

OpenKGUMSB

USER REGISTRATION MANUAL



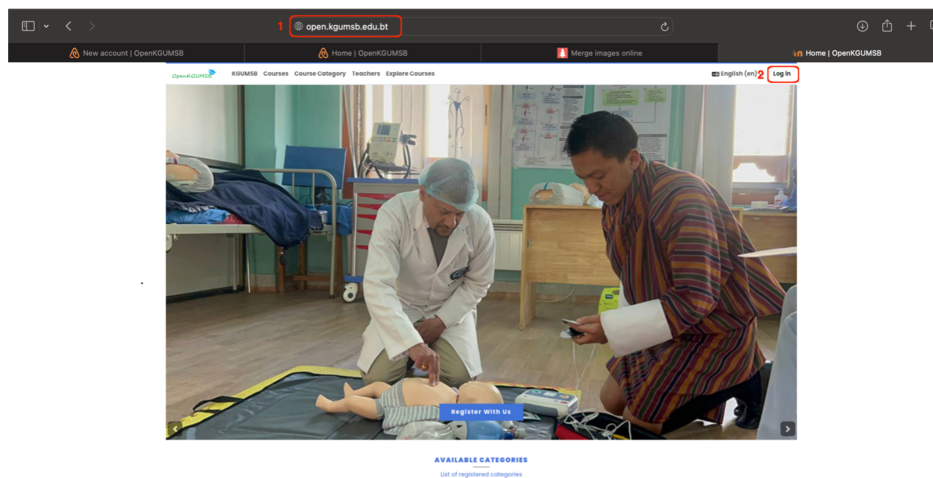
OpenKGUMSB User Registration Manual

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

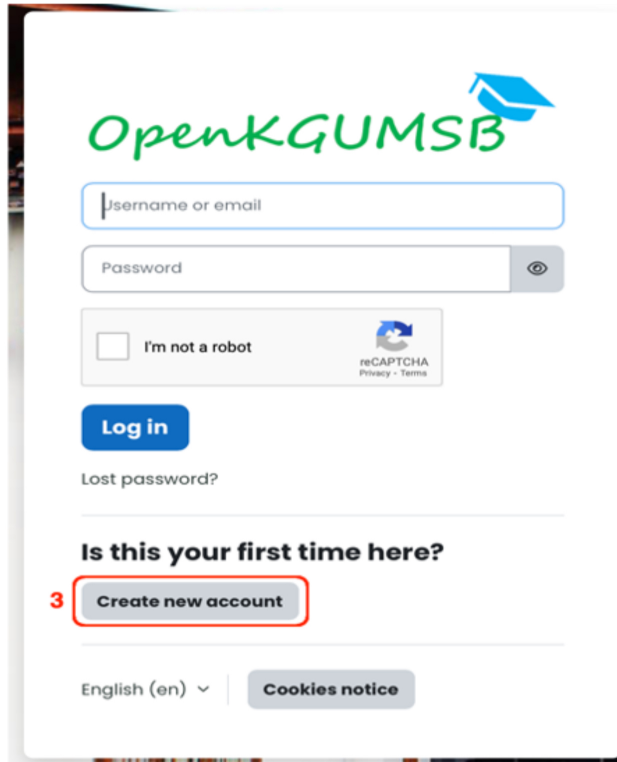
USER REGISTRATION

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”

The image shows the OpenKGUMSB login and registration page. At the top is the OpenKGUMSB logo with a blue graduation cap icon. Below the logo are two input fields: "Username or email" and "Password" with a toggle icon. Under the password field is a checkbox labeled "I'm not a robot" next to a reCAPTCHA logo and links for "Privacy" and "Terms". Below these is a blue "Log in" button and a link for "Lost password?". A horizontal line separates the login section from the registration section, which starts with the heading "Is this your first time here?". Under this heading, the "Create new account" button is highlighted with a red rectangle and a red number "3". At the bottom of the page, there is a language selector set to "English (en)" and a "Cookies notice" button.

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 ¹

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 ¹

Email address ¹

Email (again) ¹

First name ¹

Last name ¹

City/town

Country

Select a country

Personal Information

CID/Passport/Work Permit/Special Permit ¹

Date of Birth ¹

8

August

2024

Mobile Number

Professional Information

Professional Category ¹

Health

Health professional type

MHPC registration number(if health professional)

Occupation Sector

Security question ²

4

I'm not a robot

reCAPTCHA

Privacy - Terms

5

Create my new account

Cancel

¹ Required

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

- 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 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 to have teacher permissions assigned to their username*

