



Cyprus College

Student Portal Manual

CC Student Information System

Updated: 30/07/2024



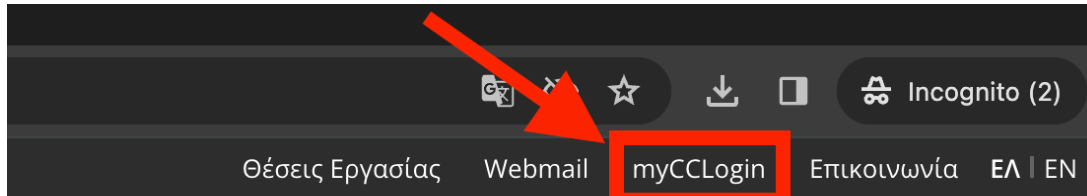
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Login to Student Portal

1. Click on [myCCLogin](#) from Cyprus College Cyprus Website (top right)



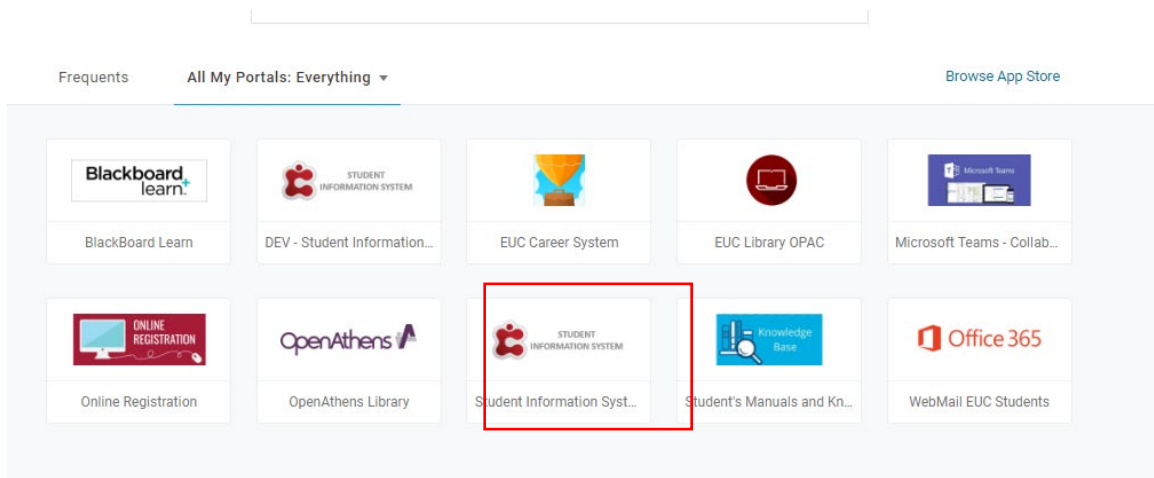
2. Enter your college credentials.

The screenshot shows the login page for European University Cyprus. It features the university's logo and name. Below the logo, there is a form with the following fields:

- Enter EUC or Cyprus College Email: 2024EUC9001@students.euc.a... [Not you?](#)
- Password: [Redacted]

A red 'Continue' button is located below the password field. At the bottom, there is a link for 'Forgot Password'.

3. Go to tab “All my Portals” and click on “Student Information System” app.



4. You will be automatically logged in “Student Portal” active semester. In case you are prompt with a message to “**Select Academic Year**”, you need to **select the active semester**. Based on the semester that you select, all the information in the student portal will be related to that specific semester.



Select Academic Year

F2023

F2023

S2024

5. The first time you login you will be prompted to accept the privacy policy. Scroll all the way to the bottom of the page to accept.



Consents

The first time you log in to the student portal, you will be required to go through some consents. Please go through the list of consents and click submit as soon as you finish. It's mandatory that you answer all consents before you continue.

Consents

Our Institute needs your consensus on some things. Please read carefully and fill in accordingly.

