



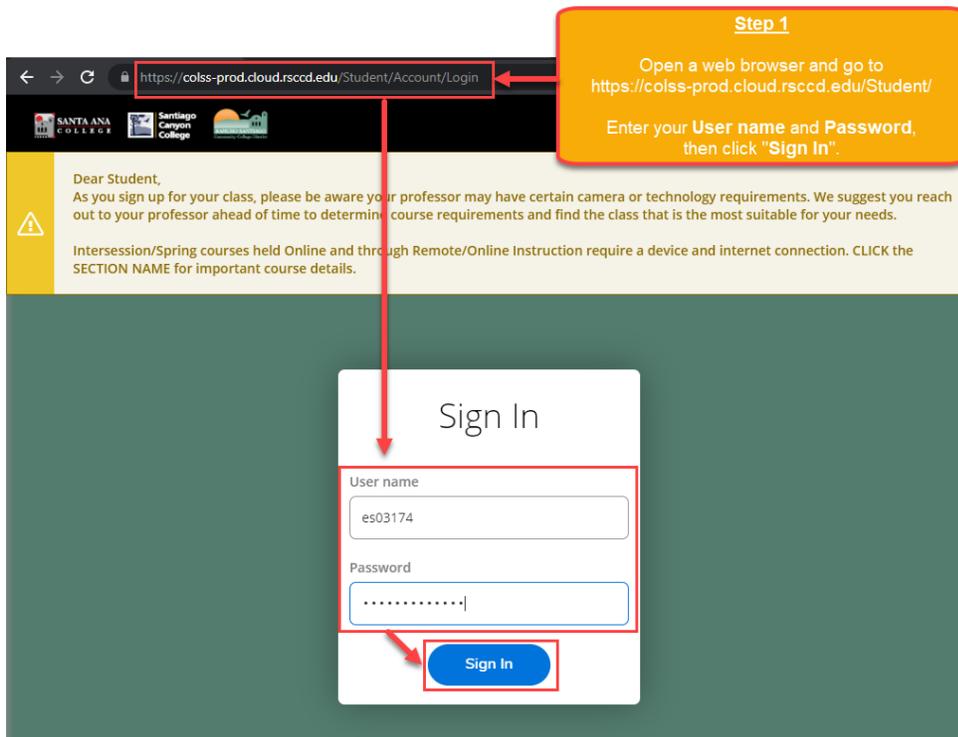
GlobalFAS Login Experience (Legacy)

NOTE: The steps below are for the legacy login experience. As of October 18 2021, this app will use the Single-Sign On (SSO) login page.

Step 1

Open a web browser and go to **Ellucian Self-Service** at <https://colss-prod.cloud.rscsd.edu/Student/>

Enter your **User name** and **Password**, then click "**Sign In**".



Step 2

If this is your first-time logging into Self Service, or the password has been reset to the default password, follow the directions below. Otherwise, skip to Step 3.

If you are prompted to create a new password at the "Change Password" screen:

1. The "User name" is your username.
2. The "**Current Password**" is the date of birth password.
 1. For example, if you were born on December 25, 1999, the format would be Dec251999.
 2. The "**New password**" and "**Confirm new password**" need to meet the password criteria below.

When done, click "**Change Password**".

Password Rules:

1. At least 9 characters long
2. Must start with a letter
3. Can't reuse previous passwords
4. Can't contain more than 3 characters from your Login ID
5. Must contain at least three of the following four categories:
 - Upper case letters (A-Z)
 - Lower case letters (a-z)
 - Numbers (0-9)
 - Special characters: Only these are allowed (* & ^ % \$ # @ ! ?)

Additionally:

- The new password cannot contain your personal information (such as first name, last name, date of birth, etc)
- The new password cannot reuse previous password.

Step 2 (Continued)



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.

Change Password

Please enter your user name, current password, and new password.

The new password **MUST** adhere to the following criteria:
 1. At least nine (9) characters in length (letters, numbers, or special characters);
 2. Start with a letter;
 3. Contain at least three of the following four categories:
 3a. Upper case letters (A-Z),
 3b. Lower case letters (a-z),
 3c. Numbers (0-9),
 3d. Special characters: Only the following are allowed (* & ^ % \$ # @ ! ?).
 Your password cannot contain more than three (3) characters in common with the Login ID or previous two (2) passwords. An example of a strong password would be iL0v3myJ0b! or wAy2g0?.
 For all password resets, it can take up to 15 minutes to send the new data to Microsoft for Office365 access. We appreciate your patience.

