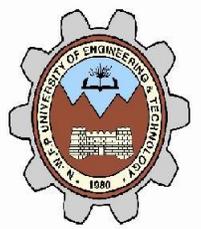


UNDER HEC PROJECT

Implementation Of CMS In Public Sector Universities

(Automizing Student related activities)



N.W.F.P UET PESHAWAR

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2. Revision Chart

Version	Primary Author(s)	Description of Version	Date Completed
Draft 0.1	Shakir Shahab	Initial draft created for Campus Self Service	5- May -2009
1.0	Irshad Ahmed Hashmi	Finalized for UAT	10- May -2009
1.1	Sami Ullah	Reviewed for UAT	15- May -2009
1.2	Shehla Kiran	Drafted for students	18- May -2009
1.2	Dr. Azam ul Asar	Finalized for students	

3. Document Preface

This document defines the facilities of student Self Service Module and narrates all the steps related to it.

4. CMS Introduction Campaign-- Objectives and Expected Outcomes

Objectives of introduction Campaign

To build capacity of the students to understand and fully utilize CMS. The purpose of the campaign is to familiarize the students with the functionalities and reports used in this system. Campaign is started with following objectives:-

- Introduction to CMS functionalities.
- Use of CMS software for regular flow of academic CMS related information.
- Assignment of logins to students regarding implementation phase.
- To strengthen CMS at pilot line stakeholders.
- Correctly understand the functionalities and navigations of the system to accurately feed, prepare and share data with all concerned.
- Sustained information flow at different levels.
- Improved information flow cycle.
- Answer necessary questions to correctly understand needs to fill necessities.
- Accurately enter and edit data of all formats in the system.
- Enable the students to familiarize themselves with the software.

Expected outcomes of Introduction Campaign

- To introduce functionalities of CMS to students' e.g, CMS search engine, class roster, grade roster, grade information, short attendance information, financial holds etc...
- Build necessary skills to access system effectively and accurately.
- Fully understand the mechanism of information feeding, retrieving, searching, reporting and analysis.
- Confidence building to use CMS.

Student Manual

This document is designed to provide students with necessary information to deal with different parts of the software especially for information access. In addition, the manual includes help for the students to get familiarizing with contours of the CMS.

Prerequisites

The students are expected to have necessary background information regarding activities relating to their academics so that the design philosophy and the input criteria for the developed system does not have to be explained at length. In addition, students are expected to be computer literate with basic office automation skills. While they are not expected to be computer experts, they do however need to be able to use Microsoft Windows and Internet explorer.

5. Project Introduction

Higher Education Commission, Pakistan (HEC) obtained an off-the-shelf Campus Solution (CMS) to be customized and implemented for the Public Sector Universities and Institutes. Techlogix was selected as technology partner for implementing CMS and following six of the public sector universities were selected for CMS implementation:

1. **NWFP University of Engineering and Technology Peshawar**
2. **Dow Medical University, Karachi**
3. Islamia University, Bahawalpur
4. Quaid-e-Azam University, Islamabad
5. Baluchistan University of IT & Management Sciences Quetta
6. University of Punjab, Lahore

Out of the six, UET Peshawar and Dow University of Health Sciences Karachi were selected as pioneers for CMS implementation. Both the universities are now at the end of implementation. Based on successful story of CMS implementation in UET Peshawar and Dow University of Health Sciences Karachi, implementation in Islamia University Bahawalpur and Quaid-e-Azam University Islamabad has been started.

Campus Community

- Ability to create and maintain data about people and organizations, both internal and external to institution
- Ability to store numerous types (home, business, campus, billing, etc.) of contact data (addresses, phones, email)
- Ability to store numerous types of names (primary, legal, preferred)
- Ability to create and maintain data about institutional events and committees
- Ability to assign levels of service
 - Positive - providing preferential levels of service
 - Negative - withholding service
- Campus services grouped to facilitate providing or withholding services
- Ability to assign “to do” items grouped by checklist to individuals, organizations, or events

Student Records & Academic Advisement

- Requisites and enrollment restrictions
- Class schedule and class section features
- Multiple concurrent academic careers and academic programs
- Record mid-term and intermediate grades
- Attendance tracking
- Mass enrollment
- Milestones
- Degree Audit
- Transcript Generation
- Graduation clearance, awarding degrees

Grade Book

- Enables Instructors To:
 - Define assignments for a Course/Class
 - Track assignments and assessments
 - Report Mid-Term or deficiency grades
 - Ease communication with students
- Report Final Grades at the end of the class
 - Enables Students To View:
 - Details about learning activities (assignments, tests, etc.)

- Their grades in assignments/test as they progress through the class
- Personal notes from Instructor
- Their Mid-Term and Final Grade

Admissions

- Perform automatic admission evaluations based on user-defined criteria
- Return immediate decision to user
- Perform multiple evaluations in the background
- Seamless integration with UET existing Admissions Applications

Student Financials and Financial Aid

- Calculate Tuition based on Student Enrollment and Other Criteria
- Maintain Student Receivables
- Post disbursements from Financial Aid
- Bill Students
- Age Accounts and Helps Manage Collections
- Before refunds are issued
- Before a group of charges and/or payments is posted
- Before various collections activity

Campus Self Service

- Students
 - View class schedule and enrollment appointments
 - View grades and progress towards degree
 - Perform pro-forma degree audits based on Program changes or anticipated transfer credits
 - Apply for graduation
 - See Financial dues
- Instructors/Advisors
 - View teaching schedules and class rosters
 - View advising rosters and track student progress
 - Communicate with individual students or groups
 - Enter and maintain class assignments
 - Enter and approve grade

7. Student Self Service

Overview

- Personal Information-Accessing and Editing
- View teaching schedules and class rosters
- View exam schedules
- View advising rosters

8. Introduction to Terminology

Terminology		Description
Institute	UETP	University of Engineering and Technology Peshawar
Career		Academic level: Undergraduate/Postgraduate
PGRD		Postgraduate
UGRD		Undergraduate
Program		Engineering disciplines of University E.g. CSIT, Civil..
Plan		Specialization of engineering disciplines
SS	Self Service	Module of CMS enabling faculty and Students to access the system
SR	Student Records	Module of CMS maintains the student's grades and record.
SF	Student Finance	Module of CMS maintain the records of student's Financials
CC	Campus Community	Module of CMS maintain record of staff members
RA	Recruitment & Admission	Module of CMS executing the process of Student's admission
FC	Faculty Center	Components of faculty self services enabling them to manipulate class and grade rosters
CC	Course Catalog	Complete collection of University course codes and course titles
GB	Grade Books	Component of faculty center enabling to record Grade of various course components
CN	Class Number	System generated unique number assign to each Scheduled

		class.
TBA	To Be Announce	Mean class has not been schedule yet.
GB	Graded Basis	Students grades will be included in final grades or not
	Official Grades	Final grades
GS	Grading Scale	Grading Scheme
	Department Abbreviation	MEC(Mechanical), CIV(CIVIL) , CHE (CHEMICAL), MIN(MINNING), AGR(AGRICULTURE), ELE(ELECTRICAL), CSE(Computer System Engineering), TLC(Telecommunication), SWE(Software Engineering), ELT(Electronics Engineering),ARC(Architecture), IND(Industrial).
	CAMPUS Abbreviation	PW(Peshawar), BN(Bannu), MD(Mardan), AB(Abbotabad)

