



# **Campus Management Solution (CMS)**

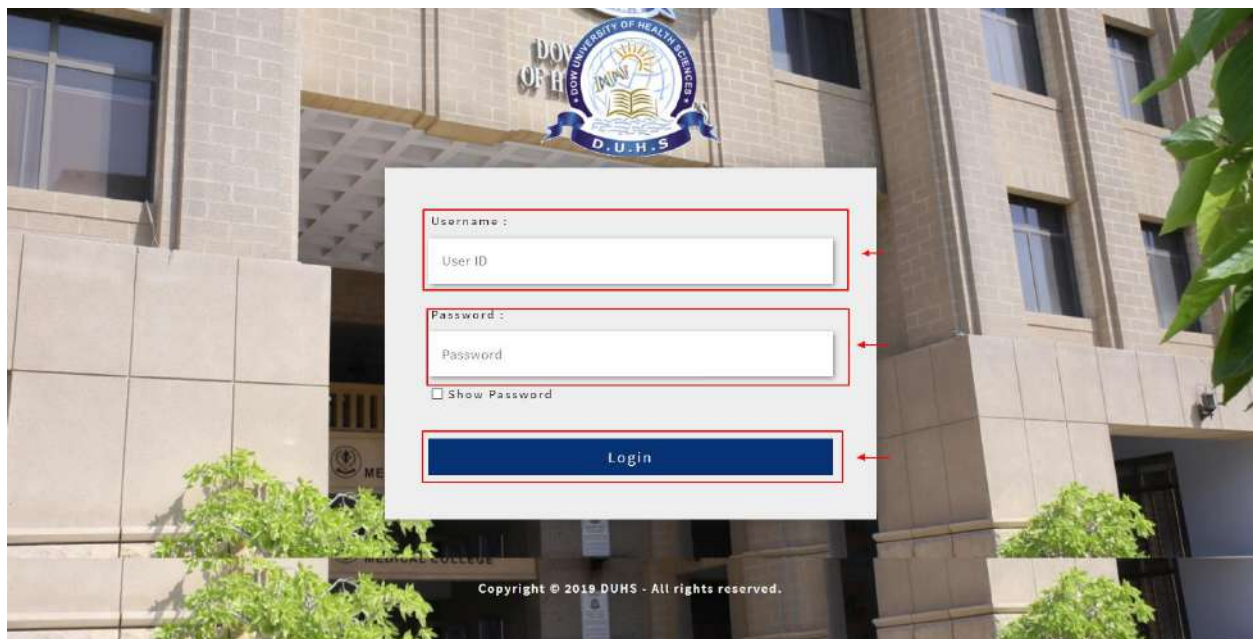
## **"Student Self Service"**

### **User Guide for Student**

Type <http://cms.duhs.edu.pk> in the browser (i.e. Mozilla Firefox or Google Chrome etc.)

Following screen will appear.

- Type your given **Username** and **Password** (*provided to you*) and click on **Login Button**.



- After **Login** following page will appear to you.



# HOW TO CHANGE PASSWORD

- Main Menu -> Change My Password -> Change Password

ORACLE

Home | Sign out

New Window | Help | Customize Page |

Menu

Search: [ ]

- Self Service
- Set Up SACR
- Reporting Tools
- Student Corner
- Change My Password**

**Change Password**

User ID: [ ]

Description: [ ]

\*Current Password: [ ]

\*New Password: [ ]

\*Confirm Password: [ ]

Change Password

- Enter **Current Password**, **New Password** and **Confirm Password** and then click on **Change Password Button**.

