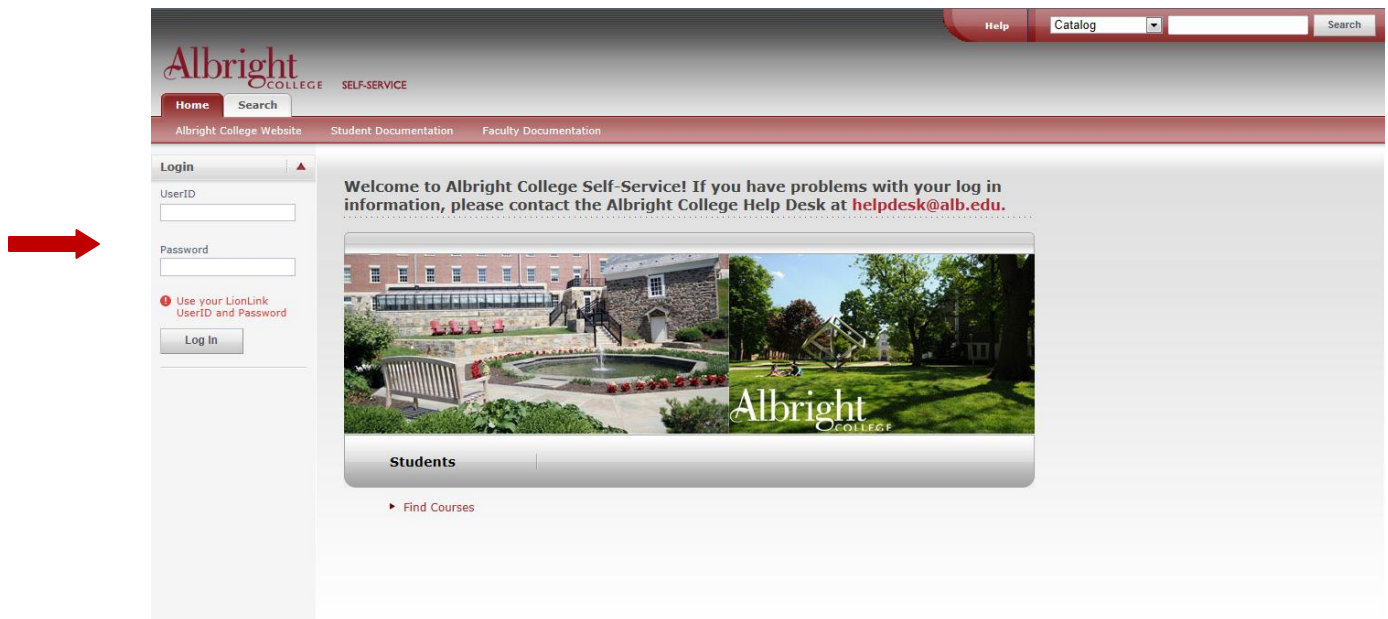


Albright College Self Service

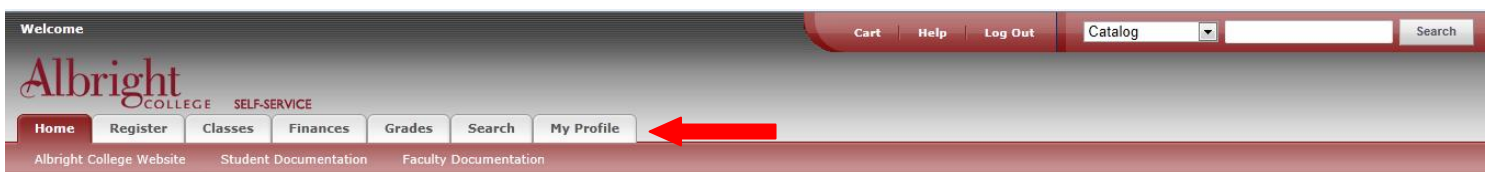
Getting Started

-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.

