

## PERSEDIAAN AWAL

Gunakan **2 peranti** untuk proses awal ini kerana ia memerlukan imbasan kod QR.

PERANTI 1 · Notebook/PC

+ PERANTI 2 · Telefon Pintar

## FASA 1 · PERSEDIAAN

### 01 Reset Kata Laluan USIM ID (kali pertama)

PC / TELEFON

- 1 Buka pelayar web (Edge/Chrome) dan layari <https://selfreset-raudah.usim.edu.my/?action=sendtoken>
  - 2 Masukkan **No Matrik** dan klik butang “Send”.
  - 3 Semak emel peribadi anda (Gmail/YahooMail/dsb). Emel reset akan dihantar ke inbox. Jika tiada, semak folder **spam/junk mail**.
  - 4 Klik pautan yang diberikan dalam emel tersebut.
  - 5 Pilih kata laluan baharu mengikut kriteria yang ditetapkan dan klik “Send”. Pastikan nama anda (termasuk nama bapa) **tidak** digunakan dalam kombinasi kata laluan.
- ! **Ingat kata laluan baharu ini** kerana ia diperlukan untuk log masuk ke iStudent, GOALS dan emel nanti.

**NOTA:** Jika anda tidak dapat menekan butang Send, kata laluan yang dipilih tidak memenuhi kriteria keselamatan minimum. Sila semak kriteria yang tidak dipenuhi dan kemas kini kata laluan anda.

### 02 Pasang Authenticator App

TELEFON

- 1 Pergi ke **App Store** (Apple) atau **Play Store** (Android), cari “**Microsoft Authenticator**” dan klik Get/Install.
- 2 Pastikan aplikasi yang dipasang adalah **daripada Microsoft**, bukan penyedia lain.
- 3 Aktifkan **Notifications** bagi aplikasi ini:

**iPhone:** Settings › Notifications › Authenticator

**Android:** Settings › Apps › Authenticator › Notifications

**NOTA:** Jika USIM ID anda mengalami masalah log masuk (contohnya kod pengesahan tidak dipaparkan) atau anda telah bertukar ke telefon baharu, sila **buang (remove) semua akaun** dalam aplikasi Authenticator dan mulakan semula dari **Langkah 01**.

## FASA 2 · LOG MASUK KE SISTEM

### LOGIN KE Portal iStudent (selepas selesai Langkah 01)

PC + TELEFON

#### A · LOG MASUK KALI PERTAMA

- 1 Buka Edge/Chrome menggunakan **notebook/PC** (bukan telefon pintar).
- 2 Layari <https://istudent2.usim.edu.my>
- 3 Masukkan **no matrik + kata laluan baharu**, klik “Sign In”.

#### B · SAHKAN KOD QR

- 4 Halaman pengesahan Kod QR dipaparkan. Buka **Authenticator** pada telefon, klik ikon QR dan **imbas kod** di skrin PC.
  - 5 Masukkan **kod 6 angka** dari Authenticator pada ruangan **One-time code**.
  - 6 Pada “**Device Name**”, masukkan sebarang nama (cth: “Laptop Lenovo”) dan klik “**Submit**”. Portal iStudent dipaparkan. Selesai!
- ! Kod tidak sah? Kod mungkin tamat tempoh. Masukkan semula kod terkini (diperbaharui setiap **30 saat**).

### LOGIN KE Emel Raudah (Microsoft 365)

- 1 Layari <https://outlook.office.com> di notebook/PC.
- 2 Username: [nomatrik@raudah.usim.edu.my](mailto:nomatrik@raudah.usim.edu.my)
- 3 Password: **sama seperti iStudent**. Ikut arahan pada skrin sehingga kod QR dipaparkan.
- 4 Di Authenticator: **Add Account (+) › Work or School Account › Scan QR Code**, imbas kod di skrin PC.
- 5 Teruskan mengikut arahan sehingga butang “**Done**” dipaparkan. Tahniah, anda berjaya login!

### LOGIN KE GOALS (LMS)

- 1 Layari <https://goals.usim.edu.my>
- 2 Klik “**LOGIN WITH USIMID (STAFF & STUDENTS)**”.
- 3 Masukkan emel Raudah + kata laluan USIM ID › “**Sign In**”. Halaman GOALS dipaparkan. Selesai.

