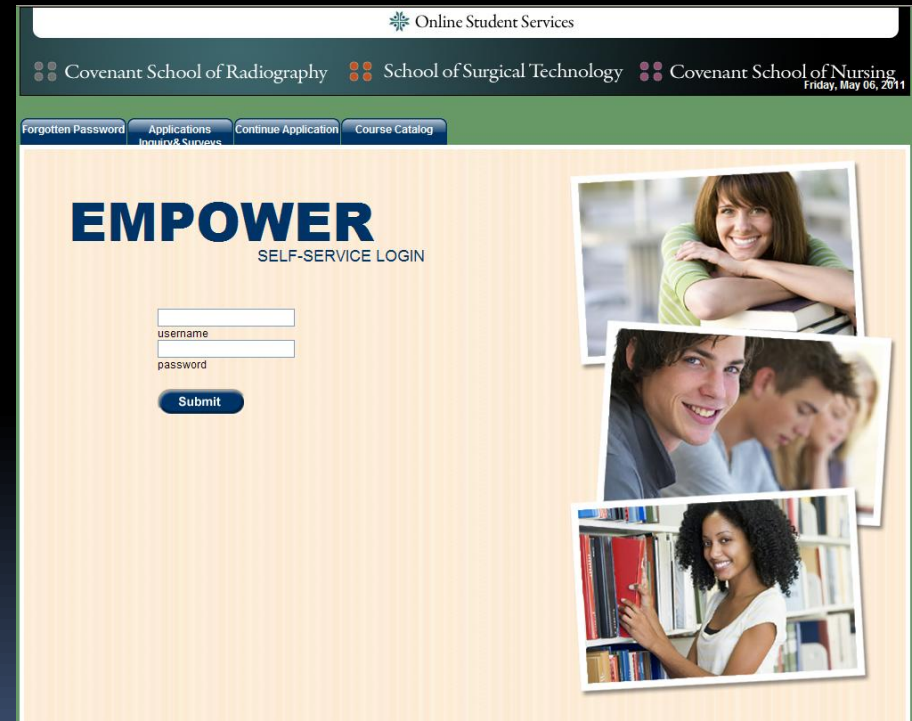




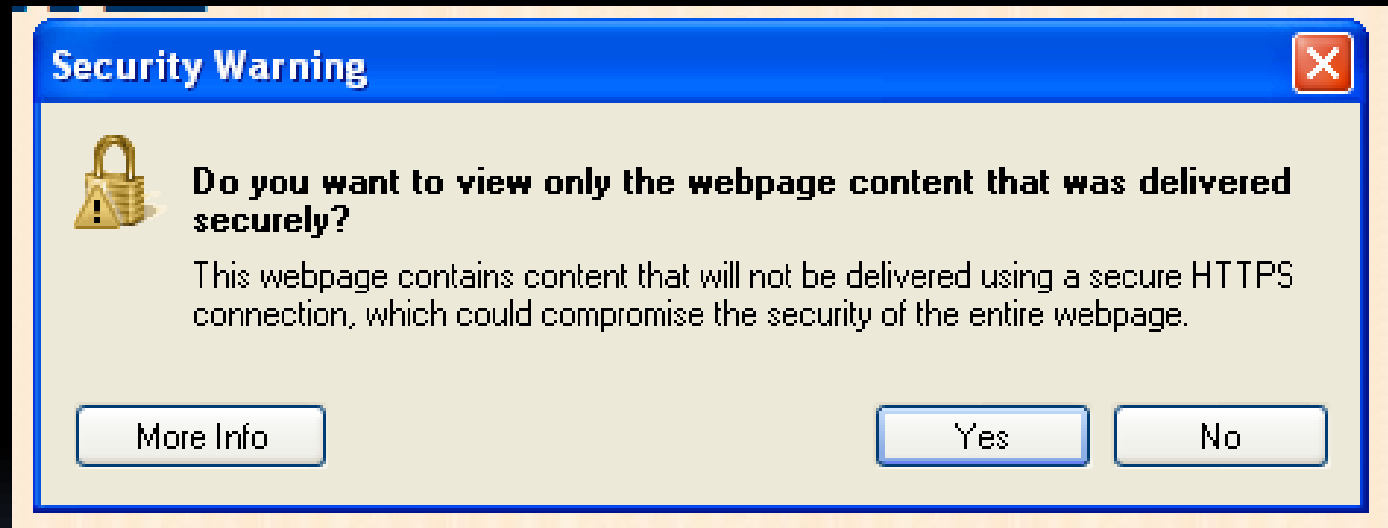
EMPOWER MADE EASY

LOGGING IN

1. Go to <https://covn.empower-xl.com>
2. Enter your username - this could be one you chose or your 6 digit Empower/Testing number
3. Enter your password - first name initial last name initial and last 4 SSN numbers (ex. shoooo). If you have generated your own password please use that password.
4. If you have trouble please contact Ms. Hendrix at shendrix@covhs.org



