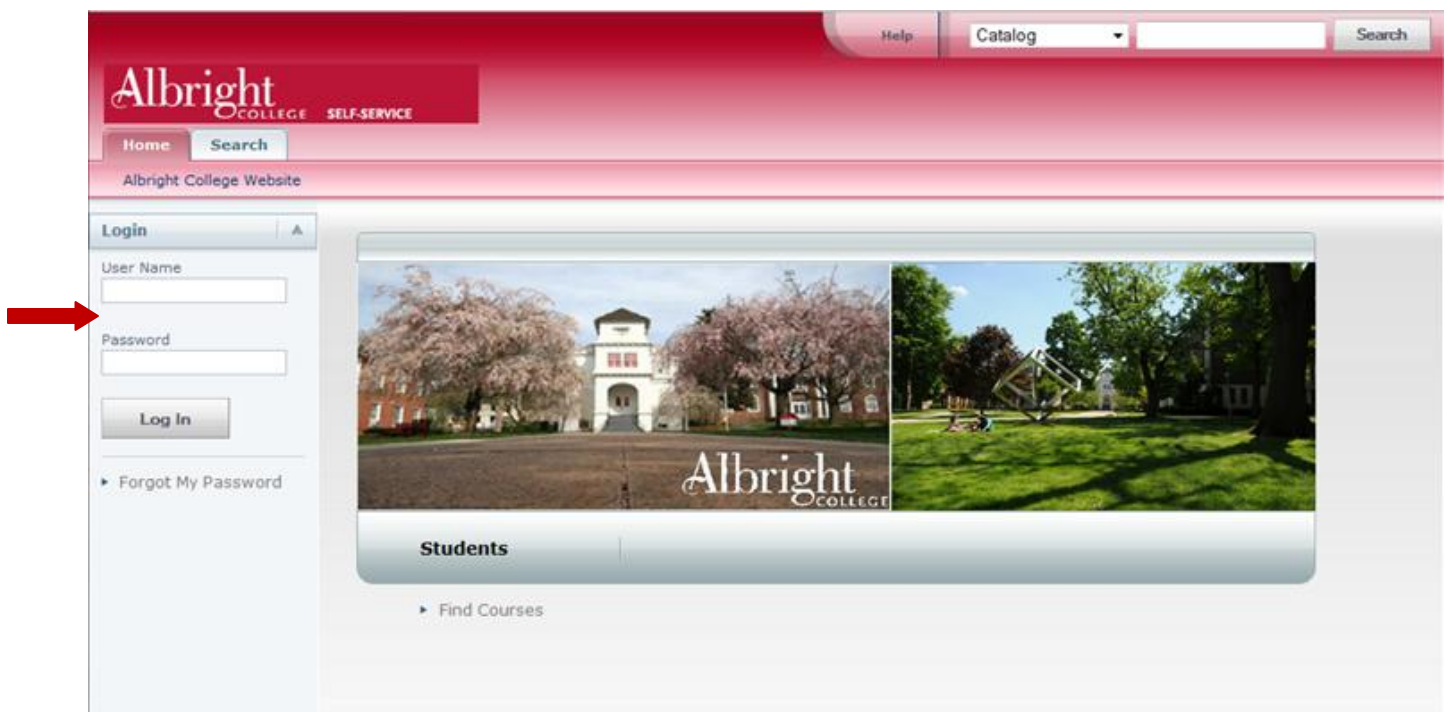


Albright College Self Service

Getting Started

-To access **Self Service** go to the Albright College Home page at www.albright.edu and select IQ Web/Self Service from the Quick Links drop down or at the bottom left of the Albright web page.

-Use your Albright Username and the password sent to your Albright College Email account to log in on the left side of the page.