1

StudentName StudentSurn

StudentName StudentSurn

Expand All Collapse All

To be contacted by research companies with which the EUROPEAN UNIVERSITY CYPRUS and its affiliated companies – which includes the S P S Institute of Education Ltd (hereinafter all together the "Company") cooperates for the purpose of (i) conducting a research, on behalf of the Company and (ii) communicating with me, either by post, telephone, email or any other way. / Συμφωνώ να επικοινωνούν μαζί μου ερευνητικές εταιρείες με τις οποίες συνεργάζεται το ΕΠΚ με σκοπό (i) τη διεξαγωγή έρευνας, για λογαριασμό του ΕΠΚ και (ii) την επικοινωνία μαζί μου, είτε ταχυδρομικά, τηλεφωνικά, μέσω ηλεκτρονικού ταχυδρομείου ή με οποιονδήποτε άλλο τρόπο. ✓

*Consent

--Please Select--

Receive marketing information (by email, phone, text or other ways) concerning other programs of study or other activities, news and services offered by the EUROPEAN UNIVERSITY CYPRUS and its affiliated companies – which includes the S P S Institute of Education Ltd. / Συμφωνώ να λαμβάνω marketing πληροφορίες (μέσω ηλεκτρονικού ταχυδρομείου, τηλεφώνου, μηνύματος ή με άλλους τρόπους) σχετικά με άλλα προγράμματα σπουδών ή άλλες δραστηριότητες, νέα και υπηρεσίες που προσφέρονται από το Ευρωπαϊκό Πανεπιστήμιο Κύπρου. ✓

*Consent

--Please Select--

You can later modify the Consents given. To do that:

1. Click on your name at the top right of the screen
2. Click on "My Profile"
3. Under Actions section, click "Consents"



Dashboard

Once you have logged in to your account you will find yourself looking at the initial page that is entitled Dashboard.

On this page you will be able to see:

- Your enrolled Course Sections, Courses and Instructors



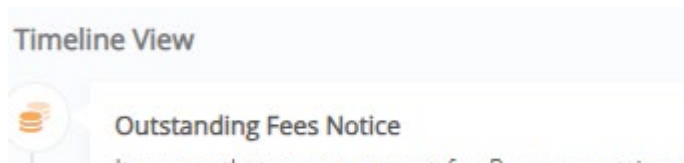
- If you click on “Enrollments” under course sections, you will be able to see the course section\course\Instructor
- If you click on My Courses you will see information about the courses you enrolled.
- Information box with a link to the Students Portal manual and support information.

[For Student Portal Manuals – Click Here](#) / Για εγχειρίδια φοιτητικής πύλης – Κάντε κλικ [εδώ](#)

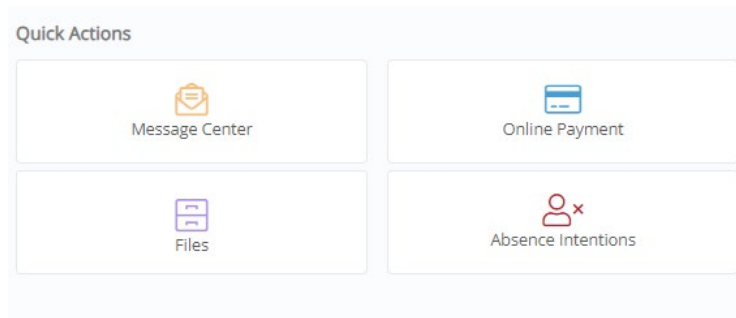
For academic related issues please contact your student advisor. / Για ακαδημαϊκά θέματα επικοινωνήστε με τον σύμβουλο σπουδών σας.

Technical Support / Τεχνική Υποστήριξη (email: support@cycollege.ac.cy, phone: +35722713138 / +35722713179)

- Timeline View with dates of assignments, exams and notice for outstanding fees



- Quick Action buttons:
 - Message Center: To check the messages sent to you.
 - Online Payment: redirect to online payment
 - Absence Intentions: Intentions to absence from future classes.
 - Files: If any files are uploaded in your record, will show here.



- The calendar with holidays or events created from the institution. You can select Month/Week/Day view.
- On the top right corner of the page, you will find the User Actions area with the following Options/Action Buttons:
 - Drop down box to choose the Semester
 - The Bell icon give you access to latest Announcements
 - The Envelope icon will take you to your Message Center Inbox
 - Drop down box (with your name) that allows you to edit your profile info and change your photo.

You may return to your Dashboard page / Student Information System Initial page, at any time by clicking on “Dashboard” button in the Menu.



