

**NATIONAL DIABETES REGISTRY  
USER REGISTRATION & UPDATE USER PROFILE FORM**

Full Name : \_\_\_\_\_  
 Post & Grade : \_\_\_\_\_  
 Work Address : \_\_\_\_\_  
 \_\_\_\_\_  
 Handphone number : \_\_\_\_\_  
 MOH Email : \_\_\_\_\_ @ .moh.gov.my (compulsory for MOH users)  
 Alternative Email : \_\_\_\_\_

**Please indicate request by ticking the appropriate box below:**

- a. New registration
- b. Change of work facility
- c. Change of User Access Level  
*please state reason :* \_\_\_\_\_
- d. Reset password  
*please state reason :* \_\_\_\_\_
- e. Update Info
- f. Delete account  
*please state reason :* \_\_\_\_\_

**Please Indicate user access level by  
ticking the appropriate box below :**

- Level One User (health facility level)
- Level Two User (district level)
- Level Three User (state level)
- Level Four User (ministry level)
- Registry Manager

**I hereby acknowledge and accept** that my access and use of the National Diabetes Registry shall be governed by the Security Policy as stated in **Appendix A**

\_\_\_\_\_  
Signature of applicant

Date :

Please refer to **Appendix A** for the Security Policy for the National Diabetes Registry Web Application

I verify that the above information of the applicant is true *(to be completed by head of department/unit)*

Signature :

Name : \_\_\_\_\_ Date : \_\_\_\_\_

(Official Stamp)

(to be completed by Registry Manager)

Date application received & registered : \_\_\_\_\_

Notes : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

## Appendix A

### Security Policy for the National Registry Web Application

1. Do not disclose your user ID or password to anyone else. Keep it confidential!
2. Avoid using the same Web Application Password for other web-based services such as for e-mail or for Internet Service Provider login.
3. Avoid choosing a Password that is easily anticipated by a third party, like your NRIC number, telephone number, or date of birth.
4. Avoid writing down or saving your Password on your browser or any other software. Memorise your Password.
5. If you suspect your Password may have been compromised, change your Password immediately.
6. Ensure that you are accessing the correct Website. Never access the website via a hyperlink from an e-mail. Always enter the correct Website Address yourself i.e. **<http://ndr.moh.gov.my>**
7. Only access the Web Application using a secure and trusted computer! Never access the Web Application on computers/devices that you have doubts with regard to security (e.g. located in public places). If you have to use these computers, change your password once you have access to a secure computer.
8. Keep your operating system (e.g. Microsoft Windows) and Internet-related software updated with the latest security patches.
9. Protect your computer from viruses and malicious programs with anti-virus software and firewalls where possible. Always update your anti-virus software with the latest virus signatures.
10. Always log-out your online session by clicking on the "log-out" button whenever you leave your computer. Do not simply close the browser window when you wish to end the Web Application Session.

**For further information on the above, or any aspect of Internet Security,  
please contact our Registry Helpdesk at:  
[ndrsupport@moh.gov.my](mailto:ndrsupport@moh.gov.my)**