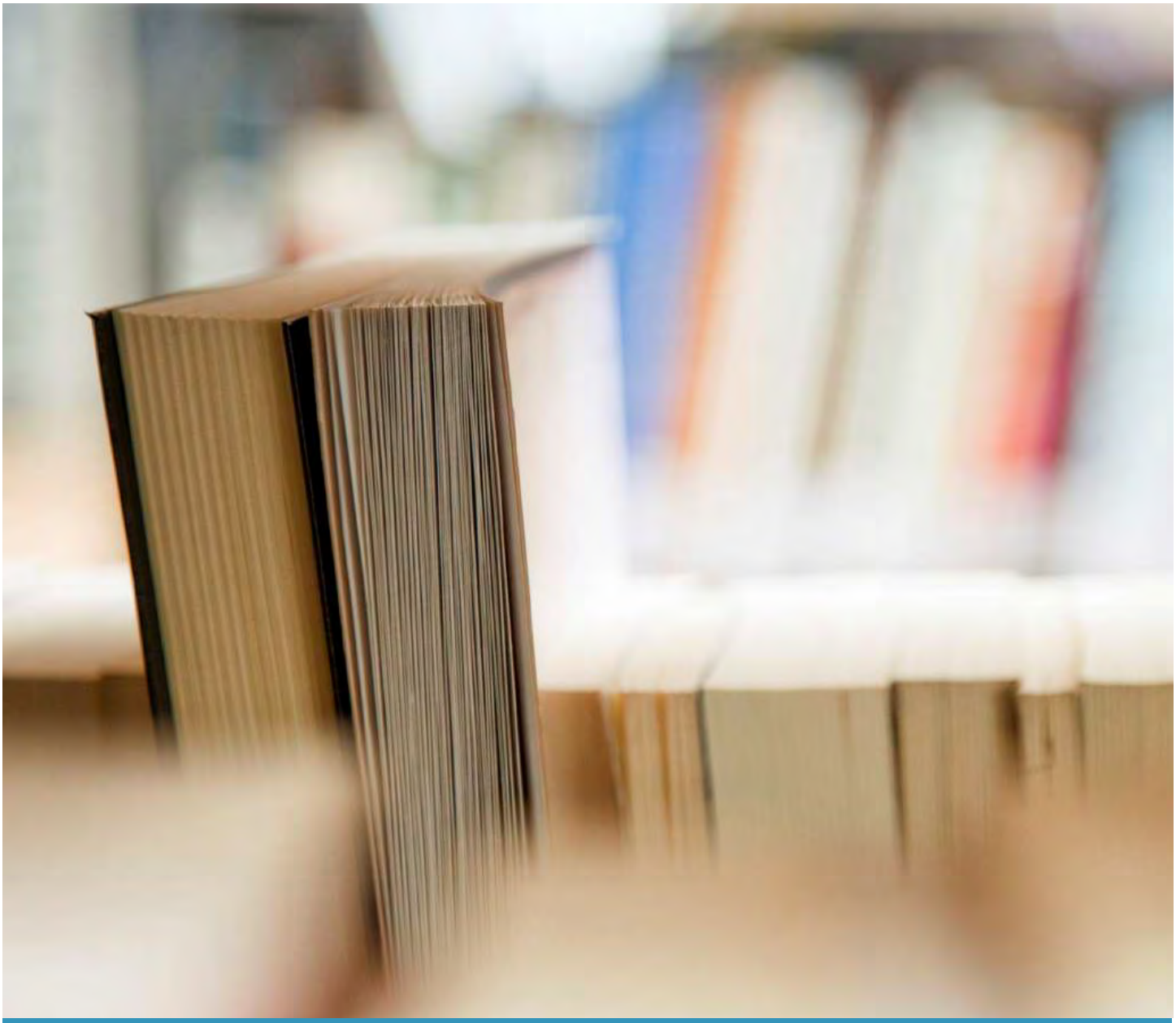

# Ellucian PowerCampus Self Service

## Student Guide

COLLÈGE AURORA COLLEGE

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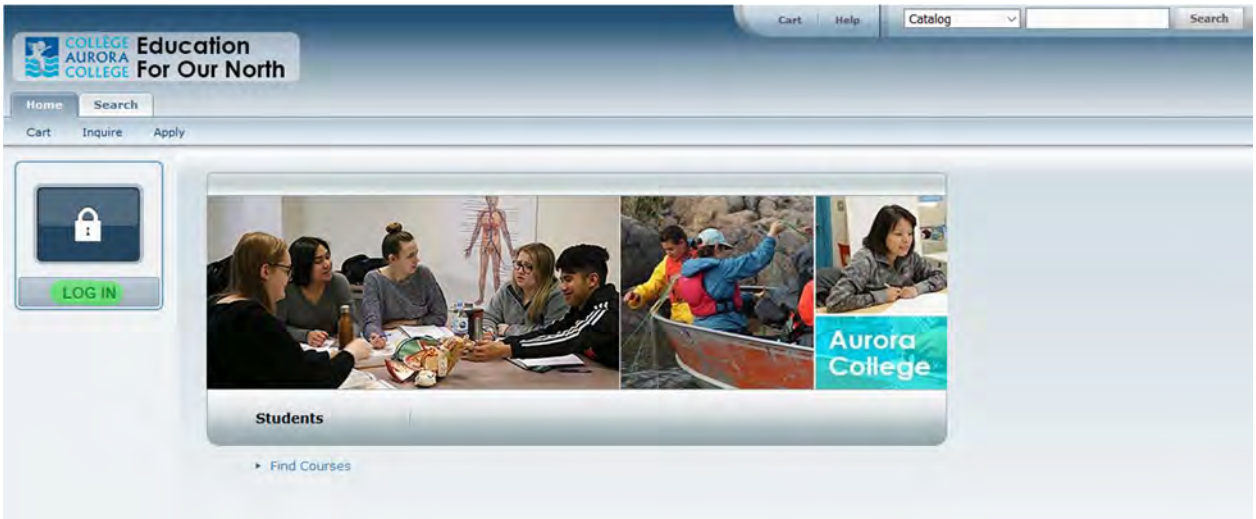
## Accessing Ellucian PowerCampus Self Service

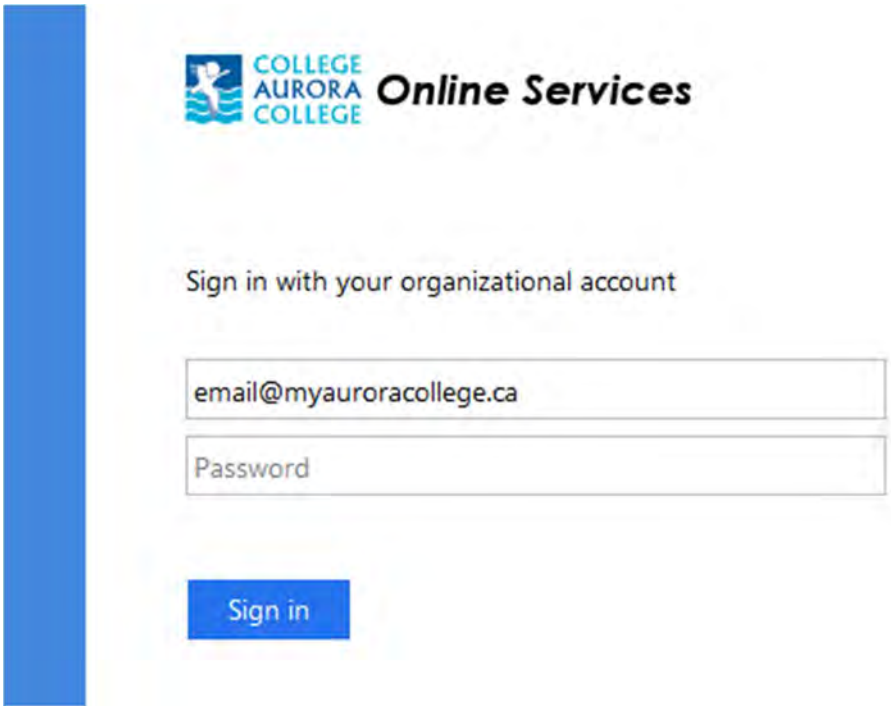
The PowerCampus Self Service application is accessible by clicking this link Self Service.

