PASSWORD RESET PROCEDURE FOR STUDENT PORTAL

1. Website UTeM
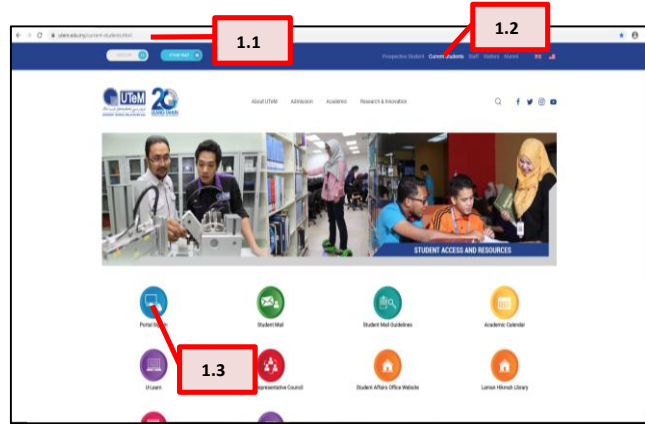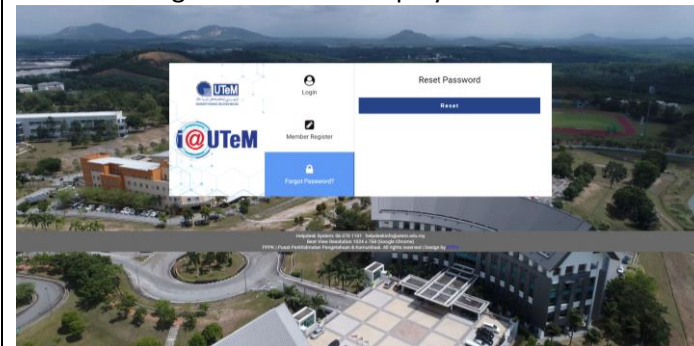

1.1 Visit the UTeM portal on the following link http://www.utem.edu.my. Please use the *Google Chrome browser* for best viewed.

1.2 Click on the "**Current Students**" menu.

1.3 Click on the sub menu "**Portal Sign In**" and the following screen will be displayed.
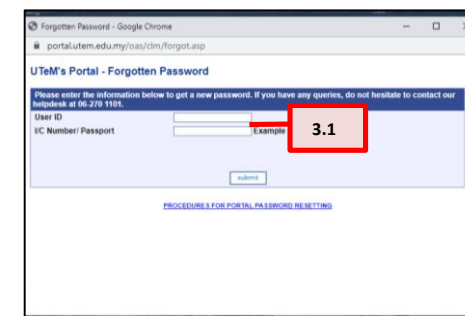
2. Student portal screen
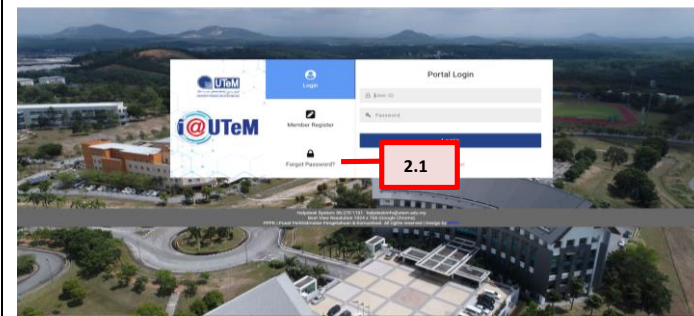
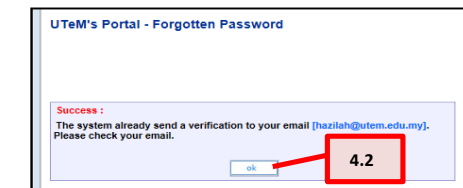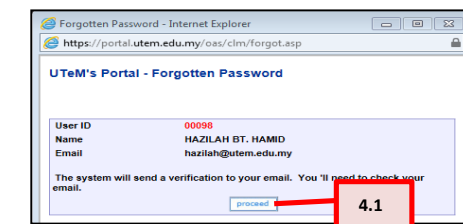2.1 Click on the "**Forgot Password**" menu and the following screen will be displayed.

