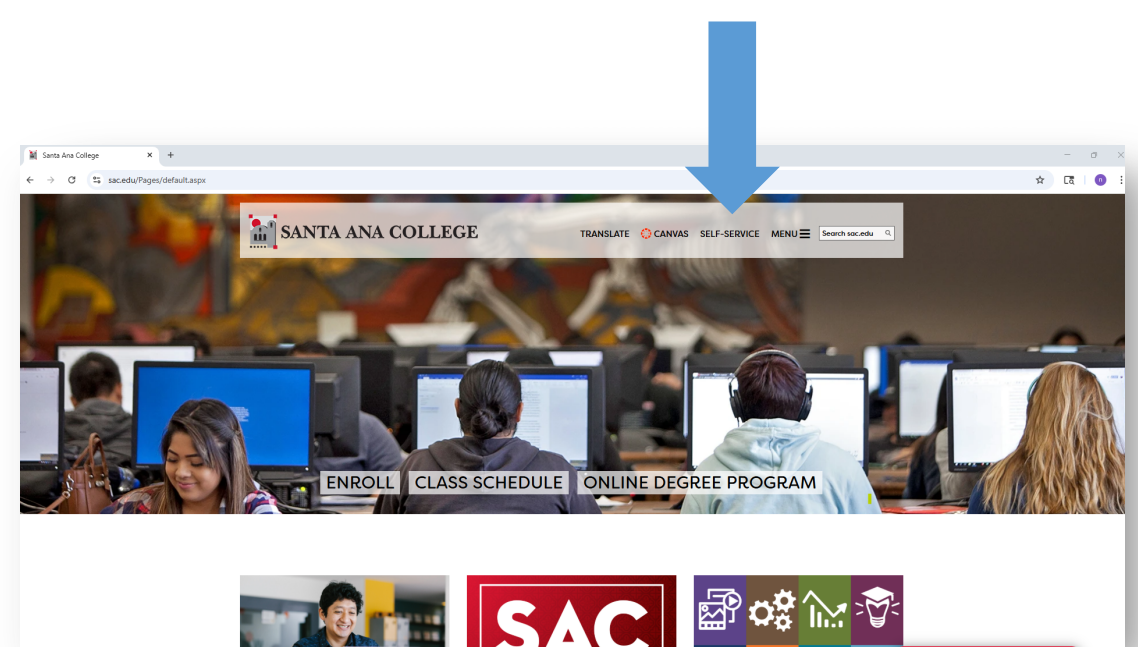






# Submitting an Absence

Step 1: Access the CE System by going to Self Service at either rsccd.edu or sac.edu





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

Step 3: Click on 'Employment' drop down and click on 'CE System'.

The screenshot shows a web browser window with the URL `colss-prod.cloud.rscdd.edu/Student/?hideProxyDialog=false`. The page features a dark blue navigation sidebar on the left and a main content area on the right. The sidebar contains the following menu items: Home, Employment (highlighted in red with an upward arrow), Employee (with a downward arrow), Attendance Web, Canvas Login, CE System (highlighted with a blue arrow), Check My Email (Office365), District Safety Report, and Employee eForms. A blue arrow points to the 'Employment' menu item, and another blue arrow points to the 'CE System' menu item. The main content area includes logos for Santa Ana College, Santiago Canyon College, and San Diego State University. A yellow banner at the top right contains a warning icon and the text: "Parking Permits: Parking Permits are now available for purchase through the permit portal." Below this, a white box says "Hello, Welcome to Colleague Self-Service! Choose a category to get started." Two white boxes with icons and text are displayed: "Employee" (with a calendar icon) and "Course Catalog" (with a document icon). At the bottom, a grey footer contains the copyright notice: "© 2000-2025 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)."

You are now logged into your CE System dashboard.  
This is your top navigation.



CE Support System Dashboard Reports ▾ Substitute Availability Communication Preferences Program Administration ▾ Logout

Absent Instructor Dashboard for [REDACTED]

[Absent Instructor Dashboard](#) / [My Absences](#)

**My Absences** [create new absence](#)

Reason	Start Date	Status	Action Required
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sick	12/12/2022 6:00:00 AM	Incomplete	--
Sick		Incomplete	--
Sick		Incomplete	--
Sick		Incomplete	--



Step 4: Click on the  
'create new absence'  
button.

## Select Absence Date(s) and Reason

Absence Reason

Choose Absence Reason

Absence Date(s)

12/14/2022 6:00 AM



to

12/14/2022 10:00 PM



+ Add

If you can work some of the time during your absence, you may add multiple segments.

