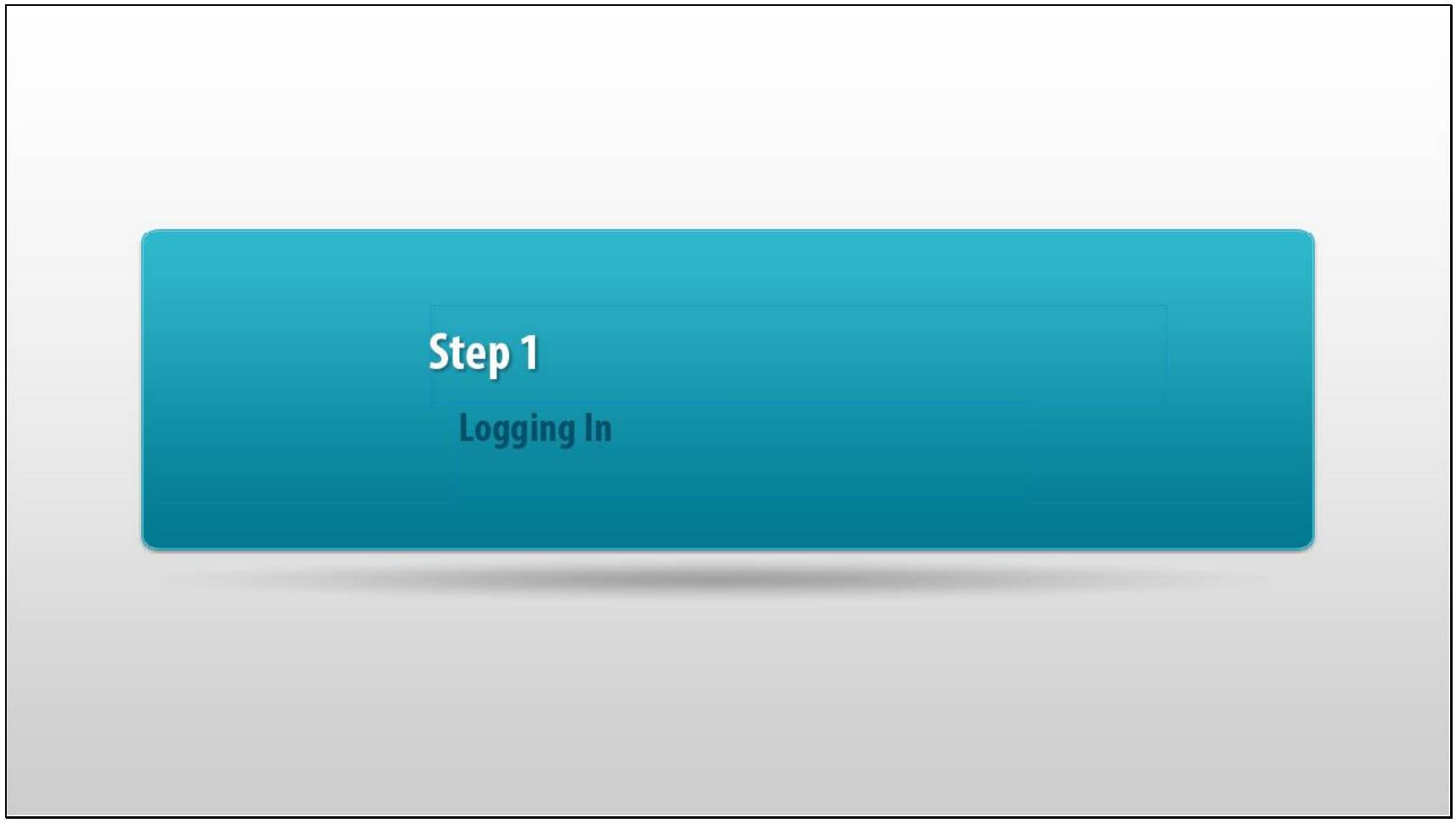
Slide 1 - Slide 1



Step 1: Logging In

To access the MySSC Portal you'll need your username and password.

Your username is your student e-mail address.

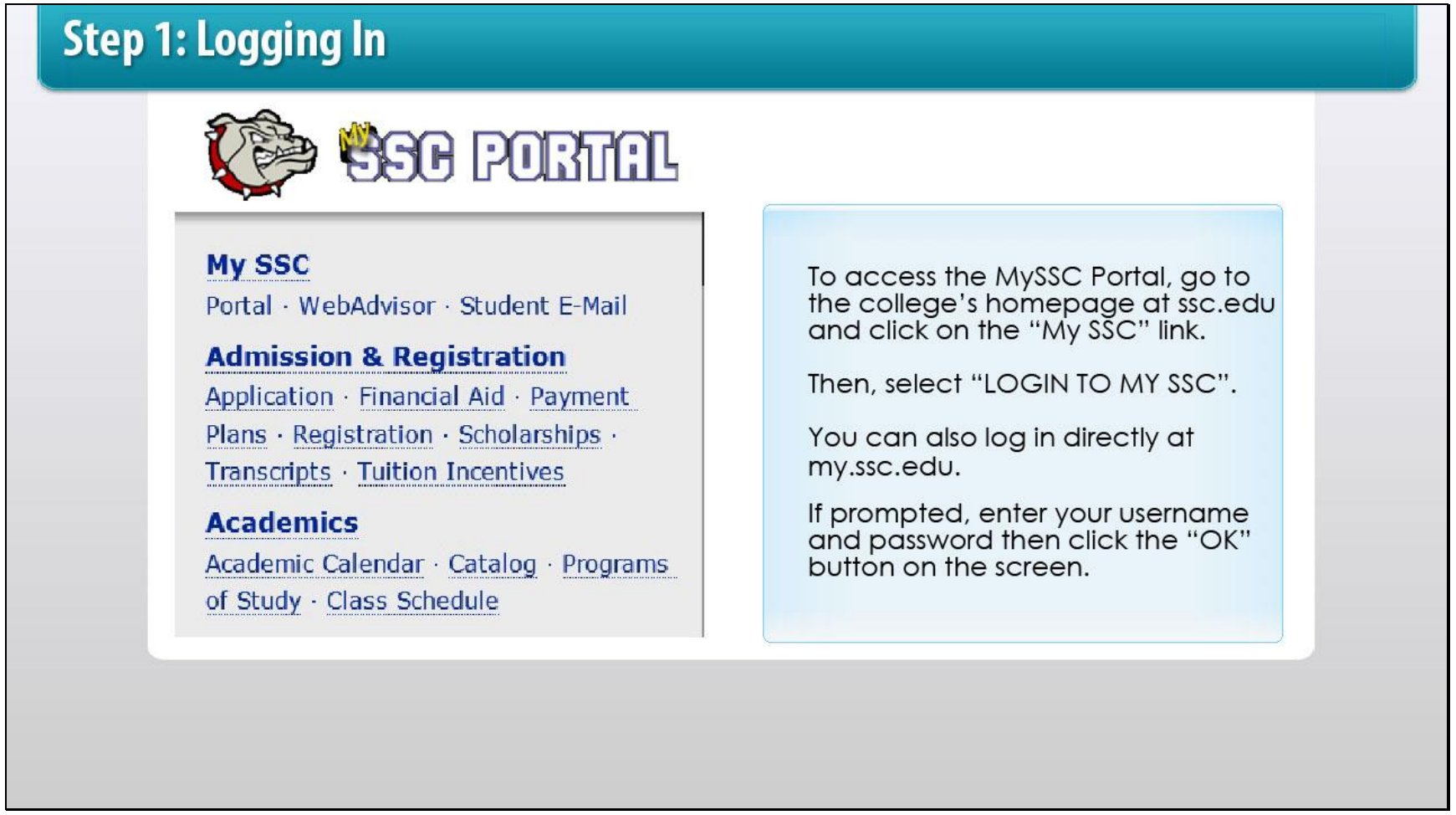
It should contain the first letter of your first name, your last name, and a 3-digit number provided to you by the college followed by @student.ssc.edu.

Your password should've also been provided to you by the college. It contains 8 characters including both numbers and letters - both upper and lower case.

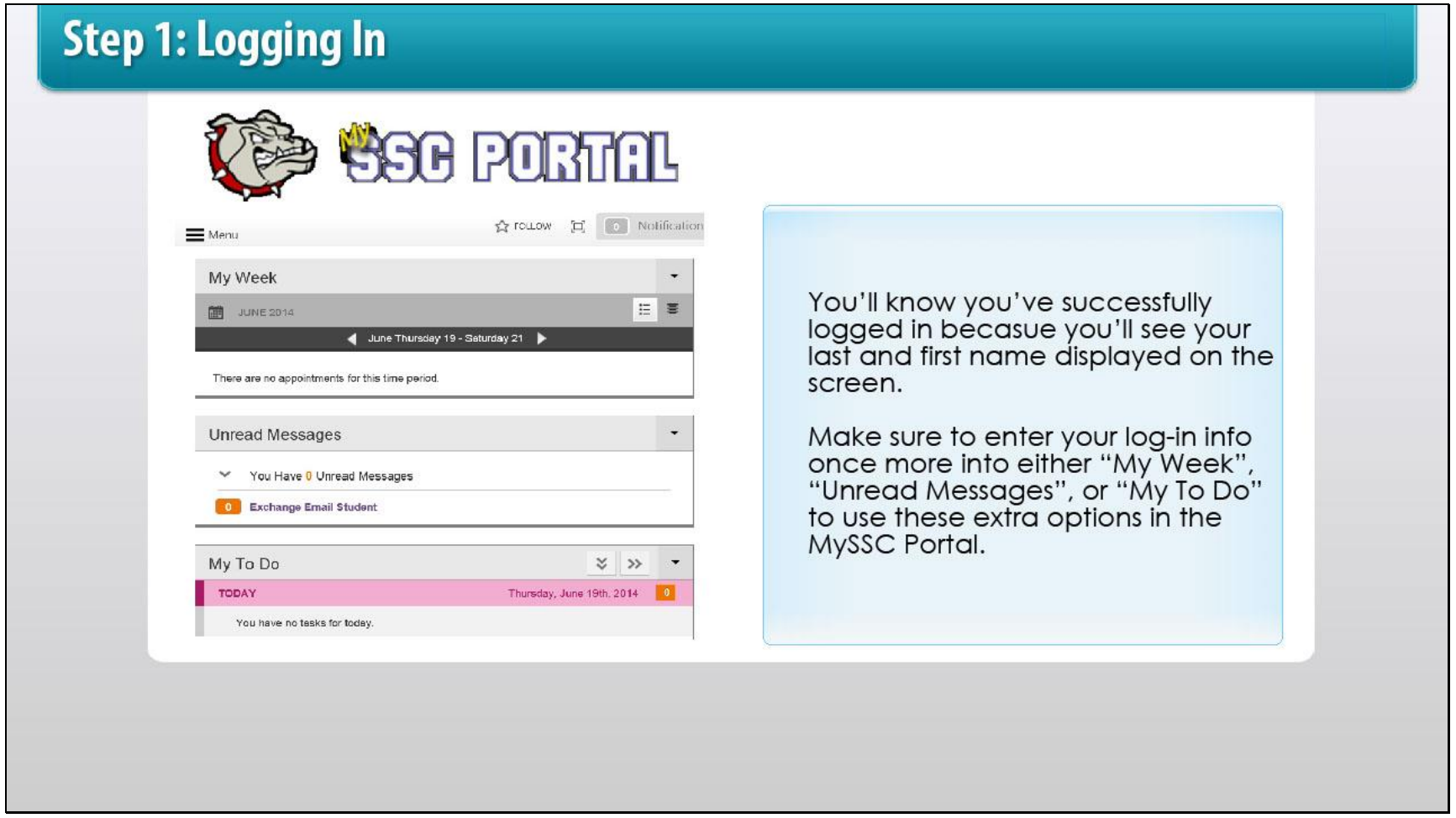
Step 1: Logging In

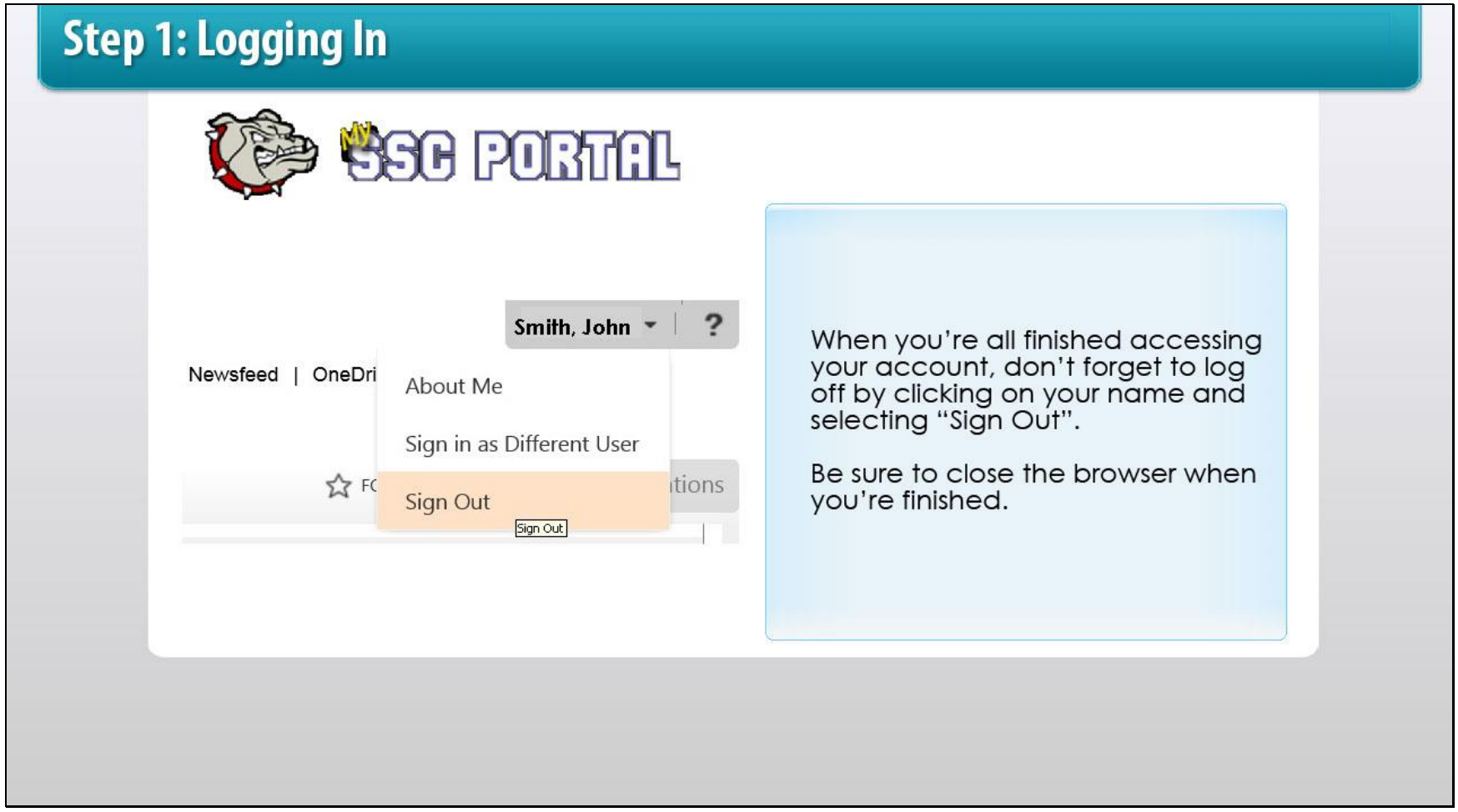
If you're having trouble logging into your account, make sure you don't have the "Caps Lock" button on.

