
MODULE USER LOGIN (CREATE USER ACCOUNT)

VERSION HISTORY

Version Number	Implemented By	Revision Date	Approved By	Approval Date	Description of Change
1.0					

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HANDS-ON TRAINING



CREATE ACCOUNT

Introduction

This document provides user with an instruction on sign up to the system.

Objective

- 1) Learn how to login and signup to the system
- 2) To provide instructions on how to login and signup to the system

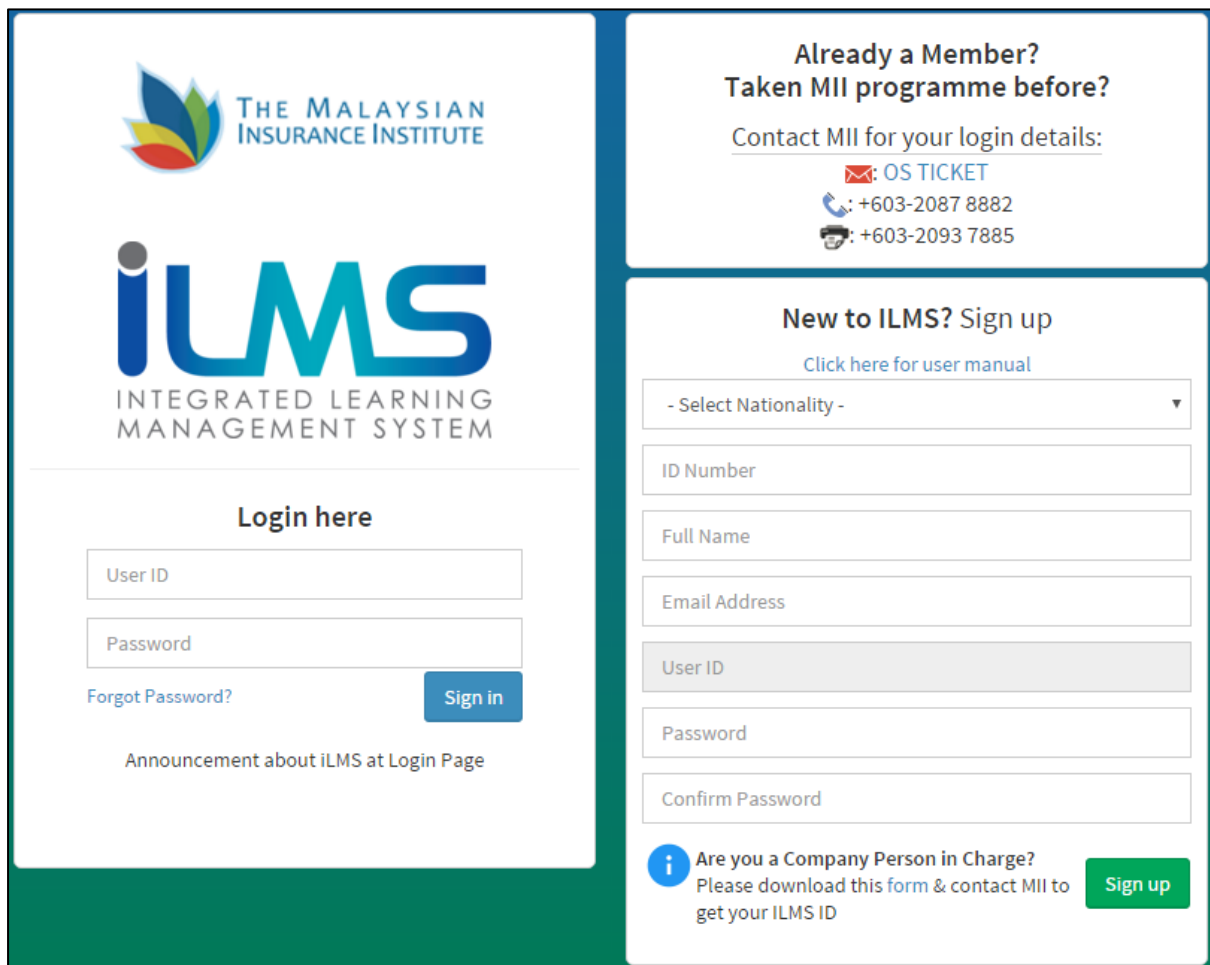
Intended Users

This module will be accessed by the following actor:

- 1) MII Customer

USER LOG IN

To create new iLMS account, the user needs to access iLMS system with its URL: <https://www.mii4u.org> and redirected to the following login page.



