



**Prince Sattam bin Abdulaziz University**  
**College of Engineering-Wadi Aldawasir**

**How to Register in PSAU Accounts  
Guidelines**

Welcome to  
Prince Sattam Bin Abdulaziz University,  
College of Engineering – Wadi Addawasir  
Kingdom of Saudi Arabia.



We the Dean, and all faculty and staff member at college of engineering –Wadi, heartily welcome's you in the college.

## **Access of Different E-electronics Systems at Prince Sattam Bin Abdulaziz University:--**

Prince Sattam bin Abdulaziz University provides range of different e-services required by its employees to accomplish their duties and tasks. All These e-services can be accessed through single-sign on User Id and it's Password (Same will be your E-mail address and it's Password).

In order to receive your single-sign on user id (i.e. E-mail) and password details, employee's data must be added in the payroll system. This data is added by Deanship of faculty and personal affairs. This data include your passport details, Iqama details, bank Account IBAN Number etc.


Once the data is added in the payroll system employee can register himself at <http://accounts.psau.edu.sa>

Registration process is as following:--



- a) Go to <https://accounts.psau.edu.sa/>
- b) Click on New Account

← → ↻ <https://accounts.psau.edu.sa/employees/>


University Main Website Help عربي

 Account Services System Home About EServices

↳ Accounts System (Employees)

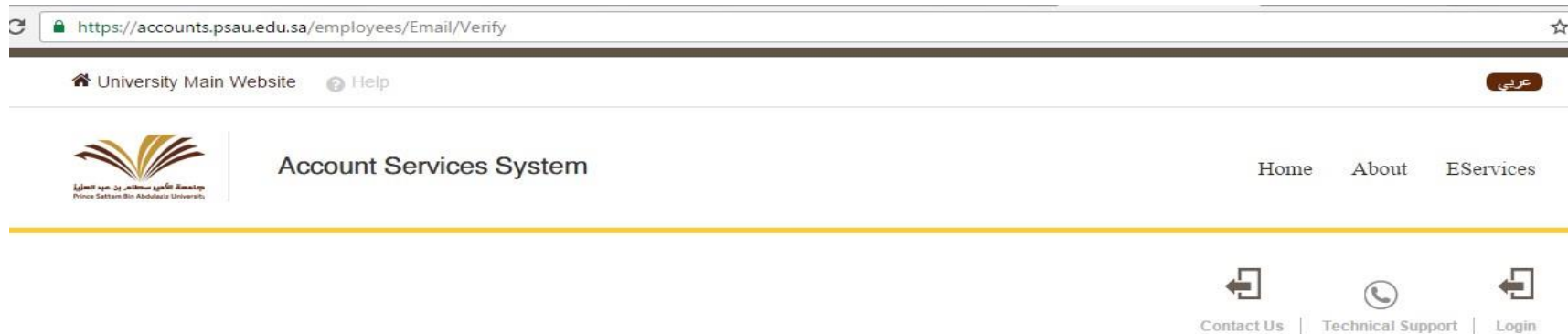
 New Account  Update Profile

▪ Forget / Change password

 الدخول الموحد

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Designed and implemented by Deanship of information technology and

c) Provide the details as mentioned below (IBAN number, National Id / Iqama ID and Mobile Number) and Click on Next.



**Verifying Information**

<b>IBAN (in HR System)</b> <input type="text"/> Like: SAxxxxxxxxxxxxxxxxxxxxxx	<b>NationalId</b> <input type="text" value="0"/> Like : xxxxxxxxx
<b>Mobile :</b> <input type="text"/> Like : 009665xxxxxxxx	

 **Next** Contracted Employee Form

- d) Follow the screen instructions and provide the correct information and you will be able to create the new account at psau.edu.sa
- e) Once account is successfully created you will receive an SMS message with user id and password details, using this user id and passwords you can use the arrays of electronic systems / Services available at psau.edu.sa
- f) Electronics systems /services can be found at <http://psau.edu.sa> → click on Faculty Member and Staff Services and you will see the below systems available at your service.

Students Services

**Faculty Members Services**

Employees Members Services

Visitors Services

E-services are the way to make it easier for staff members to login with single sign-on,  
review and take advantage of all the services.



### Correspondence Tracking System

This system allows faculty members and staff to track correspondences in the different organizational units.

Service details

Go to service



### Academic E-Services

These service enables students and faculty members to obtain researches and studies from scientific magazines.

Service details

Go to service



### E-mail

The email service is activated for each student, faculty member and employee has a unified login name.



### Administrative E-services

This pack of services allows faculty members and staff to enquire about their holidays, salaries, allowances...etc.

Once you create the user id and password, all the above shown system can be accessed by your email id and password.

Under each Service Description you will see Service Details and Go to Service buttons by clicking **Go to Service** button you will go to the respective service and can access the service by providing your email and password.

## E-Mail Access:--

Once you receive your email you can access your email at <https://webmail.psau.edu.sa/owa/>

THANK YOU