

User Guide: Student

Mawhiba Universal Enrichment Program

Access to Service



Via the Website

You can register on the website via any tablet or personal computer and go to the website:

www.mawhiba.org



Via Mobile Application



Steps

1

Log in to your account on Mawhiba website and browse the list of services

2

Access to register for the service and request participation

3

Submit an application to participate and register

4

Confirm personal and educational data and acknowledge the conditions

5

Choose the program

6

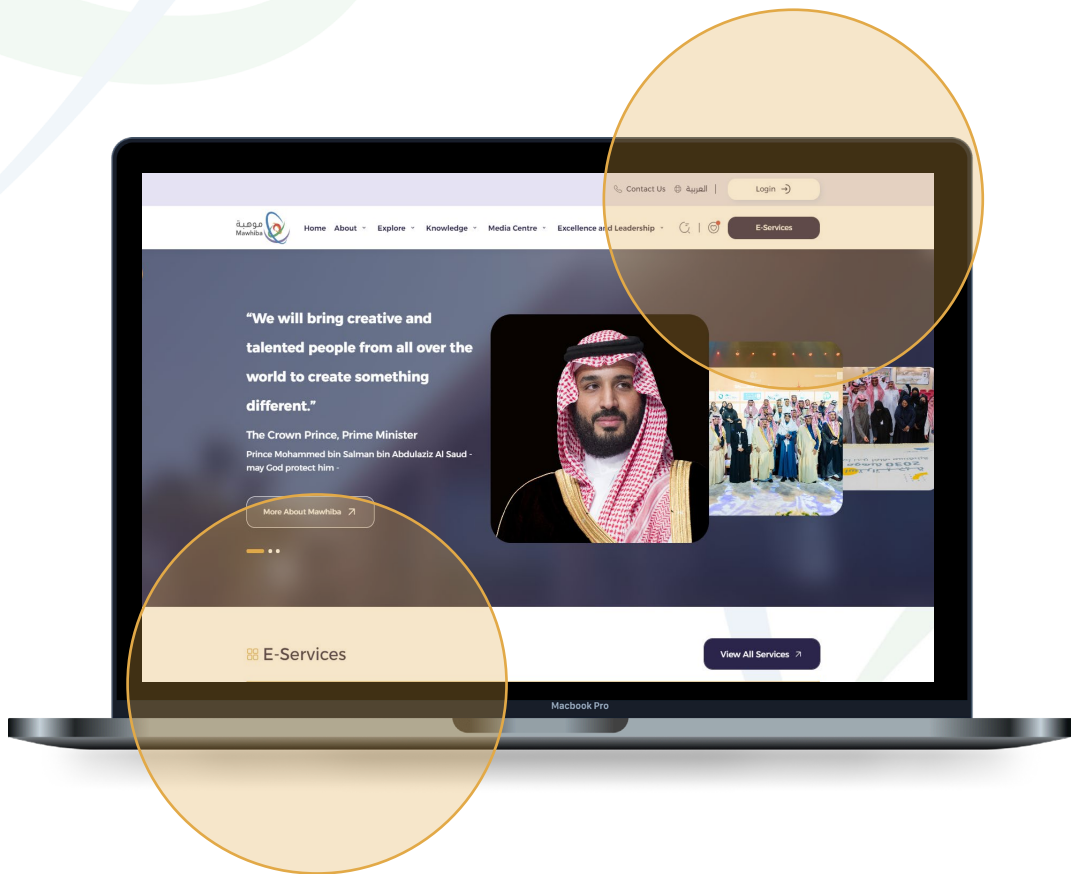
Payment of fees

We wish you a distinguished digital experience

Registration Steps

1 Log in through Mawhiba website: www.mawhiba.org

- From the homepage you can select the “E-Services” Button.



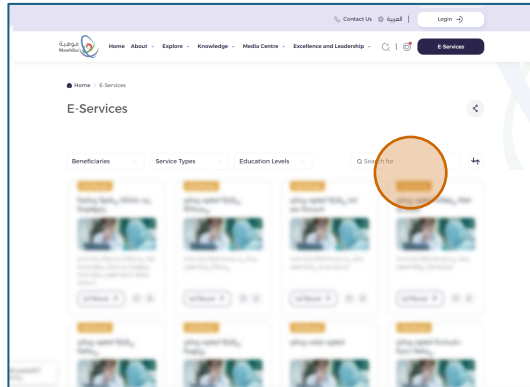
✓ Note

Registration in the program must be open and your nomination accepted in order to be able to access the program registration page. You can also log into the program directly through the link sent to you via text message or email sent to you.

