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1. Click AUB Employee Self Service (on left-hand navigation)
2. Select: Staff Education Request

Staff Education Request: Extra Information 3. Click here Cancel Save For Later Back Next

Employee Name _____ Employee Number _____
 Organization Email Address _____ Business Group _____ Setup Business Group _____

Click Update or Add to make changes to the sections below. Click Next to continue this action, click Back to return to the previous page, click Cancel to cancel this action, or click Save for Later to finish this action later.

Staff Education Request

Add	Status	Student Number	Major	Course Name	Course Number	Start Date	End Date	Start Time	End Time	Term	Credits
No results found.											

Staff Education Request Cancel Apply

Employee Name _____ Employee Number _____
 Organization Email Address _____ Business Group _____ Setup Business Group _____

Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

4. Put your AUB ID number

5. Click here

6. This window will appear

Student Number _____
 Major _____
 Course Number _____
 Course Name _____
 Start Date _____
 End Date _____
 Start Time _____
 End Time _____
 Term _____
 Credits _____

Secure | https://ebs.aub.edu.lb/OA_HTML/cabo/jsp/a.jsp?t=fredRC&enc=UTF-8&_minWidth=750&_minHeig...

Search and Select: Course Number Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Course Number Go

Results

Quick Select	Course Number
No search conducted.	

Search and Select: Course Number Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Course Number Go

Results

Quick Select	Course Number
<input type="radio"/>	101-PHIL-Applied Philosophy; TERM: 201830; CREDITS: 3
<input type="radio"/>	102-PHIL-Philosophical Classics; TERM: 201910; CREDITS: 3
<input type="radio"/>	102-PHIL-Philosophical Classics; TERM: 201910; CREDITS: 3
<input type="radio"/>	102-PHIL-Philosophical Classics; TERM: 201910; CREDITS: 3
<input type="radio"/>	102-PHIL-Philosophical Classics; TERM: 201910; CREDITS: 3
<input type="radio"/>	200-DCSN-Operations Management; TERM: 201830; CREDITS: 3
<input type="radio"/>	200-DCSN-Operations Management; TERM: 201830; CREDITS: 3
<input type="radio"/>	200-DCSN-Operations Management; TERM: 201910; CREDITS: 3

8. Once you find desired course, click "Quick Select"
9. Course information automatically added to the "Staff Education Request" screen

10. Click "Apply" on right-hand of screen
11. Verify information, select other courses if you need/want, then click "Next"
12. Review information, click "Submit"
13. Request will be sent to the appropriate approvers