



**University of Bahrain
Information Technology Centre
Information Systems Division**

“Student Information System User Manual”

User Account: Head of Department
Introduction – My Preferences –
User Accounts

Done by

Ali Abdul Rahman Janahi

System Analyst – Information System Division

Version. 1

Content

- A. System Overview..... 3
- B. Logging in..... 3
- C. Main Screen 5
- D. My Preferences 6
- E. User Accounts 7

A. System Overview

The system provides the authority to the head of the academic department to carry out several processes that improve the procedures related to schedules, teachers, and students. The system provides many different screens that will facilitate the access to the electronic service provided and ensure that it is completed efficiently in an ideal period of time.

B. Logging in

- You can access the electronic system through the university's website (<http://www.uob.edu.bh>), then go to the Academic Services and choose "Student Information System" as shown below:

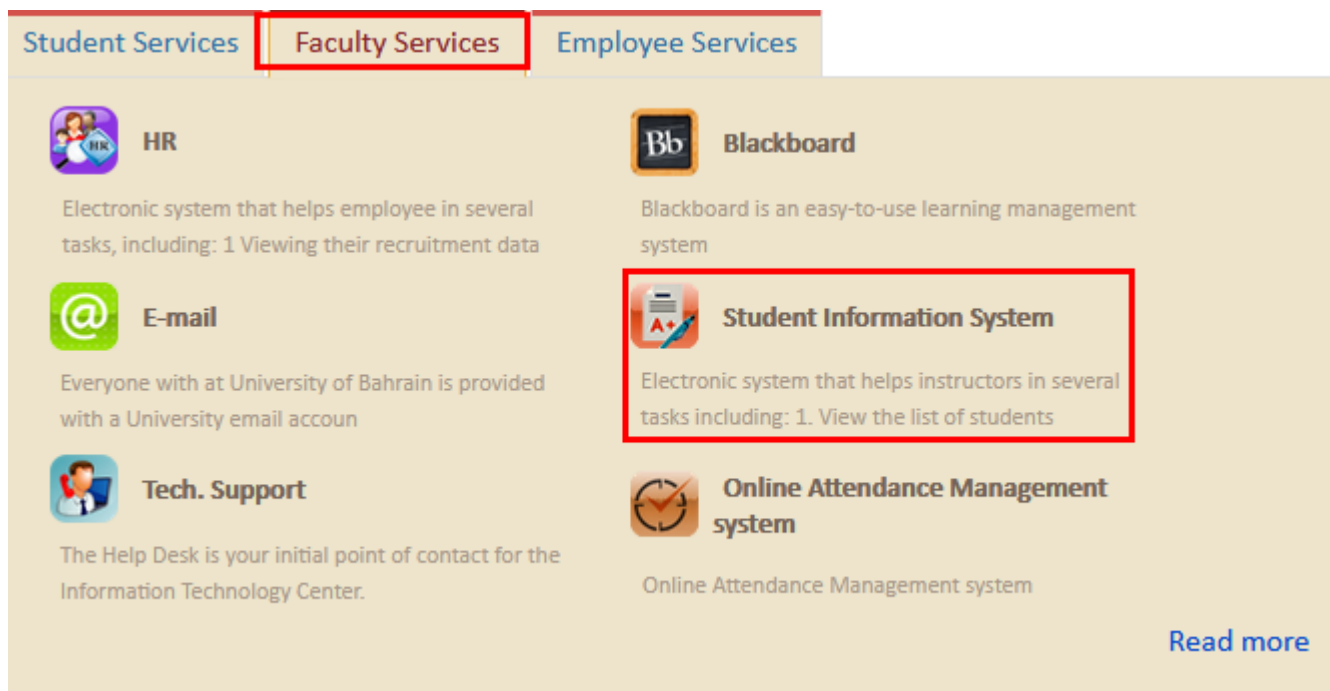


Figure1 - Access to the system through the University's website

- Or, a direct access through the link https://sis.uob.edu.bh/uob_sis_prod/Default.aspx

- The login screen of the system will be displayed. Users must enter their username and password to their account (note: system login and password are the same ones for the computers, e-mail, and WiFi). They will have to type the varication number too as shown on the screen. Finally, they will press "Enter" button. The below figure shows these steps:



Figure – 2 Login Page

C.Main Screen

The Main Screen allows users to view their general information, notifications, change the system language, log out, view the granted privileges, and view the preferences in case they were activated. The below figure shows these properties:

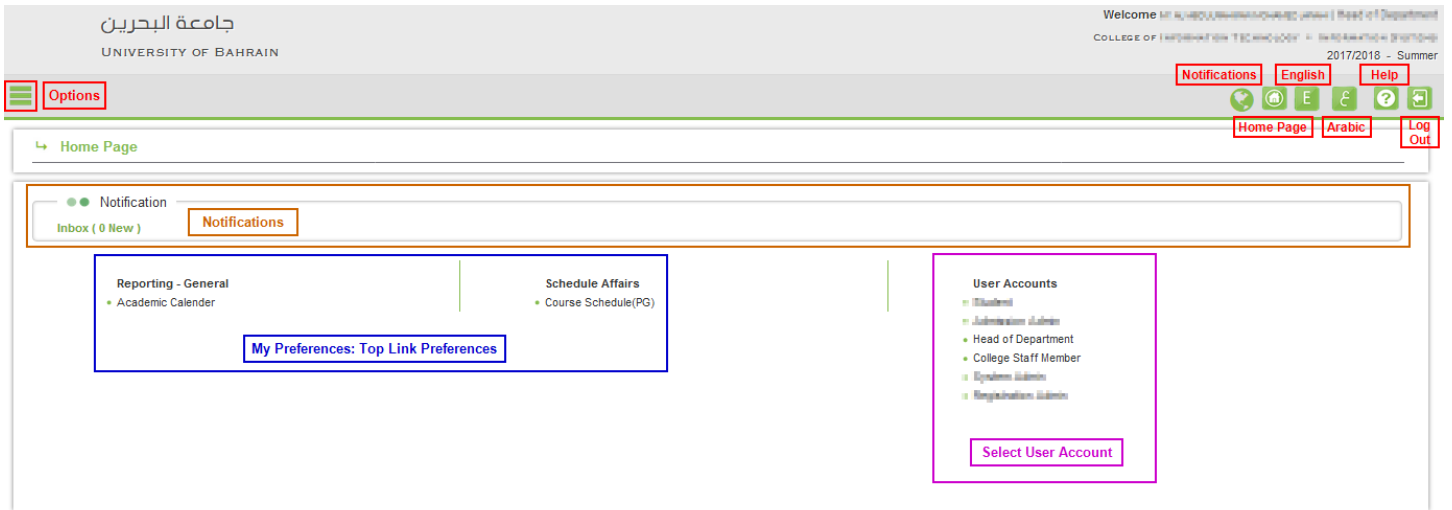


Figure 3 - Main Screen

D.My Preferences

This feature allows users to select a number of system options to be chosen as favorites and to be showed in the Main Screen as soon as they login the system, as shown in Figure 2. The advantage of this feature is to facilitate access to the most important and frequently used screens by the users. The below figure shows how to select and activate this feature:



Figure 4 - My Preferences

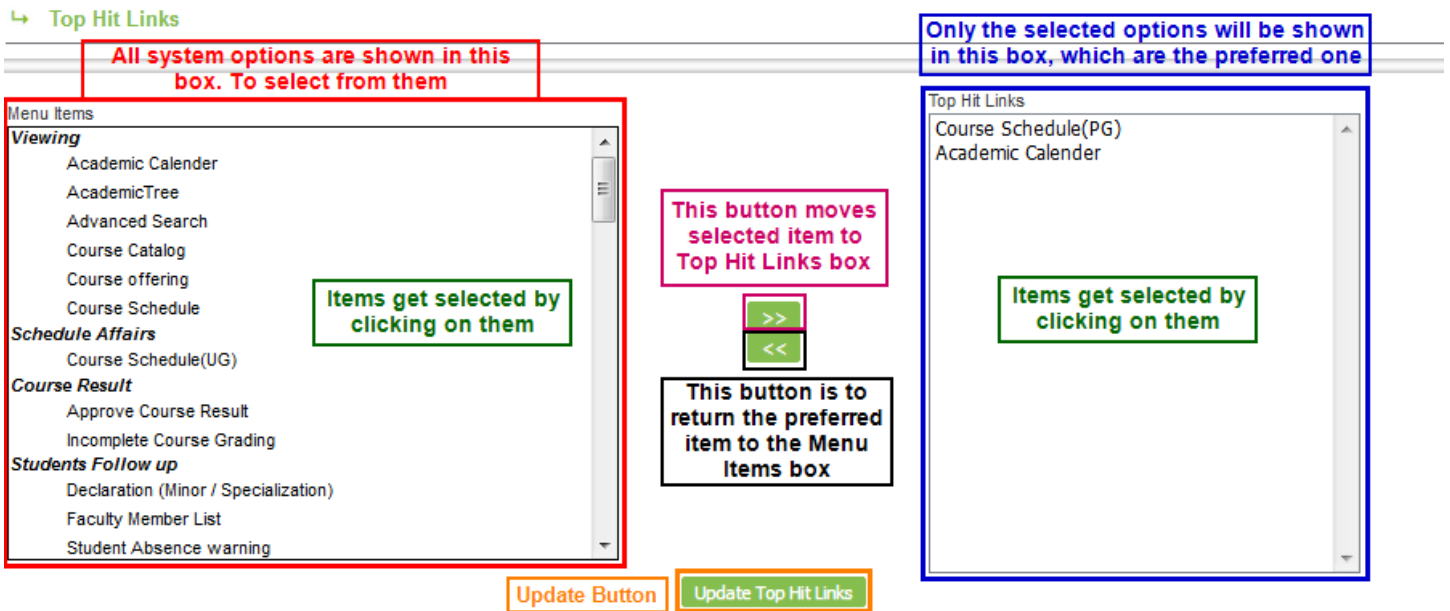


Figure 5 - Select and Activate Top Hit Links

E. User Accounts

This feature allows users to choose the type of user account they would like to access for the system to perform the required operations. The below figure shows this property:

