

ATTENTION: Faculty, Students & Staff

Registration update:

****Effective 2012-2013 all Academic Sessions will display as (1) One Term on the student official transcript.**

The Academic Term & Session

Term: **Winterim**

Session: **01-Session**

****Beginning Spring 2014, the Summer semesters are as follows:**

TERM: **Summer**

Sessions: **Summer1, Summer2, Summer 11Wks**

****Effective Fall 2012 the semesters are as follows:**

TERM: **Fall**

Sessions: **15Weeks, 1st 7.5Wk, 2nd 7.5Wk**

TERM: **Spring**

Sessions: **15Weeks, 1st 7.5Wk, 2nd 7.5Wk**

Student Login instruction:

Logon page: Username and password are the same as your network logon (**Your NETWORK LOGIN would be the username and password you would use to login to any computer on campus**) **If you do not know your login information or need to reset your login information please contact the IT Helpdesk (610-399-2043) PLEASE BE MINDFUL** that if you change your password, your network logon will be changed as well.

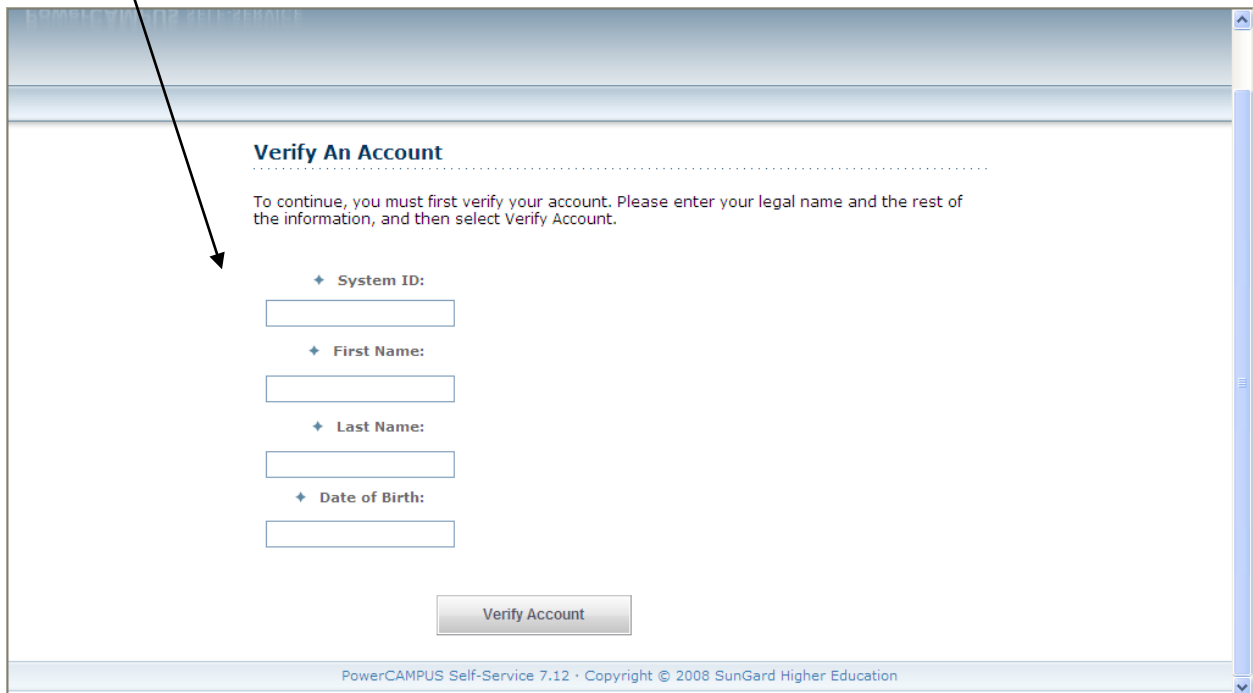
**** If have difficulty with using the IQWEB (self-service), please call Latashia Johnson at 610-399-2437**

Home Page



Verify page request

- a) **System ID** which is your “student ID” (9 digits) should be entered like this (000101200)
- b) First name and Last name has to be spelled the same as your account name in the Power Campus
- c) You must enter your DOB in this format (06/17/1988) if your DOB is invalid, you must contact admission to have the correct information entered into the system



Verify An Account

To continue, you must first verify your account. Please enter your legal name and the rest of the information, and then select Verify Account.

✦ System ID:

✦ First Name:

✦ Last Name:

✦ Date of Birth:

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PLEASE BE MINDFUL that if you change your password, your network logon will be changed as well.

PowerCAMPUS SELF-SERVICE

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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.

