Los Angeles Community College District



SIS Modernization Student Portal Overview Phase 1

11/7/2016

Student Portal Overview

Procedure

Welcome to the New Student Portal for all LACCD Colleges!

We are currently upgrading the Student Information System (SIS) portal so that you have immediate and easy access to your information when you want it. The new PeopleSoft Campus Solutions student information system provides that. You will have access to and get:

- Personal notifications
- Ready access to your grades and schedule
- And other registration processes

This information can be viewed on either your computer or the mobile device of your choice.

This job aid will provide you with an overview of information in your new student portal.

	S ANGER COLUMN
MISSION	Sign in with your organizational account (1) studentID (2) password
SOUTHWEST TRADE-TECH VALLEY	Sign in Forget your password? Click here to reset it.
WEST AD	© 2013 Microsoft

Step	Action
1.	Enter mycollege.laccd.edu in the URL address field or click on your saved link.
	At the home page, enter your student ID (1) and password (2) into the appropriate fields.
	Click the Sign in button.



Step	Action
2.	Your student portal home page provides a quick and easy view of your student information.
	For the first phase of the new system, available information may be limited. This is dependent on information loaded into the system as well as the current phase of the new PeopleSoft release.
	As each phase is released, you will find more information available with the balance of all information available by Summer 2017.



Step	Action
3.	Along the top of the web browser page you will find quick links to:
	• LACCD home page
	All LACCD Colleges home pages
	Your College Email
	Online Classroom information
	• Your name
	Portal Log Out link
	• Your Home College logo - at any time, clicking on your College logo will bring you
	directly back to the Portal Home Page



Step	Action
4.	You will find drop down menus across the top of the page.
	Dashboards Menu
	Academics Menu
	My Profile Menu
	Actions Menu



Step	Action
5.	The Dashboards Menu provides a list of Colleges where you are currently taking classes.

ashboards Menu	Academics Menu 🛛 🗸 🗸	My Profile Menu 🛛 🗠	Actions Menu \parallel \sim	
Hold: Account Bal	My Classes Class Schedule Assignments Grades	Term Information Academic Deadlines Exam Schedule	Find Courses Browse Courses Search for Classes	tion
Welc Los Angel	Records Evaluate My Transfer Credit Transfer Credit Report	Planning and Progress Planner View Assessment Data Academic Requirements	Enrollment Add Classes Drop Classes Swap Classes	t Educational >
	Course History Unofficial Transcript Request Official Transcript Enrollment Verification My Academics	Milestones	Edit a Class Enroliment Shopping Cart	Class >
To-Do Checklist	Graduation Apply for Graduation			rollment Shopping Cart
There are no to-do list	Graduation Status			Planner
			Ē	Academic Deadlines

Step	Action
6.	The Academics Menu provides information on:
	• My Classes - includes class schedule, assignments and grades
	• <i>Records</i> - student record information including Credits, Transfer information, Course
	History, Transcripts.
	• <i>Term Information</i> - Academic deadlines and Exam Schedules
	• Planning and Progress - Student Education Plan, Assessment Data, and Requirements
	• <i>Find Courses</i> - Browse and search for classes
	• <i>Enrollment</i> - enrolling and dropping classes
	Most of the links found in this section won't be available until May 2017.



Step	Action
7.	The My Profile Menu provides information on:
	• <i>Personal Information</i> - your personal information including: name, address, contact
	information, etc.
	• <i>Credentials</i> - languages you have designated that you speak and "work experience" you
	have entered
	• <i>Participation</i> - any extracurricular activities and honors and awards



Step
8.



Step	Action
9.	Below the action menus, you will find information on any applicable Holds associated with your account. Click on the link to view information regarding the Hold .
	Each Hold will have its own line.



Step	Action
10.	Scrolling down the page you will find a <i>To-Do Checklist</i> section. Review this section frequently to clear any items that may be on or have been added to the checklist. Clearing your list is important to maintaining a clear record as you near graduation.



Step	Action
11.	The <i>My Account</i> section provides a quick view of any money owed and when it is owed.
	This section will be available when Fall 2017 registration begins.



Step	Action
12.	The <i>My Grade</i> section will provide information on your current grades posted by your professors.
	This section will be available at the end of Fall 2017.

To-Do Checklist \bigcirc	My Account	-	Enrollment Shopping Cart
There are no to-do list items at this time. More to-do list details	You have a past due baland	You have a past due balance of \$0.00	
	Due now	\$0.00	
	Due later	\$0.00	Academic Deadlines
My Grades 😑	Total due	\$0.00	🖂 Email
There are no results to display at this time. More grades details	Mor	re account details	Canvas
			🖳 eTudes
My Class Schedule	Matriculation Status	e	
There are no results to display at this time.	Assessment Completion :	Satisfied	
More schedule details	Orientation Completion :	Satisfied	
	Counselling Completion :	Satisfied	
	Available Transcripts	÷	
	There are no results to displa	ay at this time.	
	Application Status	e	

Step	Action
13.	The My Class Schedule section provides a quick view of your current class schedule.
	This section will be available when Fall 2017 registration begins.

