



اُنِيُوْزِ سِيْتِيْ تِيْكَوْ لُوْ كِيْ مَارَا  
UNIVERSITI  
TEKNOLOGI  
MARA

# **MANUAL PENGGUNA**

## ***(USER MANUAL)***

### **UITM SISTEM WEB SSO v2**

Versi: 3.0  
Tarikh: 21 Nov 2019

## Isi Kandungan

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## 1. Pengaktifan Akaun SSO (*SSO Account Activation*)

### Prasyarat:

#### *Pre-Requisite:*

1. Pastikan anda mengemaskini emel alternatif (selain emel UiTM seperti gmail/ymail/outlook/hotmail/dll) di portal iStaf.  
*Make sure to update your alternate email (other than UiTM official email like gmail/ymail/outlook/hotmail/etc..) at iStaf portal.*

### Langkah-langkah Pengaktifan Akaun SSO:

#### *Steps to Activate SSO Account:*

1. Pengguna akses ke <https://sso.uitm.edu.my>  
*Access to <https://sso.uitm.edu.my>*
2. Klik "1st Time Login".  
*Click "1<sup>st</sup> Time Login".*



## WEB SSO SIGN-IN

EN BM

Staff  Student  Vendor

Staff ID

Staff Password

**SIGN IN**

[Forget Password?](#) | [1st Time Login?](#)

3. Pengguna akan dihantar ke halaman SSPR untuk mengaktifkan akaun WebSSO.  
*You will be redirect to SSPR portal to start activating your SSO account.*
4. Isi maklumat berikut (ID Staf / ID Pelajar dan Emel Alternatif seperti didalam rekod STARS / SIMS) untuk mengaktifkan akaun anda. Klik "Activate".  
*Fill in following information (Staff ID / Student ID and Alternate Email same with STARS / SIMS record) to activate your aaccount. Click "Activate".*

### Activate Account

Self Service Password Reset

To confirm your identity, please enter the following information. Your information will be used to locate and activate your user account.


Be sure to complete the process, or your account will not be activated properly.

**Staff ID / Student ID\***

**Alternate Email ( Same with record in STARS / SIMS )\***

I'm not a robot  reCAPTCHA  
Privacy · Terms

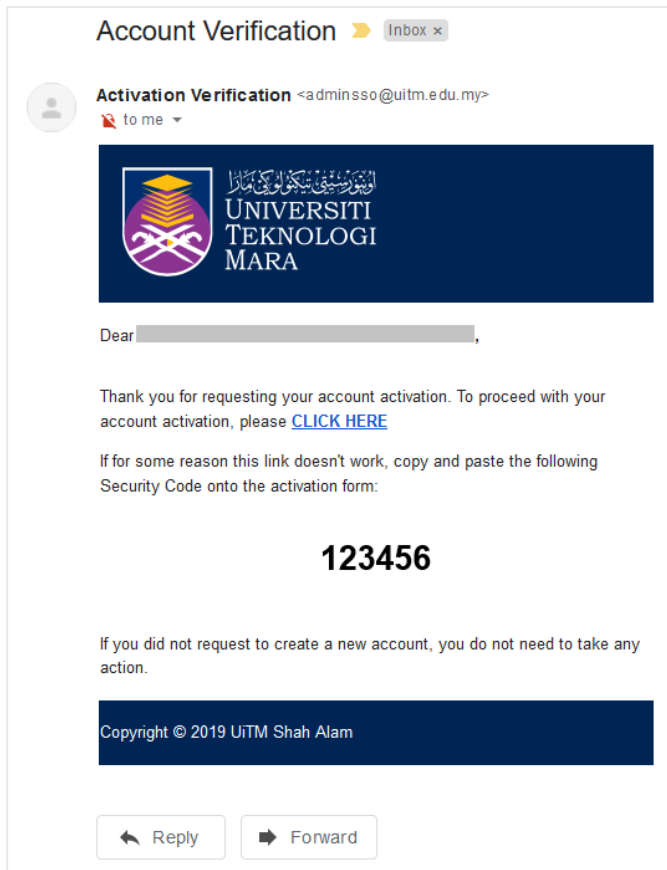
5. Kod Keselamatan akan dihantar ke emel alternatif pengguna. Klik "Continue".  
*Security Code will be sent to your Alternate email. Click "Continue".*

### Activate Account

Self Service Password Reset

To verify your identity, a security code will be sent to you at \*\*\*\*\*@g\*\*\*\*.com.

