PowerCAMPUS Self-Service for Students User Guide

Release 7.2
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SUNGARD HIGHER EDUCATION

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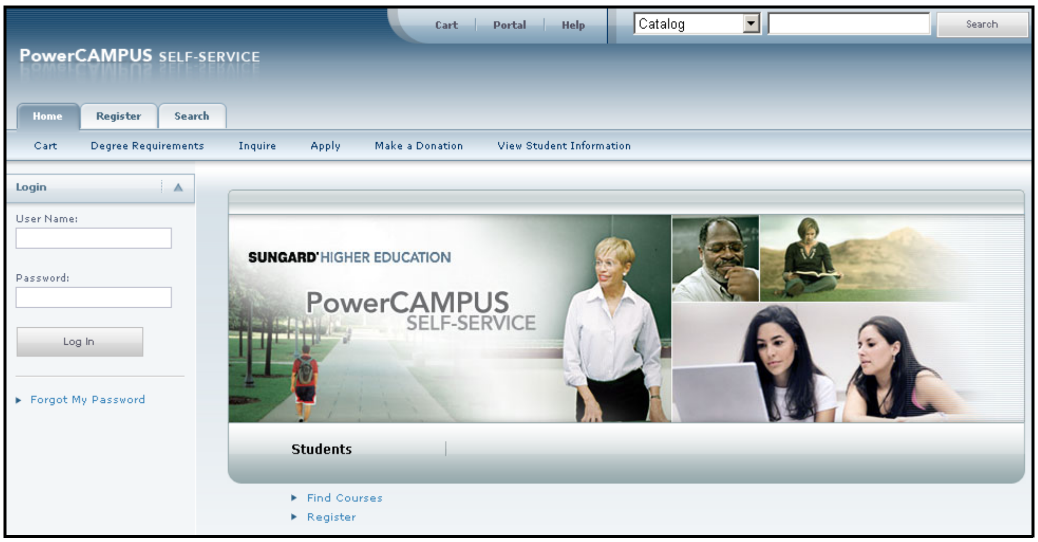
Revision History Log

Publication Date	Summary
July 2009	New version that supports 7.2 software.

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.



Taking a Look at the Home Page

The *Home* Page gives you a first look at the basic design of the Web pages. Here is a description of the Web page from top to bottom:

<table>
<tr><th>Web Page Area</th><th>Description</th></tr>
<tr><td>Links</td><td>These links will appear at the top of every page:

Select Cart to display your shopping cart, which will list any course sections you may have chosen.
Select Help to display information about the current Web page.

After you log in:

The Log Out link will also be displayed at the top of every page.
If your school is also running the PowerCAMPUS Portal, a link to the Portal will also be displayed at the top of every page.
</td></tr>
<tr><td>Search</td><td>You can search for Course Sections that are available for a specified year, term, and session, or search for courses in the Catalog.

Specify what you want to search, courses in the Catalog or Course Sections.
You have the option to enter a keyword for the course (Art, for example).

If you enter a keyword, the system will list ALL courses with the specified keyword.
If you do not enter a keyword, the system will prompt you to enter more information to narrow your search.

Select Search.

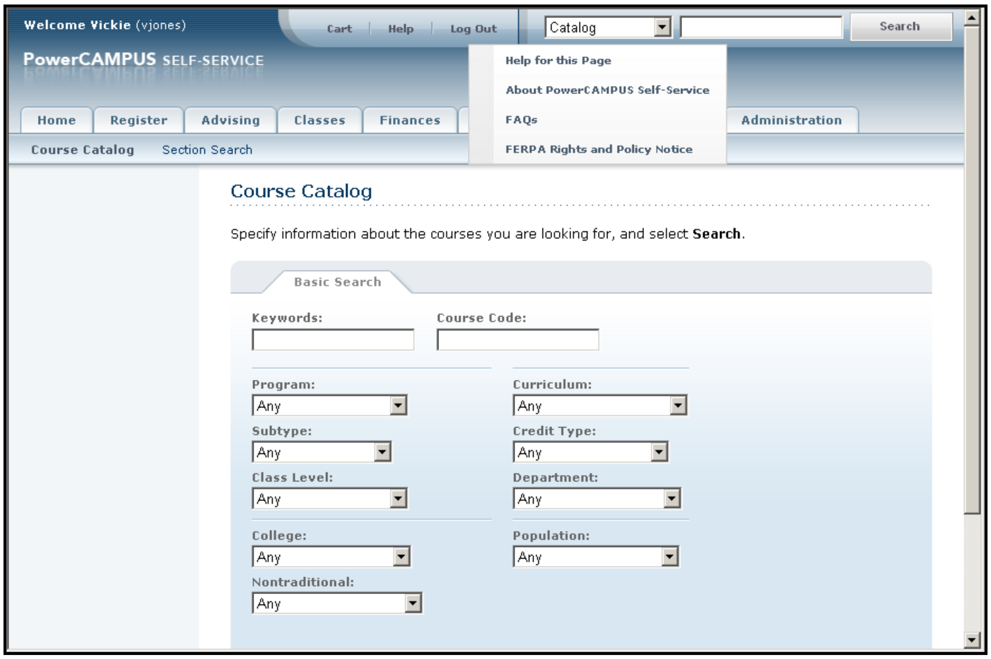
After you log in, you may also be able to search for information about people who are listed in the alumni, faculty, staff, and student Directories. When you search for a name, the system will list all the people with the specified name who are listed in each of the directories for which you have access.</td></tr>
<tr><td>Tabs</td><td>Select the tab that corresponds to the function you want to perform. For example, if you wanted to register for courses, you would choose the Register tab.</td></tr>
<tr><td>Menu Items</td><td>Once you select a tab, the corresponding list of menu items will appear under the tabs.</td></tr>
<tr><td>Options</td><td>Once you select a menu item, the corresponding options for that menu item will appear along the left pane, and the associated Web page will appear to the right.</td></tr>
</table>

Once students log in, they can access information that applies to them. For example, view their academic plan, financial information, grades, and so on.

