

PANDUAN

PENGGUNAAN

MYATMA & AIDA

KETENTUAN PENGGUNAAN MY ATMA & AIDA



Sign in MyAtma menggunakan student ID untuk User ID dan password yang pertama kali diberikan lewat *email* oleh kampus.

Link :

myatma.atmajaya.ac.id



User ID :

Student ID = 12021XXXXXX

12019000246

Password :

<u>Pin MyAtma yang pertama kali diberikan</u> (kalau belum diganti sendiri)

xoo6Avfw79



Sign in AIDA menggunakan User ID dan Password (yang sudah diganti) yang sama seperti MyAtma.

PANDUAN MENGENAI GANTI PASSWORD MYATMA AKAN DIJELASKAN DI HALAMAN BERIKUTNYA

PANDUAN MENGGANTI PASSWORD MY ATMA



Sign in terlebih dahulu menggunakan student ID dan password yang awal diberikan.

	UNIVERSITAS KATOLIK INDONE ATMAJAY	ESIA
	User ID	
	þ12019000246	
	Password	
	•••••	
	Sign In Enable Accessibility Mode	
Pengumur	nan Pendaftaran KRS Semester Ganjil 2	2021-2022
	Jadwal KRS Semester Ganjil 2021-2022	2

Klik Main Menu >> Pilih Change My Password.



5

	search wenu:	
Informasi Peru	 Self Service Campus Community Student Financials 	
	 PeopleTools Change My Password My System Profile 	
	Ga	inti Passwo

Tuliskan password lama dan password yang baru, serta tuliskan password yang baru di bagian Confirm Password untuk konfirmasi.





PANDUAN MELAKUKAN ABSENSI KULIAH MENGGUNAKAN AIDA MELALUI HANDPHONE









16:46 II.II 100% **MyAtma**

Ļ

Senang berjumpa kembali,

KEZIA JANICE AGUSTINE

ECONOMICS AND BUSINESS - ACCOUNTING

Jadwal Kuliah

Tidak ada jadwal untuk saat ini

Jadwal Ujian

Tidak ada jadwal untuk saat ini



Jika sudah masuk ke beranda, pilih tanda Absen yang berada di tengah.

II.II 100%

Ļ

16:52 🖬

Absen Kuliah



Scan QR Code yang diberikan oleh dosen. Scan hanya perlu dilakukan dengan mengarahkan kamera HP ke QR Code yang ditampilkan, tidak perlu menekan tombol apapun.





Absensi Mata Kuliah

6:54 🖾

Absen Kuliah

Presensi hanya dapat dilakukan 10 menit sebelum waktu kuliah dimulai sampai waktu kuliah selesai

JU 100%

X



TUTUP

 \bigcirc

Setelah *scan* berhasil, otomatis akan muncul pemberitahuan seperti gambar di samping. Jika melakukan absensi 30 menit sebelum waktu kuliah dimulai, maka tidak akan tercatat karena absensi baru bisa dilakukan 10 menit sebelum kelas dimulai.



Presensi MK ACT-202 Seksi C2 tanggal 19 April 2021 berhasil tercatat pk. 3:52:2:





tutup

Absensi Mata Kuliah

16:54	-		•	.11 .11 99% 🖿
Lebi	h Banyak			
2	Profil Saya			
Ð	History Atte	endance	-	
€	Keluar			
	Ē		A+	••• Lebih
Beranda	Kuliah	Absen	Ujian	Banyak

Untuk melihat persentase daftar kehadiran, bisa pilih Lebih Banyak atau *More* yang berada di ujung kanan bawah. Lalu, pilih *History Attendance*.





PANDUAN MELIHAT JADWAL UJIAN

DAN MELAKUKAN

ABSENSI UJIAN MELALUI MY ATMA

Sign in ter	ebih dahulu menggunakar	LIK INDONESIA
	User ID	
	 12019000246	
	Password	
	•••••	
	Sign In	
	Enable Accessibility M	lode
	Pengumuman Pendaftaran KRS Seme	ester Ganjil 2021-2022
	Jadwal KRS Semester Gani	1 2021-2022

Klik Main Menu >> Pilih Self Service >> My Exam Timetable.



Melihat Jadwal dan Absensi Ujian

8

Berikut tampilan untuk melihat jadwal ujian serta absensi pada saat ujian. Untuk absensi, silahkan klik tombol hadir 10 menit sebelum ujian atau saat ujian berlangsung sesuai ujian pada hari itu.

Favor	ites 🔻 🛛 Main N	/lenu 🔻 > Self Ser	vice 🔻 > My Exam Timetable						
	YAL AMTA	ΪÂ				🏫 Ho	ome Ado	d to Favorites	s Sign o
ID		12019000246	Name:	KEZIA JANICE A	AGUSTINE				
Ac	ademic Career:	Undergraduate	Academic Organization:	ECONOMICS AN	D BUSINESS				
Ac	ademic Program:	Accounting							
N	o Code Course	Courses		Exam Venue	Exam Date	Exam Start Time	Exam End Time	Campus	Hadir
1	ACT 205	SISTEM INFORMASI	AKUNTANSI I	KW 1107	05/11/2020	8:00AM	10:30AM	SMG	Hadir
2	ACT 201	AKUNTANSI KEUANG	AN MENENGAH I	BKS 101B	06/11/2020	11:00AM	2:00PM	SMG	Hadir
3	ACT 210	PENGAUDITAN I		KW 906	06/11/2020	4:30PM	7:30PM	SMG	Hadir
4	WAR 130	KEWARGANEGARAAN		YB 209	09/11/2020	2:15PM	4:15PM	SMG	Hadir
5	ACT 209	MANAJEMEN KEUAN	GAN	KW 1107	09/11/2020	11:00AM	2:00PM	SMG	Hadir
6	ACT 203	AKUNTANSI BIAYA		K2 304	10/11/2020	11:00AM	2:00PM	SMG	Hadir
7	ACT 207	PERPAJAKAN		BKS 102	11/11/2020	4:30PM	7:30PM	SMG	Hadir
8	ACT 211	STATISTIK II		BKS 102	12/11/2020	4:30PM	7:30PM	SMG	Hadir
9	ACT 213	FILSAFAT EKONOMI		BKS 106	13/11/2020	11:00AM	1:30PM	SMG	Hadir

Untuk ruangan, hal ini digunakan saat ujian offline Pada saat ujian, tombol tersebut akan berubah menjadi warna kuning dan untuk absensi hanya perlu klik tombol tersebut

Melihat Jadwal dan Absensi Ujian

DOSEN PEMBINBING AKADEMIK

PANDUAN MELIHAT

UNIVERSITAS KATOLIK INDONESIA ATMAJAYA Tepercaya Kualitas Lulusannya



MENGGUNAKAN MY ATMA

Sign in terlebih d	lahulu menggunakan s <i>tudent ID</i> dan <i>password</i> .
	User ID
	12019000246
	Password
	Sign In
	Enable Accessibility Mode
Pengur	numan Pendaftaran KRS Semester Ganjil 2021-2022
	Jadwal KRS Semester Ganjil 2021-2022



Klik Main Menu >> Pilih Self Service >> Student Center.

5	Search Menu:		
😚 atma	L		
formasi Peru	 Self Service Campus Commun Student Financial PeopleTools Change My Passe My System Profile 	ty Class Search / Browse Catalog Academic Planning Enrollment Campus Finances Campus Personal Information Campus Personal Information Academic Records Degree Progress/Graduation Transfer Credit Research Activities Cek Jadwal Sidang My Exam Timetable Academic Evaluation Student Center Kuesioner Mahasiswa Baru SKP Recap - Student	
		 Upload SKP - Student Upload Document Mahasiswa Service Request Student Status Kuesioner Kepuasan Mahasiswa Request Letters 	

Melihat Dosen Pembimbing Akademik

Untuk melihat nama dan kontak dosen Pembimbing Akademik, kalian bisa melihat di sebalah kanan bawah. Jika ingin melihat lebih detail, bisa pilih tulisan Details.

