

المملكة العربية السعودية  
الشؤون الصحية بوزارة الحرس الوطني  
جامعة الملك سعود بن عبد العزيز للعلوم الصحية  
عمادة الدراسات العليا - الأحساء



# نظام التسجيل لمركز التدريب و التطوير المهني

CPD Registration System

## دليل التسجيل خطوة بخطوة REGISTRATION STEP BY STEP GUIDE

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## مقدمة

يهدف هذا الدليل لتوضيح خطوات التسجيل في الدورات التدريبية لمركز التدريب و التطوير المهني بجامعة الملك سعود بن عبدالعزيز للعلوم الصحية بالأحساء.

## الدخول لنظام تسجيل مركز التدريب و التطوير المهني

- للتسجيل في الدورات التدريبية في مركز التدريب و التطوير المهني يرجى الدخول على النظام من خلال نسخ الرابط التالي [events.ksau-hs.edu.sa](http://events.ksau-hs.edu.sa) ولصقه في شريط العنوان أو عن طريق
- سجل دخولك بالبريد الإلكتروني وكلمة المرور الخاصة بك وإذا لم يسبق لك التسجيل في الموقع انقر على (click here to register) وأكمل البيانات المطلوبة ثم انقر فوق (Register)

Welcome to KSAU-HS events!  
Please fill in the following information:

Your first name **الأسم**

Your last name **العائلة**

Select Gender **الجنس**

Email **البريد الإلكتروني**

Password **كلمة المرور**

Confirm Password **تأكيد كلمة المرور**

Input symbols

FRAN

Register

2. صفحة التسجيل

KSAU-HS. انقر هنا للتسجيل

Click here to register Change Password

Email **البريد الإلكتروني**

Password **كلمة المرور**

Input symbols

NJNS

Login

1. صفحة تسجيل الدخول

## التسجيل في البرامج التدريبية

- في الصفحة الرئيسية انقر على أيقونة (Profile) أعلى الصفحة وأكمل جميع بياناتك الشخصية المطلوبة حتى تتمكن من التقديم على البرامج التدريبية ثم انقر على حفظ (Save) أسفل الصفحة.

3. واجهة النظام

4. الملف الشخصي

- الرجوع إلى الصفحة الرئيسية من خلال أيقونة (Home) ثم اختر الدورات (Courses) أو دورات دعم الحياة (Life Support Courses) وانتقل لأسفل للبحث عن الدورة المناسبة لك ثم انقر فوق تسجيل.

The screenshot shows the KSAU-HS Events website interface. The main content area is titled 'Home' and features several sections: 'Courses' (22 new), 'Symposiums' (0 new), 'Life Support Courses' (111 new), and 'Products' (5 new). The 'Courses' section lists two courses: 'ACLS Heartcode (Blended Learning) Skills Session - ALAHTSA' on February 11 and 'BLS Provider Course - ALAHTSA' on February 13. The 'Life Support Courses' section lists three courses: 'Basic Life Support (BLS Online) Heartcode Skills Session Only - Riyadh' on February 9, 'Basic Life Support (BLS) Provider Course - Riyadh' on February 10, and another course on February 10. Each course listing includes a 'Register' button. The sidebar on the right shows the user's profile and navigation options: 'My Events', 'My Workshops', and 'Courses'.

5. واجهة النظام

This is a detailed view of the 'BLS Heartcode (Blended Learning) Skills Session - ALAHTSA' course listing. The course is scheduled for February 9, 2021, from 9:00 am to 12:00 pm at the First Floor - AD Bldg. (KSAU-HS). The description states that this is the AHA's blended learning delivery method for the AHA's BLS Course, requiring providers to first complete the online portion of HeartCode BLS and then complete a hands-on skills session with an AHA BLS Instructor. The target audience includes healthcare professionals and other personnel who need to know how to perform CPR and other basic cardiovascular life support skills in a wide variety of settings.

6. دورات مركز تدريب الدراسات العليا بالأحساء

- ملاحظة: يرجى التأكد من اختيار مركز تدريب الدراسات العليا بالأحساء.

