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Log on to the system screen

Log on to the system screen

Description:

Access to the system by e-mail of deanship of graduate studies portal or by username and password used in "Absher" through the national access portal

You can view the Colleges and departments announcements, Programs, General conditions of normal programs, Registration instruction, FAQ, apply complain to Technical support

You can change the system language either Arabic or English

Steps:

1- You can login to the system by:-

- Either enter by username and password
 - Either register through this portal by pressing [Registration](#)
 - Or registered e-mail through "KSU" portal

- Or by username and password used in "Absher" through the national access portal



2- Press [Colleges And Departments Announcements](#) , opens "Colleges and departments announcements" screen



3- Press [Available Programs And Specializations](#) , opens "Programs" screen



4- Press [General Conditions Of Normal Programs](#) , direct to "General conditions of normal programs" screen of other portal



5- Press [Registration Instruction](#) , direct to "Registration instruction" screen of other portal



6- Press [FAQ](#) , direct to "FAQ" screen of other portal

7- Press [Technical Support](#) , opens "Technical support" screen

Forget password screen


The screenshot shows a 'Reset Password' form. At the top right, there is a link labeled 'Reset Password'. Below it, there is a label '@ Email' followed by a text input field. Underneath is a label 'Security Code' with a refresh icon, followed by a security code image displaying 'SENN'. Below the image is a 'Refresh' label and another text input field. At the bottom left, there is a blue button labeled 'Send'.

Forget password screen

Description:

Able the user to reset his password

Steps:

- 1- login to the system
- 2- press [Forgot Your Password ?](#)
- 3- enter the Email
- 4- enter the security code
- 5- you can refresh the security code
- 6- press 

Colleges and Departments Announcements screen

[Login](#) AR

[Home](#)

[Colleges and Departments Announcements](#)

Colleges and Departments Announcements

College: <--select-->
 Department: <--select-->

Colleges and Departments Announcements

Number of results: (5)

	Announcement English Text	Details
1	advertisement	Details
2	s	Details
3	yes	Details
4	yes	Details
5	eee	Details

Colleges and Departments Announcements screen

Description:

Through this screen, you can view the colleges and departments announcements

Steps:

1- Enter the portal



2- Press [Colleges And Departments Announcements](#), opens "Colleges and departments announcements" screen

3- You can search for a specific Announcement / Announcements by choosing any of the displayed search fields: -

- College (Preparatory Year Deanship, College of Architecture ...).
- Department (According to the chosen college).
- By pressing on **Search** departments and colleges announcements will be displayed according to the values of the search fields.
- By pressing on **Reset** search fields will back for default value.

4- Press **Details** to view all details of announcement.

Available programs and specializations screen

The screenshot displays the 'Programs' section of the website. It features a search interface with the following elements:

- Navigation:** 'Login' and 'AR' (Arabic) options at the top right.
- Page Header:** King Saud University logo and 'VISION 2030' branding.
- Search Interface:**
 - College: All
 - Department: All
 - Study types: All
 - Scientific degree: All
- Buttons:** 'Search' and 'Reset' buttons.
- Message:** A yellow box indicating 'Sorry Data not available'.

Available programs and specializations screen

Description:


Through this screen, you can view the programs that available to apply for it.

Steps:



1- Enter the portal



Available Programs And Specializations

2- Press , opens "Programs" screen

3- You can search for a specific program / programs by choosing any of the displayed search fields: -

- College (Preparatory Year Deanship, College of Architecture ...).
- Department (According to the chosen college).
- Study types from drop down list that contains the entries in "System codes" screen
- Scientific degree from drop down list that contains the entries in "System codes" screen
- By pressing on  programs will be displayed according to the values of the search fields.
- By pressing on  search fields will back for default value.