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

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




On clicking the 'LOG IN' button, you will be redirected to the organizational account sign in screen.




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

## First-Time Login

If this is your first time logging in to Self Service –

- Click Log Out
- Log back in using the URL: **https://myac.auroracollege.nt.ca**

## Account Verification

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

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.

Enter the First Name, Last Name and Date of Birth as stated in the college records. Click 'Verify Account'

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

Click the 'Log Out' link on the top right.

Re-login to Self Service using the URL: **https://myac.auroracollege.nt.ca**

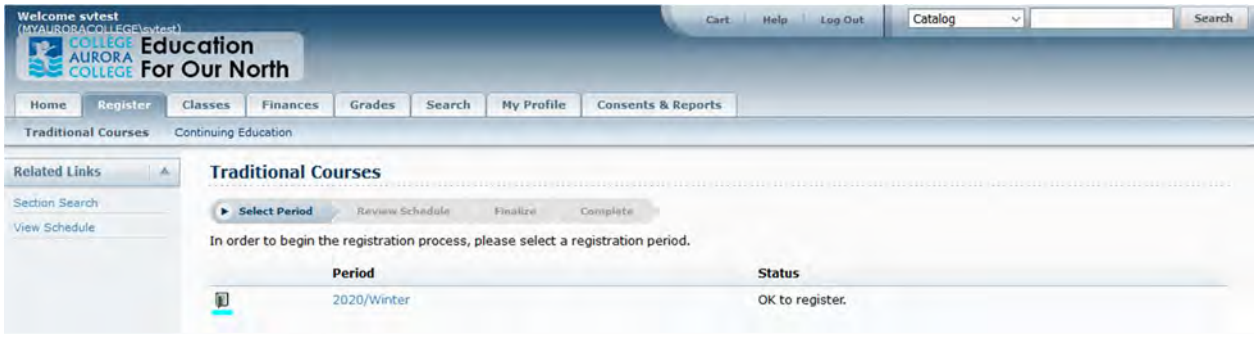
## Student Home Screen View

# Registration

Meet with your advisor prior to registration to decide on the courses to register for the term.

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.

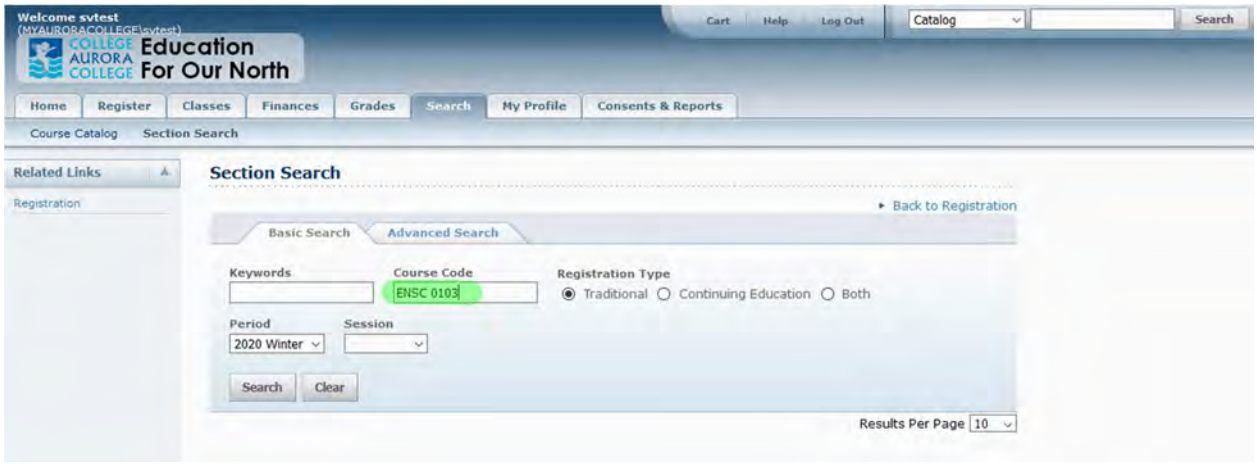



Select the Period or Term

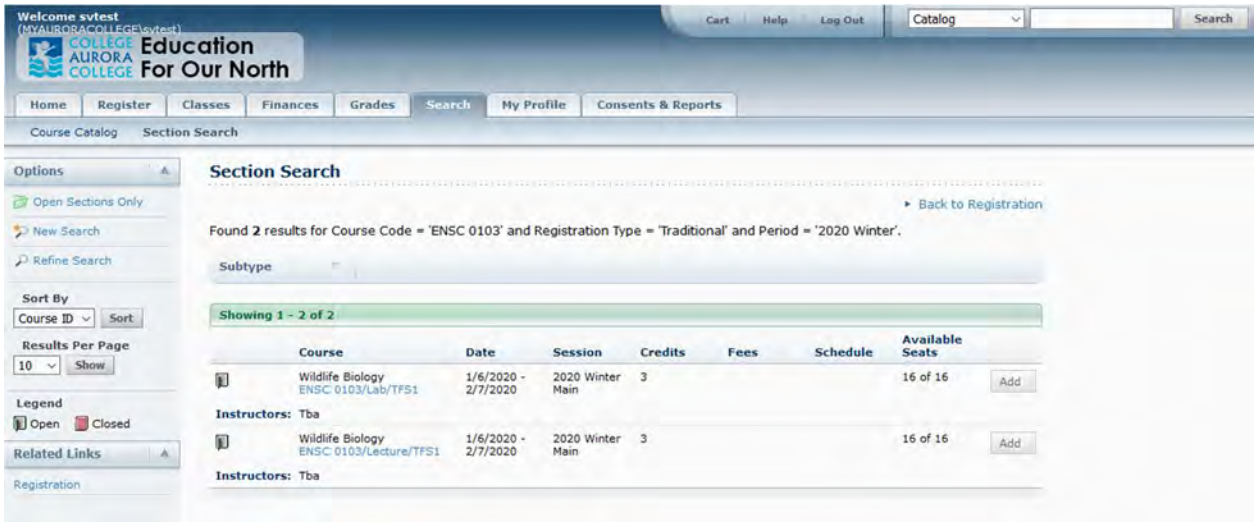
## Section Search

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 in 'Course Code' and search

