

Empower

Student User's Manual

Student Information System



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Every effort has been made to ensure that this document is accurate. If you notice any errors, please contact the Registrar's Office at registrar@kgi.edu

1. Introduction

The website for Empower, our Student Information System, is:

<https://kgi.empower-xl.com/>

The opening page of the website looks like this:

The screenshot shows the homepage of the KGI Empower Web Portal. At the top left is the KGI logo with the text "KECK GRADUATE INSTITUTE School of Applied Life Sciences School of Pharmacy". At the top right is the date "Friday, July 29, 2016". Below the header is a navigation bar with buttons for "Forgotten Password", "Inquiry", "New Application", "Continue Application", and "Course Catalog". The main content area is titled "EMPOWER Web Portal" and is divided into two columns. The left column is for "Students and Faculty" and contains a "Continue" button. The right column is for "Applicants" and contains a "Submit" button. To the right of the main content area are three overlapping photos: a group of students in blue KGI shirts, a white KGI banner, and a group of students waving.

KECK GRADUATE INSTITUTE
School of Applied Life Sciences
School of Pharmacy

Friday, July 29, 2016

Forgotten Password Inquiry New Application Continue Application Course Catalog

EMPOWER

Web Portal

Students and Faculty

If you have network login access, continue to your desired resource by clicking below.

[Continue](#)

Applicants

If you have received login information, continue to the application portal by submitting your username and password below.

username

password

[Submit](#)

If you have not received login information, [click here](#) to continue your application using your email address and PIN.

2. Accessing your account

Click on “Continue” under the Students and Faculty heading. You will be redirected to the Consortium’s single sign on page:

CLAREMONT UNIVERSITY CONSORTIUM
Serving THE CLAREMONT COLLEGES

Central Authentication Service (CAS)

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Enter your Username and Password

Keck Graduate Institute

Username:

Password:


Warn me before logging me into other sites.

LOGIN | clear

THE CLAREMONT COLLEGES

On this page, use the same login you use to access your KGI email without the @students.kgi.edu, e.g. jsmith16@students.kgi.edu would enter “jsmith16” as the username.

After you enter your password and are logged in, you will see a screen similar to this one:

 **KECK GRADUATE INSTITUTE**
School of Applied Life Sciences
School of Pharmacy

Wednesday, August 03, 2016

Home Logged in as | LOGOUT

Home Student Records Course Schedules Web Registration Tuition Bill & Financial Aid View Active Holds My Information Settings and Searches

WELCOME

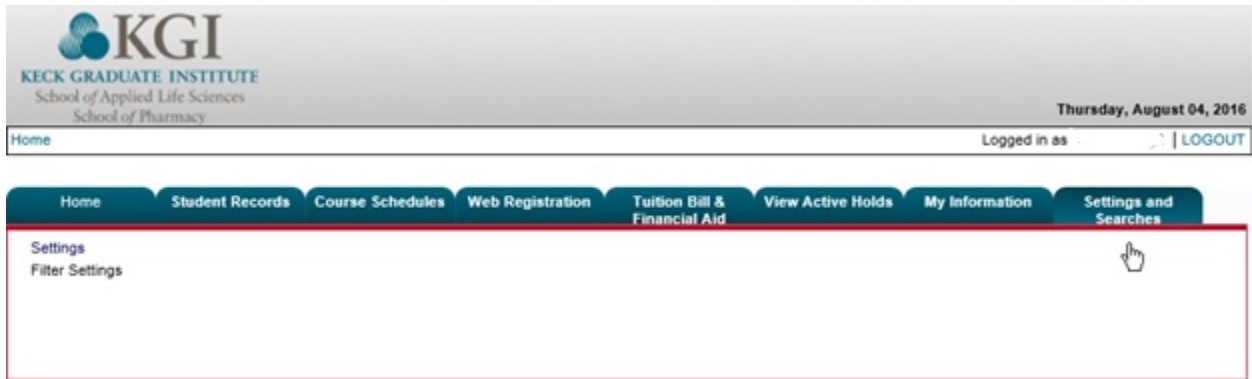
Holds
No Holds to Display.

Class Schedule
Click on a day to display/hide class schedule.
Monday
Tuesday
Wednesday
• No Classes
Thursday
Friday
Saturday
Sunday

Advisors
This is a list of your Advisors.
•
•
•
Advisor Query...

