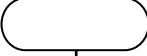

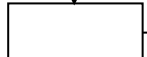
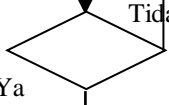
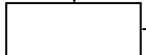
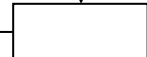
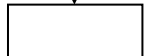


12.3 Alur Layanan Surat Keterangan Lunas Administrasi (SKLA)

No	Langkah Kegiatan	Pelaksana			Kelengkapan	Mutu Baku		Keterangan
		Mahasiswa	Admin Akad. Pusat	Ka. BAK		Waktu	Keluaran (Output)	
1.	Login siacad.polinema.ac.id							
2.	Pilih menu Surat dan Kuesioner							
3.	Klik SKLA				Data SKLA	2 Menit	SKLA	
4.	Validasi data mahasiswa				Data SKLA	5 Menit	SKLA	
5.	Cetak Surat				Data SKLA	2 Menit	SKLA	
6.	Penandatanganan surat				SKLA	2 Menit	SKLA	
7.	Status "selesai", klik download SKLA				SKLA	2 Menit	SKLA	
8.	Selesai		