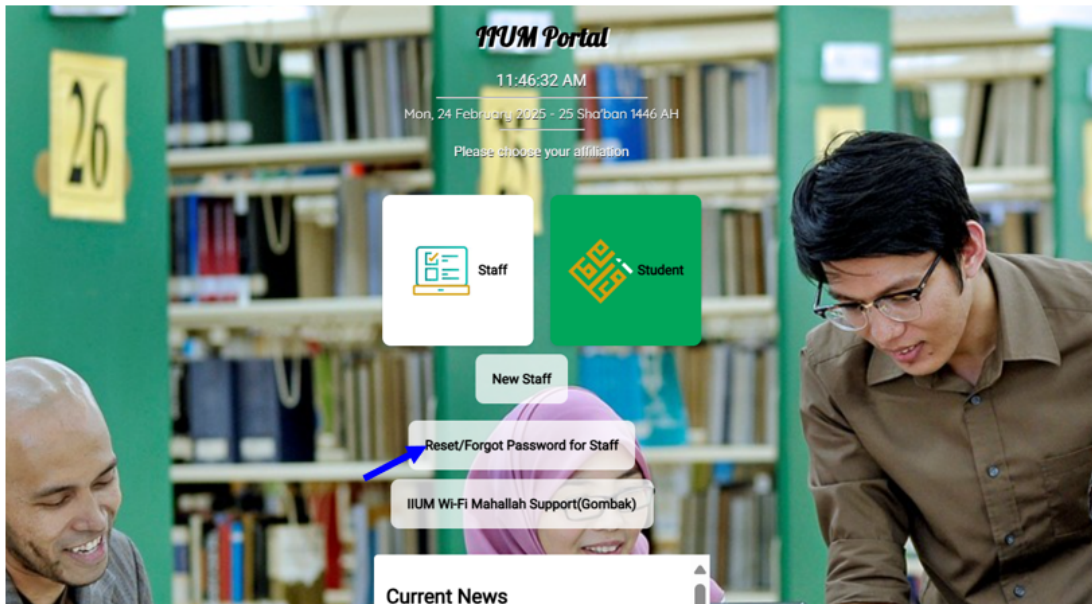


# Guidelines: Reset Email/Password Email for Staff

Step 1: Go to Staff portal > <https://my.iium.edu.my>

Step 2: Click Reset/Forgot Password for staff



## Step 3: Verify Credentials

### Self Portal/Email Password Reset.

Step 1 of 3 : Verify Credentials

Portal/Email ID

azizah

(without @iium.edu.my)

IC/Passport No

870505104054

(eg: 750213145125 with no '-' or spaces)

Registered Mobile

0165289006

(eg: 0192224234 with no '-' or spaces)

Please register your mobile through MyIIUM Portal

Next

Reset

## Step 4: Change password

### Self Portal/Email Password Reset.

Step 2 of 3 : Setup New Password

Portal/Email ID

azizah

(without @iium.edu.my)

New Password

\*\*\*\*\*

Strong

- Minimum number of characters is 8
- Use special characters (^\_@!\*#) to increase strength
- At least 1 capital letter, 1 small letter and 1 number

Re-type New Password

\*\*\*\*\*

Password Strength (35 or more)

40

Valid User. Update allowed. Operation will be logged.

Next

Cancel

## Step 5: Request TAC

### Self Portal/Email Password Reset.

Step 2 of 3 : Setup New Password

Portal/Email ID

azizah

(without @ium.edu.my)

New Password

\*\*\*\*\*

Strong

- Minimum number of characters is 8
- Use special characters (^\_@!\*#) to increase strength
- At least 1 capital letter, 1 small letter and 1 number

Re-type New Password

\*\*\*\*\*

Password Strength (35 or more)

40

Press Request TAC button

Request TAC Cancel

## Step 6: Fill in TAC Serial & TAC No > Confirm

### Self Portal/Email Password Reset.

Step 3 of 3 : Fill in TAC Serial and TAC No and Confirm

Portal/Email ID

azizah

(without @ium.edu.my)

TAC Serial No

SK5791872

TAC No

935578

TAC sent to 0196074770 and emailed to  
**azizah@live.ium.edu.my**. Please key in the Serial No and TAC  
no received.

Confirm Cancel

# Step 7: Password successfully updated

Self Portal/Email Password Reset.

Step 3 of 3 : Fill in TAC Serial and TAC No and Confirm

Portal/Email ID

azizah

(without @iium.edu.my)

TAC Serial No

SK5791872

TAC No

935578

Password successfully updated. Please allow at least one(1) minute before login to your email - Modify Entry for DN

[CN=azizah,OU=GOMBAK,OU=Staff,DC=unistaff,DC=ics,DC=iium,DC=edu,DC=my]

Confirm

Reset