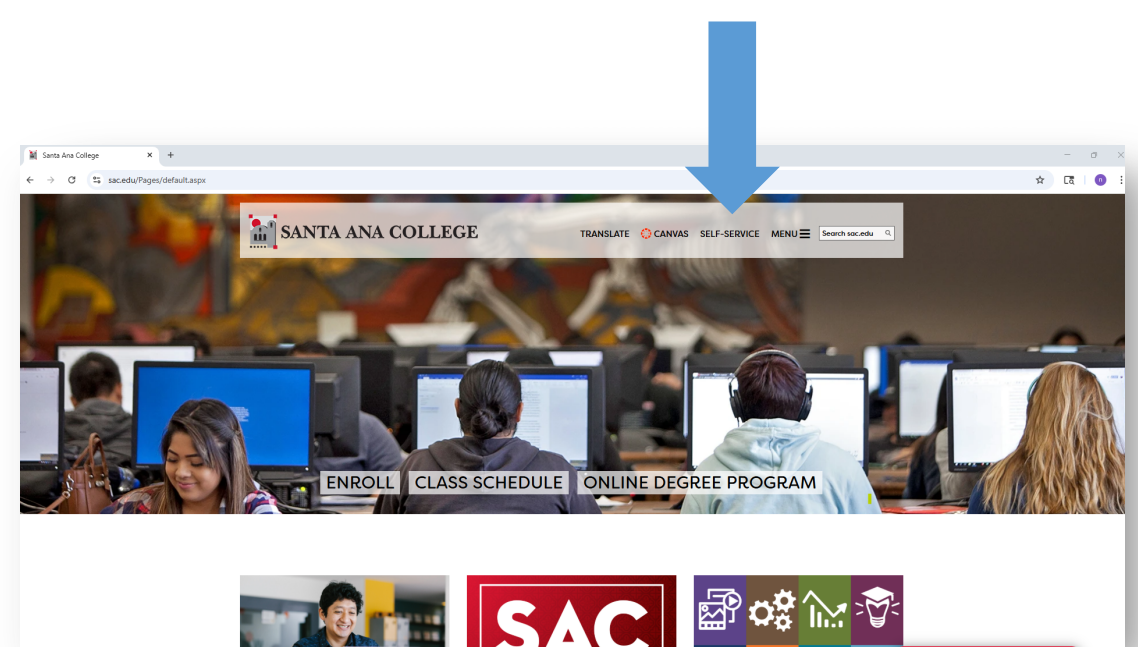






Completing a Substitute Availability Form

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

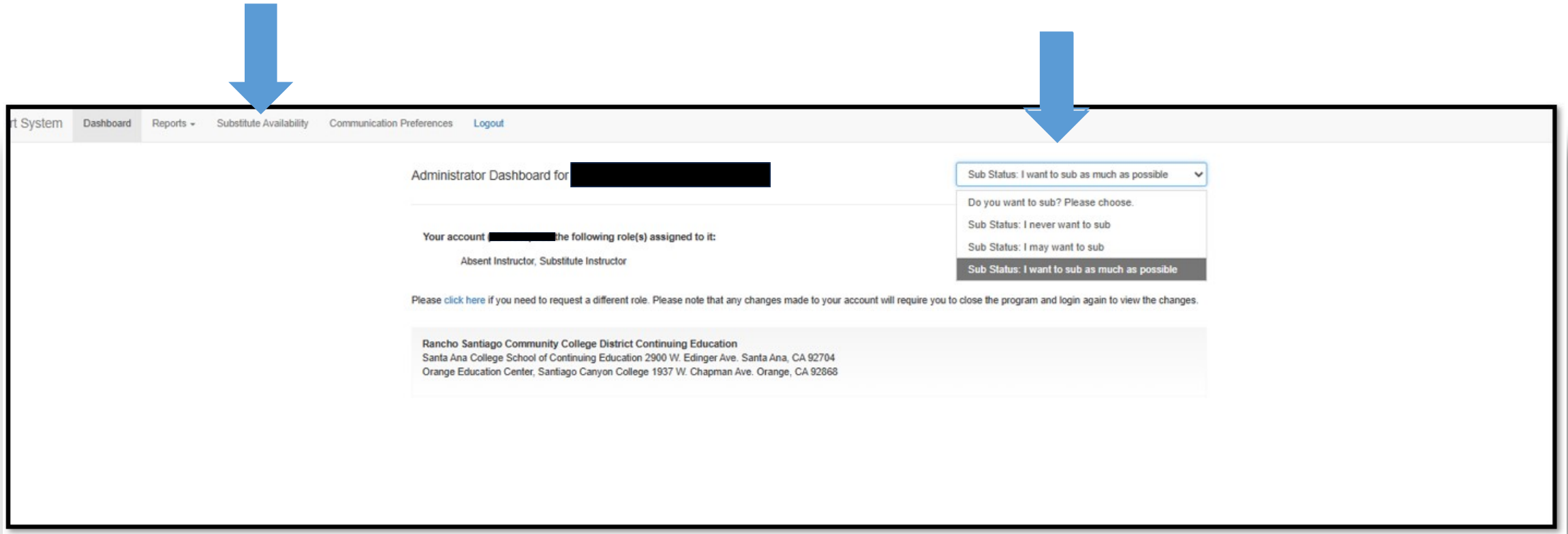


Step 2: Login to the system using your school email address and password.

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 are visible: "Employee" with a brief description and "Course Catalog" with a brief description. At the bottom, a grey footer contains the copyright notice: "© 2000-2025 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)."

Step 4:
Using the drop down on your Dashboard, please select
your sub status. Then, click on 'Substitute Availability' .



The screenshot shows a web application interface for an administrator. At the top, there is a navigation bar with the following items: "t System", "Dashboard", "Reports -", "Substitute Availability", "Communication Preferences", and "Logout". A blue arrow points to the "Substitute Availability" link. Below the navigation bar, the main content area displays "Administrator Dashboard for [redacted]". To the right of this header is a dropdown menu for "Sub Status" with the current selection "I want to sub as much as possible". The dropdown menu is open, showing the following options: "Do you want to sub? Please choose.", "Sub Status: I never want to sub", "Sub Status: I may want to sub", and "Sub Status: I want to sub as much as possible". A blue arrow points to this dropdown menu. Below the dropdown, the text reads: "Your account [redacted] the following role(s) assigned to it: Absent Instructor, Substitute Instructor". Further down, there is a note: "Please [click here](#) if you need to request a different role. Please note that any changes made to your account will require you to close the program and login again to view the changes." At the bottom, there is a contact information box for "Rancho Santiago Community College District Continuing Education" with the following address: "Santa Ana College School of Continuing Education 2900 W. Edinger Ave. Santa Ana, CA 92704" and "Orange Education Center, Santiago Canyon College 1937 W. Chapman Ave. Orange, CA 92868".

Step 5: Choose the hours you can substitute and then click 'Add'. Then answer the questions under 'Additional Availability Details'. Next, click 'save'.

Communication Preferences Program Administration Logout

Manage Instructors [redacted]

