

Student Portal Manual

EUC Student Information System

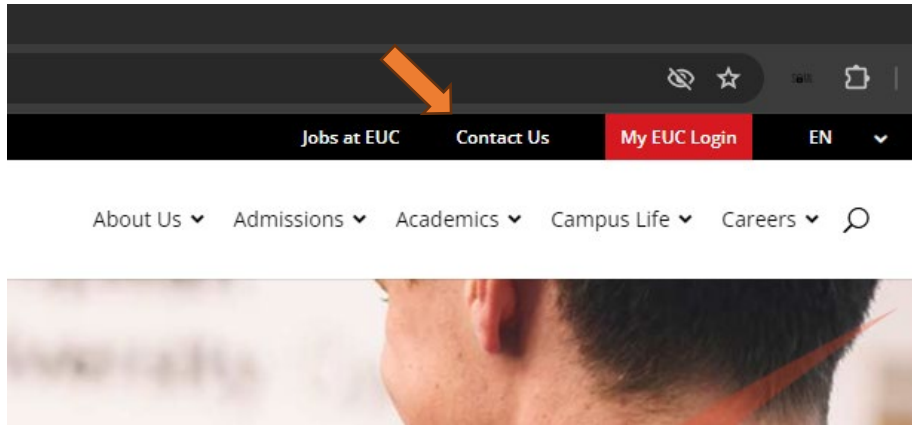
Updated: 30/07/2024

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Login to Student Portal

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



2. Enter your university credentials.



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

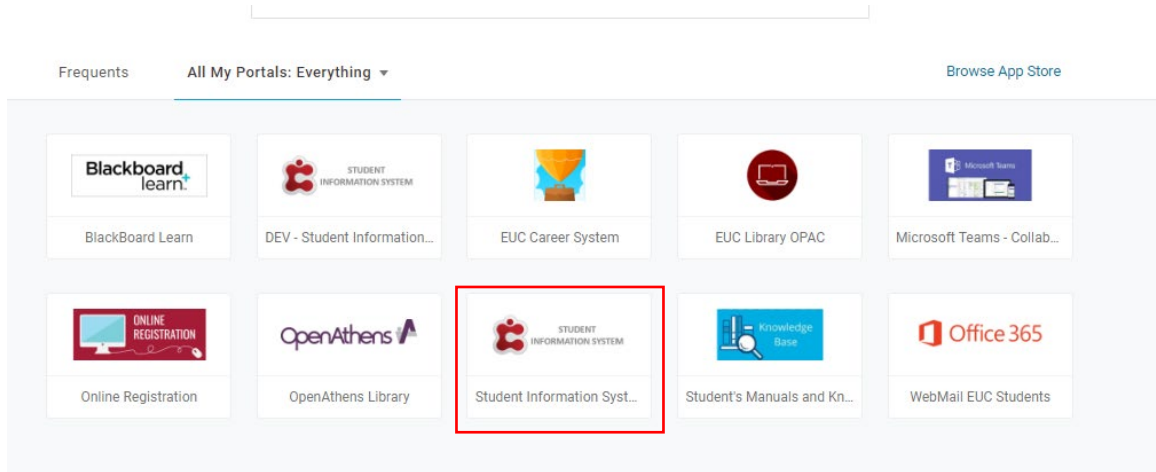
Password
.....

[Continue](#)

[For instructions on how to login, please click here!](#)

[Forgot Password](#)

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



2. You will be automatically logged in the “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.



The screenshot shows a web interface titled "Select Academic Year". It features a dropdown menu with "F2023" selected. Below the dropdown, there is a search input field. A list of options is displayed below the search field, with "F2023" and "S2024" visible. The "S2024" option is highlighted with a red background, indicating it is the active semester.

3. 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--

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*Consent

--Please Select--

You can later modify the Consents . In order to do that please follow the instructions below:

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 under the title Dashboard.

