Dow Assessment System
v 1.0

User Manual

DUHS Faculty Registration and Sign in

By:

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Directorate of Information & Communications Technology,

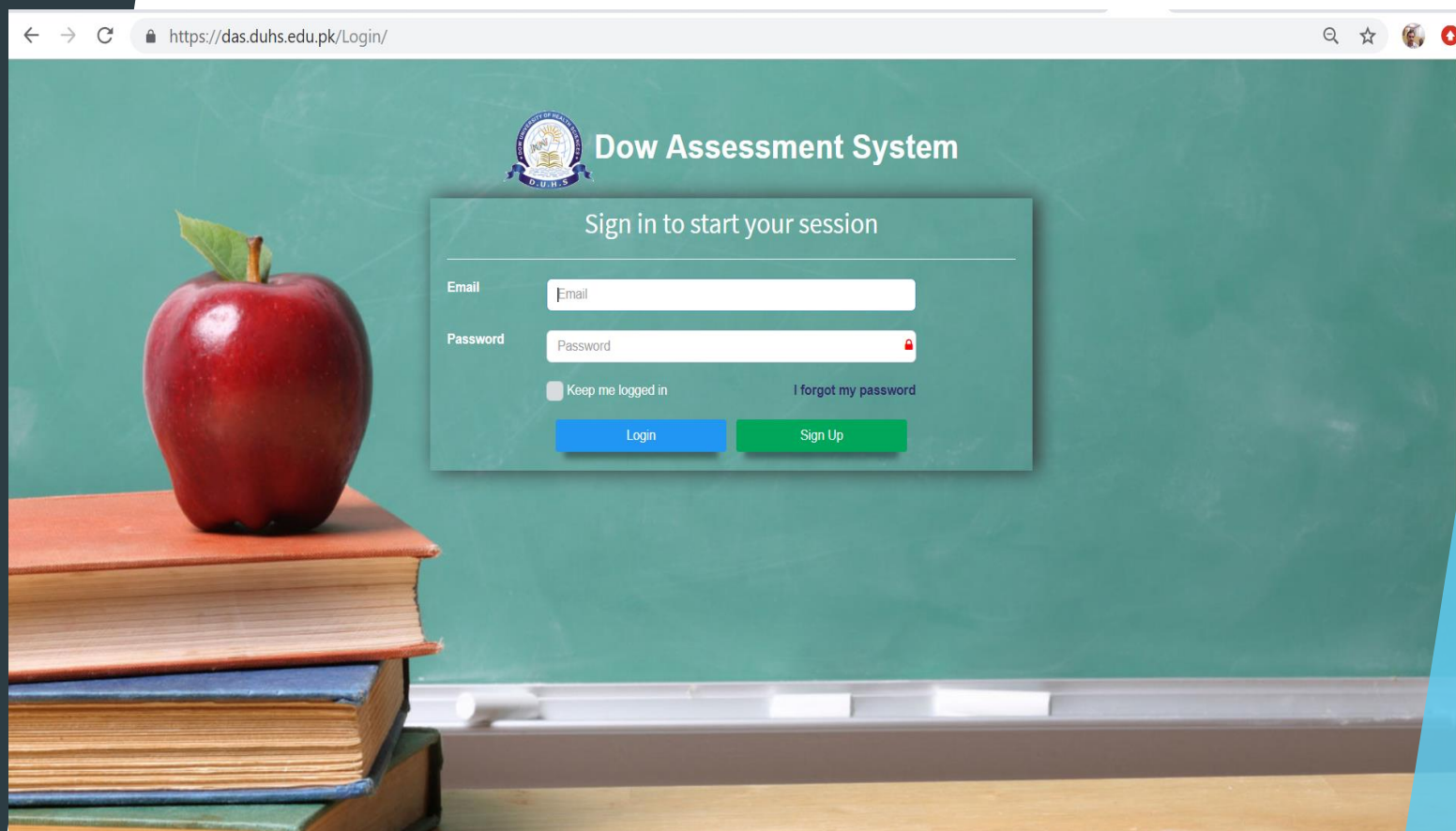Dow University of Health Sciences

Step1: Sign up
Supported Browser: Firefox / Google Chrome)

▶ Open Firefox / Google Chrome web browser.

▶ Type https://das.duhs.edu.pk in address bar and press enter.

