

Online/Self Registration in IIPT

A quick guide for Jamati End Users

This document contains step by step instructions for self-registration in IIPT. The guide is intended for the end users (general jamati users) to provide them clear instruction on how to access IIPT, complete self-registration process and update household information.

June 2021 (zero draft)

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 Preference

Step 2. Household Members

- Personal Information
- Economic
- Education

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

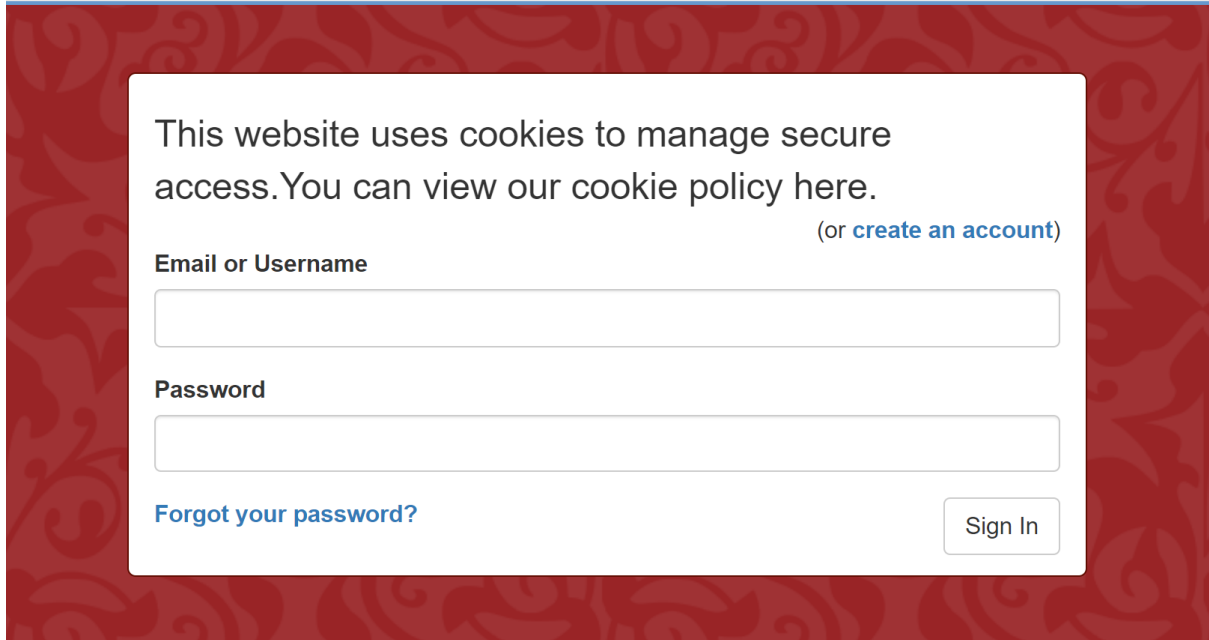
- Contact Form

5. **Print Confirmation letter**

1. Create User Account

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

Ismaili Institutions Portugal  PT



This website uses cookies to manage secure access. You can view our cookie policy [here](#).
(or [create an account](#))

Email or Username

Password

[Forgot your password?](#)

© 2022 Ismaili Council for Portugal

This website uses cookies to manage secure access. You can view our cookie policy [here](#)

- 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 Addresss and Date of Birth are mandatory fields. The system will send login credentials to the registered email address.

The screenshot shows a web browser window with the title 'Ismaili Institutions Portugal' and the URL 'https://iiportugal.org/Navigation/details.php'. The page features a red background with a subtle floral pattern. A white registration form is centered on the page. The form has a title 'Registration' and two mandatory fields marked with an asterisk: 'Email Address' and 'Date of Birth'. The 'Date of Birth' field is split into three dropdown menus for 'Day', 'Month', and 'Year'. A 'Submit' button is located at the bottom right of the form. The browser's address bar shows the URL, and the top navigation bar includes links for 'Back to Login', 'Contact', and 'Help'.

Ismaili Institutions Portugal

Back to Login Contact Help

Registration

* Email Address

* Date of Birth

Day --

Month --

Year --

Submit

- Enter First Name
- Enter Surname
- Select Gender
- Select Ismaili/Non-Ismaili
- Enter Email Address
- Confirm Email Address
(enter email address again)
- Enter Contact Number
- Select Country of Residence
- Select Jamatkhan
- Enter Address Address line 1
- Enter Address Line 2 and 3
- Enter Postcode
- Click **submit** button.

Note: Fields marked with * are mandatory.

Ismaili Institutions Portugal
Back to Login
Contact

Almost done!