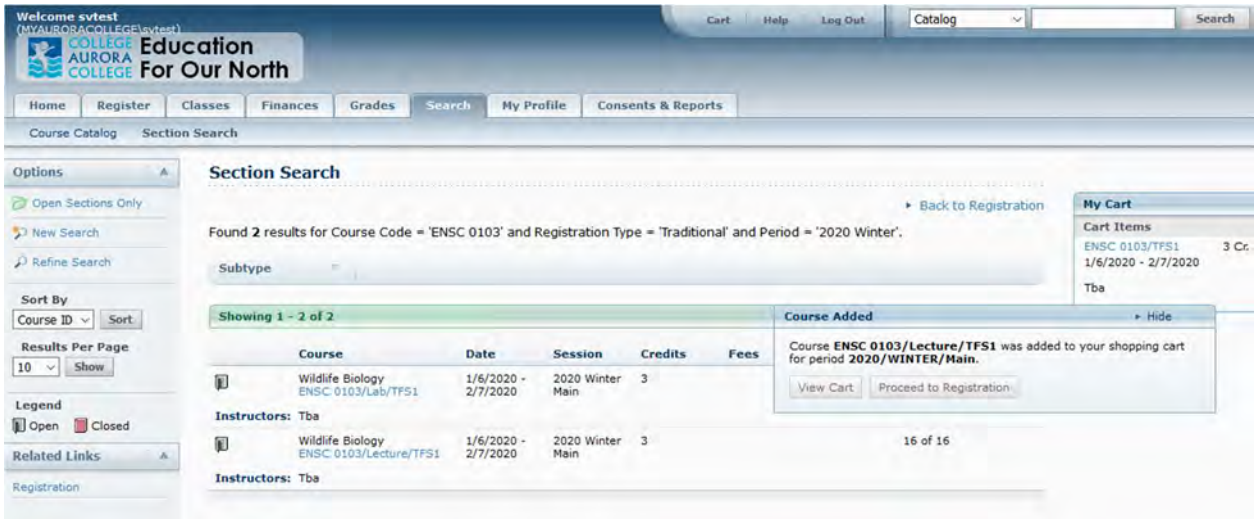



The example course has two components – Lecture and Lab.



## Register for Courses

Click 'Add' button to add the course section to your schedule.




Search and add all the courses to register for the term and 'Proceed to Registration'

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

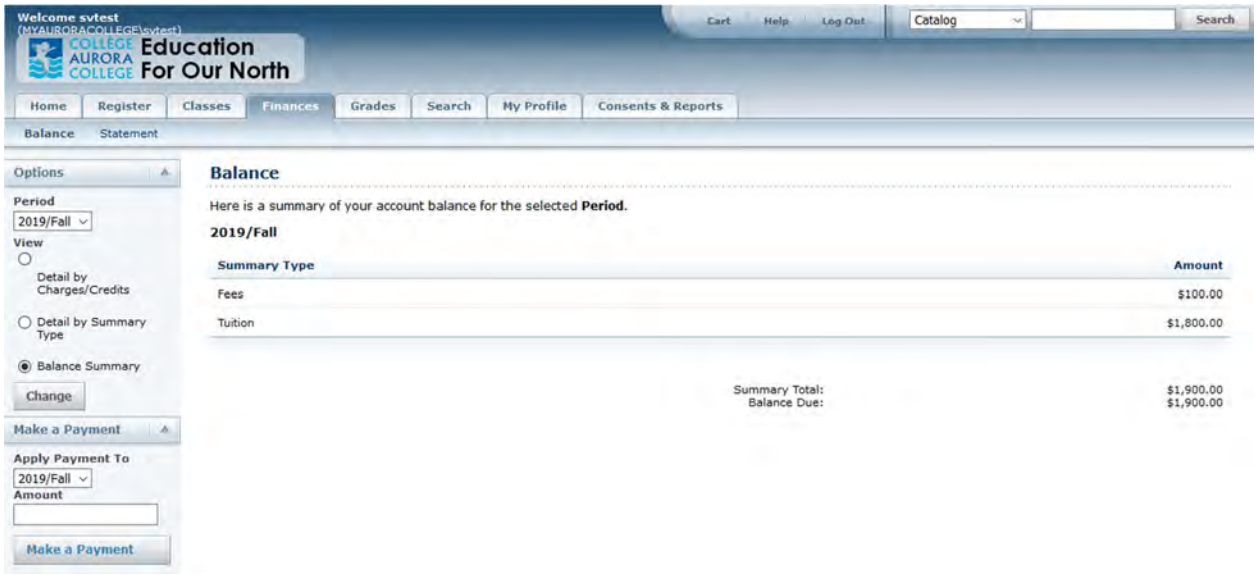
Click on 'View Schedule' to check the status of the registration

# Bills and Payments

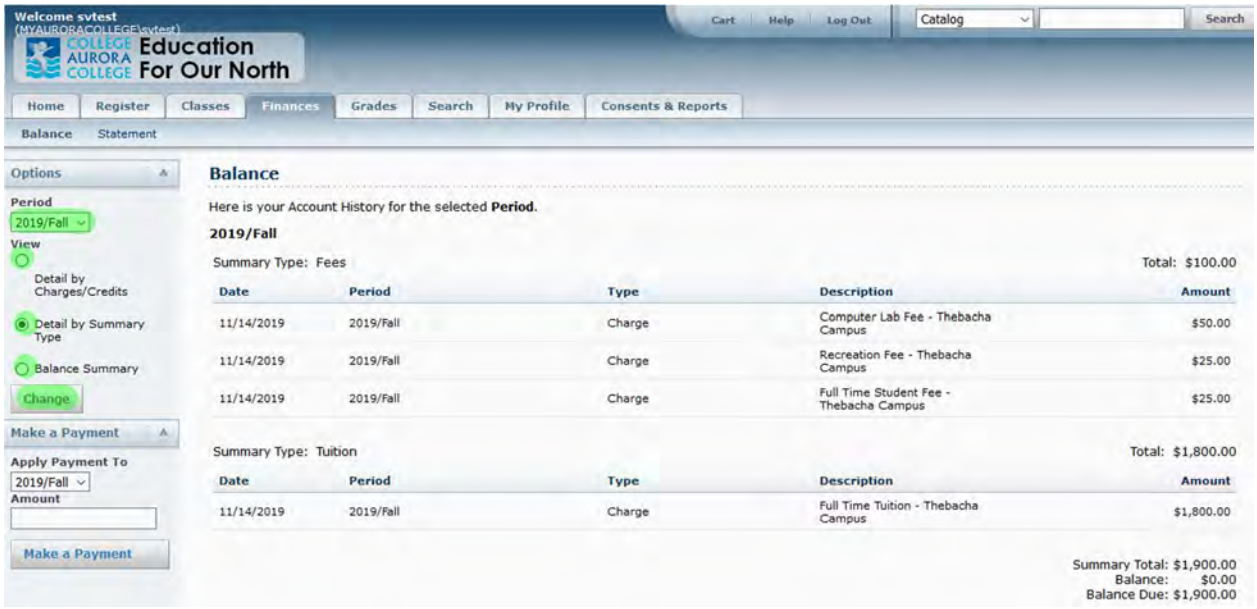
The 'Finances' tab has the options to view the charges and fees by term and make online payments.

