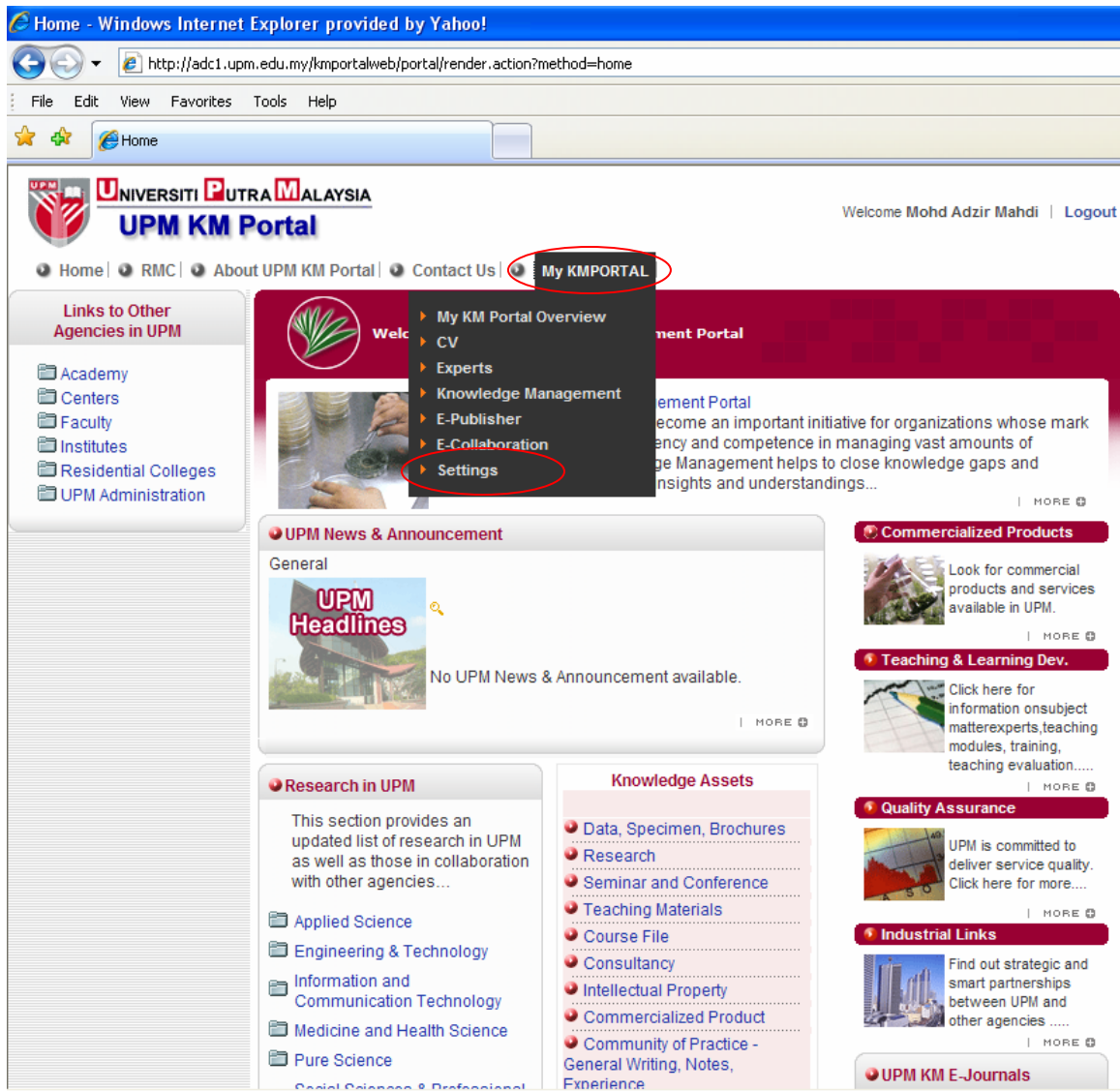


GUIDELINE TO CHANGE

DEFAULT USER PASSWORD ON

KM PORTAL SYSTEM

Three Simple Steps to Change Your Default Password



The screenshot shows the UPM KM Portal website in a Windows Internet Explorer browser. The browser's address bar displays the URL: <http://adc1.upm.edu.my/kmportalweb/portal/render.action?method=home>. The page header includes the UPM logo and the text "UNIVERSITI PUTRA MALAYSIA UPM KM Portal". A navigation menu at the top contains links for Home, RMC, About UPM KM Portal, Contact Us, and My KMPORTAL. The "My KMPORTAL" link is circled in red. A dropdown menu is open under "My KMPORTAL", listing options: My KM Portal Overview, CV, Experts, Knowledge Management, E-Publisher, E-Collaboration, and Settings. The "Settings" option is also circled in red. The main content area features several sections: "UPM News & Announcement" (General), "Research in UPM", "Knowledge Assets" (listing Data, Specimen, Brochures, Research, Seminar and Conference, Teaching Materials, Course File, Consultancy, Intellectual Property, Commercialized Product, and Community of Practice - General Writing, Notes, Experience), "Commercialized Products", "Teaching & Learning Dev.", "Quality Assurance", "Industrial Links", and "UPM KM E-Journals".


Figure 1 : Login to KM Portal using your Login ID and password. Go to My KMPORTAL>> Settings marked with circle

Settings - Windows Internet Explorer provided by Yahoo!

http://adc1.upm.edu.my/kportalweb/security/useracc.action?method=dashboard


File Edit View Favorites Tools Help

Settings

 UNIVERSITI PUTRA MALAYSIA
UPM KM Portal

Welcome Mohd Adzir Mahdi | [Logout](#)

[Home](#) | [RMC](#) | [About UPM KM Portal](#) | [Contact Us](#) | [My KMPORTAL](#) |

 Welcome to UPM Knowledge Management Portal

Home > Settings


My Profile

- + User Profile
- + **Account**

UPM KMPortal Preferences

- + Change Skin
- + Portal Pages

Overview



Name : Mohd Adzir Mahdi
Login ID : mdadzir
Last logged in : 31-Jan-2008 17:12:46
Password expiry date : (days from today)

Group membership :

- Engineering Academic


Figure 2 : Click on **account** on your left side menu

User Account - Windows Internet Explorer provided by Yahoo!

http://adc1.upm.edu.my/kportalweb/security/useracc.action?method=view


File Edit View Favorites Tools Help

User Account

 **UNIVERSITI PUTRA MALAYSIA**
UPM KM Portal

Welcome Mohd Adzir Mahdi | Logout

Home | RMC | About UPM KM Portal | Contact Us | My KMPORTAL |

 Welcome to UPM Knowledge Management Portal

Home > Settings > User Account

Account

Login ID :	mdadzir
Password Reminder Question :	A Special Event? <input type="button" value="v"/>
Password Reminder Answer : *	<input type="text"/>

Set Password

It is recommended to update the Password Reminder Question/Answer.

To be valid, a password must comply with the following restrictions:

- It must contain at least 6 and at most 12 characters.
- It must contain only characters from the following three character classes: uppercase letters (A-Z), lowercase letters (a-z) and numerals (0-9). Whitespace is not allowed.

Current Password : *	<input type="text"/>
New Password : *	<input type="text"/>
Re-type New Password : *	<input type="text"/>

* - Compulsory Fields

[▲ Back to Top](#)

Figure 3 : Fill in field mark with * which is mandatory/compulsory field and then click **Submit** button