ORACLE

Home | Sign out

New Window | Help | Customize Page |

Menu

Search: [ ]

- Self Service
- Set Up SACR
- Reporting Tools
- Student Corner
- Change My Password**

**Change Password**

User ID: [ ]

Description: [ ]

\*Current Password: [ ]

\*New Password: [ ]

\*Confirm Password: [ ]

Change Password ←

**Menu**

Search:

- Self Service
- Set Up SACR
- Reporting Tools
- Student Center
- Change My Password**

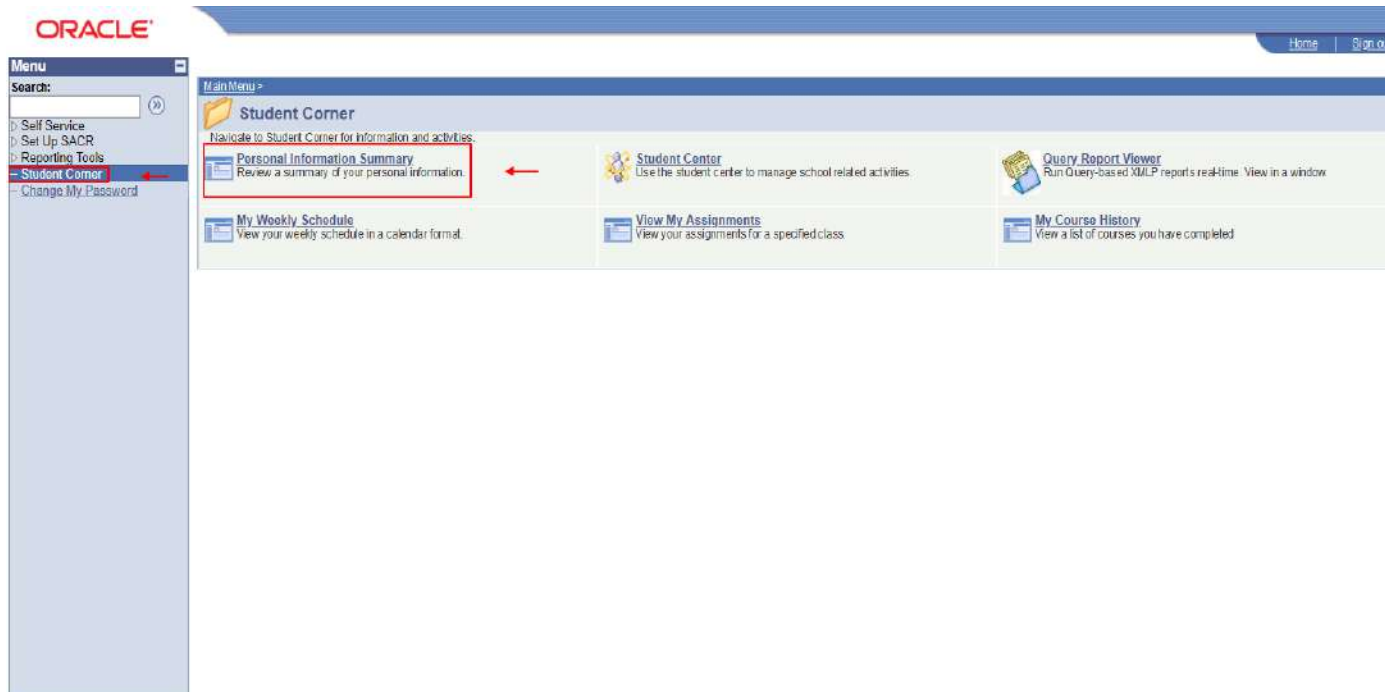
### Password Saved

✓ Your password has successfully been changed.

OK

# HOW TO VIEW PERSONAL INFORMATION

- Main Menu -> Student Corner -> Personal Information Summary



- Click on "Ok" button.