## Charges and Fees

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




Select the Period / Term, change the view options and click the 'Change' button on the left panel to view the charge details

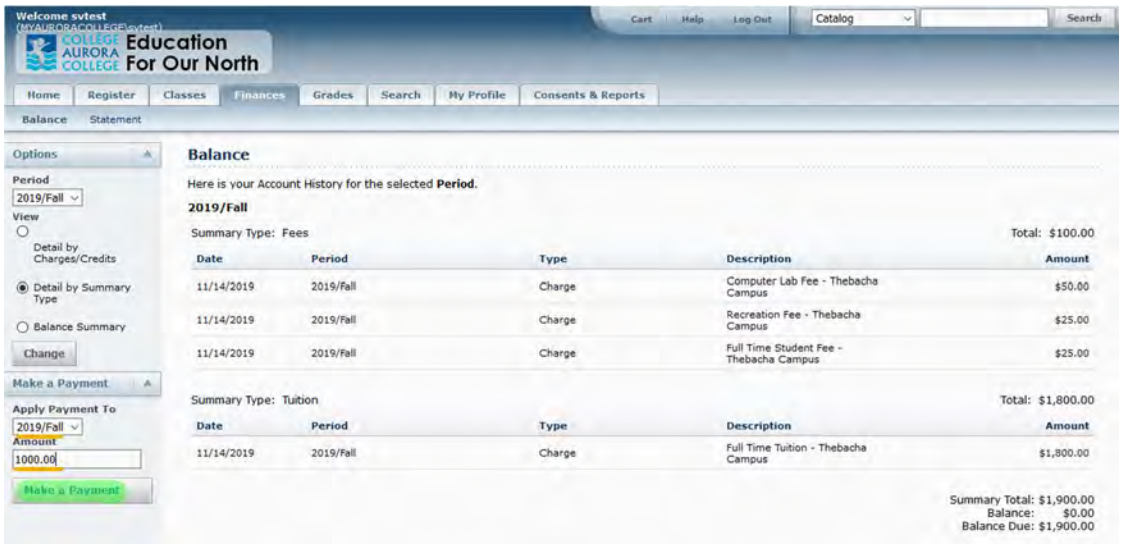


## Payments

You will need a Credit / Debit card with VISA or Mastercard sign to make payments online.

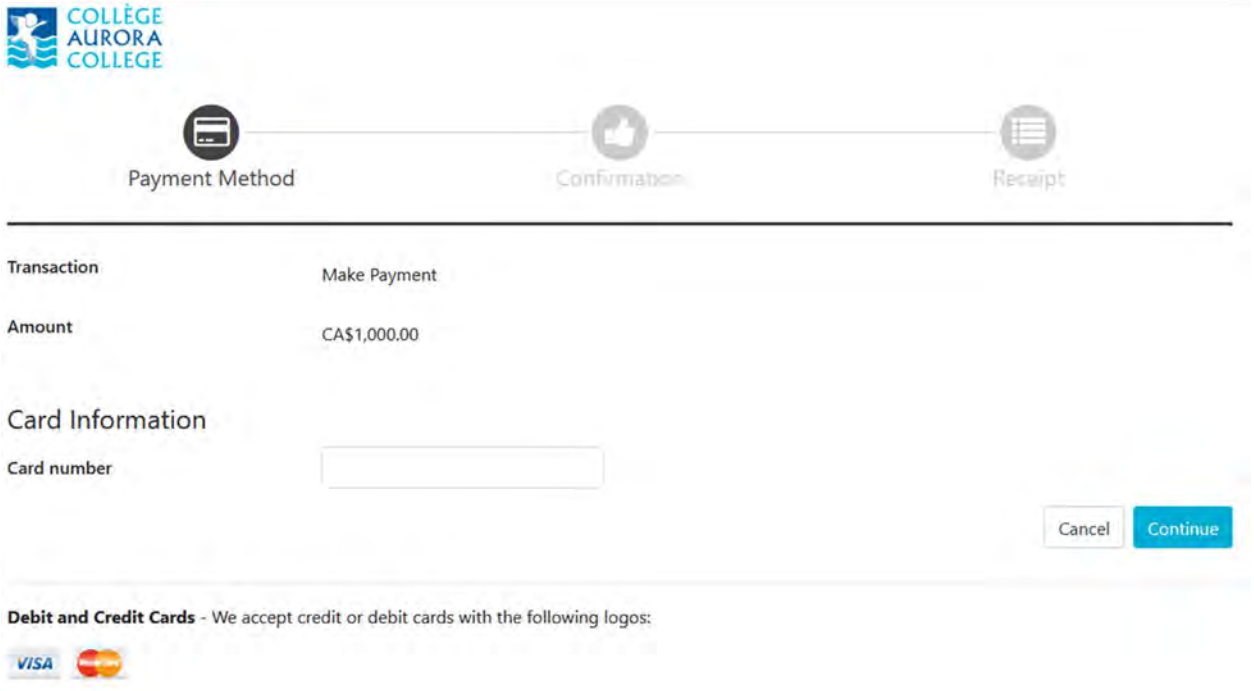
Select the 'Balance' menu item under the 'Finances' tab.

In the 'Make a Payment' section of the left panel select the Period / Term, enter the payment amount and click the 'Make a Payment' button.