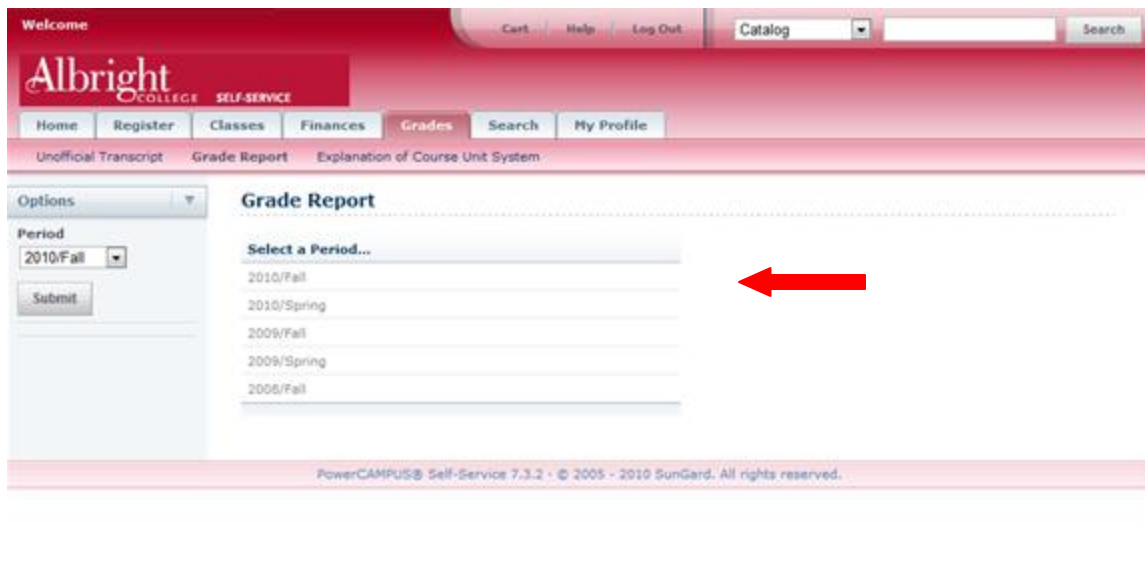


-You will then be at your Home Page of Self Service. From your Self Service Home Page you can navigate to the Albright College Website or select one of the tabs to Register, Classes, Finances, Grades, Search, and My Profile.



Getting 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.

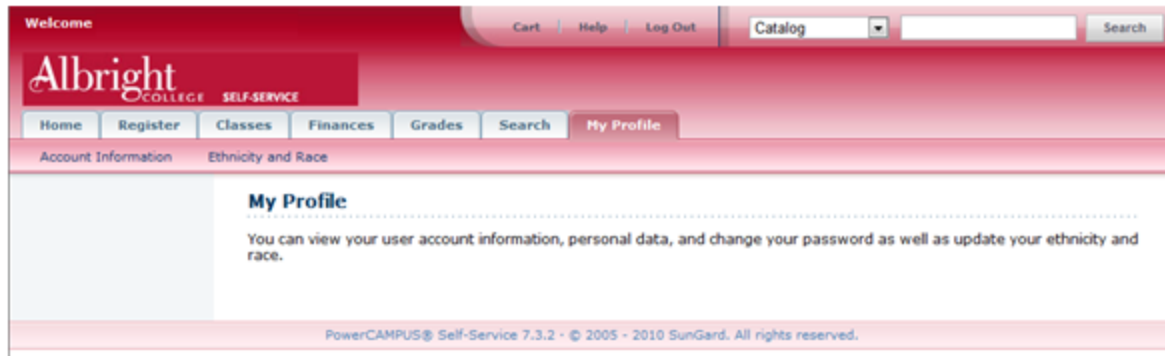


-Selecting the “Unofficial Transcript” link will show you your Unofficial Transcript.

Changing your password:

-Select the “My Profile” tab. The “Account Information” and “Ethnicity and Race” link are available.

-Click on the “Account Information” link.



-Select the “Password” option on the left side of the screen to reset your password.



NOTE: Normally your information will be filled in on this page; it has been removed for this tutorial.

Changing your password continued:

-This page is where you will enter your “Current Password,” and then your new password twice. Once you’ve entered the information select “Save” and you will have changed your password. The password will need to be at least 7 characters long and should include numbers, upper-case and lower-case letters, and at least one special character (like !, @, #, %, \$, &, or _).”


The screenshot shows the 'Password' change page in the Albright College Self-Service system. The page has a red header with the college logo and navigation tabs. The main content area is titled 'Password' and includes instructions for creating a strong password. There are three input fields for 'Current Password', 'New Password', and 'Confirm New Password', each with a red asterisk indicating it is required. A 'Save' button is located below the fields. The footer contains the text: 'PowerCAMPUS® Self-Service 7.3.2 · © 2005 - 2010 SunGard. All rights reserved.'