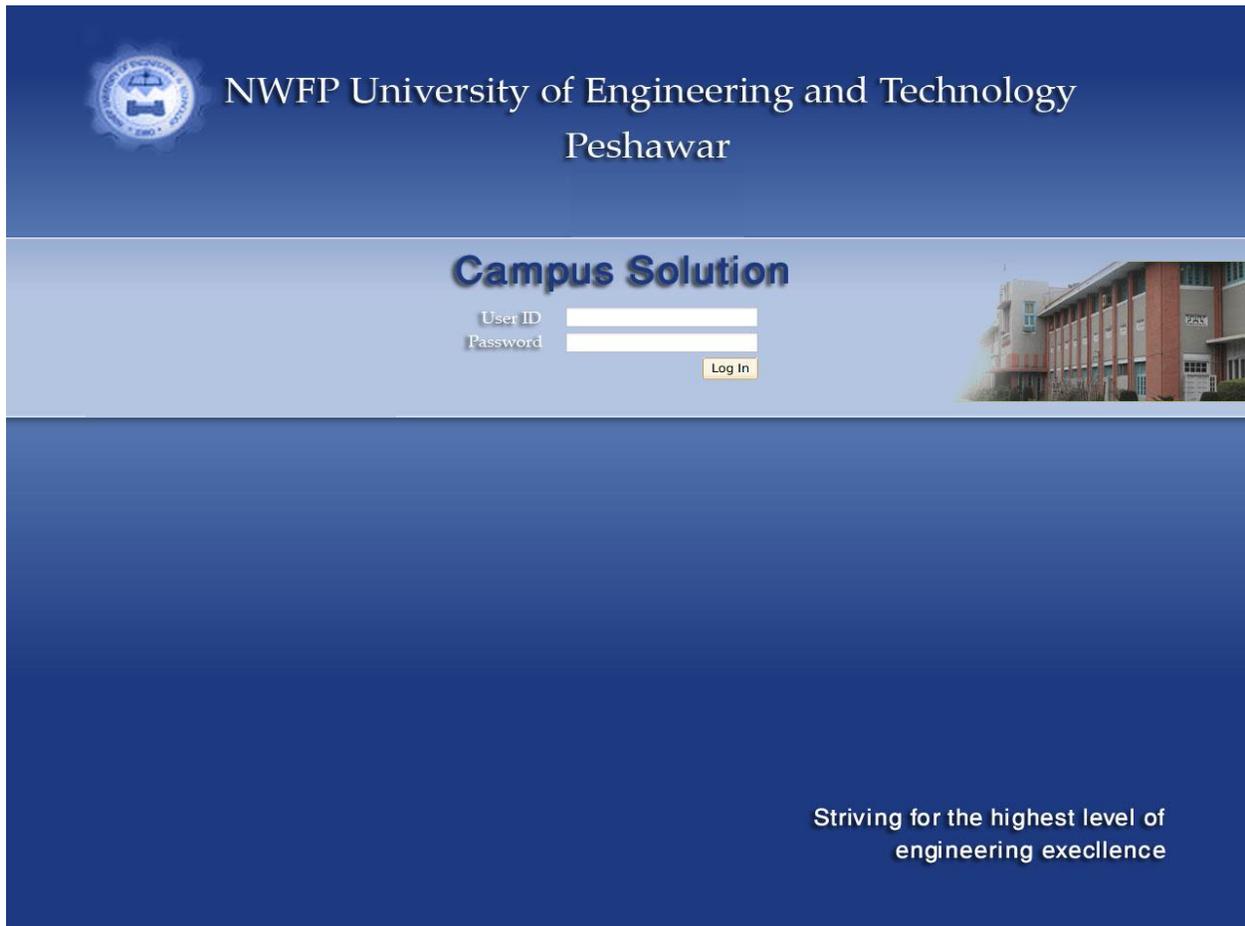
9. LOG on to CMS

OVERVIEW

CMS is a secure web application. You must log in to the system with a valid username and password, provided to you by the administrator.

STEPS

- Open the internet Explorer
- Enter URL <http://cms.nwfpuet.edu.pk>
- Login screen displays when you enter correct URL.



The screenshot shows the login interface for the Campus Solution system. At the top left is the university's logo, followed by the text "NWFP University of Engineering and Technology Peshawar". The main heading is "Campus Solution". Below this, there are two input fields: "User ID" and "Password". A "Log In" button is positioned to the right of the password field. On the right side of the interface, there is a photograph of a university building. At the bottom right, the text "Striving for the highest level of engineering excellence" is displayed.

- Enter valid Username and password.

- Click **Sign In** Button, You will now log in to the system
- Click the  on you browser window to exit the browser

Following screen will be displayed when you are successfully logged in to the system.



User Defaults Activation

To view you financial dues and hold activate the user defaults once after log into your.

STEPS

Steps	Action
1	Click the Setup SACR from main menu
2	Click User defaults
3	Select user defaults 2 from the page opened –as shown in the figure blow.

U.E.T.P.

Menu

Search:

- Hostel Management System
- Self Service
- Set Up SACR
- User Defaults**
- Change My Password

User Defaults 1 | **User Defaults 2**

User ID: 08PWIND0070 Name: Nadeem,Asif

Academic Institution: UETFP NWFP UET

Career Group SetID: France Table Sets

Facility Group SetID:

Academic Career:

Academic Group:

Subject Area:

Term:

Academic Program:

Academic Plan:

Academic Sub-Plan:

Save Notify

[User Defaults 1](#) | [User Defaults 2](#)

3	Write STD in the last field named Institutional Set.As highlighted in the figure below
---	--

U.E.T.P.

Menu

Search:

- Hostel Management System
- Self Service
- Set Up SACR
- User Defaults**
- Change My Password

User Defaults 1 | **User Defaults 2**

User ID: 08PWIND0070 Name: Nadeem,Asif

SetID:

Aid Year:

Business Unit:

Application Center:

Recruiting Center:

Cashier's Office:

Department:

Admit Type:

Campus:

Institution Set: STD Standard SF Institution Set

Save Notify

[User Defaults 1](#) | [User Defaults 2](#)

4	Click save button to save your defaults.
---	--

END OF PROCEDURE

10. Main Menu

OVERVIEW

Main Menu is used for navigation to various allowed pages. Next we will describe in detail each screen.



Screen showing various user actions controls.

11. Personal Information

Add/Update personal Information

Overview

Here you can see, add and modify your name, language, phone numbers, email addresses etc. The personal information functionality of Campus Self Service exposes familiar Campus Community information to Instructor. It provides an easy way for instructor to update personal information about himself/herself at any time.

In personal information Instructor can access:

- Name
- Addresses
- Phone numbers.
- Email Addresses
- Internet Addresses
- Emergency Contact
- Demographic Data

Student can View, Edit, Delete and add new values for each of the above fields except Demographic data. Demographic data like ID, Gender, Date of birth, Material Status, National ID card number, Citizenship, Licenses etc are read only to the student for security reasons. He/she have to contact the administrator for Editing/ Deletion or updating in demographic information.

(Kindly fill your details in the given fields-it will be made read only after one month.)

Changing Name

Steps

Steps	Action
1	Click the Self Service link in main menu

2	Click the Campus Personal Information Link
3	Click the Names Link(Following screen will be displayed)

U.E.T.P.

Home | Sign out

go to ...

Personal Information | Security | Credentials | Participation

addresses || names || phone numbers || email addresses || internet addresses || emergency contacts || demographic information

Names

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name	edit	delete
Primary	Khawaja Mohammad Yahya	edit	
Preferred	Khawaja Mohammad Yahya	edit	delete

ADD A NEW NAME

Personal Information | Security | Credentials | Participation

Addresses | Names | Phone Numbers | Email Addresses | Internet Addresses | Emergency Contacts | Demographic Information

go to ...

4	Click on Edit Button of above screen
5	Following screen will appear

U.E.T.P. Home | Sign out

Menu

- ▼ Campus Personal Information
 - Personal Data Summary
 - Addresses
 - Names
 - Phone Numbers
 - Email Addresses
 - Internet Addresses
 - Emergency Contacts
 - Demographic Information
 - Personal Identification Number
 - FERPA Restrictions
 - User Preferences
 - Communication Preferences
 - Languages
 - Licenses and Certificates
 - Memberships
 - Work Experience
 - Extracurricular Activities
 - Honors and Awards
 - Publications
 - Holds
 - To Do List

Khawaja Mohammad Yahya

Names

Change name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Change name

Name Type: Primary
Format Using: English [Change Format](#)
Prefix:
First Name: **Middle Name:**
Last Name:
Suffix:

Date changes will take effect (example: 12/31/2000)

[Return to Current Names](#)

6	Change the name on above screen
7	Click on save Button-Changes will be saved.
8	Click OK to return to main menu.

End of Procedure

Following the above mentioned 1-7 steps you can edit any of personal information attribute shown in left panel.

The screenshot displays the UETP (University of Engineering and Technology, Pakistan) web interface. On the left is a navigation menu with categories like 'Campus Personal Information', 'Demographic Information', and 'Personal Identification'. The main content area is titled 'LEFT PANEL' and shows the user's name 'Khawaja Mohammad Yahya' and the 'Names' section. The 'Change name' form includes fields for Name Type (Primary), Format Using (English), Prefix, First Name (Khawaja Mohammad), Middle Name, Last Name (Yahya), and Suffix. A date field indicates when changes will take effect (06/18/2008). A 'SAVE' button and a 'Return to Current Names' link are also visible.

UETP Home | Sign out

LEFT PANEL

Menu

- ▼ Campus Personal Information
 - Personal Data Summary
 - Addresses
 - **Names**
 - Phone Numbers
 - Email Addresses
 - Internet Addresses
 - Emergency Contacts
 - Demographic Information
 - Personal Identification Number
 - FERPA Restrictions
 - User Preferences
 - Communication Preferences
 - Languages
 - Licenses and Certificates
 - Memberships
 - Work Experience
 - Extracurricular Activities
 - Honors and Awards
 - Publications
 - Holds
 - To Do List
- ▼ Involvement

Khawaja Mohammad Yahya

Names

Change name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Change name

Name Type: Primary

Format Using: English [Change Format](#)

Prefix:

First Name: **Middle Name:**

Last Name:

Suffix:

Date changes will take effect (example: 12/31/2000)

[Return to Current Names](#)

12. Student Center

Overview

Student Center is an interface where student can view his class schedule, exam schedule, his/her advisement roaster, Class roster, Grade roster and Grade Book. This interface can be used to search class, students, faculty and course catalog.

