

حجز موعد مع مركز الإرشاد الطلابي

دليل المستخدم

1- قم بالضغط على (تسجيل الدخول). إذا كنت قد قمت بتسجيل الدخول مسبقاً، فانقل إلى الخطوة رقم (4).

The screenshot shows the ZU eServices portal interface. At the top right, there is a navigation bar with 'Undergraduate' and 'مركز الإرشاد الطلابي' (Student Guidance Center). Below this, a red banner contains the text '1 بداية' (1 Start) and 'مركز الإرشاد الطلابي [COU-01-A]'. To the left of the banner, there is a 'Click to rate your experience!' button with a 'Happiness Meter' icon and a QR code. Below the banner, there is a 'لا يوجد' (None) message. On the right side, there is a 'وصف الخدمة' (Service Description) section with a list of actions: 'الإجراءات' (Actions), 'الفتحة المستهدفة' (Targeted Opening), and 'المستندات المطلوبة' (Required Documents). The main content area on the left contains a description of the service in Arabic, mentioning that it provides electronic services for the Student Guidance Center, such as registration, training, and academic support.

2- سجل الدخول باستخدام الرقم الجامعي وكلمة المرور المستخدمة في الجامعة.

The screenshot shows the eServices login page. It features a 'Username' field, a 'Password' field, and a 'Sign In' button. A red circle with the number '2' is placed over the 'Sign In' button. Below the login fields, there is a 'Remember me' checkbox and several informational messages: '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- أجب على سؤال الأمن الظاهر أمامك ثم قم بالضغط على (Sign In).

The screenshot shows the eServices security question page. It features a 'Security Question!' heading and a text input field with the prompt 'What is your ZU ID?'. A red circle with the number '3' is placed over the input field. Below the input field, there is a 'Sign In' button and a message: 'Click here if you forgot the answers to your security questions.'

4- اضغط على زر (بداية) لبدء الخدمة.

The screenshot shows the SCC Undergraduate Student Center website. The main navigation bar includes 'Home', 'Appointment', 'Calendar of Events', and 'Accommodations'. The 'Appointment' dropdown menu is open, showing 'Book Appointment' highlighted with a red circle containing the number 4. The page content includes a 'Happiness Meter' section, a 'Services' section, and a 'Service Description' section. The 'Service Description' section contains the following text:

وصف الخدمة
تحتوي البوابة على جميع الخدمات الإلكترونية الخاصة بمركز الإرشاد الطلابي مثل أخذ موعد مع المرشد النفسي أو تقديم التسهيلات الأكاديمية أو تسجيل وحضور ورش تدريبية أو الإحالة التي يمكن لأعضاء هيئة التدريس والأساتذة طلبها. في بيئة آمنة وداعمة لهم، ودائماً مع مراعاة شروط الخصوصية الخاصة بهم، وذلك بهدف تمكينهم من تحقيق أفضل المستويات الأكاديمية والشخصية، وأيضاً تحقيق أهدافهم الشخصية والقيادية.

5- اضغط على (Book Appointment) .

The screenshot shows the SCC website with the 'Appointment' dropdown menu open. The 'Book Appointment' option is highlighted with a red circle containing the number 5.

6- إذا كنت طالباً جديداً فيرجى الضغط على (Intake for new Client) إذا كنت طالباً حالياً فيرجى الضغط على (Appointment for Existing Client)

The screenshot shows the SCC website with the 'Appointment' dropdown menu open. The 'Intake for New Clients' button is highlighted with a red circle containing the number 6. The page content includes a 'Dear Student' section, a 'Before you book an appointment, kindly find the below:' section, and a 'Student from Dubai campus to choose from the counselors below:' section. The 'Dear Student' section contains the following text:

Dear Student,
Before you book an appointment, kindly find the below:

- If you are a New student, kindly choose [Intake for New Clients](#)
- If you had a session before and you are a Current/ existing student, kindly choose [Appointments for Existing Clients](#)

Student from Dubai campus to choose from the counselors below:
- Shorouk Nafi
- Esmeralda Hassan

Student from Abu Dhabi campus to choose from the counselors below:
- Manal Salih
- Suhaila Mohammad

For more assistance, kindly contact the administrative officer at the Student Counseling Center:

Amal Bin Alawi
- Email: Amal.BinAlawi@zu.ac.ae
- Campus: Abu Dhabi
- Phone: 02-5993728

Sara AlMarzooqi
- Email: Sara.AlMarzooqi@zu.ac.ae
- Campus: Abu Dhabi
- Phone: 04-4021637

7- يرجى تعبئة الاستمارة ثم اضغط على (Next).

taniumweb.zu.ac.ae/IntakeForNewClient

Zayed University Student Counseling Center

In case of emergency, please call 999 (UAE Emergency hotline)

Please enter your personal information below.

First Name:

Middle Name:

Last Name:

Date of birth:

Student ID:

Mobile Phone: OK to phone? Yes No

Other Phone: OK to phone? Yes No

Email: OK to email? Yes No

Local Address:

< Previous Next >

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8- يرجى قراءة الأتي ثم التوقيع وكتابة التاريخ ثم اضغط على (Next).

taniumweb.zu.ac.ae/Hwc/DataForms/Enter-Data

Zayed University Student Counseling Center

In case of emergency, please call 999 (UAE Emergency hotline)

Intake Process Orientation

What can I expect from this appointment?
The first appointment with the Student Counseling Center is designed to help us identify your needs and connect you with the appropriate services to help you during this time.

How long will it take?
Your appointment will take approximately 60 minutes. The first 20 minutes of your appointment are spent filling in some paperwork in the form of brief questionnaires that allow us to identify your needs. You will then meet with a counselor for up to 40 minutes to discuss your concerns.

Can I complete the forms at home?
Yes, as long as you bring them with you or send them to us before your appointment.

Do I have to complete them before meeting a counselor?
Yes. However, if you experience any difficulty filling in the forms or answering the questions, let us know and we can support you.

What is the purpose of these questionnaires?
The purpose of the questionnaires is to help us understand what you are experiencing. The clearer the picture, the more we can help. We offer a variety of services at the Student Counseling Center and knowing you better allows us to match you with the service that is most likely to work for you.

What happens after this appointment?
At the end of your appointment, the counselor will make recommendations for the next step and connect you with the service best suited to meet your needs. Sometimes, students find that this appointment has met their needs and no further services are necessary.

Who will know my information?
The counselor you are meeting. The counselor may consult with other members of the team/profession to offer you the best service. In case you or someone else is in real danger, the counselor may need to contact emergency services or your legal guardians. The Student Counseling Center may collect de-identified aggregate data for research purposes. This means the information will not be linked to your name or details. An example of this is: "how many students come to the counseling center with depression?"

By accepting and attending this assessment session, I confirm that I understand and consent to the terms and conditions above and to receiving the service from the counseling center.

Student Signature:

Date:

Clear Signature

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9- يرجى إكمال تعبئة الاستمارة ثم اضغط على (Next).

10- يرجى تحديد الموعد ثم اضغط على (Next).

11- سيتلقى مركز الإرشاد الطلابي اخطاراً بالموعد، ثم سيتلقى الطالب تذكيراً بالجلسة.

شكراً لاستخدامك دليل المستخدم



إدارة تقنية المعلومات
Information Technology Department