



# New Student Information System

## User Manual

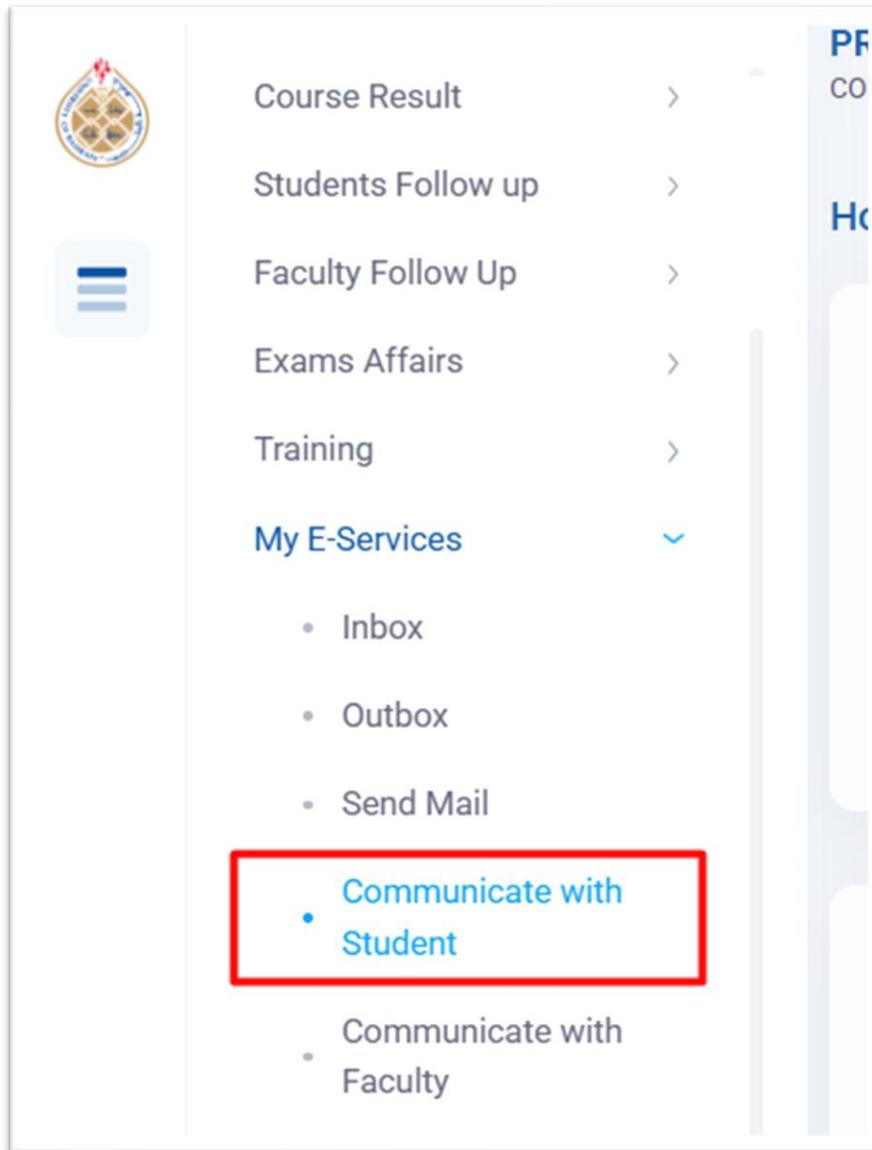
User Account: Head of Department  
Function: Communicate with Student

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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.

Home / My E-Services / Communicate with Student

Student ID  enter Student ID

Advanced Search or use Advanced Search

Admission Data

University/College: College of Business Administration

Department: Economic and Finance

Scientific Degree: All

ADM Year: All

Major: All

Minor: All

Orientation Students:

Expected to Graduated (Approved by Head of Dep.):

