MyPride User Guide v1.0

A. LOGIN
   1. Go to newmypride.help.edu.my.
   2. Enter your user name and password.
   3. Select your campus.
   4. Click <Login>.

B. CHANGE PASSWORD
   1. Go to <Security> and <Change password>.
   2. Enter your old password, new password and confirm password.
   3. Click <Change Password> to change password or <Cancel> to abort.

C. ENQUIRY
   You can access to the following information by clicking on the respective links:
   
   1. Student Details
   2. Contact Details
   3. Financial Support Details
   4. Enrolled Courses
   5. Subjects Enrolled
   6. Invoice Details
   7. Outstanding Details
   8. Scholarship Details

D. ONLINE ADD/DROP SUBJECTS
   This option will be displayed on the left menu when the add/drop subject period is opened for online add/drop.
   
   1. Click <Online Add/Drop Subjects>.
   2. Click <Select> under Course Details to select your course.
   3. Click <Select> under Semester Details to select your course’s semester. Only the semester/semesters that is/are opened for online add/drop will be displayed.
   4. To add a subject or subjects:
      a. Click the drop down at Subject to select the subject that you wish to add.
      b. You may add 1 or more subject(s).
      c. To confirm the subject(s) to enrol, click <Submit>.

   Note: The Add/Drop status will show ‘Pending’ upon the submission. The Add/Drop status will change to ‘Approved’ after the Registry has confirmed and approved the enrolment. An invoice will be issued to you.
MyPride User Guide v1.0

5. To drop a subject subjects:
   a. Click the subject to drop column to select the subject(s) that you wish to drop.
   b. Click <Drop Subject>.
   c. To confirm the subject(s) to drop, click <Submit>.

   Note: The Add/Drop status will show ‘Drop Pending’ upon submission. The Add/Drop status will change to ‘Approved’ after the Registry has confirmed and approved the drop. A Credit Note will be issued to you.

E. LOGOUT

1. Go to <Logout> on the top right of the screen.
2. Click <Logout> to end your session.