Technical support screen

Technical support screen


Description:

Through this screen, you can apply for complain to technical support

Steps:

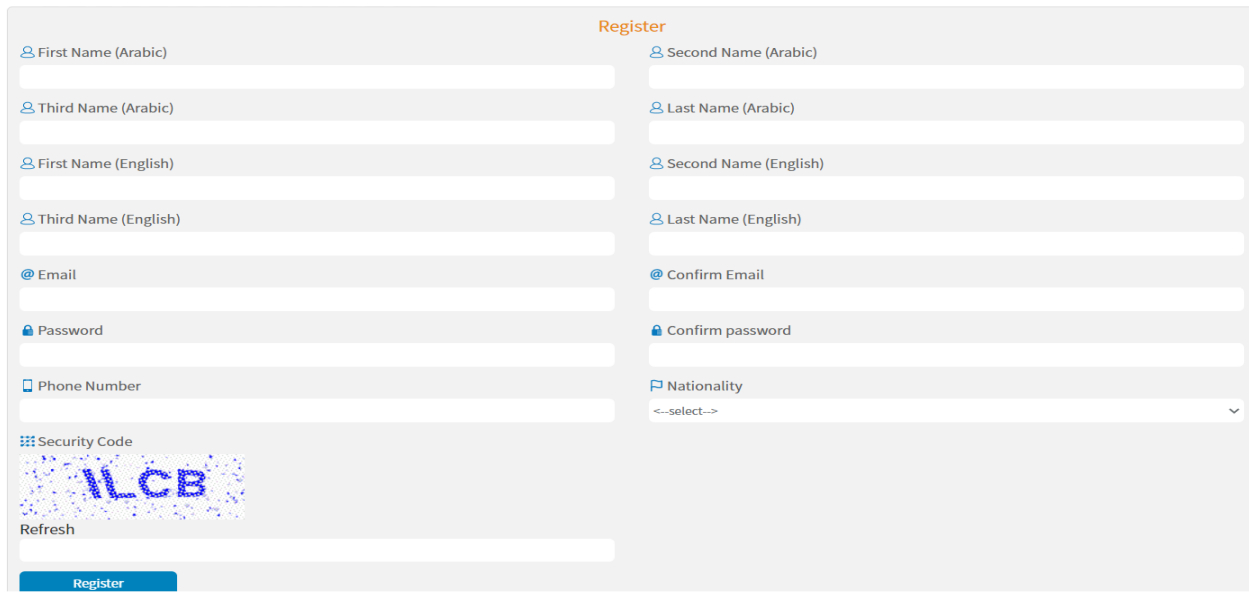
- 1- Enter the portal
- 2- Press [Technical Support](#) , opens "Technical support" screen
- 3- Enter e-mail
- 4- Enter mobile number
- 5- Enter application number for graduate studies programs
- 6- Choose "The problem main type" from drop down list that contains the entries in "System codes" screen
- 7- Choose "The problem sub type" from drop down list that contains the entries in "System codes" screen

8- Enter description

9- Press  to send the complain to the technical support

10- Press  to return to "Login" screen

Registration Screen

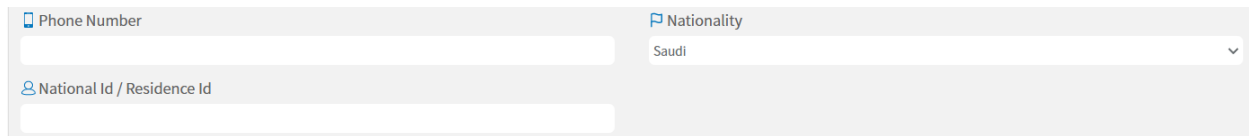


The registration screen is titled "Register" and contains the following fields:

- First Name (Arabic)
- Second Name (Arabic)
- Third Name (Arabic)
- Last Name (Arabic)
- First Name (English)
- Second Name (English)
- Third Name (English)
- Last Name (English)
- Email
- Confirm Email
- Password
- Confirm password
- Phone Number
- Nationality (dropdown menu)
- Security Code (with a refresh button and a security code image showing "ILCB")

A "Register" button is located at the bottom left of the form.

