



## **Hawiyati Card User Manual**

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# 1 Executive Summary

HSSE (QF) handles and processes the QF Card Access requests from all Users including QF Staff, Students from Branch Campuses, non QF staff (ex. Joint ventures, external organizations using QF HSSE services).

QF Staff --→Self-service Request → HSSE

QF Staff --→Dependent Request → HSSE

Students → Self-service Request→Focal Point→HSSE

Focal Point →Contractor/Student/Non QF Staff→HSSE

# 2 Authentication

URL: <https://portal.qf.org.qa/public/accesscard>.

Those who has QF email id can access using their system credential (email credential/windows credential)

For e.g. abcd@qf.org.qa

User Name: abcd

Password: \*\*\*\*\*

All external users should log in with email and password

For e.g. [abcd@vcu.edu](mailto:abcd@vcu.edu)

User Name: [abcd@vcu.edu](mailto:abcd@vcu.edu)

Password: \*\*\*\*\*

مكتابي  
maktabi

Portal

Sign in to QF+ Portal to access information and apply for services

Email address

Password

Sign in

[Create a new account](#) [Forgot Password?](#) [I'm an Employee](#)

If not registered click Create new account to register

## Create a new account

Create your new QF+ Portal account to access information and apply for services

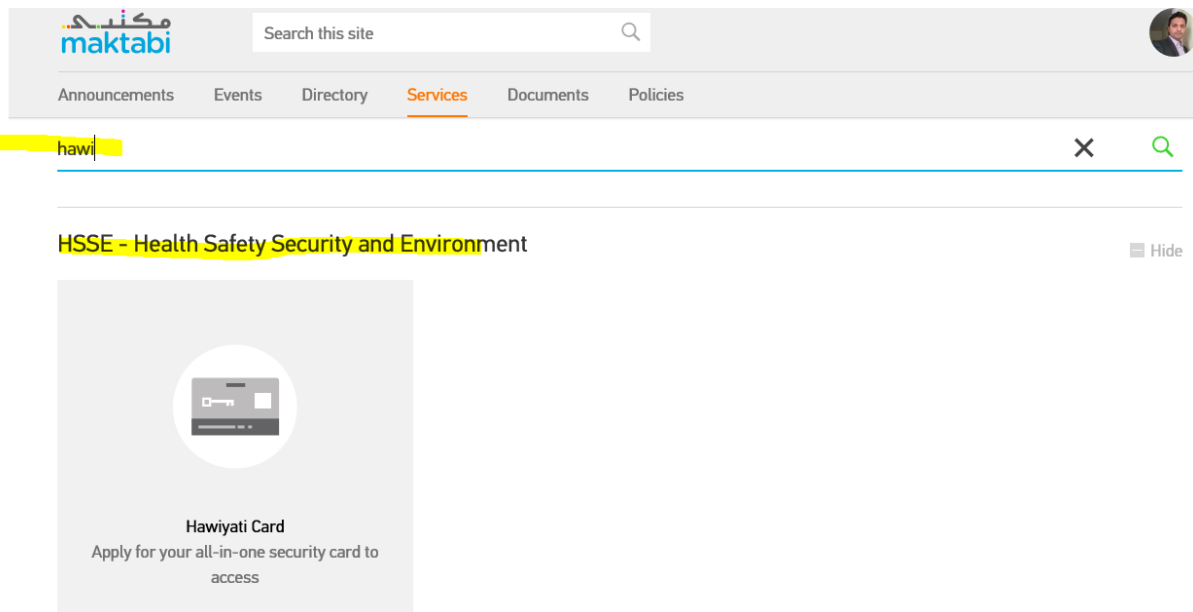
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
<input type="text" value="Mobile"/>	<input type="text" value="Email Address"/>
<input type="text" value="Password"/>	<input type="text" value="Confirm Password"/>

Create User

[Sign in](#) [Forgot Password?](#)

### 3 Submit Card

Access portal home page, click service from menu search Hawiyati to open Hawiyati card.



