

# Introduction

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.



# Power Campus URL

[portal.pua.edu.eg/SelfService](http://portal.pua.edu.eg/SelfService)

## Login:

The screenshot shows the PowerCampus by Ellucian login interface. At the top, there are navigation tabs for 'Home', 'Register', and 'Search', and a secondary row of links: 'Cart', 'Degree Requirements', 'Inquire', 'Apply', and 'Make a Donation'. The main content area is split into two columns. The left column is titled 'Login' and contains a 'User Name' input field with the value '201900000', a 'Password' input field with the value 'P@ss00000', and a 'Log In' button. Three red arrows point to the 'User Name' field, the 'Password' field, and the 'Log In' button. Below the 'Log In' button is a link for 'Forgot My Password'. The right column features a banner image of students walking on a campus path, with the text 'PowerCampus by Ellucian™' overlaid. Below the banner is a 'Students' section with a 'Find Courses' link.

1. On the *Login* window, enter your User Name. (Username is You ID, for example (201900000))
2. Enter your Password (For all university password will be (P@ss (last 5 digits from student id))
3. Select Log In.

After you Login this message will appear :

(Urgently you must specify the Security Question to be able to change or reset your Password.

( لتستخدمه في تغيير كلمة المرور الخاصة بك او عند نسيانها Security Question \* لابد ان تعرف )

Home Register Classes Finances Grades Search My Profile Consents & Reports

Cart Degree Requirements Inquire Apply Application Status Checklist Make a Donation Transfer Evaluation View Student Info

**\* Urgently you must specify the Security Question to be able to change or reset your Password.**  
\* لابد ان تعرف Security Question لتستخدمه في تغيير كلمة المرور الخاصة بك او عند نسيانها

**PowerCampus**  
by Ellucian™

**Students**

- ▶ Find Courses
- ▶ Register
- ▶ View Schedule
- ▶ View Attendance Report

## Changing Your Security Question

You can change the security question and answer which is used to verify your Identity when you forget your password.

The screenshot shows a web interface for changing a security question. At the top, there are navigation tabs: Home, Register, Classes, Finances, Grades, Search, My Profile, and Consents & Reports. A red arrow points to 'Consents & Reports' with the number '1'. Below these is a sub-menu with 'Account Information', 'Addresses', and 'Phone Numbers'. A red arrow points to 'Addresses' with the number '2'. The main content area is titled 'Security Question' and contains the following text: 'Your Security Question will be used to verify your identity if you forget your password. To update your Security Question, enter your current password and then your new Security Question and Answer.' Below this is a sidebar with 'Security Question' selected, indicated by a red arrow and the number '3'. The sidebar also has 'Directory Settings' and 'Password'. The main content area has a 'Current Security Question:' label and three input fields: 'Password', 'New Security Question', and 'New Security Answer', each with a red asterisk indicating it is required. A 'Save' button is located at the bottom of the form.

1. Select the **My Profile** tab.
2. Select the **Account Information** menu item.
3. Select the **Security Question** option.
4. On the Change Security Question page, enter your **Password**.
5. Select your **New Security Question**. Choose a question for which other People would not be able to guess your answer.
6. Enter your **New Security Answer**.
7. Select **Save** to record your changes.

## Updating Your Personal Information

### 1. Updating user Account Information

1

The screenshot shows a web application interface with a navigation menu at the top. The 'My Profile' tab is selected, and the 'Account Information' sub-tab is active. The page displays the following user information:

User Name:	201900202
System ID:	201900202
Prefix:	
First Name:	Mohamed
Middle Name:	
Last Name Prefix:	
Last Name:	Test
Suffix:	
Nickname:	
E-mail Address:	201900202@pua.edu.eg

You can view your user account information.

1. Select the **My Profile** tab.
2. Select the **Account Information** menu item.
3. On the **Account Information** page, view your user account information.
4. Not allow changing your basic information, [student should go to student affairs to change it.](#)

## 2. Changing Your Password:

You should change your password to something that you can easily remember, but is difficult for others to guess.

