

# Self-Service

## Granting Add Authorizations

---

Rancho Santiago Community College District, Santa Ana College

---

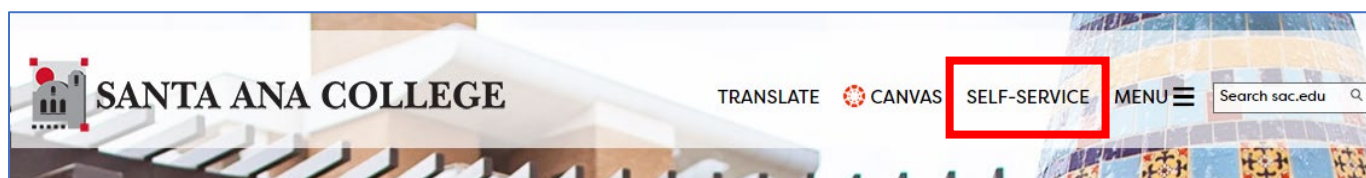
**Faculty does not provide the student a code and a student does not need to be on the waitlist to be authorized.** Once an Add Authorization is granted, a student can register in the class during the add period. **Add Authorizations can be granted either before the class begins or during the Add Period.**

### 1. SIGN IN

You can access Self-Service using this link <http://sac.edu/selfservice>.

-- OR --

Go to the [Santa Ana College website](#) and click **SELF-SERVICE** on the top menu.



You will be redirected to the Sign In page for RSCCD Single-Sign On. **Enter your RSCCD credentials and click “Sign In”.**

Sign in with your organizational account

Keep me signed in

←

## 2. FACULTY MENU

From Self-Service Home page, select the Faculty menu at bottom of the page.



[Faculty](#) ←

Here you can view your class rosters, grade and drop students, and grant add authorizations. For additional applications including Attendance Web please see the Faculty menu under the Daily Work menu.

## 3. ADD AUTHORIZATION

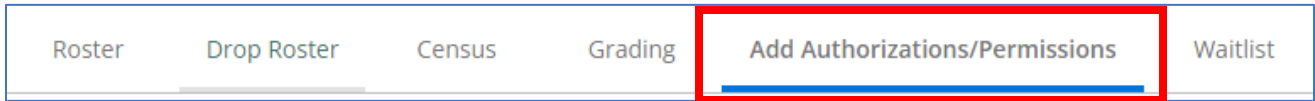
An Add Authorization does not expire but only works during the add period of the section. If the Add Authorization needs to be inactivated and the student has not already registered with it, faculty can select the ['Revoke'](#) link to prevent the student from registering.

To grant Add Authorizations, select the section.

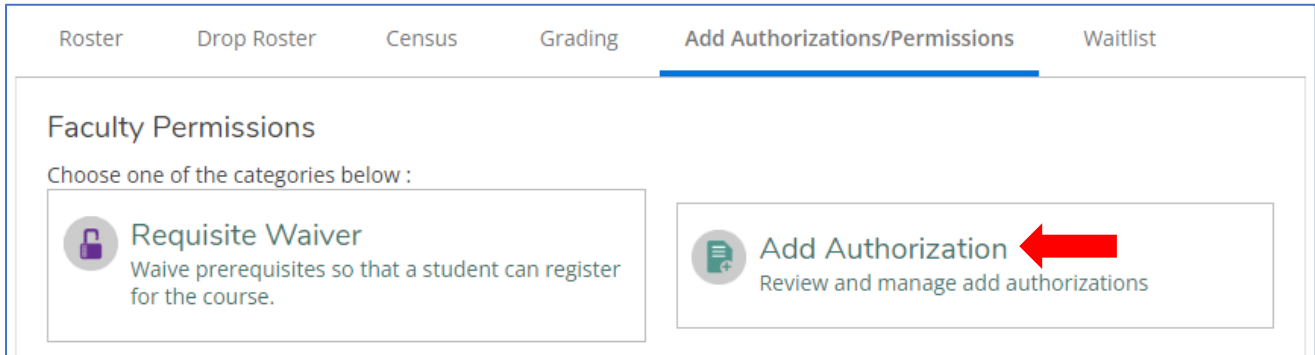
Manage your courses by selecting a section below