ATMAJAYA				
EZIA JANICE AGUSTINE	lent Center	ID 12019000246		
Academics				
anni	📴 Dead	llines 🔲 URL 🛛 🐺 G	Gradebook	Search for Classes
earch lan	ODD	Semester 2021/2022 Sc	chedule	Panduan Atmajaya
nroll Iv Academics		Class	Schedule	Buku Saku Mahasiswa 2020
ly Result	3	ACC 212-B LEC (2594)	We 10:00AM - 12:30PM KW 1106	Buku Panduan Akademik FEB Holds
other academic	× 🛞 📑	ACC 213-B LEC (2266)	Th 1:00PM - 3:30PM KW 901	No Holds.
	3	ACC 301-A2 TUT (2504)	Tu 10:00AM - 12:30PM BKS 107	To Do List
	B	ACC 301-B LEC (2273)	We 6:30PM - 9:00PM KW 903	■ No To Do's. ■ Milestones
	B	ACC 310-A LEC (2717)	Mo 7:00AM - 8:40AM KW 808	No Milestones
	3	ACC 313-B LEC (2975)	We 7:00AM - 9:30AM KW 908	Open Furgument Dates
	B	ACC 403-A LEC (2301)	Mo 1:00PM - 3:30PM KW 806	Advisor Academic Advisor
	B	ACC 405-C LEC (2306)	Fr 6:30PM - 9:00PM KW 1106	Julianti Sjarief, S.E., Ak., MM.,CA., CPMA.
	B	ACC 407-A	Mo 10:00AM - 12:30PM	021/5/0-8815 Ext 2121

ATAU

Klik Main Menu >> Pilih Self Service >> Academic Records >> My Advisors.

		÷
Informasi Peru	Self Service	Class Search / Browse Catalog
	Campus Community	Academic Planning
	Student Financials	Enrollment
	PeopleTools	Campus Finances
	Change My Password	Campus Personal Information
	My System Profile	Academic Records My Course History
		Degree Progress/Gradu My Advisors
		Transfer Credit My Attendance Roster
		Research Activities
		Cek Jadwal Sidang
		My Exam Timetable
		Academic Evaluation
		Student Center
		Kuesioner Mahasiswa Baru
		SKP Recap - Student
		Upload SKP - Student
		Upload Document Mahasiswa
		Service Request
		Student Status
		Kuesioner Kepuasan Mahasiswa

Berikut tampilan secara detail mengenai dosen pembimbing akademik. Biasanya, juga akan tertera *email* dosen tersebut.

EZIA JANICI	EAGUSTINE		go to	~ (>>>	
Search Plan	Enroll My Academ	cs <u>My</u> Result			
y Advisors					
	Academic Progra	m Accounting			
	Мај	or UMUM			
Adviso	r Name iSiariefSEΔk MM CA	СРМА			
oundrin		., 01 м/ч.			
Go to top					

DOSEN PA

Dosen PA ini seperti wali kelas mahasiswa selama kuliah yang akan memantau mahasiswa dalam hal akademik. Lalu sebelum KRS dilaksanakan, mahasiswa DIWAJIBKAN untuk melakukan bimbingan dengan dosen PA masing-masing. Dalam proses bimbingan ini, biasanya dosen PA akan melihat nilai mahasiswa dan memberikan beberapa masukan. Selain itu, dosen PA juga membantu mahasiswa dalam penyusunan mata kuliah yang sebaiknya diambil di semester selanjutnya.

Perlu diingat, bimbingan ini bersifat WAJIB untuk membuka Holds di MyAtma. Jika Holds tidak dibuka, maka mahasiswa tidak akan bisa melakukan KRS. Biasanya, Holds akan dibuka satu sampai tiga hari setelah melakukan bimbingan.

Melihat Dosen Pembimbing Akademik

PANDUAN MELIHAT HOLDS



Sign in terlebih dahulu menggunakan student ID dan password.

UNIVERSITAS KATOLIK INDONE ATMAJAY	SIA A
User ID	
12019000246	
Password	
Sign In	
Enable Accessibility Mode	
Pengumuman Pendaftaran KRS Semester Ganjil 2	021-2022
Jadwal KRS Semester Ganjil 2021-2022	



Klik Main Menu >> Pilih Self Service >> Student Center.

Informasi Peru	Self Service	¢		
		Academic Planning	F .	
	Student Financials	Enrollment	•	
	PeopleTools	Campus Finances	•	
	Change My Password	Campus Personal Information	•	
	My System Profile	Academic Records	•	
		Degree Progress/Graduation	•	
		Transfer Credit	•	
		Research Activities	•	
		Cek Jadwal Sidang		
		My Exam Timetable		
		Academic Evaluation		
		Student Center		
		Kuesioner Mahasiswa Baru		
		SKP Recap - Student		
		Upload SKP - Student		
		Upload Document Mahasiswa		
		Service Request		
		Student Status		
		Kuesioner Kepuasan Mahasiswa		
		Pequest Letters		

Untuk melihat apakah sudah dibukakan *Holds-*nya, kalian dapat melihat di kotak di sebelah kanan urutan kedua dari atas yang ada tulisan *Holds*. Jika *Holds* belum dibuka, biasanya akan ada tulisan *Holds*. Jika tulisannya *No Holds*, berarti *Holds* telah dibuka

C 🏠 🔒 myatma.atmajaya.a	ac.id/psp	D/CSPRD/EMPLOYEE/SA/c/S	SA_LEARNER_SERVICES.SSR_SSA	DVR.GBL?FolderPath=PORTAL_ROOT_OB
Main Menu 🔻 > Self Service	▼ > St	udent Center		
				🏫 Home Elean
JANICE AGUSTINE		ID 12019000246	Jika Holds belu biasanya akan	ım dibuka, ada tanda 🚫
JANICE AGUSTINE's Student Cen	ter		biusungu ukun	
ademics				
	🛐 Dead	lines 🛛 🔲 URL 🛛 🔂 Grade	book	Search for Classes
L	ODD S	Semester 2021/2022 Sched	ule	🗢 Panduan Atmajaya
demice		Class	Schedule	Buku Saku Mahasiswa 2020
ult	2	ACC 212-B LEC (2594)	We 10:00AM - 12:30PM KW 1106	Buku Panduan Akademik FEB
icademic 🗸 📎	8	ACC 213-B LEC (2266)	Th 1:00PM - 3:30PM KW 901	No Holds.
	3	ACC 301-A2 TUT (2504)	Tu 10:00AM - 12:30PM	To Do List
			We 6:30PM -	No To Do's.
	3	ACC 301-B LEC (2273)	9:00PM KW 903	Milestones
	3	ACC 310-A LEC (2717)	Mo 7:00AM - 8:40AM	No Milestones
	3	ACC 313-B LEC (2975)	We 7:00AM - 9:30AM KW 908	Open Enrollment Dates



Melihat Holds

PANDUAN MELAKUKAN ENROLLMENT

UNIVERSITAS KATOLIK INDONESIA **ATMAJAYA** Tepercaya Kualitas Lulusannya

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ECONOMIC COMPUTER CLU

MENGGUNAKAN MY ATMA

Sign in terlet	oih dahulu menggunakan s <i>tudent ID</i> dan <i>pas</i> wiversitas katolik indonesia ATMAJAYA	sword.
	User ID	
	12019000246	
	Password	
	Sign In	
	Enable Accessibility Mode	
F	engumuman Pendaftaran KRS Semester Ganjil 2021-2022	
	Jadwal KRS Semester Ganjil 2021-2022	



Klik Main Menu >> Pilih Self Service >> Student Center.

