



Dundalk Institute of Technology

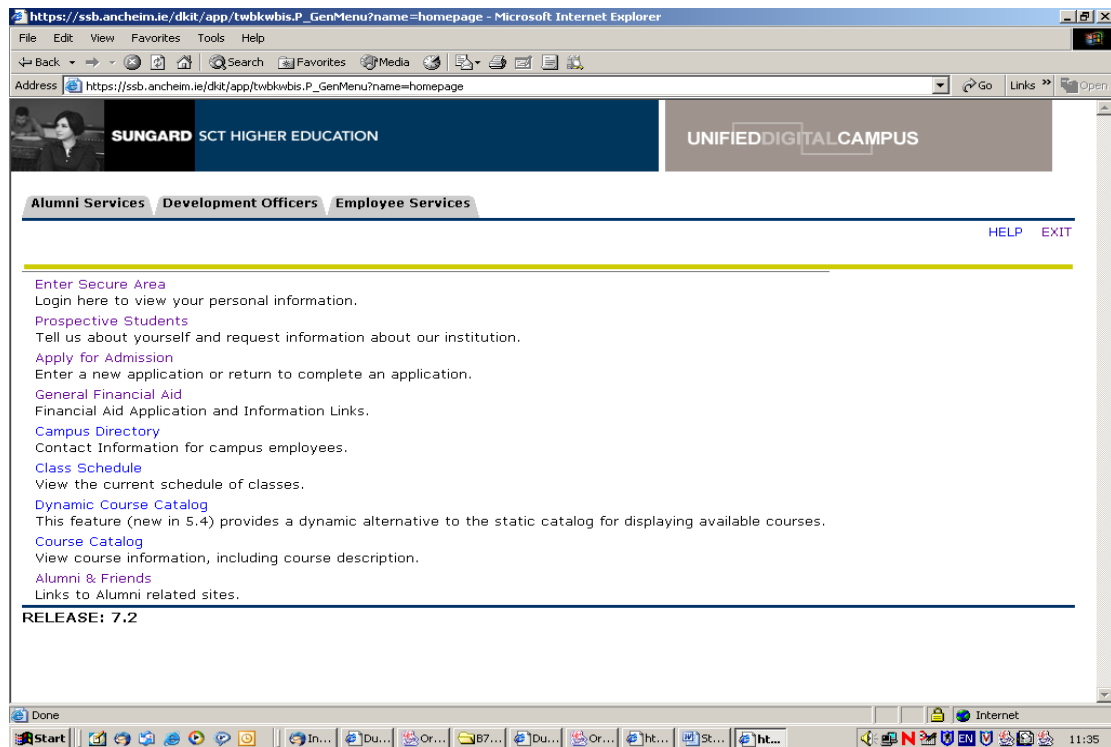
Student Self Service User Guide

How to Access Exam results via Student Self Service

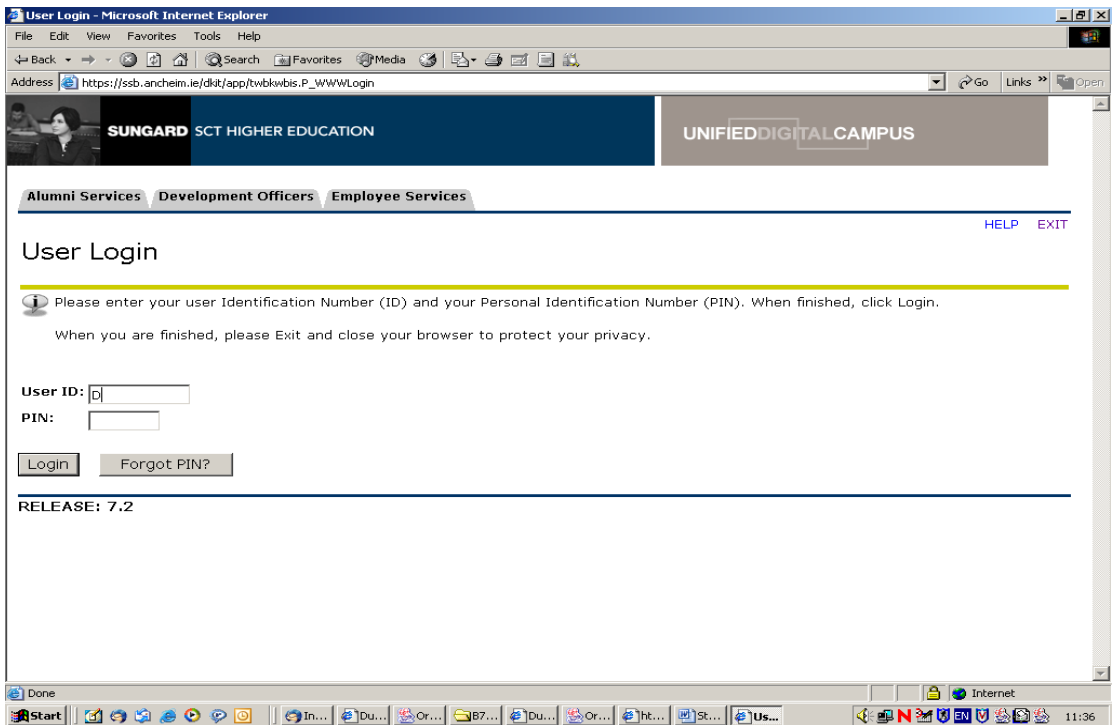