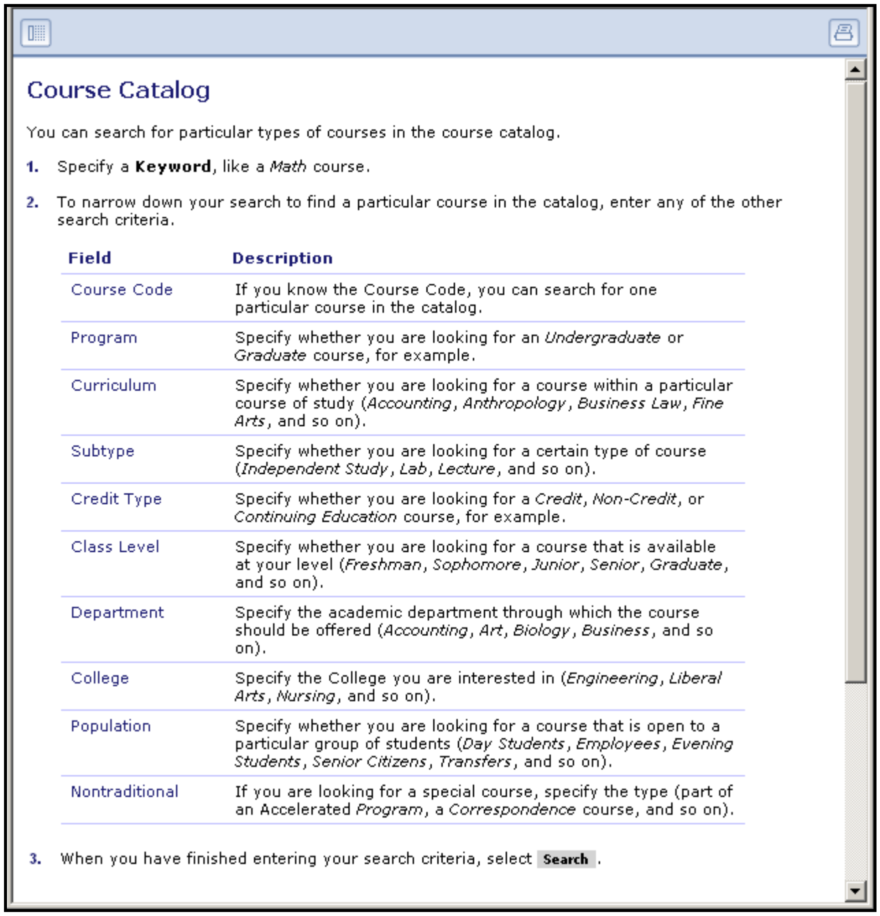
Using the On-line Help

If you have a question about the Web page you are currently view, you can display the help text for that page.

1. Select the **Help** link at the top of the page.
2. From the *Help* drop-down list, select **Help for this page**.



3. Review the information on the *Help* window. For example:



Course Catalog

You can search for particular types of courses in the course catalog.

1. Specify a **Keyword**, like a *Math* course.
2. To narrow down your search to find a particular course in the catalog, enter any of the other search criteria.

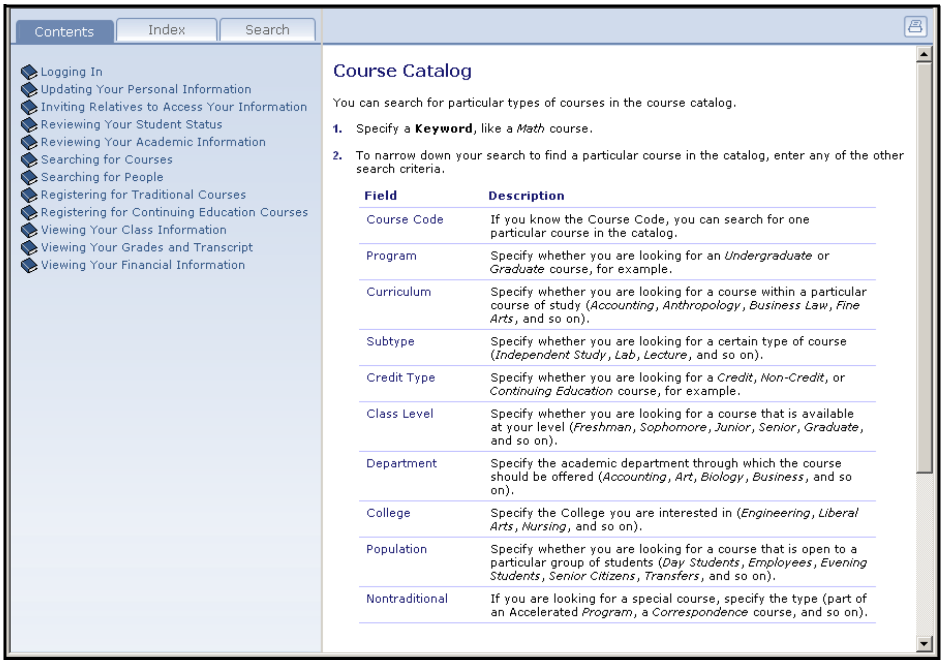
Field	Description
Course Code	If you know the Course Code, you can search for one particular course in the catalog.
Program	Specify whether you are looking for an *Undergraduate* or *Graduate* course, for example.
Curriculum	Specify whether you are looking for a course within a particular course of study (*Accounting*, *Anthropology*, *Business Law*, *Fine Arts*, and so on).
Subtype	Specify whether you are looking for a certain type of course (*Independent Study*, *Lab*, *Lecture*, and so on).
Credit Type	Specify whether you are looking for a *Credit*, *Non-Credit*, or *Continuing Education* course, for example.
Class Level	Specify whether you are looking for a course that is available at your level (*Freshman*, *Sophomore*, *Junior*, *Senior*, *Graduate*, and so on).
Department	Specify the academic department through which the course should be offered (*Accounting*, *Art*, *Biology*, *Business*, and so on).
College	Specify the College you are interested in (*Engineering*, *Liberal Arts*, *Nursing*, and so on).
Population	Specify whether you are looking for a course that is open to a particular group of students (*Day Students*, *Employees*, *Evening Students*, *Senior Citizens*, *Transfers*, and so on).
Nontraditional	If you are looking for a special course, specify the type (part of an Accelerated *Program*, a *Correspondence* course, and so on).

3. When you have finished entering your search criteria, select **Search**.

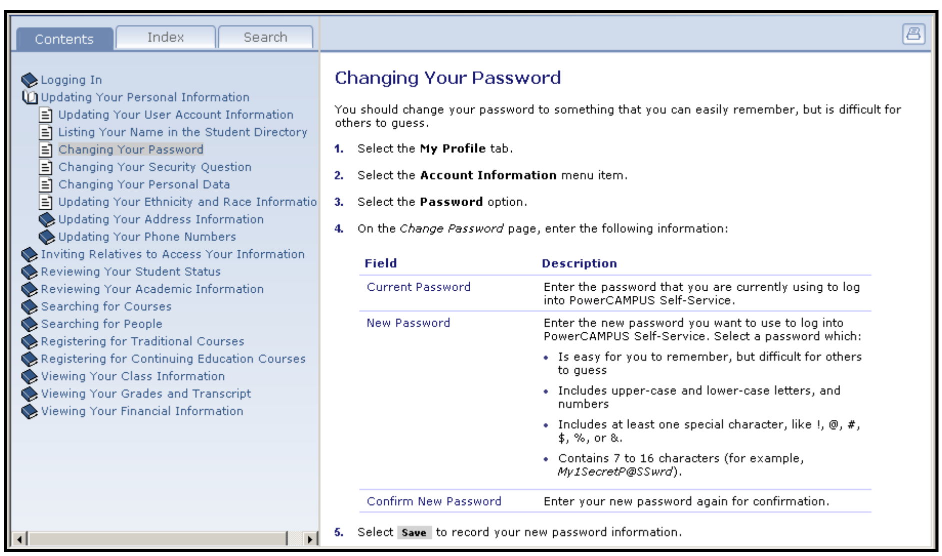
4. After reading the help text for the current page, you can either:

- Select ☒ in the upper-right corner of the *Help* window to close the window, or
- Select ▥ in the upper-left corner of the *Help* window to open the entire On-line Help System.

