



Ras Al Khaimah Medical & Health Sciences University



Student Scientific Conference - Student Manual



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How to Register?

1. Access the below link to register for the Student Scientific Conference.
<https://portal.rakmhsu.ac.ae>
2. Click on 'Click here to Register' link

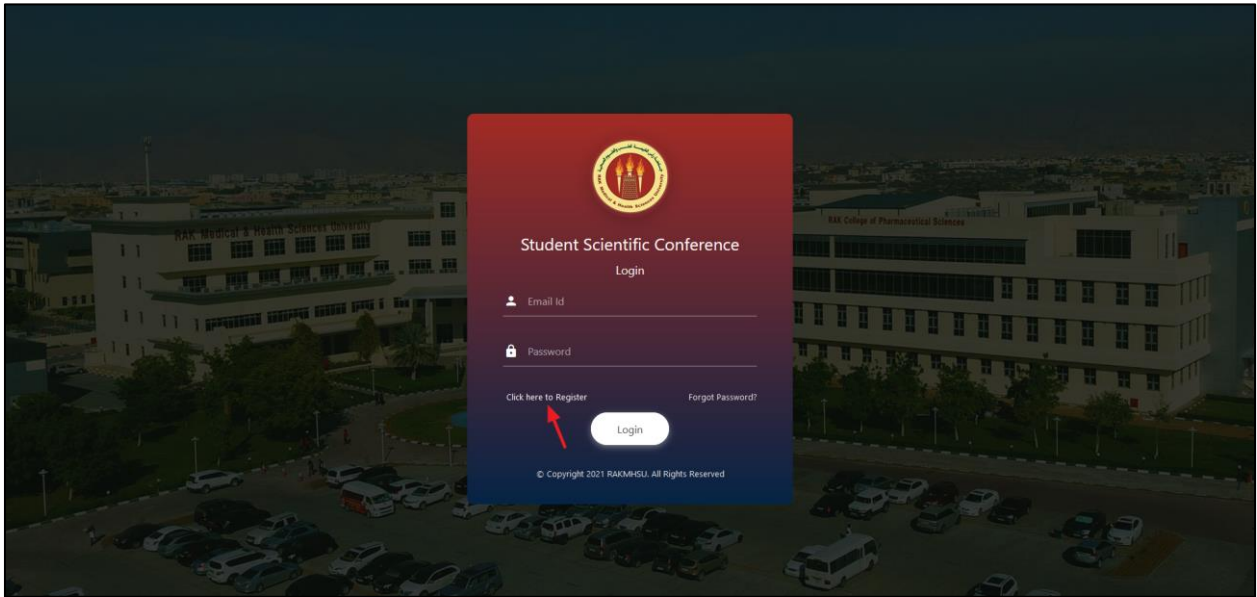


Figure 1: Conference Login Page

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.

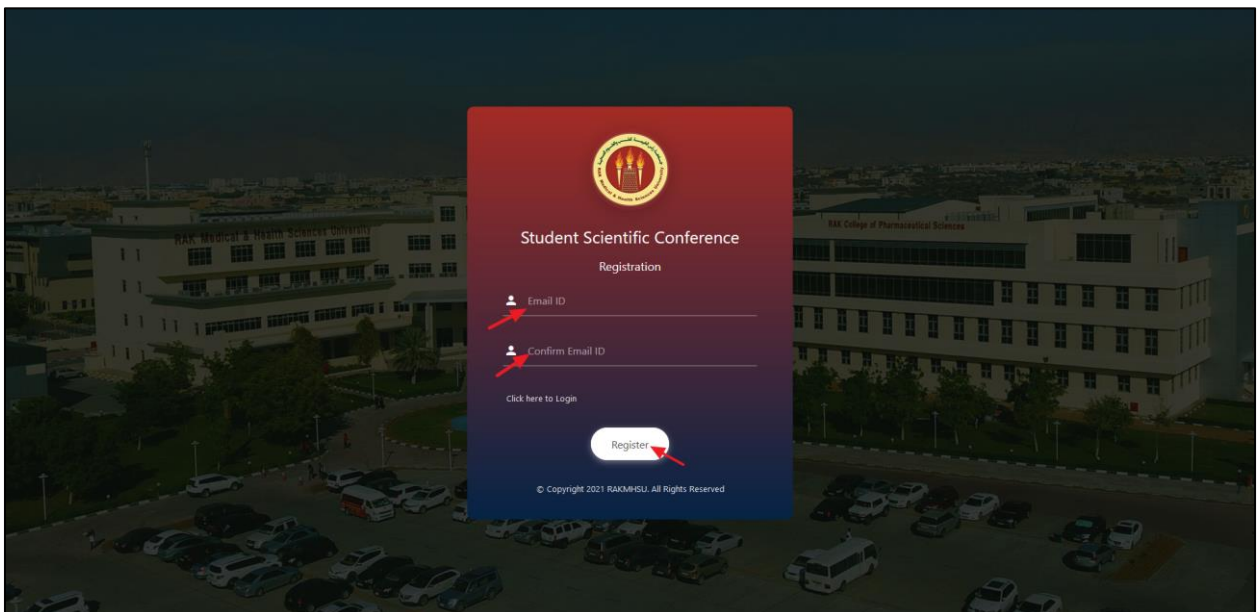


Figure 2: Registration

4. Click on **Register** button. '*Verification link has been sent to your registered email address*' message will be shown.

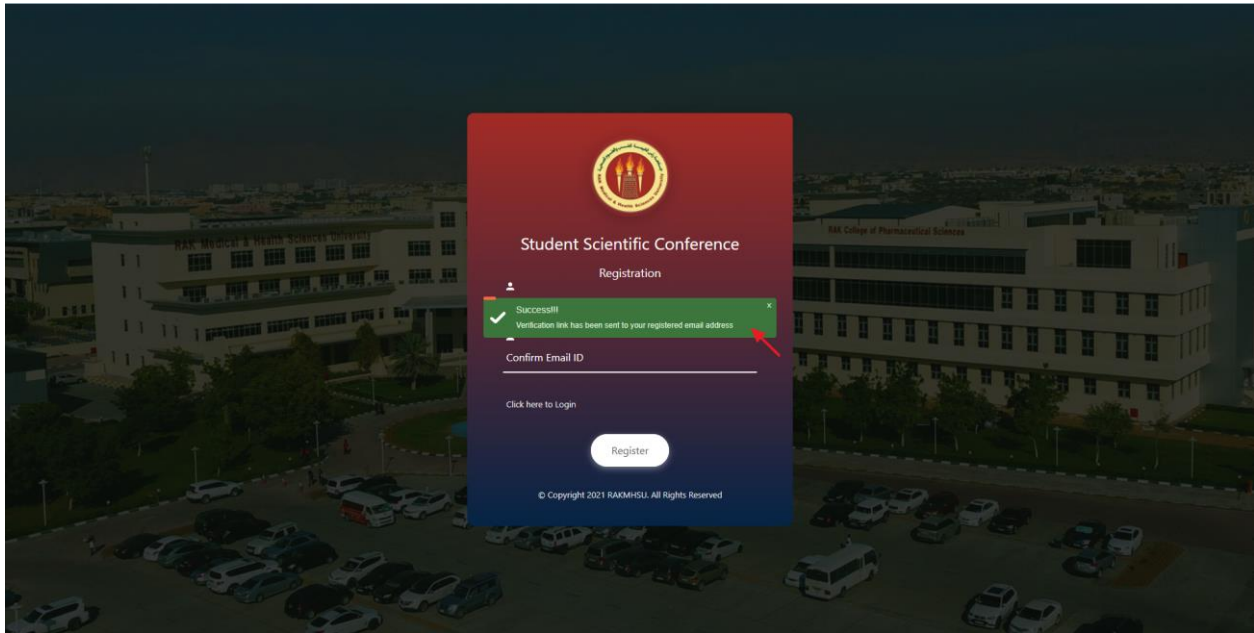


Figure 3: Registration Successful Message

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

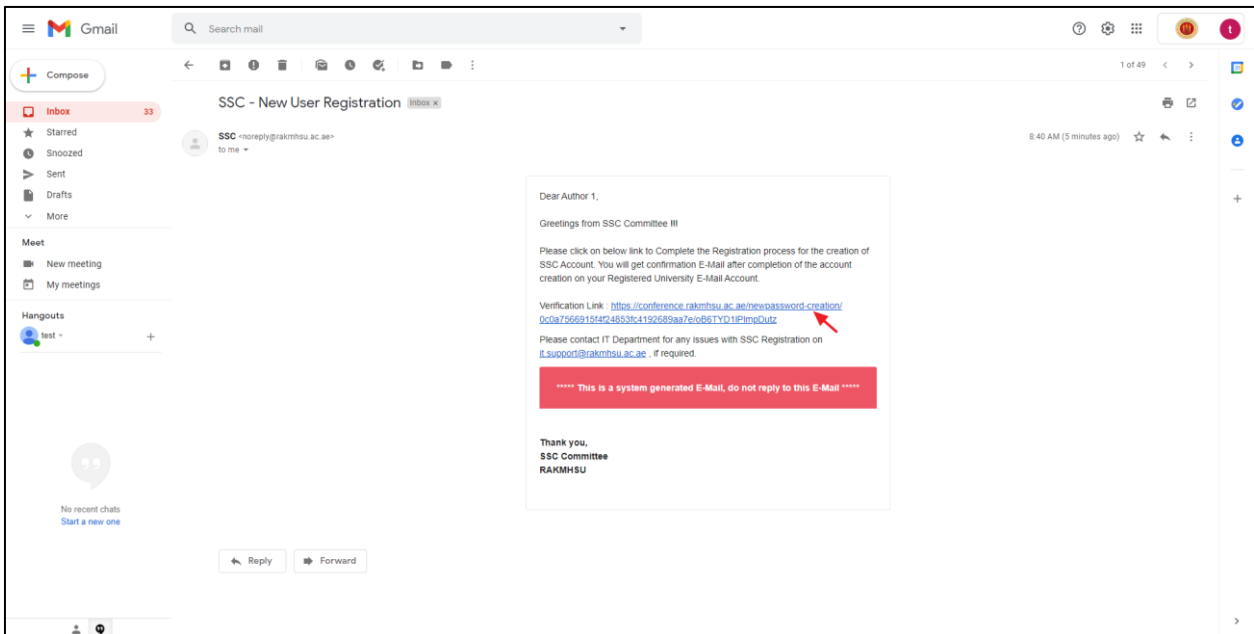


Figure 4: Registration Email

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.

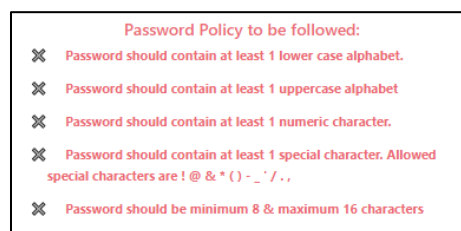


Figure 5: Password Policy

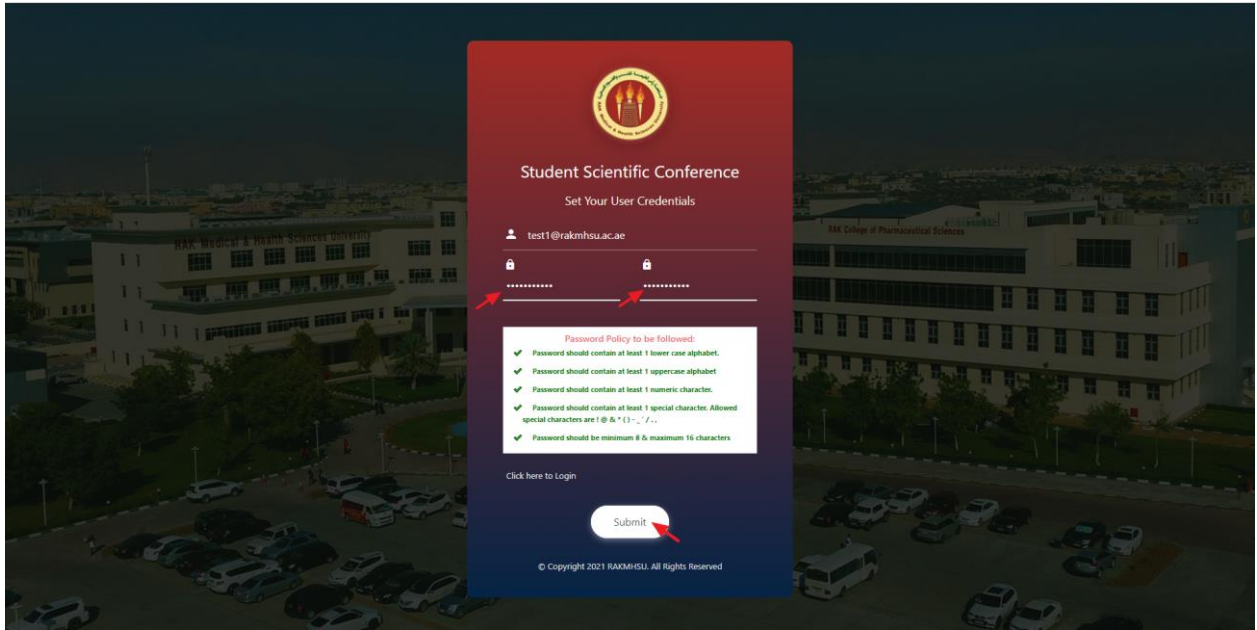


Figure 6: Set User Credentials

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.

