STUDENT SELF ENROLLMENT

1. Please type the URL in Explorer, provided to you in the letter. Following screen will show up:

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IBA - Email IBA Job Portal Online I	Payment CMS Help Desk
IBA Website IBA Alumni	Web Copyrights All rights Reserved by IBA
	C-PORTAL. IBA - Email IBA Job Portal Online I C Secure Login Pin Code: Digin

2. Login to PeopleSoft using the User Id and Password provide to you in the letter.

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Student

Student Center

Procedure

PeopleSoft Student Ceter feature provides students flexibility to view his academic information on one page. This feature also provides students access to various links to view/edit their academic information, etc.

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	User ID: Model_Student Password: Sign In	Select a Language: English Dansk Français Italiano Nederlands	<u>Español</u> Deutsch Français du Canada Maqvar Norsk	
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Step	Action
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Step	Action
2.	Click the Self Service link.
	Self Service

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– <u>Change My Password</u> – <u>My Personalizations</u>	My Acade	gress/Graduation gree progress report and mic Requirements mic Requirements ree Progress Report	apply for graduation.	Find the email employee or i	Directory Search address or the phone n an alumnus.	umber of a student, an	Search Search Student	Attendance View	
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Step	Action
3.	Click the Student Center link.
	Student Center

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Step	Action
4.	Point to the Academic Information object.
	Academics
5.	Point to the Student's Finances Information object.
	Finances
6.	Point to the Student Biographic and Demographic Information object.
	Personal Information
7.	Point to the Search for Classes object.
	SEARCH FOR CLASSES
8.	Point to the Student's Advisor object.
	Advisor
9.	Point to the Links to External Web Pages object.
10.	End of Procedure.

Student - Biographic & Demographic Info

Procedure

Using Personal Campus Information, student can view/edit their biographic, and demohraphic data.

PEOPLESOFT	ENTERPRISE	
User ID: Model_Student Passwort: ••• Sign In	Select a Language: English Dansk Français Italiano Nederlands	<u>Español</u> Deutsch Français du Canada Mativar Norsk
To set trace flags, click <u>here</u>	Polski Suomi Čeština 한국머 Înu 繁璧中文	Português Svenska 日本語 Pyccsuň 簡体中文 山天山
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Step	Action
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	Sign In

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Step	Action
2.	Click the Self Service link.
	Self Service

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▷ Degree	Campus Finances	Campus Personal Information	Academic Records
Progress/Graduation	View your account, make an electronic payment, view and account heating account heating electronic payment electronic payment e	Maritain your personal information and review holds and to dos pending to your record. Personal Data Summary Advesses 19 Maria	View grades and advisors and request transcripts and verification reports. Request Official Transcript View Unofficial Transcript Request Official Transcript 5. More
– <u>Chande My Password</u> – <u>My Personalizations</u>	Descree Progress Graduation View your degree progress report and apply for graduation. Mr. Academic Requirements	Community Directory Search Find the email address or the phone number of a student, an employee or an alumnus.	Search Search Student Attendence View.

Step	Action
3.	Click the Campus Personal Information link.
4.	Click the Names link.

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Class Search / Browse	addresses names phe	ne numbers 📗 email addres:	ses 🛛 internet addresses	emergency contacts	demographic inform	ation ethnicity	
atalog Enrollment							
Campus Finances	Names						
Campus Personal	View, add, change or delet						
formation – Personal Data Summary							
- Addresses	Below is a list of your curre	nt names. Each name has a	type associated with it t	hat is indicative of the na	ame's use.		
– Names							
- Phone Numbers	Name Type Name						
 Email Addresses Internet Addresses 	Primary Mr Dha	ineshwar Lal		edit			
- Emergency Contacts							
- Demographic							
	ADD A NEW NAME						
Number							
- FERPA Restrictions - User Preferences	Personal Information Sec	urity Credentials Particip	ation				
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Preferences							
- Languages - Licenses and	go to 💌	9					
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- Honors and Awards							
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ange My Password Personalizations							

Step	Action
5.	Click the Modify this Name button.
6.	Click the Save button.
7.	Click the OK link.
8.	Click the Add a New Name button.
9.	Click the Name Type: list.
10.	Click the Degree list. Degree
11.	Click the Mr list.
12.	Click the Save link.
13.	Click the OK link.
14.	Click the phone numbers link. phone numbers

Step	Action
15.	Enter the desired information into the field. Enter "92033467414253".
16.	Click the Save link.
17.	Click the OK link.
18.	Point to the Peronsal Information object. Under Personal Information Tab, Student can view/edit their's email address, internet addresses, etc.
19.	Click the Credentials link. Credentials
20.	Point to the Credentials object. Under Credentials Tab, student can view/edit their licenses, certificates, etc.
21.	Click the Participation link. Participation
22.	Point to the Participation object. Under Participation Tab, student can view/edit their publication, extracurricular activities, etc.
23.	End of Procedure.

Student - My Weekly Schedule

Procedure

Student can view weekly schedule of their classes.

