



LMS USER MANUAL – APPLICANT REGISTRATION

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Version 2.0

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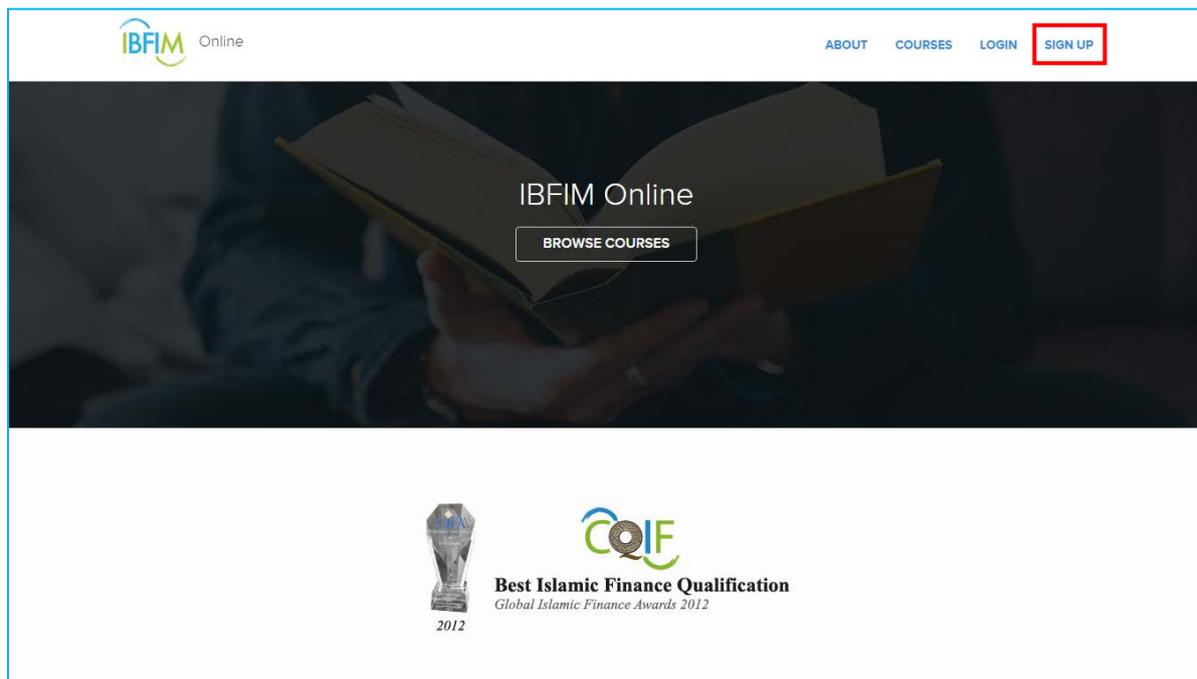
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Learning Management System: Guide for Applicant Login

1 GETTING STARTED

1.1 SIGN UP

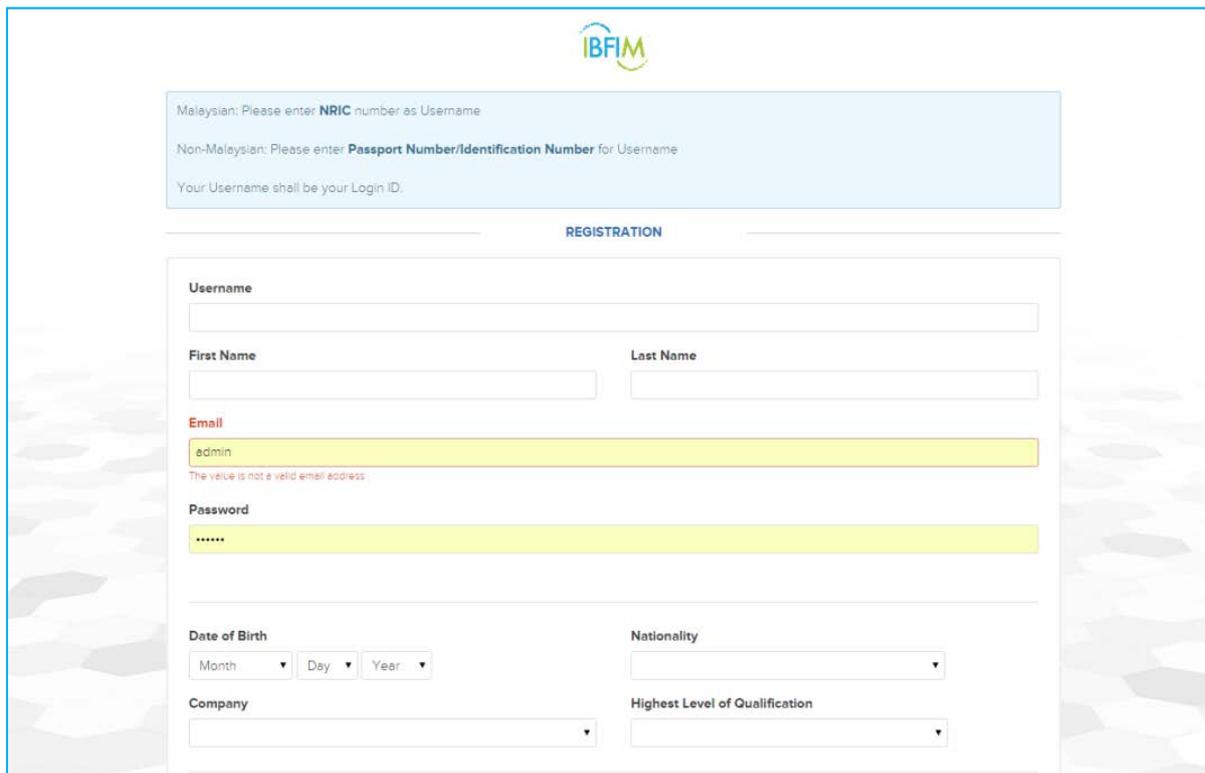
1. Access the LMS portal at <https://enroll.ibfimonline.com/>
2. Click **SIGN UP** if you are a new user



3. Fill in the particulars

Note: If you are a Malaysian, your username shall be your IC No. If you are a Non-Malaysian, please use your Passport No / Identification No

4. Click **Submit**. A notification email will be sent to applicant to confirm the registration.



IBFIM

Malaysian: Please enter **NRIC** number as Username
Non-Malaysian: Please enter **Passport Number/Identification Number** for Username
Your Username shall be your Login ID.

REGISTRATION

Username
[Text input field]

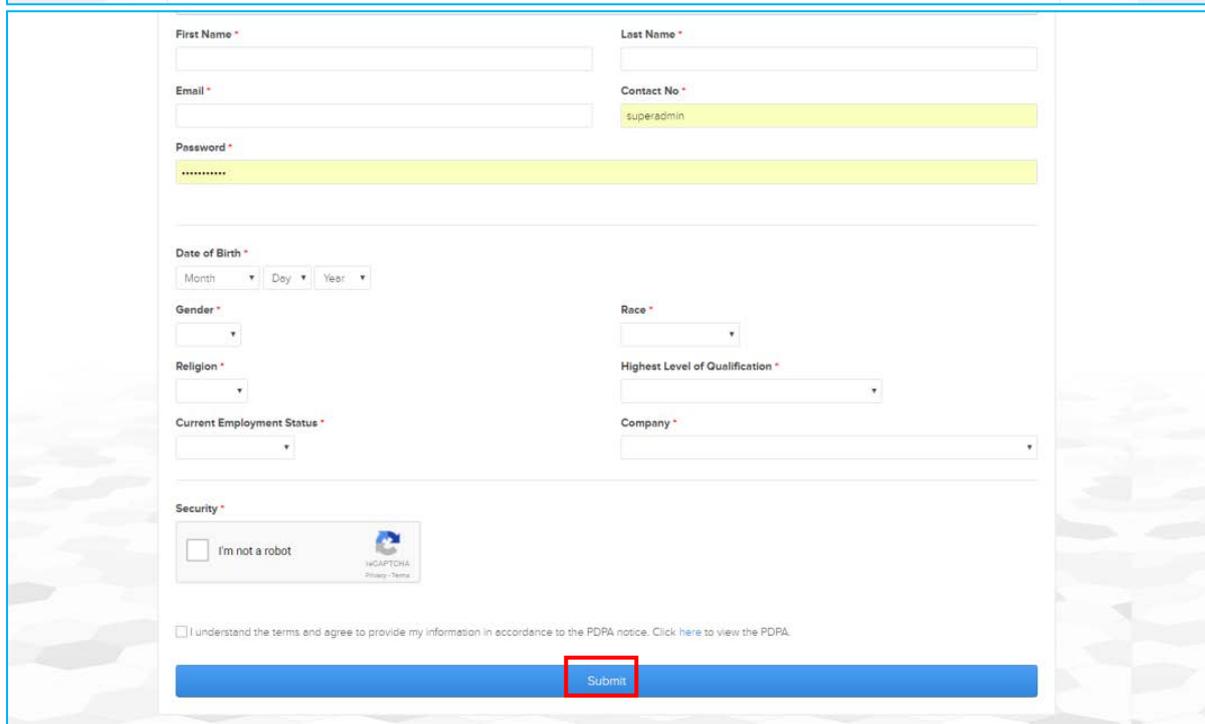
First Name [Text input field] **Last Name** [Text input field]

Email
admin
The value is not a valid email address

Password
[Text input field with masked characters]

Date of Birth [Month] [Day] [Year] **Nationality** [Dropdown menu]

Company [Dropdown menu] **Highest Level of Qualification** [Dropdown menu]



First Name * [Text input field] **Last Name *** [Text input field]

Email * [Text input field] **Contact No *** [Text input field with value: superadmin]

Password * [Text input field with masked characters]

Date of Birth * [Month] [Day] [Year] **Race *** [Dropdown menu]

Gender * [Dropdown menu] **Religion *** [Dropdown menu] **Highest Level of Qualification *** [Dropdown menu]

Current Employment Status * [Dropdown menu] **Company *** [Text input field]

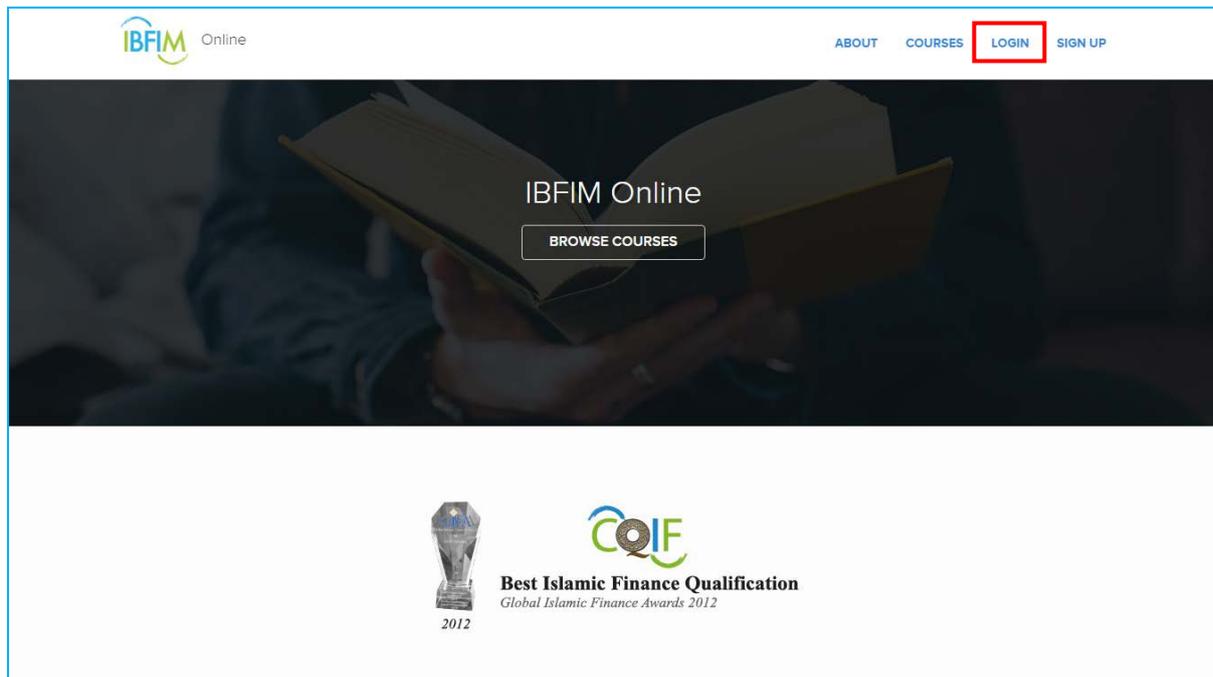
Security *
 I'm not a robot 
NGAPTOHA Privacy - Terms

I understand the terms and agree to provide my information in accordance to the PDPA notice. [Click here to view the PDPA.](#)

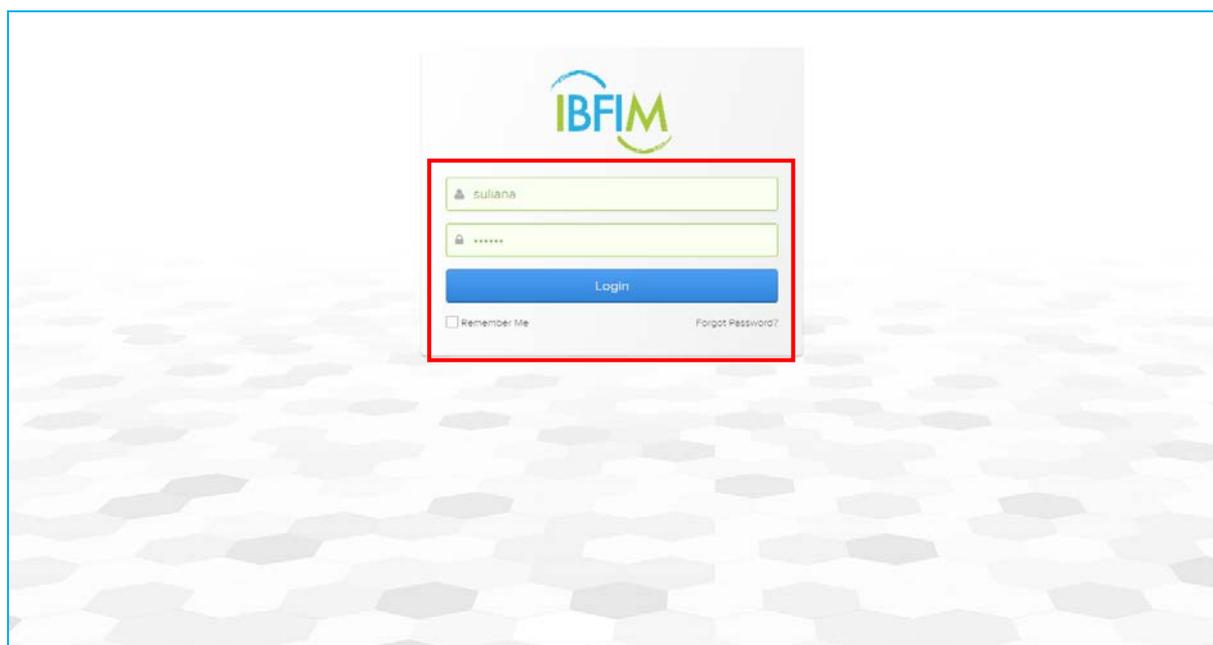
Submit

1.2 LOGIN

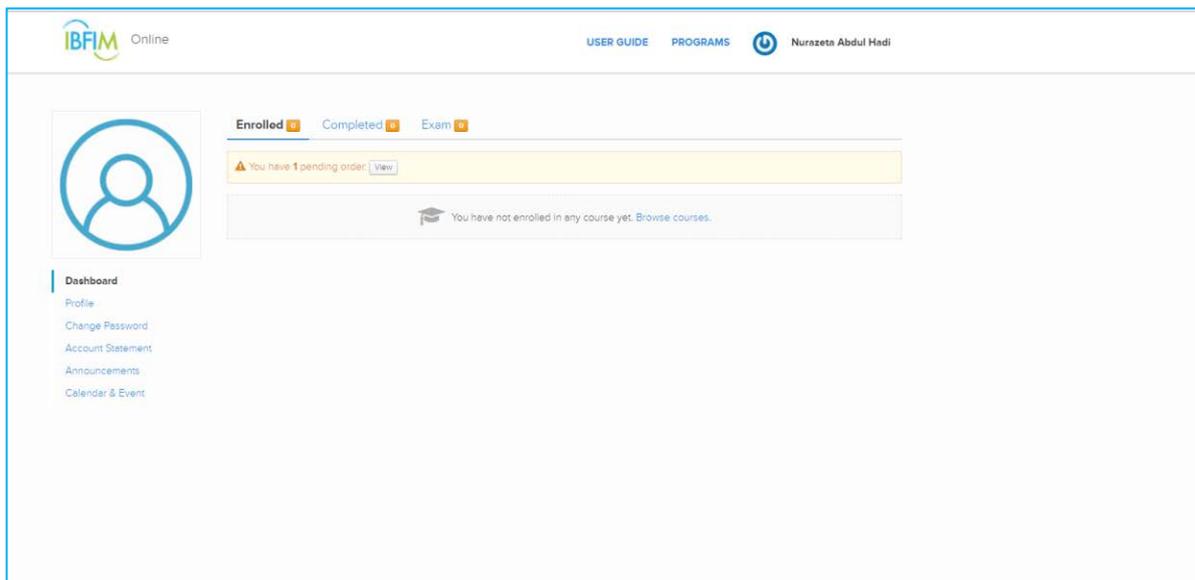
1. Access the LMS portal at <https://enroll.ibfimonline.com/>
2. Click **LOGIN** if you are an existing user



3. Once login, you will be directed to the **Login** Page.
4. Enter the **Username** and **Password** and click **Login**.