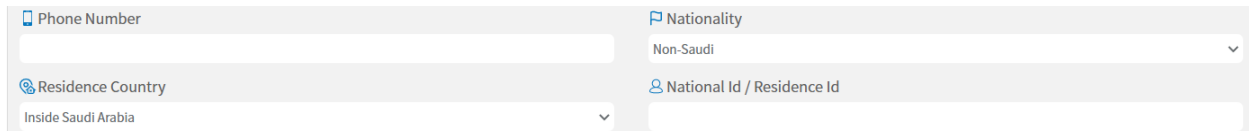
In case the user is "Saudi"



The form for a Saudi user includes:

- Phone Number
- Nationality (Saudi)
- National Id / Residence Id

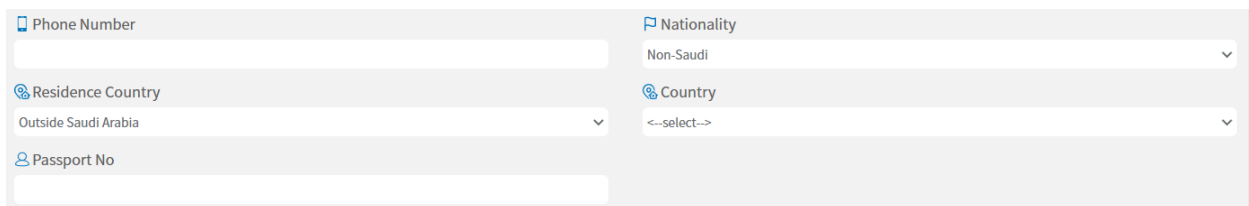
In case the user is "Non - Saudi" & residence country is "inside KSA"



The form for a non-Saudi user residing inside KSA includes:

- Phone Number
- Nationality (Non-Saudi)
- Residence Country (Inside Saudi Arabia)
- National Id / Residence Id

In case the user is "Non - Saudi" & residence country is "outside KSA"



The form for a non-Saudi user residing outside KSA includes:

- Phone Number
- Nationality (Non-Saudi)
- Residence Country (Outside Saudi Arabia)
- Passport No
- Country (dropdown menu)

In case the user is "No nationality" & residence country is "inside KSA"

Phone Number	Nationality
<input type="text"/>	No Nationality
Residence Country	Qiyas No
Inside Saudi Arabia	<input type="text"/>

In case the user is "No nationality" & residence country is "outside KSA"

Phone Number	Nationality
<input type="text"/>	No Nationality
Residence Country	Country
Outside Saudi Arabia	<--select-->
Passport No	
<input type="text"/>	

Registration Screen

Description:

Through this screen applicant able to register in the portal to be able apply for the available programs.

Steps:

- 1- Open the portal URL
- 2- Press [Registration](#) on to open registration screen.
- 3- Enter the 1st, 2nd, 3rd and last name in Arabic.
- 4- Enter the 1st, 2nd, 3rd and last name in English.
- 5- Enter the email and its confirmation.
- 6- Enter the password and its confirmation.
- 7- Enter the phone number with the country code
- 8- Choose from drop-down list "Nationality" (Saudi – Non-Saudi – No Nationality).

- If Saudi was chosen, the field "National id/Residence id" will appear and the student must enter it.
- If Non-Saudi was chosen, the dropdown list "Residence Country" will appear and the student can choose from it the country residence.
 - If "inside Saudi Arabia" was chosen, the field "National id/Residence id" will appear and the student must enter it.
 - If "Out Saudi Arabia" was chosen, the drop-down list "Country" will appear and student must choose a country from the list and the field "Passport No" the student must enter it.
- If No Nationality was chosen, the dropdown list "Residence Country" will appear and the student can choose from it the country residence.
 - If "inside Saudi Arabia" was chosen, the field "Qiyas No" will appear and the student must enter it.
 - If "Out Saudi Arabia" was chosen, the drop-down list "Country" will appear and student must choose a country from the list and the field "Passport No" the student must enter it.

9- Enter the "security Code"

10- Applicant can update it by pressing 

11- Press  to complete registration.

Home Screen





Home Screen

Description:

Home screen is opened after login and display all applied requests and its status and can (review the details / print / edit / delete) the request and can apply for new one

Steps:

- 1- Login to the system with the registered email and password.
- 2- The applied requests will be displayed and can take actions :-

- Press  Details to view the request details
- Press  Print to print the request
- Press  Edit to edit the request
- Press  Delete to delete the request

Student Profile Screen

Requester information screen

Student Profile

Requester Information

Academic Qualifications

Requester Information

Arabic Name	تبيست 2
English Name	test 2
Nationality	Saudi
Gender	Male
Email	test-2@gmail.com
National Identity Id	987654320

Student Information

Marital Status *

Residence City *

Landline No

Phone No *



Birth Date *

Birth Country *

Birth City *

Do you have any kind of special needs?

