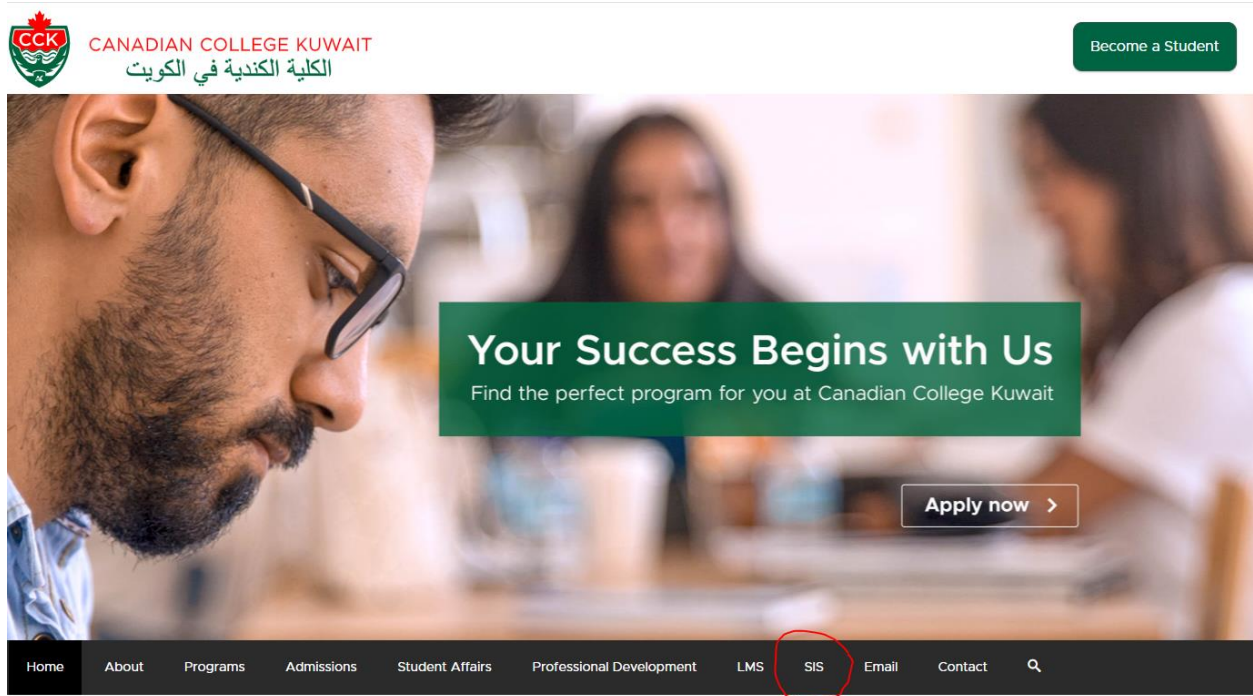


Introduction to PowerCAMPUS Self-Service

Home Page

To access the SIS or self-service, visit the AC- Kuwait website and click on SIS link as indicated in below snap:



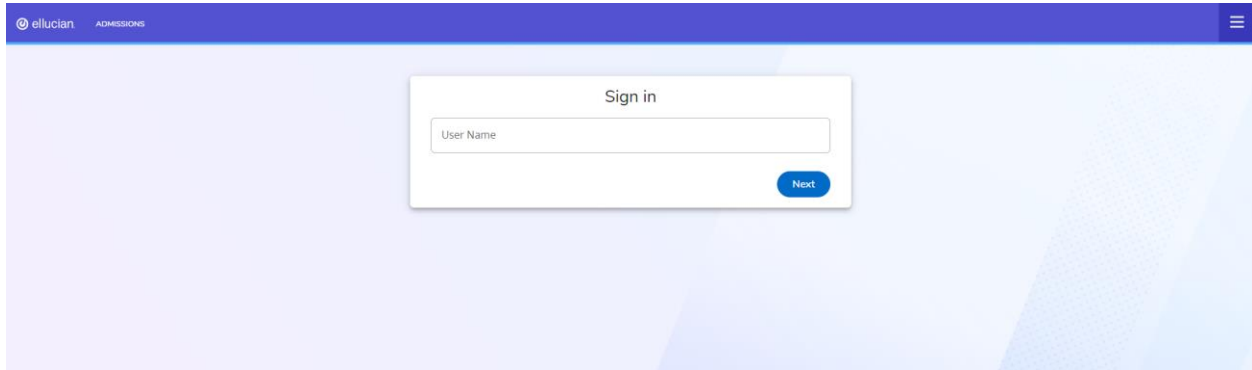
This user guide focuses on how students can use PowerCAMPUS Self-Service to access and update their information. Using a Web browser, students can create their academic plans, register for courses, access course materials, view their grades, and more.