Student Self Service is accessed using the following url:

<https://ssb.anchheim.ie/dkit/>

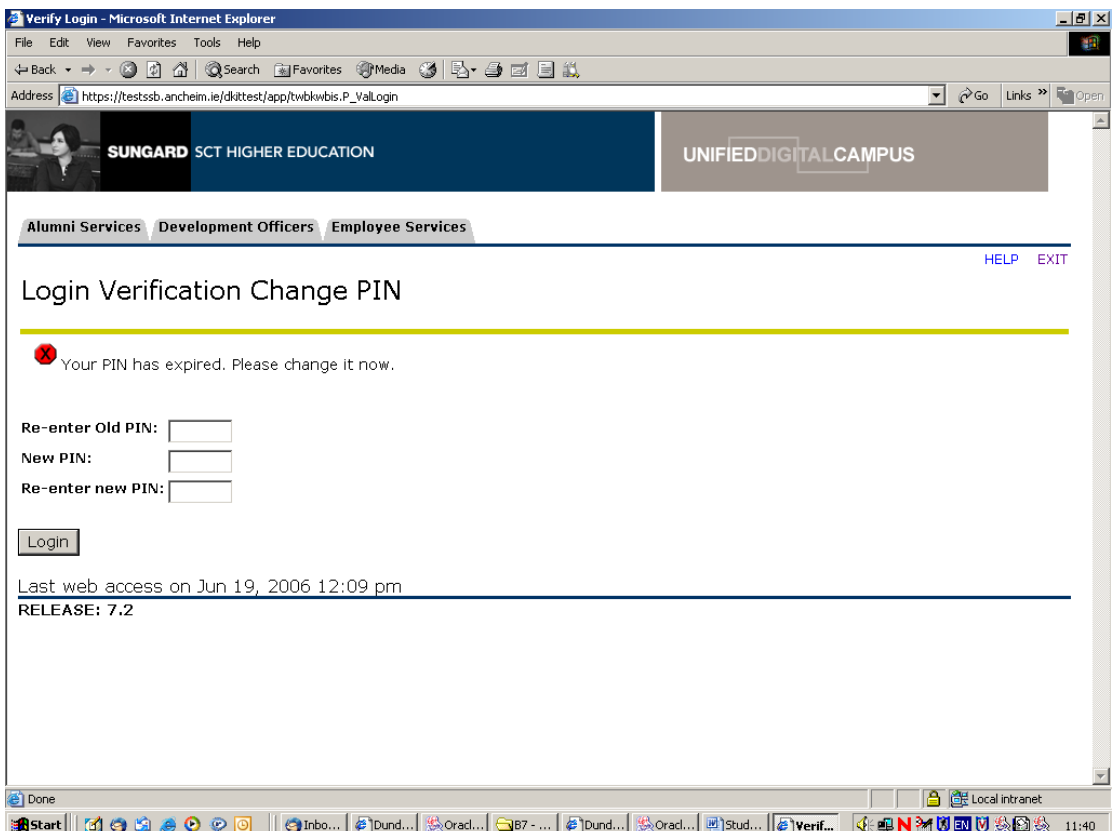
Or on the DKIT website go to **Examinations** menu and select **Examination Results** and then **Examination Results Online**



