

UNIVERSITAS MULTIMEDIA NUSANTARA

USER GUIDE – IT DEPARTMENT

ACADEMIC - STUDENT

Revisi 1

Tanggal dibuat:15-11-2023Tanggal diberlakukan:22-11-2023

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	Distribusi Dokumen					
No.	Nama Penerima	Area (Department / Program Studi)				
1	Seluruh mahasiswa UMN.	Seluruh program studi.				
2						
3						
4						

		Document Change Record	
Revisi	Tanggal	Perubahan	Nama
0	22-11-2023	Dokumen Efektif diimplementasikan	Neville Budiman
1	05-03-2024	Menambahkan Menu Counseling	Neville Budiman

1. Tujuan

Dokumen ini bertujuan untuk membantu mahasiswa dalam menggunakan aplikasi Web Academic.

2. Referensi

Functional Specification FINP Thesis – Mhs version 00.

3. Rincian Panduan

Berikut ini langkah-langkah penggunaan aplikasi Web Academic.

3.1. Final Project

3.1.1. Input Title

Des	kripsi	Input judul	laporan.
Men	u	Self Servio	ce > Enrollment > Final Project/Thesis > Input Title
Lan	gkah		
1.	Pilih topic c yang bisa d klik Submit.	lan masukka li-input pada	an judul laporan dalam Bahasa Indonesia dan Inggris. Karakter i judul hanya karakter yang terdapat pada keyboard, setelah itu
	INPUT FORM	CHANGE REQUEST	
	Topic:		3D Game
	Report Title	in Indonesia:	Pengembangan Game 3D berbasis Al.
	Report Title	in English:	Al based 3D Game Development.
			SUBMIT

