

User Manual

Self Enrollment for Identity Account

1. Self Enrollment

Identity is a unique user account that will be used to access all USM IT related services. Identity Registration is the process where you create your identity prior to your first time enrollment in USM campuses. For Post Graduate student, identity account will be activated immediately upon registration. For undergraduate and PPJJ students, activation can be done manually in any USM campuses.

Below are the steps for identity account self enrollment:

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



Figure 1

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

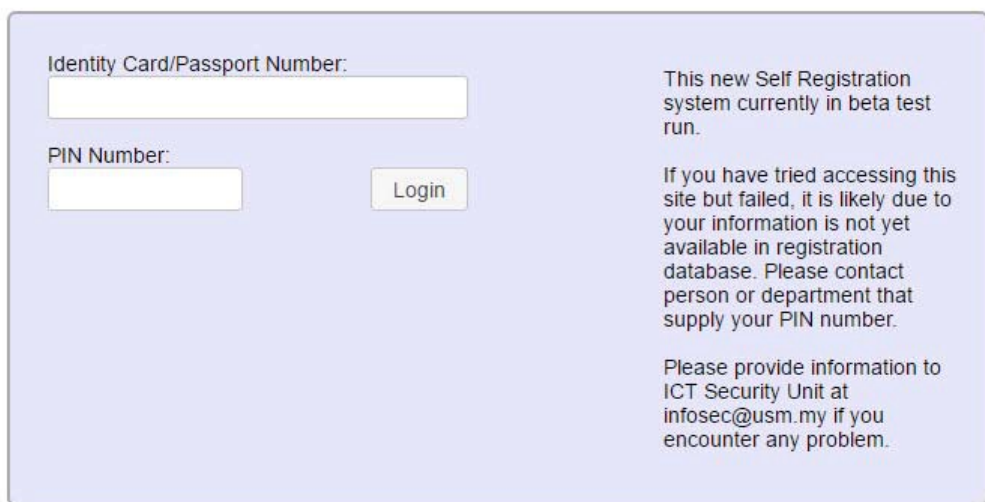
The screenshot shows a registration form on a light blue background. On the left, there are two input fields: 'Identity Card/Passport Number:' and 'PIN Number:'. A 'Login' button is positioned to the right of the PIN field. On the right side of the form, there is a block of text: 'This new Self Registration 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.'

Figure 2

- ⚠ Please refer to your offer letter for the dates regarding Identity Account Self Enrollment.
 - ⚠ If you encounter any problems with your PIN number:
 - a. For new staff, please contact Bahagian Sumber Manusia (BSM)
 - b. For post graduate students, please contact Pusat Pengajian Siswazah (IPS)
 - c. For undergraduate and PPJJ students, please contact Unit Kemasukan (Admission)
4. Click **Login** to continue.
 5. In the next form, please ensure that your **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 new Identity Account. Please use the tips on the right to help you create your Identity Account.
 - ⚠ The system will not allow you to register Identity Account similar with that is already in use. Please select another Identity Account.
 - ⚠ Choose your Identity Account wisely. There will be only one Identity Account during your work or study in USM. Choose the Identity Account that reflects you professionally. You will not be able to change your Identity Account.
 - ⚠ The same Identity Account with different domain will be used when your service ends or you have finished your study in USM.
 - ⚠ Information Security Unit reserves the right to revoke inappropriate Identity Account.
 - ⚠ You are accountable for any consequences regarding the usage of your account. Protect your account well.
7. Enter your **Password** and **Confirm Password**. Use the tips on right to help you create your password.

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

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

8. Click **Save** to continue.
9. If you are a **post graduate** student or are doing registration within USM campuses, your account will be **automatically activated** and information about the services will be shown (Figure 4). If you are a staff or undergraduate/PPJJ student, you will be presented with the Activation notice (Figure 5), please refer to section **2 Identity Account Activation**.
10. The **Congratulation** page will be shown if you have successfully activated your account.
11. You will be able to access most of USM websites and computerized services within 15 minutes after activation. Your email will be available within one day.

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 [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 4

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.

Please connect to USMSecure or USMWireless wifi for activation.

Figure 5