Special need type *

Upload Qudurat proof of special need *  33 KB.pdf 

Preferred Language *

Job Information

Job Status *

Employer *

Job Title *

Address

Living Region

Living Block

Living Street

P.O Box

Postal code

Emergency Contacts

Add New +

Number of results: (1)

Name	Relation	Phone	Landline	Work Phone No	Address	Edit	Delete
1	1	Brother	0512345678	0123456789		Edit	Delete

Save  Next 

Emergency Contacts - Create New

Name *

Relation *

Phone *

Landline

Work Phone No

Address



Save  Close 


Student Profile Screen – requester information screen

Description:

Through this screen applicant able to complete his data, add his emergency contacts

Steps:

- 1- Login to the system with the registered email and password.
- 2- Press Student Profile
- 3- Enter the required fields
- 4- If the student has disabilities, he can check the checkbox "do you have any kind of disabilities?", a drop-down list "Disability Type" will appear, applicant can choose from it.
- 5- If the applicant Non-Saudi inside or outside KSA, a section included with the student profile contains "Mother nationality" and "Passport data"
 - If the student's mother is Saudi, he can check the checkbox "Do you have Saudi Mother",
 - a field "Mother National Id" is displayed to enter
 - "Mother National id Copy" will displayed to attach by pressing 
 - Enter the passport details (Passport No, passport country, passport start date, passport End Date and attach copy of the passport by pressing ).
- 6- If the applicant No Nationality inside or outside KSA, a section included with the student profile contains "Mother nationality"

- If the student's mother is Saudi, he can check the checkbox "Do you have Saudi Mother",
 - a field "Mother National Id" is displayed to enter
 - "Mother National id Copy" will displayed to attach by pressing 

7- Choose from the drop-down list the "Job Status" (The sector he working in it or Not working)

- If he chooses on of the working sector, a two drop-down list is displayed to choose "Employer" and "Job Title"
- If he chooses "not working" the previous mentioned dropdown list would not appear.

8- Student can enter the details of his current address (living region, block, street, P.O box, postal code)

9- Press  to enter new emergency contact


10- Enter the name

11- choose relation

12- Enter phone / landline / work number

13- Enter address.


14- Press  to save the entered data.

15- Press  to go to "Requester information" screen

16- Press  edit to edit the entered contact data.

17- Press  to delete a contact.

18- Press  to save the data

19- Press  to go to "Academic Qualifications" screen

Academic Qualifications Screen

Student Profile

Requester Information

Academic Qualifications

⚠ The applicant must add all the qualifications obtained by the student after high school

Add New +

Number of results: (3)

#	University	Qualification Type	Major	Grade	Edit	Details	Delete
1	TU2	P.H.D	Arabic Language	Excellent	Edit	Details	Delete
2	KSU	high school	Civil Engineering	Exceptional	Edit	Details	Delete
3	KSU	Bachelor's degree	Islamic Studies	Superior	Edit	Details	Delete

Previous

Academic Qualifications - Create New

Qualification Type *

Qualification Obtained Date *

Qualification Country *

University *

Major Type *

Major *

GPA Scale *

GPA *

Grade *

Qualification Way *

Attachments

Number of results: (2)

#	Attachment Description (Arabic)	Attachment	AttachmentTitle
1	bachelor degree 1	<input type="button" value="Upload File ..."/> Upload only one file in the following format:pdf / Max Upload Size: 10 MB	<input type="text"/>
2	bd1	<input type="button" value="Upload File ..."/> Upload only one file in the following format:pdf / Max Upload Size: 10 MB	<input type="text"/>



Save

Academic Qualifications Screen

Description:

Through this screen, applicant able to enter his qualifications.