1. Select the **My Profile** tab.
2. Select the **Account Information** menu item.
3. Select the **Password** option.

On the *Change Password* page, enter the following information:

- **Current Password:**

Enter the password that you are currently using to log into Power CAMPUS Self-Service.

- **New Password:**

Enter the new password you want to use to log into Power CAMPUS Self-Service. Select a password which:

- Is easy for you to remember, but difficult for others to guess
- Includes upper-case and lower-case letters, and numbers
- Includes at least one special character, like !, @, #, \$, %, or &.
- Contains 7 to 16 characters (for example, My1SecretP@SSwrD).

- **Confirm New Password:**

Enter your new password again for confirmation Select Save to record your new password information.

4. Select **Save** to record your new password information

### 3. Updating Your Address Information

#### ▪ Editing Your Preferred Address:

You can view and update the personal information that is currently on file for you, Such as your marital status, religion, and citizenship.

1. Select the **My Profile** tab.
2. Select the **Addresses** menu item.
3. View you are **my address**.
4. Select **Edit Address**.
5. Enter the necessary changes to your preferred address.

6. Select **Save** to record your changes.

■ Adding a New Address:

If you will be residing in a different address in the future, you can add that Address information.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Home, Register, Classes, Finances, Grades, Search, My Profile, and Consents & Reports. Below the navigation bar is a sub-menu with Account Information, Addresses, and Phone Numbers. On the left side, there is a sidebar with options: My Address, Add Address, and Manage Addresses. The main content area is titled 'Add Address' and contains a form with the following fields:

- Address Type: \* Business (dropdown menu)
- 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]
- Effective Date: \* 2/15/2020 (calendar icon)

At the bottom of the form are 'Save' and 'Cancel' buttons. Red arrows in the image point to the 'My Profile' tab, the 'Addresses' menu item, and the 'Add Address' button in the sidebar.

1. Select the **My Profile** tab.
2. Select the **Addresses** menu item.
3. View your **Current Preferred address**.
4. Select Add Address.
5. Enter the information for the **new address**.
6. Select **Save**.