Your password has expired. Please choose a new password.

User name

Current password

New password

Confirm new password

Change Password

Step 2

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Otherwise, skip to Step 3.

If you are prompted to create a new password at the "Change Password" screen:

1. The "User name" is your username.
2. The "Current Password" is the date of birth password.
 For example, if you were born on December 25 1999, the format would be Dec251999.
3. The "New password" and "Confirm new password" need to meet the password criteria below.

When done, click "Change Password".

Password Rules:

1. At least 9 characters long
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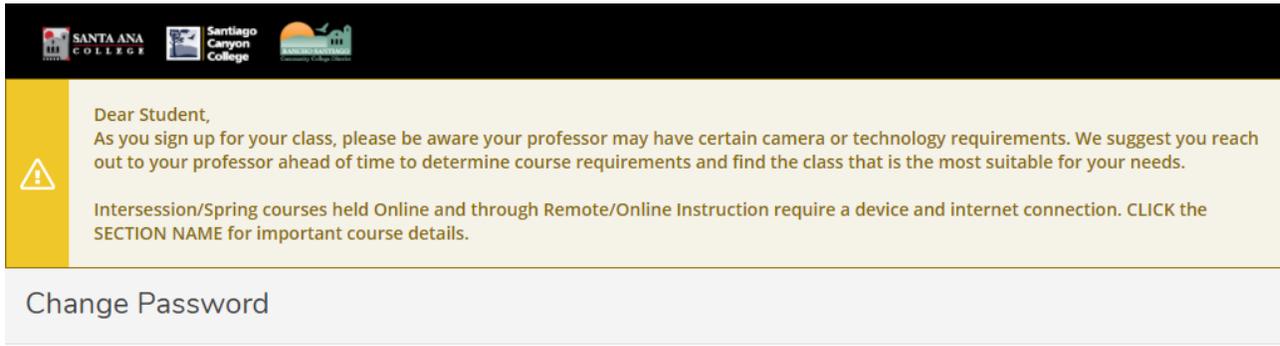
Additionally:

- The new password cannot contain your personal information (such as first name, last name, date of birth, etc)
- The new password cannot reuse previous password.

Step 3

Once you have successfully created a new password (per Step 2), you will receive a confirmation that **"Your password has been successfully changed"**.

Click the link for **"Please sign in using your new password to continue"** in order to login.



The screenshot shows the top navigation bar with logos for Santa Ana College, Santiago Canyon College, and Orange Coast College. Below the navigation bar is a yellow notification box with a warning icon. The text in the notification box reads: "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. Interession/Spring courses held Online and through Remote/Online Instruction require a device and internet connection. CLICK the SECTION NAME for important course details." Below the notification box is a grey bar with the text "Change Password".



A green confirmation message box with a checkmark icon on the left and the text "Your password has been successfully changed." on the right.

[Please sign in using your new password to continue.](#)



A yellow callout box with a red border and rounded corners. It contains the following text: **Step 3**
Once you have successfully created a new password (per Step 2), you will receive a confirmation that **"Your password has been successfully changed"**.
Click the link for **"Please sign in using your new password to continue"** in order to login.

Step 4

After logging into Self-Service, click the link for Financial Aid.

Self Service UAT Environment

https://colss-dev.cloud.rscsd.edu:8175/Student?hideProxyDialog=false

RANCHO SANTIAGO Community College District

Sign out Help

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

Notifications

Title	Details
Documents Required	There are 5 requests from your institution that require your action. View required documents

Student Finance
Here you can view your latest statement and make a payment online.

Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.

Grades
Here you can view your grades by term.

Academic Attendance
Here you can view your attendances by term.

Financial Aid
Here you can access financial aid data, forms, etc.

Course Catalog
Here you can view and search the course catalog.

Graduation Overview
Here you can view and submit a graduation application.

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Step 5

Click the link for **Complete required documents**.