The screenshot shows the iLMS user interface. On the left, there is a login section with the iLMS logo and 'INTEGRATED LEARNING MANAGEMENT SYSTEM' text. Below the logo, it says 'Login here' and has two input fields for 'User ID' and 'Password'. A 'Forgot Password?' link and a blue 'Sign in' button are also present. Below the login fields is an 'Announcement about iLMS at Login Page'.


On the right, there are two main sections. The top section is titled 'Already a Member? Taken MII programme before?' and provides contact information for MII: 'Contact MII for your login details: OS TICKET', '+603-2087 8882', and '+603-2093 7885'. The bottom section is titled 'New to iLMS? Sign up' and includes a link 'Click here for user manual'. It features a dropdown menu for '- Select Nationality -', and input fields for 'ID Number', 'Full Name', 'Email Address', 'User ID', 'Password', and 'Confirm Password'. At the bottom of this section, there is an information icon and text: 'Are you a Company Person in Charge? Please download this form & contact MII to get your iLMS ID', followed by a green 'Sign up' button.


1 Existing User


1.1 If the system pop ups the following message when keying in the NRIC (MyKad) or passport no, it indicates that the user account is already created in the system. The user may contact **MII Customer Service** for login details.

**Already a Member?
Taken MII programme before?**

Contact MII for your login details:

 OS TICKET

 : +603-2087 8882

 : +603-2093 7885

New to iLMS? Sign up

[Click here for user manual](#)

Malaysian

940306665020

You have already registered in the system.
If you never login through iLMS, please contact customer service for further assistance.


Full Name

Email Address

User ID


Password

Confirm Password

 **Are you a Company Person in Charge?**
Please download this form & contact MII to get your iLMS ID

[Sign up](#)

2 New User

2.1 For user who is new to iLMS, they need to sign-up new account to get their own user ID and password to access the system. User is to fill in the details and click on the  button as shown below:

New to iLMS? Sign up

[Click here for user manual](#)

- Select Nationality - ▼

▼

Passport No (Non-Malaysian Only)


