

IIPT – ISMAILI INSTITUTIONS PORTUGAL

CHECK AND REFRESH 2022

A QUICK GUIDE FOR JAMATI USERS

This document contains clear step by step instructions for Jamati users on how to access the IIPT platform and update your household information. In case you are not registered yet, you can also use this guide to start your self-registration process.

Last Update: 21st February 2022

ARE YOU ALREADY REGISTERED IN THE PORTUGAL JURISDICTION?

- In case you had an account on the previous JIS (Jamati Information System) that means that you are already registered!
- If **you are not registered**, you can self-register starting from **Step 1**.
- If **you are already registered**, then skip Step 1 and 2 and move to **Step 3**.

KEY STEPS

1. Create User Account
2. Activate User Account (by Secretariat of the National Council)
3. Access IIPT and Change Password
4. Update Household and Personal Information (three steps)

Step 1. Household Information

Address Details

Household Details

Contact Preferences

Step 2. Household Members Information

Personal Information

Economic Status

Health

Education

Step 3. Do you need to add anyone to your household?

Contact Form

5. Print Confirmation letter

1. Create User Account

- Go to IIPT Sign In page (<https://www.iiportugal.org/>)

- Click on **create an account** link
- Enter *Email address*
- Enter *Date of Birth* (Day, Month, Year)
- Click on **Submit** button to access the registration form.

Note: Email Address and Date of Birth are mandatory fields. The system will send login credentials to the registered email address.

- Fill-in the various fields in the form
- Click **Submit** button.

Note: Fields marked with * are mandatory.



Fill in your details

* First Name

* Surname

* Gender

* Ismaili

* Email Address

* Confirm Email Address

Contact Number

* Country

* Jamatkhana

* Address Line 1

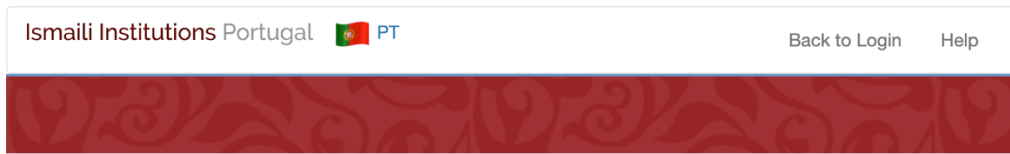
Address Line 2

Address Line 3

Postcode

Submit

- After the submission of registration information, the following message will appear



Your username and password will be sent by email to you within 48 hours. The email will be entitled '**Ismaili Institutions Portugal**'.

Please check your email account (mickey.mouse@disney.com), regularly, including your junk mail folder.

Please ensure the email address above is active and correct, as otherwise you will not receive these details and have to register again.

[Return to the Ismaili Institutions Portugal Home Page](#)

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- Click on **Back to Login** option in the top menu or close window

2. Activate User Account (by Secretariat of the National Council)

The registration request will be reviewed by NC secretariat. If approved the logon credentials (username and password) will be sent to the registered email with 48 hours.

3. Log In IIPT and Change Password

- Go to IIPT Sign In page (<https://www.iiportugal.org/>)

- Enter *Email or Username* and your *password*
- Click on **Sign In** button
- The first time that you log in to the IIPT platform, you must change your password. The change password screen will appear automatically. **Note:** Password is case sensitive.

- Enter the new password and retype it in the appropriate fields. The new password must be at least 8 characters long.
- Click the **Set** button
- You will also need to accept the Terms of Use (checkbox). Check the *Terms of Use/Privacy Notice* and click the **Accept** button.

Terms of Use and Privacy Notice

Welcome to the Ismaili Institutions Portugal website.

The Terms of Use and Privacy Notice have been updated since you last accessed the website. Please confirm that you have reviewed and accepted them before proceeding.

I have reviewed the [Terms of Use / Privacy Notice](#)

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4. Update Household and Personal Information (three steps)

After you log in as a registered user, the home page appears. This screen allows you to review/update personal information, address information, household information, contact preferences and individual details like Economic, Health and Education profile.

