



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
عمادة القبول والتسجيل
Deanship of Admissions and Registration

Academic Supervision Services Guide

Faculty Member and Academic Supervisor

View Faculty Member's Account:

The idea of the academic supervision system is based on extracting lists of students who are at risk of academic failure and directing them to the academic supervisor to provide them with the necessary support and follow-up in order to improve their academic performance and help them overcome any difficulties they may face. The following are steps to access the service:

First: log in to Student Information System

Second: select Advisor Center icon



The image shows a two-step process for accessing the service. Step 1 is logging into the Student Information System. The login page features the logo of Imam Abdulrahman Bin Faisal University and a 'USER LOGIN' section with fields for 'User ID' and 'Password', a language selection dropdown (currently set to 'English'), and a 'Sign In' button. Step 2 is selecting the 'Advisor Center' icon from a dashboard grid. The grid contains six icons: 'E-Service' (customer support), 'Faculty Center' (graduation), 'Profile' (person with pencil), 'Advisor Center' (person with laptop, highlighted with a red border), 'Reporting Tools' (charts), and 'Transcript' (document with person icon).

Third: view System icons



- Supervisor Center
 - My Advisees
 - Advisee Student Center
 - Advisee General Info
 - Advisee Transfer Credit
 - Advisee Academics
 - My supervising Notes
 - Supervision info
 - Supervisor details
 - Advising Notes Student Summary

The Supervisor Center icon allows academic supervisors to view the details of their advisees (student name - contact number - e-mail - rojam - level - class schedule - registered and earned hours - GPA) and the student's general information (student name - contact number - e-mail)

Summary of supervision requests from System users (viewing, following up and forwarding requests)

To enter supervision hours for students to view

User-related supervision requests (view and respond) -(create a note)

Supervisor Center

List of Advisees can be viewed by following the steps below:

Supervisor Center

- My Advisees** 1
- Advisee Student Center
- Advisee General Info
- Advisee Transfer Credit
- Advisee Academics
- My supervising Notes

Supervision info

- Advising Notes Student Summary

Faculty Center | **Supervision Center** | Search

My Advisees | Student Center | General Info | Transfer Credit | Academics

My Advisees

	Notify	Name	ID	View Student Details	Advising Notes
1	<input type="checkbox"/>			View Student Details	
2	<input type="checkbox"/>			View Student Details	
3	<input type="checkbox"/>			View Student Details	
4	<input type="checkbox"/>			View Student Details	
5	<input type="checkbox"/>			View Student Details	
6	<input type="checkbox"/>			View Student Details	
7	<input type="checkbox"/>			View Student Details	
8	<input type="checkbox"/>			View Student Details	
9	<input type="checkbox"/>			View Student Details	
10	<input type="checkbox"/>			View Student Details	
11	<input type="checkbox"/>			View Student Details	
12	<input type="checkbox"/>			View Student Details	
13	<input type="checkbox"/>			View Student Details	
14	<input type="checkbox"/>			View Student Details	
15	<input type="checkbox"/>			View Student Details	
16	<input type="checkbox"/>			View Student Details	
17	<input type="checkbox"/>			View Student Details	
18	<input type="checkbox"/>			View Student Details	
19	<input type="checkbox"/>			View Student Details	
20	<input type="checkbox"/>			View Student Details	
21	<input type="checkbox"/>			View Student Details	
22	<input type="checkbox"/>			View Student Details	
23	<input type="checkbox"/>			View Student Details	

Here appears the list of students assigned to the academic supervisor

Here appear students' university IDs (the red color indicates that there is a supervision request for the student)

Access to student's Advising Notes

Select a group of students and send a notification of the request as e-mail

Send notification to all students

To go to my Advising Notes

To view the student's general and academic information

Advisees' study schedules can be viewed, by following the steps below

Supervisor Center

My Advisees

Advisee Student Center 1

Advisee General Info

Advisee Transfer Credit

Advisee Academics

My supervising Notes

Supervision info

Advising Notes Student Summary

Faculty Center | Supervision Center | Search

My Advisees | Student Center | General Info | Transfer Credit | Academics

Advisee Student Center

*Change Advisee [Dropdown] Change

Academics

My Class Schedule
Enrollment Cart
My Planner

other academic... [Dropdown]