13. Viewing Class Schedule

Overview

You can view schedule of your classes for current semester in weekly, daily or monthly formate.

Steps

Steps	Action
1	Click the Self Service link
2	Click on Student Center (You will see following screen with your class schedule)

The screenshot displays the 'Adnan's Student Center' page. On the left is a 'Menu' with options like 'Hostel Management System', 'Self Service', 'Class Search / Browse', 'Academic Planning', 'Enrollment', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Degree', 'Progress/Graduation', 'Transfer Credit', 'Involvement', 'Student Center', 'Set Up SACR', and 'Change My Password'. The 'Student Center' option is highlighted. Below the menu is a 'Main Content' box. The main area shows 'Academics' with links for 'Search', 'Plan', 'Enroll', and 'My Academics'. A search dropdown is set to 'other academic...'. Below this is a table titled 'This Week's Schedule' with columns for 'Class' and 'Schedule'. The table lists four classes: BSI 242-F-LC LEC (149), ME 204-A-LC LEC (150), ME 204L-A-LB LAB (151), and ME 207-A-LC LEC (154). To the right of the table are several utility boxes: 'SEARCH FOR CLASSES', 'Holds' (No Holds), 'Enrollment Dates' (Open Enrollment Dates), 'Advisor' (Program Advisor: None Assigned), 'News and Info' (HEC, Rozes, Ilmkidunya), 'Search Engines' (Yahoo, Google), and 'Other Links' (UET Peshawar). A vertical scrollbar is visible on the right side of the page, with a callout bubble labeled 'Scroller' pointing to it.

Viewing Weekly Class Schedule

Steps	Action
-------	--------

1	Drag the scroller down (shown in the above figure)
	You will see the following screen.

The screenshot displays the U.E.T.P. student portal. The top navigation bar includes 'Home' and 'Sign out'. The left sidebar contains a 'Menu' with various service options. The central area shows a table of classes:

Course ID	Course Name	Schedule
LAB (155)		2:00PM - 4:00PM Room: TBA
ME 215-A-LC LEC (156)		Tu 8:00AM - 10:00AM Room: TBA F 9:00AM - 10:00AM Room: TBA Tu 10:00AM - 11:00AM Room: TBA
ME 301-A-LC LEC (152)		M 8:00AM - 10:00AM Room: TBA Th 9:00AM - 10:00AM Room: TBA
ME 301L-A-LB LAB (153)		W 11:00AM - 2:00PM Room: TBA

Below the table, there is a link for 'weekly schedule'. A callout bubble indicates 'Click to view weekly schedule'. The 'Finances' section shows 'My Account' with 'Account Inquiry' and 'other financial...' options. The 'Personal Information' section includes 'Demographic Data', 'Emergency Contact', 'Names', 'User Preferences', and 'Contact Information' with fields for 'Permanent Address', 'Billing Address', 'Primary Phone', and 'Home E-mail'.

2	Click on Weekly schedule highlighted in the above figure. You will see following screen showing your weekly schedule datewise.
---	--

- Menu
- Search:
- Hostel Management System
- Self Service
 - Class Search / Browse Catalog
 - Academic Planning
 - Enrollment
 - Campus Finances
 - Campus Personal Information
 - Academic Records
 - Degree Progress/Graduation
 - Transfer Credit
 - Involvement
 - Student Center
 - Set Up SACR
 - Change My Password

Adnan Rasheed

My Class Schedule

Select Display Option List View Weekly Calendar View

<< previous week Week of 5/4/2009 - 5/10/2009 next week >>

Show Week of 05/10/2009 Start Time 8:00AM End Time 6:00PM refresh calendar

Time	Monday May 4	Tuesday May 5	Wednesday May 6	Thursday May 7	Friday May 8	Saturday May 9	Sunday May 10
8:00AM	ME 301 - A-LC Lecture 8:00AM - 10:00AM Location: TBA	ME 215 - A-LC Lecture 8:00AM - 10:00AM Location: TBA	ME 207 - A-LC Lecture 8:00AM - 10:00AM Location: TBA	ME 204 - A-LC Lecture 8:00AM - 9:00AM Location: TBA	ME 207 - A-LC Lecture 8:00AM - 9:00AM Location: TBA		
9:00AM	ME 301 - A-LC Lecture 8:00AM - 10:00AM	ME 215 - A-LC Lecture 8:00AM - 10:00AM	ME 207 - A-LC Lecture 8:00AM - 10:00AM	ME 301 - A-LC Lecture 9:00AM - 10:00AM Location: TBA	ME 215 - A-LC Lecture 9:00AM - 10:00AM Location: TBA		
10:00AM		BSI 242 - F-LC Lecture 10:00AM - 11:00AM Location: TBA			ME 204 - A-LC Lecture 10:00AM - 12:00PM Location: TBA		
11:00AM	ME 204L - A-LB Laboratory 11:00AM - 2:00PM Location: TBA	ME 207L - A-LB Laboratory 11:00AM - 2:00PM Location: TBA	ME 301L - A-LB Laboratory 11:00AM - 2:00PM Location: TBA		ME 204 - A-LC Lecture 10:00AM - 12:00PM		
12:00PM	ME 204L - A-LB Laboratory 11:00AM - 2:00PM	ME 207L - A-LB Laboratory 11:00AM - 2:00PM	ME 301L - A-LB Laboratory 11:00AM - 2:00PM	BSI 242 - F-LC Lecture 12:00PM - 2:00PM Location: TBA			
1:00PM	ME 204L - A-LB Laboratory 11:00AM - 2:00PM	ME 207L - A-LB Laboratory 11:00AM - 2:00PM	ME 301L - A-LB Laboratory 11:00AM - 2:00PM	BSI 242 - F-LC Lecture 12:00PM - 2:00PM			
2:00PM							

You can see you class schedule for any week of any month. Just select date from the highlighted box and the teaching schedule will be altered accordingly.

- Menu
- Search:
- Hostel Management System
- Self Service
 - Class Search / Browse Catalog
 - Academic Planning
 - Enrollment
 - Campus Finances
 - Campus Personal Information
 - Academic Records
 - Degree Progress/Graduation
 - Transfer Credit
 - Involvement
 - Student Center
 - Set Up SACR
 - Change My Password

Adnan Rasheed

My Class Schedule

Select Display Option List View Weekly Calendar View

<< previous week Week of 6/1/2009 - 6/7/2009 next week >>

Show Week of 06/03/2009 Start Time 8:00AM End Time 6:00PM refresh calendar

Time	Monday Jun 1	Tuesday Jun 2	Wednesday Jun 3	Thursday Jun 4	Friday Jun 5	Saturday Jun 6	Sunday Jun 7
8:00AM	ME 301 - A-LC Lecture 8:00AM - 10:00AM Location: TBA	ME 215 - A-LC Lecture 8:00AM - 10:00AM Location: TBA	ME 207 - A-LC Lecture 8:00AM - 10:00AM Location: TBA	ME 204 - A-LC Lecture 8:00AM - 9:00AM Location: TBA	ME 207 - A-LC Lecture 8:00AM - 9:00AM Location: TBA		
9:00AM	ME 301 - A-LC Lecture 8:00AM - 10:00AM	ME 215 - A-LC Lecture 8:00AM - 10:00AM	ME 207 - A-LC Lecture 8:00AM - 10:00AM	ME 301 - A-LC Lecture 9:00AM - 10:00AM Location: TBA	ME 215 - A-LC Lecture 9:00AM - 10:00AM Location: TBA		
10:00AM		BSI 242 - F-LC Lecture 10:00AM - 11:00AM Location: TBA			ME 204 - A-LC Lecture 10:00AM - 12:00PM Location: TBA		
11:00AM	ME 204L - A-LB Laboratory 11:00AM - 2:00PM Location: TBA	ME 207L - A-LB Laboratory 11:00AM - 2:00PM Location: TBA	ME 301L - A-LB Laboratory 11:00AM - 2:00PM Location: TBA		ME 204 - A-LC Lecture 10:00AM - 12:00PM		
12:00PM	ME 204L - A-LB Laboratory 11:00AM - 2:00PM	ME 207L - A-LB Laboratory 11:00AM - 2:00PM	ME 301L - A-LB Laboratory 11:00AM - 2:00PM	BSI 242 - F-LC Lecture 12:00PM - 2:00PM Location: TBA			
1:00PM	ME 204L - A-LB Laboratory 11:00AM - 2:00PM	ME 207L - A-LB Laboratory 11:00AM - 2:00PM	ME 301L - A-LB Laboratory 11:00AM - 2:00PM	BSI 242 - F-LC Lecture 12:00PM - 2:00PM			



Move the scroller to the bottom of the page.