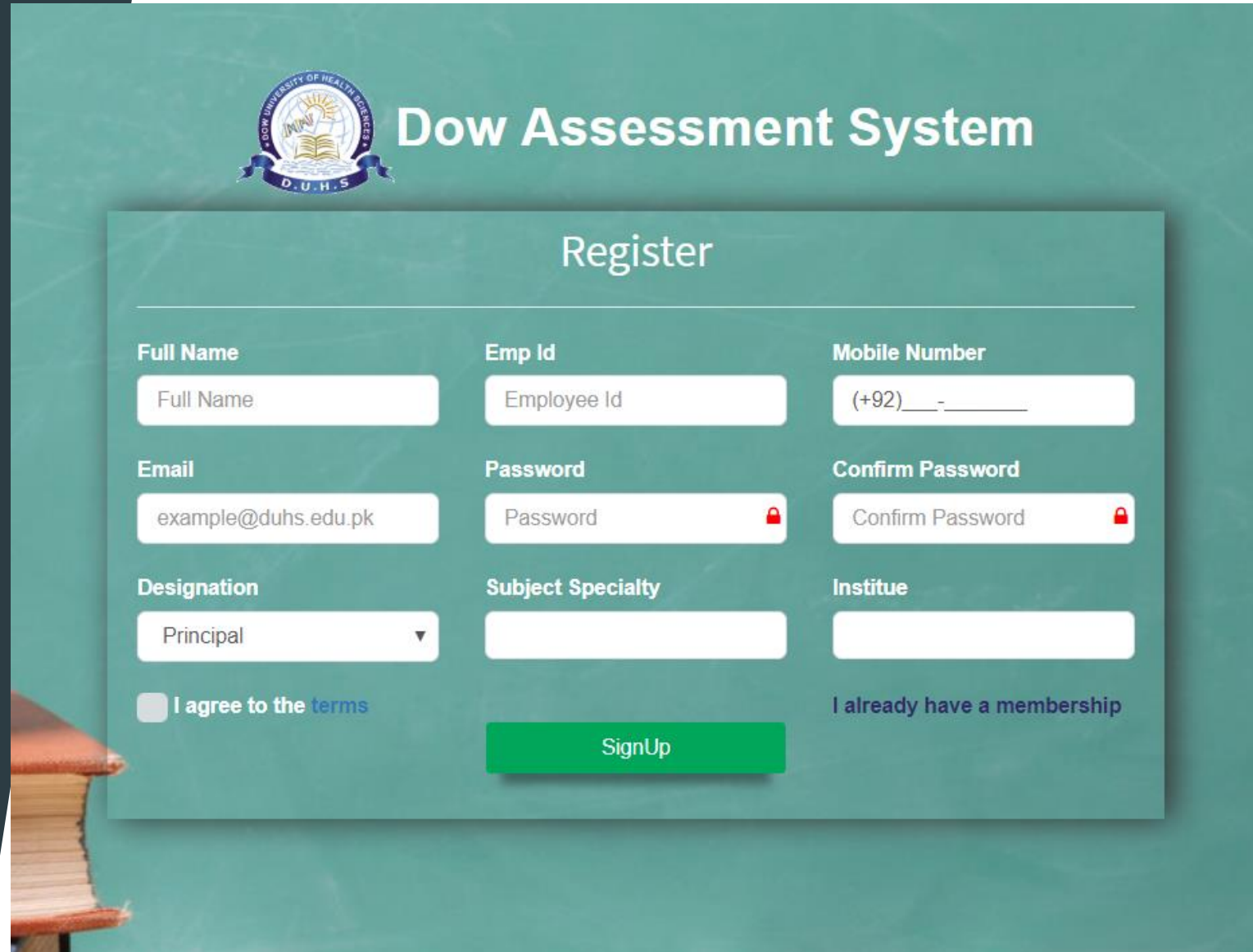▶ Sign in page will appear.

▶ Click on Sign up button.

Sign Up

▶ Sign up page will appear

(see next page)

Step 2: Fill sign up Form

▶ Type your full name.

▶ DUHS Employee Id.

▶ Your active mobile number without +920.

▶ Your valid and active DUHS email address.

▶ Type password, minimum 8 characters long and it must contain (A-Z, a-z, 0-9, !@#$%^&)

▶ Retype your same password in confirm password filed. Its mandatory.

▶ Select your designation from dropdown list.

▶ Select your subject specialty from the list.

▶ Select your institute/college from the dropdown list.

▶ Check on the I agree to the terms box.

▶ Review sign up form again for any correction.

▶ Finally click on the sing up button to get registered.

Submitted Sign up form notification.

