



MANUAL PENGGUNA

RESEARCH MANAGEMENT SYSTEM

(RMS)

-

SISTEM PENGURUSAN ID (SPID)

NAMA AGENSI	KEMENTERIAN PENDIDIKAN TINGGI (KPT)
TARIKH DOKUMEN	7 MAC 2025
VERSI DOKUMEN	V0.1

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AKRONIM

SINGKATAN	DESKRIPSI
BPM	Bahagian Pengurusan Maklumat
EPS	<i>Education Policy Studies</i>
ICT	<i>Information Communication Technology</i>
IPL	Kerjasama Industri dan Pihak Luar
KPI	<i>Key Performance Index</i>
KPT	Kementerian Pengajian Tinggi
MyRA	<i>Malaysia Research Assessment</i>
MySitasi	Sistem Repositori Jurnal Ilmiah Malaysia
PPRN	<i>Public-Private Research Network</i>
RMS	<i>Research Management System</i>
SDS	<i>Software Design Specification</i>
SRS	<i>Software Requirement Specification</i>
SPID	Sistem Pengurusan ID
SSO	<i>Single Sign-On</i>
SyRi	Sistem Penyelidikan dan Inovasi JPPKK
UI	<i>User Interface</i>
UNIJAYA	Unijaya Resources Sdn. Bhd.
URS	<i>User Requirement Specification</i>

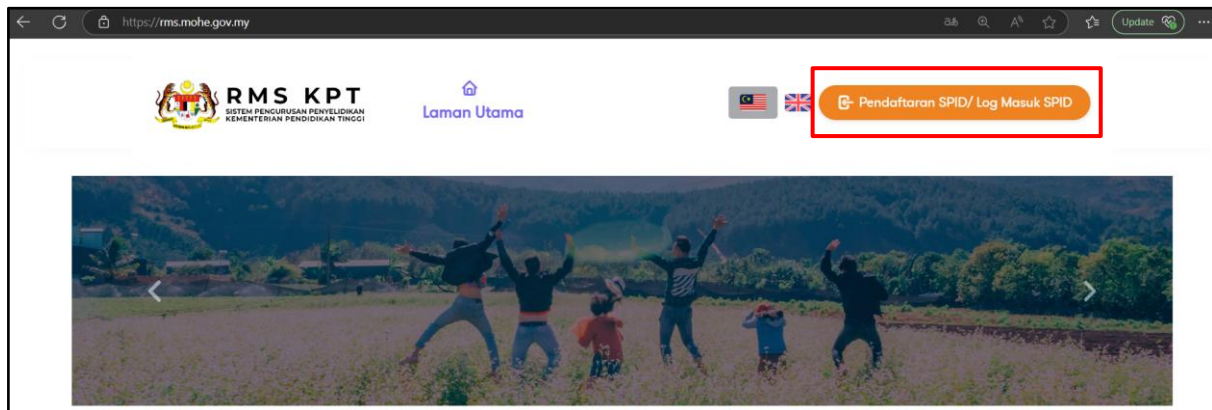
1.0 PENDAHULUAN

Manual pengguna ini disediakan khusus kepada pengguna bagi memastikan pemahaman yang mendalam tentang fungsi dan tanggungjawab berkaitan Sistem Pengurusan ID (SPID).

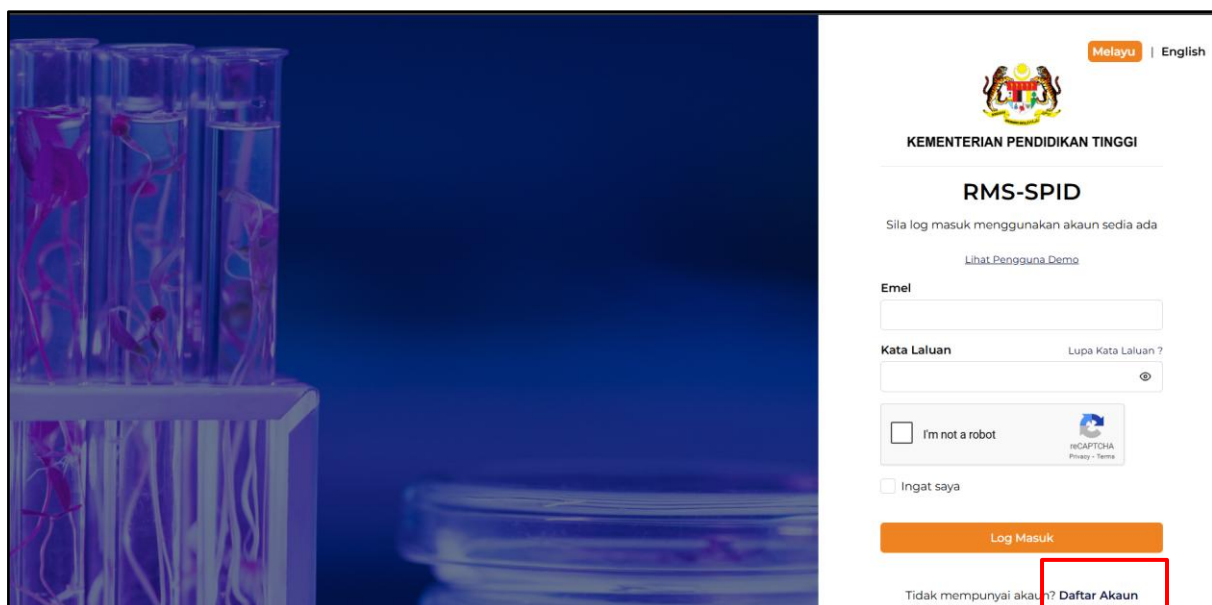
2.0 PENDAFTARAN AKAUN RMS

2.1 Pendaftaran Melalui Portal RMS

1. Layari laman web <https://rms.mohe.gov.my/>. Halaman utama Portal RMS akan dipaparkan.
2. Klik butang **Pendaftaran SPID/Log Masuk**.



3. Klik butang **Daftar Akaun/Register Account**. Borang pendaftaran pengguna akan dipaparkan.



- Isikan semua maklumat yang diperlukan pada borang pendaftaran.

KEMENTERIAN PENDIDIKAN TINGGI

Melayu | English

RMS SPID

Pendaftaran RMS

Maklumat Pengguna

Kategori Pengguna *
Select value

Nama Penuh *

Alamat Emel *

No. Kad Pengenal
(Eg: 990101121212)

No. Passport

Tarikh Lahir *
YYYY-MM-DD

Jantina *
Select v...

Kata Laluan

⚠ Pastikan keperluan ini dipenuhi:
Minimum panjang kata laluan adalah 12 huruf, kombinasi antara huruf besar dan kecil, karakter & nombor.

- Tandakan kotak pengesahan pada reCAPTCHA.
- Klik butang **Hantar**. Notifikasi emel akan dihantar untuk pengesahan.

