Ras Al Khaimah Medical & Health Sciences University

Student Scientific Conference - Supervisor Manual

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How to Register?

1. Access the below link to register for the Scientific Conference.

    https://conference.rakmhsu.ac.ae/
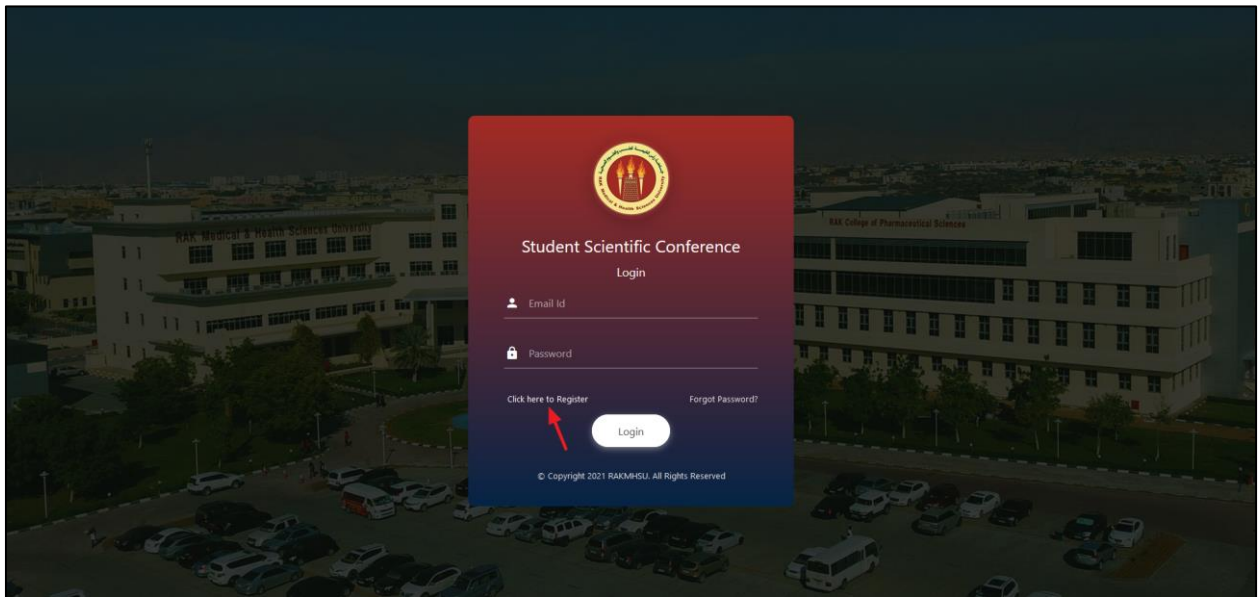
2. Click on '*Click here to Register*' link

Figure 1: Conference Login Page

3. Enter your University **email id** in **Email field**, **Confirmation Email** ID field. Email id does not match error message will be shown if entered email id does not match with the confirm email id.
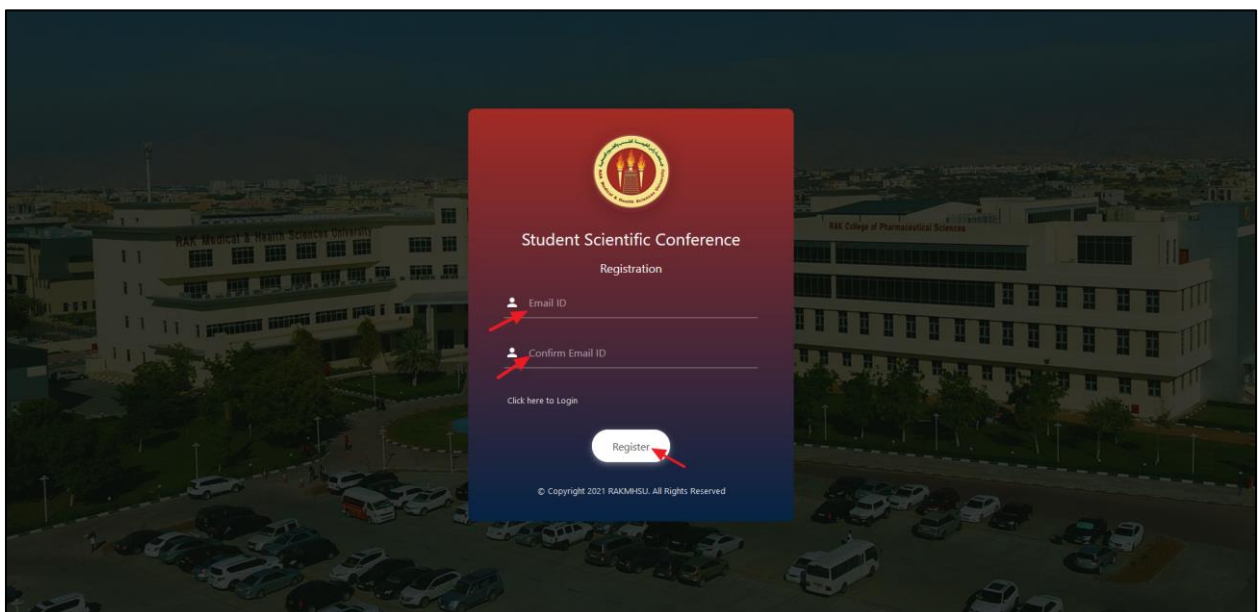

