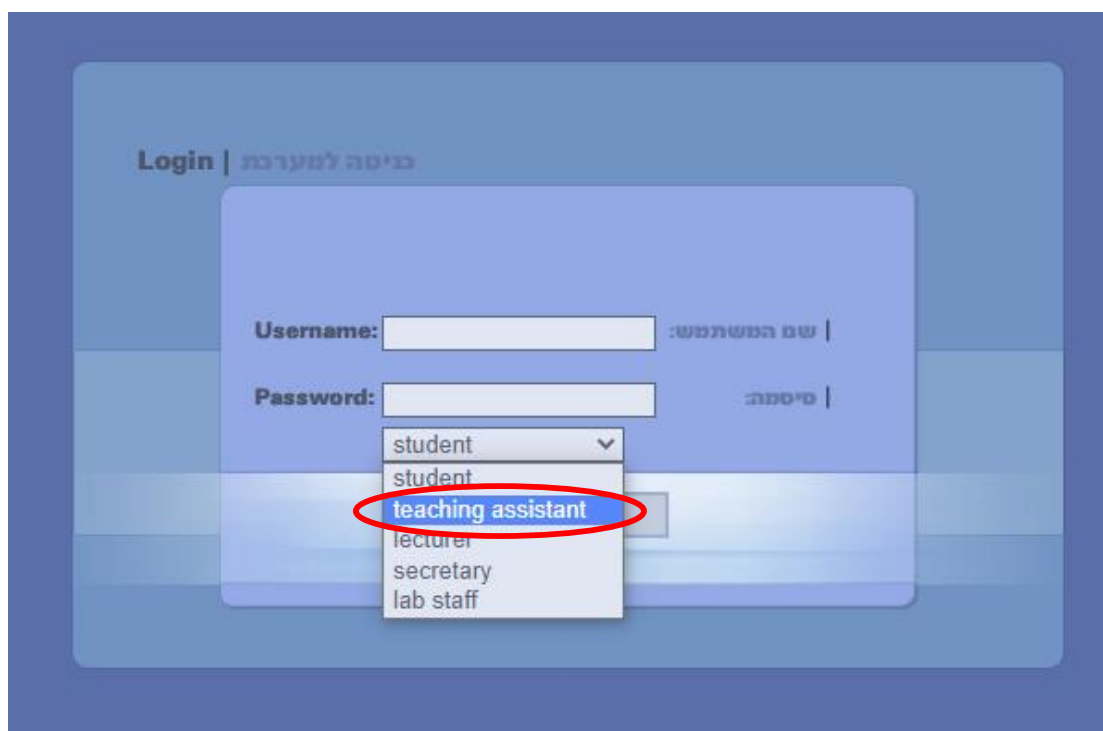


## עדכון שעות קבלה ופרטים אישיים באתר המחלקה

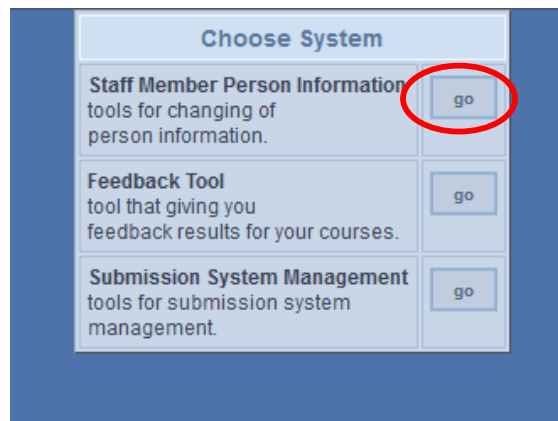
1. על מנת לעדכן באופן עצמאי את הפרטים האישיים ושעות הקבלה יש להיכנס למערכת ה- CS.Services מתוך אתר המחלקה:



2. יש לבצע כניסה למערכת באמצעות שם המשתמש והסיסמא ב- BGU, ובשדה התפקיד לבחור ב- "Teaching Assistant":

