

LOS ANGELES COMMUNITY COLLEGE DISTRICT



SIS Modernization Student Portal Overview Phase 1

11/7/2016

Student Portal Overview

Procedure

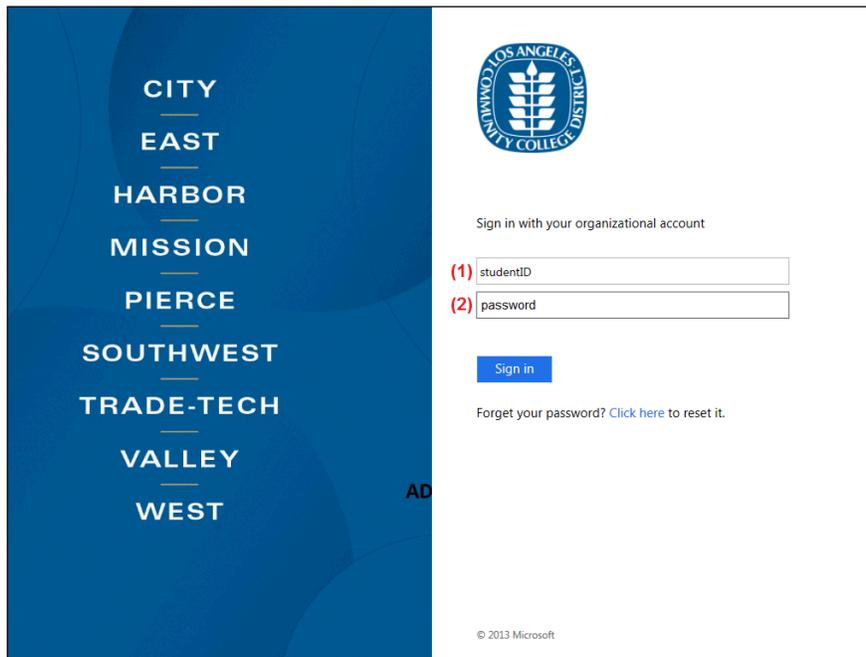
Welcome to the New Student Portal for all LACCD Colleges!

We are currently upgrading the Student Information System (SIS) portal so that you have immediate and easy access to your information when you want it. The new PeopleSoft Campus Solutions student information system provides that. You will have access to and get:

- Personal notifications
- Ready access to your grades and schedule
- And other registration processes

This information can be viewed on either your computer or the mobile device of your choice.

This job aid will provide you with an overview of information in your new student portal.



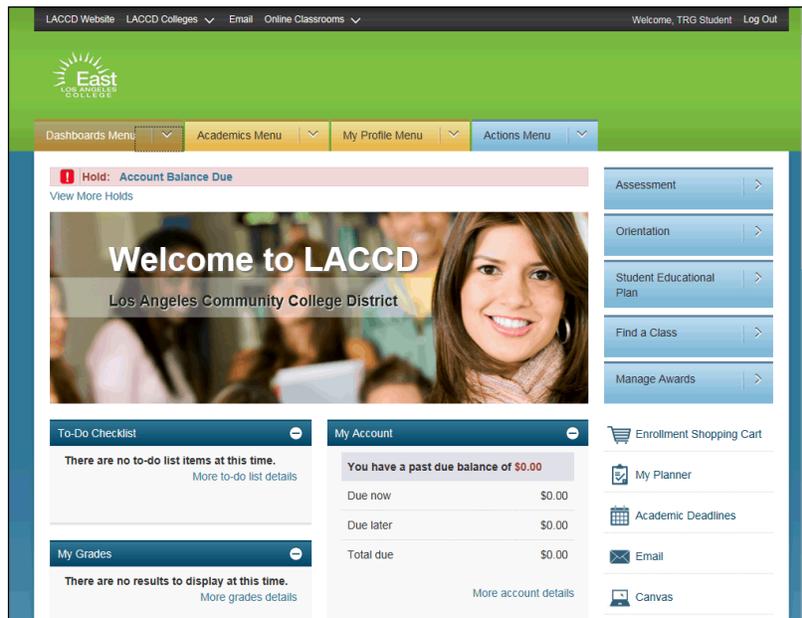
Step	Action
1.	Enter mycollege.laccd.edu in the URL address field or click on your saved link. At the home page, enter your student ID (1) and password (2) into the appropriate fields. Click the Sign in button.



