

Self-Service Basic Student Instructions

1. Go to PCC Website: www.prattcc.edu or <http://selfservice.prattcc.edu/Home.aspx>
2. From the PCC Website select the Self Service tab
3. Login by entering your User Name and Password
4. If you do not have a User Name and Password for Self Service please stop by the Student Service office to request on account.

Logging In

In order to access most of the Self-Service features, you must log in.

1. On the *Login* window, enter your **User Name**.



2. Enter your **Password**. *If You Forget Your Password*, a new password will be e-mailed to you after you correctly answer your security question.
3. Select **Log In**.

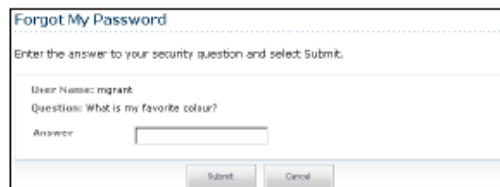
If You Forget Your Password

If you forget your password when attempting to log in, a new password will be e-mailed to you after you correctly answer your security question. You must then change the temporary password to something that is easier for you to remember.

1. On the *Login* window, select **Forgot My Password**.
2. On the *Forgot My Password* page, enter your **User Name**.



3. Select **Submit**.
4. Read Your **Security Question** and enter Your **Security Answer**.



5. Select **Submit**.
6. Read the confirmation message which states that your password has been updated and e-mailed to you, and lists your **User Name**.
7. Log into your e-mail system and read the e-mail message which lists your new Self-Service password.
8. On the *Forgot My Password* page, select **Log In**.
9. Enter your **User Name** and your new Self-Service **Password** EXACTLY as it appears in the e-mail.
10. Select **Log In**.
11. Enter the following information:

<i>Field</i>	<i>Description</i>
Current Password	Enter the Self-Service password EXACTLY as it appears in the e-mail that was sent to you.
New Password	Enter the new password you want to use to log in. Select a password which: <ul style="list-style-type: none"> • Is easy for you to remember, but difficult for others to guess • Includes upper-case and lower-case letters, and numbers • Includes at least one special character, like !, @, #, \$, %, or & • Contains 7 to 16 characters (for example, <i>My1SecretP@SSwrd</i>)
Confirm New Password	Enter your new password a second time for confirmation.

12. Select **Update**.
13. Read the confirmation message, which states that your password has been changed.
14. Select **Go to the Self-Service Home Page**.

Updating Your Personal Information

Updating Your User Account Information

You can view your user account information, and edit your e-mail address (if allowed by the institution).

1. Select the **My Profile** tab.
2. Select the **Account Information** menu item.
3. On the *Account Information* page, view your user account information.
4. If allowed by the institution, enter any necessary changes to your e-mail address.
 - Update your **E-mail Address**, because it will be used to keep you informed of personal and campus activities.
 - Select **Save** to record your changes.

Changing Your Password

You should change your password to something that you can easily remember, but is difficult for others to guess.

1. Select the **My Profile** tab.
2. Select the **Account Information** menu item.
3. Select the **Password** option.

4. On the *Change Password* page, enter the following information:

<i>Field</i>	<i>Description</i>
Current Password	Enter the password that you are currently using to log into PowerCAMPUS Self-Service.
New Password	Enter the new password you want to use to log into PowerCAMPUS Self-Service. Select a password which: <ul style="list-style-type: none">• Is easy for you to remember, but difficult for others to guess• Includes upper-case and lower-case letters, and numbers• Includes at least one special character, like !, @, #, \$, %, or &.• Contains 7 to 16 characters (for example, My1SecretP@SSwrd).
Confirm New Password	Enter your new password again for confirmation.

5. Select **Save** to record your new password information.

Changing Your Security Question

You can change the security question and answer which is used to verify your identity when you forget your password.

1. Select the **My Profile** tab.
2. Select the **Account Information** menu item.
3. Select the **Security Question** option.
4. On the *Change Security Question* page, enter your **Password**.