The screenshot shows the Maktabi portal interface. At the top, there is a search bar with the text "Search this site" and a magnifying glass icon. Below the search bar, there is a navigation menu with the following items: "Announcements", "Events", "Directory", "Services" (highlighted in orange), "Documents", and "Policies". A user profile picture is visible in the top right corner. Below the navigation menu, there is a search bar with the text "hawi" and a magnifying glass icon. The search results show a card for "HSSE - Health Safety Security and Environment" with a "Hide" button. The card features a circular icon of a security card and the text "Hawiyati Card" and "Apply for your all-in-one security card to access".

QF Staff (who has record in ERP) has to select QF staff category to submit the request. Students has to select the Student and University which belongs to. All non QF Staff and contractors' application will be submitted by focal Point directly.

The screenshot shows the Maktabi website interface. At the top, there is a search bar and a user profile for Shameer Alri K V. Below the navigation menu, the breadcrumb trail reads: Home / Directory / Hawiyati Card / NewRequestQFStaff. The main form area contains two dropdown menus. The first dropdown is labeled 'Select the Category You belongs to' and has a list with 'Select...', 'QF Staff', and 'Student' (the latter is highlighted in blue). The second dropdown is labeled 'Select the University' and is currently empty. A green 'Next' button is located at the bottom right of the form area.

QF Staff request will go directly to HSSE for Approval. Students request will go to appropriate focal point for approval, once it is approved system will send to HSSE for card printing.

QF Staff → HSSE

Student → Focal Point → HSSE

Focal Point (Contractors and Non QF Staff) → HSSE

Currently only QF Staff can apply for dependent card.

Status	Description
Draft	Save for later
New Request	Request Submitted to HSSE
Submitted to Focal Point	Focal Point Approval
Pending Missing Information	Some document/ details missing
Modified End User	Ready for verification after the requested changed
Modified By Student	Student modified the request

Mandatory Documents:

Photo: Only JPEG/JPG image formats will be accepted with background white or light grey

Qatari ID copy: both sides in single attachment.

Date of Application	3/5/2018	Reference No	
<b>REQUESTOR PERSONAL INFORMATION</b>			
Full Name *			
Position *		Student ID	
School/ University *	<input checked="" type="checkbox"/>	E-Mail	
Nationality *	<input checked="" type="checkbox"/>	Date of Birth *	Year <input type="text"/>
Mobile *		Office Telephone	
Attach Photo/Background (should be either white or light grey) *	<input type="button" value="Click here to attach a file"/> <small>Only JPEG/JPG image formats will be accepted with background white or light grey</small>		
<b>REQUESTOR REQUIRED DOCUMENTS</b>			
Select Qatar ID option if you have Qatar ID or else select Passport option	<input checked="" type="radio"/> Qatar ID <input type="radio"/> Passport		
Qatar ID No *		Expiry Date *	Year <input type="text"/>
Qatar ID Copy *	<input type="button" value="Click here to attach a file"/> <small>Required both sides of Qatar ID</small>		
<input type="checkbox"/> I hereby agreed to the following terms and conditions: <ol style="list-style-type: none"> <li>I will present the damaged or old CARD for replacement at the HSE Security DESK so that I can collect the new one.</li> <li>I will be responsible for the usage of this card and will not duplicate, misuse or share the cards with un-authorized people.</li> <li>This CARD remains the property of QF and MUST be returned to the QF HSE Security at the end of service.</li> <li>I hereby confirm that all the information provided above is true to my knowledge.</li> </ol>			
<input type="button" value="Save For Later"/> <input type="button" value="Submit"/> <input type="button" value="Close"/>			

## 4 View Submitted Request

Submitted request can be viewed by clicking View Submitted request under Self card Request section.

Self Card Request

[Submit Self Request](#)

[View Submitted Requests](#)

[Add Dependent](#)

[View Saved Requests](#)

[View Saved Dependent Requests](#)

Lost/Damage/Replace/Renewal

[Submit Request](#)