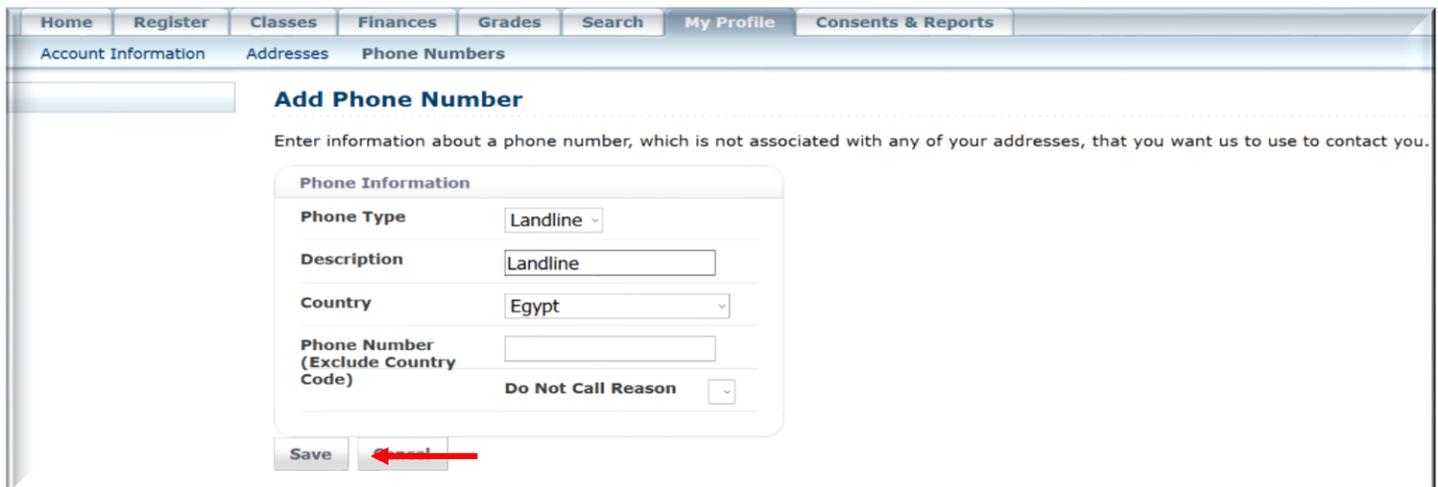
## 4. Updating Your Phone Numbers

- Adding a New Phone Number:

You can enter information about other phone numbers that you want us to use to Contact you.



1. Select the **My Profile** tab.
2. Select the **Phone Numbers** menu item.
3. View your current list of phone numbers.
4. Select **Add a Phone Number**.



5. Enter the information for the new **phone number**.
6. Select **Save** to record the information for the phone number

## ■ Changing a Phone Number

You can update the information about any of the phone numbers you want us to use to contact you.

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
Mobile	Mobile(Primary)	01017662699	Egypt		Edit

Add a Phone Number

1. Select the **My Profile** tab.
2. Select the **Phone Numbers** menu item.
3. View your current list of phone numbers.
4. To the right of the phone number you want to update, select **Edit**.
5. Update the information for the specified phone number.

Edit Phone Number

Enter any necessary changes to the phone number information and then select Save to record your updates.

Phone Information

Phone Type: Mobile

Description: Mobile

Country: Egypt

Phone Number (Exclude Country Code): 01017662699

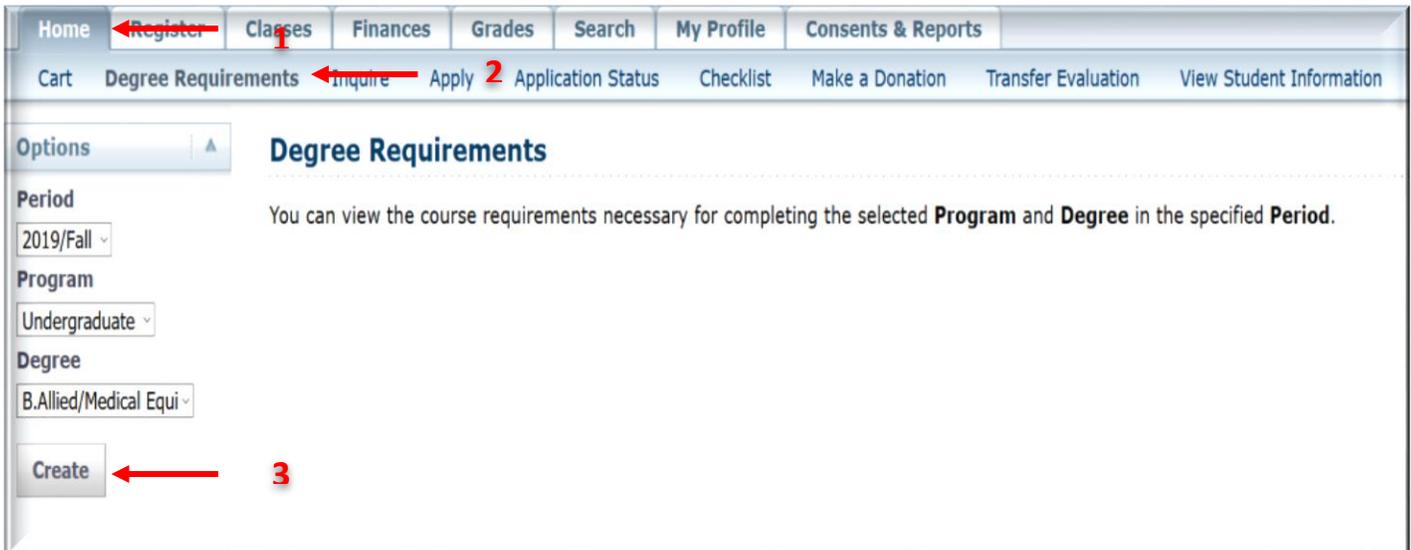
Do Not Call Reason:

Save Cancel

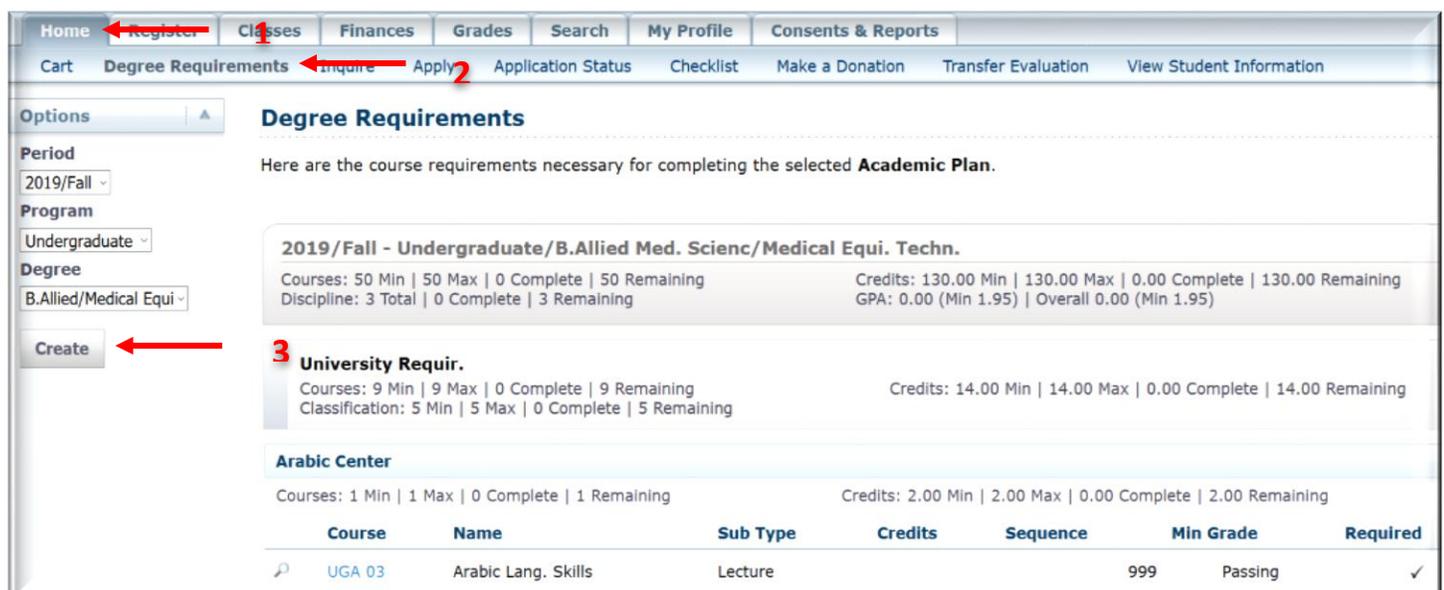
6. Enter the information for the new **phone number**.
7. Select **Save** to record the information for the phone number

## 5. Determining Your Degree Requirements

You can view the course requirements necessary for completing a specified Academic plan for a particular year and term.

