



LTS STUDENT USER GUIDE

20/12/2015

Ref:

Learning Technologies Services System

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Overall Description

Purpose

This software is intended for use by Zewail City students to replace and automate the traditional way of sending petitions and feedbacks to Zewail City Staff, and also used in automating the staff work flow of responding on received petitions.

It also serves the students to view their daily attendance and allow them to send excused absence petitions.

2 System Workflow

2.1 Registration

This is the registration form. You can create an account to be able to login and use the system.

2.1.1 Registration Steps

1. Visit <http://its.zclt.info>.
2. Click the “Register” link from login form.
3. Enter your full name.
4. Enter your Zewail City email address.
5. Enter password.
6. Enter confirm password.
7. Click “Register”.



The screenshot shows a registration form on a dark blue background. At the top left is a colorful logo consisting of overlapping shapes. To the right of the logo, the text "Online Services" is displayed in white, with "ZEWAIL CITY" in smaller white text below it. The form contains four white input fields stacked vertically, labeled "Name", "Email", "Password", and "Confirm Password". Below these fields is a large teal button labeled "Register".

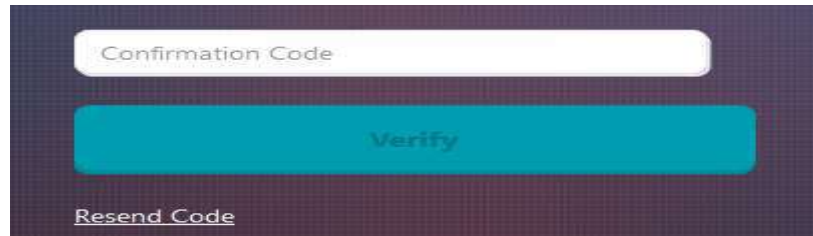
2.1.1.1 Results

1. The system displays a message to confirm your registration.
2. You will receive an email containing a confirmation code to complete the registration process.



2.1.2 Activating Account Steps

1. Enter the received confirmation code.
2. Click “Verify”.

A screenshot of a web interface for account activation. It features a dark blue background. At the top, there is a white input field labeled "Confirmation Code". Below the input field is a large, teal-colored button with the word "Verify" in white text. At the bottom left, there is a link labeled "Resend Code" in white text.

2.1.2.1 Results

- 1- Your account will be activated, and you will be ready to login to system.

2.1.3 Resend Code

- 1- Click the “Resend Code” to resend the confirmation code again in case you face any problem in receiving.

2.2 Login

After finishing the registration process, and become an authorized user, you can access the system and use the petition forms.

