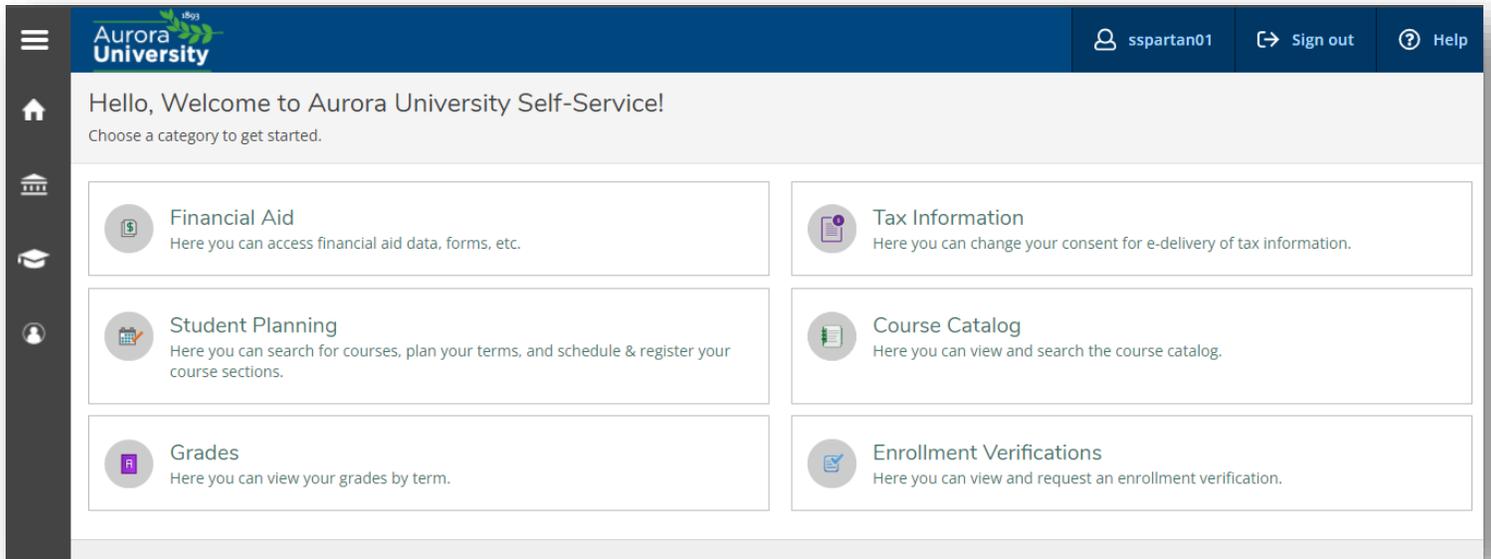


Basics of Navigating Self-Service Menus

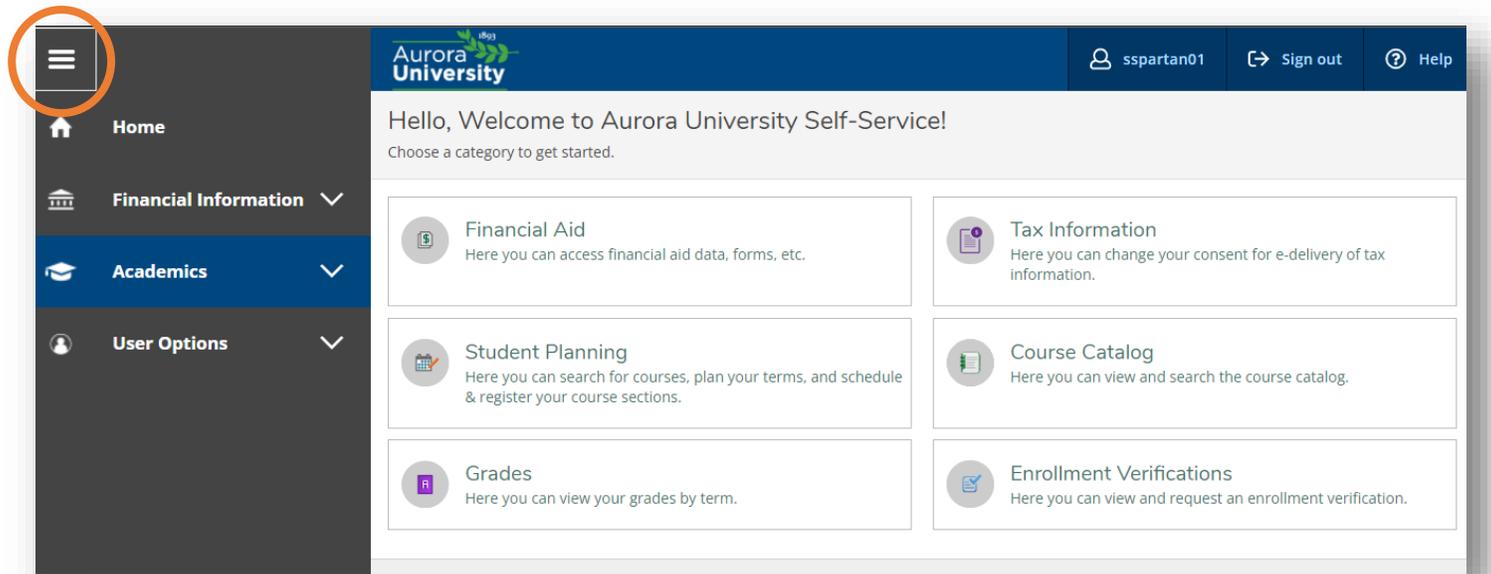
STEP 1: After logging onto your Okta dashboard from aurorauniversity.okta.com and clicking on the Self-Service application, the **Self-Service homepage** will show all the links to which you have access.



