

# Student User's Manual for the NEW Student Information System

## How to login?

1. Use IUS website-quick links- to log in to the new Student Information system.  
Your username starts with "o" letter added in front of your student ID.

**Example: o1234567**

**Login**

Username:  1

Password:  4

[Lost my password](#) 3

[Click to generate your first time password](#) 2

2. For user who is logging in for the first time, click on **"Click to generate your first time password"**.  
Screen below will appear.

**Generate My First Password**

The following fields must be filled to generate the first time password of a user

T.R. Identity / Passport No:

Father Name:

Birth Date: 1

[Click to navigate to login page](#)

Enter your JMBG (BIH)/T.C. Identity (TR) /Passport number (INTER.) to the part named: **"T.R.Identity/Passport number"** and all other information asked and click on **"Generate Password"**.

3. If you logged in before, and you forgot your password, you need to click **"Lost my password"**.

**Lost My Username / Password**

Please enter your user name or e-mail address for us to find your information and send you a new password.

User name:  1

e-mail address:  2

3

4. In the opened window, previously chosen **"Security question"** will appear. In the "Security Answer" area you are supposed to write you answer (5). Click on **"Send my password"**, and all information required for login will be sent to your e-mail address.

Lost My Username / Password

Please enter your user name or e-mail address for us to find your information and send you a new password.

User name:  1

e-mail address:  2

3

**Security Question**

Please answer to your security question


Security Question: Siyah

Security Answer:  5

6

[Click to navigate to home page](#)

5. With the previously obtained login information, enter your **Username** (1.) and **Password** (2.), and click on **"Login"** (3.) button to enter your account.

  
INTERNATIONAL UNIVERSITY OF SARAJEVO  
INTERNACIONALNI UNIVERZITET U SARAJEVU

**Login**

Username:  1


Password:  2

3

[Lost my password](#)

[Click to generate your first time password](#)

6. If you get warning **"Renew your contract"** on the screen, while trying to login, you are supposed to visit Finance department (for Turkish students) or Faculty Secretary (for BIH and other foreign students).

  
INTERNATIONAL UNIVERSITY OF SARAJEVO  
INTERNACIONALNI UNIVERZITET U SARAJEVU

**Login**

Renew your contract.

Username:

Password:

[Lost my password](#)

[Click to generate your first time password](#)

## Home page

Home contains all necessary information and options for student. On the left side there is "Menu". In the middle there is "Announcement", "Help" and "Message box", on the right side there are "Name Surname" under which you can find "My Profile" and "Message box", and "Log out" under which you can find "Forgot password" and "Log out".

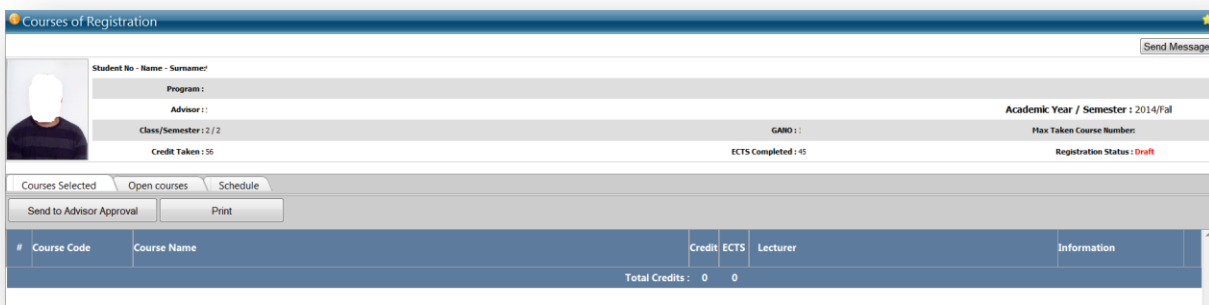


1. You are able to communicate with your professors/lecturers or Student Affairs.
2. Announcements and reminders regarding the semester activities will be announced/communicated through this system.
3. You can update your profile information on the upper right side of the screen.

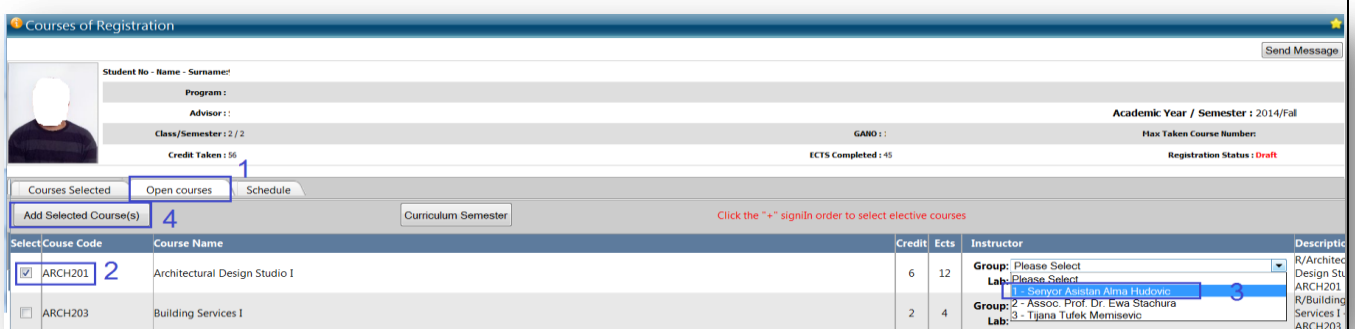
## COURSE REGISTRATION

Course Registration menu is application which allows students to register the courses online (based on the IUS rules and regulations) offered in given semester and send them for the approval of advisor.