PEOPLESOFT ENTERPRISE					
	User ID: Model_Student Password: ••• Sign in	Select a Language: English Dansk Français Italiano Nederlands	<u>Español</u> <u>Deutsch</u> Français du Canada Magyar Norsk		
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Step	Action
1.	Click the Sign In button.
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Step	Action
2.	Click the Self Service link.
	Self Service

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Class Search / Browse Catalog Enrollment Campus Einspece	A student Center Use the student center to manage school related activities.	Class Search / Browse Catalog Find classes that match your selection oriteria, or browse the course catalog by subject. Class Search	Enrollment View appointments, plan and enroll in classes, view student and exam schedules.
Information	and enroll in classes, view student and exam schedules.	E Browse Course Catalog	Enrolment Dates My Class Schedule 7. More
▷ Academic Records ▷ Degree	Campus Finances	Campus Personal Information	
Progress/Graduation	View your account, make an electronic payment, view and account having waveds. Account having Make a Payment S Make a Payment S Make a	Maintain your personal information and review holds and to dos panding to your record. Personal Data Summary Addresses Names 19 Manes.	Academic: Records Vew grades and solviors and request transcripts and wertforstion reports. The Branest Official Transcript Respect Official Transcript Store.
- <u>Change My Password</u> - <u>My Personalizations</u>	Destree Process Graduation Work dryce programs report and apply for graduation. Mr. Academic Resultements Mr. Academic Resultements Mr. Academic Resultements Mr. Dare Process Resort Z. More	Community Directory Search Find the email address or the phone number of a student, an employee or an alumnus.	Search Search E Student Attendance View

Step	Action
3.	Click the Enrollment link.
	Enrollment

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Menu 😐 Search:	Main Menu > Self Service >								
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Hostel Management System Self Service	Vew experiments, plan and errol in classes, view student and exam schedules.								
D Class Search / Browse	View My Assignments View your assignments for a specified class.	Enrollment Dates View your enrollment appointments.		My Class Schedule					
Catalog Enrollment	View your assignments for a specified class.	View your enrollment appointments.		View your class schedule for a s	pecified term.				
 View My Assignments 									
 Enrollment Dates My Class Schedule 	View your weekly schedule in a calendar format.	Enroll in classes from your Shopping Cart.		Enrollment: Drop Classes Drop classes from your schedule.					
 My Weekly Schedule Enrol View your class schedul 									
- Enrollment: Drop	End a specified term. Enrollment: Edit a Class Change preferences and options for a selected class.	Enrollment: Swap Classes		View My Exam Schedule View your exam schedule for a sp					
Classes – Enrollment: Edit a Class	Change preferences and options for a selected class.	Replace a selected class with another.		View your exam schedule for a s	pecified term.				
- Enrollment: Swap									
Classes - View My Exam Schedule	View MV Grades View or print a listing of your grades and check your current								
- View My Grades	grade point average.								
D Campus Finances D Campus Personal									
Information									
D Academic Records D Degree									
Progress/Graduation > Search									
- Student Center									
- Community Directory Search									
Set Up SACR									
 Change My Password My Personalizations 									

Step	Action
4.	Click the My Weekly Schedule link.
	My Weekly Schedule

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rollment: Add Classes rollment: Drop											
asses rollment: Edit a Class		<< previous we	ek	Week of 3/22/	2010 - 3/28/20	10	nextweek >>				
rollment: Swap asses											
rw My Exam Schedule		Show Week of	03/22/2010 関	Start Time 8:0	0AM End Time 6	:00PM	refresh calendar				
rw My Grades pus Finances	Time	Monday Mar 22	Tuesday Mar 23	Wednesday Mar 24	Thursday Mar 25	Friday Mar 26	Saturday Mar 27	Sunday Mar 28			
pus Personal ation	8:00AM	Pidr 22	Pidr 20	Plan 24	Plan 23	Plan 20	Plan 27	Plar 20			
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				Term Information							
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Step	Action
5.	Point to the My Class Schedule object. My Class Schedule
6.	Enter the desired information into the Show Week of field. Enter "08/01/2008".
7.	Click the refresh calendar link.
8.	Click the Show Instructors option.
9.	Click the refresh calendar link.
10.	Click the Show Class Title option.
11.	Click the refresh calendar link.
12.	Enter the desired information into the End Time field. Enter " 12:00PM ".
13.	Click the refresh calendar link.
14.	End of Procedure.

View My Assignments

Procedure

Student can view assignments, marks and equivalent grade for a class of current term.

PEOPLESOFT ENTERPRISE							
	User ID: Model_Student Password: ••• Sign In	Select a Language: English Dansk Français Italiano Nederlands Polski	Español Deutsch Français du Canada Marwar Norsk Português				
	To set trace flags, click <u>here</u>	Suomi Čeština 한국머 그nu 繁璧中文	Swenska 日本語 Pyccsui 簡体中文 Lucy				
Copyright IB 2020, 2007, Occole. All rights reserved. PeopleSoft is a registered trademark of Crask may be trademarks of their respective somers.	e Corporation and/or its affiliates. Other names						

Step	Action
1.	Click the Sign In button.
	Sign In

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Step	Action
2.	Click the Self Service link.
	Self Service

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> Hostel Management System	Self Service			
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Information	Student Center Use the student center to manage school related activities. and erroll in classes, view student and exam schedules.	Class Search: Browse Catalog Find classes that match your selection onteris, or browse the course catalog by subject. Class Search Ecowse Course Catalog	Enrollment View appointments, plan and enrol in classes, view stude exem schedules. Enrollment Dates Enrollment Dates Mick Class Schedule	nt and
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Progress/Graduation P Search - Student Center - Community Directory Search > Set Up SACR	Campute Finances Verve un accute, naie an electronic payment, view and accept your financial aid avvards. Accept your financial aid avvards. Payment Profile Make a Fayment State.	Compute Personal Information Monthly you personal information and review holds and to dos persing to your record. Personal Data Summary Addresses Names Nam	Vew produces and polycore and request transcripts and vew produces and polycore and request transcripts and verification reports. Request 2016/bit Transcript Request 2016/bit Transcript Subsec.	
– <u>Change My Password</u> – <u>My Personalizations</u>	Degree Progress Graduation View your degree progress report and apply for graduation. Mr.Academic Requirements Mr.A	Community Directory Search First the email address or the phone number of a student, an employee or an alumnus.	Search Search Student Attendance View	