	Campus Community Student Financials PeopleTools Change My Password My System Profile	Academic PlanningEnrollmentCampus FinancesCampus Personal InformationAcademic RecordsDegree Progress/GraduationTransfer CreditResearch ActivitiesCek Jadwal SidangMy Exam TimetableAcademic EvaluationStudent CenterKuesioner Mahasiswa BaruSKP Recap - StudentUpload SKP - Student		
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Pilih *Enroll* yang terdapat di bagian sebelah kiri.

avorites Main Menu Self Service	• >	Student Center		
KEZIA JANICE AGUSTINE		ID 12019000246		
KEZIA JANICE AGUSTINE's Student Cent	ter			
✓ Academics				
Search	😽 Dead	lines 🛛 🔲 URL 📑 G	radebook	
Klik Enroll	ODD :	Semester 2021/2022 Sc	hedule	
Enroll My Academics		Class	Schedule	
My Result	B	ACC 212-B LEC (2594)	We 10:00AM - 12:30PM KW 1106	
other academic V	B	ACC 213-B LEC (2266)	Th 1:00PM - 3:30PM KW 901	
	B	ACC 301-A2 TUT (2504)	Tu 10:00AM - 12:30PM BKS 107	
	3	ACC 301-B LEC (2273)	We 6:30PM - 9:00PM KW 903	
	B	ACC 310-A LEC (2717)	Mo 7:00AM - 8:40AM KW 808	
	3	ACC 313-B LEC (2975)	We 7:00AM - 9:30AM KW 908	
		ACC 402 A	Mo 1:00PM -	

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Klik Main Menu >> Pilih Self Service >> Enrollment >> Enrollment: Add Classes.

Informasi Peru	 Self Service Campus Community Student Financials PeopleTools Change My Password My System Profile 	 Class Search / Browse Catalog Academic Planning Enrollment Campus Finances Campus Personal Inforr Academic Records Degree Progress/Gradu Transfer Credit Research Activities Cek Jadwal Sidang My Exam Timetable Academic Evaluation Student Center Kuesioner Mahasiswa Baru SKP Recap - Student Upload Document Mahasiswa Service Request Student Status Kuesioner Kepuasan Mahasiswa
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Pilih My Requirements, lalu pilih search.

			ient: Add Classes		
EZIA JANICE AGUSTINE	Ē	go to	~ 🔕	•	
Search Plan Enroll	My Academics My Result				
<u>1</u> y Class Schedule Add <u>D</u> r	rop Term Information				
dd Classes			1-2-3		
Select classes to	add				
	auu				
To select classes for another	term, select the term and sel	lect Change. When you are	e satisfied		
with your class selections, pro	oceed to step 2 of 3.				
ODD Semester 2021/2022 Un	ndergraduate <mark> </mark> Atma Jaya C	atholic University			
DD Semester 2021/2022 Un	ndergraduate <mark> </mark> Atma Jaya C	atholic University	Closed	<mark>∕</mark> Wait List	
DD Semester 2021/2022 Un	ndergraduate Atma Jaya Ca ODD Semester 2	atholic University Open 021/2022 Shopping Ca	Closed	<u>∧</u> Wait List	
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DD Semester 2021/2022 Un ind Classes My Requirements My Planner Search My ODD Bemester 2021	ODD Semester 2	atholic University Open 021/2022 Shopping Ca Your enrollm	Closed rt ent shopping cart is emp	Wait List	



Pilih semester yang diinginkan, lalu pilih *show detail ODD/EVEN semester*. Lalu, pilih mata kuliah yang akan di *Enroll*.

elect Display	y Option 🔍 Hid	e Require	ment Details	⊖ Show	ı Requii	rement De	tails
	🧭 Tak	ken	🔶 In Progress	☆	Planne	d	
▼ S1 - ACC	OUNTING			Not S	Satisfied		
ACCOUN	TING - SEMESTER 1			Not Sati	sfied		
	E COURSES		Hide o	letail ODD Seme	ester 202	21/2022	
The follow	ing courses may be used to	o satisfy f	this requirement	:			
Course	Description	Units	When	Grade	Notes	Status	
	PENGANTAR AKUNTANSI I						
ACC 101	*** view multiple offerings	3.00		Pilih			
ACC 103	MANAJEMEN DAN BISNIS	3.00		Mata Ku	liah		
ACC 105	PENGANTAR EKONOMI MIKRO	3.00					

Pilih kampus	sesuai pilihan	kampus	kalian.

ATMA.	ik indonesia JAYA			٨
KEZIA JANIC	E AGUSTINE n Enroll My Academics ule Add Drop Term Inform	<u>My</u> Result	∑	
Select Cou leturn to Search	Urse Offering to by My Requirements AGEMENT AND BUSINESS			
		Typically Offered	Academic Group	Academic Organization
areer	Campus			
areer Indergraduate	Campus BSD CAMPUS	Odd	ECONOMICS AND BUSINESS	ECONOMICS AND BUSINESS
areer Indergraduate Indergraduate	Campus BSD CAMPUS SEMANGGI CAMPUS	Odd Odd	ECONOMICS AND BUSINESS ECONOMICS AND BUSINESS	ECONOMICS AND BUSINESS ECONOMICS AND BUSINESS



Pilih kelas yang diinginkan dengan klik *select* (pastikan kelas yang kalian pilih tidak bentrok dengan kelas yang lain).

Section A-LEC	(2212)			Sessio	on	Status		Sele	ect	
	Dave	Start	End		Room	-	Instructor		Dates	
	Tu	1:00PM	3:30	DPM	BKS 2	13	Royani, S.E., M.App.Com.		06/09/2021 - 03/01/2022	
Section				Sessio	on	Status				
B-LEC	(2213)			1				Sele	ect	
	Days	Start	En	d	Roo	m	Instructor		Dates	
	Мо	10:00AM	12	:30PM	Lab Eko	Fakultas nomi	Francisca Her S.E. ,M.M.	mawan,	06/09/2021 - 03/01/2022	
Section				Sessio	on	Status				
C-LEC	(2214)			1				Sele	ect	
	Davs	Start	End		Room		Instructor		Dates	

vorites Main Menu Self Service	Student Center > En	ollment: Add Classes	
UNIVERSITAS KATOLIK INDONESIA			A H
AIWA JAAA			
KEZIA JANICE AGUSTINE	go to	<u>~</u>	
Search Plan Enroll My Academics My Rest	ult		
My Class Schedule Add Drop Term Information			
Add Classes			
 Select classes to add - Enrollment 	Preferences		
ODD Semester 2021/2022 Undergraduate Atma Jaya C	atholic University		
ACC 103 - MANAJEMEN DAN BISNIS			
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ACC 103-A Lecture Open		Permission Nbr	
Session Decular Academic Cassion		Grading Passing C	
Career Undergraduate		enite 0.00	
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Academic Evaluation			
		Cancel	Next
Section Component Dava 9 Times	Beem	Instructor	Start/E-Data

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Setelah berhasil menambahkan kelas ke dalam *shopping cart*, ulangi kembali proses *add class* untuk mata kuliah lainnya.

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EZIA JANICE AGUSTINE	go	0 to	~ (2	<i>»</i>)	
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My Class Schedule Add	Term Information	ultmomilib			
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. Select classes to a	DDE				
To select classes for another t	term, select the term and select Cl	hange. When you are	satisfied		
with your class selections, pro	oceed to step 2 of 3.				
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ACC 103 has been adde	ed to your Shopping Cart.				
ACC 103 has been adde	ed to your Shopping Cart. dergraduate Atma Jaya Catholi	c University			
ACC 103 has been adde	ed to your Shopping Cart. dergraduate Atma Jaya Catholi	c University	Closed	<u>∧</u> Wait List	t
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ACC 103 has been adde DDD Semester 2021/2022 Und Find Classes My Requirements My Planner	ed to your Shopping Cart. dergraduate Atma Jaya Catholi ODD Semester 2021/2 Delete Class ACC 103-A (2212)	c University Open 2022 Shopping Cart Days/Times Tu 1:00PM - 3:30PM	Closed Room BKS 213	Wait List	Units Status 3.00
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ACC 103 has been adde DDD Semester 2021/2022 Und Find Classes My Requirements My Planner Search Ato Search Mathematical Search	ed to your Shopping Cart. dergraduate Atma Jaya Catholi ODD Semester 2021/2 Delete Class ACC 103-A (2212) 10 langsung klik ch untuk memilih :a kuliah lainnya	c University Open 2022 Shopping Cart Days/Times Tu 1:00PM - 3:30PM Proceed	Closed Room BKS 213	Wait List Instructor Royani, S.E., M.App.Com.	Units Status 3.00 • Dilakukan

*Saat KRS berlangsung, klik proceed to step 2 of 3, lalu pilih finish enrolling.

