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How to Access Alumni Portal?

To access the alumni portal, click on the link below.

<https://portal.rakmhsu.ac.ae/alumni/portal/login>

The login page will be displayed as shown in the figure below.

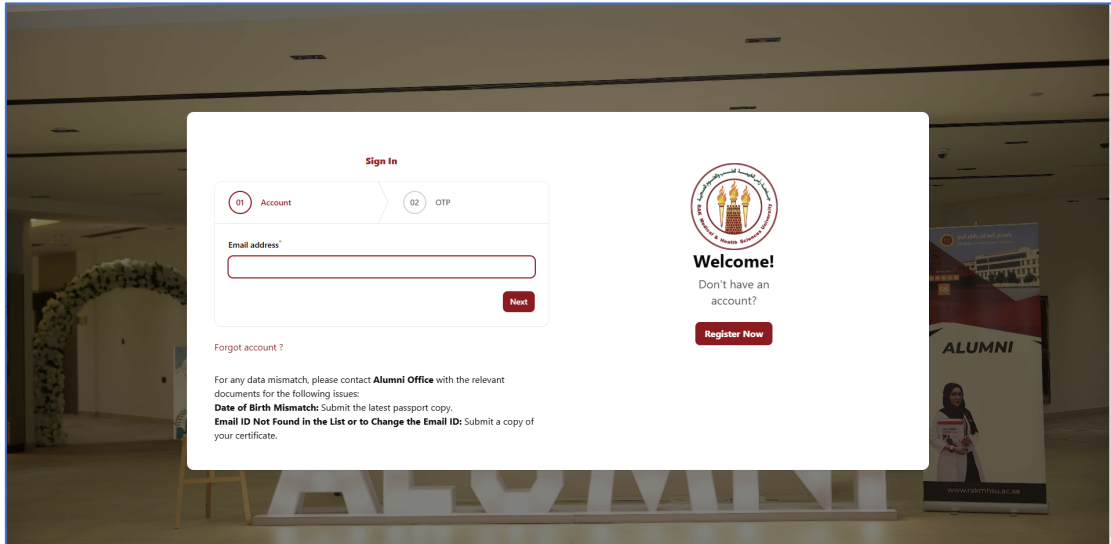


Figure 1: Login Page

How to Register?

Click on the '**Register Now**' button shown on the login page.

Enter the Alumni USN (University Seat Number) and the date of birth available in the university records. If both fields match the university records, the student will be prompted to proceed to the next screen.

