



New Student Information System

User Manual

User Account: College Dean

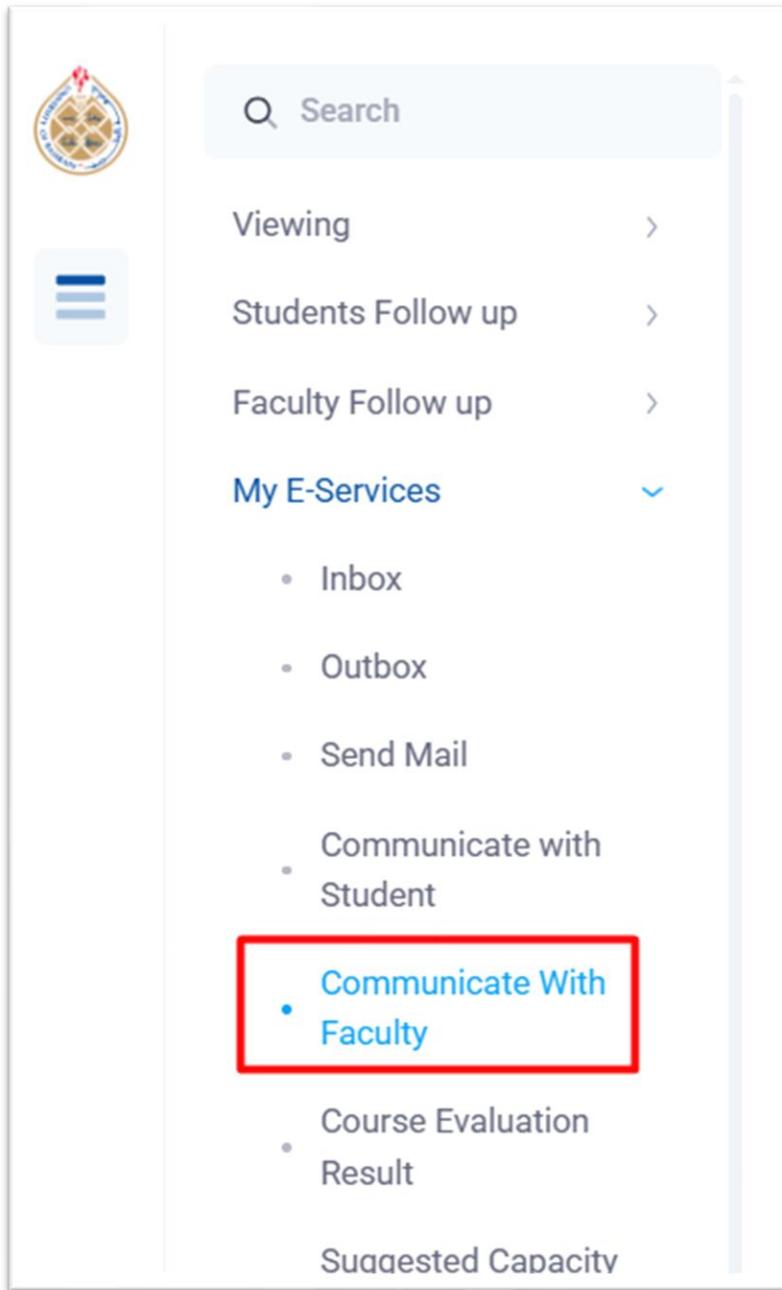
Function: Communicate with Faculty

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

Faculty Name Faculty code CPR

user can select all members

1- click on Search → **Search**

Search Result 1 Record

2- select Staff member

Faculty Name	Associated Department	Job Degree
Al [redacted]	Economic and Finance	Instructor
[redacted]	Economic and Finance	Instructor
[redacted]	Economic and Finance	Instructor
A [redacted]	Economic and Finance	Instructor
Dr [redacted]	Economic and Finance	Assistant Professor

1 2 3 4 5 ... 13 > 5

Figure 2 – Search for Faculty Members

2. Enter Subject and Message body

The College Dean should enter Subject and Message body.

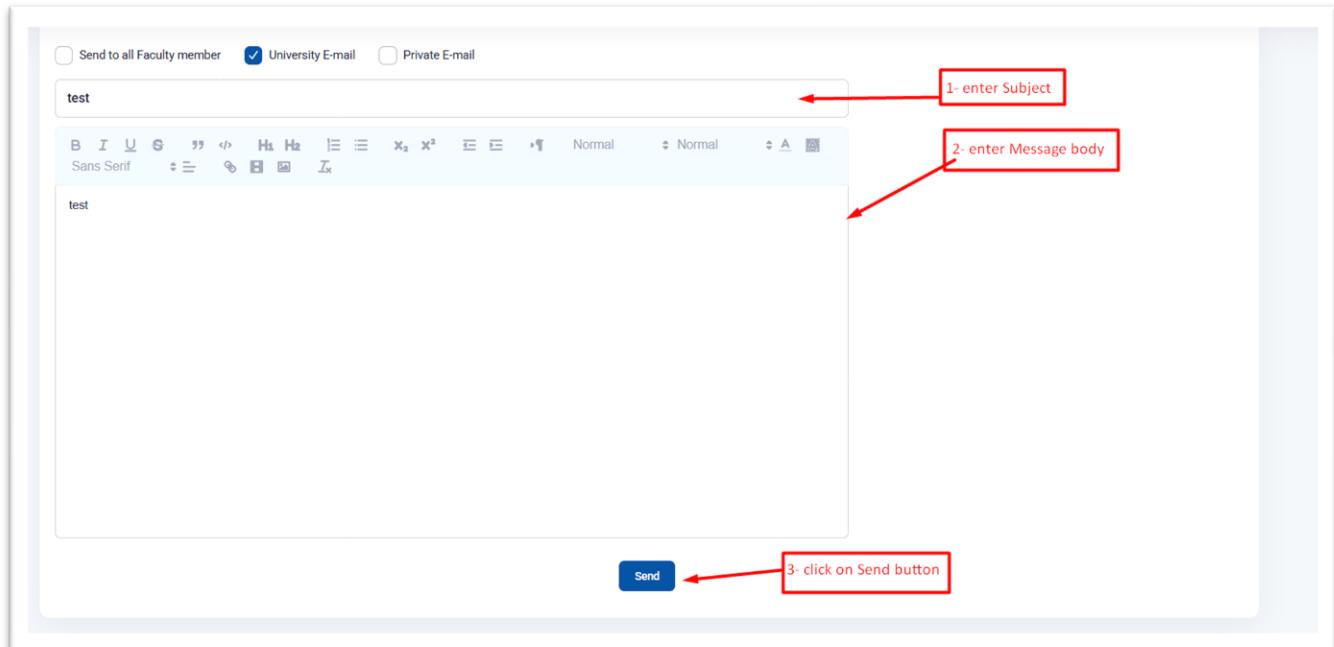


Figure 3 – Send Messages