To-Do Checklist 😑	My Account	•	Enrollment Shopping Cart
There are no to-do list items at this time. More to-do list details	You have a past due bala	ance of \$0.00	My Planner
	Due now	\$0.00	
	Due later	\$0.00	Academic Deadlines
My Grades 👄	Total due	\$0.00	🖂 Email
There are no results to display at this time. More grades details		More account details	Canvas
			eTudes
My Class Schedule	Matriculation Status	Ð	
There are no results to display at this time. More schedule details	Assessment Completion :	Satisfied	
	Orientation Completion :	Satisfied	
	Counselling Completion :	Satisfied	
	Available Transcripts	Ð	
	There are no results to dis	splay at this time.	
	Application Status	Ð	
	No ourrent application on	file	

Step	Action
14.	The Matriculation Status section provides a quick look at the completion status of Assessments,
	Orientation, and Counseling requirements.

	ľ	Available Transcripts There are no results to c	eisplay at this time.		
		Application Status	•		
		No current application o	n file		
		My Financial Aid			
		Award	Offered Accepted		
		There are no results to o Mo	isplay at this time. re financial aid details		
Los Angeles C	ommunity College District		Need Help	o? Contact Us	_
(213) 891-200			East Los Ange 1301 Avenida	les College Cesar Chavez	
Copyright © 20 Disability Acce	14 ss Disclaimer Privacy Policy	1	Monterey Park Campus Phone College D	, CA 91754-6099 e: (323) 265-8650 irectories Assistance: Webmaster	

Step	Action
15.	The <i>Available Transcripts</i> section provides a quick view of the number of free transcripts available to you.
	This section will be available Fall 2017.

	Available Transcripts There are no results to displ:	ay at this time.
	Application Status No current application on file	C
l	My Financial Aid Award Offer	e Accepted
	There are no results to displa More fir	ay at this time. nancial aid details
Los Angeles Community College District 770 Wilshire Boulevard Los Angeles, CA 90017		Need Help? Contact Us East Los Angeles College
(213) 891-2000 Copyright © 2014 Disability Access Disclaimer Privacy Policy	¥ 1	1301 Avenida Cesar Chavez Monterey Park, CA 91754-6099 Campus Phone: (323) 265-8650 College Directories Technical Assistance: Webmaster

Step	Action
16.	The <i>Application Status</i> section provides information pertaining to the processing of your application.

	Available Transcripts There are no results to	o display at	C this time.		>
	Application Status No current application	ı on file	Θ		
	My Financial Aid Award There are no results to	Offered	C Accepted this time.		
	P	More financi	al aid details		
as Angeles Community College District 10 Wilshire Boulevard Los Angeles, CA 90017 13) 891-2000 opyright © 2014 sability Access Disclaimer Privacy Poli	cy		Need Hel East Los Ange 1301 Avenida Monterey Park Campus Phon College E Technica	p? Contact Us bes College Cesar Chavez (CA 91754-6099 e: (332) 265-8650, Jirectories Assistance: Webmaster	

Step	Action
17.	The <i>My Financial Aid</i> section provides information pertaining to any Financial Aid awards and if they have been Offered and/or Accepted.
	This section will be available for Fall 2017.

	Available Transcri There are no rea	pts sults to display a	C this time.	
	Application Status	ication on file	٥	
	My Financial Aid	Offered		
	There are no re	sults to display a More financ	t this time. ial aid details	
Los Angeles Community College District			? Need He	Ip? Contact Us
770 Wilshire Boulevard Los Angeles, CA 90017 (213) 891-2000 Copyright © 2014 Disability Access Disclaimer Privacy Polic	ey I		East Los Ang 1301 Avenida Monterey Par Campus Pho	eles College I Cesar Chavez k, CA 91754-6099 ne: (323) 265-8650 Directories I Assistance: Webmaster

Step	Action
18.	The footer section of the webpage provides contact information for both the Los Angeles Community College District and your Home College.

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Hold: Account Balance Due	
To-Do Checklist	Ð
My Grades	Ð
My Class Schedule	Ð
My Account	€
Matriculation Status	Ð
Available Transcripts	Ð
Application Status	Ð
My Financial Aid	Ð
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Step	Action	
19.	The Student Portal is also viewable from your mobile (phone or tablet) devices. The screen will update and change to adjust to the mobile device size.	
	To access the information, click on the section headers to expand the information.	
20.	Congratulations! You have reviewed the Student Portal Overview . If you have any questions, please contact your College Admissions and Records Office during normal business hours. • ELAC – (323) 265-8966 • LACC – (323) 953-4000 • LAHC – (310) 233-4090 • LAHC – (818) 833-3322 • LAPC – (818) 719-6404 • LASC – (323) 241-5321 • LATTC – (213) 763-5300 • LAVC – (818) 947-2553 • WLAC – (310) 287-4262	
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