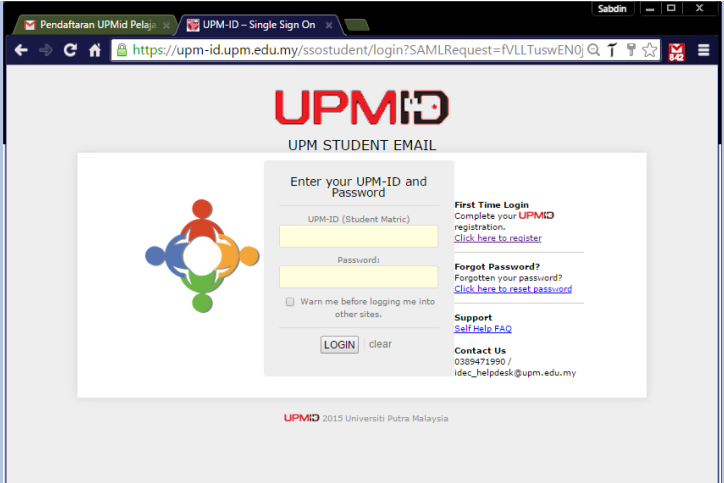
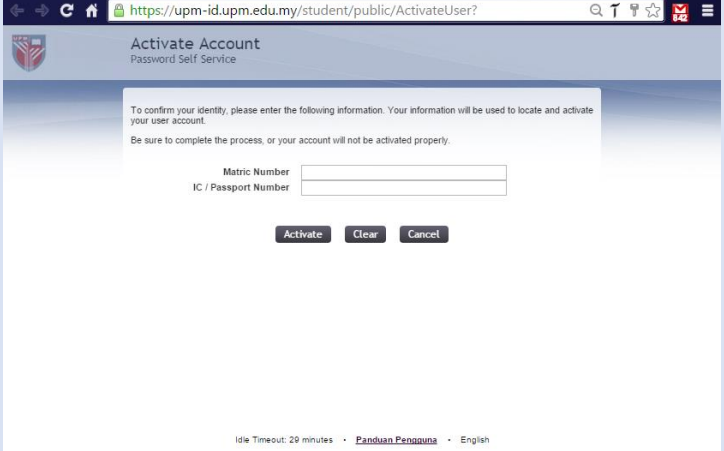
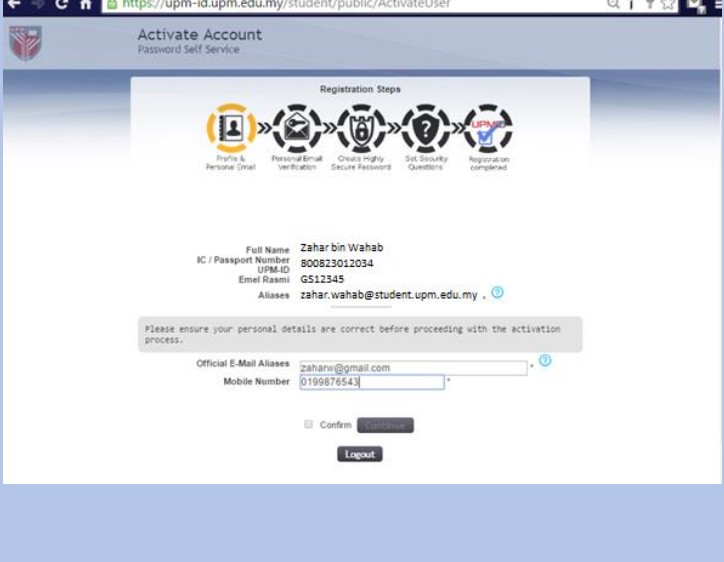


