

Self Service Login Screen

The **FIRST TIME** you log into Self Service there is some information you must provide to validate your account: All of this information is printed on the top of the IT information sheet in the packet you received.

At the login screen enter your olhcc.edu email account and email password in these fields, click Log In.



Verify Account



SELF SERVICE INSTRUCTIONS

PowerCAMPUS SELF-SERVICE

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.

Required = Required

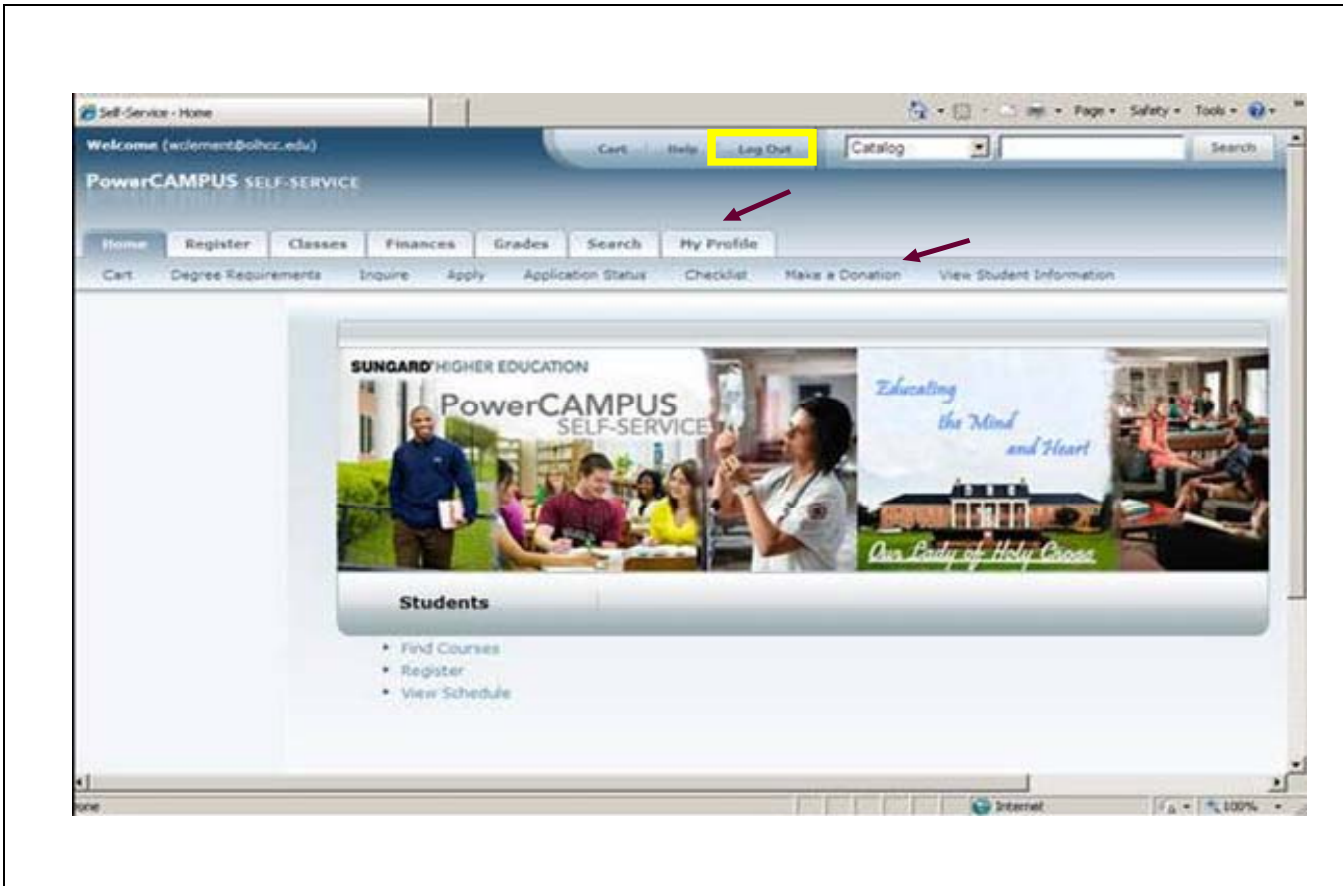
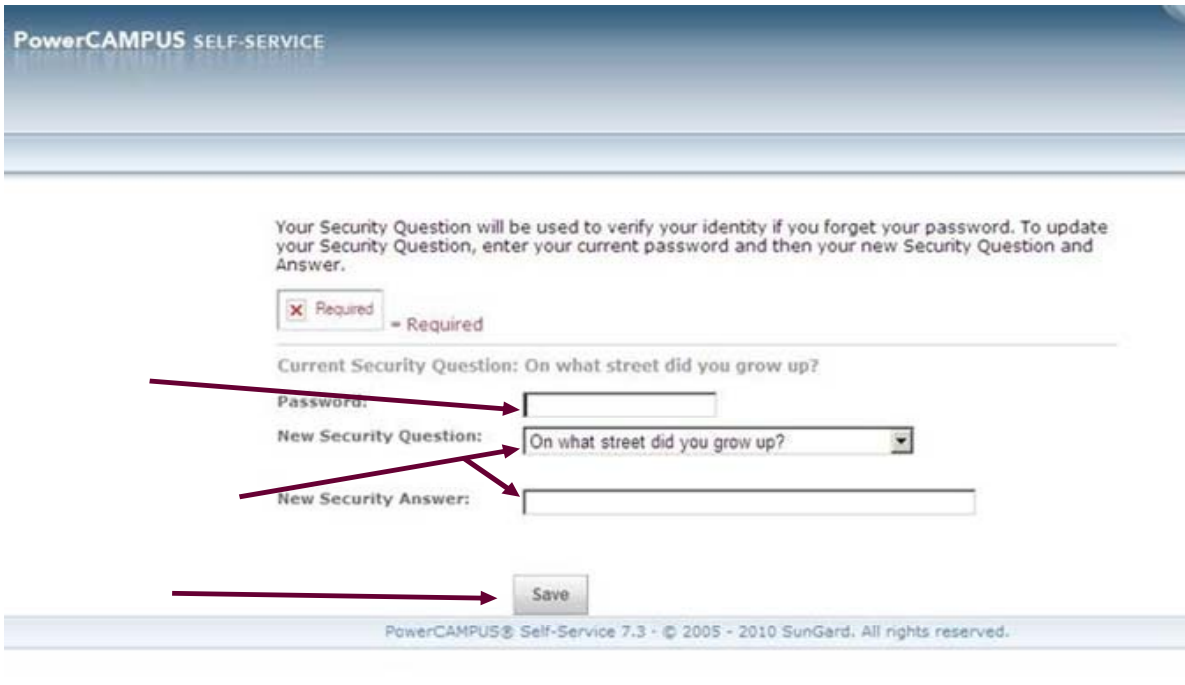
Current Security Question: On what street did you grow up?