* = Required

Current Security Question:

Password: *

New Security Question: *

New Security Answer: *

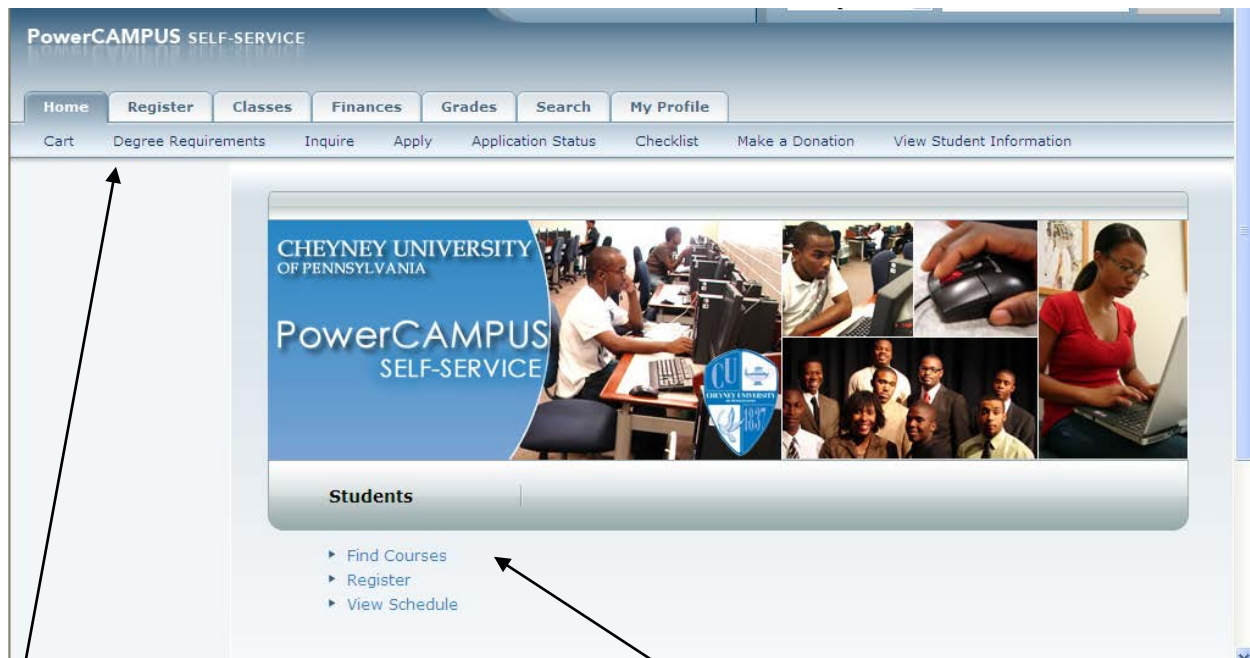
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****For all the account management issues (username & password) Please contact IT helpdesk at 610-399-2043.**

**** If have other difficulty using the Power Campus (Self-Service), please call Ms. Latashia Johnson at 610-399-2437**

Self Service : Basic Design of Web Page (Options available to you as a Student)