# Manual Pengguna (User Manual)

## Pengaktifan UPM-ID Pelajar Dan Email Pelajar (Google Apps Academic)

### UPM-ID and Email Registration for Student

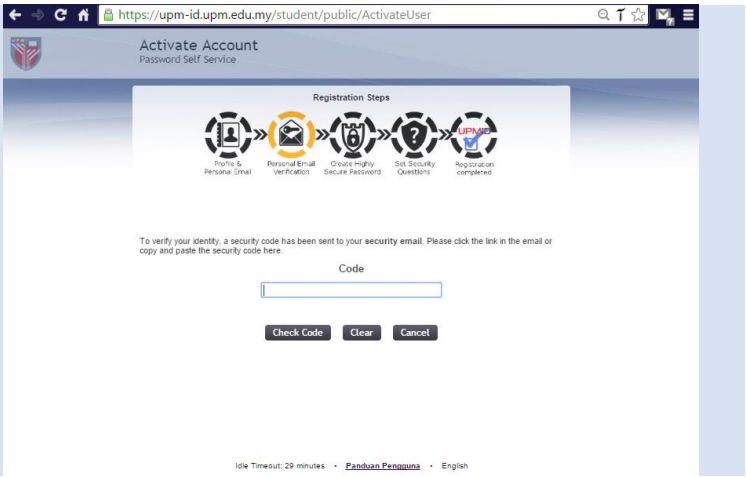
<p>1</p> <p>Alamat URL Email Pelajar: <a href="http://mail.student.upm.edu.my">http://mail.student.upm.edu.my</a></p> <p>Klik pada 'Click here to register' pada ruangan <i>First Time Login</i></p> <hr/> <p><i>Students Email URL :</i> <a href="http://mail.student.upm.edu.my">http://mail.student.upm.edu.my</a></p> <p><i>Please click 'Click here to register' to continue for UPM-ID registration</i></p>	
<p>2</p> <p>Sila lengkapkan ruangan Matric Number dan IC / Passport Number</p> <p>Klik pada butang 'Activate' untuk teruskan</p> <hr/> <p><i>Please complete all required fields.</i></p> <p><i>Click 'Activate' button to continue.</i></p>	
<p>3</p> <p>Jika maklumat betul, profil pengguna akan terpapar, sila semak ketepatan maklumat dan isikan ruangan yang diperlukan.</p> <p>Sila lengkapkan <i>Aliases</i>, Sila lengkapkan <i>Security Email</i> Sila lengkapkan <i>Mobile Number</i></p> <p>Klik kotak Confirm dan klik pada butang Continue</p> <hr/> <p><i>If the information is correct, the user profile will appear. Please check the information and make sure the information is correct.</i></p> <p><i>Please complete all required files</i></p> <p><i>Click 'Continue' button to continue.</i></p>	

4 Kod pengaktifan akan di hantar kepada email keselamatan (Email Peribadi)

Sila buka email keselamatan untuk mendapatkan kod pengaktifan

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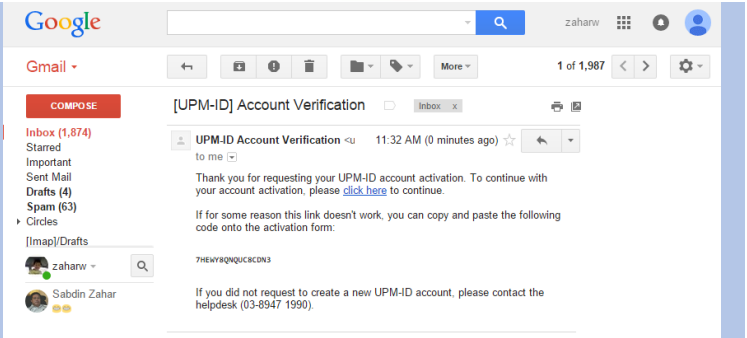
*The activation code will be sent to the security email.  
Please click the link in the email or copy and paste the security code.*



5 Sila salin kod pengaktifan yang dihantar ke alamat email peribadi anda.

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*Please click the link in the email or copy and paste the security code.*

