



New Student Information System User Manual

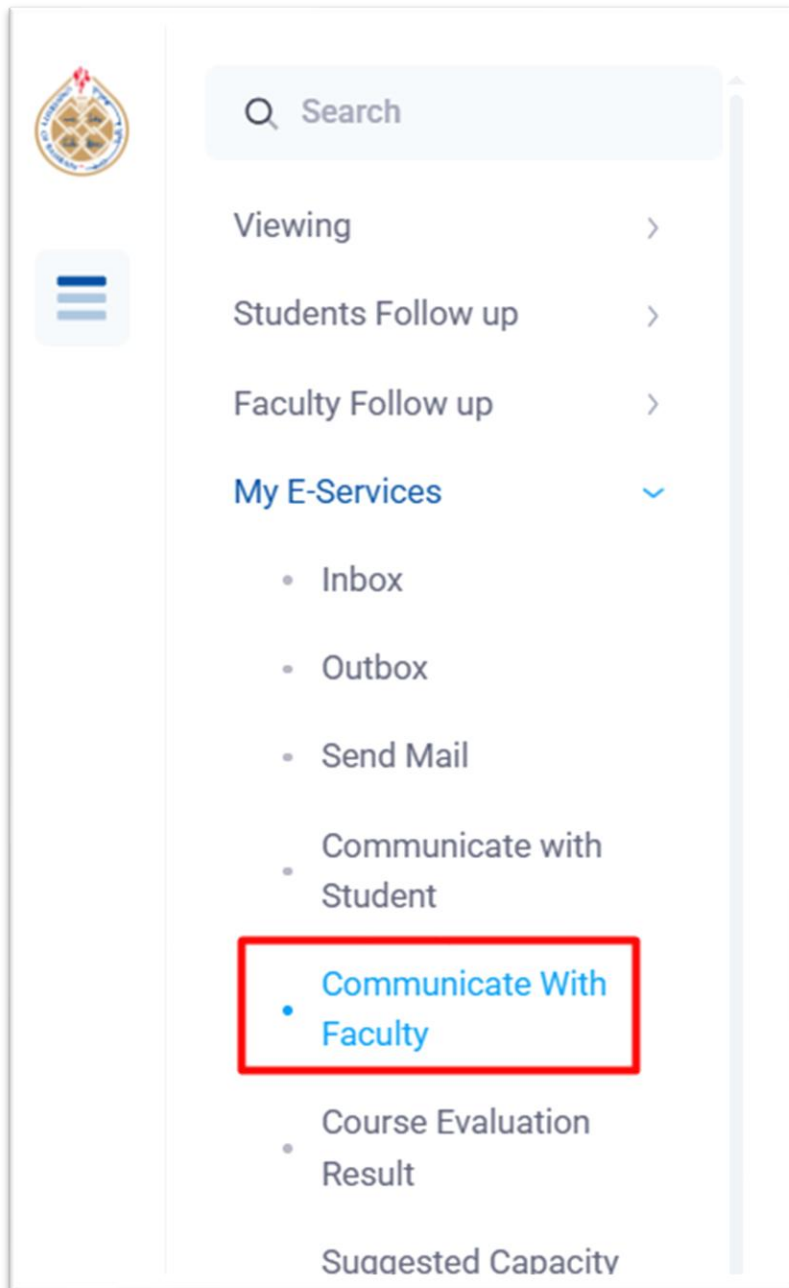
User Account: College Dean
Function: Communicate with Faculty

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A. System Overview

- From the My-Eservices menu, the College Dean can select the screen “**Communicate with Faculty**” to send messages to Faculty Members.



- Figure 1 – Communicate with Faculty

B. Instructions

This screen allows the College Dean to Send messages to Faculty Members.

1. Select Faculty Member:

- Search for Members with search criteria.
- Select Members

Home / My E-Services / Communicate with Faculty

College: College of Business Administration | Department: Economic and Finance | Job Degree: select | Job Status: Active

Faculty Name: | Faculty code: | CPR: |

1- click on Search →

Search Result: 1 Record

2- select Staff member

<input type="checkbox"/>	Faculty Name	Associated Department	Job Degree
<input type="checkbox"/>	A. [REDACTED]	Economic and Finance	Instructor
<input type="checkbox"/>	A. [REDACTED]	Economic and Finance	Instructor
<input type="checkbox"/>	[REDACTED]	Economic and Finance	Instructor
<input type="checkbox"/>	A. [REDACTED]	Economic and Finance	Instructor
<input type="checkbox"/>	Dr. [REDACTED]	Economic and Finance	Assistant Professor

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Figure 2 – Search for Faculty Members

2. Enter Subject and Message body

The College Dean should enter Subject and Message body.

The screenshot shows an email composition window. At the top, there are three radio buttons: "Send to all Faculty member" (unchecked), "University E-mail" (checked), and "Private E-mail" (unchecked). Below these is a subject line containing the text "test". A red arrow labeled "1- enter Subject" points to this field. Below the subject line is a rich text editor with a toolbar containing various formatting options (bold, italic, underline, link, unlink, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, source code, undo, redo). The message body area contains the text "test". A red arrow labeled "2- enter Message body" points to this area. At the bottom right of the composition area is a blue "Send" button. A red arrow labeled "3- click on Send button" points to this button.

Figure 3 – Send Messages