

MyGJU Guests Portal User Guide

Feras Al-Hawari, Mohammad Habahbeh, and Hala Barham

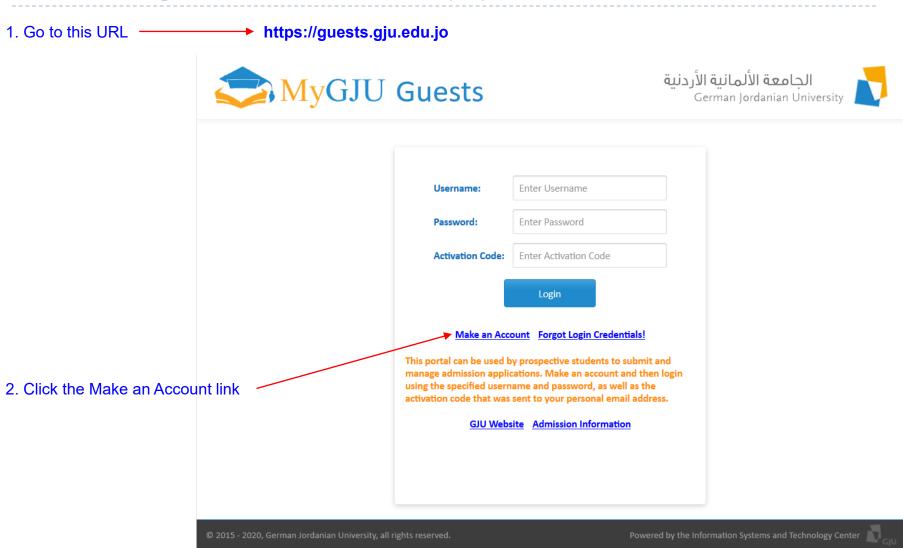


Overview

- Making an account
- Obtaining the account activation code
- Getting account credentials
- Logging into your account
- Viewing your profile page
- Paying the Admission Application Fee
- Viewing the admission application fee payments
- Filling a new admission application
- Editing an admission application

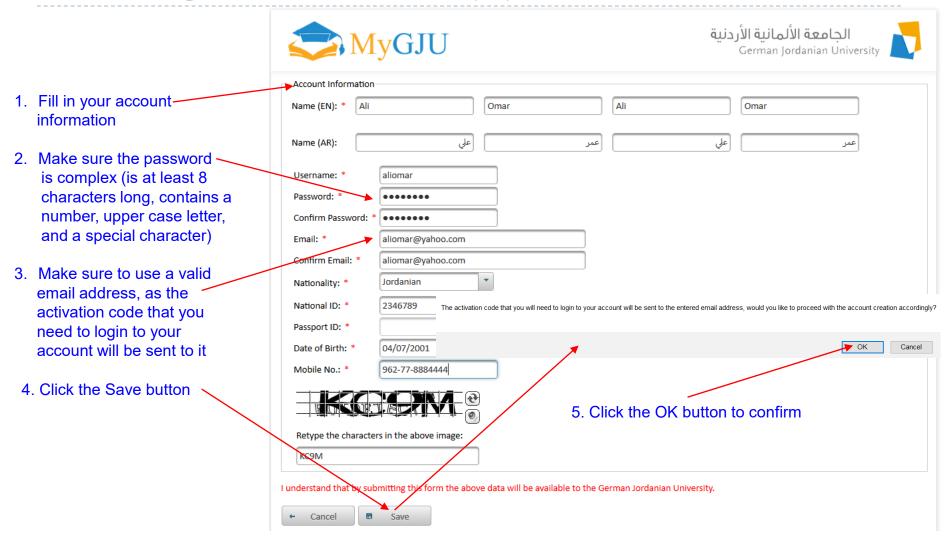


Making an Account (1)



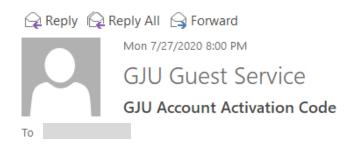


Making an Account (2)



Making an Account (3)

1. If the account was created successfully, you will receive an email like the one below containing your activation code.



Hello Ali Omar,

Your GJU Account Activation Code follows 007324 2. Save this code to use it to login to your account

You may now use this code along with your specified username and password to login to your account.

Please save this code and do not share it with others!