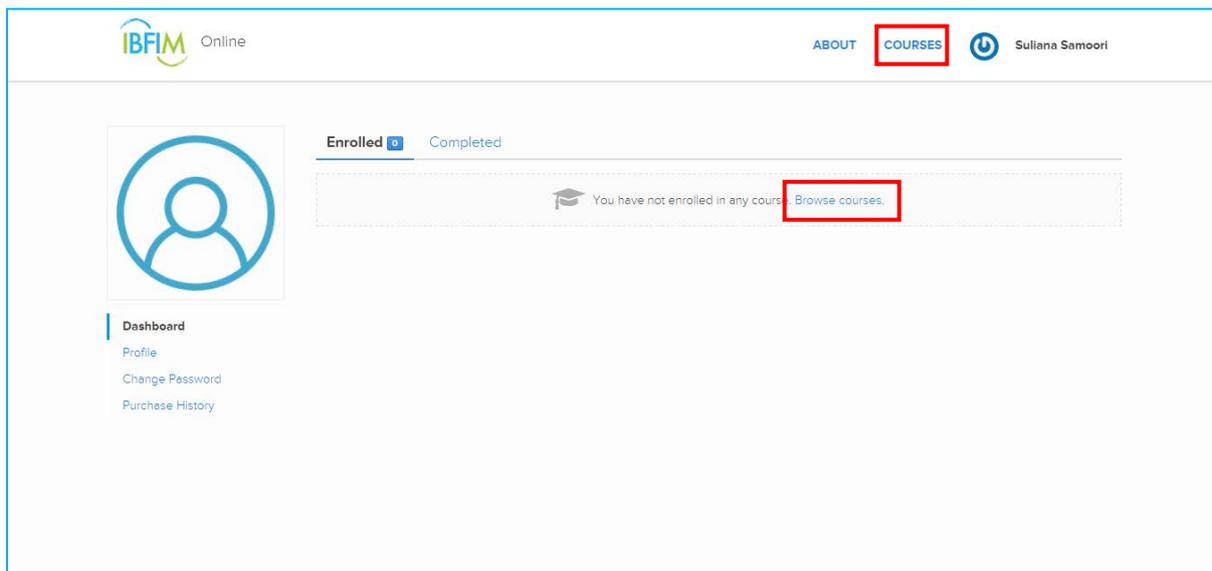
5. Once login, you will be directed to the **Dashboard** Page.



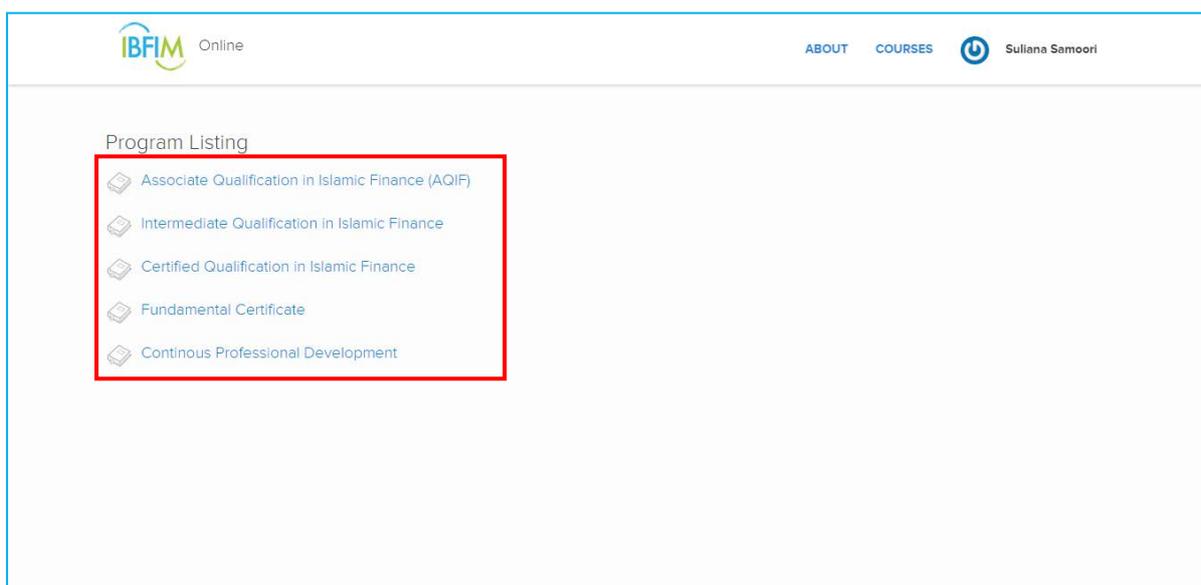
1.3 ENROLMENT

1.3.1 Enrol Program

1. Click **Courses** on top menu or click link **Browse courses**.

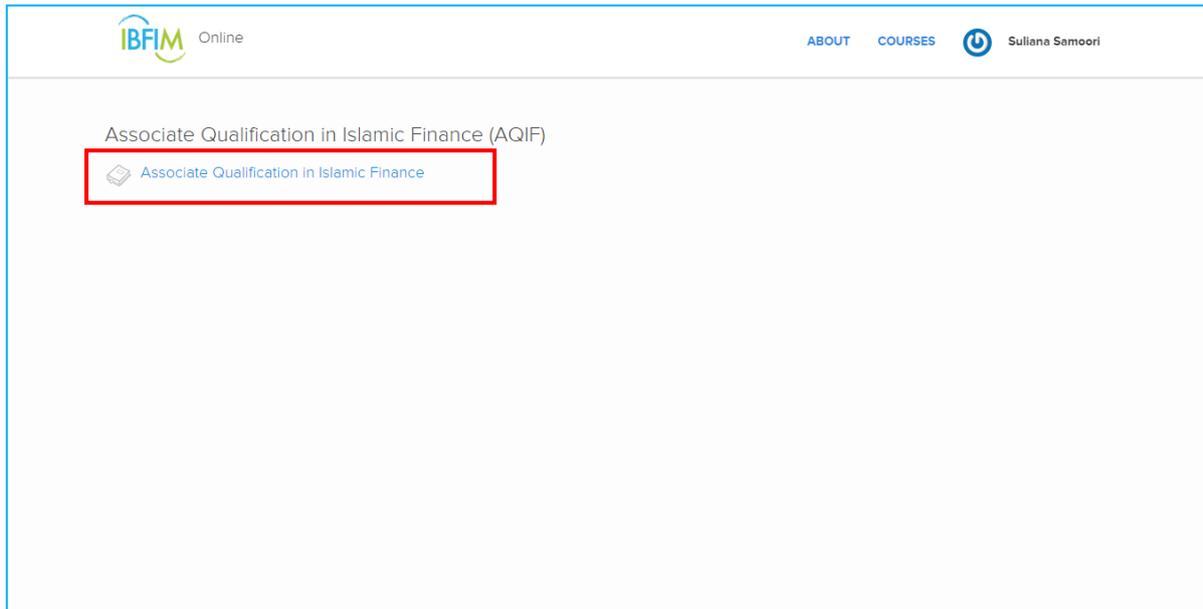


2. Once clicked, you will be directed to the **Program Listing Page**.
3. Select **Program** and click link to select program or courses.

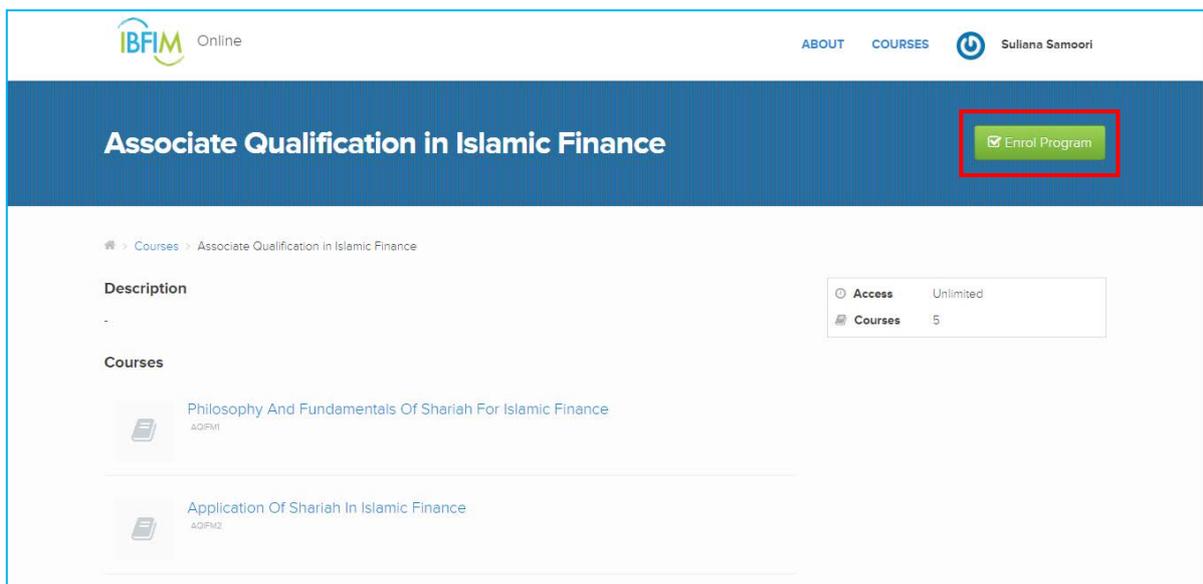


4. The selected program will be displayed.
5. Click **Program** link displayed to go to next step

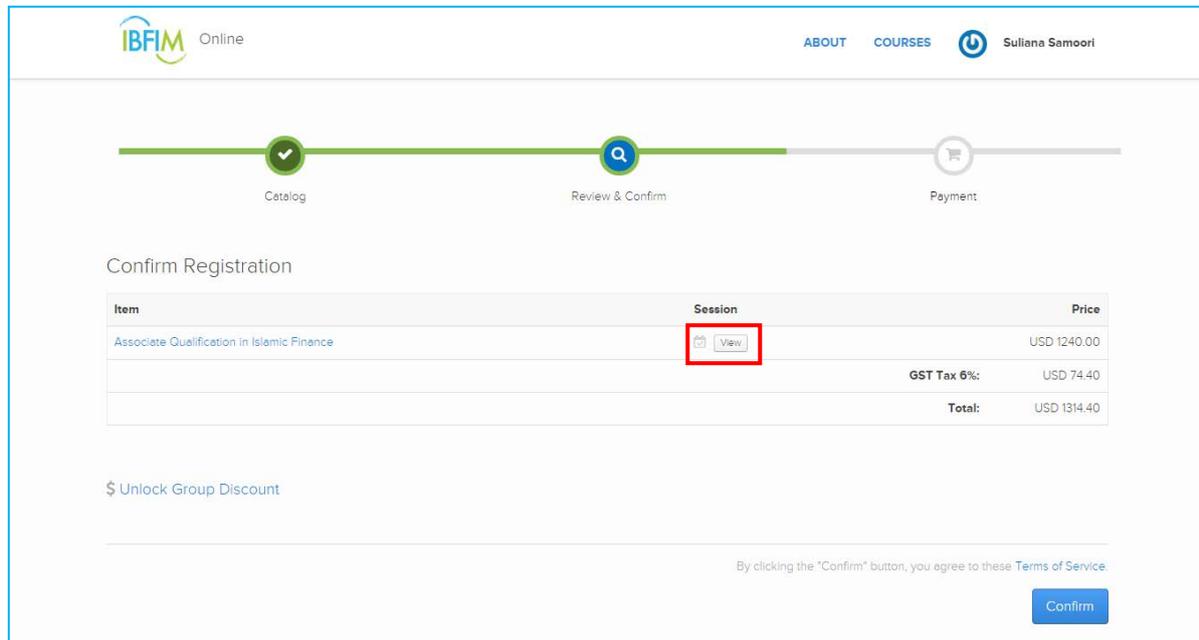
Note: Applicants can either enrol in a program or enrol for modular-based courses. If applicant chooses to enrol program, the applicant will register for all courses offered in that program.



6. Click **Enrol Program** to enrol in the program



7. Once clicked, the **Confirm Registration** page will be displayed.
8. Click **View** to select learning mode and schedule.



IBFIM Online ABOUT COURSES Suliana Samoori

Catalog Review & Confirm Payment

Confirm Registration

Item	Session	Price
Associate Qualification in Islamic Finance	View	USD 1240.00
	GST Tax 6%:	USD 74.40
	Total:	USD 1314.40

\$ Unlock Group Discount

By clicking the "Confirm" button, you agree to these [Terms of Service](#).

[Confirm](#)

9. Select **learning mode** and **schedule** using drop down menu.
Note: **Schedule** is only applicable for Face-to-Face learning mode.
10. Then click **Submit**.

Training Session ✕

Only face to face courses have learning sessions available for selection.