- Click on **Update Personal Details** button to review or update information in three steps.

Welcome Mickey to

Ismaili Institutions Portugal

IIPT is the new digital platform for the community in Portugal, Angola and Spain. By registering and maintaining contact details updated for yourself and your family, you can stay connected with the community 24 hours a day, as we move forward into the digital age.

According to our records, the details we have for you and your household need to be reviewed and updated. This exercise will confirm that your details are correct so that we can ensure you get the information you need from the Jamati institutions.

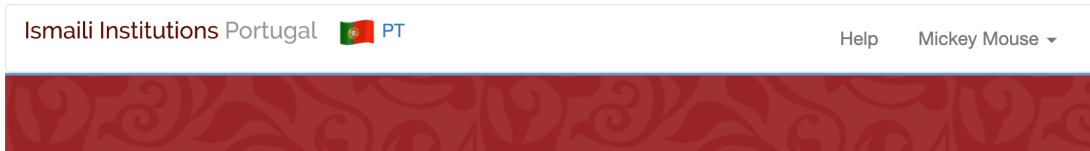
Please click the link below for the update process. This will take a few minutes after which you will be returned to the home page.

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Step 1/3. Household Information

Household Information include Address Information, Household Contact Information, Accommodation Details, Transportation (distance from JK) and Contact Preference.


- Click the **Change Address** button to modify household address for all/selected household member/s.



Please complete steps 1, 2 and 3 to fully update your profile.

NB: Steps with a status of  **Requires review** require updating to fully access the website. Once your household information is updated you will be able to update individual details.

Step 1 - Household Information

Address & Household Details	
Hollywood PORTUGAL Change Address » Last updated on:21/02/2022	Registered Jamatkhana: Lisboa  Requires review Update Information »

 **Please update household details before continuing to update individual members of the household**

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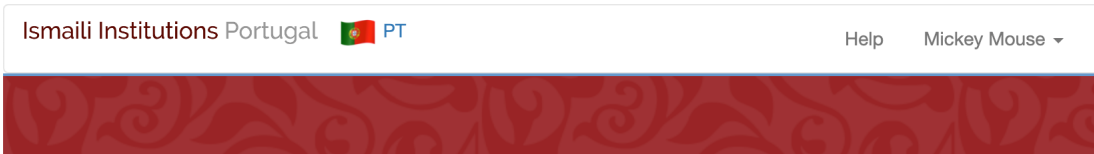
- The following screens will appear displaying your household's *Address Details*.

Address Details	
Correspondence Address	
* Country of Residence Portugal	
* Address (street, number, apartment) HOLLYWOOD	Town
* Postcode	Area of Postal Code
Household Contact Information	
Landline Telephone Number	* Main Jamatkhana attended as a family Lisboa
« Back	Save and Next »


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- Review/update the fields in the form under *Correspondence Information* and *Household Contact Information*.
- Click **Save and Next** button to save the information

Note: Fields marked with * are mandatory.



Please complete steps 1, 2 and 3 to fully update your profile.

NB: Steps with a status of  **Requires review** require updating to fully access the website. Once your household information is updated you will be able to update individual details.

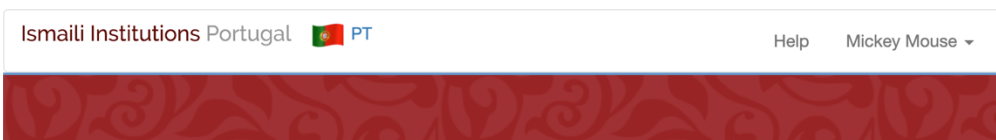
Step 1 - Household Information

Address & Household Details	
Hollywood 2675-648 PORTUGAL Change Address » Last updated on: 21/02/2022	Registered Jamatkhana: Lisboa  Requires review Update Information »

 **Please update household details before continuing to update individual members of the household**

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- Click on **Update Information** button to modify household details and contact preferences.
- The following screens will appear displaying the *Household Details*.