Full Name

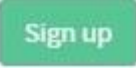
Email Address

User ID

Password

Confirm Password

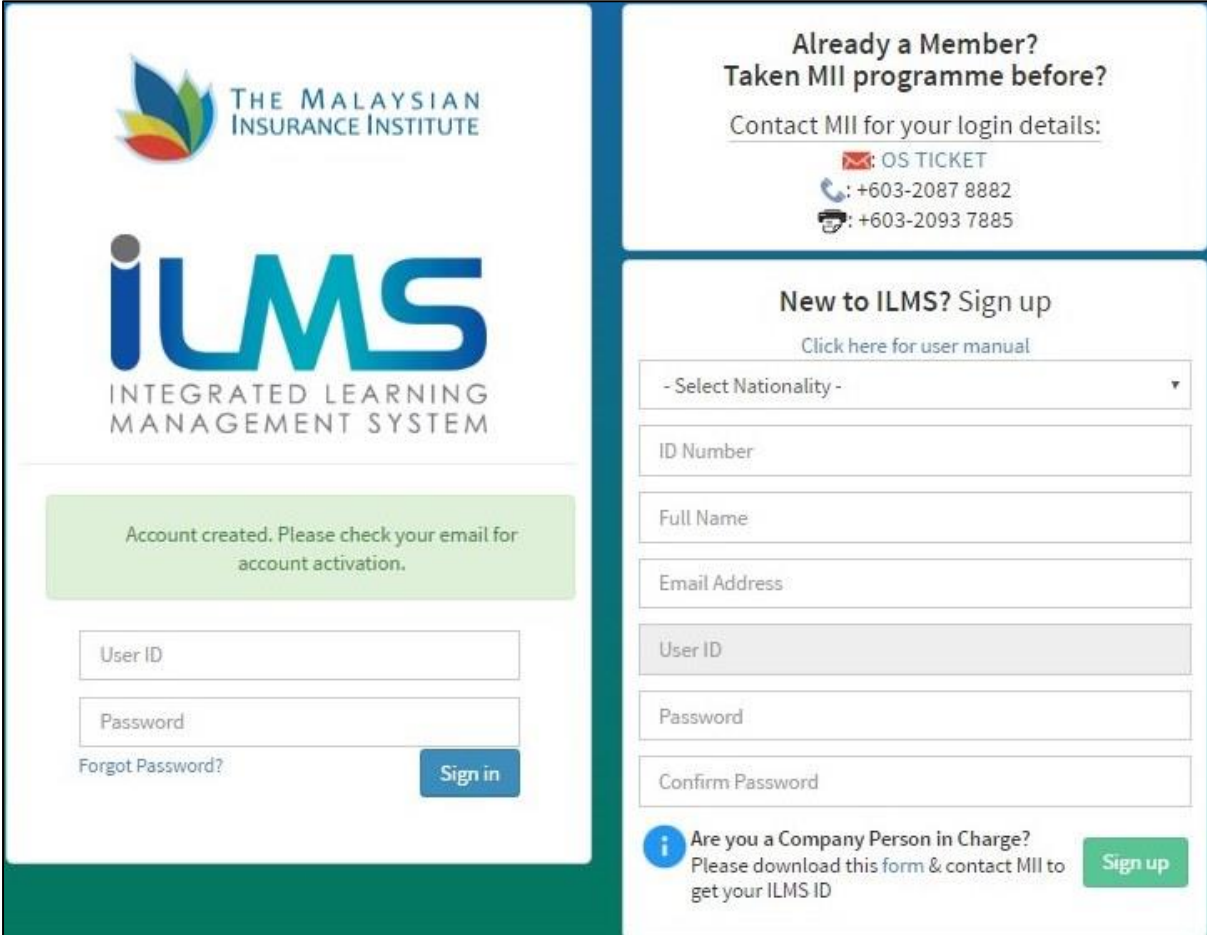
 **Are you a Company Person in Charge?**
Please download this form & contact MII to get your iLMS ID




Description of each field is explained in the table below:

No	Field Name	Description	Condition
1	Select Nationality	Nationality option either Malaysian or Non-Malaysian	Compulsory
2	Nationality	Indicates the status of belonging to a particular nation	Compulsory
3	ID Number	The series of digits issued to Malaysian citizens and permanent residents for self-identification	Compulsory
	NRIC (Mykad)	The identity codes for Malaysian citizens aged 12 and above	
	Passport (Non- Malaysian)	An official codes issued by a government, certifying the holder's identity and citizenship that entitle them to travel under its protection to and from foreign countries	
4	Full Name	Indicates the whole name, including first name and surname	Compulsory
5	Email address	Medium to distribute message by electronic mean between MII and the registered customer	Compulsory
6	User ID	Auto-generated ID from customer ID Number	Auto-generate
7	Password	A secret word or phrase that contains minimum five characters used to gain admission into system	Compulsory
8	Confirm Password	To validate the password inserted above	Compulsory

2.2 The following message will be appeared on the screen once the account is successfully created. User is to check on their registered email for the notification on account activation.



 THE MALAYSIAN
INSURANCE INSTITUTE

iLMS
INTEGRATED LEARNING
MANAGEMENT SYSTEM

Account created. Please check your email for
account activation.


User ID


Password


[Forgot Password?](#) [Sign in](#)

**Already a Member?
Taken MII programme before?**

Contact MII for your login details:

 OS TICKET

 +603-2087 8882

 +603-2093 7885

New to iLMS? Sign up

[Click here for user manual](#)