Figure 2: Registration

4. Click on **Register** button. *'Verification link has been sent to your registered email address'* message will be shown.
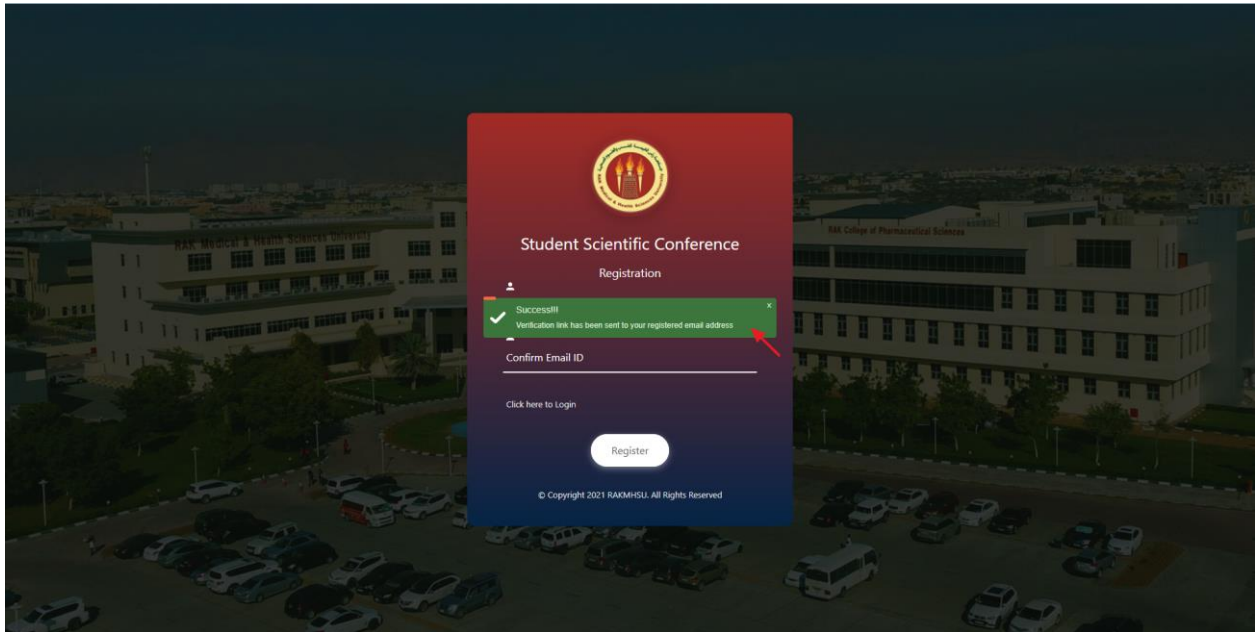
Figure 3: Registration Successful Message

5. Login to university email account to continue further. Click on the *received link* as shown in below figure.
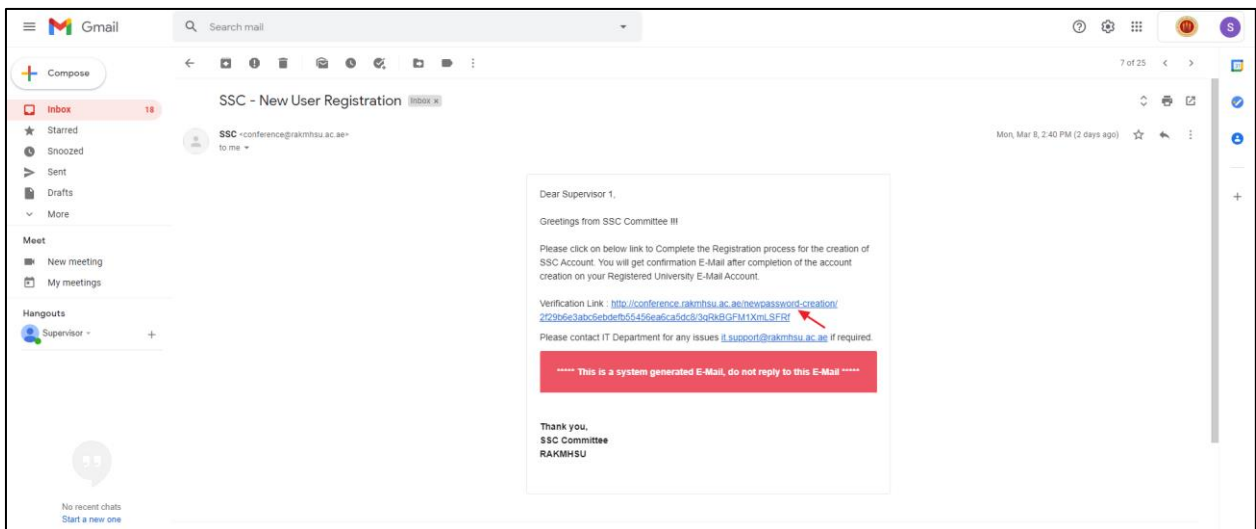

Figure 4: Registration Email

6. Password creation page will be loaded. Enter the Password in 'Password' and 'Confirm Password' field. While entering the password, follow the password policy as shown in below.

Figure 5: Password Policy

Figure 6: Set User Credentials

7. Click on **Submit** button. If entered details are correct then, *'Your Registration process completed successfully'* message will be shown and one email will be triggered to registered email id.

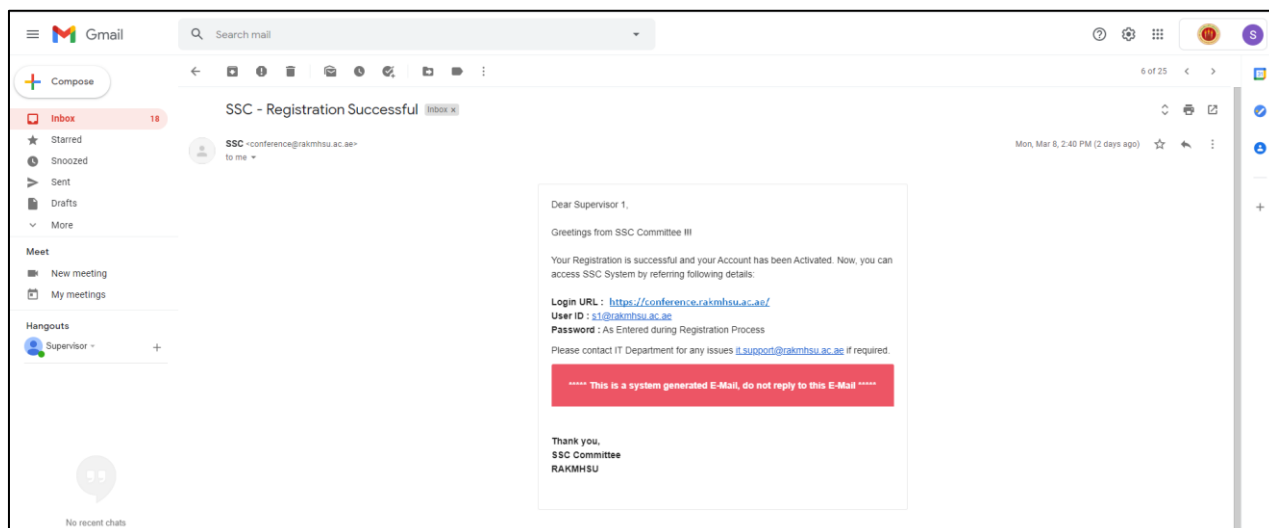*Figure 7: Registration Successful Message*

