

KSIMS STUDENT USER MANUAL

KUWAIT CULTURAL OFFICE LONDON

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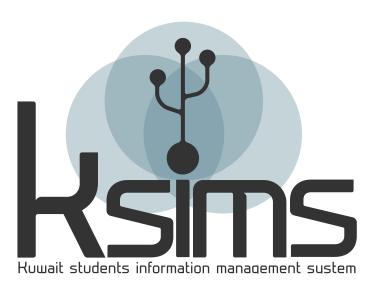
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Introduction

KSIMS STUDENT INTERFACE

The interface for the student is designed to fulfil their needs. If the student is looking for the information or would like to process a request (financial/academic), the webpage will provide all the required answers for them and it is even embedded inside the student interface. The system allows the student to:

- Apply for an offer (Foundation, Degree, Master, PhD)
- Upload documents such as certificates (English, School, degree certificate, etc), passport, civil card, offer letters, etc, and organise them according their category (academic, financial, personal, etc)
- Update personal details (address, emergency contact, picture profile, etc)
- · Consult the UK University Guide
- Contact his/her advisor via KSIMS email
- Submit requests (academic and financial)
- Track the process and details of the offers and requests applied (status, comments, progress, etc)
- Consult his/her academic history by academic year (status, attendance reports, progress reports, etc).



1. Logging In

To use the system and access information, the first step is to log in which is done by entering the user ID and password and clicking the 'login' button.

(See figure1)

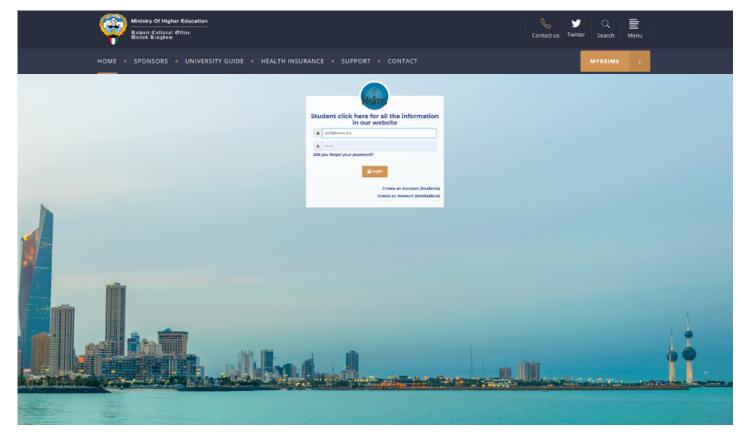


Figure1: Loggin

Once you enter the system you will view the image shown in figure 2 which allows you to view all the options available for different requests. Academic and Financial.

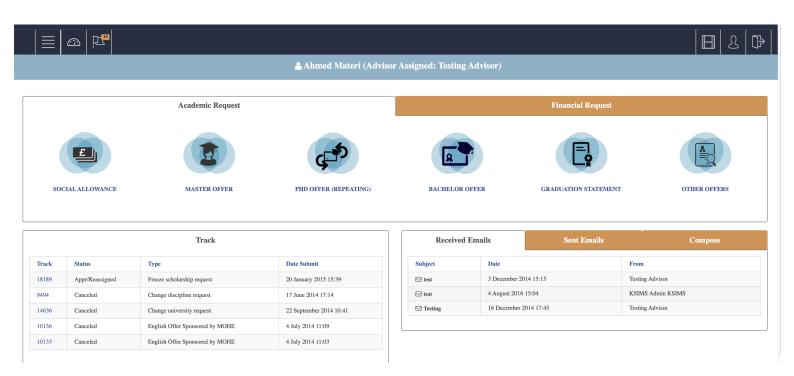


Figure 2: Student Main Page (Dashboard)

Academic & Financial Requests

Figure 2 represents The Academic and financial requests option for student. By clicking on one of the icons you will navigate to the request application form.



This Icon represents Social Allowance Request



This Icon represents Master Offer Request



This Icon represents Bachelor Offer Request



This Icon represents Graduation Statement Request



This Icon represents other Offers

Options Details



When you click on this icon you will navigate to other offers page where you will find more options. See figure 3



Figure3: Other Offers

Other Offers



This Icon represents General Information



This Icon represents English Offer



This Icon represents Foundation Offer



This Icon represents Degree Offer



This Icon represents Master Offer



This Icon represents PHD Offer

Other Offers



When you click on one of the options above you will navigate to this page. Offer Request application form.

