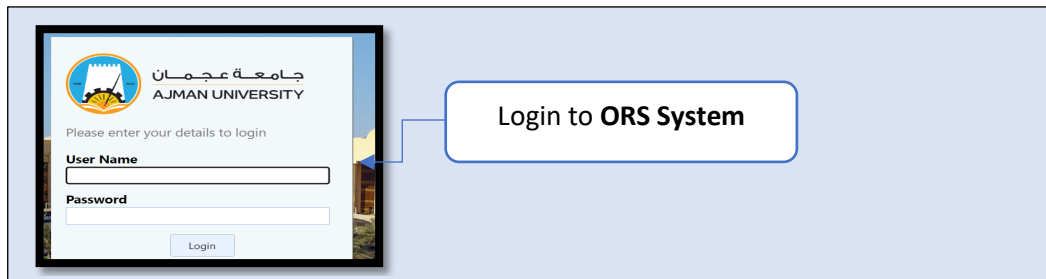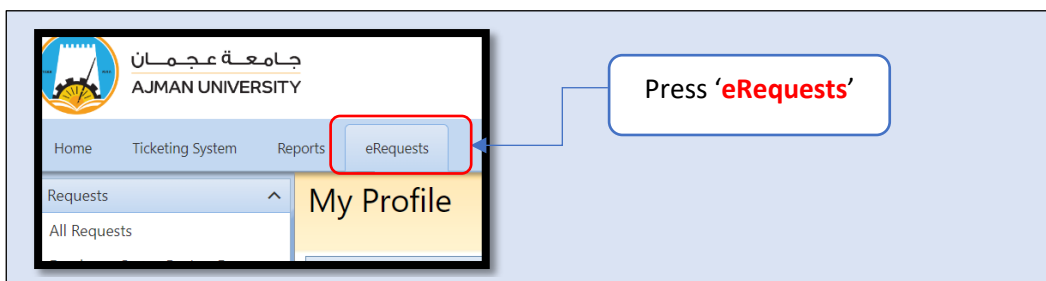# Application for Teaching Adjunct Courses

(For Administrative Staff Members)
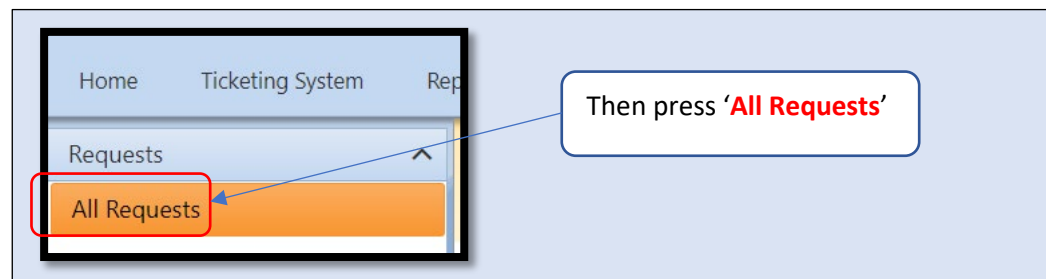
Step 1

Login to **ORS System**

Step 2

Press '**eRequests**'

Step 3

Then press '**All Requests**'

Step 4

Press '**New Request**'
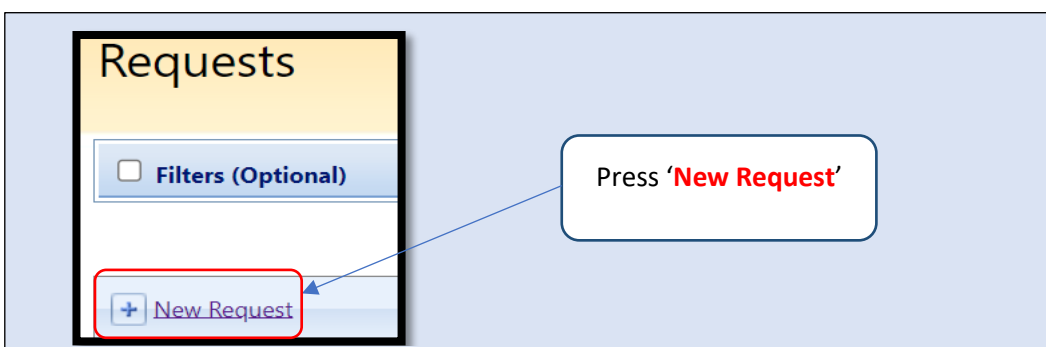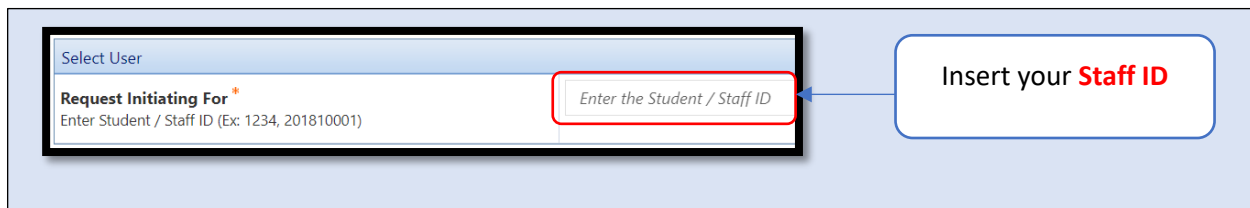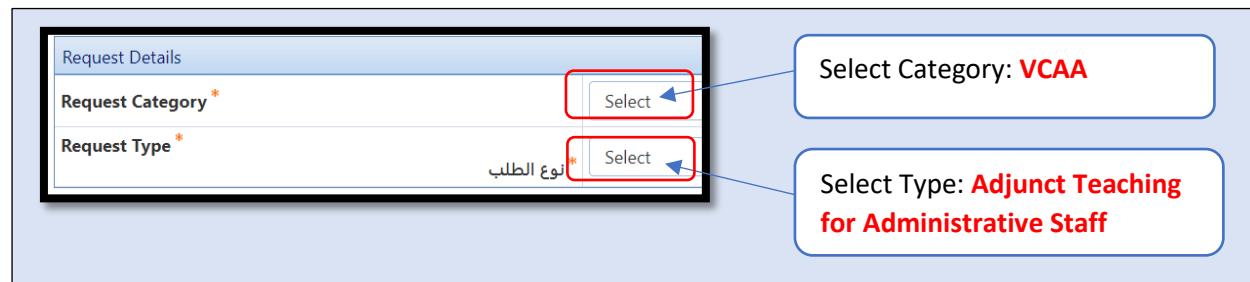
Step 5

Select User	
Request Initiating For * Enter Student / Staff ID (Ex: 1234, 201810001)	Enter the Student / Staff ID

Insert your **Staff ID**

Step 6

Request Details	
Request Category *	Select
Request Type * نوع الطلب	Select

Select Category: **VCAA**

Select Type: **Adjunct Teaching for Administrative Staff**

Step 7

- Then fill all required fields
- Attach any supporting document that may be needed
- Read the 'Terms and Conditions' and Approve them.
- Then press : ' Submit Request'

Thank You !

For more inquiries, kindly contact Office of HR.