

# *Intelligent Education Group*

*User Manual Of Intelligent Management System*

*Home Page Introduction*



## 1<sup>st</sup> Time Login

## Page 1

IMA Education Management System - Mozilla Firefox

文件(F) 编辑(E) 查看(V) 历史(S) 书签(B) 工具(T) 帮助(H)

http://admin.imaedu.com/intel/program/newLogin/index.php

Welcome to Intelligent Mental-Arithmetic Sdn. Bhd.

卓越中国珠心算学院管理系统  
Intelligent Education Management System

IPS

**Intelligent Login Information**

Master Franchise: Malaysia

User Name:

Password:

Login Reset

Please enter your username and password to access the system.

Reminder: Please do not give your login information to others.

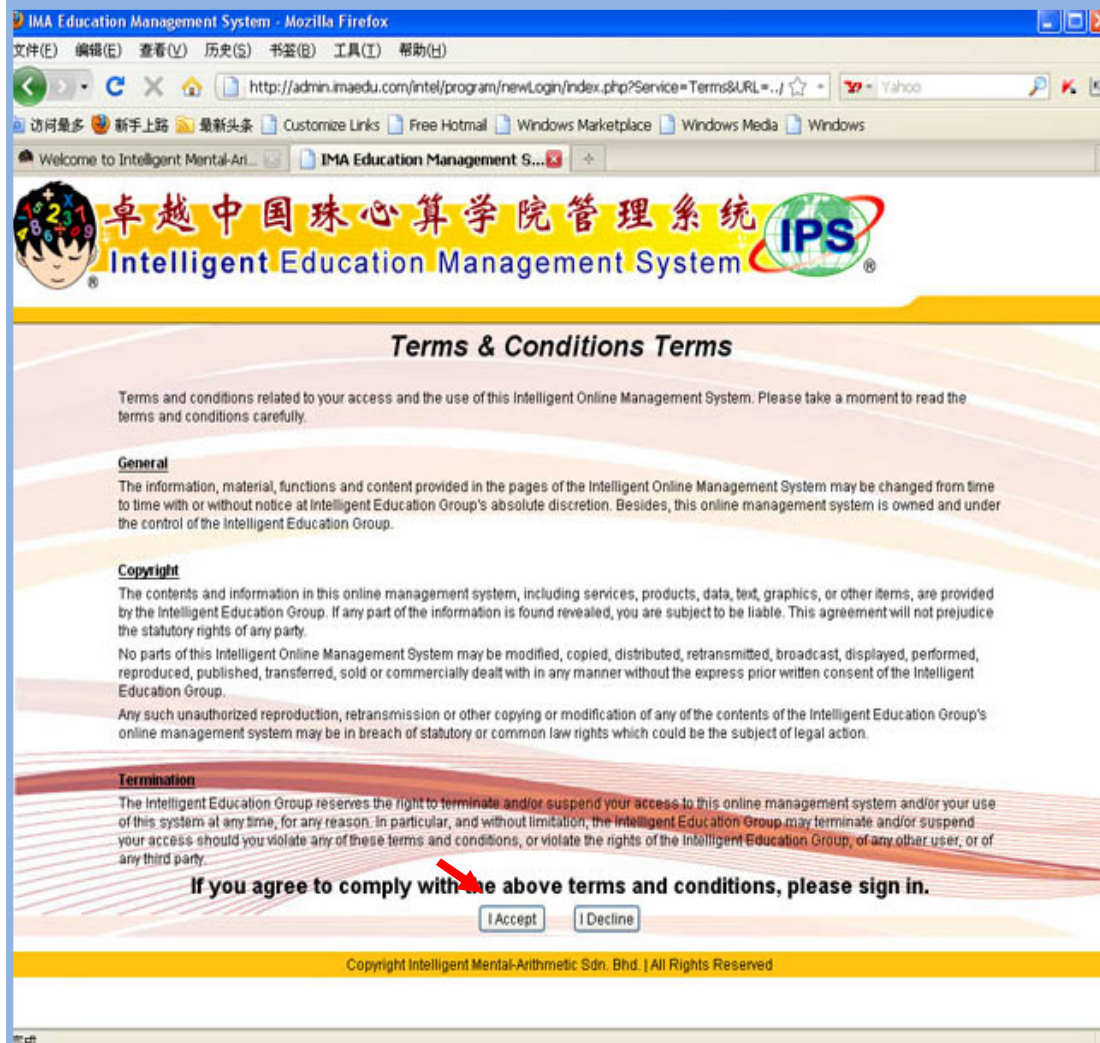
If you forget your password, please contact our global principal office at  
+607-521 1178 / +607-521 1278 / +607-521 1378.

