

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

Login:

PowerCampus
by Ellucian™

[Home](#) [Register](#) [Search](#)

[Cart](#) [Degree Requirements](#) [Inquire](#) [Apply](#) [Make a Donation](#)

Login

User Name
201900000

Password
P@ss00000

Log In

[Forgot My Password](#)

PowerCampus
by Ellucian™

Students

[Find Courses](#)

[Register](#)

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.

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

Account Information Addresses Phone Numbers 2

Security Question

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.

Security Question 3

* = Required

Current Security Question:

Password *

New Security Question *

New Security Answer *

Save

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 top navigation bar containing tabs: Home, Register, Classes, Finances, Grades, Search, My Profile, and **Consents & Reports**. Below this is a sub-navigation bar with links: **Account Information**, Personal Information, Ethnicity and Race, Addresses, Phone Numbers, and Shared Access. On the left side, there is a sidebar menu with options: Directory Settings, Password, and Security Question. The main content area is titled **Account Information** and contains the text: "Here is your current account information." Below this, the following information is displayed:

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 for a student portal. 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-navigation bar with links: Account Information, Addresses, and Phone Numbers. The 'My Profile' tab is selected, and the 'Addresses' link is highlighted. In the left sidebar, there are three options: My Address, Add Address (highlighted with a red arrow), and Manage Addresses. The main content area is titled 'Add Address' and contains a form with the following fields: Address Type (Business), House Number, Address Line 1, Address Line 2, Address Line 3, Address Line 4, City, State/Province, Postal Code, Country, and Effective Date (2/15/2020). Red stars indicate required fields. At the bottom of the form are 'Save' and 'Cancel' buttons.

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.

The screenshot shows the 'My Profile' page with the following elements:

- Top navigation bar: Home, Register, Classes, Finances, Grades, Search, **My Profile** (arrow 1), Consents & Reports.
- Sub-navigation bar: Account Information, Addresses, **Phone Numbers** (arrow 2).
- Section title: **Phone Numbers**
- Text: 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.
- Table:

Phone Type	Description	Phone Number	Country	Do Not Call Reason	Actions
Mobile	Mobile(Primary)	01017662699	Egypt		Edit
- Buttons: **Add a Phone Number** (arrow 3), [Cancel](#).

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**.

The screenshot shows the 'Add Phone Number' form with the following elements:

- Top navigation bar: Home, Register, Classes, Finances, Grades, Search, **My Profile**, Consents & Reports.
- Sub-navigation bar: Account Information, Addresses, **Phone Numbers**.
- Section title: **Add Phone Number**
- Text: Enter information about a phone number, which is not associated with any of your addresses, that you want us to use to contact you.
- Form fields:
 - Phone Type: Landline (dropdown)
 - Description: Landline (text input)
 - Country: Egypt (dropdown)
 - Phone Number (Exclude Country Code): (text input)
 - Do Not Call Reason: (dropdown)
- Buttons: [Save](#), [Cancel](#) (arrow 5).

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.

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

Account Information Addresses **Phone Numbers**

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(Pimary)	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.