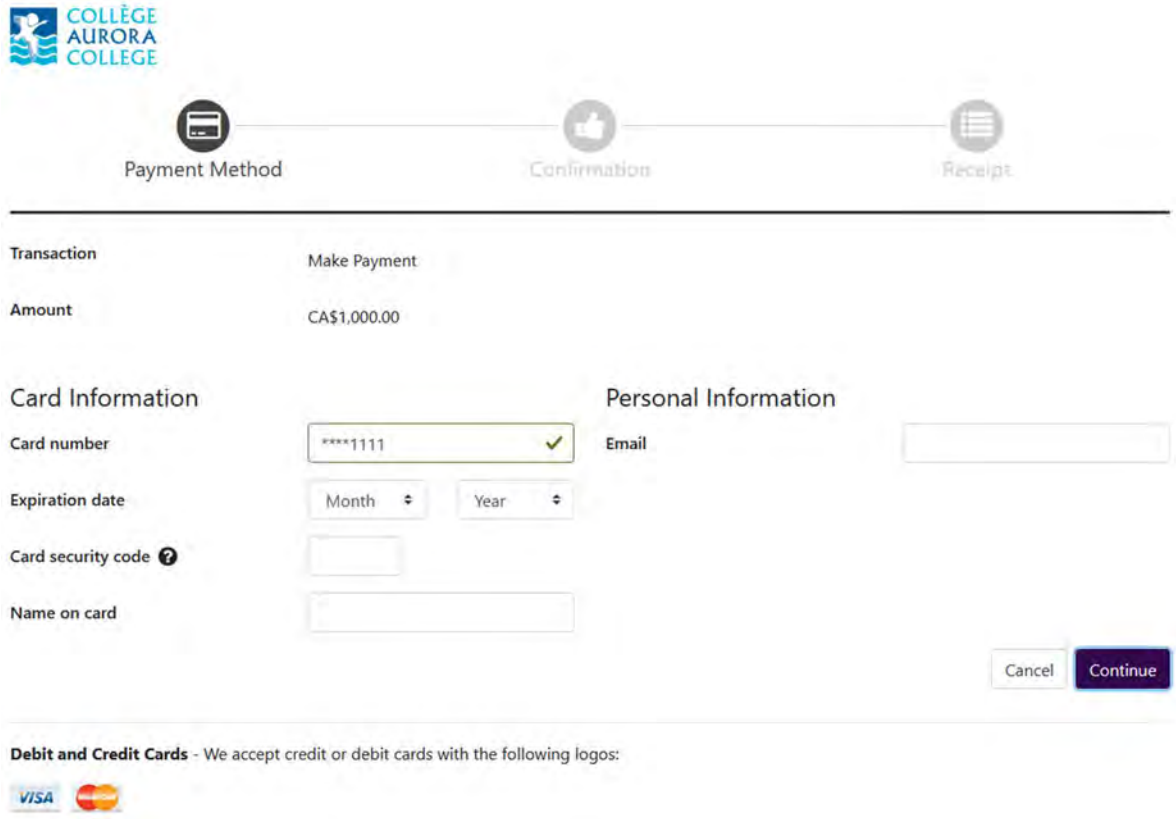



***You will receive a warning message stating that you will be redirected to a website outside Self-Service; click the OK button to go to the payment website.***

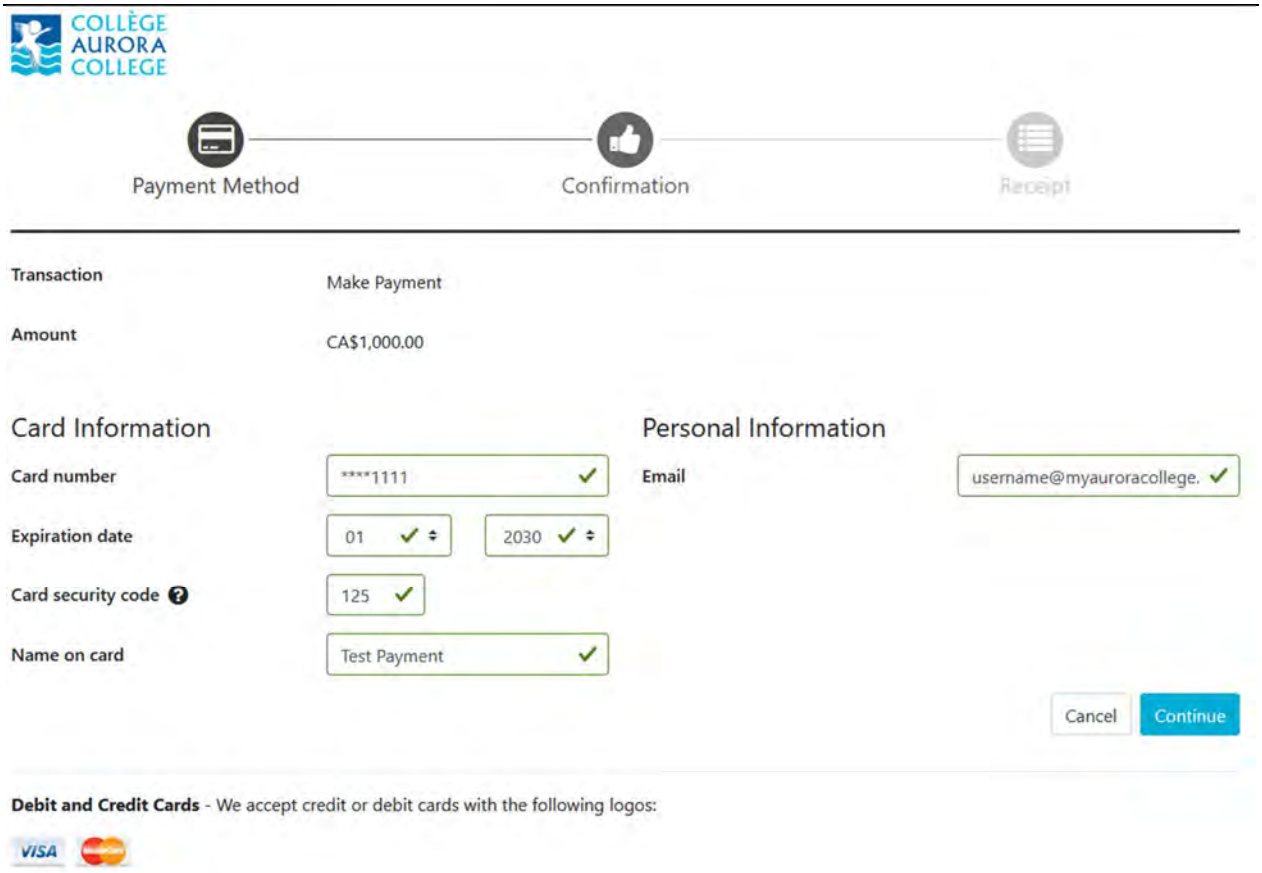
You will be redirected to the screen as shown below:



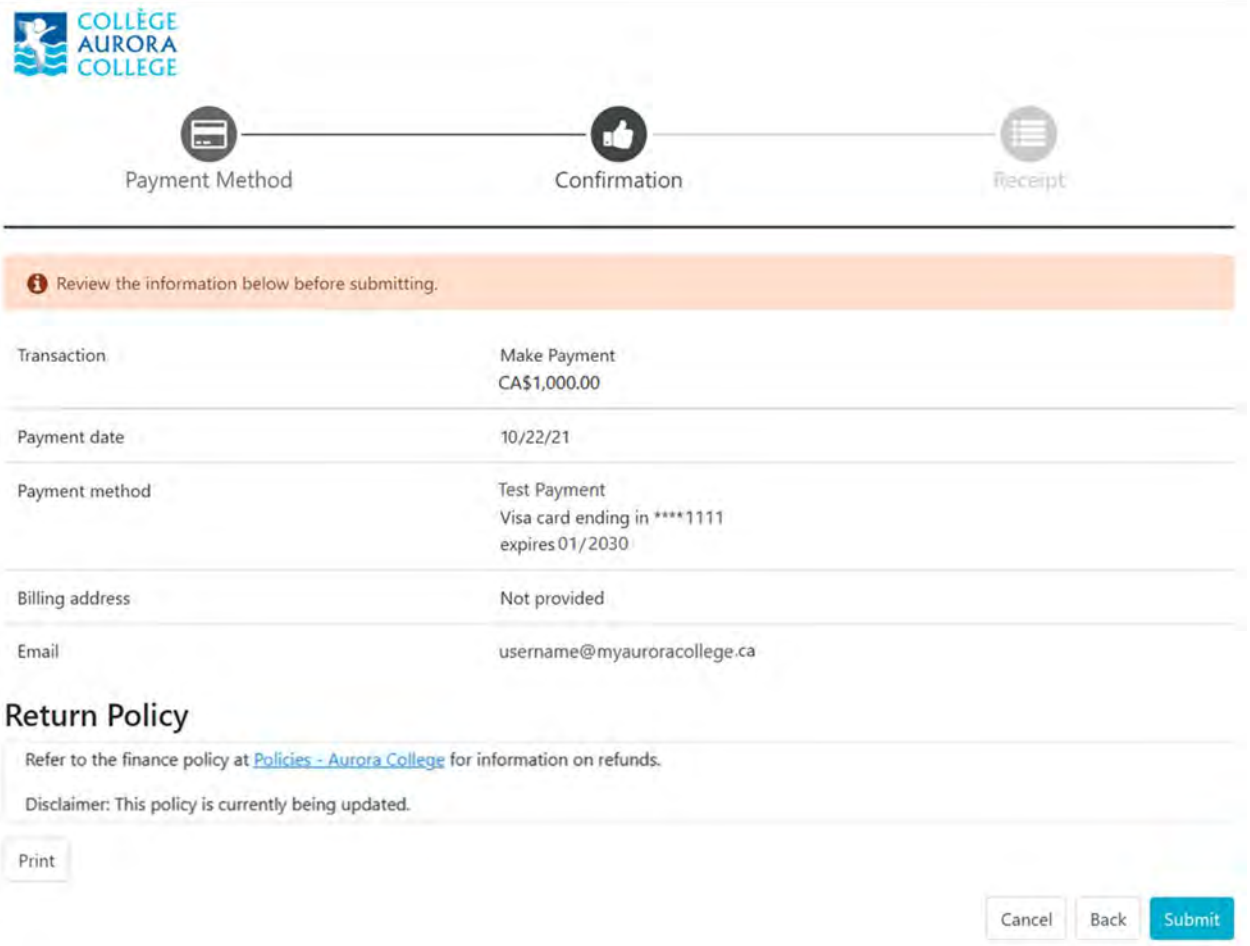

Enter the credit / debit card number and click 'Continue'.




Provide the card expiration date, the card security code, the name on card and the email id to receive the payment receipt.



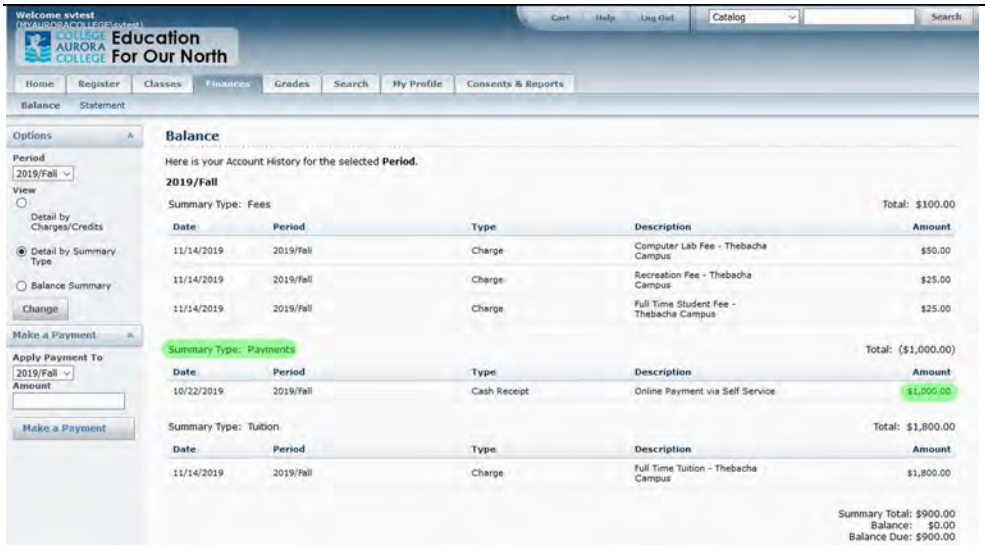

Click the 'Continue' button. You will be redirected to a screen to review the payment information.




Click 'Submit' to confirm the payment. You will see a message "Payment successful! In order to complete your transaction, you must click Finish. A copy of this receipt was emailed to username@myauroracollege.ca."

Click the 'Finish' button to be redirected back to Self Service.

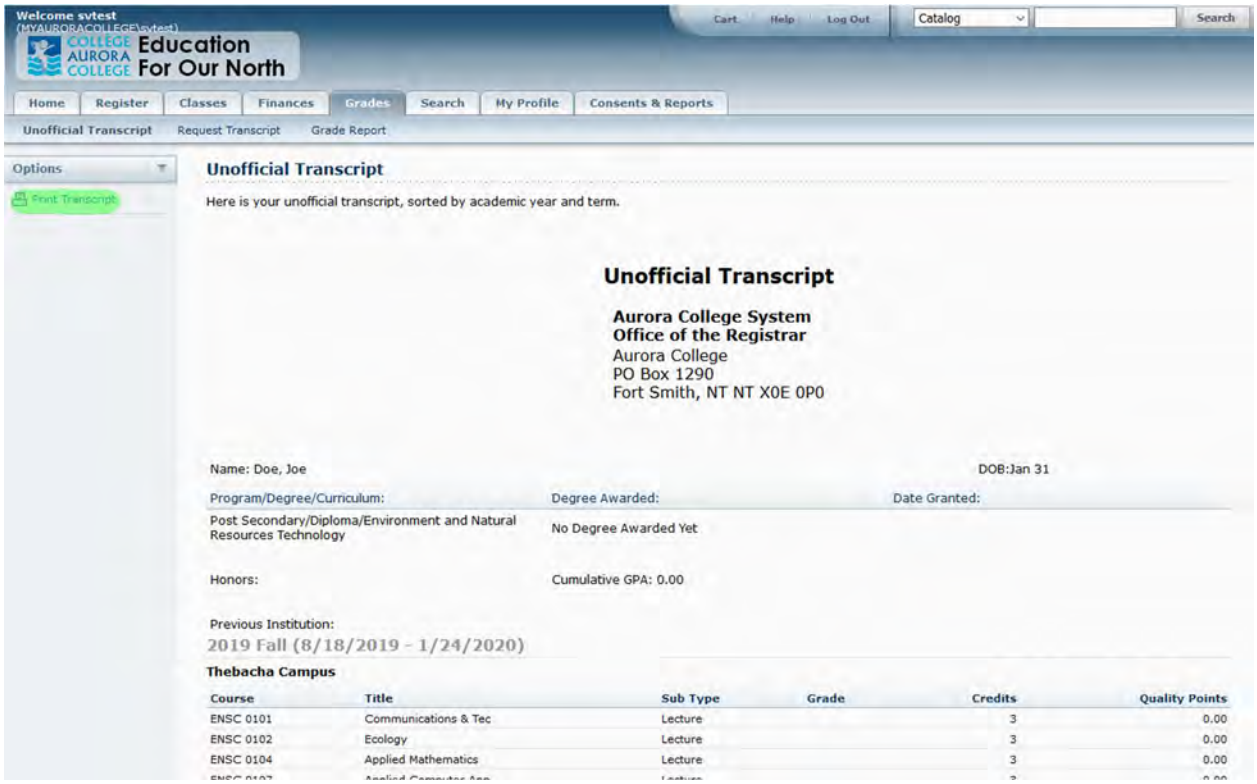
If the Payment was completed successfully, your balance would be updated immediately.