Course	Learning Mode	Schedule
Philosophy And Fundamentals Of Shariah For Islamic Finance AQIFM1	<div style="border: 1px solid red; padding: 2px;"> Face to Face Online Face to Face </div>	<div style="border: 1px solid red; padding: 2px;"> 14-15 January, 2016 <small>2 days</small> </div>
Application Of Shariah In Islamic Finance AQIFM2	Face to Face	<div style="border: 1px solid red; padding: 2px;"> 16-17 January, 2016 <small>2 days</small> </div>
Ethics In Islamic Finance AQIFM3	Face to Face	<div style="border: 1px solid red; padding: 2px;"> 8 March, 2016 <small>1 day</small> </div>
Legal Aspect & Governance For Islamic Finance AQIFM4	Face to Face	<div style="border: 1px solid red; padding: 2px;"> 1-5 April, 2016 <small>5 days</small> </div>
Islamic Finance Architecture AQIFM5	Face to Face	<div style="border: 1px solid red; padding: 2px;"> 10-11 May, 2016 <small>2 days</small> </div>

Submit

11. The confirmation page will be displayed.
12. Then click **Confirm** to proceed with payment.

IBFIM Online ABOUT COURSES Suliana Samoori

✓ Catalog
🔍 Review & Confirm
🛒 Payment

Confirm Registration

Item	Session	Price
Associate Qualification In Islamic Finance	View	USD 1240.00
GST Tax 6%:		USD 74.40
Total:		USD 1314.40

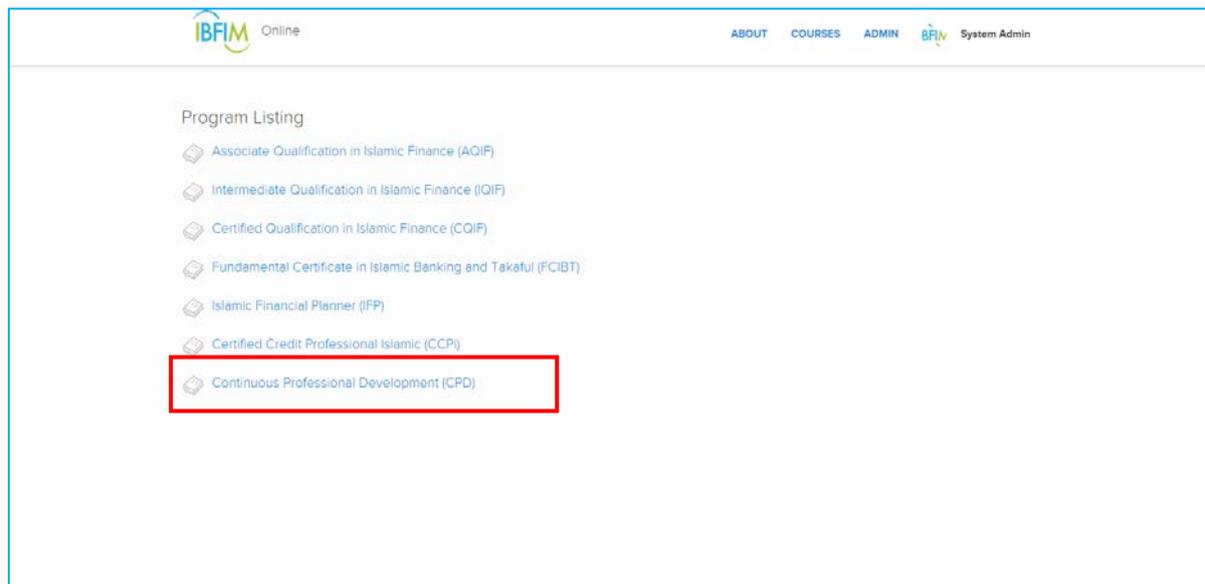
\$ Unlock Group Discount

By clicking the "Confirm" button, you agree to these [Terms of Service](#)

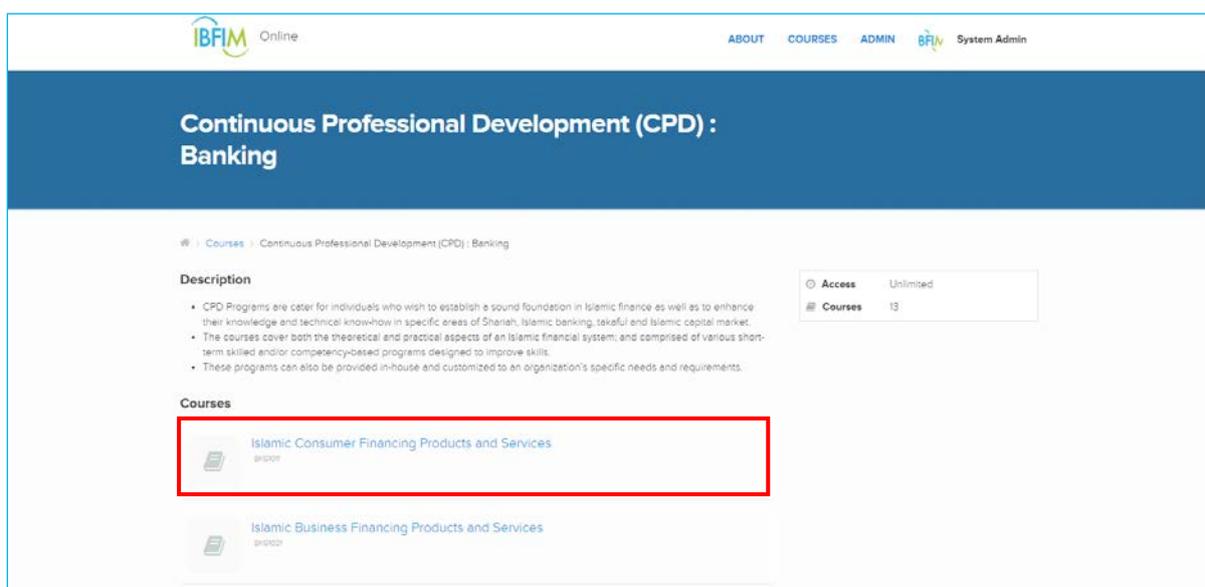
Confirm

1.3.2 Enrol Course

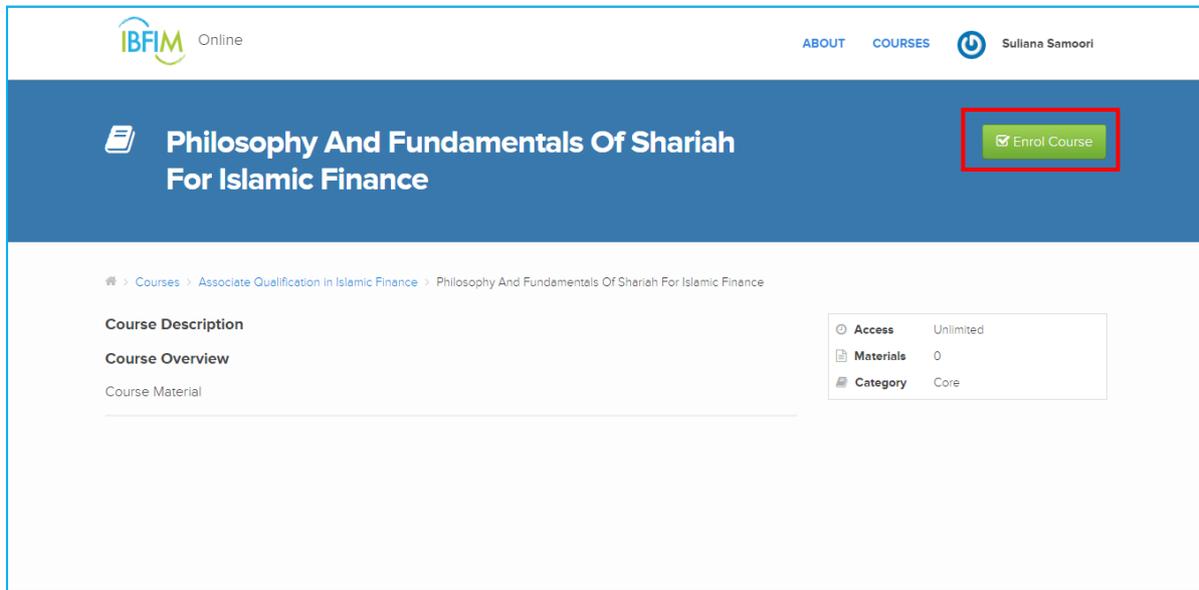
1. Only **Continuous Professional Development (CPD)** program offers individual modules for enrolment.
2. Click **CPD** to select a module.



3. Select a module from the list of courses displayed.



4. Then click **Enrol Course** to proceed.



IBFIM Online ABOUT COURSES Suliana Samoori

Philosophy And Fundamentals Of Shariah For Islamic Finance

Enrol Course

Courses > Associate Qualification in Islamic Finance > Philosophy And Fundamentals Of Shariah For Islamic Finance

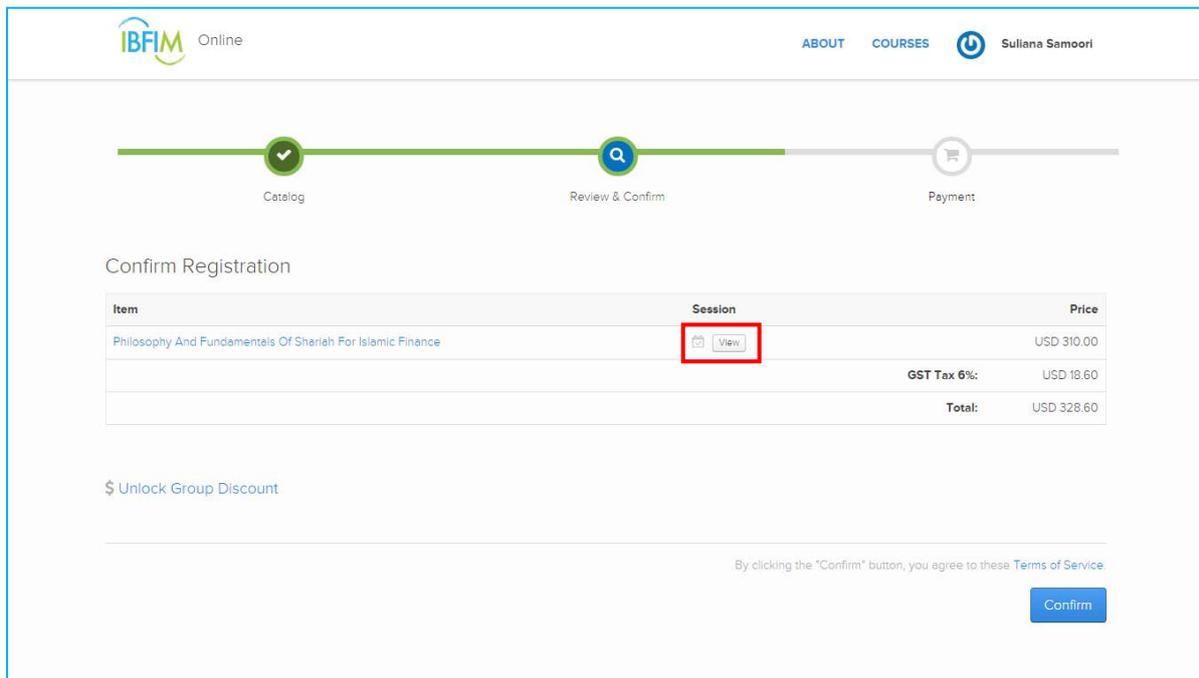
Course Description

Course Overview

Course Material

- Access: Unlimited
- Materials: 0
- Category: Core

5. Click **View** to select learning mode and schedule.



IBFIM Online ABOUT COURSES Suliana Samoori

Catalog Review & Confirm Payment

Confirm Registration

Item	Session	Price
Philosophy And Fundamentals Of Shariah For Islamic Finance	View	USD 310.00
	GST Tax 6%	USD 18.60
	Total:	USD 328.60

\$ Unlock Group Discount

By clicking the "Confirm" button, you agree to these [Terms of Service](#).

Confirm

6. Select **learning mode** and **Schedule** using drop down menu
Note: Schedule is only applicable for Face-to-Face learning mode.
7. Then click **Submit**.

Training Session ✕

Only face to face courses have learning sessions available for selection.

Course	Learning Mode	Schedule
Philosophy And Fundamentals Of Shariah For Islamic Finance AQIFM1	<div style="border: 1px solid red; padding: 2px;"> Face to Face ▾ Online Face to Face </div>	<div style="border: 1px solid red; padding: 2px;"> 14-15 January, 2016 <small>2 days</small> ▾ </div>

Submit

8. The confirmation page will be displayed.
9. Then click **Confirm** to proceed with payment.



[ABOUT](#) [COURSES](#) Sullana Samoori



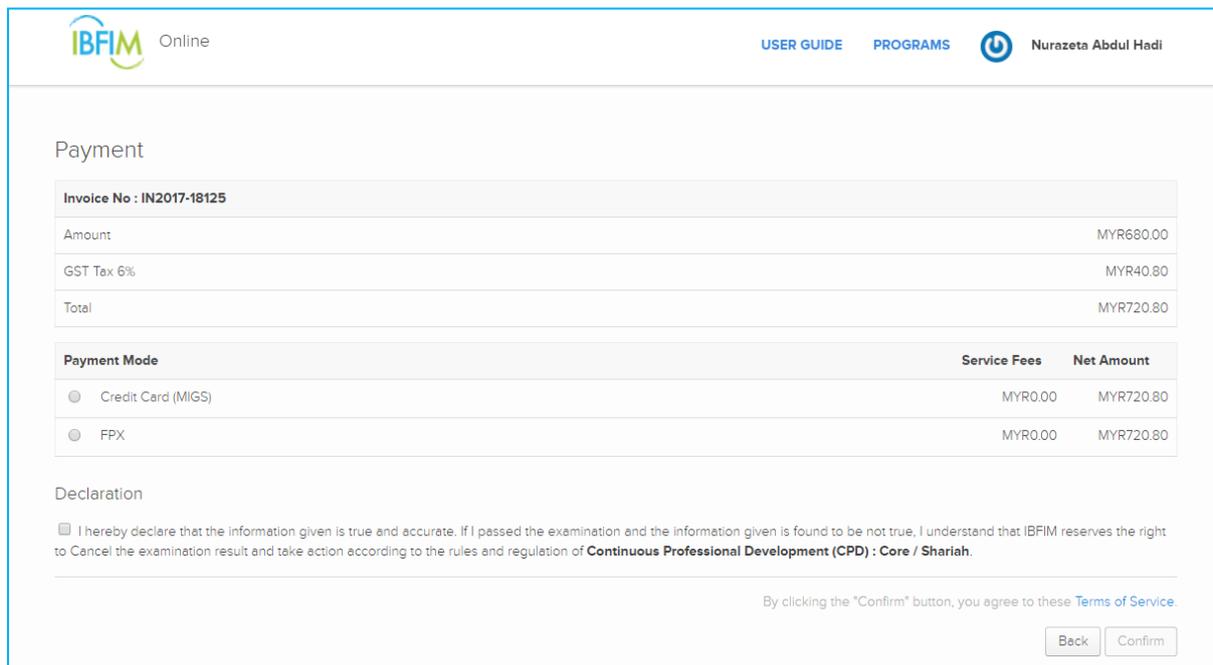
Confirm Registration

Item	Session	Price
Philosophy And Fundamentals Of Shariah For Islamic Finance	View	USD 310.00
GST Tax 6%:		USD 18.60
Total:		USD 328.60

By clicking the "Confirm" button, you agree to these [Terms of Service](#).

Confirm

10. Once clicked you will be directed to the Payment page.



IBFIM Online USER GUIDE PROGRAMS  Nurazeta Abdul Hadi

Payment

Invoice No : IN2017-18125	
Amount	MYR680.00
GST Tax 6%	MYR40.80
Total	MYR720.80

Payment Mode	Service Fees	Net Amount
<input type="radio"/> Credit Card (MIGS)	MYR0.00	MYR720.80
<input type="radio"/> FPX	MYR0.00	MYR720.80

Declaration

I hereby declare that the information given is true and accurate. If I passed the examination and the information given is found to be not true, I understand that IBFIM reserves the right to Cancel the examination result and take action according to the rules and regulation of **Continuous Professional Development (CPD) : Core / Shariah**.

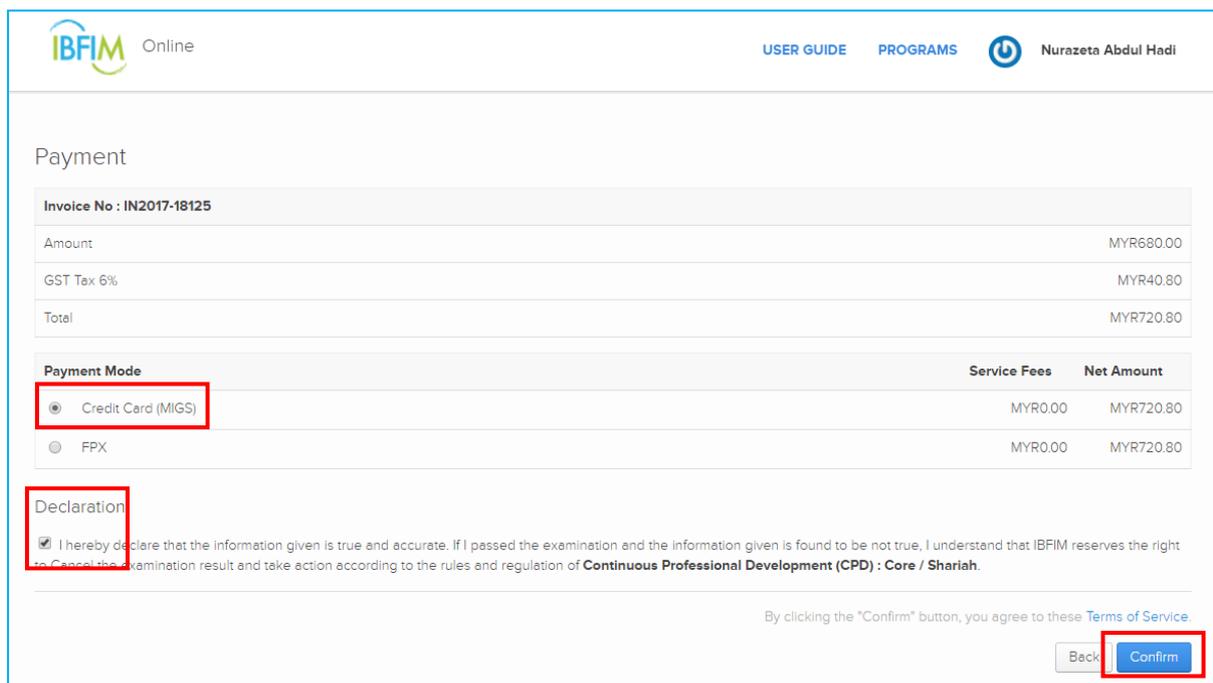
By clicking the "Confirm" button, you agree to these [Terms of Service](#).

