

Version 1.0.0

MSU Transcript Request System

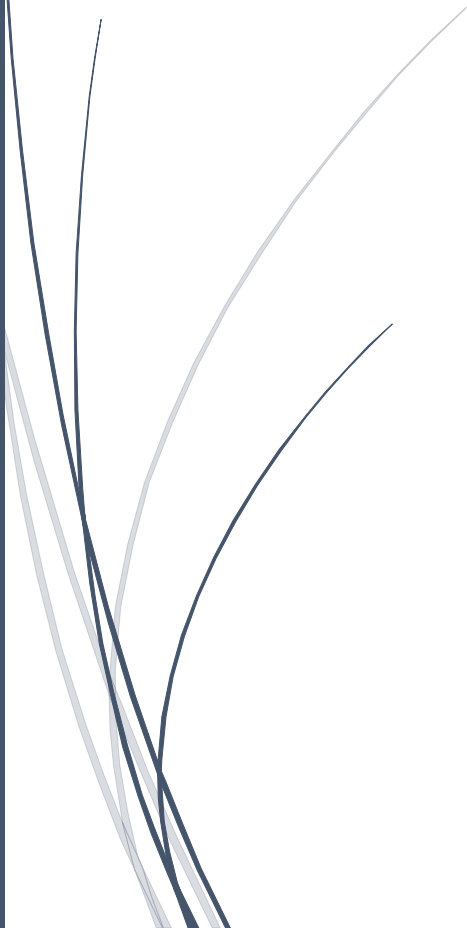


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HOW TO LOGIN

Open your browser and visit the address <https://transcripts.msu.ac.zw>, you will be prompted to enter your staff portal username and password. If the credentials are correct and you have been authorised by the administrator to access the system, you will be redirected to system dashboard.

