



# New Student Information System

## User Manual

User Account: College Dean  
Function: Faculty Academic Load

## Contents

<b>A. System Overview</b> .....	3
<b>B. Instructions</b> .....	4
1. View the faculty academic load .....	4
2. Search for specific staff .....	5

## A. System Overview

- From the Faculty Follow-up menu, the College Dean can select the screen “**Faculty Academic Load**” to view the faculty academic load of staff members.

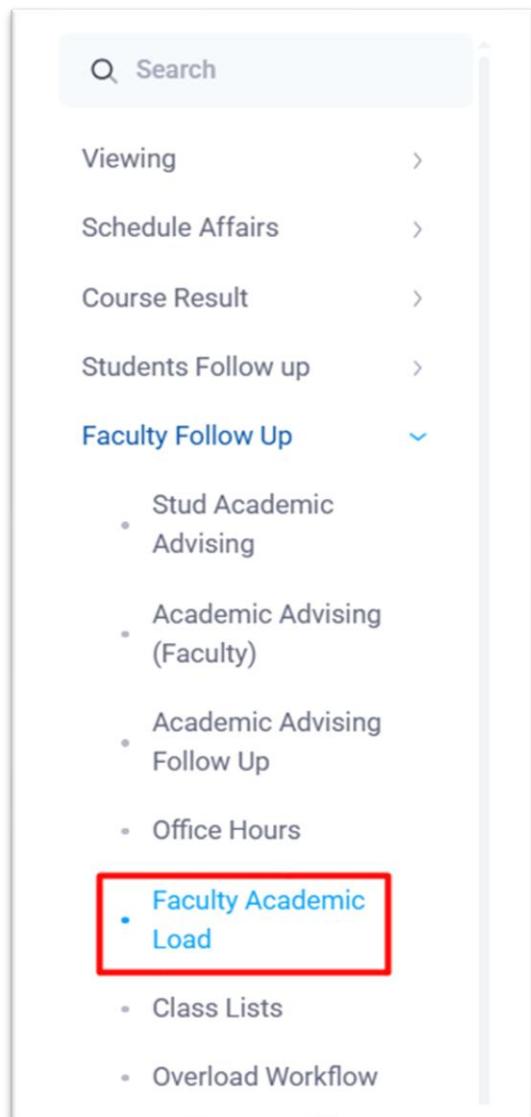
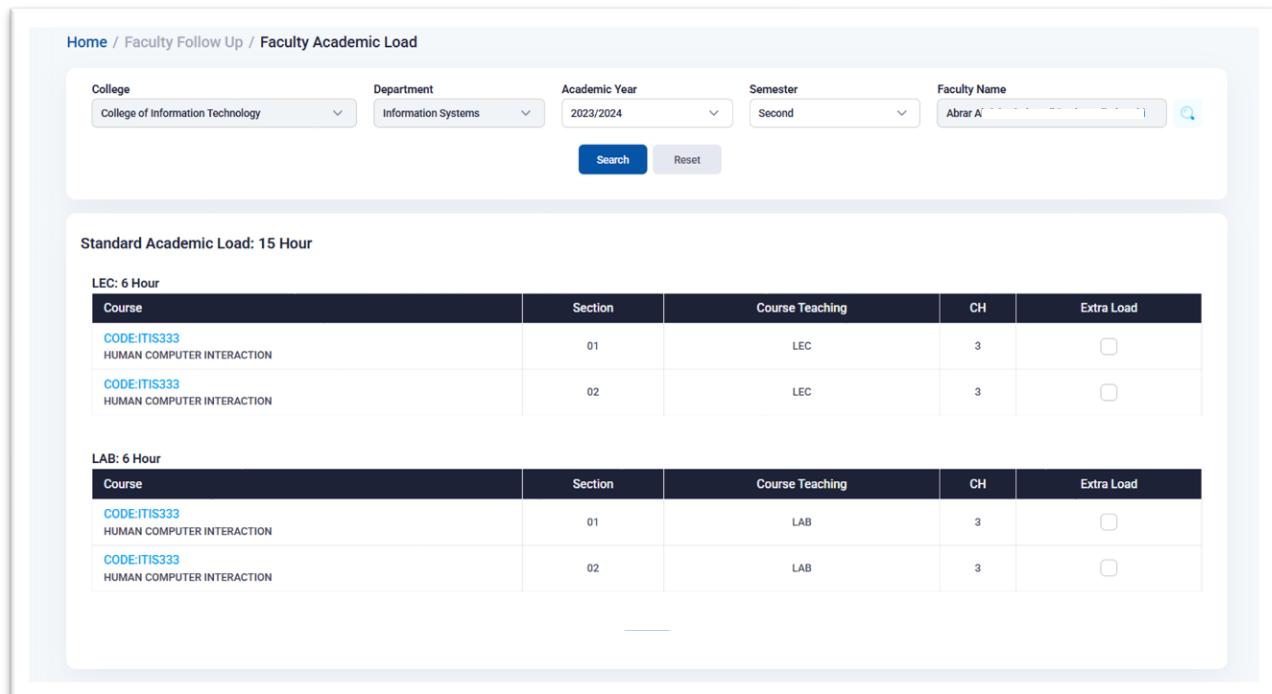


