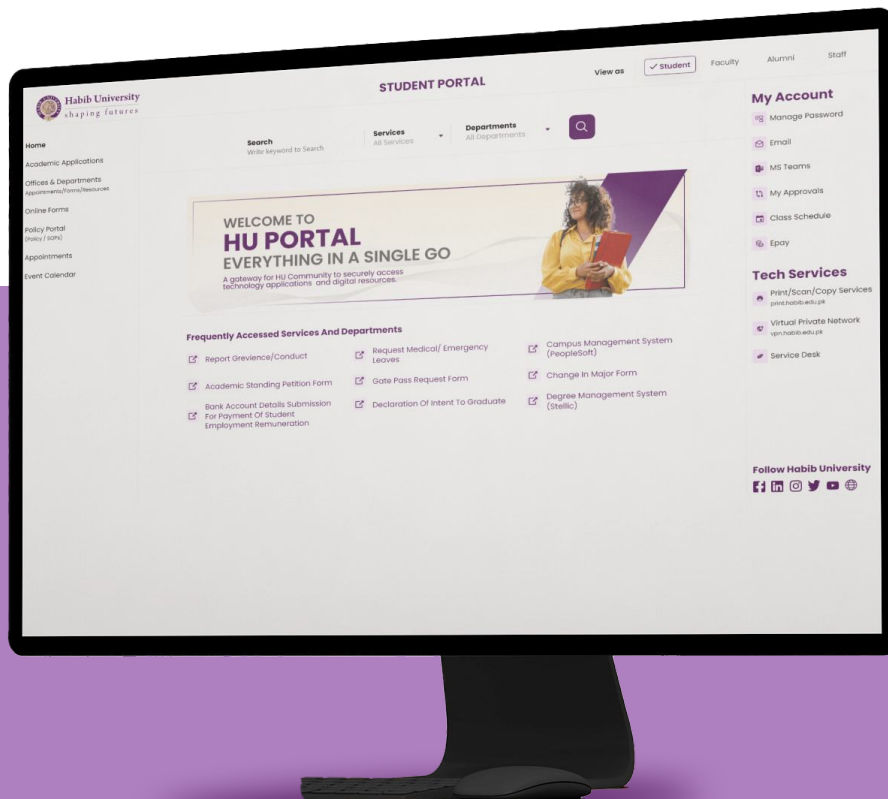




# INFORMATION TECHNOLOGY DEPARTMENT

## Intranet Portal User Guide



## User Guide

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What Would You Like To Do ?

# Intranet Portal - Dashboard

🌐 [habib.edu.pk/intranet](http://habib.edu.pk/intranet)

**Habib University** shaping futures

**STUDENT PORTAL** View as **Student** Faculty Alumni Staff

**Search** Write keyword to Search

**Services** All Services

**Departments** All Departments

**Home**

- Academic Applications
- Offices & Departments Appointments/Forms/Resources
- Online Forms
- Policy Portal (Policy / SOPs)
- Appointments
- Event Calendar

**My Account**

- Manage Password
- Email
- MS Teams
- My Approvals
- Class Schedule
- Epay

**Tech Services**

- Print/Scan/Copy Services [print.habib.edu.pk](http://print.habib.edu.pk)
- Virtual Private Network [vpn.habib.edu.pk](http://vpn.habib.edu.pk)
- Service Desk

**Frequently Accessed Services And Departments**

- Report Grievance/Conduct
- Academic Standing Petition Form
- Bank Account Details Submission For Payment Of Student Employment Remuneration
- Request Medical/ Emergency Leaves
- Gate Pass Request Form
- Declaration Of Intent To Graduate
- Campus Management System (PeopleSoft)
- Change In Major Form
- Degree Management System (Stellic)

**Follow Habib University**

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## Everything in one place

- Side Navigation Menu
- Search Functionality
- Personalized Tools
- Frequently Accessed Applications

# Academic Applications

Access essential tools like PeopleSoft Campus Solutions, Canvas LMS, UniTime for class schedules, Koha Library Catalog, and more.

