MALAYSIA MARINE DEPARTMENT

USER MANUAL

FORGOT PASSWORD

MMDIS

SABSystem

Table of Contents

1.0 Introduction 1
2.0 System Introduction 1
2.1 Login Into MMDIS System 1
2.2 Logout From MMDIS System 2
3.0 User Manual 2
4.0 User Management activities 3
4.1 New Application 3
4.2 Forgot Password 9

1.0 Introduction

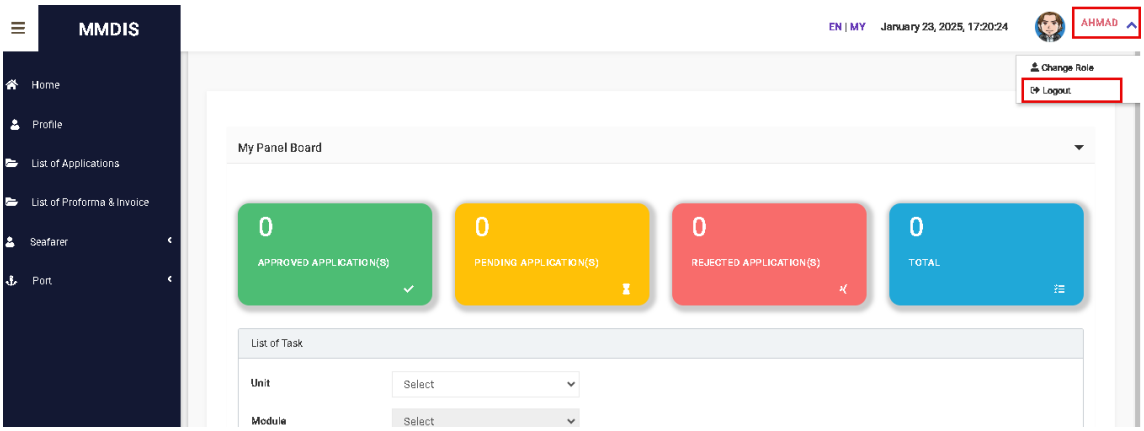
The "Forgot Password" module is designed to allow users to securely reset their passwords in case they forget them, ensuring continuous access to their accounts without compromising security.

2.0 System Introduction

2.1 Login Into MMDIS System

<table>
<tr><td colspan="2">
</td></tr>
<tr><td>Step 01</td><td>Enter the Username</td></tr>
<tr><td>Step 02</td><td>Enter the Password</td></tr>
<tr><td>Step 03</td><td>Click Login Button, If successful, MMDIS will shown the Dashboard and menu related to user roles and types.</td></tr>
<tr><td colspan="2">Note:
* For first-time users, please click the Register New User link to apply. (refer to User Guide: User Registration)</td></tr>
</table>