Melakukan Enrollment



PANDUAN

MELIHAT JADWAL KULIAH

MENGGUNAKAN MY ATMA

Sign in t	terlebih dahulu menggunakan s <i>tudent ID</i> dan <i>password</i> .
	UNIVERSITAS KATOLIK INDONESIA ATMA JAYA
	User ID
	j12019000246
	Password
	Sign In
	Enable Accessibility Mode
	Pengumuman Pendaftaran KRS Semester Ganjil 2021-2022
	Jadwal KRS Semester Ganjil 2021-2022

 Student Final PeopleTools Change My My System 	Image: Section of the sec	
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Berikut tampilan My Weekly Schedule.

avorites 🔻	Main Menu 🔻	> Self Servi	ce 🔻 > Enrollmen	it 🔻 > My Week	ly Schedule		
MTA 💱	AYAL A						
KEZIA J	ANICE AGUSTI	NE	go	to	•	∽ ⊗	
Search My Class	Plan Enroll	My Academics	My Result				
My Clas	s Schedule	2000 1 2000 000					
	Select Dis	play Option	O List View	● Weekly (Calendar View		
	<< Previous Week		Week of 13/9/2	2021 - 19/9/2021		Next Week >>	
5	Show Week of 13/0)9/2021 🛐	Start Time	7:00AM	End Time 9:00PM	Refres	h Calendar
Schedule							
Time	Monday 13 Sep	Tuesday 14 Sep	Wednesday 15 Sep	Thursday 16 Sep	Friday 17 Sep	Saturday 18 Sep	Sunday 19 Sep
7:00AM	ACC 310 - A Lecture		ACC 313 - B				
8:00AM	Gedung B - Karol Wojtyla KW 808		7:00AM - 9:30AM Gedung B - Karol Woityla KW 908				
9:00AM	400 407 4	400.004 40					
10:00AM	Lecture	Tutorial	Lecture				
11:00AM	12:30PM	12:30PM	12:30PM				
12:00PM	Wojtyla KW 705	BKS 107	Wojtyla KW 1106				
1:00PM	ACC 403 - A Lecture			ACC 213 - B Lecture			
2:00PM	1:00PM - 3:30PM Gedung B - Karol			1:00PM - 3:30PM Gedung B - Karo			
3:00PM	Wojtyla KW 806			Wojtyla KW 901			
5:00PM							
6:00PM			ACC 301 - B		ACC 405 - C		
7:00PM			6:30PM - 9:00PM		6:30PM - 9:00PM		
8:00PM			Wojtyla KW 903		Wojtyla KW 1106		
9:00PM							
💌 Display	y Options						
Show /	AM/PM	🗹 Monda	ay 🔽	Thursday			



Untuk melihat *class title* dan *instructors*, beri tanda centang pada *display options* dibawah jadwal. Lalu, pilih *refresh calendar*.

Show	Instructors	Wednese	day 🔽	Saturday				
Show Show	AM/PM Class Title	☑ Monday ☑ Tuesday	✓	Thursday Friday	🗹 Sunday	Refresh	Calendar	
 Displa 	y Options	_	_				-	
:00PM								
:00PM		1	Nojtyla KW 903		Wojtyla KW 1106			
:00PM		6	:30PM - 9:00PM		6:30PM - 9:00PM Gedung B - Karol			
:00PM			ACC 301 - B Lecture		ACC 405 - C Lecture			
:00PM								
:00PM								
:00PM	Gedung B - Karol Woityla KW 806			Gedung B - Karol Woityla KW 901				
:00PM	Lecture 1:00PM - 3:30PM			Lecture 1:00PM - 3:30PM				
:00PM	ACC 403 - A			ACC 213 - B				
2:00PM	Gedung B - Karol Wojtyla KW 705		Bedung B - Karol Vojtyla KW 1106					
1:00AM	10:00AM - 12:30PM		10:00AM - 12:30PM					
0:00AM	ACC 407 - A Lecture		ACC 212 - B Lecture					
		_						
🗗 ATA	AYAL AN							
	AS KATOLIK INDONESIA							
					eekiy Schedule			



Berikut tampilan jadwal dengan tambahan *class title* dan *instructors*.

	> Self Se	ervice 🔻 > Enrollm	ent 🔻 > 🛛 My Wee	kly Schedule		
AVAL AMTA						
chedule						
Time Monday 6 Sep	Tuesday 7 Sep	Wednesday 8 Sep	Thursday 9 Sep	Friday 10 Sep	Saturday 11 Sep	Sunday 12 Sep
ACC 310 - A PRAKTIK 200AM PERPAJAKAN Lecture 7:00AM - 8:40AM Gedung B - Karo		ACC 313 - B PENGAUDITAN MANAJEMEN Lecture 7:00AM - 9:30AM				
:00AM Wojtyla KW 808 Instructors: Andang Wirawan Setiabudi, S.E., M.Si., M.E.		Gedung B - Karol Wojtyla KW 908 Instructors: Dr. Petrus Ridaryanto, CA., CPA CPI				
:00AM		orne, orn.				
0:00AM ACC 407 - A PELAPORAN KEBERLANJUTAI	4	ACC 212 - B ANALISIS				
Lecture 10:00AM - 12:30PM Gedung B - Karo Wojtyla KW 705		KEUANGAN Lecture 10:00AM - 12:30PM Gedung B - Karol				
2:00PM Instructors: Dr. Irenius Dwinanto Bimo, S.E., M.Si.		Wojtyla KW 1106 Instructors: Sumani, S.E.,MM				
:00PM PENGENDALIAN MANAJEMEN			ACC 213 - B KEWIRAUSAHAAN Lecture			
1:00PM - 3:30PM Gedung B - Karol Wojtyla KW 806 Instructors:			1:00PM - 3:30PM Gedung B - Karol Wojtyla KW 901 Instructors:			
COOPM Dr. Christina Yuliana, S.E., M.Si., CPMA, AseanCPA			Dr. Yussi Ramawati, S.E., M.M.			
:00PM						
:00PM						
:00PM		ACC 301 - B AKUNTANSI KEUANGAN LANJUTAN II		ACC 405 - C AKUNTANSI SEKTOR PUBLIK		
:00PM		Lecture 6:30PM - 9:00PM Gedung B - Karol Wojtyla KW 903		6:30PM - 9:00PM Gedung B - Karol Woityla		
:00PM		Martin Teguh Wibowo, S.E., Ak., CA., M.M		KW 1106 Instructors: Bilmar Parhusip,		





PANDUAN

MELAKUKAN PAYMENT

MENGGUNAKAN MY ATMA



PANDUAN PAYMENT PLAN



Sign in terlebih dahulu menggunakan student ID dan password.

UNIVERSITAS KATOLIK INDO ATMAJAS	NESIA A
User ID	
 12019000246	
Password	
Sign In Enable Accessibility Mode	
Pengumuman Pendaftaran KRS Semester Gan	2021-2022
Jadwal KRS Semester Ganjil 2021-20	22



Klik Main Menu >> Pilih Self Service >> Campus Finance >> Enroll

Melakukan Payment



Pilih atau klik pembayaran yang akan dibuat cicilan. Lalu, pilih *next*.

vorites ▼ Main Menu ▼ > Self Service	Campus Finances * > Enroll in Payment Plan	
ATMA JAVA		
YNTHIA	go to 🗸 🔊	
Account Inquiry Account Services		
nroll in Payment Plan		
1. Select Payment Plan		
You are eligible to enroll in the following payment pla payment plan you elect to enroll in.	s. You will need to follow the 4-step process for each	
Payment Plans	Maximum Number of First Due Amount Installments Date	
Cicilan SKS 2110		
Cicilan SKS untuk mahasiswa angkatan SEBE 2017/2022 . Gunakan Virtual Account untuk pembayaran anda.	JM 999,999,999.00 4 05/09/2021	
C vrency used is Rupiah.		
> Klik	Cancel Next	
T Go to too		



Klik kotak disebelah tulisan *number of installments*, lalu pilih ingin melakukan cicilan berapa kali.

