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 Campu URL

portal.pua.edu.eg/SelfService

Login:

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.

لابد ان تعرف Security Question او عند نسيانها لتستخدمه في تغير كلمة المرور الخاصة بك)

Changing Your Security Question

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

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

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.

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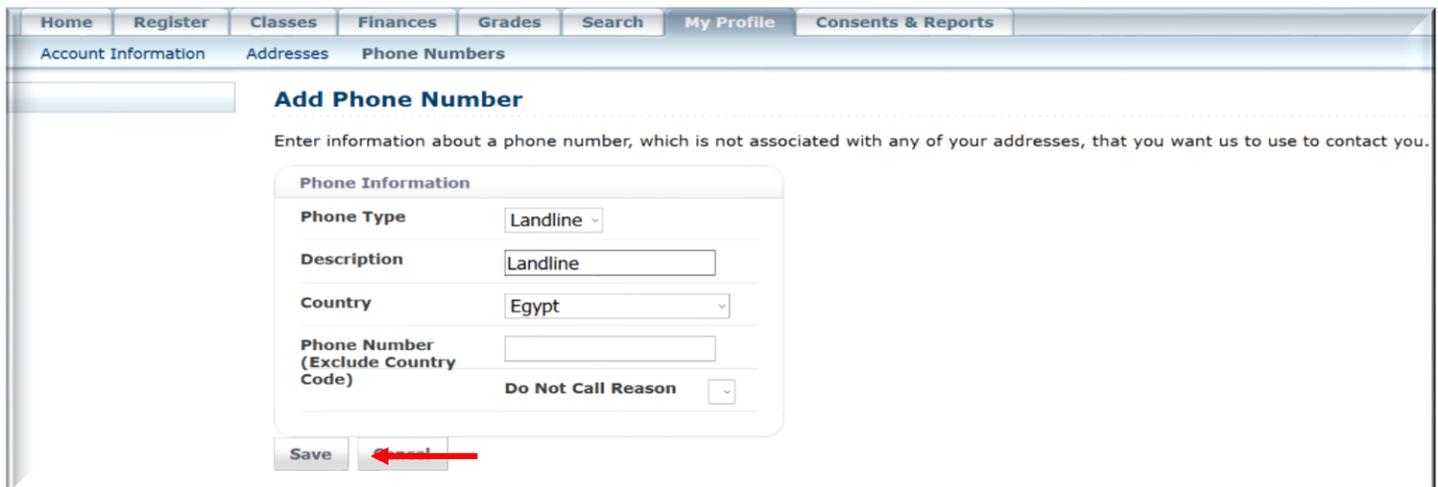
5. Enter the information for the new **phone number**.
6. Select **Save** to record the information for the phone number

▪ Changing a Phone Number

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

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.

