



اُنَبُوْزِ سَيِّدِيْ تَتِيْكَوْ لُوْ كِيْ مَارَا  
UNIVERSITI  
TEKNOLOGI  
MARA

# **MANUAL PENGGUNA**

## **- PELAJAR**

*(USER MANUAL - STUDENT)*

## **UITM SISTEM WEB SSO v2**

Versi: 1.0  
Tarikh: 3 Sept 2020

## Isi Kandungan

1. **AKSES APLIKASI UITM MELALUI WEBSO (*ACCESS UITM APPLICATION*) ..... 3**
2. **PENUKARAN KATA LALUAN WEBSO (*CHANGE WEBSO PASSWORD*)..... 4**

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

### Prasyarat:

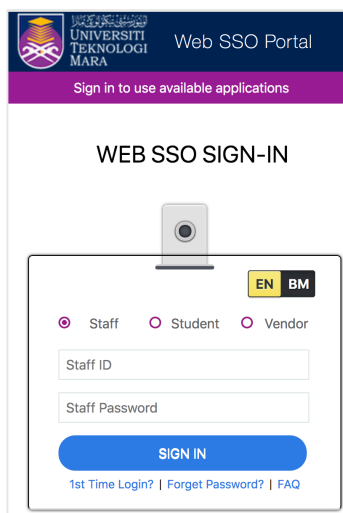
#### *Pre-Requisite:*

1. Pelajar perlu memiliki akses ke portal SIMS/iStudent.  
*Student must have access to SIMS/iStudent portal.*

### 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 ID Pelajar beserta kata laluan portal SIMS/iStudent.  
*Sign in using Student ID and SIMS/iStudent portal password.*



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.*

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

### Prasyarat:

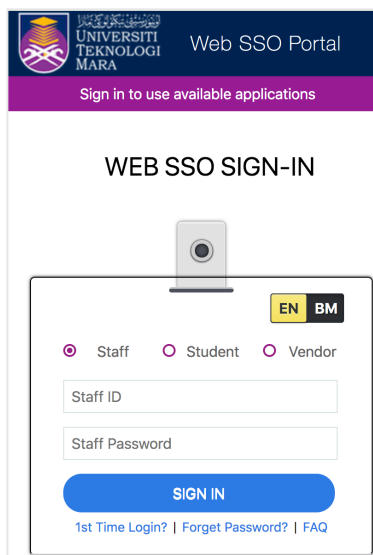
#### *Pre-Requisite:*

1. Pastikan anda mengemaskini emel alternatif (selain emel UiTM seperti gmail/ymail/outlook/hotmail/dll).  
*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".*



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 (ID Pelajar, MyKad beserta '-', dan Emel Alternatif) untuk mengesahkan identiti pengguna. Klik "Search".  
*Fill in following information (Student 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".

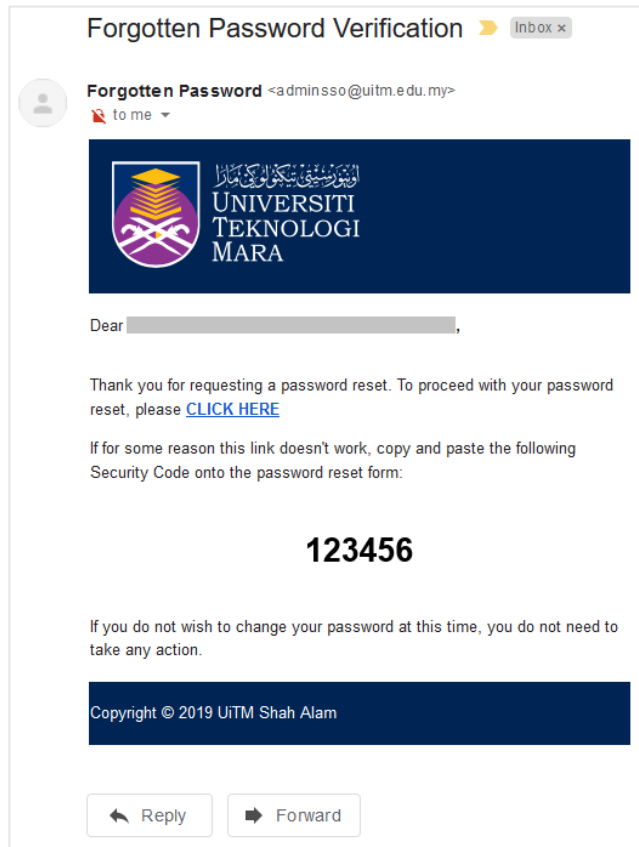
*To verify your identity, Security Code will be sent to your alternate email. Click "Continue".*