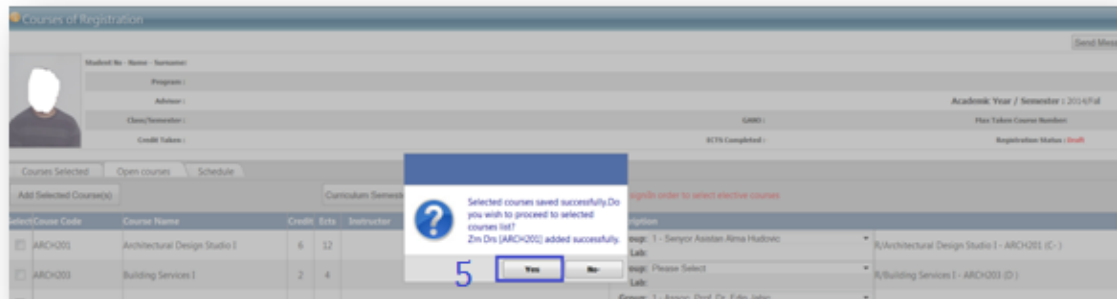
Course Registration screen appears like in the picture below.



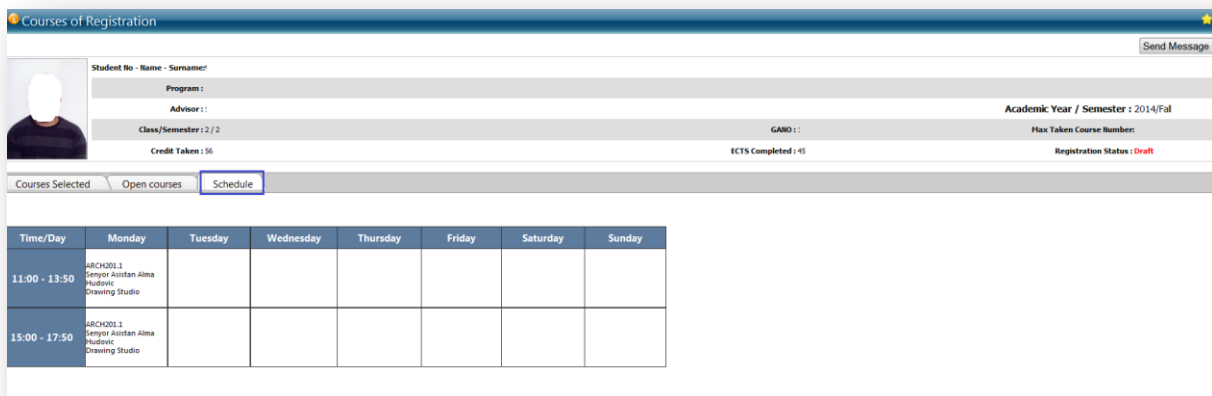
1. In order to pre register your courses for following semester, click on the "Open Courses" and choose among offered courses.



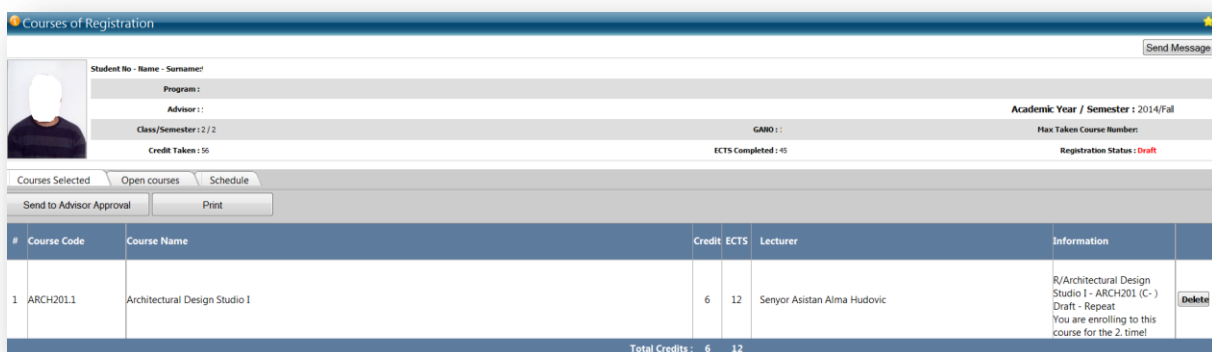
2. “Open Courses” (1) option is opened, and when courses are listed, check the check box next to the course name (2), choose the instructor- if offered (3) and after selecting the courses, click “Add Selected Course (4).
5. After “Add Selected Courses” button is clicked, warning will appear, as shown on picture below. If you are sure that you chose your courses properly, click “Yes”, by this action your courses will be sent to your adviser for approval.