Figure 8: Registration Successful Message

8. After the registration, Access conference application login link and enter the email id, password and click on '***Login'*** button. User home screen will be displayed as shown in below figure.
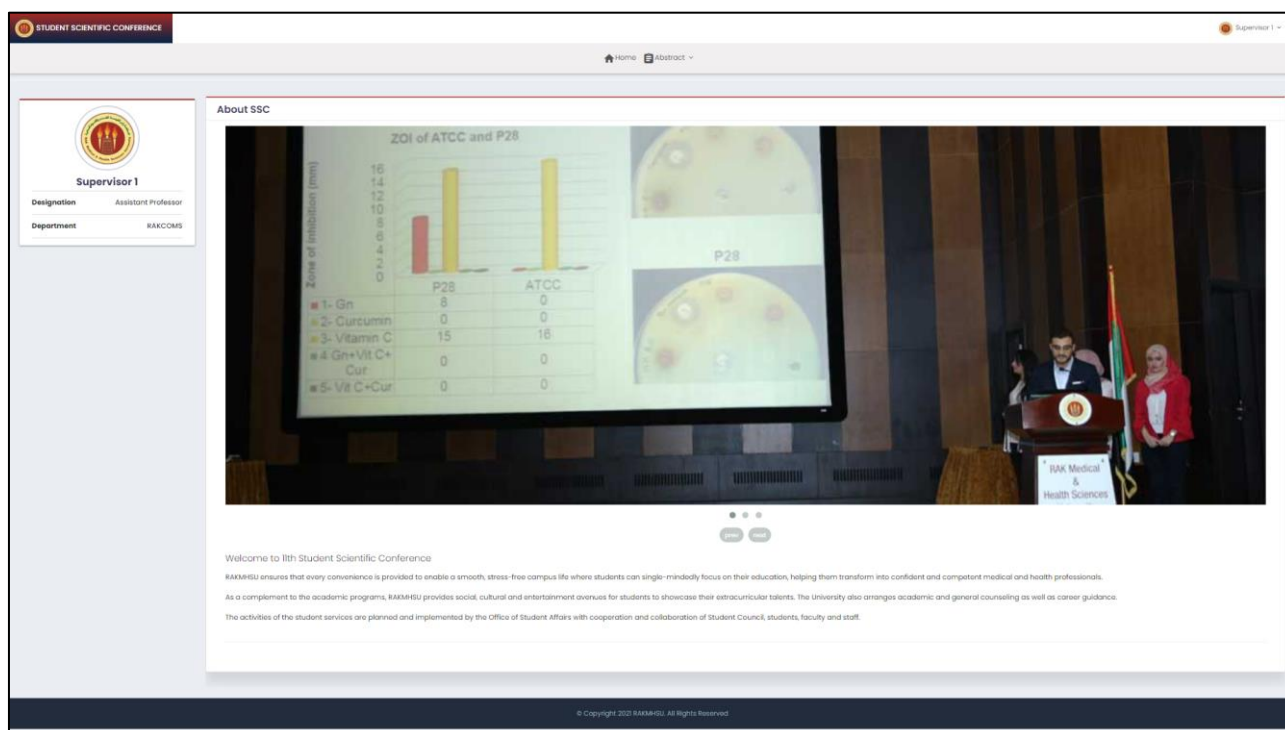

Figure 9: User Home Screen

How to change the status of the Abstract?

Go to **Abstract** > **View Abstract List** as shown in below figure.
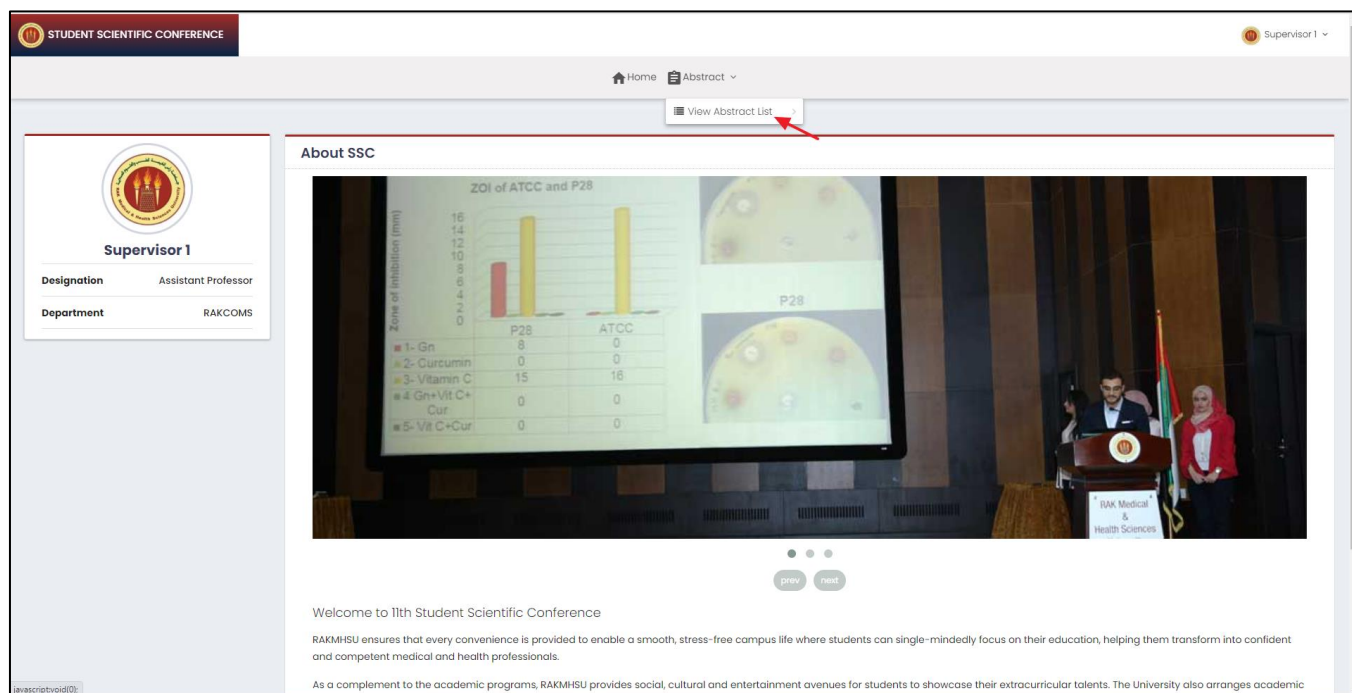