Home Page



Cart: shows the list of your course sections

Find Courses: Find courses offered for semesters

Register: Option to Register for Class

Inquiry: Request information about Cheyney

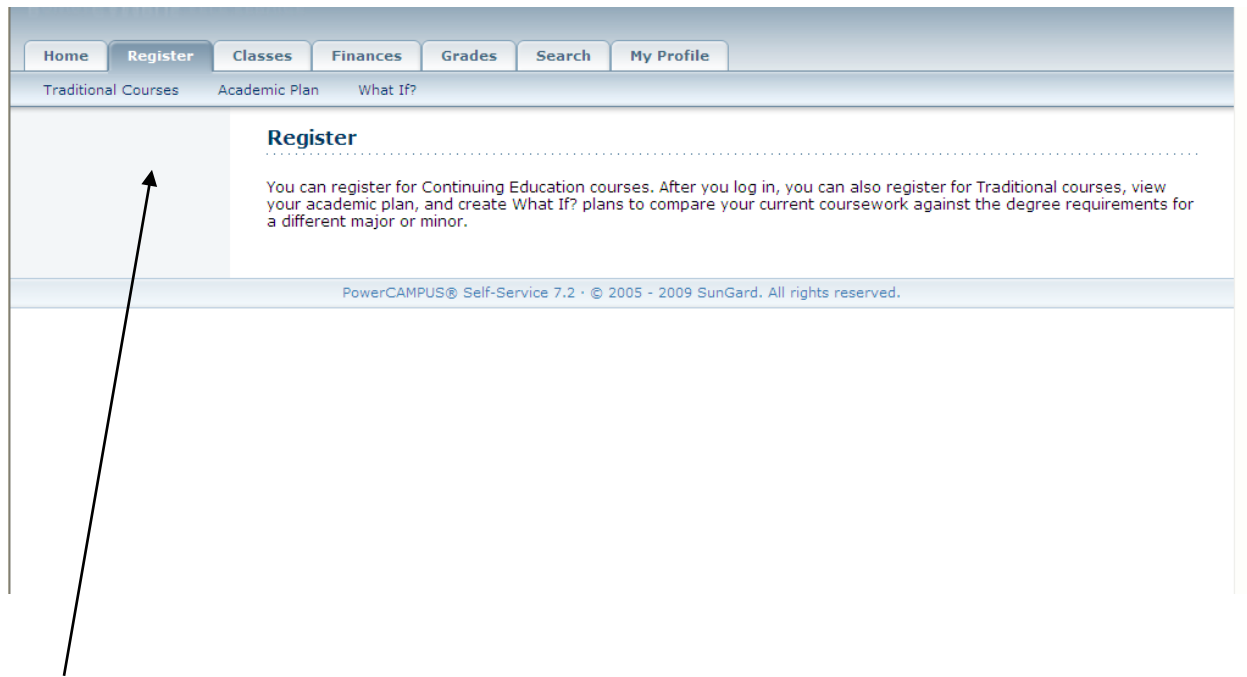
View Schedule: Your course roster

Apply: Option to apply to Cheyney

Application Status: Admission application for acceptance

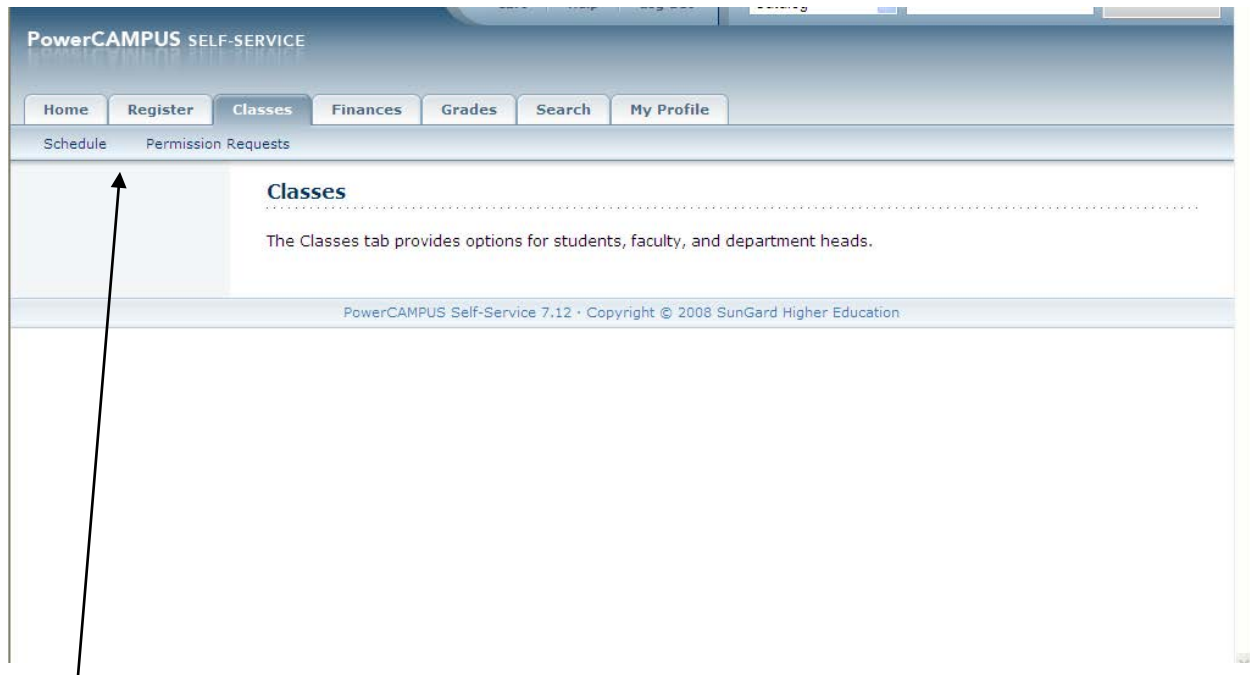
View Student information: Shows student's personal data

Register Tab



Traditional Course: Allows you to search for courses sections, course catalog, register for class & view class schedule