6. Akses emel alternatif anda untuk mendapatkan Kod Keselamatan. Anda boleh teruskan klik “CLICK HERE” atau masukkan Kod Keselamatan seperti dalam Langkah 7 *Access your alternate email to gain the security code. You can straight away click “CLICK HERE” link provided or enter the code as in step 7.*



7. Salin dan tampal Kod Keselamatan didalam ruangan yang disediakan. Klik “Check Code”.  
*Copy and paste the security code in the field provided. Click “Check Code”.*

**Activate Account**  
Self Service Password Reset

To verify your identity, a security code has been sent to you at \*\*\*\*\*@g\*\*\*\*.com. Please click the link in the email or copy and paste the security code here.

**Code**

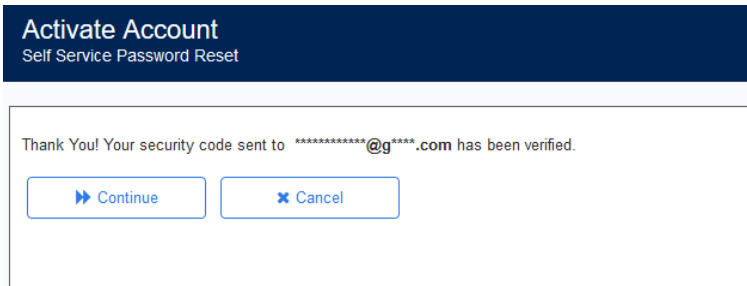
123456

✓ Check Code

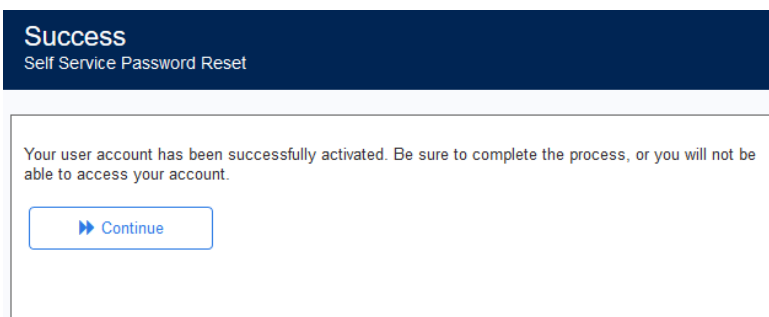
⏪ Go Back

✕ Cancel

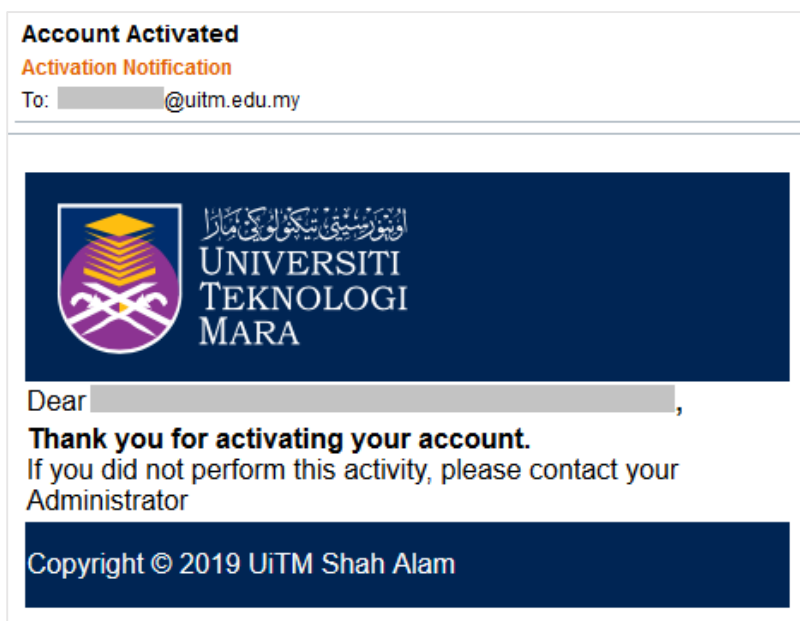
8. Setelah Kod Keselamatan anda disahkan, klik “Continue”.  
*After your security code is verified, click “Continue” to proceed.*



9. Akaun WebSSO anda telah diaktifkan. Klik “Continue”.  
*Your WebSSO account has been successfully activated. Click “Continue”.*

