



MyAC Self-Service

Student Guide

Version 1.3

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Introduction

Welcome to MyAC Self-Service!

Developed by Ellucian, PowerCampus MyAC Self-Service is a web-based application system designed to provide Aurora College students, faculty, and administrators with "anytime, anywhere" access to information services.

MyAC Self-Service will enable students to access their student information and perform tasks including:

- ❖ Apply for programs online
- ❖ Register for courses within their programs
- ❖ View their schedules
- ❖ View their billing information and make payments online
- ❖ View unofficial transcripts and request official transcripts
- ❖ Manage their contact information including phone numbers and addresses

The website address (url) for MyAC Self-Service is <https://myac.auroracollege.nt.ca>

Accessing MyAC Self-Service

The MyAC Self-Service application is accessible by clicking this link [Self-Service](#).

The website address (url) is <https://myac.auroracollege.nt.ca>

The home screen of MyAC Self-Service has a LOG IN button on the left as shown below



When you click the 'LOG IN' button, you will be redirected to a sign in screen.



Use your @myauroracollege.ca email address and password to sign in.

First-Time Login

If this is your first time using MyAC Self-Service, you may be asked to verify your account.



The screenshot shows the 'Verify an Account' form on the MyAC Self-Service portal. The form includes the following fields:

- System ID
- First Name
- Last Name
- Date of Birth

A 'Verify Account' button is located at the bottom of the form.

The System ID is your student id number. If your student id number has less than 9 digits, add zeros before the number to make it 9 digits (For example, if your student id number is '12345', the system id would be '000012345'). Contact the Office of the Registrar if you do not have a student id.



The screenshot shows the 'Verify an Account' form with sample data entered:

- System ID: 00012345
- First Name: Joe
- Last Name: Doe
- Date of Birth: 01/11/1980

A 'Verify Account' button is located at the bottom of the form.

Enter the First Name, Last Name and Date of Birth (mm/dd/yyyy) as stated in your college records. Click 'Verify Account'

If your account gets verified successfully you would be redirected to the screen below:



The screenshot shows the 'Verify an Account' success message:

Congratulations! Your account has been verified. Some settings may not take effect until the next time you login.

[Return to Home](#)

If your account doesn't get verified successfully, contact your Admissions Officer for help.

Student Home Screen View

This is the main screen you will see once you are logged in. There are tabs at the top including: Register, Classes, Finances, Grades, Search, My Profile, and Consents & Reports. Under each tab is a submenu with the options. Visible here are the Cart, Inquire, Apply, Application Status, and Checklist. Within each of those options, another menu on the left side will open up with more options.



Registration

Registration is the process of selecting your classes and signing up for them. You will do this before the beginning of each term. Before you can register, you must meet with your program advisor (Program Head or Senior Instructor) prior to registration to decide on the courses that you will need to take for the term. Have that list beside you when you log into MyAC Self-Service to register.

To begin registering:

Navigate to the 'Register' tab and select 'Traditional Courses'



The term which is open for registration will be displayed with an open green book icon. Click on the Period or Term



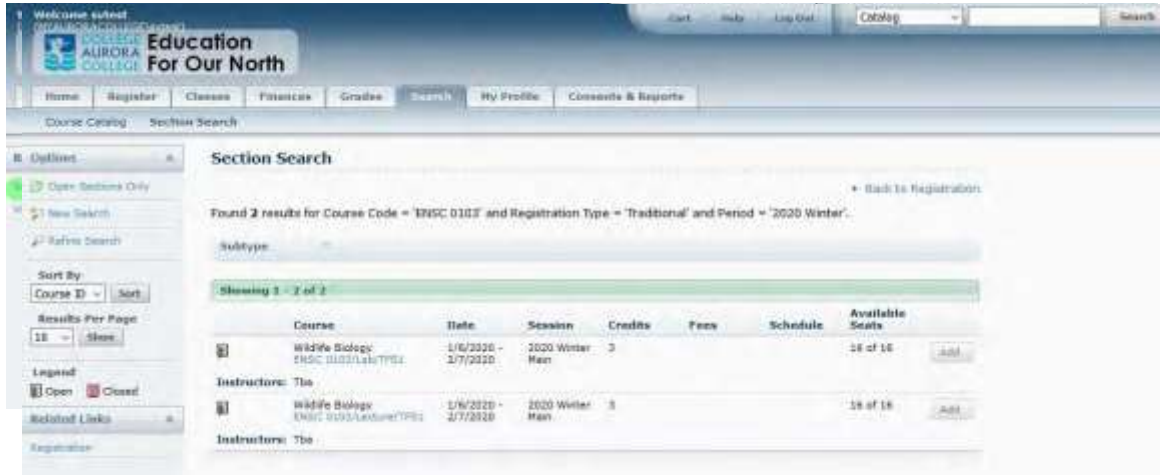
The next step is to begin searching for and signing up for your classes.

