

# Georgian Court University

## Self Service: Shared Access

### Relative User Guide

#### Online Access to Student Information

You can gain access to certain student information online if you are a relative of a student, categorized as their Parent, Guardian, or Spouse, and if you are invited by the student to access his or her information. For example, you can be invited to view the account balance of your student.

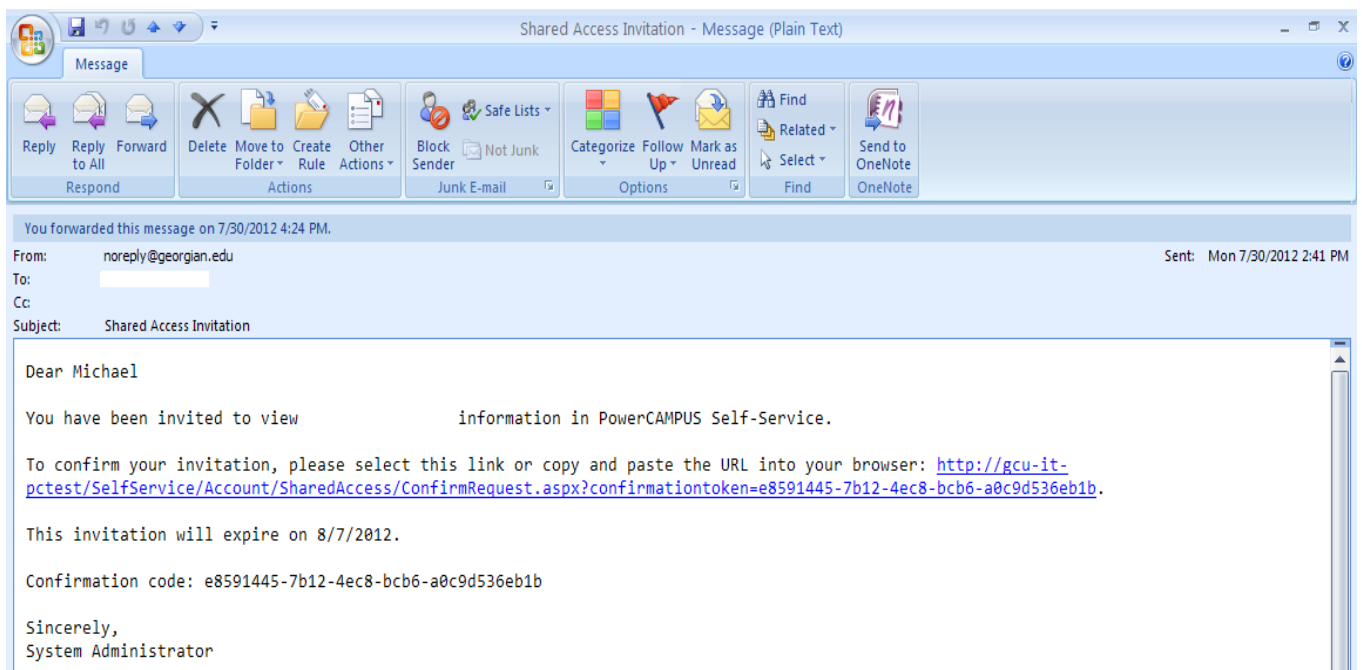
#### Self Service Website:

<https://selfservice.georgian.edu/SelfService/Home.aspx>

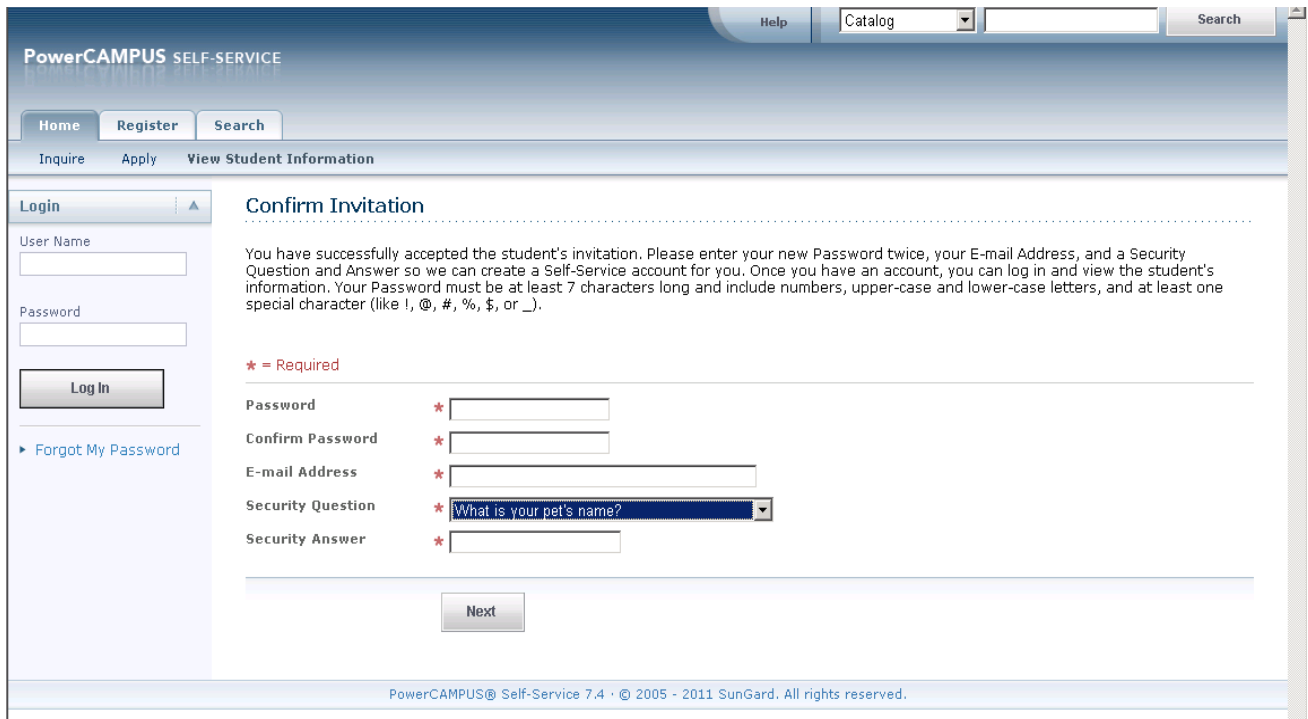
#### Accepting a Shared Access Invitation

The student must identify you as a Relative and send an invitation to your email address (please verify with the student that they have your correct email address).

1. You will receive a Shared Access Invitation via Email
2. Open the email and **Select the link** displayed in the email to accept the invitation

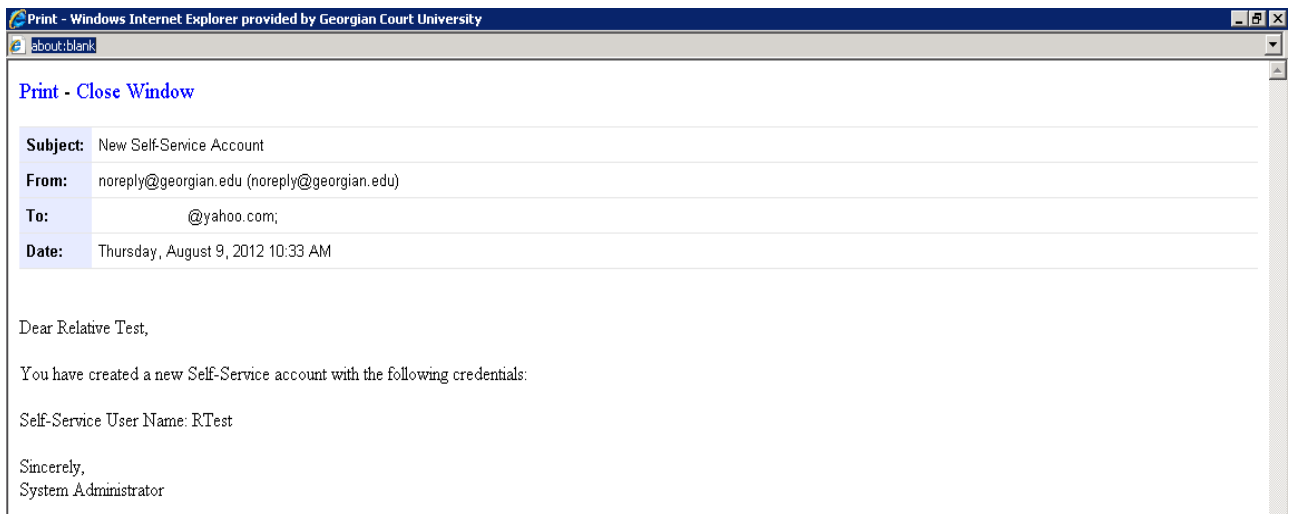


3. Enter and confirm your password
4. Enter your E-mail Address
5. You must **Select a Security Question**
6. Enter the Answer for your Security Question
7. Select Next button



If you are a current student, faculty or staff member, you will continue to use your existing User Name and Password to access Self Service after confirming the invitation.

