



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونِيسْتِي اِسْلَامْ اِنْتَار اَبْحَسَا مَلَيْسِيَا

**ASSET MANAGEMENT INFORMATION SYSTEM (AMIS)
FOR
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA (IIUM)
GAMBANG, PAHANG**

DOCUMENT : USER MANUAL FOR PASSWORD RESET
REF. NO. : IIUM/15101/AMIS.15.01.10
ISSUE NO. : 1.0
DATE : 14TH FEBRUARY 2020

REVISION NO.	DATE	PREPARED BY	VERIFIED BY	APPROVED BY
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RELEASE AND REVISION RECORD

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Revision History	Page No.	Affected Area	Issue. No.	Date	Issued By
1	1 – 9	All	1.0	14/02/2020	Muhd. Zulkhairi Zaini

ABBREVIATION

MTSB	Microcorp Technology Sdn Bhd
OR	Observation Report
PC	Personal Computer
QA	Quality Assurance
AMIS	Asset Management Information System
KPAG	Konsesi Pusat Asasi Gambang Sdn Bhd
SMMSB	Service Master Malaysia Sdn Bhd
IIUM	International Islamic University Malaysia

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1.0 INTRODUCTION

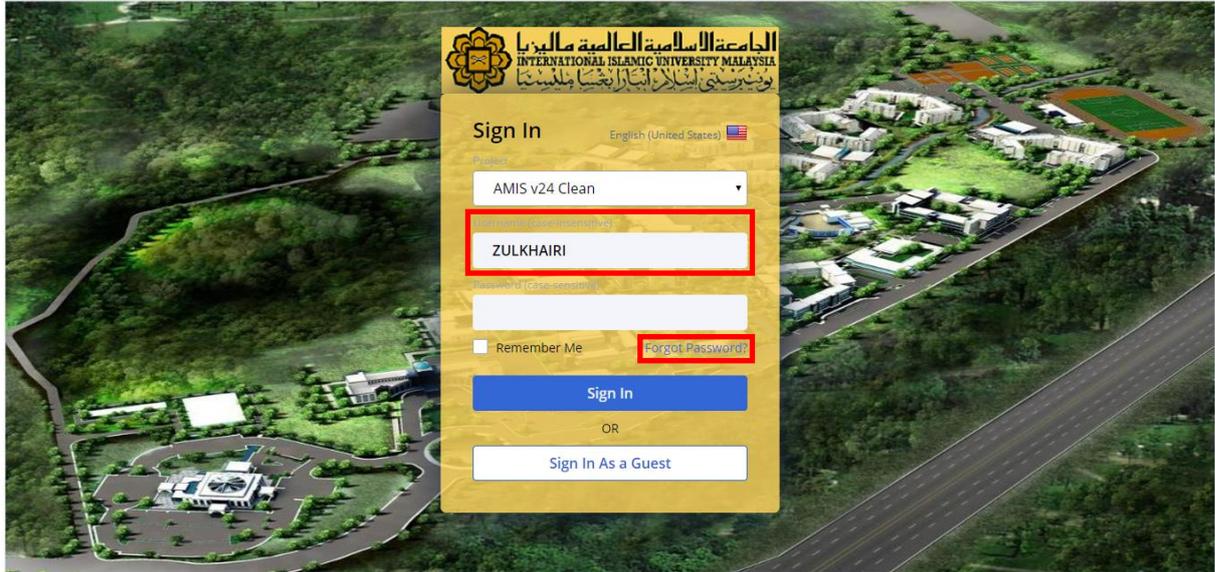
This document serves as the guide for the user of Asset Management Information System (AMIS) which contains step-by-step instruction on how to operate the system and to give clear understanding of the system.

2.0 OVERVIEW

It is common for assigned users of a system to forget password set for their respective user accounts. This could happen due to either simple forgetfulness or the pre-generated passwords are hard for users to remember. Such occurrence has the possibility to disrupt important processes if users of importance could not access their accounts because of such problem. The password reset function allowed users to change their password in case of user failed to remember their account's password during the moment of emergency.

