

Instructions for students on how to use the dormitory system Kazakh National Women's Pedagogical University

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1. Dormitory systems of the Kazakh National Women's Pedagogical University.

Log in to your browser and enter <https://dorm.qyzpu.kz/> in the address bar (Figure 1.1).

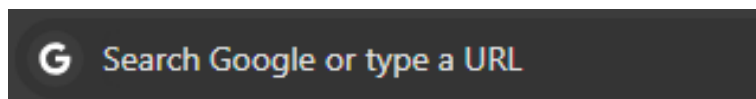


Figure 1.1 - Address bar

The main page of the dormitory system of the Kazakh National Women's Pedagogical University will open (Figure 1.2).

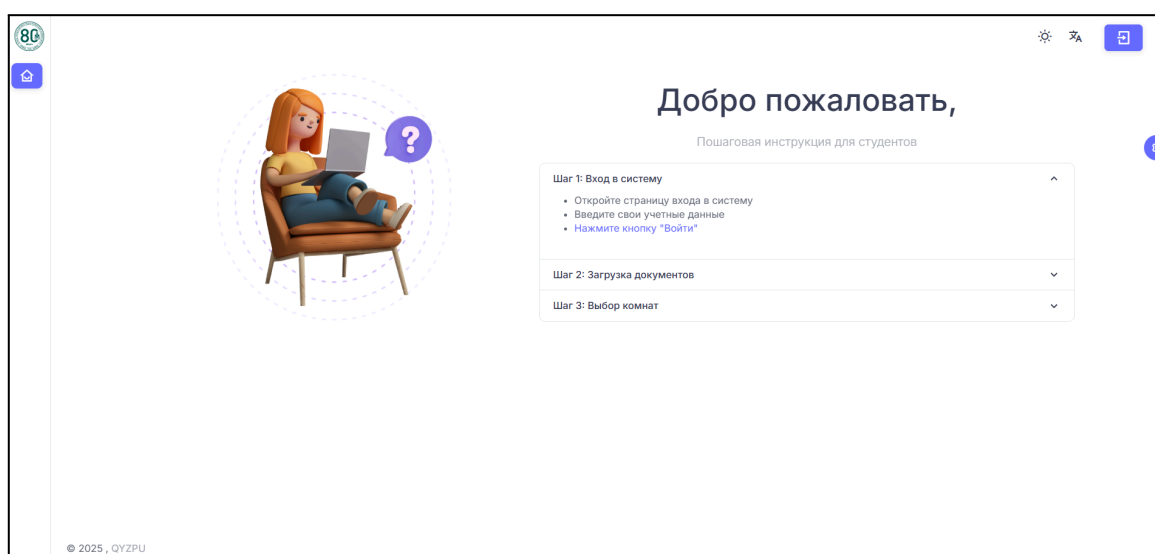
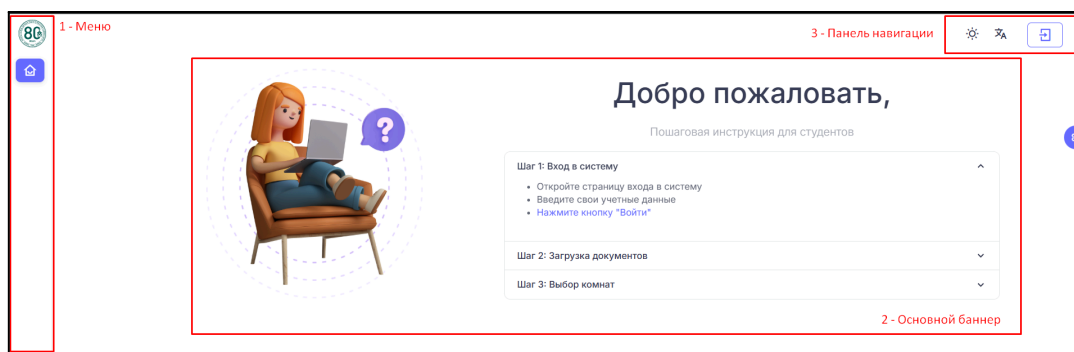


Figure 1.2 - Dormitory System Home Page

2. Home page

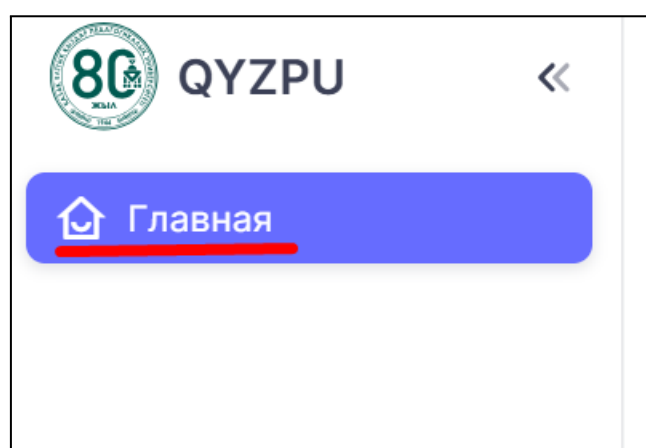
The main page consists of 3 parts such as:

1. Side menu.
2. Main banner (Content).
3. Navigation bar.



2.1 - Home Page

On the left side is a side menu containing items for navigating the system. The menu composition may vary depending on the user's role (Figure 2.2).



2.2 Side menu

At the top right of the main page (available on all pages) there is a navigation bar with the following elements (Figure 2.3):

1. Theme switcher - the following themes are available in the system: Light, Dark, System.
2. Change language - three interface languages are available: Kazakh, Russian and English. When you select a language, all components of the page will be automatically translated.

3. Login - When clicked, the user will be redirected to the authentication page.



Figure 2.3 - Navigation panel

Below the navigation bar is the main banner (Figure 2.4), which provides step-by-step instructions for students with the following content:

Step 1: Login

- Open the login page
- Enter your credentials
- Click the “Login” button

Step 2: Upload documents

- Prepare the necessary documents
- Select and upload files
- Confirm and submit your request
- Wait for the documents to be checked.