* First Name

* Surname

* Gender

--PLEASE SELECT--

* Ismaili

--PLEASE SELECT--

* Email Address

* Confirm Email Address

Contact Number

* Country

--PLEASE SELECT--

* Jamat

--PLEASE SELECT--

* Address Line 1

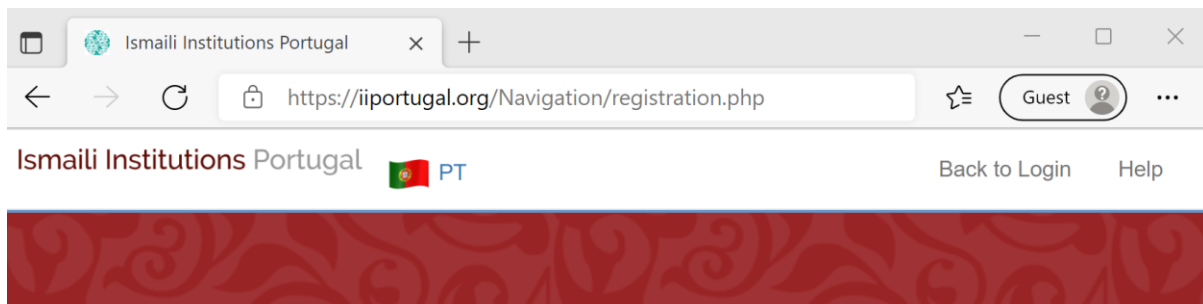
Address Line 2

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 (**Email Address**), 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](#)

© 2022 Ismaili Council for Portugal

- Click on Back to Login 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://iiportugal.org/Navigation/index_login.php)

Ismaili Institutions Portugal

This website uses cookies to manage secure access. You can view our cookie policy [here](#). (or [create an account](#))

Email or Username

Password

[Forgot your password?](#)

© 2022 Ismaili Council for Portugal [This website uses cookies to manage secure access. You can view our cookie policy here](#)

- Enter Email or Username and Password
- Enter Password
- Click on Sing-In button

The first time that you log in to the IIPT, change the password. The change password screen will appear automatically. You will also need to accept the Terms of Use (checkbox)

Note: Password is case sensitive.


Ismaili Institutions Portugal

+

← → ↻ 🏠

iiportugal.org/Navigation/recover.php?sae=c69a1e6189085fd20ebbf621...

🔑 📄 ☆

Ismaili Institutions Portugal  PT

Back to Login Help

Dear (your name will appear here)

To access your account, please set your password using the form below. You can then use your username or email address and your new password to login.

Set Password

Password must be at least 8 characters long


New Password:

Re-enter Password:

Set

© 2022 Ismaili Council for Portugal

Enter the new password and retype it in the appropriate fields. The new password must be at least 8 characters long. Check the terms of user, and click the accept button.

Ismaili Institutions Portugal  PT

Back to Login Help

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](#) ☐


Accept

© 2022 Ismaili Council for Portugal

4. Update Household and Personal Information (three steps)

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

- Click on [Update Personal Details](#) button to review or update information in three steps.

Ismaili Institutions Portugal  PT

Help You Name ▼

Welcome **Your Name**

Ismaili Institutions Portugal

This website allows you to view and change your personal information and access National Council information such as Jamati mailing lists and the Online Directory

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.

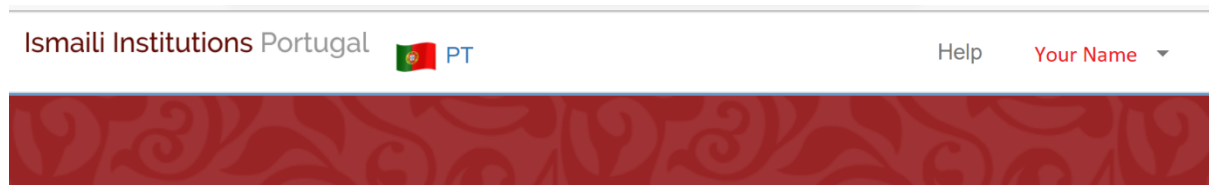
[Update Personal Details](#)

[Terms of Use](#) / [Privacy Notice](#) | V#10.17 | 0.0811 sec | © 2022 Ismaili Council for Portugal

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	
<p>Your Address Information</p> <p>Country Name</p> <p>Change Address »</p> <p>Last updated on: 26/01/2022</p>	<p>Registered Jamatkhana:</p> <p>Name of Jamatkhana</p> <p> Requires review</p> <p>Update Information »</p>

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

The following screens will appear displaying Address Information.

