



MI COLLEGE
INSPIRING EXCELLENCE

How to Change your SMART SCHOOL Password

Step by Step Process

Step 1

Open our website

<https://www.micollege.edu.mv/>

The screenshot shows the MI College website homepage. The top navigation bar includes links for 'Apply Online', 'Virtual Campus', 'Login', 'Downloads', 'Careers', and 'News & Events'. The main banner area features a large 'January Intake 2022' graphic and 'Enroll Now' text with a Viber contact number 740 6003. Below the banner, there are three main sections: 'Downloads' with a 'BROCHURE' link, 'Latest News' with a news item about the 7th convocation, and 'Testimonials' featuring a testimonial from Mohamed Shazeel. A search bar is visible in the top right corner.

Step 2

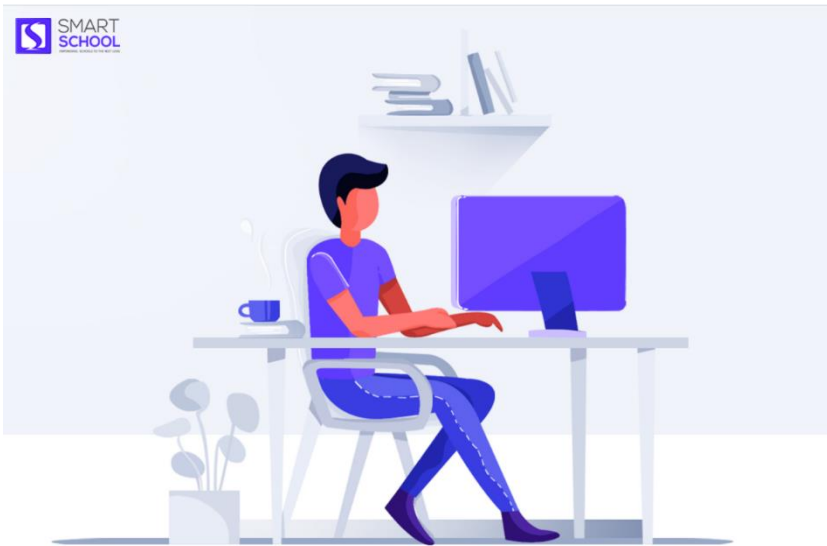
Select Web Portal

This screenshot shows the same MI College website homepage as above, but with a dropdown menu open over the navigation bar. The dropdown menu lists several options: 'Email', 'Smart School', 'FB Workplace', 'E-library', and 'Web Portal'. The 'Web Portal' option is highlighted with a red circle, indicating the selection step. The rest of the page content remains the same.



