



The CE System

Student Re-Enrollment

The CE System is a fast and convenient way to re-enroll your students into class for the coming semester.

This system can be used by both in-person and hybrid/online instructors.

Step 1: Access the District Intranet Site by visiting: www.rsccd.edu



When you click on 'Employee Intranet', this box will appear. Enter your username and password.

Sign in

<https://intranet.rsccd.edu>

Username

Password

Step 2: Click on 'Continuing Education' to access the Continuing Education Intranet site.



SharePoint ? Lehman, Colleen

Online Forms Reports & Requests SHARE

RSCCD EMPLOYEE
INTRANET

Welcome to RSCCD Employee Intranet!

INTRANET

- Accounting/ Fiscal Services
- Benefits
- Chancellor
- Communications, Marketing & Public Relations
- Continuing Education
- Coronavirus (COVID-19)
- Economic Services
- Educational Services
- Human Resources

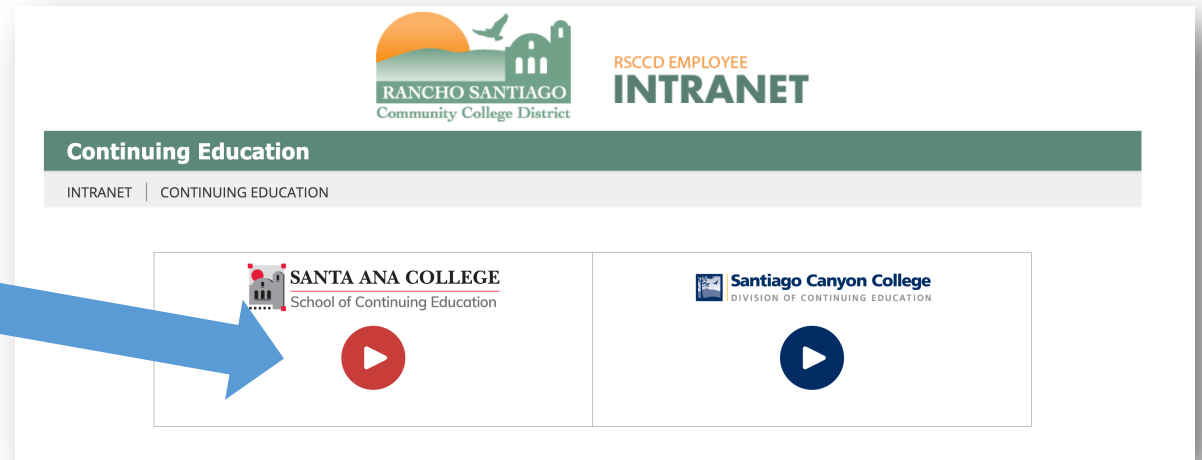


RSCCD Budget Reports

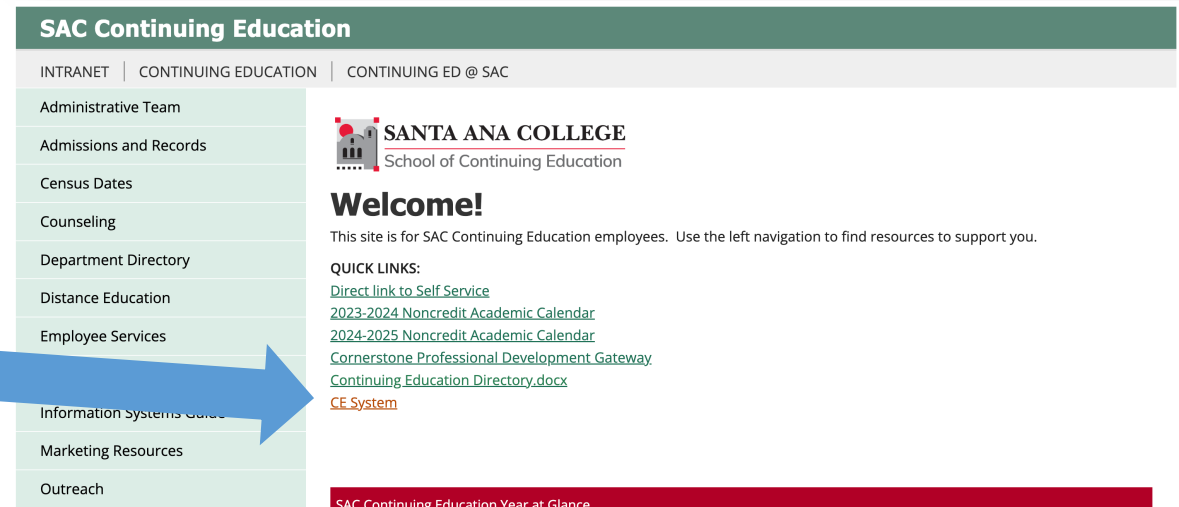
Report	Current Year to Date	Prior Fiscal Year End Actual
GL0010 Budget Reconciliation	<ul style="list-style-type: none">Unrestricted Funds (11) - October 2022	<ul style="list-style-type: none">Unrestricted Funds (11) - Year End