2.2 Logout From MMDIS System



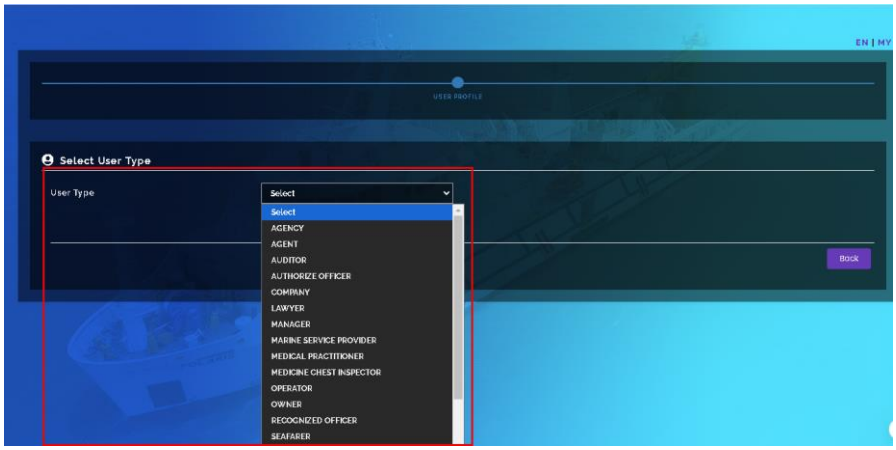
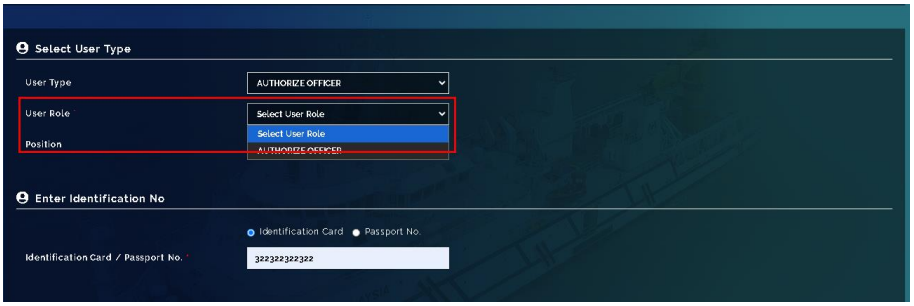
Step 01	Click on the user profile at the top right corner
Step 02	Click on Logout option
Note:	

3.0 User Manual

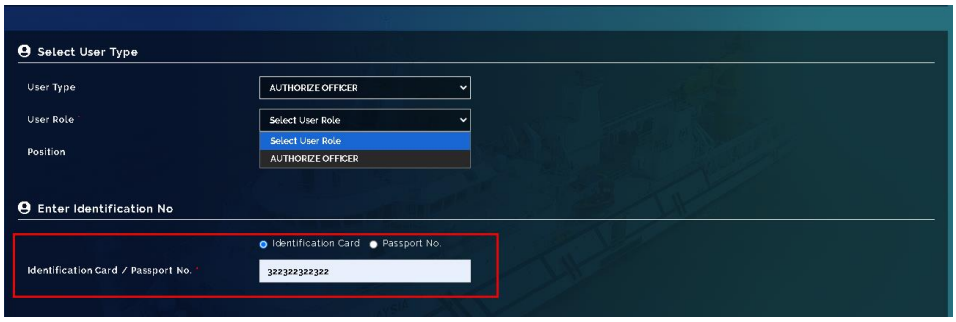
Step 01	Click on the user Manual to download the user manual (MY: Malay or ENG: English)

4.0 User Management activities

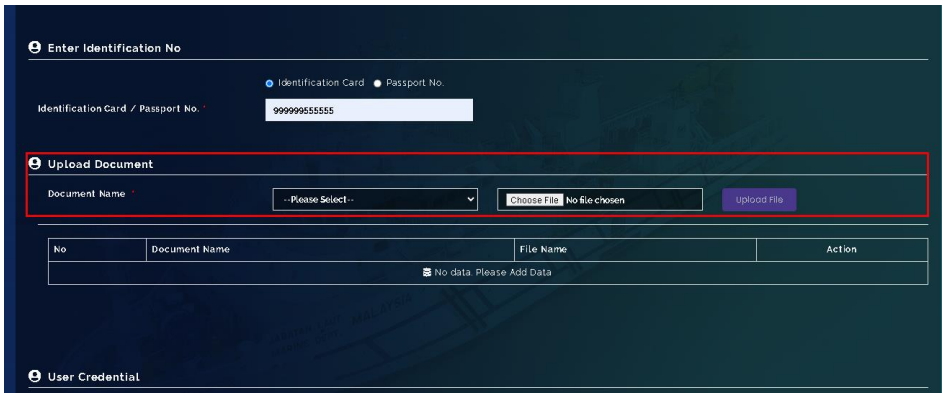
4.1 New Application

Role	Description
New User	The New User , need to Launch the internet browser and enter MMDIS Url https://mmdis.marine.gov.my/v1. Main login page will be displayed, click on “registration” button The User Profile page will displayed, Select User Type. User list will displayed.  Select User role. 