All students will first view the PowerCAMPUS Self-Service *Home* page, which can be used to access general information for all users.

Logging In

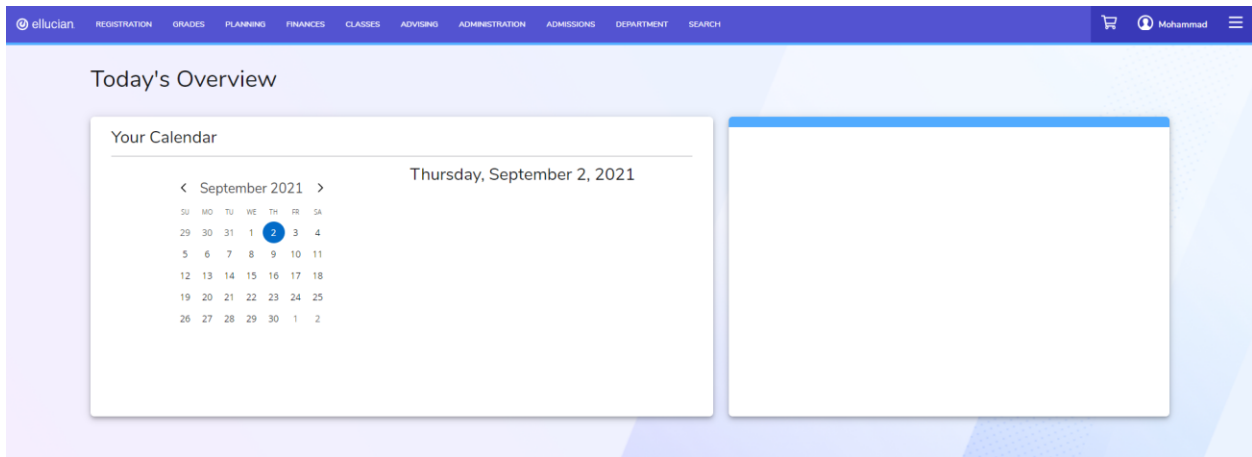
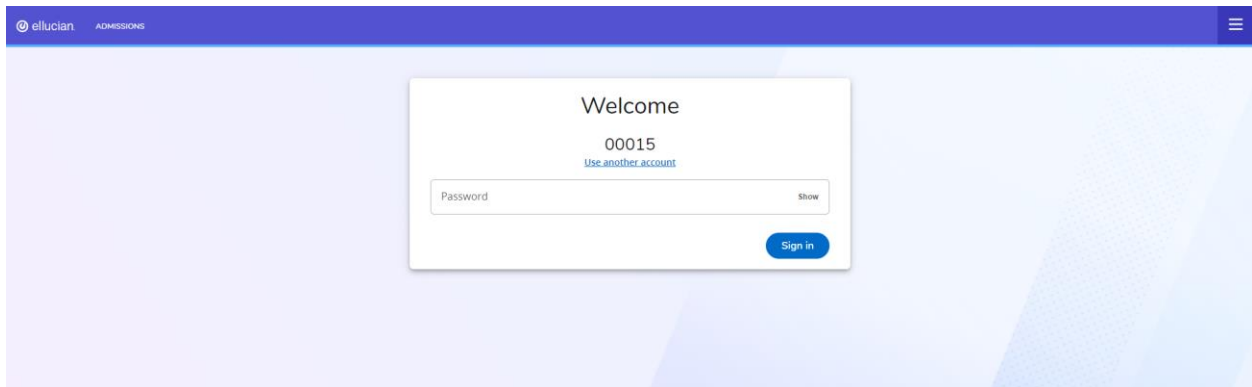
In order to access most of the Self-Service features, you must log in.

