



Student Permissions User Guide

01.00.00

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Menu Options

Sign Up

Hesabın yok mu? / Don't have an account?

Sistemi kullanmak için bir hesabınızın olması gerekir.

To use the system you need to have an account.

[Şimdi kayıt ol / Sign Up Now](#)

Figure 1

The students who want to sign up to the system can use the link “Sign Up Now” at **Figure 1** to sign up. When this link is clicked, the screen at Figure 2 will open. The information entered while signing up should be exactly matching your student certificate/student card. If this is not the case the attempt to sign up will fail. In addition to this, the contact details(e-mail and telephone) must be current.

[← Giriş geri dön / Back to login](#)

Sisteme kaydol / Sign Up To System

ÖĞRENCİ NUMARASI / STUDENT NUMBER

ÜNİVERSİTE / UNIVERSITY

ADI / NAME

SOYADI / FAMILY

BABA ADI / FATHER NAME

ANNE ADI / MOTHER NAME

DOĞUM GÜNÜ / BIRTH DATE

UYRUK / NATIONALITY

TELEFON NUMARASI / MOBILE NO.

E-POSTA / EMAIL

Kaydol / Sign Up

Lütfen tüm bilgileri giriniz. Bilgilerin öğrenci kimlik kartı yada öğrenci belgenizle uyumlu olması gerekir.

Please fill all the fields. Entered information should be same as your student id or your student document.

Figure 2

During sign up, you might come accross two general errors. These are ;

- Your information do not match the records... (In this situation you should check that the information entered match the information at your student certificate/card)
- Your university did not send your information to the ministry...(In this situation, you should apply to your university registrar's office about this issue)

If the solutions mentioned above, did not solve your problem, you can use “[Contact us](#)” link found below the sign up page(Figure 2) and fill in the form that opens up as clearly as possible to reach the support team.

Login

The students who have signed up to the system previously, can use the screen found at Figure 3 to login.

Sisteme Giriş / Login To System

Kullanıcı Kodu / Username

Please fill out this field

[Kullanıcı Kodu Unuttum / Forgot Username](#)

Şifre / Password Show

[Şifremi Unuttum / Forgot Password](#)

Giriş / Login

Figure 3

Forgot Password

If you do not remember your password you can use the “Forgot Password” link found at login screen and get a new password sent to you (to your registered e-mail/telephone). After you login to the system using the new password sent to you, you can update and change your password. When you click on the “Forgot Password” link, the screen found at [Figure 4](#) will open.

Şifreyi yenile / Reset Password

KULLANICI KODU / USERNAME

Kullanıcı Kodu / Username

ÖĞRENCİ NUMARASI / STUDENT NUMBER

ÖĞRENCİ NUMARASI / Student Numb

Kapat / Cancel

Onay / Confirm

Figure 4

Forgot Username

If you do not remember your password you can use the “Forgot Username” link found at login screen and get a new password sent to you (to your registered e-mail/telephone). When you click on the “Forgot Username” link, the screen found at [Figure 5](#) will open.

Kullanıcı Kodu Gönder / Resend Username

ÜNİVERSİTE / UNIVERSITY

ÜNİVERSİTE / University



ÖĞRENCİ NUMARASI / STUDENT NUMBER

ÖĞRENCİ NUMARASI / Student Number

Kapat / Cancel

Onay / Confirm

Figure 5

Personal Information

After you login to the system using the login screen (Figure 3) by entering your username and password ; the page found at [Figure 6](#) will open.