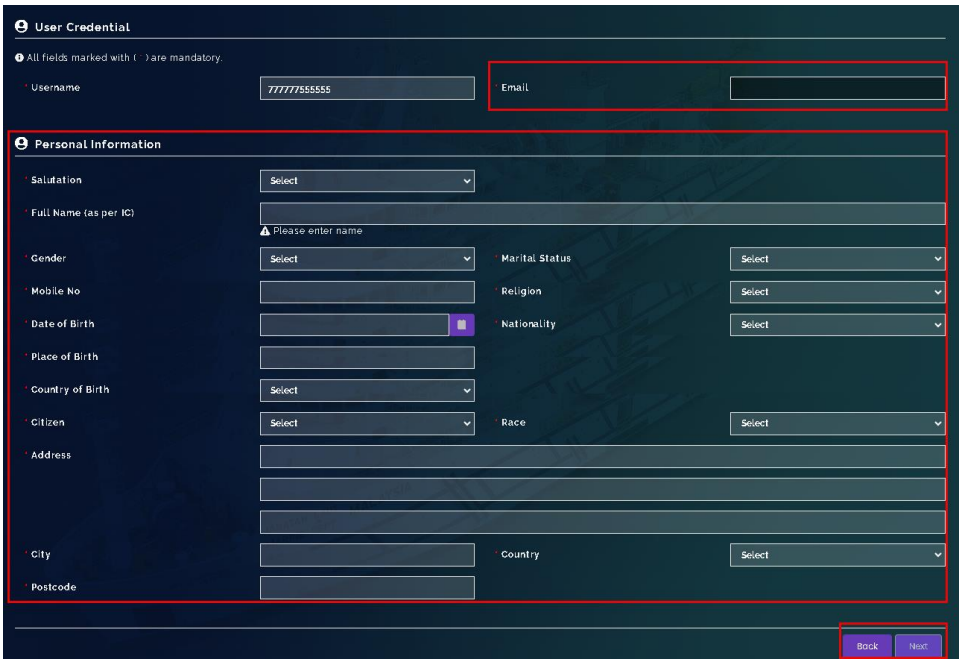
Select Identification Card or Passport No and fill in identification card/passport no.



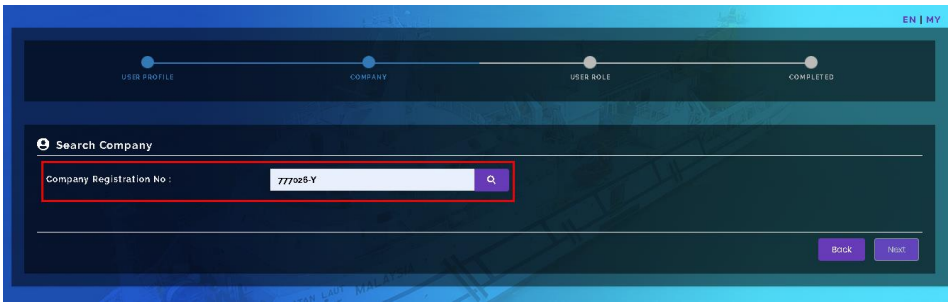
For role Ship agent,yatch agent select document name, choose file and click “upload file”.



