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:
Click here log in to apply

**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

Click here to log in as a new applicant

If applicant is already registered, type E-mail address & password then click here to log in

**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
The applicant wants to study in Graduate Program. So he has to click “Click here to Apply”. System will display interface as shown in Figure 1.4 below.
Then Applicant check the Eligibility. If Applicant eligible to apply, click on "Proceed to Apply". System will display interface as shown in Figure 1.5 below.
Figure 1.5 Admission sign up page

If applicant have an account click here to log in

Figure 1.5(a) Admission sign up page

As a new applicant filled up to all provided information Click here to registration

Fill in the provided fields and click on Registrar button. After click “Register” button, system will display interface as shown in Figure1.6 below

Figure 1.6 Application Sign up Page

Click here to log in
In this page Applicant click on **log in** button & system will display interface as shown in **Figure 1.7** below

![Figure 1.7 Application sign in Page](image)

Applicant have to login by putting his email and password. Then system will display interface as shown in **Figure 1.8** below

![Figure 1.8 Application activation Page](image)

![Figure 1.8(a) Application activation Page](image)

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 **Figure 1.9** below

![Figure 1.9 Application's Dashboard (My Dashboard) Page](image)
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 Figure 1.10 below

![Figure 1.10 Application Admission form Page](image)

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

![Figure 1.10 (a) Application Admission form Page](image)

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)
Figure 1.10 (b) Application Admission form Page

Fill up the all information in the provided fields and click on “Save” button.

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)

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).
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).

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
After completing the admission online form, applicants 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 Figure 1.12 below.

Fill up 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.
Applicant going to the selected Bank with his/her printed pay slip and complete his/her admission payment.

After completing the payment system Applicant Click on upload pay slip on the top menu system will display interface as shown in Figure1.15 below

In this page Applicant fill up pay slip no & Payment date and then click on browse & upload his/her scanned copy of pay slip after payment. Applicant Click on upload on the top menu then applicant go to the admission page and click on admission form system will display interface as shown in Figure1.16 below
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 ………………………….