Section Search

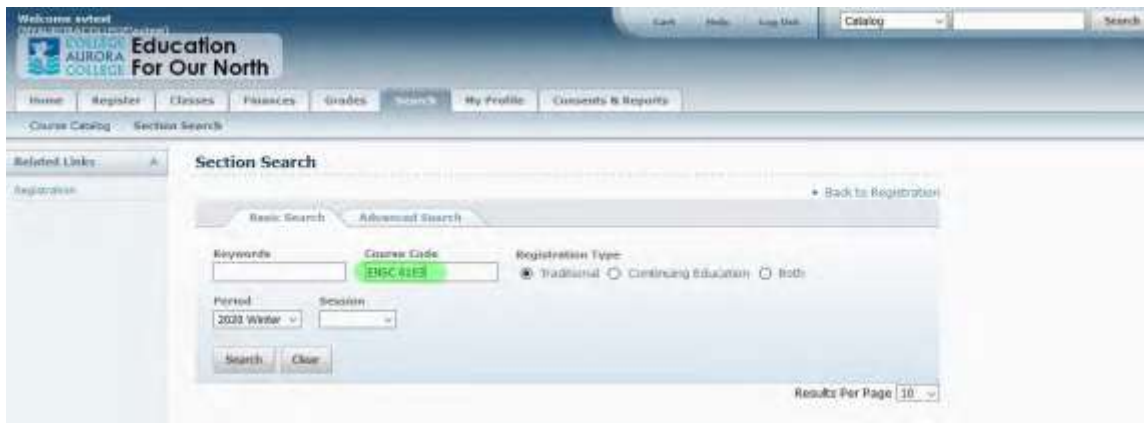
A section is another word for a class. The same section (class) may be offered at multiple times and multiple campuses. It is important that you select the right section. Pick the one that you were given by your program advisor. The next step in registering to search for your classes (sections) and sign up for each one.

To continue registering, search for a section (class):

Click on the 'Section Search' hyperlink. Section Searches could also be accessed through the 'Section Search' menu item under the 'Search' tab.



Enter Course ID (ex. ENSC 0103) from your list you were given by your program advisor in the 'Course Code' field. The registration type button should be on 'Traditional'. The period should show the one you are registering for. For example, it should show '2020 Fall' for this registration period. Click 'Search'.



A list of the sections should appear. Make sure you pick the course, dates, etc. that match what you were given by your program advisor. You must also make sure that the last part of the course code matches your campus. The choices are:

- AIN1 => Aurora Campus in Inuvik or
- TFS1 => Thebacha Campus in Fort Smith or
- YYK1 => Yellowknife North Slave Campus in Yellowknife

Some courses have both a lecture and a lab. The example course below has two components – Lecture and Lab. You can see this in under the course name (ex. Wildlife Biology) where it says 'ENSC 0103/Lab/TFS1' and 'ENSC 0103/Lecture/TFS1'. This can be read as 'Wildlife Biology ENSC 0103 Lab (or Lecture) at Thebacha Campus in Fort Smith Section 1'.

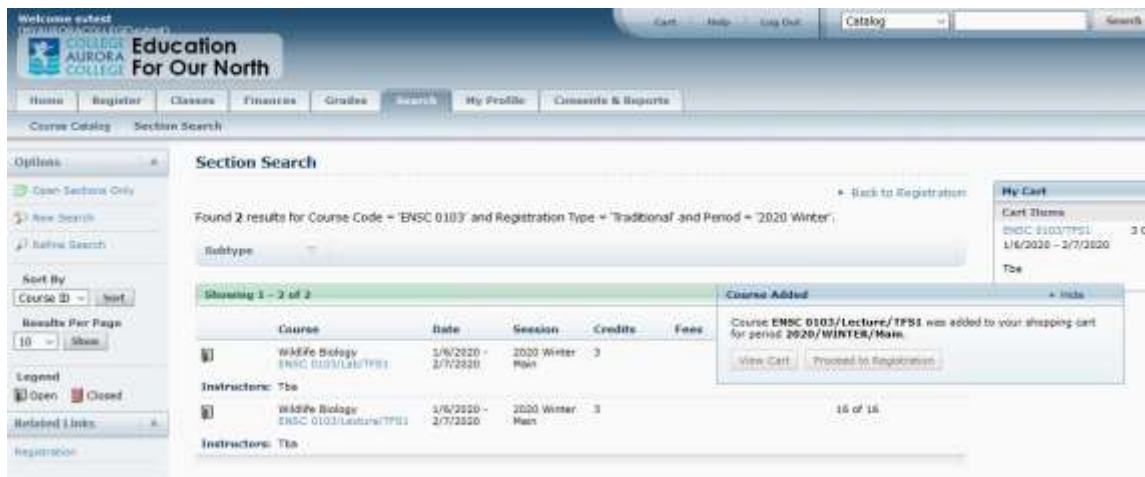
In this case, you will need to 'Add' both of them for your section.

