

# Issuing an Add Authorization in Self-Service (SS)

Add Authorizations in Self-Service (SS) are replacing the WebAdvisor Add Codes. Once a class starts meeting, a student will need an Add Authorization to register for the class section. It is no longer a code that you need to hand/send to the student. It is a background system permission that is unique to their ID and section. It is recommended that the student be waitlisted in your class to make communication easier.

Once you authorized the student, you just need to let them know that they have been authorized and they need to go to Self-Service to complete the registration. Video available here [SAC Add Authorization Video Tutorial](#).

It is recommended to read the FAQs before proceeding with the step-by-step instructions at the end of this manual.

## FAQs for Add Authorizations

### 1. What is the Add Period?

Students can only register for a class up until it starts or it fills to its section capacity. After the section starts, only an Add Authorization will allow the student to register (barring any holds or prerequisite issues). So the Add Period dates for every section can vary, but it's always the section Start Date until the Add Period End Date (i.e. day before Census). This can be seen in WebAdvisor by viewing the section information.

Add Period Start Date

Add Period End Date

Term	2020FA Fall 2020
Start Date	24 August 2020
End Date	13 December 2020
Last Day to Add (add code required)	06 September 2020
Last Drop Date with 'W'	15 November 2020
Last Drop Date without 'W'	07 September 2020
Last Date to get Refund	06 September 2020

### 2. When can a student register with an Add Authorization?

- The student can only register during the Add Period of the section. They cannot register before that. Easy way to remember is that you "Add during the Add Period."

### 3. Will Add Codes in WebAdvisor still work?

- No. Add Authorizations will be the only system mechanism to add students to your class after the start of the term, depending on your section's Add Period.

### 4. How does the Waitlist work in SS?

- The Waitlist is just a list of students waitlisted in your class. You need to sort by the Status Date to list the students in the order they were added to the waitlist. Just click on the Status Date label.
- The Waitlist and the Add Authorizations have no relation. You can authorize any student in any order. The Waitlist is also a good source to get a Student ID for possibly authorizing.
- It is easier to add a student from the Waitlist since their ID will be listed there.

### 5. The Add Authorization tab does not display the student's email, how do I notify the student that they have been authorized?

- The Waitlist tab displays the student's email. It can be accessed there.
- Please encourage your student to add to your waitlist, it makes things easier.

- c. If the student was not on your Waitlist, then you may have to revert to WebAdvisor which lists added student's email.

**6. The SS Waitlist is sorted alphabetically and not by the Date Added to the Waitlist, what now?**

- a. Click on the Status Date label to sort by the Status Date to list the students in the order they were added to the Waitlist.



**7. Can I authorize students to register before the section's Add Period so they can register once the Add Period begins?**

- a. Yes. You can authorize a student prior to the term commencing so they can register once the section's Add Period begins.

**8. Will I still use WebAdvisor?**

- a. Yes. All other section related functionality (rosters, grades, drops, etc.) will continue to be used in WebAdvisor, except Add Authorizations. Only Add Authorizations will be in SS.
- b. You might also need to use WebAdvisor to email students once an Add Authorization has been granted. This is because SS only shows email for students that have registered or on your waitlist. If the authorized student was not on your waitlist then their email will not be listed.
- c. SS will open up the email client on the PC. Many prefer to use WebAdvisor's built-in email client.

**9. Is there a lag between SS and WebAdvisor?**

- a. No. Both web systems sit atop the same Colleague database. So they read and edit the same information.

**10. When do Add Authorizations expire?**

- a. The Add Authorizations expire on the Add Period End Date (i.e. the day before Census) of the section. They no longer expire in 3 days.

**11. Can I cancel an Add Authorization?**

- a. Yes. You can simply click on the Revoke link next to the student's name and the Add Authorization will be cancelled.