- After submitting sign up form you will receive notification message as shown in picture.
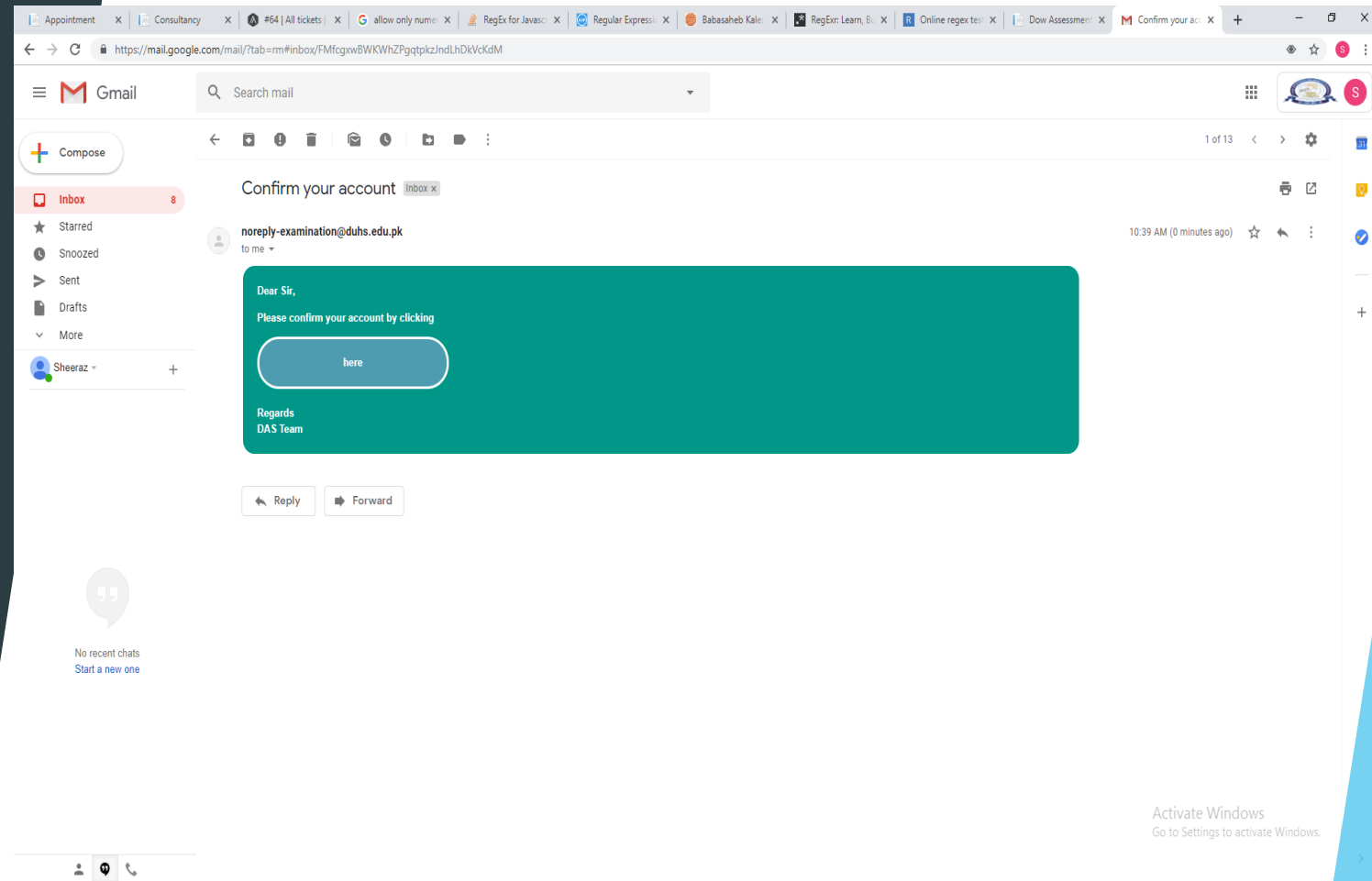
Step 3: Verification of sign up.
(3.1: Email Verification)

▶ Two factor authentication is required to complete the registration process.

▶ 1) Verification of Email Account

▶ 2) Verification SMS passcode on mobile

▶ After submitting sign up form web application will automatically send you verification email on your given email address and also send you SMS on your given mobile number.

▶ Open your email inbox and click on the received email, it includes verification link, you need to click on link button.

Step 3: Verification of sign up (3.2: SMS passcode)

▶ Open you SMS messages box and note software application generated passcode to verify your account details.