On this page you will be able to see:

- Your enrolled Course Sections, Courses and Instructors



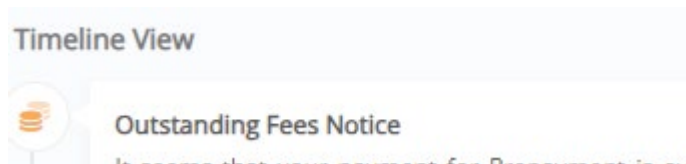
- If you click on “Enrollments” under course sections, you will be able to see the course section\course\Instructor
- If you click on “My Courses” you will see information about the courses you enrolled.
- Use can use the below link to get more information on the Student Portal Manual.

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

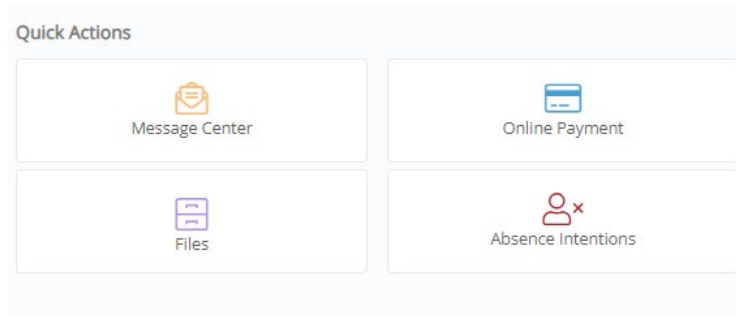
For academic related issues please contact your student advisor. / Για ακαδημαϊκά θέματα επικοινωνήστε με τον σύμβουλο σπουδών σας.

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

- Below you can find the 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 has been created by 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.

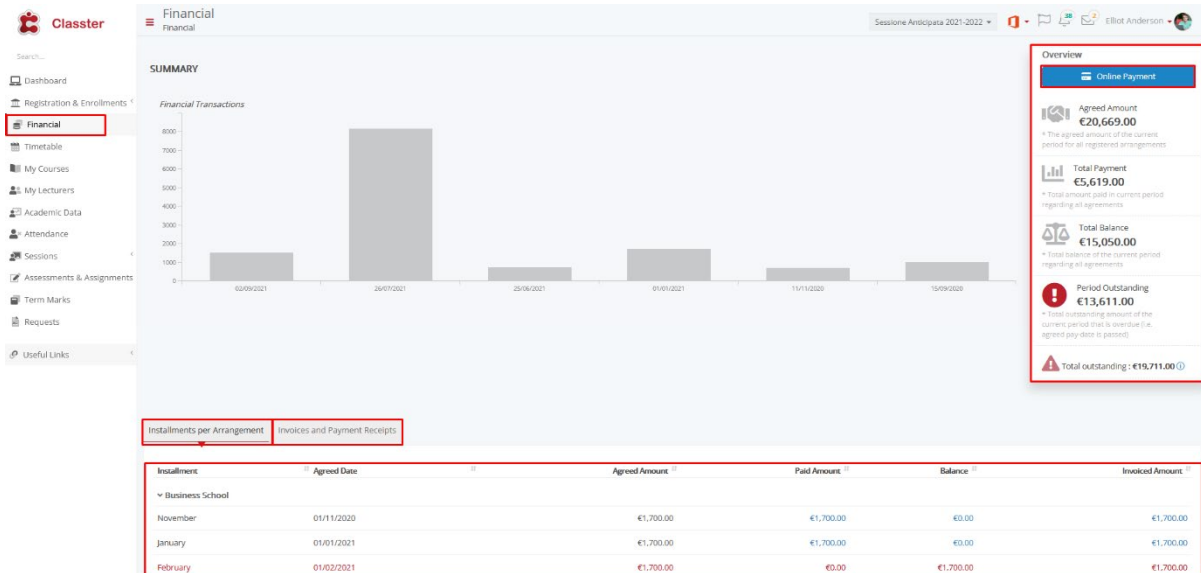
Student Profile

In your 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 the information can be seen on the main page.



