

Panduan Pengguna

Pendaftaran Kendiri Akaun Identiti

1.0 Pendaftaran Kendiri Akaun Identiti

Pendaftaran merupakan proses di mana anda perlu memilih identiti anda sebelum memasuki kampus. Akaun identiti akan diaktifkan secara automatik bagi pelajar peringkat Ijazah Tinggi dan Kedoktoran. Jika selain dari kumpulan tersebut, pengaktifan akan dilakukan secara manual oleh pengguna apabila berada di mana-mana kampus USM.

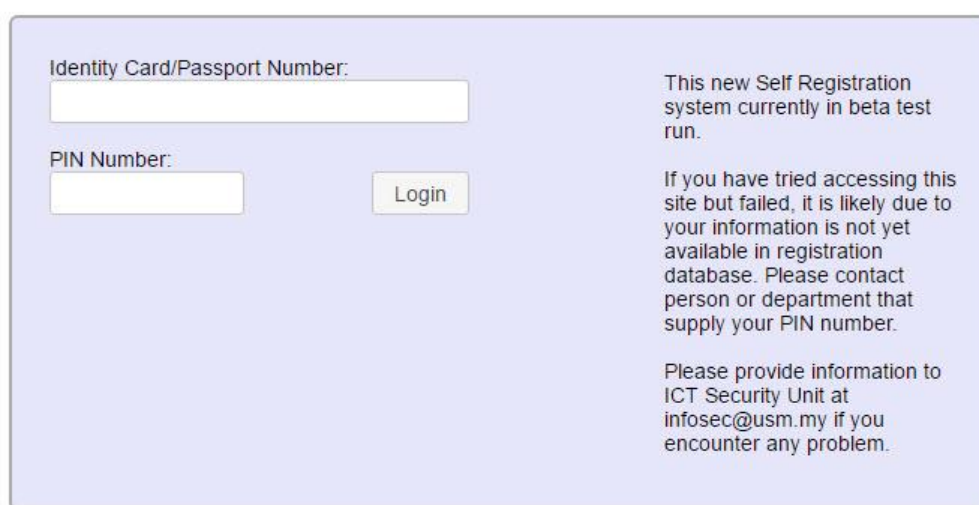
Berikut adalah langkah untuk pendaftaran akaun identiti :

1. Layari laman web <https://self.usm.my> untuk melakukan pendaftaran.
2. Klik butang **Register new Identity** (butang hijau).



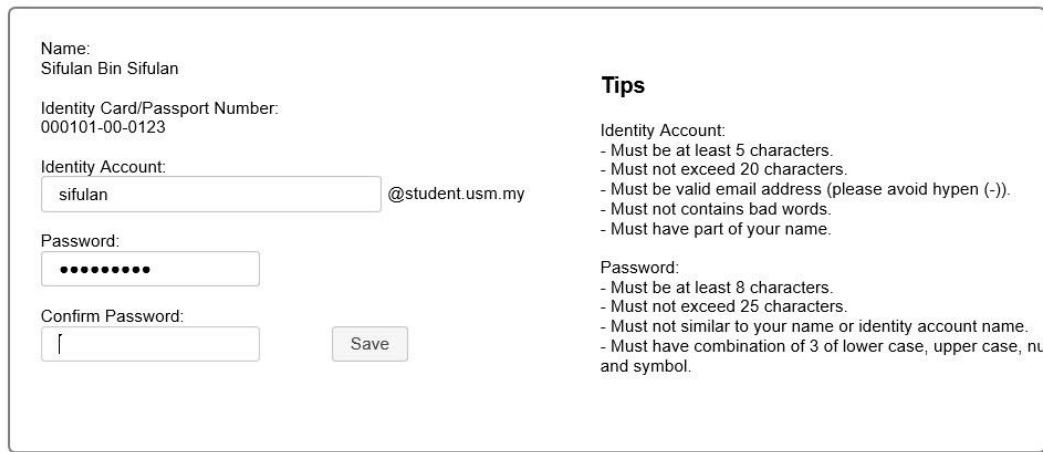
Rajah 1

3. Sila masukkan maklumat **Identity Card/Passport Number** dan **PIN number**. Dapatkan nombor PIN di dalam surat tawaran anda.

