KEMENTERIAN
ALAM SEKITAR DAN AIR
Ministry of Environment and Water

SISTEM MAKLUMAT SUMBER AIR (SMSA/MyWater)

DEPARTMENT OF IRRIGATION AND DRAINAGE, MALAYSIA

User Manual

Agency Users

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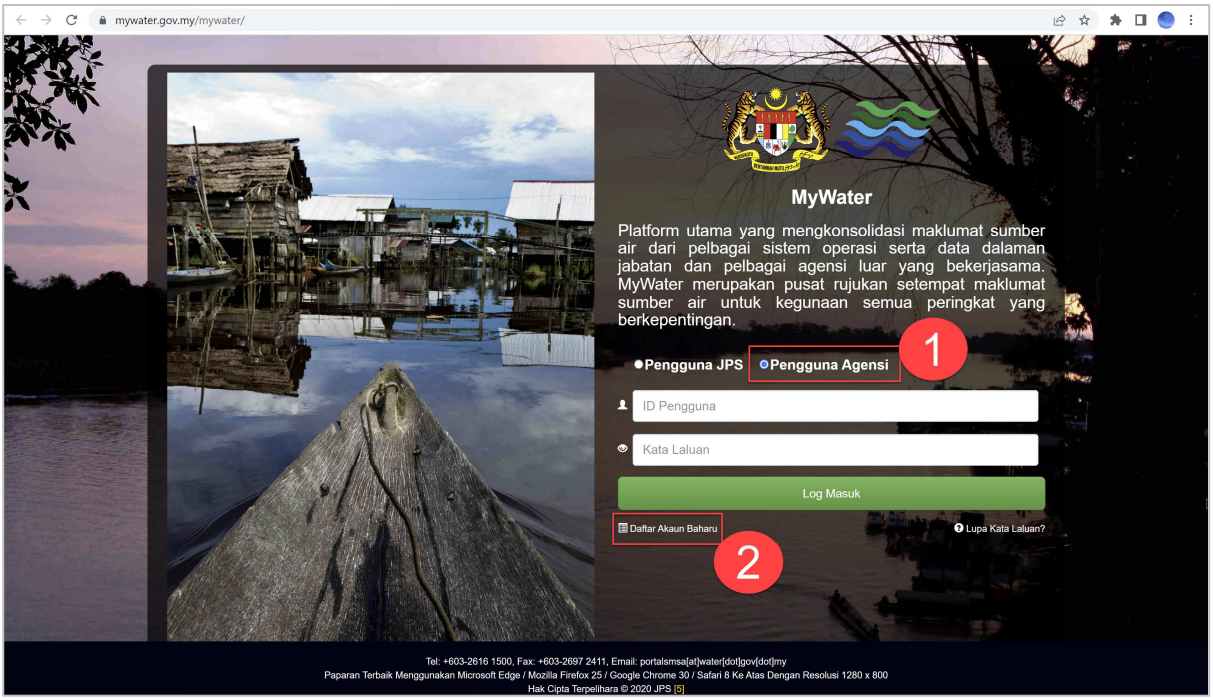
1 REGISTRATION OF AGENCY USERS NEW ACCOUNT

Agency users should visit the MyWater website at https://mywater.gov.my/MyWater to register a new account at the link provided.



STEPS:

1. Click on **Pengguna Agensi.**
2. Click on **Daftar Akaun Baharu** and Daftar Akaun Baharu screen will be displayed.

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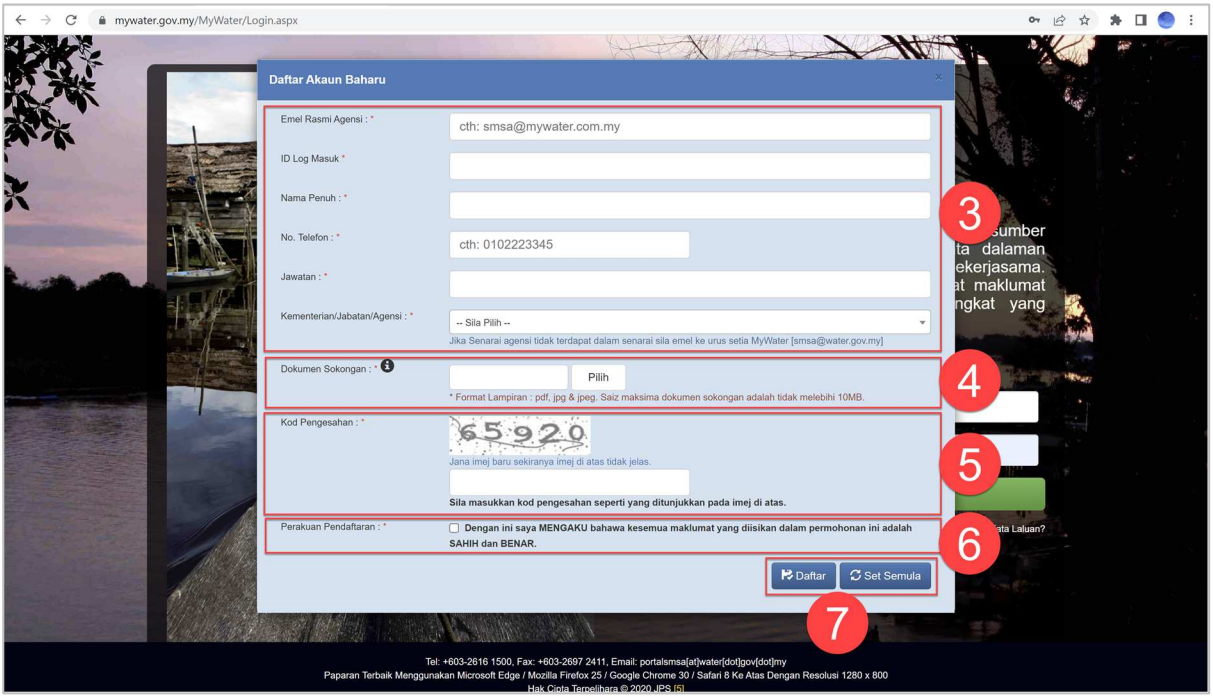