Step	Action
2.	<p>Your student portal home page provides a quick and easy view of your student information.</p> <p>For the first phase of the new system, available information may be limited. This is dependent on information loaded into the system as well as the current phase of the new PeopleSoft release.</p> <p>As each phase is released, you will find more information available with the balance of all information available by Summer 2017.</p>



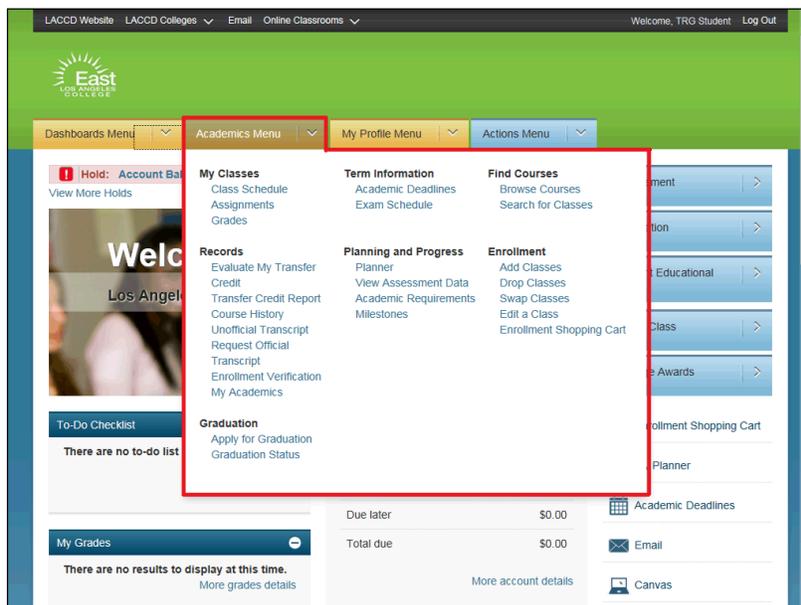
Step	Action
3.	<p>Along the top of the web browser page you will find quick links to:</p> <ul style="list-style-type: none"> • LACCD home page • All LACCD Colleges home pages • Your College Email • Online Classroom information • Your name • Portal Log Out link • Your Home College logo - at any time, clicking on your College logo will bring you directly back to the Portal Home Page



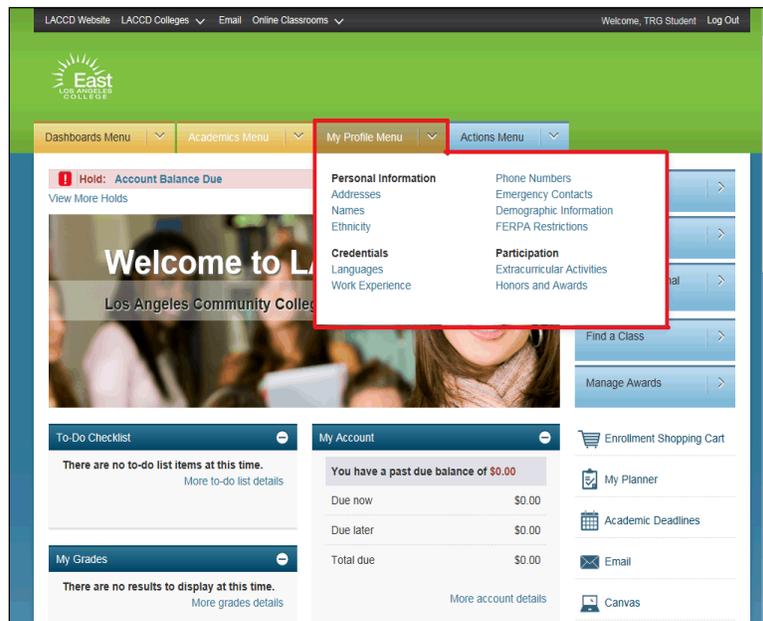
Step	Action
4.	<p>You will find drop down menus across the top of the page.</p> <ul style="list-style-type: none"> • Dashboards Menu • Academics Menu • My Profile Menu • Actions Menu



