

# CAMS<sup>®</sup> Enterprise

## Student Portal

*Three Rivers Systems, Inc.*

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### **Abstract**

This document is designed to provide information necessary to use student portal. Students will be able view their own college information from anywhere they have access to the Internet. The following items are discussed:

- Course Offerings and Descriptions
- Financial Aid
- Billing
- Degree Audit
- Degree Information
- Grades
- Class Schedule and Course Managed Information
- Unofficial Transcript
- Calendar
- Personal Information
- Job Search
- Class Registration
- Customization
- Portal News

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## Student Portal

The full-service student portal provides students access to their information, including online registration, degree audit, transcripts, billing, financial aid, online documents, course content, grades, and more. Students can even pay their bill online.

Web Browsers supported for the Student Portal are:

- Windows – Internet Explorer 8 & 9 and Firefox 5.x or greater
- Mac – Safari 4 (or greater) and Firefox 5.x or greater



**Note:** When viewing non-English languages, users browsing the portals must set their browser to UTF-8 encoding. Internet Explorer's Compatibility View should be turned off.

Upon accessing the Student Portal, if your browser is not set to allow pop-ups for this site, you will be presented with a message indicating you need to allow pop-ups. This is necessary to allow you to change an expired password. You will need to disable all pop-up blockers or allow pop-ups for this site.

The login window displays when accessing the Student Portal.

Figure 1: Login

If your password has expired a Password Expired dialog box will display in which you can change your password. Enter your current password, then your new password and confirm your new password. Click **Change My Password** to accept and log in.

Password Expired Change Password -- Webpage Dialog

**Password validation requires the following:**

1. At least one upper case letter [A-Z]
2. At least one lower case letter [a-z]
3. At least one number [0-9].
4. No spaces are allowed
5. Minimum of six (6) characters long

**Password has Expired**

Username:

\*Current Password:

\*New Password:

\*Retype New Password:

Figure 2: Password Expired

# Password



## Step-By-Step: Recovering Forgotten Passwords

1. From the **Student Portal** login page, click **Forgot Password**.

**Reset My Password**

*Note: Required fields are marked with an asterisk (\*)*

\*Username:

\*Email Address:

Security Characters Image:

\*Security Characters: Type the characters you see in the image above.

Figure 3: Reset My Password window

2. The user name and e-mail address and CAPTCHA validation will be requested.
3. Click the **Reset Password** button. This will then e-mail the user a link to reset their password. The emailed link expires after one hour or after it is first used.

Once logged in, students can change their passwords using the **Change Password** option.

**Cody Wells** Wednesday, August 01, 2012

Current term: FA-12 [\(Change\)](#)

[Edit Profile](#) [Change Password](#) [Logout](#)

**Student Portal Change Password**

If you logged in with active directory then active directory controls your password

*Note: Required fields are marked with an asterisk (\*)*

Current Password \*

New Password \*

Re-Type New Password \*

**Password validation requires the following:**

1. At least one upper case letter [A-Z]
2. At least one lower case letter [a-z]
3. At least one number [0-9]
4. No spaces are allowed
5. Minimum of six (6) characters long

Figure 4: Change Password window

## Logging In

Any pop-up blockers must be turned off when accessing the Student Portal Registration. When first logging in, if pop-up blocking is enabled a message will display indicating that pop-ups are blocked and to disable them. This message will display again when students click the Registration link. If all pop-up blockers are not turned off, Registration will be cancelled.

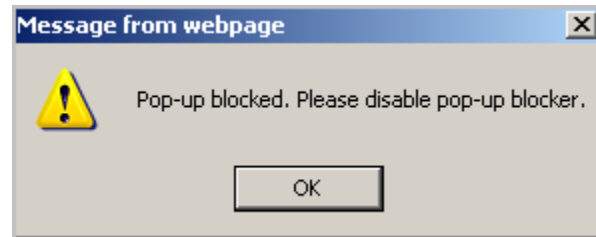


Figure 5: Pop-up blocker enabled



### Step-By-Step: Student Login

The student's Portal **Username** and **Password** are necessary to log in. These are provided to the student. Students cannot modify their Portal Username.

Figure 6: Login

1. Enter the Portal **Username** and **Password**.
2. Select the **Term** then click the **Log In** button.



**Note:** If the user does not have an active address of the type specified in the Student Portal Configuration, a warning will display under the user name.



**WARNING:** To avoid denial of service attacks, if a user attempts to log in unsuccessfully, the next 4 successive login attempts will be delayed. After the 5<sup>th</sup> attempt, their IP address will be locked from further access. See the CAMS Manager document for instructions to enable/disable the IP lockout function. The following pop up will display after the 5<sup>th</sup> failed attempt:



Figure 7: Login attempts exceeded

**Upon closing the pop up, the portal will display the following:**

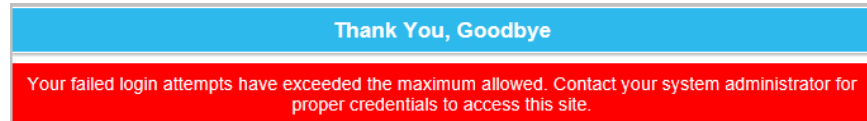


Figure 8: Logout display after unsuccessful attempts

**If the user attempts to navigate away from the page and then returns, the following message will display until the associated IP address is unlocked:**

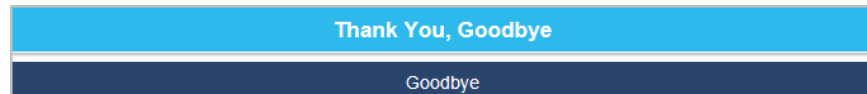


Figure 9: Return to Portal log in before IP unlocked

**Please refer to *CAMS Manager.pdf* for instructions to unlock a user's IP address.**



## Change Theme & Font Size

Portal theme colors and font size can be easily changed by simply clicking one of the colored squares or one of the letters "A" in the left side menu.

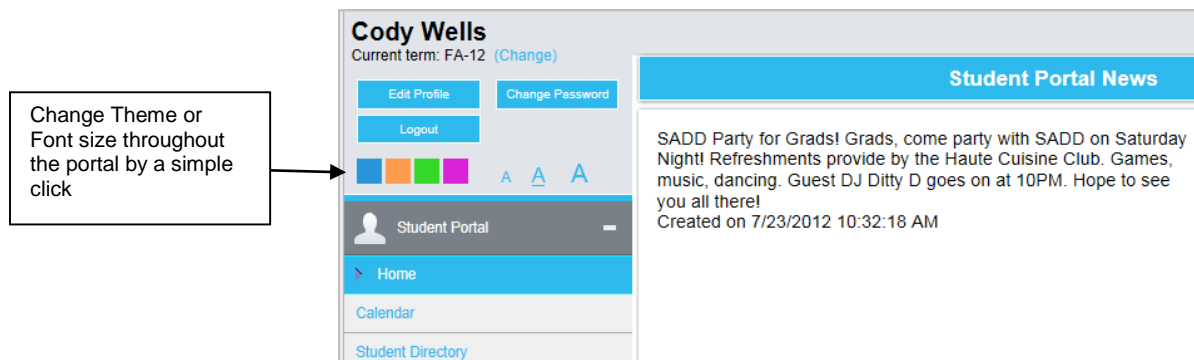


Figure 10: Change Theme and Font Size

## Navigating the Home Page

Logging in will display the Student Portal home page. The News section displays items important for students to see when accessing the portal.