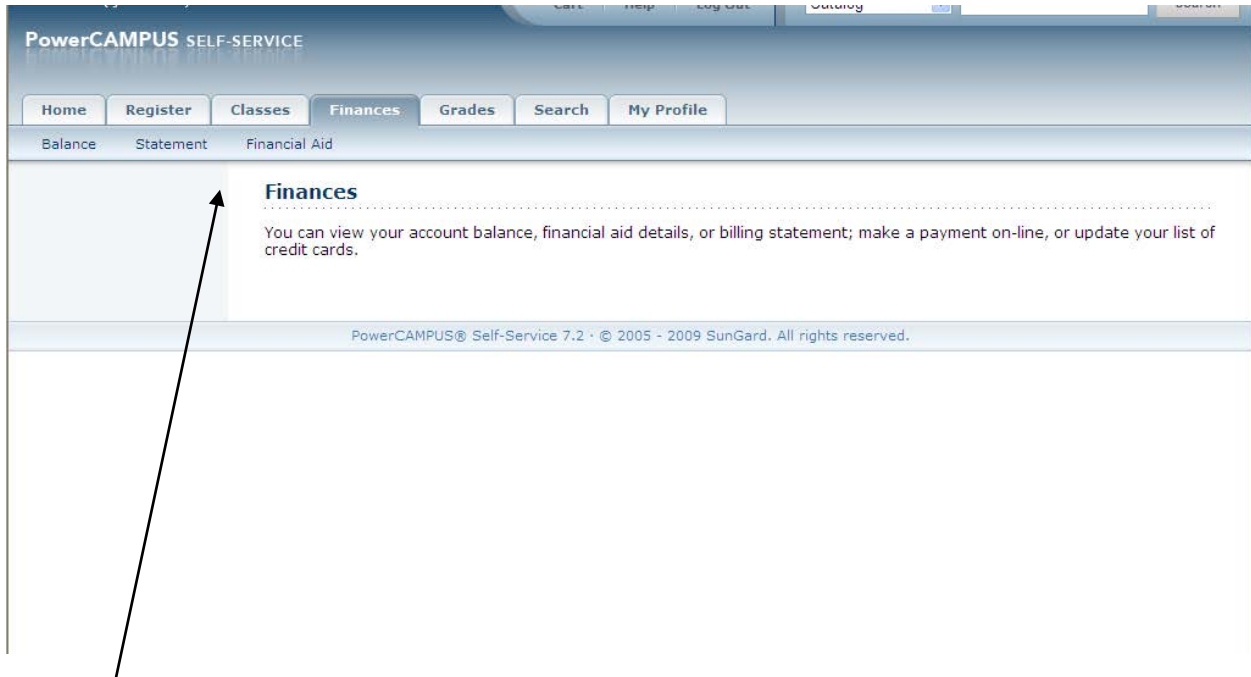
Classes Tab



Schedule: Allow you to view registered courses information (start & end times, professor, etc.) also will allow you to view courses listed in your cart.

Permission Request: Shows a list of permission request you have submitted to an instructor for permission to enter the class. **(If the course request permission)**

Finances Tab

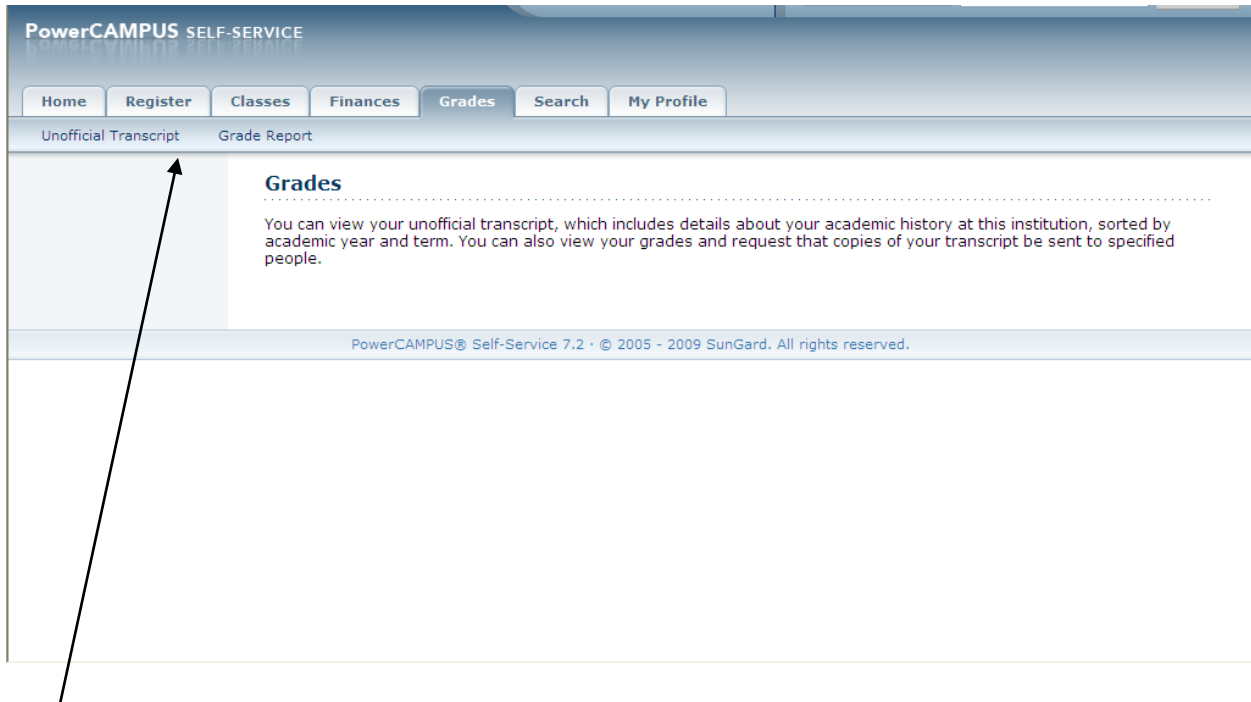


Balance: Views your account balance details

Statement: Views your billing statement details

Financial Aid: Views your Financial Aid details

Grades Tab



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Home Register Classes Finances **Grades** Search My Profile