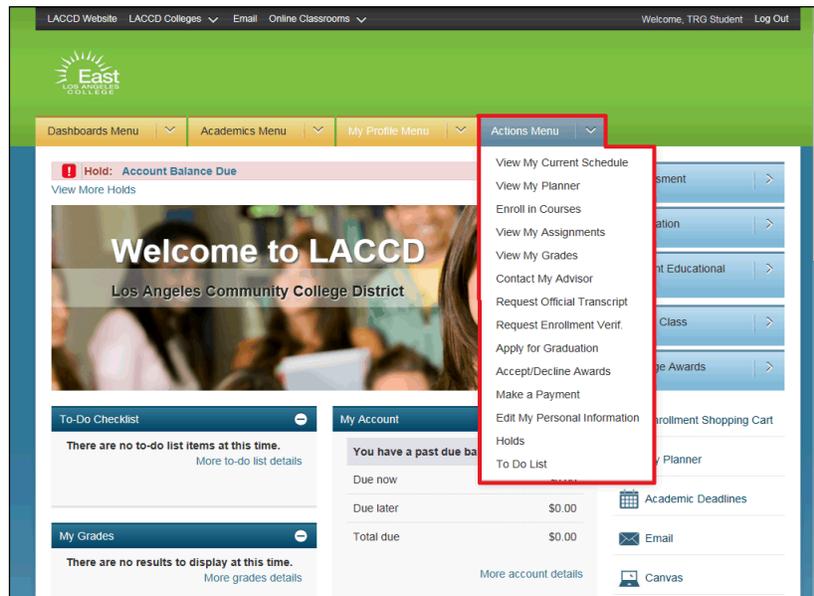
Step	Action
5.	The Dashboards Menu provides a list of Colleges where you are currently taking classes.



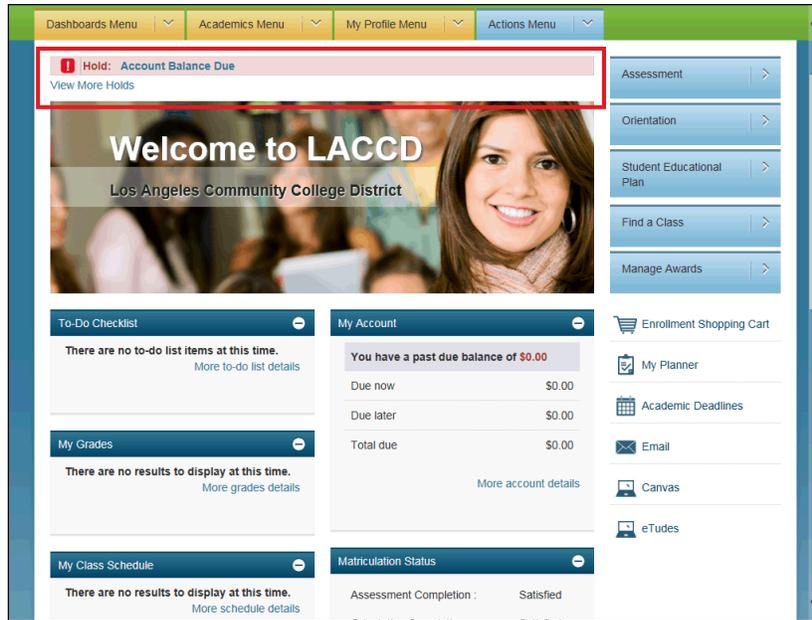
Step	Action
6.	<p>The Academics Menu provides information on:</p> <ul style="list-style-type: none"> • My Classes - includes class schedule, assignments and grades • Records - student record information including Credits, Transfer information, Course History, Transcripts. • Term Information - Academic deadlines and Exam Schedules • Planning and Progress - Student Education Plan, Assessment Data, and Requirements • Find Courses - Browse and search for classes • Enrollment - enrolling and dropping classes <p>Most of the links found in this section won't be available until May 2017.</p>