The screenshot shows the U.E.T.P. website interface. On the left is a navigation menu with categories like 'Hostel Management System', 'Self Service', 'Class Search / Browse Catalog', 'Academic Planning', 'Enrollment', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Degree Progress/Graduation', 'Transfer Credit', and 'Involvement'. The 'Student Center' is currently selected. The main content area displays a class schedule table with columns for time slots (9:00AM to 6:00PM) and course details including course ID, type, and location. Below the table is a 'Display Options' section with checkboxes for 'Show AM/PM', 'Show Class Title', 'Show Instructors', and days of the week (Monday through Sunday). The 'Show Class Title' and 'Show Instructors' checkboxes are circled in red. At the bottom, there are links for 'Search', 'Plan', 'Enroll', and 'My Academics', along with a 'My Class Schedule' link and a 'Term Information' link. A 'go to ...' dropdown menu is also visible.

Time	Location: TBA	Location: TBA	Location: TBA	Location: TBA	Location: TBA		
9:00AM	ME 301 - A-LC 8:00AM - 10:00AM	ME 215 - A-LC 8:00AM - 10:00AM	ME 207 - A-LC 8:00AM - 10:00AM	ME 301 - A-LC Lecture 9:00AM - 10:00AM Location: TBA	ME 215 - A-LC Lecture 9:00AM - 10:00AM Location: TBA		
10:00AM		BSI 242 - F-LC Lecture 10:00AM - 11:00AM Location: TBA			ME 204 - A-LC Lecture 10:00AM - 12:00PM Location: TBA		
11:00AM	ME 204L - A-LB Laboratory 11:00AM - 2:00PM Location: TBA	ME 207L - A-LB Laboratory 11:00AM - 2:00PM Location: TBA	ME 301L - A-LB Laboratory 11:00AM - 2:00PM Location: TBA		ME 204 - A-LC 10:00AM - 12:00PM		
12:00PM	ME 204L - A-LB 11:00AM - 2:00PM	ME 207L - A-LB 11:00AM - 2:00PM	ME 301L - A-LB 11:00AM - 2:00PM	BSI 242 - F-LC Lecture 12:00PM - 2:00PM Location: TBA			
1:00PM	ME 204L - A-LB 11:00AM - 2:00PM	ME 207L - A-LB 11:00AM - 2:00PM	ME 301L - A-LB 11:00AM - 2:00PM	BSI 242 - F-LC 12:00PM - 2:00PM			
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							

Display Options

Show AM/PM Monday Thursday
 Show Class Title Tuesday Friday Sunday refresh calendar
 Show Instructors Wednesday Saturday

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)
[My Class Schedule](#) [Term Information](#)
go to ...

Select any of the option from the bottom of the page to include it in your teaching schedule. Like selection of class title and instructor check box has shown the course name and the name of faculty repeatedly in the class schedule (shown in the figure below).

- Menu**
- Search:
- ▶ Hostel Management System
 - ▼ Self Service
 - ▶ Class Search / Browse Catalog
 - ▶ Academic Planning
 - ▶ Enrollment
 - ▶ Campus Finances
 - ▶ Campus Personal Information
 - ▶ Academic Records
 - ▶ Degree Progress/Graduation
 - ▶ Transfer Credit
 - ▶ Involvement
 - Student Center
 - ▶ Set Up SACR
 - [Change My Password](#)

My Class Schedule

Select Display Option List View Weekly Calendar View

<< previous week Week of 6/1/2009 - 6/7/2009 next week >>

Show Week of Start Time End Time

Time	Monday Jun 1	Tuesday Jun 2	Wednesday Jun 3	Thursday Jun 4	
8:00AM	ME 301 - A-LC MechanicsOf Machines&Vibration Lecture 8:00AM - 10:00AM Location: TBA Instructors: Dr. Muhammad Abdul Baseer	ME 215 - A-LC Machine Design-I Lecture 8:00AM - 10:00AM Location: TBA Instructors: Hamid Ullah	ME 207 - A-LC Engineering Metallurgy Lecture 8:00AM - 10:00AM Location: TBA Instructors: Saeed Javid Tajik	ME 204 - A-LC Solid Mechanics-II Lecture 8:00AM - 9:00AM Location: TBA Instructors: Muhammad Pervez	Engi
9:00AM	ME 301 - A-LC 8:00AM - 10:00AM	ME 215 - A-LC 8:00AM - 10:00AM	ME 207 - A-LC 8:00AM - 10:00AM	ME 301 - A-LC MechanicsOf Machines&Vibration Lecture 9:00AM - 10:00AM Location: TBA Instructors: Dr. Muhammad Abdul Baseer	M:
10:00AM		BSI 242 - F-LC Numerical Analysis Lecture 10:00AM - 11:00AM Location: TBA Instructors: Siraj- Ul-Islam			So
11:00AM	ME 204L - A-LB Solid Mechanics-II Laboratory 11:00AM - 2:00PM Location: TBA Instructors:	ME 207L - A-LB Engineering Metallurgy Laboratory 11:00AM - 2:00PM Location: TBA Instructors: Naveed Ullah	ME 301L - A-LB MechanicsOf Machines&Vibration Laboratory 11:00AM - 2:00PM Location: TBA Instructors: Irfan Ullah		10:

You can select the List view option to view you class details without calendar dates.(As shown in the figure below)

Menu

Search:

- ▶ Hostel Management System
- ▼ Self Service
 - ▶ Class Search / Browse Catalog
 - ▶ Academic Planning
 - ▶ Enrollment
 - ▶ Campus Finances
 - ▶ Campus Personal Information
 - ▶ Academic Records
 - ▶ Degree Progress/Graduation
 - ▶ Transfer Credit
 - ▶ Involvement
- Student Center
- ▶ Set Up SACR
- Change My Password

Adnan Rasheed

go to ...

Search

Plan

Enroll

My Academics

my class schedule

term information

My Class Schedule

Select Display Option List View Weekly Calendar View

Select Term Spring Main Content change

Class Schedule Filter Options

Show Enrolled Classes
 Show Dropped Classes
 Show Waitlisted Classes
 filter

BSI 242 - Numerical Analysis						
Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	Graded				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
149	F-LC	Lecture	Tu 10:00AM - 11:00AM	TBA	Siraj- Ul-Islam	02/02/2009 - 06/06/2009
			Th 12:00PM - 2:00PM	TBA	Siraj- Ul-Islam	02/02/2009 - 06/06/2009

ME 204 - Solid Mechanics-II						
Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	Graded				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
150	A-LC	Lecture	Th 8:00AM - 9:00AM	TBA	Muhammad Pervez	02/02/2009 - 06/06/2009
			F 10:00AM - 12:00PM	TBA	Muhammad Pervez	02/02/2009 - 06/06/2009

ME 204L - Solid Mechanics-II						
Status	Units	Grading	Grade	Deadlines		

END OF PROCEDURE

14. Viewing Exam Schedule

Overview

Exam schedule gives complete information about faculty exam schedule i.e, including Course Code, Course Title, Room No, Time and Day of Week with dates.

Steps

Steps	Action
1	Click the Self Service link
2	Click on Enrollments
3	Click on View My Exam Schedule(Following screen will open showing your Exam Schedule)

The screenshot shows the U.E.T.P. Self Service portal. The user is logged in as Qasim Shah. The 'My Exam Schedule' page is active, and the 'Weekly Calendar View' option is selected and circled in red. Below this, a dropdown menu shows 'Spring 2009' as the selected term. A table of exam schedules is displayed with the following data:

Class	Description	Exam Type	Exam Date	Schedule	Room
CS 103L-A-LB (216)	Data Structure & Algorithm-I (Laboratory)	Makeup Exm	03/31/2009	8:30 AM - 11:30 AM	TBA
CS 103-A-LC (207)	Data Structure & Algorithm-I (Lecture)	Makeup Exm	03/31/2009	8:30 AM - 11:30 AM	Lab-I
BSI 111-A-LC (212)	Linear Algebra (Lecture)	Makeup Exm	04/01/2009	2:00 PM - 5:00 PM	Lab-I
CS 104-A-LC (205)	Discrete Structure (Lecture)	Makeup Exm	04/02/2009	8:30 AM - 11:30 AM	Lab-I
BSI 141-A-LC (214)	Comm & Presentation Skills (Lecture)	Makeup Exm	04/03/2009	8:30 AM - 11:30 AM	Lab-I
EE 103-A-LC (377)	Basic Electronic (Lecture)	Makeup Exm	04/04/2009	8:30 AM - 11:30 AM	Lab-I
CS 105-A-LC (210)	Software Paradigm (Lecture)	Makeup Exm	04/06/2009	8:30 AM - 11:30 AM	Lab-I

Weekly Exam Schedule

Steps	Action
3	Click on “weekly calendar view” (high lighted in the figure above) to see your weekly exam schedule with dates (As shown in the figure below).

