



**UNIVERSITI KUALA LUMPUR**  
**MALAYSIAN INSTITUTE OF CHEMICAL & BIOENGINEERING**  
**TECHNOLOGY**

**ACADEMIC SERVICES SECTION (AcSS) MEMO**

**To** : All Students  
**From** : Academic Services Section (AcSS)  
**Date** : 28/09/2016  
**Subject** : Update the Student Contact Info in ECITIE

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All UniKL MICET student must ensure your **Contact Info** in the ECITIE system are updated with latest data.

2. Therefore, please update your **Contact Info** in ECITIE accordingly by referring to the **Attachment 1** for the steps to update the required data:

- i) Home Phone**
- ii) Mobile No.**
- iii) Current Address**

3. If there any inquiries do not hesitate, to contact AcSS at 06 – 551 2091/ 2035/ 2041/ 2092.

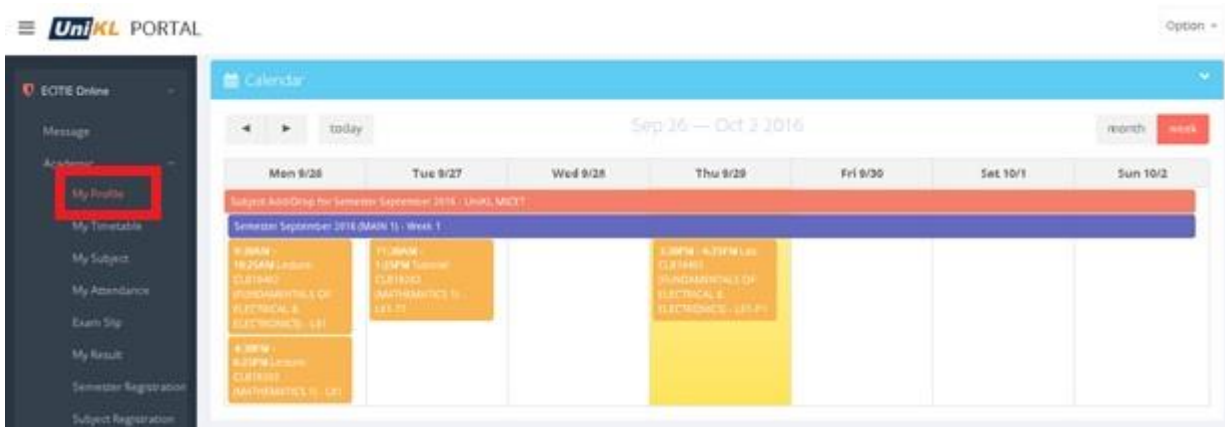
Thank you for your cooperation.

Yours faithfully,

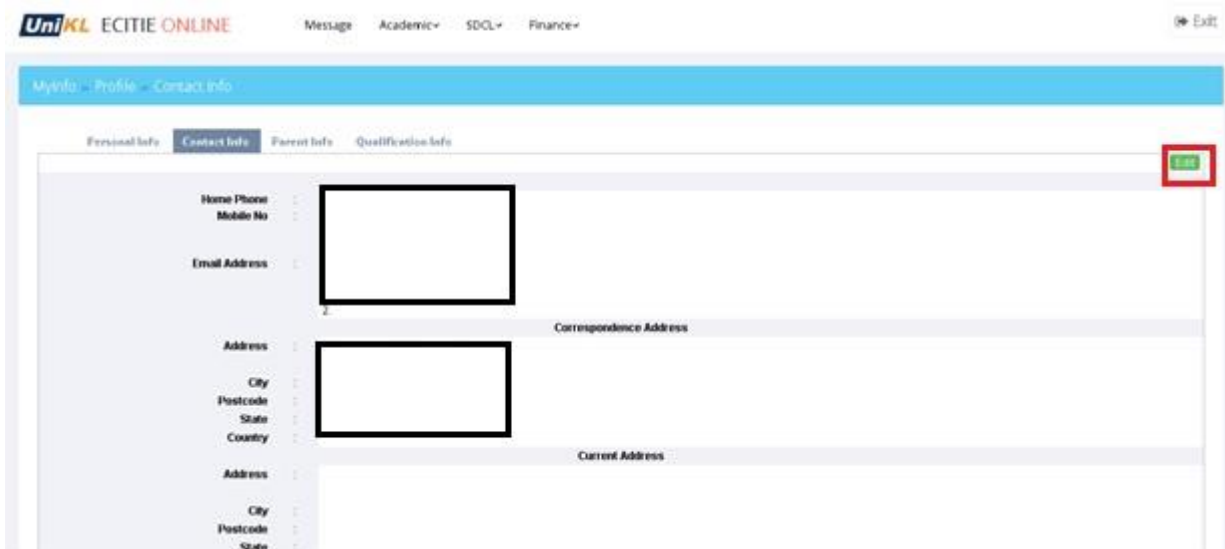
ROZARINA SALEH  
Head of Section  
Academic Services Section (AcSS)

## ATTACHMENT 1:

1. Login to UniKL portal <http://portal.unikl.edu.my/>
2. Select Academic and click the **My Profile** menu



3. Select the **Contact Info** and click the **Edit** button.



4. Update and enter the new **Home Phone/ Mobile No / Current Address** data accordingly.
5. Click the **Save** button.