See figure 4 as an example

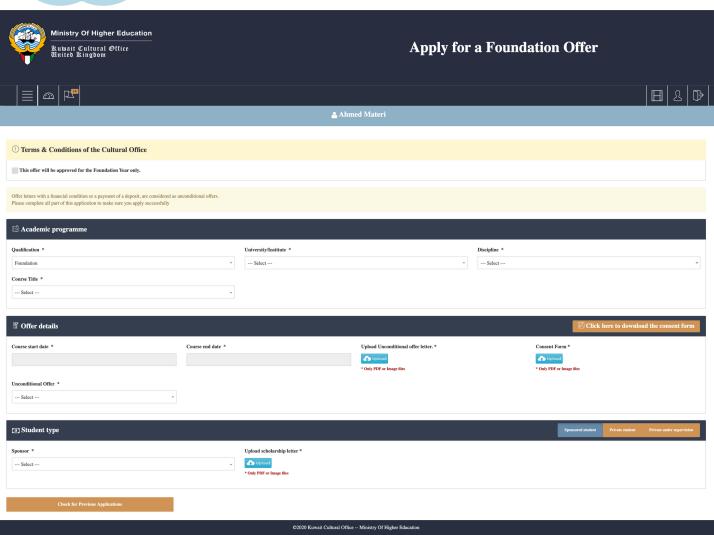


Figure4: Offer Request Form

Email/Notifications

This option allows you to track your offer process. (see figure 5)

Track				
Track	Status	Туре	Date Submit	
18189	Appr/Reassigned	Freeze scholarship request	20 January 2015 15:39	
9494	Canceled	Change discipline request	17 June 2014 17:14	
14636	Canceled	Change university request	22 September 2014 10:41	
10136	Canceled	English Offer Sponsored by MOHE	4 July 2014 11:09	
10133	Canceled	English Offer Sponsored by MOHE	4 July 2014 11:03	

Figure5: Offer Request Form

This option allows you to interact with your academic Advisor via email. You can handle your emails by displaying your received and sent emails. (see figure 6)

Received Emails		Sent Emails	Compose	
Subject	Date		From	
⊡ test	3 December 2014 15:15		Testing Advisor	
⊡ test	4 August 2016 15:04		KSIMS Admin KSIMS	
⊡ Testing	16 December 201	4 17:45	Testing Advisor	

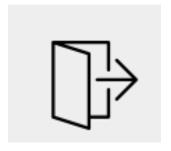
Figure6: Offer Request Form

3. Header

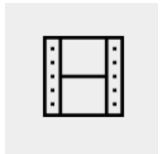
Figure 7 represents the options in the header for a student user. All of options are explained in the next sections.



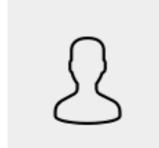
Figure7: Header options



Clicking on this icon, you will log out of the system.



Clicking on this icon, you will navigate to KCO Youtube channel, where you will find all the tutorials videos to help you register and complete your academic and financial requests on the KSIMS System.



Clicking on this icon, you will navigate to your profile.

This option will display a box with two options to change your personal details and your login details. Figure 8 and 9 shows you the screen to change the login details.



Personal Details

Edit Login Details

Figure 7: Profile option in the Header

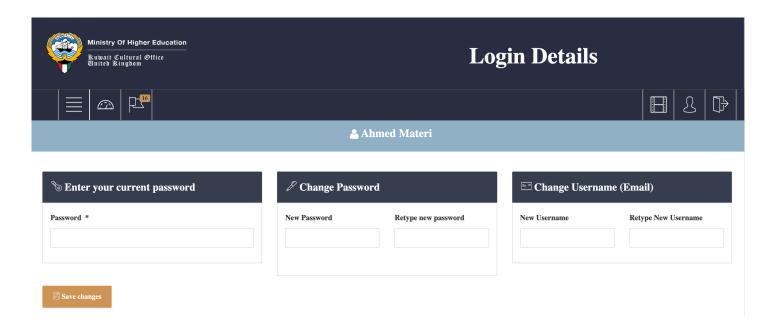


Figure9: Changing the Login Details

This option will show you all the information stored in the system about you as a student. The different types of information are divided in tabs for more clarity. See figures 10, 11, 12, 13, 14, 15,16, 17, and 18.