Administrator Dashboard / Manage Instructors / [redacted] / Availability Profile: [redacted]

Absences Substitute Availability Communication Preferences Special Location Access

Please add the hours that the instructor can substitute
The hours selected here will be used to show you assignments that fit their schedule.

Monday start time end time Add

Monday
Not Available
Tuesday
Not Available
Wednesday
Not Available
Thursday
Not Available
Friday
Not Available
Saturday
Not Available
Sunday
Not Available

Substitute Status
Do you want to sub? Please choose.

Additional Availability Details
These details can change your ability to receive a substitute assignment. Please review them carefully and change as needed.

Languages
Applicable for programs that have courses in other languages.

I can teach in Spanish
 Yes No

I can teach in Vietnamese
 Yes No

Instructor Communication
May we release your contact information to the instructor?
 Yes No

Save

Area(s) of Study
Instructor may sub for the following departments

10CI

10STV

11INA

Step 6: Update your communication preferences. Most importantly- your cell phone number.



https://ce.rscdd.edu/CESupportApplication/profile/communication-preferences

System Dashboard Reports - Substitute Availability **Communication Preferences** Logout

Manage Communication Preferences

Dashboard / Manage Communication Preferences

Preferred Email
Choose Primary Email

Send email notifications

Preferred Phone
Choose Primary Phone

Send text message notifications

New phone number

New email address

Please add the hours during which the system may text message you

Monday

Monday
DO NOT SEND TEXT MESSAGES

Tuesday
DO NOT SEND TEXT MESSAGES

Wednesday
DO NOT SEND TEXT MESSAGES

Thursday
DO NOT SEND TEXT MESSAGES

Friday
DO NOT SEND TEXT MESSAGES

Saturday
DO NOT SEND TEXT MESSAGES

Sunday
DO NOT SEND TEXT MESSAGES

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 92668

Your substitute availability is now complete. If you ever want to modify your hours, simply return to sub availability to make changes. The availability listed will be active across terms and does not need to be updated each term.

Please note that if you would like to be considered for sub assignments, these steps must be completed.



Congratulations. You have successfully learned how to complete a substitute availability form.



For questions or to request additional training please contact:
Adriana Morales (morales_adriana@sac.edu)

