

## Panduan "RESET" kata laluan di UMSeLF

(Jika gagal login sistem UMSeLF/Portal Pelajar/CTES/Pendaftaran Kursus)

### Langkah 1

Pada halaman utama UMSeLF, sila klik '**Forgotten your username or password?**'

**Returning to this web site?**

Login here using your username and password  
(Cookies must be enabled in your browser) ?

Username

Password

Remember username

[Forgotten your username or password?](#)

Klik disini

### Langkah 2

Pada halaman dibawah, sila masukkan **salah satu sahaja** maklumat berikut dan tekan '**Search**'.

Search by username

Search by email address

No. Matriks pelajar  
(ruangan Username)

**ATAU**

UMCCed Mail anda  
(ruangan Email)

Cth:  
uda20001@umcced.edu.my

### Langkah 3

Seterusnya, halaman ini akan dipaparkan dan menunjukkan bahawa **maklumat pengesahan** telah dihantar ke alamat e-mail **UMCCed Mail** anda. Sila ke pautan <http://www.google.com/gmail> dan *login* UMCCed Mail bagi semakan di **Inbox** e-mail anda.

If you supplied a correct username or email address then an email should have been sent to you.

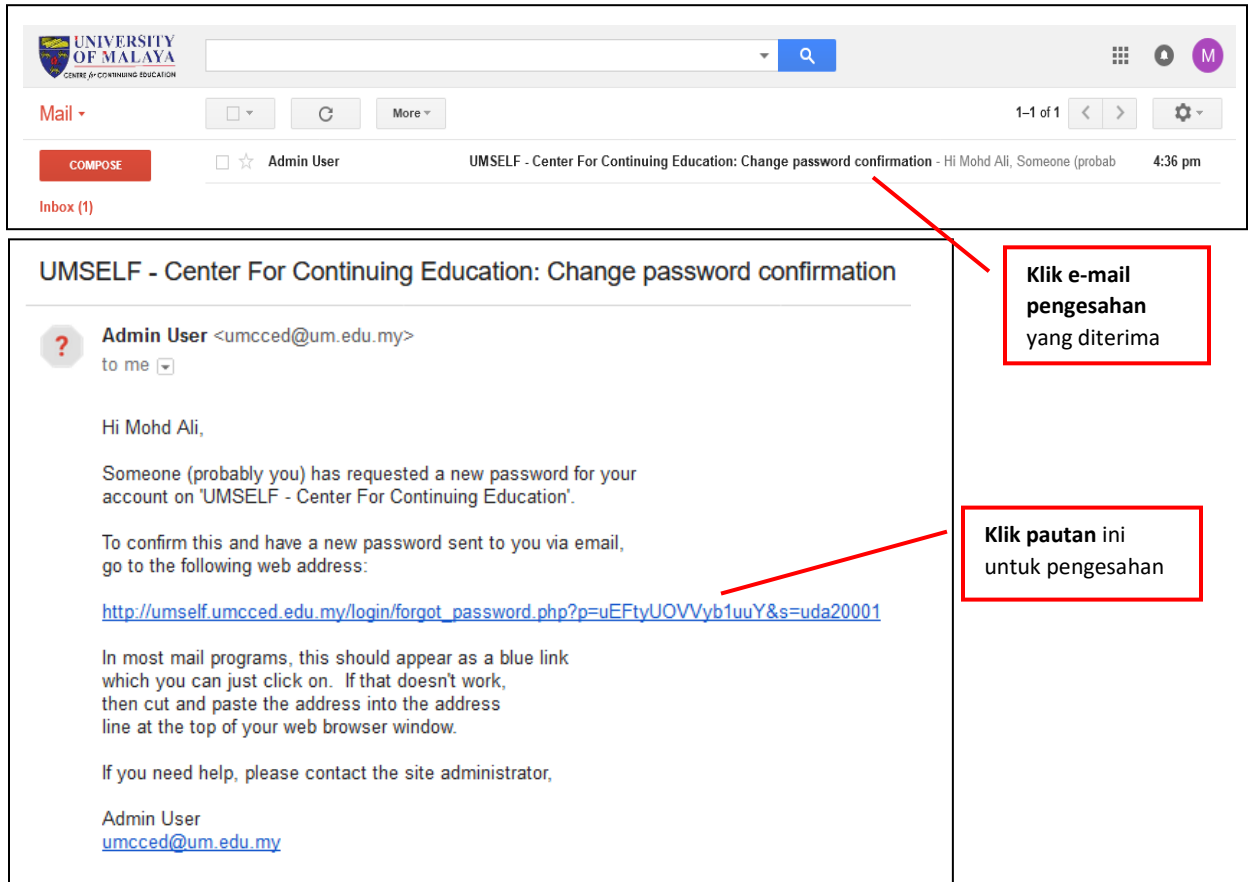
It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.

### Maklumat Tambahan:

Sila pastikan akaun e-mail **UMCCed Mail anda adalah aktif dan berjaya log masuk**. Sekiranya tidak dapat berbuat demikian, anda diminta memaklumkan kepada koordinator program masing-masing untuk bantuan. Sila ke **langkah 4** jika akaun UMCCed Mail anda **BERJAYA** log masuk.

### Langkah 4

Merujuk kepada halaman **Inbox** anda, sila **klik pautan** yang diberikan untuk pengesahan. Sila rujuk rajah dibawah.



