

Step 1 : Login to http://portal.unimap.edu.my

Step 1 : Click on **Personalize** link at Single Sign-On portlet

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Application Name: Online Financial Information System User Name/ID rohazna Password Remember My Login Information For This Application	 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).



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

Printing Tips : How to Remove Header and Footer

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

Internet Explorer 7

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.

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Page Setup						

Internet Explorer 6

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.)

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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.

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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



* Cetakan 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.

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

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