



11/28/2021

ETU Student Information Management System

Online Applications User Guide

Powered by eCloud

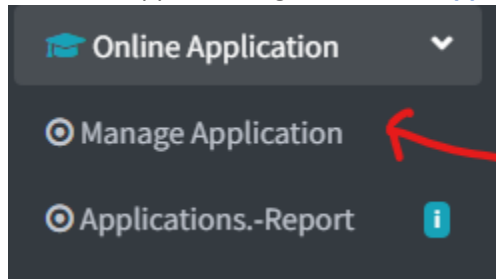
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Online Application Processing

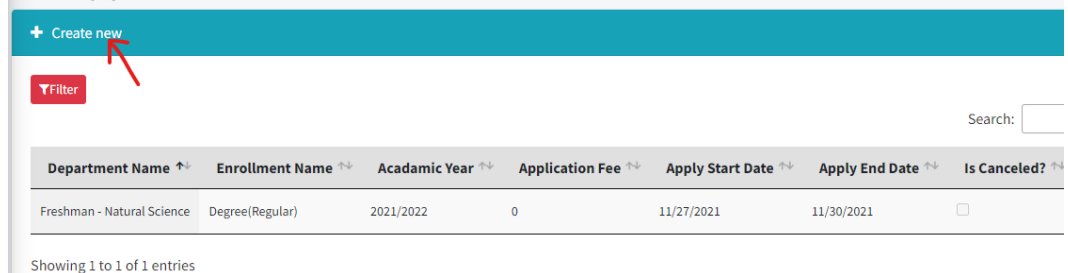
1. Create Applications

- To create application, go to, [Online Application-> Manage Application](#)



- You can create new by using create button,

List Applications

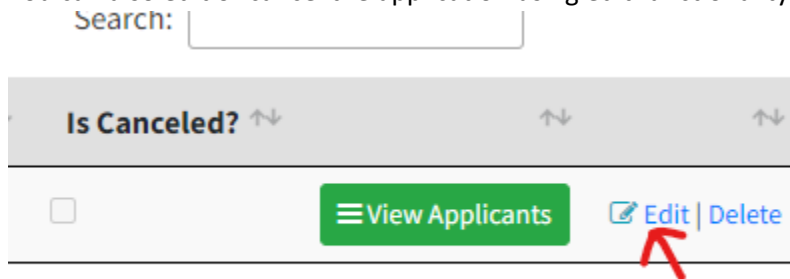


- Please select department, program, provide instruction etc. and save your result.

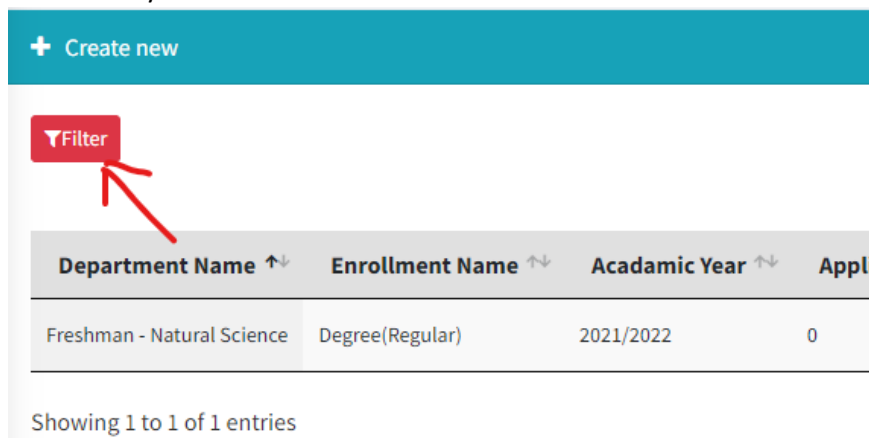
Open Application

 A screenshot of the 'Open Application' form. At the top is a teal bar with a 'Back to list' button. Below it are several form fields: Curriculum (dropdown), Academic Year (dropdown), Apply Start Date (date field), Apply End Date (date field), and Application Fee (number field). Below these is a rich text editor with a toolbar containing bold, italic, underline, paragraph, list, link, and code icons. The text area contains the word 'Instruction'. To the right of the text area is a checkbox labeled 'Is Canceled?'. At the bottom is a red 'Create' button.

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

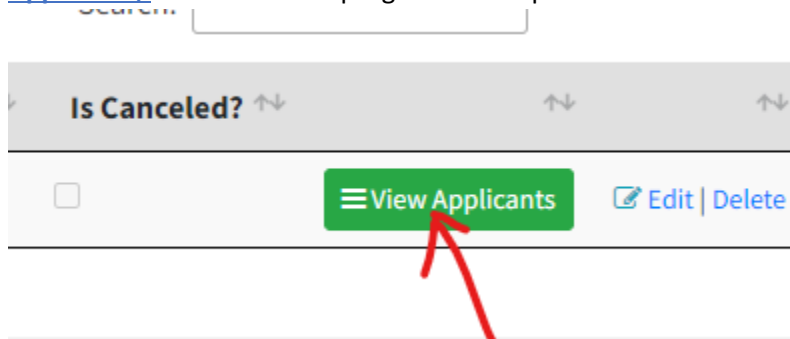


- You can also filter based on the department and academic year using the filter functionality.



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	Academic 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	<div>☰ Detail</div> <div>✓ Approve</div> <div>⊗ Reject</div>

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 Certificate
COC Certificate/Level IV	COC Certificate
12 Grade Certificate	TwelveGrade Certificate
Diploma/Level IV	Diploma
<div>✓ Approve</div> <div>⊗ Reject</div>	

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.

Apply Date	approvalStatus	
/2021	OnProgress	<div>☰ Detail</div> <div>✓ Approve</div> <div>⊗ Reject</div>

Or you can use approve reject button in the detail screen

Payment Slip	Payment slip
Temporary Certificate	Temporary Certificate
COC Certificate/Level IV	COC Certificate
12 Grade Certificate	TwelveGrade Certificate
Diploma/Level IV	Diploma
<div> <div>✓ Approve</div> <div>✗ Reject</div> </div>	
<div>Close</div>	

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.](#)

