

Self-Service

Granting Add Authorizations

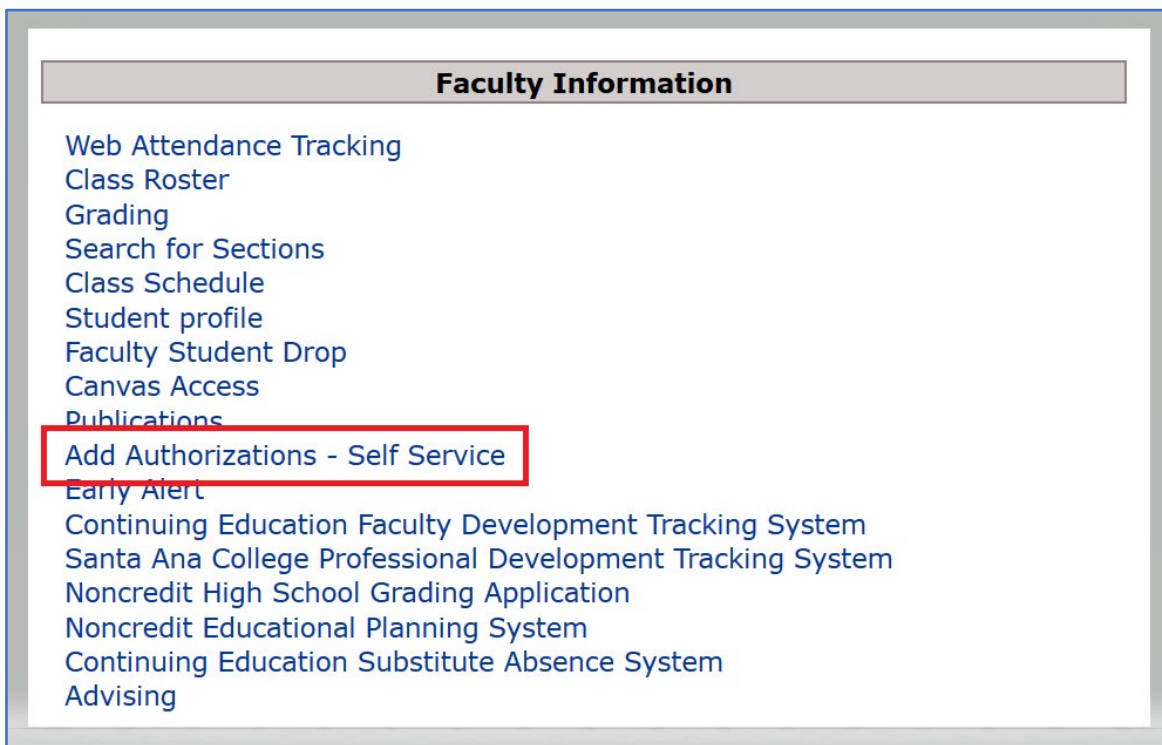
Rancho Santiago Community College District, Santa Ana College

1. Sign In

There are two options to access Self-Service.

From Webadvisor

- Log into [Webadvisor](#)
- Select **Add Authorizations – Self Service** under **Faculty Information**



Faculty Information

- Web Attendance Tracking
- Class Roster
- Grading
- Search for Sections
- Class Schedule
- Student profile
- Faculty Student Drop
- Canvas Access
- Publications
- Add Authorizations - Self Service**
- Early Alert
- Continuing Education Faculty Development Tracking System
- Santa Ana College Professional Development Tracking System
- Noncredit High School Grading Application
- Noncredit Educational Planning System
- Continuing Education Substitute Absence System
- Advising

From the Web

- Go to www.sac.edu/selfservice
- Sign in with your username and password, the same as you would for WebAdvisor.

Sign In

User name

Password

[Sign In](#)

2. Add Authorization

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.

An Add Authorization **does not expire in 3 days** 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, you may select the '[Revoke](#)' link to prevent the student from registering.

