

# **Empower Student User's Manual**

## Student Information System



## Table of Contents

1.	Introduction.....	3
2.	Accessing your account.....	4
3.	Changing your password .....	5
4.	Semester/term and search settings.....	5
5.	View and print your unofficial transcript.....	6
6.	View and print your course schedule .....	6
7.	Course schedules and catalogs .....	7
8.	Online registration .....	7
9.	Financial documents and tools .....	8
10.	Update personal information.....	8

*Every effort has been made to ensure that this document is accurate. If you notice any errors, please contact the Registrar's Office at <mailto: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:

**KGI**  
KECK  
GRADUATE  
INSTITUTE

Monday, August 13, 2018

Forgotten PasswordInquiryNew ApplicationContinue ApplicationCourse Catalog

# KGI 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.

Enter Username

username

Enter Password

password

SUBMIT

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

**INNOVATORS START HERE**

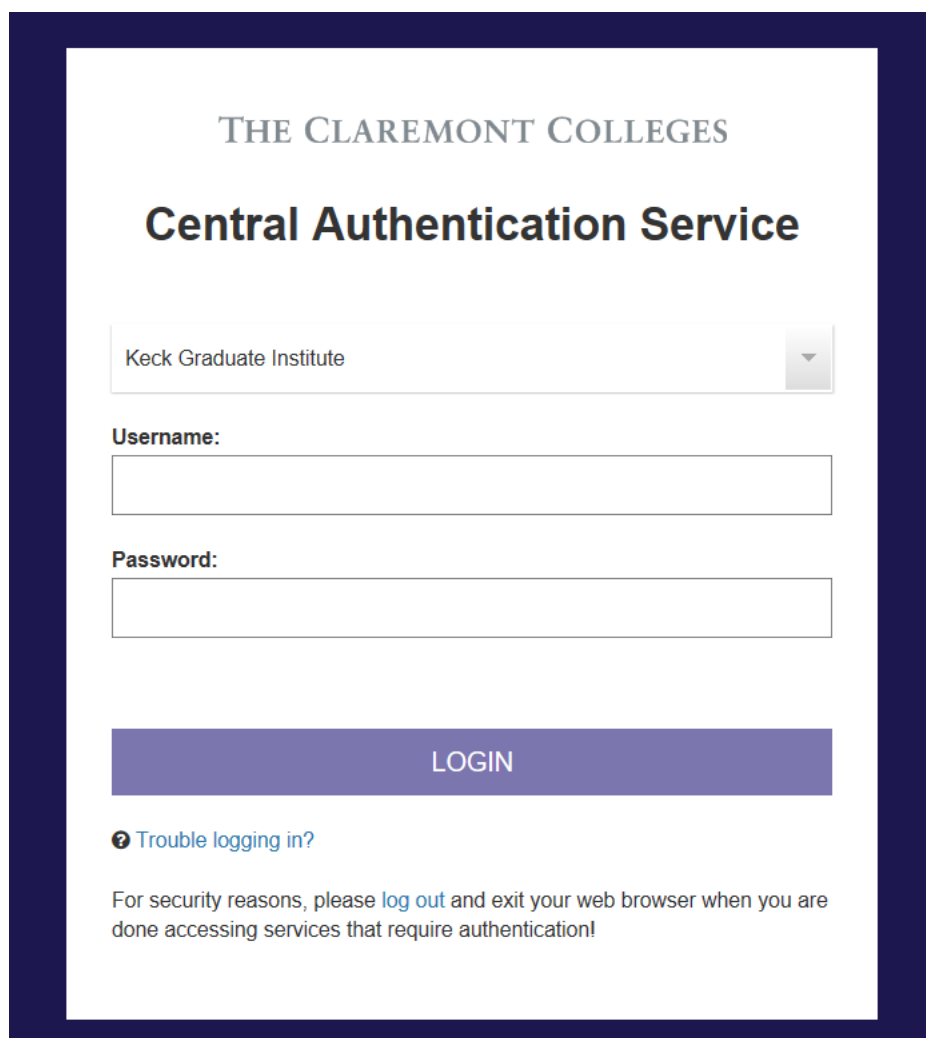


**AUTHENTICATION REQUIRED:** You are attempting to log into the Keck Graduate Institute Website. Unauthorized access is prohibited and will be prosecuted to the fullest extent available under law. If you do not have a username and password, please contact the KGI IT Help Desk at [helpdesk@kgi.edu](mailto:helpdesk@kgi.edu).