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1. Please log on to <http://www.imaedu.com>
2. Select the button of “Member Login”
3. Choose “Country”
4. Key in the “User Name”
5. Key in the “Password”
6. You will see an image on your left. Please follow the instructions to enroll new students or use other functions.

## Term & Conditions

## Page 2



Before getting to the Intelligent Education Group Management System, kindly read through the Terms & Conditions.

After you have read it, please click the button of 'I Accept' for access to the Intelligent Education Group Management System

## Home

## Page 3



The Home Page consists of three(3) functions, which are:

1. Email (Refer Pg. 4)
2. Change Password (Refer Pg. 5)
3. Documentation (Refer Pg. 6)



## E-mail

## Page 4

The screenshot shows a web browser window with the URL `admin.imaedu.com/intel/program/imaNewTesting/mainPage/email.php?Keyword=&Service=Edit&Id=`. The page title is "Email to IMA Administration". The form has the following fields:

- To:** `admin@imaedu.com`
- Others:** A text input field with **STEP 1** overlaid. Example text: `Ex : inquiry@imaedu.com, mkt@imaedu.com`.
- Subject:** A text input field with **STEP 2** overlaid.
- Content:** A large text area with **STEP 3** overlaid.
- Send:** A button with **STEP 4** overlaid and a red arrow pointing to it.

You are welcome to send emails to Intelligent Principal Office anytime; We will try to reply to you within 48 working hours.

Follow the steps below:

**Step 1:** Input the recipients into “others” that you want to send to.

**Step 2:** Type the related “Subject”

**Step 3:** Type your letter in the column of “Content”

**Step 4:** Click ‘Send’ after you have finished

## Change Password

## Page 5

Change Password Management - Mozilla Firefox

http://admin.maedu.com/Inte/program/maNewTurkey/mainPage/changePassword.php?keyword=&Service=Edit&Id=

卓越中国珠心算学院管理系统 IPS® Intelligent Education Management System

Home Student Account Master File Reports Logout

Change Password

Change Password

Confirm Password

Change Password

STEP 1

STEP 2

STEP 3

Protect your password

- Do not write down passwords, especially after the unattended, use your mind to remember it. Do not place it on an unencrypted file!
- The control system uses different units not related to the password.
- Do not disclose the PIN or to others, especially the claim to be a computer support personnel or sales staff, unless you are sure the other's true identity.
- Please do not let others enter the password in the next watch.
- Do not trust your computer password.
- Do not use the same password for a long time, please replace it regularly.
- Do not use a dictionary (any language or jargon) can be found in the vocabulary.
- Do not use a name (including spouse, parents, children, pets, idols, celebrities, or local) or other minor changes in personal or account name as a password.
- Do not use information about you or your local access to information such as phone numbers, license plate number, or social security number.
- Do not use a birthday or a simple combination, such as backspace or the back is a number in front of a number, but to learn to use numbers or punctuation and capitalization portfolio. If you choose a new password, please ensure that there is no association with your previous password.
- Our system will try to prevent you from using the password is not safe, but not absolutely perfect. Please choose a secure password. Use long passwords (such as 8 characters.) You can use the phrase inserted punctuation, a pass phrase (a group of words have meaning), or pass phrase in the first letter of each word.

The best resolution of the program is 1152 x 840.