Figure 10: Abstract List Menu

Click on **View** button or click on the **Abstract title** to view the Abstract details. Here only submitted abstract will be shown to the logged in supervisor. Supervisor will get the abstract only if his/her name is tagged in the abstract.
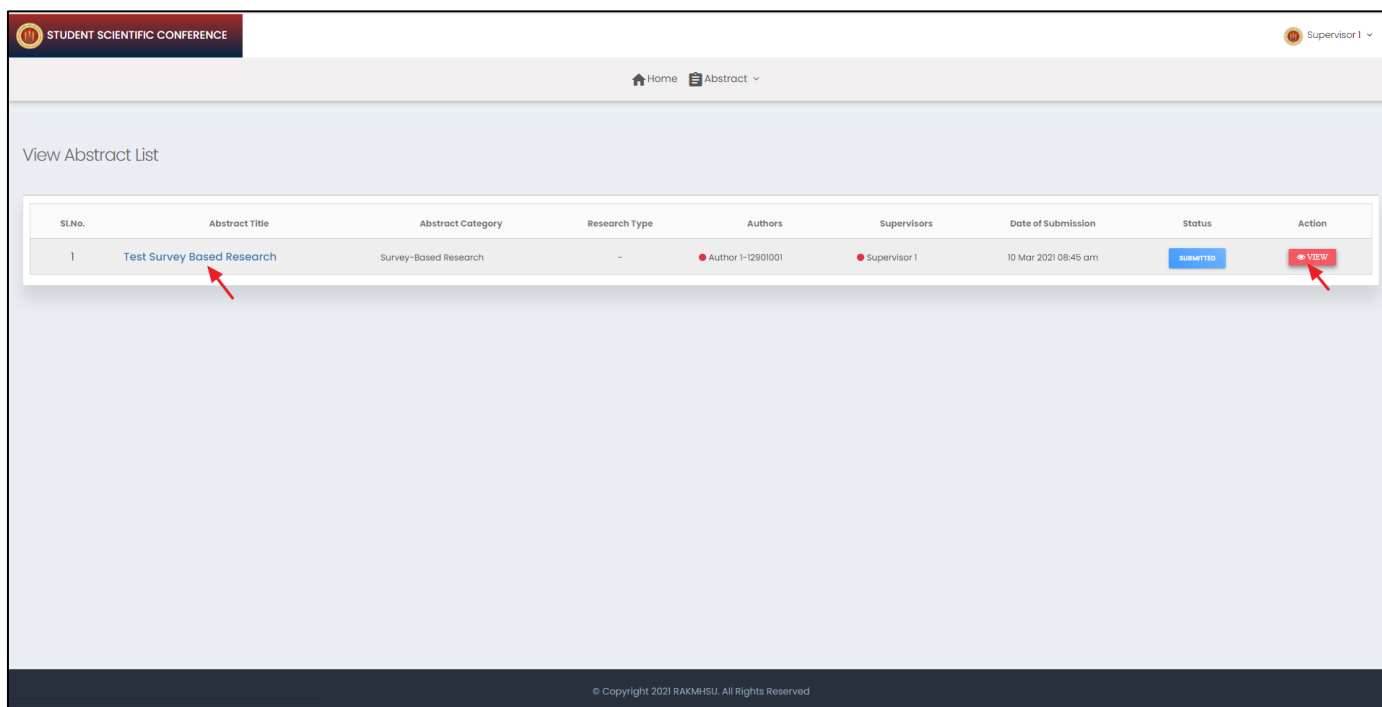

Figure 11: Abstract List

Abstract details will be displayed as shown in the below figure.

Figure 12: Abstract Details

Click on **Edit** button to modify the abstract that is submitted by the student (author). Except the Category and Title, supervisor1 can modify the other fields.

For Eg.: If Faculty 1, Faculty 2 is tagged as supervisor in the abstract and Faculty 2 is selected as first supervisor then only faculty 2 can modify the abstract. Faculty 1 will get the abstract in read only mode.

Click on Status drop down and select the applicable status.

i.   ***Approved by Supervisor***: Abstract status will be changed to 'Approved by supervisor' and an email will be triggered to Authors, Supervisors who are tagged in the abstract and to the SSC Committee for the further review. Supervisor cannot modify the abstract once the status is changed to 'Approved by supervisor'.

ii.   ***Assigned to Author:*** Abstract status will be changed to 'Assigned to Author' and an email will be triggered to Authors, Supervisors who are tagged in the abstract. Abstract will be removed from the Supervisor 1 abstract list if the status is changed to Assigned back to author. Author has to modify the content and has to submit the abstract for the further review.

Figure 13: Status Change

Back button: Click on *'< < Back'* button to return to the abstract list.

How to change the password?

Click on Profile arrow mark > 'Preferences' menu as shown in below figure.

Figure 14: Preferences Menu

Preference page will be displayed as shown in below figure.

Figure 15: Change Password

Enter the password in Password field and confirm Password field and click on 'Update' button. While entering the password, follow the password policy.

How to view user activity details and Password change history?

Go to **User Profile > Preference > Activity details** section to view the login activity and password change history details

Figure 16: User Activity Details

How to Logout from the application?