**12. Who will provide assistance if I have questions?**

- a. For student assistance, they can contact the colleges' Admissions & Records offices at [adm\\_records@sac.edu](mailto:adm_records@sac.edu) or [admissions@sccollege.edu](mailto:admissions@sccollege.edu)
- b. For faculty, they can contact ITS Help Desk at [helpdesk@rscdd.edu](mailto:helpdesk@rscdd.edu) or 714-564-4357

**13. Is there an Add Authorization video tutorial for faculty?**

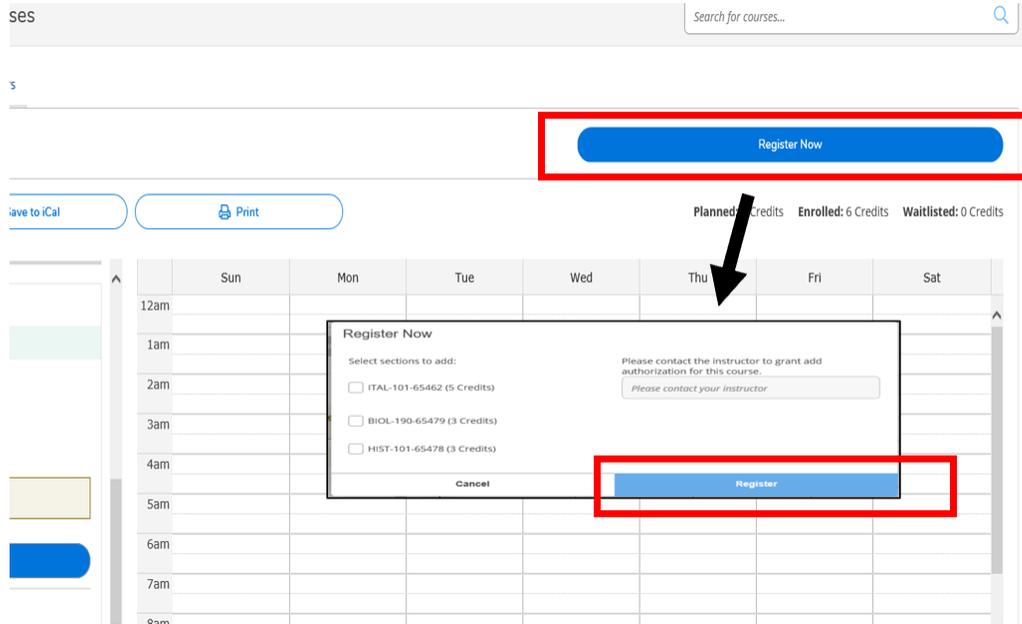
- a. Yes. SAC created a video tutorial which you can access here: <https://bit.ly/36addauth>

**14. Where do students pay for their registered class?**

- a. At this time, students still have to pay for the class in WebAdvisor until SS is fully implemented. Currently more than half of our students use SS for their Student Ed. Plan. So they are familiar with the using both systems.

**15. Where do the students register for a class they have been authorized for?**

- a. Students will have to register in SS once the Add Authorization is granted.
- b. IN SS, the student simply clicks on the Register Now button that will prompt them to register. They select the authorized section and click on the Register button to register.

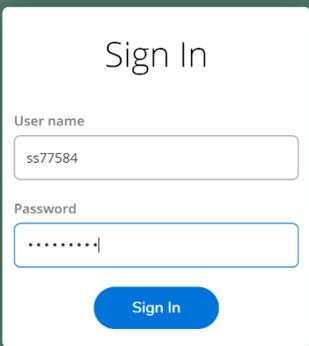
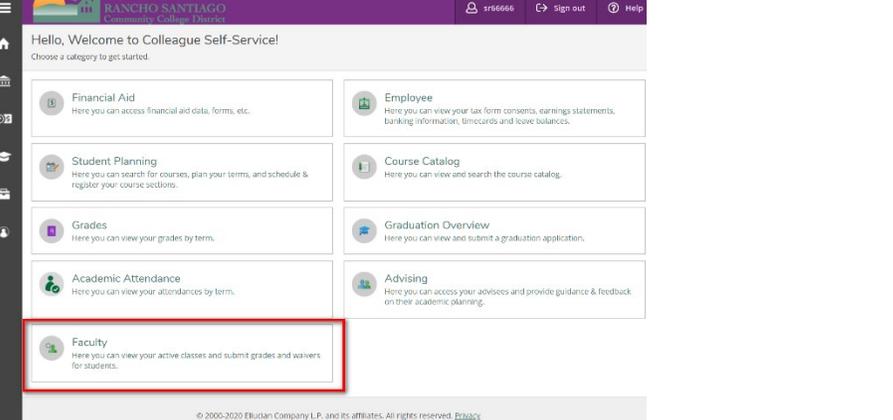


