

User Manual

***Self Enrollment for
Identity Account
-Activation-***

2. Identity Account Activation

1. For delayed activation, you need to activate your account manually when you are within any USM campuses
2. Using your computer, tablet or telephone, connect to the internet. You can also use any computer or kiosk that is connected to USM's network.
3. Click the **identity self enrollment** image to access Identity Self Enrollment portal.
4. Click the **Register new Identity** button (green button).



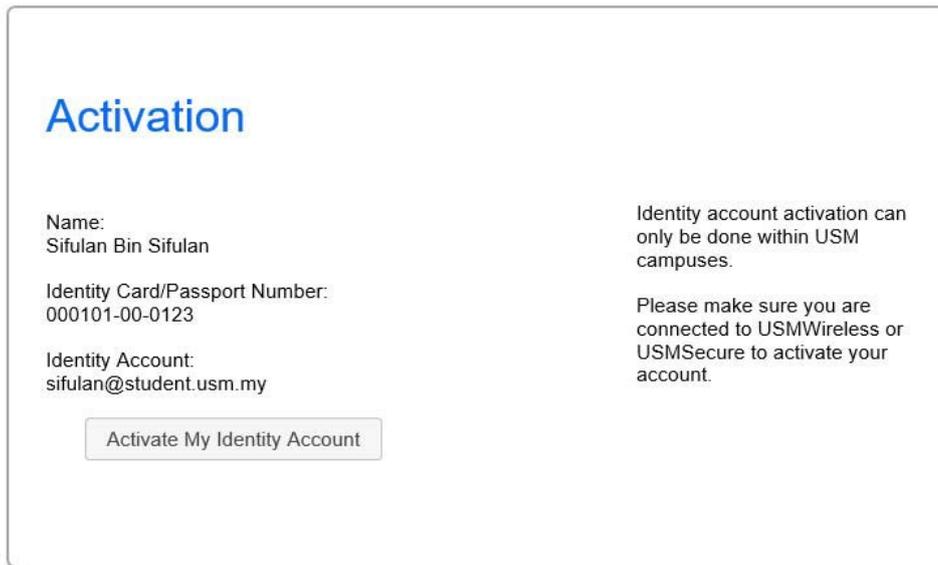
Figure 7

5. Log into Identity Account Self Enrollment using your **Identity Card/Passport Number** and **PIN Number**.

The screenshot shows a light blue login form. 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. 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

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



Activation

Name:
Sifulan Bin Sifulan

Identity Card/Passport Number:
000101-00-0123

Identity Account:
sifulan@student.usm.my

Activate My Identity Account

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

7. Click the **Activate My Identity Account** button to activate your account.
8. The **Congratulation** page will be shown if you have 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

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 10

9. You will be able to access USMSecure wifi, most of USM websites and other computerized services within 15 minutes after activation. Your email will be available within one day.