



# **A Step-by-Step Guide to *e-Campus* for Students**



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## Overview

### Introduction to **e-Campus**

**e-Campus** provides access to personal, academic, and financial information through the internet. **e-Campus**, through the PeopleSoft software, is a web-based, menu driven system.

All students must register to use **e-Campus** and must select a user ID and password to log onto the system. Within **e-Campus**, a personal, secure account is maintained for you, which allows you to access the features of **e-Campus** that you need.

## Computer Resources

**e-Campus** requires that you use Microsoft Windows **95 or later**, Internet Explorer **5.0 or later**, or Netscape Navigator/Communicator **6.0 or later**.

Your browser's security settings must be able to accept cookies and run scripts for you to be able to access any page within **e-Campus**. In addition, if you maintain a personal firewall or are accessing **e-Campus** through a highly secured network, the security settings in these areas may also prevent cookies and scripting from running on your machine and therefore prevent you from accessing **e-Campus**.

## Navigating e-Campus

This is a web-based system and uses familiar internet conventions to help you carry out the various operations that are available to you. The left side of the screen **e-Campus** contains a folder type view of areas in **e-Campus** where you have access. Click on folders and links within the folders to access pages. Once inside a folder, the top of the page displays the path you have taken to get to the current window. Click on any of the previous links to return to a previous screen. In some screen views, some or all of the links will also be displayed at the bottom of the screen. **DO NOT USE** the browser's "back" button at the top of the screen to navigate within **e-Campus**.

You can also open more than one **e-Campus** screen at a time, which might make it easier for you to move between different operations or between different parts of the same operation.

Note: The screens you see in **e-Campus** may differ slightly from the descriptions in this Guide.

## Student e-Campus Activities

**e-Campus** will give students access to their records over the web. Students will be able to register for classes, as well as check the status of their schedules, bills, grades, financial aid applications, etc. Students will also be able to perform degree audits to check their progress towards their current major and degree, or see a degree audit for another major/degree program.

When students first log on they will have access to SA Self Service only (unless they have a job on campus, in which case they will also have access to HR Self Service). Within the SA Self Service, the two options are "Personal Portfolio" and "Learner Services".

## For additional information, forms or assistance...

- For students in the Alan Shawn Feinstein College of Continuing Education, contact the Finance and Records Office in Providence (Shepard 205, 277-5090).
- For students on all other campuses, contact Enrollment Services on the Kingston Campus (Green Hall, 874-9500).

# Glossary of Terms

## Academic Program

This is the school or college within URI in which students are admitted.

## Academic Plan

This is the academic major into which a student has been admitted. There is also an academic plan for students who are “undeclared.”

## Academic Sub-Plan

This is a track or option or minor within the student’s major. Students whose academic plan (major) is Applied Sociology, for example, can select one of two sub-plans (options): Organizational Analysis or Policy Formation.

## Class Permission Numbers

This is the new name for Course Overrides. Students who wish to get into a class that is restricted or full must get a permission number from the course instructor.

## Favorites (also known as “My Favorites”)

This is the feature available in July 2007 to set shortcut links to pages within **e-Campus**.

## National ID

This is your Social Security Number. It will no longer be used to identify you in the URI system – your URI ID will be used for identification purposes.

## Service Indicators

This is the new name for holds or sanctions. An icon will appear on pages in **e-Campus** to show if a service indicator has been applied. Click on the icon to see an explanation of the particular service indicator.

## Student Center

The “portal” view provided by the July 2007 version of **e-Campus** groups the most common links needed by students into one view which is accessed as your home page in **e-Campus**. The page also shows students their class schedule with options for weekly schedule.

## User ID and Password

The User ID and Password allow you to sign onto the **e-Campus** system. You will select both your User ID and your Password.

## URI ID

This is the 9-digit number that is generated by **e-Campus**. Please save it as this is the number that identifies you in the **e-Campus** system. This number will also appear on your University ID card. *Note: This number is NOT the same as your User ID.*

## Logging on For the First-Time

***If you already have established a user id and password***, go to the URI homepage ([www.uri.edu](http://www.uri.edu)), click on “**e-Campus**,” then click “Students” on the next page and proceed to log on to your account using your user ID and password.

***If you have never logged on to e-Campus, begin here.***

Read all instructions on each screen before filling in the information requested. Write down all the information you enter and put that sheet of paper in a safe place.