Adding Course Sections

Adding course sections is like shopping online. Once you find the course section (class) that you need, you click the ‘Add’ button to put it in your shopping cart. Once you register, these sections will be added to your schedule. For now, you need to fill up your shopping cart with all of the sections, lectures and labs that you were given by your program advisor.

Let’s add a section (class) to your shopping cart:

Click the ‘Add’ button beside the correct section that you need. A pop up will appear that says ‘Course Added’. In this example, remember you needed both the lab and lecture so you should add them both. If you only need the lecture, just add that one.



The screenshot displays the 'Section Search' interface. The search criteria are 'Course Code = ENSC 0103' and 'Registration Type = Traditional' for the '2020 Winter' term. Two results are listed:

Course	Date	Session	Credits	Fees
Wildife Biology ENSC 0103/LAB/TPR1	1/6/2020 - 2/7/2020	2020 Winter Mon	3	
Wildife Biology ENSC 0103/Lecture/TPR1	1/6/2020 - 2/7/2020	2020 Winter Mon	3	

The 'Course Added' pop-up message reads: 'Course ENSC 0103/Lecture/TPR1 was added to your shopping cart for period 2020/WINTER/Main'. The 'My Cart' sidebar shows the added item: 'ENSC 0103/TPR1 3 Cr' for the period '1/6/2020 - 2/7/2020'.

Fill up your shopping cart:

Repeat the Section Search and Adding a Section steps above for all of the courses you need to register for. You can hide the ‘Courses Added’ pop up by clicking the ‘Hide’ button in the top right corner of that pop up. Then click ‘New Search’ in the menu on the left or click ‘Section Search’ in the menu above. This will get you back to the ‘Section Search’ form. Keep going until you have added all of your course sections to your cart.

At any time, you can click ‘View Cart’ to see what you have added and confirm that you are picking the correct sections. Double and triple check that the sections you are adding match those given to you by your program advisor.

Once you are sure that your shopping cart has all of the sections you need, including lectures and labs, then you can proceed to registration. This is outlined on the next page.

Proceed to Registration

So far, you have used your list provided by your program advisor to search for all of the course sections (classes) that you need. You added them all to your shopping cart and have double and triple checked that your cart matches your list. You don't want to get those new shoes in the mail and they are the wrong size ;-). Then, once you were absolutely sure, you clicked 'Proceed to Registration' in the 'Courses Added' pop up.

Review and submit your registration:

The registration screen allows you to make final changes on the course section selections. This is your last chance to quadruple check your courses and sections:

- Do you have all of the sections that you need?
- Do you have the correct campus? AIN1, TFS1, YYK1?
- Do you have both the lectures and labs for those sections that require them?
- Does your shopping cart match your list from your program advisor?

Continue to the next screen and confirm the selections. The registration request will then be sent to your advisor for approvals.

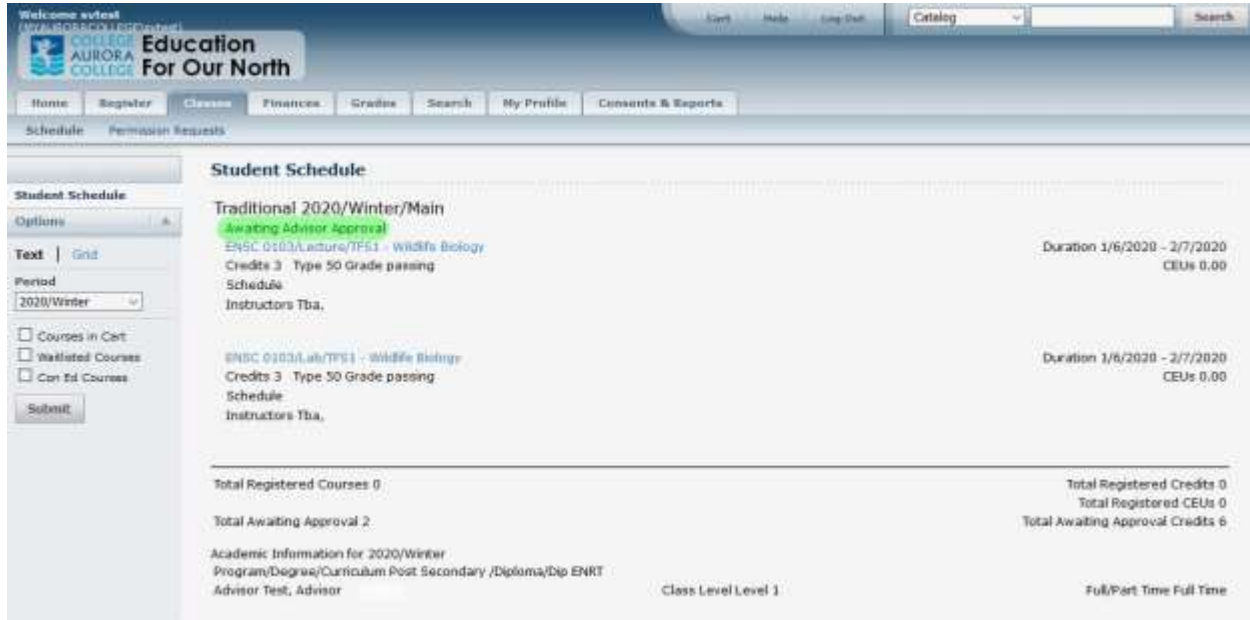


You have now completed the Registration process. Your program advisor now has to accept you into these sections. You can check the status of your approval by following the steps on the next page.

