



# New Student Information System User Manual

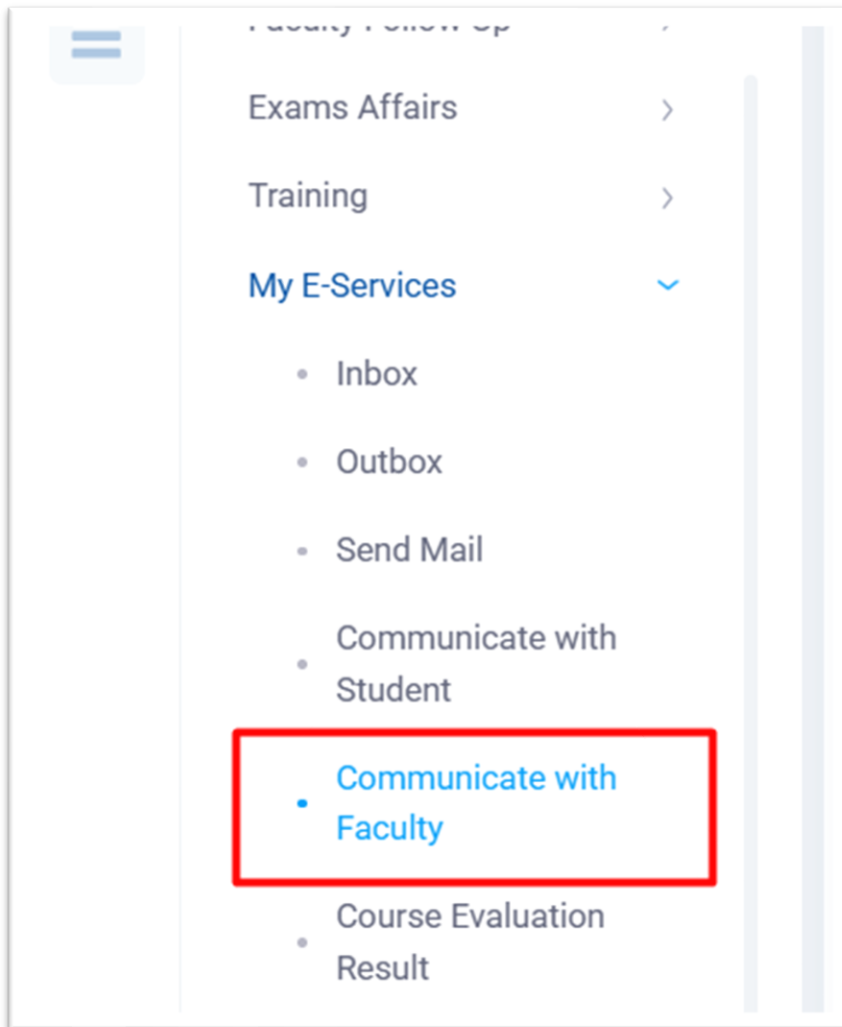
User Account: Head of Department  
Function: Communicate with Faculty

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

Faculty Name: | Faculty code: | CPR: |

1- click on Search → **Search** | Reset

Search Result: 1 Record

2- select Staff member

user can select all members

	Faculty Name	Associated Department	Job Degree
<input type="checkbox"/>	Al	Economic and Finance	Instructor
<input type="checkbox"/>	A	Economic and Finance	Instructor
<input type="checkbox"/>		Economic and Finance	Instructor
<input type="checkbox"/>	A	Economic and Finance	Instructor
<input type="checkbox"/>	Dr	Economic and Finance	Assistant Professor

< 1 2 3 4 5 6 ... 13 > 5

Figure 2 – Search for Faculty Members

## 2. Enter Subject and Message body

The HOD 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 Faculty member' (unchecked), 'University E-mail' (checked), and 'Private E-mail' (unchecked). Below these is a text input field for the subject, containing the word 'test'. A red box labeled '1- enter Subject' with an arrow points to this field. Underneath the subject field is a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, link, unlink, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, source code, undo, redo) and font settings (font face, size, color, background color). The text area of the editor contains the word 'test'. A red box labeled '2- enter Message body' with an arrow points to this text area. At the bottom of the form is a blue 'Send' button. A red box labeled '3- click on Send button' with an arrow points to this button.

Figure 3 – Send Messages