

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

DOCUMENT		USER MANUAL FOR PASSWORD RESET		
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ABBREVIATION

MTSB	Microcorp Technology Sdn Bhd	
OR	Observation Report	
РС	Personal Computer	
QA	Quality Assurance	
AMIS	Asset Management Information System	
КРАĞ	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

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

Asset Management Information System (AMIS)

USER MANUAL FOR PASSWORD RESET

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PASSWORD RESET			
	<complex-block></complex-block>		
No.	Steps		
3.	Request Password Reset? pop-up screen will be displayed. Click on <i>Yes</i> button to request password reset.		
Message Instructions of	n kow to reset password were sent to your email address.		
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				
		Inits.cfsium.kpag@gmail.com 10:23 AM (0 minutes ago) ☆ ★ : o me ▼ ** This is an automatically generated message. Please do not respond to this e-mail. *** You requested to reset your password. Please click on the link below to reset your password: http://128.88.31.56:8080/archibus/login.axvw?resetPassword=true&token=e74c4cc4-d560-4dfe-872d-ed804abd124&projectId=AMIS+v24+Clean The provide the set your password is the provide t		
	No.	Steps		
	5.	Go to your email page and click on the link provided.		
		<complex-block> Rest Password Inter new password* Texter new password*</complex-block>		
	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 <i>Reset</i> button to reset your current password to new password.		

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reset is successful.

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ASSWC	DRD RESET	
	الجامعةالسلمية العالمية ماليريا يكي	71 32
	Message Message Your password was reset. You can sign in now.	9 E
	Close	
「生		Reset Cancel
	-	
No.	Steps	
No. 7.	Steps Message pop up screen will be displayed if your passv	vord reset
No. 7.	Steps Message pop up screen will be displayed if your passw	vord reset
No. 7.	Steps Message pop up screen will be displayed if your passw	vord reset
No. 7.	Steps Message pop up screen will be displayed if your passw	vord reset

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

Asset Management Information System (AMIS)

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PASSWO	PRD RESET
المردية المردية المردية المردية	ZULKHAIRI - ○ Find a form or report ? [→
Building 0 On Dema Complain Report Pro Building 0 F All Status	perations and Work Men erritions Console Men erritions Console erritions Console Men erritions Console erritions Console erritions Console erritions Console errit
No.	Steps
9.	On successful sign in, you will be directed to your user page.