



# ILMS NEW USER REGISTRATION

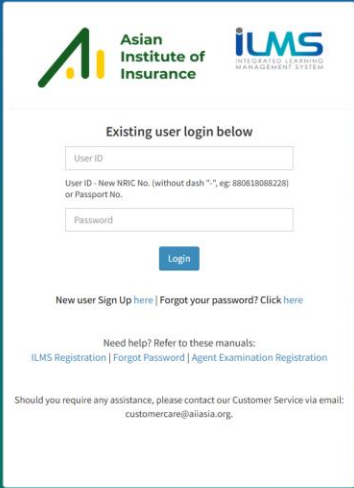
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	<b>Aii – iLMS USER MANUAL</b>	
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## ILMS User Sign Up

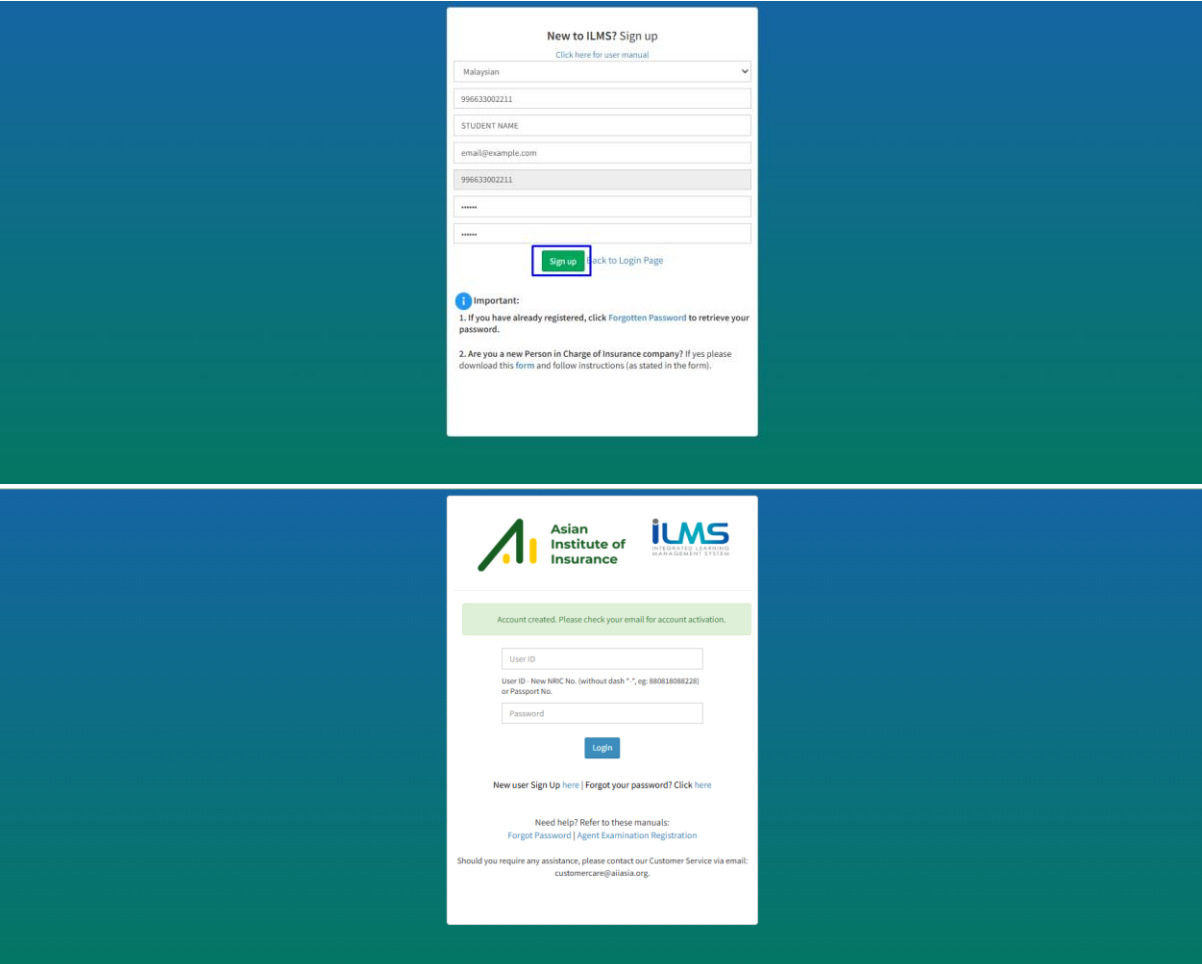
1. Access ILMS system. Go to mii4u.org URL. System will redirect to ILMS Login Homepage.



2. Click here hyperlink at Sign Up here. System will redirect to ILMS Sign Up page.

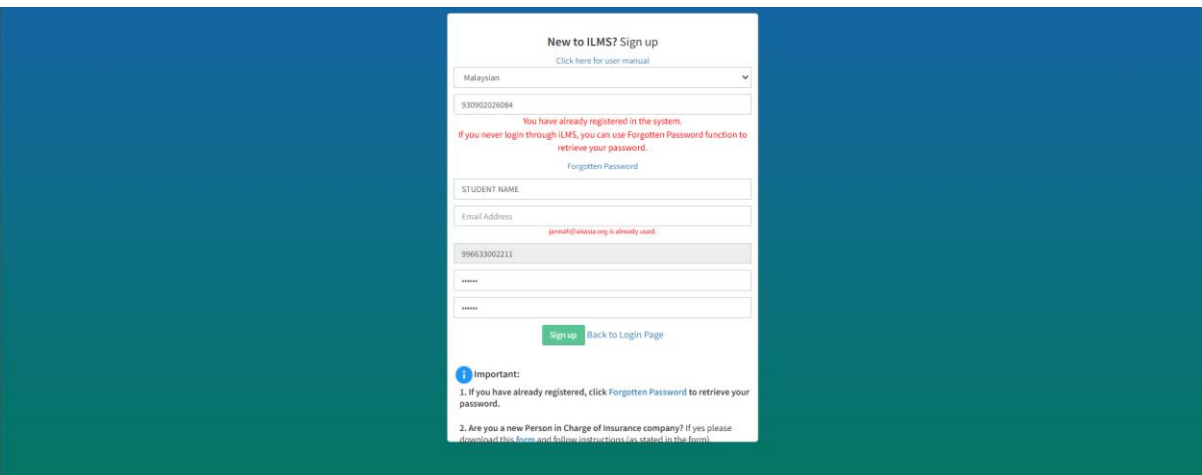


- Complete Sign-Up form and click Sign Up button. System will process and return to ILMS Login page with account activation message.