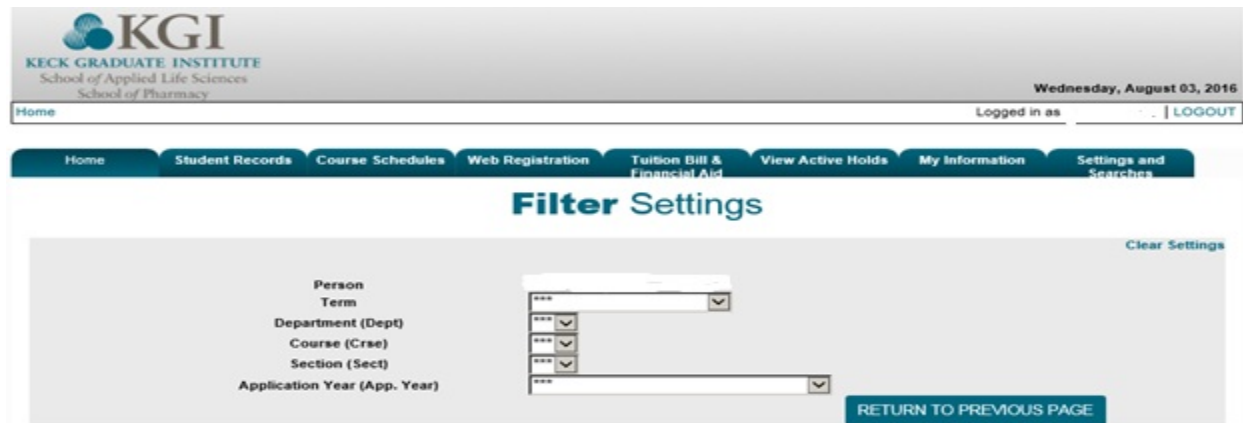
3. Changing your password

The first thing you should do the very first time you log in to Empower is to change your password using the **Settings and Searches** tab and selecting **Change Password**. Follow the directions given to change your password to one you can easily remember.

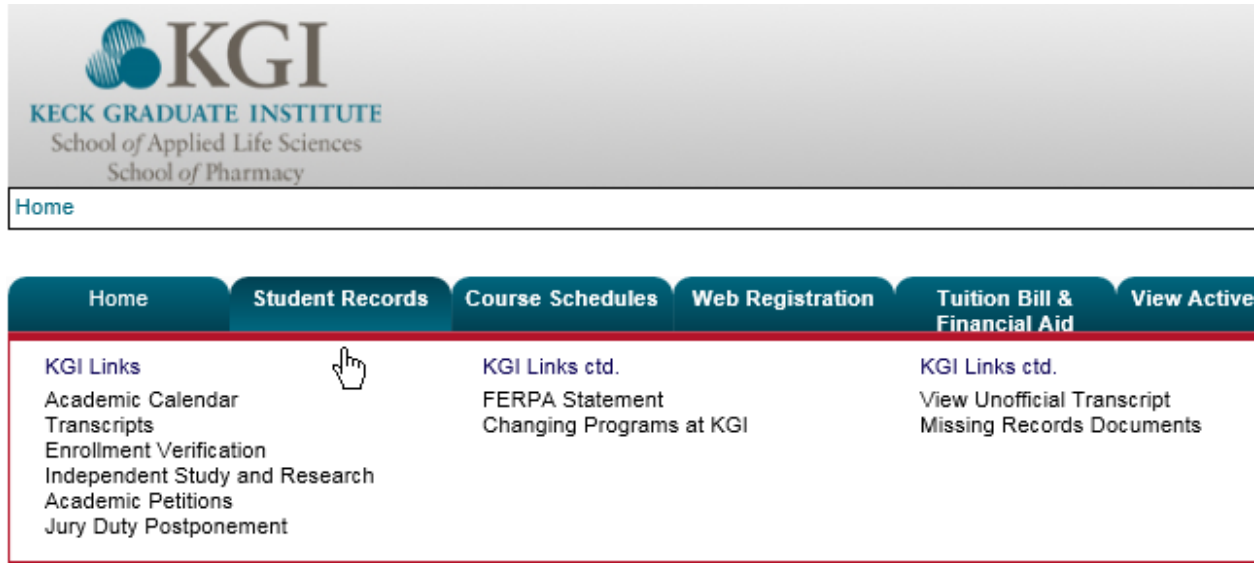


4. Set the semester/term and search settings

In the Settings and Searches tab, click on Filter Settings. In this field, complete as desired. Click “Return to Previous Page” when finished.