**HEALTH PLAN:** Your graduate education is an investment, so it is important to protect your personal investment and have peace of mind. Student health insurance is mandatory for all students enrolled at KGI. KGI offers healthcare through United Healthcare. Visit [kgi.edu/health](http://kgi.edu/health) for more information.

## 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:



The screenshot shows a login page for 'THE CLAREMONT COLLEGES' Central Authentication Service. At the top, the text 'THE CLAREMONT COLLEGES' is in a serif font, followed by 'Central Authentication Service' in a bold sans-serif font. Below this is a dropdown menu currently showing 'Keck Graduate Institute'. Underneath the dropdown are two input fields: 'Username:' and 'Password:'. A purple 'LOGIN' button is positioned below the password field. At the bottom left, there is a link with a question mark icon that says 'Trouble logging in?'. A security notice at the bottom states: 'For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!'.

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](mailto: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

Monday, August 13, 2018

Home

Logged in as Student Demo | [LOGOUT](#)

[Home](#)

[Student Records](#)

[Course Schedules](#)

[Degree Completion](#)

[Web Registration](#)

[Tuition Bill & Financial Aid](#)

[View Active Holds](#)

[My Information](#)

[Settings and Searches](#)

# WELCOME

Student Demo [What is my ID?](#)

Holds

No Holds to Display.

Class Schedule

No Schedule Information for the currently set Term

Advisors

You have no advisors for the currently set Term.  
[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.

Home | Admin Tools

Logged in as [ ] | LOGOUT

Home	Admin Tools	Admissions	Student Records	Financials	Student Services	Alumni and Donors	Settings and Tools
------	-------------	------------	-----------------	------------	------------------	-------------------	--------------------

Personal Information

Change Password  
Data Book Search  
Directory  
Current Filter Settings  
My Data Book  
Notes

Personal Information ctd.

Update Personal Information  
Notes by Class  
Student Directory Search

Workflow Tools

Process Individual Workflow  
Workflow Group Tasks

### 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.

Home

Logged in as Student Demo | LOGOUT

Home	Student Records	Course Schedules	Degree Completion	Web Registration	Tuition Bill & Financial Aid	View Active Holds	My Information
------	-----------------	------------------	-------------------	------------------	------------------------------	-------------------	----------------

Settings and Searches

## Filter Settings

Person

Term

Department (Dept)

Course (Crse)

Section (Sect)

Application Year (App. Year)

Student Demo

2018FA: Fall 2018 (05/14/2018)