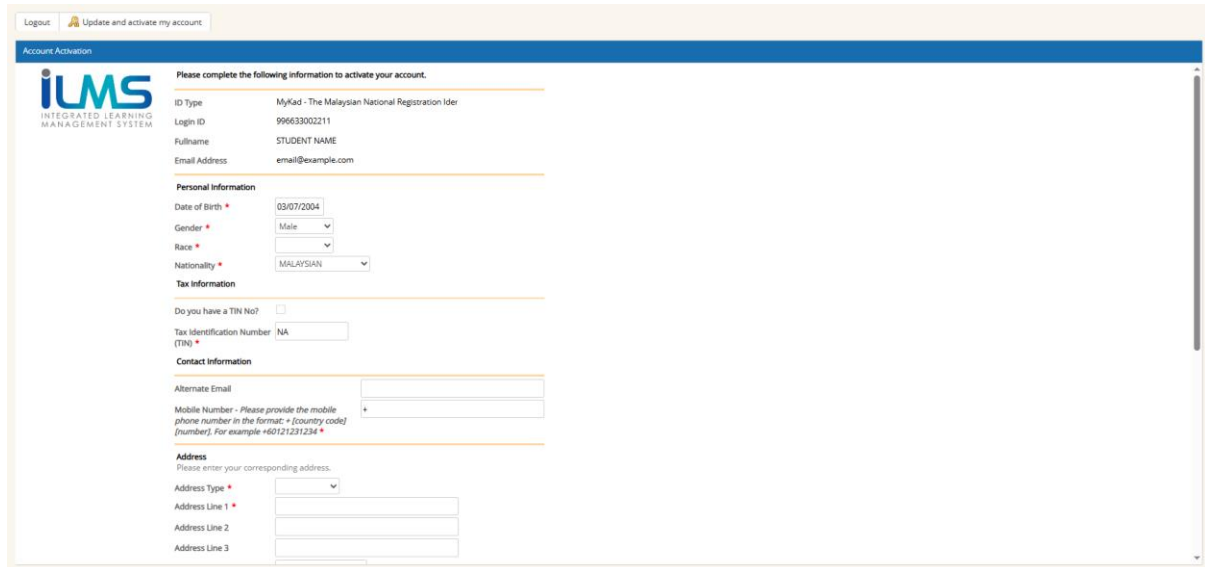
The image shows two screenshots of the iLMS system interface. The top screenshot is the 'New to iLMS? Sign up' form. It includes fields for Nationality (Malaysian), ID Number (996633002211), Student Name, Email Address (email@example.com), and Password. A 'Sign up' button is highlighted with a green box. Below the form, there is an 'Important' section with instructions for existing users and new persons in charge of insurance companies. The bottom screenshot shows the login page after account creation. It features the Asian Institute of Insurance and iLMS logos, a message 'Account created. Please check your email for account activation.', and fields for User ID, Password, and a 'Login' button. Links for 'New user Sign Up here' and 'Forgot your password? Click here' are also present.

- System will prompt error message if same existing ID is trying to sign up as new user. System will prompt error message if email already exist in ILMS.



The image shows a screenshot of the 'New to iLMS? Sign up' form with error messages. The ID Number field (930902024084) has a red error message: 'You have already registered in the system. If you never login through iLMS, you can use Forgotten Password function to retrieve your password.' The Email Address field (jeniah@aiasia.org) has a red error message: 'jeniah@aiasia.org is already used.' The 'Sign up' button is highlighted with a green box. The 'Important' section at the bottom is also visible.

5. Check your email for activation link or you can login directly to ILMS using your created credentials.
6. For account activation you will be redirect to ILMS Account Activation page.

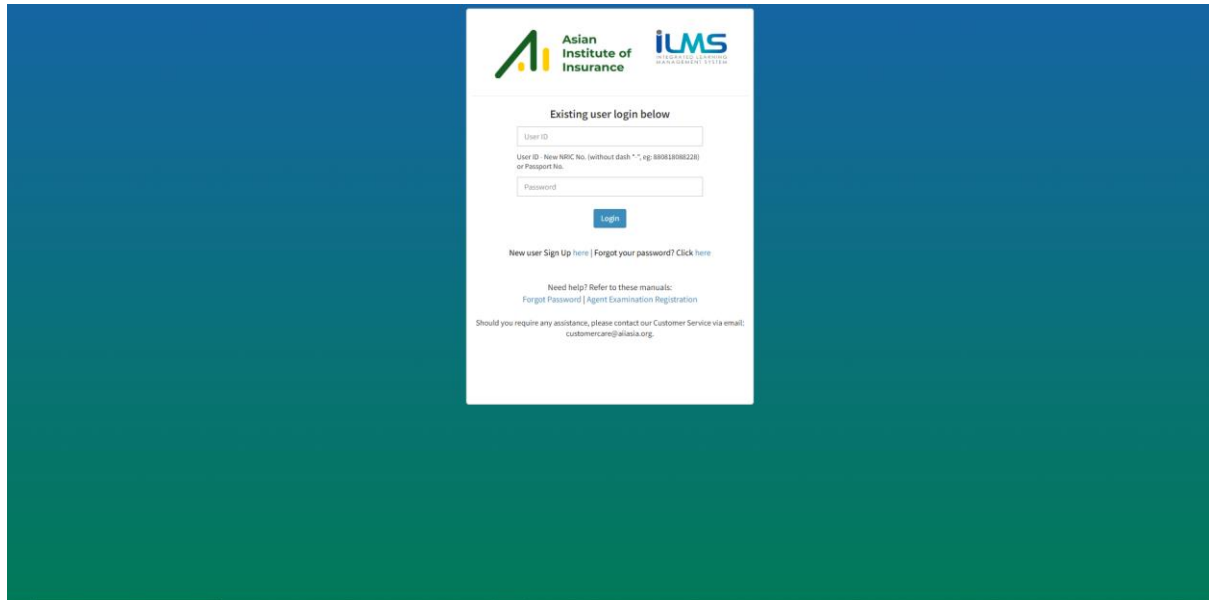


The screenshot shows the 'Account Activation' page of the ILMS system. At the top, there are links for 'Logout' and 'Update and activate my account'. The page title is 'Account Activation'. Below the ILMS logo, a message states: 'Please complete the following information to activate your account.' The form is divided into several sections:   
1. \*\*ID Information\*\*: Fields for ID Type (MyKad - The Malaysian National Registration Id), Login ID (996633002211), Fullname (STUDENT NAME), and Email Address (email@example.com).   
2. \*\*Personal Information\*\*: Fields for Date of Birth (03/07/2004), Gender (Male), Race, and Nationality (MALAYSIAN).   
3. \*\*Tax Information\*\*: A checkbox for 'Do you have a TIN No?' and a field for 'Tax Identification Number (TIN)' (NA).   
4. \*\*Contact Information\*\*: Fields for 'Alternate Email' and 'Mobile Number' (with a note: 'Please provide the mobile phone number in the format: + [country code] [number]. For example: +60121231234 \*').   
5. \*\*Address\*\*: A section titled 'Please enter your corresponding address.' with fields for 'Address Type', 'Address Line 1', 'Address Line 2', and 'Address Line 3'.