Step 3: Selecting Rooms

- Go to the “Dormitories” section
- Check out the available options
- Carefully study the terms of placement
- Select your preferred room

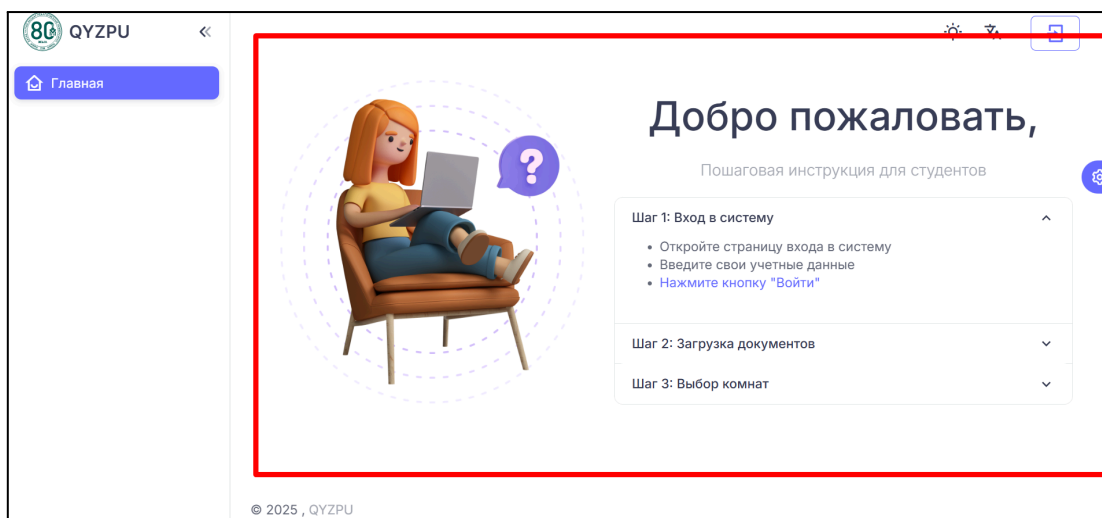


Figure 2.4 - Main banner

There are two ways to log in to the system (Figure 2.3):

1. Through the menu located in the upper right corner of the main page, button.
2. Through the main banner, following the step-by-step instructions for students:
 - Step 1: “Login”
 - Item 3: “Click the “Login” button”

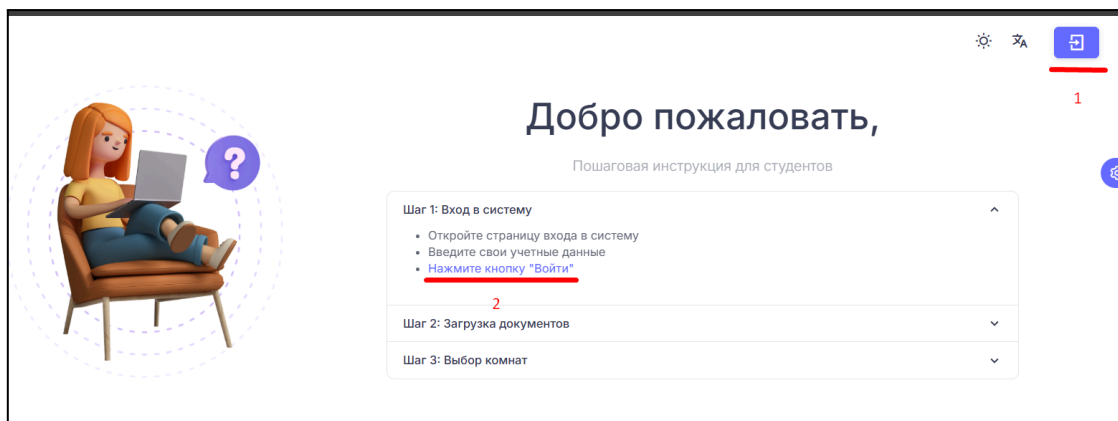


Figure 2.3 - Home Page

3. Authorization page

To log in to the system, you must enter the credentials (login and password) used to access the Platonus system and corporate email (@qyzpu.edu.kz) (Figure 3.1):

1. Enter your login
2. Enter your password
3. Click the "Login" button

In the upper right corner there is a button to change the language.

Three interface languages are available: Kazakh, Russian and English. When you select a language, all components of the page will be automatically translated.

If you lose your password, you can reset it using the following link: <https://recovery.qyzpu.edu.kz/>.

If you have changed your phone number or entered it incorrectly, please contact your dean's office.

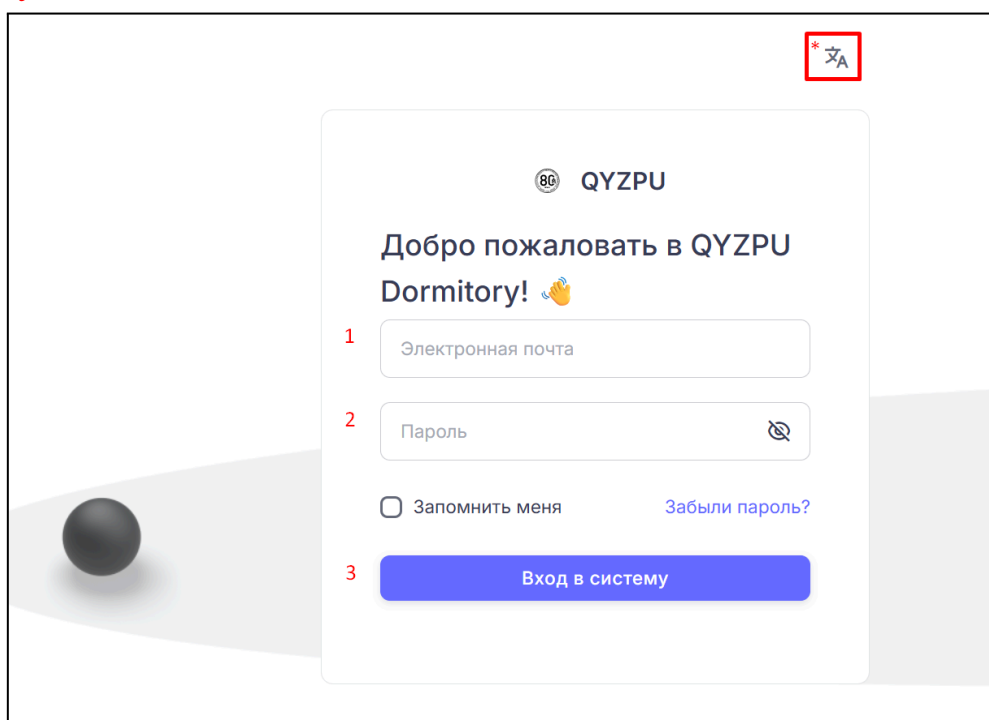
The image shows a web page for logging into the QYZPU Dormitory system. At the top right, there is a language selection icon (a star with 'A' and 'K' symbols) highlighted by a red box. The main content area has a light gray background with a dark gray sphere on the left. The login form is centered and contains the QYZPU logo, a welcome message in Russian, and two input fields: 'Электронная почта' (Email) and 'Пароль' (Password). Below the password field are checkboxes for 'Запомнить меня' (Remember me) and a link 'Забыли пароль?' (Forgot password?). A blue button labeled 'Вход в систему' (Login) is at the bottom. Red numbers 1, 2, and 3 are placed to the left of the email field, password field, and login button respectively.

