# TABLE OF CONTENTS

Aeorion Student Management System ........................................................................................................................................... 1
Aeorion SMS Login Page Access Method 1 ........................................................................................................................................... 1
Aeorion SMS Login Page Method 2 ......................................................................................................................................................... 1
Account Activation Process ........................................................................................................................................................................ 2
Login Process ............................................................................................................................................................................................. 3
Student Portal .......................................................................................................................................................................................... 4
Register For Classes .................................................................................................................................................................................... 6
  Registration Step 1 .................................................................................................................................................................................. 7
  Registration Step 2 .................................................................................................................................................................................. 9
  Registration Step 3 .................................................................................................................................................................................. 9
AEORION STUDENT MANAGEMENT SYSTEM

Before Aerion can be used, you must first log into the Aerion system by entering your username and password at the log in page. There are two methods by which the login page can be accessed. These two methods are listed below.

AEORION SMS LOGIN PAGE ACCESS METHOD 1

Go to www.ecc.edu.jm and select the Aerion SMS Login link located at the top right hand side of the page. Please see diagram below.

Clicking Aerion SMS Login link will take you to the Aerion login page below.

AEORION SMS LOGIN PAGE METHOD 2

Go directly to http://aeorion.ecc.edu.jm/. Using this address will also take you to the Aerion login page above.
ACCOUNT ACTIVATION PROCESS

After arriving at the login page, you must activate your account. You do this by clicking the Activate Account link located to the right of the page.

After clicking this link you will be taken to the following page.

On this screen you will see seven fields:

1) Student ID – here you will type your id#

2) Date of Birth – here you will type in your date of birth in the format month/day/year. (For example, if you were born January 30, 1980, you would enter your date of birth as 01/30/1980)
3) Security Question – this is a question you will create
4) Answer to Security Question – this is the answer to the security question you created
5) Password – this is the password you will make up
6) Confirm Password – here you will re-type the password you made up
7) Alternate E-Mail Address – here you will enter another email address that you check regularly

After you have entered all this information, you will click the [I Agree] button.

After completing the activation process, you will receive confirmation that you have successfully activated your account. You will now click the Login Now link. This will take you to the login page. Please see image below.

---

**LOGIN PROCESS**

At the login page, you must enter you login id, which is your id#, and password then select the Log in button. If an incorrect login id and/or password is entered the following error message will be displayed.
After clicking the OK button you will be prompted to enter your login id and password again. The following screen is the screen that you will see.

After the correct login id and password have been entered, you will be logged into the Aeorion SMS System.

**STUDENT PORTAL**

The student portal is the first page you will see after successfully logging into the Aeorion SMS.

The student portal will look like the image below.

This page has seven headings or sections. These are:

1) **Student Information** – under this heading your picture, name, id#, phone#, email address, alerts, programme(s) of study, GPA, and account balance will be displayed
2) **Student Management System** – under this heading, the links which are available to you are:
   
a) Register for Classes  
b) Add/Drop a Class  
c) Check Registration Status  
d) My Grades  
e) Transferred Credits  
f) External Passes  
g) Programme Check  
h) Pay With Credit Card  
i) Third Party Payment  
j) Transcript Request  

3) **Learning Management System** – under this heading, there are links that will take you to your courses, assignments and gradebook pages  

4) **Short Courses Department**  

5) **Assignments Due This Week** – under this heading your outstanding assignments will be displayed  

6) **Recently Updated Learning Units**  

7) **Recent Discussions** – under this heading, any discussion you are a part of will be displayed  

For the purpose of this manual, we will be looking at the steps/procedure to register for classes.
REGISTER FOR CLASSES

To begin registering for your courses, you must first get your timetable so you will know what classes you have on what days and time and the name of your lecturer. After getting your timetable, click the Register for Classes link on the student portal page. Please see image below.

After clicking the Register for Classes link, the following page will be displayed

From this page you must select the correct academic year, term, schedule, and campus.

An example of an academic year is 2012/13. This means the academic year began in 2012 and ends in 2013. So, when selecting your academic year, you would choose the first number as the correct year, meaning, if the academic year is 2012, then you will select 2012 as the academic year.
The term refers to the current term/semester you are in.

The schedule refers to whether you are registered to do regular classes/courses, franchise courses, modular courses, undergrad completion courses, undergrad modular courses, or weekend courses.

The campus refers to the campus to which you are registered.

After selecting the correct academic year, term, schedule, and campus, click the **Begin Registration** button. If you select a term/semester for which registration is closed, you will receive an error message saying that **Registration is not opened for your selection!**

If the registration period is open, you will then be taken to the **Step 1** page. This page is the first of three pages you will interact with during your registration process.

**REGISTRATION STEP 1**

The **Step 1** page looks like the page displayed below:

After being taken to the **Step 1** page, which is the **Course Selection** page, you will now begin registering for your courses. Please note, you will register for your courses one at a time.

The steps to register for your courses are:

1) Review your timetable to know which courses to register for
2) On the course selection page, where it says **Course Code|Title**, type the course code for the course you are registering for then click the **Search** button. This action will perform a search for the course code.

3) After entering the course code and clicking the search button, a page displaying all occurrences of the course code you entered will be displayed. For example, the page below is displaying all the business law courses available after entering the course code **BLAW**.

![Course Selection Page](image)

4) If multiple instances of the course you are searching for is displayed, as it is in the image above, check the days, time, and lecturer name on your timetable then look for the same days, time, and lecturer name on the page. When you find the days, time, and lecturer name on the screen that matches with your timetable, click the **Reserve** link.

5) A message will be displayed saying that the course has been successfully added

6) Repeat steps 1 to 4 for each course you are registering for

---

If you try to register for a course and you get a message that you have not satisfied the pre-requisite, but you have in fact successfully completed the pre-requisite, you may request an override by clicking the **Prereq. Override Requests** link.

---

After you have completed registering for your courses, click the **Continue to Next Step** button. This will take you to **Step 2** of the registration process.
REGISTRATION STEP 2

Step 2 is where your charges/fees are calculated and displayed. This page looks like the following image.

To return to the previous page, click the View/Modify Previous Step button. To continue, click the Continue to Next Step button.

REGISTRATION STEP 3

At this step, your method of payment will be selected. There are three methods of payment available:

1) Third Party Payment – this is selected when method of payment is coming from student load bureau, bank loan, etc.

2) Credit Card – this is selected when a credit card is being used

3) Offline Payment – this is selected when a payment plan from the school is required or requested.