



CHAPTER 2

u-PUSTAKA Member Registration

In this chapter you will learn how to register as u-Pustaka member and Online Membership through u-Pustaka Portal and also learn how to manage your profile through u-Pustaka Dashboard and Inter-Lending Member Management module.

CONTENT

Introduction	2 – 1
u-Pustaka Member's Registration through Portal	2 – 15
Manage Member's Profile (Member's Dashboard)	16 – 33



1. Introduction

There are two types of u-Pustaka membership:

u-Pustaka Members	u-Pustaka Members are entitled to all the services and benefits offered by u-Library. This includes all online services as well as borrowing of books from the Libraries (Inter-Lending Services).
Online Membership	Online membership is open to all who are interested in knowledge acquisition and lifelong learning. Users who have successfully registered as an online member can enjoy the online services provided by the u-Pustaka.



2. u-Pustaka Members Registration through Portal

2.1 Accessing Online Registration Form

1. To access the registration form , click "Online Services" and select "Membership Registration" from u-Pustaka Portal menu bar as shown in the diagram below.



Figure 2.1: Membership Registration Menu Link



2. Once clicked, Membership Registration Introduction page will appear as shown in figure 2.2 below.

Figure 2.2: Membership Registration Introduction page

3. Select a category that you want to register as and click on the “Register Now” button. The relevant registration form will be displayed.

NOTE: Non Malaysian only allow to register as online member.



2.2 Registration Forms for MyKad/MyKid/MyPR Holders

1. To register as MyKad / MyKid / MyPR Holder, choose “MyKad / MyKid / MyPR Holder” option and click on “Register Now” button as shown in figure 2.2
2. Registration form for MyKad / MyKid / MyPR Holder will be displayed.

The screenshot shows the u-Pustaka Member Signup page. At the top, there is a banner with the u-Pustaka Portal logo and the text "Official Portal of u-Pustaka". Below the banner, the heading "u-Pustaka Member Signup" is displayed. A sub-header reads: "Sign-Up as u-Pustaka Member to enjoy inter-lending services and gain access to other online services. If you already have an account, please log in [here](#)."

The main form is titled "MyKad / MyKid / MyPR Verification". It contains three input fields: "MyKad / MyKid / MyPR No.*", "Full Name*", and "Captcha*". The captcha image shows the letters "ojdfm" with a small icon. A "Check Account" button is located below the input fields. To the right of the form, a "Note" box provides instructions: "Fill in your MyKad/MyKid/MyPR no. without '-', e.g. 771212135003" and "Please provide your full name as in MyKad/MyKid/MyPR, e.g. Mohamad Bin Ali".

At the bottom of the page, a blue footer contains the following information: "u-Pustaka Portal", "Tel : 03-2687 1700, Fax: 03-2694 4415", "e-Mail: webmaster@u-library.gov.my", and a disclaimer: "Disclaimer: Malaysian government and u-Pustaka are not responsible for the loss of damage by using any information from this website."

Figure 2.3: MyKad / MyKid / MyPR holders' registration

3. Member is required to fill in valid MyKad / MyKid / MyPR number without dash (e.g. 771212135003), full name as in MyKad / MyKid / MyPR and also correct captcha code as displayed.
4. Click on the “Check Account” button to proceed with myIDENTITY verification.
5. If fill in MyKad / MyKid / MyPR number in Wrong Format, error message will appear as below.

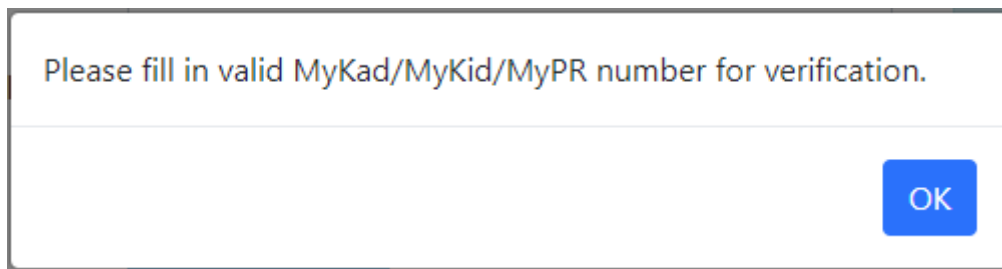


Figure 2.4: Error message dialog

6. If fill in valid MyKad / MyKid / MyPR number WITHOUT filling in full name, error message will appear as below.

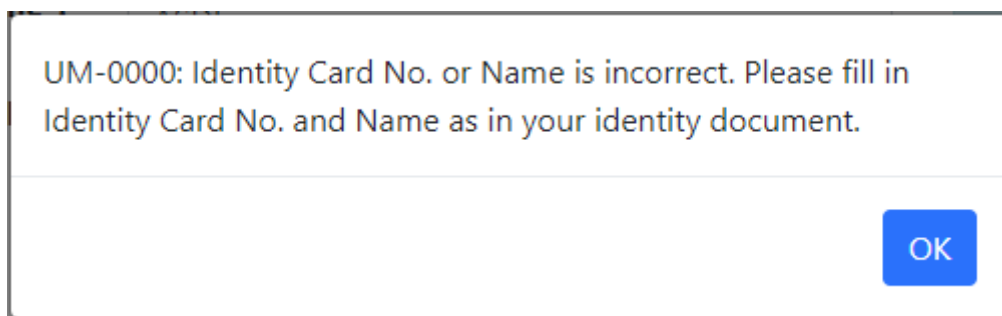


Figure 2.5: Error message dialog

7. If fill in valid MyKad / MyKid / MyPR number and full name with WRONG captcha, error message will appear as below.

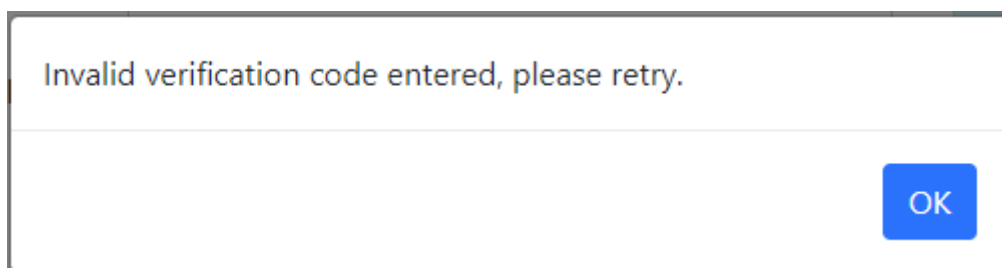


Figure 2.6: Error message dialog

8. In membership registration form, click on Change Captcha icon to change the Captcha code.



MyKad / MyKid / MyPR Verification

MyKad / MyKid / MyPR No.*:

Full Name*:

Captcha*: 

Note:

- Fill in your MyKad/MyKid/MyPR no. without '-', e.g. 771212135003
- Please provide your full name as in MyKad/MyKid/MyPR, e.g. Mohamad Bin Ali