Fill in email address, personal information details and click “next” button



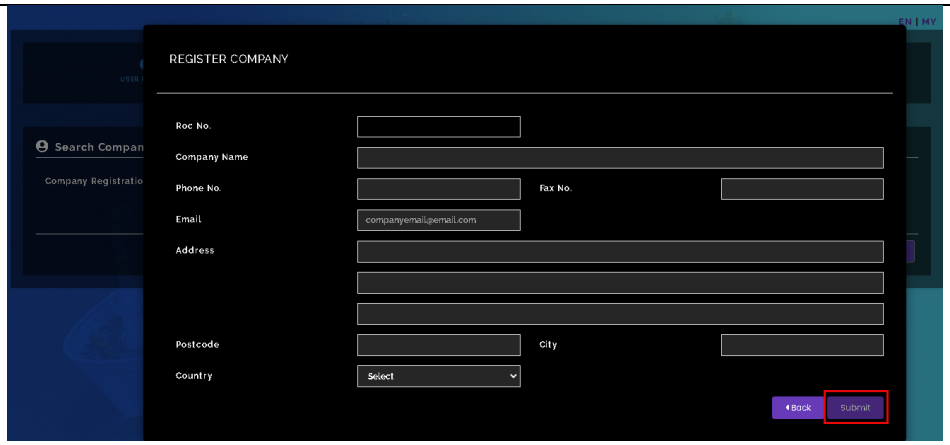
For the role of the agent, Authorize Officer, Company, Medicine Chest Inspector and Operator, fill in the company registration number if the company has been registered in MMDIS and click search. If the company is not registered in MMDIS, simply click the search button..



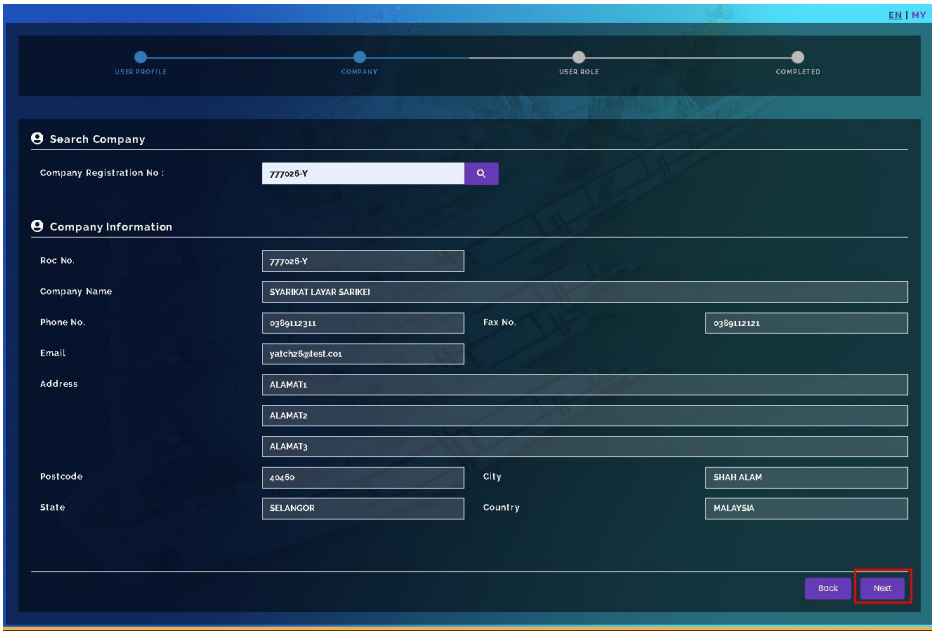
A list of companies will be displayed. If the company is registered in MMDIS, click the select button.

If the company is not registered in MMDIS, click the new registration button.

