

# iAttend

Manual for iAttend application. <https://iattend.iium.edu.my>

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# Staff

Staff

# Create new Attendance

A video guide on the step of creating new Attendance for Staff.

1. To create new attendance, just go to Attendance (top menu) and click Create New Attendance.
2. Fill up the form

Create New Attendance

Type

Events

Title:

Description:

Start Date

End Date

Method of attendance (Check-in/Check-out)

Check-in Only

Image or Poster (png/jpeg/jpg)

Choose file No file chosen

Frequency of Time-in/Time-out (You can set for every hour user can time in or just one time only. Once you set Every Hour, it can't be change back to one-time

### 3. Reference:

#### 1. Method of attendance:

1. Check-in Only : Choose this if you just need to have time in only without time out.

2. Check-in and Check-Out : Choose this if you need both time in and time out.

2. Frequency:

1. One Time : Only capture one time attendance

2. Hourly: Allow capture multiple time of time-in/time-out after one hour.

4. Once you done click submit.

Frequency of Time-in/Time-out (You can set for every hour user can time in or just one time only. Once you set Every Hour, it can't be change back to one-time frequency)

ONE TIME ONLY



Submit

# Download Attendances record

1. To download the attendance record go to Attendance and click ***My Attendance List***
2. Click on your created attendance from the list.
3. Click ***Download CSV*** button to download the attendance list.




Download CSV

# Students

# Time in or Time Out

1. To time in, scan QR Code provided by the organizer or your lecturer.
2. Login by clicking **Login using IIUM ID** button and enter your Matric No. and your password. If you forgot your password, please reset it here:  
[https://apex.iium.edu.my/cpwd/self\\_reset\\_stu\\_pwd.php](https://apex.iium.edu.my/cpwd/self_reset_stu_pwd.php)

Login



**IIUM Students and Staff**

For students and staffs of IIUM please **login** using IIUM ID (CAS) below.  
You **don't need** to **register**

Login using IIUM ID

3. Once you login, you will see the page of attendance. Click Time In button as below.

Click here to Time-in

4. After you click Time-in button, it will show the record of your time. See image below for example:



## Time-In Records:

- 13 Sep, 2021 09:59 AM - 13 Sep, 2021 09:59 AM

Public

Public

# Registration & Activation

Check out the video created by Record2U Studio.

1. To register click register menu and fill up the forms





## Register

Name

E-Mail Address

Password

Confirm Password

Register

2. Once you register, you will be able to login using the form below:

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## Public users

Alumni, ex-staff, vendors, visitors etc.

E-Mail Address

Password

☐ Remember Me

[Login](#) [Forgot Your Password?](#)

3. For public user, phone number activation is required. Enter your phone number in pop up form. Then it will send SMS verification like below.



\*\*\*IIUM - iAttend\*\*\* Hi ADIS  
NABAWI AZIZAN! Your PIN No. is  
~~6-504~~. Your PIN No. will expire at  
20:09. Thank you for using iAttend.

7:09 pm



4. Enter the PIN No. and you are now able to use iAttend to time in /out your attendances.

# Time in or Time Out

1. To time in scan QR Code provided by the organizer and click Time In button as below

[Click here to Time-in](#)

2. It will show the record of your time. See image below for example:

## Time-In Records:

- 13 Sep, 2021 09:59 AM - 13 Sep, 2021 09:59 AM



# 500 Error

These are the manual guide if the student gets an error after login in to i-attend.

We advise the student to activate and reset both IIUM live email and i-Ma'luum account.

## Activate/Reset IIUM Live Email

1. Go to i-Ma'luum <[click here](#)>
2. On the landing page, click Microsoft Live Account - Self Registration



Microsoft Live Account - Self Registration

3. Fill in the form and go through the process.

\* If the account is already registered, the student will view "**Your Office365 account has already been provisioned!**

**If you have forgotten your password, please reset it here.**" go to step number 4 to reset.

## IIUM Office365 Account Registration (Students)

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Portal/Email ID

2[REDACTED]4

Name

[REDACTED] ABDULLAH

Please select your preferred Office365 Username from the list

**Important: Once registered, change of username is not allowed!**

[REDACTED]live.iium.edu.my ▼

Office365 Temporary Password

[REDACTED]

**⚠ Your Office365 account has already been provisioned!**  
**If you have forgotten your password, please reset it here.**

Next

Cancel

4. Fill in the form and go through the process.

## IIUM Office365 Account Password Reset

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Portal/Email ID

Name

Office365 Username

Office365 Temporary Password

✔ Your Office365 account is valid.

Press 'Next' to reset your password to the displayed temporary password! You will be prompted to change your password during your sign-in to Office 365.

5. Remember to save your password.

## Reset i-Ma'luum password

The purpose is to synchronize your account and Live IIUM email updated.

1. Go to i-Ma'luum <click here>
2. On the landing page, click Forgot Password

# Forgot Password

3. Fill in the form and go through the process.

## SSO Id Password Reset for Student

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### Step 1 of 3 : Verify Credentials

Matric No

IC/Passport No

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

Registered Mobile

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

Please register your mobile through Imaluum Portal or [click here](#) to register mobile if you are locked out from Imaluum portal

Next

Clear

4. Remember to save your password.

Anything regarding resetting the account, the student can refer to ICT Services Help Desk  
Whatsapp Hotline +6016 9832415

After the student does the above steps, kindly go to your i-attend.

