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Introduction

User manual goal

The main goal for preparing user manual is to give the user an idea about on-line admission system existing services with best practices and set screenshots to clarify steps needs to be followed by user.
System Services
1. Entering On-line Admission System

Service Description: Entering On-line admission system done by typing the url( http://portal.ku.edu.kw/admission ) in internet browser. Login screen shown which used to verify valid users.

Data to be entered:

- User name: Student Civil ID which consist of 12 characters.
- Password: Last 5 characters of Student Civil ID (Example: Civil ID number is 293010101234 password 01234).

Operations can be done:
[Login]. When student pressed “Login” button system will check if entered data related to qualified student who will be taken to Student main screen contains some instruction and set of services student can do. |Wrong entered data will raise an error message.
2. Changing Password:

**Service Description:** After first successfully login. The student is asked to change his/her password. After that he/she needs to Re-login again to Admission system using the new password.

**First Screen: Choosing new password:**

- **Data needs to be entered:**
  - Old Password: Original student password which is last 5 characters of Student Civil ID
  - Enter new password: Student will type here the new password he/she wants. The new password should not be the last 5 characters of Student Civil ID; also it should be at least 4 characters.
  - Retype password: Student will re-type his/her new password as it.
Operations can be done:

[Save] Pressing “Save” button will save new typed password and take the student to successfully changing password screen.

[Cancel] Pressing “Cancel” button will cancel all entered data and return back to on-line admission login screen without changing password.

Second Screen: Successfully password changed:

Operations can be done:

[Back] Pressing “Back” button return the student back to on-line admission login screen.
3. Submitting new Admission Application:

**Service Description:** On-line Admission system offers to graduated secondary school students the ability of filling and submitting their admission application by pressing “Submit application” to start entering required data through transferring between personal information, schools and choices screens.
First Screen- Personal Information:

In “Personal information” screen a student can check and edit his/her basic information as Names, Birth date, Telephone numbers, E-mail and Bank account.
1. Name Information:

- **Data can’t be changed:**
  - Arabic first name.
  - Arabic father and grandfather names.
  - Arabic family name.

- **Data can be entered/edited:**
  - English first name according to student passport
  - English middle name according to student passport
  - English last name according to student passport

2. Personal Information:

- **Data can be entered/edited:**
  - Birth Date: student birth date typed in format Day/Month/Year as (01/02/1995) also it can be entered by clicking the icon () which will display a small calendar.
- Civil ID expiry date: student civil id expire date has to be entered as above format. Warning message will be displayed if un-expired date was entered.
  - **Data can’t be changed:**
    - Gender: male or female.
    - Health status.
    - Religion.
    - Citizen: Kuwaiti or non-Kuwaiti.
    - For non-Kuwaiti students country of citizenship and admission type will appear.

3. **Addresses and Telephone numbers:** Student can add new telephone numbers by pressing “Add telephone number” button. also he/she can edit exists number.

- **Data can be entered/edited:**
  - Phone Type: student can choose from list on of the available phone types (Home, Mobile and Work)
  - Phone Number: student enters here the phone where mobile number should start with 5, 6 or 9. And home number should start with 2.
  - Active: student should select one active mobile number on which he/she will receive Kuwait University. SMS messages.
- **SMS language**: The language student prefers receiving Kuwait University. SMS messages on it. Available languages are Arabic and English
- **Address.**
- **Student E-mail address.**
- **Confirm E-mail address.**

4. **School Certificate:**

   - **Data can’t be changed**
     - Certificate type: either Unified system or Islamic institute.

5. **Bank Information:**

   - **Data can be entered/edited:**
     - **Bank**: student will select from list one of the defined banks.
     - **Branch**: student will select from list one of the defined branches related to selected bank.
     - **Account number.**

6. **Work information:**

   - **Data can be entered/edited:**
     - Student can yes if he/she works currently ministries or state institution or no if not. Student works in ministries or state institution must bring approval statement from student affairs deanship
Operations can be done:

[Continue to step 2] when “Continue to step 2” button is pressed All entered and modified date will be saved. Student will be transferred to schools screen.

[Cancel changes] By pressing “Cancel changes” button all changes done by student in this screen will be cancelled.

[Save and print] when ”Save and print” button is pressed All entered and modified date will be saved. Student will be transferred to admission application summary screen
Second screen – School Information:

A. Unified System or the Institute of Religion:

School information screen displays student secondary school information and best aptitude exams results.

1. School information:

   - **Data can’t be changed:**
     - Major: Arts or Science.
     - Percentage.
     - Certificate date

   - **Data can be edited:**
     - School name: Student can change the displayed school name if it is not correct.

2. Aptitude exams: Best achieved scores in aptitude exams for English, Mathematics and Chemistry are displayed.

3. TOFEL exams: Notice message saying that you should submit by hand your TOFEL, IBT or ILETS results if you have to the deanship of Admission & Registration to be entered in the system by specified employee.
Operations can be done:

[**Continue to step 3**] when “Continue to step 2” button is pressed All entered and modified date will be saved. Student will be transferred to choices screen.

[**Cancel changes**] By pressing “Cancel changes” button all changes done by student in this screen will be cancelled.