NOTE: If you are unable to log in to Self Service there is a “Forgot My Password” link on the main Self Service Home page available. Once selected the following page will open. Follow instructions to reset your password.

The screenshot shows the 'Forgot My Password' page in the Albright College Self-Service system. The page has a red header with the college logo and a 'Help' link. The main content area is titled 'Forgot My Password' and includes instructions to enter the user name and select 'Submit'. There is one input field for 'User Name' with a red asterisk indicating it is required. Below the field are 'Submit' and 'Cancel' buttons. The footer contains the text: 'PowerCAMPUS® Self-Service 7.3.2 · © 2005 - 2010 SunGard. All rights reserved.'

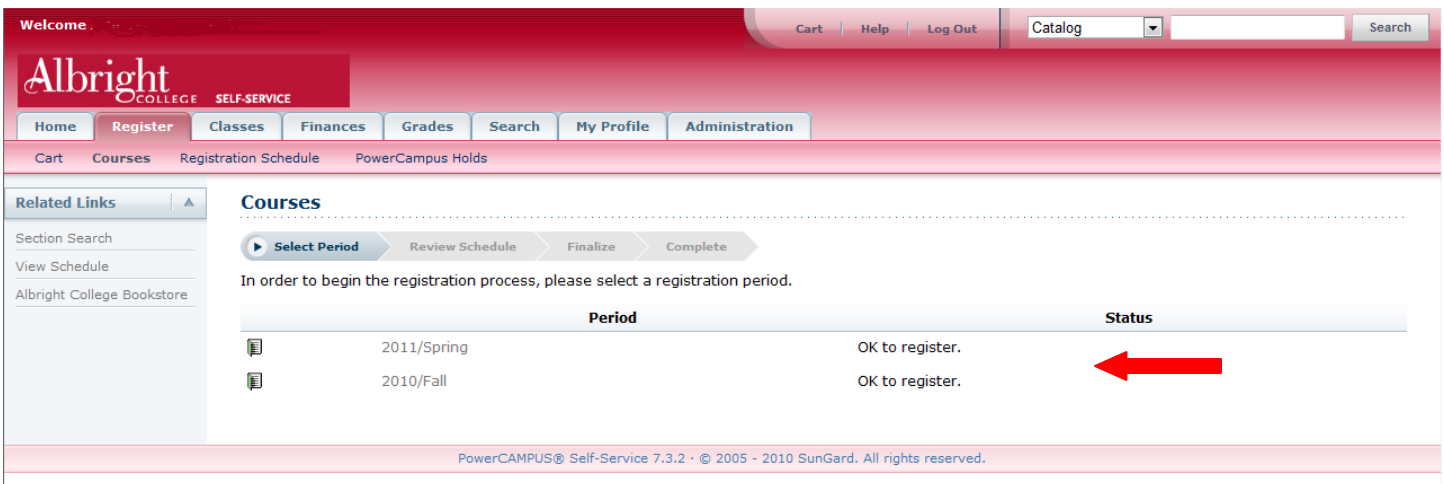
Register for Classes:

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



The screenshot shows the top navigation bar of the Albright College Self-Service portal. The "Register" tab is highlighted in red. Below the navigation bar, there is a "Register" section with a red arrow pointing to the "Register" link. The text below the link reads: "Undergraduate students can register for courses once approved for registration by their advisor." The footer of the page includes the text: "PowerCAMPUS® Self-Service 7.3.2 · © 2005 - 2010 SunGard. All rights reserved."

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



The screenshot shows the "Courses" page in the Albright College Self-Service portal. The "Courses" link is highlighted in red. Below the navigation bar, there is a "Courses" section with a red arrow pointing to the "Courses" link. The text below the link reads: "In order to begin the registration process, please select a registration period." Below this text is a table with two columns: "Period" and "Status". The table contains two rows of data:

Period	Status
2011/Spring	OK to register.
2010/Fall	OK to register.


The "Status" column has a red arrow pointing to the "OK to register." text. The footer of the page includes the text: "PowerCAMPUS® Self-Service 7.3.2 · © 2005 - 2010 SunGard. All rights reserved."

-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.

Courses - 2011/Spring




The progress bar shows four steps: "Select Period" (checked), "Review Schedule", "Finalize", and "Complete".

Courses to Add

Your cart is empty.

You must add courses to your cart before proceeding with registration.

Use the Section Search to find courses to add to your cart. 