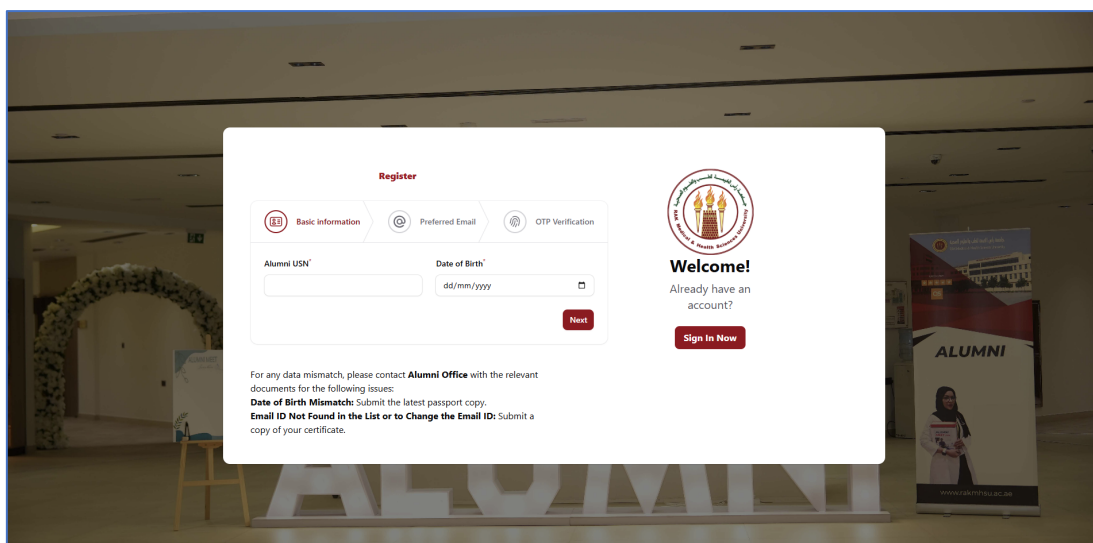


Figure 2: Register

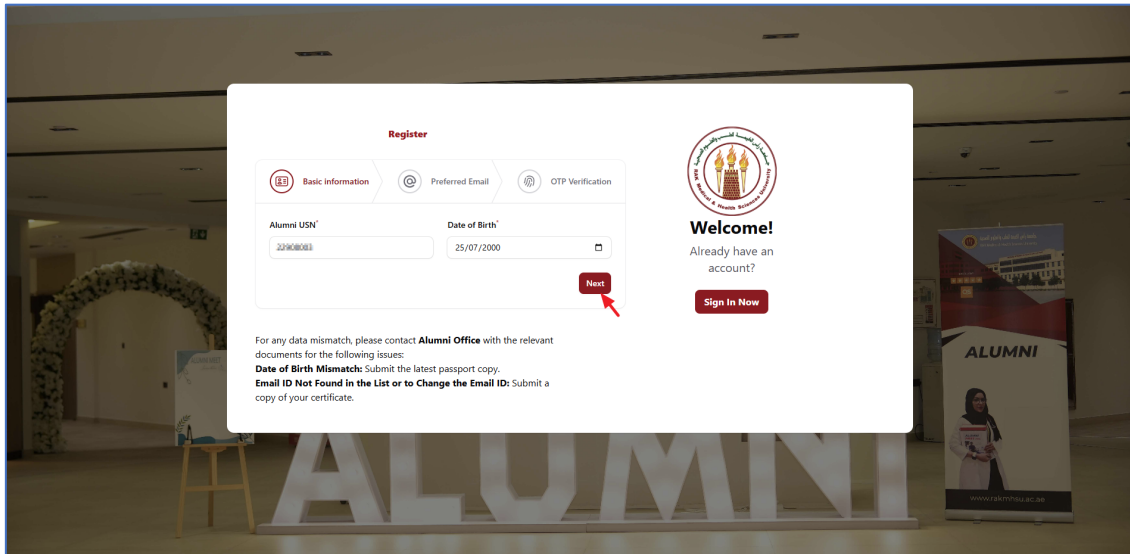


Figure 3: Register - Basic Information

Choose the email ID listed in the dropdown and click on the 'Next' button. An OTP will be triggered for the selected email ID.

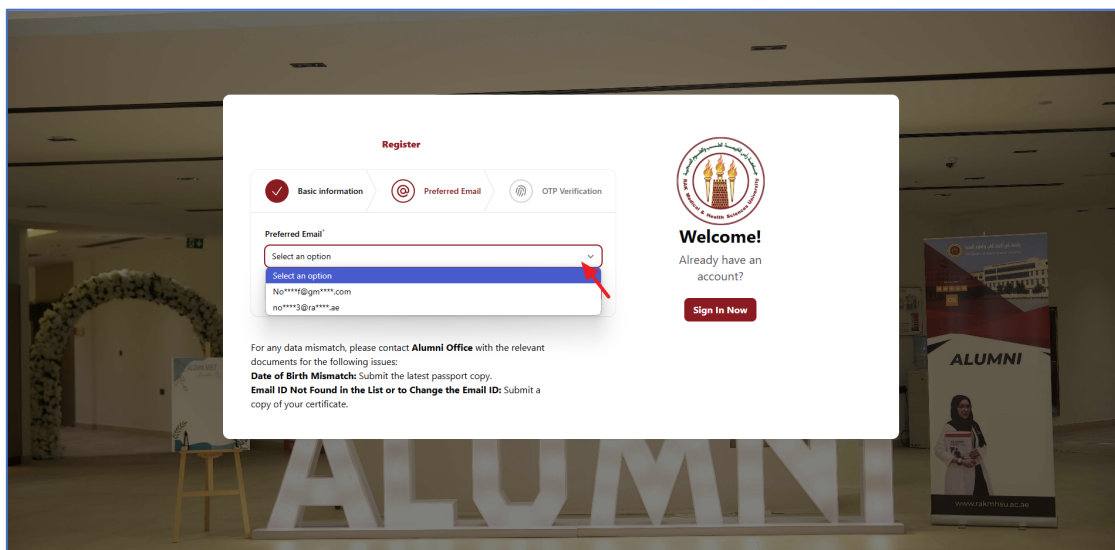


Figure 4: Email Selection

Enter the OTP and click on the 'Verify & Register' button. Use the 'Resend' button to resend the OTP.