5. If you select , the ***Help*** window will display a table of **Contents** which lists How-To procedures for accomplishing many tasks. For example:



6. When the On-line Help System is open, you can select links in the table of **Contents** until you display the desired How-To procedure. For example:

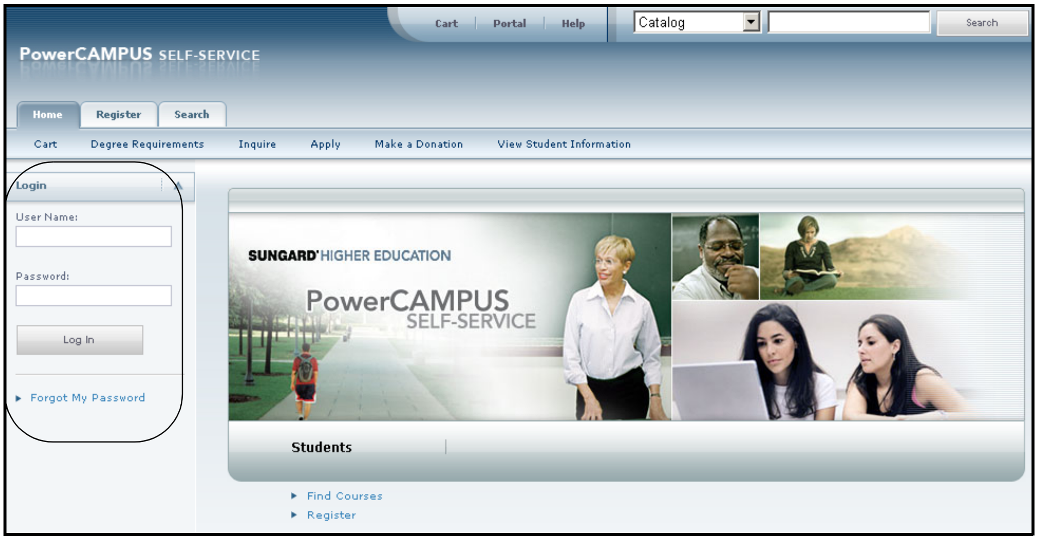


You can also select the **Index** or **Search** tab to find information.

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

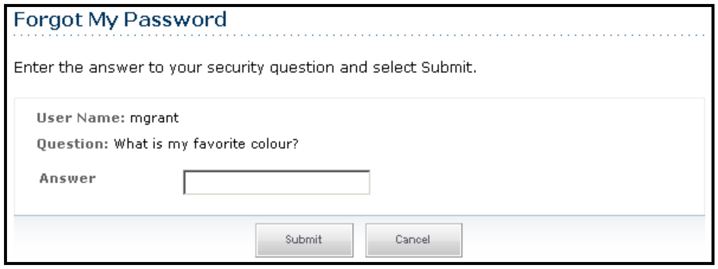
If you forget your password when attempting to log in, a new password will be e-mailed to you after you correctly answer your security question. You must then change the temporary password to something that is easier for you to remember.

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:

Field	*Description*
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: • 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 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**.

Using Your IQ.Web Account to Log In

If you had a PowerCAMPUS IQ.Web account before we upgraded to PowerCAMPUS Self-Service and the **Transfer IQ.Web Account** link is displayed on the *Login* window, you can use your IQ.Web User Name and Password to log into Self-Service for the first time. The system will then create a Self-Service account for you and e-mail your new Self-Service User Name and Password to your preferred e-mail address.

1. On the *Login* window, select **Transfer IQ.Web Account**.
2. Enter your IQ.Web **User Name** and **Password**.
3. Select **Transfer Account**.
4. If your information is found in the system and you have an e-mail address on file, the system will display a confirmation message to let you know that:
   - Your PowerCAMPUS Self-Service account will be created, and
   - Your new Self-Service **User Name** and **Password** will be e-mailed to your preferred e-mail address.
5. Select **Finish transfer process**.
6. Access your **e-mail** account and open the message that you just received with your Self-Service **User Name** and **Password**.
7. Enter the following information:

Field	*Description*
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 into PowerCAMPUS Self-Service. Select a password which: • 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 a second time for confirmation.
New Security Question	Select the security question that should be used to identify you if you forget your password. Select a question for which other people would not be able to guess your answer.
New Security Answer	Enter the answer to the specified **New Security Question**.

8. Select **Update**.
9. Read the confirmation message, which states that your password and your security question and answer have been updated.
10. Select **Self-Service Home**.

Requesting an Account

If the **Request Account** link is displayed on the *Login* window and you do not already have a PowerCAMPUS Self-Service account, you can request that an account be created for you.

1. On the *Login* window, select **Request Account**.
2. On the *Request Account* page, enter the following information:

Field	*Description*
System ID	Enter your 9-digit People ID without hyphens. For example, 123456789.
First Name	Enter your legal first name; not your nickname.
Last Name	Enter your last name or surname.
Date of Birth	Enter the date on which you were born in the format **MM/DD/YYYY** (e.g., 09/22/1989 for September 22, 1989).

3. Select **Request Account**.
4. If your information is found in the system and you have an e-mail address on file:
   - Your PowerCAMPUS Self-Service account will be created, and
   - Your **User Name** and **Password** will be e-mailed to you.
5. Select **Return to Home**.
6. Enter your **User Name** and **Password**, and select **Login**.

7. Enter the following information:

Field	*Description*
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 into PowerCAMPUS Self-Service. Select a password which: • 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 a second time for confirmation.
New Security Question	Select a security question for which other people would not be able to guess your answer.
New Security Answer	Enter the answer to the specified **New Security Question**.

8. Select **Update**.

9. Read the confirmation message, which states that your password and your security question and answer have been updated.

10. Select **Go to the Self-Service Home Page**.

Updating Your Personal Information

From the **My Profile** tab, you can 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.

- *Updating Your User Account Information*
- *Listing Your Name in the On-line Directories*
- *Changing Your Password*
- *Changing Your Security Question*
- *Changing Your Personal Data*
- *Updating Your Ethnicity and Race Information*
- *Updating Your Address Information*
- *Updating Your Phone Numbers*
- *Inviting Relatives to Access Your 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.

Listing Your Name in the On-line Directories

Specify whether you want to include your name in any of the on-line directories in which you could be listed.

1. Select the **My Profile** tab.
2. Select the **Account Information** menu item.
3. Select the **Directory Settings** option.
4. Select **Directory Privacy Statement** to read information about disclosing your information in an on-line directory.
5. For each directory that is listed on the page, follow these steps.
   - Read the **Description** about the on-line directory, which should tell you who will be able to access the directory.
   - Choose your **Status** for the on-line directory.

Status	*Description*
Include Me	If you select **Include Me**, your name will be listed in the on-line directory, unless your records state that you do not want your information to be released.
Exclude Me	If you select **Exclude Me**, your name will NOT be listed in the on-line directory.

6. Select **Save** to record your on-line directory selections.

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:

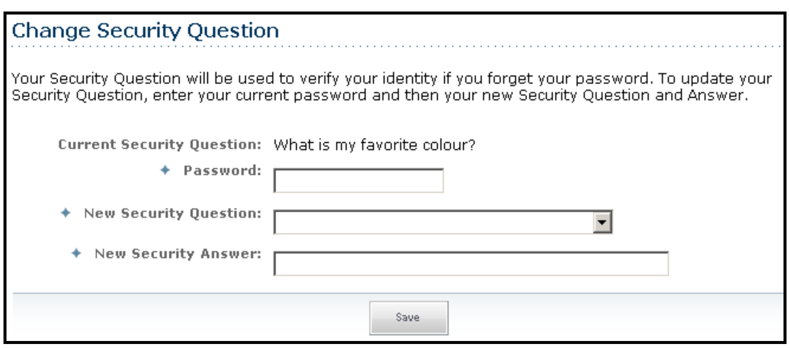
Field	*Description*
Current Password	Enter the password that you are currently using to log into PowerCAMPUS Self-Service.
New Password	Enter the new password you want to use to log into PowerCAMPUS Self-Service. Select a password which: • Is easy for you to remember, but difficult for others to guess • 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**.



