

19 June 2025

## FOR FACULTY OF BUSINESS STUDENT ONLY FACULTY OF BUSINESS MOODLE CLASS REGISTRATION SEMESTER 2, 2025

**Dear Faculty of Business Students** 

We hope you are doing well and looking forward to the new semester. As we prepare to begin the semester, it is important that you complete your class registration to ensure a smooth start to your studies. Here are the details regarding the requirements, timeline, and steps for registering for your classes:

- 1. Class Registration Requirements:
  - **1.1** You have completed your enrolment or re-enrolment for the semester.
  - 1.2 No changes have been made to your enrolment after Thursday, 10 July 2025.
- 2. Class Registration Timeline:
  - 2.1 Student enrolled in unit codes from #3000 (for example: MKTG3007) may register for their classes from Friday, 11 July 2025 from 8.00 am onwards until 12.00 noon on Thursday, 17 July 2025.
  - 2.2 Student enrolled in unit codes from #2000 (Example: FNCE2004) may register for their classes from Monday, 14 July 2025 from 8.00 am onwards until 12.00 noon on Thursday, 17 July 2025.
  - 2.3 Student enrolled in unit codes from #1000 (Example: ACCT1002) may register for their classes from <u>Tuesday, 15 July 2025 from 8.00 am onwards until 12.00 on</u> <u>Thursday, 17 July 2025.</u>
  - 2.4 Class registration will close at <u>12.00 noon on</u> Thursday, 17 July 2025.
- 3. <u>How to Register?</u>

Please see attached the steps on how to register for your classes.

3.1 Login to Moodle, Select Your Course and Your Unit, Register for Classes.

Please refer to your class timetable <u>https://curtin.edu.my/student/student-essentials/student-</u> <u>service-centre/timetable-class-management/</u> before your login to Moodle to do your Class registration.

If you need assistance, please contact the Faculty of Business Administration Team at <u>fob.admin@curtin.edu.my</u>.

Professor Pauline Ho Dean, Faculty of Business

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## **Manual Guidelines for MOODLE Class Registration**

## WHERE CAN I FIND MOODLE?

- 1. GO TO CURTIN WEBSITE @ <u>https://www.curtin.edu.my/</u>. On top of the page you will find <u>MOODLE.</u> OR
- 2. You may directly click on the MOODLE Link below. https://moodle.curtin.edu.my



## FOUR (4) STEPS TO LOGIN INTO MOODLE AND TO REGISTER FOR YOUR CLASSES

<u>STEP 1</u>: On the login box, login using your student ID (Miri Campus). For the first time user you may refer to the below details.

#### Is this your first time here?

Students: Username is your student ID (Miri Campus) and initial Password is your Date of Birth in DDMMYY format. For example, if you were born on 31 Dec 1990, your password will be 311290.

Have 2 Miri IDs? For those who have 2 Miri IDs, the 8 alphanumeric ID (eg. 7e5a5678) and the 9 digits ID (700012345), please use the 8 alphanumeric ID (eg. 7e5a5678) as your Moodle username

Please change your password after first time login for security reason. Lost your password? Click on [Yes, help me login] button to request for your password reset. The instruction will be sent to your Curtin Student Webmail



Malaysia

Faculty of Busines

| Malaysia  |                                       | Moodle - Curtin University Malaysia  |   |
|---|---------------------------------------|--|---|
| Moodle Curtin Cur   | rtin Malaysia                         | Student Webmail Contact ICT (On-Campus) (Off-Campus) Library   |   |
| Navigation<br>Home<br>Site news<br>Course Structures<br>Examination Results<br>Removing a unit from<br>semester<br>Student Email/Intern<br>ICT: Guidelines on h<br>and connect to a | n past<br>et guide lin<br>ow to locat | <ul> <li>Welcome to MOODLE, an online Learning System provided for students &amp; lecturers in Curtin University Malaysia. This is a place where Students &amp; Lecturers can interact with each others, interchange suggestions and ideas, and also getting learning materials from Lecturers.</li> <li>Enrolment <ul> <li>Access to units in Moodle can not be used as confirmation of enrolment in these units. It is your responsibility to ensure that your enrolment is correct via the Enrolment Office.</li> <li>If you failed to see the unit in Moodle, check out Student Services Enrollment Checking, or <i>contact us</i>.</li> </ul> </li> </ul> | Login Contraction |
| <ul> <li>Lecturers: Unit Required / Course creat</li> <li>Trouble Ticket Expression</li> <li>Courses</li> </ul>   | uest / Unit L                         | Course Structures  | Calendar  Calendar July 2021 Sun Mon Tue Wed Thu Fri Sat  |