The screenshot shows the U.E.T.P. student portal interface. On the left is a navigation menu with categories like 'Hostel Management System', 'Self Service', 'Academic Planning', 'Enrollment', 'View My Exam Schedule', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Degree', 'Progress/Graduation', 'Transfer Credit', 'Involvement', 'Set Up SACR', and 'Change My Password'. The main content area displays the 'My Academics' section with tabs for 'Plan', 'Enroll', and 'My Academics'. Under 'My Academics', there are links for 'My Exam Schedule', 'My Class Schedule', and 'My Weekly Schedule'. The 'Weekly Calendar View' is selected. The calendar shows the week of 3/30/2009 to 4/5/2009. The start time is 8:00AM and the end time is 6:00PM. The calendar grid shows exam details for Tuesday (Mar 31), Wednesday (Apr 1), Thursday (Apr 2), Friday (Apr 3), and Saturday (Apr 4). Each day lists the course number, section, lecture type, exam type, time, and location.

Tuesday Mar 31	Wednesday Apr 1	Thursday Apr 2	Friday Apr 3	Saturday Apr 4
CS 103 - A-LC Lecture (Makeup of Final Exam) 8:30AM - 11:30AM CS & IT Department LAB_1		CS 104 - A-LC Lecture (Makeup of Final Exam) 8:30AM - 11:30AM CS & IT Department LAB_1	BSI 141 - A-LC Lecture (Makeup of Final Exam) 8:30AM - 11:30AM CS & IT Department LAB_1	EE 103 - A-LC Lecture (Makeup of Final Exam) 8:30AM - 11:30AM CS & IT Department LAB_1
CS 103 - A-LB Laboratory (Makeup of Final Exam) 8:30AM - 11:30AM Location: TBA				
CS 103 - A-LC 8:30AM - 11:30AM		CS 104 - A-LC 8:30AM - 11:30AM	BSI 141 - A-LC 8:30AM - 11:30AM	EE 103 - A-LC 8:30AM - 11:30AM
CS 103L - A-LB 8:30AM - 11:30AM				
CS 103 - A-LC 8:30AM - 11:30AM		CS 104 - A-LC 8:30AM - 11:30AM	BSI 141 - A-LC 8:30AM - 11:30AM	EE 103 - A-LC 8:30AM - 11:30AM
CS 103L - A-LB 8:30AM - 11:30AM				
CS 103 - A-LC 8:30AM - 11:30AM		CS 104 - A-LC 8:30AM - 11:30AM	BSI 141 - A-LC 8:30AM - 11:30AM	EE 103 - A-LC 8:30AM - 11:30AM
CS 103L - A-LB 8:30AM - 11:30AM				

Weekly exam schedule date wise

END OF PROCEDURE

15. Viewing Attendance Report

Overview

You can see percentage of your attendance in various courses that you have enrolled for the current semester.

Steps

Steps	Action
1	Click the Self Service link
2	Click on student centre
3	Click on details highlighted in the figure below.

The screenshot shows the U.E.T.P. Student Center interface. On the left is a navigation menu with 'Self Service' expanded to 'Student Center'. The main content area is titled 'Qasim's Student Center' and features an 'Academics' section. Below this is a 'This Week's Schedule' table with columns for 'Class' and 'Schedule'. The table lists three classes: BSI 111-A-LC LEC (212), BSI 141-A-LC LEC (214), and CS 103-A-LC LEC (207). To the right of the schedule is a sidebar with various student services, including 'Holds', 'Enrollment Dates', 'Advisor', 'News and Info', 'Search Engines', and 'Other Links'. The 'Shortage of Attendance' section in the sidebar has a 'details' link circled in red.

Class	Schedule
BSI 111-A-LC LEC (212)	Tu 12:00PM - 2:00PM Lab-III Th 10:00AM - 11:00AM Lab-III
BSI 141-A-LC LEC (214)	W 8:00AM - 10:00AM Lab-III Th 8:00AM - 10:00AM Room: TBA
CS 103-A-LC LEC (207)	M 11:00AM - 1:00PM Lab-III Tu 11:00AM - 12:00PM Lab-III M 8:00AM - 9:00AM Room: TBA Tu 8:00AM - 10:00AM Room: TBA W 8:00AM - 10:00AM Room: TBA TBA 8:00AM - 10:00AM Room: TBA W 10:00AM - 11:00AM Room: TBA

4	Following screen will be opened. Click on Attendance report on the screen below.
---	--

Menu

Search:

- ▶ Hostel Management System
- ▼ Self Service
 - ▶ Class Search / Browse Catalog
 - ▶ Academic Planning
 - ▶ Enrollment
 - ▶ Campus Finances
 - ▶ Campus Personal Information
 - ▶ Academic Records
 - ▶ Degree Progress/Graduation
 - ▶ Transfer Credit
 - ▶ Involvement
- Student Center
- ▶ Set Up SACR
- Change My Password

Holds | Attendance Report

Qasim Shah

Your Holds

Below is a list of current Holds on your records. To filter your list of Holds, change the options below and click Go.

Hold Item	Amount	Institution	Start Term	End Term	Start Date	End Date	Department
Shortage of Attendance		PKR	NWFP UET	Spring 2009		04/08/2009	Examination Department

[Holds](#) | [Attendance Report](#)

- | | |
|---|--|
| 5 | Following screen will be opened. Fill out the fields appearing on the following screen. To fill the fields click on the magnifying glass appearing just beside each field and select appropriate values for it. Like filled below. Note Academic institution presents the university i.e UETP Academic career presents your academic level in the university and the term shown the semester for which you want to generate you attendance report. |
| 6 | Click show button to view attendance report as shown in the figure below. |

Menu

Search:

- ▶ Hostel Management System
- ▼ Self Service
 - ▶ Class Search / Browse Catalog
 - ▶ Academic Planning
 - ▶ Enrollment
 - ▶ Campus Finances
 - ▶ Campus Personal Information
 - ▶ Academic Records
 - ▶ Degree Progress/Graduation
 - ▶ Transfer Credit
 - ▶ Involvement
- Student Center
- ▶ Set Up SACR
- Change My Password

Holds | Attendance Report

*Academic Institution:

*Academic Career:

*Term:

Attendance Percentage:

Course Code	Course	Class Number	Section	Attendance %
BSI 141	Comm & Presentation Skills		214 A-LC	55.55
CS 103	Data Structure & Algorithm-I		207 A-LC	88.00
CS 104	Discrete Structure		205 A-LC	46.66
CS 105	Software Paradigm		210 A-LC	45.45
BSI 111	Linear Algebra		212 A-LC	76.19
CS 103L	Data Structure & Algorithm-I		216 A-LB	88.88
EE 103	Basic Electronic		377 A-LC	50.00

[Holds](#) | [Attendance Report](#)

END OF PROCEDURE

16. Viewing Your Grades

Overview

Students can view record of his/her grades for any term/semester.

Steps

Steps	Action
1	Click the Self Service link
2	Click on Enrollments
3	Click on View My Grades(Following screen will open showing your grades)

The screenshot shows the U.E.T.P. student portal interface. On the left is a navigation menu with options like 'Self Service', 'Enrollment', and 'View My Grades'. The main content area shows the user's name 'Qasim Shah' and navigation tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. The 'View My Grades' section is active, displaying a 'Select Term' dropdown menu currently set to 'Fall 2008', which is circled in red. Below this, a table titled 'Class Grades - Fall 2008' lists various courses with their units, grades, and grade points. At the bottom, there is a 'Term Statistics - Fall 2008' table.

Class	Description	Units	Grade	Grade Points
BSI 101	Islamiat	2.00	C+	4.660
BSI 110	Pak Studies	2.00	F	
BSI 122	Calculus	3.00	F	
BSI 131	Eng Composition & Comprehension	2.00	C	4.000
CS 101	Introduction to Computers	3.00	D	3.000
CS 101L	Introduction to Computers	1.00	B-	2.670
CS 102	Intro to Computers Programming	3.00	F	
CS 102L	Intro to Computers Programming	1.00	F	

	From Enrollment	From Transfer Credit	Combined Term Total	Cumulative Total
Total Grade Points	14.330		14.330	14.330
Graded units towards GPA	17.000		17.000	17.000
Graded units not for GPA				
In progress units				

Select term (semester) from the list highlighted in the figure and click change to view your grades for that semester.

END OF PROCEDURE

17. Viewing your unofficial transcript

Overview

Students can view summary of his/her grades for all the previous semesters.

Steps

Steps	Action
1	Click the Self Service link
2	Click on Student centre
3	Click on the drop down list of other academic, as shown in the figure below and select unofficial transcript from it.