Change Security Question

Your Security Question will be used to verify your identity if you forget your password. To update your Security Question, enter your current password and then your new Security Question and Answer.

Current Security Question: What is my favorite colour?
+ Password:

+ New Security Question:

+ New Security Answer:

Save

5. Select your **New Security Question**. Choose a question for which other people would not be able to guess your answer.
6. Enter your **New Security Answer**.
7. Select **Save** to record your changes.

Registering for Traditional Courses

You can register for traditional courses within a specified academic period.

1. Select the **Register** tab.
2. Select the **Traditional Courses** menu item.
3. Select the **Period** for which you want to register.
 - If the status for the period is **OK to register**, select the **Period** and continue with the registration process.
 - If the status for the period is **NOT OK to register**, you are not authorized to register for this **Period** at this time. You can contact your advisor for more information.
4. Find the courses you want to take and add them to your cart. Refer to the instructions for [Finding Your Course Sections](#).
5. Follow the instructions for [Verifying the List of Courses in Your Cart](#).
6. See how your schedule looks. Refer to the instructions for [Checking Your Class Schedule](#).
7. Pay for your courses. Refer to the instructions for [Registering for the Courses in Your Cart](#).

Finding Your Course Sections

1. Select **Section Search**.
2. Enter your search criteria, and **Search** for the course sections you want to take.
3. View the list of course sections that match your criteria. If **too many course sections are listed**, get more specific:
 - Select **Refine Search**, or
 - Choose a specific *Period*, *Session*, *Department*, and so on from the drop-down lists at the top of the *Section Search Results* page.
4. Select the courses you want to take:
 - For any **open** course section you want to take, select **Add to Cart**.
 - For any **closed** course section you want to take, select **Add to Waitlist**.
5. Review the **Course Added** confirmation message that appears above the list of *Course Section Results*.

Select	To
View Cart	Display the current list of courses in your cart.
Request Permission	<p>If you must ask the instructor for permission to take the course, Request Permission also appears for the course. You can request permission now or when you are viewing your cart.</p> <ol style="list-style-type: none">1. Select Request Permission.2. On the <i>Request Permission</i> window, view the list of prerequisites for the course.3. In the Comments field, specify why you want to take this course.4. Select Send Request to send your request to the instructor.

6. Continue searching for sections and adding the desired course sections to your schedule.

Continue the registration process by [Verifying the List of Courses in Your Cart](#).

Verifying the List of Courses in Your Cart

1. After you add a course to your cart, you can choose to **View Cart**.
2. As necessary, update the list of courses in your cart:

Select	To
Add Section	Search for the course sections you want to add to your cart.
Remove	Remove a course that you no longer want to take.
Delete Session	Remove all the courses for the specified session.
Empty Cart	Remove all the courses for the specified year and term.

3. Select **View Schedule** to see how your schedule looks with the course sections that are in your cart (and those for which you are already registered or are on the waitlist).
4. When you are ready to register for the courses in your cart for an open registration period, select **Registration** (or **Register** on the *Cart* page).

Continue the registration process by [Checking Your Class Schedule](#).

Checking Your Class Schedule

1. On the *Cart* page, select **View Schedule**.
2. View your schedule with the course sections that are in your cart (and those for which you are already registered or are on the waitlist).
3. When you are finished viewing your schedule, select **Close Window**.

Continue the registration process by [Registering for the Courses in Your Cart](#).

Registering for the Courses in Your Cart

1. Select **Registration** (or **Register** on the *Cart* page).
2. Select the academic **Period** for which you want to register. (You can only select a period for which the **Status** is *OK to register*.)
3. **Review** your **Schedule** to verify the course number, duration, session, number of credits, credit type, schedule, location, instructor, and status for each course.