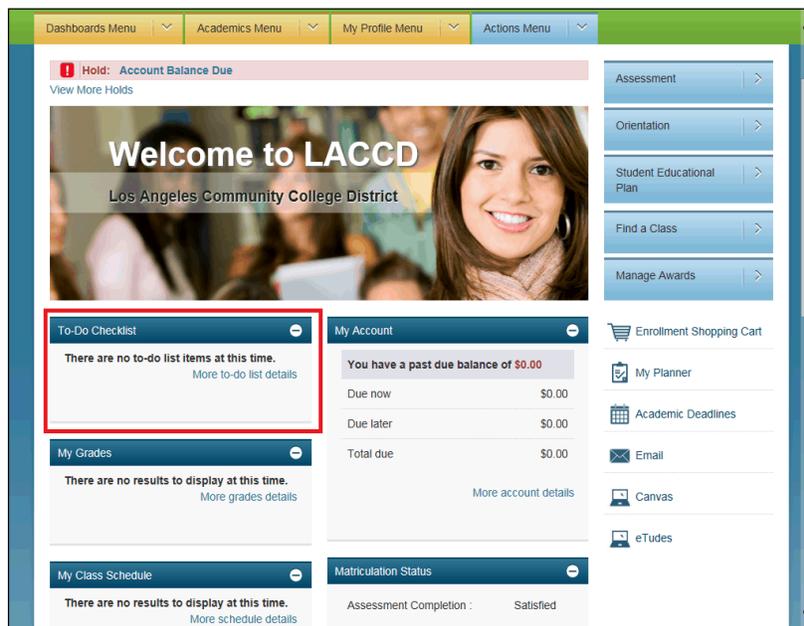
Step	Action
7.	<p>The My Profile Menu provides information on:</p> <ul style="list-style-type: none"> • Personal Information - your personal information including: name, address, contact information, etc. • Credentials - languages you have designated that you speak and "work experience" you have entered • Participation - any extracurricular activities and honors and awards



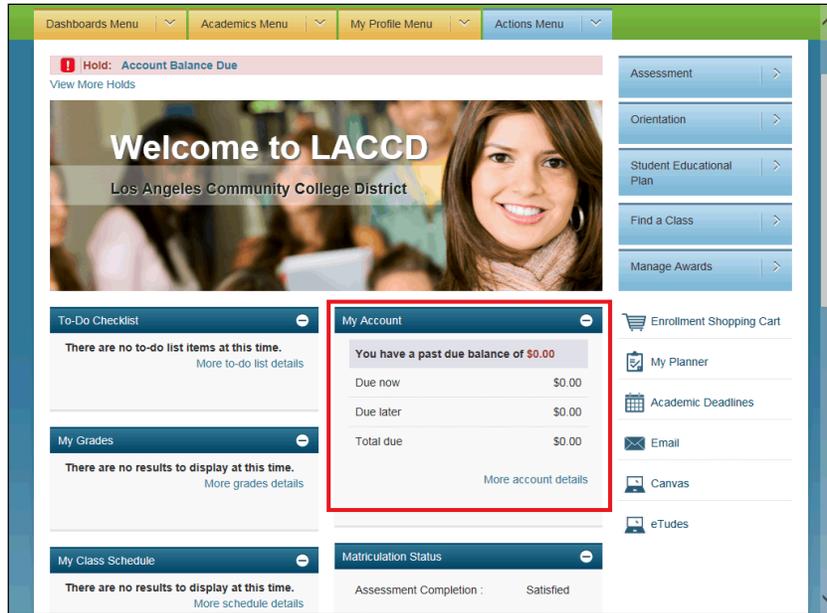
Step	Action
8.	<p>The Actions Menu provides quick links to:</p> <ul style="list-style-type: none"> • Current Schedule • Viewing the Student Education Plan • Enrolling in courses • Viewing assignments and grades • Transcript information • Applying for graduation • Accepting and declining Financial Aid awards • Making an online payment • Holds on your account • A <i>To Do</i> list of items you must complete <p>Not all of these links will be available in the first release.</p>