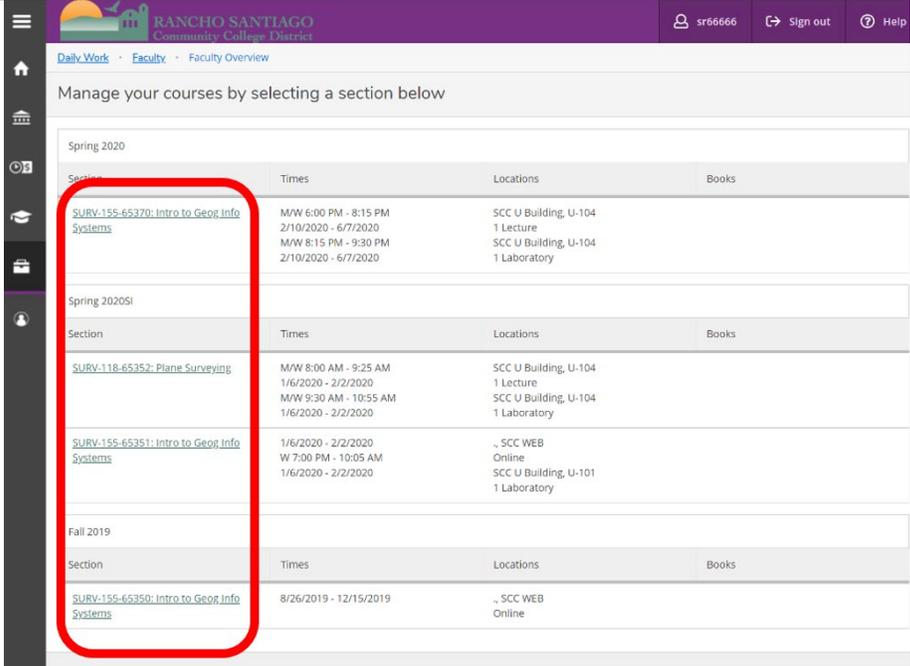
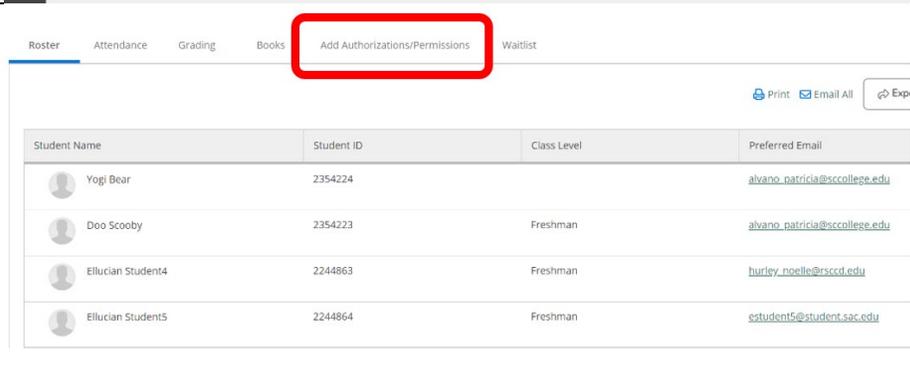
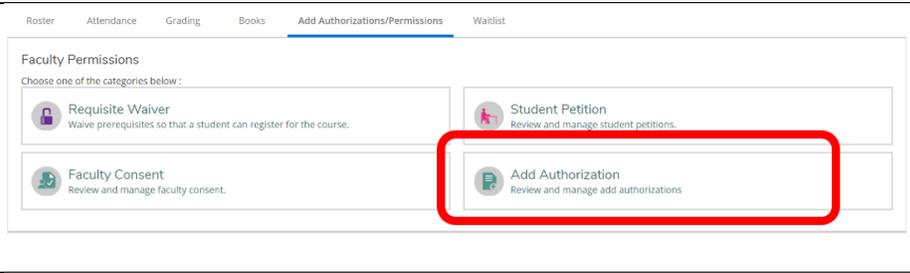
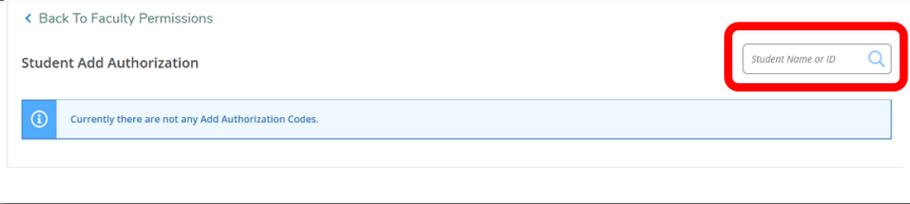
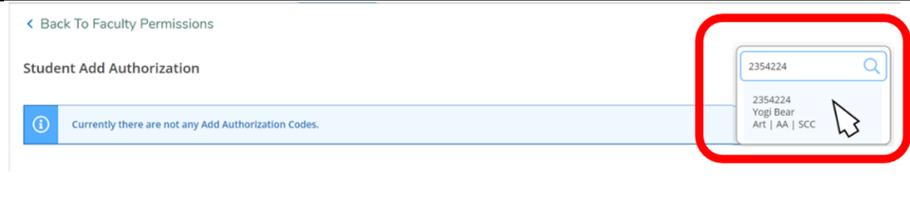
**16. Why can't a student register for the class if I have authorized them?**

