

## **Abstract**

A lot of educational institutions, especially universities that utilize information systems as a medium to help the working process for the activities of educational institutions. For the example institution is IT Telkom, in particular the Faculty of informatics. Information systems are built is expected to support faculty in providing data that is valid and in accordance with the needs, such as data provision to support the process of seminars and TA/PA's mentors.

At this time, data provision for the determination of seminars and mentors are still done manually and there has been no information systems that support these activities. So when scheduling seminars, it need a long time to record TA or PA to be a seminar, matching the data between an examiner's empty schedule and seminar schedule, and information about the total of test every teacher in a certain period is less and it can complicate the equalization amount to test. Information about seminar was just published on notice board in F building, so students should visit the notice board to check information progress about seminar.

Solutions for these problems is need an TA / PA administrative information systems which have facility for submission and management seminars, and establishing TA/PA's mentor for IT Telkom informatics faculty. This application is expected to process the data for easy management of TA/PA data, determining the schedule of seminars, information seminars, the filing and determination of mentors as well as the management of SK that can be done online

Waterfall method is applied in the construction of this final project is implemented with PHP language with MySQL database and other support software.

Keywords: waterfall, PHP, MySQL.