1. On the *Login* window, enter your **Username** then press **Next**.



2. Enter your **Password**. *If You Forget Your Password*, refer to IT department to reset or provide a new password.

3. Select **Sign In**.



Viewing Your Course Schedule

1. On the SIS home page, go to **REGISTRATION** menu then select **My SCHEDULE**.

The screenshot shows the ellucian SIS home page. The navigation bar at the top includes: ellucian, REGISTRATION, GRADES, PLANNING, FINANCES, CLASSES, ADMISSIONS, and SEARCH. A dropdown menu is open under REGISTRATION, showing COURSES, MY SCHEDULE (highlighted), and ACADEMIC PLAN. The main content area is titled 'Overview' and features a 'Your Calendar' widget. The calendar shows the month of September 2021, with the date Thursday, September 2, 2021, highlighted in a blue circle. The calendar grid is as follows:

| SU | MO | TU | WE | TH | FR | SA |
|----|----|----|----|----|----|----|
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |

2. Select the current semester to view your schedule with the course faculty instructor, sections, and timings of those for which you are already registered. The courses are listed either by list or calendar view.

You may want to print this final schedule, so you have a printout to refer to as you walk around campus.

My Schedule

Period: 2021/SUM ONL ← Courses in cart Waitlist courses

Accounting
2-Diploma, Business View Cart

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------|--------------------------|--------------------------|--------------------------|---------------------|--------------------------|--------|----------|
| 7:00 AM | | | | | | | |
| 8:00 AM | | | | | | | |
| 9:00 AM | ACC2344: Taxation I | ACC2344: Taxation I | | ACC2344: Taxation I | ACC2344: Taxation I | | |
| 10:00 AM | | | | | | | |
| 11:00 AM | | | ECO2200: Economic Issues | | | | |
| 12:00 PM | ECO2200: Economic Issues | ECO2200: Economic Issues | | | ECO2200: Economic Issues | | |
| 1:00 PM | | | | | | | |
| 2:00 PM | | | | | | | |
| 3:00 PM | | | | | | | |
| 4:00 PM | | | | | | | |
| 5:00 PM | | | | | | | |
| 6:00 PM | | | | | | | |
| 7:00 PM | | | | | | | |

● Registered

Viewing Your Attendance Report

1. On the SIS home page, go to **CLASSES** then select **View Attendance Report**.

ellucian REGISTRATION GRADES PLANNING FINANCES **CLASSES** ADMISSIONS SEARCH

ATTENDANCE REPORT

Courses

Search for 2021/Summer (Online) classes

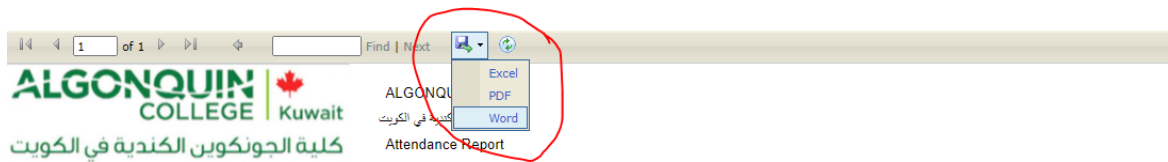
Search

[Advanced search](#) [New search](#)

2. View your attendance of the courses which you are already registered.

| | Course | Excused Absence | Unexcused Absence | Excused Tardiness | Unexcused Tardiness | Presence | Absence % |
|---|-----------------|-----------------|-------------------|-------------------|---------------------|----------|-----------|
| 1 | Taxation I | 3 | 1 | 0 | 0 | 14 | 4 |
| 2 | Economic Issues | 0 | 1 | 0 | 0 | 11 | 4 |

You may want to print this attendance report, so you have a printout to refer to. Also, you can export it to excel, word or pdf before printing.



| | Course | Excused Absence | Unexcused Absence | Excused Tardiness | Unexcused Tardiness | Presence | Absence % |
|---|-----------------|-----------------|-------------------|-------------------|---------------------|----------|-----------|
| 1 | Taxation I | 3 | 1 | 0 | 0 | 14 | 4 |
| 2 | Economic Issues | 0 | 1 | 0 | 0 | 11 | 4 |

