



# **SISTEM MAKLUMAT SUMBER AIR (SMSA/MyWater)**

## **DEPARTMENT OF IRRIGATION AND DRAINAGE, MALAYSIA**

---

### **User Manual**

---

### **Agency Users**

Document Title:	User Manual Sistem Maklumat Sumber Air (SMSA/MyWater)		
Security Level:	Limited	Version: 2.0	Page: 1

Document Title:	User Manual Sistem Maklumat Sumber Air (SMSA/MyWater)		
Security Level:	Limited	Version: 2.0	Page: 2

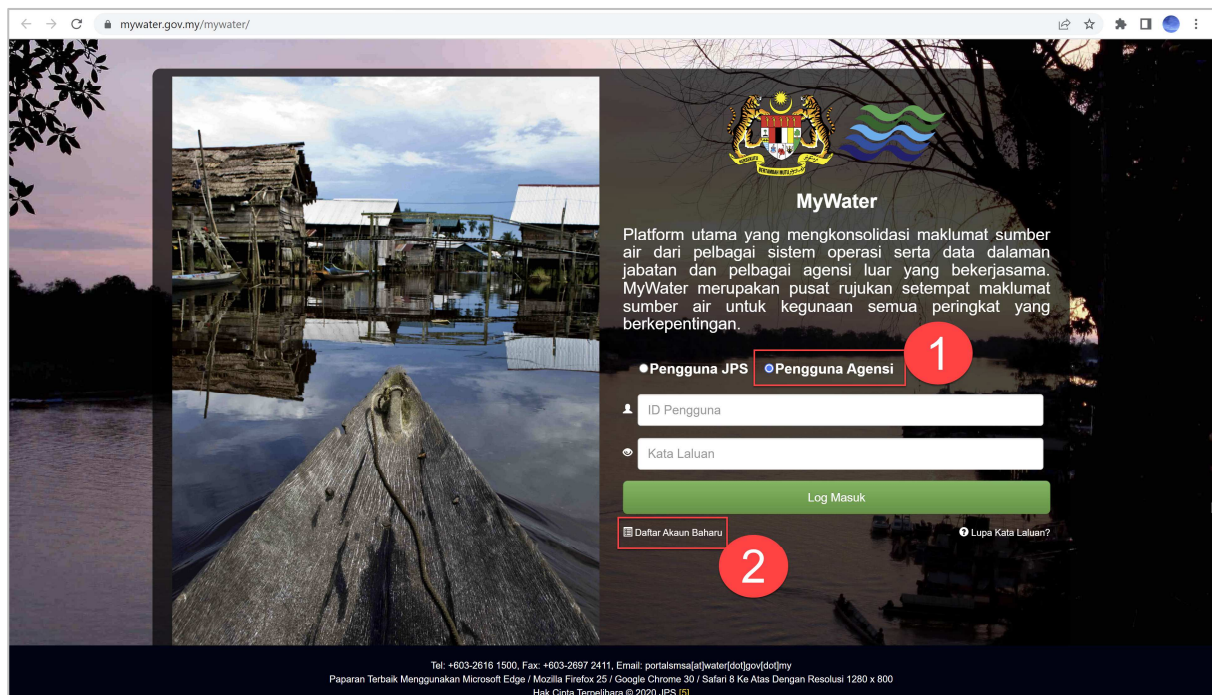
## Table of Content

<b>1</b>	<b>REGISTRATION OF AGENCY USERS NEW ACCOUNT .....</b>	<b>2</b>
<b>2</b>	<b>LOG IN AFTER MyWATER ACCOUNT FOR AGENCY USER HAVE BEEN ACTIVATED .....</b>	<b>5</b>
2.1	<b>Receive e-mail after account being activate.....</b>	<b>5</b>
2.2	<b>First Time Login .....</b>	<b>6</b>
2.3	<b>Login After Change Password .....</b>	<b>8</b>
<b>3</b>	<b>FORGOT PASSWORD.....</b>	<b>10</b>
3.1	<b>Login with Temporary password and Change Password.....</b>	<b>13</b>

Document Title:	User Manual Sistem Maklumat Sumber Air (SMSA/MyWater)		
Security Level:	Limited	Version: 2.0	Page: 2

# 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.

Document Title:	User Manual Sistem Maklumat Sumber Air (SMSA/MyWater)		
Security Level:	Limited	Version: 2.0	Page: 3

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

Document Title:	User Manual Sistem Maklumat Sumber Air (SMSA/MyWater)		
Security Level:	Limited	Version: 2.0	Page: 4

**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:

**PERHATIAN :**

Tahniah, pendaftaran anda telah berjaya.  
Terima kasih kerana telah mendaftar dengan Sistem MyWater.  
Anda akan menerima e-mel makluman selepas akaun anda diaktifkan.

