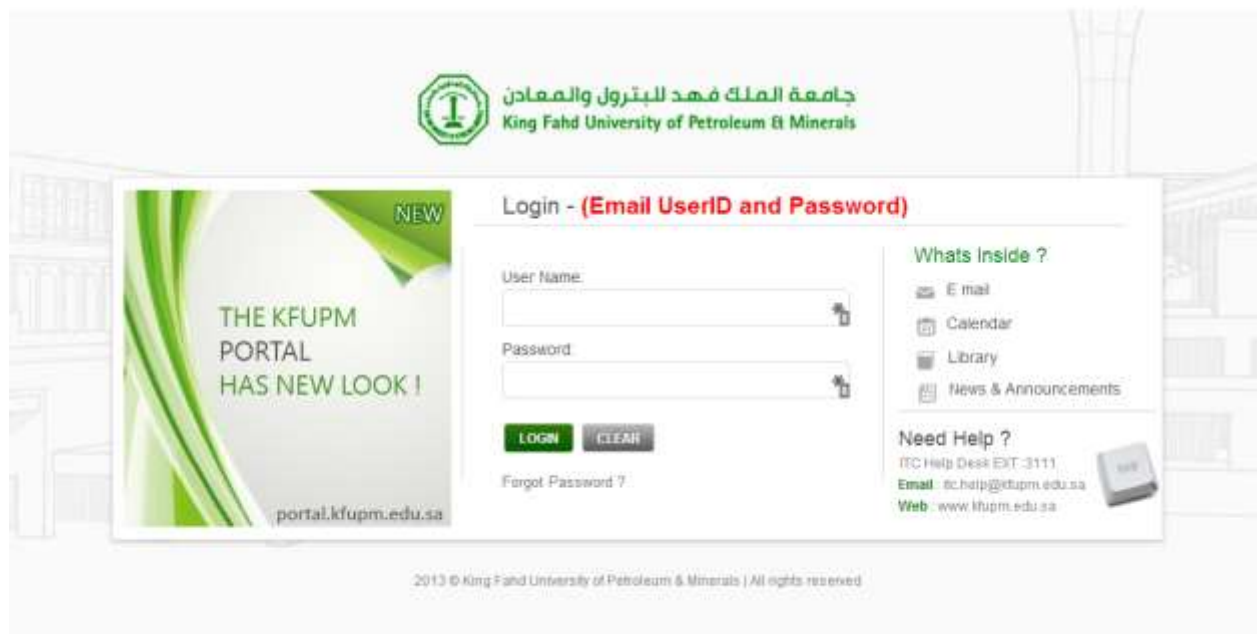


# Help Guide

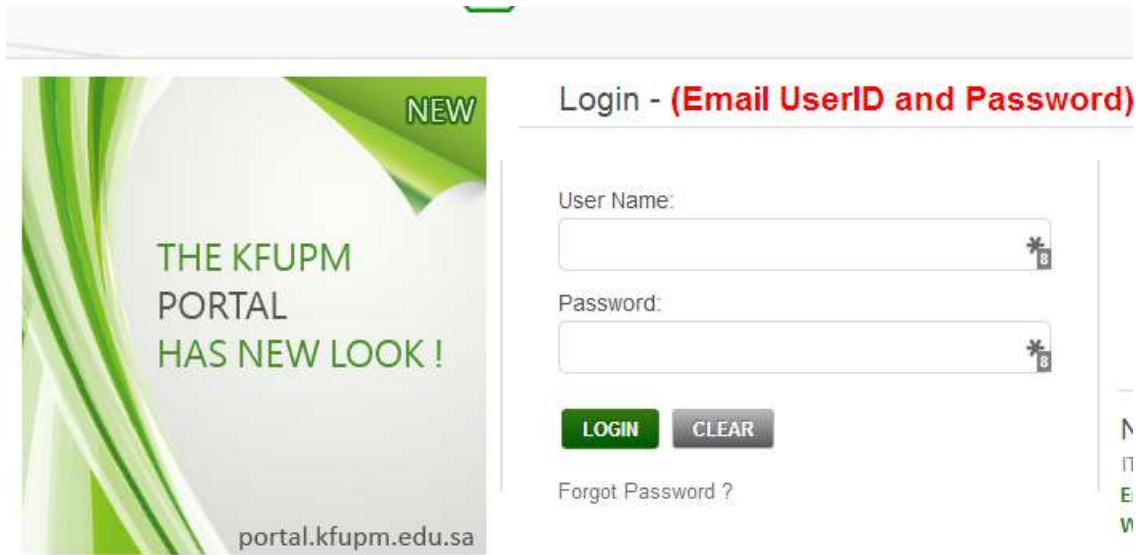
**Q. How to generate NEW DEGREE AUDIT or NEW DEGREE EVALUATION?**

