



New Student Information System User Manual

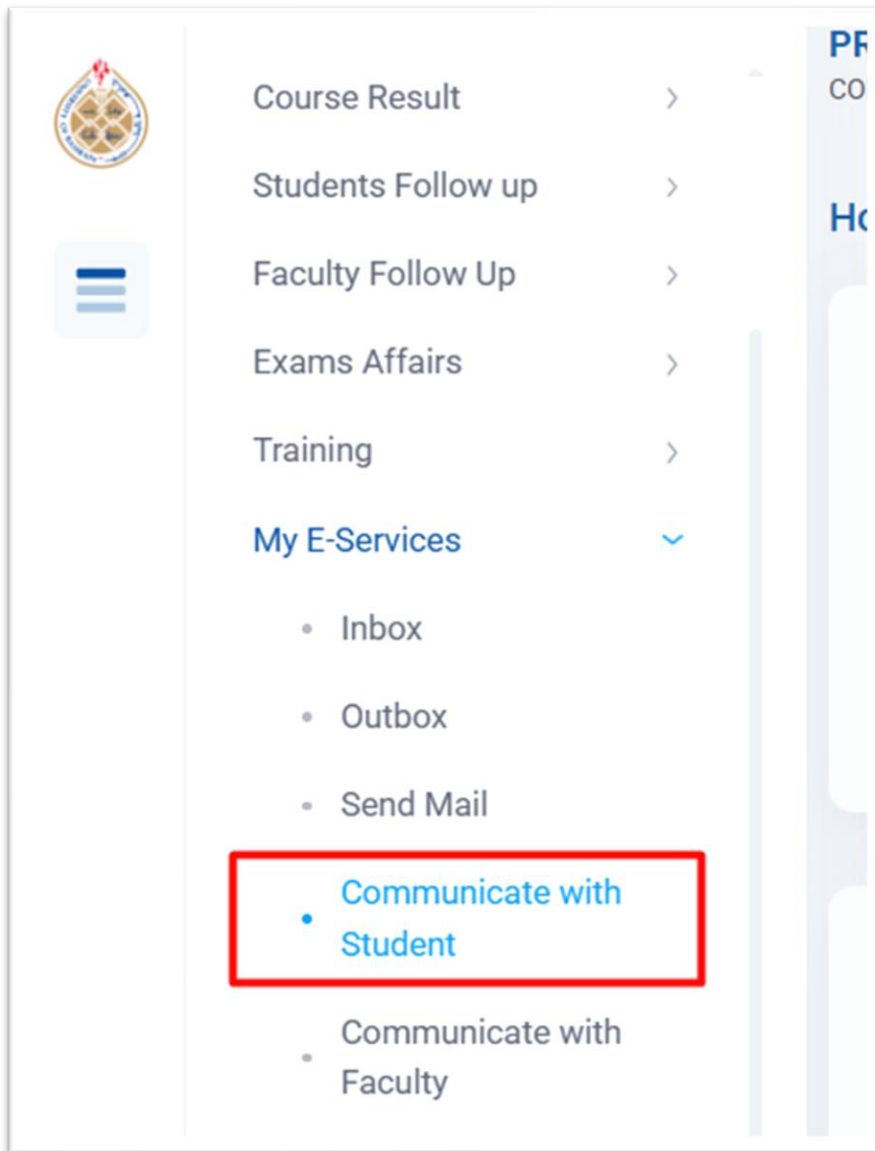
User Account: Head of Department
Function: Communicate with Student

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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 Head of Department to Send messages to students.

1. Select Students:

- HOD 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 an arrow pointing to it with the text 'enter Student ID'. Below the 'Student ID' field, the 'Advanced Search' section is expanded, indicated by a red box and an arrow with the text 'or use Advanced Search'. This section contains several filters: '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.)'. Below these filters, there are links for 'Academic Data', 'Basic Data', 'Reg. Course', 'Student Under Advising', and 'Sponsor'. At the bottom right, there is a 'Search' button (highlighted with a red box and an arrow with the text 'click on search button') and a 'Reset' button.

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 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 Students' (unchecked), 'University E-Mail' (checked), and 'Private E-Mail' (unchecked). Below these is a text input field containing the word 'test', with a red arrow pointing to it from a box labeled 'enter Subject'. Underneath the subject field is a rich text editor with a toolbar containing various formatting options (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, indent, outdent, decrease indent, increase indent, undo, redo, source code, help). The text area of the editor also contains the word 'test', with a red arrow pointing to it from a box labeled 'enter Message body'. At the bottom right of the form is a blue 'Send' button, with a red arrow pointing to it from a box labeled 'click on send button'.

Figure 4 – Send Messages