

Check & Refresh Quick Guide (www.iiuk.org)

What is it?

IIUK.org allows you to check and update your personal information and ensure that the information held is accurate. The information that you provide enables us to send you correspondence from Institutions and Publications such as the *Ismaili UK* magazine. It is therefore important that your details are kept up-to-date.

Website Login

All UK Jurisdiction Jamati household members should have IIUK.org accounts. Access is available by visiting www.iiuk.org



If you know your login details enter them in the relevant boxes. If you have forgotten your details or are not sure what they are, click the “Forgot Your Password” or “Create an account” link.

Home Page

When you login to the website you will be able to view the online directory; manage your Jamati mailing list subscriptions; access JobSpot and any other institutional applications that you may have access to.

Here is also where you can review and update your information by using the links under the Profile Section.

You will be asked to update your personal information before other sections of the website are available.



From the home screen, select Update Personal Details. There are 3 steps in this process:

Step 1 – Current Individuals: this shows a list of your household members.

Step 2 – New/Missing Household Members: allows you to add any missing individuals to your household list.

Step 3 – Address Information allows you to check and update your address and the relationships of the members to the head of the household.



Security

IIUK.org is a secure system. With all systems that record personal information it is important that you do not share your username & password with anyone. In addition, always remember to sign out when you have finished. The “sign out” option can be found by clicking on your name in the menu at top of the screen.