

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 (Keck Graduate Institute, School of Applied Life Sciences, School of Pharmacy) and the date "Friday, July 29, 2016". A navigation bar contains links for "Forgotten Password", "Inquiry", "New Application", "Continue Application", and "Course Catalog". The main content area features the "EMPOWER Web Portal" title. On the left, the "Students and Faculty" section includes a "Continue" button. On the right, the "Applicants" section includes a "Submit" button and a login form with fields for "username" and "password". A note below the "Submit" button states: "If you have not received login information, [click here](#) to continue your application using your email address and PIN." To the right of the login form are three photographs: a group of students in blue KGI shirts, a white KGI banner, and a group of students waving.

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:

KGI
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

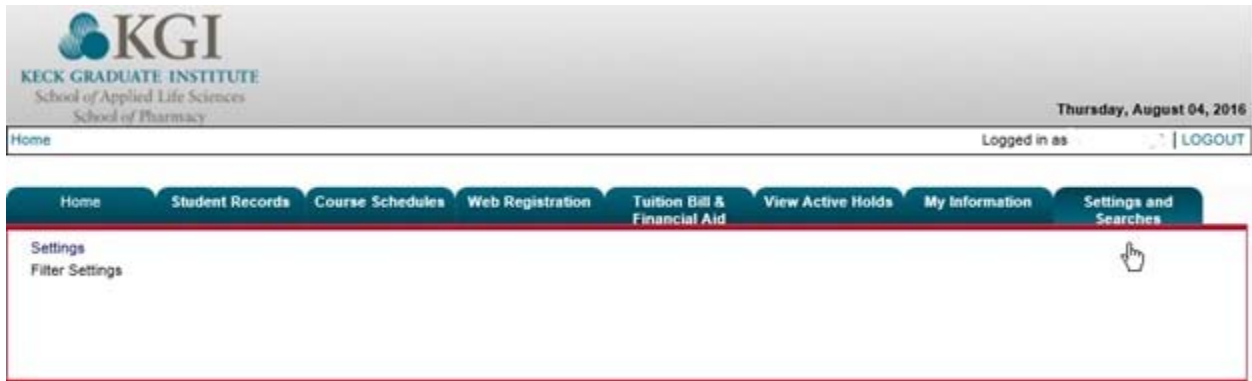
Holds
No Holds to Display.

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.