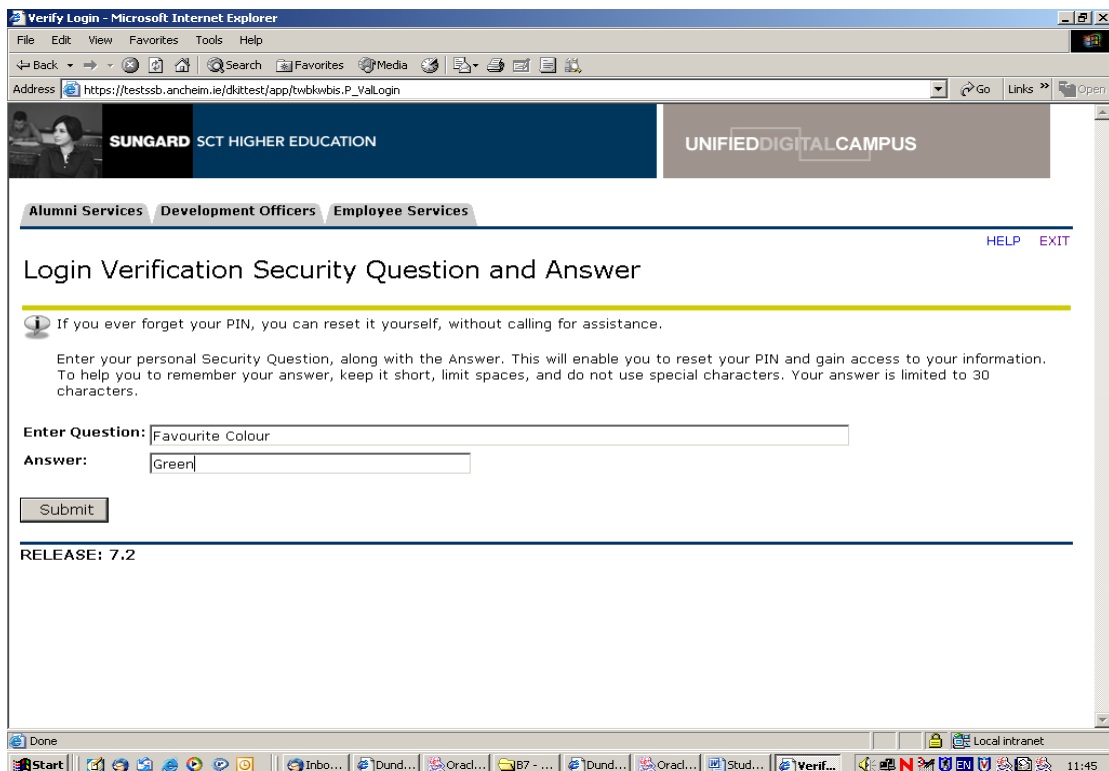
1. Click on **Enter Secure Area**. This opens up the **User Login** screen.



2. Enter the **User ID** (student ID number with a capital **D**) and **PIN** that was provided in the email and then click on **Login**.
3. If this is your first time logging into the Student Self Service, you will be advised that Your **PIN** has expired. This is an added layer of security.



