

# Maryville College Student Information System

## Sharing Student's Information on Self-Service

Maryville College student information such as course schedules, completed course grades, transcripts, addresses, and account balances, etc. are housed in an electronic system called PowerCampus. Students may view their information online via an application called PowerCAMPUS Self-Service. Account information and instructions to access PowerCampus Self-Service will be sent to students' Maryville College email accounts within a few weeks after their admission deposit is received.

Students may choose (*but are not required*) to share portions of their information with individuals who are designated as relatives in the system. Parents and/or guardians that were listed on the application are automatically designated as relatives in the file. **If for some reason, a chosen relative is not listed, students should contact the Registrar's Office at (865) 981-8212 or by email Registrar@maryvillecollege.edu to request that their relative's information be added.** Specific instructions detailing the process for viewing shared information and updating your own personal account are provided below.

## Inviting Relatives to Access Student Information

Your student can invite anyone who is listed as a relative in PowerCAMPUS to use the Self-Service application to access his/her information, such as account balances, course schedules, final grades, etc.

## Sending an Invitation

If you would like to have information shared with you, please have your student follow the steps provided on his/her instruction sheet to send an invitation. If your student need assistance with sharing their information, please have them contact **Registrar@maryvillecollege.edu** to receive a copy of the instructions.

## Accepting Your Invitation

Your student will be asked to provide or deny access to the following items, as well as to provide a preferred Email address for each Relative:

<b>View Schedule</b>	If you want the specified relative to be able to view your course schedule, check this option.
<b>View Balance</b>	If you want the specified relative to be able to view your account balance, check this option. If on-line credit card payments are allowed, your relative will also be able to make a payment toward your account balance.
<b>View Transcript</b>	If you want the specified relative to be able to view your unofficial transcript, check this option.
<b>View Grade Report</b>	If you want the specified relative to be able to view your grades ( <i>completed courses only</i> ), check this option.
<b>View Stop List*</b>	If you want the specified relative to be able to view your Stop List to see if anything is preventing you from completing some processes (for example, registering for classes, transcript requests), <u>check this option.</u>
<b>View Address</b>	If you want the specified relative to be able to view your addresses, check this option.

*\*Fines, overdue account balances, or other sanctions.*

The invitation will arrive to that given preferred email address with a link to Self-Service as well as a Valid Until date. If you do not accept your invitation via PowerCAMPUS Self-Service by this date, you will not be able to access your student's information and the process will need to be started again.

## Creating Your Username and Password

By clicking on the link, you are accepting the invitation. You will be brought to a page to first create your password and confirm your preferred email address. You will then be assigned a username by Self-Service.

## Viewing Student Information

You will be able to view the portions of information that your student has shared with you. Your student may at any time revoke access to any or all aspects of their information through Self-Service.

To view the information that your student has shared you must login with your assigned username and created password and follow these following steps:

1. Select the **Home** tab.
2. Select the **View Student Information** menu item.
3. From here, you will have a choice to view the different areas that have been shared by your student.
4. Once you have chosen from the initial list, a column on the left side of the screen will appear to toggle between your shared information.

## Updating Information

Self-Service allows you to update your permanent address and phone numbers through your account. Keeping this contact information current gives the availability for you to receive important information from Maryville College regarding your student, especially in the case of an emergency.

Please provide phone numbers as they apply for your **Cell Phone**, **Home Phone**, and **Work Phone**. Your student is encouraged to provide at least one (1) Emergency Contact number and keep it up-to-date, but if you would also like to provide your preferred number for us to use in emergency situations in the absence of a valid Emergency number listed in your students account, please use the phone type **Emergency 1**, **Emergency 2**, etc.

If you would like to receive campus alerts, you can use the **Campus Alert** phone type and you will receive a call to that number with campus closings, campus emergencies, campus lock-downs, and weather-related warnings/watches.

You can use the description field of each phone number to provide additional information, such as your name, your relationship to student, or your preference of calls or texts.

To update address and phone information follow these steps in Self-Service:

1. Select the **My Profile** tab.
2. Select the **Addresses** menu item.
3. Review the information listed in the **Current Preferred** tab and choose **Edit Address** to make any changes.
4. After making changes, only hit the **Save** button once. The changes were submitted to the Registrar's Office for review, so the new address will not be immediately reflected in Self-Service.
5. Select the **Phone Number** menu item.
6. Click **Add a Phone Number**.
7. Choose the **Phone Type** that will apply to the number entered and complete the remaining fields and **Save**.
8. Add as many phone numbers as you have and denote them using the **Phone Type** field.

As a parent/relative of a Maryville College student, you can opt to receive the parents' newsletter Scot Knot. This is a monthly newsletter that outlines various activities and events for parents and students for that month, as well as information from the faculty, advice from Parent's Council, and success stories from our new curriculum Maryville College Works. By keeping your email address up-to-date, you can ensure that you are always in the loop and connected to your student during his/her time at Maryville College.