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.

| Field | Description |
|---------------------------|--|
| Name | The name of the person who overrode the instructor's decision. |
| Date | The date on which the person overrode the instructor's decision. |
| Comments | The reason the person entered for overriding the instructor's decision. |
| 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. <ul style="list-style-type: none"> • ALL GRADED activities will be used to calculate your projected grade for a course. No activities are dropped. • The system will display your projected Score for the course and the corresponding letter Grade. |

- Your grades for any completed **Extra Credit** activities will be **added to** your calculated grade for the **required** course activities. If your grades for **extra credit** activities are entered **before** your grades for required activities, your projected grade may be higher than expected until all your activity grades are entered.
- 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**.
- Specify your printer options.

Grade Report

Period
2021/Summer (Online)

Sequence
002

Print

Credits

| | |
|----------------------------------|-------------------------------|
| 7.00 <small>Attempted</small> | 7.00 <small>Earned</small> |
|----------------------------------|-------------------------------|

GPA

| | |
|-----------------------------|--------------------------------|
| 4.00 <small>Term</small> | 3.02 <small>Overall</small> |
|-----------------------------|--------------------------------|

Diploma

| Course | Subtype | Section | Credits | Quality Points | Final Grade | Action |
|--|---------|---------|---------|----------------|-------------|------------------------------|
| ACC2344: Taxation I | Lecture | CS3 | 4.00 | 16.00 | A+ | View details |
| ECO2200: Economic Issues | Lecture | CS2 | 3.00 | 12.00 | A+ | View details |

Awards

| | |
|-------|----------|
| Term: | Overall: |
|-------|----------|

7. Click on **View details at the right side to display the grade details of the course.**

Grade Report

Period: 2021/Summer (Online) | Sequence: 002 | Print

| | | | | | |
|---------|-------------------|----------------|-----|--------------|-----------------|
| Credits | 7.00 Attempted | 7.00 Earned | GPA | 4.00 Term | 3.02 Overall |
|---------|-------------------|----------------|-----|--------------|-----------------|

Diploma

| Course | Subtype | Section | Credits | Quality Points | Final Grade | Action |
|--|---------|---------|---------|----------------|-------------|------------------------------|
| ACC2344: Taxation I | Lecture | CS3 | 4.00 | 16.00 | A+ | View details |
| ECO2200: Economic Issues | Lecture | CS2 | 3.00 | 12.00 | A+ | View details |


Awards

Term: Overall:

8. Click on **Final Progress** row or the arrow at the right side to display the grade details of the course activities.

Grade Report

Grades / [Grade Report](#) / Coursework

| | | |
|-------------------------------------|----------------------|--|
| ACC2344: Taxation I | N/A Midterm Grade | A+ Final Grade |
| Final Progress | | 99.00% Cumulative Grade  |

[ACC2344: Taxation I](#)

N/A
Midterm Grade

A+
Final Grade

Final Progress

99.00%
Cumulative Grade

Perception Assessmnt

| Name | Due Date | Points Earned | / | Maximum Points | Earned Percentage | / | Potential Percentage | Entry Date |
|---------------|----------|---------------|---|----------------|-------------------|---|----------------------|------------|
| Quiz 01 | | 5.00 | / | 5 | 5.00 % | / | 5.00 % | 7/11/2021 |
| Quiz 02 | | 5.00 | / | 5 | 5.00 % | / | 5.00 % | 7/25/2021 |
| Midterm | | 25.00 | / | 25 | 25.00 % | / | 25.00 % | 7/27/2021 |
| Quiz 3 | | 5.00 | / | 5 | 5.00 % | / | 5.00 % | 8/11/2021 |
| Assignment 01 | | 10.00 | / | 10 | 10.00 % | / | 10.00 % | 8/17/2021 |
| Assignment 2 | | 9.00 | / | 10 | 9.00 % | / | 10.00 % | 8/17/2021 |
| Attendance | | 5.00 | / | 5 | 5.00 % | / | 5.00 % | 8/17/2021 |
| Final Exam | | 35.00 | / | 35 | 35.00 % | / | 35.00 % | 8/17/2021 |

IET Helpdesk Contacts:

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