Mahasiswa dapat melakukan change request terhadap judul yang sudah pern submit. Pada tab Change Request, isi/ganti data judul yang ingin diubah, setelah Submit Change Request. Status dari change request dapat dilihat pada table, jika re ditolak maka mahasiswa dapat melakukan request lagi.	Mahasiswa dapat melakukan change request terhadap judul yang sudah pern submit. Pada tab Change Request, isi/ganti data judul yang ingin diubah, setelah i Submit Change Request. Status dari change request dapat dilihat pada table, jika re ditolak maka mahasiswa dapat melakukan request lagi.	Mahasiswa dapat melakukan change request terhadap judul yang sudah pern submit. Pada tab Change Request, isi/ganti data judul yang ingin diubah, setelah i Submit Change Request. Status dari change request dapat dilihat pada table, jika re ditolak maka mahasiswa dapat melakukan request lagi.	Mahasiswa dapat melakukan change request terhadap judul yang sudah pern submit. Pada tab Change Request, isi/ganti data judul yang ingin diubah, setelah i Submit Change Request. Status dari change request dapat dilihat pada table, jika re ditolak maka mahasiswa dapat melakukan request lagi.	Mahasiswa dapat melakukan change request terhadap judul yang sudah per submit. Pada tab Change Request, isi/ganti data judul yang ingin diubah, setela Submit Change Request. Status dari change request dapat dilihat pada table, jika ditolak maka mahasiswa dapat melakukan request lagi.	INPUT FORM CHANGE RE Topic: Report Title in Indonesia: Report Title in English:	EQUEST Success Form has been submitted OK
Submit Change Request. Status dan change request dapat diinat pada table, jika re ditolak maka mahasiswa dapat melakukan request lagi.	Submit Change Request. Status can change request dapat dinnat pada table, jika re diolak maka mahasiswa dapat melakukan request lagi.	Submit Chainge Request. Status dan change request dapat dininal pada table, jika re ditolak maka mahasiswa dapat melakukan request lagi. Inrut Took Cewee Request Previous Table Exripsi di Institute francais Indonesie Tangad 5-10 April Previous Table in English: Engli Project in Institute francais Indonesie Tangad 5-10 April New Topic: Communication Sustainable New Table in English: Exripsi di Institute francais Indonesie Tangad 5-10 April New Table in English: Exripsi da Institute francais Indonesie Tangad 5-10 April New Table in English: Exripsi da Institute francais Indonesie Tangad 5-10 April New Table in English: Exripsi da Institute francais Indonesie Tangad 5-10 April New Table in English: New Final Project in Institute francais Indonesie Year 5-10 April Resson: Detail	Submit Change Request. Status dan change request dapa dininat pada table, jika re ditolak maka mahasiswa dapat melakukan request lagi. Import room Corporate Communication Previous Totie in Indonesia: Stripsi di Institute francais Indonesie Tanggal 5-10 April New Topic: Communication Sustainable New Topic: Communication Sustainable New Topic: Stripsi di Institute francais Indonesie Tanggal 5-10 April New Topic: Communication Sustainable New Totie in English: Stripsi di Institute francais Indonesie Tanggal 5-10 April New Totie in English: New Final Project in Institute francais Indonesie Tanggal 5-10 April New Totie in English: New Final Project in Institute francais Indonesie Tanggal 5-10 April New Totie in English: New Final Project in Institute francais Indonesie Tanggal 5-10 April Reason: Detail	Submit Criange Request. Status dan criange request dapa dinina pada table, jika diolak maka mahasiswa dapat melakukan request lagi Previou Toje: Previou Toje: Previou Toje: Communication Sustainable New Toje: New Toje: New Final Project in Institute francais Indonesie Year 5-10 April New Toje in English: New Final Project in Institute francais Indonesie Tanggel 5-10 April New Toje in English: New Final Project in Institute francais Indonesie Tanggel 5-10 April New Toje in English: New Final Project in Institute francais Indonesie Year 5-10 April New Toje in English: New Final Project in Institute francais Indonesie Year 5-10 April New Toje in English: New Final Project in Institute francais Indonesie Year 5-10 April New Toje in English: New Final Project in Institute francais Indonesie Year 5-10 April New Toje in English: New Final Project in Institute francais Indonesie Year 5-10 April New Toje in English: New Final Project in Institute francais Indonesie Year 5-10 April New Toje in English: New Final Project in Institute francais Indonesie Year 5-10 April New Toje in English: New Final Project in Institute francais Indonesie Year 5-10 April	Mahasiswa dapat submit. Pada tab C	melakukan change request terhadap judul yang sudah pern Change Request, isi/ganti data judul yang ingin diubah, setelah i
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Reason: Detail	Reason: Detail	Reason: Detail	Reason: Detail	Reason: Detail	New Topic: New Title in Indonesia:	Communication Sustainable Skripsi baru di Institute français Indonesie Tanggal 5-10 April
SUBMIT CHANGE REQUE	SUBMIT CHANGE REQUE	SUBMIT CHANGE REQUE	SUBMIT CHANGE REQUE		New Topic: New Title in Indonesia: New Title in English:	Communication Sustainable Skripsi baru di Institute francais Indonesie Tanggal 5-10 April New Final Project in Institute francais Indonesie Year 5-10 April
					New Topic: New Title in Indonesia: New Title in English: Reason:	Communication Sustainable Skripsi baru di Institute francais Indonesie Tanggal 5-10 April New Final Project in Institute francais Indonesie Year 5-10 April Detail
					New Topic: New Title in Indonesia: New Title in English: Reason:	Communication Sustainable Skripsi baru di Institute francais Indonesie Tanggal 5-10 April New Final Project in Institute francais Indonesie Year 5-10 April Detail SUBMIT CHANGE REQUE
					New Topic: New Title in Indonesia: New Title in English: Reason:	Communication Sustainable Skripsi baru di Institute franceis Indonesie Tanggel 5-10 April New Final Project in Institute franceis Indonesie Year 5-10 April Detail

Topic	Previous Indonesia Title	Previous English Title	New Topic	New Indonesia Title	New English Title	Review Status	Remark
Corporate Communication	Skripsi di Institute francais Indonesie Tanggal 5-10 April	Final Project in Institute francais Indonesie Year 5-10 April	Communication Sustainable	Skripsi baru di Institute francais Indonesie Tanggal 5- 10 April	New Final Project in Institute francais Indonesie Year 5-10 April	Pending	
Previous Topic:		Succoss					
Previous Title in	Indonesia:	Success		5-10 April			
		Change Request For	m has been subm	itted			
Previous Title in	English:			ok ar 5-10 April			
New Topic:		Select					
New Title in Indo	onesia:						