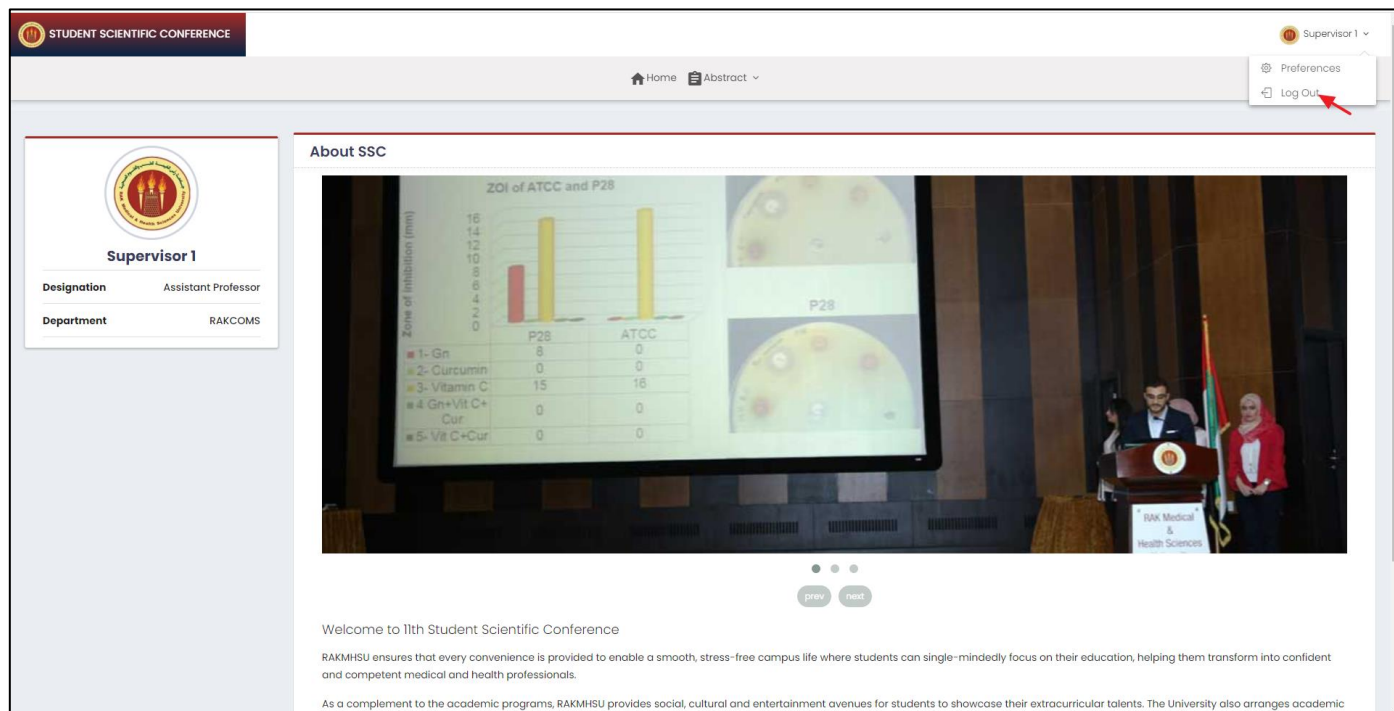Click on User Name down arrow mark and click on *Logout* to logout from the application as shown in below figure.

Figure 17: Logout

Have you forgotten your password?

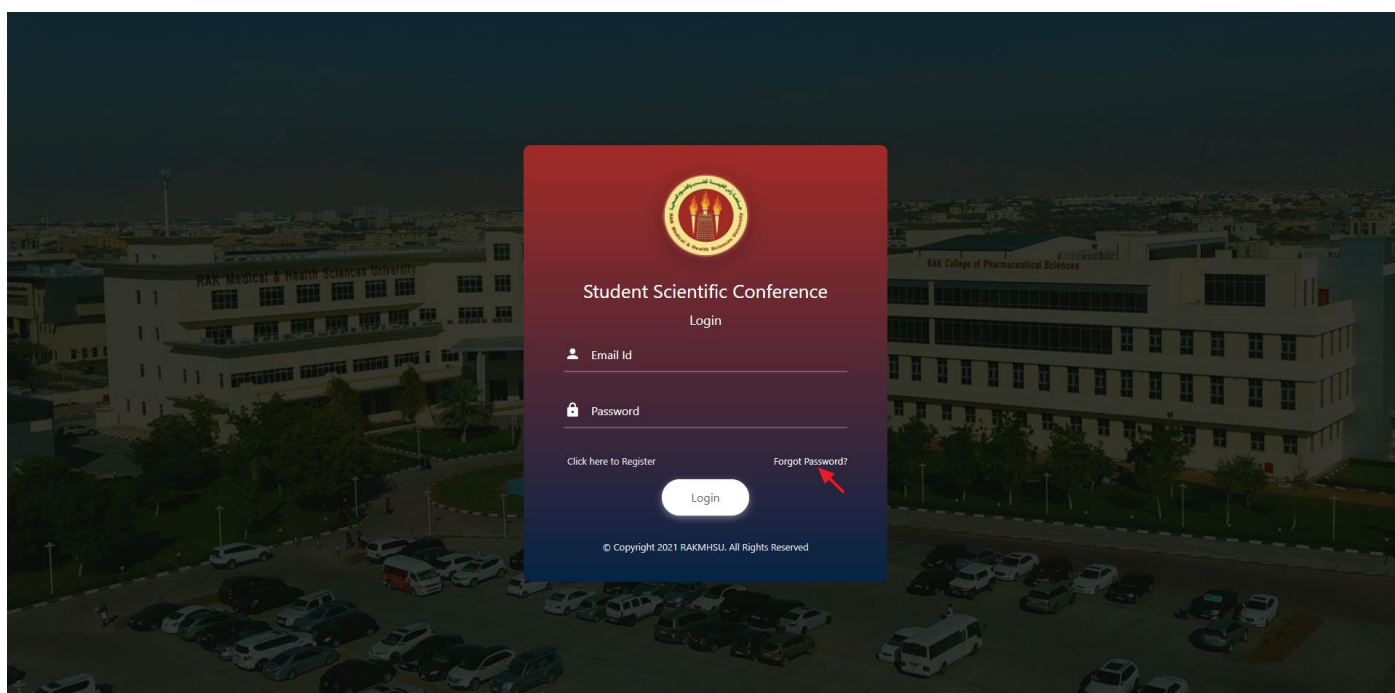Click on *'Forgot Password'* link in login page.

