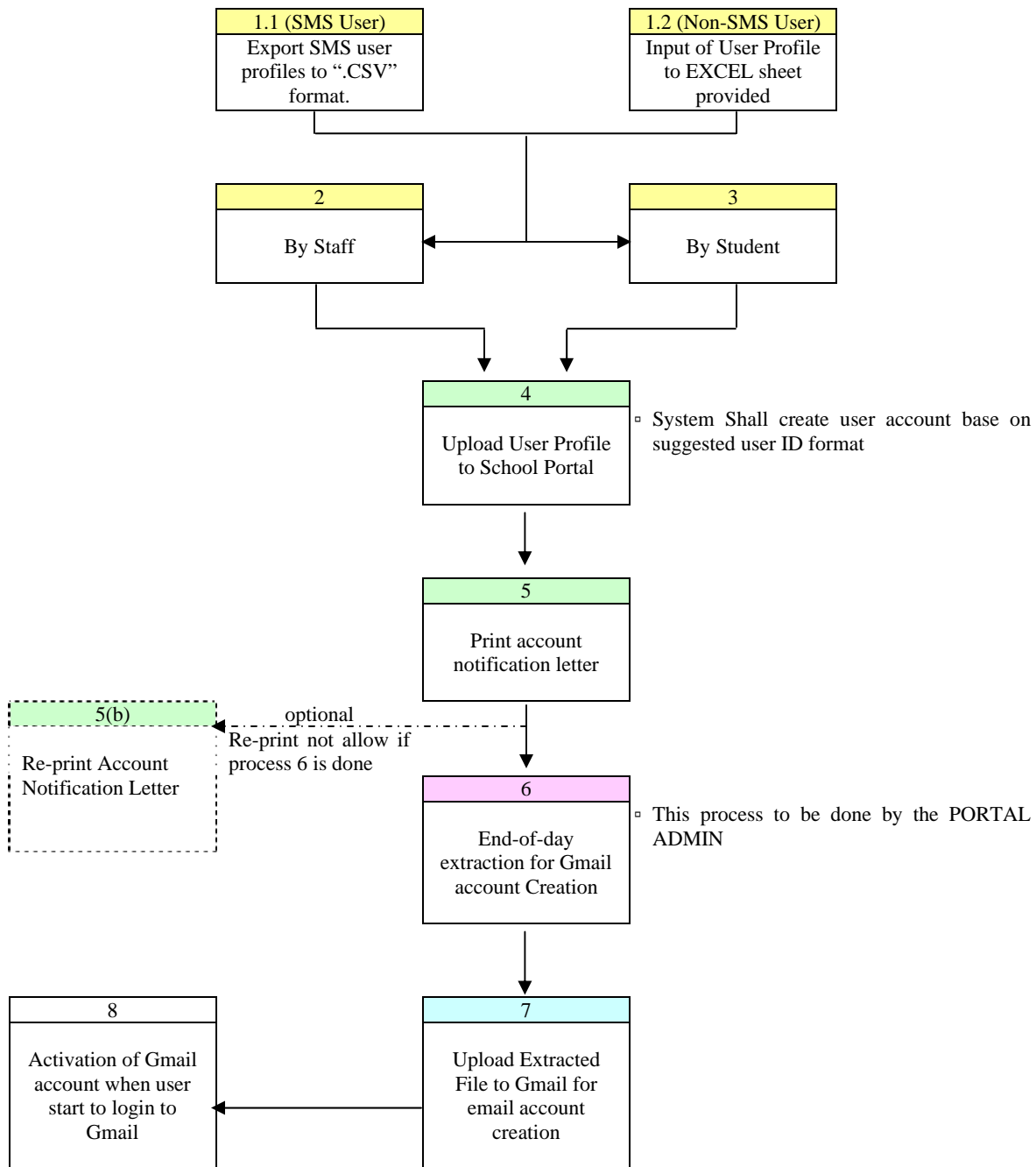


SMS User Account Migration to School Portal and Gmail.