Select	To
Course Number	Display more information about the course (registration type, fees, prerequisites, corequisites, available credit types, class size, status, and the student populations allowed to take the course).
Section Search	Choose another course.
Drop	Drop a course, for which you have already registered, that is allowed to be dropped.
Remove	Remove a course from your shopping cart.
View Schedule	Display your class schedule with the courses on the Registered Course list and in your Shopping Cart.

4. If the course list is correct, select **Next**.

- On the *Finalize Registration* page, review the list of courses and the current **Status** for each course.

<i>Status</i>	<i>Description</i>
Registered	You are registered for the course.
Awaiting Advisor Approval	You have added the course to your schedule, but your registration in the course is still awaiting approval from your advisor.
Drop Request Denied	Your request to drop the registered course has been denied by your advisor.
Add Request Denied	Your request to add the course has been denied by your advisor.

- Select **Next**.
- On the *Complete Registration* page, view your registration confirmation message.
- Select **View Schedule**. You may want to print this final schedule, so you have a printout to refer to as you walk around campus.
- Select **Finish** to end the registration process.

Viewing Your Class Information

Viewing Your Class Schedule

You can view a schedule of the classes for which you have registered, have been put on the waitlist, or have added to your shopping cart.

- Select the **Classes** tab.
- Select the **Schedule** menu item.
- Select the **Student Schedule** option.
- Specify whether you want to view your schedule in a **Text** list or on a calendar **Grid**.

<i>Format</i>	<i>Description</i>
Text	The Text list displays ALL the course details, including the course title and instructor's name.
Grid	<p>The Grid shows your courses on a calendar for the week, so you can clearly see when each course meeting is scheduled. For each course meeting, the grid will display the course number, building name, and room number.</p> <ul style="list-style-type: none"> If you are not taking any courses on Saturday or Sunday, select Hide Weekend to remove the Saturday and Sunday columns from the grid. To view the details for ONE day, select that day of the week. For example, to view your course schedule for <i>Wednesday</i>, you would select Wednesday on the calendar grid.

- Choose the time **Period** for the schedule you want to view.
- Specify which courses you want to include in your schedule.
 - Courses in your shopping Cart**
 - Waitlisted Courses**
 - Continuing Education** courses with a start date or end date in the future
- Select **Submit**.

8. If you are viewing your schedule in a **Text** list, the system will display different information for the various types of courses on your schedule:

<i>For</i>	<i>The Schedule Will List</i>
Registered Courses	<p>Course title, instructor's name, number of credits, duration, schedule, and location</p> <p>A summary of the total number of registered courses and credits will also be displayed, along with your program, advisor, class level, and full- or part-time status.</p>
Waitlisted, Pending, or Holding Courses (optional)	<p>Course title, instructor's name, number of credits, duration, schedule, location, and Instructor Permission Status (if the course has a pre-requisite of instructor permission).</p>
Courses in Shopping Cart (optional)	<p>Course title, instructor's name, number of credits, duration, schedule, location, and Instructor Permission Status (if the course has a pre-requisite of instructor permission).</p>

9. To find out more information about a course, select the course title.
10. If a *Course Home Page* has been created for one of your registered courses, you can access it when you are viewing your schedule in a text list. [Accessing a Course Home Page](#).

Accessing a Course Home Page

You can access the Course Home Page for any of your registered courses which have a Course Home Page. You and all the other students who are registered for a course can view course information, download course documents, submit your course activities, and post information to the course section forums. If you drop the course, you will no longer be able to access the Course Home Page. If you withdraw from the course, you will only be able to view the Course Home Page.

1. Select the **Classes** tab.
2. Select the **Schedule** menu item.
3. Select the **Student Schedule** option.
4. Choose to view your schedule in a **Text** list.

5. Choose the time **Period** for the course schedule.
6. Select **Submit**.
7. In the list of courses, find the registered course for which you want to access the Course Home Page.
8. Under the information about the registered course, select **Go to Course Home Page**. (If the *Course Home Page* is not available at this time, this link will not be displayed.)
9. View the information on the Course Home Page for the specified course. The amount of information that is displayed on the page is determined by the faculty members who are teaching the course section.