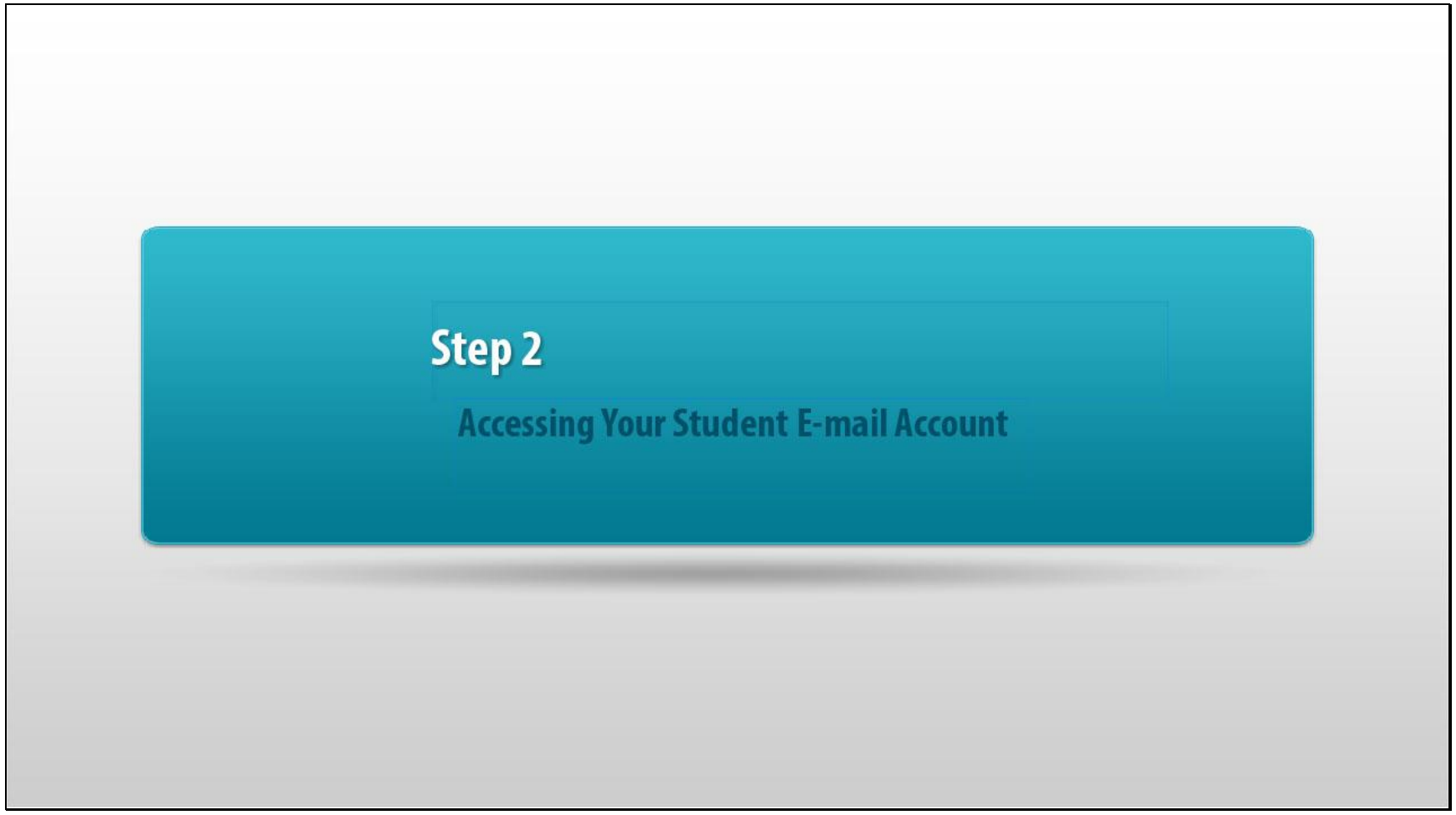
If you have any other questions about your username or password, call the Office of Admissions at (708)210-5718.

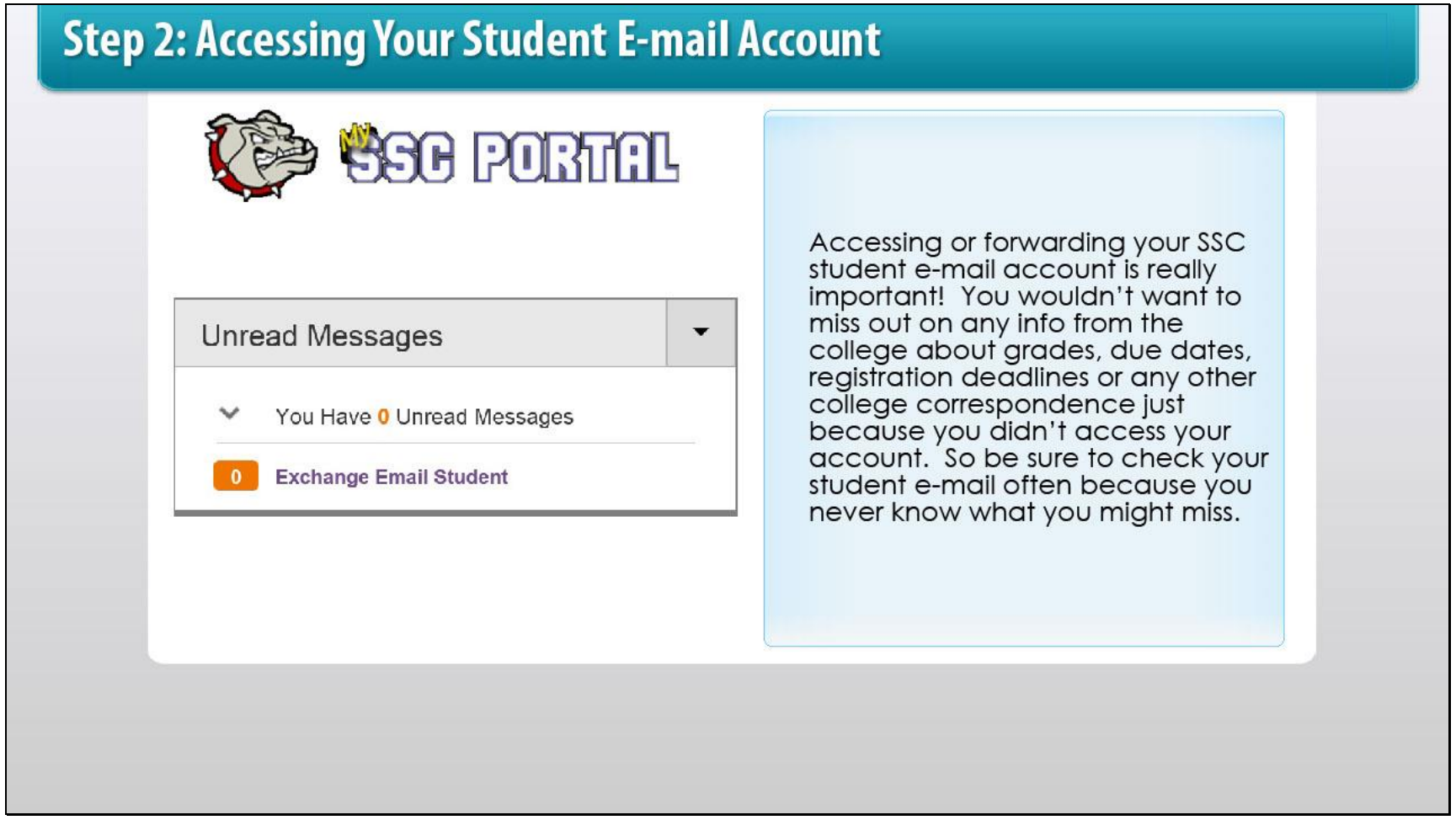

Step 1: Logging In
My SSC PORTAL
My SSC
Portal · WebAdvisor · Student E-Mail
Admission & Registration
Application · Financial Aid · Payment Plans · Registration · Scholarships · Transcripts · Tuition Incentives
Academics
Academic Calendar · Catalog · Programs of Study · Class Schedule
To access the MySSC Portal, go to the college's homepage at ssc.edu and click on the "My SSC" link.
Then, select "LOGIN TO MY SSC".
You can also log in directly at my.ssc.edu.
If prompted, enter your username and password then click the "OK" button on the screen.

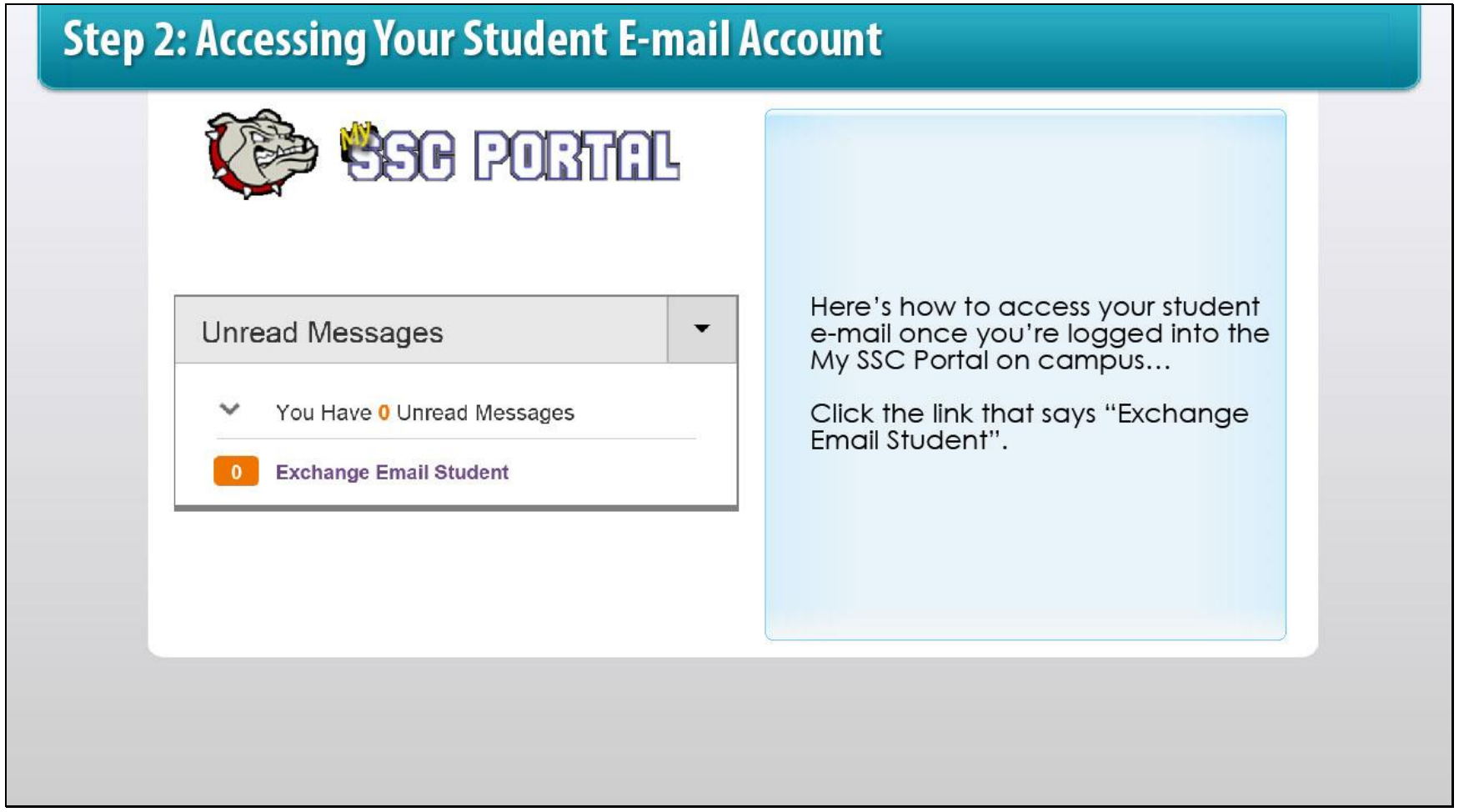
Slide 5 - Slide 5



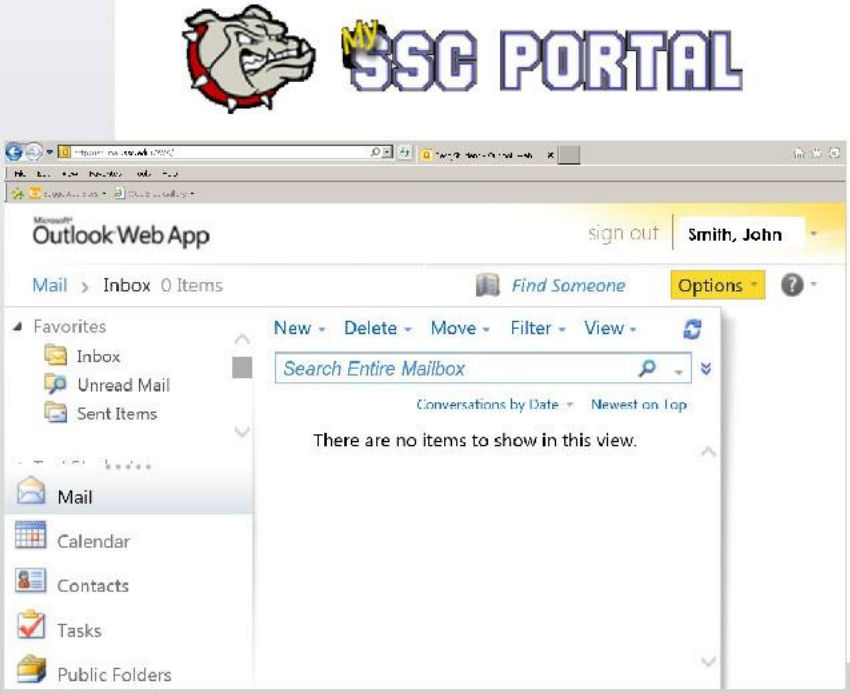

Step 1: Logging In
My SSC PORTAL
Smith, John
?
Newsfeed | OneDri
About Me
Sign in as Different User
Sign Out
Sign Out
When you're all finished accessing your account, don't forget to log off by clicking on your name and selecting "Sign Out".
Be sure to close the browser when you're finished.


Step 2
Accessing Your Student E-mail Account


Step 2: Accessing Your Student E-mail Account
My SSC PORTAL
Unread Messages
You Have 0 Unread Messages
0
Exchange Email Student
Accessing or forwarding your SSC student e-mail account is really important! You wouldn't want to miss out on any info from the college about grades, due dates, registration deadlines or any other college correspondence just because you didn't access your account. So be sure to check your student e-mail often because you never know what you might miss.


Step 2: Accessing Your Student E-mail Account
My SSC PORTAL
Unread Messages
You Have 0 Unread Messages
0 Exchange Email Student
Here's how to access your student e-mail once you're logged into the My SSC Portal on campus…
Click the link that says "Exchange Email Student".

Step 2: Accessing Your Student E-mail Account



From there, you'll be transferred to your student e-mail account.

