

# REGISTERING FOR A CLASS USING SELF-SERVICE

# STEP 1:

Login to Self-service.

You can access self-service using the following vanity URLs:

[sac.edu/selfservice](https://sac.edu/selfservice)

[sccollege.edu/selfservice](https://sccollege.edu/selfservice)

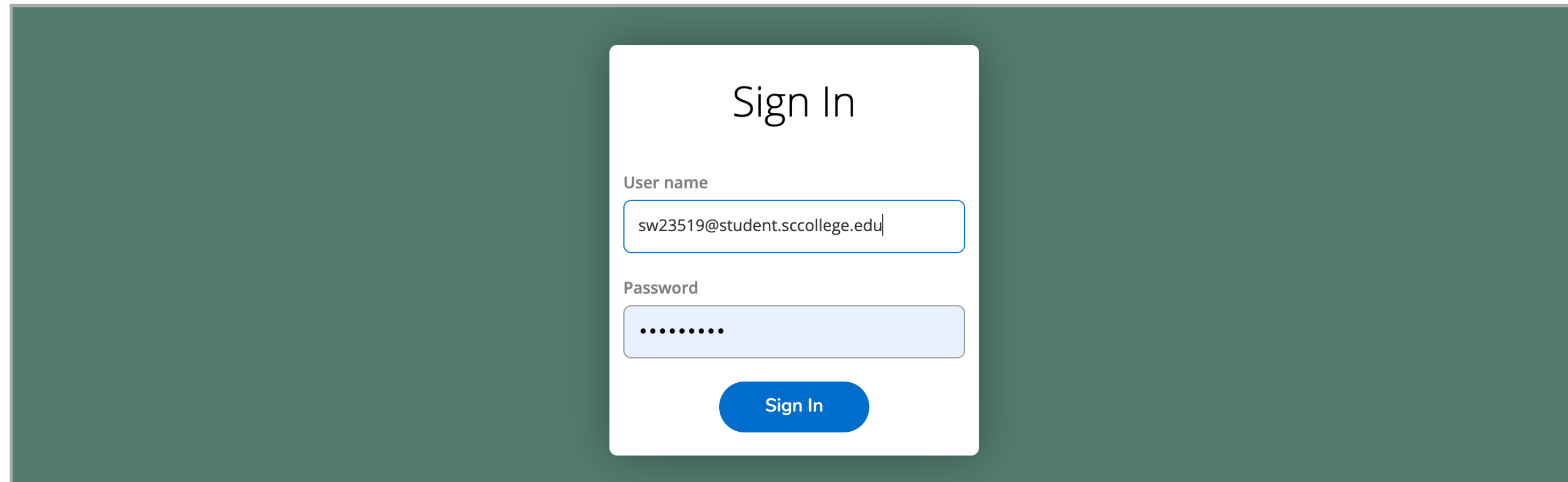
# STEP 2: Sign in

Username = your school email address

Password

\*If it is your first time logging in, your password is your birthday.

For example, if your birthday is March 2, 1975, your password is: Mar021975



The image shows a 'Sign In' form on a dark green background. The form is white and contains the following elements:

- The title 'Sign In' centered at the top.
- A label 'User name' above a text input field containing the email address 'sw23519@student.scollege.edu'.
- A label 'Password' above a password input field filled with ten dots.
- A blue rounded button labeled 'Sign In' at the bottom.



If you need to reset your password, go to: [rsccd.edu/password](https://rsccd.edu/password)

# NOTE:

You will be asked to change your password if you have never changed your password before.

## Change Password

Please enter your user name, current password, and new password.

The new password MUST adhere to the following criteria:  
1. At least nine (9) characters in length (letters, numbers, or special characters); 2. Start with a letter; 3. Contain at least three of the following four categories: 3a. Upper case letters (A-Z), 3b. Lower case letters (a-z), 3c. Numbers (0-9), 3d. Special characters: Only the following are allowed (\* & ^ % \$ # @ ! ?). Your password cannot contain more than three (3) characters in common with the Login ID or previous two (2) passwords. An example of a strong password would be iL0v3myJ0b! or wAy2g0?. For all password resets, it can take up to 15 minutes to send the new data to Microsoft for Office365 access. We appreciate your patience.

Your password has expired. Please choose a new password.