- Following Screen will appear

**ORACLE** Home | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

**Menu**

Search:

- Self Service
  - Personal Information
    - Personal Information Summary
    - Home and Mailing Address
    - Phone Numbers
    - Email Addresses
    - Emergency Contacts
    - Marital Status
    - Name Change
    - Complete and Submit I-9 Form
    - Ethnic Groups
    - Request Leave of Absence (USF)
    - Request Termination
    - Review Change Requests (USF)
    - Name Change (USF)
    - Marital Status (USF)
    - Address Change (USF)
    - Phone Number Change (USF)
  - Class Search / Browse Catalog
  - Enrollment
  - Academic Records
    - Review Transactions
    - Student Center
    - Workflow User Preferences
  - Set Up SACR
  - Reporting Tools
    - Student Corner
    - Change My Password

## Personal Information

### Name

Name

### Addresses

Address Type	Status	As Of	Country	Address
Home	Current		PAK	

[Change home/mailling addresses](#)

### Phone Numbers

Phone Type	Phone Number	Extension	Preferred
Mobile			<input checked="" type="checkbox"/>

[Change phone numbers](#)

### Emergency Contacts

Name	Relation ship to Employee

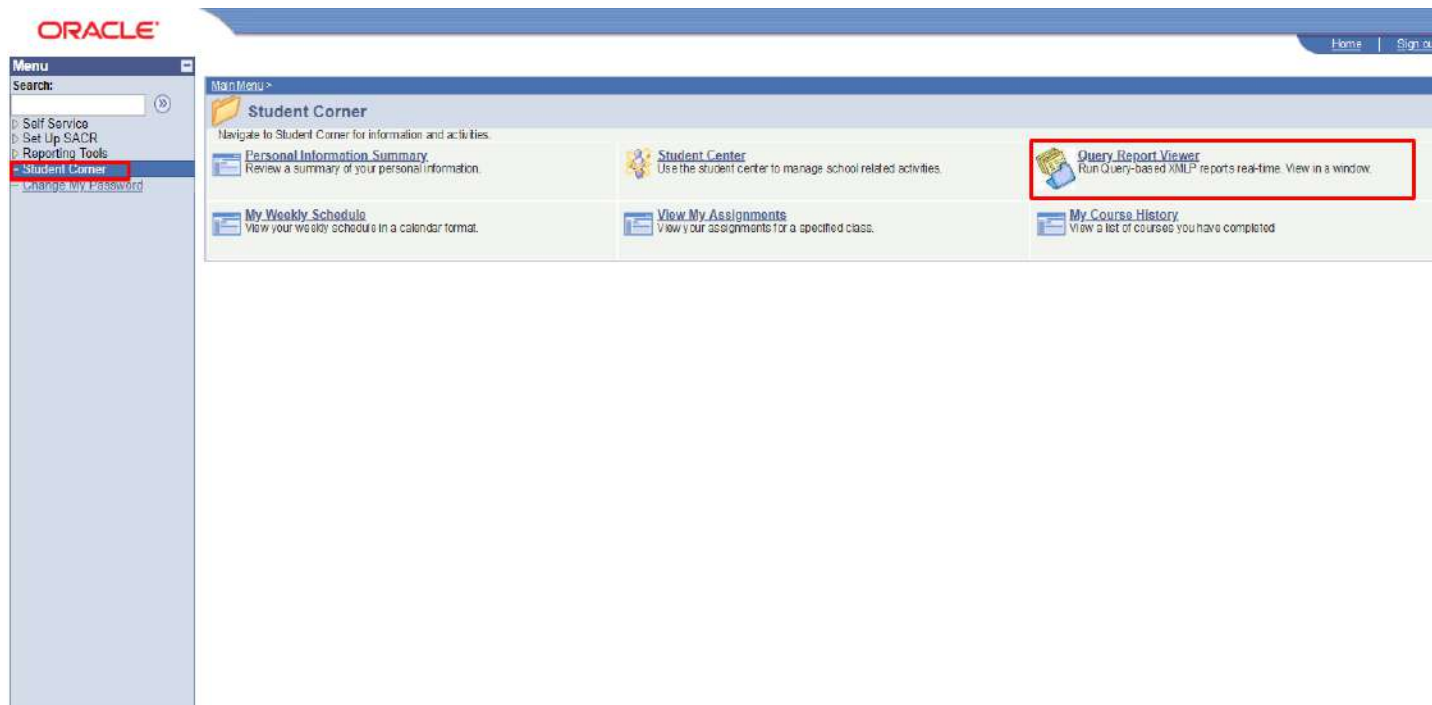
[Change emergency contacts](#)

### Email Addresses

Address Type	Status	As Of	Country	Address

# HOW TO DOWNLOAD “FEE VOUCHER”

- Main Menu -> Student Corner -> Query Report Viewer



- Click on **Search Button**, then click on **View Report of Fee Voucher**.



