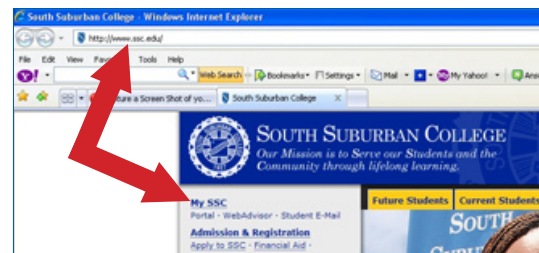


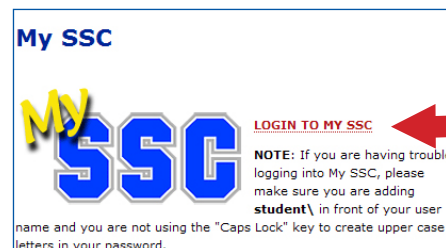
# How to Use the My SSC Portal

## Step One - Logging In

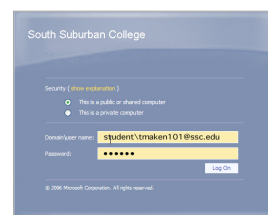
- To go to the SSC Website, type <http://www.ssc.edu> in your browser. Select **“My SSC”** from the top of the column on the left.



- Select **“LOG IN TO MY SSC”**.

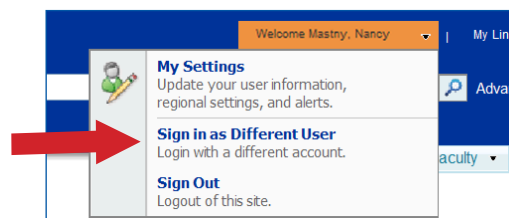


- If you are logging in from a computer off-campus, you will see this dialog box. Leave **Security** at default setting: **“This is a public or shared computer.”** Type your **[student email address]** and your **[password]** into this dialog box. Your email address IS your domain username. (Your student email address is your My SSC user name followed by **“@student.ssc.edu.”**)



**EXAMPLE:** `tmaken100@student.ssc.edu`.

- If you are logging in from a computer on-campus, select **“Sign in as Different User”** under **“Welcome Student”**.



- Type your **[student email address]** and your **[password]** into this dialog box. Click **Log On**.

If you are having trouble logging into My SSC, please make sure you are not using the **“Caps Lock”** key to create upper case letters in your password.



- You are logged in correctly once your username appears next to the **Welcome** message at the top.

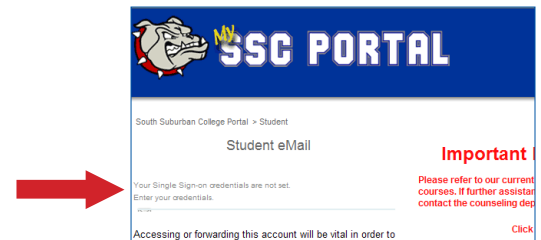


## Step Two - Accessing Your Student E-mail Account

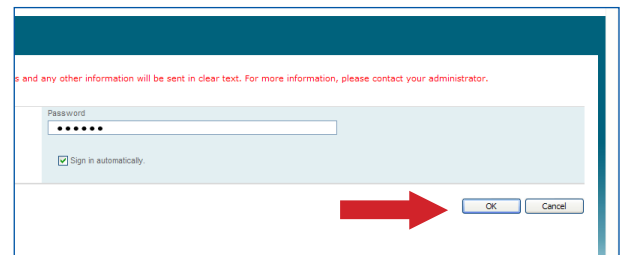
Accessing or forwarding your SSC Student eMail account is vital to receive official correspondence from SSC regarding grades, bills, due dates, confirmations, financial aid updates, registration deadlines, wait list, etc.

You are required to access your SSC Student eMail frequently in order to receive College-related communications. Remember accessing or forwarding this account is your responsibility.

- Once logged in, you have to set up your student email. Select **“Enter your credentials”**.



