Self-Service 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 **https://colss-prod.cloud.rsccd.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.

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
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)

SANTA ANA COLLEGE   Santiago Canyon College   RANCHO SANTIAGO Community College District

⚠ 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
es03174

Current password
·········

New password
··············

Confirm new password
··············

[Change Password]

Step 2

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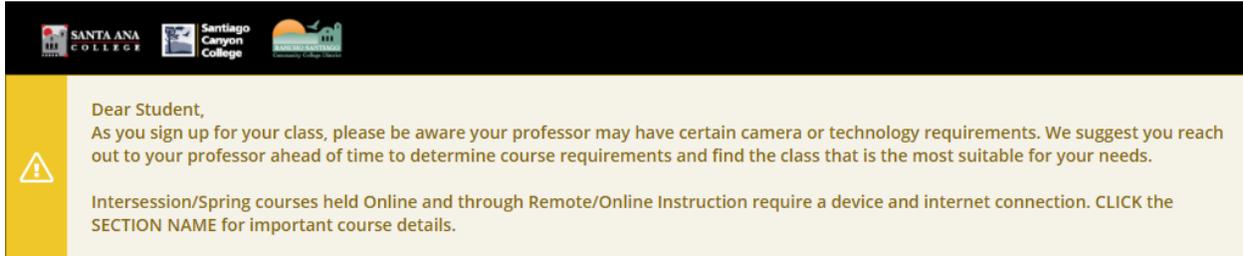- Special characters: Only these are allowed (* & ^ % $ # @ ! ?)

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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**".

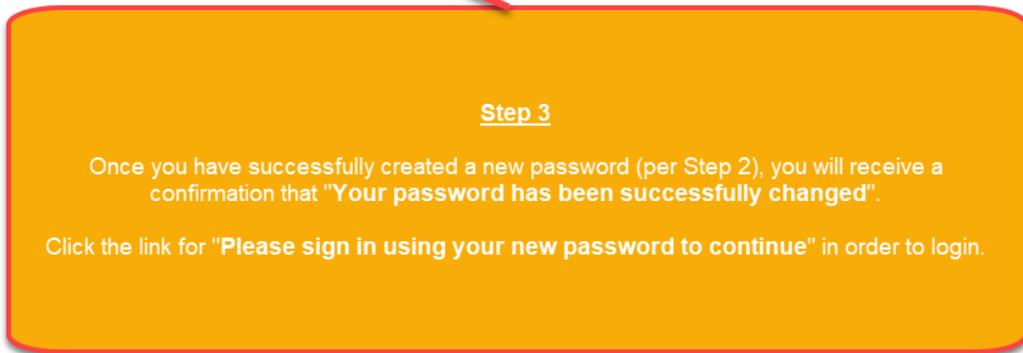Click the link for "**Please sign in using your new password to continue**" in order to login.

Step 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

Once you are signed in successfully, you will be taken to the home page for Self Service, with the welcome message "**Hello, Welcome to Colleague Self-Service**."