



**MALAYSIA MARINE  
DEPARTMENT**



**MMDIS**

**USER MANUAL**

# **FORGOT PASSWORD**



**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

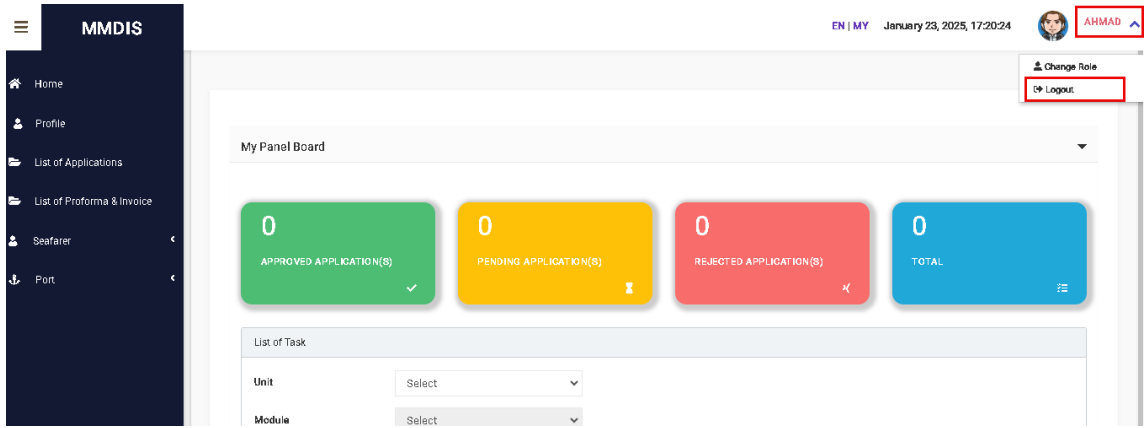


<b>Step 01</b>	Enter the Username
<b>Step 02</b>	Enter the Password
<b>Step 03</b>	Click Login Button, If successful, MMDIS will shown the Dashboard and menu related to user roles and types.

**Note:**

\* For first-time users, please click the Register New User link to apply. (refer to User Guide: User Registration)

## 2.2 Logout From MMDIS System



The screenshot shows the MMDIS system dashboard. On the left is a dark sidebar with navigation links: Home, Profile, List of Applications, List of Proforma & Invoice, Seafarer, and Port. The main content area has a top header with 'EN | MY', the date 'January 23, 2025, 17:20:24', and a user profile for 'AHMAD'. Below the header is a 'My Panel Board' with four colored cards: 'APPROVED APPLICATION(S)' (green), 'PENDING APPLICATION(S)' (yellow), 'REJECTED APPLICATION(S)' (red), and 'TOTAL' (blue). Below these cards is a 'List of Task' section with dropdown menus for 'Unit' and 'Module'. In the top right corner, a dropdown menu is open, showing 'Change Role' and 'Logout' (highlighted with a red box).

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

## 3.0 User Manual


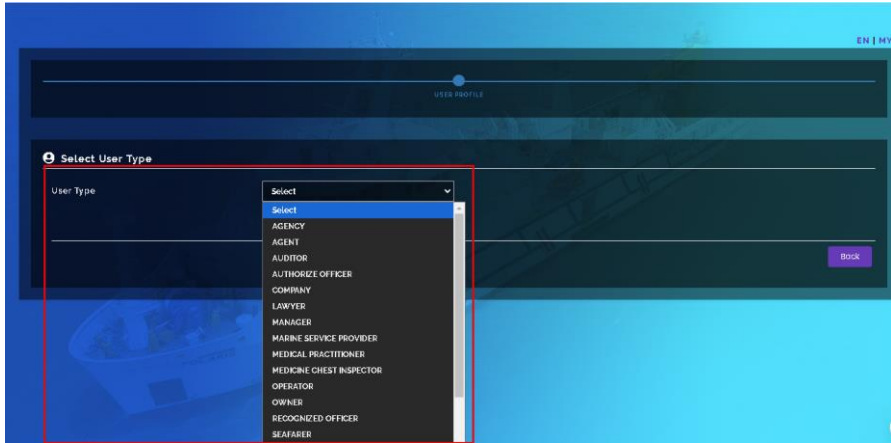
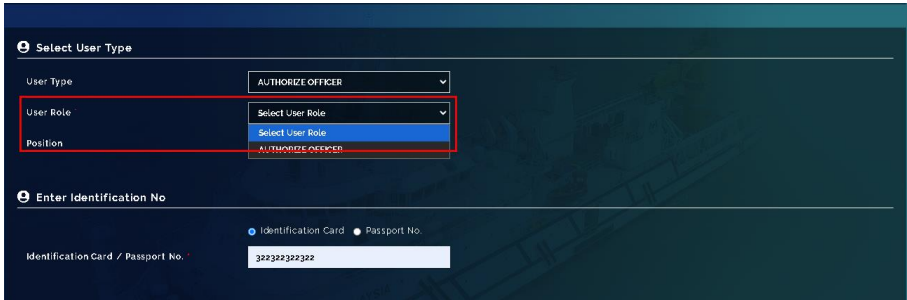