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.

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 or Latino** ethnicity or descent.

5. Select one or more of the races for which you identify yourself.
    - You can select a race, for example *Asian*, and a sub-race, for example *Japanese*.
    - If you select one or more sub-races by mistake and you do not identify yourself with the corresponding race, make sure that you uncheck each sub-race AND the race. For example, if you accidentally check the *Chinese* sub-race and you do not identify yourself as *Asian*, make sure that you uncheck BOTH the *Chinese* sub-race AND the *Asian* race.
6. Select **Save** to record your changes.

Updating Your Address Information

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

- *Editing Your Preferred Address*
- *Adding a New Address*
- *Viewing and Managing Your Addresses*

Editing Your Preferred Address

You can update your *Current Preferred Address*, which you want us to use to contact you.

1. Select the **My Profile** tab.
2. Select the **Addresses** menu item.
3. View your *Current Preferred* address.
4. Select **Edit Address**.
5. Enter the necessary changes to your preferred address.
6. Select **Save** to record your changes.

Adding a New Address

If you will be residing in a different address in the future, you can add that address information.

1. Select the **My Profile** tab.
2. Select the **Addresses** menu item.
3. View your *Current Preferred* address.
4. Select **Add Address**.

5. Enter the information for the new address.

For This Field	*Enter*
Address Type	A description of the address that you want us to use to contact you (for example, home address, parent's address, local address).
Address Line 1	The first line of the street address.
Address Line 2	The second line of the street address, if needed.
Address Line 3	The third line of the street address, if needed.
City	The city in which the address is located.
State/Province	The state in the address is located.
Postal Code	The postal code for the address.
Country	The country in which the address is located.
Effective Date	The date on which this address should start being used.
Recurring	If the address will be used again in the future, check this option.

6. Select **Save**.
   - If your school requires approval of address changes, the **Status** of your new address will be listed as ***Pending*** on the *Manage Addresses* page and you will not be able to edit it until it is approved.
   - If your school does not require approval, your new address will be recorded.

Viewing and Managing Your Addresses

You can view all of your address information and make any necessary changes.

1. Select the **My Profile** tab.
2. Select the **Addresses** menu item.
3. Select **Manage Addresses**.
4. View your *Current Preferred* address at the top of the list of addresses.
5. Choose to display your addresses in the **Card View** or **List View**.

6. Follow the corresponding steps.

To	*Follow These Steps*
Change your Preferred Address	1. For the address you want us to use to contact you, select **Make Preferred**. 2. Select **OK** to confirm that you want to change your preferred address.
Add a new address	1. Select **Add Address** on the Card View or **Add Address** on the List View. 2. Enter the information for your new address. 3. Select **Save** to record your new address.
Edit an Address	1. For the address you need to update, select **Edit**. 2. Enter the necessary changes to the address. 3. Select **Save** to record your address changes.
Delete an Address	1. For the address you need to delete, select **Delete**. 2. Select **OK** to confirm that you want to delete the address.

Updating Your Phone Numbers

You can review and update the list of phone numbers that you want us to use to contact you. You can add a new phone number, edit or delete an existing phone number, or change your primary phone number.

- *Adding a New Phone Number*
- *Changing a Phone Number*
- *Deleting a Phone Number*
- *Setting Your Primary Phone Number*

Adding a New Phone Number

You can enter information about other phone numbers that you want us to use to contact you.

1. Select the **My Profile** tab.
2. Select the **Phone Numbers** menu item.
3. View your current list of phone numbers.
4. Select **Add a Phone Number**.

5. Enter the information for the new phone number.

Field	*Description*
Description	Enter a name which clearly identifies the phone number. For example, *My Cell Phone*, *Work Number*, *Dad's Cell.*
Country	Select the country that is associated with the phone number.
Phone Number	Enter just the numbers in the phone number, for example, 123456789. Do not enter any spaces or special characters. The phone number will automatically be saved and displayed in the specified country format.
Do Not Call Reason	If you do not want us to use this number to contact you, specify the reason why.

6. Select **Save** to record the information for the phone number.

Changing a Phone Number

You can update the information about any of the phone numbers you want us to use to contact you.

1. Select the **My Profile** tab.
2. Select the **Phone Numbers** menu item.
3. View your current list of phone numbers.
4. To the right of the phone number you want to update, select **Edit**.
5. Update the information for the specified phone number.

Field	*Description*
Description	Enter a name which clearly identifies the phone number. For example, *My Cell Phone*, *Work Number*, *Dad's Cell.*
Country	Select the country that is associated with the phone number.
Phone Number	Enter just the numbers in the phone number, for example, 123456789. Do not enter any spaces or special characters. The phone number will automatically be saved and displayed in the specified country format.
Do Not Call Reason	If you do not want us to use this number to contact you, specify the reason why.

6. Select **Save** to record your changes.

Deleting a Phone Number

You can delete the phone numbers that you no longer want us to use to contact you.

1. Select the **My Profile** tab.
2. Select the **Phone Numbers** menu item.
3. View your current list of phone numbers.
4. To the right of the phone number you want to remove from the list, select **Delete**.
5. Select **OK** to confirm that you want to delete the phone number.

Setting Your Primary Phone Number

From your list of phone numbers, you can specify the primary phone number you want us to use to contact you.

1. Select the **My Profile** tab.
2. Select the **Phone Numbers** menu item.
3. View your current list of phone numbers.
4. To the right of the phone number you want to make your primary number, select **Make Primary**.
5. Select **OK** to confirm that you want to make the phone number your primary number.

Your primary phone number will be displayed in **bold** at the top of the list. If you ever need to delete your primary phone number, you must first make another number your primary phone number.

Inviting Relatives to Access Your Information

You can invite anyone who is listed as your relative in PowerCAMPUS and has a PowerCAMPUS People ID to use the Self-Service application to access your information. For example, you can invite your parents to view your account balance and make a payment on your behalf.

- *Sending an Invitation*
- *Managing Your Invitations*
- *Managing Your Shared Users*

Sending an Invitation

If you want to allow one of your relatives to access your information, follow these steps to send them an invitation.

1. Select the **My Profile** tab.
2. Select the **Shared Access** menu item.
3. Select the **Invite a User** option.
4. For the relative who you want to give access to your information, specify the following information.

Field	*Description*
Relative	Everyone who is listed as your relative in PowerCAMPUS and has a People ID will be listed in the drop-down list. Select the relative who you want to invite to access your information via the Self-Service application.
E-mail Address	If your relative has a preferred e-mail address on file, it will be displayed automatically. If no e-mail address appears, or the relative prefers that we use a different e-mail address, enter your relative's e-mail address.
View Academic Plan	If you want the specified relative to be able to view your academic plan, check this option.
View Schedule	If you want the specified relative to be able to view your course schedule, check this option.
View Balance	If you want the specified relative to be able to view your account balance, check this option.
View Financial Aid	If you want the specified relative to be able to view your financial aid information, check this option.
Make a Payment	If you want the specified relative to be able to make a payment toward your account, check this option.