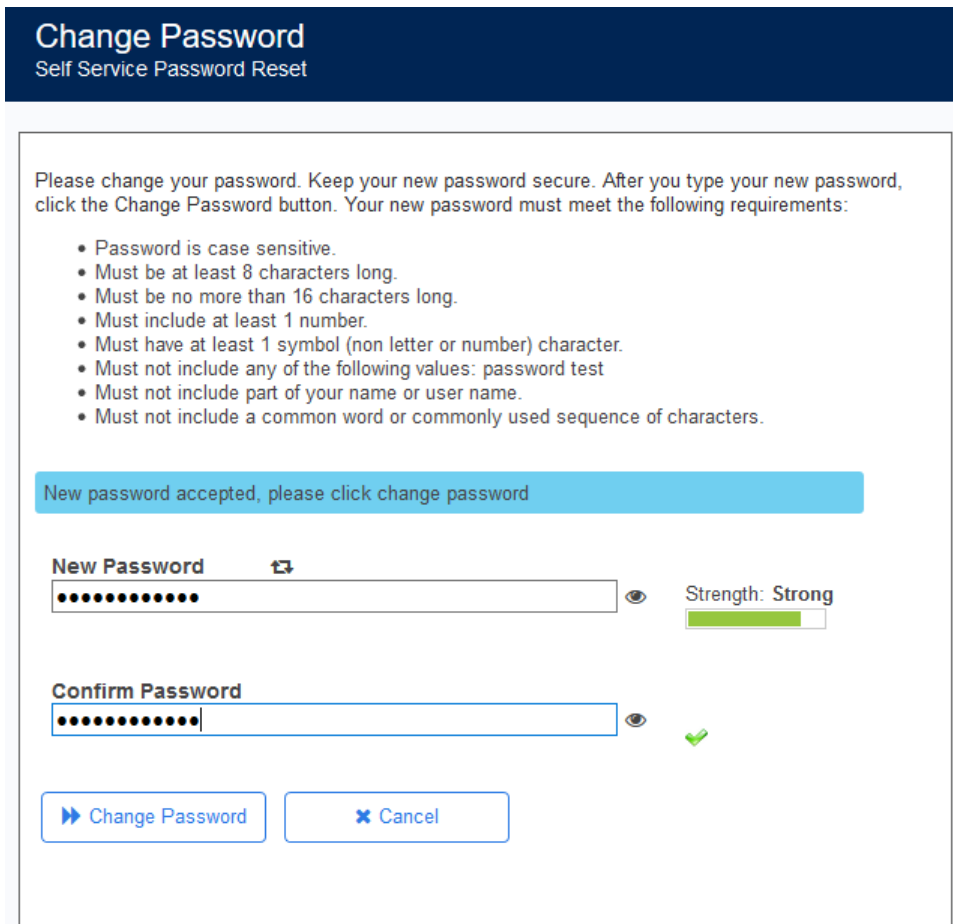


10. Anda akan menerima notifikasi pengaktifan akaun di **emel rasmi UiTM**.  
*You will receive notification email for successful account activation in your official UiTM email.*



11. Pengguna perlu menetapkan kata laluan akaun SSO. Sila pastikan kata laluan SSO anda mengikut dasar polisi kata laluan yang telah dinyatakan. Klik “Change Password”.

*You will need to set your SSO password. Please make sure your SSO password meets the password policy as stated in the screen. Click “Change Password”.*



**Change Password**  
Self Service Password Reset

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. Your new password must meet the following requirements:

- Password is case sensitive.
- Must be at least 8 characters long.
- Must be no more than 16 characters long.
- Must include at least 1 number.
- Must have at least 1 symbol (non letter or number) character.
- Must not include any of the following values: password test
- Must not include part of your name or user name.
- Must not include a common word or commonly used sequence of characters.

New password accepted, please click change password

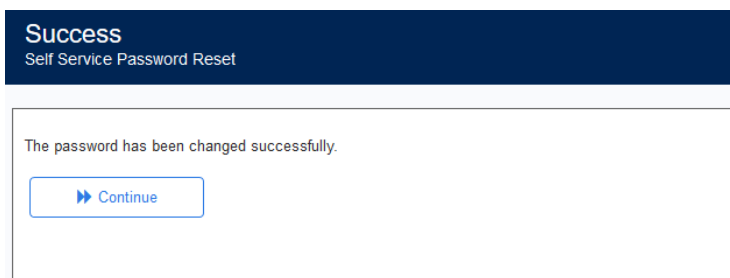
**New Password**  Strength: Strong

**Confirm Password**  ✓

[▶ Change Password](#) [✕ Cancel](#)

12. Setelah kata laluan berjaya ditetapkan, klik “Continue” untuk log keluar.

*Once password has successfully been set, click “Continue” to log out.*



**Success**  
Self Service Password Reset

The password has been changed successfully.