7. Complete your profile and click Update and activate my account button. You will be redirected to ILMS dashboard.

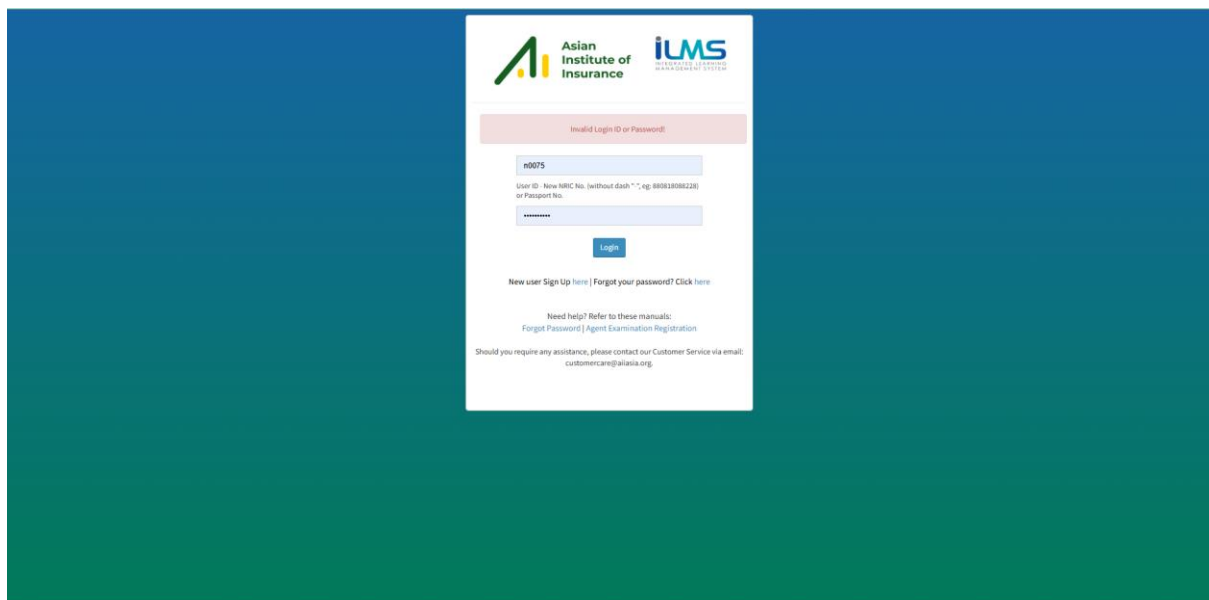
## ILMS Log In

1. Go to [mii4u.org](http://mii4u.org). System will redirect to ILMS Login Page.



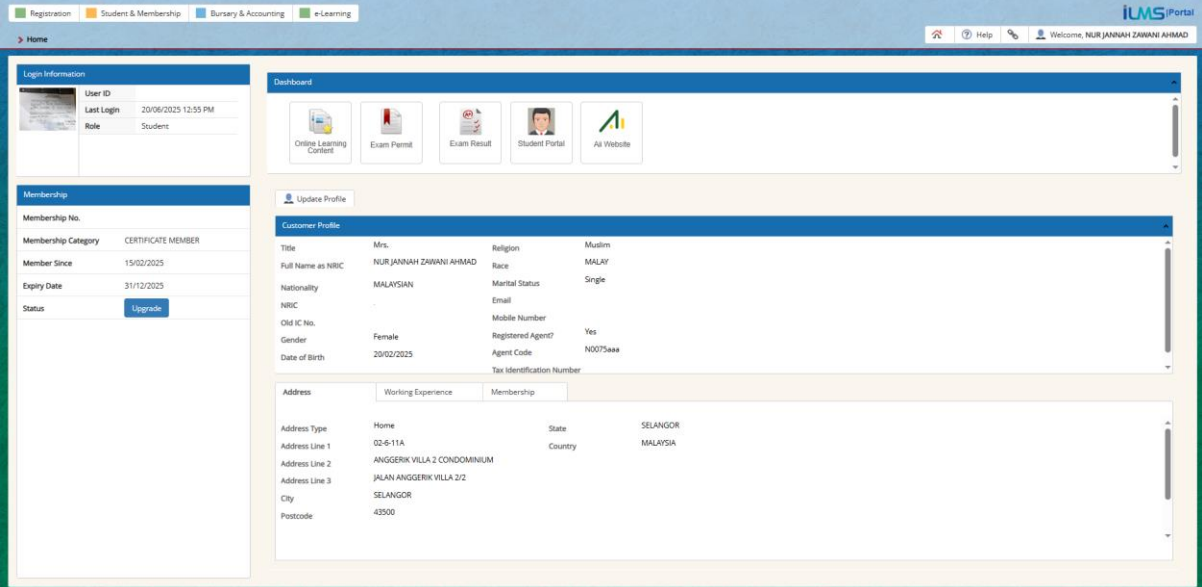
The screenshot shows the ILMS Login Page. At the top, there are logos for the Asian Institute of Insurance and iLMS. Below the logos, the text "Existing user login below" is displayed. There are two input fields: "User ID" and "Password". Below the "Password" field is a "Login" button. Below the login fields, there are links for "New user Sign Up here" and "Forgot your password? Click here". At the bottom, there is a section for "Need help? Refer to these manuals:" with links for "Forgot Password" and "Agent Examination Registration". A footer note states: "Should you require any assistance, please contact our Customer Service via email: [customercare@aiiasia.org](mailto:customercare@aiiasia.org)."

2. Key in your Username and Password and click Login button.
3. If mismatch username and password submitted, system will prompt error message.



The screenshot shows the ILMS Login Page with an error message. At the top, there are logos for the Asian Institute of Insurance and iLMS. Below the logos, a red banner displays the message "Invalid Login ID or Password!". Below the banner, there are two input fields: "User ID" (containing "n0075") and "Password" (containing "\*\*\*\*\*"). Below the "Password" field is a "Login" button. Below the login fields, there are links for "New user Sign Up here" and "Forgot your password? Click here". At the bottom, there is a section for "Need help? Refer to these manuals:" with links for "Forgot Password" and "Agent Examination Registration". A footer note states: "Should you require any assistance, please contact our Customer Service via email: [customercare@aiiasia.org](mailto:customercare@aiiasia.org)."

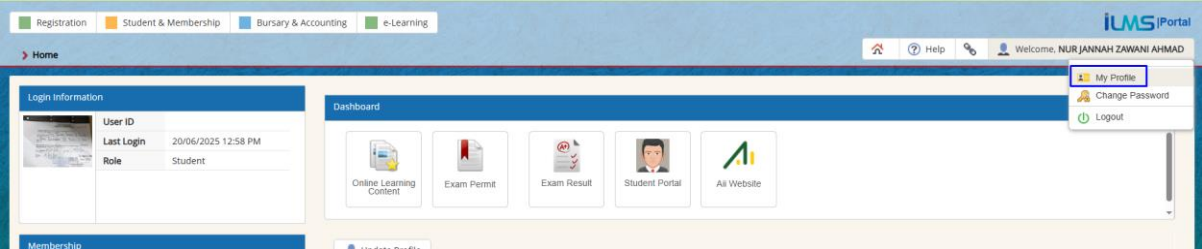
4. For successful login you will be redirected to ILMS Dashboard



The screenshot shows the ILMS Dashboard for a user named NUR JANNAH ZAWANI AHMAD. The dashboard includes a navigation bar with tabs for Registration, Student & Membership, Bursary & Accounting, and e-Learning. The main content area is divided into several sections:

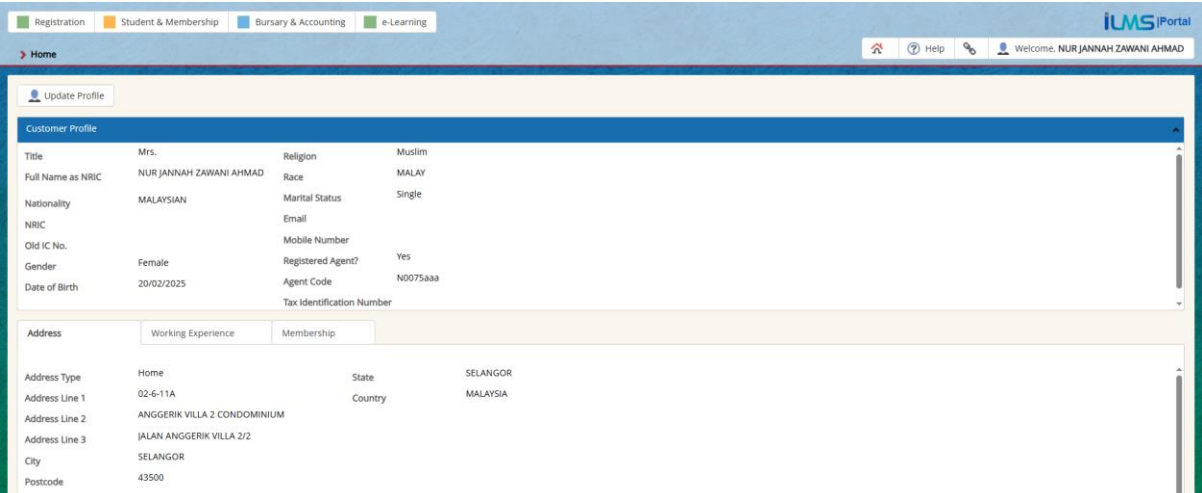
- Login Information:** Displays the user's ID, last login time (20/06/2025 12:55 PM), and role (Student).
- Membership:** Shows the membership number, category (CERTIFICATE MEMBER), member since date (15/02/2025), expiry date (31/12/2025), and status (Upgrade).
- Dashboard:** Contains icons for Online Learning Content, Exam Permit, Exam Result, Student Portal, and Aii Website.
- Customer Profile:** A detailed view of the user's personal information, including Title (Mrs.), Full Name (NUR JANNAH ZAWANI AHMAD), Religion (Muslim), Race (MALAY), Nationality (MALAYSIAN), Marital Status (Single), NRIC, Email, Old IC No., Gender (Female), Mobile Number, Registered Agent? (Yes), Date of Birth (20/02/2025), Agent Code (N0075aaa), and Tax Identification Number.
- Address:** Displays the user's home address, including Address Type (Home), Address Line 1 (02-6-11A), Address Line 2 (ANGGERIK VILLA 2 CONDOMINIUM), Address Line 3 (JALAN ANGGERIK VILLA 2/2), City (SELANGOR), and Postcode (43500).

5. To view your profile details, hover at your Name at top right corner and click View Profile button. System will redirect you to User Profile page.



This screenshot shows the ILMS Dashboard with the user's name (NUR JANNAH ZAWANI AHMAD) highlighted in the top right corner. A dropdown menu is open, showing options: My Profile, Change Password, and Logout. The 'My Profile' option is selected, indicating the user is about to view their profile details.

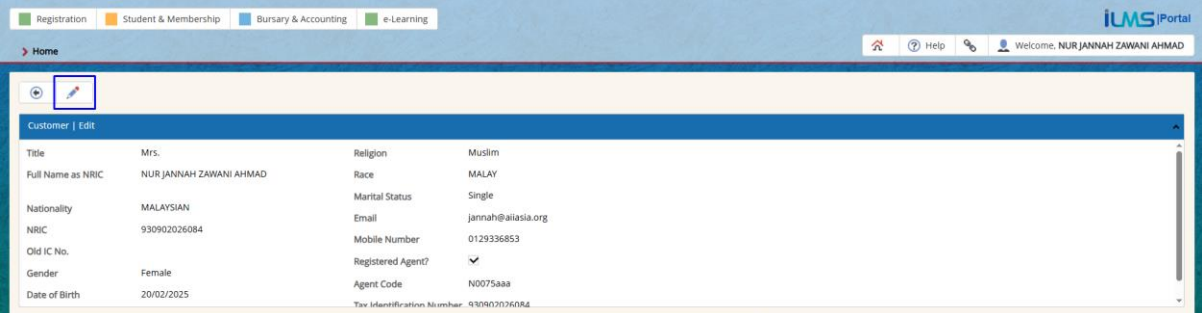
6. You can view your profile details, address, working experience and membership in the profile page.



The screenshot shows the ILMS User Profile page. The page is divided into several sections:

- Update Profile:** A button to update the user's profile.
- Customer Profile:** A detailed view of the user's personal information, including Title (Mrs.), Full Name (NUR JANNAH ZAWANI AHMAD), Religion (Muslim), Race (MALAY), Nationality (MALAYSIAN), Marital Status (Single), NRIC, Email, Old IC No., Gender (Female), Mobile Number, Registered Agent? (Yes), Date of Birth (20/02/2025), Agent Code (N0075aaa), and Tax Identification Number.
- Address:** Displays the user's home address, including Address Type (Home), Address Line 1 (02-6-11A), Address Line 2 (ANGGERIK VILLA 2 CONDOMINIUM), Address Line 3 (JALAN ANGGERIK VILLA 2/2), City (SELANGOR), and Postcode (43500).
- Working Experience:** A section for the user's working experience.
- Membership:** A section for the user's membership details.

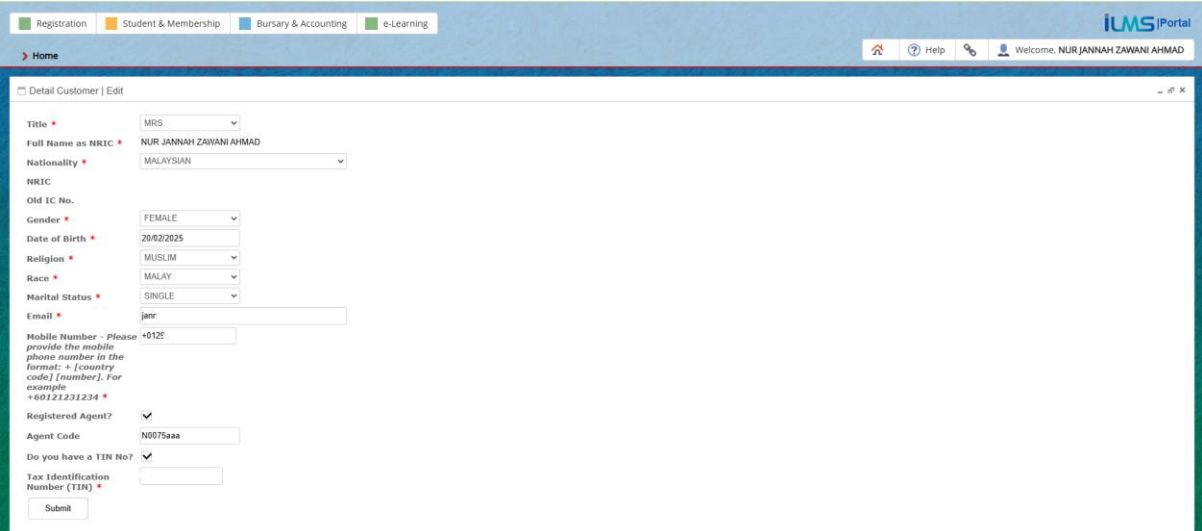
7. To update your profile, click Update Profile button and proceed to click Pencil button.



The screenshot shows the iLMS Portal Home page. The user is logged in as NUR JANNAH ZAWANI AHMAD. The 'Update Profile' button, represented by a pencil icon, is highlighted with a blue box. Below the navigation bar, there is a 'Customer | Edit' section with a table of user details.

