

1. Use the following link to move to the EduWave Log-in page: <https://elearning.unizwa.edu.om/EduWavehe/login.aspx>
2. Use your username and password to login to your EduWave page:

The screenshot displays the EduWave HE Login page. The background is a 3D architectural rendering of the University of Nizwa building, featuring a prominent golden archway and the university's logo on the left. The login form is a white overlay on the right side, containing the following elements:

- login** header with a user icon.
- Username** field with a masked input (*****).
- Password** field with a masked input (*****).
- Sign in** button.
- Links for **Can't access your account?**, **Online Application**, and **Entry Test**.
- A **QR code** for quick access.

The browser's address bar shows the URL: [stglearning.unizwa.edu.om/EduWaveHE/Login.aspx](https://elearning.unizwa.edu.om/EduWaveHE/Login.aspx). The Windows taskbar at the bottom indicates the time is 1:09 PM on 11/04/2023.

3. Click on **Requests** as shown below:

The screenshot shows the EduWave Higher-Ed student portal interface. On the left side, there is a navigation menu with the following items: EduBriefcase, Hostel, My Profile, Advisor Plan, Study Plan, Registration, Current Semester, Evaluation, Complaints and Suggestions, Scheduling Setup, Curriculum Vitae, Calendar, **Requests** (highlighted with an orange arrow), Requests, Personal Development, Financial Affairs, Printing Account, Instant Messages, and Logout. The main content area displays a calendar for April 2023, with the date Tuesday, April 11, 2023, selected. Below the calendar, there is a 'My Schedule' section for Tuesday 11/04/2023, listing two classes: ENGL175 AMERICAN LITERATURE (19TH CENTURY) from 03:00 PM-04:15 PM in BUILD9-9-2, and ENGL360 RESEARCH METHODOLOGY from 01:00 PM-01:50 PM in BUILD4-4-9. The bottom of the screen shows the Windows taskbar with the search bar, taskbar icons, and system tray information including 86°F, Mostly sunny, and the date 11/04/2023 at 1:11 PM.

4. Click on **Add** to start a new request:

The screenshot shows the EduWave Higher-Ed interface for 'Requests Management'. The page title is 'Requests Management \ Requests'. There are filters for 'Request Type' (set to '-- All --') and 'Request Status' (set to '-- All --'). The 'Student Name' is 'MOHAMMED AL TOUBI'. Below the filters are 'Search' and 'Add' buttons. A red arrow points to the 'Add' button. Below the buttons is a table with one row of request data. Below the table, it says 'Total rows count: 1'. At the bottom of the page, there is a copyright notice: 'EduWave v5.8 © 2001-2023 Integrated Technology Group. All rights reserved.' The Windows taskbar is visible at the bottom of the screen.

Request Type : -- All -- Request Status : -- All --
Student Name : MOHAMMED AL TOUBI

[Search](#) [Add](#)

To view a printer-friendly version of this table, click [here](#)

Request Number	Semester	Request Type	Request Status	Request Date	Student Id		
7403	Spring Semester 2022/2023	Drop Course	Pending	04/11/2023 13:17:01	11330693	Track Request	View Request

Total rows count: 1

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5. Choose the **Request Type** to be **Drop Course** as shown below:

The screenshot displays the EduWave web application interface. The browser's address bar shows the URL: `stglearning.unizwa.edu.om/EduWaveHE/EduWaveHEAutomationRequests/AutomationRequestsStudentRequests.aspx`. The page header includes the EduWave logo and navigation links for 'Academic Calendar: Bachelor Academic Calendar', 'Current Semester: Spring Semester 2022/2023', 'Registration Semester: Summer Semester 2022/2023', and 'Admission Semester: Summ'. The main content area is titled 'Requests Management \ Requests \ Add'. On the left, there are form fields for 'Request Type', 'Current Semester', 'Requester Notes', and 'Requester Attachments'. The 'Request Type' dropdown menu is open, showing options: '-- Select --', 'Postpone a Semester', 'Withdraw from University', 'Return from Postponement', 'Drop Course', and 'Appeal Grade Request'. An orange arrow points to the 'Drop Course' option. Below the dropdown is a 'Choose File' button with the text 'No file chosen'. At the bottom of the form are 'Save' and 'Cancel' buttons. The footer of the page reads 'EduWave v5.8 © 2001-2023 Integrated Technology Group. All rights reserved.' The Windows taskbar at the bottom shows the system tray with a temperature of 86°F, weather 'Mostly sunny', and the date '11/04/2023'.