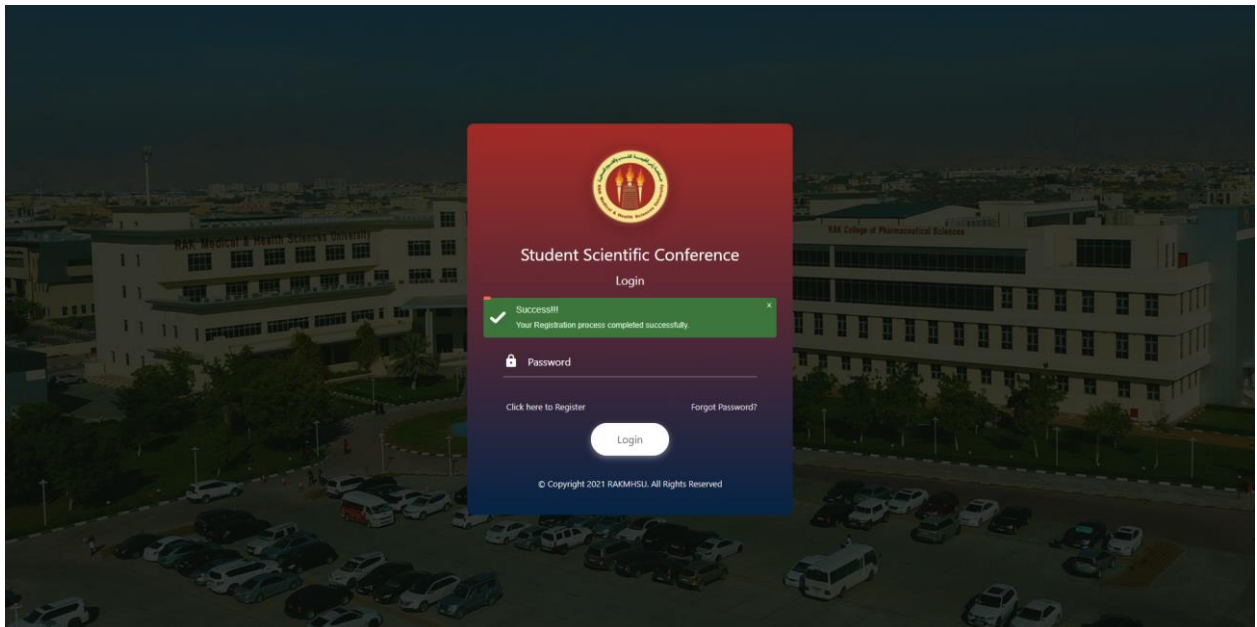


Figure 7: Registration Successful Message

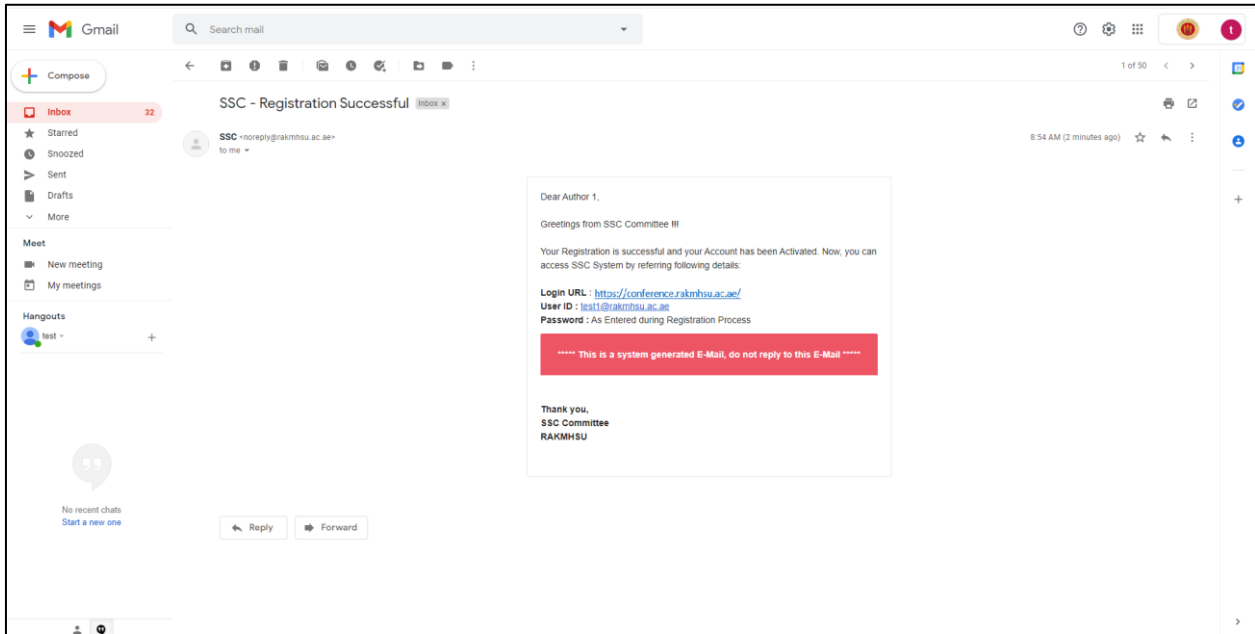


Figure 8: Registration Successful Message

8. After the registration, Access portal 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.

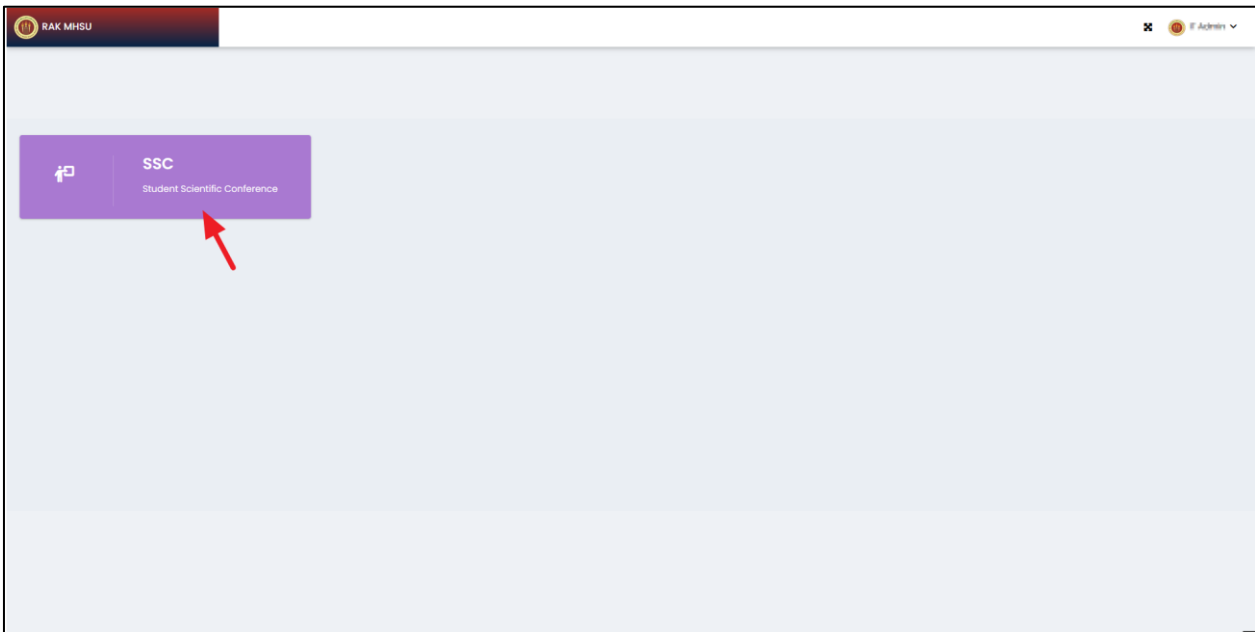


Figure 9: User Home Screen

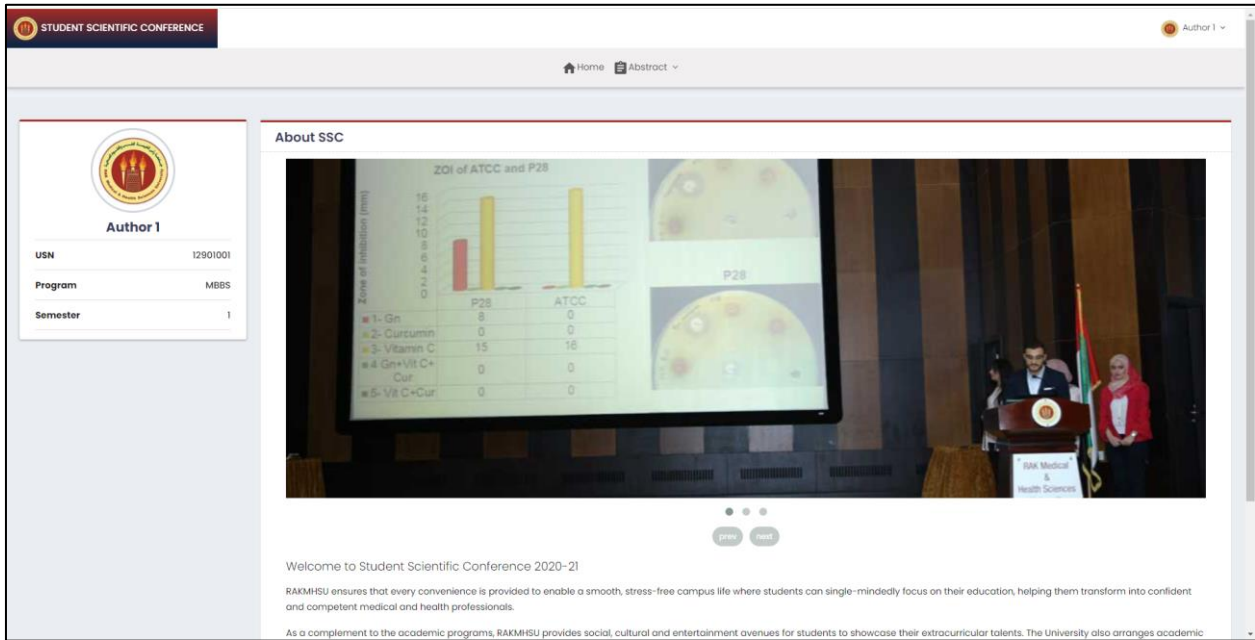


Figure 10: SSC Home Screen

How to create Abstract?

Click on Abstract > Create Abstract menu.