Figure 2.7: Change Captcha Code

9. If fill in VALID IC with WRONG name, error message will appear as below

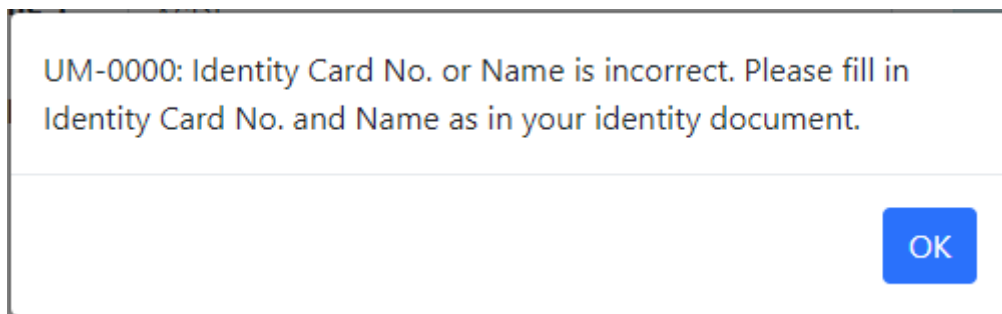


Figure 2.8: Error message dialog

10. If fill in IC in which the person has passed away, error message will appear as below.

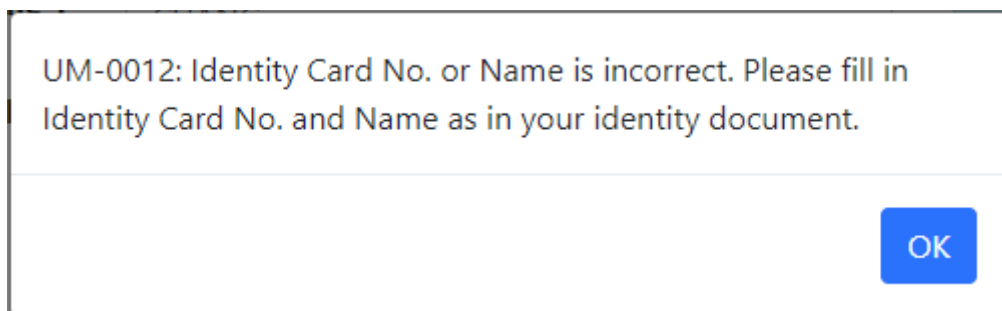


Figure 2.9: Error message dialog

11. If fill in Non-Exist IC, error message will appear as below.

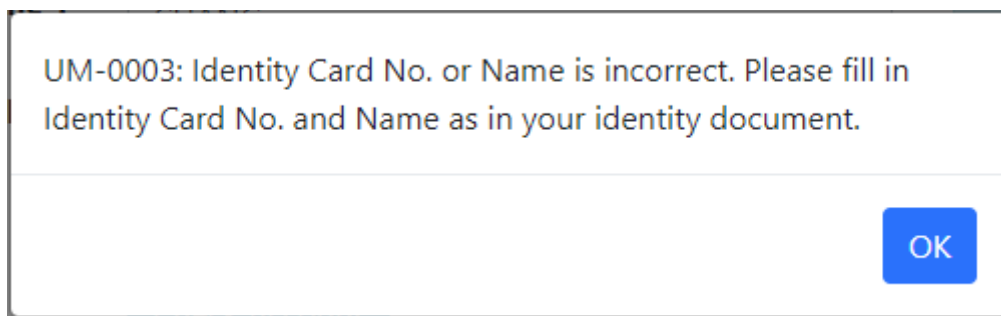


Figure 2.10: Error message dialog

12. If fill in Non-Citizen IC, error message will appear as below.

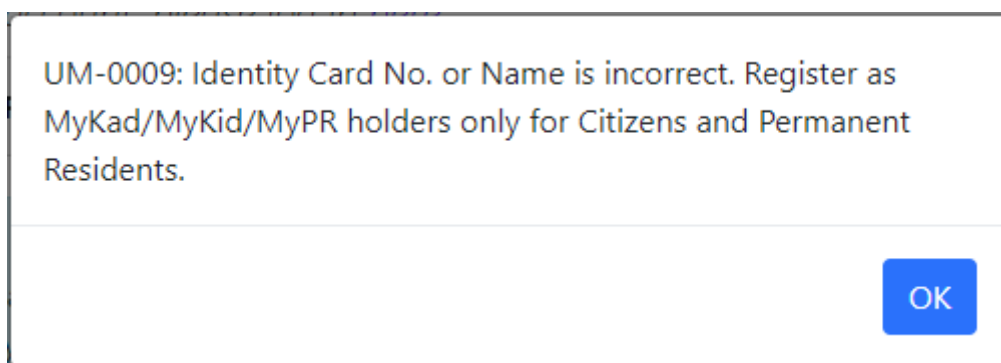


Figure 2.11: Error message dialog

13. If fill in valid IC number and name, once successfully verified by myIDENTITY, message as below will appear.

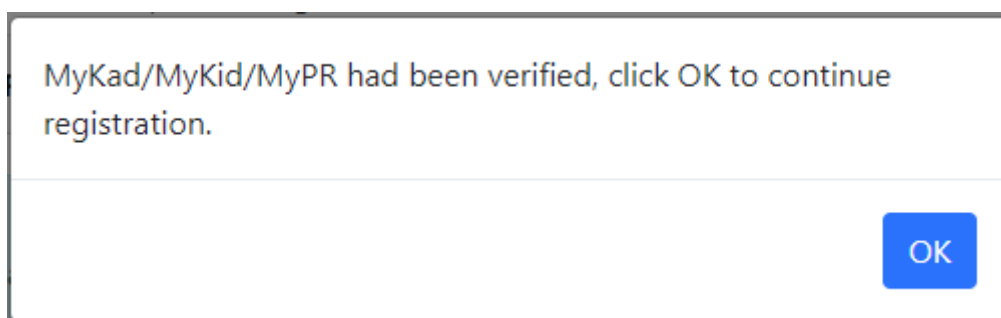


Figure 2.12: Verification successful message

14. If u-Pustaka portal unable to reach the myIDENTITY verification function, a message as shown in figure as below will be prompted.

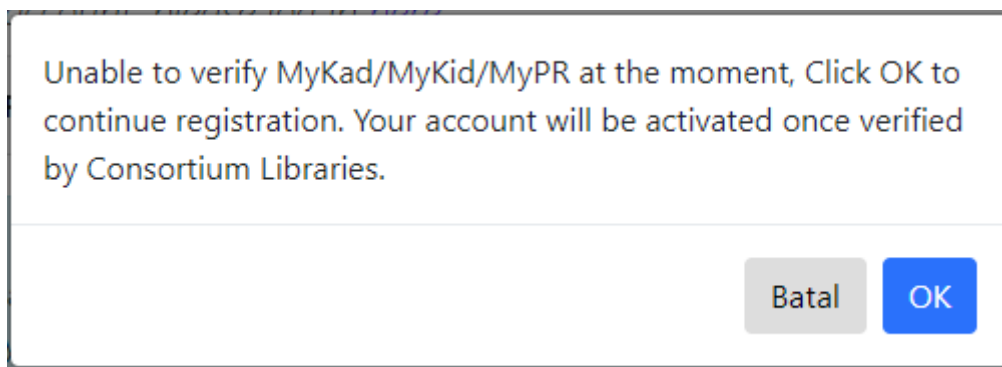


Figure 2.13: Confirmation message dialog

15. Click the "OK" button if willing to continue with the registration, in which pending for consortium libraries to verify.
16. If the member's profile is already exist in the u-Pustaka portal, the following message in the figure as below will be prompted.

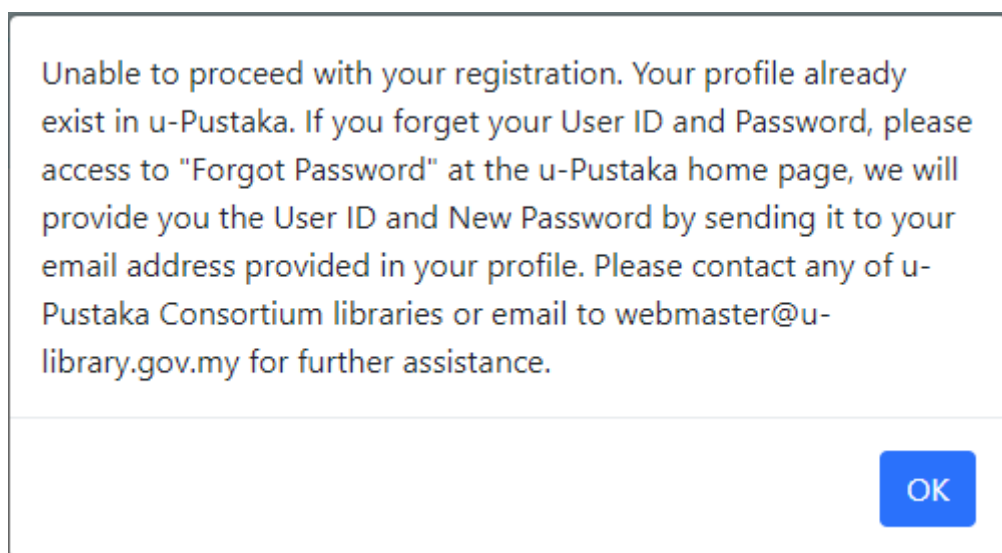


Figure 2.14: Profile Exist Message.