This Week's Schedule

Class	Schedule
GEOG 308-M02 LEC (11080)	Th 8:00AM - 10:30AM أدب-جغوث(نور) 1 فاعه1
GEOG 310-M01 LEC (11090)	Su 8:00AM - 10:30AM نعام-جعفر(نور) 1 فاعه16
GEOG 312-M01 LEC (11082)	Tu 8:00AM - 10:30AM نعام-جعفر(نور) 1 فاعه15
GEOG 313-M02 LEC (11086)	Mo 8:00AM - 10:30AM نعام-جعفر(نور) 1 فاعه16
GEOG 384-M01 LEC (11088)	Mo 11:30AM - 2:00PM نعام-جعفر(نور) 1 فاعه18
SOCS 353-M17 LEC (10723)	We 3:30PM - 6:00PM Room TBA

Milestones

No Milestones

Enrollment Dates

Open Enrollment Dates

Advisor

Program Advisor

Details ▶

Personal Information

Demographic Data
Emergency Contact

Contact Information

Permanent Address Withheld | Billing Address Withheld

Primary Phone | Home E-mail None

Return To Search | Notify

Week of 10/4/2023 - 16/4/2023

Show Week of 12/04/2023 | Start Time 8:00AM | End Time 6:00PM | Refresh Calendar

Time	Monday 10 Apr	Tuesday 11 Apr	Wednesday 12 Apr	Thursday 13 Apr	Friday 14 Apr	Saturday 15 Apr	Sunday 16 Apr
8:00AM	GEOG 313 - M02 Lecture 8:00AM - 10:30AM	GEOG 312 - M01 Lecture 8:00AM - 10:30AM		GEOG 308 - M02 Lecture 8:00AM - 10:30AM			
9:00AM	DMM-GEOG 61 1-16	DMM-GEOG 61 1-15					
10:00AM							
11:00AM	GEOG 384 - M01 Lecture 11:30AM - 2:00PM						
12:00PM	DMM-GEOG 61 1-18						
1:00PM							
2:00PM							
3:00PM			SOCS 353 - M17 Lecture 3:30PM - 6:00PM Location: TBA				
4:00PM							
5:00PM							
6:00PM							

Display Options

Show AM/PM | Monday | Thursday | Sunday

Show Class Title | Tuesday | Friday

Show Instructors | Wednesday | Saturday

Refresh Calendar

Cancel

Advisee's general information can be viewed by following the steps below

Supervisor Center

- My Advisees
- Advisee Student Center
- Advisee General Info** 1
- Advisee Transfer Credit
- Advisee Academics
- My supervising Notes

Supervision info

Advising Notes Student Summary

Faculty Center | Supervision Center | Search

My Advisees | Student Center | **General Info** | Transfer Credit | Academics

Advisee General Info

*Change Advisee: [Dropdown] [Change]

Service Indicators
Student Groups
National ID
Addresses
Email Addresses

Initiated Checklists
Personal Data
Names
Phones

[Collapse All]

[Expand All]

Service Indicators

No service indicators found. [Go to top]

Initiated Checklists

No initiated checklists found. [Go to top]

Student Groups

No student groups found. [Go to top]

Personal Data

Campus ID

Date of Birth

Gender Female

Marital Status Unknown

National ID [Go to top]

National ID

Country	National ID Type	National ID	Primary NID
SAU	Civil Registry Number		<input checked="" type="checkbox"/>

[Go to top]

Select a name from the list to view advisee's general information

Names name

Name Type	Display Name	Status
Other		Active as of 2020-08-26
Primary		Active as of 2020-07-13

[Go to top]

Addresses

No addresses found. [Go to top]

Phones Phone number

Phone Type	Phone Number	Extension	Preferred
Mobile			<input checked="" type="checkbox"/>

[Go to top]

Email Addresses E-mail

Email Type	Email Address	Preferred
Campus		<input type="checkbox"/>
		<input checked="" type="checkbox"/>

[Go to top]

[Go to top]

[Return to Search] [Notify]

Advisee's general information can be viewed by following the steps below

Supervisor Center

- My Advisees
- Advisee Student Center
- Advisee General Info
- Advisee Transfer Credit
- Advisee Academics** 1
- My supervising Notes

Supervision info

Advising Notes Student Summary

Faculty Center | **Supervision Center** | Search

My Advisees | Student Center | General Info | Transfer Credit | Academics

Advisee Academics

*Change Advisee [Dropdown] **Change**

Institution / Career / Program

- UODMM - Imam Abdulrahman Bin Faisal Un
- UGRD - Undergraduate
- GEO8D - Geography

You have no access to this information.

