



Ellucian PowerCampus Self Service

Student Guide



Contents

Accessing Ellucian PowerCampus Self Service	3
First-Time Login	4
Account Verification	4
Student Home Screen View	6
Registration	7
Section Search	8
Register for Courses	9
Bills and Payments	11
Charges and Fees	11
Payments	12
Transcripts	16
Unofficial Transcript	16
Request for Official Transcript	18
Updating Your Contact Information	19
Update Phone Numbers	19
Update Addresses	20

Accessing Ellucian PowerCampus Self Service

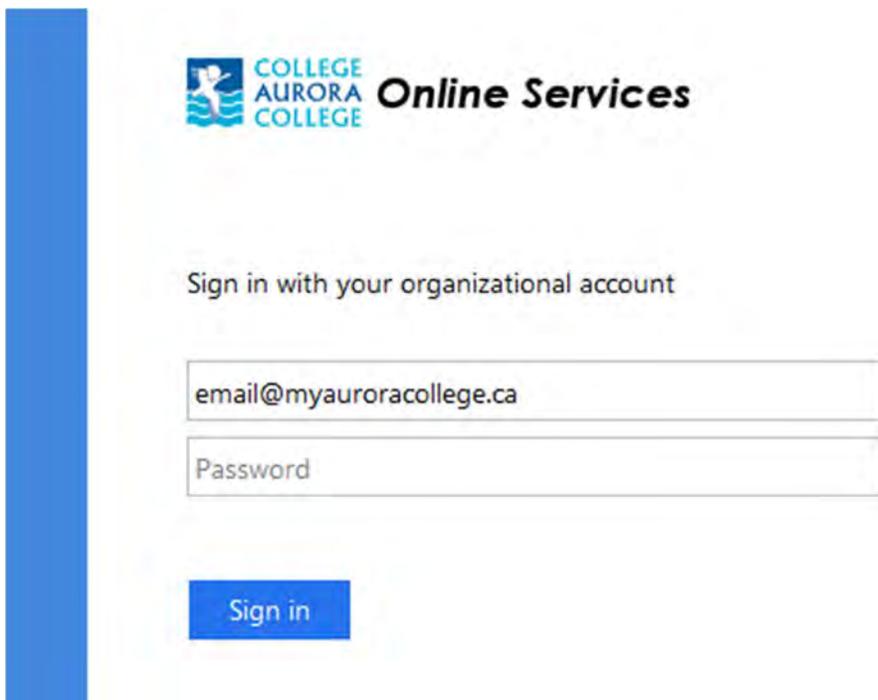
The PowerCampus Self Service application is accessible by clicking this link [Self Service](#).

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.



Welcome svtest (MYAURORACOLLEGEsvtest) Cart Help Log Out

COLLÈGE AURORA COLLEGE Education For Our North

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

Verify 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.



Welcome svtest (MYAURORACOLLEGEsvtest) Cart Help Log Out

COLLÈGE AURORA COLLEGE Education For Our North

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

Verify Account

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:



Ellucian PowerCampus Self Service Student Guide



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

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



Ellucian PowerCampus Self Service Student Guide

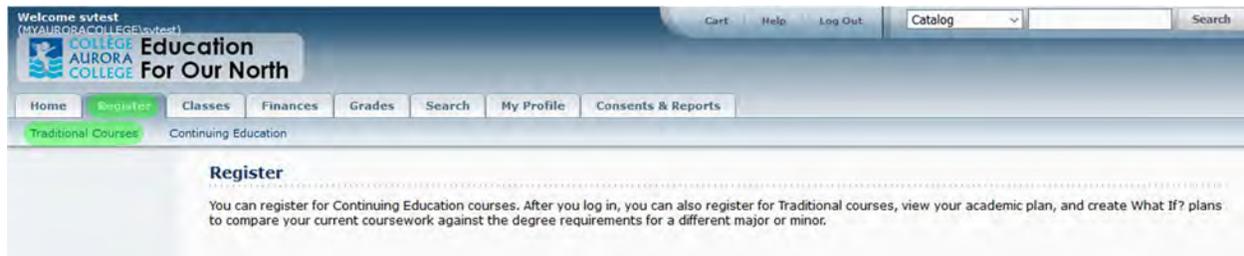
Student Home Screen View

The screenshot displays the student home screen of the Ellucian PowerCampus Self-Service system. At the top left, a welcome message reads "Welcome svtest (MYAURORACOLLEGE\svtest)". The main header features the "Education For Our North" logo and a navigation menu with buttons for Home, Register, Classes, Finances, Grades, Search, My Profile, and Consents & Reports. A secondary menu below includes Cart, Inquire, Apply, Application Status, and Checklist. The top right corner contains links for Cart, Help, Log Out, a Catalog dropdown, and a Search field. The central content area is dominated by a "Students" banner with three images: a group of students in a classroom, a student in a boat, and a student at a desk. Below the banner, a list of links includes "Find Courses", "Register", and "View Schedule". The footer contains the text "PowerCampus® Self-Service 3.8.3 • Copyright 1995 - 2019 Ellucian Company L.P. and its affiliates."