Academic Data

Basic Data

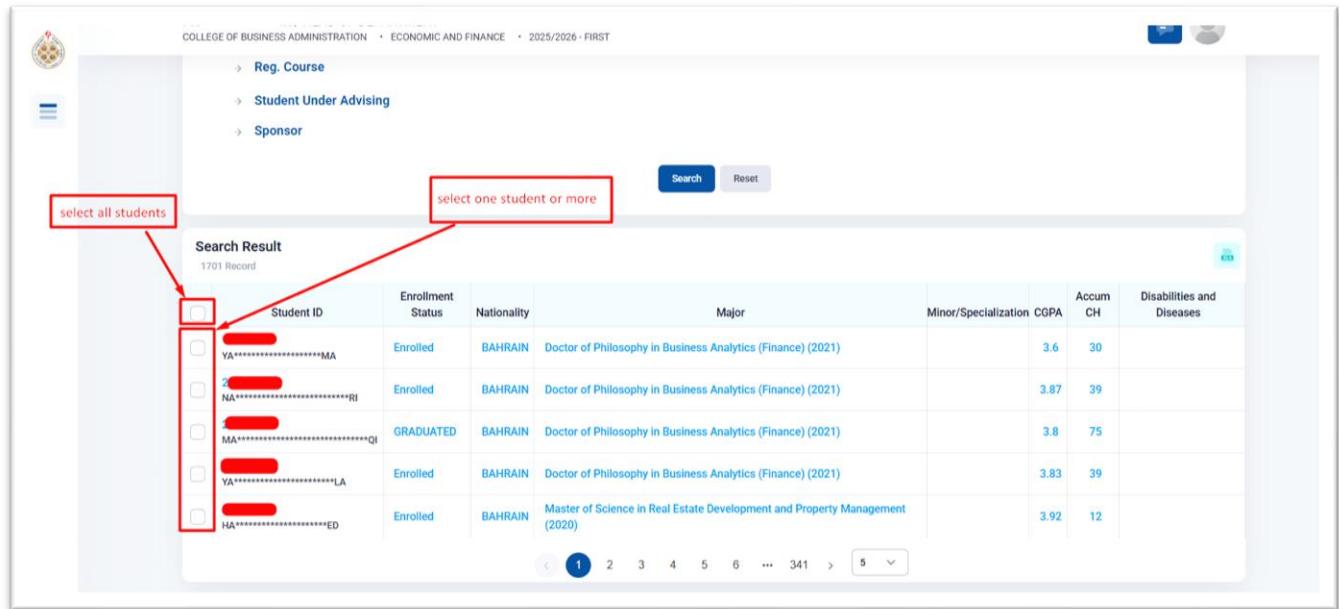
Reg. Course

Student Under Advising

Sponsor

click on search button Search Reset

Figure 2 – Search for students



The screenshot shows a search results page for the College of Business Administration, Economic and Finance, 2025/2026 - FIRST. The page displays 1701 records. Two red boxes with arrows point to the 'select all students' checkbox on the left and the 'select one student or more' checkbox above the search bar. The table includes columns for Enrollment Status, Nationality, Major, Minor/Specialization, CGPA, Accum CH, and Disabilities and Diseases. The data is as follows:

Enrollment Status	Nationality	Major	Minor/Specialization	CGPA	Accum CH	Disabilities and Diseases
Enrolled	BAHRAIN	Doctor of Philosophy in Business Analytics (Finance) (2021)		3.6	30	
Enrolled	BAHRAIN	Doctor of Philosophy in Business Analytics (Finance) (2021)		3.87	39	
GRADUATED	BAHRAIN	Doctor of Philosophy in Business Analytics (Finance) (2021)		3.8	75	
Enrolled	BAHRAIN	Doctor of Philosophy in Business Analytics (Finance) (2021)		3.83	39	
Enrolled	BAHRAIN	Master of Science in Real Estate Development and Property Management (2020)		3.92	12	

Figure 3 – select students

## 2. Enter Subject and Message body

The HOD should enter Subject and Message body.

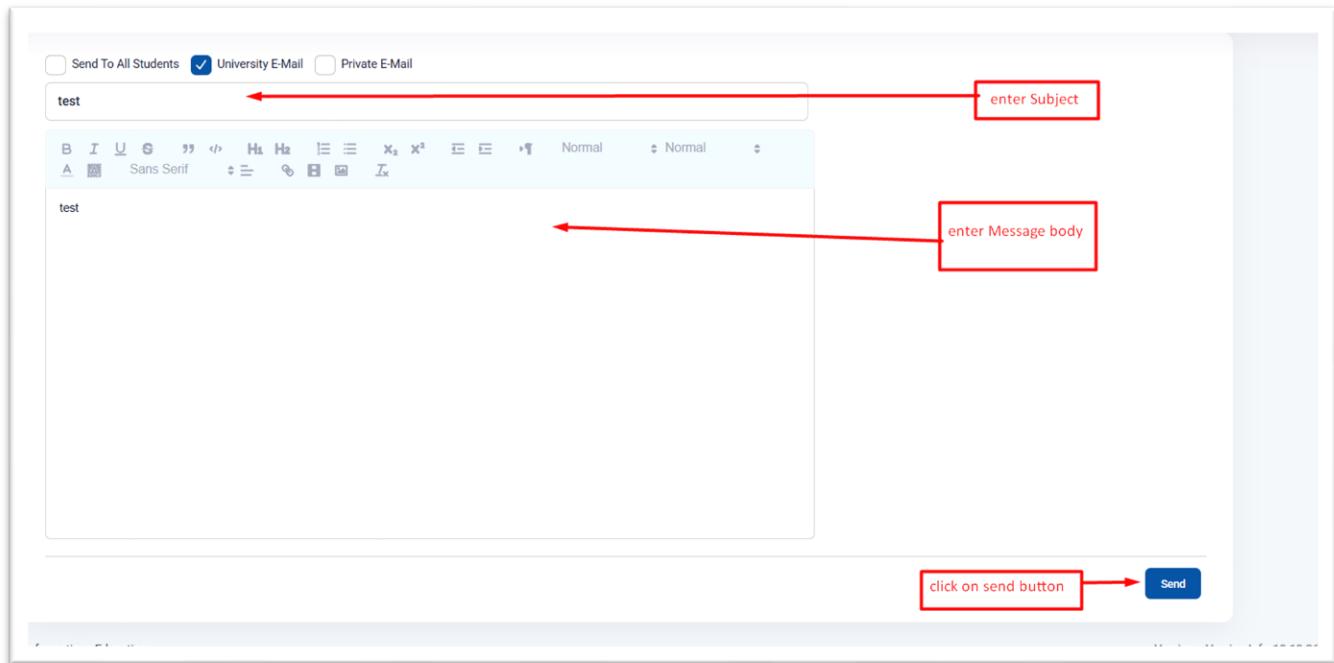


Figure 4 – Send Messages