\*\*\*

\*\*\*

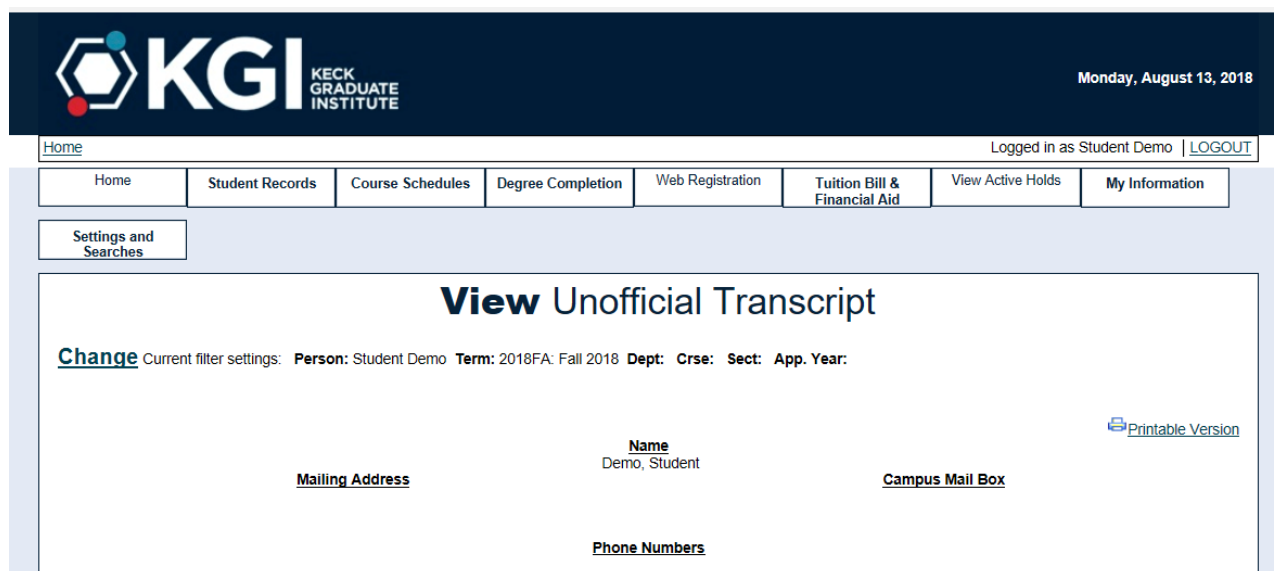
\*\*\*

\*\*\*

Clear Settings

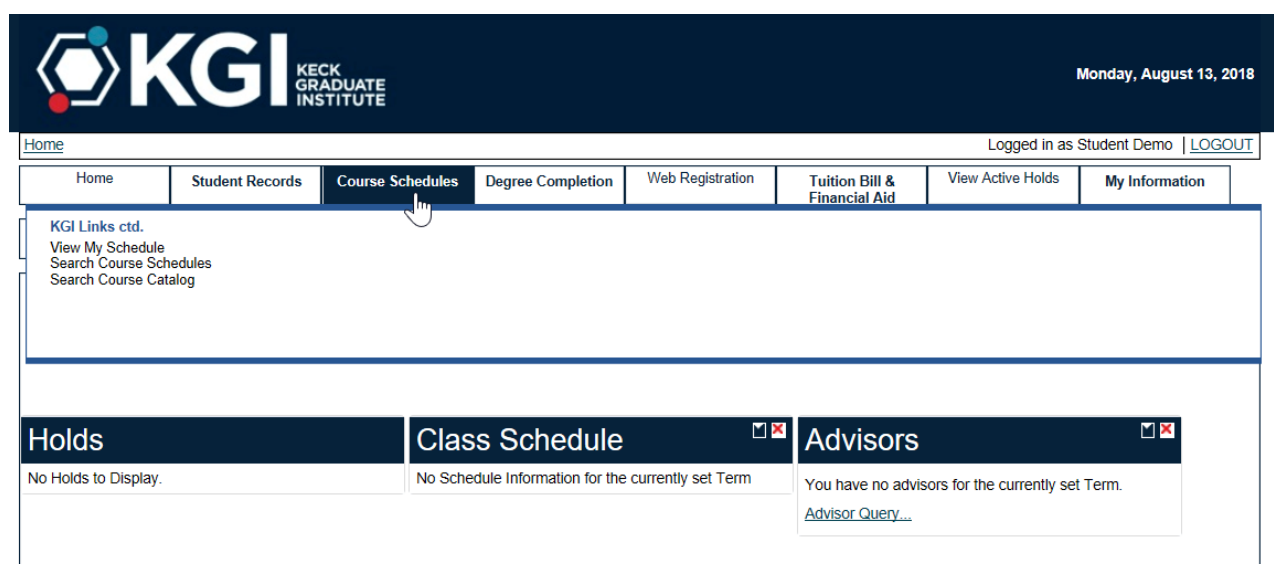
RETURN TO PREVIOUS PAGE

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.