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.



Period	Status
2020/Winter	OK to register.

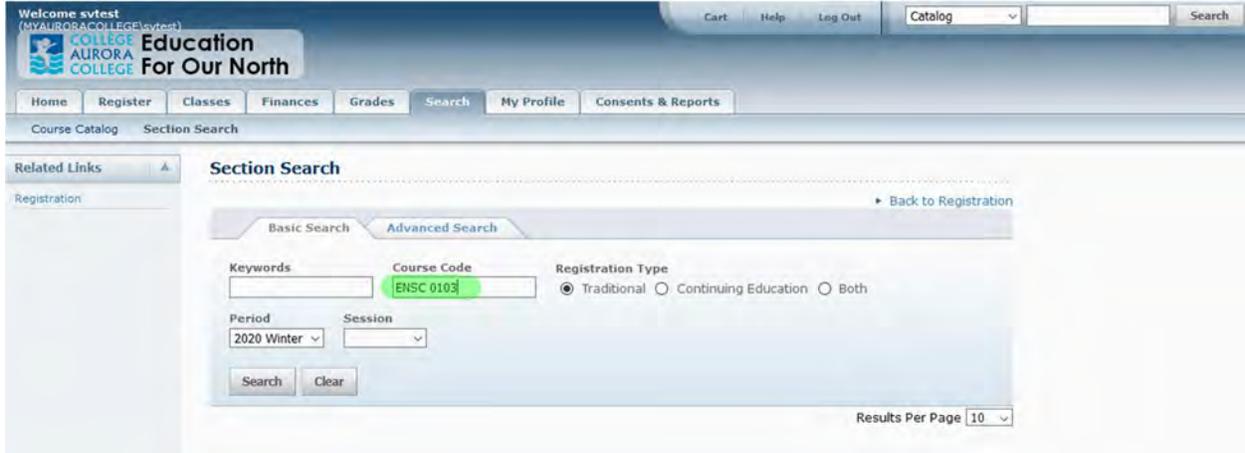
Select the Period or Term



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



Section Search

Basic Search | Advanced Search

Keywords:

Course Code:

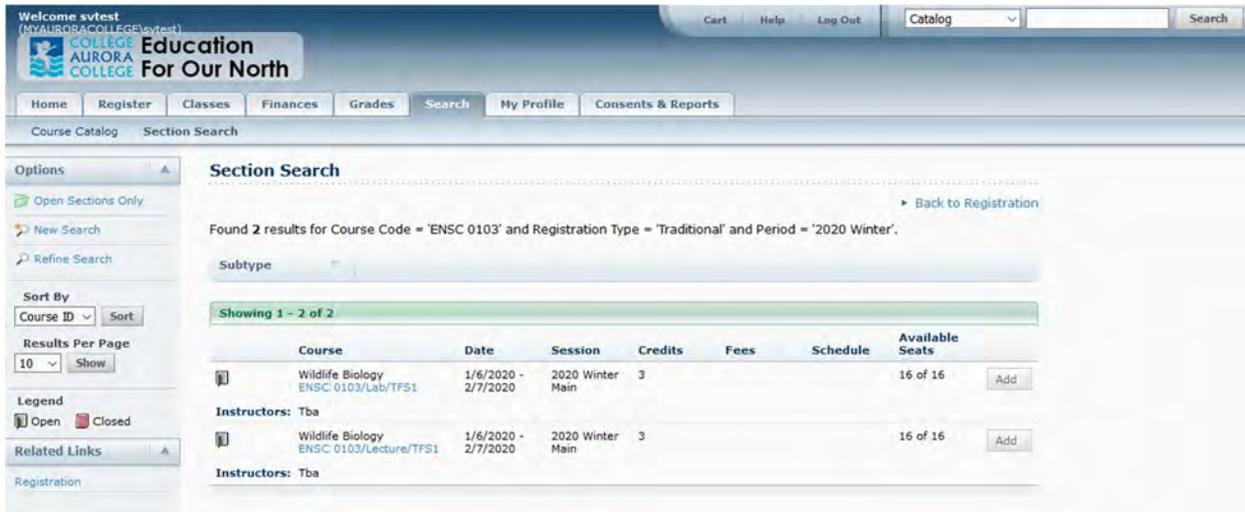
Registration Type: Traditional Continuing Education Both

Period: Session:

Search

Results Per Page:

The example course has two components – Lecture and Lab.



