

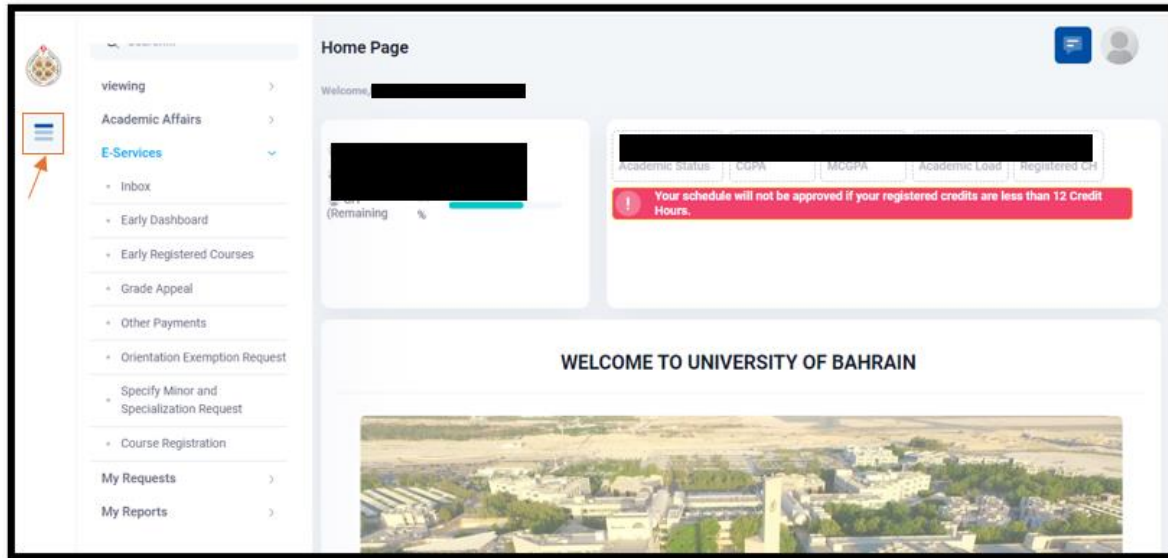


New Student Information System

User Manual

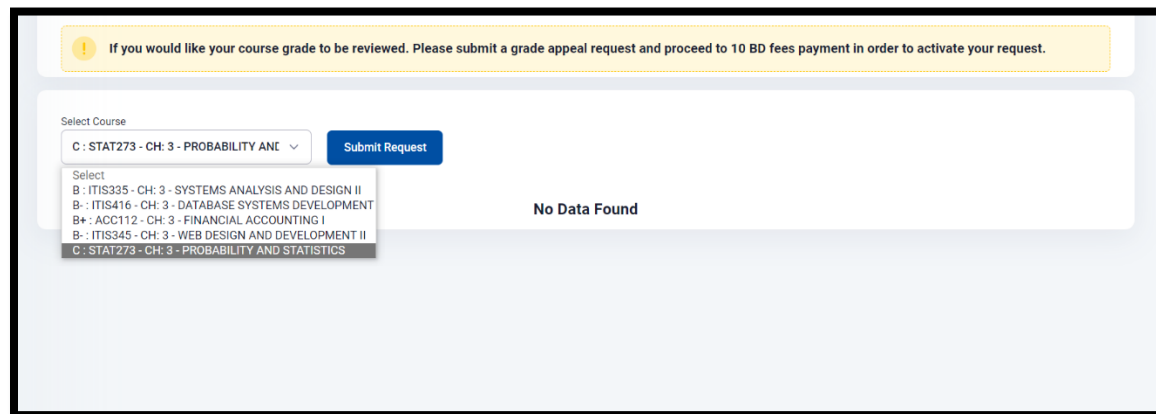
User Account: Student
Request: Grade Appeal

Steps to make the request:



1. Accessing the Grade Appeal Service:

- Navigate to the home page of the Student Information System.
- On the left side of the page, click to display the main menu.
- Select the "E-Services" menu.
- Click on the "Grade Appeal" option.



2. Submitting the Grade Appeal Request:


- From the list provided, select the course for which you wish to submit an appeal.
- Click on the "Submit" button.





Payment Information

Service Name	Apeals Payment
Reference Number	Student ID 202006360
<hr/>	
Total Amount	BHD 10.000

Select Payment Method

BenefitPay 

Debit Card 

Credit Card 

3. Processing the Payment:

- You will be redirected to the e-Government payment page.
- Complete the required payment procedures by choosing payment method.
- After successful payment, your request will be automatically forwarded to the Head of the Academic Department.
- The competent committee will review your appeal.