Colleague UI - Single-Sign On Login Experience

NOTE: As of October 18 2021, this app will use the Single-Sign On (SSO) login page as shown in the steps below.

Step 1

Open a web browser and go to **https://colui2-prod.cloud.rsccd.edu/ui/home/index.html**

(or click the desktop icon on your District PC).

NOTE: Colleague UI is accessible only through computers connected to the RSCCD network, including:

1. District PCs located on campus
2. Terminal Sessions configured to connect to a District PC on campus.

You may receive an error message when trying to reach the Colleague UI page while off-campus. For questions regarding Colleague UI access, please contact the ITS Help Desk.

NOTE: Colleague UI is accessible only for authorized RSCCD faculty and staff. A supervisor approval is required to grant access permissions. For questions regarding access permissions to Colleague UI, please contact the ITS Help Desk.

Step 2

You will be redirected to another login page for RSCCD Single-Sign On. Login with your college issued email address and click "Sign In".

Optional: Check the box for "Keep me signed in" to stay signed in.

<u>**Username**</u> is your college issued email address.

- For Students:
    - **WebAdvisorID@student.sac.edu**
    - **WebAdvisorID@student.sccollege.edu**
        - Example: ab12345@student.sac.edu
- For Employees:
    - **LastName_FirstName@sccollege.edu**,
    - **LastName_FirstName@sac.edu**
    - **LastName_FirstName@rsccd.edu**
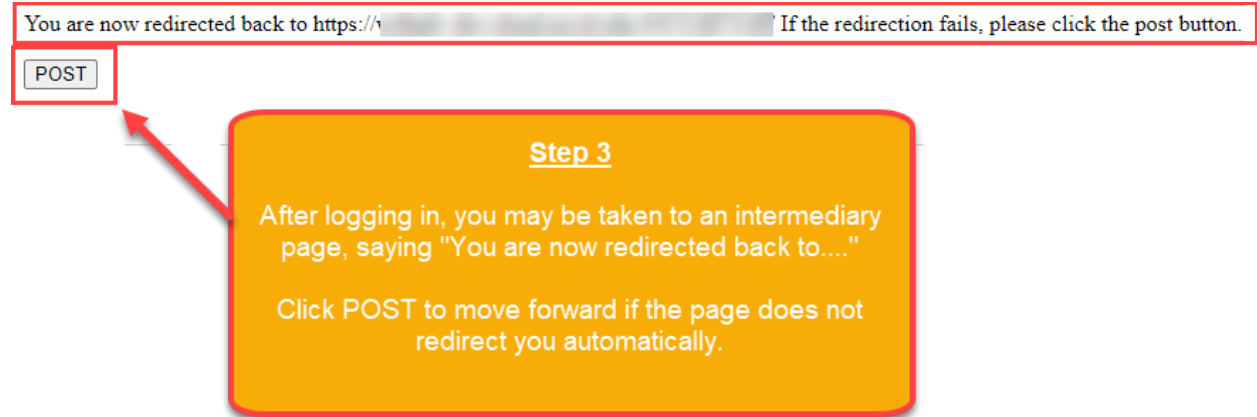   - Example: Smith_John@sac.edu

<u>**Default Password**</u> is set to your date of birth, in the following format: **MmmDDYYYY**

- 'Mmm' is the first 3 letters of the birth month with a capital first letter.
- 'DD' is the 2-digit birth day.
- 'YYYY' is the 4-digit birth year.

Example: If you were born on December 25 2000 the default password would be Dec252000.

To retrieve your username, or change / reset your password, click "Retrieve Username or Reset Password" or visit www.rsccd.edu/password

Step 3

After logging in, you may be taken to an intermediary page, saying "**You are now redirected back to....**"

Click **POST** to move forward if the page does not redirect you automatically.

You are now redirected back to https:// [redacted] If the redirection fails, please click the post button.

POST

Step 3

After logging in, you may be taken to an intermediary page, saying "You are now redirected back to...."

Click POST to move forward if the page does not redirect you automatically.

Step 4

Once you are logged in, you will reach a **DATATEL - COLLEAGUE ENVIRONMENT** warning pop-up, indicating the terms of use.

Click "**OK**" to continue and begin your Colleague session.