**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.

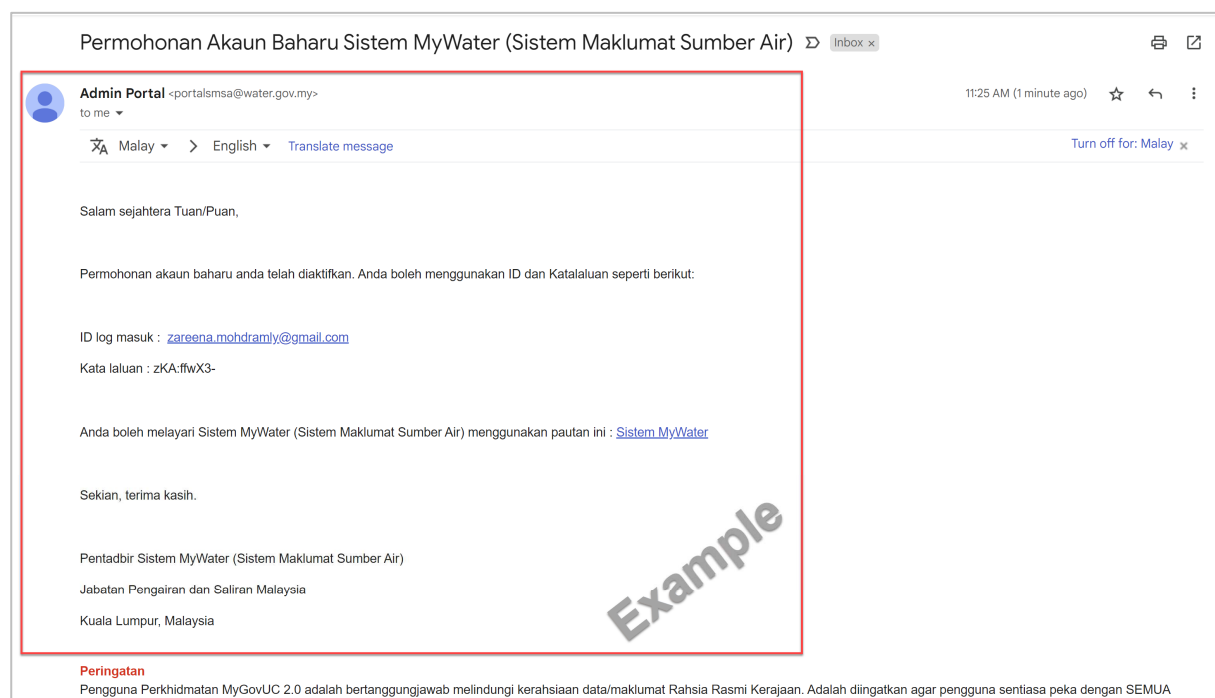
Document Title:	User Manual Sistem Maklumat Sumber Air (SMSA/MyWater)		
Security Level:	Limited	Version: 2.0	Page: 5