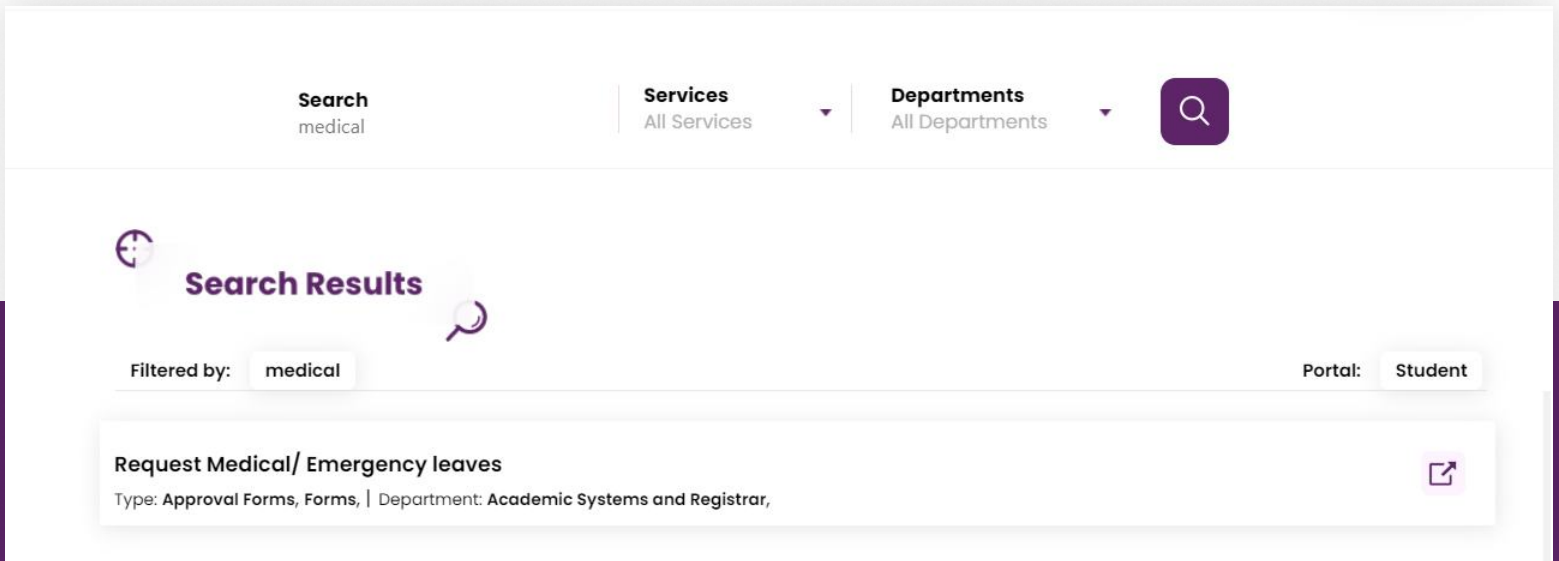
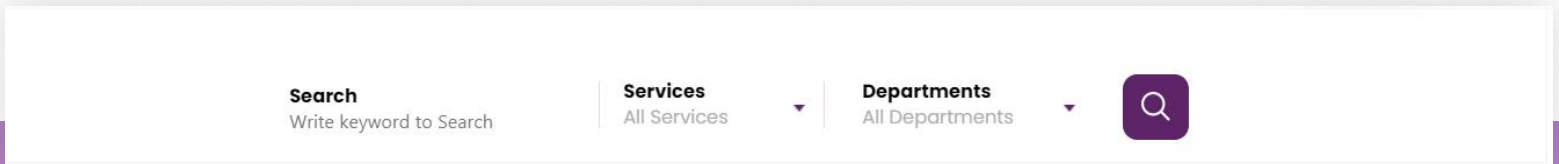
The screenshot displays the Student Portal interface for Habib University. The header includes the university logo, the name 'Habib University shaping futures', and the 'STUDENT PORTAL' title. Navigation options include 'View as' (set to Student), 'Faculty', 'Alumni', and 'Staff'. A left sidebar lists menu items such as 'Home', 'Academic Applications', 'Offices & Departments', 'Online Forms', 'Policy Portal', 'Appointments', and 'Event Calendar'. The main content area features a search bar and dropdown menus for 'Services' and 'Departments'. Below this is a section titled 'Academic Applications' containing three service cards: 'Campus Management System (PeopleSoft)', 'Learning Management System (Canvas)', and 'Library & Catalog (Koha)'. A right sidebar contains 'My Account' options (Manage Password, Email, MS Teams, My Approvals, Class Schedule, Epay) and 'Tech Services' (Print/Scan/Copy Services, Virtual Private Network, Service Desk). At the bottom, there are social media links under 'Follow Habib University' and a 'News and Events' button.

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# Search Functionality

Easily find the content you need.



Shows results with filters

# Personalized Tools

Manage your emails, MS Teams, class schedules, and approval processes.