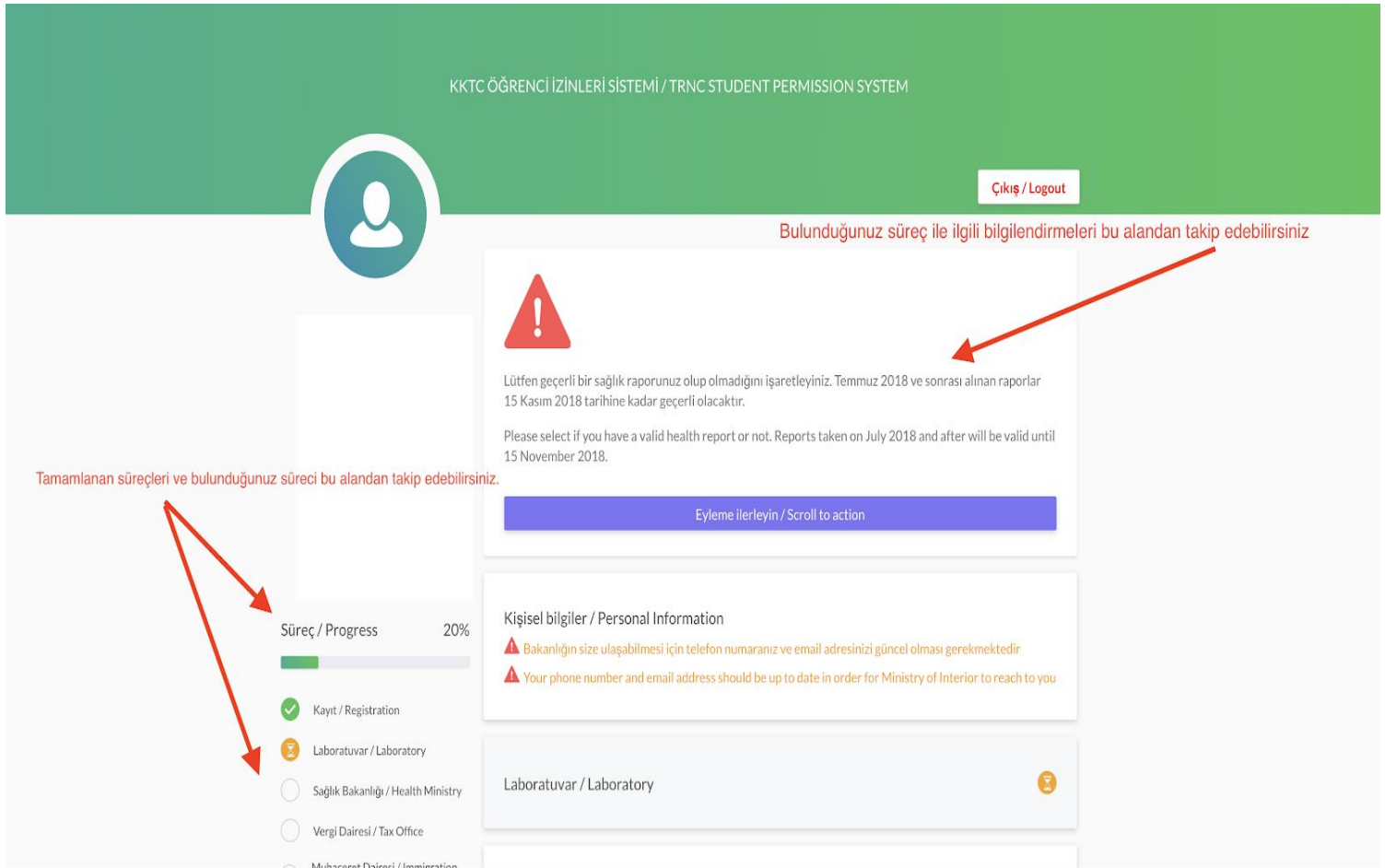


Figure 6

- The steps you must follow are found at top of screen found at Figure 6. You can complete the necessary transactions for your immigration by following these steps. The button named “Scroll to action” will direct you to the step you must complete.
- The personal information part found at left, includes your name,surname and application number. In addition to this information, you can follow your progress from here. The progresses that have a green tick next to them correspond to the completed progresses. The ones that have yellow hourglass correspond the the progresses that you are currently found at and have not been completed yet.
- When you click on “Personal Information” part, the screen found at [Figure 7](#) will open. In this page, you can see your name, surname, place of birth, mother name, father name. In addition to this you can see your contact details like e-mail, telephone and your university details like university name and student number. You can update your telephone and e-mail information from the “Personal Information” screen.

Kişisel bilgiler / Personal Information

⚠ Bakanlığın size ulaşabilmesi için telefon numaranız ve email adresinizi güncel olması gerekmektedir

⚠ Your phone number and email address should be up to date in order for Ministry of Interior to reach to you

ADI / FIRST NAME

SOYADI / LAST NAME

BABA ADI / FATHER NAME

ANNE ADI / MOTHER'S NAME

DOĞUM YERİ / PLACE OF BIRTH

DOĞUM GÜNÜ / BIRTH DATE

TELEFON NUMARASI / PHONE NUMBER

E-POSTA / EMAIL

Telefon Değiştir / Change Telephone

Email Değiştir / Change Email

ÜNİVERSİTE / UNIVERSITY

ÖĞRENCİ NO. / STUDENT NO.