▶ Enter passcode in SMS Code field and Submit as shown in picture.
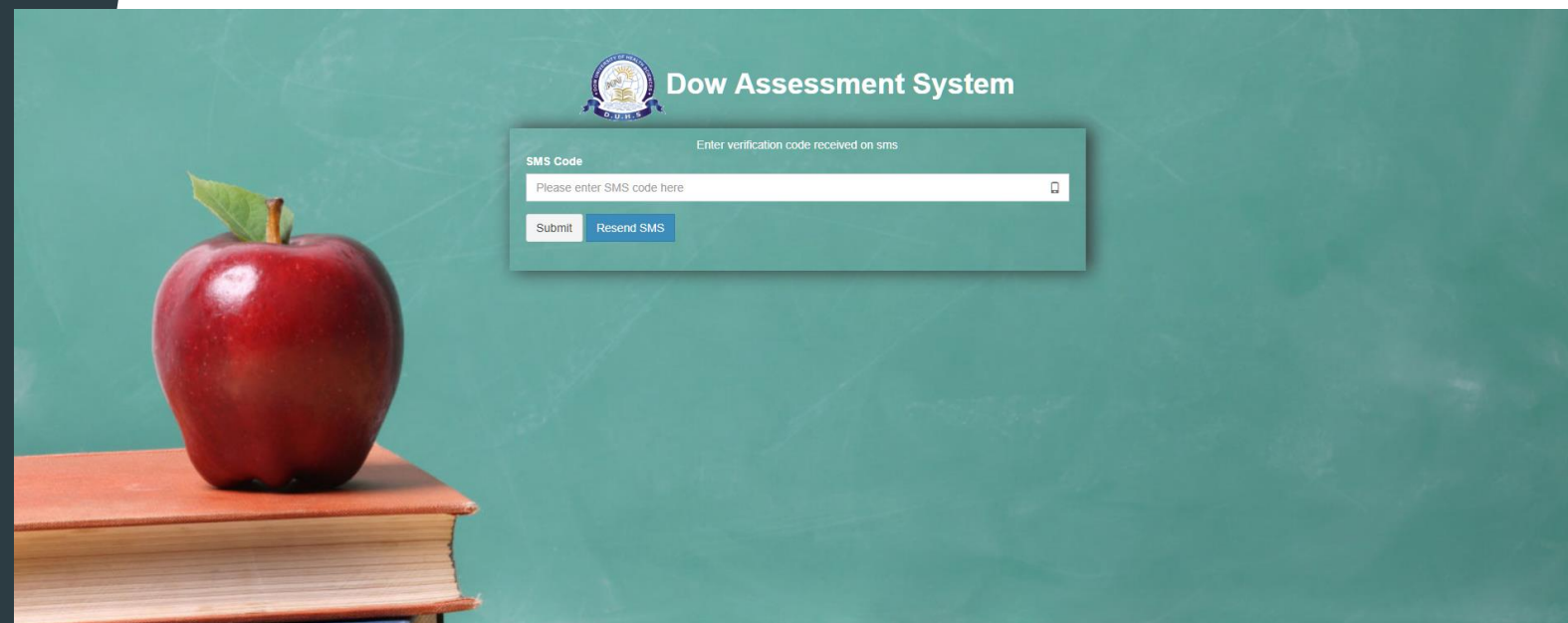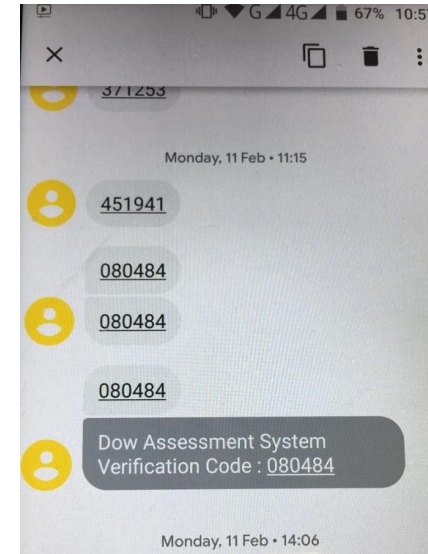
Email and SMS verification information.

▶ You will receive notification message after verifying of email link and entering SMS code in previous slide.