You can change your password anytime. Follow the steps below to complete the online change password process:

**Step 1:** Type the new password that you are going to change.

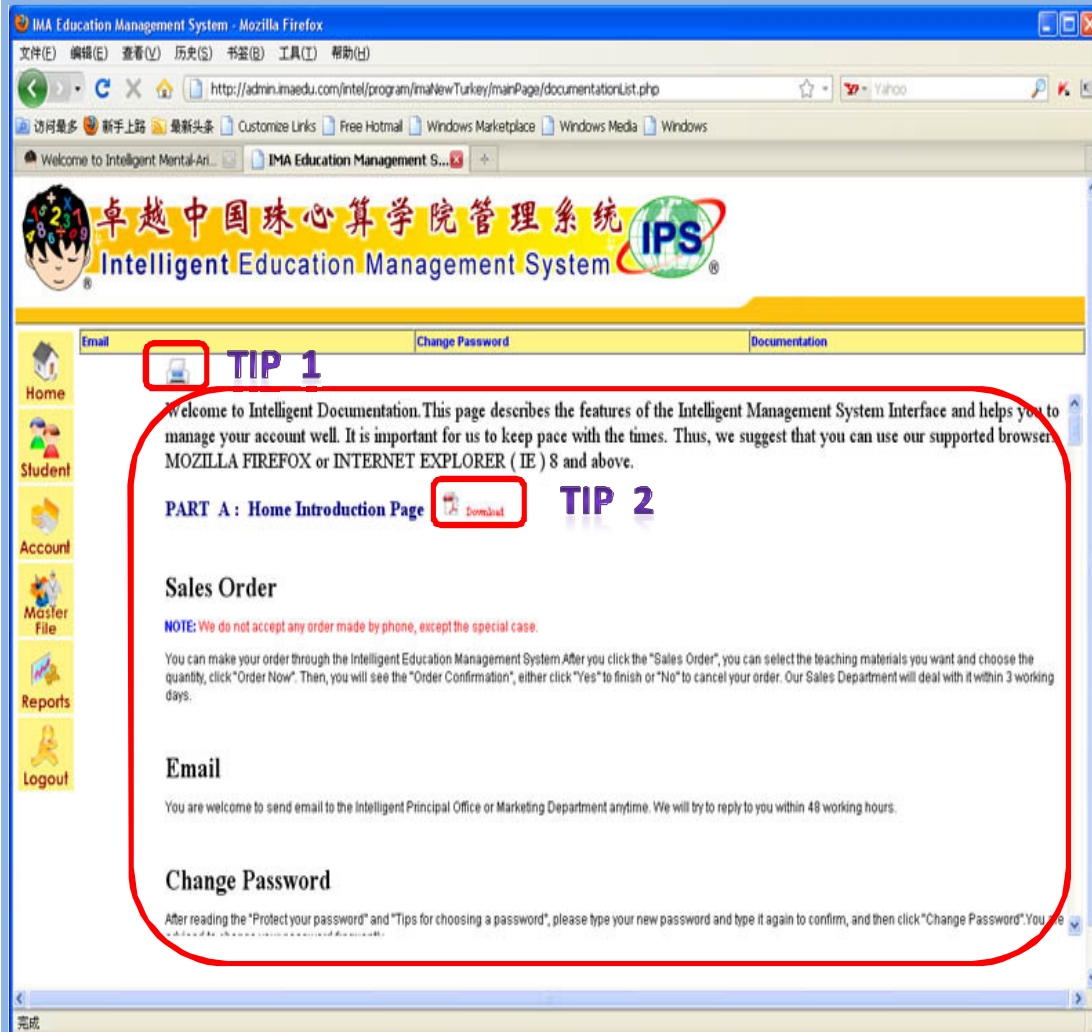
**Step 2:** Retype the password to confirm

**Step 3:** Click the button of 'Change Password'

- **Don't give your password to anyone.**
- **Please change your password frequently.**

# Documentation

# Page 6



Please read through all the words before you start to use the INTELLIGENT server. It will help you have a clearer picture or guideline that what you can do while facing problems on the server.

**Tip 1:** You can print this words file by click the “printer ” icon.

**Tip 2:** You can print this pictures file by click the “pdf ” icon.