**E-MIC Enrolment Process**

**Step 1**

http://e-learning.mia.org.my

Key in your membership ID in the 'Membership check' section & choose payment method (Online or Offline), then click proceed.

**Step 2**

Click on the 'Enrol Induction Course'

- Key in your membership ID in the 'Membership check' section & choose payment method (Online or Offline), then click proceed.

**Step 2a – Online Payment**

- If you choose the Online Payment, you will see the 3rd party payment gateway page. Payment can be done via Credit Card.
- Complete the form and click on 'Pay Now' button. You will be directed to the secure e-payment page.
- Once done, you will receive an online payment receipt.
- We will activate your e-learning account upon receiving payment confirmation.
- You will receive a notification email from us to inform that you can start to access the course.

**Step 2b – Offline Payment**

- If you choose the Offline Payment, you will see the offline payment form.
- Complete the form and click on 'submit details' button.
- Once done, you will receive a notification message. Please make your payment by cheque or cash to MIA as soon as possible.
- Upon your offline payment, you will receive a notification message from us to inform that you can start to access the course once payment is received.

- Please fill-in the offline payment form as above for record.

**Step 3 - Starting a Course**

Login into the portal (For E-learning, your username and password is using your MIA membership ID). For Example : MIA Membership ID/No. : 12345

Username : 12345  Password : 12345  *(Kindly Use your actual MIA membership ID)*

Click the LOGIN button. You will be directed to the password reset page where you can set your own password to continue with your courses. To create a new password, kindly follow the following password guide:

- at least 8 characters
- at least 1 capital letter
- at least 1 small letter
- a number
- a symbol

 e.g. Maria1234@

Once new password successfully created, Kindly go to 'My Courses' and click on the course title 'MIA Induction Course' to start your e-learning experience.

*(Please note that you may register for e-MIC at any time, however activation will be done during working hours. The induction course is best accessed using Internet Explorer (IE) version 8 and below. The use of other popular internet browsers will trigger problems on the course progress tracking.)*

Please email at elearning@mia.org.my should you require further information in relation to the e-MIC or alternatively you may contact our E-learning Helpdesk Officer at 03-8318 7199, Monday – Friday (9am - 6pm)