



Manual untuk
“SET UP FORGOTTEN PASSWORD”
Bagi pengguna *Self Service*
Kemudahan ini memerlukan alamat email
tersedia dalam GEMS.

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Main Menu >

Self Service

Self Service transactions include: browsing and searching the catalog, enrolling and viewing your learning transcript.

<p>Room Booking</p> <p>Room Booking</p> <ul style="list-style-type: none">Make Room BookingView Room BookingView Room Information	<p>Verify Employee Information</p> <p>Verify Employee Information</p>	<p>Review Transactions</p> <p>Review transactions that you submitted for approval</p>
<p>Time Reporting</p> <p>Report and review your time, schedules, request absences and more.</p> <ul style="list-style-type: none">Report TimeView Time	<p>Personal Information</p> <p>Review and update your personal information.</p> <ul style="list-style-type: none">Personal Information SummaryHome and Mailing AddressPhone Numbers5 More...	<p>Payroll and Compensation</p> <p>Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.</p> <ul style="list-style-type: none">E-Payslip Summary Page
<p>Benefits</p> <p>Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.</p> <ul style="list-style-type: none">Claim/Application RequestDependent Information	<p>Learning and Development</p> <p>Add or review information about profiles of skills and competencies, interest lists, training and development.</p> <ul style="list-style-type: none">My ProfileMy Job Profiles	<p>Learning</p> <p>View and maintain learning records and objectives, and browse and search the learning catalog.</p> <ul style="list-style-type: none">BCS Exam resultSubmit Travel ArrangementsView Travel Arrangements5 More...
<p>Performance Management</p> <p>Access your performance and development documents, and evaluations you have done for others.</p> <ul style="list-style-type: none">My Performance DocumentsOther's Performance Documents	<p>Recruiting Activities</p> <p>Recruiting Activities</p> <ul style="list-style-type: none">CareersInterview EvaluationsInterview CalendarInterview Team Schedule	<p>Attendance</p> <ul style="list-style-type: none">On-Line Submission Page

1. Klik "My System Profile"

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General Profile Information

ABDUL RAHMAN BIN ABDUL RAHIM

Password

[Change password](#)

[Change or set up forgotten password help](#)

2. Klik **“Change or set up forgotten password help”**

Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and email is: English ▾

Currency Code: BND 🔍

Default Mobile Page: 🔍

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID: 🔍

From Date: 31 (example:12/31/2000)

To Date: 31 (example:12/31/2000)

Workflow Attributes

Email User Worklist User

Miscellaneous User Links

Email		
Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	rahman.rahim@psd.gov.bn

2a*Peringatan:
Pastikan alamat emel telah dikemaskinikan terlebih dahulu



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[My Links](#) Select One: ▾

[New Window](#) | [Customize Page](#) |

Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you.
Enter a question and your response below. These will be used to authenticate you.

Question:

Select from the list of questions.

Response:

OK

Cancel

3. Ruang ini akan terpapar untuk awda isikan dengan lengkap

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[My Links](#) Select One: ▾

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Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you.
Enter a question and your response below. These will be used to authenticate you.

Question:	<input type="text"/>
Response:	<ul style="list-style-type: none">Name of a memorable city.Name of the first company you worked for?Name of your favourite sports team?What is the name of the pet you have or have had?What is your favourite car?What is your favourite food?What is your grandfather's name?What was the name of your primary school?What was your favourite subject in school?Where is your mother's birth place?
<input type="button" value="OK"/>	

4. Klik "Question" dan Klik pilihan yang tersenarai di ruang tersebut

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Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you.
Enter a question and your response below. These will be used to authenticate you.

Question:

Select from the list of questions

Response:

5. Isikan di ruang **"Response"** bagi menjawab soalan, tertakluk kepada soalan yang telah awda pilih

6. Klik **"Ok"**



Manual bagi
“Mendapatkan Password Baru”
Bagi pengguna *Self Service*
Kemudahan ini memerlukan Set Up Forgotten
Password telah dibuat.



Today's Date: 1/10/2013

GEMS Login

User ID:

Password:

[Forgot your password?](#)

Having issues logging into GEMS?
Contact the GEMS Help Desk
Tel: **+673 238 2407**
Email: gems.helpdesk@psd.gov.bn

Working Hours:
Mon. - Thurs. & Sat.
7:45am - 12:15pm / 1:30pm - 4:30pm

1. Klik "*Forgot your password*"

Announcement/Makluman

Catatan kedatangan kini lebih mudah dengan menekan butang "**Attendance**" diruang Log Masuk.
Selamat Menggunakan Khidmat Cepat dan Mudah!!

Bahagian GEMS
Jabatan Perkhidmatan Awam

Forgot My Password

If you have forgotten your password, or your password has expired, you can have a new password emailed to you.

Enter your User ID below. This will be used to find your profile, in order to authenticate you.

User ID:

2. Masukkan no kad pengenalan awda di ruang "User ID"

3. Klik "Continue"

Forgot My Password

User ID: 70000001

Email ID: ramizah.sabtu@psd.gov.bn

Please answer the following question below for user validation.

Question: Name of a memorable city.

Response:

4. . Isikan di ruang ***“Response”*** bagi menjawab soalan yang sama

5. Klik ***“Email New Password”***


Password Emailed





Your password has been emailed.

5a*Peringatan:

Ikon ini akan terpapar. Kata laluan yang baru dihantar melalui emel kerajaan awda. Sila pastikan awda menerimanya.