Unofficial Transcript Grade Report

Grades

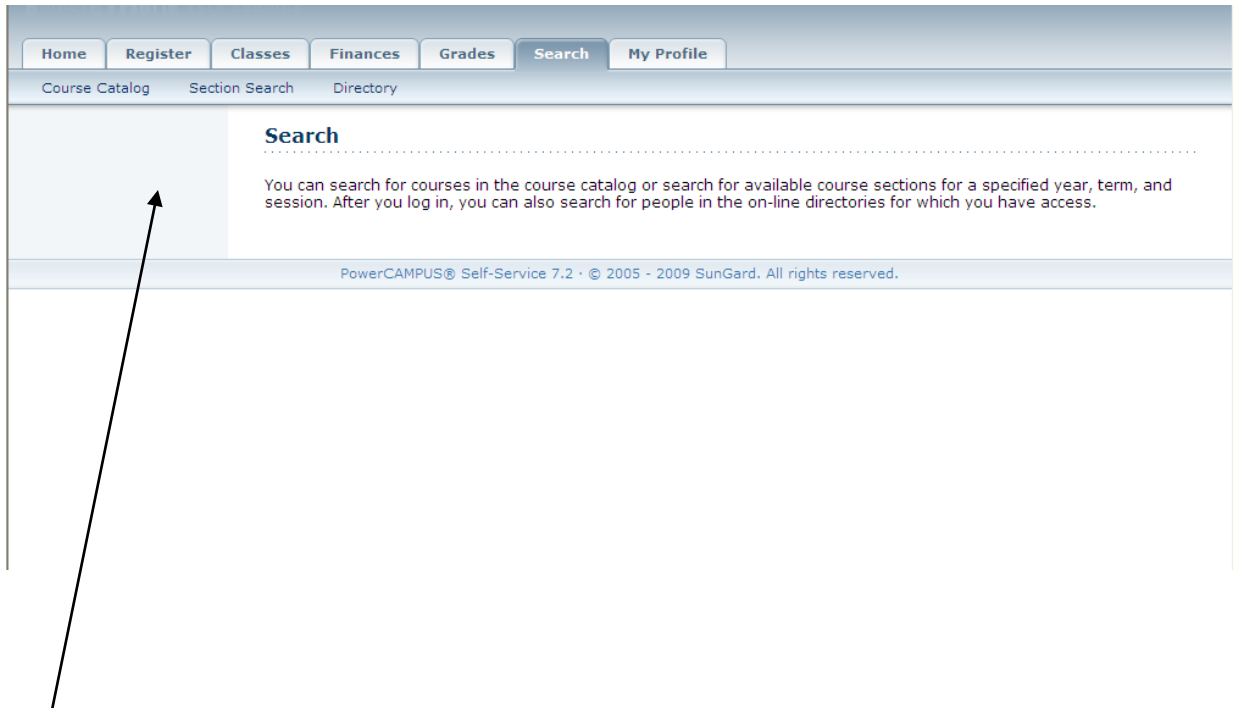
You can view your unofficial transcript, which includes details about your academic history at this institution, sorted by academic year and term. You can also view your grades and request that copies of your transcript be sent to specified people.

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Unofficial Transcript: Displays your complete academic history at the institution