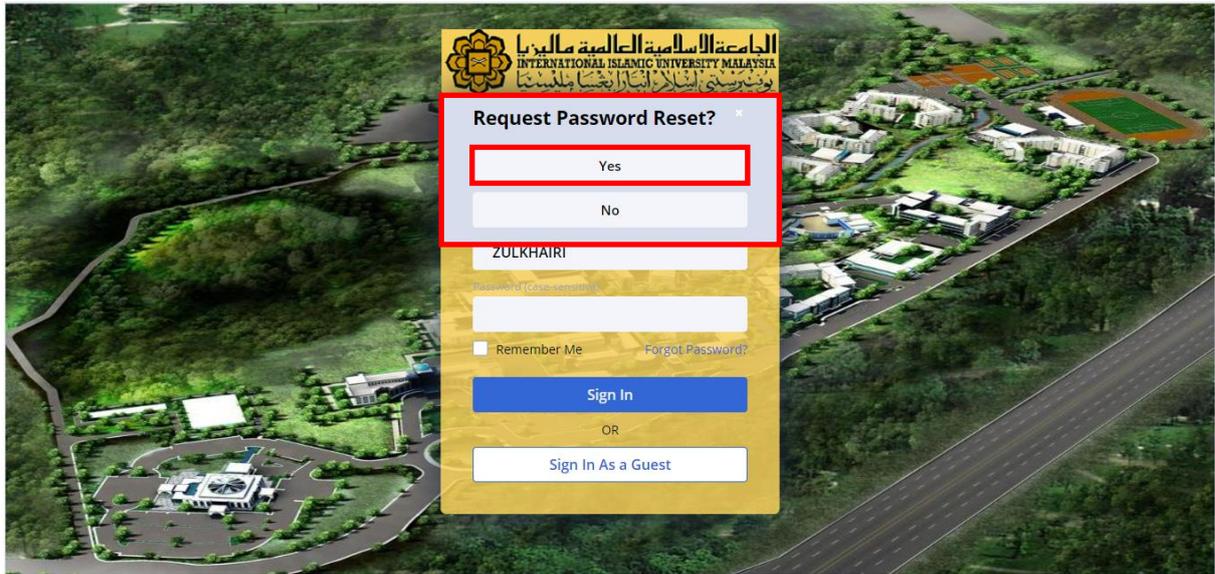
3.0 PASSWORD RESET

PASSWORD RESET



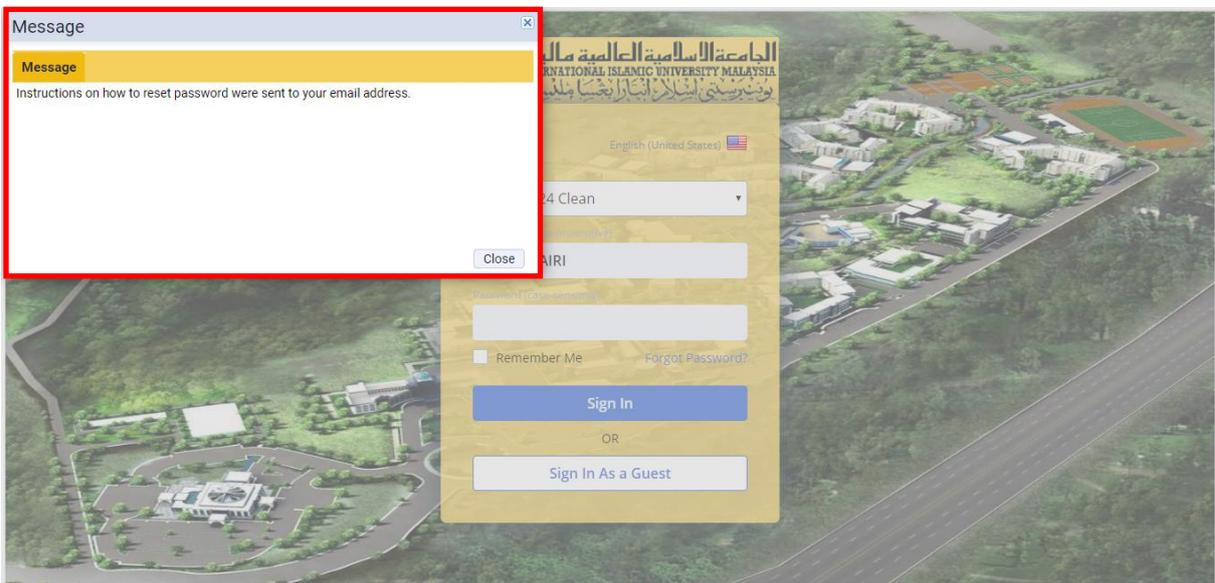
No.	Steps
1.	Open new browser (Google Chrome, etc.), go to URL address as stated below: https://amis-cfsium.com/archibus
2.	In Username field, insert Username as assigned to user. For example: Username: ZULKHAIRI Then, click on ' <i>Forgot Password?</i> '