You can review your degree requirements and find required courses using the Academic Plan.

Register for Classes continued:

- 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.

Section Search

Basic Search | Advanced Search

Year/Term: 2011 Spring | Session: 01 Session | Keywords: | Course Code: mat | Registration Type: Traditional

Search | Clear

Results Per Page: 10

Registered Courses

Registered Items	Credits
DIG420/A	1.00 Cr.
MonWed, 2:00 PM - 3:50 PM	
Mr. Matthew Garrison	
ENG235/D	1.00 Cr.
TuesThurs, 1:00 PM - 2:20 PM	
Dr. Teresa Gilliams	
MUS216/A	1.00 Cr.
Wednesday, 6:00 PM - 8:50 PM	
Ms. Robin D Zaremski	
SOC101/B	1.00 Cr.
TuesThurs, 9:30 AM - 10:50 AM	
Staff Member	

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

Section Search

Found 16 results for Course Code = 'mat' and Registration Type = 'Traditional' and Period = '2011 Spring' and Session = '01 Session'.

Showing 1 - 10 of 16

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats	
Topics in Mathematics MAT102/Lecture/A	1/24/2011 - 5/20/2011	2011 Spring 01 Session	1.00		MonWedFri 8:00 AM - 8:50 AM; Location to be announced	Mr. Robert A. Schwindt	2 of 25	Add
Topics in Mathematics MAT102/Lecture/B	1/24/2011 - 5/20/2011	2011 Spring 01 Session	1.00		MonWedFri 10:00 AM - 10:50 AM; Location to be announced	Mr. Robert A. Schwindt	0 of 25	
Elem Statistics MAT110/Lecture/A	1/24/2011 - 5/20/2011	2011 Spring 01 Session	1.00		TuesThurs 11:00 AM - 12:20 PM; Location to be announced	Dr. William Seaman	19 of 25	Add
Elem Statistics MAT110/Lecture/E	1/24/2011 - 5/20/2011	2011 Spring 01 Session	1.00		TuesThurs 7:00 PM - 8:20 PM; Location to be announced	Staff Member	9 of 25	Add


Legend: Open (Green book icon), Closed (Red book icon)

Register for Classes continued:

- 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 

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 <input type="button" value="Remove"/>

PowerCAMPUS® Self-Service 7.3.2 · © 2005 - 2010 SunGard. All rights reserved.

- 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 type="button" value="Remove"/>
<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	<input type="button" value="Remove"/>

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

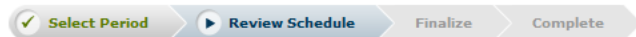


Register for Classes continued:

- 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

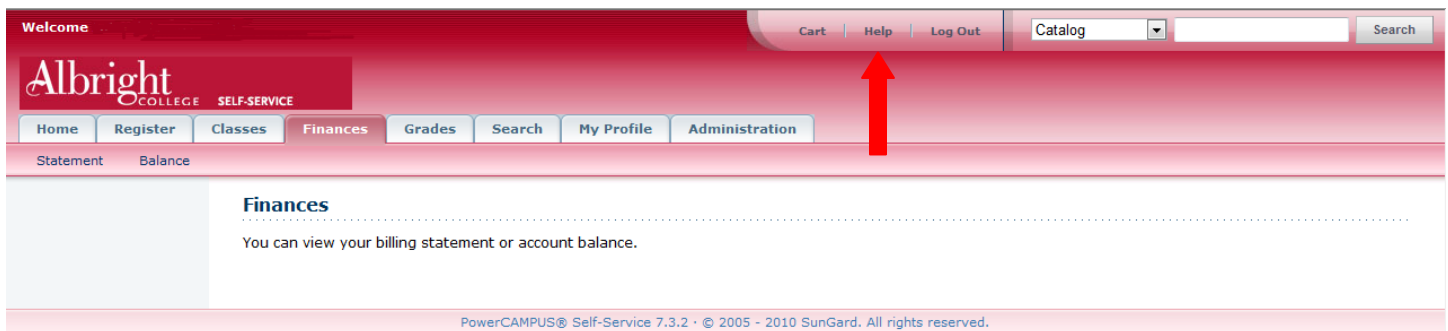


You cannot register for session 01, because it would cause you to exceed your maximum number of allowable credits (4) for the academic period.

- 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”.



-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.

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