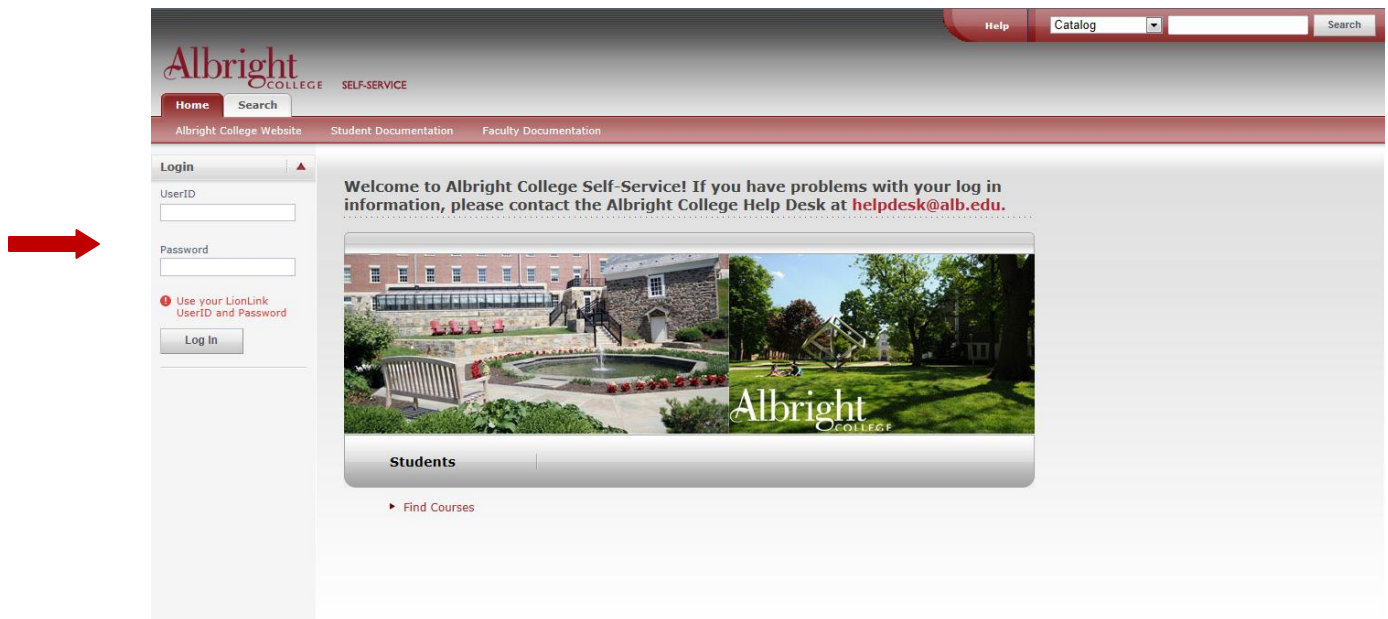


# Albright College Self Service

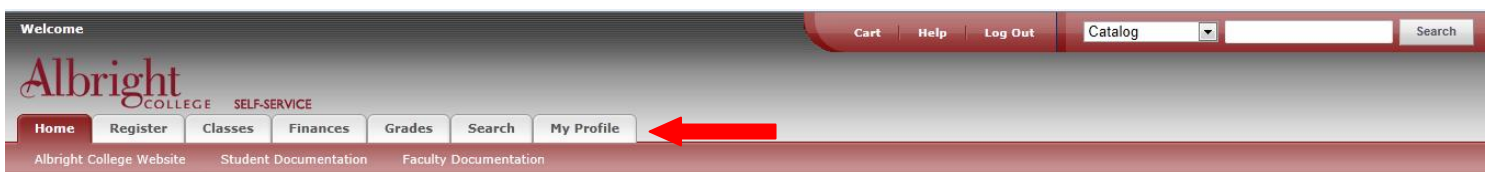
## Getting Started

-To access **Self Service** go to the Albright College Home page at [www.albright.edu](http://www.albright.edu) and select Self Service from the Quick Links drop down menu. You can also find a link or at the bottom left of the Albright web page.

- On the left hand side you will see entry fields for your UserID and Password. Here, you will enter the credentials for your Albright LionLink Account.



- Once signed in, you will be at your Self Service Home Page. From your Self Service Home Page, you can navigate to the Albright College Website or select one of the tabs (Register, Classes, Finances, Grades, Search, and My Profile).

