

# 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

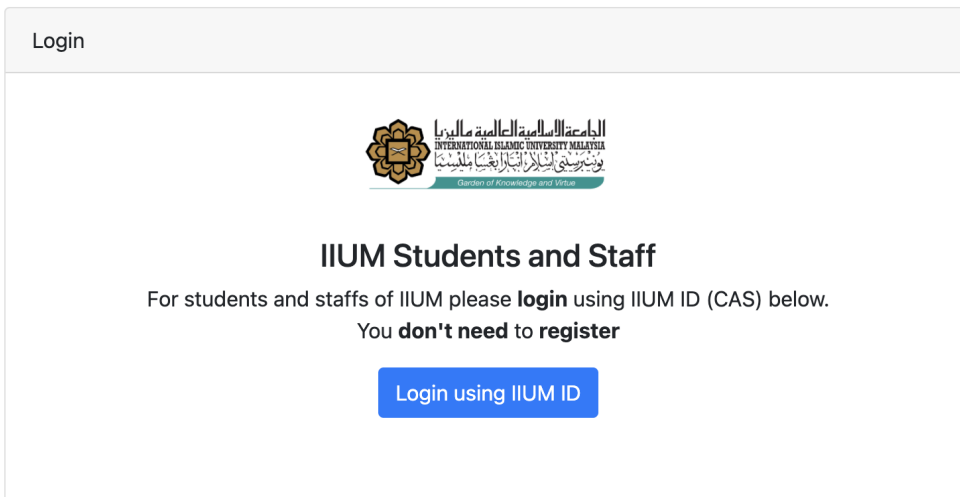
1. To download the attendance record go to Attendance and click **My Attendance List**
2. Click on your created attendance from the list.
3. Click **Download CSV** button to download the attendance list.

 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)



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



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

Name

Please select your preferred Office365 Username from the list

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

Office365 Temporary Password

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

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.

