



**Step 3 :** Search for **Online Financial Information System** and tick the checkbox

External Applications Portlet Banner  
Change the name of the External Applications portlet by entering the new name in the Banner field.

Banner

Select External Applications  
Use the check boxes to select the external applications for this portlet. For each application you select, click to supply your user name and password. You will then be logged in automatically each time you launch the application. If you wish to change the name of the application as it appears in this portlet, use the Preferred Name field to do so.

Display	Change	Stored Password	Application Name	Preferred Name
<input checked="" type="checkbox"/>			<a href="#">ICT Filing System</a>	<input type="text"/>
<input type="checkbox"/>			<a href="#">My Oracle.Com</a>	<input type="text"/>
<input type="checkbox"/>			<a href="#">Online Course Registration</a>	<input type="text"/>
<input type="checkbox"/>			<a href="#">Pendaftaran Pendaftaran Kursus Online</a>	<input type="text"/>
<input type="checkbox"/>			<a href="#">Sistem Keselamatan</a>	<input type="text"/>
<input type="checkbox"/>			<a href="#">Sistem Ketaulidaman</a>	<input type="text"/>

**Step 4 :** Click "OK" button

ORACLE

Edit External Applications Portlet Settings

External Applications Portlet Banner  
Change the name of the External Applications portlet by entering the new name in the Banner field.

Banner

Select External Applications  
Use the check boxes to select the external applications for this portlet. For each application you select, click to supply your user name and password. You will then be logged in automatically each time you launch the application. If you wish to change the name of the application as it appears in this portlet, use the Preferred Name field to do so.

Display	Change	Stored Password	Application Name	Preferred Name
<input checked="" type="checkbox"/>			<a href="#">ICT Filing System</a>	<input type="text"/>
<input type="checkbox"/>			<a href="#">My Oracle.Com</a>	<input type="text"/>
<input type="checkbox"/>			<a href="#">Online Course Registration</a>	<input type="text"/>
<input checked="" type="checkbox"/>			<a href="#">Online Student Information</a>	<input type="text"/>

Single Sign-On

Personalize

[ICT Filing System](#)  
[Online Financial Information System](#)  
[Online Student Information](#)  
[Sistem Maklumat HEPA](#)  
[Sistem Pengajian Ijazah Tinggi](#)  
[Sistem Rakan Pendamping Siswa](#)  
[UniMAP IUS - Acad Mgmt](#)  
[UniMAP IUS - HRM](#)  
[UniMAP IUS - Kewangan](#)  
[UniMAP IUS - Slab](#)

Application Name: Online Financial Information System

User Name/ID

Password

Remember My Login Information For This Application



Login

Close

**Step 5 :** Click on **OFIS application** link

**Step 6 :** Insert your username and password. Default Username and password : email/IC Number [rohazna/111111002233]. Click "Login" button.

- Please change your password as quickly as possible.
- Please make sure you have change password at both application (Portal and OFIS).

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**Step 7 :** Once you have complete all the above steps, your OFIS Application should be activated

