

GUIDE TO GRA/RA APPLICATION IN iRMIS

STEP 1



Application by Student

FIRST TIME USER

Click First Time User in Login Page
Complete Account Registration->Save

LOG IN

Username : Student ID (GRA)/IC (RA)
Temporary Password: abcd1234
Change password under Personal Information

APPLICATION

Application Research Assistant
Key in Staff ID of Project Leader :
Key in Appointment Info, upload attachments
Select Project File--> Submit

EVIDENCE

Status- New/Extension Application
Print Application Form (pdf)

STEP 2



Verification by Project Leader

FIRST TIME LOGIN

Username : Staff ID, password: abcd1234
Change password under Personal Information

VERIFICATION

List of Research Assistant (GRA/RA)
Select Applicant
Verify Applicant Type, Profile and Payment
Information

EVIDENCE

Status- Verified by Project Leader

STEP 3



Approval & Appointment

APPROVAL PROCESS

Validate application info submitted
Notification to Project Leader and
Applicant by email

REGISTRATION

RMC to register GRA/RO/RA in
Project Ledger, set payment and
duration as per request

EVIDENCE

Status- Approved by RMC
Download and print Appointment
Letter (pdf)

Log-on to: <https://orchid.uitm.edu.my/irmis/>