**PLEASE NOTE:** You should receive another email showing your Self Service User Name (see below)



## View Student Information

1. Enter your User Name and Password
2. Select Log In

The screenshot shows the 'Confirm Invitation' page in the PowerCAMPUS SELF-SERVICE system. The page title is 'Confirm Invitation'. Below the title, there is a message: 'Thank you for entering your information. An account has been created for you with the following information: User Name **RTest**. In order to access the student's information, please log in:'. There are two login forms. The first form is on the left, with fields for 'User Name' and 'Password', and a 'Log In' button. Below it is a link for 'Forgot My Password'. The second form is in the center, also with 'User Name' and 'Password' fields and a 'Log In' button, with a 'Forgot my Password' link below it. The top navigation bar includes 'Home', 'Register', and 'Search' tabs, and a 'View Student Information' link. The footer contains the text: 'PowerCAMPUS® Self-Service 7.4 · © 2005 - 2011 SunGard. All rights reserved.'

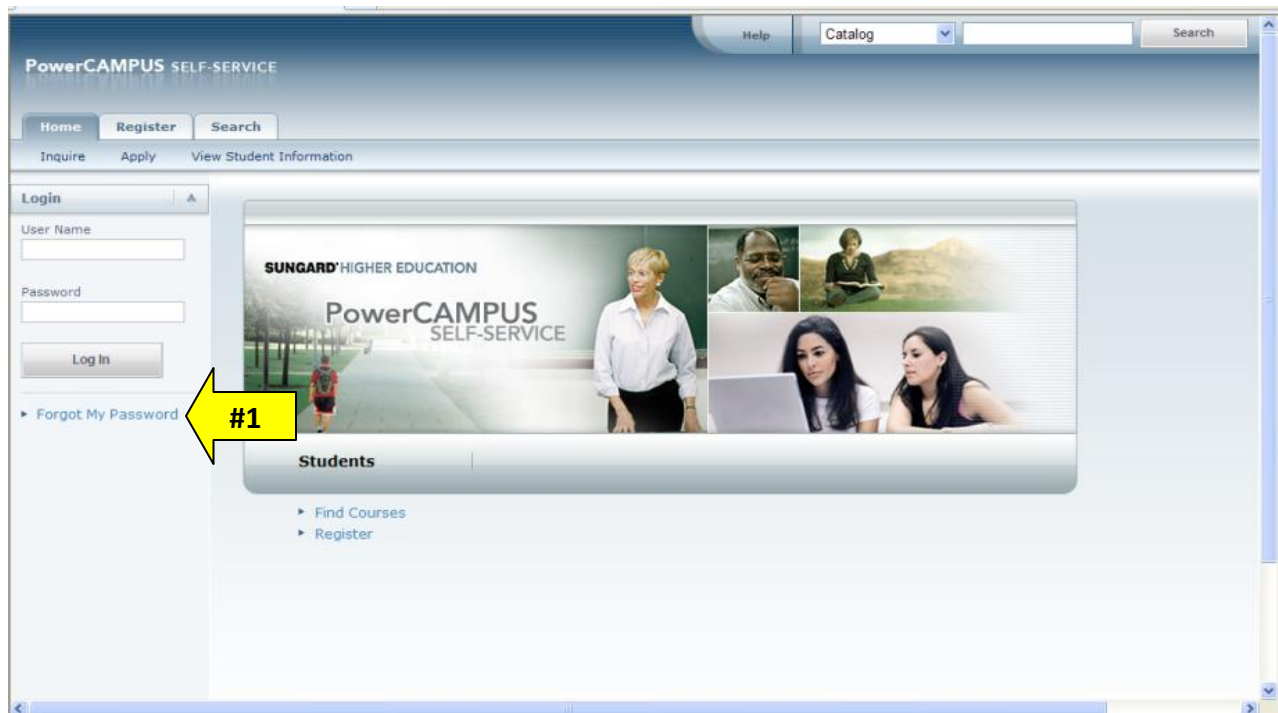
3. Under the **Home** tab, Select **View Student Information**  
This will display the student information that is currently available for you to view.
4. Select the option that you would like to view

The screenshot shows the 'View Student Information' page in the PowerCAMPUS SELF-SERVICE system. The page title is 'View Student Information'. The top navigation bar includes 'Home', 'Register', 'Search', and 'My Profile' tabs, and a 'View Student Information' link. A yellow arrow labeled '#3' points to the 'View Student Information' link. Below the title, there is a 'Student Name' field. Below that, there is a list of options: 'Academic Plan', 'Class Schedule', 'Stop List', 'Address', 'Financial Aid', 'Unofficial Transcript', 'Balance', and 'Grade Report'. The footer contains the text: 'PowerCAMPUS® Self-Service 7.4 · © 2005 - 2011 SunGard. All rights reserved.'