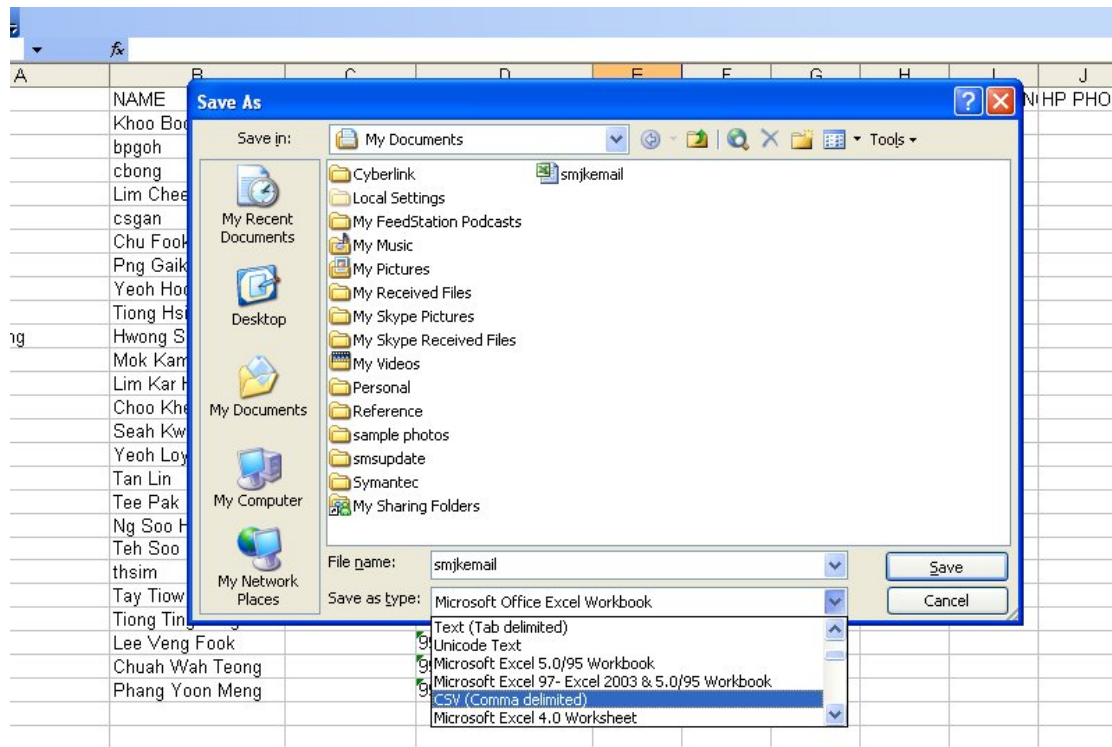
Notes:

- To be done by School Admin in SMS
- To be done by School Admin in School Portal
- To be done by Portal Admin in School Portal
- To be done by Portal Admin in Gmail

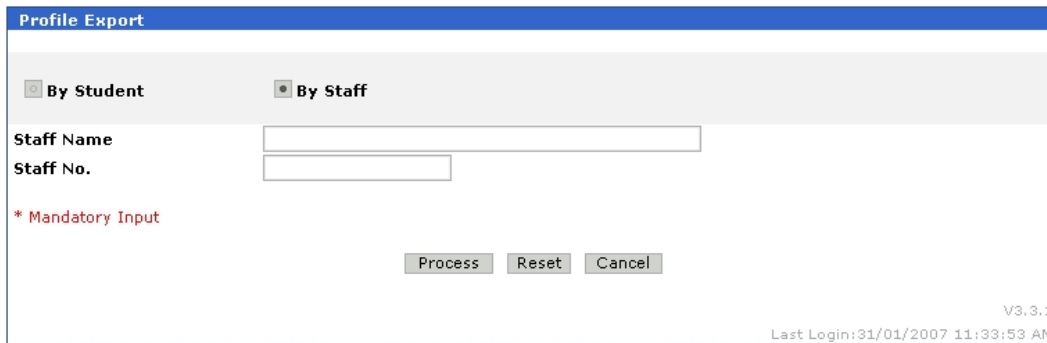
- 1.1 For SMS users, as the user data is already in the system, users can use the provided function to gather the user accounts for batch creation. To extract the user data from the ASPSMS database, go to “SMS Basic Module ~> Enquiry ~> Data Export ~> Export SMS Profile to Excel Format”.