Figure 18: Forgot Password Link

Option to enter the registered email field will be shown. Enter the registered email id and click on **Send** button.
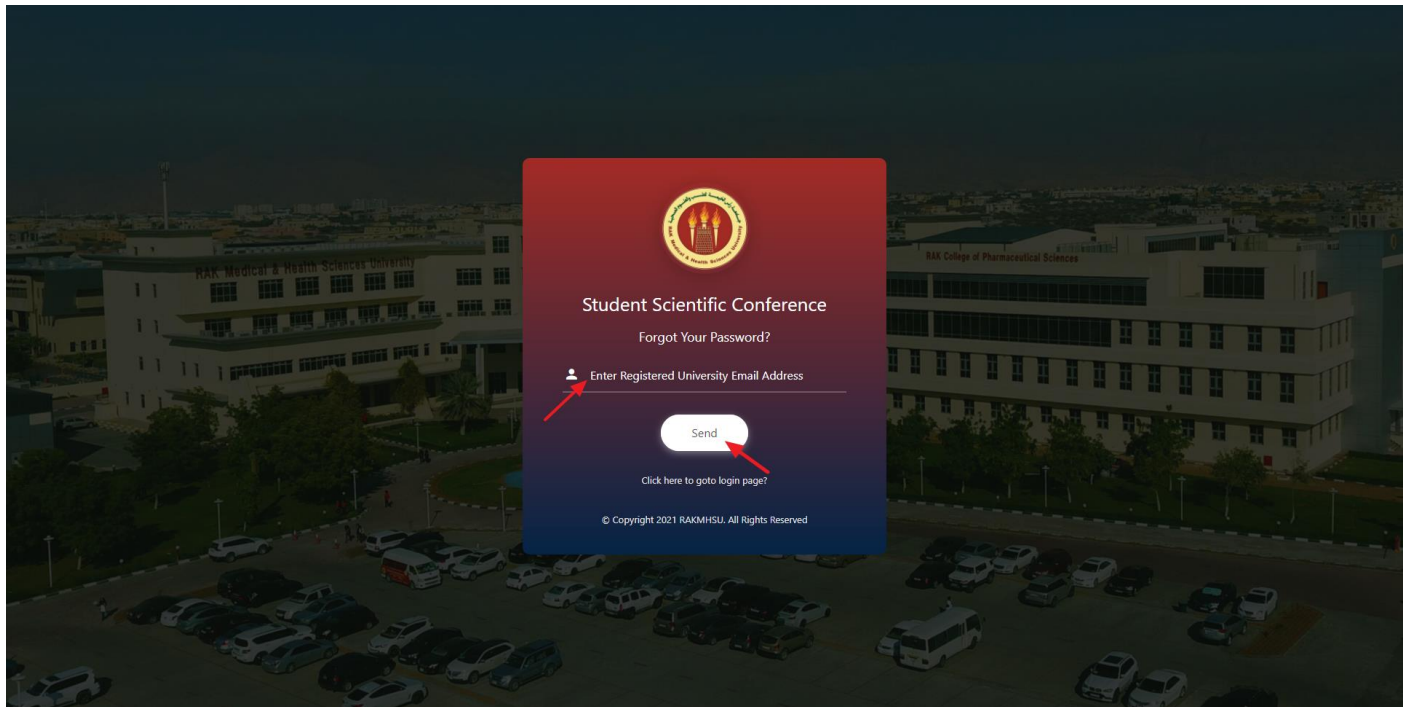

Figure 19: Enter registered email id

On validation, 'Password recovery link has been sent to your registered email address' message will be shown.
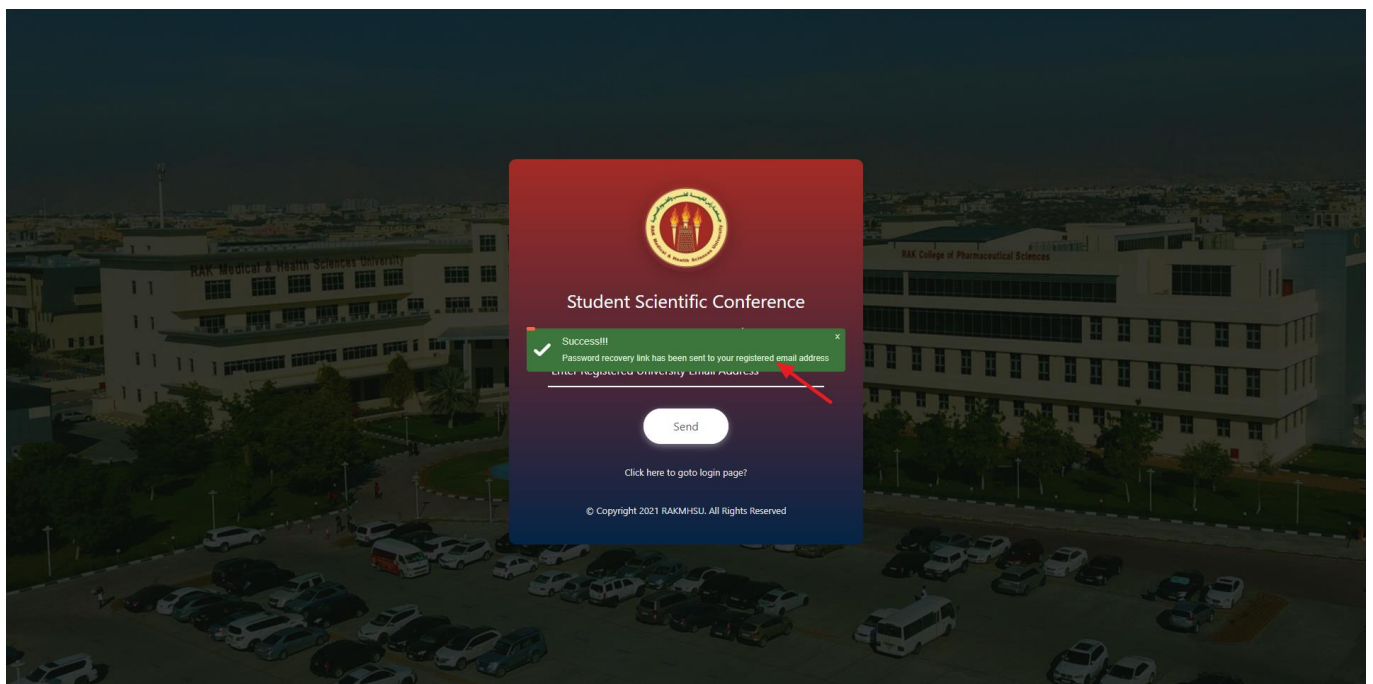