Term Summary

- UODMM - Imam Abdulrahman Bin Faisal Un
- UGRD - Undergraduate
- 2223 - Acad Year 2022-2023 Term 3
- 2222 - Acad Year 2022-2023 Term 2
- 2221 - Acad Year 2022-2023 Term 1
- 2215 - Acad year 2021-2022 Summer
- 2212 - Acad Year 2021-2022 Term 2
- 2211 - Acad Year 2021-2022 Term 1
- 2205 - Acad year 2020-2021 Summer
- 2202 - Acad Year 2020-2021 Term 2
- 2201 - Acad Year 2020-2021 Term 1

Term Setup

You have no access to this information.

2022-2021 الفصل الدراسي الأول

مؤهل للتسجيل نوم

البرنامج الأساسي STA6D

حالة الوضع الأكاديمي: البيئات غير متاحة

مستوى إجمالي ساعات

Change the Term

TERM

Program

Level

- MJ LVL 7 - مستوى أكاديمي - متوقع
- MJ LVL 7 - المستوى الأكاديمي-بداية الفصل
- MJ LVL 7 - المستوى الأكاديمي-نهاية الفصل
- إجمالي ساعات دراسية معتد دوام كامل
- مستوى لدراسات

Return to Search | Notify

Advisee's general information can be viewed by following the steps below

Supervisor Center ^

- My Advisees
- Advisee Student Center
- Advisee General Info
- Advisee Transfer Credit
- Advisee Academics** 1
- My supervising Notes
- Supervision info v
- Advising Notes Student Summary

✓ مسجل
⊗ مُسقط
⚠ مدرج بالقائمة

الحالة	التقدير	التقدير	وحدات	الوصف	الفصل
✓	+A	مقرر داخل في المعدل	2.00	الأخلاق و القيم الإسلامية (محاضرة)	ISLM 282-09 (13731)
✓	D	مقرر داخل في المعدل	4.00	فناصل وتكامل III (محاضرة)	MATH 301-01 (10805)
✓	D	مقرر داخل في المعدل	4.00	معادلات تفاضلية عادية (محاضرة)	MATH 302-01 (10811)
✓	+B	مقرر داخل في المعدل	4.00	جبر خطي (محاضرة)	MATH 303-01 (10812)
✓		مكون بدون درجات		احصاء تطبيقي (معمل)	STAT 211-L01 (10853)
✓	+C	مقرر داخل في المعدل	3.00	احصاء تطبيقي (محاضرة)	STAT 211-01 (10850)

A table showing the courses registered in the current term and the grade of each course

من التسجيل	
وحدات تناسب GPA:	
مختارة	17.000
مجازة	17.000
فيد التقدم	
وحدات لا تناسب GPA:	
مختارة	
مجازة	
فيد التقدم	7.000
حساب GPA	
إجمالي نقاط التقدير	282.500
وحدات مختارة تناسب GPA	54.500
GPA =	80.000 / 17.000
GPA =	

A table showing the term and cumulative GPA

Create notes, review requests and forward them

Notes for non-advisees can be created, when necessary, by following the steps below:

Supervisor Center

- My Advisees
- Advisee Student Center
- Advisee General Info
- Advisee Transfer Credit
- Advisee Academics
- My supervising Notes** 1
- Supervision info
- Advising Notes Student Summary

Faculty Center | **Supervision Center** | Search

My Advisees | Student Center | General Info | Transfer Credit | Academics

Supervising Notes

This page displays advising notes assigned to you. Use the filters, as needed, to narrow your search results. Also use the column headings in the grid to sort in ascending or descending order. Click the ID to access the detail about a particular note or to add an additional comment to a note.

Filter Notes

Institution

Category

Subcategory

Note Status

Created

Last Updated

Action Items

Clear All Apply Filter

i No notes were found using these filters.

View data for other students 2

[Go to top](#)

Faculty & Supervisor

Supervisor Center

My Advisees

Advisee Student Center

Advisee General Info

Advisee Transfer Credit

Advisee Academics

My supervising Notes

Supervision info

Advising Notes Student Summary

Advising Notes Student Summary

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

Find an Existing Value

Search Criteria

ID begins with

Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

3 Enter student's university ID

4

Faculty Center Supervision Center Search

My Advisees Student Center General Info Transfer Credit Academics

Supervising Notes

*Change Advisee Change

Use this page to view notes about the selected student. You can see and edit all of the notes for the student, regardless of who created the note or who (if anyone) the primary assignee (contact person) is.

5 Create a Note

There are no notes. Click the Create Note button if you would like to add a note for an individual.

Go to top

Faculty Center | **Supervision Center** | Search

My Advisees | Student Center | General Info | Transfer Credit | Academics

Supervising Notes

Enter an advising note and click Submit when done.

