

ESAAD Card Registration

Please follow the steps mentioned in the below screenshots to submit the ESAAD card registration request.

- Login to the ORS system with your network account.
 - URL: <https://ors.ajman.ac.ae/Login.aspx>
- Follow the steps mentioned in the below screenshots.

The screenshot displays the ORS system interface with three steps highlighted by red boxes and arrows:

- 1. Click on eRequests**: The 'eRequests' tab in the top navigation bar is highlighted.
- 2. Click on All Requests**: The 'All Requests' option in the left sidebar menu is highlighted.
- 3. Click on New Request**: The '+ New Request' button is highlighted.

The interface also shows a 'Requests' section with a 'Filters (Optional)' checkbox and a table with the following columns: SI.No, Request Number, Request Type, Number, and Na. Below the table, it states 'No records to display.'

New Request

Step 4: The employee has to enter their employee number.

Select User

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

4455 X

Request Initiating For - Information

Student / Staff ID	4455	Student / Staff Name	Ashok Neerudi
Gender	Male	Email	a.neerudi@ajman.ac.ae
College / Office			

Request Details

Request Category * Step 5: Select HR Office category. HR Office

Request Type * Step 6: Select ESAAD Card Registration Request. ESAAD Card Registration Request

Employee Name in Arabic *
(First, Middle, Family) الاسم الثلاثي باللغة العربية *

Mobile Number *
Ex: 971***** رقم الهاتف المتحرك *

Parents * الوالدين * Select

Number of Spouses * عدد الأزواج * Select

Number of Children * عدد الأبناء * Select

Nationality * الجنسية * Select

Educational Qualification * المؤهل العلمي * Select

Age * العمر * Select

Emirate of Residency * إمارة الإقامة * Select

Area of Residency in Arabic * منطقة الإقامة باللغة العربية *

Step No	Role	Conditions	Note
1	AU Full-Time Staff		All the conditions are satisfied.
1	Super Admin	Step 7: Fill in the required information in the form and click on the Submit Request button.	

Submit Request Go to All Requests

Note - Upon submission of the request, you will receive an email containing the request details.