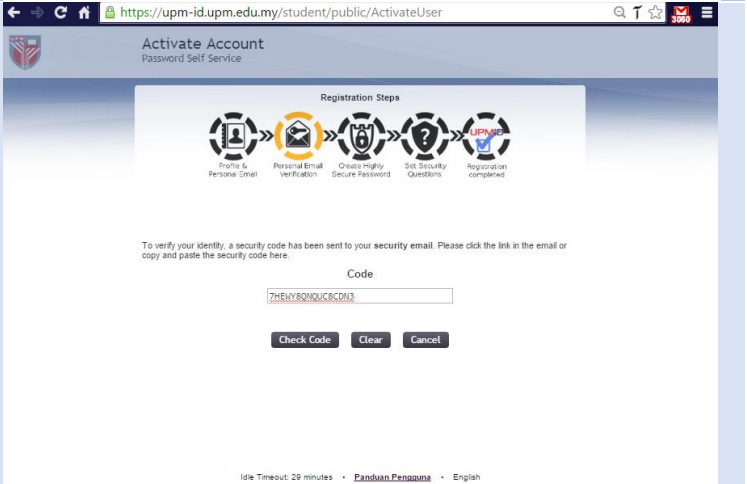


6 Pastikan kod keselamatan di tampal pada ruangan kod yang disediakan

Klik *Check Code* untuk teruskan

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*Click 'Check Code' button to continue*

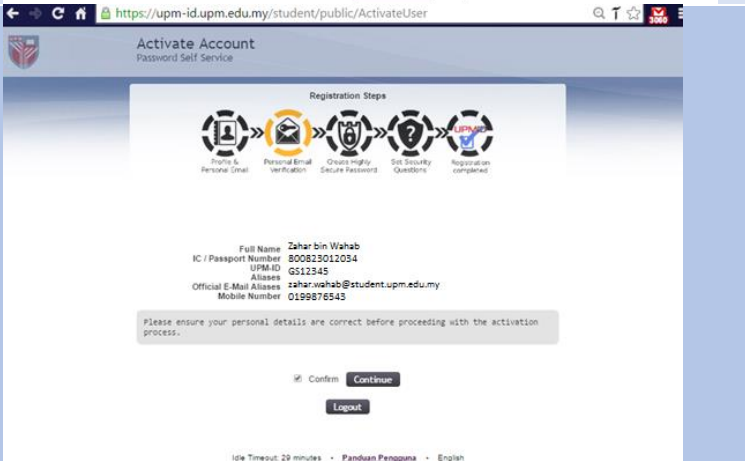


7 Jika kod keselamatan sah, profil pengguna akan dipaparkan sekali lagi.

Klik pada kotak Confirm dan klik pada butang Continue untuk teruskan

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*If the security code valid, the registration info will be displayed.  
Tick the Confirm box and Click "Continue" button to continue the registration.*



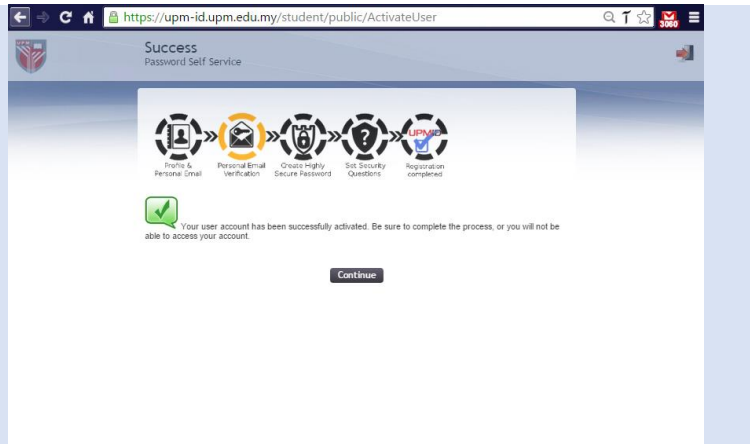
8 Pengesahan email keselamatan Berjaya.