Financial

Sessione Anticipata 2021-2022

SUMMARY

Financial Transactions

Overview

- Online Payment
- 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

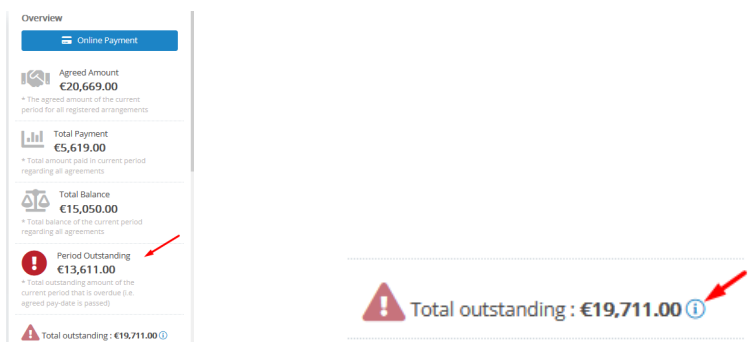
Installment	Agreed Date	Agreed Amount	Paid Amount	Balance	Invoiced Amount
Business School					
November	01/11/2020	€1,700.00	€1,700.00	€0.00	€1,700.00
January	01/01/2021	€1,700.00	€1,700.00	€0.00	€1,700.00
February	01/02/2021	€1,700.00	€0.00	€1,700.00	€1,700.00

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 will be given a warning sign if 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

Online Payment

Agreed Amount: €20,669.00

Total Payment: €5,619.00

Total Balance: €15,050.00

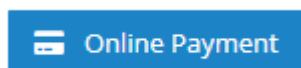
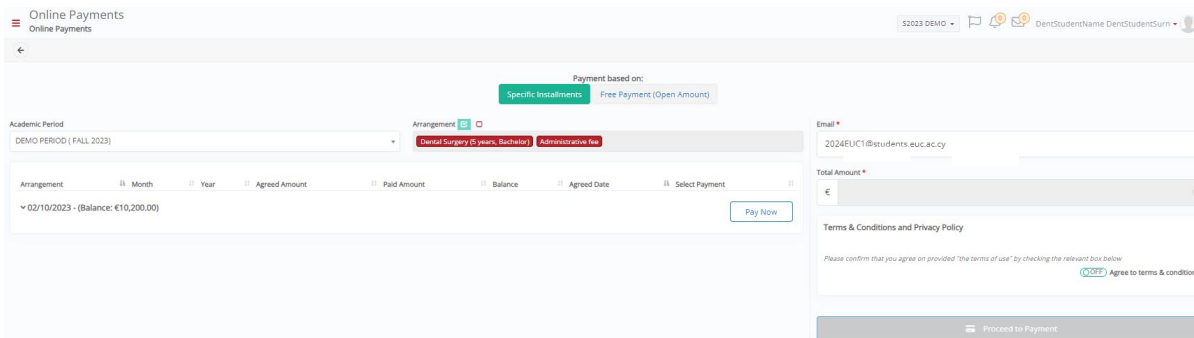
Period Outstanding: €13,611.00

Total outstanding: €19,711.00

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

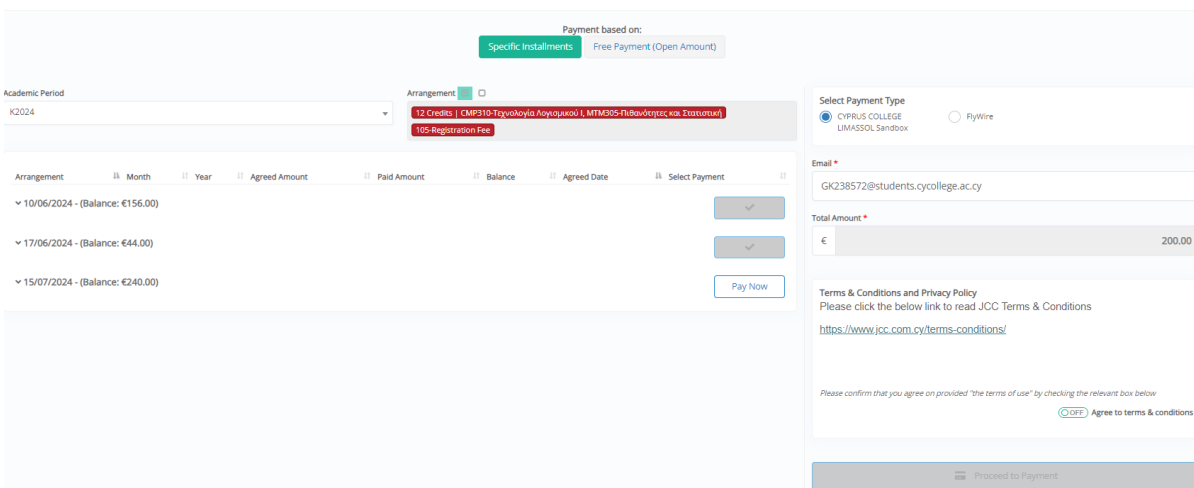
Arrangement	Month	Year	Agreed Amount	Paid Amount	Balance	Agreed Date	Select Payment
02/10/2023			(Balance: €10,200.00)				Pay Now

