


HSC Staff Login Management Manual

HSC staff (**academic and nonacademic**) can update their personal information by clicking on the icon  using their HSC email user name and password.

Steps to update personal informations:

1- Go to the HSC webpage <http://www.hsc.edu.kw/>

2- On the upper right corner, click on the blue tab that says "**STAFF LOGIN**".



3- Enter your username and password (the same ones you use to login your computer and email).

Login Page

HSC Staff Private Page & Settings

User Login	
Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	

Use your PC account (e-mail account)

4- There is five links (for academic staff) and four links (for nonacademic staff) in the left menu:

a- **User Profile Link** (to show personal information)

HSC HEALTH SCIENCES CENTER

Home Contact Us Stamp

f t

Log Out

- User Profile
- User custody
- TSA Helpdesk
- Mailing Lists

User General Info page content...

Edit User Details

User account	ashwaq		
Title	Senior System Analyst		
1 →	First name	Ashwaq Initials	
2 →	3 →	Last name	Saleh
4 →	Category	Non Academic	Select
5 →	Email	ashwaq@hsc.edu.kw	
6 →	KU ID#	19602941	
7 →	Civil ID		
8 →	Office (Bldg./Floor/Room)	HSC Extension Building - Ground Floor - Room 175	
9 →	Extention		
10 →	Telephone Number	246-36685	
11 →	Fax		
12 →	Department	Technical Support Administration	
13 →	Organization	Vice President Office	

Remove Photo

Click To Upload Your Photo

Update

In this page, you can update:

- 1- Title
- 2- First name and initials
- 3- Last name
- 4- Category(academic or nonacademic)
- 5- KU ID
- 6- Civil ID
- 7- Location
- 8- Tel. Ext.
- 9- Tel. No.
- 10- Fax No.
- 11- Remove an existing photo
- 12- Upload photo.
- 13- Click Update Button to update information

b- User Custody (to show all items under your custody)

User Custody page content...

User Item Allocations Report

Item Description (Type / Brand / Model)	Item Location (Building / Floor / Room)	Item Serial No.	Custody Name	If Not Correct Please Uncheck
Computer-Dell-Dell GX520	FOM-(G)-175	C7S212J	Ashwaq Saleh	<input checked="" type="checkbox"/> Data is Correct
LCD Monitor-Dell-Dell LCD 17	FOM-(G)-175	CN0MC043129635B91ZX6	Ashwaq Saleh	<input checked="" type="checkbox"/> Data is Correct
Scanner-HP-HP ScanJet 5590	New HSC-(G)-175	SCN757TR0YD	Ashwaq Saleh	<input checked="" type="checkbox"/> Data is Correct
Printer-Lexmark-Lexmark E250d	New HSC-(G)-175	S62170CD	Ashwaq Saleh	<input type="checkbox"/> Data is Not Correct
LCD Monitor-Fujitsu Siemens-Fujitsu Seimens 19" TFT	New HSC-(G)-175	YE8W006199	Ashwaq Saleh	<input checked="" type="checkbox"/> Data is Correct
Computer-Fujitsu Siemens-Fujitsu Seimens Esprimo P5925	New HSC-(G)-175	YK8D184363	Ashwaq Saleh	<input checked="" type="checkbox"/> Data is Correct
Notebook-Fujitsu Siemens-Esprimo D9500	New HSC-(G)-175	YKBX081841	Ashwaq Saleh	<input checked="" type="checkbox"/> Data is Correct
Computer-HP-HP Compaq 8300 MT	New HSC-(G)-175	CZC242B73V	Ashwaq Saleh	<input checked="" type="checkbox"/> Data is Correct

Please add.

Item Description (Type/ Brand /Model)	Item Location (Building / Floor / Room)	Item Serial No.

Comments (maxlength is 200 characters):

[Review Information](#)

1- If data is correct check on the checkbox

2- If data is not correct uncheck the checkbox

3- Add any items under your custody and not shown on the list

4- Review the information and send email to TSA(**Technical Support Administration**)


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Log Out

- ◆ [User Profile](#)
- ◆ [User custody](#)
- ◆ [TSA Helpdesk](#)
- ◆ [Mailing Lists](#)

User Custody page content...