- Select Nationality -

ID Number


Full Name

Email Address

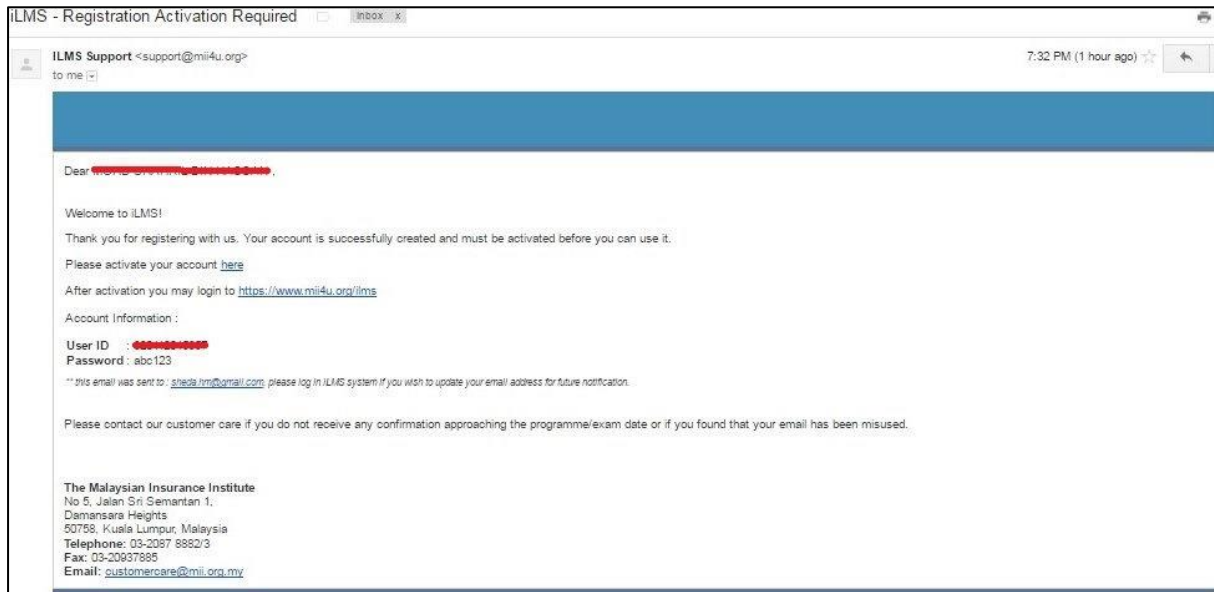
User ID

Password


Confirm Password


 **Are you a Company Person in Charge?**
Please download this form & contact MII to
get your iLMS ID [Sign up](#)

2.3 An email notification of account activation will be sent to the customer registered email. Click on the link on the email for account activation.




2.4 The link will then redirect user to update and activate their iLMS account as shown below.

Complete the information and click on the  Update and activate my account button.

[Logout](#)  Update and activate my account

Account Activation



Please complete the following information to activate your account.