Student Profile

In student profile you can:

4. Modify your personal info including your photo.
 - a. Click on your name at the top right of the screen
 - b. Click on "My Profile"
 - c. Click on "Edit Profile Entries" to edit your information. Before you save, tick "Update Data Request" so that your changes are approved from the institution and applied on your main profile and student card.
 - d. Click Save
5. Modify the Consents given
 - a. Click on your name at the top right of the screen
 - b. Click on "My Profile"
 - c. Under Actions section, click "Consents"
6. Preview Student Card ID
 - a. Click on your name at the top right of the screen
 - b. Click on "My Profile"
 - c. On the top of this screen, click "Reports" \ "Student Card"



Financial

The financial page of Student Information System will help you keep track of payments, due dates and will show you the records of past payments. All this you can monitor on the main page.

Financial Transactions Summary

Date	Amount (€)
03/09/2021	~1500
25/07/2021	~8000
25/08/2021	~1000
01/01/2021	~1800
11/11/2020	~1000
15/09/2020	~1000

Overview Panel:

- Agreed Amount: €20,669.00
- Total Payment: €5,619.00
- Total Balance: €15,050.00
- Period Outstanding: €13,611.00
- Total outstanding: €19,711.00

Installments per Arrangement Table:

Installment	Agreed Date	Agreed Amount	Paid Amount	Balance	Invoiced Amount
Business School					
November	01/11/2020	€1,700.00	€1,700.00	€0.00	€1,700.00
January	01/01/2021	€1,700.00	€1,700.00	€0.00	€1,700.00
February	01/02/2021	€1,700.00	€0.00	€1,700.00	€1,700.00

You can access the main page of Financials by clicking on the “Financial” button in the menu area.

You are also able to make payments online by clicking on the Online Payments button.

Your Agreed amount, Total payments, Balance, Outstanding payments and Total outstanding are summarized here. Exclamation symbols next to amounts means that your attention is required. In addition to this summary, you are given a warning sign that an amount is overdue, and the agreement date of payment has passed by moving the mouse over the “i” sign you will get more info.

- Agreed Amount: Agreed amount of the current period only
- Total Payment: Payments in current period
- Total Balance: Balance of current period
- Period Outstanding: Current period amount overdue

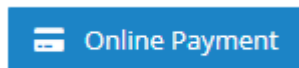
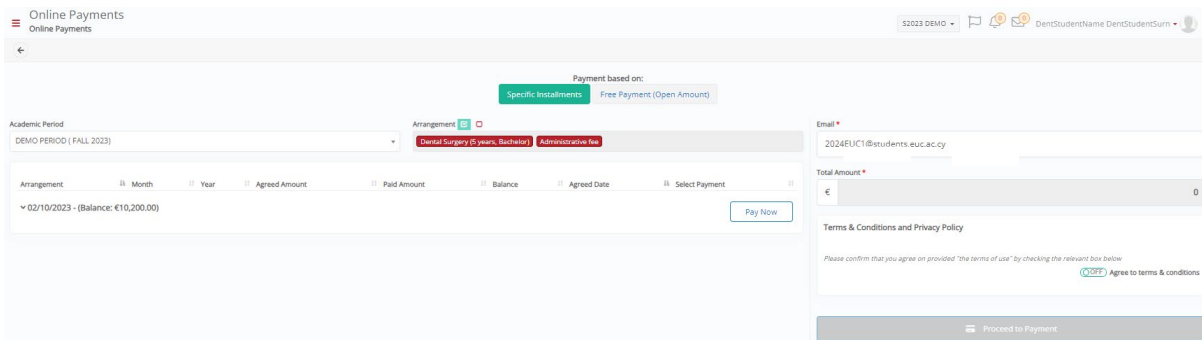
Overview

- Agreed Amount: €20,669.00
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- Total Balance: €15,050.00
- Period Outstanding: €13,611.00
- Total outstanding: €19,711.00

Total outstanding : €19,711.00

Online Payments

1. After clicking on the Finance button in the Menu area you will be directed to the Finance page where you will find the Online Payments button. By clicking the Online Payments button, you will be directed to the Online Payments page.