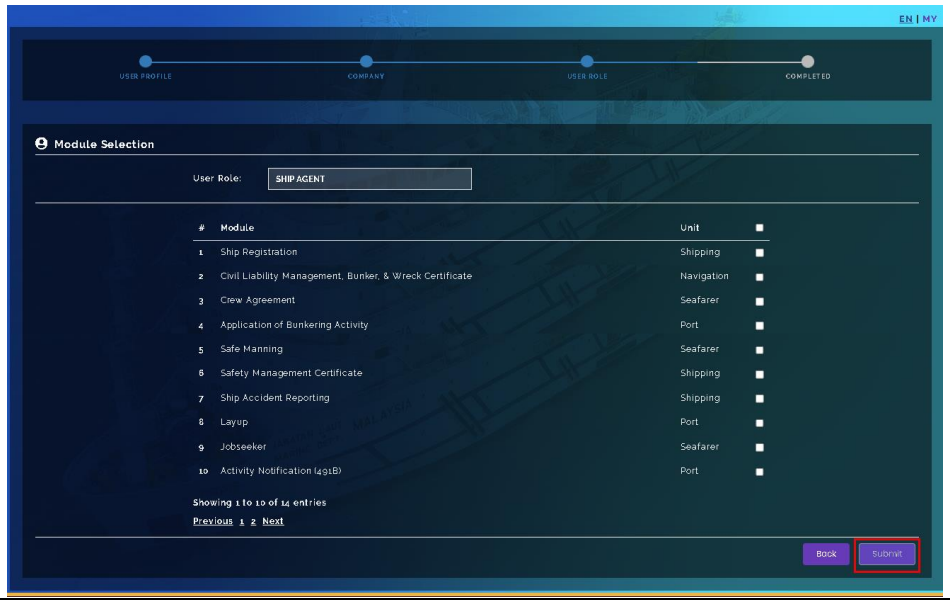
The new company registration page will be displayed. Fill in the company information and click the submit button



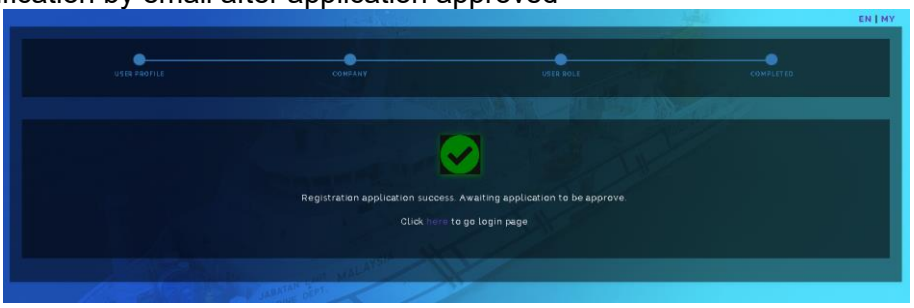
Now klik next button.



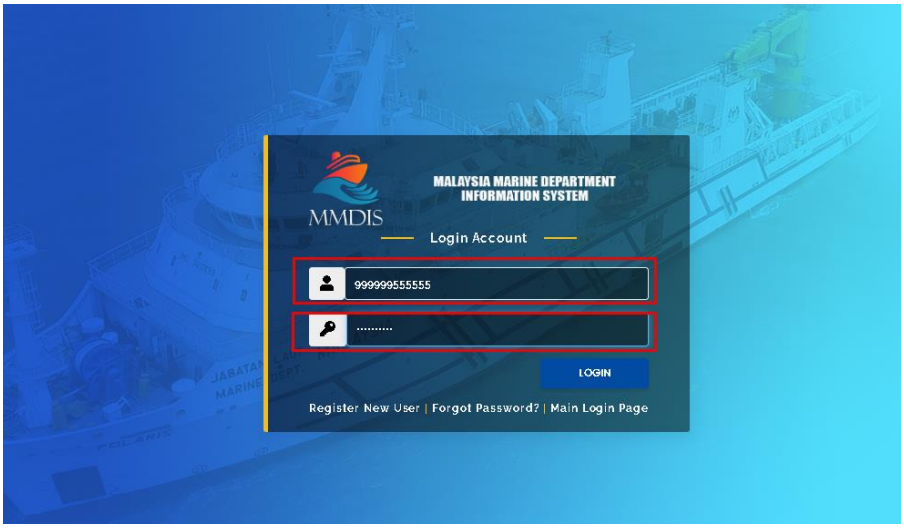
The user role page will be displayed. Select the module you wish to register for and click the submit button. Click "Yes" on the popup that appears.