Field	Description
View Transcript	If you want the specified relative to be able to view your unofficial transcript, check this option.
View Grade Report	If you want the specified relative to be able to view your grades, check this option.
View Stop List	If you want the specified relative to be able to view your Stop List to see if anything is preventing you from completing some processes (for example, registering for classes), check this option.
View Address	If you want the specified relative to be able to view your addresses, check this option.
Disclosure	You MUST view and accept the Disclosure Statement before your invitation can be sent to the specified relative.

5. Select **Send Invitation**. The system will send your invitation to your relative's e-mail address.
6. Select **OK** to confirm that you want to share your information with the specified relative.

Managing Your Invitations

Once you have invited one or more of your relatives to access your information, you should review the list to see who has accepted your invitation.

1. Select the **My Profile** tab.
2. Select the **Shared Access** menu item.
3. Select the **Manage Invitations** option.
4. Review the list of relatives who you have invited to share your information.

Field	Description
Name	The name of the relative you have invited to share your information.
E-mail Address	The e-mail address that was used to notify the relative that he or she was invited to share your information.
When Invited	The date on which you sent the relative the invitation to share your information.
Valid Until	If the relative does not accept your invitation via PowerCAMPUS Self-Service by this date, he or she will not be able to access your information.

5. If you decide not to share your information with a relative, or if he or she does not accept your invitation before it expires, you can **Remove** him or her invitation. The relative will be notified by e-mail that he or she is no longer invited to access your information.

Managing Your Shared Users

Once you have invited one or more of your relatives to access your information, you should review the list to make sure that you have allowed them access to only the information you really want to share.

1. Select the **My Profile** tab.
2. Select the **Shared Access** menu item.
3. Select the **Manage User Access** option.
4. Review the list of relatives who you have invited to share your information.
5. Enter any necessary changes.

To	*Follow These Steps*
Stop Sharing with a Relative	For any relative with whom you have decided NOT to continue sharing information: 1. Find the person's name in the list. 2. For THAT user, select **Delete User**. 3. Select **OK** to confirm that you want to stop sharing with this user. 4. Verify that the user has been removed from your list of shared users.
Change Which Information is Shared	For any relative whose access you want to change: 1. Find the person's name in the list. 2. Check ONLY those features you want THIS person to access. 3. Select **Save Changes**. 4. Review the list of access rights for those users for whom you have just entered changes. 5. Select **Confirm Changes** to record your updates.

6. Verify the access rights for your shared users and determine if you need to make any other changes.

Reviewing Your Student Status

You can always view the list of courses in your cart. After you log in, you can also view the status of your applications for admission and view your Checklist of action items required by the school.

- *Checking Your Application Status*
- *Viewing Your Checklist*
- *Viewing the Courses in Your Cart*

Checking Your Application Status

You can display the current status of your application for admission to our school.

1. Select the **Home** tab.
2. Select the **Application Status** menu item.
3. View the following status information:

Field	*Typically Displays*
Receipt Date	The date on which your application was received by the institution.
Period	The term for which you have applied for admission.
College Attendance	The academic level at which you have applied for admission (for example, *graduate*, *undergraduate*).
College	The college to which you have applied.
Program, Degree, Curriculum	The program, degree, and curriculum for which you have applied.
Status and Date	The current status of your application and the date this status was entered by our school.
Admit Period	If our school administrators have chosen to display Application Decision information, the period for which you have been admitted will also be listed.
Decision and Date	If our school administrators have chosen to display Application Decision information, the decision and the date on which the decision was made will also be listed.

If you submitted more than one application, they will be sorted by **Receipt Date** and then **Period**, so that your most recent application will be listed first.

Viewing Your Checklist

After you log in, you can view the list of tasks which have been assigned to you.

1. Select the **Home** tab.
2. Select the **Checklist** menu item.
3. Select which checklist items you want to view.

Select	*To View*
All	All the items on your checklist.
Incomplete	The checklist items that: are still pending, including those which are late (not required) or past due (required).
Completed	The checklist items that you have completed.
Waived	The checklist items that have been waived.
Canceled	The checklist items that have been canceled.

4. Review the checklist items.

Column	*Description*
Priority	The priority level that has been assigned to the Task to signify how important it is that you complete the Task. **999** is the lowest priority level.
Status	The current status of the specified Task.
Task	The task that has been assigned to you. If **!** is displayed before the Task name, the Task is required. • To sort the items in the checklist by task name, select the **Task** column heading. • To view more details about the Task, select the Task name. • If you have permission to change the status of Tasks, a drop-down list may display options which enable you to **Cancel**, **Waive**, or **Reassign** a Task, or mark it as **Complete**.
Contact	Who you should contact about the Task. • To sort the items in the checklist by contact name, select the **Contact** column heading. • To view the contact's phone number, e-mail address, and street address, select the **Contact's Name**.
Assigned	The date on which the Task was assigned to you. To sort the items in the checklist by the assigned date, select the **Assigned** column heading.
Due	The date on which you need to complete the Task. To sort the items in the checklist by the due date, select the **Due** column heading.

Column	*Description*
Notes	If the Notes column displays **...**, you can select **...** to display the notes about the Task.

5. Select a **Task** to view more information about it.

Field	*Description*
Action ID	The ID number that has been assigned to the task.
Name	The name of the task.
Type	The type of action that needs to be taken. For example, a Meeting, Phone, or Missing Documents.
Contact	Who you should contact about the task.
Priority	The priority level that has been assigned to the Task to signify how important it is that you complete the Task. **999** is the lowest priority level.
Number of Reminders	The number of times you have been reminded to complete the specified task.
Required	Whether or not you are required to complete the task.
Assigned	The date and time at which the Task was assigned to you.
Due	The date and time by which the task should be completed.
Completed	Whether or not the task has been completed.
Action	If you have permission to change the status of tasks in your checklist, you can select **Choose Action** to change the status of the task.
Cancellation Reason	If the task was cancelled, this field should display the reason why the task was cancelled.
Waived Reason	If the task was waived, this field should display the reason why the task was waived.
Mode of Contact	The type of contact that has been made with you. For example, Personal Interview or Left Message.
Response	The type of response you received. For example, Positive Response.
Rating	For example, Interested.
Duration	The number of days, hours, and minutes spent working on this task. For example, if the task was to contact someone, you might enter the Duration as the length of the phone call.
Notes	If you have permission to view task Notes, this field will display any notes that have been entered about the task.

6. If you have permission to change checklist information and you need to change the *Mode of Contact*, *Response*, *Rating*, *Duration*, or *Notes* for the task, follow these steps:
   - Select **Edit**.
   - On the *Edit Details* window, enter the correct information for the task.
   - Select **Save** to record your changes.
7. When you are finished viewing the information about the task, select **Return to Checklist**.

Completing a Task on Your Checklist

Once you have completed one of the tasks on your Checklist, you can mark the task as Complete, if you have permission to do so.

1. Select the **Home** tab.
2. Select the **Checklist** menu item.
3. Select the **Task** you want to mark as complete.
4. On the drop-down list, ***either***:
   - Select **Details...** to view more information about the Task. Then select **Choose Action** and **Complete**.
   - Select **Complete**.
5. On the *Complete Action Item* window, enter the following information.