Steps:

- 1- Login to the system with the registered email and password.
- 2- Press Student Profile
- 3- Press Next  to go to "Academic Qualifications" screen
- 4- The qualification that entered before will be displayed
- 5- Press Add New  to enter new qualification
- 6- Choose the qualification from drop-down list "Qualification Type" and cascaded on the choice the attachments of the qualifications will change at the bottom of the screen.
- 7- Enter Date you got the qualification
- 8- Choose Qualification country
- 9- Choose University
- 10- Choose the type of major from drop-down list "Major Type"
- 11- Cascaded on the major type chosen the, majors under it will displayed in the drop-down list "Major".
- 12- Choose the from the "GPA Scale" drop-down list.
- 13- Enter the GPA included with the chosen scale in "GPA" field.
- 14- The Equivalent grade to the entered GPA will displayed in field "Grade".
- 15- Choose the way of getting the qualification from drop-down list "Qualification Way".

16- Attach the qualification attachment by pressing on

 Upload File ...

17- Enter attachment title

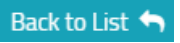

18- Press  Save  to save the entered data.

19- Press  Close  to go back to the list.

20- Press  Edit  edit to edit the entered qualification data.

21- Press  Delete  to delete a qualification.

22- Press  Details  to display the details of qualification.

23- Press  Back to List  to go back to "Requester qualification" screen.

Apply for program screens

Requester information screen

Request

- Requester Information
- Academic Qualifications
- Preferred Program
- Program Requirements
- Tuition Fees
- English Exams
- Recommendations
- Send Request

Requester Information

Arabic Name	تبيست 2
English Name	test 2
Nationality	Saudi
Gender	Male
Email	test-2@gmail.com
National Id / Residence Id	987654320

Student Information

Marital Status *

Residence City *

Landline No

Address

Living Region

Living Block

Living Street

P.O Box

Postal code

Emergency Contacts

[Add New +](#)

Number of results: (1)

Name	Relation	Phone	Landline	Work Phone No	Address	Edit	Delete
1	1	Brother	0512345678	0123456789		Edit	Delete

[Save](#)
[Next](#)
[Back to List](#)

Requester information screen

Description:

Through this screen, the student can view the terms of the program and pledge that he fulfills all the conditions

Steps:

- 1- Login to the system with the registered email and password.
- 2- Press **Submit new request +**
- 3- Requester information and emergency contact will be displayed and able to edit on them
- 4- Press **Save** to save the entries
- 5- Press **Next** to go to "Academic Qualifications" screen
- 6- Press **Back to List** to go to home screen

Academic Qualifications Screen

[Request](#)

- [Requester Information](#)
- [Academic Qualifications](#)
- [Preferred Program](#)
- [Program Requirements](#)
- [Tuition Fees](#)
- [English Exams](#)
- [Recommendations](#)
- [Send Request](#)

Academic Qualifications

⚠ The applicant must add all the qualifications obtained by the student after high school

[Add New +](#)

Number of results: (3)

#	University	Qualification Type	Major	Grade	Edit	Details	Delete
1	TU2	P.H.D	Arabic Language	Excellent	Edit	Details	Delete
2	KSU	high school	Civil Engineering	Exceptional	Edit	Details	Delete
3	KSU	Bachelor's degree	Islamic Studies	Superior	Edit	Details	Delete

[Previous](#) [Next](#) [Back to List](#)

Academic Qualifications - Create New

Qualification Type *

Qualification Obtained Date *

Qualification Country *

University *

Major Type *

Major *

GPA Scale *

GPA *

Grade *

Qualification Way *

Attachments

Number of results: (2)

#	Attachment Description (Arabic)	Attachment	AttachmentTitle
1	bachelor degree 1	<input type="button" value="Upload File ..."/> <small>Upload only one file in the following format:pdf / Max Upload Size: 10 MB</small>	<input type="text"/>
2	bd1	<input type="button" value="Upload File ..."/> <small>Upload only one file in the following format:pdf / Max Upload Size: 10 MB</small>	<input type="text"/>







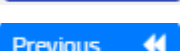


Academic Qualifications Screen

Description:

Through this screen, applicant able to review his qualifications and can add / edit on it

Steps:

- 1- Login to the system with the registered email and password.
- 2- Press
- 3- Press able to review his qualifications
- 4- Press to enter new qualification