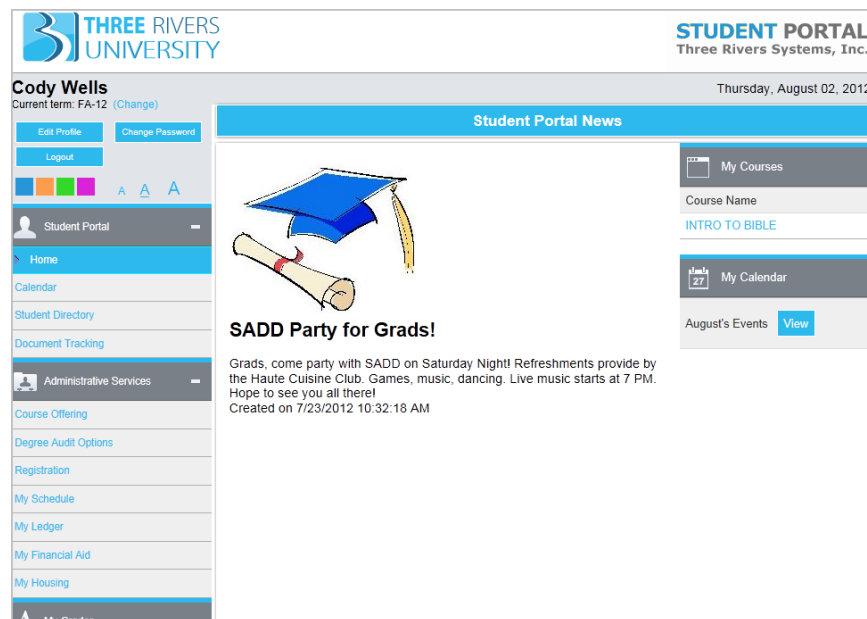


Figure 11: Student Portal Home Page

The following items are accessible by clicking the corresponding link:

# Calendar

The calendar can be used as a day planner. Enter items by clicking on the blue date hyperlink in the top left corner of each day. Faculty can also add calendar entries to all their students' calendars to remind them of important class events.



**Note:** If a student deletes an instructor calendar item it will not be added again if the instructor changes it.

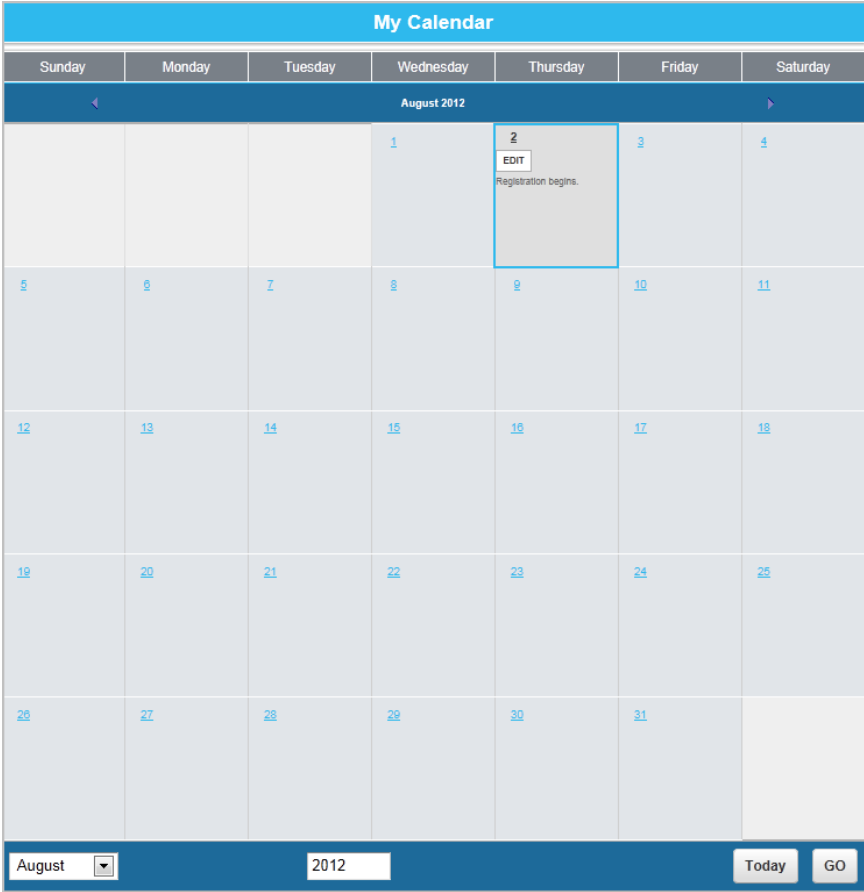


Figure 12: Calendar

## Course Offering

The course offering displays the credits, class start and end dates, class instructor, class location (room), and scheduled class days and times of classes that are being offered for the specific term selected, called **Current Term**.

Course Offering									
<input type="button" value="Show Filter"/>									
1 <b>2</b> 3 4 5 6 7 8 9 10 <input type="button" value="Next"/>									
Viewing Page #1									
Course Offering List									
Course	Course Name				Credits	Start Date	End Date	Max Enr	Total Enr
AC221LEC01 <input type="button" value="+ Book List"/>	Managerial Accounting				3	8/30/2013	12/23/2013	25	0
Instructor	Room	Days	Date	Start Time	End Time	Max Enr	Total Enr		
Miller, Lynne	ADMIN309	MWF	Weekly	11:00:00 AM	11:50:00 AM	25	0		
AE160LEC03 <input type="button" value="+ Book List"/>	AMERICAN ENGLISH FOR INTERNATIONAL STUDENTS				3	8/30/2013	12/23/2013	30	0

Figure 13: Course Offering

The **Show Filter** option can be used to view a specific range or type of classes. This option can help find classes that are needed and will fit into existing class schedules.

You can select any combination of days and times, such as: classes on Monday and Wednesday that start between 12 PM – 8 PM. You can also include filter criteria by Campus, Departments and/or Divisions.

For example: if you select only “Monday”, then

- Classes that meet on Monday display.
- Classes that meet on Monday *and* Wednesday also display.

If Monday and Wednesday are used as filtering criteria then

- All Monday and Wednesday classes, Monday only classes, and Wednesday only classes will display.



# Step-By-Step: Filter For Classes in Course Offering

1. From the **Student Portal Home** page, click **Course Offering**. The Course Offering page displays.
2. Click the **Show Filter** button.
3. Select any combination of filtering criteria and click **Apply Filter**. The filter pane collapses displaying courses according to the criteria selected. Click **Reset Filter** to clear all selections then click **Apply Filter** to display all courses.

Figure 14: Course Offering Filter

BIO10301		PROBLEMS IN ENVIRONMENT			3	8/23/2012	12/31/2012	
<a href="#">- Book List</a>								
<b>Book List</b>								
	ISBN	Book Cost	Title	Publisher	Publisher Phone	Author	Copyright	Required
1.	12566-1111	\$125.00	Biology	McGraw	123-321-4554	Edward Smith		Yes
Total Book Cost:		\$125.00						
Instructor	Room	Days	Date	Start Time	End Time			
Anderson, John		N/A	Weekly	12:00:00 AM	12:00:00 AM			
Cline, Linda		N/A	Weekly	12:00:00 AM	12:00:00 AM			

Figure 15: Book List drop-down

Click the **Book List** link to display a drop-down list of books designated for this course.