You can also view a tutorial of the process by going to [www.uri.edu](http://www.uri.edu) and clicking on “**e-Campus**” in the lower right corner. At the next screen, click on “**e-Campus Help**.” Then select “How Do I” and select “**e-Campus** New User Registration.”

To Log On to the **e-Campus** System, choose one of the following:

### Continuing Students

Returning students (who have taken classes since Spring 2002) — proceed to “Steps to Log On to **e-Campus**” below.

### Students on Leave

Contact the Finance and Records Office (in Providence, Shepard 205, 277-5090) or Enrollment Services (in Kingston, Green Hall, 874-9500).

### Students New to the University

- For non-degree students: Complete the “Non-Degree Student Application Form:” [http://www.uri.edu/es/forms/pdf/enrollServ/0107\\_NonDegree.pdf](http://www.uri.edu/es/forms/pdf/enrollServ/0107_NonDegree.pdf) and submit it with the \$25 non-refundable registration fee to the Finance and Records Office (in Providence, Shepard 205, 277-5090) or Enrollment Services (in Kingston, Green Hall, 874-9500). When this has been processed, you will be able to establish an account with the **e-Campus** system and then proceed to “Steps to Log On to **e-Campus**” below.
- For newly admitted degree candidates: proceed to “Steps to Log On to **e-Campus**” below.

## Registering for a User ID and Password to Log On to **e-Campus**

1. From the URI homepage ([www.uri.edu](http://www.uri.edu)) – click on “**e-Campus**” in the lower right corner. This will bring you to a screen from which you will select the first option - “New Users Register Here!”
2. Fill in your name (first and last in the appropriate boxes) and your URI ID. If you do not know your URI ID, click the button for social security number and enter your SSN instead. Then click “continue.”
3. The next screen asks you to pick a user ID and password. These are the items you will need to log on to the **e-Campus** system. Select a user ID and password that you will remember. As you create them –write them down!
  - Both must be 5-15 characters long and must be lower case letters a-z and/or the digits 0 – 9.

For students new to the university, the user ID you select will also be used as your email account name in the new university email system. For example, if you select “mrpotatohead” as your user ID, then your new email name will be mrpotatohead@mail.uri.edu. Therefore, you may want to select your **e-Campus** user ID

with this email use in mind. (For more information on the email systems at the university, go to [www.uri.edu/ois](http://www.uri.edu/ois) and click on E-Mail under the Communications heading.)

You might select the first initial of your first name and your last name (For example, if your name is Mary Smith, your user ID might be msmith.) If you select a user ID that has already been registered with the **e-Campus** system, you will get a message telling you to select another user ID.

Before you select a password, click on the link, "instructions," for help on "Choosing a Secure Password." Once you have read the instructions, click "okay" to continue.

4. You will then enter your "email address." This is the address **e-Campus** will use to mail you your new password should you forget your old password. Once a student is matriculated, then the ONLY address the University uses will be your official URI email address. Until that time, **e-Campus** needs a non-URI email address. This address will also be used in the future if the university needs to email you. Remember that you can change this email address as necessary. (See p. 9)

If you have an email address that you use (such as [xxx@aol.com](mailto:xxx@aol.com) or [xxx@cox.net](mailto:xxx@cox.net)) enter it here.

For more information on the email systems at the university, go to [www.uri.edu/ois](http://www.uri.edu/ois) and click on E-Mail under the Communications heading.

5. You will then be asked to type in a question and answer that will identify you to the system should you lose your password. (In the event you forget your password, the system will email you the question you are creating in this step. If you answer the question *exactly* as you created it, then the system will email you a new password so you will be able to log on to **e-Campus**.)

Click on the link "instructions" for information on this. Follow carefully the instructions about typing the answer in upper or lower case letters.

6. The system will return a page confirming your new user ID registered in **e-Campus** as well as your nine-digit URI ID number. Print this screen for your records and write down your URI ID, password, question, and answer that you created in step 3 above. (Click on "File" then "Print.") Save this sheet in a secure place. This nine-digit number replaces the social security number as the number the university system uses to identify you. Your user ID and password are all you need to log on to **e-Campus** from now on.

1. At the end of this process, you will have 4 new items of information to remember:

User ID - You will use the user ID you chose (not your URI ID#) as part of your log-on to the **e-Campus** system. This will also become your email name in your new university email account that will be implemented sometime in the fall. Your user ID is always lower case.

