

# GETTING CONNECTED

@TAYLOR'S LAKESIDE CAMPUS



As a member of Malaysia's top private University / College 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. myTIMeS & Taylor's myTIMeS app (Taylor's Integrated e-Learning System)
3. Taylor's Mobile App
4. Taylor's student email

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

You are advised to familiarise and utilise the available communication and learning platforms, with essential information that is current, for the best possible 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, timetable** and **programme announcements** by clicking on **My Information** tab.

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

- Student Handbook
- Academic calendar & Master timetables
- Programme Guide
- Course & module enrolment
- Exams & transcript related matters
- Fee payment options & refunds
- Student email address
- WiFi access & printing facilities
- Insurance
- PTPTN loan (for local students only)
- Visa related matters
- Bus schedule
- 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 your personal or contact details, you may log in to Taylor's Mobile App or the portal and submit an update request via "**Update My Profile**" under the "**Self Service Request & Form**" tab. 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.

## To access the portal:

**Link** : <https://campuscentral.taylors.edu.my>

**Username**: Student ID **or** Taylor's student email

**Password** : Malaysian MyKad Number (without dashes) or international student passport number (all caps).

# MYTIMES & MYTIMES APP

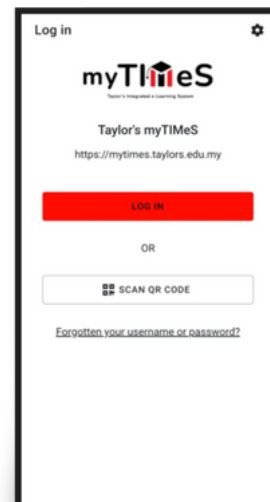
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myTIMeS (Taylor's Integrated e-Learning System) is an online learning platform provided by the University / College to facilitate learning for students. This online learning platform reflects Taylor's initiatives to embrace technology in teaching and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

You can also access myTIMeS by downloading "Taylor's myTIMeS" from the App Store or Google Play.

You may get information on matters such as:

- view and access modules at a glance
- connect with course participants and lecturers
- access to class learning materials
- receive notifications on events, messages, forum post and assignments
- access to ReWIND (Lecture Capture System)
- access to Turnitin



To access the portal or app:

**Link** : <https://mytimes.taylors.edu.my>.

Click on **Taylor's Microsoft Account** button

**Username**: Taylor's student email (please check your Taylor's Mobile App for your student email)

**Password** : Malaysian MyKad Number (without dashes) or international student passport number (all caps)

For new students, you may login to myTIMeS one (1) week before your orientation date to access the orientation module called "**Countdown to Arrival**".

# 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.

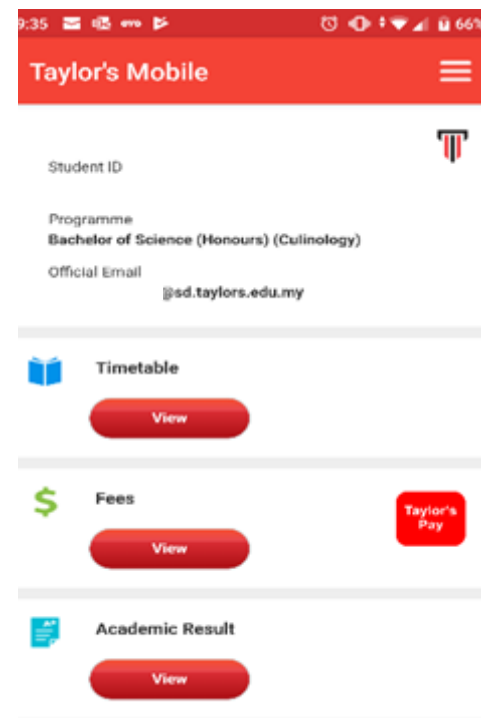
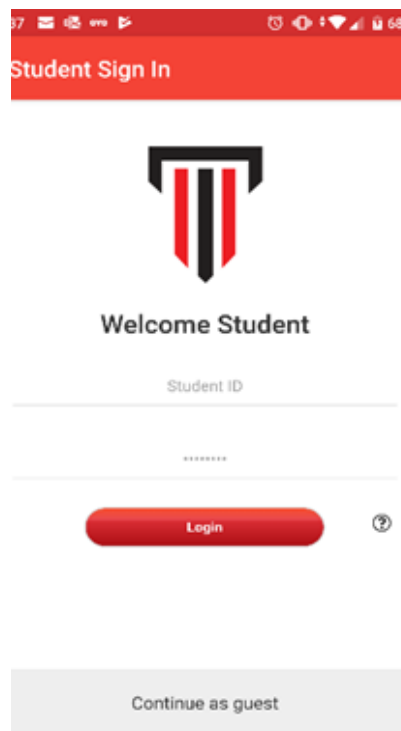
You may get information on matters such as:

- timetable
- mark and view attendance records
- make online fee payments
- access to past and current academic results
- update contact details and vaccination status
- complete Online Module Registration (OMR) for new semester
- view and monitor print credits
- latest bus schedule and routes
- access to Taylor's student email

To access the app, start your journey by selecting "**I'm a student**".

**Username:** Student ID

**Password :** Malaysian MyKad Number (no dashes) or international student passport number (all caps)



# 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:

**Link** : <https://outlook.taylors.edu.my> **or** Taylor's Mobile App (click on the menu list > select Email)

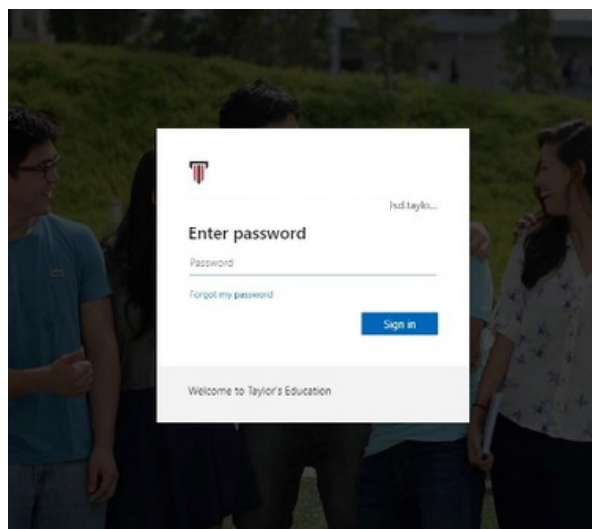
**Username**: sample@sd.taylors.edu.my

**Password** : Malaysian MyKad Number (without dashes) or international student passport number (all caps)

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.



If you face issues regarding your student email, Campus Central Portal, myTIMeS and the apps, please email [tlsc.ictservicesdesk@taylors.edu.my](mailto:tlsc.ictservicesdesk@taylors.edu.my) or call **+603-5629 5223** (Monday to Friday, 8am – 6pm) for assistance.