3. Fill in desired information at desired field:
    - At **Email Rasmi Agensi** *, input the official E-mail of the agency to be used as the User ID
    - At **Nama** * input Full Name
    - At **No. Telefon** *, input Telephone Number
    - At **Jawatan** *, input Designation
    - Choose **Kementerian / Jabatan/ Agensi** * from the *dropdownlist*

4. At **Dokumen Sokongan** * upload supporting document such as Staff ID

    Notes: Only file with format *.pdf, *.jpg dan *.jpeg with size not more than 10MB is accept
    - Click on **Pilih** button
    - Choose file from your PC directory
    - Klik ***Open*** button

5. At **Kod Pengesahan** * input verification code as shown in the image

    Notes: Click on **Jana imej baru sekiranya imej di atas tidak jelas** to generate another verification code

6. At **Perakuan Pendaftaran** * click on the checkbox

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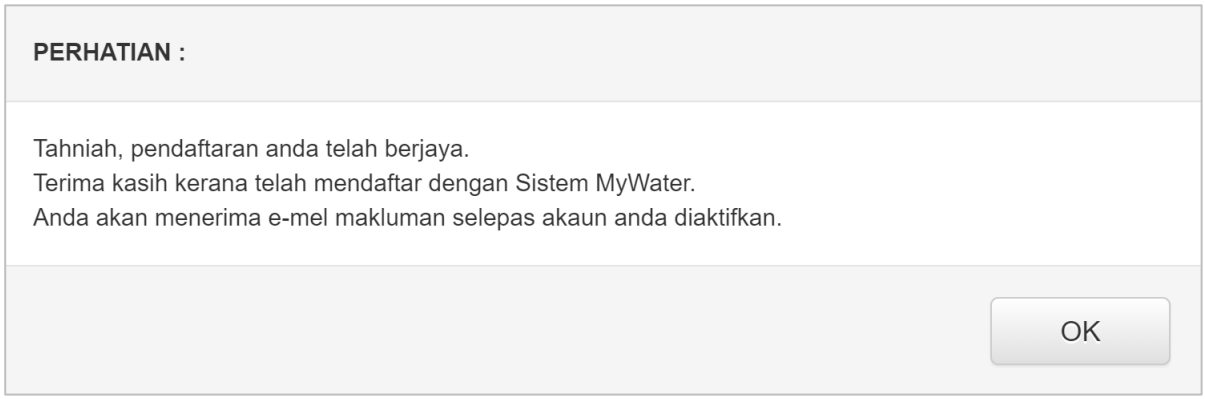
Notes:

Field with (*) is mandatory

7. Click on **Daftar** button and message **Tahniah, pendaftaran anda telah berjaya. Terima Kasih kerana telah mendaftar dengan Sistem MyWater. Anda akan menerima e-mel makluman selepas akaun anda diaktifkan**.
   Example:



Notes:

i. Click on button **Set Semula** to reset all fields.
ii. **Kod Pengesahan** will be blank and you need to re-input if any of the mandatory field is not key-in.

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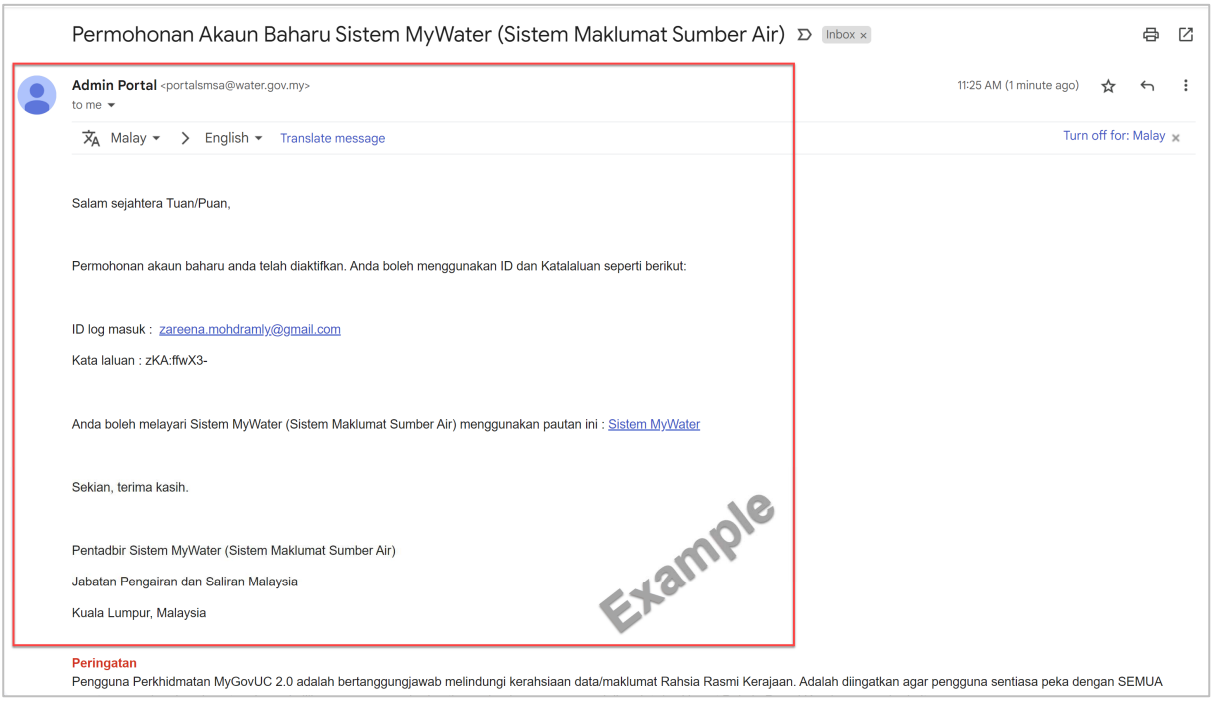
2 LOG IN AFTER MyWATER ACCOUNT FOR AGENGY USER HAVE BEEN ACTIVATED