User name

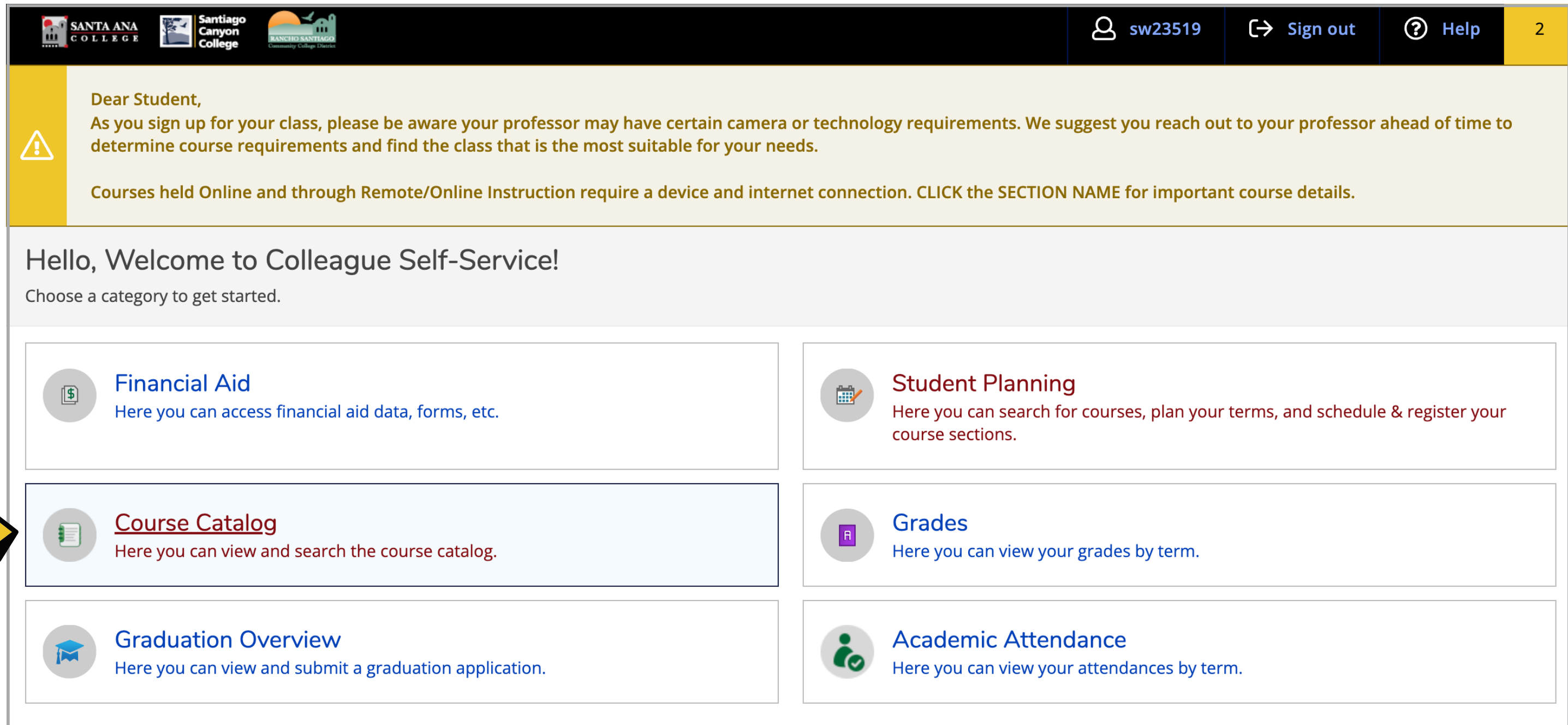
Current password

New password

Confirm new password

[Change Password](#)

