



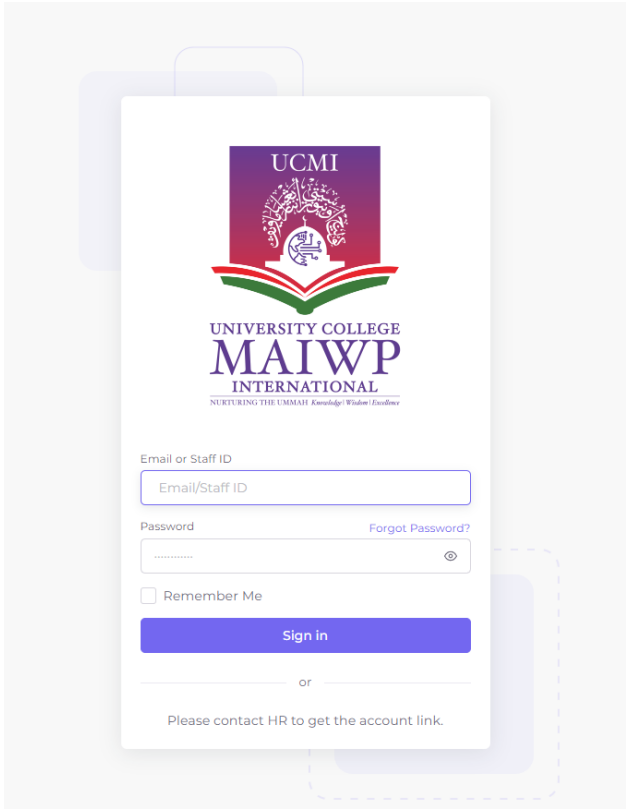
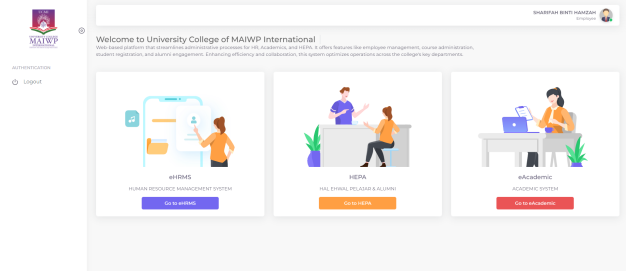
UCMI

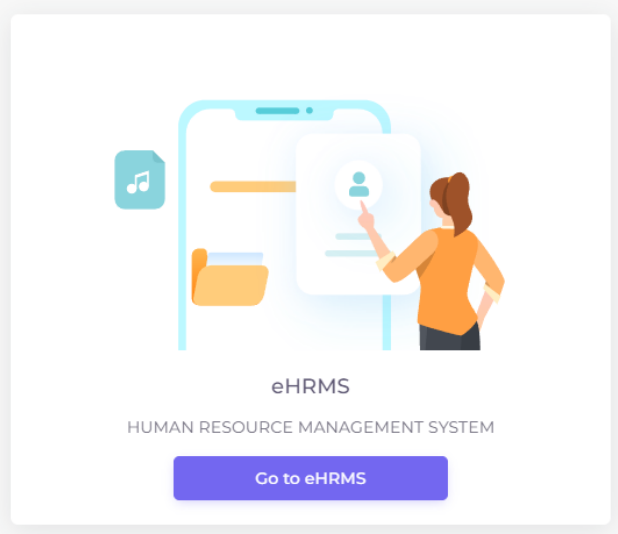
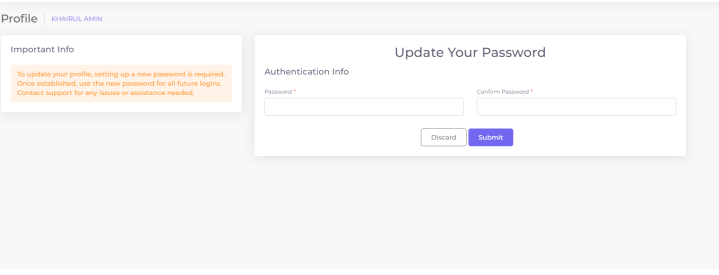
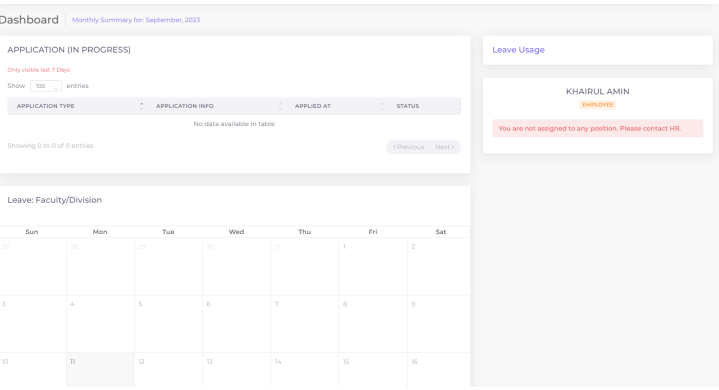
HUMAN RESOURCES MANAGEMENT SYSTEM