User Item Allocations Report				
Item Description (Type / Brand / Model)	Item Location (Building / Floor / Room)	Item Serial No.	Custody Name	If Not Correct Please Uncheck
Computer-Dell-Dell GX520	FOM-(G)-175	C7S212J	Ashwaq Saleh	Data is Correct
LCD Monitor-Dell-Dell LCD 17	FOM-(G)-175	CN0MC043129635B91ZX6	Ashwaq Saleh	Data is Correct
Scanner-HP-HP ScanJet 5580	New HSC-(G)-175	SCN757TR0YD	Ashwaq Saleh	Data is Correct
Printer-Lexmark-Lexmark E250d	New HSC-(G)-175	S62170CD	Ashwaq Saleh	Data Is Not Correct
LCD Monitor-Fujitsu Siemens-Fujitsu Seimens 19" TFT	New HSC-(G)-175	YE8W008199	Ashwaq Saleh	Data is Correct
Computer-Fujitsu Siemens-Fujitsu Seimens Esprimo P5925	New HSC-(G)-175	YK8D184363	Ashwaq Saleh	Data is Correct
Notebook-Fujitsu Siemens-Esprimo D9500	New HSC-(G)-175	YKBX081841	Ashwaq Saleh	Data is Correct
Computer-HP-HP Compaq 8300 MT	New HSC-(G)-175	CZC242B73V	Ashwaq Saleh	Data is Correct

Please add.

Item Description (Type/ Brand /Model)	Item Location (Building / Floor / Room)	Item Serial No.
---	---	---
---	---	---
---	---	---
---	---	---

Comments (maxlength is 200 characters):

Sent Email ← 4

c- **TSA Help Desk** (Send a call to get help from Technical Support Administration Help Desk)

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Log Out

- User Profile
- User custody
- TSA Helpdesk**
- Mailing Lists

TSA Help Desk page content...

TSA Help Desk

Please select the item and enter you problem details:

Your information:

Name:	Ashwaq Saleh
Email:	ashwaq@hsc.edu.kw
Organizaion:	Vice President Office
Department:	Technical Support Administration
Job Title:	Senior System Analyst
Office Location:	HSC Extension Building - Ground Floor - Room 175
Direct Phone:	246-36685
Phone Extention:	

Select item with problem: --Please Select Item -- ← 1

Explain in breif the problem details: ← 2

Send email ← 3

To get help from Technical Support Administration Help Desk:

- 1- Select item with problem
- 2- Write short description of the problem
- 3- Click on **Send email** button, soon you will get help for your problem.

d- **Mailing Lists** (to check and update HSC mailing Lists you are a member of)

❖ **Log Out**

- ❖ [User Profile](#)
- ❖ [User custody](#)
- ❖ [TSA Helpdesk](#)
- ❖ [Mailing Lists](#)

Mailing list

The following are the mailing lists that you are subscribed in, select group name that you want to receive emails from.

• [Subscription updated](#)

<u>Newsletter</u>	<u>group_owner</u>	<u>Description</u>	<u>Subscribe</u>
HSC group	HSC	HSC Official Newsletter	<input checked="" type="checkbox"/>



e- **Academic Staff Webpage** (this link is visible only for academic staff)

- **Instruction to help academic staff to use HSC website to create and update their own web page.**

- 1- You can save and keep up to 10 images only into your gallery.
- 2- If you want to add new images to your 10 images gallery, you can delete some first.
- 3- You can write, copy or paste any text to the Text Editor.
- 4- To insert a .pdf, .doc, .docx, .xl, .xls,....etc. documents as links to your webpage you have to use one of the **FREE FILE HOSTING** Websites to save your documents in, then you copy paste the **URL** of your documents when you click **Create Link Button** in your **Academic Staff Web Page**.

These are some free file hosting websites (**just suggested, you don't have to use them you can find your own**)

a- **Google Drive (if you have Gmail account)**

<https://www.google.com/drive/>

b- **CloudFile.me**

http://www.cloudfile.me/?gclid=CjwKEAiAkpCkBRctstKQo5ia5nESJACsCikRqEtKcZF40276dC5RUQ7-xPJ4M3PA_yOUk_wBtos67hoCw_rw_wcB

c- **File-Upload.Net**

<http://en.file-upload.net/?gclid=CKeSr5TZs8ICFUPLtAod018A3A>

To insert pictures to your webpage please follow these steps:

1- HSC Staff Profile Page

HSC HEALTH SCIENCES CENTER

Home Contact Us System

Log Out

- User Profile
- User custody
- Academic staff Web Page**
- TSA Helpdesk
- Mailing Lists

Only if you are an academic staff this link will be visible to you, click it to create or update your personal webpage.