Total Amount: € 0

Terms & Conditions and Privacy Policy

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 Ανοξυμερού Ι, ΜΤΜ505-Πλ.Βαλάντες και Στοιχισμός 105-Registration Fee

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

Select Payment Type: CYPRUS COLLEGE LIMASSOL Sandbox PayWire

Total Amount: € 200.00

Terms & Conditions and Privacy Policy

Proceed to Payment

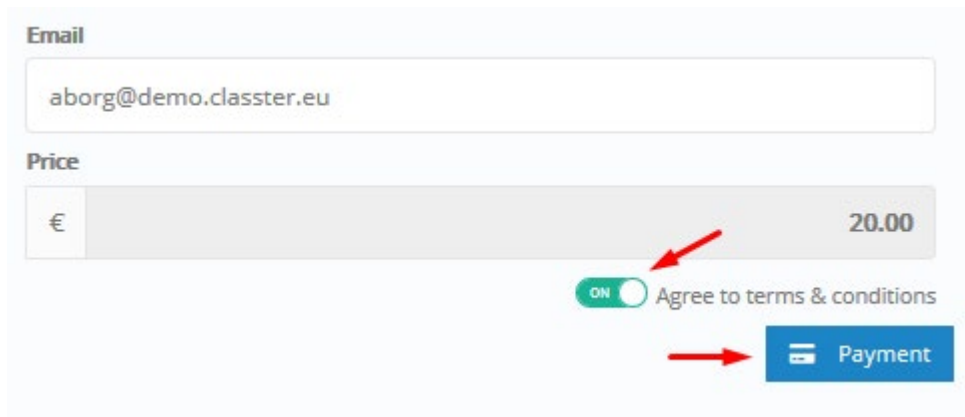
5. By clicking on “Pay Now” you add this amount for payment. The button will change from a “Pay Now” to a “check sign”.
6. Now you will see the following:

Email

Price

€ 20.00

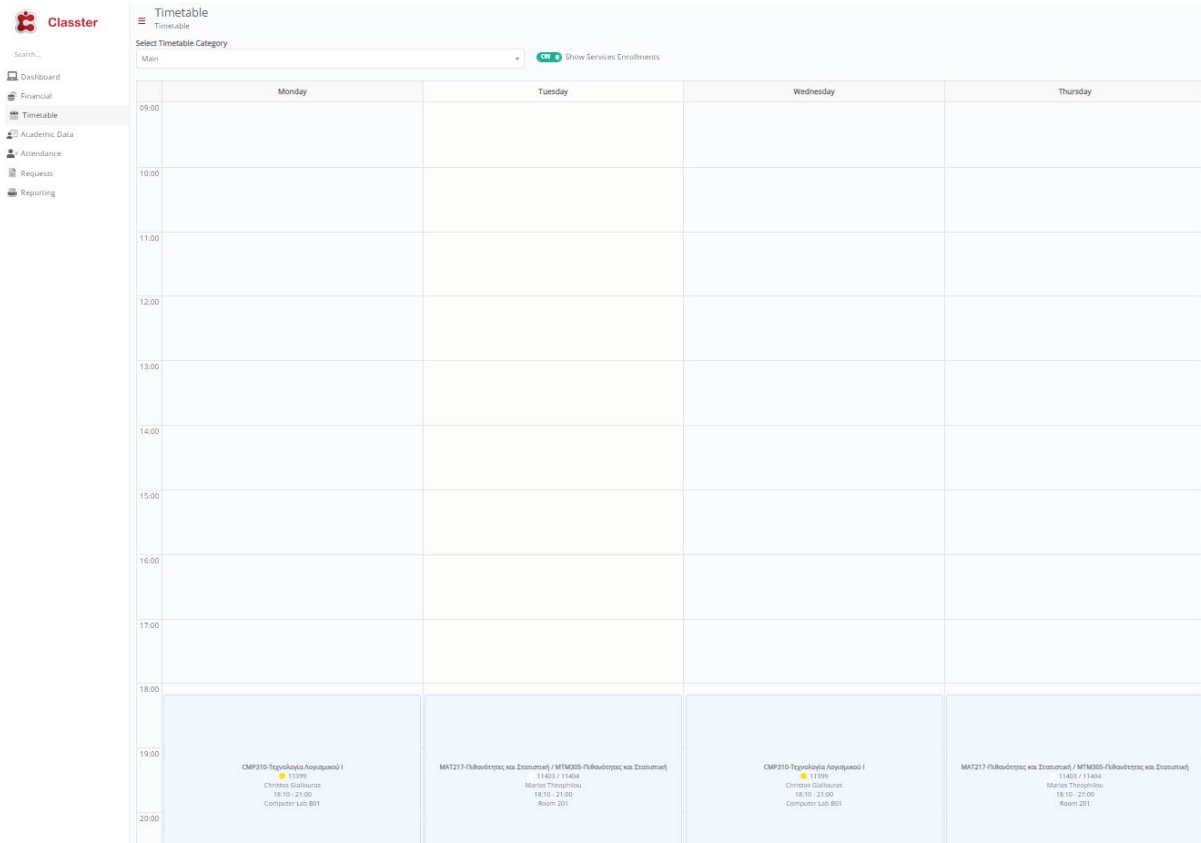
ON Agree to terms & conditions



- 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

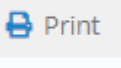
- By clicking on the Timetable button on the Menu area you will be directed to the Timetable page.
- Here you will be able to see the days and times you have classes, your instructors and the classrooms. .



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 has columns for Monday, Tuesday, Wednesday, and Thursday, and rows for time slots from 09:00 to 20:00. Classes are listed in the 19:00-20:00 slot for all days:

Day	Class	Instructor	Room
Monday	CMP210-Τεχνολογία Αντιγραφοί I	Christos Galanatos	Computer Lab B01
Tuesday	MAT217-Πληθυσμιακή και Στοιχειά / ΜΤΜ205-Πληθυσμιακή και Στοιχειά	Μaria Theodoridou	Room 201
Wednesday	CMP210-Τεχνολογία Αντιγραφοί I	Christos Galanatos	Computer Lab B01
Thursday	MAT217-Πληθυσμιακή και Στοιχειά / ΜΤΜ205-Πληθυσμιακή και Στοιχειά	Maria Theodoridou	Room 201

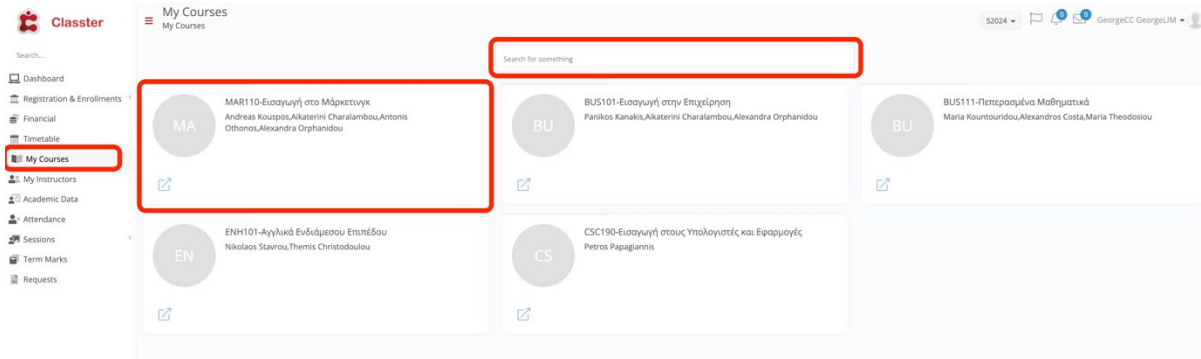
- For your convenience you can print out your timetable by clicking on the printer icon.