- 5- Choose the qualification from drop-down list "Qualification Type" and cascaded on the choice the attachments of the qualifications will change at the bottom of the screen.
- 6- Enter Date you got the qualification
- 7- Choose Qualification country
- 8- Choose University
- 9- Choose the type of major from drop-down list "Major Type"
- 10- Cascaded on the major type chosen the, majors under it will displayed in the drop-down list "Major".
- 11- Choose the from the "GPA Scale" drop-down list.
- 12- Enter the GPA included with the chosen scale in "GPA" field.
- 13- The Equivalent grade to the entered GPA will display in field "Grade".
- 14- Choose the way of getting the qualification from drop-down list "Qualification Way".
- 15- Attach the qualification attachment by pressing on 
- 16- Enter attachment title
- 17- Press  to save the entered data.
- 18- Press  to go back to the list.
- 19- Press  edit to edit the entered qualification data.
- 20- Press  to delete a qualification.
- 21- Press  to display the details of qualification.
- 22- Press  to go to "Requester information" screen
- 23- Press  to go to "Preferred program" screen
- 24- Press  to go to home screen.

Preferred program Screen

Request

- Requester Information
- Academic Qualifications
- Preferred Program
- Program Requirements
- Tuition Fees
- English Exams
- Recommendations
- Send Request

Search

College All

Department All

Scientific degree All

Study type All

Search
Reset

Students

Number of results: (4)

Program Name	College	Department	Scientific Degree	Study Type	Program Requirements	Program Details	Select Program
dead nations archaeology	College of Tourism and Archaeology	Archaeology	master	Normal	Program Requirements	Program Details	Select Program
new tech	Arabic Linguistics Institute	Department of Applied Linguistics	master	Normal	Program Requirements	Program Details	Select Program

7

Desc - Pass the practical tests conducted by the department

Answer should be equal or greater than: 60

Yes, I Accept The Admission Requirements

Save
Close


Preferred program Screen

Description:

Through this screen, the program that can be applied by student will be displayed and can see its conditions, detail and apply for it and can search for certain program



Steps:

- 1- Login to the system with the registered email and password.
- 2- Press Submit new request +

 Preferred Program

3- Press

4- The applicant can filter the displayed program through the search keys.

- Able to search with collage through the dropdown list "Collage" where it contains all the collages of the university.
- Able to search by drop-down list "Department" that contains all the departments included in the chosen collage.
- Able to search by drop-down list "Scientific Degree" that contains all different scientific degree.
- Able to search by drop-down list "Study Types" that contains all different study types.
- Press  to display the search results.
- Press  to reset search keys and display all programs.

5- Press  to display the program condition


6- Press to display the program details 

7- Press  to apply for program

8- The student must check the affirm check box to affirm the conditions

9- Press  to apply for the program

10- Press  to go to "Requester information" screen

11- Press  to go to "Preferred program" screen

12- Press  to go to home screen.

Program Requirements Screen

Request

Requester Information

Academic Qualifications

Preferred Program

Program Requirements

Tuition Fees

English Exams

Additional Requirements - 1

Additional Requirements - 2

Recommendations

Send Request

View admission requirements for the program

Number of results: (7)

The applicant must obtain the qualification:	P.H.D From King Saud University or any other university recommended by the Ministry of Education Or its equivalent
Grade	very good
With GPA more than	3.75 From 5 Or more
Method of obtaining the qualification:	Regular or affiliation
in any major except these :	1. Plant Protection


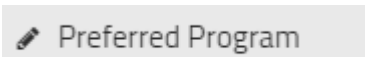
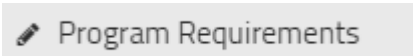


Previous ◀ Next ▶ Back to List ↶

Program Requirements Screen

Description:

Through this screen, applicant able to review the admission requirement.









Steps:

- 1- Login to the system with the registered email and password.
- 2- Press 
- 3- Press  to select the program
- 4- Press , the conditions will be displayed
- 5- Press  to go to "Preferred program" screen
- 6- Press  to go to "Tuition Fees" screen

7- Press **Back to List**  to go to home screen.




Tuition Fees Screen

[Request](#)

-  Requester Information
-  Academic Qualifications
-  Preferred Program
-  Program Requirements
-  **Tuition Fees**
-  English Exams
-  Additional Requirements - 1
-  Additional Requirements - 2

Tuition Fees

Scientific Degree	sec
Study Type	study type
Total Cost	70.50
Total Hours	70







Previous 
Next 
Back to List 

Tuition Fees Screen

Description:

Through this screen, applicant displays the fees.