The screenshot shows the MMDIS Malaysia Marine Department Information System login page. The background features a blue gradient with a ship and the text 'JABATAN LAUT MALAYSIA'. On the left, there is an 'MMDIS ANNOUNCEMENT' box with text about system maintenance. On the right, there is a login panel with 'LOGIN' and 'REGISTER' buttons. Below these buttons, the links 'Panduan Pengguna(MY)' and 'User Manual(EN)' are highlighted with a red box. At the bottom, there is an 'MMDIS HELPDESK' section with contact information for email and web, and buttons for 'Search Ship' and 'Business Intelligence'.

<b>Step 01</b>	Click on the user Manual to download the user manual (MY: Malay or ENG: English)
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## 4.0 User Management activities

### 4.1 New Application

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



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

The screenshot shows the 'Select User Type' section with three dropdown menus: 'User Type' (set to 'AUTHORIZE OFFICER'), 'User Role' (set to 'Select User Role'), and 'Position' (set to 'AUTHORIZE OFFICER'). Below this is the 'Enter Identification No' section, which has two radio buttons: 'Identification Card' (selected) and 'Passport No.'. A text input field labeled 'Identification Card / Passport No.' contains the value '322322322322'.

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

The screenshot shows the 'Enter Identification No' section with the 'Identification Card' radio button selected and the text input field containing '999999555555'. Below this is the 'Upload Document' section, which has a 'Document Name' dropdown menu (set to '--Please Select--'), a 'Choose File' button (labeled 'No file chosen'), and an 'Upload File' button. Below the upload section is a table with columns 'No', 'Document Name', 'File Name', and 'Action'. The table is currently empty, with a message 'No data. Please Add Data'.

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

The screenshot shows the 'User Credential' section with a 'Username' input field containing '7777755555' and an 'Email' input field. Below this is the 'Personal Information' section, which contains various fields: 'Salutation' (dropdown), 'Full Name (as per IC)' (text input), 'Gender' (dropdown), 'Marital Status' (dropdown), 'Mobile No' (text input), 'Religion' (dropdown), 'Date of Birth' (text input), 'Nationality' (dropdown), 'Place of Birth' (text input), 'Country of Birth' (dropdown), 'Citizen' (dropdown), 'Race' (dropdown), 'Address' (text input), 'City' (text input), and 'Postcode' (text input). The 'Email' field is highlighted with a red box. The 'Personal Information' section is also highlighted with a red box. At the bottom right, there are 'Back' and 'Next' buttons.

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.

No.	Roc No.	Company Name	Action
1	777026-Y	SYARIKAT LAYAR SARIKEI	Select

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

**REGISTER COMPANY**

Roc No.

Company Name

Phone No.  Fax No.

Email

Address

Postcode  City

Country

[Back](#) [Submit](#)

Now klik next button.

**Company Information**

Roc No.

Company Name

Phone No.  Fax No.

Email

Address

Postcode  City

State  Country

[Back](#) [Next](#)

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.

**Module Selection**

User Role:

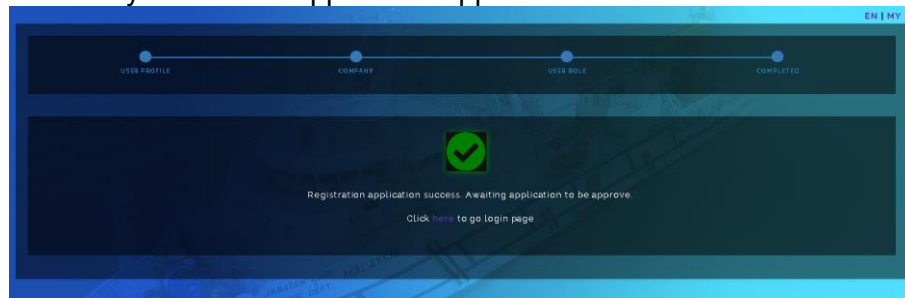
#	Module	Unit	
1	Ship Registration	Shipping	<input type="checkbox"/>
2	Civil Liability Management, Bunker, & Wreck Certificate	Navigation	<input type="checkbox"/>
3	Crew Agreement	Seafarer	<input type="checkbox"/>
4	Application of Bunkering Activity	Port	<input type="checkbox"/>
5	Safe Manning	Seafarer	<input type="checkbox"/>
6	Safety Management Certificate	Shipping	<input type="checkbox"/>
7	Ship Accident Reporting	Shipping	<input type="checkbox"/>
8	Layup	Port	<input type="checkbox"/>
9	Jobseeker	Seafarer	<input type="checkbox"/>
10	Activity Notification (491B)	Port	<input type="checkbox"/>

