MONASH University
MALAYSIA

SINE ALUMNI USER GUIDE

MAIN KL CAMPUS



What is SINE?

SINE is an Intelligent Contractor & Visitor Management System for Monash University Malaysia.

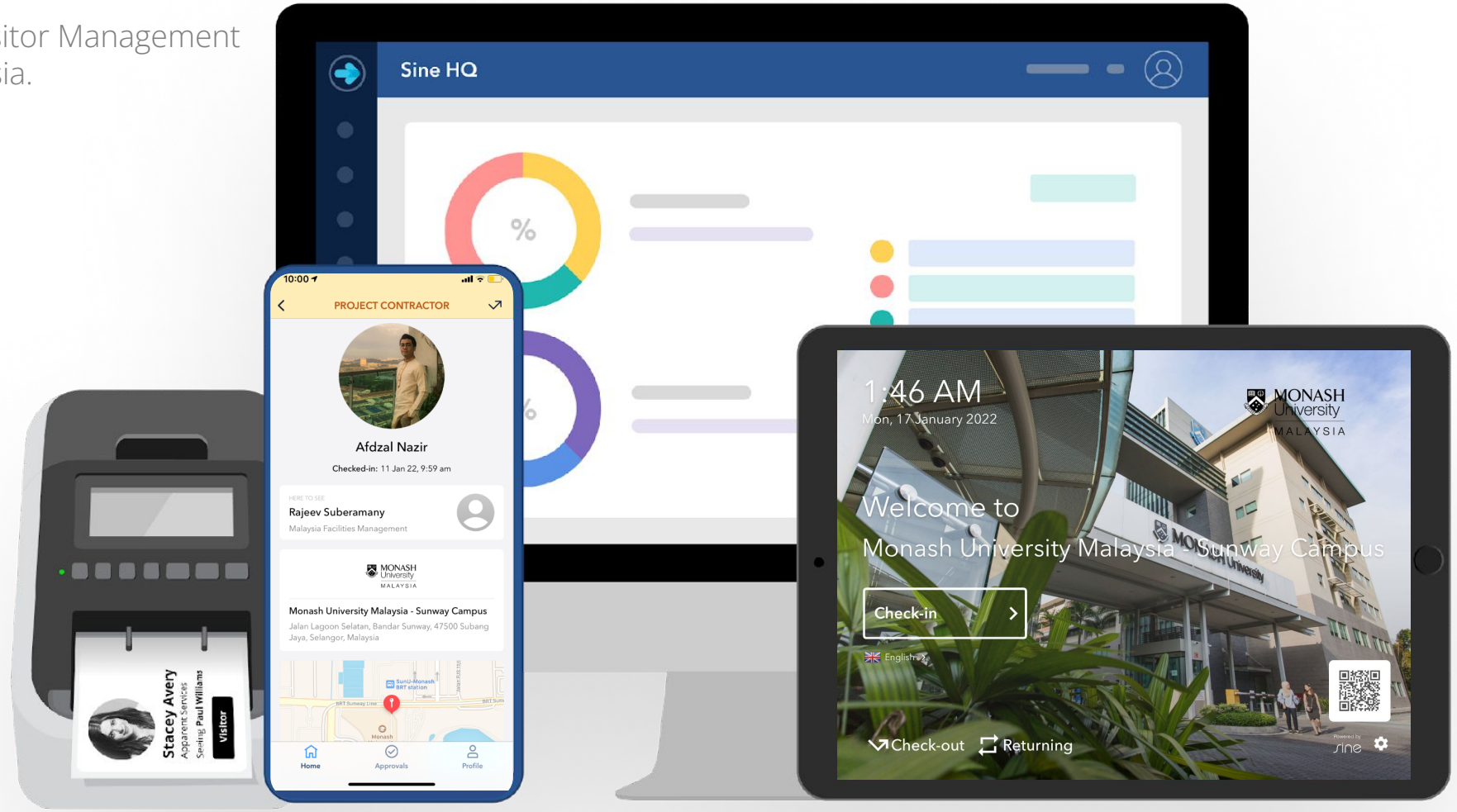
Tablet | Cloud | Mobile

Verify Email

Verify Mobile

Download on the App Store

GET IT ON Google Play



How to Sign Up and Register?

Monash University Malaysia SINE application registration for Alumni

Step 1	**Search and download the “SINE Pro” application in your mobile device.**
Step 2	**Sign up and register using your Monash registered email address.**
Step 3	**Choose “User Account”.** 
Step 4	**Fill in your personal details.**
Step 5	**Create your account and verify your email address and phone number.**
Step 6	**Edit your profile by uploading your profile picture and selecting “Monash University Malaysia” as the company.**
Step 7	**Scan the QR code or access the link to complete your pre-registration for approval.**





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Custom Visitor Types

Monash Malaysia has developed multiple visitor types. Each visitor type can trigger a different entry process.
Choose Monash Alumni as your visitor type.