## Financial Aid

**My Financial Aid** lists all financial aid awards that are available, and provides the option of accepting or declining the award. If a student's financial aid awards are packaged for the year (vs. just a single term) under a single financial aid status record then all the awards for that package will display in the student portal under their financial aid section. For example, if a student was packaged and received an award for \$2000 dollars split 50/50 over FA-10 and SP-11 then when the student goes to the student portal for FA-10 or SP-11, they will see both awards for both terms. Awards for a single term are also displayed for the current or future terms.

My Financial Aid								
Financial Aid Awards and/or Scholarships								
Accept All	Decline All	Year	Term	Date	Award Type	Status	Description	Amount
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	FA11/SP12	FA-11	11/21/2011	TEOG	APPROVED	TEOG Grant	\$1,000.00
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	FA11/SP12	FA-12	4/4/2012	Sub	APPROVED	Subsidized Loan	\$995.00
<b>Total</b>								<b>\$1,995.00</b>
<span style="color: red;">●</span> Indicates Financial Aid item has been sent to Student Accounts.								
<input type="button" value="Submit"/>								

Figure 16: Financial Aid

A student can **Accept** or **Decline** each award that is available to them. Once the award has been accepted or declined and submitted, the student cannot modify the selection in the portal.

The Student Accepted field on the Financial Aid Award Detail Entry window in CAMS Enterprise reflects the choice the student made on the portal. It can be changed here anytime by financial aid staff.

**Financial Aid Award Detail Entry** Help

**Billing References**

Sent To Billing:  Billing Batch Name:  Effective Date:

**Financial Award Entry**

Packaged in Status: YR-2003

Term: 
Distribution Dt: 
Award Type:

**Award Status:** 
**Amount:** \$1,000.00
**Dist Amount:** \$1,000.00

**Description:** 
**Reference:**

Credit Status: 
Code 1: 
Code 2:

Show On Statement: 
Check Signed On: 
Required Hours:

Student Accepted:

Figure 17: Student Accepted Field

## Billing

The **My Ledger** option shows the student a detailed account ledger of all transactions distributed to the ledger and currently in the Billing Batch since matriculation, if configured by your institution. It also provides options to include Pending Housing changes and Pending Financial Aid awards, as well as variations on what is included in the student's overall balance.

- **Previous Ledger Balance** is the balance from previous terms as shown in the student's ledger
- **Term** that the transaction was associated with
- **Date** of the transaction
- **Description** of the charges
- **Debits/Credits** are the amounts of the charges/credits
- **Balance** column shows the cumulative amounts after each transaction
- **Ledger/Pre-Bill** is where the transaction is located. Ledger means the transaction is in the student's ledger and Pre-Bill means the transaction is in a Billing Batch
- **Overall Balance** is the current balance from the student's ledger, as of the Term selected, and can be modified to include Billing Batches, Pending Financial Aid and Pending Housing Charges
- **Pending Financial Aid** shows any awards that have not yet been transferred to the billing batch for the term
- **Pending Housing Charges** shows any charges initiated in the Housing Module that have not yet been transferred to the billing batch for the term
- The **Payment** link only displays if the student has a debit overall balance.



**Note:** To make changes to what is displayed in the Ledger, see the CAMS Manager section on Portal Configuration.

# Pay Online

A student with a debit balance can pay online if the institution has setup the Online Payment Option. Options to pay by credit card or by check may be available.

My Billing Ledger						
Billing Ledger						
Term	Date	Description	Debits	Credits	Balance	Ledger/Pre-Bill
FA-12	4/4/2012	Subsidized Loan	\$0.00	\$995.00	(\$995.00)	LEDGER
FA-12	7/20/2012	Tuition	\$3,000.00	\$0.00	\$2,005.00	PRE-Bill
FA-12	7/20/2012	Incidental Fee	\$25.00	\$0.00	\$2,030.00	PRE-Bill
FA-12	7/20/2012	Insurance Fee	\$55.00	\$0.00	\$2,085.00	PRE-Bill

<input type="button" value="Show Pending Financial Aid"/>	<input type="button" value="Show Pending Housing Charges"/>
---	---

** Previous Balance:	\$5,306.17
** Current Balance:	\$2,085.00
Pending Financial Aid:	\$0.00
Pending Housing Charges:	\$0.00
** Overall Balance:	\$7,391.17

<input type="button" value="Pay by Credit Card"/>
<input type="button" value="Pay by Check"/>

\*\* Balance may include Pre-Bill items.

Figure 18: Detailed Student Billing Ledger



## Step-By-Step: Pay Online

1. Click a payment option. The **Online Payment Parameters** page displays. Note that this page may look different depending on the online payment vendor used by your institution.

**On-line Payment Parameters**

**Payment Information**

Payment is for (select most appropriate) Tuition

Amount \* 7391.17

Credit Card Number \*

Security code \*

Not present

Exp month \* 1

Exp Year \* 2012

**Billing Address**

Name on card \*

Address \*

Zip \*

Please note that while payment may be taken immediately, ledger balance will not display your payment until processed by the institution.

Figure 19: Online Payment Options

The payment option dropdown can allow a student to mark the payment for a specific type of transaction; tuition, housing, full payment, etc.



**Note:** See the *Online Payment* document for payment handling and setup.

2. Enter the correct billing information.
3. Click **Make Payment**.
4. Once the payment has been authorized the student will receive notice of a successful transaction.

Payment information is held in the **Transfer** section under the CAMS Manager module. See **CAMS Manager Module** documentation for more information



## Degree Audit

The degree audit option allows students to monitor their progress towards a degree. It displays what classes are completed and what classes are remaining. This will help the student plan a schedule towards completion of their degree. Students' selection of classes during registration will be limited to classes listed in their Degree Audit if it exists.

Multiple programs may be evaluated if those programs are included on the record in CAMS Enterprise. Degree Audits must be applied to the student in CAMS Enterprise before a student will be able to utilize this feature. See the Degree Audit documentation for more information.



### Step-By-Step: View a Student's Degree Audit

1. On the Home screen, click **Degree Audit Options**, then select **My Degree Audit**. The Degree Audit screen displays.

My Degree Audit Detail						
DEGREE AUDIT ▶ OPTIONS ▶ STUDENT AUDIT						
Report	Degree	Program	Term	Credits Required	Credits Completed	Status
<a href="#">Detail *</a>	Bachelor of Science	Computer Science	SP-06	160.00	0.00	Remaining
* - Denotes Student Degree Audit needs updating. The process will take longer.						

Figure 20: Degree Audit list

2. An asterisk next to the **Detail** link indicates a recent change was made to an Official course within the audit, and as a result, the audit will be reevaluated and then displayed in the window. Since Degree Audit considers all changes to a student's official courses (even courses not applied to the audit, which would be in an elective group), any change in a student's official courses will cause the audit to require reevaluation.

- Click the **Detail** link to display a detailed list of courses required for the degree program. It shows the actual classes that have been completed and those remaining. Degree summary information is listed at the top of the report. It includes the Degree and Program Name, Minimum Credits Required, Credits Completed, Credits Remaining, Minimum Grade Point Average Required, Requirement Status, each Group Status and Grade Point Average Attained. If there is a formula present a link will be available to view the formula.

