

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

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

OR

<http://sph.bracu.ac.bd/index.php/mph/admission/forms/97-education/222-admissioniframe>

Firstly open a internet browser. Then go to address bar, type <http://admissions.bracu.ac.bd/> and press enter from keyboard. There will be a page like below:

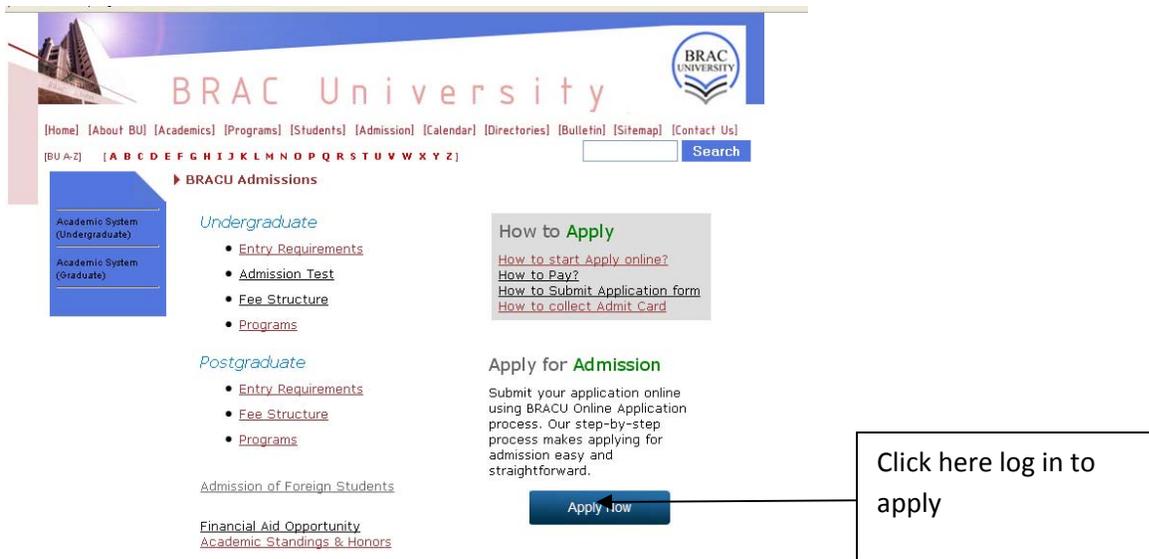


Figure 1.1 Application Home Page

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

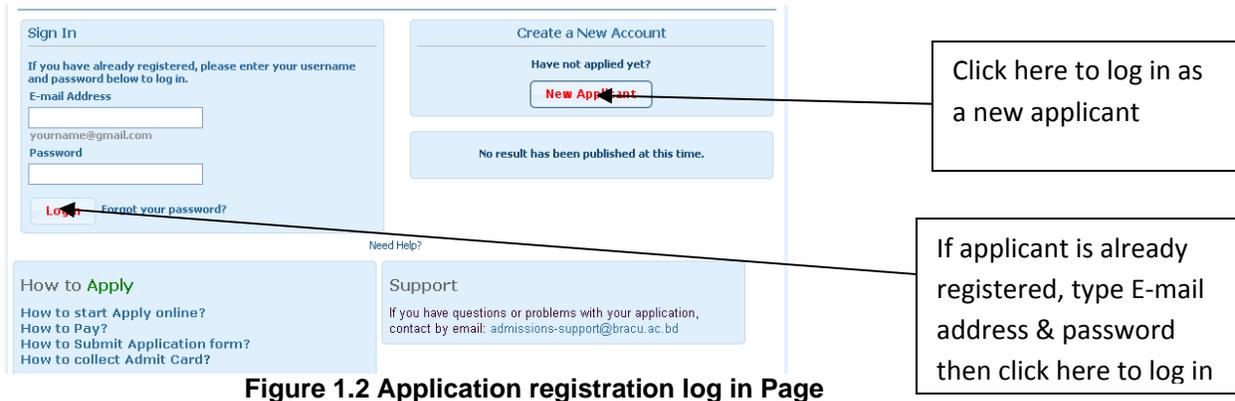


Figure 1.2 Application registration log in Page

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

| Available Program For admission | | | | |
|---|------------------|-------------------------------|---------------------|-------------------------------------|
| 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

The applicant wants to study in Graduate Program. So he has to click “Click here to Apply” .System will display interface as shown in **Figure1.4** below

Available Program for Spring 2015

- MASTER OF PUBLIC HEALTH

Before applying, please consider the specific criteria as follows:

- Bachelor and/or Masters degree(s) in social sciences, multi-disciplines, public health, medicine, nursing, midwifery, health sciences
- Excellent academic record with GPA 3.0 or above
- Proficiency in oral and written English and Mathematics is important
- Computer literacy, Microsoft Office and data analysis skills is preferred;
- Preference given to applicants who have a minimum of one year professional experience in health or other social sector.

