

## **Empower Student Information System Quick Help Document**

### **To Log In:**

1. Go to: [www.rmcad.edu](http://www.rmcad.edu)
2. Click on the “Students” link located at the bottom of the homepage
3. Click on the “Empower” link (second from the top)
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. Do not hit enter/return or it will not work.

### **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 dropdown 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”.
6. If no change is required select “No Change” and then click on “Return to Main Screen” and follow the below instructions to register.

### **To Register Online:**

1. Click on “Records” in the menu bar
2. Select “Course Registration”
3. Enter your Advisor PIN number (your advisor has your assigned number)
4. Select the Term for which you are registering in the drop-down menu. (Spring 2008)
5. Click the “Register” button
6. To add a course, click on the “Add Courses” option
7. OPTIONAL – if you would like to select Search Parameters, please do so on the first screen. You can limit courses by department, instructor, days or time (in 24-hour format, e.g. 8:00am is 08:00 and 8:00pm is 20:00). If you do not wish to limit the course list, skip to Step 8.
8. Click the “Search” button
9. In the list of courses, find the course sections you wish to take and check the box(es) on the left-hand side.
10. When you have selected all the course sections you wish to take within the search parameters you selected in Step 7 (optional), click the “Register” button located at the bottom of the screen.
11. Repeat steps 6-10 until you have added all the courses you wish to take

12. When you have finalized your enrollment you may click on the “Print Schedule” option to view your final schedule (see the following section to view more detailed instructions).

**\*Registration Notes:**

1. If you have a scheduling conflict between two course sections both courses will show up in red text as errors. You will need to delete one of the courses from the “Course Elections” list at the bottom of the screen until there is no scheduling conflict. After you remove one of the conflicting courses, you will need to click the “Register Courses” button to enroll into the course.
2. If you have not met the course prerequisites or if consent is required, the system will notify you. The course information will be displayed in red text and there will be a message in the “Reason” box. Your advisor can provide guidance regarding your options, as needed.

**Please note that ALL SCHEDULE CHANGES MUST BE PROCESSED THROUGH THE REGISTRAR'S OFFICE USING AN ADD/DROP FORM.**

**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 2008)
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”

### **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