Step 5
Click the link for **Complete required documents**.

Financial Information · Financial Aid · Financial Aid Home

Welcome to Financial Aid!
Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid.

Select an Award Year: 2020/2021 Academic Year

✓ Your most recent Satisfactory Academic Progress (SAP) evaluation has a(n) S-Satisfactory status. Please contact your Financial Aid Counselor if you need further assistance.

You have missing documents!
In order to complete your financial aid application some additional documentation is required before the Financial Aid office can evaluate your information.
[Complete required documents](#)

Student Finance Account Summary

Amount Due	\$0.00
Amount Overdue	\$0.00
Total Amount Due	\$0.00

[Go to Account Summary](#)

Checklist

✓ Completed	Submit a Free Application for Federal Student Aid (FAFSA)
⚠ Action Needed	Complete required documents

Resources

Helpful Links

[BankMobile Options](#)

Step 6

Click the link for one of the required financial aid documents.

The screenshot shows the 'Required Financial Aid Documents' page in the GlobalFAS system. At the top, there is a navigation bar with 'Financial Information', 'Financial Aid', and 'Required Documents'. Below this, a dropdown menu allows selecting an award year, currently set to '2020/2021 Academic Year'. A table lists three document types: '2018 Student Tax Information', '20/21 Student Non-Tax Filer', and '20/21 Parent Household Size'. Each row includes an explanation and a link to 'Submit Document through the online Financial Aid Processing Center'. A yellow callout box labeled 'Step 6' contains the instruction 'Click the link for one of the required financial aid documents.' and has three red arrows pointing to the submission links in the table.

Document	Explanation	Due Date	Status	Attachments
2018 Student Tax Information	Submit signed federal tax returns for appropriate year. Submit Document through the online Financial Aid Processing Center			
20/21 Student Non-Tax Filer	Complete the worksheet verifying that you did not ant were not required to file taxes for the appropriate year. Submit Document through the online Financial Aid Processing Center			
20/21 Parent Household Size	Complete the worksheet to verify the number of people in your parent's household and how many are attending college. Submit Document through the online Financial Aid Processing Center			

Step 7

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.

Username is your college issued email address.

- For Employees:
 - [LastName FirstName@sccollege.edu](#),
 - [LastName FirstName@sac.edu](#)
 - [LastName FirstName@rsccd.edu](#)
 - Example: [Smith John@sac.edu](#)
- For Students:
 - [Username@student.sac.edu](#)
 - [Username@student.sccollege.edu](#)
 - Example: [ab12345@student.sac.edu](#)

(NOTE: "Username" is a randomly generated prefix based on your initials and 5 random numbers.)

Default Password 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 "Can't access your account?" or visit www.rsccd.edu/password

Step 7

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.

To retrieve your username, or change / reset your password, click "Can't access your account?" or visit www.rsccd.edu/password

Username is your college issued email address.

Employees:

- LastName_FirstName@sccollege.edu
- LastName_FirstName@sac.edu
- LastName_FirstName@rsccd.edu

Students:

- xx12345@student.sac.edu
- xx12345@student.sccollege.edu

Default Password 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.

Step 8

After logging into the RSCCD Single Sign-On page, you will be redirected to the GlobalFAS site to complete the required financial aid documents.

https://sac.studentaidprocess.com/Account/Documents.aspx

SANTA ANA COLLEGE

Required Documents My Profile User Guide Log Out

Step 8
After logging into the RSCCD Single Sign-On page, you will be redirected to the GlobalFAS site to complete the required financial aid documents.

Welcome AXEL
Award Year 2020 - 2021

- Registration ✓
- Complete Documents** 📍
- Submit Package for Approval
- Wait for Package Approval
- Package Approval Received

📍 You are here
✓ Completed
? Need additional info

Complete Required Documents

You will be asked to provide documentation to verify the answers you indicated on your FAFSA. This portion of the Financial Aid process must be completed for you to be eligible for student aid.

Please click on each document listed below and you will be instructed on how to proceed. Once all documents have a green check mark next to them click the next button to continue.

Document Name	Status	View
Income Earned from Work for Non Tax Filers		
Dependency Status		

VIDEO HELP Next