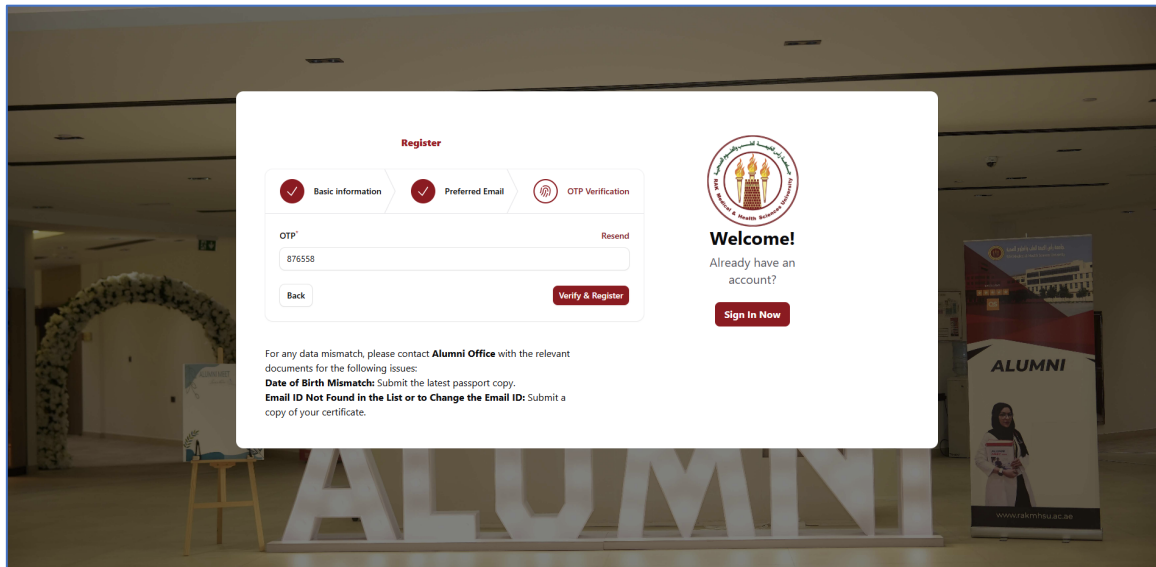


Figure 5: Register - Preferred Email ID

After successful **OTP** verification, immediately will be directed to a page where they can update and save their profile details before gaining access to the portal

Note:
Kindly fill out the form in order to register on the alumni portal. Your cooperation in filling out the form is highly appreciated.

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Figure 6: Edit profile page before registration confirmed

To complete the registration process, alumni should verify the data and navigate to the last page in the update profile section, then the alumni will be granted access to the alumni portal and will be directed to the view profile page



Edit Profile

Home

Profile

Jobs

Alumni Benefits

Alumni Office Contact

Student Request

Follow us

Personal Information

To Describe personal information

Name

test

Photo

Alumni USN

1111111111

Date of Birth

Jan 1, 2000

Gender

Female

Nationality

United Arab Emirates

Graduation Year

2023-24

Program

MSCP

Email

test@test.com

Communications

Personal Email

test@test.com

Preferred Email

test@test.com

Country of Stay

United Kingdom

Phone

971558153128

Alternative Phone

971558153128

Permanent Address

Social Media Platforms

Education

To view Education

Academic Education

To view Academic Education

Clinical Education

To view Clinical Education

Licenses

To view Licenses

Employment

To view Employment

Achievements

To view achievements

Figure 7: view alumni information



How to View the Profile?

Click on the Profile link.