Check Status of Registration

Your program advisor will review your registration and accept you into these course sections. This may take a few days before it is complete. You can check on the status in MyAC Self-Service.

Click on ‘Schedule’ in the ‘Classes’ tab. The sections your registered in will say ‘Awaiting Advisor Approval’ until your program advisor has reviewed and approved them.



The screenshot shows the 'Student Schedule' page in MyAC Self-Service. The page header includes 'Welcome svtst' and 'Education For Our North'. The main content area displays a table of courses with the following details:

Course Information	Duration	CEUs
Traditional 2020/Winter/Main ENSC 0103/Lab/TPS1 - Wildlife Biology Credits 3 Type 50 Grade passing Schedule: Instructors Tba.	1/6/2020 - 2/7/2020	0.00
ENSC 0103/Lab/TPS1 - Wildlife Biology Credits 3 Type 50 Grade passing Schedule: Instructors Tba.	1/6/2020 - 2/7/2020	0.00

Summary statistics at the bottom of the page:

- Total Registered Courses: 0
- Total Registered Credits: 0
- Total Registered CEUs: 0
- Total Awaiting Approval: 2
- Total Awaiting Approval Credits: 6

Academic Information for 2020/Winter:
Program/Degree/Curriculum Post Secondary /Diploma/Dip ENRT
Advisor Test, Advisor

Class Level Level 1

Full/Part Time Full Time

Once your program advisor has approved them, the Total Registered Courses will no longer be zero and your Total Awaiting Approval will change to zero. Then you know that you are completely registered.

At any time throughout the Registration process, please feel free to ask questions or for assistance from your program advisor or from your Admissions Officer.

Bills and Payments

As an Aurora College student you will need to pay for your tuition, fees, textbooks, rent, etc. With MyAC Self-Service, you can review your account, make a payment or obtain a statement at any time. Simply login to MyAC Self-Service and click on the 'Finances' tab. You will have the option to review your 'Balance' to review a 'Statement'.

Charges and Fees

During the Registration process, Aurora College will add a charge to your account for your Tuition and Fees. If you are living in Residence, we will add charges monthly for your Rent and Laundry Fees. If you purchase textbooks from us, we will add those costs to your account. You will then need to go in and pay those amounts through the options available online.

Review the charges on your account:

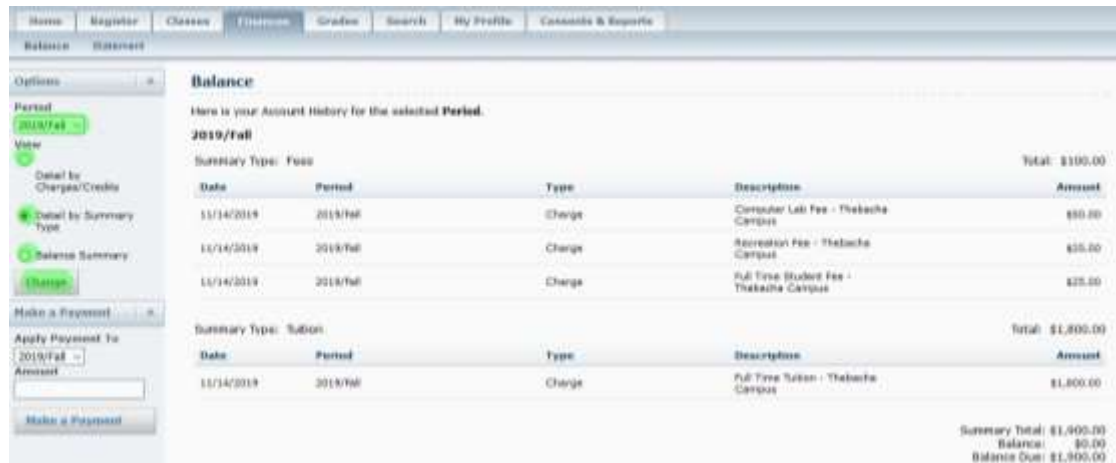
Select the 'Balance' menu item under the 'Finances' tab



The screenshot shows the 'Balance' page in MyAC Self-Service. The 'Options' menu on the left is expanded to show 'Balance Summary' selected. The main content area displays a summary for the 2019/Fall term:

Summary Type	Amount
Fees	\$100.00
Tuition	\$1,800.00
Summary Total:	\$1,900.00
Balance Due:	\$1,900.00

Next, select the Period / Term dropdown under the options menu. Select the current term for current charges. This will be 2020 Fall for this coming fall term. Select the View options (ex. 'Balance Summary' button for an overview of all charges) that you desire. Then click the 'Change' button on the left panel to update the right panel and view the charge details.



