#### **TAMS**

# Web Tutorial



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## Homepage Navigation

TAMS

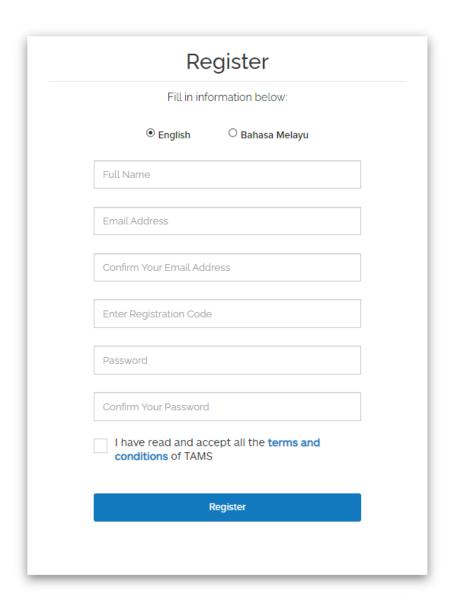
1. Click here to register.

2a. You may also use the **Register** button from the side bar menu.

2b. Click Menu > Register —



#### Register



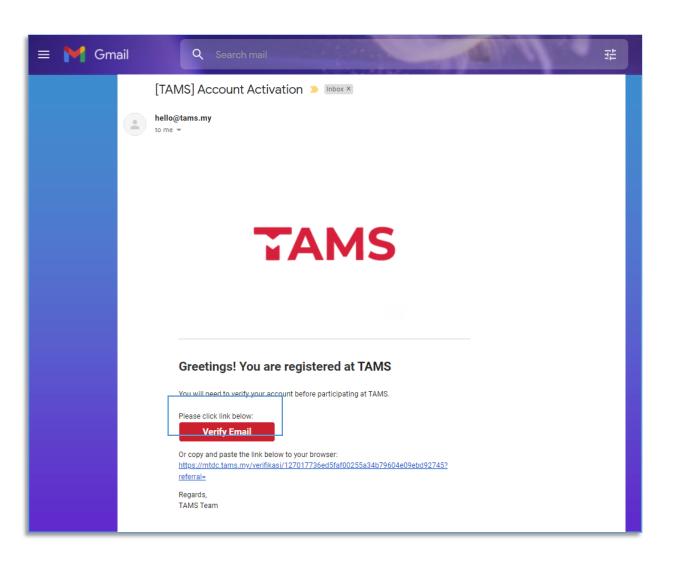
- Select your language preferences
- Fill in your full name.
- Register with an active and accessible email. Avoid using emails where you have forgotten your password. If you do not have an active email, you are advised to create a new email.
- Enter the Registration Code as given by your admin
- Fill in a strong and easy-to-remember password
- Reconfirm your password
- Read the terms and conditions and check the box
- o Press the 'Register' button

Registration Successful! Please check your email for account verification.

You will recieve a verification link to the email registered

#### **Email Activation**

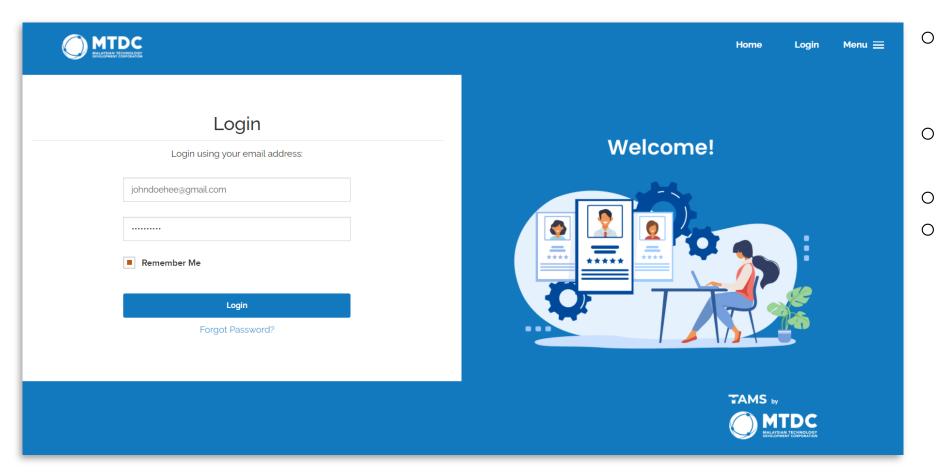




- Log in to the email you used to register your MTDC Tams account.
- If the verification email is not appearing in your inbox, 'search' for the email by typing 'TAMS'.
- Open the email and press Verify Email or press the blue link below the button.
- A browser window will take you back to the MTDC TAMS site, this indicates your verification was successful.