Field	*Description*
Completed By	Your User ID will automatically be displayed. If you are not the person who completed the task, change the User ID to the person who did complete the task. If you do not know the user’s ID, you can **Search** for the user, as follows: 1. Enter all or part of the user’s first and/or last name. 2. Select **Search**. 3. To the right of the name of the person who completed the task, choose **Select**.
Completed Date	Today’s date will automatically be displayed, but you can change it to the actual date on which the task was completed.
Completed Time	Enter the time at which the task was completed.
Notes	Any comments you want to enter about the task.

6. Select **Save** to record your changes.

Cancelling a Task on Your Checklist

If you have permission to cancel a task on your Checklist, follow these steps.

1. Select the **Home** tab.
2. Select the **Checklist** menu item.
3. Select the **Task** you want to cancel.
4. On the drop-down list, ***either***:
   - Select **Details...** to view more information about the Task. Then select **Choose Action** and **Cancel**.
   - Select **Cancel**.
5. On the *Cancel Action Item* window, select the **Reason** for canceling the specified Task.
6. Enter **Notes** about why you are canceling the Task.
7. Select **Save** to record your changes.

Waiving a Task on Your Checklist

If you have permission to waive a task on your Checklist, follow these steps.

1. Select the **Home** tab.
2. Select the **Checklist** menu item.
3. Select the **Task** you want to waive.
4. On the drop-down list, ***either***:
   - Select **Details...** to view more information about the Task. Then select **Choose Action** and **Waive**.
   - Select **Waive**.
5. On the *Waive Action Item* window, select the **Reason** for waiving the specified Task.
6. Enter **Notes** about why you are waiving the Task.
7. Select **Save** to record your changes.

Reassigning a Task on Your Checklist

If you have permission to reassign a task on your Checklist to another user, follow these steps.

1. Select the **Home** tab.
2. Select the **Checklist** menu item.
3. Select the **Task** you want to reassign to someone else.
4. On the drop-down list, ***either***:
   - Select **Details...** to view more information about the Task. Then select **Choose Action** and **Reassign**, ***or***
   - Select **Reassign**.
5. On the *Reassign Action Item* window, identify the user to whom you want to reassign the specified task.
   - If you know the user's People Code ID, enter the **ID** number.
   - If you do not know the user's People Code ID: select **Search**, specify the person's first and/or last name, select **Search**, and **Select** the person.
6. Verify the user's ID and name on the *Reassign Action Item* window.
7. Select **Save** to reassign the task to the specified user.

Creating a New Task

If you have permission to create tasks, you can add tasks to your own checklist or other users' checklists.

1. Select the **Home** tab.
2. Select the **Checklist** menu item.
3. Select **Add a Task**.
4. Enter the following information about the new task.

Field	*Description*
Action ID	Select the type of task to be added to the checklist.
Required	If the specified task is required by your institution, this field will be selected.
Action Name	Once you select the Action ID, the task name will appear.
Office	The office, that is associated with the specified **Action ID**, will be displayed automatically, but you can select another office from the list.
Type	Select the type of task being added to the checklist.

Field	Description
Person Responsible	Your User ID will automatically be displayed, but you can change it to the User ID of the person who is being assigned the new task. If you do not know the user's ID, you can **Search** for the user, as follows: 1. Enter all or part of the user's first and/or last name. 2. Select **Search**. 3. To the right of the name of the person who should be responsible for the task, choose **Select**.
Person to Contact	Enter the User ID of the person who should be contacted regarding the new task. If you do not know the user's ID, you can **Search** for the user, as follows: 1. Enter all or part of the user's first and/or last name. 2. Select **Search**. 3. To the right of the name of the person who should be contacted regarding the task, choose **Select**.
Mode of Contact	The type of contact that has been made with you. For example, Personal Interview or Left Message.
Assigned	The date and time at which the task was assigned.
Due	The date and time at which the task is due to be completed.
Priority	The priority level for the Task to signify how important it is that the task be completed. **999** is the lowest priority level.
Response	If you are adding a task that has already been completed or is being waived or canceled, you can specify the type of response that was received, if any.
Rating	If applicable, you can rate the response you received from the person you contacted.
Duration	If this task has already been worked on, enter the number of days, hours, and minutes spent working on this task. For example, if the task was to contact someone, you might enter the Duration as the length of the phone call.
Year	Specify the year for which this task is being added to the checklist.
Term	Select the term for which this task is being added to the checklist.
Session	Select the session for which this task is being added to the checklist.

Field	*Description*
Number of Reminders	If you are adding a task for which the person responsible has already been reminded to complete the task, enter the number of times the person has been reminded.
Notes	Enter any details about the task.
Document	If a document is necessary for completing the task, **Browse** to the location of the document.
Actions	If you are adding a task that has been completed, waived, OR canceled, select the corresponding **Action**. • If the task has already been completed and you just want to keep a record of it on the checklist, select **Completed**. • If the task has been waived and you just want to keep a record of it on the checklist, select **Waived**. • If the task has been canceled and you just want to keep a record of it on the checklist, select **Canceled**.

5. Select **Save** to record the information about the task to be added to the checklist.

Viewing the Courses in Your Cart

You can view a list of the courses that you have placed in your shopping cart.

1. You can access your shopping cart in either of these ways:
    - Select **Cart** at the top of the current page.
    - Select the **Home** tab and then the **Cart** menu item.
    - Select **View Cart** on the *Section Search* page after you add a course to your schedule.
2. View the information about the courses you have added to your shopping cart for each Academic Period (Year and Term, like *2007 Fall*) and Session.
    - Each Session and Academic Period will be listed as open or closed for registration, based on the Registration Group to which you belong and the current date.
    - To view more information about a course, select the **Course** code.

3. Make any necessary changes to your shopping cart.

Select	*To*
Add Section	Add a course section for the specified academic period (year and term). The *Section Search* page will then appear so you can find the course section.
Credit Type	After you add a course section, specify whether you want to take the course for Credit, Non-Credit, as part of Continuing Education, and so on.
Remove	Remove a course from your shopping cart that you have decided not to take.
Delete Session	Remove ALL the courses from your shopping cart for the specified session.
Empty Cart	Remove ALL the courses from your shopping cart for the specified **academic period** (year and term).

4. Select **View Schedule** for an academic period (year and term) to view your class schedule, which includes:

- Any courses for which you are registered, and
- The courses that are listed in your shopping cart.

5. When you are ready to register for the courses listed for an academic period that is open for registration, select **Register**. The *Registration* page will then appear.

Searching for Courses

You can search for **Course Sections** that are available for a specified term, or search the **Course Catalog** for courses offered for a specified class level, curriculum, credit type, and so on.

- *Searching for Available Course Sections*
- *Searching for Courses in the Course Catalog*

Searching for Available Course Sections

You can search for the course sections that are available for a specified course and term.

1. Perform a basic or an advanced course section search.

For	*Follow These Steps*
Basic Search	Either: • In the **Search** field at the top of any Web page, select **Course Sections**, enter a keyword (for example, *Math*), and select **Search**, or • Select the **Search** tab and then the **Section Search** menu item. Then specify a Keyword, Course Code, or academic period for the courses you want to find, and select **Search**.
Advanced Search	1. Select the **Search** tab. 2. Select the **Section Search** menu item. 3. On the *Section Search* page, select **Advanced Search** 4. Enter all the information you know about the course sections you want to find. You can enter part of the course information and use the _ wildcard to search for course sections. For example: • **Com** would find all *Composition* and *Computer* courses. • **Com_101** would find the *Composition 101* and *Computer 101* courses. 5. Select **Search**.