Household Details	Contact Preferences
Accommodation * Please select the option which best describes your current accommodation <input type="text" value="Please Select Value"/>	
Transportation * How far is your nearest Jamatkhana/Gathering from your home? <input type="text" value="Please Select Value"/>	
« Back	Save and Next »

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- Review/update fields under *Accommodation and Transportation*
- Click **Save and Next** button to save the information and proceed to second tab (Contact Preferences)

Note: Fields marked with * are mandatory.

- The following screens will appear displaying the Contact Preferences.

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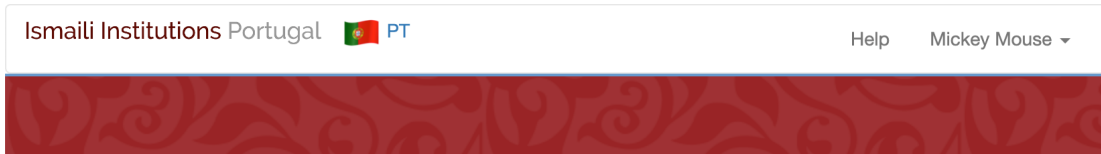
- Review/update your Jamatkhana (the one your household regularly attends) and telephone number under *Household Communication Preferences*.
- Click **Save and Next** button to save the information and proceed to Step 2 (Household Members)

Note: Fields marked with * are mandatory.


Step 2/3. Household Members

Under this section, all your household members will be listed.

- Click on **Review Information** Button under Options




Please complete steps 1, 2 and 3 to fully update your profile.

NB: Steps with a status of  **Requires review** require updating to fully access the website. Once your household information is updated you will be able to update individual details.

Step 1 - Household Information

Address & Household Details	
Hollywood 2675-648 PORTUGAL Change Address » Last updated on:21/02/2022	Registered Jamatkhana: Lisboa Update Information »

Step 2 - Household Members

Name	Options
Mickey Mouse	 Requires review Review Information »

 **Please update all members of the household before continuing to final step.**

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Note: If there are more individuals listed, repeat the above steps for each Household Member. Choose who is the Head of Household (that person will have special rights to update the profile of the remaining household members). You should also indicate the relationship between the Head of Household and each household member.

Some fields under Personal Information are mandatory however the information under Economic Status, Health, and Education are optional.

- The following screens will appear displaying three tabs as *Personal Information*, *Economic Status* and *Education*. In order to have the *Health* tab visible you need to activate the checkbox next to the question: "Do you consent to share Health Information with Institutions?" in the *Authorization* section.




Personal Information	Economic Status	Education
----------------------	-----------------	-----------

Information relating to: Mickey Mouse

Personal Details for Mickey	
<p>* Forename</p> <input type="text" value="MICKEY"/>	<p>Middle Names</p> <input type="text"/>
<p>* Surname</p> <input type="text" value="MOUSE"/>	<p>* Gender</p> <input type="text" value="Male"/> ▾
<p>Family Origin ⓘ</p> <input type="text" value="Please Select Value"/> ▾	<p>* Date of Birth</p> <input type="text" value="03/04/1975"/> <p><small>(dd/mm/yyyy)</small></p>
<p>* Country of Birth</p> <input type="text" value="Please Select Value"/> ▾	<p>Place of Birth</p> <input type="text"/>
<p>* Ismaili</p> <input type="text" value="Yes"/> ▾	<p>* Marital Status</p> <input type="text" value="Single"/> ▾

Contact Details for Mickey	
<p>Mobile Number</p> <input type="text"/>	<p>Additional Mobile Number</p> <input type="text"/>
<p>Primary E-mail Address</p> <input type="text" value="mickeymouse@disney.com"/>	<p>Alternate E-mail Address</p> <input type="text"/>
<p>Work Number</p> <input type="text"/>	

Emergency Contact
<p>Contact Name</p> <input type="text"/>
<p>Contact Phone Number</p> <input type="text"/>

Photograph for Mickey
<p><i>Please use passport specification photographs</i></p>
<p>Photograph</p> <div style="text-align: center;">  </div> <p>Upload a new photo:</p> <input type="button" value="Choose file"/> No file chosen
<p><small>Your photo will need to be processed by IIPT team before it is made available. This might take a few days.</small></p>

Additional Details

Please select the year that Mickey moved to their country of residence

Select Value ▼

Volunteering

Available for volunteering?