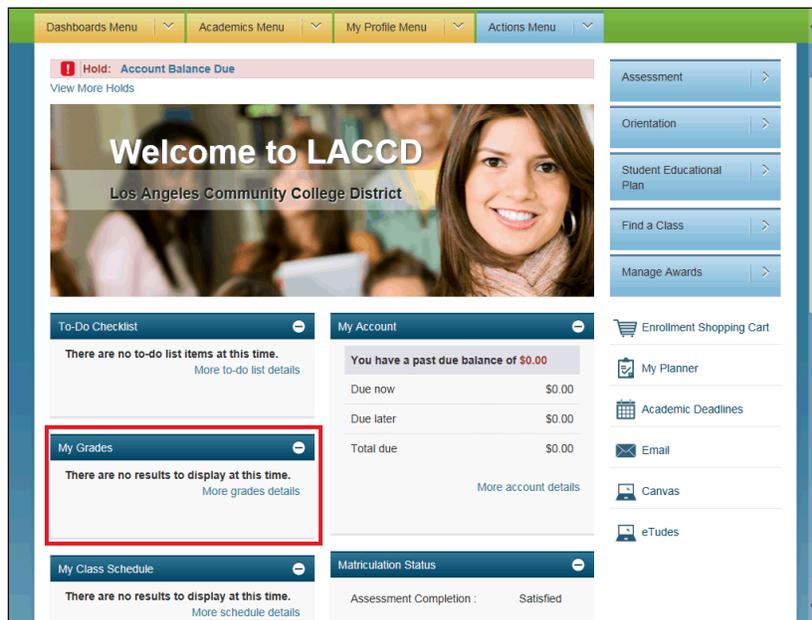
Step	Action
9.	<p>Below the action menus, you will find information on any applicable Holds associated with your account. Click on the link to view information regarding the Hold.</p> <p>Each Hold will have its own line.</p>



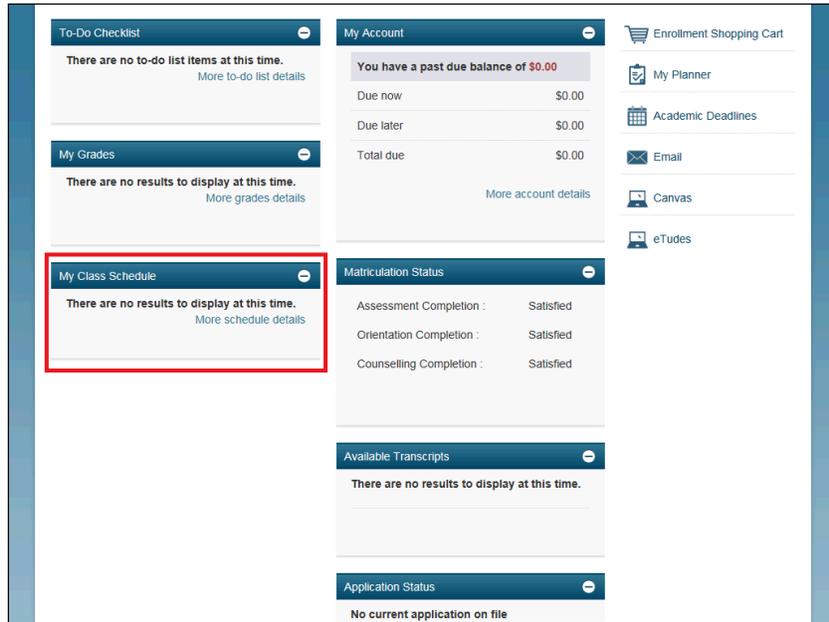
Step	Action
10.	<p>Scrolling down the page you will find a To-Do Checklist section. Review this section frequently to clear any items that may be on or have been added to the checklist. Clearing your list is important to maintaining a clear record as you near graduation.</p>



