



Deanship of **عمادة**  
Admissions **القبول**  
& Registration **والتسجيل**

# Request of Student Registration


# Request of Student Registration

- ❖ Log in to the student portal: <https://portal.psut.edu.jo>
- ✓ Select 'Academic System'
- 1 Select the 'Electronic Services' menu
- 2 Click on 'Service Request' button
- 3 Select 'Arabic Student Registration Document' or 'English Student Registration Document'/  
Email.
- 4 Select 'Additional Information' if you need it
- 5 Click 'Confirm'
- 6 Enter the authentication code you received in your mobile or email box
- 7 Press 'Send' to receive a message indicating the success of the submission
- ✓ Check your email inbox to find a pdf file of the document.



# Log in to the student portal

<https://portal.psut.edu.jo>



Princess Sumaya  
University الأميرة سميرة  
for Technology للتكنولوجيا

————— Login —————

User Name

Password

Login

[Forgot Password? Click Here](#)



University ID



Password



Login

## ✓ Select 'Academic System' (SIS)

The screenshot displays the student portal interface for Princess Sumaya University. At the top left, the university logo and name are visible. The main navigation bar contains three icons: SIS (Academic System), E-learning, and Library. The SIS icon is highlighted with a yellow box and a red arrow. Below the navigation bar, the dashboard is divided into several sections:

- Cumulative average:** 85.1% (with a percentage icon)
- GPA (Without P/F):** 80.2% (with a list icon)
- Acc hours:** 102/132 (with a graduation cap icon)
- Current Balance:** 0 JD (with a coin icon)
- Student rank:** 15 from 80 (with a bar chart icon)
- Total of absences:** 4 (with a list icon)

At the bottom, there are three sections for notifications and events:

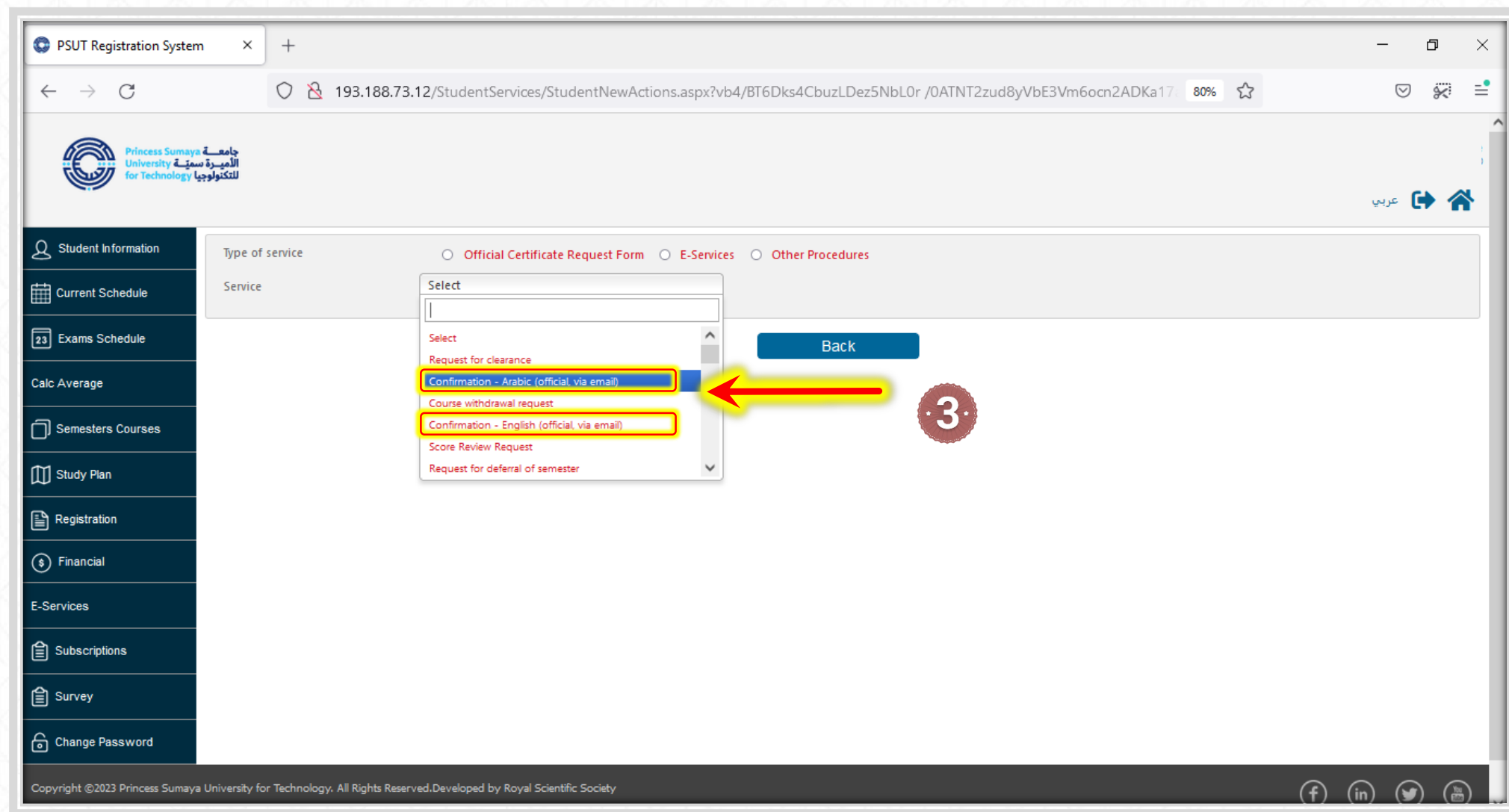
- Notification:** View all +
- Events:** Upcoming | Past | View all +
- Advertisement:** View all +