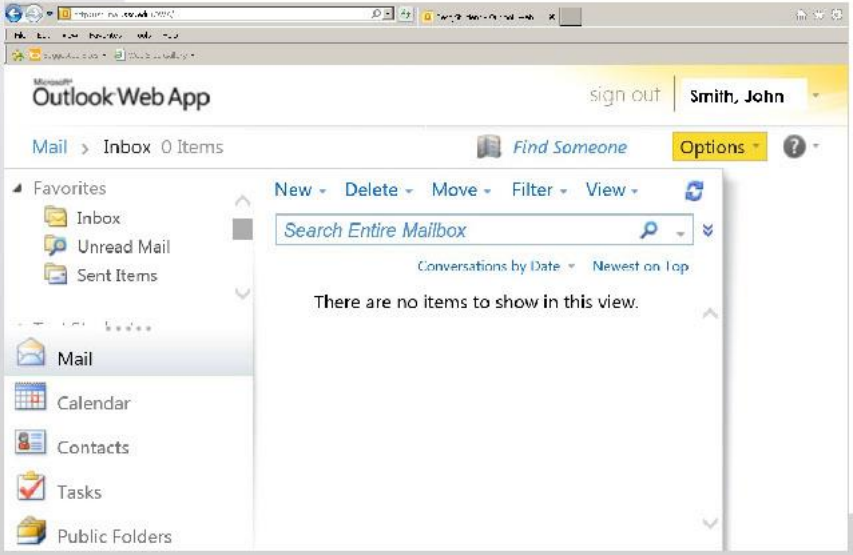
If this is the first time you're accessing e-mail through the My SSC Portal, when you click "Untitled Messages" you'll be prompted to re-enter the same username and password you used to get into your account.

Once you've logged in, you'll be taken to your webmail account where you can view and send e-mails.

Slide 11 - Slide 11

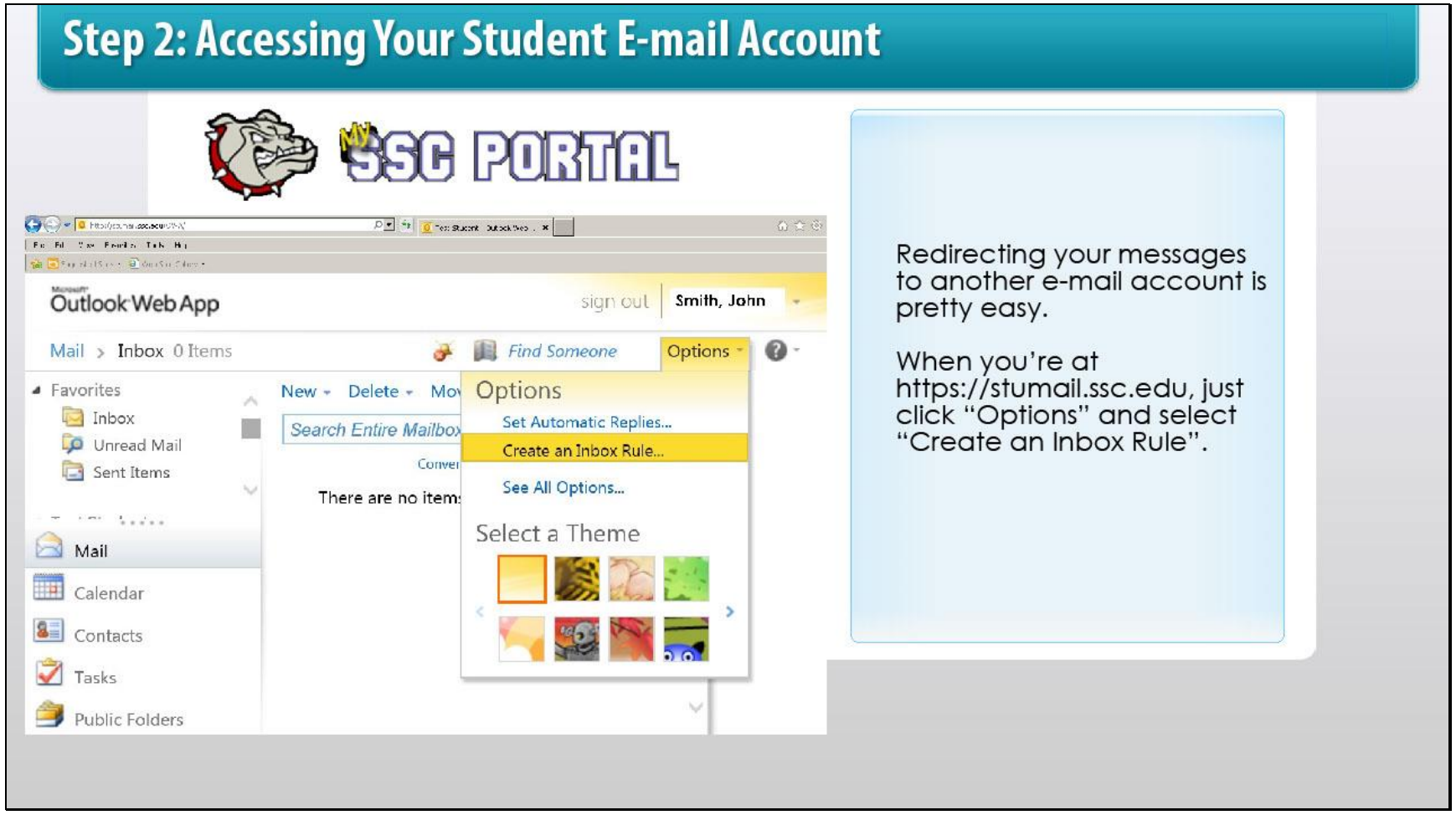
Step 2: Accessing Your Student E-mail Account

MY SSC PORTAL



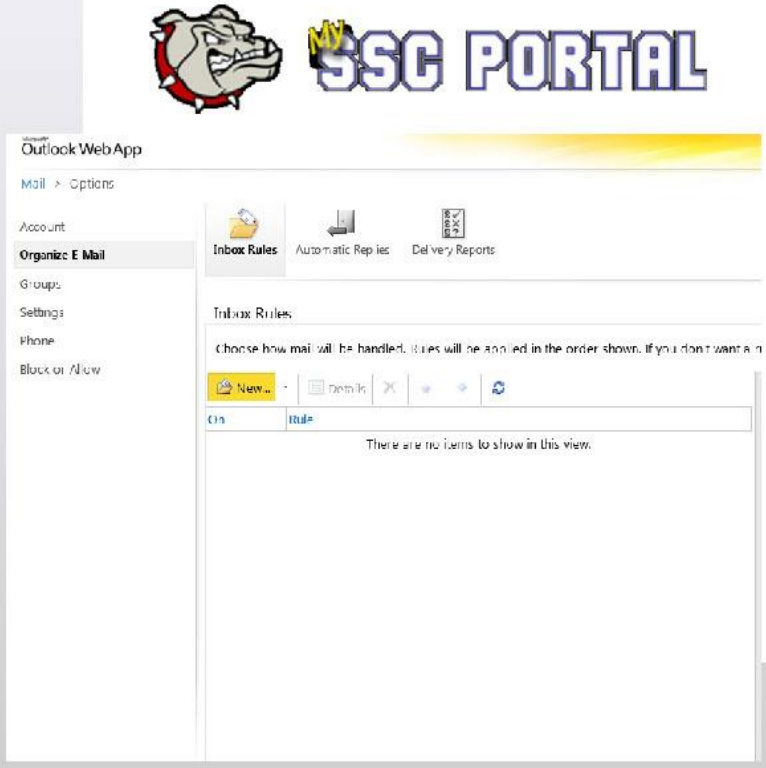
You can go directly to your student e-mail account by accessing https://stumail.ssc.edu and entering your username and password.

You can also forward messages from your student account to your personal e-mail address so you don't have to worry about logging into two different accounts. Just know – it's your responsibility to forward your messages.

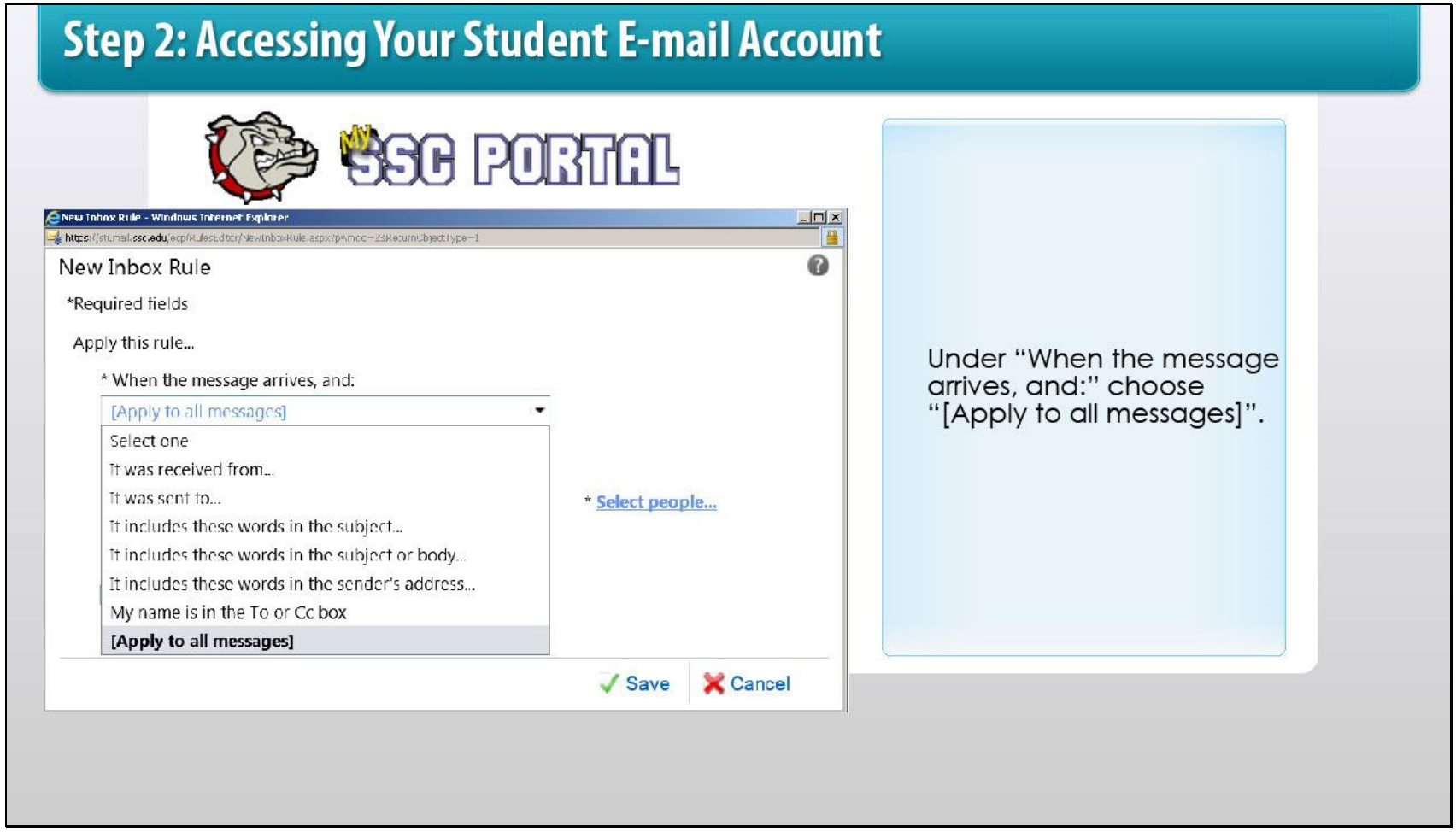

Step 2: Accessing Your Student E-mail Account
MySSC PORTAL
Outlook Web App
sign out
Smith, John
Mail > Inbox 0 Items
Find Someone
Options
Favorites
Inbox
Unread Mail
Sent Items
New
Delete
Search Entire Mailbox
There are no items
Options
Set Automatic Replies...
Create an Inbox Rule...
See All Options...
Select a Theme
Mail
Calendar
Contacts
Tasks
Public Folders
Redirecting your messages to another e-mail account is pretty easy.
When you're at https://stumail.ssc.edu, just click "Options" and select "Create an Inbox Rule".

Slide 13 - Slide 13

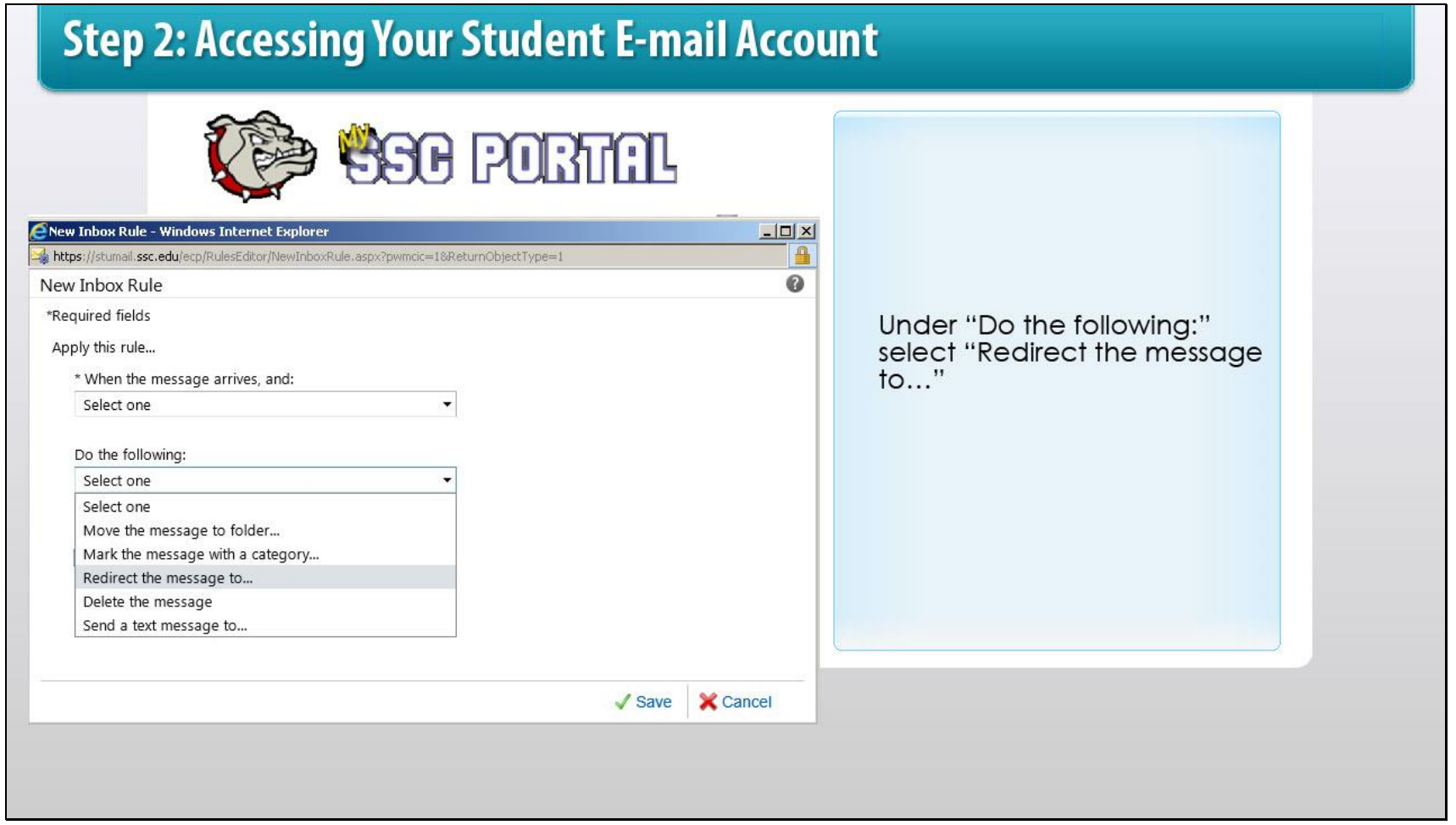
Step 2: Accessing Your Student E-mail Account



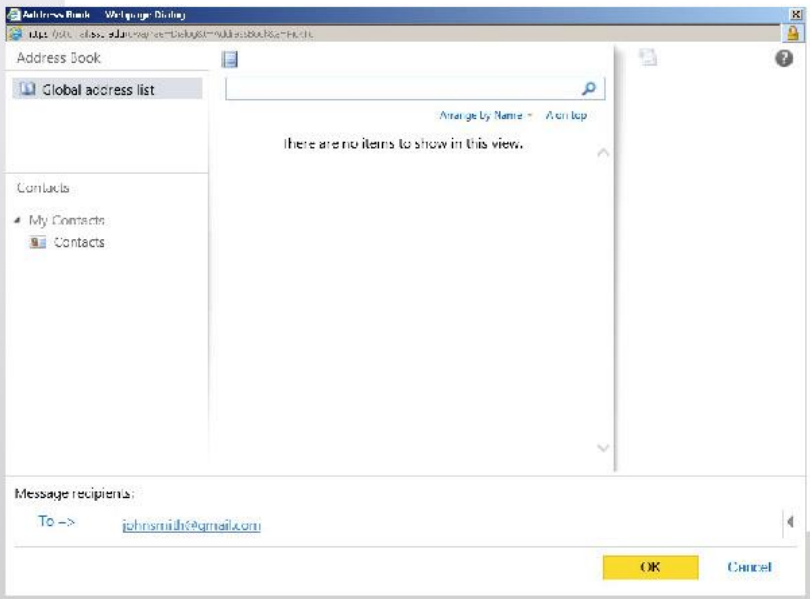
On the Inbox Rules tab, choose "New".


