

Campus Management Solution (CMS)

"Student Self Service"

User Guide for Student

Type <u>http://cms.duhs.edu.pk</u> 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

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© Self Service	Change Password		
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- Student Comer - Change My Password	Description:		
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	*New Password:		
	*Confirm Password:		
	Change Password		
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• Enter Current Password, New Password and Confirm Password and then click on *Change Password Button*.

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HOW TO VIEW PERSONAL INFORMATION

Main Menu -> Student Corner -> Personal Information Summary

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	Wookly Schodule Yew your weekly schedule in a calendar format.		View your assignments for a specified class	We Course History View a lst of courses you have completed	

• Click on "Ok" button.



• Following Screen will appear

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- Email Addresses		
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(USF)	Change home/mailing addresses	
 Request Termination Review Change Requests 		
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D Class Search / Browse	Change phone numbers	
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D Academic Records	Emergency Contacts	
- Student Center	Name Relationship to Employee	
- Workflow User Preferences		
P Set Up SACR P Reporting Tools		
- Student Comer	Change emergency contacts	
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	Email Addresses	

HOW TO DOWNLOAD "FEE VOUCHER"

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

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	Weekly Schedule View your weekly schedule in a calendar format.	View My Assignments View y our assignments for a specified class.	Wisw a list of courses you have completed
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• Click on *Search Button,* then click on View Report of Fee Voucher.

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

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HOW TO VIEW FEE DETAILS / STATUS

• Main Menu -> Student Corner -> Student Center

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• Click on Account Inquiry

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Review Transactions Shutent Center Workflow User Preferences Set Up SACR Reporting Tools	other scademic	Molds No Holds. To Do List
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• Account Summary page will appear

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• To check **Due Amount**, click on **Charges Due** Tab.

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

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Account Inquiry Electronic PaymentsPurchases	
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