17. If the member's profile is already exist but member profil is incomplete, message as below will appear.

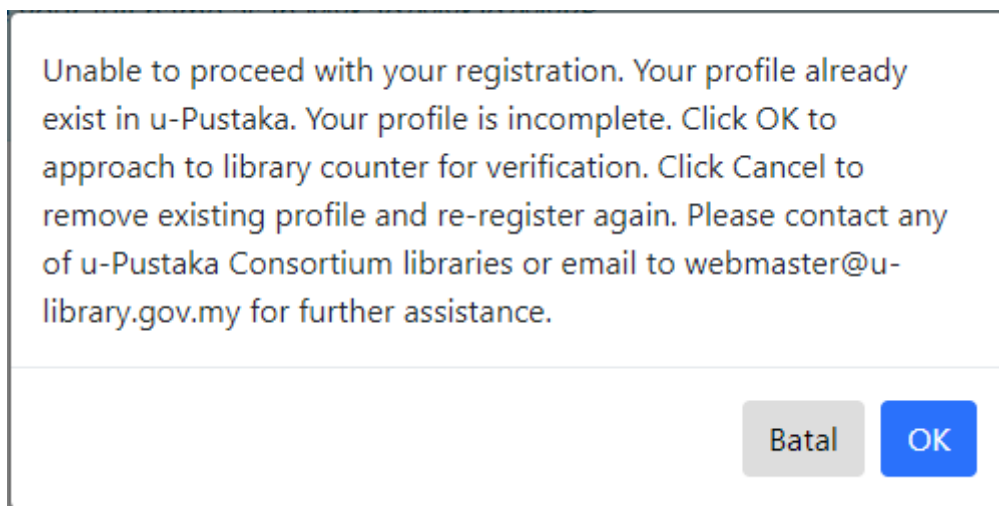


Figure 2.15: Confirmation message dialog

18. Member can choose to approach to library counter by clicking "OK" button, or remove the profile by clicking on "Cancel" and re-register as u-Pustaka member.
19. Once IC number successfully verified, u-Pustaka portal will display the full registration form for member to continue registration.

u-PUSTAKA PORTAL | Official Portal of u-Pustaka

u-Pustaka Member Signup

Sign-Up as u-Pustaka Member to enjoy inter-lending services and gain access to other online services.
If you already have an account, please log in here.

MyKad / MyKid / MyPR Verification

MyKad / MyKid / MyPR No.*: 600101015155

Full Name*: BAHARI BIN A MAJID

Captcha*: 

[Account Cleared](#)

Note:

- Fill in your MyKad/MyKid/MyPR no. without '-', e.g. 771212135003
- Please provide your full name as in MyKad/MyKid/MyPR, e.g. Mohamed Bin Ali

Personal Information

Birth Date*:

Gender*: Gender Options

Note:

- Your date of birth must be in dd-mm-yyyy format, e.g. 21-12-1977

Contact

Email Address*:

Phone Contact

Mobile Phone*:

OR

Phone Contact*:

Mailing Address

Street 1*:

Street 2*:

Street 3*:

Postcode*:

Country*: MALAYSIA

State*: State Options

City*: City Options

Note:

- **Email Address**
 - Your email address must be in correct format, e.g. member@u-library.gov.my
 - Valid email address is required to ensure that your account could be activated.
- **Phone Contact**
 - Please fill in at least one phone number
 - Telephone number must include City Code, e.g. 03 (Kuala Lumpur)
 - Country Code is required only for foreign country phone number, e.g. 44 (United Kingdom)
 - Please refer to sample as below:
Mobile Phone: 6019-8889980
Fixed Line: 603-26671700

Educational Background

Highest Qualification*: Educational Background Options

Field of Study*: Field of Study Options

Internet Connection

You are Registering From*: Connection Place Options

Internet Connection Method*: Internet Connection Options

Do you have internet at Home?: Please Choose Options

Select User ID and Password

User ID*:

[Check Availability](#)

Password*:

Re-type Password*:

Note:

- User ID can comprise of alphabets or alphanumeric between 4-10 characters, e.g. mohamad78
- User Password is case sensitive, must be alphanumeric and between 8-15 characters, e.g. ahmad1234

Declaration

☐ I agree that the information provided above is correct to the best of my knowledge and I have read and agreed to the u-Pustaka Membership Terms & Conditions. I also agree to receive email from u-Pustaka with service updates, special offers and survey invitations.

☐ I understand that the PERSONAL DATA PROTECTION ACT (ACT 709) is not applicable for u-Pustaka services. For more information, click here.

[Register](#) [Cancel](#) [Reset](#)

u-Pustaka Portal
Tel: (03) 892 1200 Fax: (03) 894 4475
Email: webmaster@u-library.gov.my

Disclaimer: Malaysian government and u-Pustaka are not responsible for the loss of damage by using any information from this website.

Figure 2.16: Full u-Pustaka member registration form for MyKad / MyKid / MyPR Holder



2.3 Registration forms for Birth Certificate /Armed Forces Identity Card Holder

1. Click on the radio button “Birth Certificate / Armed Forces Identity Card Holder” option and click on “Register Now” button as shown in figure 2.2.
2. Registration form for Birth Certificate / Armed Forces Identity Card Holder will appear as shown as below

The screenshot shows the 'Online Member Signup' page of the u-Pustaka Portal. At the top, there are logos for the Malaysian government and u-Pustaka, along with the text 'u-PUSTAKA PORTAL | Official Portal of u-Pustaka'. Below this is a blue banner with the text 'Online Member Signup'. A note below the banner states: 'Sign-up as Online Member to gain access to u-Pustaka portal online services. If you already have an account, please log in [here](#).' The main form area is titled 'For Malaysian' and contains three input fields: 'Armed Forces Identity Card No.*', 'Birth Certificate No.*', and 'Captcha*'. The 'Armed Forces Identity Card No.*' and 'Birth Certificate No.*' fields are separated by an 'OR' label. The 'Captcha*' field displays a colorful captcha code 'it yxp'. A 'Check Account' button is located below the input fields. A blue note box on the right side of the form states: 'Note: Please fill in either armed forces or birth certificate no., whichever is applicable'. At the bottom of the page, there is a blue footer bar with contact information: 'u-Pustaka Portal', 'Tel : 03-2687 1700, Fax: 03-2694 4415', and 'e-Mail: webmaster@u-library.gov.my'. A disclaimer at the very bottom reads: 'Disclaimer: Malaysian government and u-Pustaka are not responsible for the loss of damage by using any information from this website.'

Figure 2.17: Birth Certificate / Armed Forces Identity Card holders' registration

3. Member must fill in either Birth Certificate / Armed Forces Identity number and also correct captcha code as displayed.
4. Click on the "Check Account". The system will check whether the entered identification number has already exist in the u-Pustaka portal.
5. The relevant messages will be triggered if the user's account has existed in the u-Pustaka portal. Refer to Figure 2.14 for examples.
6. If member profile did not exist, message as below will be displayed.

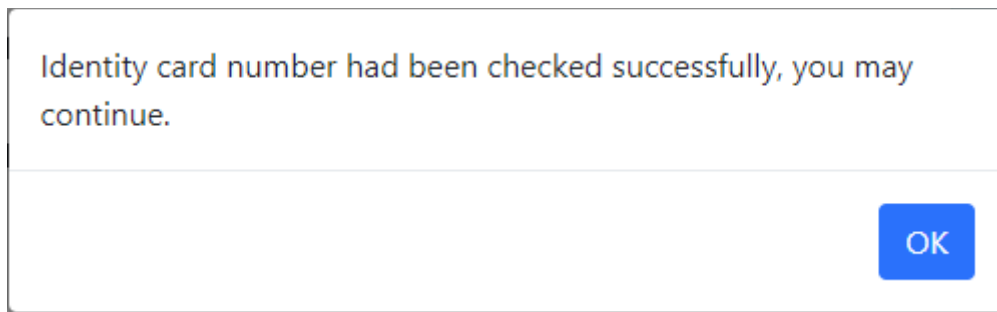


Figure 2.18: Message to allow member to proceed with registration

7. Registration form for Birth Certificate/MyKid/MyPR/Armed Forces Identity Card Holder will appear as shown as below

u-PUSTAKA PORTAL | Official Portal of u-Pustaka

Online Member Signup

Sign-up as Online Member to gain access to u-Pustaka portal online services.
If you already have an account, please log in here.