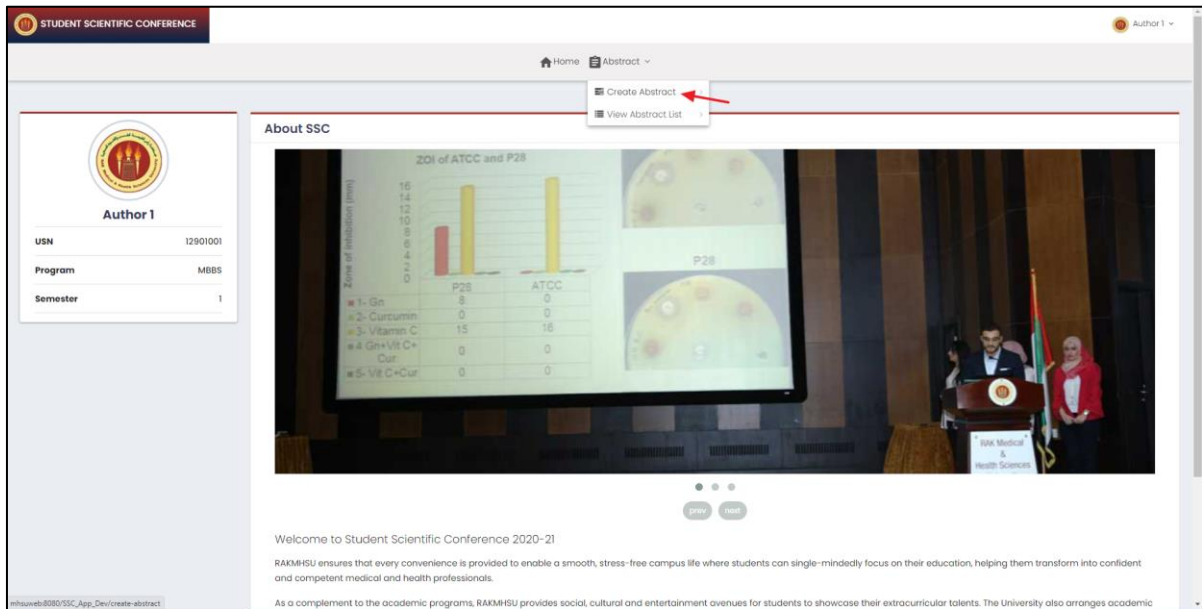


Figure 11: Abstract Menu

Abstract Form will be shown as shown in below figure.



Figure 12: Abstract Form

Author Details: In this field, enter student USN or Student name to get the result.

Supervisor Details: In this search field, enter the faculty name to get the result.

Save : Enter the details and click on Save button to save the abstract. Any time user can modify the content until the abstract submission.

Save and Submit: Enter the Mandatory fields and click on Save & Submit button to submit the abstract. On submission, Email will be triggered to All Authors and selected supervisors. Authors cannot modify the content once it is submitted.

Note: Only Author 1 can modify and submit the abstract.

[How to see the status of Abstract or to Submit the Saved Abstract?](#)

Go to Abstract > View Abstract List.

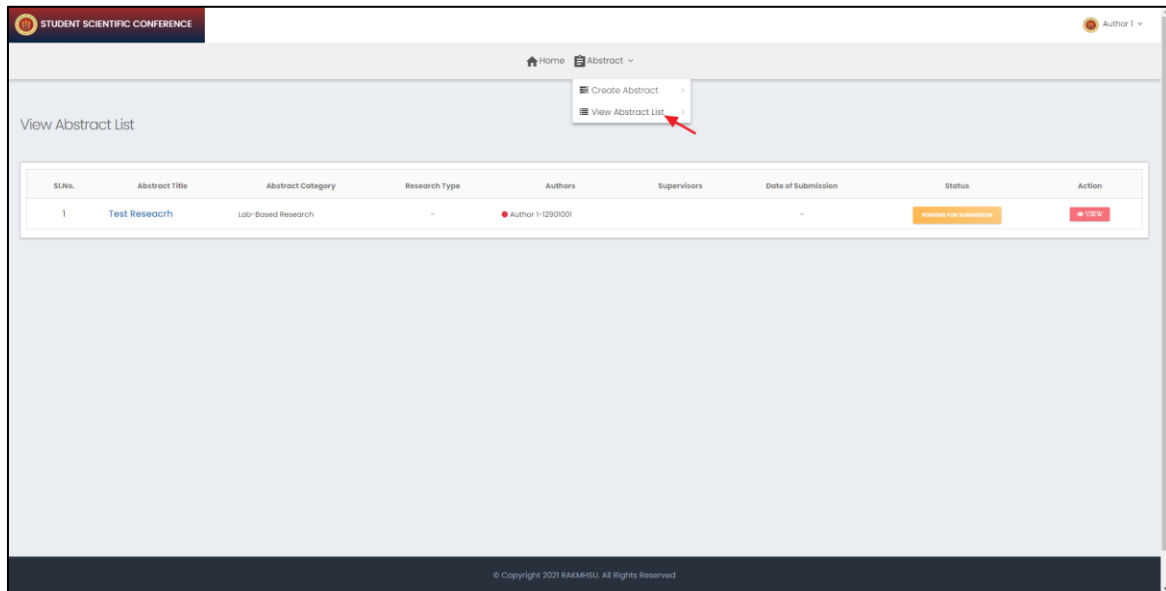


Figure 13: Abstract List Menu

Click on **View** button or click on the **Abstract title** to view the Abstract details.

