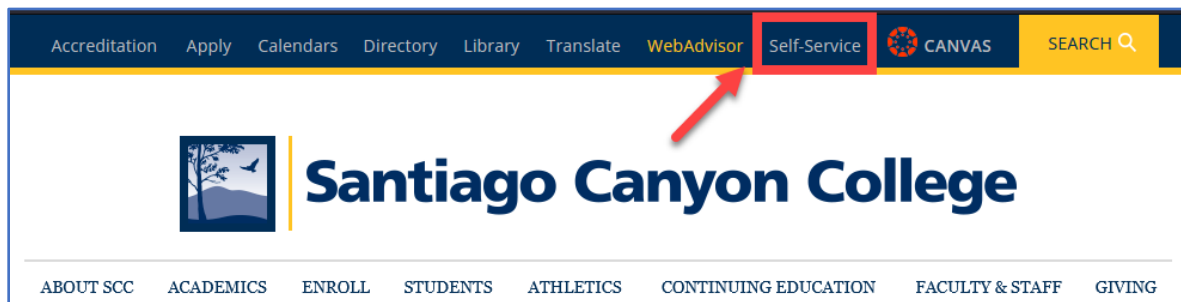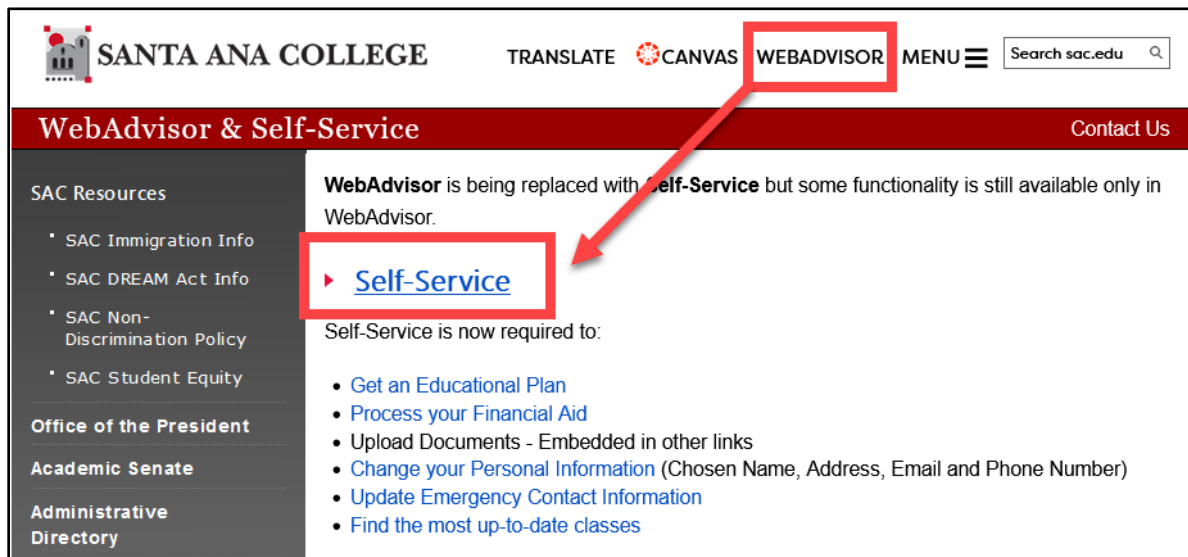# Self Service – Single Sign-On Login Guide

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@rsccd.edu**
    - Example: Smith_John@sac.edu
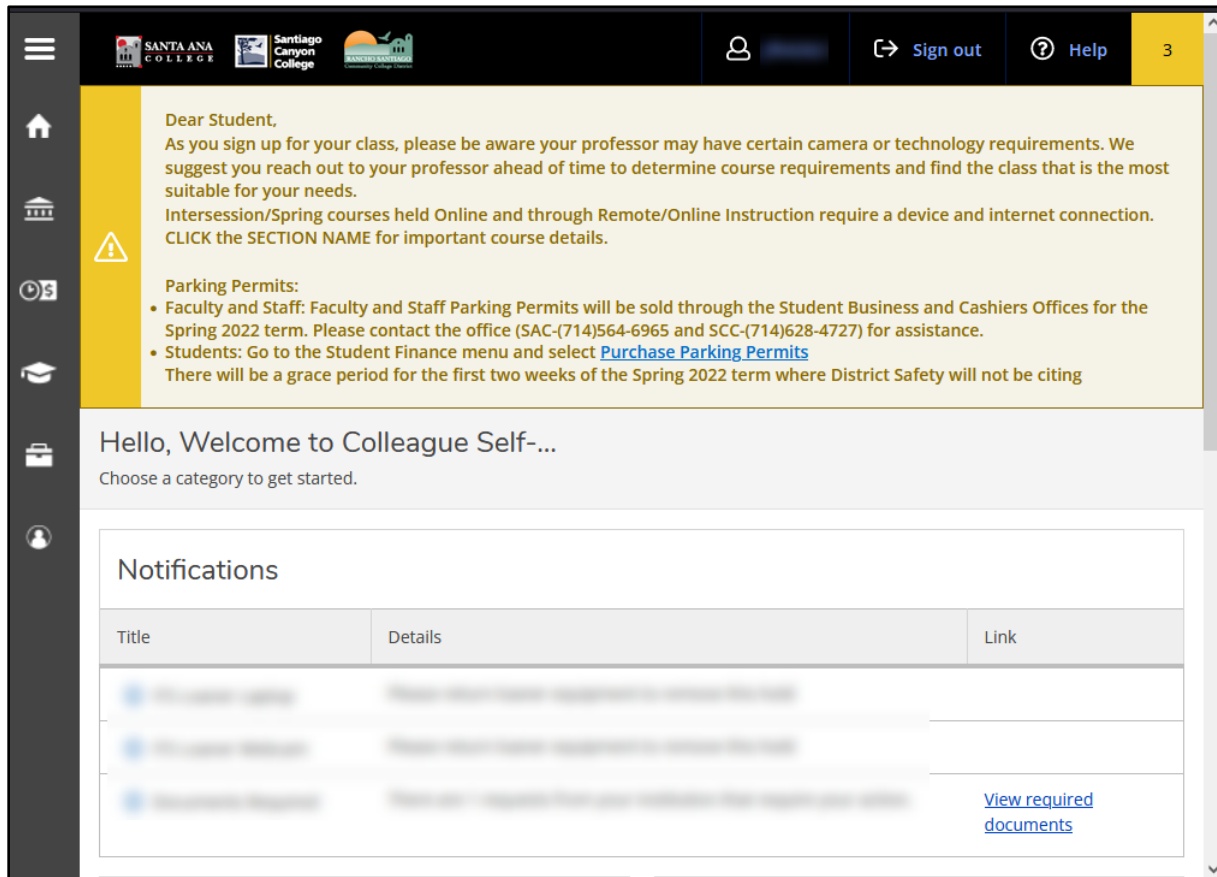
Your Password is the one associated with your school account (e.g., for Canvas and Self-Service).

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**!"

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**