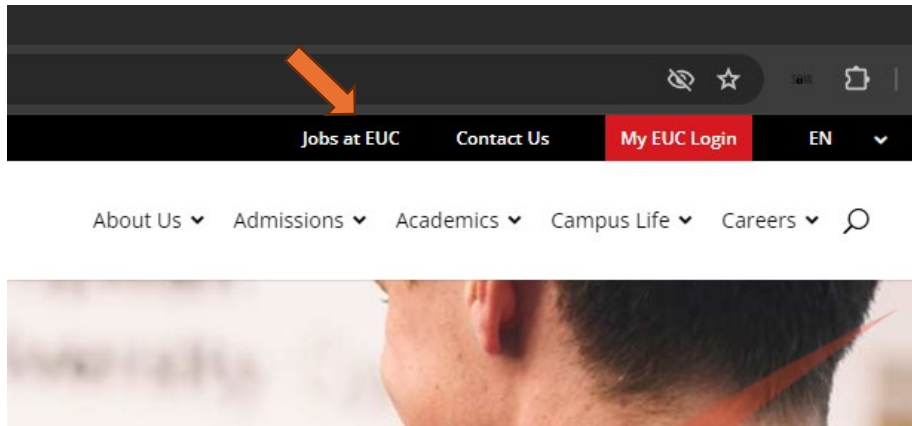# Student Portal

Re-registration Manual
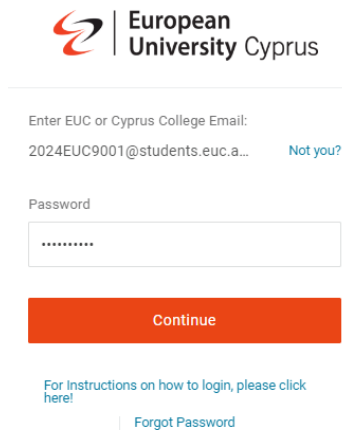
EUC Student Information System

Updated: 17/07/2024

This is a step by step guide on how active/existing students will login to "Student Portal" for re-enrolment to courses for the next academic period:
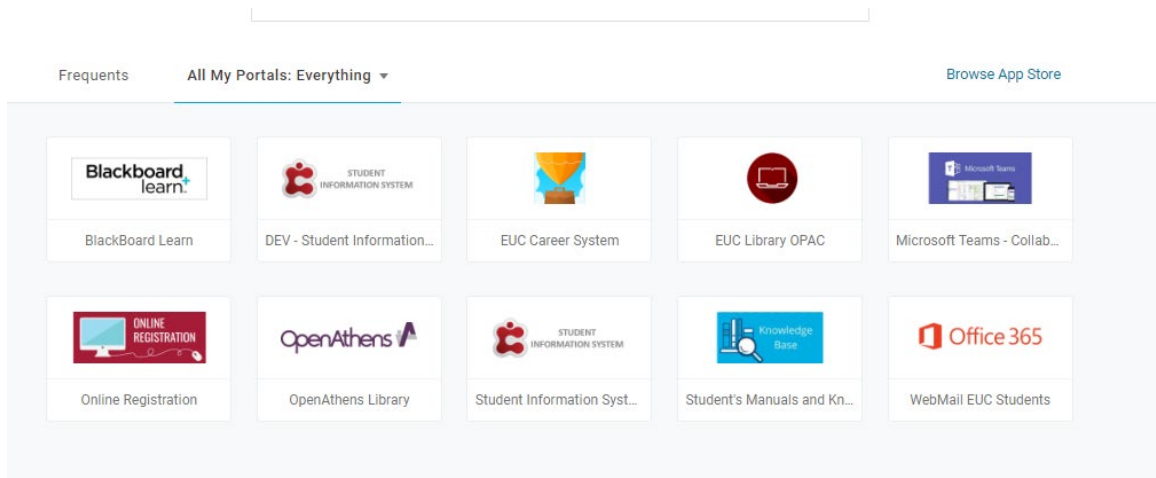
1. **Click on myEUCLogin from European University Cyprus Website (top right)**