For Malaysian

Armed Forces Identity Card No.*: OR
Birth Certificate No.*:

Captcha*:

[Account Checked](#)

Note:

- Please fill in either armed forces or birth certificate no, whichever is applicable.

Personal Information

Full Name*:

Birth Date*:

Gender*:

Note:

- Please provide your full name as in your identity document, e.g. Mohamad Bin Ali
- Your date of birth must be in dd-mm-yyyy format, e.g. 21-12-1977

Contact

Email Address*:

Phone Contact:

Mobile Phone*: OR
Phone Contact*:

Mailing Address

Street 1*:

Street 2*:

Street 3*:

Postcode*:

Country*:

State*:

City*:

Note:

- Email Address**
 - Your email address must be in correct format, e.g. member@u-library.gov.my
 - Valid email address is required to ensure that your account could be activated.
- Phone Contact**
 - Please fill in at least one phone number
 - Telephone number must include City Code, e.g. 03 (Kuala Lumpur)
 - Country Code is required only for foreign country phone number, e.g. 44 (United Kingdom)
- Please refer to sample as below:
Mobile Phone: 6019-8889996
Flood Line: 693-36871700

Educational Background

Highest Qualification:

Field of Study:

Internet Connection

You are Registering From:

Internet Connection Method:

Do you have Internet at Home?:

Select User ID and Password

User ID*:

[Check Availability](#)

Password*:

Re-type Password*:

Note:

- User ID can comprise of alphabets or alphanumeric between 4-10 characters, e.g. hrohamad78
- User Password is case sensitive, must be alphanumeric and between 8-15 characters, e.g. ahmad1234

Declaration

☐ I agree that the information provided above is correct to the best of my knowledge and I have read and agreed to the u-Pustaka Membership Terms & Conditions. I also agree to receive email from u-Pustaka with service updates, special offers and survey invitations.

☐ I understand that the PERSONAL DATA PROTECTION ACT (ACT 709) is not applicable for u-Pustaka services. For more information, click here.

[Register](#) [Cancel](#) [Reset](#)

u-Pustaka Portal
Tel: 03-5881 1700, Tel: 03-2691 6215
Email: webmaster@u-library.gov.my

Disclaimer: Malaysian government and u-Pustaka are not responsible for the loss of damage by using any information from this website.

Figure 2.19: Registration Form for Birth Certificate / Armed Forces Identity Card Holder



2.4 Registration forms for Foreigner

1. If you are Non Malaysian, click on radio button “Warga Asing” and then click on “Register Now” as shown in figure 2.2.
2. Registration form for Foreigner will appear as shown as below.

The screenshot shows the 'Online Member Signup' page for foreigners. At the top, there's a header with the u-Pustaka Portal logo and the text 'Official Portal of u-Pustaka'. Below this is a section titled 'Online Member Signup' with a sub-header 'For Foreigner'. The form contains two input fields: 'Passport No.*' and 'Captcha*'. The captcha image shows the text 'qai yc'. To the right of the input fields is a 'Note' box stating: 'All fields in this section are compulsory if you are foreigner'. Below the input fields is a 'Check Account' button. At the bottom of the page, there is a footer with contact information: 'u-Pustaka Portal', 'Tel : 03-2687 1700, Fax: 03-2694 4415', 'e-Mail: webmaster@u-library.gov.my', and a disclaimer: 'Disclaimer: Malaysian government and u-Pustaka are not responsible for the loss of damage by using any information from this website.'

Figure 2.20: Foreigners' Registration

3. Member is required to fill in the Passport number and also the correct captcha code as displayed.
4. Click on “Check Account”. The system will check whether member profile already exist in u-Pustaka Portal.
5. The relevant messages will be triggered if the user's account has existed in the database. Refer to Figure 2.14 for examples.
6. If member profile did not exist, message as below will be displayed.

The screenshot shows a message dialog box with the text: 'Identity card number had been checked successfully, you may continue.' At the bottom right of the dialog box is an 'OK' button.

Figure 2.21: Message to allow member to proceed with registration

7. Registration form for Foreigner will appear as shown as figure 2.22


u-PUSTAKA PORTAL | Official Portal of u-Pustaka

Online Member Signup

Sign-up as Online Member to gain access to u-Pustaka portal online services.
If you already have an account, please log in [here](#).

For Foreigner

Passport No.*:

Captcha*:

[Account Checked](#)

Note:

- All fields in this section are compulsory if you are foreigner.

Personal Information

Full Name*:

Birth Date*:

Gender*:

Country of Origin*:

Passport Expiry Date*:

Note:

- Your passport expiry date and birth date must be in dd-mm-yyyy format, e.g. 21-12-1977
- Please provide your full name as in passport, e.g. Mohamed bin Ali
- Your email address must be in correct format, e.g. member@u-library.gov.my

Contact

Email Address*:

Phone Contact

Mobile Phone*:

OR

Phone Contact*:

Mailing Address

Street 1*:

Street 2*:

Street 3*:

Postcode*:

Country*:

State*:

City*:

Note:

- Email Address**
 - Your email address must be in correct format, e.g. member@u-library.gov.my
 - Valid email address is required to ensure that your account could be activated.
- Please Contact**
 - Please fill in at least one phone number
 - Telephone number must include City Code, e.g. 03 (Kuala Lumpur)
 - Country Code is required only for foreign country phone number, e.g. 44 (United Kingdom)
- Please refer to sample as below:
Mobile Phone: 6019-8889980
Fixed Line: 603-26671700

Educational Background

Highest Qualification:

Field of Study:

Internet Connection

You are Registering From:

Internet Connection Method:

Do you have Internet at Home?:

Select User ID and Password

User ID*:

[Check Availability](#)

Password*:

Re-type Password*:

Note:

- User ID can comprise of alphabets or alphanumeric between 8-10 characters, e.g. muhamad78
- User Password is case sensitive, must be alphanumeric and between 8-15 characters, e.g. ahmad1234

Declaration

☐ I agree that the information provided above is correct to the best of my knowledge and I have read and agreed to the [u-Pustaka Membership Terms & Conditions](#). I also agree to receive email from u-Pustaka with service updates, special offers and survey invitations.

☐ I understand that the PERSONAL DATA PROTECTION ACT (ACT 709) is not applicable for u-Pustaka services. For more information, click [here](#).

[Register](#) [Cancel](#) [Report](#)

u-Pustaka Portal

Tel: (603) 2201 2202 Fax: (603) 2204 4425

E-Mail: webmaster@u-library.gov.my

Disclaimer: Malaysian government and u-Pustaka are not responsible for the loss of damage by using any information from this website.

Figure 2.22: Full u-Pustaka registration from for Foreigner



2.5 Member Personal Information

1. For MyKad/MyKid/MyPR Holder registration, member is required to fill in Birth Date and Gender.

Personal Information

Birth Date*:

Gender*:

Note:

- Your date of birth must be in dd-mm-yyyy format, e.g. 21-12-1977

Figure 2.23: Personal information section for MyKad/MyKid/MyPR holder

2. For Birth Certificate/Armed Forces Identity Card Holder, member is required to fill in the Full Name as in relevant identity document, Birth Date and Gender.

Personal Information

Full Name*:

Birth Date*:

Gender*:

Note:

- Please provide your full name as in your identity document, e.g. Mohamad Bin Ali
- Your date of birth must be in dd-mm-yyyy format, e.g. 21-12-1977

Figure 2.24: Personal information section for Birth Certificate/Armed Forces Identity Card holder

3. For Foreigner, member is required to fill in the Full Name as in the passport. Besides, member is also required to fill in Birth Date, Gender, Country of Origin and Expiry date as stated in the passport.