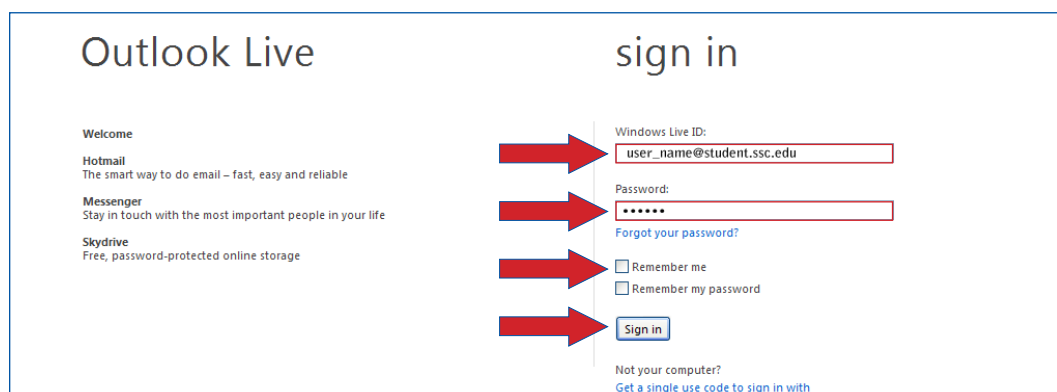
- Enter your password. This is the same password you entered to log onto My SSC Portal. Leave the box checked for **“Sign in automatically”**. Click **OK**. The Outlook Live page will now launch.



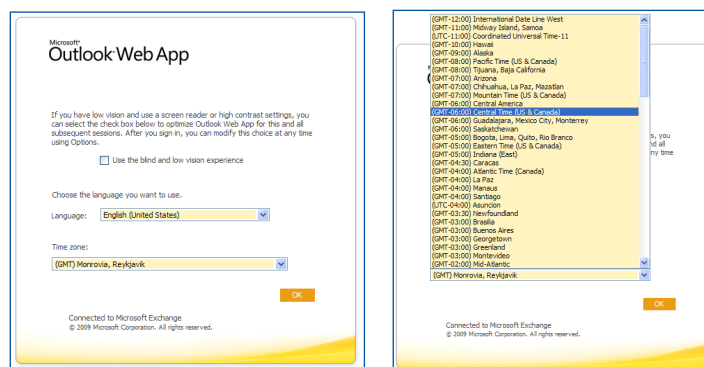
- Enter your My SSC user name (do not type **student\** here) followed by **“@student.ssc.edu”**. Then enter your password. This is the same password you entered to log onto My SSC Portal. Once the assigned password is entered, it's important to uncheck the **“Remember me”** box as a security measure. Once that is done, click **“Sign in.”**

**EXAMPLE:** `tmaken100@student.ssc.edu`.

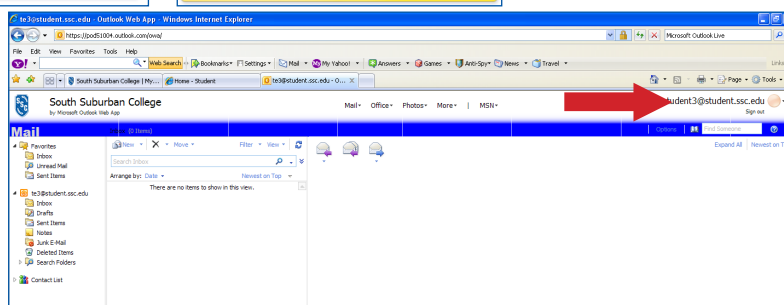
Leave the box unchecked for **“Sign in automatically”**. Click **“Sign In.”**



- After clicking **“Sign in”**, you may be taken to the OutlookWebApp dialog box. Here you are to set the language used and your local time zone. SSC is in the **“Central Time (US & Canada)”**. Click **“OK”**.



- After clicking **“OK”**, you will be taken to your e-mail inbox.



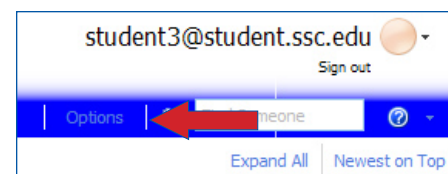
- **If you would like to automatically redirect all messages to another account:**

- From inside of Outlook.com, click **“Options”** from the menu bar, then click **“Organize E-Mail”**, and then click **“Inbox Rules”**.
- On the **Inbox Rules** tab, click **“New”**.
- Under **When the message arrives**, select **“Apply to all messages”**.
- Under **“Do the following”**, select **“Redirect the message to”**.
- Select the address you want your mail sent to by double-clicking on it in the address book view. If the address you want to redirect to doesn’t appear, you can enter the e-mail address in the **“To”** field.
- Click **OK** to save your selections and return to the new rule window.
- Click **Save** to save your rule and return to the Inbox Rules tab.