Ismaili Institutions Portugal  PT

Help Your Name ▾

Address Details

Correspondence Address

<div>* Country of Residence</div> <div>Portugal ▾</div>	
<div>* Address (street, number, apartment)</div> <div></div>	<div>Town</div> <div></div>
<div>* Postcode</div> <div></div>	<div>Area of Postal Code</div> <div></div>

Household Contact Information

<div>Landline Telephone Number</div> <div></div>	<div>* Main Jamatkhana attended as a family</div> <div>Lisboa ▾</div>
--	---

« Back


Save and Next »

- Review/update fields under Correspondence Information and Household Contact Information.
- Click Save and Next button to save the information and proceed to next section (Household Accommodation and Transportation Details)


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	
<p>Your Address Information</p> <p>Country Name</p> <p>Change Address »</p> <p>Last updated on: 26/01/2022</p>	<p>Registered Jamatkhana:</p> <p>Name of Jamatkhana</p> <p> Requires review</p> <p>Update Information »</p>

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

- Click on Update Information button

The following screens will appear displaying the Household Details.

Ismaili Institutions Portugal  PT

Help Your Name ▼

Household Details

Contact Preferences

Accommodation

* 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 »

Terms of Use / Privacy Notice | V#10.17 | 0.2562 sec | © 2022 Ismaili Council for Portugal

- Review/update fields under Accommodation and Transportation
- Click Save and Next button to save the information and proceed to Step 2 (Contact Preference)

Note: Fields marked with * are mandatory.

The following screens will appear displaying the Contract Preferences.

Ismaili Institutions Portugal  PT

Help Your Name ▼

Household Details

Contact Preferences

Household Communication Preferences

* Main Jamatkhana attended as a Family

Lisboa ▼

Landline Telephone Number

« Back

Save and Next »

[Terms of Use / Privacy Notice](#) | V#10.17 | 0.2954 sec | © 2022 Ismaili Council for Portugal


- Review/update current Jamatkhana name 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. Current Individuals

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

- Click on Review Information Button under option

Ismaili Institutions Portugal
 PT
Help
Your Name


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	
You Household Address Country Name Change Address » Last updated on: 26/01/2022	Registered Jamatkhana: Jamatkhana Name Update Information »

Step 2 - Household Members


Name	Options
Your Name	 Requires review Review Information »

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

Terms of Use / Privacy Notice | V#10.17 | 0.103 sec | © 2022 Ismaili Council for Portugal

Note: If there are more individuals listed, repeat above steps for 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, Education.

Ismaili Institutions Portugal  PT

Help Your Name ▼


Personal Information

Economic Status

Education

Information relating to: Test Test Sb

Personal Details for Test


* Forename	Middle Names
<input type="text"/>	<input type="text"/>
* Surname	* Gender
<input type="text"/>	Male ▼
Family Origin 	* Date of Birth
Please Select Value ▼	<input type="text"/>
	(dd/mm/yyyy)
* Country of Birth	Place of Birth
Please Select Value ▼	<input type="text"/>
* Ismaili	* Marital Status
Yes ▼	Single ▼

Contact Details for Test

Mobile Number	Additional Mobile Number
<input type="text"/>	<input type="text"/>
Primary E-mail Address	Alternate E-mail Address
sher.bahadur@yahoo.com	<input type="text"/>
Work Number	
<input type="text"/>	

Photograph for Test
Please use passport specification photographs

Photograph



Upload a new photo:

Choose File

 No file chosen

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)	
<div></div>	<div>Add (Adicionar)</div>

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.)

Emergency Contact

Contact Name

Contact Phone Number

Additional Details

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

Select Value

Communications

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

☒ Yes

Does Test consent for us to share information with Institutions affiliated with the Ismaili Imam?

☒ Yes

Would Test like to receive critical information about Jamati matters via sms/text message to the mobile number provided in IIP?

☐ Yes

Does Test consent for us to share Health information with Institutions?

☐ Yes

Email Subscriptions

Subscribed Email Address (Endereço do Email subscrito):

☐ Weekly Newsletter (Newsletter Semanal)

By selecting to receive the above email subscriptions you are indicating that you have read and agree to the [terms and conditions](#).

Ao subscrever na Mailing List indica também que leu e concorda com os [Termos e Condições](#).

« Back

Save and Next »

[Terms of Use / Privacy Notice](#) | V#10.17 | 1.3479 sec | © 2022 Ismaili Council for Portugal

Personal Information

- Review/update information on the following sub section under Personal Details
 - Personal Details
 - Contact Details
 - Photograph**
 - Volunteering
 - Emergency Contact
 - Additional details
 - Communication
- 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.

The following screens will appear displaying Economic Status form.