ID Type

Login ID

Fullname

Email Address

Personal Information

Date of Birth *

Gender *

Race *

Contact Information

Alternate Email

Mobile Number *

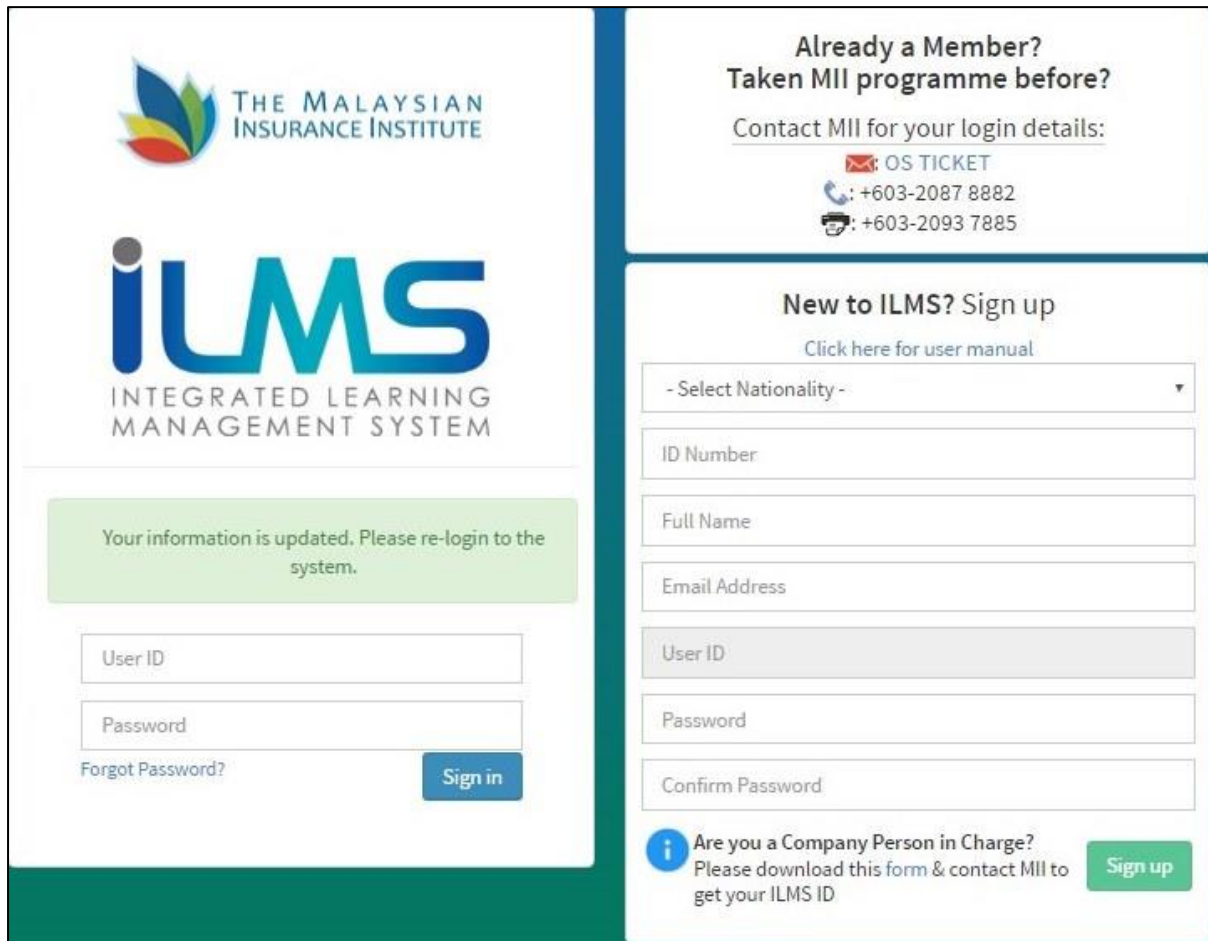
Address
Please enter your corresponding address.

Address Type *

Description of each field is explained in the table below:

No	Field Name	Description	Condition
1	Date of birth	Indicates that the customer age is qualified to take any program/course/event with MII	Compulsory
2	Gender	Customer gender	Compulsory
3	Race	Customer race	Compulsory
4	Alternate Email	Alternate email address to distribute message by electronic mean between MII and the registered customer	Optional
5	Mobile Number	Customer mobile number	Compulsory
6	Address Type	Indicates type of address	Compulsory
7	Address Line 1	Name of the place	Compulsory
8	Address Line 2	Name of the place	Optional
9	Address Line 3	Name of the place	Optional
10	City	A large town	Compulsory
11	Postcode	A group of numbers or letters and numbers that are added to a postal address	Compulsory
12	Country	A nation with its own government, occupying a particular territory	Compulsory
13	Phone No	Customer contact No	Optional
14	Fax No	Customer fax No	Optional
15	Security Questions	A set of questions to verify the valid user and stop unauthorized access	Compulsory

2.5 Once the information is completely updated, the system will prompt the user with the following message on the login page. User is to re-login to the system to access their iLMS account.



The screenshot displays the iLMS login interface. On the left, the iLMS logo and 'INTEGRATED LEARNING MANAGEMENT SYSTEM' are visible. A green message box states: 'Your information is updated. Please re-login to the system.' Below this are input fields for 'User ID' and 'Password', a 'Forgot Password?' link, and a blue 'Sign in' button. On the right, there are two sections: 'Already a Member? Taken MII programme before?' with contact details for OS TICKET (+603-2087 8882 and +603-2093 7885), and 'New to iLMS? Sign up' with a link to the user manual and a registration form. The registration form includes a nationality dropdown, and fields for ID Number, Full Name, Email Address, User ID, Password, and Confirm Password. A final section asks 'Are you a Company Person in Charge?' with a 'Sign up' button.