# STEP 3: Click on Course Catalog

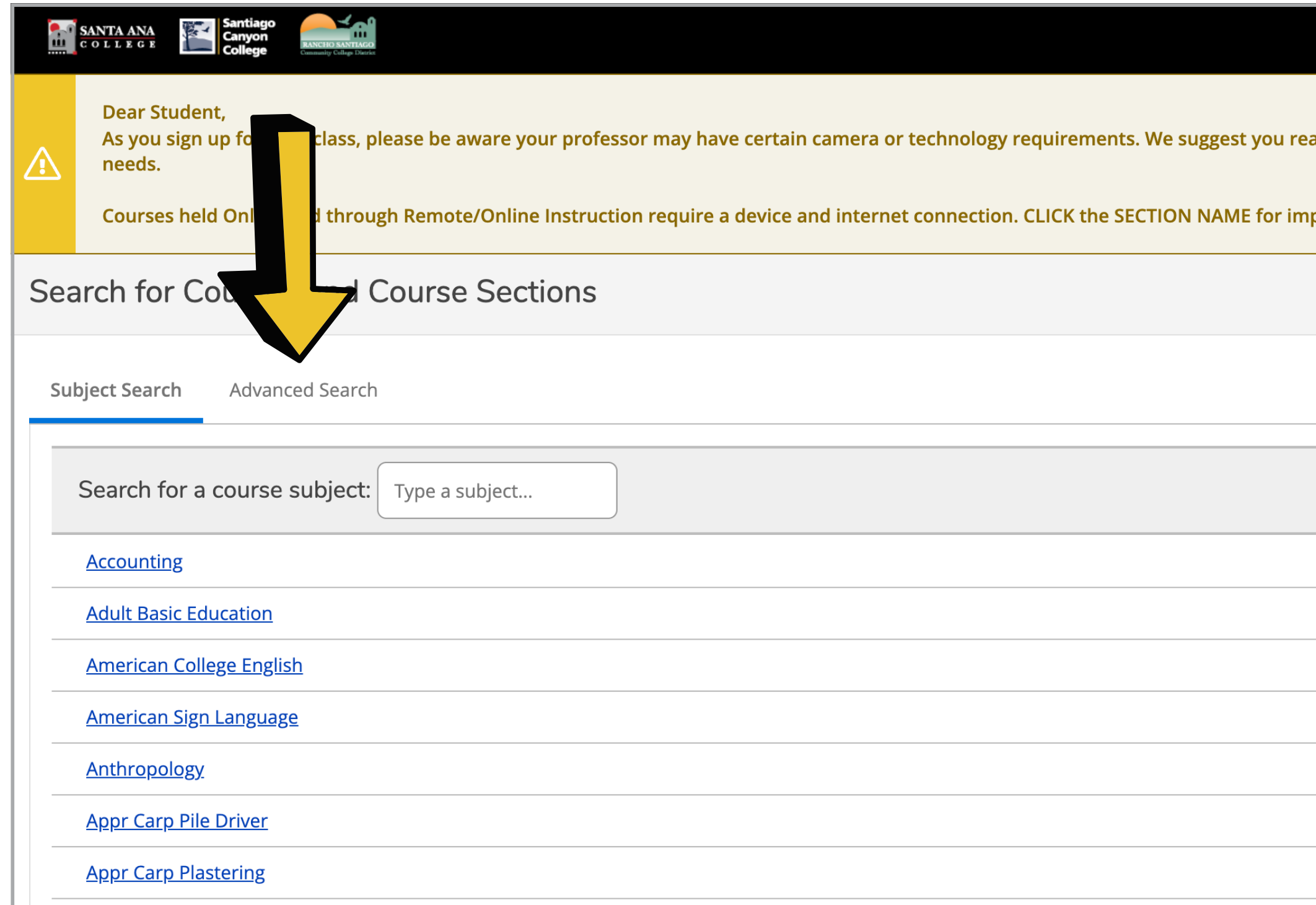


The screenshot shows the top navigation bar with logos for Santa Ana College, Santiago Canyon College, and Rancho Santiago Community College District. On the right, it displays the user ID 'sw23519', 'Sign out', 'Help', and a notification count of '2'. Below the navigation bar is a yellow warning banner with a triangle icon and text: 'Dear Student, As you sign up for your class, please be aware your professor may have certain camera or technology requirements. We suggest you reach out to your professor ahead of time to determine course requirements and find the class that is the most suitable for your needs. Courses held Online and through Remote/Online Instruction require a device and internet connection. CLICK the SECTION NAME for important course details.'

Below the banner, the main content area says 'Hello, Welcome to Colleague Self-Service!' and 'Choose a category to get started.' There are six category tiles arranged in a 2x3 grid:

- Financial Aid**: Here you can access financial aid data, forms, etc.
- Course Catalog**: Here you can view and search the course catalog. (This tile is highlighted in light blue and has a large yellow arrow pointing to it from the left.)
- Graduation Overview**: Here you can view and submit a graduation application.
- Student Planning**: Here you can search for courses, plan your terms, and schedule & register your course sections.
- Grades**: Here you can view your grades by term.
- Academic Attendance**: Here you can view your attendances by term.

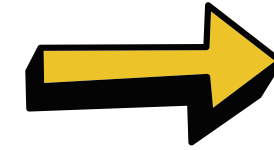
# STEP 4: Click on Advanced Search



The screenshot shows the top navigation bar with logos for Santa Ana College, Santiago Canyon College, and Rancho Santiago Community College District. Below the logos is a yellow banner with a warning icon and text: "Dear Student, As you sign up for a class, please be aware your professor may have certain camera or technology requirements. We suggest you read the requirements for each class. Courses held Online and through Remote/Online Instruction require a device and internet connection. CLICK the SECTION NAME for important information." Below the banner is a search bar with the text "Search for Courses and Course Sections". Underneath the search bar are two tabs: "Subject Search" and "Advanced Search". The "Advanced Search" tab is highlighted with a blue underline. Below the tabs is a search input field with the placeholder text "Search for a course subject: Type a subject...". Below the input field is a list of subject categories, each on a new line and underlined: Accounting, Adult Basic Education, American College English, American Sign Language, Anthropology, Appr Carp Pile Driver, and Appr Carp Plastering.

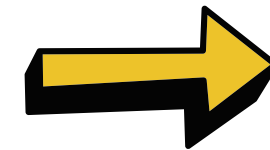
# STEP 5:

Select Continuing Ed. for your term.



Choose SAC or SCC Continuing Ed.

Location here means the college that you want to attend, It does **NOT** mean the location of your actual class.



Then, click search.

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term:  Meeting Start Date:

Courses And Sections

Course number:

Subject:  Course number:

Subject:  Course number:

[+ Add More...](#)

Days Of Week

Sunday  Monday  Tuesday

Thursday  Friday  Saturday

Location:

Time Of Day:  Time Starts by:

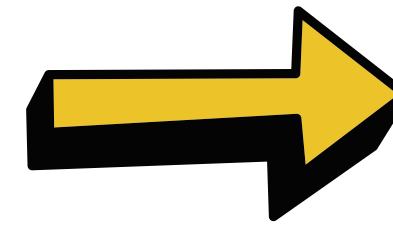
Course Type:



# STEP 6:

Choose the subject(program) you are interested in.

Sections in that program will automatically display.



Search for Courses and Course Sections

[< Back to Course Catalog](#)

**Filter Results** Hide

**Availability** ^

Open and Waitlisted Sections

Open Sections Only

**Subjects** ^

Adult Basic Education (25)

Citizenship (7)

English As a Second Language (92)

Free Noncredit - Math (4)

High School Subjects (26)

HS Subjects - Arts (7)

HS Subjects - English (19)

HS Subjects - Reading (6)

HS Subjects - Social Sciences (22)

HS Subjects- Natural Sciences (11)

Learning Support (9)

Older Adults (52)

Parent Education (2)

Substantial Disabilities (1)

Vocational - Business (81)

Vocational - Food (3)

**Locations** ^

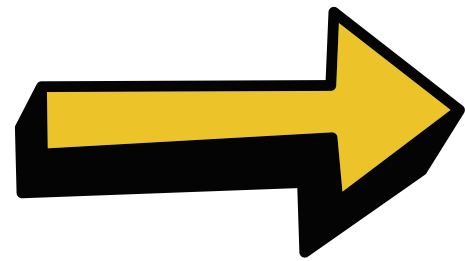
SAC Continuing Education (367)

**Terms** ^

Fall 2021 Continuing Ed. (367)