Degree Information Detail						
DEGREE AUDIT > <a href="#">OPTIONS</a> > <a href="#">STUDENT AUDIT</a> > DEGREE AUDIT DETAIL						
Degree: Bachelor of Science   Program: Computer Science						
Min Credit Required: 160.00   Completed: 9.00   Remaining: 151.00   Min GPA Required: 1.00   GPA Attained: 3.57						
<b>Computer Remaining</b>						
Credits Required: 12.00   Credits Completed: 9.00   Minimum GPA: 1.00   GPA Attained: 3.57						
<b>Computer Basics Remaining</b>						
Term	Course ID	Course Name	Credits	Grade	Met By	Status
	CEN101LEC	Computer Hardware Basics	3.00			R
SP-09	CEN102LEC	Computer Hardware Troubleshooting	3.00	A	CEN102LEC01	C
SP-06	CEN201LEC	Computer Software Basics	3.00	A	CEN201LEC01	C
	CEN202LEC	Computer Software Troubleshooting	3.00			R
SP-06	CEN301LEC	Computer Networking Basics	3.00	B-	CEN301LEC01	C
	CEN302LEC	Computer Networking Troubleshooting	3.00			R
Credits Required 6.00   Credits Completed 9.00   Minimum GPA 1.00   GPA Attained 3.57						
C-Completed   MR-Manual Map Remaining   TR-Transfer Remaining   Inp-In Progress   NN-Not Necessary   MC-Manual Map Completed   TC-Transfer Completed   R-Remaining   E-Extra Course						

Figure 21: Degree Audit

## My Grades

If a Business Hold, with Stop Grade Card option checked, has been applied to a student record, the student will not be able to access grades through the Portal. Instead, when the Grade Report page opens, a message will display on the page indicating the number of Business Alerts.

The grades section of the Student Portal displays the registered classes for the specific term and any grades entered. Students may view Mid-Term, Final or Narrative grades. It also displays term and cumulative GPA information. Course evaluations can also be required to be completed before a student can view the grade for the course.

If the student has courses in multiple GPA Groups for the selected Term, each GPA Group will display Cumulative totals for that group whereas the Term GPA calculates all courses in the Term.



My Grades						
Grade Type: Final Grades 						
Student Information						
Student ID:	A000001314	Student Name:	Cody Wells			
Phone:	314-386-8616	Address:	174 Clarkson Road Ellisville, MO 63011			
Degree Prog:	Computer Science	Advisor:	Dennis Welds			
FINAL Grades Information						
Course ID	Course Name	Credits	Grade	GPA Hrs	Grade Points	
AAA123LEC01	AAA Test Course	3.00	A	3.00	12.00	
BIO221LEC01	NUTRITION	2.00	B-	2.00	5.40	
ENG101LEC02	ENGLISH COMP I	3.00	A	3.00	12.00	
HIS301LEC02	World History	3.00	A	3.00	12.00	
WET100AIR01	Underwater Breathing	3.00	B+	3.00	9.90	
ZTC101LEC01	Z Test Course	3.00	A	3.00	12.00	
Term/Cumulative Summary						
	Attempted	Earned	GPA Hours	Grade Points	GPA	Comp Ratio
Term	17.00	17.00	17.00	63.30	3.72	100.00 %
Cumulative for GPA Group: UnGrad	67.00	67.00	67.00	177.40	2.65	100.00 %

Figure 22: Grade Report

Click the printer icon to display a printer-friendly copy of the grade report.

## My Housing

The Housing section of the Student Portal provides students with the ability to view their Room Assignment, Roommates, and any additional Room or Student fees that are associated with the selected term.

My Housing

**Room Assignment**  
 From: 8/15/2011 To: 12/19/2011  
 Double Occupancy / Communal Bath  
 Campus: Main  
 Building: Tower Hall  
 Room: TWR -105  
 Address:  
 12334 Campus Lane  
 Columbia MO 55555

Room Fees for Assignment		
Fee Name	Amount	Transaction Date
Housing Standard Fee	\$1,500.00	8/15/2011

Total: \$1,500.00

**Student Fee (Meal) Assignment**  
 From: 8/15/2011 To: 12/19/2011

Fees for Student (Meal) Assignment		
Fee Name	Amount	Transaction Date
Meal Plan	\$250.00	8/15/2011

Total: \$250.00

Figure 23: Housing

## My Schedule

The Student Matrix Schedule displays a grid of scheduled classes. This graphical display will help when registering for additional classes. Students may elect to display waitlisted courses for both the web page and the printer-friendly page. Place a check next to **Show wait-listed classes?** to also display any courses for which the student is on the waitlist, including the position in the wait list that the student holds.



**Note:** By default, the grid will only display Saturday and Sunday in the Matrix display if a course registered for meets on one of those days. Both days will display if either day has a schedule.

My Schedule

Show wait-listed classes?

Matrix Display

Start Time	Monday	Tuesday	Wednesday	Thursday	Friday
10:00 AM	INTRO TO BIBLE		INTRO TO BIBLE		INTRO TO BIBLE

Student Schedule

Dept	Crs ID	Type	Section	Course Name	Instructor	Days	Room	Time	Date	Credits
TRS	217		01	INTRO TO BIBLE	Graves, James	MWF	ADMIN-301	10:00 AM - 10:50 AM	Weekly	3

**Total Credits: 3**

You are on a Waitlist for the Following Courses:

Waitlist Courses

Course ID	Course Name	Instructor	Days	Time	Wait Order
BL251LEC01	MICROBIOLOGY	Staff	N/A	TB/A - TB/A	1/1

Figure 24: Student Matrix Schedule

## Document Tracking

Students can view a list of documents that are required to be provided to the institution and the status of each document. The list is compiled from all modules with Document Tracking. Click the **IMG** link to view the document. Right-click the **IMG** link and choose **Save As** to save the document. Documents that a student would find helpful or are required reading can also be made available to them via Document Tracking, such as a student handbook or campus directory.


My Documents						
<input checked="" type="checkbox"/> Include Completed Items?						
List of Documents						
Image	Department	Date	Document	Description	Document Status	Completion Date
	ADMISSIONS	6/27/2008	ADM-ACT SCORES	ACT Scores	COMPLETE	8/2/2008
	ADMISSIONS	6/25/2008	ADM-COL TRANSCRIPT	College Transcript	INCOMPLETE	
	ADMISSIONS	6/25/2008	ADM-GED	GED Certificate	INCOMPLETE	
	ADMISSIONS	6/25/2008	ADM-TOEFL	TOEFL Exam Score	INCOMPLETE	
	ADMISSIONS	6/25/2008	CPR.DOC	CPR Reminder	INCOMPLETE	
Depending on the image, you may have to have a plug-in installed on your browser in order to see the image in a browser. To save image document to your hard drive, right click on IMG and select -Save Target as-.						

Figure 25: Document Tracking List

## My Transcript

Unofficial transcripts may be viewed and printed from the Student Portal by clicking the **My Transcript** link. If a student has a Business hold on which Stop Transcript is indicated, the student will not be able to access Transcripts. A message will display indicating that a hold is preventing viewing of the transcript. In order for the My Transcript link to display for eligible students, the **Show Unofficial Transcript on Menu** field must be checked in **CAMS Manager >CAMS Portal >Portal Config >Student Configuration** window, **Student** tab.