## Printing Tips : How to Remove Header and Footer

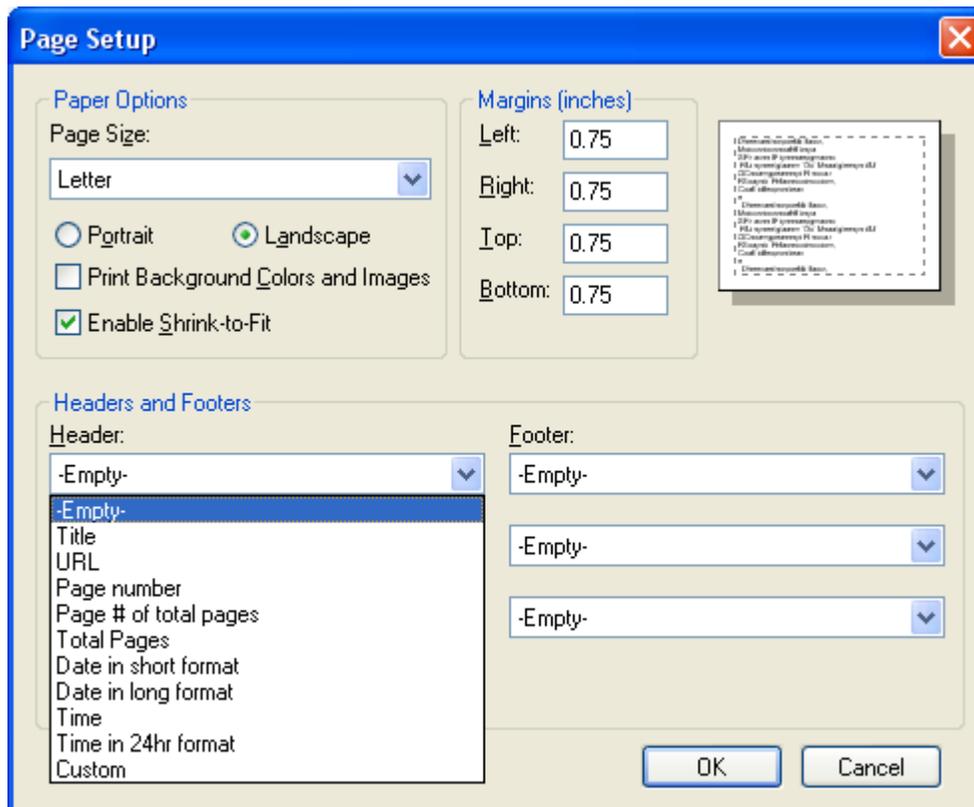
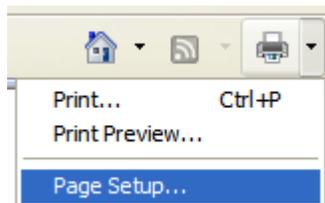
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Please change Page Size to “Landscape” for all kind of browsers.

### Internet Explorer 7

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By default there's a small image of a printer, click that and go to "Page Setup...". Below is a screenshot showing the button you're looking for. Please select “-Empty-” for Header and Footer.

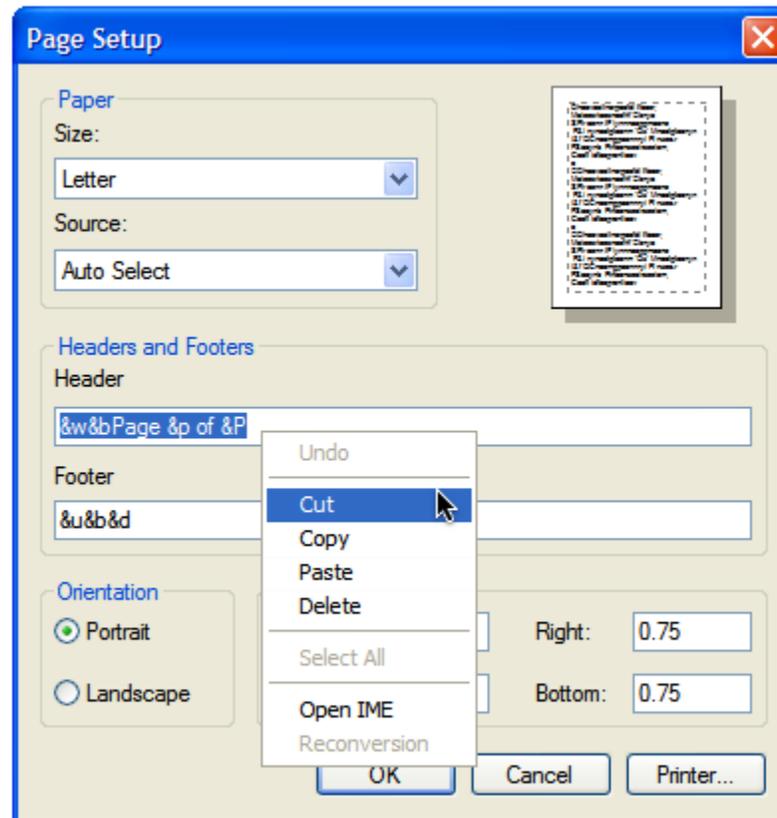


## Internet Explorer 6

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Go to "File", "Page Setup...", then erase the text in the "Headers and Footers text boxes.