BÖLÜM / DEPARTMENT

EĞİTİM SÜRESİ / EDUCATION DURATION

Figure 7

Update Telephone

The telephone number registered to the system must be the current telephone number you are using. If you have entered your telephone number incorrectly during sign up or if you want to update it you can use the "Change Telephone" button found at "Personal Information" screen.

Onaylama / Confirmation

TELEFON NUMARASI / MOBILE NO.

TELEFON DOĞRULAMA / MOBILE CONFIRMATION

Kapat / Cancel

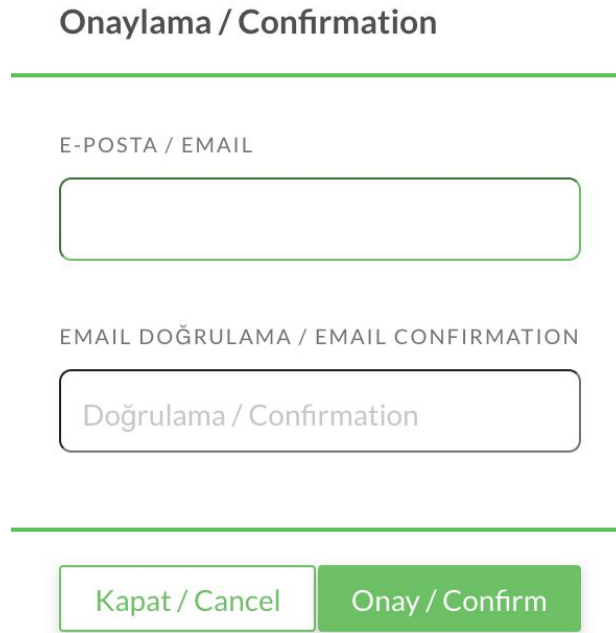
Onay / Confirm

Figure 8

The screen found above (Figure 8) will open when you click on this button. You can update your telephone number by entering your current number to both of the text boxes and click on "Confirm" button. Your telephone number should be entered in the form : 05XX XXX XX XX

Update E-mail

The e-mail registered to the system must be the current e-mail you are using. If you have entered your e-mail incorrectly during sign up or if you want to update it you can use the "Change E-mail" button found at "Personal Information" screen. The screen found below (Figure 9) will open when this button is clicked.



The image shows a web interface for email confirmation. At the top, there is a horizontal bar with four colored segments: gold, teal, orange, and dark brown. Below this, the title "Onaylama / Confirmation" is centered. A green horizontal line separates the title from the form fields. The first field is labeled "E-POSTA / EMAIL" and is an empty text box. The second field is labeled "EMAIL DOĞRULAMA / EMAIL CONFIRMATION" and contains the placeholder text "Doğrulama / Confirmation". Another green horizontal line is below the second field. At the bottom, there are two buttons: "Kapat / Cancel" (white with a green border) and "Onay / Confirm" (solid green).

Onaylama / Confirmation

E-POSTA / EMAIL

EMAIL DOĞRULAMA / EMAIL CONFIRMATION

Doğrulama / Confirmation

Kapat / Cancel Onay / Confirm

Figure 9

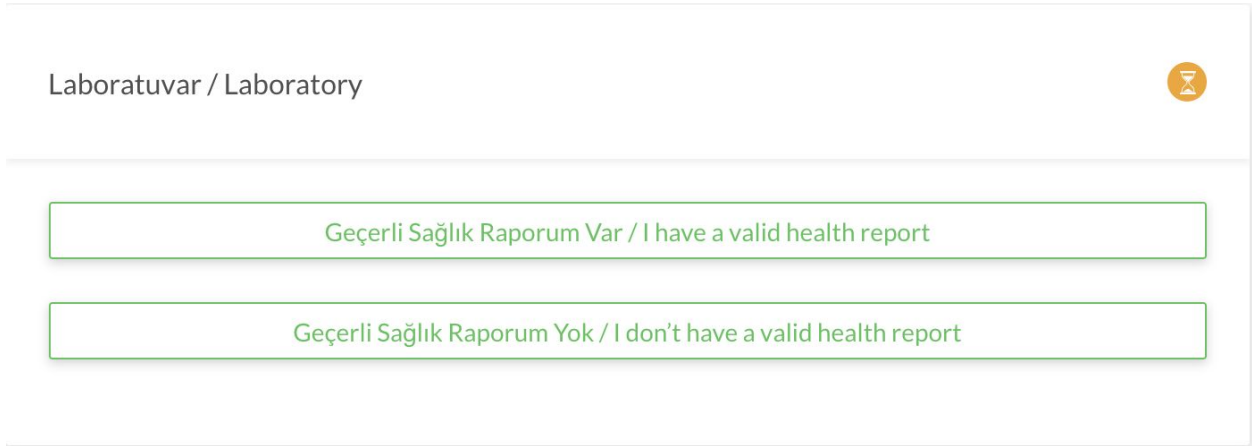
To update your e-mail, you can enter your current e-mail to both of the text boxes found at Figure 9. After entering, you can click on “Confirm” button to complete the update.

