



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
عمادة القبول والتسجيل
Deanship of Admissions and Registration

Academic Supervision Services Guide

Faculty Member and Academic Supervisor

Enter and update supervision hours

The (academic supervision) hours and office address can be entered in the Academic Supervision System so that students can contact the supervisor by following these steps:

First: Log in to Student Information System

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USER LOGIN

User ID



Password

Select a Language
English



Forgot Password?
Ask for Help

[Sign In](#)

FOLLOW US

Second : Select Advisor Center

E-Service 	Faculty Center 
Profile 	Advisor Center 
Reporting Tools 	Transcript 

< Faculty & Supervisor

- Supervisor Center
- Supervision info ¹
- Supervisor details ²**
- Advising Notes Student Summary

Contact Phone/Email/Address

Academic Supervisor
 EmailAddress Telephone

Enter Meeting Time Find First 1-2 of 2 Last

Select the term ³

Term Acad Year 2022-2023 Term 3 ⁴

Meeting Start Time 10:30AM Meeting End Time 11:30AM

Sunday Monday Tuesday
 Wednesday Thursday Friday

Address ⁵

Enter office address

+ -

To add or delete a time

Term Acad Year 2022-2023 Term 3

Meeting Start Time 10:30AM Meeting End Time 11:30AM

Sunday Monday Tuesday
 Wednesday Thursday Friday

Address

Save Return to Search ⁶

Enter the meeting times of the academic supervision

Enter office address

To add or delete a time

Supervisors' information (e-mail - contact numbers) can be updated by following the steps below:

First: log in to Student Information System

Second: select Profile icon

The image shows a two-step process for updating supervisor information. Step 1 is logging into the Student Information System. The login page features the logo of Imam Abdulrahman Bin Faisal University, a 'USER LOGIN' section with fields for 'User ID' and 'Password', a language selection dropdown set to 'English', and a 'Sign In' button. Step 2 is selecting the 'Profile' icon from a dashboard grid. The grid contains six icons: 'E-Service' (customer support), 'Faculty Center' (graduation), 'Profile' (person with pencil), 'Advisor Center' (advisor with student), 'Reporting Tools' (analytics), and 'Transcript' (document).

Faculty & Supervisor Profile

ID

Personal Details

Contact Details 1

Addresses

Emergency Contacts 2

Work Experience

Contact Details

Email to add an email

Email	Type	Preferred	
@iau.edu.sa	Personal	✓	>

Phone To add a contact number

Phone	Type	Preferred	
00000000000	Campus	✓	>

To modify and update the e-mail

To modify and update the contact number 7

Cancel Add Phone Save 6

Type 4

Country Code

Phone Number 5

Extension

Preferred

Enable Texts

Select a Type/campus

Enter the office phone number in full (013333.....)



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