Step 2: Accessing Your Student E-mail Account
My SSC PORTAL
New Inbox Rule - Windows Internet Explorer
New Inbox Rule
*Required fields
Apply this rule...
* When the message arrives, and:
[Apply to all messages]
Select one
It was received from...
It was sent to...
It includes these words in the subject...
It includes these words in the subject or body...
It includes these words in the sender's address...
My name is in the To or Cc box
[Apply to all messages]
* Select people...
Save
Cancel
Under "When the message arrives, and:" choose "[Apply to all messages]".

Slide 15 - Slide 15



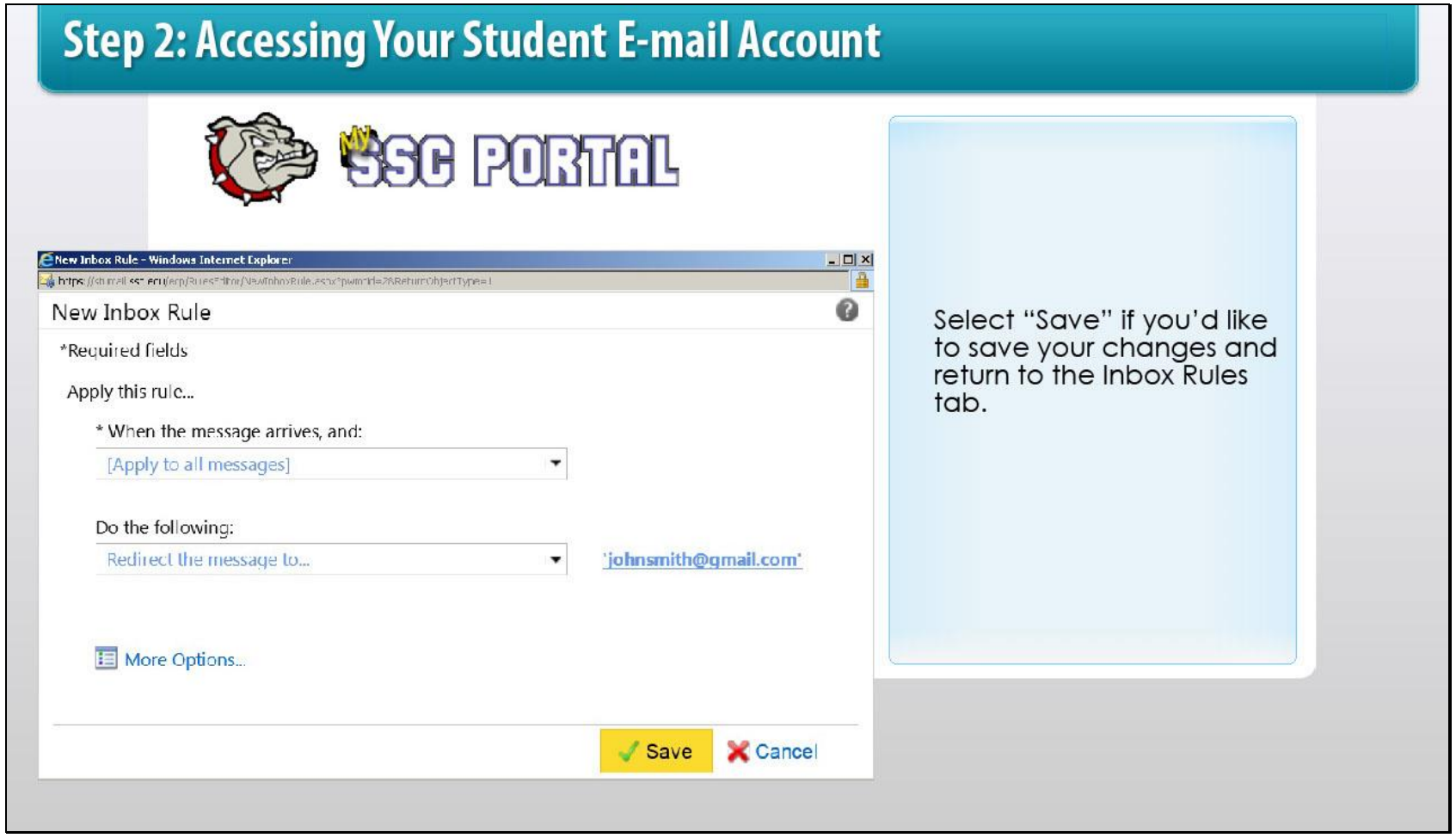
Step 2: Accessing Your Student E-mail Account



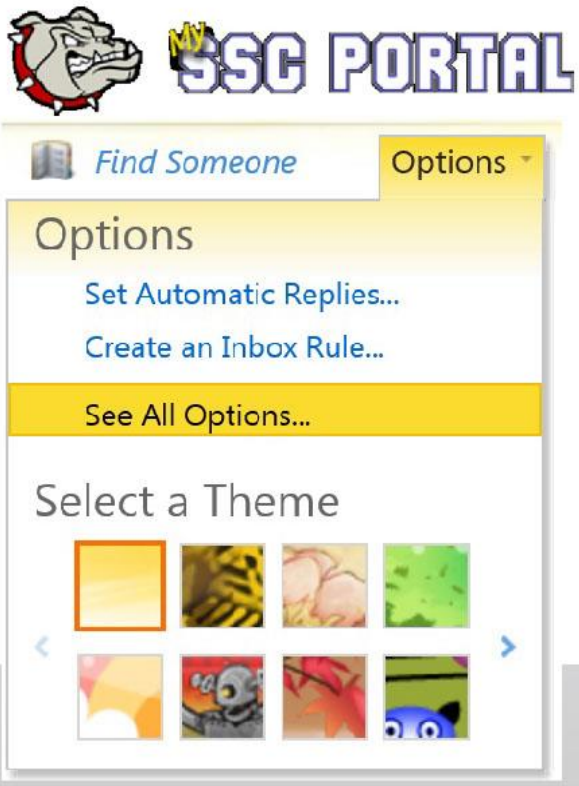
A pop-up should appear. If you don't see a pop-up, click "*Select people…"

Choose or enter your personal e-mail address into the box next to "To – >". Then, click "OK".

Slide 17 - Slide 17



Step 2: Accessing Your Student E-mail Account



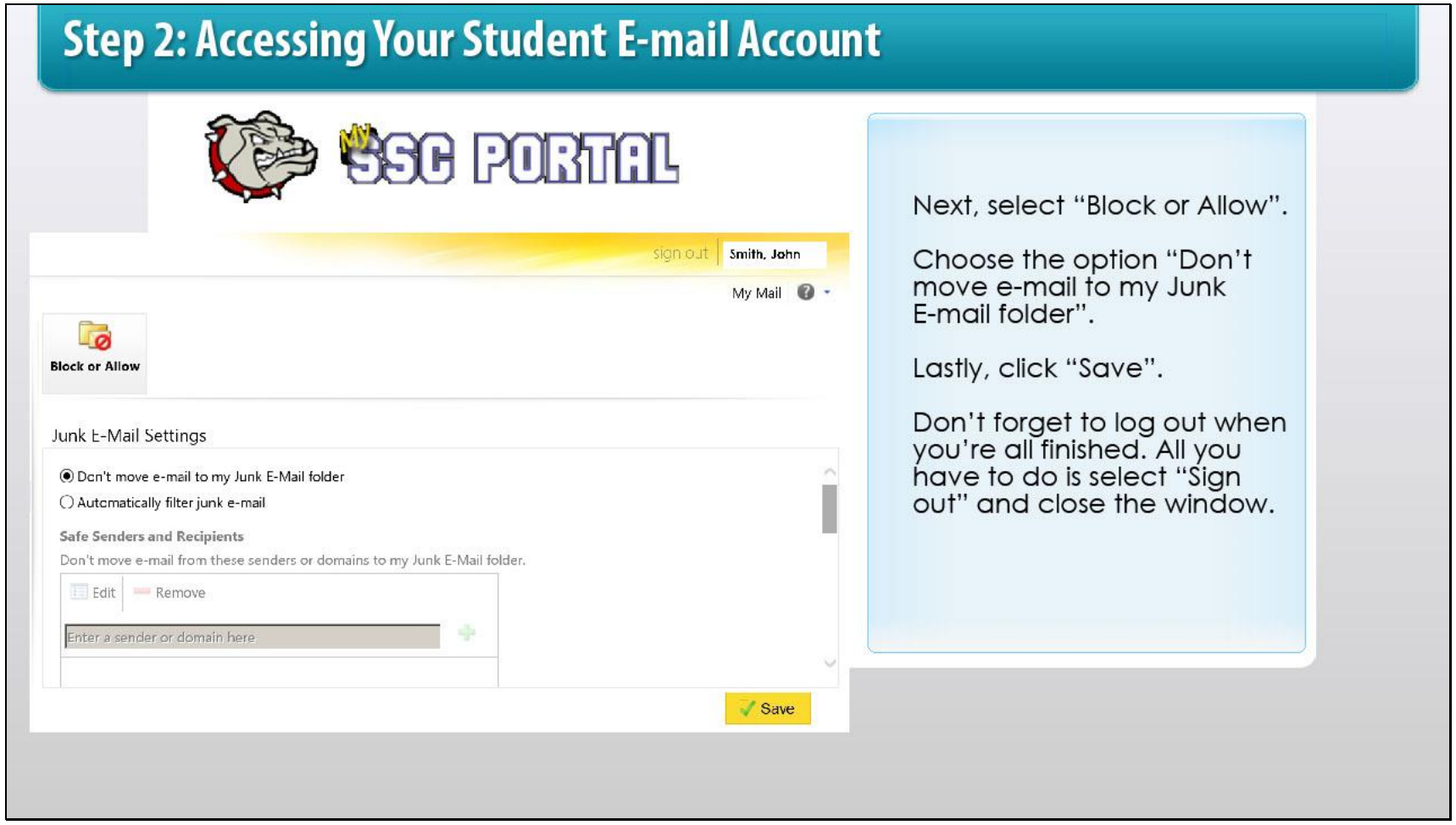
You should also disable the "junk e-mail" filter in your account if you're forwarding your student e-mails.

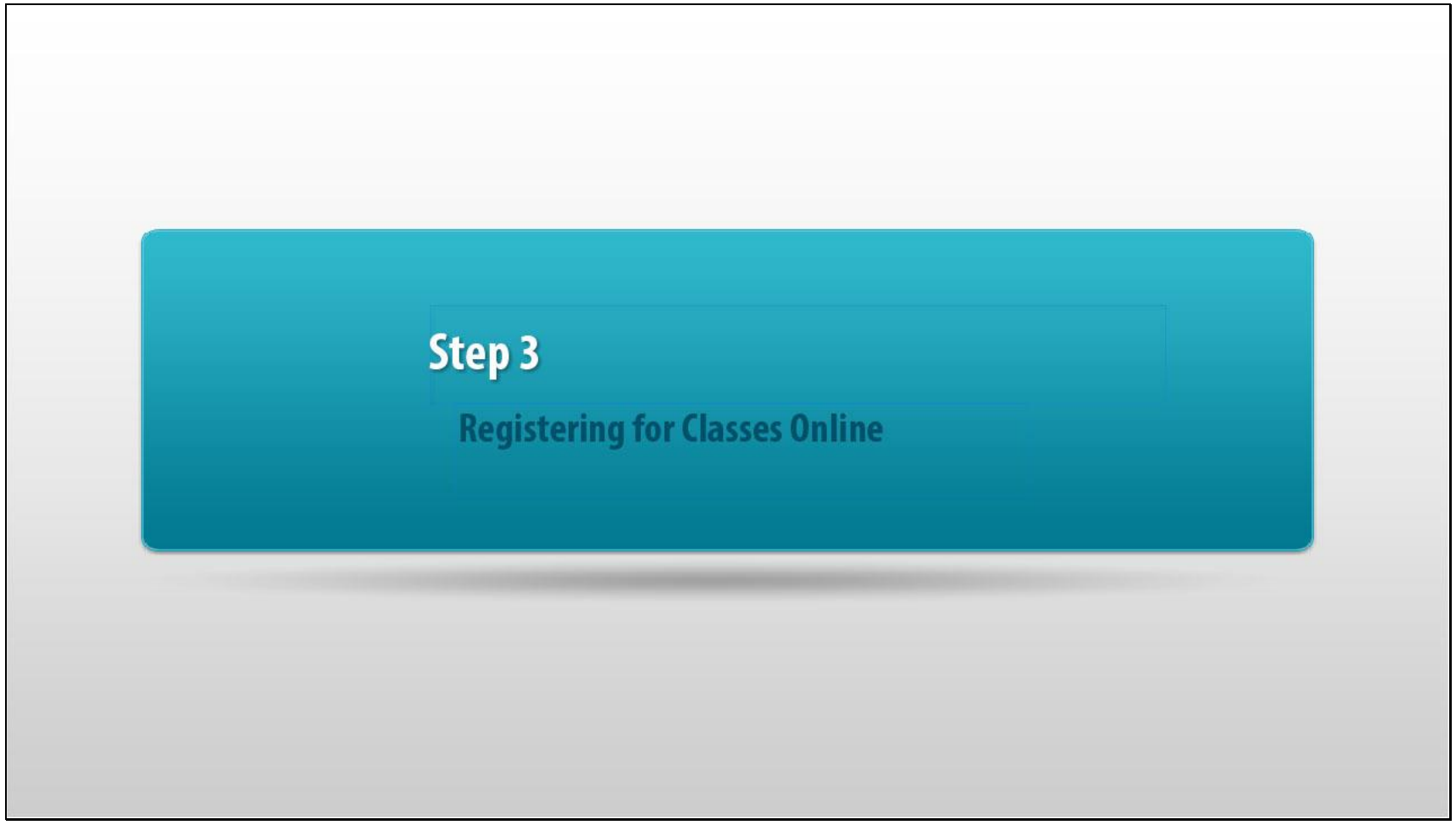
If you don't, you may miss out on important e-mails from your instructor or other people you need to communicate with at the college.

