



# Pay Through SADAD

User Guide

- Use the following link to login SIS:  
<https://oasis.arabou.edu.sa/oreg/login/index.php>
- Type your username and password into the fields:

**الالتحاق**  
املاً طلب الالتحاق، تأكد من صحة البيانات في الطلب، ستستخدم هذه المعلومات في كافة الوثائق المتعلقة بقبولك في الجامعة العربية المفتوحة.

**Apply Online**  
Apply for the AOU online. Make sure all information is correct. This information will be used in all documents concerning you in the future.

**التسجيل**  
استخدم رقمك الجامعي للدخول الى نظام معلومات الطلاب، للحفاظ على الخصوصية قم بتغيير كلمة المرور.

**Register Online**  
Login using your student ID for username and password. Change your password after you login.

NEVER USE OLD PASSWORDS

المستخدم

كلمة السر

دخول

[Forgot password?](#)

SAB Policy on Acceptable Use of Computer and Online Resources

Arab Open University - KSA Branch | IT Department | For More Information Send To [AOU Student Support System] or Call: (01)2742277

### معلومات هامة خاصة بتسجيل المقررات

- يمكنك تسجيل المقررات واختيار الشعب بنفسك او باستشارة المرشد الاكاديمي ولا يعتبر هذا التسجيل مكتملا الا بعد دفع الرسوم المستحقة.
- يتم سداد كامل المبلغ عن طريق ايداعه في بنك ساميا .
- في حالة عدم السداد خلال 24 ساعة سيتم إلغاء التسجيل.
- في حال السداد عن طريق الايداع في البنك يجب تقديم ايصال البنك للشؤون المالية في فرع الجامعة لتفعيل الجدول.
- يمكنك استلام الجدول الدراسي من موظف المالية بعد التفعيل. ويمكنك طباعة الجدول الدراسي بنفسك من هنا ولكن بعد التفعيل.
- يمكنك استلام الكتب بعد التفعيل.
- اذا اضطررت الى الانسحاب بعد التفعيل فسيكون استرجاع الرسوم كالتالي:
  - الكتب المستلمة لا يتم إرجاعها.
  - عند الانسحاب قبل نهاية الأسبوع الأول من الدراسة يحسم من قيمة الرسوم الدراسية 15%.
  - عند الانسحاب قبل نهاية الأسبوع الثاني من الدراسة يحسم من قيمة الرسوم الدراسية 30%.
  - عند الانسحاب بعد انتهاء الأسبوع الثاني لا يتم استرجاع أي مبلغ.

انقر على زر المتابعة للانتقال الى صفحة تسجيل المقررات

### Important information for registering courses

- You can register courses online with the help from the academic advisor if you need, however this registration will not be final until the tuition fees are paid.
- Payments can be done by direct deposit to SAMBA.
- If payments are not done within 24 hours, the registration will be canceled.
- Bring the bank receipt to the Finance Department for activation in case you choose to pay by bank.
- Get your class schedule from the Finance Department after activation. You can also get your courses' packages after activation.
- In case of withdrawal:
  - No refund for courses' packages.
  - Before the end of the first week, 15% will be deducted off the paid fees.
  - Before the end of the second week, 30% will be deducted off the paid fees.
  - No refund after the end of the second week.

Click on **Next** to go to the online registration page

Click on Next button

Next

1

Registration

Grades

Edit my Profile

2

Course Registration

Print Student Schedule

You Are Logged In as Yousef Al-Nekaish  
Select a course from the links above

Click on Registration tab then Course Registration tab

Registration

Grades

Edit my Profile

Course Registration

Print Student Schedule



### Student Information

**Student Name**  
**Student Gender** Male  
**Student Center** Riyadh  
**Accept Year** 2002

**Student ID**  
**Student OUVS ID** 0  
**Student Major**  
**Accept Semester** 2

Click on Add Course button

### Student Grades

Hrs	CGPA	CF2	Trans
18	2.08	HTML	Transcript

### Student Registration for 2009 / 2

Add Course

Course ID	Credit	Hour	Price	Package Price	Session	Paid	Reg Date	Center	Change Session	Delete Course
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>							
							<b>Registration fee: 400</b>			
							<b>Learning resources fees: 300</b>	<b>Grant Total:</b>	<b>700 SR</b>	

### Student Schedule for 2009 / 2

Show Detailed Schedule

Course ID	Session	Center	Type	Week	Date	Day-Time	Location
-----------	---------	--------	------	------	------	----------	----------

Payments can be done by direct deposit to SAMBA account number given below, credit card (VISA), or ATM.  
Account Number (Riyadh): **1906488**

Course Registration

Print Student Schedule

### Student Information

**Student Name**  
**Student Gender** Male  
**Student Center** Riyadh  
**Accept Year** 2002

Click on the course title for the course you would like to register

Before the registr  
For more informat

Undergraduat

Programs

Click on		to Register It	
Course ID		Hour Price	PACK Price
EGR10		206	105
EAR1	3	206	80
T17	4	244	300
M15/A	4	244	375
EL111	3	206	300
EL112	3	206	300
BE201	3	244	188
BE230	3	244	188
BE231	3	244	188
B120	8	244	263
LB160	8	244	135
BE322	3	244	188
BE200	3	244	188
BE210	3	244	188
BE220	3	244	188
GR111	3	206	75
GR112	3	206	94

