Empower Student User’s Manual

Student Information System
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*Every effort has been made to ensure that this document is accurate. If you notice any errors, please contact the Registrar’s Office at [mailto:registrar@kgi.edu](mailto:registrar@kgi.edu)*
1. Introduction

The website for Empower, our Student Information System, is:

https://kgi.empower-xl.com/

The opening page of the website looks like this:
2. Accessing your account
Click on “Continue” under the Students and Faculty heading. You will be redirected to the Consortium’s single sign on page:

On this page, use the same login you use to access your KGI email without the @students.kgi.edu, e.g. jsmith16@students.kgi.edu would enter “jsmith16” as the username.
After you enter your password and are logged in, you will see a screen similar to this one:
3. Changing your password

The first thing you should do the very first time you log in to Empower is to change your password using the **Settings and Searches** tab and selecting **Change Password**. Follow the directions given to change your password to one you can easily remember.

4. Set the semester/term and search settings

In the Settings and Searches tab, click on Filter Settings. In this field, complete as desired. Click “Return to Previous Page” when finished.
5. View and print your unofficial transcript in the Student Records tab. You may also make your official requests in this tab, which contains links to the KGI website.

![Unofficial Transcript](image1)

6. View and print your course schedule by clicking the link in the Course Schedules tab.

![Course Schedule](image2)
7. Click Search Course Schedules from the Course Schedules tab to find courses.

8. Student online registration options may be accessed in the Web Registration tab.
9. In the Tuition Bill and Financial Aid tab you may view documents, accept and decline financial aid, and make payments.

FINANCIAL AID – MISSING DOCUMENTS

To review your Financial Aid Missing Documents, Click on “Tuition Bill & Financial Aid” and then “FA Missing Documents”

Select the applicable Academic Year from the drop-down list:
From the list of FA Missing Documents, you may go to the Federal Student Aid website to complete your required documents by clicking the “Student Loans” link under “Addl Info.”

FINANCIAL AID AWARD LETTER

To review your Financial Aid Award Letter, Click on link
Select the applicable Academic Year from the drop-down list:

Below is a sample Financial Aid Award Letter showing specifics of the Financial Aid Award:

The awards are through federal or institutional sources and are based on at least half-time attendance as well as maintaining satisfactory academic progress.

Financial aid awards are disbursed to your KGI Student Ledger no more than 10 days prior to the start of the semester. Please note that Student Accounts will issue a refund check within 14 days of disbursement to students with a credit balance.

In order for your awards to be disbursed, you must "Accept" or "Decline" each award you have been offered by clicking on the Accept/Decline Financial Aid link on the Empower Student Portal.

Please check the MISSING DOCUMENTS screen to view the documents that you must complete before your loans can be disbursed.

If you would like to decrease your loan amount, the KGI Financial Aid Office is happy to assist you. If you would like the KGI Financial Aid Office to reduce your loans for you, please complete the KGI Graduate PLUS Form located at http://KGI.formstack.com/forms/1492974-pz4dxr1e0x, or email the Financial Aid Office.

You can also reduce your loans on the Empower Accept/Decline Financial Aid Page by checking the accept button and entering the new amount in the "Amount" field.

IMPORTANT: When decreasing a FEDERAL LOAN, please note that you are lowering the GROSS award, not the NET award. The Department of Education will subtract the following loan origination fees from your loans. Please take these fees in to consideration when adjusting your loan amounts.

2018-19 Award Year: Subsidized/Unsubsidized Loans: 1.066% PLUS Loans: 4.264%
At the bottom of this page you will may click the link to accept or decline your Financial Aid offer:

<table>
<thead>
<tr>
<th></th>
<th>Self Help</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Full Time (≥12)</strong></td>
<td></td>
<td><strong>Full Time (≥12)</strong></td>
<td></td>
</tr>
<tr>
<td>Direct Unsubsidized Loan</td>
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<td>$10,250.00</td>
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<tr>
<td>Federal Grad Plus Loan</td>
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<td>$20,901.00</td>
<td><strong>$41,102.00</strong></td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>$52,102.00</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** An origination/guarantee fee will be subtracted by agency before disbursement

Please contact the KGI Financial Aid Office if you need assistance.

The KGI Financial Aid Team financial.aid@kgi.edu 909-607-8298

Accept / Decline Financial Aid

Left arrows: Make your accept/decline selections by clicking the boxes.
Right arrows: Once you have selected “Accept,” you may change the amount of your loan by entering a new amount.

**Important**: Please note that when you change loan amounts, you are changing the GROSS amount, not the NET amount. Include origination fees in the amount you accept as fees will be deducted from it prior to your receipt of funds.

When your selections are ready, click the Accept/Decline/Change Financial Aid button on the bottom of the page.
10. Update your personal information and emergency contacts in the My Information tab.

If you have any questions regarding the student information system, Empower, please contact the Registrar’s office at registrar@kgi.edu