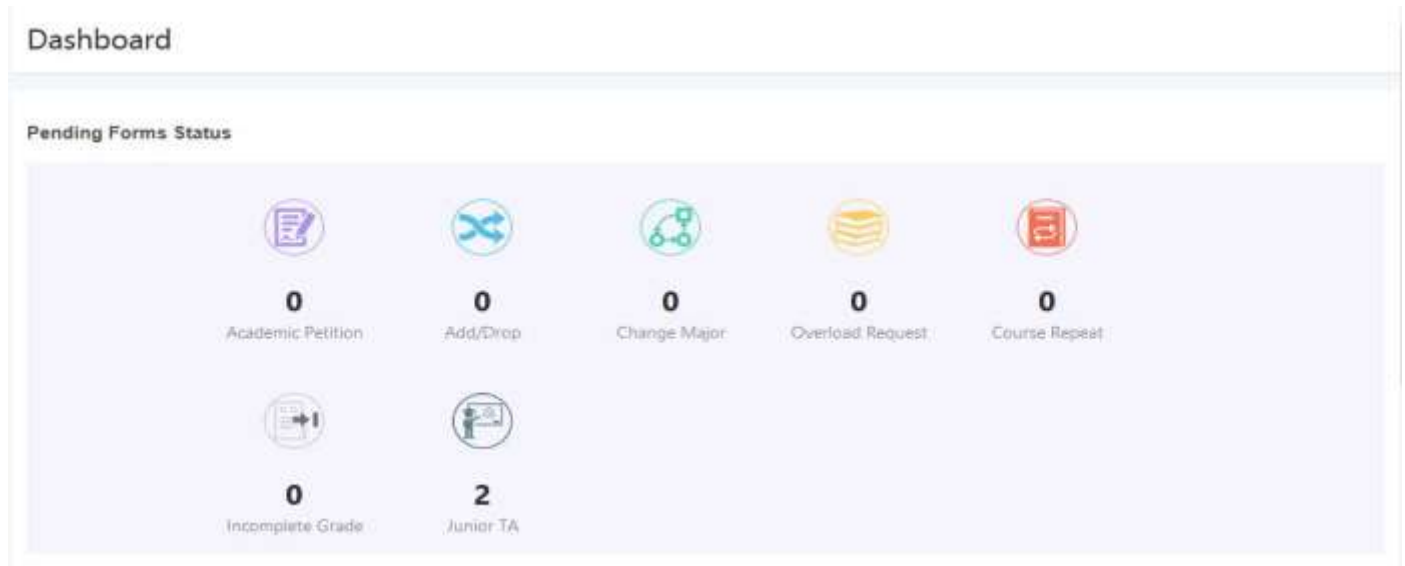
2.2.1 Login Steps

1. Enter your email address.
2. Enter your password.
3. Click “Login”.

A screenshot of a login page. At the top left is a colorful logo consisting of the letters 'U' and 'T'. To the right of the logo, the text "Online Services" is displayed in white, with "ZEWAIL CITY" in smaller text below it. Below the logo and text are two white input fields: the first is labeled "Email" and the second is labeled "Password". Below these fields is a large, teal-colored button with the word "Login" in white text. At the bottom left, there is a link labeled "New User! Register:" and at the bottom right, there is a link labeled "Forgot Password!".

2.2.1.1 Results

You will be directed to your dashboard page, this board shows all your pending requests status.

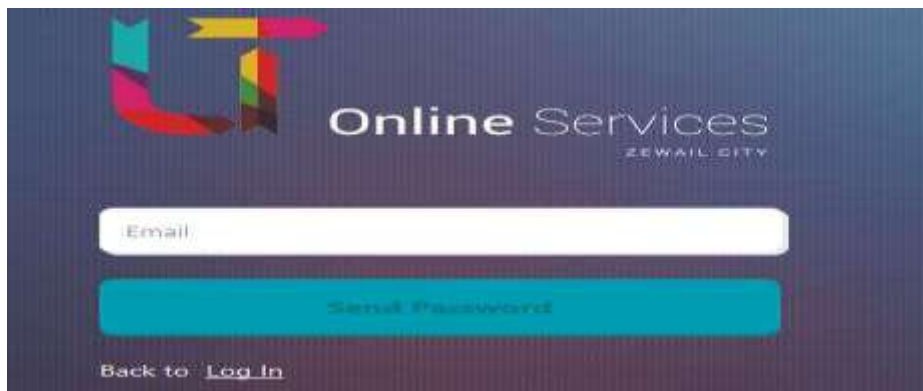


2.3 Forgot Password

If you forgot your password, you can ask the system to send a new one to your submitted email.

2.3.1 Forgot Password Steps

1. From Login form click “Forgot Password” button.
2. Enter valid registered email address.
3. Click “Send Password”.



2.3.1.1 Results

The system will resend your password to the submitted email address.

2.4 Student Profile

You can update your personal and account information from this form.

2.4.1 Update Profile

From the main menu select “Student Profile”

2.4.1.1 Steps

- 1- Enter Mobile/Phone.
- 2- Select Gender.
- 3- Update profile image.
- 4- Enter GPA.
- 5- Select current major.
- 6- Enter completed credit hrs.
- 7- Enter registered credit hrs.
- 8- Enter repeated courses.
- 9- Click “Save Profile”.



The screenshot shows a web form for updating a student profile. On the left is a grey silhouette of a person's head and shoulders with a teal bar at the bottom containing a camera icon and the word "Update". To the right, under the heading "Personal Information:", there is a text input field for "Mobile/Phone" with the value "01133333333", and radio buttons for "Gender" with "Male" selected and "Female" unselected. Below this, under the heading "Study Progress:", there are five text input fields: "GPA" with "2.0", "Current Major" with a dropdown menu showing "Space & Communication Engineering", "Completed Credit hrs" with "33.0", "Registered Credit hrs" with "33.0", and "Repeated Courses" with "2". A blue "Save Profile" button is at the bottom right.

2.4.1.2 Results

- 1- Profile information will updated successfully.
- 2- A confirmation message displayed to confirm the updating profile process.

2.5 Academic Petition

You can create new petition request, view and monitor its progress.