Password - You will use this as part of your log-on to the **e-Campus** system ONLY. This password is NOT shared with other University systems (such as email or WebCT).

Question and answer for forgotten password help.

URI ID # - This is the nine-digit number that will identify you to the University system. The University will no longer use your social security number to identify you.

# Student Tools in e-Campus

## Student Center

The screenshot shows the 'ERIC's Student Center' interface. The left menu is expanded to 'Student Center'. The main content area includes:

- Academics:**
  - Enrollment: My Class Schedule, Add a Class, Drop a Class
  - Academic History: Grades, Degree Progress
  - Fall 2007 Schedule Table:

Class	Schedule
CHN 101-0002 LEC (6210)	MWF 9:00AM - 9:50AM Independence Hall 309
ENG 510-0001 LEC (4084)	Th 4:00PM - 6:45PM Independence Hall 203
- Finances:**
  - My Account: Account Inquiry
  - Financial Aid: View Financial Aid, Accept/Decline Awards
  - Due Now: 407.00
- Personal Information:**
  - Demographic Data, Emergency Contact, Names, User Preferences
  - Contact Information: Home Address, Mailing Address, Home Phone, Campus E-mail
- Admissions:**
  - Admission Website, Accept/Decline
  - My Applications: University of Rhode Island, College Arts & Sciences-Grad, Fall 2007, View Status


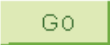




**e-Campus** gives students a “portal” view with all of their most useful and frequently accessed information grouped together in one place as soon as you log on. Student Center is also accessed under Self Service (left side menu shown above), click on Self Service.

From Student Center, you have quick access to:


- Your class schedule, displayed at the top.
- Your weekly schedule, displayed by clicking “Weekly Schedule”.
- Adding classes (registering for more classes).
- Viewing your grades.
- Viewing your degree progress.
- Financial access: your current account status, financial aid information, and award processing.
- Changing personal information. **Note – when you change personal information it is saved immediately. However, you will NOT be able to change your name. To do this, you must contact Enrollment Services.**
- Admissions functions, TO DO items and accepting/declining admissions.