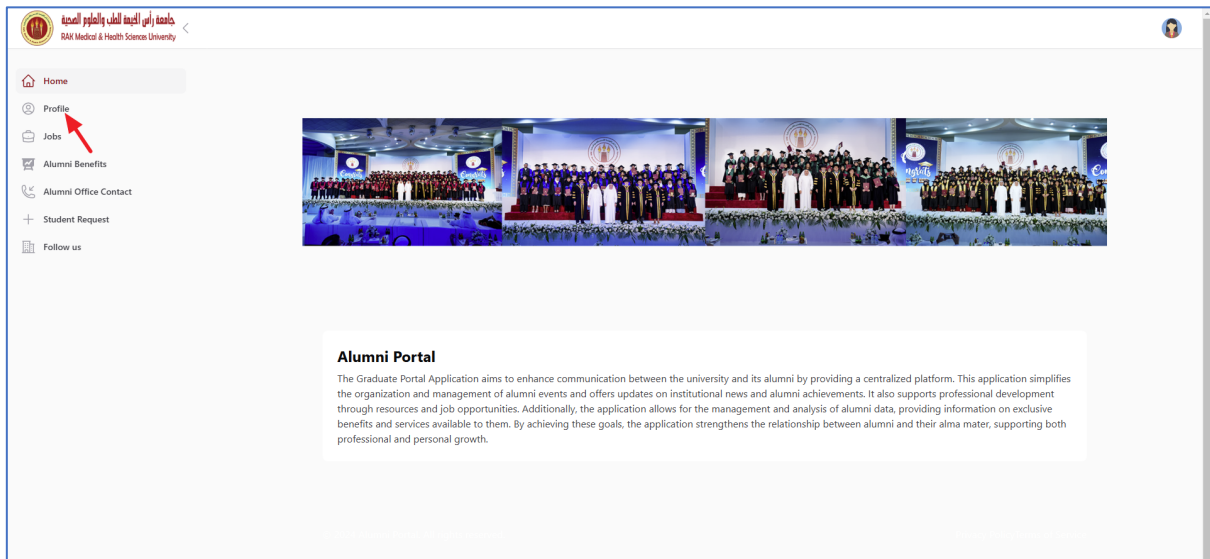


Figure 8: Home Screen - Profile

The profile view will be loaded. Click on the 'Edit Profile' button.

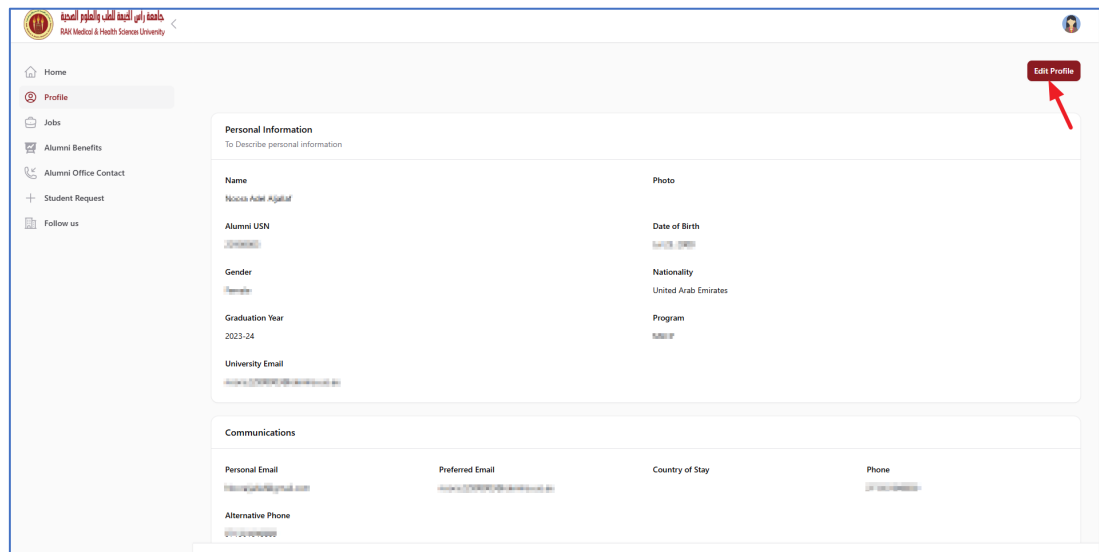


Figure 9: Alumni Profile view

Alumni will see the following 6 sections:

1. **Personal Information:** Non-editable.
2. **Communication Details:** Contact information and social media details.
3. **Education:** Information about the alumni's academic background, including degree(s) earned
4. **Licenses:** Additional licenses acquired after education (License Type, Issue Country, Acquisition Date).
5. **Employment:** Alumni can share their career path, current job title, and workplace.



6. **Achievements:** Information about any achievements or honor's received.

Personal Details: Alumni can edit only the profile photo here. If any details shown on this screen are incorrect, please contact the Office of Alumni with valid documents. Upload the photo in the 'Photo' field and click the '**Next**' button.

