

## SULEYMAN DEMIREL UNIVERSITY Department of Student Affairs

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## User Authorization Procedures WORKFLOW

## Authorization procedures for instructors from outside of the University The instructors from outside of the University applies to the relevant unit from Student Information System Receiving an authorization letter for the personnel accepted by the department

Authorization procedures for academic/administrative staff of the University

Receiving authorization letter from the unit to which the personnel is affiliated

Entering authorization requests from Student Information System

After registering through w5 system and getting registration number, the personnel is defined in Student Information System