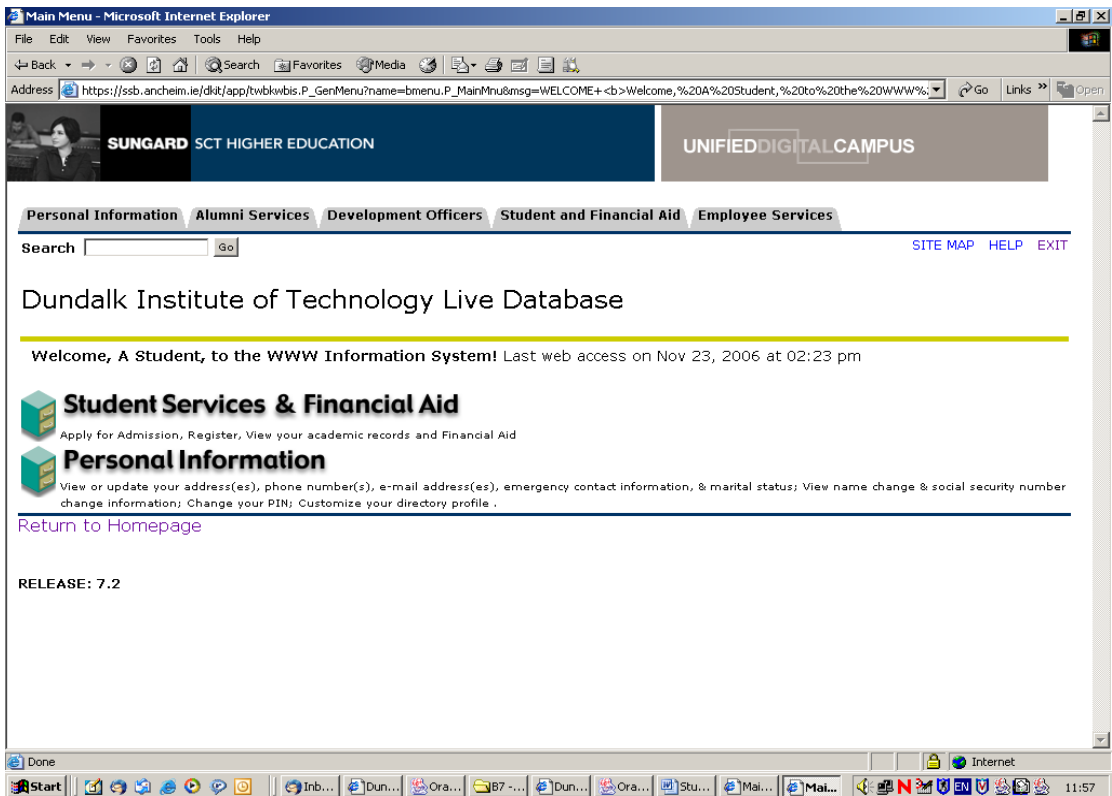
- 1) Enter the **PIN** from the email in the '**Re-enter Old PIN**' box.
 - 2) Then type in a new six digit **PIN** in the '**New PIN**' box and verify it in the '**Re-enter new PIN**' box.
Only digits can be used, an error will appear if the user tries to enter letters.
 - 3) The six digit **PIN** should be meaningful and easy to remember. A date of birth perhaps would be an option here, eg: 091181. Once you have changed your **PIN**, click on Login.
4. You will then be asked for a **Login Security Question and Answer**. Enter something that you will remember, eg: your mother's maiden name or your pet's name.