The screenshot shows the 'Personal Information' tab of the Alumni module. The form contains the following fields:

- USN:
- Name:
- Date of birth:
- Gender:
- Nationality:
- Graduation year:
- Program:
- University email:
- Photo:

A 'Next' button is located at the bottom right of the form.

Figure 10: Alumni - Personal Details

Communication Details: Alumni can update the contact information and social media details in this section.

The screenshot shows the 'Communication' tab of the Alumni module. The form contains the following fields:

- Personal email: [Change personal email](#)
- Preferred email: [Change preferred email](#)
- Country of stay:
- Phone:
- Alternative phone:
- Permanent address:
- Social Media Platforms: [Add More](#)

'Back' and 'Next' buttons are located at the bottom of the form.

Figure 11: Alumni - Communication Details

To change the personal email ID, click on the '**Change Personal Email**' link.

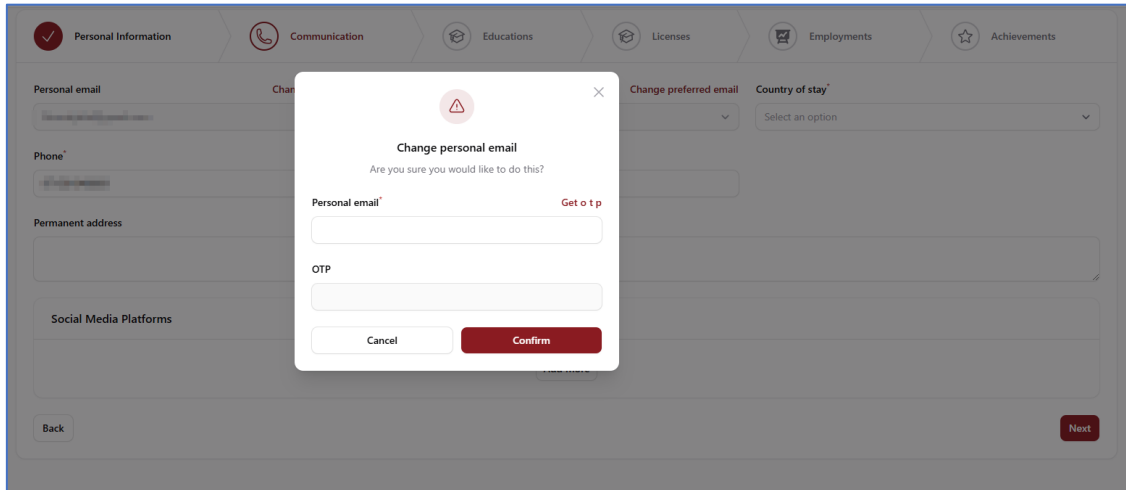


Figure 12: Alumni - Change Personal Email ID

Enter the personal email ID and click on '**Get OTP**'. After successful verification, the personal email ID will be updated.

To change the preferred email ID, click on the '**Change Preferred Email ID**' link. If the selected email ID has not been verified earlier, the application will prompt you to get the OTP. After successful verification, the preferred email ID will be updated, and the alumni will need to enter the updated preferred email ID for subsequent logins.

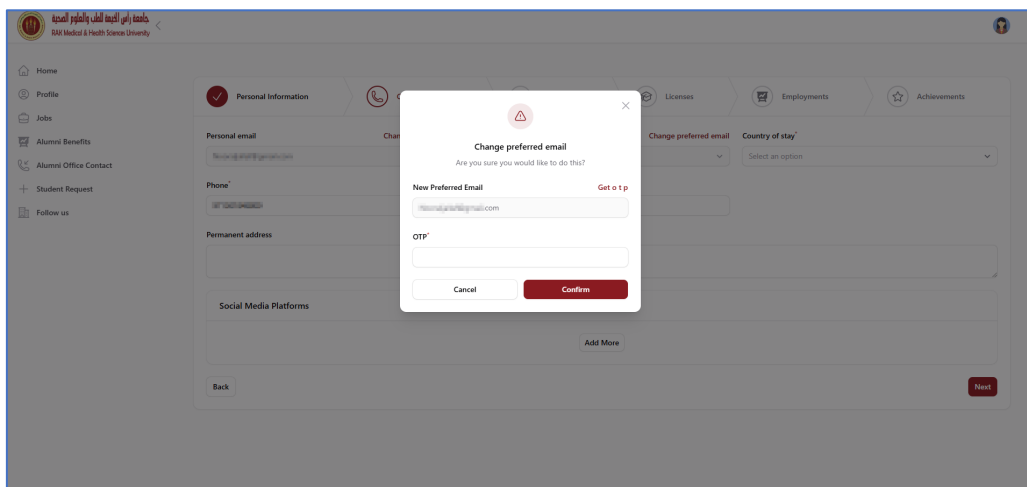


Figure 13: Change Preferred Email ID

Click on the '**Next**' button to move to the Education section.



