

Prerequisites for ExCEL

- Involved in **THREE (3)** extra-curricular activities;
- Produced separate reports for each activity involved in;
- The reports have been reviewed and verified by the Academic Advisor (AA);
- **Obtained approval** from the AA to enroll in the ExCEL course.

Prerequisites for ExCEL

- Choose any **THREE (3)** extra-curricular activities in the **MyUTM** system;
- Report each chosen activities separately in the eportfolio system <https://eportfolio.utm.my>;
- Upload the link of the activities report in the eportfolio system to the **MyUTM** system and submit to the AA for review and verification;
- Scan QR code below to the guidelines for report preparation through eportfolio and report submission through MyUTM or follow this link <https://eportfolio.utm.my/user/utmileague/panduan-laporan-aktiviti>



- Receive an email notification once the activities report has been reviewed and verified or returned (for amendment purposes if applicable);
- Resubmit the returned activities report to the AA (if applicable) after amendments have been made;
- Receive an email notification that confirms the eligibility of enrolling in the ExCEL course after all **THREE (3)** activities reports have been verified.