Section Search

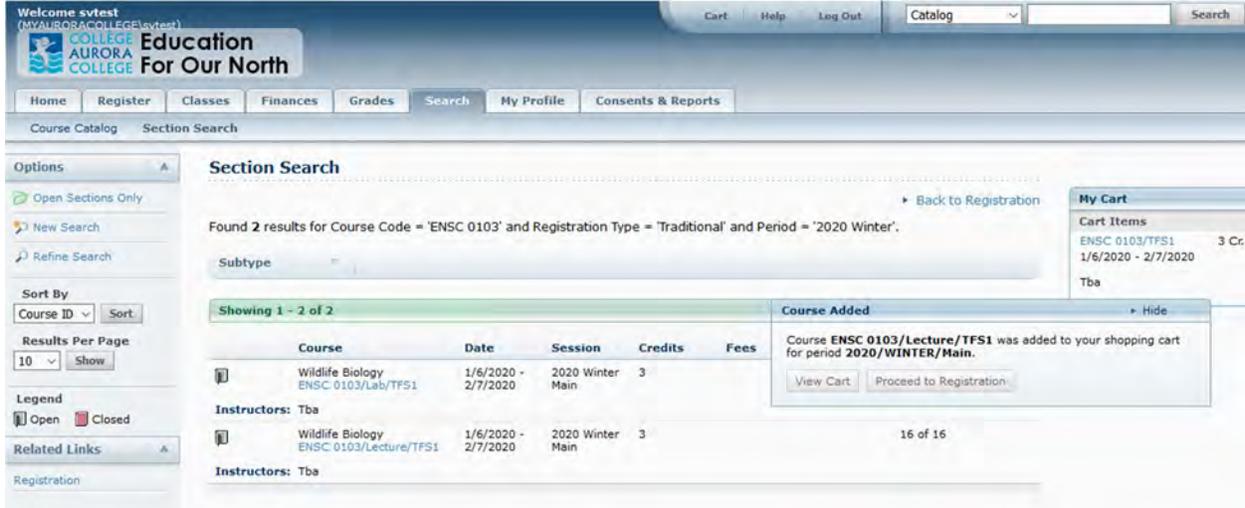
Found 2 results for Course Code = 'ENSC 0103' and Registration Type = 'Traditional' and Period = '2020 Winter'.

Showing 1 - 2 of 2

Course	Date	Session	Credits	Fees	Schedule	Available Seats
Wildlife Biology ENSC 0103/Lab/TFS1	1/6/2020 - 2/7/2020	2020 Winter Main	3			16 of 16 <input type="button" value="Add"/>
Wildlife Biology ENSC 0103/Lecture/TFS1	1/6/2020 - 2/7/2020	2020 Winter Main	3			16 of 16 <input type="button" value="Add"/>

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.





Ellucian PowerCampus Self Service Student Guide

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

Welcome svfest (MVAURORACOLLEGE) (test) Cart Help Log Out Catalog Search

COLLEGE AURORA COLLEGE Education For Our North

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

Schedule Permission Requests

Student Schedule

Traditional 2020/Winter/Main

Awaiting Advisor Approval

ENSC 0103/Lecture/TFS1 - Wildlife Biology	Duration 1/6/2020 - 2/7/2020
Credits 3 Type 50 Grade passing	CEUs 0.00
Schedule	
Instructors Tba,	

ENSC 0103/Lab/TFS1 - Wildlife Biology	Duration 1/6/2020 - 2/7/2020
Credits 3 Type 50 Grade passing	CEUs 0.00
Schedule	
Instructors Tba,	

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

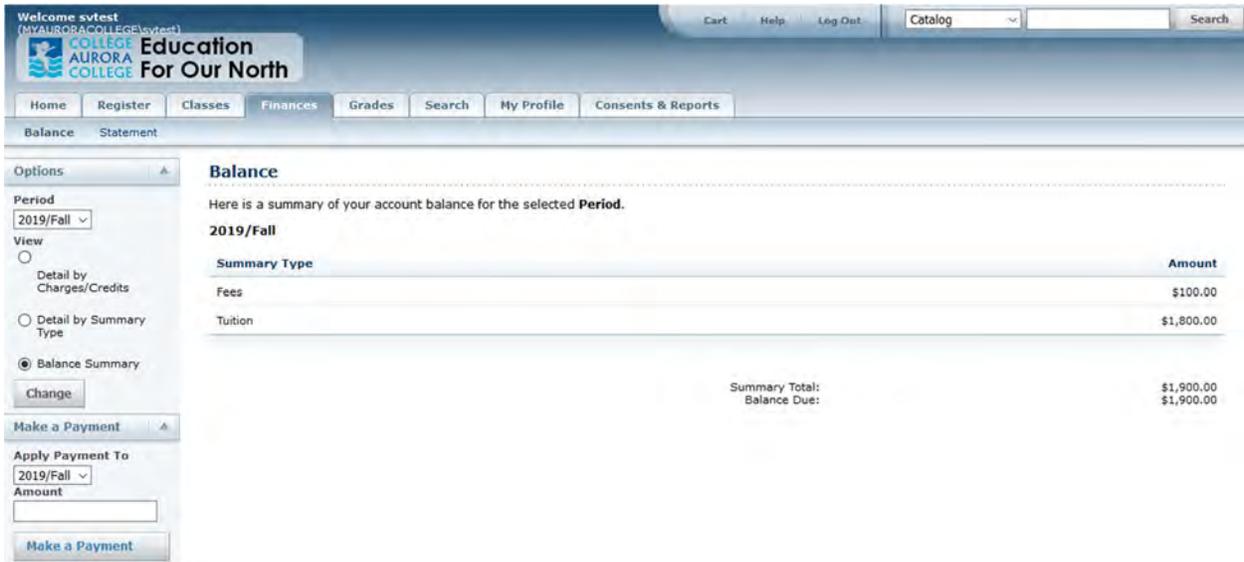
Academic Information for 2020/Winter
 Program/Degree/Curriculum Post Secondary /Diploma/Dip ENRT
 Advisor Test, Advisor Class Level Level 1 Full/Part Time Full Time