5. View and print your unofficial transcript in the Student Records tab. You may also make your official requests in this tab, which contains links to the KGI website.



The screenshot shows the top navigation bar of the Keck Graduate Institute website. The header includes the KGI logo and the text "KECK GRADUATE INSTITUTE School of Applied Life Sciences School of Pharmacy". Below the header is a "Home" link. The main navigation menu consists of six tabs: "Home", "Student Records", "Course Schedules", "Web Registration", "Tuition Bill & Financial Aid", and "View Active". The "Student Records" tab is highlighted, and a mouse cursor is pointing at it. The content area below the tabs lists various links under each tab. Under "Student Records", the links are: "KGI Links", "Academic Calendar", "Transcripts", "Enrollment Verification", "Independent Study and Research", "Academic Petitions", and "Jury Duty Postponement". Under "Course Schedules", the links are: "KGI Links ctd.", "FERPA Statement", and "Changing Programs at KGI". Under "Tuition Bill & Financial Aid", the links are: "KGI Links ctd.", "View Unofficial Transcript", and "Missing Records Documents".

6. View and print your course schedule by clicking the link in the Course Schedules tab.



The screenshot shows the top navigation bar of the Keck Graduate Institute website. The header includes the KGI logo and the text "KECK GRADUATE INSTITUTE School of Applied Life Sciences School of Pharmacy". Below the header is a "Home" link. The main navigation menu consists of three tabs: "Home", "Student Records", and "Course Schedules". The "Course Schedules" tab is highlighted, and a mouse cursor is pointing at it. The content area below the tabs lists various links under each tab. Under "Course Schedules", the links are: "KGI Links ctd.", "View My Schedule", "Search Course Schedules", and "Search Course Catalog".

7. Click Search Course Schedules from the Course Schedules tab to find courses.

Home

Home Student Records Course Schedules Web Registration Tuition Bill & Financial Aid View Active Holds My Info

Search Course Schedules

Change Current filter settings: Person: [dropdown] Term: 2016FA: Fall 2016 Dept: Crse: Sect: App. Year:

Location [dropdown] Session [dropdown]
Term [Fall 2016] Instructor [dropdown]
Department [dropdown] Course [dropdown]
Days Mon Tue Wed Thu Fri Sat Sun
Starts After (24HH:MM) [input] Ends Before (24HH:MM) [input]
Classroom [dropdown] Emphasis [dropdown]

SEARCH

8. Student online registration options may be accessed in the Web Registration tab.

Home

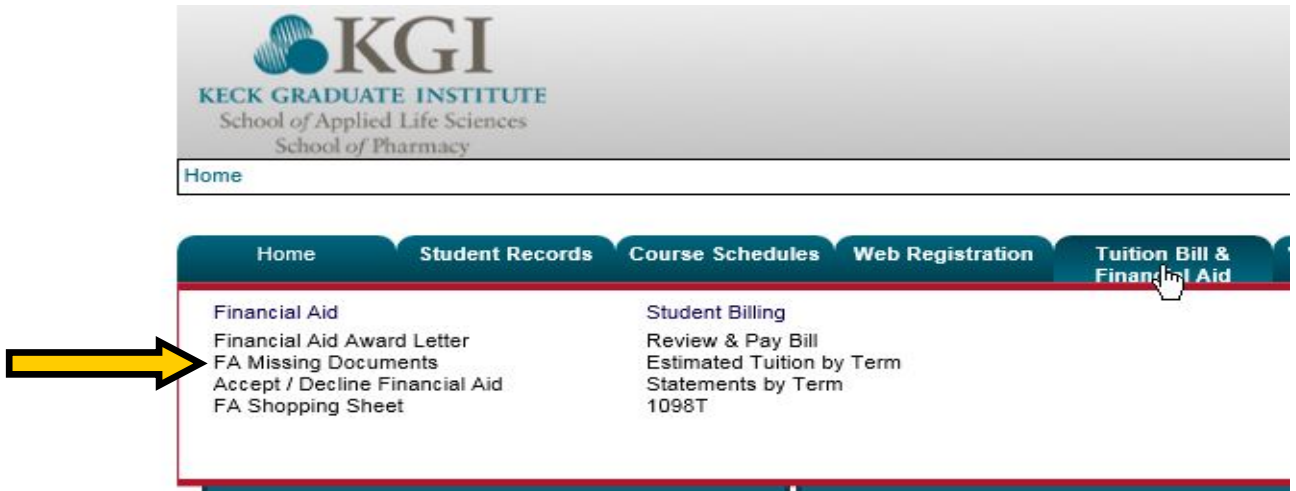
Home Student Records Course Schedules Web Registration Tuition Bill & Financial Aid View Active Holds

