

LOS ANGELES COMMUNITY COLLEGE DISTRICT



# SIS Modernization

## Student Portal

### Training Guide

Created on 3/27/2016

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## Introduction to the New Student Portal and the My Profile Menu

### Logging into the Student Portal and Changing Your Password

#### Procedure

In this lesson you will learn to Log into the Student Portal and Change Your Password.

Begin by logging into the portal at mycollege.laccd.edu.

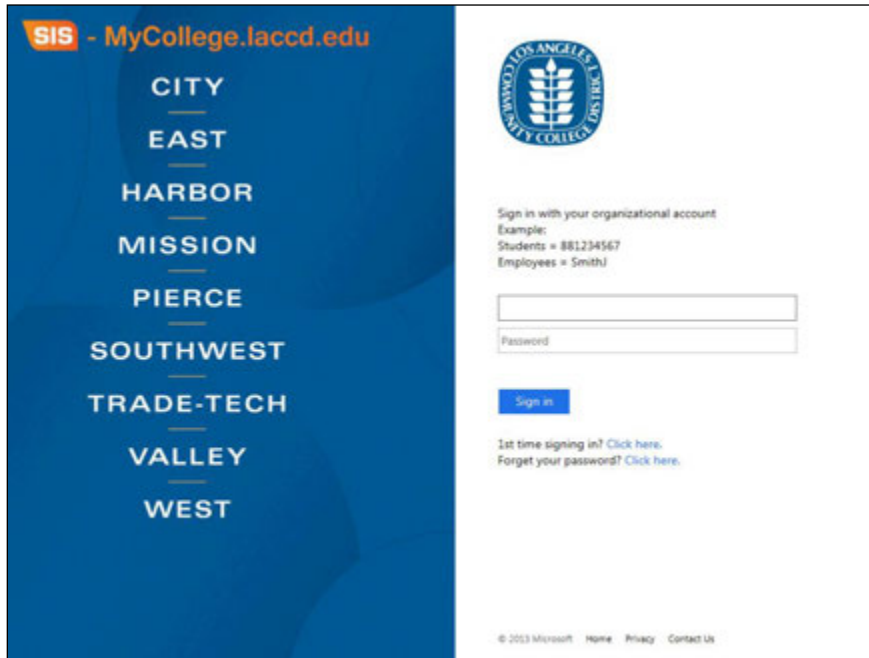
Step	Action
1.	<p>Open your favorite browser window to begin the process for logging into the SIS Modernization portal.</p> <p>Browsers that work with SIS Modernization are:</p> <ul style="list-style-type: none"> <li>&gt; Internet Explorer</li> <li>&gt; Safari</li> <li>&gt; Mozilla Firefox</li> <li>&gt; Chrome</li> </ul>



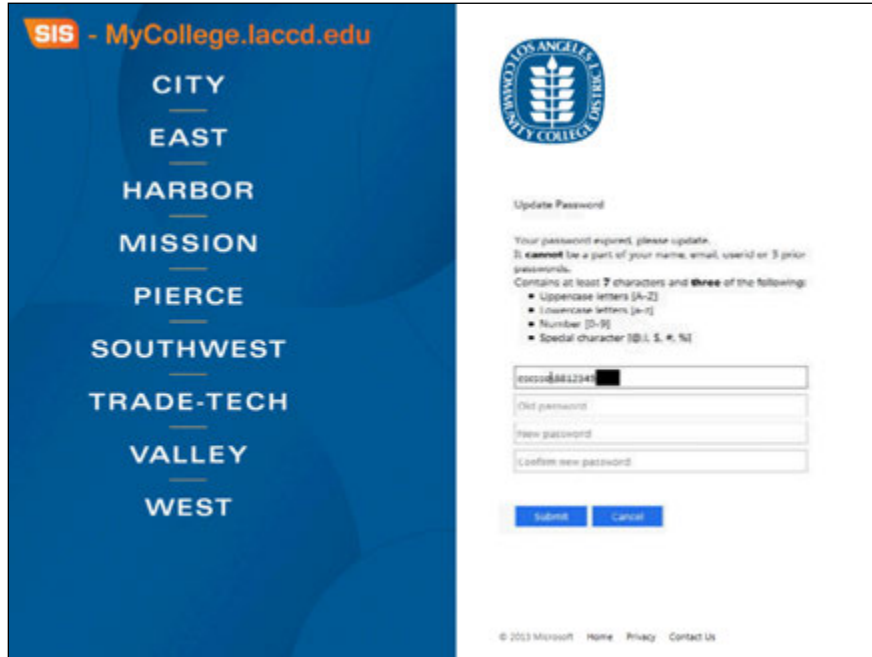
Step	Action
2.	In your browser window, type <b>mycollege.laccd.edu</b> into the address field.
3.	Press <b>[Enter]</b> to advance to the SIS Modernization login page.

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## Student Portal



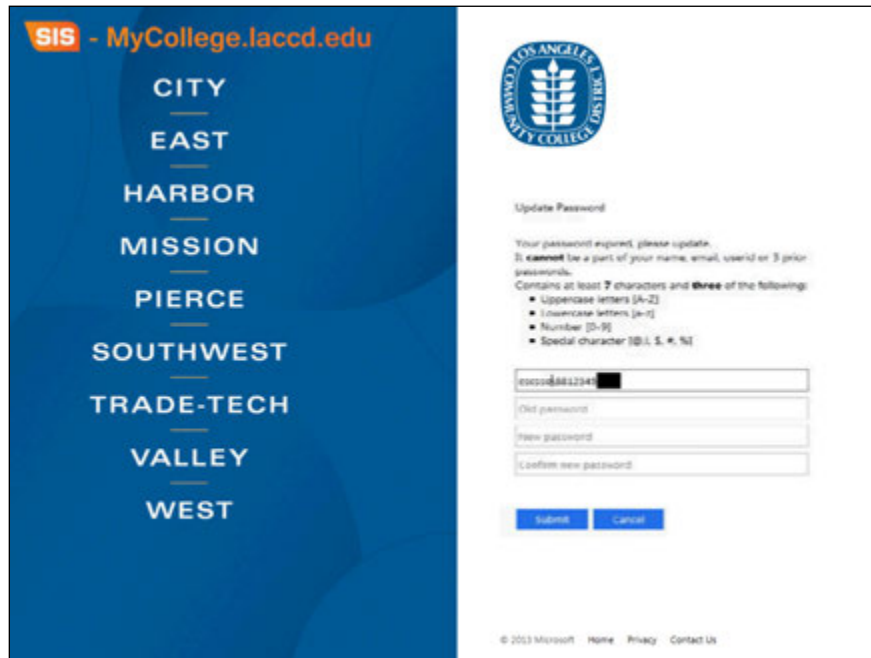
Step	Action
4.	Enter your <b>Student ID Number</b> into the first/top field. <input type="text"/>
5.	Enter your <b>Password</b> into the second/bottom field. <input type="password" value="Password"/>
6.	<p><b><u>Passwords</u></b></p> <p>The first time you enter the SIS Modernization site, you will be required to enter a predetermined password.</p> <p>The Student default passwords will consist of:  <b>88@ + the first character of your last name (capitalized) + the month and day of your birthdate (MMDD)</b></p> <p>For example, Jane Doe, who was born on July the 4th, her default password would be: <b>88@D0704</b>.</p> <p>Once in the system, you will be prompted to change your password.</p>



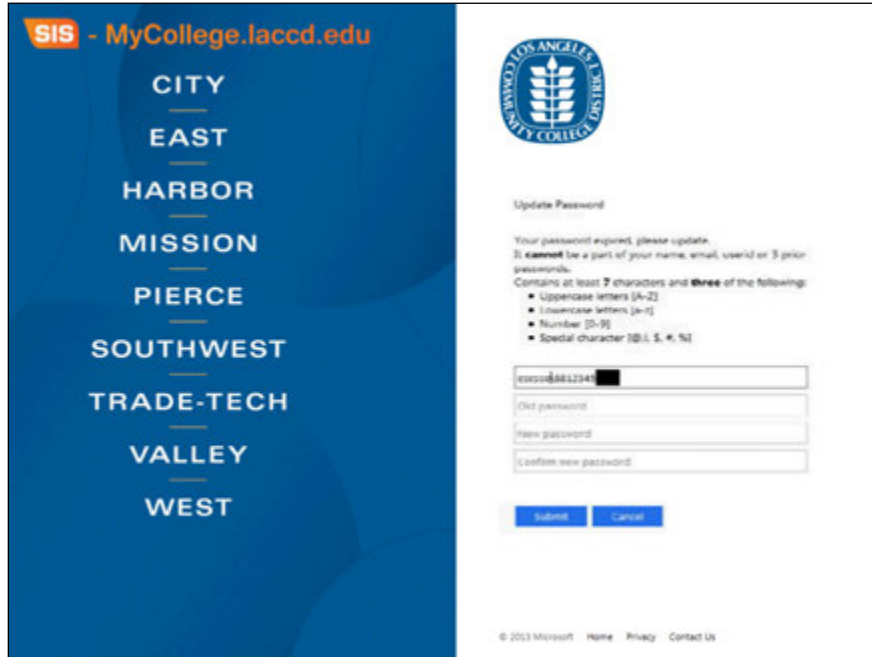
Step	Action
7.	<p><b><u>Passwords</u></b></p> <p>Once you have successfully logged in, for your account’s security, you will be transferred to the update password page to change your default password.</p> <ul style="list-style-type: none"> <li>&gt; Enter your Student ID Number into the appropriate field.</li> <li>&gt; Enter your old password and new passwords in their respective text boxes.</li> <li>&gt; Your new password must contain at least seven alphanumeric characters: numbers, uppercase and lowercase alphabetical characters, and at least one special character.</li> <li>&gt; Additionally, you may not use your prior three passwords as your new password.</li> <li>&gt; After successfully updating your password, you will be redirected to the password registration page.</li> </ul>

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Step	Action
8.	<p><b><u>Password Registration</u></b></p> <p>The password registration page defines questions that will be used to retrieve and reset your forgotten password.</p> <p>On the password registration page, enter your Student ID Number and new password into the appropriate fields.</p>



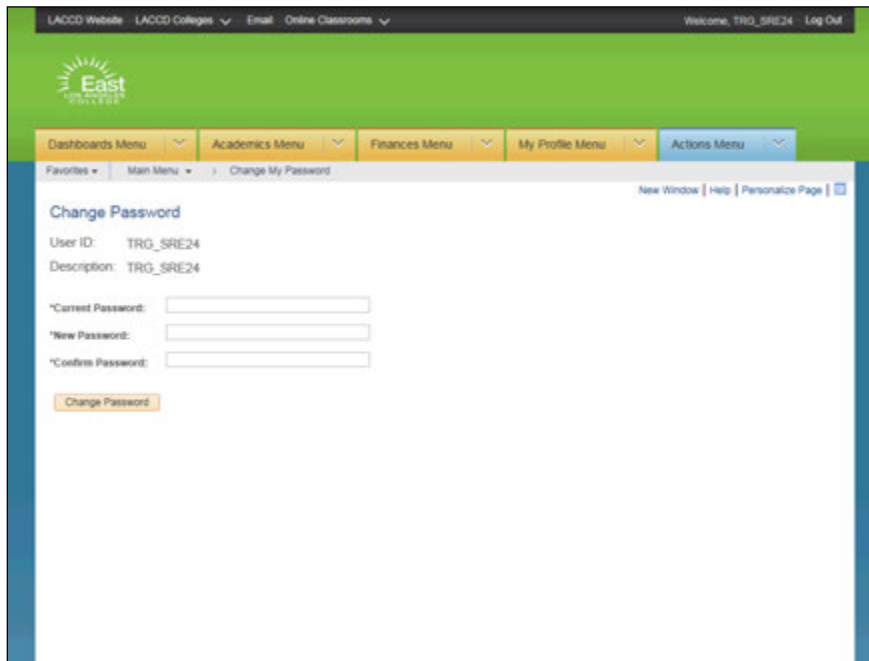
Step	Action
9.	<p><b><u>Password Registration</u></b></p> <p>Select questions that you know and will remember the answers to.</p> <p>After you have completed the question and answer page, you will be redirected to the SIS Modernization home page.</p>



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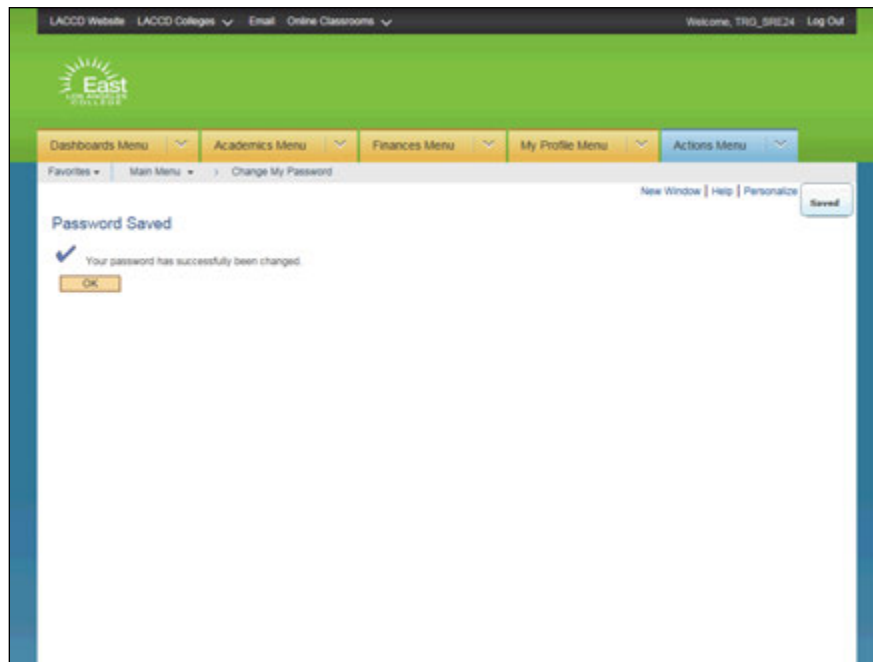
Step	Action
10.	To change your password, navigate to the <b>Change My Password</b> page.  To do this, click the <b>Main Menu</b> link under the <b>Dashboards Menu</b> . <a href="#">Main Menu</a>
11.	Click the <b>Change My Password</b> menu link. <a href="#">Change My Password</a>




Step	Action
12.	Click in the <b>Current Password</b> field and enter your current password. <b>*Current Password:</b> <input type="text"/>
13.	Press <b>[Tab]</b> to advance to the <b>*New Password:</b> field.
14.	Enter your new password into the <b>New Password</b> field.  <b>Important:</b> <ul style="list-style-type: none"> <li>&gt; Your new password must contain at least seven alphanumeric characters: numbers, uppercase and lowercase alphabetical characters, and at least one special character.</li> <li>&gt; Additionally, you may not use your prior three passwords as your new password.</li> </ul> Press <b>[Tab]</b> to advance to the <b>*Confirm Password:</b> field.
15.	Re-enter your new password into the <b>Confirm Password</b> field.



Step	Action
16.	Click the <b>Change Password</b> button. 



Step	Action
17.	On the <b>Password Saved</b> page, click the <b>OK</b> button to complete the password change. 
18.	Please review the additional topics to learn how to perform further tasks in the Student Portal. <b>End of Procedure.</b>

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## Student Portal

### Navigating the Student Portal

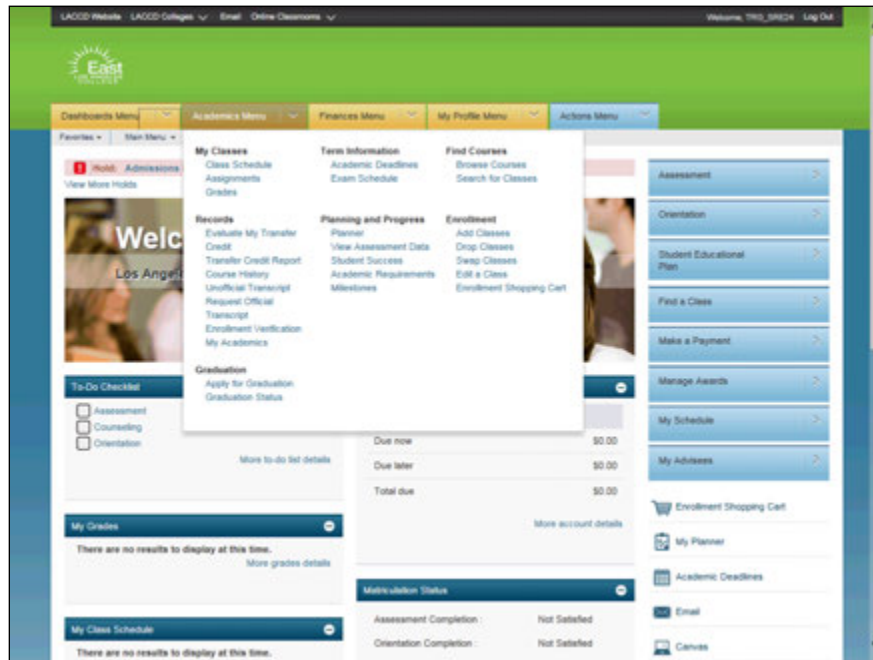
#### Procedure

In this lesson you will learn to Navigate the Student Portal.

Begin by logging into the portal at mycollege.laccd.edu.