[▶ Continue](#)

**Sign out**  
Self Service Password Reset

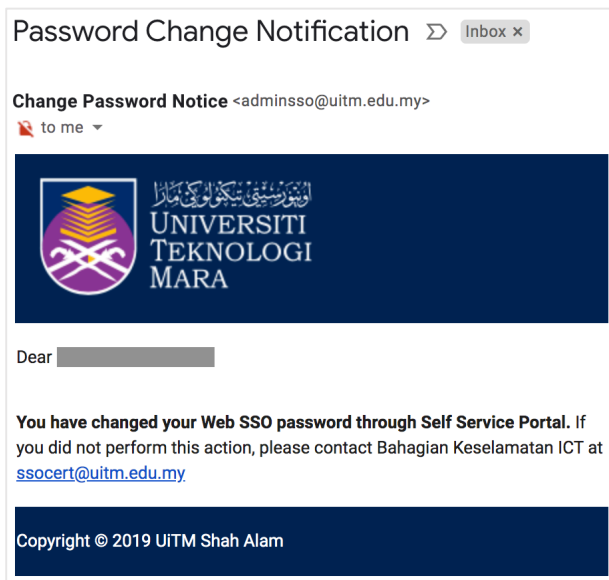
You are now signed out.

13. Akses ke <https://sso.uitm.edu.my> Guna Kata Laluan yang telah ditetapkan untuk Log Masuk ke akaun SSO anda (Sila rujuk **Akses Aplikasi UiTM melalui WebSSO**).

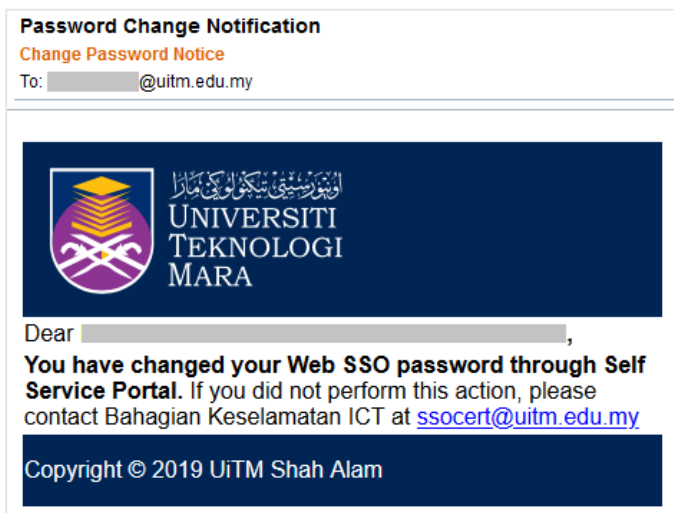
*Access to <https://sso.uitm.edu.my> with the password that you have set to log in to your SSO account (Refer **Access UiTM Application through WebSSO** process).*

14. Notifikasi penukaran kata laluan akan dihantar kedua-dua **emel alternatif** dan **emel rasmi UiTM** pengguna.

*Change password notification will be sent to both user's alternate email and official UiTM email.*



*Notifikasi di emel alternatif  
Notification at alternate email*



*Notifikasi di emel rasmi UiTM  
Notification at UiTM official email*



## 2. Akses Aplikasi UiTM melalui WebSSO (*Access UiTM Application*)

### Prasyarat:

#### *Pre-Requsite:*

1. Untuk pengguna baru, sila rujuk **Pengaktifan Akaun WebSSO** terlebih dahulu.  
*For new or first time user, kindly refer to SSO Account Activation process first.*

### Langkah-langkah mengakses Aplikasi UiTM melalui WebSSO:

#### *Steps to Access Application through WebSSO:*

1. Pengguna boleh mengakses WebSSO di <https://sso.uitm.edu.my>  
*User can access WebSSO system at <https://sso.uitm.edu.my>*
2. Log Masuk menggunakan Staff ID beserta kata laluan WebSSO yang telah ditetapkan.  
*Log in using Staff ID and WebSSO password.*