Click on the "Options" tab in your student e-mail account.

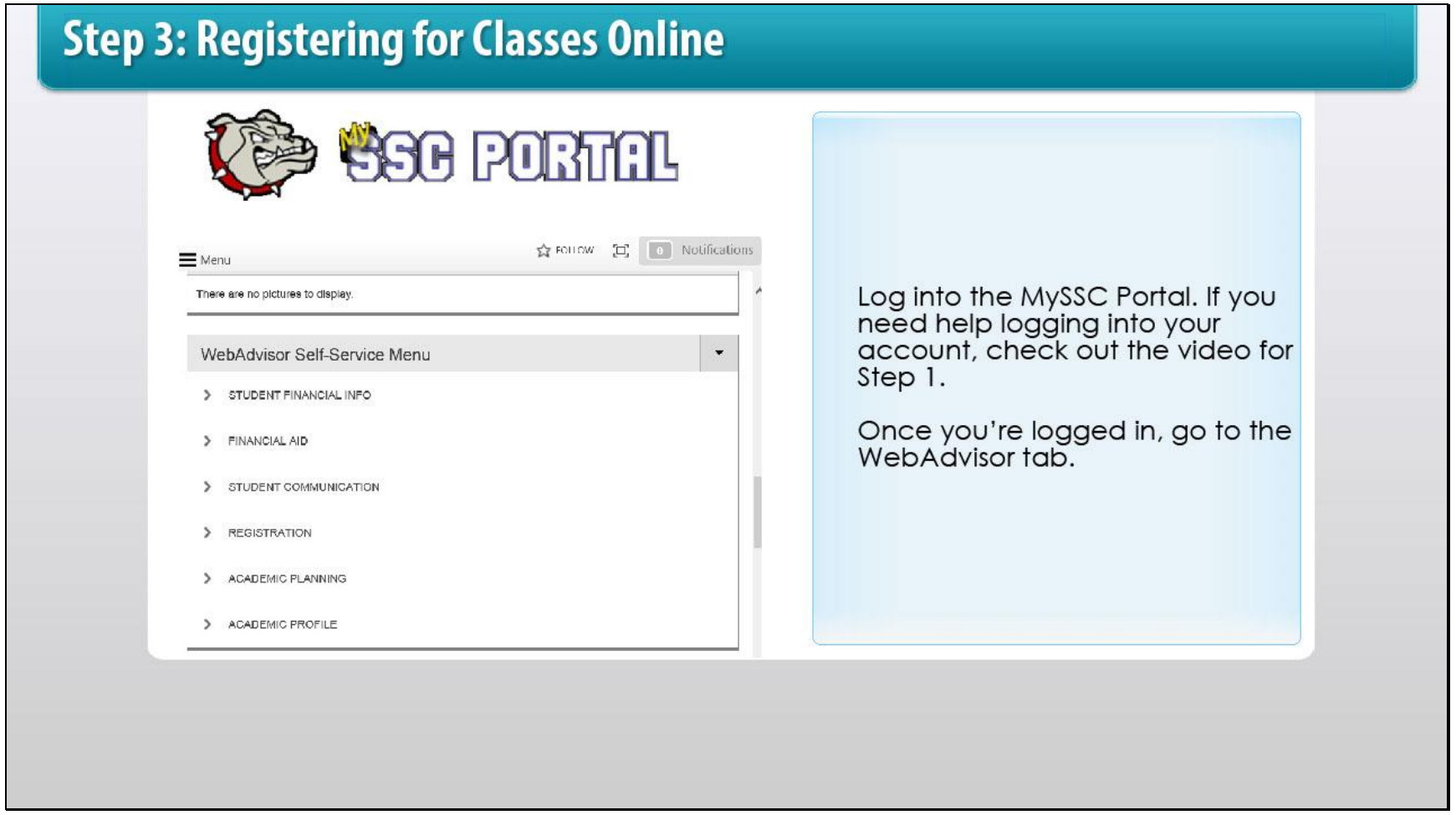
Then, select "See All Options..."

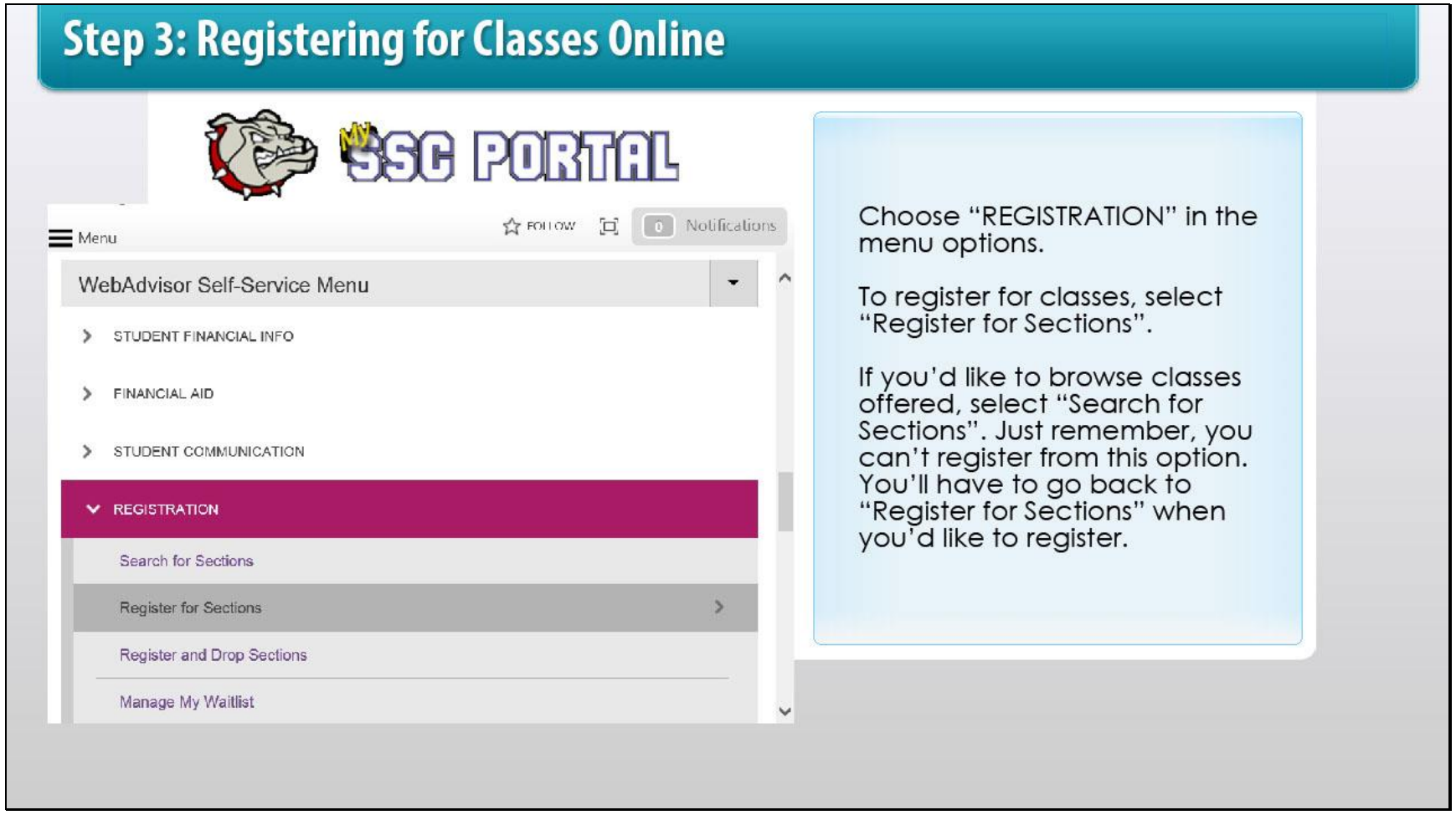
Slide 19 - Slide 19



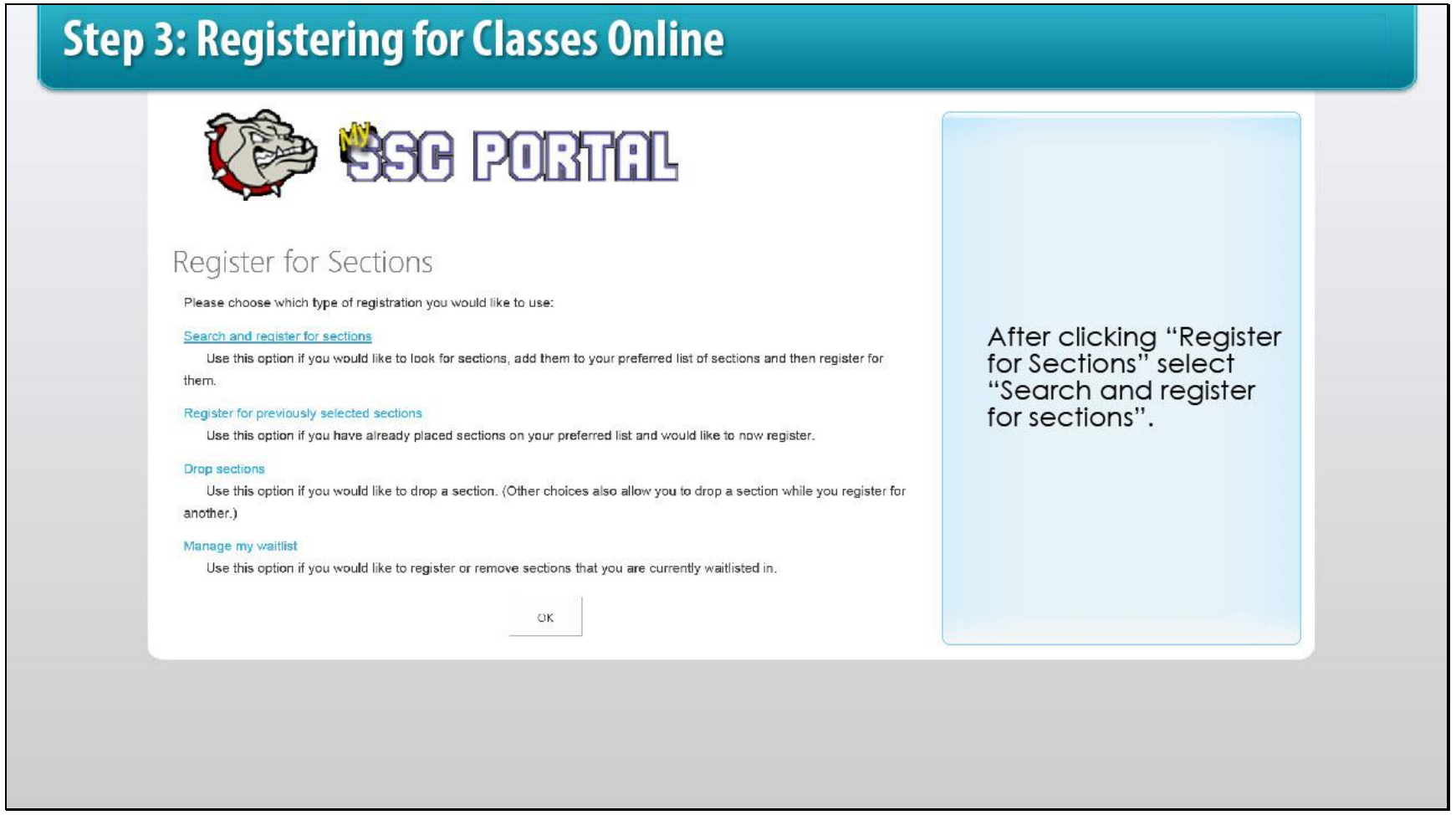

Step 3
Registering for Classes Online

Slide 21 - Slide 21

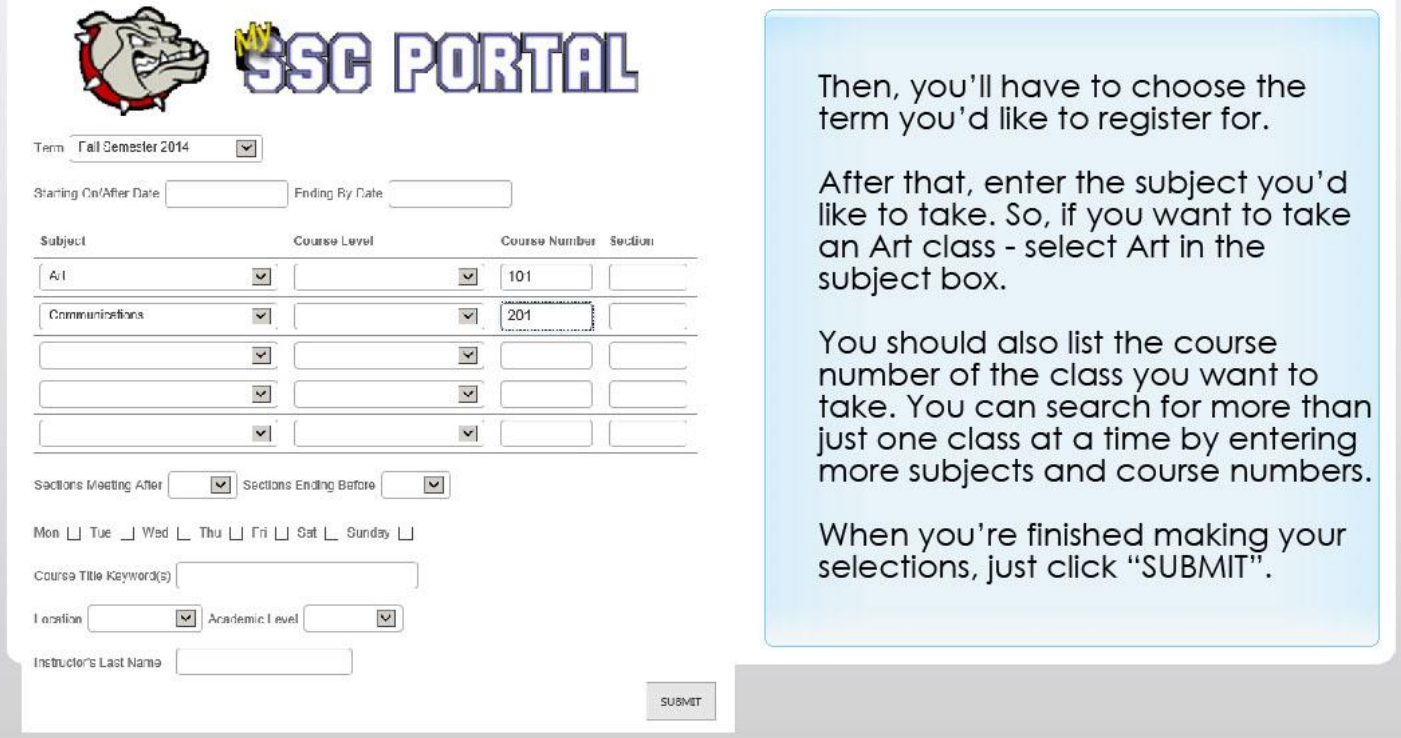



Step 3: Registering for Classes Online
My SSC PORTAL
Menu
FOLLOW
0 Notifications
WebAdvisor Self-Service Menu
STUDENT FINANCIAL INFO
FINANCIAL AID
STUDENT COMMUNICATION
REGISTRATION
Search for Sections
Register for Sections
Register and Drop Sections
Manage My Waitlist
Choose "REGISTRATION" in the menu options.
To register for classes, select "Register for Sections".
If you'd like to browse classes offered, select "Search for Sections". Just remember, you can't register from this option. You'll have to go back to "Register for Sections" when you'd like to register.