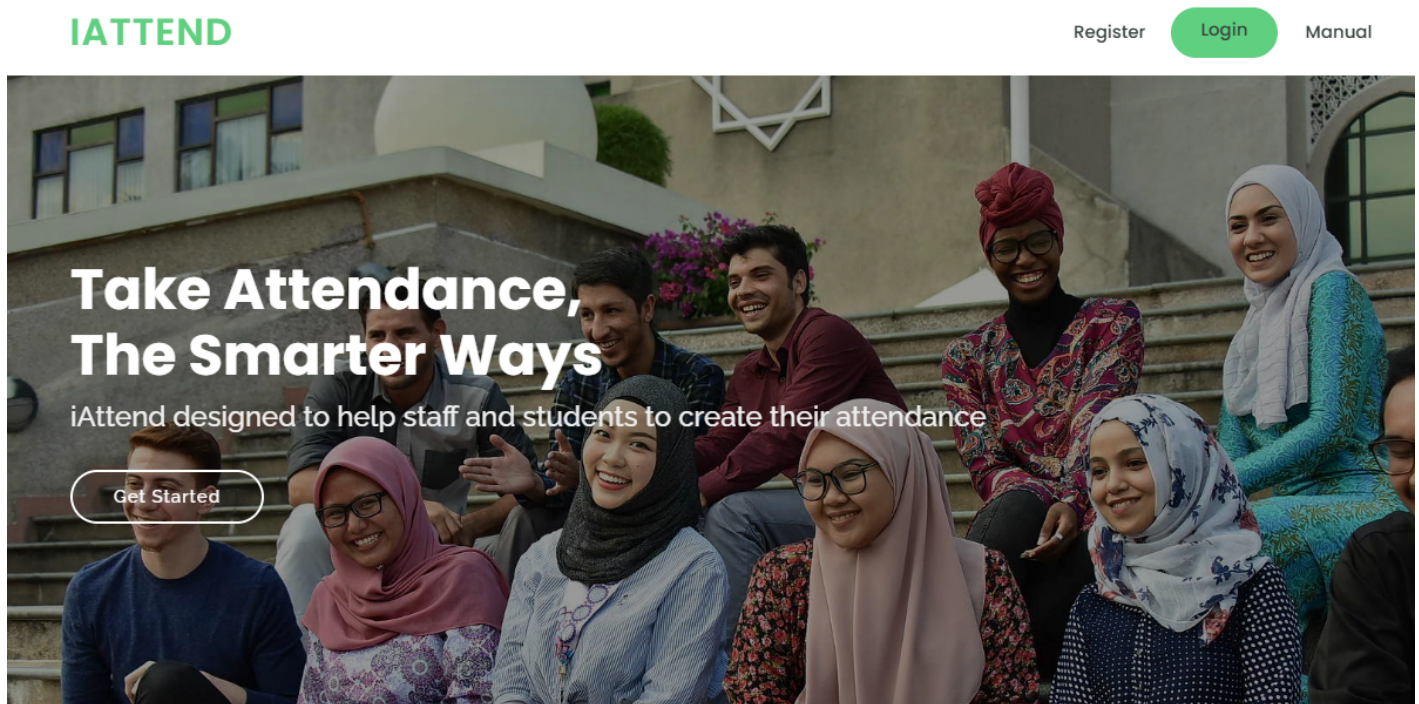


# MyDigital ID

You may now log in to i-Attend using MyDigital ID as an alternative authentication method to the existing login options.

# Login Guide: Using a Web Browser

1. Visit the i-Attend portal at <https://iattend.iium.edu.my>.
2. Click the **Login** button located at the top-right corner of the page.



3. On the login page, click on **Login with MyDigital ID** button.



### IIUM Students and Staff

For IIUM students and staff, please **log in** using your IIUM ID (CAS) below.

Login using IIUM ID

**\*\* NEW STUDENTS**, please ensure that you register/activate your Office 365 account.

Register Office 365

### Public users

Alumni, ex-staff, vendors, visitors etc.

E-Mail Address

Password

Remember Me

Login

[Forgot Your Password?](#)

Or login with



Login with MyDigital ID

MyDigital ID is available to Malaysian citizens only.

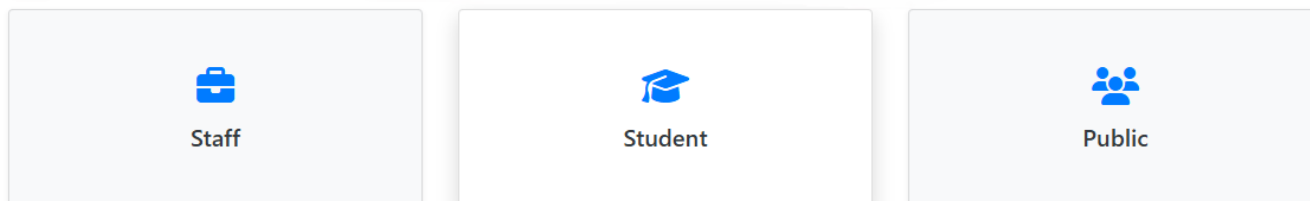
4. You will be redirected to the MyDigital ID authentication page. A QR code will be displayed. Please scan the QR code using the **MyDigital ID mobile application**.



5. Once authentication is successful, you will be redirected back to i-Attend and prompted to select your login type as below.

# Welcome, MUHAMMAD FIRDAUS BIN SHAHARUDDIN

Please select your user category to continue with the login process.



6. Choose the appropriate login type: **Staff**, **Student** or **Public**, based on your role.

- If you select **Staff**, your attendance will be recorded under the staff category.
- If you select **Student**, your attendance will be recorded under the student category.
- If you select **Public**, this option is intended for **Alumni** and **External Users**.

**If you are both a Staff and a Student**, please select the login type that matches the **nature of the event**:

- If the event is intended for **staff**, choose **Staff**.
- If the event is intended for **students**, choose **Student**.

This help ensure that your attendance is recorded correctly and prevents errors in the attendance records.

If you are unsure which category applies to you, please contact the event organizer or system administrator before proceeding.

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### **⚠Important:**

*Please ensure that you select the correct login type. If you choose **Staff** or **Student** but your record does not exist in the corresponding database, an error message will be displayed indicating that no matching record was found as below.*

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# Welcome, MUHAMMAD FIRDAUS BIN SHAHARUDDIN

Please select your user category to continue with the login process.

Your record was not found in the staff database. Please choose another category.