Personal Information

Full Name*:

Birth Date*:

Gender*:

Country of Origin*:

Passport Expiry Date*:

Note:

- Your passport expiry date and birth date must be in dd-mm-yyyy format, e.g. 21-12-1977
- Please provide your full name as in passport, e.g. Mohamad Bin Ali
- Your email address must be in correct format, e.g. member@u-library.gov.my

Figure 2.25: Personal information section for foreigner



2.6 Member Contact Information

1. Member is required to fill in valid email address to ensure his/her account could be activated.
2. Member is required to provide at least mobile phone or any phone contact number other than mobile phone or both.
3. For MyKad Hold or Birth Certificate/MyKid/MyPR/Armed Forces Identity Card Holder, member is also required to provide his/her mailing address for inter-lending delivery.
4. Member must fill in valid postcode with five digits number e.g. 93350, system will auto fill in the State and City to the corresponding fields. Refer to figure as below.

Contact

Email Address*:

Phone Contact

Mobile Phone*:

OR

Phone Contact*:

Mailing Address

Street 1*:

Street 2:

Street 3:

Postcode*:

Country*: MALAYSIA

State*:

City*:

Note:

- Email Address
 - Your email address must be in correct format, e.g. member@u-library.gov.my
 - Valid email address is required to ensure that your account could be activated.
- Phone Contact
 - Please fill in at least one phone number
 - Telephone number must include City Code, e.g. 03 (Kuala Lumpur)
 - Country Code is required only for foreign country phone number, e.g. 44 (United Kingdom)
 - Please refer to sample as below:
Mobile Phone: 6019-8889980
Fixed Line: 603-26871700

System will auto fill in State and City once valid postcode is filled.

Figure 2.26: Contact section for MyKad / MyKid / MyPR or Birth Certificate / Armed Forces Identity Card Holder

5. For Foreigner, member is required to specify the country from the dropdown list and enter the name of the state and city manual. Refer to figure as below.



Contact

Email Address*:

Phone Contact

Mobile Phone*:

OR

Phone Contact*:

Mailing Address

Street 1*:

Street 2:

Street 3:

Postcode*:

Country*:

Country Options

State*:

City*:

Note:

Email Address

- Your email address must be in correct format, e.g. member@u-library.gov.my
- Valid email address is required to ensure that your account could be activated.

Phone Contact

- Please fill in at least one phone number
- Telephone number must include City Code, e.g. 03 (Kuala Lumpur)
- Country Code is required only for foreign country phone number, e.g 44 (United Kingdom)
- Please refer to sample as below:
Mobile Phone: 6019-8889980
Fixed Line: 603-26871700

Require to specify country and fill in State and City manually

Figure 2.27: Contact section for Foreigner



2.7 Member Educational Background and Internet Connection

1. Member is required to specify his/her Educational Background and Internet Connection such as registering from and the internet connection speed as shown in figure as below.

The screenshot shows two sections of a registration form. The first section, titled 'Educational Background', contains two dropdown menus: 'Highest Qualification' with 'Educational Background Options' and 'Field of Study' with 'Field of Study Options'. The second section, titled 'Internet Connection', contains three dropdown menus: 'You are Registering From' with 'Connection Place Options', 'Internet Connection Method' with 'Internet Connection Options', and 'Do you have internet at Home?' with 'Please Choose Options'.

Figure 2.28: Educational Background and Internet Connection

2. If member have internet at Home, he/she is required to specify the internet connection speed as shown in figure as below

The screenshot shows a form for specifying home internet speed. It starts with a dropdown menu for 'Do you have internet at Home?:' with 'Yes' selected. Below this is a bold instruction: 'Please specify your home Internet speed.' followed by a dropdown menu showing 'Phone 3G/4G'.

Figure 2.29: Specify home Internet speed



2.8 Create User ID and Password

1. In "Select User ID and Password" section, member is allowed to enter his/her preferred User ID and Password.

Figure 2.30: Enter preferred User ID and Password

2. User ID can comprise of letters (a-z) and number (0-9) of maximum 10 characters length, e.g. mohamad78
3. User Password must be alphanumeric and comprises minimum of 8 characters and maximum of 16 characters, e.g. 1MalaySia.
4. Click the "Check Availability" to check the User ID availability.
5. If User ID is available, message will appear as shown in the following figure.

Figure 2.31: Message shows the user ID can be used

6. If the ID has been used by other member, the following message in figure will appear as below.

Figure 2.32: Message shows ID is used by other member



7. Member is required to tick on the check box under the DECLARATION to indicate that he/she accepts the u-Pustaka terms and conditions.
8. Member is also required to tick on check box for Personal Data protect ACT(ACT 709) – PDPA, to indicate that he/she understand this ACT.

A screenshot of a web form titled "Declaration". It contains two radio button options. The first option is selected and reads: "I agree that the information provided above is correct to the best of my knowledge and I have read and agreed to the u-Pustaka Membership Terms & Conditions. I also agree to receive email from u-Pustaka with service updates, special offers and survey invitations." The second option is unselected and reads: "I understand that the PERSONAL DATA PROTECTION ACT (ACT 709) is not applicable for u-Pustaka services. For more information, click [here](#)." Below the form are three blue buttons: "Register", "Cancel", and "Reset".

Declaration

☒ I agree that the information provided above is correct to the best of my knowledge and I have read and agreed to the [u-Pustaka Membership Terms & Conditions](#). I also agree to receive email from u-Pustaka with service updates, special offers and survey invitations.

☐ I understand that the PERSONAL DATA PROTECTION ACT (ACT 709) is not applicable for u-Pustaka services. For more information, click [here](#).

Register Cancel Reset

Figure 2.33: Declaration Statement

9. Click on “Register” button to submit u-Pustaka member registration form.



2.9 Successful Registration

1. If you register as MyKad / MyKid / MyPR Holder, upon Successful Registration, the following message will be displayed as shown in figure 3.34 and email notification to activate User Account will be sent as shown in figure 3.35.

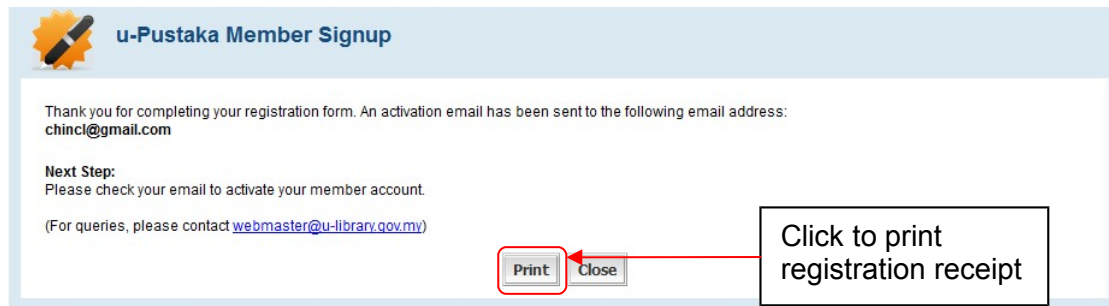


Figure 2.34: Congratulations message for MyKad / MyKid / MyPR Holder registration

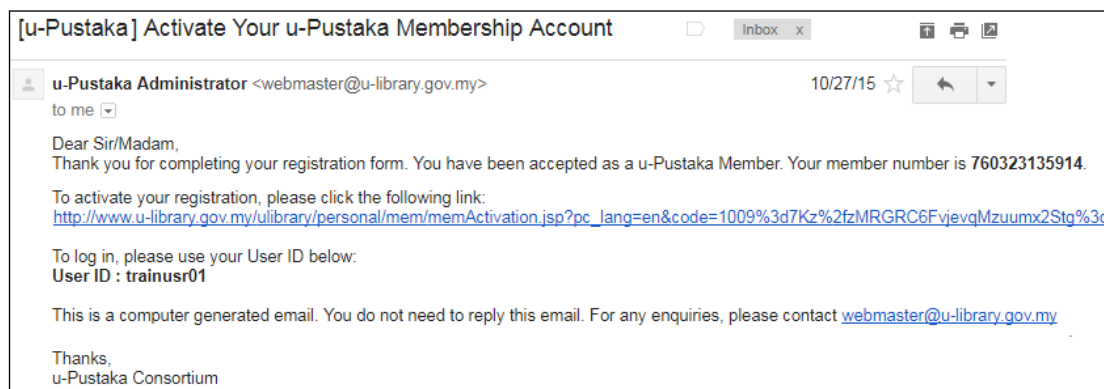


Figure 2.35: Membership activation email

2. To complete the registration, member is required to activate his/her User Account by clicking on a link provide in an email.
3. If u-Pustaka portal failed to verify your MyKad / MyKid / MyPR against myIDENTITY, message will appear as shown in figure 2.36.
4. If you register as Birth Certificate / Armed Forces Identity Card Holder, your registration will require further verification from consortium libraries. The following message will be displayed as shown in figure 2.36.

