

New Students Enrolment to Courses Manual

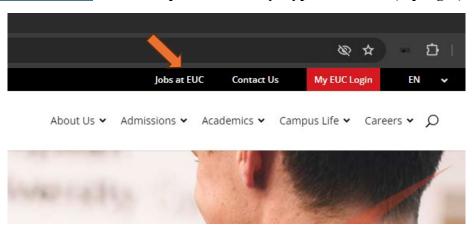
EUC Student Information System

Updated: 02/07/2024



This is a step by step guide on how new students will login to "Student Admission Portal" for the first time of enrolment to courses:

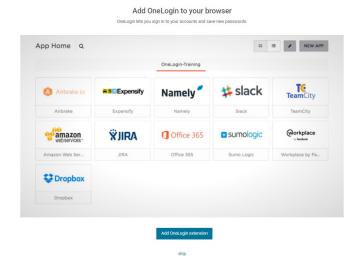
1. Click on myEUCLogin from European University Cyprus Website (top right)



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

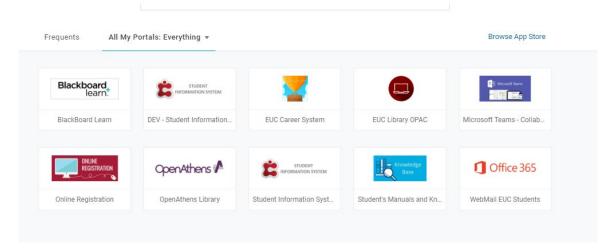


3. In myEUCLogin first time login click skip.

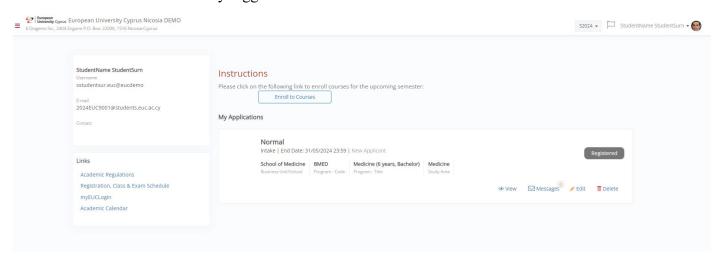




4. Go to tab "All my Portals" and click on "Student Information System" app.



- 5. The first time you login you will be prompted to accept the privacy policy.
- 6. You will be automatically logged in "Student Admission Portal". Click "Enrol to Courses"

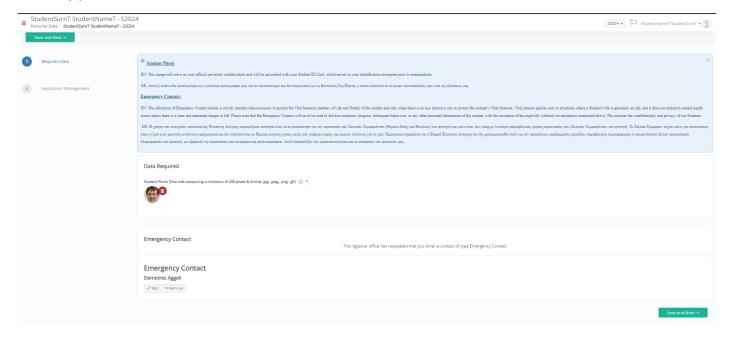


7. In Educational Program click "Save and Next"

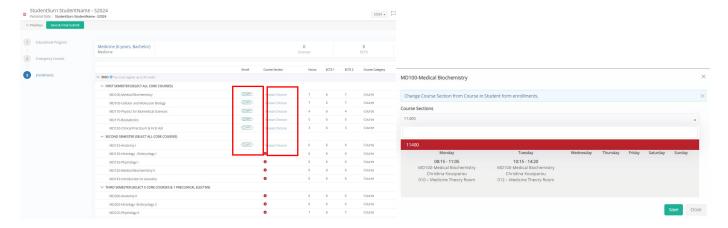




- **8.** In Required Data screen
 - (1) Read the information provided.
 - (2) Upload Photo (One side measuring a minimum of 200 pixels & format .jpg, .jpeg, .png, .gif)
 - (3) "Add Emergency Contact" and enter your emergency contact information.
 - (4) Click "Save and Next"

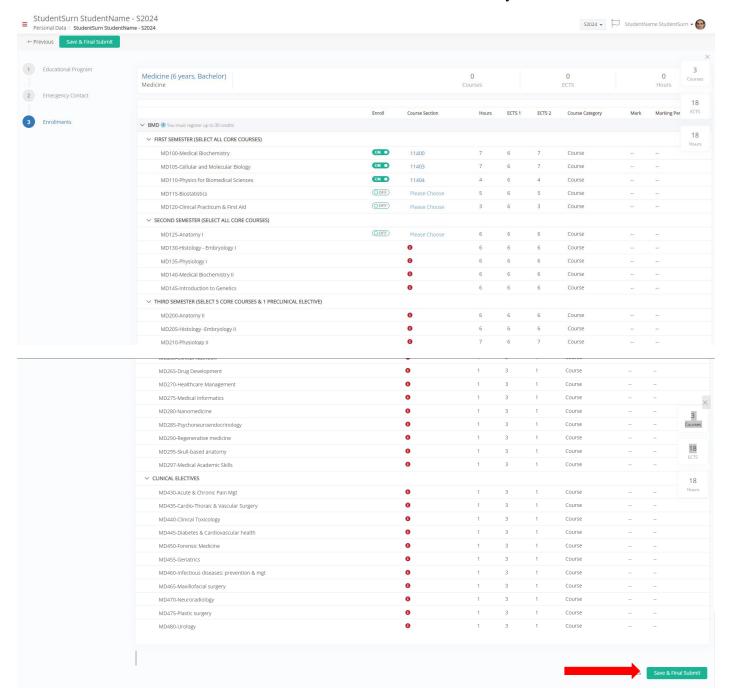


- **9.** In Enrolments screen select your courses.
 - Courses available for enrolment have the ON/OFF switch. Click on the switch to turn ON the courses that you would like to enrol to.
 - Under course section column click on "Please Choose" to select the course section. For each course section available 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 "Save and Final Submit" at the bottom of the screen to submit your enrolment form.



11. You will receive the following message. Click "Yes" to finalize submission.

"You have successfully submitted your online enrolment request. Your academic advisor will review your selected courses and you will be notified for the finalization of your courses' registration.

By clicking 'Yes', you verify that all the information you have entered, including your selected courses, is correct. You will not be able to make any changes once your enrolment request is submitted.

If you wish to make any adjustments, please click 'No'



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.