- اقرأ تفاصيل الدورة التدريبية ثم انقر فوق Purchase > online > Paid (CME) ثم ستظهر نافذة للشروط والأحكام ثم انقر فوق (I Agree)

**Basic Life Support in Obstetrics (BLSO) Provider Course - ALAHTSA**

Payment Details

Kindly choose from the following options:

Payment Options: **1 Paid (CME)**

Payment Location: **2 Online**

Payment Method: **3 Purchase**

Start Date - التاريخ البدء: 2021/03/17 09:00

End Date - التاريخ الانتهاء: 2021/03/17 04:00

Seats - المقاعد: 50

Early Cost: 750

Late Cost: 750

Description - الوصف: Venue: First Floor - AD Bldg. (KSAU-HS)- ALAHTSA

Activity Objectives: The activity is designed to Improve the management of normal deliveries, as well as obstetric emergencies by standardizing the skills of first responders, emergency personnel and maternity care providers.

Target Audience: Residents, Nurse Midwives, Registered Nurses and other members of the Maternity Care Team

Fees/Registration: Please pass by registration office for payment and course materials at Ground Floor - AD Bldg. (KSAU-HS)- ALAHTSA

CME hours: Accredited by the Saudi Commission for Health Specialties (SCHS) with CME & Internationally accredited by American Academy of Family Physicians (AAFP).

7. صفحة التسجيل في الدورة

Postgraduate Training Center

Policy on Activity Registration, Cancellation, Transfer, and Refund

1. **REGISTRATION POLICY:**

- Waiver of registration fee is acceptable only if the subject participant is sponsored and officially approved by the PTC Management.
- The registrant should receive an official receipt after payment of the registration fee and no further actions shall be taken without presenting the original receipt.
- All registrations are completed via mail, e-mails and in-person or via the registration website, which will be confirmed upon receiving the registration fee.
- In the event that the new guidelines and manuals are already available, the PTC reserves the right to charge "provider" fee including the amount of the new manual.
- No registration shall be made without payment. Unless, PTC announced the educational activity as "free of charge."
- Registration is valid only if the registration form is completed and submitted.
- The registrant is responsible to read and sign for having read the policies stated herein, which is located at the bottom part of this page.

1. **CANCELLATION, Transfer, and Continuing Medical Education Hours Accreditation Policy:**

- If the participant would like to reschedule or transfer to another course:
  - In case of illness or emergency cases, the registrant needs to provide proper documentation.
  - The return of used course manual is not refundable, including its shipping charges.
  - No refund of the course fees is allowed in any case except in the cases mentioned in the policies regarding the withdrawal of the participant from the course after confirming the registration number (i - ii - iii - iv) Or if the course is canceled by the management of the Postgraduate Training Center.
  - Rescheduling of the course is allowed and after registration is approved up to a maximum of one week before the date of the course, a rescheduling fee is 100 SR.

Cancel I Agree

8. الشروط والأحكام

- ستظهر نافذة الدفع ، أدخل رقم بطاقتك وجميع تفاصيل البطاقة المطلوبة ، ثم انقر فوق (Pay now).

KSAU-HS  
KING SAUD BIN ABDELAZIZ  
UNIVERSITY FOR HEALTH SCIENCES  
A University for the Nation's Health

Transaction ID: [REDACTED] Amount: SAR 750.00

Credit/ Debit Card

[REDACTED] VISA

mm/yy

CVV2

Card Holder Name

Cancel Pay now

Powered by STS PayOne

9. صفحة الدفع

- سيتم استلام تسجيلك وستلقى بريدًا إلكترونيًا بإيصال الدفع.

KSAU-HS  
KING SAUD BIN ABDELAZIZ  
UNIVERSITY FOR HEALTH SCIENCES  
A University for the Nation's Health

Transaction ID: [REDACTED] Amount: SAR 1.00

Your payment was successful!

Gateway Status Code: 0000  
Gateway Status Description: Payment processed successfully.