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



Welcome svtest (MYAURORACOLLEGE\svtest)
COLLEGE AURORA COLLEGE Education For Our North

[Home](#) [Register](#) [Classes](#) **Finances** [Grades](#) [Search](#) [My Profile](#) [Consents & Reports](#)

[Balance](#) [Statement](#)

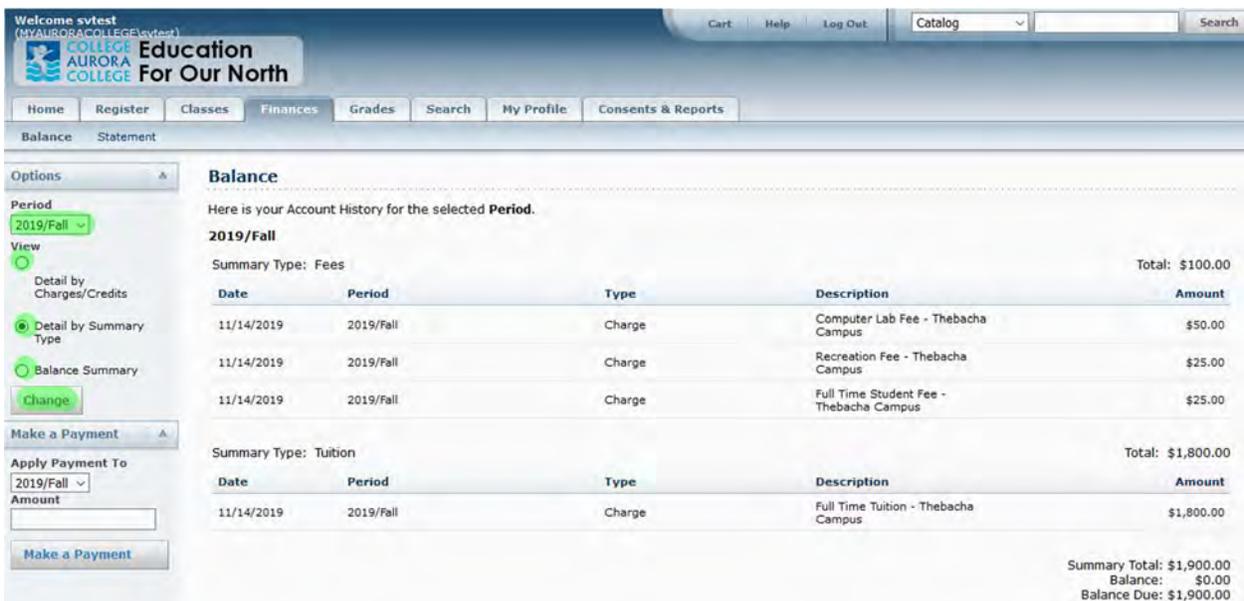
Options
 Period: 2019/Fall
 View:
 Detail by Charges/Credits
 Detail by Summary Type
 Balance Summary
[Change](#)

Balance
 Here is a summary of your account balance for the selected Period.
2019/Fall

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

Make a Payment
 Apply Payment To: 2019/Fall
 Amount:
[Make a Payment](#)

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



Welcome svtest (MYAURORACOLLEGE\svtest)
COLLEGE AURORA COLLEGE Education For Our North

[Home](#) [Register](#) [Classes](#) **Finances** [Grades](#) [Search](#) [My Profile](#) [Consents & Reports](#)

[Balance](#) [Statement](#)

Options
 Period: 2019/Fall
 View:
 Detail by Charges/Credits
 Detail by Summary Type
 Balance Summary
[Change](#)