Create Advising Note

Institution: Imam Abdulrahman Bin Faisal Un

*Category:

*Subcategory:

*Send To:

*Subject:

*Assigned To:

*Status: Open

*Advisee Access: No

Format | Font | Size | **B** | *I* | U | **S**

Write the text of the note

Attachments | Audit

Attached File	Description

Submit | Return

Select the **category** and **sub-category** as per the drop-down list

- Low Grades in Grade book
- OTHER
- Student With Low GPA
- Student with absentees

The request can be closed from this icon

Select the **assignee** as per the drop-down list

- Academic Supervision Unit Head
- Academic Supervisor
- Counsellor
- Dean/VD of Academic Affairs
- Head of Department
- Instructor
- Student
- Teaching Resource

Select the member to whom the note is assigned

Advisees' access to notes can be controlled from this icon

Write the text of the note

Add Action Item

To add another action item

Add Attachment

Add any attachment, when necessary

[Go to top](#)

All requests (newly created or transferred) can be viewed by following the steps below:

Supervisor Center

- My Advisees
- Advisee Student Center
- Advisee General Info
- Advisee Transfer Credit
- Advisee Academics
- My supervising Notes** 1
- Supervision info
- Advising Notes Student Summary

Faculty Center | **Supervision Center** | Search

My Advisees | Student Center | General Info | Transfer Credit | Academics

Supervising Notes

This page displays advising notes assigned to you. Use the filters, as needed, to narrow your search results. Also use the column headings to in the grid to sort in ascending or descending order. Click the ID to access the detail about a particular note or to add an additional comment to a note.

Filter Notes

Institution: [Dropdown]
Category: [Dropdown]
Subcategory: [Dropdown]
Note Status: Open [Dropdown]

Created: 90 Days [Dropdown]
Last Updated: [Dropdown]
Action Items: [Dropdown]

2 Clear All 3 Apply Filter

Student Details

Supervising Note	Name	Institution	Subject	Category	Resource Subcategory	Assigned To	Created By	Note Status	Action Items	Last Updated
[Icon]		Imam Abdulrahman Bin Faisal Un	Grade Book-GEOG-309-1672-1 جغرافية السكان	Low Grades in Grade book	Low Grades			Open	None	19/01/2023
[Icon]		Imam Abdulrahman Bin Faisal Un	Grade Book-GEOG-311-1678-1 نظم المعلومات الجغرافية (Low Grades in Grade book	Low Grades			Open	None	04/02/2023
[Icon]		Imam Abdulrahman Bin Faisal Un	Grade Book-GEOG-307-1697-1 جغرافية التربة	Low Grades in Grade book	Low Grades			Open	None	14/01/2023
[Icon]		Imam Abdulrahman Bin Faisal Un	Grade Book-GEOG-382-1669-1 جغرافية البيئة	Low Grades in Grade book	Low Grades			Open	None	12/01/2023
[Icon]		Imam Abdulrahman Bin Faisal Un	Grade Book-GEOG-307-1695-1 جغرافية التربة	Low Grades in Grade book	Low Grades			Open	None	13/01/2023
[Icon]		Imam Abdulrahman Bin Faisal Un	Grade Book-GEOG-253-1437-1 جغرافية المملكة العربية الس	Low Grades in Grade book	Low Grades			Open	None	26/01/2023

4

Any request can be accessed by selecting the icon as shown

Supervisor Center ^

My Advisees

Advisee Student Center

Advisee General Info

Advisee Transfer Credit

Advisee Academics

My supervising Notes

Supervision info v

Advising Notes Student Summary



Faculty Center | **Supervision Center** | Search

My Advisees | Student Center | General Info | Transfer Credit | Academics

Supervising Notes

Advising Note

Institution	Imam Abdulrahman Bin Faisal Un	Created On	19/01/2023	ID	
Category	Low Grades in Grade book	Created By		GPA	
Subcategory	Low Grades	Note Status	Open	Cur GPA	
Assigned To		Advisee Access	Yes	Program	Geography
Subject	Grade Book-GEOG-309-167				

Update Note **Notify Advisee**

Update Note icon is selected in case the request needs to be processed and re-forwarded

Note Items

Personalize | Find | View All | First 1 of 1 Last

Note Item	Entered On	Entered By	Comment
1	19/01/2023		Stu: 167... es in Grade Book-GEOG-309-

Attachments | Audit |

Attached File	Description

Return

- Supervisor Center ^
- My Advisees
- Advisee Student Center
- Advisee General Info
- Advisee Transfer Credit
- Advisee Academics
- My supervising Notes
- Supervision info v
- Advising Notes Student Summary

Supervising Notes

Advising Note

Institution	Imam Abdurahman Bin Faisal Un	Created On	11/01/2023	ID	
Category	Low Grades in Grade book	Created By		GPA	
Subcategory	Low Grades	Note Status	Open	Cur GPA	
Assigned To		Advisee Access	Yes	Program	Geography
Subject					

Update Note Information

Select the values you need to change. You may also add a new comment. When you are done, click the Submit button.