Please Select Value ▼

Time for volunteering work (Hours per week)?

Please Select Value ▼

Areas of Interest

Area of Interest (Área de Interesse)	
<input type="text"/>	<input type="button" value="Add (Adicionar)"/>

Remember to click the Add button to save the details, more than one entry can be made.
(Por favor clique no botão Adicionar, pode ser adicionada mais do que uma entrada.)

Communications

Does Mickey wish to receive institutional information from the National Council and affiliates via email?

Yes

Would Mickey like to receive information about Jamati matters via sms/text message to the mobile number provided in IIPT?

Yes

Weekly Newsletter Subscription

Yes

You will receive the weekly newsletter on your email registered as primary email

Authorization

Does Mickey consent to share information with Institutions affiliated with the Ismaili Imamat?

Yes

Health Data Authorization

Do you consent to share Health information with Institutions? (Consente em partilhar os seus dados de saúde com as Instituições?)

Yes (Sim) No (Não)

Do you authorize your head of household to update your health data? (Autoriza o seu chefe de família em atualizar os seus dados de saúde?)

Yes (Sim) No (Não)

Remark: Even if you are the actual head of family, you must answer this question now in the case the head of family change in the future.
(Nota: Mesmo que atualmente seja chefe de família, deverá responder a esta questão agora para o caso de no futuro o chefe de família alterar.)

[« Back](#)

[Save and Next »](#)

Personal Information

- Review/update information on the following sub section under Personal Details
 - Personal Details
 - Contact Details
 - Emergency Contact
 - Photograph*
 - Volunteering
 - Additional details
 - Communication
 - Authorization**
- Click **Save and Next** button to save personal information and proceed to Economic Status section.

Note: Fields marked with * are mandatory.

*Photo uploads will be visible only after approval of Secretariat.

**In order to have the Health tab visible you need to activate the checkbox next to the question : "*Do you consent to share Health Information with Institutions?*"

- The following screens will appear displaying the *Economic Status* form.

Ismaili Institutions Portugal
Home Contact Us Help Mickey Mouse ▾

Personal Information
Economic Status
Health
Education

Information relating to: Mickey Mouse

Economic Status

Occupation Information

Mickey's Occupation Category

Please select one ▾

Please Select Value ▾

Occupation Description

Professional Experience

Years of Professional Experience

Please Select Value ▾

Enrolled in Employment Center

Please Select Value ▾

Saving Plans

PPE

PPR

Other

Enterprises

Country (País)	City (Cidade)	Name / Website (Nome / Website)	Number of Employees (Nº Funcionários)	Annual Income (Faturação Anual)	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Add (Adicionar)

Remember to click the Add button to save the details, more than one entry can be made.
(Por favor clique no botão Adicionar, pode ser adicionada mais do que uma entrada.)

Please update the blank fields and then click the Add button.

Additional Details

LinkedIn Profile Page Link

« Back
Save and Next »

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Economic Status Information

- Review/update information on the following sub section under Economic Status
 - Occupational Information
 - Additional Details
- Click **Save and Next** button to save Economic Status information and proceed to Health or Education section.

Note: you will only see the *Health* tab in case you authorize to share your data under the Personal Information tab/Authorization section.

Fields marked with * are mandatory.

- The following screens will appear displaying the Health form

The screenshot shows a web application interface for a health form. At the top, there is a navigation bar with the text "Ismaili Institutions Portugal" and a Portuguese flag icon, followed by "PT". To the right are links for "Home", "Contact Us", "Help", and "Mickey Mouse". Below this is a red decorative banner. A horizontal menu contains four tabs: "Personal Information", "Economic Status", "Health" (which is active), and "Education". Below the menu, it says "Information relating to: Mickey Mouse".