Figure 3.1 Authentication page

4. Home page (Authorized user)

If you are logging in for the first time, you will need to read the dormitory rules (Figure 4.1).

To do this, follow the following link:
<https://dorm.qyzpu.kz/admin/settings/view/dormitory-rules>
or click on the link "Dormitory Rules" on the main page.

Правила проживания в общежитии

Предупреждение!
Для доступа к системе необходимо ознакомиться с правилами общежития и принять условия.

Обязательные условия:

☐ Для доступа к системе необходимо ознакомиться с правилами общежития и принять условия. [Правила проживания в общежитии](#)

☐ Я ознакомлен(а) с правилами общежития и обязуюсь их соблюдать.

✓ Я даю разрешение на доступ к моим данным

Figure 4.1 Rules of residence in the dormitory

After confirming agreement with the rules of residence in the dormitory, the user gets access to the system and can apply for accommodation.

The main page of the interface consists of three main sections (Figure 4.2):

1. Side menu - for navigation through system sections
2. Applications table - displays the list of submitted applications
3. Navigation bar - located at the top of the page and contains controls (switching the theme, changing the language, logging out, etc.)

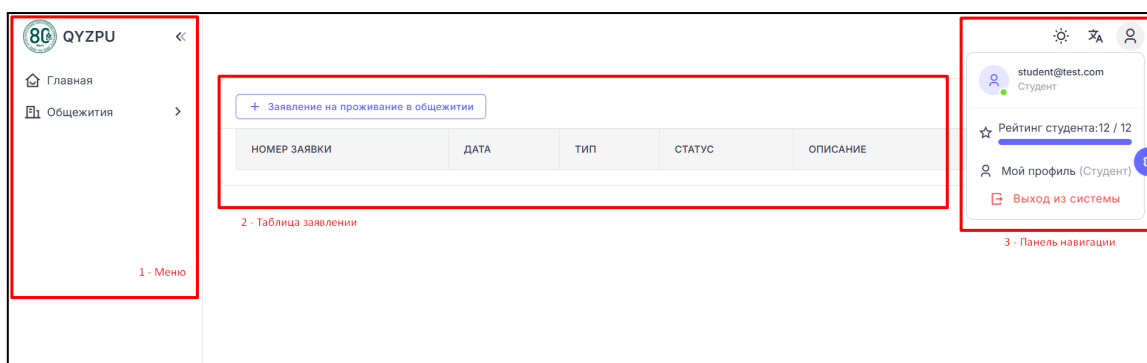


Figure 4.2 Home Page (Authorized User)

The side menu includes the following items:

1. Home — go to the main page of the system
2. Dorms - go to view available dorms

In the navigation bar, the third item “Login” (Figure 2.3) was replaced with a user button (Figure 4.3).

Clicking the button displays a drop-down menu containing the following information and actions:

1. Corporate email and user role - displayed at the top of the menu
2. Student rating - if the rules are violated, the rating is reduced.

If the rating reaches zero or becomes negative, the student is automatically blacklisted.

3. Profile - go to the user's personal profile
4. Logout - ends the current session and logs out of your account

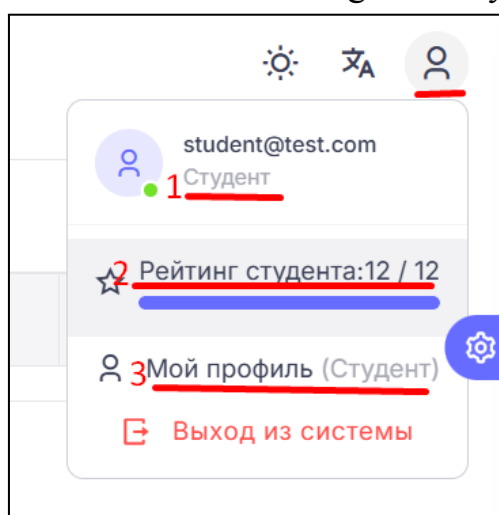


Figure 4.3 Updated navigation bar interface

The central part of the page displays all your applications in a table with the following columns (Figure 4.4):

1. Application number is a unique identifier for your application.
2. Date - date of application submission
3. Application statuses

Each application can be in one of the following statuses:

 - 3.1. **Created** — the application has been created, but the documents have not yet been uploaded.
(You can edit the application, also delete the application)
 - 3.2. **Under editing** — the required documents have been uploaded.
(You can continue editing, also delete the statement)
 - 3.3. **Under review** — the application has been sent to the dormitory administration for verification.
(Editing is not available)
 - 3.4. **For revision** — the application has been returned for revision.
(Corrections must be made according to the comments)
 - 3.5. **Rejected** — the dormitory administration rejected your application, stating the reason in the comment.
(Editing is not available)
 - 3.6. **Approved** - your application has been approved.
(You get access to choose a place in the dormitory)
4. Description - a note or comment about your request
5. Actions - the ability to delete a request or view detailed information

1	2	3	4	5
НОМЕР ЗАЯВКИ	ДАТА	СТАТУС	ОПИСАНИЕ	ДЕЙСТВИЕ
13	14.05.2025 04:40	Создан	Нет	 

Figure 4.4 Statement table

5. Application details page

The application details page consists of five sections (steps):

1. Required documents
2. Benefits
3. Application details
4. Selecting a location
5. Agreement

5.1 Section – “Required documents”

At this stage, you must upload the required documents in PDF format (the size of each file must not exceed 2 MB) (Figure 5.1):

1. Identity card
2. Certificate of absence of real estate

! To upload documents, click the “Add file” button and select the desired file on your device.

! If the files were uploaded incorrectly, you can delete them before sending the application for verification (in section 3).

The screenshot shows a web form titled 'Обязательные Документы' (Mandatory Documents). It contains two sections for document uploads:

- 1 Удостоверение личности * (.pdf)**: A section with a '+ Добавить файл' (Add file) button.
- 2 Справка об отсутствии недвижимости * (.pdf)**: A section with a '+ Добавить файл' (Add file) button and a file selection area showing 'Выберите файл' (Select file) and 'Файл не выбран' (File not selected).

At the bottom right of the form is a blue button labeled '3 Далее' (Next).

