USER APPLICATION MANUAL

Table of Contents:

Bracu Academia (applicant View):

1) Introduction:

BracU Academia software likes to have user manual software that works the way you do apply to a registered Student for admission test at BRAC University.

2) Purpose:

The main purpose and goal of the Bracu Academia software is to automate the process that all of the Applicant can easily apply to Brac University Admission Test.

3) Working Flow:

- Fill up the online Admission Form
- Admission Fee Submission
- Admission Form Submission
- Admit Card collection
- Sample Question Collection

4) System Access:

Access to the Bracu Academia via the browser

http://admissions.bracu.ac.bd/

OR

http://sph.bracu.ac.bd/index.php/mph/admission/forms/97-education/222admissioniframe

Firstly open a internet browser. Then go to address bar, type <u>http://admissions.bracu.ac.bd/</u> and press enter from keyboard. There will be a page like below:



Figure 1.1 Application Home Page

Applicant can do new application during specified interval set by admin. On Online Application Main Page [Figure 1.1] click on **Apply Now for Admission link**. System will display interface as shown in **Figure 1.2** below

Sign In	Create a New Account	
If you have already registered, please enter your username and password below to log in. E-mail Address yourname@gmail.com Password	Have not applied yet? New App <mark>et ant</mark> No result has been published at this time.	Click here to log in as a new applicant
Log Forgot your password?	eed Help?	If applicant is already
How to Apply How to start Apply online? How to Pay?	Support If you have questions or problems with your application, contact by email: admissions-support@bracu.ac.bd	registered, type E-mail
How to Submit Application form? How to collect Admit Card? Figure 1.2	Application registration log in Page	then click here to log in

Suppose applicant is a new and has no account here. So Applicant has to create a new account first. He has to choose "New Applicant". Applicant click on "New Applicant" for Admission link. System will display interface as shown in **Figure 1.3** below

Available Program For admission

PROGRAM	ACADEMIC SESSION	LAST DATE FOR FORM SUBMISSION	ADMISSION TEST DATE	APPLY LINK
Masters in Procurement and Supply Management (MPSM)	Fall-2014	14-08-2014		Click here to Apply
Undergraduate Programs	Fall-2014	18-08-2014	22-08-2014	Click here to Apply
Masters in Development Management and Practice (MDMP)	Fall-2014	20-08-2014	22-08-2014	Click here to Apply
MS in Biotechnology	Fall-2014	26-08-2014	29-08-2014	Click here to Apply
Master of Development Studies	Fall-2014	26-08-2014	29-08-2014	Click here to Apply
MA in English (Department of English and Humanities)	Fall-2014	26-08-2014	29-08-2014	Click here to Apply
M.Sc./M.Engg. in Electrical & Electronic Engineering	Fall-2014	26-08-2014	29-08-2014	Click here to Apply
MA in TESOL (BRAC Institute of Languages (BIL))	Fall-2014	26-08-2014	29-08-2014	Click here to Apply
Master in Computer Applications (MCA)	Fall-2014	26-08-2014	29-08-2014	Click here to Apply
M.Sc./M.Engg. in Computer Science and Engineering	Fall-2014	26-08-2014	29-08-2014	Click here to Apply
Master of Business Administration	Fall-2014	27-08-2014	29-08-2014	Click here to Apply
Executive MBA	Fall-2014	03-09-2014	05-09-2014	Click here to Apply
Master of Bank Management	Fall-2014	03-09-2014	05-09-2014	Click here to Apply
Post-graduate Certificate Course on Management of Land Acquisition, Resettlement and Rehabilitation (MLARR)	Fall-2014	04-09-2014		Click here to Apply
Master of Public Health (MPH) Admission 2015 (International Applicant)	Spring-2015	20-10-2014		Click here to Apply
Master of Public Health (MPH) Admission 2015 (National)	Spring-2015	07-11-2014		Click here to Apply

Click here to apply Graduate program

Figure 1.3 Application available program Page

The applicant wants to study in Graduate Program. So he has to click "Click here to Apply" .System will display interface as shown in Figure1.4 below

