# 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
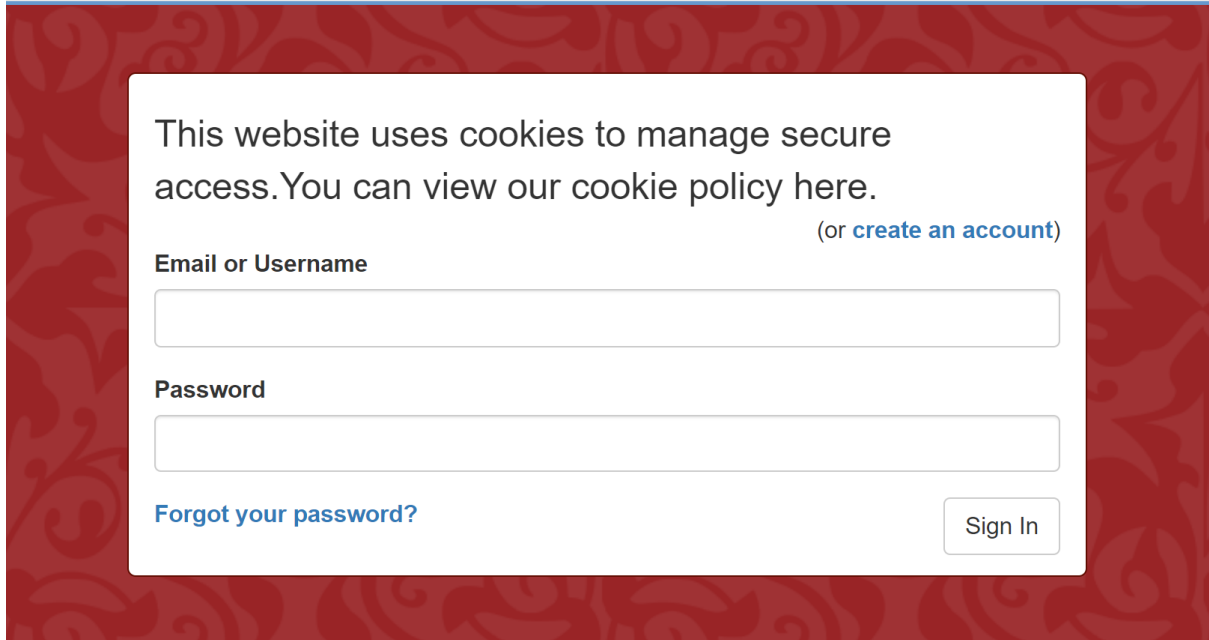
   **Step 3. Do you need to add anyone to your household?**
   Contact Form
5. **Print Confirmation letter**

1. **Create User Account**
   - Go to IIPT Sign In page ([https://iiportugal.org/](https://iiportugal.org/))

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(or **create an account**)

**Email or Username**

**Password**

**Forgot your password?**                                    Sign In

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   - 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.*

- 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.