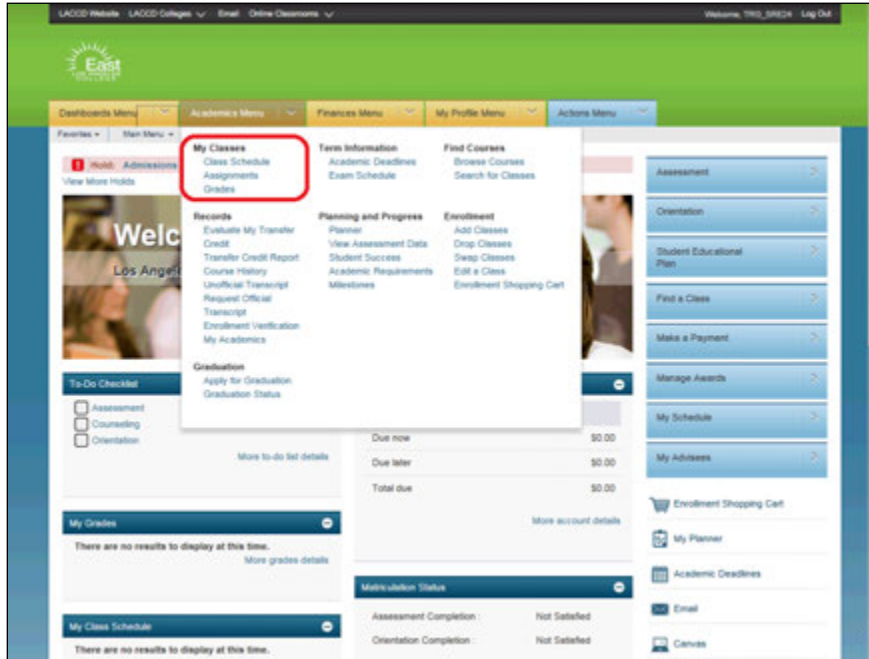
Step	Action
1.	<p>Upon entering the student portal, you will immediately notice that you have many views to find your information.</p> <p><b>1 - Menu buttons</b> (Dashboard, Academics, Finances, My Profile, Actions)</p> <p><b>2 - Quick links</b> (Assessment, Orientation, Student Educational Plan, Find a Class, Make a Payment, Manage Awards, My Schedule, My Advisors)</p> <p><b>3 - Quick view information</b> (Holds, To Do Checklist, My Account, My Grades, My Class Schedule, Financial Aid Awards)</p>



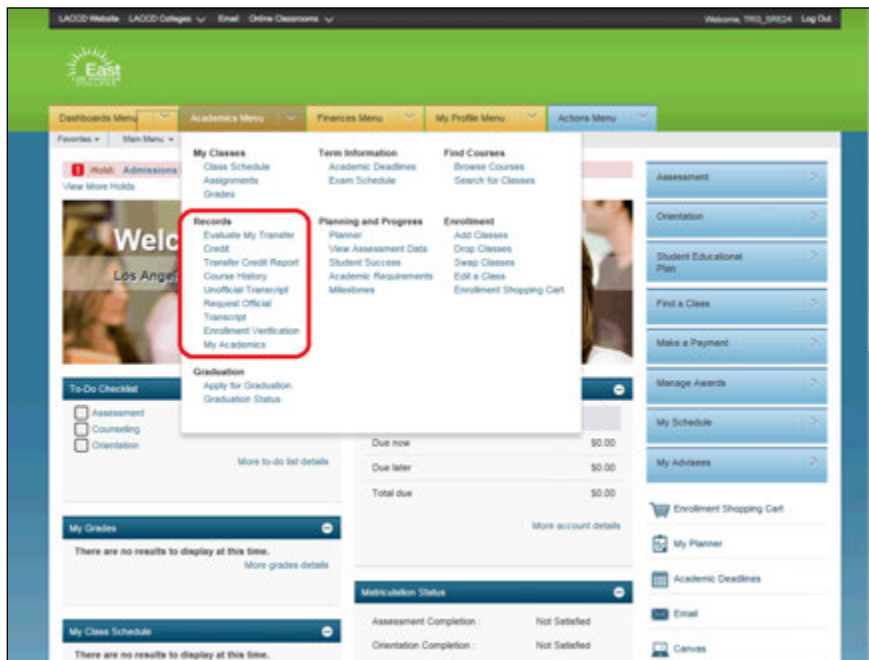
Step	Action
2.	<p>Click the <b>Academics Menu</b> link to view and access important information such as:</p> <ul style="list-style-type: none"> <li>&gt; My Classes</li> <li>&gt; Records</li> <li>&gt; Graduation</li> <li>&gt; Term Information</li> <li>&gt; Planning and Progress</li> <li>&gt; Find Courses</li> <li>&gt; Enrollment</li> </ul> <div style="border: 1px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> <span style="background-color: #d9ead3; padding: 2px 10px;">Academics Menu</span> <span style="font-size: 0.8em; vertical-align: middle;">▼</span> </div>

# Training Guide

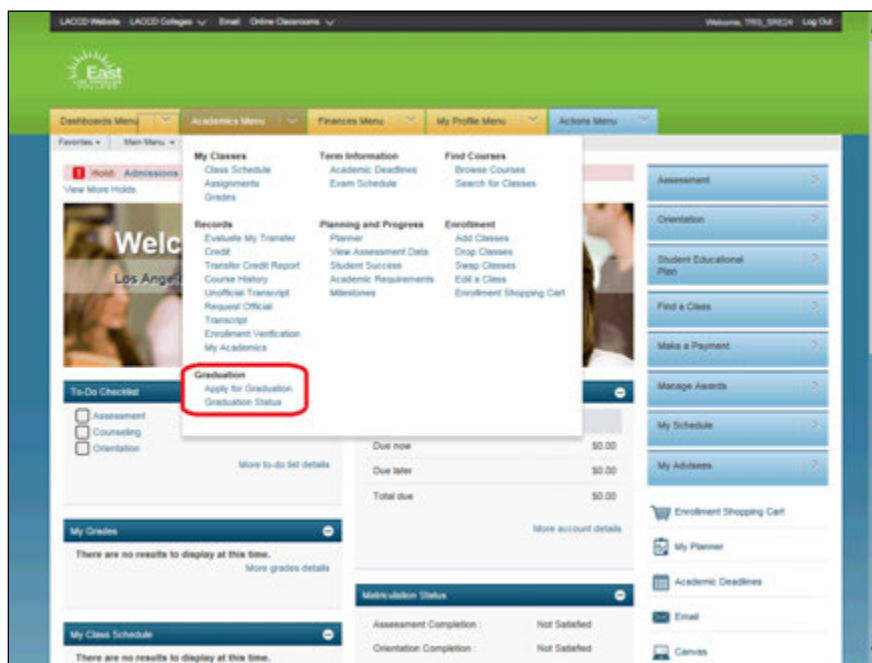
## Student Portal



Step	Action
3.	The <b>My Classes</b> section of the Academic Menu allows you to view information pertaining to your <i>Class Schedule</i> and <i>Grades</i> that have been posted by your instructors



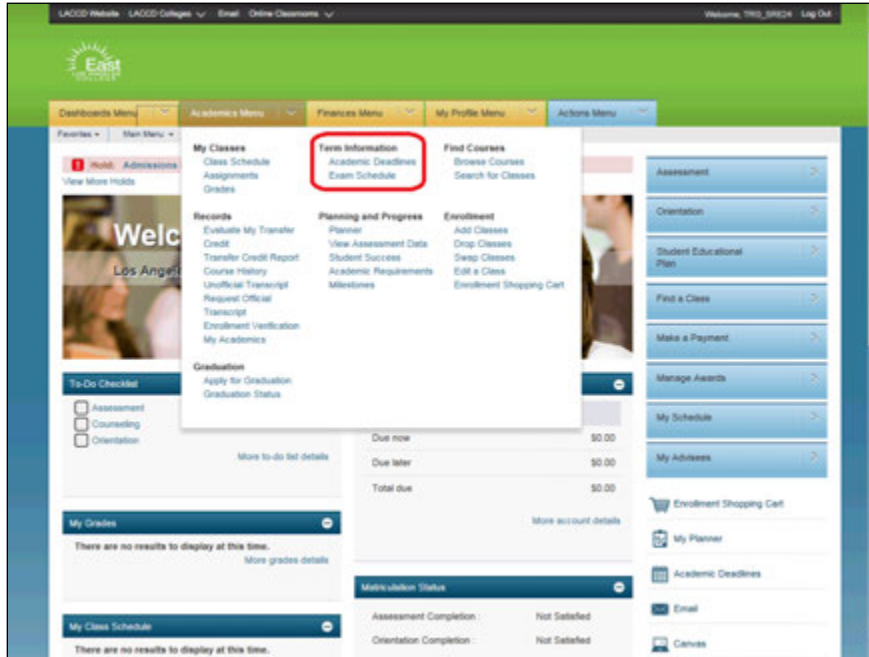
Step	Action
4.	The <b>Records</b> section of the Academic Menu allows you to access information such as <i>Transfer Credit Report</i> , <i>Unofficial Transcript</i> , <i>Request Office Transcript</i> and <i>Enrollment Verification</i> .



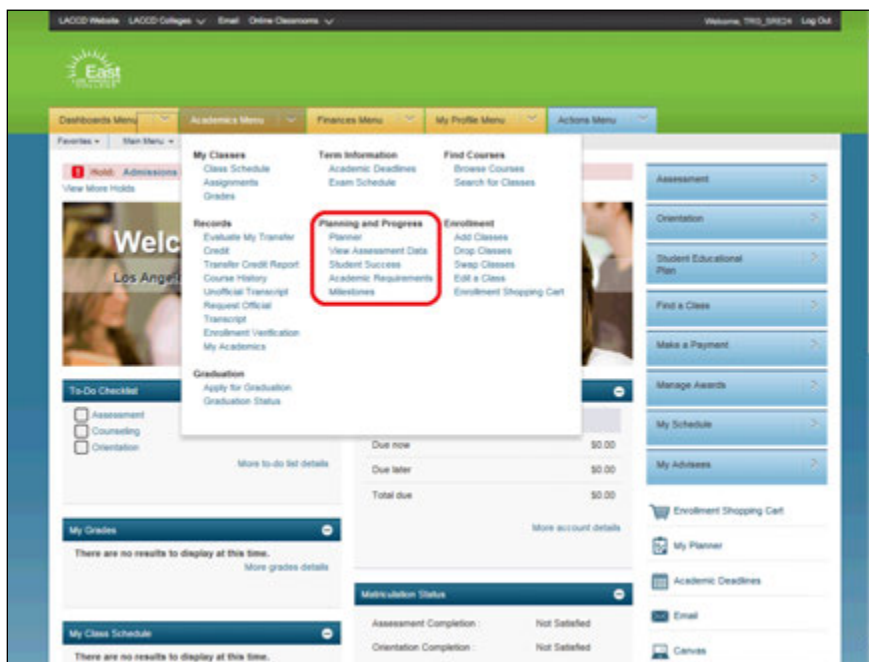
Step	Action
5.	The <b>Graduation</b> section of the Academic Menu allows you to begin the graduation process by <i>Applying for Graduation</i> and viewing the <i>Graduation Status</i> .

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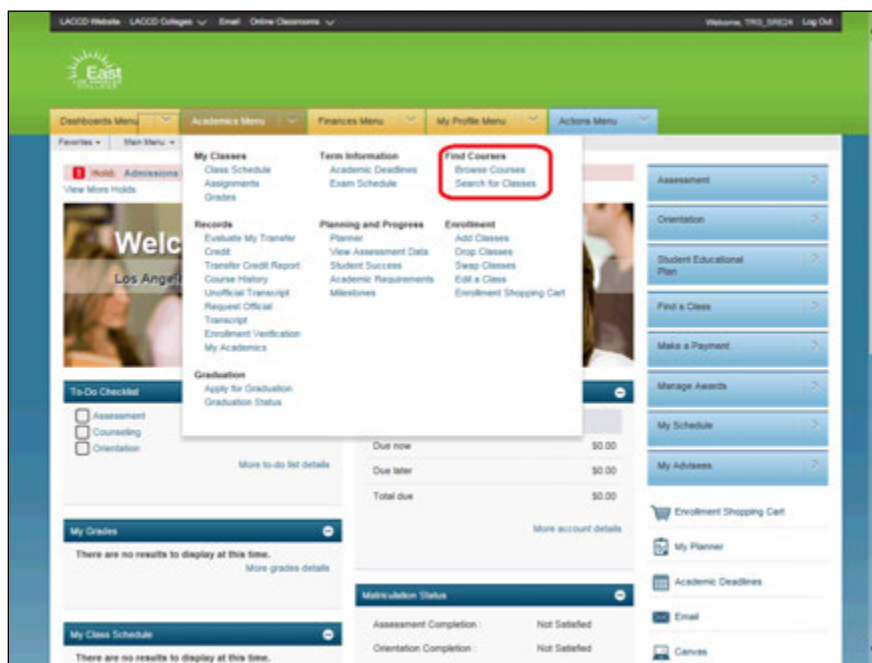
## Student Portal



Step	Action
6.	The <b>Term</b> section of the Academic Menu allows you to view information pertaining to <i>Academic Deadlines</i> and <i>Exam Schedules</i> .



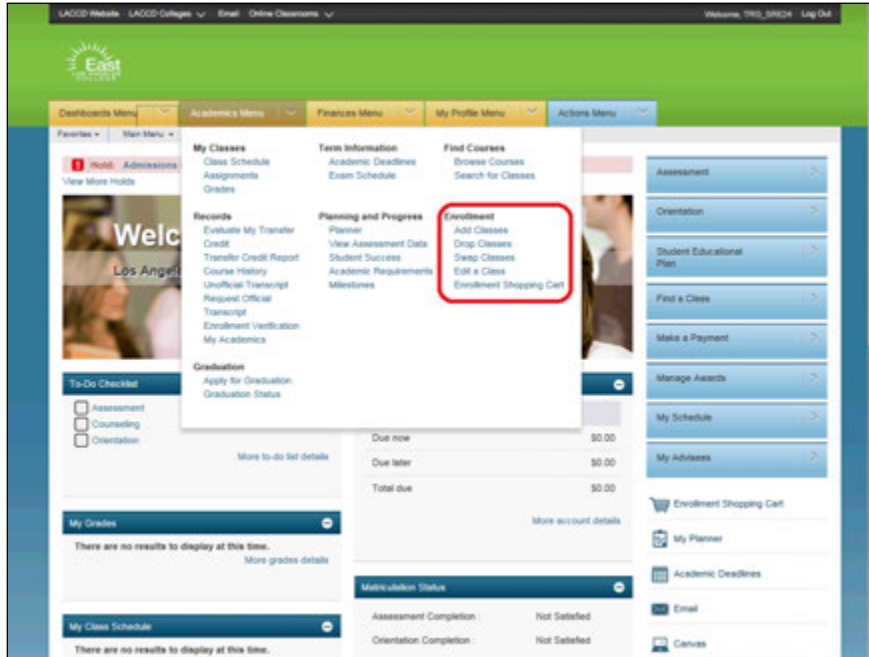
Step	Action
7.	The <b>Planning and Progress</b> section of the Academic Menu allows you to view information such as your <i>Planner</i> (Student Education Plan or SEP), <i>Student Success</i> page, and <i>Milestones</i> (Prerequisites).



Step	Action
8.	<p>The <b>Find Courses</b> section of the Academic Menu is your link to the school course catalogs. In this section you can <i>Browse Courses</i> or <i>Search for Classes</i>.</p> <p>When browsing the catalog, you will be able to view courses across all campuses of LACCD. This allows you to select the class that best meets your schedule.</p>

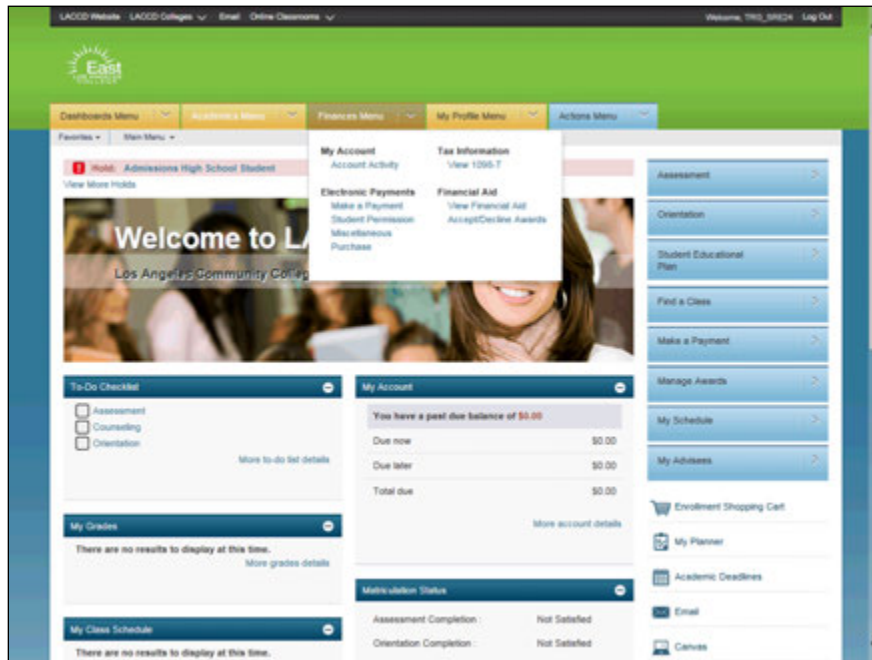
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Step	Action
9.	<p>The <b>Enrollment</b> section allows you to request classes for the upcoming semester during your pre-enrollment appointment, and to add, drop or swap classes for the current semester during the add/drop period.</p> <p>There are three basic steps to adding a class:</p> <ol style="list-style-type: none"> <li>1. Select a Class (and set Enrollment Preferences);</li> <li>2. Confirm Your Request; and</li> <li>3. Finish Enrolling.</li> </ol> <p>You can enter your classes one at a time (i.e., enter your highest priority class first and complete all three steps, then do the next class, etc.) or enter all of your classes in the “shopping cart” and then complete steps 2 and 3. Just remember that your request is not submitted until you’ve completed step three.</p>

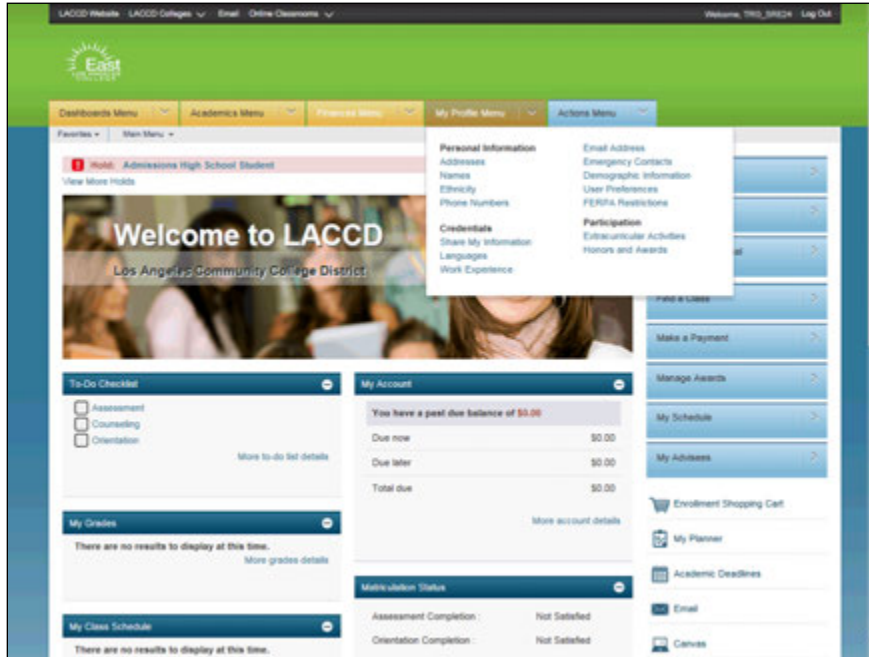





Step	Action
10.	<p>Click the <b>Finances Menu</b> link to view and access important information such as:</p> <ul style="list-style-type: none"> <li>&gt; My Account</li> <li>&gt; Electronic Payments</li> <li>&gt; Tax Information</li> <li>&gt; Financial Aid</li> </ul> 
11.	The <b>My Account</b> section of the Finances Menu is your link to view all financial account activity on your account.
12.	The <b>Electronic Payments</b> sections of the Finances Menu allow you to <i>Make Payments</i> and assign <i>Student Permissions</i> .
13.	The <b>Tax Information</b> section of the Finances Menu allows print a copy of the IRS 1098-T form.
14.	The <b>Financial Aid</b> section of the Finances Menu allows you to <i>View Financial Aid</i> as well as <i>Accept</i> and <i>Decline</i> your awards.


