

GETTING CONNECTED

@TAYLOR'S LAKESIDE CAMPUS



As a new member of Malaysia's top private university you will have access to world class teaching and learning facilities. We would encourage you to make the most of what we have available for you. This guide aims to introduce the multiple communication platforms used by the University / College to interact with you.

The primary communication channels are listed below:

1. Campus Central Portal
2. TiMeS & TiMeS app (Taylor's Integrated Moodle e-Learning System)
3. Taylor's student email
4. Taylor's mobile app

These platforms allows you to access a range of important and timely information, from official announcements, academic related matters, latest happenings, self-help forms to online requests and study resources, whenever and wherever needed.

You are advised to familiarise and utilise the available communication platforms, with essential information that is current, as well as to improve the overall teaching and learning experience with Taylor's.



CAMPUS CENTRAL PORTAL

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The Campus Central Portal is an online portal where you can find answers to your questions, make online requests (and check its status too), or download forms to make an application. You can view your results, attendance record, fee information, examination schedules and announcements by clicking into **MyAdmin > MyStudentPortal**.

More information on matters like the below can be obtained from the Campus Central Portal:

- Orientation
- Student Handbook
- Visa related matters
- Bus schedule
- Academic calendar & master timetables
- Student email address
- WiFi access & printing facilities
- Insurance
- Fee payment options & refunds
- PTPTN (for local students only)
- Programme guide
- Course & module enrolment
- Exams & transcript related matters
- Convocation matters

The portal also offers a range of online services, including:

- request for documents, locker and pedestrian access card
- academic common facilities booking (after hours)
- sports and recreation facilities booking
- UNI GYM membership application
- to make appointment for career and personal counselling services
- report any lost and found items
- provide feedback through the Online Feedback Form

Should there be a change in personal or contact details, you may log in to the portal and submit an online Update Student Profile under "**MyProfile**" section. This is to ensure that your information is up to date and accurate. This information is vital especially during an emergency when the University / College needs to contact you or your family member.

Your access rights to the Portal will be disabled **90 days** from your course completion date.

To access the portal:

1. Go to **<https://campuscentral.taylors.edu.my>**
2. Enter your Taylor's student email and password to log in. Your default password is your Malaysian MyKad Number (no dashes) or international student passport number (all caps). Please refer to page 4 for your email address format.

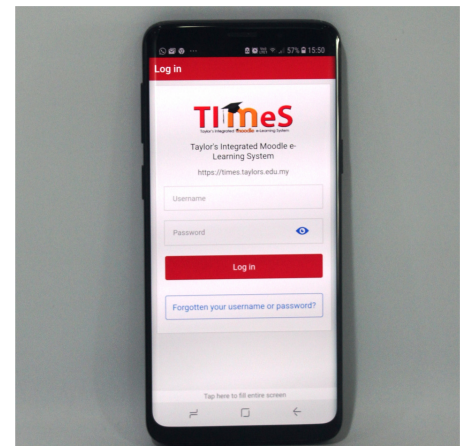
TIMES & TIMES APP

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TIMeS (Taylor's Integrated Moodle e-Learning System) is an online learning platform provided by the University / College to facilitate learning for students. This online learning platform reflects Taylor's initiatives to embrace technology in teaching and learning and adopt blended learning as an integral part of the curriculum. With TIMeS students and lecturers are able to retrieve lecture and tutorial material and discuss matters relating to respective modules (subjects).

To access the site:

1. Log in to the Campus Central Portal - <https://campuscentral.taylors.edu.my>
2. On the right panel, look for **Quick Links**, click on the "TIMeS" icon.
3. Alternately, you could go to <https://times.taylors.edu.my>, and log in using your student ID and password. Your default password is your Malaysian MyKad Number (no dashes) or international student passport number (all caps).



You can also access the portal through downloading the TIMeS app from the App Store and Google Play. To access the app, enter your student ID and password. Your default password is your Malaysian MyKad Number (no dashes) or international student passport number (all caps).

You may get information on matters such as:

- view and access modules at a glance
- connect with course participants
- access to grade book
- receive notifications on events, messages, forum post and assignments

STUDENT EMAIL SERVICE

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It is important that you log into your Taylor's student email account regularly to check for communication from the University / College.

To access the service:

1. Obtain your new email address via the Campus Central Portal - <https://campuscentral.taylors.edu.my>
2. Click on **MyAdmin > My profile**
3. Your email address format will be as following: **firstname.surname@sd.taylors.edu.my**
e.g. (ahloy.yap@sd.taylors.edu) or **firstname.fathersname@sd.taylors.edu.my** e.g.
(farouk.othman@sd.taylors.edu.my)
4. After that, you need to sign in at <https://outlook.taylors.edu.my> to get started or alternatively, you can log on to Campus Central Portal, under **Quick Links**, and click on the "**Student Email**" icon.

Your default password is combination of "**Se**" AND Malaysian MyKad Number (no dashes) or international student passport number (all caps).

E.g: Username : farouk.othman@sd.taylors.edu.my
 Default Password : Seg00909109999

You are required to change your password immediately after your first login.

You should not unsubscribe from this official email communication. However, you may redirect (auto-forward) emails from your official Taylor's email address to another address at your own risk.

If emails are lost as a result of forwarding, it does not absolve you from the responsibilities related to the emails sent to your official Taylor's email address.



TAYLOR'S MOBILE APP

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Taylor's Mobile is your pocket companion for all things Taylor's. Lite and easy-to-use, the app allows you to access essential information on the fly. The app is available on App Store and Google Play.

Start your journey by selecting "**I'm a student**". To access it, enter your student ID and password. Your default password is your Malaysian MyKad Number (no dashes) or international student passport number (all caps).

You may get information on matters such as:

- weekly updated timetable
- make online fee payments
- access to past and current academic results
- complete Online Module Registration (OMR) for new semester
- view and monitor print credits
- latest bus schedule and routes
- access to Taylor's student email



If you face issues regarding your student email, Campus Central Portal, TImeS and the apps, please email campuscentral@taylors.edu.my or call **+603-5629 5026 / 5027 / 5891** (Monday to Friday, 8am – 6pm) for assistance.