OpenKGUMSB

USER PROFILE UPDATE MANUAL



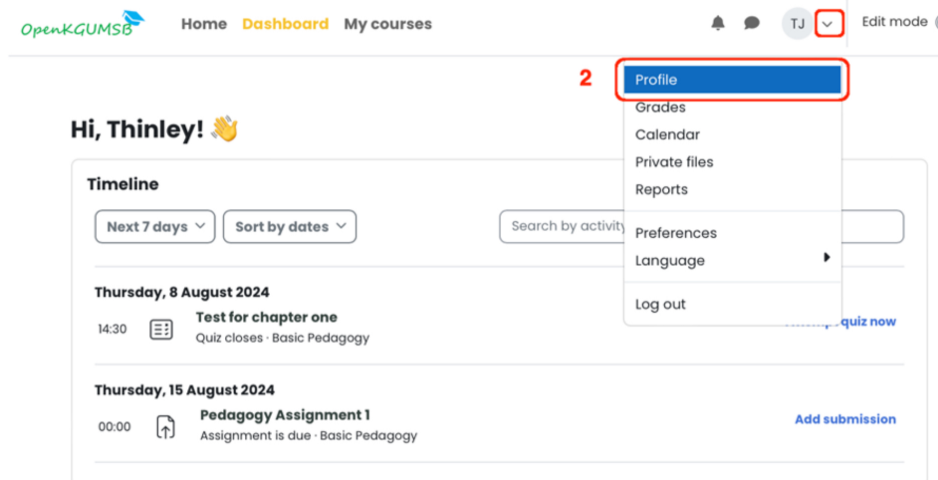
OpenKGUMSB User Profile Update Manual

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

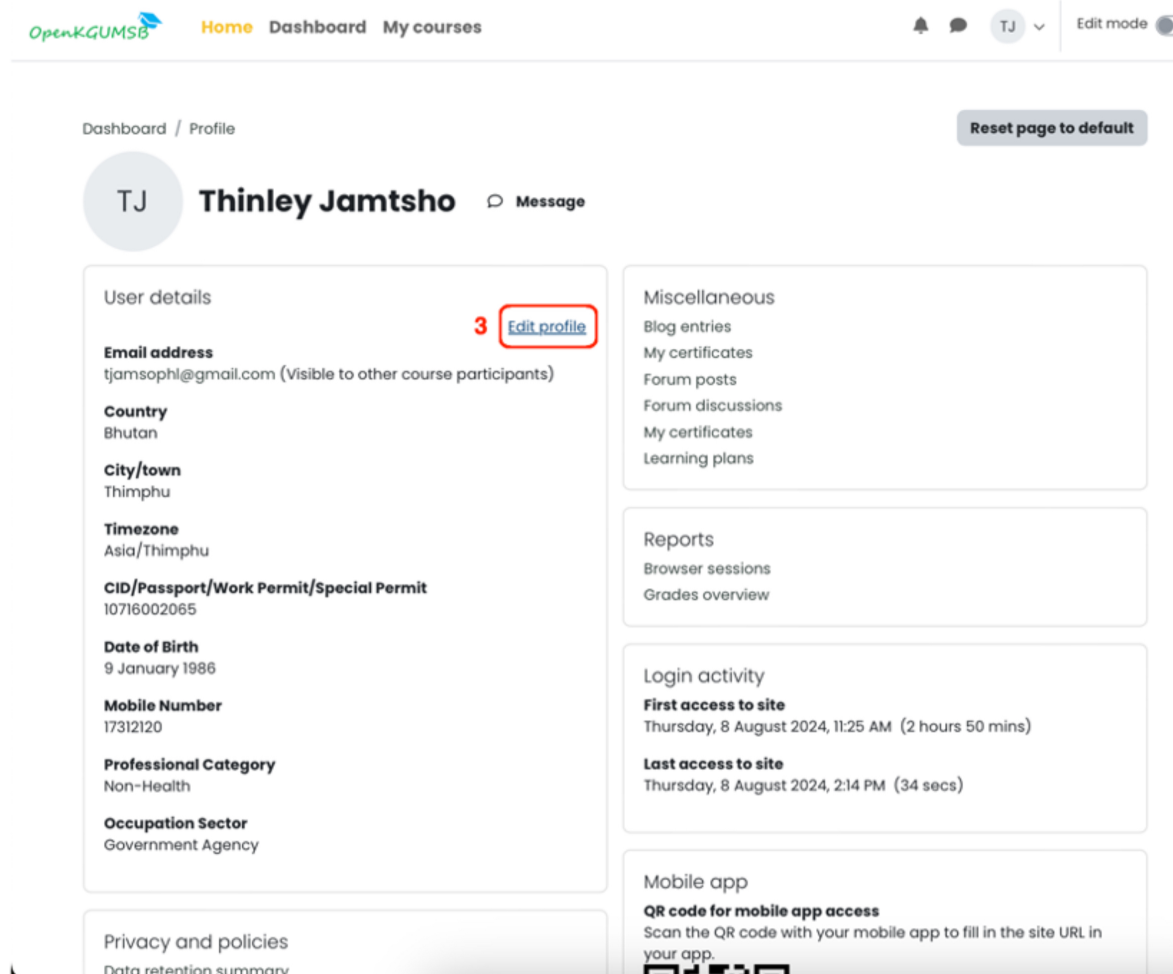
UPDATE PROFILE

As and when the user profile details change, the updates must be made in the OpenKGUMSB so that the system has accurate and up-to-date information about users. Follow the steps below to update your profile

