



New Student Information System User Manual

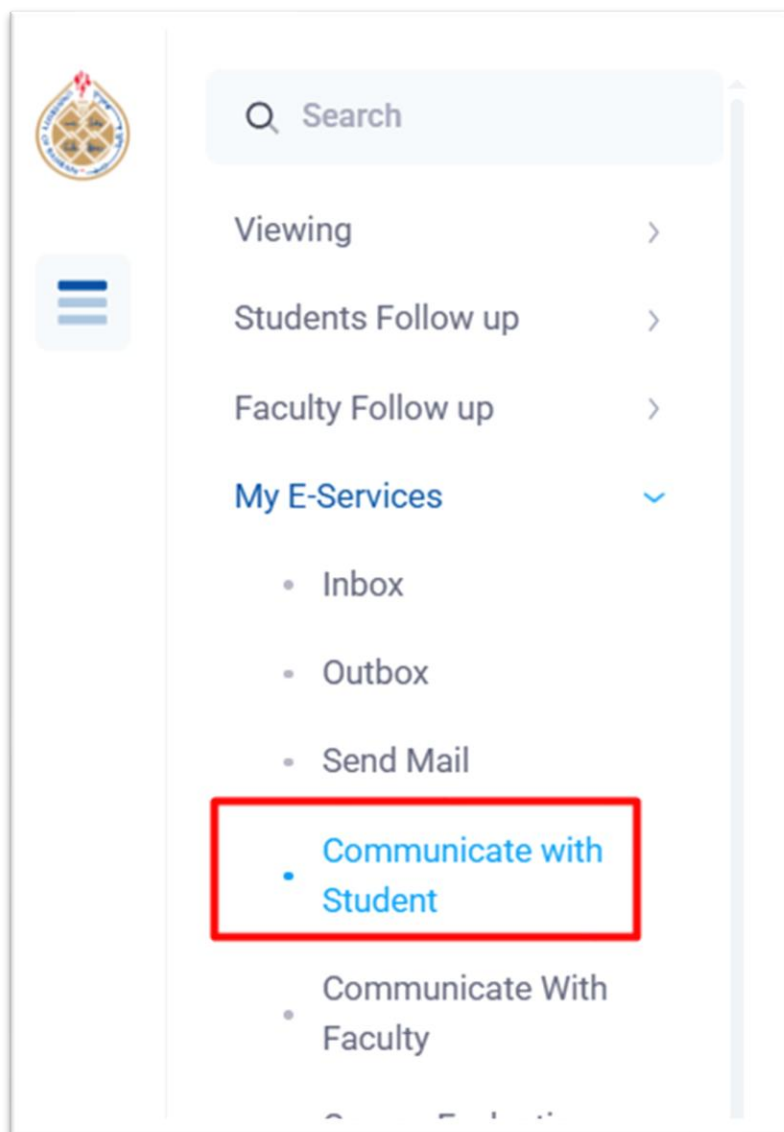
User Account: College Dean
Function: Communicate with Student

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A. System Overview

- From the My-Eservices menu, the head of department can select the screen “**Communicate with Student**” to send messages to Students.



- Figure 1 – Communicate with Student

B. Instructions

This screen allows the College Dean to Send messages to students.

1. Select Students:

- College Dean can enter Student ID or use advanced search
- Select one student or more than one.

The screenshot displays the 'Communicate with Student' interface. At the top, there is a breadcrumb trail: 'Home / My E-Services / Communicate with Student'. Below this, the 'Student ID' field is highlighted with a red box and labeled 'enter Student ID'. To its left, the 'Advanced Search' link is highlighted with a red box and labeled 'or use Advanced Search'. Under the 'Advanced Search' section, there are several filter categories: 'Admission Data' (expanded), 'Academic Data', 'Basic Data', 'Reg. Course', 'Student Under Advising', and 'Sponsor'. The 'Admission Data' section includes dropdown menus for 'University/College' (set to 'College of Business Administration'), 'Department' (set to 'Economic and Finance'), 'Scientific Degree' (set to 'All'), 'ADM Year' (set to 'All'), 'Major' (set to 'All'), and 'Minor' (set to 'All'). There are also checkboxes for 'Orientation Students' and 'Expected to Graduated (Approved by Head of Dep.)'. At the bottom right, there is a 'Search' button highlighted with a red box and labeled 'click on search button', and a 'Reset' button next to it.

Figure 2 – Search for students

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Reg. Course
Student Under Advising
Sponsor

Search Reset

select all students

select one student or more

Search Result
1701 Record

	Student ID	Enrollment Status	Nationality	Major	Minor/Specialization	CGPA	Accum CH	Disabilities and Diseases
<input type="checkbox"/>	YA*****MA	Enrolled	BAHRAIN	Doctor of Philosophy in Business Analytics (Finance) (2021)		3.6	30	
<input type="checkbox"/>	NA*****R	Enrolled	BAHRAIN	Doctor of Philosophy in Business Analytics (Finance) (2021)		3.87	39	
<input type="checkbox"/>	MA*****QI	GRADUATED	BAHRAIN	Doctor of Philosophy in Business Analytics (Finance) (2021)		3.8	75	
<input type="checkbox"/>	YA*****LA	Enrolled	BAHRAIN	Doctor of Philosophy in Business Analytics (Finance) (2021)		3.83	39	
<input type="checkbox"/>	HA*****ED	Enrolled	BAHRAIN	Master of Science in Real Estate Development and Property Management (2020)		3.92	12	

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Figure 3 – select students

2. Enter Subject and Message body

The College Dean should enter Subject and Message body.

The screenshot displays a web-based form for sending messages. At the top, there are three radio buttons: 'Send To All Students' (unchecked), 'University E-Mail' (checked), and 'Private E-Mail' (unchecked). Below these is a text input field containing the word 'test'. A red arrow points from a box labeled 'enter Subject' to this field. Underneath the subject field is a rich text editor with a toolbar containing various formatting icons (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, indent, outdent, decrease indent, increase indent, undo, redo) and two dropdown menus set to 'Normal'. The text area of the editor also contains the word 'test'. A red arrow points from a box labeled 'enter Message body' to this text area. At the bottom right of the form is a blue 'Send' button. A red arrow points from a box labeled 'click on send button' to this button.

Figure 4 – Send Messages