

# How to Request for A reference letter

SiS Team

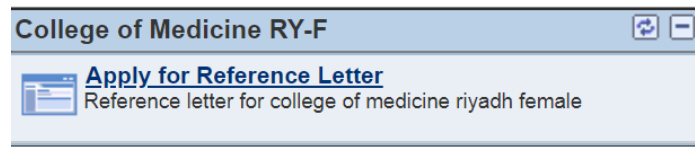
Corporate Educational Technology



- Login into : <https://user-eservices.ksau-hs.edu.sa:8443/psp/ps/?cmd=login>
  - Enter your KSAU-HS username & Password then click Sign in.



- 2- Click on the **Apply for Reference Letter**






Click on **Add a New Form** to add a new request

### Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)  **2**


**Search Criteria**

Sequence Number: =

Subject: begins with


Document Key String: begins with

Priority: =

Due Date: =  

Approval Status: =

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

→ Fill the requesting form with the required information then click on **Save**

Favorites Main Menu > Service Center > COM-R-F > reference letter for COMRF

Data Language: [Eng](#)

[Form](#) [Instructions](#) [Attachments](#)

**reference letter for COMRF**

Status: Initial

\*الاسم الأول:

\*اسم الابيه:

\*اسم العائله:

\*Batch number (رقم الدفعة):

[Save](#)



After clicking on **Save** you will have the Seq # , now Click on Submit button to send the request and wait for the approval .

The screenshot shows the Oracle HR system interface for a form titled "reference letter for COMRF". The breadcrumb trail is: Favorites | Main Menu > Service Center > COM-R-F > reference letter for COMRF. The form has tabs for "Form", "Instructions", and "Attachments". The "Form" tab is active, showing the following details:

- Seq #: 3703 (indicated by a red arrow)
- Status: Initial
- Buttons: "Preview Approval" and "Submit" (indicated by a red arrow)
- Fields:
  - \*الاسم الأول: test
  - \*اسم الاب: test
  - \*اسم العائلة: test
  - \*Batch number (رقم الدفعة): 12
- Bottom button: "Save"

**Note:** you will be notified via email with the approval/deny.

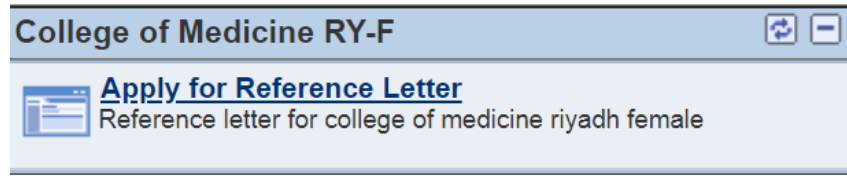
```
CC:
Subject: [Form Approval] Form 155 (REFLECTM) has been Approved

Form 155 (REFLECTM) has been approved. Details are shown below:
Subject: Request for Referenece Letter
Priority: 3
Due Date: 2015-12-23
Requester: Alqahtania912

Click on the URL to access the form: http://83.101.152.19:83/psp/ps/EMPLOYEE/CRM/C/MANAGE\_FORM\_FORM\_ADD\_GBL?Page=FORM&Action=18SEQ\_MBR-155
(This message was automatically generated by Form and Approval Builder on 2015-12-23 at 14.14.47.000000. Please do not reply to this email.)
```



After receiving the email, login into the system again and click on **Apply for a Reference Letter**.



➔ Then click in **Search** Button and Select your form by looking for Sequence number.(for our example our Seq)

Favorites | Main Menu > Service Center > COSHP-R-M > Apply for Reference Letter

#### Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

**Search Criteria**

Sequence Number: [=] [ ]  
Subject: [begins with] [ ]  
Document Key String: [begins with] [ ]  
Priority: [=] [ ]  
Due Date: [=] [ ] [31]  
Approval Status: [=] [ ]

Case Sensitive

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Search | Clear | Basic Search | Save Search Criteria

#### Search Results

View All | First | 1-8 of 8 | Last

Sequence Number	Subject	Form	Document Key String	Priority	Due Date	Approval Status	Created Datetime
115	Testing for Ver 2 of Reference Letter form	RE_COSHPRM	(blank)	3-Standard	(blank)	Approved	02/24/2016 10:00AM
117	test2	RE_COSHPRM	(blank)	3-Standard	(blank)	Approved	02/24/2016 10:18AM
118	TEST3	RE_COSHPRM	(blank)	3-Standard	(blank)	Approved	02/24/2016 10:21AM
119	Testing	RE_COSHPRM	(blank)	3-Standard	(blank)	Pending	02/25/2016 8:55AM
120	testing	RE_COSHPRM	(blank)	3-Standard	02/25/2016	Approved	02/25/2016 9:11AM
121	test	RE_COSHPRM	(blank)	3-Standard	(blank)	Pending	02/25/2016 9:25AM
122	Request for a reference letter	RE_COSHPRM	(blank)	3-Standard	02/25/2016	Approved	02/25/2016 9:56AM
123	test	RE_COSHPRM	(blank)	3-Standard	(blank)	Pending	02/25/2016 11:00AM

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Then click on **Approval status** to view the status (Approved or denied).

Apply for Reference Letter

Seq #: **Apply for Reference Letter**

Subject: Request for Referece Letter

Priority: 3-Standard Due Date: 2015/12/23

Status: Approved **Approver Status** ←

\*Badge Number: 53115

\*Academic Year(G): 2015

Academic Year(G) E.x: 2015-2016

\*Academic Year (H): 1437

Academic Year (H) E.x: 1437-1438

More Information:

Return to Search Previous in List Next in List Notify

Form | Instructions | Attachments

Apply for Reference Letter

Subject Request for Referece Letter

Review/Edit Approvers

Apply for Reference Letter: 155:Approved View/Hide Comments

1

Approved

mutawakeim

Approver-College of Medicine

15/12/23 - 2:14 PM

Comments

mutawakeim at 15/12/23 - 2:14 PM

Form is approved, kindly download the soft copy of approved form from attachment tab

OK

- ➔ Read the comment then go back by clicking on **Ok** button
- ➔ Click on **Attachments** Tap to download your application by clicking on **Open**.



Favorites | Main Menu > Service Center > COSHP-R-M > Apply for Reference Letter

Form | Instructions | **Attachments**

Seq #: 122 **Apply for Reference Letter**  
Subject: Request for a reference letter

**Download Templates** Personalize | Find | View All | First 1 of 1 Last

Description	Attached File	Open
1		Open

**Upload your attachments** Personalize | Find | View All | First 1 of 1 Last

Description	Attached File	Attach	Open
1 REFECOSHP_RM.pdf	REFECOSHP_RM.pdf	Attach	Open

→ Then you will be able to view your Letter.

Good Luck