11/28/2021

ETU Student Information Management System

Online Applications User Guide

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Contents

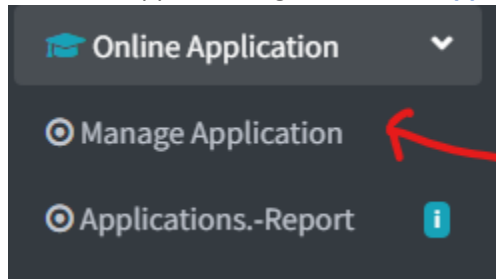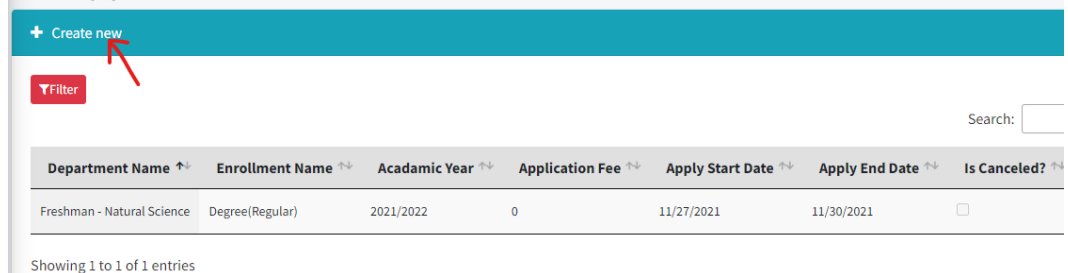# Online Application Processing

1. Create Applications

- To create application, go to, **Online Application-> Manage Application**

- You can create new by using create button,

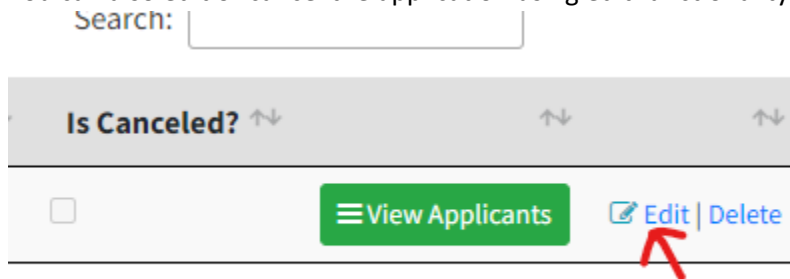- Please select department, program, provide instruction etc. and save your result.

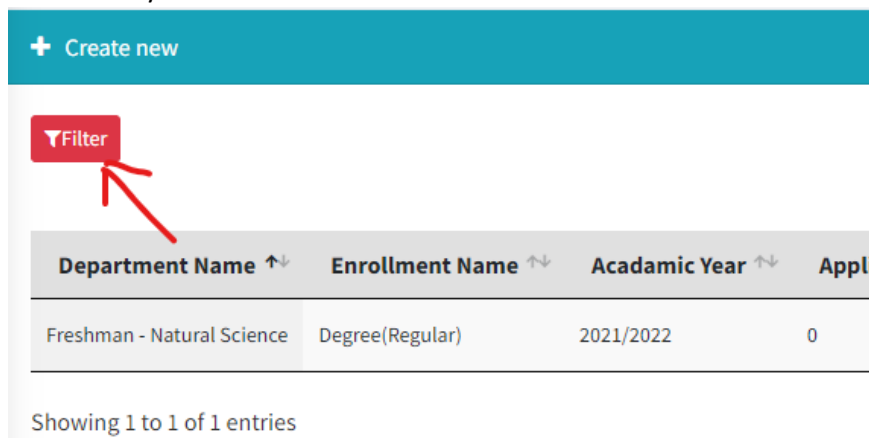- You can also edit or cancel the application using edit functionality

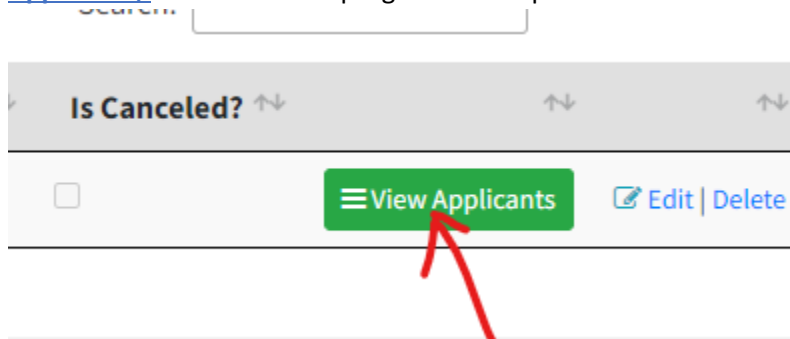- You can also filter based on the department and academic year using the filter functionality.

2. View Applicants

- You can view applied applicants and their associated documents using this functionality. To open please go to **Online Application-> Manage Application->View Applicants,** on the selected program and department.

- You can view the detail of each applicant by clicking **Detail** button

Department	Program	Acadamic Year
Freshman - Natural Science	Degree(Regular)	2021/2022

Search: _____

Full Name	email	Telephone	Gender	Apply Date	approvalStatus			
Almaz Teworkikahmed	sample@gmail.com	0912058099	FEMALE	11/27/2021	OnProgress	≡ Detail	✔ Approve	⊘ Reject

Showing 1 to 1 of 1 entries

Column	Detail
Full Name	Almaz Teworkikahmed
email	sample@gmail.com
Telephone	0912058099
Self sponsored	False
Sponsored Organization	
Undergraduate University	
Field of Study	
CGPA	
enrollfrom	TVET
Payment Slip	Payment slip
Temporary Certificate	Temporary Certeficate
COC Certificate/Level IV	COC Certeficate
12 Grade Certificate	TwelveGrade Certeficate
Diploma/Level IV	Diploma

✔ Approve   ⊘ Reject

Close

Figure 1 Applicant Detail Screen

3. Approve and Reject Applications

- You can approve and reject student applications based on the provided data using reject and approve buttons provided.

ly Date	approvalStatus				
/2021	OnProgress	≡ Detail	✔ Approve	⊘ Reject	

Or you can use approve reject button in the detail screen

4. Application Report

- You can use this report to view applicants per department, and export based on your demand. To open please go to **Online Application-> Applications. -Report**.