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

My Courses

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

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



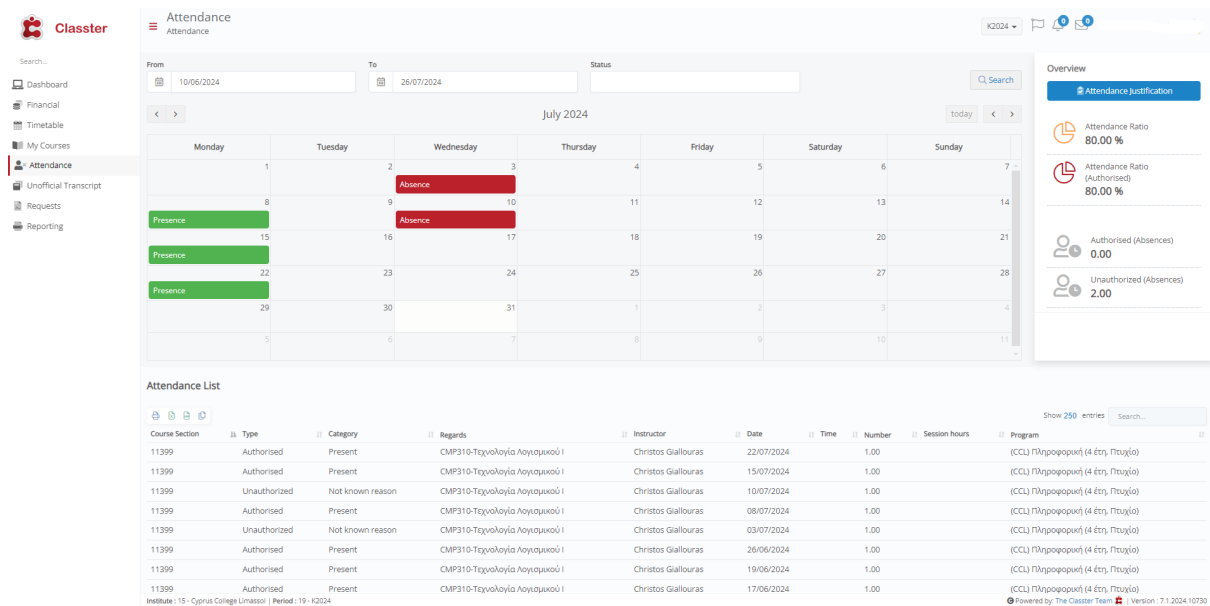
The screenshot displays the 'My Courses' interface. On the left, a sidebar menu lists various options, with 'My Courses' highlighted in red. The main content area shows a grid of course cards. A search bar at the top is also highlighted in red. The course cards include:

- 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-Πεπρασμένα 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

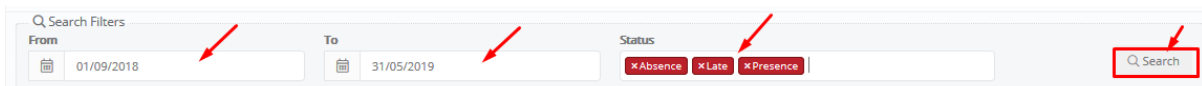
The Attendance tab offers the opportunity for Students to keep track of their Attendance record in detail. You can view your Presences, Late records, and Absences to Courses.