<https://intranet.rsccd.edu/ContinuingEducation>

Step 3A: Click on the Red arrow for School of Continuing Education.





Step 3B: Click on the 'CE System' link.



Fun Fact: 'CE System' stands for 'Continuing Education System'. This system created specifically for Continuing Education and many applications we use every day were developed within this system including the online searchable schedule and automated faculty communications.



Sign in with your organizational account

Keep me signed in

Login authentication screens are changing.
[Learn More - Single Sign-On FAQs](#)
[Retrieve Username or Reset Password](#)

For Students:

- SelfServiceID@student.sccollege.edu
- SelfServiceID@student.sac.edu

Example: ab12345@student.sac.edu

For Employees:

- LastName_FirstName@sccollege.edu
- LastName_FirstName@sac.edu
- LastName_FirstName@rscdd.edu

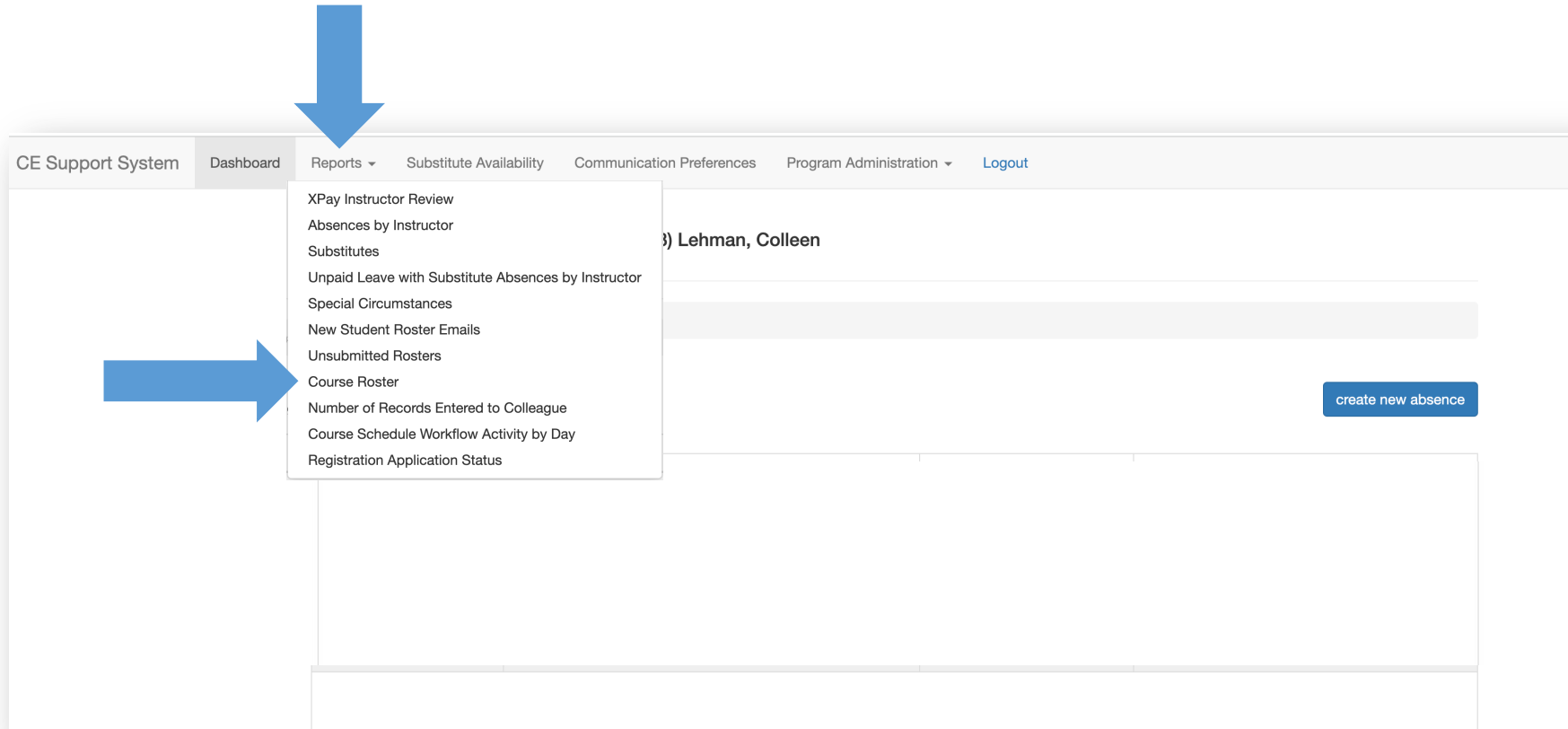
Example: Smith_John@rscdd.edu



Step 3: Login to the system using your school email address and password.

You are now logged into your CE System dashboard.

Step 4: Using the top navigation, click on 'Reports' and then select 'Course Roster'.



Step 5: Go to 'Section' and choose the class you would like to update.

Class Section Roster Report

Location: CEC Term: 2024SPN Instructor: [Redacted] Section: **Section**
39998 - ESL 120
40279 - ESL 302

Click Here for Instructions Download CSV Action Check or Uncheck All

#	Id	First Seen	Student Name	Grade	Phone	Email	Action Taken	for Action
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Rancho Santiago Community College District Continuing Education
Santa Ana College School of Continuing Education 2900 W. Edinger Ave. Santa Ana, CA 92704
Orange Education Center, Santiago Canyon College 1937 W. Chapman Ave. Orange, CA 92868

Step 6: Your class roster will appear. Check the students you wish to promote to the next level.

Class Section Roster Report

Location: CEC Term: 2024SPN Instructor: [Redacted] Section: 40279 - ESL 302

Click Here for Instructions Download CSV Action Check or Uncheck All