Figure 1- Faculty Academic Load

## B. Instructions

This screen allows the College Dean view the faculty academic load of staff members.

### 1. View the faculty academic load:



Home / Faculty Follow Up / Faculty Academic Load

College: College of Information Technology | Department: Information Systems | Academic Year: 2023/2024 | Semester: Second | Faculty Name: Abrar A' | Search | Reset |

Standard Academic Load: 15 Hour

Course	Section	Course Teaching	CH	Extra Load
CODE:ITIS333 HUMAN COMPUTER INTERACTION	01	LEC	3	<input type="checkbox"/>
CODE:ITIS333 HUMAN COMPUTER INTERACTION	02	LEC	3	<input type="checkbox"/>

LAB: 6 Hour

Course	Section	Course Teaching	CH	Extra Load
CODE:ITIS333 HUMAN COMPUTER INTERACTION	01	LAB	3	<input type="checkbox"/>
CODE:ITIS333 HUMAN COMPUTER INTERACTION	02	LAB	3	<input type="checkbox"/>

Figure 2- view the faculty academic load

## 2. Search for specific staff:

Home / Faculty Follow Up / Faculty Academic Load

College: College of Information Technology

Department: Information Systems

Academic Year: 2025/2026

Semester: First

Faculty Name:  🔍

Search

Reset

Use Search to show results

Faculty Staff Advanced Search

College: College of Information Technology

Department: Information Systems

Job Degree: Select

Job Status: Active

Staff Name:

Staff Code:

CPR:

Search

Reset

Search Result
61 Record
Export to Excel

Staff Name	Associated Department	Job Degree
<input type="checkbox"/> Abdulkarim Mohammed Mamoun A.karim A.aziz Karbi	Information Systems	Instructor
<input checked="" type="checkbox"/> Abrar Abdulwahab Radhi Salem Alhalwachi	Information Systems	Demominator
<input type="checkbox"/> Ameera Yusuf Jaafar Mohamed Abbas Alkhuzai	Information Systems	Instructor
<input type="checkbox"/> DR. ABDELAZIZ GUERROUAT	Information Systems	Assistant Professor
<input type="checkbox"/> Dr. Ahmed Mohammed Zeki	Information Systems	Assistant Professor
<input type="checkbox"/> Dr. Ali Hussein Zolait	Information Systems	Associate Professor
<input type="checkbox"/> Dr. Amal Mohamed Alrayes	Information Systems	Assistant Professor
<input type="checkbox"/> DR. AMERAH HAQI ABDULRAZAK	Information Systems	Assistant Professor
<input type="checkbox"/> Dr. Athraa Sayed Abbas AlMosawi	Information Systems	Assistant Professor
<input type="checkbox"/> DR. Ehab Juma Adwan	Information Systems	Assistant Professor

1 2 3 4 5 6 7 > 10 ▼

Select
Cancel

Home / Faculty Follow Up / Faculty Academic Load

College: College of Information Technology

Department: Information Systems

Academic Year: 2023/2024

Semester: Second

Faculty Name:  🔍

Search

Reset

Figure 4: Search for specific staff