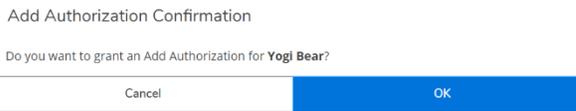
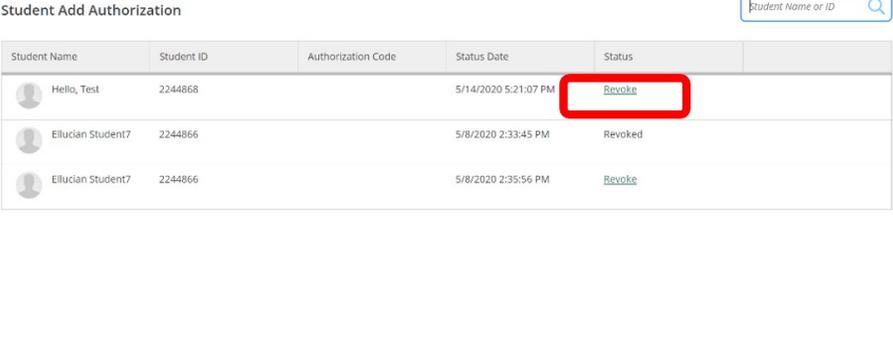
- a. Below are the many reasons a student cannot register:
  - i. The Add Period for the class has not started.
  - ii. The student has not passed the course prerequisites.
  - iii. The student is repeating the class for the third time.
  - iv. The student has a hold on their record.
  - v. The student is on Academic Probation.
  - vi. The student does not see the Register button in the upper right of SS.
  - vii. Have the student email A&R for assistance [adm\\_records@sac.edu](mailto:adm_records@sac.edu) or [admissions@scollege.edu](mailto:admissions@scollege.edu)

**NOTE:**

**Add Authorizations are valid until the section's Census date. They no longer expire in three days.**

STEPS	SCREENSHOT
<p>1. In <a href="#">WebAdvisor</a>, click the <b>Add Authorizations – Self Service</b> link to open Self-Service.</p>	 <p>The screenshot shows a 'Faculty Information' menu with the following items: Web Attendance Tracking, Class Roster, Grading, Search for Sections, Class Schedule, Student profile, Faculty Student Drop, Canvas Access, Publications, <b>Add Authorizations - Self Service</b> (highlighted with a red box), Early Alert, Continuing Education Faculty Development Tracking System, Santa Ana College Professional Development Tracking System, Noncredit High School Grading Application, Noncredit Educational Planning System, Continuing Education Substitute Absence System, and Advising.</p>
<p>2. If prompted, log in with your WebAdvisor account.</p> <p>Alternatively, you can bookmark the SS link and go directly. <a href="https://colss-prod.cloud.rscdd.edu/Student/">https://colss-prod.cloud.rscdd.edu/Student/</a></p>	 <p>The screenshot shows a 'Sign In' form with a 'User name' field containing 'ss77584' and a 'Password' field with masked characters. A blue 'Sign In' button is at the bottom.</p>
<p>3. Click on <b>Faculty</b> module to open the <b>Faculty Overview</b> screen.</p>	 <p>The screenshot shows the 'RANCHO SANTIAGO Community College District' 'Colleague Self-Service' dashboard. It features a navigation menu on the left and a grid of service tiles. The 'Faculty' tile, which says 'Here you can view your active classes and submit grades and waivers for students.', is highlighted with a red box. Other tiles include Financial Aid, Employee, Student Planning, Course Catalog, Grades, Graduation Overview, Academic Attendance, and Advising.</p>