6. Selected courses will appear in the “Schedule” part. By opening this option student will be able to see his/her own weekly course schedule, and also it is used that student check whether there is an overlapping in his/her course schedule. If there is overlapping, system shows it in different color.

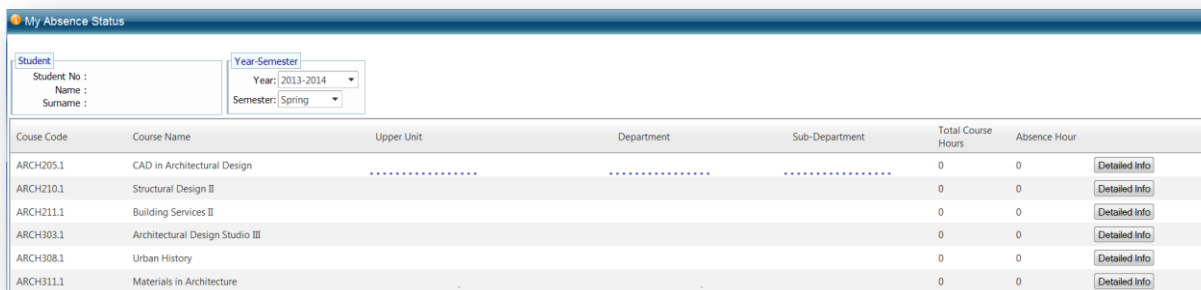


Selected courses appear as shown on the picture below.



7. If student wants to make any changes regarding the selected courses by using “Delete” button on the right side. It can be done until advisor makes course approval, and after advisors approval no changes can be made. Advisor’s approval makes “Delete” button invisible.

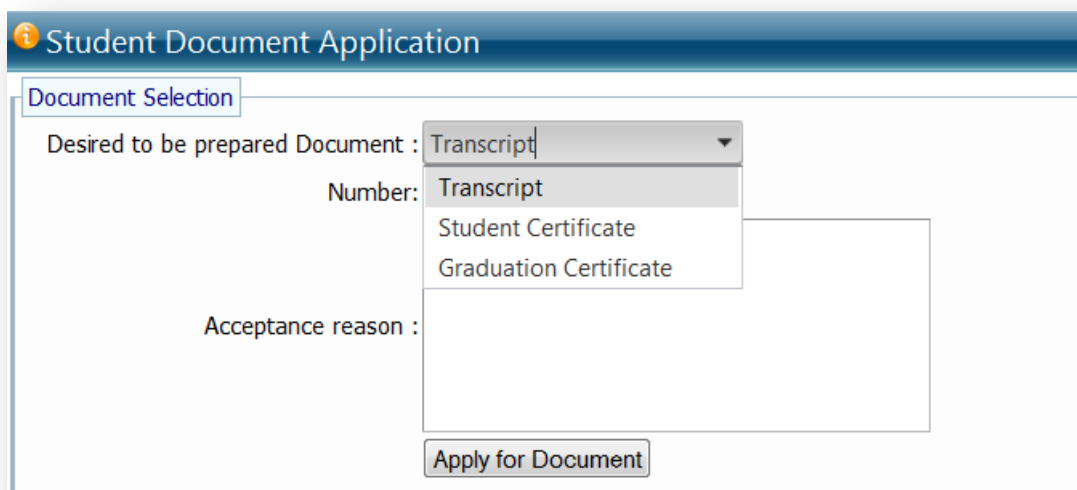
My Absence Status is option where student can follow his attendance for every class.



The screenshot shows a web application titled "My Absence Status". It includes a search section with fields for "Student No", "Name", "Surname", "Year-Semester" (Year: 2013-2014, Semester: Spring), and "Year". Below this is a table with columns: Course Code, Course Name, Upper Unit, Department, Sub-Department, Total Course Hours, and Absence Hour. Each row also has a "Detailed Info" button.

Course Code	Course Name	Upper Unit	Department	Sub-Department	Total Course Hours	Absence Hour	Detailed Info
ARCH205.1	CAD in Architectural Design				0	0	Detailed Info
ARCH210.1	Structural Design II				0	0	Detailed Info
ARCH211.1	Building Services II				0	0	Detailed Info
ARCH303.1	Architectural Design Studio III				0	0	Detailed Info
ARCH308.1	Urban History				0	0	Detailed Info
ARCH311.1	Materials in Architecture				0	0	Detailed Info

Student Certificate Application offers student opportunity to order Student Certificate or Transcript without visiting Student Affairs Office. As shown on the picture below, you can choose which document you want to order. Purpose **must** be stated. Printed and stamped document student can take form Student Affairs Office.



The screenshot shows a web application titled "Student Document Application" with a "Document Selection" tab. It contains a dropdown menu for "Desired to be prepared Document" with "Transcript" selected. Below it is a "Number:" field with a dropdown menu showing "Transcript", "Student Certificate", and "Graduation Certificate". There is also an "Acceptance reason:" text area and an "Apply for Document" button.