- An Adobe Reader File (.pdf) will appear to you, save that file and get it print to paid your voucher.

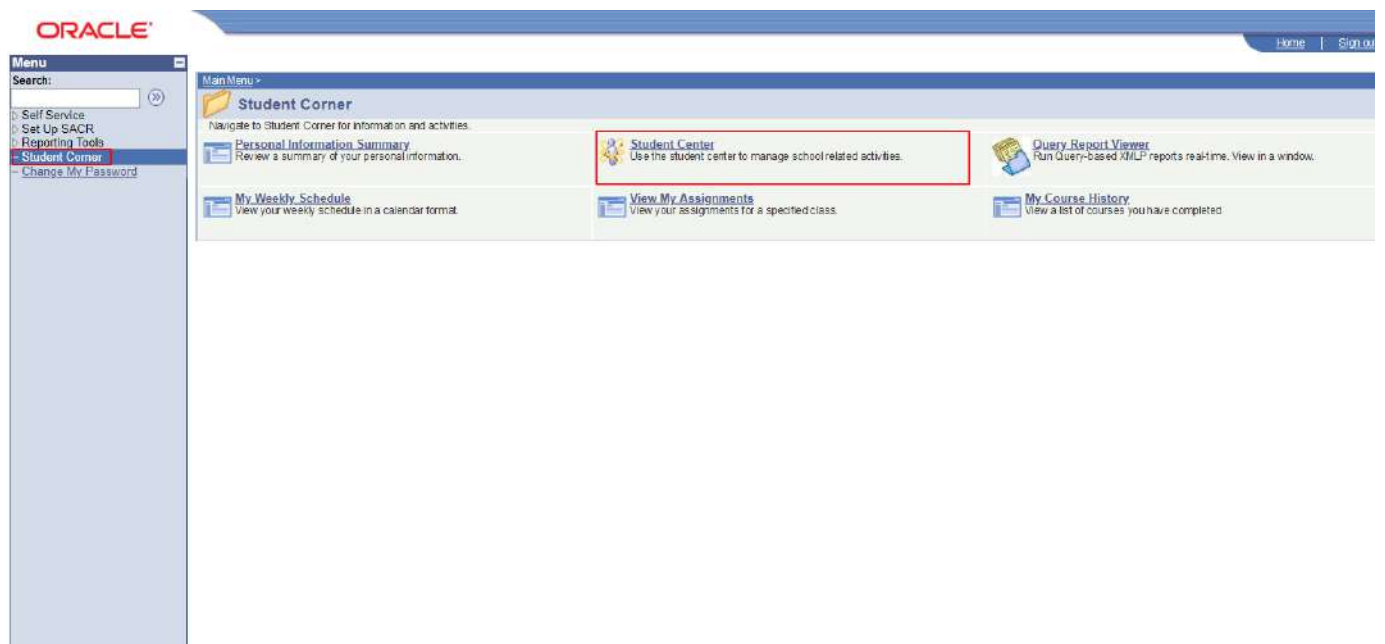
1 of 2 Automatic Zoom

Collecting Branch Copy	DHS A/c Office Copy	Accounts Branch Copy	Student's Copy																																																
<p><b>Dow University of Health Sciences</b> DHIA CAMPUS UBL A/C # 10-0016-8 UM Safers Check Fee Charged Date: _____ Date of Issue: _____ Due Date: #6/2/2022</p> <p>Voucher # _____ Class Roll # _____ Name _____ Father's Name _____ Program _____ Institute _____</p> <table border="1"> <thead> <tr> <th>Detail of Fees</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>College Fee Final Year</td> <td>_____</td> </tr> <tr> <td>Exam Fee Final Year</td> <td>_____</td> </tr> <tr> <td>Hostel Fee Final Year</td> <td>_____</td> </tr> <tr> <td>Income Tax</td> <td>_____</td> </tr> <tr> <td><b>TOTAL</b></td> <td>_____</td> </tr> </tbody> </table> <p>Note: The fee amount can only be deposited in above mentioned branch</p> <p>Cash Pay Order No. _____ Bank Name: _____</p> <p>Receiving Branch Stamp &amp; Signature _____</p> <p>Student Signature _____</p>	Detail of Fees	Amount	College Fee Final Year	_____	Exam Fee Final Year	_____	Hostel Fee Final Year	_____	Income Tax	_____	<b>TOTAL</b>	_____	<p><b>Dow University of Health Sciences</b> CAMPUS UBL A/C # 10-0016-8 UM Safers Check Fee Charged Date: _____ Date of Issue: _____ Due Date: _____</p> <p>Voucher # _____ Class Roll # _____ Name _____ Father's Name _____ Program _____ Institute _____</p> <table border="1"> <thead> <tr> <th>Detail of Fees</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>College Fee Final Year</td> <td>_____</td> </tr> <tr> <td>Exam Fee Final Year</td> <td>_____</td> </tr> <tr> <td>Hostel Fee Final Year</td> <td>_____</td> </tr> <tr> <td>Income Tax</td> <td>_____</td> </tr> <tr> <td><b>TOTAL</b></td> <td>_____</td> </tr> </tbody> </table> <p>Note: The fee amount can only be deposited in above mentioned branch</p> <p>Cash Pay Order No. _____ Bank Name: _____</p> <p>Receiving Branch Stamp &amp; Signature _____</p> <p>Student Signature _____</p>	Detail of Fees	Amount	College Fee Final Year	_____	Exam Fee Final Year	_____	Hostel Fee Final Year	_____	Income Tax	_____	<b>TOTAL</b>	_____	<p><b>Dow University of Health Sciences</b> CAMPUS UBL A/C # 10-0016-8 UM Safers Check Fee Charged Date: _____ Date of Issue: 5/22/2022 Due Date: _____</p> <p>Voucher # _____ Class Roll # _____ Name _____ Father's Name _____ Program _____ Institute _____</p> <table border="1"> <thead> <tr> <th>Detail of Fees</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>College Fee Final Year</td> <td>_____</td> </tr> <tr> <td>Exam Fee Final Year</td> <td>_____</td> </tr> <tr> <td>Hostel Fee Final Year</td> <td>_____</td> </tr> <tr> <td>Income Tax</td> <td>_____</td> </tr> <tr> <td><b>TOTAL</b></td> <td>_____</td> </tr> </tbody> </table> <p>Note: The fee amount can only be deposited in above mentioned branch</p> <p>Cash Pay Order