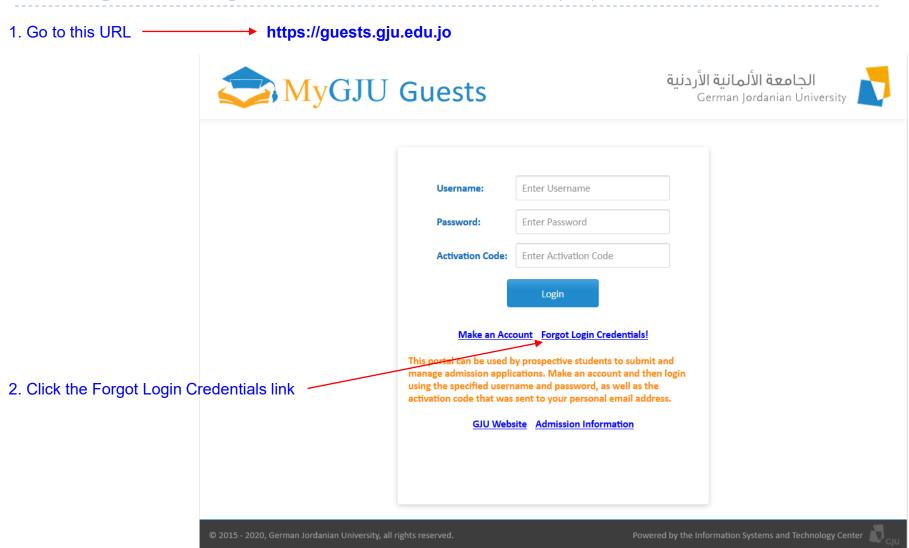
Best regards,

GJU IT Team

This is an automated message, so please do not reply to this email!



Forgot Login Credentials (1)





Forgot Login Credentials (2)

1. Enter the email that you used to make your account



Forgot Login Credentials (3)

If you entered the right email, you will receive an email like the one below containing your account credentials.



Hello Ali Omar,

Upon your request your account credentials are as follows:

Username: aliomar

Password: aliomar123!

Activation Code: 007324

Please save your credentials and then delete this email. It is also recommended to change your password and reset your activation code once you login!

Best regards,

GJU IT Team

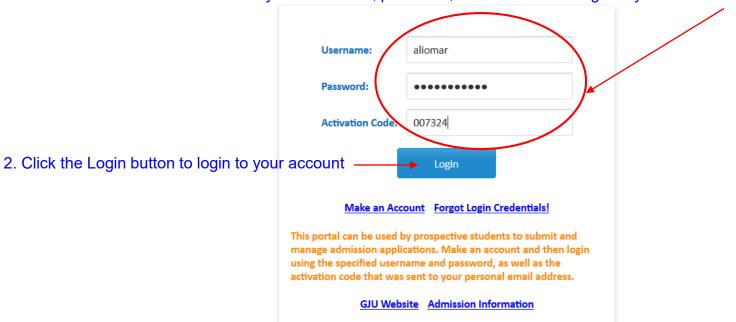


Login to Your Account (1)





1. Enter your username, password, and activation to login to your account

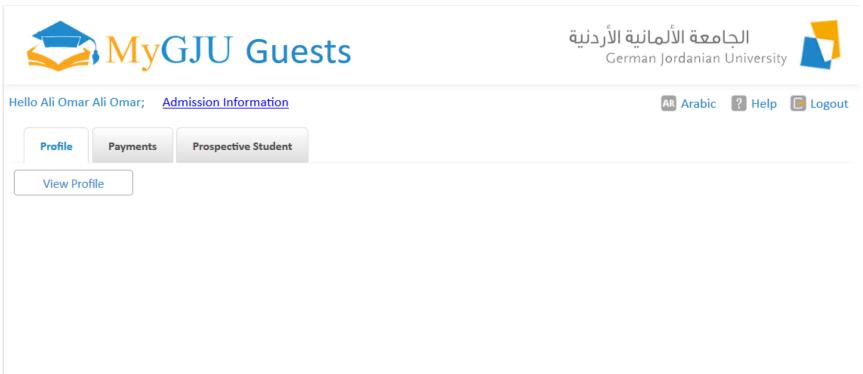




Login to Your Account (2)

If the login is successful you will navigate to this page







View Your Profile (1)