Pastikan proses seterusnya dilengkapkan

Klik pada butang *Continue*

---

*Please click "Continue" button to continue the next process*

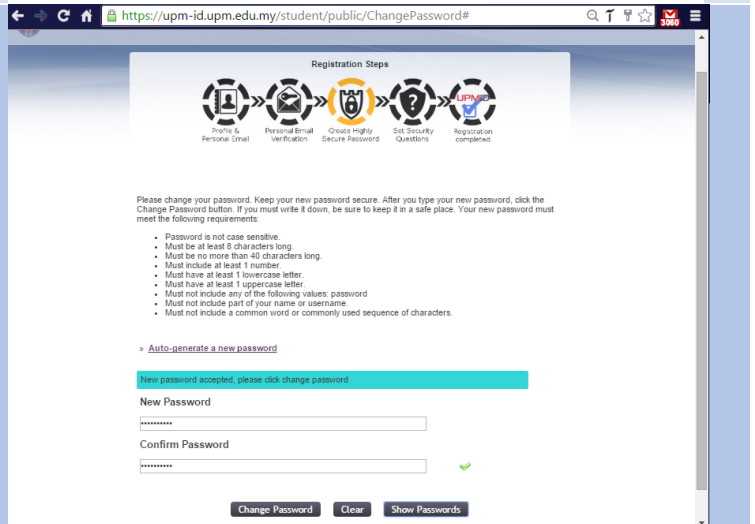


9 Sila teruskan pendaftaran dengan melengkapkan kata laluan baru

Sila pastikan syarat-syarat polisi yang ditetapkan dipatuhi

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*Your new password must meet the password policy.*

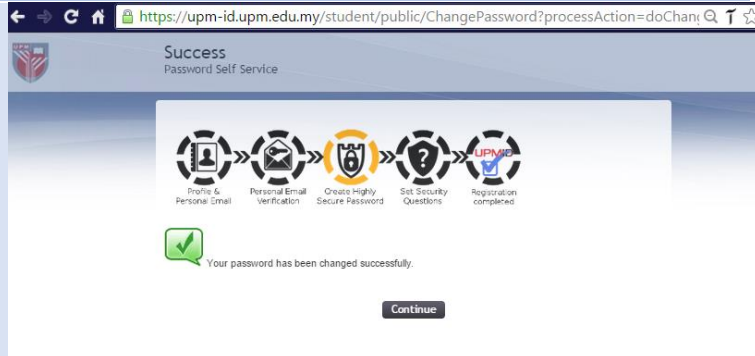


10 Kata laluan baharu Berjaya ditukar dan disimpan.

Sila klik pada butang *Continue* untuk teruskan

---

*Please click "Continue" button to continue the next process.*



11 Sila lengkapkan soalan keselamatan

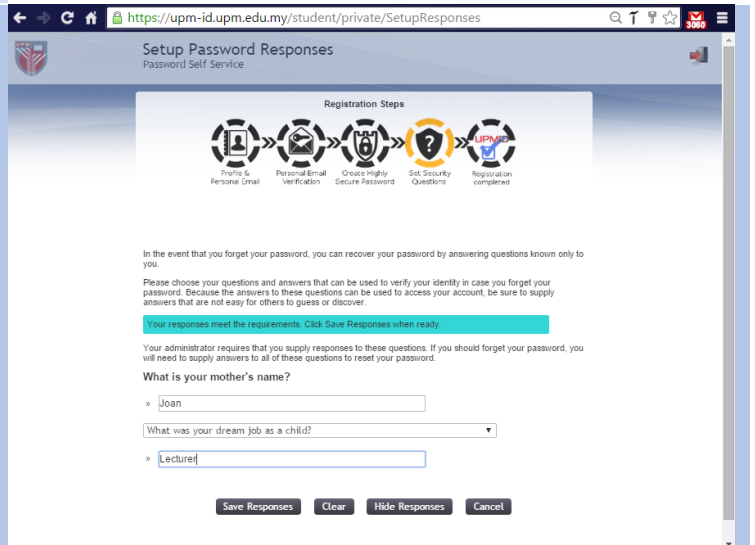
Soalan keselamatan diperlukan bila pengguna terlupa kata laluan

Klik butan *Save Responses* untuk teruskan

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*Please choose your questions and complete the answers.*

*Click "Save Responses" button to continue.*



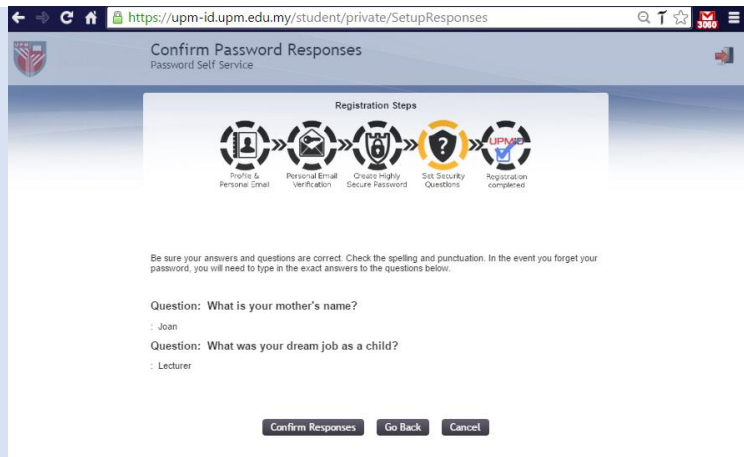
**12** Sila sahkan soalan keselamatan

Klik pada butang *Confirm Responses* untuk teruskan

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*Be sure your answer and question are correct.*