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



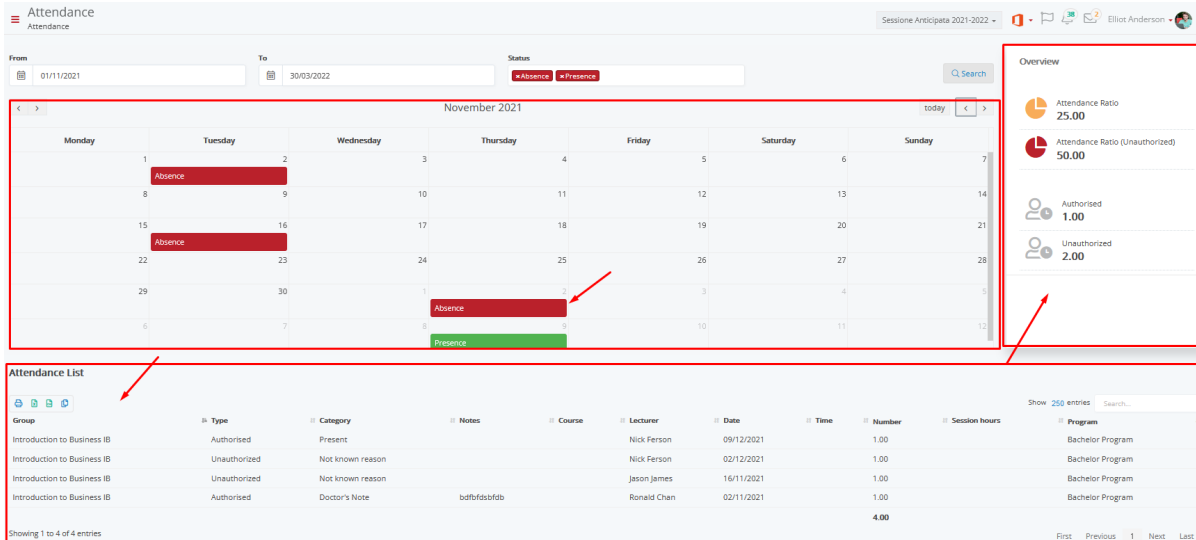
The screenshot displays the 'Attendance' page in the Classter system. At the top, there are search filters for 'From' (10/06/2024), 'To' (26/07/2024), and 'Status'. Below these is a calendar for July 2024 showing attendance records for each day. The calendar indicates 'Absence' on Wednesday 3rd and 10th, and 'Presence' on Monday 8th, 15th, and 22nd. To the right of the calendar is an 'Overview' section with statistics: Attendance Ratio (80.00%), Attendance Ratio (Authorised) (80.00%), Authorised (Absences) (0.00), and Unauthorised (Absences) (2.00). Below the calendar is an 'Attendance List' table with columns for Course Section, Type, Category, Remarks, Instructor, Date, Time, Number, Session hours, and Program. The table lists several entries for course section 11399, including authorised and unauthorised absences.

- 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 section. It includes a 'From' date field with '01/09/2018', a 'To' date field with '31/05/2019', and a 'Status' dropdown menu with options for 'Absence', 'Late', and 'Presence'. A 'Search' button is located to the right of the status dropdown. Red arrows point to each of these four elements.

- 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), with a 'Search' button. The main area is a calendar for November 2021, showing attendance records for each day. Red bars indicate 'Absence' and green bars indicate 'Presence'. A red box highlights the calendar and an 'Overview' sidebar on the right. The Overview sidebar shows: 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 Ferson	09/12/2021		1.00		Bachelor Program
Introduction to Business IB	Unauthorized	Not known reason			Nick Ferson	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	bdffbdfbfb		Ronald Chan	02/11/2021		1.00		Bachelor Program
								4.00		

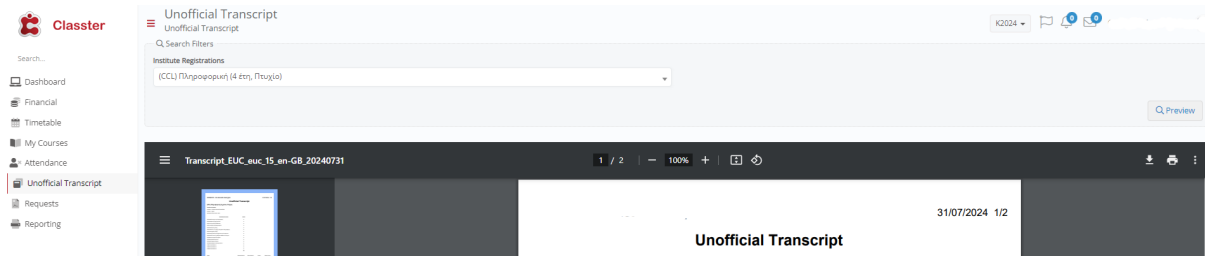
At the bottom of the Attendance List, there are navigation buttons: 'First', 'Previous', '1', 'Next', and 'Last'. The '1' button is highlighted, indicating the current page.