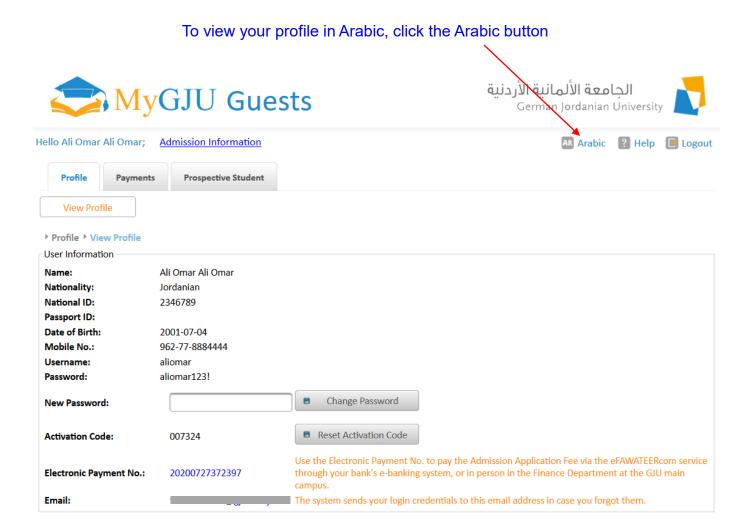
Email:

To view your profile below, click the View Profile button الجامعة الألمانية الأردنية MyGJU Guests German Jordanian University Hello Ali Omar Ali Omar; Admission Information AR Arabic ? Help P Logout rospective Student **Profile Payments** View Profile ▶ Profile ▶ View Profile User Information Ali Omar Ali Omar Name: Nationality: Jordanian National ID: 2346789 Passport ID: Date of Birth: 2001-07-04 Mobile No.: 962-77-8884444 Username: aliomar Password: aliomar123! Change Password **New Password:** Reset Activation Code Activation Code: 007324 Use the Electronic Payment No. to pay the Admission Application Fee via the eFAWATEERcom service Electronic Payment No.: 20200727372397 through your bank's e-banking system, or in person in the Finance Department at the GJU main

The system sends your login credentials to this email address in case you forgot them.



View Your Profile (2)





View Your Profile (3)

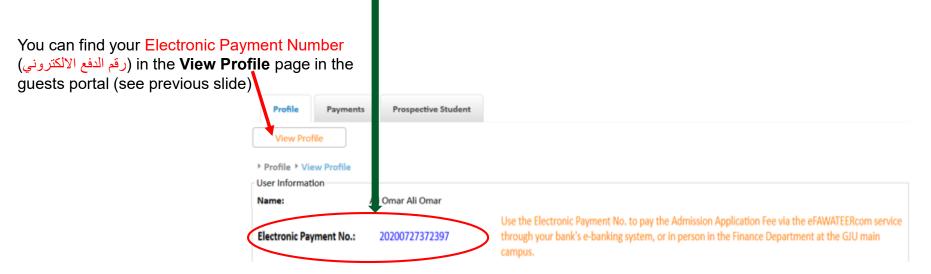
The Arabic view of your profile is shown below





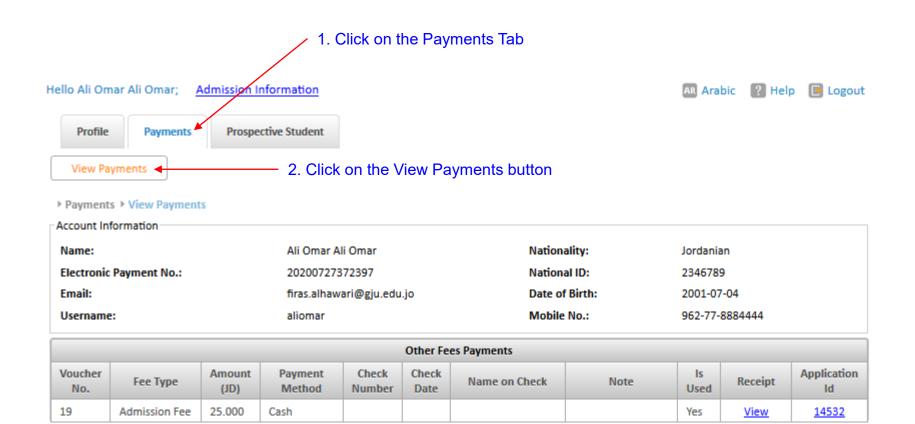
Paying the Admission Application Fee

- Login to the E-Banking portal of your bank
- Find the E-Fawateercom services within your bank's portal
- Select the German Jordanian University as a service provider
- Select Other Fee
- Select Admission Application Fee
- Enter your Electronic Payment Number as your ID