# STEP 7: Scroll to find your course and section. Then, click Add



Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Instructional Methods	Meeting Information	Faculty
	Fall 2021 Continuing Ed.	Open	<a href="#">ABE-044-05689</a>	Leadership Basics 1 (ABE)		8/23/2021-12/18/2021	SAC Continuing Education	Online	W 5:00-9:00 PM 8/23/2021 - 12/18/2021 CEC RL (DINT)	Storti, Robin J.
	Fall 2021 Continuing Ed.	Open	<a href="#">ABE-044-05692</a>	Leadership Basics 1 (ABE)		8/23/2021-12/18/2021	SAC Continuing Education	Online	F 8:00 AM-12:00 PM 8/23/2021 - 12/18/2021 CEC RL (DINT)	Storti, Robin J.
	Fall 2021 Continuing Ed.	Open	<a href="#">ABE-046-03395</a>	Attitudes for Success		8/16/2021-12/31/2021	SAC Continuing Education	1 Lecture	M 2:00-5:00 PM 8/16/2021 - 12/31/2021 SACJ C-JAIL (LEC)	Coyle, Patricia S.
	Fall 2021 Continuing Ed.	Open	<a href="#">ABE-046-03396</a>	Attitudes for Success		8/16/2021-12/31/2021	SAC Continuing Education	1 Lecture	M, T, W 7:00-10:00 PM 8/16/2021 - 12/31/2021 SACJ C-JAIL (LEC)	Coyle, Patricia S.

# STEP 8: A box will open with your class information.

Section Details

**ABE-044-05692 Leadership Basics 1 (ABE)**  
Fall 2021 Continuing Ed.

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**Instructors** Storti, Robin J. ([Storti\\_Robin@sac.edu](mailto:Storti_Robin@sac.edu))

**Meeting Information** F 8:00 AM - 12:00 PM  
8/23/2021 - 12/18/2021  
SAC Continuing Education, Centennial Education Center RL (Online)

**Dates** 8/23/2021 - 12/18/2021

**Seats Available** 61 of 75 Total

**Credits** 0

**Grading** Graded

**Requisites** None

**Course Description** Provides the first of a two-part leadership course in which students apply leadership techniques in the workplace, home, school, and the community. Students will increase their mastery of basic skills through intensive, interactive, student-centered activities. The course requires participation in the four areas of language acquisition: reading, writing, listening, and speaking. Recommended for ABE and ESL Intermediate 1, 2, or 3 or above students.

**Additional Information** This is a Remote Live (RL) class. The instructor will email students the instructions to participate in the class (such as zoom, google classroom, CANVAS, etc.)

**Transfer Status** Not transferable

**Books Total**

Close **Add Section**

Check the meeting information confirm your class location and how the class is taught.

If all looks good, click, 'Add Section'.


# STEP 9:

Using your left navigation, click on the little home to go to your home screen.





# STEP 10: You will see a blue box. Click on 'Register'.


Hello, Welcome to Colleague Self-Servi...  
Choose a category to get started.


 **Register Now**  
Click the button to see available terms and sections.


[Register](#)


**Notifications**


Title	Details	Link
 ITS Loaner Laptop	Please return loaner equipment to remove this hold	
 OEC Registration Hold	Contact OEC Registraion Office at 714-628-5900 to clear hold.	


 **Financial Aid**  
Here you can access financial aid data, forms, etc.

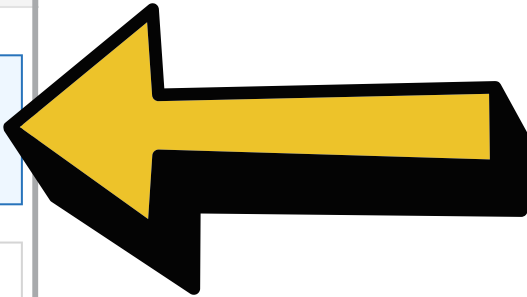
 **Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.