The "Health" section is divided into several parts:

- Metrics:** A table with two columns. The left column is titled "Height" and contains a text input field with "centimeters" and "(centimeters)" below it. The right column is titled "Weight" and contains a text input field with "kg" and "(kg)" below it. Below these is a "Waist Circumference" section with a text input field and "(centimeters)" below it.
- Special Needs:** A section with a blue header. It contains the instruction "If Mickey has any special needs, please select all that apply." followed by a list of checkboxes: "Learning Difficulties", "Physical Difficulties", "Hearing Difficulties", "Visual Difficulties", "Psychological Difficulties", and "Other Disability". Below this is a question "Does Mickey require any equipment to support his special needs?" with a dropdown menu showing "Please Select Value". At the bottom is a text area for "Other Special Needs" with the instruction "Please Specify."
- Family History:** A section with a blue header and the instruction "Do you have a family (parents, siblings, aunts, grandparents) history of the following illnesses (can be more than one):".
- Blood Type:** A section with a blue header and a dropdown menu for "Blood Type" showing "Please Select Value".

Heart Illnesses

Heart Illnesses

- Stroke
- Angina Pectoris
- Bypass
- Artery Disease
- Acute Myocardial
- Hypertension
- Thromboembolism
- Heart Failure

Other Heart Illnesses

Cancer Illnesses

Cancers

- Brain Cancer
- Colon Cancer
- Breast Cancer
- Skin Cancer
- Prostate Cancer
- Lung Cancer

Other Cancers

Other Illnesses

Illnesses

- Anemia
- Anxiety
- Asthma
- Kidney Stones (Lithiasis)
- Cholesterol
- Depression
- Alzheimer Disease
- Parkinsons Disease
- Prostate disease
- Hernia
- Hypo Thyroid
- Cystic Fibrosis
- Rheumatism
- Hyper Thyroid

Other Illnesses

Diabetes

Please Select Value

Health Insurance

Health Insurances

Health Insurance (Seguro de Saúde)	
<input type="text"/>	<input type="button" value="Add (Adicionar)"/>

Remember to click the Add button to save the details, more than one entry can be made.
(Por favor clique no botão Adicionar, pode ser adicionada mais do que uma entrada.)

Has Funeral Insurance?

Please Select Value

Other Insurances

Medication

Medication

Health Insurance

Health Insurances

Health Insurance (Seguro de Saúde) <input style="width: 95%;" type="text"/>	<input type="button" value="Add (Adicionar)"/>
--	--

Remember to click the Add button to save the details, more than one entry can be made.
(Por favor clique no botão Adicionar, pode ser adicionada mais do que uma entrada.)

Has Funeral Insurance?

Other Insurances

Medication

Medication

Additional Details

National Health Service Number

Has Family Doctor?

Vaccine up to date

Smoker

Food Intolerance

Sports Practiced

Check up periodicity

« Back
Save and Next.»

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Health Information

- Review/update information on the following sub section under the Health form:
 - Metrics
 - Special Needs
 - Family History
 - Blood Type
 - Heart Illnesses
 - Cancer Illnesses
 - Other Illnesses
 - Health Insurance
 - Medication
 - Additional Details

- Click **Save and Next** button to save Health information and proceed to the *Education* section

Note: Fields marked with * are mandatory.

- The following screens will appear displaying the Education form

Ismaili Institutions Portugal  Home Contact Us Help Mickey Mouse ▾

Personal Information
Economic Status
Health
Education

Information relating to: Mickey Mouse

Education

Educational Background

Highest Academic Qualification
Please Select Value ▾

Qualification Description or Degree Name

Field of Education
Please Select Value ▾

Institution Name

Current Academic Information

Status as a student
Please Select Value ▾

Enrolled Institution name

Study qualification
Please Select Value ▾

Study programme/degree name

Study current curricular year

Language And Computer Abilities

Language ability of country of Residence
Please Select Value ▾

English Language ability
Please Select Value ▾

Other Languages

Language (Linguas)	Ability (Competência)	
<input type="text"/>	Básico Basic ▾	<input type="button" value="Add (Adicionar)"/>

Remember to click the Add button to save the details, more than one entry can be made.
(Lembre-se de clicar no botão Adicionar para guardar os detalhes, mais do que uma língua pode ser adicionada.)