3.1.2. Input Counseling

Deskripsi	Input bimbingan.
Menu	Self Service > Enrollment > Final Project/Thesis > Input Counseling
Langkah	
1. Pada	halaman counseling akan ditampilkan pembimbing beserta progress dari
bimbi	ngan. Mahasiswa harus memenuhi minimum jumlah couseling yang sudah
ditent	ukan sesuai dengan angka yang ada pada approval statistic. Klik Add New untuk
mena	mbahkan bimbingan.
Indor Englis	nesia Report Pengembangan Game 3D berbasis AI. Sh Report AI based 3D Game Development.
Appr	oval Statistic
Lality (Pem	a Talitha Pinasthika, S.Ds., M.Ds. 0/12 bimbing)
	+ ADD NEW

2. Isi tanggal dan waktu bimbingan serta notes dari bimbingan yang sudah dilakukan, lalu klik Submit. Status dari setiap request yang sudah di-submit dapat dilihat pada Table.

- Pending
- Approved
- Rejected

Jika counseling ditolak, mahasiswa hanya perlu menambahkan counseling baru lagi.

					Advisor Lalitya Talitha Pinasthika, S.Ds., M.Ds. (Po	embimbi
					Date Time 02/07/2023 02:10 PM Bimbingan pertama membahas Bab 1.	
					SUBM	T RESE
ID Advisor		Date	Time	Notes	Comments	DD NEW
Lalitya Talitha 1 (Pembimbing)	Pinasthika, S.Ds., M.Ds.	February 07, 2023	11:00	Membahas Bab 1.		0
♂ Data has been saved >	K					

3.1.3. View Deadlines

Deskripsi	Menampilkan deadline dari setiap periode sidang, session prerequisites, dan judicium prerequisites.
Menu	Self Service > Enrollment > Final Project/Thesis > View Deadlines
Langkah	

1. Pada halaman View Deadlines akan ditampilkan table berisi deadline dari setiap periode sidang yang tersedia, prasyarat untuk sidang, dan prasyarat untuk yudisium.