Kata Laluan *

Pengesahan Kata Laluan *

Soalan Keselamatan

Soalan Keselamatan (1) *
Select value

Jawapan (1) *

Soalan Keselamatan (2) *
Select value

Jawapan (2) *

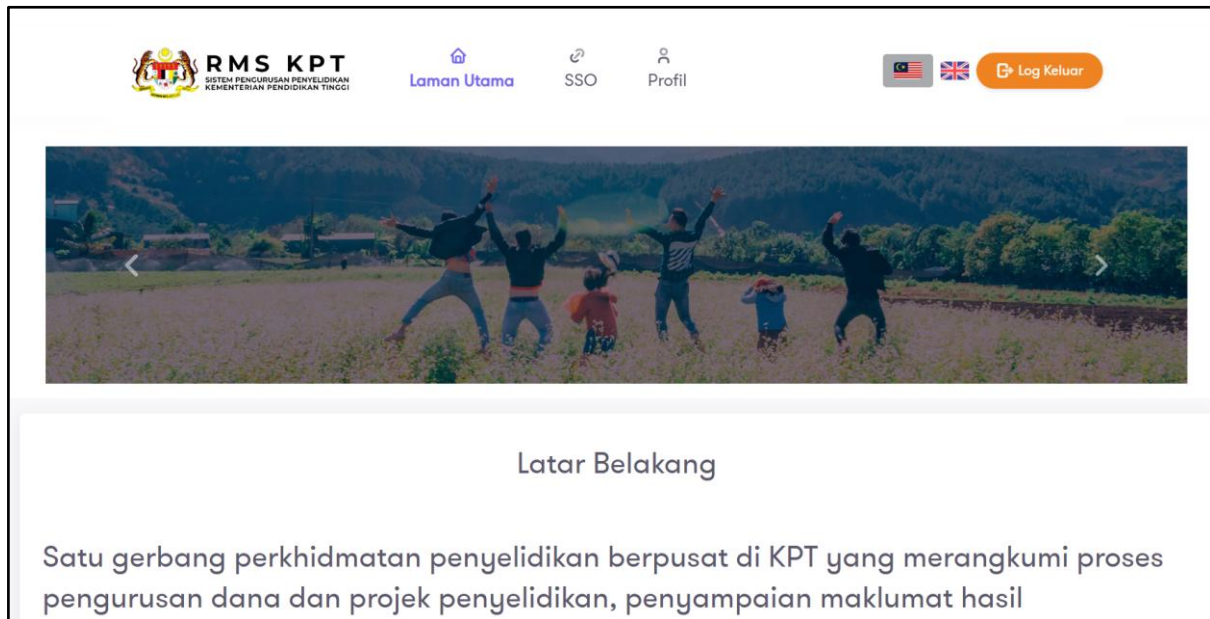
☐ I'm not a robot

reCAPTCHA
Privacy - Terms

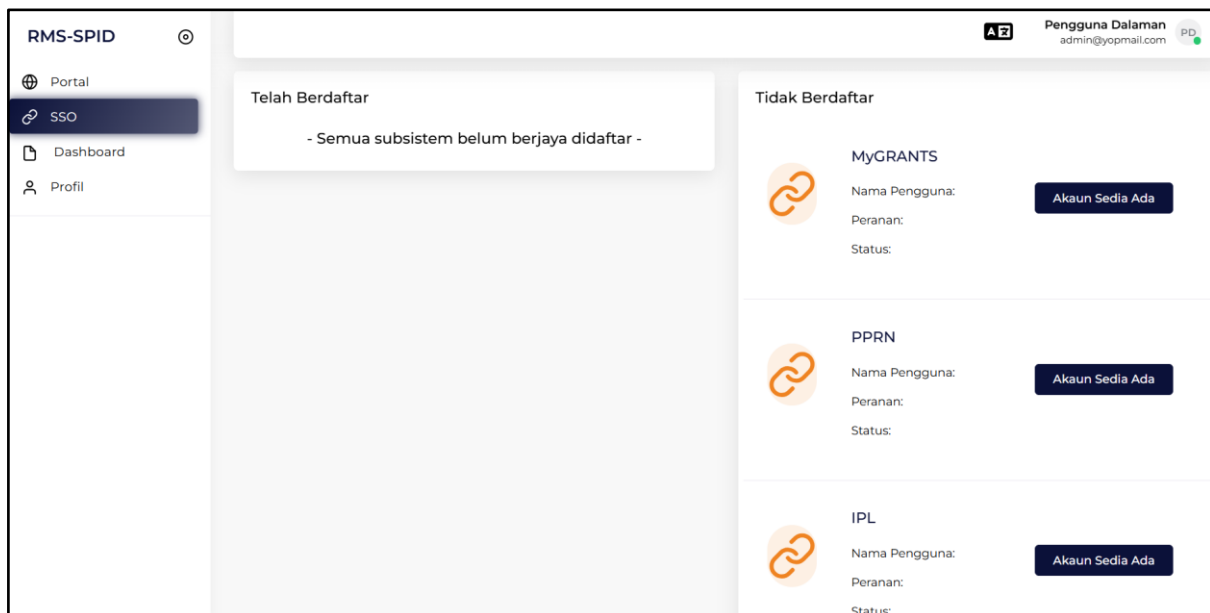
Set semula

Hantar

7. Semak notifikasi emel dan klik butang **Verify Email**.
8. Klik pada **SSO** untuk ke halaman SSO.



9. Halaman SPID SSO akan dipaparkan.



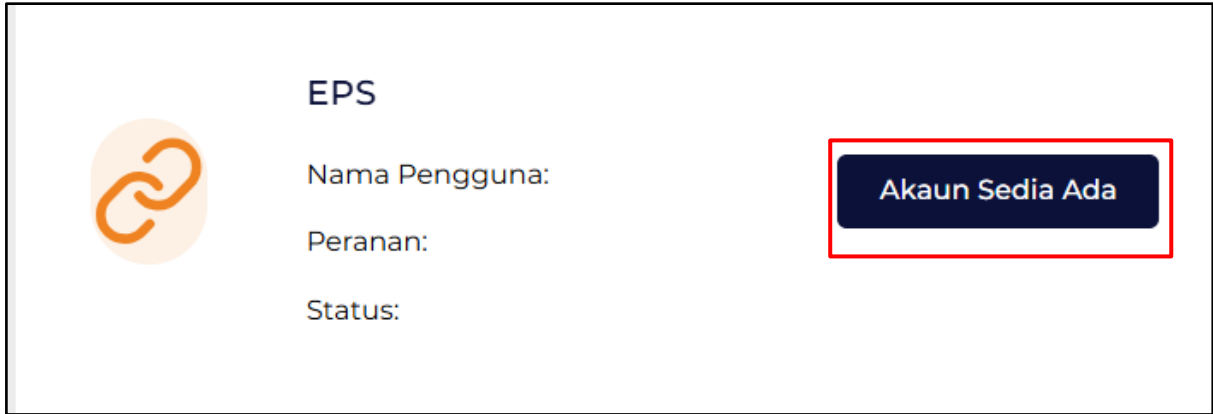
3.0 SPID SSO

Sistem Pengurusan ID (SPID) *Single Sign On* (SSO) membolehkan pengguna untuk mengakses ke dalam sesuatu subsistem tanpa perlu log masuk berulang kali. Pengguna hanya perlu log masuk sekali sahaja untuk mengakses subsistem yang tersedia. SPID SSO RMS terdiri daripada 7 subsistem iaitu:

1. EPS
2. IPL
3. MyGRANTS
4. MyRA
5. MySitasi
6. PPRN
7. Repositori RMS

3.1 EPS

1. Pada halaman utama SPID SSO, klik butang **Akaun Sedia Ada** bagi subsistem EPS.



EPS

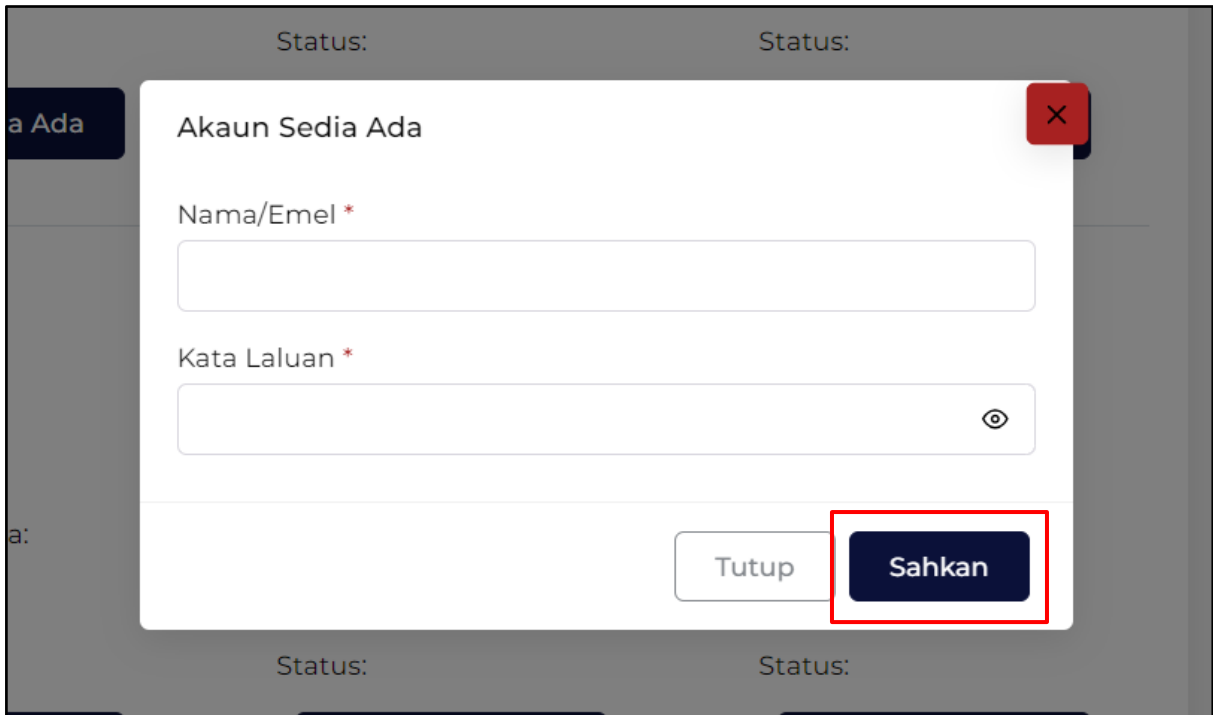
Nama Pengguna:

Peranan:

Status:

Akaun Sedia Ada

2. Masukkan Nama/Emel dan Kata Laluan bagi subsistem EPS.
3. Kemudian, klik butang **Sahkan** untuk mengesahkan akaun.



Status: Status:

a Ada

Akaun Sedia Ada

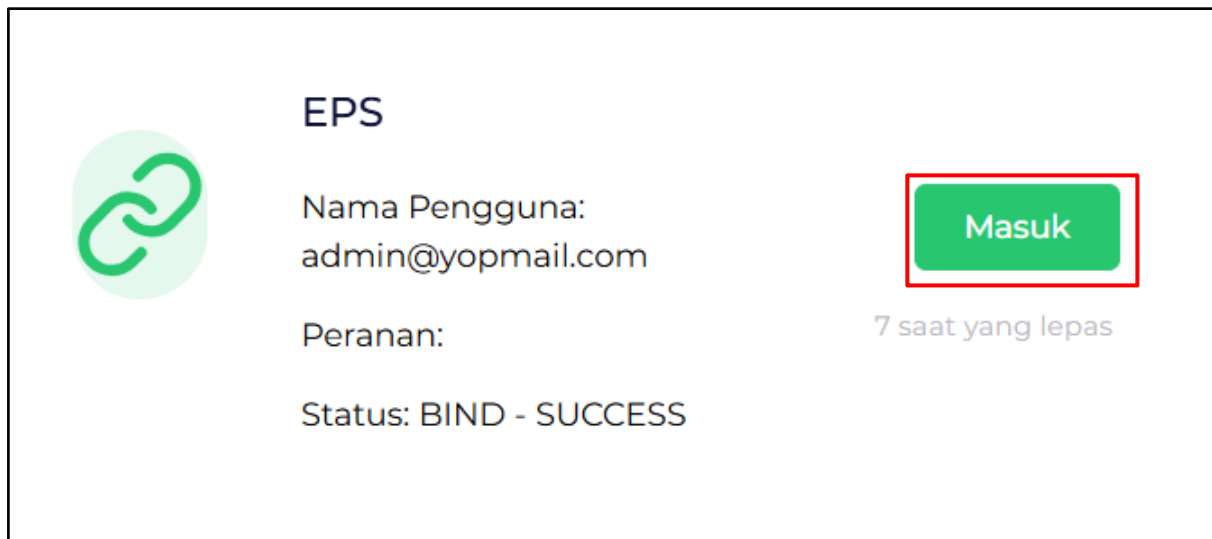
Nama/Emel *

Kata Laluan *

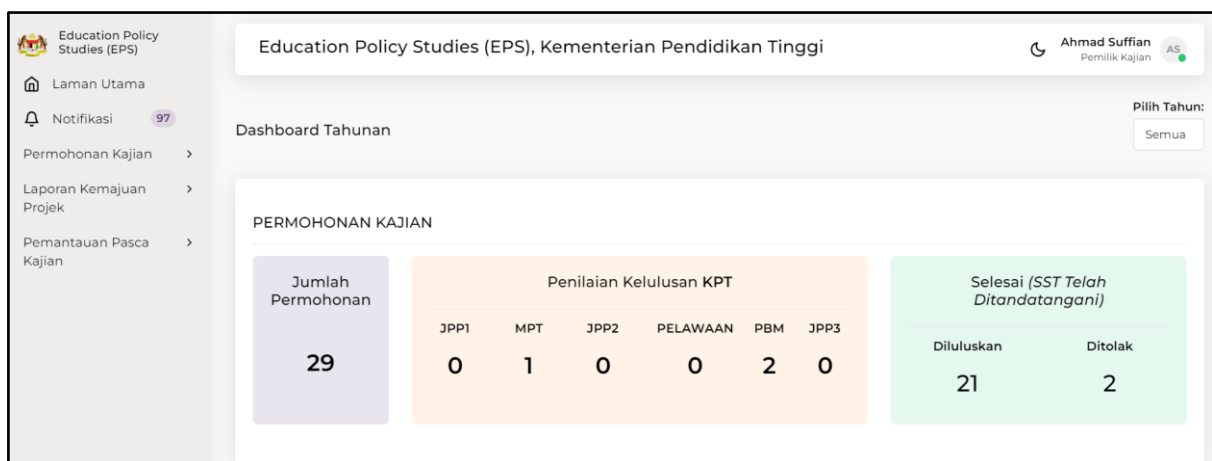
Tutup Sahkan

Status: Status:

