

The "NEW" ACES/Self-Service Introduction

ACES has been upgraded to the "New" ACES - also known as Self-Service. Self-Service provides you with not only an updated look and feel but new functionality. A summary of the functionality available to you is in this introductory document.

For more detailed information please refer to the additional documentation and how-to guides available at: <http://www.sissoffice.duke.edu/ACESnavTips.htm>

Logging in to Self-Service

To log-in to Self-Service you may use the current ACES URL (<http://www.siss.duke.edu/siss/aces>) to log-in to the new site or refer to the Registrar's website for the new URL. The sign-on page is presented below.

- Enter your NETID and password.
- Click the button.



The screenshot shows a login form for Duke University NetID Services. It includes the university's crest, the title "Duke University NetID Services", and instructions to identify oneself at the host siss.duke.edu. There are input fields for "NetID:" and "Password:", followed by an "Enter" button. A link "Find out." is provided for users who are unsure of their NetID.

Pop-Up Blockers: The new ACES/Self-Service has a new underlying URL. Be sure to add this new URL to your pop-up blocker exceptions within your browser. In some cases, additional pages will not open if you are blocking pop-ups and have not granted this page as an exception.

Navigation

After logging in, you will be brought to your "Student Center", also considered your homepage. This page contains summary data and links to additional information provided to you through Self-Service.

Student Center Homepage

Your Student Center Homepage contains summary information and direct access to your Academics, Finances and Personal information. The navigation was changed to a tab format, there are five tabs that have underlined information beneath them as sub-tabs.

Student ID: 7654321
 Duke Unique ID: 1234567

Student Center
My Academics
Registration
Future Plans
Services

Dee's Student Center

Academics

[My Academics](#)
[Registration](#)
[Future Plans](#)
[Services](#)

✔ Enrolled ▲ Wait Listed

This Week's Schedule			
Class	Schedule	Description	
CLST 117-01 LEC (5058)	TuTh 10:05AM - 11:20AM Soc Psy 130	ANCIENT MYTH IN LIT	✔
HEBREW 2-001 LEC (7724)	TuTh 11:40AM - 12:55PM Carr Building 242	ELEMENTARY MODERN HEBREW	✔
HEBREW 2-01D DIS (7726)	WF 11:40AM - 12:30PM Carr Building 106	ELEMENTARY MODERN HEBREW	✔
MATH 131-01 LEC (7177)	MWF 3:05PM - 3:55PM Physics 119	ELEM DIFFERENTIAL EQUAT	✔
MATH 135-02 LEC (7190)	MWF 1:30PM - 2:20PM Physics 259	PROBABILITY	✔
MUSIC 120-01 LEC (7793)	W 1:15PM - 3:45PM Biddle 104	ADV SPECIAL TOPICS IN MUSIC	▲ #1

[weekly schedule ▶](#)
[enrollment book bag ▶](#)

Announcements

[Summer Registration Procedure](#)

Holds

No Holds.

To Do List

No To Do's. [details ▶](#)

Enrollment Dates

[Open Enrollment Dates](#)

Eligible to Enroll

UGRD 2009 Fall
 UGRD 2009 Sumr2
 UGRD 2009 Sumr1

Advisor

Program Advisor
 John Campbell
 919/416-4682 Ext 232
[details ▶](#)

Dean

Dean Milton Blackmon

Duke Sites

[Duke University Main Page](#)
[University Registrar's Office](#)
[Medical School Registrar](#)

Other Duke Sites

[DukePass](#)
[Insurance Decision](#)

Need Help?