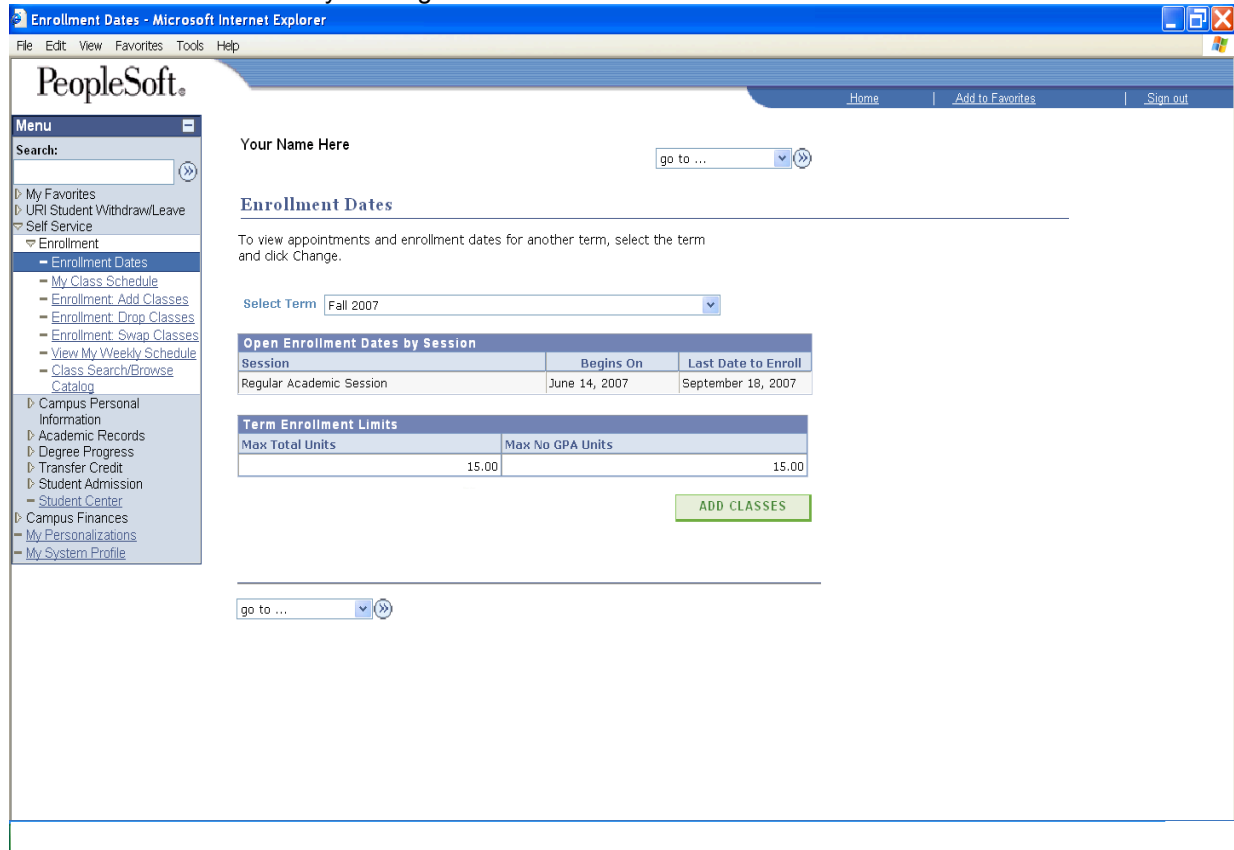
# Course Registration Instructions

## To look at the course schedule

1. *Through the URI homepage:*
2. At the top of the URI **e-Campus** page ([www.uri.edu/ecampus/](http://www.uri.edu/ecampus/)) click on the link for Course Schedule. In order to register for classes, you will need to sign on to **e-Campus**.
3. *Once inside e-Campus:*
4. Sign on to your **e-Campus** account. (If you don't have an account, see the instructions above "To Log On to the **e-Campus** System.")
5. From Student Center, you can view the schedule of classes by clicking on the  button in the upper right corner.
6. **For ASF College of Continuing Education courses only**, click on Advanced Search in the above step and go to the Mode of Instruction Field. Click on the gray arrow and select Sponsored by FCCE. Then click the yellow Search button. (If you do not select a Mode of Instruction, all sections of that course on all URI campuses will be listed.)
7. To find a particular course in the schedule, select the institution and term (semester) from the drop down listboxes and click .
8. On the next page, select the Subject you want and any additional optional search criteria. *Please note, the Subject listbox is a "quick search", click into the box and type the first letter (only) of the subject you want and the list will automatically scroll to the subject that matches the letters you enters.*
9. Click .
10. Courses matching your criteria are displayed. Scroll down to view all classes returned. Each class is flagged with a convenient visual icon to tell you if the class is:
  -  Open
  -  Closed
  -  Wait listing only

## To view your enrollment appointment:

- From the left side menu, click: Self Service > Enrollment > Enrollment Dates. The beginning and ending day and time that you can register for classes is listed.
- You can add classes by clicking the  button.



Enrollment Dates - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Home Add to Favorites Sign out

PeopleSoft

Menu

Search:

- My Favorites
- URI Student Withdraw/Leave
- Self Service
  - Enrollment
    - Enrollment Dates
    - My Class Schedule
    - Enrollment Add Classes
    - Enrollment Drop Classes
    - Enrollment Swap Classes
    - View My Weekly Schedule
    - Class Search/Browse Catalog
  - Campus Personal Information
  - Academic Records
  - Degree Progress
  - Transfer Credit
  - Student Admission
  - Student Center
  - Campus Finances
  - My Personalizations
  - My System Profile

Your Name Here  go to ...

### Enrollment Dates

To view appointments and enrollment dates for another term, select the term and click Change.

Select Term

#### Open Enrollment Dates by Session

Session	Begins On	Last Date to Enroll
Regular Academic Session	June 14, 2007	September 18, 2007

#### Term Enrollment Limits

Max Total Units	Max No GPA Units
15.00	15.00

go to ...

## To enroll in a class:

The step by step instructions are listed on each page in **e-Campus** as you progress. Here is a summary:

1. From the Student Center, click on the [Add a Class](#) link under the "Academics" heading.
2. Select the appropriate Term.
3. To add a class you can "Search for Classes" or "Browse Catalog".
  - a. If you already know your class number, simply enter it in "Enter the Class Number", click "Enter" and skip the search process.
4. If you choose the "Browse Catalog" option, select "Browse Catalog" and click "search". Find the class that you want to enroll in by searching through the online catalog that is displayed. Click on the specific class name to get the class description. To select the class, click on "view class sections". Choose which class section you want and click "select class".
5. If you choose the "Search Class" option then see prior directions on how to search for classes through **e-Campus**.
6. The next step for all of the three options (Browse Catalog, Search Classes, and Enter Class Number) is to click "Next", if you want to add the class, and "Cancel" if you do not want to add the class.