4. Klik butang **Masuk** selepas *bind* berjaya.

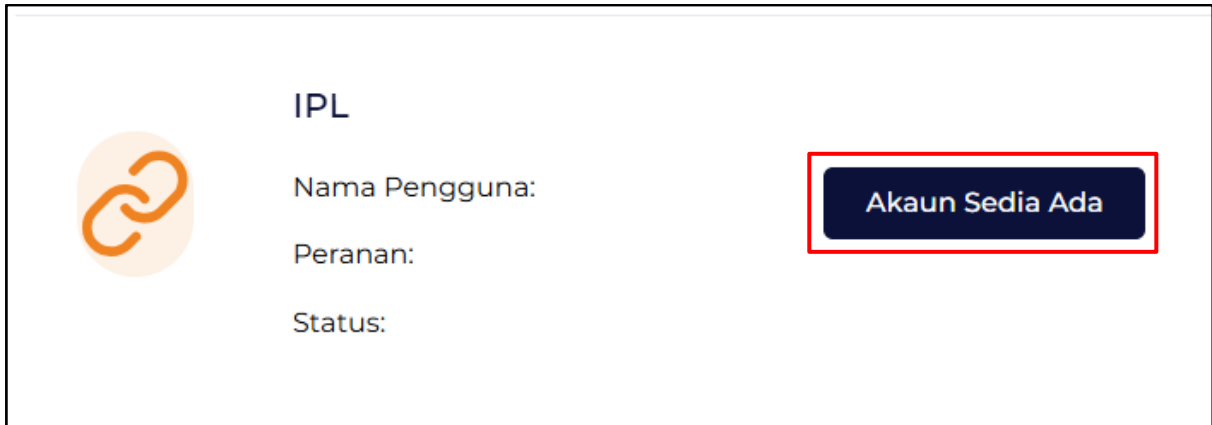


5. Halaman utama subsistem EPS akan dipaparkan.



3.2 IPL

1. Pada halaman utama sistem, klik butang **Akaun Sedia Ada** pada subsistem IPL.



IPL

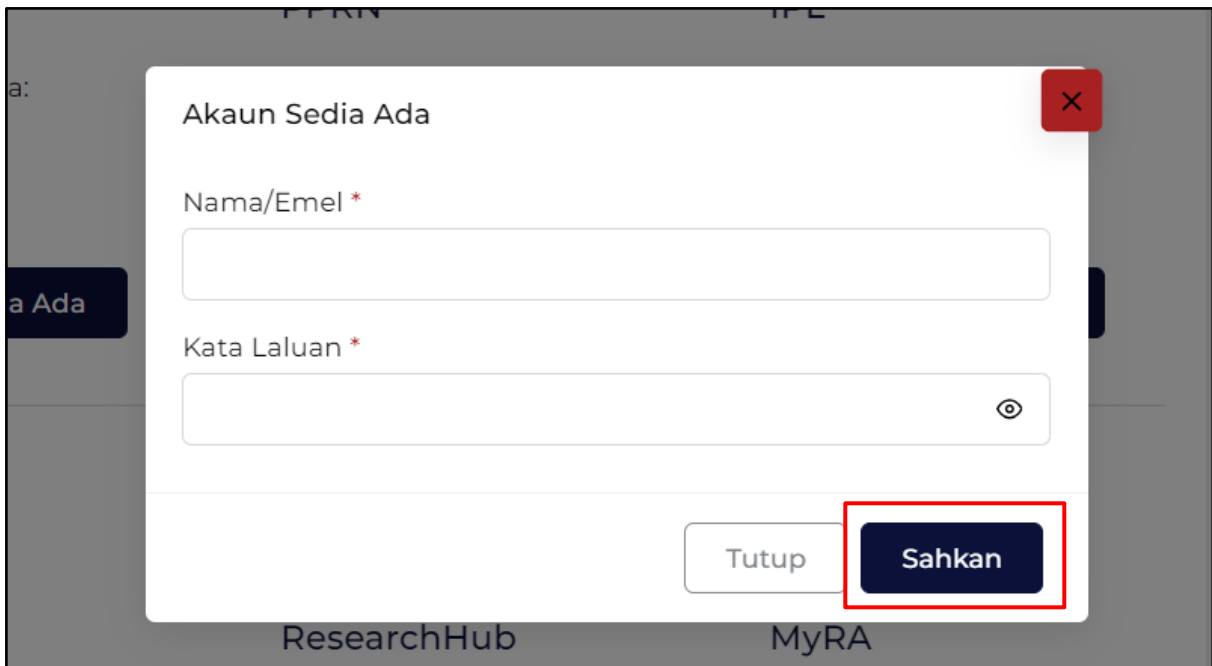
Nama Pengguna:

Peranan:

Status:

Akaun Sedia Ada

2. Masukkan Nama/Emel dan Kata laluan bagi sistem IPL.
3. Kemudian, klik butang **Sahkan**.



Akaun Sedia Ada

Nama/Emel *

Kata Laluan *

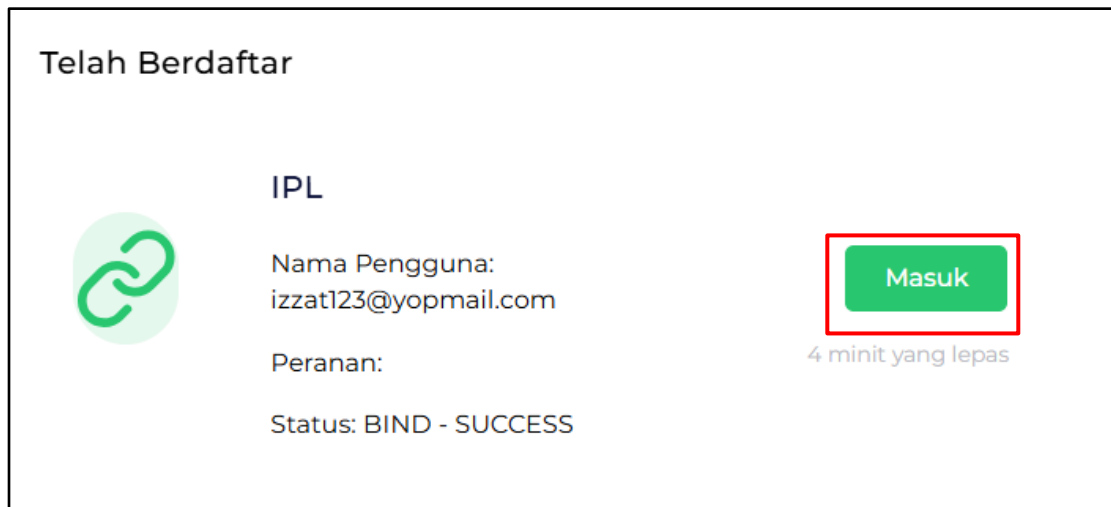
Tutup

Sahkan

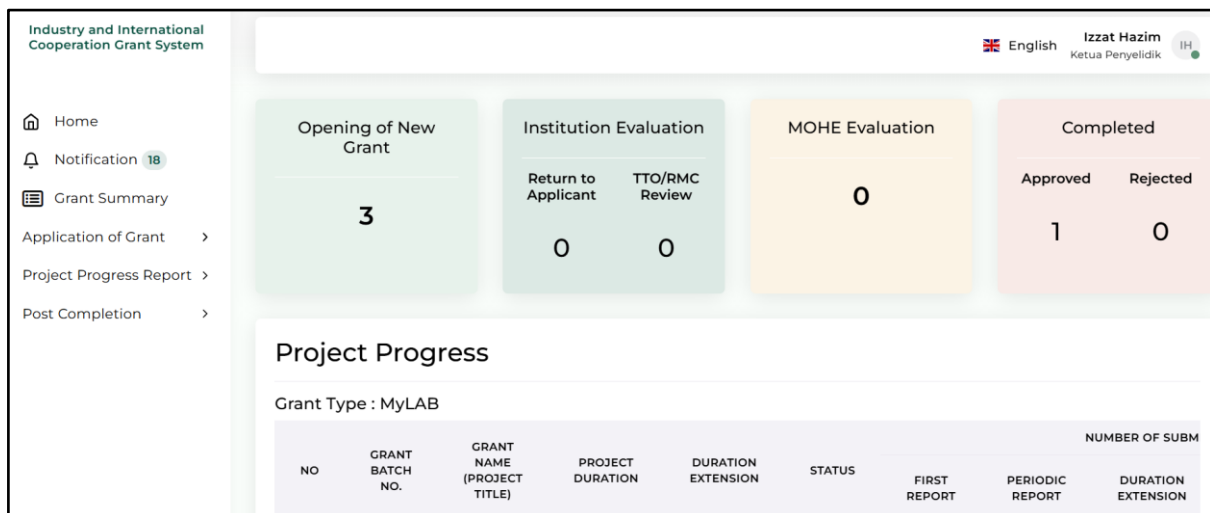
ResearchHub

MyRA

4. Klik butang **Masuk** selepas *bind* berjaya.

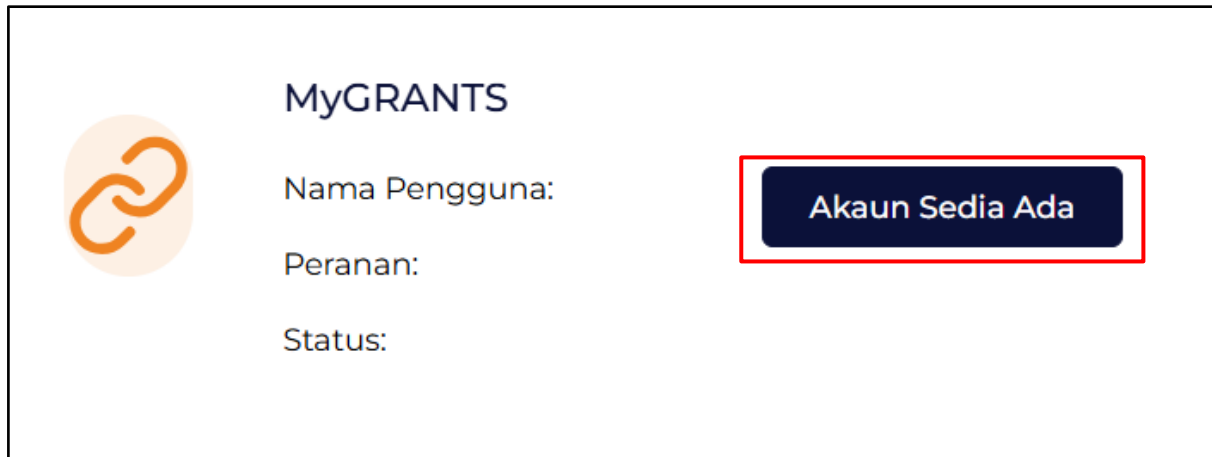


5. Halaman utama subsistem IPL akan dipaparkan.



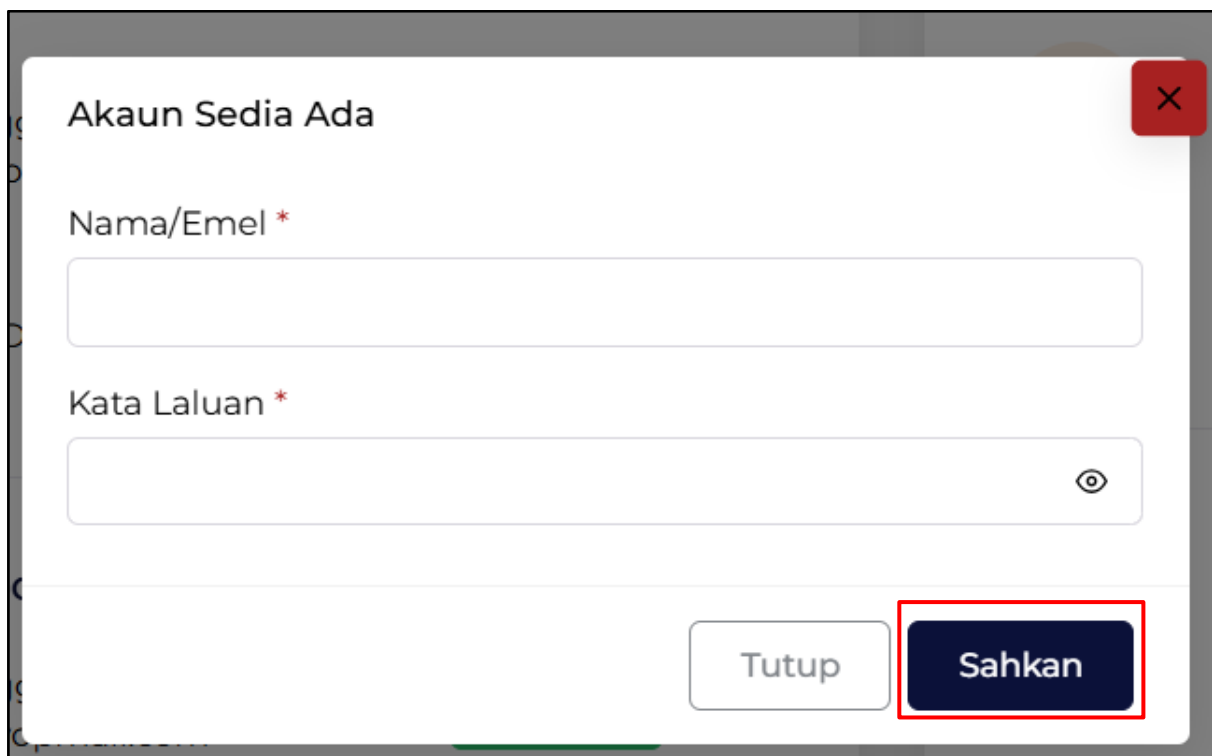
3.3 MyGRANTS

1. Pada halaman utama sistem, klik butang **Akaun Sedia Ada** pada subsistem MyGRANTS.



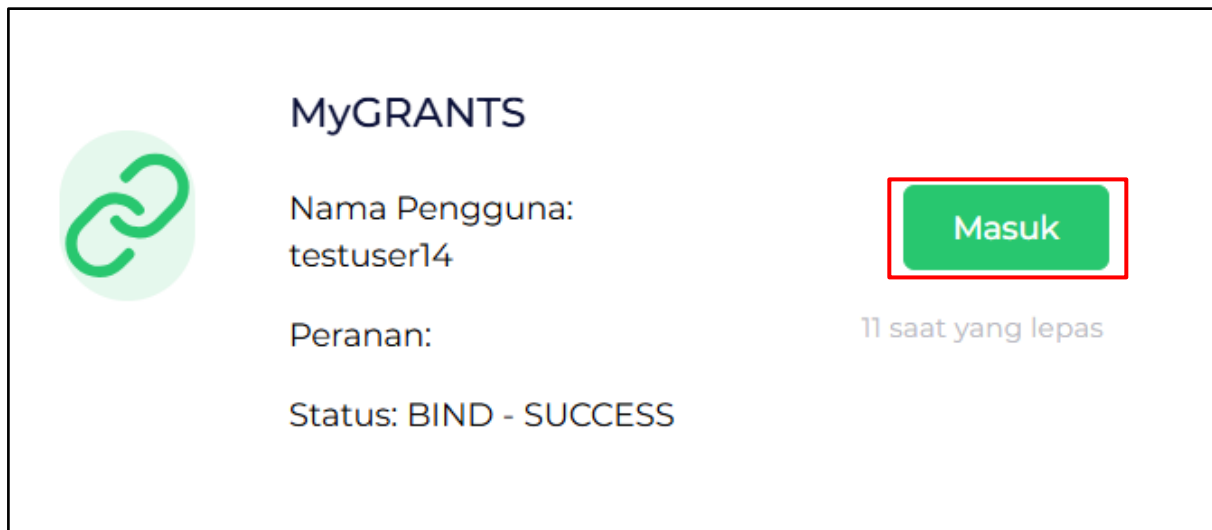
The screenshot shows the MyGRANTS main page. On the left is a logo consisting of two interlocking orange rings. To the right of the logo, the text 'MyGRANTS' is displayed in a dark blue font. Below this, the labels 'Nama Pengguna:', 'Peranan:', and 'Status:' are listed vertically. To the right of these labels is a dark blue button with the text 'Akaun Sedia Ada' in white. This button is highlighted with a red rectangular border.

2. Masukkan Nama/Emel dan Kata laluan bagi sistem MyGRANTS.
3. Kemudian, klik butang **Sahkan**.

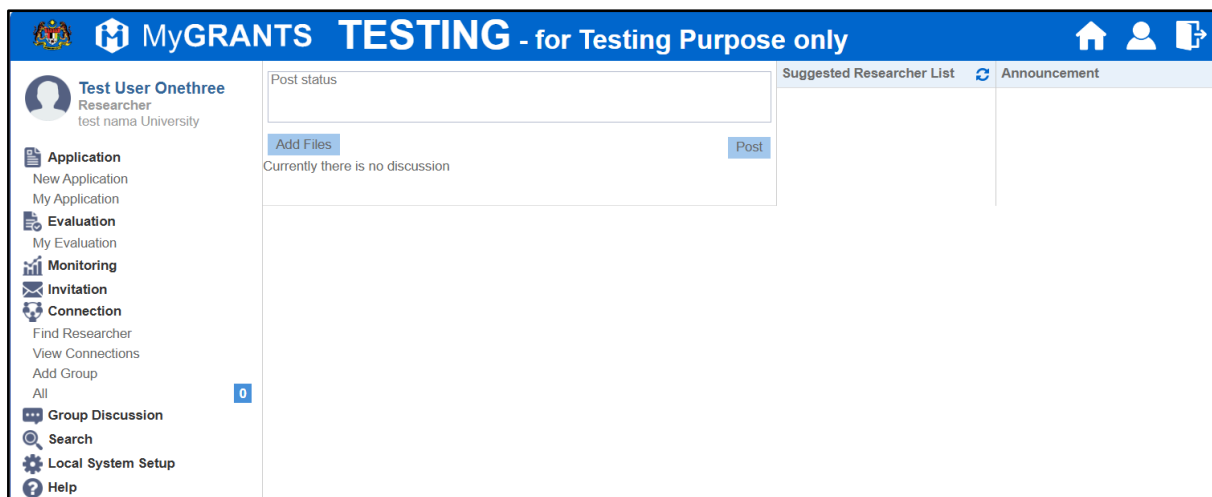


The screenshot shows a login modal window titled 'Akaun Sedia Ada' in the top left corner, with a red close button (X) in the top right corner. The form contains two input fields: 'Nama/Emel *' and 'Kata Laluan *'. The 'Kata Laluan' field has an eye icon on the right side to toggle visibility. At the bottom right of the form, there are two buttons: 'Tutup' (grey) and 'Sahkan' (dark blue). The 'Sahkan' button is highlighted with a red rectangular border.