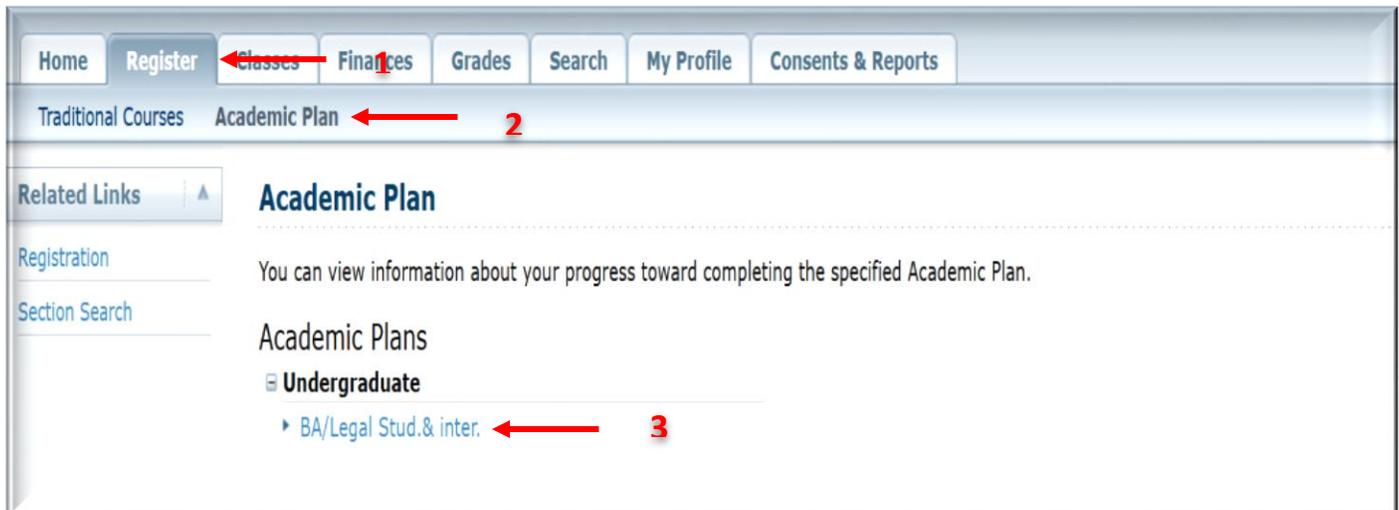


1. Select the **Home** tab.
2. Select the **Degree Requirements** menu item.
3. Select the **Period**.
4. Select the **Program**.
5. Select the **Degree**.
6. Select **Create** to display the degree requirements for the specified Period, Program, and Degree.
7. Review the information about the course requirements for the specified Academic plan.