The screenshot shows a registration form with a light blue background. On the left, there are two input fields: the top one is labeled 'Identity Card/Passport Number:' and the bottom one is labeled 'PIN Number:'. To the right of the PIN field is a 'Login' button. On the right side of the form, there is a block of text: 'This new Self Registration system currently in beta test run.' followed by 'If you have tried accessing this site but failed, it is likely due to your information is not yet available in registration database. Please contact person or department that supply your PIN number.' and finally 'Please provide information to ICT Security Unit at infosec@usm.my if you encounter any problem.'

Rajah 2

- ⚠ Sila rujuk surat tawaran anda bagi mendapatkan maklumat tarikh berkenaan Pendaftaran Kendiri Akaun Identiti.
 - ⚠ Jika anda mempunyai masalah dengan nombor PIN:
 - a. Untuk staf baru, sila hubungi Bahagian Sumber Manusia (BSM)
 - b. Untuk pelajar siswazah, sila hubungi Pusat Pengajian Siswazah (IPS)
 - c. Untuk pelajar lain, sila hubungi Unit Kemasukan (Admission)
4. Klik **Login** untuk langkah seterusnya.
5. Dalam borang berikutnya, sila pastikan **Name** dan **Identity Card/Passport Number** adalah tepat.



Name:
Sifulan Bin Sifulan

Identity Card/Passport Number:
000101-00-0123

Identity Account:
 @student.usm.my

Password:

Confirm Password:

Tips

Identity Account:

- Must be at least 5 characters.
- Must not exceed 20 characters.
- Must be valid email address (please avoid hyphen (-)).
- Must not contains bad words.
- Must have part of your name.

Password:

- Must be at least 8 characters.
- Must not exceed 25 characters.
- Must not similar to your name or identity account name.
- Must have combination of 3 of lower case, upper case, nu and symbol.

Rajah 3

6. Masukkan akaun identiti yang anda pilih. Sila gunakan panduan di sebelah kanan untuk membantu anda dalam proses ini.
- ⚠ Sistem tidak akan menerima akaun identiti yang didaftarkan sekiranya akaun tersebut telah wujud dan anda di minta untuk mendaftar akaun identiti lain.
 - ⚠ Pilih akaun Identiti anda dengan bijak. Hanya satu akaun Identiti sahaja dibenarkan sepanjang anda berada di USM. Disarankan untuk memilih akaun identiti yang menggambarkan anda secara profesional. Akaun ini akan kekal dan tidak boleh ditukar.
 - ⚠ Anda akan dibekalkan akaun Identiti sama tetapi berlainan domain selepas tamat perkhidmatan anda atau selesai pengajian di USM.
 - ⚠ Unit Keselamatan Maklumat mempunyai hak untuk membatalkan akaun identiti yang tidak bersesuaian.

- ⚠️ Anda bertanggungjawab sepenuhnya ke atas akaun identiti anda dari sebarang penyalahgunaan.
7. Masukkan kata laluan anda dan pengesahan kata laluan anda. Gunakan panduan pada sebelah kanan untuk membantu anda mencipta kata laluan.
 - ⚠️ Masukkan dan sahkan kata laluan anda. Rujuk panduan di sebelah kanan untuk membantu anda membina kata laluan.
 - ⚠️ Elakkan dari membina kata laluan yang terlalu kompleks dan sukar untuk diingati. Gunakan kata laluan yang kreatif dan mudah. Contoh: 1Malaysia, 9/10othinking atau Myfirstb @ by.
 - ⚠️ Elakkan daripada menggunakan kata laluan contoh di atas atau kata laluan yang sama dengan akaun emel umum anda.
 8. Klik pada butang **Save** untuk teruskan.
 9. Jika anda merupakan pelajar Sarjana dan Kedoktoran, akaun anda akan diaktifkan secara automatik (Rajah 4). Bagi staf dan pelajar lain, dialog pada Rajah 5 akan dipaparkan, sila rujuk 2.0 Pengaktifan Manual Akaun Identiti.
 10. Laman **Congratulation** akan terpapar sekiranya akaun anda berjaya diaktifkan.
 11. Anda boleh membuat capaian ke laman-laman sesawang USM dan servis-servis perkomputeran selepas akaun anda diaktifkan dalam tempoh 15 minit sekiranya servis tersebut bersedia untuk anda gunakan. Akaun emel anda boleh digunakan selepas satu hari dari pengaktifan.
 12. Tutup pelayar laman sesawang anda apabila selesai.