4. Klik button **Masuk** selepas *bind* berjaya.

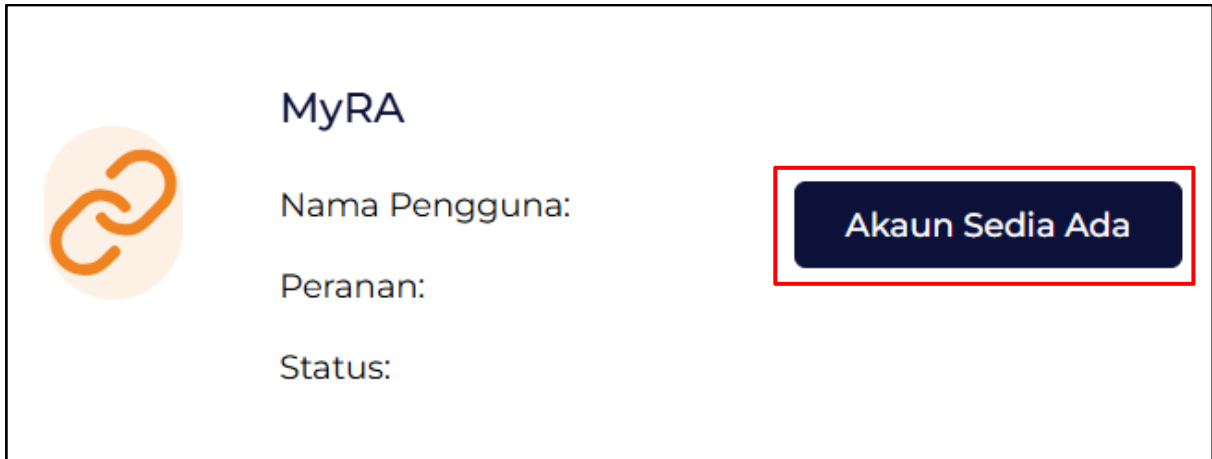


5. Halaman sistem MyGRANTS akan dipaparkan.



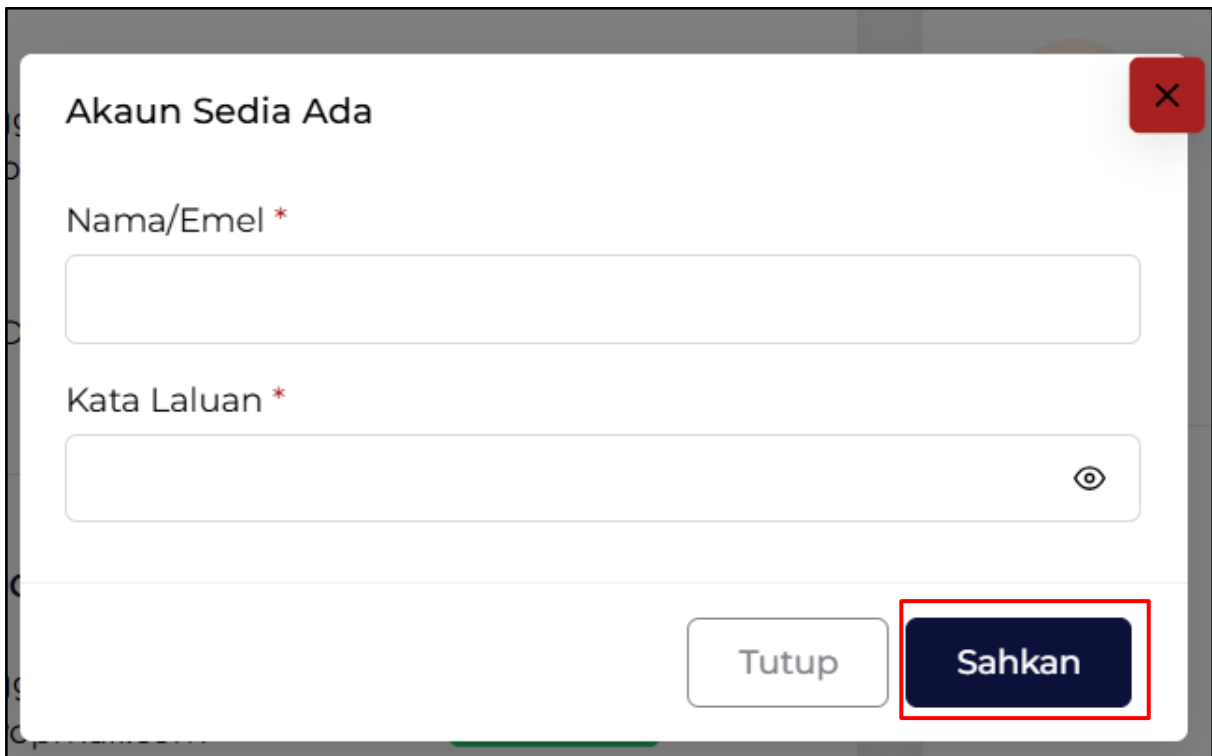
3.4 MyRA

1. Pada halaman utama sistem, klik butang **Akaun Sedia Ada** pada subsistem MyRA.



The screenshot shows the MyRA main page. On the left is a logo consisting of two interlocking orange rings. To the right of the logo, the text 'MyRA' is displayed in a large, dark blue font. Below 'MyRA', there are three labels: 'Nama Pengguna:', 'Peranan:', and 'Status:'. To the right of these labels is a dark blue button with the text 'Akaun Sedia Ada' in white. This button is highlighted with a red rectangular border.

2. Masukkan Nama/Emel dan Kata laluan bagi sistem MyRA.
3. Kemudian, klik butang **Sahkan**.



The screenshot shows a login form titled 'Akaun Sedia Ada' in a dark blue font. The form has a white background and is set against a grey background. At the top right of the form is a red square button with a white 'X' icon. Below the title, there are two input fields. The first is labeled 'Nama/Emel *' in a dark blue font. The second is labeled 'Kata Laluan *' in a dark blue font. Both fields are empty. To the right of the 'Kata Laluan *' field is a small eye icon. At the bottom right of the form, there are two buttons: a light grey button labeled 'Tutup' and a dark blue button labeled 'Sahkan'. The 'Sahkan' button is highlighted with a red rectangular border.

4. Klik butang **Masuk** selepas *bind* berjaya.



MyRA

Nama Pengguna:
auditor_t1

Peranan:

Status: BIND - SUCCESS

Masuk

5 saat yang lepas

5. Halaman utama sistem MyRA akan dipaparkan.

JPT
JABATAN
PENDIDIKAN
TINGGI

**KEMENTERIAN
PENDIDIKAN
TINGGI**

**MyRA**
MALAYSIAN RESEARCH ASSESSMENT



Date for Self Audit: 02/01/2024-05/07/2024
Date for IA: 31/05/2024-14/06/2024
[Change Password](#) [Logout](#)
Test University 1 (TU1)

HOME KPI FORM SUMMARY REPORTS CHARTS PERFORMANCE DOWNLOADS UPLOAD DB HELP

Online Malaysian Research Assessment System (eMyRA v4.1)

Developed to enable Higher Education Institutions (HEIs) in Malaysia to perform self-assessment of their research KPIs.

MyRA-I & MyRA-II Criteria
Star Ratings & MRU Qualification Criteria
Star Ratings for Community Engagement

Best viewed using Firefox v3.5/Chrome v17.0/Safari v5.0 (or higher). Resolution of 1280x800 (or higher) is recommended.



PENGISIAN DATA MyRA® BAGI PENCAPAIAN TAHUN 2023

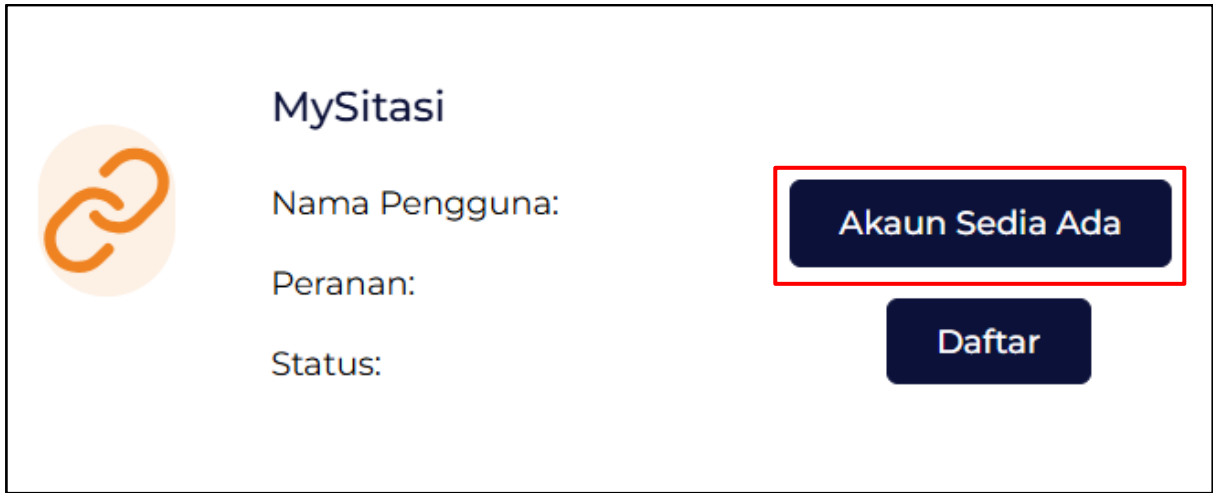
Semua institusi dimohon untuk mengisi data MyRA® melalui sistem e-MyRA secara dalam talian (online) seperti berikut :

- UNIVERSITI PENYELIDIKAN bagi pencapaian tahun 2023
 - Menggunakan Glosari MyRA® I dan II (Pindaan 2023) sebagai rujukan ; dan
 - Melengkapkan Masterlist MyRA® I dan II (Pindaan 2023).
- UNIVERSITI AWAM (UA) dan INSTITUT PENDIDIKAN TINGGI SWASTA (IPTS) bagi pencapaian tahun 2023
 - Menggunakan Glosari MyRA® I (Pindaan 2023) sebagai rujukan ; dan

Language: 

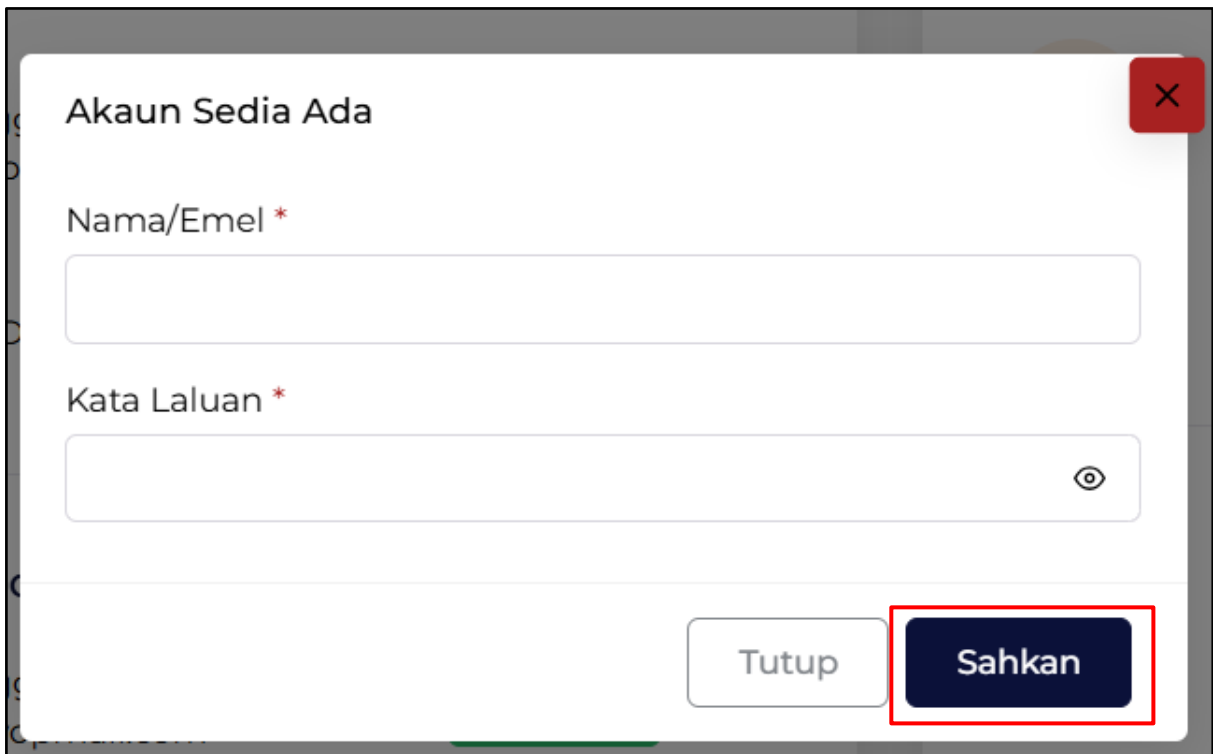
3.5 MySitasi

1. Pada halaman utama sistem, klik butang **Akaun Sedia Ada** bagi subsistem EPS.



The image shows the MySitasi login page. On the left, there is a logo consisting of two interlocking orange rings. To the right of the logo, the text "MySitasi" is displayed in a dark blue font. Below this, there are three labels: "Nama Pengguna:", "Peranan:", and "Status:". To the right of these labels, there are two buttons. The top button is dark blue with the text "Akaun Sedia Ada" in white, and it is highlighted with a red rectangular border. Below it is a smaller dark blue button with the text "Daftar" in white.