Online Payments

Payment based on: **Specific Installments** | Free Payment (Open Amount)

Academic Period: DEMO PERIOD (FALL 2023)

Arrangement: Dental Surgery (5 years, Bachelor) | Administrative Fee

Arrangement	Month	Year	Agreed Amount	Paid Amount	Balance	Agreed Date	Select Payment
02/10/2023			(Balance: €10,200.00)				Pay Now

Total Amount: € 0

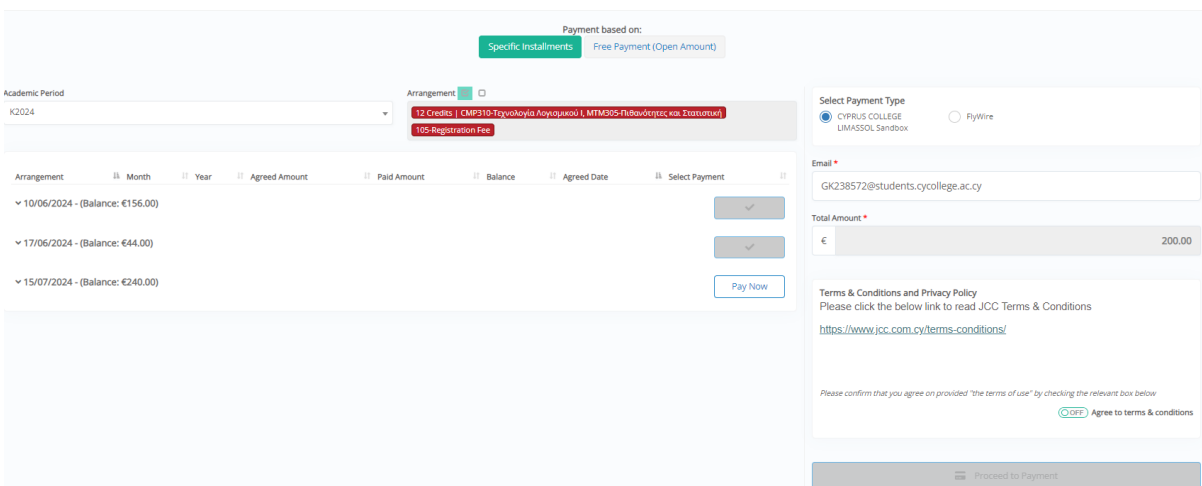
Terms & Conditions and Privacy Policy

Please confirm that you agree on provided "the terms of use" by checking the relevant box below

Agree to terms & conditions

Proceed to Payment

2. When you arrive In the Online Payments page you will be given the option to pay specific installment or free payment. Specific installment means the whole amount of an installment. Free payment means that the system will allow you to enter the amount that you want to pay.
3. To make the payment be sure to read the terms of use and agree to them by clicking on the button. If you do not agree, payment online will not be possible.
4. To make a payment click on “Pay Now” next to an amount from your arrangements.



Payment based on: **Specific Installments** | Free Payment (Open Amount)

Academic Period: K2024

Arrangement: 12 Credits | CMP310-Τεχνολογία Λογισμικού | ΜΤΜ305-Πίλοτες και Στάσιες | 105-Registration Fee

Arrangement	Month	Year	Agreed Amount	Paid Amount	Balance	Agreed Date	Select Payment
10/06/2024			(Balance: €156.00)				Pay Now
17/06/2024			(Balance: €44.00)				Pay Now
15/07/2024			(Balance: €240.00)				Pay Now

Select Payment Type: CYPRIUS COLLEGE LIMASSOL Sandbox | FlyWire

Email: GK238572@students.cycollege.ac.cy

Total Amount: € 200.00

Terms & Conditions and Privacy Policy

Please click the below link to read JCC Terms & Conditions

<https://www.jcc.com.cy/terms-conditions/>

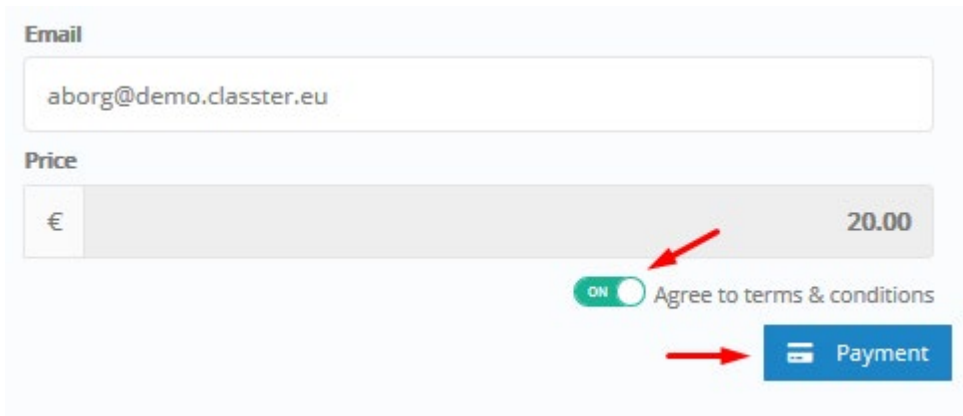
Please confirm that you agree on provided "the terms of use" by checking the relevant box below