Please note that as the system will not extract an account without an IC number, make sure that all accounts contain a completed IC number field.

- 1.2 For non-SMS users, Perridot Systems shall provide a Microsoft Excel template. Users are required to input the spreadsheet according to the guidelines and save the files as “.CSV” file type. To save a file as “.CSV” file type, select “CSV (Comma delimited) (*.csv)” from the “Save as type” drop down menu. Click on the “Save” button to save the file.

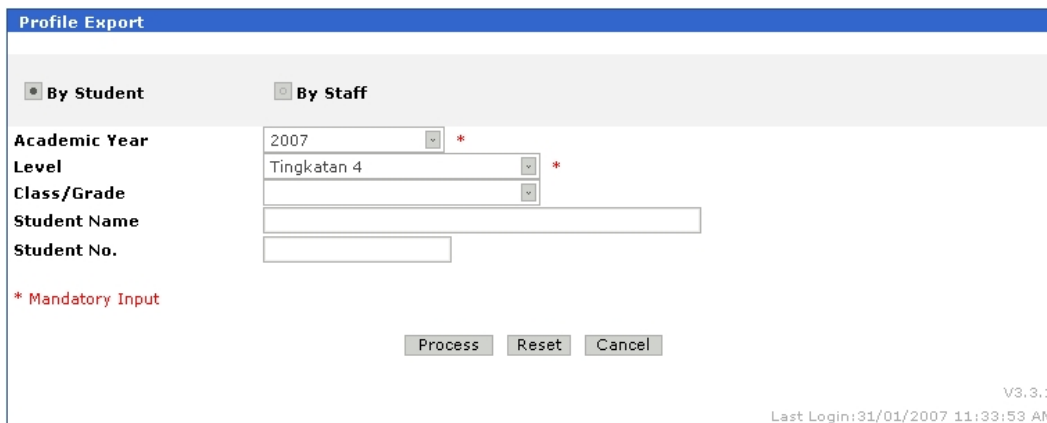


- 2 To extract the staff user accounts, click on the “By Staff” option button. Click on the “Process” button to get the “.CSV” file. A window will be displayed prompting user to save the file. Click on the “Save” button to download the file. Change the default file name to “staff.csv” and click on the “Save” button.



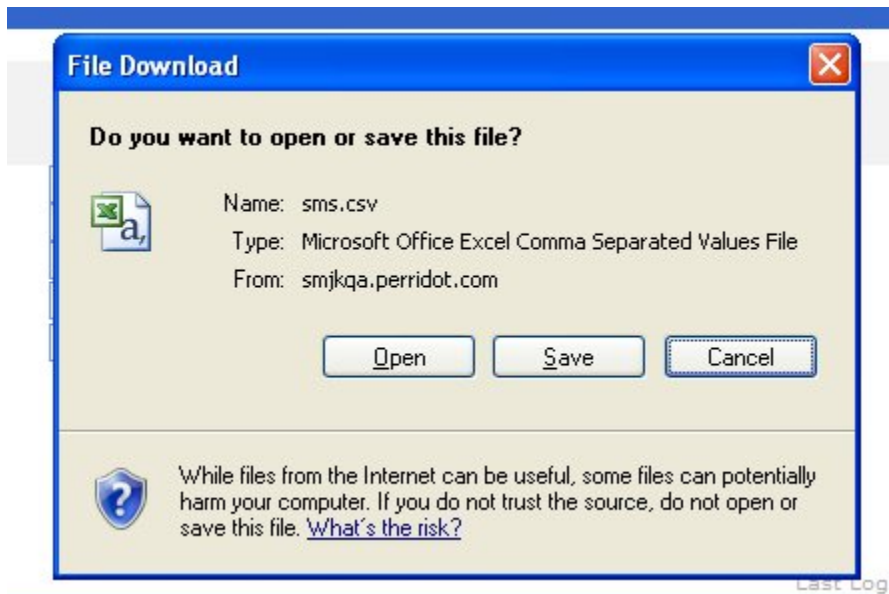
The screenshot shows the 'Profile Export' form with the 'By Staff' radio button selected. The form includes input fields for 'Staff Name' and 'Staff No.', a red asterisk indicating mandatory input, and 'Process', 'Reset', and 'Cancel' buttons. The footer shows 'V3.3.1' and 'Last Login:31/01/2007 11:33:53 AM'.