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

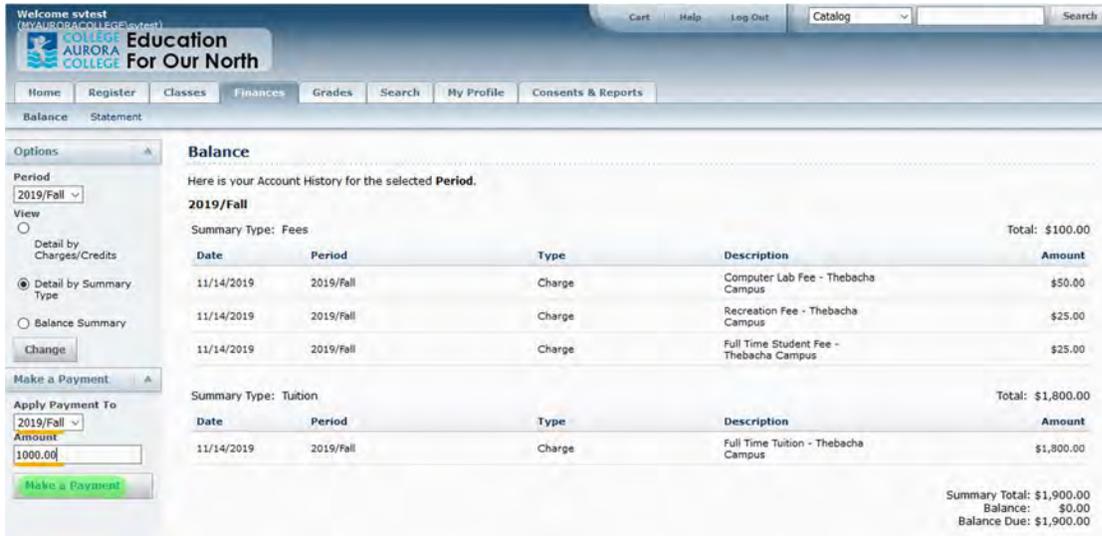
Make a Payment
 Apply Payment To: 2019/Fall
 Amount:
[Make a Payment](#)

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.



The screenshot shows the 'Balance' section of the Ellucian PowerCampus Self Service Student Guide. The interface includes a navigation menu with 'Home', 'Register', 'Classes', 'Finances', 'Grades', 'Search', 'My Profile', and 'Consents & Reports'. The 'Balance' section displays account history for the selected period (2019/Fall). The account history is divided into two sections: 'Fees' and 'Tuition'. The 'Fees' section shows three charges: Computer Lab Fee - Thebacha Campus (\$50.00), Recreation Fee - Thebacha Campus (\$25.00), and Full Time Student Fee - Thebacha Campus (\$25.00). The 'Tuition' section shows one charge: Full Time Tuition - Thebacha Campus (\$1,800.00). The total for fees is \$100.00 and the total for tuition is \$1,800.00. The summary total is \$1,900.00, with a balance of \$0.00 and a balance due of \$1,900.00. The 'Make a Payment' section on the left allows the user to select the period (2019/Fall) and enter the amount (1000.00) before clicking the 'Make a Payment' button.

Date	Period	Type	Description	Amount
Summary Type: Fees Total: \$100.00				
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				
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

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:



Payment Method Confirmation Receipt

Transaction: Make Payment
Amount: CA\$1,000.00

Card Information

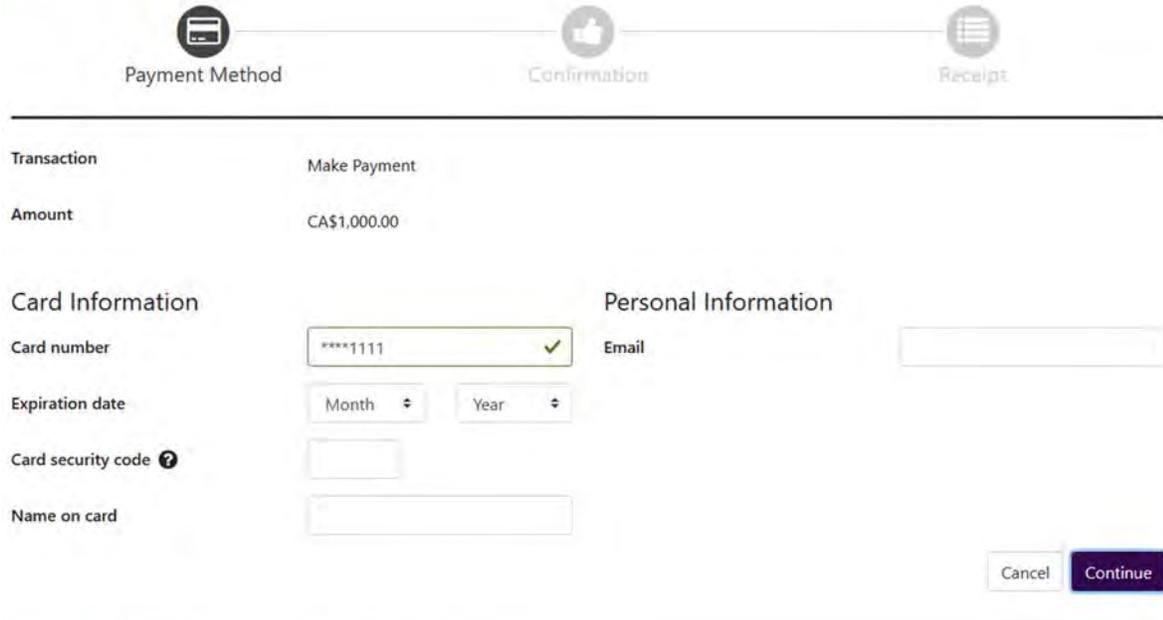
Card number:

Cancel Continue

Debit and Credit Cards - We accept credit or debit cards with the following logos:



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



Payment Method Confirmation Receipt

Transaction: Make Payment
Amount: CA\$1,000.00

Card Information Personal Information

Card number: ✓ Email:

Expiration date: Month Year

Card security code :

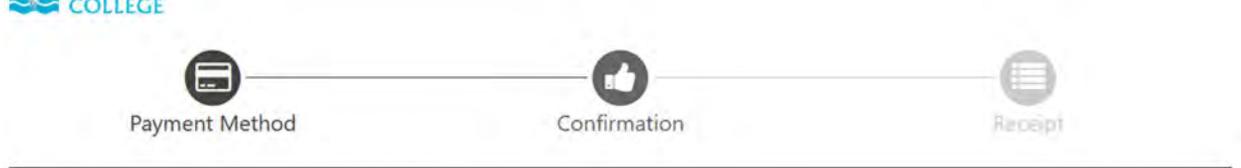
Name on card:

Cancel Continue

Debit and Credit Cards - We accept credit or debit cards with the following logos:



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



Transaction	Make Payment
Amount	CA\$1,000.00
Card Information	Personal Information
Card number	****1111 ✓
Expiration date	01 ✓ 2030 ✓
Card security code ⓘ	125 ✓
Name on card	Test Payment ✓
	Email: username@myauroracollege. ✓
	<input type="button" value="Cancel"/> <input type="button" value="Continue"/>

Debit and Credit Cards - We accept credit or debit cards with the following logos:



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



i Review the information below before submitting.

Transaction	Make Payment CA\$1,000.00
Payment date	10/22/21
Payment method	Test Payment Visa card ending in ****1111 expires 01/2030
Billing address	Not provided
Email	username@myauroracollege.ca

Return Policy

Refer to the finance policy at [Policies - Aurora College](#) for information on refunds.

Disclaimer: This policy is currently being updated.

Print

Cancel Back **Submit**

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.



Ellucian PowerCampus Self Service Student Guide

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	\$1,000.00

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

Unofficial Transcript

Select 'Unofficial Transcript' under the 'Grades' tab

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 X0E 0P0**

Name: Doe, Joe 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 0107	Applied Computer App	Lecture		3	0.00