[**Back**] Pressing “Back” button will show a confirmation popup asking the student if he/she wants to cancel all changes and returns back to personal information screen.
B. American Schools:

In “School information” screen a student can enter his/her basic secondary school information also the required courses needs to classify the student as science major. Also the student can see the best aptitude exams results.

1. School information:

   ![School information interface]

   - **Data can be edited:**
     - **School name:** Student can change the displayed school name if it is not correct.
     - **GPA points or Percentage according to the student certificate** with noticing that student can’t edit it after the first entry and he/she should come to Admission hall in case of any mistakes.
     - **Certificate date.**
     - **Courses need to be passed to classify student major as science.** Student can add them by clicking [Add course]:
       1. **Course** (Biology – Chemistry - Algebra II – Physics - Calculus or Pre-Calculus).
       2. **Course taken study level.**
2. **Aptitude exams**: Best achieved scores in aptitude exams for English, Mathematics and Chemistry are displayed.

   ![Exams](image)

   If you have (TOEFL-TOEFL IBT-IELTS) tests results, you must submit them to the Deanship of Admission & Registration before finishing the admission procedures, to include them in the calculation of the equivalent grade point averages.

3. **TOFEL exams**: Notice message saying that you should submit by hand your TOFEL, IBT or ILETS results if you have to the deanship of Admission & Registration to be entered in the system by specified employee.

**Operations can be done:**

[Continue to step 3] when “Continue to step 3” button is pressed All entered and modified date will be saved. Student will be transferred to Attachments screen.

[Cancel changes] By pressing “Cancel changes” button all changes done by student in this screen will be cancelled.

[Back] Pressing “Back” button will show a confirmation popup asking the student if he/she wants to cancel all changes and returns back to personal information screen.
Third screen – Student Attachment information:
This step appears for children of Kuwaiti women and American school students. Student must attach required document to validate entered information and allowing him/her to be admitted in Kuwait University. The screen information is grouped as follows:

1. Instructions.
2. Attached document: After selecting the file a student should press “Continue to step 4” button to upload selected file to the system and move to Choices page.

Operations can be done:

[Continue to step 4] when “Continue to step 4” button is pressed Selected document will be uploaded to the system. Student will be transferred to choices screen.

[Cancel changes] By pressing “Cancel changes” button all changes done by student in this screen will be cancelled.

[Back] Pressing “Back” button will show a confirmation popup asking the student if he/she wants to cancel all changes and returns back to school information screen.

Operations can be done:

- Instructions panel shows the documents need to be attached in one file by the student.
- Attached document will have one of the following statuses:
  - Waiting: means that attached document is not yet approved
  - Processing: means that attached document is under reviewing by admission employee. In this case student can attach new document.
- Approved: means that attached document is approved by admission employee. In this case student can attach new document.
- Refused: means that attached document is refused. The reason will be displayed and the student can attach new document.
Fourth screen – Student Choices information:

Student should select all colleges available for him/her in his/her favorite order. Also he/she can choose of the colleges not having spring admission to be compete with students next fall admission.

1. **Equivalent grade point average:** shows equivalent grade point average were calculated for student according to aptitude tests results or TOFEL and secondary school percentage.

![Equivalent grade point average](image)

2. **Student choices:** Student can select his/her choices(colleges) and change them unless he/she admitted in Kuwait University. Taking in consideration the following:
   - All available colleges should be selected by student according to his/her favorite without repetition.
   - Admitted student should cancel his/her acceptance and re-apply again if he/she wants to change choices order.
   - Student can see colleges specific rules by clicking link “click here before…..”.

![Choices](image)

4. **Competition college:** Students admitted in the Spring semester may compete with applicants for next Fall semester, for a seat in one of the colleges with early admission only.

![Competition college](image)
Operations can be done:

[Submit application] when “Submit application” button is pressed All entered and modified date will be saved. Student will be transferred to choices screen.

[Cancel changes] By pressing “Cancel changes” button all changes done by student in this screen will be cancelled.

[Back] Pressing “Back” button will show a confirmation popup asking the student if he/she wants to cancel all changes and returns back to school information screen.
Fifth screen- Summary admission application:
Student can see in this screen all entered data including his/her choices also he/she can see college accepted in it if he/she was quickly admitted in Kuwait University.

Operations can be done:

[Print] Print the complete student admission application.
[Home Page] going to student home screen.
[Personal Information] going to personal information screen.
4. Additional Services:

[Update application] Student can modify his/her information at any time during admission period. Choices can be modified for non-admitted students. Quickly admitted students want to modify his/her choices must cancel his/her acceptance and re-apply again.

[Cancel application] Student can cancel his/her admission application at any time during admission period by pressing “Cancel application” button and accepted showed attention popup. Personal and School information will be retained in Kuwait University. Student canceled his/her application can apply again.

[Cancel Acceptance] Quickly admitted student can cancel his/her acceptance from Kuwait University at any time during admission period by pressing “Cancel application” button and accepted showed attention popup. Personal and School information will be retained in Kuwait University. Student canceled his/her acceptance can apply again.

[Change password] Student is allowed to change their passwords.

[Print student application] Student can see his/her complete application at any time.