Cancel

Course Registration

Print Student Sch

### Student Information

<b>Student Name</b>	Yousef Al-Nekaish	<b>Student ID</b>	200300
<b>Student Gender</b>	Male	<b>Student OUVS ID</b>	0
<b>Student Center</b>	Riyadh	<b>Student Major</b>	BA in B
<b>Accept Year</b>	2002	<b>Accept Semester</b>	2

Choose the appropriate time and click on the session number

Before the registration of courses, please ask your guide for the Academic Study Plan  
For more information, please browse the following links:  
[Undergraduate Programs](#) | [Graduate Programs](#)

Click on the Session Number to Register It

Session Number	Type	Weeks	Day	Time	Room
10922001	Bi Weekly	1	Saturday	16:00 - 18:00	F-10 - Kingdom Schools
10922002	Bi Weekly	1	Saturday	18:00 - 20:00	F-10 - Kingdom Schools
10922003	Bi Weekly	1	Sunday	16:00 - 18:00	F-10 - Kingdom Schools
10922007	Bi Weekly	1	Tuesday	16:00 - 18:00	F-10 - Kingdom Schools

Cancel

Student Registration for 2009 / 2						
<a href="#">Add Course</a>						
Course ID	Credit	Hour	Price	Package Price	Session	Paid
M150A	4	244	375	10922012	NO	2
EL111	3	206	0	10922003	NO	2
<b>Totals</b>	<b>7</b>	<b>1594</b>	<b>375</b>			<b>Regis Learn</b>

- Repeat the steps of adding course for the rest of courses you would like to register
- Click on Print button to make a hard copy of your Schedule

Student Schedule						
<a href="#">Show Details</a>						
Course ID	Session	Center	Type	Week	Date	
M150A	10922012	Riyadh	Bi Weekly	Odd	2010-02-11	
EL111	10922003	Riyadh	Bi Weekly	Odd	2010-02-07	

Payments can be done by direct deposit to SAMBA account number given below, credit card (VISA), or ATM.  
 Account Number (Riyadh) 2906488





- When you check your schedule, you can find:



Student Registration Schedule  
 Registrar's Office  
 P.O. Box 84901,  
 Riyadh 11681,

26 Jul 2010  
 11:42:46

2- the status of payment is still No

Student Center  
 Program  
 Accept Year  
 Current Semester

2

Course ID	Session	Paid	Center	Date	Day-Time	Location
M150A	10922012	No	Riyadh	2010-02-11		
				2010-02-25		
				2010-03-11		
	922003	No	Riyadh	2010-04-18		
				2010-05-02		
				2010-05-16		

3- the payment process should be completed within 24 Hours from registration

1- the amount of money to be paid

Payments can be done by direct deposit to SAMBA, credit card (VISA), or ATM. If payments are not done within 24 hours, registration will be canceled.  
 Bring the bank receipt to the Finance Department for activation in case you choose to pay through bank deposit. Get your schedule from the Finance Department after activation. You can print the schedule for yourself as well. Finally, your courses' packages after activation.

• Riyadh Regional Center Account number is : 1906488 SAMBA

1 • Amount to be Paid: 2669 SAR

3

- The payment process could be completed through SADAD (we will use Al-Rajhi Bank for Example)
- Use the following link to login Internet Banking Service:  
<https://www.almubasher.com.sa/>

[Register](#) | [Faq's](#) | [Help](#) | [Online Security Overview](#) | [Terms & Conditions](#) | [About Al Mubasher Retail](#)

Al Rajhi Bank مصرف الراجحي



**Al Mubasher Retail**  
The Internet Banking Service

Login here

عربي


User Name:

Password:

[I forgot my password](#)

Login

#### Important Instructions

- ▶ Your browser should show the URL <https://www.almubasher.com.sa>
- ▶ Lock sign  indicating a secure website should be visible in your browser
- ▶ If you are already registered then enter your User ID and Password
- ▶ If you are not registered or forgot your password then click on the "register" link
- ▶ If requested, enter the One Time Password that has been sent on your mobile phone
- ▶ Make sure that the mobile number you have inserted in the ATM is in your possession



#### ▶ Tip of The day

Don't use unsecured WiFi (wireless) networks either public or private.



Al Rajhi Debit Card

**Your "Cash is waiting for you"**

Your chance to win back all you spend, when using your Debit Card abroad

- Click on Bills and Payments then on Add New Bills button:

ENGLISH | عربي

- Account Summary
- Current Accounts
- Credit Cards
- Mutual Funds
- IPO Services
- Transfers
- Bills & Payments** 1
- Government Payment - Sadad
- Government Payments
- e-Market
- Finance
- Assets and Liabilities
- Al Rajhi SMS
- Contact Us
- Account Preferences
- Tools

## Bill Payment

**Bill Payment**

- Select the bill you intend to pay by check marking the relevant bill. You can select maximum of 5 bills.
- Insert the amount you intend to pay or pay the amount appearing in the bill amount field.
- Click "Pay selected bills" button appearing at the bottom of the page.