Back Proceed to Apply			
Wailable Program for Spring 2015			
MASTER OF DURITCHEALTH			
before applying, please consider the specific criteria as follows:			
 Bachelor and/or Masters degree(s) in social sciences, multi-disciplines, public health, medicine, nursing, midwifery, health sciences 			
 Excellent academic record with GPA 3.0 or above Proficiency in oral and written English and Mathematics is important Computer literacy, Microsoft Office and data analysis skills is preferred; Preference given to applicants who have a minimum of one year professional experience in health or other social sector. 			
You are required to have scanned copies of the following documents in hand prior to start application process:			
 Academic Certificate & transcript (To be attested) International Applicants need to attest the documents by respective Ministry of Foreign Affairs/concerned ministry 			
Passport size photograph Signature		Click here proce	ed to
Reference Letter Passport		apply for Intern	tional
Updated CV		Apply for interne	tional
Back Proceed to Apple	_	Аррисан	
If you do not fit in to the above category or have break of study more than two year then please CliCk here			
Figure 1.4 Application Criteria Page			
Figure 1.4 Application Criteria Page			
Figure 1.4 Application Criteria Page Back Proceed to Apply vailable Program For Spring 2015			
Figure 1.4 Application Criteria Page Back Proceed to Apply vailable Program For Spring 2015			
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Figure 1.4 Application Criteria Page Back Proceed to Apply Valable Program For Spring 2015 AMASTER OF PUBLIC HEALTH Backelor and/or Masters degree(s) in social sciences, multi-disciplines, public health, medicine, nursing, midwifery, health sciences; • Achelor and/or Masters degree(s) in social sciences, multi-disciplines, public health, medicine, nursing, midwifery, health sciences; • Sachelor and/or Masters degree(s) in social sciences, multi-disciplines, public health, medicine, nursing, midwifery, health sciences; • Achelor and written English and Mathematics is important; A TOEFL score of 250 on computer-based test/100 on intermet-based test or IELTS of 6.5 is an advantage;			
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Figure 1.4 Application Criteria Page

Then Applicant check the Eligibility. If Applicant eligible to apply, click on "**Proceed to Apply**". System will display interface as shown in **Figure1.5** below

ready have an accou Registration Informatior	nt? Login	Image Verification
Email Address: Full Name:	yourname@gmail.com Don't have email account? Click here Please ensure that the above name and your academic	Type the characters you see in the picture below.
9d	certificate name is the same. If there are any discrepancies, your application will be rejected. Check for: a) Spelling b) The order in which your names appear	
Password:		
Mobile/Cell Phone No.		
✓ I want verification o	ode by mobile SMS	

Figure 1.5 Admission sign up page

BRAC Universit	ty Admission Sign-up	If applicant have an account	
Already have an accou	unt? Login		click here to log in
Registration Informatio	sweet1@gmail.com	Image Verification	
citiali Auuress:	vourname@gmail.com		
	Don't have email account? Click here	ZSXRGC/	
Full Name:	Tania	Letters are not case-sensitive	
Decement	Please ensure that the above name and your academic certificate name is the same. If there are any discrepancies, your application will be rejected. Check for: a) Spelling b) The order in which your names appear		
Passworu:			
Confirm Password:			
Mobile/Cell Phone No. I want verification	code by mobile SMS		As a new applicant filled
			up to all provided
	Back	egist Reset	information Click here to registration

Figure 1.5(a) Admission sign up page

Fill in the provided fields and click on **Registrar** button. After click "Register" button, system will display interface as shown in **Figure 1.6** below

Academia Logo Image: Comparison of Compari	C Logo
BRAC University Admission Sign-up Form	
Registration Completed Successfully	
Thanks for your registration! Please Check your e-mail for activation code	
Login	Click here to log

Figure 1.6 Application Sign up Page

|--|

Academia Logo	Department	
Sign In If you have already registered, please enter your username and password below to log in.	Create a New Account Have not applied yet?	Type applicant email address
sweetl@gmail.sdm yourname@gmail.com Password	No result has been published at this time.	Type correct password
Letin Forgotepur password?	ad Help?	Click here to log in
How to Apply	Support	
How to start Apply online? How to Pay? How to Submit Application form? How to collect Admit Card?	If you have questions or problems with your application. contact by email: admissions-support@bracu.ac.bd	Click here if applicant forgot password

Figure 1.7 Application sign in Page

Applicant have to login by putting his email and password. Then system will display interface as shown in **Figure1.8** below

Cademia Logo	
User Activation Enter activation Code: validate	Type user activation code carefully

Figure 1.8 Application activation Page

Academia Logo	Jugo	
User Activation Enter activation Code: 5081793164		Click here & go to the next page