On the right side of the form, there is a user profile card with the following information:

- ФИО:** User Student
- Электронная почта:** student@test.com
- Номер телефона:** 7777777777
- Пол:** Женский
- Дата рождения:** 2000-01-03
- Гражданство:** Казахстан
- Язык обучения:** Казахский
- Название института:** Институт естествознания
- Курс:** 1

Drawing 5.1 Section – “Required documents”

After uploading the documents, you must click the “Next” button to proceed to the second section - “Benefits”.

5.2 Section – “Benefits”

You need to select the benefits (categories) to which you belong and upload the relevant supporting documents in PDF format (the size of each file should not exceed 2 MB) (Figure 5.2).

! To upload documents, click the “Add file” button and select the desired file on your device.

! If the files were uploaded incorrectly, you can delete them before sending the application for verification (in section 3)

Обязательные Документы **Льготы**

Выбор льготы

- ☐ Никаких льгот
- ☒ **Первокурсник**
- ☐ Сирота
- ☐ Сельская квота
- ☐ Многодетные семьи
- ☐ Инвалид по зрению
- ☐ Сирота под опекой

Далее

ФИО: User Student
 Электронная почта: student@test.com
 Номер телефона: 7777777777
 Пол: Женский
 Дата рождения: 2000-01-03
 Гражданство: Казахстан
 Язык обучения: Казахский
 Название института: Институт естествознания
 Курс: 1

Figure 5.2 Section – “Benefits”

5.3 Section – “Application Details”

Summary Section (before submitting for review)

In this section, you can perform the following actions before submitting your request for verification (Figure 5.3):

- Go to previous steps using the corresponding section titles
- Check if all required files have been downloaded
- Make changes or additions to the application
- View the history of application processing (indicating changes and statuses, uploaded files) (Figure 5.4)

! After clicking the "Submit for review" button, the editing option will be blocked.

Обязательные Документы **Льготы** **Детали Заявки**

Статус проверки документов: На редактирование

Обязательные документы

ТИП ДОКУМЕНТА	ЗАГРУЖЕННЫЕ ФАЙЛЫ	ДЕЙСТВИЕ
Удостоверение личности	e-gov.jpg	
Справка об отсутствии недвижимости	e-gov.jpg	

Льготы

1 Первокурсник

Отправить на проверку

Figure 5.3 Section – “Application Details”

To view the history of the application, click on the history icon (Figure 5.4). After that, a modal window will open (Figure 5.5) with detailed information in the form of a table with the following columns:

- Date - date and time of changes
- Status - the status of the application at the time of change
- User - the name of the user who made the change
- Note - a comment on the actions performed on this request

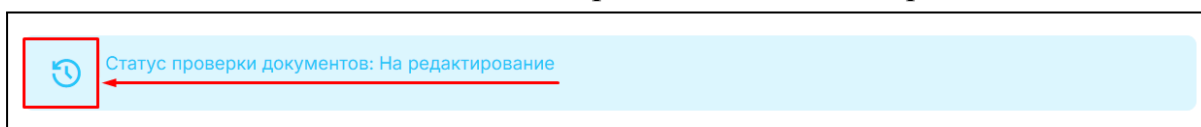


Figure 5.4 Section – “Application details”, “history” icon

ДАТА	СТАТУС	ПОЛЬЗОВАТЕЛЬ	ПРИМЕЧАНИЕ
14.05.2025 06:49	На редактирование	User Student	Изменения категорий: - Добавлены: Первокурсник
14.05.2025 06:32	На редактирование	User Student	Загрузка на первом шаге: - Удостоверение личности: e-gov.jpg (53.85 КБ) - Документ на имущество: e-gov.jpg (53.85 КБ)
14.05.2025 04:40	Создан	User Student	Создан

Figure 5.5 Section – “Application details”, “history” modal window

After completing all the steps, you must click the “Submit” button (Figure 5.3).

Document verification status: "Under review". All further actions are temporarily blocked.

1. **Under review**— the application has been sent to the dormitory administration for verification.

(Editing is not available)

2. **For revision**— the application has been returned for revision.

(Corrections must be made according to the comments)

3. **Denied**— the dormitory administration rejected your application, stating the reason in the comment.

(Editing is not available)

4. **Approved**- your application has been approved.

(You get access to choose a place in the dormitory)

5.4 Section – “Selecting a location”

In this section, you have the opportunity to refuse to live in a dormitory without having to submit an additional application - just indicate the reason for the refusal.

You can also click the "Book" button to go to the list of available dormitories.

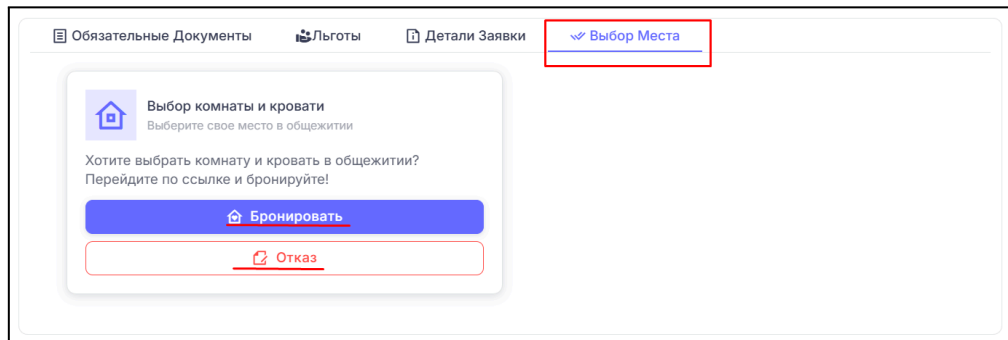


Figure 5.5 Section – “Selecting a location”

6. Page “Dormitories”

This page presents all available dormitories, designed as information cards for ease of perception (Figure 6.1). Each card contains detailed information about the dormitory, including:

- Address - the actual location of the dormitory
- Year of construction - year of commissioning of the building
- The year of the last major renovation allows you to assess the condition of the dormitory
- Cost of living - monthly rent
- Number of floors - total number of floors in the building
- Institute affiliation - indication of the institute to which the given dormitory is assigned

Additionally, the current filling level is displayed, including:

- Occupied rooms - the number of residential premises already occupied
- Reserved seats - the number of seats currently being reserved
- Available places - the number of available places for accommodation

The page also features an interactive map that displays the geographic location of each dormitory, allowing you to navigate when choosing the most suitable option.