The screenshot shows the Aurora University Self-Service homepage. At the top left is the Aurora University logo. To the right of the logo is the user name 'sspartan01', a 'Sign out' button, and a 'Help' button. Below the header is a welcome message: 'Hello, Welcome to Aurora University Self-Service!' followed by the instruction 'Choose a category to get started.' The main content area contains six service tiles arranged in a 3x2 grid:

- Financial Aid:** Here you can access financial aid data, forms, etc.
- Tax Information:** Here you can change your consent for e-delivery of tax information.
- Student Planning:** Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Catalog:** Here you can view and search the course catalog.
- Grades:** Here you can view your grades by term.
- Enrollment Verifications:** Here you can view and request an enrollment verification.

STEP 2: To see more information, click on the **three bars** at the top left of the page. Now, you will see more headings, such as **Financial Information**, **Academics**, and **User Options**.



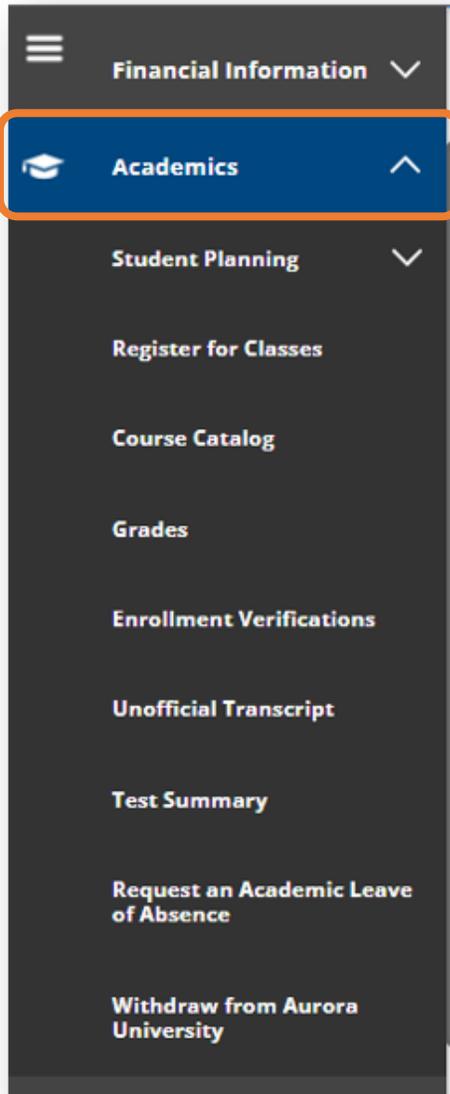
This screenshot shows the same Aurora University Self-Service homepage as in Step 1, but with the navigation menu expanded. The 'three bars' icon at the top left is circled in orange. The expanded menu on the left side includes the following items:

- Home
- Financial Information
- Academics
- User Options

The main content area remains the same, displaying the six service tiles: Financial Aid, Tax Information, Student Planning, Course Catalog, Grades, and Enrollment Verifications.

Basics of Navigating Self-Service Menus

STEP 3: By clicking on the **Academics** menu, the following options will drop-down.



Student Planning allows you to plan and register for courses.

Register for Classes takes you directly to the screens you need to register for courses.

The **Course Catalog** allows you to search for courses and view all course descriptions.

The **Grades** page will show your final grades per term.

The **Enrollment Verifications** page allows you to complete an enrollment verification request

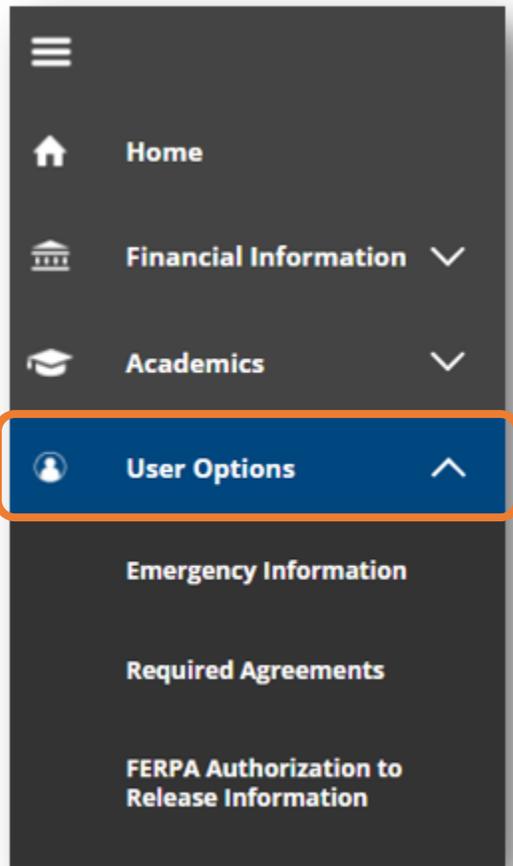
The **Unofficial Transcript** page allows you to view and print your unofficial transcript.

The **Test Summary** page shows the results of any tests you completed for admission or placement.

Click on **Request an Academic Leave of Absence** or **Withdraw from Aurora University** to learn more about taking a leave or withdrawing from the university

Basics of Navigating Self-Service Menus

STEP 4: By clicking on the **User Options** menu, the following options will drop-down.



Click on **Emergency Information** to update your emergency contact(s).

Required Agreements will show any documents you need to review and/or accept.

Fill out a FERPA code from the **FERPA Authorization to Release Information** page to access your information over the phone, or to provide access to others.