2. On the *Course Section Results* page, view the list of courses which match your search criteria.

Select	*To*
Course Code	Display the *Course Search Details* page with all the information about the course. When you are finished viewing the course section details, select **Back** to return to the Section Results page.
Add to Cart	Add the open course to your shopping cart, if it is available for registration.
Add to Waitlist	Add your name to the waitlist for the closed course, if it is available.
Instructor Name	Display the instructor's contact information.

3. If many course sections match your search criteria, use the drop-down lists above the list of courses to narrow down your search.

Searching for Courses in the Course Catalog

You can search for particular types of courses in the course catalog.

1. If you want to perform a ***quick search*** for courses in the catalog, follow these steps:
   - From the drop-down list at the top of any page, select **Catalog**.
   - Enter at least part of the course name or subject type you are looking for (like *Math*).
   - Select **Search**.
   - Continue with Step 3.
2. If you want to perform a more ***advanced search***, follow these steps:
   - Select the **Search** tab.
   - Select the **Catalog** menu item.
   - On the *Course Catalog* page, enter any of the following search criteria.

Field	*Description*
Course Code	If you know the Course Code, you can search for one particular course in the catalog.
Program	Specify whether you are looking for an *Undergraduate* or *Graduate* course, for example.
Curriculum	Specify whether you are looking for a course within a particular course of study (*Accounting*, *Anthropology*, *Business Law*, *Fine Arts*, and so on).

Field	*Description*
Subtype	Specify whether you are looking for a certain type of course (*Independent Study*, *Lab*, *Lecture*, and so on).
Credit Type	Specify whether you are looking for a *Credit*, *Non-Credit*, or *Continuing Education* course, for example.
Class Level	Specify whether you are looking for a course that is available at your level (*Freshman*, *Sophomore*, *Junior*, *Senior*, *Graduate*, and so on).
Department	Specify the academic department through which the course should be offered (*Accounting*, *Art*, *Biology*, *Business*, and so on).
College	Specify the College you are interested in (*Engineering*, *Liberal Arts*, *Nursing*, and so on).
Population	Specify whether you are looking for a course that is open to a particular group of students (*Day Students*, *Employees*, *Evening Students*, *Senior Citizens*, *Transfers*, and so on).
Nontraditional	If you are looking for a special course, specify the type (part of an Accelerated *Program*, a *Correspondence* course, and so on).

3. Review the list of courses which match your search criteria.

Select	*To*
Refine Search	Enter additional search criteria to narrow down the list of courses.
New Search	Search for a different type of course.
Course Code	Display more information about a course.
Find Course Sections	Search for available course sections for the course.

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	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. 1. Select **Request Permission**. 2. On the *Request Permission* 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 an 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**.
5. On the *Finalize Registration* page, review the list of courses and the current **Status** for each course.

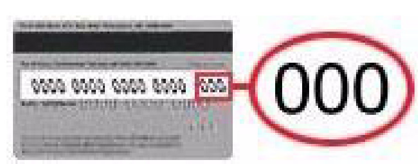
Status	*Description*
Registered	You are registered for the course.
Awaiting Advisor Approval	You have added the course to your schedule, but your registration in the course is still awaiting approval from your advisor.
Drop Request Denied	Your request to drop the registered course has been denied by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

6. Review the ***New Charges***.
   - If you are ready to accept the ***New Charges*** and the ***Payment Due***, and finish the Registration process, continue with Step 7.
   - If you want to make changes to your list of registered courses, select **Previous** to return to the *Review Schedule* page.
7. Select your payment method.
   - **Bill me later**, or
   - One of your **Existing Credit Cards** or a **New Card**

8. If you choose to use a **New Card**, enter the information about the new card you want to use to make your payment.

Field	***Entry***
Description	Enter a description of the credit card to help you distinguish between your different cards (for example, Dad's VISA, Mom's Mastercard).
Type	Select the credit card type (for example, VISA).
Card Number	Enter the full credit card number that is imprinted on the front of the credit card.
Expiration (mm/yy)	Enter the expiration date, that is imprinted on the front of the credit card, in the format mm/yy (for example, 09/12).
Full Name	Enter the full name that is imprinted on the front of the credit card.
Street Address **City** **State** **Zip Code**	Enter the complete billing address for the credit card. This MUST be the EXACT address where billing statements for this credit card are sent. The address will be checked. If the address is not valid for the credit card, the payment will not be accepted.
Save Card Information	If this option is available and you plan to use the same credit card to make future payments, check this box to record the credit card information. This will save you time when making future payments.

9. If required, enter the **Security Code** that is listed on the credit card you are using to make the payment.

Credit Card	***Location of the Security Code***
American Express	
Discover, MasterCard, VISA, JCB	

10. Note the **Payment Amount**. You will not be able to change the amount of payment, since the full amount must be paid in order for you to complete your registration.

11. Select **Finish**.

12. Confirm all your payment information.
    - If everything is ***correct***, select **Finish** to record your payment.
    - If everything is ***not correct***, select **Previous** and edit your payment information.
13. Select **Next**.
14. On the *Complete Registration* page, view your registration confirmation message.
15. Select **View Schedule**. You may want to print this final schedule, so you have a printout to refer to as you walk around campus.
16. Select **Finish** to end the registration process.

Viewing Your Grades and Transcript

From the **Grades** tab, you can view your grade report or your unofficial transcript, or request your transcript.

- *Viewing Your Grade Report*
- *Viewing Your Unofficial 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.

Column	*Description*
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	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. • 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:

Field		*Description*
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.

Viewing Your Financial Information

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.
Balance Summary	The total amounts for each summary type (for example, *tuition*, *student fees*).

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

If you have a **Balance Due**, you can follow the instructions for *Making a Payment*.

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.
Anticipated Aid	A list of the financial aid amounts that we expect you to receive.
Payment Plan Information	If you have signed up for a payment installment plan, your payment due dates and amounts will be listed.

6. If you are ready to pay your balance, print your statement.
   - At the top of the Web Browser window, select **File**.
   - Select **Print...**.
   - Select the **Printer** to be used to print your statement.
   - Select **Print**.
7. At the bottom of your statement, complete the payment form.
8. Detach the payment form from the bottom of your statement.
9. Mail the payment form to the school address listed on the form.

Viewing Your Financial Aid Details

You can display your financial aid details (necessary documents, packaging information, your loans, awards by academic year, and award messages).

1. Select the **Finances** tab.
2. Select the **Financial Aid** menu item.
3. Choose the financial aid award **Period**.
4. Select **Submit** to display the information.

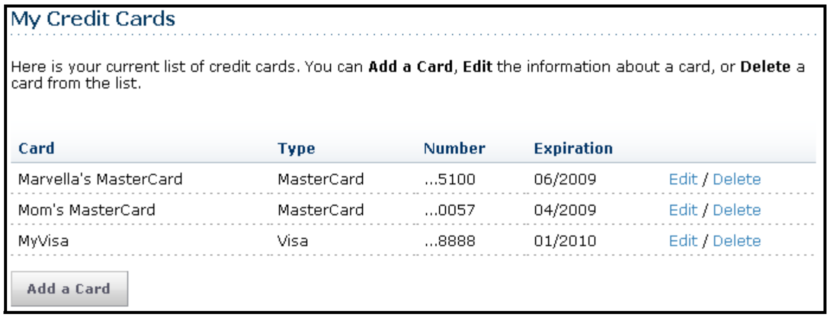
Updating Your List of Credit Cards

You can enter information about the credit cards you wish to use to make payments to our school.