Congratulation

You have created and activated your identity account, which is also your email account:

Name:

Sifulan Bin Sifulan

Identity Card/Passport Number:

000101-00-0123

Identity Account:

sifulan@student.usm.my

This account allows you to access various of USM's services, e.g.:

- Access to USMSecure wifi
- Access to USM email (will take 1 day to activate Office 365 cloud provision)
- Access to USM CampusOnline website
- Access to ELearning websites
- Access to Library website
- Access to Mail Quarantine service (staff only)
- Access to VPN service (selected staff only)
- Access to Skype service
- Access to TFS service (selected staff only)
- Access to Eduroam network (when abroad)
- and access to many other authenticated websites and services

You can test your account by login to after couple of minutes and take the light brown button (Login with Identity).

If you be able to login to that site but not to other site, e.g., or portals, it means your identity account is successfully created but your information not yet available on other portals. Please contact our servis desk at +604 653 4400

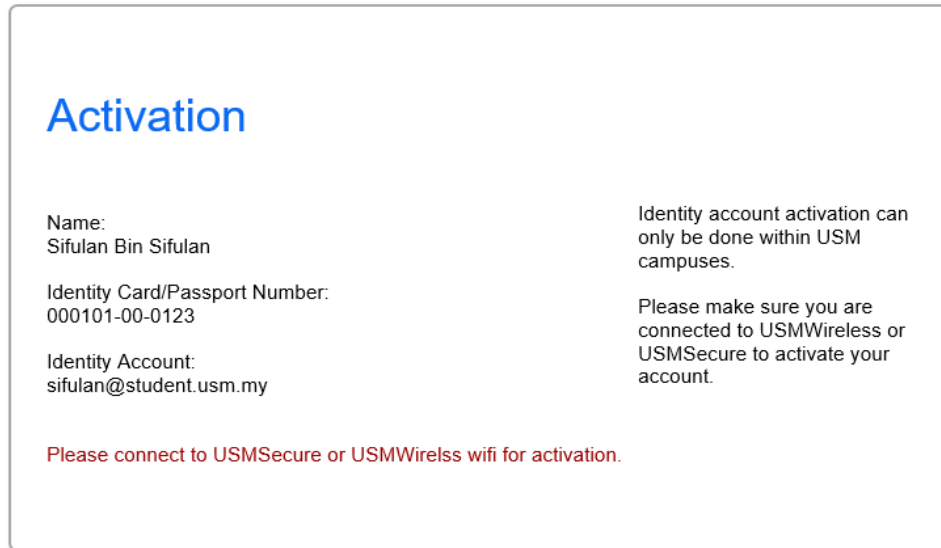


if you encounter this problem.

For security reason, please close your browser after finish reading this message.

Have a nice day.

Rajah 4



Rajah 5

2.0 Pengaktifan Manual Akaun Identiti

1. Bagi penangguhan pengaktifan akaun, anda perlu aktifkan akaun anda setelah berada di kampus USM.
2. Sila sambungkan komputer, *tablet* atau telefon anda ke **USMWireless**. Anda juga boleh menggunakan mana-mana kemudahan komputer atau kiosk yang disediakan yang disambungkan dengan rangkaian USM.
3. Anda akan dipaparkan dengan halaman login masuk **USMWireless**. Layari mana-mana laman sesawang jika tiada paparan login tersebut.