Grade Report: Displays your grades for a specified year and term

Search Tab

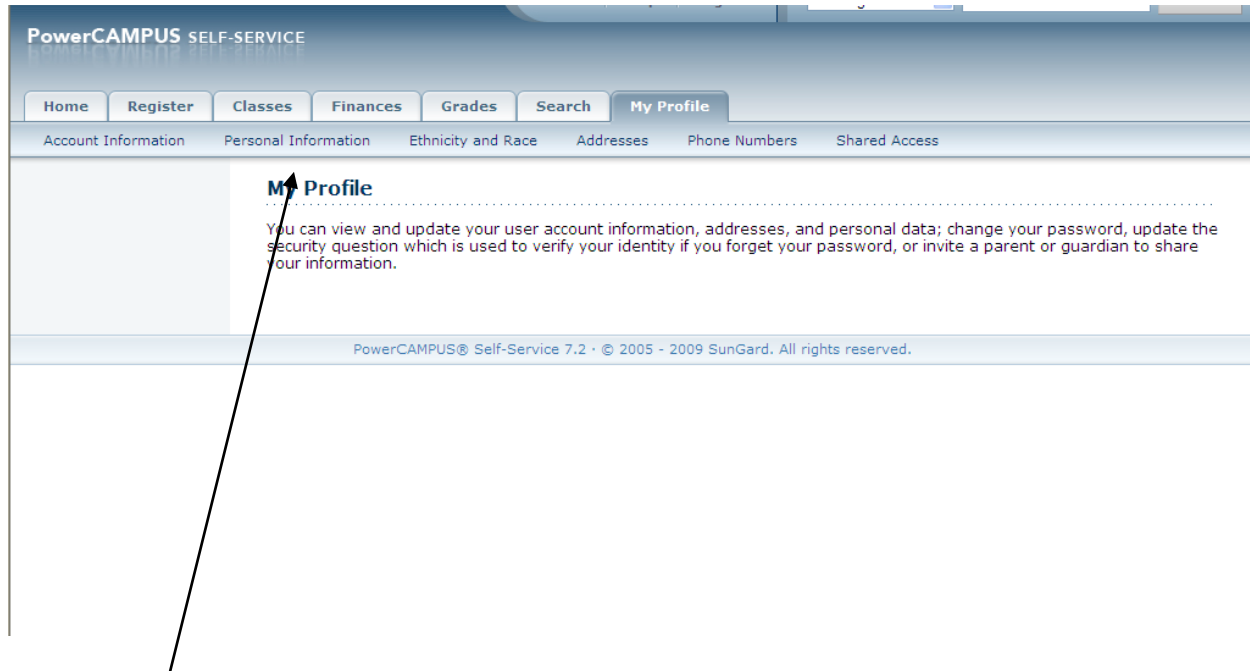


Course Catalog: Allows you to search courses available in the catalog at the Institution

Section Search: Allows you to search course offerings available for a specific Term & Year.

Directory: Search the Directory for Student/Faculty (**Not Active**)

My Profile Tab



Account Information: Update your user account information (security question & password)

Personal Information: Shows your personal data (**Unavailable for updates**)

Ethnicity and Race: Allows you to update your ethnicity and race information (**Federal Regulations request**)

Phone numbers: Shows your telephone number in the system (**Unavailable for updates**)

Student Profile for Self Service (Traditional Registration)

The “Home Pages” shows the tabs you have available to you as a student:

You can access the **On-Line Help link** at the top of the page if you have any questions about the Web page you are viewing. Select the **“Help”** link at the top of the page , then from the drop-down menu, select **Help for this page**. (See Screen Shot 2)

Screen Shot 1-Home Page



Screen Shot 2- Online-Help



Section Search

Fall & Spring Sessions are (15Weeks, 1st 7.5Wk, 2nd 7.5Wk), Winterim (01-session)

Summer Sessions are (Summer1, Summer2, Summer 11Wks)

****Note****- You must select the correct period/term and session or **(NO RESULTS)** will display.

Select Period > Either Spring, Fall or Summer then **Select the correct Session** > in this scenario 15 Weeks is select for the Fall Term, please review the Term & Session highlighted in **RED**.

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Home Register Advising Classes Finances Grades Search My Profile Administration

Course Catalog Section Search Directory

Related Links

Registration

Academic Plan

Section Search

Basic Search Advanced Search

Keywords Course Code Registration Type

Traditional Continuing Education Both

Period Session

2012 Fall 15 Weeks

Search Clear

Results Per Page 10

Students (Traditional Registration)

****** Advisor authorization is needed to register. Please seek your advisor.

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Home Register Advising Classes Finances Grades Search My Profile Administration

Traditional Courses Academic Plan What If?