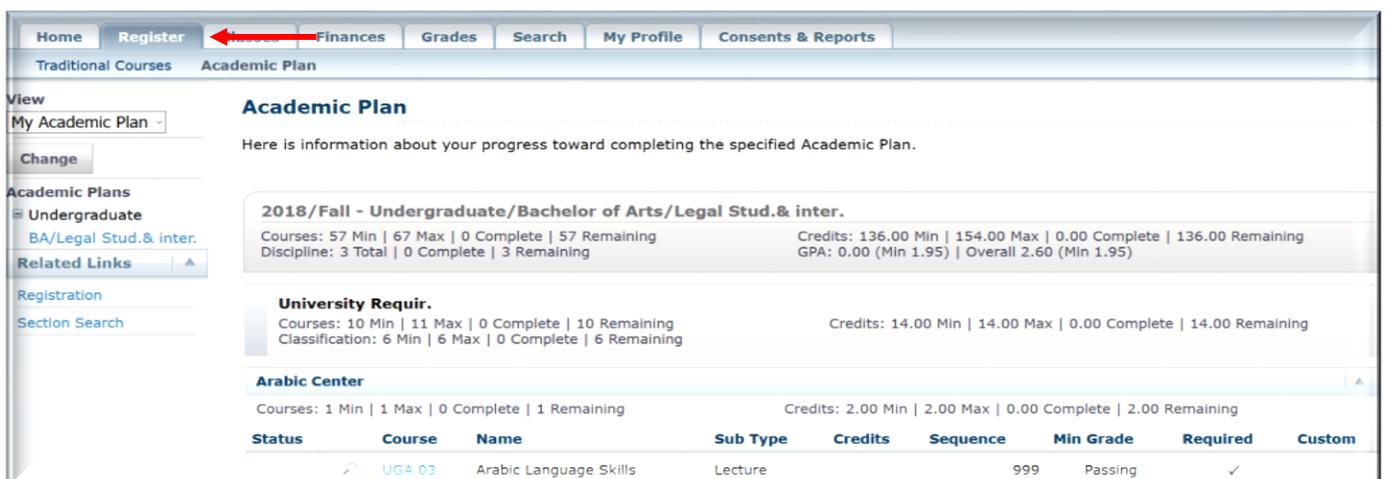


## 6. Viewing Your Academic Plan

You can view information about your current academic plan.



1. Select the **Register** tab.
2. Select the **Academic Plan** menu item.
3. Select the **Academic Plan** you want to view. The plan lists 3 levels of information:
  - The name of your **Program, Degree**, and **Curriculum** will appear with a summary of the course and credit information compiled for each associated Discipline and Classification.
  - Each **Discipline** will appear with a summary of the course and credit information for each associated classification.
  - Each **Classification** will appear with a summary of the associated courses.
4. Specify which information you want to **View**.



## 7. Registering Courses:

You can register for courses within a specified academic period

PowerCampus by Ellucian™

Welcome (201802660) Cart Help Log Out Catalog Search

Home Register Classes Finances 1 Grades Search My Profile Consents & Reports

Traditional Courses Continuing Education 2 Academic Plan What If?

Related Links

Section Search

Academic Plan

View Schedule

**Traditional Courses**

Select Period Review Schedule Finalize Complete

In order to begin the registration process, please select a registration period.

Period	Status
2019/Fall	OK to register.

1. Select the **Register** tab.
  2. Select the **Traditional Courses** menu item.
  3. Select the **Period** for which you want to register.
- If the status for the period is **OK to register**, select the **Period** and Continue with the registration process.
  - If the status for the period is **NOT OK to register**, you are not authorized to register for this **Period** at this time. You can contact your advisor for more information.

## ■ Finding Your Course Sections

You can search for the course sections that are available for a specified course and term.

The screenshot shows the 'Section Search' page. At the top, there is a navigation bar with tabs: Home, Register, Classes, Finances, Grades, Search, My Profile (1), and Consents & Reports. Below this is a sub-navigation bar with 'Course Catalog' and 'Section Search' (2), with a red arrow pointing to 'Section Search'. On the left, there is a 'Related Links' sidebar with 'Registration' and 'Academic Plan'. The main content area is titled 'Section Search' and has two tabs: 'Basic Search' and 'Advanced Search' (3), with a red arrow pointing to 'Advanced Search'. Below the tabs are three input fields: 'Keywords', 'Course Code', and 'Registration Type' (with a radio button for 'Traditional'). Below these are two dropdown menus: 'Period' and 'Session'. At the bottom, there are two buttons: 'Search' and 'Clear' (4), with a red arrow pointing to 'Clear'.

Perform a basic or an advanced course section search.

### Basic Search:

- In the **Search** field at the top of any Web page, select **Course Sections**, enter a keyword (for example, *Math*), and
- Select **Search**, or Select the **Search** tab and then the **Section Search** menu item. Then specify a Keyword, Course Code, or academic period for the courses you want to find, and select **Search**.