Slide 23 - Slide 23



Step 3: Registering for Classes Online



Then, you'll have to choose the term you'd like to register for.

After that, enter the subject you'd like to take. So, if you want to take an Art class - select Art in the subject box.

You should also list the course number of the class you want to take. You can search for more than just one class at a time by entering more subjects and course numbers.

When you're finished making your selections, just click "SUBMIT".

Step 3: Registering for Classes Online

Select	Term	Status	Section Name and Title	Location	Meeting Information
☐	Fall Semester 2014	Open	ART-101-001 Drawing I	On Campus	08/18/2014-12/12/2014 Laboratory Monday, Main Campus Building, Room 4331
☑	Fall Semester 2014	Open	ART-101-002 Drawing I	On Campus	08/18/2014-12/10/2014 Laboratory Monday, Campus Building, Room 4331
☐	Fall Semester 2014	Open	ART-101-003 Drawing I	On Campus	08/19/2014-12/11/2014 Laboratory Tuesday, Campus Building, Room 4331
☐	Fall Semester 2014	Open	ART 101 630 Drawing I	On Campus	09/16/2014-12/11/2014 Laboratory Tuesday, Campus Building, Room 4331
☑	Fall Semester 2014	Open	COM-201-001 Television Production I	On Campus	08/19/2014-12/11/2014 Lecture/Discussion T Main Campus Building, Room L242 (more)...

SUBMIT

A list of classes available that fit the criteria you selected will appear on the screen. They will be listed as Open, Closed, Waitlist or Waitlist Closed. You can choose to enroll in Open sections or place yourself on a Waitlist.

Then, click the box next to the class you'd like to take.

You should probably write down the info for the course you're interested in taking so you can quickly find the class just in case you become disconnected from the website.

When you've selected all of the classes you'd like to register for, click "SUBMIT".

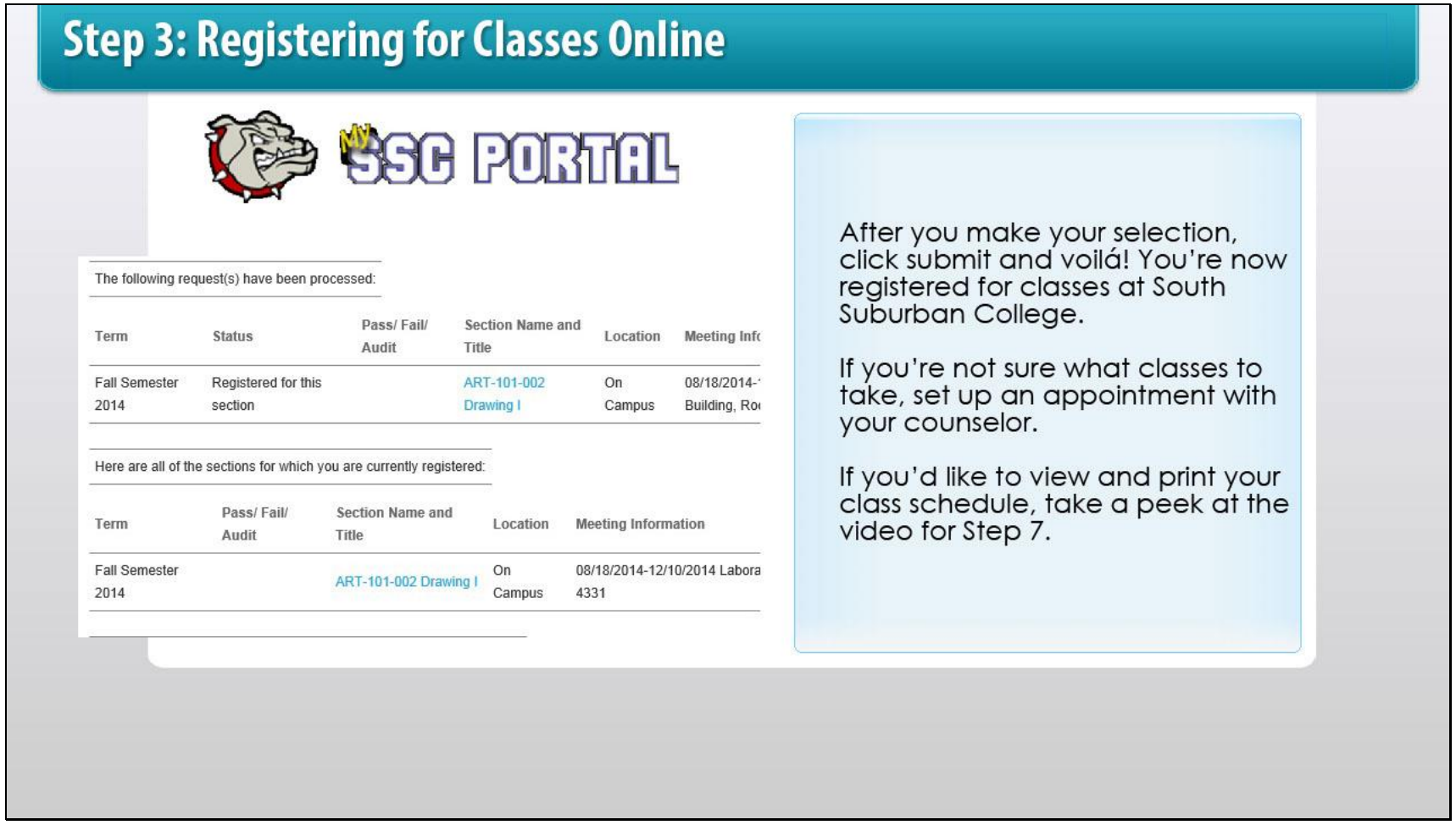
Step 3: Registering for Classes Online

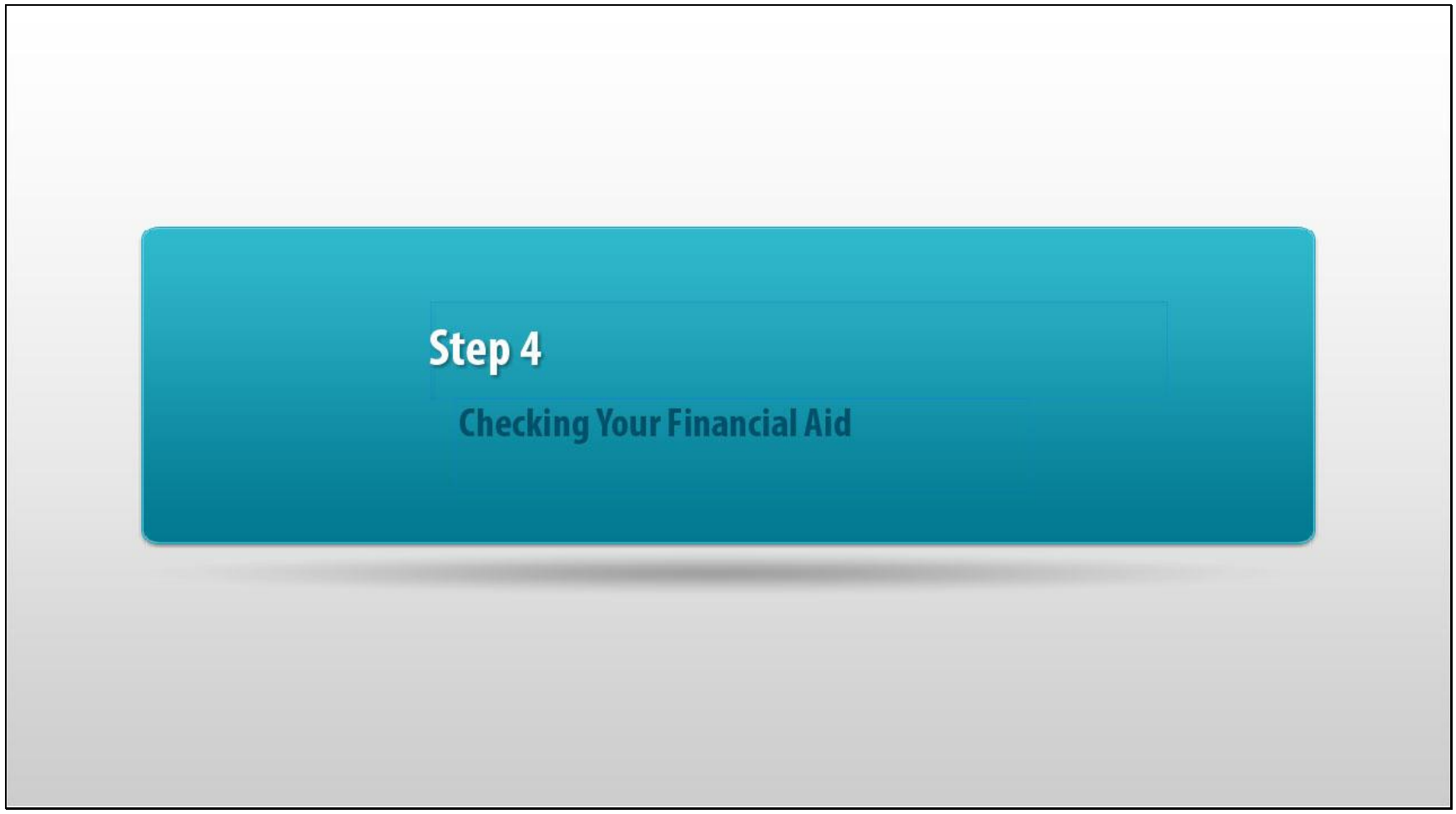
Action	Term	Section Name and Title	Location
Register	Fall Semester 2014	ART-101-002 Drawing I	On Campus
Register Remove from List Waitlist	Fall Semester 2014	COM-201-001 Television Production I	On Campus

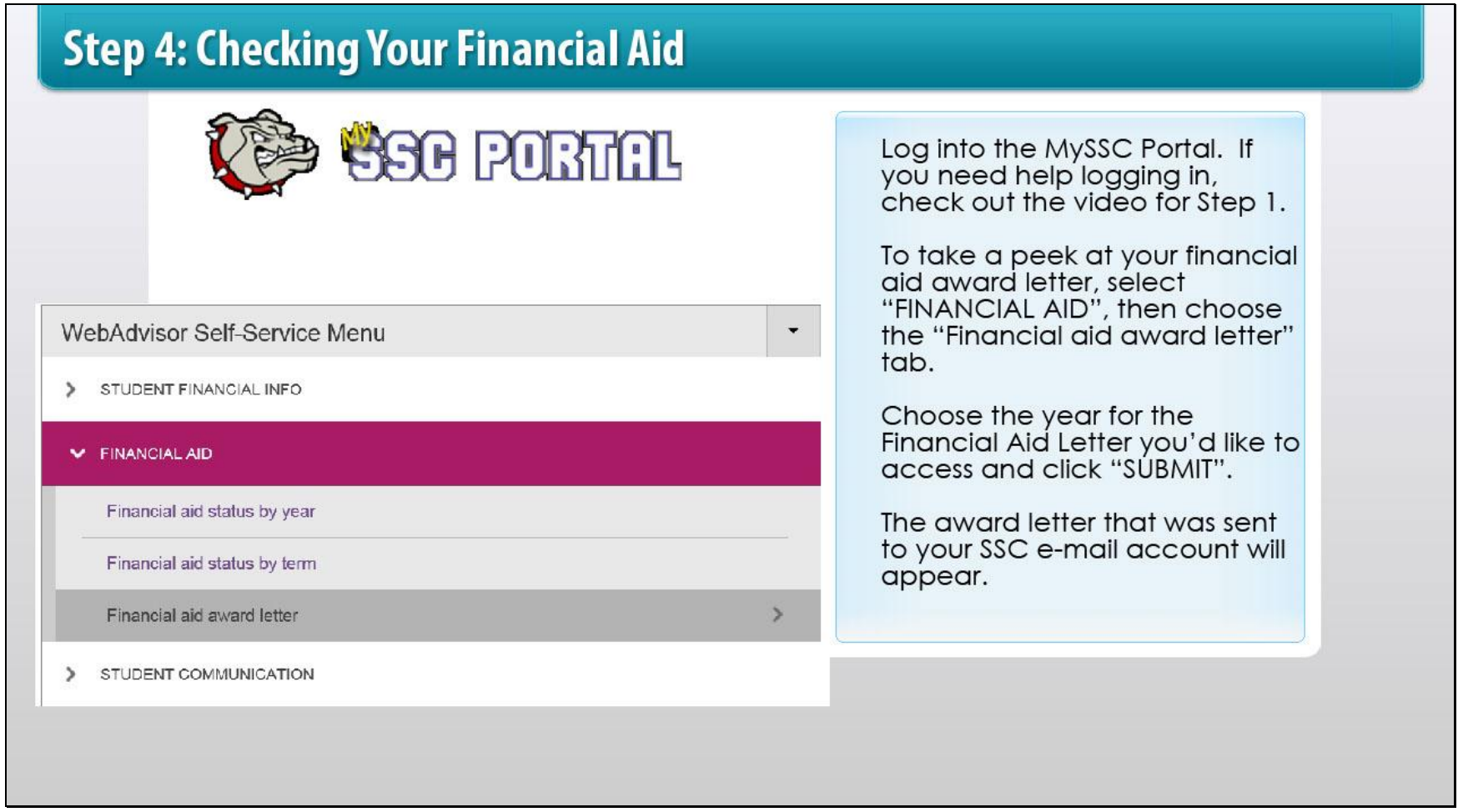
Current Registrations

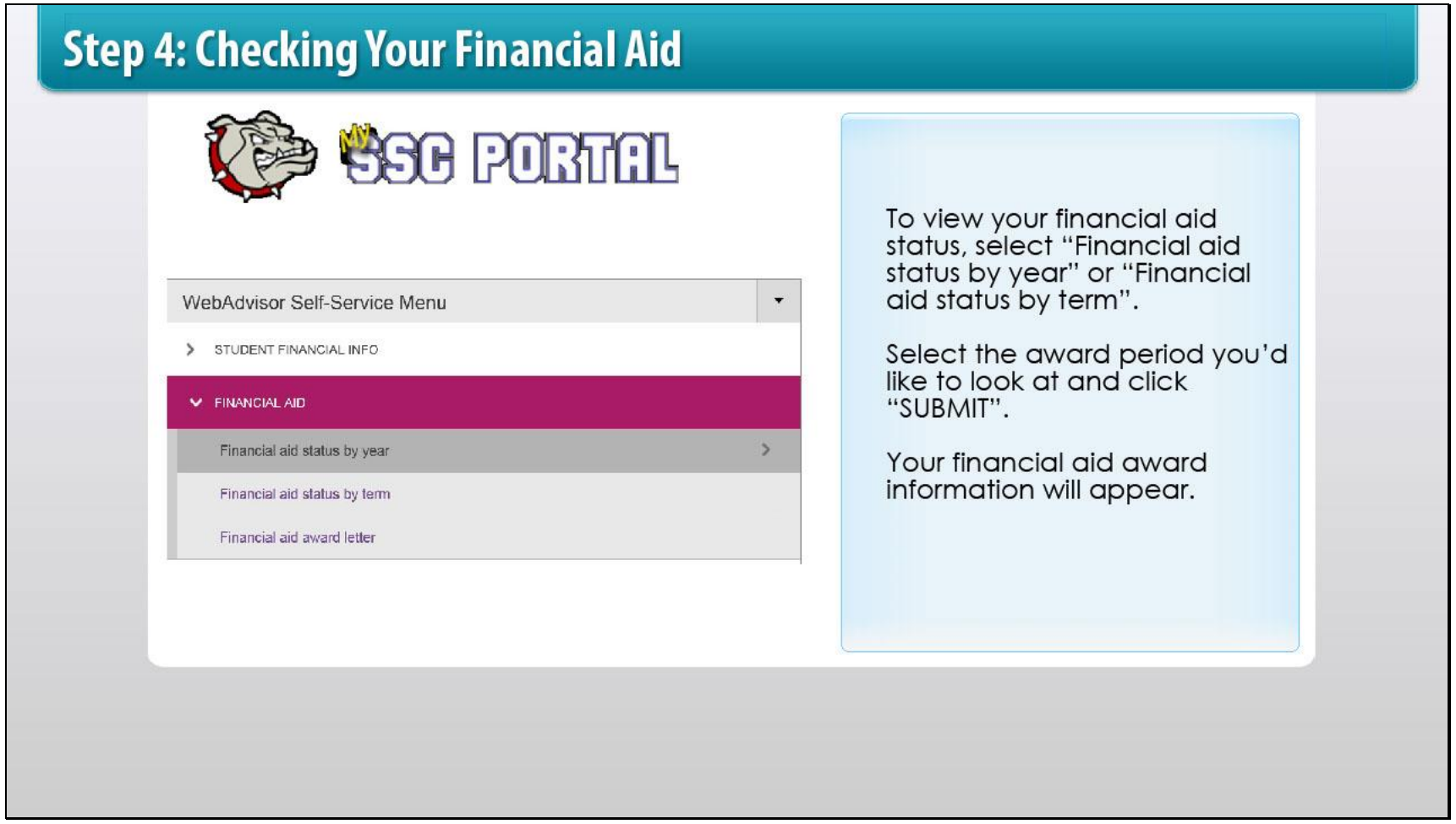
You'll be brought to the next screen where you have the option to click the dropdown under "Action" and select "Register".