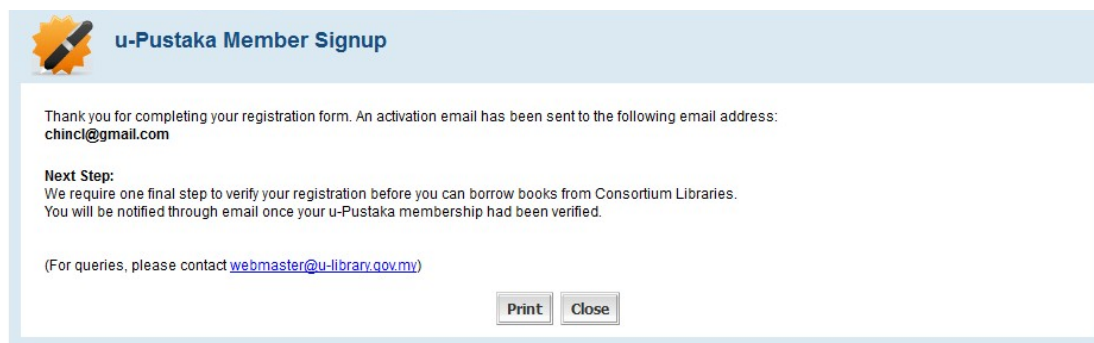


Figure 2.36: Congratulations message for Non MyKad / MyKid / MyPR holder registration

5. Email notification to activate User Account will still be sent to allow member to activate his/her account.

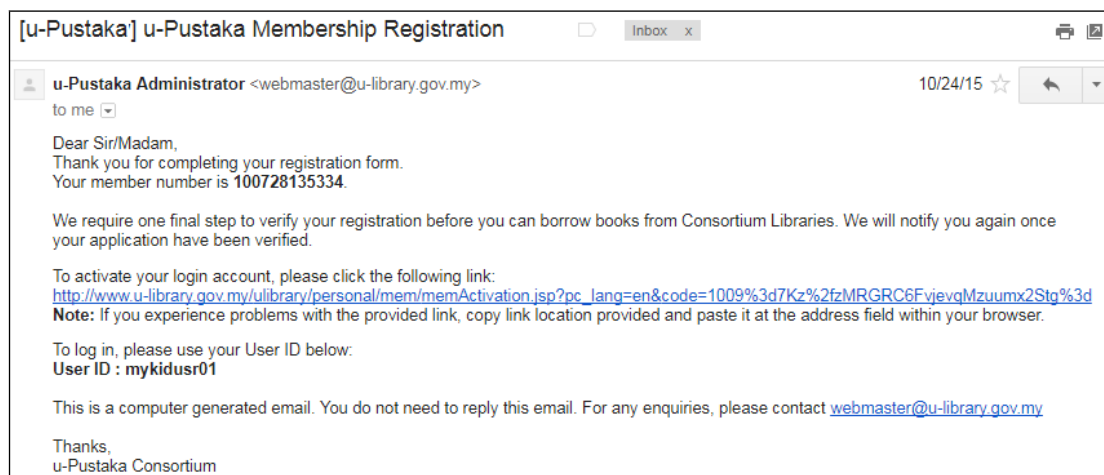


Figure 2.37: Membership activation email

6. u-Pustaka portal will notify member again by sending notification email as below, once the registration had been verified by librarian.

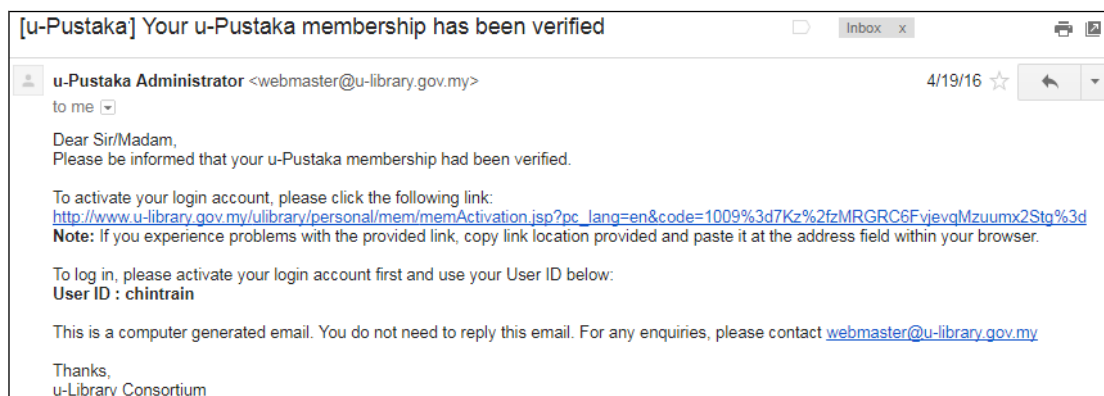


Figure 2.38: Membership verification email



2.10 Print Registration Receipt

1. Members has the option to print the registration receipt. To print, click on the Print button as illustrated in figure 2.34. Registration receipt will be printed as shown below.

	Pustaka 1Malaysia (u-Pustaka) Tel No : 03-2687 1700 Fax No : 03-2694 4415 Email : webmaster@u-library.gov.my	Receipt No : M1105CQS000001												
<u>Registration Details</u>														
<table><tr><td>u-Pustaka Member No.</td><td>: 671231135503</td></tr><tr><td>Name</td><td>: MOHAMAD BIN ALI</td></tr><tr><td>Gender</td><td>: Male</td></tr><tr><td>Birth Date</td><td>: 31-12-1967</td></tr><tr><td>E-mail</td><td>: chincl@gmail.com</td></tr><tr><td>Member Category</td><td>: u-Pustaka Member</td></tr></table>			u-Pustaka Member No.	: 671231135503	Name	: MOHAMAD BIN ALI	Gender	: Male	Birth Date	: 31-12-1967	E-mail	: chincl@gmail.com	Member Category	: u-Pustaka Member
u-Pustaka Member No.	: 671231135503													
Name	: MOHAMAD BIN ALI													
Gender	: Male													
Birth Date	: 31-12-1967													
E-mail	: chincl@gmail.com													
Member Category	: u-Pustaka Member													
<u>Online User Account</u>														
<table><tr><td>Your User ID</td><td>: mohomad67</td></tr></table> Note: ** You will receive a welcome email from u-Pustaka consortium, please activate your registration via this email before first time login. ** If you are registered at library counter, your password will be your u-Pustaka Member No. Please login to your dashboard to change your password immediately.			Your User ID	: mohomad67										
Your User ID	: mohomad67													
<u>Terms and Conditions</u>														
Below are terms and conditions that govern the use of the u-Pustaka Portal, and state your rights and obligations when accessing and/or using the information and services on the site.														

Figure 2:39: Registration Receipt



2.11 Activation of User Account

1. Member will receive a notification email to activate the user account as shown below.

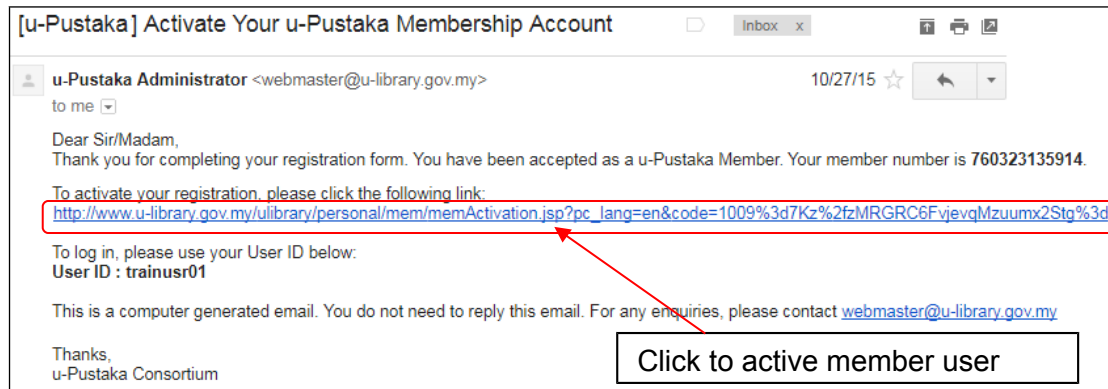


Figure 2.40: Notification E-mail to activate account

2. Member must click on the link "Click here to activate your registration" to activate the account.
3. Upon successful activation, a message will be displayed as shown in the figure below.