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

Account Information Addresses **Phone Numbers**

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

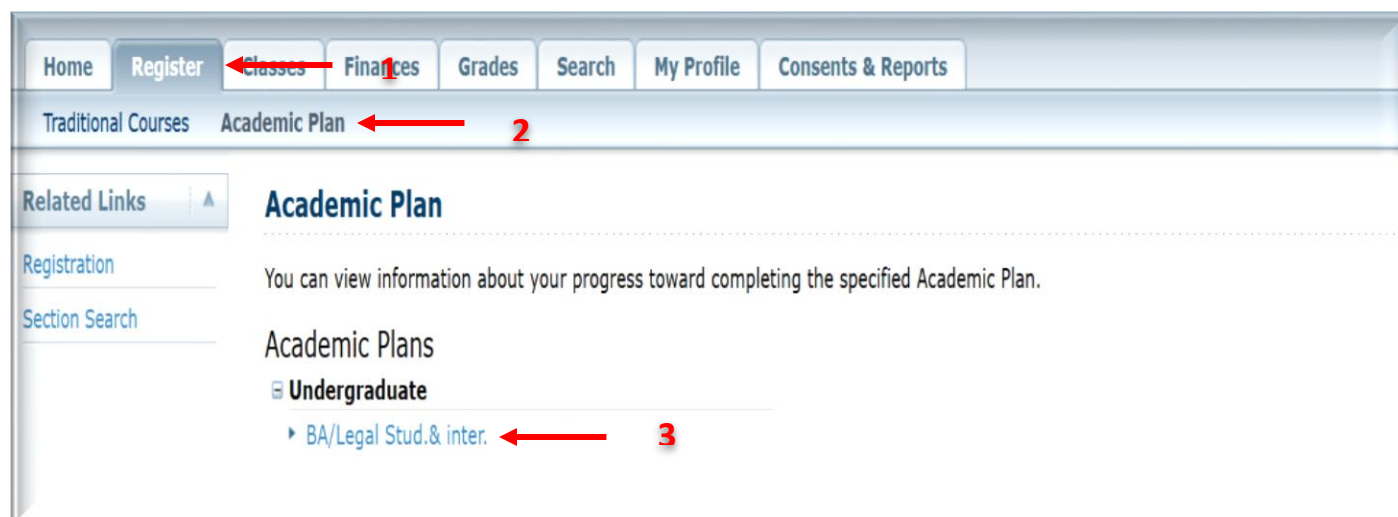
You can view the course requirements necessary for completing a specified Academic plan for a particular year and term.

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.

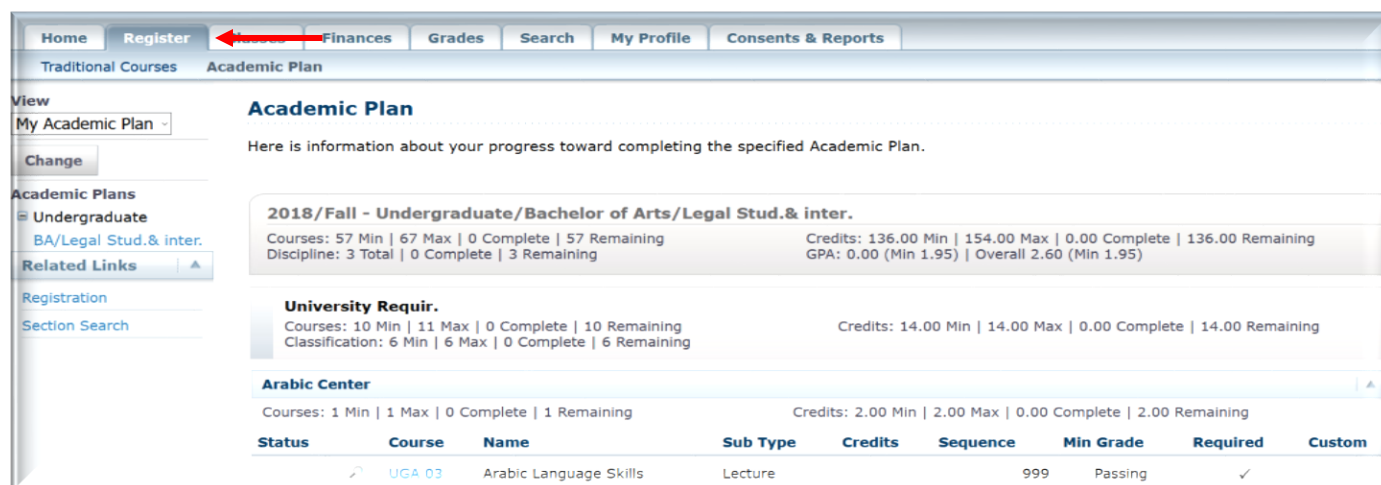
Course	Name	Sub Type	Credits	Sequence	Min Grade	Required
UGA 03	Arabic Lang. Skills	Lecture		999	Passing	✓

