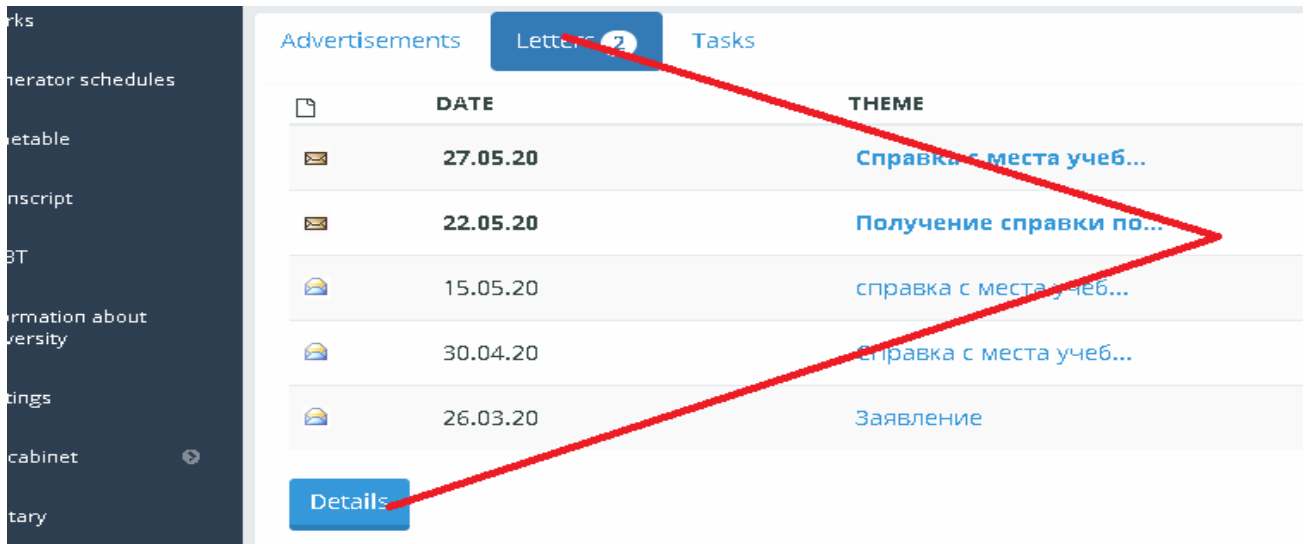


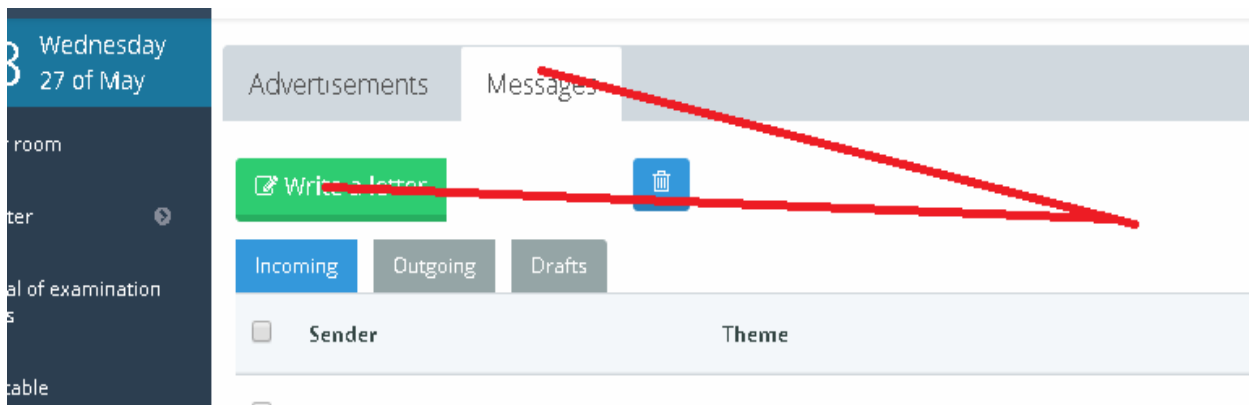
Instructions for sending applications/requests for help via the "Platonus" AIS

1. The student using your username and password, logs in to the system. On the main page of the AIS "Platonus" goes to the "Letters" section, where it clicks on the "more Info" icon» (picture 1)