2.5.1 Create new petition request

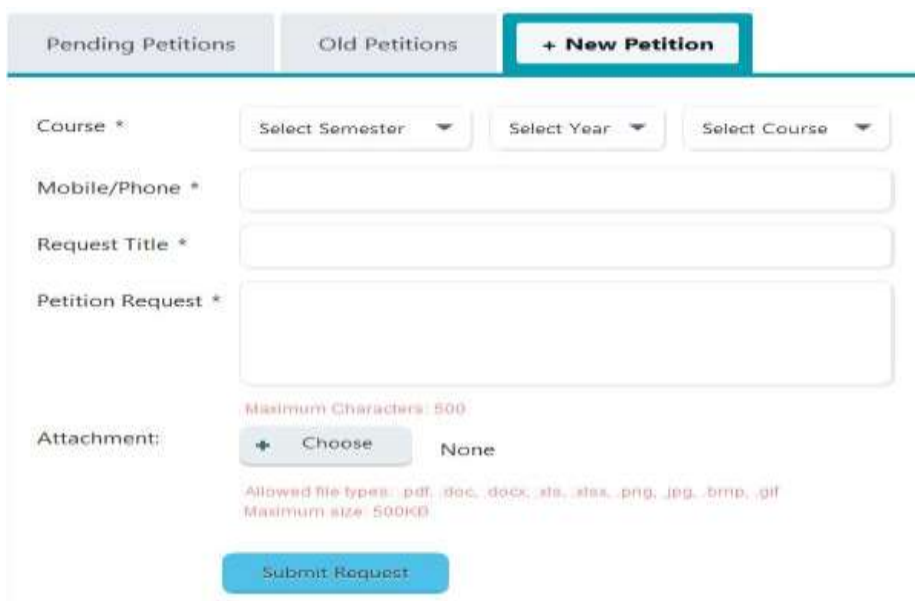
From the main menu select “Academic Petition”.

2.5.1.1 Steps

- 1- Click the “New Petition” button from here.



- 2- Select semester.
- 3- Select year.
- 4- Select course.
- 5- Enter your mobile number.
- 6- Enter the petition title.
- 7- Enter petition request body, the maximum number of characters allowed in the text area is 500 character.
- 8- Attach File, The allowed formats are (Image types, PDF, Excel or Word format).
- 9- Click “Submit”.

A screenshot of the 'New Petition' form. The '+ New Petition' tab is highlighted. The form contains the following fields:

- Course ***: Three dropdown menus labeled 'Select Semester', 'Select Year', and 'Select Course'.
- Mobile/Phone ***: A text input field.
- Request Title ***: A text input field.
- Petition Request ***: A large text area.
- Attachment:** A section with a '+ Choose' button and a 'None' option. Below this, it lists 'Allowed file types: pdf, doc, docx, xls, xlsx, png, jpg, bmp, gif' and 'Maximum size: 500KB'.
- Submit Request**: A blue button at the bottom.


2.5.1.2 Results

- 3- Your petition request will be sent to the academic staff for review.
- 4- A confirmation message displayed to confirm the sending process.
- 5- You can see the submitted petitions in the “Pending petitions list” section.
- 6- You can view and monitor the submitted petition progress.

View list of pending and old requests from here:

Pending Petitions					Old Petitions	+ New Petition
ID	Course	Date	Current Status	Next Status		
215	BIOL 101	15/12/2015	Under Review	Reviewing By Dr. Nagwa Elbadri (Course Coordinator)		
214	BIOL 101	15/12/2015	Under Review	Reviewing By Dr. Nagwa Elbadri (Course Coordinator)		
213	ENGL 004	15/12/2015	Under Review	Reviewing By Ms. Basma Eshimy (Course Coordinator)		
212	CSCI 101	15/12/2015	Under Review	Reviewing By Dr. Doaa Shawky (Course Coordinator)		

Click the petition record to view petition details and its current status:

Pending Petitions		Old Petitions	+ New Petition	Petition Details	
 <p>Student</p> <p>Date: 16/06/2015 Completed hrs: 33.0 GPA: 2.0</p> <p>ID: 201401587 Registered hrs: 33.0 Current Major: Space & Communication Engineering</p> <p>Mob./Phone: 01113333333 Repeated Courses: 2</p>		<p>Under Review Refused Admision Head Finalized</p> <p>Course Coordinator Dr. Ashraf Badawi Admission Staff</p> <p>Dean Of Students 18/06/2015</p>			
Course	PHYS 101				
Request	Kindly I want to review my final exam paper as I got a bad grade in it compared to my average in the midterms as in the final exam in the electromagnetism part I proved what was needed so I thought I would get a better grade and I think I did well in the exam overall				

2.6 Drop/ Add Courses

You can create a request to Drop/Add course request, view and monitor its progress.

2.6.1 Create new petition request

From main menu select “Drop/Add Course”.

2.6.1.1 Steps

1- Click the “New Petition” button from here.



2- Select your current major.

3- Enter your mobile number.