You are required to have scanned copies of the following documents in hand prior to start application process:

- Academic Certificate & transcript (To be attested)
- International Applicants need to attest the documents by respective Ministry of Foreign Affairs/concerned ministry
- Passport size photograph
- Signature
- Reference Letter
- Passport
- Updated CV

If you do not fit in to the above category or have break of study more than two year then please [click here...](#)

Click here proceed to apply for International Applicant

Figure 1.4 Application Criteria Page

Available Program For Spring 2015

- MASTER OF PUBLIC HEALTH

Before applying, please consider the specific criteria as follows:

- Bachelor and/or Masters degree(s) in social sciences, multi-disciplines, public health, medicine, nursing, midwifery, health sciences;
- Excellent academic record with first and second division standing; GPA 3.0 or above;
- Proficiency in oral and written English and Mathematics is important;

A TOEFL score of 250 on computer-based test/100 on internet-based test or IELTS of 6.5 is an advantage;

- Computer literacy, Microsoft Office and data analysis skills is preferred.
- Preference given to applicants who have a minimum of one year professional experience in health or other social sector.

You are required to have scanned copies of the following documents in hand prior to start application process:

- Academic Certificate & transcript (Attested)
- Passport size photograph
- Signature
- Application fee pay slip
- Reference Letter
- National ID card
- Updated CV

If you do not fit in to the above category or have break of study more than two year then please [click here...](#)

Click here proceed to apply for national Applicant

Figure 1.4 Application Criteria Page

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

BRAC University Admission Sign-up Form

Already have an account? [Login](#)

Registration Information

Email Address:

Don't have email account? [Click here](#)

Full Name:

Please ensure that the above name and your academic certificate name is the same. If there are any discrepancies, your application will be rejected. Check for:

- a) Spelling
- b) The order in which your names appear

Password:

Confirm Password:

Mobile/Cell Phone No.

I want verification code by mobile SMS

Image Verification

Type the characters you see in the picture below.



Enter Characters:

Letters are not case-sensitive

[Back](#)
[Register](#)
[Reset](#)

Figure 1.5 Admission sign up page

BRAC University Admission Sign-up Form

Already have an account? [Login](#)

Registration Information

Email Address:

yourname@gmail.com

Don't have email account? [Click here](#)

Full Name:

Please ensure that the above name and your academic certificate name is the same. If there are any discrepancies, your application will be rejected. Check for:

- a) Spelling
- b) The order in which your names appear

Password:

Confirm Password:

Mobile/Cell Phone No.

I want verification code by mobile SMS

Image Verification

Type the characters you see in the picture below.



Enter Characters:

Letters are not case-sensitive

[Back](#)
[Register](#)
[Reset](#)

If applicant have an account click here to log in

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 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 **Figure1.7** below

The screenshot shows a sign-in page with the following elements:

- Sign In** section: Includes a message "If you have already registered, please enter your username and password below to log in.", an "E-mail Address" field containing "sweet1@gmail.com", a "Password" field with masked characters, and a "Forgot your password?" link.
- Create a New Account** section: Includes a "Have not applied yet?" message and a "New Applicant" button.
- How to Apply** section: Lists links for "How to start Apply online?", "How to Pay?", "How to Submit Application form?", and "How to collect Admit Card?".
- Support** section: Includes a "Need Help?" link and contact information: "If you have questions or problems with your application, contact by email: admissions-support@bracu.ac.bd".

Callouts on the right side of the image point to:

- The "E-mail Address" field: "Type applicant email address"
- The "Password" field: "Type correct password"
- The "Forgot your password?" link: "Click here if applicant forgot password"
- The "Log In" button: "Click here to log in"

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 **Figure1.8** below

The screenshot shows a "User Activation" page with an "Enter activation Code:" field and a "validate" button. A callout points to the input field with the text "Type user activation code carefully".