User General Info page content...

Edit User Details

User account ashwaq.a

Title Professor

First name Ashwaq Initials

Last name Academic

Category Academic Select

Email ashwaq.a@hsc.edu.kw

KU ID# 888888888

Civil ID

Office (Bldg./Floor/Room)

Extention

Telephone Number

Fax

Department Technical Support Administration

Organization Vice President Office

Remove Photo

Click To Upload Your Photo

Update

2- Academic Staff Web Page Content (Click [Add Or Update](#) button)



The screenshot shows the HSC Health Sciences Center interface. On the left is a navigation menu with the following items:

- ❖ Log Out
 - ❖ User Profile
 - ❖ User custody
 - ❖ Academic staff Web Page
 - ❖ TSA Helpdesk
 - ❖ Mailing Lists

The main content area is titled "Academic Staff Web page content..". It features a "Create Or Update Personal Webpage" header with an "Add Or Update" button. Below the header is a rich text editor toolbar with options for Paragraph, Font, Size, Color, Bold, Italic, Underline, and other text formatting tools. The content area contains the following text:

[Dr Yunus Pdf Document](#)

[This is My PDF File](#)

[Pdf](#)

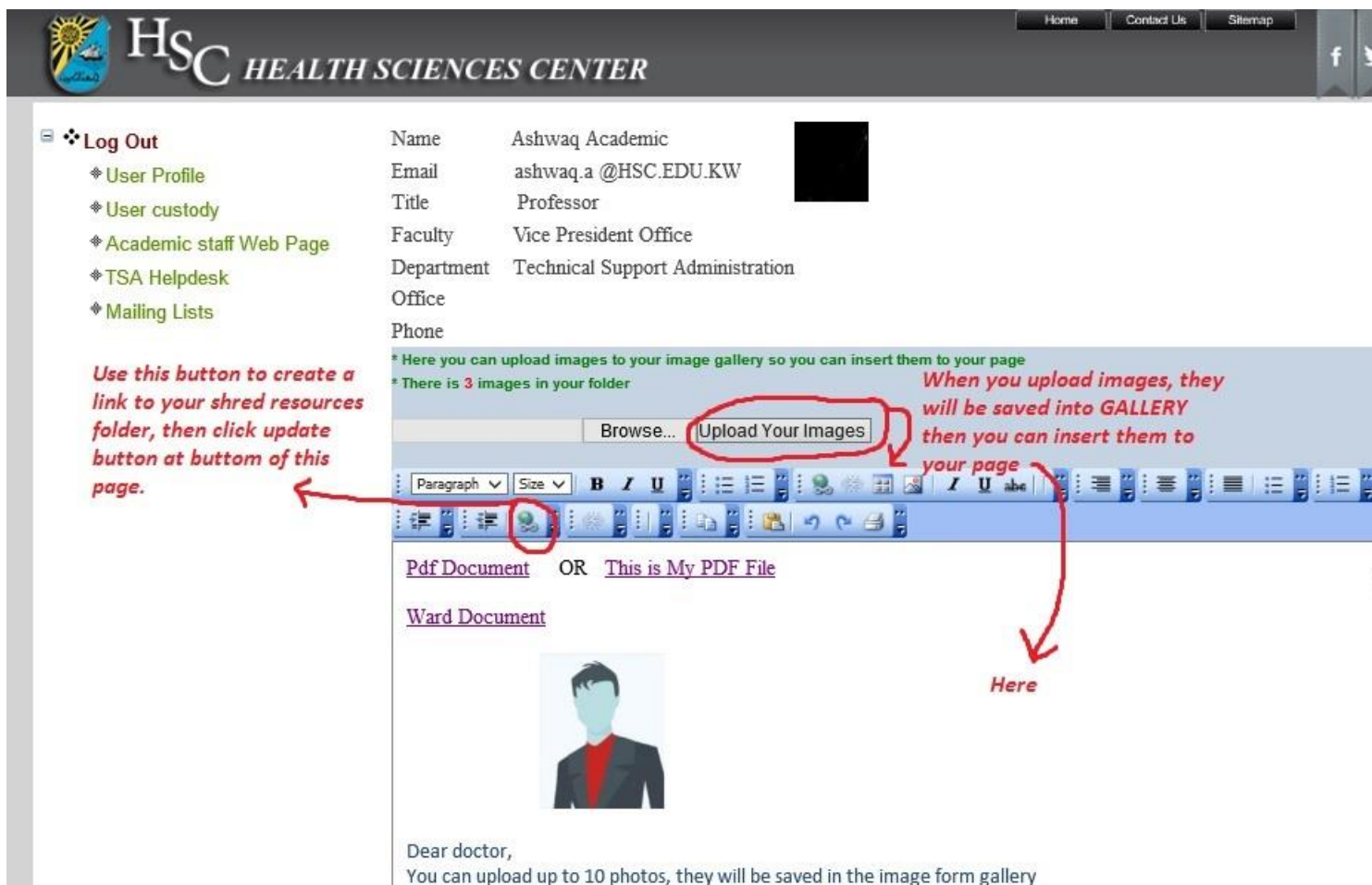
[Ward Document](#)