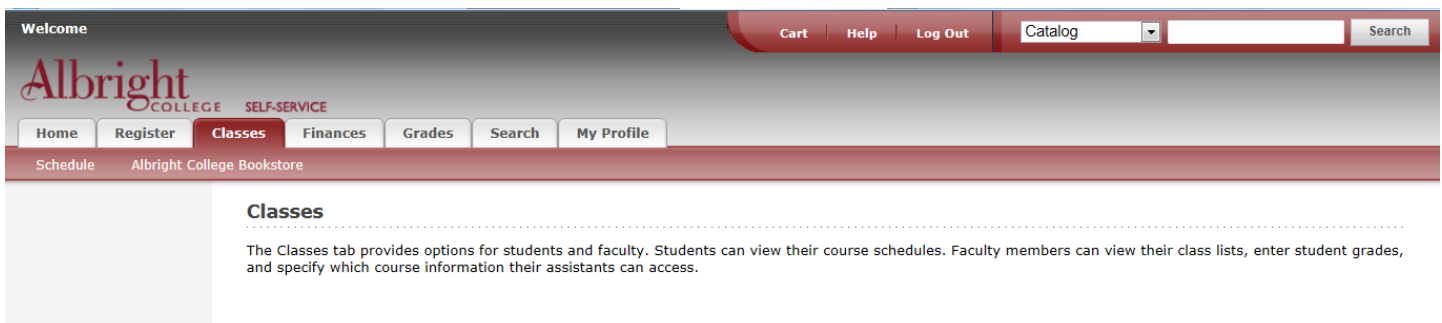


# Changing your password:

-Your Password can be reset by contacting the Albright College Help Desk at [helpdesk@alb.edu](mailto:helpdesk@alb.edu) or go to the password Reset password page. <https://sprweb.albright.edu/specopspassword/changepassword/ChangePassword.aspx?>

# Viewing your Schedule:

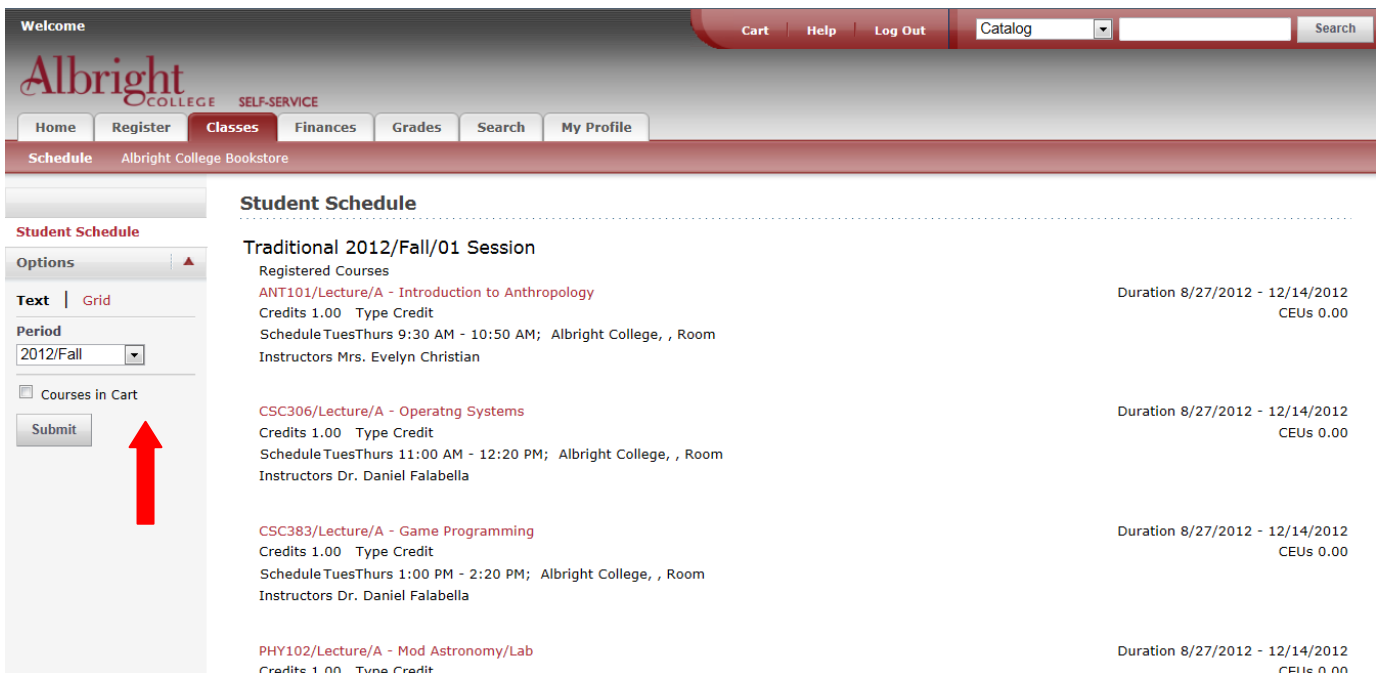
-Select the “Classes” tab. The “Schedule” and “Albright College Bookstore” links are now available.