The screenshot displays the Habib University Student Portal. At the top left is the university logo and name. The main header includes 'STUDENT PORTAL' and user options like 'View as Student', 'Faculty', 'Alumni', and 'Staff'. A search bar is prominently featured. Below the search bar is a large banner with the text 'WELCOME TO HU PORTAL EVERYTHING IN A SINGLE GO' and a photo of a student. A section titled 'Frequently Accessed Services And Departments' lists various services such as 'Report Grievance/Conduct', 'Request Medical/ Emergency Leaves', and 'Campus Management System (PeopleSoft)'. On the right side, there is a 'My Account' sidebar with links for 'Manage Password', 'Email', 'MS Teams', 'My Approvals', 'Class Schedule', and 'Epay'. Below that is a 'Tech Services' section with links for 'Print/Scan/Copy Services', 'Virtual Private Network', and 'Service Desk'. At the bottom, there are social media icons and contact information.

# Frequently Accessed Applications

Quickly access your most-used applications.

The screenshot displays the Habib University Student Portal interface. At the top left is the Habib University logo with the tagline 'shaping futures'. The main header includes 'STUDENT PORTAL' and user options: 'View as Student', 'Faculty', 'Alumni', and 'Staff'. A search bar is present with the text 'Write keyword to Search'. Below the search bar, there are sections for 'Services' (All Services) and 'Departments' (All Departments). A central banner reads 'WELCOME TO HU PORTAL EVERYTHING IN A SINGLE GO' with a subtext: 'A gateway for HU Community to securely access technology applications and digital resources.' A highlighted box titled 'Frequently Accessed Services And Departments' contains the following items:

- Report Grievance/Conduct
- Academic Standing Petition Form
- Bank Account Details Submission For Payment Of Student Employment Remuneration
- Request Medical/ Emergency Leaves
- Gate Pass Request Form
- Declaration Of Intent To Graduate
- Campus Management System (PeopleSoft)
- Change In Major Form
- Degree Management System (Stellic)

On the right side, there are sections for 'My Account' (Manage Password, Email, MS Teams, My Approvals, Class Schedule, Epay) and 'Tech Services' (Print/Scan/Copy Services, Virtual Private Network, Service Desk). At the bottom, there are social media icons and the text 'Follow Habib University'. The footer includes contact information: '4224 (during business hours) | servicedesk@habib.edu.pk' and '© Habib University - Powered by HUIT (ISO 270001 Certified)'.

# Departmental Resources

Access forms, resources, and appointments tailored to your needs.

The screenshot displays the Habib University Student Portal. The header includes the university logo and name, the title 'STUDENT PORTAL', and user options for 'View as' (Student, Faculty, Alumni, Staff). A search bar is present with the text 'Search Write keyword to Search'. Below the search bar, there are dropdown menus for 'Services' (All Services) and 'Departments' (All Departments). The main content area is titled 'Offices & Departments' and lists several categories with expandable options: Academic Performance, Academic Systems and Registrar, Career Services, Community Values & Standards, and Dhanani School of Science and Engineering. A 'Portal: Student' indicator is visible. On the right side, there are sections for 'My Account' (Manage Password, Email, MS Teams, My Approvals, Class Schedule, Epay) and 'Tech Services' (Print/Scan/Copy Services, Virtual Private Network, Service Desk). At the bottom right, there are social media icons and the text 'Follow Habib University'. A 'News and Events' button is located at the bottom center.

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# Online Forms

Initiate requests or provide feedback through available forms.

The screenshot displays the Habib University Student Portal. The header includes the university logo, the name 'Habib University shaping futures', and the 'STUDENT PORTAL' title. Navigation options include 'View as' (Student, Faculty, Alumni, Staff) and a search bar. The main content area is titled 'Online Forms' and lists four forms: 'Academic Documents Submission Form', 'Academic Standing Petition Form', 'Academic Success Plan', and 'Bank Account Details Submission for Payment of Student Employment Remuneration'. A sidebar on the left contains navigation links like 'Home', 'Academic Applications', and 'Online Forms'. A right sidebar features 'My Account' and 'Tech Services' sections. A 'News and Events' button is located at the bottom center.

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# Appointments

Request appointments to relevant departments, such as, book appointments with your OAP Advisor, Wellness Counselors.

The screenshot shows the Student Portal interface. At the top left is the Habib University logo with the tagline 'shaping futures'. The main header is 'STUDENT PORTAL' with a 'View as' dropdown set to 'Student'. Below the header is a search bar and filters for 'Services' and 'Departments'. The central content area is titled 'Appointments' and lists four staff members: Rumaisa Mushtaq Ahmed, Asiya Shoaib, Bareeha Kazmi, and Mahnoor Mahboob. Each name is accompanied by a calendar icon and a link icon. On the right side, there are sections for 'My Account' (Manage Password, Email, MS Teams, My Approvals, Class Schedule, Epay) and 'Tech Services' (Print/Scan/Copy Services, Virtual Private Network, Service Desk). At the bottom right, there are social media icons and the text 'Follow Habib University'. A 'News and Events' button is located at the bottom center.