Unofficial Transcript						
						
Major(s):			Birth Date: 4/7/1985			
(1) Degree: Bachelor of Science						
Transfer: No						
Conferred:						
Major: Computer Science						
GPA Group: UnGrad						
Term: SP-06						
Course	Course Name	Credits	Grade	Category	Repeat	
CEN201LEC	Computer Software Basics	3.00	A	Curriculum	No	
CEN301LEC	Computer Networking Basics	3.00	B-	Curriculum	No	
	Attempted	Earned	GPA Hours	Grade Points	GPA	
Term	6.00	6.00	6.00	20.10	3.35	
Cumulative	6.00	6.00	6.00	20.10	3.35	
Term: Spring 2007						
Course	Course Name	Credits	Grade	Category	Repeat	
AC234L	MANAGERIAL ACCOUNTING	2.00	P	Curriculum	No	

Figure 26: My Transcript page



**Note:** Term and Cumulative GPAs will not be displayed if a course evaluation is missing for the term and GPA Grouping. Subsequent terms in that GPA Group will also not be displayed until all course evaluations are completed.

## Student Directory

The student directory displays only those students who have the option “**Show on Directory**” in CAMS Enterprise set to **Yes**. Only the current term displays, unless the **Include all terms** option is selected. Click the email link to open an email message in your default email program with the email address populated in the **To:** field of the message.

Student Directory			
Viewing Last Names Beginning with the Letter "A"			
<span style="border: 1px solid black; padding: 2px;">A</span> <span style="border: 1px solid black; padding: 2px;">B</span> <span style="border: 1px solid black; padding: 2px;">C</span> <span style="border: 1px solid black; padding: 2px;">D</span> <span style="border: 1px solid black; padding: 2px;">E</span> <span style="border: 1px solid black; padding: 2px;">F</span> <span style="border: 1px solid black; padding: 2px;">G</span> <span style="border: 1px solid black; padding: 2px;">H</span> <span style="border: 1px solid black; padding: 2px;">I</span> <span style="border: 1px solid black; padding: 2px;">J</span> <span style="border: 1px solid black; padding: 2px;">K</span> <span style="border: 1px solid black; padding: 2px;">L</span> <span style="border: 1px solid black; padding: 2px;">M</span> <span style="border: 1px solid black; padding: 2px;">N</span> <span style="border: 1px solid black; padding: 2px;">O</span> <span style="border: 1px solid black; padding: 2px;">P</span> <span style="border: 1px solid black; padding: 2px;">Q</span> <span style="border: 1px solid black; padding: 2px;">R</span> <span style="border: 1px solid black; padding: 2px;">S</span> <span style="border: 1px solid black; padding: 2px;">T</span> <span style="border: 1px solid black; padding: 2px;">U</span> <span style="border: 1px solid black; padding: 2px;">V</span> <span style="border: 1px solid black; padding: 2px;">W</span> <span style="border: 1px solid black; padding: 2px;">X</span>			
<span style="border: 1px solid black; padding: 2px;">Y</span> <span style="border: 1px solid black; padding: 2px;">Z</span>			
Include all terms: <input type="checkbox"/>			
Student Directory for FA-10 Term			
Name	Address	Phone	Email
Aberdinet, Sharon	3612 N Broadway MCD 100 St. Louis, MO 63147		<a href="mailto:student@threerivers-cams.com">student@threerivers-cams.com</a>
Abledt, Cannie	1234 West Palm Beach St. Louis, MA 63138	123	<a href="mailto:student@threerivers-cams.com">student@threerivers-cams.com</a>
Abramst, Lisa Mary	12334 Somewhere Room TWR105 3211 Columbia, MO 55555		<a href="mailto:student@threerivers-cams.com">student@threerivers-cams.com</a>
Adams, Elizabeth	789 Village Green Dr Lake Sherwood, MO 63083	636-555-1212	<a href="mailto:student@threerivers-cams.com">student@threerivers-cams.com</a>

Figure 27: Student Directory



**Note:** Students must have an Address Type such as that set in the Portal’s global.asa file in the **Application.Value("strAddressType")** line.

# Edit Profile

Personal information, address information, email, and website links can be changed here (or added, if allowed by your institution) and will be updated in CAMS Enterprise as well. The information that displays is associated with the address type that is used for the portals.

**Update Address Information - Local**

Note: Required fields are marked with a (\*)

\*Address 1

Address 2

Address 3

City

State

Zip

County

Country

Phone 1

Phone 2

Work Phone

Mobile Phone

Fax

Email 1

Email 2

Email 3

Figure 28: Personal Information

## Degree Information

Degree Information displays all courses that are required or optional for a specific degree program. The Revision Term (typically based on the course catalog beginning and ending terms) is selected and degrees offered during the selected Revision Term display.

Click the detail link of a degree to display requirements necessary to complete it. The figure below shows only a portion of the displayed information.

Degree Detail							
DEGREE AUDIT ▸ <a href="#">OPTIONS</a> ▸ <a href="#">DEGREE INFORMATION</a> ▸ DEGREE DETAIL							
Degree: Bachelor of Science   Program: Business Administration   Credits Required: 120   Min GPA 2.00							
Requirement: Business Core   Min Credit Req: 33.00   Min Requirement GPA: 2.00							
BUSINESS CORE							
Group required: <b>Yes</b>		Group Credits Required: <b>33</b>		Minimum GPA: <b>2</b>			
Course Attributes for Group Business Core							
Required	Credits Apply	Transfer Apply	Equivalent Apply	Prereq Required	Course	Credits	Course Title
Yes	Yes	Yes	Yes	No	CH103LAB	0	ESSENTIALS OF CHEMISTRY
Yes	Yes	Yes	Yes	No	CH200LEC	2	PHARMACOLOGY
Yes	Yes	Yes	Yes	No	CHM200LEC	2	PHARMACOLOGY
Yes	Yes	Yes	Yes	No	CSC150	3	COMPUTER PROGRAMMING I
Yes	Yes	Yes	Yes	No	ECO222	3	PRINCIPLES-MACROECONOMICS
Yes	Yes	Yes	Yes	No	ECO225	3	BUSINESS STATISTICS
Yes	Yes	Yes	Yes	No	ECO423	3	INTERNATIONAL BUSINESS/ECON
Yes	Yes	Yes	Yes	No	ECON300LEC	3	Intermediate Macro Economics
Requirement: Business Management Core   Min Credit Req: 24.00   Min Requirement GPA: 2.00							

Figure 29: Portion of degree detail



# Job Search

Job Search will allow job searches for current job openings which meet specific criteria. Searches can be filtered by type, salary, and availability.

Jobs are created in the Placement module of CAMS Enterprise. Note that the Job Search link will display for students who have this option enabled in CAMS Enterprise.

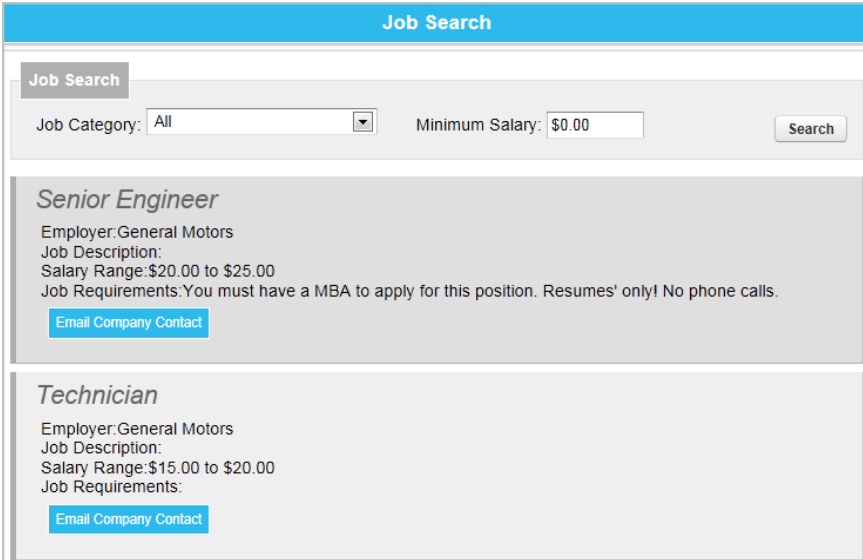


Figure 30: Job Search

## Course Registration

---

If a Business Hold, with Stop Online Registration option checked, has been applied to a student record, the student will not be able to access Registration through the Portal. A message will display on the Portal indicating that a business hold is preventing registration.

