

To whom it may concern summer approval letter – Digital PDF

End-User Guide

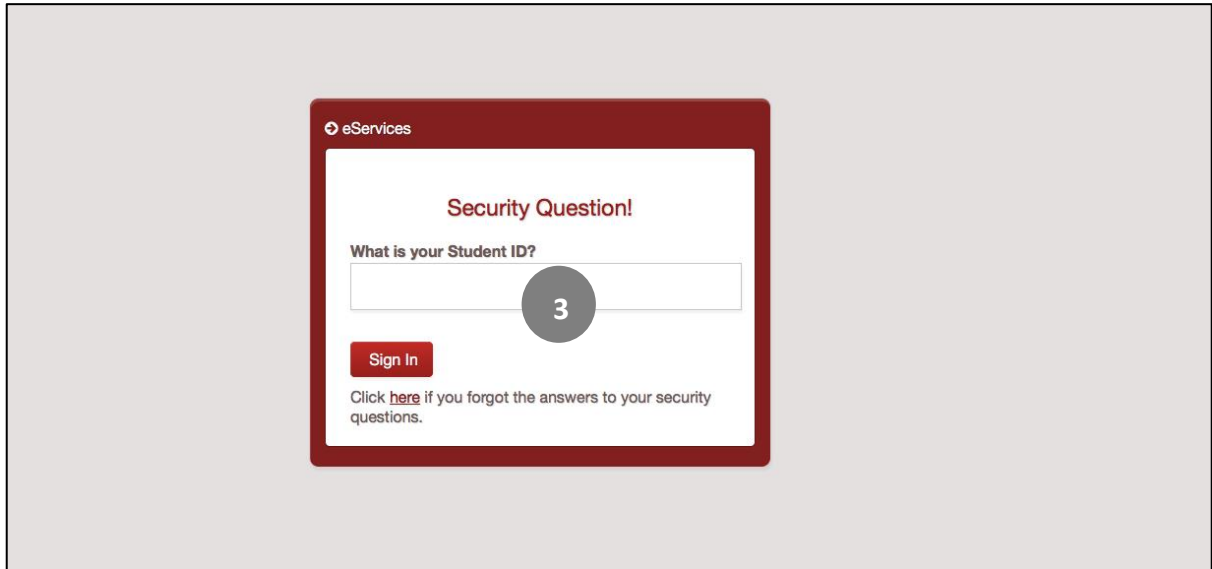
1. Click on **Login to start the service**, Move to Step #4 if you are already logged in.

The screenshot shows the eServices portal for the service 'To whom it may concern summer approval letter - Digital PDF'. The page is titled 'Undergraduate' and 'To whom it may concern summer approval letter - Digital PDF'. A red button labeled 'Login to start the service' is highlighted with a red circle and the number '1'. Below this button, the service details are listed: 'Service Time' (10 minutes for application, 2 working days for certificate), 'Service Fee' (No fee required), and 'Service Channels' (Mobile, Desktop, Location). There is also a 'Rate this service!' section with a QR code and a 'Sign Language' button. The main content area shows a 'Description' of the service: 'Issuing a Summer Approval Letter for students granted permission to study summer courses outside Zayed University upon the student's request'. The page includes a sidebar with social media icons and a footer with 'Twitter Feeds', 'RSS Feeds', and 'Intranet' links.

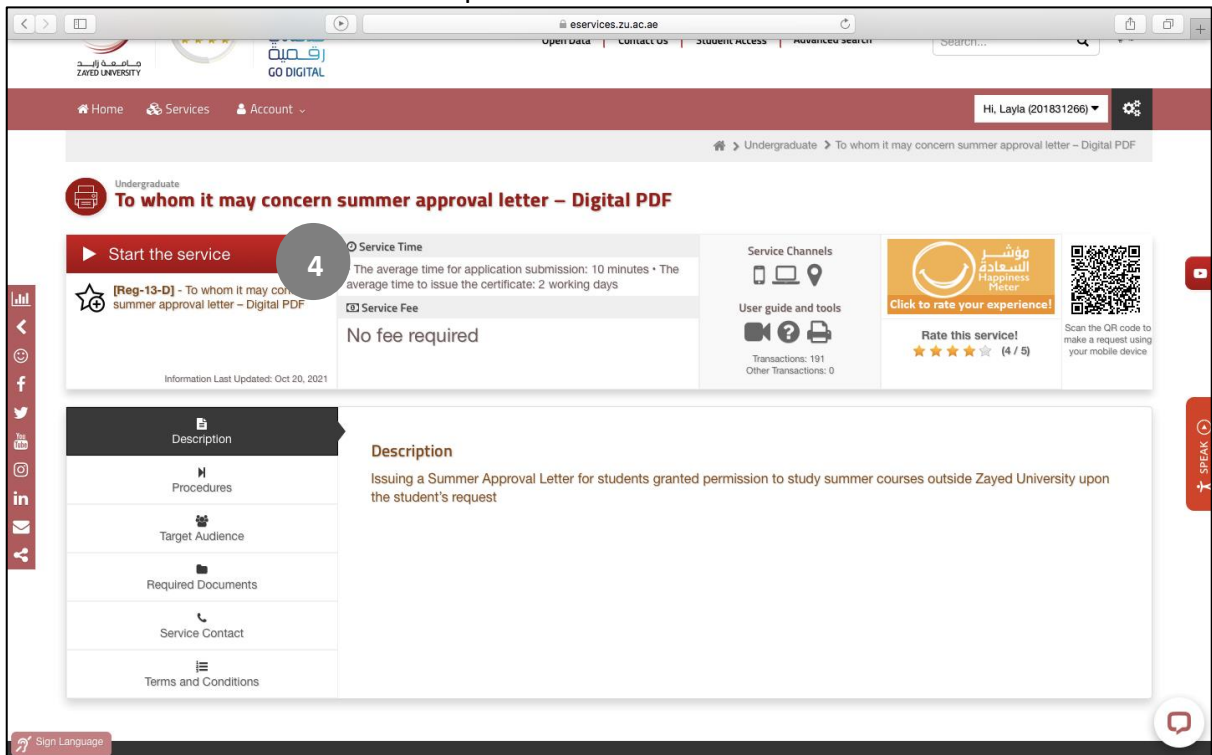
2. Enter your **Username** and **password**

The screenshot shows the eServices login form. The form is titled 'eServices' and has 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 instructions: 'Use your ZU account to login.', 'If you are a Student or Alumni, enter your Student ID as the username. E.g. 20151234567.', 'Don't have an account yet? Click here to Register.', and 'Click here if you forgot your password or the answers to your security questions.'

3. answer security question and click on **Sing in**



4. click on **Start the service** to proceed



5. write a comment
6. click on **I'm not a robot** then click on **Next**

The screenshot shows a web browser window with the URL `eservices.zu.ac.ae`. The page header includes the Zayed University logo, navigation links (Home, Services, Account), and a search bar. The main content area displays a progress bar at 50% and a list of services. The selected service is "To whom it may concern summer approval letter - Digital PDF". Below this, there is a form for "Your comment" with a large text area. An "Attached file" section shows "no file selected". At the bottom of the form, there is a reCAPTCHA challenge with the text "I'm not a robot" and a "Next" button.

7. rate the service, then click on **Submit**

The screenshot shows a feedback form titled "How would you rate the effectiveness of ZU eServices in providing you the information about this particular service". The form includes a star rating system (Poor to five stars), a "Your Comment" text area, and "Submit" and "Back" buttons. A large number "7" is overlaid on the form.

Thank you for using this tutorial



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Information Technology Department