Select Faculty

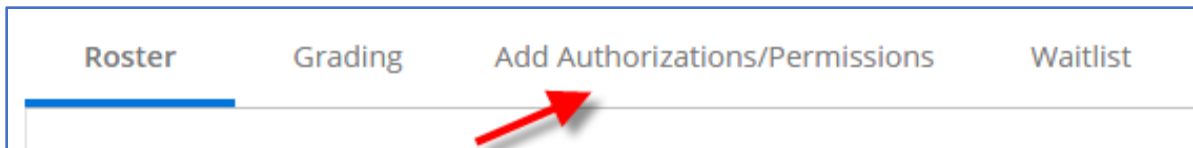
Faculty ←

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

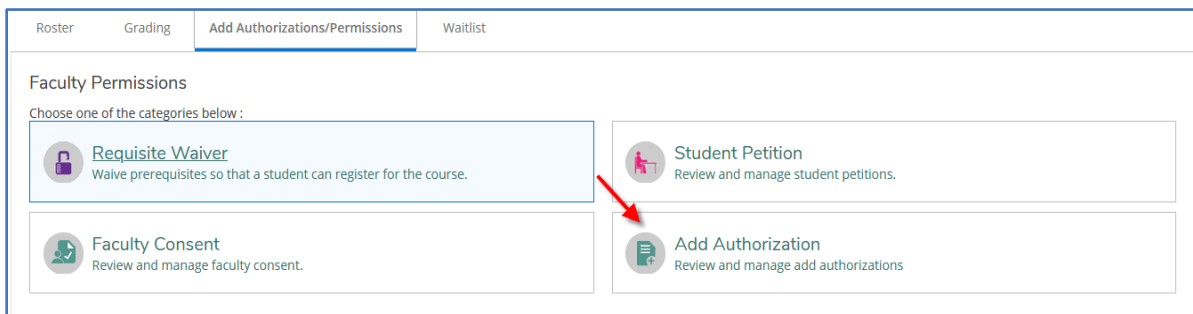
Select the Section

Manage your courses by selecting a section below		
Spring 2020		
Section	Times	Locations
ITAL-120-65383: Elementary Italian I ←	M/W 10:15 AM - 12:45 PM 2/10/2020 - 6/7/2020	D - Dunlap Hall, D-103 1 Lecture
ITAL-120-65384: Elementary Italian I	T 8:00 AM - 9:45 AM 2/10/2020 - 6/7/2020	D - Dunlap Hall, D-103 1 Lecture

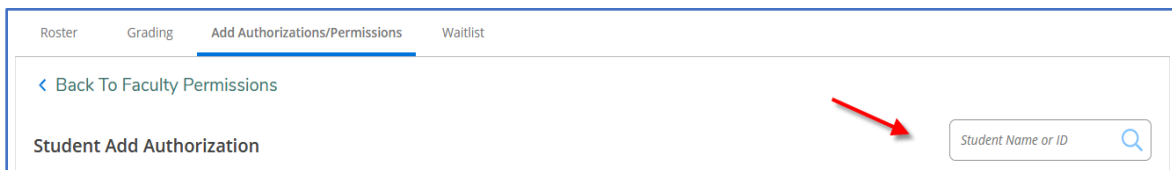
Select Add Authorizations/Permissions



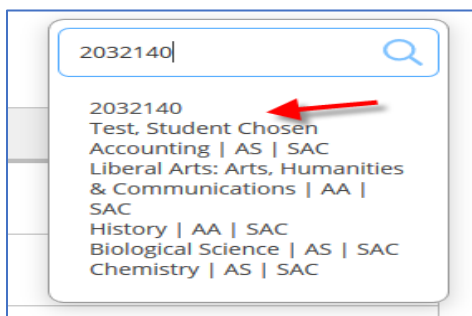
Select Add Authorization



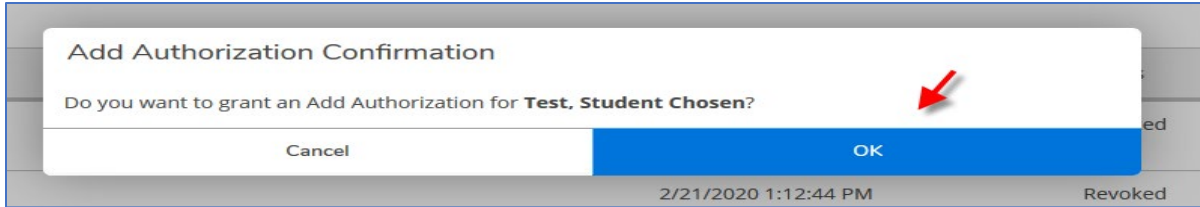
Enter Student ID










Student Name and ID will display



Select "OK" to grant the Add Authorization




The student's name should display on the Add Authorization list

Student Name	Student ID	Authorization Code	Status Date	Status
 Hello, Test	2244868		2/25/2020 9:59:09 AM	Revoked
 Tanya Shaikh	1189420		2/21/2020 1:12:44 PM	Revoked
 Ellucian Student7	2244866		2/21/2020 1:12:47 PM	Revoked
 Ellucian Student7	2244866		2/24/2020 11:06:32 AM	Revoked
 Ellucian Student7	2244866		2/25/2020 9:59:05 AM	Revoked
 Test, Student Chosen	2032140		2/25/2020 9:58:59 AM	Revoked
 Test, Student Chosen	2032140		2/25/2020 10:08:58 AM	Revoke

A table with 5 columns: Student Name, Student ID, Authorization Code, Status Date, and Status. The last row is highlighted in light blue and has a red arrow pointing to the 'Revoke' link in the Status column.

Revoke Add Authorization

Select revoke to cancel the Add Authorization

 Test, Student Chosen	2032140	2/25/2020 6:15:50 PM	Revoke
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A single row in a table with 4 columns. The last column contains a blue 'Revoke' link with a red arrow pointing to it.