Dear doctor,
You can upload up to 10 photos, they will be saved in the image form gallery

3- Insert hyperlinks and images to web page.

1- Upload images to Image Gallery

2- To insert images to your page click **Insert Image from Gallery** button 



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Log Out

- User Profile
- User custody
- Academic staff Web Page
- TSA Helpdesk
- Mailing Lists

Name	Ashwaq Academic
Email	ashwaq.a @HSC.EDU.KW
Title	Professor
Faculty	Vice President Office
Department	Technical Support Administration
Office	
Phone	


Use this button to create a link to your shred resources folder, then click update button at buttom of this page.

Here you can upload images to your image gallery so you can insert them to your page
There is 3 images in your folder

When you upload images, they will be saved into GALLERY then you can insert them to your page

[Pdf Document](#) OR [This is My PDF File](#)

[Ward Document](#)



Dear doctor,
You can upload up to 10 photos, they will be saved in the image form gallery

4- To view any academic staff's web page

The screenshot shows the HSC Health Sciences Center website. At the top, there is a navigation bar with the HSC logo, the text "HSC HEALTH SCIENCES CENTER", and links for Home, Contact Us, and Sitemap. A search bar is also present. Below the navigation bar, there is a "WHAT'S NEW" section with a link to "Microsoft Lync from here". A main navigation menu includes links for VICE PRESIDENT HSC, FACULTIES, HSC LIBRARY, STAFF RESOURCES, STUDENT RESOURCES, EMPLOYMENT, and KU RESOURCES. On the left, a sidebar menu lists various services under "Technical Support Admin.", including Support, PC Labs Information, Request Forms, HSC Announcement, Training, Application Development, Network Services, and Staff. The main content area is titled "Technical Support Administration" and "Staff". It features a section "For Academic Websites Test" with a table of staff members. A red circle highlights a globe icon in the first row of the table, with a red arrow pointing to a text instruction: "Click here to view this academic staff's web page." On the right, there is a "CALENDAR" widget showing the month of December 2014.

Home Contact Us Sitemap

Find a person at HSC Search


WHAT'S NEW Microsoft Lync from here HSC EMAIL STAFF LOGIN

VICE PRESIDENT HSC FACULTIES HSC LIBRARY STAFF RESOURCES STUDENT RESOURCES EMPLOYMENT KU RESOURCES

Technical Support Admin. Technical Support Administration Staff

- Support
- PC Labs Information
- Request Forms
- HSC Announcement
- Training
- Application Development
- Network Services
- Staff

For Academic Websites Test

Name	Title	Phone NO	UserName	Order mail CV
 Ashwaq Academic	Professor		ashwaq.a	999 ashwaq.a

Click here to view this academic staff's web page.

CALENDAR

Nov December 2014

Sun	Mon	Tue	Wed	Thu	Fri
30	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30	31	1	2
4	5	6	7	8	9