# 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 <u>http://admissions.bracu.ac.bd/</u>

<u>Firstly open a internet browser</u>. 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:

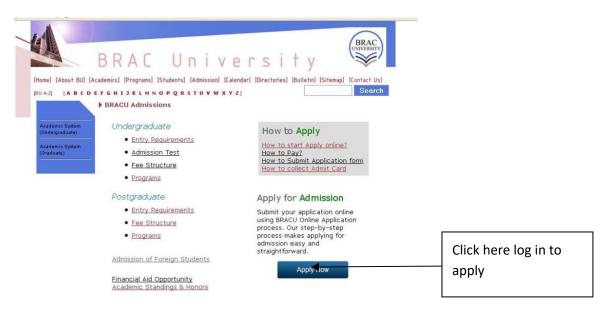
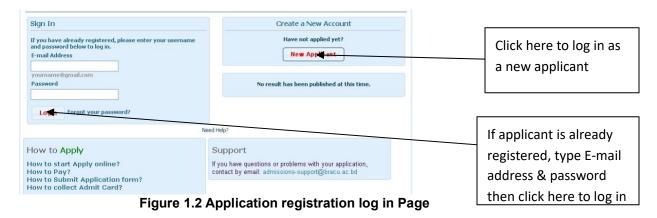


Figure 1.1 Application Home Page

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



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

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
 program

 The applicant wants to study in Graduate Program. So he has to click "Click here to Apply" .System will display interface as shown in Figure 1.4 below
 So he has to click "Click here to Apply" .System will display

	Back	Proceed to App	ly					
Available Program for Spring 2015								
MASTER OF PUBLIC HEALTH								
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Service applying, please consider the s	specific	criteria as follov	vs.					
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<ul> <li>sciences</li> <li>Excellent academic record with GPA 3.0 or</li> </ul>	or above							
<ul> <li>Proficiency in oral and written English and</li> <li>Computer literacy, Microsoft Office and dat</li> </ul>								
<ul> <li>Preference given to applicants who have a result.</li> </ul>			nal experience in h	nealth or other social se	ector.			
You are required to have so	canned	l conies of t	he followin	na documente	s in			
hand prior to start applicati			ne tonowin	ig uocuments	<i>,                                    </i>			
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<ul> <li>Passport size photograph</li> <li>Signature</li> </ul>			-			Γ		
Reference Letter							Click here proce	ed to
<ul> <li>Passport</li> <li>Updated CV</li> </ul>							apply for Interna	itional
							Applicant	
	Back	Proceed to App				L	Application	
If you do not fit in to the above ca	ategory or ha	ve break of study more	than two year then ple	ease click here				
Figure 1.4 Ap	oplicati	ion Criteria	Page					
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#### Figure 1.4 Application Criteria Page

If you do not fit in to the above category or have break of study more than two year then please Click here...

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

Iready have an acco	ity Admission Sign-up F	form
Registration Informati	on	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 certificate name is the same: If the ensure is the same: If the ensure is the same: same account of the same purport of the same account of the provided of the same account of the same account of the provided of the same account of the same account of the provided of the same account of the same account of the provided of the same account of the same account of the provided of the same account of the same account of the same account of the provided of the same account of the same account of the same account of the provided of the same account of the same account of the same account of the provided o	Type the characters you see in the picture below.
Password: Confirm Password: Mobile/Cell Phone No. I want verificatior	n code by mobile SM5	

#### Figure 1.5 Admission sign up page

Already have an acco	_		If applicant have an account click here to log in
Registration Informati Email Address: Full Name: Password: Confirm Password:	sweet @gmail.com yourname@gmail.com Don't have email account? Click here Tania Please ergina shall he above certificate mane is the same if there are any disorepancies, your application will be rejected. Check for: a) Spalling b) heat speak weets and the same state of the same there are any disorepancies, your application will be rejected. Check for: a) Spalling b) heat speak	Type the characters you see in the picture below.	
Mobile/Cell Phone No.		:gist Reset	As a new applicant filled up to all provided 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 **Figure1.6** below

Academia Logo	Par 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 In

#### Figure 1.6 Application Sign up Page

In this page Applicant click on log in button & system will display interface as shown in Figure 1.7 below

Academia Logo	The Logo	
Sign In If you have already registered, please enter your username and password below to log in. E-mail Address	Create a New Account Have not applied yet? New Applicant	Type applicant email address
sweetl @gmail.cm yourname@gmail.com Password	No result has been published at this time.	Type correct password
t Foront pur password?	eed 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
Figure 1.7	Application sign in Page	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 Figure 1.8 below

Academia Logo	E Logo	
User Activation Enter activation Code:		Type user activation code carefully
vandate		

#### Figure 1.8 Application activation Page

Carlema Logo	Cogo	
User Activation Enter activation Code: 5081793164 valid		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 Figure 1.9 below