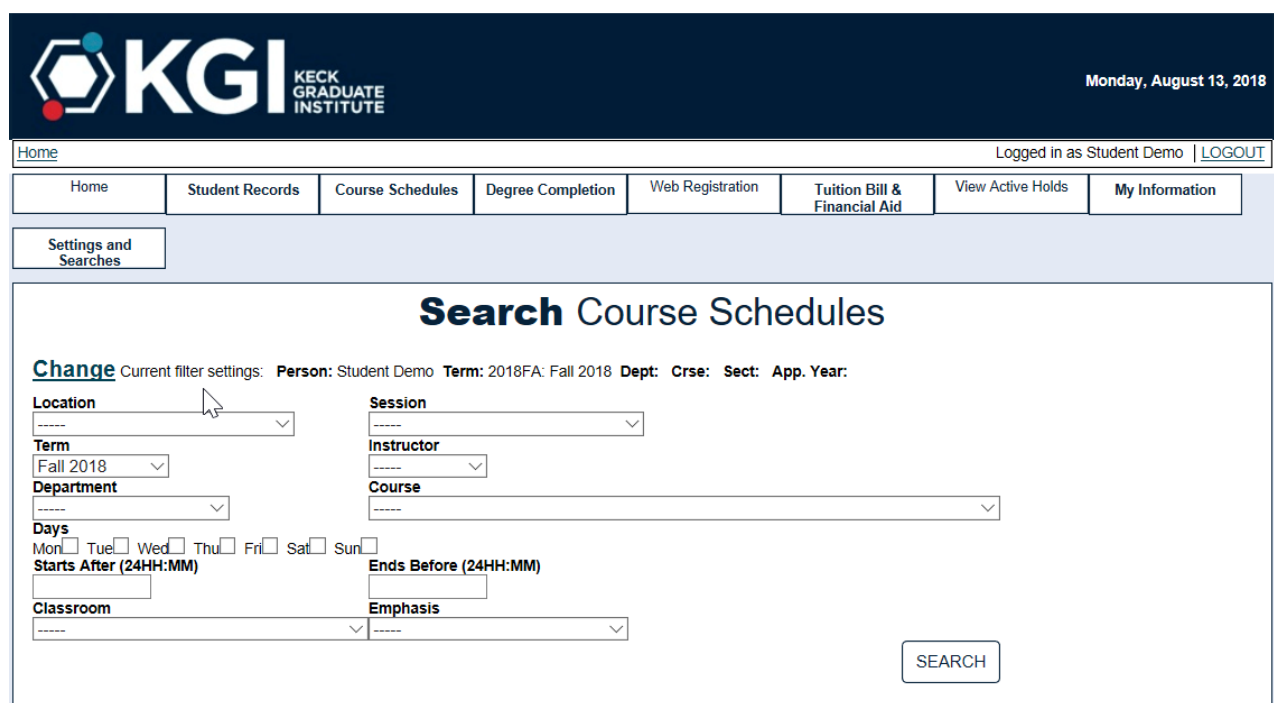
The screenshot shows the KGI (Keck Graduate Institute) website interface. At the top, the KGI logo and name are displayed on the left, and the date "Monday, August 13, 2018" is on the right. Below the header, a navigation bar contains links: Home, Student Records, Course Schedules, Degree Completion, Web Registration, Tuition Bill & Financial Aid, View Active Holds, and My Information. A "Settings and Searches" button is also present. The main content area is titled "View Unofficial Transcript". Below this title, there is a "Change" link and filter settings: "Current filter settings: Person: Student Demo Term: 2018FA: Fall 2018 Dept: Crse: Sect: App. Year:". To the right of the filter settings is a "Printable Version" link. Below the filter settings, there are three sections: "Mailing Address", "Name" (with the value "Demo, Student"), and "Campus Mail Box". At the bottom, there is a "Phone Numbers" section.

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



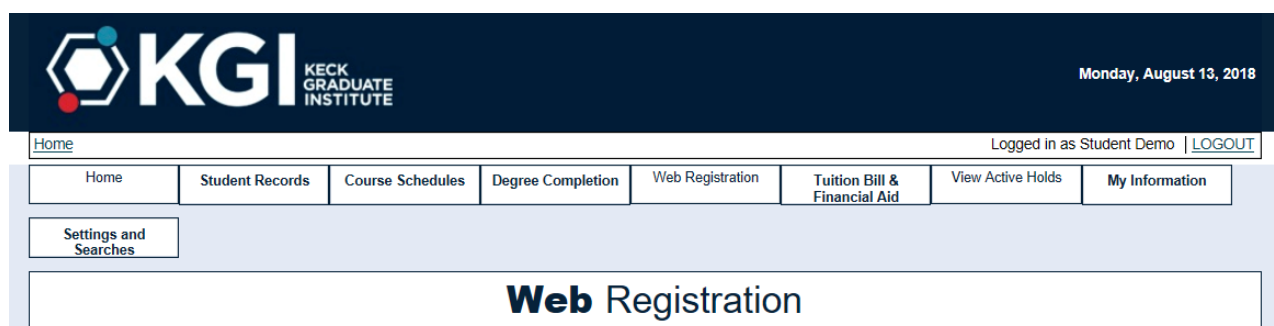
The screenshot shows the KGI website interface with the "Course Schedules" tab selected. The navigation bar is the same as in the previous screenshot. Below the navigation bar, there is a section titled "KGI Links ctd." with links: "View My Schedule", "Search Course Schedules", and "Search Course Catalog". Below this, there are three main sections: "Holds", "Class Schedule", and "Advisors". The "Holds" section shows "No Holds to Display.". The "Class Schedule" section shows "No Schedule Information for the currently set Term". The "Advisors" section shows "You have no advisors for the currently set Term." and a link "Advisor Query...".

