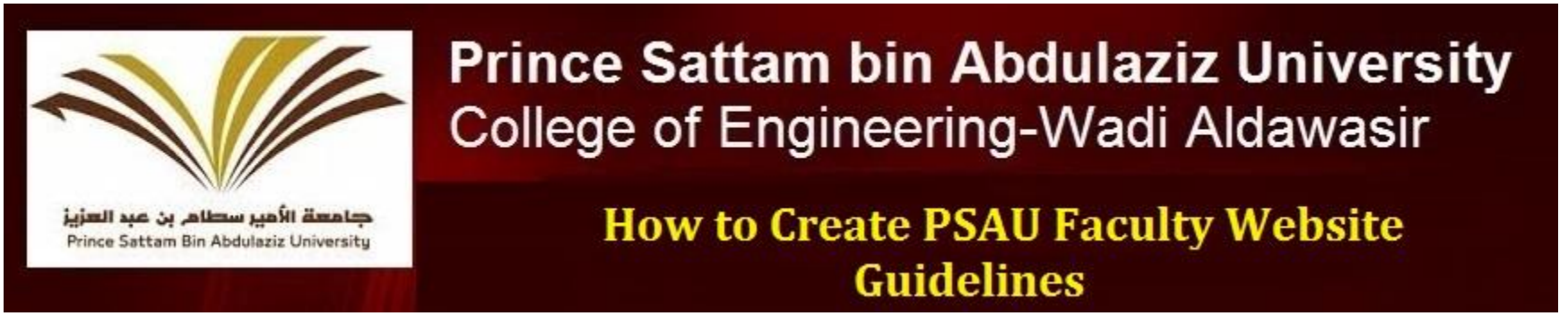


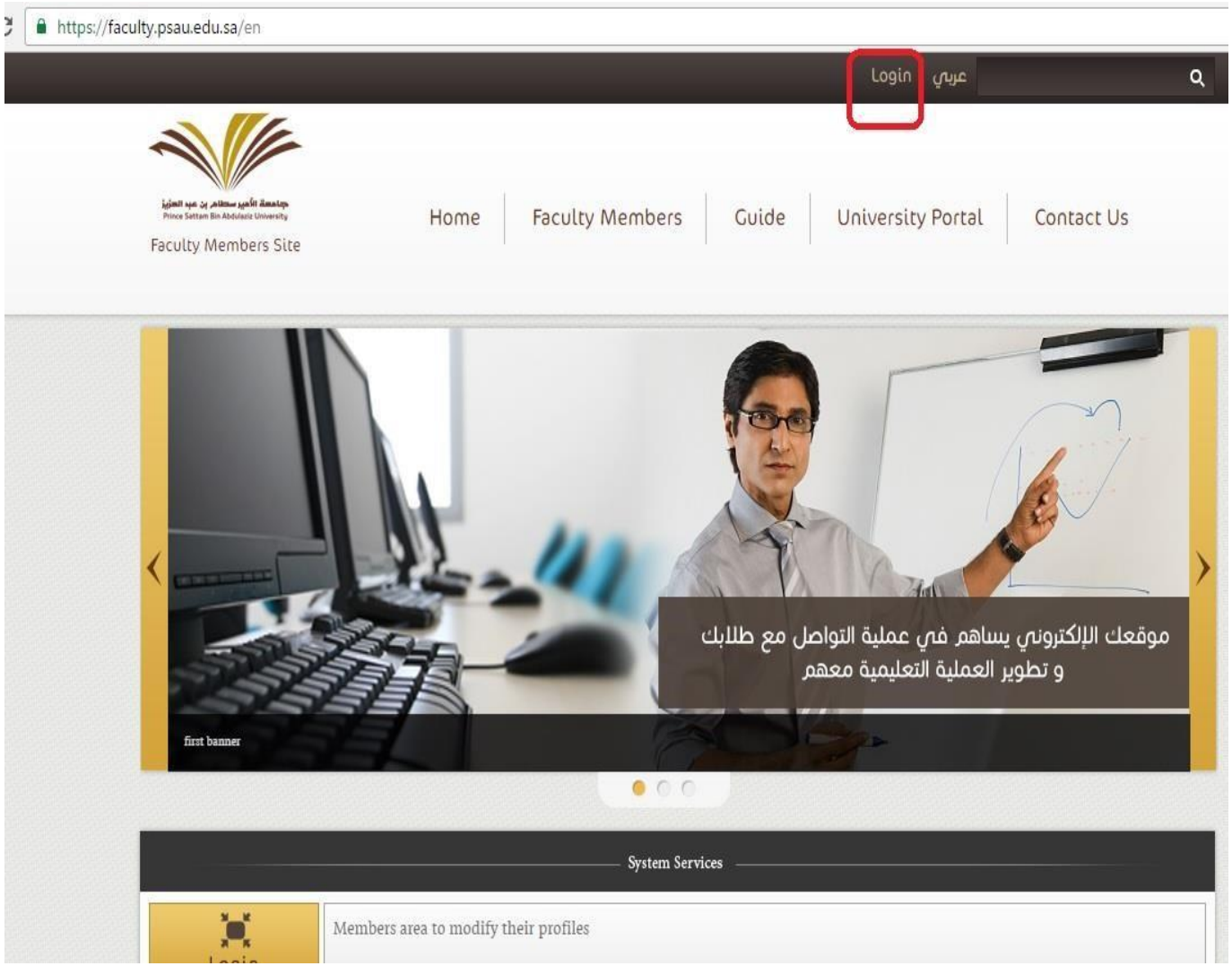
Welcome to

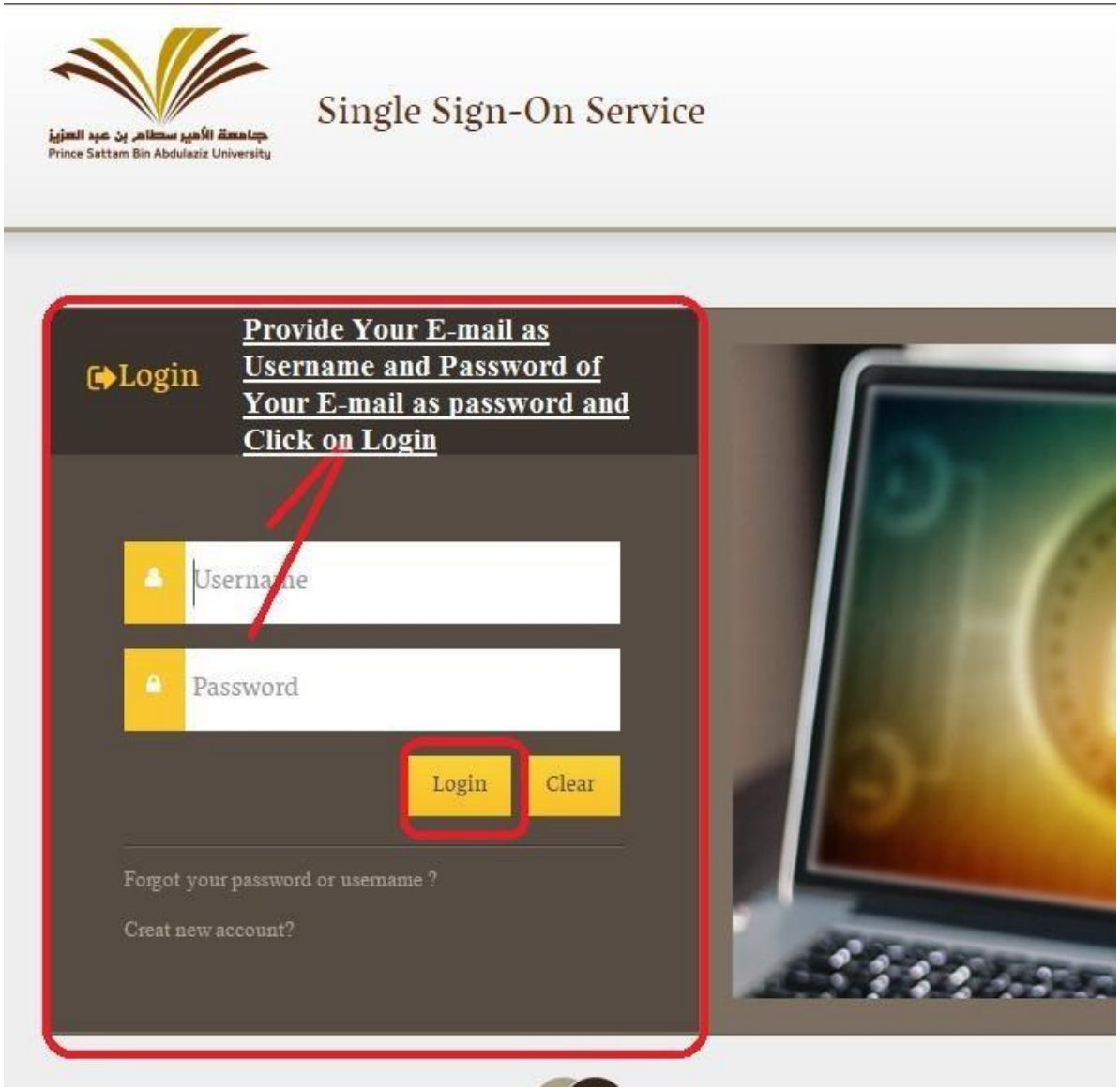
Prince Sattam Bin Abdulaziz University,

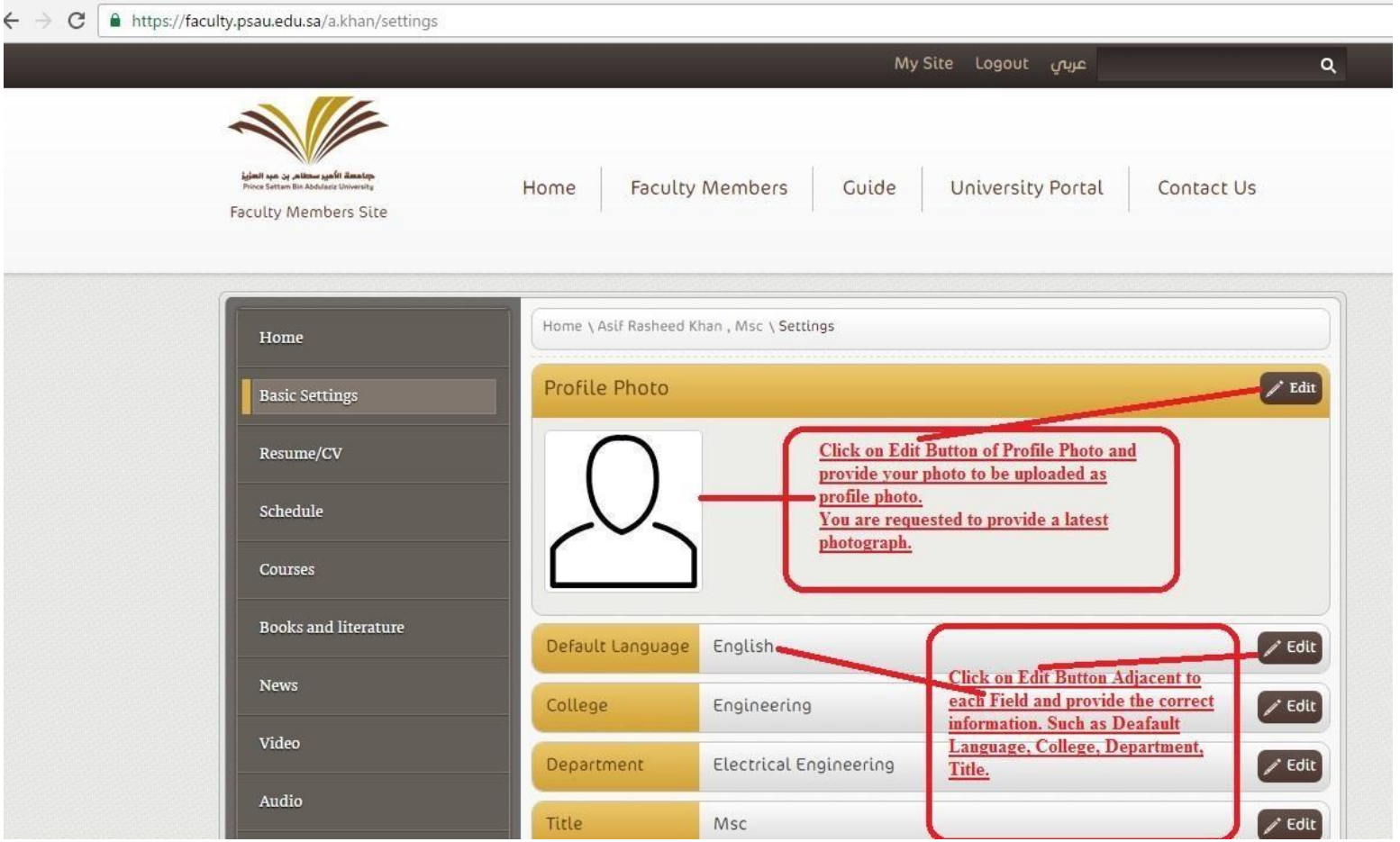
College of Engineering

Kingdom of Saudi Arabia.

As per the policies of Prince Sattam Bin Abdulaziz University all the faculty members should create and maintain faculty web-page. To create your faculty web-page go to https://faculty.psau.edu.sa Click on Login Screen and Provide the email id and password.

