

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 <u>https://sso.uitm.edu.my</u> Access to <u>https://sso.uitm.edu.my</u>
- 2. Klik "1st Time Login".

Click "1st Time Login".



WEB SSO SIGN-IN

			EN BM
۲	Staff	O Student	O Vendor
Sta	ff ID		
Sta	ff Passw	ord	
		SIGN IN	
	Forget Pa	assword? 1st Tir	ne 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 aacount. Click "Activate".

Activate Account Self Service Password Reset		
To confirm your identity, please and activate your user account Be sure to complete the proces	enter the following information. Your information will be us s, or your account will not be activated properly.	ed to locate
Staff ID / Student ID*		
Alternate Email (Same with n	ecord in STARS / SIMS)*	
@gmail.com		
✓ I'm not a robot	reCAPTCHA Privacy-Terms	
Activate	X Cancel	

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 y Continue Cancel	'ou 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.

Account Verification > Inbox ×
Activation Verification <adminsso@uitm.edu.my> ≩ to me ▼</adminsso@uitm.edu.my>
UNIVERSITI TEKNOLOGI MARA
Dear,
Thank you for requesting your account activation. To proceed with your account activation, please $\underline{\mbox{CLICK HERE}}$
If for some reason this link doesn't work, copy and paste the following Security Code onto the activation form:
123456
If you did not request to create a new account, you do not need to take any action.
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← Reply ► Forward

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 link in the email or copy and paste the security code here.	at *******@g****.com. Please click the
✓ Check Code	X Cancel



8. Setelah Kod Keselamatan anda disahkan, klik "Continue".

After your security code is verified, click "Continue" to proceed.

Activate Account Self Service Password Re	set		
Thank You! Your security co	de sent to ******@g****.	com has been verified.	

9. Akaun WebSSO anda telah diaktifkan. Klik "Continue".

Your WebSSO account has been successfully activated. Click "Continue".

Success Self Service Password Reset	
Your user account has been successfully activated. Be sure to complete the process, or you able to access your account.	will not be

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					
••••••••••					
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 R	eset	
The password has been ch	anged successfully.	



Sign out Self Service Password Reset		
You are now signed out.		

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

Access to <u>https://sso.uitm.edu.my</u> 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 <u>emel alternatif</u> dan <u>emel</u> <u>rasmi UiTM</u> 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-Requisite:

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



3. Klik aplikasi yang ingin diakses.

Click on the application that you want to access.

UNIVERSITI UNIVERSITI MARA	SO Portal				Nur Farahana Adam +
E Q Applications Fa	avorites				
Booking System Booking System	Corporate Complaints Corporate Complaints Bystem	Counseling2U Syst eCounseling2U System	Data Center Services Data Center Services	CKKM	
PETIHED	EzAccess Library	Facility Management Facility Management System	P_ FinePay	HR2U HR2U HRVS System	
i-Learn (Lecturer)	i-Staf Portal Portal -STAP	ICT Complaints ICT Complaints System	Persourch System	Knowledge Manage Knowledge Management APP	
Kail Lotan Notes Web Mal	My Phonebil RETRED E	My Phoneine My Phoneine	MyFinancial Portal MyFinancial Portal	MYSPB	
OFA OFA	Chine Question Pa Online Question Paper System (COPIS)	OPAC Library	PRISMa PRISMa Application	PTAR - EIS	
PTAR - Public Repo	Reference Desk Ma	Repository Akta Repository Akta APP	Sistem Arkib Univer	Sistem Kenderaan Terreport System	
STARS STARS	University IT Services University IT Services System	WILS - Libsys7			

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:

 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 <u>https://sso.uitm.edu.my</u> Access to <u>https://sso.uitm.edu.my</u>
- 2. Klik "Forget Password".

Click "Forget Password".