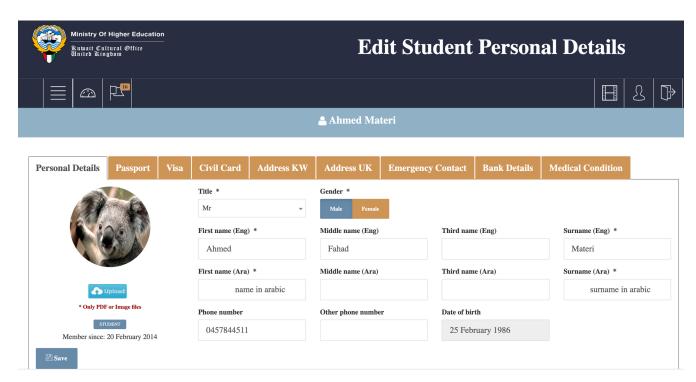


Figure 10: Edit Personal Details

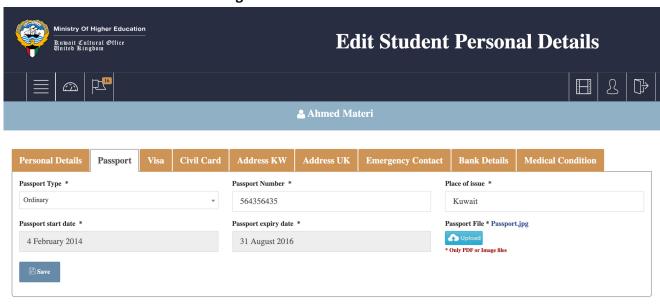


Figure 11: Edit Passport Details



Figure 12: Edit Visa Details

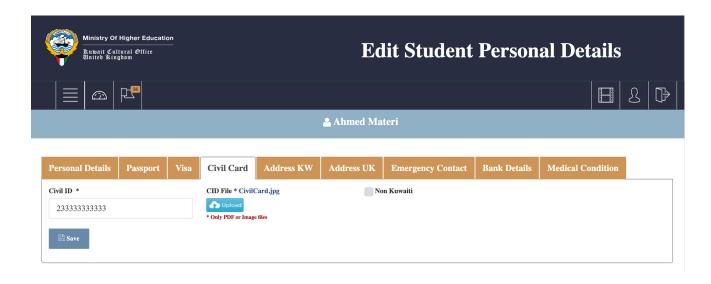


Figure 13: Edit Civil Card Details

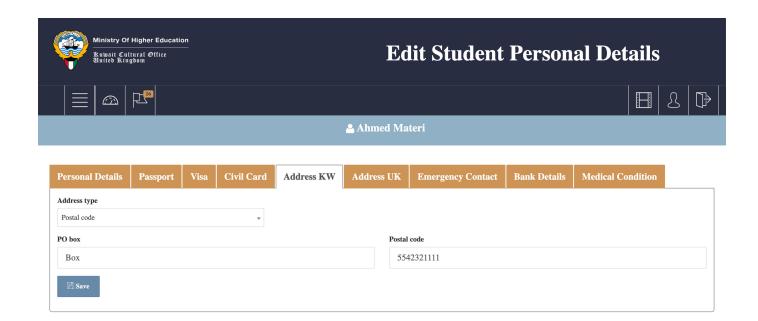


Figure14: Edit Address in Kuwait

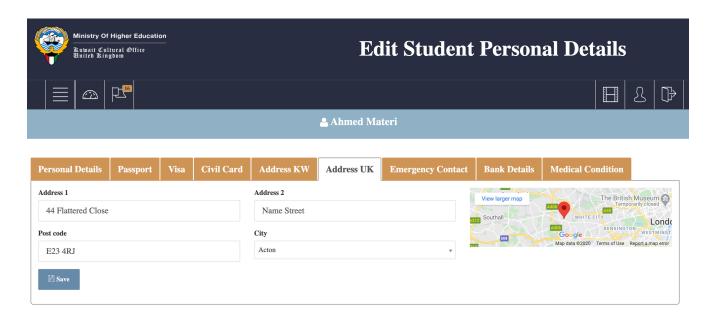


Figure 15: Edit Address in UK

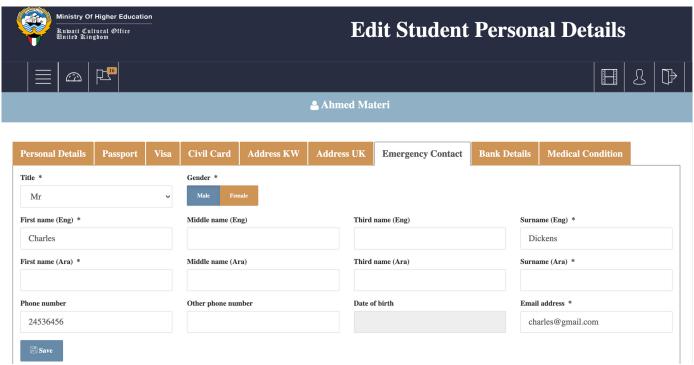


Figure 16: Edit Emergency Contact

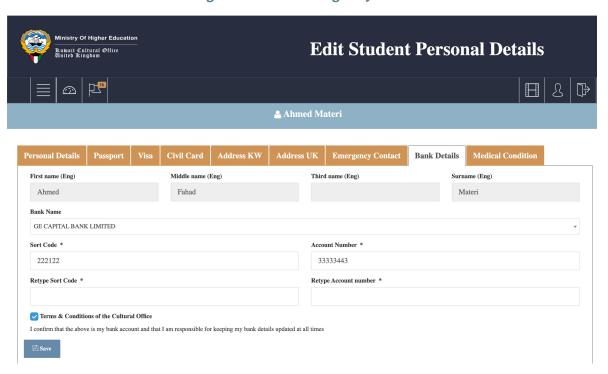


Figure 17: Edit Bank Details

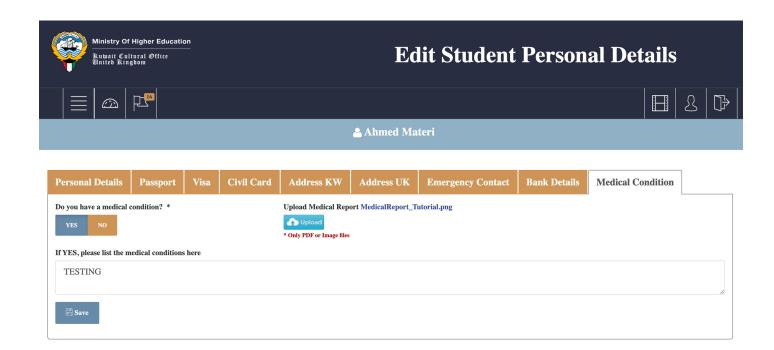


Figure 18: Edit Medical Condition



This icon will display the main menu layer (figure 19). This layer takes all the screen to improve the user experience. To close the menu just click on the black part where no option is displayed, and the layer will hide again.

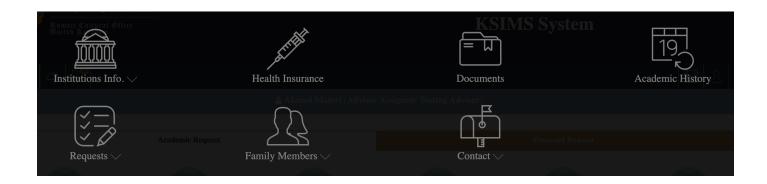


Figure 19: Student Main Menu Displayed

Institutions Info:

This option has two subsections



This option will show you all the institutions approved to study divided by level os studies.



This option will show you a map with all the institutions located in their addresses. If you click on the pin you will see how many students are studying in the institution divided by level.

Health Insurance:

This option has two subsections



By clicking this option you will navigate to UK Health and Dental Student Portal.

https://kuwaiti-students.vianabo.com/pages/gateway

Documents:



This option will show you all the documents uploaded in the student's profile by their academic advisors or by the student themselves. See figure 24