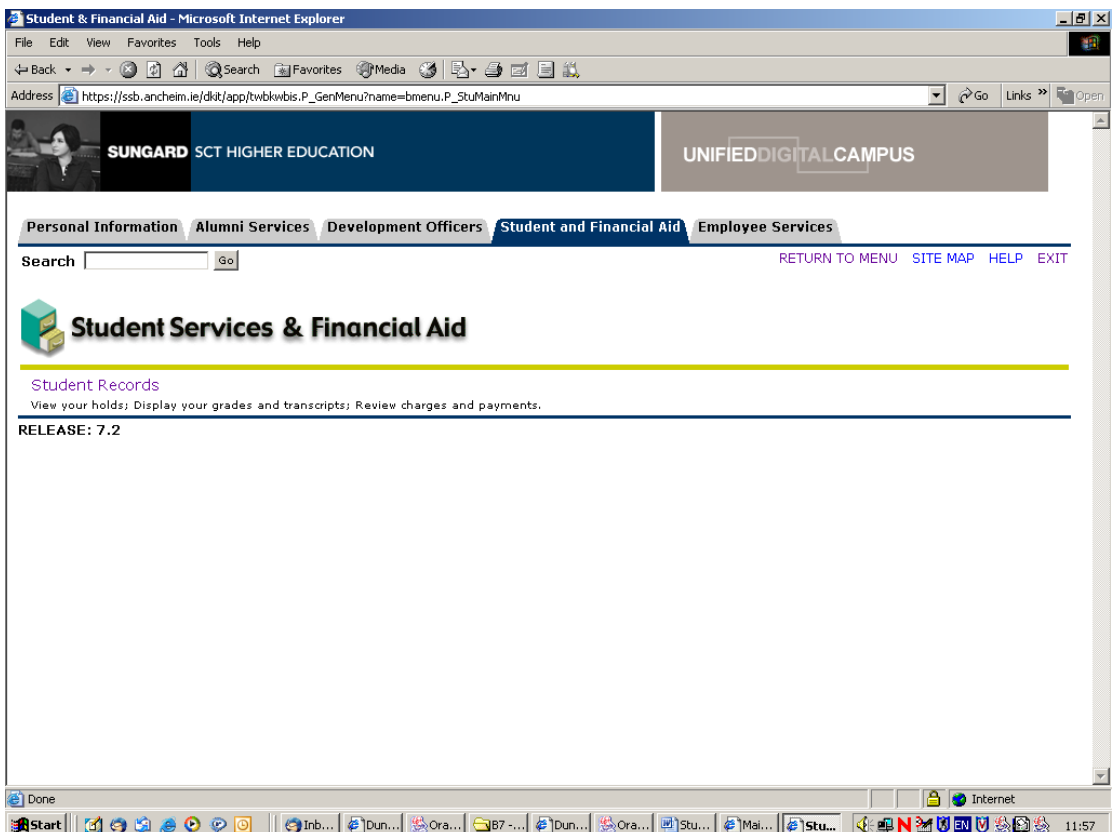
The screenshot shows a web browser window titled "Verify Login - Microsoft Internet Explorer". The address bar shows the URL: https://testssb.ancheim.ie/dkittest/app/twbkwbis.P_Val.Login. The page header includes "SUNGARD SCT HIGHER EDUCATION" and "UNIFIEDDIGITALCAMPUS". Below the header, there are navigation tabs for "Alumni Services", "Development Officers", and "Employee Services". The main heading is "Login Verification Security Question and Answer". A yellow bar contains the text: "If you ever forget your PIN, you can reset it yourself, without calling for assistance." Below this, instructions state: "Enter your personal Security Question, along with the Answer. This will enable you to reset your PIN and gain access to your information. To help you to remember your answer, keep it short, limit spaces, and do not use special characters. Your answer is limited to 30 characters." The form has two input fields: "Enter Question:" with the text "Favourite Colour" and "Answer:" with the text "Green". A "Submit" button is located below the input fields. At the bottom of the page, it says "RELEASE: 7.2". The browser's taskbar at the bottom shows several open applications and the system clock at 11:45.