Encli In Payment Plan Image: Constraint of the selected Ciclian SKS 2010 Catana SKS structure matasaswas angkastan SEBELUM 2021/2022. Gunakan Virtual Account untuk Image: Constraint of Insaliments of Insaliment of Insal	
Clickin Fragilieft Frail C. Review Installments Vou have selected Ciclian SKS 2110 Ciclian SKS untik mahasiswa angkatan SEBELUM 2021/2022. Gunakan Virtual Account untuk embayaran anda. Eligible Charges 0.00 Plan Amount 999,999.900 Calculate Installment Dev Dae Det Det Det Det Det Det Det Det Det De	<pre>in reginerin Plain in regin</pre>
2. Review Installments Truch makasiowa angkatan SEBELUM 2021/2022. Gunakan Virtual Account untuk enhayana ands	ever used a cloian sks 2 till. Sk Sk unduk mahaniswa angkatan SEBELUM 2021/2022. Gunakan Virbul Account untuk syana ands. Sigligib Charges Output Digibip Charges Output Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charges Digibip Charg
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You have selected Ciclian SKS 2110. Ciclena SKS untuk mahasiswa angkatan SEBELUM 2021/2022. Gunakan Virtual Account untuk pembayaran anda. Installment Schedule 000 Number of Installments 000 Number of Installments 000 Ogi11/2021 000 Ogi11/2021 000 Ogi11/2021 000 Ogi11/2021 0.00 Ogi11/2021 0.00 Currency used is Rupiah. Important: You have no charges that are currently eligible for this payment plan. However, if you sign up for this plan, it will pay off your future eligible charges as you incur them. Cancel Previous	in SKS Unit King Markatian SEBELUM 2021/2022 . Gunakan Virtual Account unit ki syaran and.
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Plan Amount 999,999,990.00 Installment Schedule 2 Due Date 3 Obi09/2021 0.00 Obi11/2021 0.00 Obi12/2021 0.00 Obi12/2021 0.00 Obi12/2021 0.00 Obi12/2021 0.00 Currency used is Rupiah. 0.00 Important: You have no charges that are currently eligible for this payment plan. However, if you sign up for this plan, it will pay off your future eligible charges as you incur them. Cancel Previous	Plan Amount 999,999,999,000 Number of Installments Calculate Installment 2 2 2 2 2 2 2 2 2 2 2 2 2
Number of Installments Calculate Installment Installment Schedule 3 Due Date 4 OB(09/2021 0.00 OB(10/2021 0.00 OB(11/2021 0.00 OB(12/2021) Pilin Total 0.00 Currency used is Rupiah. Important: You have no obarges that are currently eligible for this payment plan. However, if you sign up for this plan, it will pay off your future eligible charges as you incur them. Cancel Previous	Number of Installments Calculate Installment Iment Schedule and
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Cancel Previous Next	Cancel Previous Next
Cancel Previous Next	Cancel Previous Next

Pilih calculate installment untuk melihat berapa besar pembayaran yang harus dilakukan tergantung pilihan cicilan tadi. Setelah itu, pilih *next*.

NTHIA	go to	~]>>	
count Inquiry Account Services			
roll in Payment Plan	1-2	-3-4	
Review Installments			
ou have selected Cicilan SKS 2110.			
icilan SKS untuk mahasiswa angkatan SEBEI embayaran anda.	LUM 2021/2022 . Gunakan Virtual Av	ccount untuk	
Eligible Charges	0.00		
Plan Amount Number of Installments	999,999,999.00	ulate Installment	
nstallment Schedule 23			
Due Date	allment		
6/09/2021		0.00	
10/10/2021		0.00	
0/102021		0.00	
6/12/2021		N . N N	
6/12/2021 Fotal		0.00	



Klik kotak di sebelah kiri tulisan Yes, I have read the agreement.

Melakukan Payment

Setelah itu, cicilan berhasil dibuat. Selanjutnya, silahkan pilih *Enroll in Another Payment Plan* jika masih ada yang harus dibuat cicilannya. Lalu, prosesnya sama seperti langkah-langkah di atas.

Favorites Main Menu	Self Service Campus Finances Self Service Service Self Service Service Self Service Serv	vc/SA_LEARNER_SERVICES.SSF_SS_PPL_ENRL/GBL?FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE
ALWA YAA		
CYNTHIA	go to	
Account Inquiry Account Service	5	
Enroll in Payment Plan	1-8-8-4	
4. Result		
Congratulations		
Vou have successful	v enrolled in Cicilan BKD2110 Diesse keen	
the installment sched	lule for your reference.	
Installment Schedule		
Due Date 06/09/2021	Installment	0.00
06/10/2021		0.00
06/11/2021		0.00
06/12/2021		0.00
Enr.	oll in Another Payment Plan View my Account	
	Jika masih ada	
pe	mbayaran yang h	arus
	dibuat cicilanny	a





PANDUAN

MELIHAT ACCOUNT INQUIRY

MENGGUNAKAN MY ATMA

PANDUAN MELIHAT DETAIL PAYMENT

Klik Main Menu >> Pilih Self Service >> Campus Finance >> Account Inquiry.

Favorites 🔻	Main Menu 🔻	
10	Search Menu:	
STMA		
AL.	Pa	Class Search / Browse Catalog
Informasi Peru	Self Service	
	Campus Community	
	Student Financials	
	PeopleTools	Campus Finances
	Change My Password	Campus Personal Inforr Virtual Bank Account Details
	My System Profile	Academic Records
		Degree Progress/Graduation
		Transfer Credit
		Research Activities
		Cek Jadwal Sidang
		My Exam Timetable
		Academic Evaluation
		Student Center
		Kuesioner Mahasiswa Baru
		SKP Recap - Student
		Upload SKP - Student
		Upload Document Mahasiswa
		Service Request
		Student Status
		Kuesioner Kepuasan Mahasiswa
		Request Letters



Berikut tampilan *summary* pembayaran yang harus dilakukan

Account Inquiry Account Ser	vices	<u> </u>	
Summary Activity Charges Do	ue <u>P</u> ayments		
Account Summary			
You owe 20,475,000.00. For th	e breakdown, Charges Due		
Due Now	Pembauaran uana	harus dibauarkan sek	arang 📕
■ Future Due 20,475.000	0.00 Cice nomber or -	ang horus dilall.or	
What I Owe	>sisu penibuyurun ţ	yuny nur us unukukuli	
Term	Outstanding Charges & Deposits	Total Due	
Semester Ganjil 2021/2022	20,475,000.00	20,475,000.00	
Total	20,475,000.00	20,475,000.00	
My Excess Payment			
You have no excess navment	t at this time		
roa nave no exocos payment			
Currency used is Rupiah.			
Remittance Addresses			
Financial Aid			
Financial Aid			

Pilih *Activity*, maka akan muncul tampilan seperti di bawah ini mengenai aktivitas pembayaran.