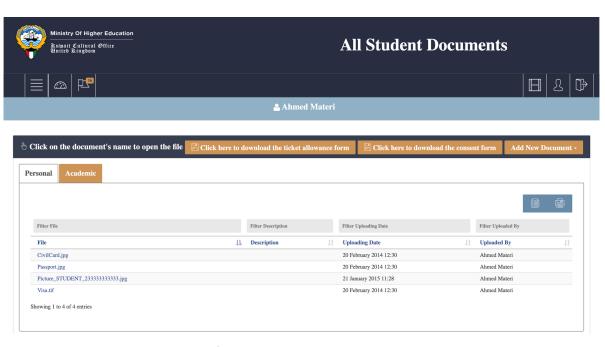


Figure 20: Student Documents

Student Documents

Table of comems

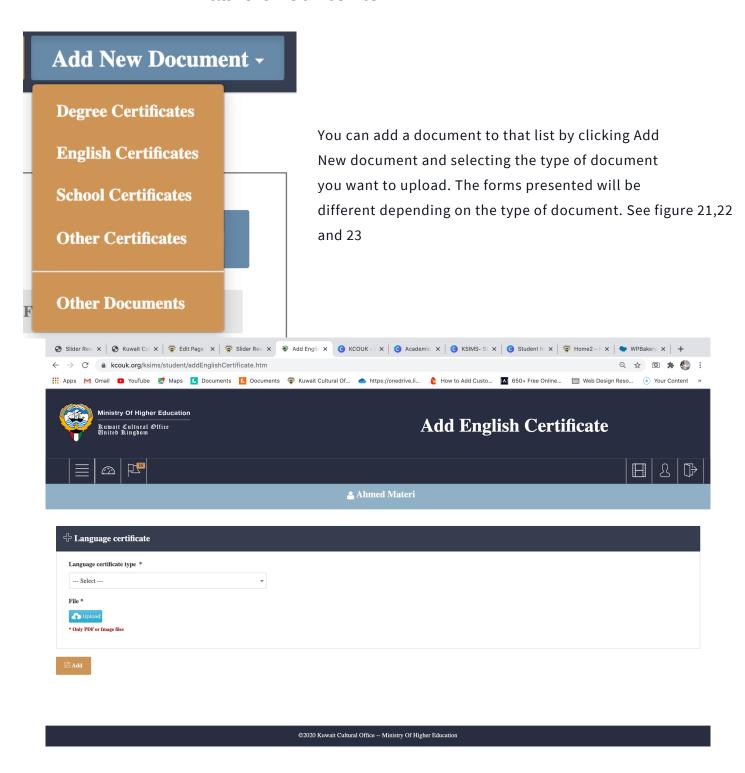


Figure 21: Uploading English Certificate

Student Documents

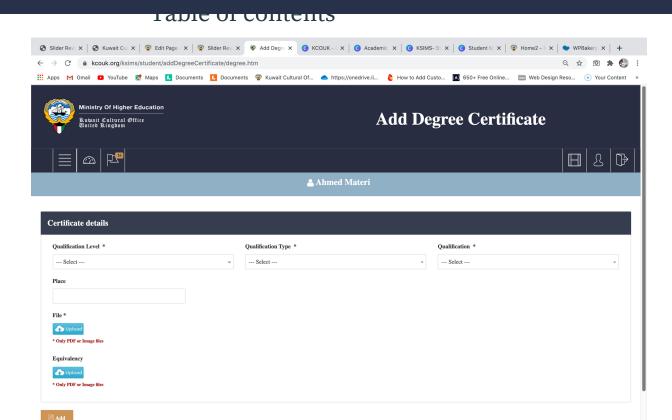


Figure 22: Uploading a Degree Certificate

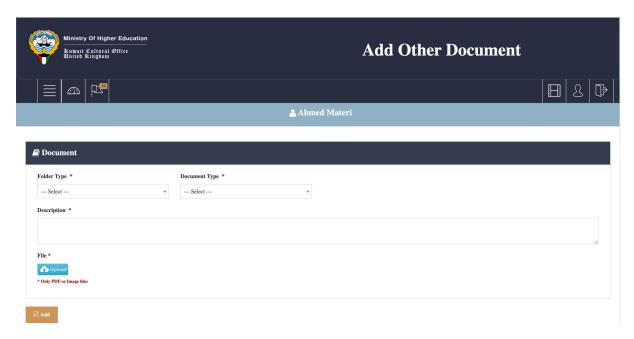


Figure 23: Uploading a document

4. Menu options Student Academic History



This option will show you a history of what you are studying and what you have studied in the past. See figure 24.

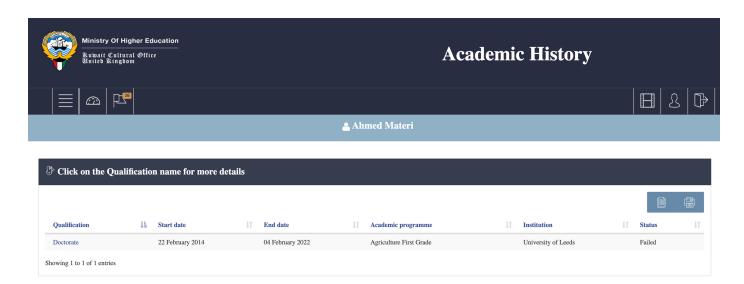


Figure 24: Student Academic History.

If you click in the qualification column value for one of the programs, the system will take you to the program's details screen. See figure 25

Student Requests

Student Program Details:

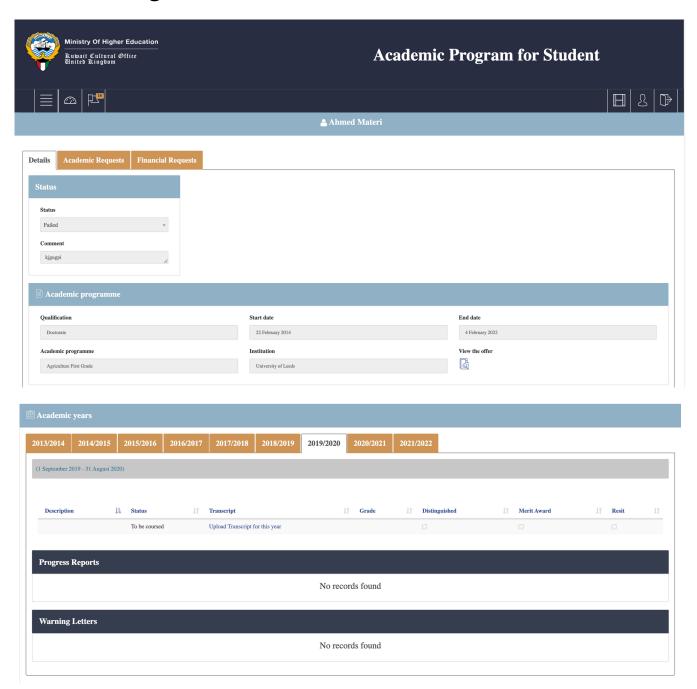


Figure 25: Student Academic Program Details.

