



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI

Universiti Putra Malaysia
Berilmu Berbakti | *With Knowledge We Serve*



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BERILMU BERBAKTI

Panduan Pengguna
Pengaktifan UPM-ID Pelajar Dan Pendaftaran Email
Pelajar
(Google Apps Academic)
User Guide
UPM-ID Activation and Email Registration for
Students
(Google Apps Academic)

UPM-ID

Google
Apps for Education



Langkah
Steps

: 01/15

Alamat URL Email Pelajar :

<http://mail.student.upm.edu.my>

Klik pada 'Click here to register' pada ruangan First Time Login >> '*UPM Student Registration*' untuk melengkapkan pendaftaran UPM-ID.

Students Email URL :

<http://mail.student.upm.edu.my>

*Please click 'Click here to register' at First Time Login >> '*UPM Student Registration*' to complete UPM-ID registration.*

UPM-ID - Single Sign On X

Secure | <https://upm-id.upm.edu.my/ssostudent/login?SAMLRequest=fvJNT%2BswELw%2Fif8Q%2Bd58...>

UPM Students Email
UPM student official email.

Enter your UPM-ID and Password

UPM-ID:

Password:

LOGIN CLEAR

First Time Login
Complete your **UPM-ID** registration.
[UPM Student Registration](#) | [UPM Staff Registration](#)

Forgot Password?
Forgotten your password?
[Click here for UPM Student](#) | [Click here for UPM Staff](#)

Support
[Self Help FAQ \(Malay\)](#)
[Self Help FAQ \(English\)](#)

Contact Us
TEAM to support query on **Putrablast** content
cadeinovasi@upm.edu.my Tel : 03 8946 6049

IDEC Helpdesk : 0389471990 (Mon - Fri : 8.30am - 12.30pm, 2.30pm - 4.30pm)
idec_helpdesk@upm.edu.my



Langkah
Steps

: 02/15

Sila lengkapkan ruang *Matric Number* dan *IC / Passport Number*. Klik pada ruang 'Activate'.

Please complete all required fields. Click 'Active' button.

Activate Account
Password Self Service

To confirm your identity, please enter the following information. Your information will be used to locate and activate your user account.
Be sure to complete the process, or your account will not be activated properly.

Matric Number

IC / Passport Number

Activate Clear Cancel

Idle Timeout: 20 minutes · Bantuan Pengguna · English



Langkah
Steps

: 03/15

Jika maklumat sah, profil pengguna akan terpapar. Sila semak ketepatan maklumat dan isi ruangan yang diperlukan. Setelah lengkap, klik kotak 'Confirm' dan klik butang 'Continue'.

If the information is correct, the user profile will appear. Please check the information and make sure the information is correct. Please complete all required fields. Click 'Confirm' box and click 'Continue' for the next step



Langkah
Steps

: 04/15

Kod pengaktifan akan dihantar kepada emel keselamatan (Emel Peribadi). Sila buka emel keselamatan untuk mendapatkan kod pengaktifan.

The Activation Code will be sent to the security email. Please open your security email to get the activation code.