## 2 LOG IN AFTER MyWATER ACCOUNT FOR AGENCY 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:

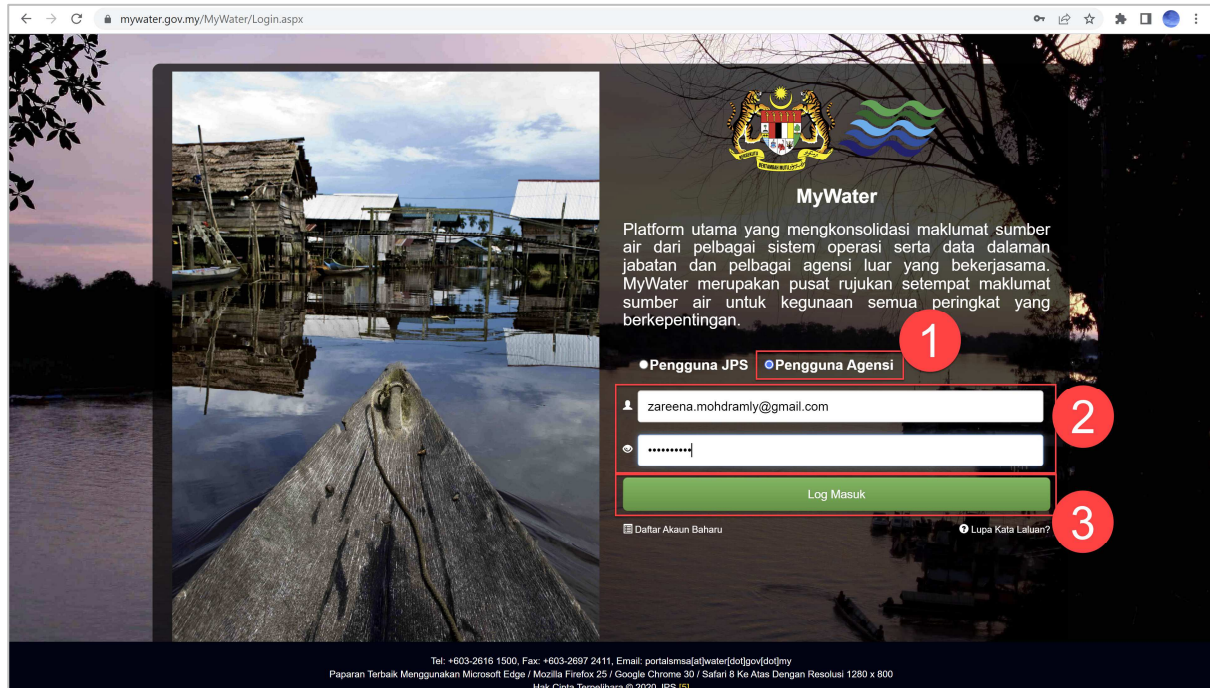


**Notes:** E-mail is taken from Gmail for User Manual purpose only

Document Title:	User Manual Sistem Maklumat Sumber Air (SMSA/MyWater)		
Security Level:	Limited	Version: 2.0	Page: 6

## 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.



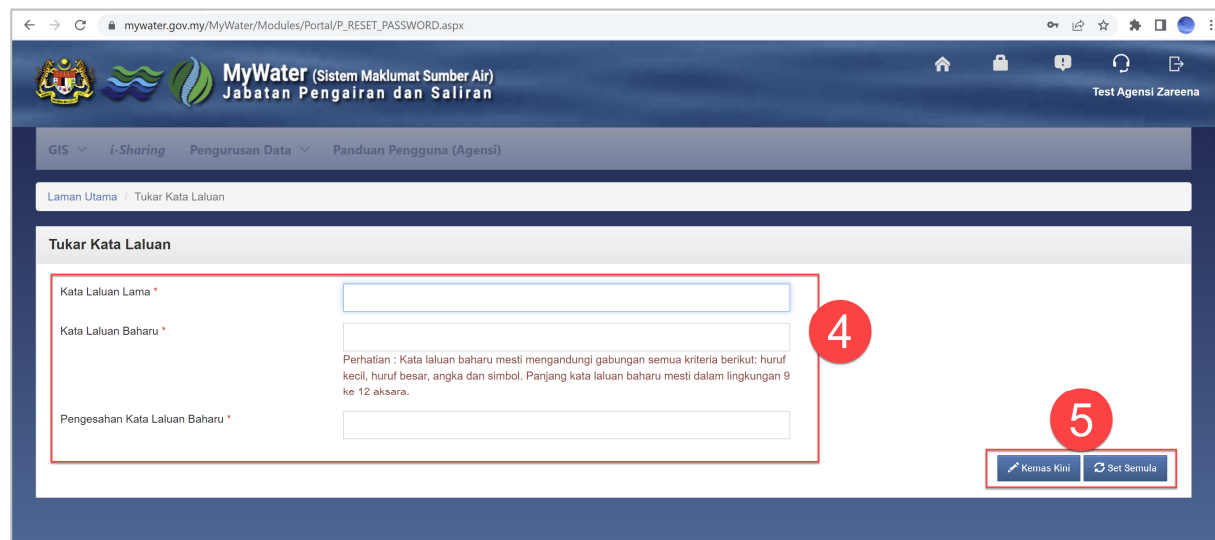
### STEPS:

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.



Document Title:	User Manual Sistem Maklumat Sumber Air (SMSA/MyWater)		
Security Level:	Limited	Version: 2.0	Page: 7



mywater.gov.my/MyWater/Modules/Portal/P\_RESET\_PASSWORD.aspx

MyWater (Sistem Maklumat Sumber Air)  
Jabatan Pengairan dan Saliran

GIS i-Sharing Pengurusan Data Panduan Pengguna (Agensi)

Laman Utama / Tukar Kata Laluan

**Tukar Kata Laluan**

Kata Laluan Lama \*

Kata Laluan Baharu \*

Perhatian : Kata laluan baharu mesti mengandungi gabungan semua kriteria berikut: huruf kecil, huruf besar, angka dan simbol. Panjang kata laluan baharu mesti dalam lingkungan 9 ke 12 aksara.

Pengesahan Kata Laluan Baharu \*

**4**

**5**

[Kemas Kini](#) [Set Semula](#)

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.