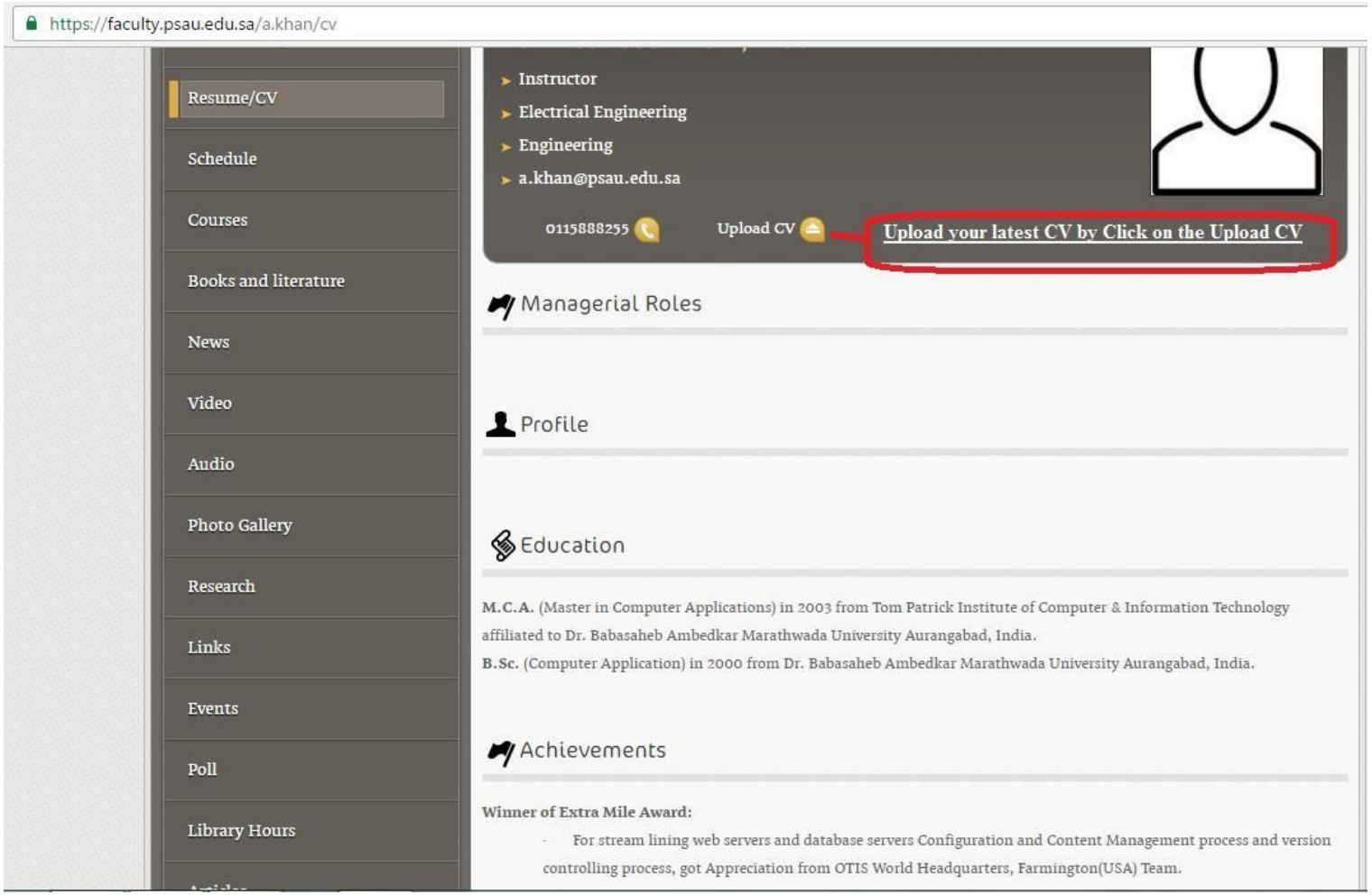



جامعة الأمير سطام بن عبد العزيز
Prince Sattam Bin Abdulaziz University
Single Sign-On Service
Login
Provide Your E-mail as Username and Password of Your E-mail as password and Click on Login
Username
Password
Login
Clear
Forgot your password or username ?
Creat new account?

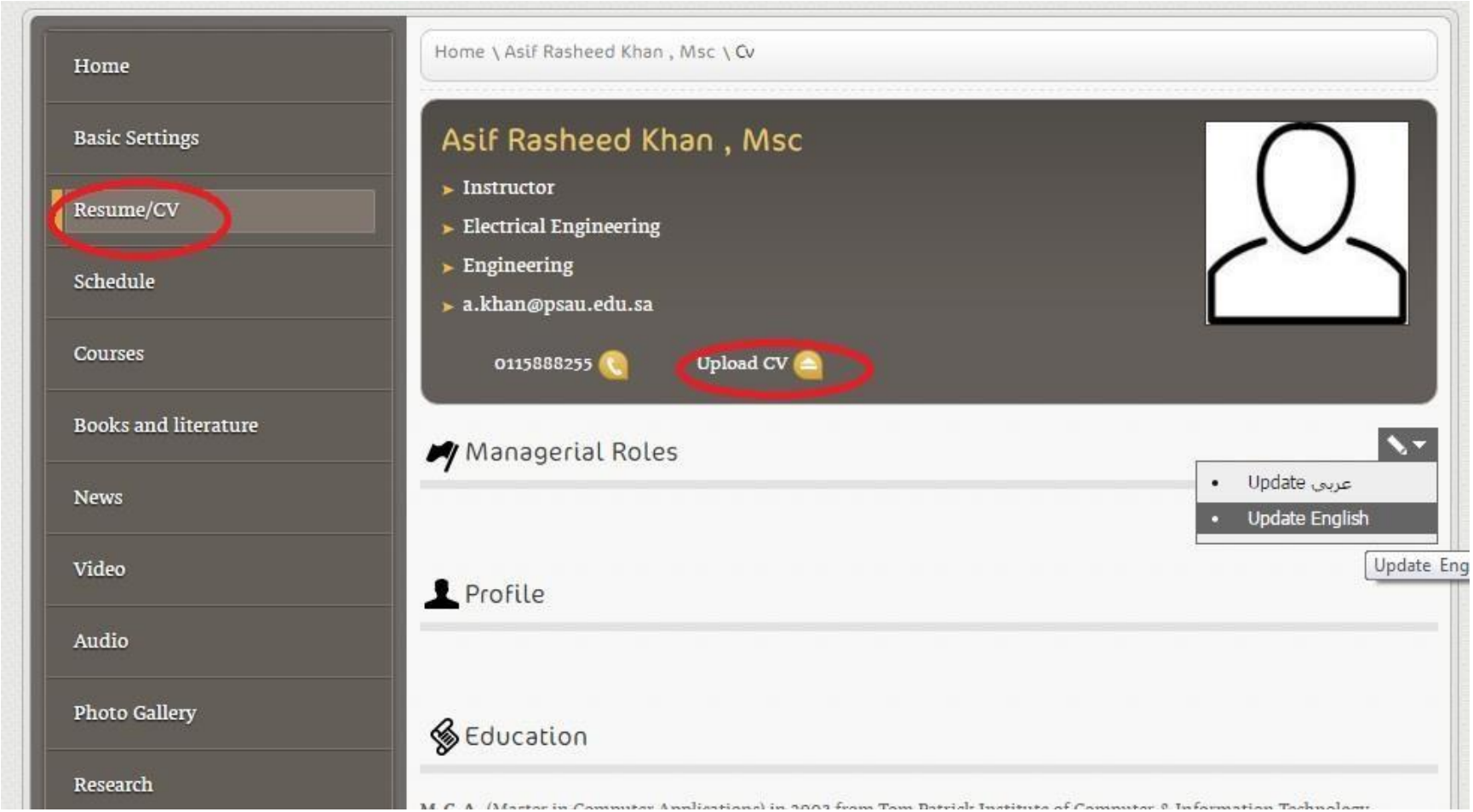


After Successful Login Click on The Basic Settings Link and update Below mentionion Details:--
Porfile Photo :-- Please select you latest photograph.
Default Language:-- This will be the default language of your personal website
College :-- College of Engineering

Department :-- Seleect the Department you are working with(i.e. Civil / Electrical / Mechanical) **Title :**-- Under Title Select your Level of Education (i.e. Bachelor / Master / Ph.D / etc.)

