

Alpha University College
Student Instruction to Use the New Online System

To open the online system

- Open a browser on internet connected computer
Browsers are Internet Explorer, Mozilla Firefox, Google Chrome and the like



Internet Explorer

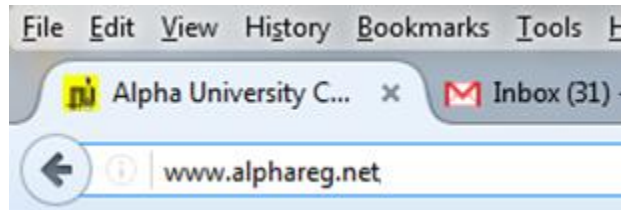


Mozilla Firefox



Google Chrom

- At about the top of the page, in the address bar type www.alphareg.net as shown below and press the enter key



Now, Alpha University College online system home page opens. You can read notices and schedules in this page. *If you don't know your new password given by the university college, click on the top of the home page and call to the right office to get your password.*

To view/see your results

Click on the first button labeled ***Student Academic Results***

Student Academic Results

1. **Select Result Type:** You can Select one of the following at a time: (See Step 1)
 - a. **All my Results:** to see summary and cumulative GPA of all your results
 - b. **Grade Report:** to see your grade report of a particular term/semester
 - c. **Courses Remaining:** to see Courses that you have not taken until now.

2. **Select your department:**

- Now select your department in the right program by clicking the down arrow (See Step 2)

3. **Enter your password** and click on **Next** button. (Steps 3 & 4)

After you see your grade report you can give comments and request missing courses using buttons just below the grade report.

Note: ***Keep your passwords secret!***

Good Luck!