

WEBADVISOR USER ID LOOK UP

STEP 1

- www.sccollege.edu
- Click on **WebAdvisor**



STEP 2

- Click on **What's my user ID?**



STEP 3

- Follow the instructions on the screen:
(enter your last name and your OEC student ID number).
- Click **What is my Login Name**

CHANGE PASSWORD RESET PASSWORD [Log In]

RSCCD SINGLE SIGN-ON

In order to retrieve your Login ID or reset password you must fill in your last name and one of the two additional identifying numbers

Last Name

And

SSN (9 digits number without '-')

Or

Dated ID(Student number) (7 digits number)

What is my Login Name Reset my password

STEP 4

- Make a note of your WebAdvisor Login/ID
- Close the window and return to **WebAdvisor** click on the **Log In** tab to log in and register.

CHANGE PASSWORD RESET PASSWORD [Log In]

RSCCD SINGLE SIGN-ON

In order to retrieve your Login ID or reset password you must fill in your last name and one of the two additional identifying numbers

Last Name

And

SSN (9 digits number without '-')

Or

Dated ID(Student number) (7 digits number)

What is my Login Name Reset my password

Your Login ID is sw23519

WEBADVISOR LOG IN AND EMAIL UPDATE

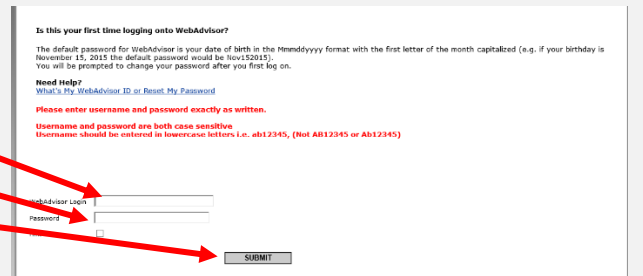
STEP 1

- www.scccollege.edu
- Click on **WebAdvisor**
- Click on the **LOG IN** button/tab located on the top or bottom right corner.



STEP 2

- Type your **WebAdvisor ID#**
- Type your **Birthday (Mmmddyyyy)** your birthday is your password only for the first time your log in.
- Click on **SUBMIT**



STEP 3

Create a New Password, the new password must adhere to the following criteria:

1. At least eight (8) characters in length (letters, numbers, or special characters)
2. Start with a letter
3. Contain at least three of the following three categories:
 - a. Upper case letters (A-Z), lower case letters (a-z)
 - b. Numbers (0-9)
 - d. Special characters: Only the following are allowed (* & ^% \$ # @ ! ?)

Login ID	<input type="text"/>
Old Password	<input type="text"/>
New Password	<input type="text"/>
New Password(confirm)	<input type="text"/>
Password Hint	<input type="text"/>

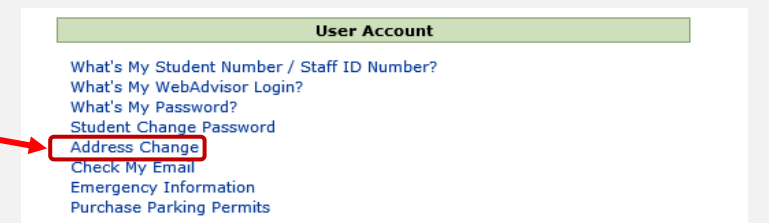
STEP 4

- Click on **Students** and follow the instructions



STEP 5

- From the **STUDENT MENU**, make a selection from the following Categories (all other categories only apply to college credit students):
- Enter your email here



ONLINE REGISTRATION

STEP 1

- www.sccollege.edu
- Click on **WebAdvisor**
- Click on the **LOG IN**
- In the Main Menu, click the **Register for Classes** link.

The screenshot shows a navigation menu with two main sections: "Registration" and "Academic Profile". Under the "Registration" section, the following links are listed: "New Student Orientation", "View Online Registration Date", "Search for Sections", "Register for Classes" (highlighted with a red box and a red arrow from the instructions), "Register and Drop Classes", "Manage My Waitlist", and "Add Code Registration".

STEP 2

- Address Validation by:
- Clicking the check box

The screenshot shows a form for address validation. It includes fields for "Information For:" (Snow White), "E-Mail Address" (happyday@hotmail.com), "ID:" (9998788), "Street Address/Apartment" (1937 W. Chapman Ave.), "City" (Orange), "State" (CA), "Zip" (92867), "County", and "Country". It also has fields for "Phone Number" (714-628-5900), "Ext", and "Type" (HOME Home Phone). At the bottom, there is an "Address Validation:" checkbox, which is highlighted with a red arrow from the instructions. To the right of the checkbox is the text: "By checking this box I validate that the above information is correct." Below this is a link: "If any changes are required to your contact information, please select the following link to update this information. Update My Address / Email Address".

STEP 3

- For term, you must select the continuing education terms: **SPN** for Spring, **SUN** for Summer or **FAN** for Fall.
- For location, students must select: **OEC-SCC Continuing Education.**
- Enter the **Section Number**
- Click on **SUBMIT**

The screenshot shows a form for selecting a class. It includes dropdown menus for "Term*" (2018SPN - Spring 2018 - Continuing Ed) and "Location*" (OEC - SCC Continuing Education). Below these are fields for "Subject", "Course Number", and "Section" (51089). A large, stylized text overlay "Leave this area blank" is placed over the Subject and Course Number fields. Below these fields are sections for "Section Type", "Starting On/After Date", "Ending By Date", "Sections Meeting After", and a day selection grid (Mon, Tue, Th, Sat, Sunday). At the bottom right is a "SUBMIT" button, which is highlighted with a red arrow from the instructions.

STEP 4

Select a class from the Results screen by:

- Clicking the check box in the **Select** column next to the class you would like to place in your registration Shopping Cart.
- Click on **SUBMIT**

Narrow my search

Re-sort my results TERM Term, Section Name

Select	Term	Status	Section Information	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Units
<input type="checkbox"/>	Spring 2018 - Continuing Ed	Open	VBUS-130-51089 (51089) Introduction to 3D Printing	SCC Continuing Education	01/10/2018-03/28/2018 1 Lecture Wednesday 06:00PM - 09:00PM, College and Workforce Prep, Room 108	F. Lenny	78 / 99 / 0	0.00

STEP 5

Register for classes by:

- Selecting **RG-Register** from the Action drop-down menu.
- Click on **SUBMIT**

Preferred Sections

Action	Term	Section Information	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Units
<input type="button" value="RG - Register"/> <input type="button" value="RM - Remove from List"/> <input type="button" value="WL - Waitlist"/>	2018SPM	VBUS-130-51089 (51089) Introduction to 3D Printing	OEC	01/10/2018-03/28/2018 1 Lecture Wednesday 06:00PM - 09:00PM, College and Workforce Prep, Room 108	F. Lenny	78 / 99 / 0	0.00

Current Registrations

Drop	Term	Pass/ Audit	Section Information	Location	Meeting Information	Faculty	Units
<input type="checkbox"/>	Fall 2017- Continuing Ed.		VBUS-012-43158 (43158) Workforce Readiness	OEC	08/29/2017-11/14/2017 1 Lecture Tuesday 06:00PM - 09:00PM, College and Workforce Prep, Room 108	L. Mayfield	0.00

Drop Confirmation

If one of my choices is not available
PRINT Complete only available