## Forgot My Password

If you forget your password, on the Self Service Login page:

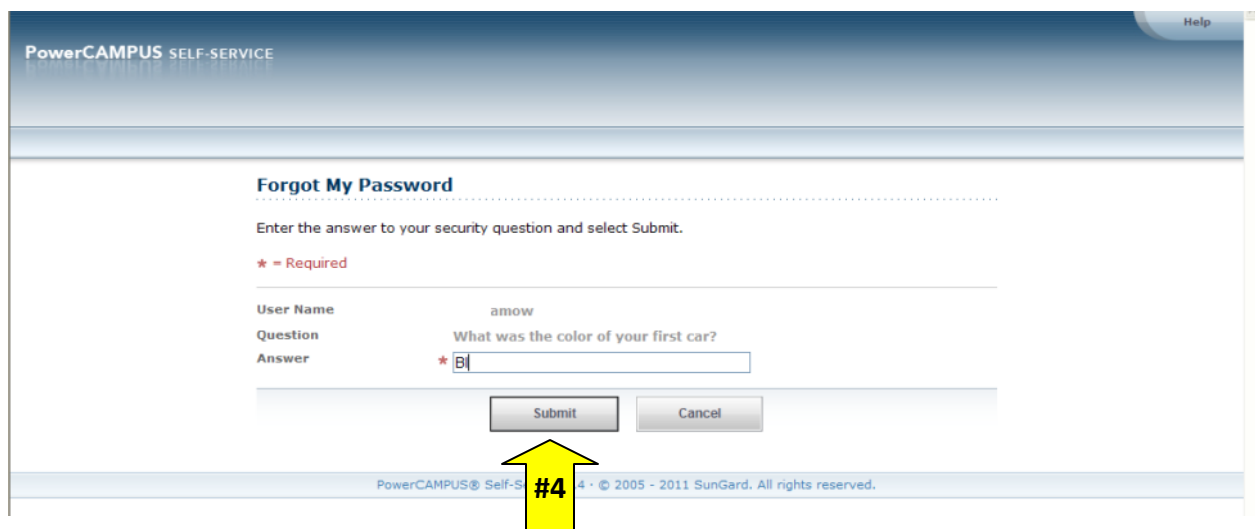
### 1. Select **Forgot My Password**



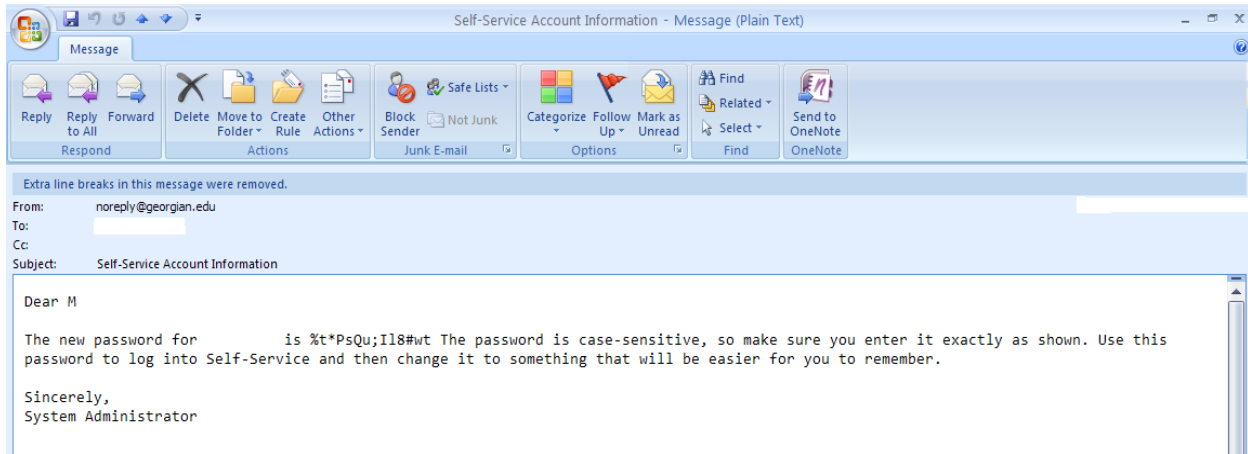
### 2. Enter your User Name and click Submit

### 3. You will be prompted to enter your **Security Answer:** Enter the Answer to your **Security Question**

### 4. Click Submit



5. Your password will be reset and you will receive an email with your new Temporary Password



6. You will Login using this temporary password and then change it to something easier to remember

### **Forgot User Name or Security Answer**

If you forget your User Name, check your email for the notification you were initially sent. If you still cannot find your User Name or are unable to answer the security question, please notify the student. You must ask to be deleted and invited again to access his or her information.