4- Select the type of your request

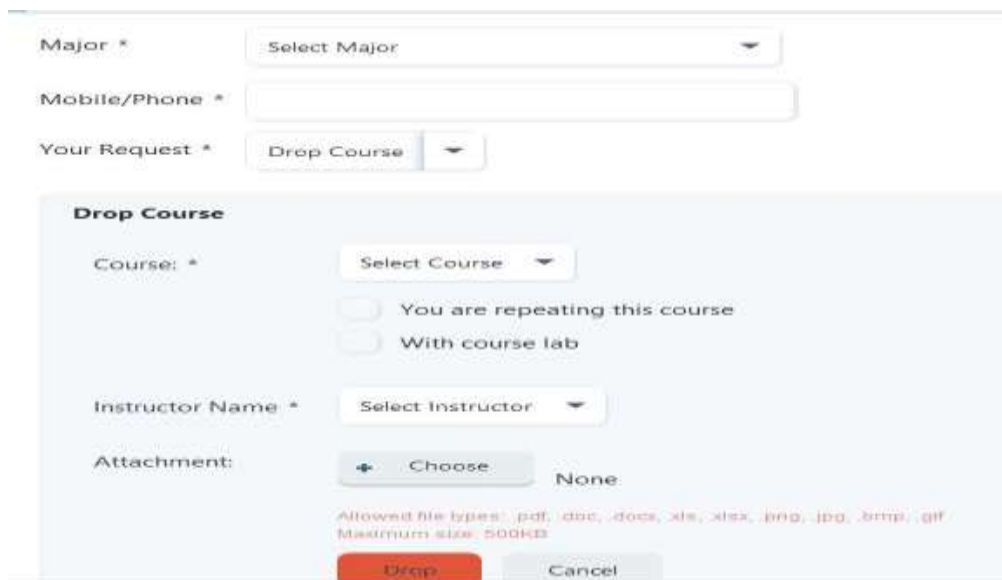
- Add Course.
- Drop Course.
- Add/Drop Course

5- Select Course.

6- Enter Section Number.

7- Attach File, The allowed formats are (Image types, PDF, Excel or Word format).

8- Click “Submit”.



Major *

Mobile/Phone *

Your Request *

Drop Course

Course: *

You are repeating this course

With course lab

Instructor Name *

Attachment:

Allowed file types: .pdf, .doc, .docs, .xls, .xlsx, .png, .jpg, .bmp, .gif
Maximum size: 500KB

2.6.1.2 Results

- 1- Your petition request will be sent to the academic staff for review.
- 2- A confirmation message displayed to confirm the sending process.
- 3- You can see the submitted petitions in the “Pending petitions list” section.
- 4- You can view and monitor the submitted petition progress.

View lists of pending and old requests from here:

ID	Course	Date	Current Status	Next Status
215	BIOL 101	15/12/2015	Under Review	Reviewing By Dr. Nagwa Elbadri (Course Coordinator)
214	BIOL 101	15/12/2015	Under Review	Reviewing By Dr. Nagwa Elbadri (Course Coordinator)
213	ENGL 004	15/12/2015	Under Review	Reviewing By Ms. Basma Elshimy (Course Coordinator)
212	CSCI 101	15/12/2015	Under Review	Reviewing By Dr. Doaa Shawky (Course Coordinator)

Click the petition record to view petition details and its current status:

Student

Date: 15/12/2015
ID: 201401597
Mobile Phone: 01113332222

Completed hrs: 33.0
Registered hrs: 33.0
Repeated Courses: 2

GPA: 2.0
Current Major: Space & Communication Engineering

Timeline: Under Review (Current) - Reviewing (Completed) - Reviewing (Completed) - Reviewing (Completed) - Reviewing (Completed)

Form Type: DROD
Dropped Course: BIOL 101
W/F/W: No
Repeated Course: No

2.7 Change of Major and/or Specialization

You can create a request to change a major and/or specialization, view and monitor its progress.

2.7.1 Create new petition request

From the main menu select “Change of major and/or specialization”.

2.7.1.1 Steps

- 1- Click the “New Petition” button from here.



- 2- Enter your GPA.
- 3- Enter your mobile number.
- 4- Select your current major.
- 5- Select the new major.
- 6- Enter your current specialization.
- 7- Enter the new specialization.
- 8- Enter the double specialization.
- 9- Enter more details.
- 10- Attach File, The allowed formats are (Image types, PDF, Excel or Word format).
- 11- Click “Submit”.

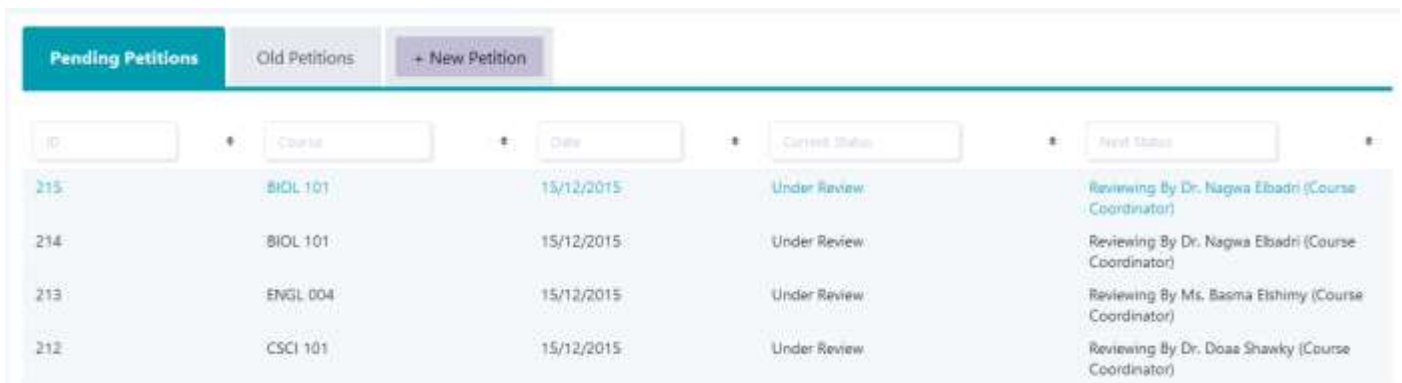
Mobile/Phone *	<input type="text"/>
GPA *	<input type="text"/>
Current Major *	<input type="text" value="Select Major"/>
New Major	<input type="text" value="Select Major"/>
Current Specialization	<input type="text"/>
New Specialization	<input type="text"/>
Double Specialization	<input type="text"/>
More Details	<input type="text"/>
Attachment:	<input type="button" value="+ Choose"/> <input type="button" value="None"/>

