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.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.

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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".

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**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)

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 l0u3myd0bi or wky2g07. 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

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 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.
**Step 5**

Click the link for **Complete required documents**.
Step 6

Click the link for one of the required financial aid documents.
**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](http://www.rsccd.edu/password)
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.