<u>STEP 2</u>: Successfully login into MOODLE. On My Courses, all the units you have enrolled for Sem 1, 2025 will appear. To register for your classes, click on the unit.

For example, click on unit "MKTG2004-Consumer Behaviour"





# <u>STEP 3</u>: On the first page of "MKTG2004-Consumer Behaviour" unit. You will find the information on Online Class Registration for MTKG2004-Lecture and MKTG2004-Tutorial.

To Register for Lecture, click on MKTG2004-Lecture (refer to red circle below) To Register for Tutorial, click on MKTG2004-Tutorial (refer to red circle below)

|                                    |     | Casard   |                          |               |
|------------------------------------|-----|--|--------------------------|---------------|
| Navigation                         | - < | General  | Latest news              | - <           |
| Home                               |     | MKTG2004 Lecture                                       | Chai Lee Goi             | 29 Apr, 23:17 |
| Dashboard                          |     | Semester 2 2021 - Class register for MKTC 2004 Lecture | Study Week 8's Onlin     | le session    |
| Site pages                         |     | Unit Leaturer: Ds Tiene Ving Ving                      | Chai Lee Goi             | 22 Apr, 18:18 |
| <ul> <li>Current course</li> </ul> |     | Unit Lecturer. Dr Hong Ying Ying                       | Session on Study We      | ek 7          |
| MKTG2004                           |     | Email: tiongyingging@curtin.edu.my                     | Chai Lee Goi             | 1 Apr, 10:22  |
| Participants                       |     | MKTG2004 Tutorials                                     | Note to Monday, 1.00     | pm -          |
| Badges                             |     |  | 2.30pm's tutorial ONL    | .Y            |
| > Caparal                          |     | Semester 2 2021 - Class registration for MKTG2004      | Chai Lee Goi             | 27 Mar, 01:33 |
| ⊮ General                          |     | lutonais   | Online Tutorial on Stu   | Idy Week 5    |
| 4 July - 10 July                   |     | 1410 News forum  | Chai Lee Goi             | 23 Mar, 10:48 |
| 11 July - 17 July                  | /   |  | Tutorial - Goi's tutoria | I only        |

**<u>STEP 4</u>**: On the "MKTG2004 – Lecture" page, click on the slot you preferred and click "Save My choice".

Once you done click on "Save My Choice", the confirmation will appear "Your choice has been saved".

Should you wish to change your choice you may click on "Remove my choice" and you may do your selection again.

| Navigation   | - 3                  | MKTG2004 Lecture  |   |
|--|----------------------|---|---|
| Home Dashboard Site pages Current course HKTG2004 Participants Badges Conservation |                      | Semester 2 2021 -<br>Unit Lecturer: Dr 7<br>Email: tiongyingyin | Your choice has been saved<br>Class register for MKTG2004 Lecture<br>Tiong Ying Ying<br>g@curtin.edu.my |
| MKTG2004  <br>MKTG2004  <br>News forum<br>4 July - 10 July<br>11 July - 17 July    | Lecture<br>Futorials | Lecture (Hybrid) ;<br>2-106)     Save my choice Remo            | Dr Tiong Ying Ying; Monday 11.30am-1.00pm; Venue LTCL 6 (HL<br>we my choice                             |



**<u>STEP 4</u>**: On the "MKTG2004 – Tutorial" page, click on the slot you preferred and click "Save My choice".

Once you done click on "Save My Choice", the confirmation will appear "Your choice has been saved".

Should you wish to change your choice you may click on "Remove my choice" and you may do your selection again.



IMPORTANT NOTE: For all the classes you have registered, we would like to encourage you to take a note for your record and future reference.

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