Web Registration

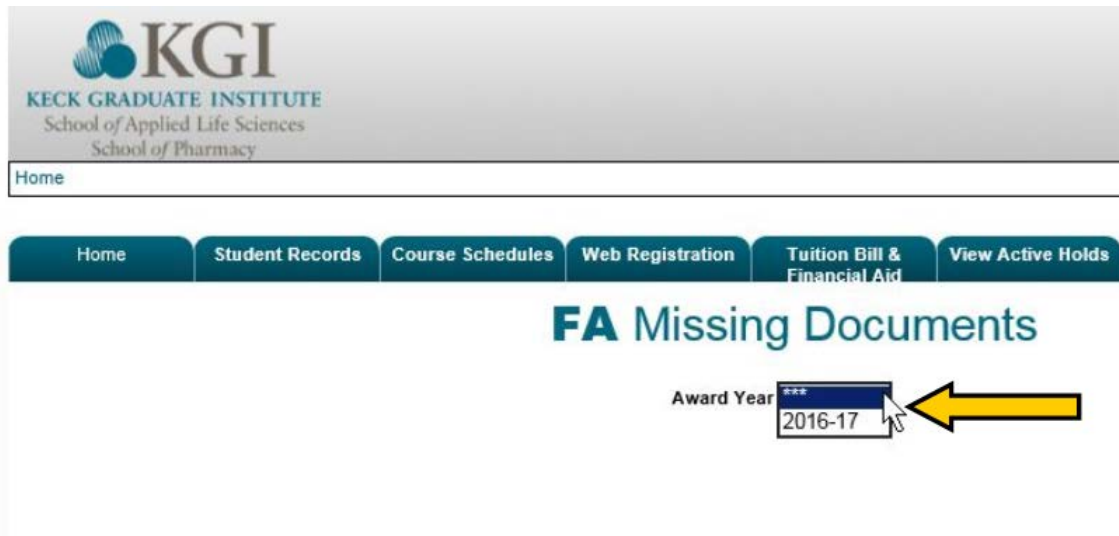
9. In the Tuition Bill and Financial Aid tab you may view documents, accept and decline financial aid, and make payments.

FINANCIAL AID – MISSING DOCUMENTS

To review your Financial Aid Missing Documents, Click on “Tuition Bill & Financial Aid” and then “FA Missing Documents”



Select the applicable Academic Year from the drop-down list:



From the list of FA Missing Documents, you may go to the Federal Student Aid website to complete your required documents by clicking the “Student Loans” link under “Addl Info.”

Home Student Records Course Schedules Web Registration Tuition Bill & Financial Aid View Active Holds My Information Settings and Searches

FA Missing Documents

Award Year

Please submit the following missing documents. Your application for Financial Aid cannot be processed without them.

Required Documents

Documents	Status	Date Requested	Date Needed	Addl Info
Master Promissory Note - PLUS		10/19/2016	10/19/2016	
Entrance Counseling		10/19/2016	10/19/2016	
Master Promissory Note- If you are taking out a Unsubsidized Loan.		10/19/2016	10/19/2016	Student Loans

FINANCIAL AID AWARD LETTER

To review your Financial Aid Award Letter, Click on link



KGI
KECK GRADUATE INSTITUTE
School of Applied Life Sciences
School of Pharmacy

[Home](#)

Home	Student Records	Course Schedules	Web Registration	Tuition Bill & Financial Aid
<p>Financial Aid</p> <p>Financial Aid Award Letter</p> <p>FA Missing Documents</p> <p>Accept / Decline Financial Aid</p> <p>FA Shopping Sheet</p>	<p>Student Billing</p> <p>Review & Pay Bill</p> <p>Estimated Tuition by Term</p> <p>Statements by Term</p> <p>1098T</p>			

Select the applicable Academic Year from the drop-down list:



Financial Aid Award Letter

Change Current filter settings: Person: Student Demo Term: : Dept: Crse: Sect: App. Year:

Award Year



Below is a sample Financial Aid Award Letter showing specifics of the Financial Aid Award:



Financial Aid Award Letter

Change Current filter settings: Person: Student Demo Term: : Dept: Crse: Sect: App. Year:

Award Year [Printable Version](#)
Financial Aid Award Letter

2016-17
07/01/2016-06/30/2017
ISIR Trans#:
Award Letter#4
REVISED

Keck Graduate Institute is pleased to offer you the following financial assistance.