Step	Action
3.	Click the Enrollment link.
	Enrollment
4.	Click the View My Assignments link.
	View My Assignments

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▷ Hostel Management System Self Service	Search Plan Enroll My Academics		
D Class Search / Browse Catalog	my class schedule add drop swap edit term information		
	View Assignments and Grades	_	
 Enrollment Dates My Class Schedule 	View Assignments and Grades		
 My Weekly Schedule Enrollment: Add Classes Enrollment: Drop 	Fall 2008 Graduate IBA Karachi		
Classes – Enrollment: Edit a Class			
- Enrollment: Swap Classes	Course Title Course ID Class Nbr Subject Catalog Nbr Class Section Managerial Accounting 000052 15801 ACC 381 A		
 View My Exam Schedule View My Grades 	Select a Class		
D Campus Finances D Campus Personal			
Information > Academic Records	<u>Search Plan Enroll My-Academics</u> My-Class-Schedula Add Drop Swap Edit Term Information		
▷ Degree Progress/Graduation	go to 💙 🛞		
Search - Student Center			
- Community Directory Search			
Set Up SACR Change My Password			
- My Personalizations			

Step	Action
5.	Click the Managerial Accounting link.
	Managerial Accounting
6.	Point to the Expand Assignment Categories section object.
7.	Click the Expand Grade Scale section graphic.
8.	Press the left mouse button and drag the mouse to the desired location.
9.	Click the Expand Instructor Comments section graphic.
10.	Press the left mouse button and drag the mouse to the desired location.
11.	Press the left mouse button and drag the mouse to the desired location.
12.	End of Procedure.

View My Grades

Procedure

Student can view grades of courses of current term.

PEOPLESOFT ENTERPRISE					
	User ID: Model_Student Password: ••• Sign In	Select a Language: English Dansk Français Italiano Nederlands	<u>Español</u> Deutsch Français du Canada Maqvar Norsk		
	To set trace flags, click <u>here</u>	<u>Polski</u> <u>Suomi</u> Čeština 한국머 <u>킨nu</u> 繁麗中文	Portuaués Svenska 日本語 Pycozwű 简体中文 العربية		
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Step	Action
1.	Click the Sign In button.
2.	Click the Self Service link.

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▷ Enrollment ▷ Campue Einancee		course catalog by subject.	exam schedules.		
Camp View appointments, plan a Information	nd enroll in classes, view student and exam schedules.	E Browse Course Cateloo	Enrolment Dates My Class Schedule		
Academic Records			7. More		
▷ Degree Progress/Graduation	Campus Finances View your account, make an electronic payment, view and	Campus Personal Information Maintain your personal information and review holds and to dos	Academic Records View grades and advisors and request transcripts and		
Search Student Center	accept your financial aid awards.	pending to your record.	verification reports.		
- Community Directory Search	Payment Profile Make a Payment	Addresses	Yiew Unofficial Transcript Request Official Transcript		
Set Up SACR	9 More	19 More	5 More		
 <u>Change My Password</u> <u>My Personalizations</u> 	Degree Progress/Graduation View your degree progress report and apply for graduation.	Community Directory Search Community Directory Search Find the email address or the phone number of a student, an	Search Search		
	My Academic Requirements	employee or an alumnus.	Student Attendance View		
	View Degree Progress Report 2 More				
	<u>a meroni</u>				

Step	Action
3.	Click the Enrollment link.
	Enrollment
4.	Click the View My Grades link.
	<u>View My Grades</u>

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Searcl	h Pk	in	En	roll	N	/ Academics		
my class schee	dule add	drop	swap		edit	term information		
View My G	rades						_	
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🗢 Class Grad	ar - Eall 2009							
Official Gr	ades							
Class	Description	Units	Grading	Grade	Grade Points			
	Managerial				-			
ACC 381	Accounting	3.00	Graded	в	9.000			
ACC 501	Financial Accounting	3.00	Graded	A	12.000			
	Advanced							
ACC 503	Managerial Accounting	3.00	Graded	¢ +	6.990			
Town Statio	stics - Fall 2008							
Term state	sucs - 1 an 2000							
			From Enrollment	Cum	ulative Total			
			enroiment					
Units Towar	d GPA:							
Taken			9.00		9.000			
Passed			9.00	0	9.000			
Units Not fo								
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Passed								
	GPA Calculation							
Total Grade	Points		27.99	0	27.990			
	en Toward GPA		9.00	0	9.000			
/ Units Tak			3.11	0	3.110			

Step	Action
5.	Point to the Fall 2008 Stats object.
	Fall 2008 IBA Karachi
6.	End of Procedure.

My Course History

Procedure

Student can view history of their attempted courses.