**Add New bill**

- To add a new bill click on "Add new bills" button and follow the instructions.
- To activate a newly added bill, select the bills by check marking the relevant bill and click on "Activate selected bills" button.
- You can select and activate a maximum of 5 bills at a time.

**Bill Description**

- To add / modify the description of the bill click on the bill description hyper link and insert the preferred description.

Account:

Filter By:

**No Bills to be paid.**

2

Ver 3.17

- From Drop Menu-1 choose Payments
- From Drop Menu-2 choose Arab Open University
- Fill in the Field-3 with your ID number of the university
- Then click on Confirm button

## Bill Payments

### Bill Payments Request

If you wish to pay a bill, or store a bill reference for future payment:

- Select the utility service provider
- Enter the bill reference
- Click the "confirm" button
- For more details see help

Filter By:

Payments

1

Utility Service Provider

Arab Open University

2

Subscriber Number

3

Confirm

4

Back

- Check the fields that matches your ID number and the amount to be paid
- Click on Save button

## Bill Payments

### Bill Payments Request

- To pay this bill, click "pay".
- To store a bill reference for future payment, click "Save".
- To pay the bill and store its reference for payment again in the future, click "save & pay".
- If you no longer want this bill reference to be listed against your current account, click "delete".

<b>Bill Type:</b>	Arab Open University
<b>Bill Number:</b>	<input type="text"/>
<b>Bill Amount (SAR)</b>	<input type="text"/>
<b>Description</b>	<input type="text"/>
	<input type="button" value="Save"/> <b>2</b> <input type="button" value="Back"/>

- Check the Box-1
- Click on Activate Selected Bills

Account:

Filter By:

Bill Description	Biller	Bill Category	Subscriber No.	Status	Bill Amount (SAR)	Balance	Select
<a href="#">Add Description</a>	Arab Open University	Payments	200300	Inactive	<input type="text" value="0.00"/>	0.00	<input checked="" type="checkbox"/>

Records from 1 to 1 out of 1

[1]

1

Add New Bills

Pay Selected Bills

Delete

Activate Selected Bills

2

- Check the Box-1
- Click on Pay Selected Bills

ENGLISH | عربي

- Account Summary
- Current Accounts
- Credit Cards
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- Bills & Payments**
- Government Payment - Sadad
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Ver 3.17

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Account:

Filter By:

Bill Description	Biller	Bill Category	Subscriber No.	Status	Bill Amount (SAR)	Balance	Select
<a href="#">Add Description</a>	Arab Open University	Payments	200300	Paid	<input type="text" value="0.00"/>	0.00	<input checked="" type="checkbox"/>

Records from 1 to 1 out of 1

[1]

Add New Bills
Pay Selected Bills 2
Delete
Activate Selected Bills

1

- Within 2–3 Hours the Payment Process will be completed
- Go back to Course Registration on SIS, you can see Activate button, click on it:

Student Information			
<b>Student Name</b>		<b>Student ID</b>	
<b>Student Gender</b>	Male	<b>Student OUVS ID</b>	0
<b>Student Center</b>	Riyadh	<b>Student Major</b>	
<b>Accept Year</b>	2002	<b>Accept Semester</b>	2

Student Grades			
Hrs	CGPA	CF2	Transcript
18	2.08	<a href="#">HTML</a>	<a href="#">Transcript</a>

Financial Information	
Course Fee	1276 SR
Registration fee:	0SR
Learning resources fees:	0SR
Total Fees:	1276 SR
Balance if any:	1276 SR
Amount to be Paid:	0 SR
<a href="#">Activate</a>	

Student Registration for 2009 / 2										
<a href="#">Add Course</a>										
Course ID	Credit	Hour	Price	Package Price	Session	Paid	Reg Date	Center	Change Session	Delete Course





### Student Registration Schedule

Registrar's Office  
P.O. Box 84901,  
Riyadh 11681,  
Saudi Arabia Branch  
Arab Open University

Now check your schedule, you will find the payment status turned into YES

Student ID  
Student Name  
Section  
Student Center  
Program  
Accept Year  
Current Semester

Course ID	Session	Paid	Center	Date	Day-Time	Location
M150A	10922012	Yes	Riyadh	2010-02-11	Thursday 13:00 - 15:00	F-6 - Kingdom Schools
				2010-02-25		
				2010-03-11		
				2010-03-25		
				2010-04-08		
				2010-04-22		
				2010-05-06		
EL111	10922003	Yes	Riyadh	2010-02-07	Sunday 16:00 - 18:00	F-10 - Kingdom Schools
				2010-02-21		
				2010-03-07		
				2010-03-21		
				2010-04-04		
				2010-04-18		
				2010-05-02		
				2010-05-16		