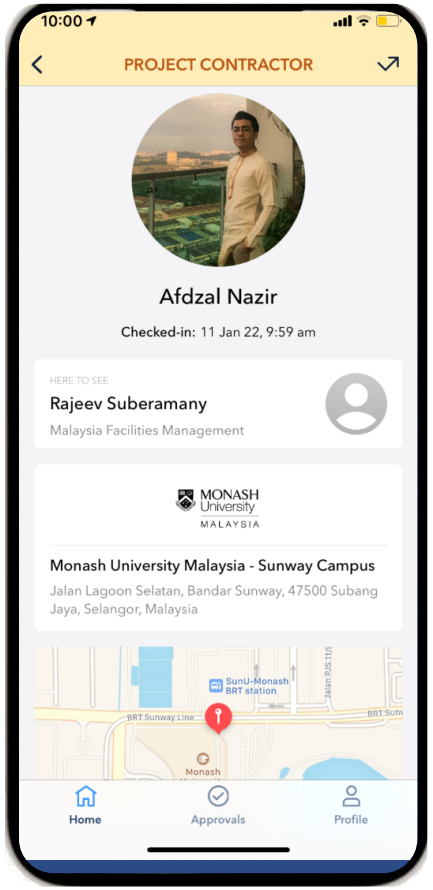
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Kiosk and Mobile Check-In

There are two ways for you to check-in into our campuses / site



Mounted iPad Kiosk

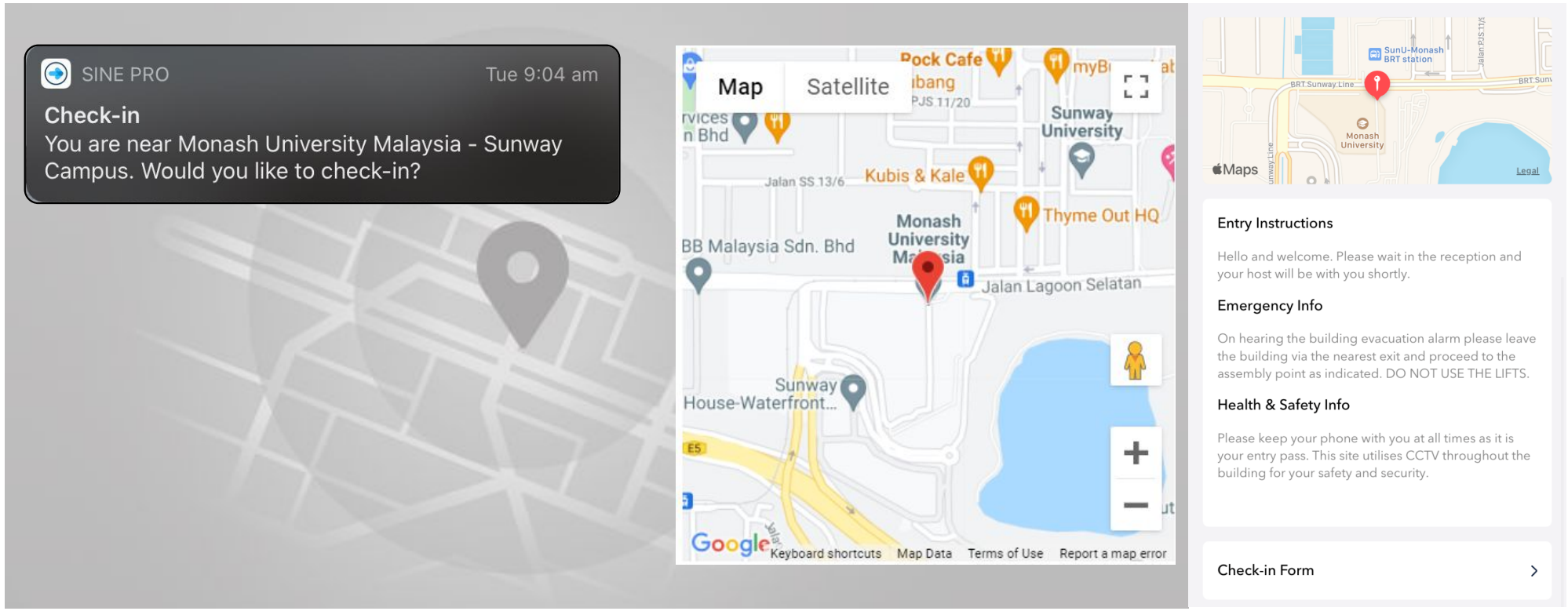


Mobile Check-In

Geofencing Check-In

SINE locations Setup and Settings for Mobile Check-In

Ensure your location services are enabled for the SINE Pro app.