PEOPLESOFT ENTERPRISE					
	User ID: Model_Student Password: ••• Sign in	Select a Language: English Dansk Français Italiano Nederlands	<u>Español</u> Deutsch Français du Canada Matwar Norsk		
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Step	Action
1.	Click the Sign In button.
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Step	Action
2.	Click the Self Service link.
	Self Service

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 Self Service 	Navigate to your self service information and activities.		
 ▷ Class Search / Browse Catalog ▷ Enrollment ▷ Campus Finances ▷ Campus Personal Information ▷ Academic Records 	Student Center Use the student center to manage school related activities.	Class Search (Browse Catalog Find classes the match your selection criteria, or browse the course catalog by subject. Class Search Browse Course Catalog	Enrollment For model and erroll in classes, view student and cover schedules Every model and erroll in classes, view student and cover schedules Enrollment Dides Enrollment Dides Enrollment Dides Enrollment Dides Enrollment Dides
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Step	Action
3.	Click the Academic Records link.
	Academic Records
4.	Click the My Course History link.
	My Course History

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Step	Action
5.	Click the Sort results by list.
6.	Click the Term list.

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Step	Action
7.	Click the Course list.
	Course

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Step	Action
8.	Click the sort link.
	sort
9.	Point to the Course Status object.
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10.	End of Procedure.

Online Enrollment - Add Classes

Procedure

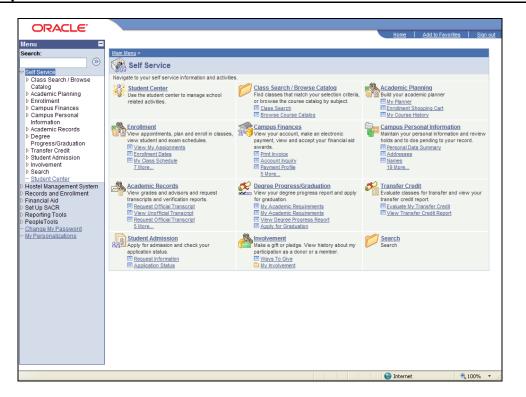
To Enroll into a class without lab follow the steps given in this lesson.

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Set Trace Flags	<u>Ing</u> 预度中文 UK English	<u>尚体中文</u> <u>尚体史</u> <u>山夜</u>	

Step	Action
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2.	Enter the desired information into the Password field. Enter . " Model_Student "
3.	Click the Sign In button.

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Step	Action
4.	Click the Self Service link.
	Self Service



Step	Action
5.	Click the Enrollment link.
6.	Click the Enrollment Add Classes link.

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Step	Action
7.	Select the term for which you want to enroll into a course. Click the Summer 2010 option.
8.	Click the Continue button.

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Step	Action
9.	Click the Search button.
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Step	Action
10.	Click the Course Subject list.

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Step	Action
11.	Select the Course Subject of the class in which you want to enroll. Click an entry in the list.
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Step	Action
12.	If you know the Coruse Number/Catalog Number then enter it here else, click on the search button. Click in the Course Number field.
13.	Click the Search button.

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Step	Action
14.	To select a course Click the Select Class button.

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Step	Action
15.	Check details of the Course that you selected and to continue Click the Next button.

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Step	Action
16.	The course that you selected has been added to your cart. Click the Proceed to Step 2 of 3 button.
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- View My Exam Schedule										
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Step	Action
17.	Status of your class is shown here. Now Click the Finish Enrolling button.
	FINISH ENROLLING

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Step	Action
18.	If Status of the class is Success that means you are successfully enrolled in the class.
	If Status of the class is Error that means you are unable to enroll in this class.
	Please see the message against the class for details.
	To enroll into another course click 'Add Another Class' button.
	To see the schedule of your classes,
	Click the My Class Schedule button.
	MY CLASS SCHEDULE

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Step	Action
19.	Your Class Schedule is shown here. If enrollment is successfull, you could see the selected course here. To see only the Enrolled courses uncheck Show Dropped Classes and Show Waitlisted Classes option. Click the Show Dropped Classes option.
20.	To unchek Show Waitlisted Classes, Click the Show Waitlisted Classes option.

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Step	Action
21.	Click the filter button.
22.	Now you could only see the classes in which you are enrolled. Filter can also be applied in a similar way to show the dropped classes. End of Procedure.

Online Enrollment - Add Classes with Labs

Procedure

Online Enrollment - Add Classes lesson shows the steps to Enroll in Classes without Labs. To enroll into classes with which labs are associated follow steps given in this lesson.

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	User ID: Model_Student Password: ••• Sign In	Select a Language: English Español Dansk Davlisch Français Ennçais du Can Italiano Marvar Nederlandis Norsk Polski Português Suomi Svenska	ada
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Step	Action
1.	Please enter the User ID and Password provided to you in your letters instead of using "Model_Student". Click the Sign In button.
2.	Click the Self Service link.

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Camp view appointments, plan	and enroll in classes, view student and exam	schedules.	E Brows	e Course Catalog		Enrolment Dates My Class Schedule		
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Step	Action
3.	Click the Enrollment link.
	Enrollment

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	View your weekly schedule in a calendar format.	Enrollment: Add Classes Enroll in classes from your Shopping Cart.		nrollment: Drop Classes rop classes from your schedule.	
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Step	Action
4.	Click the Enrollment: Add Class link.
5.	Click the Class Search option.
6.	Click the search button. To enroll into

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Step	Action
7.	Select the Course Subject of the class in which you want to enroll. Click an entry in the list.
	Computer Science & Engg

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- Student Center - Community Directory	Additional Search	Criteria						
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Step	Action
8.	Click the Search link.
	SEARCH
9.	View the list of classes by scrolling down. Scroll the object with the mouse wheel.
10.	Select the class in which you want to enroll. The lab associated with this class will be automatically added. Click the select class link.
	select class
11.	Select your required Laboratory section. Click the Select this row option.
12.	Click the Next link.
	NEXT
13.	You can see that both lecture and Labortary have been added in your shopping
	cart.
	Click the Next link.
	NEXT
14.	Click the Proceed to Step 2 of 3 link.
	Added classes in shopping Cart will be registered!