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



The screenshot shows the KGI (Keck Graduate Institute) website header with the logo and the date "Monday, August 13, 2018". Below the header is a navigation bar with tabs: Home, Student Records, Course Schedules, Degree Completion, Web Registration, Tuition Bill & Financial Aid, View Active Holds, and My Information. A "Settings and Searches" button is located below the navigation bar. The main content area is titled "Search Course Schedules". It includes a "Change" link and current filter settings: "Person: Student Demo", "Term: 2018FA: Fall 2018", "Dept: Crse:", "Sect:", and "App. Year:". The search form contains several fields: "Location" (dropdown), "Term" (dropdown set to "Fall 2018"), "Department" (dropdown), "Days" (checkboxes for Mon, Tue, Wed, Thu, Fri, Sat, Sun), "Starts After (24HH:MM)" (text input), "Classroom" (dropdown), "Session" (dropdown), "Instructor" (dropdown), "Course" (dropdown), "Ends Before (24HH:MM)" (text input), and "Emphasis" (dropdown). A "SEARCH" button is located at the bottom right of the form.

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



The screenshot shows the KGI (Keck Graduate Institute) website header with the logo and the date "Monday, August 13, 2018". Below the header is a navigation bar with tabs: Home, Student Records, Course Schedules, Degree Completion, Web Registration, Tuition Bill & Financial Aid, View Active Holds, and My Information. A "Settings and Searches" button is located below the navigation bar. The main content area is titled "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.”


**KGI**  
 KECK GRADUATE INSTITUTE

Monday, August 13, 2018

Home

Logged in as Student Demo | [LOGOUT](#)

[Home](#)
[Student Records](#)
[Course Schedules](#)
[Degree Completion](#)
[Web Registration](#)
[Tuition Bill & Financial Aid](#)
[View Active Holds](#)
[My Information](#)

[Settings and Searches](#)

## FA Missing Documents

Award Year 2017-18

Dear @first\_name@, This message is to inform you that you have required missing documents to complete. Please log on to your Empower student web portal to view your required missing documents. Your Financial Aid will not apply to your billing ledger until we have received all required missing documents. Please review the following list for the missing documents required to process your Financial Aid award.

Documents	Status	Date Requested	Date Needed	Addl Info
Entrance Counseling		06/08/2017	06/08/2017	<a href="#">Student Loans.gov</a>
Complete the KGI GradPLUS Acknowledgement		06/08/2017	06/08/2017	<a href="#">KGI PLUS Form</a>
Master Promissory Note - PLUS		06/08/2017	06/08/2017	<a href="#">Student Loans.gov</a>

## FINANCIAL AID AWARD LETTER

To review your Financial Aid Award Letter, Click on link


**KGI**  
 KECK GRADUATE INSTITUTE

Monday, August 13, 2018

Home

Logged in as Student Demo | [LOGOUT](#)


[Home](#)
[Student Records](#)
[Course Schedules](#)
[Degree Completion](#)
[Web Registration](#)
[Tuition Bill & Financial Aid](#)
[View Active Holds](#)
[My Information](#)

[Financial Aid](#)

[Financial Aid Award Letter](#)
[FA Missing Documents](#)
[Accept / Decline Financial Aid](#)
[FA Shopping Sheet](#)

[Student Billing](#)
[Review & Pay Bill](#)
[Estimated Tuition by Term](#)
[Statements by Term](#)
[1098T](#)

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



**KECK  
GRADUATE  
INSTITUTE**

Monday, August 13, 2018

[Home](#)

Logged in as Student Demo | [LOGOUT](#)

[Home](#)
[Student Records](#)
[Course Schedules](#)
[Degree Completion](#)
[Web Registration](#)
[Tuition Bill & Financial Aid](#)
[View Active Holds](#)
[My Information](#)

[Settings and Searches](#)

## Financial Aid Award Letter

[Change](#) Current filter settings: **Person:** Student Demo **Term:** 2018FA: Fall 2018 **Dept:** **Crse:** **Sect:** **App. Year:**

**Award Year** 2017-18

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



**KECK  
GRADUATE  
INSTITUTE**

Monday, August 13, 2018

[Home](#)

Logged in as Student Demo | [LOGOUT](#)