Click Yes to security pop up



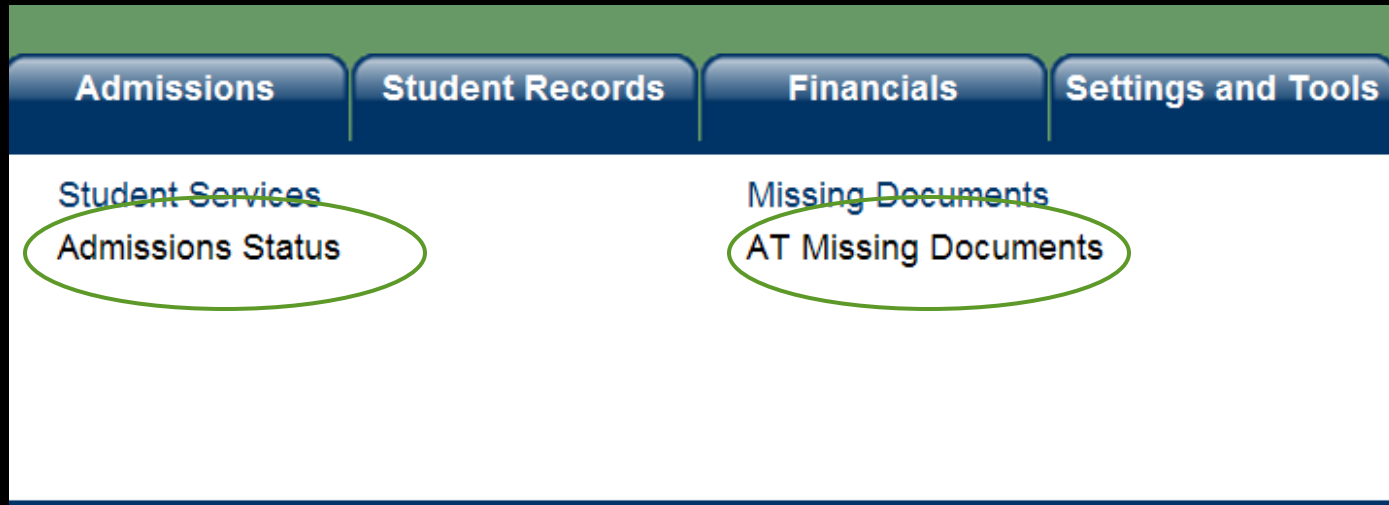
Selection Choices

The screenshot displays a student portal interface with a green header bar containing navigation tabs: Admissions, Student Records, Financials, and Settings and Tools. Below the header, a large blue 'WELCOME' message is followed by a redacted name. The main content area is divided into three panels:

- Holds:** A panel with a title bar and a content area displaying 'No Holds to Display.' It includes a close button (X) and a refresh icon.
- Class Schedule:** A panel with a title bar and a content area. It features a dropdown menu for selecting a day. The current selection is 'Friday', which displays a list of classes:
 - NSG 201
08:00am
COVN / SON1
 - NSG 202
08:00am
COVN / SON1
 - NSG 203
08:00am
COVN / SON1Other days listed are Monday, Tuesday, Wednesday, Thursday, and Saturday.
- Weather Channel:** A panel with a title bar and a content area displaying 'No Notes to Read.' It includes a close button (X) and a refresh icon.

- On this screen please note that this class schedule is not the most up to date schedule so please refer to scholar 360 for any class or clinical scheduling throughout the semester.
- When you choose a tab at the top you must **HOVER** over the selection tab. When you click the tab, your choices will not be visible.

ADMISSIONS



- When hovering over the admissions tab you will see two options.
- Click **Admission Status** to review your admissions details
- Click **AT Missing Documents** to see if you are missing any admission requirements
- For any questions about Admissions please contact Lupe Sudano at Guadalupe.ReyesSudano@stjoe.org or 806-725-8902