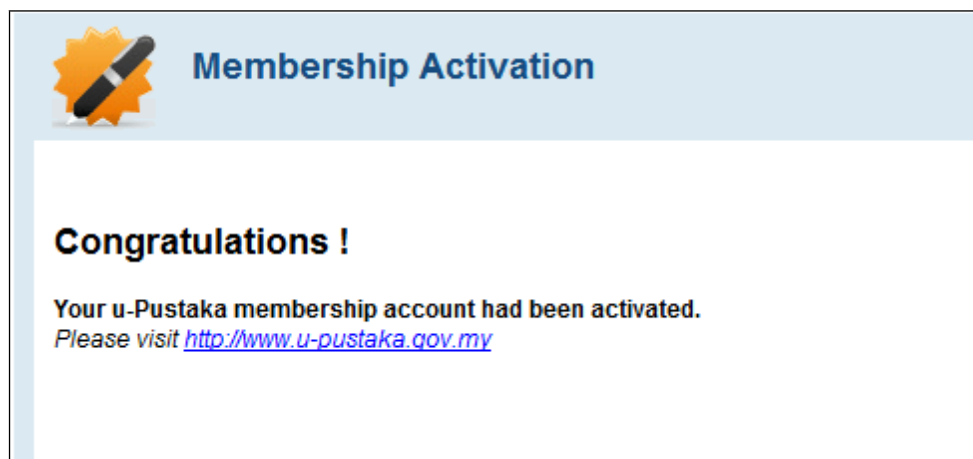


Figure 2.41: Successful Account Activation

4. If the account has been activated or there is a problem to activate the account, a message as shown in the figure below shall be displayed.



Membership Activation

Sorry !

Your account had already been activated or there is a problem with your activation link.

Note :

If you experience problems with the provided link, simply right click on "[Click here to activate your registration](#)" to copy link location provided and paste it at the address field within your browser.

Please visit <http://www.u-pustaka.gov.my>

Figure 2:42: Message Notification Failed to Activate Account

2.12 Forgot Password

1. If member forgot the password or ID, member may reset the password by clicking on the "Forgot Password" link as shown below.

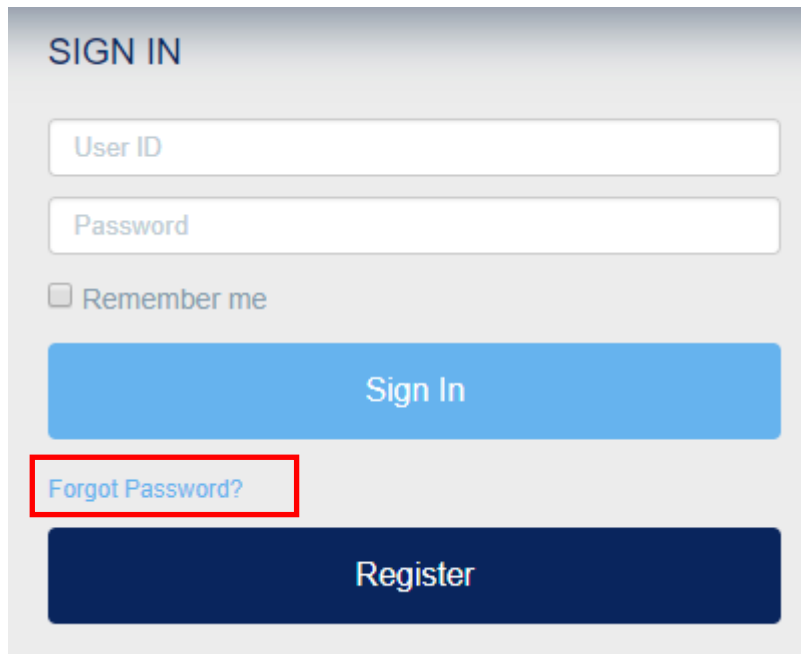


Figure 2:43: Forgot Password link on the Home screen of u-Pustaka Portal

2. Member must provide either a valid Identification Number or the user ID as per registered in the system. Click on the submit button as shown in the figure below.

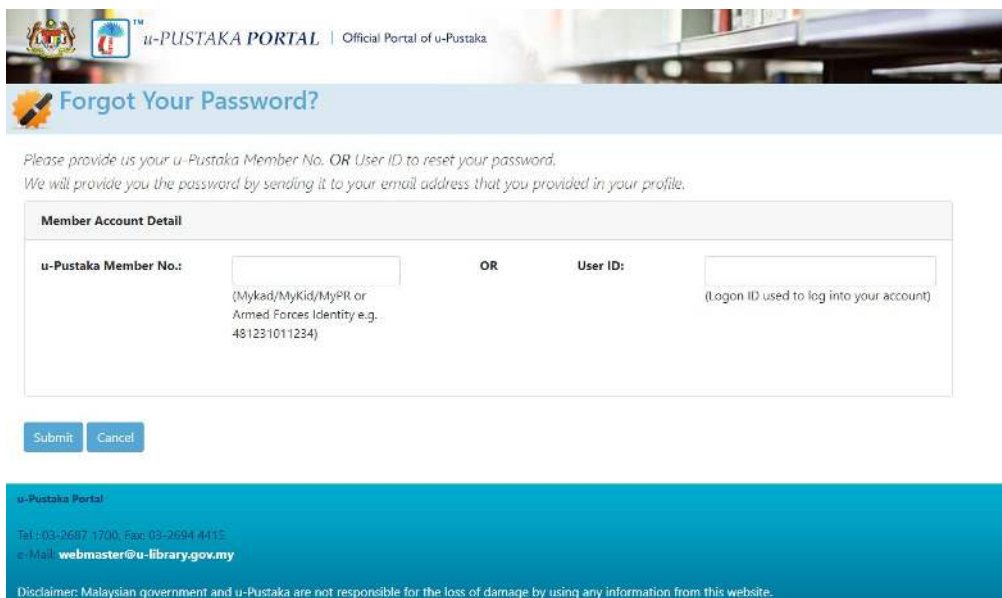


Figure 2:44: Forgot Password Form



3. Once password reset successfully, a message will be displayed as shown in the figure below.

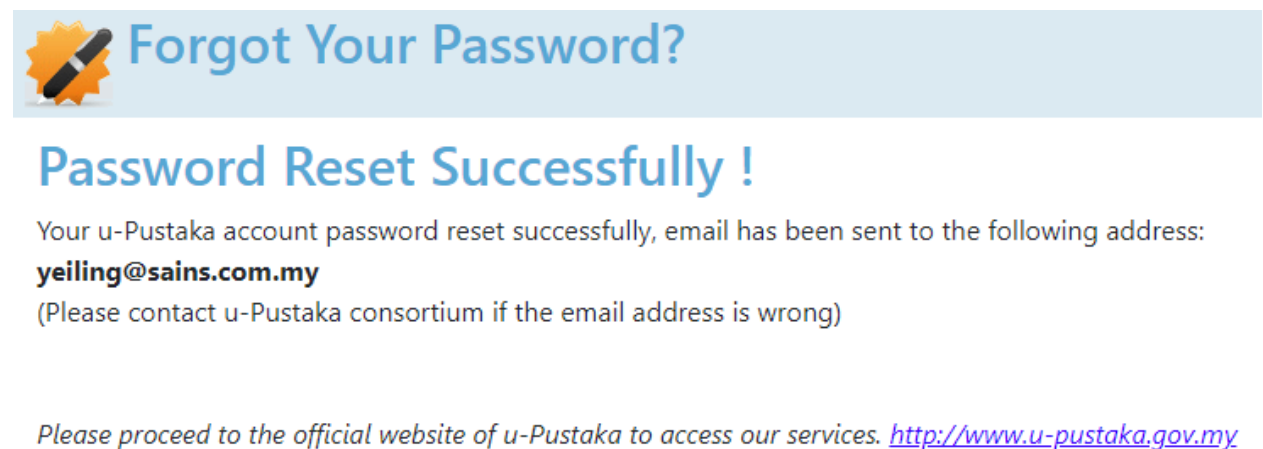


Figure 2:45: Successful Password Reset Message

4. Member will receive an email notification upon successful reset of the member's password as shown in the figure below.