	ain Menu 🔻 💦 Self Service	e 🔻 > Campus	Finances 🔻 > Accou	Int Inquiry			
ATMA J	AYA						
EZIA JANICE	AGUSTINE	go to		~ >>)		
Account Inquir	Account Services						
ummary Activ	vity Charges Due Payments						
ccount Activit	ty						
View by							
From 26/02	2/2021 📴 To 26/08/2021	All Terms	✓ go				
Transactions		Personalize	Find View All 🔄	First 🕢 1-10	of 33 🕟		
Posted Date	Item	Term	Charge	Payment	Refund		
16/08/2021	Biaya Kuliah Pokok - 0102	Semester Ganjil 2021/2022	2,062,500.00				
16/08/2021	Biaya Kuliah Pokok - 0102	Semester Ganjil	2.062.500.00				
		2021/2022	_,,				
16/08/2021	Biaya Kuliah Pokok - 0102	Semester Ganjil 2021/2022	2,062,500.00				
16/08/2021 16/08/2021	Biaya Kuliah Pokok - 0102 Biaya Kuliah Pokok - 0102	Semester Ganjil 2021/2022 Semester Ganjil 2021/2022	2,062,500.00 2,062,500.00				
16/08/2021 16/08/2021 16/08/2021	Biaya Kuliah Pokok - 0102 Biaya Kuliah Pokok - 0102 Biaya Kuliah SKS - 0102	2021/2022Semester Ganjil2021/2022Semester Ganjil2021/2022Semester Ganjil2021/2022	2,062,500.00 2,062,500.00 2,875,000.00				
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16/08/2021 16/08/2021 16/08/2021 16/08/2021 16/08/2021	 Biaya Kuliah Pokok - 0102 Biaya Kuliah Pokok - 0102 Biaya Kuliah SKS - 0102 Biaya Kuliah SKS - 0102 Biaya Kuliah SKS - 0102 	2021/2022Semester Ganjil 2021/2022Semester Ganjil 2021/2022Semester Ganjil 2021/2022Semester Ganjil 2021/2022Semester Ganjil 2021/2022Semester Ganjil 2021/2022	2,062,500.00 2,062,500.00 2,875,000.00 2,875,000.00 2,875,000.00				
16/08/2021 16/08/2021 16/08/2021 16/08/2021 16/08/2021	 Biaya Kuliah Pokok - 0102 Biaya Kuliah Pokok - 0102 Biaya Kuliah SKS - 0102 	2021/2022 Semester Ganjil 2021/2022 Semester Ganjil 2021/2022 Semester Ganjil 2021/2022 Semester Ganjil 2021/2022 Semester Ganjil 2021/2022	2,062,500.00 2,062,500.00 2,875,000.00 2,875,000.00 2,875,000.00 2,875,000.00				
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Pilih *Charges Due*, maka akan muncul tampilan seperti di bawah ini mengenai *summary* per bulan berapa yang harus dibayar jika mengajukan cicilan dan juga melihat detail pembayaran untuk apa saja.

rites 🔻 🛛 Main Menu 🔻 🚽 Self Service 💌 👌	Campus Finances 🔻 > 🛛	Account Inquiry	
KEZIA JANICE AGUSTINE	go to	<u>~ (>)</u>	
Account Inquiry Account Services			
Summary Activity Charges Due Payments			
Charges Due			
Following is a Running Totals summary by due date of the ch Review either the Details by Due Date table or the Details by charges.	harges and deposits that you y Charge table to see the sp	I owe. ecific	
Summary of Charges by Due Date		Personalize Fin	d View All 🔄 First 🕢 1-5 of 5 🕟 Last
Due Date		Due Amount	Running Total
03/09/2021		725,000.00	725,000.00
03/09/2021		4,937,500.00	5,662,500.00
05/10/2021		4,937,500.00	10,600,000.00
05/11/2021		4,937,500.00	15,537,500.00
03/12/2021		4,937,500.00	20,475,000.00
Currency used is Rupiah.			Jika mengajukan cicilan,
Details by Due Date			adalah rangkuman bera
Details by Due Date Currency used is Rupiah.			adalah rangkuman bera
Details by Due Date Currency used is Rupiah.	1		adalah rangkuman bera pembayaran yang haru
Details by Due Date Currency used is Rupiah. View By All Terms go]		adalah rangkuman bera pembayaran yang haru dilakukan per bulan
Details by Due Date Currency used is Rupiah. View By All Terms v go Details by Charge]	Personalize Find View All (고) First	adalah rangkuman bera pembayaran yang haru dilakukan per bulan
Details by Due Date Currency used is Rupiah. View By All Terms v go Details by Charge Charge	Due Date	Personalize Find View All 🔄 First	adalah rangkuman bera pembayaran yang haru dilakukan per bulan
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Melakukan Payment

Pilih *payments*, maka akan muncul tampilan seperti di bawah ini mengenai *history pembayaran*.

Main Menu		
UNIVERSITAS KATOLIK INDONESIA		
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MELIHAT VIRTUAL ACCOUNT

PANDUAN

UNIVERSITAS KATOLIK INDONESIA **ATMAJAYA** Tepercaya Kualitas Lulusannya

MENGGUNAKAN MY ATMA

PANDUAN MELIHAT NOMOR VIRTUAL ACCOUNT



Klik Main Menu >> Pilih Self Service >> Campus Finance >> Virtual Bank Account Details.

Favorites 🔻	Main I	Menu 🔻				
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		Student Financials		Enrollment	•	
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		My System Profile		Academic Records	Virtual Bank A	Account Details
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				Transfer Credit	•	
				Research Activities	•	
				Cek Jadwal Sidang		
				My Exam Timetable		
				Academic Evaluation		
				Student Center		
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				SKP Recap - Student		
				Upload SKP - Student		
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				Service Request		
				Student Status		
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Berikut tampilan virtual account untuk Bank Mandiri. Untuk melihat *virtual account* Bank BCA, pilih anak panah di sebelah tulisan Last.



Status: Active in Program Status: Active in Program Account Details Account ID: 1 Account Status: Active Termination Reason: Bank Account Details Country Code: IDN Indonesia Bank Account Details Country Code: IDN Indonesia Bank Mandiri Bank Branch ID: MANDIRI Account Number: 88003 - 12019000246 Nommor VA Bank Mandiri	Virtual Bank Account DetailsStudent Academic DetailsAcademic Institution:UAJ01Academic Career:S1Academic Program:0102Campus:SMGAdmit Term:1910	Eind View All F Atma Jaya Catholic University Undergraduate Accounting SEMANGGI CAMPUS ODD Semester 2019/2020	rst 🕢 1 of 1 🕟 Last	
Country Code: IDN Indonesia Bank ID: MANDIRI Bank Mandiri Bank Branch ID: MANDIRI01 MANDIRI Account Number: 88003 - 12019000246 Nomor VA Bank Mandiri	Status: Active in Program Account Details I Account ID: 1 Account Status: Active Termination Reason: Bank Account Details	Effective Date: Find View All Firs	08/08/2021 C C Last Klik untuk melihat nomor VA BCA	
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Berikut tampilan *virtual account* Bank BCA.

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KEZIA JANICE A	GUSTINE		ao to		
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Student Academic Detail	alls S		EIII0 VIEW AII F		
Academic Institution:	UAJ01	Atma Java Catholic University			
Academic Career:	S1	Undergraduate			
Academic Program:	0102	Accounting			
Campus:	SMG	SEMANGGI CAMPUS			
Admit Term:	1910	ODD Semester 2019/2020			
Status:	Active in Program		Effective Date:	08/08/2021	
Account Details			<u>Find</u> <u>View All</u> <u>Fi</u>	<u>st</u> 💽 2 of 2 🚯 Last	
Account ID:	2				
Account Status:	Active				
Termination Reason:					
Bank Account Details					
Country Code:	IDN	Indonesia			
Bank ID:	BCA	BCA			
Bank Branch ID:	BCA01	BCA			
Account Number:	13246 - 12019000246		Bank BCA		
Other Termination Rea	sons				





PANDUAN MELIHAT IPS DAN IPK

MENGGUNAKAN MY ATMA

Sign In terlebih dahulu menggunakan Student ID dan password.	
UNIVERSITAS KATOLIK INDONESIA ATMAJAYA	
User ID	
þ12019000246	
Password	
Sign In	
Enable Accessibility Mode	
Pengumuman Pendaftaran KRS Semester Ganjil 2021-2022	
Jadwal KRS Semester Ganjil 2021-2022	

Klik Main Menu >> Pilih Self Service >> Academic Records >> My Course History.