Allowed file types: .pdf, .doc, .docx, .xls, .xlsx, .png, .jpg, .bmp, .gif
 Maximum size: 500KB

2.7.1.2 Results

1. Your petition request will be sent to the academic staff for review.
2. A confirmation message will be displayed to confirm the sending process.
3. You can see the submitted petitions in the “Pending petitions list” section.
4. You will be able to view and monitor the submitted petition progress.

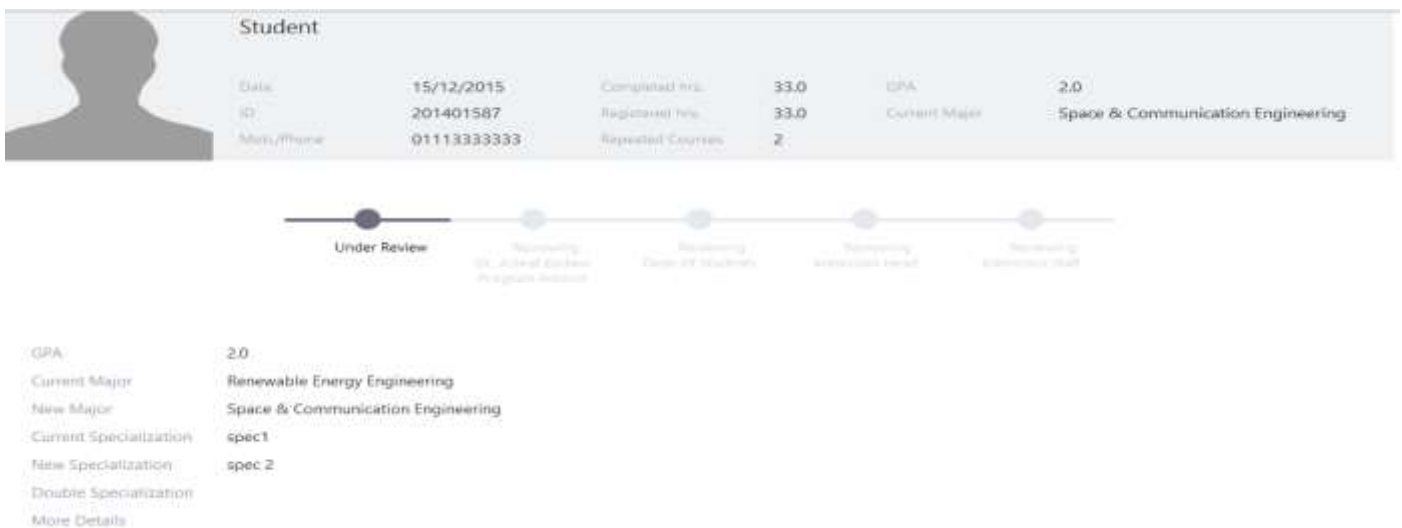
View lists of pending and old requests from here:



The screenshot shows a web interface for managing petitions. At the top, there are three buttons: "Pending Petitions" (highlighted in teal), "Old Petitions", and "+ New Petition". Below the buttons is a table with columns for ID, Course, Date, Current Status, and Next Status. The table contains four rows of data, all with a "Current Status" of "Under Review".

ID	Course	Date	Current Status	Next Status
215	BIOL 101	15/12/2015	Under Review	Reviewing By Dr. Nagwa Elbadri (Course Coordinator)
214	BIOL 101	15/12/2015	Under Review	Reviewing By Dr. Nagwa Elbadri (Course Coordinator)
213	ENGL 004	15/12/2015	Under Review	Reviewing By Ms. Basma Elshimy (Course Coordinator)
212	CSCI 101	15/12/2015	Under Review	Reviewing By Dr. Doaa Shawky (Course Coordinator)

Click the petition record to view petition details and its current status:



The screenshot shows a student profile and a petition progress indicator. The student profile includes a silhouette icon and the following information:

Student	
Date	15/12/2015
ID	201401587
Matr./Phone	01113333333
Completed hrs.	33.0
Registered hrs.	33.0
Repeated Courses	2
GPA	2.0
Current Major	Space & Communication Engineering

Below the profile is a progress bar with five stages: "Under Review" (active), "Reviewing By Acad. Advisor/Program Advisor", "Reviewing Dept. of Studies", "Reviewing Academic Staff", and "Reviewing Admission Staff".