- If there are many entries you can navigate through 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

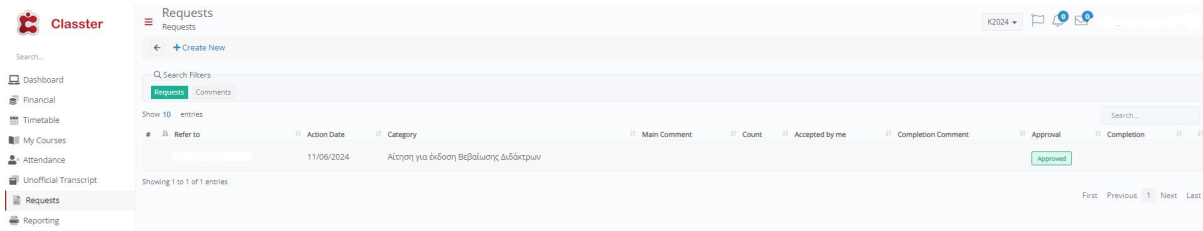
By clicking on the Unofficial Transcript tab in the Menu area you will be directed to choose the educational program for the transcript that you need and click preview.



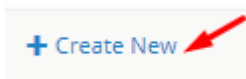
Requests

Requests tab gives you the ability to make requests.

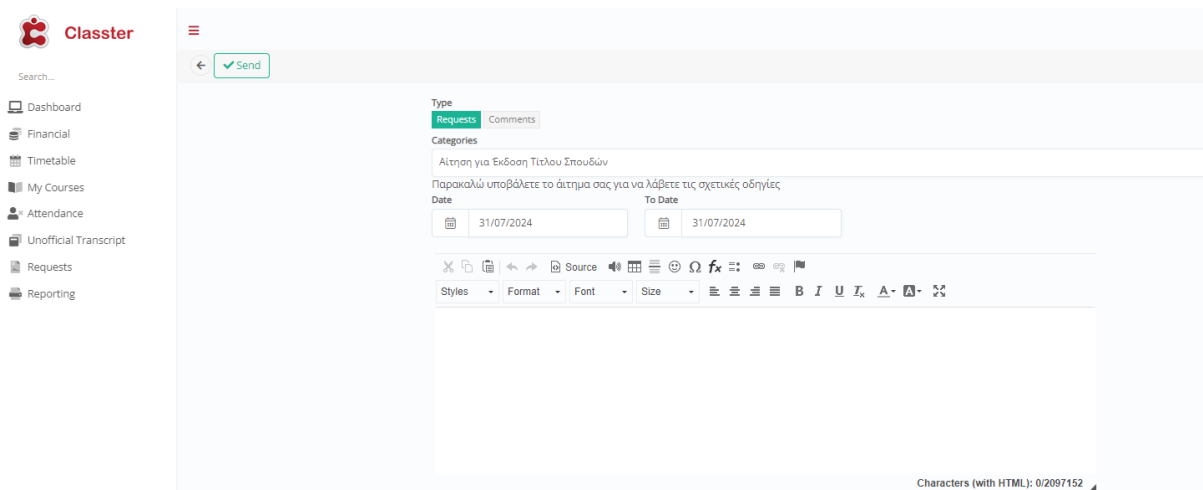
- By clicking on the Requests tab in the Menu area and then clicking on Requests you will be directed to the main page of the Requests tab.



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

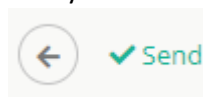


- Once you clicked on the create request button, you will be directed to the Request Form.



- 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 institution.