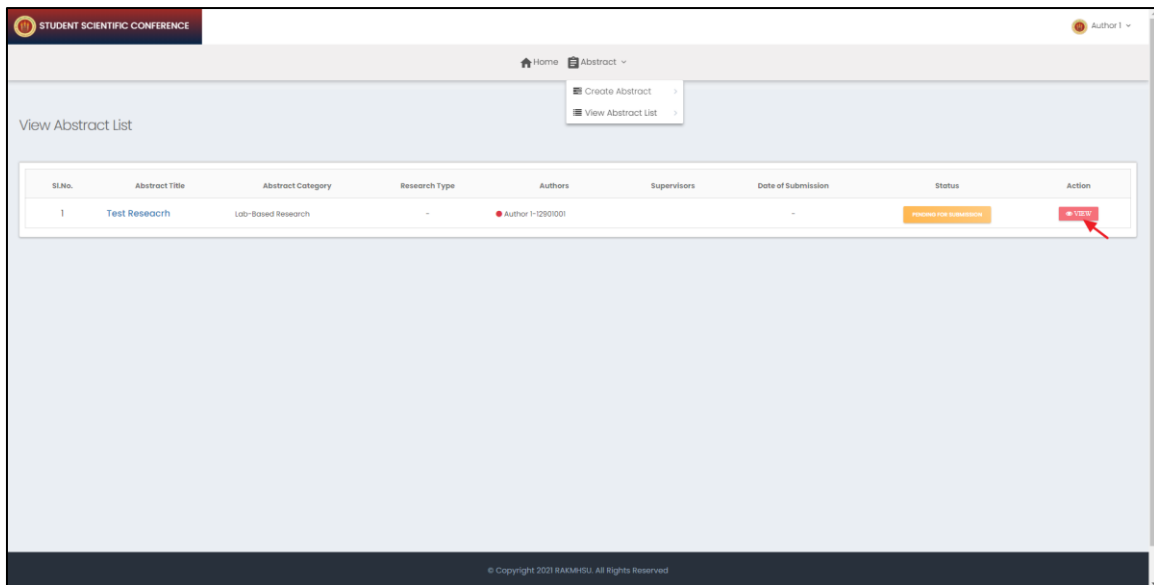


Figure 14: Abstract List

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

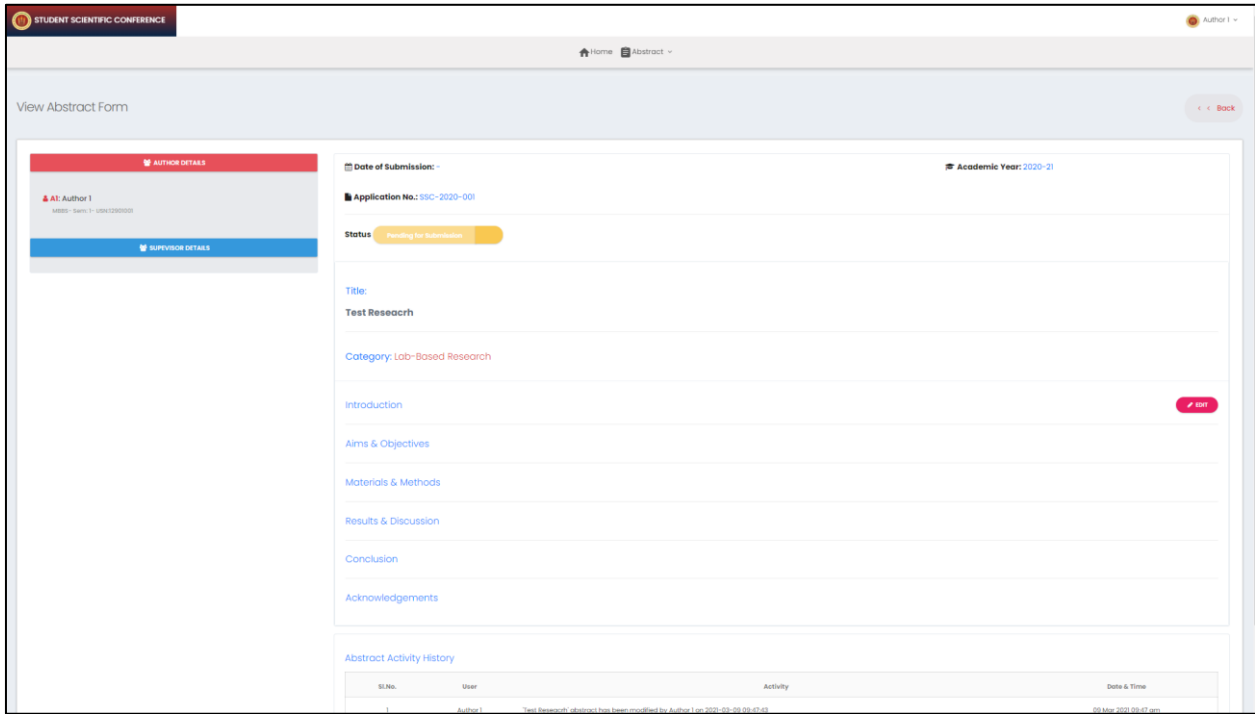


Figure 15: Abstract Details

Click on Edit button to Edit and submit the abstract.

How to change the password?

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

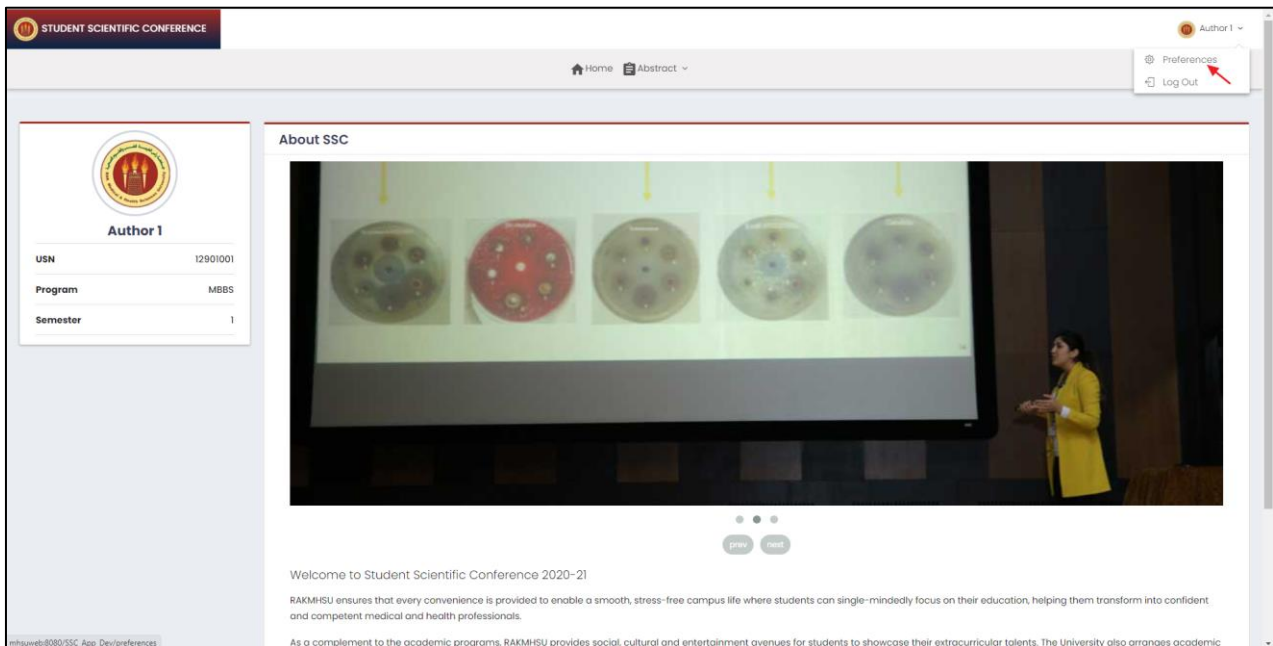


Figure 16: Preferences Menu



Preference page will be displayed as shown in below figure.