Additional student details are listed below the progress bar:

GPA	2.0
Current Major	Renewable Energy Engineering
New Major	Space & Communication Engineering
Current Specialization	spec1
New Specialization	spec 2
Double Specialization	
More Details	

2.8 Overload Request

You can create a petition to request an overload course, view and monitor its progress.

2.8.1 Create new petition request

From main menu select "Overload Request".

2.8.1.1 Steps

- 1- Click the "New Petition" button from here.



- 2- Select your current major.
- 3- Enter your academic year.
- 4- Enter your mobile number.
- 5- Enter your GPA.
- 6- Select the proposed Course.
 - Select Semester.
 - Select year.
 - Select Course
- 7- Enter the academic reasons.
- 8- Attach File, The allowed formats are (Image types, PDF, Excel or Word format).
- 9- Click “Submit”.

Complete and Submit the form below

Note: Please include ALL courses for the entire semester

The maximum credit load during Fall or Spring semester is 18 credits

Major *

Academic Year *

GPA *

Mobile/Phone *

Proposed Course *

Academic reasons *

Attachment: None

Allowed file types: .pdf, .doc, .docx, .xls, .xlsx, .png, .jpg, .bmp, .gif
Maximum size: 500KB

2.8.1.2 Results

- 1- Your petition request will be sent to the academic staff for review.

- 2- A confirmation message will be displayed to confirm the sending process.
- 3- You can see the submitted petitions in the “Pending petitions list” section.
- 4- You will be able to view and monitor the submitted petition progress.

View lists of pending and old requests from here:

ID	Course	Date	Current Status	Final Status
215	BIOL 101	15/12/2015	Under Review	Reviewing By Dr. Nagwa Elbadri (Course Coordinator)
214	BIOL 101	15/12/2015	Under Review	Reviewing By Dr. Nagwa Elbadri (Course Coordinator)
213	ENGL 004	15/12/2015	Under Review	Reviewing By Ms. Basma Eshimy (Course Coordinator)
212	CSCI 101	15/12/2015	Under Review	Reviewing By Dr. Doaa Shawky (Course Coordinator)

Click the petition record to view petition details and its current status:

Student

Date	15/12/2015	Completed hrs.	33.0	GPA	2.0
ID	201401587	Registered hrs.	33.0	Current Major	Space & Communication Engineering
Mob./Phone	01113333333	Repeated Courses	2		

Progress: Under Review (Active) | Reviewing Major Advisor | Reviewing Dean of Students | Reviewing Admissions Head | Reviewing Admissions Staff

Major	Space & Communication Engineering
Academic Year	2014-2015
GPA	3
Course Name	ENGR 207
Reason	test

2.9 Course Repeat

You can create a petition to request a course repeat, view and monitor its progress.

2.9.1 Create new petition request

From main menu select “Course Repeat”.

2.9.1.1 Steps

- 1- Click the “New Petition” button from here.



- 2- Select your current major.
- 3- Enter your mobile number.
- 4- Enter reason for repeating the course.
- 5- Select name of course to be repeated
 - Select Semester.
 - Select year.
 - Select Course
- 6- Enter grade received on the first attempt.
- 7- Select semester at which it was first taken.
- 8- Select semester at which it is repeated.
- 9- Attach File, The allowed formats are (Image types, PDF, Excel or Word format).
- 10- Click “Submit”.

Major *	<input type="text" value="Select Major"/>
Mobile/Phone *	<input type="text"/>
Reason for repeating the course *	<input type="text"/>
Name of course to be repeated *	<input type="text" value="Select Semester"/> <input type="text" value="Select Year"/> <input type="text" value="Select Course"/>
Grade recieved on the first attempt *	<input type="text"/>
Semester at which it was first taken *	<input type="text" value="Select semester"/>
Semester at which it is repeated *	<input type="text" value="Select semester"/>
Attachment:	<input type="button" value="+ Choose"/> <input type="button" value="None"/>
	Allowed file types: .pdf, .doc, .docx, .xls, .xlsx, .png, .jpg, .bmp, .gif Maximum size: 500KB
	<input type="button" value="Submit Request"/>

2.9.1.2 Results

- 1- Your petition request will be sent to the academic staff for review.

- 2- A confirmation message will be displayed to confirm the sending process.
- 3- You can see the submitted petitions in the “Pending petitions list” section.
- 4- You will be able to view and monitor the submitted petition progress.