No. _____ Bank Name: _____</p> <p>Receiving Branch Stamp &amp; Signature _____</p> <p>Student Signature _____</p>	Detail of Fees	Amount	College Fee Final Year	_____	Exam Fee Final Year	_____	Hostel Fee Final Year	_____	Income Tax	_____	<b>TOTAL</b>	_____	<p><b>Dow University of Health Sciences</b> CAMPUS UBL A/C # 10-0016-8 UM Safers Check Fee Charged Date: _____ Date of Issue: _____ Due Date: _____</p> <p>Voucher # _____ Class Roll # _____ Name _____ Father's Name _____ Program _____ Institute _____</p> <table border="1"> <thead> <tr> <th>Detail of Fees</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>College Fee Final Year</td> <td>_____</td> </tr> <tr> <td>Exam Fee Final Year</td> <td>_____</td> </tr> <tr> <td>Hostel Fee Final Year</td> <td>_____</td> </tr> <tr> <td>Income Tax</td> <td>_____</td> </tr> <tr> <td><b>TOTAL</b></td> <td>_____</td> </tr> </tbody> </table> <p>Note: The fee amount can only be deposited in above mentioned branch</p> <p>Cash Pay Order No. _____ Bank Name: _____</p> <p>Receiving Branch Stamp &amp; Signature _____</p> <p>Student Signature _____</p>	Detail of Fees	Amount	College Fee Final Year	_____	Exam Fee Final Year	_____	Hostel Fee Final Year	_____	Income Tax	_____	<b>TOTAL</b>	_____
Detail of Fees	Amount																																																		
College Fee Final Year	_____																																																		
Exam Fee Final Year	_____																																																		
Hostel Fee Final Year	_____																																																		
Income Tax	_____																																																		
<b>TOTAL</b>	_____																																																		
Detail of Fees	Amount																																																		
College Fee Final Year	_____																																																		
Exam Fee Final Year	_____																																																		
Hostel Fee Final Year	_____																																																		
Income Tax	_____																																																		
<b>TOTAL</b>	_____																																																		
Detail of Fees	Amount																																																		
College Fee Final Year	_____																																																		
Exam Fee Final Year	_____																																																		
Hostel Fee Final Year	_____																																																		
Income Tax	_____																																																		
<b>TOTAL</b>	_____																																																		
Detail of Fees	Amount																																																		
College Fee Final Year	_____																																																		
Exam Fee Final Year	_____																																																		
Hostel Fee Final Year	_____																																																		
Income Tax	_____																																																		
<b>TOTAL</b>	_____																																																		