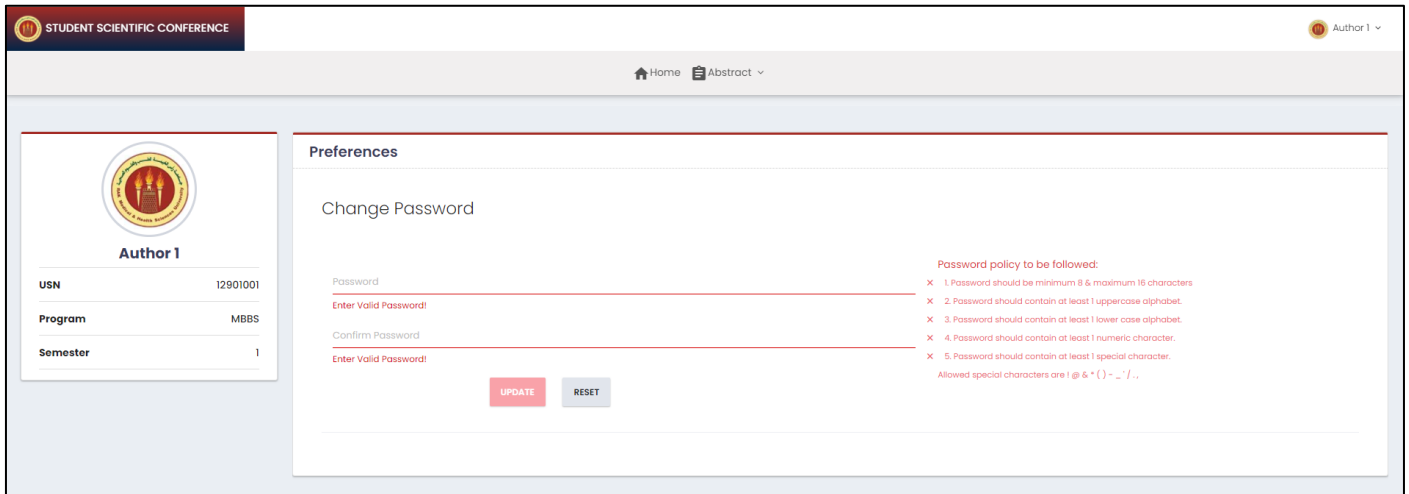


Figure 17: Change Password

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

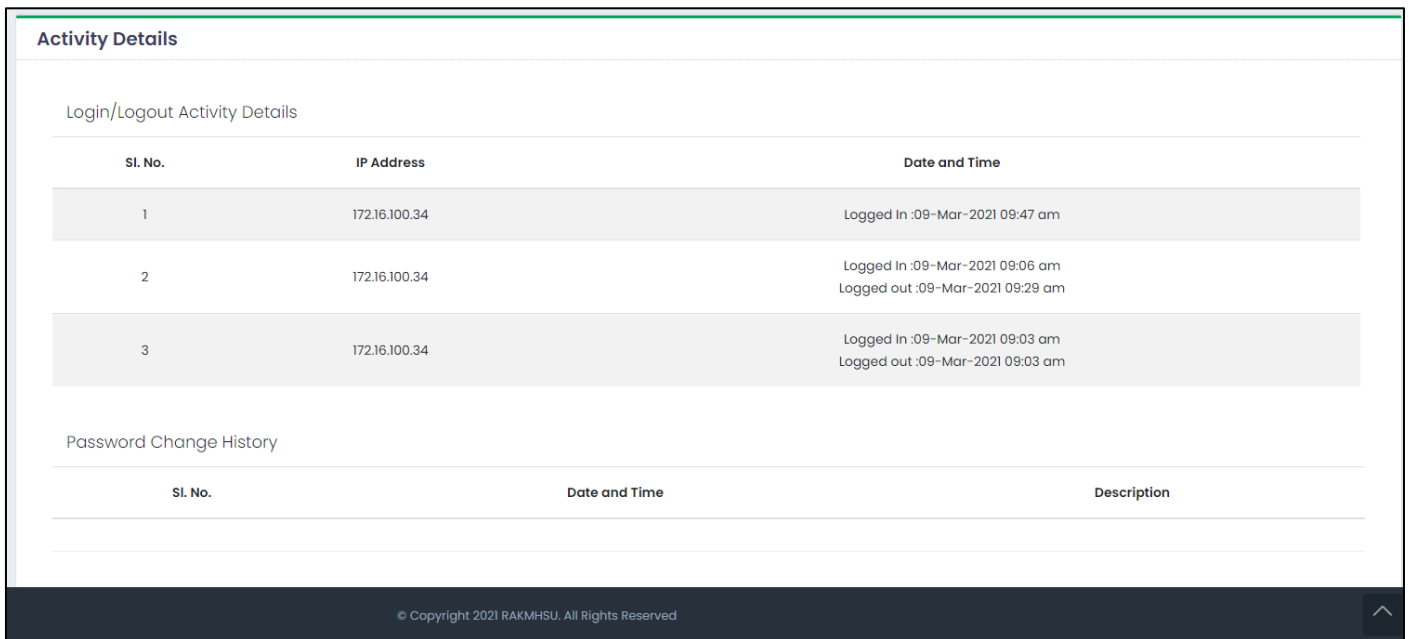


Figure 18: User Activity Details



Have you forgotten your password?