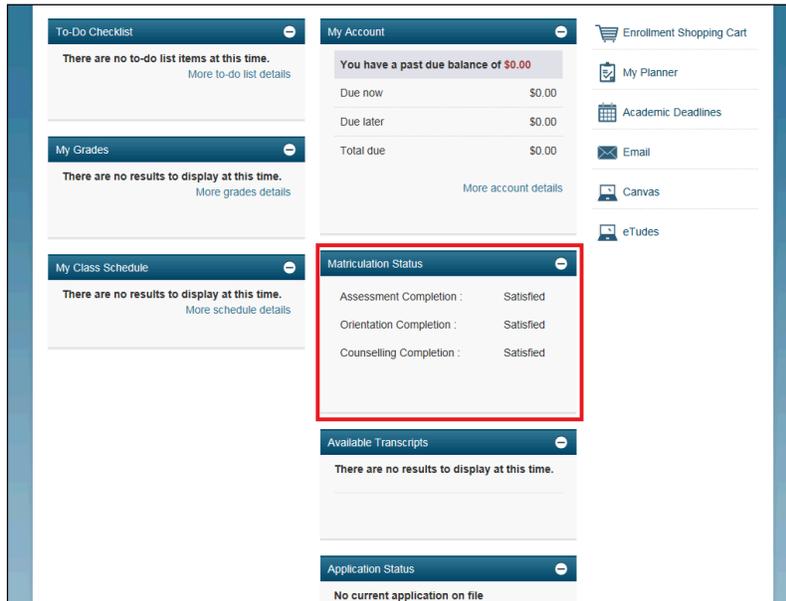
Step	Action
11.	The <i>My Account</i> section provides a quick view of any money owed and when it is owed. This section will be available when Fall 2017 registration begins.



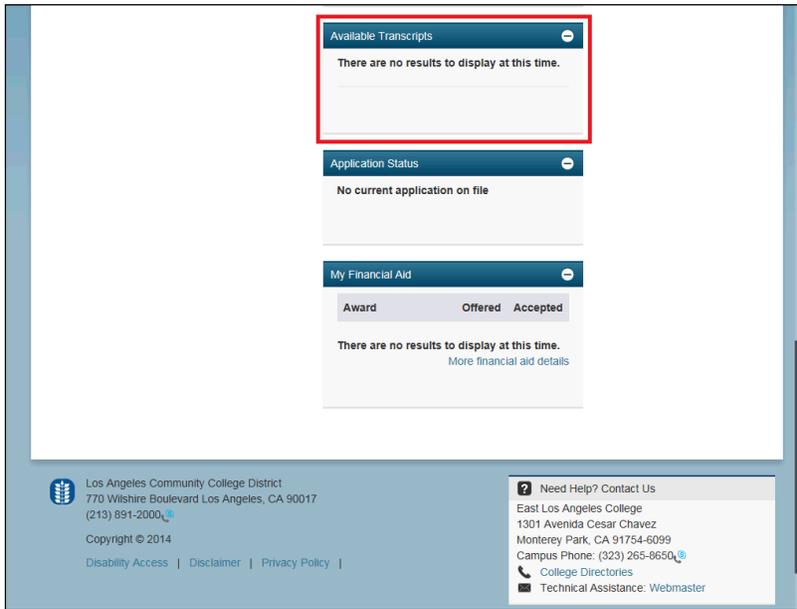
Step	Action
12.	The <i>My Grade</i> section will provide information on your current grades posted by your professors. This section will be available at the end of Fall 2017.