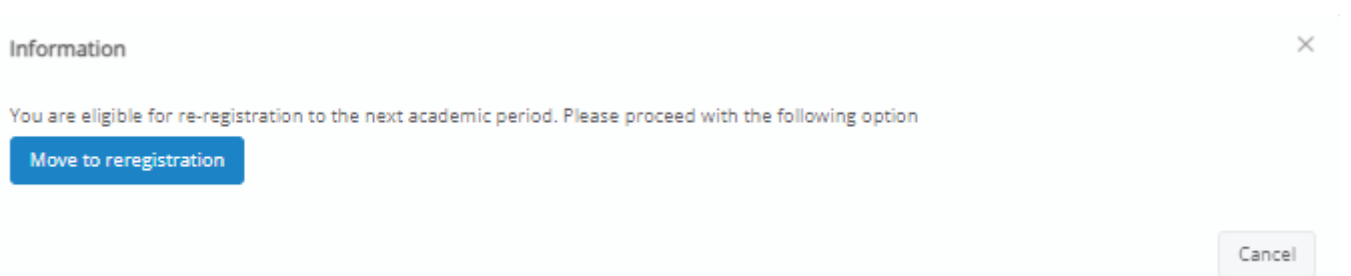2. Enter your credentials. Your credentials were sent to you through a welcome email.

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

4. You will be automatically logged in the "Student Portal" and prompted with a message to select Academic year. Here you need to select the last semester that you were registered and click ok.
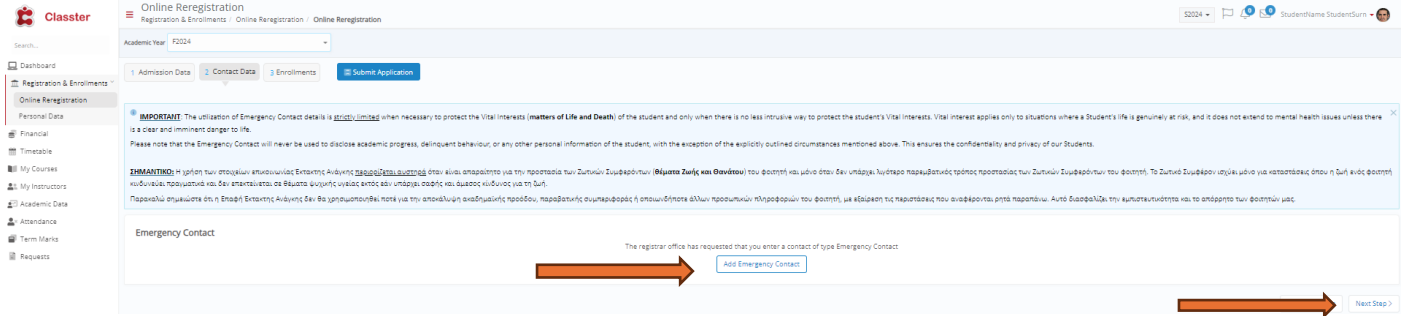

5. The first time you login you will be prompted to accept the privacy policy. Scroll all the way to the bottom of the page to accept.

6. When you enter the portal, you will be prompted with a message "You are eligible for re-registration to the next academic period. Please proceed with the following option". Click on "**Move to reregistration**". In case that you miss this message you can go to menu "**Registration & Enrolments**" and click "**Online Reregistration**"
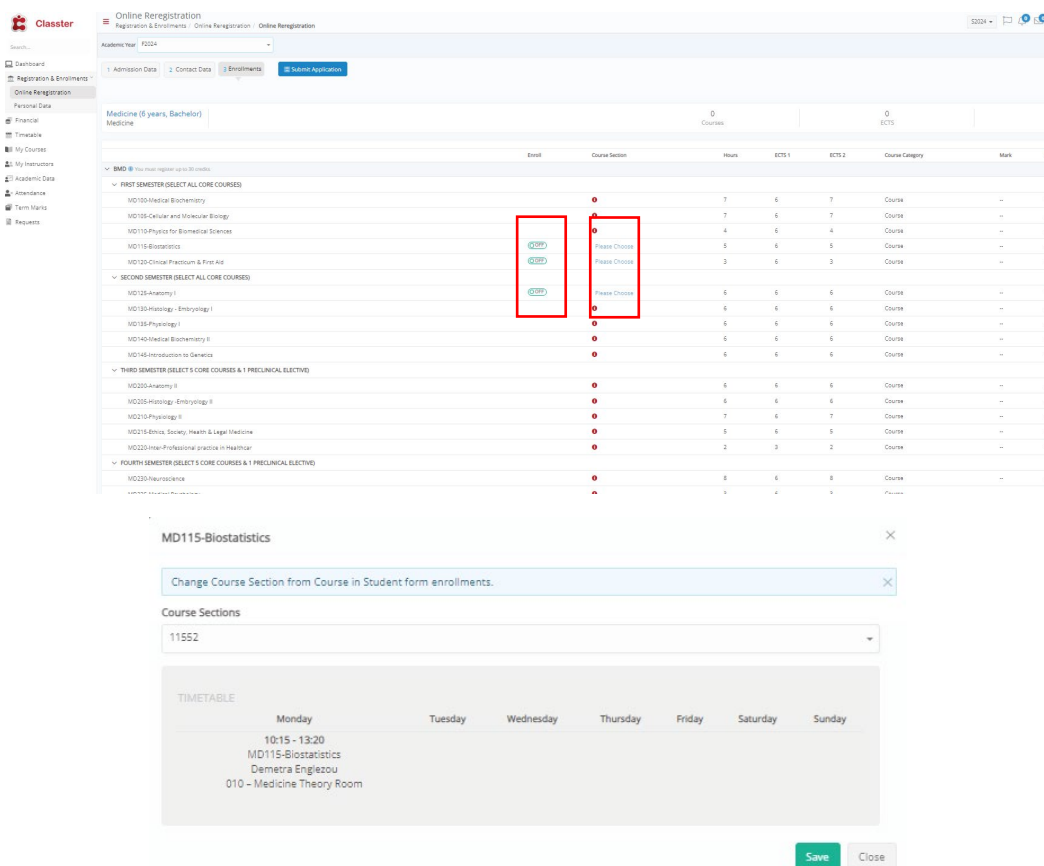

