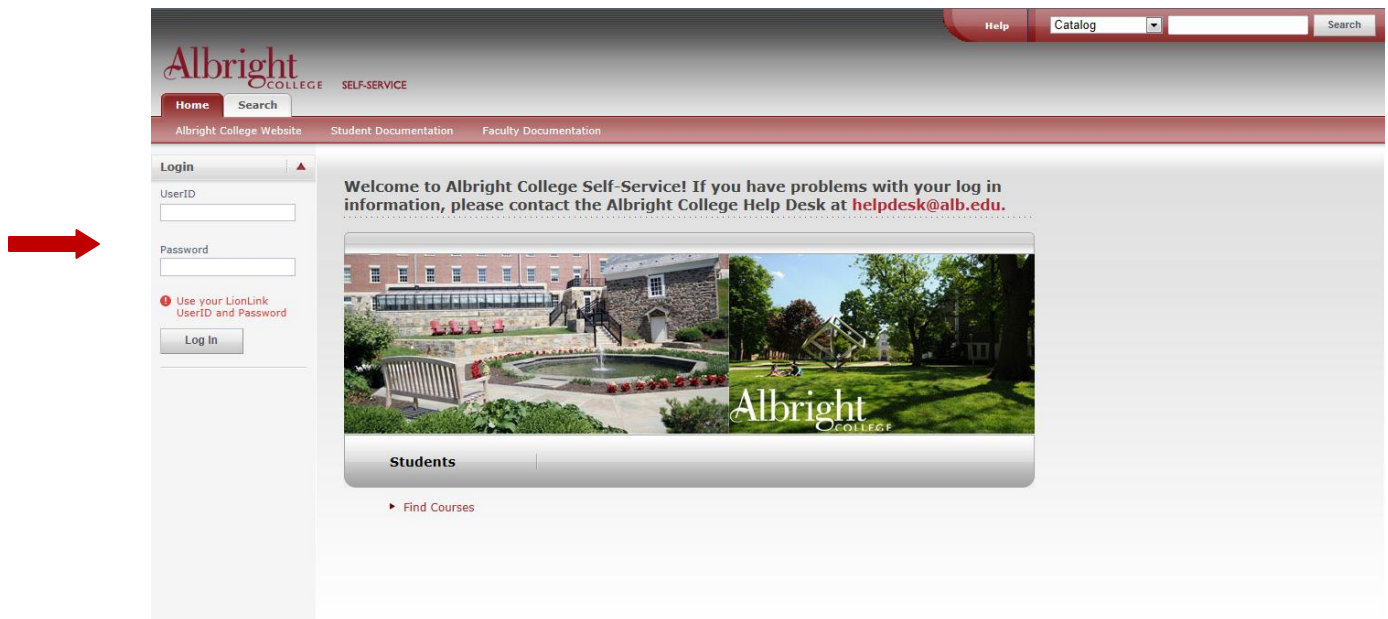# Albright College Self Service

Getting Started

-To access **Self Service** go to the Albright College Home page at 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).
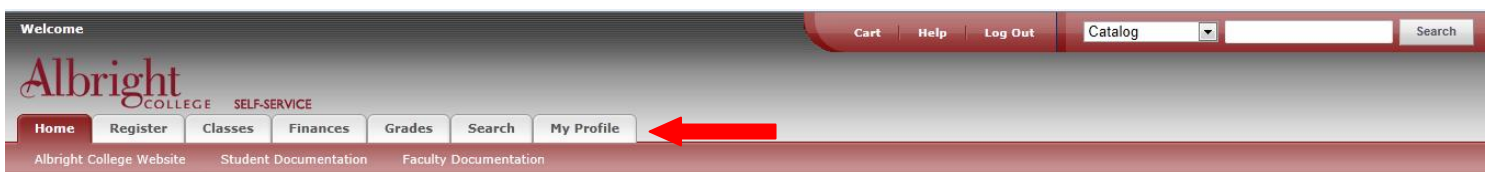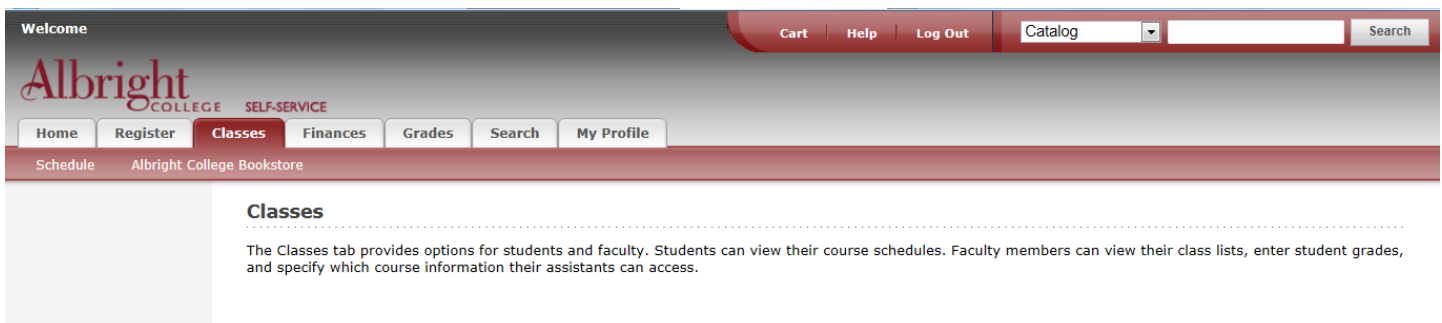
Changing your password:

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

Viewing your Schedule:
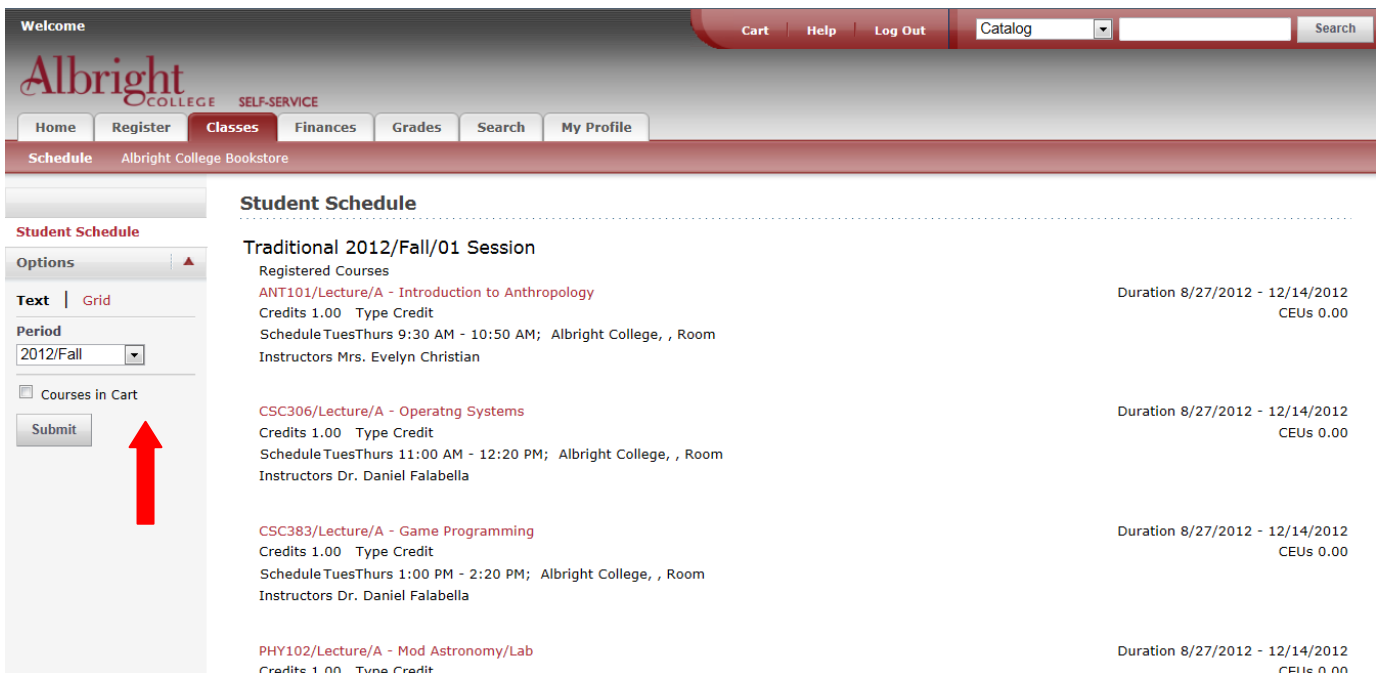
-Select the "Classes" tab. The "Schedule" and "Albright College Bookstore" links are now available.

-Click on the "Schedule" link.

-Then Click on the "Student Schedule" link.

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.

-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.

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

-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.

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.

- 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.

- 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.

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	
☑	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	Remove

Registered Courses

Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
☐	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
☐	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
☐	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
☐	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

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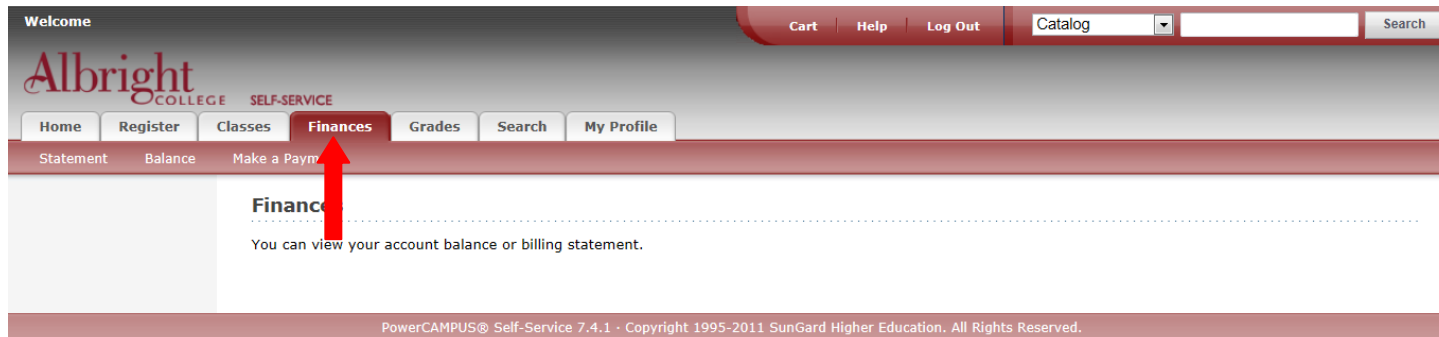
-Selecting the Statement link will allow you to view any statements that have been published for viewing.

-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 or 610-921-7676