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Step	Action
15.	<p>Click the <b>My Profile Menu</b> link to view and access information pertaining to your personal information such as:</p> <ul style="list-style-type: none"> <li>&gt; Personal Information</li> <li>&gt; Credentials</li> <li>&gt; Participation</li> </ul> 
16.	<p>The <b>Personal Information</b> section of the My Profile Menu allows update your <i>Addresses, Name, and Phone Numbers.</i></p>
17.	<p>The <b>Credentials</b> section of the My Profile Menu allows you to update the following:</p> <ul style="list-style-type: none"> <li>&gt; Share My Information</li> <li>&gt; Languages</li> <li>&gt; Work Experience</li> <li>&gt; Email Address</li> <li>&gt; Emergency Contacts</li> <li>&gt; User Preferences</li> <li>&gt; FERPA Restrictions</li> </ul>
18.	<p>The <b>Participation</b> section of the My Profile Menu allows you to view your <i>Extracurricular Activities and Honor and Awards.</i></p>




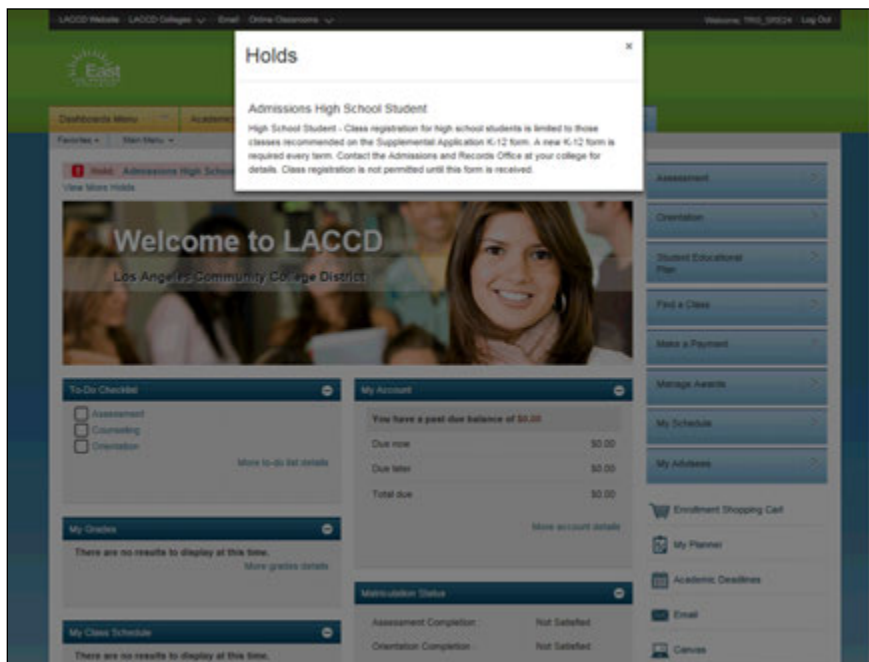
Step	Action
19.	<p>Click the <b>Actions Menu</b> link for quick links to the things you will do the most. These links will place you on the same work pages that the <i>Academics Menu</i>, <i>Finances Menu</i>, and the <i>My Profile Menu</i> do.</p> 
20.	<p>Just below the main menus, is a notification bar that provides information regarding any "Holds" that you may have on your account.</p> <p>If the bar is <b>red</b> with a <b>[!] Hold</b> indicator, you can click on the bar to open the reason for the hold. Once you have cleared the hold(s), the bar will be <b>green</b> and state that there are no holds on your account.</p> <p><b>Note:</b> there will be an indicator for each "Hold" on your account. Additionally, you can click on the <b>View More Holds</b> link to see any holds that are not presented on the home page.</p>

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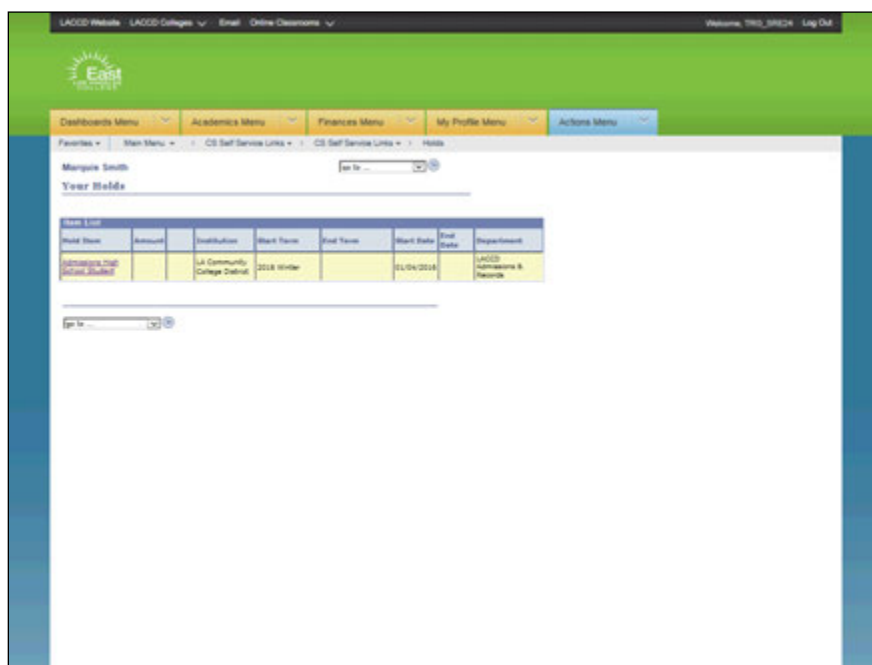
## Student Portal



Step	Action
21.	Click the <b>Holds</b> bar to open and view the reason for the hold. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">  <b>Hold: Admissions High School Student</b> </div>



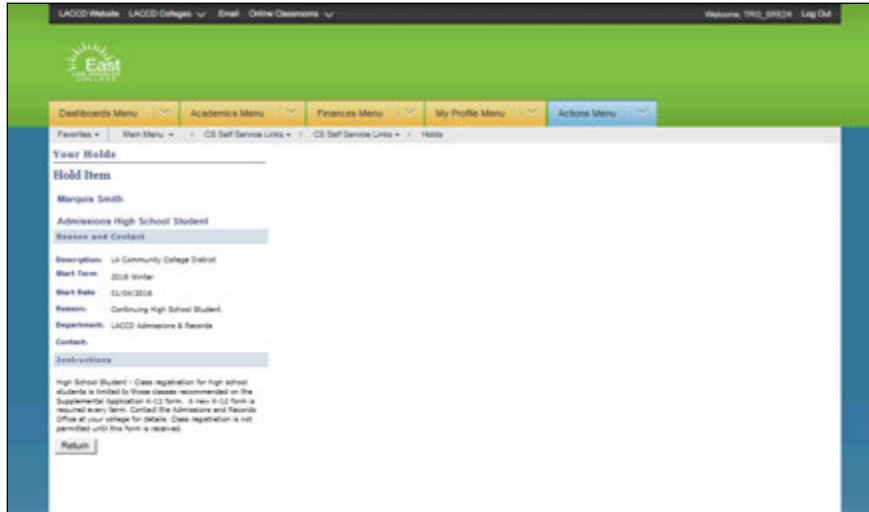
Step	Action
22.	After viewing the information for removing the hold, click the × button to close the popup window. ×
23.	Clicking the <b>View More Holds</b> link opens the <b>Your Holds</b> page which will provide all holds. <a href="#">View More Holds</a>



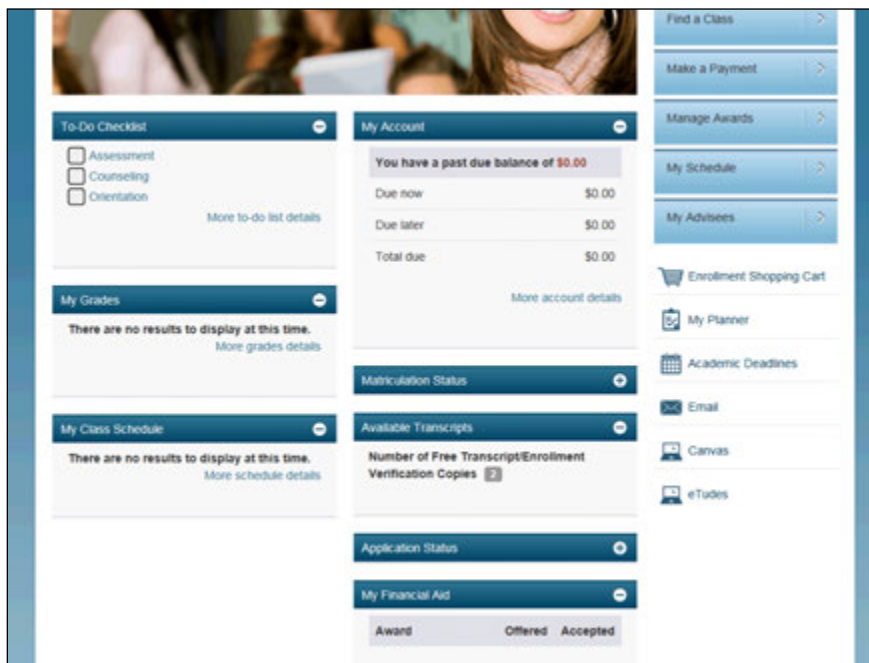
Step	Action
24.	<p>The <b>Your Holds</b> page provides an overview of:</p> <ul style="list-style-type: none"> <li>&gt; <i>Hold Item</i> - the reason for the hold</li> <li>&gt; <i>Amount</i> - dollar amount, if any, associated with the hold</li> <li>&gt; <i>Start Term</i> - the term the hold starts</li> <li>&gt; <i>End Term</i> - the term the hold ends, if known</li> <li>&gt; <i>Start Date</i> - the date the hold starts</li> <li>&gt; <i>End Date</i> - the date the hold ends, if known</li> <li>&gt; <i>Department</i> - the department that issued the hold and that is responsible for releasing the hold</li> </ul> <p>Click on the desired <b>Hold Item</b> link to open and review the hold information.</p> <p><a href="#">Admissions High School Student</a></p>

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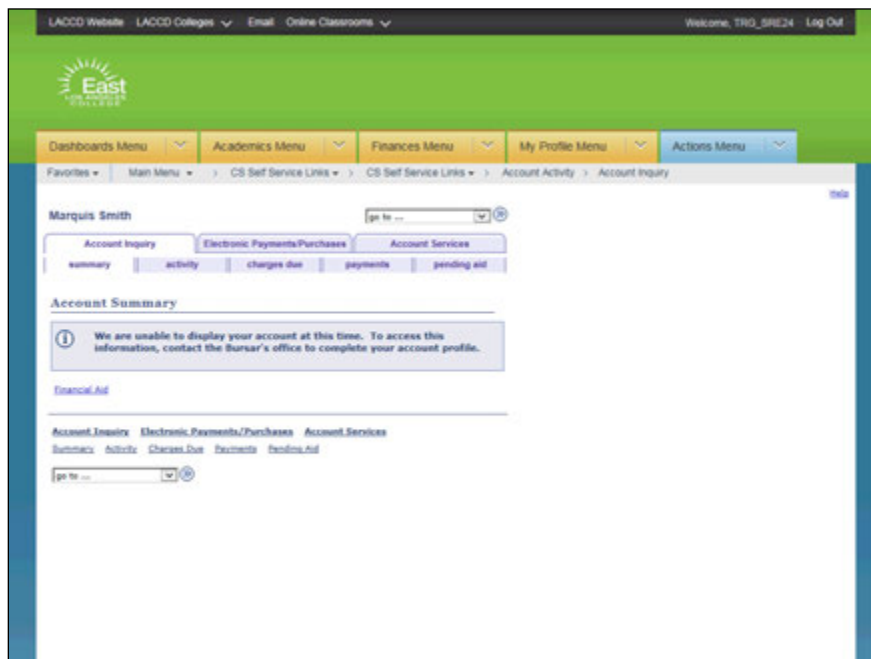


Step	Action
25.	Upon reviewing the hold information and instructions for removing the hold, click the <b>Return</b> button to return to the <b>Your Holds</b> page.



Step	Action
26.	Additionally, if you scroll down the page, you will see quick view information on your account.

Step	Action
27.	Quick view sections include: > <i>To-Do Checklist</i> - provides a list of items that require attention. Once an item has been completed, it will be removed from the checklist. Checklists may be added by the Admissions, Counseling, and Financial Aid departments.
28.	> <i>My Account</i> - details any money due. Clicking on the <b>More account details</b> link will open the <b>Account Summary</b> page.

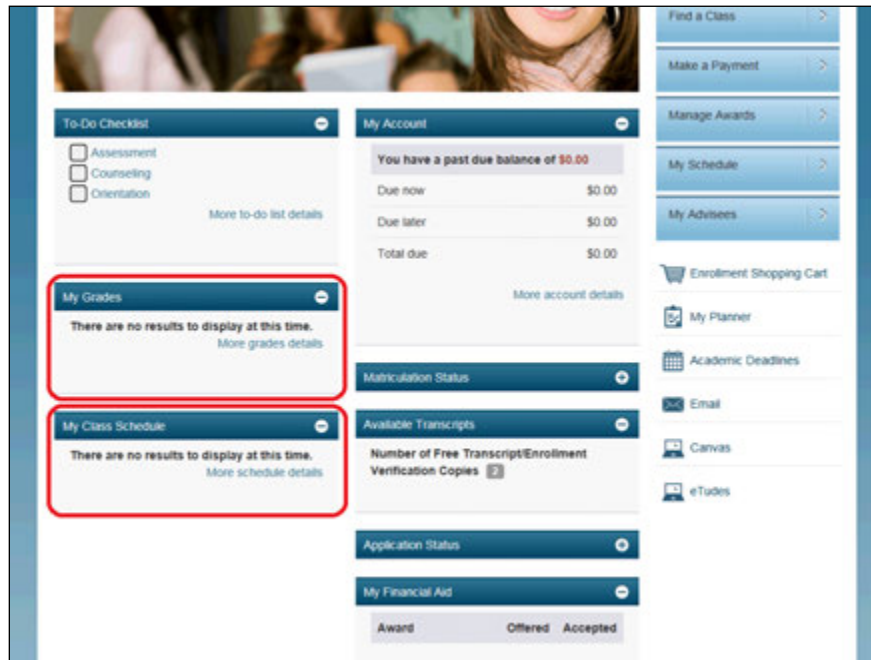


Step	Action
29.	The <b>Account Summary</b> page provides detailed account information. Click on the appropriate tab to view the information: > <i>Summary</i> > <i>Activity</i> > <i>Charge Due</i> > <i>Payments</i> > <i>Pending Aid</i>

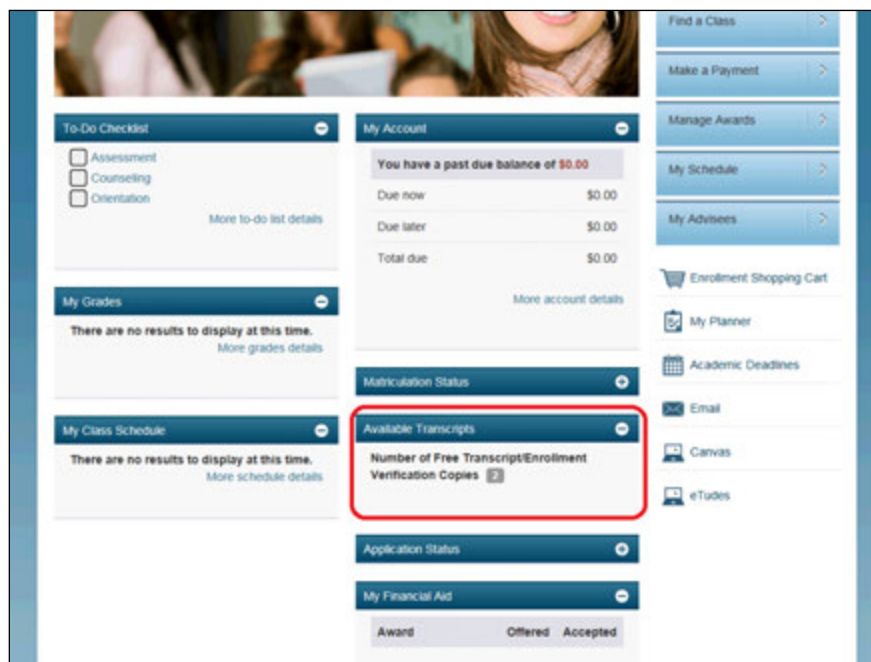


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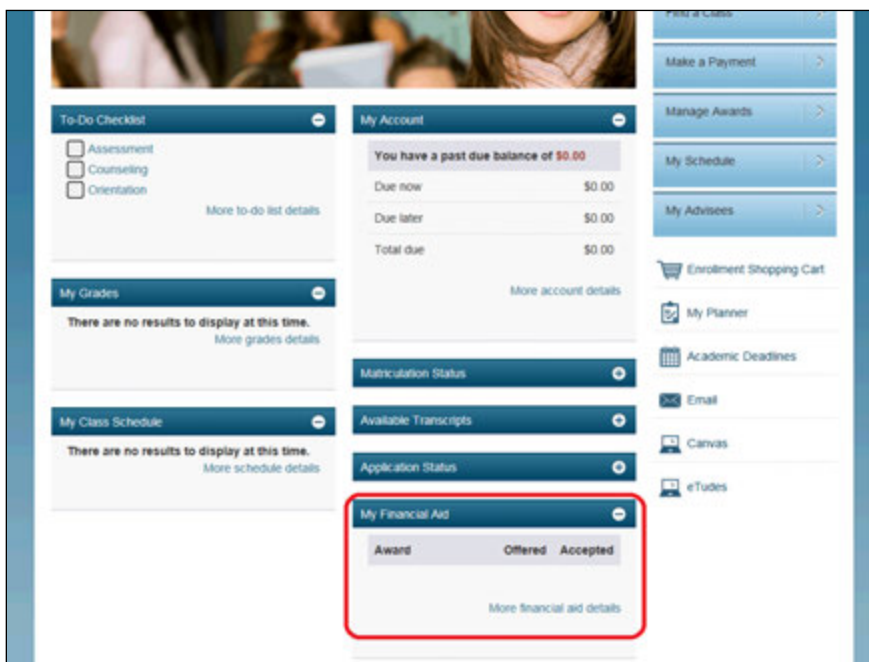


Step	Action
30.	<p>&gt; <i>My Grades</i> - details all grades posted by your instructors on a Mid-Term or Final grade basis.</p> <p>&gt; <i>My Class Schedule</i> - provides a quick view of your class schedule. To view additional class schedule information, click the <b>More schedule details</b> link.</p>





Step	Action
31.	> <i>Available Transcripts</i> - details the number of available free transcripts you still have.



Step	Action
32.	> <i>My Financial Aid</i> - details all financial aid awards offered and accepted by you. You can view additional information regarding your financial aid packages by clicking on the <b>More financial aid details</b> link.
33.	The <b>Financial Aid</b> page provides information on the financial aid by aid year. Click the <b>2018</b> link to view information for the available aid. <b>2018</b>
34.	The <b>Award Summary</b> page provides detailed information on all aid for the selected year.  View the <i>Accepting and Declining Financial Aid Awards</i> for instructions on financial aid awards.