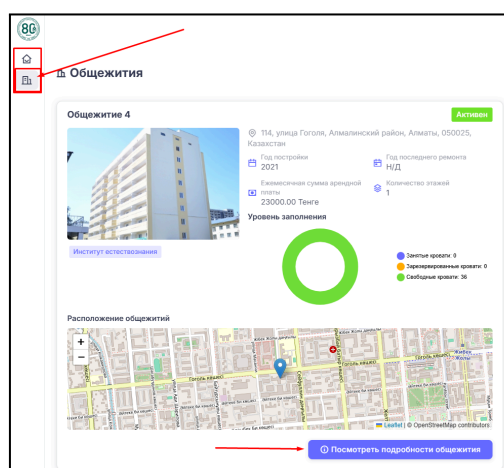


Figure 6.1 Dormitory Page

After you have pre-selected a dormitory according to your preferences, click the "View more details" button for a detailed review.

7. Page “Dormitory”

This page provides detailed information about the selected dormitory, structured into three main sections.

1. Section "Dormitory" (see figure 7.1)

This section displays detailed information about the characteristics and current status of the dormitory, including:

- Name of the dormitory - official name
- Total number of places - the maximum number of students that can be accommodated
- Occupied Seats - The current number of occupied seats, expressed as a percentage of the total (e.g. 35 seats / 70%)
- Reserved Seats - The number of seats that have been reserved but not yet confirmed, also with a percentage value
- Available seats - the remaining number of seats available for booking
- The dormitory code is a unique identifier in the system
- Dormitory type
- Year of construction - allows you to assess the age and possible technical condition of the building
- The total area of the building - in square meters, which can affect living conditions
- Cost of living - monthly rent in tenge
- Actual address - the exact location of the dormitory
- Contact persons - employees and administration responsible for the operation of the dormitory, indicating full name, contact numbers

2. Section "Floors" (see figure 7.1)

This section contains detailed information about the selected floor of the dormitory, which allows the student to better navigate the accommodation conditions. The following data is included:

- Floor number - indicates the specific level of the building on which the living quarters are located
- Total number of seats - the number of students that can be accommodated on a given floor
- Floor type - for example, residential, technical, etc. (in this case - residential)
- Number of toilets (WC) - total number of toilets on the floor

- Kitchen facilities - availability of a kitchen area, equipment (stove, microwave, sink, etc.)
 - Current floor status - eg: available for booking, under renovation, limited access
 - A floor plan is a visual diagram that shows the location of rooms, bathrooms, and other objects to help navigate the area.
3. Section "Rooms" (see figure 7.1)

This section displays all the rooms available on the selected floor, with the number of beds in each. The student is given the opportunity to select a room and a specific place to live.

Functional elements of the section:

- List of rooms - each room is displayed separately with its number
- Number of beds - indicates the total number of beds in the room

Status of each place:

- **Free**— available for selection
- **Occupied**- the place is already taken by another student
- **Reserved**— the place is temporarily reserved

The choice of bed tier is indicated by icons:

- ▲ Up arrow - top tier
- ▼ Down arrow - bottom tier

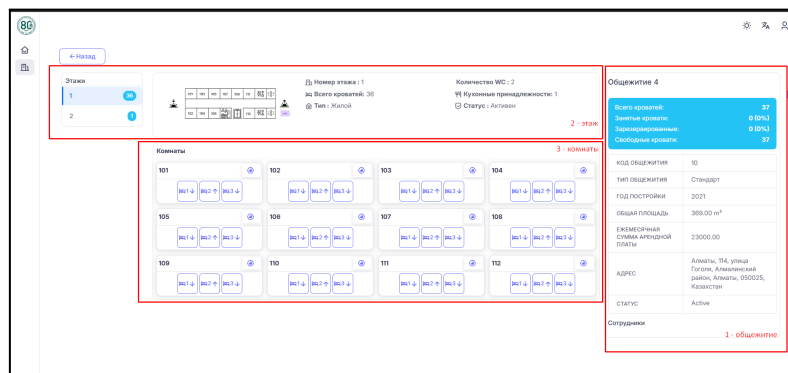


Figure 7.1 Dormitory Page

8. Choosing a bed

On the dormitory page, to select a place, you need to select a place and confirm your choice (Figure 8.1).

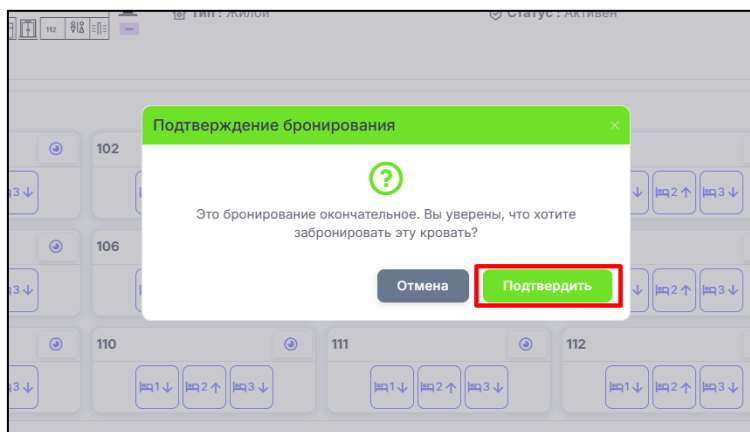


Figure 8.1 Dormitory page - Booking Confirmation

After booking, a “My Dorm” tab will appear in your menu, where you can and must sign an application for subsequent check-in (Figure 8.2).

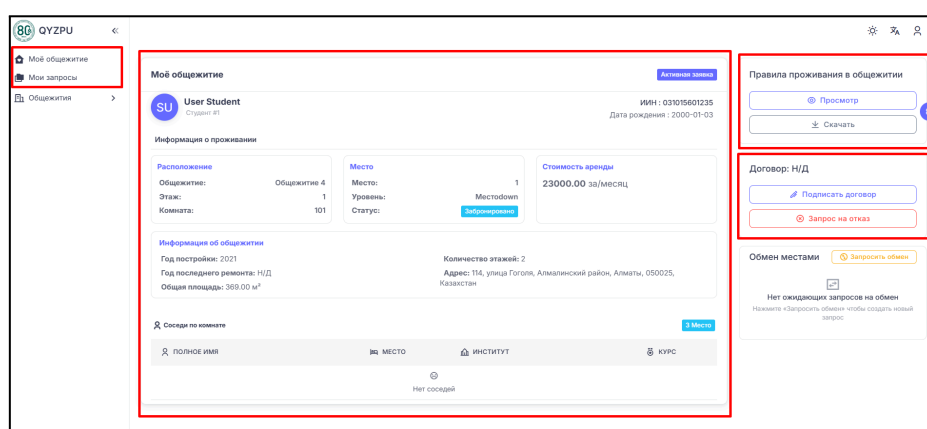


Figure 8.2 “My Dorm” Page

To sign the contract, click on the "Sign contract" button located on the right side of the page. After that, you will be redirected to the fifth section of the application details, where you can sign the contract using an EDS (Individual). If you are under 18, a notification about the need to sign the contract will be sent to the e-mail address that your parents indicated to the admissions committee (Figure 8.3).

