

## My Stephens/PowerCampus Self-Service

### Getting Started:

#### If this is the first time you've logged in:

You will need to authenticate – go to:

[www.stephens.edu/mystephens](http://www.stephens.edu/mystephens)

Follow the link 'If you are a First Time User please click here' and follow the instructions on the screen.

If you have difficulties, please contact Campus Computing.

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#### As soon as you've logged in for the first time:

#### Please change your password:

Go to My Profile/Account Information/Password, and change your password to something you will remember.

#### Please update your email address:

While you're on the My Profile/ Account Information screen, verify that your email address is correct, and that it is your Stephens email account.

#### Please verify your address and phone numbers:

Go to My Profile/Addresses to review and edit or add to the addresses we have on file for you.

Go to My Profile/Phone numbers to review and update your phone number(s).

#### Logging in to self-service after your first visit:

Go to <http://ss.stephens.edu>  
Enter your username and password.

#### If you have difficulties getting logged in, or getting to the self-service site, please contact Campus Computing.

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#### If you want to see your class schedule:

Go to Classes/Schedule/Student Schedule

You can see your schedule in two different formats:

1. The default is the list format, which is similar to the print out that you'd get from the Registrar's Office.
2. The alternate format is a grid, which displays your schedule in blocks arranged on a 7 day calendar.

#### Need to know your advisor's name or what major(s)/minor(s) are on file?

Look at the bottom of your class schedule (list format) to see your advisor's name, and a list of all of the majors and minors that are on file with the Registrar.

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#### If you want to see your unofficial transcript:

Go to Grades/Unofficial Transcript. You can print a copy of your unofficial transcript from this screen.

**Please note that if you are on accounting/ financial hold, you will not be able to print your transcript.**

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#### If you want to see your grades:

Go to Grades/Grade Report, click on the grading period that you want to view. If you need a printed copy, you can print from this screen.

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#### If you want to view the degree requirements for the degrees offered at Stephens:

From the 'Home' menu, click on Degree Requirements, then select the degree from the pull down menu on the left side of the screen.

#### If you want to view the progress you've made toward your degree, and entered (or changed major) in Fall 2009 or later, you can review your Academic Plan.

Go to Register / Academic Plan

#### Thinking about changing your major or adding a minor? You can see how your current transcript compares to the requirements for other majors or minor by using "What If":

Go to Register / What If?

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#### Finances:

#### Looking for your current account balance, a copy of your statement or your financial aid? Want to see when your FASFA was submitted?

Go to your Finances tab – from there you can view your balance, statements and financial aid information.

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## What does the \* mean in the list of courses shown in the degree requirements?

'\*' is the wildcard character. Using this allows PowerCampus to accept a variable list of courses to meet the requirements for a specific section.

### For example:

In the 'electives' section, using '\*' means that any class with a passing grade that isn't being used to meet another requirement will be counted toward your degree's elective credits requirement.

In the major or minor categories, wildcards are used to restrict the courses that will complete a specific category by specifying the course prefix or prefix and course level. An example from the English major/minor:

ENG \* = any class with an ENG prefix will work  
ENG 3\* = any 300 level class with an ENG prefix will work

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## How do I search for courses offered at Stephens?

The list of courses that can be found in the current curriculum catalog can be found by going to Search / Course Catalog.

If you are looking for the *schedule of classes* being offered currently, use the 'section search' option.

## How do I search the class schedule for classes being offered now (or next semester)?

From the self-service home page you can click on the 'find courses' link, OR you can click on the search tab and select 'section search'.

Please note that *you may retrieve sections offered in previous or future semesters*, and can narrow your search by specifying the period (year / term).

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## What else can I do in self-service?

At this time, we are rolling out the features that will allow you to view and print your information, plus the ability to update your address information.

In the future, we're working to roll out additional features, like registration, so watch for future announcements with details on those processes.

# My Stephens (PowerCampus) Self-Service Quick Start Guide

# for Students