### LOGIN KE Microsoft Teams

- 1 Dalam Outlook (Emel Raudah), klik ikon **App Launcher** (9 titik) di kiri atas skrin.
- 2 Jika tiada Teams, klik “**More Apps**”, kemudian pilih **Teams**.
- 3 Teams akan dibuka secara automatik menggunakan akaun Raudah anda. Selesai.

## PERINGATAN PENTING

Pastikan ada **2 rekod akaun** dalam Authenticator anda: (1) untuk login **iStudent** dan (2) login **Emel Raudah**.

Set masa telefon pintar kepada “**Automatically**” bagi memastikan kod verifikasi diterima daripada sistem.

**INITIAL SETUP** Use **2 devices** for this initial process as it requires scanning a QR code.

**DEVICE 1** · Notebook/PC

**DEVICE 2** · Smartphone

## PHASE 1 · SETUP

### 01 Reset USIM ID Password (first time)

PC / PHONE

- 1 Open a web browser (Edge/Chrome) and go to <https://selfreset-raudah.usim.edu.my/?action=sendtoken>
  - 2 Enter your **Matric Number** and click the **"Send"** button.
  - 3 Check your personal email (Gmail/YahooMail/etc). The reset email will be sent to your inbox. If not found, check the **spam/junk mail** folder.
  - 4 Click the link provided in that email.
  - 5 Choose a new password following the set criteria and click **"Send"**. Make sure your name (including your father's name) is **not** used in the password combination.
- Remember this new password**, as it will be needed to log in to iStudent, GOALS and email later.

**NOTE:** If you are unable to click the Send button, the password you chose does not meet the minimum security criteria. Please check which criteria have not been met and update your password.

### 02 Install the Authenticator App

PHONE

- 1 Go to the **App Store** (Apple) or **Play Store** (Android), search for **"Microsoft Authenticator"** and click Get/Install.
- 2 Make sure the app installed is **from Microsoft**, not another provider.
- 3 Enable **Notifications** for this app:

**iPhone:** Settings > Notifications > Authenticator

**Android:** Settings > Apps > Authenticator > Notifications

**NOTE:** If your USIM ID has trouble logging in (e.g. the verification code is not displayed) or you have switched to a new phone, please **remove all accounts** in the Authenticator app and start again from **Step 01**.

## PHASE 2 · LOGGING INTO THE SYSTEMS

### LOG IN TO iStudent Portal (after completing Step 01)

PC + PHONE

#### A · FIRST-TIME LOGIN

- 1 Open Edge/Chrome using a **notebook/PC** (not a smartphone).
- 2 Go to <https://istudent2.usim.edu.my>
- 3 Enter your **matric number** + **new password**, click **"Sign In"**.

#### B · CONFIRM QR CODE

- 4 The QR Code verification page is displayed. Open **Authenticator** on your phone, tap the QR icon and **scan the code** on the PC screen.
  - 5 Enter the **6-digit code** from Authenticator into the **One-time code** field.
  - 6 For **"Device Name"**, enter any name (e.g. "Lenovo Laptop") and click **"Submit"**. The iStudent Portal is displayed. Done!
- Invalid code?** It may have expired. Re-enter the latest code (refreshed every **30 seconds**).

### LOG IN TO Raudah Email (Microsoft 365)

- 1 Go to <https://outlook.office.com> on your notebook/PC.
- 2 Username: [nomatrik@raudah.usim.edu.my](mailto:nomatrik@raudah.usim.edu.my)
- 3 Password: **same as iStudent**. Follow the on-screen instructions until the QR code is displayed.
- 4 In Authenticator: **Add Account (+)** > **Work or School Account** > **Scan QR Code**, scan the code on the PC screen.
- 5 Continue following the instructions until the **"Done"** button appears. Congratulations, you have successfully logged in!

### LOG IN TO GOALS (LMS)

- 1 Go to <https://goals.usim.edu.my>
- 2 Click **"LOGIN WITH USIMID (STAFF & STUDENTS)"**.
- 3 Enter your Raudah email + USIM ID password > **"Sign In"**. The GOALS page is displayed. Done.

### LOG IN TO Microsoft Teams

- 1 In Outlook (Raudah Email), click the **App Launcher** icon (9 dots) at the top left of the screen.
- 2 If Teams is not listed, click **"More Apps"**, then select **Teams**.
- 3 Teams will open automatically using your Raudah account. Done.

#### IMPORTANT NOTICE

Make sure you have **2 account entries** in your Authenticator: (1) for **iStudent** login and (2) for **Raudah Email** login.

Set your smartphone's time to **"Automatically"** to ensure verification codes are received correctly from the system.