2

Access to register for the service: Mawhiba Universal Enrichment Program

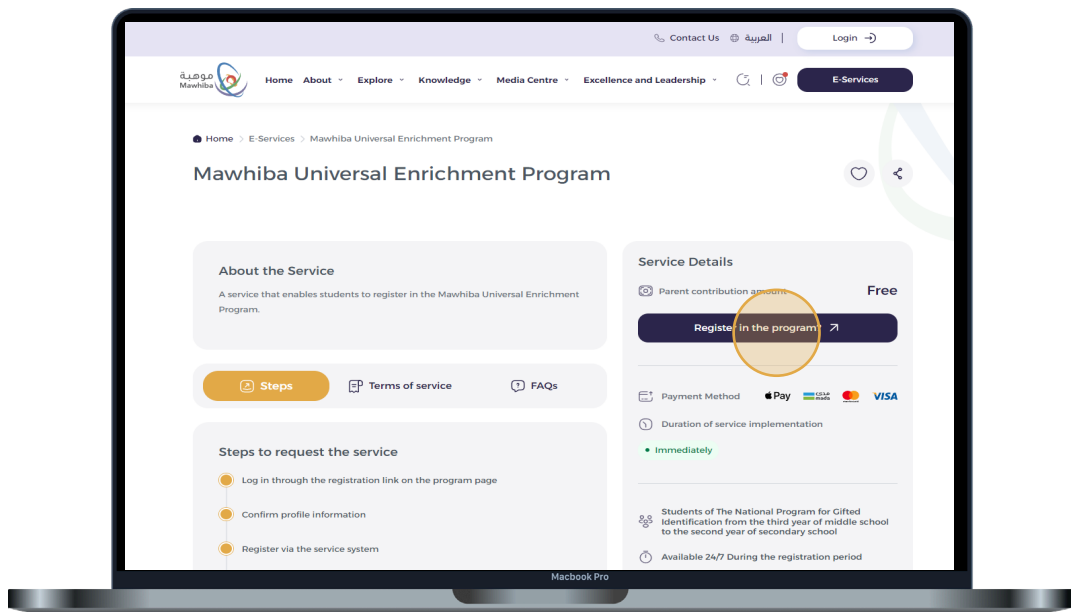
- On the E-Services screen Click on The service Link



3

Submit a "Registration Request"

- On the service details screen Click on (**Register**) Button.



4 Confirm your Personal and Educational Information

- In this step, your personal data and contact information will appear to ensure that they are correct and updated.
- You need to update your educational information..
- Then, agree on the Information Validity Statement... then click on the (**Confirm**) Button.

The screenshot shows the Mawhiba website interface for confirming personal and educational information. At the top, there is a notification: "A review of personal data must be confirmed". Below this, the information is organized into sections:

- Contact Information:**
 - Email: ashrafabdalkader152@gmail.com
 - Mobile Number: 966 54967796
 - Landline Number: (empty)
- Academic Information:**
 - Administrative Area: منطقة مكة المكرمة
 - Education Administration: إدارة تعليم جدة - بنين
 - Educational Level: متوسط
 - School Type: حكومي
 - School Name in Arabic: الشاهين الابتدائية
 - School Name in English: الشاهين الابتدائية
 - Class: الصف الثاني المتوسط
 - Academic Track: (empty)
- Guardian Information:**
 - Guardian Name: محمد التاجر
 - Relation: عم
 - Guardian Job: (empty)
 - Guardian Mobile Number: 96652211336
 - Guardian Landline: (empty)
 - Guardian E-mail: azeld@mawhiba.org.sa

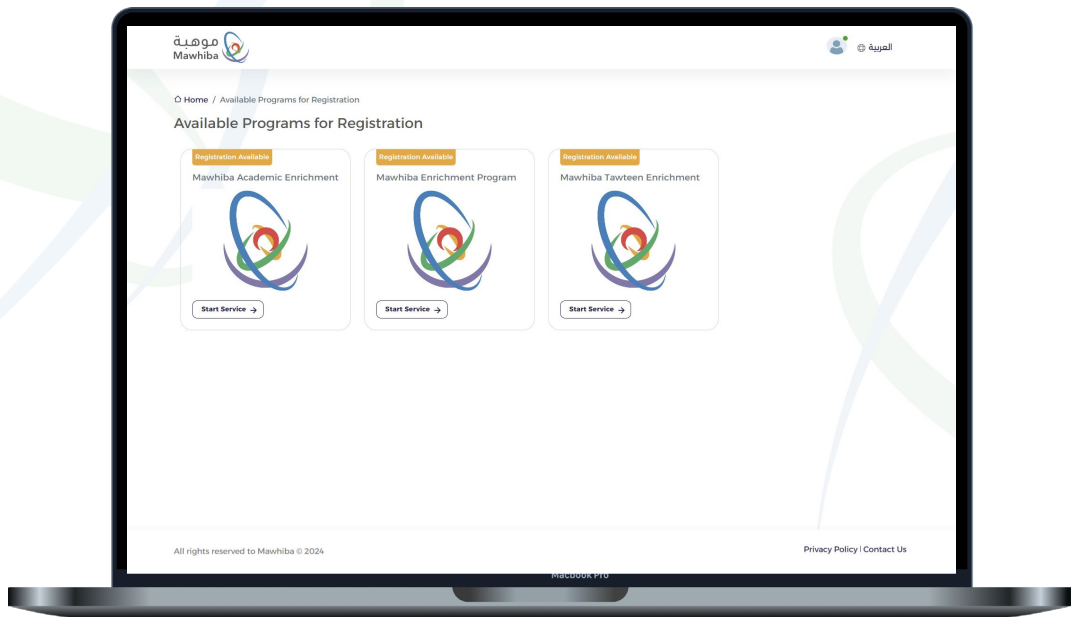
At the bottom, there is a checkbox: "The personal data has been reviewed and I declare that all this data used is correct and consistent, and I bear all responsibility if it turns out otherwise". Below the checkbox are two buttons: "Confirm" (highlighted with a red circle) and "Update Informations".