The screenshot shows the top navigation bar of the Albright College Self-Service website. The 'Classes' tab is highlighted in red. Below the navigation bar, there is a 'Classes' section with a heading and a paragraph of text: 'The Classes tab provides options for students and faculty. Students can view their course schedules. Faculty members can view their class lists, enter student grades, and specify which course information their assistants can access.'

-Click on the “Schedule” link.

-Then Click on the “Student Schedule” link.



The screenshot shows the 'Student Schedule' page on the Albright College Self-Service website. The page is titled 'Student Schedule' and lists several courses for the 'Traditional 2012/Fall/01 Session'. A red arrow points to the 'Submit' button in the 'Courses in Cart' section.

Course	Credits	Type	Duration	CEUs
ANT101/Lecture/A - Introduction to Anthropology	1.00	Credit	8/27/2012 - 12/14/2012	0.00
CSC306/Lecture/A - Operatng Systems	1.00	Credit	8/27/2012 - 12/14/2012	0.00
CSC383/Lecture/A - Game Programming	1.00	Credit	8/27/2012 - 12/14/2012	0.00
PHY102/Lecture/A - Mod Astronomy/Lab	1.00	Credit	8/27/2012 - 12/14/2012	0.00

This page displays information about the classes for which you have registered.

1. Specify whether you want to view your schedule in a Text list or on a calendar Grid.
2. The default schedule shown will be the current year/term but can be changed by choosing a different time Period for drop down list.
3. Select Submit. This will display the year/term selected.
4. If you are viewing your schedule in a Text list (shown above), the system will display different information for the various types of courses on your schedule.
5. To find out more information about a course, select the course title.

## Viewing your Grades



-By clicking on the “Grades” tab you will be able to view your “Unofficial Transcript” as well as a “Grade Report”. If you click the “Grade Report” option you will see the screen below.

-On the Grade Report page select a Year/Term Period to view your grades. The following screen will open. You can change the Year/Term from this view by selecting a different period from the drop down box.

Welcome

Albright COLLEGE SELF-SERVICE

Home Register Classes Finances **Grades** Search My Profile

Unofficial Transcript **Grade Report** Explanation of Course Unit System

Options

Period  
2011/Fall

Submit

Print Report

### Grade Report - 2011/Fall

Sequence 001

Session	Course	Name	Units	Quality Points	Midterm Grade	Final Grade	Comments
01 Session	CSC391 Lecture A	Mobile Programming	1.00	3.00		B	
01 Session	DIG265 Lecture A	Digital Literacy	1.00	4.00		A	

	Units	GPA	Awards
Attempted:	4.00	Term: 3.75	Term:
Earned:	4.00	Overall: 3.59	Overall:

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-Selecting the “Unofficial Transcript” link will show you your Unofficial Transcript.

## Register for Classes:

-Select the “Register” tab. The “Cart” and “Courses” options are available.

Welcome

Albright COLLEGE SELF-SERVICE

Home **Register** Classes Finances Grades Search My Profile

Cart Courses Registration Schedule Faculty Office Hours PowerCampus Holds

### Register

**IMPORTANT NOTE: UNDERGRADUATES**

FALL 2012 registration will be on the following days beginning at 7:30 AM

Juniors (Class of 2013): Thursday, April 12

Sophomores (Class of 2014): Tuesday, April 17

Freshman (Class of 2015): Friday, April 20

If you don't register on your scheduled day, you can register in Self Service until August 5, 2012. After that date, you must contact the Registrar's Office in person or by phone (610-921-7256) to register for courses.

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-Click on the “Courses” link to see what session is open for Registration.