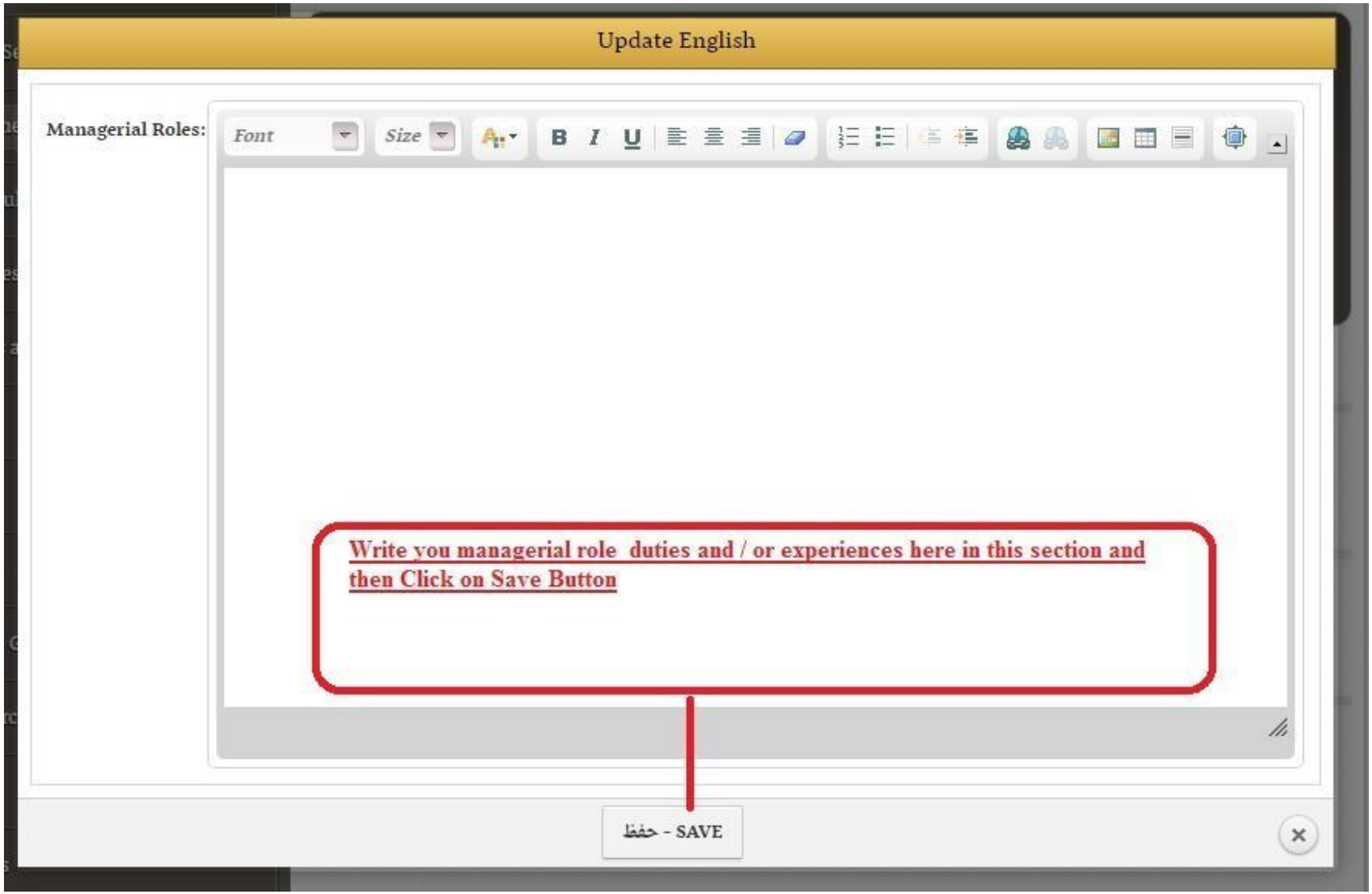


After Updating Basic Seetings , Click on **Resume / CV**, On Resume CV Page upload your latest CV by Clicking on Upload CV link as shown in the above image.
You may upload the CV in pdf format or MS Word Format (.pdf / .docx / doc)



You are requested to update your Managerial Roles, under Managerial Roles Section of Resume / CV Section:--

To Update Managerial Roles, Hover your mouse pointer over **Managerial Roles** and you will see an **EDIT** Button on the right side of the screen.
Under that Edit Button you will see two Options **(1) Update عربي (2) Update English.** Click on Update English

