

## Guide for Newly Registered Students

### i) How to Create UTAR Email Account

### ii) How to Login to Microsoft Teams

#### IMPORTANT NOTICES:

Please be informed that students who have done the student bills payment are required to register an UTAR email ID immediately. It is needed for accessing into Student Portal and Microsoft Teams for online sessions.

Once the email ID is activated, you may access the orientation portal for more related information.

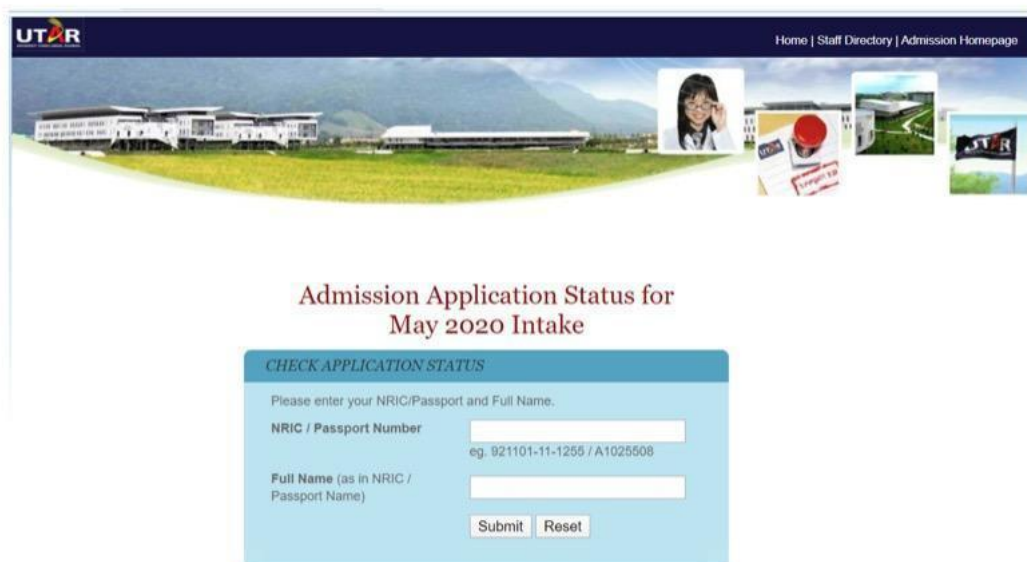
Please install Microsoft Teams software and/or smartphone application for the online learning purpose.

#### Microsoft Teams - Download Desktop and Mobile Apps

<https://www.microsoft.com/en-my/microsoft-365/microsoft-teams/download-app>

### i) How to Create UTAR Email Account

**Step 1:** Check your student ID number at "*Check Application Status*"  
<https://www.utar.edu.my/admStatus/login.jsp>  
then, refer to the Admission Status : *ID Number* (Registered)



UTAR

Home | Staff Directory | Admission Homepage

Admission Application Status for  
May 2020 Intake

CHECK APPLICATION STATUS

Please enter your NRIC/Passport and Full Name.

NRIC / Passport Number   
eg. 921101-11-1255 / A1025508

Full Name (as in NRIC /  
Passport Name)

**Example of a student ID: 20ABC01234**

**Step 2:** Login Student Portal - <https://portal.utar.edu.my>

portal.utar.edu.my/loginPageV2.jsp?catid=00

**UTAR** UNIVERSITI TUNKU ABDUL RAHMAN  
Wholly owned by UTAR Education Foundation Co. No. 576227-M

Welcome to *UTAR* Portal

UTAR Portal

Login ID :

Password :

☐ I'm not a robot

reCAPTCHA

Privacy - Terms

SIGN IN

On password related enquiry, please email (via your UTAR email account whenever possible) to [info@utar.edu.my](mailto:info@utar.edu.my) with necessary details (e.g. full name, some descriptions on the case) for further assistance.