---

Online registration is accessed via the **Registration** link of the Navigation bar. The Unofficial Registration page provides course filter search options in order to display only desired courses, pending courses, and optionally, completed courses.

Any pop-up blockers must be turned off when accessing the Student Portal Registration. When first logging in, if pop-up blocking is enabled a message will display indicating that pop-ups are blocked and to disable them. This message will display again when students click the Registration link. If all pop-up blockers are not turned off, Registration will be cancelled.

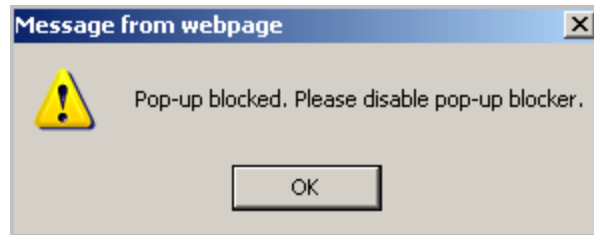


Figure 31: Pop-up blocker enabled



### Step-By-Step: Register For a Class

1. Click **Registration** on the menu. The Unofficial Registration page opens with the student's current schedule displayed at the top of the page. Unofficially registered courses may be dropped by selecting the checkbox next to the appropriate class. A course labeled **Not Allowed** cannot be dropped from the portal and must be dropped by the Registrar. Courses available for registration are displayed in the lower portion of the page. The portal compares the student's transcripts against the course offering, and if prerequisites for a course have not been met, the course will not display. If a waiting list is available, the student may put themselves on it by registering for the course.



**Note:** When registering, prerequisites are checked two levels deep. For example: **Painting 201** has a prerequisite of **Painting 101**. **Painting 101** has a course equivalent of **Art 101**. **Art 101** has a course equivalent of **Ceramics 101**. When checking PreRequisites in Course Equivalents, either Art 101 or Ceramics 101 will meet the prerequisite requirement for Painting 201 in addition to the actual prerequisite of Painting 101.

Registration for multiple sections of the same courses is allowed. You may add yourself to the waitlist for courses that are full or already have a waitlist.

[Cancel](#) [Process Registration](#)

[Show Academic Information](#) [Show Filter](#) [Show Pending Courses](#)

This is your current schedule for the FA-12 term

Drop/Withdraw	Audit	Course ID	Course Name	Credits	Instructor	Days	Time	Date
Not Allowed		AE161LEC01	AMERICAN ENGLISH FOR INTL STUDENT	3	Staff	W	9:00 PM - 10:00 PM	Weekly
<input type="checkbox"/>	Drop	TRS21701	INTRO TO BIBLE	3	Graves, James	MWF	10:00 AM - 10:50 AM	Weekly

Current Waitlist Courses for the FA-12 Term

Remove	Course ID	Course Name	Instructor	Days	Times	Wait Order
<input type="checkbox"/>	BL251LEC01	MICROBIOLOGY	Staff	N/A	N/A - N/A	1/1

Current Offering for Term: FA-12

1 2 3 4 5 6 7 8 9 10 | [Next](#)

**MANAGERIAL ACCOUNTING [AC221L01]**  
 25 seats left  
 START-END DATES: 8/23/2012 - 12/17/2012

[+ Book List](#)

<input type="checkbox"/> Credit	Instructor	Credits	Campus	Room	Days	Date	Time
<input type="checkbox"/> Audit	Staff	3	Main	BEA-101	MWR	Weekly	2:00 AM - 3:00 AM

Figure 32: Unofficial Registration

2. Click **Show Academic Information** to display Advisor, Major, and Minor. This information is pulled from the Status Record for the term for which the student is logged into the portal. Information will not display if a Status Record for the term does not exist.
3. Click **Show Pending Courses** to display courses that have been selected for Registration but not yet registered.

4. Click **Show Filter** to expand the Course ID Filter section.

The screenshot shows a web interface for filtering courses. At the top is a 'Hide Filter' button. Below it is the 'Course ID Filter' section with input fields for 'Dept:', 'Course #:', 'Type:', and 'Section:'. The 'Days and Times Filter' section features a table with days of the week (Mon-Sun) and checkboxes for each. Below this is a 'Time From:' dropdown set to '7am' and a 'Time To:' dropdown set to '11pm', with an 'Active Filter' label and a 'Current Selections' box. There are 'Add' and 'Remove' buttons. The 'Course Access Campus' section has a 'Select/Unselect All:' dropdown with a checked box and the text '(Limit results to selected campus)'. Below are checkboxes for 'Fontbonne', 'Main', 'Maryville', 'North', 'Paralegal', 'Seminar', 'Seminary', and 'West', all of which are checked. The 'Additional Options' section includes checkboxes for 'Class Summary Only' and 'Completed Courses', and a 'Display' dropdown set to '10' with the text 'Courses Per Page.' At the bottom are 'Apply Filter' and 'Clear Filter' buttons.

Figure 33: Course ID Filter

Selecting **Class Summary Only** will display only the course number and course name of each class without any times, rooms or instructor details.

Selecting **Completed Courses** will display a list of the student's completed courses and will assist in course selection.

Students may or may not see Credit and/or Audit checkboxes and other codes, which define whether they can register for the class or not.

Courses a student is qualified to register for credit have Credit check boxes. If the "Waitlist" code is next to the check box, the student can put themselves on the wait list for the course. Students may register for one section of a course and put themselves on the waitlist for a different section. Credits associated with a waitlisted course do not count towards the maximum allowed hours for registration. If a seat becomes available, only the registrar can determine who on the wait list will be registered for the course

Other codes the student may see:

- Reg – The student is already registered for the course.
- FacAppReq –The Instructor’s permission is required. Only the Registrar can register this course.
- DegAudit – the course is not in the student’s degree audit as remaining.
- PreReq – Prerequisite has not been met.
- DLPreReq – this course has a prerequisite DL Orientation course that must have been completed in a prior term.
- Last Add – The date is past the date this course may be registered.
- Class is Full – The course is full.
- Waitlist – The course has a waitlist and, if enabled, students may only select the Waitlist check box to place themselves on the waitlist for this course.

Click the course link to open a pop-up window with further details such as Co-Requisites, Pre-requisites, and Equivalents.

**ART HISTORY I [AR160LEC100]**  
25 seats left  
 START-END DATES: 8/23/2012 - 12/31/2012

Book List								
	ISBN	Book Cost	Title	Publisher	Publisher Phone	Author	Copyright	Required
1.		\$35.00	History of Art					Yes
Total Book Cost:		\$35.00						

	Instructor	Credits	Campus	Room	Days	Date	Time
<input type="checkbox"/> Credit	Bumgardner, George Richlie	3	Main	Mars-105	MWF	Weekly	2:00 PM - 3:00 PM
<input type="checkbox"/> Audit	Staff	3	Main	ORTGA-101	TR	Weekly	10:00 AM - 11:00 AM

Figure 34: Book List drop-down

Click the **Book List** link to display a drop-down list of books designated for this course.

