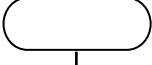
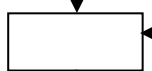
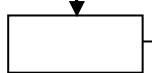
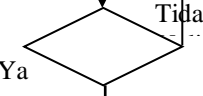

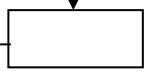
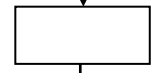
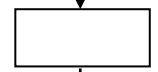
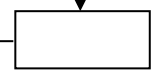
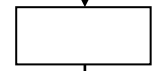


9.3 Alur Layanan surat Model C

No	Langkah Kegiatan	Pelaksana			Kelengkapan	Mutu Baku	Keluaran (Output)	Keterangan
		Mahasiswa	Admin Akad Pusat	Ka. BAK		Waktu		
1.	Login SIAKAD				Data diri dan orangtua			
2.	Pilih menu Surat dan Kuesioner, Klik pilihan surat model C dan				Data diri dan orangtua	5 Menit	Permohonan Surat Model C	
3.	Melengkapi data orang tua							
4.	Validasi data mahasiswa dan orang tua				Permohonan Surat Model C	10 Menit	Konsep Surat Model C	
5.	Cetak Surat				Konsep Surat Model C	5 Menit	Surat Model C	
6.	Penandatanganan oleh Ka. BAK				Surat Model C	5 Menit	Surat Model C	
7.	Input Nomor surat, tanggal surat dan Notifikasi surat selesai di SIAKAD				Surat Model C	5 Menit	Surat Model C	
8.	Pengarsipan Surat				Surat Model C	5 Menit	Surat Model C	
9.	Surat Selesai				Surat Model C	2 Menit	Surat Model C	
10.	Mahasiswa <i>download</i> surat pada SIAKAD				Surat Model C	1 Menit	Surat Model C	
11.	Selesai	