A Guide to Content Management Program MARZ

20,00

King AbdulAziz University Information Technology Deanship



User's Manual To set up a website for Faculty member

Content

- 1. Introduction
- 2. About Content Management Program (MARZ)
- **3.** Benefiting from (MARZ)
- 4. The basic needs to deal with the Site Management System(MARZ)
- 5. How to register in (MARZ)
- 6. How to log in the site administration
- 7. How to set up CV
- 8. How to edit CV
- 9. Home Page Management

1. Introduction

This guide will explain how to set up personal website in MARZ for a faculty member. The website will reflect your activities research and scientific and improve the communicating with students and the learning experience.

2. About Content Management Program (MARZ)

MARZ is service that especially concerned in creating a personal website for academic staffs at King Abdulaziz University, and service is characterized by:

- Secure electronic communication between the student and academic staff.
- Give the academic staff an open space.
- Edit the website from everywhere and any time.
- Using the program easily.

This service is a new service in Saudi universities, and the University King Abdulaziz University has been the first Saudi university provides this service to their academic members.

Also, it is more like a universal service which provides a common service serving faculty members and university students.

The success of this service is added to the achievement record of the Deanship of Information Technology and to its continuous and serious work in implementing the policies of senior management of the University "university without paper".

The new service has launched by the University president Prof. Osama S. Tayeb and he described the service as a leading service. Also, he commended the efforts of the Deanship of Information Technology to support the university orientations and here vital role in the success of the electronic university services.

3. Benefiting from (MARZ)

It is for all faculty members at the King Abdulaziz University.

4. The basic needs to deal with the Site Management System(MARZ)

- Internet connection
- KAAUNet User name and password. You can obtain it from Deanship of Information Technology - Customer Service Department.
- Familiarity with the principles of the use of computers.

5. How to register in (MARZ)

To register you need to follow the next steps:

- 1. Access to the University's website at the following link: <u>http://www.kau.edu.sa</u>
- 2. Enter E-Services



3. Go to Creating a personal Web

		Contraction of the second seco
بدالعزيز KING ABDUI	جامعة الملك ع LAZIZ UNIVERSITY	Search C C C C C C C C C C C C C C C C C C C
©University ©KAU Managemen KING ABI	it @Faculties @Deanships @Centers @Serv	lices
Main Page ACADEMICS ADMISSIONS	Student Services Academic Staff Services	Administrative Services
RESEARCH	Student and Academic Staff On Demand University Services ODUS Plus	Virtual Class Rooms - CENTRA
E-SERVICES	Online Student Services	E-Management Education System EMES
Electronic Releases	Creating a Personal Web	
KAU President	E-mail	Online Services Anjez Kau Forum
University		
Bulletins		

*

4. Enter Create a site icon

	Search دالعزيز KING ABDULAZIZ UNIVERSITY
() University ()	KAU Management (V) Faculties (V) Deanships (V) Centers (V) Services
	Doctor Portal
عربي	Home > Doctor Portal
Overview	
Sites Creation	Create a site Marz Site Visual guide JUser's Manual 😱 Contact Us
Contact us	
PhotoAlbum	
Latest News	
	I ne University President functed the websites services for the university academic staffs

5. Enter the button

6. Enter you user name 7. The site is created and password



6. How to log in the site administration

From University's website > E-Services > MARZ

Enter your KAAUNet user name and password

ات الإلكترونية	
الخدمات الخاديمية الأخاديمية الأخاديمية التدريس	Marz
نظام الخدمات الأكاديمية للطلاب والاساتذة ODUS Plus نظام الفصول الافتراضية CENTRA	
نظام المعاملات الإلكتروني طلاب ERS النظام الإلكتروني لإدارة التعليم	نظام إدارة المحتويات MARZ
	اسم المستخدم User name
برنامج الاستقطاع الشهري يوي يوي أجر بلا انقطاع أجر بلا انقطاع	کلمة المرور Password
w.kau.edu.sa/KAU_Services/marzsystem.html التحميل بر نامج الحافا	دخول

Or from this URL https://marz.kau.edu.sa/admin/login.aspx



The admin page for your Website will open



7. How to set up CV



- 1. Select your name from the dropdown menu
- 2. Selecte the language of the Website
- 3. Press show
- 4. Press CV wizard from the CV wizard category

 5	Sites: Rania Masad Hamed Alhazn	ni 🗸 Langua;	ge: English 💌 Show 🖬 Set as Default Site
رانیا مسعد 👮			
Website systems	CV wizard CV wizard CV wizard Site appearance Personal information Abstract Education	Mation Reports help Image: Work experiences Image: Work experiences <	تفعيل خدمة نظام المجموعات البريدية

5. Welcome message will appear and click "التالي"



6. Fill the personal information



Notes:

- The data with red asterisk * is required information.
- You cannot edit the Arabic name here, if it is wrong you need to contact the Labor Administration.
- 7. Click "التالي" to move to the following steps



Pressure "التالي" in the last screen to go to the general overview screen





9. Click "النالي" to move to the Academic Qualifications screen



10.Click "التالي" to move to the Previous Work experience screen



12.Click "التالي" to move to the Teaching Interests screen





13.Click "النالي" to move to the Courses screen

14.Click "التالي" to move to the Keywords screen





- 1. From the website systems select the Home Page Management
- 2. To edit press the pencil icon

	ر اتبا مستد راتبا مستد 🕅 🔥 Vebsite systems	e Information 💉 Reports 🔏 help 🐗	bit		
		Home Page A	Management		
Content					
		Language		7. Page 19.	
		AR		Edit 📄 🖊	
services					
Add					2 Table Update
-	Service	Windows	Order	Show Title	
No records to display.					

3. Add your content in the content box. You can copy from the Word and past in the content box. Also, you can add photo in the content box.



- 4. Add a description and meta (for example Home page)
- 5. Click \square to save your work or click \blacksquare to cancel.