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<p>4. In your <b>Faculty Overview</b> screen, your assigned sections are displayed in term order. Click on the section link to to open the Section Details screen.</p>	 <p>The screenshot shows the 'Faculty Overview' page for Rancho Santiago Community College District. It features a navigation menu on the left and a main content area with tabs for 'Daily Work', 'Faculty', and 'Faculty Overview'. The main content area is titled 'Manage your courses by selecting a section below' and displays a table of sections for Spring 2020, Spring 2020SI, and Fall 2019. A red box highlights the section 'SURV:155-65370: Intro to Geog. Info Systems' in the Spring 2020 section.</p> <table border="1"> <thead> <tr> <th>Section</th> <th>Times</th> <th>Locations</th> <th>Books</th> </tr> </thead> <tbody> <tr> <td>SURV:155-65370: Intro to Geog. Info Systems</td> <td>M/W 6:00 PM - 8:15 PM 2/10/2020 - 6/7/2020 M/W 8:15 PM - 9:30 PM 2/10/2020 - 6/7/2020</td> <td>SCC U Building, U-104 1 Lecture SCC U Building, U-104 1 Laboratory</td> <td></td> </tr> <tr> <td>SURV:118-65352: Plane Surveying</td> <td>M/W 8:00 AM - 9:25 AM 1/6/2020 - 2/2/2020 M/W 9:30 AM - 10:55 AM 1/6/2020 - 2/2/2020</td> <td>SCC U Building, U-104 1 Lecture SCC U Building, U-104 1 Laboratory</td> <td></td> </tr> <tr> <td>SURV:155-65351: Intro to Geog. Info Systems</td> <td>1/6/2020 - 2/2/2020 W 7:00 PM - 10:05 AM 1/6/2020 - 2/2/2020</td> <td>SCC WEB Online SCC U Building, U-101 1 Laboratory</td> <td></td> </tr> <tr> <td>SURV:155-65350: Intro to Geog. Info Systems</td> <td>8/26/2019 - 12/15/2019</td> <td>SCC WEB Online</td> <td></td> </tr> </tbody> </table>	Section	Times	Locations	Books	SURV:155-65370: Intro to Geog. Info Systems	M/W 6:00 PM - 8:15 PM 2/10/2020 - 6/7/2020 M/W 8:15 PM - 9:30 PM 2/10/2020 - 6/7/2020	SCC U Building, U-104 1 Lecture SCC U Building, U-104 1 Laboratory		SURV:118-65352: Plane Surveying	M/W 8:00 AM - 9:25 AM 1/6/2020 - 2/2/2020 M/W 9:30 AM - 10:55 AM 1/6/2020 - 2/2/2020	SCC U Building, U-104 1 Lecture SCC U Building, U-104 1 Laboratory		SURV:155-65351: Intro to Geog. Info Systems	1/6/2020 - 2/2/2020 W 7:00 PM - 10:05 AM 1/6/2020 - 2/2/2020	SCC WEB Online SCC U Building, U-101 1 Laboratory		SURV:155-65350: Intro to Geog. Info Systems	8/26/2019 - 12/15/2019	SCC WEB Online	
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<p>5. In the <b>Section Details</b> screen, the section information for your assigned section is displayed. This page is your launch point for section related actions. Take note of the various tabs. This is where all section functionality is nested. Click on the <b>Add Authorizations/Permissions</b> tab.</p>	 <p>The screenshot shows the 'Section Details' page for the selected section. It has several tabs: 'Roster', 'Attendance', 'Grading', 'Books', 'Add Authorizations/Permissions', and 'Waitlist'. The 'Add Authorizations/Permissions' tab is selected and highlighted with a red box. Below the tabs is a table of students with columns for Student Name, Student ID, Class Level, and Preferred Email.</p> <table border="1"> <thead> <tr> <th>Student Name</th> <th>Student ID</th> <th>Class Level</th> <th>Preferred Email</th> </tr> </thead> <tbody> <tr> <td>Yogi Bear</td> <td>2354224</td> <td></td> <td>alvano_patricia@sccollege.edu</td> </tr> <tr> <td>Deo Scooby</td> <td>2354223</td> <td>Freshman</td> <td>alvano_patricia@sccollege.edu</td> </tr> <tr> <td>Ellician Student4</td> <td>2244863</td> <td>Freshman</td> <td>hurley_noelle@rsccd.edu</td> </tr> <tr> <td>Ellician Student5</td> <td>2244864</td> <td>Freshman</td> <td>estudent5@student.sac.edu</td> </tr> </tbody> </table>	Student Name	Student ID	Class Level	Preferred Email	Yogi Bear	2354224		alvano_patricia@sccollege.edu	Deo Scooby	2354223	Freshman	alvano_patricia@sccollege.edu	Ellician Student4	2244863	Freshman	hurley_noelle@rsccd.edu	Ellician Student5	2244864	Freshman	estudent5@student.sac.edu