Agree to terms & conditions

Proceed to Payment

Figure 31b

5. By clicking on “Pay Now” you add this amount for payment. The button will change from a “Pay Now” to a “check sign”.
6. Now you will see the following:



The screenshot shows a payment form with the following elements:

- Email:** A text input field containing the email address `aborg@demo.classter.eu`.
- Price:** A grey bar showing the amount `€ 20.00`.
- Agree to terms & conditions:** A toggle switch labeled "ON" is turned on. A red arrow points to the switch.
- Payment:** A blue button with a credit card icon and the text "Payment". A red arrow points to the button.

Figure 32

- Enter your email address so that you may receive confirmation of payment.
- Here you can now see the amount to be paid e.g 20€.
- Agree to terms & conditions switch: you need to accept by turning the switch on. If you do not, then you will be unable to click on the payment button.
- Click on “Payment” button to proceed to payment.

Once you have clicked on payment, you will be transferred to the payment gateway you have chosen.



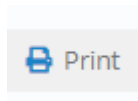
Timetable

- By clicking on the Timetable button on the Menu area you will be directed to the Timetable page.
- Here you will be able to see the days and times you have class, which Instructor you have as well as which classroom you are in.

The screenshot shows the 'Classter' Timetable interface. On the left is a navigation menu with options: Dashboard, Financial, Timetable (selected), Academic Data, Attendance, Requests, and Reporting. The main area is titled 'Timetable' and includes a search bar, a 'Select Timetable Category' dropdown set to 'Main', and a 'Show Services Enrollments' toggle. The timetable grid shows days of the week (Monday, Tuesday, Wednesday, Thursday) and times from 09:00 to 20:00. At the bottom of the grid, there are four class blocks with the following details:

Monday	Tuesday	Wednesday	Thursday
<p>CMP310-Τεχνολογία Ανοψθασών Ι 11399 Cyprus Galaxias 18:10 - 21:00 Computer Lab B01</p>	<p>MAT217-Πύλας Εργασίας / ΜΤΜ205-Πύλας Εργασίας 11403 / 11404 Μάρκος Θεοφάνους 18:10 - 21:00 Room 201</p>	<p>CMP310-Τεχνολογία Ανοψθασών Ι 11399 Cyprus Galaxias 18:10 - 21:00 Computer Lab B01</p>	<p>MAT217-Πύλας Εργασίας / ΜΤΜ205-Πύλας Εργασίας 11403 / 11404 Μάρκος Θεοφάνους 18:10 - 21:00 Room 201</p>

- For your convenience you can print out the timetables you want by clicking on the printer icon.



- Once you click on the printer icon you will see a pop-up window that will preview your timetable before you actually print it.



My Courses

In this section you can view all your courses (you are enrolled in) and view information about course including attendance information and course syllabus.

To Reach this page you need to go to the Main Menu → My Courses. The page looks like this:

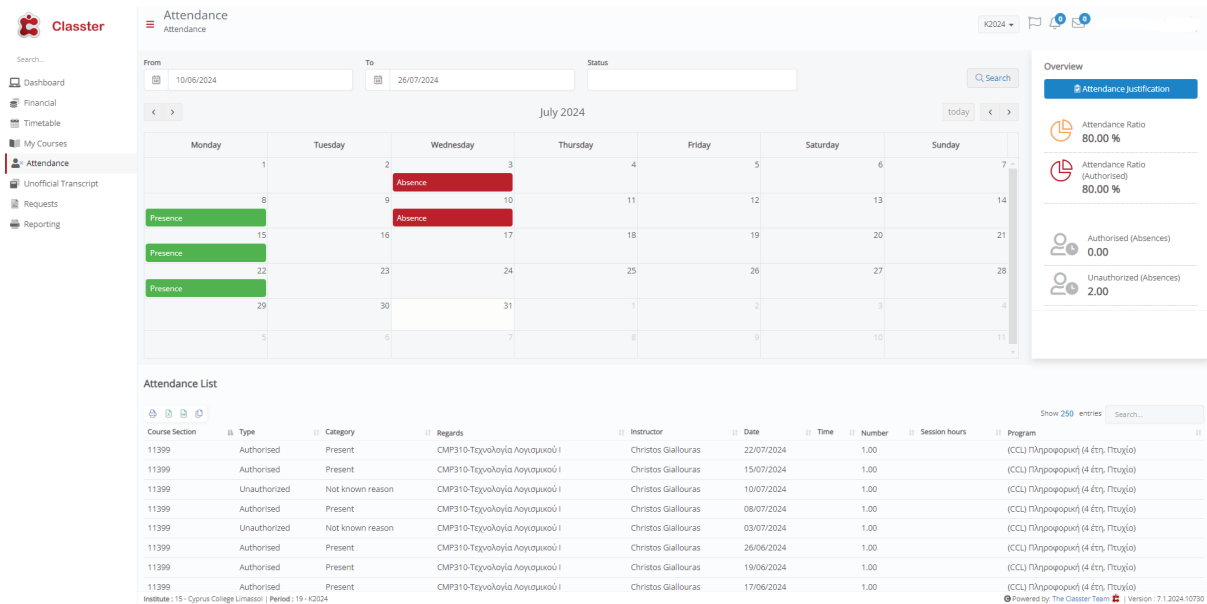
The screenshot displays the 'My Courses' interface. On the left, a sidebar menu includes 'Dashboard', 'Registration & Enrollments', 'Financial', 'Timetable', 'My Courses' (highlighted with a red box), 'My Instructors', 'Academic Data', 'Attendance', 'Sessions', 'Term Marks', and 'Requests'. The main content area shows a grid of course cards. A search bar at the top right contains the text 'Search for something'. The course cards are:

- MA**: MAR110-Εισαγωγή στο Μάρκετινγκ. Instructors: Andreas Kouzpos, Aikaterini Charalambou, Antonis Othonos, Alexandra Orphanidou.
- BU**: BUS101-Εισαγωγή στην Επιχείρηση. Instructors: Panikos Kanakis, Aikaterini Charalambou, Alexandra Orphanidou.
- BU**: BUS111-Πεπερασμένα Μαθηματικά. Instructors: Maria Kountouridou, Alexandros Costa, Maria Theodosiou.
- EN**: ENH101-Αγγλικό Ενδιάμεσου Επιπέδου. Instructors: Nikolaos Stavrou, Themis Christodoulou.
- CS**: CSC190-Εισαγωγή στους Υπολογιστές και Εφαρμογές. Instructor: Petros Papagiannis.

Attendance

The Attendance tab offers the opportunity for Students to keep track of their Attendance record in detail. You can view your Presences, Late records, and Absences to Courses.

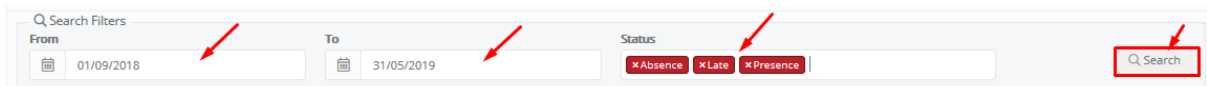
- By clicking on the Attendance tab in the Menu area you will be directed to the main page of the Attendance tab.



The screenshot displays the 'Attendance' page in the Classter system. At the top, there are search filters for 'From' (10/06/2024), 'To' (26/07/2024), and 'Status'. Below these is a calendar for July 2024 with colored cells indicating attendance: green for 'Presence' and red for 'Absence'. To the right, an 'Overview' section shows 'Attendance Ratio' at 80.00% and 'Authorized (Absences)' at 0.00. Below the calendar is an 'Attendance List' table with columns for Course Section, Type, Category, Remarks, Instructor, Date, Time, Number, Session hours, and Program.