This page will be automatically submitted in [11] seconds

Submit

10. تمت عملية الدفع

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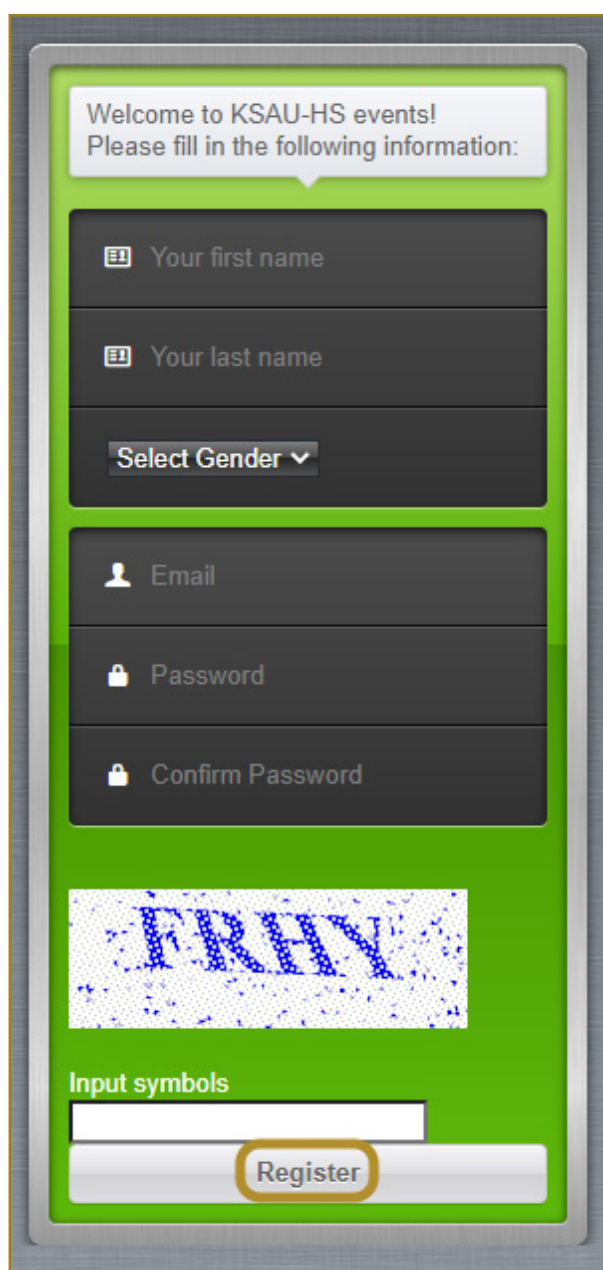


## Introduction

This document gives step-by-step instructions on using the CPD Registration System.

## Accessing the CPD Registration System

- Go to the internet explorer then type the link [events.ksau-hs.edu.sa](http://events.ksau-hs.edu.sa) or
- login with your email and password and if you do not have an account click on (click here to register) and complete the required fields then click on (Register).



Welcome to KSAU-HS events!  
Please fill in the following information:

Your first name


Your last name

Select Gender ▾

Email

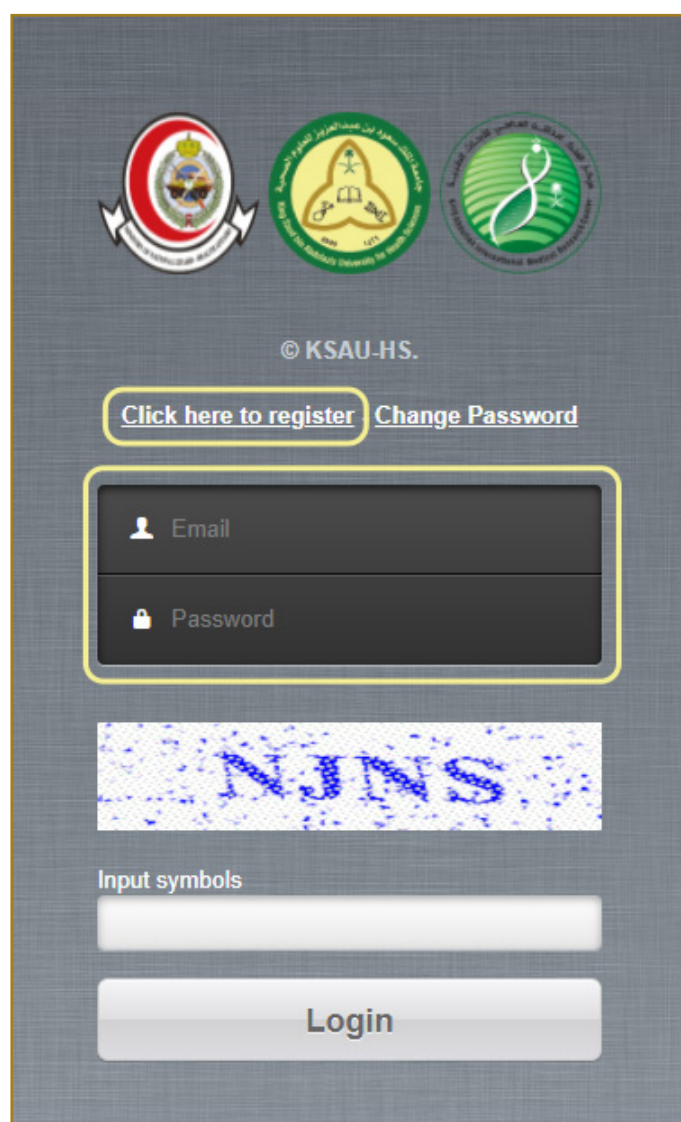
Password


Confirm Password



Input symbols

2. Registration Form



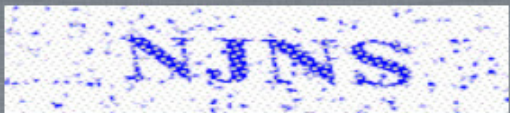


© KSAU-HS.

[Click here to register](#) [Change Password](#)

Email

Password



Input symbols

1. Login Page

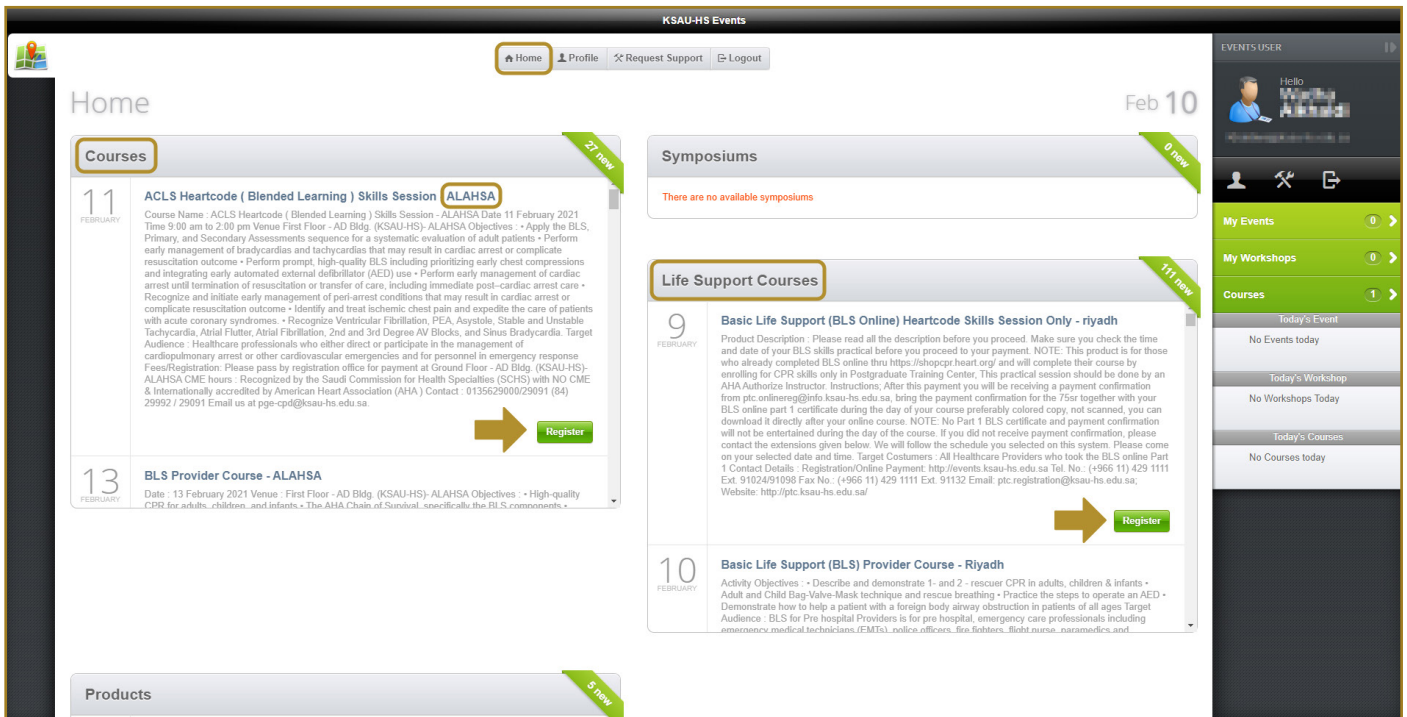
## Events Registering steps:

- On the home page, click on the (Profile) icon at the top of the page and complete all your required personal information to be able to apply for the courses, then click on (Save) at the bottom of the page.

