

Empower Student Information System Quick Help Document

To Log In:

1. Go to: www.rmcad.edu
2. Click on the “Tools for current students” link located in the middle of the homepage
3. Click on the “Empower” link
4. Enter your username (same as your email username – do not include the domain name “@rmcad.edu”)
5. Enter your password (last 4 digits of your student ID number – NOT your social security number)
6. Click on the “Log In” button.

To verify/update your contact information:

1. Click on “General” in the menu bar
2. Select “Personal Info Update”
3. Click the “Address” and/or “Phone” button
4. Click on the drop down menu in the “Address Type” field. (Example: Current Mailing Address is the address RMCAD utilizes for the majority of mail)
5. To update your address, select “Update”, then enter the correct address(es) and then click on “Submit.”

To view your grades:

1. Click on the “Currently Set” link
2. Select the term (Spring 2009)
3. Click on “Records” in the menu bar
4. Select “Grade Report”
5. Click on “printable version” to print

To view all of your grades (unofficial transcript) select “Student Complete Schedule.”

To View Your Schedule:

1. Click on “General” in the menu bar
2. Click on “Preferences”
3. Select the term you would like (e.g. Spring 2009)
4. Click on “Records” in the menu bar
5. Click on “Student Schedule”

To Print Your Schedule:

This will allow you to print a copy of your schedule yet will not have your student ID or social security number in case it gets misplaced.

1. Follow the steps above to view your schedule
2. Click on the “Printable Version” link in the upper right-hand corner
3. Click on File in the browser menu
4. Click on Print

To View Any Holds on Your Account:

Note: if a hold has been cleared, it will still show up in this screen, but in the “Overridden” column it will read “Yes”.

1. Click on “Records” in the menu bar
2. Click on “Student Holds Inquiry”

To View Your Transfer Credits:

This screen will show you the details of any transfer credits you might have

1. Click on “Records” in the menu bar
2. Click on “Transfer Credits Inquiry”

To Find Out Who Is Your Advisor:

1. Click on “Records” in the menu bar
2. Click on “Who is Your Advisor Inquiry”
3. First name listed is your advisor. Second name listed is your mentor. Third name listed is your department chair.

To View Your Billing Information:

This information will be for the current term only. For any historical information, please see the Billing Office. If you have more than one account type you can click on the “Show/Hide” button to view only the one you are interested in viewing.

1. Click on “Billing” in the menu bar
2. Click on “Detailed Billing Summary”

To View Your Financial Aid Award Letter:

1. Click on “Financial Aid” in the menu bar
2. Click on “Financial Aid Award Letter”
3. Select the award year you would like to view in the drop-down box

To View Any Missing Documents You Might Have Regarding Financial Aid:

1. Click on “Financial Aid” in the menu bar
2. Click on “Financial Aid Missing Documents”
3. Select the award year you would like to view in the drop-down box