Student User Guide

Version 2.0

This Document will help you to use Student Account in CMS

Prepared By:
Mehmood ur Rehman
Functional Lead-CMS, Directorate of IT
BUITEMS
Document Control

Change Record

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Reviewers

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<tr>
<td>Hafsa Ashraf</td>
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<tr>
<td>Sanaullah Faiz</td>
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<td>Rabia Aijaz</td>
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# TABLE OF CONTENT

<table>
<thead>
<tr>
<th>S. No</th>
<th>Contents</th>
<th>Page Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accessing Student Account</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Main Menu</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>Access your Academic, Financial &amp; Personal Information</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>View Attendance</td>
<td>8</td>
</tr>
</tbody>
</table>
1. **Accessing Student Account**

Go To: www.buitms.edu.pk

**Step 1:** Click Login to access your account

**Step 2:** Enter User name and Password
2. **MAIN MENU**

![Main Menu Image]

**Step 3:** Click on Self Service

**Step 4:** Click Student Center for further access

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2.1 **STUDENT CENTER**

Self Service → Student Center

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3. **ACCESS YOUR ACADEMIC, FINANCIAL AND PERSONAL INFORMATION**

3.1 **ACADEMICS INFORMATION**

Self Service → Student Center

<table>
<thead>
<tr>
<th>Fields</th>
<th>Action</th>
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<tbody>
<tr>
<td>3.1</td>
<td>Academics: Will show all the academic information of the student</td>
</tr>
<tr>
<td>3.2</td>
<td>Finances: Will display all the financial information of the student</td>
</tr>
<tr>
<td>3.3</td>
<td>Personal Information: Will display all the Personal information of the student</td>
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<td>3.4</td>
<td>Portal: Student can access different link available here</td>
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3.1.1: **My Academics, Weekly Schedule and Term Wise Course History**

**Step 5:** Will show all the academic information of a student.

**Step 6:** Weekly schedule of the student along with class timings and instructor name.

**Step 7:** You can sort results either term wise, units wise, course wise or description wise.

**Step 8:** Shows the courses of current term, Previous term also describes taken and in progress.
3.1.2: **VIEW UNOFFICIAL TRANSCRIPT:**

Self Service → Academic Record → View Unofficial Transcript

**Step 9:** Click view unofficial transcript

**Step 10:** Select unofficial as report

**Step 11:** Then click view report to process the report
3.2 **FINANCIAL DETAILS:**
Self Service → Student Center → Finances

3.2.1 **FINANCIAL ACCOUNT DETAILS:**
Self Service → Student Center → Finances → Account Summary

**Step 12:** Click Finances to view your financial information

**Step 13:** Shows the current dues of the student

**Step 14:** Shows term wise charges, payments and total dues.

**Step 15:** Shows term wise charges, payments and total dues.
3.3 **PERSONAL INFORMATION:**

Self Service ➞ Student Center ➞ Personal Information

**NOTE:** Accessing Personal Information will provide you all the basic details including your name, phone number, addresses, email, work experience, license and certificates.

4. **VIEW ATTENDANCE**

4.1: **VIEW ATTENDANCE %AGE TERM WISE:**

Self Service ➞ Student Attendance
**Note:** Enter the term against which you want to view attendance, e.g. 1213 (Fall 2013). Here you can change term as the first 2 digits are used for year i.e., 12 is used for 2012. 3rd digit is constant as 1 and 4th digit is used for term whether Spring (1), Summer (2), Fall (3) and Winter (4).

Step 19: Shows the class no., Course Title, percentage of the entered term

Step 20: Click Student Attendance

Step 21: Against each day you can view your attendance either present if check is enable or absent in other case.

**Note:** You can also view your class attendance date-wise by following the given navigation.

Self Service ➔ Class Search/Browse Catalog ➔ Student Attendance

- Explore your account you will find more information. If have any problem send your query to 'cms.support@buitms.edu.pk'.