11. Select **Payment Mode**.

Note: Applicant can choose either Credit Card or FPX (Online Payment) payment mode.

12. Tick Declaration box

13. Click **Confirm** button



IBFIM Online USER GUIDE PROGRAMS  Nurazeta Abdul Hadi

Payment

Invoice No : IN2017-18125	
Amount	MYR680.00
GST Tax 6%	MYR40.80
Total	MYR720.80

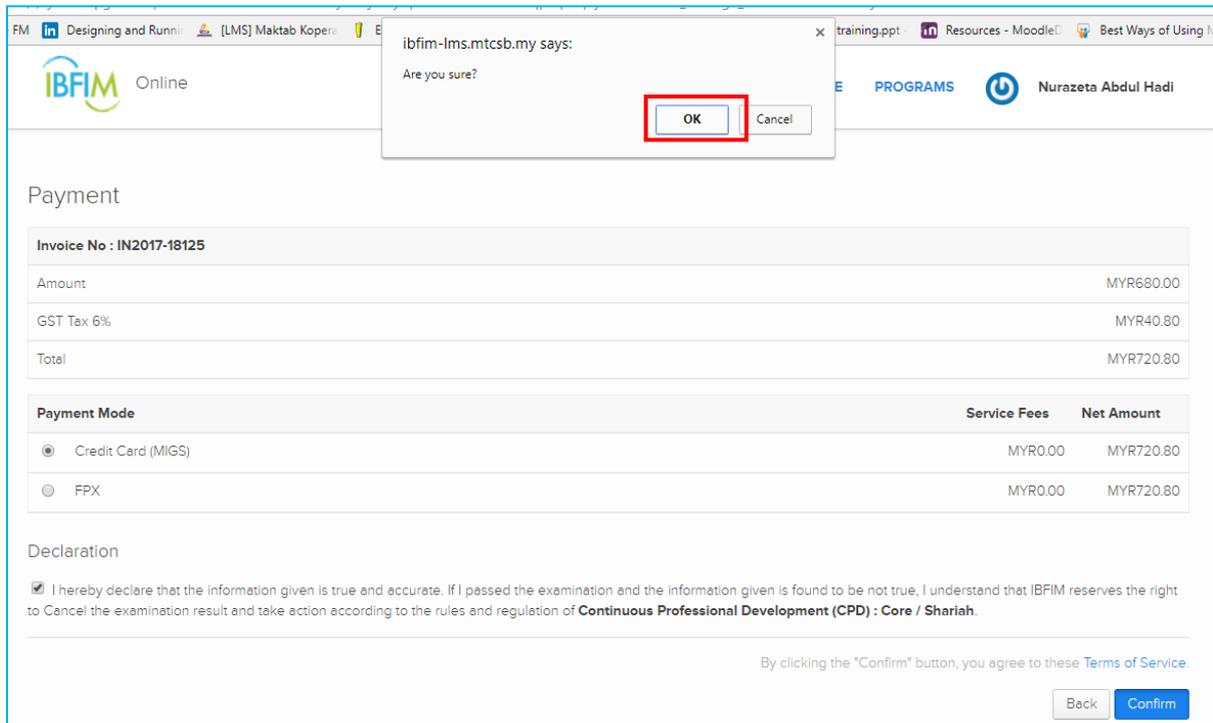
Payment Mode	Service Fees	Net Amount
<input checked="" type="radio"/> Credit Card (MIGS)	MYR0.00	MYR720.80
<input type="radio"/> FPX	MYR0.00	MYR720.80

Declaration

I hereby declare that the information given is true and accurate. If I passed the examination and the information given is found to be not true, I understand that IBFIM reserves the right to Cancel the examination result and take action according to the rules and regulation of **Continuous Professional Development (CPD) : Core / Shariah**.

By clicking the "Confirm" button, you agree to these [Terms of Service](#).

14. Once clicked, the following pop-up will be displayed
15. Click **Ok** to proceed payment



The screenshot shows a web browser window with the IBFIM Online interface. A confirmation pop-up window is displayed in the foreground, asking "Are you sure?" with "OK" and "Cancel" buttons. The "OK" button is highlighted with a red box. The background page shows the following details:

Payment

Invoice No : IN2017-18125	
Amount	MYR680.00
GST Tax 6%	MYR40.80
Total	MYR720.80

Payment Mode	Service Fees	Net Amount
<input checked="" type="radio"/> Credit Card (MIGS)	MYR0.00	MYR720.80
<input type="radio"/> FPX	MYR0.00	MYR720.80

Declaration

I hereby declare that the information given is true and accurate. If I passed the examination and the information given is found to be not true, I understand that IBFIM reserves the right to Cancel the examination result and take action according to the rules and regulation of **Continuous Professional Development (CPD) : Core / Shariah**.

By clicking the "Confirm" button, you agree to these [Terms of Service](#).

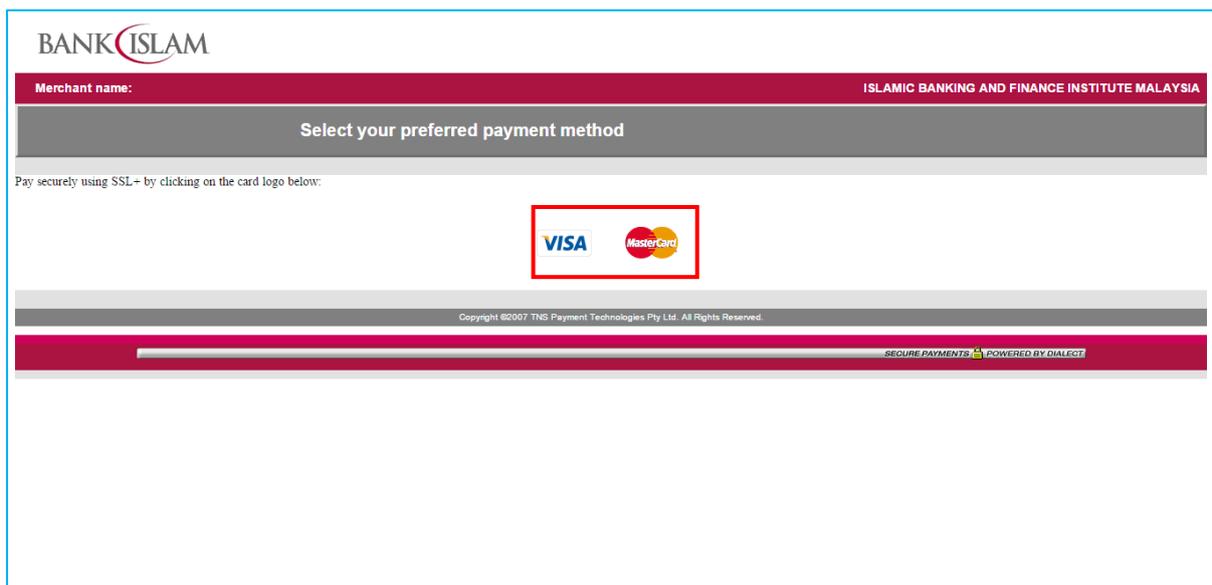
Buttons: Back, Confirm

16. Once clicked you will be directed to credit card payment page.

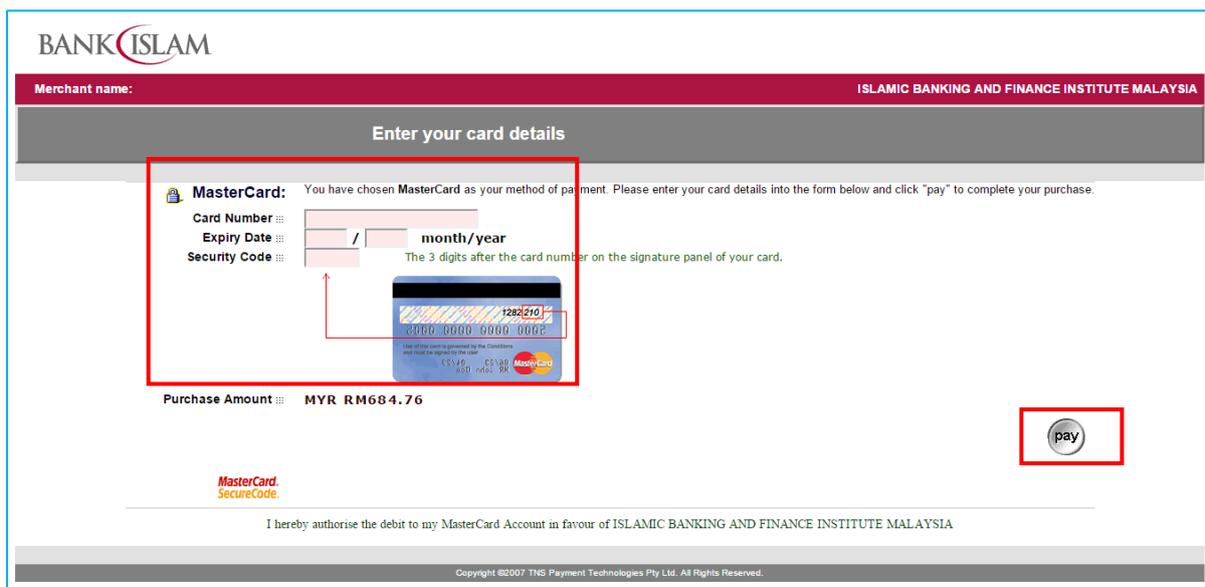
1.4 PAYMENT

1. Applicants can choose whether to make payment using VISA or MasterCard. Click on the preferred symbol.

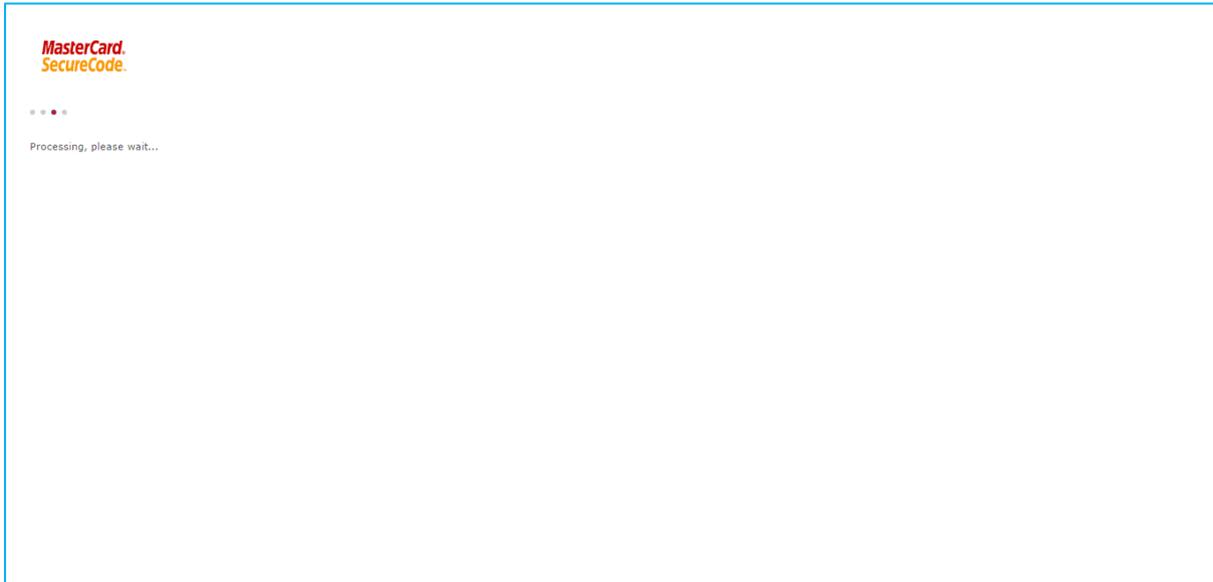
Note: Applicant can also make online payment through FPX.



2. Enter the required card information.
3. Then click **Pay**.



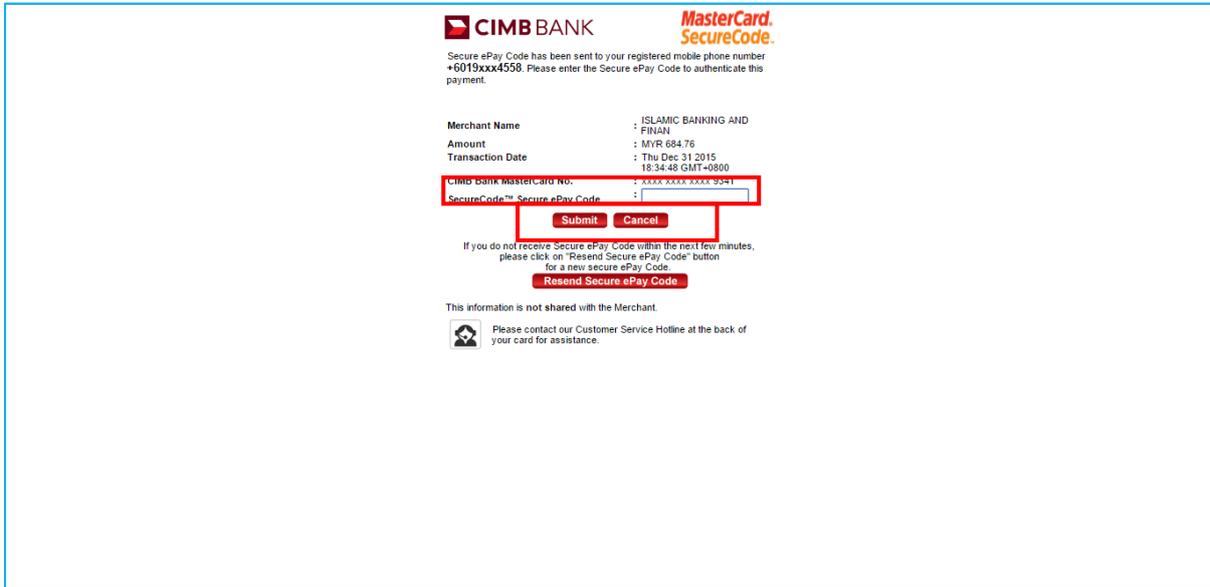
- The following notification will be displayed to show your payment is being processed.



- Read the clause carefully.
- Click **Accept** if you agree to the terms and conditions to proceed with payment
- Click **Decline** to cancel the payment



8. Enter **Secure Code** and click **Submit**



CIMB BANK **MasterCard. SecureCode.**

Secure ePay Code has been sent to your registered mobile phone number +6019xxx4558. Please enter the Secure ePay Code to authenticate this payment.

