

User Manual

Identity Account Self Enrollment

1.0 Identity Account Self Enrollment

Registration is the process where you choose your identity before you enter the campus. For Post Graduate student, identity account will be activated immediately. For staff and other student, activation can be done manually when arrived in any USM campuses.

Below are steps for identity account self enrollment:

1. Access Identity Account Self Registration web site via <https://self.usm.my>.
2. Click on **Register new Identity** button (green button).



Figure 1

3. Please enter your **Identity Card/Passport Number** and a **PIN number**. Refer to your offer letter for a PIN number.

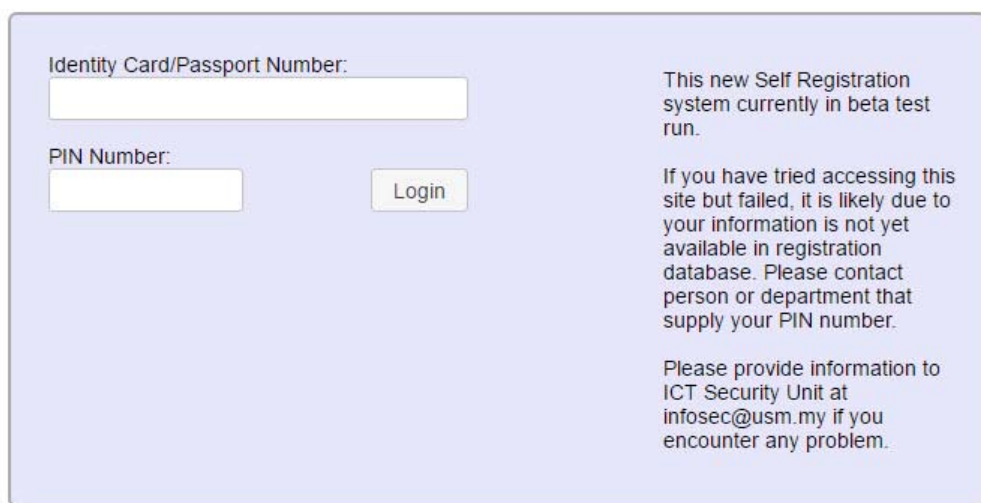


Figure 2

⚠️ Please refer to your offer letter regarding any date regarding Identity Account Self Enrollment.

⚠️ If you having problem with your PIN number:

- a. For new staff, please contact Bahagian Sumber Manusia (BSM)
- b. For post graduate student, please contact Pusat Pengajian Siswazah (IPS)
- c. For other student, please contact Unit Kemasukan (Admission)

4. Click **Login** to continue.

5. In the next form, please make sure **Name** and **Identity Card/Passport Number** are correct.

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.

Figure 3

6. Type in your chosen Identity Account. Please use guide on the right to help you choose your Identity Account.

⚠️ The system will reject if the Identity Account has been used. Please type another Identity Account.

⚠️ Choose your Identity Account wisely. There will be only one Identity Account during your work or study or continuing your study afterward in USM. Choose Identity Account that reflects you professionally. You will not be able to change your Identity Account.

⚠️ The same Identity Account but different domain will be used after ended your service or finished your study in USM.

⚠️ Unit Keselamatan Maklumat reserved rights to revoke inappropriate Identity Account.

⚠️ You are accountable of any consequences regarding usage of your account. Protect your account well.

7. Enter your **Password** and **Confirm Password**. Use guide on right to help you create your password.

⚠️ Avoid creating overly complex password that hard to remember. Use simple, creative password, example: 1Malaysia, 9/10ofthinking or Myfirstb@by.

⚠️ Avoid using sample password above or similar password with your public email.

8. Click **Save** to continue.
9. If you are **post graduate** student or doing registration within USM campuses, your account will be **automatically activated** and information about the services shows (Figure 4). If you staff or other student, you will be presented with dialog on Figure 5, please refer section **2.0 Manual Identity Account Activation**.
10. **Congratulation** page will be shown if you successfully activated.
11. You will be able to access most USM websites and computerize services within 15 minutes after activation whenever the services ready for you. Your email will be available within one day.
12. Close Internet browser when you finished.

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.

Figure 4

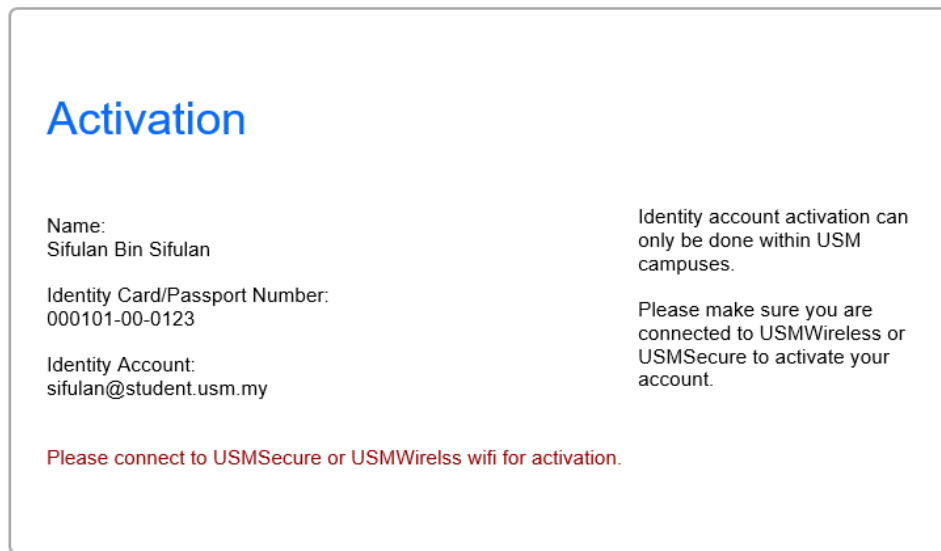


Figure 5

2.0 Manual Identity Account Activation

1. For delay activation, you need to activate your account manually when you reach USM's campuses.
2. On your computer, tablet or telephone. Please connect to **USMWireless**. You can also use any computer or kiosk that connected to USM's network.
3. You will be presented with **USMWireless** login page. Browse any website if login page not appear.



Figure 6

4. Click on **identity self enrollment** image to access Identity Self Enrollment portal.
5. Click on **Register new Identity** button (green button).



Figure 7

6. Log into Identity Account Self Enrollment with your **Identity Card/Passport Number** and **PIN Number**.

Identity Card/Passport Number:

PIN Number:

This new Self Registration system currently in beta test run.

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.

Please provide information to ICT Security Unit at infosec@usm.my if you encounter any problem.

Figure 8

7. You will be presented with **Activation** page (Figure 9).

Activation

Name:
Sifulan Bin Sifulan

Identity Card/Passport Number:
000101-00-0123

Identity Account:
sifulan@student.usm.my

Identity account activation can only be done within USM campuses.

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

Figure 9

8. Click on **Activate My Identity Account** button to activate your account.
9. **Congratulation** page will be shown if you successfully activated.

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

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- 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 [Self Portal](#) 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., [CampusOnline](#) or [eLearning](#) 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.

Figure 10

10. You will be able to access USMSecure wifi, most USM websites and other computerize services within 15 minutes after activation. For email will be available within one day.

11. Close Internet browser when you finished.