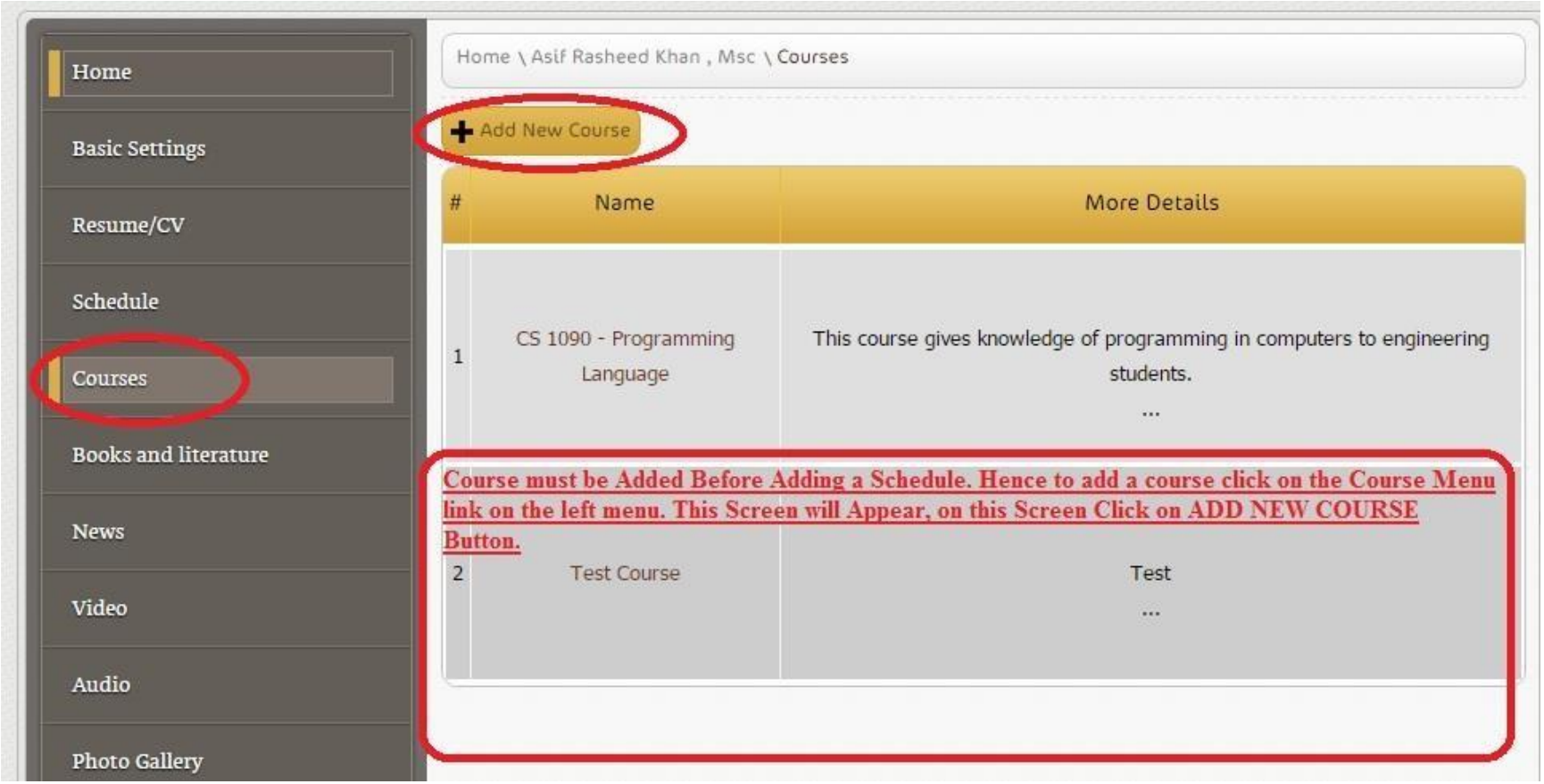


Write you managerial role duties in the provided text editor. You can format the text using this text editor as per your choice of fonts , font size, color, bulleting , numbering etc.
Once you are done with writing the text you are requested to Click on **Save** Button as show in the above Image.

After updating the Managerial Roles you are requested to update all the Sections Available under Resume / CV Section of your personal webpage. The available Sections are :--