Figure 14: Alumni - Education Section

Click on '**Add New**' in the Academic Education section to add any additional education you have pursued after graduating from RAK Medical and Health Sciences University.

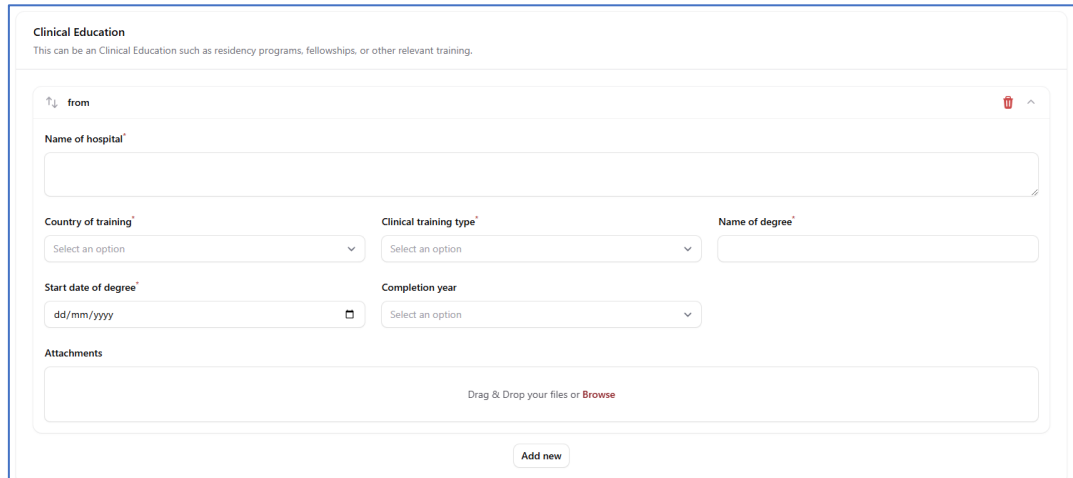
Figure 15: Alumni - Academic Education Details

Alumni can add multiple academic education details by clicking the '**Add New**' button. Click on the delete icon  to remove the added entry. To add clinical education details, click on the '**Add New**' button.

Figure 16: Alumni - Clinical Education



Enter the clinical education details pursued after graduating from RAK Medical and Health Sciences University.



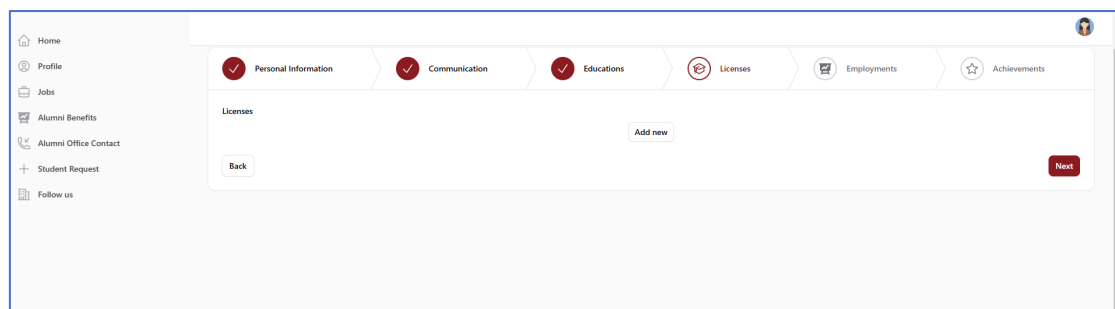
The form is titled "Clinical Education" with a subtitle "This can be an Clinical Education such as residency programs, fellowships, or other relevant training." It features a list of entries with a "from" label and a delete icon. Below the list are input fields for "Name of hospital", "Country of training", "Clinical training type", "Name of degree", "Start date of degree", and "Completion year". There is also an "Attachments" section with a "Drag & Drop your files or Browse" instruction. An "Add new" button is at the bottom.