*The **Security Question and Answer** adds an extra security layer to your own data. Should you forget your password at some future time, the system will present you with the security question you set up, and then you will be prompted to enter the answer.*

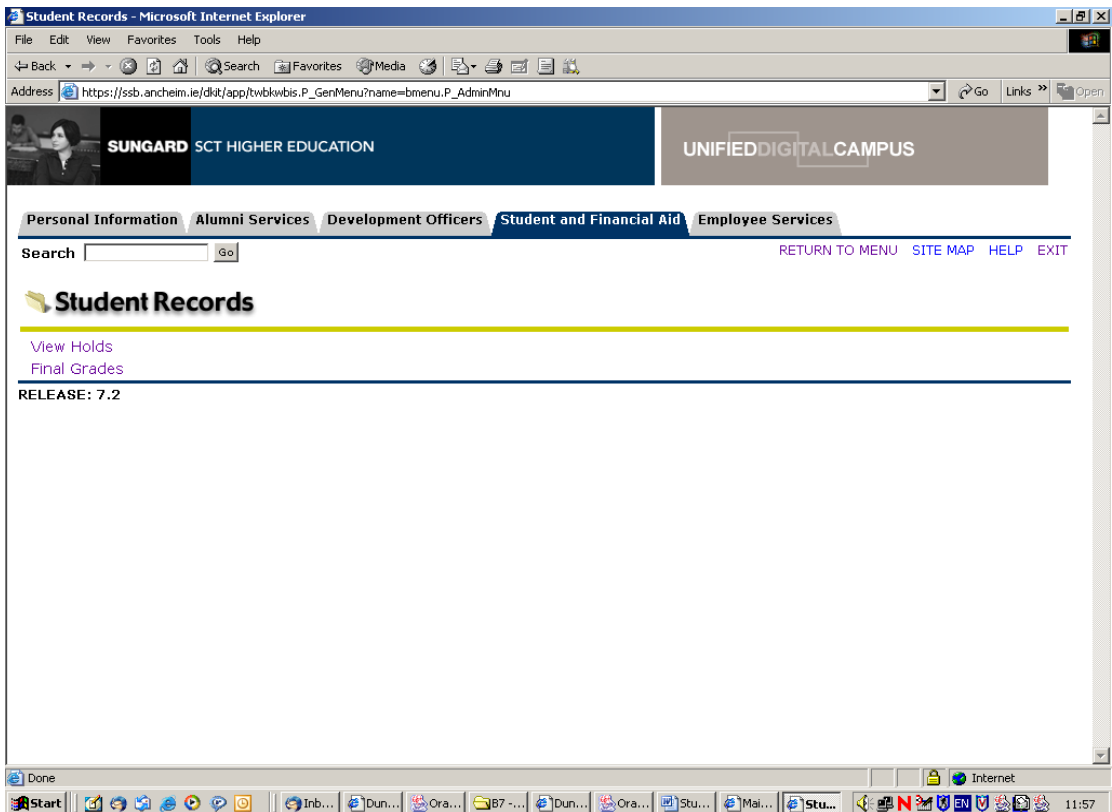
5. Click on **Submit**.