#### Log In

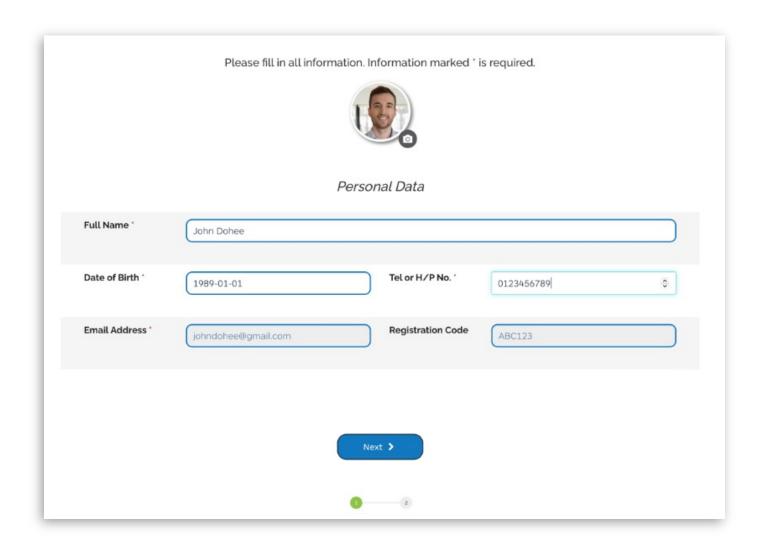




- Fill in your registered email.
- Fill in your password
- Click Login
  - If you have forgotten your login password, you may reset by clicking 'Forgot Password' and follow the steps as instructed.

#### Introduction - Personal Data

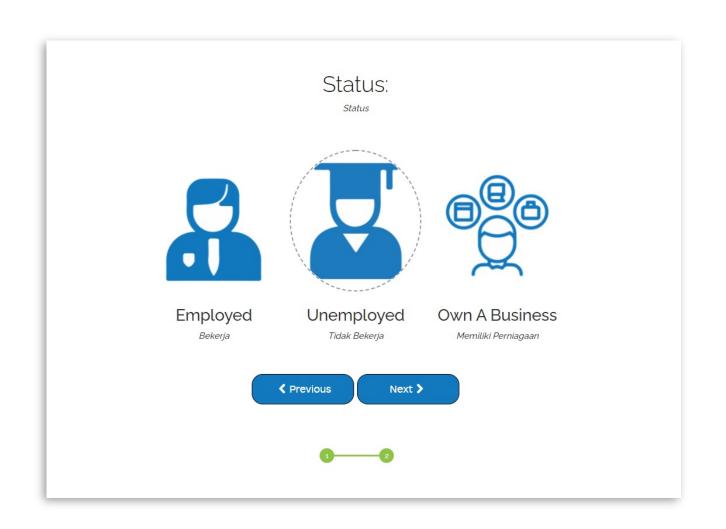




- Upload your profile picture by clicking on the camera icon. You may also do this later in your Profile menu.
- o Fill in your Full Name
- o Fill in your date of birth
- Fill in your mobile contact number
- Click 'Next'

#### Introduction - Status





- Choose your current status
- Click 'Next'

#### **Introduction - Complete**



Thank you for completing your information, John Dohee!

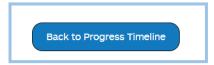
Terima kasih kerana melengkapkan informasi anda