▶ Now you have to wait for approval of your account

(see next page)
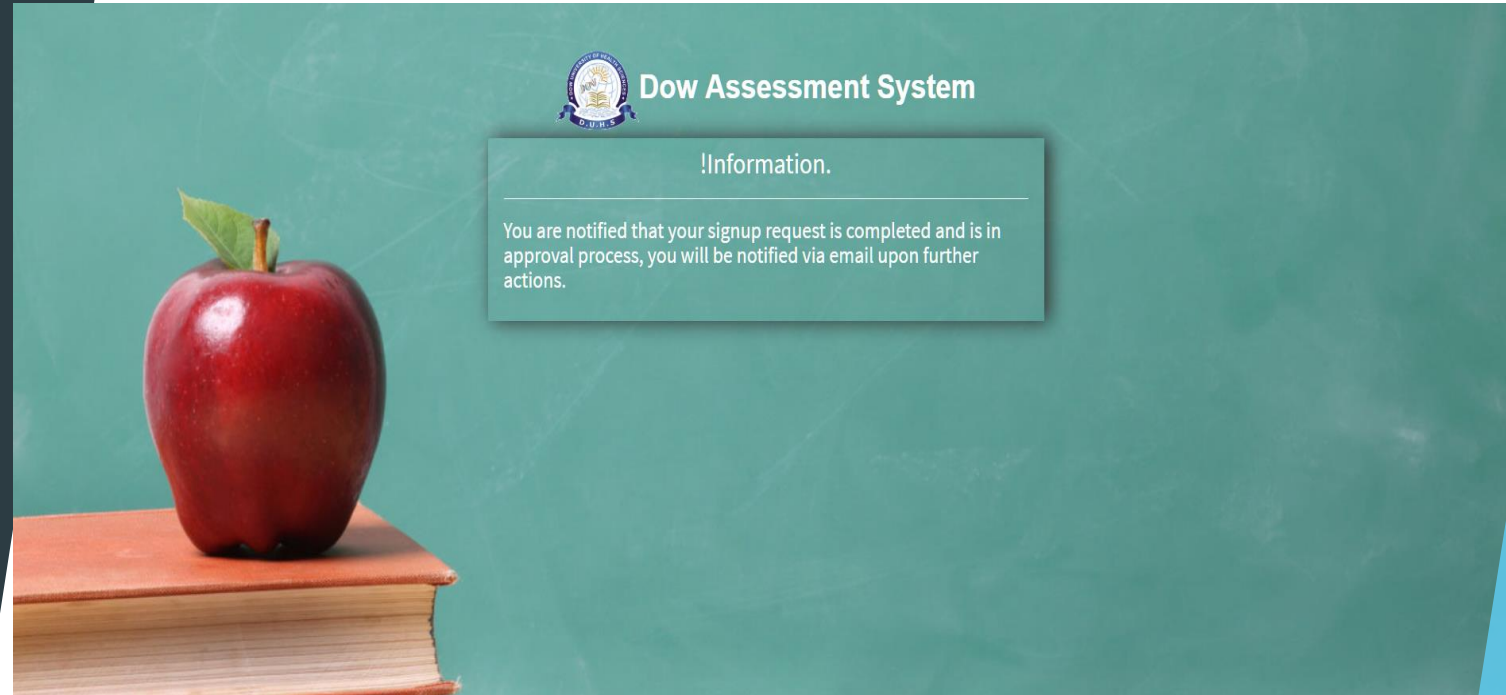
Step 4: Approval of login account by Q-Bank Admin / Chairperson

▶ You cannot login until Q-bank Admin or Chairperson or Dean or authorized role will approve your account.

▶ If account is approved, you can sign in into you account.

▶ Q-Bank Admin or Chairperson or Dean or authorized role will have to click on Verify Sign up link in the left navigation -> Administration section.

▶ Sign up Requests page will appear with list of not approved users.

▶ Q-Bank Admin will click on Approve button in last column of the grid.

▶ Now User can login into his /her account to proceed.

Dow Assessment System

Signup Requests

Searching Filters

Name:	Designation:	Mobile Number:
Search by Name	Search by Designation	Search by Mobile Number

Full Name	Designation	Mobile Number	
sajida	Professor	923332388118	✓
Shahriyar	Professor	923333782429	✓

<< < 1 > >> Go to page: 1 ▼ Row count: 10 ▼   Showing 1-2 of 2

Left Navigation

- Dashboard
  - Dashboard
- Invitation Management
  - Invitation List
- Item Management
  - Invitation Chains
  - Item List
  - Construct Items
- Review
  - Content Review List
  - Structural Review List
  - Final Review List
  - Committee Review List
- Administration
  - Manage Users
  - Manage Roles
  - Verify Signup
  - Manage Static Data
  - Manage Emails
  - Login Details

https://das.duhs.edu.pk/User/ApproveSignup

Super Admin

Step 1: Sing in

▶ Open Firefox / Google Chrome web browser.