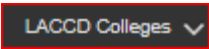

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Step	Action
35.	<p>Down the right-hand side of the home page screen are additional quick links to those items listed in the Main Menu buttons that you will frequent the most.</p> <p>A few of the links include:</p> <ul style="list-style-type: none"> <li>&gt; Assessment</li> <li>&gt; Orientation</li> <li>&gt; Student Education Plan</li> <li>&gt; Find a Class</li> <li>&gt; Make a Payment</li> <li>&gt; Manage Awards</li> <li>&gt; My Schedule</li> <li>&gt; My Advisees</li> <li>&gt; Academic Deadlines</li> <li>&gt; Email</li> <li>&gt; Canvas</li> <li>&gt; eTudes</li> </ul>



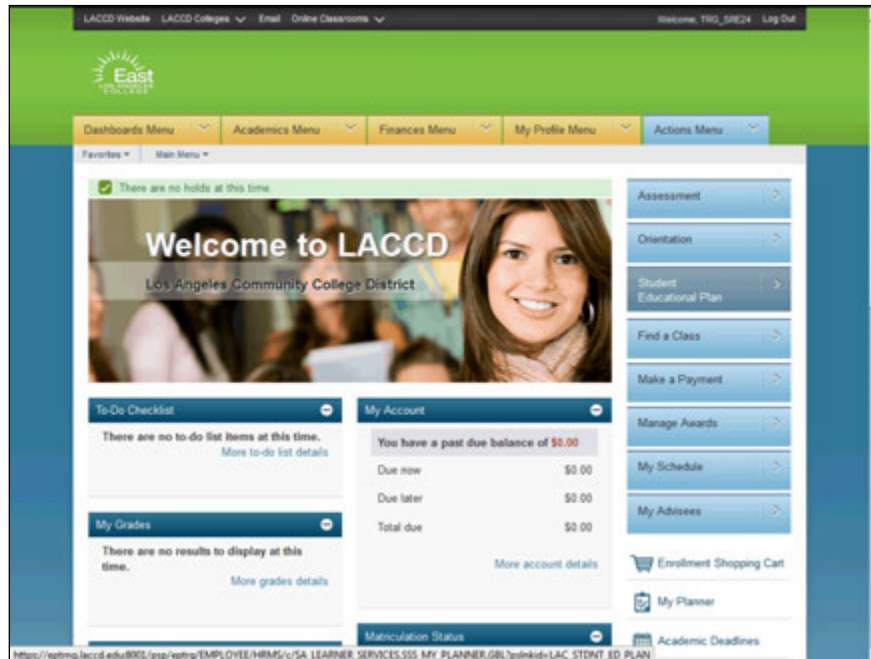
Step	Action
36.	<p>On the top banner of the page, click the <b>LACCD Colleges</b> link to jump to the LACCD College home pages.</p> 
37.	<p>Clicking on the school banner at any time while in the student portal will redirect you back to your home page.</p> <p>Click the <b>ELAC Logo</b> link.</p> 
38.	<p>Please review the additional topics to learn how to perform further tasks in the Student Portal.</p> <p><b>End of Procedure.</b></p>


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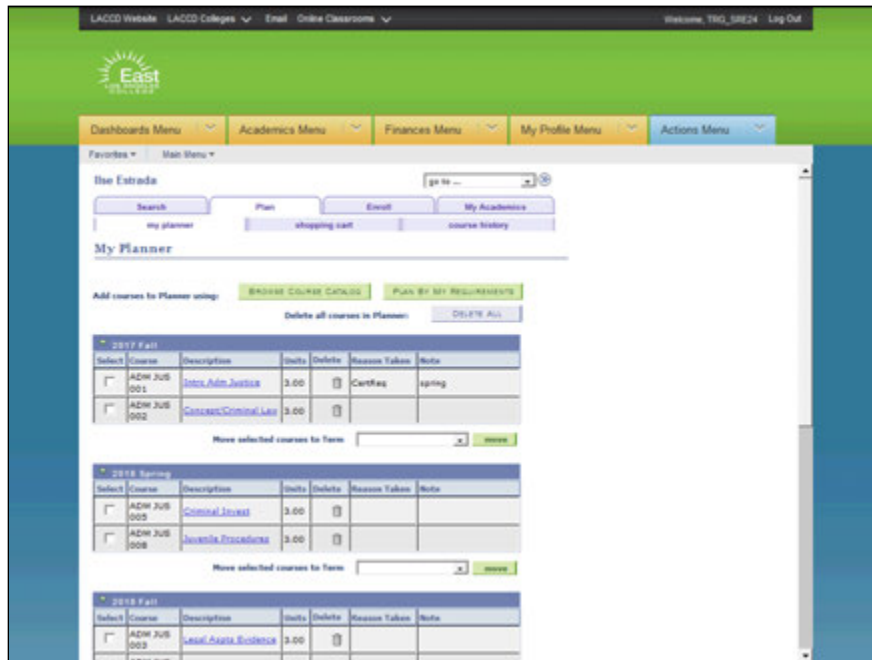
## Student Portal

### Viewing Your Student Ed Plan

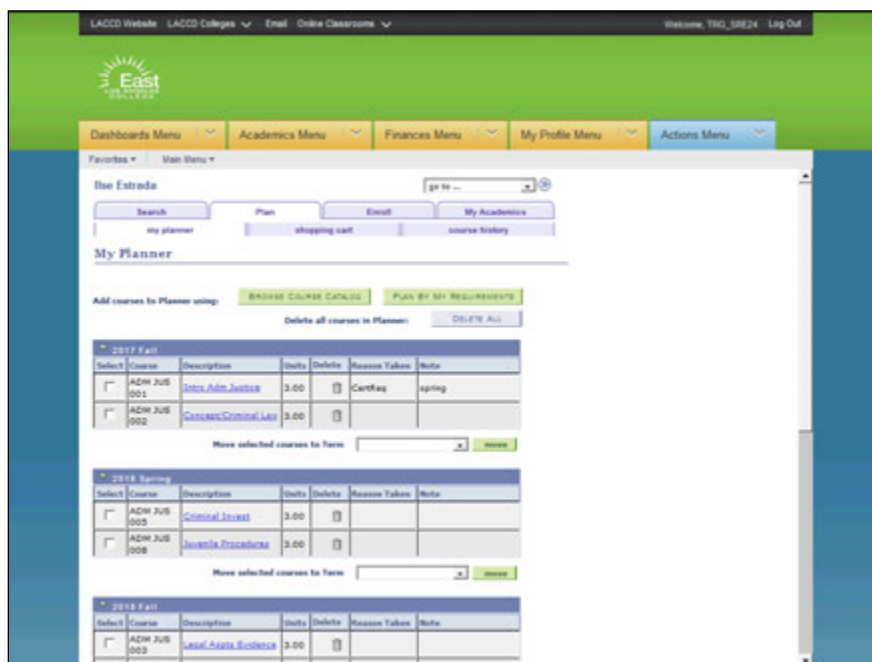
#### Procedure



Step	Action
1.	From the <b>Actions Menu</b> , click the <b>Student Educational Plan</b> button. 



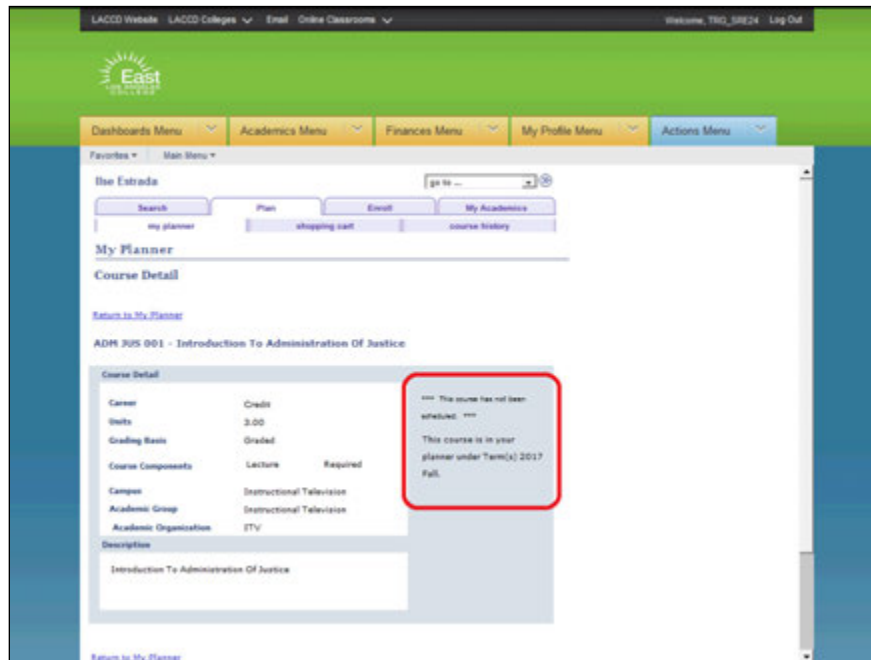
Step	Action
2.	The My Planner page is viewed.
3.	Use the scrollbar to scroll down that page to view all terms of your Student Ed Plan.
4.	Your Planner provides a breakdown of courses and terms you worked on with your counselor.



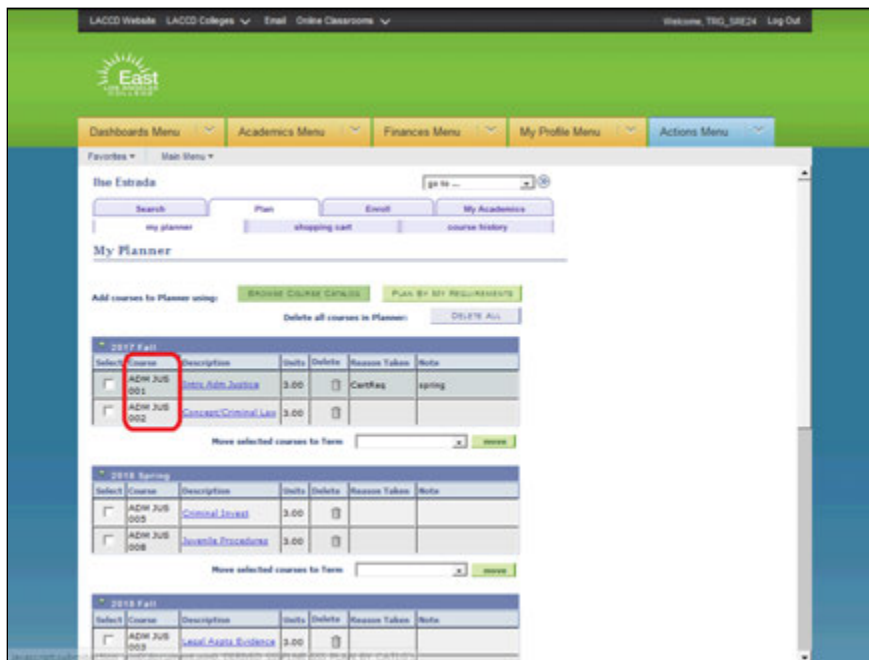
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Step	Action
5.	To view course information on your planner, click the desired <b>course name</b> link. <a href="#">Intro Adm Justice</a>



Step	Action
6.	The Course Detail page is viewed.  Notice the message stating that the course has not been scheduled.  Additionally, the message states that the course is listed on your planner and the term it is associated to.
7.	Click the <b>Return to My Planner</b> link to return to your planner. <a href="#">Return to My Planner</a>



Step	Action
8.	<p>To register for classes on your Planner, click the <b>Browse Course Catalog</b> button and search for your classes.</p> <p>Make note of the Course name and number. This will make searching for your courses easier.</p> <p><b>BROWSE COURSE CATALOG</b></p>
9.	<p>Review the <i>Browsing the Course Catalog</i> and the <i>Enrolling from the Planner</i> to learn how to register for classes.</p> <p>Click the <b>my planner</b> link to return to your planner.</p> <p><a href="#">my planner</a></p>
10.	<p><b>Important:</b> Prior to making any changes to your Planner, contact your counselor to review the proposed changes. Any changes to your Student Ed Plan can have an impact on your Financial Aid package.</p>
11.	<p>You have successfully Viewed Your Student Ed Plan.</p> <p><b>End of Procedure.</b></p>

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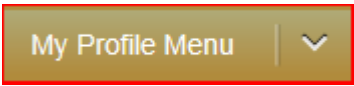
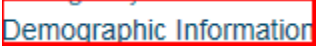
## Student Portal

### Using Self-Service to Update Your Information

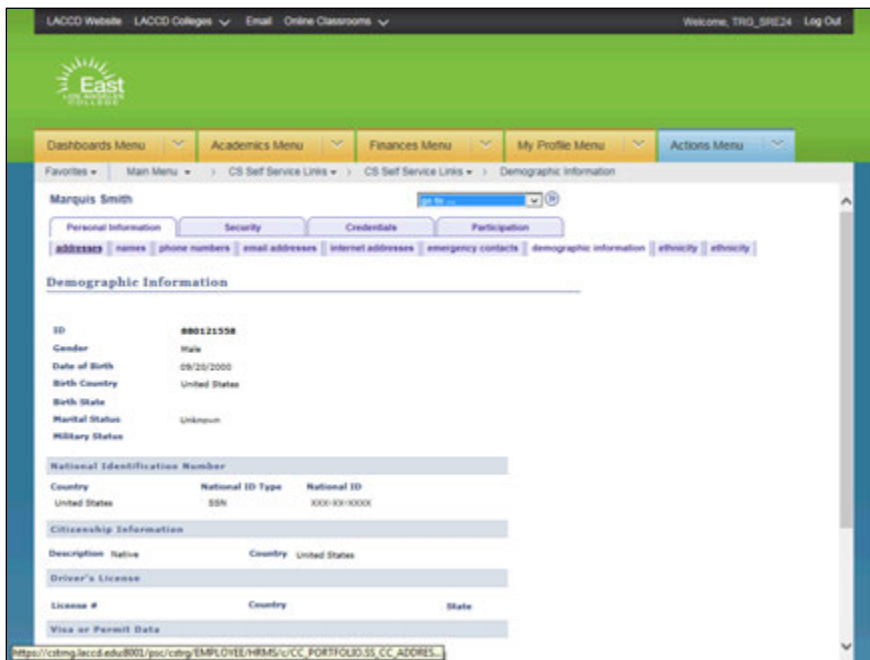
#### Procedure

In this lesson you will learn how to use the Self-Service option for updating your information. Using the Self-Service feature allows you to make changes directly through the Student Portal instead of going into the Admissions office.



Step	Action
1.	On the Menu bar, click on the <b>My Profile Menu</b> dropdown link. 
2.	Click the <b>Demographic Information</b> link. 


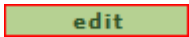
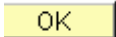

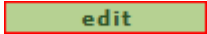


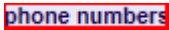
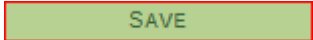



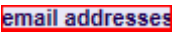
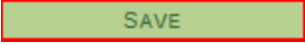

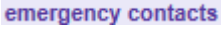

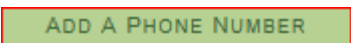
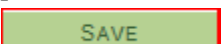


Step	Action
3.	<p>Your biodemo or demographic information is viewed.</p> <p>Review the information prior to making changes.</p> <p>Click the <b>addresses</b> tab to update your address.</p> <p><b>addresses</b></p>
4.	<p>To add a new address to your record, click the <b>Add a new address</b> button.</p> <p><b>ADD A NEW ADDRESS</b></p>
5.	<p>Enter the new address into the appropriate fields.</p> <p>Click the <b>OK</b> button.</p> <p><b>OK</b></p>
6.	<p>Select the appropriate label for the new address.</p> <p>In this example, click the <b>Mail</b> option.</p> <p><input type="checkbox"/> Mail</p>
7.	<p>Note the date the address will take effect. If necessary, change the effective date.</p> <p>Click the <b>Save</b> button.</p> <p><b>SAVE</b></p>

## Training Guide




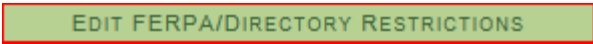



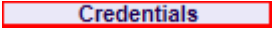
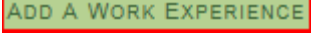

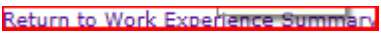
### Student Portal

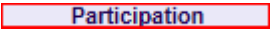
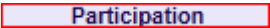
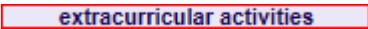
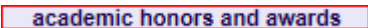

Step	Action
8.	<p>Note the Save Confirmation which verifies the address has been added/changed.</p> <p>Click the <b>OK</b> button.</p> 
9.	<p>If you just need to change an address, you can click on the edit button next to the address to be changed.</p> <p>Click the <b>Edit</b> button.</p> 
10.	<p>Update the address as required.</p> <p>Click the <b>OK</b> button.</p> 
11.	<p>To change your preferred name, click the <b>names</b> tab.</p> 
12.	<p>On your student records, you have the option of changing your "Preferred" name. This name is the one you want to be addressed as.</p> <p>To change the "Primary" name on the record you must bring the appropriate legal documentation supporting the change to the Admissions office of your college.</p>
13.	<p>To change the Preferred name, click the <b>Edit</b> button on the Preferred row.</p> 
14.	<p>Update the name as required. If necessary, change the effective date.</p> <p>Click the <b>Save</b> button.</p> 
15.	<p>Note the Save Confirmation which verifies the preferred name has been changed.</p> <p>Click the <b>OK</b> button.</p> 
16.	<p>To update or add phone numbers, click the <b>phone numbers</b> tab.</p> 
17.	<p>To change the existing phone number, highlight the phone number to be changed, delete and enter the new phone number</p> <p>Click the <b>Save</b> button.</p> 

Step	Action
18.	Note the Save Confirmation which verifies the phone number has been saved. Click the <b>OK</b> button. 
19.	To add additional phone numbers, click on the Add A Phone Number button and enter the phone number.
20.	To update or add email address information, click the <b>email addresses</b> tab. 
21.	The <b>@student.laccd.edu</b> email address is the default/preferred email address associated with your records. You can add additional email addresses so that college information is also sent to those email addresses.
22.	Update the email address as required.  To add additional email addresses, click the <b>Add an Email Address</b> button and complete the form.  Click the <b>Save</b> button. 
23.	Note the Save Confirmation which verifies the email address has been saved. Click the <b>OK</b> button. 
24.	Click the <b>emergency contacts</b> tab. 
25.	Click on the <b>Add an Emergency Contact</b> button to add emergency contact information. This information is important because if there is an emergency concerning you, this provides a first point of contact.  Click the <b>Add an Emergency Contact</b> button. 
26.	Complete the form by entering the following information: > Contact Name > Select the contact relationship > Select if the Contact's Address is the same or click <b>Edit Address</b> to add a different address. > Other Telephone Numbers, select the Phone Type and enter the phone number
27.	To add additional phone numbers, click the <b>Add a Phone Number</b> button. 
28.	Add more phone numbers as required. Once you have added all emergency contact phone numbers, click the <b>Save</b> button. 

## Training Guide

### Student Portal

Step	Action
29.	Note the Save Confirmation which verifies the emergency contact information has been saved. Click the <b>OK</b> button. 
30.	To update Security information, including FERPA, click the <b>Security</b> tab. 
31.	Click the <b>ferpa restrictions</b> link. 
32.	On the FERPA Restrictions page, click the <b>Edit FERPA/Directory Restrictions</b> button. 
33.	Click the <b>Restrict All</b> button. 
34.	Click the <b>Save</b> button to save and update your record to include FERPA restrictions. 
35.	Note the Save Confirmation which verifies the FERPA Restrictions information has been saved. Click the <b>OK</b> button. 
36.	Click the <b>Credentials</b> tab to update personal information such as <i>Languages</i> and <i>Work Experience</i> . 
37.	Creating a Work Experience resume in your record provides valuable information. Click the <b>Add a work experience</b> button. 
38.	Complete the <b>Work Experience - Employment Details</b> page. Complete the employer name, job description, start and end dates, and add any appropriate attachments. Upon successful completion of the file, click the <b>Save</b> button. 
39.	After saving the page, to return to the previous page, click the <b>Return to Work Experience Summary</b> link. 