Step	Action
15.	Status of your class and Lab are shown here. Click the Finish Enrolling link. FINISH ENROLLING
16.	If status of the class is Success that means you are successfully enrolled in the class. If Status of the class is Error that means you are unable to enroll in this class. Please see the message against the class for details. To add another class click on 'Add Another Class' button and to view your class Schedule click on ' My Class Schedule' button. Click the Add Another Class button. <u>ADD ANOTHER CLASS</u>
17.	End of Procedure.

Online Enrollment - Drop Classes

Procedure

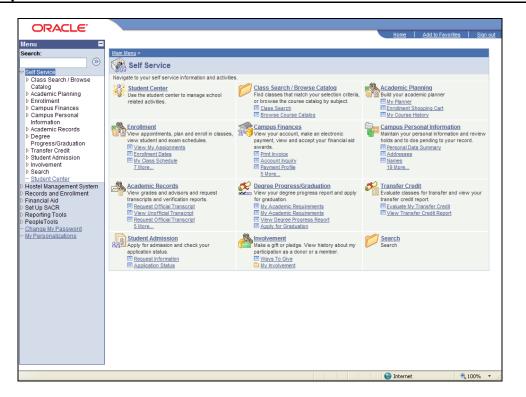
You can Drop a class only if you are already enrolled into a class.

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Step	Action
1.	Please enter the User ID and Password provided to you in your letters instead of "Model_Student". Enter the desired information into the User ID: field. Enter " Model_Student ".
2.	Enter the desired information into the Password: field. Enter "Model_Student".
3.	Click the Sign In button.

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Step	Action
4.	Click the Self Service link.
	Self Service



Step	Action
5.	Click the Enrollment link.
	Enrollment
6.	Click the Enrollment: Drop Classes link.
	Enrollment: Drop Classes

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- View My Exam Schedule	Summer 2010	Undergraduate	IBA Karachi				
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Step	Action
7.	Select your current term here for which you want to drop a class. Click the Summer 2010 option.
8.	Click the Continue button.

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Step	Action
9.	Click the Select option. This will select the course to be dropped.
10.	Click the Drop Selected Classes button.

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Step	Action
11.	Click the Finish Dropping button.
	FINISH DROPPING

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- Enrollment Drop Classes							
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Step	Action
12.	If Status against the class is Success , that means you have successfully dropped the class. If Status against the class is Error , that means you are unable to drop the class. Please see the message against the class for further details. Point to the object.
13.	You can also view the status of the course by clicking on 'My Class Schedule' button. End of Procedure.

Online Enrollment - No More Capacity

Procedure

Student trying to enroll in a class, which doesn't belong to their program.

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	User ID: Model_Student Password: ••• Sign In	Select a Language: English Dansk Français Italiano Nederlands	<u>Español</u> Deutsch Français du Canada Maqvar Norsk	
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Step	Action
1.	Click the Sign In button.
2.	Click the Self Service link.

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	Self Service		
Hostel Management System Self Service	Navigate to your self service information and activities.		
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▷ Reporting Tools ▷ PeopleTools □ <u>Change My Password</u> □ <u>My Personalizations</u>	Degree Progress Graduation View your degree progress report and apply for graduation. Mr. Academic Requirements Mr. Academic Requirements View Degree Progress Report Zhifting.	Community Directory Search Find the email address or the phone number of a student, an employee or an alumnus.	Search Search I Student Attendance View

Step	Action
3.	Click the Enrollment link.
	Enrollment
4.	Click the Enrollment: Add Classes link.
	Enrollment: Add Classes

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Step	Action
7.	Click the Search link.
	SEARCH
8.	Scroll the object with the mouse wheel.
9.	Click the select class link.
	select class
10.	Click the Select this row option.
11.	Click the Next link.
	NEXT
12.	Click the Next link.
	NEXT
13.	Click the Proceed to Step 2 of 3 link.
	Proceed to enrolling in classes added in the Shopping Cart
14.	Click the Finish Enrolling link.
	FINISH ENROLLING
15.	System stopped student from enrolling in the class by indicating reason that
	Available seats are reserved, and student doesn't meet the reserve capacity
	requirement. End of Procedure.

Online Enrollment - Pre Requisite Not Met

Procedure

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1.	Press [Ctrl+V].
2.	Click the Sign In button.
3.	Click the Self Service link.
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4.	Click the Enrollment link.
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5.	Click the Enrollment: Add Classes link.
	Enrollment: Add Classes

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Step	Action
14.	Click the Proceed to Step 2 of 3 button.
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Step	Action
15.	Click the Finish Enrolling button.
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Step	Action
17.	Release the mouse button.
18.	End of Procedure.

Online Enrollment - With Negative Holds Applied

Procedure

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Step	Action
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2.	Click the Search button.

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3.	Click the Course Subject list.
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Step	Action
4.	Point to the Marketing object.
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5.	Click the Marketing list item.
	Marketing

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Step	Action
6.	Click the Search button.

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7.	Click the Select Class button.

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9.	Click the Proceed to Step 2 of 3 button.
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Step	Action
10.	Click the Finish Enrolling button.
11.	Click the object.