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

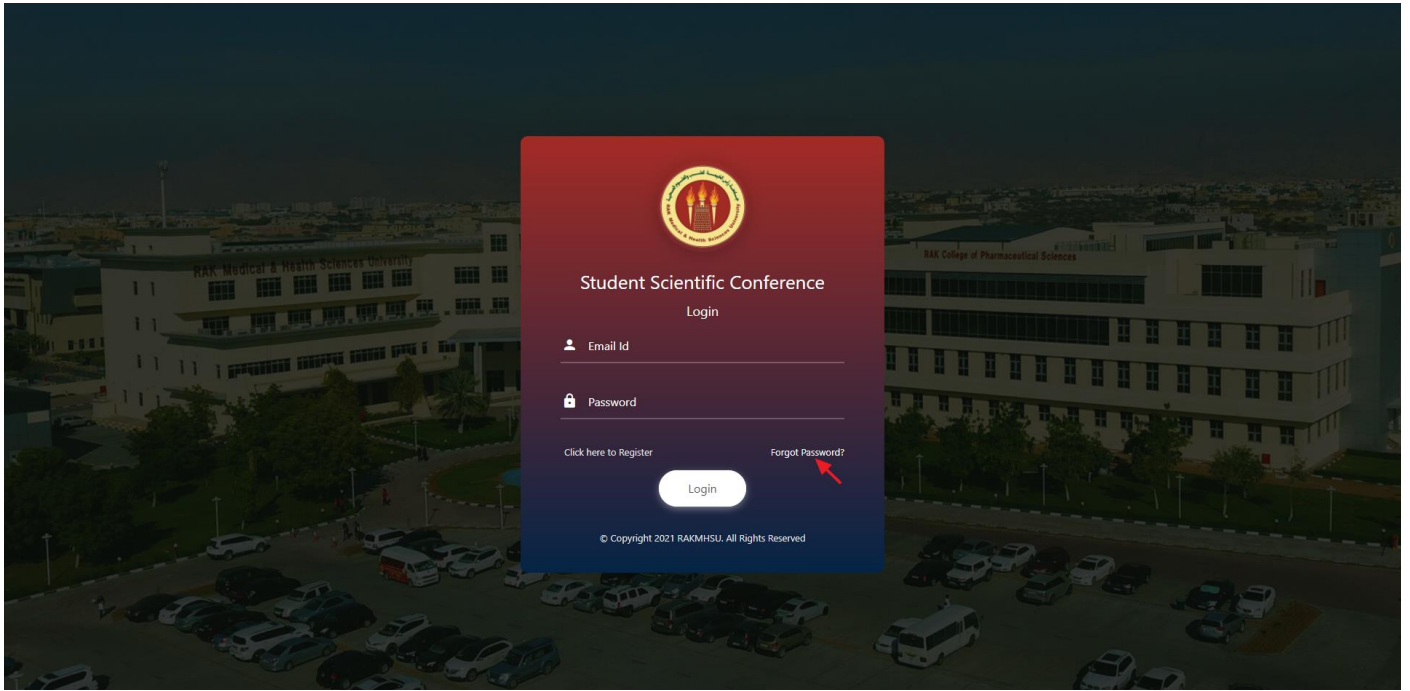


Figure 19: Forgot Password Link

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

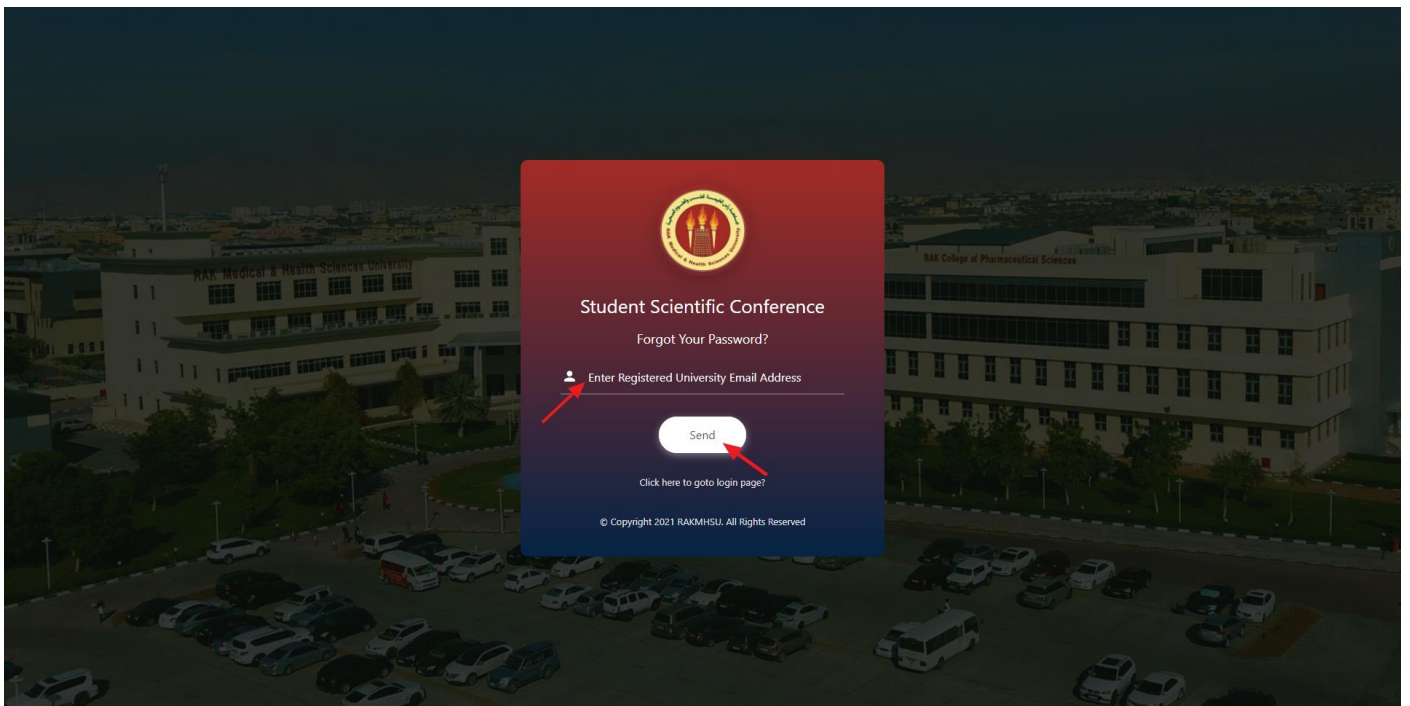


Figure 20: Enter registered email id



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

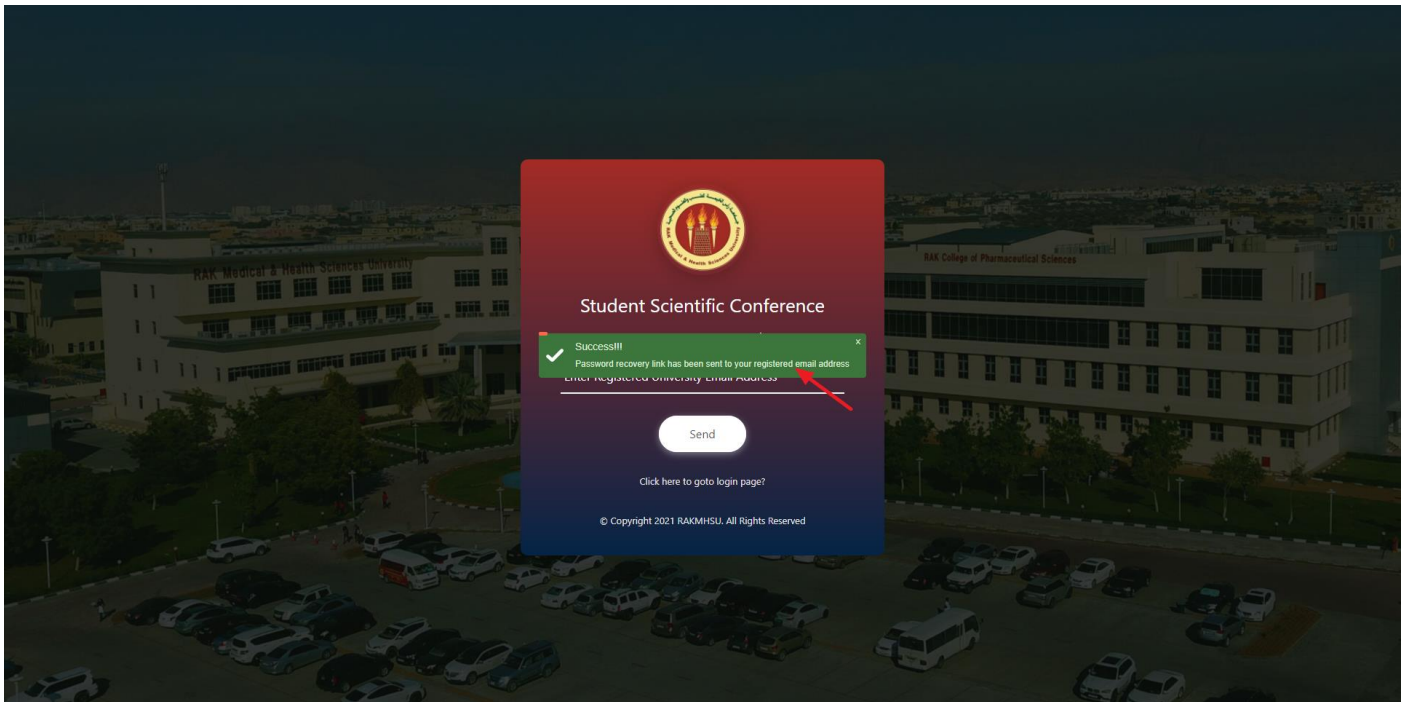


Figure 21: Successful message – Forgot Password

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