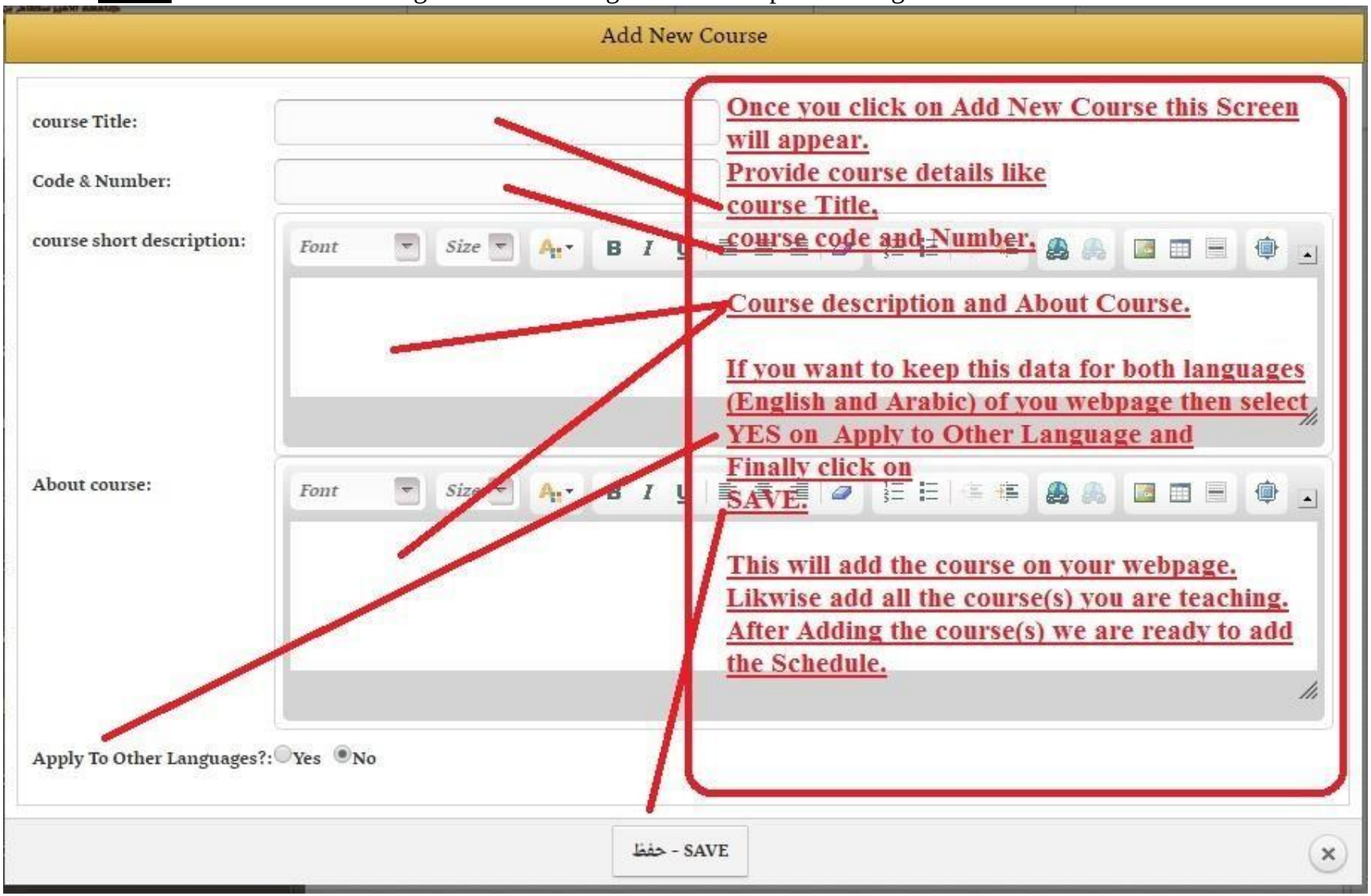
- ***Profile:-- Write a brief description about your work profile in this section***
- ***Education : - Provide details of your educational Qualifications.***
- ***Achievements: -- Write Awards, Professional certification etc., you think as an achievement.***
- ***Experiences: -- Provide details of your professional experience acquired through full time jobs.***
- ***Research:-- Write a brief description of your research interest and if available provide the links / urls.***
- ***Trainings :-- Give Brief description of professional Trainings you attended successfully.***
- ***Skills :-- Write a description of professional Skills.***
- ***Interests:-- Interests may be research interests or some topic out of your domain.***
- ***Conferences:-- Write the details about the conferences you attended.***
- ***Workshops:-- write the details about the workshops you conducted and / or attended.***
- ***Citations:-- write breif about your work citations.***
- ***References :--write breif about references***
- ***Activities for community service:-- Extra curricular activities for community service.***