Student Requests

Student Academic Requests Details:

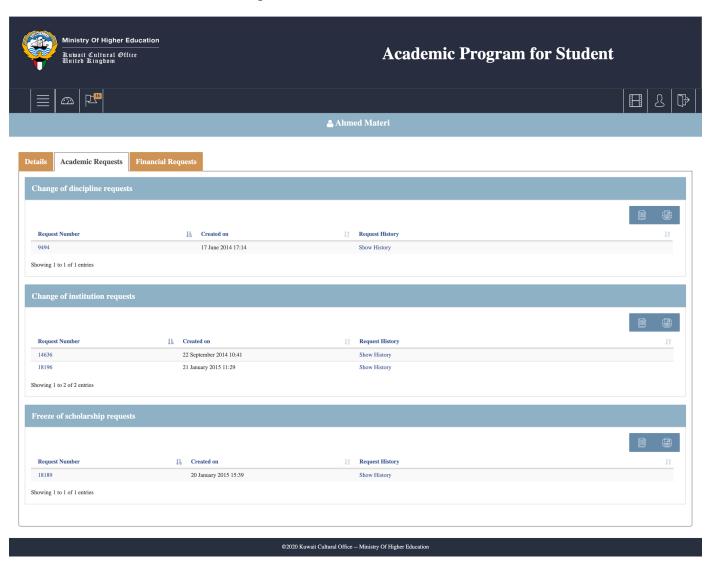


Figure 26: Student Academic Requests Details.

Student Requests

Student Financial Requests Details:

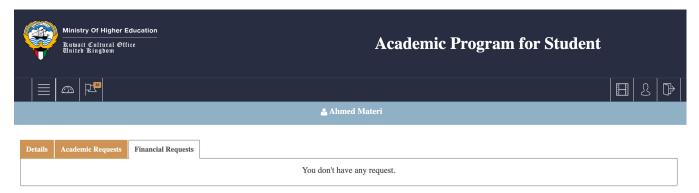


Figure 27: Student Financial Requests Details.

Student Requests



This section has two sub options. See figure 28.

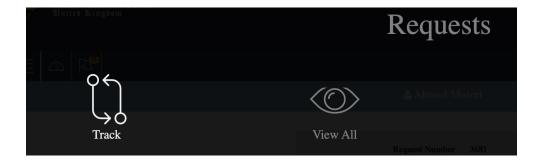


Figure 28: Students Request Section



This option will show you all the requests which the student has, processing at that moment. Requests are divided depending on its type. (See figure 29).

Student Requests

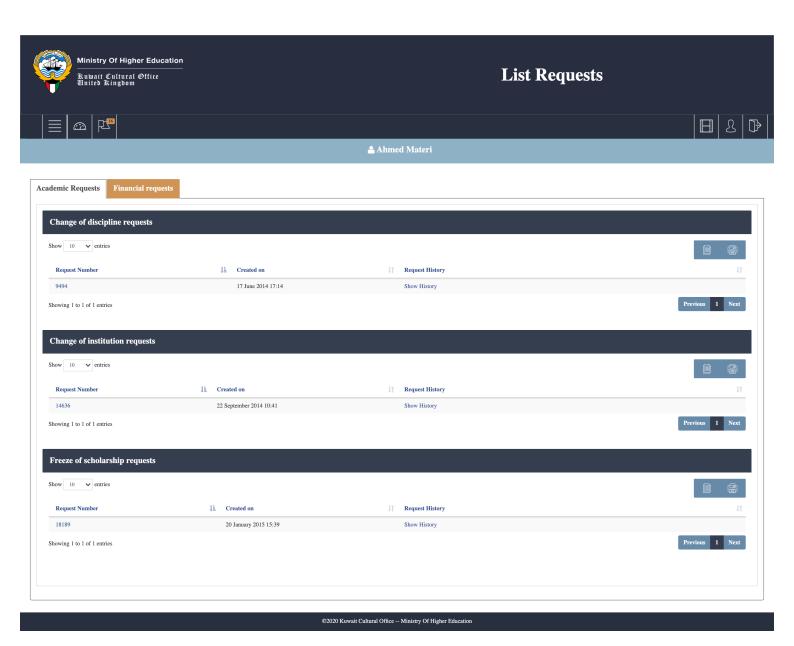


Figure 29: Student requests still being processed

Student Requests

You can see the details of the history for the request just by clicking on the 'show history' option in the last column. (See figure 30).