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Back to Login    Contact

## Almost done!

❋ First Name

❋ Surname

❋ Gender

--PLEASE SELECT--

❋ Ismaili

--PLEASE SELECT--

❋ Email Address

sh@gm

❋ Confirm Email Address

Contact Number

❋ Country

--PLEASE SELECT--
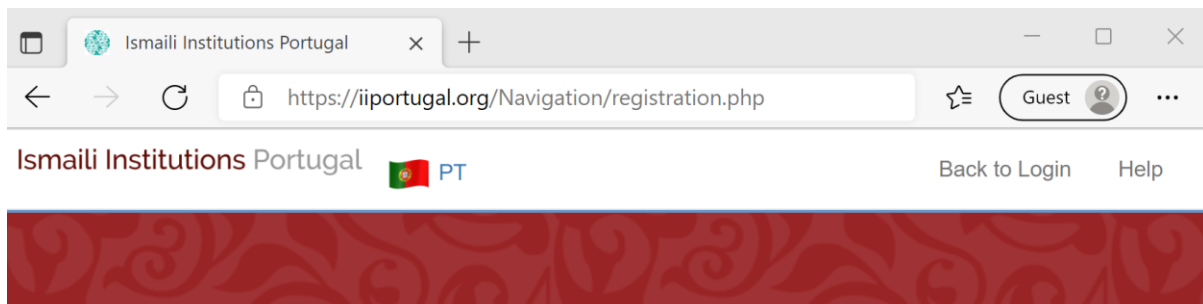
❋ Jamat

--PLEASE SELECT--

❋ Address Line 1

Address Line 2

Address Line 3

Postcode

Submit

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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

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- 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)



- 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.

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.

## 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.
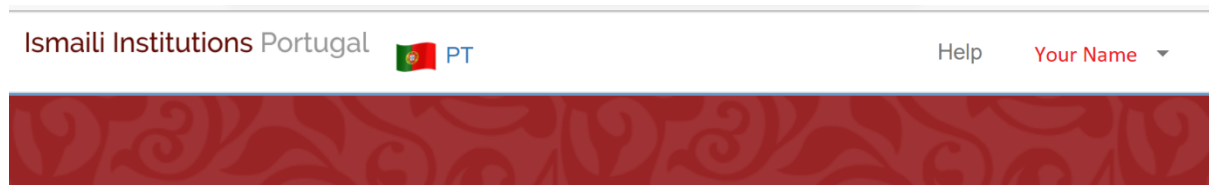
**Update Personal Details**

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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.

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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**

Your Address Information
Country Name

Change Address »

Last updated on: 26/01/2022

Registered Jamatkhana:
Name of Jamatkhana

⚠ **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 Address Information.



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

Note: Fields marked with * are mandatory.

**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 |
| --- |

Your Address Information
Country Name

Change Address »

Last updated on: 26/01/2022

Registered Jamatkhana:
Name of Jamatkhana

⚠ **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

The following screens will appear displaying the Household Details.



- 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.



- 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



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 |
|------------|--------------|
| | |

| ✱ Surname | ✱ Gender |
|-----------|----------|
| | Male ⌄ |

| Family Origin ⓘ | ✱ Date of Birth |
|-----------------|-----------------|
| Please Select Value ⌄ | |
| | (dd/mm/yyyy) |

| ✱ Country of Birth | Place of Birth |
|--------------------|----------------|
| Please Select Value ⌄ | |

| ✱ Ismaili | ✱ Marital Status |
|-----------|------------------|
| Yes ⌄ | Single ⌄ |

**Contact Details for Test**

| Mobile Number | Additional Mobile Number |
|---------------|--------------------------|
| | |

| Primary E-mail Address | Alternate E-mail Address |
|------------------------|--------------------------|
| sher.bahadur@yahoo.com | |

| Work Number | |
|-------------|--|
| | |

## 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)* | |
|---|---|
| ⌄ | 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.)*

**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 Imamat?

☑ Yes

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

☐ 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 »

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**Personal Information**

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



## 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

| 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**

Please Select Value ⌄

**Sb Tes's enrolled Institution name**

**Sb Tes's study qualification**

Please Select Value ⌄

**Sb Tes's study programme/degree name**

**Sb Tes's study current curricular year**

**Sb Tes's study current enrolment status**

Please Select Value ⌄

**Sb Tes's study interruption / give up year**

## 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.)*

## Extra Curricular Activities / Courses

**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 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.



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.



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

Note this form can be accessed from the Contact Us link shown on main menu.
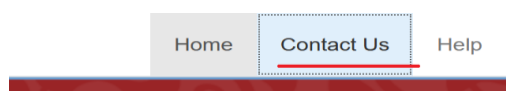
## 5.  Print Confirmation letter

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* | *Reference* | |
|--------|-------------|---|
| Your Name | 132335 | |