

## Student Portal Re-registration Manual

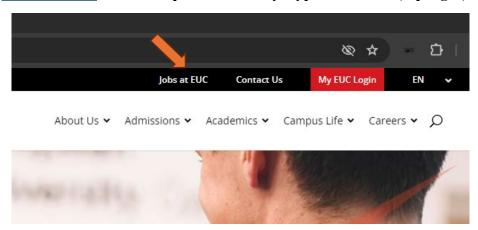
## **EUC Student Information System**

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:

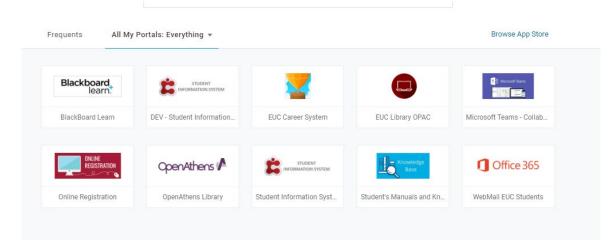
1. Click on <u>myEUCLogin</u> from European University Cyprus Website (top right)



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

European University Cyprus
Enter EUC or Cyprus College Email: 2024EUC9001@students.euc.a Not you?
Password
Continue
For instructions on how to login, please click here! Forgot Password

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

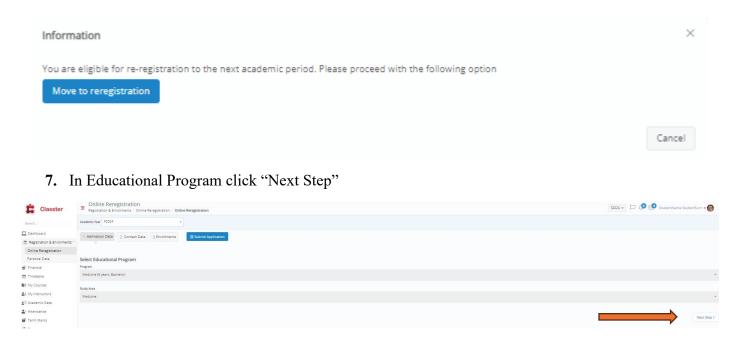




4. You will be automatically logged in the "Student Portal" and prompted with a message to select Academic year. Here you need to select the last semester that you were registered and click ok.

elect Academic Year	
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F2023	
52024	

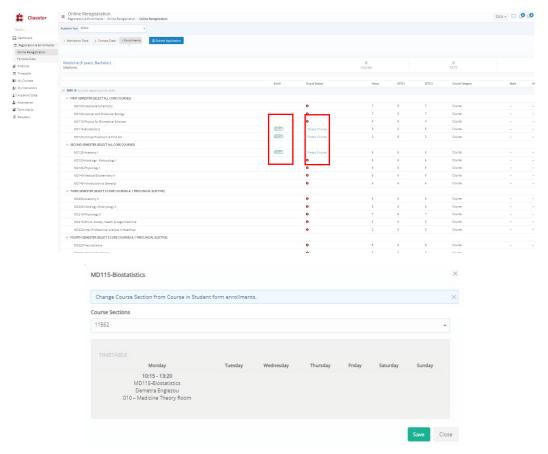
- 5. The first time you login you will be prompted to accept the privacy policy. Scroll all the way to the bottom of the page to accept.
- 6. When you enter the portal, you will be prompted with a message "You are eligible for re-registration to the next academic period. Please proceed with the following option". Click on "Move to reregistration". In case that you miss this message you can go to menu "Registration & Enrolments" and click "Online Reregistration"



**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"

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Search	Academic Tear 7 2024 •
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Personal Data	ADDITION To volume the second of the se
<ul> <li>Financial</li> <li>Timetable</li> </ul>	Please note that the Energency Context will new be used to discose assistance program, delinquint behaviour, or any other pleasand information of the student, with the exception of the explicitly contract commances mentioned above. This exception contract assistance of the student, with the exception of the explicitly contract commances mentioned above. This exception of the student, with the exception of the explicitly contract commances mentioned above. This exception of the student, with the exception of the explicitly contract commances mentioned above. This exception of the student, with the exception of the explicitly contract commances mentioned above. This exception of the student, with the exception of the explicitly contract commances mentioned above.
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≗r Attendance	Emergency Contact The registrar office has requested that you enter a contact of type Emergency Contact Add Emergency Contact
	Next Step 2

- 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.

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Classter	MD525-Family Medicine/Primary Care II v ELEVENTH SEMESTER (SELECT ALL CORE COURSES)	0	3	3	3	Course		
Search	MD403-Traineeship I (Internal Medicine III)	0	7	12	7	Course		
Dashboard	MD605-Traineeship II (Surgery III)	0	7	12	7	Course		
T Registration & Enrolments	MD625-Traineeship V (Rem Med Prim Care III)	0	5	6	5	Course		
Online Reregistration	<ul> <li>TWELFTH SEMESTER (SELECT ALL CORE COURSES)</li> </ul>							
Personal Data	MD810-Traineeship II (Neurosc/ Mental H. III)	0	7	9	7	Course		
💣 Financial	MD515-Traineeshig I// (Matern/Child Healt II)	0	.7	9	7	Course	-	
Timetable	MD625-Thesis	0	6	12	6	Course		
My Courses	PRECLINICAL ELECTIVES							
1. My Instructors	MD255-Antibiotics and prescribing policies	0	1	3	1	Course		
Academic Data	MD360-Cinical Nutrition	0	1	3		Course		
Term Marks	M0265-Drug Development	0	:1	3	1	Course	-	
Requests	MD270-Healthcare Management	0	24.0	3		Course		
	M0275-Medical Informatics	0	1	3		Course		
	MD285-Nanomedicine	0	1	3	1	Course		
	MD285-Psychoneuroendocrinology	0	1	2	1	Course		
	M0280-Regenerative medicine	0	1	3	1	Course		
	M0295-Skull-based anatomy	0	:15	3	1	Course		
	MD297-Medical Academic Skills	0	1	2	3	Course		
	<ul> <li>CLINICAL ELECTIVES</li> </ul>							
	MD430-Acute & Ohronic Pain Mgt	0	1	3	1	Course		
	MD435-Cardio-Thoraic & Vascular Surgery	0	1	3	1	Course		
	MD440-Clinical Toxicology	0	:1	3	3	Course		
	MD445-Diabetes & Cardiovascular health	0	24.5	3	1	Course		
	MD480-Forenzic Medicine	0	1	3	8	Course		
	MD485-Gerlaptics	0	1	3	1	Course		
	MD460-Infectious diseases: prevention & mgt	0	1	2	1	Course		
	MD465-Maxillofacial surgery	0	1	3	1	Course		
	MD470-Neuroradiology	0	:10	3		Course	-	
	MD475-Plastic surgery	0	14.0	3	1	Course		
	MD480-Urology	0	1	3	3	Course		

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.