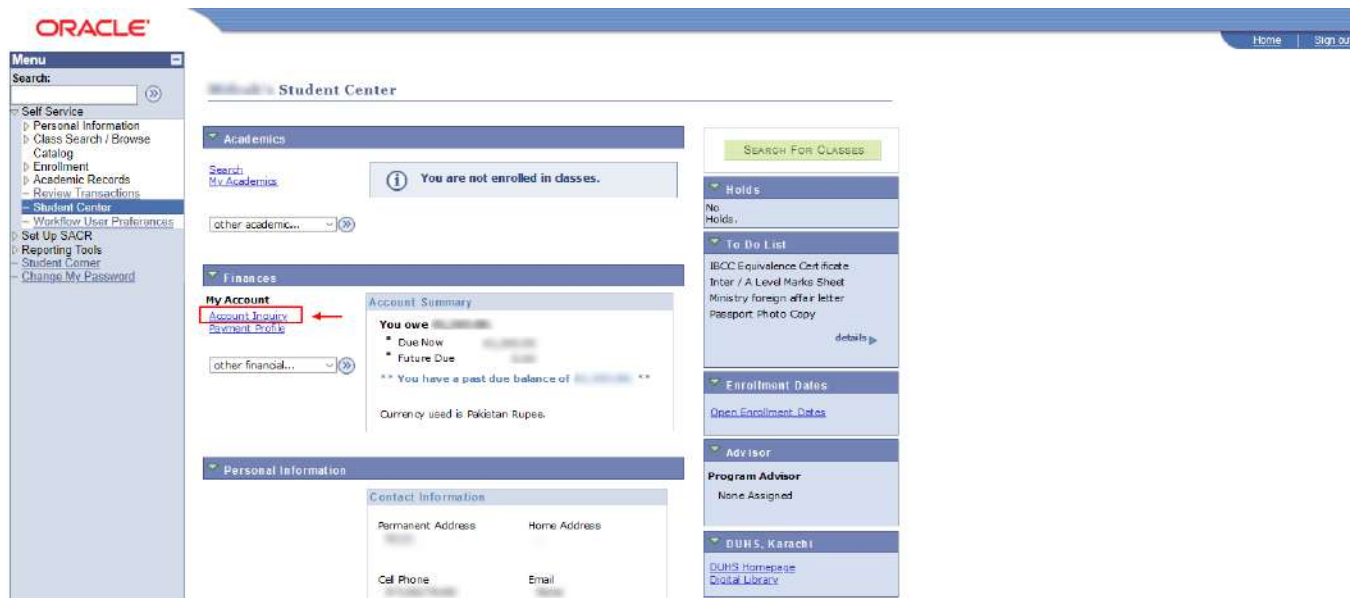


# HOW TO VIEW FEE DETAILS / STATUS

- Main Menu -> Student Corner -> Student Center



- Click on **Account Inquiry**



- Account Summary page will appear

**ORACLE**

Home | Sign out

Menu

Search: [ ]

