

Self-Service: Faculty / Advisors

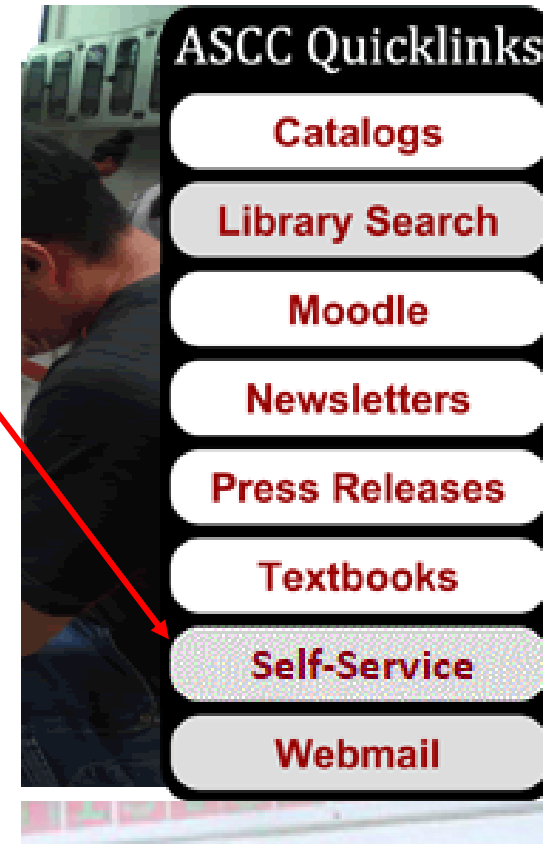
10/1/2025

BY GRACE TULAFONO, CHIEF INFORMATION OFFICER

How do I get to Self-Service?

Please go to “How to connect to Colleague Self-Service. Begin at amsamoa.edu click on Self-Service

Follow the rest of the instructions attached separately, and contact support@amsamoa.edu if you need assistance.



How do I access my Roster(s)?

Log in to Self-Service

Click on Faculty

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.



Advising

Here you can access your advisees and provide guidance & feedback on their academic planning.



Faculty

Here you can view your active classes and submit grades and waivers for students.

How do I access my Roster(s) cont.

After clicking on Faculty, under Term, click on course

[Daily Work](#) • [Faculty](#) • [Faculty Overview](#)

Manage your courses by selecting a section below

2022 Fall Term

Section	Times	Locations	Availability ⓘ
ENG-090-153: Adv. Reading	M/T/W/Th/F 11:00 AM - 12:20 PM 8/22/2022 - 9/30/2022	English Language Institute, E3 Lecture	23 / 25 / 0

How do I access my Roster(s) cont.

Roster is automatically selected, allow to load.

ENG-090-153: Adv. Reading

2022 Fall Term
Mapusaga Campus







M/T/W/Th/F 11:00 AM - 12:20 PM
8/22/2022 - 9/30/2022
English Language Institute, E3 Lecture

Seats Available ⓘ 23 / 25 / 0

[Deadline Dates](#)

Roster Attendance Census Grading Books Permissions Waitlist

 Print  Email All  Export 

Student Name	Student ID	Class Level	Pass/Audit	Repeated	Preferred Email
 	0024185	Freshmen			
 	0024217	Freshmen			

How do I submit my Grades?

From the same screen with Roster info., click on Grading

ENG-090-153: Adv. Reading

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[Deadline Dates](#)

Roster Attendance Census **Grading** Books Permissions Waitlist

Overview

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
 	0024185					Freshmen	3
 	0024217					Freshmen	3

How do I submit my Grades cont.

Grading NOT enabled

vs.

Grading enabled

ENG-090-153: Adv. Reading

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[Deadline Dates](#)

Roster

Attendance

Census

Grading

Overview

ENG-090-153: Adv. Reading

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[Deadline Dates](#)

Roster

Attendance

Census

Grading

Overview

Final Grade

Midterm 1

How do I submit my Grades cont.