1. Visit <http://open.kgumsb.edu.bt> and login into OpenKGUMSB
2. Click on down arrow located beside your name initial on top right corner of page.
Click “Profile”



3. User profile page will load. To update user profile details, click “Edit Profile”



4. Edit profile page will load. Update required field under respective profile section and click “Update profile”

TJ

Thinley Jamtsho

Message

Thinley Jamtsho

Expand all

- > General
- > User picture
- > Additional names
- > Interests
- > Optional
- > Personal Information
- > Professional Information

4

Update profile Cancel

Required

OpenKGUMSB

PASSWORD RESET MANUAL



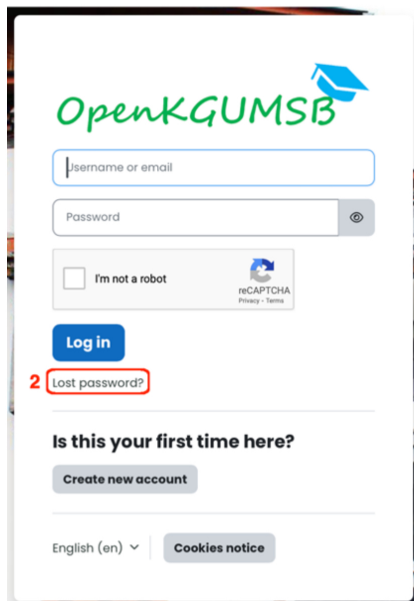
OpenKGUMSB Password Reset Manual

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

RESET PASSWORD

If the users forget his/her password, the password reset can be performed by themselves without having to contact system administrator. Follow steps listed below to reset password.

1. Visit <http://open.kgumsb.edu.bt> and Click “Login in” located on top right corner.
2. Login page will load. Click on “Lost password?”.



3. Password reset page will load. Enter valid username or email address and click “Search”.

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Search by username

Username

Search

Search by email address

Email address

Search

4. Password reset confirmation message page will load. Click “Continue”.

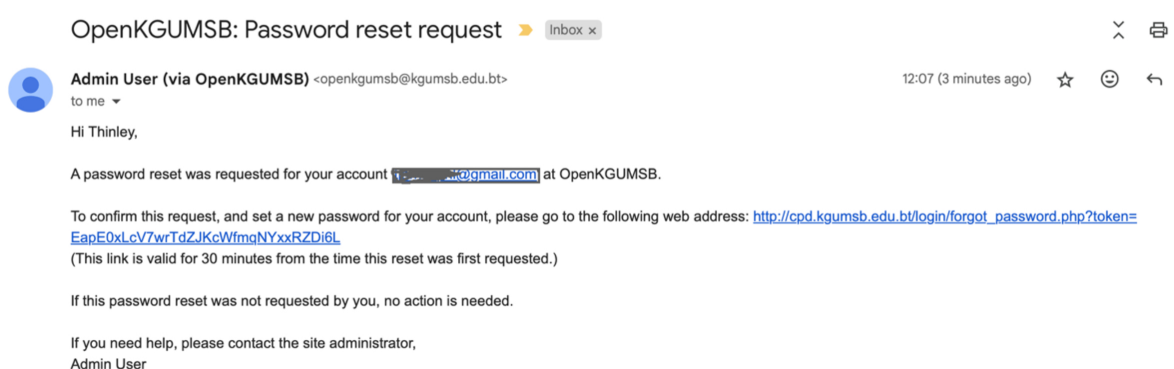
If you supplied a correct username or unique email address then an email should have been sent to you.

It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.

Continue

5. If valid username and password was provided Step 3, you will receive system generated email containing password reset link.

Password reset link is valid for 30 minutes from the time this reset was first requested



6. Click on password reset link in the email and password reset page will load. Enter new password and click “Save changes”. Upon successful password reset, you will be taken to OpenKGUMSB Dashboard page

Please enter your new password below, then save changes.

Set password

Username tjamsophl@gmail.com

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 #

New password

New password (again)

6

☐ Required