Figure 20: Successful message – Forgot Password

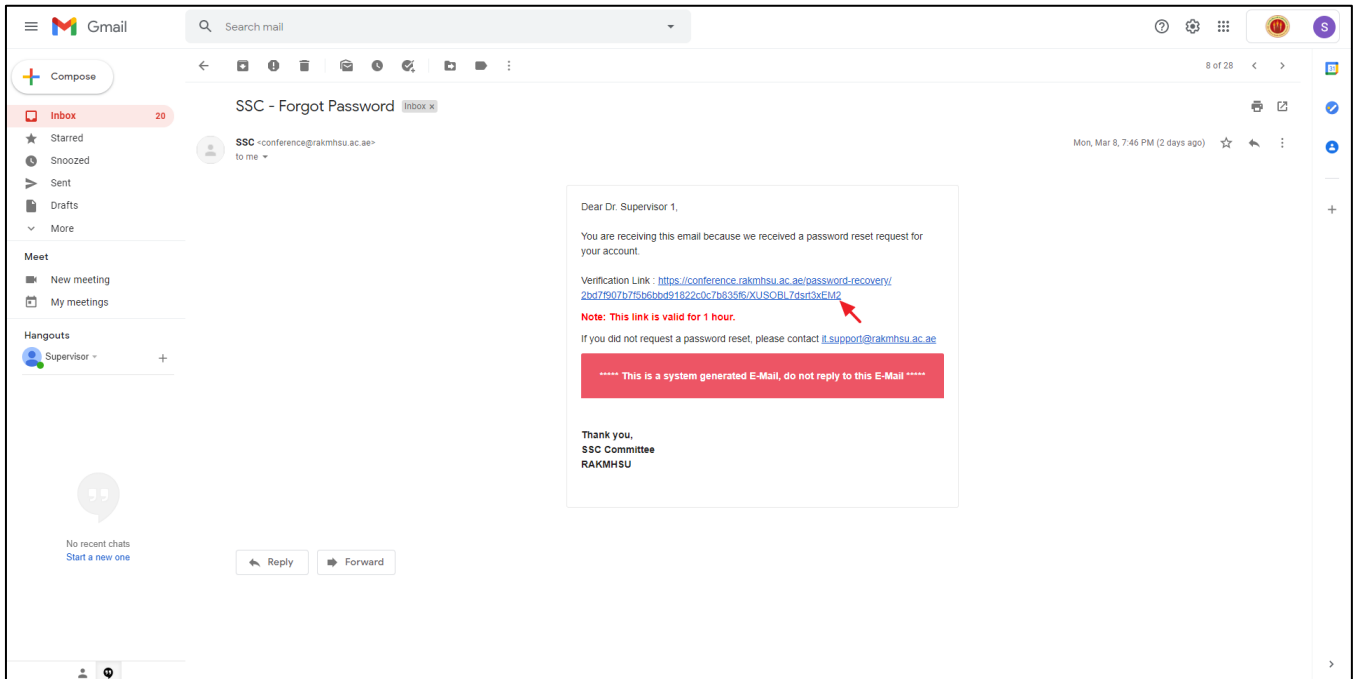Open your email and **click on the link** given in the email.

Figure 21: Forgot Password Email Sample

Enter new password in '***Password', 'Confirm Password***' field and click on **Submit** button.
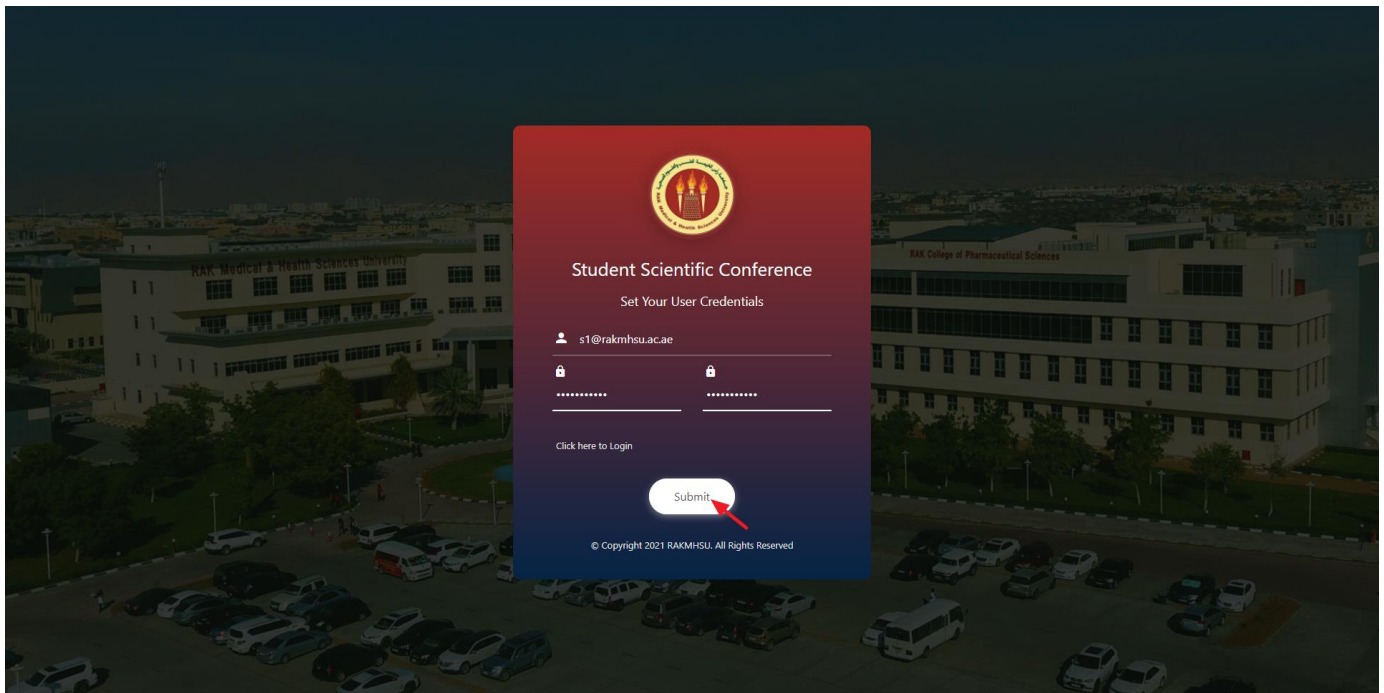