2.1 Receive e-mail after account being activate

After the agency user account is activated, a notification email will be sent to the registered email address. Users need to refer to that email to get Login ID and Password.

Example:



Notes: E-mail is taken from Gmail for User Manual purpose only

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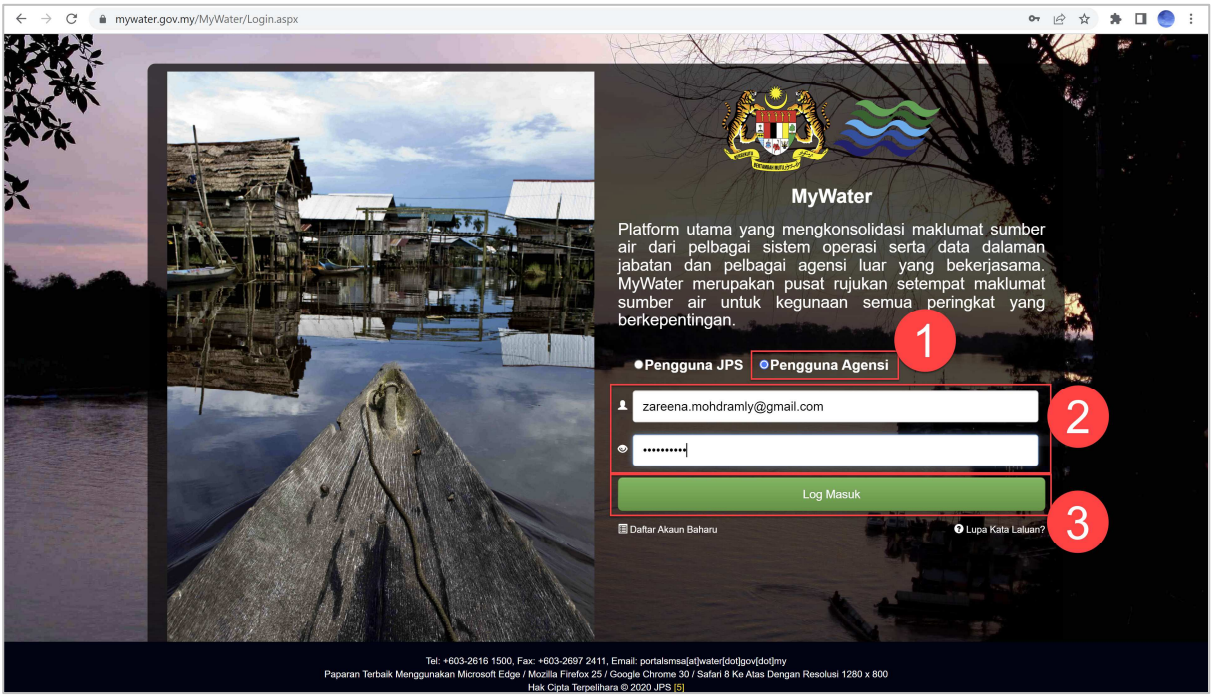
2.2 **First Time Login**

Agency users should visit the MyWater website at https://mywater.gov.my/MyWater to log into the Water Resources Information System. Agency Users need to log in to the system using the Login ID and Password as received in the e-mail.



STEPS:

1. Click on **Pengguna Agensi**
2. Input **User ID** and **Password**
3. Click on **Log Masuk** button

After successfully login into the MyWater portal, you are required to change your password. The Change Password screen will be displayed.

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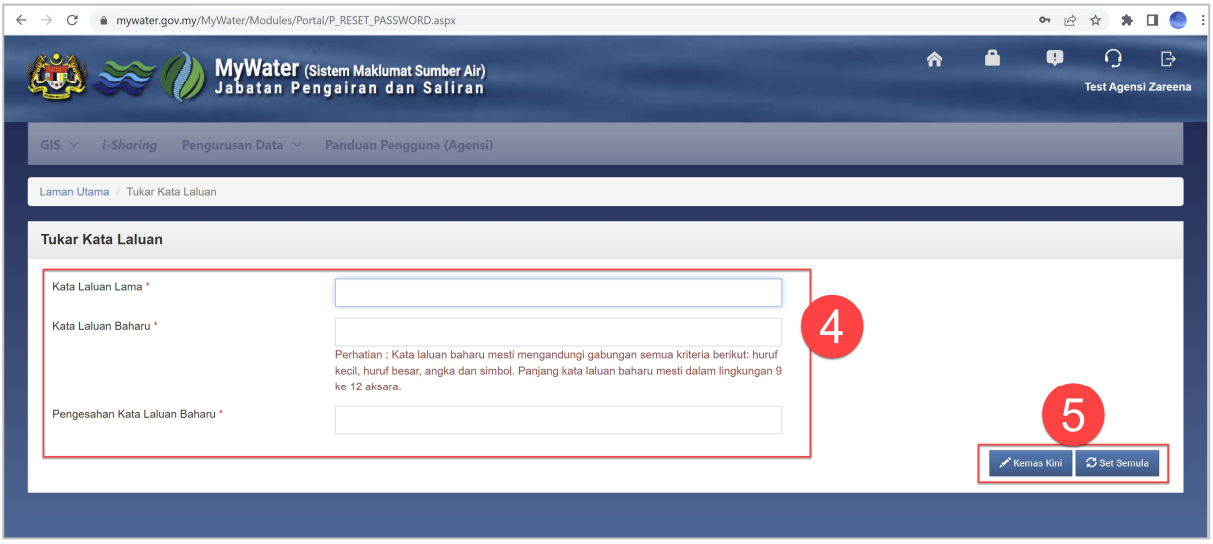

