



**KEMENTERIAN PENDIDIKAN TINGGI
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI**

User Activation

User Manual for System Users

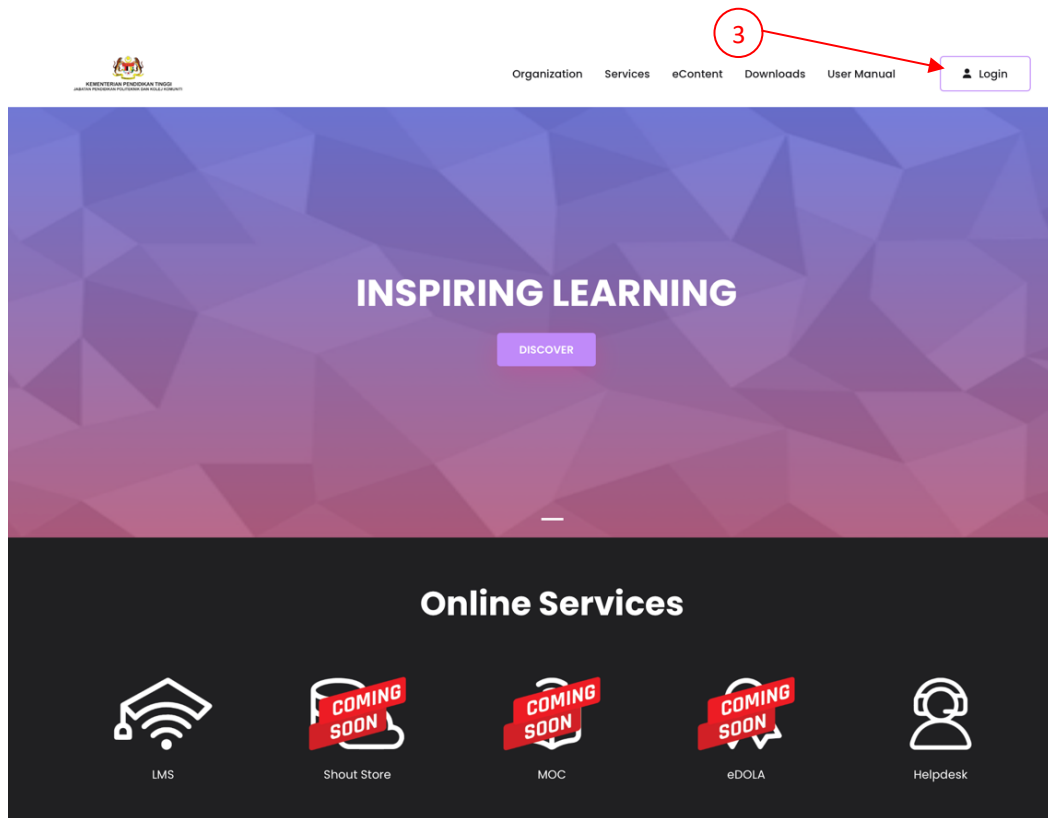
25 January 2023

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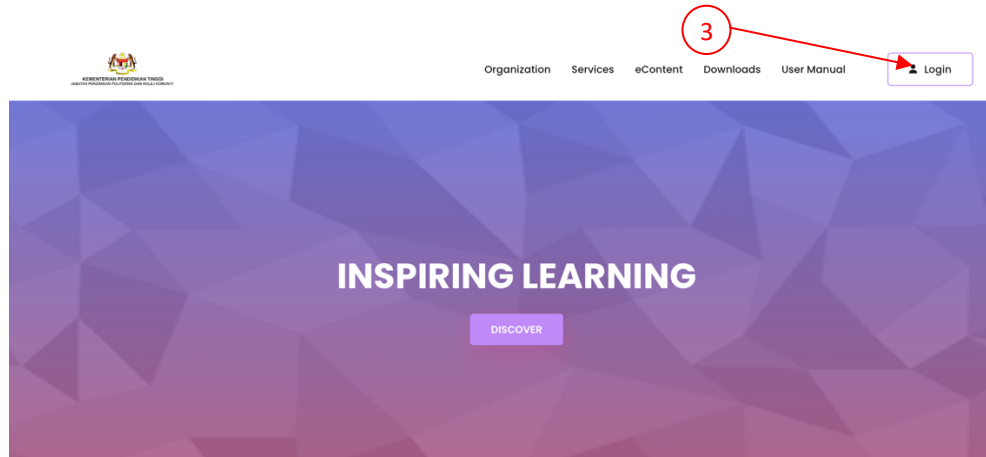
1. ACCESSING THE CIDOS PORTAL

1. Open a browser, e.g.: Mozilla Firefox, Chrome or Safari.
2. Enter the CIDOS Portal URL <http://polycc.cidos.edu.my/> to access the Portal.

