

Login to your Student Web Portal

New Student Orientation 2016

Login – Welcome Screen

- Go to

<http://fbu.empower-xl.com/>

- To login:

- Username:

(Your Student ID)

- Default Password:

(First 2 letters of your last name
+ Last 4 numbers of your SSN)

- Example: ab1234

The screenshot shows the login page for the Five Branches University Graduate School of Traditional Chinese Medicine. At the top, there is a red header with the university's logo and name. Below the header, there are navigation tabs for 'Forgotten Password', 'New Application', 'Continue Application', and 'Course Catalog'. The main content area features the university's name in large, bold letters, followed by 'WEB PORTAL LOGIN'. There are two input fields for 'username' and 'password', and a 'Submit' button. On the right side, there are three overlapping photographs: a person writing on a chalkboard, two people in lab coats, and a group of people in graduation gowns. At the bottom, there is a disclaimer: 'AUTHENTICATION REQUIRED: You are attempting to log in to Five Branches University website. Unauthorized access is prohibited and will be prosecuted to the fullest extent available under law. If you do not have a username and password, use the link on the left to request one or contact your system administrator.'

Managing Your Homepage



Home Logged in as | LOGOUT

Admissions Student Records Financials Settings and Tools

WELCOME

Current Filter Settings

- Person:
- Term: 2016SU
- Department:
- Course:
- Section:
- Application Year:

Change

Degree

This is a list of current declared degrees.

- Major: Master (E) / Doctor of TCM
Minor:
Specialization:
- Second Major:
Second Minor:
Second Specialization:
- Third Major:
Third Minor:
Third Specialization:

Schedule

Click on a day to display/hide schedule.

Today, 07.26.2016

- No Scheduled events.

Tomorrow, 07.27.2016

Thursday, 07.28.2016

Schedule Query...

Holds

No Holds to Display.

Class Schedule

Click on a day to display/hide class schedule.

Monday

- No Classes

Tuesday

- No Classes

Wednesday

- FCL 300 (05/11/2016 -- 08/20/2016)
01:30pm
SCRUZ / CLINIC
- FCT 310 (05/11/2016 -- 08/20/2016)
08:30am
SCRUZ / TBA

Thursday

- FAP 300 (05/12/2016 -- 08/20/2016)
01:30pm
SCRUZ / TBA
- FAP 310 (05/12/2016 -- 08/20/2016)
04:30pm
SCRUZ / TBA

Friday

- MEB 554 (05/13/2016 -- 08/20/2016)
01:25pm
SCRUZ / TBA
- FEL 428 (05/13/2016 -- 08/20/2016)
02:30pm
SCRUZ / TBA

Saturday

Sunday

From Here you can

- Logout
- Access your Available Elements by clicking the Blue Icon (top right)
- Add the “Current Filter Set.” to set your global parameters to the current term 2016FA
- See your Schedule
- View any holds on your account



Managing Your Homepage – Part 2

The screenshot shows the homepage of Five Branches University, Graduate School of Traditional Chinese Medicine. The header includes the university logo and name. Below the header, there are navigation tabs for Admissions, Student Records, Financials, and Settings and Tools. A sidebar on the left contains an 'Available Elements' box with a close button (X) and a list of elements: Holds, Degree, Schedule, Class Schedule, and Current Filter Settings. The main content area features a large 'WELCOME' message and a blue icon in the top right corner. A large black arrow points from the 'Available Elements' box towards the right side of the screen, with the text 'Click and drag to far right of screen & unclick' written inside it. At the bottom of the page, there are several small images related to traditional Chinese medicine and a footer with technical information.

Access your Elements

- Access your Available Elements by clicking the Blue Icon (top right)
- Click each element and drag it to the far right of the screen and then unclick
- When done click the (X) on the top right of the Available elements box

Admissions Tab



FIVE BRANCHES UNIVERSITY

Graduate School of Traditional Chinese Medicine

Home Logged in as | LOGOUT

Admissions | Student Records | Financials | Settings and Tools

Emergency Contact
Update Emergency Contacts

Currently there is no emergency contact information.