Merchant Name : ISLAMIC BANKING AND FINAN
 Amount : MYR 684.76
 Transaction Date : Thu Dec 31 2015 18:34:48 GMT+0800

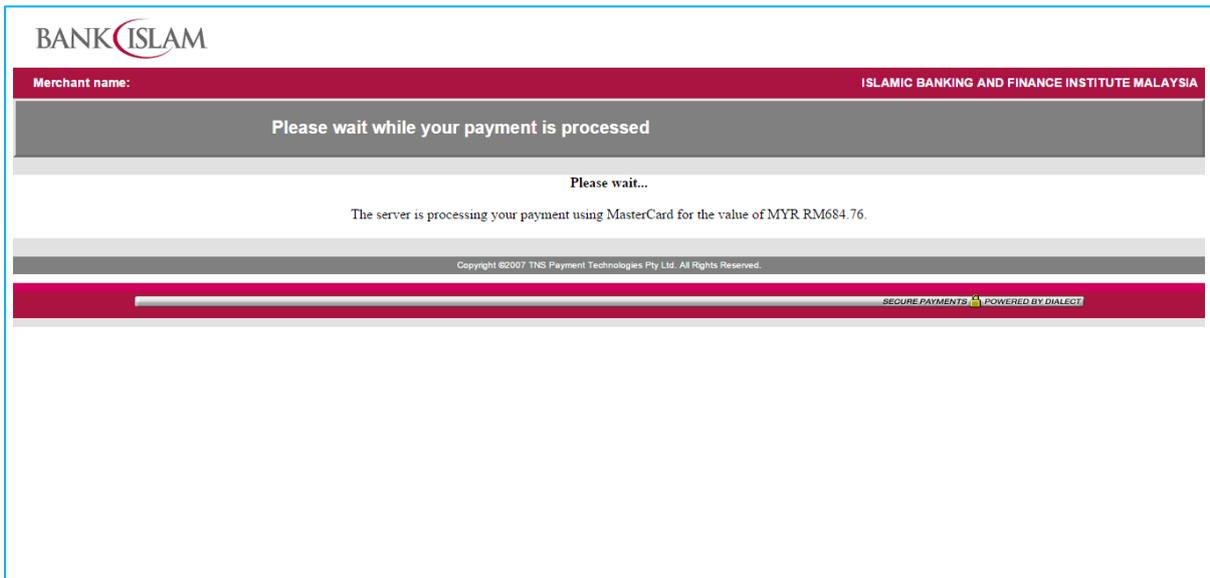
CIMB bank MasterCard No. : XXXX XXXX XXXX 3241
 SecureCode™ Secure ePay Code :

If you do not receive Secure ePay Code within the next few minutes, please click on "Resend Secure ePay Code" button for a new secure ePay Code.

This information is not shared with the Merchant.

 Please contact our Customer Service Hotline at the back of your card for assistance.

9. The following notification will be displayed while payment is being processed.



BANK ISLAM

Merchant name: ISLAMIC BANKING AND FINANCE INSTITUTE MALAYSIA

Please wait while your payment is processed

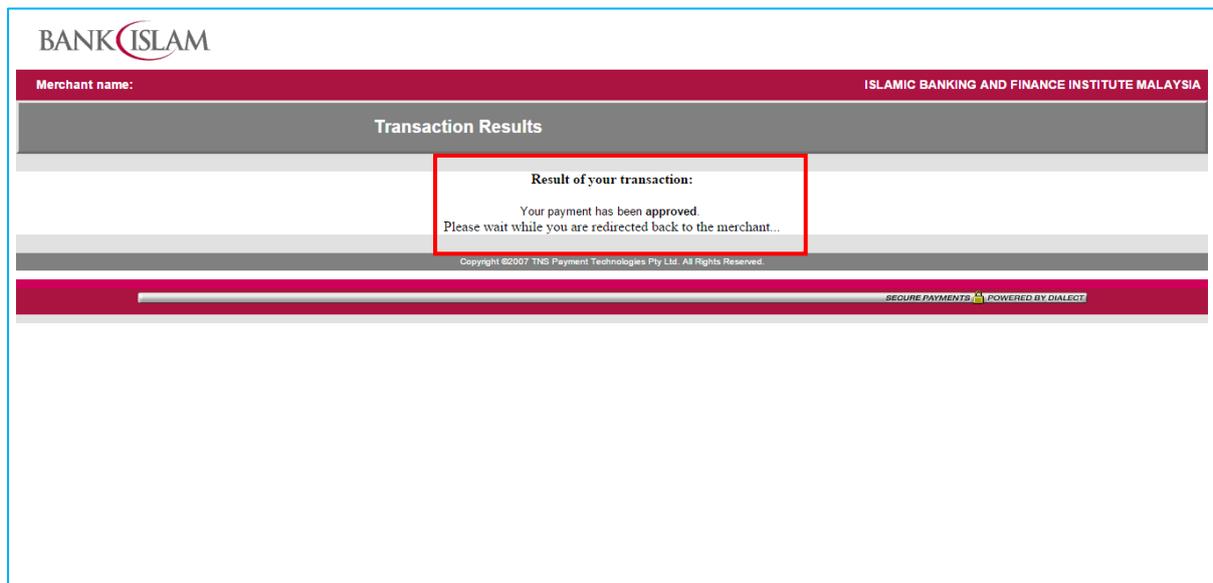
Please wait...

The server is processing your payment using MasterCard for the value of MYR RM684.76.

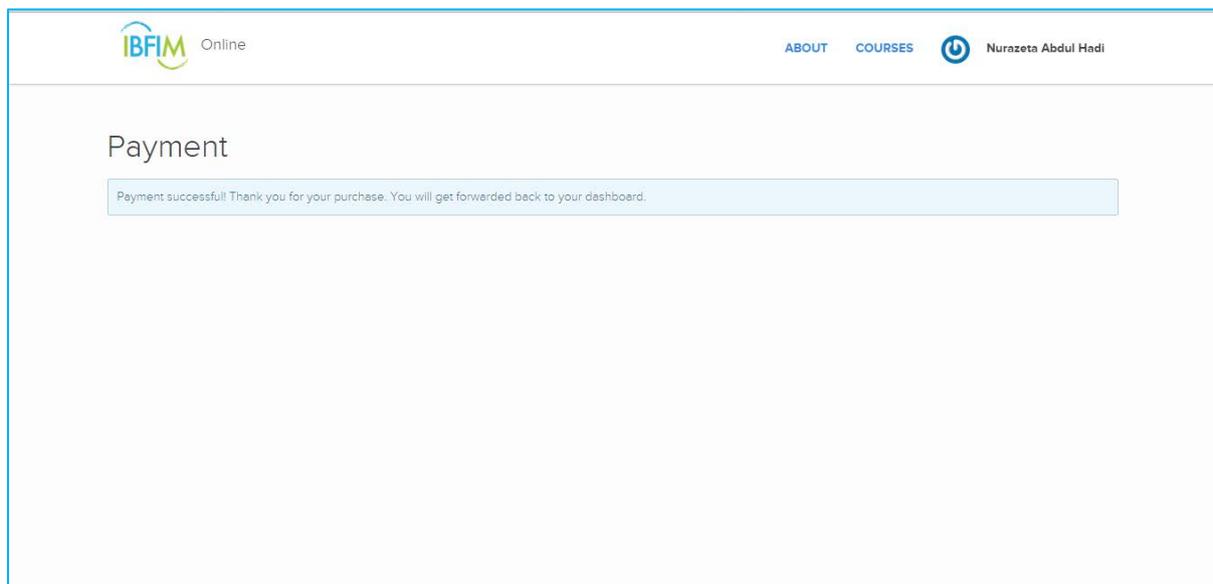
Copyright ©2007 TNS Payment Technologies Pty Ltd. All Rights Reserved.

SECURE PAYMENTS  POWERED BY DIALECT

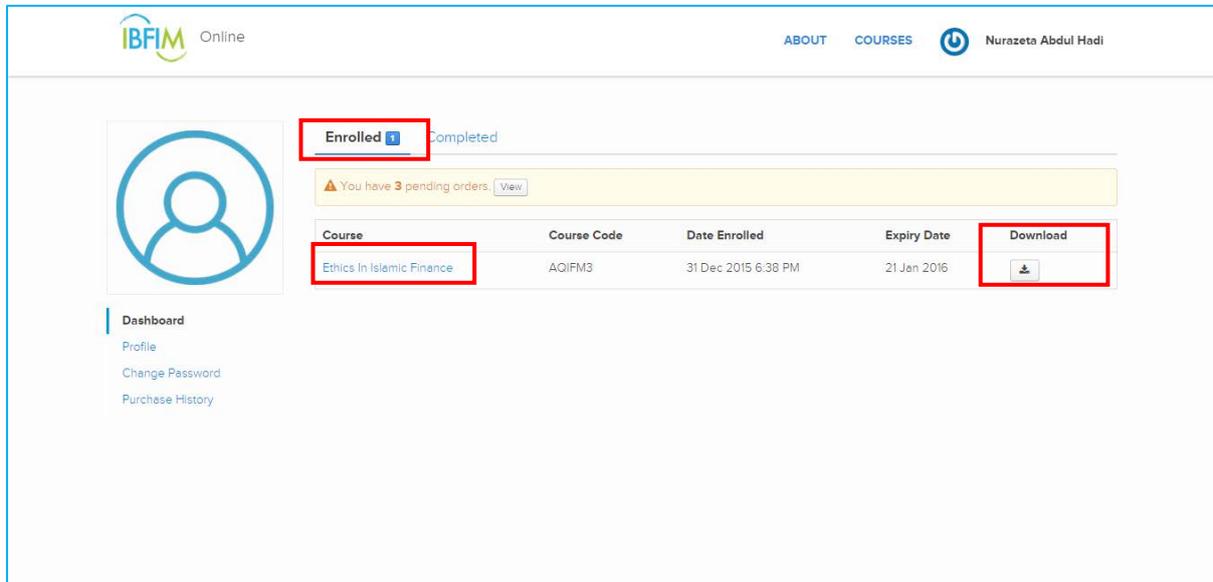
10. The following notification will be displayed when your payment has been approved.



11. The applicant will receive the following notification from IBFIM once payment is successful.



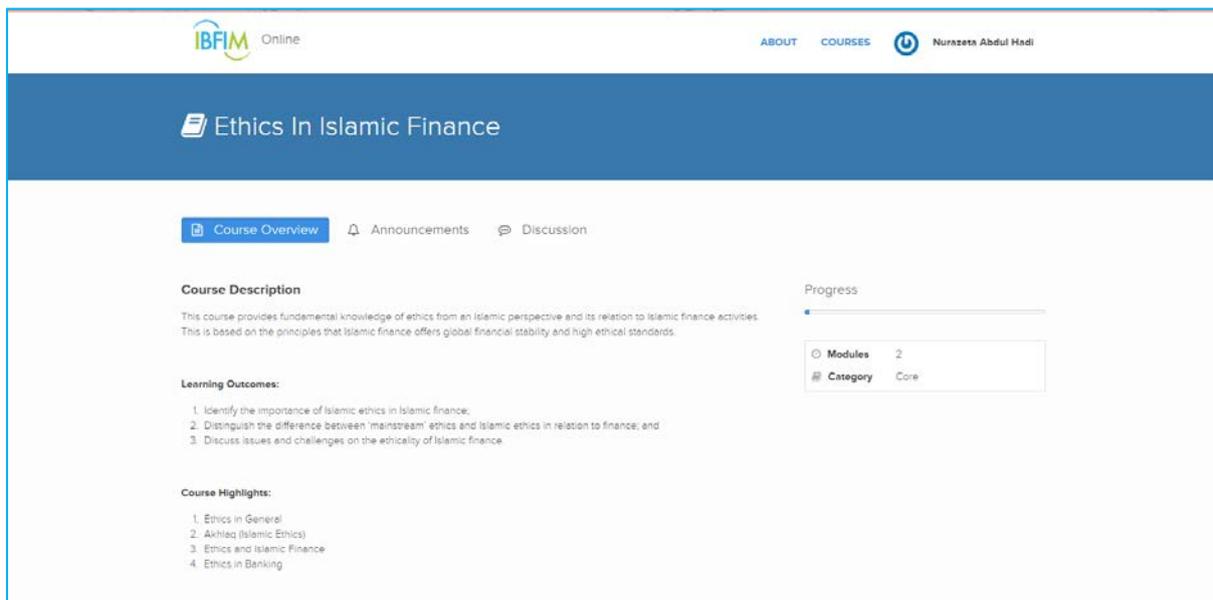
12. The enrolled course will be displayed on the dashboard as **Enrolled**.
13. Click **Download** to download the registration slip.
14. Click on the enrolled **course** link to access the course details and learning materials in the Learning Management System (LMS).



The screenshot shows the IBFIM Online dashboard for user Nurazeta Abdul Hadi. On the left is a user profile icon and a 'Dashboard' menu with links for Profile, Change Password, and Purchase History. The main area shows a status bar with 'Enrolled 1' and 'Completed' (both highlighted with red boxes). Below this is a notification: 'You have 3 pending orders. [View]'. A table lists the enrolled course:

Course	Course Code	Date Enrolled	Expiry Date	Download
Ethics In Islamic Finance	AQIFM3	31 Dec 2015 6:38 PM	21 Jan 2016	[Download]

15. You will be directed to LMS.
16. Now, you have access to the learning materials for the enrolled course and can start learning.



The screenshot shows the LMS page for the course 'Ethics In Islamic Finance'. The page has a blue header with the course title. Below the header are tabs for 'Course Overview', 'Announcements', and 'Discussion'. The 'Course Overview' tab is active. The page content includes:

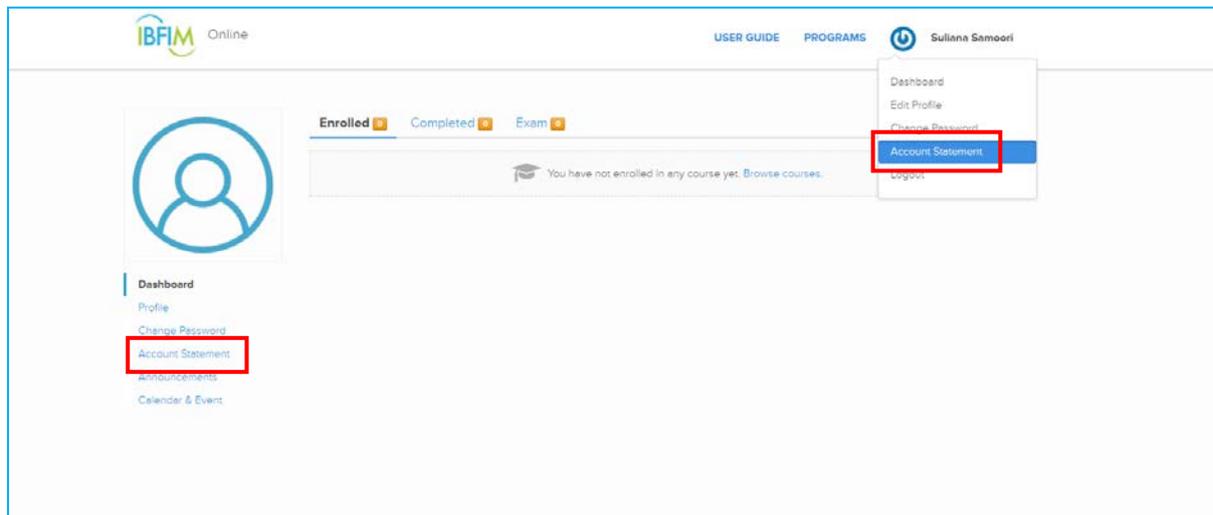
- Course Description:** This course provides fundamental knowledge of ethics from an Islamic perspective and its relation to Islamic finance activities. This is based on the principles that Islamic finance offers global financial stability and high ethical standards.
- Learning Outcomes:**
 1. Identify the importance of Islamic ethics in Islamic finance;
 2. Distinguish the difference between 'mainstream' ethics and Islamic ethics in relation to finance; and
 3. Discuss issues and challenges on the ethicality of Islamic finance.
- Course Highlights:**
 1. Ethics in General
 2. Akhlaq (Islamic Ethics)
 3. Ethics and Islamic Finance
 4. Ethics in Banking

On the right side, there is a 'Progress' section showing a progress bar and a table:

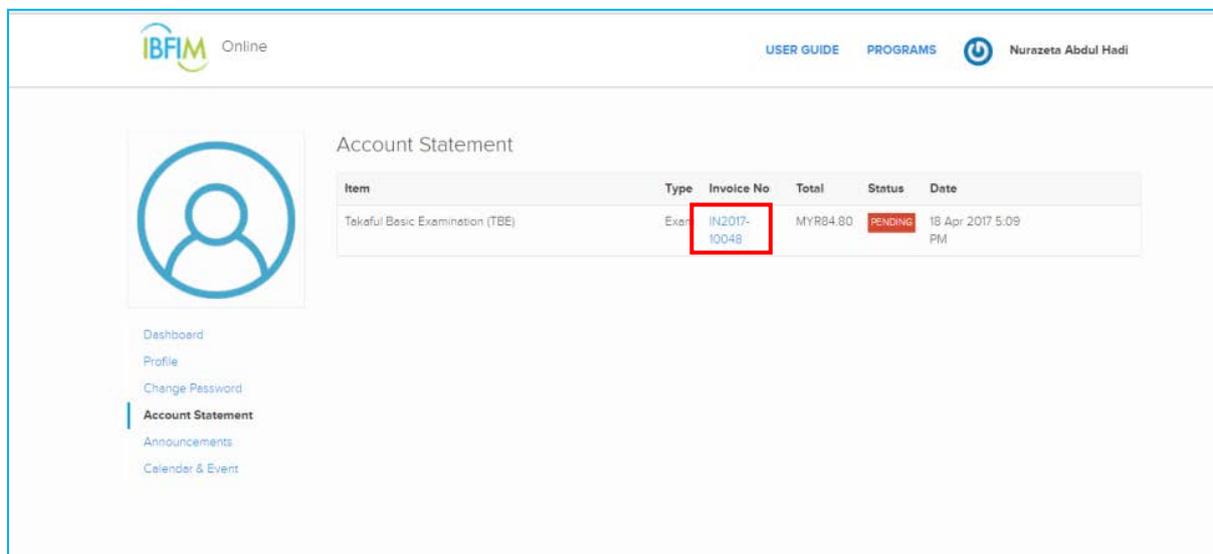
Modules	2
Category	Core

1.5 ACCOUNT STATEMENT

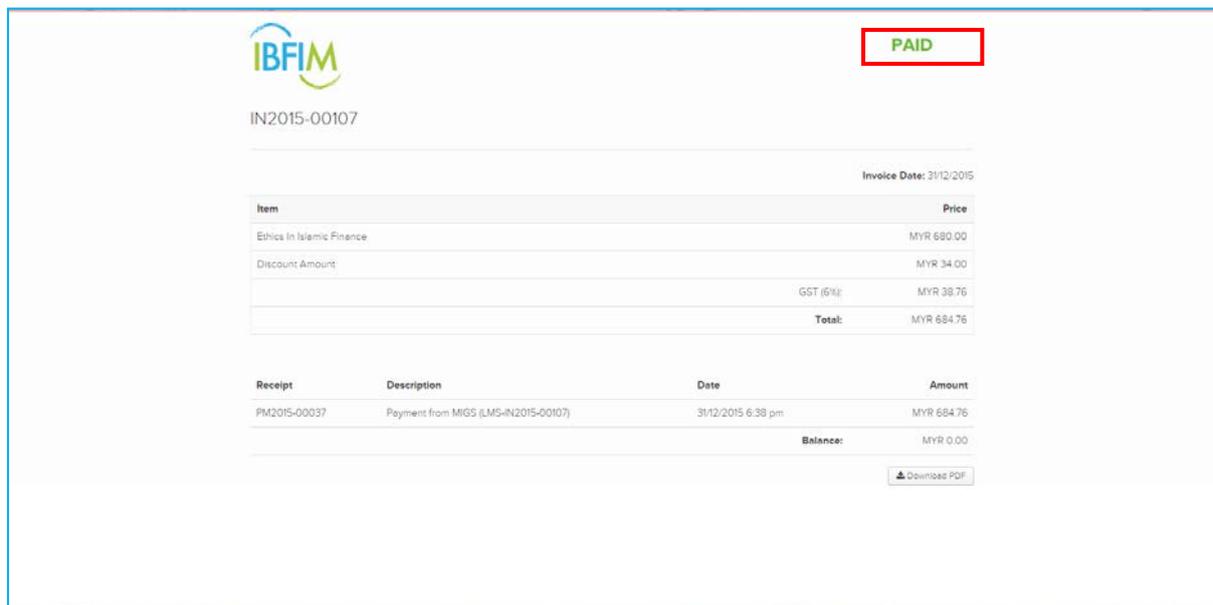
1. Click **Account Statement** on side menu or at the left menu.



2. The following page will be displayed
3. The purchase history , payment history and invoice is available on this page
4. Click **Invoice** link to view the invoice for each program or course.



5. The invoice will display **PAID** on the right hand corner for invoice that has been paid.

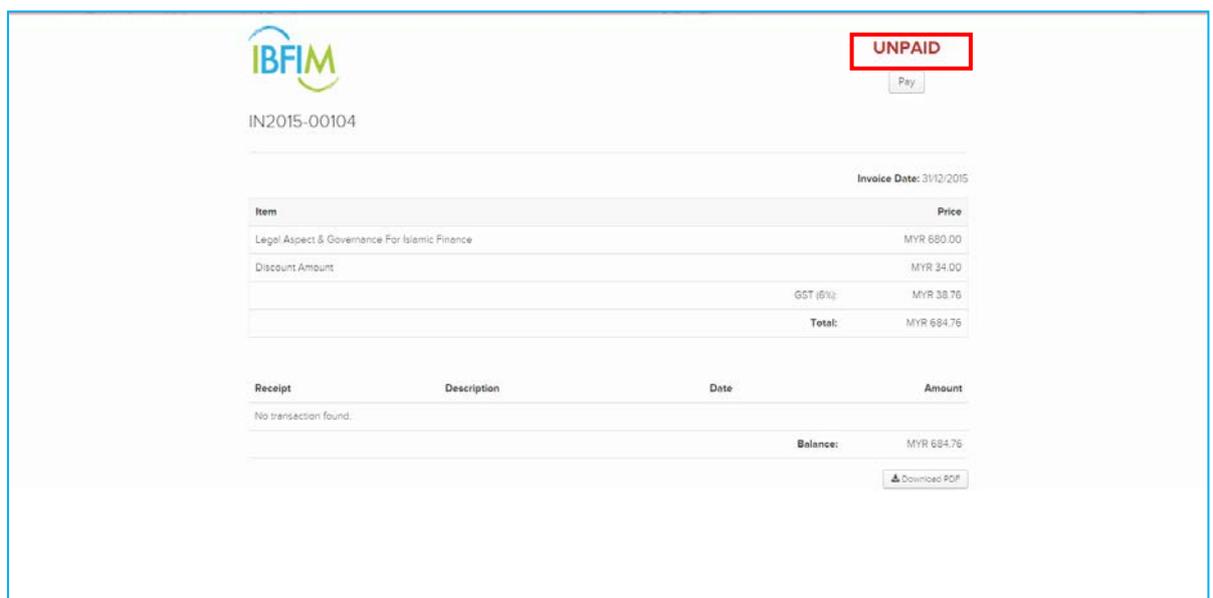


The screenshot shows an IBFIM invoice for ID IN2015-00107. The status 'PAID' is displayed in a red box in the top right corner. The invoice date is 31/12/2015. The main table lists items: 'Ethics In Islamic Finance' (MYR 680.00), 'Discount Amount' (MYR 34.00), and 'GST (6%)' (MYR 38.76), with a 'Total' of MYR 684.76. A receipt table below shows a payment of MYR 684.76 on 31/12/2015 at 6:38 pm, resulting in a 'Balance' of MYR 0.00. A 'Download PDF' button is located at the bottom right.

Item	Price
Ethics In Islamic Finance	MYR 680.00
Discount Amount	MYR 34.00
GST (6%)	MYR 38.76
Total:	MYR 684.76

Receipt	Description	Date	Amount
PM2015-00037	Payment from MIGS (LMS-IN2015-00107)	31/12/2015 6:38 pm	MYR 684.76
Balance:			MYR 0.00

6. The invoice will be display **UNPAID** on the right hand corner for invoice that has not been paid yet.

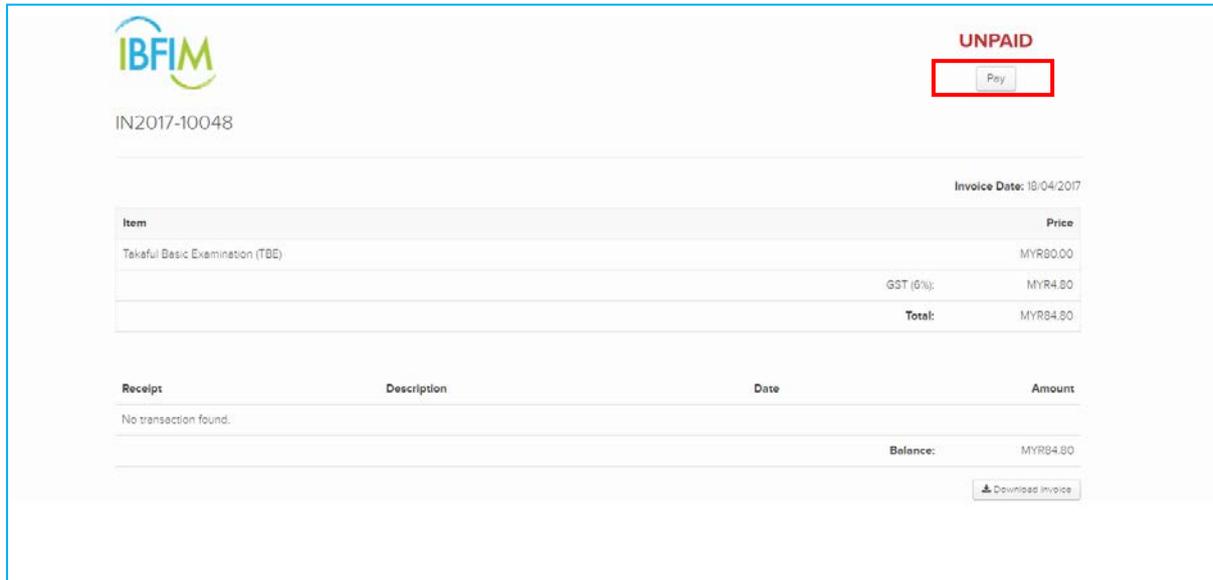


The screenshot shows an IBFIM invoice for ID IN2015-00104. The status 'UNPAID' is displayed in a red box in the top right corner, with a 'Pay' button below it. The invoice date is 31/12/2015. The main table lists items: 'Legal Aspect & Governance For Islamic Finance' (MYR 680.00), 'Discount Amount' (MYR 34.00), and 'GST (6%)' (MYR 38.76), with a 'Total' of MYR 684.76. The receipt table shows 'No transaction found.' and a 'Balance' of MYR 684.76. A 'Download PDF' button is located at the bottom right.

Item	Price
Legal Aspect & Governance For Islamic Finance	MYR 680.00
Discount Amount	MYR 34.00
GST (6%)	MYR 38.76
Total:	MYR 684.76

Receipt	Description	Date	Amount
No transaction found.			
Balance:			MYR 684.76

7. Click **Pay** to make payment for programs or courses which you have yet to confirm your enrolment.



The screenshot shows the IBFIM invoice interface. At the top left is the IBFIM logo. To the right, the word 'UNPAID' is displayed in red, with a 'Pay' button highlighted by a red rectangular box. Below the logo is the invoice number 'IN2017-10048'. The 'Invoice Date' is '18/04/2017'. The main table lists the items and their prices:

Item	Price
Takaful Basic Examination (TBE)	MYR80.00
GST (6%)	MYR4.80
Total:	MYR84.80

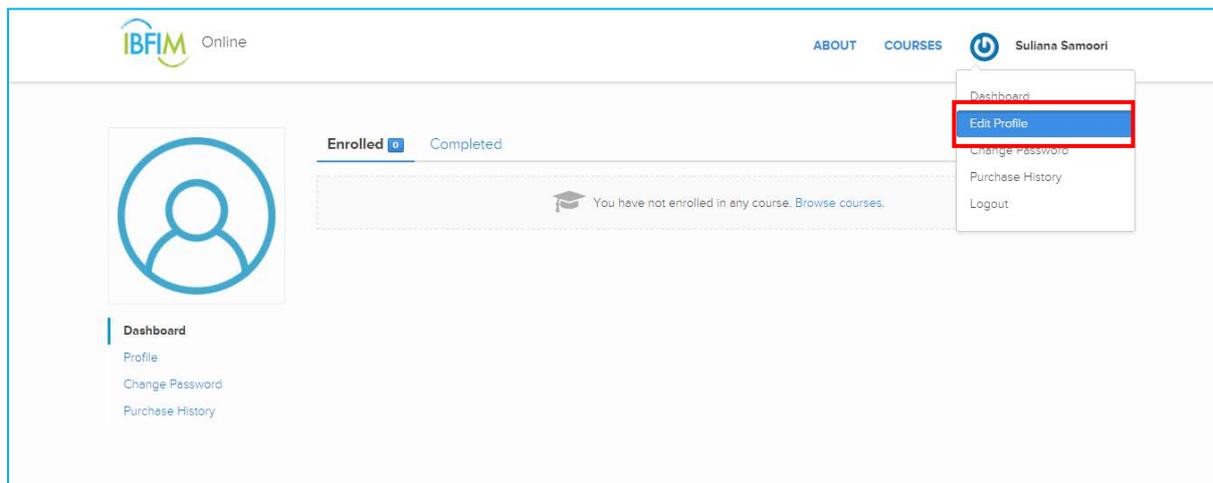
Below the table is a 'Receipt' section with columns for 'Receipt', 'Description', 'Date', and 'Amount'. It contains the text 'No transaction found.' and a 'Balance: MYR84.80' at the bottom right. A 'Download Invoice' button is located at the bottom right of the page.

Note: Please follow the steps in 1.4 to proceed with payment.

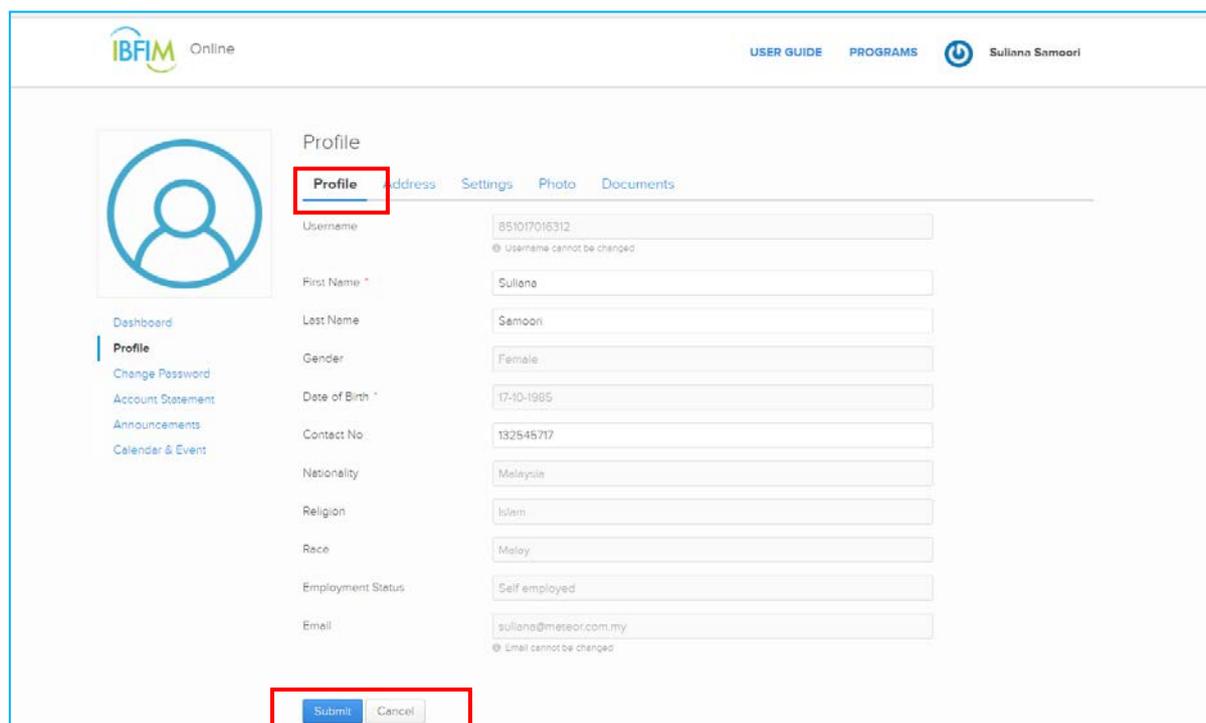
1.6 CANDIDATE PROFILE

1.6.1 Edit Profile

1. Click on **Edit Profile** on sidebar menu



2. Once clicked, you will be directed to the **Profile** Page.
3. Fill in the required fields to update your profile information.
4. Click **Submit** to save details or Click **Cancel** to reset



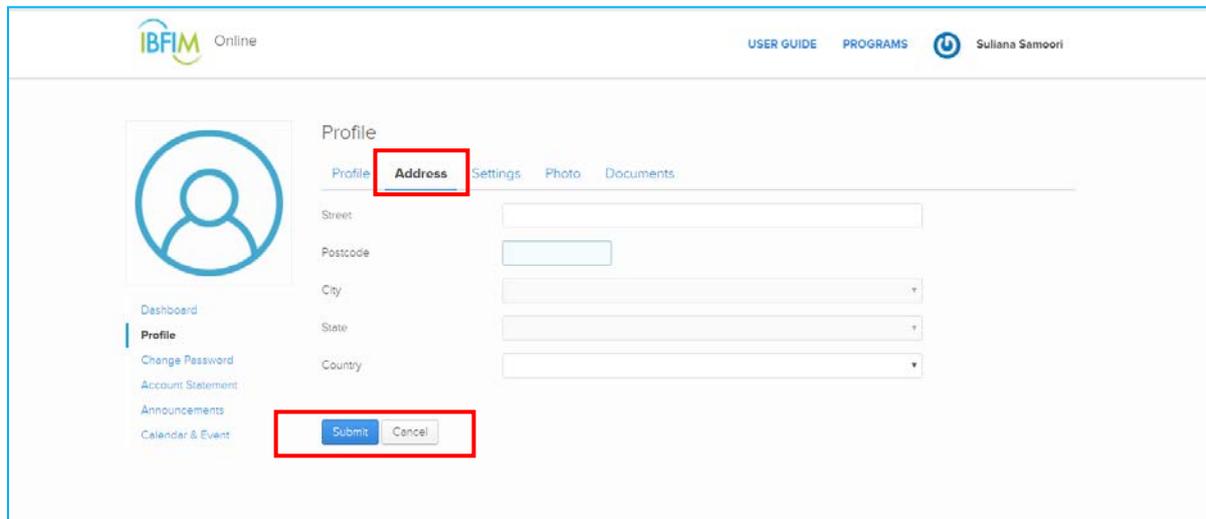
The screenshot shows the 'Profile' page for Suliana Samoori. The 'Profile' tab is selected and highlighted with a red box. The form contains the following fields:

Username	851017016312
First Name *	Suliana
Last Name	Samoori
Gender	Female
Date of Birth *	17-10-1985
Contact No.	132545717
Nationality	Malaysia
Religion	Islam
Race	Malay
Employment Status	Self employed
Email	suliana@mesecor.com.my

At the bottom of the form, there are two buttons: **Submit** and **Cancel**, both highlighted with a red box.