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

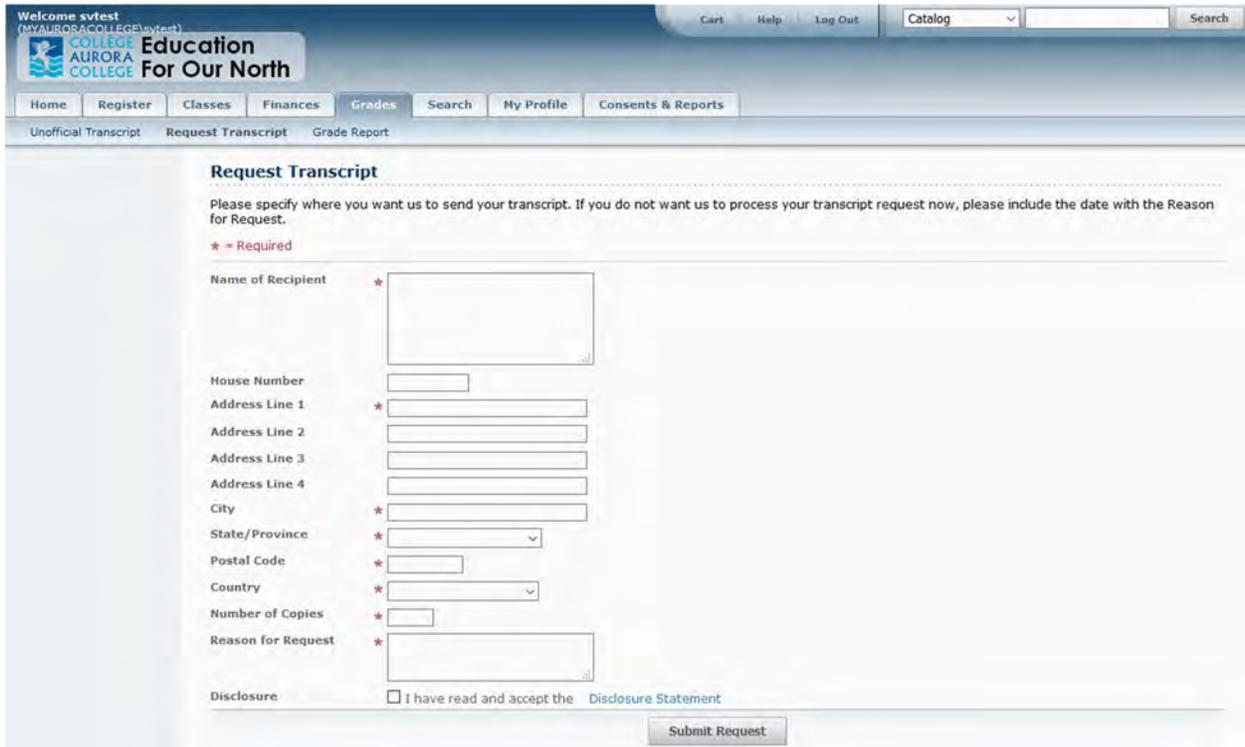


Ellucian PowerCampus Self Service
Student Guide

Request for 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 within the Ellucian PowerCampus Self Service interface. The page header includes 'Welcome svtest (MYAURORACOLLEGE\svtest)', 'Cart', 'Help', 'Log Out', 'Catalog', and a search bar. The navigation menu includes 'Home', 'Register', 'Classes', 'Finances', 'Grades', 'Search', 'My Profile', and 'Consents & Reports'. The 'Grades' tab is active, and the 'Request Transcript' option is selected. The form title is 'Request Transcript' and includes the instruction: '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.' A red asterisk indicates required fields. The form fields are: 'Name of Recipient' (text area), 'House Number' (text box), 'Address Line 1' (text box), 'Address Line 2' (text box), 'Address Line 3' (text box), 'Address Line 4' (text box), 'City' (text box), 'State/Province' (dropdown menu), 'Postal Code' (text box), 'Country' (dropdown menu), 'Number of Copies' (text box), and 'Reason for Request' (text area). At the bottom, there is a 'Disclosure' section with 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 'Continue' button to pay the amount online.

The request is confirmed once the payment is made.

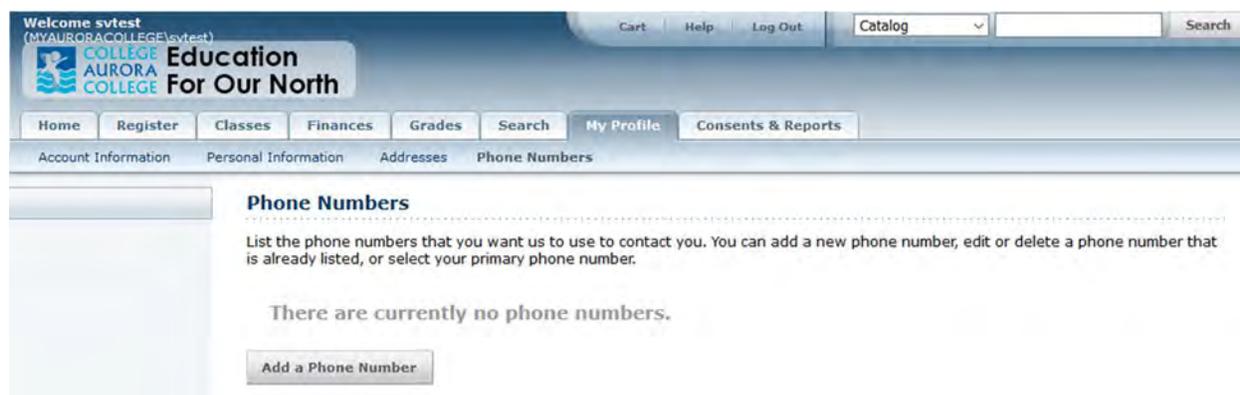
The Office of the Registrar will process the request and send the official transcript to the address on the request.

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.