Step	Action
40.	Click the <b>Participation</b> link. 
41.	Click the <b>Participation</b> tab to view <b>Extracurricular Activities</b> and <b>Honor and Awards</b> . 
42.	Click the <b>extracurricular activities</b> tab to view your extracurricular activities. 
43.	Click the <b>academic honors and awards</b> tab to view your <b>Honors and Awards</b> . 
44.	Click the <b>College banner</b> to return to the Home Page. 
45.	Please review the additional topics to learn how to perform further tasks in the Student Portal. <b>End of Procedure.</b>

# Training Guide



## Student Portal


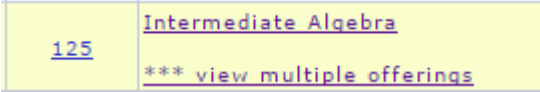
### Using the Academics Menu

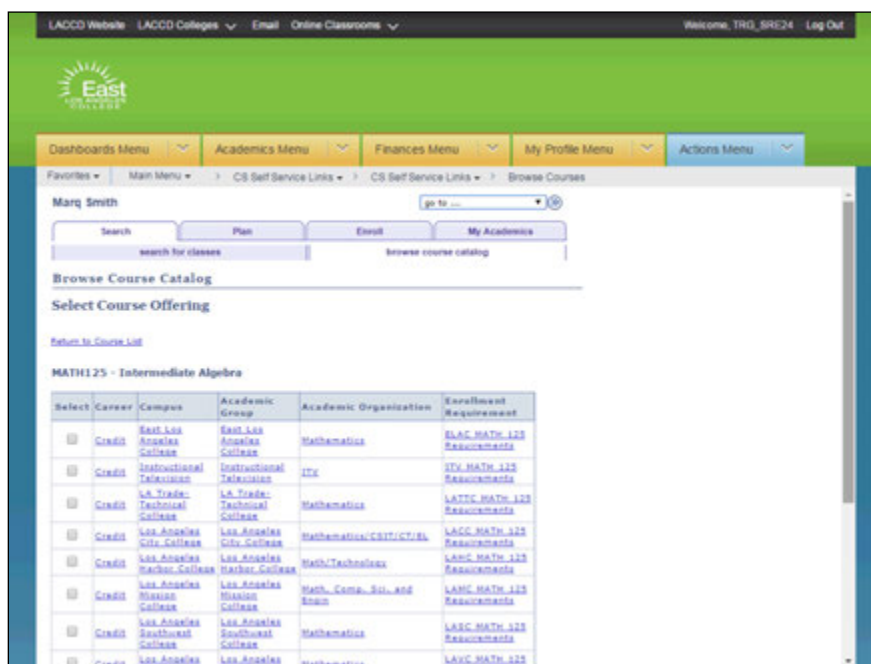
#### Browsing the Course Catalog

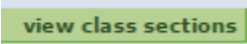
#### Procedure



Step	Action
1.	Click the <b>Academic Menu</b> button. 
2.	Click the <b>Browse Courses</b> link. <a href="#">Browse Courses</a>
3.	The <b>Browse Course Catalog</b> page <b>Course List</b> page appears with the list of courses arranged alphabetically. Select the first letter of the course name to search for the class.
4.	In this example, we will search for a Math 125 class. Click the <b>M</b> link. 

Step	Action
5.	<p>Notice the page is updated with all classes beginning with the letter selected.</p> <p>Click the <b>Math triangle</b> button to open and view all math classes offered by all nine LACCD colleges.</p> 
6.	<p>When you have located the desired class, click on the link to view detail information regarding the class.</p> 

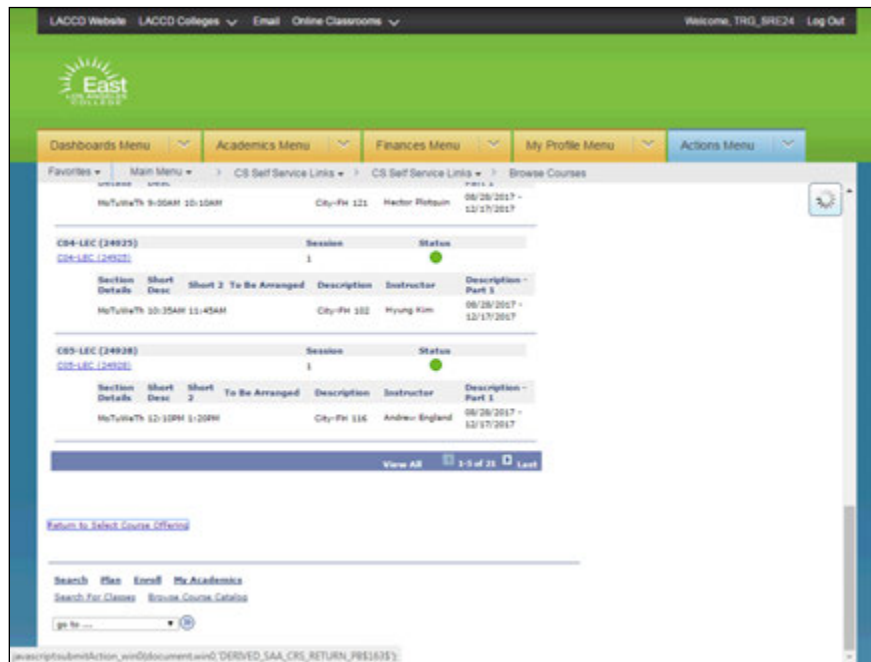


Step	Action
7.	<p>The <b>Select Course Offering</b> page will provide information on the Campus offering the class and by clicking on the desired campus location or Enrollment Requirement link; you will view additional information regarding the course.</p>
8.	<p>The Course Detail page provides information on any prerequisites required for the course.</p> <p>Click the <b>view class sections</b> button to view days and times the class is offered.</p> 

# Training Guide

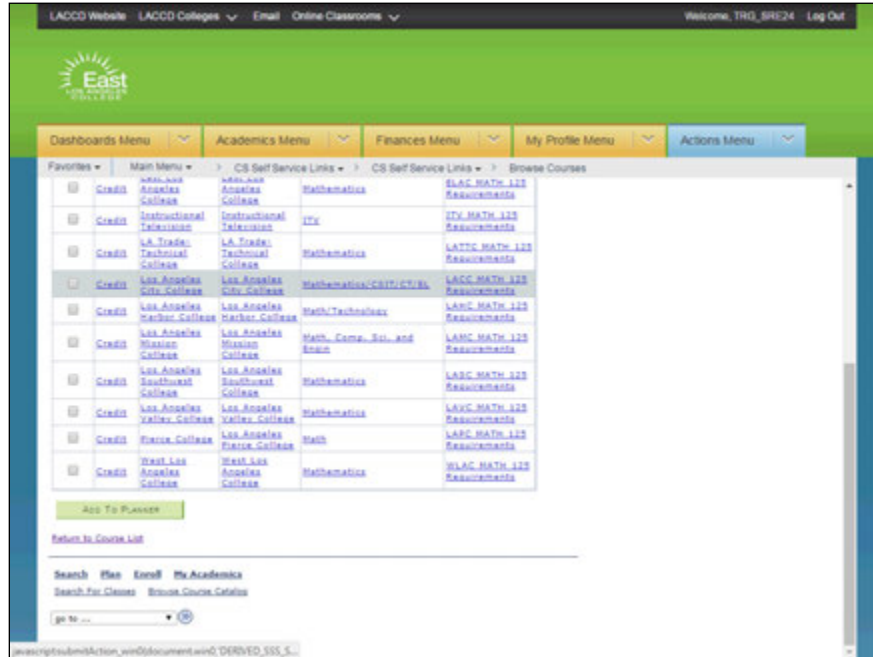
## Student Portal

Step	Action
9.	To view additional information on the course, click the desired <b>section ID and number</b> link. <a href="#">C03-LEC (24923)</a>
10.	Detailed information includes: <ul style="list-style-type: none"> <li>&gt; Days &amp; Times of class</li> <li>&gt; Room location</li> <li>&gt; Instructor name</li> <li>&gt; Meeting Dates</li> <li>&gt; Class Capacity size</li> <li>&gt; Available Seats to enrollment</li> <li>&gt; Wait List Capacity and Total</li> <li>&gt; Description of the class</li> </ul> Release the mouse button.
11.	To go back to the previous page, click the <b>Return to Browse Course Catalog</b> link. <a href="#">Return to Browse Course Catalog</a>
12.	You can now view other course detail information by clicking on the desired hyperlink.

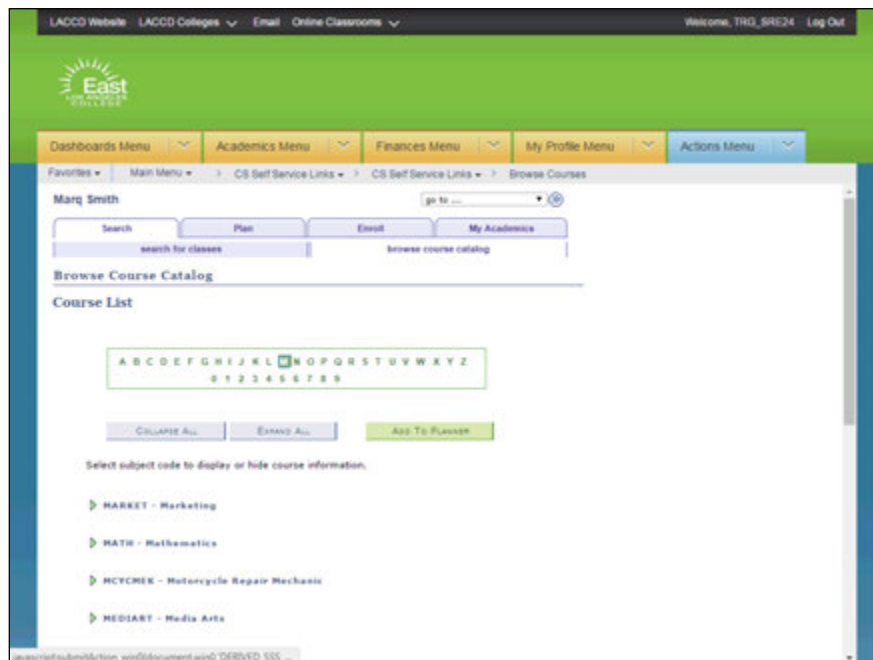


Step	Action
13.	To go back to the previous page, click the <b>Return to Select Course Offering</b> link. <a href="#">Return to Select Course Offering</a>





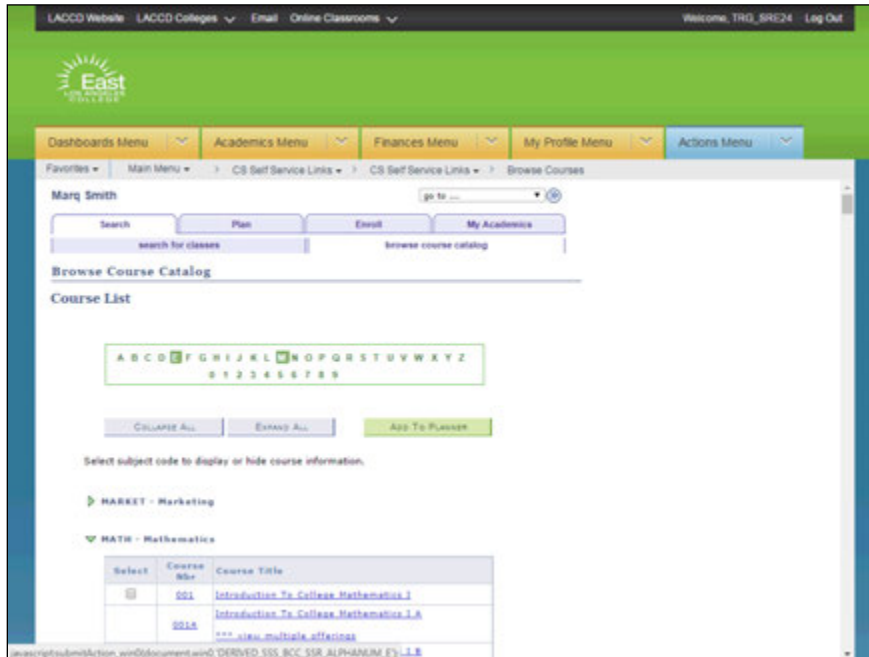
Step	Action
14.	Click the <b>Return to Course List</b> link to return to the previous screen and continue searching for classes. <a href="#">Return to Course List</a>



# Training Guide

## Student Portal

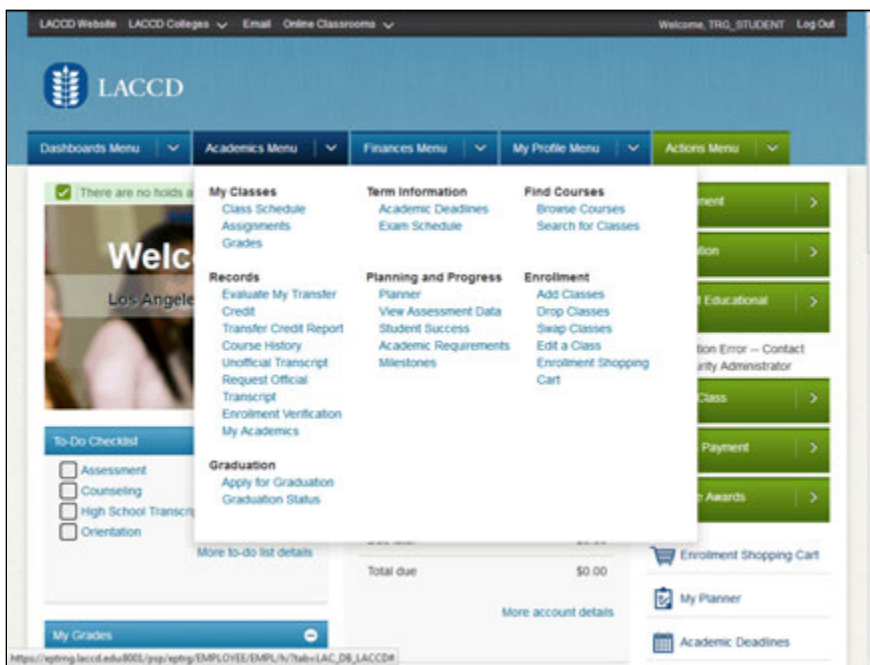
Step	Action
15.	<p>Navigate to the top of the <b>Course List</b> page and select the letter to search for your next course.</p> <p>Click the <b>E</b> link.</p> <p><b>E</b></p>


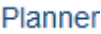





Step	Action
16.	<p>Click the <b>Chrome Legacy Window</b> object.</p> <p><b>E</b></p>
17.	<p>Notice the page is now updated with all classes beginning with the letter selected.</p> <p>Click the <b>ECON - Economics triangle</b> button to open and view all economics classes offered by all nine LACCD colleges.</p> <p><b>E</b></p>
18.	<p>You have successfully <b>Browsed the Course Catalog</b>.</p> <p><b>End of Procedure.</b></p>

## Enrolling from Planner

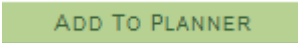

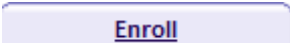

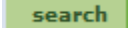


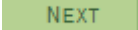
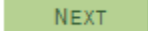
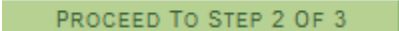
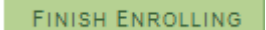
### Procedure



Step	Action
1.	Click the down arrow in the Academics Menu in the Menu bar. 
2.	Click the <b>Planner</b> link. 
3.	We see that there are no Courses added in the Planner, hence first let's add a course to a planner. Click the <b>Browse Course Catalog</b> link. 
4.	Click the <b>Expand / Collapse</b> adjacent to the AST (Automotive Service Technology) Subject area. 
5.	Click the checkbox next to the Course Nbr '002'. 

## Training Guide




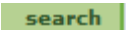
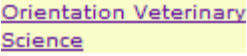

### Student Portal

Step	Action
6.	Click the <b>Add To Planner</b> link. 
7.	Click the <b>my planner</b> tab again. 
8.	We now see the course AST 002 is added to the Planner successfully.
9.	Click the <b>Enroll</b> tab. 
10.	The <b>Add Classes</b> page opens. Now Click the <b>My Planner</b> option. 
11.	Click the <b>search</b> link. 
12.	Click the <b>select</b> link adjacent to the course ASL 002. 
13.	Use the Scroll bar and drag the mouse down to the bottom of the page.
14.	Click the <b>select</b> link for the desired course. 
15.	If a Lab is associated the course, you will be directed to add it to the Planner. Click the <b>Next</b> link to add the Lab. 
16.	On the <b>1. Select class to add</b> page, review the courses. Click the <b>Next</b> button. 
17.	The Course AST 002 is successfully added to your shopping cart.
18.	Click the <b>Proceed To Step 2 Of 3</b> button. 
19.	On the <b>Confirm classes</b> page, click the <b>Finish Enrolling</b> button. 
20.	You have successfully enrolled yourself into the course through the Planner. See the green check mark in the Status that shows that the course is successfully added to your schedule.
21.	You have successfully enrolled through the Planner. <b>End of Procedure.</b>

## Enrolling from Requirements

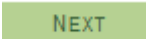
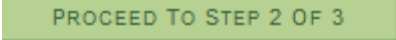


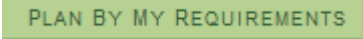
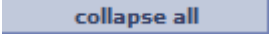


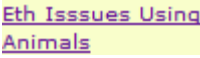
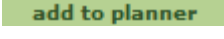
### Procedure



Step	Action
1.	Click the down arrow in the <b>Academics Menu</b> in the Menu bar. 
2.	Click the <b>Add Classes</b> link. 
3.	The <b>Add Classes</b> page opens successfully. Click the <b>My Requirements</b> option. 
4.	Click the <b>search</b> link. 
5.	Click the <b>Orientation Veterinary Science</b> link (Course ANML SC401) as per your required Course work. 
6.	Click the Scroll bar and drag the mouse down to navigate to the bottom of the page.
7.	Click the <b>select</b> link for the desired course. 

## Training Guide



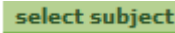



### Student Portal

Step	Action
8.	Click the <b>Next</b> link to add the course. 
9.	You have successfully added the class to the Shopping cart.
10.	Click the <b>Proceed To Step 2 Of 3</b> link. 
11.	On the <b>Confirm classes</b> page, click the <b>Finish Enrolling</b> link. 
12.	You have successfully enrolled into the Class. Please see the Tick mark in the Status column indicating that the class is added successfully.
13.	You may also view the View the Academic Requirements through the Planner. The Navigation is Academics Menu > Planner
14.	Click the <b>Planner</b> link. 
15.	Click the <b>Plan By My Requirements</b> button. 
16.	Click the <b>collapse all</b> button to have a overview of requirements. 
17.	Click the <b>Expand section Pre-Veterinary Medicine (AS)</b> graphic to view the Required Courses for the subject. 
18.	Click the <b>Expand section Required:</b> graphic to view the Required courses. You may also view the Electives associated with the course. 
19.	Click the <b>Eth Issues Using Animals</b> link. 
20.	Click the <b>add to planner</b> button. From here, you may add the Courses / Classes from the Planner. 
21.	You have successfully enrolled the student into the class through Academic Requirements. <b>End of Procedure.</b>

## Searching a Class

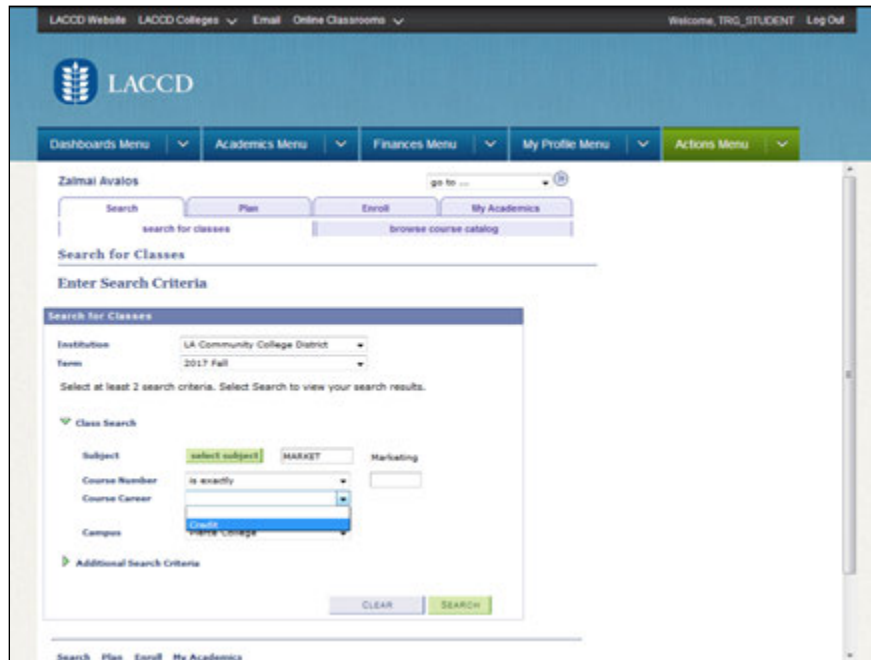
### Procedure



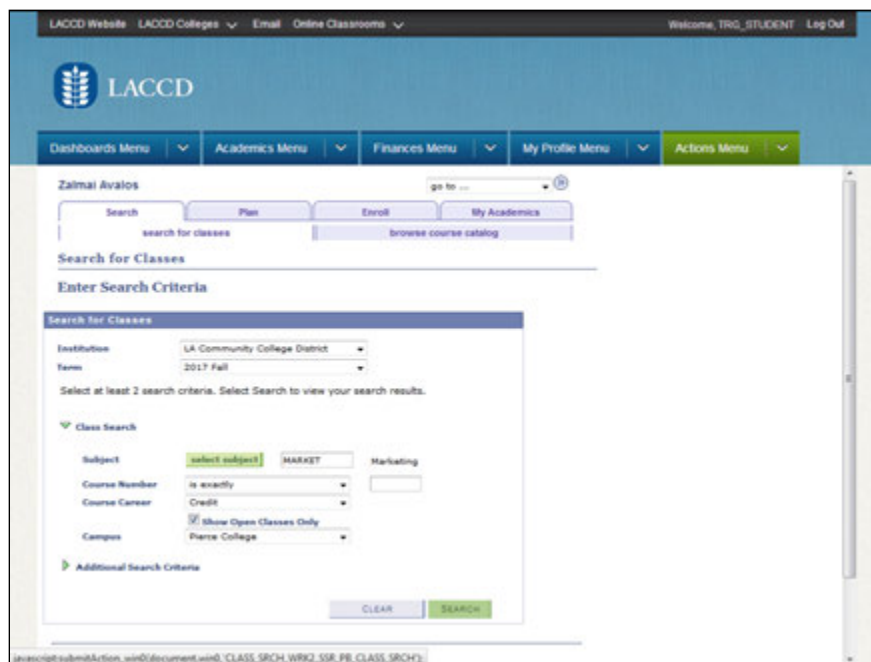
Step	Action
1.	Click the down arrow in the Academics Menu in the Menu bar . 
2.	Click the <b>Search for Classes</b> link. 
3.	Click the <b>select subject</b> link. 
4.	Click the <b>M</b> link to select subject areas that start with M. The subject areas are alphabetically arranged. 
5.	Click the <b>select</b> link for the Subject area of your choice. 
6.	Click the <b>Course Career</b> list. 