Title	Mrs.	Religion	Muslim
Full Name as NRIC	NUR JANNAH ZAWANI AHMAD	Race	MALAY
Nationality	MALAYSIAN	Marital Status	Single
NRIC	930902026084	Email	jannah@aiiasia.org
Old IC No.		Mobile Number	0129336853
Gender	Female	Registered Agent?	<input checked="" type="checkbox"/>
Date of Birth	20/02/2025	Agent Code	N0075aaa
		Tax Identification Number	930902026084

8. System redirects to Edit Details Customer page. Key in all Mandatory field and click Submit button.

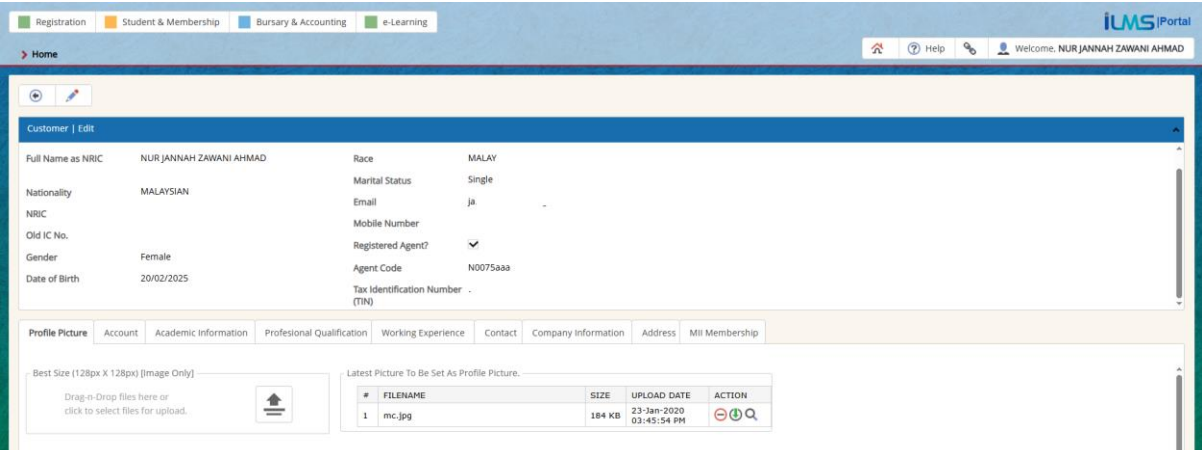


The screenshot shows the 'Detail Customer | Edit' page. The form contains the following fields:

- Title:
- Full Name as NRIC:
- Nationality:
- NRIC:
- Old IC No.:
- Gender:
- Date of Birth:
- Religion:
- Race:
- Marital Status:
- Email:
- Mobile Number:
- Registered Agent?: ☒
- Agent Code:
- Do you have a TIN No?: ☒
- Tax Identification Number (TIN):

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

9. You can upload your profile picture in Profile Picture tab. Click Upload button and choose your image.



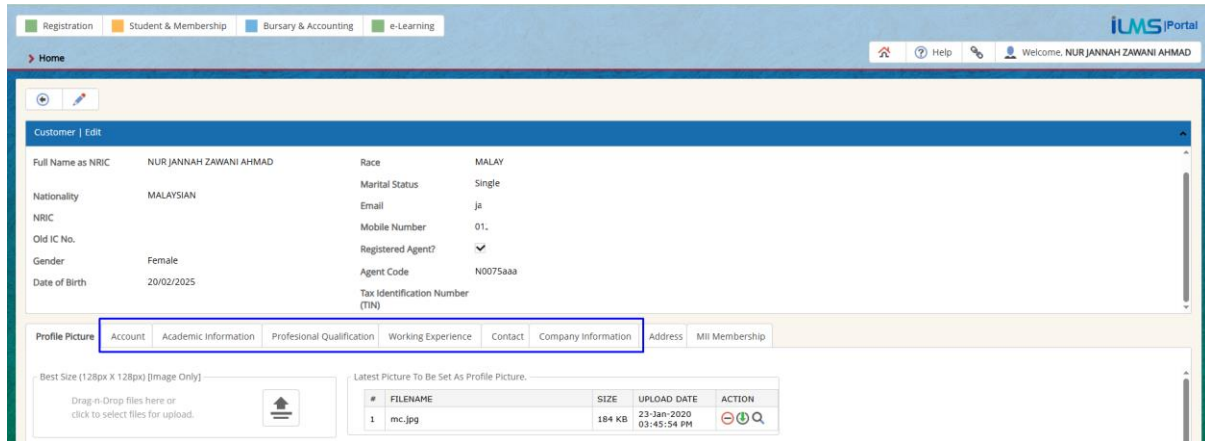
The screenshot shows the 'Profile Picture' tab. The form contains the following fields:

- Full Name as NRIC:
- Nationality:
- NRIC:
- Old IC No.:
- Gender:
- Date of Birth:
- Race:
- Marital Status:
- Email:
- Mobile Number:
- Registered Agent?: ☒
- Agent Code:
- Tax Identification Number (TIN):

Below the form, there is a 'Profile Picture' tab. The 'Upload' button is highlighted. The 'Latest Picture To Be Set As Profile Picture' section shows a table with the following data:

#	FILENAME	SIZE	UPLOAD DATE	ACTION
1	mc.jpg	184 KB	23-Jan-2020 03:45:54 PM	<input type="button" value="Delete"/> <input type="button" value="View"/>

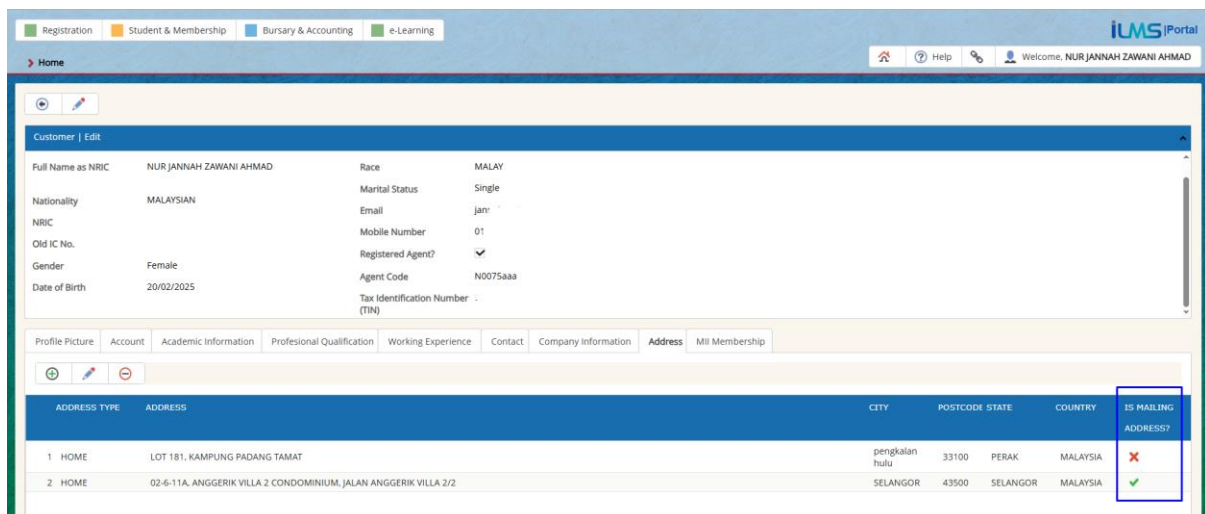
10. You can update Account information, academic information, professional qualifications, working experience, contact, company information from all the tab available under your profile.