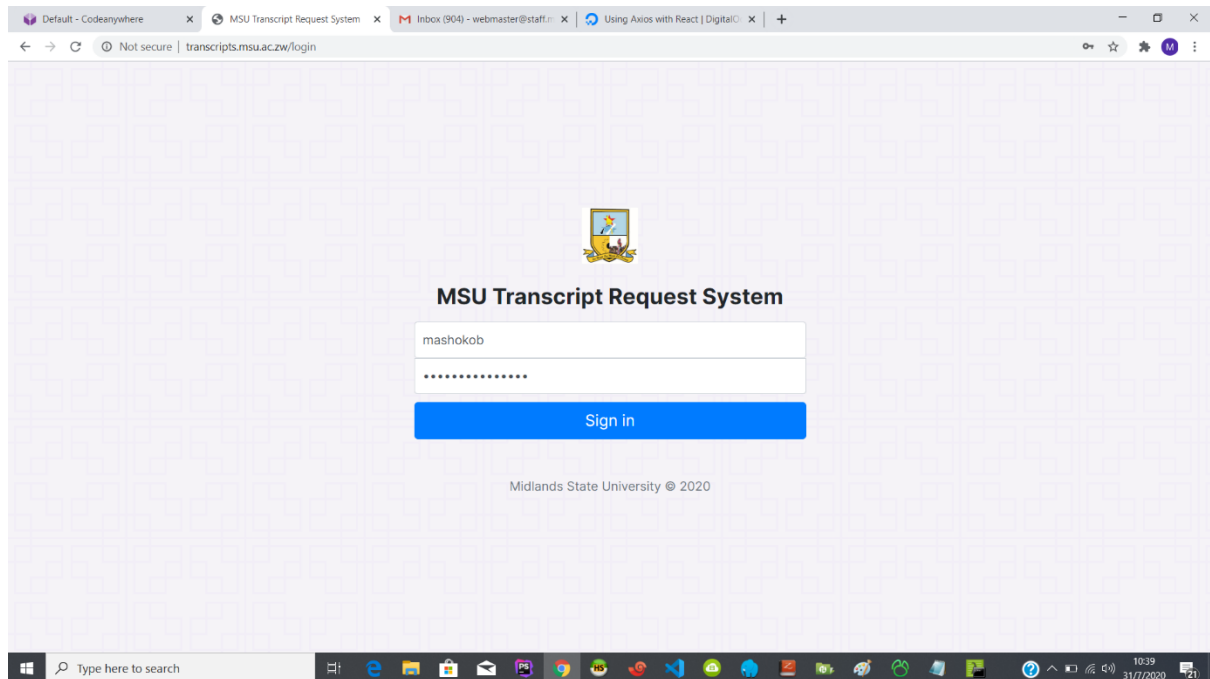


Fig 1: Login Screen

HOW TO MANAGE USERS (ADMINS)

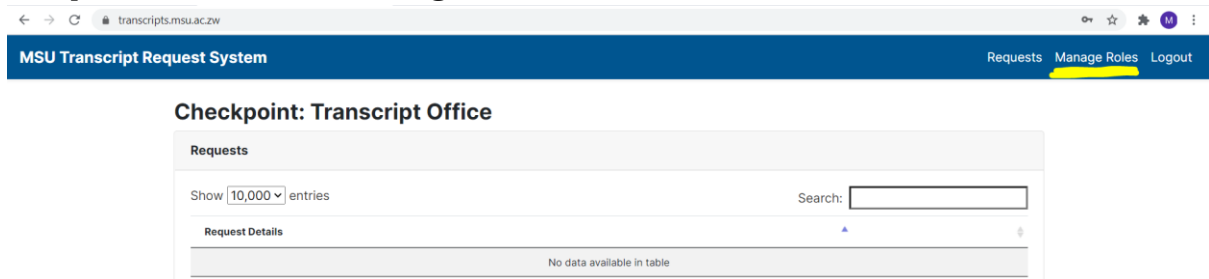
A user is supposed to be allocated a checkpoint which determines the role they have in the system. The following checkpoints are available:

- Student Accounts
- Library
- Academic Department
- Transcript Office

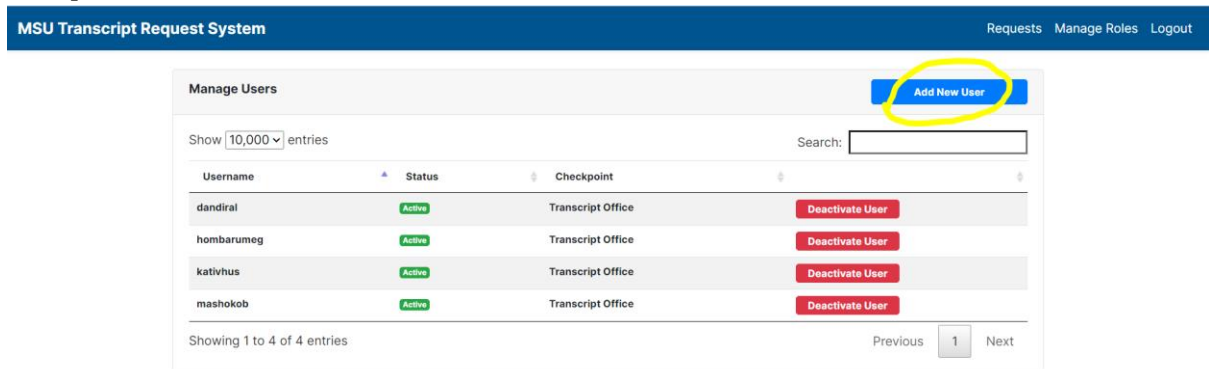
Add new user

To manage user roles follow these steps

Step 1: Click the "Manage Roles" link



Step 2: Click "Add New User" button



Step 3: Enter user role

You will need to select the username and checkpoint for the user as shown below.