Figure 1.8 Application activation Page

The screenshot shows the "User Activation" page with the activation code "5081793164" entered in the "Enter activation Code:" field. The "validate" button is highlighted, and a callout points to it with the text "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 **Figure1.9** below

The screenshot shows a "My Dashboard" page with a sidebar menu and several notification boxes:

- Sidebar Menu:** Includes "Admission Form", "Admission Deadline", "Payment", "Collect Admit Card", "Collect Sample Question", and "My Dashboard". A callout points to "Admission Form" with the text "Click here go to the admission form page".
- Notification Boxes:**
 - A green box titled "Please complete the following steps:" lists tasks like "Kindly fill the application form properly", "Upload your recent photograph", "Upload your signature", "Download payslip and please pay your admission form fee in Bank", "Upload your scan copy of pay slip", "Submit your application", "Collect sample question paper", and "Collect Admit Card".
 - An orange box titled "My Current Status" says "You have not submitted your admission form. Please submit your admission form within 22/07/2012".
 - A red box titled "Email" contains a table with columns: Subject, Sender, Notify Date, and Action.

Callouts on the right side of the image point to:

- The "Admission Form" menu item: "Click here go to the admission form page"
- The "Email" notification box: "Alternatively, click here"

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

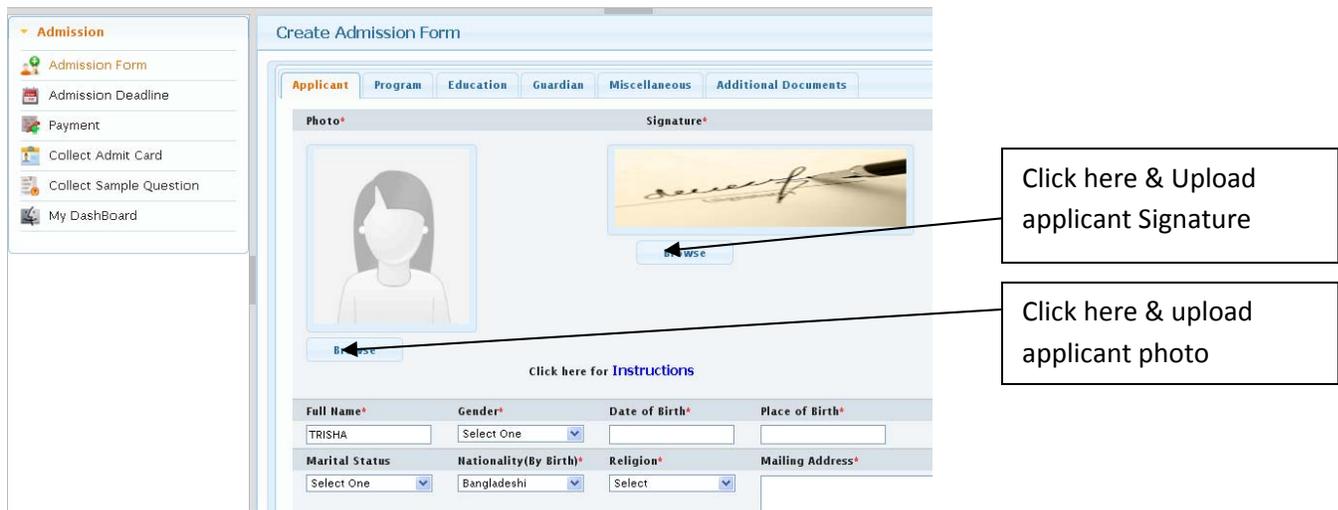


Figure 1.10 Application Admission form Page

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

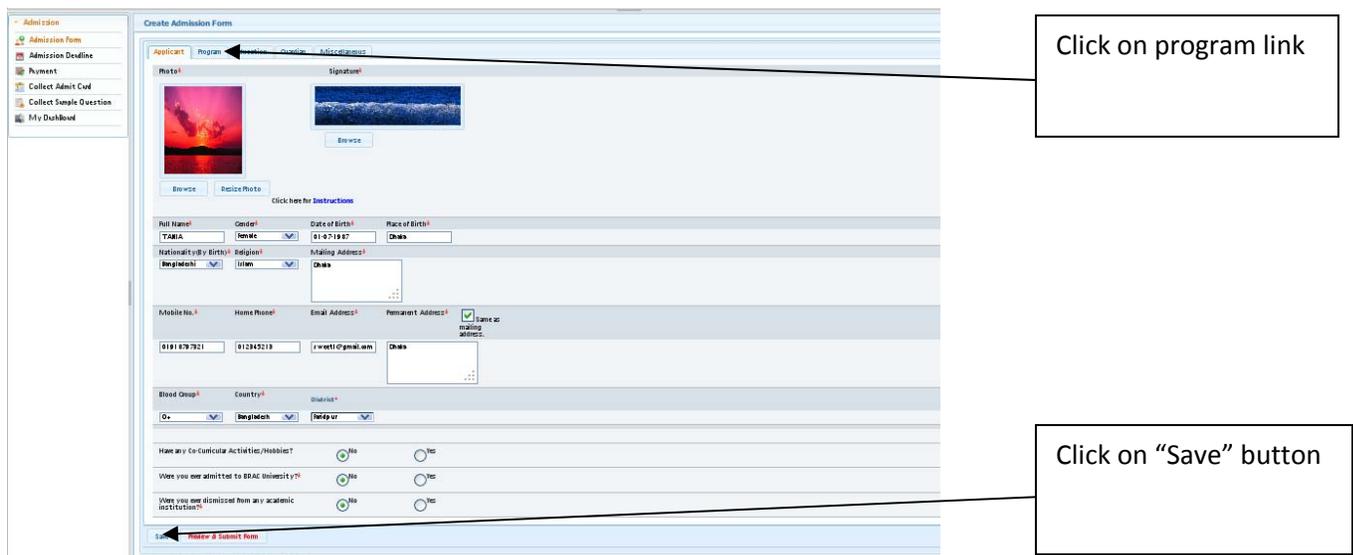
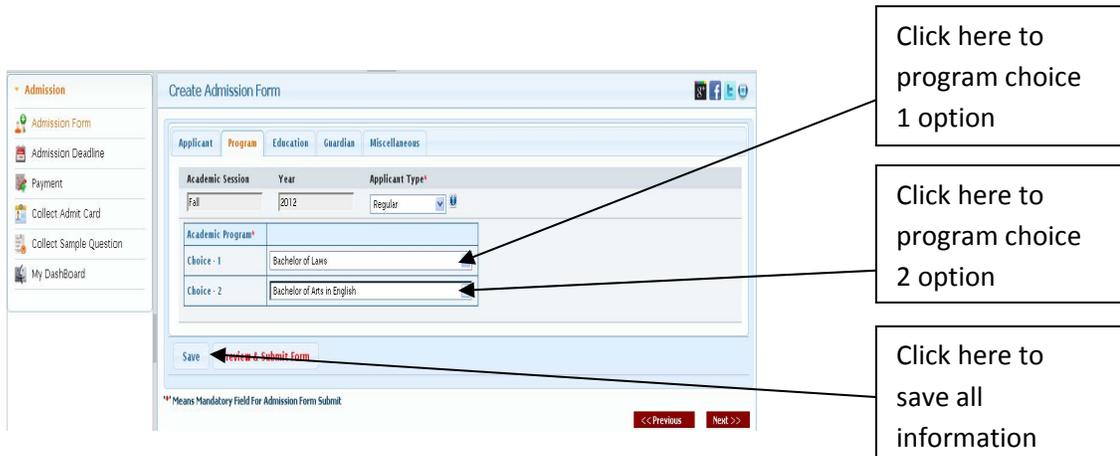


Figure 1.10 (a) Application Admission form Page

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)**



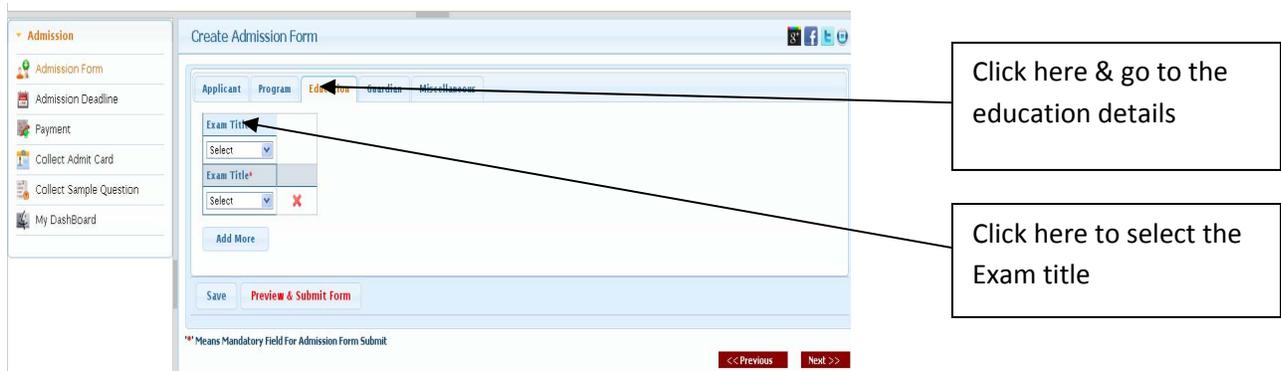
Click here to program choice 1 option

Click here to program choice 2 option

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.