# Transcripts

## Unofficial Transcript

Select 'Unofficial Transcript' under the 'Grades' tab

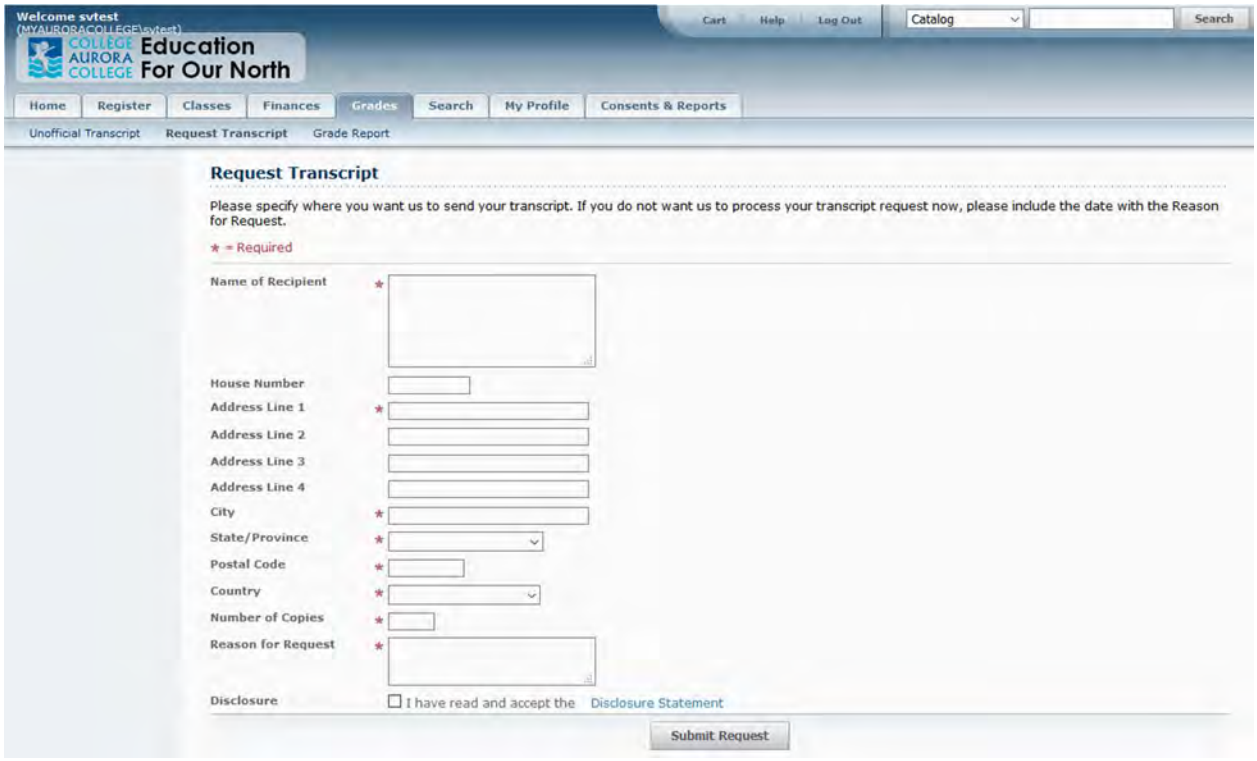



Use the 'Print Transcript' option on the left to print the transcript

## Request for Official Transcript

Select the 'Request Transcript' menu item under the Grades tab

Fill the online form and click 'Submit Request'




You will be redirected to the confirmation page along with the Billing Information for the request.

Click '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.

# Updating Your Contact Information

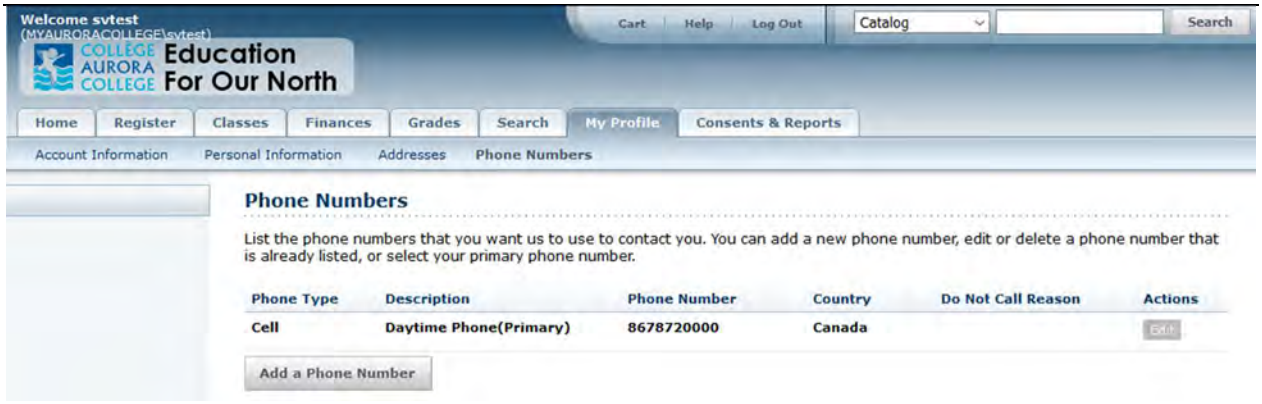
Go to the 'My Profile' tab to update your contact information.

## Update Phone Numbers

Select the 'My Profile' tab and 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.

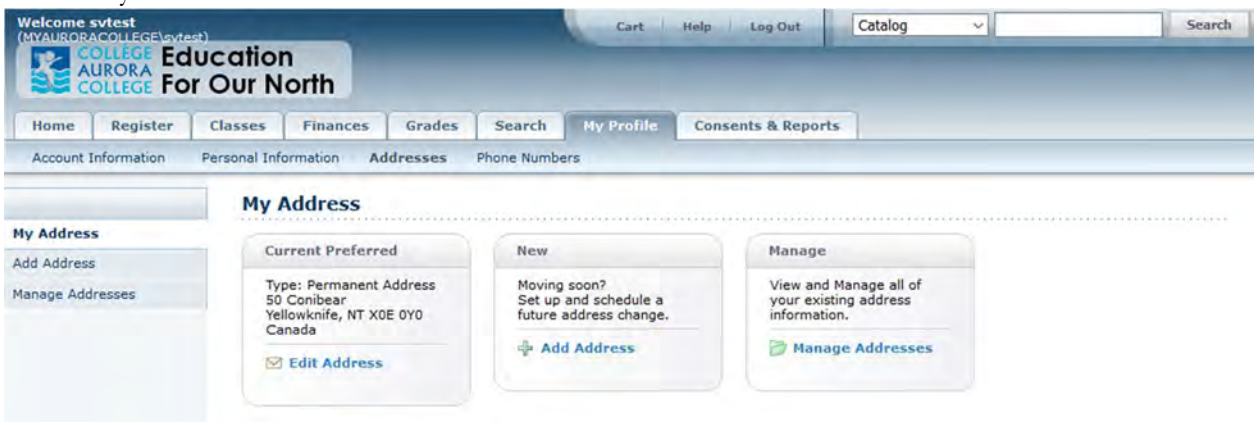
Click the 'Save' button to add the phone number to your profile.




The phone numbers could be updated by clicking the grey 'Edit' button on the right-hand side.