7. If you click “Next” the class will be put into your “Enrollment Shopping Cart”. From this page you can either add more classes, by selecting one of the three options mentioned above, or you can finish enrolling in all the classes shown in your cart.
8. To finish enrolling in the classes in your cart, click on “Proceed to Step 2 of 3”.
9. Next, confirm that the classes and class details (section, time, and day) are correct. If everything is correct click on “Finish Enrolling. If anything is incorrect you can cancel the whole transaction or go back to the previous page.
10. You will see a check mark displayed if the class was added successfully. If the class was not added there will be a red X indicating that there was an error.

**To make changes to your schedule:**

1. From the homepage under the “Academics” heading click on “My Class Schedule”.
2. At the top of the screen the tabs displayed are links to “Class Search”, “Add”, “Drop”, and “Swap Classes”. Click on the appropriate link and follow the instructions on the screen. Complete all 3 steps and make sure to check the status column to verify that the change was successful.

**To enroll in a course that is full or that requires permission:**

1. If you want to enroll in a course that is full or requires a permission number contact the professor to acquire the number.
2. From the homepage click on “Add a Class” under the “Academics” heading. Find the class you want to sign up for by searching, browsing the catalog or entering the class number.
3. Click on “Select Class”. In the box provided type in the unique number that was issued to you for the particular course you selected.
4. Click “Next” and the class will be put into your “Enrollment Shopping Cart”.
5. Click “Proceed to Step 2 of 3”.
6. Confirm that the classes are correct and click “Finish Enrolling”. Make sure to check that the status displays a green check, to verify that you were successfully enrolled.

**To Print a Copy of Your Class Schedule:**

1. From the homepage under the “Academics” heading click on “My Class Schedule”.
2. Click “File” at the top of the screen.
3. Click “Print”.

**To print your Grades:**

1. From the homepage click on “Grades” under the “Academics” heading.
2. Select the term, click “Change” and the grades will be displayed on the screen.

## Logging out of e-Campus

It is **very** important that you log out of **e-Campus** when you are finished or another person using the internet on that computer might have access to your internet session on **e-Campus**. Always use the "Sign out" link at the upper right corner of any **e-Campus** page. If you have not yet saved your changes, you will be prompted to do so before signing out.

## Email, WebCT, Wireless @ URI and e-Campus

### Email @ URI

**NOTE – ALL OFFICIAL URI EMAIL IS SENT ONLY TO YOUR URI EMAIL ACCOUNT.**

***You must check it often to make sure you are not missing important messages regarding including financial aid instructions!***

Please review the URI Email policy at <http://www.uri.edu/its/policies/email.guide.html>.

A URI email account is automatically setup for anyone who registers for a user ID in **e-Campus**. Once you have successfully created a user ID and password in **e-Campus**, an e-mail account with the same name as your e-Campus user ID is created and available to you one (1) business day later. Your email address will be your "[e-Campus user ID](mailto:e-Campus user ID@mail.uri.edu)"@mail.uri.edu. For example, if you created a user ID of jsmith, your email address will be [jsmith@mail.uri.edu](mailto:jsmith@mail.uri.edu).

Please note you MUST ACTIVATE your email account in order to use it. Wait at least 1 business day after creating your **e-Campus** userID then go to <http://www.uri.edu/ois/gen/email.html> and follow the instructions to activate your mail account and change the password to your email account.

### WebCT and Wireless access @ URI

Accounts in WebCT and to access the Wireless network at URI are automatically setup for any faculty and part time instructor who registers for a user ID in e-Campus. Just as with your email account, once you have successfully created a user ID and password in **e-Campus**, accounts with the same name as your e-Campus userID are created and available to you one (1) business day later.

**PASSWORD NOTE** – Your email, WebCT and Wireless password **IS NOT** the same as your **e-Campus** password. For security reasons, passwords are NOT shared outside of **e-Campus**, therefore, you must establish and remember the password to your email account, even though it is setup with the same name as your userID. However, for your convenience, once you establish your email account and password, the password to your email account is the same to use for WebCT and Wireless access.

Any questions or problems regarding University email, call the ITS Help Desk at (401) 874-4357.