You can also choose "Waitlist" if you need to be placed on a waitlist.


Step 3: Registering for Classes Online
MySSC PORTAL
The following request(s) have been processed:
Term
Status
Pass/ Fail/ Audit
Section Name and Title
Location
Meeting Info
Fall Semester 2014
Registered for this section
ART-101-002 Drawing I
On Campus
08/18/2014-
Building, Ro
Here are all of the sections for which you are currently registered:
Term
Pass/ Fail/ Audit
Section Name and Title
Location
Meeting Information
Fall Semester 2014
ART-101-002 Drawing I
On Campus
08/18/2014-12/10/2014 Labora
4331
After you make your selection, click submit and voilá! You're now registered for classes at South Suburban College.
If you're not sure what classes to take, set up an appointment with your counselor.
If you'd like to view and print your class schedule, take a peek at the video for Step 7.


Step 4
Checking Your Financial Aid


Step 4: Checking Your Financial Aid
MySSC PORTAL
WebAdvisor Self-Service Menu
STUDENT FINANCIAL INFO
FINANCIAL AID
Financial aid status by year
Financial aid status by term
Financial aid award letter
STUDENT COMMUNICATION
Log into the MySSC Portal. If you need help logging in, check out the video for Step 1.
To take a peek at your financial aid award letter, select "FINANCIAL AID", then choose the "Financial aid award letter" tab.
Choose the year for the Financial Aid Letter you'd like to access and click "SUBMIT".
The award letter that was sent to your SSC e-mail account will appear.

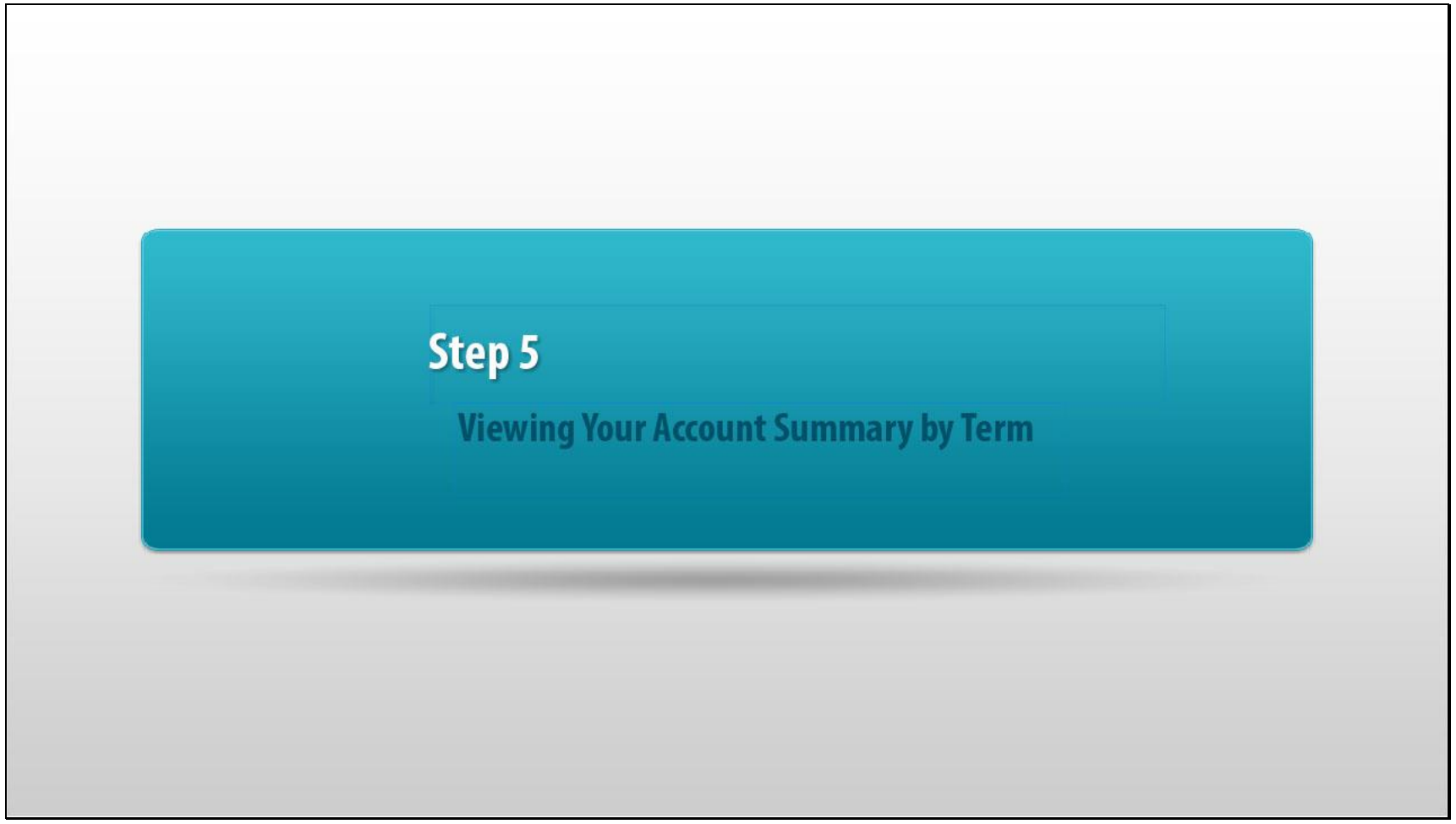

Step 4: Checking Your Financial Aid
MySSC PORTAL
WebAdvisor Self-Service Menu
STUDENT FINANCIAL INFO
FINANCIAL AID
Financial aid status by year
Financial aid status by term
Financial aid award letter
To view your financial aid status, select "Financial aid status by year" or "Financial aid status by term".
Select the award period you'd like to look at and click "SUBMIT".
Your financial aid award information will appear.

Step 4: Checking Your Financial Aid

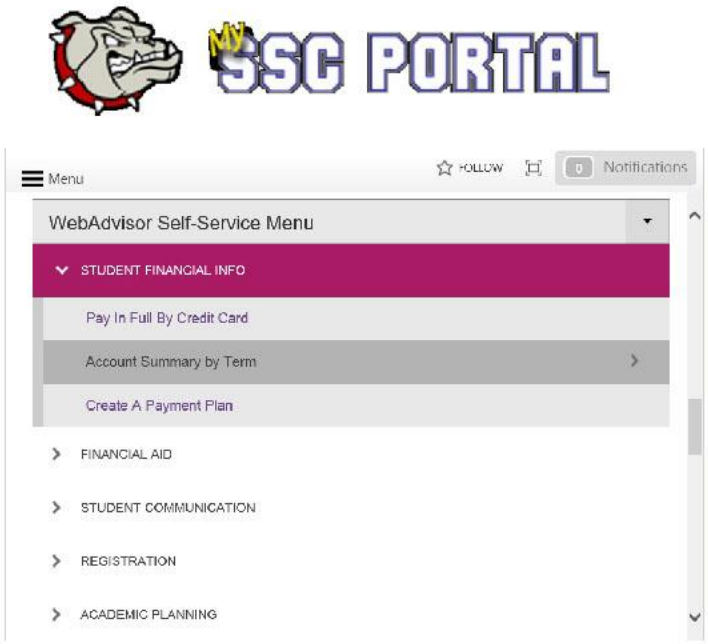
If you want to know whether or not your Financial Aid has been processed, check the "Account Summary by Term" tab under "STUDENT FINANCIAL INFO".

You can also check your student e-mail account if you'd like to know if SSC received your Financial Aid application. For more info about how to access your student e-mail, see Step 2.

If you have questions about the status of your Financial Aid, go to the Financial Aid Office on the main campus.


Step 5
Viewing Your Account Summary by Term

Step 5: Viewing Your Account Summary by Term



It's easy to check out an up-to-date financial record of what you've spent and how much more financial aid or funding you have left in your account.

Simply select "STUDENT FINANCIAL INFO" in WebAdvisor.

Then, click "Account Summary by Term".

Step 5: Viewing Your Account Summary by Term

My SSC PORTAL

My Account Summary by Term ×

Financial Aid Remaining amounts are dependent on conditions of your enrollment and eligible charges, and are subject to change.

Term	Total Charges	Student Payments	Financial Aid Payments	Financial Aid Remaining	Sponsor Payments	Payment Plans	Total Payments	Refunds	Balance
2014FA	$448.25	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$448.25
2014SU	$1,150.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,150.00
TOTAL	$1,598.25	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,598.25

OK

Account Summary | Pay on My Account | Register for Classes | Add Classes | My Schedule

Here's a break-down of what each tab actually means:

Total Charges is the total tuition and fees for the term submitted.

Student Payments is the amount of payments you've made for that term.

Financial Aid Payments is the amount of financial aid that has been applied toward your account.

Sponsor Payments is the amount being paid by a third party like an employer, scholarship, government agency, etc.

Step 5: Viewing Your Account Summary by Term

My SSC PORTAL

My Account Summary by Term ×

Financial Aid Remaining amounts are dependent on conditions of your enrollment and eligible charges, and are subject to change.

Term	Total Charges	Student Payments	Financial Aid Payments	Financial Aid Remaining	Sponsor Payments	Payment Plans	Total Payments	Refunds	Balance
2014FA	$448.25	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$448.25
2014SU	$1,150.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,150.00
TOTAL	$1,598.25	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,598.25

OK

Account Summary | Pay on My Account | Register for Classes | Add Classes | My Schedule

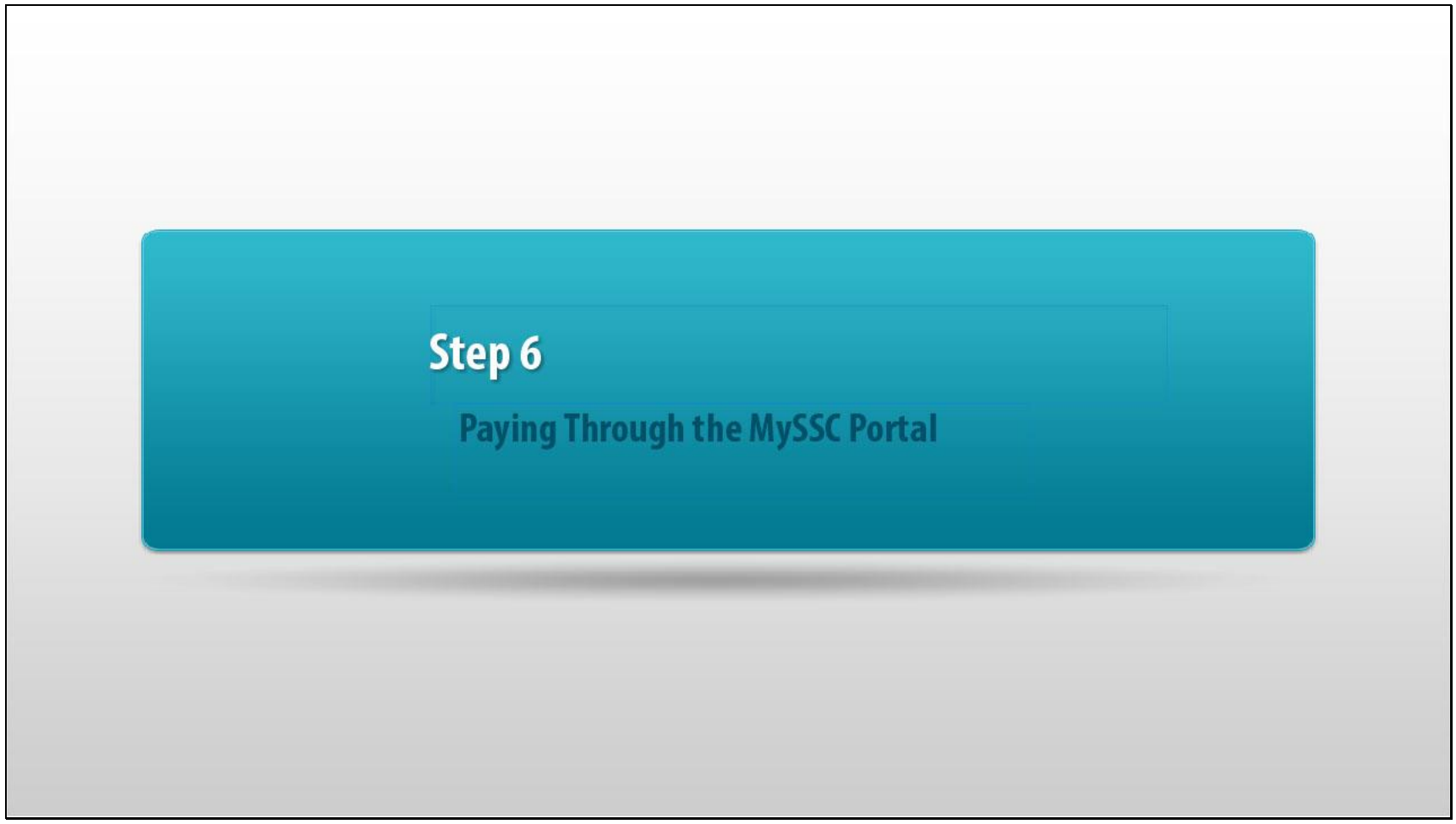
Payment Plans - This column isn't used.

