especially in defining the handphone number which you select to receive such sms notification.

After accessing your Gmail, click on the Calendar service as highlighted in the red box below:
This will open your Google Calendar in a new tab, click on the menu on the left for your personal calendar as shown below and then click on notifications.
Once you get to the notifications page, click on the “Set Up Mobile Notifications” link as shown below.
This takes you to your mobile setup page. Enter your mobile number and click on send verification code. This will send a confirmation code to your phone via sms which you will then need to enter into the verification code field and click on finish setup.
Once your mobile phone setup is complete you can enable the notifications according to your preference. We would recommend however that you enable notifications for new, changed and cancelled events as well as setup a default SMS reminder 1 hour before each event as shown below.

The recommended setting for the notification is:

- Reminder via SMS 1 hour ahead of each event.
- SMS notification on new events.
- SMS notification on changed events.
- SMS notification on cancelled events.
Once you are done selecting your preferences for notifications click on the save button to complete the setup.

With this set up, any changes to the time table, you will receive the notification on the phone which you have registered.

Time table changes can also be checked through the following avenues:

- Log into your s.newinti.edu.my email and check your calendar. That calendar is the source of your notifications and thus holds your actual schedule there.
- The computer screen setup on the reception desk shows a master timetable which is all the events and rooms used for that particular day. You can check here on your way to class if you want to confirm your rooms for that day.
- Most smart phones (iPhone, or Android type of phones) are capable of subscribing to your calendar so that you will be able to get your schedule directly on your phone. However each phone and model has its own setups for syncing schedules so this has to be tested individually to see if it helps.
View of calendar with events for students.
Click on a specific event to view additional details.
Accessing the E-Library Resources

To access the ICS E-Library, simply click on the ICS Library logo on the right of the home page.

As noted, from the ICS Library home page, one can gain access to the various e-resources simply by clicking on the appropriate logo on the right. The Links include access to:

- Ebrary – our subscription to wide collections of the latest print and online books from Ebrary.
- Emerald – our comprehensive subscription to journals as made available by Emerald.
- Ebscohost.
- Bernama. Library & Infolink Service (BLIS)
- Harvard Business Review.
• **EZProxy.**

All the above library e-resources can be accessed directly while you are connected through the campus’ network.

However, should you require to access the main resources such as Ebrary, Emerald and Ebscohost from another network, e.g. from home, you need to access them through the EZProxy link. But prior to that, one need to request for a username and password with the library.
Searching for Books in the Library

Once you access the Library System, one may apply the search panel as shown below to search for the books required, i.e. either by Library catalog, Title, Author or other fields.
For example, one can search a book by the name of the author, e.g. Kotler, and the result pane will show the list of books which meet this criteria. Also note that information as to whether the book is available in the library is also available as highlighted in the example below:
To Access the Library E-resources Remotely

As outlined, the Library E-resources can only be accessed through EZproxy if you are connecting from another network.

You may also need to request username and password from library.

Just simply go to ICS portal and click on the EZproxy icon.
Then use the username and password to access the library e-resources required.

REMOTE ACCESS TO WEB-BASED LICENSED DATABASES

Please enter your username: __________
Please enter your password: __________

Login
Once you enter, you will get a page as shown below with links to the various e-resources which one may access through the EZproxy gateway:

Library user who is having problems accessing these resources, please contact your library for assistance.
If one click in the Emerald icon, one would reach the Emerald website and note that you are log in as belonging to INTi University & Colleges.
Accessing the UH StudyNet

You can only access the UH StudyNet if you are a student enrolled in the UH3+0 programme, and you have officially registered to access to the UH StudyNet.

If you have yet to register, please consult your UH3+0 Degree Head of Programme on how to do so.

Once you a registered user, simply select and click on the UH StudyNet icon on the right.
Next type your username and password which you have been assigned.
Upon successfully accessing the StudyNet, one will see a page as follows:

Click on Learning Resources to access the Learning Resources:
For example, if one needs to find information with regards to a course, one can click on the ‘Browse the module & course directories’ on the right:
Then one can choose “View by Department”: 
A list of departments will be displayed:
For example, the web page below shows a module/subject under the Accounting, Finance and Economics department:
If one click “Teaching Resources” on the left of this page,
One will be able to access information such as the course note by the module leader/lecturer at UH:

Please explore StudyNet as there is much more than that is highlighted here.
Appendix: Additional Tips on StudyNet
StudyNet has several parts. The homepage looks like this. On the left you will see your personal area. On the right are your programme and modules. In the middle is the News and Calendar section. Note that you have 200 MB of storage space under My Network Storage.

Please also note that if you see references to Voyager this refers to the library catalogue at the University of Hertfordshire in the UK.

You will need to use your own local library system rather than Voyager. Click Your Portal to return to your homepage at any time.
Click Your Portal to return to your homepage at any time.

StudyNet contains a lot of information! Take a look in your own time. You can access your University email account from here.
From StudyNet, click on Learning Resources for access to resources and tutorials for your subject.

You can customise this page by clicking the customise button. Select the UH International Programmes link.

Click Login to Athens to access journals and databases, or use https://uhvpn.herts.ac.uk

Learning Resources

Click Learning Resources to see this very useful page.

You can customise this page:
Tip: Select UH International Programmes

Click Login to Athens to access most resources or use https://uhvpn.herts.ac.uk

Here you can find learning resources and tutorials for your subject.
If you know the title of a journal or database you can type the title into the Search box. For lists of journals and databases for your subject, click Your subjects.

Accessing Journals and databases

If you know the title of a journal or database you can type the title into the Search box.

For lists of journals and databases for your subject, click Your subjects.
Note the i-Spy information skills tutorials – quick online tutorials to help you work with information.

From the Learning Resources page, follow the link to the Information Hertfordshire area on StudyNet.
From the Home page, you can click on Help and Support to find help in using our services.

Help & Support

Note, this page is accessed through the StudyNet Log-in page:
The Self Help Guides under this link cover a whole range of topics including using StudyNet, and email. We hope you find these helpful. Also have a look at our Guided Help pages.

There are also special pages for UH international Programmes and international students here.

Two Self Help Guides which will be particularly helpful for you are Personal accounts: for UH International Programmes and StudyNet: for UH International Programmes which will show you which of these facilities are relevant for you.