- ✓ Select the 'Electronic Services' menu
- ✓ Click on 'Service Request' button

The screenshot displays the user interface of the Princess Sumaya University for Technology portal. The header includes the university's logo and name in Arabic and English. A dark blue sidebar on the left contains a list of navigation options: Student Information, Current Schedule, Exams Schedule, Calc Average, Semesters Courses, Study Plan, Registration, Financial, E-Services, Subscriptions, and Survey. The 'E-Services' option is highlighted with a yellow border and a green circular callout containing the number '1'. A red arrow points from this callout to the 'E-Services' menu item. The main content area features a search interface with a 'Type of service' section containing radio buttons for 'All' (selected), 'Official Certificate Request Form', 'E-Services', and 'Other Procedures'. Below this is a 'Service' dropdown menu with 'All' selected and a blue 'Search' button. A red circular callout containing the number '2' is positioned to the right of the 'Request for service' button, which is highlighted with a yellow border. A red arrow points from this callout to the 'Request for service' button.



- ✓ Select 'Arabic Student Registration Document' or 'English Student Registration Document'/ Email.



- ✓ Select 'Additional Information' if you need it
- ✓ Click 'Confirm'

The screenshot displays the user interface of the Princess Sumaya University for Technology portal. The header includes the university's logo and name in Arabic and English, along with a language selector set to 'عربي' (Arabic) and a home icon. A dark blue sidebar on the left contains navigation links for Student Information, Current Schedule, Exams Schedule, Calc Average, Semesters Courses, Study Plan, Registration, Financial, E-Services, Subscriptions, Survey, and Change Password.

The main content area shows the 'Type of service' section with three radio buttons: 'Official Certificate Request Form' (selected), 'E-Services', and 'Other Procedures'. Below this, the 'Service' dropdown menu is set to 'Confirmation - Arabic (official, via email)'. There are two red callout boxes: 'Notes regarding action' (empty) and 'Student Info' (displaying 'You have credit : 201 JD').

A yellow box highlights the 'The information that will be shown in the document (additional)' section, which contains four checkboxes: 'Acc Hours', 'Acc Average', 'The start date of the current semester', and 'Show name in english'. To the right of this box, a purple circle with the number '4' is positioned above three red arrows pointing left towards the checkboxes. Below this, a blue 'Confirmation' button is highlighted with a yellow box and a red arrow, with a purple circle containing the number '5' next to it. A 'Back' button is located below the 'Confirmation' button.

The footer contains the copyright notice: 'Copyright © 2023 Princess Sumaya University for Technology. All Rights Reserved. Developed by Royal Scientific Society' and social media icons for Facebook, LinkedIn, Twitter, and YouTube.

- ✓ Enter the authentication code you received in your mobile or mail box.
- ✓ Press 'Send' to receive a message indicating the success of the submission

The screenshot displays the user interface of the Princess Sumaya University for Technology portal. The header includes the university's logo and name in Arabic and English, along with a language selector for Arabic and a home icon. A left-hand navigation menu lists various services such as Student Information, Current Schedule, Exams Schedule, Calc Average, Semesters Courses, Study Plan, Registration, Financial, E-Services, Subscriptions, Survey, and Change Password. The main content area shows a form for requesting a service. The 'Type of service' is set to 'Official Certificate Request Form', and the 'Service' is 'Confirmation - Arabic (official, via email)'. There are sections for 'Notes regarding action' and 'Student Info' (displaying 'You have credit : 201 JD'). Below these are checkboxes for additional information to be included in the document. At the bottom of the form, there is a text field for a confirmation code, a 'Send' button, and a 'Back' button. Red arrows and numbered callouts (6 and 7) highlight the 'Send' button and the text field, respectively. The footer contains copyright information and social media icons.



A message of the success of your request will pop up on the screen.

The screenshot displays the user interface of the Princess Sumaya University for Technology. At the top right, the university's logo and name are visible in both Arabic and English. Below the header, there is a navigation menu with options: 'إجراءات أخرى' (Other Procedures), 'خدمات الكترونية' (Electronic Services), and 'إصدار وثائق' (Document Issuance). A search bar labeled 'اختر' (Choose) is present. A blue button labeled 'عودة' (Return) is located below the search bar. A central message box, highlighted with a green border and a yellow arrow pointing to it from the left, contains the text 'The procedure was saved and approved successfully' next to a green checkmark icon. On the right side, a vertical sidebar menu includes options: 'بيانات الطالب' (Student Data), 'الفصل الحالي' (Current Semester), 'جدول الامتحانات' (Examination Schedule) with a '23' indicator, 'إحساب المعدل' (Grade Calculation), 'مواد الفصول' (Course Materials), 'الخطة الدراسية' (Academic Plan), and 'التسجيل' (Registration).

- ✓ Check your email inbox to find a pdf file of the document.





Deanship of **عمادة**  
Admissions **القبول**  
& Registration **والتسجيل**

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مكتب الإرشاد الأكاديمي  
Academic Advising Office