

Master Students - Letter of Examination Leave

End-User Guide

Step 1: Login

1- Click on **(Login to start the service)**. If you are already logged in, skip to Step2.

The screenshot shows the ZU eServices portal for the service 'Master Students - Letter of Examination Leave'. The breadcrumb trail is 'Postgraduate > Master Students - Letter of Examination Leave'. The main header includes the service title and a 'Login to start the service' button, which is highlighted with a red circle and the number '1'. Below the header, there are sections for 'Service Time' (2 Working Days), 'Service Fee' (NA), 'Service Channels', 'User guide and tools', and a 'Rate this service!' section with a 1/5 star rating. A left sidebar contains navigation options: Description, Procedures, Target Audience, Required Documents, Service Contact, and Terms and Conditions. The main content area shows the 'Description' of the service: 'Master Programs - Letter of Examination Leave'.

2- Enter your **Username (ZU ID)** and **Password**, then click on **(Sign in)**.

The screenshot shows the ZU eServices login form. It features two input fields: 'Username' and 'Password'. The 'Password' field is highlighted with a red circle and the number '2'. Below the input fields is a red 'Sign in' button. There is also a 'Remember me' checkbox and several informational links and instructions for users.

3- Answer the **Security Question**, then click on **(Sign In)**.

The screenshot shows the ZU eServices Security Question form. The title is 'Security Question!'. The question is 'What is your ZU ID?'. The input field for the answer is highlighted with a red circle and the number '3'. Below the input field is a red 'Sign In' button. There is also a link to click if the user forgot their answers to the security questions.

Step 2: Service Completion

1- Click on **(Start the service)** to start.

Postgraduate > Master Students - Letter of Examination Leave

Postgraduate
Master Students - Letter of Examination Leave

Start the service 1

Service Time: 2 Working Days

Service Fee: NA

Information Last Updated: Feb 23, 2020

Description
Master Programs - Letter of Examination Leave

2- Enter your **comment**.

3- Tick the Check box next to **(I'm not a robot)**, then click on **(Next)**.

4- To save the form and submit it later, click on **(Save as Draft)**. Otherwise, click on **(Submit)**.

Postgraduate > Master Students - Letter of Examination Leave

50% Progress

+ Service Card (Service Information)

+ E-Services Request Form

Master Students - Letter of Examination Leave

Campus : Dubai

Write your student ID #/ mention the complete exam information (Exam date + Course title)

2

Attached file:
Choose File | No file chosen

I'm not a robot

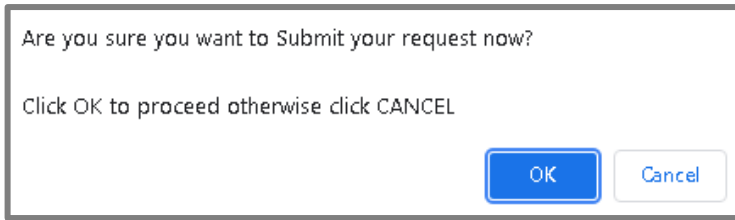
reCAPTCHA
Privacy - Terms

3

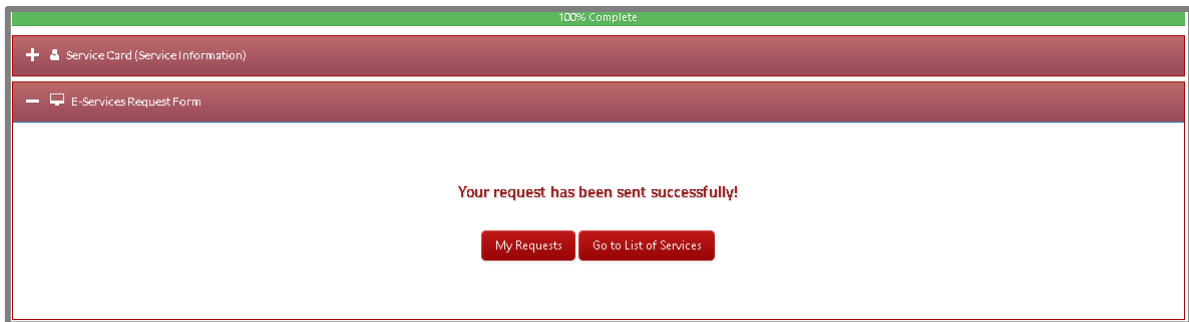
Save as Draft | Submit

4

5- Click on **(OK)** if you see below pop-up message.



6- The below window will appear confirming the submission of your request.



Thank you for using this tutorial



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Information Technology Department