Steps:

- 1- Login to the system with the registered email and password.
- 2- Press **Submit new request** 
- 3- Press  Preferred Program to select the program
- 4- Press  Tuition Fees, the fees will be displayed
- 5- Press **Previous**  to go to "Program requirements" screen.
- 6- Press **Next**  to go to "English exams" screen
- 7- Press **Back to List**  to go to home screen.

English Exam Screen

English Exam Screen

Description:

Through this screen, the student is allowed to choose English language tests, as well as enter his grade and attach the certificate. He can also choose from the equivalent tests for the basic test required for the program, if any.

Steps:

- 1- Login to the system with the registered email and password.
- 2- Press **Submit new request +**
- 3- Press **Preferred Program** to select the program
- 4- Press **English Exams**
- 5- From drop-down list "English Exam" you can choose the required exam or the equivalent
- 6- Enter the degree you got in the exam

- 7- Press **Upload File ...** to attach the exam certification one PDF file with size not exceed 10 MB
- 8- Press **Save** to save entered data.
- 9- Press **Previous** to go to "Tuition Fees" screen
- 10- Press **Next** to go to program additional requirements
- 11- Press **Back to List** to go to home screen

Program Requirements Screens

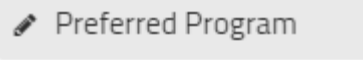
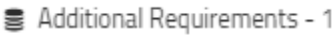


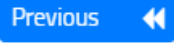

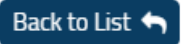
Program requirements Screens

Description:

Through this screen, applicant answer on the requirements for the program according to its type

Steps:

- 1- Login to the system with the registered email and password.
- 2- Press **Submit new request +**

- 3- Press  to select the program
- 4- Press 
- 5- Answer the requirements and every answer depend on the answer type
 - If it was single selected value, applicant must select one of the values
 - If it was numeric value, applicant must enter digits
 - If it was code, applicant can select one of the available codes.
 - If it was date field, applicant can select the date.
 - If it was multi choice, applicant can select more than one
- 6- If any sub answers, applicant must answer it.
- 7- Press  to attach any required attachments
- 8- Applicant can check "Not applicable" if the requirement isn't applicable on him
- 9- Press  to save entered data.
- 10- Press  to go to "English exam" or previous program requirement.
- 11- Press  to go to "Recommendations" screen or next program requirement.
- 12- Press  to go to home screen.

Recommendations Screens

Request

- Requester Information
- Academic Qualifications
- Preferred Program
- Program Requirements
- Tuition Fees
- English Exams
- Additional Requirements - 1
- Additional Requirements - 2
- Recommendations**

Recommendations

Number of results: (1) Create New +

#	Name	Employer	PhoneNo	Email	Landline	Recommendation File	Edit	Delete
1						dummy.pdf	Edit	Delete

Previous Next Back to List

Request

- Requester Information
- Academic Qualifications
- Preferred Program
- Program Requirements
- Tuition Fees
- English Exams
- Additional Requirements - 1
- Additional Requirements - 2
- Recommendations**
- Send Request

Recommendations

Recommendation Type? Paper Recommendation Electronic Recommendation

Recommendations

Name *

Employer *

Email *

PhoneNo

Landline

Save Back to List

Request

- Requester Information
- Academic Qualifications
- Preferred Program
- Program Requirements
- Tuition Fees
- English Exams
- Additional Requirements - 1
- Additional Requirements - 2
- Recommendations**

Recommendations

Recommendation Type? Paper Recommendation Electronic Recommendation

Recommendations

Recommendation File * Upload File ...

Upload only one file in the following format:pdf / Max Upload Size: 10 MB

Save Back to List

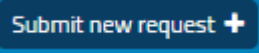
Recommendations Screens

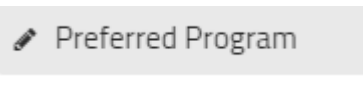
Description:

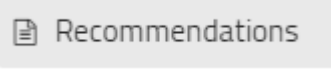
Through this screen applicant enter the scientific recommendations or persons who can contact with them for recommendations

Steps:

1- Login to the system with the registered email and password.


