



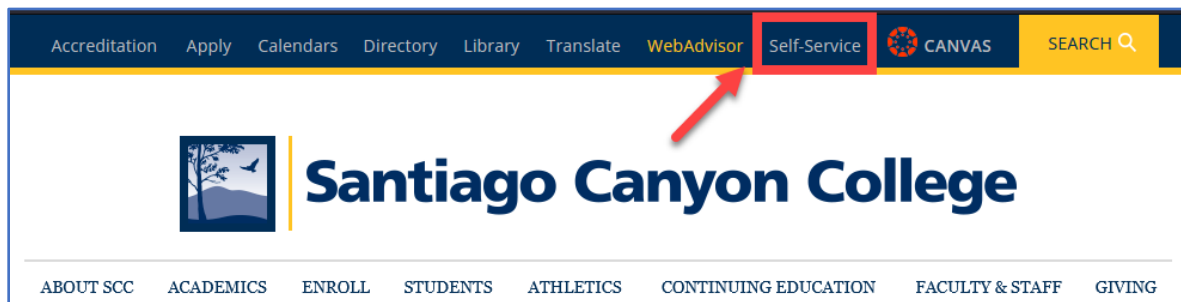
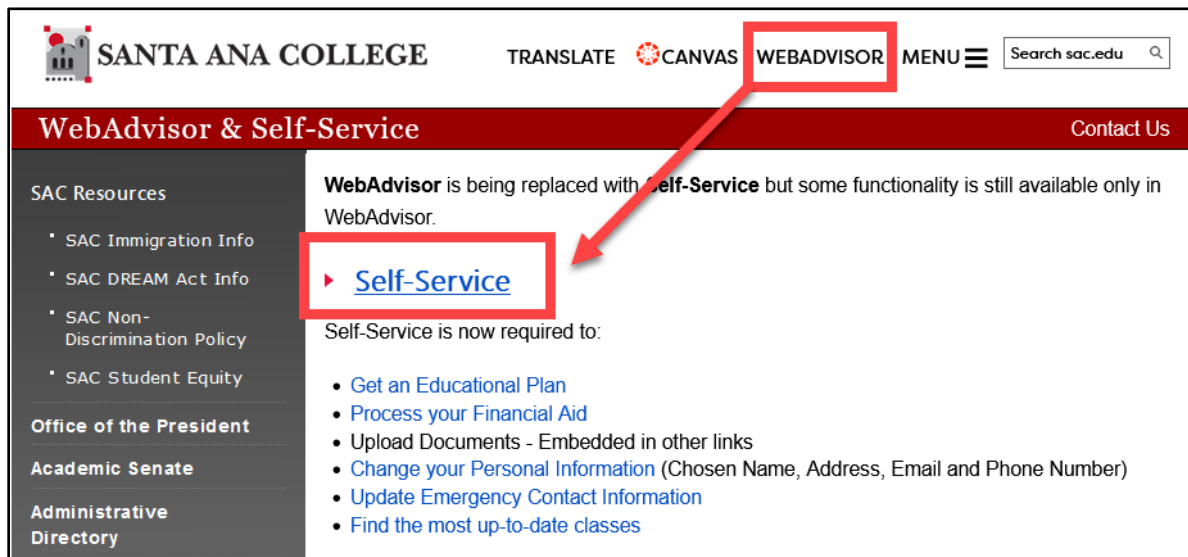
# Self Service – Single Sign-On Login Guide

## Step 1 – Navigate to Self Service website

Open a web browser and go to [SAC Self Service](#) or [SCC Self Service](#).

Alternatively, go to the [Santa Ana College Home Page](#). Click WebAdvisor on the top menu. On the next page, click Self Service.

You can also go to the Santiago Canyon College Home Page, then click Self Service on the top menu.



## Step 2 – Sign in to RSCCD Sign-On

You will be redirected to the **Sign In** page for **RSCCD Single-Sign On**. Input your username and password, and click **Sign In**.

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

Your Username is your **college issued email address**.

- For Students, the username format can be:
  - **WebAdvisorID@student.sccollege.edu** or **WebAdvisorID@student.sac.edu**
  - Example: ab12345@student.sac.edu
- For Employees, the username format can be:
  - **LastName\_FirstName@sccollege.edu**,
  - **LastName\_FirstName@sac.edu**, or
  - **LastName\_FirstName@rscdd.edu**
  - Example: Smith\_John@sac.edu

Your Password is the one associated with your school account (e.g., for Canvas and Self-Service).