**A. The steps for a student to generate a new degree audit or degree evaluation are as follows:**

1. Login to the KFUPM **portal** with your username and password. For any help regarding the portal username or password, please contact Help desk --ITC. The welcome screen will be as follows.

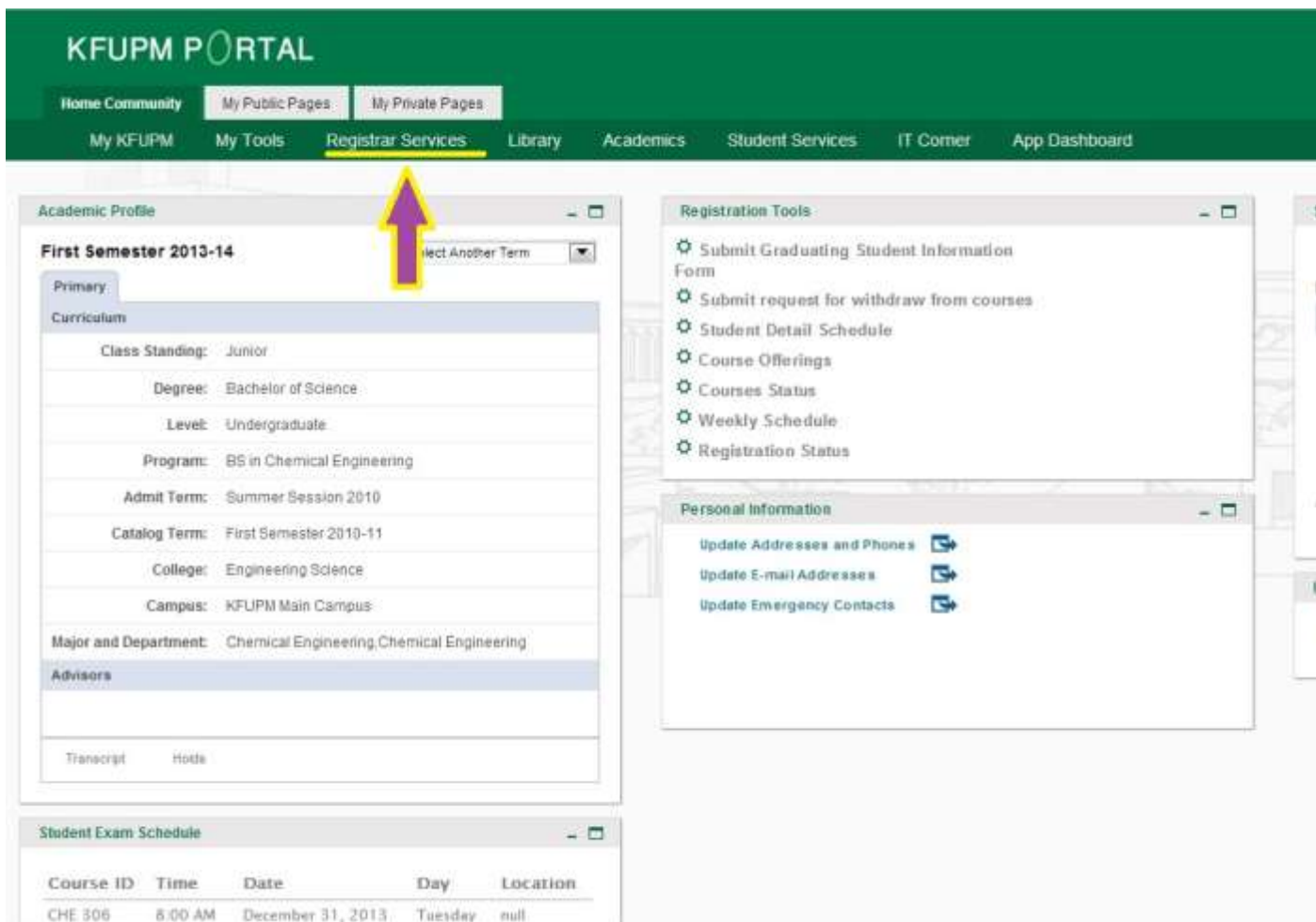


1a. Fill in the username and password, and press the **Login** button.



The image shows the login page of the KFUPM Portal. On the left, there is a banner with a green and white design that says "NEW THE KFUPM PORTAL HAS NEW LOOK !" and "portal.kfupm.edu.sa". On the right, there is a login form titled "Login - (Email UserID and Password)". The form includes two input fields: "User Name:" and "Password:", both with a character count indicator of 8. Below the fields are two buttons: "LOGIN" and "CLEAR". A link for "Forgot Password ?" is located below the "LOGIN" button. On the far right, there is a vertical navigation menu with the letters "N", "P", "E", and "W" stacked vertically.

2. after your successful login to the portal, click on the **Registrar Services** tab.



The image shows the KFUPM Portal interface after a successful login. The top navigation bar is green and contains the text "KFUPM PORTAL". Below this, there are several tabs: "Home Community", "My Public Pages", and "My Private Pages". The main navigation bar is dark green and contains the following items: "My