6. Choose the **Request Reason** and **Course Section** that you want to drop:

The screenshot displays the 'Add' form in the EduWave Higher-Ed system. The form fields are as follows:

- Request Type:** Drop Course
- Current Semester:** Spring Semester 2022/2023
- Requester Notes:** (Empty text area)
- Request Reason:** Medical
- Course Section:** AMERICAN LITERATURE (19TH C) (Dropdown menu is open)
- Requester Attachments:** (Empty area)

The dropdown menu for 'Course Section' is open, showing the following options:

- Select --
- RESEARCH METHODOLOGY
- GUIDANCE AND SCHOOL COUNSELING
- SYSTEM OF EDUCATION AND ITS ADMIN IN THE GULF STAT
- LITERATURE-BASED WRITING
- AMERICAN LITERATURE (19TH CENTURY)** (Selected)
- CURRICULUM AND INSTRUCTION

Buttons for 'Save' and 'Cancel' are located at the bottom right of the form. The footer of the page reads: 'EduWave v5.8 © 2001-2023 Integrated Technology Group. All rights reserved.' The Windows taskbar at the bottom shows the date as 11/04/2023 and the time as 1:13 PM.

7. Click on **Save** to submit your request

The screenshot shows a web browser window with the URL `stglearning.unizwa.edu.om/EduWaveHE/EduWaveHEAutomationRequests/AutomationRequestsStudentRequests.aspx`. The page title is "EduWave HIGHER-ED". The navigation bar includes "NEWS 12/2/2023", "Academic Calendar: Bachelor Academic Calendar", "Current Semester: Spring Semester 2022/2023", "Registration Semester: Summer Semester 2022/2023", "Admission Semester: Summer Semester 2022/2023", and "Academic Calendar: Foundation Academic Calendar".

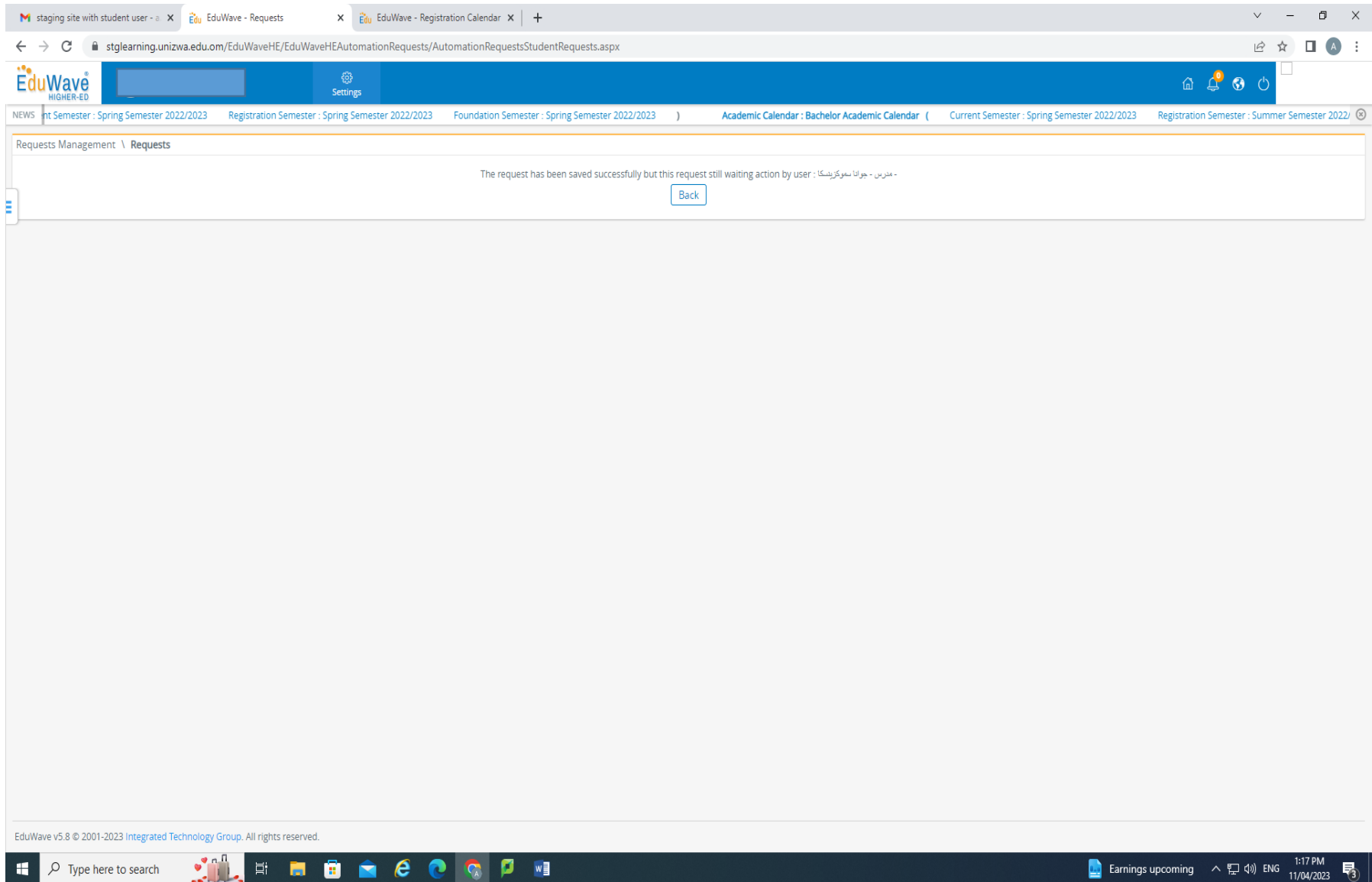
The main content area is titled "Requests Management \ Requests \ Add". It contains a form with the following fields:

- * Request Type: Drop Course
- * Current Semester: Spring Semester 2022/2023
- Requester Notes: (Empty text area)
- * Request Reason: Medical
- * Course Section: AMERICAN LITERATURE (19TH C)
- Requester Attachments: Choose File No file chosen

At the bottom right of the form, there are two buttons: "Save" (highlighted in blue) and "Cancel". An orange arrow points to the "Save" button.