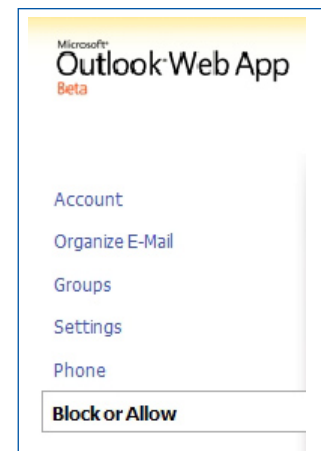
If forwarding your SSC student email, it is highly recommended that you disable the “junk email” filter in your Outlook Live account. Failure to do so may cause important messages from your instructors, etc. not to be processed and forwarded as desired.

Here’s how to disable the junk e-mail filter:

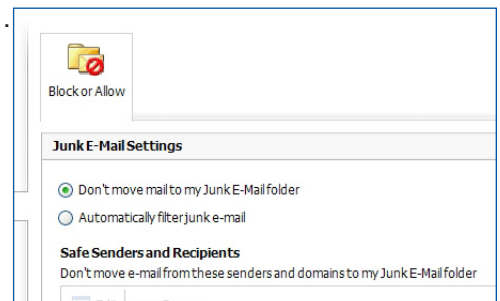
- Click on Options on the upper right beneath your name.



- Click on “**Block or Allow**” on the left side of the page.

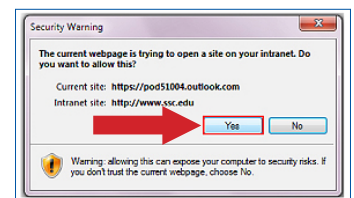


- Select the option “**Don't move mail to my Junk E-mail folder**”.



- Click “**Save**” in the bottom right corner of the page.

- It's very important to remember to logout when you're done. To do this, choose “**Sign out**” in the top right corner. You should then be redirected to the SSC main website, however if you receive this error, click “**Yes**” to be redirected.



## Step Three - Registering for Classes Online

- After logging in to My SCC (if you are not logged in already), scroll down to **WebAdvisor** and select menu option under **Registration**.

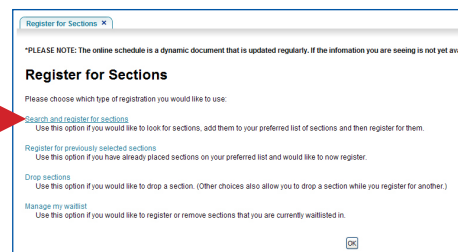
To register for classes, select “**Register For Sections**”.

To only search or browse the sections offered, select “**Search For Sections**”. You cannot register from Search for Sections.



The screenshot shows the WebAdvisor interface with a top navigation bar containing 'WebAdvisor', 'My Team Sites', and 'My Bookmarks'. Below this is a 'Main Menu' section with a 'Registration' link. Under 'Registration', there are five options: 'Search for Sections', 'Register for Sections', 'Register and Drop Sections', and 'Manage My Waitlist'.

- After selecting Register For Sections, select “**Search and Register For Sections**” from the next menu.