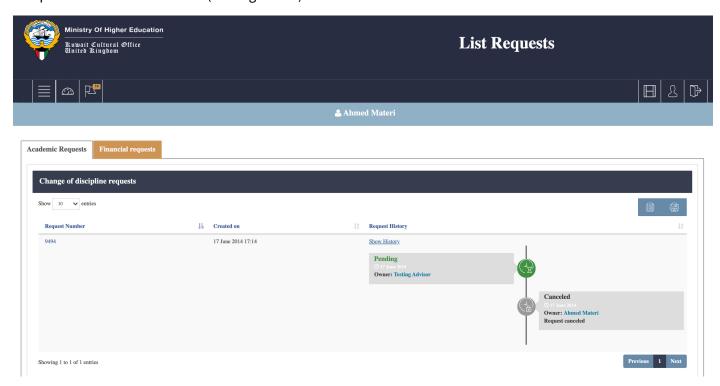


Figure 30: Request History.

Student Requests



This option will show you all the requests for the student regardless of their status. (See figure 31).

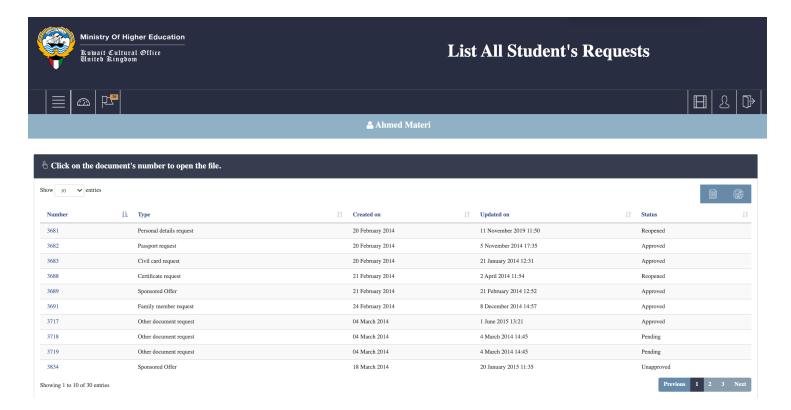


Figure 31: All the student's requests.

Student Requests

You will see the history of the request details by clicking on their number. (See figure 32).

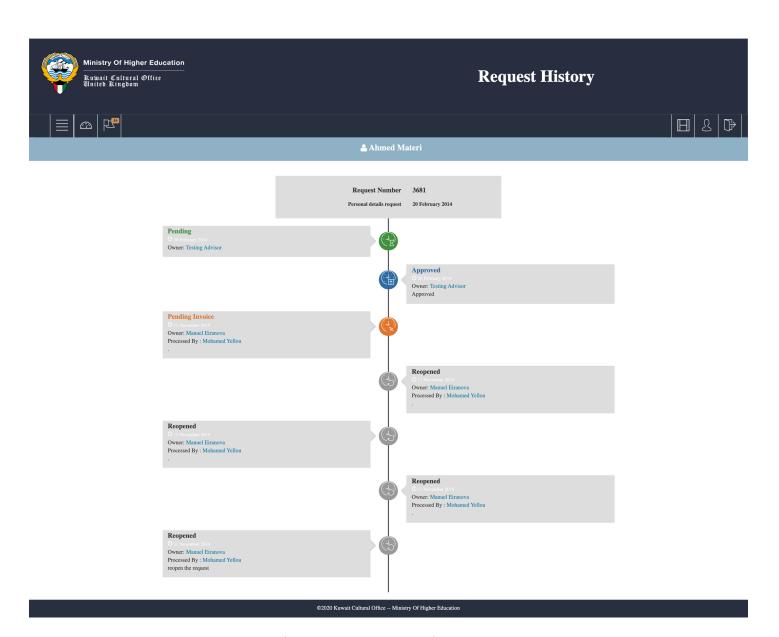


Figure 32: Request's History.

Student Family Members



This section has two sup options. (See figure 33).



Parents can be users of the system. They can check some information about their children studying in UK. To become a user, a parent must be added by the student. Once it is added they will appear after clicking on this option. (See figure 33).



A student must register all the members of the family who are accompanying them in the place of study. This is essential for the accounts department to pay the fees for the student's family if they are entitled.