Adding Course:--

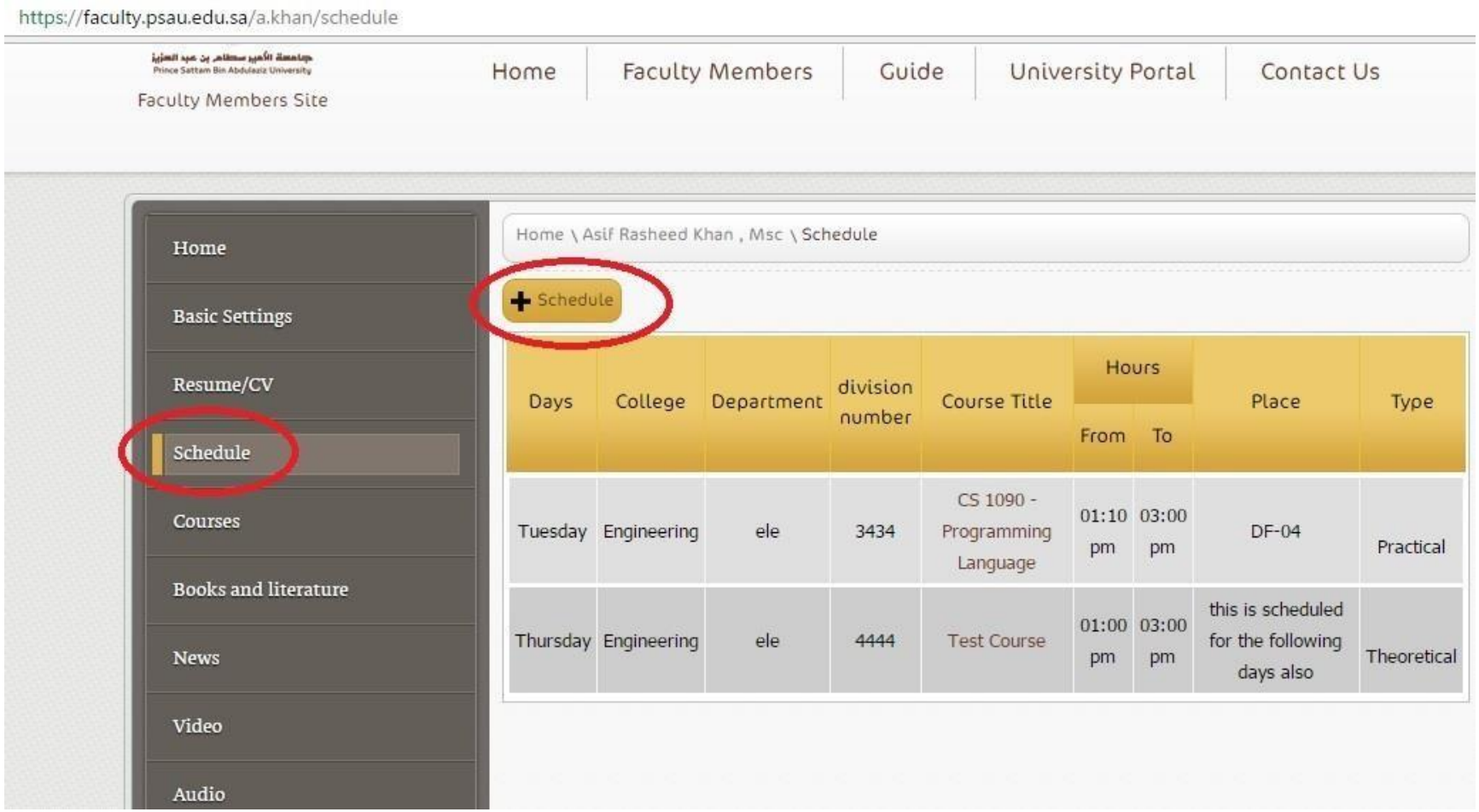


Adding the courses you are teaching:-- Click on **Course** → Then Click on " **+ Add New Course** " button, this action will take you to the new screen.

Provide all the details of the course such as Course Title, Code & Number, course Short Description, About Course. If you wish to keep same data for both the languages Select **YES** on **Apply to Other Language** section And Finally Click on **SAVE** button. Add remaining course following the above steps of adding a course.

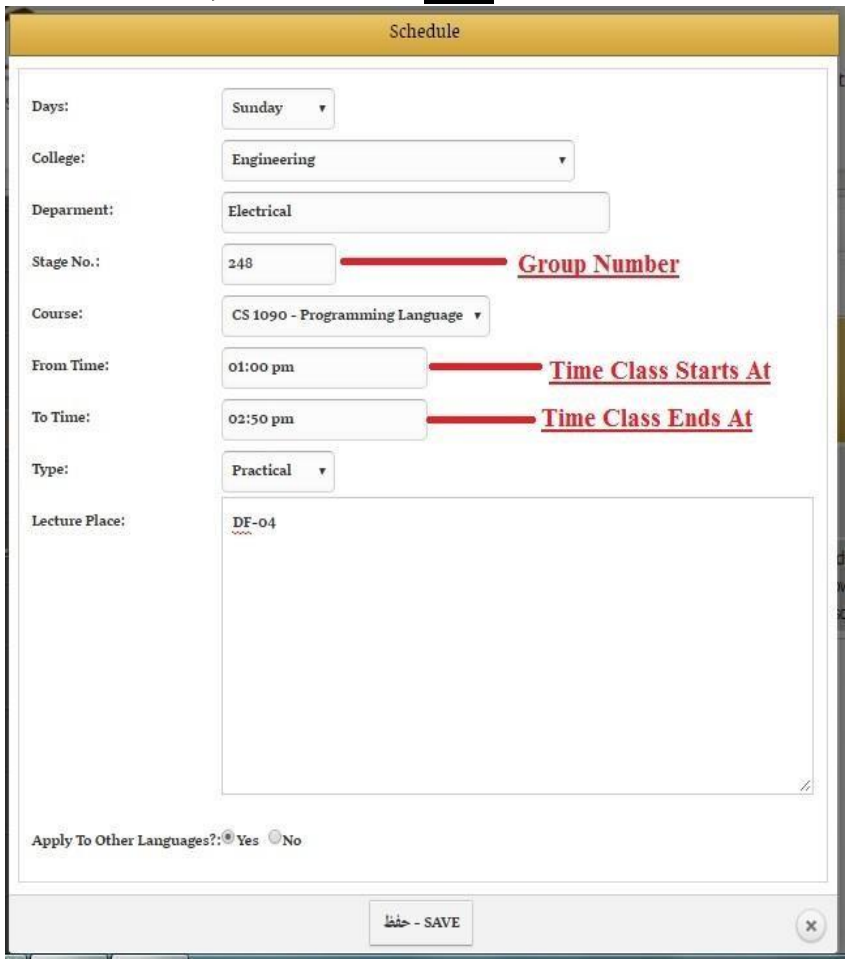


Once All the course(s) are added successfully its time now to add the Faculty Schedule , faculty members schedule can be added using the **Schedule** menu item.



To Add the Schedule Click on " **+ Schedule** " button, this will take you to the below screen.

To Add Schedule Provide the below shown details correctly. You will be asked to select the Day of lecture / practical, College , Department, Group No., Course Title (Here all the courses will appear that you added previously in above instructions to Add Course.) Start Time and End Time of class, Type of Class i.e. theoratical or Practical and Place of Lecture i.e. Room Number or Lab Number etc., then Click on **Save**



Add all details of your schedule one by one. We have Successfully Added Course and Schedule.

Once Courses and Schedules are updated You are requested to update the Following Items on your personal Web-Page:--
Books and literature

- News
- Video
- Audio
- Photo Gallery
- Research
- Links
- Events
- Poll
- Library Hours
- Articles
- Publications

- + Add new item
  By Using this Option You can customize the menu items as per your need.
  To Add a menu item Click on +Add Menu Item Button and then follow the onscreen instruction.
  To Delete any menu item hover mouse cursor on the menu item, then you will see the below menu options to update or delete the menu item.

Thank you for you co-operation and attention to read and follow this document. We wish you all the best on behalf of all the faculty members and students of prince Sattam bin Abdulaziz University.

THANK YOU