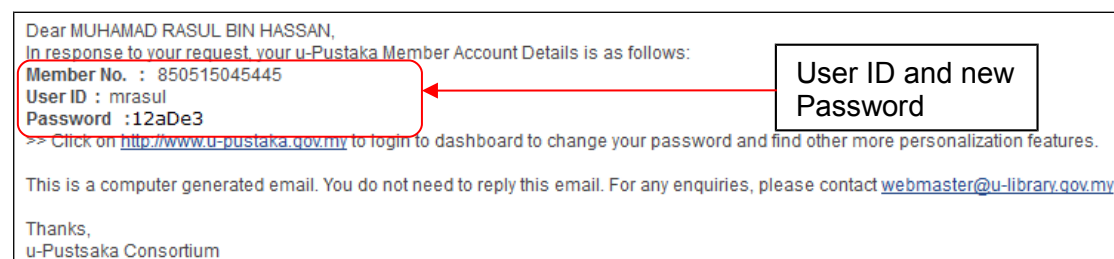


Figure 2:46: Notification email with your User ID and new password



3. Manage Member's Profile (Member Dashboard)

3.1 Access My Profile

1. Log in to u- Pustaka Portal to access to the Member's Dashboard
2. At the u-Pustaka Member Dashboard, under MY TRANSACTIONS section.
 - a) Click on "Edit Profile" link from the Lending Zone to update profile
 - b) Click on "My Service Subscription" link to subscribe SMS service
 - c) Click on "Subject Area of Interest" link to specify the subject area of interest

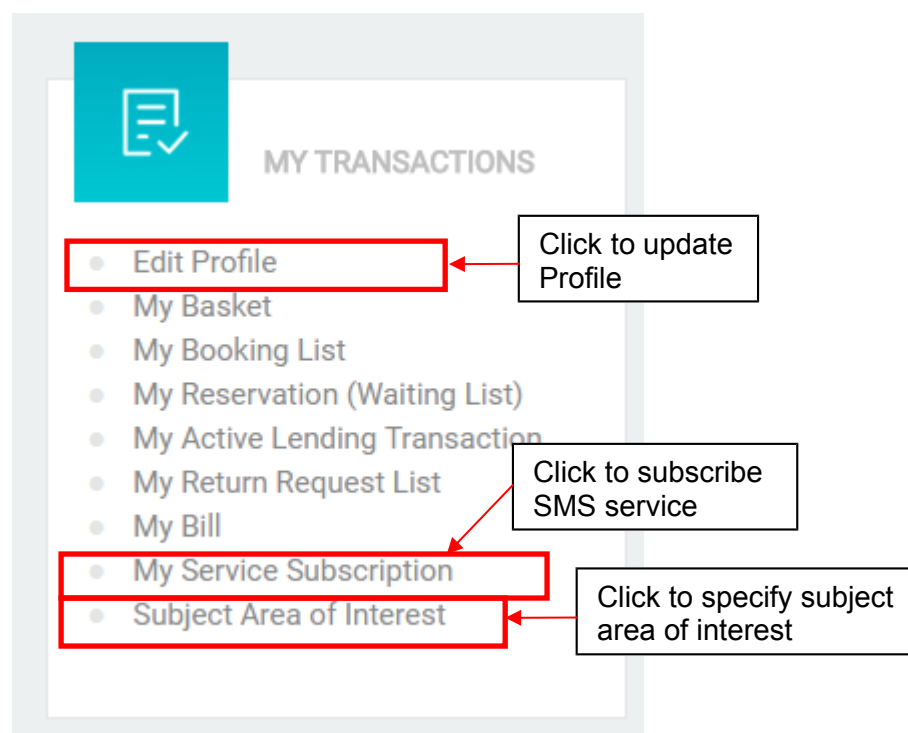


Figure 2.47: Access My Profile from Member Dashboard



3.2 Update of Personal Information

1. Members are allowed to update their personal information, upload pictures, update phone numbers and addresses as shown as below.

u-PUSTAKA PORTAL | Official Portal of u-Pustaka

My Dashboard My Transactions Close

Edit Profile

Personal Information

u-Pustaka Member No. : 840411135001

Full Name : MOHAMAD BIN ALI

Member Since : 16-07-1984

Identity Source : MyKad

Birth Date : 11-04-1984

Gender : Male

Race : Race Options

Photo : Choose File No file chosen

Note: Only JPG, GIF and PNG file under 64KB is allowed

Contact

Preferred Language* : English

Email Address* : yeiling@sains.com.my

Please fill in at least one phone number

Mobile Phone* : OR

Phone Contact* : 082-555999

Mailing Address

Street 1* : 123, JLN SWEE JOO PARK

Street 2 : OFF GREEN ROAD

Street 3 :

Postcode* : 93400

Country* : MALAYSIA

State* : Sarawak

City* : Asajaya

Figure 2:48: Personal Information Page



2. Member also allows to update his/her Profession details, Educational Background, Internet Connection details as well as can change password as shown in figure as below.

Member Profession

Service Sector : ☒ Public Sector ☐ Private Sector ☐ Others

Profession :

Profession Options

Professional Organization :

Professional Organization Options

Employment Details

Employer/Department Name :

Employer/Department Address :

Educational Background

Highest Qualification :

Bachelor's Degree

Field of Study :

Computer Science

Internet Connection

You are Registering From :

Connection Place Options

Internet Connection Method :

Internet Connection Options

Do you have internet at Home? :

Please Choose Options

Member Online Account

Fill in this space if you wish to change your password

User ID : mohamad

Current Password* :

New Password* :

Re-type Password* :

Enter fields to change password

Save

Figure 3.49: Personal Information Form – Part 2



3.3 Subscribe to SMS notification services

1. Member can subscribe to various SMS notification through My Service Subscription page as shown as below.

My Dashboard My Transactions Close

SMS Notification

☐ Tick this box to subscribe all SMS notifications.

- ☐ Announcements
- ☐ Book Due
- ☐ Can Fulfill (SMS)
- ☐ Notification to member with delivery information
- ☐ Reservation alert

Save

More Information about SMS Notification

Each SMS received from u-Pustaka Portal shall be charged RM0.20

u-Pustaka Portal also provides Information On Demand to your Handphone. To subscribe, SMS the following to 15888 :

1. ULIB FINES [u-Pustaka Member No.]
2. ULIB DUE DATE [u-Pustaka Member No.]

Each SMS you send out will be charged RM0.15. Each SMS received as a result will be charged RM0.20

u-Pustaka Portal
Tel : 03-2687 1700, Fax: 03-2694 4415
e-Mail: webmaster@u-library.gov.my

Disclaimer: Malaysian government and u-Pustaka are not responsible for the loss of damage by using any information from this website.

Figure 3.50: Services Subscription Form



3.4 Subject Area of Interest

1. Member can add Subject Areas of Interest through Subject Areas of Interest setting page as shown as below.

My Dashboard My Transactions ▼ Close

Subject Area of Interest

☐ Tick this box to subscribe all the following subjects

- ☐ Computer science, information & general works
- ☐ Philosophy and psychology
- ☐ Religion
- ☐ Social sciences
- ☐ Language
- ☐ Science (including mathematics)
- ☐ Technology
- ☐ Arts and recreation
- ☐ Literature
- ☐ History and geography

Save

Figure 3.51: Subject Area of Interest Form