Course Section	Type	Category	Remarks	Instructor	Date	Time	Number	Session hours	Program
11399	Authorised	Present	CMP310-Τεχνολογία Λογισμικού Ι	Christos Giallouras	22/07/2024		1.00		(CCL) Πληροφορική (4 Ετήρ. Πτυχίο)
11399	Authorised	Present	CMP310-Τεχνολογία Λογισμικού Ι	Christos Giallouras	15/07/2024		1.00		(CCL) Πληροφορική (4 Ετήρ. Πτυχίο)
11399	Unauthorized	Not known reason	CMP310-Τεχνολογία Λογισμικού Ι	Christos Giallouras	10/07/2024		1.00		(CCL) Πληροφορική (4 Ετήρ. Πτυχίο)
11399	Authorised	Present	CMP310-Τεχνολογία Λογισμικού Ι	Christos Giallouras	08/07/2024		1.00		(CCL) Πληροφορική (4 Ετήρ. Πτυχίο)
11399	Unauthorized	Not known reason	CMP310-Τεχνολογία Λογισμικού Ι	Christos Giallouras	03/07/2024		1.00		(CCL) Πληροφορική (4 Ετήρ. Πτυχίο)
11399	Authorised	Present	CMP310-Τεχνολογία Λογισμικού Ι	Christos Giallouras	26/06/2024		1.00		(CCL) Πληροφορική (4 Ετήρ. Πτυχίο)
11399	Authorised	Present	CMP310-Τεχνολογία Λογισμικού Ι	Christos Giallouras	19/06/2024		1.00		(CCL) Πληροφορική (4 Ετήρ. Πτυχίο)
11399	Authorised	Present	CMP310-Τεχνολογία Λογισμικού Ι	Christos Giallouras	17/06/2024		1.00		(CCL) Πληροφορική (4 Ετήρ. Πτυχίο)

- Next step is to choose a date From/To in order to specify the period you want to examine.
- Lastly choose a Status (Presence, Late, and Absence) and then click on the search button.



This close-up shows the search filters at the top of the attendance page. Red arrows point to the 'From' field (01/09/2018), the 'To' field (31/05/2019), the 'Status' dropdown menu (showing 'Absence', 'Late', and 'Presence'), and the 'Search' button.



- You can now see the results of your search:

The screenshot displays the 'Attendance' system interface. At the top, there are search filters for 'From' (01/11/2021) and 'To' (30/03/2022), along with status filters for 'Absence' and 'Presence'. The main area features a calendar for November 2021, where red bars indicate absences on several days (e.g., Tuesday 2nd, 8th, 15th, 22nd, 29th) and a green bar indicates presence on Thursday 11th. To the right, an 'Overview' section provides summary statistics: Attendance Ratio (25.00), Attendance Ratio (Unauthorized) (50.00), Authorized (1.00), and Unauthorized (2.00). Below the calendar is the 'Attendance List' table, which contains the following data:

Group	Type	Category	Notes	Course	Lecturer	Date	Time	Number	Session hours	Program
Introduction to Business IB	Authorized	Present			Nick Person	09/12/2021		1.00		Bachelor Program
Introduction to Business IB	Unauthorized	Not known reason			Nick Person	02/12/2021		1.00		Bachelor Program
Introduction to Business IB	Unauthorized	Not known reason			Jason James	16/11/2021		1.00		Bachelor Program
Introduction to Business IB	Authorized	Doctor's Note	bolfbdsbfbb		Ronald Chan	02/11/2021		1.00		Bachelor Program
								4.00		

At the bottom of the table, it indicates 'Showing 1 to 4 of 4 entries' and provides navigation links: First, Previous, 1, Next, Last.

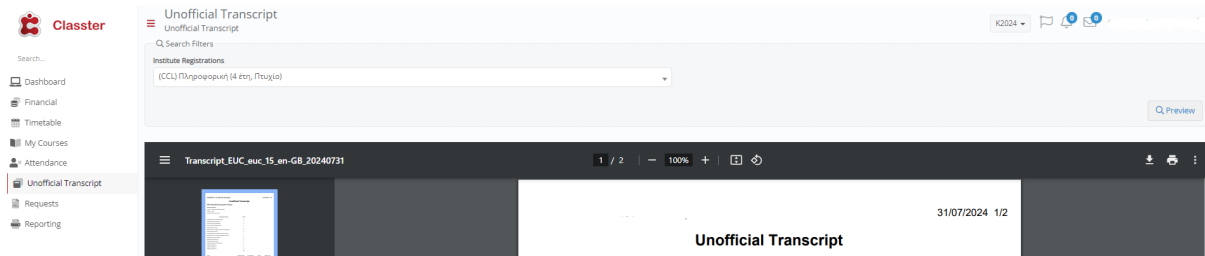
- If there are many entries you can navigate them by clicking on Next to go to the next page, Previous to go to the previous page, First to go to the first page and last to go to the last page.