Period	Pre Session Submission	Session Start	Session End	Judicium
December 2023	December 22, 2023	January 03, 2024	January 08, 2024	January 26, 2024
October 2023	October 06, 2023	October 13, 2023	October 19, 2023	November 24, 2023
ession Prerequisit	es			
Prerequisites				
Melengkapi seluruh do	kumen/administrasi persyaratan ujia	n Skripsi/Tugas Akhir		
Mendaftar sidang skrip	si melalui MyUMN			
Mengambil mata kuliah	skripsi/Tugas Akhir pada KRS seme	ster berjalan		
		σ		
Mengajukan approval k Mendaftarkan judul Ski Judicium Prereguis	ieuangan pada nalaman dattar sidan ipsi/Tugas Akhir dalam dua bahasa (ites	ь Indonesia dan Inggris) melal	ui MyUMN	
Mengajukan approval k Mendaftarkan judul Sku udicium Prerequis Prerequisites	ieuangan pada nalaman dattar sidan ipsi/Tugas Akhir dalam dua bahasa (ites	6 Indonesia dan Inggris) melal	ui MyUMN	
Mengajukan approval k Mendaftarkan judul Ski Jdicium Prerequis Prerequisites IPK minimal 2.00	ieuangan pada halaman dattar sidan ipsi/Tugas Akhir dalam dua bahasa (ites	⁶ Indonesia dan Inggris) melal	ui MyUMN	
Mengajukan approval k Mendaftarkan judul Ski Jdicium Prerequis Prerequisites IPK minimal 2.00 Nilai untuk semua mat	ieuangan pada nalaman dattar sidan ipsi/Tugas Akhir dalam dua bahasa (ites a kuliah minimal C	6 Indonesia dan Inggris) melal	ui MyUMN	
Mengajukan approval k Mendaftarkan judul Ski udicium Prerequis Prerequisites IPK minimal 2.00 Nilai untuk semua mat Telah memenuhi 20 po	ieuangan pada nalaman dattar sidan ripsi/Tugas Akhir dalam dua bahasa (ites a kuliah minimal C in Satuan Kredit Kegiatan Kemahasis	6 Indonesia dan Inggris) melal	ui MyUMN	
Mengajukan approval k Mendaftarkan judul Ski udicium Prerequis Prerequisites IPK minimal 2.00 Nilai untuk semua mat Telah memenuhi 20 po Telah menempuh mini	ieuangan pada nalaman dattar sidan ripsi/Tugas Akhir dalam dua bahasa (ites a kuliah minimal C in Satuan Kredit Kegiatan Kemahasis mum 144 SKS	6 Indonesia dan Inggris) melal	ui MyUMN	
Mengajukan approval k Mendaftarkan judul Ski udicium Prerequis Prerequisites IPK minimal 2.00 Nilai untuk semua mat Telah memenuhi 20 po Telah menempuh mini Tidak ada nilai D, E dan	ieuangan pada nalaman dattar sidan ipsi/Tugas Akhir dalam dua bahasa (ites a kuliah minimal C in Satuan Kredit Kegiatan Kemahasis mum 144 SKS /atau F	6 Indonesia dan Inggris) melal	ui MyUMN	
Mengajukan approval k Mendaftarkan judul Ski udicium Prerequis Prerequisites IPK minimal 2.00 Nilai untuk semua mat Telah memenuhi 20 po Telah menempuh mini Tidak ada nilai D, E dan Telah mengikuti minim	ieuangan pada halaman dattar sidan ripsi/Tugas Akhir dalam dua bahasa (iites a kuliah minimal C in Satuan Kredit Kegiatan Kemahasis mum 144 SKS /atau F al 1 program sertifikasi yang ditentul	6 Indonesia dan Inggris) melal waan (SKKM)	ui MyUMN	n studi Arsitektur
Mengajukan approval k Mendaftarkan judul Ski udicium Prerequis Prerequisites IPK minimal 2.00 Nilai untuk semua mat Telah memenuhi 20 po Telah menempuh minii Tidak ada nilai D, E dan Telah mengikuti minim Telah mengikuti minim	ites ikuliah minimal C in Satuan Kredit Kegiatan Kemahasis mum 144 SKS /atau F al 1 program sertifikasi yang ditentul oran revisi Magang & Skripsi ke MyU	6 Indonesia dan Inggris) melal waan (SKKM) kan oleh program studi masi	ui MyUMN	n studi Arsitektur
Mengajukan approval k Mendaftarkan judul Ski udicium Prerequis Prerequisites IPK minimal 2.00 Nilai untuk semua mat Telah memenuhi 20 po Telah menempuh mini Tidak ada nilai D, E dan Telah mengikuti minim Telah mengikuti minim	ieuangan pada nalaman dartar sidan ipsi/Tugas Akhir dalam dua bahasa (ites ites a kuliah minimal C in Satuan Kredit Kegiatan Kemahasis mum 144 SKS /atau F al 1 program sertifikasi yang ditentul oran revisi Magang & Skripsi ke MyU dministrasi keuangan dan perpustak	s Indonesia dan Inggris) melal waan (SKKM) kan oleh program studi masi MN	ui MyUMN	n studi Arsitektur

3.1.4. Register Defense Session

Deskripsi	Pendaftaran sidang.	
Menu	Self Service > Enrollment > Final F	Project/Thesis > Register Defense Session
Langkah 1. Terda dan r 2 unt	apat 3 step untuk melakukan pendafta egister. Pada step pertama, apabila ju uk upload files.	aran sidang, yaitu prerequisites, upload files, dul sudah di-submit maka dapat lanjut ke step
	Prerequisites 2 Upload Files Title rep	gistered
2. Pada File t forma diper serta	step Upload Files, ada 3 jenis files ya persifat wajib dan hanya berupa PDF, at file bebas namun ukuran maksin hatikan dan akan ditampilkan pada sa dapat ditampilkan/ditutup secara mar	ang dapat di-submit. Report File dan Turnitin sedangkan Other File bersifat opsional dan nal file 1.5GB. Terdapat guide yang perlu aat pertama kali masuk ke halaman tersebut nual.
	Email is just a media to deliver a notification When email was failed to send, the data is already there to be processed at MyUMN by lecturers .ecturers review menu: Self Service > Faculty Center > Final Project/Thesis > 1. View My Advisees For failed email, please report to helpdesk.umn.ac.id and choose I found a problem > 2. Software/Sistem Informasi > 2. Trouble Sistem Informasi	Turnitin File Drag and drop file(s) here or click Control file Contr
Info Please < BACK	put attention to the brief description above!	Info Please click on the report type before uploading the file CBACK DONE >

