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 Addesss 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.

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Fill in your details

✳ **First Name**

✳ **Surname**

✳ **Gender**

--PLEASE SELECT--

✳ **Ismaili**

--PLEASE SELECT--

✳ **Email Address**

mickeymouse@disney.com

✳ **Confirm Email Address**

Contact Number

✳ **Country**

--PLEASE SELECT--

✳ **Jamatkhana**

--PLEASE SELECT--

✳ **Address Line 1**

Address Line 2

Address Line 3

Postcode

Submit

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

Ismaili Institutions Portugal   🇵🇹 PT   Back to Login   Help
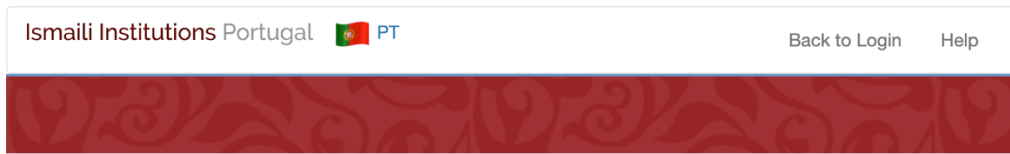
Your username and password will be sent by email to you within 48 hours. The email will be entitled **'Ismaili Institutions Portugal'**.

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.

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.

Update Personal Details

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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.

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

- 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.

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Help   Mickey Mouse ▾
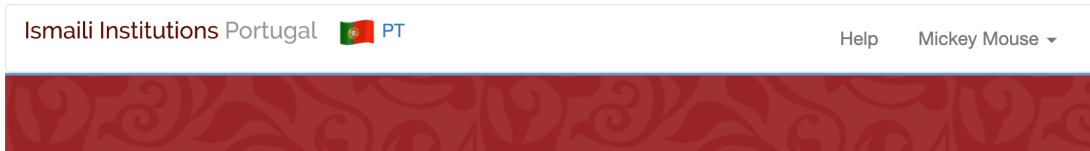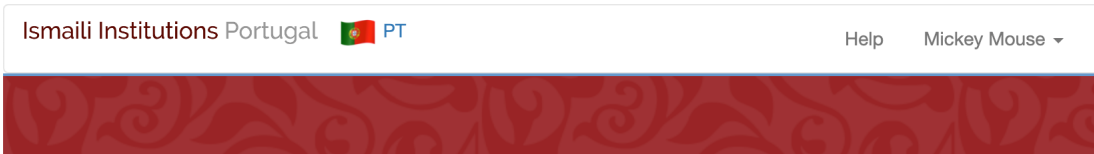
Please complete steps 1, 2 and 3 to fully update your profile.

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.
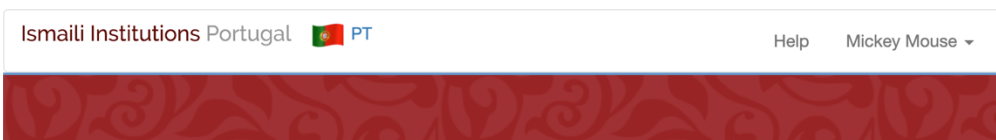
Step 1 - Household Information

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*.

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Help   Mickey Mouse ▾

Household Details	Contact Preferences

Accomodation

✳ **Please select the option which best describes your current accommodation**

Please Select Value ⌄

Transportation

✳ **How far is your nearest Jamatkhana/Gathering from your home?**

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.

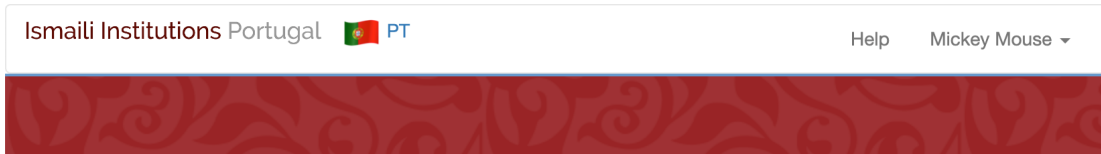- The following screens will appear displaying the Contact Preferences.

- 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

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.

Help   Mickey Mouse ▾

Personal Information	Economic Status	Education

Information relating to: Mickey Mouse

Personal Details for Mickey

✱ Forename	Middle Names
MICKEY	

✱ Surname	✱ Gender
MOUSE	Male ⌄

Family Origin ⓘ	✱ Date of Birth
Please Select Value ⌄	03/04/1975
	(dd/mm/yyyy)

✱ Country of Birth	Place of Birth
Please Select Value ⌄	

✱ Ismaili	✱ Marital Status
Yes ⌄	Single ⌄

Contact Details for Mickey

Mobile Number	Additional Mobile Number

Primary E-mail Address	Alternate E-mail Address
mickeymouse@disney.com	

Work Number	

Emergency Contact

Contact Name

Contact Phone Number

Photograph for Mickey
Please use passport specification photographs

Photograph

Upload a new photo:
Choose file   No file chosen

Your photo will be need to be processed by IIPT team before it is made available. This might take a few days.

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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)*	
⌄	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.

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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 Employement 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)*	
⌄			⌄	⌄	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 »

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

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)*	
[⌄]	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)*	
[▼]	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

Additional Details

National Health Service Number

Has Family Doctor?

Please Select Value ▼

Vaccine up to date

Please Select Value ▼

Smoker

Please Select Value ▼

Food Intolerance

Sports Practiced

Check up periodicity

Please Select Value ▼

[« Back]   [Save and Next »]

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

Scholarships		
Scholarships		
Scholarship Name *(Designação da Bolsa de Estudo)*	Year *(Ano)*	
		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.)*		

Courses/Certificates/Extra Curricular Activities		
Extra Curricular Activities / Courses		
Activity Description *(Designação da Atividade)*	Institution *(Instituição)*	
		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.)*		

« Back   Save and Next »

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.

- 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**   Subject

✳ **Email**   munir.ahmad@akdn.org

We cannot respond unless you supply a valid email address

✳ **Message**

Cancel   Send 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	‖‖‖‖‖‖‖‖‖‖‖‖