

# OpenKGUMSB

## USER REGISTRATION MANUAL

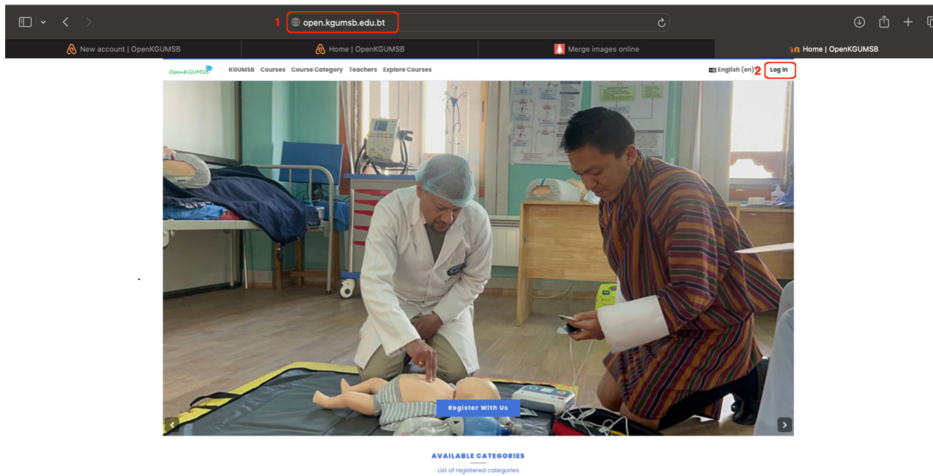
# OpenKGUMSB User Registration Manual

Written by:	ICT UNIT (OOP, FNPH, FOTM, FOUGM)
Department:	KGUMSB
Date:	09-08-2024
For:	OpenKGUMSB VLE Users

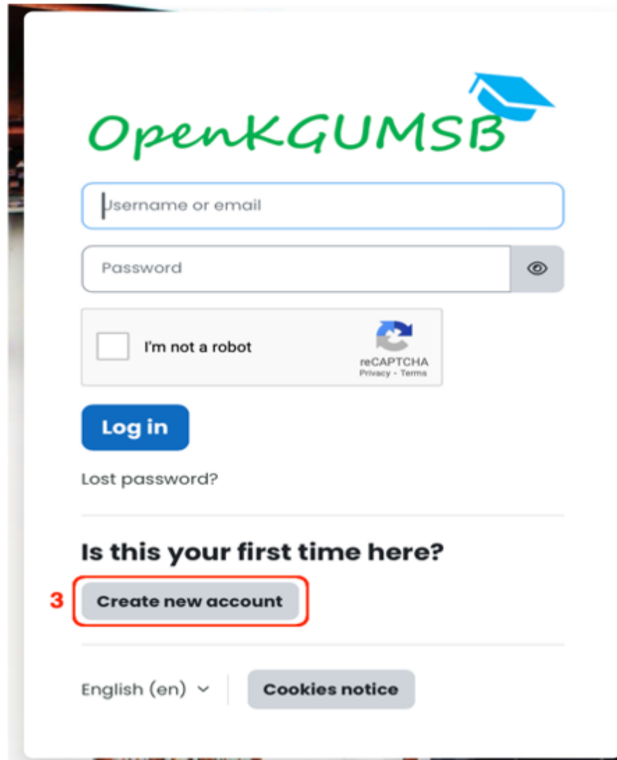
## USER REGISTRATION

Students and teachers of OpenGUMSB need to register only once. You can complete the registration process yourself by following the steps listed below :

1. Visit <http://open.kgumsb.edu.bt>
2. Click "Login in"



3. Click “Create new account”



OpenKGUMSB

Username or email

Password

I'm not a robot

reCAPTCHA  
Privacy - Terms

Log in

Lost password?

Is this your first time here?