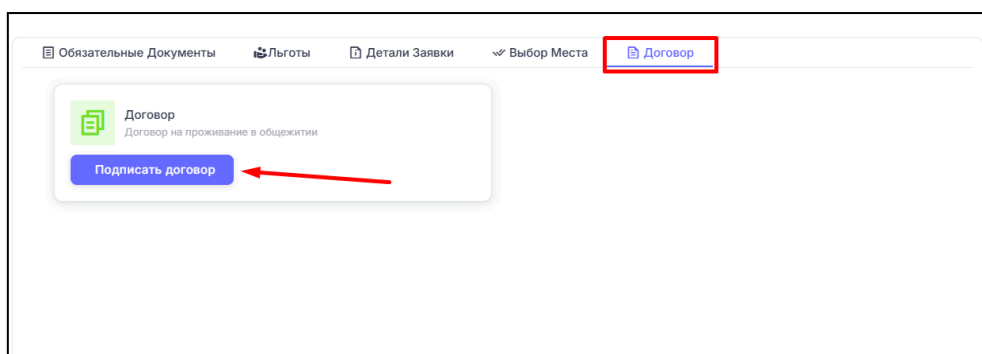


Figure 8.3 Section - “Agreement”

After clicking the “Sign the contract” button, a link for signing will be sent to your email.

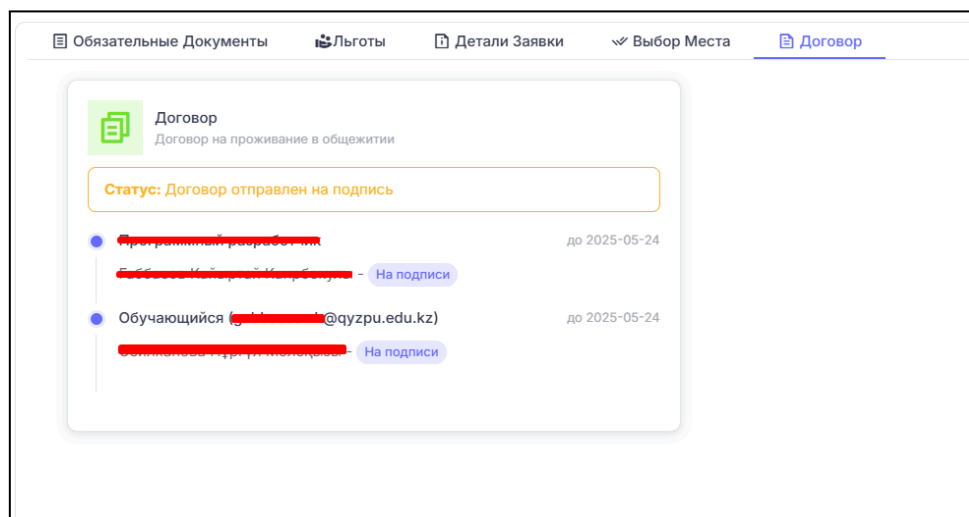


Figure 8.3 Section “Agreement” - after pressing the button.

9. Signing the contract

After signing the contract, an email with a link was sent to your email. If you have not received the email, please check your Spam folder (Figure 9.1).

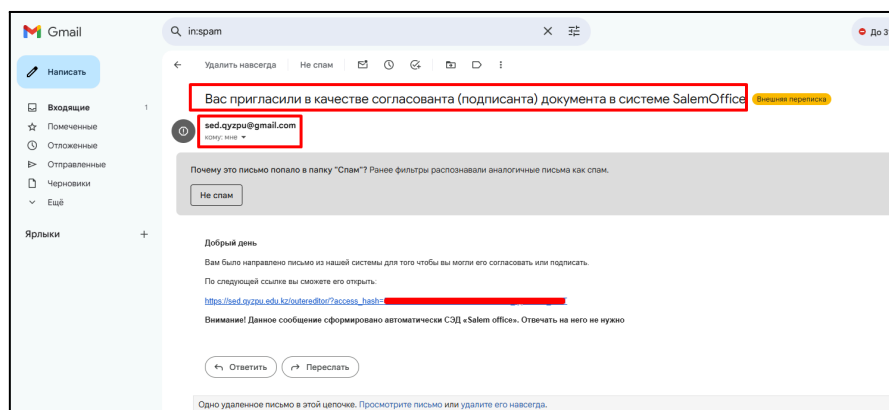


Figure 9.1 Letter.

After clicking on the link, you must read the agreement and sign it using an electronic digital signature (individual) (Figure 9.2).

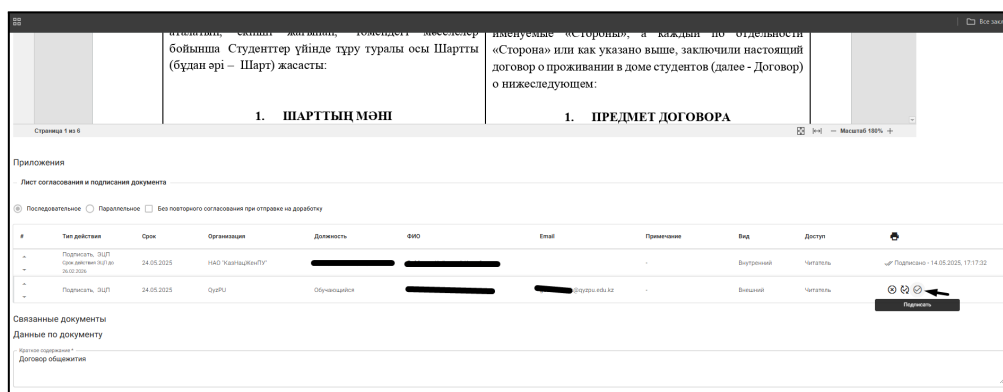


Figure 9.2 Salem office - AIS Sirius.

Once signed, the agreement will be available for download at any time.(Figure 9.3).

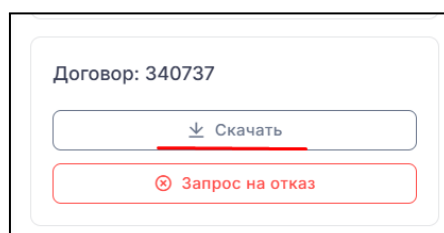


Figure 9.3 “My Dorm” Page

10. Page “My Dorm”

The “My Dorm” page (Figure 10.1) includes the following elements:

1. Side menu - contains navigation items for moving between sections of the system.
2. The main content, where the following data is displayed:
 - Location: dormitory name, floor, room number.
 - Seat: seat number, level (upper or lower tier), status (booked or occupied).
 - Cost: monthly rental amount.
 - Information about the dormitory you have booked or checked into.Roommates - The following information is displayed:
 - Full name
 - Seat number
 - Institute
 - Course of Study
3. An information section where you can:
 - Read the dormitory rules or download them.
 - Download your contract.
 - Submit a waiver of residence in the dormitory.
 - Submit a request to exchange seats with another student.