Upon processing registration, if student is not registered for a required corequisite course, a warning prompt will appear and registration cannot continue until the corequisite course is selected. If the student has already met a corequisite in a previous term, a notice will display indicating the corequisite has already been met. A warning prompt will also display when dropping a course that is needed as a corequisite.

Once a student has unofficially registered for classes they will see the **Unofficial Registration Checkout** page with their schedule including any waitlisted courses.

Students can then print their schedule by clicking the printer icon. As long as the registered class remains unofficial the student may drop it at any time. Only the registrar can authorize unofficial classes.



**Note:** Students may audit classes they do not qualify to take for credit because they do not meet prerequisites or degree audit requirements.


Unofficial Registration Checkout						 <a href="#">Printer Friendly Version</a>
Current Schedule for the FA-12 term						
Course ID	Course Name	Instructor	Days	Time	Date	
AR160LEC100	ART HISTORY I	Bumgardner, George Richlie	MWF	02:00 PM - 03:00 PM	8/23/2012 - 12/31/2012	
		Staff	TR	10:00 AM - 11:00 AM		
ENG102LEC01	ENGLISH COMP II	Staff	N/A	-	8/23/2012 - 12/17/2012	
You are on a waitlist for the following courses:						
Course ID	Course Name	Instructor	Days	Time	Wait Order	
BL251LEC01	MICROBIOLOGY	Staff	N/A	-	1/1	
**Note: Waitlist courses will not show on a schedule.						

Figure 35: Registered Classes

When registering courses that utilize relative start dates, such as a 30 day course within a 4 month term, clicking **Process Registration** will present students with an additional screen where they may choose the **Start Date** for these courses. The **End Date** will calculate automatically according to the length of the course. You must adhere to the Restriction Information displayed for each course when choosing the Start Date. No registration changes are saved at this point. All registration changes will save upon clicking **Save Registration** on this screen or you may click **Cancel Registration** to cancel all changes made in this session.


Student Portal Registration Relative Start Date Selection Page				
Start Dates are shown as estimates based upon our default number of days required to attain your course materials. You may change the start date of each course but the start date must adhere to the restriction information displayed below the class.				
Relative Start Date Courses				
Course ID	Course Title	Start Date	End Date	
NR203CL01	MENTAL HEALTH NURSING	8/23/2012	9/22/2012	
Restriction Information	Term Start Date	Term End Date	Earliest Start Date	Max Start Date
	8/23/2012	12/31/2012	8/23/2012	11/24/2012

Figure 36: Relative Start Date Selection page

## Portal News

Institution news items and announcements display in the portals. Items are created in **CAMS Manager >CAMS Portal >Portal News**. Instructions to set up news items are available in the CAMS Manager PDF file and in CAMS Enterprise online help.

Student Portal News



SADD Party for Grads!

Grads, come party with SADD on Saturday Night! Refreshments provide by the Haute Cuisine Club. Games, music, dancing. Live music starts at 7 PM. Hope to see you all there!  
Created on 7/23/2012 10:32:18 AM

My Courses

Course Name

You have no courses this term.

My Calendar

August's Events [View](#)

2 Registration...

Figure 37: Portal News

## Customization



***The source code is provided with the Student Portal. The source code is customizable by the institution. Because of this, updates from Three Rivers Systems, Inc. are never automatically applied so as not to overwrite any existing code base or web pages. It is up to the institution to decide how and when, if at all, to apply the updates.***

## Registered Classes

Once a student has registered for classes, the list of classes displays when selecting **Course Management >My Courses**. The students can access the course content that the instructor has set up by clicking the **Select** hyperlink next to the course. Registered classes are also available by clicking the hyperlink for a course on the Home page.

My Courses						
List of courses for which you are currently registered:						
	Dept	ID	Type	Section	Course Name	Credits
<a href="#">Select</a>	BIO	221	LEC	01	NUTRITION	2
<a href="#">Select</a>	ENG	101	LEC	02	ENGLISH COMP I	3
<a href="#">Select</a>	HIS	301	LEC	02	World History	3

Figure 38: My Courses Info for Registered Classes

There are several areas available to the student. Some areas may not be available if the instructor has not enabled them.

## Course Information

This area displays additional information that an instructor wants students to see but is not necessary to be displayed under course announcements.

Computer Hardware Basics [CEN101LEC01]			
<a href="#">MY COURSES</a> > <a href="#">COURSE OPTIONS</a> > <a href="#">COURSE INFORMATION</a>			
Course Information			
Subject	Name	Description	Date and Time
Attendance Policies	Unexcused Absences	Three unexcused absences per term will be forgiven. Unexcused absences beyond that could reduce your final grade by one point.	7/12/2012 4:46:16 PM

Figure 39: Course Information

## Course Announcements

Announcements the instructor feels are important for students to see are displayed on the main course page.

Computer Hardware Basics [CEN101LEC01]
<a href="#">MY COURSES</a> > <a href="#">COURSE OPTIONS</a> > <a href="#">COURSE ANNOUNCEMENTS</a>
1. Welcome
Welcome to Computer Hardware Basics. Please check the Faculty Contact Information link for my office hours.

Figure 40: Course Announcements



## Course Documents

The Course Documents section allows the student to download or view any documents or files that the instructor has uploaded.

Computer Hardware Basics [CEN101LEC01]		
MY COURSES ▸ COURSE OPTIONS ▸ COURSE DOCUMENTS		
Course Documents		
Document Type	Document Name	Description
Assignment	<a href="#">Homework Week 1.docx</a>	Homework for Week One
Readings	<a href="#">Readings Week 1.docx</a>	Readings for Week One

Figure 41: Course Documents

Clicking the **Document Name** link displays the associated file. The student must have the appropriate software installed for each file type. Students may right-click on the file name link and choose **Save As** to save the file.

## Course Hyperlinks

The instructor may have other websites or documents that are helpful or important to the students. A list of those links is available from this location.

Computer Hardware Basics [CEN101LEC01]	
MY COURSES ▸ COURSE OPTIONS ▸ COURSE HYPERLINKS	
Course Hyperlinks	
Course Link	Description
<a href="#">Google Search</a>	Google Search Engine
<a href="#">Online Dictionary</a>	Online Dictionary

Figure 42: Course External Links

## Faculty Contact Information

The instructor’s availability and contact information are displayed here.

Computer Hardware Basics [CEN101LEC01]	
MY COURSES ▸ COURSE OPTIONS ▸ FACULTY CONTACT INFORMATION	
<b>MWF (8:00:00 am-9:50:00 am)</b>	
<p><b>Instructor Dennis Welds:</b> (Dennis)                      Office Location: Building A, Room 231                      Office Hours: 3 PM to 5 PM                      Work Phone: (636) 555-1212                      Email: <a href="mailto:dwelds@trsuniv.edu">dwelds@trsuniv.edu</a>                      Personal Link: <a href="http://threeriverssystems.com">http://threeriverssystems.com</a>                      Notes: Please make an appointment.</p>	

Figure 43: Instructor Contact Information

## Text Book Information

Textbooks for the class are displayed here. This is a list of all the textbooks for the course.

Computer Hardware Basics [CEN101LEC01]						
MY COURSES ▸ COURSE OPTIONS ▸ COURSE TEXTBOOKS						
Book Listing						
	Book Title	Author	Publisher	ISBN	Required	Cost
1.	Basic Electronics	Smith	Random House	123456789	Yes	\$29.99
2.	Basic Electronics Workbook	Smith	Random House	234467890	No	\$15.00

Figure 44: Course Text Books

## Discussion Forums



**Note:** The following Discussion Group information refers to the default style Discussion Groups. If your institution has enabled the Forum Portals which will open in a new window upon clicking the Discussion Forum link, please refer to the *Forum Portals.pdf* document.