Please update the blank fields and then click the Add button. (Por favor preencha os campos em branco e depois clique no botão Adicionar.)

Basic Computer Skill (User Knowledge)
Please Select Value ▾

MS Excel Knowledge
Please Select Value ▾

Scholarships

Scholarships

Scholarship Name <i>(Designação da Bolsa de Estudo)</i>	Year <i>(Ano)</i>	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Add <i>(Adicionar)</i>

Remember to click the Add button to save the details, more than one entry can be made.
(Por favor clique no botão Adicionar, pode ser adicionada mais do que uma entrada.)

Courses/Certificates/Extra Curricular Activities

Extra Curricular Activities / Courses

Activity Description <i>(Designação da Atividade)</i>	Institution <i>(Instituição)</i>	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Add <i>(Adicionar)</i>

Remember to click the Add button to save the details, more than one entry can be made.
(Por favor clique no botão Adicionar, pode ser adicionada mais do que uma entrada.)

« Back
Save and Next »

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Education Information

- Review/update information on the following sub section under Education
 - Educational Background
 - Language and Computer Abilities
 - Additional Information
 - Scholarships
 - Extra-Curricular Activities/Courses
- Click **Save and Next** button to save Education information

Note: Fields marked with * are mandatory.

Step 3/3. Do you need to Add anyone to your household?

- The following screens will appear displaying Step 1, Step 2 and Step 3.

The screenshot displays the user interface for updating household details. At the top, the header includes the logo 'Ismaili Institutions Portugal' with a Portuguese flag and 'PT', and navigation links for 'Home', 'Contact Us', 'Help', and 'Mickey Mouse'. Below the header, a red banner contains the text: 'Please complete steps 1, 2 and 3 to fully update your profile. Thank you for for updating your details, you can amend any information using the options below.'

Step 1 - Household Information

Address & Household Details	
Hollywood 2675-648 PORTUGAL Change Address » Last updated on: 21/02/2022	Registered Jamatkhana: Lisboa Update Information »

Step 2 - Household Members

Name	Options
Mickey Mouse	Last Updated on: 21/02/2022 Review Information »

Step 3 - Do you need to add anyone to your household?

Someone missing from your household?
Please click the contact us button to let us know. This is only for individuals residing in the Portugal Jurisdiction (Portugal, Spain and Angola). [Contact Us »](#)

Thank you for updating your household details.

⚠ Printed confirmation required

There are one or more members of your household that require a confirmation form to be completed. Please click the link below to print the confirmation form out and take this to your local Jamati Mukhi-Kamadia

[Print Confirmation Form](#)

[Return to the Home Page](#)

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- To add more household members, click on **Contact Us** button.
- Contact Us* form allows jamati members to send queries or requests to IIPT team directly from the web interface.

Contact Us

If you have any queries regarding this website that **have not been answered by our help pages**, please use the following form to send the Ismaili Institutions Portugal Administrator an e-mail.

To Website Administrator

* Subject

* Email

We cannot respond unless you supply a valid email address

* Message

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- Enter *subject*, *email*, and *message*
- Click on **Send Message**

Note: this form can also be accessed from the *Contact Us* link shown on main menu.

5. Print Confirmation letter

- At the end of registration process, you will notice an alert to Print Confirmation.
- Click on **Print Confirmation Form** button to open downloadable PDF form and follow the instruction mentioned in the form to complete the registration of the new household members.

Confirmation form for newly registered members.

Thank you for updating your details.

In order to complete the registration for newly added members, please print and present this document to your local Jamati Mukhi-Kamadia.

They will sign and forward the form to the Registration Team.

Please note that only newly added Ismaili members are listed below:

Names of new Jamati Members:

Name	Reference	
Mickey Mouse	132365	