



New Student Information System

User Manual

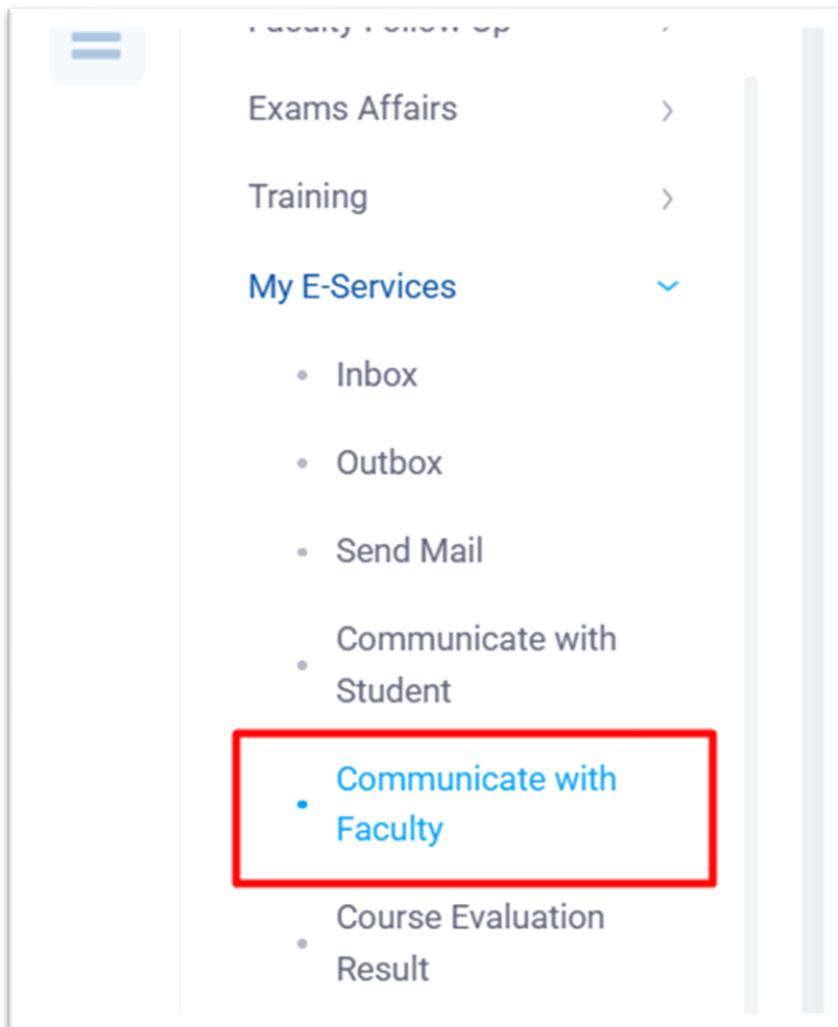
User Account: Head of Department
Function: Communicate with Faculty

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A. System Overview

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



- Figure 1 – Communicate with Faculty

B. Instructions

This screen allows the Head of Department 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	
<input type="checkbox"/> user can select all members			
<input type="button" value="Search"/> <input type="button" value="Reset"/>			
Search Result 1 Record			
Faculty Name	Associated Department	Job Degree	
Ali	Economic and Finance	Instructor	
A	Economic and Finance	Instructor	
A	Economic and Finance	Instructor	
A	Economic and Finance	Instructor	
Dr	Economic and Finance	Assistant Professor	

Figure 2 – Search for Faculty Members

2. Enter Subject and Message body

The HOD should enter Subject and Message body.

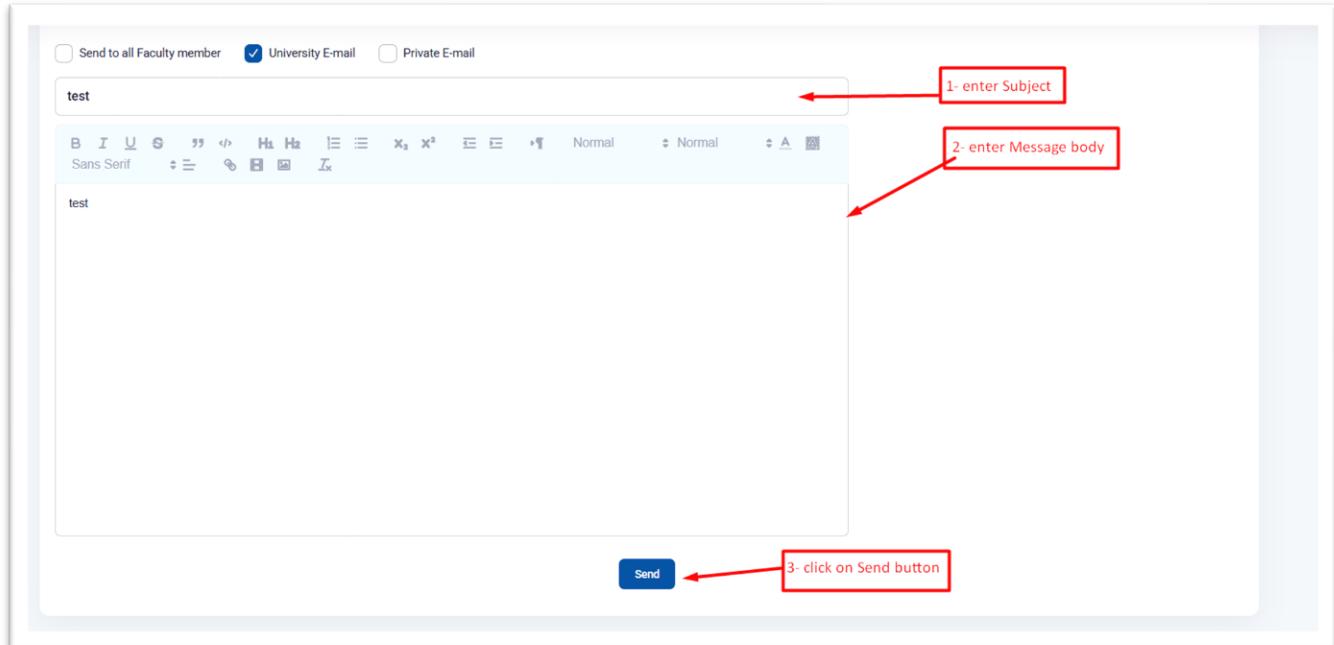


Figure 3 – Send Messages