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 are links for 'Schedule' and 'Albright College Bookstore'. The main content area is titled 'Classes' and contains a paragraph explaining the options available to students and faculty.

-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 displays a list of registered courses for the Traditional 2012/Fall/01 Session. A red arrow points to the 'Submit' button in the 'Courses in Cart' section.

Traditional 2012/Fall/01 Session	
Registered Courses	
ANT101/Lecture/A - Introduction to Anthropology	Duration 8/27/2012 - 12/14/2012
Credits 1.00 Type Credit	CEUs 0.00
Schedule TuesThurs 9:30 AM - 10:50 AM; Albright College, , Room	
Instructors Mrs. Evelyn Christian	
CSC306/Lecture/A - Operatng Systems	Duration 8/27/2012 - 12/14/2012
Credits 1.00 Type Credit	CEUs 0.00
Schedule TuesThurs 11:00 AM - 12:20 PM; Albright College, , Room	
Instructors Dr. Daniel Falabella	
CSC383/Lecture/A - Game Programming	Duration 8/27/2012 - 12/14/2012
Credits 1.00 Type Credit	CEUs 0.00
Schedule TuesThurs 1:00 PM - 2:20 PM; Albright College, , Room	
Instructors Dr. Daniel Falabella	
PHY102/Lecture/A - Mod Astronomy/Lab	Duration 8/27/2012 - 12/14/2012
Credits 1.00 Type Credit	CEUs 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:

PowerCAMPUS® Self-Service 7.4.1 · Copyright 1995-2011 SunGard Higher Education. All Rights Reserved.

-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.

PowerCAMPUS® Self-Service 7.4.1 · Copyright 1995-2011 SunGard Higher Education. All Rights Reserved.

-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.

PowerCAMPUS® Self-Service 7.4.1 · Copyright 1995-2011 SunGard Higher Education. 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.
- 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

PowerCAMPUS® Self-Service 7.4.1 · Copyright 1995-2011 SunGard Higher Education. All Rights Reserved.

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**.

[View Cart](#) [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.

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

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

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	<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

✓ Select Period ▶ Review Schedule ▶ Finalize ▶ Complete

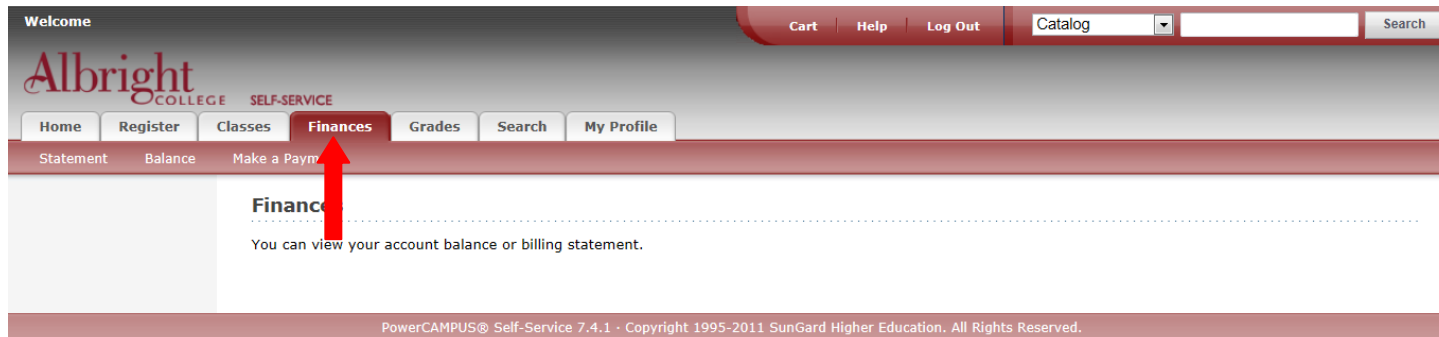
You cannot register for session 01, because it would cause you to exceed your maximum number of allowable credits (4) for the academic period.

- 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