



### To log in to the online Empower Student Information Services:

1. Go directly to the student information website at <https://empower.ancilla.edu>
2. Or, go to the Ancilla website at [www.ancilla.edu](http://www.ancilla.edu) then click on **Current Students** then click **Schedule and Grade Info**.
3. To Create an Account → Click on **Create an Account** tab at the top left of the screen
  - a. Enter correct information → for **Last Name**, **Social Security Number** (this is a VeriSign® certified secure site) & **Date of Birth**.
  - b. If you are unable to login, please contact the Office of the Registrar at 574-936-8898 ext. 321.
  - c. Enter your desired **User name**; it must be 6 characters long, including numbers and both upper and lower case letters.
  - d. Enter your desired **Password**; it must be at least 6 characters long, using a combination of numbers and letters.
  - e. Enter the same **Password** as above and click **Submit**.
4. To Login → Enter your **User name** and **Password** on the main screen and click Submit.

### To View and Print Your Student Schedule:

1. Mouse over **Student Records** and click on **Student Schedule**
2. Click on **Change filter parameters**
3. Select the correct Term from the drop down list
4. Click on the **Return to Previous Page** button.

### To View and Print Your Midterm or Final Grades:

1. Mouse over **Student Records** and click on **Grade Report**
2. Click on **Change filter parameters**
3. Select the correct Term from the drop down list
4. Click on the **Return to Previous Page** button.

### To View and Print Your Unofficial Student Transcript:

1. Mouse over **Student Records** and click on **Unofficial Transcript** (the top of the screen shows “Student Complete Schedule” which is the same thing)
2. Click on **Printable Version** (blue link on the upper right of the information screen)



### To View Financial Aid Award Letter, Missing Documents, or Billing:

1. View your **Financial Aid Award Letter** or **Missing Documents** mouse over **Financial Aid** and click on the appropriate item. You will need to set the award year you wish to view.
  - a. **Missing Documents** will have links to the required document or process on the right hand side of screen under **Add 'I Info**.
2. View your current **Student Billing** mouse over **Financial Aid** then click on **Estimated Tuition Worksheet** under **Student Billing**. You will need to set the term you wish to view.

### Other Options:

1. To view who your **Advisor** is, or view your **Account Holds**, if any, then mouse over **Student Records** and click on the appropriate items. You may need to set your term or other options.

**For more information or help with this process, please contact your Advisor or call the Office of the Registrar at Ancilla College. (574) 936-8898, extension 321.**