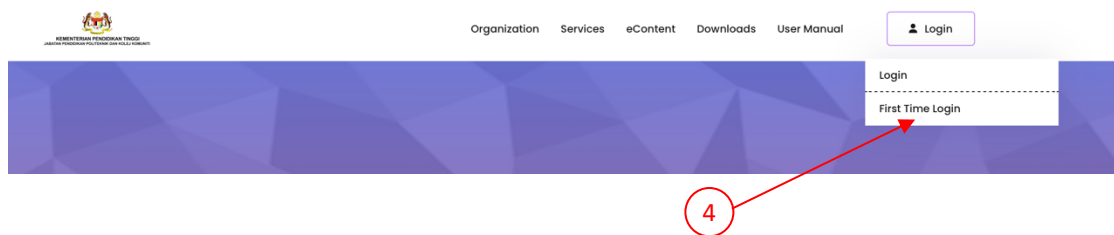


2. FIRST TIME LOGIN

1. Open a browser, e.g.: Mozilla Firefox, Chrome or Safari.
2. Enter the CIDOS Portal URL <http://polycc.cidos.edu.my/> to access the Portal.



3. Click on the User icon.
4. Choose "First Time Login".



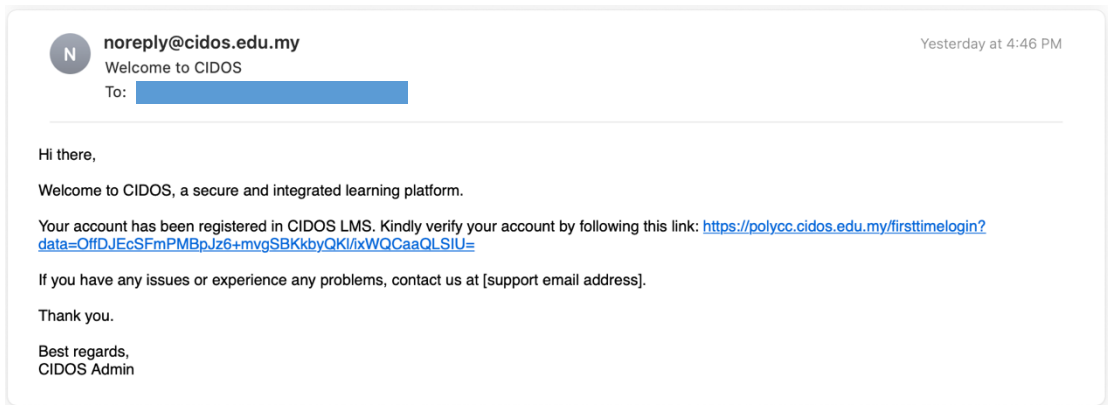
5. Fill in the information requested. Please enter a valid email address as it will be used for account activation purposes.

The screenshot shows the 'First Time Login' registration form. The form is titled 'First Time Login' and includes the instruction 'Please provide your account details'. The form fields are as follows:

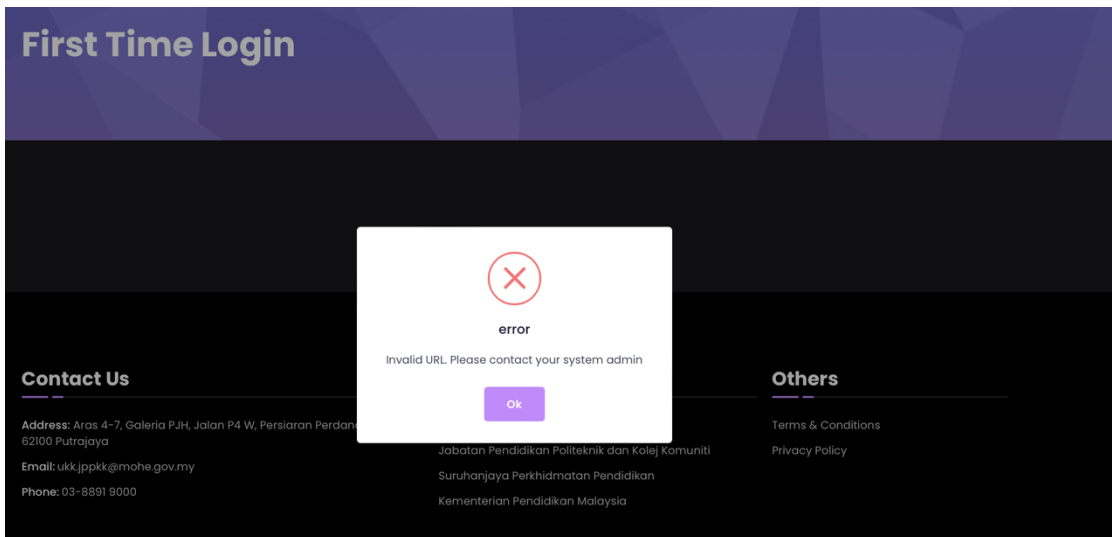
Please Select User Type	Last 4 digit MyKad
Phone No	
Email	
Password	Re-type Password

A 'Submit' button is located at the bottom right of the form.

- You will receive a Welcome Email from CIDOS. Please click on the link to activate your account.

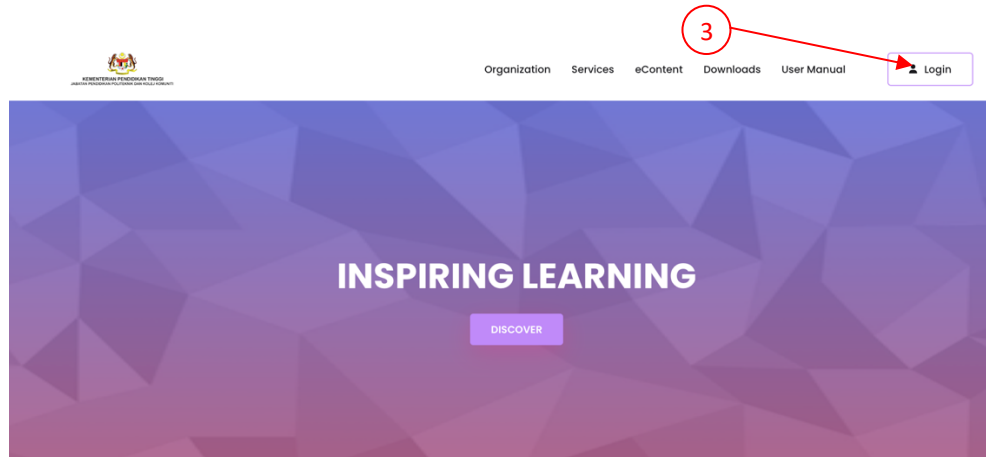


- Your account will be successfully activated.
- If you receive this error message, please contact your System Administrator.