For example:

The screenshot shows the PowerCAMPUS SELF-SERVICE interface for a course. The main content area is titled "Section Display" and shows details for "ACC 101/Lecture/01 - Principles of Accounting I". Below this is a "Schedule" table:

Day	Time	Location	Building	Room
MWF	8:18 AM - 9:50 AM	ECT	Anderson Hall	100

Below the schedule is a "My Activities" table:

Name	Media	Activity	Assigned	Due	Score	Grade
Submit Media	Quiz 0	3/01/2008	3/01/2008	0.00/11.00	(1.00%)	
Submit Media	Quiz 0	3/08/2008	3/08/2008	0.00/11.00	(1.00%)	
Submit Media	Quiz 1	3/01/2008	3/01/2008	0.00/11.00	(1.00%)	

At the bottom, there is a "My Attendance" table:

	Excused	Unexcused	Total
Absence	0	0	0
Tardiness	0	0	0
Present	N/A	N/A	1

You may be able to view any, or all, of the following Web Parts.

Web Part	Description
Course Announcements	View any class announcements that have been posted by the course instructors.
Course Documents	Access to the documents the instructors have posted for the course. There may be documents for the course in a Section Media folder, and documents in the folders for each of the course activities.

Web Part	Description
My Activities	View a list of the activities you need to complete for the course. <ul style="list-style-type: none"> The date on which the activity was Assigned. The date on which the activity is Due. Your numeric Score for the activity. Your letter Grade for the activity. <p>You can:</p> <ul style="list-style-type: none"> Select View Details to display more information about the activity on the My Activity Detail Web part. Select Submit Media when you are ready to upload your completed activity to your instructor. <p>Refer to:</p> <ul style="list-style-type: none"> Downloading Course and Activity Media Submitting a Course Activity Viewing Your Submitted Activity Media Viewing Your Activity Grades

My Activity Detail	When you select View Details to the left of an activity on the My Activities Web part, the system will display more information about the activity on the My Activity Detail Web part. <ul style="list-style-type: none"> The date on which the activity was assigned and the date on which it is due. The timeframe when you can view information about the specified activity on the Course Home Page. Whether the grade for the specified activity counts toward your midterm and final grades. Your grade and the number of points you have earned. Any comments the instructor has written about your grade.
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My Attendance	View how many times you were marked as absent, tardy, and present for the course. Refer to Viewing Your Attendance for a Course .
Section Display	View information about the course section: <ul style="list-style-type: none"> • Course title and description • When and where the class meets • Names of the instructors

10. When you are finished viewing the Course Home Page, you can:

- Select the **Self-Service Home** link to use the Self-Service features, or
- Select the **Course Pages for Year/Term** link at the top of the page to display the *Site Collection* page for all the courses for the specified year and term. Your course schedule will be displayed on the *Site Collection* page.

Viewing Your Activity Grades

After you have submitted a course activity and your instructor has posted your grade, you can view it on the Course Home Page.

1. If you are not already viewing the Course Home Page for the course section, follow these steps:

- Select the **Classes** tab.
- Select the **Schedule** menu item.
- Select the **Student Schedule** option.
- Choose to view your schedule in a **Text** list.

- Choose the time **Period** for the course schedule.
 - Select **Submit**.
 - In the list of courses, find the registered course for which you want to access the Course Home Page.
 - Under the information about the registered course, select **Go to Course Home Page**. (If the *Course Home Page* is not available at this time, this link will not be displayed.)
2. On the **My Activities** Web part, view your numeric **Score** and letter **Grade** that have been posted for your submitted activities.

Viewing Your Attendance for a Course

1. If you are not already viewing the Course Home Page for the course section, follow these steps:

- Select the **Classes** tab.
- Select the **Schedule** menu item.
- Select the **Student Schedule** option.
- Choose to view your schedule in a **Text** list.