Document Title:	User Manual Sistem Maklumat Sumber Air (SMSA/MyWater)		
Security Level:	Limited	Version: 2.0	Page: 8

## 2.3 Login After Change Password

The screenshot shows the MyWater login interface. On the left is a scenic image of a river with wooden houses. On the right, the MyWater logo and a description of the platform are visible. Below this, there are two tabs: 'Pegguna JPS' and 'Pegguna Agensi'. The 'Pegguna Agensi' tab is selected. Under this tab, there are two input fields: one for the email address (containing 'zareena.mohdramly@gmail.com') and one for the password (masked with asterisks). A green 'Log Masuk' button is positioned below the password field. To the right of the input fields, there are three red circles with white numbers: 1, 2, and 3. Circle 1 points to the 'Pegguna Agensi' tab, circle 2 points to the email input field, and circle 3 points to the 'Log Masuk' button. At the bottom of the page, there is a footer with contact information and a copyright notice.

mywater.gov.my/MyWater/Login.aspx

**MyWater**

Platform utama yang mengkonsolidasi maklumat sumber air dari pelbagai sistem operasi serta data dalaman jabatan dan pelbagai agensi luar yang bekerjasama. MyWater merupakan pusat rujukan setempat maklumat sumber air untuk kegunaan semua peringkat yang berkepentingan.

• Pegguna JPS • **Pegguna Agensi**

zareena.mohdramly@gmail.com

Log Masuk

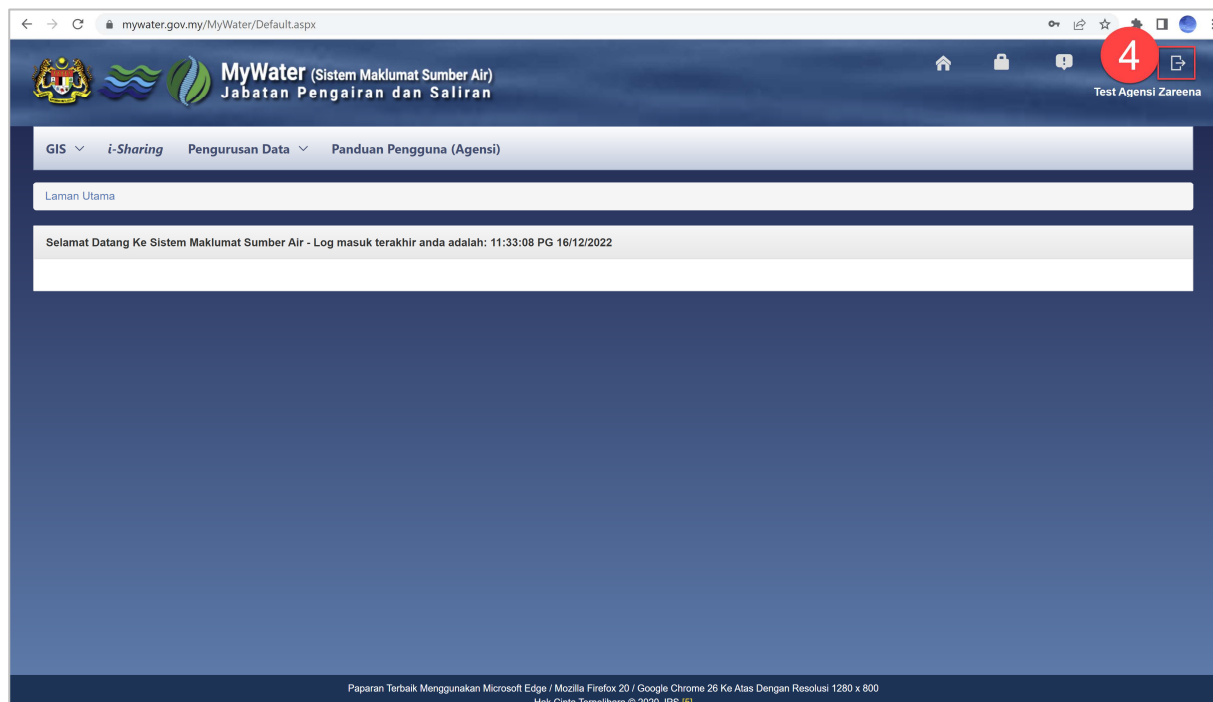
Daftar Akaun Baharu Lupa Kata Laluan?