 Previous tab

 Next tab

 Refresh

User ID Password

GEMS.Notification@psd.gov.bn

To: Ramizah Binti Hj Sabtu



Thursday, January 10, 2013 11:48 AM

You have requested for a password change for your GEMS account.

Your new password is E8FXL1432

Please change your password as soon as possible.

New password criteria:-

- *Must contain a minimum of 8 characters
- *Must have at least 1 number
- *Must not be any of the previous 5 passwords that you have chosen before

This communication was sent via PeopleSoft Workflow Technology. Please do not reply to this email.

6. Kata laluan ini adalah yang di **“generate”** oleh GEMS. Awda hendaklah menggunakannya untuk **“sign in”** ke GEMS. Awda diperlukan untuk menukar kata laluan ini dengan segeranya.

6a*Peringatan:
Sila ikutkan arahan seterusnya untuk **“Reset”** kata laluan.



Manual untuk
“RESET PASSWORD”
Bagi pengguna *Self Service*



Today's Date: 1/10/2013

GEMS Login

User ID: 70000001

Password: ●●●●●●●●

[Forgot your password?](#)

Sign In

Attendance

Having issues logging into GEMS?

Contact the GEMS Help Desk

Tel: **+673 238 2407**

Email: gems.helpdesk@psd.gov.bn

Working Hours:

Mon. - Thurs. & Sat.

7:45am - 12:15pm / 1:30pm - 4:30pm

1. Masukkan no kad pengenalan awda di ruang "User ID"

2. Masukkan kata laluan awda yang di berikan melalui emel kerajaan awda di ruang "Password"

3. Klik "Sign in"

Announcement/Makluman

Catatan kedatangan kini lebih mudah dengan menekan butang "Attendance" di ruang Log Masuk.

Selamat Menggunakan Khidmat Cepat dan Mudah!!

Bahagian GEMS
Jabatan Perkhidmatan Awam



4. Klik "Change my Password" untuk memperbaharui kata laluan awda

[Home](#) [Worklist](#) [Add to My Links](#) [GEMS Help Centre](#) [Sign out](#)

[My Links](#) Select One: ▾

Personalize [Content](#) [Layout](#) Thursday, January 10, 2013

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Welcome

Welcome to GEMS!

"Towards Excellent, Interactive and Integrated Public Service in line with 21st Century's Civil Service Vision"

For any inquiries, please contact GEMS Helpdesk at +6732382407 or email at gems.helpdesk@psd.gov.bn

GEMS Help Centre

Please click [here](#) or on "GEMS Help Centre" link at the top right-hand corner to get help on GEMS functionalities.

NEW

Computer Based Training on Absence Request (Malay Guide):

- [Absence Request \(Malay Guide\)](#)

Discussion Forums

No Discussions available

GEMS News

NEW Data Bagi Pegawai dan Kakitangan Kerajaan

Assalamualaikum / Salam Sejahtera,

Bagi pihak Pengurusan GEMS, kami ingin memperkenalkan mengenai proses *Pengesahan Data* di dalam GEMS, yang mana pegawai dan kakitangan kerajaan akan dapat mengesahkan dan memastikan data peribadi dan data perkhidmatan mereka adalah betul dan terkini.

Pada masa ini, proses ini kini boleh digunakan oleh jabatan - jabatan dibawah Jabatan Perdana Menteri, Kementerian Kewangan, Kementerian Perhubungan, Kementerian Hal Ehwal Ugama dan Kementerian Pertahanan dan akan dilancarkan kepada kementerian - kementerian dan jabatan - jabatan yang lain secara bergilir - gilir. Aktiviti - aktiviti mass briefing dan roving, yang bertujuan untuk memperkenalkan dan menarangkan mengenai proses berkenaan kepada

Quick Links

My E-mail	My Calendar
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My Leave Balance



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Change Password

User ID: 70000001

Description: ABDUL RAHMAN BIN ABDUL RAHIM

*Current Password:

*New Password:

*Confirm Password:

5. Ruang **“Change Password”** ini terpapar untuk awda isikan dengan lengkap adan betul

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[My Links](#) Select One: ▾

[New Window](#) | [Customize Page](#) | [help](#)

Change Password

User ID: 70000001

Description: ABDUL RAHMAN BIN ABDUL RAHIM

*Current Password:

*New Password:

*Confirm Password:

6. Masukkan kata laluan awda yang di berikan melalui emel kerajaan awda di ruang **"Password"**

7. Masukkan kata laluan awda yang baru di ruang **"New Password"**

8. Masukkan kata laluan sama (seperti langkah 7) ke dalam ruang **"Confirm Password"**

9. Klik **"Change Password"**

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[My Links](#) Select One: ▾

[New Window](#) | [Customize Pa](#) **Saved**

Password Saved



Your password has successfully been changed.

OK

10. Klik "Ok"

10a.
***Peringatan:**
Pastikan tanda
"Saved"
terpapar
setelah
menekan
"Ok"



11a.
***Peringatan:**
Jika awda "*sign-out*" dari GEMS, pastikan awda menunggu 15 minit sebelum "*sign-in*" ke GEMS semula.

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Change Password

User ID: 70000001

Description: ABDUL RAHMAN BIN ABDUL RAHIM

*Current Password:

*New Password:

*Confirm Password:

11. Klik "Sign out"

[My Links](#) | Select One:

[New Window](#) | [Customize Page](#) |