Exam Registration System

User Guide
1. Purpose of the document

The purpose of the Exam Registration User Guide is to assist the users in using the application and to facilitate the registration process of IFOM exam and the payment process.

2. Application Description

This system is fulfills the requirements of IFOM exam application and the purpose of the system is to save the efforts and time of both the Examination Department and the applicants. With this system, Examination Department can announce the IFOM exam date and publish it. Applicants can register, fill the application, pay the exam fee online and receive SMS notification after payment process is completed. Moreover the applicants can view their application later. The system also enables the admins to view the list of all applicants with their different status and export to excel sheet.
3. Getting started

- **Home page:**
The home page includes all the OMSB services. Select the Exam Registration system to register.
Registration page:

To start using the application, you should register to the system by filling in all the required information.
1. Enter your "**User Id**" and "**Password**" as shown on the picture. If login information invalid, the system will display an error message and ask to re-enter the correct login information again or click on **Recover Password** link to reset your password by email or SMS message.

2. After logging in, you will see the main page and there is a menu bar.
Available Exams page:

Click on the menu bar and select **Available Exams** to view the list of exams and their details.

Click on the register link to access the application form.
Insert the following details:
- Applicant personal details.
- Passport Information.
- National ID card information.
- Contact details.
- Emergency contact.

Click on the step 2 to move to the next page.
Click on step3 to move to the next page.
Click on the checkboxes and go to the next step.

Select the required files and click on upload file.
Click on the checkbox after read the payment terms & condition then select confirm.
➢ **Payment Page**

In payment form the user will find all the payment details and the total amount of the exam and can use master card or visa to pay the fee. After the payment process done successfully, SMS message notification will send to the user.