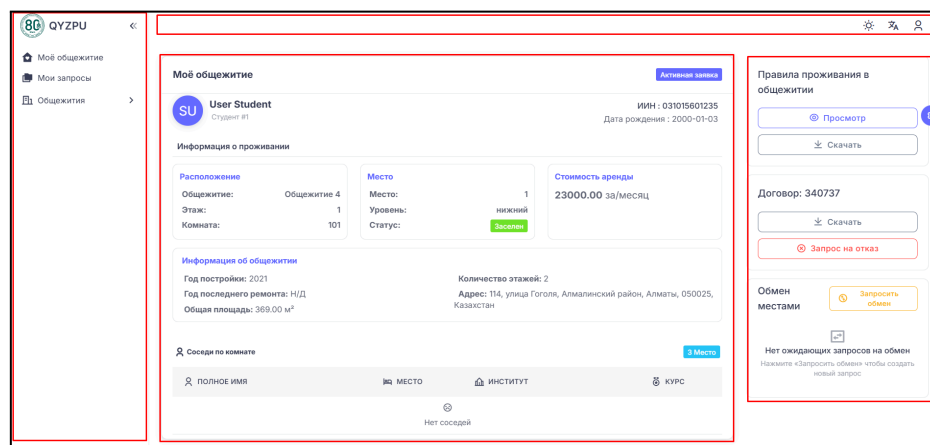


Figure 10.1 “My Dorm” Page

11. Refusal to live in a dormitory

You can opt out of a dormitory stay in two ways, depending on the current status of your application:

1. If your application is approved but your place is not yet booked:

Go to the application details page, to section 4 - “Select a location”, and click the “Refusal” button (see Figure 11.1).

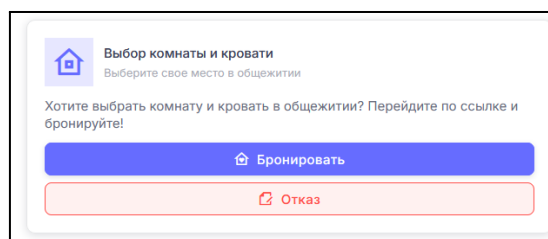


Figure 11.1 “My Dorm” page - “Select a place” section

In the pop-up window that appears, indicate the reason for refusal in the appropriate field (see Figure 11.2).

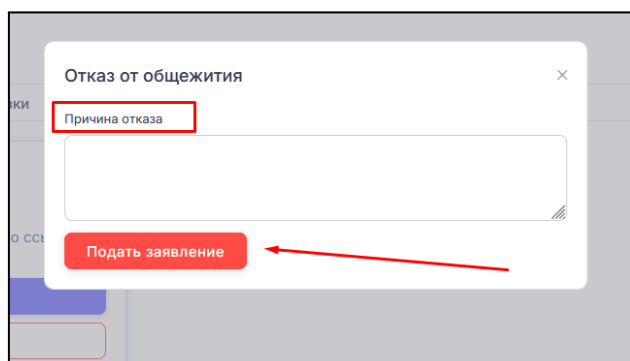


Figure 11.2 Page “My Dormitory” - refusal form

2. If the place has already been selected and booked:

Go to the “My Dormitory” section and click the “Request for Refusal” button in the right information block (see Figure 11.3).

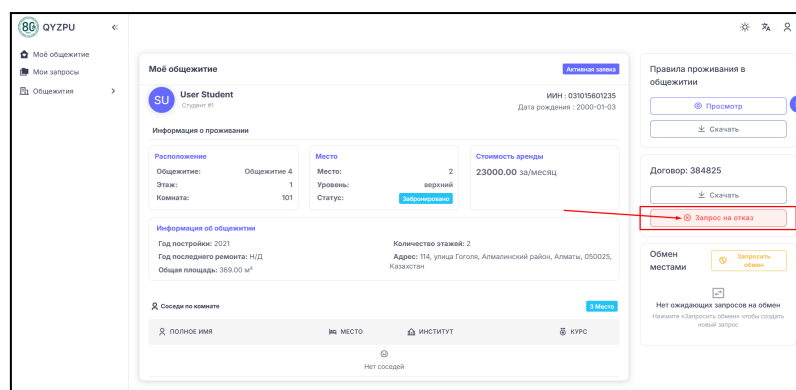


Figure 11.3 “My Dorm” Page

In the pop-up window that appears, upload the signed application and submit it (see Figure 11.4).

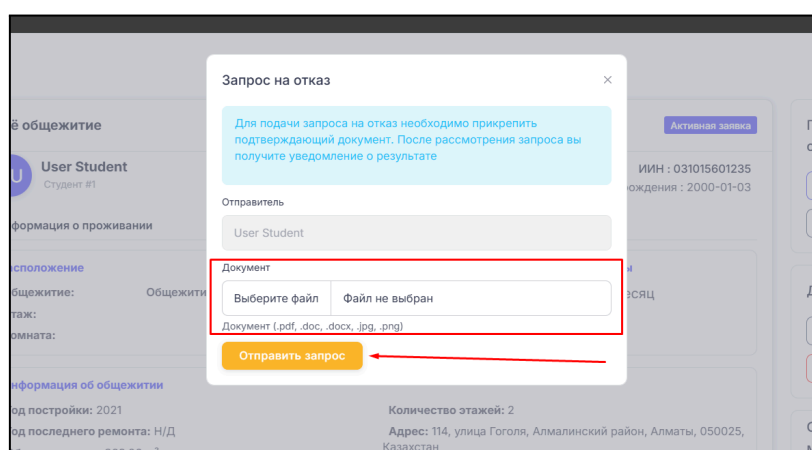


Figure 11.4 Page “My Dormitory” - refusal form

Once your request is approved, access to the “My Dorm” section will be closed and the status of your application will change to “Archive”.

12. Exchange of accommodation in the dormitory

You can request to exchange places with another student living in the same dormitory. To do this:

Go to the “My Dorm” page. In the right information block, click the “Request Swap” button (see Figure 12.1).

In the pop-up window that appears, enter the full name of the student with whom you want to exchange places.

Please provide a reason for your exchange request.