Tel: +603-2616 1500, Fax: +603-2697 2411, Email: portalesmsa[at]water[dot]gov[dot]my  
Paparan Terbaik Menggunakan Microsoft Edge / Mozilla Firefox 25 / Google Chrome 30 / Safari 8 Ke Atas Dengan Resolusi 1280 x 800  
Hak Cipta Terpelihara © 2020 JPS [S]

### STEPS:

1. Click on **Pegguna 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.

Document Title:	User Manual Sistem Maklumat Sumber Air (SMSA/MyWater)		
Security Level:	Limited	Version: 2.0	Page: 9



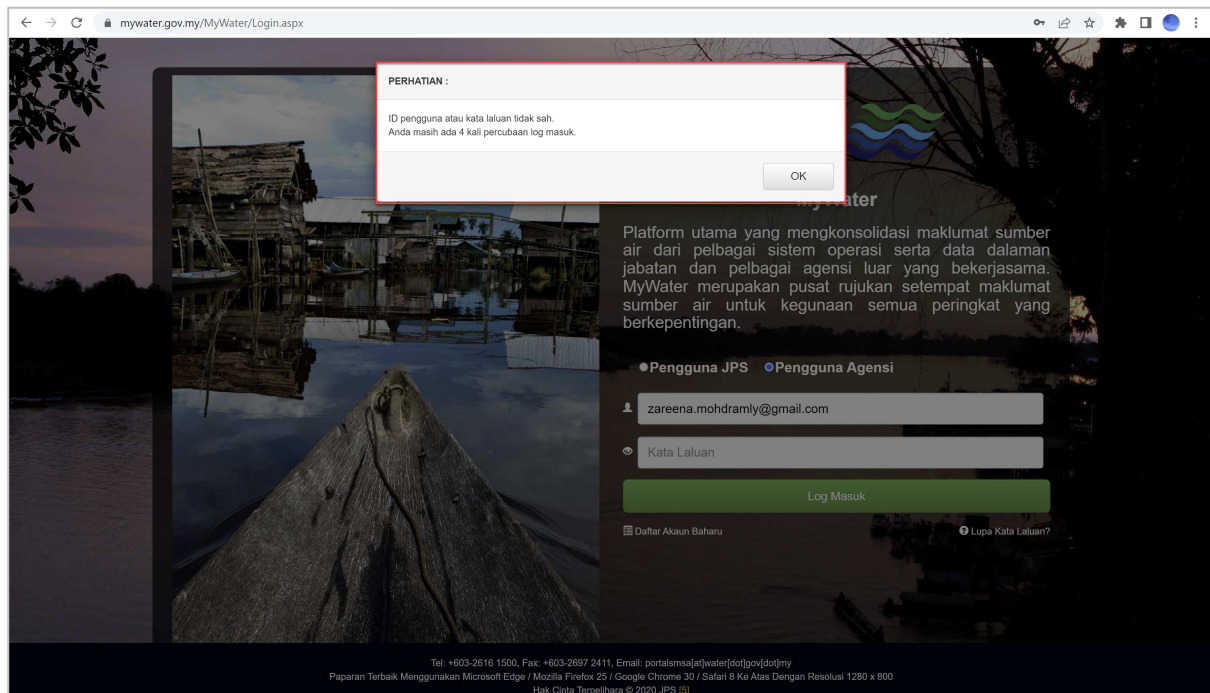
4. Click on icon  if need to logout from MyWater portal

Document Title:	User Manual Sistem Maklumat Sumber Air (SMSA/MyWater)		
Security Level:	Limited	Version: 2.0	Page: 10

