Students self-service user Guide

For support, you can Email Us:
support@ibnsina.edu.sa
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Login Page
URL:  https://xess.ibnsina.edu.sa/StudentSelfService

First: Enter User Name which is the student ID number.
Second: Enter your password.
Technical Issue

It is recommended to clean Window Browser to get pages without problems.

How to Clean Cache using Chrome:

Go to Setting – then in Search write CACHE and clear Data Basic and Advanced
IN Explorer go setting – Internet Options then Delete also Settings and delete View files:
Student Service Dashboard

First Page is Hallo Page which shows Student’s Name then click as below picture

- Click on the **Menu Icon** as below Picture to navigate to the menu:

- Then click on **Banner** as shown below:
The following menu will be displayed:

When you press on **Personal Information** option the following menu will be shown:
When you press on **Student** option the following menu will be shown:
Personal Information

The personal information menu allows Students to view and update personal data on record for themselves in the Banner database. The personal information menu provides the following options for student:

Answer a Survey

Surveys will be seen and activated from Department responsible for this purpose.

Ibn Sina National College

Survey Questions

Answer the survey questions.
Choosing Next Question displays the next question.
Selecting Finish Later saves your answers and takes you out of the survey. You can finish the survey later, even returning to questions you have skipped.
Choosing Survey Complete submits a completed survey.
Selecting Remove Survey from List eliminates viewing that survey. Any answers you have given will not be saved.

Survey Name: General Survey

Question 1: how do you evaluate the performance of staff

- [ ] Very Good
- [ ] Good
- [ ] Average
- [ ] Poor
- [ ] Very Poor

[Return to Beginning of Survey] [Finish Later] [Survey Complete] [Remove Survey from List]
Biographical Information
Student is able to view and edit his/her Biographical Information such as Email, Phone Number, Address and Emergency Contact.

Personal Information

When clicking on Personal Information, the following screen will be shown:
This page contains the following sections.

**Personal Details:**
Students can only view their personal information and cannot change them.

**Email:**
Students can view and update Email Address.

**Phone Number:**
Students can view and update phone Addresses.

**Address:**
Students can view and update Address.

**Emergency Contact**
Students can view and update Emergency Contact Data
Student

The Student’s menu provide links to several functions available for Students. The Student menu provide the following options:

Registration

Click on Registration and then Banner XE Registration, the following screen will be displayed:

Upon the click on Banner XE Registration the following screen will be shown:
This screen contains the following sections:

**Register for Classes:**

From this screen you can search and register for your classes, you can also view and manage your schedule.

**View Registration information:**

From this screen you can view your past schedule and your ungraded classes.

When you click on “**Look up a Schedule**” you will be able to see your registered courses and schedule with days and times as following:
When you click on “Active Registration” you will be able to see your registered courses information such as course term, CRN, Status, hours, instructor, level and campus as following:

**View Registration Information**

<table>
<thead>
<tr>
<th>Course</th>
<th>Term</th>
<th>CRN</th>
<th>Status</th>
<th>Start Date</th>
<th>End Date</th>
<th>Instructor</th>
<th>Grade Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardiovascular System, Cardio Vascular 227, Section 8</td>
<td>2018-2019 Second Term</td>
<td>1200</td>
<td>Approved</td>
<td>01/06/2019</td>
<td>05/03/2019</td>
<td>Mohammad Saleh Alayed</td>
<td>Standard Letter</td>
</tr>
<tr>
<td>Community Health Program-3, CHP 206, Section 8</td>
<td>2018-2019 Second Term</td>
<td>1014</td>
<td>Approved</td>
<td>01/06/2019</td>
<td>05/03/2019</td>
<td>Manuel Ibrahim Hamali</td>
<td>Standard Letter</td>
</tr>
<tr>
<td>Principles of Disease, DSP 228, Section 8</td>
<td>2018-2019 Second Term</td>
<td>1001</td>
<td>Approved</td>
<td>01/06/2019</td>
<td>05/03/2019</td>
<td>Asik Alok Asraful</td>
<td>Standard Letter</td>
</tr>
<tr>
<td>Respiratory System, RESP 206, Section 8</td>
<td>2018-2019 Second Term</td>
<td>1001</td>
<td>Approved</td>
<td>01/06/2019</td>
<td>05/03/2019</td>
<td>Asik Alok Asraful</td>
<td>Standard Letter</td>
</tr>
</tbody>
</table>

**Browse Classes:**

From this screen you can look for classes that you wish to register in.

Select the term you wish to browse its classes and then click on “Continue” the following screen will be shown:
Select subject and course number and then click on **“Search”** the following screen will be displayed:

This page contains information related to the selected course such as, course title, number, section, CRN, hours, term, instructor, meeting times and subject description.