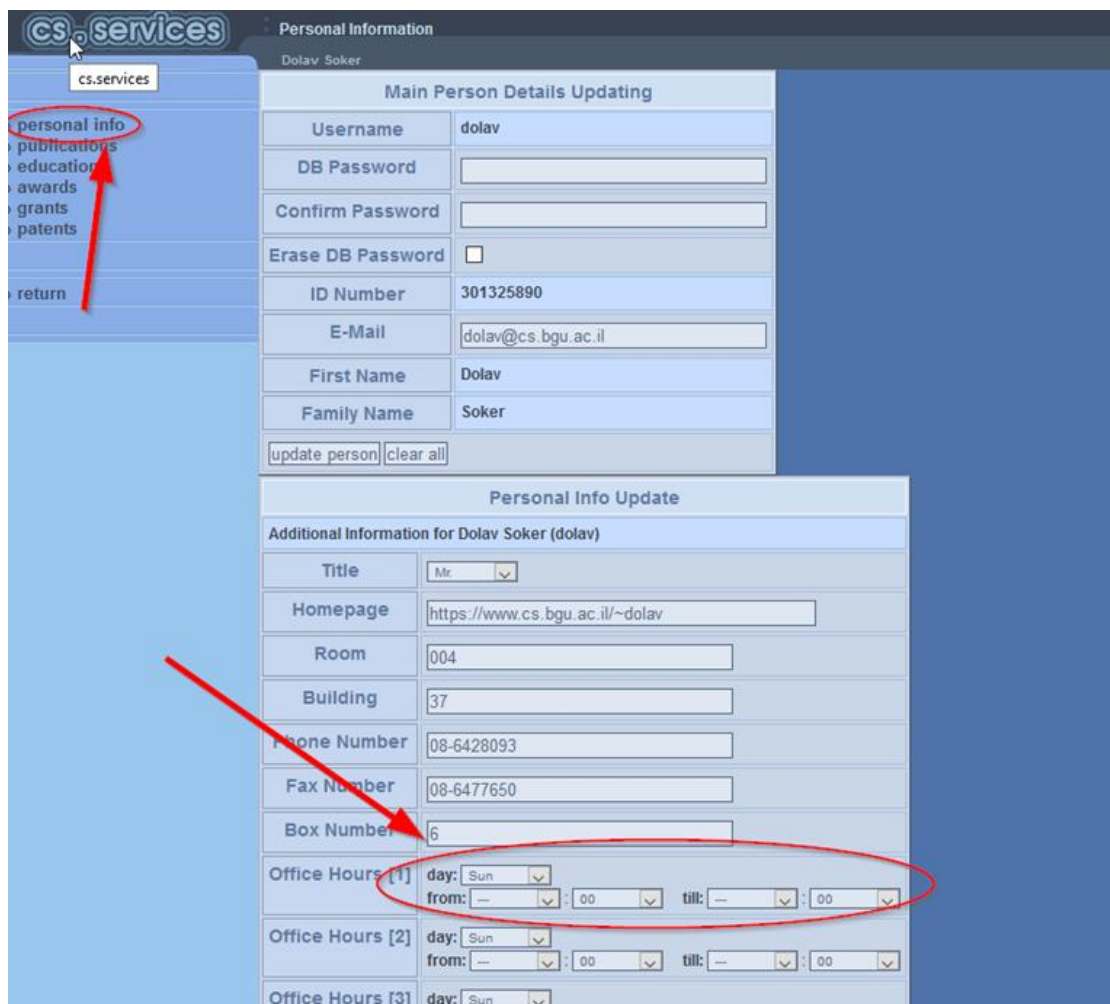


3. בשלב הבא יש לבחור את האופציה הראשונה ברשימה – Staff Member Personal Information  
:Information



The screenshot shows a 'Choose System' menu with three options, each with a 'go' button. The first option, 'Staff Member Person Information', is circled in red. The text for this option reads: 'Staff Member Person Information tools for changing of person information.' The other two options are 'Feedback Tool' and 'Submission System Management', both with their respective 'go' buttons.

4. במסך שנפתח, ברשימה מצד שמאל, יש לבחור באופציה הראשונה – Personal Info, ולעדכן את האתה האישי, החדר, הבניין, מספר הטלפון, תא הדואר ושעות הקבלה בהתאם למה שתרצו שיופיע באתר המחלקה:



The screenshot shows the 'Personal Information' update page for 'Dolav Soker'. The left sidebar has 'personal info' circled in red with an arrow pointing to it. The main content area has two sections: 'Main Person Details Updating' and 'Personal Info Update'. The 'Main Person Details Updating' section contains fields for Username (dolav), DB Password, Confirm Password, Erase DB Password (checkbox), ID Number (301325890), E-Mail (dolav@cs.bgu.ac.il), First Name (Dolav), and Family Name (Soker). The 'Personal Info Update' section contains fields for Title (Mr), Homepage (https://www.cs.bgu.ac.il/~dolav), Room (004), Building (37), Phone Number (08-6428093), Fax Number (08-6477650), Box Number (6), and Office Hours (1, 2, 3) with day, from, and till dropdowns. A red arrow points to the 'Box Number' field, and a red oval highlights the Office Hours section.

5. לאחר העדכון יש ללחוץ על הכפתור Update על מנת לשמור את השינויים:

The screenshot shows a web form with a blue sidebar on the left and a main content area. The sidebar contains several sections with dropdown menus and input fields, including 'year/semester', 'es info', 'se info', 'd courses', 'rse', 'on', 'on', and 'sons'. The main content area is divided into three 'Office Hours' sections and an 'Info' section. Each 'Office Hours' section has a 'day' dropdown, a 'from' time dropdown, and a 'till' time dropdown. The 'Info' section contains a text area with the following content: 'preference elicitation, preference-based optimization, agent models, multi-agent and distributed planning, and privacy preserving planning.', followed by a line break, a paragraph tag, and a link: '<a href="https://dblp.uni-trier.de/pers/hd/b/Brafman:Ronen\_">List of'. At the bottom of the form, there are three buttons: 'update', 'clear all', and 'delete'. The 'update' button is circled in red.

**בהצלחה!**