#### WEB SSO SIGN-IN

EN BM

Staff  Student  Vendor

Staff ID

Staff Password

SIGN IN

[Forgot Password?](#) | [1st Time Login?](#)

3. Klik aplikasi yang ingin diakses.

*Click on the application that you want to access.*



4. Anda akan dihantar ke halaman aplikasi tersebut. Akses aplikasi seperti biasa.  
*User will be redirect to the application page. Continue access application like usual.*

### 3. Penukaran Kata Laluan WebSSO (*Change WebSSO Password*)

#### Prasyarat:

##### *Pre-Requisite:*

1. Pastikan anda mengemaskini emel alternatif (selain emel UiTM seperti gmail/ymail/outlook/hotmail/dll) di portal iStaf.  
*Make sure to update your alternate email (other than UiTM official email like gmail/ymail/outlook/hotmail/etc..) at iStaf portal.*

#### Langkah-langkah Penukaran Kata Laluan WebSSO:

##### *Steps to Change WebSSO Password:*

1. Pengguna akses ke <https://sso.uitm.edu.my>  
*Access to <https://sso.uitm.edu.my>*
2. Klik "Forget Password".  
*Click "Forget Password".*



### WEB SSO SIGN-IN

EN BM

Staff  Student  Vendor

Staff ID

Staff Password

**SIGN IN**

[Forget Password?](#) | [1st Time Login?](#)

3. Pengguna akan dihantar ke halaman SSPR untuk menukar kata laluan WebSSO.  
*You will be redirect to SSPR portal to change your WebSSO password.*
4. Isi maklumat berikut (Staff ID, MyKad beserta '-', dan Emel Alternatif) untuk mengesahkan identiti pengguna. Klik "Search".  
*Fill in following information (Staff ID, Mykad with '-', and Alternate Email to verify your identity. Click "Search".*


### Reset Password

Self Service Password Reset

If you have forgotten your password, follow the prompts to reset your password. If you have forgotten or lost access to your alternate email, please log a ticket at [Aduan ICT](#).

**Staff ID / Student ID / Registered ID\***

  
**MyKad (xxxxxx-xx-xxxx) / Passport No.\***  
**Alternate Email ( Same with record in STARS / SIMS )\***  

I'm not a robot  reCAPTCHA  
Privacy - Terms

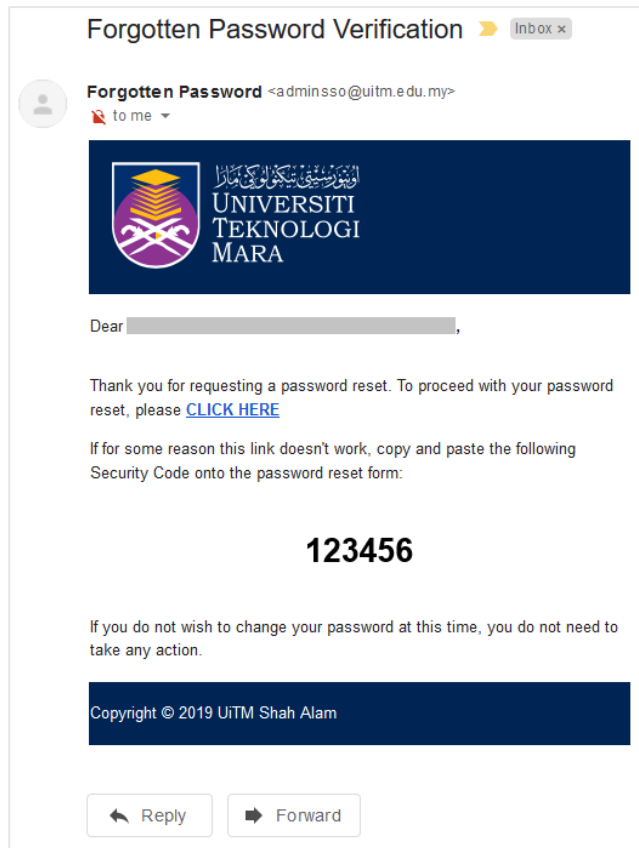
5. Untuk mengesahkan identiti pengguna, Kod Keselamatan akan dihantar ke emel alternatif pengguna. Klik "Continue".  
*To verify your identity, Security Code will be sent to your alternate email. Click "Continue".*

### Reset Password

Self Service Password Reset

To verify your identity, a security code will be sent to you at \*\*\*\*\*@g\*\*\*\*.com.

