Self-Service
Student Guide

Table of Contents

Introduction to PowerCampus Self-Service

This user guide focuses on how students can use PowerCampus Self-Service to access and update their information. Using a Web browser, students can create their academic plans, register for courses, access course materials, view their grades, and more.

All students will first view the PowerCampus Self-Service *Home* page, which can be used to access general information for all users. Depending on how your school's system is set up, the *Login* window at the left will either display a **lock** icon or **User Name** and **Password** fields.

Logging Into Self-Service

In order to access most of the Self-Service features, you must first identify yourself as a valid Self-Service user. Depending on how your school's system is set up, you will either need to **log in** with your user name and password, or follow other steps to **sign in**.

Using the Logan account information we e-mailed you, please log into Self-Service.

1. In the *Login* window, enter your **Logan User Name which is your Logan account name (e.g. Tom.Smith)**. Be sure to leave out the @logan.edu!
2. Enter your **Password**.
3. Select **Log In**.
4. The first time you log into SelfService, a verification page appears. Once you verify your account, you will only need to your login name and password to login from then on.

   The first time you log in, the system will ask you for:

   Your 9 digit student ID. For example: 000056789
   Your legal first name and last name
   Your date of birth in the following format: MM/DD/YYYY

Updating Your Personal Information

From the **My Profile** tab, you may be able to update your user account information, specify whether you want to be listed in the on-line student directory, change your password, edit the security question and answer which are used to verify your identity if you forget your password, update your personal, address, and phone information, or invite others to access your data.

- *Viewing Your User Account Information*
- *Updating Your Ethnicity and Race Information*

Viewing Your User Account Information

You can view your user account information. If allowed by the school, you can also edit your e-mail address.

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 school, 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 Personal Data

You can view and update the personal information that is currently on file for you, such as your marital status, religion, and citizenship.

1. Select the **My Profile** tab.
2. Select the **Personal Information** menu item.
3. On the *Personal Information* page, review your **Current Information**.
4. If you need to update any of your information, select **Edit**.
5. Enter all the necessary changes.
6. Select **Submit** to save your changes.
7. Review your information.

If Your School	***Then***
Requires Approval of all Changes	Your **Updated Information** is listed as **Pending**. • If you notice something wrong with your pending changes, select **Cancel Update** to stop your update request. • Once a school administrator approves your change request, your updated information will be recorded, and you will receive an e-mail to let you know that your change request has been approved.
Does Not Require Approval	Your updated **Current Information** is displayed. If you need to make additional changes, select **Edit**.

Updating Your Ethnicity and Race Information

You can view and update the ethnicity and race information that is currently on file for you.

1. Select the **My Profile** tab.
2. Select the **Ethnicity and Race** menu item.
3. On the *Ethnicity and Race* page, review your current information.
4. Specify whether you are of **Hispanic/Latino ethnicity or descent**.
5. Select one or more of the races for which you identify yourself.
6. Select **Save** to record your changes.

Reviewing Your Academic 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.

1. Select the **Classes** tab.
2. Select the **Schedule** menu item.
3. Select the **Student Schedule** option.
4. Choose the time **Period** for the schedule you want to view.
5. 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
6. Select **Submit**.
7. 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:

For	*The Schedule Will List*
Registered Courses	Course title, instructor's name, number of credits, duration, schedule, and location 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.
	Course title, instructor's name, number of credits, duration, schedule, location, and Instructor Permission

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.

Viewing Your Financial Information

From the **Finances** tab, you can choose to view your account balance and financial aid details.

- *Viewing Your Account Balance*
- *Making a Payment*
- *Viewing Your Billing Statement*

Viewing Your Account Balance

The *Balance* page provides an option to view details of your charges and credits for a specified period, along with a subtotal for any balance from other periods and the amount of financial aid anticipated.

1. Select the **Finances** tab.
2. Select the **Balance** menu item.
3. Choose the time **Period**.
    - Select a **Period** to display your account balance for a specified period, or
    - Select **All** to display your entire balance history.
4. Choose how much information you want to **View**.

Select This View	*To Display*
Detail by Charges and Credits	A list of the charges and credits recorded for the specified **Period**.
Detail by Summary Type	A list of all the transactions and the total amount recorded for each summary type.

5. Select **Change**.
6. View your balance.

Make a Payment

The *Balance* page provides an option to view details of your charges and credits for a specified period, along with a subtotal for any balance from other periods and the amount of financial aid anticipated.

7. Select the **Finances** tab.
8. Select the **Balance** menu item.
9. Choose the time **Period**.
   - Select a **Period** to display your account balance for a specified period, or
   - Select **All** to display your entire balance history.
10. Choose how much information you want to **View**.
11. If the **Make a Payment** section is displayed under the **Options** section at the left, you can make a credit card payment toward your account balance.
    - Select the period you want to **Apply Payment To**.
    - Specify the **Amount** you want to charge to your credit card.
    - Select **Make a Payment**.
    - When the payment vendor site is accessed, log in (if required).
    - Enter your credit card information and submit your payment.
    - When the *Payment Successfully Processed* page appears, select **Close** to return to the *Balance* page.

Viewing Your Billing Statement

You can view any of the billing statements the bursar has chosen to publish.

1. Select the **Finances** tab.
2. Select the **Statement** menu item.
3. Choose the **Statement** you want to display.
4. Select **View**.
5. Review your statement, which may include any of the following information.

Statement Section	*Description*
Charges	A list of the expenses you have incurred, including tuition and fees.
Credits	A list of the payments that have been applied to your balance, including loans and grants.