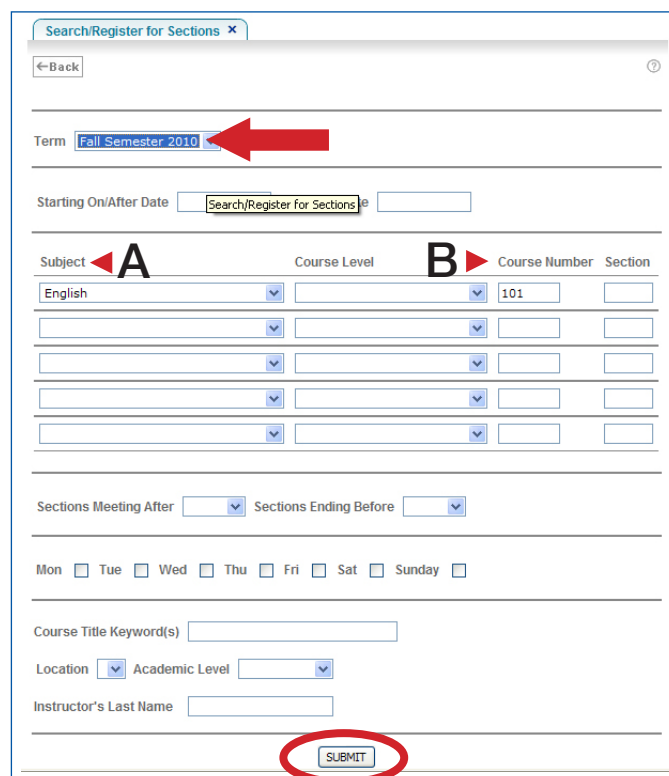


The screenshot shows the 'Register for Sections' menu. It includes a disclaimer: 'PLEASE NOTE: The online schedule is a dynamic document that is updated regularly. If the information you are seeing is not yet available.' Below this, there are four options: 'Search and register for sections', 'Register for previously selected sections', 'Drop sections', and 'Manage my waitlist'. A red arrow points to the 'Search and register for sections' option.

- Select the term you are registering for.

Enter the Subject (A) you are looking for classes in and the Course Number (B) of the class that you want to take. You may search for more than one class by entering additional classes.

Select **SUBMIT**.



The screenshot shows the 'Search/Register for Sections' form. It has a 'Term' dropdown menu with 'Fall Semester 2010' selected, indicated by a red arrow. Below this is a 'Starting On/After Date' field with a 'Search/Register for Sections' button. The form has a table with columns: Subject (A), Course Level, Course Number (B), and Section. The first row is filled with 'English', a dropdown, '101', and a dropdown. Below the table are fields for 'Sections Meeting After', 'Sections Ending Before', 'Course Title Keyword(s)', 'Location', 'Academic Level', and 'Instructor's Last Name'. At the bottom, there is a 'SUBMIT' button circled in red.



- A list of class sections available for the course will appear on screen. They will be listed as Open, Closed, Waitlist or Waitlist Closed. You may choose Open sections or place yourself on the waitlist for Waitlist classes.

<input type="checkbox"/>	Fall Semester 2010	Open	ENG-101-022 Composition & Rhetoric	On Campus	08/24/2010-12/14/2010 Lecture/Discussion Tuesday 06:30PM - 09:15PM, Main Campus Building, Room 3139
<input type="checkbox"/>	Fall Semester 2010	Open	ENG-101-023 Composition & Rhetoric	On Campus	08/24/2010-12/14/2010 Lecture/Discussion Tuesday 07:00PM - 09:45PM, Main Campus Building, Room 3123
<input type="checkbox"/>	Fall Semester 2010	Open	ENG-101-024 Composition & Rhetoric	On Campus	08/26/2010-12/16/2010 Lecture/Discussion Thursday 07:00PM - 09:45PM, Main Campus Building, Room 3127
<input type="checkbox"/>	Fall Semester 2010	Open	ENG-101-025 Composition & Rhetoric	On Campus	08/28/2010-12/18/2010 Lecture/Discussion Saturday 09:00AM - 11:45AM, Main Campus Building, Room 3139
<input type="checkbox"/>	Fall Semester 2010	Closed	ENG-101-026 Composition & Rhetoric	On Campus	08/23/2010-12/15/2010 Lecture/Discussion Monday, Wednesday 05:30PM - 06:45PM, Main Campus Building, Room 3139
<input type="checkbox"/>	Fall Semester 2010	Waitlist Closed	ENG-101-027 Composition & Rhetoric	On Campus	08/23/2010-12/17/2010 Lecture/Discussion Monday, Wednesday, Friday 09:00AM - 10:45AM, Main Campus Building, Room 3137
<input type="checkbox"/>	Fall Semester 2010	Closed	ENG-101-028 Composition & Rhetoric	On Campus	08/24/2010-12/16/2010 Lecture/Discussion Tuesday, Thursday 12:30PM - 01:45PM, Main Campus Building, Room 3137
<input type="checkbox"/>	Fall Semester 2010	Closed	ENG-101-029 Composition & Rhetoric	On Campus	08/24/2010-12/16/2010 Lecture/Discussion Tuesday, Thursday 09:30AM - 10:45AM, Main Campus Building, Room 3137

- Click in the box to the left of the section you would like to register for.