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Step	Action
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Progress/Graduation				
Search	Start Date 05/18/2010			
- Student Center	Reason: Max Prog Duration Exceeded			
- Community Directory				
Search	Department: FINANCIAL			
Financial Aid	Contact:			
▷ Set Up SACR	contact:			
Reporting Tools	Instructions			
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- Change My Password				
- My Personalizations	Maximum Program Duration Exceeded			
	Return			
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Step	Action
16.	Click the Return button.
17.	End of Procedure.

View Unofficial Transcript

Procedure

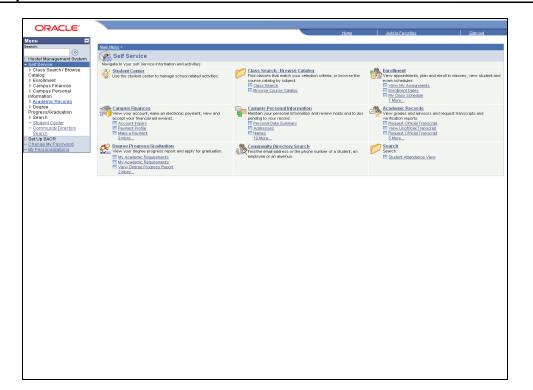
Student can view their provisional (unofficial) transcript.

PEOPLESOFT ENTERPRISE						
	User ID: Model_Student Password: ••• Sign in	Select a Language: English Dansk Français Italiano Nederlands	<u>Español</u> <u>Deutsch</u> Français du Canada Magyar Norsk			
	To set trace flags, click <u>have</u>		Português Svenska 日本語 日文CGKMŇ 简体中文 العربية			
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Step	Action
1.	Click the Sign In button.
	Sign In

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ostel Management System If Service tr Up SACR hang Navigate to your self servic Personalizations	e information and activities.					
Personalizations		1				

Step	Action
2.	Click the Self Service link.
	Self Service



Step	Action
3.	Click the Academic Records link.
	Academic Records

ORACLE'			
		Home	Addi to Favorites Sign out
Search:	Main Menu > Self Service >		
> Hostel Management System	Academic Records		
Self Service	View grades and advisors and request transcripts and verification repo	rts.	
D Class Search / Browse Catalog	Request Official Transcript Have copies of your official academic transcript mailed to	View Unofficial Transcript View an unofficial copy of your academic transcript.	Request Official Transcript Have copies of your official academic transcript mailed to
 Enrollment Campus Finances 	selected addresses.		selected addresses.
Campus Personal Information	View Unofficial Transcript	Request EnrollmentVerification	Learning Management System
 Academic Records 	View Unofficial Transcript View an unofficial copy of your academic transcript.	Have verification of your enrollment mailed to selected	Learning Management System.
 Request Official Transcript 		addresses.	
 View Unofficial Transcript Request Official 	My Course History	My Advisors	
Trans View an unofficial copy o - View Unofficial Transcript	f your academic transcript. Thes you have completed	View a listing of all your advisors. Communicate with an advisor using email notification.	
- Request Enrollment/enfication			
- Learning Management			
- My Course History			
- My Advisors			
Progress/Graduation			
- Student Center - Community Directory			
Search			
D Set Up SACR — Change My Password			
- My Personalizations			

Step	Action
4.	Click the View Unofficial Transcript link.
	View Unofficial Transcript

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Self Service	Search Plan Enroll My Academics	
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 Enrollment Campus Finances 		
D Campus Personal Information		
	Choose an institution and report type and press View Report	
 Request Official Transcript View Unofficial Transcript 	"this process may take a few minutes to complete, please do not press any other buttons or links while processing is taking place"	
 Request Official Transcript 	Academic Institution IBA Karachi	
Transcript – View Unofficial Transcript – Request	Report Type view report	
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System - My Course History	ALCONCINENTS - MI VARIABLE	
- My Advisors		
Progress/Graduation		
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- Community Directory Search		
Set Up SACR — Change My Password	· · · · · · · · · · · · · · · · · · ·	
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Step	Action
5.	Click the Unofficial Transcript list.
	Unoffical Transcript

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Transcript View Unofficial Transcript	any other buttons or links while processing is taking place**	
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Step	Action
6.	Click the view report link.
	view report

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	Jp SACR				

Step	Action
7.	Click the view report link.
8.	End of Procedure.

View Degree Progress Report

Procedure

Student can view their progress towards degree.

PEOPLESOFT ENTERPRISE				
	User ID: Model_Student Password: ••• Sign In	Select a Language: English Dansk Français Italiano Nederlands Polski	<u>Español</u> Deutsch Français du Canada Marwar Norsk Portuquês	
	To set trace flags, click <u>here</u>	<u>Suomi</u> <u>Čeština</u> 한국머]hsu 繁體中 文	Svenska 日本語 Pycoxuŭ 简体中文 Ilaguj	
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Step	Action
1.	Click the Sign In button.
	Sign In

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Hostel Management System SatEarrise SetUp SACE Charl (Nerget to your set service information and activities. Hor Prostantization:			
<u>Chan</u> Navigate to your self service information and activities. <u>My Personalizations</u>			

Step	Action
2.	Double-click the Self Service object.
	Self Service

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Search:	Main Menu >		
D Hotel Management System Sett Service Sett Service Catalog b Enrollment b Campus Finances b Campus Personal Information b Academic Records b Degree Progress/Graduation	Self Service		
	Navigable to your self enrove information and activities.	Class Search / Browse Catalog Find classes that match your selection orteris, or browse the course catalog by subject. Class Search Rowse Course Catalog	Encliment Vew expolements, plan and errol in classes, view student and exam schedules. View <i>Vh. Assimments</i> Erroriene Dates My Class Schedule 7 More.
	Campus Finances View your account make an electronic payment, view and very and apply or paduation, bit awards. Count That you Payment Poste Make a Payment Shore,	Campus Personal Information Warran your personal information and review holds and to dos pendia to your record. Personal Data Summary. Addresses 15 More	Academic Records New grades and advisors and request transcripts and vertification reports. If Request Official Transcript Request Official Transcript Request Official Transcript 5.More
– <u>Change My Password</u> – <u>My Personalizations</u>	Degree Progress Graduation View your degree progress report and apply for graduation. Mr.Academic Requirements Mr.A	Community Directory Search Find the email address or the phone number of a student, an employee or an alumnus.	Search Search E Student Attendance View.