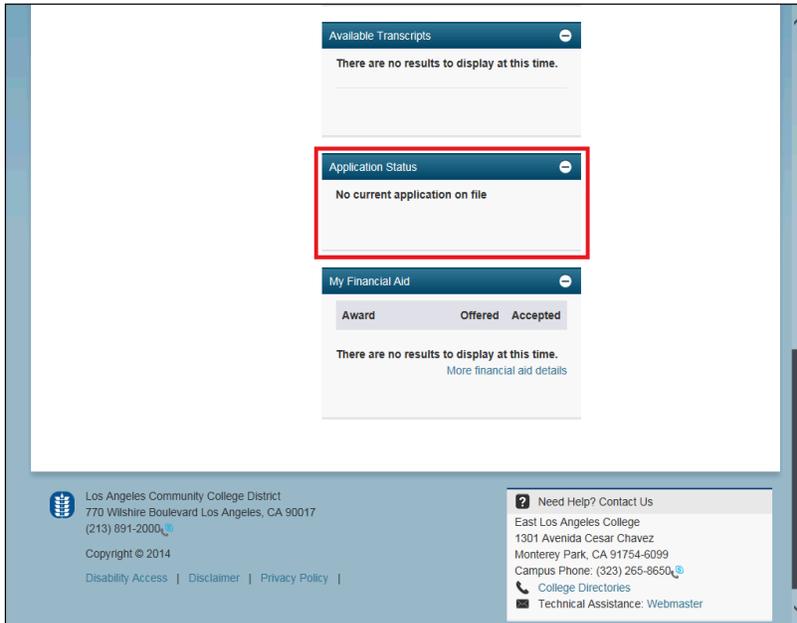
Step	Action
13.	The <i>My Class Schedule</i> section provides a quick view of your current class schedule. This section will be available when Fall 2017 registration begins.



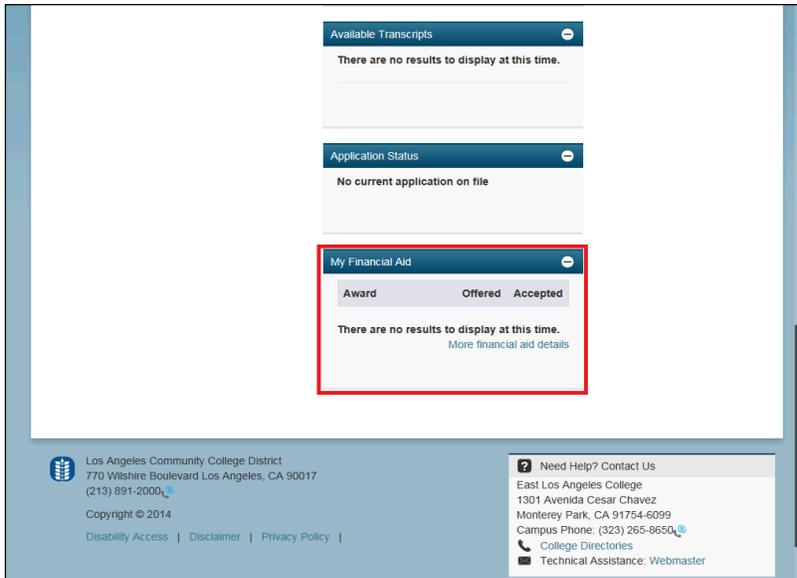
Step	Action
14.	The <i>Matriculation Status</i> section provides a quick look at the completion status of Assessments, Orientation, and Counseling requirements.