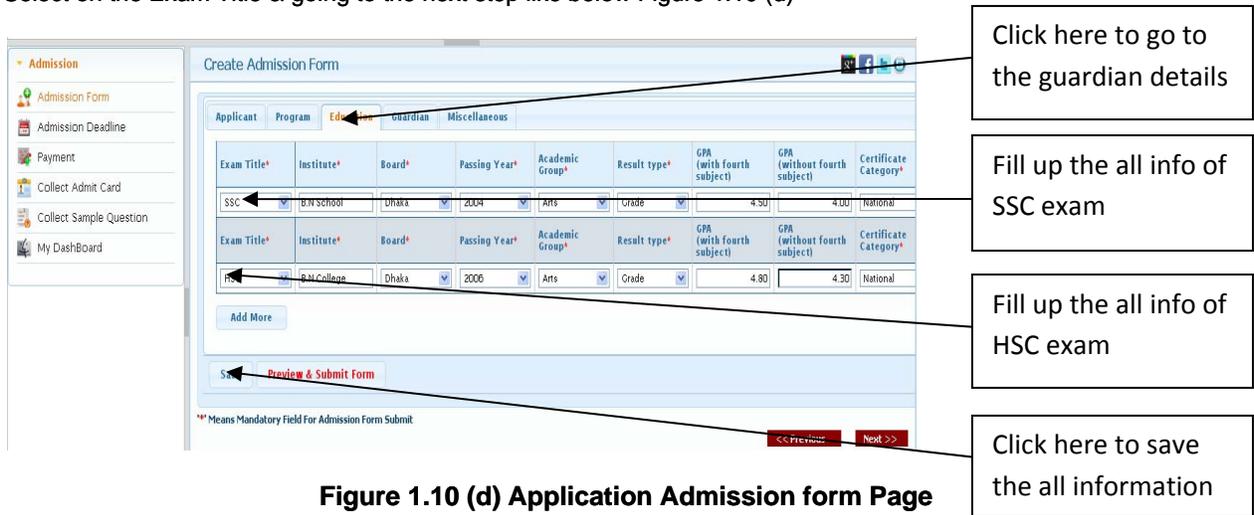


Click here & go to the education details

Click here to select the Exam title

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)



Click here to go to the guardian details

Fill up the all info of SSC exam

Fill up the all info of HSC exam

Click here to save the all information

Figure 1.10 (d) Application Admission form Page

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).



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).

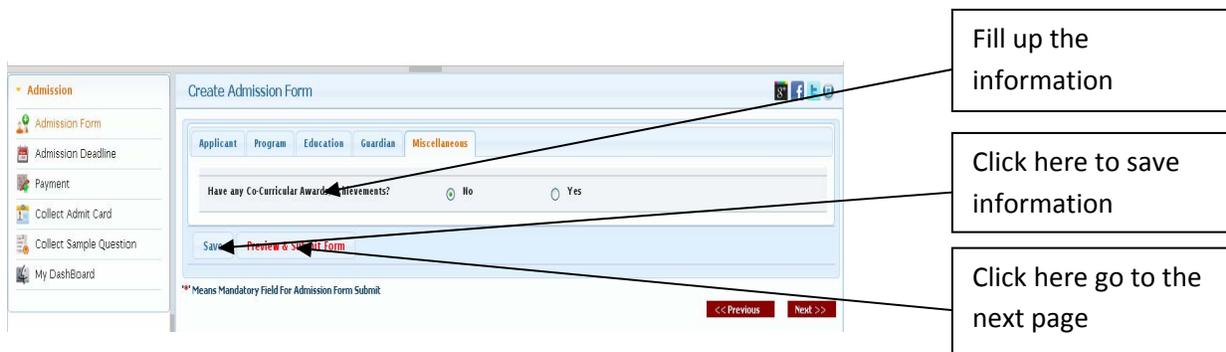


Figure 1.10 (f) Application Admission form Page

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

Click here to process the admission payment system

Figure 1.11 Application Admission form Page

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

Click here to select the Bank name

Click here to select the payment system

Click here to print pay slip

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

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

Figure 1.17 Collect Sample Question