The screenshot shows the 'Balance' page with detailed charge history for the 2019/Fall term. The 'Options' menu on the left has 'Balance Summary' selected. The main content area displays a detailed table of charges:

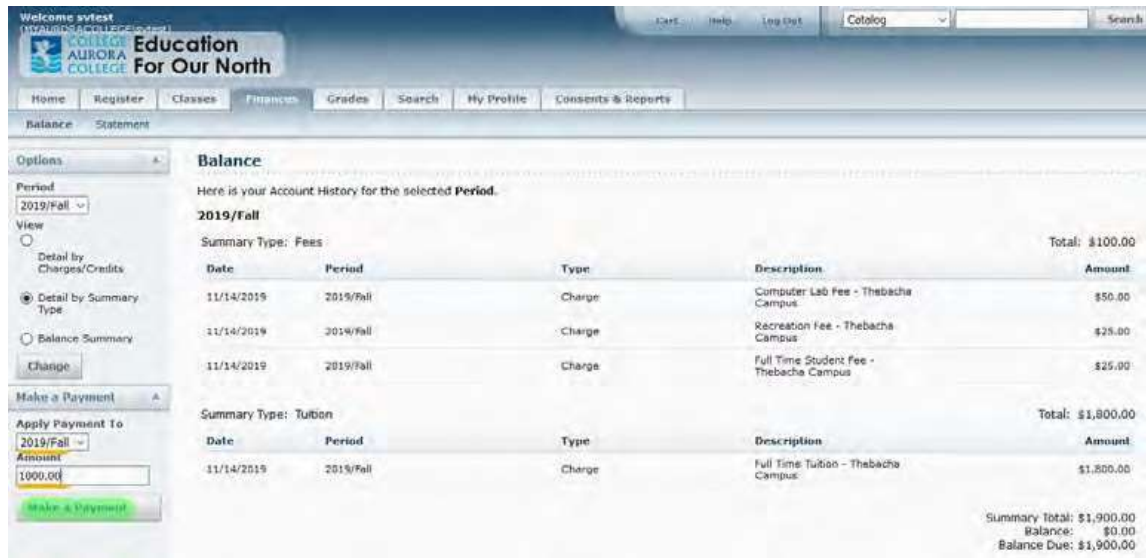
Date	Period	Type	Description	Amount	Total
11/14/2019	2019/Fall	Charge	Computer Lab Fee - Thebooks Campus	\$50.00	Total: \$100.00
11/14/2019	2019/Fall	Charge	Recreation Fee - Thebooks Campus	\$50.00	
11/14/2019	2019/Fall	Charge	Full Time Student Fee - Thebooks Campus	\$25.00	
Summary Type: Tuition					Total: \$1,800.00
Date	Period	Type	Description	Amount	
11/14/2019	2019/Fall	Charge	Full Time Tuition - Thebooks Campus	\$1,800.00	
Summary Total:				\$1,900.00	
Balance:				\$0.00	
Balance Due:				\$1,900.00	

Payments

You can make a VISA or Mastercard payment or debit card payment through MyAC Self-Service. This is the quickest and most efficient way to pay your outstanding balance.

Make a payment on your account:

After you have reviewed the balance on your account, in the 'Make a Payment' section of the left panel, select the Period / Term (ex. 2020 Fall) in the 'Apply Payment To' dropdown box. Then enter the amount you want to pay in the 'Amount' field and click the 'Make a Payment' button.



Balance

Here is your Account History for the selected Period.

2019/Fall

Summary Type: Fees Total: \$100.00

Date	Period	Type	Description	Amount
11/14/2019	2019/Fall	Charge	Computer Lab Fee - Thebacha Campus	\$50.00
11/14/2019	2019/Fall	Charge	Recreation Fee - Thebacha Campus	\$25.00
11/14/2019	2019/Fall	Charge	Full Time Student fee - Thebacha Campus	\$25.00

Summary Type: Tuition Total: \$1,800.00

Date	Period	Type	Description	Amount
11/14/2019	2019/Fall	Charge	Full Time Tuition - Thebacha Campus	\$1,800.00

Summary total: \$1,900.00
Balance: \$0.00
Balance Due: \$1,900.00

Note: You will receive a warning message stating that you will be redirected to a website outside Self-Service; click the OK button to go to the payment website.

Provide the credit / debit card information and follow the instructions on the payment website to pay your balance. Once the payment is done, you will be redirected back to Self-Service. If the payment was completed successfully, your balance will be updated immediately.