Step	Action
3.	Click the Degree Progress/Graduation link. ^b Degree Progress/Graduation
4.	Click the My Academic Requirements link. My Academic Requirements

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ch ent Center	Not Satisfied: 13 Core Cours	For year 2008 - Postgra es	duate Dipl	oma in BA							
munity Directory											
ch SACR		Courses: 13 required, 3 GPA: 2,200 required, 3.	taken, 10	needed							
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	ACC 381	Managerial Accounting		Fall 2008	в		9				
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	ACC 503	Advanced Managerial Accounting	3.00	Fall 2008	c+		0				
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	MGT 400	Env. Of Bus Management Theory	3.00								
		And Practice Managerial									
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	MGT 507	Entrepreneurial Management	3.00		First 🛃 1						

Step	Action
5.	Click the collapse all link.
	collapse all
6.	Click the Expand section graphic.
7.	Click the Expand section graphic.
8.	Click the Show next row (Alt+.) graphic.
9.	End of Procedure.

Account Inquiry

Procedure

Student can view their account details such as charges due, payments made, account activity by term, etc.

PEOPLESOFT ENTERPRISE					
	User ID: Model_Student Password: ••• Stgn In	Select a Language: English Dansk Français Italiano Nederlands Polski	<u>Español</u> Deutsch Français du Canada Magvar Norsk Português		
	To set trace flags, click <u>here</u>	<u>Suomi</u> <u>Čeština</u> 한국머 <u>Tinu</u> 繁體中文	Svenska 日本語 Pyccsuŭ 简体中文 L		
Soyinght 10 2000, 2007, Croole, All rights reserved. People Soft is a negistered transmission of their respective context.	ademark of Oraxle Corporation and/or its affiliates. Other names				

Step	Action
1.	Click the Sign In button.
	Sign In

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	Hame Add to Fevorites	<u>Sign out</u>
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Hostel Management System Ant Santate Set Up SACR		
Chan, Navigate to your self service information and activities. 6/ Personanzations		

Step	Action
2.	Click the Self Service link.
	Self Service

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Menu 🗖		Home	Add to Fevorites Sign out
Search:	Main Menu >		
▷ Hostel Management System	Self Service		
Self Service Class Search (Browse Catalog Enrollment Campus Finances Campus Private Campus Personal Information P Academic Records P Degree Part Admin Creators Search Disearch Search Search Search Search Search	Navigate to your set enrore information and activities. Student Center Use the student center to manage school related activities.	Class Search / Browse Catalog Find classes that match your selection orteria, or browse the course catalog by subject. Class Search Bounse Course Catalog	Evolution and evol in classes, view student and even schedules. View View Assistantiation and evol in classes, view student and view View View Assistantiation and evolution View View View Assistantiation With Class Schedule 7 Mone
	Campus Finances View your account, make an electronic payment, view and accept your financial ad advands. <u>Account Insuly</u> <u>Pownet Profile</u> <u>Make a Payment</u> <u>Quine a.</u>	Campus Personal Information warrain your personal information and review holds and to dos pendigt oyour record. Persona Data Summary Address and	Academic Records Vew grades and advisors and request transcripts and verification reports. Request Official Transcript Request Official Transcript Shore
– <u>Change My Password</u> – <u>My Personalizations</u>	Degree Progress Graduation Wew your degree progress report and apply for graduation. Mark Academic Requirements Mark Academic Requirements Mark Academic Requirements Yow Degree Progress Report Zhong.	Community Directory Search First the email address or the phone number of a student, an employee or an alumnus.	Search Search E Student Attendance View.

Step	Action
3.	Click the Campus Finances link.
	Campus Finances
4.	Click the Account Inquiry link.
	Account Inquiry

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Hostel Management System	Account Inquiry Electronic Payments Purchases Account Services	
Self Service D Class Search / Browse	summary activity charges due payments	
Catalog	entrinary in antitate in entrigeneate in profilence	
 Enrollment Campus Finances 	Account Summary	
- Account Inquiry		
 Payment Profile Make a Payment 	What I Owe	
- Accept/Decline Awards	You have no outstanding charges at this time.	
 View Financial Aid 		
 Sign Perkins Promissory Note 	Financial Aid	
 View Perkins Promissory 	4	
Note – Report Aid from Other	Account Inquiry Electronic Payments/purchases Account Services	
Sources	Summary Activity Sharqes Due Payments	
 Enroll in Payment Plan Purchase Miscellaneous 	go to 💌 🔊	
Items		
- View 1098-T - View Student		
Permissions		
Campus Personal Information		
D Academic Records		
Degree Progress/Graduation		
D Search		
- Student Center - Community Directory		
Search		
D Set Up SACR — Change My Password		
- My Personalizations		