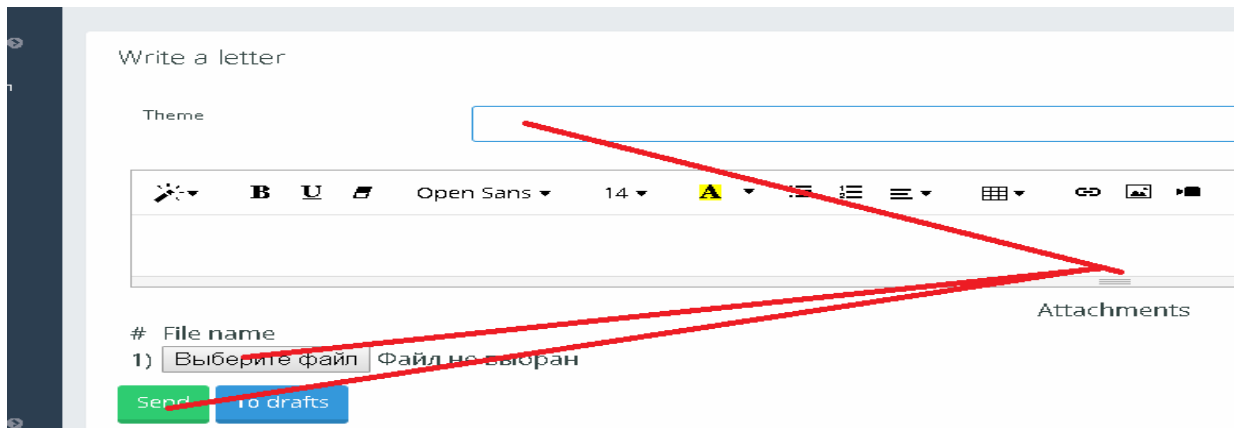
Picture 1

2. After the student goes to the section "Messages" - "Write a letter" (Picture 2);



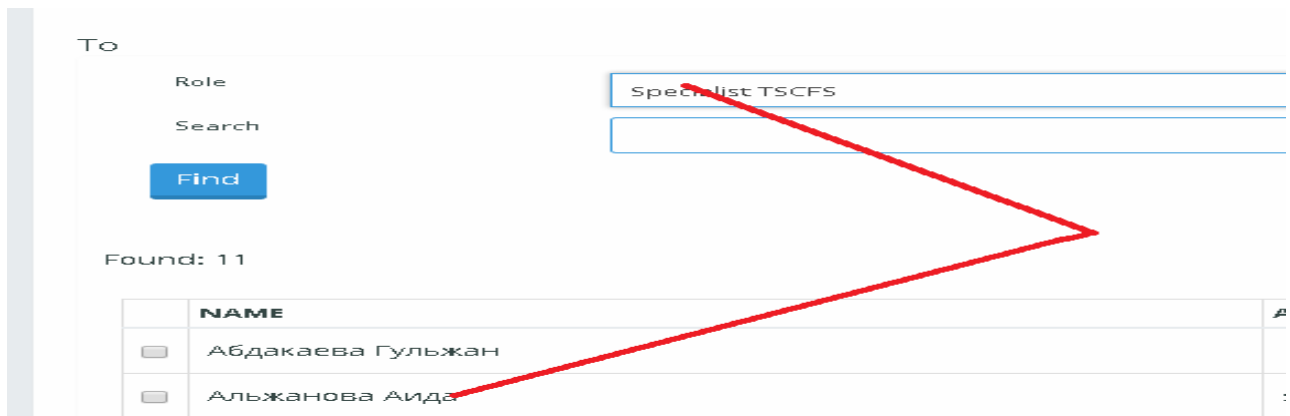
Picture 2

3. In the subject line of the "Write a Letter" section, the student indicates his full name. and the specialty and which document sends the "application" or asks for a "certificate". The text indicates what the application is about or what type of certificate he needs. Attaches the scanned application and documents to the "Select file" and clicks on the "Send" icon (Picture 3)



Picture 3

4. After that, the student in the "Role" section selects "Specialist of the SSC", then the name of the specialist who is responsible for the faculty. (Picture 4)



Picture 4