

Introduction

This quick reference guide contains step by step instructions on how to:

1. How to get Exam Results using Online Services (for Students).

Step by Step Instructions – How to get your Exam Results using Online Services

- 1. Open Online Services (for Students):** The link to the online services site for students is <https://ssb.ancheim.ie/its/>.

2. Select 'Enter Secure Area'

[Enter Secure Area](#) ← Click here

Login here to access Web For Faculty/Student.

[Apply for Admission](#)

Enter a new application or return to complete an application.

[Programme Catalogue](#)

[Open Public General Surveys](#)

Please check if you have any pending Public General Survey to answer.

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3. Enter Login Details

User Login

Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

When you are finished, please Exit and close your browser to protect your privacy.

User ID:

PIN:

Login

Forgot PIN?

Enter Student ID and Pin and then click **Login**. This is latest Student ID and Pin that you have used to Register Online, Pay Fees etc.

4. Select 'Student Services & Financial Aid' from the Online Services main menu

[Student Services & Financial Aid](#)

View your academic records and Financial Aid

[Personal Information](#)

Change your PIN; Change your security question.

Click here

[Return to Homepage](#)

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5. Select 'Student Records' from the Student Services & Financial Aid menu

[Student Records](#)

View your holds; Display your grades and transcripts; Review

[Add an Elective Module](#)

You may add an elective Module/Subject here, if you have let

[Online Registration](#)

Online Registration

[Pay Outstanding Fees](#)

You may pay any outstanding fees charged to your student at

Click here

Step by Step Instructions – How to get your Exam Results (Continued)

6. Select 'Final Grades' from the Student Records menu.

Student Records

**** Examination Results for the Autumn 2019

Please be advised that all examination results shown

[View Holds](#)

[Final Grades](#)

← Click here

7. Select an Academic Term from the drop down list and click Submit.

Select a Term:

← Click here

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8. The Modular Final Grades page.

The following information is shown on the Final Grades page.

STUDENT INFORMATION

- The student term
- The current Programme or Course title.
- The student level – e.g. NFQ Level 6, 7, 8 etc
- The student's Academic Standing
- The student's class or stage.
- The Award Classification; if the student has completed the final stage of the Programme or Course.

GPA SUMMARY

- The student stage
- Has the stage had been passed Y/N.
- The stage grade point average (GPA).
- The credits earned on each stage.
- The student credits required for each stage.

9. The Modular Final Grades page (contd.)

COURSE WORK

- The Module/Subject code values (CRN, Subject, Course codes)
- The Exam Sitting
- The Module/Subject Title
- The Final Grade for the Subject or Module.
- The Credits Attempted for the Module/Subject.
- The Credits Earned for the Module/Subject.
- The Module/Subject Result Status.

10. A note about Holds

If your results are being held for some reason, this will prevent you from seeing your examination performance at this time. Furthermore, the message

“Your grades are not available due to holds on your record”

will display.

To view your holds, you can click on the **View Holds** link on the **Student Records** menu.

[View Holds](#)

← Click here

[Final Grades](#)