Password:

New Security Question:

New Security Answer:

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Self-Service - Home

Welcome (wclement@ohio.edu)

Cart Help **Log Out** Catalog Search

PowerCAMPUS SELF-SERVICE

Home Register Classes Finances Grades Search **My Profile**

Cart Degree Requirements Inquire Apply Application Status Checklist Make a Donation View Student Information

SUNGARD HIGHER EDUCATION

PowerCAMPUS SELF-SERVICE

Educating the Mind and Heart

Our Lady of Holy Cross

Students

- Find Courses
- Register
- View Schedule

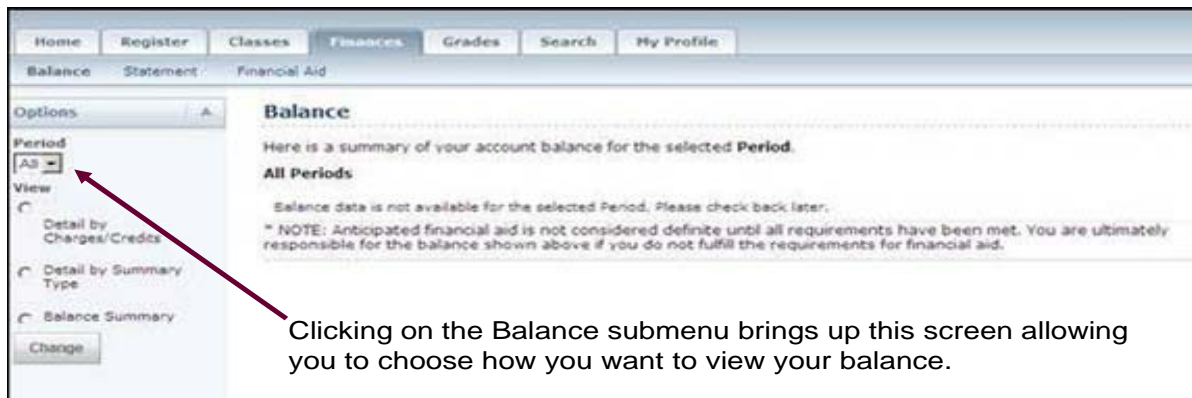
Example: Finances Tab & Submenus



The screenshot shows the PowerCAMPUS Self-Service interface. At the top, there is a navigation bar with 'Home', 'Register', 'Classes', 'Finances', 'Grades', 'Search', and 'My Profile'. Below this, there are submenus for 'Balance', 'Statement', and 'Financial Aid'. The 'Finances' tab is selected, and the 'Log Out' button is highlighted with a yellow box. The main content area displays the 'Finances' heading and a message: 'You can view your account balance, financial aid details, or billing statement.'

For example, the Finances tab allows you to check your Balance, view your Statement or Financial Aid information.

Finances Submenu - Balance



The screenshot shows the 'Balance' submenu in the PowerCAMPUS Self-Service interface. The 'Balance' tab is selected, and the 'Options' sidebar is visible. The 'Period' dropdown is set to 'All', and the 'View' section has radio buttons for 'Detail by Charges/Credits', 'Detail by Summary Type', and 'Balance Summary'. A red arrow points from the text below to the 'Balance Summary' radio button.

Clicking on the Balance submenu brings up this screen allowing you to choose how you want to view your balance.

Classes Tab – Find Your Schedule



The Classes tab allows you to view your Schedule.