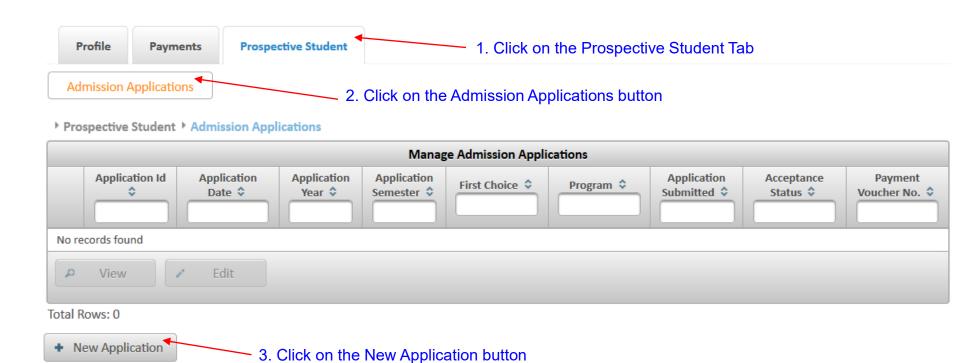


View Your Payments





Filling an Admission Application (1)



Note: To be able to fill an admission application you must pay the application fee using one of the following methods:

- 1) Use your Electronic Payment No. (found in the View Profile page) to pay the Admission Application Fee (under Other Fee) via the eFAWATEERcom service through the e-banking channel of your bank.
- 2) Use your Electronic Payment No. (found in the View Profile page) to pay the Admission Application Fee in person in the Finance department at the GJU main campus.

Filling an Admission Application (2)

If you did not now yet you will get this nego in English or Archic

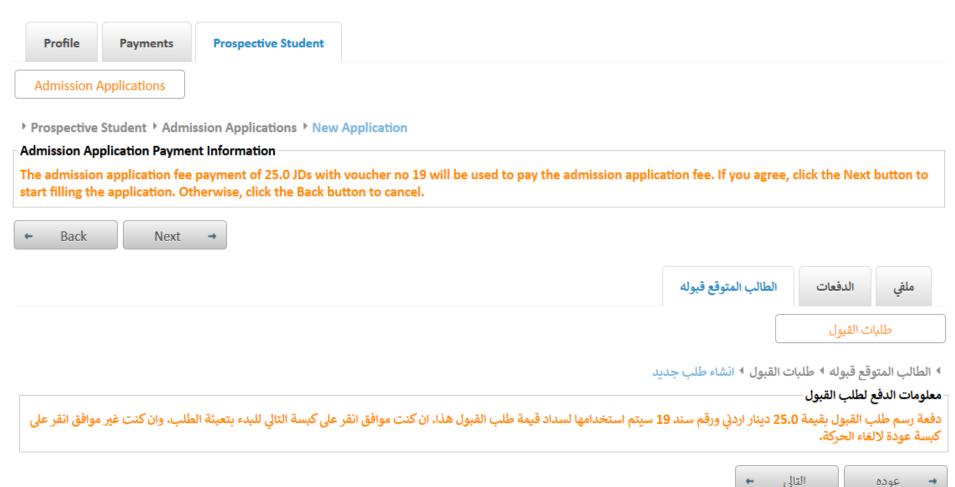
Profile	Payments	Prospective Student	
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لا يمكنك تعبئة طلب القبول لعدم دفع رسوم الطلب للان، او لان الرسم استخدم لتغطية رسم طلب اخر (يمكنك التاكد من ذلك من صفحة مشاهدة الدفعات). ان لم تقم بالدفع للان يمكنك استخدام رقم الدفع الالكتروني (موجود في صفحة مشاهدة الملف) عبر خدمة (eFAWATEERcom) من خلال الخدمات المصرفية الالكترونية لبنكك، او نقديا في الدائرة المالية في الموقع الرئيسي للجامعة الالمانية الاردنية. وفي حال ان الرسم استخدم لتغطية رسم طلب اخر، انقر على كبسة عودة للرجوع للصفحة السابقة ومن ثم اختر الطلب المعنى وقم بتعديله ان لم يتم ارساله للان.