#	Id	First Seen	Student Name	Grade	Phone	Email	Action Taken	for Action
[Redacted]	[Redacted]	[Redacted]	Thanh Thuy Tran	[Redacted]	[Redacted]	[Redacted]	NO ACTION	<input type="checkbox"/>
[Redacted]	[Redacted]	[Redacted]	Lan Anh Le	[Redacted]	[Redacted]	[Redacted]	NO ACTION	<input type="checkbox"/>
[Redacted]	[Redacted]	[Redacted]	Thi Bich Lien Vu	[Redacted]	[Redacted]	[Redacted]	NO ACTION	<input type="checkbox"/>

Step 7: Click on 'Action' and then click on 'Promote'. You can also choose to add a student comment.

[Home](#) / Reports - Class Section Roster Report

You Have Not Submitted this Roster

Please mark an action (retain/promote), then add comments/notes to each record if necessary and click submit to forward to A&R for processing.

Submit

Step 8: Click on submit.

Class Section Roster Report

Location

CEC

Term

2024SPN

Instructor

Section

40279 - ESL 302

[Click Here for Instructions](#)

[Download CSV](#)

⚙️ Action

☑️ Check or Uncheck All

#	Id	First Seen	Student Name	Grade	Phone	Email		
1			Thanh Thuy Tran				NO ACTION	<input type="checkbox"/>
2			Lan Anh Le				NO ACTION	<input checked="" type="checkbox"/>
3			Thi Bich Lien Vu				NO ACTION	<input type="checkbox"/>

- PROMOTE in 2024SUN
- RETAIN in 2024SUN
- Add the same COMMENT to all checked students

Step 9: Follow steps 6, 7, and 8 but this time select 'Retain'.

Once you hit 'Submit', the information is immediately sent to the A&R office for processing. 😊

Class Section Roster Report

[Click Here for Instructions](#) [Download CSV](#)

Location: CEC Term: 2024SPN Instructor: 1029813 - Lehman, Colleen Section: 40279 - ESL 302

Action: Check or Uncheck All

#	Id	First Seen	Student Name	Grade	Phone	Email		
1			Thanh Thuy Tran				NO ACTION	<input checked="" type="checkbox"/>
2			Lan Anh Le				NO ACTION	<input checked="" type="checkbox"/>
3			Thi Bich Lien Vu				NO ACTION	<input type="checkbox"/>

PROMOTE in 2024SUN
RETAIN in 2024SUN
Add the same COMMENT to all checked students

Tips for Success:

- Don't forget to click 'submit' after selecting 'Promote' or 'Retain'.
- If you have a special message for A&R, use the 'Comment' feature.



Thank you for viewing.

For questions or to request additional training please contact:
Pilar Traslavina