You can change the information of your biodata at

Menu → Profile

Anda boleh mengemaskini informasi biodata anda di

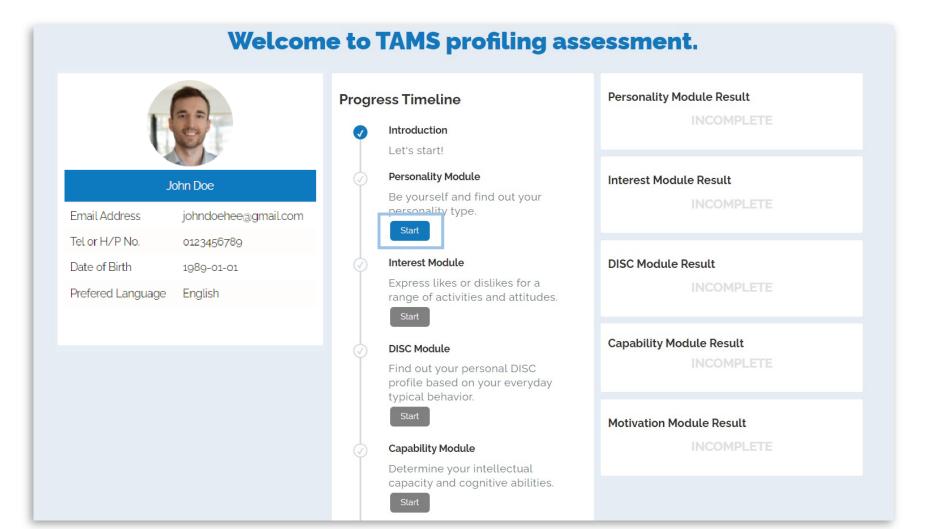




Once done click "Back to Progress Timeline"

## **Progress Timeline**

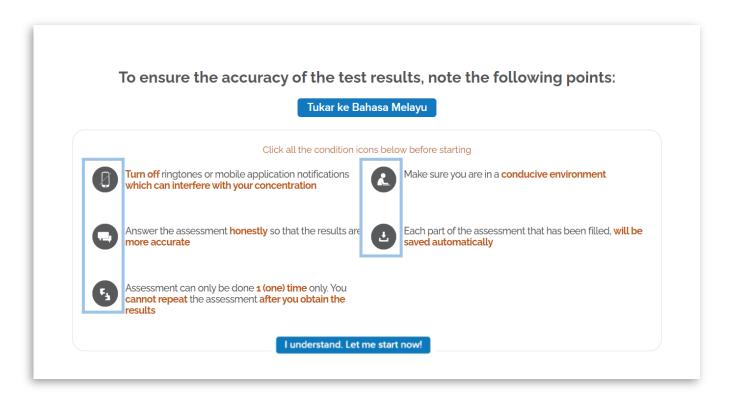
#### TAMS



- Welcome to your progress timeline.
- Your assessments will start here and upon completion, your results will be displayed here.
- Begin your first step by clicking 'Start" under Personality Module on the Progress Timeline to start.

## **Starting Assesment**



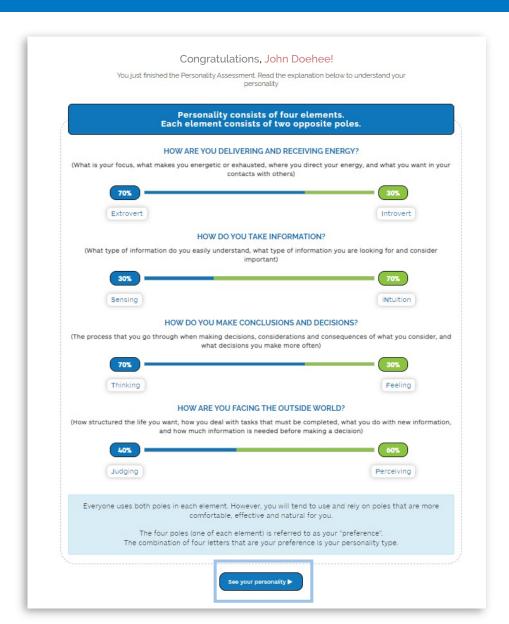


- You may choose your preferred language between Malay or English.
- Before you start each module, you should highlight each icon to make sure you follow the instructions.
- You can't start if you don't press all the icons until a green circle appears around the icon
- Once all the buttons are pressed, then you can press the

I understand. Let me start now!