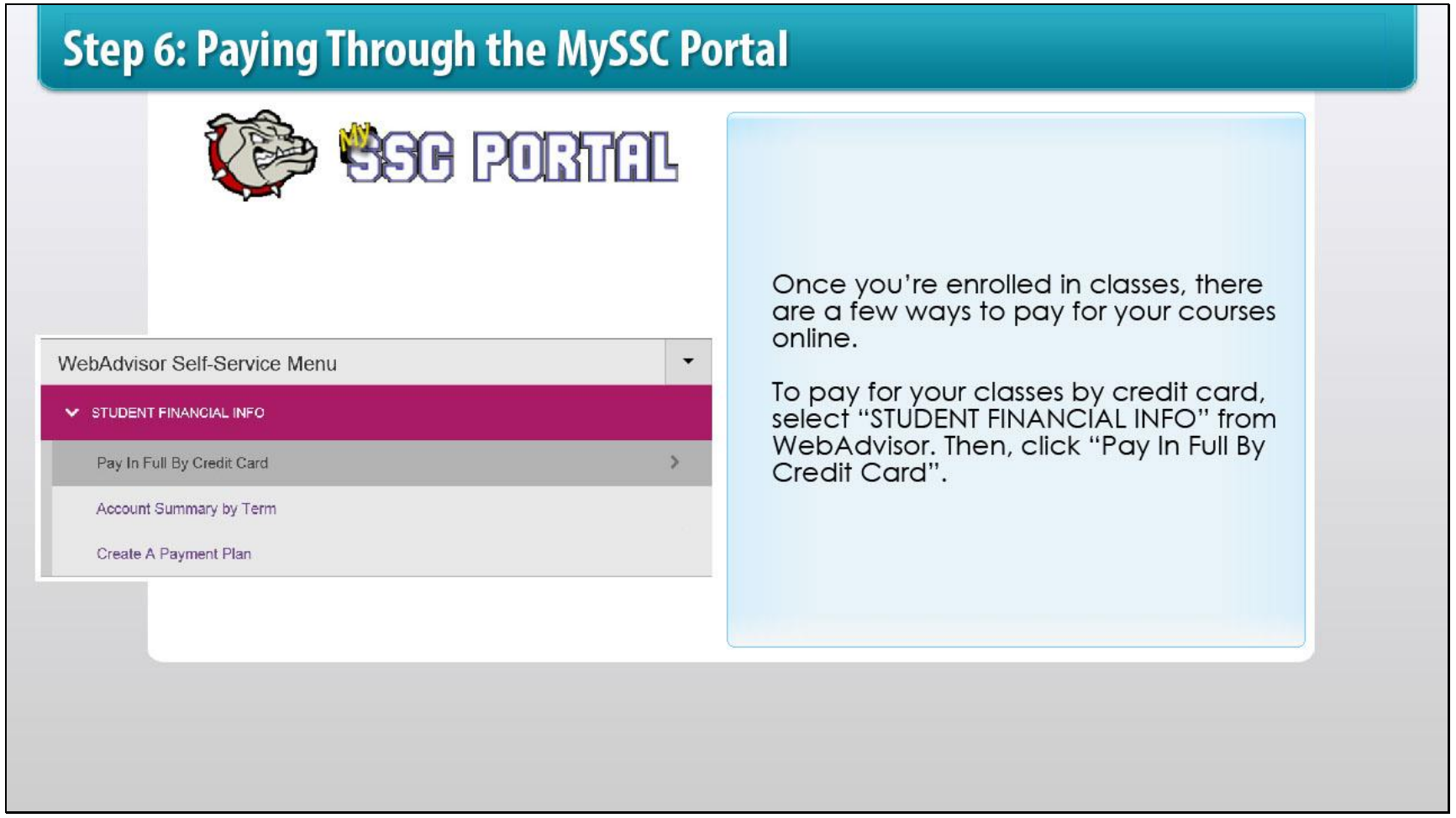
Total Payments is the total amount of all Student Payments, Financial Aid Payments, and Sponsor Payments.

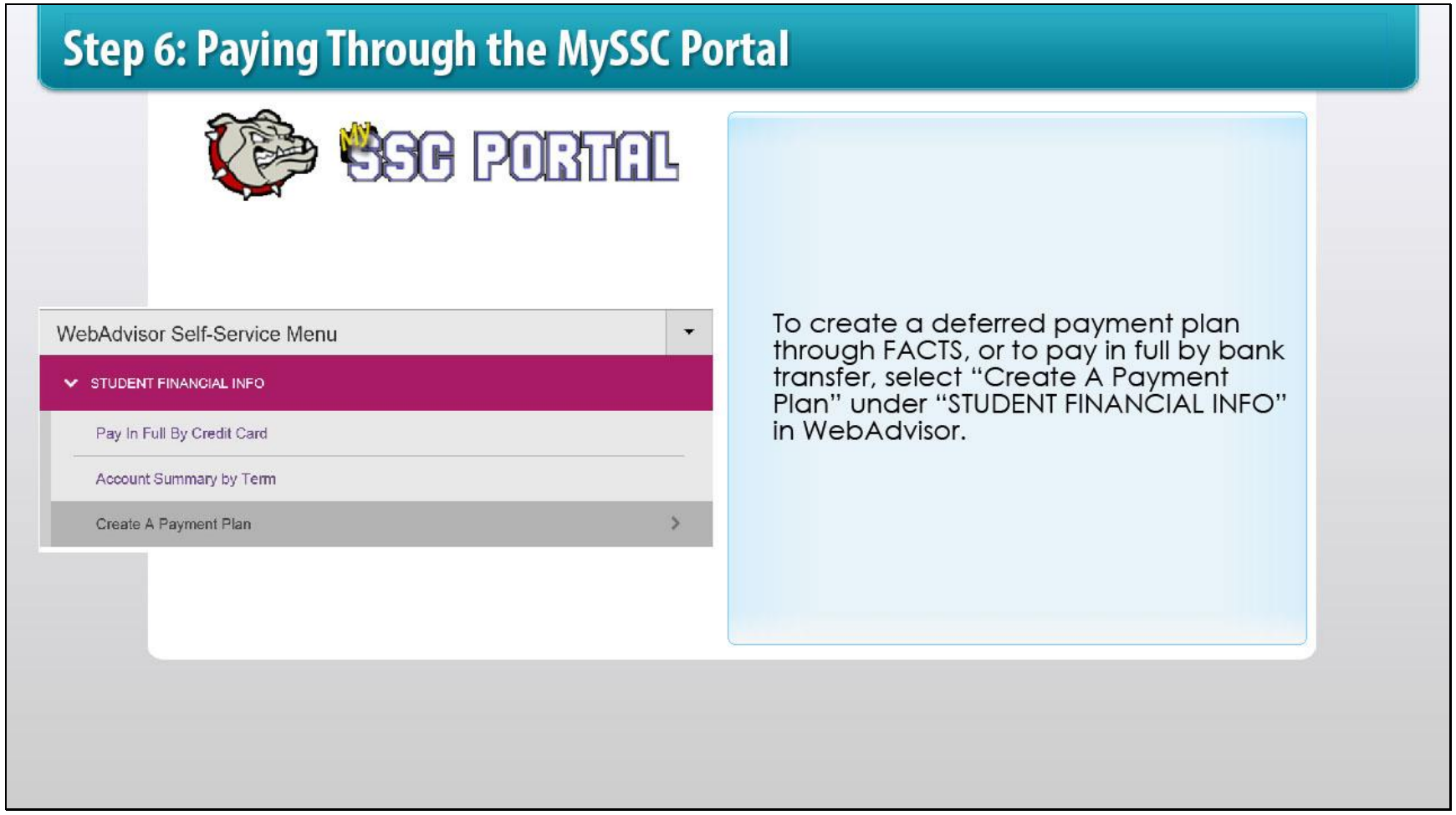
Refunds is the amount of any funds paid back to you when total payments are more than total charges.

And the ***Balance*** is the amount you owe to SSC after all payments have been applied to your account.

If you'd like to print a copy of this info in your account, press the "Ctrl" and "P" keys on your keyboard.


Step 6
Paying Through the MySSC Portal


Step 6: Paying Through the MySSC Portal
MySSC PORTAL
WebAdvisor Self-Service Menu
STUDENT FINANCIAL INFO
Pay In Full By Credit Card
Account Summary by Term
Create A Payment Plan
Once you're enrolled in classes, there are a few ways to pay for your courses online.
To pay for your classes by credit card, select "STUDENT FINANCIAL INFO" from WebAdvisor. Then, click "Pay In Full By Credit Card".


Step 6: Paying Through the MySSC Portal
MySSC PORTAL
WebAdvisor Self-Service Menu
STUDENT FINANCIAL INFO
Pay In Full By Credit Card
Account Summary by Term
Create A Payment Plan
To create a deferred payment plan through FACTS, or to pay in full by bank transfer, select "Create A Payment Plan" under "STUDENT FINANCIAL INFO" in WebAdvisor.

Step 6: Paying Through the MySSC Portal

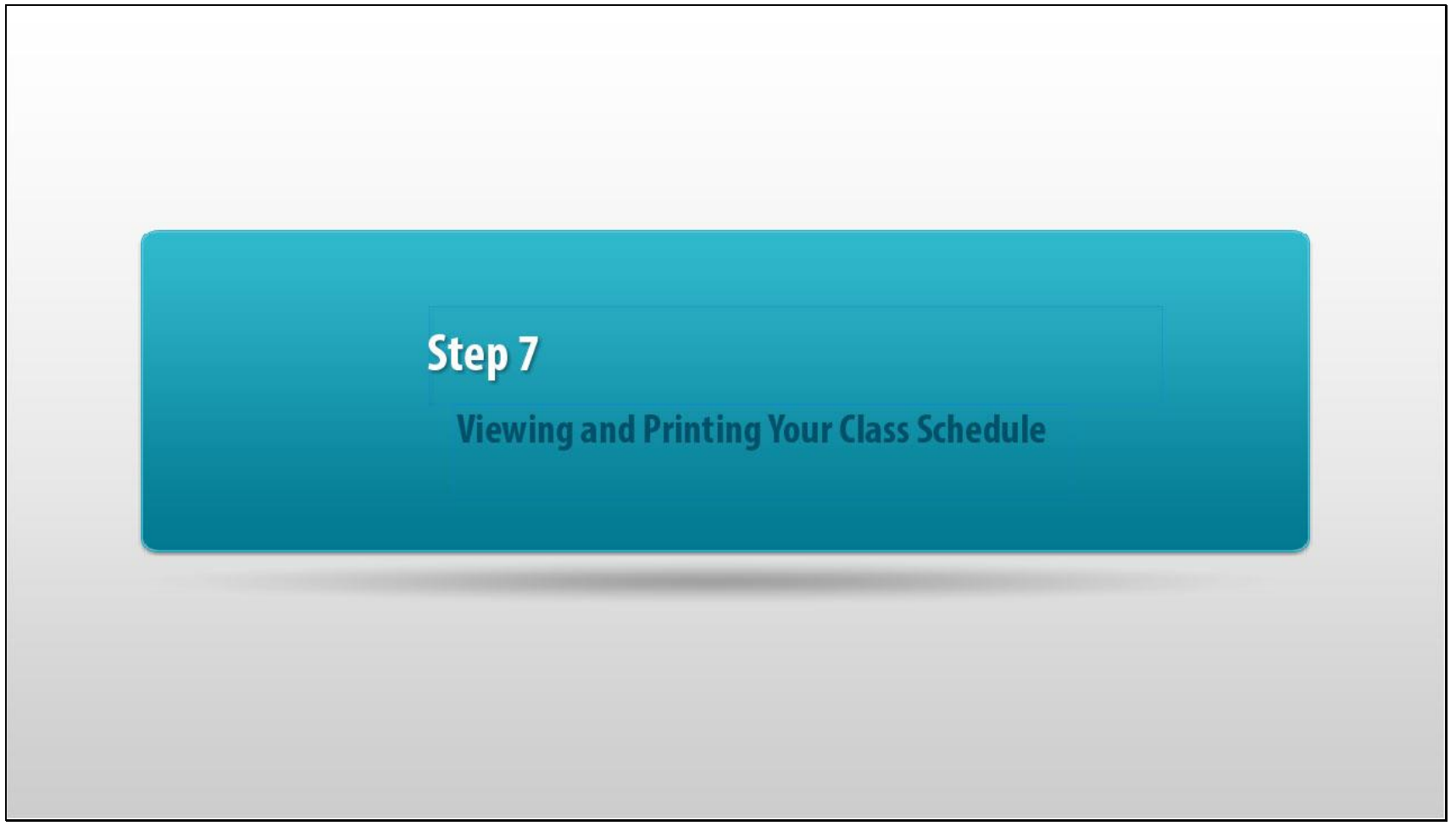
Then, fill out the form that appears. Your User ID is the 7-digit Colleague ID number that appears on your student ID card. If you don't have a student ID card, you can get one at the Office of Student LIfe and Leadership.

Your Password is your 6-digit birthday. Don't forget to include slashes between the numbers!

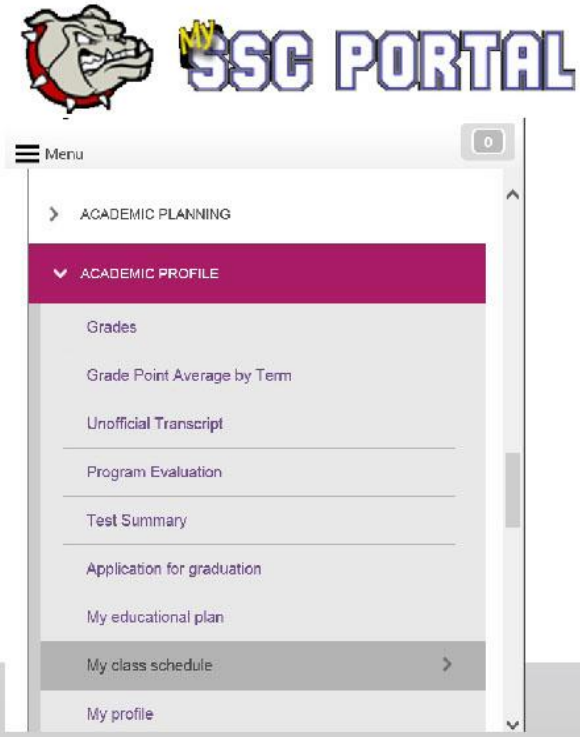
After that, select the term you'll be paying for. It has to be the current semester you just enrolled in.

Lastly, click "Calculate tuition".

A screen will pop up with your total charges. From here, you have the option to click on the "eCashier" icon and follow the on-screen instructions to finish your payment plan agreement.


Step 7
Viewing and Printing Your Class Schedule

Step 7: Viewing and Printing Your Class Schedule

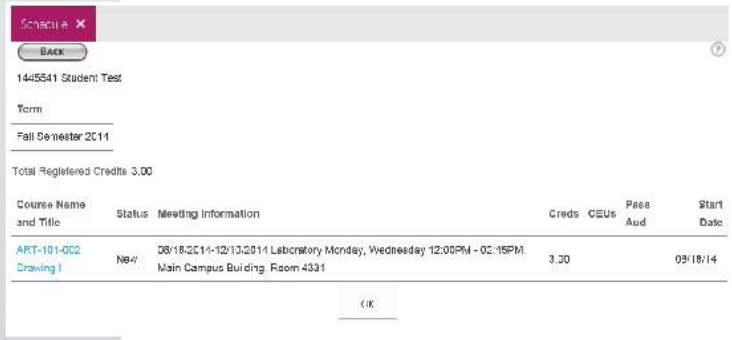


If you want to view and print your class schedule, all you have to do is select "ACADEMIC PROFILE" in WebAdvisor.

From there, click "My class schedule".

Step 7: Viewing and Printing Your Class Schedule

MY SSC PORTAL



Then, choose the appropriate semester in the "Term" and click "SUBMIT".

If you'd like to print a copy of your schedule, press "Ctrl" and "P" on your keyboard.

When you're finished, click your name and select "Sign Out". It's really important to remember to logout so the next person who uses the computer doesn't have access to your account.

Have a great semester!