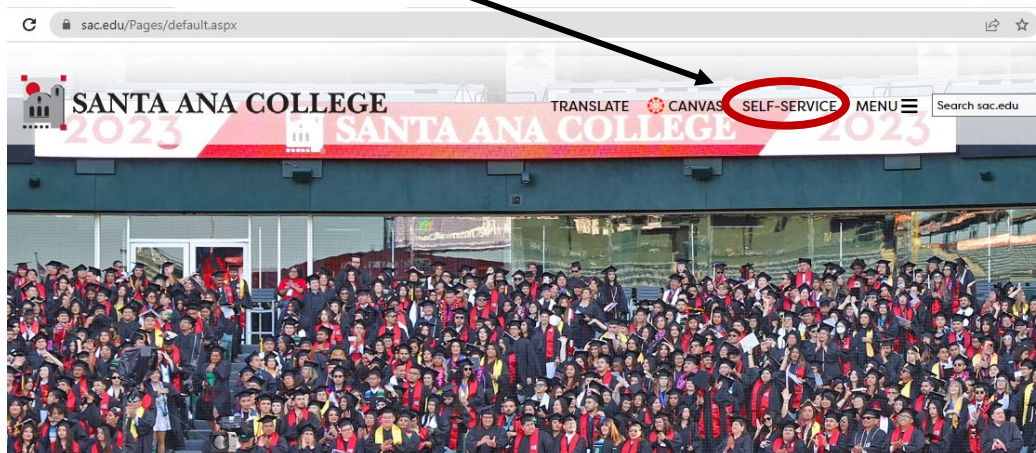


STEP 1

GO TO WWW.SAC.EDU

STEP 2

Click **Self-Service**



STEP 3

- Login using your **Username/Self-Service** (example: ms51800@student.sac.edu)
- Your password is your **date of birth** in the following format Mmmddyyyy (example: **Sep262005**)



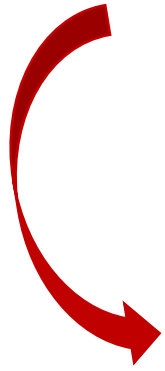
STEP 4

Click this **ICON**

Title	Details
Documents Required	There are 1 requests from your institution that require your action.

STEP 5

Scroll down and select: **New Student Orientation (SAC)**



The screenshot shows a dark blue sidebar menu on the left with the following items: 'Apply to Santa Ana College (SAC)', 'Apply to Santiago Canyon College (SCC)', 'Santa Ana College My Print Center', 'Bus Pass', 'New Student Orientation (SAC)' (circled in red), 'New Student Orientation (SCC)', and 'Student Add Authorizations SS Help Manual'. The main content area has a yellow header with a warning 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 contact your professor ahead of time to determine course requirements and find the class that is the most suitable for your needs. Fall courses held Online and through Remote/Online Instruction require a device and internet connection. CLICK the SECTION course details.' Below this is a 'Parking Permits' section with bullet points: 'Faculty and Staff: Faculty and Staff Parking Permits can be purchased through the permit portal.' and 'Students: Parking permits are not available at this time.' The main heading reads 'Hello, Welcome to Colleague Self-Service!' followed by 'Choose a category to get started.' Below that is a 'Notifications' section with a table:

Title	Details	Link
Documents Required	There are 1 requests from your institution that require your action.	View

STEP 6



SANTA ANA COLLEGE

SANTA ANA COLLEGE ONLINE ORIENTATION

The page features a header with the college logo and name. The main heading is 'Welcome to the Santa Ana College Online Orientation!'. Below it, a paragraph states: 'By participating in this online orientation you will gain an understanding on the following topics:'. This is followed by a bulleted list of topics: 'Learn what it means to be a student and to be a part of the unique and innovative Santa Ana College community', 'Campus overview and safety information', 'Registration process and college fees', 'Counseling and educational planning resources', 'Financial aid and California College Promise Grant eligibility', 'Academic calendar and important dates', 'Become more familiar with the academic and support resources that are here to you to help you succeed at Santa Ana College', and 'Gain a clearer understanding of your rights and responsibilities as a member of our school.' At the bottom right, there is a red button with the text 'NEXT >>' circled in red.

To continue, click "Next" on the bottom right hand corner.

STEP 7

***MAKE SURE to complete all ten (10) sections of the online orientation**

The screenshot shows a 'Instructions' page. On the left is a table of contents with 10 items: '1 Introduction', '2 Welcome', '3 Getting Started', '4 Academic Expectations', '5 College Success', '6 Programs and Majors', '7 Student Support Services', '8 Academic Resources', '9 Student Life', and '10 Student Rights and Responsibilities'. The main content area has the heading 'Instructions' and a sub-heading 'Here are a few tips for navigating the orientation:'. Below this is a bulleted list: 'For most students, it will take about 45 minutes to complete this orientation.', 'Use the arrows in the lower right corner to move to the next page.', 'Be sure to have your speakers turned on for audio/video supplemental tools.', 'Some words have a dashed underline—these are Terms-to-Know. If you scroll over those words, their definition will pop up on your screen.', 'Pay attention: at the end of each section there will be a short quiz reviewing the material presented.', and 'You may leave the orientation at any time. We will remember where you left off.' Below the list, it says 'You are now ready to start the orientation.' At the bottom, a 'Please Note:' section states: 'As you navigate through the workshop, please check directly on the website of each office mentioned for their contact information and virtual delivery of services. In addition, you can also check the Updated Campus Facilities and Resources page.' To the right of the text is a decorative graphic of a stylized flower or star shape in yellow and purple.