



## Manual for How Student Use Academic Counseling Unit System (ACUS)

### Introduction

ACUS is a system for Academic Adviser Counseling Unit (AACU) at Collage of Nursing – (CON) King Saud bin Abdul-Aziz University for Health Sciences (KSAU-HS).

Student can access the system through this link: [https://acus.ksau-hs.edu.sa/acus\\_login.php](https://acus.ksau-hs.edu.sa/acus_login.php)

### The system features by details

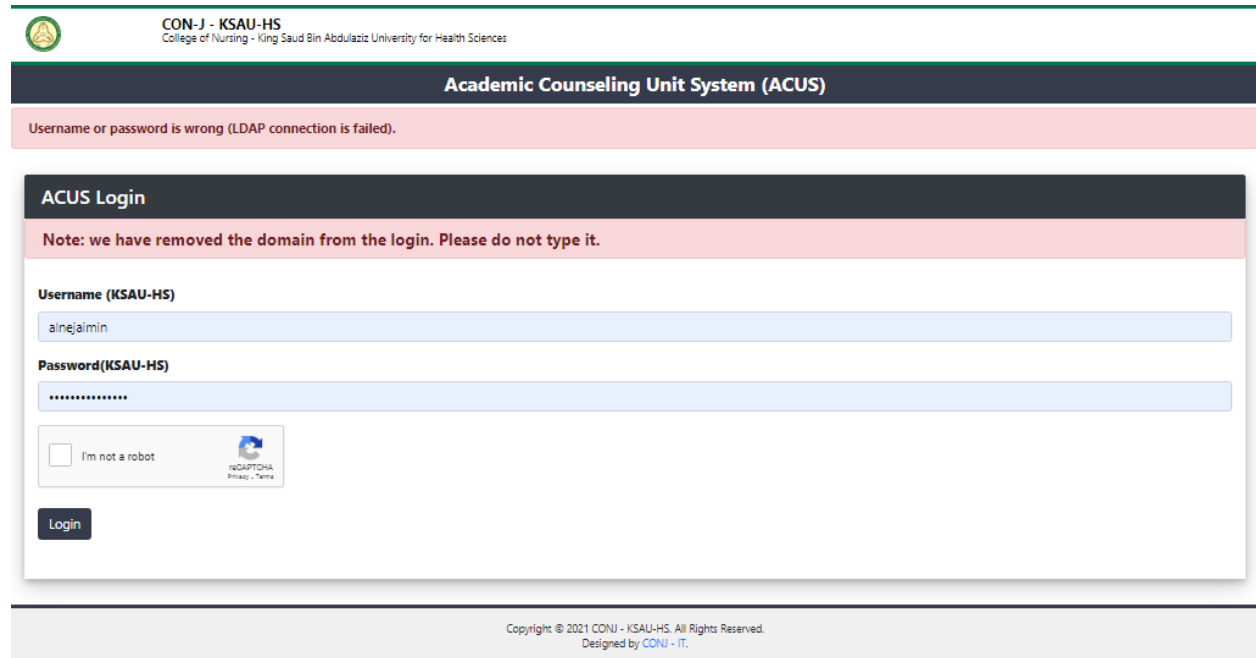
#### 1- Login:

- Type Username (KSAU-HS)
- Type password for Username(KSAU-HS).
- Verify the reCAPTCHA.
- Click “Login” button.



- A red notification message will appear:

If this message appears it means the username, domain or password entered wrong.



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**Academic Counseling Unit System (ACUS)**


Username or password is wrong (LDAP connection is failed).

**ACUS Login**

Note: we have removed the domain from the login. Please do not type it.