4. Fill in the desired information at desired field:
    - At **Kata Laluan Lama** *input current password
    - At **Kata Laluan Baharu** *, input new password
    - At **Pengesahan Kata Laluan Baharu** *, input new password confirmation

      Notes: As shown on **ATTENTION** message, the new password must contain a combination of lowercase letters, uppercase letters, numbers and symbols. Password length must be between EIGHT and TWELVE characters

5. Klik on **Kemas Kini** button and message **Kata Laluan Berjaya dikemas kini** will be displayed. The Login Screen will be displayed again and you will be required to Login using the new Password.

   Notes: Click on **Set Semula** button to reset all fields if needed.

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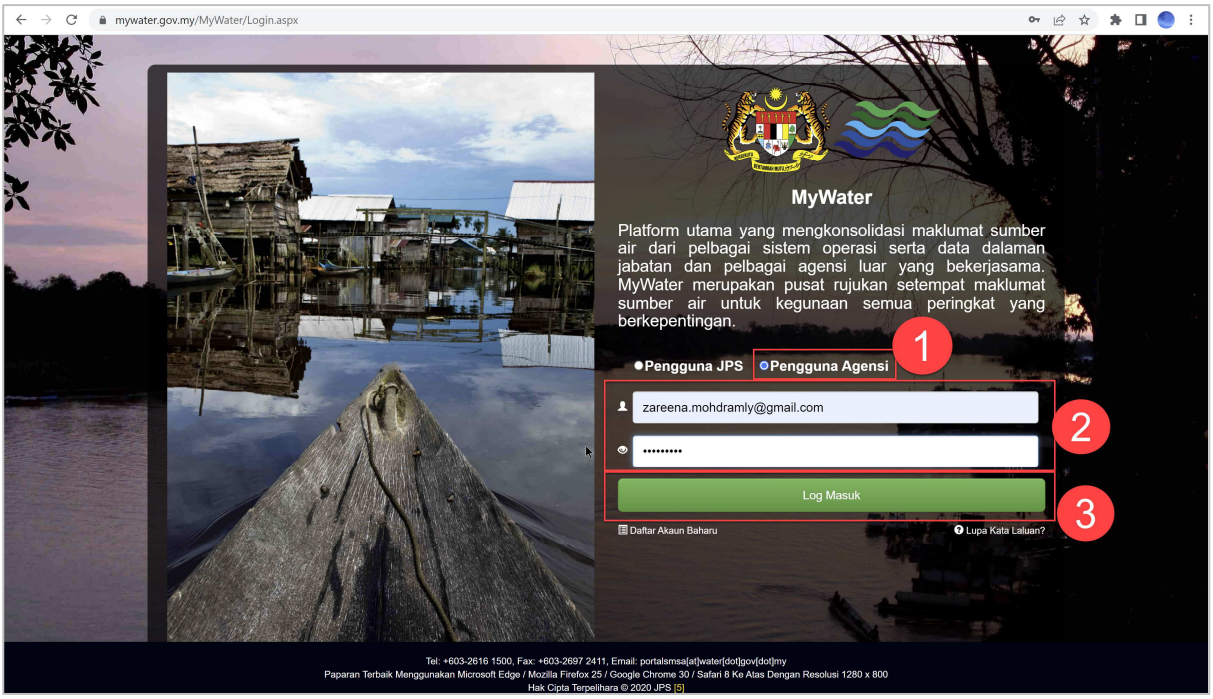
2.3 **Login After Change Password**



STEPS:

1. Click on **Pengguna Agensi**
2. Input **Login ID** and **Password**
3. Click on **Log Masuk button and Greeting Screen** will be displayed. You can access the menus according to the settings that have been given.