2.2 Click on the **"Reset"** menu and the following screen will be displayed.

3. *Forgot Password* Screen

3.1 Enter Matrix Number in the "**User ID**" column and IC/Passport Number in the "**I/C Number /Passport** " column. Next click on the "**Submit**" button
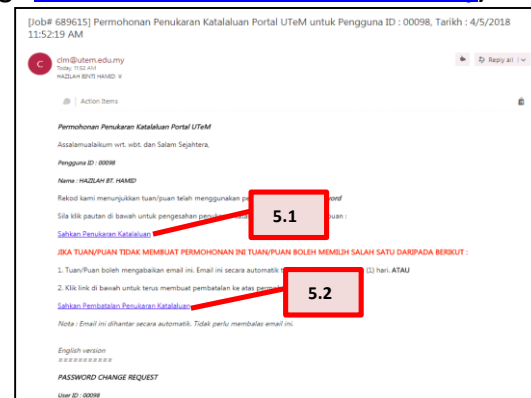
4. *Forgot Password* Verification screen

4.1 Check the data displayed and click the "**Proceed**" button.

4.2 Click the "**ok**" button to finish at this level. You're required to open the mailbox email for the next process at the following URL https://login.microsoftonline.com
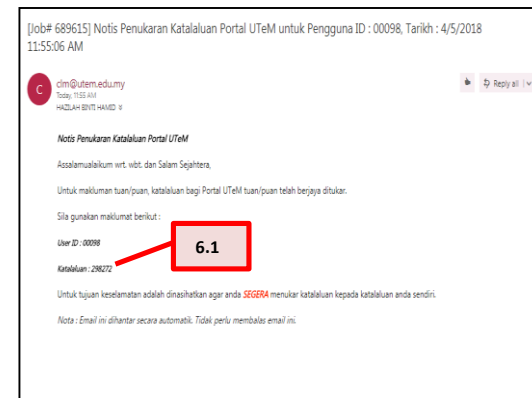
5. Student's First Email
(Eg : B010110001@student.utem.edu.my)

Follow the next step:

5.1 Click the "**Sahkan Penukaran Katalaluan**", then the verification screen will be displayed OR

5.2 Click the "**Sahkan Pembatalan Penukaran**", if you wish to cancel the change password process.

5.3 Click the "**close**" button to confirm the password exchange

6. Student's Second Email

The second email after confirmation is done.

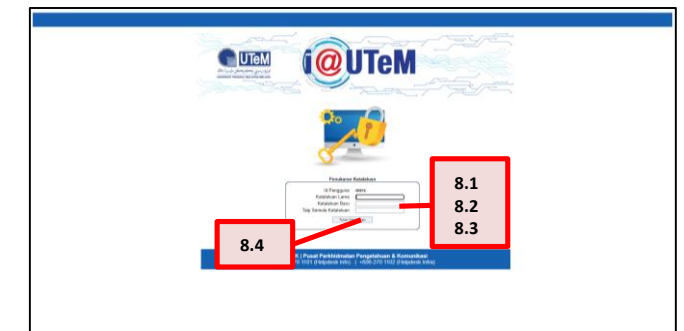6.1 The new password Included. (E g: **298272**)

7. Student Portal Screen

Re-login the Student Portal

7.1 Please enter Matrix Number, (E.g:B0110001) in the "**User ID**" column.

7.2 Please enter Password that has been given via email in the "**Password**" column (e.g. 298272)

7.3 Click the "**Login**" button. The following screen will be displayed.

8. Student Portal Screen

8.1 At the "**Katalaluan Lama**" column, enter your temporary password as given in the email (e.g. "**298272**").

8.2 At the "**Katalaluan Baru**" column, enter the new password with the combination of numbers, symbol, capital letter and small letter. (**E.g. Abc!2345**).

8.3 Retype your new password at "**Taip Semula Katalaluan**".

8.4 Then click the **"Change Password".**

Done.