



Cooperative Training Department

Department Coordinator Manual

Login and registration requests:

Login:

The registration process is done by entering the email and password of the employee responsible in the Cooperative Training department

The coordinator must contact with their respective department by the college supervisor.

- Registration Requests:

From Training Opportunities

When students register on the platform, the request status is verified by selecting Details

الفرص التدريبية
طلبات التسجيل

التفاصيل

Check the student's eligibility for training. After verification, the request is either approved or rejected (with the reason provided).

Exception Requests:

Exception requests allow students to bypass registration requirements.

In case of late registration, the registration process is done through exception requests and reaches the supervisor of the sub-unit for approval. After approval, the student must register through the registration requests section, where the department coordinator approves the request, enabling the student to use the platform.

[How to add entities](#)

[External entities:](#)

After logging in the platform from the External entities tab, select

Manage entities

Add an external entity

Then fill in all the data from the external party data (If the entity does not exist previously) the request is sent

Then click “Send request” until it is approved by the Cooperative Training Department

- **[Preparing training opportunities](#)**

From external entities

Select "Prepare training opportunities majors"

Send a request to prepare new opportunities

Next, the required data must be filled out, ensuring prior communication with the training entity so that the request is directly accepted by the training entity.

Then click “Send Request”

الفرص التدريبية

طلبات استثناء الطلاب من شروط التسجيل

الجهات الخارجية

إدارة الجهات

إضافة جهة خارجية

بيانات الجهة الخارجية

التخصصات

عنوان الجهة الخارجية

ممثلين الجهة المسؤولين عن التدريب

تعريف مرفقات الجهات

خصائص التدريب بالجهة

إرسال الطلب

الجهات الخارجية

تجهيز تخصصات الفرص التدريبية

إرسال طلب تجهيز فرص جديد

عودة

إرسال الطلب

Listing requests sent by external entities

From external entities

Listing requests sent by external entities

الجهات الخارجية

طلبات الحصر المرسله من قبل الجهات الخارجية

After the training entity submits a training request, the provided data—such as the start and end dates of the training for the academic semester and the required number of candidates—is verified. The request is then either approved or rejected, with the reason for rejection clearly stated.

Training opportunities

Announcing training opportunities:

From training opportunities

Announcing training opportunities transferred from the training sub-unit

الفرص التدريبية

إعلان الفرص التدريبية المحولة من وحدة التدريب الفرعية

After filling out data to identify ready entities for announcement, all entities will appear, and training opportunities that are ready for announcement can be selected.

الفرصة التدريبية مهيأة للإعلان

Then details

التفاصيل

At the bottom of the page, choose **Action** and select **Announce**.

-- فضلا اختر --

إعلان

This will make the opportunities visible to students.

Students can apply for their desired entities based on the specified conditions.

Student Nomination Process:

From **Notifications**

Select **Nomination Request for Announced Training Opportunity**

طلب ترشح لفرصة تدريبية معلنة

Candidates are approved based on the conditions required by the entity.

The request is either approved or rejected by the department coordinator

Reviewing Nominee Lists

After the department coordinator approves student nominations, the nominations are forwarded to the **Sub- Unit Supervisor**

The supervisor consolidates all nominations for students across departments and sends them to the respective training entities.

The department coordinator can track nominations through:

Training Opportunities

الفرص التدريبية

View Nominee Lists with Letters

معاينة قوائم الطلاب المرشحين بالخطابات

To Track a Request, Select the desired entity.

Click on **Details**.

التفاصيل

And track a request status

Final Acceptance of the Training Opportunity by the Student

Sending Notifications to Declined Trainees:

Switching to Another Training Opportunity:

For more inquiries, please contact us via cctu@ksu.edu.sa