[ACES Help Documents](#)

Finances

My Account
[View Account History](#)

Financial Aid
[View Financial Aid](#)

Personal Information

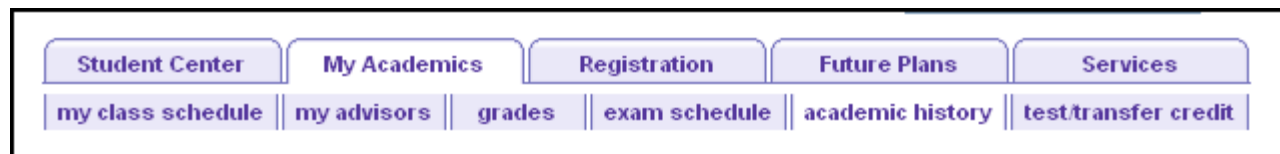
[Demographic Data](#)
[Emergency Contact](#)
[Names](#)
[User Preferences](#)

Contact Information

Home Address 1234 Main Street Somewhere, NC 27707	Mailing Address Campus PO Box 99999 Durham, NC 27708 Durham
Main Phone 919/555-1234	Duke E-mail duke.student@duke.edu

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MY ACADEMICS



My Class Schedule – Gives a list view and a weekly calendar view of your current term classes using enrolled, dropped and waitlisted filters. From the weekly calendar view, you can now download your class schedule to many desktop or on-line calendar programs.

My Advisors – Gives detailed contact information about the student’s advisor.

Grades – Your official grades and statistics are displayed here by term. If you are an Undergraduate student, you can also view your mid-term grades and class rank.

Exam Schedule – You can access your exam schedules. This information is currently not available but will be added soon.

Academic History – A complete list of the courses you have taken, transferred and in-progress courses. Included is the course description, term taken, grade received and course unit information.

Test/Transfer Credit – Test scores posted of credit and transfer credit.

REGISTRATION



Request Summer Enrollment – Allows you to activate yourself for the appropriate Summer term (Full, 1, or 2).

Advance Search – This page takes you to the expansive class search feature.

Class Search – This page take you to a simple class search by alpha.

Book Bag – Allows you to add classes to a list you will later register from.

Enrollment Dates – Displays Book bag and enrollment window(s) for the current registration periods.

FUTURE PLANS



Browse Course Catalog – You can view a list of course offered at the university.

My Planner –The Planner allows you to add courses to all your upcoming semesters from the course catalog. You can continue to modify this plan and use it during the Book Bagging and registration process for each semester.

What-If Report – You may be thinking of changing your program of study and wonder how that change would affect your progress. You can use this component to set up and request a simulated or "what-if" advisement report based on alternate programs of study.

Long Range Plan – For first year undergraduate students, the Long Range Plan is designed to lead you through a process of reflection upon your Duke education and to give you an opportunity to plan your remaining semesters. Once completed, a view of this information is available.

My Academic Requirements – The same as your ACES Advisement Report. It displays your degree audit and/or academic advisement information, program and major requirements.

SERVICES



Transcript Requests – Use this page for requesting your official transcripts.

Enrollment Verification – Functionality added recently to ACES, this allows you to request official enrollment verification information. From this page you may request that these be sent by email or mail to the designated receiver.

Apply for Graduation – For Nursing, Law and Graduate School students, you may apply for graduation on-line using this tool.

STUDENT CENTER

Some of the features appear again in the drop-down boxes.

Academics:

- **Academic History** – A complete list of the courses you have taken, transferred and in-progress courses. Included is the course description, term taken, grade received and course unit information.
- **Academic Planner** –The Planner allows you to add courses to all your upcoming semesters from the course catalog. You can continue to modify this plan and use it during the Book Bagging and registration process for each semester.
- **Advisement Report** – The same as your ACES Advisement Report. It displays your degree audit and/or academic advisement information, program and major requirements.
- **Advisement What-If Report** – You may be thinking of changing your program of study and wonder how that change would affect your progress. You can use this component to set up and request a simulated or "what-if" advisement report based on alternate programs of study.
- **Apply for Graduation** – For Nursing, Law and Graduate School students, you may apply for graduation on-line using this tool.
- **Assignments** – For Medical School students, this provides the same functionality you had in ACES. You have access to your course information, specific class assignments and other specified information.
- **Class Schedule** – Gives a list view and a weekly calendar view of your current term classes using enrolled, dropped and waitlisted filters. From the weekly calendar view, you can now download your class schedule to many desktop or on-line calendar programs.
- **Course History** – A complete list of your taken, transferred and in-progress courses. Included is the course description, term taken, grade received and course unit information.
- **Enrollment Verification** – Functionality added recently to ACES, this allows you to request official enrollment verification information. From this page you may request that these be sent by email or mail to the designated receiver.
- **Enrollment: Add** – A three step process for enrolling your classes. From this page you can search for new classes or use class information from your requirements and planner.
- **Enrollment: Drop** – Use this page for dropping enrolled classes during your approved drop period.
- **Exam Schedule** – You can access your exam schedules. This information is currently not available but will be added soon.
- **First Year Questions** - For Undergraduate students only, you will use this page to complete your first year questions. Once submitted you are provided with a view of your individual responses.