 **Course Catalog**  
Here you can view and search the course catalog.

 **Grades**  
Here you can view your grades by term.

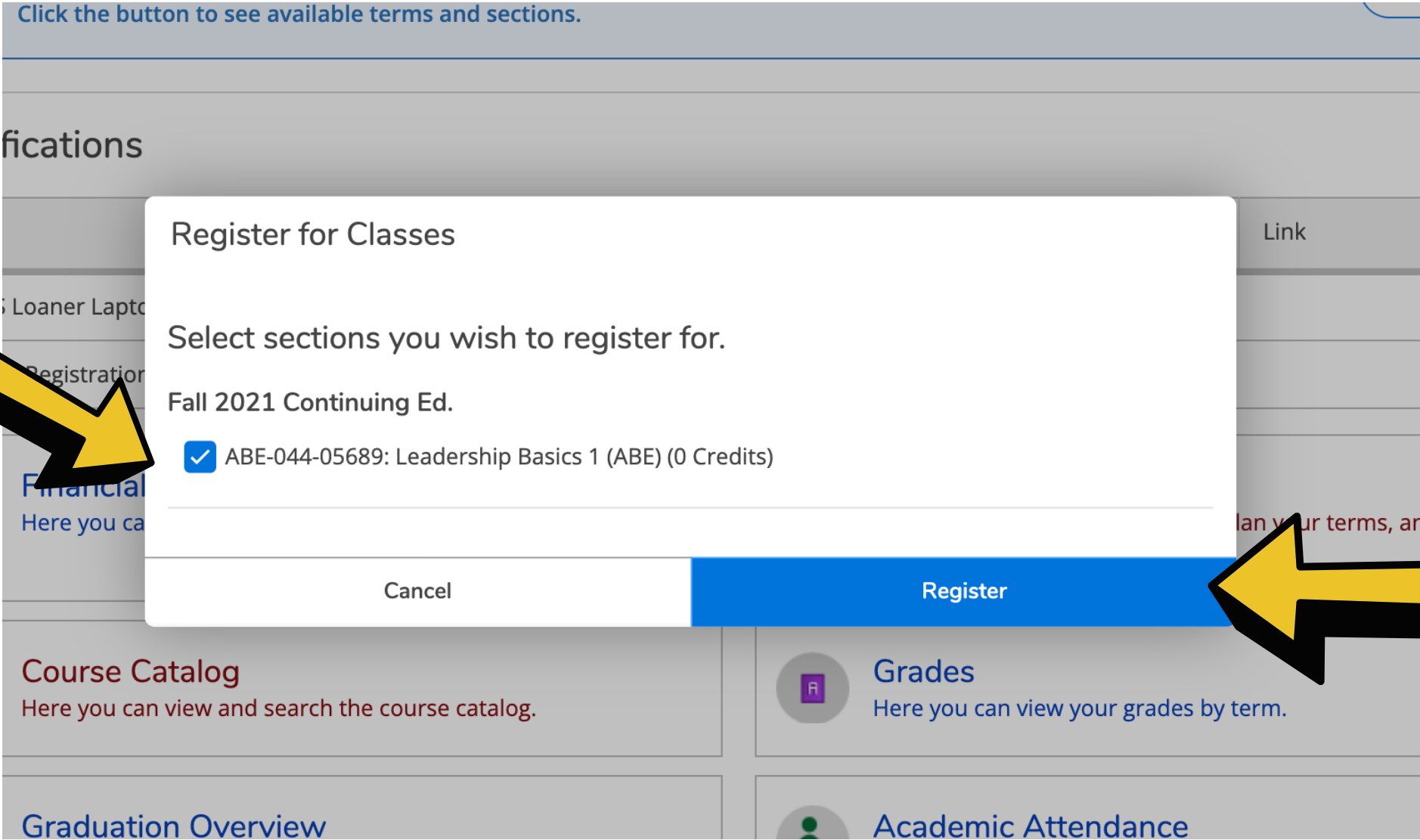
 **Graduation Overview**  
Here you can view and submit a graduation application.

 **Academic Attendance**  
Here you can view your attendances by term.



# STEP 11: A pop-up window will appear.

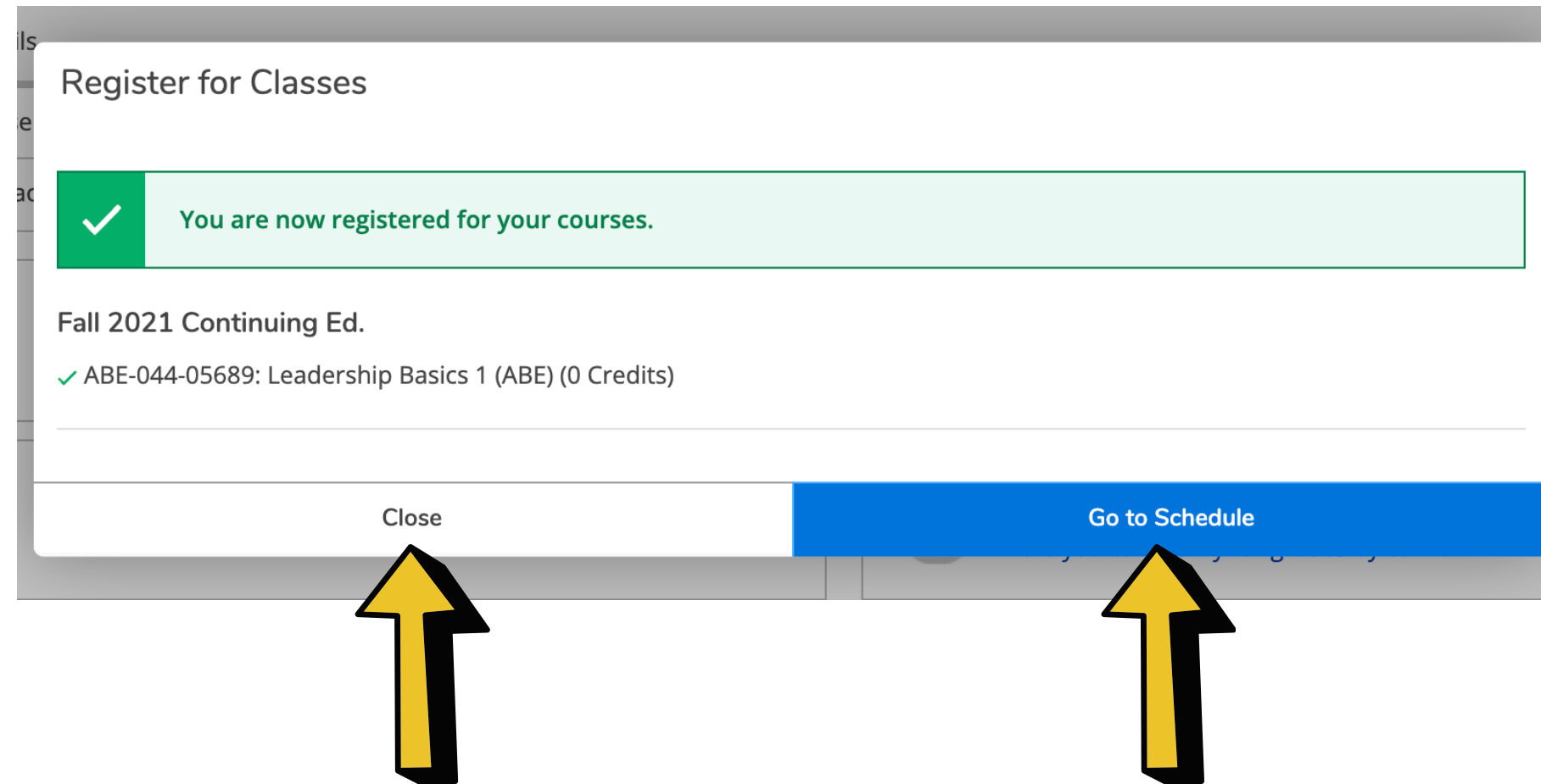
Check the box.