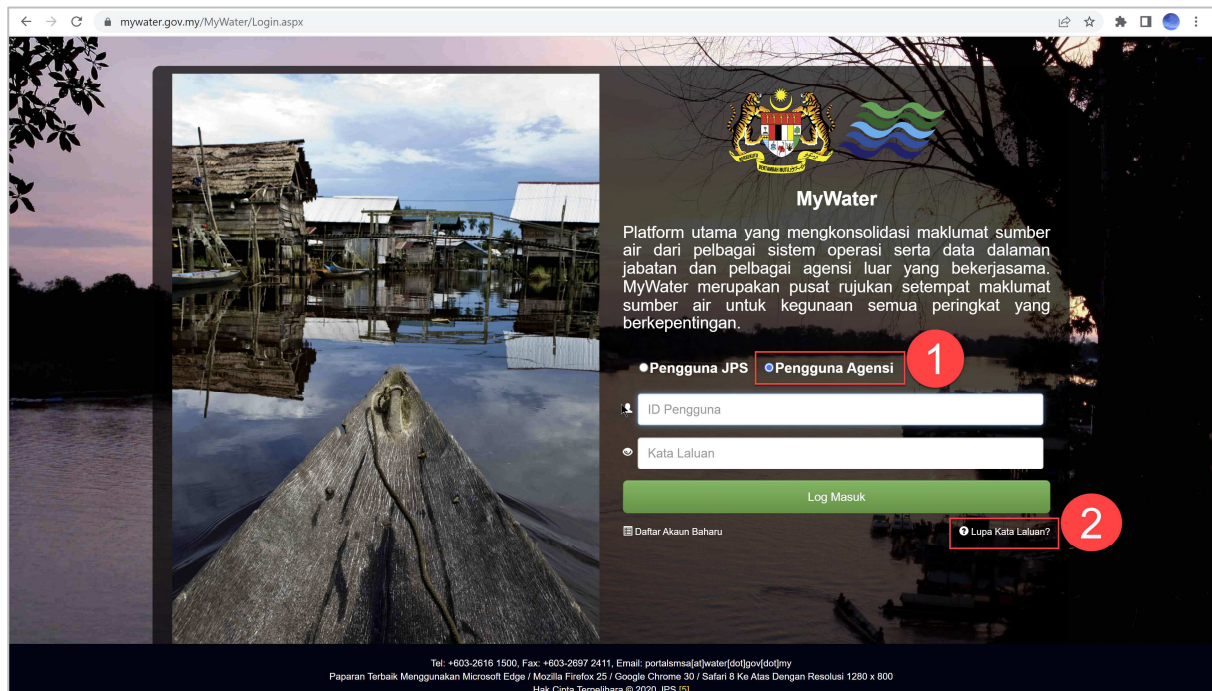
### 3 FORGOT PASSWORD

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:

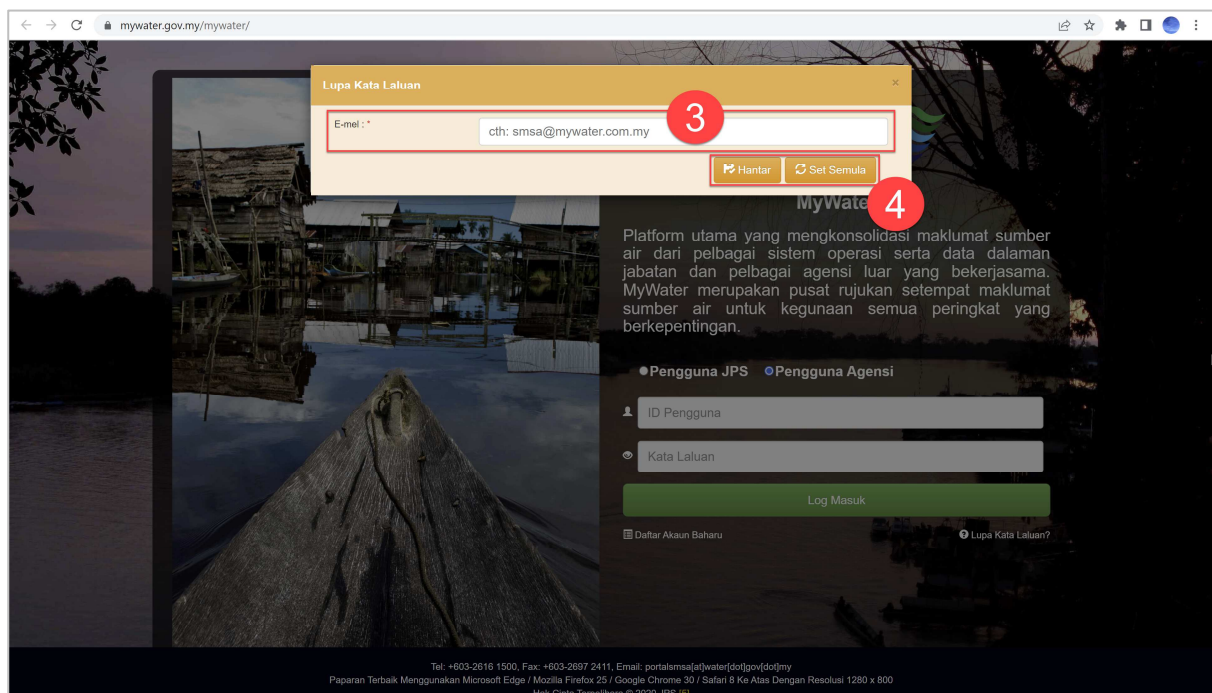


Document Title:	User Manual Sistem Maklumat Sumber Air (SMSA/MyWater)		
Security Level:	Limited	Version: 2.0	Page: 11