## Advanced Search:

The screenshot shows the 'Section Search' page. At the top, there is a navigation bar with tabs: Home, Register, Classes, Finances, Grades, Search, My Profile, and Consents & Reports. Below this is a sub-menu with 'Course Catalog', 'Section Search', and 'Directory'. The 'Section Search' page has a 'Related Links' section on the left with 'Registration' and 'Academic Plan'. The main content area is titled 'Section Search' and has two tabs: 'Basic Search' and 'Advanced Search'. The 'Advanced Search' tab is selected. Below the tabs are several search criteria fields: 'Keywords', 'Course Code', 'Registration Type' (with radio buttons for Traditional, Continuing Education, and Both), 'Period', 'Session', 'Starts From' (with a calendar icon), 'Ends By' (with a calendar icon), 'Starts From' (dropdown), 'Ends By' (dropdown), 'Meeting' (dropdown), 'Campus' (dropdown), 'Status' (dropdown), 'Sub Type' (dropdown), 'Credit Type' (dropdown), 'Instructor' (dropdown), 'Program' (dropdown), 'Class Level' (dropdown), 'Department' (dropdown), 'Population' (dropdown), 'College' (dropdown), 'Nontraditional Programs' (dropdown), 'Curriculum' (dropdown), and 'General Education' (dropdown). At the bottom are 'Search' and 'Clear' buttons. Red arrows and numbers 1, 2, and 3 point to the 'Search' tab, 'Section Search' menu item, and 'Advanced Search' tab respectively.

1. Select the **Search** tab.
2. Select the **Section Search** menu item.
3. On the *Section Search* page, select **Advanced Search**
4. Enter all the information you know about the course sections you want to find. You can enter part of the course information and use the \_ wildcard to search for course sections.

For example:

- Com would find all *Composition* and *Computer* courses.
  - Com\_101 would find the *Composition 101* and *Computer 101* courses.
5. Select Search.

Home Register Classes Finances Grades Search My Profile Consents & Reports

Course Catalog Section Search Directory

Related Links ▲

Registration

Academic Plan

### Section Search

Basic Search Advanced Search

Keywords  Course Code  Registration Type  
 Traditional  Continuing Education  Both

Period  Session

Starts From  12 Ends By  12

Starts From  Ends By

Meeting  Campus

Status  Sub Type

Credit Type  Instructor

Program Undergraduate  1 Class Level

Department  Population

College Legal Studies  2 Nontraditional Programs

Curriculum  General Education

Search  3

Home Register Classes Finances Grades Search My Profile Consents & Reports

Course Catalog Section Search Directory

Options

- Open Sections Only
- New Search
- Refine Search

Sort By

Course ID Sort

Results Per Page

100 Show

10

20

30

50

100

Academic Plan

### Section Search

Found 21 results for Registration Type = 'Traditional' and Period = '2019 Fall' and College = 'Legal Studies'.

Back to Registration

Showing 1 - 21 of 21

Course	Date	Session	Credits	Fees	Schedule	Available Seats	
Private International Law LA 02/Lecture/01	9/21/2019 - 2/6/2020	2019 Fall Session 01	4.00		Thursday 1:00 PM - 2:50 PM; Pharos University in Alexandria, Arts , Room f107	1000 of 1000	Add
Commercial Acts & Merchants LC 01/Lecture/01	9/21/2019 - 2/6/2020	2019 Fall Session 01	3.00		Tuesday 1:00 PM - 2:50 PM; Pharos University in	15 of 15	Add

Instructors:

1. After you add a course to your cart, you can choose to View Cart.

Back to Registration

= '2019 Fall' and College = 'Legal Studies'.

**My Cart**

**Cart Items**

LV 01/01 4.00 Cr.

9/21/2019 - 2/6/2020

Saturday, 9:00 AM - 10:50 AM

**Course Added** Hide

Course LV 01/Lecture/01 was added to your shopping cart for period 2019/FALL/Session 01.

View Cart Proceed to Registration

Session	Credits	Fees	Schedule
2019 Fall Session 01	4.00		Thursday PM - 2:50 Pharos Universit Alexandria, Arts

2. After you **select view** card, you can choose to empty cart (Drop Subjects), and you can remove subject that you add.