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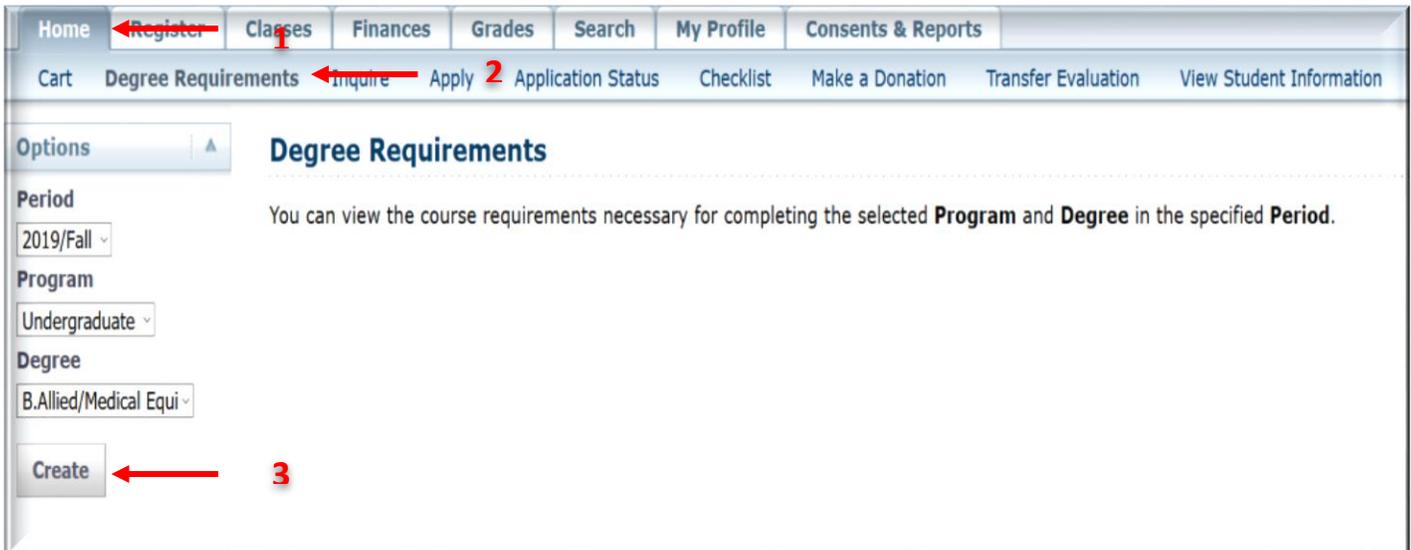
1**.** Select the **Home** tab.
2**.** Select the **Degree Requirements** menu item.
3**.** Select the **Period**.
4**.** Select the **Program**.
5**.** Select the **Degree**.
6**.** Select **Create** to display the degree requirements for the specified Period, Program, and Degree.
7. Review the information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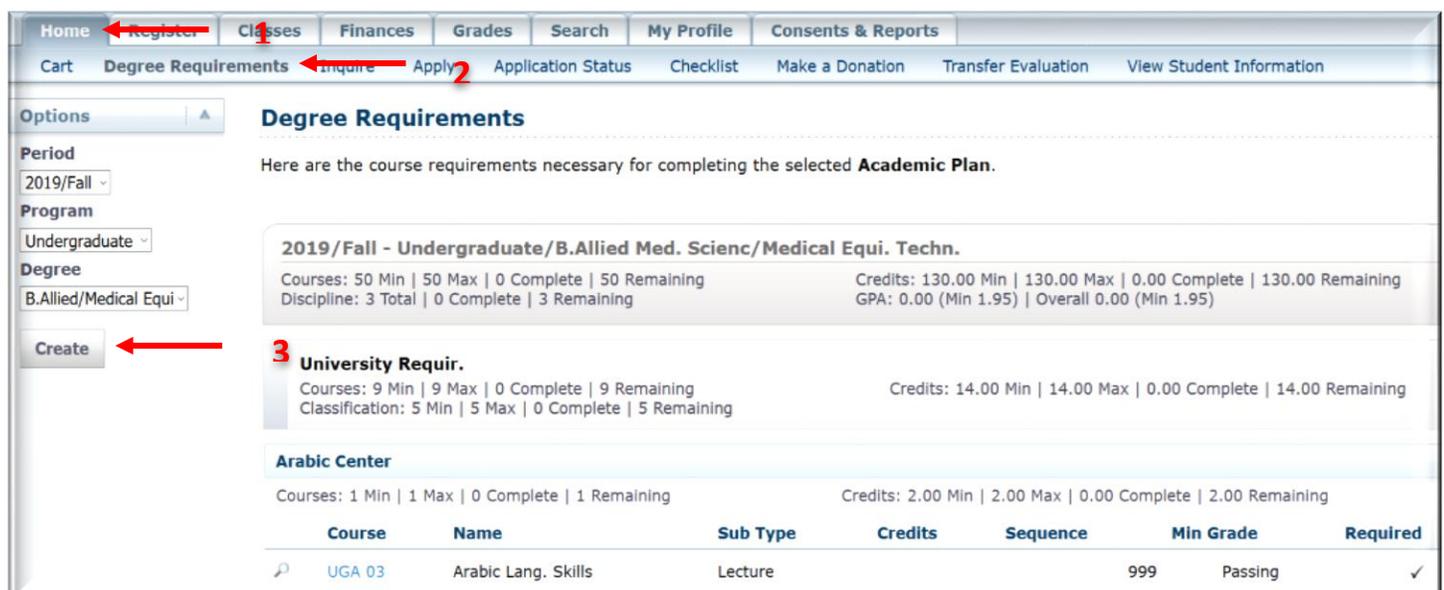
6.Viewing Your Academic Plan