**Browse Course Catalog:**

From this screen you can look up basic course information like subject course and description.
Select the term you wish to browse its course catalog and then click on “Continue” the following screen will be shown:

Select subject and course number and then click on “Search” the following screen will be displayed:

This page contains information related to the selected course such as, course title, number, hours and description.

Student Accounts
This section shows a summary of student transaction. So students will be able to view charges and payments to their account.
When you click on “Account Summary” the following screen will be displayed:

**Account Summary**

Review summarized charges and payments to your account. Anticipated third-party contract payments, financial aid payments, and memo items are NOT included in this summary.

<table>
<thead>
<tr>
<th>Detail Code</th>
<th>Description</th>
<th>Charge</th>
<th>Payment</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPII</td>
<td>Open Balance</td>
<td>SAR0.00</td>
<td>SAR0.09</td>
<td>SAR0.00</td>
</tr>
<tr>
<td>EJRP</td>
<td></td>
<td>SAR0.00</td>
<td>SAR35,000.00</td>
<td>-SAR35,000.00</td>
</tr>
</tbody>
</table>

Charges: SAR0.00

Credits and Payments: SAR35,000.00

Account Balance: -SAR35,000.00

This page shows the entire student’s transaction for all terms such as Detail Code (the payment method), Description, Charge, Payment and Balance.

When you click on “Account Summary By Term” the following screen will be shown:
Account Summary by Term

<table>
<thead>
<tr>
<th></th>
<th>2013-2013 Second Term</th>
<th>2013-2013 First Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detail Code</td>
<td>Description</td>
<td>Charge</td>
</tr>
<tr>
<td>ZRP</td>
<td>نشأة النجاح</td>
<td>SAR25,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SAR20.00</td>
</tr>
<tr>
<td></td>
<td>Term Credits and Payments:</td>
<td>SAR25,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SAR20.00</td>
</tr>
<tr>
<td></td>
<td>Term Balance:</td>
<td>SAR20.00</td>
</tr>
</tbody>
</table>

This page shows the entire student's transaction per a specific term such as Detail Code (the payment method), Description, Charge, Payment and Balance.
Student Profile

When you press on **Student Profile**, the following screen will be shown:

The above screen allows students to see details related to them. For example:

Students are able to see their **Biographical Information** (Email – Phone – Gender, Date of Birth, Ethnicity, Race, citizen, Citizenship, Emergency Contact and Emergency Phone. etc.). Also, students can view their **General Information** (Student’s level – Class – Status – Student’s type, Residency, Campus, First Term Attending and Last Term Attended. etc.). In the **Curriculum, Hours & GPA** section, students are able to view some information related to their educations. For example, the **Primary** section shows student’s degree, study path, level, program, college, major and department. The **Secondary** section displays the secondary curriculum for student if available. The **Hours & GPA** section shows the institution, transfer and overall GPA for student.
View Grades:

Students Can view their grade components by clicking on View Grades on the left side of the previous screen.

When the student clicks on View Grade, the following page will be displayed:

As shown on above page, each subject has its own components, and by clicking on the components, the grade distribution for the selected course will be displayed as following:
This page contains the component’s title, weight, score and percentage.

**Note:** If student wants to go back to the previous page, they should click on **Course Work** on the top of the above page.

**Track Attendance**

When students click on **Track Attendance**, they will be able to see the current term with different Sessions within one CRN, subject, course number, course title, day, specific time, number of missing classes and attendance percentage as following:
<table>
<thead>
<tr>
<th>Term</th>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Title</th>
<th>Schedule</th>
<th>Time</th>
<th>Missed</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>201920</td>
<td>1001</td>
<td>DSP</td>
<td>228</td>
<td>0</td>
<td>Principles of Disease</td>
<td>S M T W T S</td>
<td>0800</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>201920</td>
<td>1001</td>
<td>DSP</td>
<td>228</td>
<td>0</td>
<td>Principles of Disease</td>
<td>S M T W T S</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>201920</td>
<td>1001</td>
<td>DSP</td>
<td>228</td>
<td>0</td>
<td>Principles of Disease</td>
<td>S M T W T S</td>
<td>0800</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>201920</td>
<td>1014</td>
<td>CHP</td>
<td>200</td>
<td>0</td>
<td>Community Health Program.1</td>
<td>S M T W T S</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>201920</td>
<td>1166</td>
<td>RESP</td>
<td>226</td>
<td>0</td>
<td>Respiratory System</td>
<td>S M T W T S</td>
<td>0900</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>201920</td>
<td>1166</td>
<td>RESP</td>
<td>226</td>
<td>0</td>
<td>Respiratory System</td>
<td>S M T W T S</td>
<td>0900</td>
<td>0</td>
<td>0%</td>
</tr>
</tbody>
</table>

Results found: 10