PASSWORD RESET PROCEDURE FOR STAFF PORTAL

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1. Website UTeM	**2. Staff portal screen**	**3. Forgot Password Screen**	**4. Forgot Password Verification screen**

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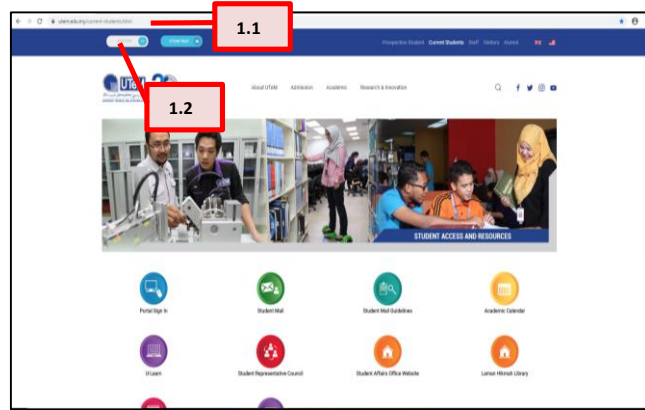
1.1 Visit the UTeM portal on the following link http://www.utem.edu.my. Please use the *Google Chrome browser* for best viewed.

1.2 Click on the "**i@UTeM**" menu and the following screen will be displayed.
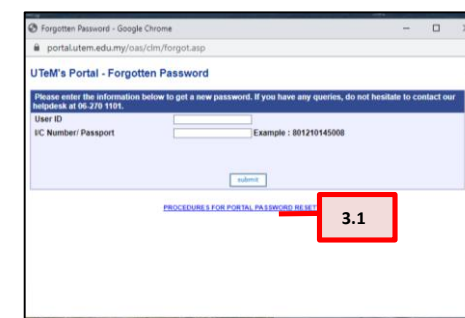
2. Staff portal screen
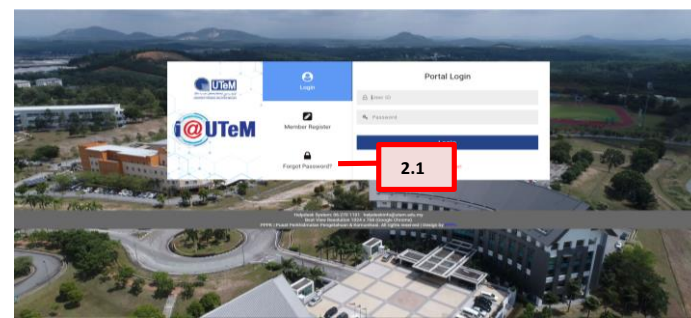
2.1 Click on the "**Forgot Password**" menu and the following screen will be displayed.
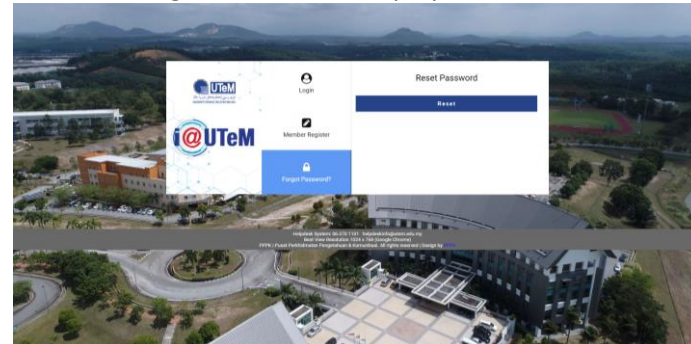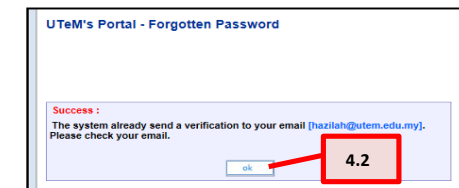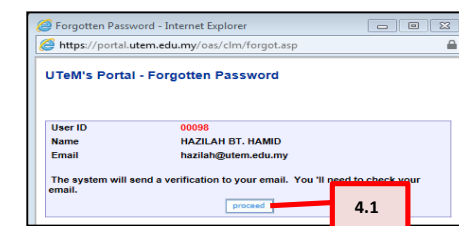
2.2 Click on the **"Reset"** menu and the following screen will be displayed.