▶ Type https://das.duhs.edu.pk in address bar and press enter.

▶ Sign in page will appear.

▶ Enter your email and password in the given fields.

▶ Click on Login Button.
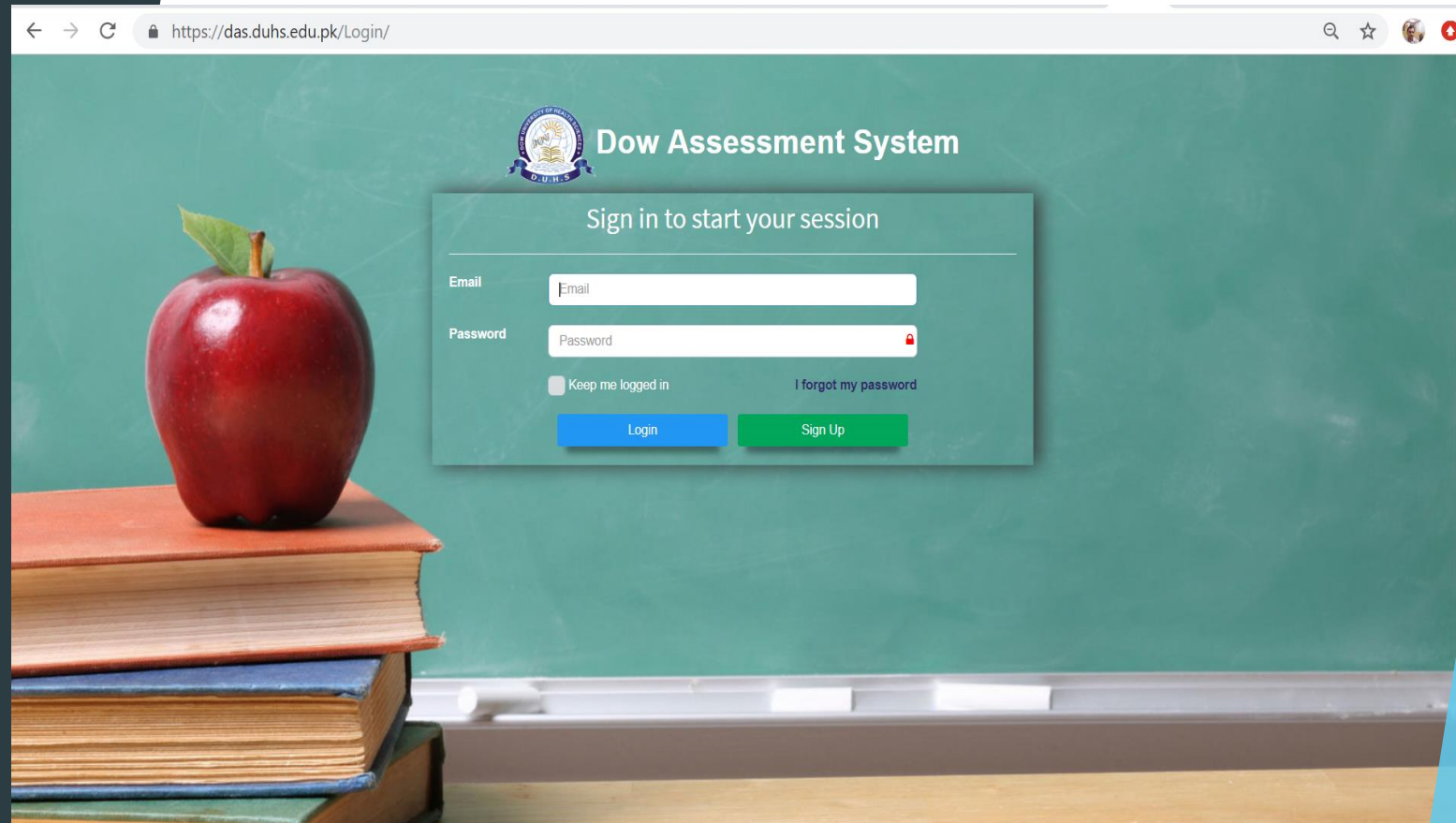
Thanks

- For any queries or feedback contact to following.

- qbank@duhs.edu.pk