2- Press 

3- Press  to select the program

4- Press 

5- Press  to enter a recommendation




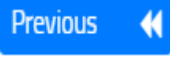


6- Select paper recommendation if any:-

- Press  to attach any required attachments

7- Select electronic recommendation if any:-

- Enter the data of the person to contact with him about the recommendation
 - Name
 - Employer
 - Email
 - Phone number
 - landline

8- Press  to save entered data.

- 9- Press  to go to list
- 10- Press  to edit entered data.
- 11- Press  to delete recommendation.
- 12- Press  to go to program requirement.
- 13- Press  to go to "send request" screen.
- 14- Press  to go to home screen.




Send Request Screens

6	Desc - Obtain a revised approval if he is an employee	Should choose from: No : Yes
---	---	------------------------------

Send

Yes, I witnesses the tall information and attachments in the request is correct, and in other the university the right to refuse the request

yes, I witness, Please send the request

Send 
Previous 
Back to List 

Send Request Screen

Description:

Through this screen the conditions are reviewed if they are fulfilled by the student and pledge that he has fulfilled the conditions and then send the request to the Deanship for verification.

Steps:

- 1- Login to the system with the registered email and password.
- 2- Press **Submit new request +**
- 3- Press **Preferred Program** to select the program
- 4- Press **Send Request**
- 5- Check on the affirm checkbox.
- 6- Press **Send** to send the request to the dean for auditing
- 7- Press **Previous** to go to "Recommendations" screen
- 8- Press **Back to List** to go to home screen.

Technical Support Screen

Technical Support

Technical Support

Number of results: (1) Add New +

#	Technical support request number	E-mail	Mobile number	The problem main type	The problem sub type	Creation date	Status	Details
1	206000113	user.s1@gmail.com	061651651	registration issue	Master Degree	6/17/2020 5:22:50 PM	Resolved	Details

Technical Support

Technical Support

E-mail *

Mobile number *

Application number for graduate studies programs

The problem main type *

The problem sub type *

Description *

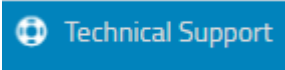




[Send](#) [Back to List](#)

Technical Support Screen

Description:

Through this screen student can send the issues that faced him to the technical support

Steps:

- 1- Login to the system with the registered email and password.
- 2- Press 
- 3- Press  to create request / complain
- 4- Enter mobile number
- 5- Enter application number for graduate studies programs
- 6- Choose "The problem main type" from drop down list that contains the entries in "System codes" screen
- 7- Choose "The problem sub type" from drop down list that contains the entries in "System codes" screen
- 8- Enter description
- 9- Press  to send the complain to the technical support
- 10- Press  to return to main list
- 11- Press  to review the details of the request.

Messages Screen

Request details

Requester Information

Academic Qualifications

Preferred Program

Tuition Fees

English Exams

Program Requirements

Recommendations

Messages

Messages

#	Message	Date
1	1	10/22/2020 6:53:36 PM



[Previous](#) ▶

Messages Screen

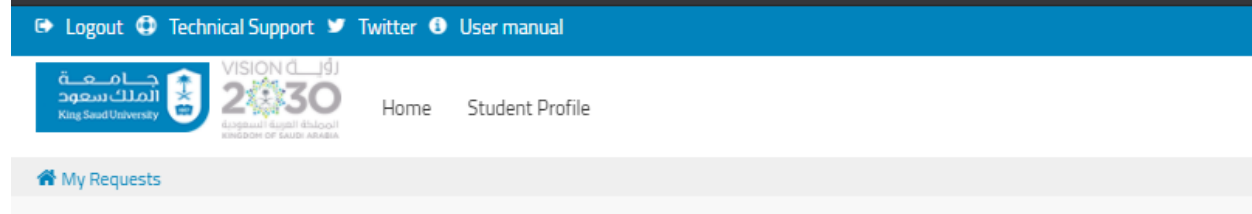
Description:

Through this screen, student can review the notification sent by department and deanship.

Steps:

- 1- Login to the system with the registered email and password.
- 2- Press  **Details** to view the request details
- 3- Press  to open a screen contains all notification related to the applied requests.

Log off from system screen



Log off from system screen

Description:

Log off from system.

Steps:

1- Login to system.

2- Log off from system by pressing either  Logout