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

Welcome (201802660)

PowerCampus by Ellucian™

Cart | Help | Log Out | Catalog | Search

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

Traditional Courses | Continuing Education | 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 displays the PUA (P.C) Students Guide interface. At the top, a navigation bar includes links: Home, Register, Classes, Finances, Grades, Search, My Profile, and Consents & Reports. Below this, a sub-navigation bar shows Course Catalog, Section Search, and Directory. The main content area is titled 'Section Search' and features two tabs: Basic Search and Advanced Search. The search form includes fields for Keywords, Course Code, and Registration Type (with a radio button for Traditional). There are also dropdown menus for Period and Session. At the bottom of the form are Search and Clear buttons. Red arrows and numbers 1 through 4 indicate the steps for performing a search: 1. Click 'Search' in the top navigation bar. 2. Click 'Section Search' in the sub-navigation bar. 3. Click 'Advanced Search' in the search tabs. 4. Click 'Search' in the search buttons.

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. A red arrow labeled '1' points to the 'Search' tab. Below this, there is a sub-navigation bar with 'Course Catalog', 'Section Search', and 'Directory'. A red arrow labeled '2' points to the 'Section Search' link. The main content area is titled 'Section Search' and has two tabs: 'Basic Search' and 'Advanced Search'. A red arrow labeled '3' points to the 'Advanced Search' tab. The 'Advanced Search' section contains various search criteria:

- Keywords: Text input field
- Course Code: Text input field
- Registration Type: Radio buttons for Traditional (selected), Continuing Education, and Both.
- Period: Dropdown menu
- Session: Dropdown menu
- Starts From: Date picker (set to 12)
- Ends By: Date picker (set to 12)
- Starts From: Dropdown menu
- Ends By: Dropdown menu
- Meeting: Dropdown menu
- Campus: Dropdown menu
- Status: Dropdown menu
- Sub Type: Dropdown menu
- Credit Type: Dropdown menu
- Instructor: Text input field
- Program: Dropdown menu
- Class Level: Dropdown menu
- Department: Dropdown menu
- Population: Dropdown menu
- College: Dropdown menu
- Nontraditional Programs: Dropdown menu
- Curriculum: Dropdown menu
- General Education: Dropdown menu

 At the bottom of the search criteria are 'Search' and 'Clear' buttons.

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 Clear 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'.

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
Instructors:							
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

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

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	Remove
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
Instructors:					
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

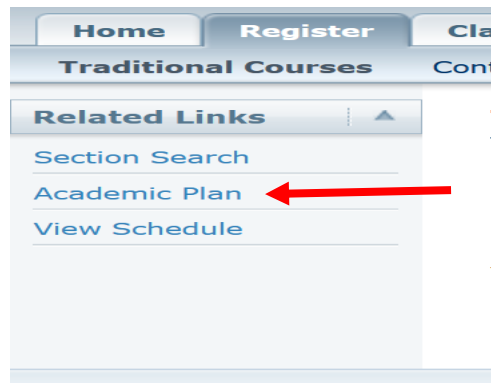
Traditional Courses - 2019/Fall

✓ 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
Instructor:							
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
Instructor:	Abouzeid Thabet						

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



https://portal.pua.edu.eg/services/records/classSchedule.aspx?term=FALCOyear=2019

Student Schedule

Class Schedule - 2019 / FALL

	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 1100	
10:00 am					
11:00 am					
12:00 pm					
1:00 pm				LC 01 Lecture/01 Arts 1100	
2:00 pm					

Key: Registered Courses (blue box), Waitlist/Pending/Holding (orange box), Shopping Cart (green box)

Related Links

[Section Search](#)[Academic Plan](#)[View Schedule](#)

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](#).

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
Instructors:								
<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
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:								