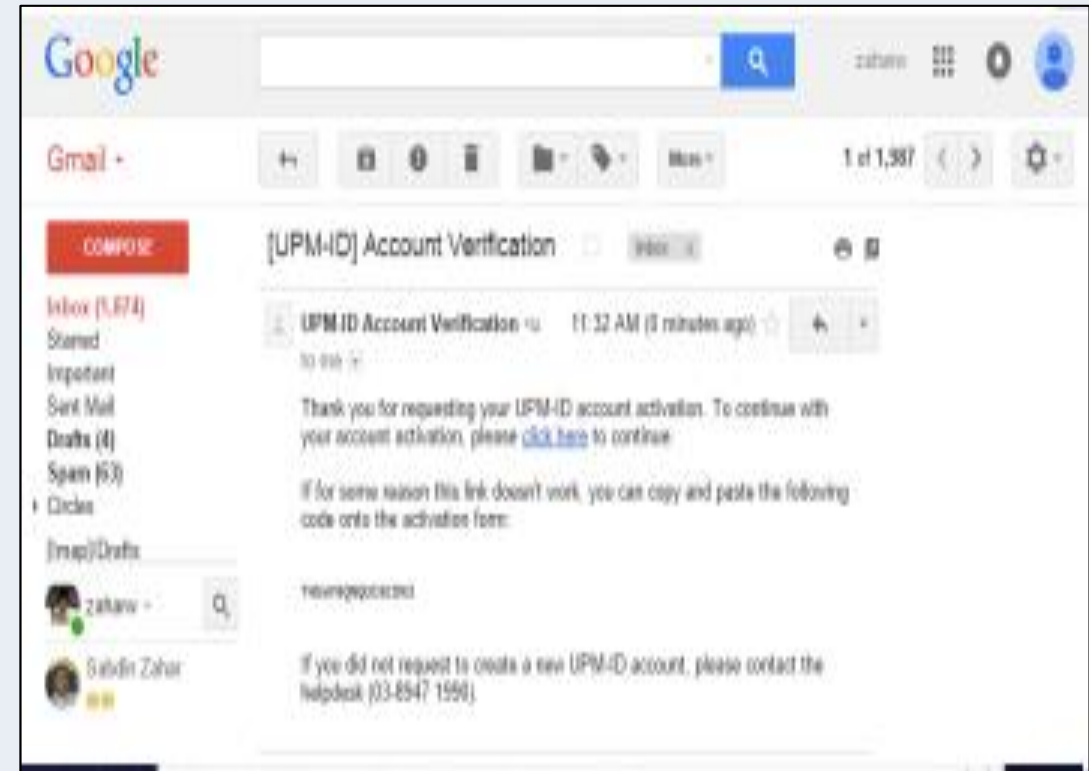


Langkah
Steps

: 05/15

Sila salin kod pengaktifan yang dihantar ke alamat emel peribadi anda.

Please copy the activation code that was sent to your personal email.





Langkah
Steps

: 06/15

Pastikan kod pengaktifan ditampal pada ruangan kod yang disediakan. Klik 'Check Code' untuk teruskan.

Make sure the activation code is pasted in the provided code column. Click Check Code button to continue.





Langkah
Steps

: 07/15

Jika kod pengaktifan sah, profil pengguna akan dipaparkan sekali lagi. Klik pada kotak confirm dan klik pada butang 'Continue' untuk teruskan.

If Activation Code is valid, the registration info will be displayed. Click 'Confirm' box and click 'Continue' for the next step.





Langkah
Steps

: 08/15

Pengesahan emel keselamatan telah berjaya dilaksanakan. Klik butang 'Continue'

Security email verification has been successfully implemented. Please click Continue.





Langkah
Steps

: 09/15

Sila lengkapkan kata laluan baru. Kata laluan hendaklah mematuhi syarat-syarat polisi yang ditetapkan. Klik 'Change Password'.

Please complete the New Password. The password must comply with the prescribed policy requirements. Click 'Change Password'.

Registration Steps

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements:

- Password is not case sensitive
- Must be at least 8 characters long
- Must be no more than 40 characters long
- Must include at least 1 number
- Must include at least 1 lowercase letter
- Must have at least 1 uppercase letter
- Must not include any of the following system passwords
- Must not include part of your name or username
- Must not include a common word or commonly used sequence of characters