First Previous **1** Next Last



Unofficial Transcript – Check Final Grades

- ❖ By clicking on the Unofficial Transcript tab in the Menu area you will be directed to choose the educational program for the transcript that you need and click preview.

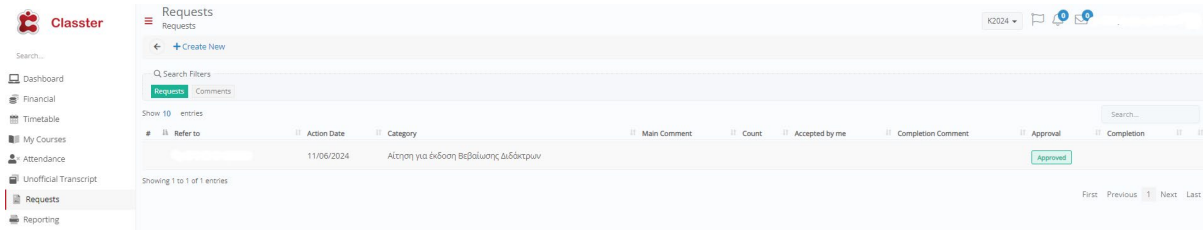




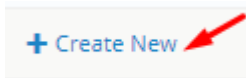
Requests

Requests tab gives you the ability to make requests.

- By clicking on the Requests tab in the Menu area and then clicking on Requests you will be directed to the main page of the Requests tab.



- You can create a request by clicking on the Create New button.



- Once you clicked on the create request button, you will be directed to the Request Form.

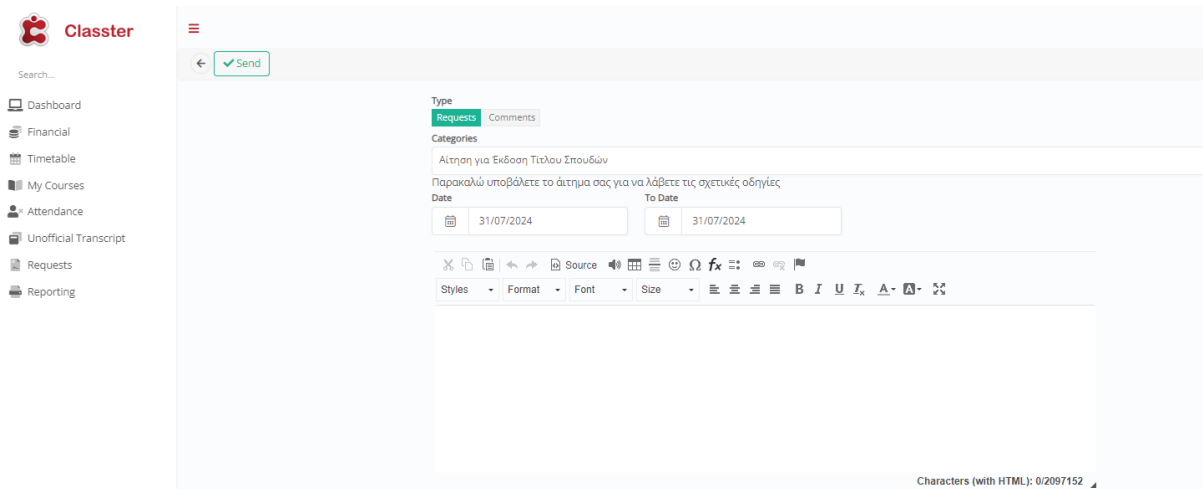
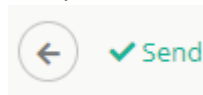


Figure 136

- In this form you need to choose a Category (what you want to Apply for (Transcript, or Other))
- Lastly click on “Send” to submit the request.





Reporting – Assessment marks/Statement/Student card/Transcript

In Reporting menu, you can select and preview some very important reports:

- Assessment Marks: A report that shows your marks per course
- Unofficial Transcript: Transcript Report with GPA
- Statement of Account: Statement with charges, payments and balance.
- Student Card: Your student card ID.
 - If the photo is missing from your student card, please upload a photo in your profile. The photo will appear on your student card as soon as it is approved by the institute.