## Reset Password

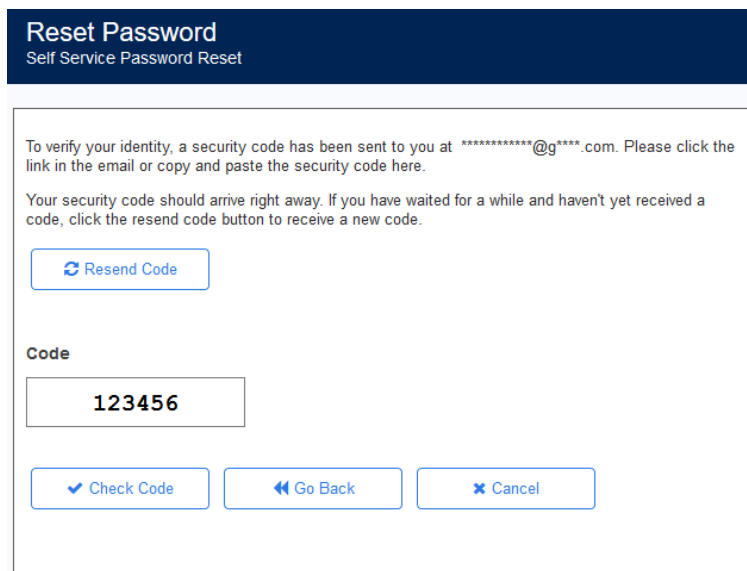
Self Service Password Reset

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](#)

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".*

## 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

9. 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.

▶ Continue

✕ Cancel

## Sign out

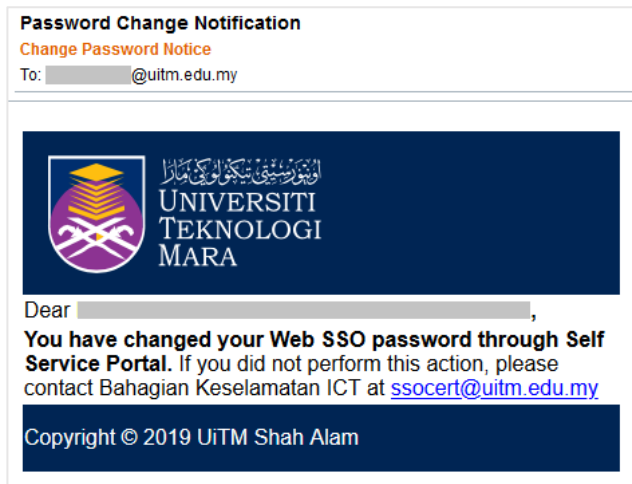
Self Service Password Reset

You are now signed out.

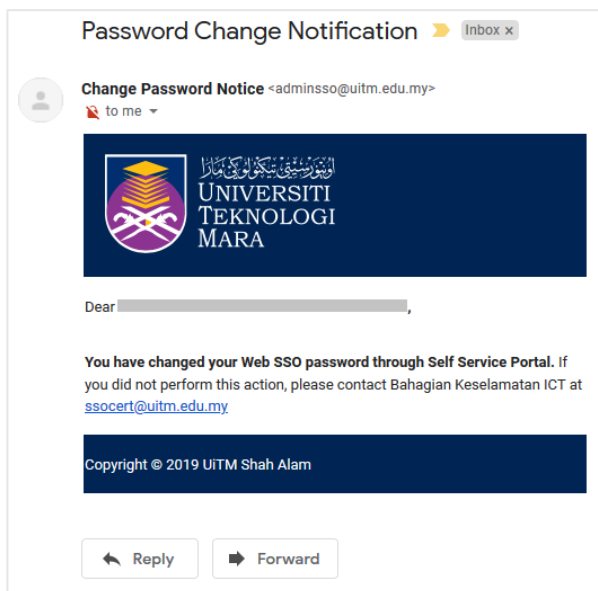
10. Akses ke <https://sso.uitm.edu.my> Guna Kata Laluan yang telah ditetapkan untuk Log Masuk ke akaun SSO anda (Sila rujuk **Akses Aplikasi UiTM melalui WebSSO**).  
*Access to <https://sso.uitm.edu.my> with the password that you have set to log in to your SSO account (Refer **Access UiTM Application through WebSSO** process).*

11. Notifikasi penukaran kata laluan akan dihantar ke **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 rasmi UiTM  
Notification at UiTM official email*



*Notifikasi di emel alternatif  
Notification at alternate email*