Related Links

Section Search

Academic Plan

View Schedule

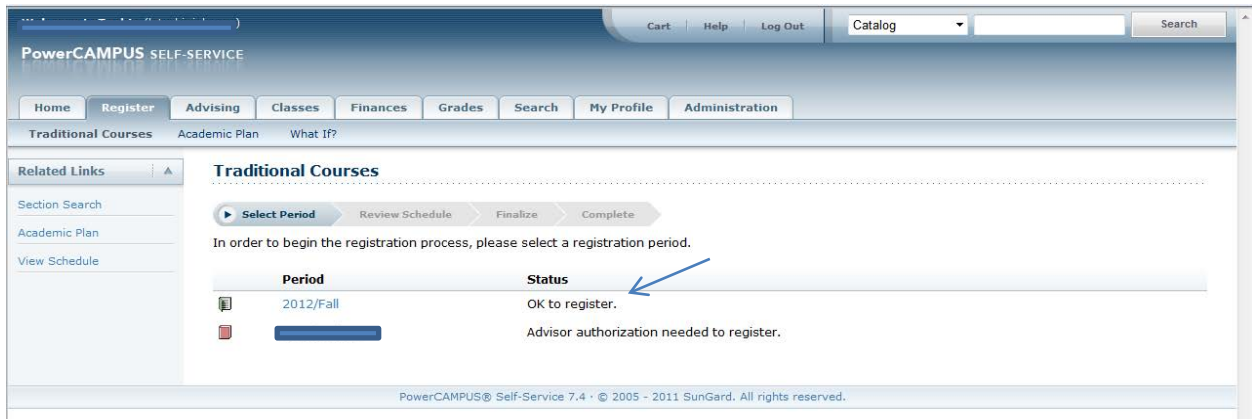
Traditional Courses

Select Period Review Schedule Finalize Complete

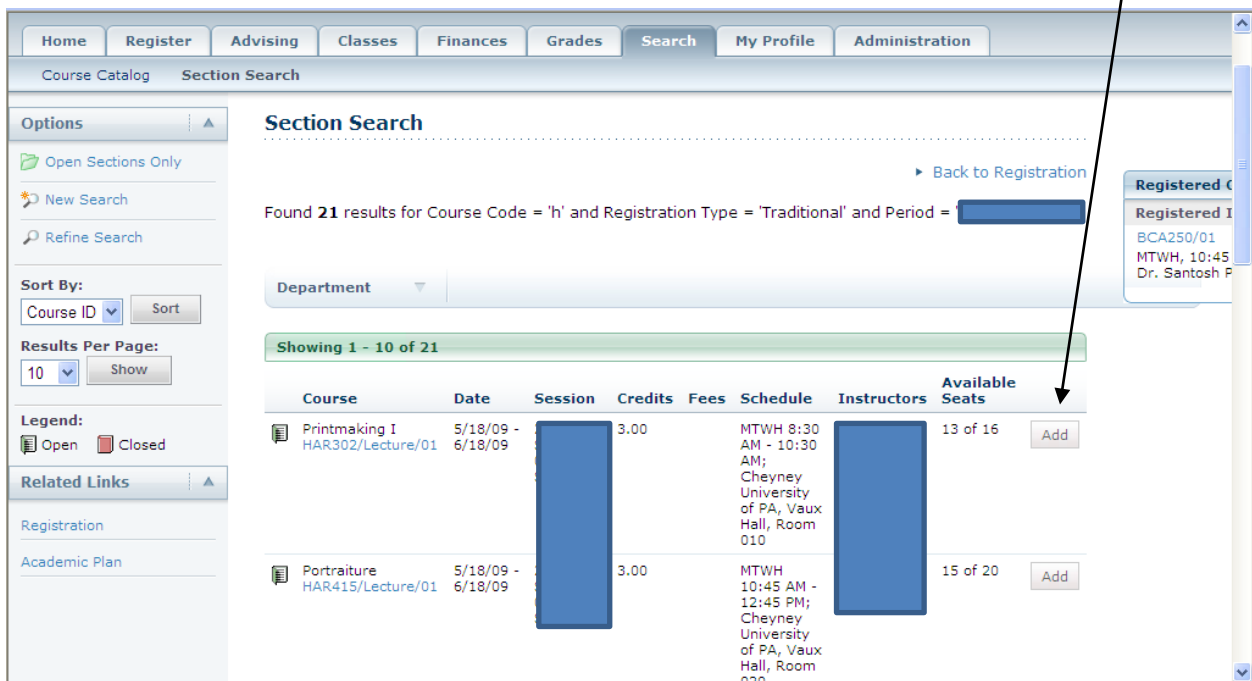
You are not eligible to register at this time.

Period	Status
2013/SUMMER	Advisor authorization needed to register.
2013/SPRING	Advisor authorization needed to register.

****Once approval from your advisor is given you will be "Ok to register".**



Select the courses you want to take: For any OPEN course section, select "Add" to add to cart. A "Course Added" confirmation message should appear (Screen Shot 6)



(Screen Shot 6) Confirmation Message “Course Added” You can either **“View your cart”** to verify the courses you selected or **“Proceed to Registration”**

Section Search

Course HAR302/Lecture/01 was added to your shopping cart for period 2

View Cart Proceed to Registration

Showing 1 - 10 of 21

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats
Printmaking I HAR302/Lecture/01	5/18/09 - 6/18/09		3.00		MTWH 8:30 AM - 10:30 AM; Cheyney University of PA, Vaux Hall, Room 010		13 of 16
Portraiture HAR415/Lecture/01	5/18/09 - 6/18/09		3.00		MTWH 10:45 AM - 12:45 PM; Cheyney University of PA, Vaux Hall, Room 010		15 of 20 <input type="button" value="Add"/>

Courses to Add (Your cart is empty) no courses has been added to your cart.

Traditional Courses - [Search Box]

Select Period
 Review Schedule
 Finalize
 Complete

Courses to Add

Your cart is empty.

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

Use the [Section Search](#) to find courses to add to your cart.

You can review your degree requirements and find required courses using the [Academic Plan](#).