Ismaili Institutions Portugal
PT
Home
Contact Us
Help
Your Name

Personal Information
Economic Status
Education

Information relating to: Your Name

Economic Status

Occupation Information

Sb Tes's Occupation Category
Please select one
Please select one

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)	
					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

clean health data

« Back
Save and Next »


Terms of Use / Privacy Notice | VB10.17 | 0.5006 sec | © 2022 Ismaili Council for Portugal

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 Education section.

Note: Fields marked with * are mandatory.

The following screens will appear displaying Education form

Ismaili Institutions Portugal  PT

HomeContact UsHelpYour Name

Personal Information

Economic Status

Education

Information relating to: Your Name

Education

Educational Background

Sb Tes's Highest Academic Qualification

Please Select Value

Qualification Description

Sb Tes's Field of Education

Please Select Value

Language And Computer Abilities

Language ability of country of Residence

Please Select Value

Other Languages

Language	Ability	
	None	Add

Remember to click the Add button to save the details, more than one entry can be made.

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

Basic Computer Skill (User Knowledge)

Please Select Value

MS Excel Knowledge

Please Select Value

English Language ability

Please Select Value

Academic Information
Sb Tes's status as a student <input type="text" value="Please Select Value"/>
Sb Tes's enrolled Institution name <input type="text"/>
Sb Tes's study qualification <input type="text" value="Please Select Value"/>
Sb Tes's study programme/degree name <input type="text"/>
Sb Tes's study current curricular year <input type="text"/>
Sb Tes's study current enrolment status <input type="text" value="Please Select Value"/>
Sb Tes's study interruption / give up year <input type="text"/>

Scholarships								
Scholarships								
<table border="1"> <thead> <tr> <th>Scholarship Name (<i>Designação da Bolsa de Estudo</i>)</th> <th>Year (<i>Ano</i>)</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>Add (<i>Adicionar</i>)</td> </tr> </tbody> </table>	Scholarship Name (<i>Designação da Bolsa de Estudo</i>)	Year (<i>Ano</i>)		<input type="text"/>	<input type="text"/>	Add (<i>Adicionar</i>)		
Scholarship Name (<i>Designação da Bolsa de Estudo</i>)	Year (<i>Ano</i>)							
<input type="text"/>	<input type="text"/>	Add (<i>Adicionar</i>)						
<p>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.)</p>								

Extra Curricular Activities / Courses								
Extra Curricular Activities / Courses								
<table border="1"> <thead> <tr> <th>Activity Description (<i>Designação da Atividade</i>)</th> <th>Institution (<i>Instituição</i>)</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>Add (<i>Adicionar</i>)</td> </tr> </tbody> </table>	Activity Description (<i>Designação da Atividade</i>)	Institution (<i>Instituição</i>)		<input type="text"/>	<input type="text"/>	Add (<i>Adicionar</i>)		
Activity Description (<i>Designação da Atividade</i>)	Institution (<i>Instituição</i>)							
<input type="text"/>	<input type="text"/>	Add (<i>Adicionar</i>)						
<p>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.)</p>								

« 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 Economic Status information and proceed to Education section.

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.

Ismaili Institutions Portugal PT

Home Contact Us Help **Your Name**

Please complete steps 1, 2 and 3 to fully update your profile.
Thank you for updating your details, you can amend any information using the options below.

Step 1 - Household Information

Address & Household Details	
Household Address	Registered Jamatkhana: Name of Jamatkhana Update Information
Country	
Change Address	
Last updated on:	

Step 2 - Current Individuals

Name	Options
Your Name	Last Updated on: 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 UK Jurisdiction.

[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-Kanadia

[Print Confirmation Form](#)

[Return to the Home Page](#)

Terms of Use / Privacy Notice | V010.17 | 0.1501 sec | © 2020 Ismaili Council for Portugal

To add more household members, click on Contact Us button.

Contact Us form allows end-users to send queries or requests to IIPT administer directory from the web interface.

Ismaili Institutions Portugal

Contact Us Help

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 Portugal UAT Administrator an e-mail.

If you are informing us of additions / corrections to your Jamati service history, please include the committee name and year of service.

To: Website Administrator

* Subject:

* Email:

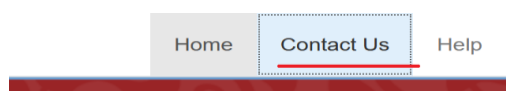
* Message:

We cannot respond unless you supply a valid email address

[Cancel](#) [Send Message](#)

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

Note this form can 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 for Print Confirmation. Click on Print Confirmation Form button to open downloadable PDF form and follow the instruction mentioned in the form to complete your registration.

26/01/2022, 15:24

Ismaili Institutions Portugal

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

Your Name

Reference

132335