Balance

Here is your Account History for the selected Period.

2019/Fall

Summary Type: Fees Total: \$100.00

Date	Period	Type	Description	Amount
11/14/2019	2019/Fall	Charge	Computer Lab Fee - Thebacha Campus	\$50.00
11/14/2019	2019/Fall	Charge	Recreation Fee - Thebacha Campus	\$25.00
11/14/2019	2019/Fall	Charge	Full Time Student Fee - Thebacha Campus	\$25.00

Summary Type: Payments Total: (\$1,000.00)

Date	Period	Type	Description	Amount
10/22/2019	2019/Fall	Cash Receipt	Online Payment via Self Service	\$1,700.00

Summary Type: Tuition Total: \$1,800.00

Date	Period	Type	Description	Amount
11/14/2019	2019/Fall	Charge	Full Time Tuition - Thebacha Campus	\$1,800.00

Summary Total: \$900.00
Balance: \$0.00
Balance Due: \$900.00

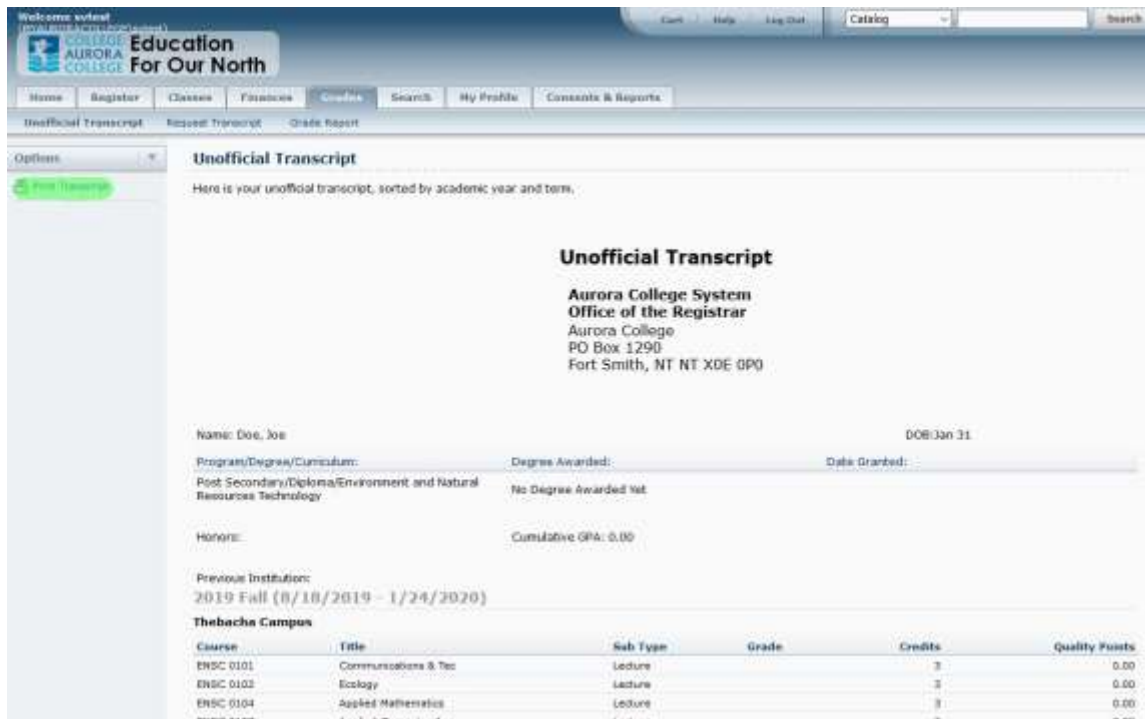
Transcripts

Transcripts are statements of the courses you have completed and your grades. They are sometimes required when you are applying to other schools, applying for scholarships, proving you completed your year of study to your funder, or just to confirm that your records are accurate. In MyAC Self-Service you can print your own Unofficial Transcript or request an Official Transcript.

Unofficial Transcript

You can print an unofficial transcript quickly in MyAC Self-Service. This may be all you need for your funder or for a scholarship. It is also useful for verifying your grades.

To print an unofficial transcript, select 'Unofficial Transcript' under the 'Grades' tab. You can review your grades on the screen. Then click the 'Print Transcript' option on the left to print the transcript.



Unofficial Transcript

Here is your unofficial transcript, sorted by academic year and term.