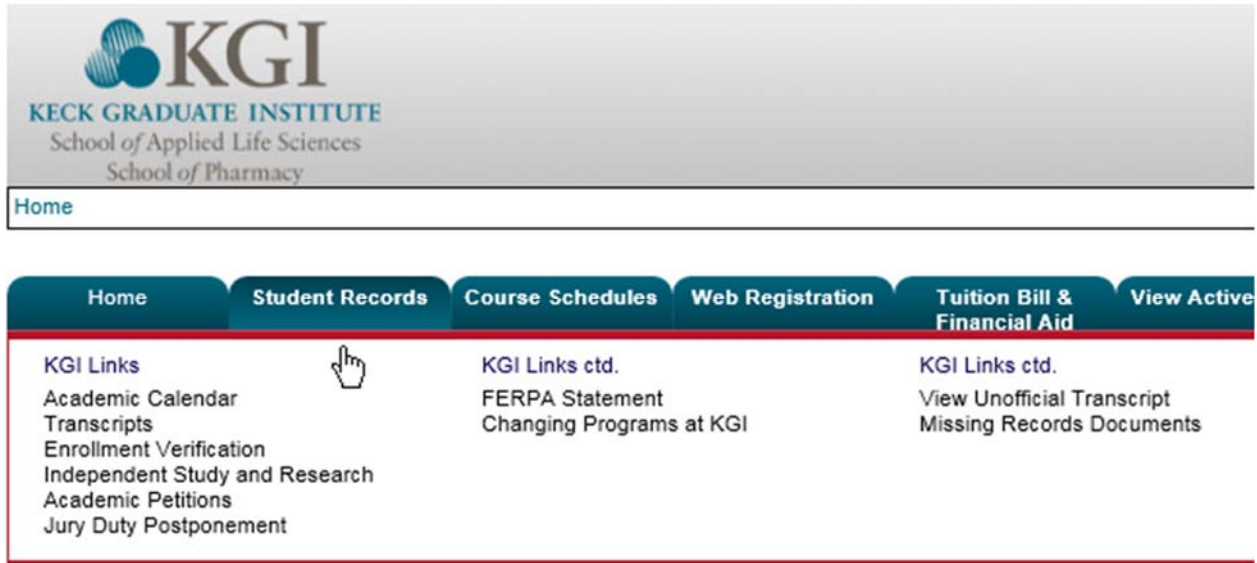


4. Set the semester/term and search settings

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

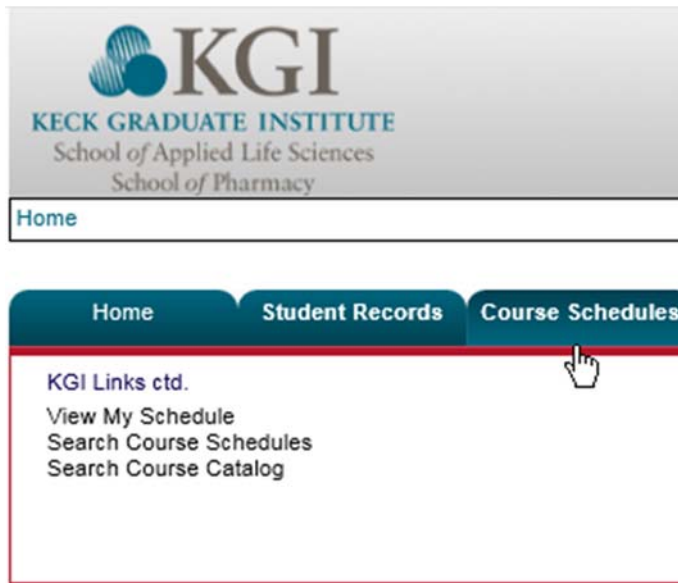


5. View and print your unofficial transcript in the Student Records tab. You may also make your official requests in this tab, which contains links to the KGI website.



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 with a mouse cursor pointing to it. Below the tabs, the content area is divided into three columns. The first column (under "Student Records") lists: "KGI Links", "Academic Calendar", "Transcripts", "Enrollment Verification", "Independent Study and Research", "Academic Petitions", and "Jury Duty Postponement". The second column (under "Course Schedules") lists: "KGI Links ctd.", "FERPA Statement", and "Changing Programs at KGI". The third column (under "Tuition Bill & Financial Aid") lists: "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, similar to the previous one. 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 with a mouse cursor pointing to it. Below the tabs, the content area lists: "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 [dropdown] 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.

The screenshot shows the top navigation bar of the Keck Graduate Institute website. The logo for KGI (Keck Graduate Institute) is displayed, along with the text "KECK GRADUATE INSTITUTE", "School of Applied Life Sciences", and "School of Pharmacy". Below the logo is a "Home" link. The main navigation menu is highlighted, with the "Tuition Bill & Financial Aid" tab selected. A mouse cursor is pointing at this tab. The content area below the navigation menu is divided into two columns of links:

Financial Aid	Student Billing
Financial Aid Award Letter	Review & Pay Bill
FA Missing Documents	Estimated Tuition by Term
Accept / Decline Financial Aid	Statements by Term
FA Shopping Sheet	1098T

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

The screenshot shows the top navigation bar of the Keck Graduate Institute website. The logo for KGI (Keck Graduate Institute) is displayed, along with the text "KECK GRADUATE INSTITUTE", "School of Applied Life Sciences", and "School of Pharmacy". Below the logo is a "Home" link. The date "Wednesday, August 03, 2016" and the text "Logged in as Beta Testing2 | LOGOUT" are visible in the top right corner. The main navigation menu is highlighted, with the "My Information" tab selected. A mouse cursor is pointing at this tab. The content area below the navigation menu is divided into three columns of links:

Personal Information	Emergency Contacts	Emergency Contacts ctd.
Who is My Advisor	Emergency Contact Inquiry	Emergency Health Info
Update Personal Information	Update Emergency Contact Info	