If an instructor has enabled this section and created a discussion group students will be able to post messages related to the topic and respond to other student's posts.

### Discussion Forums

Computer Hardware Basics [CEN101LEC01]

Search the forums for a keyword:

[Anything Goes](#) -- Keep it civil please [Copy](#) (0 messages)

[Homework Discussion](#) -- Discuss homework assignments here. [Copy](#) (1 messages)

Figure 45: Discussion Forum

Students may copy the content of the discussion forum. An email will be sent with the information. If the student does not have an email address in the **E-mail 1** field of the address type used in the Student Portal the student will receive an error message and must update his personal information.

## Email

Students may email other students in the class or a group of students in the class. A student can compose an email but will never see any other student's email address. If more than one student was selected each student recipient will receive their own email with no other student's email address on the email.

If the sending student does not have an email address in the **E-mail 1** field of the address type used in the Student Portal the student will receive an error message and must update his personal information.

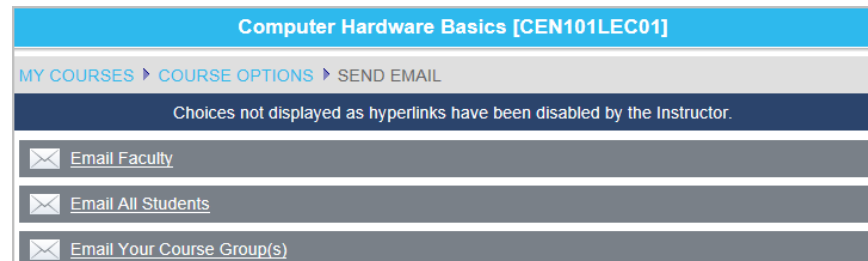


Figure 46: Email Selection screen

## Assignments

There are three options under assignments, Upload Documents, View Graded Documents, View Assignments and Grades.

## Upload Documents

If an instructor permits the uploading of course assignments students can upload their completed assignment using either the original electronic version of their assignment, such as a Word document or a scanned image.



## Step-By-Step: Upload an Assignment Document

1. Click **Upload Documents**. A list of assignments displays.

Computer Hardware Basics [CEN101LEC01]						
MY COURSES ▸ COURSE OPTIONS ▸ UPLOAD DOCUMENTS						
Allow popups in your browser in order to view documents. Right click and select save target as from view link to save documents to your local hard drive.						
Due Date	Assignment Description	Total Points	Category	Upload		
7/20/2012	Quiz Week 2	100	Quizzes	Due Date has past, document upload no longer available.		
Documents for Quiz Week 2		Size (KB)	Insert date	Update date	View	Edit Options
Quiz 1.doc		19.5	7/16/2012 2:46:10 PM		<a href="#">View</a>	Graded (Cannot edit) Graded (Cannot delete)
56347437.png		439.65	7/17/2012 11:13:57 AM		<a href="#">View</a>	Graded (Cannot edit) Graded (Cannot delete)
7/31/2012	Quiz Week 1	100	Quizzes	Due Date has past, document upload no longer available.		
8/23/2012	Homework Week 1	100	Homework	<a href="#">Upload Document</a>		

Figure 47: Upload Assignment

Click **Upload Document** for the desired assignment.

Homework Week 1  
Due Date: 8/23/2012  
100 Total points

[Browse...](#)

Upload Document
Back

Figure 48: Browse to Assignment

2. Click **Browse** and navigate to the completed assignment. Any electronic document can be uploaded, such as MS Word, text file, or scanned image of the assignment. Select the document and then click **Upload Document**.

The uploaded assignment is listed. The **Insert Date** displays the date and time that the assignment was uploaded, which can be used to verify if an assignment was turned in on time.

Document uploads for assignments that are past the Due Date are not allowed unless the instructor enables an extension for uploads. If an extension has been allowed, the upload link will display **Upload Document – Extension Allowed**.

Computer Hardware Basics [CEN101LEC01]						
MY COURSES ▸ COURSE OPTIONS ▸ UPLOAD DOCUMENTS						
Allow popups in your browser in order to view documents. Right click and select save target as from view link to save documents to your local hard drive.						
Due Date	Assignment Description	Total Points	Category	Upload		
6/23/2012	Homework Week 1	100	Homework	<a href="#">Upload Document - Extension Allowed</a>		
8/28/2012	Quiz Week 1	100	Quizzes	Document upload not available.		

Figure 49: Upload Document Extension Allowed

The uploaded assignment can be edited or deleted until the instructor grades the assignment. Once an assignment is graded the student will only be able to view the latest version of their uploaded assignment.

## View Graded Documents

An instructor can upload a graded assignment for the student to view.

Computer Hardware Basics [CEN101LEC01]					
MY COURSES ▸ COURSE OPTIONS ▸ GRADED DOCUMENTS					
Allow popups in your browser in order to view graded documents. Right click and select save target as from view link to save graded documents to your local hard drive.					
Due Date	Assignment Description	Total Points	Category		
6/23/2012	Homework Week 1	100	Homework		
8/28/2012	Quiz Week 1	100	Quizzes		
Graded Documents for Quiz Week 1		Size (KB)	Comment	Insert date	View
Quiz Week 1 - Graded.docx orig doc-Quiz 1.doc		9.78		7/16/2012 2:48:37 PM	<a href="#">view</a>
8/31/2012	Homework Week 2	100	Homework		
9/1/2012	Homework Week 3	100	Homework		

Figure 50: View Graded Assignment

This is a separate version of the student’s uploaded assignment, which allows the student to see their version and the instructor’s graded version at the same time.

## View Assignments and Grades

If the instructor permits, students may view their grades for their assignment. If enabled, the student will also be able to see their current letter and numeric grade for all graded assignments.

Computer Hardware Basics [CEN101LEC01]							
MY COURSES ▸ COURSE OPTIONS ▸ STUDENT ASSIGNMENT GRADE DETAILS							
Rogers, Kristin ()							
Assignment details for Computer Hardware Basics [CEN101LEC01] as of 8/3/2012 11:33:20 AM							
Category: Quizzes   Weight in Total Grade: 25 %   Drops allowed (*): 0							
Due Date	Description	Original Score	Adj Score %	Letter Grade	Status	Comment	Calculated: Pts Earned / Total Pts
7/28/2012	Quiz Week 1	90.00	90.00	A-			90.00 / 100.00
8/1/2012	Quiz Week 2	Instructor has not released the grade.					

Figure 51: Assignments and Grades

Click the **Printer Friendly** link to open a page that can be sent to your default printer.

# Student Attendance

If the instructor permits, students may view attendance for the course. Students may view an overview of their attendance in the course, or click on the specific attendance type to see the detail for just that type.

Computer Hardware Basics [CEN101LEC01]	
<a href="#">MY COURSES</a> > <a href="#">COURSE OPTIONS</a> > <a href="#">STUDENT ATTENDANCE</a>	
Student Attendance Summary	
Status	Number of Occurrences
	0
Absent	0
Excused	0
Late	0
Left Early	0
Other	0
Present	2
Tardy	0
All	2
Student Attendance Detail	
Attendance Date	Status
8/23/2012	Present
8/25/2012	Present

Figure 52: Assignments and Grades

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