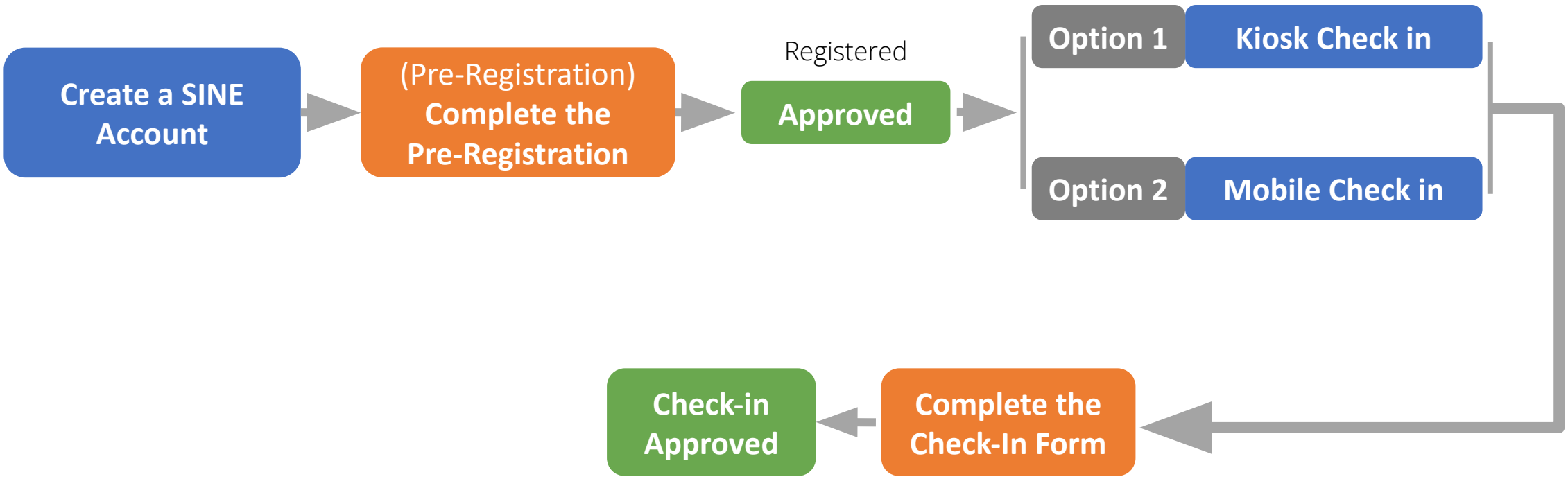


Note: If you do not wish to enable the location services, you may manually check in at our kiosk.

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Alumni Entry Process

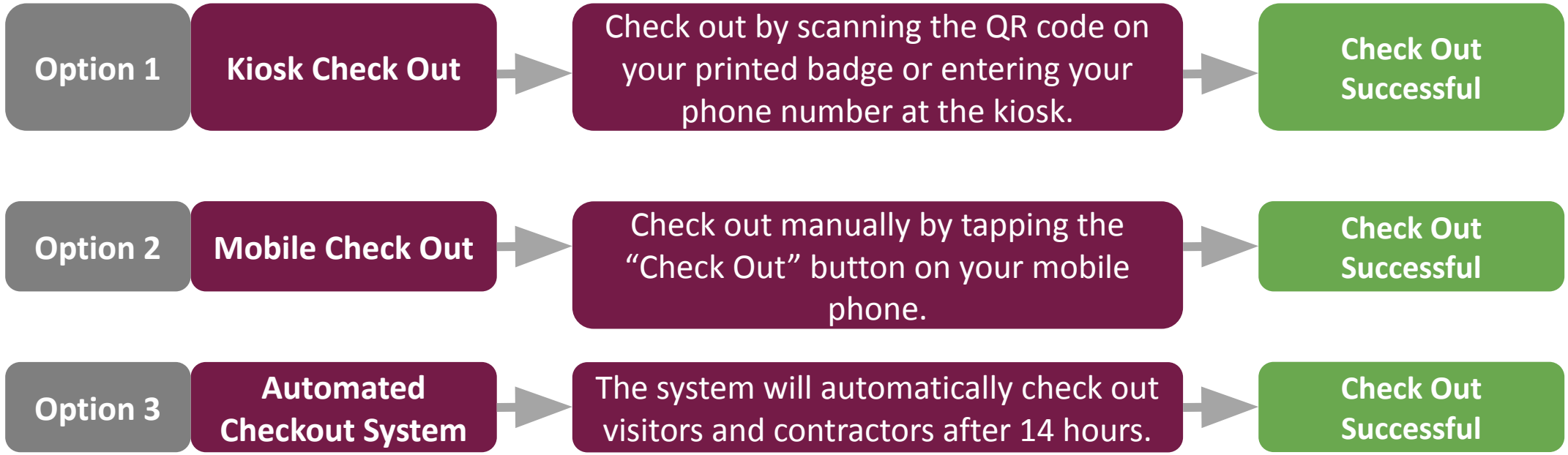
Visitors are required to register. No induction process is required for visitor, alumni or delivery personnel registration.
Security personnel will assist and guide visitors through the entry process.



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Check Out Process

There are several options for visitors and contractors to check out of the SINE system when leaving the campus.
The system will automatically check out visitors and contractors if they forget to do so manually.



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