## STEPS:

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

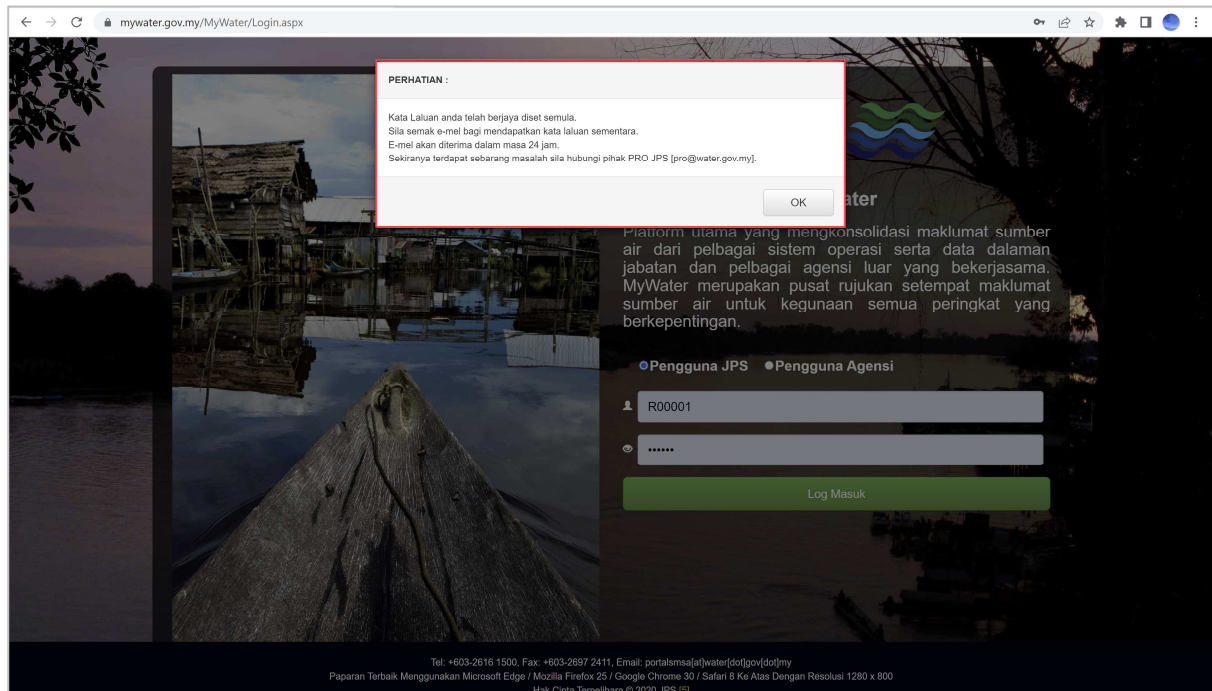




Document Title:	User Manual Sistem Maklumat Sumber Air (SMSA/MyWater)		
Security Level:	Limited	Version: 2.0	Page: 12

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.

Document Title:	User Manual Sistem Maklumat Sumber Air (SMSA/MyWater)		
Security Level:	Limited	Version: 2.0	Page: 13

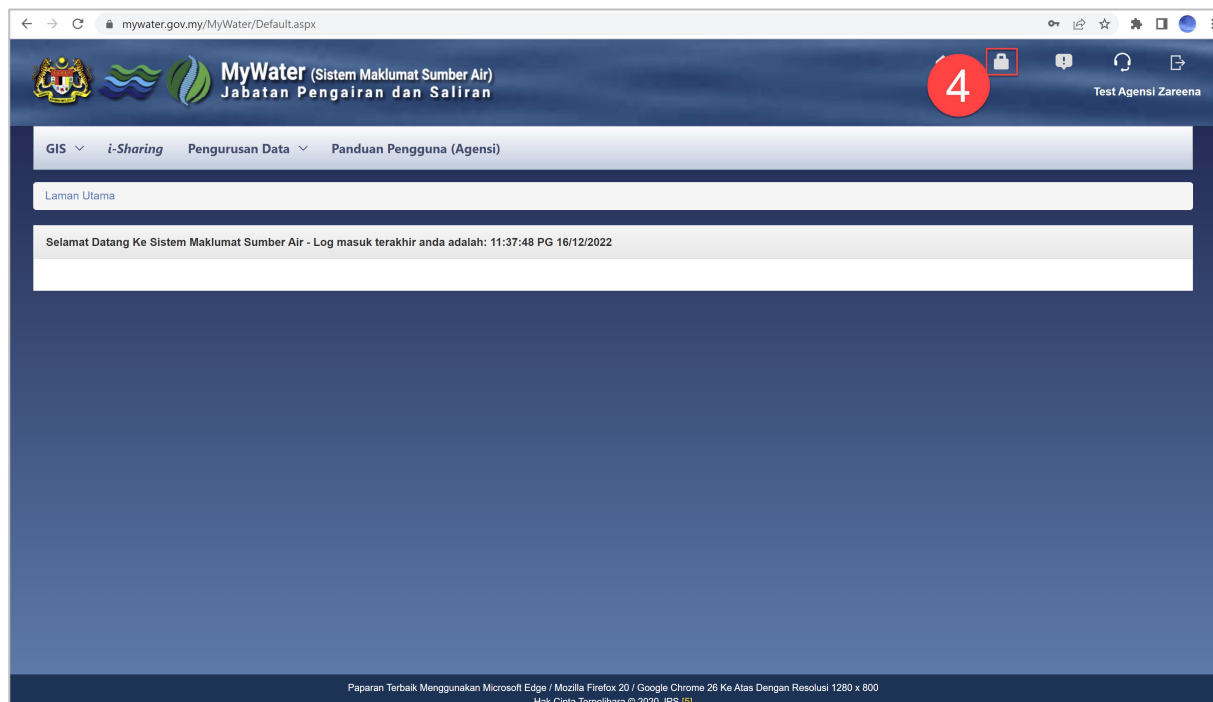
### 3.1 Login with Temporary password and Change Password


