

Enterprise Knowledge Portal (EKP)

Registration Manual

Table of Contents

1	Introduction	3
	1.1 About This Manual	3
	1.2 Hardware and Software Requirements	3
2	Registration Process	4

1 Introduction

Enterprise Knowledge Portal or shortly known as EKP User Manual contains information on using the EKP web based application. This application will guide the user on how to register with EKP.

1.1 *About This Manual*

The manual contains information to answer questions the user may have as you use the application. It contains information about the following topics:

- Registration process
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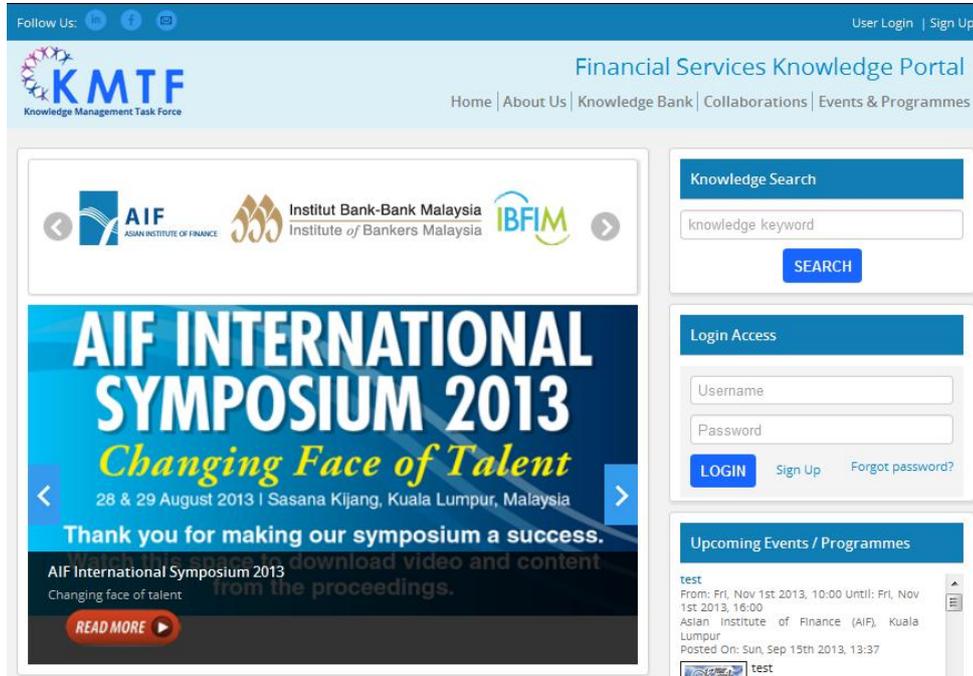
1.2 *Hardware and Software Requirements*

Minimum hardware and software requirements are as follow:

- Windows Based Operating System
- Pentium Processor
- 64 MB RAM
- Screen Size : 1024 x 768
- Internet access through a commercial Internet Service Provider (ISP)
- A web browser capable of viewing Java applications such as:
 - Microsoft Internet Explorer 6.0 (or later)
 - Mozilla Firefox 2.0 (or later)

