STUDENT ID PROCESS GUIDELINES

Introduction

AIMS Student ID service is enabled in Each Student's Portal.

This guide highlights the process for the various ID services a student can request for via their Portal.

ID Services Enabled

- Request For New IDs for New Students

- Request For ID Replacement

- Complaint About Not Having Received An ID

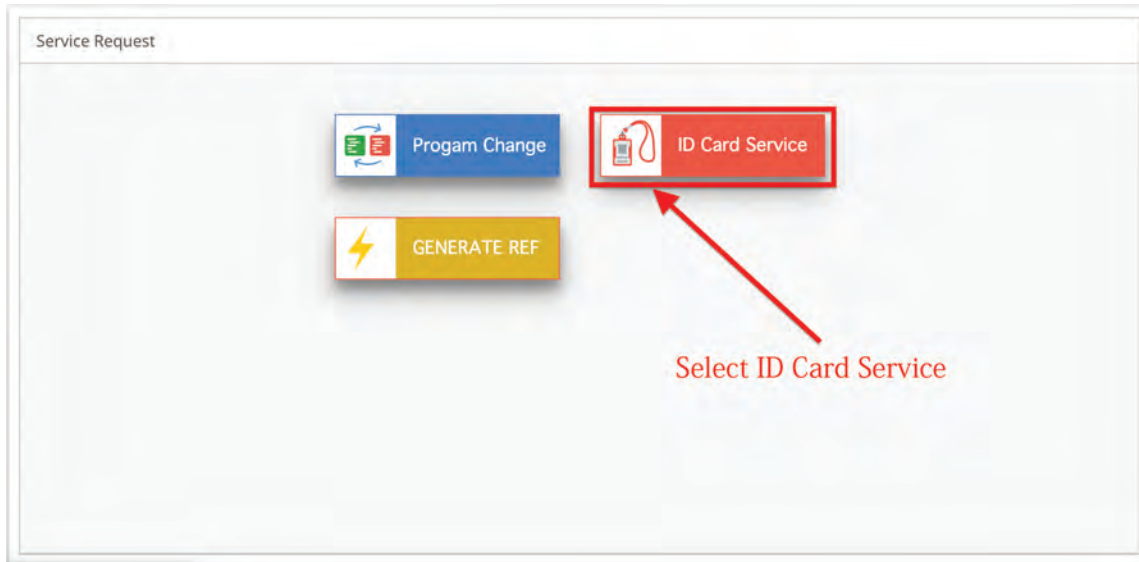**a) Requesting for a New ID (New Students)**

After having fullfilled all the first time registration requirements and having had their photos and signatures captured, new students have to validate their biodata on their portals before their IDs are printed as detailed below.

