

## آموزش تصویری ثبت درخواست انفرادی

The screenshot shows the login page of the Golestan University system. The URL in the browser is <https://golestan.semnan.ac.ir/forms/authenticateuser/main.htm>. The page title is "سیستم جامع دانشگاهی گلستان" (Golestan University Comprehensive System). There are three input fields for login: "شناسه کاربری:" (User ID), "گذرواژه:" (Password), and "لطفاً کد مقابل را وارد نمایید:" (Please enter the code on the opposite side). Below these fields are buttons for "ورود" (Login) and "خروج" (Logout). A large blue starburst graphic with the text "مرحله اول" (Step 1) is overlaid on the right side of the page. At the bottom right, there is a red text notice: "نظریات | بازایی کلمه عبور اساتید | بازایی کلمه عبور دانشجو" (Comments | Faculty password recovery | Student password recovery).

The screenshot shows the "درخواست گروهی خوابگاه" (Group Dormitory Request) form. The URL in the browser is <https://golestan.semnan.ac.ir/forms/Authenticateuser/main.htm?&CSURL=https://my.semnan.ac.ir/web/logout&msrt3...>. The form is titled "درخواست گروهی خوابگاه" (Group Dormitory Request) and "ترم درخواست: بهمنسال اول سال تحصیلی 03-04" (Request Term: First Semester of Academic Year 03-04). A red circle highlights the "تعریف گروه" (Define Group) option. A large blue starburst graphic with the text "مرحله دوم" (Step 2) is overlaid on the left side. A red arrow points from the text "۱- از قسمت درخواست گروهی خوابگاه" (1- From the group dormitory request section) to the form title. A blue arrow points from the text "۲- وارد کردن شماره دانشجویی سرگروه در گزینه نماینده گروه و سپس جستجو" (2- Enter the group leader's student ID in the group representative option and then search) to the "شماره گروه" (Group Number) field. A green arrow points from the text "۳- انتخاب ظرفیت اتاق که با تعداد اعضا یکسان باشد و سپس اعمال تغییرات" (3- Select the room capacity that is equal to the number of members and then apply changes) to the "ظرفیت اتاق" (Room Capacity) field. A yellow arrow points from the text "۴- اعمال تغییرات" (4- Apply changes) to the "تغییرات" (Changes) button. The form includes fields for "شماره گروه" (Group Number), "نماینده گروه" (Group Representative), "ظرفیت اتاق" (Room Capacity), and "تعداد اعضا" (Number of Members). There are also checkboxes for "مشاهده خواص گروه توسط متقاضی" (View group characteristics by applicant) and "خواص اعضاء گروه" (Group members characteristics). The bottom of the page shows a green bar with the text "جستجو با موفقیت صورت پذیرفت" (Search was successfully performed) and a button "1 به ظاهر" (1 appears).