Langkah untuk penetapan semula kata laluan Gmail UniMAP

Steps to reset your UniMAP Gmail password

- 1. Log masuk ke akaun Gmail UniMAP (<u>http://gmail.unimap.edu.my</u> | mail.google.com) Login to your UniMAP Gmail account (<u>http://gmail.unimap.edu.my</u> | mail.google.com)
- 2. Klik *Next* untuk log masuk *Click Next to login*



3. Selepas login emel, buka *Tab* baru pada pelayar web anda. *Open a new Tab in your web browser after login*

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4. Taip *myaccount.google.com* pada *address bar* tab baru tersebut dan tekan *Enter Type myaccount.google.com in the address bar of the new tab and press Enter*



5. Selepas masuk ke *myaccount*, pergi ke tab Security *After signing in to myaccount, go to the Security tab*



6. Selepas klik Security, pergi ke *Ways that we can verify that it's you* pada paparan tengah. *After clicking Security, go to Ways that we can verify that it's you in the middle view.*

⋳	Security			
3	People & sharing	Ways that we can verify that	it's you	
⊟	Payments & subscriptions	These can be used to make sure that it's really you signing in or to contact you if there's suspicious activity in your account		
		Recovery phone	Add a mobile phone number	>
		Recovery email	Add an email address	>

- 7. Anda boleh pilih untuk add sama ada *Recovery phone* atau *Recovery email* ataupun kedua-dua sekali. Klik pada salah satu pilihan di atas atau kedua-dua skali. Lakukan satu persatu. You can choose to add either *Recovery phone* or *Recovery email* or both. Click on one of the options above or both. Do it one by one.
- 8. Klik *Recovery phone* dan anda akan diminta log masuk sekali lagi untuk proses verifikasi. Masukkan kata laluan anda dan klik *Next*

Click **Recovery phone** and you will be asked to sign in again for the verification process. Enter your password and click **Next**

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To continue, first verify that it's you	1
Enter your password	Ø
Forgot password?	Next

9. Skrin paparan *Recovery phone* muncul dan klik *ADD RECOVERY PHONE*. Masukkan nombor telefon bimbit anda. Kemudian klik *NEXT*

Recovery phone screen appear and click **ADD RECOVERY PHONE**. Enter your mobile phone number. Then, click **NEXT**

Recovery phone
Your recovery phone is used to reach you in case we detect unusual activity in your account or you accidentally get locked out. Learn more
ADD RECOVERY PHONE Click here
There may be other numbers associated with your Google Account. Manage your phone numbers
Add phone number 2 2 × Add phone number 12593xxxx Xour phone number will be used for security purposes, such as helping you get back into your account if you ever forget your Add phone number Xour phone number will be used for security purposes, such as helping you get back into your account if you ever forget your Xour phone number will be used for security purposes, such as helping you get back into your account if you ever forget your Xour phone number Xour phone number will be used for security purposes, such as helping you get back into your account if you ever forget your Xour phone number Xour phone number Xour phone number Xour phone number will be used for security purposes, such as helping you get back into your account if you ever forget your
password. Insert phone no. w/out '0' at the front CANCEL NEXT CANCEL NEXT CANCEL GET CODE

	Add phone number 12593xxxx We just sent you an SMS with a code. Enter it to verify your phone. Didn't receive an SMS? Try again Enter the code G-787xxx × Check SMS and key in the code CANCEL VERIFY
 ← Recovery phone is used to accidentally get locked out. Let ■ 012-593xxxx There may be other number numbers 	Preach you in case we detect unusual activity in your account or you arm more Finished. Your phone no. is set for email account recovery

10. Jika memilih *Recovery email*, skrin paparan *Recovery email* muncul dan klik *ADD RECOVERY EMAIL*. Masukkan alamat emel alternatif anda. Kemudian klik *NEXT*

Recovery email screen appear and click **ADD RECOVERY EMAIL**. Enter your alternative email address. Then, click **NEXT**



11. Pergi semula ke skrin hadapan Security dan semak pada paparan Ways that we can verify that it's you. Pastikan nombor telefon dan alamat emel yang dimasukkan tadi telah dipaparkan. Go back to the Security home screen and check the Ways that we can verify that it's you. Make sure the phone number and email address you entered are displayed.

Ways that we can verify tha	t it's you	
These can be used to make sure that it's re contact you if there's suspicious activity in	ally you signing in or to your account	
Recovery phone	012-593xxxx	>
Recovery email	zairizainon@gmail.com	>

12. Selepas memasukkan *Recovery phone* dan *Recovery email* ini, anda tidak perlu lagi untuk menghubungi pihak Helpdesk Pusat Digital untuk proses reset kata laluan kerana anda kini sudah boleh melakukannya sendiri.

After entering this Recovery phone and Recovery email, you will no longer need to contact the Digital Center Helpdesk for the password reset process as you can now do it yourself.

Selesai. *Finished*.