* Admission	My Dashboard	<b>T 1</b>	-	
Admission Form				
🔠 Admission Deadline	Please complete the following steps:	Any Current Status		Click here go to the
🔯 Payment	Kindly files 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
1 Collect Admit Card	Upload your signature		L	
🗓 Collect Sample Question	opioaci your scarr copy or pay sip	▲Email Edt X		
🙀 My DashBoard	Submit your application Collect sample question paper	Subject Sender Notify Date Action		Alternatively, click here
	Collect Admit Card	AU		

Figure 1.9 Application's Dashboard (My Dashboard) Page

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 Figure1.10 below

<ul> <li>Admission</li> </ul>	Create Adm	ission Fo	orm				
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🔠 Admission Deadline	Applicant	Program	Education	Guardian	Miscellaneous	Additional Documents	
🙀 Payment	Photo*				Signature		
💼 Collect Admit Card							
🗓 Collect Sample Question					gee	ref -	Click here & Upload
🔹 My DashBoard							applicant Signature
					D. WSe		applicant Signature
		-		Click here	for Instructions		Click here & upload applicant photo
	Full Name*		Gender*		Date of Birth*	Place of Birth*	
	TRISHA		Select One	~			
	Marital Sta	tus	Nationality	(By Birth)*	Religion*	Mailing Address*	

Figure 1.10 Application Admission form Page Click

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

Implementation       Imple	- Admission	Create Admission Form	
Interd     Interd <th></th> <th></th> <th>Click on program link</th>			Click on program link
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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	Create Admission Form	Click here to program choice 1 option
🗂 Admission Deadline	Applicant Program Education Guardian Miscellaneous	1
朦 Payment	Academic Session Year Applicant Type <sup>4</sup>	
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	Save review & Submit Farm  ** Means Mandatary Field For Admission Form Submit  C <previous not.="">&gt;</previous>	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.

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Payment Collect Admit Card Collect Sample Question	Select M Exam Title*		
K My DashBoard	Add More		Click here to select the Exam title
	Save Preview & Submit Form "** Means Mandatory Field For Admission Form Submit.	< <previous next.="">&gt;</previous>	

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)

* Admission	Create Admission Form	Click here to go to
Admission Form		the guardian details
Admission Deadline	Applicant Program Education Miscellaneons	
👺 Payment	Exam Title* Institute* Board* Passing Year* Academic Result type* (With fourth Category* Category* Category*	Fill up the all info of
T Collect Admit Card	Subject) Subject)	This up the all into of
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	R RAL College Dhaka W 2006 W Arts W Grade W 4.80 4.30 National	
	Add More	Fill up the all info of HSC exam
	S Regies & Submit Form	
	** Means Mandatory Field For Admission Form Submit	Click here to save
	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
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👸 Admission Deadline	Father's Cell Phone Ho.	
Mayment	012342301	Type Fathers Cell
💼 Collect Admit Card		phone no
🗓 Collect Sample Question	Mother's Information	phone no
🎉 My DashBoard	Matter's Hane* pris Matter's Hane* Matter's Cell Phase No. D123450	Type mothers name
	Local Guardian's Information	Type mothers cell phone no
Copyright @ BRAC University 2011	Preview 4. Submit form      Means Mandatory Field For Admission Form Submit     ( <previous not="">&gt;</previous>	Click here to save all info

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).** 

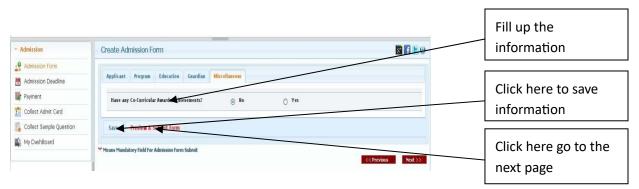


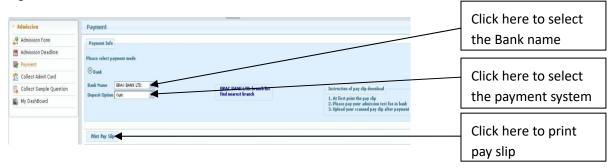
Figure 1.10 (f) Application Admission form Page

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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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 **Figure1.12** 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				
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		IIn	iversity/Accounts Conv	Click here & print this
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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 Tafo			
Rayment	Please select payment mode			
Collect Sample Question	Bank Name BRAC BANK LTD. V Deposit Option Cah V	BRAC BANK LTD, branch list find nearest branch	Instruction of pay slip download 1. At first print the pay slip 2. Please pay your admission test fee in bank	Click here to upload
			3. Upload your scanned pay slp after payment	the pay slip
	Print Pay Sip Upload Pay Sip			

#### 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 Bank Name Deposit Option Pay Slip No. Payment Date BRAC BANK LTD V Cash V 0000244 01-442012	Type pay slip no
Pay Slip  Latera compared patrone for Latera Compared for the Structure Source of the Structure Source	Type payment date
100%	Click here to browse the pay slip

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 .....

Admission	Sample Question		Click here to Collect Sample
Admission Form			
Admission Deadline	Sample Question	Download question	Question
Collect Admit Card	MPH Sample Question	Downloa	
Collect Sample Question			
My DashBoard			
Dashboard Management			

Figure 1.17 Collect Sample Question