- Self Service
  - Personal Information
  - Class Search / Browse
  - Catalog
  - Enrollment
  - Academic Records
  - Review Transactions
  - Student Center
  - Workflow User Preferences
- Set Up SACR
- Reporting Tools
- Student Corner
- Change My Password

What I Owe

Term	Outstanding Charges & Deposits	Pending Payments	Total Due
2017 Spring	PKR 2,000,000		PKR 2,000,000
2018 Spring			
2019 Spring			
2020 Spring			
<b>Total</b>	<b>PKR 2,000,000</b>		<b>PKR 2,000,000</b>

Currency used is Pakistan Rupee.

Remittance Addresses

Financial Aid

Account Inquiry | Electronic Payments/purchases

Summary | Charges Due | Payments

- To check Due Amount, click on Charges Due Tab.

**ORACLE**

Home | Sign out

Menu

Search: [ ]

- Self Service
  - Personal Information
  - Class Search / Browse
  - Catalog
  - Enrollment
  - Academic Records
  - Review Transactions
  - Student Center
  - Workflow User Preferences
- Set Up SACR
- Reporting Tools
- Student Corner
- Change My Password

Charges Due

Following is a Running Totals summary by due date of the charges and deposits that you owe. Review either the Details by Due Date table or the Details by Charge table to see the specific charges.

Summary of Charges by Due

Due Date	Due Amount	Running Total
03/28/2017	PKR 2,000,000	PKR 2,000,000
04/06/2018		PKR 2,000,000
05/25/2019		PKR 2,000,000
03/06/2020		PKR 2,000,000

Currency used is Pakistan Rupee.

Details by Due Date

Currency used is Pakistan Rupee.

View By: All Terms [go]

Details by Charge

Charge	Due Date	Term	Amount
College Fee 2nd Year	multiple	2017 Spring	PKR 2,000,000
Income Tax	multiple	2017 Spring	PKR 2,000,000

- To check **Payments**, click on **Payments** Tab.

The screenshot displays the Oracle Student Center interface. On the left is a navigation menu with categories like 'Self Service', 'Student Center', and 'Set Up SACR'. The main content area shows the 'Electronic Payments/Purchases' section with tabs for 'summary', 'charges due', and 'payments'. The 'payments' tab is active, displaying a 'Payment History' section. This section includes a date range selector (From 12/25/2019 to 06/25/2020) and a table of posted payments. The table has columns for 'Date Paid', 'Payment Type', and 'Paid Amount'. Below the table, it states 'Total Posted Payments for this view' and 'Currency used is Pakistan Rupee.' There is also a 'Pending Payments' section which shows 'You have no pending payments.'

**Menu**

Search:

Self Service

- Personal Information
- Class Search / Browse
- Catalog
- Enrollment
- Academic Records
- Review Transactions

**Student Center**

- Workflow User Preferences
- Set Up SACR
- Reporting Tools
- Student Corner
- Change My Password

Oracle

Home | Sign Out

go to...

Account Inquiry | Electronic Payments/Purchases

summary | charges due | **payments**

**Payment History**

From 12/25/2019 Choose a date (Alt+F5) To 06/25/2020 Choose a date (Alt+F5) go

Posted Payments Find | View All | First 1-2 of 2 Last

Date Paid	Payment Type	Paid Amount
<b>Total Posted Payments for this view</b>		

Currency used is Pakistan Rupee.

**Pending Payments**

You have no pending payments.

Account Inquiry | **Electronic Payments/purchases**

Summary | Charges Due | **Payments**

go to...