6. Akses emel alternatif anda untuk mendapatkan Kod Keselamatan. Anda boleh teruskan klik “CLICK HERE” atau masukkan Kod Keselamatan seperti dalam Langkah 7 *Access your alternate email to gain your security code. You can straight away click “CLICK HERE” link provided or enter the code as in step 7.*



7. Salin dan tempal Kod Keselamatan didalam ruangan yang disediakan. Klik “Check Code”.  
*Copy and paste Security Code in the field provided. Click “Check Code”.*

### Reset Password

Self Service Password Reset

To verify your identity, a security code has been sent to you at \*\*\*\*\*@g\*\*\*\*.com. Please click the link in the email or copy and paste the security code here.

Your security code should arrive right away. If you have waited for a while and haven't yet received a code, click the resend code button to receive a new code.

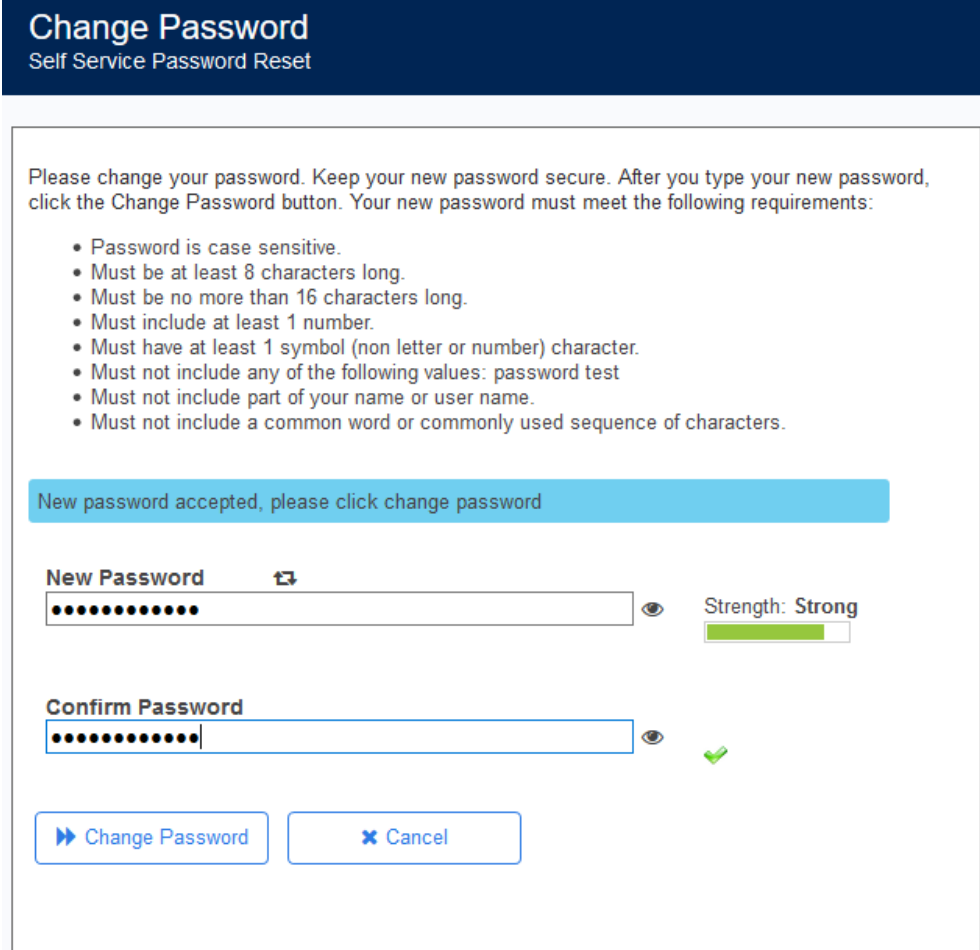
[Resend Code](#)

Code

[Check Code](#) [Go Back](#) [Cancel](#)

- Pengguna perlu menetapkan kata laluan akaun WebSSO. Sila pastikan kata laluan WebSSO anda mengikut dasar polisi kata laluan yang telah dinyatakan. Klik "Change Password".