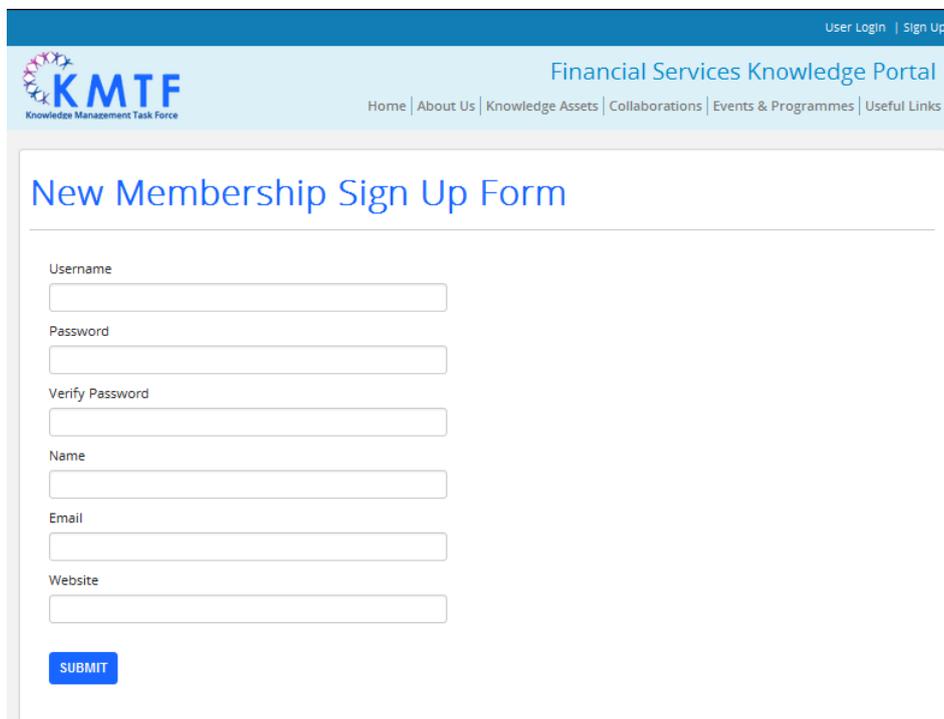
2 Registration Process

To register with EKP Home Page, access the website at <http://www.fsi.org.my> . You may use any type of Internet browser to access. The portal is as per below screen.



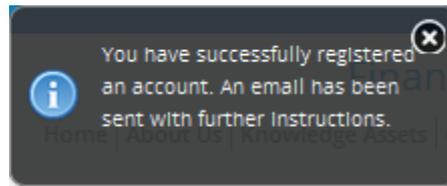
The screenshot shows the homepage of the Financial Services Knowledge Portal. At the top, there is a navigation bar with 'Follow Us' (Facebook, Twitter, LinkedIn icons), 'User Login', and 'Sign Up'. The main header features the KMTF logo (Knowledge Management Task Force) and the title 'Financial Services Knowledge Portal'. Below the header, there are navigation links: 'Home | About Us | Knowledge Bank | Collaborations | Events & Programmes'. The main content area is divided into several sections: a carousel for 'AIF INTERNATIONAL SYMPOSIUM 2013 Changing Face of Talent' (28 & 29 August 2013 | Sasana Kijang, Kuala Lumpur, Malaysia) with a 'READ MORE' button; a 'Knowledge Search' box with a 'knowledge keyword' input field and a 'SEARCH' button; a 'Login Access' section with 'Username' and 'Password' input fields, a 'LOGIN' button, and links for 'Sign Up' and 'Forgot password?'; and an 'Upcoming Events / Programmes' section listing an event titled 'test' with details: 'From: Fri, Nov 1st 2013, 10:00 Until: Fri, Nov 1st 2013, 16:00', 'Asian Institute of Finance (AIF), Kuala Lumpur', and 'Posted On: Sun, Sep 15th 2013, 13:37'.

1. Click **SIGN UP**. System displays below screen.

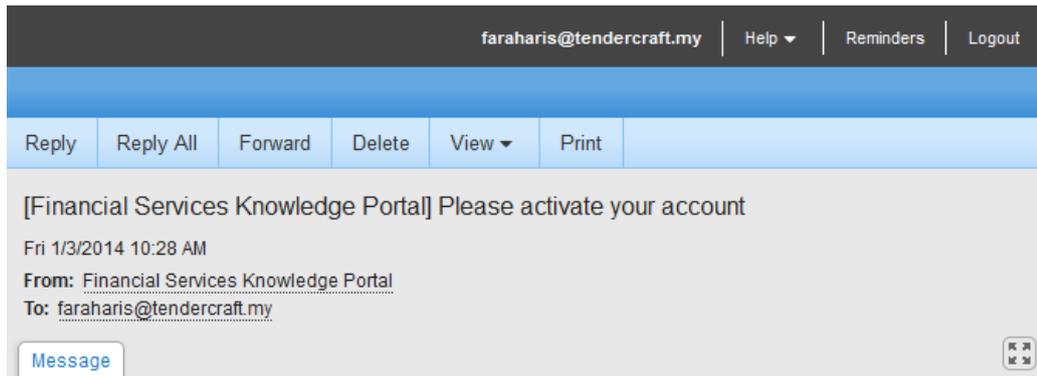


The screenshot shows the 'New Membership Sign Up Form' page. The header is identical to the previous screenshot, including the KMTF logo and navigation links. The main content area is titled 'New Membership Sign Up Form' and contains a registration form with the following fields: 'Username', 'Password', 'Verify Password', 'Name', 'Email', and 'Website'. Each field is represented by a text input box. At the bottom of the form is a blue 'SUBMIT' button.