Step	Action
5.	Click the Activity link.
	activity

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03/25/2010 Fine Payment Fall 2000 200.00 Freet 10 12 af 2 10 Lest Currency used is Pakistan Rupes.		Refund	
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Step	Action
б.	Click the Fall 2008 list.
	Fall 2008

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Hostel Management System Self Service	Account Inquiry Electronic Payments/Purchases Account Services	
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Enrollment Campus Finances	Account Activity	
 Account Inquiry 		
 Payment Profile Make a Payment 	View by	
 Accept/Decline Awards View Financial Aid 	From 09/25/2009 To 03/25/2010 B Fail 2008	
- Sign Perkins Promissory Note	Transactions Find View All First 1-2 of 2	
- View Perkins Promissory	Posted Date Item Term Charge Payment Refund	
- Report Aid from Other	03/25/2010 Class Fine Fall 2008 200.00 03/25/2010 Fine Payment Fall 2008 200.00	
Sources – Enroll in Payment Plan	First 1/2 of 2 D Last	
- Purchase Miscellaneous Items	Currency used is Pakistan Rupee.	
- View 1098-T		
- View Student Permissions		
Campus Personal Information		
Academic Records Degree	Account Inquiny Electronic Payments/purchases Account Services Summary Activity Charges Due Payments	
Progress/Graduation	go to 🕅 (%)	
Search - Student Center		
- Community Directory Search		
Set Up SACR Change My Password		
My Personalizations		

Step	Action
7.	Click the go link.
	go
8.	Click the charges due link.
	charges due
9.	Click the payments link.
	payments
10.	End of Procedure.

Print Invoice

Procedure

Student can print challan of billed charges.

PEOPLESOFT ENTERPRISE				
User ID: Model_Student Password: ••• Sagn In	Select a Language: English Dansk Français Italiano Nederlands Polski	<u>Español</u> Deutsch Français du Canada Marwar Norsk Portuqués		
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Step	Action
1.	Click the Sign In button.
	Sign In

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- Change MyPassword - MyPersonalizations			

Step	Action
2.	Click the Self Service link.
	Self Service

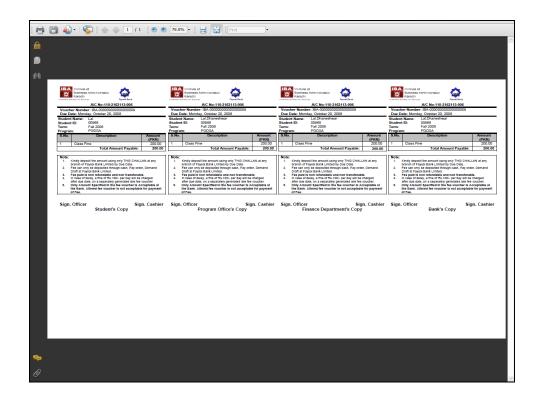
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Hostel Management System	Self Service		
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Degree Progress/Graduation b Search Search Community Directory Search Set Up SACR	Campus Finances View your account, make an electronic payment, view and accept your financial ad awards. Print Tyoace Records that Data that 10 More	Campus Personal Information Mantain your personal information and review holds and to dos pending to your record. Personal Data Summary Addresses 19 Martes 19 Martes	Academic Records New grades and advisors and request transcripts and verification reports The Request Official Transcript Request Official Transcript Request Official Transcript S More
 Reporting Tools PeopleTools Change My Password My Personalizations 	Deartee Progress Graduation Deartee Progress in Caduation Were your degree progress report and apply for graduation. Were Result Resultements Were Dearse Progress Report Zidovr.	Community Directory Search First the email address or the phone number of a student, an employee or an alumnus.	Search Search E Student Attendence View.

Step	Action
3.	Click the Campus Finances link.
	Campus Finances
4.	Click the Print Invoice link.
	Print Invoice

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Search:				New Window
> Hostel Management System	Print Invoice			
Self Service D Class Search / Browse	Enter any information you have and click Search. Leave fields blank for a list of all values.			
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Campus Finances – Print Invoice		-		
- Account Inquiry	Run Control ID: begins with M			
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 Accept/Decline Awards View Financial Aid 	Search Clear Basic Search 📳 Save Search Criteria			
 Sian Perkins Promissory Note 	Find an Existing Value Add a New Value			
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 Report Aid from Other Sources 				
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Items - View 1098-T				
- View Student Permissions				
D Campus Personal				
Information > Academic Records				
Degree Progress/Graduation				
D Search — Student Center				
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PeopleTools Change My Password				
- My Personalizations				

Step	Action
5.	Click the dd a New Value link.
	dd a New Value
6.	Enter the desired information into the Run Control ID: field. Enter " print_challan ".
7.	Click the Add (Alt+1) button.
8.	Click the Look up Invoice Number (Alt+5) graphic.
9.	Click the IBA-00000000000000000 link.
	IBA-0000000000000000
10.	Click the Save (Alt+1) button.
11.	Click the Run button.
12.	Click the Server Name: list.
13.	Click the Ok (Enter) button.
14.	Click the Process Monitor link.
	Process Monitor

Step	Action
15.	Click the Refresh button.
16.	Point to the Report Stats object. Run Status: Should be Success Distribution Status: Should be Posted
17.	Click the Go back to Print Invoice link. Go back to Print Invoice
18.	Click the Report Manager link.
19.	Click the Administration link.
20.	Click the Details link.
21.	Click the SSF_PRNT_INV.pdf link. SSF_PRNT_INV.pdf



Step	Action
22.	Click the zoom graphic.
23.	End of Procedure.