WEB SSO SIGN-IN

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۲	Staff	O Student O Vendor
Sta	aff ID	
Sta	aff Passw	vord
		SIGN IN
	Forget P	assword? 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 <u>Aduan ICT</u> .
Staff ID / Student ID / Registered ID*
MyKad (xxxxxx-xx-xxxx) / Passport No.*
Alternate Email (Same with record in STARS / SIMS)* @gmail.com
V I'm not a robot
Q Search X Cancel

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 Res	set
To verify your identity, a secu	rrity code will be sent to you at *********@g*****.com. ★ Cancel



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.

	Forgotten Password Verification > Inbox ×
-	Forgotten Password <adminsso@uitm.edu.my> ≩ to me ▼</adminsso@uitm.edu.my>
	UNIVERSITI TEKNOLOGI MARA
	Dear ,
	Thank you for requesting a password reset. To proceed with your password reset, please <u>CLICK HERE</u>
	If for some reason this link doesn't work, copy and paste the following Security Code onto the password reset form:
	123456
	If you do not wish to change your password at this time, you do not need to take any action.
	Copyright © 2019 UiTM Shah Alam
	Reply Forward

7. Salin dan tampal Kod Keselamatan didalam ruangan yang disediakan. Klik "Check Code".

Copy and paste Security Code in the field provided. Click "Check Code".

To verify your identity, a secu	rity code has been sent to	you at *********@g****.com. Please	click th
Your security code should ar	rive right away. If you have	e. vaited for a while and haven't yet receiv	ved a
code, click the resend code	button to receive a new cod	e. ,	
CResend Code			
Code			
123456			
123430			
Chack Code		Cancel	
	CO Back	X Cancel	



8. 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".

lease change your password. ick the Change Password but • Password is case sensit • Must be at least 8 chara • Must be no more than 11 • Must include at least 1 svr	Keep your new pas ton. Your new pass tive. acters long. 6 characters long. number. nbol (non letter or n the following volume	ssword see sword mus number) ch	cure. After yo t meet the foll aracter.	u type your new password, lowing requirements:
lease change your password. ick the Change Password but • Password is case sensit • Must be at least 8 chara • Must be no more than 10 • Must include at least 1 svr	Keep your new pas ton. Your new pass tive. acters long. 6 characters long. number. nbol (non letter or n the following volume.	ssword see sword mus number) ch	cure. After yo t meet the foll aracter.	u type your new password, lowing requirements:
 Password is case sensit Must be at least 8 chara Must be no more than 10 Must include at least 1 r Must have at least 1 svr 	tive. Acters long. 6 characters long. 10 number. nbol (non letter or n the following volume	number) ch	aracter.	owing requirements.
 Must not include any of Must not include part of Must not include a comr 	your name or user in mon word or commo	: passwor name. only used	a test sequence of a	characters.
lew password accepted, plea	se click change pa	ssword		
New Password t			۲	Strength: Strong
Confirm Password				
•••••			۲	¥
Change Password	X Cancel			

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

Reset Password	eset		
Thank You! Your security co	de sent to ********@	g****.com has been verified.	



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11. Notifikasi penukaran kata laluan akan dihantar ke <u>emel alternatif</u> dan <u>emel rasmi</u> <u>UiTM</u> pengguna.

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

	@uitm.edu.my
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ear	<u> </u>
u h ervi	nave changed your Web SSO password through Se ce Portal. If you did not perform this action, please ct Babagian Keselamatan ICT at secont/Quitmedum
	right © 2010 LITM Shah Alam
РУ	
	Password Change Notification 🍃 🔤 🛛
	Change Password Notice <adminsso@uitm.edu.my></adminsso@uitm.edu.my>
	UNIVERSITI TEKNOLOGI MARA
	Ŭ
	Dear ,
	You have changed your Web SSO password through Self Service Portal. If you did not perform this action, please contact Bahagian Keselamatan ICT at <u>ssocert@uitm.edu.my</u>

Notifikasi di emel rasmi UiTM Notification at UiTM official email

Notifikasi di emel alternatif Notification at alternate email