Staff



Student

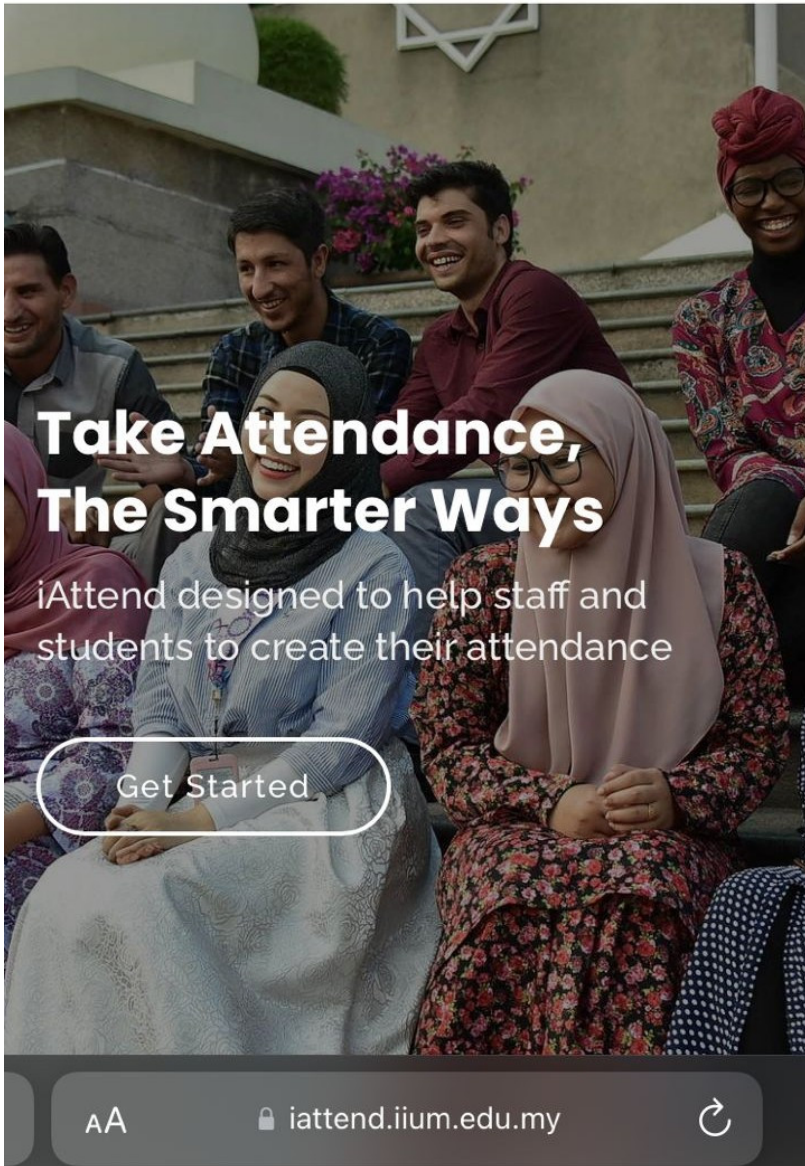


Public

7. Once the login type is verified, you will be successfully logged into the system.

# Login Guide: Using a Mobile Phone

1. Visit the i-Attend portal at <https://iattend.iium.edu.my>.
2. Click the **Get Started** button located at the center of the page.



3. On the login page, click the **Login with MyDigital ID** button.

E-Mail Address

Password

Remember Me

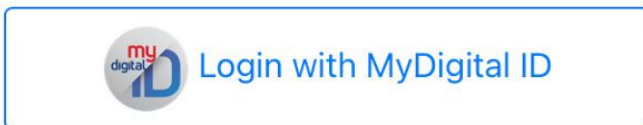
Login

[Forgot Your Password?](#)

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Or login with

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MyDigital ID is available to Malaysian citizens only.