*Note Category: (6)

*Note Subcategory:

*Note Status:

*Advisee Note Access:

*Send to: (7) *Assigned To: (8)

*Subject:

Add A New Note Item

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, font color, background color, and text color. (9)

Note Items

Note Item	Entered On	Entered By	Comment
1	11/01/2023		Student has low grades in Grade Book-GEOG-203-1265-حصدي الجغرافيا الاقتصادية-1

Add Action Item

Attachments | Audit |

Attached File	Description

Add Attachment

(10)

Before selecting 'submit', the academic supervisor can write down the action taken and then close the request

Individual notes for advisees can be created, when necessary, by following the steps below:

Supervisor Center

Faculty Center | **Supervision Center** | Search

My Advisees | Student Center | General Info | Transfer Credit | Academics

Supervising Notes

*Change Advisee Change

Select advisee from the list

Use this page to view notes about the selected student. You can see and edit all of the notes for the student, regardless of who created the note or who (if anyone) the primary assignee (contact person) is.

Create a Note

Supervising Note	Created By	Assigned To	Institution	Subject	Category	Resource Subcategory	Note Status	Action Items	Last Updated
			Imam Abdulrahman Bin Faisal Un	Grade Book-GEOG-208-1906 نظم المعلومات الجغرافية	Low Grades in Grade book	Low Grades	Open	None	04/06/2022
			Imam Abdulrahman Bin Faisal Un	Grade Book-GEOG-311-1678 نظم المعلومات الجغرافية	Low Grades in Grade book	Low Grades	Open	None	04/02/2023

Personalize | Find | View All | First | 1-2 of 2 | Last

[Go to top](#)

Supervising Notes

Enter an advising note and click Submit when done.

Create Advising Note

Institution Imam Abdulrahman Bin Faisal Un

*Category

*Subcategory

*Send To

*Subject

*Status

*Advisee Access

Before selecting 'submit', the academic supervisor can write down the action taken and then close the request

Advisees' academic supervision requests can be viewed and forwarded by following the steps below:

Faculty & Supervisor

Supervisor Center

My Advisees

Advisee Student Center

Advisee General Info

Advisee Transfer Credit

Advisee Academics

My supervising Notes

Supervision info

Advising Notes Student Summary

Faculty Center | Supervision Center | Search

My Advisees | Student Center | General Info | Transfer Credit | Academics

Supervising Notes

*Change Advisee [dropdown] Change

select advisee to view the requests

Use this page to view notes about the selected student. You can see and edit all of the notes for the student, regardless of who created the note or who (if anyone) the primary assignee (contact person) is.

Create a Note

Personalize | Find | View All | First | 1-2 of 2 | Last

Supervising Note	Created By	Assigned To	Institution	Subject	Category	Resource Subcategory	Note Status	Action Items	Last Updated
[icon]			Imam Abdulrahman Bin Faisal Un	Grade Book-GEOG-208-1906 نظم المعلومات الجغرافية (Low Grades in Grade book	Low Grades	Open	None	04/06/2022
[icon]			Imam Abdulrahman Bin Faisal Un	Grade Book-GEOG-311-1678 نظم المعلومات الجغرافية (Low Grades in Grade book	Low Grades	Open	None	04/02/2023

List of academic supervision requests for the advisee selected from the list to view and forward them

Any note can be accessed by selecting the icon as shown

To respond to and forward the request, please follow these steps:

Faculty Center | **Supervision Center** | Search

My Advisees | Student Center | General Info | Transfer Credit | Academics

Supervising Notes

Advising Note

Institution Imam Abdulrahman Bin Faisal Un
 Category Low Grades in Grade book
 Subcategory Low Grades
 Assigned To [User]
 Subject Grade Book-GEOG-208-1906-1(2) نظم المعلومات الجغرافية

Created On 04/06/2022
 Created By [User]
 Note Status Open
 Advisee Access Yes
 ID [User]
 GPA [User]
 Cur GPA [User]
 Program Geography

Update Note | Notify Advisee

Note Item	Entered On	Entered By	Comment
1	04/06/2022	[User]	Student has low grades in Grade Book-GEOG-208-1906-1(2) نظم المعلومات الجغرافية

Attachments | Audit

Attached File | Description

Go back to request | Return

Go to top

4 'Update Note' icon is selected in case the request needs to be processed and forwarded

After selecting 'the note update' icon, comments can be added, files can be uploaded, and request can be forwarded to another user

Supervising Notes

Update Note Information

Select the values you need to change. You may also add a new comment. When you are done, click the Submit button.