The footer of the page reads: "EduWave v5.8 © 2001-2023 Integrated Technology Group. All rights reserved." The Windows taskbar at the bottom shows the date and time as 1:14 PM on 11/04/2023, with a weather forecast of 86°F Mostly sunny.

8. A new window will come up confirming that the request has been sent as shown below:



9. To track your submitted request, go to the main page again and click on **Requests**:

The screenshot shows the EduWave Higher-Ed portal interface. On the left sidebar, the 'Requests' menu item is highlighted in blue, with an orange arrow pointing to it. The main content area displays a calendar for April 2023, with the date '11' (Tuesday, April 11, 2023) highlighted in blue. Below the calendar, there is a 'My Schedule' section for Tuesday, 11/04/2023, listing two courses: ENGL175 AMERICAN LITERATURE (19TH CENTURY) from 03:00 PM-04:15 PM in BUILD9-9-2, and ENGL360 RESEARCH METHODOLOGY from 01:00 PM-01:50 PM in BUILD4-4-9.

April 2023				
Tu	We	Th	Fr	Sa
28	29	30	31	1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
2	3	4	5	6

Tuesday, April 11, 2023

My Schedule
Schedule for Tuesday 11/04/2023

Course	Time	Building
1 ENGL175 AMERICAN LITERATURE (19TH CENTURY)	03:00 PM-04:15 PM	BUILD9-9-2
2 ENGL360 RESEARCH METHODOLOGY	01:00 PM-01:50 PM	BUILD4-4-9

10. You will be able to see the sent request, click on **Track Request**:

The screenshot shows a web browser window with the URL `stglearning.unizwa.edu.om/EduWaveHE/EduWaveHEAutomationRequests/AutomationRequestsStudentRequests.aspx`. The page title is "Requests Management \ Requests".

At the top, there are navigation links for "Registration Semester : Summer Semester 2022/2023", "Admission Semester : Summer Semester 2022/2023", "Academic Calendar : Foundation Academic Calendar", "Current Semester : Spring Semester 2022/2023", "Registration Semester : Spring Semester 2022/2023", and "Foundation Semester : Spring Semester 2022/2023".

The main content area includes a filter section with "Request Type" set to "-- All --" and "Request Status" set to "-- All --". The "Student Name" is listed as "MOHAMMED AL TOUBI". There are "Search" and "Add" buttons.

Below the filters, there is a table with the following data:

Request Number	Semester	Request Type	Request Status	Request Date	Student Id		
7403	Spring Semester 2022/2023	Drop Course	Pending	04/11/2023 13:17:01	11330693	Track Request	View Request

Below the table, it says "Total rows count: 1". An orange arrow points to the "Track Request" link in the table.

At the bottom of the browser window, the Windows taskbar is visible, showing the search bar, taskbar icons, and system tray with the time "1:18 PM" and date "11/04/2023".

11. A flowchart will appear showing the unit that is handling the request in red color square:

The screenshot displays a web browser window with the URL stglearning.unizwa.edu.au/EduWaveHE/EduWaveHEAutomationRequests/WorkflowEditor.aspx?q=ZDJaSlpEMHhNRE00Sm1admNtMUpaRDAXSm14aGJtZDFZV2RsUfdWdUptMXZaR1USZG1sbGR5WnphRzktUldScGRFSjFKSFI2YmoxR1IXeHpaU1p5WlhSMWntN.... The page title is "WaveFLOW" and the workflow name is "Drop Course".

The workflow diagram shows the following nodes and transitions:

- Start (Node ID: 1)**: A green box with a right-pointing arrow icon.
- Advisor (Node ID: 2)**: A red box with a job icon and a yellow "Advisor" label above it.
- Registration Admin (Node ID: 3)**: A blue box with a group icon.
- Accountant (Node ID: 4)**: A blue box with a group icon.
- End (Node ID: 5)**: A blue box with a stop icon.

Transitions between nodes:

- Start (Node ID: 1) to Advisor (Node ID: 2) via "New Task".
- Advisor (Node ID: 2) to Registration Admin (Node ID: 3) via "Accept".
- Registration Admin (Node ID: 3) to Accountant (Node ID: 4) via "Accept".
- Accountant (Node ID: 4) to End (Node ID: 5) via "Accept".