

## **Student Information System User Guide**

### **LOGGING ON TO THE SYSTEM**

You need to create a password to log on to the Student Information System (OİBS). You need to activate the email provided by the university (see email activation section) and then follow the instructions below.

- 1- Browse <http://oibs.eul.edu.tr> and open student information system login page.
- 2- Click "Forgot my password"
- 3- Enter your student number as user name and click "OK".
- 4- In order to view the email you received, login to your university email account.
- 5- Click on the link provided in the email you received.
- 6- On the next screen, enter the password you want to use twice to "password" and "password confirmed" sections.
- 7- Go to <http://oibs.eul.edu.tr> Enter your student number as user name and the password you have just created.

### **E-mail Activation**

Every EUL student is provided with an email account. It is advised that you use your email account actively.

In order to use this service, browse <http://std.eul.edu.tr> at any computer with internet connection or browse <http://www.eul.edu.tr> and click on "StudentWebMail" link. Below is the procedure for users to follow in order to change their passwords.

- 1- Enter your student number twice as your user name and one-time password and click on "Sign in".
- 2- On the next screen, enter your student number to "Password" section and a password of your choice to the "New password" and "Confirm" sections. The password you will create should contain at least 6 characters comprised of numbers and letters (English alphabet).
- 3- Then, you can access your email account by clicking on "Sign in".
- 4- You need to use your new password to sign in from now on.

A sample student email address:

[studentnumber@std.eul.edu.tr](mailto:studentnumber@std.eul.edu.tr) (for example:140000@std.eul.edu.tr)

### **How can I view my transcript?**

In order to view your transcript, click on "COURSE" link placed on the top of screen and then on "COURSE" link placed on the left hand side and lastly click on "TRANSCRIPT" link.

### **How can I view my weekly course schedule?**

In order to view your weekly course schedule, click on "STUDENT" link placed on the top of screen and then on "COURSE" link placed on the left hand side and lastly click on "WEEKLY COURSE SCHEDULE" link.

## How to make an interactive registration?

1. In order to make a course registration, click on "STUDENT" link placed on the top of screen and then on "COURSE" link placed on the left hand side and lastly click on "NEW INTERACTIVE REGISTRATION" link.
2. On the next screen you will be provided with a course list. This list is categorized with colours in accordance with the criteria below.
  - a. Red = Indicates the courses you failed and have to take.
    - i. You are not required to register for a course on the condition that the course you failed does not belong to that specific semester. However, if the course you failed belongs to that specific semester, you cannot register for other courses before you mark this course to take. The courses you failed have the precedence and all courses you failed have to be added at the same time.
  - b. Yellow = Indicates courses you can take in the current semester.
  - c. Grey = Indicates courses you cannot take in the current semester.
  - d. Pink = Indicates elective courses and you can register for them regardless of the semester.
  - e. Green = Indicates the courses you passed and the ones you can retake whenever you want.

Course adding procedure can be done at once by choosing all the courses. After choosing the courses and groups you want, click on "REGISTER" button placed under the course list.

In order to change a group, choose the course of which group you want to change from the **Selected Course List** and click on **DELETE** button and go back to the **Course List** to choose the same course again with a different group.

Courses with a select button next to them are the courses available for that academic semester. If there is no select button next to them, these courses are not available for that academic semester.

After choosing all the courses you want to take, write your message to your academic advisor into the Comment section and click CONFIRM button.

Advisors are responsible for checking the interactive registration you make and approving it **if deemed suitable**. You need to check it from the system page if your registration is approved or not.

**Failing to follow this procedure will result in an incomplete registration even if you have paid the school fee.**

For the issues concerning your course registration consult with your advisor or send an email to [oibs@eul.edu.tr](mailto:oibs@eul.edu.tr)