The screenshot shows the U.E.T.P. Student Center interface. On the left is a 'Menu' sidebar with a search box and various navigation options. The 'Student Center' option is highlighted. A red circle highlights the 'My Academics' dropdown menu, which is open and shows several options. The 'Transcript: View Unofficial' option is highlighted in blue. The main content area shows 'Qasim's Student Center' with a navigation bar for 'Academics' containing links for 'Deadlines', 'URL', and 'Gradebook'. Below this is a 'This Week's Schedule' table with columns for 'Class' and 'Schedule'. The table lists two classes: BSI 111-A.LC LEC (212) and BSI 141-A.LC LEC (214). On the right side, there are several panels: 'SEARCH FOR CLASSES', 'Holds' (with 'Shortage of Attendance' and a 'details' link), 'Enrollment Dates' (with 'Open Enrollment Dates' link), 'Advisor' (with 'Program Advisor' and 'None Assigned'), and 'News and Info'.

4	Click on the double arrow and following screen will be opened up.
---	---

Menu

Search:

- ▶ Hostel Management System
- ▼ Self Service
 - ▶ Class Search / Browse Catalog
 - ▶ Academic Planning
 - ▶ Enrollment
 - ▶ Campus Finances
 - ▶ Campus Personal Information
 - ▶ Academic Records
 - ▶ Degree Progress/Graduation
 - ▶ Transfer Credit
 - ▶ Involvement
 - Student Center
 - ▶ Set Up SACR
 - Change My Password

Qasim Shah go to ...

View Unofficial Transcript

Choose an institution and report type and press View Report

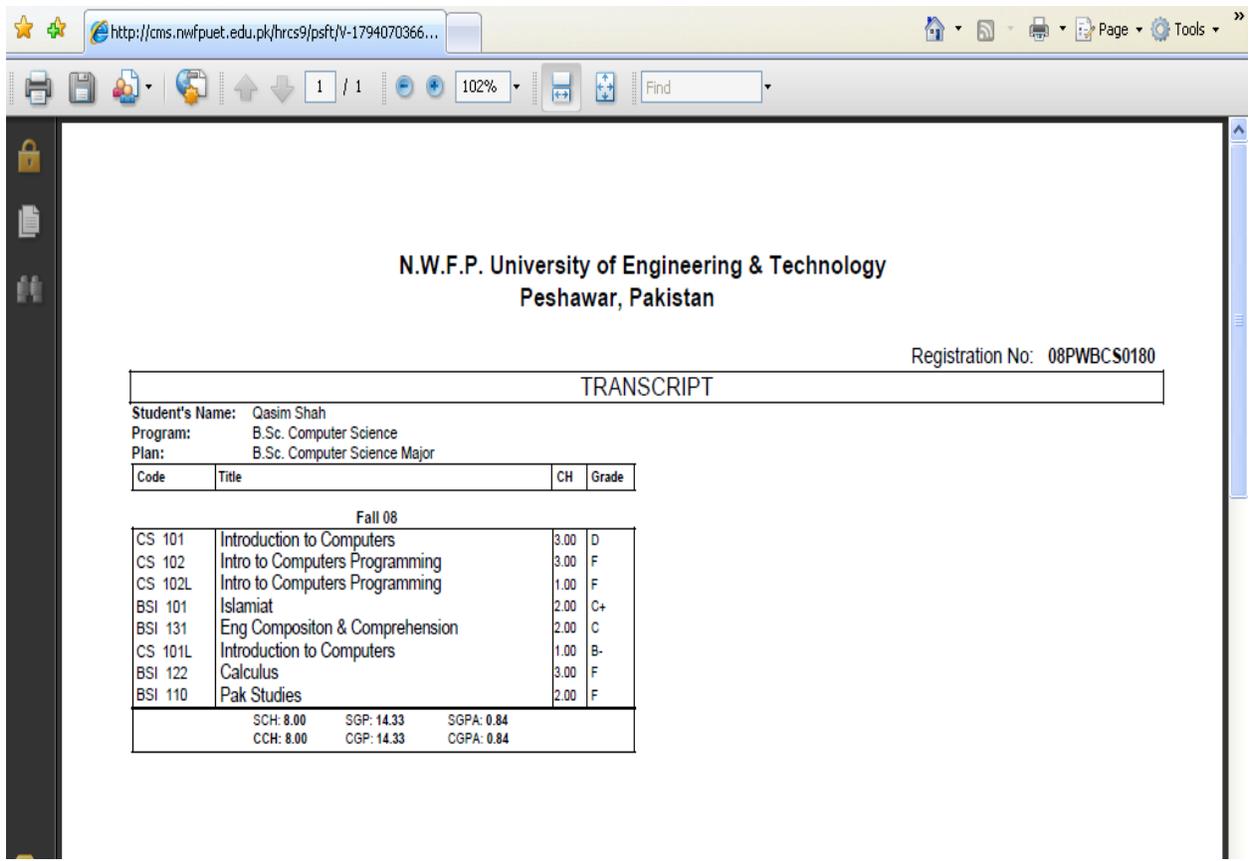
****this process may take a few minutes to complete, please do not press any other buttons or links while processing is taking place****

Academic Institution:

Report Type:

Information For Students

5 Fill the fields as shown above and click view report. An unofficial transcript will be opened in new screen as shown below.



N.W.F.P. University of Engineering & Technology
Peshawar, Pakistan

Registration No: 08PWBCS0180

TRANSCRIPT			
Student's Name: Qasim Shah			
Program: B.Sc. Computer Science			
Plan: B.Sc. Computer Science Major			
Code	Title	CH	Grade
Fall 08			
CS 101	Introduction to Computers	3.00	D
CS 102	Intro to Computers Programming	3.00	F
CS 102L	Intro to Computers Programming	1.00	F
BSI 101	Islamiat	2.00	C+
BSI 131	Eng Compositon & Comprehension	2.00	C
CS 101L	Introduction to Computers	1.00	B-
BSI 122	Calculus	3.00	F
BSI 110	Pak Studies	2.00	F
SCH: 8.00		SGP: 14.33	SGPA: 0.84
CCH: 8.00		CGP: 14.33	CGPA: 0.84

END OF PROCEDURE

18. Viewing the scheduled classes of university

Overview

It provides tool to search any class scheduled in University.

Steps

Steps	Action
1	Click the Self Service link
2	Click on Class Search / Browse Catalog
3	Click on class search , following screen will open.

The screenshot displays the U.E.T.P. website interface for searching classes. On the left is a 'Menu' with various navigation options. The main content area is titled 'Search for Classes' and includes a search bar with the name 'Qasim Shah' and a 'go to ...' dropdown. Below this are tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. The 'Search' tab is active, showing 'search for classes' and 'browse course catalog' buttons. The 'Enter Search Criteria' section includes dropdowns for 'Institution' (NWFP UET) and 'Term' (Fall 2008). A note states 'Select at least 2 search criteria. Click Search to view your search results.' The 'Class Search Criteria' section is highlighted with a red oval and contains the following fields:

- Course Subject:** A dropdown menu with a red oval around it.
- Course Number:** A dropdown menu set to 'is exactly' followed by an empty text input field.
- Course Career:** A dropdown menu set to 'Undergraduates'.
- Checkboxes for 'Show Open Classes Only' (checked) and 'Show Open Entry/Exit Classes Only' (unchecked).

At the bottom of the search criteria section is a green button labeled 'Additional Search Criteria'. Below the search criteria are 'CLEAR CRITERIA' and 'SEARCH' buttons. At the very bottom of the page, there is another 'go to ...' dropdown menu.

Select the department for which you want to search the class from the drop down list highlighted in the figure above. For example if we select Agriculture from the list, it will show classes scheduled for that discipline (As shown in the figure below).

Menu

Search:

- ▷ Hostel Management System
- ▽ Self Service
 - ▷ Class Search / Browse Catalog
 - Class Search
 - Browse Course Catalog
- ▷ Academic Planning
- ▷ Enrollment
- ▷ Campus Finances
- ▷ Campus Personal Information
- ▷ Academic Records
- ▷ Degree Progress/Graduation
- ▷ Transfer Credit
- ▷ Involvement
- [Student Center](#)
- ▷ Set Up SACR
- [Change My Password](#)

NWFP UET | Fall 2008

 The following classes match your search criteria Course Subject: **Agriculture Engineering**, Course Career: **Undergraduate**, Show Open Classes Only: **Yes**
[START A NEW SEARCH](#)
 Open Closed Wait List

▾ AE 105 - Basic Agriculture

View All Sections					First	1 of 1	Last
Section A-LC-LEC(277)		Status			●		
Session Regular							
Days & Times	Room	Instructor	Meeting Dates				
M 12:00PM - 2:00PM	TBA	Abdul Malik	08/25/2008 - 01/10/2009				

▾ AE 105L - Basic Agriculture

View All Sections					First	1 of 1	Last
Section A-LB-LAB(280)		Status			●		
Session Regular							
Days & Times	Room	Instructor	Meeting Dates				
W 11:00AM - 2:00PM	TBA	Abdul Malik	08/25/2008 - 01/10/2009				

▾ AE 112 -

View All Sections					First	1 of 1	Last
Section A-LC-LEC(282)		Status			●		
Session Regular							
Days & Times	Room	Instructor	Meeting Dates				
W 8:00AM - 11:00AM	Agriculture Room 0001	Muhammad Nasir	08/25/2008 - 01/10/2009				

END OF PROCEDURE

19. Browse Course Catalog

Overview

It helps to list of all courses offered in university.