	③ Show Guide
📓 Report File	O Please click on the report type below before uploading the file
Drag and drop file(s) here or click	Report File *
	Turnitin File *
 Allowed file type: PDF	Other File

 Mahasiswa harus memilih jenis file yang akan di-upload terlebih dahulu sebelum memilih file. Untuk setiap jenis file yang sudah dipilih/di-upload dapat di-download kembali. Setelah semua file sudah di-upload, klik Submit for Review.

Report File	 ⑦ Show Guide ⑦ Please click on the report type below before uploading the
Drag and drop file(s) here or click	file Report File* Report.pdf
	Turnitin File * Turnitin.pdf
Allowed file type: PDF	Other File Kebutuhan lain.xlsx
BACK SUBMIT FOR REVIEW	

	Information	③ Show Guide	
	Culturit Data Cuasaa	Report File * Report.pdf	<u>*</u>
Upable to upload files w	Submit Data Success	Turnitin File * Turnitin.pdf	<u>*</u>
progre	OR	Other File Kebutuhan lain.xisx	<u>*</u>

4. Status dari file yang sudah di-submit dapat dilihat pada table, jika ada file yang ditolak, maka mahasiswa dapat submit lagi file yang baru. Jika seluruh file sudah disetujui, maka dapat lanjut ke step 3.

Examiner	Position	Regis No	Submit ID	Status	Review Date	Remarks
Patricia Diana, S.E., M.B.A., CPA. (E023977)	Advisor	1	1	Pending		
				@ Show G	ide	
				Report File *	df	Ŧ
Unable to upload	files while revi	iew is still in	progress	Turnitin File Turnitin.	* pdf	ŧ
			P - 0	Other File Kebutuh	an lain.xlsx	Ŧ
ВАСК						
BACK Prerequisites	2 Upi Position	load Files	Submit ID	🗿 Registe Status	er Review Date	Remarks
BACK Prerequisites Examiner Patricia Diana, S.E., M.B.A., CPA. (E023977)	2 Upl Position Advisor	load Files	Submit ID 1	Register Status Approved	er Review Date October 16, 2023	Remarks
BACK Prerequisites Examiner Patricla Diana, S.E., M.B.A., CPA. (E023977)	Upl Position Advisor	ioad Files Regis No 1	Submit ID	Register Status Approved	er Review Date October 16, 2023	Remarks
BACK Prerequisites Examiner Patricla Diana, S.E., M.B.A., CPA. (E023977)	2 Upl Position Advisor	oad Files Regis No 1	Submit ID	Status Approved ③ Show Gu	er Review Date October 16, 2023	Remarks
BACK Prerequisites Examiner Patricia Diana, S.E., M.B.A., CPA. (E023977)	Upi Position Advisor	oad Files	Submit ID 1	 Registe Status Approved Show Ge Report File* Report, p 	er Review Date October 16, 2023	Remarks
BACK Prerequisites Examiner Patricia Diana, S.E., M.B.A., CPA. (E023977)	Opition Advisor Report Approv	load Files	Submit ID 1	 Registe Status Approved Show Gu Report File* Report.p Turnitin File Turnitin File 	er Review Date October 16, 2023	Remarks *
BACK Prerequisites Examiner Patricia Diana, S.E., M.B.A., CPA. (E023977)	Opi Position Advisor Report Approv	oad Files	Submit ID	Registe Status Approved Show Gu Report.ple Turnitin.ple Turnitin.ple Turnitin.ple Kebutuh	er Review Date October 16, 2023 iide df an lain.xlsx	Remarks

🥑 Prerequisites —	———— 🕑 Upload F	iles —	3 Register		
	Auril III Protect		Dif		
Period	Available Period Decembe	r 2023	Sidang Skripsi Min. Cum. GPA: 0	rense session Type	0
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3.1.6. View Defense Session Notes

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3.1.7. Upload Final Report

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