1.6.2 Edit Address

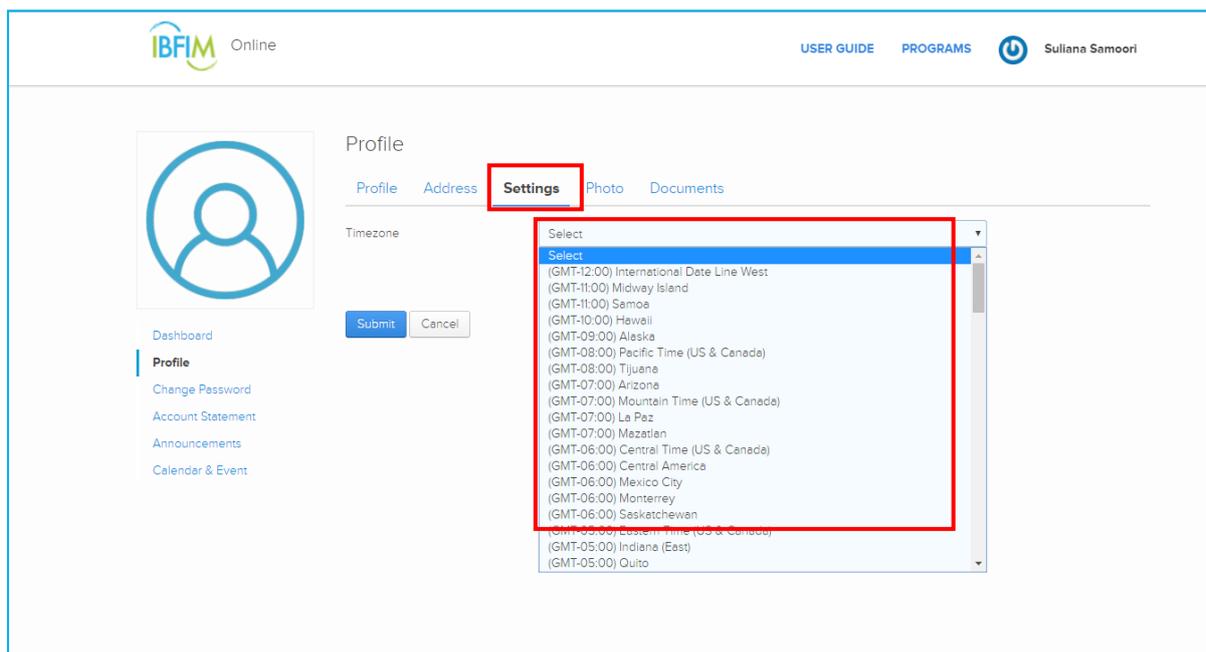
1. Click **Address** on menu
2. Fill in your correspondence particulars
3. Click **Submit** to save details or Click **Cancel** to reset



The screenshot shows the IBFIM Online user interface. At the top, there is a navigation bar with 'IBFIM Online', 'USER GUIDE', 'PROGRAMS', and a user profile icon for 'Suliana Samoori'. The main content area is titled 'Profile' and has a sub-menu with 'Profile', 'Address', 'Settings', 'Photo', and 'Documents'. The 'Address' tab is selected and highlighted with a red box. Below the sub-menu, there are input fields for 'Street', 'Postcode', 'City', 'State', and 'Country'. At the bottom of the form, there are 'Submit' and 'Cancel' buttons, which are also highlighted with a red box. On the left side, there is a sidebar menu with options: 'Dashboard', 'Profile', 'Change Password', 'Account Statement', 'Announcements', and 'Calendar & Event'.

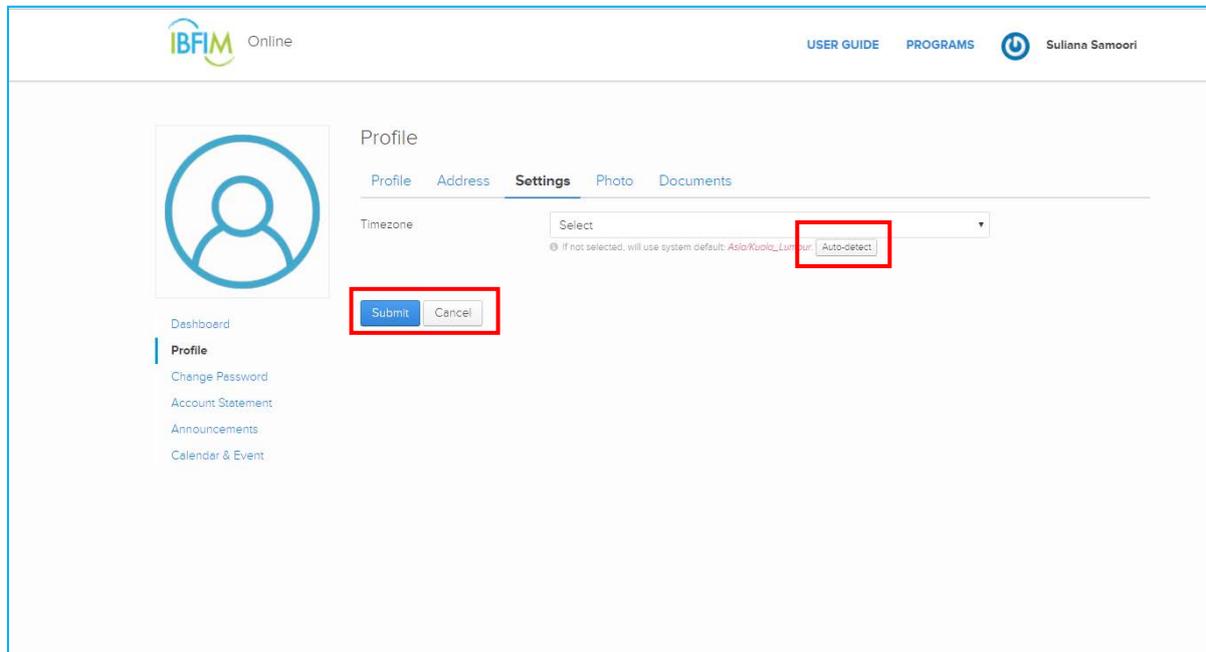
1.6.3 Edit Settings

1. Click **Settings** on menu
2. Select **Time zone** using drop down menu



The screenshot shows the IBFIM Online user interface. At the top, there is a navigation bar with 'IBFIM Online', 'USER GUIDE', 'PROGRAMS', and a user profile icon for 'Suliana Samoori'. The main content area is titled 'Profile' and has a sub-menu with 'Profile', 'Address', 'Settings', 'Photo', and 'Documents'. The 'Settings' tab is selected and highlighted with a red box. Below the sub-menu, there is a 'Timezone' dropdown menu, which is open and shows a list of time zones. The dropdown menu is also highlighted with a red box. At the bottom of the form, there are 'Submit' and 'Cancel' buttons. On the left side, there is a sidebar menu with options: 'Dashboard', 'Profile', 'Change Password', 'Account Statement', 'Announcements', and 'Calendar & Event'.

3. Or Click **Auto detect** button and system will automatically detect time zone
4. Click **Submit** to save details or Click **Cancel** to reset



IBFIM Online

USER GUIDE PROGRAMS  Suliana Samoori

Profile

Profile Address **Settings** Photo Documents

Timezone

ⓘ If not selected, will use system default: Asia/Kolkata, Laxkar.

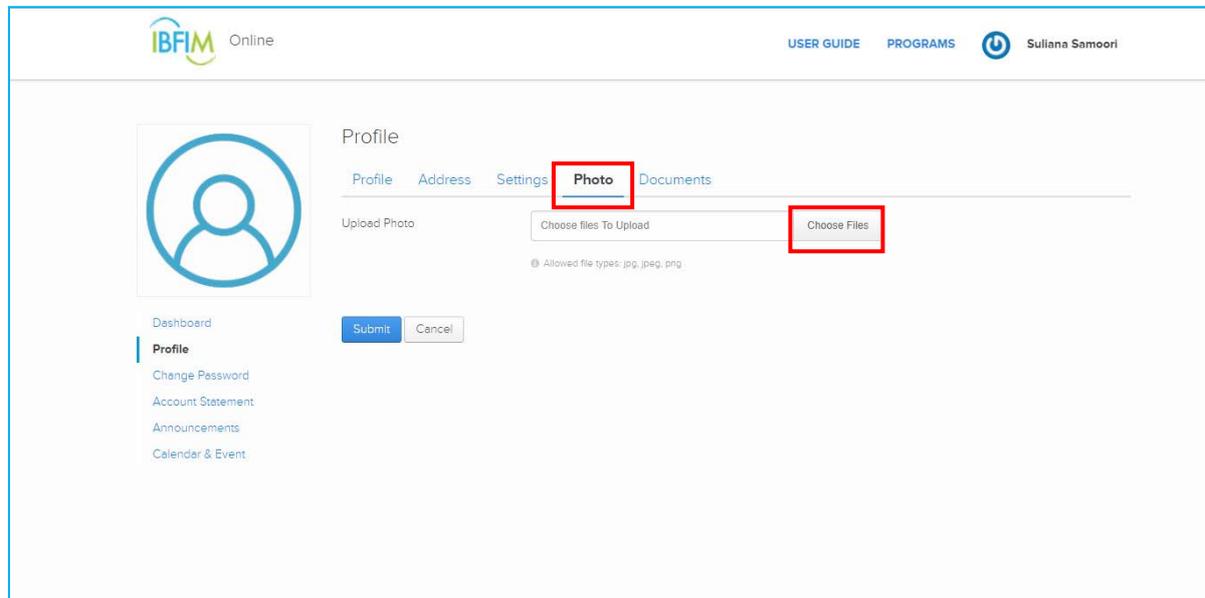
Dashboard

Profile

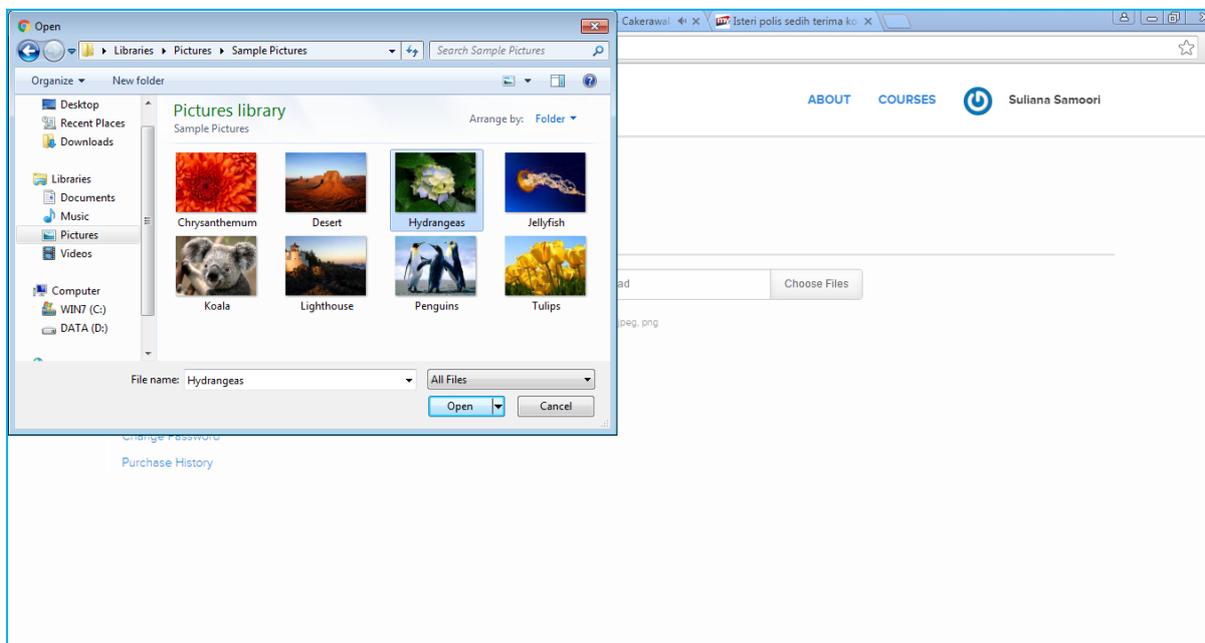
- Change Password
- Account Statement
- Announcements
- Calendar & Event

1.6.4 Edit Photo

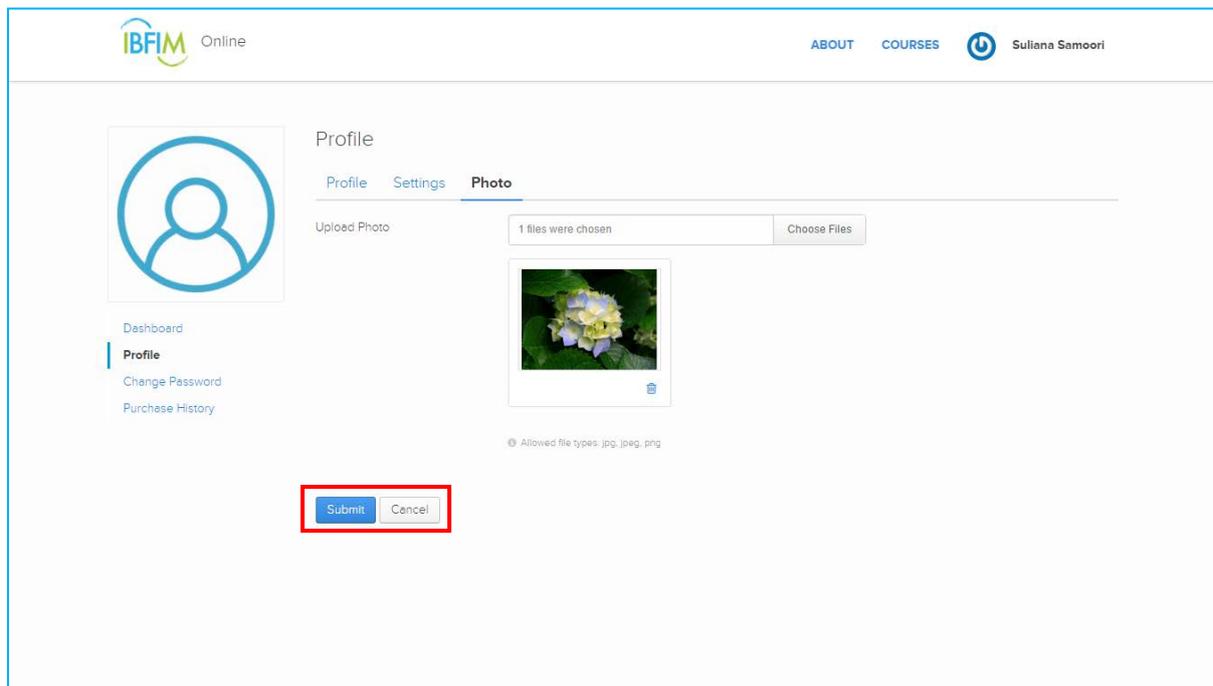
1. Click **Photo** on menu
2. Click **Choose File** button to upload image file