Welcome

Cart Help Log Out Catalog Search

Albrit COLLEGE SELF-SERVICE

Home Register Classes Finances Grades Search My Profile

Cart Courses Registration Schedule Faculty Office Hours PowerCampus Holds

Related Links

- Section Search
- View Schedule
- Albrit College Bookstore

**Courses**

Select Period Review Schedule Finalize Complete

In order to begin the registration process, please select a registration period.

Period	Status
2012/Fall	OK to register.
2012/Summer	Advisor authorization needed to register.

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- You will be able to see what courses you have already registered for – if any.
- Add courses to your cart and proceed with registration.
- To add courses to your cart select the Section Search.
- Once you select the Section Search the following screen will open. Select the Year/Term and Session you want to register for and add the Course Code, first 3 letters of the Course Code, or leave it blank.
- Select the Search button to view available courses.

Welcome

Cart Help Log Out Catalog Search

Albrit COLLEGE SELF-SERVICE

Home Register Classes Finances Grades Search My Profile

Course Catalog Section Search

Related Links

- Registration
- Albrit College Bookstore

**Section Search**

Basic Search Advanced Search

Year/Term Session Keywords Course Code Registration Type

Traditional

Search Clear

Results Per Page 10

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## Registering for Classes (continued):

- If a course is open the Add button will be available. The Red book symbol indicated a course is currently closed.

Welcome Cart Help Log Out Catalog Search

**Albright** COLLEGE SELF-SERVICE

Home Register Classes Finances Grades **Search** My Profile

Course Catalog Section Search

**Options**

Open Sections Only

New Search

Refine Search

**Sort By**

Course ID Sort

**Results Per Page**

10 Show

**Legend**

Open Closed

**Related Links**

Registration

Albright College Bookstore

**Section Search**

Found 4 results for Course Code = 'csc' and Period = '2012 Fall'.

Subtype

Showing 1 - 4 of 4

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats	
Foundations of Computer Science I/Lab CSC141/Lecture/A	8/27/2012 - 12/14/2012	2012 Fall 01 Session	1.00		TuesThurs 8:00 AM - 9:20 AM; Location to be announced	Dr. Daniel Falabella	12 of 20	Add
Foundations Lab CSC141L/Lab/Z	8/27/2012 - 12/14/2012	2012 Fall 01 Session	0.00		TuesThurs 9:30 AM - 10:50 AM; Location to be announced	Dr. Daniel Falabella	12 of 20	Add
Operatng Systems CSC306/Lecture/A	8/27/2012 - 12/14/2012	2012 Fall 01 Session	1.00		TuesThurs 11:00 AM - 12:20 PM; Location to be announced	Dr. Daniel Falabella	8 of 20	
Game Programming CSC383/Lecture/A	8/27/2012 - 12/14/2012	2012 Fall 01 Session	1.00		TuesThurs 1:00 PM - 2:20 PM; Location to be announced	Dr. Daniel Falabella	0 of 12	

**My Cart**

Cart Items

PHY102L/Z 0.00 Cr.  
8/27/2012 - 12/14/2012  
Thursday, 1:00 PM - 3:50 PM  
Dr. Brian Buerke

**Registered Courses**

Registered Items

ANT101/A 1.00 Cr.  
TuesThurs, 9:30 AM - 10:50 AM  
Mrs. Evelyn Christian

CSC306/A 1.00 Cr.  
TuesThurs, 11:00 AM - 12:20 PM  
Dr. Daniel Falabella

CSC383/A 1.00 Cr.  
TuesThurs, 1:00 PM - 2:20 PM  
Dr. Daniel Falabella

PHY102/A 1.00 Cr.  
MonWedFri, 10:00 AM -

- If you select the Add button a "Course Added" box will open and there will be two options available - View Cart and Proceed to Registration.

**Course Added** Hide

Course **MAT102/Lecture/A** was added to your shopping cart for period **2011/SPRING/01 Session**.

- Selecting View Cart will take you to your Cart view – shown below. You have different options to choose: Empty Cart, Add Section, View Schedule, and Register.

**Cart**

2011/Spring Empty Cart Add Section View Schedule Register

Session - 01 Session Delete Session

Course	Date	Credits	Credit Type	Schedule	Instructor	
Topics In Math MAT102/Lecture/A	1/24/2011 - 5/20/2011	1.00	Credit	MonWedFri 8:00 AM - 8:50 AM; Albright College, , Room	Mr. Robert A. Schwindt	Remove

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Registering for Classes (continued):

- Selecting Proceed to Registration will take you to the Courses page – shown below.