[Home](#)
[Student Records](#)
[Course Schedules](#)
[Degree Completion](#)
[Web Registration](#)
[Tuition Bill & Financial Aid](#)
[View Active Holds](#)
[My Information](#)

[Settings and Searches](#)

## Financial Aid Award Letter

[Change](#) Current filter settings: **Person:** Student Demo **Term:** 2018FA: Fall 2018 **Dept:** **Crse:** **Sect:** **App. Year:**

**Award Year** 2017-18 [Printable Version](#)

**Financial Aid Award Letter**

2017-18  
07/01/2017-06/30/2018  
ISIR Trans#:  
Award Letter#:1

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

Financial aid awards are disbursed to your KGI Student Ledger no more than 10 days prior to the start of the semester. Please note that Student Accounts will issue a refund check within 14 days of disbursement to students with a credit balance.

In order for your awards to be disbursed, 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 disbursed.

If you would like to decrease your loan amount, the KGI Financial Aid Office is happy to assist you. 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/?1492974-pz1k8omYeu..>, or email the Financial Aid Office.

You can also reduce your loans 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.

2018-19 Award Year: Subsidized/Unsubsidized Loans: 1.066% PLUS Loans: 4.264%

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

	2017-18 Full Time (>12)	2017-18 Full Time (>12)	2017-18 Full Time (>12)	2017-18 Full Time (>12)
<b>Self Help</b>				
Direct Unsubsidized Loan	\$10,250.00	\$10,250.00		\$20,500.00 **
Federal Grad Plus Loan	\$20,801.00	\$20,801.00		\$41,602.00 **
			<b>Total:</b>	\$62,102.00

\*\* 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.

KECK GRADUATE INSTITUTE
Monday, August 13, 2018

[Home](#)
Logged in as Student Demo | [LOGOUT](#)

[Home](#)
[Student Records](#)
[Course Schedules](#)
[Degree Completion](#)
[Web Registration](#)
[Tuition Bill & Financial Aid](#)
[View Active Holds](#)
[My Information](#)

[Settings and Searches](#)

## Accept / Decline Financial Aid

[Change](#)
Current filter settings: **Person:** Student Demo **Term:** 2018FA: Fall 2018 **Dept:** Crse: Sect: App. Year:

Award Year 2017-18

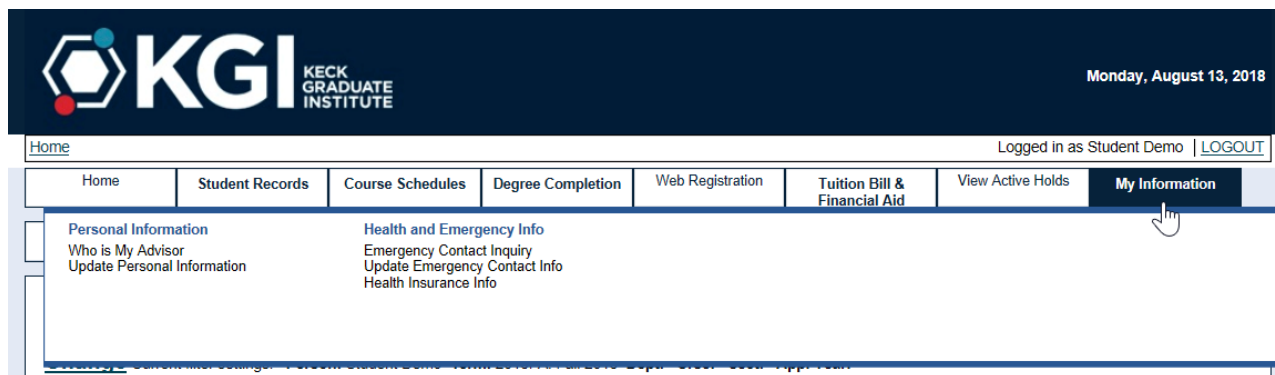
[Not Yet Accepted or Declined](#)

Accept All <input type="checkbox"/>	Decline All <input type="checkbox"/>	Term	Seq.	Award Type	Description	Amount	Change Amount
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	Fall 2017	1	Loan	Direct Unsubsidized Loan	\$10,250.00	
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	Fall 2017	1	Loan	Federal Grad Plus Loan	\$20,801.00	
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	Spring 2018	1	Loan	Direct Unsubsidized Loan	\$10,250.00	
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	Spring 2018	1	Loan	Federal Grad Plus Loan	\$20,801.00	
						<b>Total:</b>	\$62,102.00

[Latest Award Letter](#)
[ACCEPT / DECLINE / CHANGE FINANCIAL AID](#)

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.