## **Finishing Assesment**

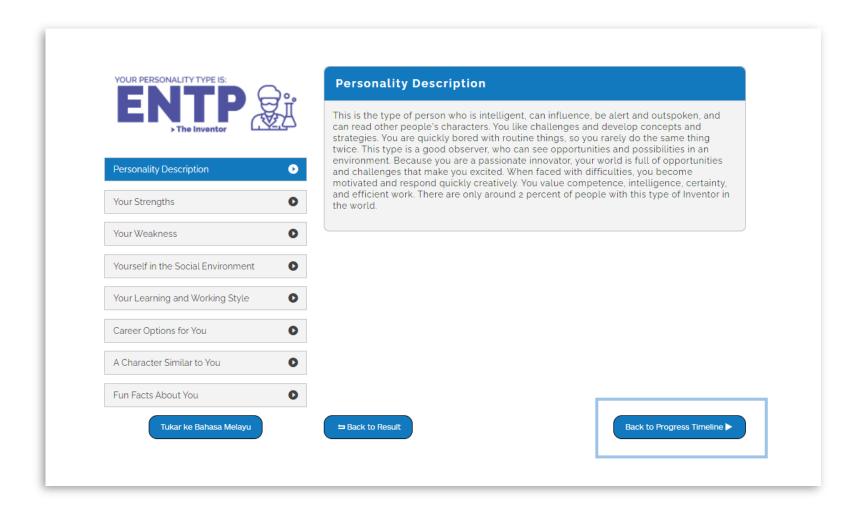




- When you have completed the module, you will be brought to your results page.
- Click on 'See your Personality' to see detailed results.

## Finishing Assesment



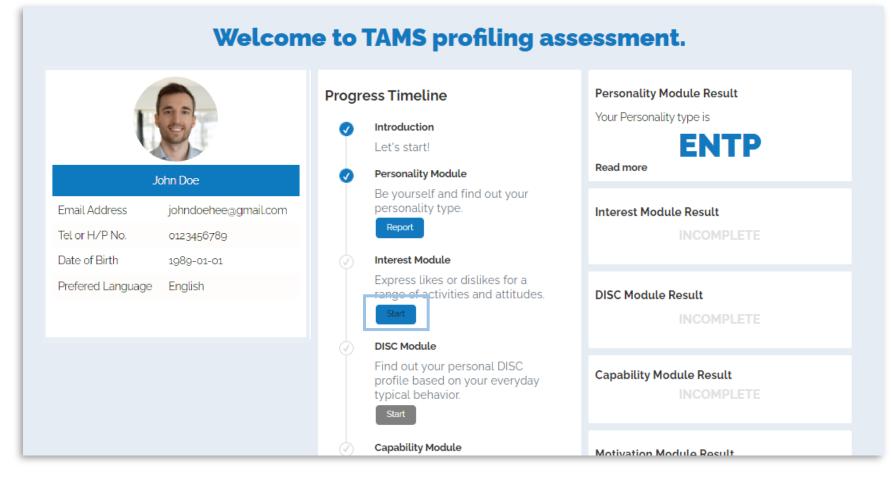


Clicking on 'Personality Element will bring you back to the previous page.

Click on 'Back To Progress Timeline' to continue finishing the modules.

## **Progress Timeline**

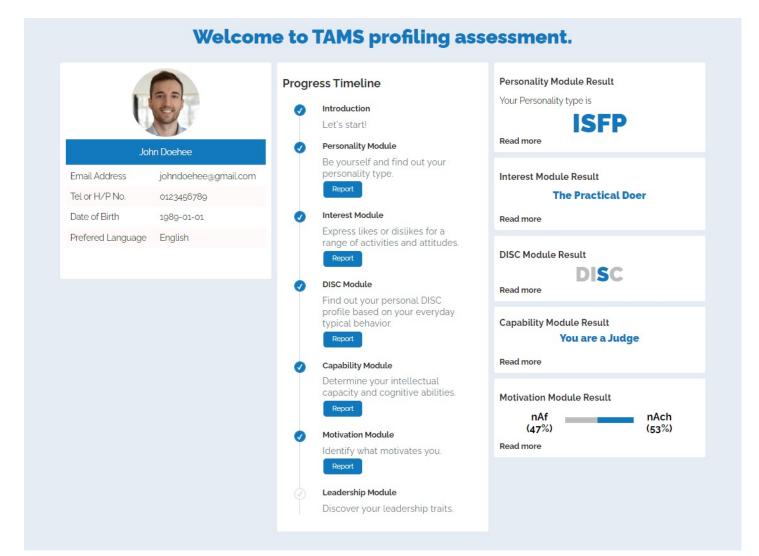




 Repeat until you finish all the modules from Personality to Motivation.

## **Progress Timeline**

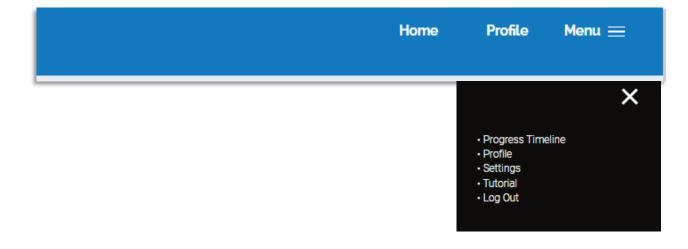
#### TAMS



 Once you have completed the assessments, you can view your full report for each module by pressing 'Report' on Progress Timeline or 'Read more' on Results Summary on the left side.