Filling an Admission Application (3)

If you already paid the fee, you will get this page in English or Arabic



18

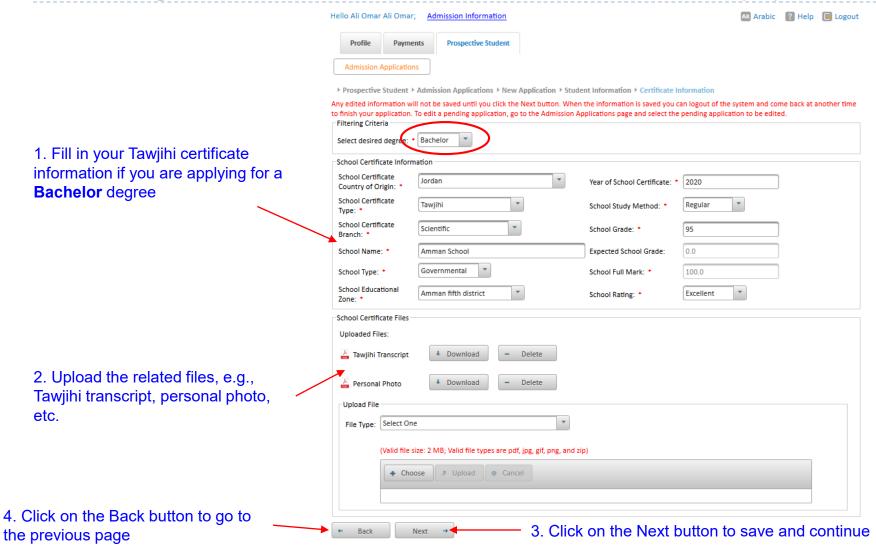


Filling an Admission Application (4)

Hello Ali Omar Ali Omar; Admission Information AR Arabic P Help Logout Profile **Payments Prospective Student** Admission Applications 1. Fill in your personal information ▶ Prospective Student ▶ Admission Applications ▶ New Application ▶ Student Information Any edited information will not be saved until you click the Next button. When the information is saved you can logout of the system and come back at another time to finish your application. To edit a pending application, go to the Admission Applications page and select the pending application to be edited. Name (AR): علي عمر Name (EN): * Omar Omar Personal Information Jordanian National ID: 1 2346789 Nationality: Passport ID: * 04/07/2001 Date of Birth: Birth Place (EN): Amman Birth Place (AR): * Male Gender: * Religion: * Islam Marital Status: * Mother Name: Salma Contact Information Country: 4 Jordan P.O. Box: P.O. Box 35247 Email: * aliomar@yahoo.com Street (EN): Amman Street Secondary Email: Street (AR): شارع عمان Mobile No.: * 962-77-8884444 City (EN): Amman Phone No.: City (AR): عمان Parent Mobile No.: * 962-06-444-5678 County (English): Amman Parent Phone No.: County (Arabic): عمان 11180 ZIP Code: Other Information Previously Accepted 3. Click on the Back button to work 2. Click on the Next button to save and continue on it later Back



Filling an Admission Application (5)





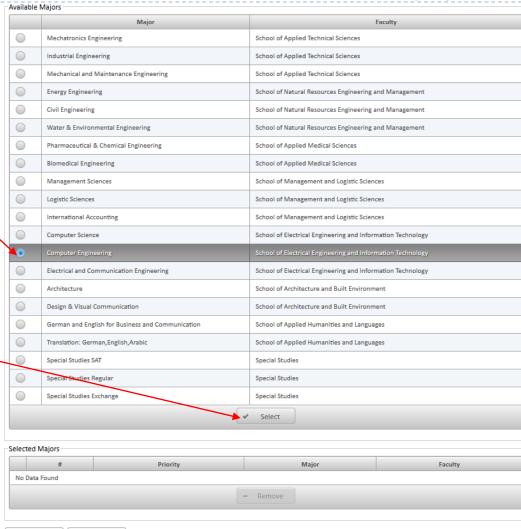
Filling an Admission Application (6)

Pick three or less majors from the possible choices in the Available Majors list, pick them in the order of preference. The first choice is your first preference.