4. You will be redirected to the MyDigital ID authentication page. Click **YA** or **PAPARAN KOD QR**.



**SESI AKAN TAMAT DALAM  
MASA  
2 MINIT 54 SAAT**

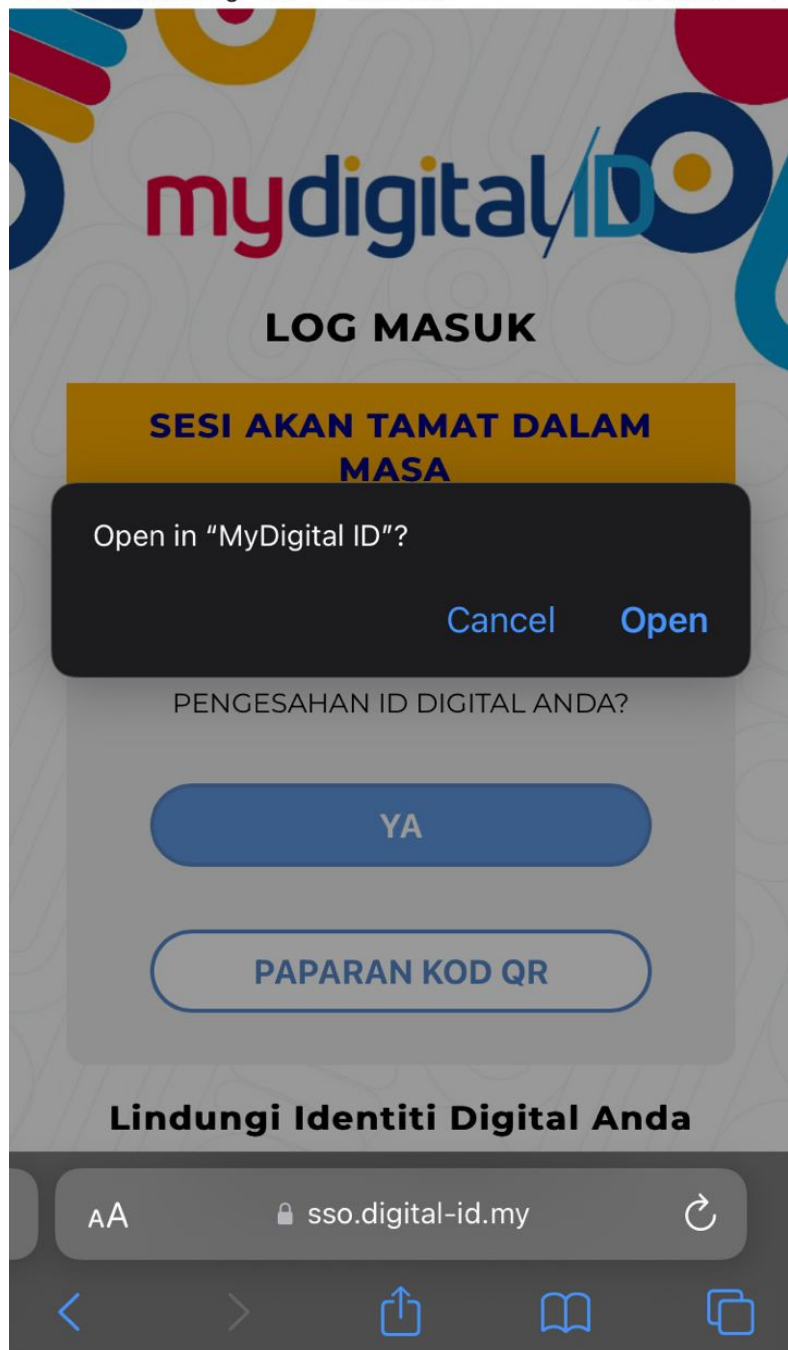
ANDA PASTI UNTUK MEMULAKAN  
PENGESEHAN ID DIGITAL ANDA?