**Related Links**

- Alumni Portal
- Web-based Learning Environment @
- Course Registration @
- Quick View to Examination Result (Kampar Campus)
- Quick View to Examination Result (Sungai Long Campus)

Login ID : Student ID number without alphabet (eg:2000001)

Password : Default password

- Malaysian: IC number with "-" (e.g. 123456-12-1234)

- Foreigner: Passport number (e.g. A123456)

**Step 3:** Create your preferred UTAR email ID and submit

**Step 4:** Check your email application status

Your UTAR email address would be **<email ID>@1utar.my**  
(e.g. *abc123@1utar.my*)

**Gentle Reminder: Please be reminded to change your password periodically**  
**(UTAR Portal > Portfolio > Profile > Change Password)**

For any assistance and queries, please contact:

*Centre for Software Development and Support* or *IT Infrastructure and Support Centre*


Email address: [info@utar.edu.my](mailto:info@utar.edu.my)

Thank you.

## ii) Microsoft Teams Quick Start


Login for Microsoft Teams via

<https://www.microsoft.com/en-my/microsoft-365/microsoft-teams/group-chat-software>



# Microsoft Teams Quick Start Student Version

### 1- Login using your UTAR account.



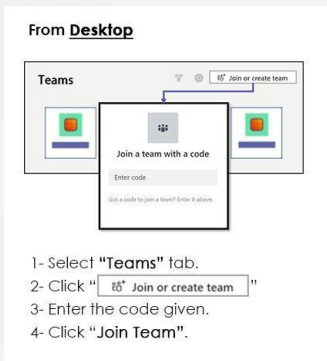
1- Login using your UTAR email account.  
- YourEmailID@utar.my

2- Enter your UTAR password.

3- If you still have login issue, please send a feedback via Student Feedback System  
(<http://portal.utar.edu.my/stuIntranet/studentFeedback/Feedback/form.jsp>)

### 2- Join Teams using Code.

#### From Desktop



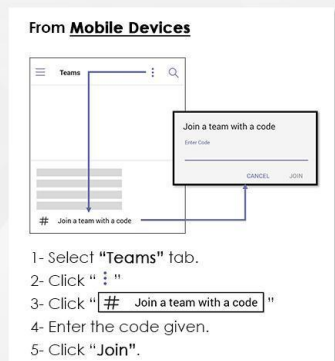
1- Select "Teams" tab.

2- Click "Join or create team".

3- Enter the code given.

4- Click "Join Team".

#### From Mobile Devices



1- Select "Teams" tab.

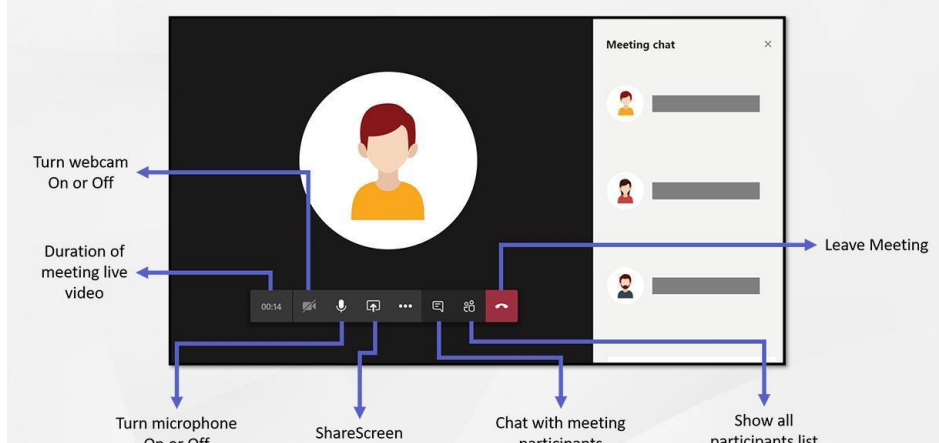
2- Click "Join or create team".

3- Click "Join a team with a code".

4- Enter the code given.

5- Click "Join".

### 3- Your video settings.



Turn webcam On or Off

Duration of meeting live video

Turn microphone On or Off

ShareScreen

Chat with meeting participants

Show all participants list

Leave Meeting

*(updated as of 18.9.2023)*

If you still have a login issue regarding Microsoft Teams, please send a feedback via [itisc@utar.edu.my](mailto:itisc@utar.edu.my) or Whatsapp to ITISC Sungai Long Campus Hotline: 011-1120 9751 or Kampar Campus Hotline: 011-1120 9752.