Fall 2024	
Section	Times
<a href="#">ACCT-010-48997: Accounting Procedures</a> ←	9/2024 - 12/8/2024

**Select Add Authorizations/Permissions tab.**



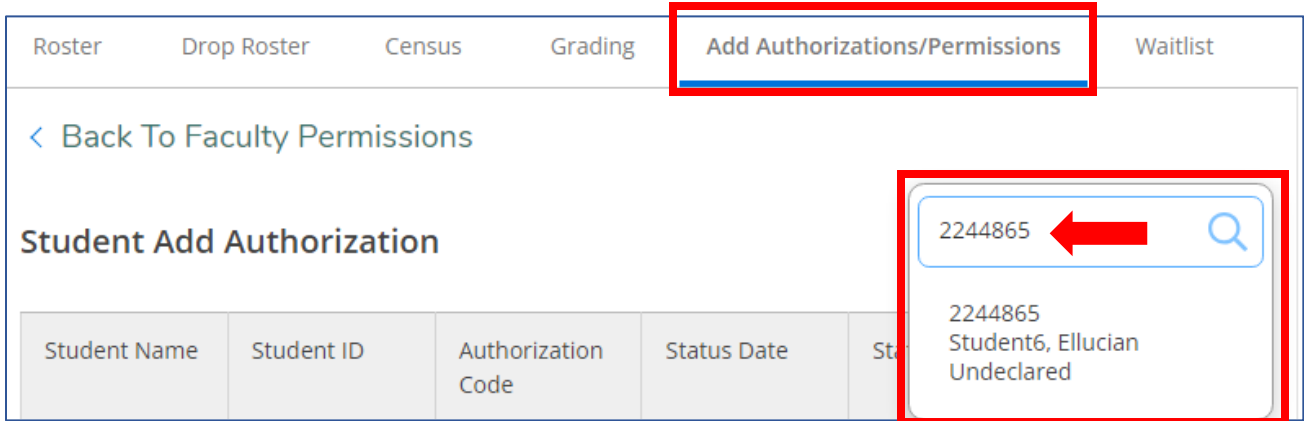
**Select Add Authorization sub-tab.**



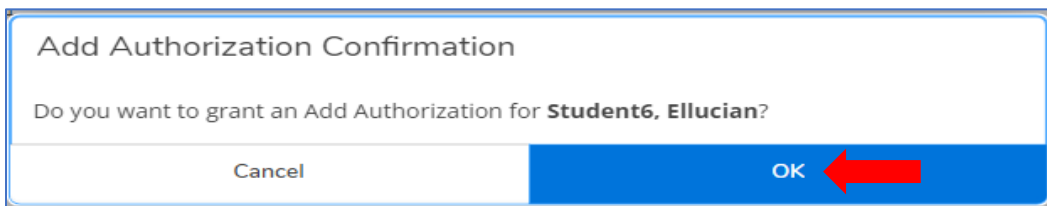
**Enter a student's ID or student's full name in the search box and press Enter.**

Note: Student's name and ID can be found from the class waitlist.



Student's detailed information will display. **Click on the student's name or ID to grant Add Authorization.**



**Select "OK" to confirm the Add Authorization.**





The student should be listed on the Add Authorization list.

Student Name	Student ID	Authorization Code	Status Date	Status	
 Student1, Ellucian	2244860		7/12/2024 3:31:04 PM	Registered	
 Student6, Ellucian	2244865		7/15/2024 8:57:11 AM	<a href="#">Revoke</a>	

#### 4. REVOKING AN ADD AUTHORIZATION

To cancel the Add Authorization, click on the “Revoke” link.

Student Add Authorization					2244865
Student Name	Student ID	Authorization Code	Status Date	Status	
 Student1, Ellucian	2244860		7/12/2024 3:31:04 PM	Registered	
 Student6, Ellucian	2244865		7/15/2024 8:57:11 AM	<a href="#">Revoke</a> 