Auto-generate a new password

New Password

Confirm Password

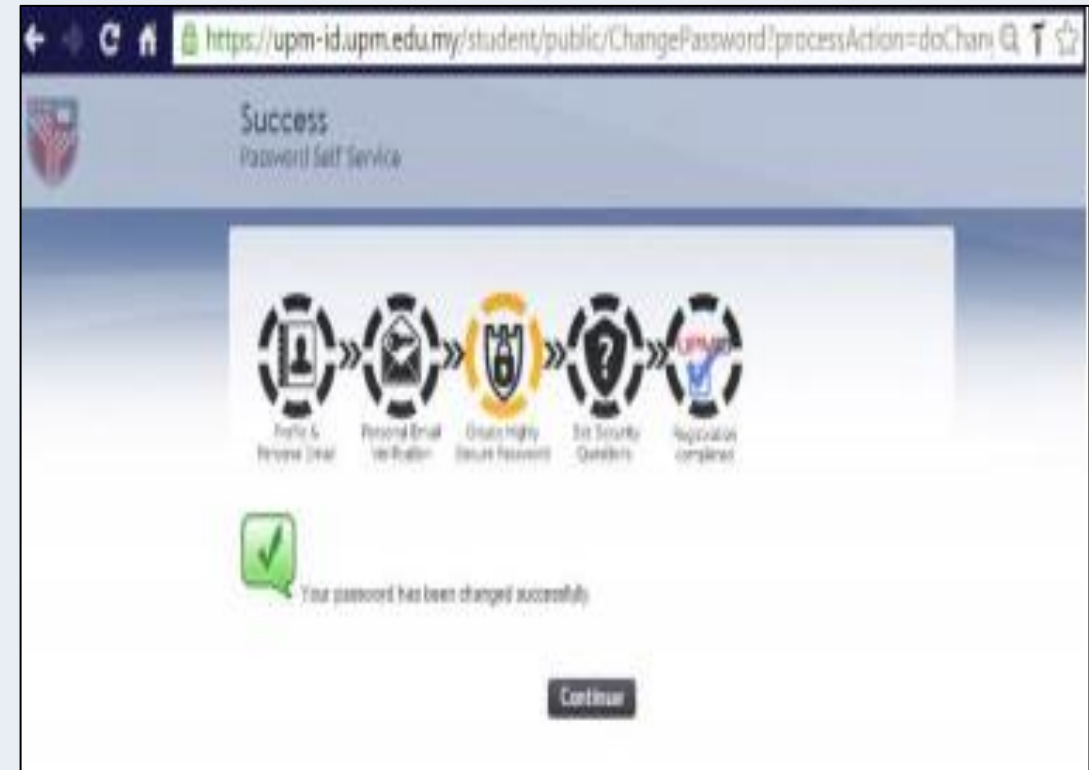


Langkah
Steps

: 10/15

Kata laluan baru telah disimpan. Klik butang 'Continue'.

New Password is successfully saved. Click 'Continue'.





Langkah
Steps

: 11/15

Sila lengkapkan soalan keselamatan. Soalan ini diperlukan bila pengguna terlupa kata laluan. Klik butang 'Save Responses' untuk teruskan.

Please complete the security questions. This questions is required when the user forgets the password. Click the 'Save Responses' button to continue.

https://upm-id.upm.edu.my/student/private/SetupResponses

Setup Password Responses

Password Self Service

Registration Steps

- Verify Your Email
- Personalized Verification
- Choose Highly Secure Password
- Set Security Questions
- Registration Completed

In the event that you forget your password, you can recover your password by answering questions known only to you.

Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.

Your responses meet the requirements. [Click Save Responses when ready.](#)

Your administrator requires that you supply responses to these questions. If you should forget your password, you will need to supply answers to all of these questions to reset your password.

What is your mother's name?

Joan

What was your dream job as a child?

Lecturer

Save Responses Clear Hide Responses Cancel

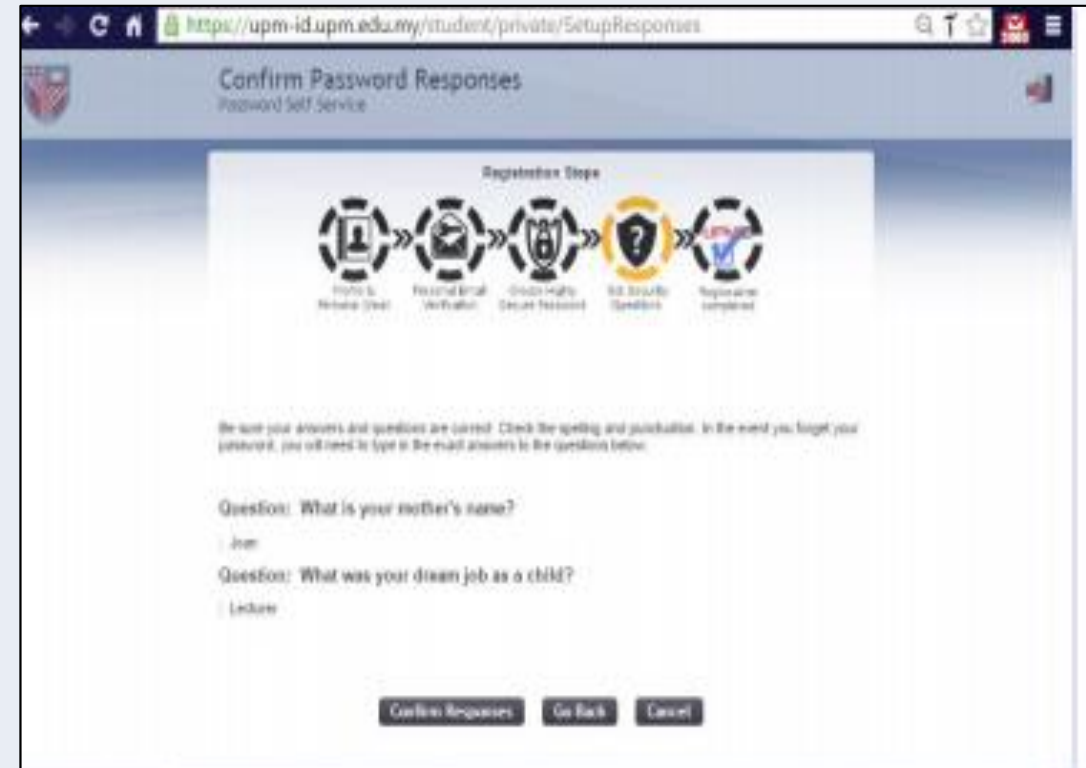


Langkah
Steps

: 12/15

Sila sahkan soalan keselamatan. Klik pada butang 'Confirm Responses' untuk teruskan.