MSU Transcript Request System

Add User

Users

Staff Portal Username

mashokob-Blessing Mashoko

Checkpoint

Select an Option

Submit

NB* If the checkpoint is a department, you will be required to select an initial programme the user is authorised to clear

After select the appropriate options click Submit button to save the user role

Allocate a programme to user

For users under the department check point you can allocate or deallocate programmes to a user.

To allocate a programme to a user follow these steps:

Step 1: Click “Allocate Programme” button

MSU Transcript Request System Requests Manage Roles Logout

Manage Users Add New User

User programme removed successfully

Show 10,000 entries Search:

Username	Status	Checkpoint	
dandiral	Active	Transcript Office	Deactivate User
hombalumeg	Active	Transcript Office	Deactivate User
kativhus	Active	Transcript Office	Deactivate User
mashokob	Active	Transcript Office	Deactivate User
maungas	Active	Department	Deactivate User Allocate Programme

Showing 1 to 5 of 5 entries Previous 1 Next

Step 2: Select programme to allocate user

transcripts.msu.ac.zw/role/add_programme_form/24

MSU Transcript Request System

Add User Users

Adding programme for user: maungas

Programme

ASFP-AGRICULTURAL SCIENCE FOUNDATION PROGRAMME

Submit

After selecting the programme click “Submit” to allocate the programme.

Remove user programme

To remove a user's access to students of a certain programme click the "Remove" button as show below.

MSU Transcript Request System
Requests
Manage Roles
Logout

Manage Users

Add New User

Show 10,000 entries

Search:

Username	Status	Checkpoint	
dandiral	Active	Transcript Office	Deactivate User
hombarumeg	Active	Transcript Office	Deactivate User
kativhus	Active	Transcript Office	Deactivate User
mashokob	Active	Transcript Office	Deactivate User
maungas	Active	Department	Deactivate User
		ASFP-AGRICULTURAL SCIENCE FOUNDATION PROGRAMME	Remove Allocate Programme

Showing 1 to 5 of 5 entries

Previous 1 Next

Deactivate a user

When you want revoke access of user to the whole system click the "Deactivate User" button on the user list.

Activate

If you user is deactivated you are presented a "Activate user" button. Click the button to restore user's access to the system

HOW TO ACCEPT A REQUEST

The process of accepting a request is similar for the Library, Student Accounts and Department the only difference is the disclaimer. Accepted requests are sent to the student eLearning account as a notification. To accept a request, follow the steps below:

Step 1: Search for student request

Search for a request using a student registration number or part of the student name using the search field as highlighted below:

The screenshot shows the MSU Transcript Request System interface. At the top, there is a blue header with the text "MSU Transcript Request System" and navigation links: "Pending", "Approved", "Rejected", and "Logout". Below the header, the main content area is titled "Checkpoint: Student Accounts". Under this title, there is a "Requests" section. It includes a search bar with the text "Search: mashok" and a dropdown menu showing "10,000" entries. Below the search bar, there is a "Request Details" section. It displays the following information: "Reg Number: R122924H", "Surname: MASHOKO", "Firstname(s): BLESSING", and "Programme: HINFO-BSC INFORMATION SYSTEMS HONOURS DEGREE". To the right of this information, there are two buttons: "Return to Student" (red) and "Accept Request" (green). At the bottom of the "Request Details" section, it says "Showing 1 to 1 of 1 entries (filtered from 298 total entries)". There are also "Previous" and "Next" navigation buttons.

Step 2: Click the “Accept Request” button

When you click the “Accept Request” button, a dialog box will be shown with student details and a disclaimer.

The screenshot shows the MSU Transcript Request System interface with a dialog box open. The dialog box is titled "Accepting Clearance Request" and contains the following text: "By accepting, you declare that the concerned student does not owe MSU any money. You also confirm that all invoices have been effected onto his/her statement". Below this text, the student details are displayed: "Reg Number: R122924H", "Fullname: BLESSING MASHOKO", and "Programme: HINFO-BSC INFORMATION SYSTEMS HONOURS DEGREE". At the bottom of the dialog box, there are two buttons: "Close" and "Approve". The background of the interface is dimmed, showing the same "Checkpoint: Student Accounts" section as in the previous screenshot.