# Training Guide

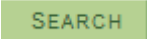



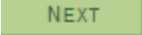
## Student Portal



Step	Action
7.	Click the <b>Credit</b> list item. <div style="background-color: #0070C0; color: white; padding: 2px; display: inline-block;">Credit</div>







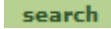


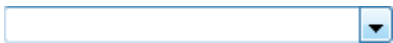
Step	Action
8.	Click the <b>Search</b> link. 
9.	Click the Scrollbar and navigate down the page to view all the classes and Course offerings.
10.	Click the desired <b>class</b> link to view the Class details. 
11.	You can view all the details of the class here.  Click and drag the Scrollbar and navigate down the page to view all the classes and Course offerings.
12.	Detailed information includes: > Days & Times of class > Room location > Instructor name > Meeting Dates > Class Capacity size > Available Seats to enrollment > Wait List Capacity and Total > Description of the class
13.	Click the <b>View Search Results</b> link to go back to the Search Results page. 
14.	Click the <b>select</b> link to pick the class for your shopping cart. 
15.	Click the <b>Next</b> link. 
16.	You have successfully searched for <b>Courses</b> and added a course to your shopping cart.
17.	You have successfully searched for Classes. <b>End of Procedure.</b>

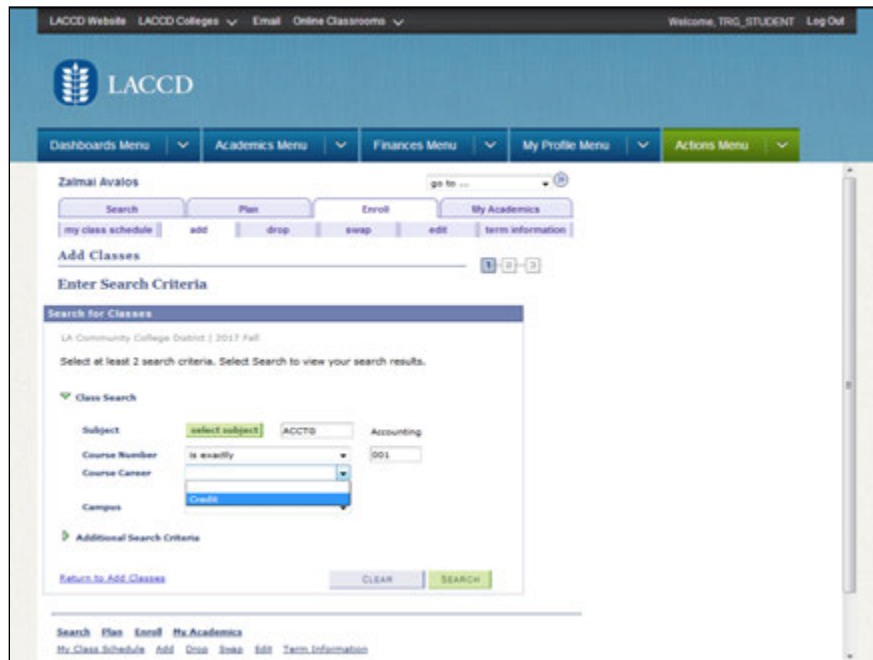
# Training Guide

## Student Portal

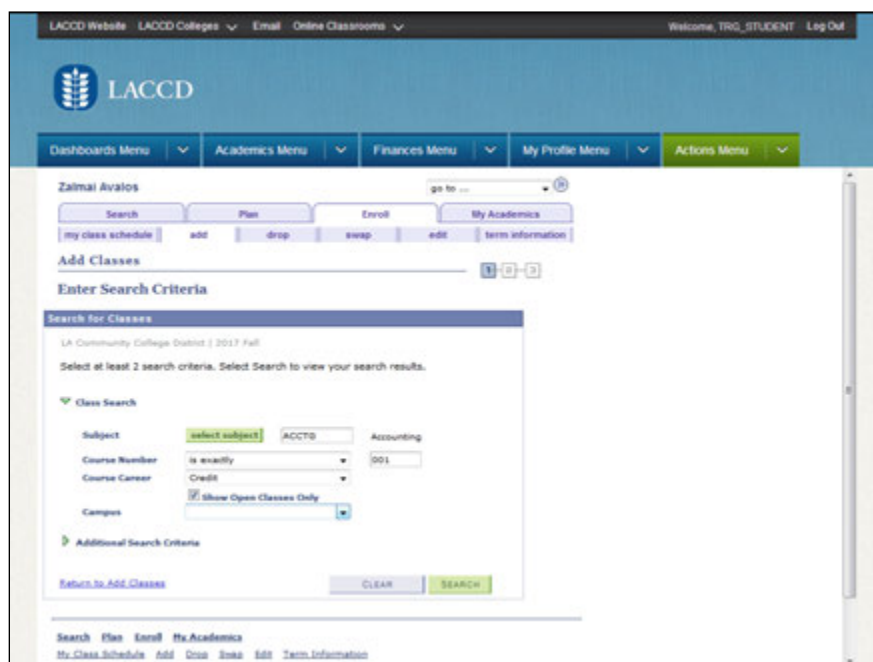
### Enrolling from Class Search Procedure



Step	Action
1.	Click the down arrow in the <b>Academics Menu</b> in the Menu bar. 
2.	Click the <b>Add Classes</b> link. 
3.	Click the <b>search</b> link. 
4.	Click in the <b>Subject</b> field. 
5.	Enter the desired information into the <b>Subject</b> field.
6.	Click in the <b>Course Number</b> field. 
7.	Enter the desired information into the <b>Course Number</b> field.
8.	Click the <b>Course Career</b> list. 




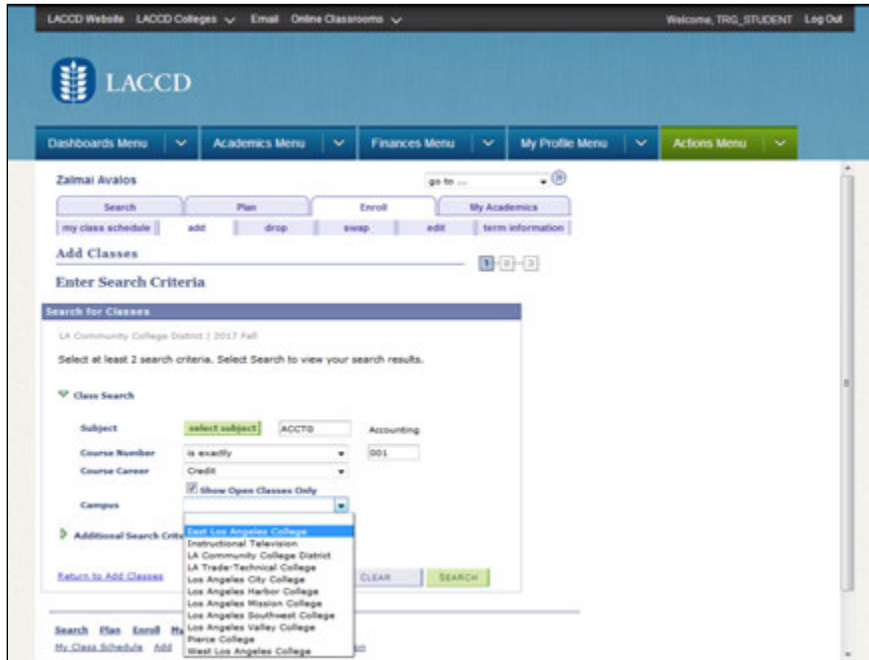
Step	Action
9.	Click the <b>Credit</b> list item.

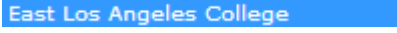


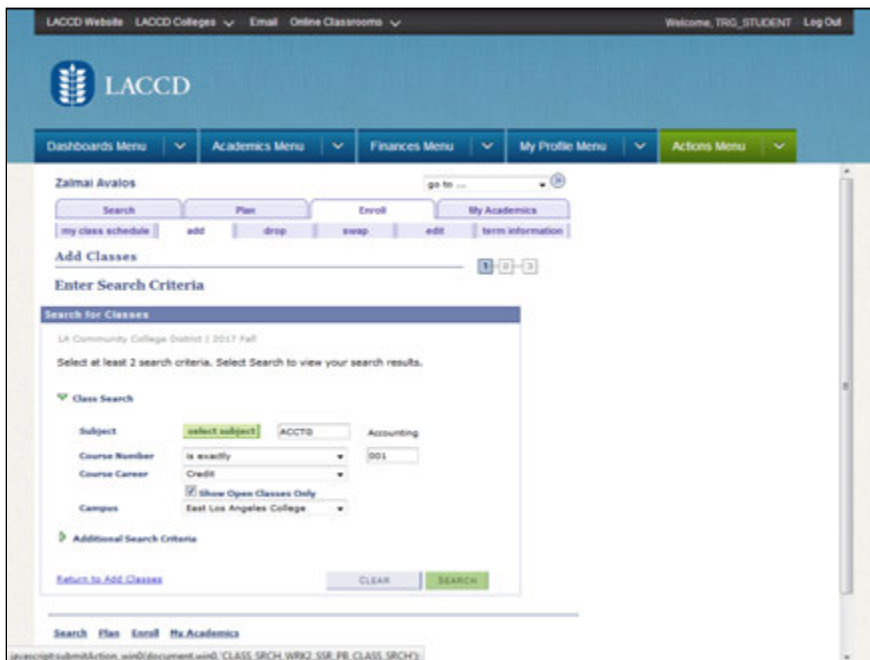
# Training Guide

## Student Portal

Step	Action
10.	Click the <b>Campus</b> list. 



Step	Action
11.	Click the desired <b>College</b> list item. 



Step	Action
12.	Click the <b>Search</b> link to search for classes. <b>SEARCH</b>
13.	Click the <b>select</b> link for desired class. <b>select</b>
14.	Click the <b>Next</b> link. <b>NEXT</b>
15.	Click the Scroll bar and drag the mouse to bottom of the page.
16.	Click the <b>Proceed To Step 2 Of 3</b> link. <b>PROCEED TO STEP 2 OF 3</b>
17.	Click the <b>Finish Enrolling</b> link. <b>FINISH ENROLLING</b>
18.	You have enrolled to the Class Successfully <b>End of Procedure.</b>

# Training Guide


## Student Portal

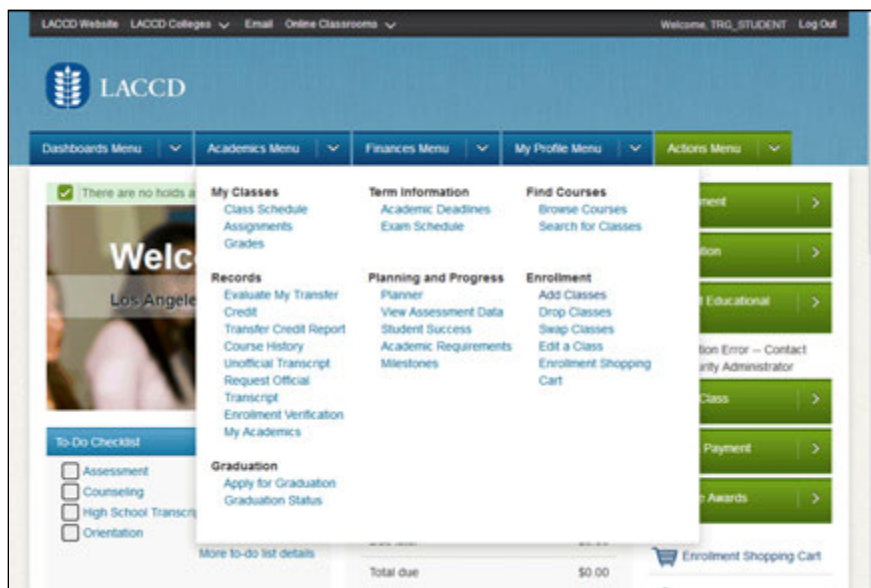
### Adding a Class

#### Procedure

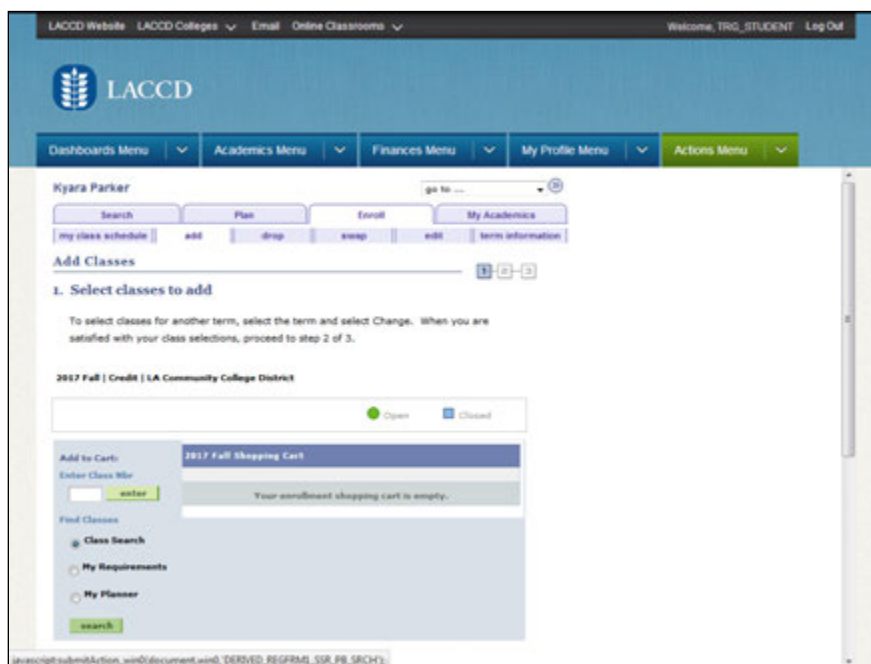
Lets begin by Searching and then Adding a Class to the Shopping cart.



Step	Action
1.	Click the down arrow in the <b>Academics Menu</b> in the Menu bar . 



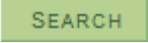

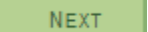
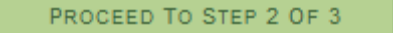
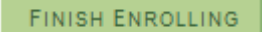
Step	Action
2.	Click the <b>Add Classes</b> link in the <b>Enrollment</b> section. <b>Add Classes</b>



Step	Action
3.	Click the <b>search</b> button on step 1. <b>Select classes to add.</b> <b>search</b>
4.	If you know the subject name, enter the desired information into the <b>Subject</b> field.

