



جامعة الإمارات العربية المتحدة
United Arab Emirates University

UAEU

On-line Employee Profile System

User Guide



- The purpose of this system is to manage information on training and development activities taken by university employees - both staff and faculty. Effective Jan 1, 2011 all training/conference activities should be logged to the system.

- **Training – Definition**

Refers to activities that prepare employees to competently perform administrative or technical tasks assigned to them, and which develop employees' competence and capability to perform. This includes both internal and external training. For the purpose and context of the training tracking system, On the job training is not included and shall not be tracked here.

Training may also include attending conferences, professional forums, and seminars for employees, including faculty.

- After attending a training session or conference, employees need to login to the e-service page on my.uaeu portal and enter training/conference data using the steps mentioned in this guide.
- Managers/directors then need to login to the service page to approve the training forms filled by their employees

Employee Profile



Login to My.uae portal and
Select "Employee" tab

Click "Employee" link

Click "Employee Profile" link



Employee Profile Page

Click "Degree information" form to enter your degree details

Click "Professional Development and Training" to enter training information,

Click "Conference" form to enter conference information

Qualification Profile for "Geneina, Mostafa Mahmoud" - Microsoft Internet Explorer provided by UAE University

Personal Information Employee

Search Go [SITE MAP](#) [HELP](#)

Qualification Profile for "Geneina, Mostafa Mahmoud"

Degrees Information

Institution	Degree Level	Degree Title	Major	Minor	First Attend Date	Last Attend Date	Graduation Date	Edit	Delete
+									

Professional Development and Training

Title	Provider	Organizer	Date From	Date To	Country	Edit	Delete
+							

Conference

Conference Title	Country	From Date	To Date	Presented Paper Title	Edit	Delete
+						

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Degree Information Form

Employees are encouraged to login and enter their degrees information. No action is required by the management.

Fill in required fields relating to your degrees:

- Select the country (from the list)
- Select university (from the list)
- Select degree level (from the list)
- Enter degree title
- Continue filling the remaining fields

Qualification - Microsoft Internet Explorer provided by UAE University

https://ssb.uaeu.ac.ae/prod/bwykfcq/p_add_deg

Personal Information Employee

Search Go [SITE MAP](#) [HELP](#)

Qualification

Degree Information

Country	Select	-
University / Institution		-
Degree Level	Select	-
Degree Title (as it appears on your transcript) Please add major within degree title eg. PhD in Biology		-
Major	Select	-
Minor	Select	-
First Attended Date		📅
Last Attended Date		📅
Graduation Date		📅

(If you do not remember exact dates, please select 01/01 as month and date.)

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Document name: 'https://ssb.uaeu.ac.ae/prod/...'
Printer name: '\\b01ms24sprint\\HR_Amanah0_Staff_HP Color ...'
Time sent: 10:26:37 08/02/2011
Total pages: 1

Professional Development & Training form

Fill in required fields:

- Title of training activity
- Training provider
- Unit facilitating your attendance
- Dates (from - to)
- Venue of training
- Total training hours

Specify post training project only if the training has one

Select "Yes" if the training provides certification

Enter name of certification

Click "Submit For Approval" button

The screenshot shows a web browser window titled "Professional Development and Training - Microsoft Internet Explorer provided by UAE University". The address bar shows the URL "https://ssb.uaeu.ac.ae/prod/bwykfcql.p_add.pdf". The page has two tabs: "Personal Information" and "Employee". Below the tabs is a search bar with a "Go" button and links for "SITE MAP" and "HELP". The main heading is "Professional Development and Training". A red note states: "Please note, do not list conferences here. Conference details should be reported under the Conferences section." The form fields are as follows:

Title of Training/Workshops/Seminars attended	
Provider	
Organizer	Select v
Date From	
Date To	
Location of Training	Afghanistan v
Total Hours	
Project / Post Course Activity	Yes v
Project / Post Course Activity Completion Date	
Certified	Yes v
Name of the Certificate	

At the bottom of the form are two buttons: "Submit for Approval" and "Back". The footer of the page includes "RELEASE: 7.3" and "powered by SUNGARD SCT HIGHER EDUCATION". The Windows taskbar at the bottom shows the start button and several open applications: Internet Explorer, Windows Explorer, Adobe Acrobat Pro, Microsoft Excel, and Microsoft PowerPoint.

Conferences Form

Fill in mandatory fields:

- Title of conference
- Conference venue
- Dates (from - to)
- Your role in the conference
- Conference hours

If presenter, enter title of paper

Click "Submit For Approval" button

Conferences - Microsoft Internet Explorer provided by UAE University

https://ssb.uaeu.ac.ae/prod/twylfcoq/p_add_conferences

Personal Information Employee

Search Go

SITE MAP HELP

Conferences

Conference Title		*
Country	Afghanistan	*
From Date		*
To Date		*
Role	Attendee	*
Total Hours (if Attendee)		
Paper/Poster Title		

Submit for Approval Back

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Done

start Internet Explorer Windows Explorer Adobe Acrobat Pro Microsoft Excel Favourites 2010 - ... Microsoft PowerPoint EN 15:27

Thank you

For any enquiries please contact the HR Department at:

Email: performance@uaeu.ac.ae