Laboratory Process

After you enter to the system for the first time using the username and password sent to you, a screen for updating your password will appear. You can update your password using this screen. You will be able to see your profile after you update your password.

After you login to the system like this, you will see that you have a yellow hourglass at the laboratory process. This means that you are currently at the laboratory stage. (Clicking on the “Scroll to action” button you will be directed to the laboratory part).

After your first login, you should select whether you have a “valid health report” or not. (Figure 10)



Laboratuvar / Laboratory

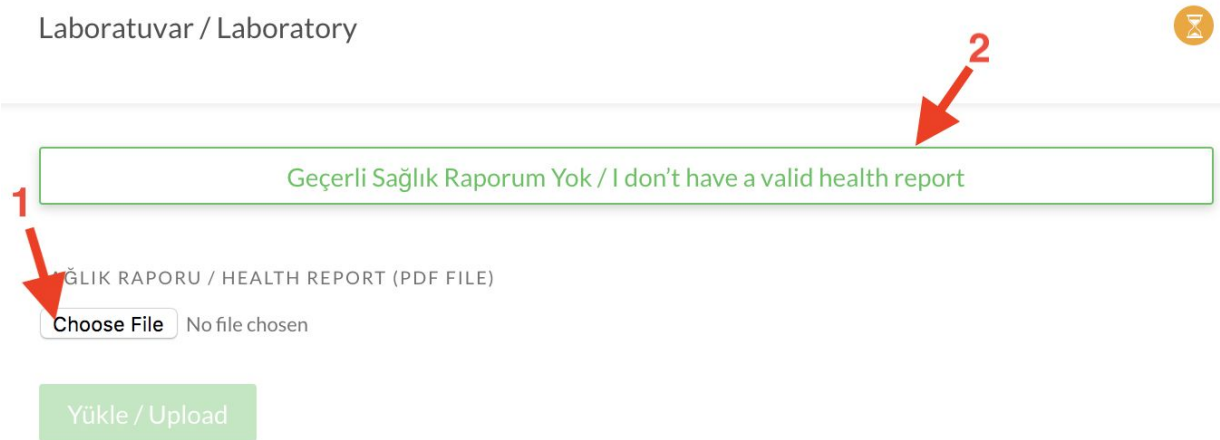
Geçerli Sağlık Raporum Var / I have a valid health report

Geçerli Sağlık Raporum Yok / I don't have a valid health report

Figure 10

a) Have A Valid Health Report

If you have a valid health report you should select this option. When you select this option the screen found at [Figure 11](#) will open.



Laboratuvar / Laboratory

Geçerli Sağlık Raporum Yok / I don't have a valid health report

SAĞLIK RAPORU / HEALTH REPORT (PDF FILE)

Choose File No file chosen

Yükle / Upload

Figure 11

- The part indicated by **1** at Figure 11, is used to upload the health report if you have a valid one. The report must be uploaded as PDF. After you click on "Choose File" and select the document to be uploaded, you should click on "Upload" button to complete the uploading process.
- When you complete uploading your report, the screen at Figure 12 will open. At this screen you can find the details of the hospital you should go to have your report confirmed. You should validate your report by going this hospital. When the hospital validates and confirms that your report is valid, you will complete this process.
- If you have mistakenly selected "I have a valid health report" but in fact you do not have one, you can correct your choice by choosing "I don't have a valid health report" from the part indicated by **2** at Figure 11.

Temmuz 2018 ve sonrası alınan raporlar 15 Kasım 2018 tarihine kadar geçerli olacaktır. Sağlık raporunuzu kontrol ettirmek için lütfen aşağıdaki hastaneye gidiniz."

Reports taken on July 2018 and after will be valid until 15 November 2018. Please go to the hospital below with your health report for validation.