You may want to write down the section information (for example ENG-101-031) on a piece of paper so that you can quickly find the class again if you become disconnected.

When you have selected all of the classes you would like to register for, click **SUBMIT**.

<input type="checkbox"/>	Fall Semester 2010	Closed	ENG-101-028 Composition & Rhetoric	On Campus	08/24/2010-12/16/2010 Lecture/Discussion Tuesday, Thursday 12:30PM - 01:45PM, Main Campus Building, Room 3137
<input type="checkbox"/>	Fall Semester 2010	Closed	ENG-101-029 Composition & Rhetoric	On Campus	08/24/2010-12/16/2010 Lecture/Discussion Tuesday, Thursday 09:30AM - 10:45AM, Main Campus Building, Room 3137
<input type="checkbox"/>	Fall Semester 2010	Open	ENG-101-030 Composition & Rhetoric	On Campus	08/28/2010-12/18/2010 Lecture/Discussion Saturday 09:00AM - 11:45AM, Main Campus Building, Room 3137
<input checked="" type="checkbox"/>	Fall Semester 2010	Open	ENG-101-031 Composition & Rhetoric	On Campus	08/25/2010-12/15/2010 Lecture/Discussion Wednesday 07:00PM - 08:00PM, College Center, Room 5130 (more)...
<input type="checkbox"/>	Fall Semester 2010	Open	ENG-101-301 Composition & Rhetoric	Online	08/23/2010-12/18/2010 Online Days to be Announced, Announced
<input type="checkbox"/>	Fall Semester 2010	Open	ENG-101-302 Composition & Rhetoric	Online	08/23/2010-12/18/2010 Online Days to be Announced, Announced
<input type="checkbox"/>	Fall Semester 2010	Open	ENG-101-402 Composition & Rhetoric, Honors	On Campus	08/23/2010-12/17/2010 Lecture/Discussion Monday, Wednesday 05:30PM - 06:45PM, Main Campus Building, Room 3224
<input type="checkbox"/>	Fall Semester 2010	Open	ENG-101-601 Composition & Rhetoric	On Campus	08/24/2010-10/14/2010 Lecture/Discussion Tuesday, Thursday 12:30PM - 01:45PM, Main Campus Building, Room 3123
<input type="checkbox"/>	Fall Semester 2010	Waitlist Closed	ENG-101-630 Composition & Rhetoric	On Campus	09/06/2010-12/17/2010 Lecture/Discussion Monday, Wednesday 05:30PM - 06:45PM, Main Campus Building, Room 3137

- When you are brought to the next screen, click the dropdown underneath Action and select **"RG Register."** (Select **"Waitlist"** if you need to be placed on the waitlist.)

Click **SUBMIT**

Congratulations! You are now registered at South Suburban College. To view and print your class schedule, see *Step Seven* on page 9.

Register and Drop Sections

Back

IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information
RG Register	Fall Semester 2010	ENG-101-031 Composition & Rhetoric	On Campus	08/25/2010-12/15/2010 Lecture/Discussion Wednesday 07:00PM - 08:00PM, College Center, Room 5130 (more)...

Current Registrations

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>			You are not currently registered for any sections.					

If one of my choices is not available

ALL Allow me to adjust all

SUBMIT

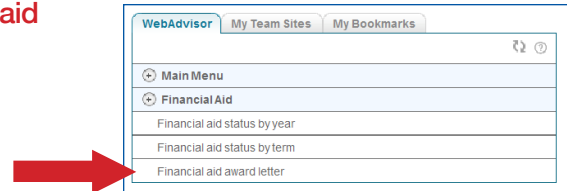
Manage Waitlist

## Step Four - Checking Your Financial Aid

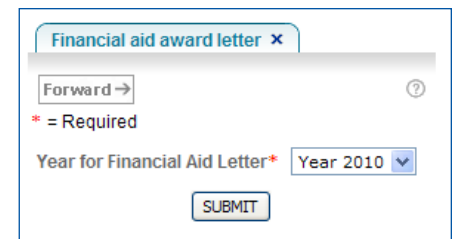
- Scroll down to the Web Advisor and select **“Financial Aid”**.