The screenshot shows a web interface with a pop-up window titled "Register for Classes". The pop-up contains the following text: "Select sections you wish to register for.", "Fall 2021 Continuing Ed.", and a checked checkbox next to "ABE-044-05689: Leadership Basics 1 (ABE) (0 Credits)". At the bottom of the pop-up are two buttons: "Cancel" and "Register". The background interface includes a header with the text "Click the button to see available terms and sections.", a sidebar with "Course Catalog" and "Grades", and a main content area with "Graduation Overview" and "Academic Attendance".

Then, click register.

# YOU ARE NOW REGISTERED!



Click 'close' and you are done. You can logout of Self-Service.

If you want to see your schedule, click 'Go to Schedule'.

# ADDITIONAL INFORMATION



# **PLAN AND SCHEDULE**

From the Plan and Schedule page, you can see what you are registered for. You can also drop a class from this page.

If you are a high school student, this is where you can see your educational plan.

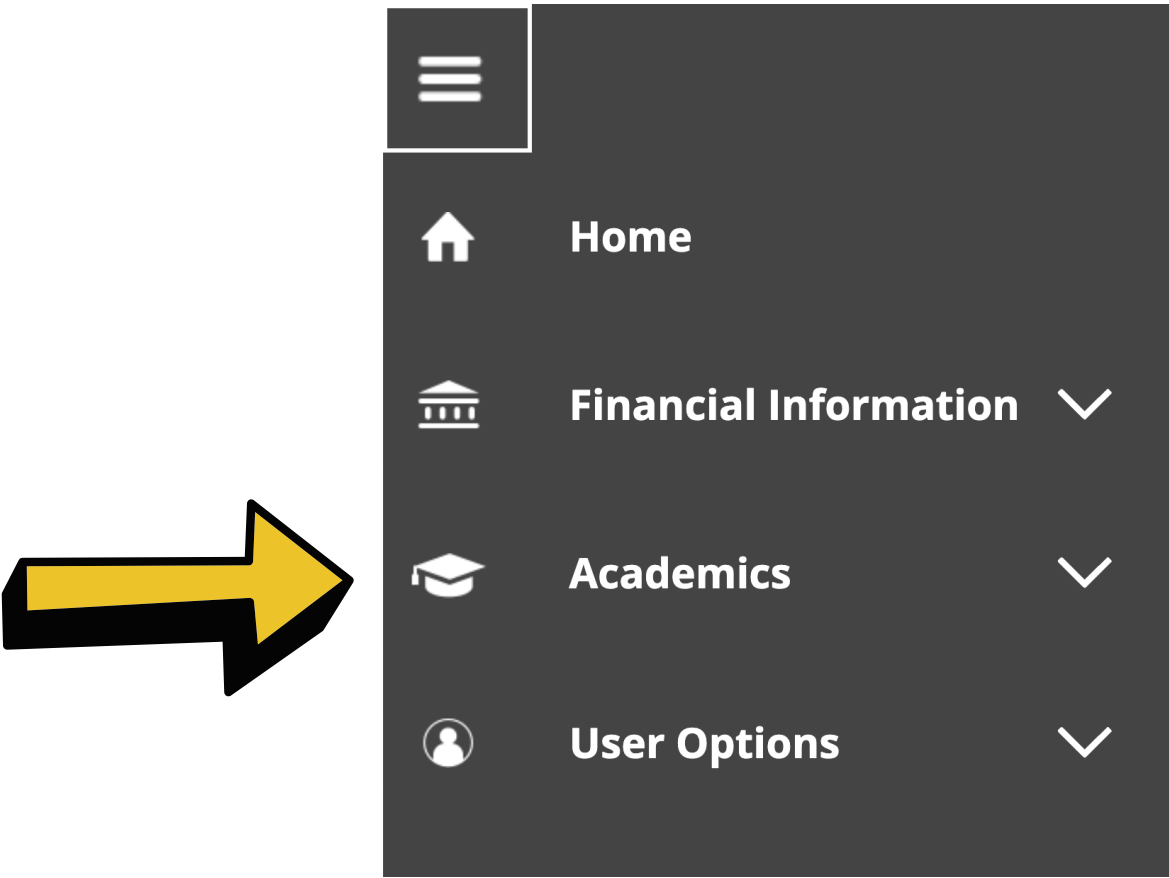


# YOU CAN GET TO THE PLAN & SCHEDULE PAGE USING THE LEFT NAVIGATION.

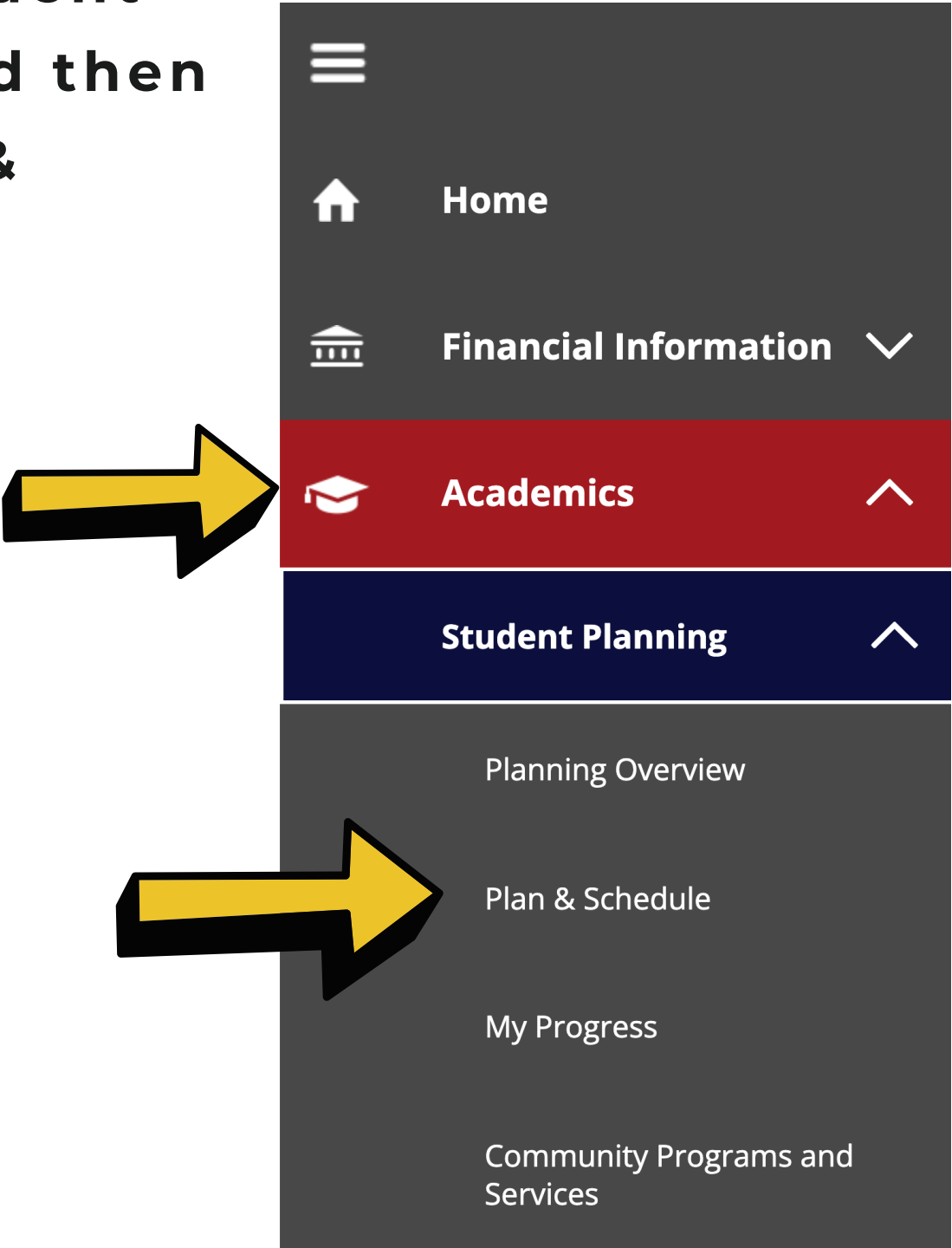
A. Use the left global navigation and click on the three lines.



B. This menu will open. Click: Academics.



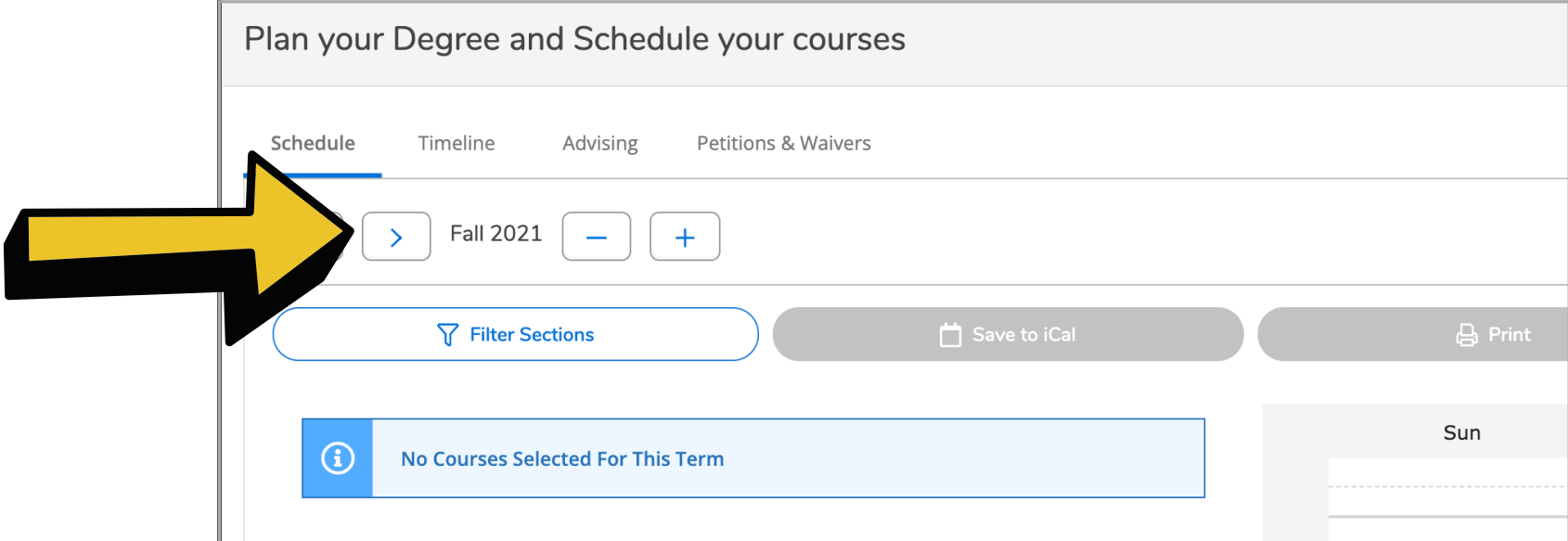
C. Click: Student Planning and then select Plan & Schedule.