Unofficial Transcript

**Aurora College System
Office of the Registrar**
Aurora College
PO Box 1290
Fort Smith, NT NT XDE 0P0

Name: Joe Doe DOB: Jan 31

Program/Degree/Curriculum: Post-Secondary/Diploma/Environment and Natural Resources Technology Degree Awarded: No Degree Awarded Yet

Honors: Cumulative GPA: 0.00

Previous Institution:
2019 Fall (8/18/2019 - 1/24/2020)

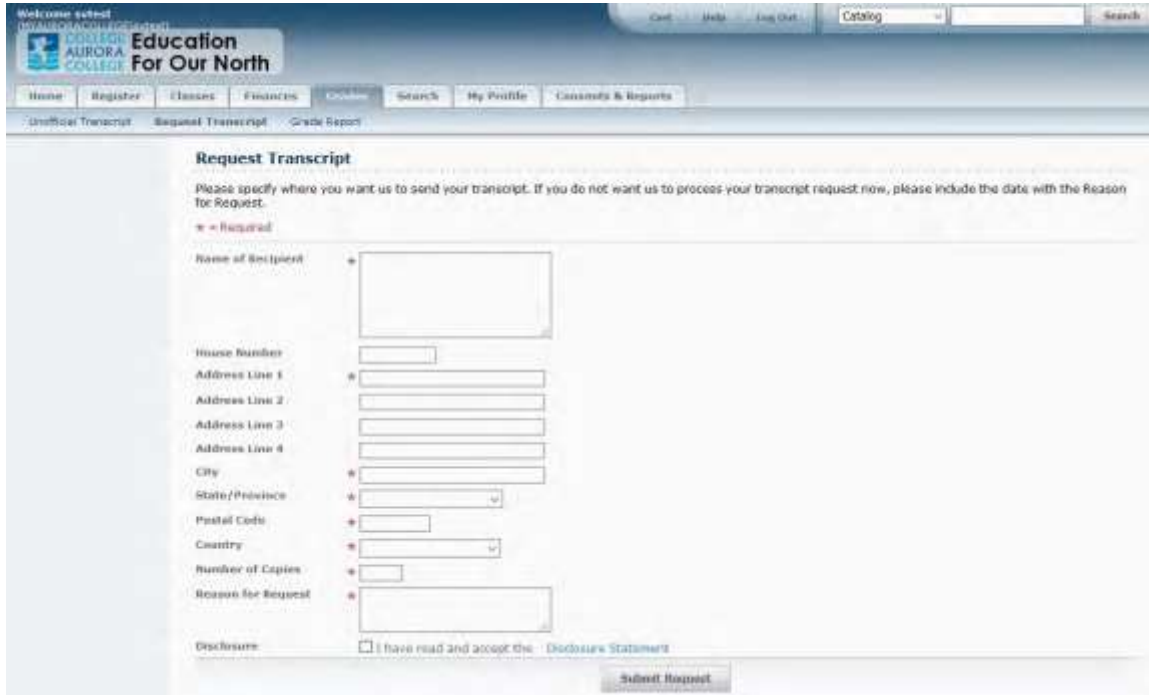
Thebacha Campus

Course	Title	Sub Type	Grade	Credits	Quality Points
ENSC 0101	Communications & Tec	Lecture		3	0.00
ENSC 0102	Ecology	Lecture		3	0.00
ENSC 0104	Applied Mathematics	Lecture		3	0.00
ENSC 0105	Applied Computer Sci	Lecture		3	0.00

Request for Official Transcript

You can request an official transcript quickly in MyAC Self-Service. An official transcript is often required when applying to another College or University. You do NOT need to request an official transcript from Aurora College if you are applying to an Aurora College program. Before you begin, make sure you have the address to which the official transcript will be sent.

To request an official transcript, select the 'Request Transcript' menu item under the Grades tab. Fill the online form and click 'Submit Request'.



The screenshot shows the 'Request Transcript' form in the MyAC Self-Service system. The page header includes the College Aurora logo and navigation links like 'Home', 'Register', 'Classes', 'Enriches', 'Courses', 'Search', 'My Profile', and 'Courses & Reports'. The form title is 'Request Transcript' and includes a note: 'Please specify where you want us to send your transcript. If you do not want us to process your transcript request now, please include the date with the Reason for Request.' The form fields are: 'Name of Recipient' (text input), 'House Number' (text input), 'Address Line 1' (text input), 'Address Line 2' (text input), 'Address Line 3' (text input), 'Address Line 4' (text input), 'City' (text input), 'State/Province' (dropdown menu), 'Postal Code' (text input), 'Country' (dropdown menu), 'Number of Copies' (text input), and 'Reason for Request' (text input). A 'Disclosure' section at the bottom has a checkbox for 'I have read and accept the Disclosure Statement' and a 'Submit Request' button.

You will be redirected to the confirmation page along with the Billing Information for the request. Click the 'Continue' button to pay the amount online.