When Grading is enabled, click on Final Grade

- Check “Never Attended” if applicable
- Enter last date of attendance
- Select Grade

ENG-090-153: Adv. Reading

2022 Fall Term
Mapusaga Campus





M/T/W/Th/F 11:00 AM - 12:20 PM
8/22/2022 - 9/30/2022
English Language Institute, E3 Lecture

Seats Available ⓘ 23 / 25 / 0

[Deadline Dates](#)

Roster Attendance Census **Grading** Books Permissions Waitlist

Overview **Final Grade** Midterm 1

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credit
 	0024185	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade ▾	<input type="text" value="M/d/yyyy"/>	Freshmen	3
 	0024217	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade ▾	<input type="text" value="M/d/yyyy"/>	Freshmen	3

How do I access student information for Advising?

Log in to Self-Service

Then Click on Advising

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.



Advising

Here you can access your advisees and provide guidance & feedback on their academic planning.



Faculty

Here you can view your active classes and submit grades and waivers for students.

How do I access student information for Advising cont.

A list of students will load

Choose student you are advising, and click “View Details”

Which student do you want to work with?

Find a student by searching or selecting below.

- Student
- Advisor

Type a name or ID...



Email All My Advisees

Export

	Name	Review Requested	Assigned Advisee	ID	Program(s)	Date of last advisement	Advisor(s)	Advisee Preferred Email	
	[Redacted]			0021904	Associate of Arts in Liberal Arts	<u>N/A</u>	Pato, Nyrese K. (Major)	[Redacted]	View Details
	[Redacted]			0021633	Associate of Arts in Liberal Arts	<u>N/A</u>	Pato, Nyrese K. (Major)	[Redacted]	View Details
	[Redacted]			0021512	AA Degree With an Emphasis in Elementary Education	<u>N/A</u>	Pato, Nyrese K.	[Redacted]	View Details

Advising Features

[Daily Work](#) · [Advising](#) · [Advising Overview](#)

Advisee Details

[Back to Advisees](#)



Program(s):
Associate of Arts in Liberal Arts

Advisor(s):

Student ID: 0021904



[View Full Profile](#)



Pay Registration Fee - See Business Office



No online registration for Academic Probation or CAPP ONLY - See Admissions



Advisement Complete

Review Complete

Notifications 0

[Course Plan](#)

[Timeline](#)

[Progress](#)

[Course Catalog](#)

[Notes](#)

[Plan Archive](#)

[Test Scores](#)

[Unofficial Transcript](#)

[Grades](#)

[Petitions & Waivers](#)

[Graduation Application](#)



Non-term Courses



Print

Planned: 0 Credits

Enrolled: 0 Credits

Waitlisted: 0 Credits

List

Calendar

Advising Features: Timeline

Snapshot of Student's Courses by semester

Course Plan **Timeline** Progress Course Catalog Notes Plan Archive

Non-term Courses	2020 Spring Semester
ENG-070: Beg. Reading Credits: No Credits or CEUs, Non-term ✓	ENG-080-153: Interim. Reading P Credits: 3 Credits
ENG-081: Interim. Writing Credits: 3 Credits, Non-term ✓	ENG-090-253: Adv. Reading NP Credits: 3 Credits
MAT-080WA: Ready for MAT-080 Credits: No Credits or CEUs, Non-term ✓	ENG-091-154: Advanced Writing P Credits: 3 Credits
	MAT-080-154: Preparatory Math P Credits: 4 Credits
	MAT-090-253: Elementary Algebra NP Credits: 4 Credits
	17 Enrolled Credits

Advising Features: Progress

Details program requirements and student's progress towards completion

Course Plan | Timeline | **Progress** | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades | Petitions & Waivers | Graduation Application

◀ ▶ Associate of Arts in Liberal Arts (1 of 1 programs) [View a New Program](#) [Print](#)

At a Glance

Cumulative GPA:	(2.000 required)
Institution GPA:	(2.000 required)
Degree:	Associate of Art
Majors:	Liberal Arts
Departments:	Academic Affairs Office
Catalog:	2018
Anticipated Completion Date:	1/13/2022

Description

Program Notes
[Show Program Notes](#)

Requirements [Expand All](#) ▾

English

Complete the following item. ⚠ **0 of 1 Completed.** [Hide Details](#)

A. ENG-150/151/251

Take ENG-150, ENG-151, ENG-251. Minimum grade of C is required for ENG-150, ENG-151.

Complete all of the following items. ⚠ **0 of 1 Completed.** [Hide Details](#)

⚠ **0 of 3 Courses Completed.** [Hide Details](#)

Progress

Total Credits 0 of 61

Total Credits from this School 0 of 15