Figure 1.8(a) Application activation Page

System will provide activation code number to be kept by applicant by his/her e-mail Id.Applicant has to type the activation code & click validate Fig 1.8 (a). Then system will display interface as shown in **Figure1.9** below

 Admission 	My Dashboard	
Admission Form	Tylease complete the following steps: Edit X Alig Gurranic Status Edit X	Click here go to the
Admission Deadline	Kindly fits 4 the application form properly Upload your recent photograph You have not submitted your admission form. Please submit your admission form within 22 07/2012	admission form page
Collect Admit Card	Upload your signature Download paysip and please pay your admission form fee in Bank Denail Ceat x	Alternatively elickhore
🙀 My DashBoard	Submit your application Collect sample question paper Collect Admit Card	Alternatively, click here



Applicant is going to the next step in two ways, By "Admission" or "My Dashboard" link. So in this page Applicant click on "Admission Form" or "fill up the application form properly" on my Dashboard & system will display interface as shown in Figure 1.10 below

★ Admission	Create Admission Fo	orm				
Admission Form						
😸 Admission Deadline	Applicant Program	Education Guardian	Miscellaneous	Additional Documents		
🎼 Payment	Photo*		Signature*			
1 Collect Admit Card						
👸 Collect Sample Question			see	ent		Click here & Upload
🎉 My DashBoard						applicant Signature
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						Click here & upload
						annliannt nhata
	DI VSC	Click here f	or Instructions			applicant photo
	Full Name*	Gender*	Date of Birth*	Place of Birth*		
	TRISHA	Select One 🛛 👻				
	Marital Status	Nationality(By Birth)*	Religion*	Mailing Address*		
	Select One 💌	Bangladeshi 👻	Select	×	_	

Figure 1.10 Application Admission form Page

Click on Applicant link on the top menu System will display Applicant Personal Details.

- Admission	Orate Admission Form	
Admission form	Applicant Pooran - Provide - Duration - Miscellanews	Click on program link
Admission Deadline	Read Read	
Collect Admit Card		
Collect Sample Overtion		
My DashBoard		
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	Click her her Instructions	
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	San Peaker & Submit Form	

Figure 1.10 (a) Application Admission form Page

Click on **Browse Photo** button to add photo .System will display upload photo. After upload a photo Applicant upload his/ her valid signature on the same way. Fill up the all information (asterisk Sign means mandatory) in the provided fields and click on "Save" button. Then click on "**program**" link on the top menu System will display programs details as displayed in Figure **1.10 (b)**

Admission Admission Form Admission Corm	Create Admission Form	Click here to program choice 1 option
Payment Collect Admit Card Collect Sample Question My DashBoard	Academic Session Year Applicant Type* Fal (20)2 Begular (10) Academic Program* (10) (10) (10) Choice - 1 Bachelor of Lane (10) Choice - 2 Bachelor of Lane (10)	 Click here to program choice 2 option
	Save Trevies & Submit from ** Means Mandatory Field for Admission Form Submit Weats	 Click here to save all information

Figure 1.10 (b) Application Admission form Page

Fill up the all information in the provided fields and click on "Save" button.

 Admission 	Create Admission Form	8 🗗 🗉	
Admission Form Admission Deadline Regression Deadline Regression Deadline Collect Admit Card	Applicant Program Editor downting Miscellascon Exam Tithe Select V		Click here & go to the education details
Collect Sample Question	Exem Title* Solect X Add More Save Preview & Submit form		Click here to select the Exam title
	4º Means Mandatory Field For Admission Form Submit	<< Previous Next >>	

Figure 1.10 (c) Application Admission form Page

Then click on Education link on the top menu system will display education details as displayed in Figure 1.10 (c). Select on the Exam Title & going to the next step like below Figure 1.10 (d)

		Click here to go to
 Admission 	Create Admission Form	the guardian details
Admission Form		the guardian actails
📕 Admission Deadline	Applicant Program Eduction Glardian Miscellaneous	
👺 Payment	Exam Title* Institute* Board* Passing Year* Academic Result type* GPA (with fourth forth Category* swhier) category*	Fill up the all info of
Collect Admit Card		
Collect Sample Question		SSC exam
🙀 My DashBoard	Exam Title* Institute* Board* Passing Year* Academic Group* Result type* UNA GWA (without fourth Cartificate Category* subject) Subject	
	RALCollege Dhaka V 2006 V Arts V Grade V 4.80 4.30 National	[]
	Rdd More	Fill up the all info of
		HSC exam
	San Proview & Submit Form	
	Means Mandatory Field For Admission Form Submit	
	<< Previous Next >>	Click here to save
		the all information
	Figure 1.10 (d) Application Admission form Page	the all information

Fill up the all information in the provided fields and click on "Save" button. Then click on Guardian link on the top menu system will display Guardian details as displayed in Figure 1.10 (e).