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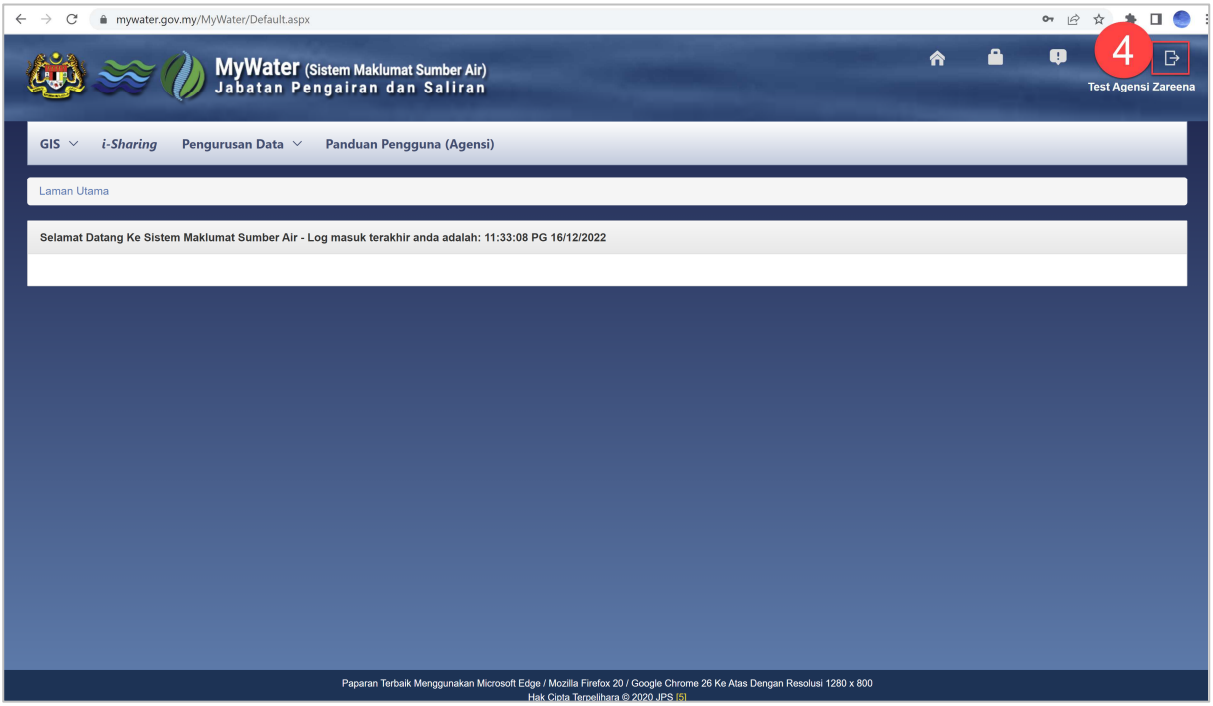

4. Click on icon if need to logout from MyWater portal

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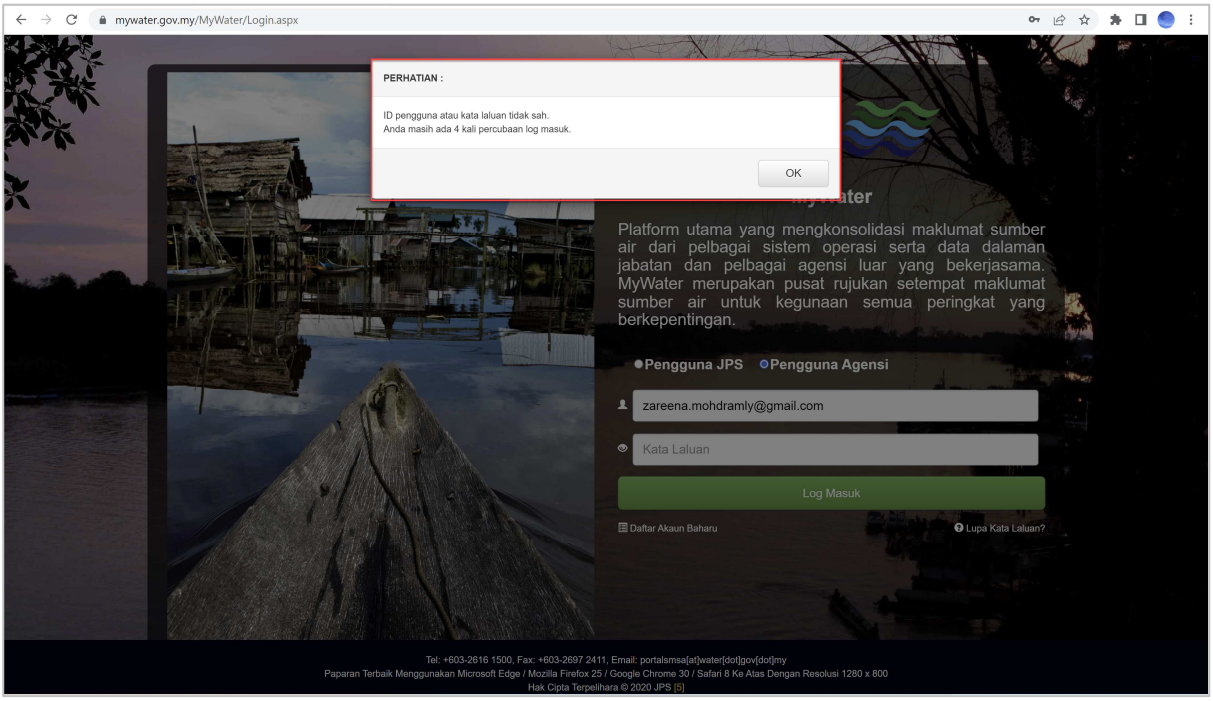
3 FORGOT PASSWORD

If you enter the wrong password, the following message will be displayed. You have a login attempt based on the settings on the system.

Example:



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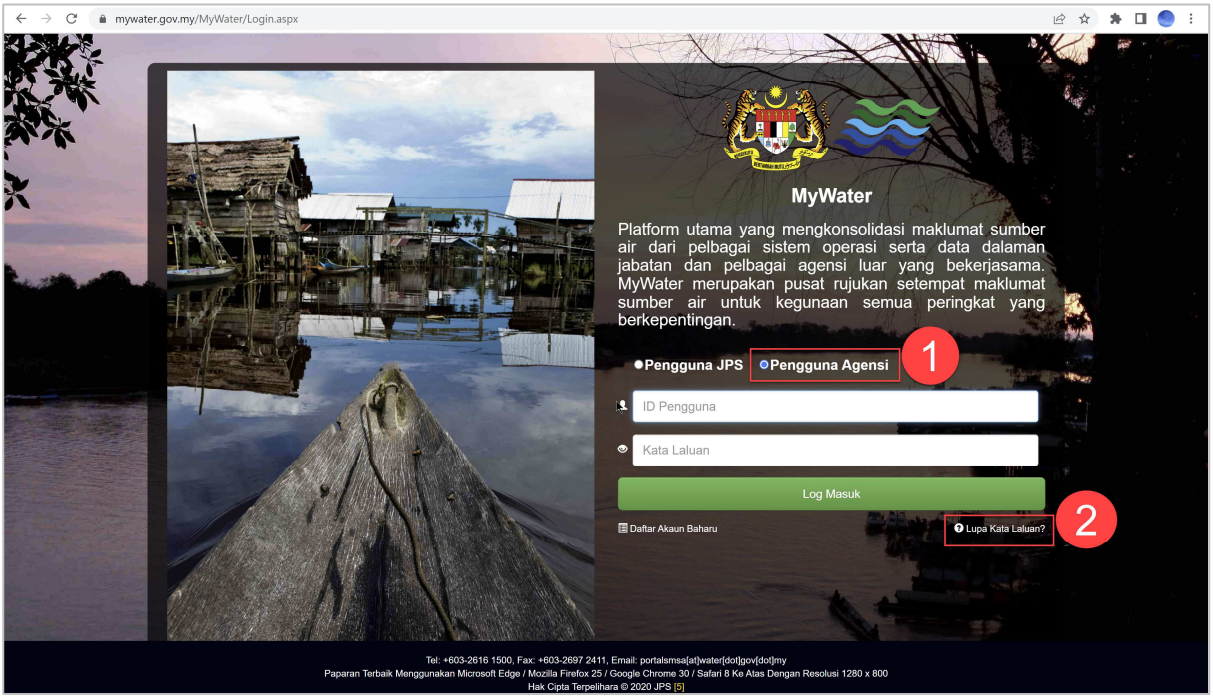
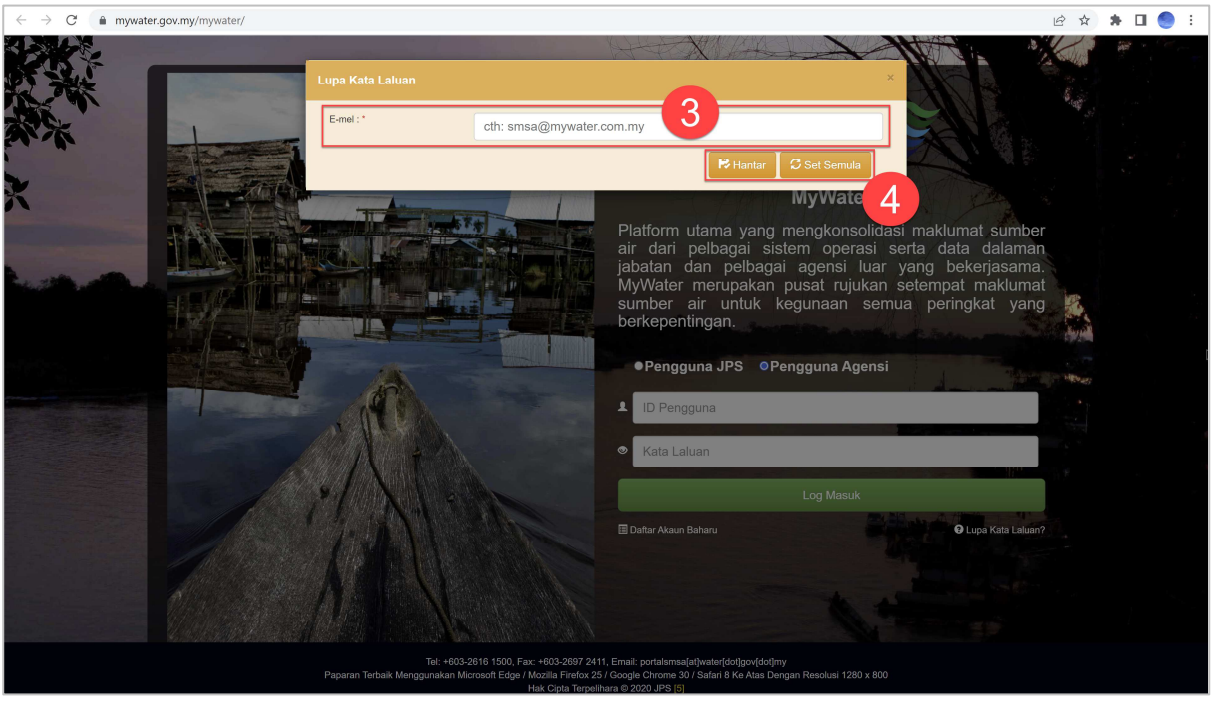


STEPS:

1. Click on **Pengguna Agensi**
2. Click on **Lupa Kata Laluan?** Forgot Password screen will be displayed for you to enter the e-mail address.