**Cart**

2019/Fall

Empty Cart Add Section View Schedule Register

Session - Session 01 [Delete Session](#)

Course	Date	Credits	Credit Type	Schedule	
Intro to legal SC LV 01/Lecture/01	9/21/2019 - 2/6/2020	4.00	Credit	Saturday 9:00 AM - 10:50 AM; PUA, Arts , Room f004	Remove
<b>Instructors:</b>					
Research Methodology LX 11/Lecture/01	9/21/2019 - 2/6/2020	1.00	Credit	Sunday 9:00 AM - 10:50 AM; PUA, Arts , Room f004	Remove

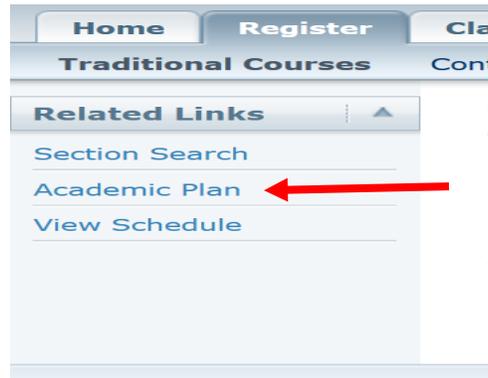
**Traditional Courses - 2019/Fall**

Select Period
  Review Schedule
  Finalize
  Complete

**Updated Schedule**

Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
Commercial Acts -LC 01 /Lecture /01	9/21/2019 - 2/6/2020	Session 01	3.00	Credit	Tuesday, 1:00 PM - 2:50 PM	Pharos University in Alexandria, Arts , Room f108	Awaiting advisor approval
<b>Instructor:</b>							
Intro to legal SC -LV 01 /Lecture /01	9/21/2019 - 2/6/2020	Session 01	4.00	Credit	Saturday, 9:00 AM - 10:50 AM	Pharos University in Alexandria, Arts , Room f004	Awaiting advisor approval
<b>Instructor:</b>	Abouzeid Thabet						

1. Select View Schedule to see how your schedule looks with the course sections that are in your



A screenshot of a 'Student Schedule' grid for Fall 2019. The grid shows days of the week (Saturday, Sunday, Monday, Tuesday, Wednesday) and time slots (9:00 am, 10:00 am, 11:00 am, 12:00 pm, 1:00 pm, 2:00 pm). Orange blocks represent registered courses. A key at the bottom identifies the colors: blue for 'Registered Courses', orange for 'Waitlist/Pending/Holding', and green for 'Shopping Cart'.

	Saturday	Sunday	Monday	Tuesday	Wednesday
9:00 am	LX 11 Lecture/01 Arts 1004	LV 01 Lecture/01 Arts 1004		LS 01 Lecture/01 Arts 1105	
10:00 am					
11:00 am					
12:00 pm					
1:00 pm				LC 01 Lecture/01 Arts 1105	
2:00 pm					

Key: Registered Courses Waitlist/Pending/Holding Shopping Cart

- Related Links ▲
- Section Search
- Academic Plan
- View Schedule

### Traditional Courses - 2019/Fall

#### Courses to Add

Your cart is empty.

You must add courses to your cart before proceeding with registration.

Use the [Section Search](#) to find courses to add to your cart.

You can review your degree requirements and find required courses using the [Academic Plan](#).

#### Registered Courses

Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
<input type="checkbox"/>	Commercial Acts - LC 01 / Lecture /	9/21/2019 - 2/6/2020	Session 01	3.00	Credit	Tuesday, 1:00 PM - 2:50 PM;	Pharos University in Alexandria, Arts , Room f108	Registered
<b>Instructors:</b>								
<input type="checkbox"/>	Research Methodology - LX 11 / Lecture /	9/21/2019 - 2/6/2020	Session 01	1.00	Credit	Sunday, 9:00 AM - 10:50 AM;	Pharos University in Alexandria, Arts , Room f004	Registered
<b>Instructors:</b>								
<input type="checkbox"/>	Intro to legal SC - LV 01 / Lecture / 01	9/21/2019 - 2/6/2020	Session 01	4.00	Credit	Saturday, 9:00 AM - 10:50 AM;	Pharos University in Alexandria, Arts , Room f004	Awaiting advisor approval
<b>Instructors:</b>								