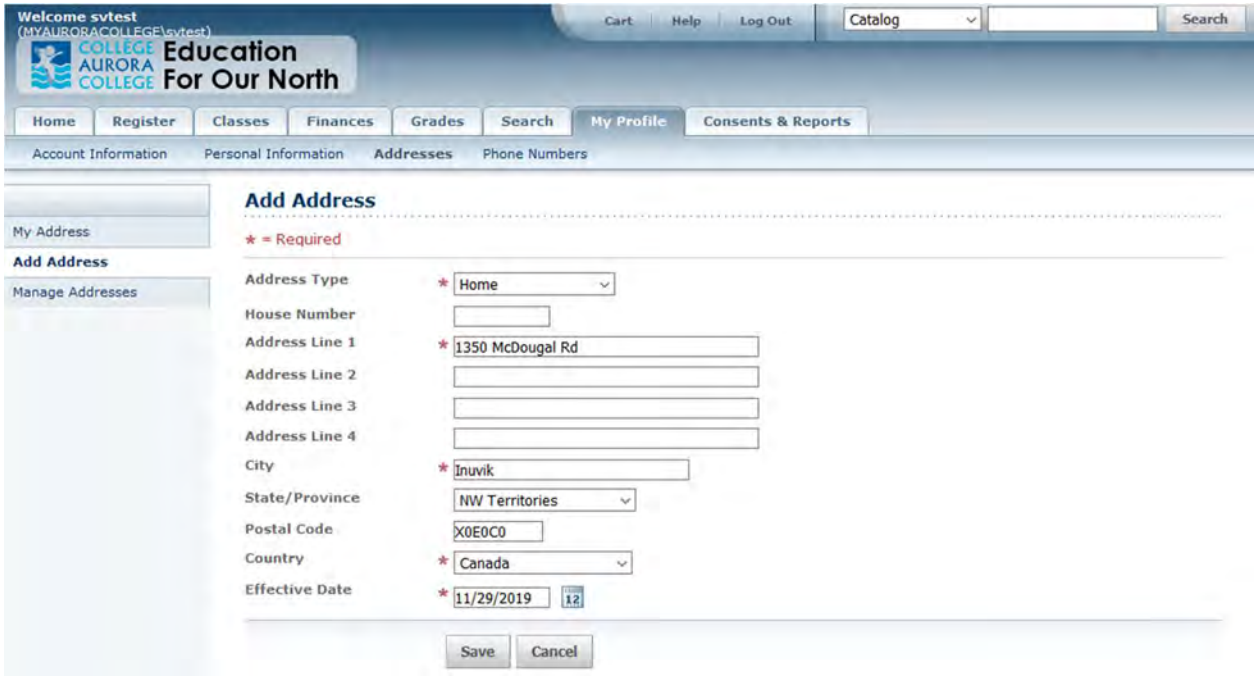
## Update Addresses

Select 'My Profile' tab and click on 'Address' menu item

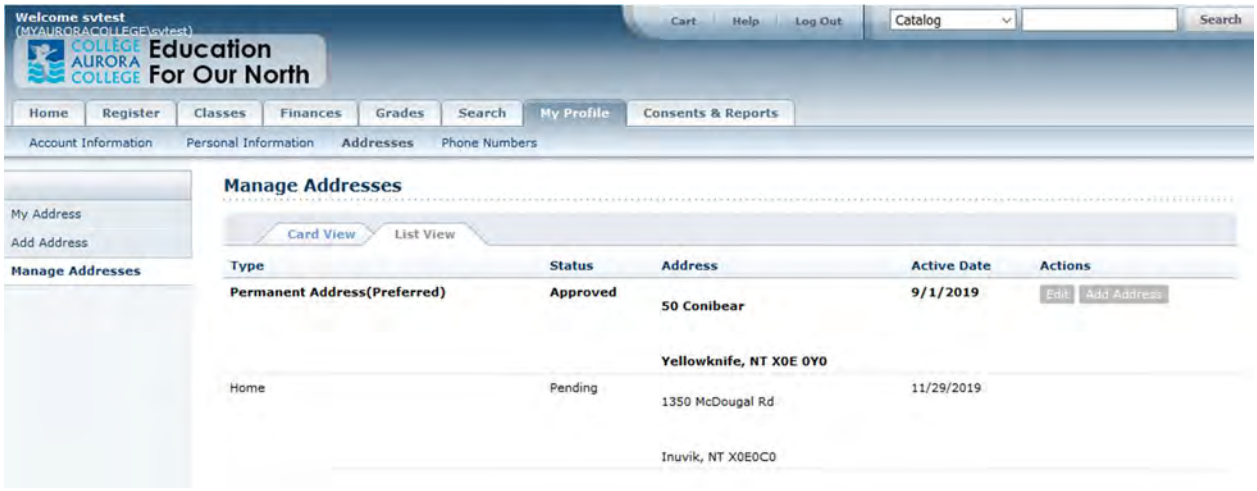



You can edit the current address, add new addresses and change preferred addresses through this screen.

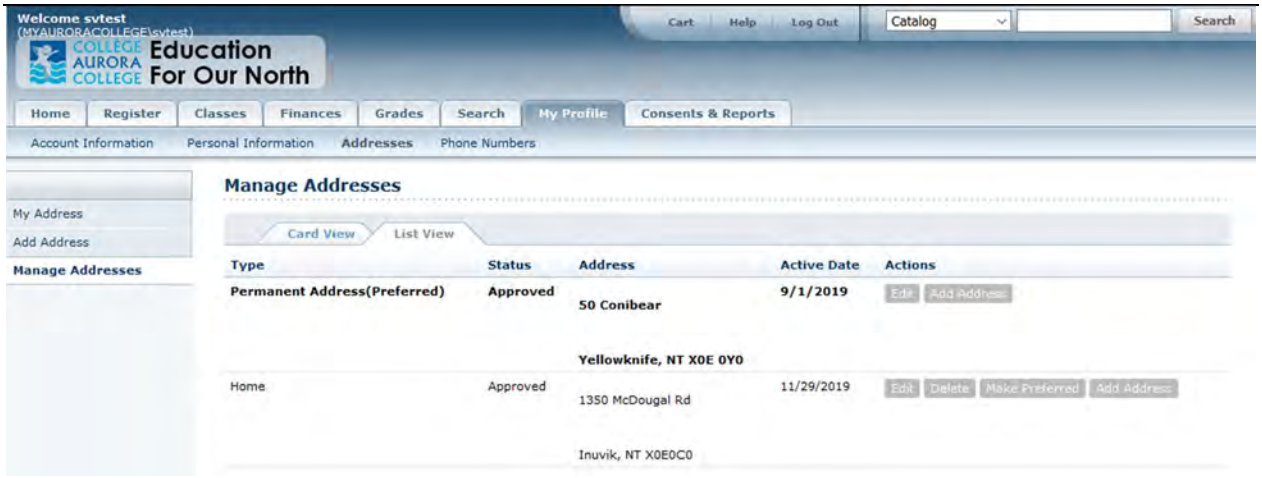
Click the 'Add Address' option to add new address.




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.




Once the address is approved, you would have additional options like 'Edit', 'Delete' and 'Make Preferred'


Welcome svtest
(MYAURORACOLLEGE\svtest)
Cart
Help
Log Out
Catalog
Search
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(Preferred)
Approved
50 Conibear
Yellowknife, NT X0E 0Y0
9/1/2019
Edit
Add Address
Home
Approved
1350 McDougal Rd
Inuvik, NT X0E0C0
11/29/2019
Edit
Delete
Make Preferred
Add Address