You can view information about your current academic plan.
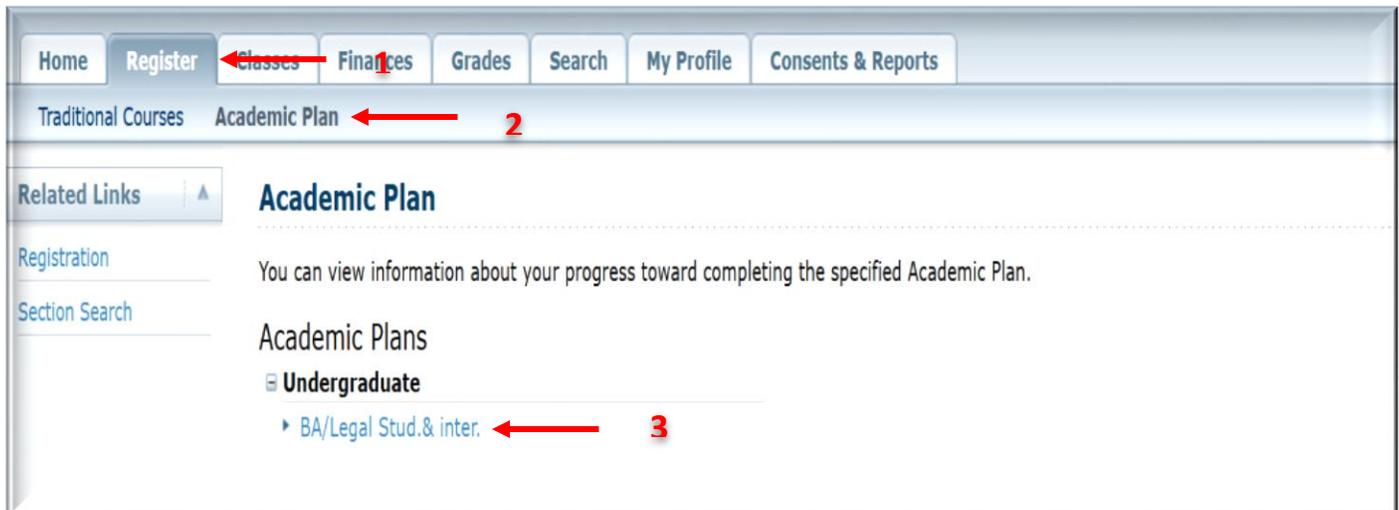
1**.** Select the **Register** tab.
2**.** Select the **Academic Plan** menu item.
3**.** Select the **Academic Plan** you want to view. The plan lists 3 levels of information:

• 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**.
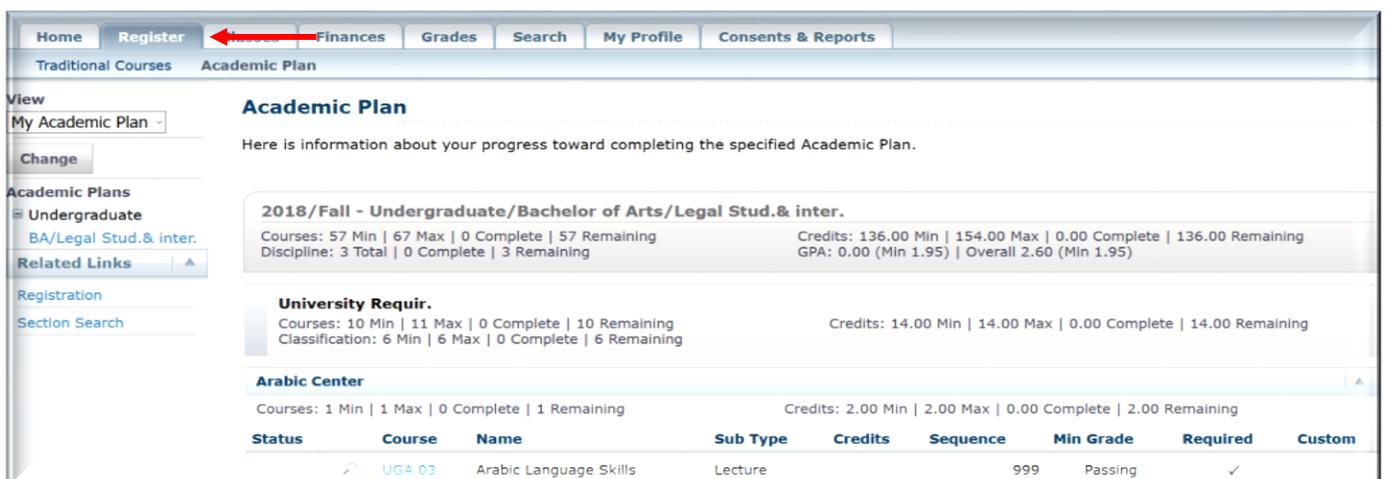
7.Registering Courses:

You can register for courses within a specified academic period

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.

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:

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   **Ends By**
[   ] 12   [   ] 12

Starts From   **Ends By**

Meeting   **Campus**

Status   **Sub Type**

Credit Type   **Instructor**

Program   **Class Level**
Undergraduate ▼ ← **1**

Department   **Population**

College   **Nontraditional Programs**
Legal Studies ▼ ←   **2**

Curriculum   **General Education**

Search   Clear ← **3**

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

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

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

Traditional Courses - 2019/Fall

✓ **Select Period** ▶ **Review Schedule** Finalize Complete

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.

Related Links ▲

Section Search

Academic Plan

View Schedule

Registered Courses

Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
☐	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
Instructors:								
☐	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
Instructors:								
	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
Instructors:								