HASTANE İSİM / HOSPITAL NAME:

HASTANE ADRESİ / HOSPITAL ADDRESS:

HASTANE TELEFON / HOSPITAL TELEPHONE:

Yüklenen dokümanı sil / Delete uploaded document

Figure 12

b) Do Not Have A Valid Health Report

If you do not have a valid health report, you should select this option. When you select this option, the page found at Figure 13.

The screenshot shows a web form for laboratory payment. At the top, there is a header "Laboratuvar / Laboratory" with a clock icon on the right. Below the header, there is a green button labeled "Geçerli Sağlık Raporum Var / I have a valid health report". A red arrow labeled "1" points to this button. Below the button, there is a checkbox labeled "Ben Sigorta ödememi üniversiteme yaptım / I paid my insurance payment to my university". A red arrow labeled "2" points to this checkbox. Below the checkbox, there are two sections: "ÖDEME LINKİ / PAYMENT LINK" and "ÖDEME DURUMU / PAYMENT STATUS". Under "ÖDEME LINKİ / PAYMENT LINK", there is a green button labeled "Tahlil / Test (135.00 TL)". A red arrow labeled "3" points to this button. Under "ÖDEME DURUMU / PAYMENT STATUS", there is a radio button labeled "Ödenmemiş / Unpaid".

Figure 13

- If you have mistakenly selected “I do not have a valid health report” but in fact you have one, you can correct your choice by choosing “I have a valid health report” from the part indicated by **1** at Figure 13.
- If your university fee include the insurance payment, you should check the checkbox and indicate this from the section indicated by **2** at Figure 13. You can ask to your university registrar’s office if the fee includes insurance payment or not. If your fee does not include the insurance payment but you check this checkbox, the insurance fee will be received from you eventually. For this reason, **please select this option only if your insurance payment is included in your fee.**
- In order to make the payment related with the laboratory, you can use the section indicated by **3** at Figure 13. (If your university fee includes the insurance payment and you indicated this by checking the checkbox, the payment amount will be less than the amount shown in Figure 13 .)

- When you click on the button to make payment, the screen like the one shown at [Figure 14](#) will open. This screen will help you to proceed the payment.

Posnet

"YKB TEST" Sanal Mağazası 'ndan yaptığınız **135,00 TL.** tutarındaki işleminizin detay bilgileri aşağıdaki gibidir. İşleminizin tamamlanabilmesi için lütfen kredi kartı bilgilerinizi girip, onayla tuşuna basınız.

YAPI KREDİ POSNET GÜVENLİ ÖDEME

Kredit kartı Numarası (CCNo) :

Son Kullanma Tarihi (Expire Date) : 01 / 2016

Güvenlik Numarası (CVV) : ?

Sipariş Numarası (Order ID) : **EXPYb497181102122611**

Tutar : **135,00 TL**

JOKER VADAA kullan ! ☐


Onayla

Güvenliğiniz İçin Bilginize

- Lütfen yukarıdaki Address bar'da "<http://setmpos.ykb.com/3DSWebService/YKBPaymentService>" adresinin yazdığını kontrol ediniz.
- Lütfen işlemleri yaparken, açılan pencerede SSL şifrelemesi olduğunu gösteren sağ alt köşede bulunan kilit işaretini (🔒) mutlaka kontrol ediniz. Bu kilit üzerine çift tıklandığında açılan sertifika bilgileri kontrol edilmelidir. ("Issued to : www.posnet.ykb.com" ve "Issued by : www.verisign.com/CPS_Incorp.by Ref. LIABILITY LTD.(c)97 Verisign")

Figure 14

- When you make your payment using the screen above, you will be directed to the student permissions website. After your payment is successfully completed, a pop up showing that your "payment successfully completed" will appear.
- When you are directed back to the site, you will see the details of the laboratory(Figure 15) you should go to. In addition to this, at the top of the site you can see the description of the step you should follow. You **must** go to the necessary laboratory and complete the necessary steps until the date specified.

Laboratuvar / Laboratory 

LABORATUVAR ADI / LAB NAME

LABORATUVAR ADRESİ / LAB LOCATION

LABORATUVAR TELEFON / LAB TELEPHONE

Figure 15

Health Ministry Progress

At this step, there is nothing you should do. You will wait for the health ministry to validate and confirm your health report. After the confirmation is completed, this step will be completed and you will be directed to the next progress to make your tax payment.

Details about the other stages will be added to the user guide later.