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Informasi Peru	Self Service	Academic Planning	Jatalo	9			
	Campus Community	Enrollment					
		Campus Finances		•			
	Change My Password	Campus Personal Inforr	nation	•			
	My System Profile	Academic Records	Ē	My Course Hi	story		
	My System Frome	Degree Progress/Gradu		My Advisors			
		Transfer Credit		My Attendanc	e Roster		
		Research Activities) – E			
		Cek Jadwal Sidang					
		My Exam Timetable					
		Academic Evaluation					
		Student Center					
		Kuesioner Mahasiswa E	aru				
		SKP Recap - Student					
		Upload SKP - Student					
		Upload Document Maha	asiswa				
		Service Request					
		Student Status					
		Kuesioner Kepuasan Ma	ahasis	wa			/
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Berikut tampilan My Course History, selanjutnya klik My Result.

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KEZIA JANICI Search Plan	E AGUSTINE Enroll My Academics My Result	to	~		
Select Display Option Hide courses from My Planner		Sort resul The	ts by	~ ~	
🎯 Taken	Transferred	🔶 In Progress	Sor	t	
Course	Description	Term	Grade	Units	Status
ACC 212	ANALISIS LAPORAN KEUANGAN	ODD Semester 2021/2022		3.00	♦
ACC 213	KEWIRAUSAHAAN	ODD Semester 2021/2022		3.00	♦
	AKUNTANSI KEUANGAN LAN JUTAN JI	ODD Semester 2021/2022		3.00	♦
CC 301					
ACC 301 ACC 310	PRAKTIK PERPAJAKAN	ODD Semester 2021/2022		2.00	\diamond
ACC 301 ACC 310 ACC 313	PRAKTIK PERPAJAKAN PENGAUDITAN MANAJEMEN	ODD Semester 2021/2022 ODD Semester 2021/2022		2.00 3.00	



Untuk melihat IPK dan IPS, silakan pilih semester yang diinginkan (*EVEN/ODD*).

KEZIA JANICE AGUSTINE	ID 12019000246	
	go to	~ >>>
*Academic Career	Undergraduate ~	
Show Result for Semester		
	EVEN Semester 2019/2020	
	ODD Semester 2019/2020	
	ODD Semester 2020/2021 ODD Semester 2021/2022	

Favorites Main Menu Self Service	e 🔻 > Academic Records 🕶 > My C	ourse History
KEZIA JANICE AGUSTINE	ID 12019000246	
	go to	~ >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
*Academic Career Undergraduate	e 🗸	
Show Result for Semester ODD Semester	er 2020/2021 🗸	



Berikut adalah tampilan untuk melihat IPS dan IPK. Selain itu, IPS dan IPK juga dapat dilihat di Kartu Hasil Studi (KHS) dengan cara memilih print KHS.



Melihat IPS dan IPK



Berikut adalah tampilan Kartu Hasil Studi yang bisa di *download* atau di *print*.

				ł	Kartu H	ASIL STUDI
EMESTER TERM AKULTAS ACULTY PROGRAM STU PROGRAM OF ST NIM CAMPUS ID	: DI : UDY :	Semester Ganjil 2020/2021 ODD Semester 2020/2021 Ekonomi dan Bisnis Akuntansi Accounting 201901020021			NILAI GRADE A = 4,00 A = 3,70 B = 3,00 B = 2,70 C = 2,00 D = 1,00 E = 0	M = MUNDUR WITHDRAWN R = CEKAL BARRED S = SAKIT SICK T = TUNDA POSTPONED
AMA AME ATAS STUDI IAXIMUM DURAT EMBIMBING A CADEMIC ADVIS	: ION OF STUDY KADEMIK OR	KEZIA JANICE AGUS TINE Semester Ganjil 2025/2026 Odd Semester 2025/2026 119980866 Julianti Sjarief, S.E., /	Ak., M			
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WAR 130	CIVIC EDUCATION KEWARGANEGAR	N RAAN CCOUNTING I	I B	2	A	8.00
WAR 130 ACT 201 ACT 203	CIVIC EDUCATION KEWARGANEGAR INTERMEDIATE A AKUNTANSI KEUA COST ACCOUNTI	N RAAN CCOUNTING I NGAN MENENGAH I NG	I B B	2 3 3	A A A-	8.00 12.00 11.10
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WAR 130 ACT 201 ACT 203 ACT 205 ACT 207 ACT 209 ACT 210	CIVIC EDUCATION KEWARGANEGAR INTERMEDIATE A AKUNTANSI KEUA COST ACCOUNTIN AKUNTANSI BIAY ACCOUNTING INF SISTEM INFORMA TAXATION PERPAJAKAN FINANCIAL MANA MANAJEMEN KEU AUDITING I DENCAUDITATION	N AAAN CCOUNTING I NGAN MENENGAH I NG A ORMATION SYSTEM I ISI AKUNTANSI I GEMENT IANGAN	I B B B B C B B	2 3 3 3 3 3 3 3 3	A A A- A A A A	8.00 12.00 11.10 12.00 12.00 12.00 12.00
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ATMA JAYA **F**



PANDUAN

UPLOAD SKP MANUAL

MENGGUNAKAN MY ATMA

Sign in terlebih dahulu menggunakan student ID dan password.

UNIVERSITAS KATOLIK INDONESIA ATMAJAYA				
User ID				
 12019000246				
Password				
Sign In				
Enable Accessibility Mode				
Pengumuman Pendaftaran KRS Semester Ganjil 2021-202	2			
Jadwal KRS Semester Ganjil 2021-2022				



Klik Main Menu >> Pilih Self Service >> Upload SKP - Student.



Favorites Main Menu Self Service Support Student
Upload SKP - Student
Find an Existing Value Add a New Value
SkP Request No: begins with ✓
Correct History
Search Clear Basic Search 🖾 Save Search Criteria
Find an Existing Value Add a New Value



Favorites Vain Menu Self Service Support Student	
Upload SKP - Student	
Find an Existing Value Add a New Value	
SKP Request No:	
Add	
Find an Existing Value Add a New Value	
	Upload SKP Manual

Untuk buku panduan SKP, dapat di download dengan klik tulisan Buku Panduan SKP. Setelah itu, Isi data yang terlampir.

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KETERANGAN PENGISIAN FORM

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- Diisi individual jika mahasiswa menjadi peserta kegiatan yang tidak mengatasnamakan organisasi mahasiswa / Prodi / Fakultas / Universitas / Lainnya (Provinsi/organisasi di luar).
- Jika mahasiswa menjadi panitia, maka mewakili organisasi di mana kepanitiaan bernaung.
- Jika mahasiswa menjadi peserta lomba, maka dapat mewakili universitas.
- Pilih yang paling mendekati
 dengan kegiatan yang diunggah.
 - Untuk PK/PMB pilih Pelatihan.
 - Untuk upacara pilih Kegiatan

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5

Tulis nama kegiatan yang akan diunggah.

Tulis URL Sumber jika ada.



Tulis lokasi kegiatan dilaksanakan.

8

Tulis tanggal kegiatan dilaksanakan.





Pilih yang sesuai dengan
 kegiatan yang diunggah.

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CONTOH PENGISIAN DATA (FULL)

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AYAL AMTA 😵

Upload SKP Student

SKP Request No:		
Student ID:	12019000246	KEZIA JANICE AGUSTINE
Faculty:	01	ECONOMICS AND BUSINESS
Academic Program:	0102	Accounting
Admit Term:	1910 Buku Pand	uan SKP

Penjelasan Tambahan

- 1. Bagi mahasiswa pindahan dari Universitas lain diberikan ketentuan sebagai berikut:
- a Mahasiswa pindahan pada semester I dan II wajib memenuhi SKP minimal yakni 15 SKP.
- b Mahasiswa pindahan pada semester III dan IV wajib memenuhi SKP minimum 12 SKP.
- d Mahasiswa pindahan pada semester V dan VI wajib memenuhi SKP minimal 8 SKP.
- d Mahasiswa pindahan pada semester VII dan VIII wajib memenuhi SKP minimal 4 SKP.
- e Butir a, b, c, dan d akan diperhitungkan pada akhir jenjang pendidikan Sarjana.