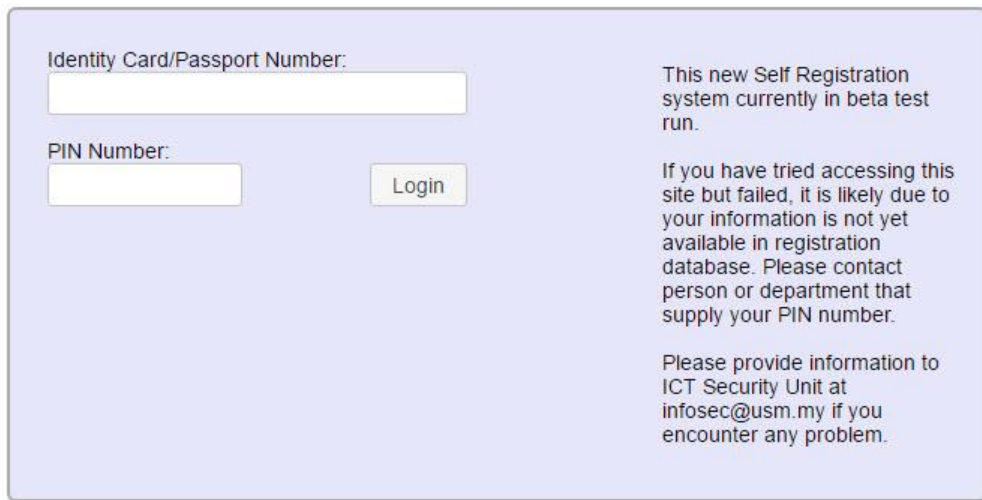
Rajah 6

4. Klik pada imej **identity self enrollment** untuk masuk ke portal Identity Self Enrollment.
5. Klik pada butang **Register new Identity** (butang hijau).



Rajah 7

6. Login masuk ke Identity Account Self Enrollment dengan menggunakan **Identity Card/Passport Number** dan **PIN Number**. Rujuk (Rajah 8)



Identity Card/Passport Number:

PIN Number:

Login

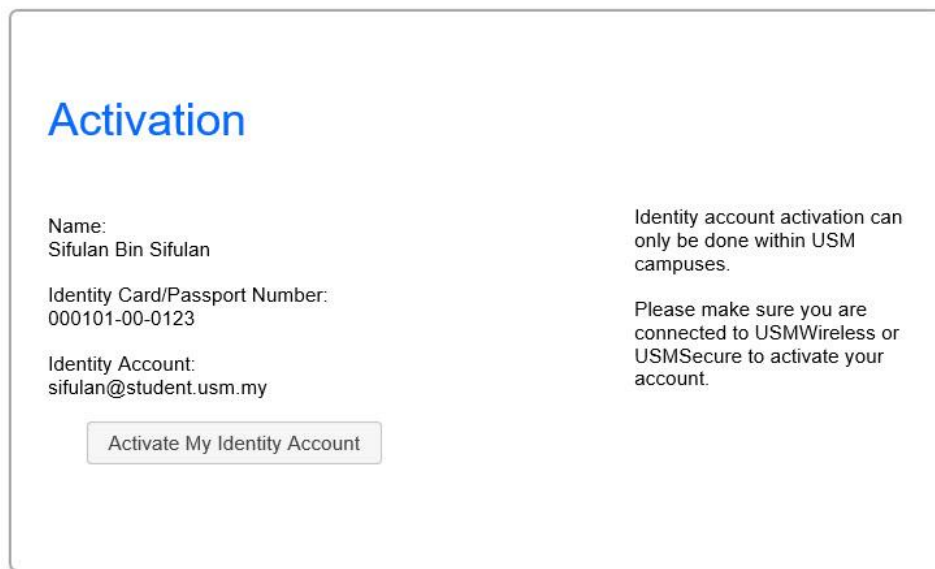
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Rajah 8

7. Setelah proses itu berjaya, anda akan di paparkan laman **Activation** (Rajah 9).



Activation

Name:
Sifulan Bin Sifulan

Identity Card/Passport Number:
000101-00-0123

Identity Account:
sifulan@student.usm.my

Activate My Identity Account

Identity account activation can only be done within USM campuses.

Please make sure you are connected to USMWireless or USMSecure to activate your account.

Rajah 9

8. Klik pada butang **Activate My Identity Account** untuk aktifkan akaun anda.
9. Laman **Congratulation** akan terpapar sekiranya akaun anda telah berjaya di aktifkan.

Congratulation

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Have a nice day.

Rajah 10

10. Anda akan di benarkan untuk akses wifi **USMSecure**, laman sesawang USM dan kemudahan perkhidmatan aplikasi-aplikasi USM selepas tempoh 15 minit pengaktifan akaun identiti anda. Akaun emel boleh digunakan selepas tempoh satu hari.

11. Tutup pelayar laman sesawang anda apabila selesai.