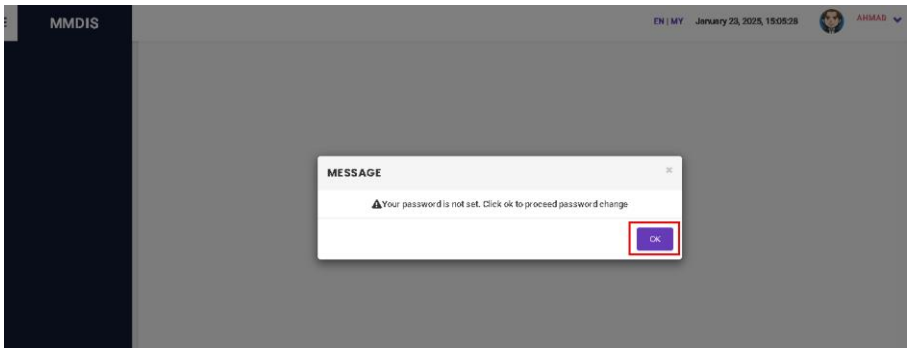
The application has been successfully submitted. Applicant will get notification by email after application approved



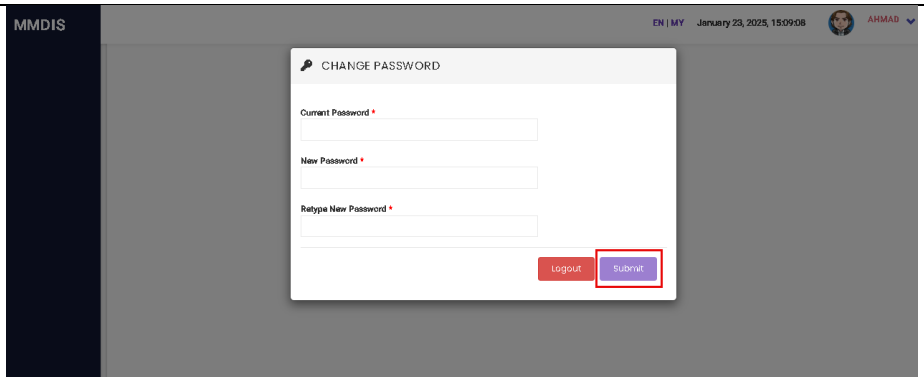
After Application have been approved, User can login to MMDIS using their id. Enter username and password and click login



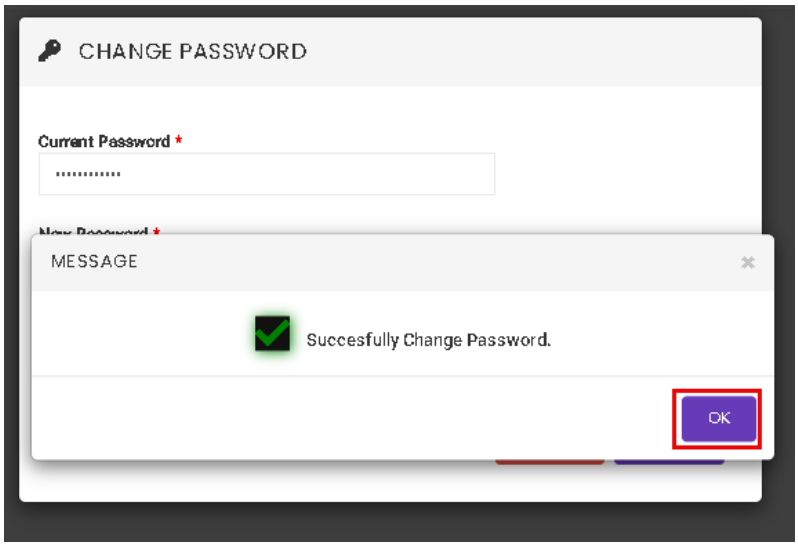
User need to change the password. Click ok to change the password



Change password screen will be displayed, enter current password, new password and click “submit” button

