LOGGING IN

1. Open the URL [http://smartz.iobm.edu.pk](http://smartz.iobm.edu.pk) in google chrome or any other browser.

2. Click the link “FACULTY PORTAL” from the above page. It’ll open up the login page.
3. Enter the Username and Password and click on “LOGIN” button to get to the home page.
STUDENT & FACULTY ATTENDANCE:

1. Log in at IoBM SMARTZ, refer section “LOGGING IN” in this manual for details.

2. Click on link “Attendance” on the main tab “Academics” to reach the following page.
3. Select the Course, Course Category as “Theory” and Attendance Type as “Regular Class”. It’ll display two additional fields “Day - Time” and “Date” on the screen.

4. Select the Day - Time and the Date and click the “VIEW” button to get the list of students from your selected course/class.
5. Mark the checkbox against each student for present or leave it unchecked for absent. The one in the very first row can be used to check or uncheck all the records at once.

6. Click the “MARK STUDENT AND FACULTY ATTENDANCE” button to save the attendance.
7. Notice the message “Faculty and Student Attendance” for confirmation of attendance being marked in the system. Now click the “VIEW ATTENDANCE REPORT” button to view the attendance status for the given course.
PASS
WORD CHANGE:

1. Log in at IoBM SMARTZ, refer section “LOGGING IN” in this manual for details.

2. Visit the “Personal” tab (second one, next to Academics) and click the link “PERSONAL INFORMATION”.

3. Under the section Change Password, type your new password in the field “New Password” and click the “CHANGE PASSWORD” button.

4. New Password will be saved in the system and will be effective from your next login.

Notice the confirmation message “Password updated Successfully” on your screen.