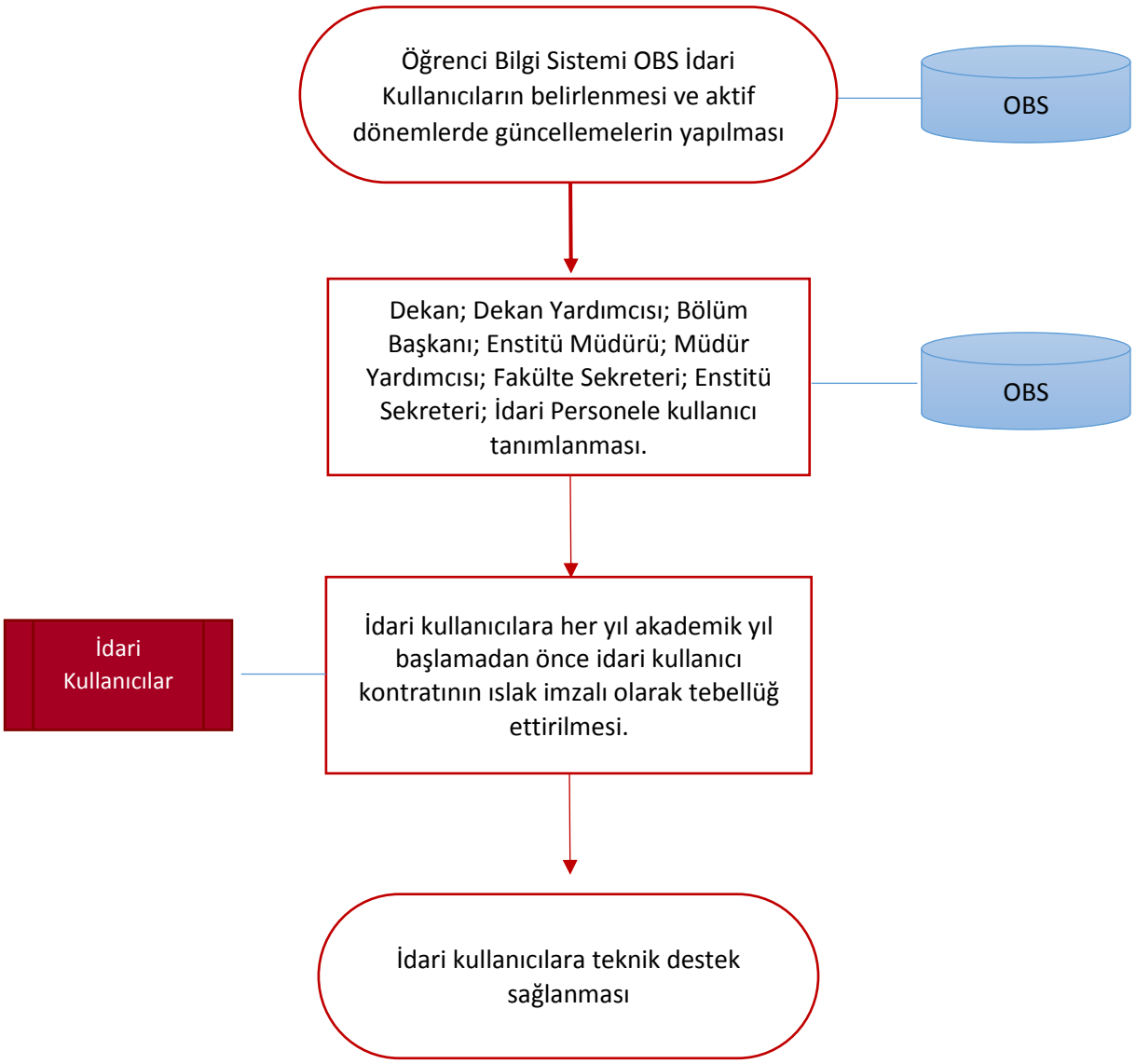ÖĞRENCİ BİLGİ SİSTEMİ OBS İDARİ KULLANICI İŞLEMLERİ SÜRECİ