The screenshot shows the iLMS Portal interface with the 'Account' tab selected under the 'Profile Picture' section. The user's profile information is displayed, including full name, nationality, NRIC, gender, date of birth, race, marital status, email, mobile number, registered agent status, agent code, and tax identification number. Below the profile information, there is a section for the profile picture, showing a list of uploaded files with columns for filename, size, upload date, and action.

#	FILENAME	SIZE	UPLOAD DATE	ACTION
1	mc.jpg	184 KB	23-Jan-2020 03:45:54 PM	[Icons]

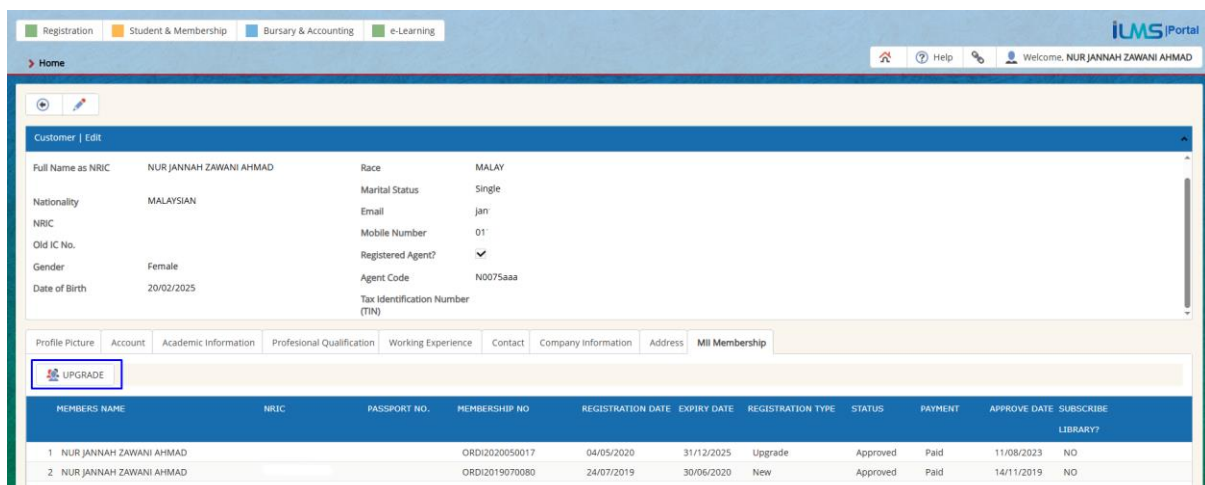
11. Address must be added and set as correspondence address.



The screenshot shows the iLMS Portal interface with the 'Address' tab selected. It displays a table of addresses with columns for address type, address, city, postcode, state, country, and a checkbox for 'IS MAILING ADDRESS?'. The first address is marked as the mailing address.

	ADDRESS TYPE	ADDRESS	CITY	POSTCODE	STATE	COUNTRY	IS MAILING ADDRESS?
1	HOME	LOT 181, KAMPUNG PADANG TAMAT	pengkalan hulu	33100	PERAK	MALAYSIA	<input checked="" type="checkbox"/>
2	HOME	02-6-11A, ANGGERIK VILLA 2 CONDOMINIUM, JALAN ANGGERIK VILLA 2/2	SELANGOR	43500	SELANGOR	MALAYSIA	<input type="checkbox"/>

12. To view and update your membership go to Membership tab.



The screenshot shows the iLMS Portal interface with the 'Membership' tab selected. It displays a table of memberships with columns for members name, NRIC, passport no., membership no., registration date, expiry date, registration type, status, payment, approve date, and subscribe library. The 'UPGRADE' button is highlighted.

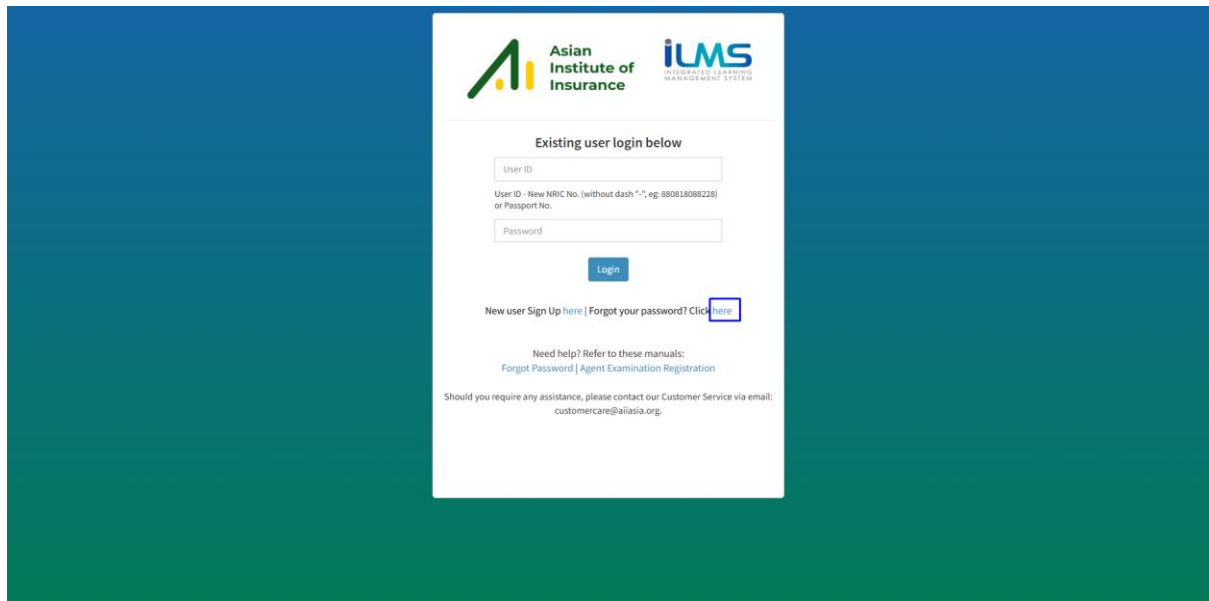
	MEMBERS NAME	NRIC	PASSPORT NO.	MEMBERSHIP NO.	REGISTRATION DATE	EXPIRY DATE	REGISTRATION TYPE	STATUS	PAYMENT	APPROVE DATE	SUBSCRIBE LIBRARY?
1	NUR JANNAH ZAWANI AHMAD			ORDI2020050017	04/05/2020	31/12/2025	Upgrade	Approved	Paid	11/08/2023	NO
2	NUR JANNAH ZAWANI AHMAD			ORDI2019070080	24/07/2019	30/06/2020	New	Approved	Paid	14/11/2019	NO



## How to Retrieve and Update Password

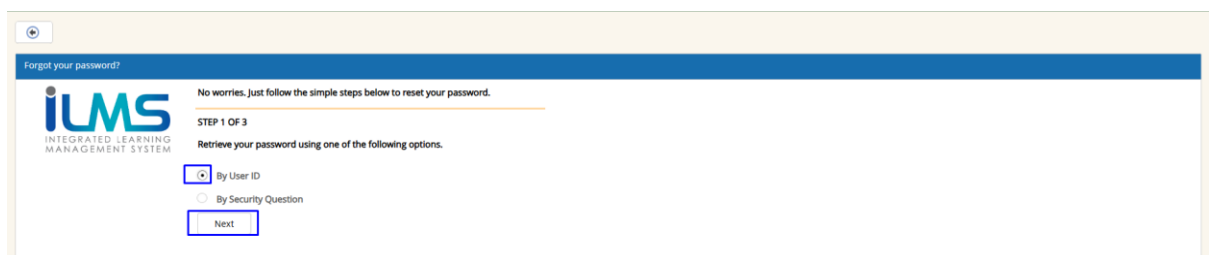
### Retrieve Password

1. Click here hyperlink at Forgot your password? Click here at ILMS Login Page. System will redirect to Step 1 of 3 retrieve password page.