If everything is correct and the request passes all requirements to be accepted click the **“Approve”** button to complete the process otherwise click **“Cancel”** button.

HOW TO RETURN QUERY TO STUDENT

In the event that a request does not pass the requirements to be accepted, the request is supposed to be returned to the student with a clear message of why the request was not accepted.

RETURN QUERY TO STUDENT (STUDENT ACCOUNTS AND LIBRARY)

To return a query to a student at the Student Accounts and Library checkpoint follow the steps below.

Step 1: Search for student request

Search for a request using a student registration number or part of the student name using the search field as highlighted below:

MSU Transcript Request System
Pending Approved Rejected Logout

Checkpoint: Student Accounts

Requests

Show 10,000 entries
Search: mashok

Request Details

Reg Number: R122924H
Surname: MASHOKO
Firstname(s): BLESSING
Programme: HINFO-BSC INFORMATION SYSTEMS HONOURS DEGREE

Return to Student
Accept Request

Showing 1 to 1 of 1 entries (filtered from 298 total entries)
Previous 1 Next

Midlands State University © 2020
Checkpoint: Student Accounts

Step 2: Click “Return to Student” button

When you click the **“Return to Student”** button, a dialog box will be shown with student details and a field to type the comment as show below.

MSU Transcript Request System Pending Approved Rejected Logout

Checkpoint: Student Accounts

Requests

Show 10,000 entries

Request Details

Reg Number: R122924H
Surname: MASHOKO
Firstname(s): BLESSING
Programme: HINFO-BSC INFORMATION SYSTEMS HONOURS DEGREE

Showing 1 to 1 of 1 entries (filtered from 298 total entries)

Return to Student

Send a query to student

Reg Number: R122924H
Fullname: BLESSING MASHOKO
Programme: HINFO-BSC INFORMATION SYSTEMS HONOURS DEGREE

Comment

Please pay outstanding fees of \$2400ZWL

Close Reject

Midlands State University © 2020 Checkpoint: Student Accounts

NB* Make sure the comment is as detailed as possible, with clear message on what needs to be done for the request to be accepted

Step 3: Click “Reject” Button

The button will send the query back to the student

RETURN QUERY TO STUDENT (DEPARTMENT)

At the Department checkpoint to return a query follow these steps:

Step 1: Search for student request

Search for a request using a student registration number or part of the student name using the search field as highlighted below:

MSU Transcript Request System Pending Approved Rejected Logout

Checkpoint: Department

Requests

Show 10,000 entries Search: mashoko

Request Details

Reg Number: R122924H
Surname: MASHOKO
Firstname(s): BLESSING
Programme: HINFO-BSC INFORMATION SYSTEMS HONOURS DEGREE

View Dissertation Return for Corrections
Accept Request

Showing 1 to 1 of 1 entries (filtered from 298 total entries)

Previous 1 Next

Midlands State University © 2020 Checkpoint: Department

Step 2: Click “Return for Corrections” button

A page with student details as show below:

MSU Transcript Request System

Pending Approved Rejected Logout

RETURN FOR CORRECTIONS

Reg Number

R122924H

Firstname(s)

BLESSING

Surname

MASHOKO

Programme

HINFO-BSC INFORMATION SYSTEMS HONOURS DEGREE

Attach Reviewed Document

Choose File

MSU Transcript Request System.docx

Review Notes

Please include a cover page

Return

Cancel

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Checkpoint: Department

Capleton - Slew Dem HQ With lyrics.mp3 - PotPlayer

You can attach a reviewed word document to be sent to the student **if its available** and type in the Review Notes to be sent to the student.