3. Forgot Password Screen

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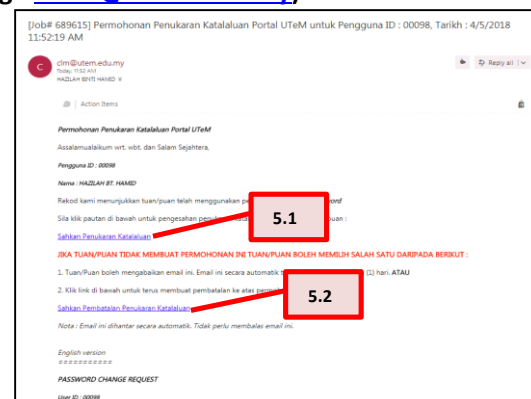
4. Forgot Password Verification screen

4.1 Check the displayed data 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

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5. Staff's First Email	**6. Staff's Second Email**	**7. Staff Portal Screen (i@UTeM)**	**8. Staff Portal Screen**

5. Staff's First Email
   (Eg : husin@utem.edu.my)

First email, follow the next step :-

5.1 Click "**Sahkan Penukaran Katalaluan**", then a confirmation screen will be displayed OR

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

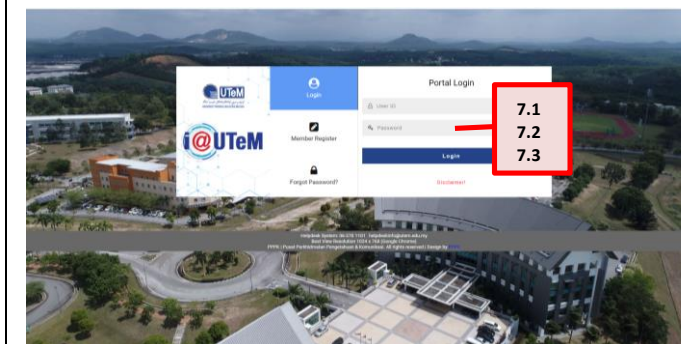5.3 Click the **"Close"** button button to confirm the password exchange.

6. Staff's Second Email
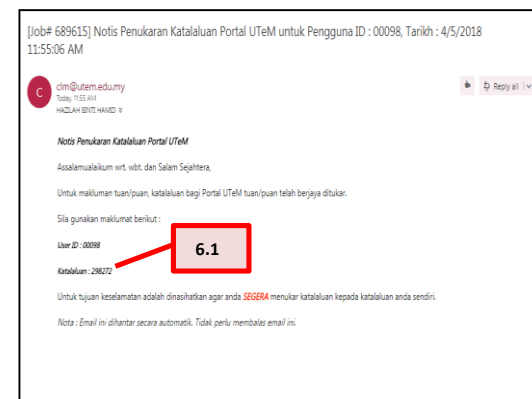
Second email after confirmation is done.

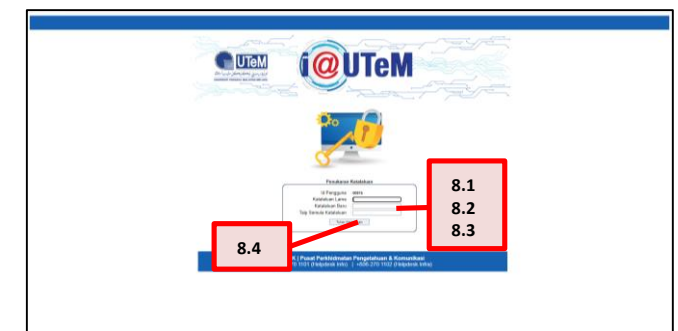6.1 The new password Included. (E g: **298272**)

7. Staff Portal Screen (i@UTeM)

Re-login the staff portal

7.1 Please enter Staff No. (Eg :-00001) in "**User ID**" column.

7.2 Please enter the password that has been given via email in the **"Password"** column. (Eg: **298272**)

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

8. Staff 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.