Click the “Submit Request” button.

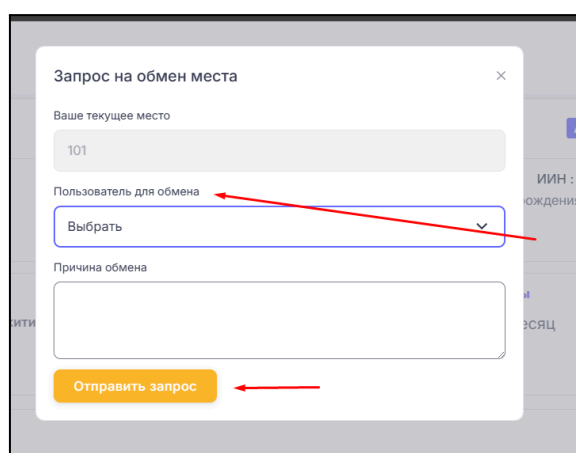


Figure 12.1 Page “My Dorm” - exchange form

You can track the status and progress of your application in the system.

The progress of our consideration of your request.

1. A response is expected from the requested student (see Figure 12.2).

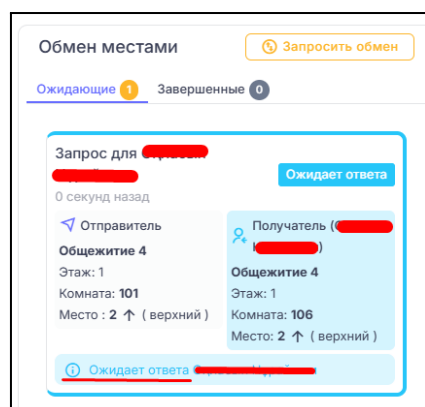


Figure 12.2 Exchange block, at the sender's

The recipient has the option to accept or reject the request (Figure 12.3).

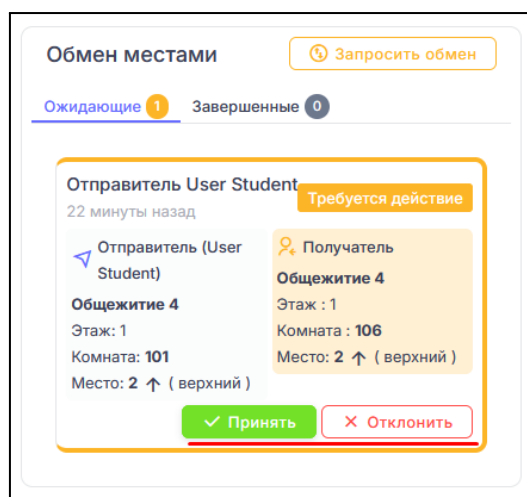


Figure 12.3 Exchange block, at the recipient's

If the request is approved by the recipient, it will be forwarded to the dormitory manager for review (Figure 12.4)

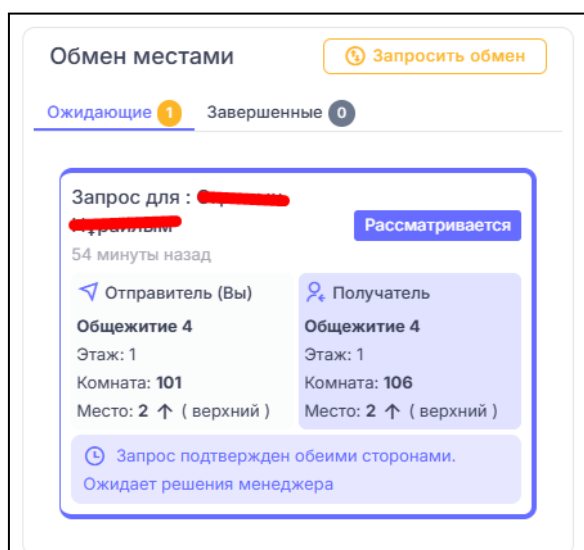


Figure 12.4 Exchange block, waiting for administration confirmation

The manager can either approve the request or reject it with a reason. Information about the decision will be displayed to both the sender and the recipient.

The sender and recipient have approved the request (Figure 12.5).

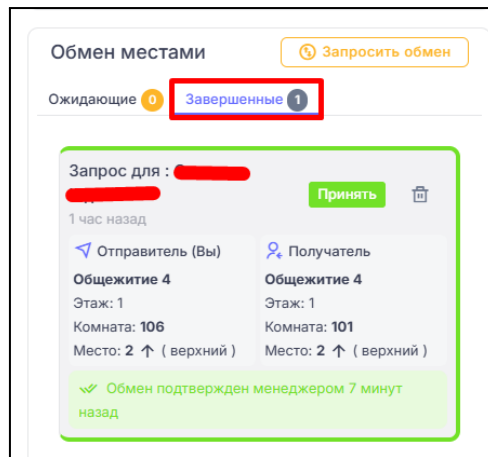


Figure 12.5 Exchange block, sender - approved

Both the sender and the recipient can view the change history for an active request.

Sender (Figure 12.6)

История изменений заявки			
ДАТА	СТАТУС	ПОЛЬЗОВАТЕЛЬ	ПРИМЕЧАНИЕ
15.05.2025 06:59		[REDACTED]	Запрос на обмен между пользователями успешно подтвержден. Кровати переназначены. С Общежитие: <u>Общежитие 4, Комната: 101, Места: 2</u> на Общежитие: <u>Общежитие 4, Комната: 106, Места: 2</u>
15.05.2025 06:52		[REDACTED]	Запрос на обмен кроватей подтвержден получателем. Ожидает одобрения администрации.
15.05.2025 06:03		User Student	Создан новый запрос на обмен кроватей. Ожидает подтверждения от получателя. ([REDACTED])

Figure 12.6 Sender's request history

Recipient (Figure 12.7)

История изменений заявки			
ДАТА	СТАТУС	ПОЛЬЗОВАТЕЛЬ	ПРИМЕЧАНИЕ
15.05.2025 06:59		[REDACTED]	Запрос на обмен между пользователями успешно подтвержден. Кровати переназначены. С Общежитие: <u>Общежитие 4, Комната: 106, Места: 2</u> на Общежитие: <u>Общежитие 4, Комната: 101, Места: 2</u>
15.05.2025 06:52		[REDACTED]	Запрос на обмен кроватей подтвержден. Ожидает одобрения администрации.

Figure 12.7 Recipient's application history

**FOR ALL QUESTIONS, PLEASE CONTACT THE DORMITORY
ADMINISTRATION.
EVERY ACTION YOU TAKE IN THE SYSTEM WILL BE RECORDED.**