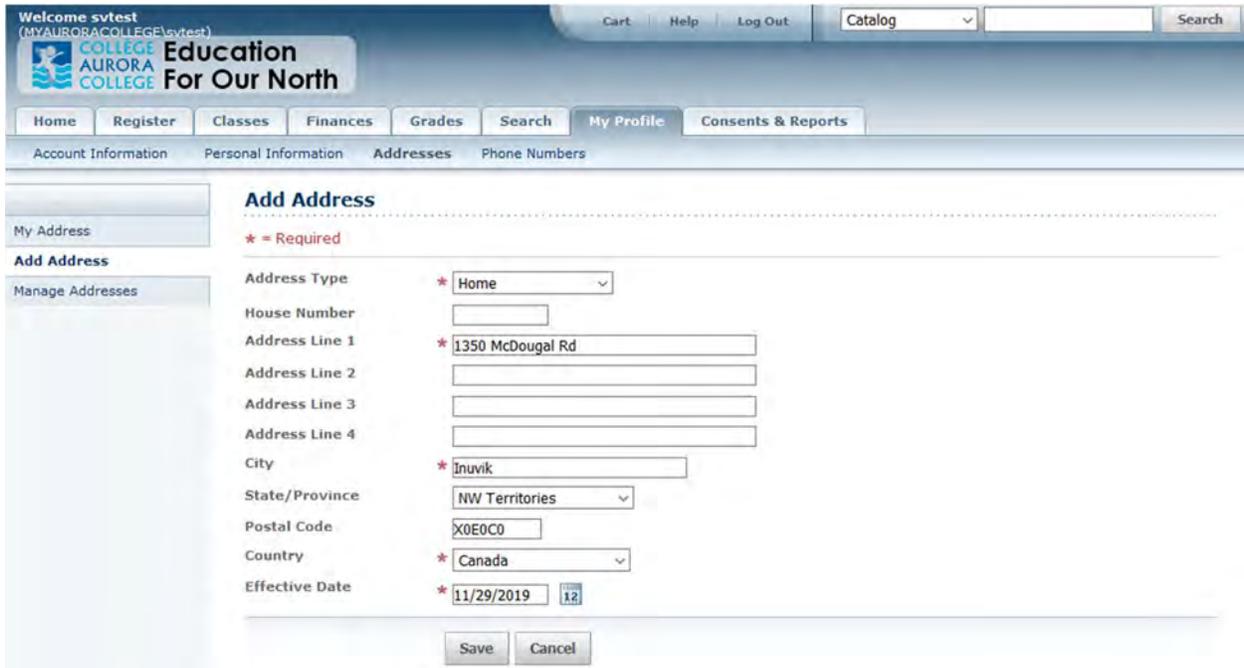
Update Addresses

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.

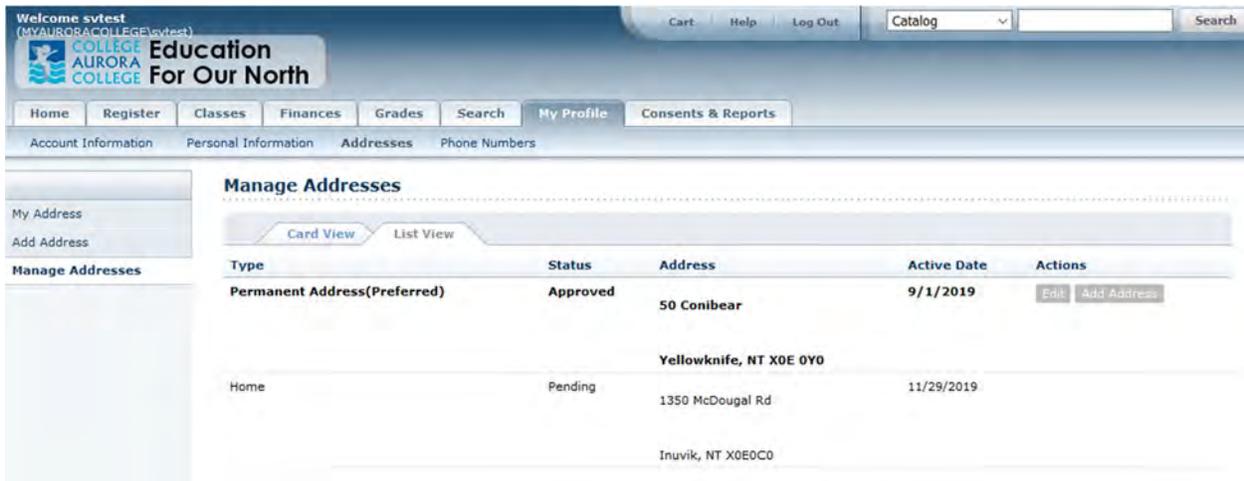


The screenshot shows the 'Add Address' form in the Ellucian PowerCampus Self Service system. The form includes the following fields:

- Address Type:** Home (dropdown menu)
- House Number:** (text input)
- Address Line 1:** 1350 McDougal Rd (text input)
- Address Line 2:** (text input)
- Address Line 3:** (text input)
- Address Line 4:** (text input)
- City:** Inuvik (text input)
- State/Province:** NW Territories (dropdown menu)
- Postal Code:** X0E0C0 (text input)
- Country:** Canada (dropdown menu)
- Effective Date:** 11/29/2019 (calendar icon)

Buttons for 'Save' and 'Cancel' are located at the bottom of the form.

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.



The screenshot shows the 'Manage Addresses' table in the Ellucian PowerCampus Self Service system. The table has the following columns: Type, Status, Address, Active Date, and Actions.

Type	Status	Address	Active Date	Actions
Permanent Address(Preferred)	Approved	50 Conibear Yellowknife, NT X0E 0Y0	9/1/2019	Edit Add Address
Home	Pending	1350 McDougal Rd Inuvik, NT X0E0C0	11/29/2019	

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



Ellucian PowerCampus Self Service Student Guide

Welcome svtest (MYAURORACOLLEGE\svtest)

COLLEGE AURORA COLLEGE Education For Our North

Home Register Classes Finances Grades Search My Profile Consents & Reports

Account Information Personal Information Addresses Phone Numbers

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