#### Resend Verification





Account type

TAMS Premium: EXPLORER

Full Name

John Doehee

Gender

Male

Please verify the email below.

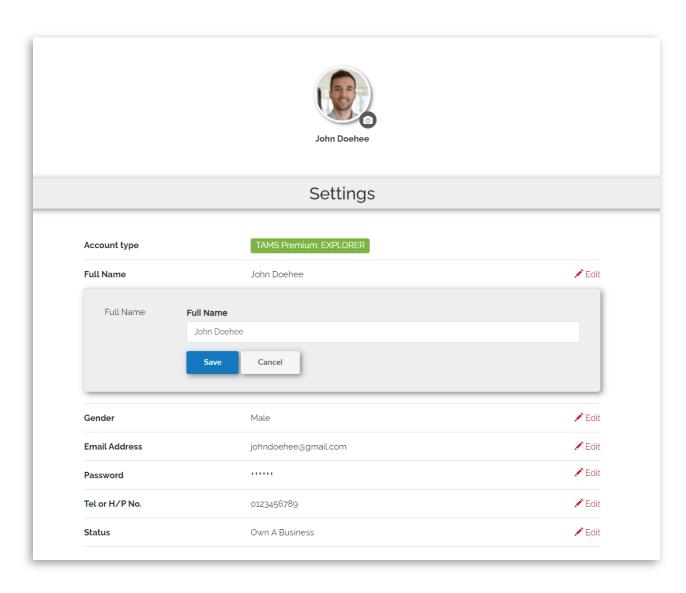
If the email provided is inaccurate, please click on the button Edit below for correction.

Once corrected, please click 'Save' then click the button 'Resend Verification Email'.

- If you still have not received your
   Verification email, you may request for a new verification link.
- Go to the sidebar and click 'Settings'
- Press Resend Verification Email
- Check your email for verification link
- If your verification email is not found in your inbox, please check in your Spam folders.
- After 15 minutes, you may request for another verification email. If you still did not receive you may contact admin support.

## **Editing Settings**

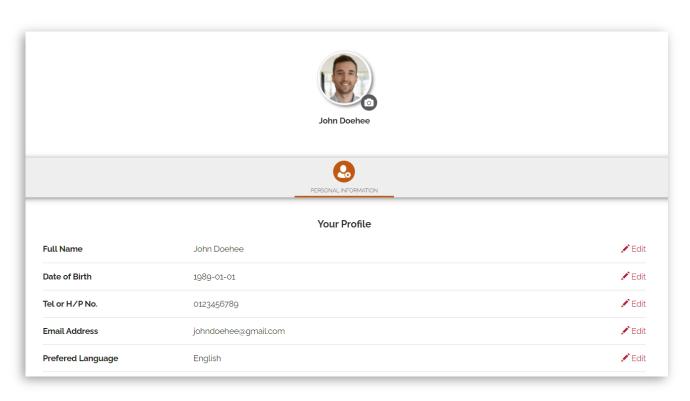




- You can edit your personal details in Settings.
- Click on 'Edit' on the item you would like to change.
- o Click 'Save' when you are done.
- You may edit, add or correct your details at any time.

## **Editing Profile**

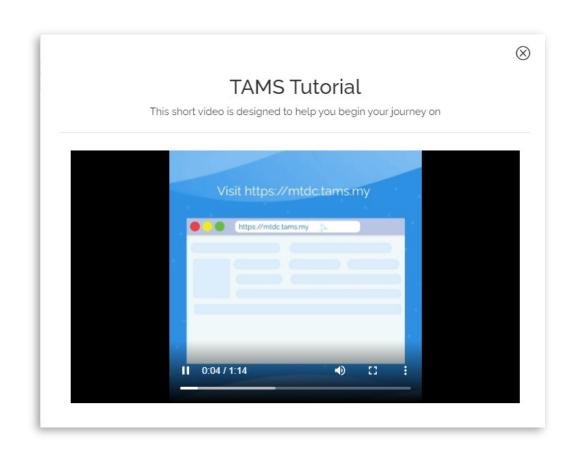




- You can edit your personal details under the 'Profile' tab.
- Go to the top right of the bar and click 'Profile'.
- You may edit, add or correct your details at any time.

#### **Tutorial**





- You can also play the animated version of tutorial in the Tutorial section in the side bar menu.
- Click on Tutorial in the side bar.
- Play the video.