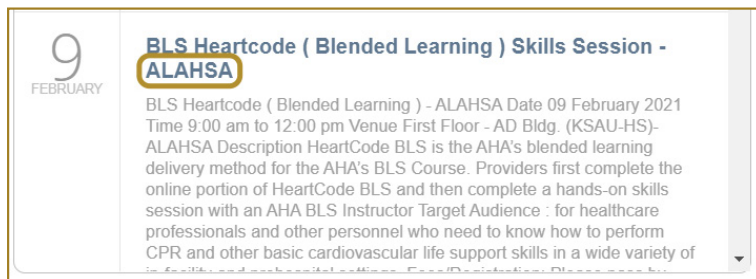
3. System Interface

4. Profile page

- Go to home page and then choose courses or life Support Courses and scroll down search for your suitable course then click register.



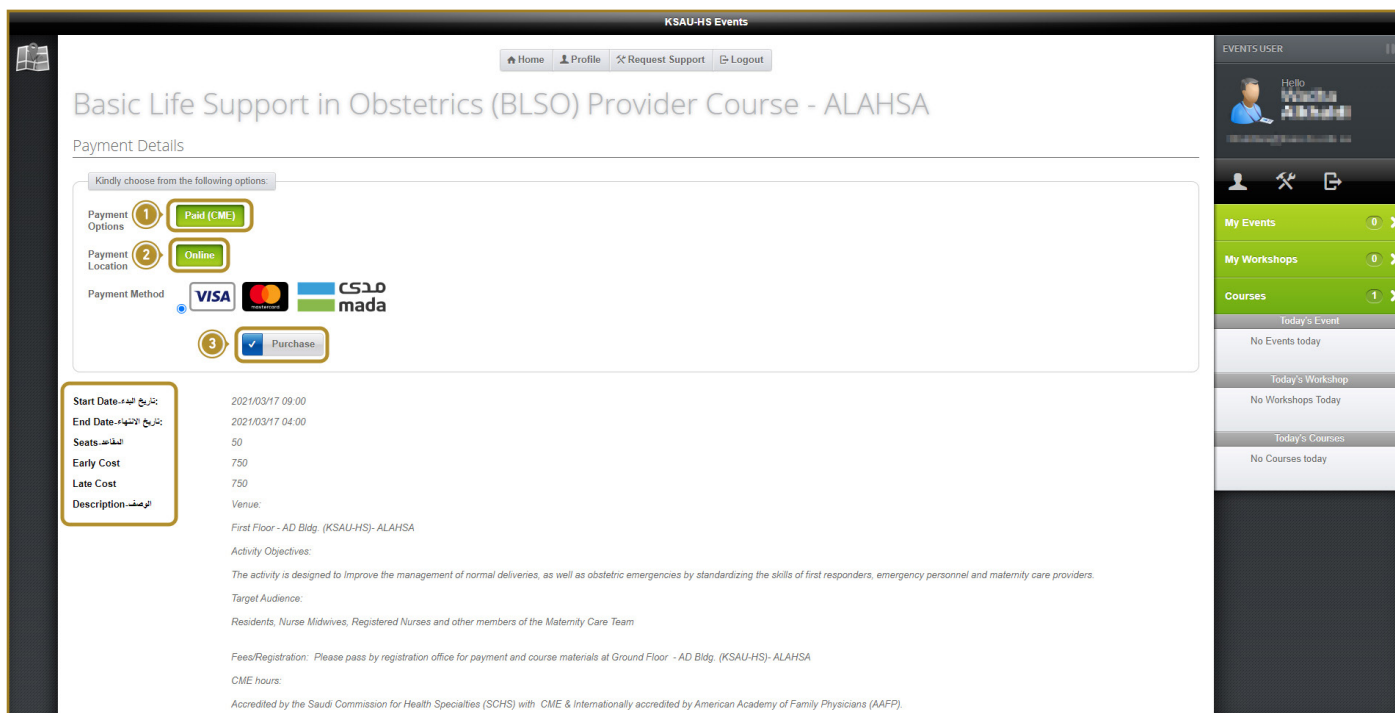
5. System Interface



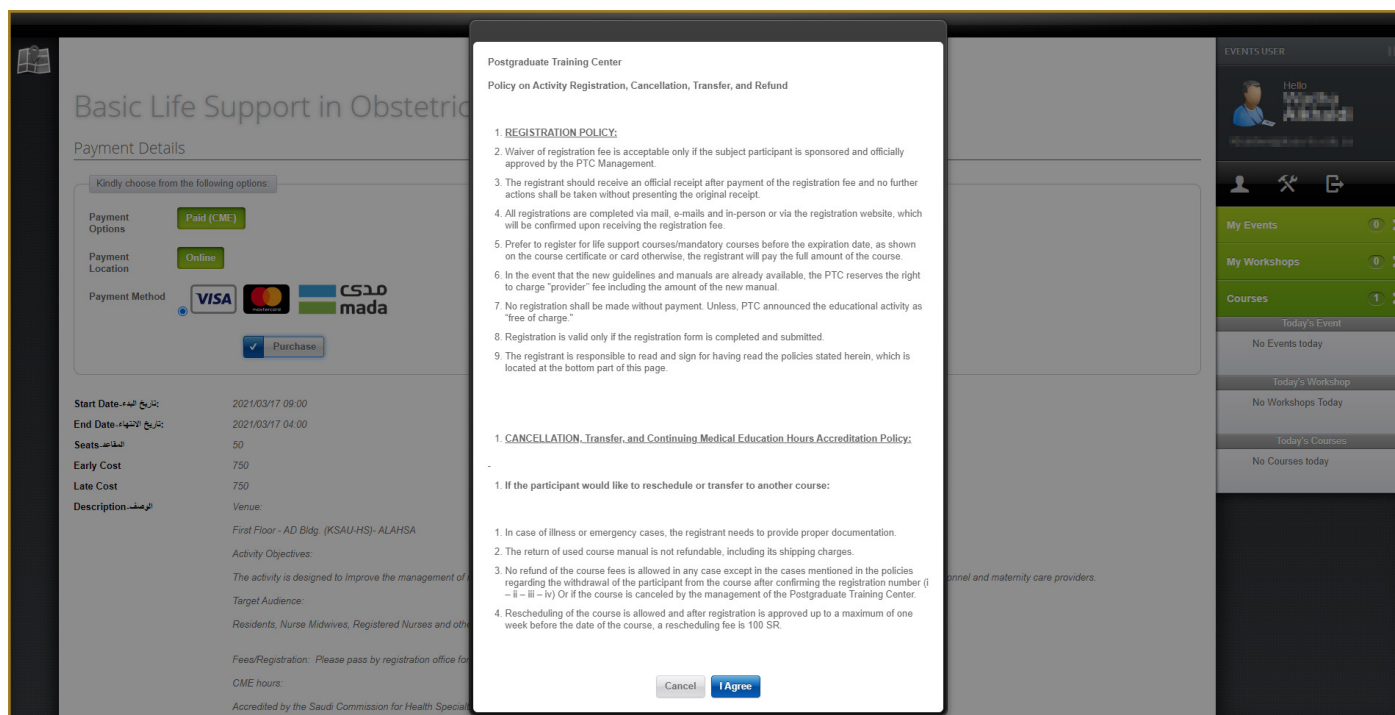
- Note: Make sure to select the right region. (AL AHTSA)

6. Al Ahtsa region Courses

- Read the course details and then click > Paid (CME) > Online > Purchase then a window of the terms and condition will appear then click on (I Agree).



7. course Registration page



8. terms and condition

- Payment window will appear insert your card number and all other required card details then click on Pay now.

The screenshot shows the payment interface for KSAU-HS. At the top left is the university logo and name: KSAU-HS, KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES, A University for the Nation's Health. Below this, a transaction ID is displayed next to the amount SAR 750.00. The payment method is set to 'Credit/ Debit Card'. A form for card details is highlighted with a brown border, containing fields for card number (with a VISA logo), expiration date (mm/yy), CVV2, and Card Holder Name. At the bottom right, there is a 'Cancel' button and a prominent green 'Pay now' button with a downward arrow. Logos for Visa, MasterCard, and STS PayOne are visible at the bottom.

9. payment page

- Your registration will be received and you will receive an email of your payment receipt.

The screenshot shows the payment completion page for KSAU-HS. At the top left is the university logo and name: KSAU-HS, KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES, A University for the Nation's Health. Below this, a transaction ID is displayed next to the amount SAR 1.00. A large green banner reads 'Your payment was successful!'. Below the banner, the Gateway Status Code is 0000 and the Gateway Status Description is 'Payment processed successfully.'. A note states 'This page will be automatically submitted in [11] seconds'. At the bottom center, there is a purple 'Submit' button.

10. payment completion page