*You will need to set your SSO password. Please make sure your SSO password meets the password policy as stated in the screen. Click "Change Password".*





**Change Password**  
Self Service Password Reset

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. Your new password must meet the following requirements:

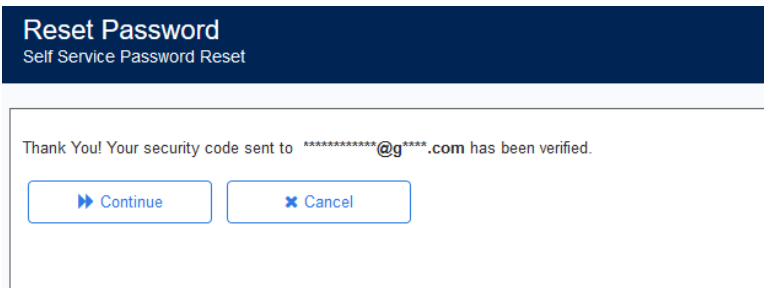
- Password is case sensitive.
- Must be at least 8 characters long.
- Must be no more than 16 characters long.
- Must include at least 1 number.
- Must have at least 1 symbol (non letter or number) character.
- Must not include any of the following values: password test
- Must not include part of your name or user name.
- Must not include a common word or commonly used sequence of characters.

New password accepted, please click change password

**New Password**   Strength: **Strong** 

**Confirm Password**   

- Setelah kata laluan berjaya ditetapkan, klik "Continue" untuk log keluar.  
*Once password has successfully been set, click "Continue" to log out.*



**Reset Password**  
Self Service Password Reset

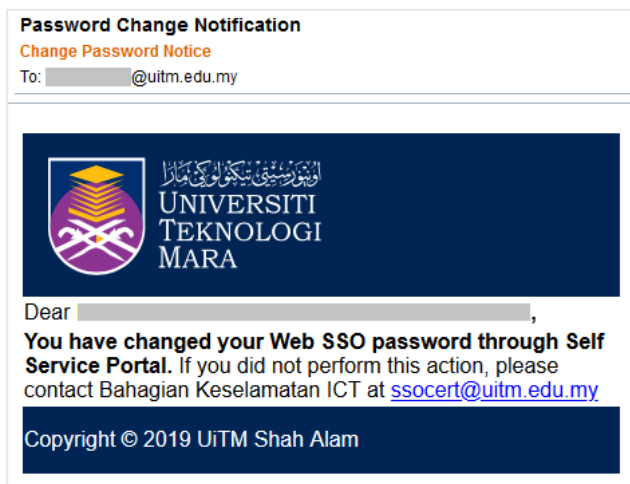
Thank You! Your security code sent to \*\*\*\*\*@g\*\*\*\*.com has been verified.

## Sign out

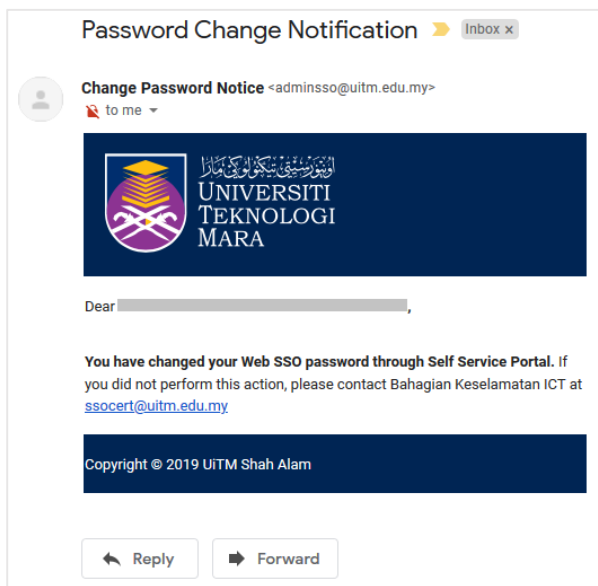
Self Service Password Reset

You are now signed out.

10. Akses ke <https://sso.uitm.edu.my> Guna Kata Laluan yang telah ditetapkan untuk Log Masuk ke akaun SSO anda (Sila rujuk **Akses Aplikasi UiTM melalui WebSSO**).  
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*Change password notification will be sent to both user's alternate email and official UiTM email.*



*Notifikasi di emel rasmi UiTM  
Notification at UiTM official email*



*Notifikasi di emel alternatif  
Notification at alternate email*