**Username (KSAU-HS)**  
alnejalmin

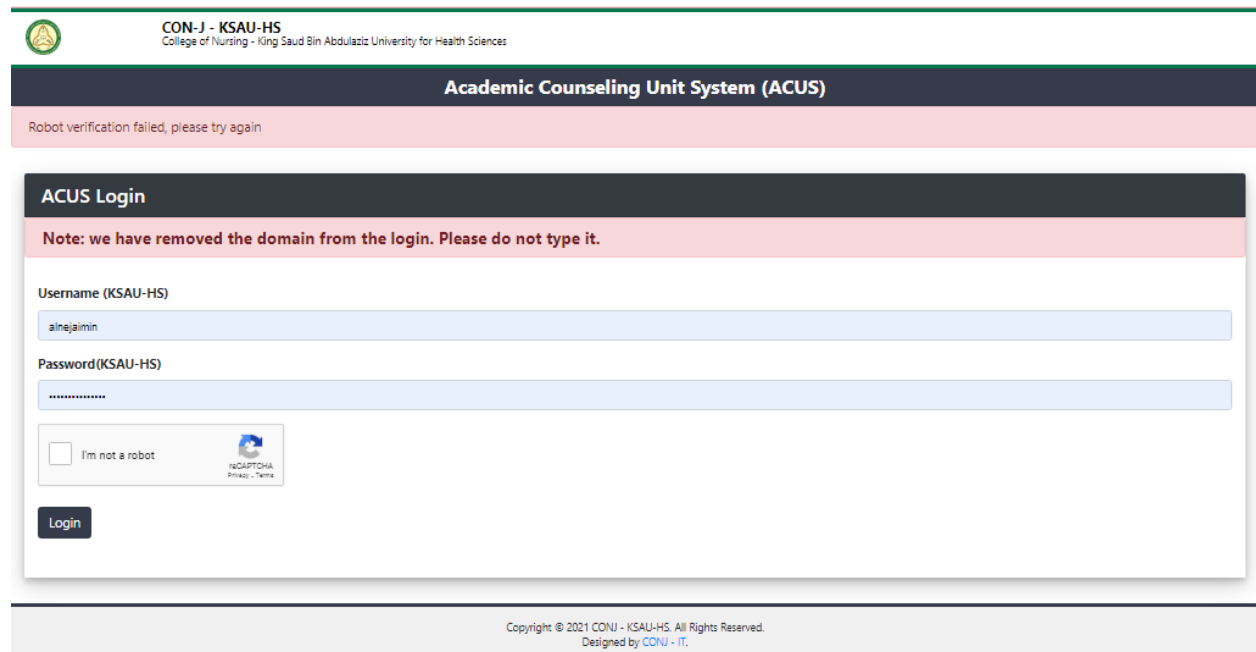
**Password(KSAU-HS)**  
\*\*\*\*\*

I'm not a robot 

Login

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If this message appears it means you have to check the reCAPTCHA.



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**Academic Counseling Unit System (ACUS)**


Robot verification failed, please try again

**ACUS Login**

Note: we have removed the domain from the login. Please do not type it.

**Username (KSAU-HS)**  
alnejalmin

**Password(KSAU-HS)**  
\*\*\*\*\*

I'm not a robot 

Login

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## 2- Main Page

This page allows student to update their personal information.

- Types All fields is “**requirement**”.
- Click “**Submit**” **button**.

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### Academic Counseling Unit System (ACUS) Update Student Information

Menu Hi Nouf Abdulwahab [Logout](#)

**Student Information**

Student ID :  
66#####

Student Email :  
alnejaimin@ksau-hs.edu.sa

Student Name

Academic Level

Student Phone

Guardian Phone

Home Phone

**Emergency Phone**

Name

Relative Relation

Phone Number



**Emergency Phone (2)**

Name

Relative Relation

Phone Number

**Social Information**

- Social Status:

- Single
- Married
- Divorced
- Other

**Social Information**

- Social Status:

- Single
- Married
- Divorced
- Other

- Number of Children:

- Living with who?

- With Family
- With Parents
- With Husband's Family
- With Relatives
- Detached House
- Other



- Residence Type:

- Ownership
- Rent

- Do you suffer from a specific disease?

- Yes
- No

- If the answer is yes, please mention the disease and the name of the medicine:

###

- Have you ever had surgery, please mention what is the operation and what year?

###

- Is the father alive:

- Yes
- No

- Is the mother alive:

- Yes
- No

- Are the father and mother separated?

- Yes
- No

- Are the father and mother divorced?

- Yes
- No

Submit



- A green notification message will appear: (Your request has been sent successfully).  
If you want to return to the previous page and update information:
- Click “Back to home page” **button**.

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**Academic Counseling Unit System (ACUS)**  
**Update Student Information**

Menu Hi Nouf Alnejaimi [Logout](#)

Your request has been sent successfully

[Back to home page](#)

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Thank you for reading our document. Please feel free if you need support just contact us.  
[conj.info@ksau-hs.edu.sa](mailto:conj.info@ksau-hs.edu.sa) or [conj.webmaster@ksau-hs.edu.sa](mailto:conj.webmaster@ksau-hs.edu.sa)

Best Regards,  
IT for CON-J