Continue >

Step 5: Using the pulldown menu, choose your absence reason and select the dates you will be absent.

## Select Absence Date(s) and Reason

Absence Reason

Sick / SIC

Absence Date(s)

12/1/2022 6:00:00 AM



to

12/1/2022 10:00:00 PM



+ Add

If you can work some of the time during your absence, you may add multiple segments.

12/14/2022 6:00:00 AM

12/14/2022 10:00:00 PM

x

Next >

Step 6: Click the 'add' button. Your absence date and time will appear under the blue box. Click 'Next'.

(If you would like to remove the absence request, click the 'X' button.)

## Choose Assignments and Provide Details

Please choose the course instances affected by your absence below.

### Absence Reason

Sick (SIC)

### Absence Date(s)

Begin	End
12/14/2022 6:00:00 AM	12/14/2022 10:00:00 PM

### In-person assignments affected by this absence

Check / Uncheck All

ESL 302 - ESL Beginning High

[Set Instruction Language](#)

[Set Lesson Plan](#)

[Suggest Instructor](#)

[Add Note](#)

#19183 Wed 12/14/2022 at 8:00 AM to 11:00 AM at CEC in CE-D D-108

[Back](#)

[Next](#)

### Rancho Santiago Community College District Continuing Education

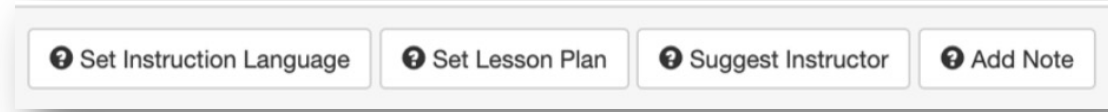
Santa Ana College School of Continuing Education 2900 W. Edinger Ave. Santa Ana, CA 92704  
Orange Education Center, Santiago Canyon College 1934 W. Chapman Ave. Orange, CA 92868

Here you will see your classes affected by the absence.



You will use these buttons to provide information about this class to employee services & the substitute instructor.

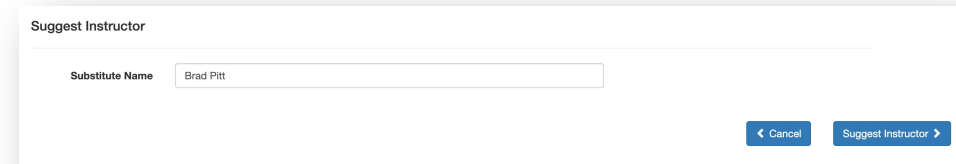
## Button Details



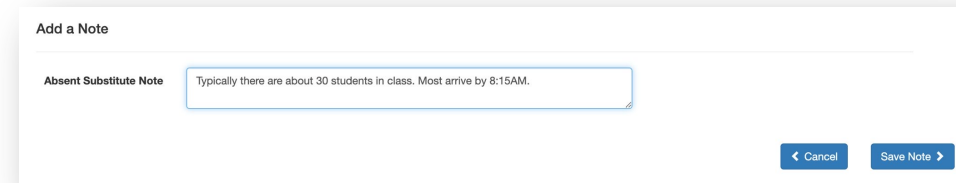
**Set Instruction Language:** If your class is taught in a language other than English, you can clarify that here. (For example, some career education classes are taught in Spanish or Vietnamese.)

**Set Lesson Plan:** Click on this button to upload your lesson plan for the substitute. (Go to the following slide for more detail.)

**Suggest Instructor:** If you know of an instructor that is available to sub your class, you can add that here.

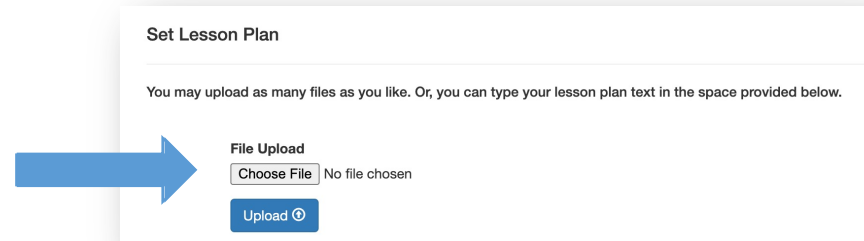


**Add Note:** Here you can add additional details you think Employee Services or the substitute teacher should know about.

