








MONITOR YOUR OWN STUDENT INFORMATION

-  **View Your Student Information**
Address, phone #, email
-  **Make a tuition payment**
Using Credit/Debit Card
Using a bank account
-  **See your Class Schedule**
All past classes
Current classes you are taking
-  **Review Your Academic History**
Final Grades of classes you completed
-  **Attendance Inquiry**
 Current daily attendance
Lists total hours you attended classes
Past semester attendance hours
-  **View Your Student Ledger**
All tuition payments
All tuition charges
Includes all fees charged (late fees, bounce check, registration, etc.)



HOW?

URL: Studentsupportal.com



Set-Up User Account:

1. User Name Enter Student first and last name, no spaces.
2. Select Request New User ID

Request User ID

1. Social Security # Enter student ID#
2. Enter Email Address
3. Birth date mm/dd/yyyy
NEXT
4. Select User ID-must be 10 character
5. Select your own PIN/Password
6. Validation Question/Answer
You can select a question or select NONE

STUDENT PORTAL
url: studentsupportal.com

My Student ID: _____
My User ID: _____
My Password: _____

MAKE A TUITION PAYMENT

All tuition payments made by check or credit must be paid through the portal.

- Enter Payment Amount
- Select Payment Method
 - Credit Card
 - ACH Account – Withdraw from Bank

This screen will allow you to set up recurring payments. Payments can be automatically charged to your credit card or withdrawn from your bank account, either weekly or monthly. You determine when the payments stop.

CLASS SCHEDULE

List all classes you have completed since starting at Albert. Includes:

- Name and # of course
- The start of the semester
- The Level
- Day or Evening
- The Instructors Name

ACADEMIC HISTORY

Final Grades

List all Final Grades for all completed Classes

Lists starts with the first class that you took at Albert. Select MORE to reach the most recent grades.

No Report Cards will be distributed.

Final Grades will be posted within 3 wks of class ending.





ATTENDANCE INQUIRY

Student daily attendance.

- ▲ Select Attendance Year
- ▲ Select the month
- ▲ # of hours attended each day is shown

Procedures:

- ❖ No adjustments will be made to prior Semester attend
- ❖ Students must check their attendance for accuracy every Monday
- ❖ Record may be 2-3 days behind.
- ❖ Students will discuss identified discrepancies with instructor. If instructor agrees, they will provide students with evidence record is correct
- ❖ If student is not satisfied with instructor's response, students must email Michelle Casey with the details.
- ❖ Students will have 2 weeks to identify an error in their attendance record.

All Attendance Records are final 2 weeks after the end of each week.

for ex: Wk of Oct 1, Classes: 10/2, 10/3, 10/4, 10/5, Students have 2 weeks (Oct 20) to identify errors and report it to an Instructor and Michelle.

F1 students must have 80% attend rate

- 1) Total weeks completed in Semester.
- 2) # weeks x 18 hrs per week = total hours you should have attended
- 3) Add all hours on portal that you actually attended classes.

For Example:

8 wks x 18 hrs = 144 hrs
 Hrs attended per portal = 100 hrs
 100 divided by 144 = .69 x 100% = 69
 69% Attendance Rate



STUDENT LEDGER

A record of all student payments and charges (tuition, fees, etc)

All Tuition payments must be paid through the PORTAL.

All tuition payments must be either check, credit card, or money order, ACH

Students with concerns in regards to this payment method should talk directly to Debbie or Michelle.



Debbie	damerman@albertschool.org
Michelle	mcasey@albertschool.org

Albert Career School

Student Portal



ENGLISH LANGUAGE TRAINING