3 Create new account

English (en) | Cookies notice

4. New account creation page will load. Complete the form and click on checkbox “I’m not a robot”

***Important Note:***

- ***Use personal email id as “Username” is recommended***
- ***Use personal email id for life long access system***
- ***Submit correct First name, Last name, CID/Passport/Work Permit/Special Permit number and Date of Birth. This details will be used in official certificates***
- ***Provide complete and accurate Professional Information. This data will be used for future course design and enrollments.***

5. Click “Create my new account”

## New account

[Collapse all](#)

Username ❗

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as \*, -, or #

Password ❗

Email address ❗

Email (again) ❗

First name ❗

Last name ❗

City/town

Country

### Personal Information

CID/Passport/Work Permit/Special Permit ❗

Date of Birth ❗

Mobile Number

### Professional Information

Professional Category ❗

Health professional type

MHPC registration number (if health professional)

Occupation Sector

Security question ?

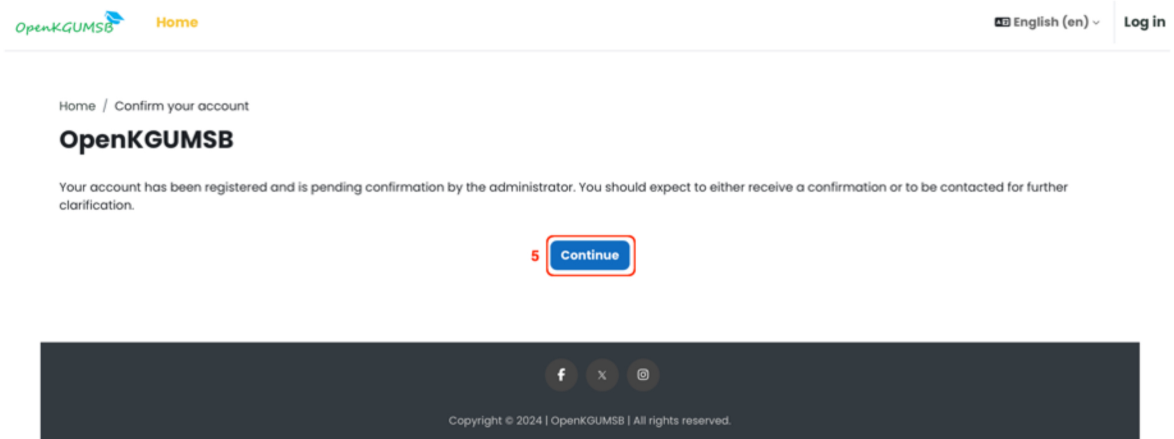
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 I'm not a robot
 

reCAPTCHA  
Privacy - Terms

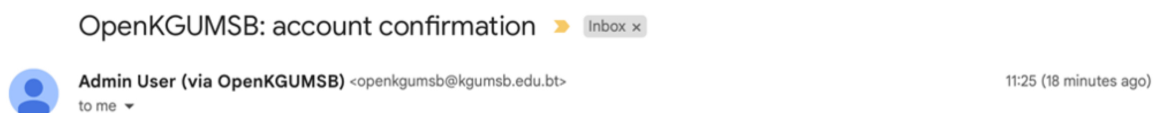
5

❗ Required

6. Page confirming successful submission of registration detail will load with “pending confirmation by administrator” message will load. Click “Continue”.



7. You will receive a system generated email when administrator approves your registration



Dear Thinley Jamtsho,

Welcome to the OpenKGUMSB Virtual Learning Platform! Your OpenKGUMSB registration has been approved.

Please visit the [OpenKGUMSB](#) platform and access courses using the username/email ID and password you submitted during registration. Feel free to reach us at [openkgumsb@kgumsb.edu.bt](mailto:openkgumsb@kgumsb.edu.bt) for any queries or clarifications.

Thank you,

OpenKGUMSB Admin

8. Once you receive confirmation email, you will be able to login into OpenKGUMSB using the username and password you created during registration.

***Important Note:***

- *OpenKGUMSB teachers will require additional system permissions to manage course contents and user enrollments*
- *After completing the registration process, teachers must contact [ict@kgumsb.edu.bt](mailto:ict@kgumsb.edu.bt) to have teacher permissions assigned to their username*