- *Adding a New Credit Card*
- *Editing Credit Card Information*
- *Deleting Credit Card Information*

Adding a New Credit Card

1. Select the **Finances** tab.
2. Select **My Credit Cards**.
3. Review your current credit card information. For example:



My Credit Cards

Here is your current list of credit cards. You can **Add a Card**, **Edit** the information about a card, or **Delete** a card from the list.

Card	Type	Number	Expiration	
Marvella's MasterCard	MasterCard	...5100	06/2009	Edit / Delete
Mom's MasterCard	MasterCard	...0057	04/2009	Edit / Delete
MyVisa	Visa	...8888	01/2010	Edit / Delete

Add a Card

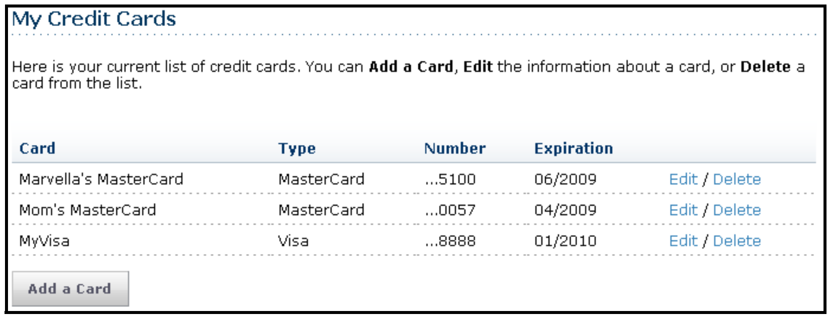
4. Select **Add a Card**.
5. On the *Add a Card* page, enter the information for the new credit card.

Field	*Entry*
Description	Enter a description of the credit card to help you distinguish between your different cards (for example, *Dad's VISA*, *Mom's MasterCard*).
Type	Select the credit card type (for example, *VISA*).
Card Number	Enter the complete credit card number that is imprinted on the front of the credit card.
Expiration (mm/yy)	Enter the expiration date, that is imprinted on the front of the credit card, in the format mm/yy (for example, *09/12*).
Full Name	Enter the name of the person who own's the credit card EXACTLY as it is imprinted on the front of the credit card.
Street Address **City** **State** **Zip Code**	Enter the complete billing address for the credit card. This MUST be the EXACT address where billing statements for this credit card are sent. The address will be checked. If the address is not valid for the credit card, the payment will not be accepted.

6. Select **Save** to record your credit card information.

Editing Credit Card Information

1. Select the **Finances** tab.
2. Select **My Credit Cards**.
3. Review your current credit card information. For example:



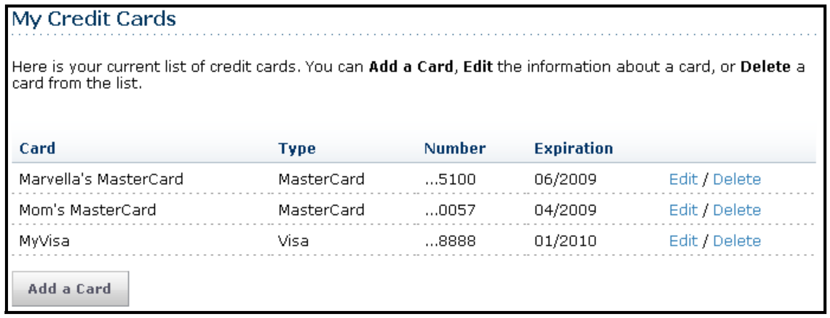
4. Select **Edit** to the right of the credit card you want to modify.
5. Review the information for the credit card and enter any necessary changes to the following fields.

Field	*Entry*
Description	Enter a description of the credit card to help you distinguish between your different cards (for example, *Dad's VISA*, *Mom's MasterCard*).
Expiration (mm/yy)	Enter the expiration date, that is imprinted on the front of the credit card, in the format mm/yy (for example, *09/12*).
Full Name	Enter the name of the person who own's the credit card EXACTLY as it is imprinted on the front of the credit card.
Street Address **City** **State** **Zip Code**	Enter the complete billing address for the credit card. This MUST be the EXACT address where billing statements for this credit card are sent. The address will be checked. If the address is not valid for the credit card, the payment will not be accepted.

6. Select **Save** to record your changes.

Deleting Credit Card Information

1. Select the **Finances** tab.
2. Select **My Credit Cards**.
3. Review your current credit card information. For example:



4. Select **Delete** to the right of the credit card you want to remove from the list.
5. Specify whether you are sure that you want to delete this credit card?
   - If you ***don't*** want to delete the credit card, select **Cancel**.
   - If you ***do*** want to delete the credit card, select **OK**. The card will be deleted from the system. Any prior payments that you made using this credit card will not be affected.

Making a Payment

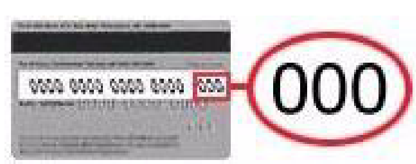
You can make a credit card payment toward your account, or choose to be billed later.

1. Select the **Finances** tab.
2. Select the **Make a Payment** menu item.
3. Review your **Current Balance**.
4. Choose one of the payment methods:
   - **Pay With an Existing Card**. (If you need to update a card, follow the instructions for *Editing Credit Card Information*.)
   - **Pay With a New Card**
   - **Bill Me Later**

5. If you selected **Pay With a New Card**, enter the information about the new credit card.

Field	Entry
Card Name	Enter a description of the credit card to help you distinguish between your different cards (for example, *Dad's VISA*, *Mom's MasterCard*).
Card Type	Select the credit card type (for example, *VISA*).
Card Number	Enter the complete credit card number that is imprinted on the front of the credit card.
Expiration (Month/ Year)	Enter the expiration date, that is imprinted on the front of the credit card, in the format mm/yy (for example, *09/12*).
Full Name	Enter the name of the person who own's the credit card EXACTLY as it is imprinted on the front of the credit card.
Street Address **City** **State** **Zip Code**	Enter the complete billing address for the credit card. This MUST be the EXACT address where billing statements for this credit card are sent. The address will be checked. If the address is not valid for the credit card, the payment will not be accepted.
Save Card Information	If this option is available and you plan to use the same credit card to make future payments, check this box to record the credit card information. This will save you time when making future payments.

6. If you are paying by credit card and the **Security Code** is required, enter the code that is listed on the credit card.

Credit Card	Location of the Security Code
American Express	
Discover, MasterCard, VISA, JCB	

7. Specify your **Payment Amount**.

8. Select **Continue**.

9. Confirm all your payment information.
   - If everything is ***correct***, select **OK** to record your payment.
   - If everything is ***not correct***, select **Cancel** and edit your payment information.
10. View your **Payment Details**.
11. If you want, you can choose to **Make Another Payment**.