**KGI** KECK GRADUATE INSTITUTE

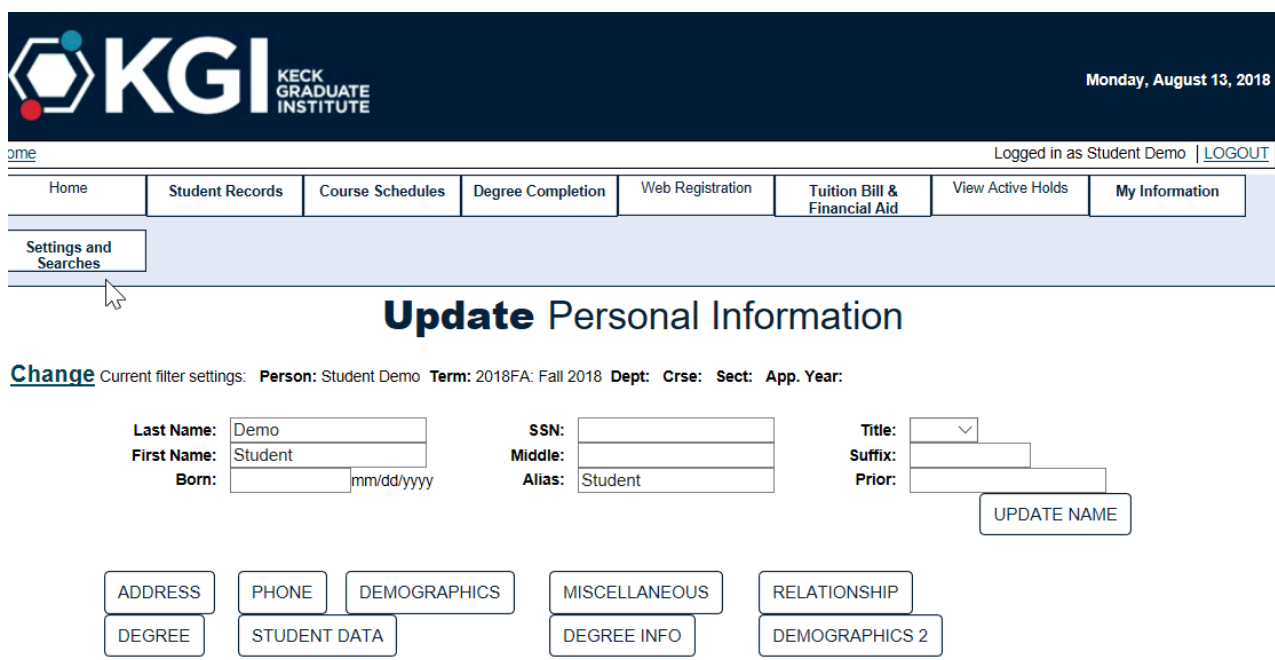
Monday, August 13, 2018

Home Logged in as Student Demo | [LOGOUT](#)

Home Student Records Course Schedules Degree Completion Web Registration Tuition Bill & Financial Aid View Active Holds **My Information**

Personal Information  
Who is My Advisor  
Update Personal Information

Health and Emergency Info  
Emergency Contact Inquiry  
Update Emergency Contact Info  
Health Insurance Info



**KGI** KECK GRADUATE INSTITUTE

Monday, August 13, 2018

Home Logged in as Student Demo | [LOGOUT](#)

Home Student Records Course Schedules Degree Completion Web Registration Tuition Bill & Financial Aid View Active Holds **My Information**

Settings and Searches

## Update Personal Information

[Change](#) Current filter settings: **Person:** Student Demo **Term:** 2018FA: Fall 2018 **Dept:** Crse: Sect: App. Year:

**Last Name:** Demo **SSN:** **Title:**   
**First Name:** Student **Middle:** **Suffix:**   
**Born:** mm/dd/yyyy **Alias:** Student **Prior:**   
[UPDATE NAME](#)

ADDRESS PHONE DEMOGRAPHICS MISCELLANEOUS RELATIONSHIP   
DEGREE STUDENT DATA DEGREE INFO DEMOGRAPHICS 2

If you have any questions regarding the student information system, Empower, please contact the Registrar's office at <mailto:registrar@kgi.edu>