Sign in with your organizational account

someone@example.com

Password

Keep me signed in

Sign in

**Login authentication screens are changing.**  
[Learn More - Single Sign-On FAQs](#)  
[Retrieve Username or Reset Password](#)

For Students:

- WebAdvisorID@student.sccollege.edu
- WebAdvisorID@student.sac.edu

Example: ab12345@student.sac.edu

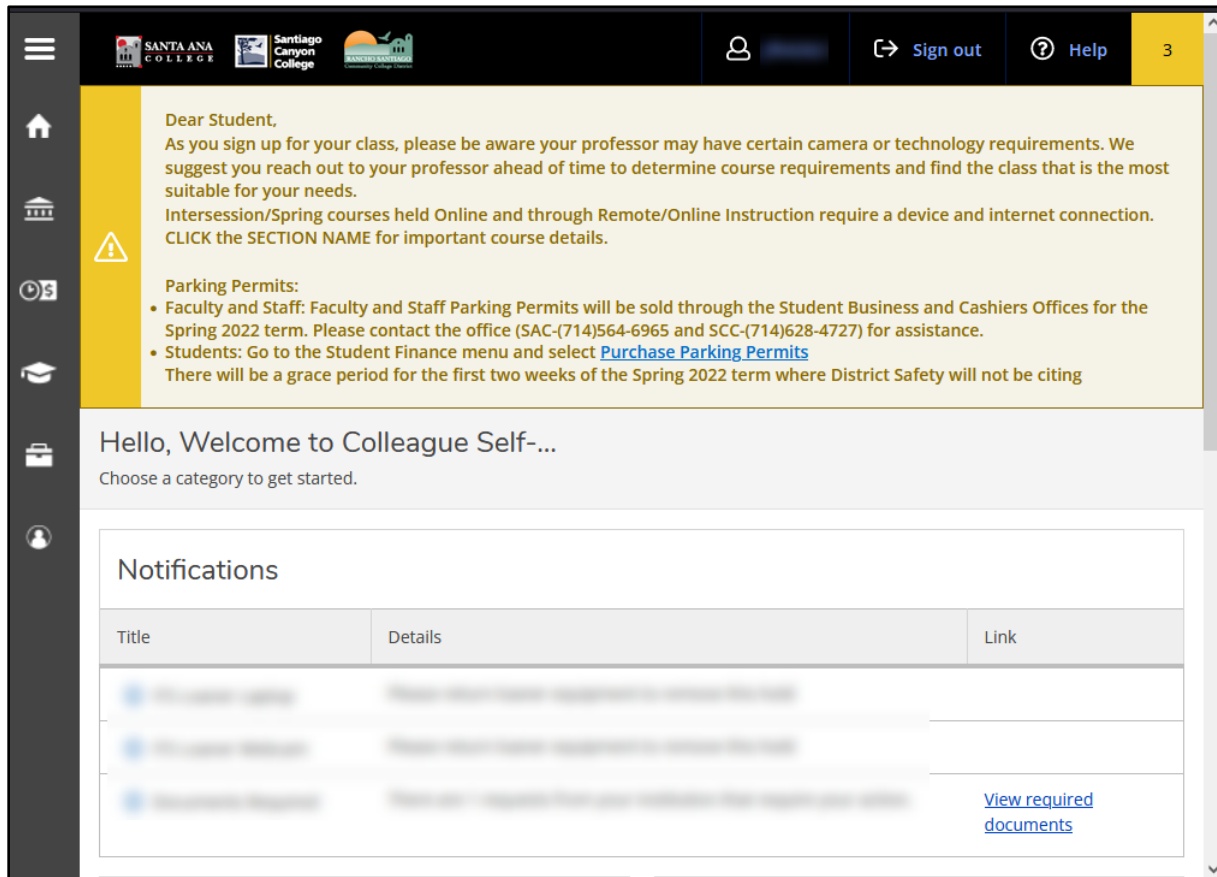
For Employees:

- LastName\_FirstName@sccollege.edu
- LastName\_FirstName@sac.edu
- LastName\_FirstName@rscdd.edu

Example: Smith\_John@rscdd.edu

## Step 3 – Open Self Service Dashboard

Once you are signed in successfully, you will be taken to the **Self Service dashboard**, with a welcome message saying "**Hello, Welcome to Colleague Self-Service!**"



The screenshot shows the Self Service Dashboard interface. At the top, there are logos for Santa Ana College and Santiago Canyon College, along with a user profile icon, a 'Sign out' button, and a 'Help' button. The main content area features a yellow banner with a warning icon and text: 'Dear Student, As you sign up for your class, please be aware your professor may have certain camera or technology requirements. We suggest you reach out to your professor ahead of time to determine course requirements and find the class that is the most suitable for your needs. Intersession/Spring courses held Online and through Remote/Online Instruction require a device and internet connection. CLICK the SECTION NAME for important course details.' Below this is a section for 'Parking Permits' with bullet points for Faculty and Staff, and Students. A welcome message 'Hello, Welcome to Colleague Self-...' is displayed, followed by a 'Notifications' table with columns for Title, Details, and Link. A 'View required documents' link is visible at the bottom right of the notifications table.

## Troubleshooting Sign in problems

- Use the [Password Reset page](#) if you've forgotten your password, or need to retrieve your username.
- Use the [Change Password page](#) to update your password.
- Read the [Single Sign-On FAQs page](#) for troubleshooting other issues.
- **Students** should contact the **Student Help Desk** for further assistance.
  - For Santa Ana College students: [SAC Student Help Desk page](#)
  - For Santiago Canyon College students: [SCC Student Help Desk page](#)
- **Faculty and Staff** may contact the **ITS Help Desk** for further assistance.
  - Employees only: [ITS Help Desk page](#)