## Training Guide

### Student Portal


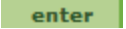
Step	Action
5.	Enter the course number information into the <b>Course Number</b> field.
6.	You can narrow your search to only your college by selecting the Campus of your choice from the <b>Campus</b> dropdown menu. For Eg: ELAC
7.	Click the <b>Search</b> button to look for classes that meet your criteria. 
8.	Review the class selections. Determine which class you want to take, then click the <b>select</b> link for the corresponding class that is selected.  Note: the <b>Status</b> indicator will let you know if the class is currently open for enrollment with a <b>green</b> circle indicator.  You may click the Class Link (In this Eg: 26516) to get additional details about the class. 
9.	View the class information for: > Days and Time of class > Room location > Instructor name > Start and End Dates  Click the <b>Next</b> link. 
10.	You have successfully added the course to the shopping cart.  Add additional classes are required by repeating the previous steps.
11.	Once you have added all of your desired classes, click the <b>Proceed To Step 2 Of 3</b> button. 
12.	Review the Class Information on step 2. <b>Confirm classes.</b>  Click the <b>Finish Enrolling</b> button when you are satisfied with your classes. 
13.	You will see a check mark against the Status of the Class. This indicates that the Class has been successfully added to your schedule.
14.	Please review the additional topics to learn how to perform further tasks in the Student Portal. <b>End of Procedure.</b>



Adding to a Waitlist

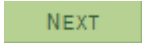

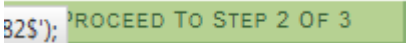

Procedure



Step	Action
1.	Click the down arrow in the Academics Menu in the Menu bar. 
2.	Click the <b>Add Classes</b> link. <a href="#">Add Classes</a>
3.	If you know the Class Nbr, you may directly enter the Class number and Click on Search. In case you are not aware of the exact class number then you may search the class using the traditional search and then add. In this example, we will add the class number directly. Click in the <b>Enter Class Nbr</b> field. <input type="text"/>
4.	Enter the desired information into the <b>Enter Class Nbr</b> field. Enter " <b>10002</b> ".
5.	Click the <b>enter</b> link. 
6.	Click the <b>Waitlist</b> checkbox. <input type="checkbox"/>

## Training Guide


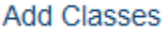
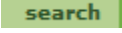

### Student Portal

Step	Action
7.	Click the <b>Next</b> link. 
8.	You have successfully added the Class to the Shopping cart.
9.	Click the Scroll bar to navigate down the page. 
10.	Click the <b>Proceed To Step 2 Of 3</b> link. 
11.	Click the <b>Finish Enrolling</b> link. 
12.	You have been successfully waitlisted for the class.
13.	You have successfully added yourself to a waitlist class. <b>End of Procedure.</b>

## Adding a Class by Using a Permission Code

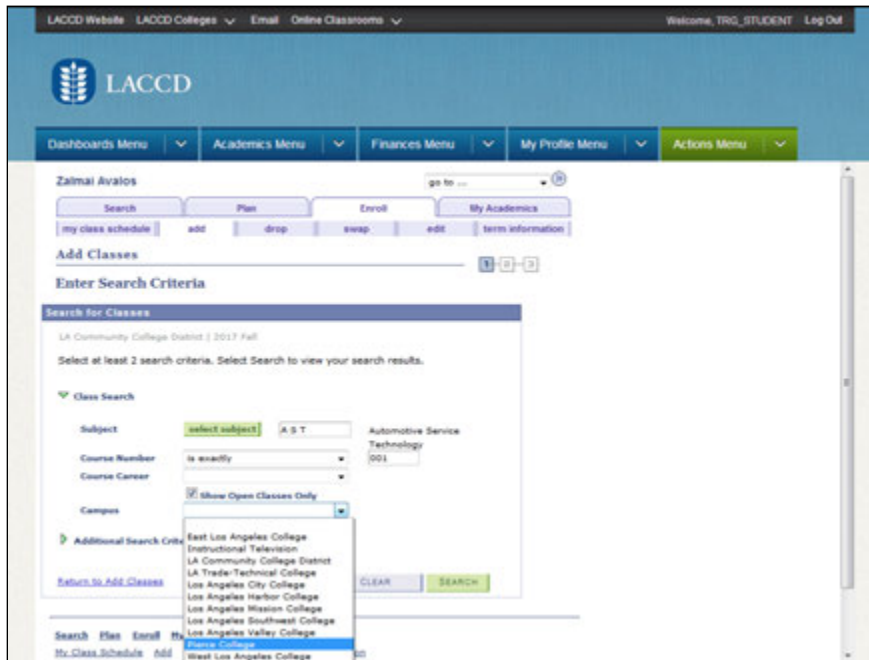
### Procedure



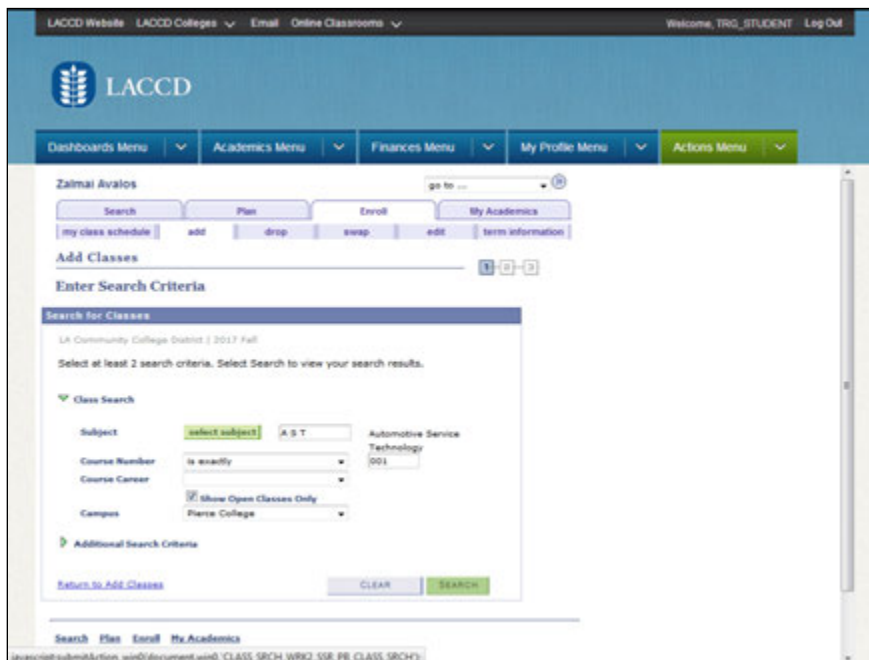
Step	Action
1.	Click the down arrow in the <b>Academics Menu</b> in the Menu bar. 
2.	Click the <b>Add Classes</b> link. 
3.	Click the <b>search</b> link. 
4.	Enter the desired information into the <b>Subject</b> field.
5.	Enter the desired information into the <b>Course Number</b> field.
6.	Click the <b>Campus</b> dropdown button to select the college for the course you will be adding. 

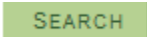

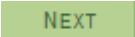
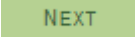

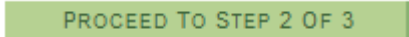
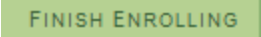
# Training Guide

## Student Portal



Step	Action
7.	Click the <b>College</b> list item.



Step	Action
8.	Click the <b>Search</b> button to locate the class. 
9.	Click the <b>select</b> button for the desired course. 
10.	Verify the course information. Click the <b>Next</b> link. 
11.	Class permissions are numbers or authorizations that are associated with a class and assigned to students to use at enrollment time.  Permissions allow a student to add or drop a class, as long as the student uses the permission by the expiration date and does not violate overall student limitation rules (such as maximum number of units).
12.	Please enter the valid permission number you have received from the Instructor.  <b>Note that:</b> Every permission number is unique and can be used by the student only once for the specified class. Permission numbers are confidential.
13.	Enter the <b>Permission Nbr</b> given to you by your instructor into the <b>Permission Nbr</b> field.
14.	Click the <b>Next</b> link. 
15.	Click the scrollbar to navigate down the page. 
16.	Click the <b>Proceed To Step 2 Of 3</b> button. 
17.	Click the <b>Finish Enrolling</b> link. 
18.	You are successfully enrolled into the Course using Permission number.
19.	You have successfully added the Class using permission numbers. <b>End of Procedure.</b>


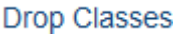

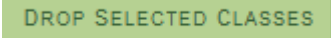
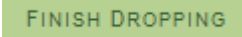
# Training Guide

## Student Portal

### Dropping A Class

#### Procedure



Step	Action
1.	Click the down arrow in the <b>Academics Menu</b> in the Menu bar. 
2.	Click the <b>Drop Classes</b> link. 
3.	The Drop Classes page opens. The page shows all the enrolled classes which can be dropped.
4.	Click the checkbox adjacent to the Class you want to drop. 
5.	Click the <b>Drop Selected Classes</b> link. 
6.	Click the <b>Finish Dropping</b> link. 
7.	Please view the Status and the Message after "Finish Dropping". A Tick mark Status shows a successful Drop of a Class and a Cross mark shows a Unsuccessful drop.
8.	You have successfully dropped a class. <b>End of Procedure.</b>




# Training Guide

## Student Portal

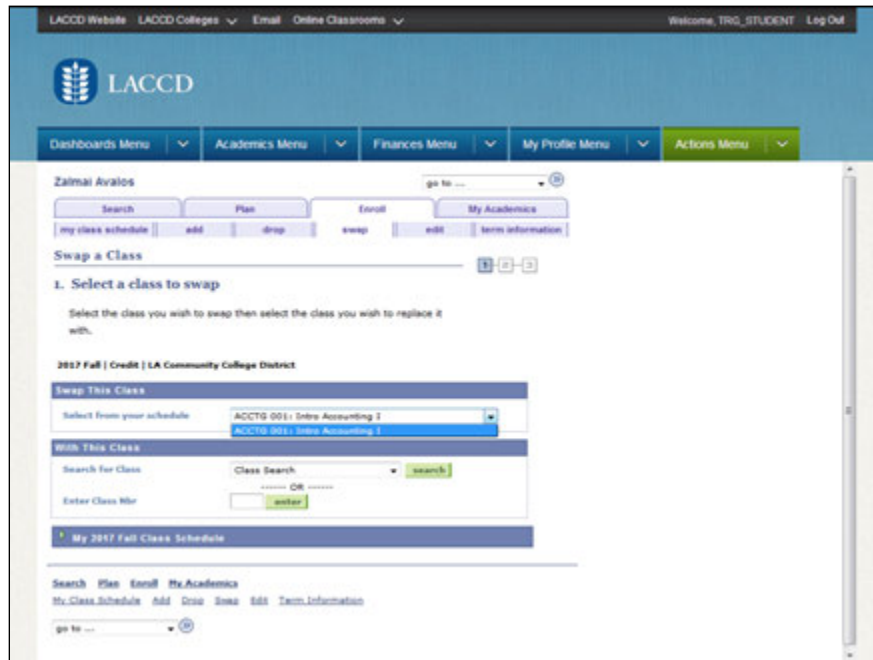
### Swapping Classes

#### Procedure

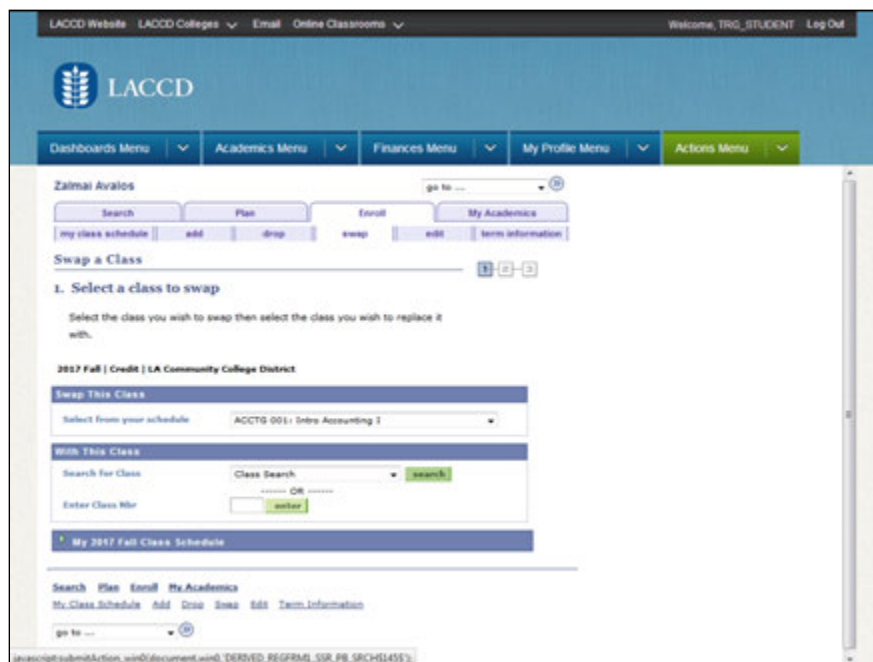


Step	Action
1.	Click the down arrow in the <b>Academics Menu</b> in the Menu bar. 
2.	Click the <b>Swap Classes</b> link. <a href="#">Swap Classes</a>
3.	Click the <b>Select from your schedule</b> list. This list shows all the classes that the student is already enrolled. <p>You will be swapping this class with another class of your choice in the same term.</p> <input type="text" value="ACCTG 001: Intro Accounting I"/>



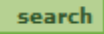


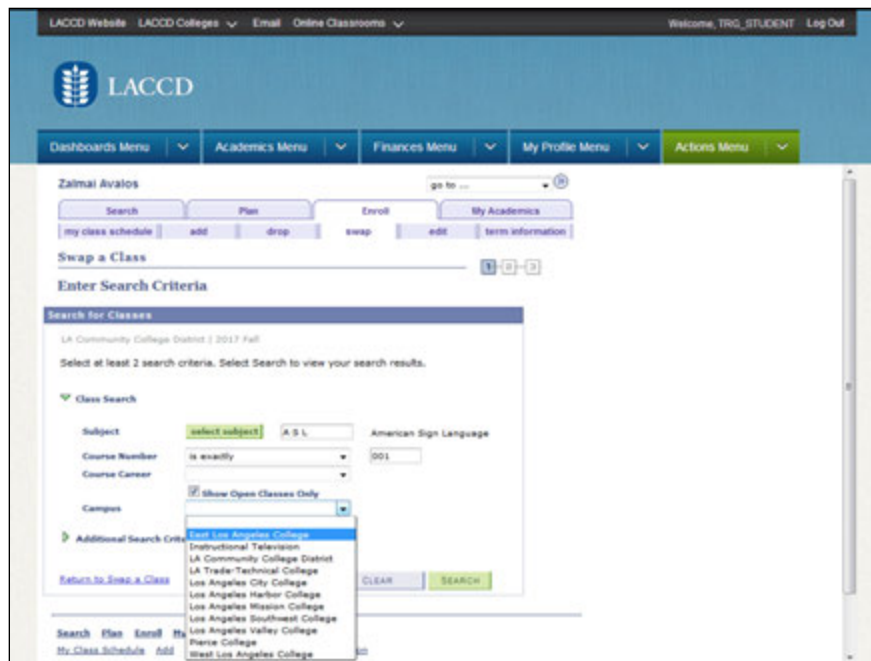
Step	Action
4.	Click the <b>ACCTG 001: Intro Accounting I</b> list item. <b>ACCTG 001: Intro Accounting I</b>




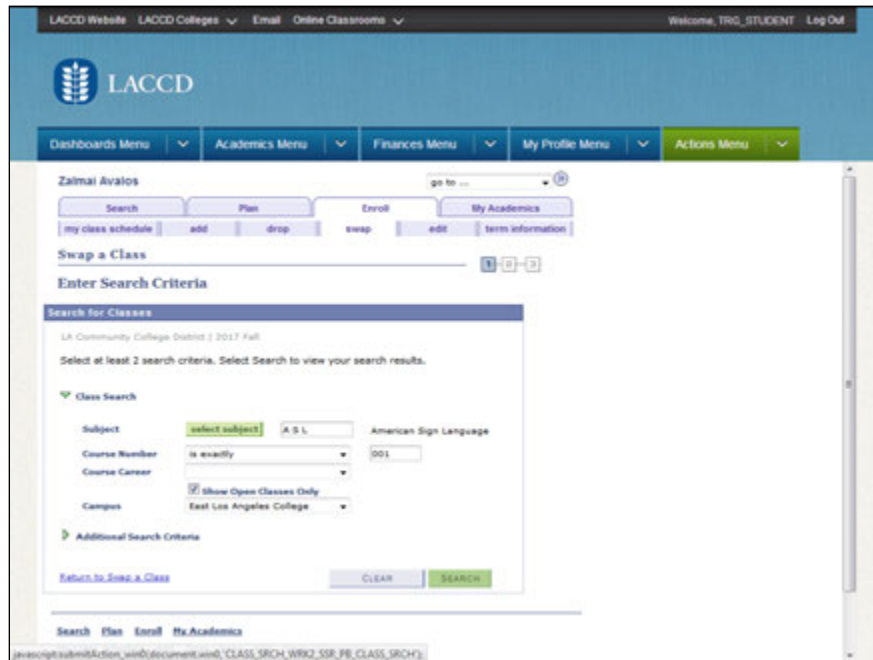
# Training Guide

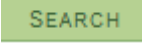

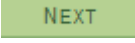
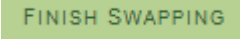
## Student Portal

Step	Action
5.	Click the <b>search</b> link. 
6.	Enter the subject name information into the <b>Subject</b> field.
7.	Enter the course number information into the <b>Course Number</b> field.



Step	Action
8.	Click Campus dropdown button and select the desired <b>college</b> list item. 



Step	Action
9.	Click the <b>Search</b> button. 
10.	Locate the desired course and click the <b>select</b> button. 
11.	On the <b>Swap a Class</b> page, click the <b>Next</b> button. 
12.	Click the <b>Finish Swapping</b> link. 
13.	You have successfully swapped the two classes. Please view the Status and the message.
14.	You have successfully swapped the two classes. <b>End of Procedure.</b>



# Training Guide

## Student Portal

### Viewing Term Information


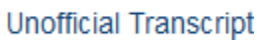

#### Procedure



Step	Action
1.	Click the down arrow in the <b>Academics Menu</b> in the Menu bar. 
2.	Click the <b>Academic Deadlines</b> link under the Term Information sub-menu. <a href="#">Academic Deadlines</a>
3.	The Page gives a Overview of Enrollment dates and the Last date to enroll for the various sessions in the term.
4.	Click the <b>LACCD Logo</b> link to go back to the main page. 
5.	You can also go to the Term information page directly from the main page. Click the <b>Academic Deadlines</b> link. <a href="#">Academic Deadlines</a>
6.	The same page is displayed.
7.	You have successfully viewed the Term information. <b>End of Procedure.</b>

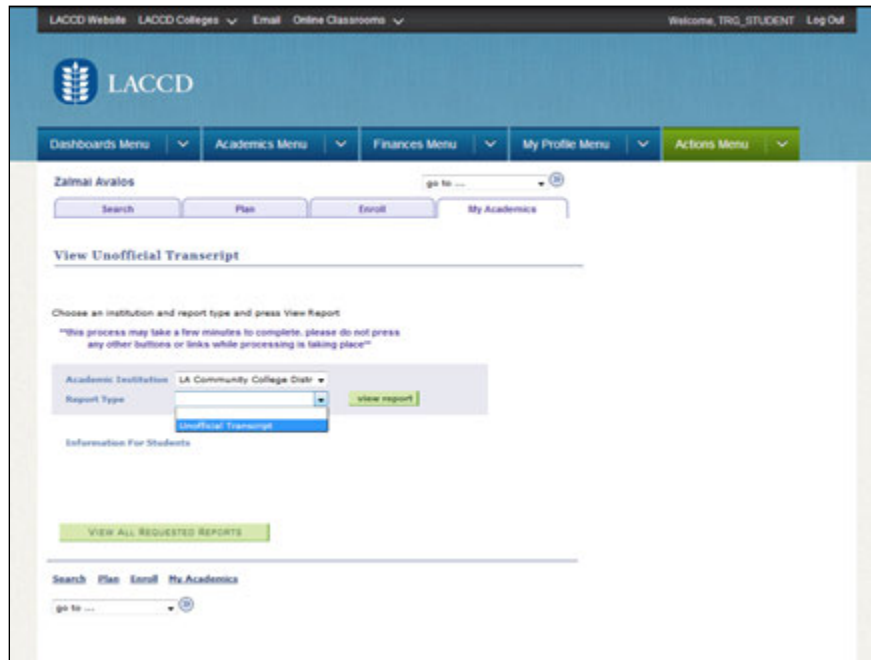
Requesting an UnOfficial Transcript  
Procedure

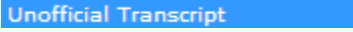


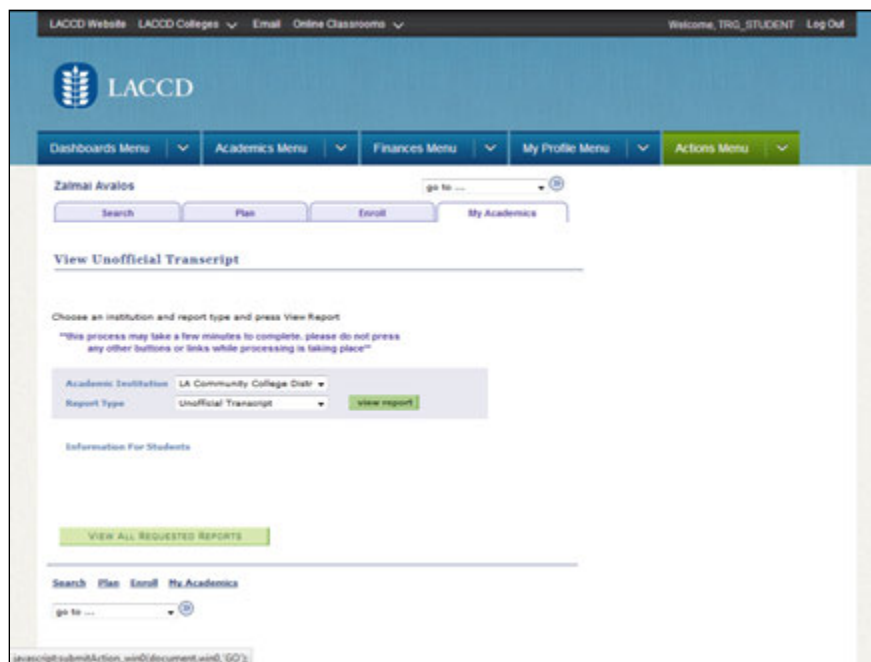
Step	Action
1.	Click the down arrow in the <b>Academics Menu</b> in the Menu bar. 
2.	Click the <b>Unofficial Transcript</b> link. 
3.	Click the <b>Report Type</b> list. 