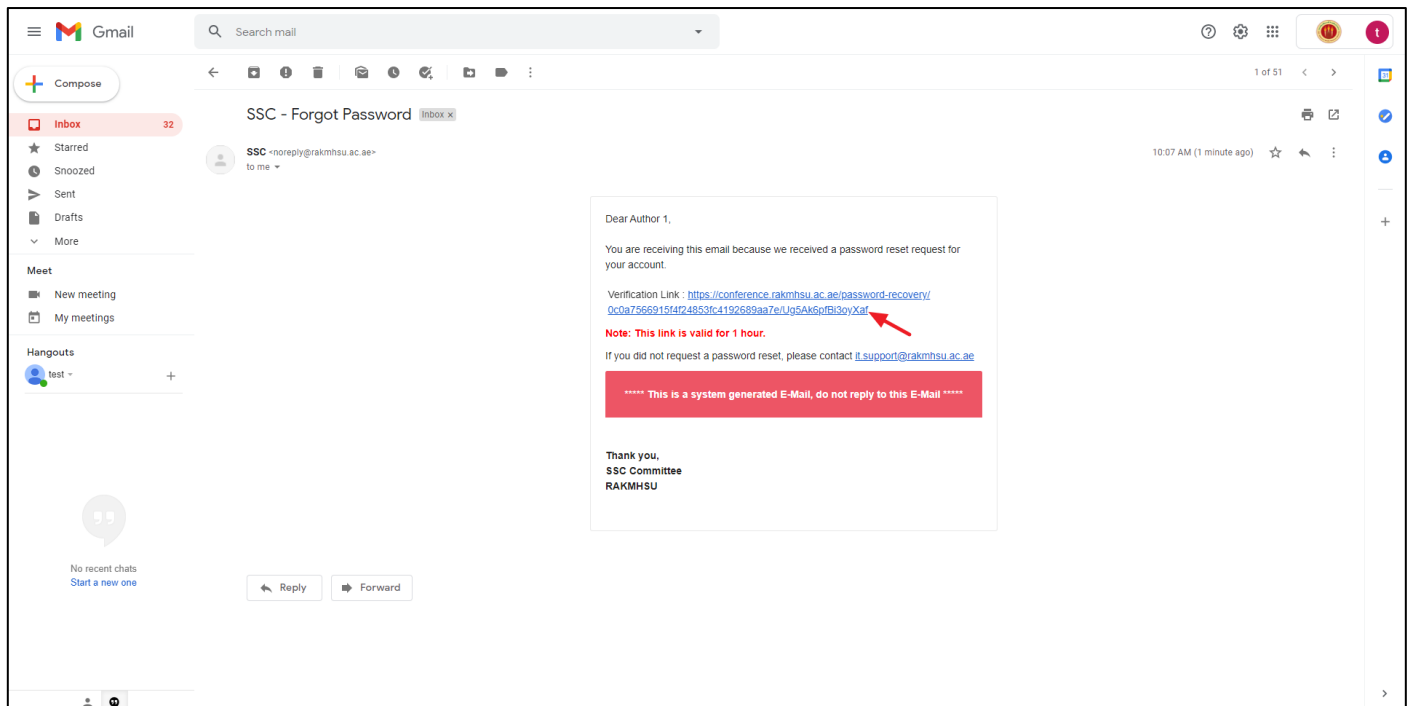


Figure 22: Forgot Password Email Sample



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

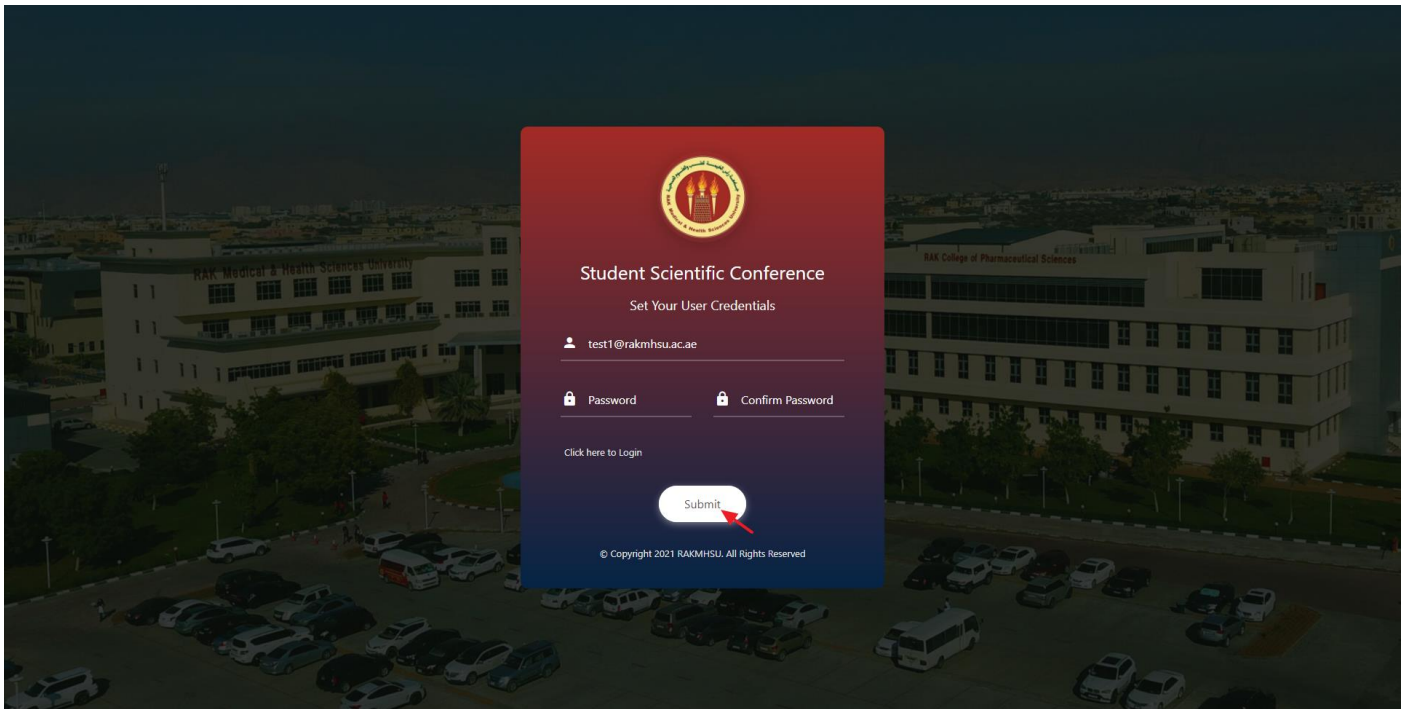


Figure 23: Set your new Credentials

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.

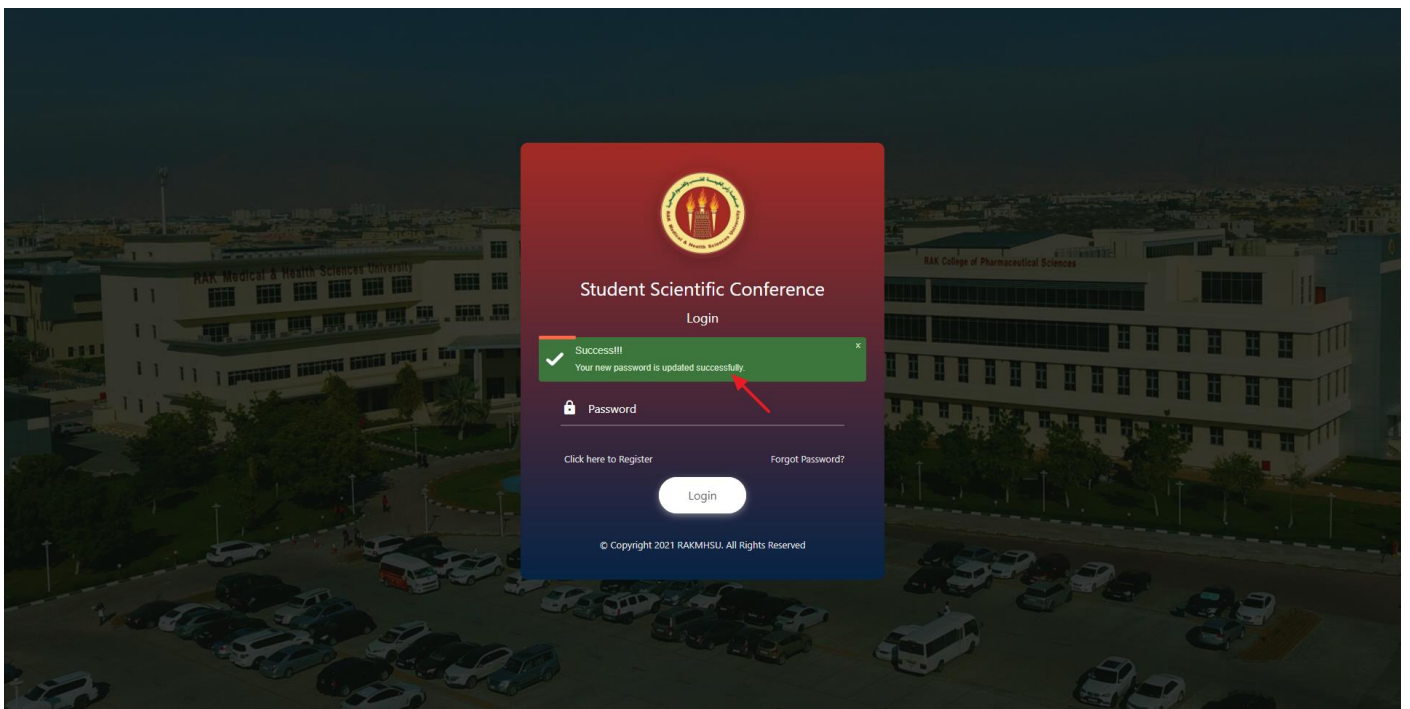


Figure 24: Password updated successfully

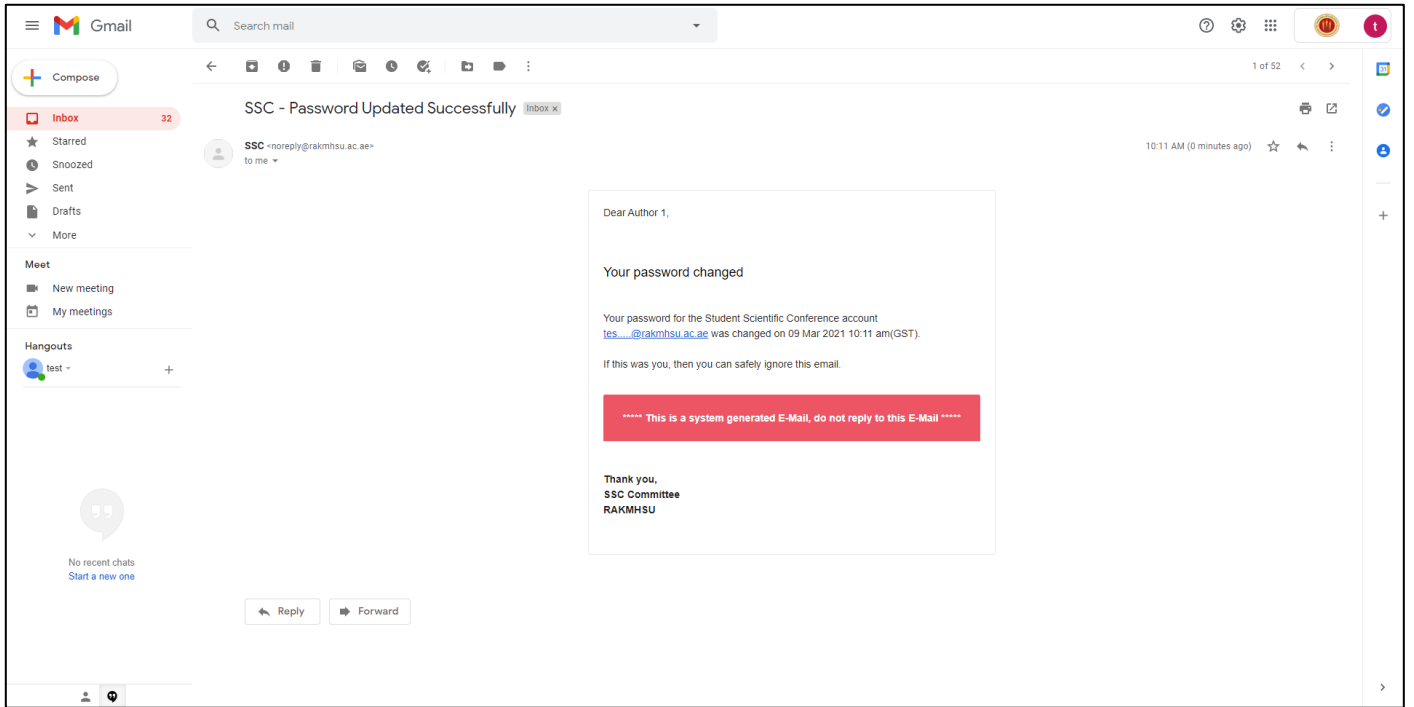


Figure 25: Password Updated Successfully