2. Enter all required details Click **SUBMIT**. System displays below pop-up window.



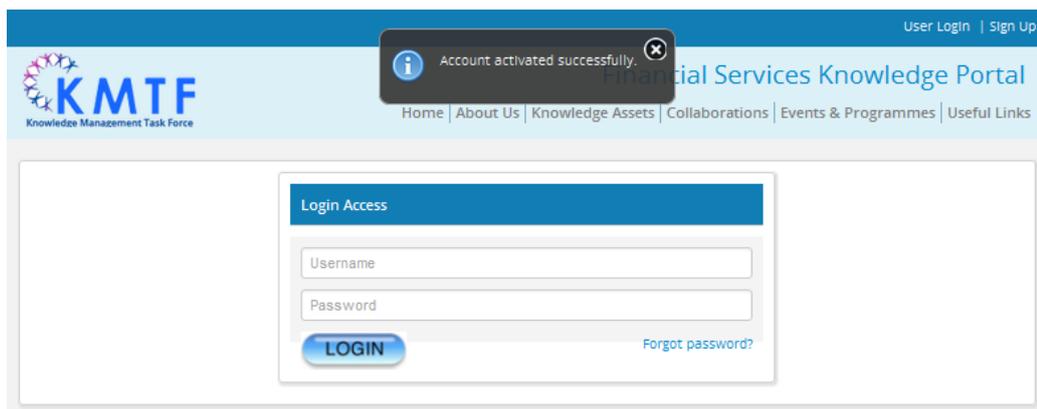
3. Login into your email and you will receive email notification from the system. Sample as per below screen.



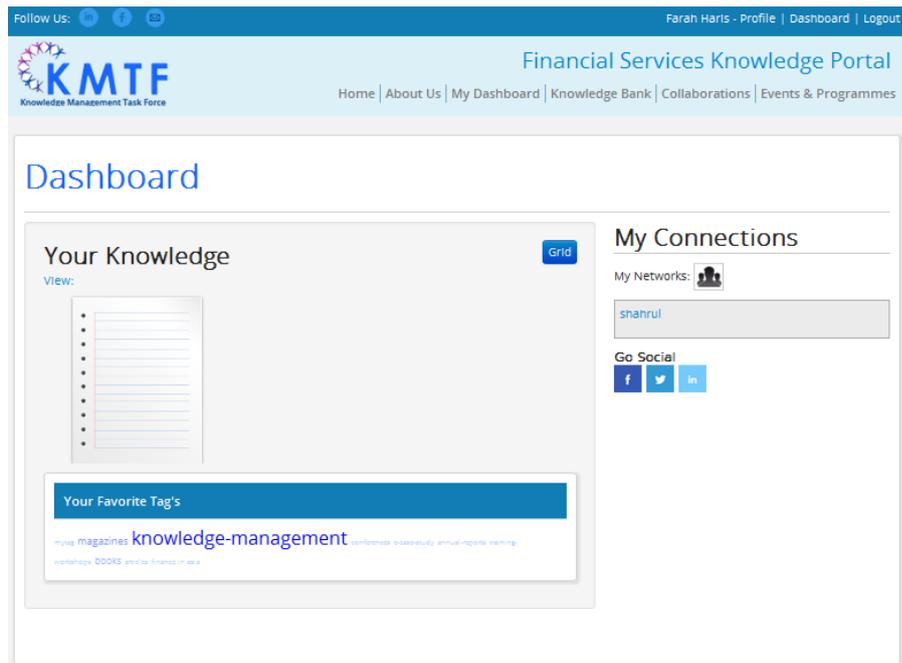
Hello Farah,

Please visit this link to activate your account: <http://dev-ekp.aif.org.my/users/users/activate/farah/1ce24b06d5534bb77630356cbeaa9956>

4. Click to the provided link in the email. System displays the portal site for success account activation.



5. Enter your **USERNAME**
6. Enter your **PASSWORD**
7. Click **LOGIN**. After successfully login to the eBidding EKP Website (first time) you will be directed to your EKP page as per below screen.

**Take Note:**

If you did not fill in the requested field, system shall pop up a window notification informing your error.

If you lose or forget your user name or password, [contact the Help Desk](#) using the email address or phone number located on this user manual. Otherwise, please refer below:

1. Click **FORGOT PASSWORD**

2. Enter your **USERNAME**
3. Click **SUBMIT**. You will receive email containing link to reset your password.