Figure 22: Set your new Credentials

Your new password is updated successfully message will be shown and one email will be triggered to registered email id with the password change information.
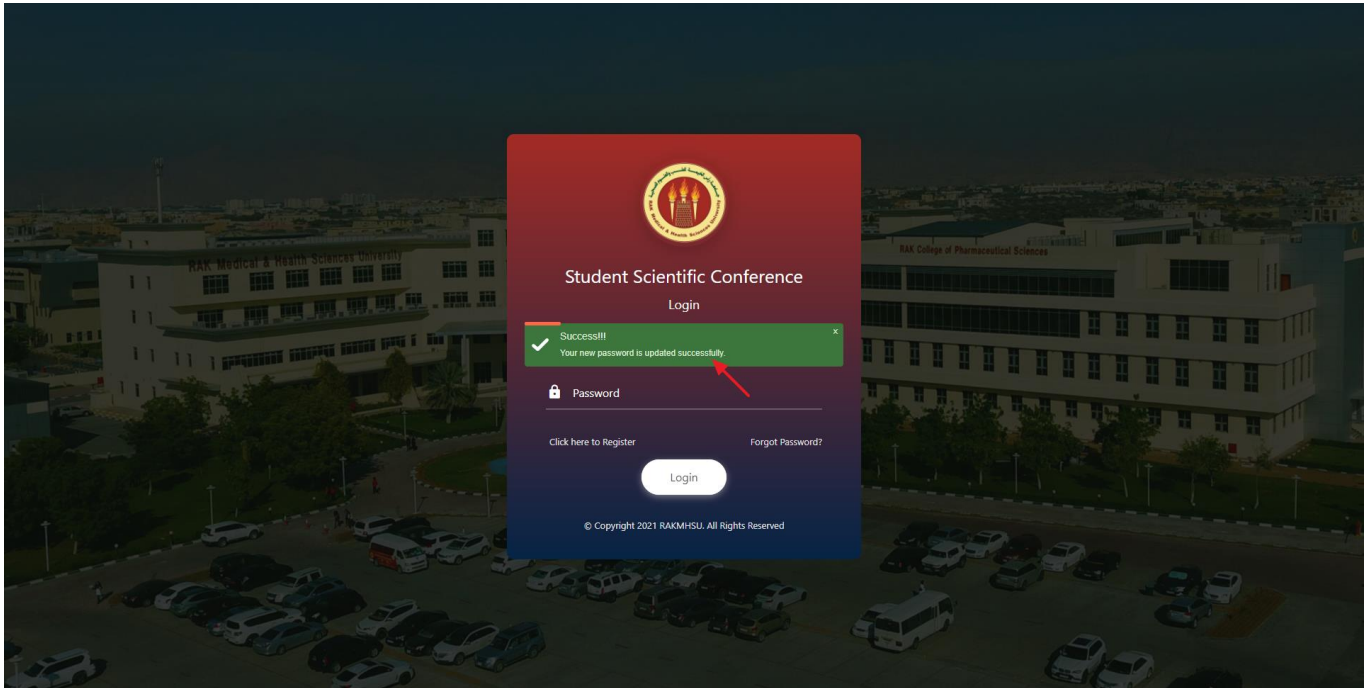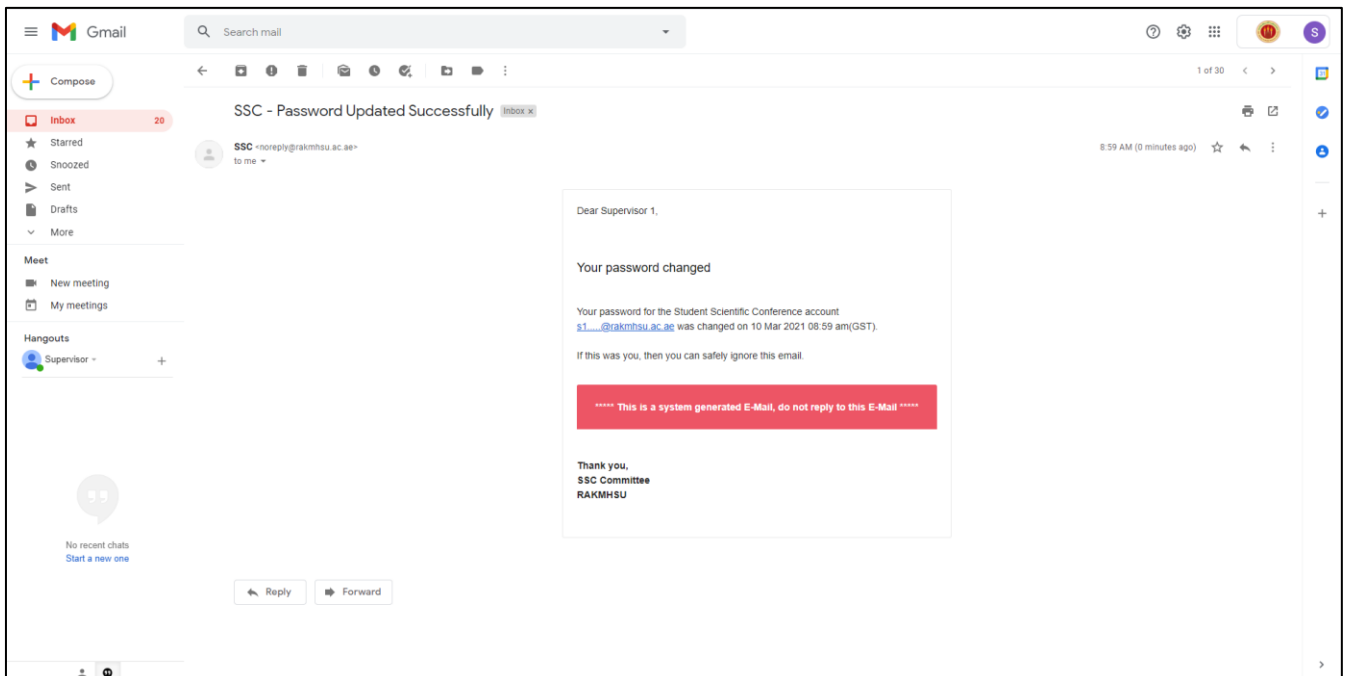
Figure 23: Password Updated Successfully Message

Figure 24: Password Updated Successfully