USER MANUAL

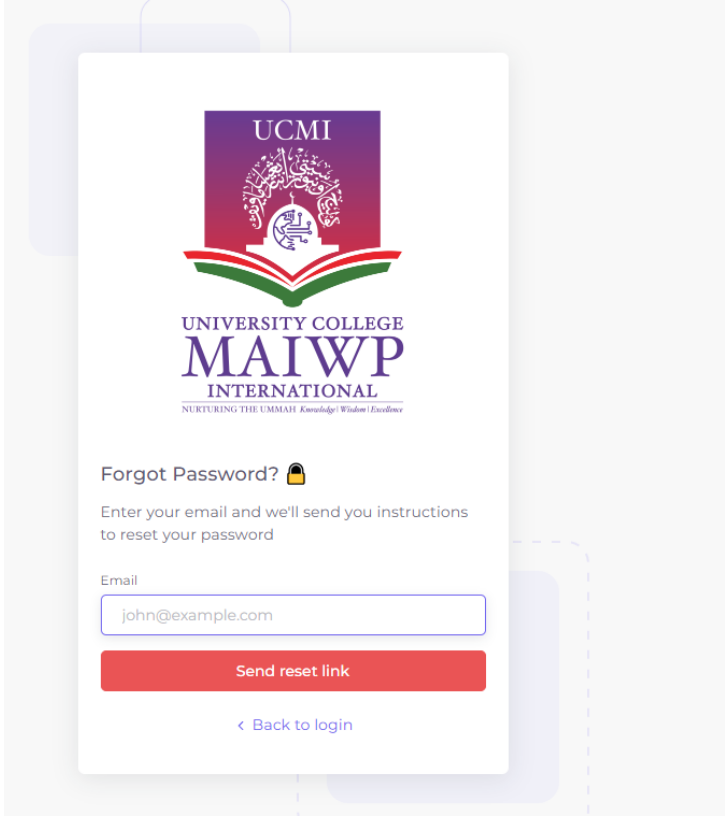
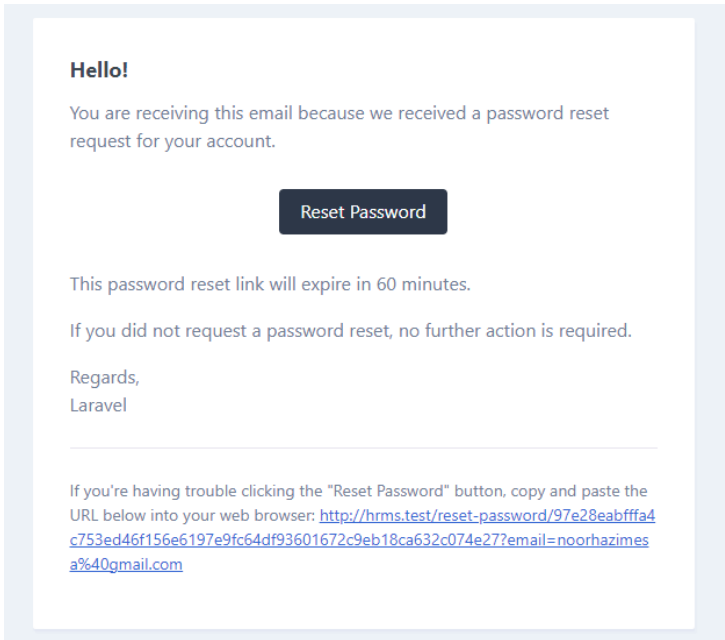
Authentication