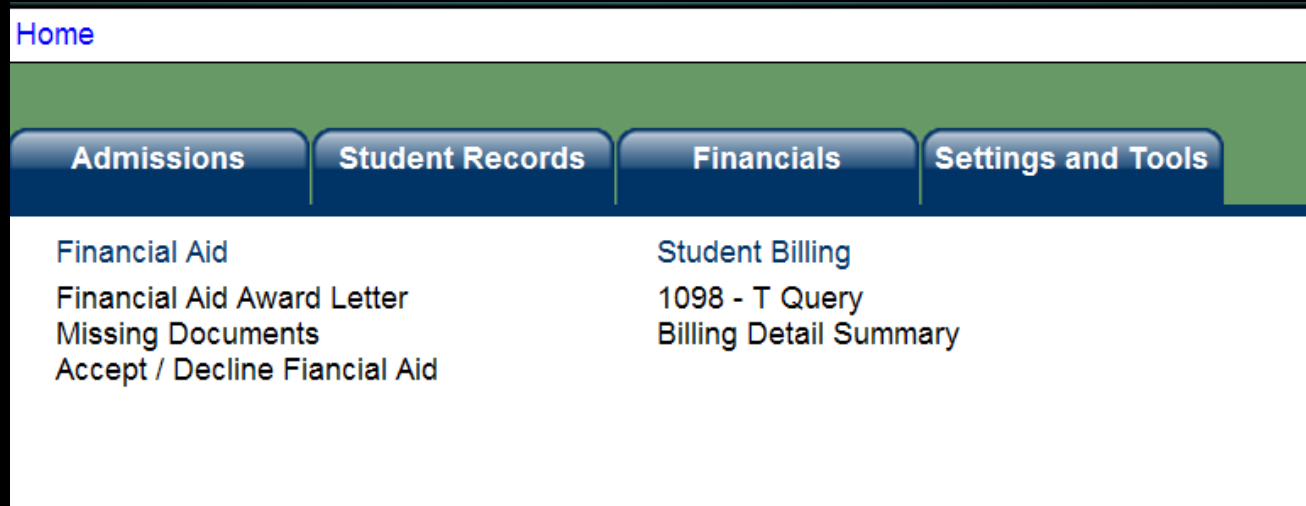
STUDENT RECORD

The screenshot shows a navigation menu with four main categories: Admissions, Student Records, Financials, and Settings and Tools. Under Student Records, there are three sub-sections: Schedule Information, Grades and Attendance, and Personal Information. The 'Grade Report' link under Grades and Attendance, and the 'Change Password' and 'Global Variables' links under Personal Information are circled in green.

Admissions	Student Records	Financials	Settings and Tools
Schedule Information	Grades and Attendance		Personal Information
Course Schedule	Grade Report		Change Password
Student Schedule (Detail)			Global Variables
Student Schedule (Summary)			

- When final grades are posted you can click **Grade Report** to view an unofficial transcript.
- **Global Variables** will allow you to choose a semester other than the current semester to review.
- **Change Password** will allow you to update your password.
- *Remember that the most up to date schedules are located in Scholar 360.*

FINANCIALS



- Click **Financial Aid Award Letter** to view and accept or decline any financial aid.
- Click **Missing Documents** to see if there are any documents outstanding throughout the financial aid process
 - direct any questions to Ms. Hendrix at shendrix@covhs.org.
- Click **1098-T Query** to view your tax information.
 - This information will only be available upon completion of the report by the Business Office—direct all questions to Mrs. Hettler at ahettler@covhs.org
- Click **Billing Detail Summary** to review your current balance.

REVIEW FINANCIAL AID AWARD LETTER

1. Choose the current academic year.
2. Read the entire financial aid award letter.
3. Click **Accept / Decline Financial Aid** below the signature space.

Enter parameters.

Award Year: [Printable Version](#)

2010-11
07/01/2010-06/30/2011
ISIR Trans#:1
Award Letter#:0

This award was determined in accordance with laws, regulations, and appropriations (actual or anticipated) of the U.S. Dept. of Education. You are required to notify the Financial Aid Office in writing of the source(s) and amounts of any financial assistance or any changes in status (i.e., marriage or address). Your award(s) may be revised or voided if a change occurs in the financial and/or academic basis on which the award(s) was made, or if you fail to maintain satisfactory academic progress and good standing. Refund checks will be disbursed in the Business Office after all tuition and fees have been paid.

SATISFACTORY ACADEMIC PROGRESS (SAP): Federal regulations require that students maintain satisfactory academic progress. Financial aid recipients are required to be in good standing (attendance) and passing each course with at least a 75gpa

By signing the Award Letter, I authorize Covenant School of Nursing and Allied Health (CSON) to release information concerning my records to any federal, state, institutional, or local organization/agency as is necessary for the administration of my awards. I understand that this authorization will remain in effect unless revoked in writing. My signature also demonstrates that I understand that if I cease enrollment on or before the 60% point of any payment period, the amount of repayment of any federal financial aid is based on Return of Title IV Funds regulations published by the Secretary of Education. Based on the information you provided, the Financial Aid Office is pleased to offer you this financial aid award to help you finance your education. Only check the box if you DO NOT want your financial aid that has been awarded to you.