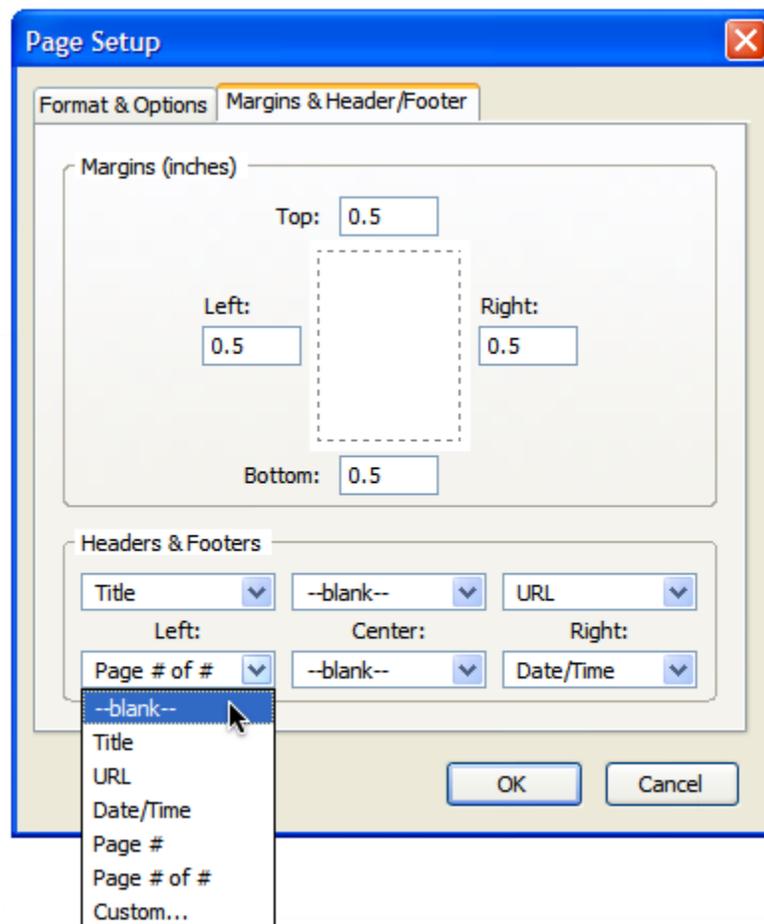
(The default for header is &w&bPage &p of &P and for footer &u&b&d if you need to put it back later. IE's default margins are 0.75 inches.)



Click the "OK" button and you're done.

## Firefox

From the menu in the top left corner of your browser, choose "File", then "Page setup..". Go to the second tab called "Margins & Header / Footer", in the drop down lists choose "Blank" for all the items you don't want to print.



Once you have your setting chosen, click "OK", and you're done!

## Printing Tips : How to Print Your Online Pay Slip via OFIS

Step 1 : Click on the 'Print' link

[LOGOUT](#)

**OFIS** Universiti Malaysia Perlis  
**Online Financial Information System**

Administration Pay Slip Information

Current Date time: Wed May 26 12:24:54 MYT 2010

| Home | Select Month & Year | **Print** |

**Click 'Print'**

<b>PENYATA GAJI BULAN</b>	: MAY - 2010	<b>PTJ</b>	: PUSAT TEKNOLOGI MAKLUMAT DAN KOMUNIKASI		
<b>NAMA</b>	: ROHAZNA BINTI WAHAB	<b>NO. KAKITANGAN</b>	: 0200052	<b>NO. K/P</b>	: 761031-06-5330
PENDAPATAN		RM	POTONGAN		RM
C O N T O H					

\* Cetak komputer tidak sah bagi segala urusan tanpa Pengesahan oleh Pegawai Kewangan Jabatan Bendahari UniMAP yang diberi kuasa sahaja.