Showing 1 to 10 of 14 entries  
[Previous](#) [1](#) [2](#) [Next](#)

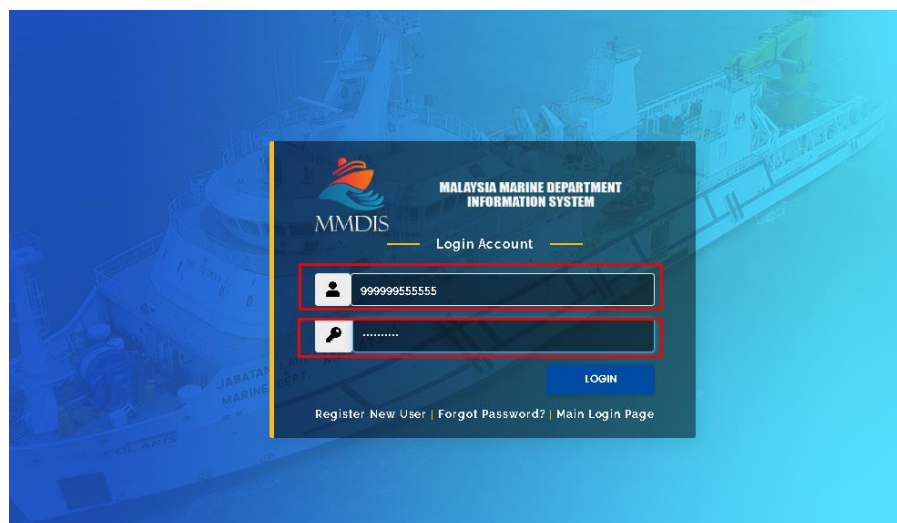
[Back](#) [Submit](#)



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



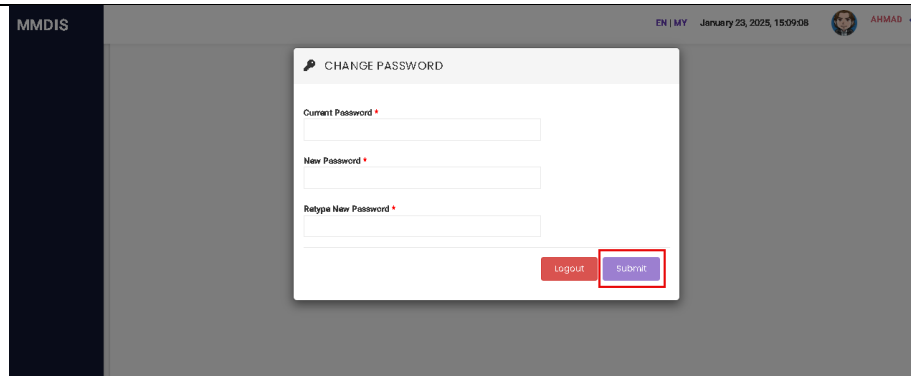
After Application have been approved, User can login to MMDIS using their id. Enter username and password and click login



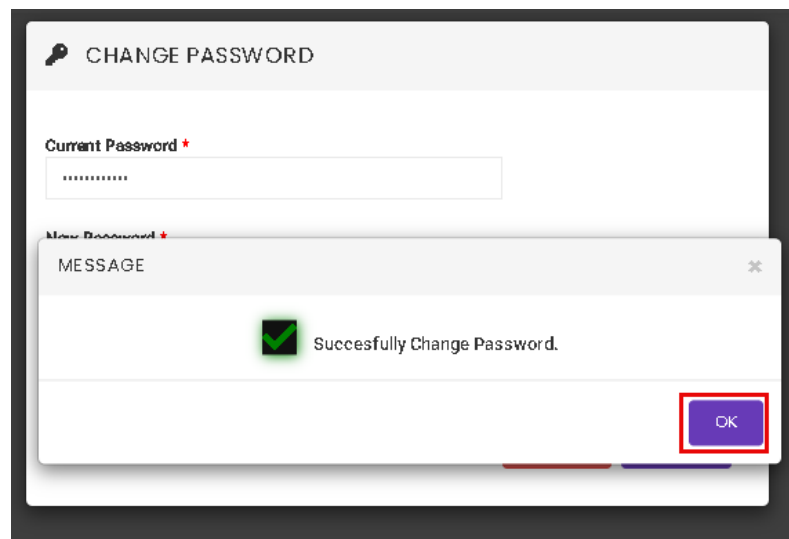
User need to change the password. Click ok to change the password



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	<p data-bbox="395 295 785 324">Click on Forgot Password link</p>  <p data-bbox="395 801 1388 869">Forgot Password page will be displayed. Enter the user name and click the Forgot Password button.</p>  <p data-bbox="395 1447 970 1476">After the popup is displayed, click ok button.</p> 