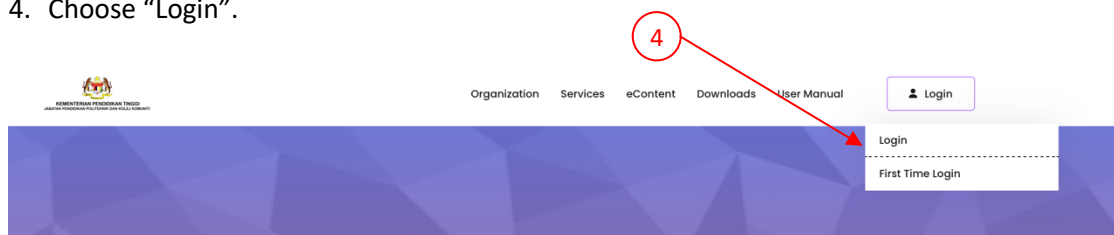


3. LOGIN TO CIDOS PORTAL

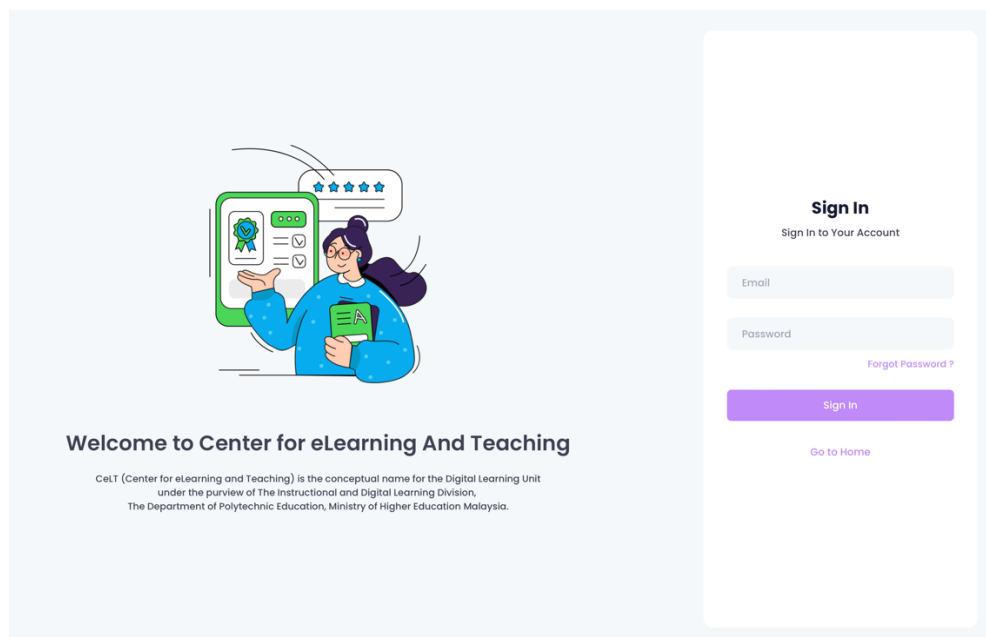
1. Open a browser, e.g.: Mozilla Firefox, Chrome or Safari.
2. Enter the CIDOS Portal URL <http://polycc.cidos.edu.my/> to access the Portal.



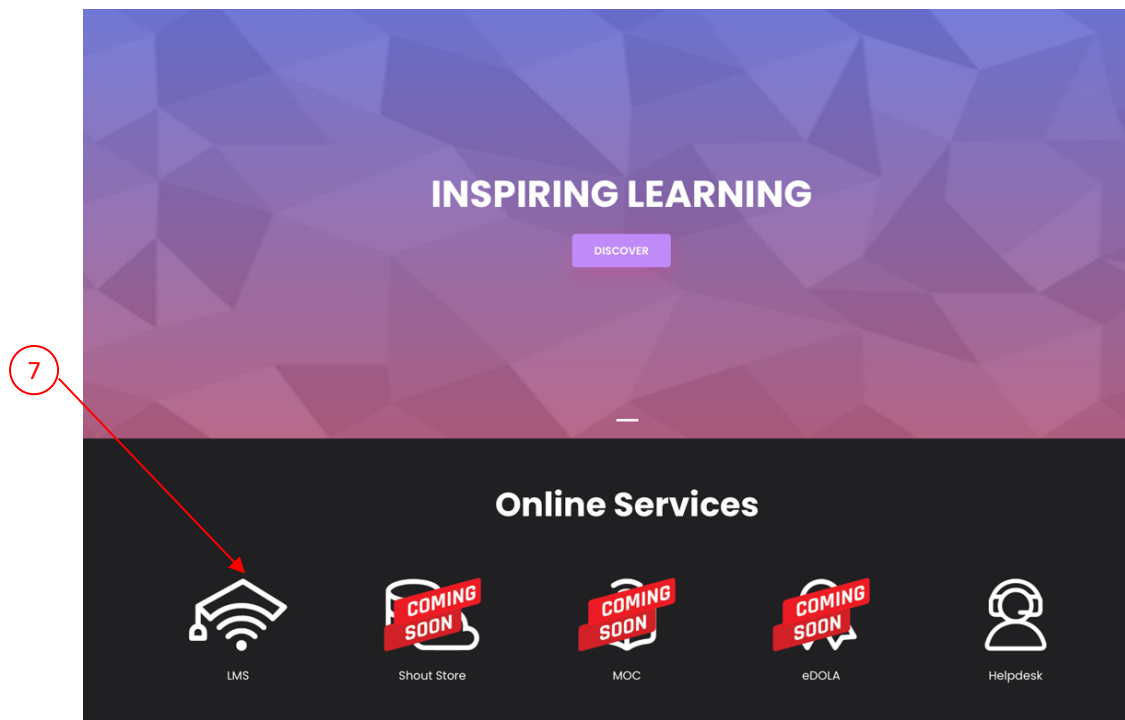
3. Click on the User icon.
4. Choose "Login".



5. Key-in your username and password and click "Sign In".



6. You will be brought to CIDOS Portal Homepage once you are logged-in successfully.



7. Click on LMS to access your CIDOS LMS.