View lists of pending and old requests from here:

Pending Petitions				
ID	Course	Date	Current Status	Next Status
215	BIOL 101	15/12/2015	Under Review	Reviewing By Dr. Nagwa Elbadri (Course Coordinator)
214	BIOL 101	15/12/2015	Under Review	Reviewing By Dr. Nagwa Elbadri (Course Coordinator)
213	ENGL 004	15/12/2015	Under Review	Reviewing By Ms. Basma Elshimy (Course Coordinator)
212	CSCI 101	15/12/2015	Under Review	Reviewing By Dr. Doaa Shawky (Course Coordinator)

Click the petition record to view petition details and its current status:

Student

Date	15/12/2015	Completed hrs.	33.0	GPA	2.0
ID	201401587	Registered hrs.	33.0	Current Major	Space & Communication Engineering
Mobi./Phone	01113333333	Repeated Courses	2		

Major:	Space & Communication Engineering
Name of course to be repeated:	ENGL 101
Grade received on the first attempt:	1
Semester at which it was first taken:	Spring
Semester at which it's repeated:	Summer

2.10 Incomplete Grade

You can create an incomplete grade petition request, view and monitor its progress.

2.10.1 Create new petition request

From main menu select “Incomplete Grade”.

2.10.1.1 Steps

- 1- Click the “New Petition” button from here.



- 2- Select your current major.
- 3- Enter your mobile number.
- 4- Enter incomplete reason.
- 5- Select course name
 - Select Semester.
 - Select year.
 - Select Course
- 6- Enter instructor name.
- 7- Select date of the exam.
- 8- Select semester.
- 9- Attach File, The allowed formats are (Image types, PDF, Excel or Word format).
- 10- Click “Submit”.

Major *

Mobile/Phone *

Incomplete reason *

Course Name *

Instructor Name *

Date of the exam *

Semester *

Attachment:

Allowed file types: .pdf, .doc, .docx, .xls, .xlsx, .png, .jpg, .bmp, .gif
Maximum size: 500KB

2.10.1.2 Results

- 1- Your petition request will be sent to the academic staff for review.
- 2- A confirmation message will be displayed to confirm the sending process.
- 3- You can see the submitted petitions in the “Pending petitions list” section.
- 4- You will be able to view and monitor the submitted petition progress.

View lists of pending and old requests from here:

ID	Course	Date	Current Status	Next Status
215	BIOL 101	15/12/2015	Under Review	Reviewing By Dr. Nagwa Ebadri (Course Coordinator)
214	BIOL 101	15/12/2015	Under Review	Reviewing By Dr. Nagwa Ebadri (Course Coordinator)
213	ENGL 004	15/12/2015	Under Review	Reviewing By Ms. Basma Elshimy (Course Coordinator)
212	CSCI 101	15/12/2015	Under Review	Reviewing By Dr. Doaa Shawky (Course Coordinator)

Click the petition record to view petition details and its current status:



Student

Date	15/12/2015	Completed hrs.	33.0	GPA	2.0
ID	201401587	Registered hrs.	33.0	Current Major	Space & Communication Engineering
Mob/Phone	01113333333	Repeated Courses	2		



Course: BIOL 101
Reason: test

2.11 Junior TA Program

You can create junior TA program petition request, view and monitor its progress.

2.11.1 Create new petition request

From main menu select “Junior TA Program”.

2.11.1.1 Steps

- 1- Click the “New Petition” button from here.



- 2- Select course

- Select Semester.
- Select year.
- Select Course

- 3- Select your current major.

- 4- Enter your Grade in this course.

- 5- Enter GPA.

- 6- Enter contact hours per week.

- 7- Enter comment.

- 8- Click “Submit”.

Course *

Major *

Your Grade in this course *

GPA *

Contact hours per week *

Comment

2.11.1.2 Results

- 1- Your petition request will be sent to the academic staff for review.
- 2- A confirmation message will be displayed to confirm the sending process.
- 3- You can see the submitted petitions in the “Pending petitions list” section.
- 4- You will be able to view and monitor the submitted petition progress.

View lists of pending and old requests from here:

Pending Petitions					Old Petitions	+ New Petition
ID	Course	Date	Current Status	Next Status		
215	BIOL 101	15/12/2015	Under Review	Reviewing By Dr. Nagwa Elbadri (Course Coordinator)		
214	BIOL 101	15/12/2015	Under Review	Reviewing By Dr. Nagwa Elbadri (Course Coordinator)		
213	ENGL 004	15/12/2015	Under Review	Reviewing By Ms. Basma Eshimy (Course Coordinator)		
212	CSCI 101	15/12/2015	Under Review	Reviewing By Dr. Doaa Shawky (Course Coordinator)		

Click the petition record to view petition details and its current status:



Student

Date	15/12/2015	Completed Hrs	33.0	GPA	2.0
ID	201401587	Registered Hrs	33.0	Current Major	Space & Communication Engineering
Mobile/Phone	01113333333	Repeated Courses	2		



Major: Biomedical Sciences
 Course: ENGR 201
 Grade: A
 GPA: 2.3
 Hours: 4.0

2.12 Feedback Form

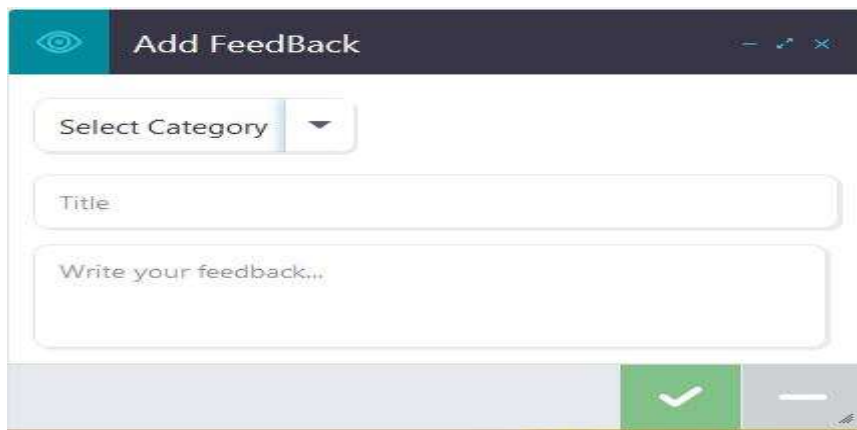
You can send your feedback on any of the city services and facilities.

2.12.1 Create new petition request

From main menu select “Feedback form”.

2.12.1.1 Steps

- 1- Click “New Feedback” button.
- 2- Select category.
- 3- Enter feedback title.
- 4- Write your feedback.
- 5- Click “✓” to submit your feedback form.



The screenshot shows a web form titled "Add Feedback". At the top left is an eye icon. Below the title is a dropdown menu labeled "Select Category". Underneath is a text input field labeled "Title". Below that is a larger text area labeled "Write your feedback...". At the bottom right of the form is a green button with a white checkmark, and next to it is a grey button with a minus sign.

2.8.1.2 Results

Your feedback will be sent to the academic staff for review. A confirmation message is displayed to confirm sending process. You can see the submitted petitions list.

View lists of pending and old requests from here:

Date	Title	Category	Details
27/09/2015	test	Facilities	⊕
15/12/2015	test 2	Cafeteria	⊕
15/12/2015	test 3	IT	⊕

Click the details icon to view submitted petition details:



The screenshot shows a window titled "Form Details" with a teal header. The content includes the following fields:

- Submission Date:** 12/02/2015
- updateCategory:** Transportation
- Title:** Good Transportation
- Form:** Nice drivers

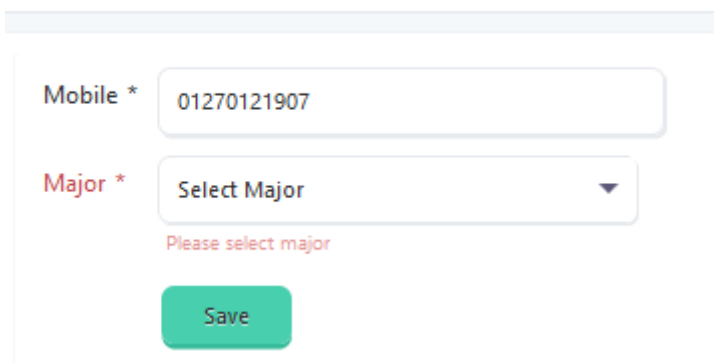
2.13 Intended Major

You can unofficially select the major you would like to join in year two.

2.13.1.1 Steps

- 1- Enter Mobile number.
- 2- Select Major.

Intended / Planned Major



The screenshot shows a form with the following elements:

- Mobile *** (text input): 01270121907
- Major *** (dropdown menu): Select Major
- Below the dropdown: Please select major
- Save** (green button)

2.13.1.2 Results

- 1- The intended planned major saved successfully.
- 2- A confirmation message displayed to confirm saving process.

2.14 Declaration of Concentration

You officially declare the major you would like to join.

2.14.1.1 Steps

- 1- Enter Mobile number.
- 2- Select Major.

Mobile *

Major * Select One ▼

Save

2.14.1.2 Results

- 1- The selected major saved successfully.
- 2- A confirmation message displayed to confirm saving process.

2.15 Declaration of Major

In year two students in different majors officially declare their concentrations that they would like to be specialized in.

2.15.1.1 Steps

- 1- Enter Mobile number.
- 2- Select Major.

Mobile *

Major * Select One ▼

Save

2.15.1.2 Results

- 1- The selected major saved successfully.
- 2- A confirmation message displayed to confirm saving process.