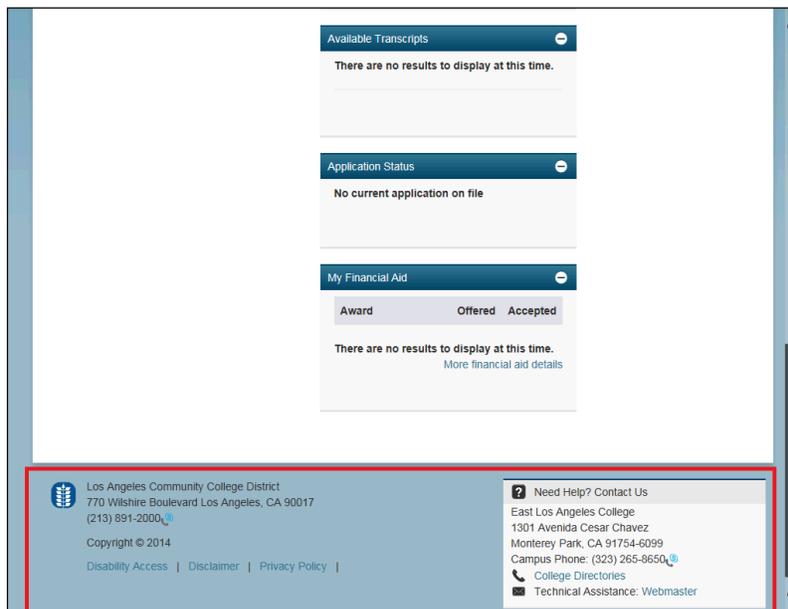
Step	Action
15.	<p>The <i>Available Transcripts</i> section provides a quick view of the number of free transcripts available to you.</p> <p>This section will be available Fall 2017.</p>



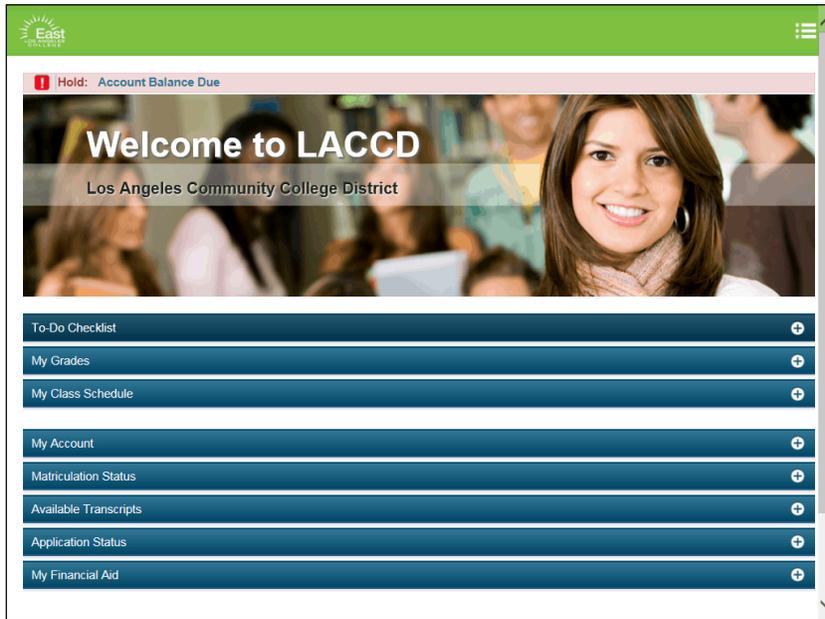
Step	Action
16.	<p>The <i>Application Status</i> section provides information pertaining to the processing of your application.</p>



Step	Action
17.	<p>The <i>My Financial Aid</i> section provides information pertaining to any Financial Aid awards and if they have been Offered and/or Accepted.</p> <p>This section will be available for Fall 2017.</p>



Step	Action
18.	<p>The footer section of the webpage provides contact information for both the Los Angeles Community College District and your Home College.</p>



Step	Action
19.	<p>The Student Portal is also viewable from your mobile (phone or tablet) devices. The screen will update and change to adjust to the mobile device size.</p> <p>To access the information, click on the section headers to expand the information.</p>
20.	<p>Congratulations! You have reviewed the Student Portal Overview.</p> <p>If you have any questions, please contact your College Admissions and Records Office during normal business hours.</p> <ul style="list-style-type: none"> • ELAC – (323) 265-8966 • LACC – (323) 953-4000 • LAHC – (310) 233-4090 • LAMC – (818) 833-3322 • LAPC – (818) 719-6404 • LASC – (323) 241-5321 • LATTC – (213) 763-5300 • LAVC – (818) 947-2553 • WLAC – (310) 287-4262 <p>End of Procedure.</p>