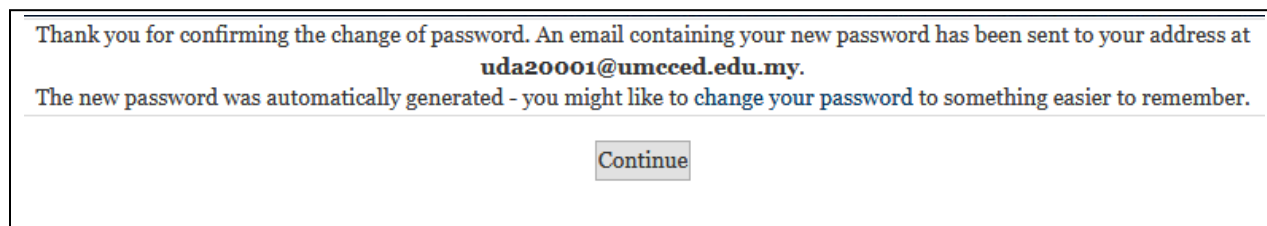
The screenshot shows an email interface for the University of Malaya Centre for Continuing Education. The email subject is "UMSELF - Center For Continuing Education: Change password confirmation - Hi Mohd Ali, Someone (probab) 4:36 pm". The email content includes a greeting "Hi Mohd Ali," followed by a message: "Someone (probably you) has requested a new password for your account on 'UMSELF - Center For Continuing Education'." It then provides instructions to confirm the change by clicking a blue link: [http://umself.umcced.edu.my/login/forgot\\_password.php?p=uEFtyUOVVyb1uuY&s=uda20001](http://umself.umcced.edu.my/login/forgot_password.php?p=uEFtyUOVVyb1uuY&s=uda20001). Below the link, it explains that in most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window. It also provides contact information for the site administrator: Admin User, [umcced@um.edu.my](mailto:umcced@um.edu.my).

Two red boxes with arrows point to the email subject and the blue link, with the following text:

- Klik e-mail pengesahan yang diterima** (Click the confirmation email that is received)
- Klik pautan ini untuk pengesahan** (Click this link for confirmation)

### Langkah 5

Selepas pengesahan dibuat, rajah dibawah akan dipaparkan. Ini menunjukkan bahawa **maklumat kata laluan sementara anda** telah dihantar ke **Inbox** UMCCed Mail anda sekali lagi. Sila kembali ke **Inbox** e-mail anda dan **abaikan** butang *Continue*.



The screenshot shows a confirmation message: "Thank you for confirming the change of password. An email containing your new password has been sent to your address at **uda20001@umcced.edu.my**. The new password was automatically generated - you might like to **change your password** to something easier to remember." Below the message is a button labeled "Continue".

## Langkah 6

Pada **Inbox** menunjukkan anda telah menerima e-mail arahan penukaran kata laluan seperti rajah dibawah dan maklumat **username** dan **kata laluan sementara** diberikan kepada anda. Seterusnya, **klik pautan** yang diberikan seperti rajah dibawah dan rujuk Langkah 7.

The image shows a screenshot of an email inbox and a detailed view of an email. The inbox shows two emails from 'Admin User' with subject lines related to password changes. The detailed email view shows the following content:

**UMSELF - Center For Continuing Education: Changed password**

Admin User <umcced@um.edu.my>  
to me

Hi Mohd Ali,

Your account password at 'UMSELF - Center For Continuing Education' has been reset and you have been issued with a new temporary password.

Your current login information is now:  
username: uda20001  
password: eat2tree

Please go to this page to change your password:  
[http://umself.umcced.edu.my/login/change\\_password.php](http://umself.umcced.edu.my/login/change_password.php)

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

Cheers from the 'UMSELF - Center For Continuing Education' administrator,  
Admin User  
[umcced@um.edu.my](mailto:umcced@um.edu.my)

Annotations in red boxes:

- Klik e-mail arahan** penukaran kata laluan (points to the email subject line)
- Maklumat *username* & *password* sementara** diberikan. (points to the login information)
- Klik pautan ini dan rujuk Langkah 7** (points to the password change link)

## Langkah 7

Seterusnya, halaman login UMSeLF dipaparkan seperti rajah dibawah. Anda diminta untuk memasukkan maklumat **Username** dan **Kata laluan sementara** yang telah diberikan kepada anda seperti di Langkah 6 dan tekan **Login**.

The image shows the login page with the following content:

**Returning to this web site?**

Login here using your username and password  
(Cookies must be enabled in your browser)

Username

Password

Remember username


[Forgotten your username or password?](#)

Annotations in red boxes:

- Masukkan No. Matriks pelajar** (points to the Username field)
- Masukkan Kata laluan sementara** yang telah diberikan kepada anda. Rujuk Langkah 6. (points to the Password field)

## **Langkah 8**

Selepas anda membuat *login*, rajah seperti dibawah dipaparkan. Anda diminta untuk mengisi maklumat yang telah diberikan seperti di **Langkah 6** untuk tujuan **RESET** kata laluan anda yang baharu dan tekan '**Save changes**'.



The screenshot shows a 'Change password' form with the following fields and annotations:

- Username**: uda20001
- Current password\***: [Input field] - An annotation box points to this field with the text: "Masukkan kata laluan sementara yang telah berikan. Rujuk e-mail anda."
- New password\***: [Input field] - An annotation box points to this field with the text: "Masukkan kata laluan baru anda. **Pastikan anda ingat kata laluan baru anda.**"
- New password (again)\***: [Input field]
- Buttons**: 'Save changes' and 'Cancel'

Setelah selesai, sila *Logout* dan membuat *Login* UMSeLF sekali lagi dengan menggunakan **Username** dan **Kata laluan yang baru anda**.

### **PERINGATAN:**

Selepas tindakan **RESET** atau **TUKAR** kata laluan di UMSeLF, kata laluan akan berubah secara **AUTOMATIK** di sistem **UMSeLF, Portal Pelajar, Pendaftaran Kursus** dan **sistem CTES**. Anda hanya perlu menggunakan kata laluan baru anda untuk *login* ke sistem-sistem tersebut.