✓ Note

Through the Personal Information Confirmation Screen, if you are one of the categories covered by the exemption from fees or part of it, you can specify the category to which you belong.. which enables you in the next step to submit a request for partial exemption from fees

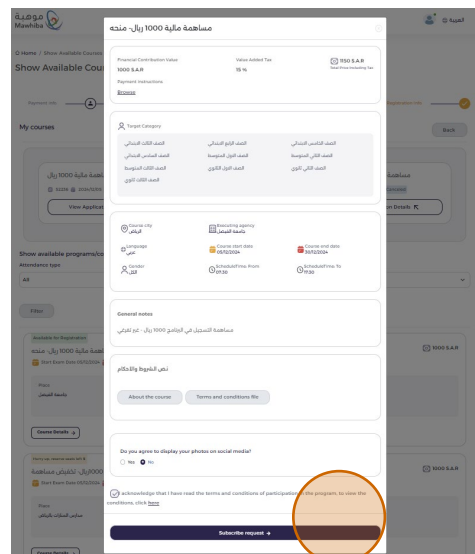
5 Choosing the Program or Training Course

- A program list screen will appear for you to choose the required program. Choose the program you want to register.



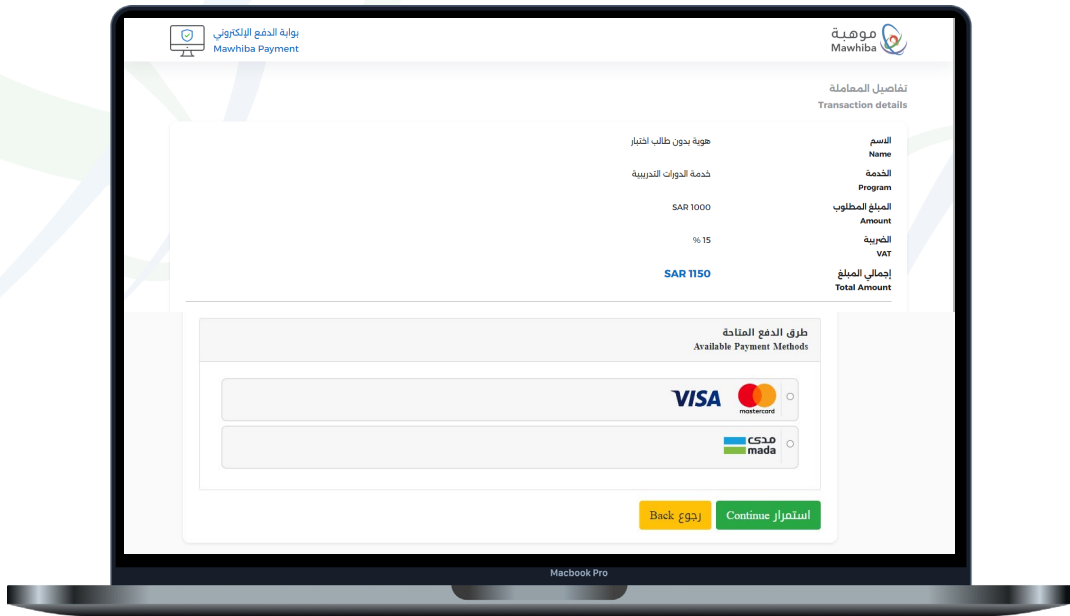
- Click on the required program to display the program details, name, city, field and dates, as well as the program fees.
- Review the terms, payment instructions and acknowledge them.

then click on the (**Subscribe request**) Button.



6 Payment of Fees

- After agreeing to the terms and conditions and clicking on the request to participate, a fee payment screen will appear to issue a payment invoice and complete the payment to confirm your registration in the program:



✓ Note

You must ensure that the payment process is completed on time to avoid cancellation of the participation request. You can view the program details at any time by accessing the service and reviewing the details of the participation requests you have submitted.



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