PASSWORD RESET



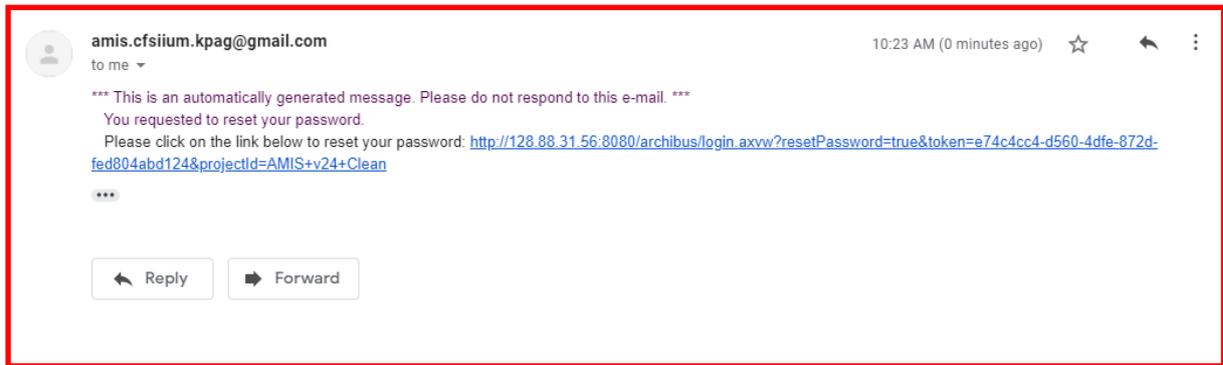
No.	Steps
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3.	Request Password Reset? pop-up screen will be displayed. Click on Yes button to request password reset.
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4.	Notifications to reset password are in Message pop up screen. The instructions on how to reset your password will be sent to the email linked to your account.
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PASSWORD RESET



No.	Steps
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5. Go to your email page and click on the link provided.

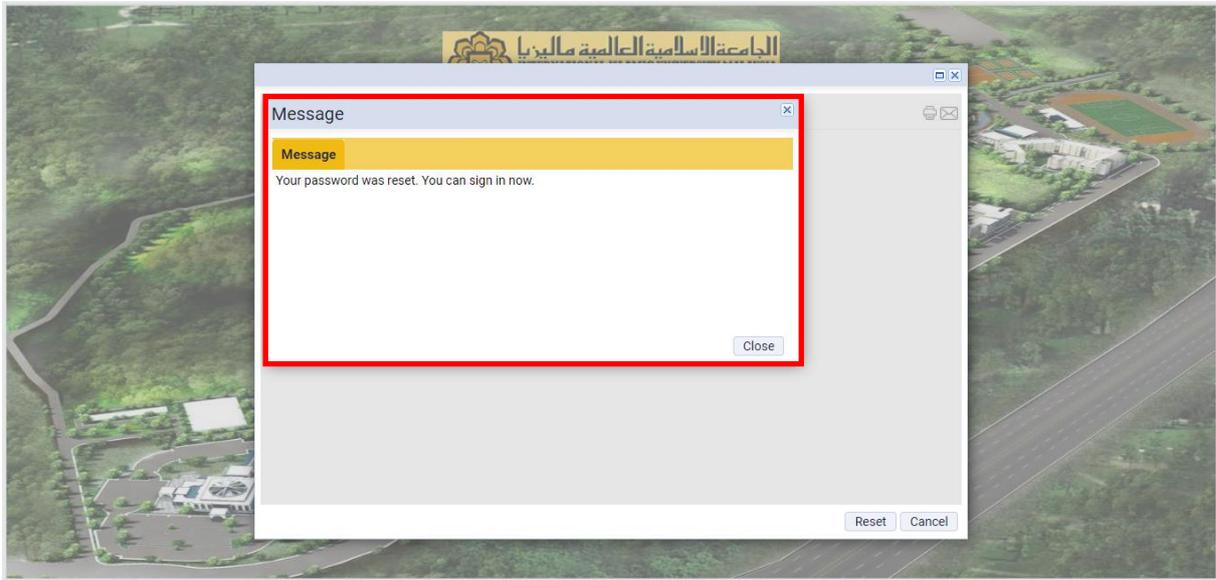


6. **Reset Password** screen will be displayed. Insert your new password in the following fields: (Note: Make sure that your password is at least 8 characters long)