2. Masukkan Nama/Emel dan Kata Laluan bagi sistem MySitasi.
3. Kemudian, klik butang **Sahkan** untuk mengesahkan akaun.



The image shows a registration form titled "Akaun Sedia Ada" in a dark blue font. The form has a white background and is enclosed in a grey border. At the top right of the form, there is a red square button with a white "X" icon. Below the title, there are two input fields. The first field is labeled "Nama/Emel *" in a dark grey font. The second field is labeled "Kata Laluan *" in a dark grey font. Both fields are empty. To the right of the "Kata Laluan *" field, there is a small eye icon. At the bottom right of the form, there are two buttons. The first button is light grey with the text "Tutup" in a dark grey font. The second button is dark blue with the text "Sahkan" in white, and it is highlighted with a red rectangular border.

4. Klik tombol **Masuk** selepas *bind* berjaya.

Telah Berdaftar

MySitasi	MyRA
Nama Pengguna: sitasi_jm@gmail.com	Nama Pengguna: test_u2
Peranan:	Peranan:
Status: BIND - SUCCESS	Status: BIND - SUCCESS
Masuk	Masuk

5. Pada halaman Portal MySitasi, klik tombol **MySitasi**.



HomeAboutSubject

MYSITASI

PUBLIC USER

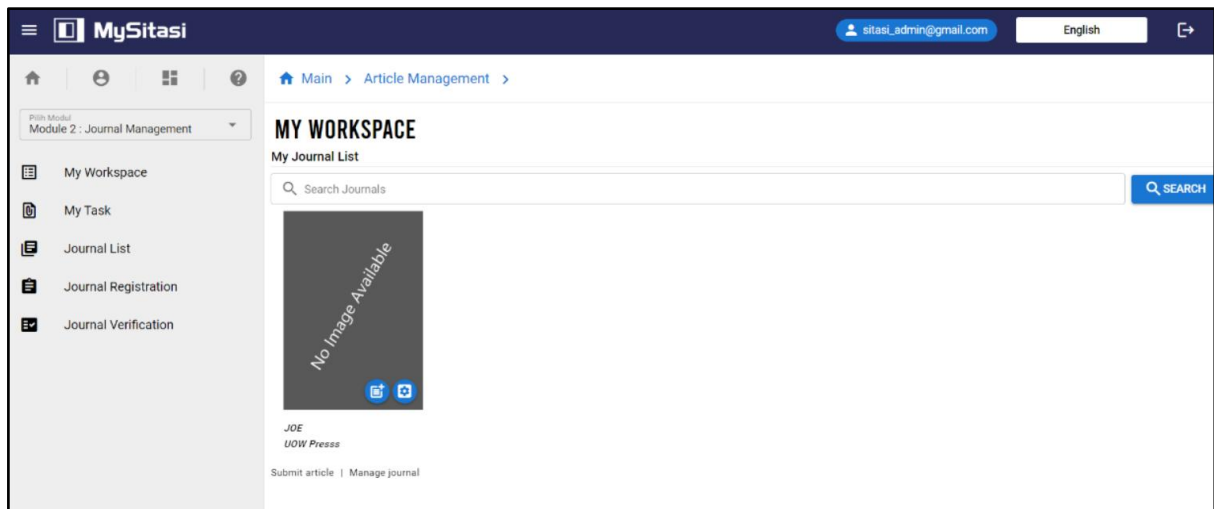
"Discover MySitasi, the ultimate platform for journal enthusiasts!"

Search

☐ Journal ☐ Article ☐ Author

SEARCH

6. Halaman utama sistem MySitasi akan dipaparkan.



3.6 PPRN

1. Pada halaman utama sistem, klik butang **Akaun Sedia Ada** pada subsistem PPRN.



PPRN

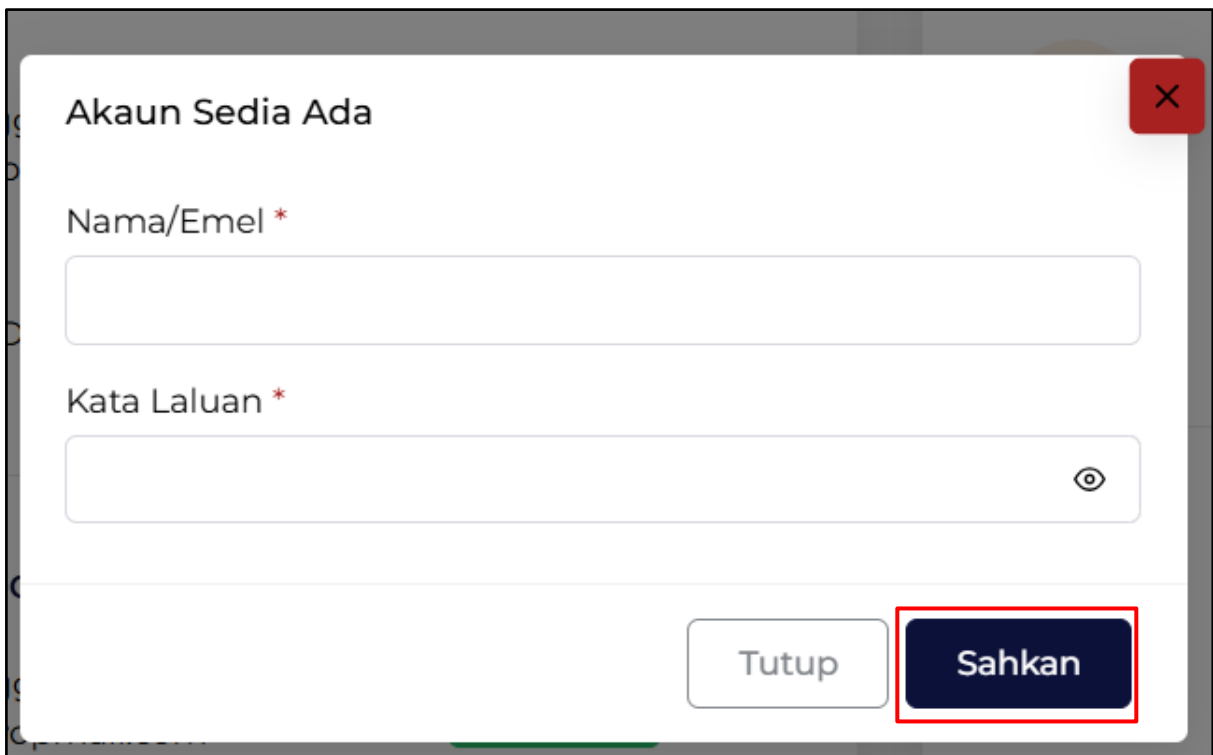
Nama Pengguna:

Peranan:

Status:

Akaun Sedia Ada

2. Masukkan Nama/Emel dan Kata laluan bagi sistem PPRN.
3. Kemudian, klik butang **Sahkan**.



Akaun Sedia Ada

Nama/Emel *

Kata Laluan *

Tutup

Sahkan

4. Klik butang **Masuk** selepas *bind* berjaya.
5. Halaman utama sistem PPRN akan dipaparkan.

3.7 Repositori RMS

1. Pada halaman utama sistem, klik butang **Akaun Sedia Ada** pada subsistem Repositori RMS.



RMS Repositori

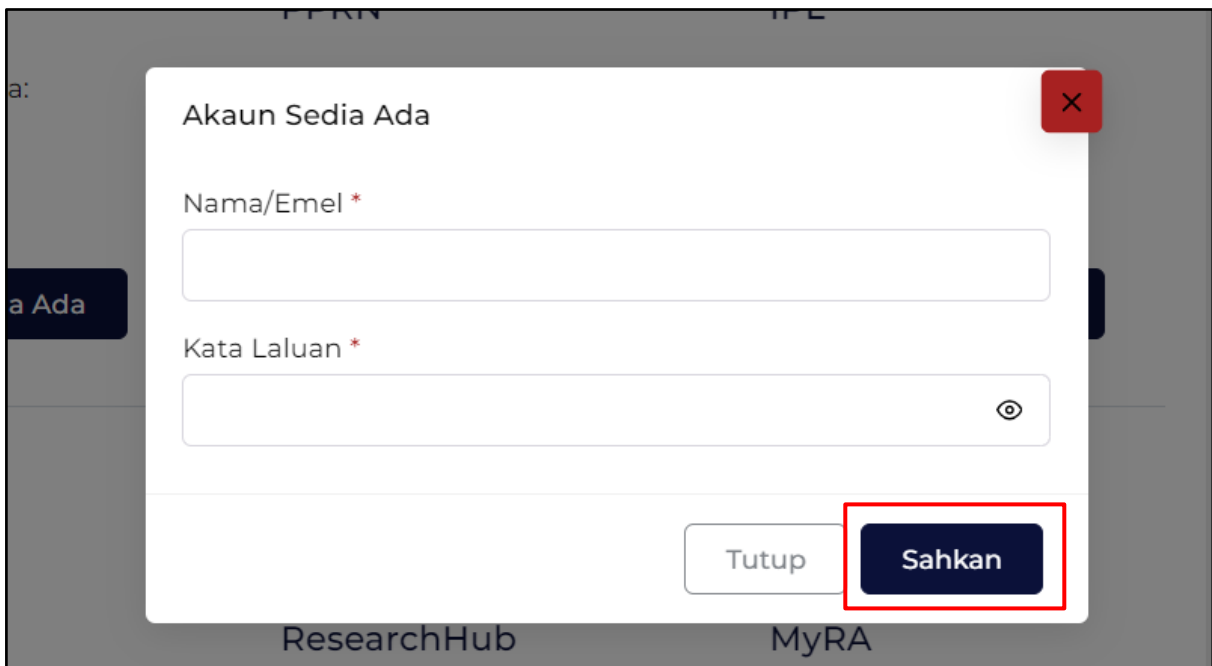
Nama Pengguna:

Peranan:

Status:

Akaun Sedia Ada

2. Masukkan Nama/Emel dan Kata laluan bagi sistem Research Hub.
3. Kemudian, klik butang **Sahkan**.



Akaun Sedia Ada

Nama/Emel *

Kata Laluan *

Tutup

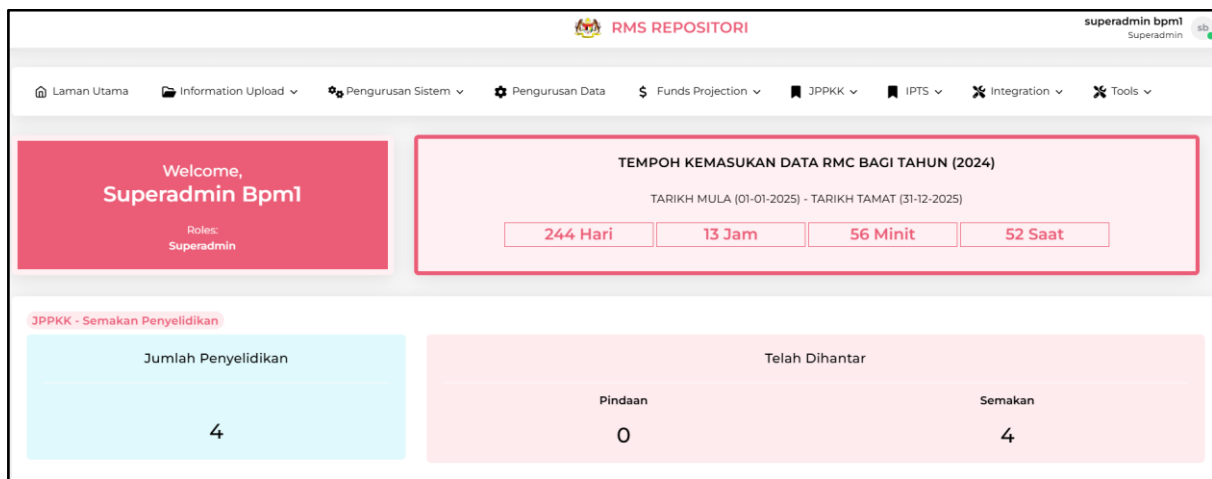
Sahkan

ResearchHub MyRA

4. Klik tombol **Masuk** selepas *bind* berjaya.



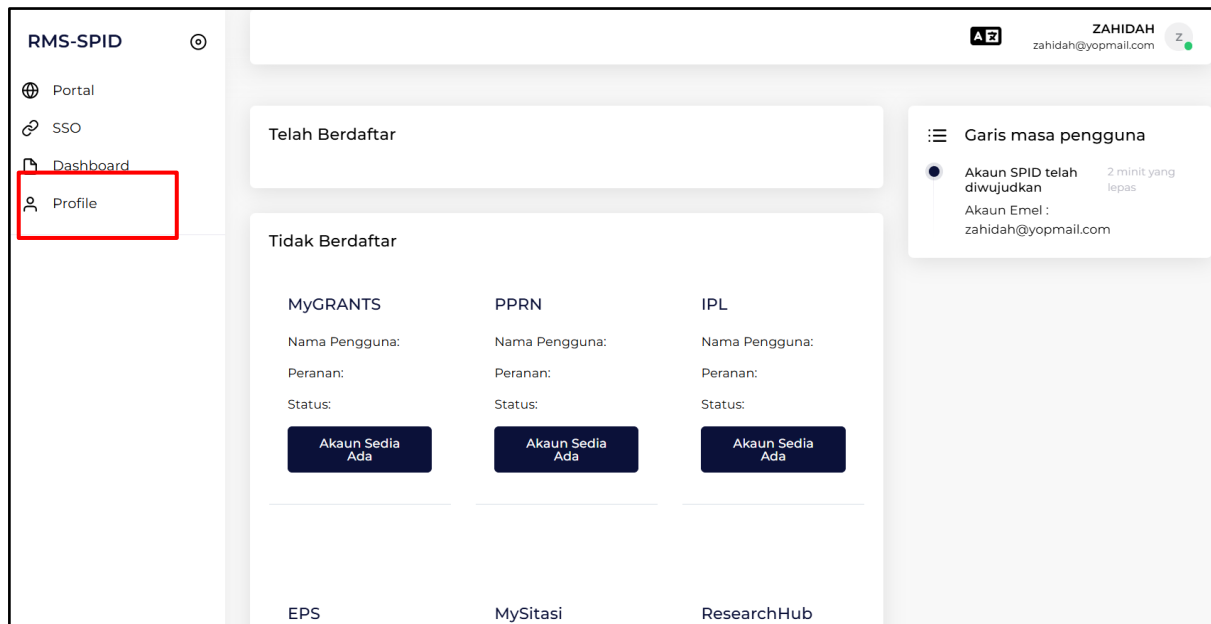
5. Halaman utama Repositori sistem RMS akan dipaparkan.



4.0 PENGURUSAN PENGGUNA

4.1 Kemaskini Profil

1. Log masuk ke dalam sistem RMS - SPID.
2. Pada halaman utama sistem, klik menu **Profile**.



3. Laman utama Profil akan dipaparkan. Pengguna boleh mengemaskini profil SPID dan menukar kata laluan.

The screenshot shows the 'Profil' (Profile) page. The page is divided into two main sections: 'Maklumat Profil SPID' (SPID Profile Information) and 'Tukar Kata laluan' (Change Password). The 'Maklumat Profil SPID' section contains fields for Nama (Name), Emel (Email), IC No., and Passport No., with a 'Simpan' (Save) button. The 'Tukar Kata laluan' section contains fields for Kata laluan semasa (Current Password), Kata laluan baru (New Password), and Kata laluan baru semula (New Password Again), along with a 'Soalan Keselamatan' (Security Question) dropdown and a 'Jawapan' (Answer) field. A warning message states: 'Pastikan keperluan ini dipenuhi: Minimum panjang kata laluan adalah 12 huruf, kombinasi antara huruf besar dan kecil, karakter & nombor.' (Ensure these requirements are met: Minimum password length is 12 characters, combination of uppercase and lowercase letters, characters & numbers). The 'Tukar Kata laluan' section also has 'Batal' (Cancel) and 'Simpan' (Save) buttons.

4. Kemaskini maklumat profil pada borang Maklumat Profil SPID.
5. Kemudian, klik butang **Simpan**.

Maklumat Profil SPID

Nama

Emel

IC No.

Passport No.

Simpan

4.2 Tukar Kata Laluan

1. Log masuk ke dalam sistem RMS - SPID.
2. Pada halaman utama sistem, klik menu **Profile**.

The screenshot shows the RMS-SPID dashboard. On the left sidebar, the 'Profile' menu item is highlighted with a red rectangle. The main content area displays a 'Telah Berdaftar' (Already Registered) status for three services: MyGRANTS, PPRN, and IPL. Each service shows the user's name (ZAHIDAH), email (zahidah@yopmail.com), and a status of 'Akaun Sedia Ada' (Account Available). The right sidebar shows a 'Garis masa pengguna' (User Timeline) with a notification that the account was created 2 minutes ago.

3. Laman utama Profil akan dipaparkan.

The screenshot shows the Profile page. The left sidebar contains the 'Maklumat Profil SPID' (SPID Profile Information) section, which includes fields for Nama (ZAHIDAH), Emel (zahidah@yopmail.com), IC No., and Passport No. (AH753705). The right sidebar contains the 'Tukar Kata laluan' (Change Password) section, which includes a warning message: 'Pastikan keperluan ini dipenuhi: Minimum panjang kata laluan adalah 12 huruf, kombinasi antara huruf besar dan kecil, karakter & nombor.' Below this, there are fields for 'Kata laluan semasa' (Current Password), 'Kata laluan baru' (New Password), 'Kata laluan baru semula' (New Password Again), 'Soalan Keselamatan' (Security Question), and 'Jawapan' (Answer). A 'Simpan' (Save) button is located at the bottom right of the page.

4. Untuk menukar kata laluan yang baharu, isikan semua maklumat pada borang Tukar Kata Laluan.
5. Kemudian, klik butang **Simpan**.

Tukar Kata laluan

⚠ Pastikan keperluan ini dipenuhi:

Minimum panjang kata laluan adalah 12 huruf, kombinasi antara huruf besar dan kecil, karakter & nombor.