- 3 To extract the student user accounts, click on the “By Student” option button. Select the “Academic Year” and “Level” from the drop down menu. Click on the “Process” button to get the “.CSV” file. A window will be displayed prompting user to save the file. Click on the “Save” button to download the file. Change the default file name to “student.csv” and click on the “Save” button.



The screenshot shows the 'Profile Export' form with the 'By Student' radio button selected. The 'Academic Year' dropdown is set to '2007' and the 'Level' dropdown is set to 'Tingkatan 4'. Both dropdowns have a red asterisk indicating mandatory input. There are also input fields for 'Class/Grade', 'Student Name', and 'Student No.', and 'Process', 'Reset', and 'Cancel' buttons. The footer shows 'V3.3.1' and 'Last Login:31/01/2007 11:33:53 AM'.

A window shall be pop-up for user to save the extracted file, click on the save button to save the file in your PC.



- 4 Use the file extracted from step 3, point you browser to the SMJK portal (i.e www.smjk.edu.my) , login to the school portal with the school admin role. Go to the upload screen, on the left menu bar click on “Access Management” ~> User Account Upload link.



The screen below shall be displayed, click on the “Browse...” button to locate the file from your PC, upload the “sms.csv” file. Click on the “Submit” button to proceed.

Access Management > User Accounts Upload

School Name : SMJK SIN MIN

Upload CSV File :

To create the user accounts for the school portal, select the “User Group” from the drop down menu. System shall check for duplicated accounts by using the IC numbers. Under the “Select” column, tick on the checkboxes to select the user accounts to be created.