Please confirm security questions. Click on the 'Confirm Responses' button to continue.





Langkah
Steps

: **13/15**

Pendaftaran UPM-ID selesai. Sila klik pada link 'Email Login' untuk login ke emel pelajar.

Registration of UPM-ID is completed. Please click on the 'Email Login' link to login to the student's email.

https://upm-id.upm.edu.my/student/private/Login

Sila Log In
Portal UPM-ID Mahasiswa UPM

UPM-ID

Kata Laluan

Masuk Kosongkan Batal

Tukapada Kata Laluan Akses UPM-ID Anda

Email Login



Langkah
Steps

: 14/15

Sila login menggunakan UPM-ID (No Matrik Pelajar) dengan kata laluan baru.

Please login using the UPM-ID (Student Matric Number) with the new password.

UPM-ID - Single Sign On X

Secure | <https://upm-id.upm.edu.my/ssostudent/login?SAMLRequest=fVLLTglxFN2b%2BA%2BT7pm...>

UPM Students Email
UPM student official email.

Enter your UPM-ID and Password

UPM-ID:

Password:

First Time Login
Complete your **UPMID** registration.
[UPM Student Registration](#) | [UPM Staff Registration](#)

Forgot Password?
Forgotten your password?
[Click here for UPM Student](#) | [Click here for UPM Staff](#)

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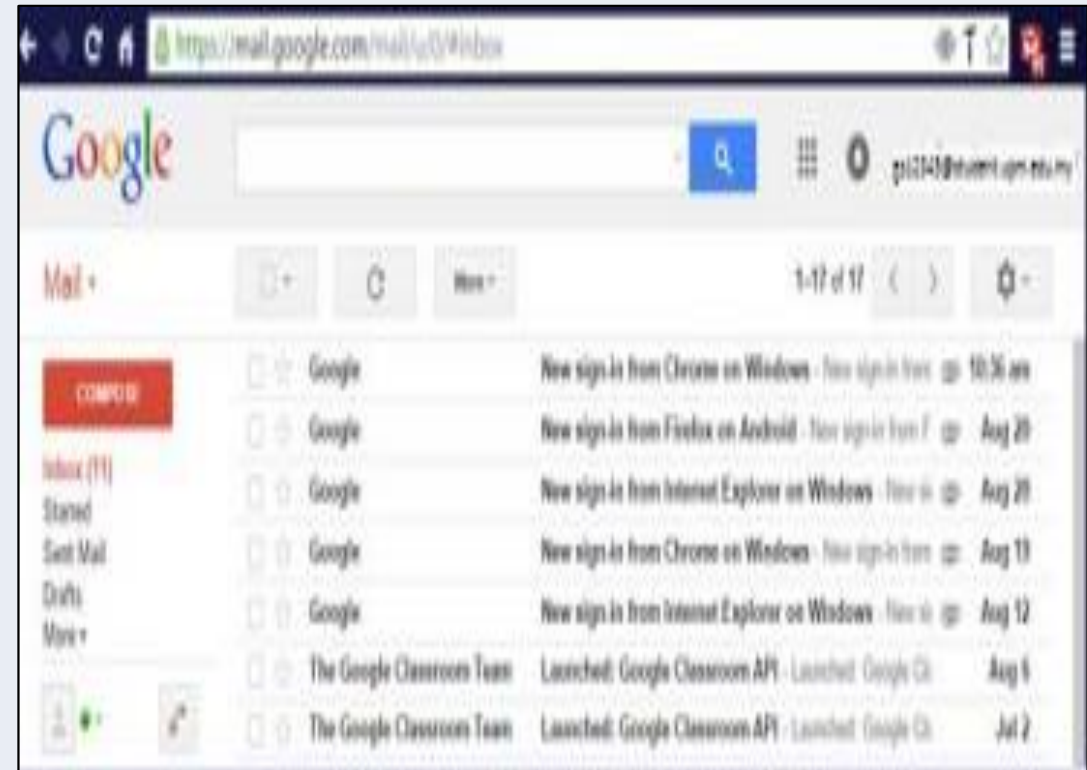


Langkah
Steps

: 15/15

Jika berjaya, emel pelajar akan dipaparkan.
Selesai.

*If successful, the student email will be displayed.
Done.*





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Jika ada sebarang masalah dan pertanyaan, boleh menghubungi
Please don't hesitate to contact us for any enquiries you might have.

No Telefon
Phone Number

Helpdesk (iDEC) : 03-89471990

Emel
Email

idec_helpdesk@upm.edu.my