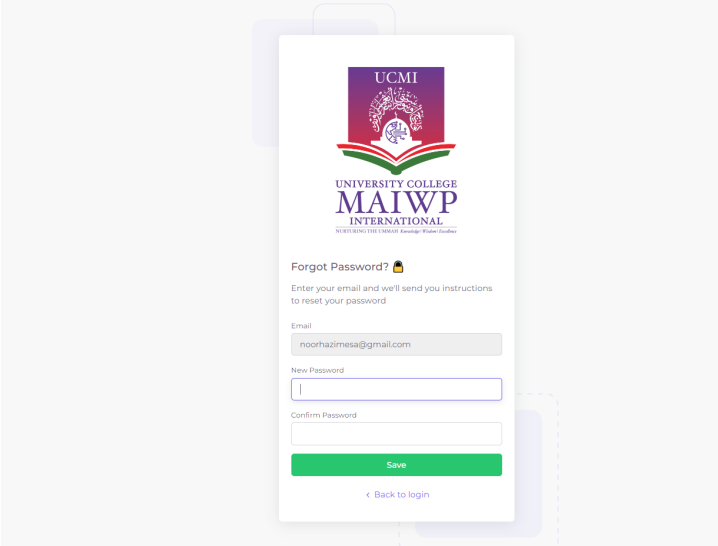
V1.0 | September 2023

Manual Id	Description/Instruction	Screen Reference
1.0.0	First Login	
1.0.1	Open eHRMs, and sign in into the system	
1.0.2	After signing in, users will be redirected to the SSO Dashboard.	

1.0.3	<p>Click on</p> <div data-bbox="391 275 688 323" data-label="Text"> <p>Go to eHRMS</p> </div> <p>and user will redirect to the eHRMS system</p>	 <p>The image shows a login screen for the eHRMS system. It features a large illustration of a person interacting with a digital interface. Below the illustration, the text 'eHRMS' and 'HUMAN RESOURCE MANAGEMENT SYSTEM' are displayed. A prominent blue button labeled 'Go to eHRMS' is at the bottom.</p>
1.0.4	<p>User required to update your password before using the system</p>	 <p>The image shows a 'Update Your Password' form. It includes a 'Profile' header with the name 'KHAIRUL AMIN'. Below this is an 'Important Info' box with a warning message. The main form area is titled 'Update Your Password' and contains an 'Authentication Info' section with fields for 'Password *' and 'Confirm Password *'. There are 'Discard' and 'Submit' buttons at the bottom.</p>
1.0.5	<p>After updating the password, the user can access the system.</p>	 <p>The image shows a dashboard view. At the top, it says 'Dashboard' and 'Monthly Summary for September, 2023'. Below this is a section titled 'APPLICATION (IN PROGRESS)' with a table showing application details. The table has columns for 'APPLICATION TYPE', 'APPLICATION INFO', 'APPLIED AT', and 'STATUS'. Below the table, it says 'Showing 0 to 0 of 0 entries'. To the right of the table is a 'Leave Usage' section with a 'KHAIRUL AMIN' header and a message: 'You are not assigned to any position. Please contact HR.' Below the table is a 'Leave: Faculty/Division' calendar view showing dates from 1st to 16th.</p>

Manual Id	Description/Instruction	Screen Reference
1.1.0	Forget Password	
1.1.1	Open eHRMs, and click on Forget Password? link	

<p>1.1.2</p>	<p>You will redirect to the forgot password page.</p> <p>Enter your email (valid email registered from the system)</p>	
<p>1.1.3</p>	<p>A password reset link will be sent to your email. Please click on the "Reset Password" button.</p>	

1.1.4	Update your new password and click save	
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