Access Management > User Accounts Upload

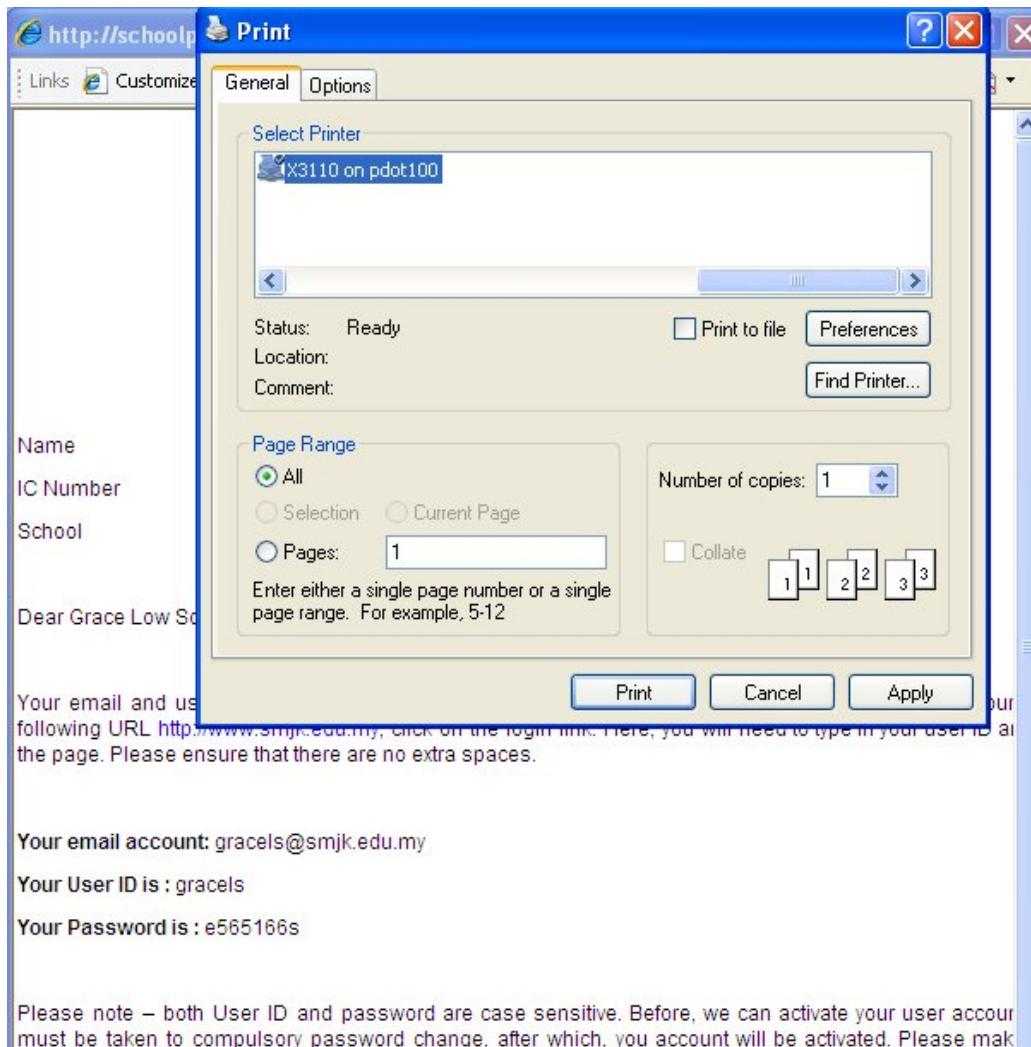
School Name : SMJK ANG CHENG HO
 User Group :

Name	IC No.	User ID	Suggested User ID	Activate A/C	Select
ANNA TIANG HUEY LIN	880314526012	anna	<input type="text" value="anna2"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BIANCA YIP MENG YII	890414136248	bianca	<input type="text" value="bianca"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CASANDRA WONG PING PING	890915136350	casandra	<input type="text" value="casandra"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
YONG LEI PING	890802136004	s890802136004	<input type="text" value="s890802136004"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Listed under the “Suggested User ID” are the defaulted user ID for the user accounts. If the users have pre-existing user accounts in the SMS, the user IDs for school portal will be based on the same usernames. System shall check and indicate which SMS usernames have been taken by other users in the school portal, system will then suggest an alternate user ID for users. If no usernames found on the CSV file, the system shall generate new user ID for the users. Users are allowed to change the “Suggested User ID” as necessary. Please note that Perridot Systems recommends users to assign a standard User ID naming convention, which consists of the users’ surnames and initials.

By default, the user accounts are not activated. This means that the school portal user accounts will be created but users are not allowed to login to the school portal, they can only use the Gmail facility. If school has decided to allow users to login to the school portal, tick on the checkboxes under the “Activate A/C” column. Click on the “Submit” button to create the user accounts.

- After the creation of the user accounts, users can proceed to print out the notification letters for distribution. Click on the “Account Notification Printing” option located under the “Menu” panel. A window with either the password notification slips or account notification letters will be displayed. A screen as shown below shall be pop-up together with the printer option. Choose the printer you want to use and click on the print button to send the letter for printing.



- 5(b) To reprint the letters, repeat Step 5. The user ID and password will remain the same. The notification letters can be reprinted repeatedly as long as the “Gmail CSV Export” step has yet been done.