Document Generation (Letters) Manual

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Active Students Process

1. Click Login to Self Services Banner.

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- 1. User ID: Enteryour polytechnic student ID (e.g. student 201934567).
- 2. **PIN:** Enteryour password.
- 3. Click Login.

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7. You can select to Print or Save as PDF the letter

Important Note:

• **Reference Code:** every letter has a **Reference Code** that can be use by other entities or employer to verify the letter online, please refer to **Public Validation** section

This is an auto generated letter. To validate this letter, access Bahrain Polytechnic website using Reference code: ADX0244078682

• Hold: if you have hold you will not be able to view or print a letter until your hold ended by related department.

You are having Withdrawal hold.Letter cannot be generated. You have an active hold

- If you have financial hold, please contact Finance.Directorate@polytechnic.bh
- If you have library hold, please contact <u>Student.Services@polytechnic.bh</u>
- If you have admission hold, please contact Admissions@polytechnic.bh
- If you have any other holds or for inquiries, please contact Registration@polytechnic.bh

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Inactive Student (Graduates, Withdrawal, Excluded and Enrolment Cenacle) Process

- 1. Open the link https://selfservice.polytechnic.bh/PROD/bxsltrpu.P_SearchStu
- 2. Enter your **Details** (student ID, CPR number and date of birth)

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3. Click required document you need



4. Click Print



5. You can select to **Print** or Save as **PDF** the letter



Important Note:

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• Hold: if you have hold you will not be able to view or print a letter until your hold ended by related department.

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- ▶ You have an active hold
- If you have financial hold, please contact <u>Finance.Directorate@polytechnic.bh</u>
- If you have library hold, please contact Student.Services@polytechnic.bh
- If you have admission hold, please contact Admissions@polytechnic.bh
- If you have any other holds or for inquiries, please contact Registration@polytechnic.bh

Public Validation Process

- 1. Open the **link** https://selfservice.polytechnic.bh/PROD/bxsltrpu.P_SearchStu
- 2. Enter CPR and Reference Code in the letter

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3. The required letter will appear for validation with Reference Code