Admission	Create Admission Form	Type fathers name
Admission Form	Shanin	
📕 Admission Deadline	Father's Cell Phone No.	The Full of Call
🎉 Payment	012342301	I lype Fathers Cell
👖 Collect Admit Card		phone no
🗓 Collect Sample Question	Mother's Information	
🙀 My DashBoard	Mother's Namet jinia Mother's Cell Pione No.	Type mothers name
	Local Guardian's Information	Type mothers cell
	Income Information	phone no
	Yeolew 1 Submit Form	Click here to save all
Copyright © BRAC University 2011	* Means manadory neo ror Admission nom sudnic << Previous Next >>	into

Figure 1.10 (e) Application Admission form Page

Fill up the all information in the provided fields and click on "Save" button. Then click on miscellaneous link on the top menu system will displayed in Figure 1.10 (f).



Figure 1.10 (f) Application Admission form Page

Fill up the all information in the provided fields and click on "Save" button. Then click on "Preview & Submit Form" button & System will be shown the next page like below in Figure **1.11**

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Figure 1.11 Application Admission form Page

After completing the admission online form, applicant can admission fee payment transaction info and read declaration before submitting the form. Click on payment link on the top menu system will display interface as shown in Figure 1.12 below



Figure 1.12 Application admission payment Page

Fill up the all provided fields and click on print pay slip link to print the pay slip form. System will display print pay slip form to be printed out as shown in figure 1.13

Download Pay Slip				
BRAC		2	Applicant /Student Copy	
BRAC University			BRAC BANK	
	Student Fees (This deposit slip will on Undergradua	Collection Slip ly be allowed for CASH) ne Fall 2012		
Student ID: 5 5 9 9	361127	Pay Si Date	ip No. :00002480	
Applicant/Student TAN Name:	NIA			
SL Description	Amount (BDT)		Bank Information	
1 Admission Test Fee	1000.0	A/C No.	1501200132106002	
Total Amount	1000.0	A/C Name	BRAC University	
In Words: Taka one thousand only	<u> </u>			
Signature of Depositor			Signature & Seal of Bank Authority	
Depositor's Phone No:				Click here & print this
		Uni	iversity/Accounts Conv	
		Close	Download PDF	page

Figure 1.13 Application Admission pay slip Page

Applicant going to the selected Bank with his/her printed pay slip and complete his/her admission payment.

* Admission	Pay Slip Download		
Admission Form	- Payment Info Please relect payment mode O Bink		
Collect Admit Card	Back Sume Back SAN UTD. W Depend Optima Sum W	Franch Bet 1. At first print the pay slip download 2. Police your solutions test fee in kank 3. Upload your scanned pay the first payment	Click here to upload the pay slip
	Print Pay Slip Upload Pay Slip		

Figure 1.14 Application Admission form Page

After completing the payment system Applicant Click on upload pay slip on the top menu system will display interface as shown in **Figure1.15** below

Upload Pay Slip	Type pay slip no
Bank Name Deposit Option Pay Slip No. Payment Date BRAC BANK LTD. Y Cash 01-42012	
Pay Slip Instructions I. Please enter your printed pay slip no. and payment Descargent pay slip no. and pay	Type payment date
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100%	Click here to browse
	the pay slip
Close Upload	

Figure 1.15 Application Admission payment slip upload Page

In this page Applicant fill up pay slip no & Payment date and then click on browse & upload his/her scanned copy of pay slip after payment. Applicant Click on upload on the top menu then applicant go to the admission page and click on admission form system will display interface as shown in **Figure1.16** below

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Figure 1.16 Application Admission form preview & submit form Page

To submit online application, click on **Submit application** button on the top of the menu shown in **figure 1.16**.If Applicant all information is correct his/her online application is submitted successfully.

Then applicant go to the admission page and click on collect admit card

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Admission Form			Question
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