KFUPM", "My Tools", "Registrar Services" (highlighted with a yellow underline and a purple arrow pointing to it), "Library", "Academics", "Student Services", "IT Corner", and "App Dashboard". The main content area is divided into several panels. The "Academic Profile" panel shows information for the "First Semester 2013-14" and includes a dropdown menu for "Select Another Term". The "Registration Tools" panel lists various tools such as "Submit Graduating Student Information Form", "Submit request for withdraw from courses", "Student Detail Schedule", "Course Offerings", "Courses Status", "Weekly Schedule", and "Registration Status". The "Personal Information" panel includes links for "Update Addresses and Phones", "Update E-mail Addresses", and "Update Emergency Contacts". The "Student Exam Schedule" panel shows a table with columns for "Course ID", "Time", "Date", "Day", and "Location".

Course ID	Time	Date	Day	Location
CHE 306	8:00 AM	December 31, 2013	Tuesday	null

3. After switching to the Registrar Services tab, under the heading **Banner Self Service**, click on the **Banner Self Service** link.

The screenshot shows the KFUPM Portal Registrar Services page. The top navigation bar includes links for Home Community, My Public Pages, My Private Pages, My KFUPM, My Tools, Registrar Services, Library, Academics, Student Services, IT Corner, and App Dashboard. The main content area is divided into several sections:

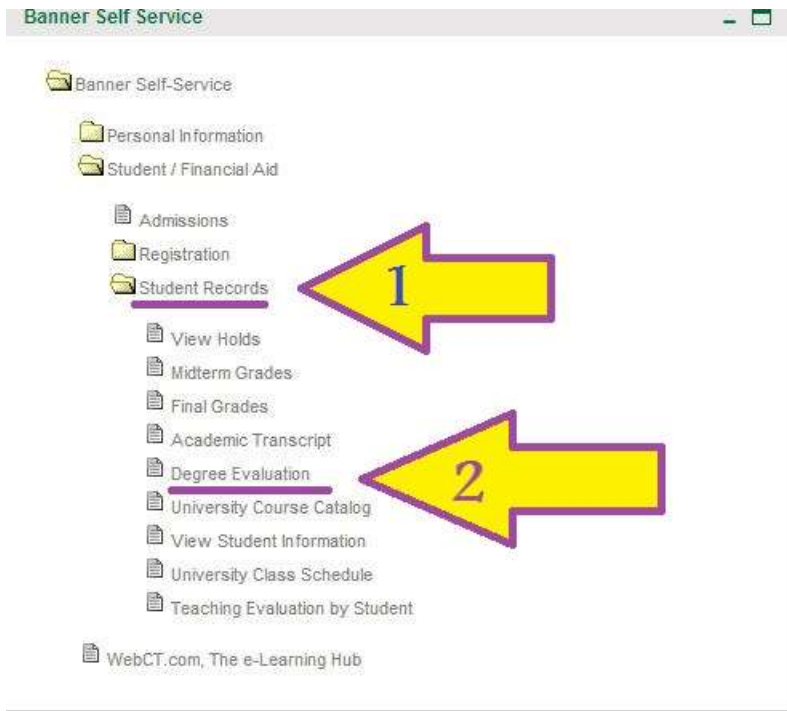
- Academic Profile:** Displays student information for the First Semester 2010-14. The Curriculum section shows: Class Standing: Junior, Degree: Bachelor of Science, Level: Undergraduate, Program: BS in Chemical Engineering, Admit Term: Summer Session 2010, Catalog Term: First Semester 2010-11, College: Engineering Science, Campus: KFUPM Main Campus, and Major and Department: Chemical Engineering, Chemical Engineering. The Advisors section lists ADNAN M. AL-AMER.
- Registration Tools:** A list of links for registration-related actions, including Submit Graduating Student Information Form, Submit request for withdraw from courses, Student Detail Schedule, Course Offerings, Courses Status, Weekly Schedule, and Registration Status.
- Personal Information:** Links to update addresses and phones, email addresses, and emergency contacts.
- Student Exam Schedule:** A table showing exam details for course CHE 306 on December 31, 2013, at 8:00 AM on Tuesday.

4. under the heading **Banner Self Service** link, click on the **Student / Financial Aid** link.

The screenshot shows the Banner Self Service menu. The menu items are:

- Banner Self-Service
- Personal Information
- Student / Financial Aid** (highlighted with a yellow arrow)
- WebCT.com, The e-Learning Hub

5. under the heading **Student / Financial Aid link**, click on the **Student Records link**, and then **Degree Evaluation link**.



6. If you would like to view your previous evaluations you can click on the link that displays your Program Major information.

# Degree Evaluation Record

Home > Student / Financial Aid > Student Records > Degree Evaluation

In order to view the most updated Degree Audit results click "Generate New Evaluation" Link from the bottom.

## Curriculum Information

### Primary Curriculum

**Program:** BS in Chemical Engineering

**Catalog Term:** First Semester 2010-11

**Level:** Undergraduate

**College:** Engineering Science

**Degree:** Bachelor of Science

**First Major:** Chemical Engineering

**Department:** Chemical Engineering



[Previous Evaluations](#) ■ [Generate New Evaluation](#) ■ [What-if Analysis](#) ■ [View Holds](#)

RELEASE: 8.4.0.1

7. To generate a new degree audit, click on the link **Generate New Evaluation**.

# Degree Evaluation Record

Home > Student / Financial Aid > Student Records > Degree Evaluation

In order to view the most updated Degree Audit results click "Generate New Evaluation" Link from the bottom.

### Curriculum Information

<b>Primary Curriculum</b>	
<b>Program:</b>	BS in Chemical Engineering
<b>Catalog Term:</b>	First Semester 2010-11
<b>Level:</b>	Undergraduate
<b>College:</b>	Engineering Science
<b>Degree:</b>	Bachelor of Science
<b>First Major:</b>	Chemical Engineering
<b>Department:</b>	Chemical Engineering

Previous Evaluations  Generate New Evaluation  What-if Analysis  View Holds

RELEASE: 8.4.0.1

8. Click on the radio button, check the program, degree, major and term details. You can change the term for which you want to run the degree evaluation by selecting the **term** from the dropdown list. Click on the **Generate Request** button.

# Generate New Evaluation

Home > Generate New Evaluation

Information for

To generate a new evaluation, select a program, degree, major, and associated graduation term and then select Generate Request.

**Program:** BS in Management

**Degree:** Bachelor of Science

**Major:** Management

**Term:** First Semester 2013-14

**Generate Request**

Current Evaluation  Previous Evaluations  What-If Analysis

RELEASE: 8.4