Options		Schedule	
Text	Grid	Traditional 2007/Spring/03 - Session	
Period:		Registered Courses:	Duration: 1/9/2007 - 5/20/2007
[2007/Springs]		ACC 403, Business 101 - Taxation	Credits: 3.00 Type: Credit
<input type="checkbox"/> Courses in Cart		Schedule: Mon/Wed 10:00 AM - 11:30 AM; SCT, Anne Ross Library, Room 232	CEUs: 0.00
<input type="checkbox"/> Waived Courses		Instructor: Ms. Vickie R. Jones	
<input type="checkbox"/> Con Ed Courses			
<input type="button" value="Submit"/>		Total Registered Courses: 1	Total Registered Credits: 3.00
			Total Registered CEUs: 0.00
Academic Information for 2007/Springs			
Program/Career/Curriculum: Undergrad/Bachelor of Arts/Accounting			
Advisor: Class Level: Freshman RU/Part Time: Tier 2 FT			

- Choose the time **Period** for the course schedule.
 - Select **Submit**.
 - In the list of courses, find the registered course for which you want to access the Course Home Page.
 - Under the information about the registered course, select **Go to Course Home Page**. (If the *Course Home Page* is not available at this time, this link will not be displayed.)
2. On the **Attendance Web** part, view:

<i>Attendance Record</i>	<i>Description</i>
Absent	The number of class meetings that you missed and whether you had a valid excuse.
Tardy	The number of times you were late for class and whether you had a valid excuse.
Present	The number of class meetings that you attended.

Viewing Your Grades and Transcript

Viewing Your Grade Report

You can display your grades for a specified year and term.

1. Select the **Grades** tab.
2. Select the **Grade Report** menu item.
3. Select the **Period** for which you want to view your grades.
4. View your grades for the specified period.

<i>Column</i>	<i>Description</i>
Session	The session in which you took the course.
Course	The course code and type.
Name	The course title.
Credits	The number of credits you earned for completing the course.
Quality Points	The number of quality points you earned for completing the course. Quality points are used for calculating your Grade Point Average.
Midterm Grade	If your school uses midterm grading, this column will appear with your midterm grade.

Projected Grade	<p>If you have received a grade for at least one course activity, the system can calculate the final grade you are projected to earn for the course.</p> <ul style="list-style-type: none"> • ALL GRADED activities will be used to calculate your projected grade for a course. No activities are dropped. • The system will display your projected Score for the course and the corresponding letter Grade. • Your projected grade will be listed UNTIL your final grade is submitted for the course.
Final Grade	Your final grade for the course.
Comments	Select View to display any comments that your instructor may have entered about your grade.

5. View your credits, GPA, and awards:

<i>Field</i>	<i>Description</i>
Credits	Attempted The number of credits for all the courses you have taken at this school.
	Earned The number of credits you have earned by completing courses with passing grades.
GPA	Term Your Grade Point Average for the specified term.
	Overall Your Grade Point Average for all the courses you have completed at this school.
Awards	Term The number of awards you have received during the specified term.
	Overall The number of awards you have received while attending this school.

6. If you want to print out your grade report, follow these steps:

- Select **Print Report**.
- Select **Print**.
- Specify your printer options.

Viewing Your Unofficial Transcript

You can display your complete academic history at this institution.

1. Select the **Grades** tab.
2. Select the **Unofficial Transcript** menu item.
3. View your unofficial transcript, which is sorted by academic year and term, and includes:
 - A list of degrees you have been awarded
 - A list of the honors and GPAs you have earned at other institutions
 - Your coursework, grades, and credits for each term you have attended this institution. If you have repeated a course, the **Grade** will appear within brackets.
4. If you want to print out a copy of your unofficial transcript, follow these steps:
 - Select **Print Transcript**.
 - Select **Print**.
 - Specify your printer options.

****Please note: it is the student's responsibility to maintain a current e-mail address with the college.*

****Students will be responsible for any instructions, assignments, requests, etc. sent through e-mail it is critical that PCC have a current e-mail address.*