The screenshot shows the MyWater login interface. On the left is a scenic image of a river with wooden houses. On the right, the 'MyWater' logo and a description of the platform are visible. Below this, there are two tabs: 'Pegguna JPS' and 'Pegguna Agensi'. The 'Pegguna Agensi' tab is selected. Under this tab, there are two input fields: one for the email address (containing 'zareena.mohdramly@gmail.com') and one for the password (masked with dots). A green 'Log Masuk' button is positioned below the password field. At the bottom of the login section, there are links for 'Daftar Akaun Baharu' and 'Lupa Kata Laluan?'. Red circles with numbers 1, 2, and 3 are overlaid on the image to indicate the steps: 1 points to the 'Pegguna Agensi' tab, 2 points to the email input field, and 3 points to the 'Log Masuk' button.

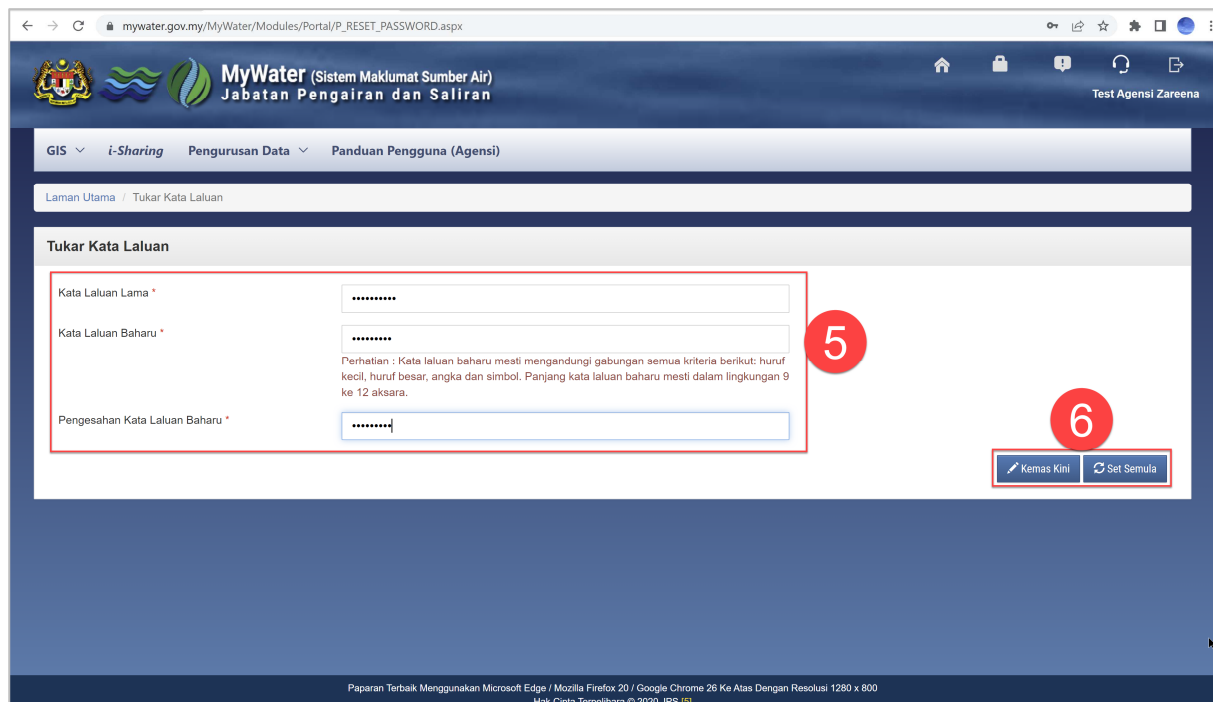
#### STEPS:

1. Click on **Pegguna 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.

Document Title:	User Manual Sistem Maklumat Sumber Air (SMSA/MyWater)		
Security Level:	Limited	Version: 2.0	Page: 14



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



Document Title:	User Manual Sistem Maklumat Sumber Air (SMSA/MyWater)		
Security Level:	Limited	Version: 2.0	Page: 15

- 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.