Step 4

Select **Forgot Password**



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Welcome To Smart School Pro

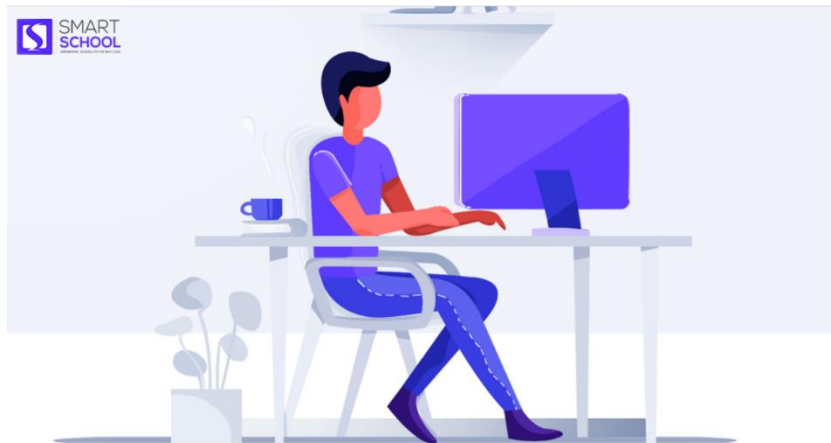
User Name
Please Enter Username

Password

Remember Me

Step 5

Type in your **National ID card Number** and press **Proceed**



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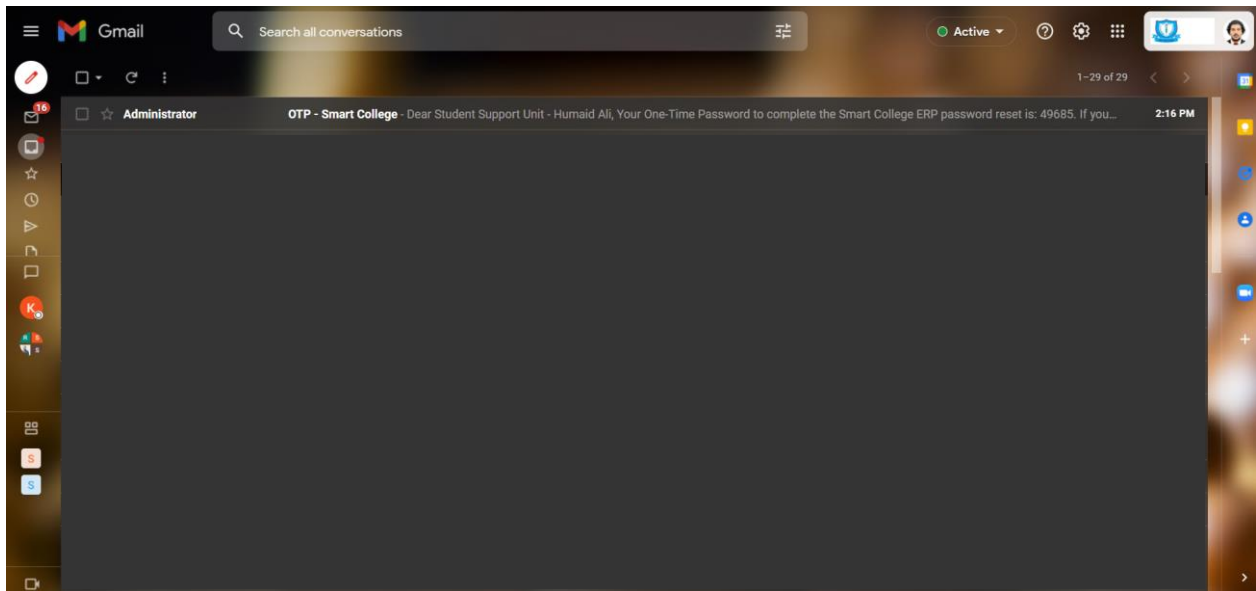
Welcome To Smart School Pro

AXXXXXX



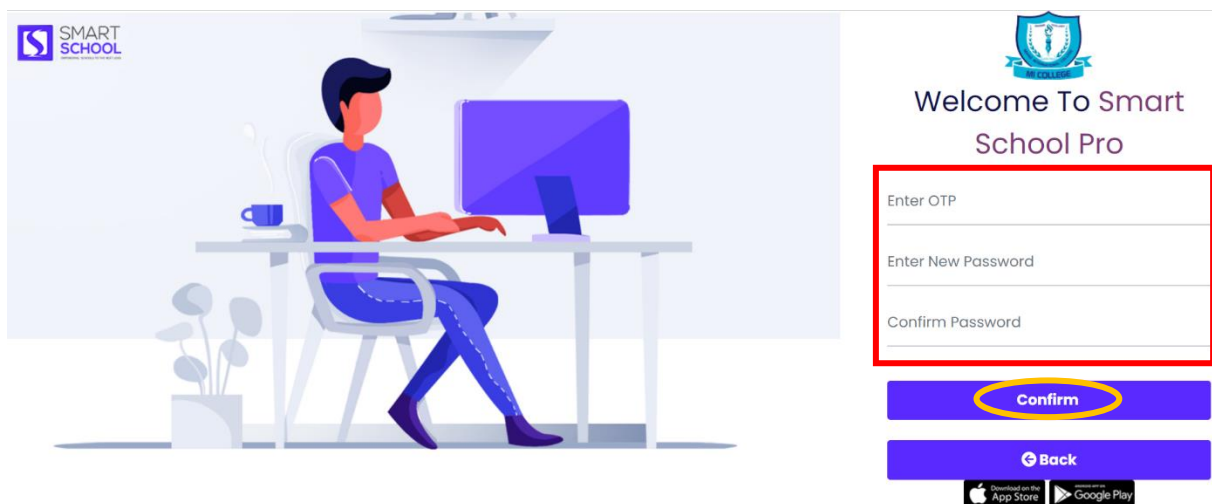
Step 6

Check your **Personal Email** which you have given for the college when you registered for an **OTP** (One Time Password) which is required for the next step



Step 7

Use the **OTP** given in the **Mail** and create your new password accordingly by filling the details
Press Confirm once complete to get your Password Resettled