The awards are through federal or institutional sources and are based on at least half-time attendance as well as maintaining satisfactory academic progress.

You MUST "Accept" or "Decline" each award you have been offered by clicking on the Accept/Decline Financial Aid Link on the Empower Student Portal.

Please check the MISSING DOCUMENTS screen to view the documents that you must complete before your loans can be awarded.

If you would like to decrease your loan amount, you can do so on the Empower Accept/Decline Financial Aid Page by checking the accept button and entering the new amount in the "Change Amount" field.

IMPORTANT: When decreasing a FEDERAL LOAN, please note that you are lowering the GROSS award, not the NET award. The Department of Education will subtract the following loan origination fees from your loans. Please take these fees in to consideration when adjusting your loan amounts.

2016-17 Award Year: Subsidized/Unsubsidized Loans: 1.068% PLUS Loans: 4.272%
2017-18 Award Year: Subsidized/Unsubsidized Loans: 1.069% PLUS Loans: 4.276%

If you would like the KGI Financial Aid Office to reduce your loans for you, please complete the KGI Graduate PLUS Form located at <http://KGI.formstack.com/forms/71492974-pz1k8omYeu>., or go to www.kgi.edu >Admissions & Financial Aid >Funding Your Degree >Federal Loans >Step 6 - KGI Graduate PLUS Form.

At the bottom of this page you will may click the link to accept or decline your Financial Aid offer:

	2016FA Full Time (>12)	2017SP Full Time (>12)	2017SU	Total
Gift Aid				
KGI Merit Scholarship	\$10,000.00	\$10,000.00		\$20,000.00
Subtotal:				\$20,000.00
Self Help				
Direct Unsubsidized Loan	\$10,250.00	\$10,250.00		\$20,500.00 **
Federal Grad Plus Loan	\$15,000.00	\$15,000.00		\$30,000.00 **
Subtotal:				\$50,500.00
Total:				\$70,500.00

** An origination/guarantee fee will be subtracted by agency before disbursement
Please contact the KGI Financial Aid Office if you need assistance.

The KGI Financial Aid Team
financial_aid@kgi.edu
909-607-8258

[Accept / Decline Financial Aid](#) 

Left arrows: Make your accept/decline selections by clicking the boxes.

Right arrows: Once you have selected "Accept," you may change the amount of your loan by entering a new amount.

Important: Please note that when you change loan amounts, you are changing the GROSS amount, not the NET amount. Include origination fees in the amount you accept as fees will be deducted from it prior to your receipt of funds.

When your selections are ready, click the Accept/Decline/Change Financial Aid button on the bottom of the page.

10. Update your personal information and emergency contacts in the My Information tab.

The screenshot shows the KGI website header with the logo and name: **KECK GRADUATE INSTITUTE**, School of Applied Life Sciences, School of Pharmacy. The date is Wednesday, August 03, 2016. The user is logged in as Beta Testing2 and can click LOGOUT. The navigation menu includes Home, Student Records, Course Schedules, Web Registration, Tuition Bill & Financial Aid, View Active Holds, My Information (selected), and Settings and Searches. Under the My Information tab, there are three columns of links: Personal Information (Who is My Advisor, Update Personal Information), Emergency Contacts (Emergency Contact Inquiry, Update Emergency Contact Info), and Emergency Contacts ctd. (Emergency Health Info). A mouse cursor is pointing at the Emergency Health Info link.

Home	Student Records	Course Schedules	Web Registration	Tuition Bill & Financial Aid	View Active Holds	My Information	Settings and Searches
Personal Information	Emergency Contacts	Emergency Contacts ctd.					
Who is My Advisor	Emergency Contact Inquiry	Emergency Health Info					
Update Personal Information	Update Emergency Contact Info						