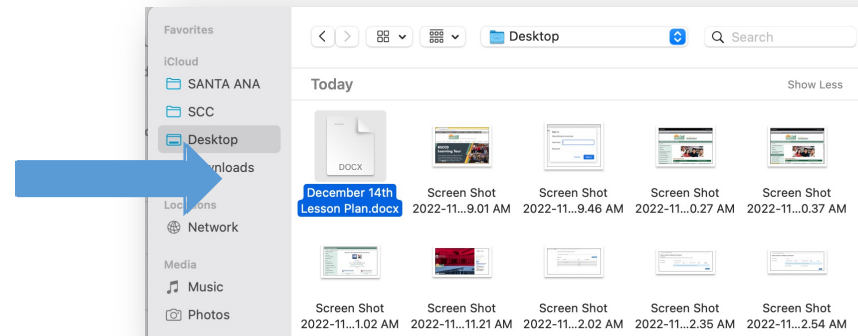


Step 7: Click on the 'Set Lesson Plan' to provide lesson details to the substitute. When you are done, click the 'done' button at the bottom of the page.

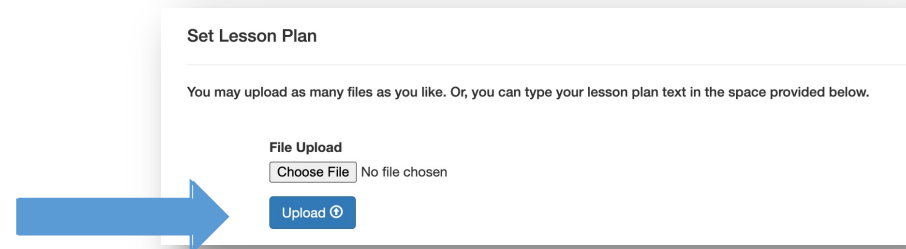
A. Click on the 'choose file' button.



B. Select the file from your computer.  
(Word or PDF)



C. Click 'Upload' to save your file to the system.



(You can also choose to type your lesson plan online in the fields provided.)

## Choose Assignments and Provide Details

Please choose the course instances affected by your absence below.

### Absence Reason

Sick (SIC)

### Absence Date(s)

Begin	End
12/14/2022 6:00:00 AM	12/14/2022 10:00:00 PM

### In-person assignments affected by this absence

Check / Uncheck All

ESL 302 - ESL Beginning High

#19183 Wed 12/14/2022 at 8:00 AM to 11:00 AM at CEC in CE-D D-108

### 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 1934 W. Chapman Ave. Orange, CA 92868

Step 8:

Double check that the information on the page is correct. If so, click 'next'.

Note: You can see that the lesson plan has been updated because the button is now green.

## Step 9:

Confirm one last time that the information is correct and then click 'finish'.

### Review and Finalize Absence

Almost done! Please review your absence and click "Finish"

**Absence Reason**  
Sick (SIC)

**Absence Date(s)**

Begin	End
12/14/2022 6:00:00 AM	12/14/2022 10:00:00 PM

**In-person assignments affected by this absence**

ESL 302 - ESL Beginning High

[December 14th Lesson Plan.docx](#)

**Scheduled Instruction Language:** --  
**Suggested Instructor:** Brad Pitt  
**Note:** Note supplied

**Sessions Requiring a Substitute Instructor**  
#19183 Wed 12/14/2022 at 8:00 AM to 11:00 AM at CEC in CE-D D-108

**ATTENTION:** Once you click the finish button, your absence will be confirmed and you will no longer be able to make changes to it! If a change is needed, please call the instructor absence line at 714-241-5760.

[Back](#) [Finish](#)

## Step 10:

The screen below will appear confirming that your absence request has been completed. Click on 'dashboard' in the top navigation to return to your home screen.

[Dashboard](#) / [Absence Complete](#)

### Absence Complete

This absence has been completed and will now be made available to substitute instructors.

**Absence Reason**  
Sick (SIC)

**Absence Date(s)**

Begin	End
12/14/2022 6:00:00 AM	12/14/2022 10:00:00 PM

**In-person assignments affected by this absence**

ESL 302 - ESL Beginning High

[December 14th Lesson Plan.docx](#)

**Scheduled Instruction Language:** --  
**Suggested Instructor:** Brad Pitt  
**Note:** Note supplied

**Sessions Requiring a Substitute Instructor**  
#19183 Wed 12/14/2022 at 8:00 AM to 11:00 AM at CEC in CE-D D-108



Congratulations. You have successfully learned how to complete an online absence request.



For questions or to request additional training please contact:  
Adriana Morales ([morales\\_adriana@sac.edu](mailto:morales_adriana@sac.edu))