	2010FA Full Time (>12)	2011SP Full Time (>12)	Total
Financial Aid			
Federal SEOG	\$ 250.00		\$ 250.00
Pell Grant	\$ 2700.00		\$ 2700.00
Stafford Loan Subsidized Loan	\$ 2250.00		\$ 2250.00 **
Stafford UnSubsidized Loan	\$ 3000.00		\$ 3000.00 **
Total:			\$ 8200.00

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

Please sign below and return this agreement by the date at the top of this letter to accept/decline awards. Please make sure you have completed your Student Loan Entrance Counseling and Master Prom Note (www.studentloans.gov), if you are accepting your loans. Your signature on this document certifies you have carefully read and understand the information contained within. If you decide not to attend, your written notification to us voids this award.

Signature: _____ Date: _____

[Accept / Decline Financial Aid](#)

as designed and tested to run correctly when viewed through Internet Explorer, versions 7 and 8, and Mozilla Firefox, versions 2 and 3. It makes extensive use of Javascript. If you are viewing this website through a browser other than Internet Explorer or Mozilla Firefox, some portions of the site may not display correctly and functionality might be impaired. You can download Mozilla Firefox for free from <http://www.mozilla.com>. If you have difficulties with IE 7/8 or Mozilla Firefox 2/3, please take a look at the settings page available at <http://www.empower-xt.com/help/browser-settings.htm>.

ACCEPTING FINANCIAL AID

[Change filter parameters.](#)

Award Year

Accept All <input type="checkbox"/>	Decline All <input type="checkbox"/>	Term	Seq.	Award Type	Description	Amount	Change Amount
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	2011 Fall Semester	1	Loan	Direct Loan Subsidized	\$ 2250.00	<input type="text"/>
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	2011 Fall Semester	1	Loan	Direct Loan UnSubsidized	\$ 3000.00	<input type="text"/>
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	2011 Fall Semester	1	Need Based Grant	Federal SEOG	\$ 250.00	<input type="text"/>
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	2011 Fall Semester	1	Need Based Grant	Pell Grant	\$ 2775.00	<input type="text"/>
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	2012 Spring Semester	1	Loan	Direct Loan Subsidized	\$ 2250.00	<input type="text"/>
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	2012 Spring Semester	1	Loan	Direct Loan UnSubsidized	\$ 3000.00	<input type="text"/>
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	2012 Spring Semester	1	Need Based Grant	Federal SEOG	\$ 250.00	<input type="text"/>
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	2012 Spring Semester	1	Need Based Grant	Pell Grant	\$ 2775.00	<input type="text"/>
						Total: \$16550.00	

[Accept / Decline Financial Aid](#)

[Latest Award Letter](#)

- If you want to **accept or decline** all the amount awarded please check one of the boxes circled in green. Then click the **Accept / Decline Financial Aid** Button at the bottom.
- If you want to adjust your aid please review the next slide.

ADJUSTING AWARD AMOUNTS

- PLEASE BE AWARE—your financial aid for two semesters could be visible so make sure you are looking at the correct **Term**.
- To change the total, click **Accept** next to the type of aid and then enter the amount in the field next to the current amount. Click **Accept/Decline Financial Aid** and the total will be adjusted if you made any updates to the amount.
- *You have been awarded your maximum amount allowable so you can only adjust your total to a lesser amount.*

Change filter parameters.

Award Year

Accept All <input type="checkbox"/>	Decline All <input type="checkbox"/>	Term	Seq.	Award Type	Description	Amount	Change Amount
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	2011 Fall Semester	1	Loan	Direct Loan Subsidized	\$ 2250.00	<input type="text"/>
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	2011 Fall Semester	1	Loan	Direct Loan UnSubsidized	\$ 3000.00	<input type="text"/>
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	2011 Fall Semester	1	Need Based Grant	Federal SEOG	\$ 250.00	
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	2011 Fall Semester	1	Need Based Grant	Pell Grant	\$ 2775.00	
Accept <input checked="" type="checkbox"/>	Decline <input type="checkbox"/>	2012 Spring Semester	1	Loan	Direct Loan Subsidized	\$ 2250.00	<input type="text"/>
Accept <input checked="" type="checkbox"/>	Decline <input type="checkbox"/>	2012 Spring Semester	1	Loan	Direct Loan UnSubsidized	\$ 3000.00	<input type="text" value="2000"/>
Accept <input checked="" type="checkbox"/>	Decline <input type="checkbox"/>	2012 Spring Semester	1	Need Based Grant	Federal SEOG	\$ 250.00	
Accept <input checked="" type="checkbox"/>	Decline <input type="checkbox"/>	2012 Spring Semester	1	Need Based Grant	Pell Grant	\$ 2775.00	
						Total: \$16550.00	

[Accept / Decline Financial Aid](#)

[Latest Award Letter](#)