Steps

Steps	Action
1	Click the Self Service link
2	Click on Class Search / Browse Catalog
3	Click on browse catalog, following screen will open showing the course catalog for the department starting with alphabet A. i.e Agricultural Engineering

The screenshot shows the U.E.T.P. Self Service portal. The user is logged in as 'Qasim Shah'. The 'Browse Course Catalog' page is displayed for the 'AE - Agriculture Engineering' department. A red oval highlights the alphabetical navigation bar (A-Z and 0-9). Below it is an 'ADD TO PLANNER' button. The course list is as follows:

Select	Course Nbr	Course Title	Typically Offered
<input type="checkbox"/>	101	Soil Science	
<input type="checkbox"/>	101	Applied Chemistry-I	
<input type="checkbox"/>	101L	Soil Science(Lab)	
<input type="checkbox"/>	102	Engineering Materials	
<input type="checkbox"/>	102L	Engineering Materials(Lab)	
<input type="checkbox"/>	103	Engineering Mechanics	
<input type="checkbox"/>	103L	Engineering Mechanics(lab)	
<input type="checkbox"/>	104	Computer Application (lab)	
<input type="checkbox"/>	105	Basic Agriculture	
<input type="checkbox"/>	105L	Basic Agriculture	
<input type="checkbox"/>	106	Mechanics of Materials	
<input type="checkbox"/>	106L	Mechanics of Materials(Lab)	
<input type="checkbox"/>	107	Technical Writing	

4 Select any alphabet from the portion highlighted in the figure above to see the course list of that department.e.g selecting M from the list shown course list of Mechanical Engineering deparment.

U.E.T.P.

Home | Sign out

Qasim Shah go to ...

Search Plan Enroll My Academics

search for classes browse course catalog

Browse Course Catalog

A B C D E F G H I J K L **M** N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

ADD TO PLANNER

Select	Course Nbr	Course Title	Typically Offered
<input type="checkbox"/>	100	Electrical Engineering Drawing	
<input type="checkbox"/>	100L	Electrical Engineering Drawing Lab	
<input type="checkbox"/>	101	Engineering Statics	
<input type="checkbox"/>	101	Engineering Mechanics	
<input type="checkbox"/>	101L	Engineering Statics Lab	
<input type="checkbox"/>	102	Engineering Dynamics	
<input type="checkbox"/>	102	Fluid Mechanics-I	
<input type="checkbox"/>	102L	Engineering Dynamics (Lab)	
<input type="checkbox"/>	103	Solid Mechanics-I	
<input type="checkbox"/>	103L	Solid Mechanics-I Lab	
<input type="checkbox"/>	104	Technical Writing & Communication Skills	
<input type="checkbox"/>	105	Engineering Drawing & Graphics	

END OF PROCEDURE

20. Hostel Management System

Overview

It helps to register request/complaints of students.

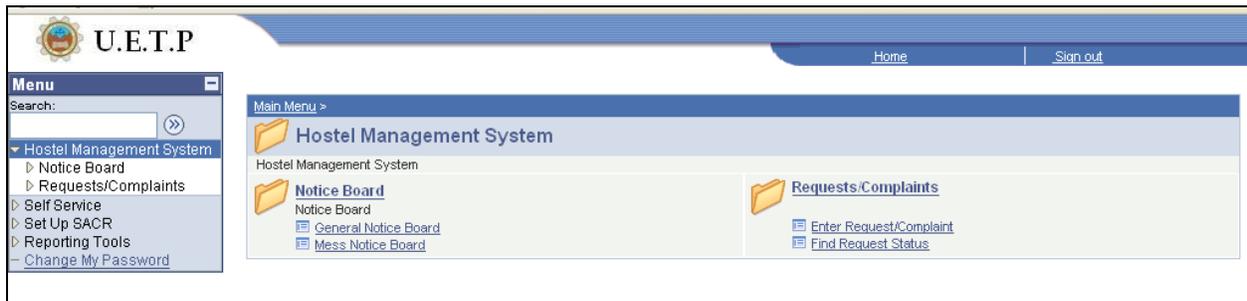
It helps to assign a request for hostel to concerned authority.

It shows notice board to view hostel and mess notices.

Viewing General Notice Board

Steps

Steps	Action
1	Click Hostel management link. Hostel Management System



2	Click Notice Board Notice Board
3	Click General Notice Board General Notice Board

U.E.T.P. Home Sign out

Menu
Search: [input] [go]

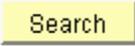
Hostel Management System
Notice Board
General Notice Board
Mess Notice Board
Requests/Complaints
Self Service
Set Up SACR
Reporting Tools
Change My Password

General Notice Board
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution: begins with UETFP
Hostel ID: begins with SWUH

Search Clear Basic Search Save Search Criteria

4	Click Search Button 
---	---

U.E.T.P. Home Sign out

Menu
Search: [input] [go]

Hostel Management System
Notice Board
General Notice Board
Mess Notice Board
Requests/Complaints
Self Service
Set Up SACR
Reporting Tools
Change My Password

General Notice Board

Academic Institution: UETFP Institution Name: NWFP UET
Hostel ID: SWUH Hostel Name: Shah Wali Ullah Hostel
Notice Board Type: General

Notice Number	Date	Notice Type	Title	View
24	06/12/2008	Warning	Summer Vacation announcement	View
25	06/14/2008	Hostel Staff Duty Roster	Come to duty at 8	View

[Return to Search](#)

4	Click View Link
---	-----------------

U.E.T.P. Home | Sign out

New Window | Help | Customize Page |

Menu

Search:

- Hostel Management System
 - Notice Board
 - General Notice Board
 - Mess Notice Board
 - Requests/Complaints
 - Self Service
 - Set Up SACR
 - Reporting Tools
 - Change My Password

General Notice Board

Academic Institution: UETFP **Institution Name:** NWFP UET

Hostel ID: SWUH **Hostel Name:** Shah Wali Ullah Hostel

Notice Board Type: General

Notice Number	Date	Notice Type	Title	View
24	06/12/2008	Warning	Summer Vacation announcement	View
25	06/14/2008	Hostel Staff Duty Roster	Come to duty at 8	View

[Return to Search](#)

5 It will show the details of number

U.E.T.P. Home | Sign out

New Window | Help | Customize Page |

Menu

Search:

- Hostel Management System
 - Notice Board
 - General Notice Board
 - Mess Notice Board
 - Requests/Complaints
 - Self Service
 - Set Up SACR
 - Reporting Tools
 - Change My Password

View Notice

Notice Details

Notice Number: 24 **Date:** 06/12/2008

Academic Institution: UETFP **Institution Name:** NWFP UET

Hostel ID: SWUH **Hostel Name:** Shah Wali Ullah Hostel

Notice Board Type: General **Expiry Date:** 06/30/2008

Mess ID: Mess Name:

Notice Type: Warning

Title: Summer Vacation announcement

Notice Detail: All student of the hostels are notified that during summer vacation you are strictly prohibited to reside in hostel. Otherwise a fine of 1000/- can be imposed from the hostel authorities.

Astt. Provost
UET Peshawar.

File Attachment

Attached File

[View Attachment](#)

[Back To List of Notices](#) [Cancel](#)

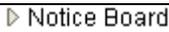
END OF PROCEDURE

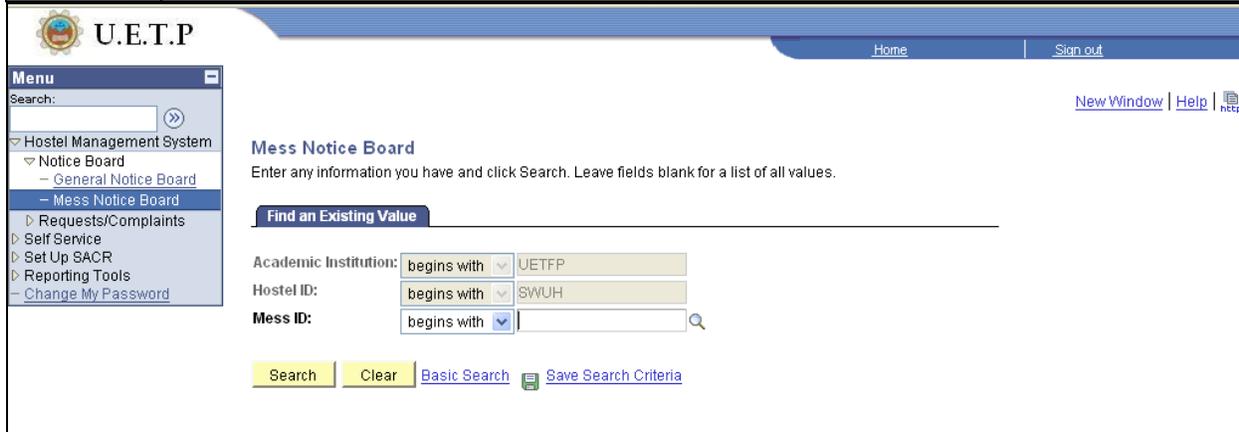
21. Viewing Mess Notice Board

Overview

You can read the messages notified on the notice board of your hostel mess in your account .

