Enterprise Knowledge Portal (EKP)

Registration Manual

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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:
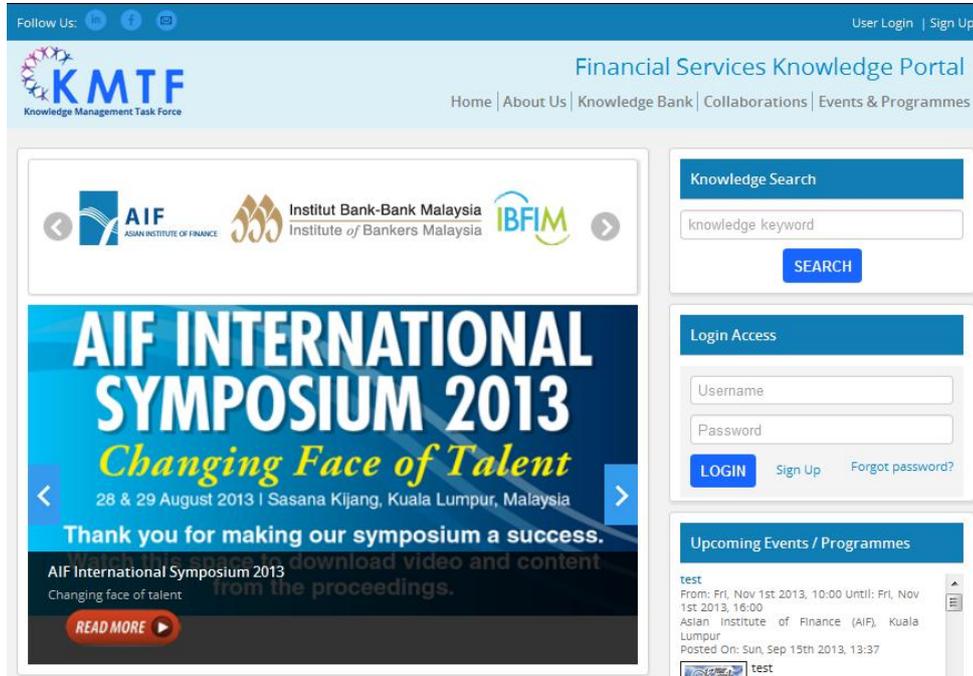
- Registration process

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)
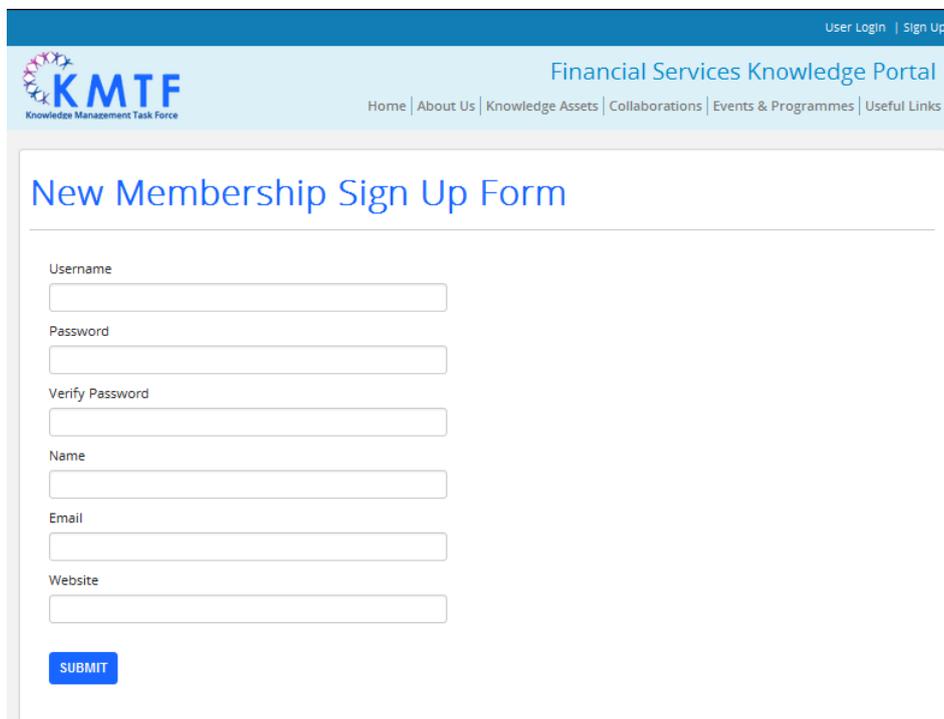   - Mozilla Firefox 2.0 (or later)

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.
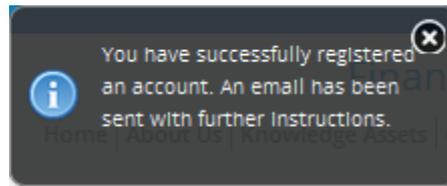