**YA**

**PAPARAN KOD QR**

**Lindungi Identiti Digital Anda  
Dengan MyDigital ID**

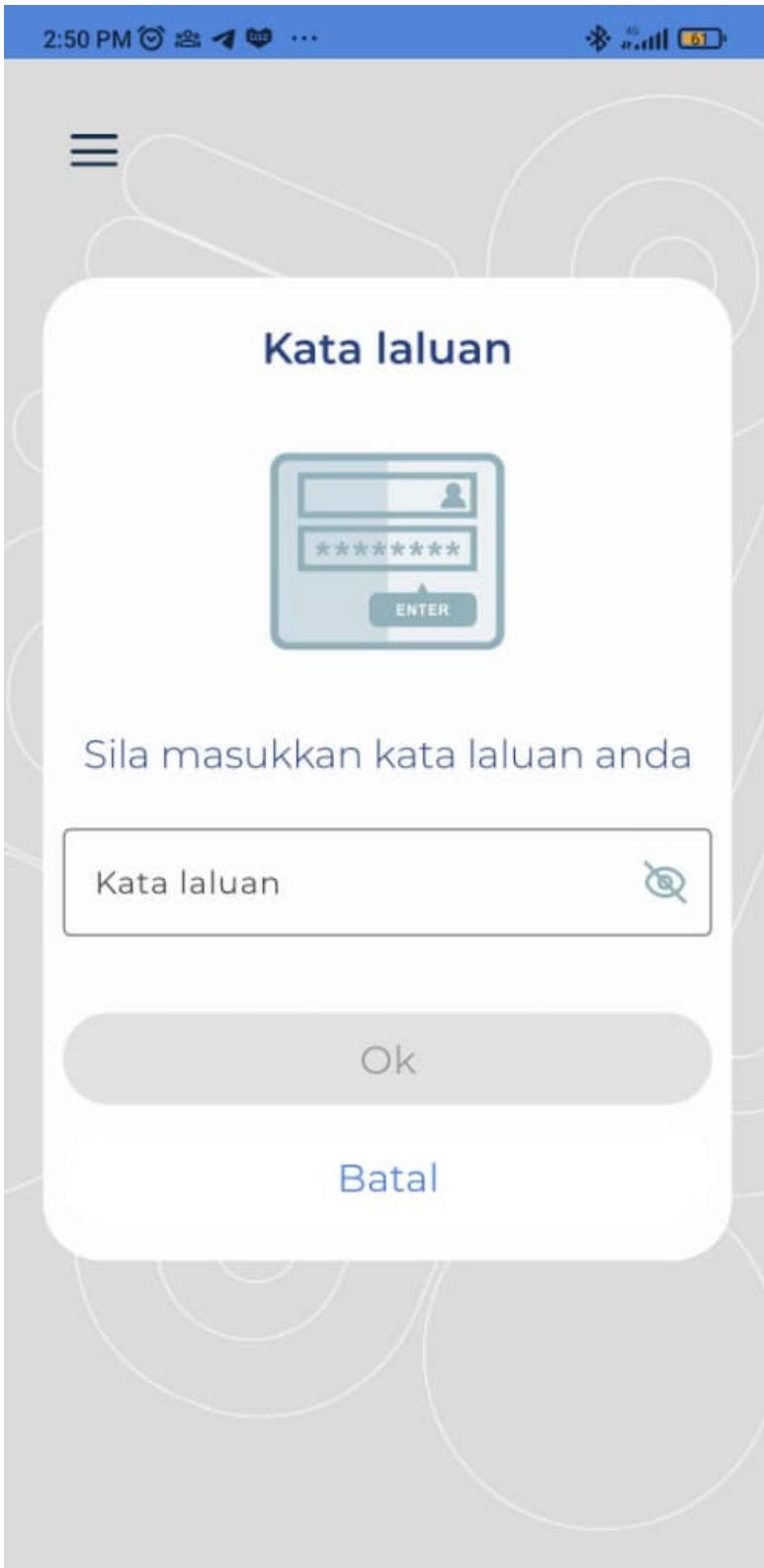
5. Tap **Open** to launch the **MyDigital ID** mobile application on your phone.