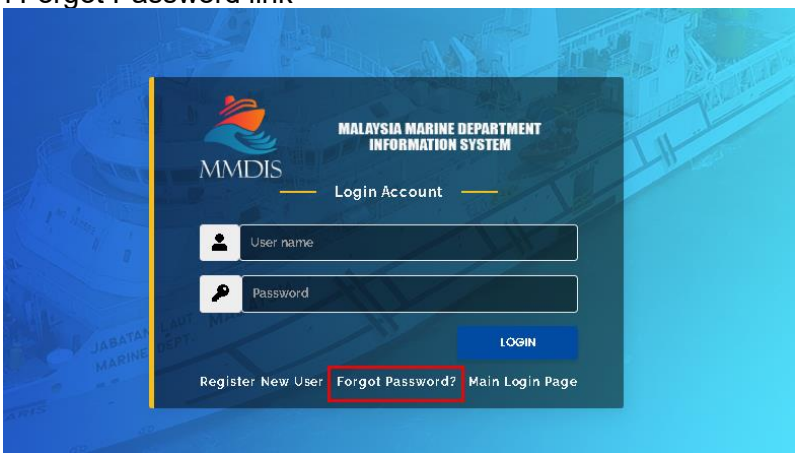
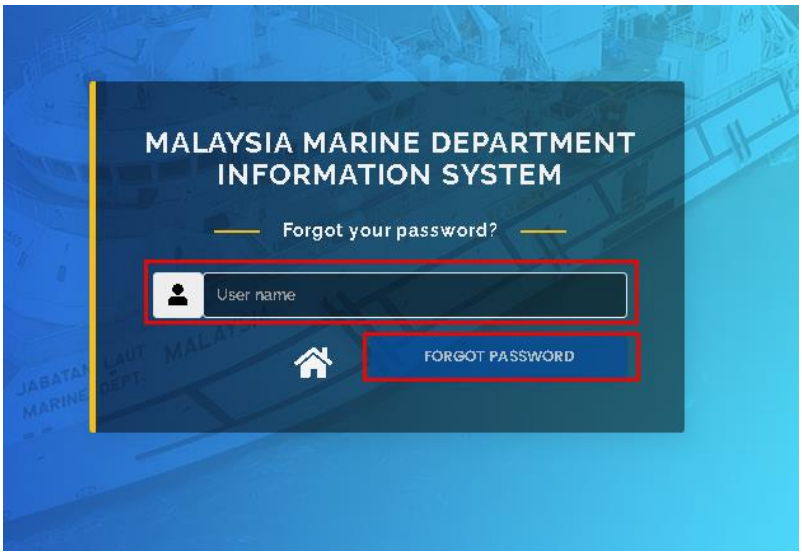
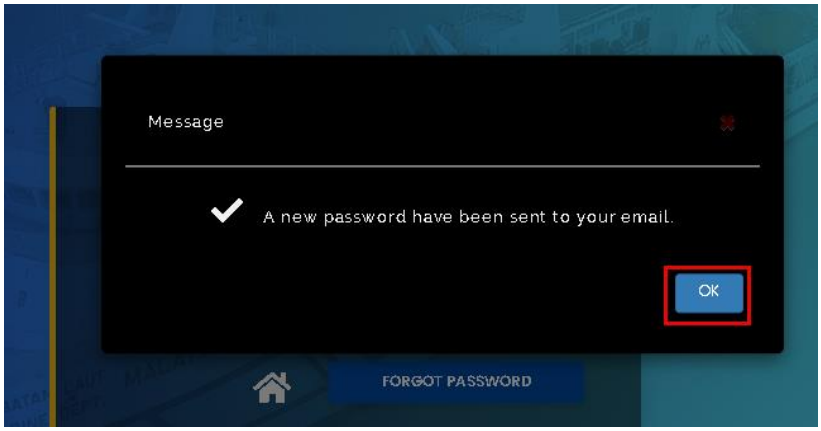


After popup screen appear click ok button



User registration process is complete, please use the new password to log in to the MMDIS system.

4.2 Forgot Password

Role	Description
MMDIS User	Click on Forgot Password link  Forgot Password page will be displayed. Enter the user name and click the Forgot Password button.  After the popup is displayed, click ok button.