

Self Service User Account Management System (SSUAMS)

User Enrolment\Registration Process using Mobile App

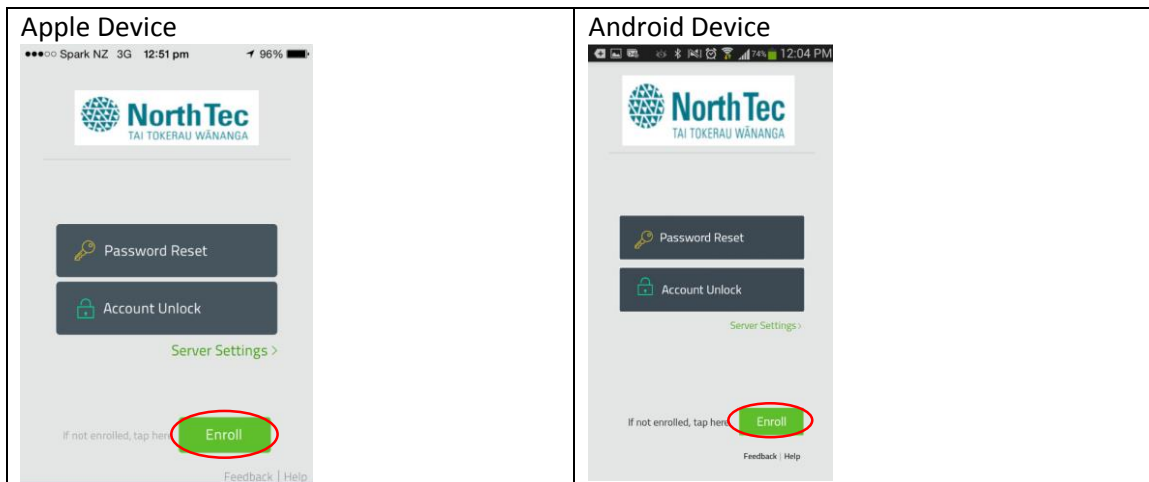
To use the self-service password reset and account unlock facility, you need to first enrol your user account and create secret questions to verify your identity. Below are the steps on how to register your NorthTec Account on the Self Service User Account Management System (SSUAMS) through the ADSelfService Plus mobile app. Alternatively, you can also use “SSUAMS – Enrolment through Web Browser” to enrol using browser enabled device.

Note: Before you proceed using below steps, please ensure that you have installed the ADSelfService Plus mobile app on your device. Please refer to “SSUAMS – Mobile App Installation Procedure” on how to install the mobile app.

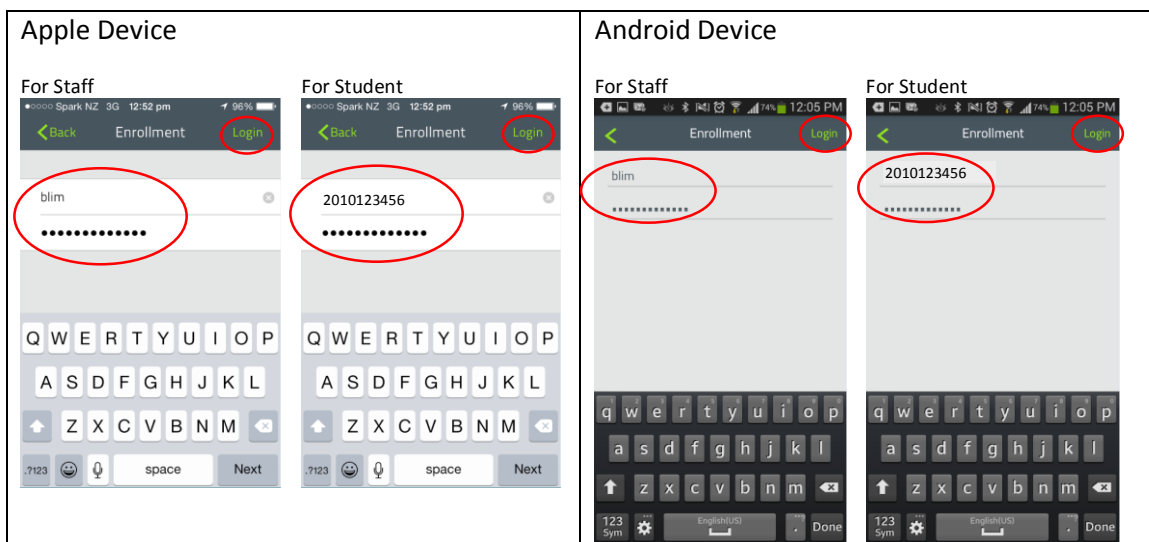
This system is accessible from within and outside NorthTec Campus Wi-Fi network across the internet.

How to Enrol

1. Tap on “ADSelfService Plus” app  on your mobile device. Tap on “Enroll”.



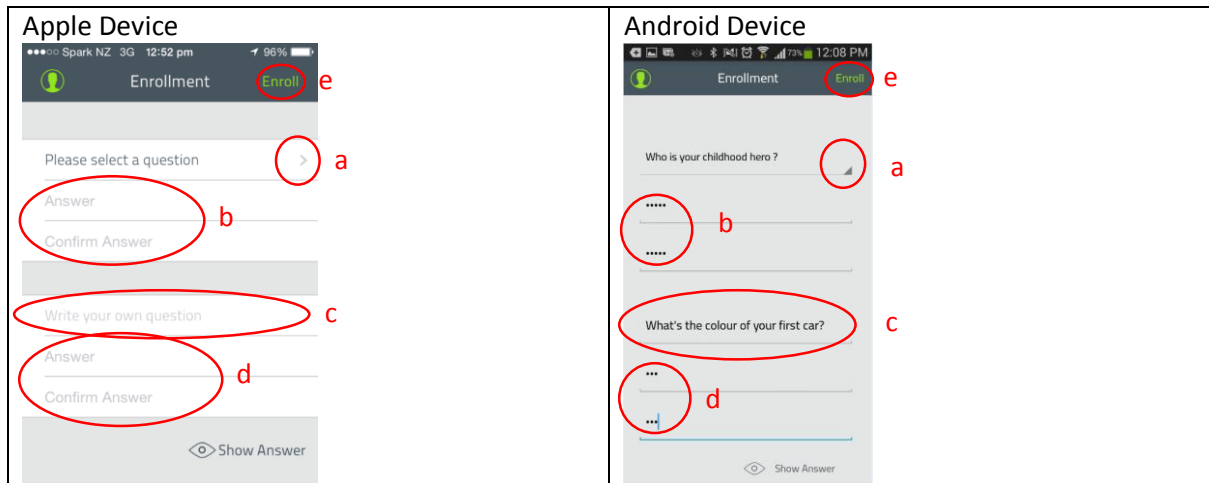
2. Enter your Staff or Student Account (Student No.) and password that you normally use to log on to NorthTec computers as shown below, then tap on “Login”.



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3. Security question page will now be presented. You will need to fill in your security questions as follows:
 - a. You will now need to choose one pre-defined question by tapping on the arrow for apple devices or right triangle for android devices;
 - b. key in the answer to your preferred pre-defined question twice;
 - c. create one custom question;
 - d. supply the answer to your custom question twice;
 - e. click Enroll button to complete the enrolment process

Note: Answers to your secret questions are case sensitive. Please ensure that you remember this.



4. You will be presented with a confirmation that you have enrolled successfully. Enrolment process is done and you can now sign out from the system any time.