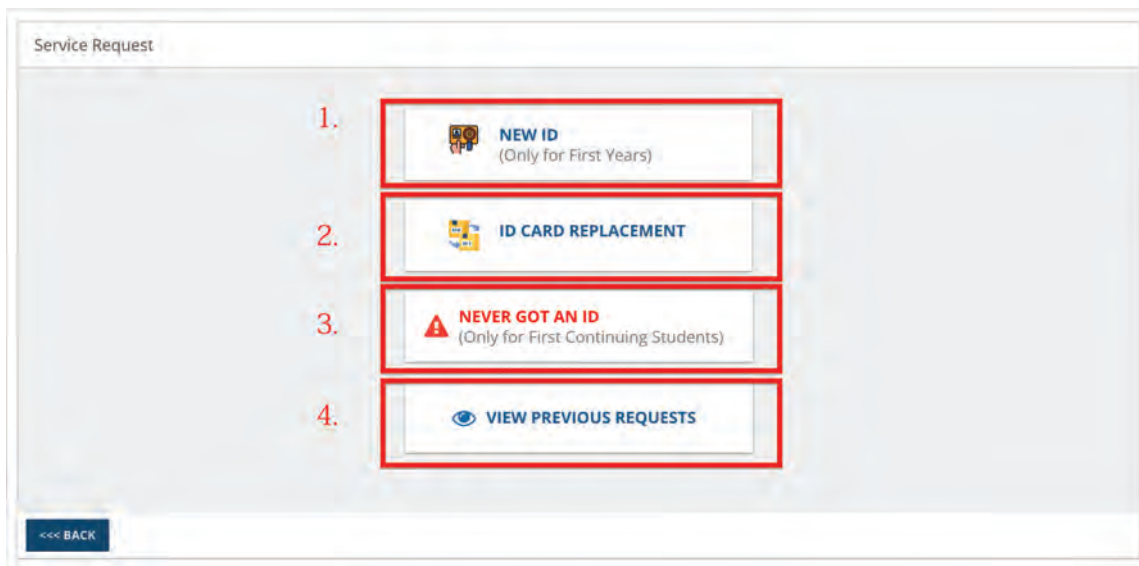1. Log Into Portal and Select the Service Requests Menu.
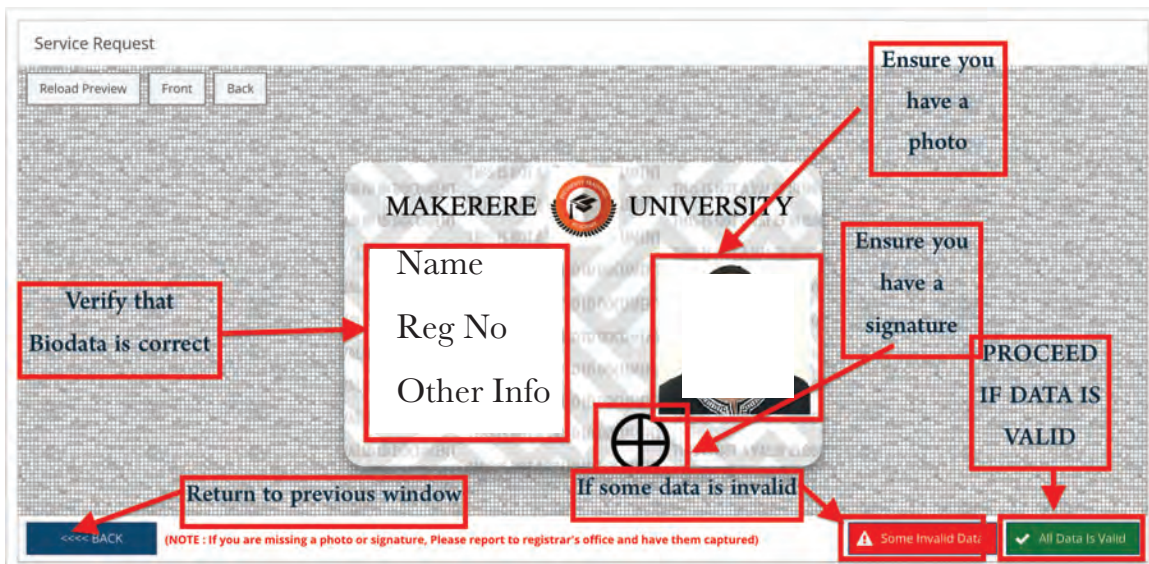
2. Select ID Card Services

Select ID Card Service

3. Select New ID Option (Only Available for New Students)

4. Validate Biodata

5. Keep Checking on the Updates Until You are informed to Pick Up your ID.

Service Request

Your Id Request is Awaiting Review

Your ID data Has Been Forwarded For Printing

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6. Notification to go Pickup the ID.

Service Request

You will Be Notified when it is Available for Picking

Your ID been delivered to
COCIS ID ROOM
BATCH NO: 94c5bda0-a05a-11eb-a261-39a58f51e876
Please Proceed to Pick It and Confirm Below, After Recieving It

ACKNOWLEDGE

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