2016

How to Request for A reference letter

SiS Team

Corporate Educational Technology

1/1/2016



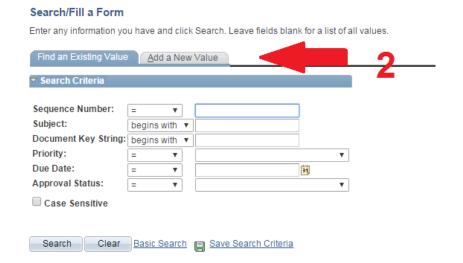
- → Login into: https://user-eservices.ksau-hs.edu.sa:8443/psp/ps/?cmd=login
 - Enter your KSAU-HS username & Password then click Sign in.



→ 2- Click on the Apply for Reference Letter

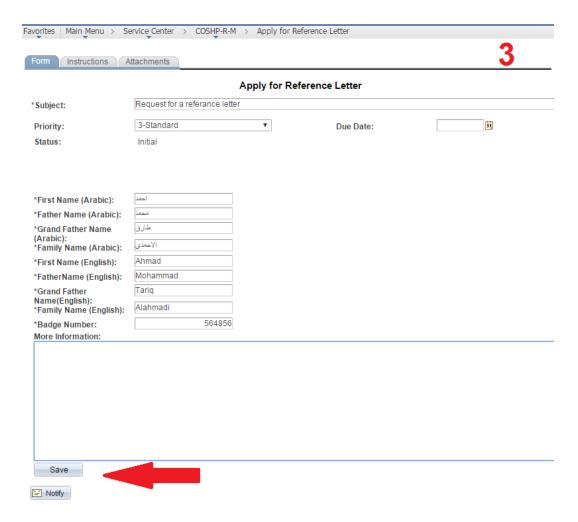


→ Click on **Add a New Form** to add a new request



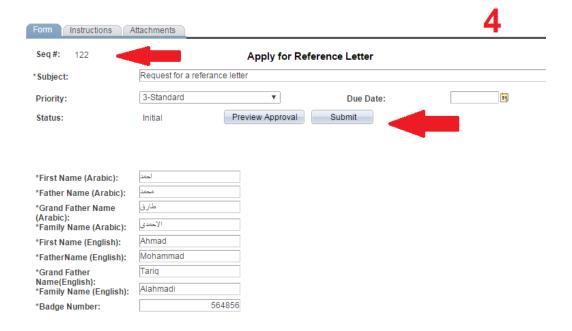


→ Fill the requesting form with the required information then click on Save



→ After clicking on **Save** you will have the Seq # , now Click on Submit button to send the request and wait for the approval .

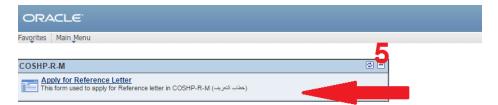




Note: you will be notified via email with the approval/deny.



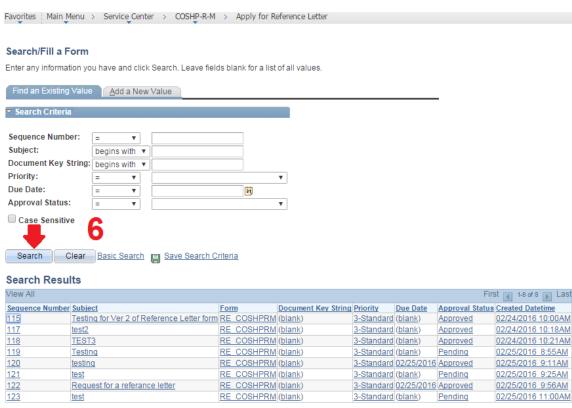
→ After receiving the email, login into the system again and click on **Apply for a Reference Letter.**



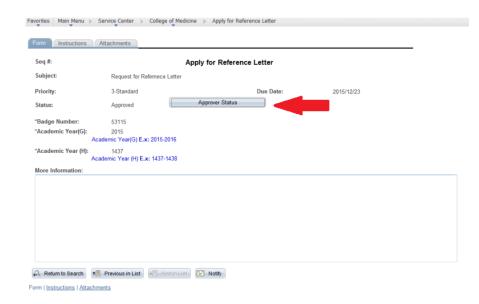




→ Then click in **Search** Button and Select your form by looking for Sequence number.(for our example our Seq # is 122)



→ Then click on **Approval status** to view the status (Approved or denied).







- → Read the comment then go back by clicking on **Ok** button
- → Click on **Attachments** Tap to download your application by clicking on **Open.**



→ Then you will able to view your Latter.



Good Luck