1.   Click **SIGN UP**. System displays below screen.

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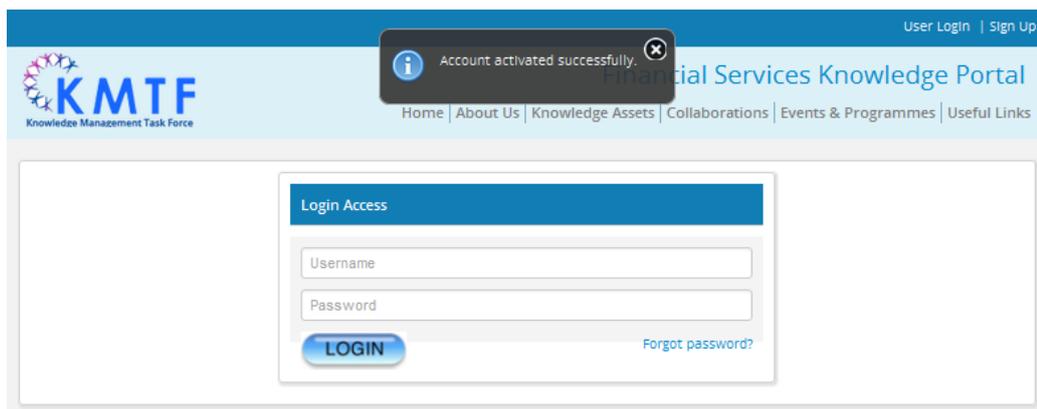

3. Login into your email and you will receive email notification from the system. Sample as per below screen.
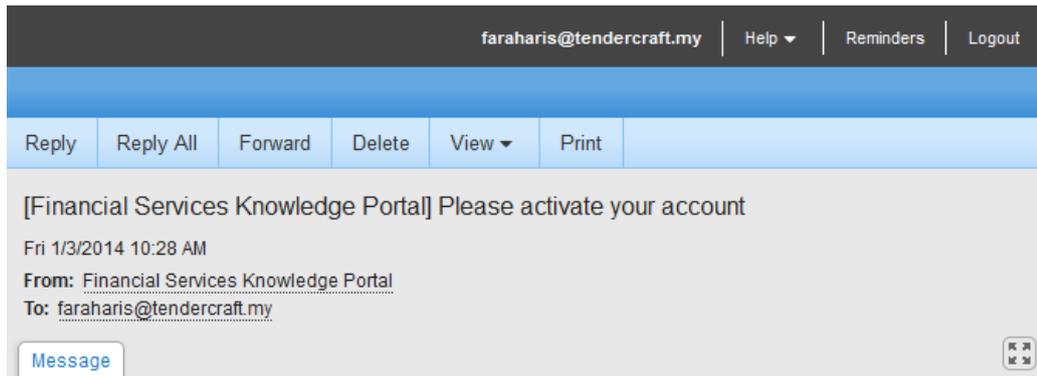
4. Click to the provided link in the email. System displays the portal site for success account activation.

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.
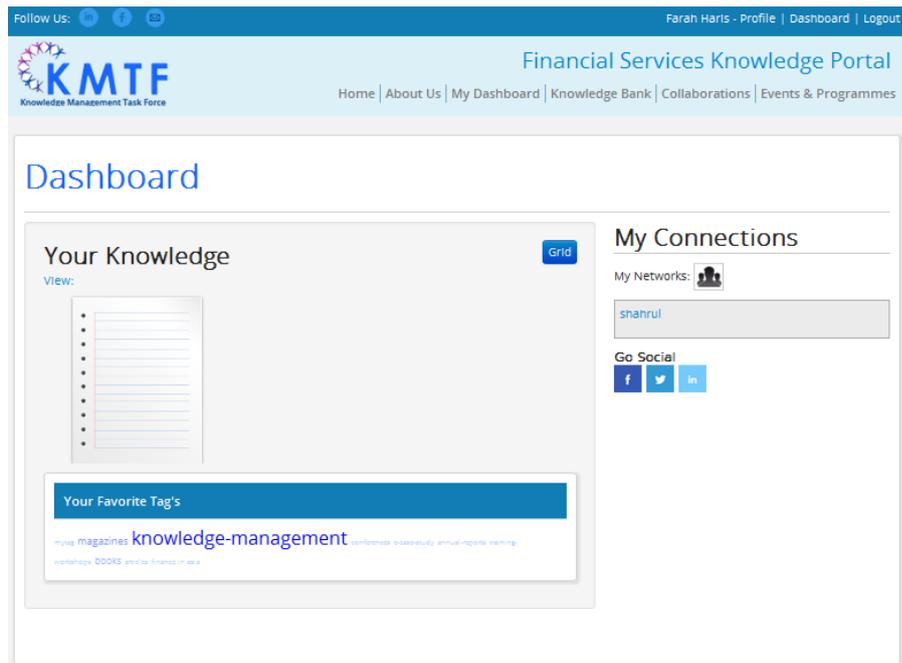
Take Note:

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.