7. In Educational Program click "Next Step"

8. In the Emergency Contact screen click "Add Emergency Contact" (if you have not until now) and enter your emergency contact information. When you finish click "Next Step"
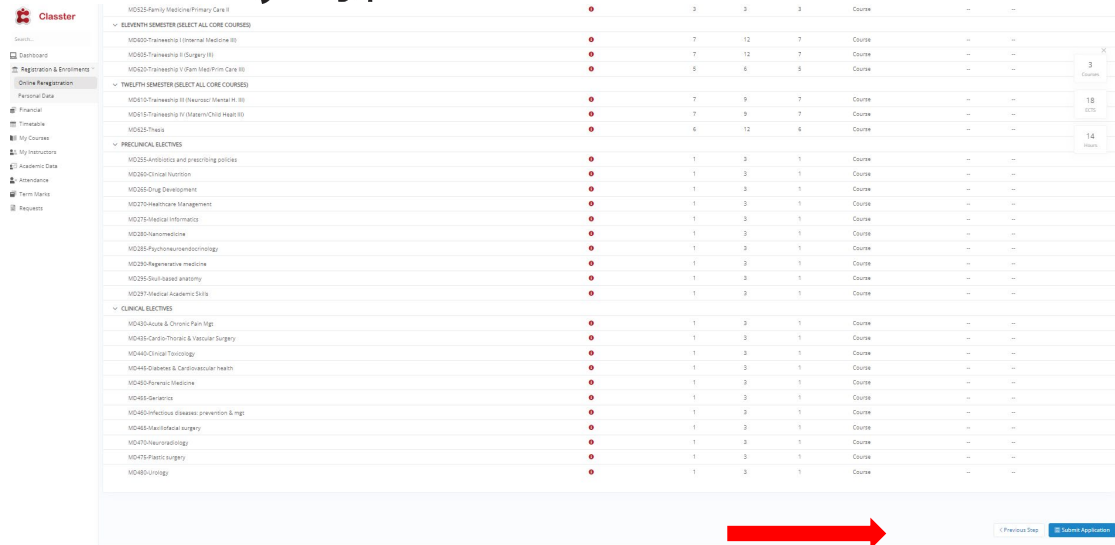
9. In the Enrolments screen select your courses.

- Courses available for enrolment have the ON/OFF switch. Click on the switch to turn ON the courses that you would like to enrol to.

- Under course section column click on "Please Choose" to select the course section. For each course section available you will be able to see the course's scheduled time, instructor and room number. For E-learning courses, only the instructor name will be available.

10. Click "Submit Application" at the bottom of the screen to submit your enrolment form.

11. You will receive a confirmation message. Click "Yes" to finalize submission.

After your enrolment form is submitted, you will be redirected to the main screen. There, you will see your application in status Pre-Enrolled. This status means that your advisor will check your course section selection and either transfer your status to "Enrolled" or contact you for any changes needed.. If you see that your status has switched to "Enrolled", it means that your courses were successfully registered by your advisor, as submitted by you, without any changes.

12. When the advisor confirms your courses and changes your status to "Enrolled" then you will stop receiving the "Move to reregistration" prompt and you will be able to select the new academic period that you have enrolled to. Please make sure you logout and login again to the portal after you are notified that your enrolments are accepted.