SKP **yang** dimiliki setiap mahasiswa Unika Atma Jaya akan diperhitungkan pada akhir jenjang Sarjana dan menjadi salah satu 2. persyaratan untuk dapat mengikuti Ujian Komprehensif atau Skripsi bagi mahasiswa yang mengambil jalur Skripsi dan menjadi salah

- satu persyaratan kelulusan S1 bagi mahasiswa yang mengambil jurusan non-skripsi.
- Bobot SKP yang diberikan untuk kegiatan kemahasiswaan yang bersifat insidental yang belum termuat dalam ketentuan ini, akan
- 3. ditentukan kemudian berdasarkan kebijakan Pimpinan Fakultas Bidang Kemahasiswaan untuk kegiatan di tingkat Fakultas dan Kepala Biro Kemahasiswaan untuk kegiatan di tingkat Universitas, dalam koordinasi dengan Wakil Rektor Bidang Kemahasiswaan. Hal-hal yang belum tercantum dalam petunjuk pelaksanaan SKP ini, akan ditentukan oleh Pimpinan Fakultas Bidang Kemahasiswaan)
- untuk kegiatan di tingkat Fakultas dan Kepala Biro Kemahasiswaan untuk kegiatan di tingkat Universitas, dalam koordinasi dengan Wakil Rektor Bidang Kemahasiswaan.

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PANDUAN PENGISIAN UMPAN BALIK PERKULIAHAN

MENGGUNAKAN MY ATMA

KETENTUAN PENGISIAN UMPAN BALIK



Pengisian umpan balik WAJIB dilakukan mahasiswa dalam periode yang ditentukan (biasanya setelah UAS).

Apabila sampai dengan batas waktu pengisian periode normal yang ditentukan mahasiswa belum mengisi Umpan Balik Perkuliahan (UBP) tersebut, maka mahasiswa akan terkena sanksi denda dan tidak dapat melakukan proses KRS sampai dengan mahasiswa melakukan proses pengisian UBP pada periode terlambat setelah mahasiswa membayar denda yang telah ditetapkan.

Mekanisme pengisian umpan bali PERIODE TERLAMBAT setelah periode normal sebagai berikut :

1. Membayar DENDA Rp 250.000 melalu VA mahasiswa.

2. Mengirimkan permohonan ke email baa@atmajaya.ac.id beserta

- bukti pembayaran denda tersebut dengan subject email : UBP 2021 terlambat 12021xxxxx (Student ID).
- 3. Pengisian umpan balik dapat dilakukan H+1 kerja setelah mengirimkan email ke BAA.

Mahasiswa yang TIDAK PERLU mengisi umpan balik bagi mahasiswa :
1. Bila hanya mengambil mata kuliah skripsi/tesis/disertasi pada semsester Ganjil 2021 dan tidak ada mata kuliah lain.
2. Berstatus CUTI dan/atau BOLOS pada semester Ganjil 2021.

PANDUAN MENGENAI PENGISIAN UMPAN BALIK AKAN DIJELASKAN DI HALAMAN BERIKUTNYA

PANDUAN PENGISIAN UMPAN BALIK PERKULIAHAN

UMPAN BALIK PERKULIAHAN

Umpan balik perkuliahan merupakan salah satu syarat yang harus dipenuhi sebelum melakukan KRS (Enrollment)

4.

Login ke myatma.atmajaya.ac.id dengan memasukkan NIM dan password

Pilih menu Main Menu - Self Service - Academic Evaluation, Ialu klik Submit

EVEN Semester 2015/2016 | Undergraduate | Atma Jaya Catholic University

Evaluation	Start Date	End Date	Submit
Final Evaluation	01/08/2016	30/09/2016	Submit

Pilih mata kuliah yang masih berstatus Pending, () kemudian klik Proceed to Evaluation

Completed		A Pending		
	Class	Description		
3	ECA-403-1349	TEORI AKUNTANSI (Lecture)		
3	ECA-401-1345	SISTEM PENGENDALIAN MANAJEMEN (Lecture)		
3	ECA-468-1361	PRAKTEK PERPAJAKAN (Lecture)	4	
3	ECA-473-1380	PRAKTEK PENGAUDITAN (Lecture)	4	
	EAA-427-1156	PENGAUDITAN MANAJEMEN (Lecture)		
3	EAA-426-1155	PENGAUDITAN LANJUTAN (Lecture)		
3	ECA-321-1343	METODE PENELITIAN (Lecture)	4	
	ECA-204-1257	AKUNTANSI SEKTOR PUBLIK (Lecture)		

lsi jawaban	yang	paling	sesuai	dengan
pertanvaan,	kemi	idian k	lik Nex	t

ass Se ass Co	ction: A						
section	ti Deser Sebaga	Penencar	na Perkuliahan		Class Instru	ctor: Dr.	Mukhiain S.E., Akt., M.
1 .	Nenjelaskan Bencana	. Kegiati	en Pembelajaran Satu	Serves	ter (SKP55) atau SAP	di avral	kuliah
3 :	Henggunakan buku a	(ar / red	erensi dan literatur y	ang mu	takhir (li tahun teraki	hir)	
	Tidak Jelas		Kurang Jelas		Cukup Jelas	10	Jelas
	Tidak Jelas		Kurang Jelas		Cukup Jelas	0	Jelas
0							

Next >>

Isi jawaban yang paling sesuai dengan pertanyaan, kemudian klik Submit Evaluation. Apabila masih ada mata kuliah lain yang belum diselesaikan, klik menu Home (🏫) untuk kembali ke menu awal

Dosen Sebagai Evaluator Perkuliahan				
Penjelasan tentang cara penilaian dalam pembelajaran	🔄 Tidak Jelas	📃 Kurang Jelas	Cukup Jelas	🕅 Jelas
Materi ujian sesuai topik bahasan	🖺 Tidak Sesuai	🔲 Kurang Sesuai	📃 Cukup Sesuai	📕 Sesuai
Waktu penyampaian hasil evaluasi (UTS, Quiz, tugas mandiri)	🔄 > 4 Minggu	🗐 3 - 4 Minggu	🗐 2 - < 3 Minggu	🗐 < 2 Minggu
Nemberikan umpan balik yang konstruktif	🛅 Tidak Pernah	🛄 Jarang	E Sering	🔄 Selalu

Pastikan bahwa semua mata kuliah sudah berstatus Completed (</)

Completed 🔺 Pending						
	Class	Description				
8	ECA-403-1349	TEORI AKUNTANSI (Lecture)	11			
8	ECA-401-1345	SISTEM PENGENDALIAN MANAJEMEN (Lecture)	11			
8	ECA-468-1361	PRAKTEK PERPAJAKAN (Lecture)	14			
۵	ECA-473-1380	PRAKTEK PENGAUDITAN (Lecture)	11			
0	EA.4-427-1156	PENGAUDITAN MANAJEMEN (Lecture)	11			
0	EAA-426-1155	PENGAUDITAN LANJUTAN (Lecture)	11			
8	ECA-321-1343	METODE PENELITIAN (Lecture)	1			
8	ECA-204-1257	AKUNTANSI SEKTOR PUBLIK (Lecture)	11			

Help Desk Support:

Q Gedung G lantai dasar (dekat Pastoran) Operasional: Senin-Jumat (09.00-12.00; 13.00-16.00)

a +62-21-570-3306 ext 100/200 👰 myatma@atmajaya.ac.id 🛇 +62881-1699-632 | 🔄 @gwt2978h