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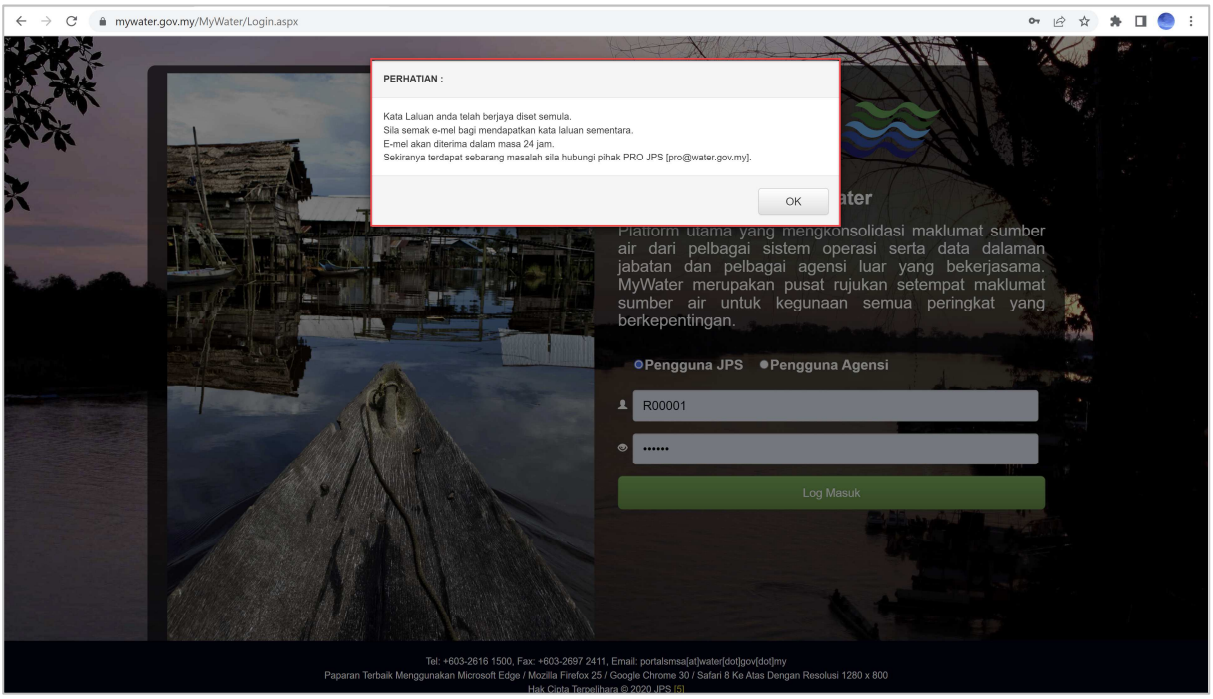
3. At **e-mel** * input your e-mail address where the temporary password will be sent.
4. Click on **Hantar** button

   Notes: Click on **Set Semula** button to reset all fields if needed.



5. Above message will be displayed. You need to refer to your email for the temporary password.

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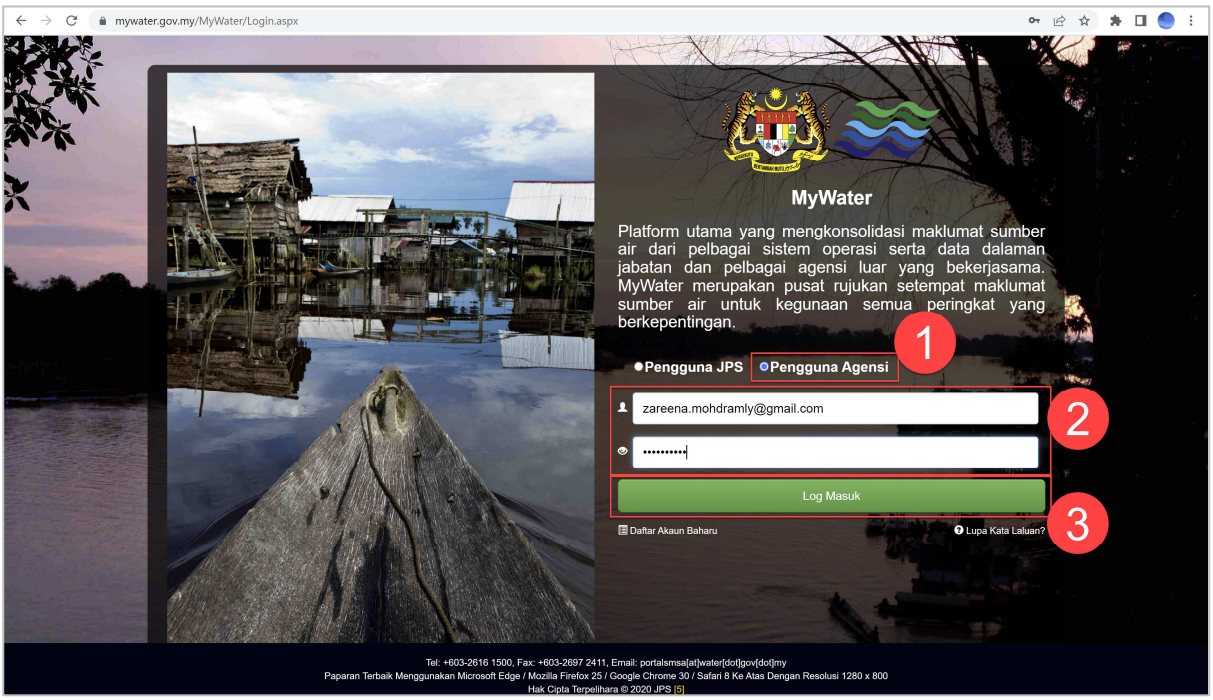
3.1 Login with Temporary password and Change Password



STEPS:

1. Click on **Pengguna Agensi**
2. Input **Login Id** and **Temporary Password** that received from the e-mail
3. Click on **Log Masuk button** and Greeting screen will be displayed.