Academics cont'd:

- **Grades** – Your official grades and statistics are displayed here by term. If you are an Undergraduate student, you can also view your mid-term grades and class rank.
- **Long Range Plan** – For first year undergraduate students, the Long Range Plan is designed to lead you through a process of reflection upon your Duke education and to give you an opportunity to plan your remaining semesters. Once completed, a view of this information is available.
- **Transfer Credits: Report** – For specified careers, a summary is provided of your transfer credits. Not all careers use this section to record transfer information.

Finances:

- **View Financial Aid** – Aid years listed indicate your access to eligibility information regarding your Financial Aid Application.
- **Account Activity** – You are provided with a summary of your Student Account activity including transaction terms, charges, payments and refunds.
- **Bills** – A running totals summary by due date of the charges and deposits that you owe and printable .pdf versions of each monthly invoice.
- **Payments** – Your payment history.
- **Pending Financial Aid** – An on-line view of pending Financial Aid that has not yet been disbursed to your account. Aid will be disbursed on or after the scheduled disbursement date, once all disbursement requirements have been met.
- **View 1098-T** - An on-line view of your 1098-T. If you have not granted access to view this information on-line, you can use the “Grant Consent” feature to provide this consent.
- **View Student Permission** – Once you click on this link, look for the tab “Federal Aid Permissions”. This is an on-line view of your Title IV. If you have not granted access to use your Title IV funds, you can use the “Grant Permission” feature to provide this consent.

Personal Information:

- **Demographic Data** – A view only summary of your demographic data. Includes your student photo that is on file at the Duke Care Office.
- **Emergency Contact** – A list of the emergency contacts that you have provided. The information may be edited here.
- **Names** – A list of your current names. Each name has a type associated with it that is indicative of the name's use.

Personal Information cont'd:

- **User Preferences** - To facilitate your navigation through the different Self Service pages, and to avoid having to select the generic values, you may enter default values for your Career, Term and Aid Year.
- **Addresses** – View, add, change or delete your addresses. A link to the Duke Address Policy is available on this page – we recommend that you view this information to understand how the different address types are used.
- **Email Addresses** – A list of your email addresses. The Duke Alias is your official email addresses and cannot be deleted. You may however add or edit other email address types.
Personal Information:
- **Extracurricular Activities** – A list of your extracurricular activities. This list is updated by appropriate administrative offices.
- **Honors and Awards** – A list of your academic honors and awards. This list is updated by appropriate administrative offices.
- **Phone Numbers** – A list of your current phone numbers. You may specify your preferred contact number here.
- **Work Experience** – All students may enter work experience information here but this is used primarily used by Fuqua students. In order to add work address or phone information, these must first be entered under the address or phone sections and then selected here.

Search for Classes – This button takes you to the expansive class search feature.

Announcements – Student announcement will be displayed here for students.

Holds – Negative service indicators i.e. that affect registration or transcripts.

To Do List – Checklist items are displayed here for students to complete or review their status.

Enrollment Dates – Displays Book bag and enrollment window(s) for the current registration periods.

Eligible to Enroll – Indicates whether a student is or is not eligible to enroll for the current registration periods. If checked (yes), the student can enroll and if not checked (no), the student is not able to enroll. Replaces the student PIN.

Advisor – List the student's advisor and the advisor's contact information.

Dean – List the student's dean.

Duke Sites – List websites related to Duke University, NOT specific to a school or group of student.

Other Related Sites – List other websites that affect student activities at Duke.