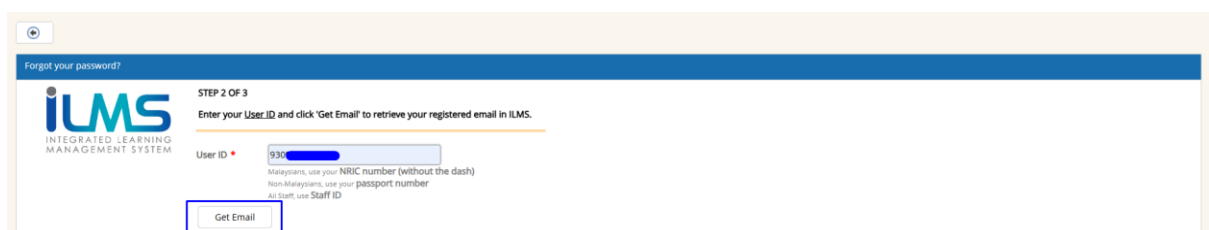
The screenshot shows the ILMS login interface. At the top, there are logos for the Asian Institute of Insurance and ILMS. Below the logos, the text "Existing user login below" is displayed. There are two input fields: "User ID" and "Password". A "Login" button is positioned below the "Password" field. Below the login fields, there is a link "Forgot your password? Click here" which is highlighted with a red box. At the bottom, there is a section for "Need help? Refer to these manuals:" with links for "Forgot Password" and "Agent Examination Registration". A footer note states: "Should you require any assistance, please contact our Customer Service via email: customercare@aialasia.org."

2. You can retrieve your password by using two options, By User ID or By Security Question.
3. By User ID function:
  - a. Tick the radio button and click Next button.



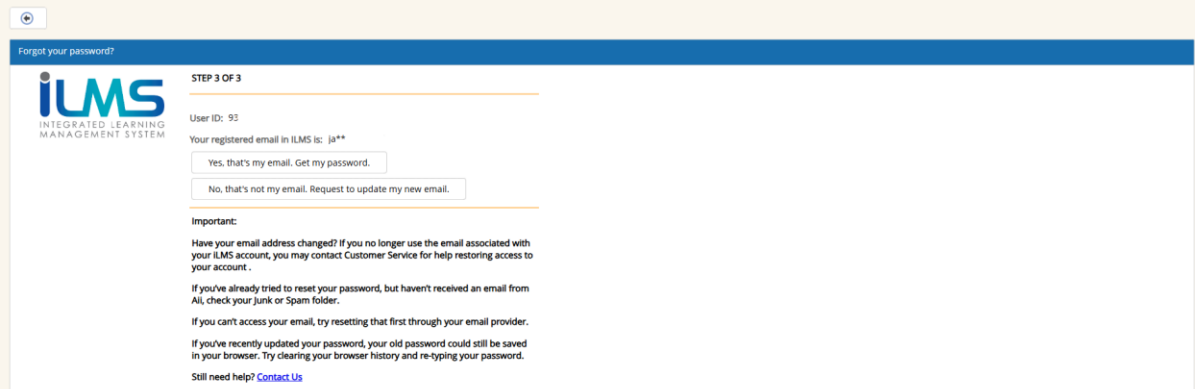
The screenshot shows the "Forgot your password?" page, Step 1 of 3. It features the ILMS logo and a message: "No worries, just follow the simple steps below to reset your password." Below this, it says "STEP 1 OF 3" and "Retrieve your password using one of the following options." There are two radio button options: "By User ID" (which is selected) and "By Security Question". A "Next" button is located below the "By User ID" option and is highlighted with a red box.

- b. System redirects to Step 2 of 3 retrieve password page. Key in your User ID (NRIC/Passport) and click Get Email button.



The screenshot shows the "Forgot your password?" page, Step 2 of 3. It features the ILMS logo and a message: "Enter your User ID and click 'Get Email' to retrieve your registered email in ILMS." Below this, there is a "User ID" input field with a red asterisk. The field contains the text "930" and is highlighted with a red box. Below the input field, there is a "Get Email" button, also highlighted with a red box. Small text below the input field provides instructions: "Malaysians, use your NRIC number (without the dash). Non-Malaysians, use your passport number. And finally, use Staff ID."

- c. System redirects to Step 3 of 3 retrieve password page. Check email displayed. Click Yes button if the email is correct and No button if the email does not belong to you and you will be redirects to request update email page.



Forgot your password?

**iLMS**  
INTEGRATED LEARNING  
MANAGEMENT SYSTEM

STEP 3 OF 3

User ID: 93

Your registered email in iLMS is: ja\*\*

Yes, that's my email. Get my password.

No, that's not my email. Request to update my new email.

**Important:**

Have your email address changed? If you no longer use the email associated with your iLMS account, you may contact Customer Service for help restoring access to your account.

If you've already tried to reset your password, but haven't received an email from Aii, check your Junk or Spam folder.

If you can't access your email, try resetting that first through your email provider.


If you've recently updated your password, your old password could still be saved in your browser. Try clearing your browser history and re-typing your password.

Still need help? [Contact Us](#)

- d. Check your email if you choose Yes, your password details will be given in the email.

#### 4. By Security Question:

- a. Tick the radio button and click Next button



Forgot your password?

**iLMS**  
INTEGRATED LEARNING  
MANAGEMENT SYSTEM

No worries. Just follow the simple steps below to reset your password.

STEP 1 OF 3

Retrieve your password using one of the following options.

☐ By User ID

☒ By Security Question

Next

- b. System redirects to Step 2 of 3 retrieve password page. Key in your User ID



Forgot your password?

**iLMS**  
INTEGRATED LEARNING  
MANAGEMENT SYSTEM

STEP 2 OF 3

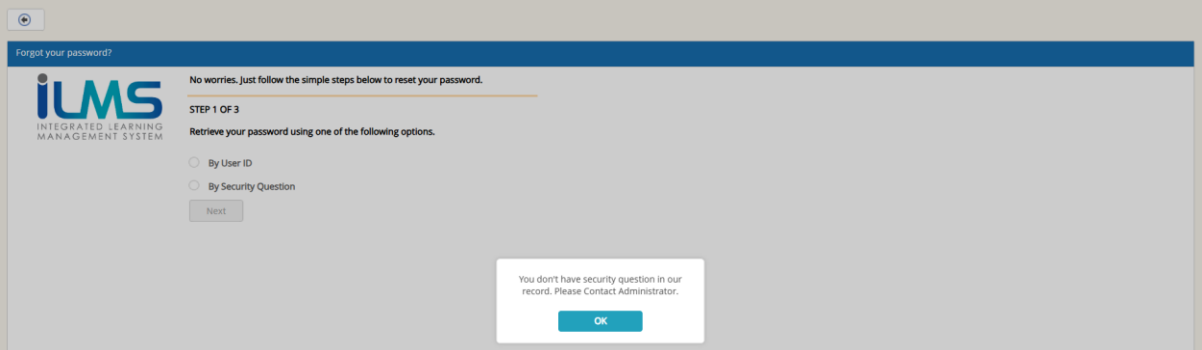
Enter your User ID and Security Question and we'll help you get your password.