*Note Category Low Grades in Grade book
 *Note Subcategory Low Grades
 *Note Status Open
 *Advisee Note Access Yes

Send to [User]
 Assigned To [User]

Subject Grade Book-GEOG-208-1906-1(2) نظم المعلومات الجغرافية

Format | Font | Size | B | I | U | S | A | A

Note Items

Note Item	Entered On	Entered By	Comment
1	04/06/2022	[User]	Student has low grades in Grade Book-GEOG-208-1906-1(2) نظم المعلومات الجغرافية

Add Action Item

Attachments | Audit

Attached File | Description

Add Attachment

Submit | Return

5 Select 'Send to' from the drop-down menu

6 From magnifier, select the member to whom the note is assigned

7 Write down a Note

Request can be closed from this icon

Advisees' access to notes can be controlled from this icon

To add another action line

When you need to download any attachment

Reports ❖

Student's transcript can be accessed via logging in to the Student Information System (SIS) by following the steps below:



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDURAHMAN BIN FAISAL UNIVERSITY

USER LOGIN

User ID
[Masked]

Password
[Masked]

Select a Language
English

Forgot Password?
Ask for Help

Sign In

1



Faculty & Supervisor

Profile

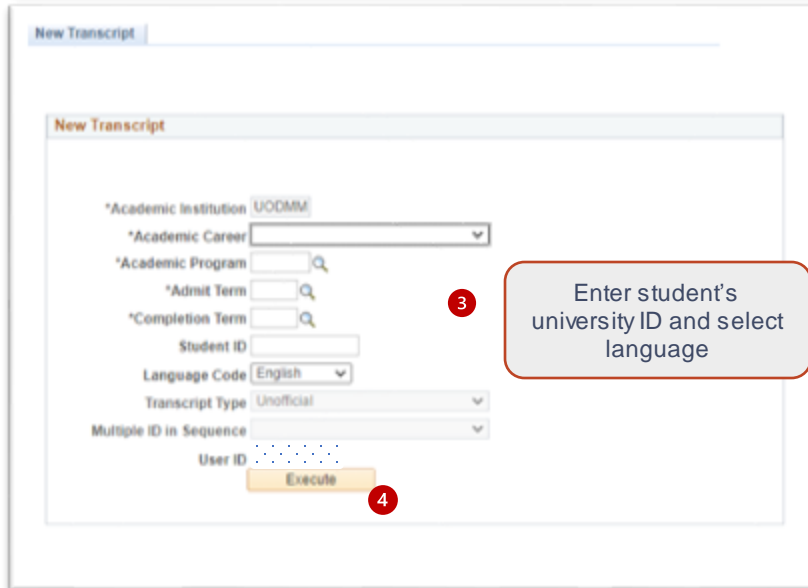
Advisor Center

E-Service

Reporting Tools

Transcript

2



New Transcript

New Transcript

*Academic Institution UODMM

*Academic Career [Dropdown]

*Academic Program [Search]

*Admit Term [Search]

*Completion Term [Search]

Student ID [Text]

Language Code English [Dropdown]

Transcript Type Unofficial [Dropdown]

Multiple ID in Sequence [Dropdown]

User ID [Masked]

Execute

3

4

Enter student's university ID and select language



UNOFFICIAL TRANSCRIPT

Name [Masked]

Matriculation No. [Masked]

Student ID [Masked]

Academic Institution [Masked]

Academic Career [Masked]

Academic Program [Masked]

Admit Term [Masked]

Completion Term [Masked]

Student ID [Masked]

Language Code [Masked]

Transcript Type [Masked]

Multiple ID in Sequence [Masked]

User ID [Masked]

Page 1 of 1

Student's academic follow-up report can be accessed via logging in to Student Information System (SIS) by following the steps below:

1

2

3

4

Enter student's university ID and select language

1

Enter and update supervision hours

The (academic supervision) hours and office address can be entered in the Academic Supervision System so that students can contact the supervisor by following these steps:

First: Log in to Student Information System

جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

USER LOGIN

User ID
.....



Password
.....