1. Select a desired major

2. Click the Select button to send it to the Selected Majors list

3. Go to the next slide to see what happens now



Back



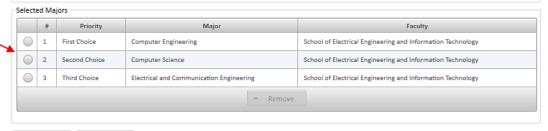
Filling an Admission Application (7)

Major Mechatronics Engineering School of Applied Technical Sciences Industrial Engineering School of Applied Technical Sciences Mechanical and Maintenance Engineering School of Applied Technical Sciences **Energy Engineering** School of Natural Resources Engineering and Management Civil Engineering School of Natural Resources Engineering and Management Water & Environmental Engineering School of Natural Resources Engineering and Management Pharmaceutical & Chemical Engineering School of Applied Medical Sciences Biomedical Engineering School of Applied Medical Sciences Management Sciences School of Management and Logistic Sciences Logistic Sciences School of Management and Logistic Sciences International Accounting School of Management and Logistic Sciences Architecture School of Architecture and Built Environment Design & Visual Communication School of Architecture and Built Environment German and English for Business and Communication School of Applied Humanities and Languages Translation: German, English, Arabic School of Applied Humanities and Languages Special Studies SAT Special Studies Special Studies Special Studies Regular Special Studies Special Studies Exchange

Now, the selected majors will show up in the Selected Majors list

If needed, select a major and Click the Remove button to remove it from the Selected Majors list

2. Click on the Back button to go to the previous page

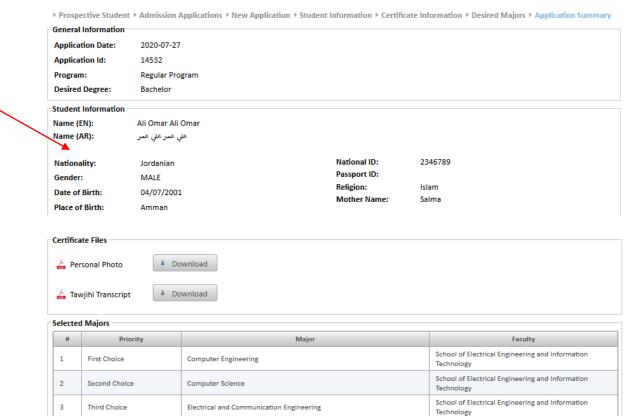


1. Click on the Next button to save and continue



Filling an Admission Application (8)

1. Review your application information



2. Click on the Back button if you like to modify any information from the previous pages

Commitment

I hereby certify that all of the above information provided in this application is complete and correct and I authorize that German Jordanian University to verify any information provided as part of this application. I understand that withholding relevant information or falsification of information in this application or in any of the documents submitted with it may be considered grounds for non-admission, or after admission, grounds for dismissal. If admitted to the university, I agree to comply with all the German Jordanian University current and possible future rules and regulations. I am aware that to qualify for graduation from the German Jordanian University each and every student must spend one academic year, studying and training in Germany. I am also aware that I shall personally be responsible for all the financial expenses during my resident in Germany.

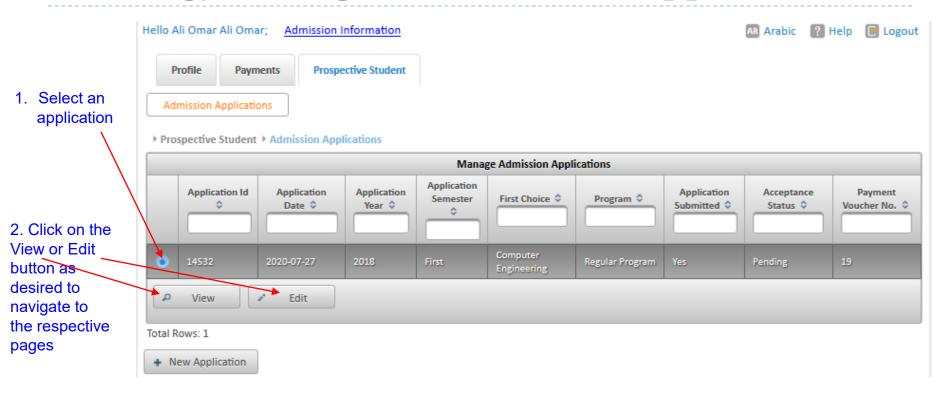


3. Click on the Submit button when all is fine and you are done





Viewing/Editing an Admission Application



Note: You will not be able to edit an already submitted application



Good Luck!