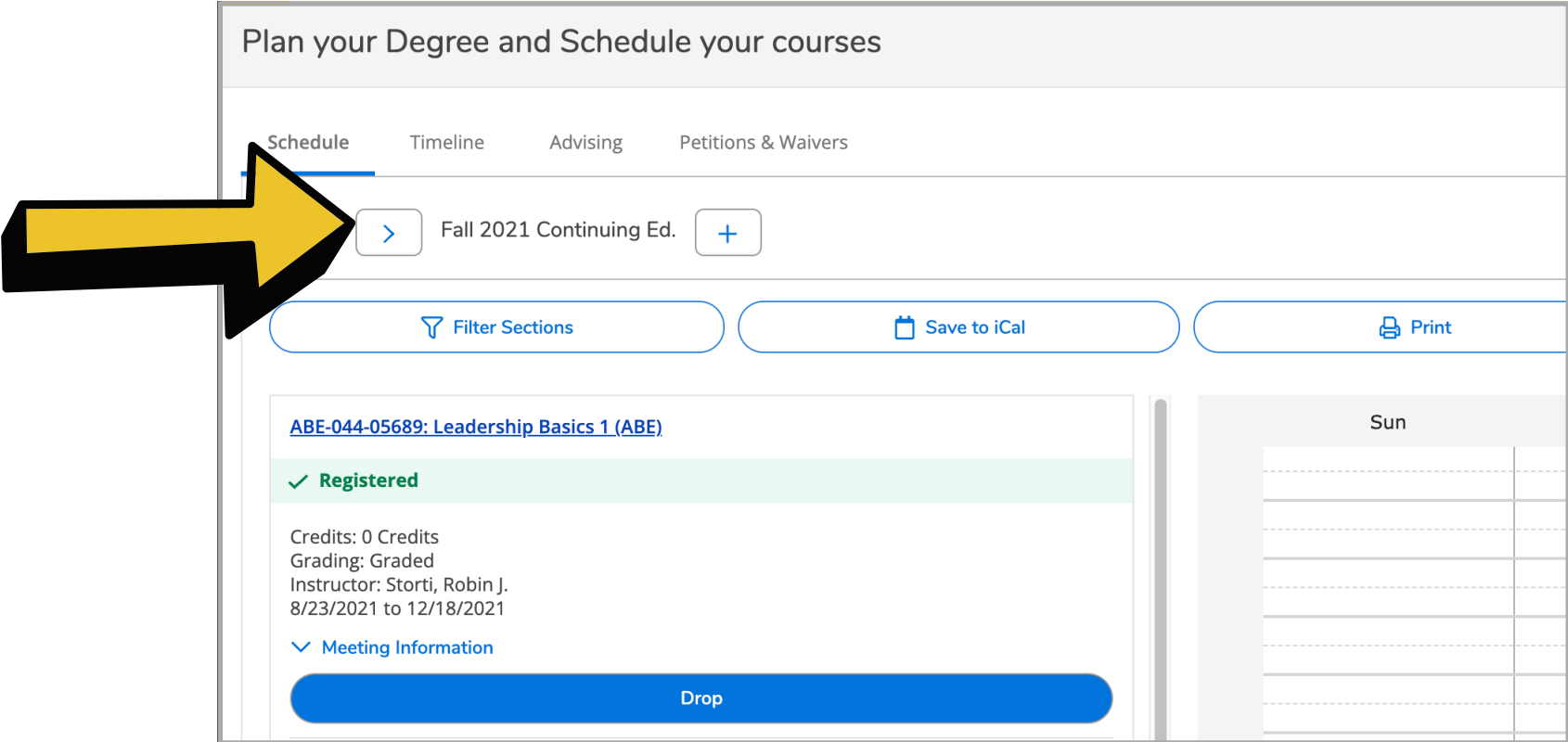
**NOTE:**

If you get to the 'Plan & Schedule' page and don't see your class, you need to select the correct continuing education term.

Click the forward arrow to find the correct term.



You will see the classes you are registered for.



**Have questions?**

**Call us.**

**Continuing Ed. @ SAC - 714-241-5700**

**Continuing Ed @ SCC - 714-628-5900**

**Learn More about Continuing Education @ SAC & SCC**

**[sac.edu/sce](http://sac.edu/sce)    [sccollege.edu/oec](http://sccollege.edu/oec)**