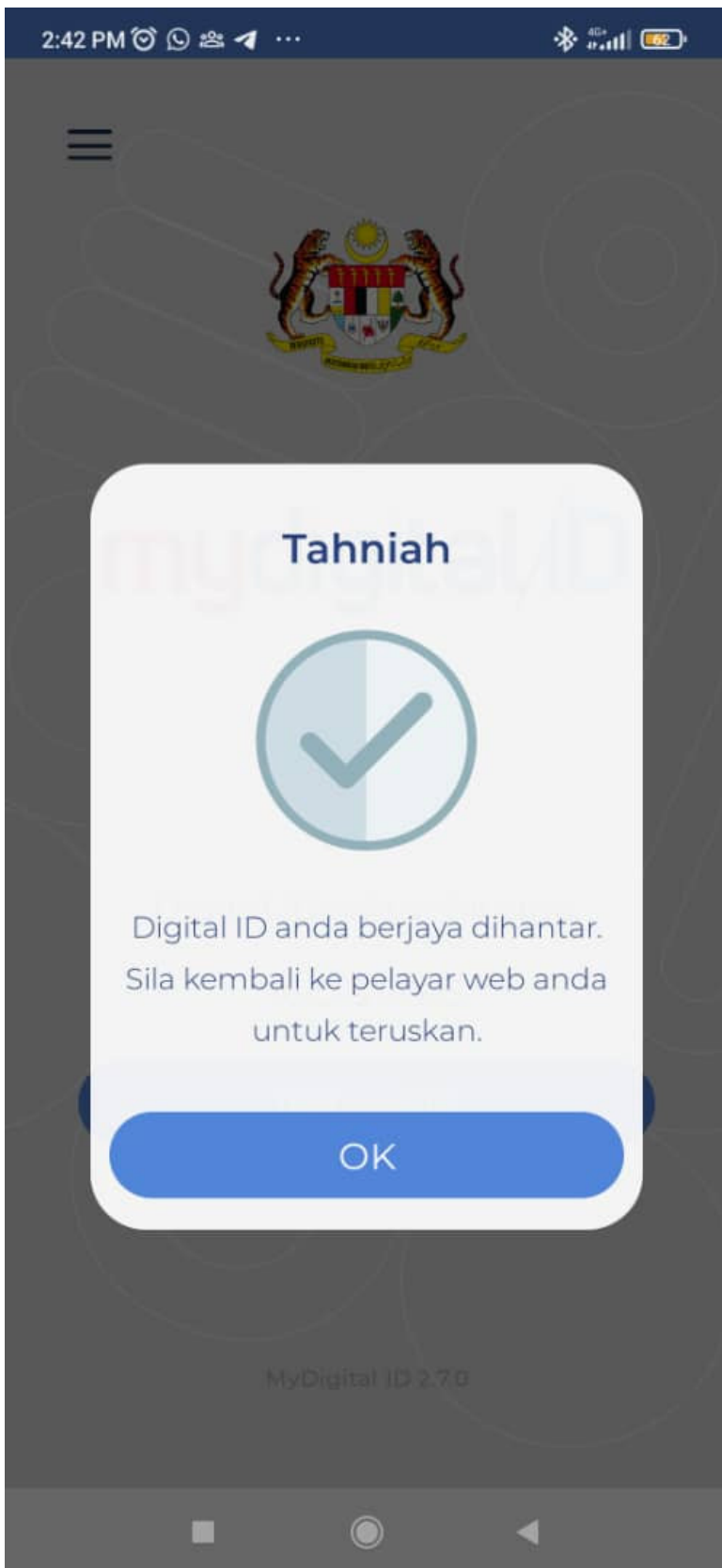
6. You will be redirected to the MyDigital ID application. Click **Ya**.



7. Enter the MyDigital ID password you created earlier and tap **OK**.



8. After a successful login, tap **OK** and return to your previous browser session.



9. Once authentication is complete, you will be redirected back to i-Attend and prompted to select your login type.

Please select your user category to continue with the login process.



Staff



Student



Public

 iattend.iium.edu.my

10. Choose the appropriate login type: **Staff**, **Student** or **Public**, based on your role.

- If you select **Staff**, your attendance will be recorded under the staff category.
- If you select **Student**, your attendance will be recorded under the student category.
- If you select **Public**, this option is intended for **Alumni** and **External Users**.

**If you are both a Staff and a Student**, please select the login type that matches the **nature of the event**:

- If the event is intended for **staff**, choose **Staff**.

- If the event is intended for **students**, choose **Student**.

This helps ensure that your attendance is recorded correctly and prevents errors in the attendance records.

If you are unsure which category applies to you, please contact the event organizer or system administrator before proceeding.

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**⚠Important:**

*Please ensure that you select the correct login type. If you choose **Staff** or **Student** but your record does not exist in the corresponding database, an error message will be displayed indicating that no matching record was found.*

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11. Once the login type is verified, you will be successfully logged into the system.