*Click "Confirm Responses" button to continue.*

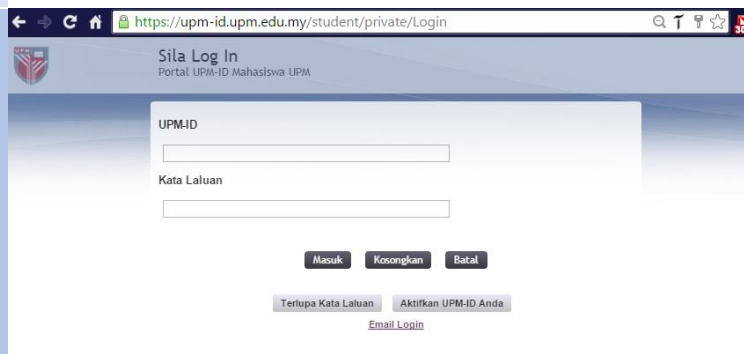


**13** Pendaftaran UPM-ID selesai

Sila klik pada link Email Login untuk login ke Email pelajar

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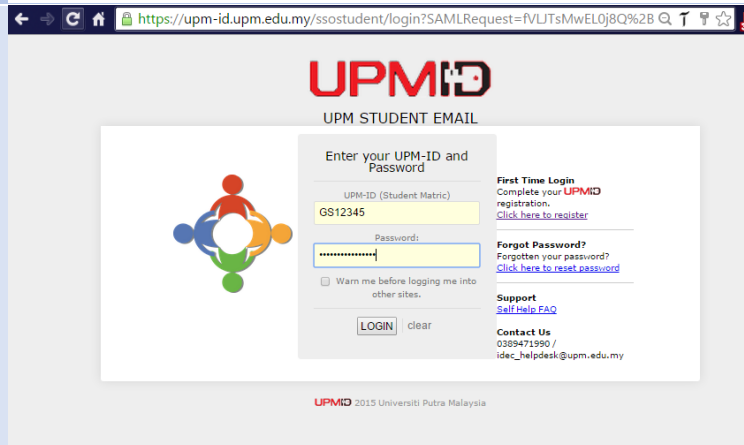
*UPM-ID registration completed. Congratulations.. Thank You.*



**14** Sila login dengan menggunakan UPM-ID(Student Matric) dengan kata laluan yang baru.

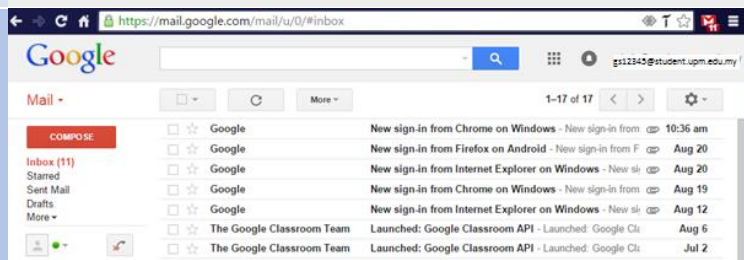
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*Please log in using your new password.*



**15** Jika Berjaya login, anda akan dapat memasuki ruangan email pelajar.

Tahniah



**16** Jika ada sebarang masalah dan pertanyaan boleh menghubungi 03 89471990 atau email kepada [idec\\_helpdesk@upm.edu.my](mailto:idec_helpdesk@upm.edu.my) Untuk bantuan

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*Please don't hesitate to contact us for any enquiries you might have.*  
*Email : [idec\\_helpdesk.upm.edu.my](mailto:idec_helpdesk.upm.edu.my)*  
*Telephone : 03 8946 1990*

**03 8947 1990**  
**[Idec\\_helpdesk@upm.edu.my](mailto:idec_helpdesk@upm.edu.my)**