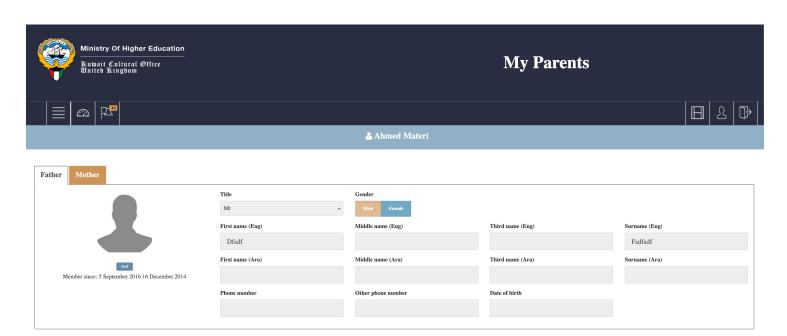


Figure 32: Student registered parents

Student Family Members



By clicking this button you will navigate to a form where you can add a new family member.

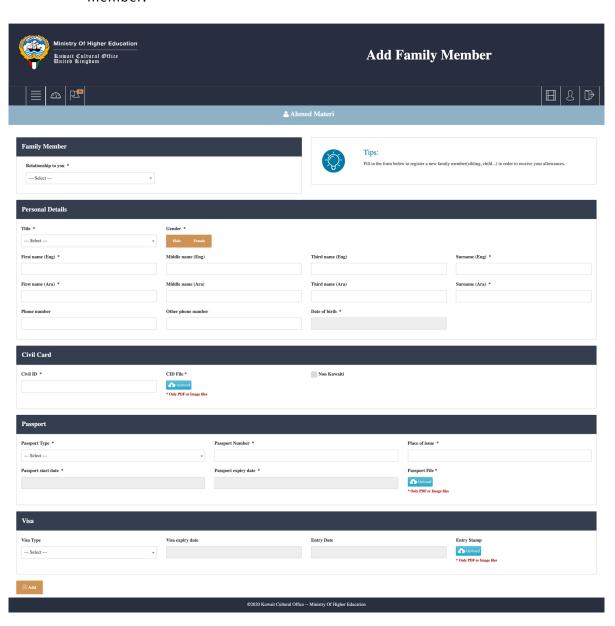


Figure 33: Add Family Member

Contact



This section has three sub options. (See figure 34).



Figure 34: Contact

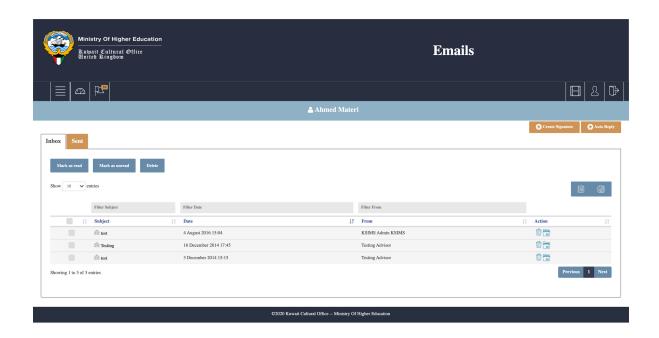


Figure 34: List of all your emails

Contact

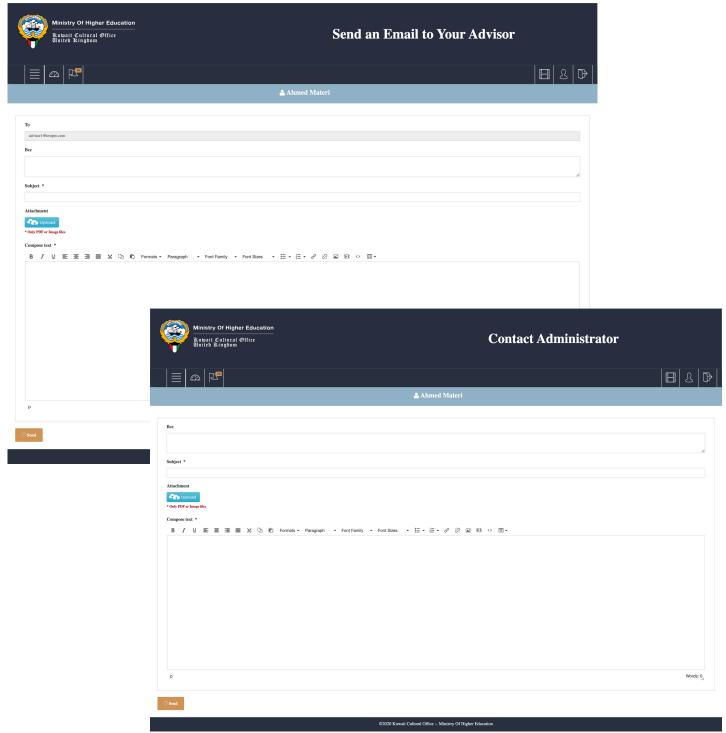


Figure 35:Contact Advisor/ Administrator





Kuwait Cultural office London

Youtube Channel



https://www.kcouk.org/