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<p>6. In the <b>Add Authorizations/Permissions</b> tab, click the <b>Add Authorizations</b> box.</p>	 <p>The screenshot shows the 'Add Authorizations/Permissions' screen. It has tabs for 'Roster', 'Attendance', 'Grading', 'Books', 'Add Authorizations/Permissions', and 'Waitlist'. The 'Add Authorizations/Permissions' tab is selected. Below the tabs is a section titled 'Faculty Permissions' with a dropdown menu to 'Choose one of the categories below:'. There are three options: 'Requisite Waiver', 'Student Petition', and 'Add Authorization'. The 'Add Authorization' option is highlighted with a red box.</p>																				
<p>7. The <b>Student Add Authorization</b> screen will display the authorized students that can add the class during the add period.</p>	 <p>The screenshot shows the 'Student Add Authorization' screen. It has a 'Back To Faculty Permissions' link and a search box labeled 'Student Name or ID'. Below the search box is a message: 'Currently there are not any Add Authorization Codes.' A red box highlights the search box.</p>																				
<p>8. In the search box on the right, type the student ID and press Enter. This will display the student that matches that ID. Double mouse click on the student to select him/her.</p>	 <p>The screenshot shows the 'Student Add Authorization' screen with the search box containing the student ID '2354224'. The search results show the student's name 'Yogi Bear' and their affiliation 'Art   AA   SCC'. A red box highlights the search results.</p>																				

STEPS	SCREENSHOT
<p>You can retrieve the Student ID from the <b>Waitlist</b> tab if the student is waitlisted. See the end of this manual.</p>	
<p>9. Click the <b>OK</b> button in the confirmation dialog to add the student.</p>	
<p>10. The student is now authorized to register for the class in Self-Service and the record is displayed.</p> <p>It is recommended you let the student know that they have been authorized. The student has until the section's Census date to register in Self-Service.</p>	
<p><b>CANCEL AN AUTHORIZATION:</b></p> <p>Add Authorizations can be revoked if need be. Simply click on the <b>Revoke</b> link and the status will be change to <b>Revoked</b>.</p> <p>The student will not be able to register for the class. This only works if they have not yet registered however.</p>	
<p><b>WAITLIST TAB:</b></p> <p>Click on the <b>Waitlist</b> tab to access your Waitlist roster. The list of students waitlisted in your section are displayed.</p> <p>You may need to click on the Status Date label to order the list by the date the student was added to the list.</p> <p>The Waitlist roster can be a source for Add Authorizations. Simply copy the Student ID and paste into the Add Authorization search box.</p> <p>You can also email the student from the Waitlist to inform them that they have been authorized.</p>	