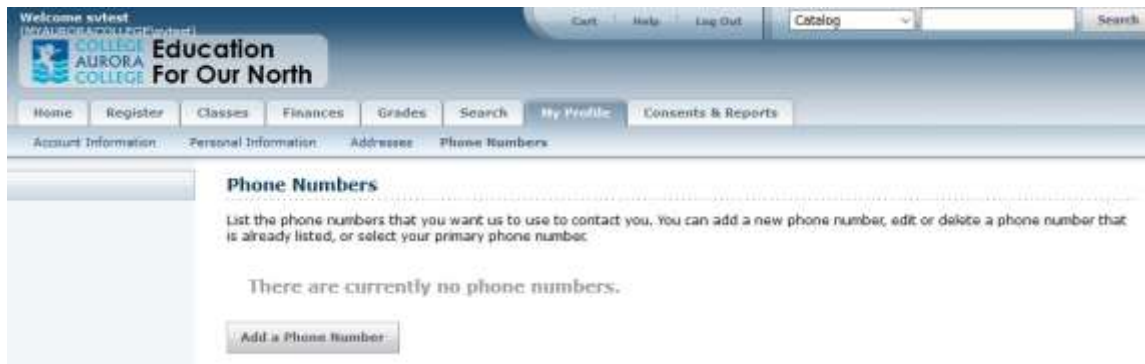
The request is confirmed once the payment is made. The Office of the Registrar will process the request and send the official transcript to the address on the request. It may take a few days to process the request. The official transcript will be mailed by regular mail service.

Updating Your Contact Information

It is important that you ensure that Aurora College has your current contact information. This includes your current phone number, email address and mailing address. If we do not have your current information you may miss out on important communications. To access your contact information, go to the 'My Profile' tab in MyAC Self-Service.

Update Phone Numbers

To add or edit your phone numbers, click on the 'Phone Numbers' menu item.



To add new numbers, click on 'Add a Phone Number' and enter the phone number along with the phone type and description. We recommend that you keep a current cell phone number on file while you are enrolled in school. You can have multiple phone numbers in your profile



Fill in all of the information on the form and then click the 'Save' button to add the phone number to your profile.

To edit your phone numbers, click the grey 'Edit' button on the right-hand side of your list. Update the fields on the form and click save. Be sure to identify your primary phone number.



Home Register Classes Finances Grades Search **My Profile** Consents & Reports

Account Information Personal Information **Addresses** Phone Numbers

Phone Numbers

List the phone numbers that you want us to use to contact you. You can add a new phone number, edit or delete a phone number that is already listed, or select your primary phone number.

Phone Type	Description	Phone Number	Country	Do Not Call Reason	Actions
Cell	Daytime Phone(Primary)	8678720000	Canada		

[Add a Phone Number](#)

Update Addresses

To add or edit your mailing addresses, click on 'Address' menu item under the 'My Profile' tab. You **MUST** have a 'Preferred' address on your profile. You can add a new address such as a summer mailing address, your parents' address, or a new address to which you are moving. You should also have a school address in your profile if you are living in residence.



Home Register Classes Finances Grades Search **My Profile** Consents & Reports

Account Information Personal Information **Addresses** Phone Numbers

My Address

My Address

[Add Address](#)

[Manage Addresses](#)

Current Preferred

Type: Permanent Address
50 Conibear
Yellowknife, NT X0E 0Y0
Canada

[Edit Address](#)

New

Moving soon?
Set up and schedule a future address change.

[Add Address](#)

Manage

View and Manage all of your existing address information.

[Manage Addresses](#)

Click the 'Add Address' option to add new address. Complete all of the fields and then click 'Save'. The address change will be sent to the Office of the Registrar for approval. The status will show as 'Pending' until the address is approved.



Home Register Classes Finances Grades Search **My Profile** Consents & Reports

Account Information Personal Information **Addresses** Phone Numbers

Add Address

* = Required

Address Type * Home

House Number

Address Line 1 * 1350 McDougal Rd

Address Line 2

Address Line 3

Address Line 4

City * Inuvik

State/Province NW Territories

Postal Code X0E0C0

Country * Canada

Effective Date * 11/29/2019



Education For Our North

Home Register Classes Finances Grades Search My Profile Consents & Reports

Account Information Personal Information **Addresses** Phone Numbers

My Address
Add Address
Manage Addresses

Manage Addresses

Card View List View

Type	Status	Address	Active Date	Actions
Permanent Address(Preferrred)	Approved	50 Conibear Yellowknife, NT X0E 0Y9	9/1/2019	Edit Add Address
Home	Pending	1350 McDougal Rd Inuvik, NT X0E0C0	11/29/2019	

Once the address is approved, you have additional options like 'Edit', 'Delete' and 'Make Preferred'. Click on 'Manage Addresses' in the left menu.



Education For Our North

Home Register Classes Finances Grades Search My Profile Consents & Reports

Account Information Personal Information **Addresses** Phone Numbers

My Address
Add Address
Manage Addresses

Manage Addresses

Card View List View

Type	Status	Address	Active Date	Actions
Permanent Address(Preferrred)	Approved	50 Conibear Yellowknife, NT X0E 0Y9	9/1/2019	Edit Add Address
Home	Approved	1350 McDougal Rd Inuvik, NT X0E0C0	11/29/2019	Edit Delete Make Preferred Add Address