User ID \* 930

Malaysians, use your NRIC number (without the dash) (MyKad).  
For Non-Malaysian, use Passport No.  
For All Staff, use Staff ID.

Next

- c. If you don't have security questions, system will prompt error message.



Forgot your password?

No worries, just follow the simple steps below to reset your password.

**STEP 1 OF 3**

Retrieve your password using one of the following options.

☐ By User ID

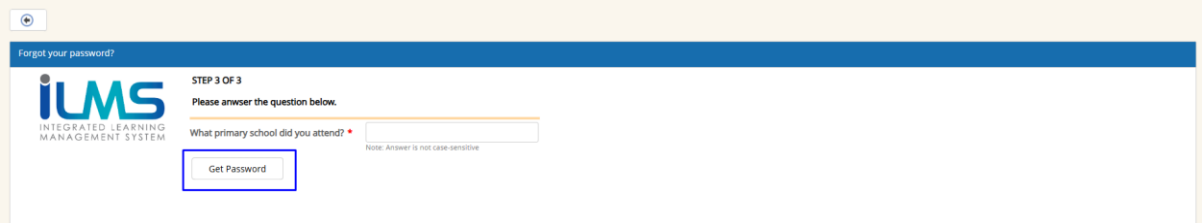
☐ By Security Question

Next

You don't have security question in our record. Please Contact Administrator.

OK

- d. System redirects to Step 3 of 3 retrieve password function. Key in your answer and click Get Password button.



Forgot your password?

**STEP 3 OF 3**

Please answer the question below.

What primary school did you attend? \*

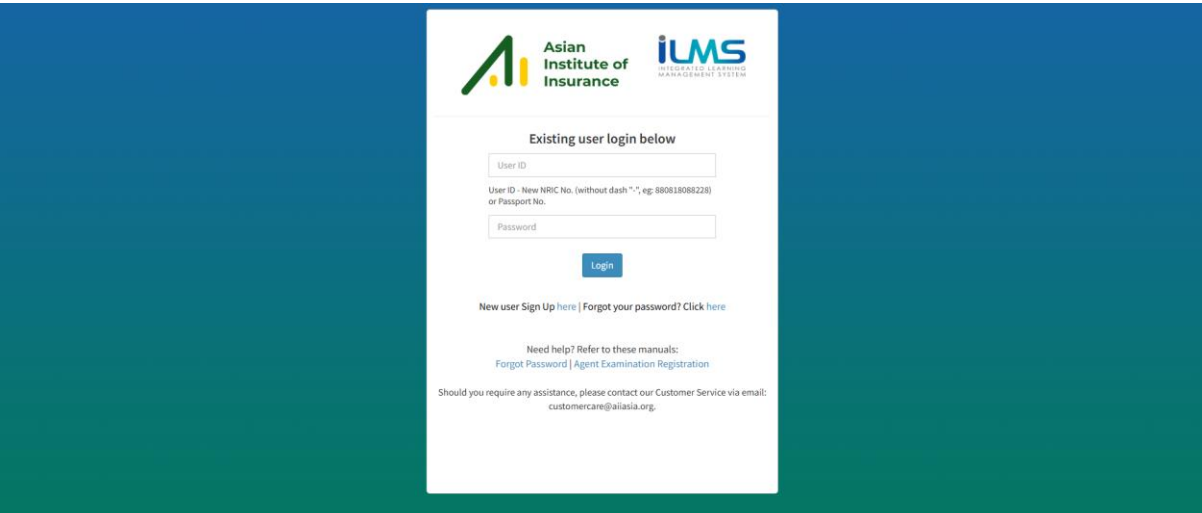
Note: Answer is not case-sensitive



Get Password

- e. Check your email for your password details.

## Update Password

1. Login into ILMS (mii4u.org) using your User ID (NRIC or Passport No).



**Existing user login below**

User ID

User ID - New NRIC No. (without dash "-"; eg: 88081308228) or Passport No.

Password

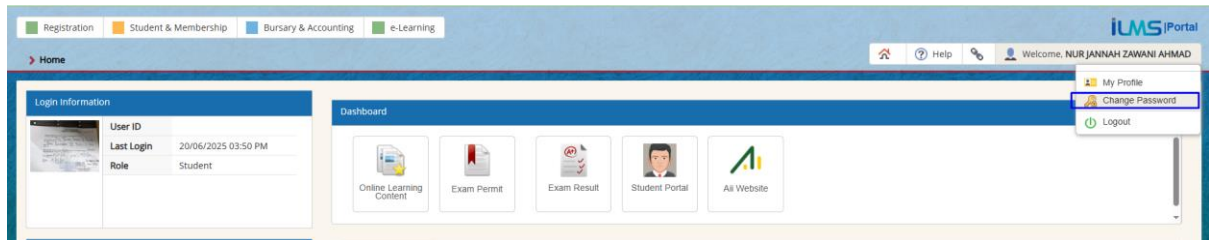
Login

[New user Sign Up here](#) | [Forgot your password? Click here](#)

Need help? Refer to these manuals:  
[Forgot Password](#) | [Agent Examination Registration](#)

Should you require any assistance, please contact our Customer Service via email:  
[customerservice@aialasia.org](mailto:customerservice@aialasia.org)

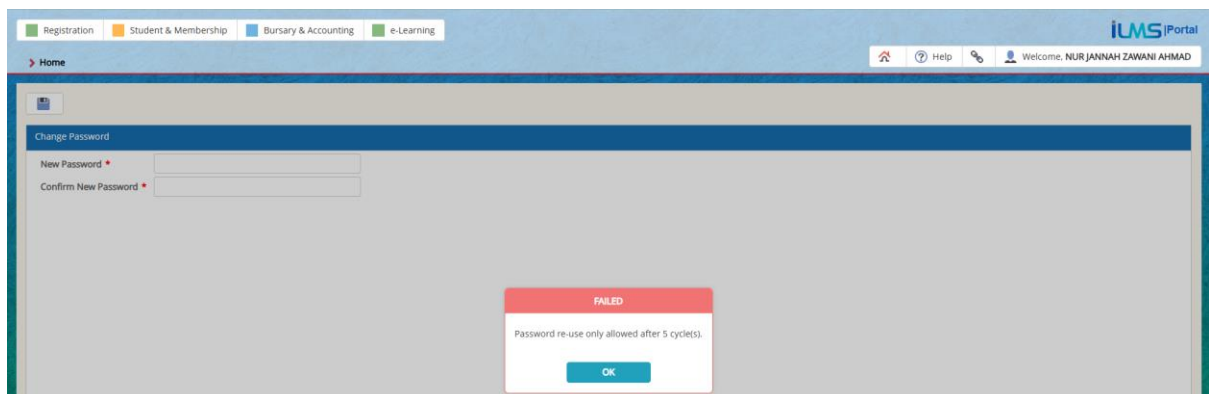
2. System redirects to iLMS Landing page. Hover to your name at top right corner and click Change Password button.



3. System redirects to Change Password page. Key in new password and confirm new password then click Save button.



4. System will prompt error message if same password is input as new password. You need to choose different password.



5. System will prompt success message once updated.