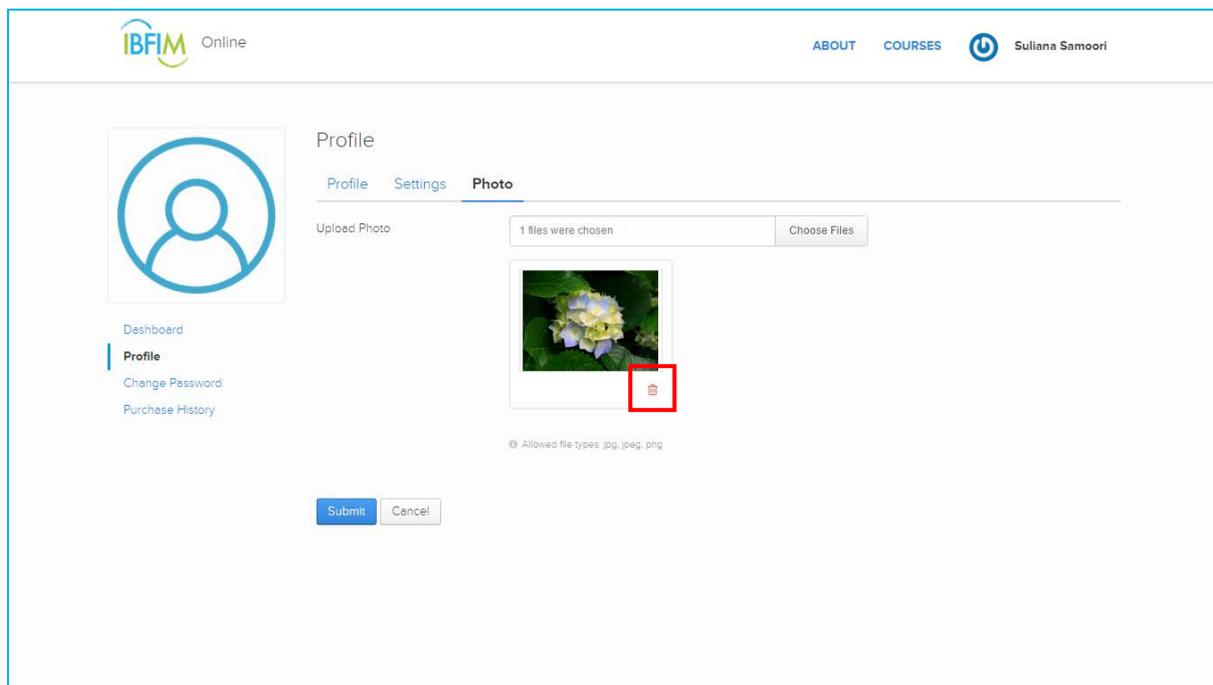
3. Select the file that you want to upload.



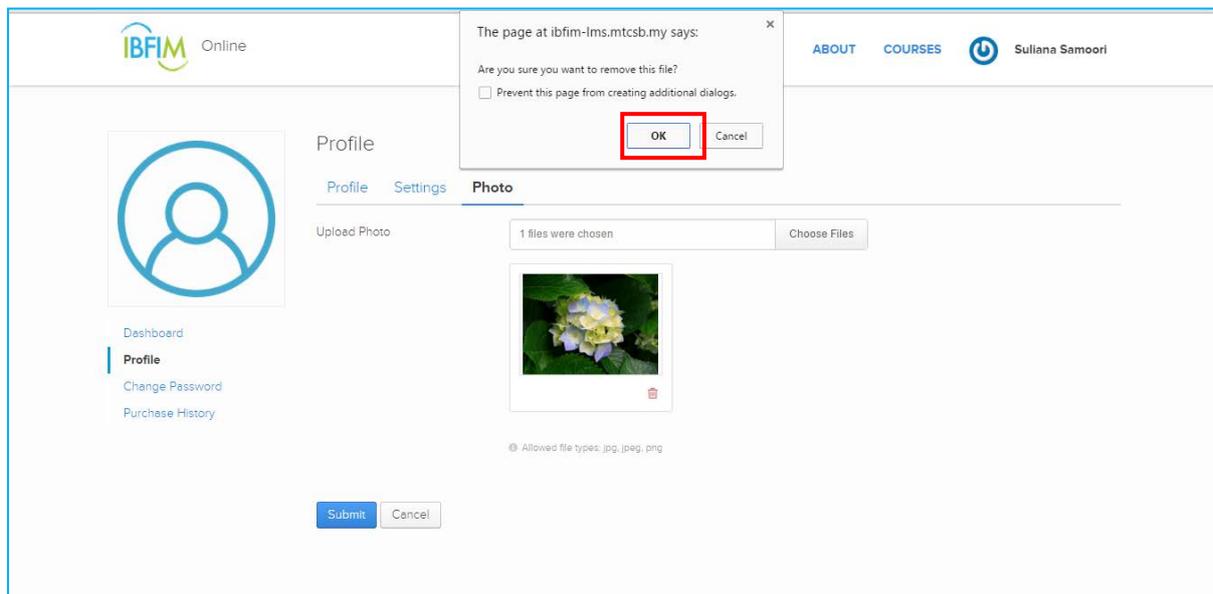
4. Click **Submit** to save details or Click **Cancel** to reset



5. Click the **Trash** symbol to remove uploaded file

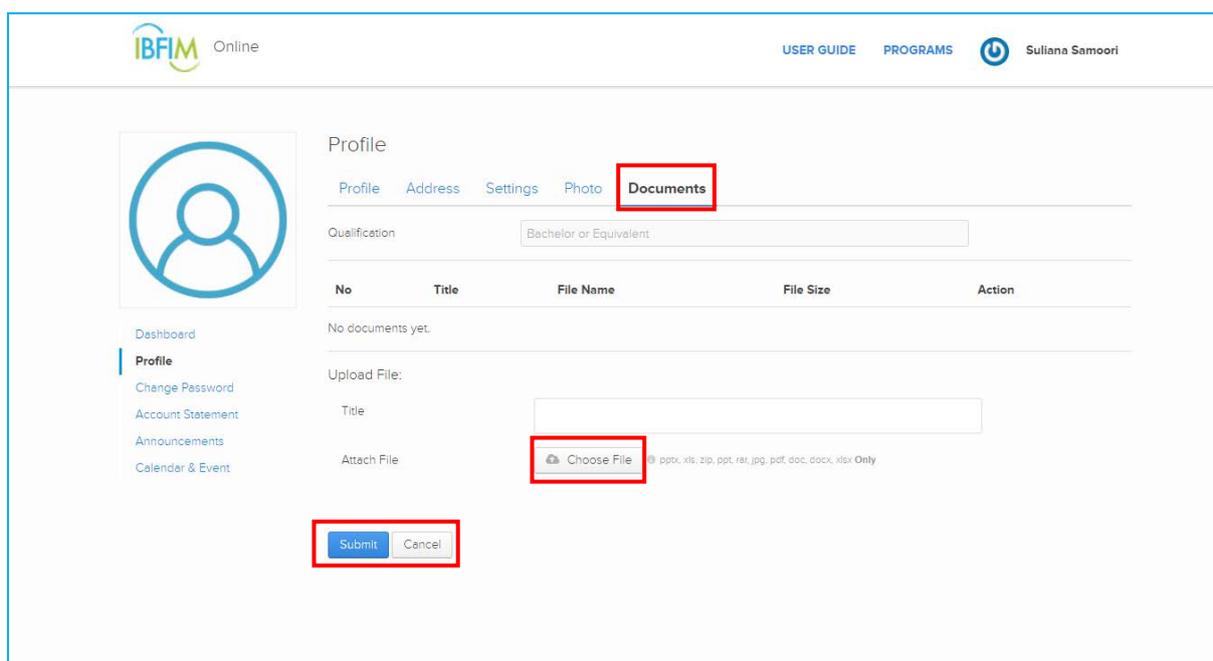


6. Click **OK** to proceed and file will be removed



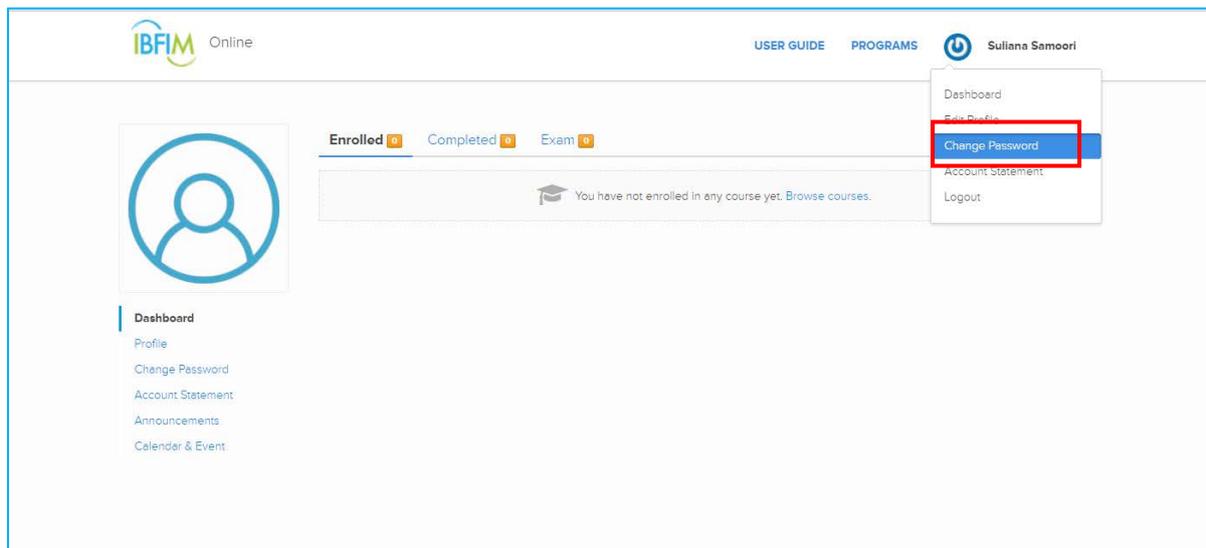
1.6.5 Add and Edit Qualifications document

1. Click **Document** on menu
2. Click **Choose File** button to upload certificate based on highest qualification stated during registration
3. Click **Submit** to save details or Click **Cancel** to reset

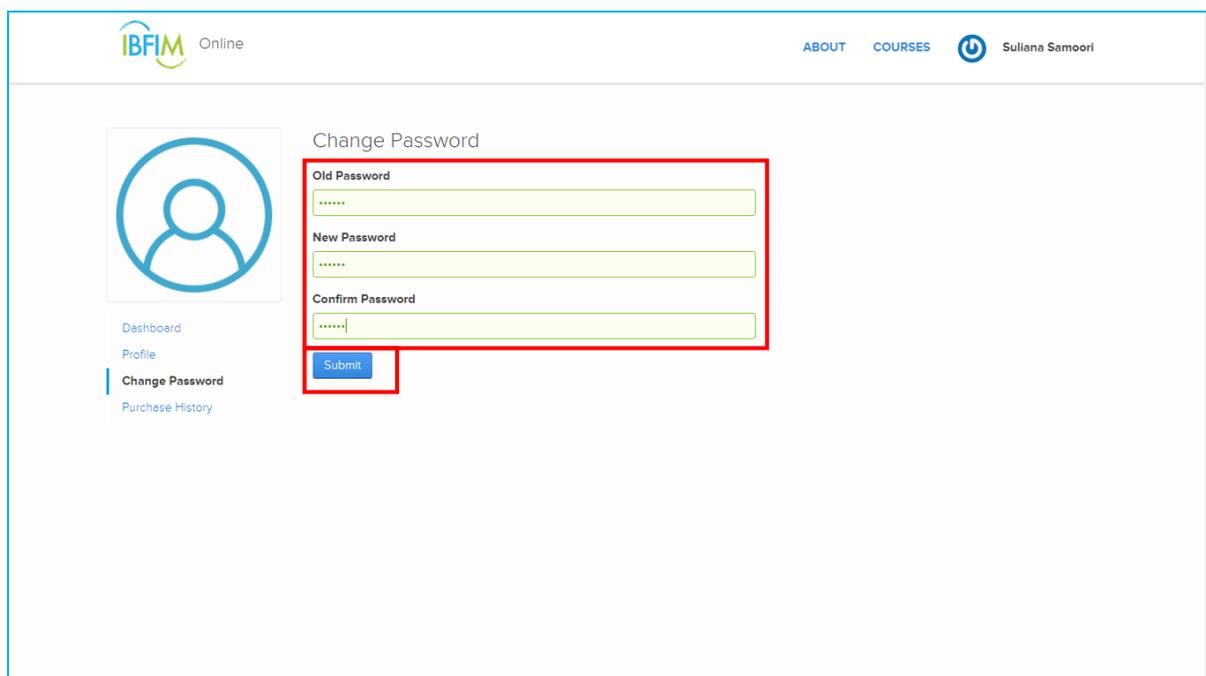


1.7 CHANGE PASSWORD

1. Click **Change Password** on side menu

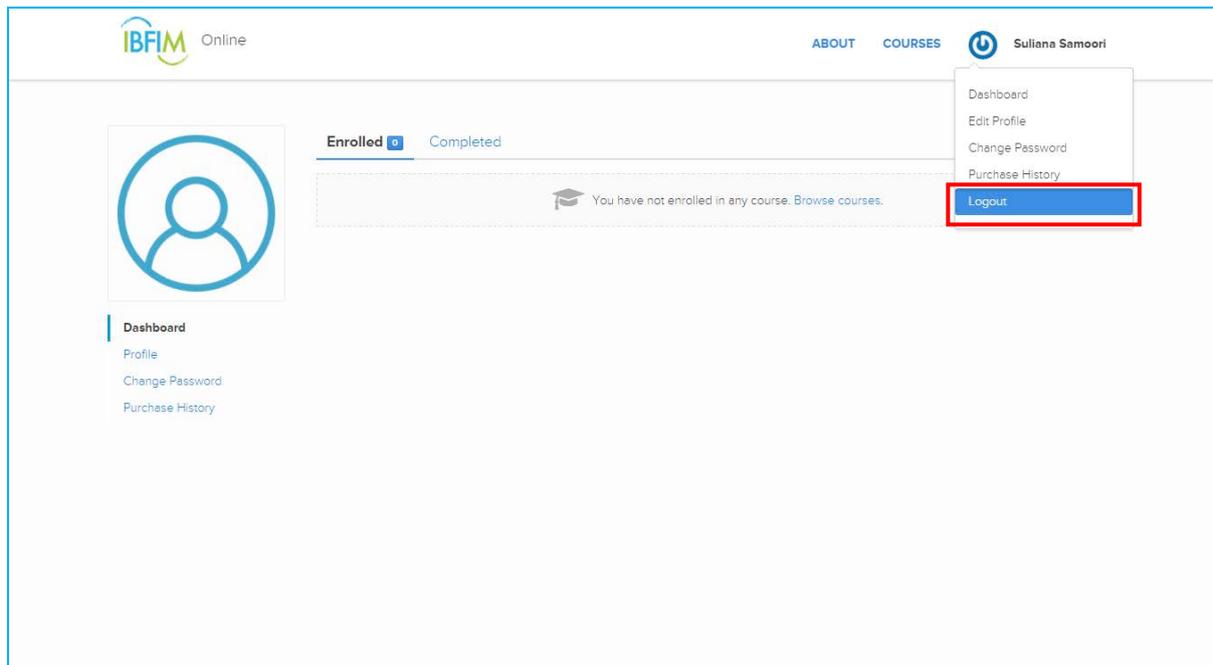


2. Enter **Old Password**
3. Enter **New Password** and retype **Confirm Password**
4. Click **Submit** button



1.8 LOGOUT

1. Click **Logout** on side menu



2. You will be logged out from the system

~THANK YOU~