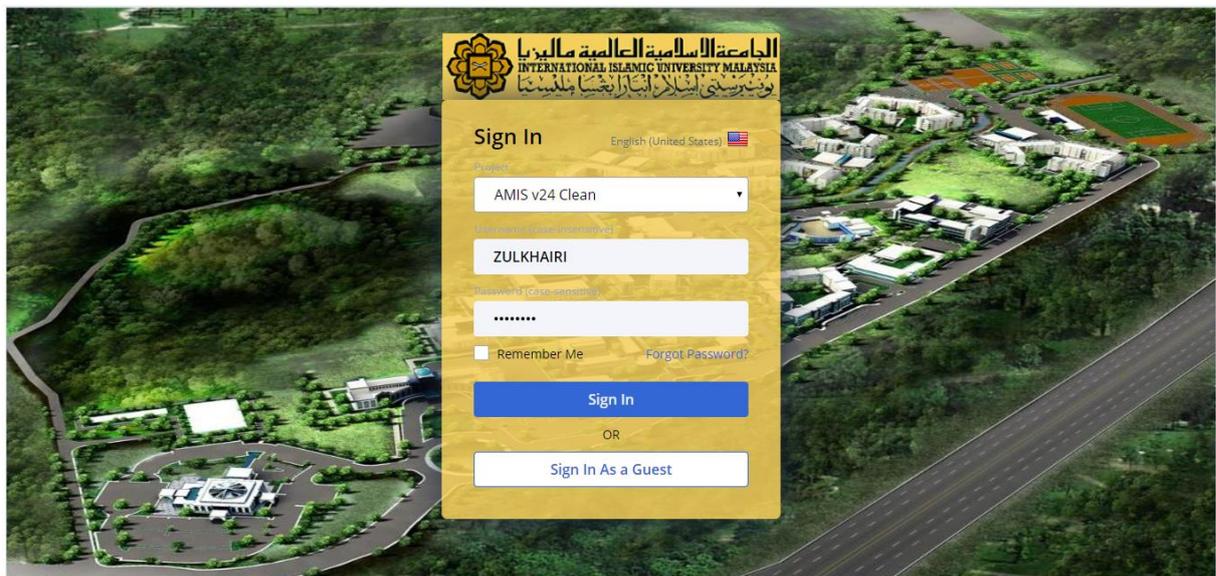
- Enter new password
- Re-enter new password

Click on *Reset* button to reset your current password to new password.

PASSWORD RESET

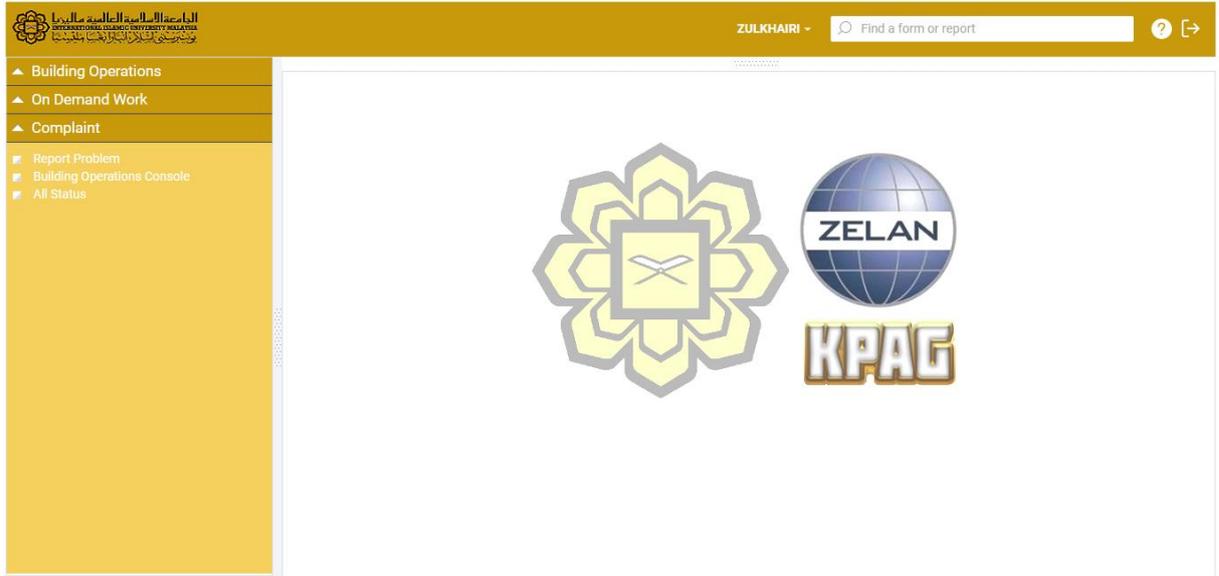


No.	Steps
7.	Message pop up screen will be displayed if your password reset is successful.



8.	Sign in into the system using your new password.
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PASSWORD RESET



No.	Steps
9.	On successful sign in, you will be directed to your user page.