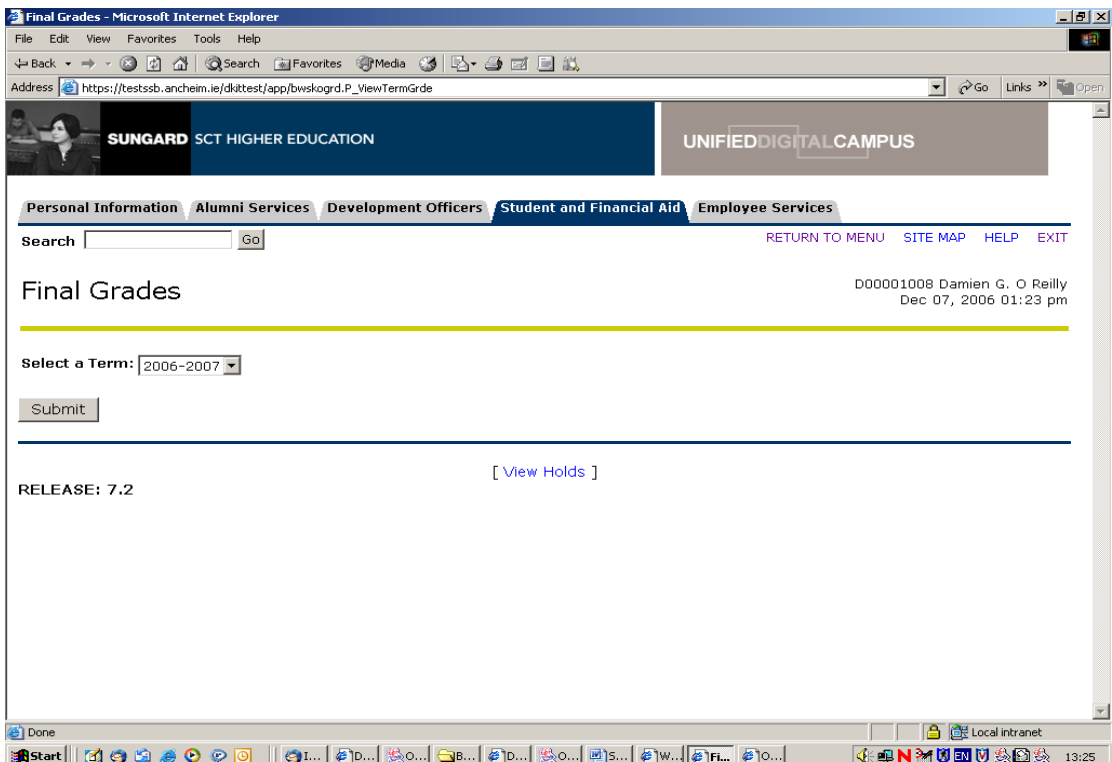
6. Click on **Student Services & Financial Aid**.



7. Click on **Student Records**.



8. Click on **Final Grades**.



9. Select the **Term** for which you are looking for exam results and hit **Submit**.

10. Depending on your program and courses studied, your **Final Grades** should look similar to the following:

Final Grades D000XXXXX A, Student
2005-2006
Dec 07, 2006 01:27 pm

Student Information

Term: 2005-2006
Degree: Ordinary Bachelor Degree
Major: Communications Multimedia

Current Program
Ordinary Bachelor Degree
Level: NFQ Level 7
Program: Multimedia Level 7
College: Informatics Music Creat Media
Campus: DKIT Main Campus
Major and Department: Communications Multimedia, Informatics Music & Cre Media
Academic Standing: Pass
Class: Second Year

Overall Results to Date

| Program | Stage/Semester | Credits | GPA | Results |
|--|--------------------|---------|-------|---------|
| Bachelor of Arts in Communications (Creative Multimedia) | Stage 2 Semester 3 | 30.00 | 61.50 | Pass |
| Bachelor of Arts in Communications (Creative Multimedia) | Stage 2 Semester 4 | 30.00 | 53.50 | Pass |
| Bachelor of Arts in Communications (Creative Multimedia) | Stage 2 | 60.00 | 57.50 | Pass |

NFQ Level 7 Course work

| Stage | Semester | CRN | Subject | Course Section | Course Title | Campus | Final Grade | Attempted | Earned | GPA | Quality Points |
|-------|----------|------------|---------|-------------------------------|------------------|--------|-------------|-----------|--------|------|----------------|
| 2 | 3 | MMED H2004 | L00 | Multimedia Authoring | DKIT Main Campus | 48 | 5.000 | 5.000 | 5.000 | 2.40 | |
| 2 | 3 | MMED H2018 | L00 | Multimedia Tools & Techniques | DKIT Main Campus | 56 | 5.000 | 5.000 | 5.000 | 2.80 | |

11. If however when you select **Final Grades** as in Step 8 and you receive a message similar to ‘**Your grades are not available due to holds on your record**’, this indicates that there is a Hold on your exam results.

12. To see the holds on your record (if any), select **View Holds**. If you have holds on your exam results, it is advised that you contact the *Exams Office* in Dundalk Institute of Technology.