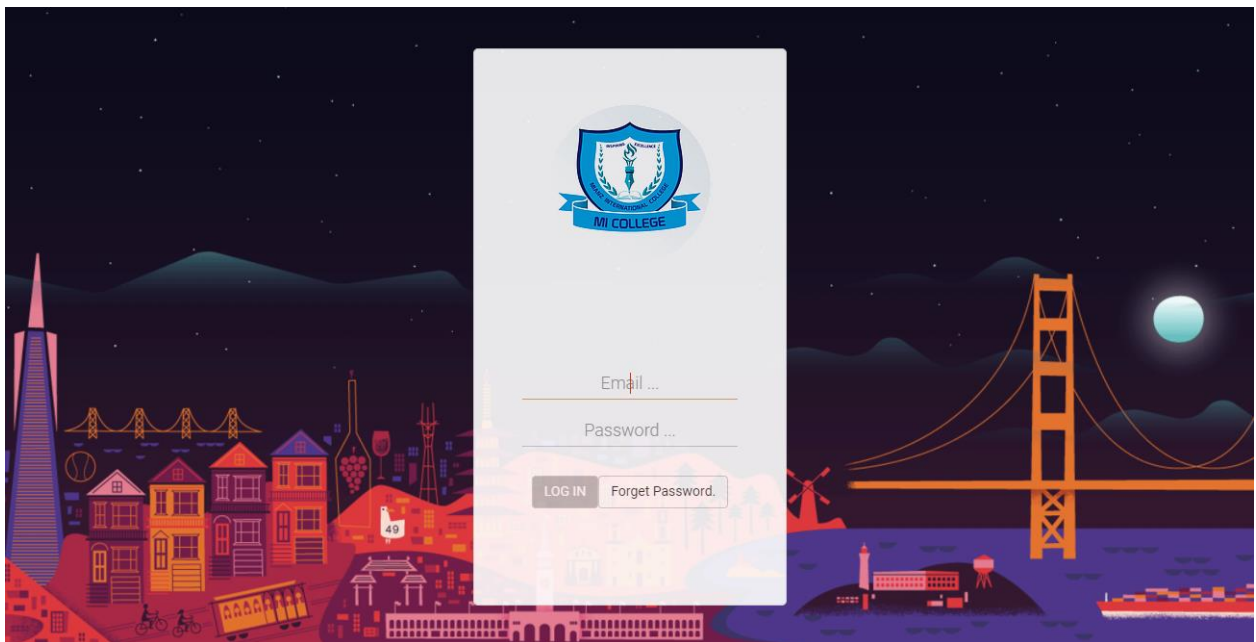
Step 8

Go to **Website** again to select **SMART SCHOOL**

Use your new credentials as follows

Your National ID card Number : AXXXXXX

Password : New Password that you created



Please Note:

- We are upgrading the system for the better management of students' information.
- **MIC Roll Number** being a complicated LOGIN detail, we assume students will feel more convenience to use their **National Id Card Number** to get access easily.
- So with this change students will only need to use their **National Id Card Number** to get the access
- With this new change you will be able to get access to information of your previous courses along with the current enrolled course.
- Students are to make sure they check the correct course selection when making arrangements



Change Profiles

When you login with your national id you can select the profile from the right hand corner

Select your profile to see the details accordingly

The screenshot shows a student profile page for 'Test Student A'. A red box highlights a dropdown menu in the top right corner with the text 'Test Student A' and 'Certificate III in Graphics & Digital Designing'. The main profile area is titled 'Student Profile' and includes a blue header with the student's name and roll number. Below this are three sections: 'Basic Information', 'Academic Info', and 'Contact info'. The 'Basic Information' section is a table with the following data:

Basic Information	
Admission Number	AD017302
Teaching Mode	Virtual
National ID/Passport	A101010
Academic Status	Active
Campus	Male' Campus

The 'Academic Info' section is a table with the following data:

Faculty	Faculty of Science and Information Technology
Course	Certificate III in Graphics & Digital Designing
Batch	C3GD5 B8 MALE FM AUG21

The 'Contact info' section is a table with the following data:

Parent / Guardian	
Relationship	
Phone	45646,
Email	sdfg

Helpline

For more information you can contact our Student Support Unit for assistance

Dean, SSU : Humaid Ali

Mobile : 7787223

Email : ssu@micollege.edu.mv

This change is effective from 15th November 2021 onwards, so please wait to request only after this given date