### Courses - 2011/Spring

[Select Period](#) [Review Schedule](#) [Finalize](#) [Complete](#)

Courses to Add										
	Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status	
<input checked="" type="checkbox"/>	Topics In Math - MAT102 / Lecture / A	1/24/2011 - 5/20/2011	01 Session	1.00	Credit	MonWedFri, 8:00 AM - 8:50 AM;	Location to be announced	Mr. Robert A. Schwindt	In Cart	<a href="#">Remove</a>

Registered Courses									
Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
<input type="checkbox"/>	Seminar - DIG420 / Lecture / A	1/24/2011 - 5/20/2011	01 Session	1.00	Credit	MonWed, 2:00 PM - 3:50 PM;	Location to be announced	Mr. Matthew Garrison	Registered
<input type="checkbox"/>	Hip-Hop - ENG235 / Lecture / D	1/24/2011 - 5/20/2011	01 Session	1.00	Credit	TuesThurs, 1:00 PM - 2:20 PM;	Location to be announced	Dr. Teresa Gilliams	Registered
<input type="checkbox"/>	Music Business II - MUS216 / Lecture / A	1/24/2011 - 5/20/2011	01 Session	1.00	Credit	Wednesday, 6:00 PM - 8:50 PM;	Location to be announced	Ms. Robin D Zaremski	Registered
<input type="checkbox"/>	Intro to Sociology - SOC101 / Lecture / B	1/24/2011 - 5/20/2011	01 Session	1.00	Credit	TuesThurs, 9:30 AM - 10:50 AM;	Location to be announced	Staff Member	Registered

[Previous](#) [Next](#)

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## Register for Classes continued:

- You can Remove the Course(s) in your cart or process to Register by choosing the Next button.

**NOTE:** Here is where you will see any registration messages as shown below. If you are over your credit limit or have a time conflict.

### Courses - 2011/Spring

[Select Period](#) [Review Schedule](#) [Finalize](#) [Complete](#)

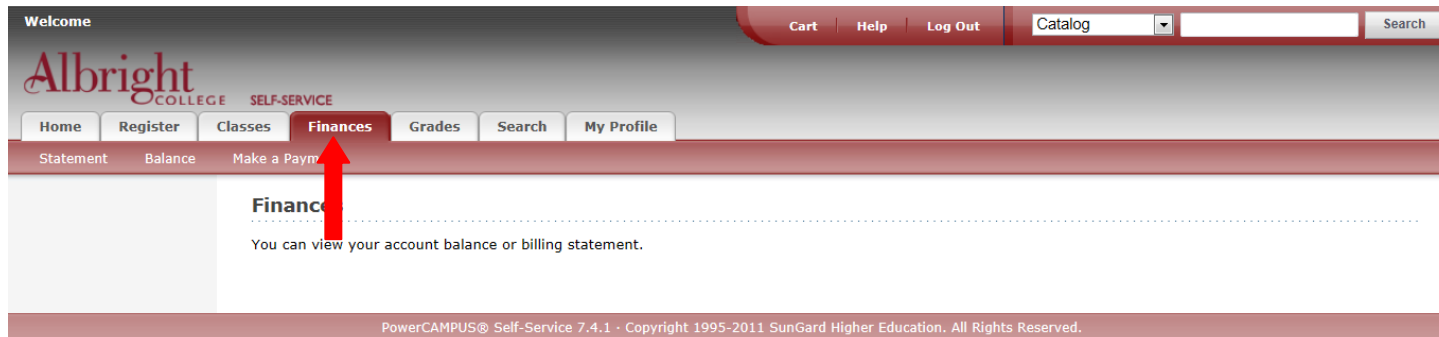
You cannot register for session 01, because it would cause you to exceed your maximum number of allowable credits (4) for the academic period.

- Continue selecting Next until you get a message that your registration is complete.

- A useful link on the Courses page is the Albright College Bookstore. The link will take you to the book selection page to order books for the courses selected.

# Finances:

-Select the “Finances” tab. You will see “Statement” and “Balance” and “Make a Payment”.



-Selecting the Statement link will allow you to view any statements that have been published for viewing.

-Selecting the Balance link will allow users to view their balance by Year/Term.

-Selecting the Make a Payment link will take you to LionPay to process payments.

**NOTE:** Help is always available on each page by selecting the Help link at the top of each page. You can also contact the Albright College Help Desk for assistance.

Albright College Help Desk at: [helpdesk@alb.edu](mailto:helpdesk@alb.edu) or 610-921-7676