Jika terdapat sebarang kemusykilan terhadap maklumat berkaitan slip gaji yang dipaparkan bolehlah menghantar email kepada :

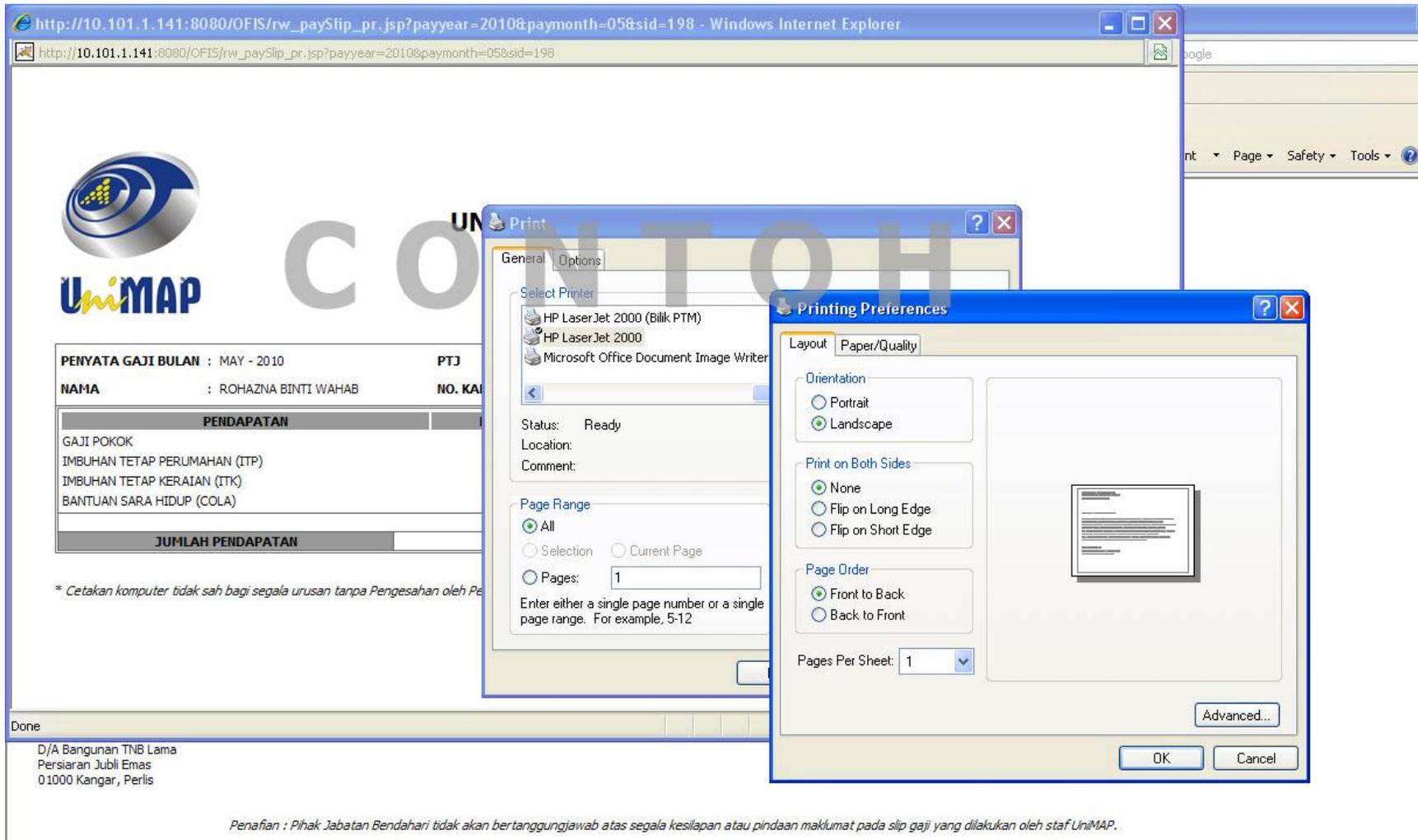
unitemolumen@unimap.edu.my

**ATAU** hubungi :

Unit Emolumen  
Jabatan Bendahari  
Universiti Malaysia Perlis  
D/A Bangunan TNB Lama  
Persiaran Jubli Emas  
01000 Kangar, Perlis

*Penafian : Pihak Jabatan Bendahari tidak akan bertanggungjawab atas segala kesilapan atau pindaan maklumat pada slip gaji yang dilakukan oleh staf UniMAP.*

Step 2 : Please change Page Size to “Landscape” for all kind of browsers.



Click “OK” button and you’re done..

If you continue to face problems. Please contact ICT Helpdesk @04 - 9798109 for assistance.