Select a Language
English







Forgot Password?
Ask for Help

Sign In

FOLLOW US

Second : Select Advisor Center

E-Service 	Faculty Center 
Profile 	Advisor Center 
Reporting Tools 	Transcript 

< Faculty & Supervisor

Supervisor Center

Supervision info ¹

Supervisor details ²

Advising Notes Student Summary

Contact Phone/Email/Address

Academic Supervisor

EmailAddress Telephone

Enter Meeting Time Find First 1-2 of 2 Last

Select the term ³

Term Acad Year 2022-2023 Term 3 ⁴

Meeting Start Time 10:30AM Meeting End Time 11:30AM

Sunday Monday Tuesday

Wednesday Thursday Friday

Address ⁵

Enter office address

Term Acad Year 2022-2023 Term 3

Meeting Start Time 10:30AM Meeting End Time 11:30AM

Sunday Monday Tuesday

Wednesday Thursday Friday

Address

⁶

Enter the meeting times of the academic supervision

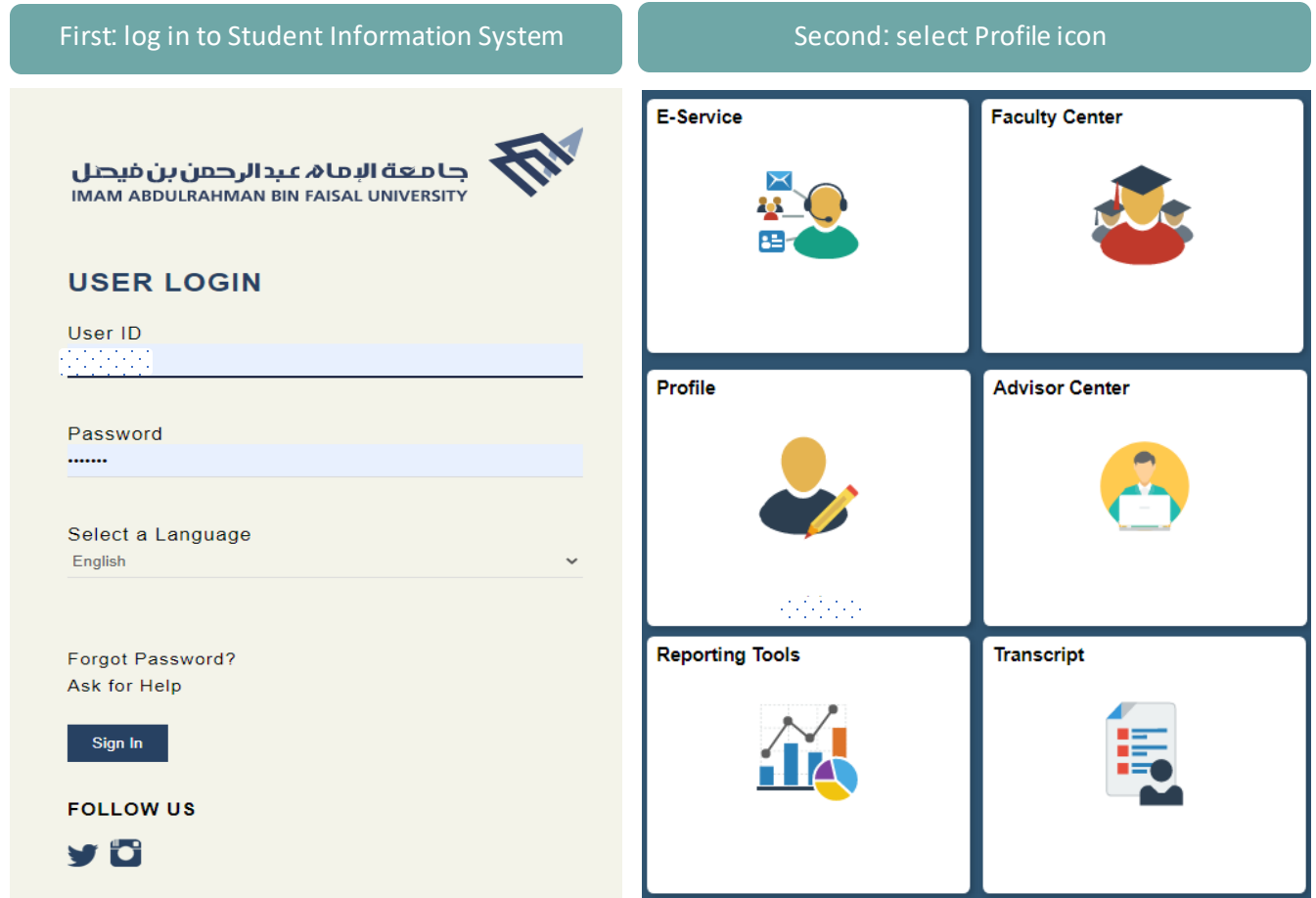
Enter office address

To add or delete a time

Supervisors' information (e-mail - contact numbers) can be updated by following the steps below:

First: log in to Student Information System

Second: select Profile icon



The image shows a two-step process for updating supervisor information. Step 1 is logging into the Student Information System. The login page features the logo of Imam Abdulrahman Bin Faisal University, a 'USER LOGIN' section with fields for 'User ID' and 'Password', a language selection dropdown set to 'English', and a 'Sign In' button. Step 2 is selecting the 'Profile' icon from a dashboard grid. The grid contains six icons: 'E-Service' (customer support), 'Faculty Center' (graduation), 'Profile' (person with pencil), 'Advisor Center' (advisor with student), 'Reporting Tools' (charts), and 'Transcript' (document).

USER LOGIN

User ID

Password

Select a Language

English

Forgot Password?
Ask for Help

Sign In

FOLLOW US

E-Service

Faculty Center

Profile

Advisor Center

Reporting Tools

Transcript

Faculty & Supervisor Profile

ID

Personal Details

Contact Details 1

Addresses

Emergency Contacts 2

Work Experience

Contact Details

Email to add an email

Email	Type	Preferred	
@iau.edu.sa	Personal	✓	>

Phone To add a contact number

Phone	Type	Preferred	
00000000000	Campus	✓	>

To modify and update the e-mail

To modify and update the contact number 7

Cancel Add Phone Save 6

Type 4

Country Code

Phone Number 5

Extension

Preferred

Enable Texts

Select a Type/campus

Enter the office phone number in full (013333.....)

Recommendations for requests (postponement - apology – withdrawal)

Students' electronic requests (postponement - apology – withdrawal from class) can be accessed to view them and add a recommendation to the supervisor by following the steps below:

First: log in to Student Information System

The screenshot shows the login interface for Imam Abdulrahman Bin Faisal University. At the top, the university's name is written in Arabic and English, accompanied by its logo. Below this is the 'USER LOGIN' section, which includes a 'User ID' field with a dotted mask, a 'Password' field with a dotted mask, and a 'Select a Language' dropdown menu currently set to 'English'. There are links for 'Forgot Password?' and 'Ask for Help', a 'Sign In' button, and a 'FOLLOW US' section with social media icons for Twitter and Instagram.

Second: select 'E-Service' icon

The screenshot displays a grid of six service icons. The 'E-Service' icon, which depicts a person wearing a headset, is highlighted with a dark blue border. The other icons include 'Faculty Center' (graduation cap), 'Profile' (person with pencil), 'Advisor Center' (person with laptop), 'Reporting Tools' (bar and pie charts), and 'Transcript' (document with person icon).

To access class drop requests:

The screenshot shows the 'Faculty & Supervisor' search interface. On the left sidebar, 'Enrollment Request' is highlighted with a red box and a red circle '1', and 'Drop Class Request Workflow' is highlighted with a red box and a red circle '2'. The main content area has a header 'نموذج الإِسْحَاب من مقرر' and a search instruction. Below this is a 'Find an Existing Value' button and a 'Search Criteria' section with fields for Form ID, Empl ID (begins with), Term (begins with, value: 2223), and User ID (begins with). There is also a 'Workflow Status' dropdown and a 'Case Sensitive' checkbox. At the bottom, there are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons, with a red circle '3' next to the 'Search' button.

To access study postponement and apology applications:

The screenshot shows the 'Faculty & Supervisor' search interface for 'Apology Application'. On the left sidebar, 'Status Change Applications' is highlighted with a red box and a red circle '1', and 'Apology Application' is highlighted with a red box and a red circle '2'. The main content area has a header 'Apology Application' and a search instruction. Below this is a 'Find an Existing Value' button and a 'Search Criteria' section with fields for Application Number, Empl ID (begins with), Academic Career (value: Undergraduate), Student Last Activated Term (begins with), National ID (begins with), University Term (begins with), Workflow Status (value: In Approval Process), User ID (begins with), Academic Group (begins with), Academic Program (begins with), and Application Date. There is also a 'Case Sensitive' checkbox. At the bottom, there are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons, with a red circle '3' next to the 'Search' button.



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
عمادة القبول والتسجيل
Deanship of Admissions and Registration