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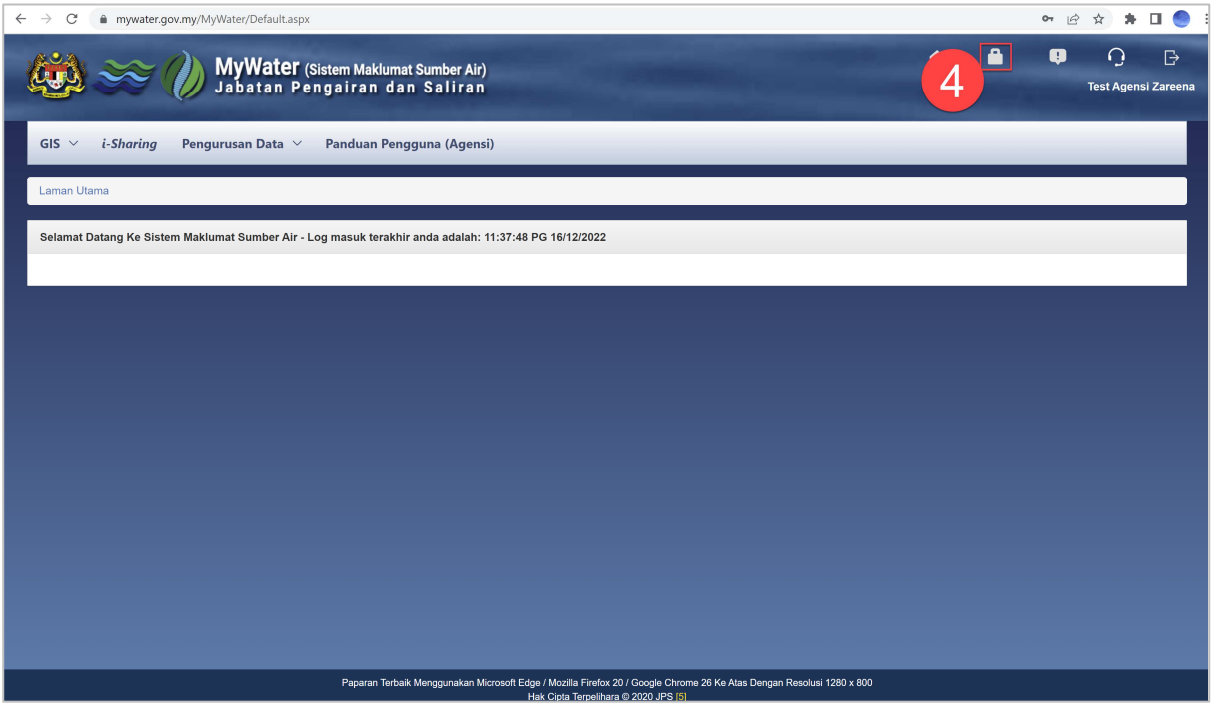
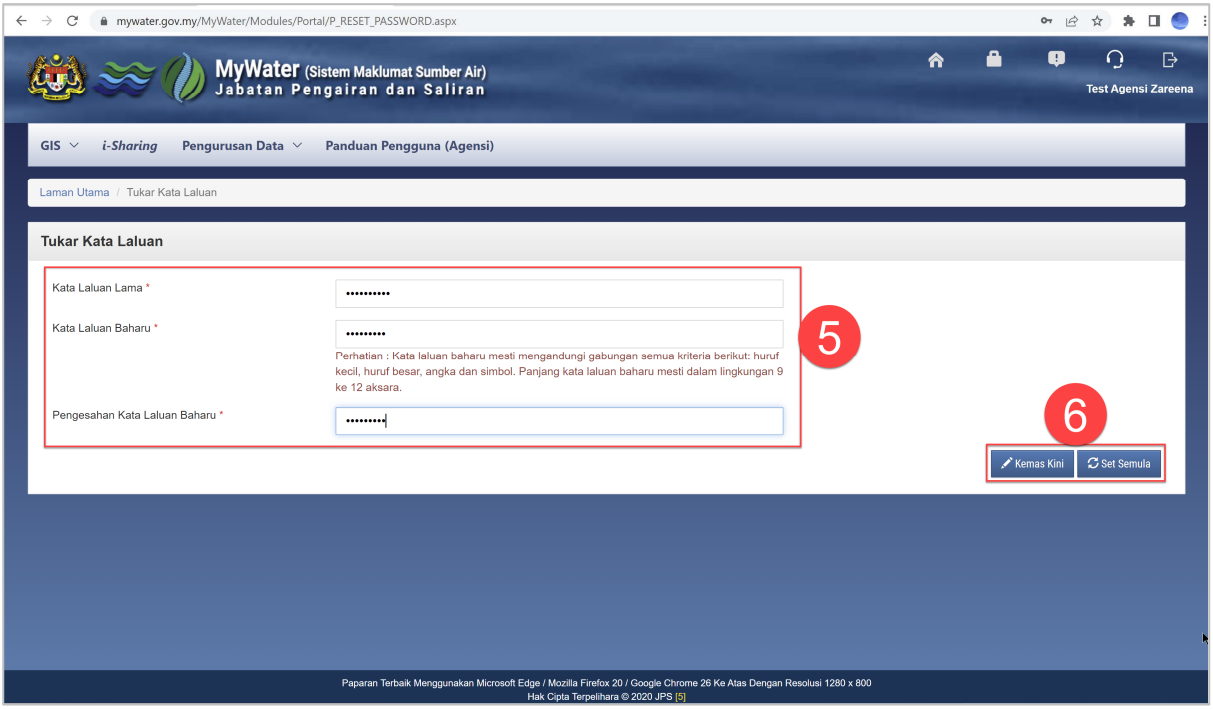


4. Click on icon to change Password and Change Password screen will be displayed.



5. Fill in desired information in desired fields:
    - At **Kata Laluan Lama** *, input current password
    - At **Kata Laluan Baharu** *, input new password

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- At **Pengesahan Kata Laluan Baharu** *, input new password confirmation

  Notes: As shown on **ATTENTION** message, the new password must contain a combination of lowercase letters, uppercase letters, numbers and symbols. Password length must be between EIGHT and TWELVE characters.

6. Click on **Kemas Kini button** and message **Kata Laluan Berjaya dikemas kini** will be displayed. The Login Screen will be displayed again and you will be required to Login using the new Password.

   Notes: Klik on **Set Semula** button to reset all fields if needed.

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