



After a Department has been created, the user (role) "Head of Department" can be registered.

This means:

1. Registering the (personal) data of the Staff member who is (act as) the Head of the Department.
2. Assigning the correct user role ("Head of Department") to this Staff member.

The creation of this user (role) can be done by either a central admin of OPUS-College or the Dean of the School the Department in question belongs to. In this example it will be the Dean who will register the Head of Department. So again, we log in as our Dean "Nkonda".

**Welcome to Opus**

The registration of the Head of Department is done the same way as we saw before for the registration of the Dean. So we will not comment much here, just follow the example.

**College**

Version module: 3.3

Version module database: 3.55

**Fee**

Version module: 3.3

Version module database: 3.13

**Country-module: Zambia**

Version module: 3.3

Version module database: 3.24

**Admission**

Version module: 3.3

Version module database: 3.13

**Scholarship**

Version module: 3.3

Version module database: 3.25

**Accommodation**

Version module: 3.3

Version module database: 3.13

**Report**

Version module: 3.3

Version module database: 3.12

**UNZA**

Version module: 3.3

Version module database: 3.18

cntdRegistrationBachelorCutOffPointCreditFemale: 2

cntdRegistrationBachelorCutOffPointCreditMale: 1

cntdRegistrationMasterCutOffPointCreditFemale: 0.5

cntdRegistrationMasterCutOffPointCreditMale: 1

admissionBachelorCutOffPointCreditFemale: 1

admissionBachelorCutOffPointCreditMale: 3

cntdRegistrationBachelorCutOffPointRelativesCreditFemale:  
2.5cntdRegistrationBachelorCutOffPointRelativesCreditMale:  
1.5

cntdRegistrationMasterCutOffPointRelativesCreditFemale: 0

cntdRegistrationMasterCutOffPointRelativesCreditMale: 0.5

admissionBachelorCutOffPointRelativesCreditFemale: 0

admissionBachelorCutOffPointRelativesCreditMale: 2

USE\_HOSTELBLOCKS: Y

admissionInitialStudyPlanStatus: 1

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Personal data

**Details**

Second level unit

Office of the Dean ▼

Staff member code

-choose-

Surname

Department of Computer Sciences

Office of the Dean

First names

Alias first names

National registration number  
(NUIC)

Civil title

-choose- ▼

Academic title

-choose if applicable- ▼

Gender

-choose- ▼

Birth date

day month year

  

Civil status

-choose- ▼

Housing on campus

no ▼

Application motivation

If empty, a code

The valid date format is dd-MM-yyyy

We first have to choose the correct Department for which we want to add the role of "Head of Department".

Submit

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## Personal data

## Details

Second level unit	<input type="text" value="Department of Computer Sciences"/>	
Staff member code	<input type="text" value="STA13707032012142823"/>	If empty, a code is generated (which can be overruled)
Surname	<input type="text" value="Jones"/>	<input type="text" value="is not a valid surname"/>
First names	<input type="text" value="Mary"/>	<input type="text" value="is not a valid firstname"/>
Alias first names	<input type="text"/>	
National registration number (NUIC)		
Civil title	<input type="text" value="ms."/>	
Academic title	<input type="text" value="Ph.D."/>	
Gender	<input type="text" value="female"/>	<input type="text" value="cannot be empty"/>
Birth date	<div>day month year</div> <div><input type="text" value="19"/><input type="text" value="08"/><input type="text" value="1968"/></div>	<div>The valid date format is dd-MM-yyyy</div> <div><input type="text" value="is not a date in the past"/></div>
Civil status	<input type="text" value="single"/>	
Housing on campus	<input type="text" value="no"/>	
Application motivation	<div><input type="text"/></div>	

[Account](#)**Account**[Print](#)

This is your account information for OPUS College:

user name: JonesU42906bwq9qx

password: P13807032012142905

This information is only provided once. Save this information somewhere or print it.

[Continue](#)

[Account](#)**Account**[Print](#)

This is your account information for OPUS College:

user name: JonesU42906bwq9qx

password: P13807032012142905

This information is only provided once. Save this information somewhere or print it.

[Continue](#)

[back to overview](#) > **Jones, Mary**[Personal data](#)[Opususer data](#)[Contract\(s\)](#)[Address\(es\)](#)[Courses](#)[Examinations](#)[Tests](#)**Details****Second level unit**

Department of Computer Sciences ▼

**Staff member code**

STA13707032012142823

If empty, a code is generated (which can be overruled)

**Surname**

Jones

**First names**

Mary

**Alias first names****National registration number  
(NUIC)****Civil title**

ms. ▼

**Academic title**

Ph.D. ▼

**Gender**

female ▼

**Birth date**

day month year

19

08

1968

The valid date format is dd-MM-yyyy

**Civil status**

single ▼

**Housing on campus**

no ▼

**Application motivation**

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Username

JonesU42906bwq9qx

Language

Failed login attempt(s)

Password

**User roles**

As the system by default gives the role "guest" to a newly registered person in OPUS, we have to change that role into the proper one for "Head of Department"

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s &amp; Ministry of Education and Culture, Mozambique



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## Personal data

Opususer data

Contract(s)

Address(es)

## Courses

## Examinations

## Tests

## Opususer data

## Password

## User roles

add

Role	Second level unit	Valid from	Valid to
guest (Default)	Department of Computer Sciences	07/03/2012	

To change the role click here.

To change the role click  
here.

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User role

### User role

Second level unit

Department of Computer Sciences

Role

system guest

Valid from

Valid through

Default

-choose-  
head of 1st level unit - dean etc.  
librarian  
financial officer  
dean of Students  
pr / communication  
head of 2nd level unit  
lecturer  
student  
system guest

A Department is an organizational unit on the 2nd level, so the Head of Department has this role here.

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User role

**User role****Second level unit**

Department of Computer Sciences ▼

**Role**

head of 2nd level unit ▼

**Valid from**

07/03/2012

**Valid through****Default**

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### Opususer data

Password

### User roles

[add](#)

Role

Seco

admin-D  
(Default)

Departme

Valid through

Status

Active



The person has now the role "Admin-D" (admin on Department level), which is the role for a Head of Department (or someone in the administration acting in name of the HoD).

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