Figure 17: Alumni - Clinical Education Details

Alumni can add multiple clinical education details by clicking the '**Add New**' button. Click on the delete icon  to remove the added entry.

Licenses:

To add license details, click on the '**Add New**' button.



The screenshot shows the "Licenses" section of the Alumni module. It has a sidebar with links to Home, Profile, Jobs, Alumni Benefits, Alumni Office Contact, Student Request, and Follow us. The main content area has a breadcrumb trail: Personal Information > Communication > Educations > Licenses > Employments > Achievements. The "Licenses" section is active, showing a "Back" button, an "Add new" button, and a "Next" button.

Figure 18: Alumni - License Section

Enter the license details and click on **Next** button. Alumni can add multiple License details by clicking the '**Add New**' button. Click on the delete icon  to remove the added entry.



Figure 19: Alumni - License Details

Employment Details: Alumni can share their career path, current job title, and workplace. To add a record, click on the 'Add New' button.

Figure 20: Alumni - Employment Section

Enter the Employment details and click on **Next** button. Alumni can add multiple employment details by clicking the 'Add New' button. Click on the delete icon  to remove the added entry.

Figure 21: Alumni - Employment Details



Achievements: Information about any achievements or honors received. To add, click on the 'Add New' button.

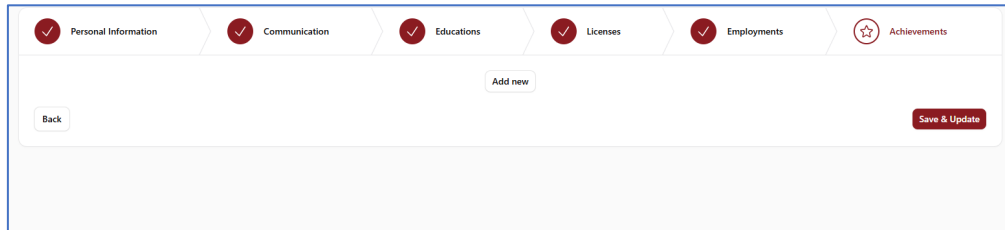


Figure 22: Achievement Section

Enter the Achievement details and click on Next button. Alumni can add multiple achievement details by clicking the 'Add New' button. Click on the delete icon  to remove the added entry.

Figure 23: Achievement Details

Click on the 'Save & Update' button to submit the profile. After submission, the alumni will receive an email confirming the submission, and the alumni status will be set to 'Registered'.

How to Sign out?

Click on the profile photo and then click on 'Sign Out'.

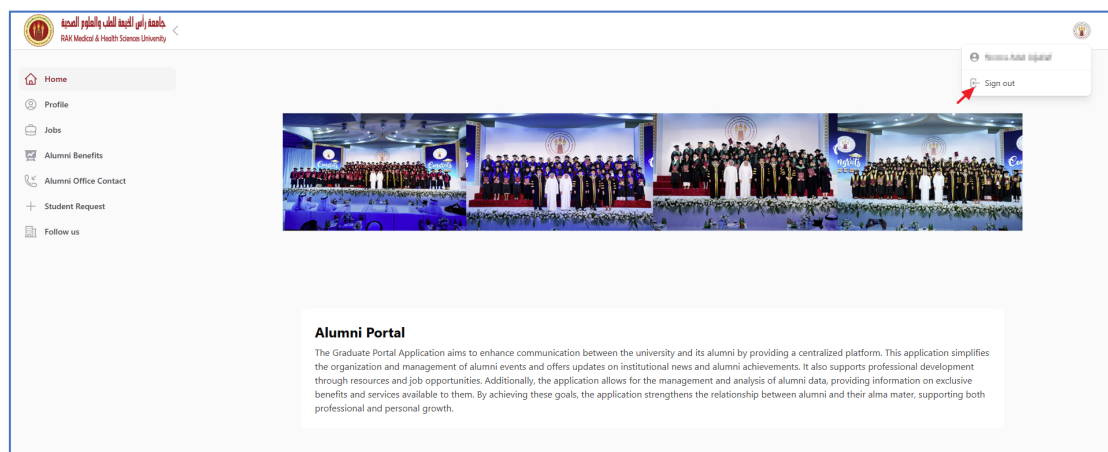


Figure 24: Sign out



How to Login?