Steps

Steps	Action
1	Click Hostel management link. 
2	Click Notice Board 
3	Click Mess Notice Board 



The screenshot shows the U.E.T.P. website interface. At the top left is the U.E.T.P. logo. A navigation menu is open on the left, showing 'Hostel Management System' expanded to 'Notice Board', with 'Mess Notice Board' selected. The main content area is titled 'Mess Notice Board' and includes a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a search form with three fields: 'Academic Institution' (dropdown: begins with UETFP), 'Hostel ID' (dropdown: begins with SWUH), and 'Mess ID' (dropdown: begins with). At the bottom of the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The top right of the page has links for 'Home', 'Sign out', 'New Window', and 'Help'.

4	Select Mess ID from LookUp 
---	--

The screenshot shows the U.E.T.P. website interface. On the left is a 'Menu' sidebar with options like 'Hostel Management System', 'Notice Board', and 'Requests/Complaints'. The main content area is titled 'Mess Notices' and displays the following information:

- Academic Institution:** UETFP
- Institution Name:** NWFP UET
- Hostel ID:** SWUH
- Hostel Name:** Shah Wali Ullah Hostel
- Notice Board Type:** Mess
- Mess ID:** SWUM
- Mess Name:** Shah Wali Ullah Mess

Below this information is a table titled 'Notices' with columns for 'Notice Number', 'Date', 'Notice Type', 'Title', and 'View'. The table is currently empty. At the top right of the page, there are links for 'Home', 'Sign out', 'New Window', 'Help', and 'Customize Page'. At the bottom left, there is a 'Return to Search' button.

Viewing Request/Complains

Steps	Action
1	Click Hostel management link. Hostel Management System
2	Click Request/Complains Requests/Complaints

The screenshot shows the U.E.T.P. website interface for the 'Request/Complaint' section. The 'Menu' sidebar on the left has 'Requests/Complaints' expanded to show 'Enter Request/Complaint' and 'Find Request Status'. The main content area is titled 'Request/Complaint' and features an 'Add a New Value' button, a 'Request ID' input field with the value '0', and an 'Add' button.

3	Click Add Button Add
---	--------------------------------------

U.E.T.P. Home Sign out

New Window Help Customize Page help

Menu

Search: []

- Hostel Management System
 - Notice Board
 - Requests/Complaints
 - Enter Request/Complaint
 - Find Request Status
- Self Service
- Set Up SACR
- Reporting Tools
- Change My Password

Enter Request

Request ID

Request Details

Person ID: MEC1026 Name: Gaisar Gul

Hostel ID: []

Date: 06/20/2008

Request Type: Other

Detail: []

Assign To: []

4	Select Hostel ID from LookUp
5	Select Assign to from Lookup

U.E.T.P. Home Sign out

New Window Help Customize Page help

Menu

Search: []

- Hostel Management System
 - Notice Board
 - Requests/Complaints
 - Enter Request/Complaint
 - Find Request Status
- Self Service
- Set Up SACR
- Reporting Tools
- Change My Password

Enter Request

Request ID

Request Details

Person ID: MEC1026 Name: Gaisar Gul

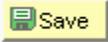
Hostel ID: SWUH

Date: 06/20/2008

Request Type: Faculty Hostel

Detail: I Need a Room

Assign To: Deputy_Registrar

6	Click Save Button 
---	---

Find Request Status

Steps	Action
1	Click Hostel management link. 
2	Click Request/Complains 
3	Click Find Request Status – 
4	Select Request Id

END OF PROCEDURE

22. Change the Password

Steps

Steps	Action
1	Click on Change My Password

U.E.T.P. Home Sign out

New Window | Help | Customize Page |

Change Password

User ID: INS_1002
Description: Instructor

'Current Password:

'New Password:

'Confirm Password:

Change Password

2	Give Current and new Password
3	Press Change Password Button Change Password

U.E.T.P. Home Sign out

New Window | Help | Customize P. **Saved**

Password Saved

✓ Your password has successfully been changed.

OK

END OF PROCEDURE

23. Viewing Financials

Overview

You can see your charges due, scholarships and free ships.

Steps

Steps	Action
1	Click on self service from main menu
2	Click campus finances
3	Click account inquiry
4	Following screen will open showing your charges due.

The screenshot shows the U.E.T.P. student portal interface. On the left is a navigation menu with 'Campus Finances' expanded to 'Account Inquiry'. The main content area is for 'Sher Alam Khan' and includes tabs for 'Account Inquiry' (summary, activity, charges due, payments) and 'Electronic Payments/Purchases' (payments). The 'charges due' tab is circled in red. Below the tabs, the 'Account Summary' section states: 'You owe 22,800.00. For the breakdown, access [Charges Due](#)'. It lists 'Due Now' as 22,800.00 and 'Future Due' as 0.00. A note indicates a past due balance of 22,800.00. A table titled 'What I Owe' shows the following data:

Term	Outstanding Charges & Deposits	Pending Payments	Total Due
Spring 2009	22,800.00		22,800.00
Total	22,800.00		22,800.00

The currency is noted as Pakistan Rupee. There are also links for 'Remittance Addresses' and 'Financial Aid'.

5	To view charges details click charges due tab as highlighted in the figure above.
6	Following screen will open showing details of the charges due.



- Menu**
- Search:
- ▷ Hostel Management System
- ▽ Self Service
 - ▷ Class Search / Browse Catalog
 - ▷ Academic Planning
 - ▷ Enrollment
- ▽ Campus Finances
 - Account Inquiry
 - Payment Profile
- ▷ Campus Personal Information
- ▷ Academic Records
- ▷ Degree Progress/Graduation
- ▷ Transfer Credit
- ▷ Involvement
- Student Center
- ▷ Set Up SACR
- Change My Password

Asif Nadeem

go to ...

Account Inquiry		Electronic Payments/Purchases	
summary	activity	charges due	payments

Charges Due

Following is a Running Totals summary by due date of the charges and deposits that you owe. Review either the Details by Due Date table or the Details by Charge table to see the specific charges.

Summary of Charges by Due Date			Find View All	First	1-2 of 2	Last
Due Date	Due Amount	Running Total				
04/09/2009	21,000.00	21,000.00				
04/10/2009	1,800.00	22,800.00				
			First	1-2 of 2	Last	

Currency used is Pakistan Rupee.

Details by Due Date

Currency used is Pakistan Rupee.

View By

Details by Charge				Find View All	First	1-4 of 4	Last
Charge	Due Date	Term	Amount				
Semester Fee	multiple	Spring 2009	21,000.00				
Late Fee	multiple	Spring 2009	1,800.00				
Total due for this view			22,800.00				
Total due			22,800.00				
				First	1-4 of 4	Last	

Currency used is Pakistan Rupee.

END OF PROCEDURE

24. Viewing Scholarships

Overview

7	Select payments from the screen above to view your scholarships details.
8	Following screen will open showing your scholarship and security due on university.

The screenshot displays the U.E.T.P. student portal interface. On the left is a navigation menu with categories like Hostel Management System, Self Service, Academic Planning, Enrollment, Campus Finances, and Campus Personal Information. The 'Account Inquiry' option under 'Campus Finances' is selected. The main content area shows the user's name 'Asif Nadeem' and a search bar. Below this are two tabs: 'Account Inquiry' (active) and 'Electronic Payments/Purchases'. Under 'Account Inquiry', there are sub-tabs for 'summary', 'activity', 'charges due', and 'payments'. The 'Payment History' section shows a date range from 11/13/2008 to 05/13/2009 with a 'go' button. A table of 'Posted Payments' is shown below, with one entry for 'Library Security' on 02/13/2009 for an amount of 600.00. The total posted payments for this view are 600.00. A note indicates the currency is Pakistan Rupee. A 'Pending Payments' section shows 'You have no pending payments.' At the bottom, there are links for 'Account Inquiry' and 'Electronic Payments/purchases', and a 'go to ...' search bar.

END OF PROCEDURE