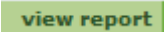
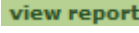
# Training Guide

## Student Portal



Step	Action
4.	Click the <b>Unofficial Transcript</b> list item. 







Step	Action
5.	Click the <b>view report</b> button. 
6.	On the <b>Previous Requests</b> page, click the <b>view report</b> link. 
7.	You have successfully generated the unofficial Transcript.  On the report you will find: > Course name > College where course was taken > Title of course > Units Attempted and Units Earned > Grade > Grade Points earned > GPA
8.	You have successfully generated the unofficial Transcript. <b>End of Procedure.</b>

# Training Guide




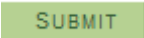
## Student Portal

### Requesting Official Transcript Procedure



Step	Action
1.	Click the down arrow in the Academics Menu in the Menu bar. 
2.	Click the <b>Request Official Transcript</b> link. <a href="#">Request Official Transcript</a>
3.	Click the <b>Send To My Address</b> option. 
4.	Click the <b>Address Type</b> list. 
5.	Click the <b>Home</b> list item from the <b>Address Type</b> list 
6.	Click the <b>Edit Address</b> link and edit your address here. <a href="#">Edit Address</a>



Step	Action
7.	Click in the <b>Address 2</b> field. 
8.	Enter the desired information into the <b>Address 2</b> .
9.	Enter the desired information into the <b>City:</b> field.
10.	Click in the <b>County:</b> field. 
11.	Enter the desired information into the <b>County:</b> field.
12.	Click the <b>OK</b> graphic. 
13.	Click the <b>Submit</b> link. 
14.	You may note the Request No: for future reference. The official transcript has been requested and will reach your mailing address.
15.	You have successfully requested for a official Transcript. <b>End of Procedure.</b>


# Training Guide




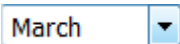
## Student Portal

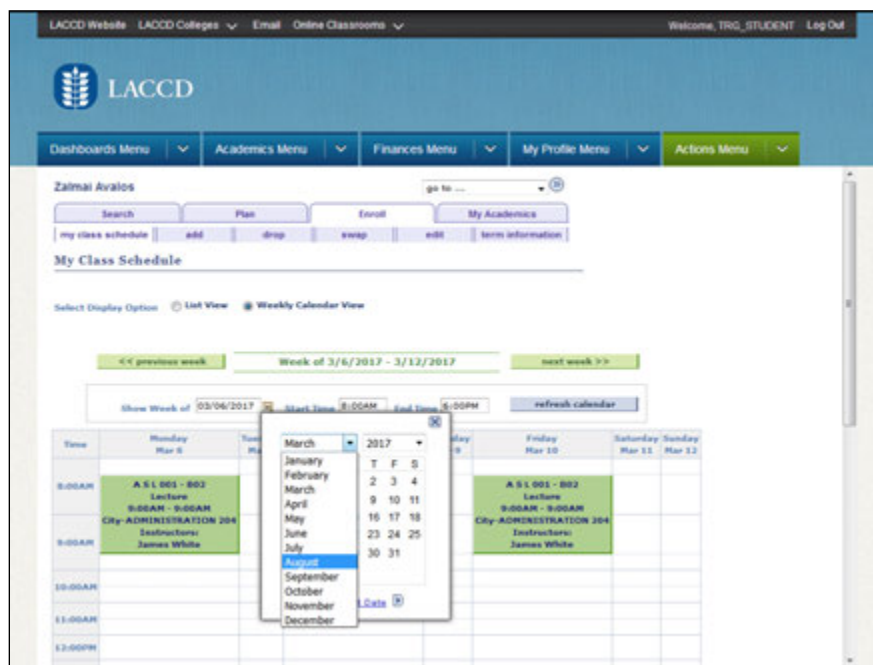
### Viewing Student Staff Schedule of Classes


#### Procedure



Step	Action
1.	Click the <b>Academics Menu</b> in the Menu bar. 
2.	Click the <b>Class Schedule</b> link. <a href="#">Class Schedule</a>
3.	Uncheck the <b>Show Dropped Classes</b> checkbox. <input checked="" type="checkbox"/>
4.	Uncheck the <b>Show Waitlisted Classes</b> checkbox. <input checked="" type="checkbox"/>
5.	Click the <b>filter</b> link. <a href="#">filter</a>
6.	Click the <b>Weekly Calendar View</b> option. <input type="radio"/>
7.	Click the scrollbar and navigate down the page.

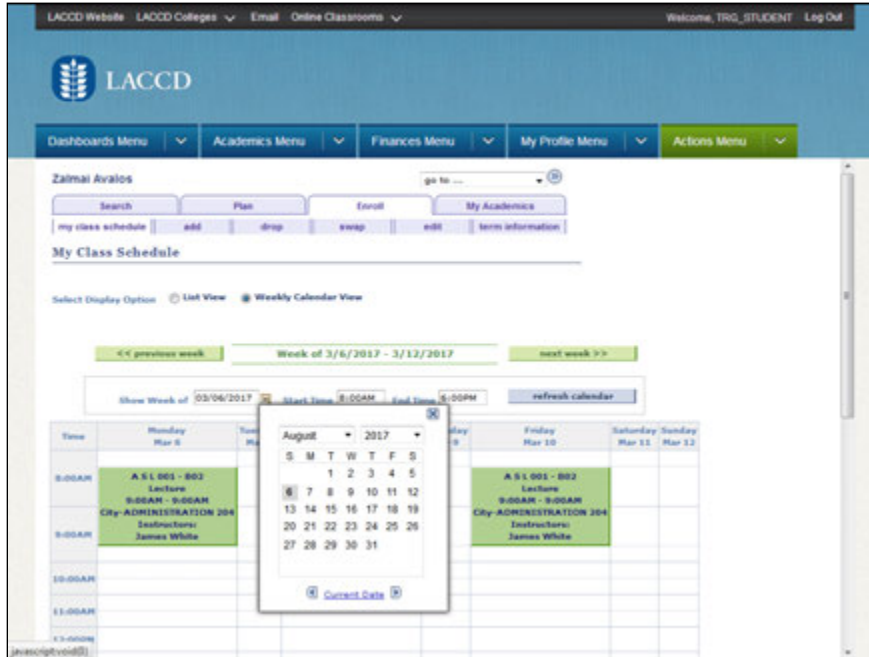
Step	Action
8.	Click the <b>Show Instructors</b> option. 
9.	Click the <b>refresh calendar</b> link. 
10.	Click the scrollbar and navigate down the page.
11.	Click the <b>Choose a date</b> graphic and choose the desired Start week. 
12.	Click the month list. 





Step	Action
13.	Click the <b>month</b> list item. 

# Training Guide



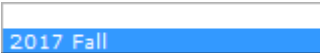
## Student Portal



Step	Action
14.	Click the <b>date</b> link. 28
15.	Click the <b>refresh calendar</b> link. 
16.	Shows the appropriate weekly schedule with all the details. Scroll down the page to have a full view of the weekly calendar. 
17.	The Class schedule page shows the schedule of the Student along with aff/ Instructor schedule for the week.
18.	You have successfully viewed the Student Staff Schedule. <b>End of Procedure.</b>

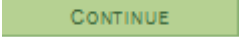
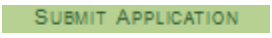
Submitting a Graduation Petition  
Procedure



Step	Action
1.	Click the <b>Academic Menu</b> button. 
2.	Click the <b>Apply for Graduation</b> link. <a href="#">Apply for Graduation</a>
3.	Select the appropriate <b>Academic Program</b> link. Click the <b>Credit</b> link. <a href="#">Credit</a>
4.	On the <b>Select Graduation Term</b> page, click the <b>Expected Graduation Term</b> list. 
5.	Select the desired entry in the list. You will only be allowed to select from available terms. If no terms are available, you are not eligible to apply for graduation at this time. 

## Training Guide

### Student Portal




Step	Action
6.	Click the <b>Continue</b> link. 
7.	Verify that all data is correct.  If the academic program/degree is not correct, click the Select Different Program button to select a different value. If the term is not correct, click the Select Different Term button to select a different value.
8.	Click the <b>Submit Application</b> link. 
9.	The <b>Submit Confirmation</b> page is returned stating you have successfully applied for graduation.
10.	<b>End of Procedure.</b>

## Using the Finances Menu

### Viewing a Financial Aid Award

#### Procedure



Step	Action
1.	Click the <b>Finances Menu</b> link. 
2.	Click the <b>View Financial Aid</b> link. 
3.	Click the <b>aid year</b> link. 

## Training Guide

### Student Portal


Step	Action
4.	<p>Review the <b>Financial Aid Award Summary</b> page.</p> <p>Information includes:</p> <p><u>Aid Year</u></p> <ul style="list-style-type: none"><li>&gt; Award Description</li><li>&gt; Category type</li><li>&gt; Amount Offered</li><li>&gt; Amount Accepted</li></ul> <p><u>Terms</u></p> <ul style="list-style-type: none"><li>&gt; View Scheduled Disbursement Dates</li><li>&gt; Award Description</li><li>&gt; Category type</li><li>&gt; Amount Offered</li><li>&gt; Amount Accepted</li></ul>
5.	<p>After reviewing the Financial Aid Award Summary page, click the <b>Financial Aid Summary</b> link to return to the previous page.</p> <p><a href="#">Financial Aid Summary</a></p>
6.	<p>You have successfully Viewed your Financial Aid Awards.</p> <p><b>End of Procedure.</b></p>



## Accepting or Declining Financial Aid Awards

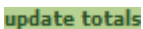



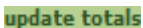


### Procedure



Step	Action
1.	Click the <b>Finances Menu</b> button. 
2.	Click the <b>Accept/Decline Awards</b> link. <a href="#">Accept/Decline Awards</a>
3.	Click the <b>Aid Year</b> link. <a href="#">2018</a>
4.	On the Award Package page, review your available Financial Aid Awards.
5.	Click the <b>Award</b> link to view detailed information on the award. <a href="#">Foundation Scholarship LACC</a>
6.	Review the <b>Award Detail</b> . Click the <b>Return to Award Package</b> to return to the previous page. <a href="#">Return to Award Package</a>
7.	You can <b>Accept</b> or <b>Decline</b> an award.
8.	In the first example, we will accept an award. Click the <b>Accept</b> checkbox for the award. <input type="checkbox"/>

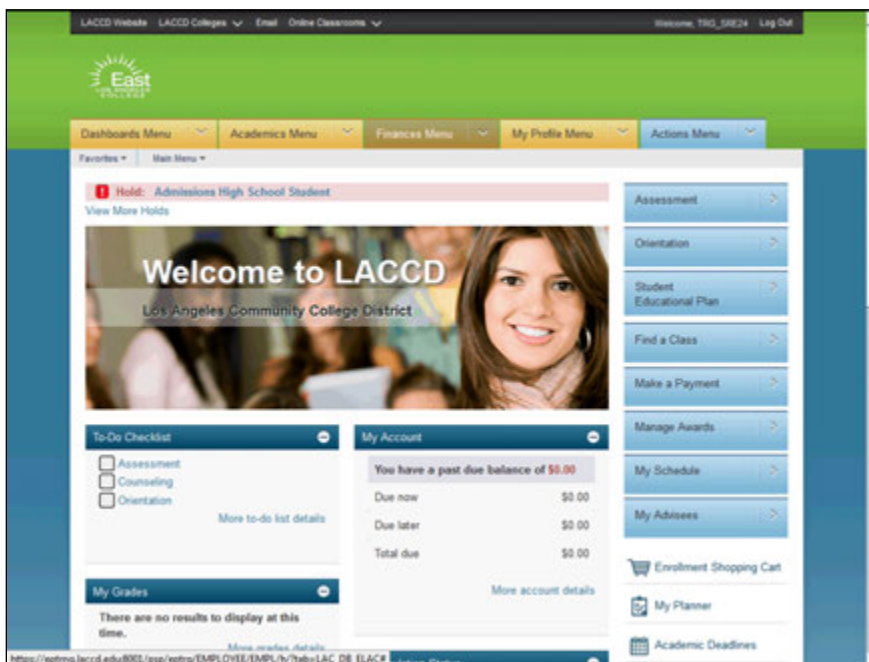
## Training Guide


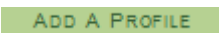
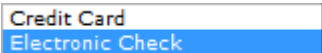
### Student Portal

Step	Action
9.	Click the <b>update totals</b> button to update the <b>Totals</b> . 
10.	Note the Total for the <b>Accepted</b> column reflects the total dollar amount accepted. Click the <b>Submit</b> button. 
11.	On the <b>Accept/Decline</b> page, review the message: <i>Click <b>Yes</b> to continue with the submit. Any changes made will be saved. Click <b>No</b> to cancel the submit.</i> Click the <b>Yes</b> link. 
12.	Click the <b>OK</b> link on the <b>Submit Confirmation</b> page. 
13.	Note the award is Accepted and the Accepted Total matches the amount offered.
14.	In the second example, we will decline an award. Click the <b>Decline</b> checkbox for the award. <input type="checkbox"/>
15.	Click the <b>update totals</b> button to update the <b>Totals</b> . 
16.	On the <b>Accept/Decline</b> page, review the message: <i>Click <b>Yes</b> to continue with the submit. Any changes made will be saved. Click <b>No</b> to cancel the submit.</i> Click the <b>Yes</b> link. 
17.	Click the <b>OK</b> link on the <b>Submit Confirmation</b> page. 
18.	Note the award is Declined and the award dollar amounts are now zero. Once an award has been declined, it cannot be undone and accepted.
19.	You have successfully Accepted or Declined a Financial Aid Award. <b>End of Procedure.</b>

## Add a Payment Profile to Your Account

### Procedure

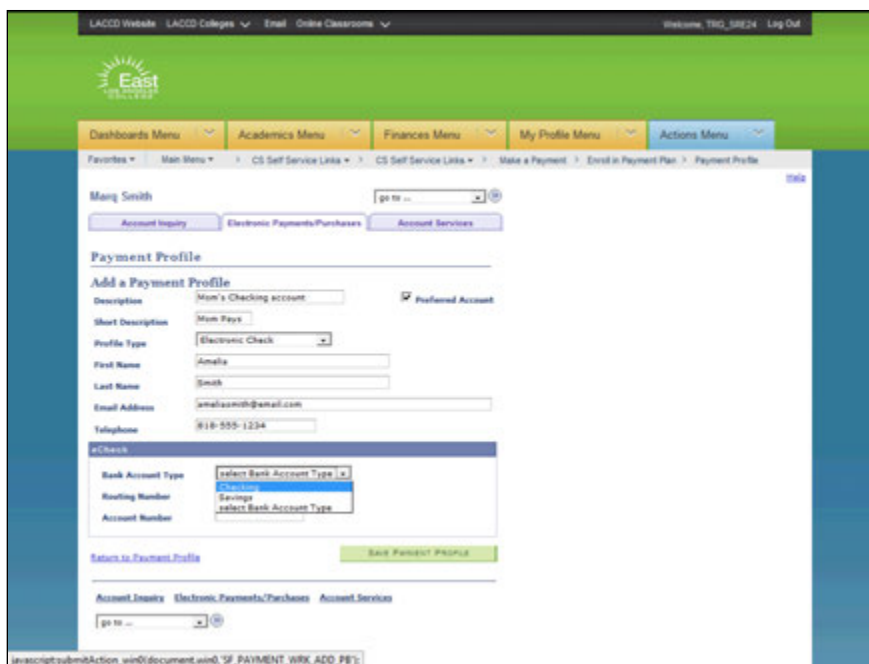


Step	Action
1.	Click the <b>Finances Menu</b> link. 
2.	Click the <b>Make a Payment</b> link. <a href="#">Make a Payment</a>
3.	Click the <b>Electronic Payments/Purchases</b> tab. <a href="#">Electronic Payments/Purchases</a>
4.	On the <b>Payment Profile Summary</b> page, click the <b>Add A Profile</b> button. 
5.	Enter a description of the payment profile into the <b>Description</b> field.
6.	Click the <b>Preferred Account</b> option if this is to be the preferred or main payment account. <input type="checkbox"/>
7.	Enter a short description of the profile into the <b>Short Description</b> field.
8.	Click the <b>Profile Type</b> list and select the type of payment for the profile. 
9.	Enter the first name of the person associated into the <b>First Name</b> field.

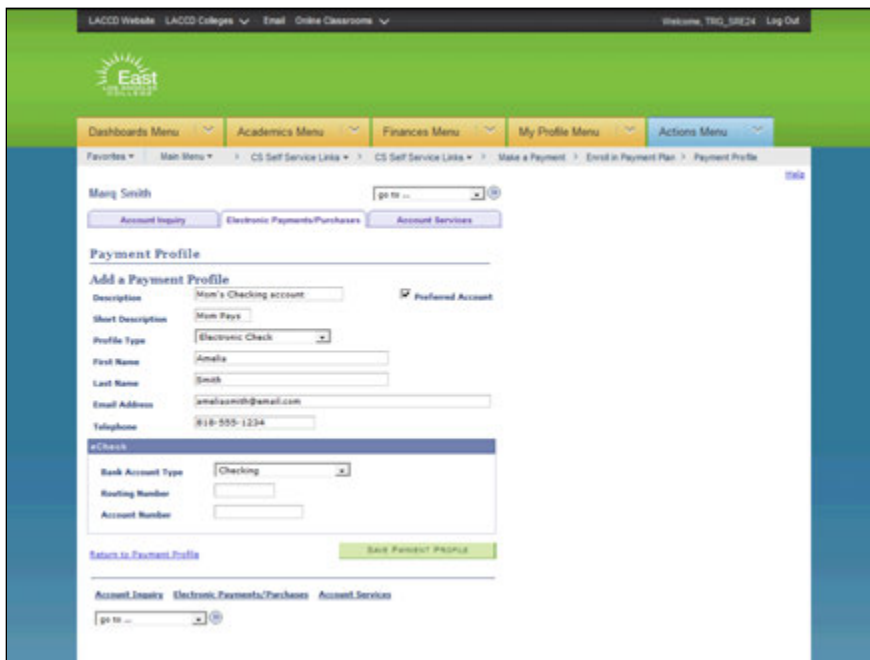
# Training Guide

## Student Portal

Step	Action
10.	Enter the first name of the person associated into the <b>Last Name</b> field.
11.	Enter the desired information into the <b>Email Address</b> field.
12.	Click in the <b>Telephone</b> field. <input type="text"/>
13.	Enter the desired telephone number information into the <b>Telephone</b> field.
14.	Click the <b>Bank Account Type</b> list. <input type="text" value="select Bank Account Type"/>



Step	Action
15.	Select the <b>account type</b> . <input type="text" value="Checking"/>



Step	Action
16.	Enter the checking account routing information into the <b>Routing Number</b> field.
17.	Enter the account number information into the <b>Account Number</b> field.
18.	Click the <b>Save Payment Profile</b> link. <b>SAVE PAYMENT PROFILE</b>
19.	The Payment Profile is updated and your payment account has been added and is ready to be used.
20.	<b>End of Procedure.</b>