To select your course to add to your roster you must apply a “**Check**” in the **Course to Add** section and select **NEXT**. Under this screen you also have the option to “**Delete**” the course by selecting “**Remove**”. Under “**Registered Courses**” you can select “**Drop**” to remove registered courses from your roster.

Traditional Courses - 2009/SUMMER1

Select Period
 Review Schedule
 Finalize
 Complete

Courses to Add

Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
<input checked="" type="checkbox"/> Printmaking I - HAR302 / Lecture / 01	5/18/2009 - 6/18/2009	<input type="checkbox"/>	3.00	Credit	MTWH, 8:30 AM - 10:30 AM;	Cheyney University of PA, Vaux Hall, Room 010	<input type="checkbox"/>	In Cart <input type="button" value="Remove"/>

Registered Courses

Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
<input type="checkbox"/>	International Bus - BCA250 / Lecture / 01	5/18/2009 - 6/18/2009	<input type="checkbox"/>	3.00	Credit	MTWH, 10:45 AM - 12:45 PM;	Cheyney University of PA, Carnegie Hall, Room 16	<input type="checkbox"/>	Registered

To **Finalize** your schedule you must select “**Finish**” and the status tab should show “**Complete**” (Screen Shot 9)

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Traditional Courses - [REDACTED]

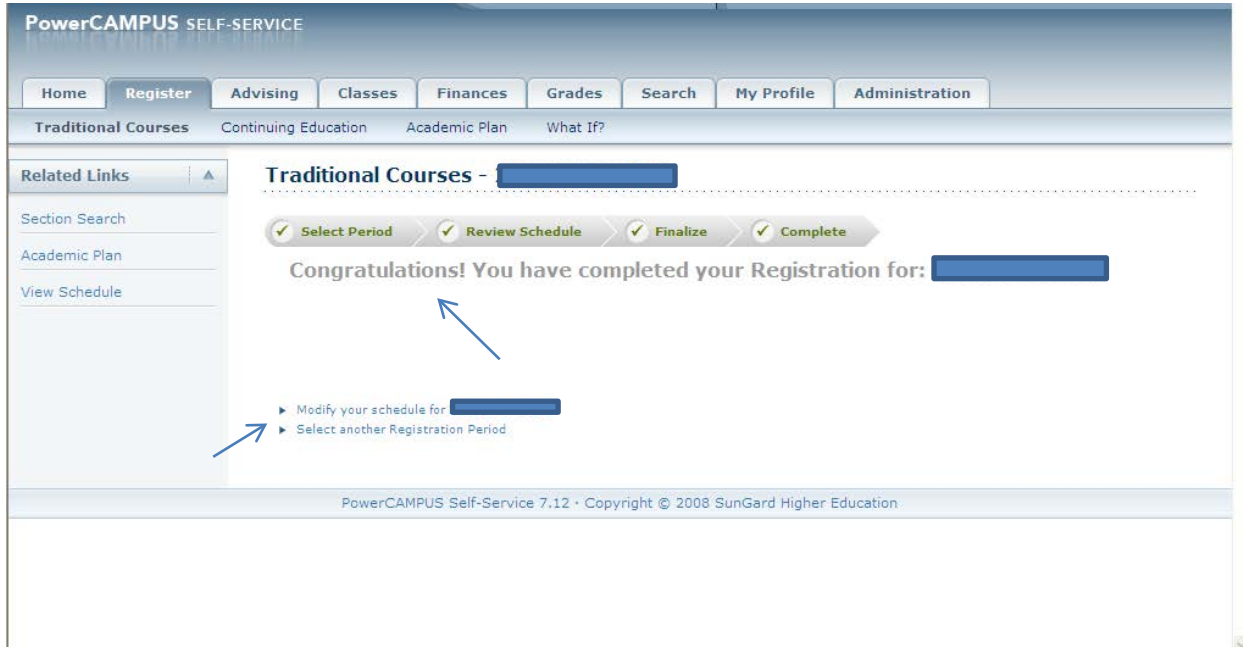
Select Period
 Review Schedule
 Finalize
 Complete

Updated Schedule

Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
International Bus - BCA250 / Lecture / 01	5/18/2009 - 6/18/2009	<input type="checkbox"/>	3.00	Credit	MTWH, 10:45 AM - 12:45 PM	Cheyney University of PA, Carnegie Hall, Room 16	<input type="checkbox"/>	Registered
Printmaking I - HAR302 / Lecture / 01	5/18/2009 - 6/18/2009	<input type="checkbox"/>	3.00	Credit	MTWH, 8:30 AM - 10:30 AM	Cheyney University of PA, Vaux Hall, Room 010	<input type="checkbox"/>	Registered

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(Screen Shot 9) **Complete Status.** At this time you can check your Class Schedule by selecting “View Schedule” You can also “Modify” or “Select another Registration Period” at this point. **** Note: if you do not receive the “Congratulations!” message you have not finalized registration.**



“View Schedule” Shows all courses you are currently registered for.