Updated Emergency Contact information

1st Emergency Contact First Name:	<input type="text"/>
1st Emergency Contact Last Name:	<input type="text"/>
Your relationship to the 1st Emergency Contact:	<input type="text"/>
1st Emergency Contact Home Phone Number:	<input type="text"/>
1st Emergency Contact Email:	<input type="text"/>
1st Emergency Contact Cell Phone Number:	<input type="text"/>
1st Emergency Contact Work Phone Number:	<input type="text"/>
2nd Emergency Contact First Name:	<input type="text"/>
2nd Emergency Contact Last Name:	<input type="text"/>
Your relationship to the 2nd Emergency Contact:	<input type="text"/>
2nd Emergency Contact Home Phone Number:	<input type="text"/>
2nd Emergency Contact Email:	<input type="text"/>
2nd Emergency Cell Phone Number:	<input type="text"/>
2nd Emergency Contact Work Phone Number:	<input type="text"/>
Cc:	<input type="text"/>
<input type="checkbox"/> required and <input type="checkbox"/> optional	
<input type="button" value="Request"/>	

From Here you can

- Update your Emergency Contacts

Student Records Tab

The screenshot shows the user interface for the Student Records Tab at Five Branches University. The header features the university's logo and name, along with navigation links for Home, Logged in as, and LOGOUT. The main content area is organized into a grid of menu items under the Student Records tab.

Admissions	Student Records	Financials	Settings and Tools
Degree Information Degree Application Degree Audit Transfer Credit Detail Transcript Request	Schedule Information Course Schedule Student Schedule (Detail) Student Schedule (Summary)	Grades and Attendance Grade Report	Course Tools Course Registration Course Extension Request
Search Functions Missing Documents Inquiry Student Holds Inquiry	Personal Information Change Password Current Filter Settings Update Personal Information		

From Here you can

- Student Schedule
- Grade Report
- View Course Schedule
- Request Official Transcripts
- Change your password
- Set your current filter settings

Financials Tab



FIVE BRANCHES UNIVERSITY
Graduate School of Traditional Chinese Medicine

Home | Logged in as | LOGOUT

Admissions | Student Records | **Financials** | Settings and Tools

Financial Aid	Student Billing
Financial Aid Award Letter	1098 - T Query
Missing Documents	Billing Detail Summary
Accept / Decline Financial Aid	
Shopping Sheet	
FA Loan Proceeds Check Request	

Within each registration window, certain limits may restrict the number of courses for which you will be allowed to register, the number of classes for which you can waitlist if registration is disallowed (for reasons such as being full to capacity, permission required, etc.). If registration issues preclude your registration in one or more classes, the 1st Priority limit defines how many times you can indicate a class is your desired 1st priority. If the limit is 1, you can only designate one class as your 1st priority. If the limit is 2, you can designate two classes as your 1st priority. Etc.

From Here you can

- View your Financial Aid awards
- View your 1098-T Query
 - (*NOTE* 1098-T features are still in development stages and only available during tax season January – April)
 - Students will also receive this tax document via USPS mail.
- Tuition Shopping Sheet
- Billing Statement
- FA Accept, Decline, Check Request

Settings and Tools Tab

The screenshot displays the website's header with the university's name and logo. Below the header is a navigation bar with tabs for Admissions, Student Records, Financials, and Settings and Tools. The Settings and Tools tab is active, showing a list of options: Personal Information, Change Password, Current Filter Settings, Update Personal Information, Personal Information ctd., Course Registration Window, and Registration Control. A footer note provides details about registration limits and priorities.

Home Logged in as | LOGOUT

Admissions Student Records Financials **Settings and Tools**

Personal Information Personal Information ctd.
Change Password Course Registration Window
Current Filter Settings Registration Control
Update Personal Information

Within each registration window certain limits may restrict the number of courses for which you will be allowed to register, the number of classes for which you can waitlist if registration is disallowed (for reasons such as being full to capacity, permission required, etc.). If registration issues preclude your registration in one or more classes, the 1st Priority limit defines how many times you can indicate a class is your desired 1st priority. If the limit is 1, you can only designate one class as your 1st priority. If the limit is 2, you can designate two classes as your 1st priority. Etc.

From Here you can

- Change your password
 - Passwords must be at least 6 characters long
- Set your current filter settings
- Update Personal Information

Questions?

- Forgotten Password
 - Return to Login Page and click on the “Forgotten Password” Tab
- If you have any more questions please contact Ling Zhang @
sadmin@fivebranches.edu