<https://portal.rakmhsu.ac.ae/alumni/portal/login>

After registration, the alumni must enter the email ID used for registration during the login. After successful validation, an OTP will be triggered. Enter the OTP and click on 'Verify and Sign In'.

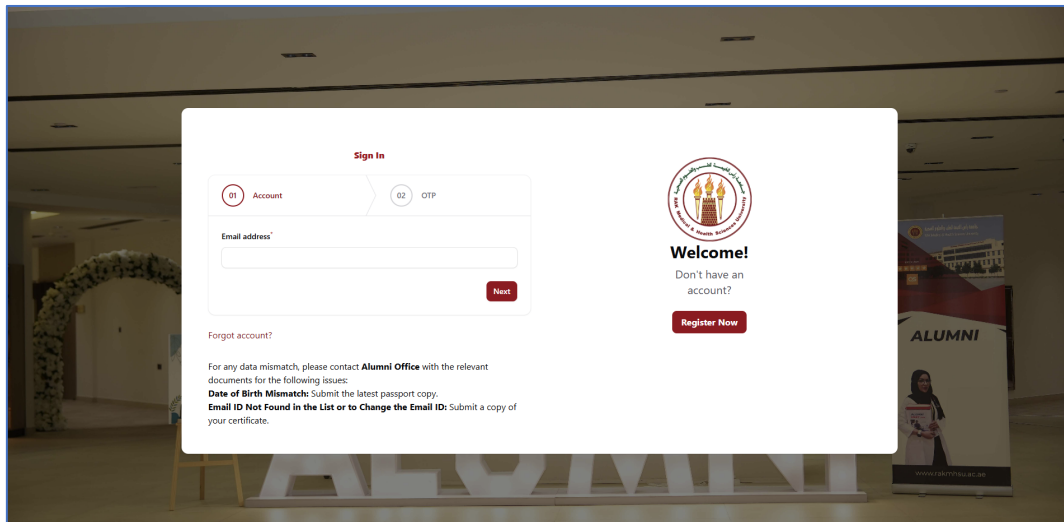


Figure 25: Alumni Login

Forgot your account?

Click on the 'Forgot Account' link to set a password for the account and follow the same process as like registration.

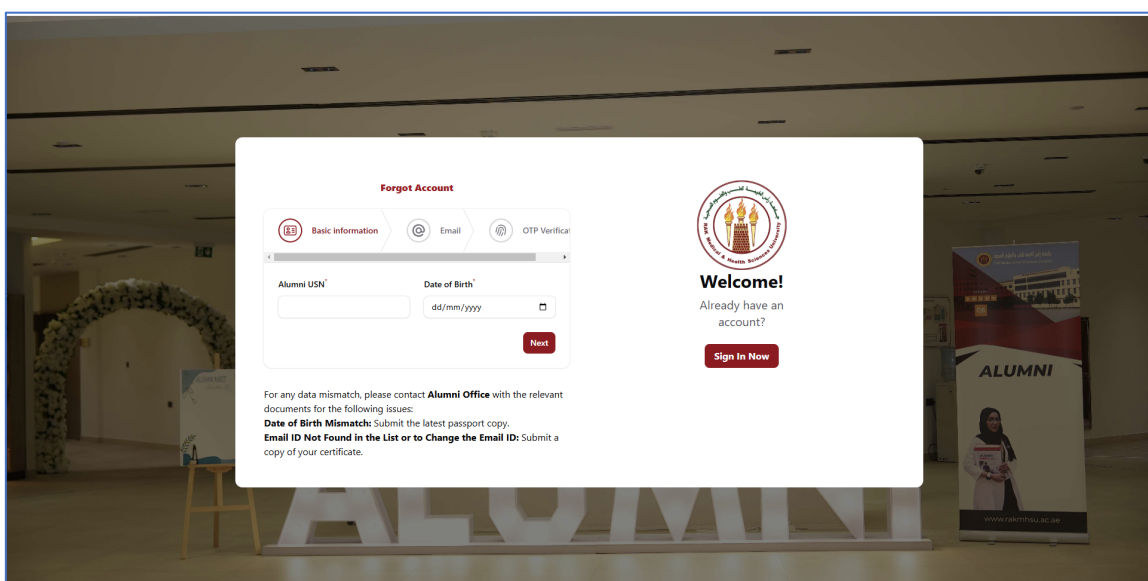


Figure 26: Forgot Account