



# New Student Information System

## User Manual

User Account: College Dean

Function: New Enrolled Student Preferences

## Contents

<b>A. System Overview</b> .....	3
<b>B. Instructions</b> .....	4
1. search : .....	4
2. Send Message .....	5

## A. System Overview

- From the Students Follow up menu, the College Dean can select the screen **“New Enrolled Student Preferences”** to view the students’ Withdrawal Requests.

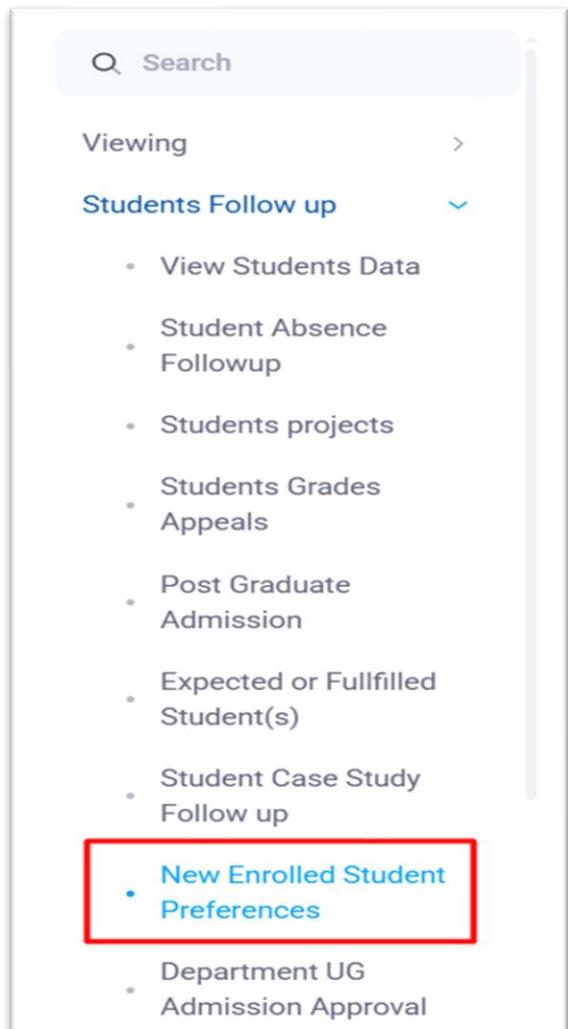


Figure 1: New Enrolled Student Preferences

## B. Instructions

This screen allows the College Dean to view the students' Withdrawal Requests.

### 1. Search for students:

Home / Students Follow up / New Enrolled Student Preferences

Academic Year	Semester	College	Department
2025/2026	First	College of Business Administration	All
Scientific Degree	Major		
<input type="radio"/> All <input checked="" type="radio"/> UG <input type="radio"/> PG	All	<input type="radio"/> All	
Student No.	Have Preferences in Stage B		
<input type="text"/>	<input checked="" type="radio"/> All <input type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Search"/> <input type="button" value="Reset"/>	

**Search Result**  
1695 Record

<input type="checkbox"/>	Student	National Number	Mobile No.	Email
<input type="checkbox"/>	202003742 ZA*****OH	02*****05	00*****44	
<input type="checkbox"/>	202004930 AL*****EM	02*****57	00*****95	

[Send Messages](#)  [Print](#)

Figure 2 – Search for students

## 2. Send Message:

Also the College Dean can select students from the search result to send them a message, as the College Dean can send this message to only the selected students or all.

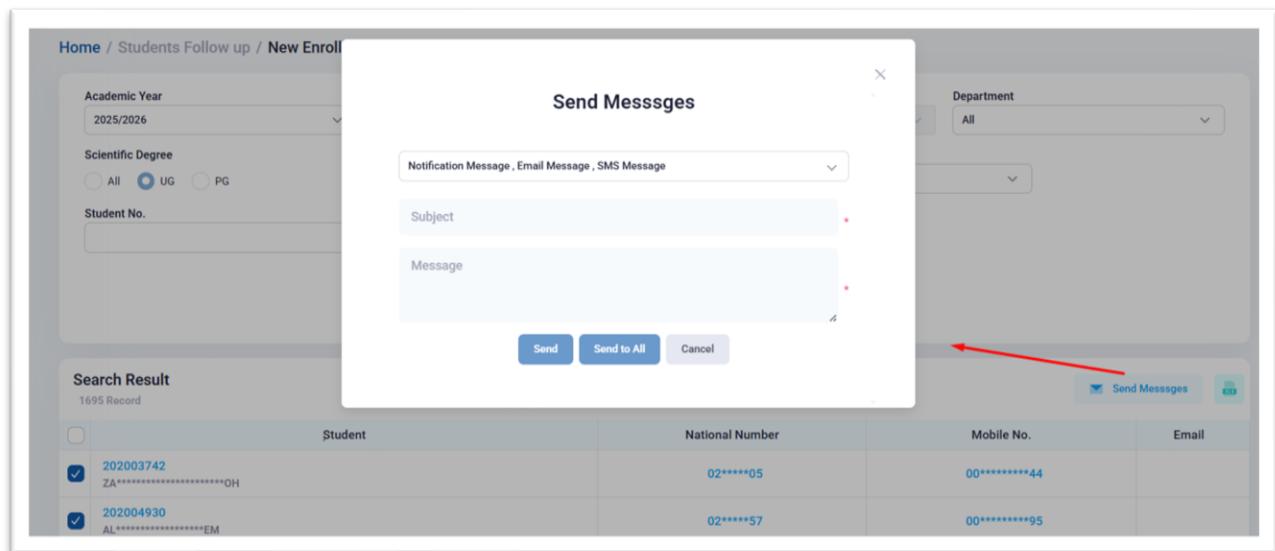


Figure 3 – Send Message