Kata laluan semasa

Kata laluan baru

Soalan Keselamatan

Kata laluan baru semula

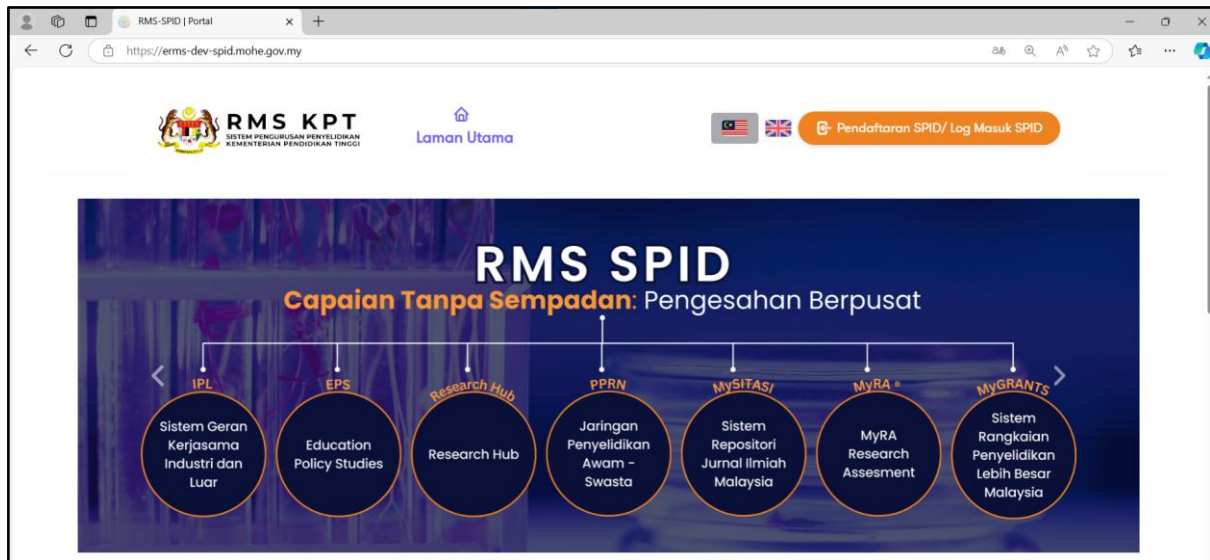
Jawapan

Batal

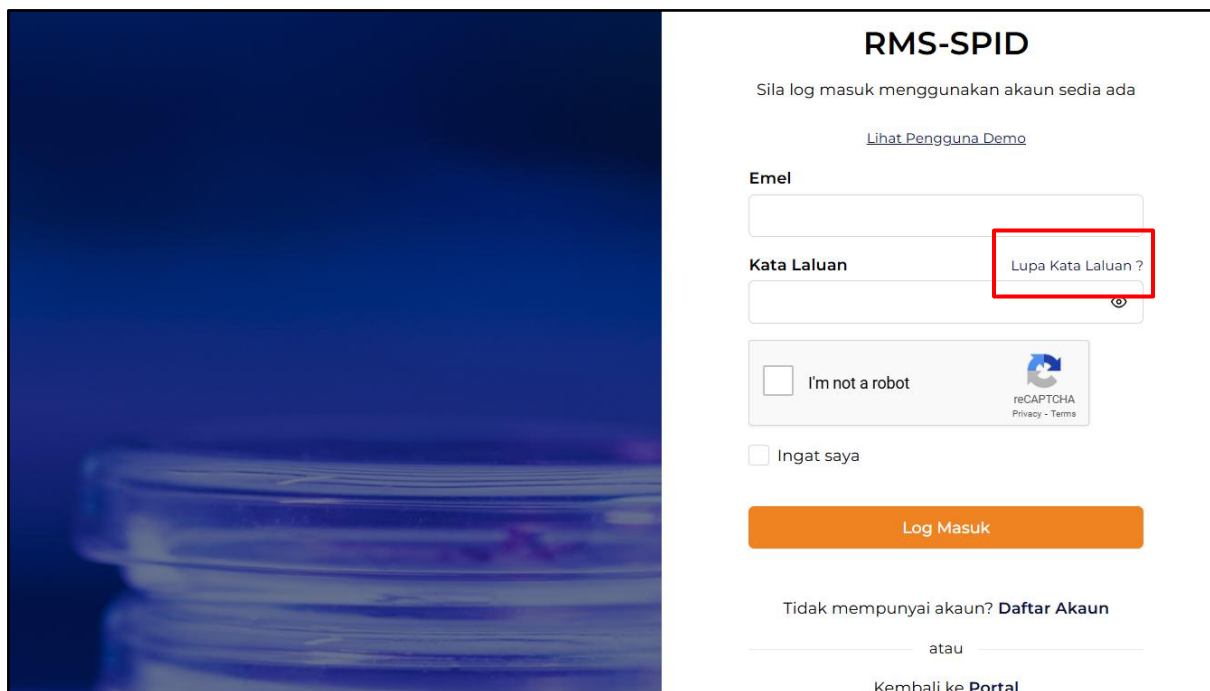
Simpan

4.3 Lupa Kata Laluan

1. Layari laman web <https://erms-dev-spjhd.mohe.gov.my/>. Halaman utama Portal RMS akan dipaparkan.
2. Klik butang **Pendaftaran SPID/Log Masuk**.

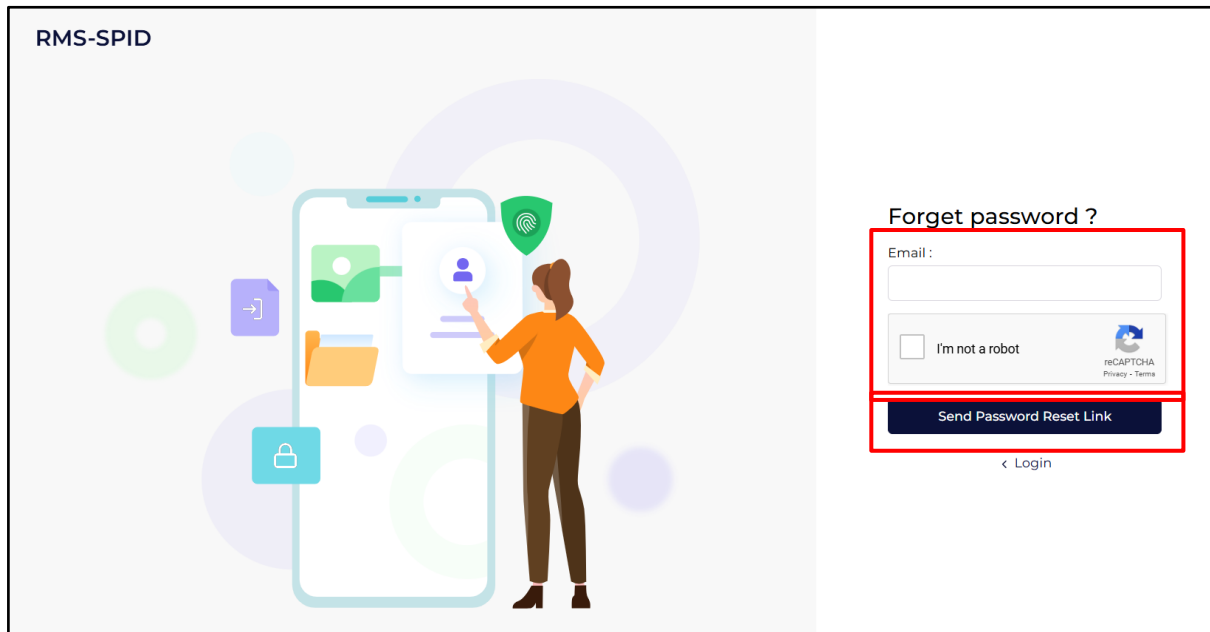


3. Klik **Lupa Kata Laluan**.

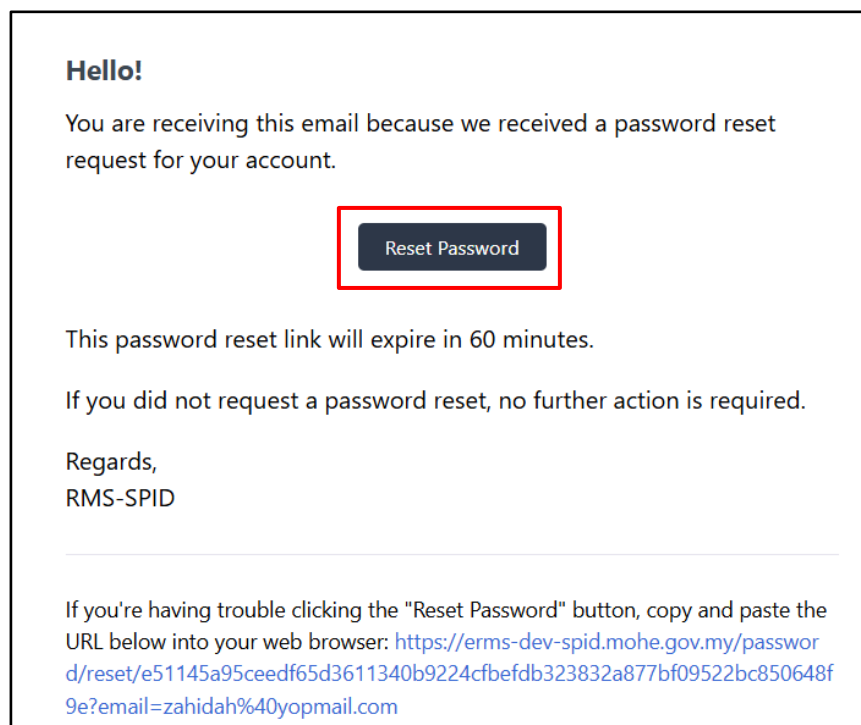


4. Masukkan alamat emel pada ruangan yang disediakan. Kemudian, tandakan pada kotak reCAPTCHA.

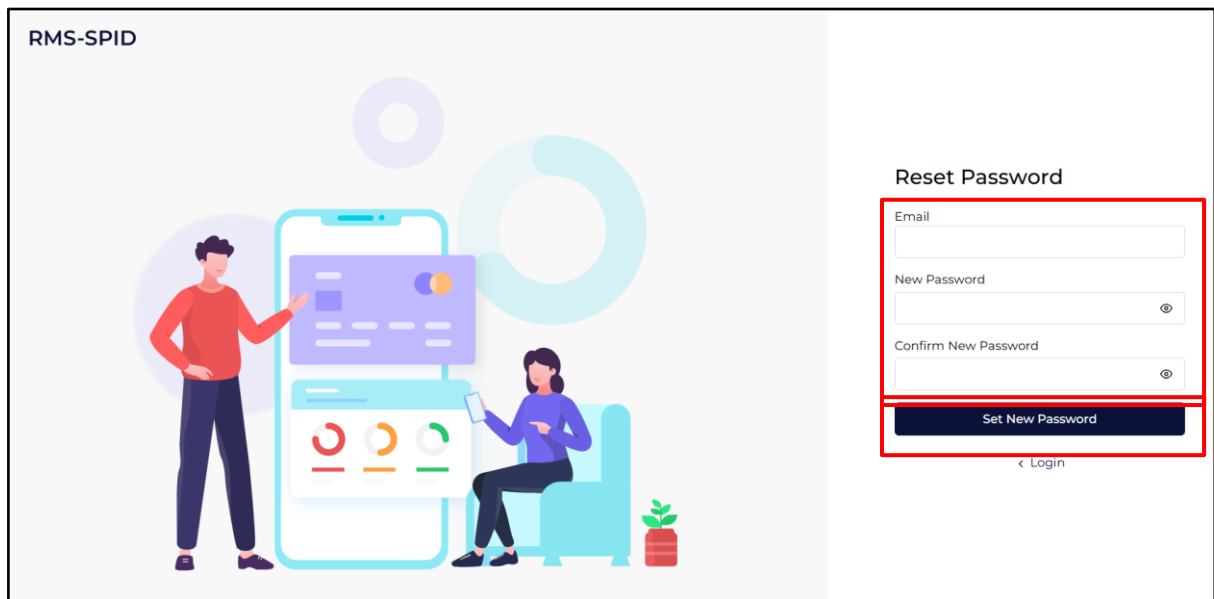
5. Klik butang **Send Password Reset Link**. Pengguna akan mendapat notifikasi emel selepas butang diklik.



6. Semak notifikasi emel. Kemudian, klik butang **Reset Password**. Pengguna akan dibawa ke halaman Reset Password.



7. Isikan semua maklumat pada borang set semula kata laluan.
8. Klik butang **Set New Password**.



9. Halaman utama sistem akan dipaparkan selepas berjaya log masuk menggunakan kata laluan yang baharu.