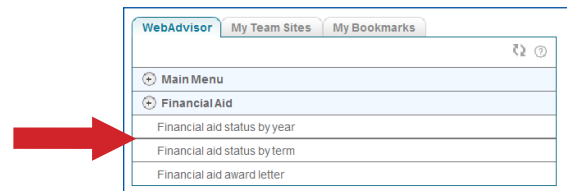
- To view your financial aid award letter, select **“Financial aid award letter”** and click **OK**.



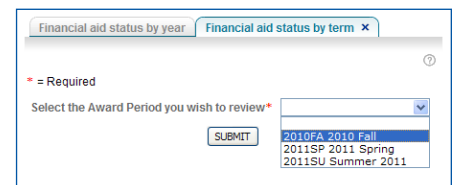
- Choose the year for Financial Aid Letter and click **SUBMIT**.  
Your award letter that was sent to your SSC mailbox will appear.



- To view your financial aid status, select **“Financial aid status by year”** or **“Financial aid status by term”**.



- Select the award period you wish to review and click **SUBMIT**.  
Your financial aid award information will appear.



## Still Have Questions?

If you have questions whether or not we have received your Financial Aid application:

*Check your SSC e-mail.*

If you want to know if your Financial Aid has been processed:

*Check your “Account Summary” through the SSC Portal.*

If you have not received an e-mail, or are not seeing anything on your SSC Portal:

*Go to Financial Aid because there could possibly be a problem with your aid.*



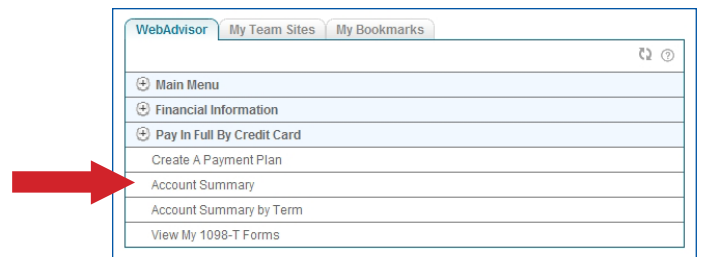
## Step Five - Viewing Your Account Summary

Another way to view your financial aid status is through the Account Summary.

- Scroll down to the Web Advisor and select **“Student Financial Info”**.



- Select **“Account Summary.”**



- This is an up-to-date financial record of what has been spent and how much more you have in your account.

To check how much money is remaining in your student account look at your account summary.

Account Summary x	
Financial Aid Remaining amounts are dependent on conditions of award.	
Balance Forward	0.00
Current Charges	2,030.77
Total Charges	2,030.77
Student Payments	0.00
Financial Aid Payments	2,030.77
Financial Aid Remaining	1,134.23
Sponsor Payments	0.00
Payment Plans (Deferred Amounts)	0.00
Total Payments & Deferred Amounts	3,165.00
Refunds	0.00
Total Amount Currently Due	1,134.23-
Amount Not Currently Due	0.00

- The **Current Charges** is the amount of the purchases you have made recently.
- The **Total Charges** is the amount of the purchases you have made since the award.
- The **Financial Aid Payments** is the amount of the purchases that has been paid by this account.
- The **Financial Aid Remaining** is the amount you have left to purchase books, supplies, clothing and bookbags.
- The **Sponsor Payments** is the amount you have awarded through scholarships, grants, etc.
- The **Payment Plan (Deferred Amounts)** is the amount you have paid toward the balance.
- The **Total Payments & Deferred Amounts** is the total amount of Financial Aid Payments + Financial Aid Remaining.
- The **Refunds** is the amount you have coming back to you from dropped classes.
- The **Total Amount Currently Due** is any amount of funds remaining in your account.

- If you would like to print a copy of this information, press **CTRL + "P"** on your keyboard.

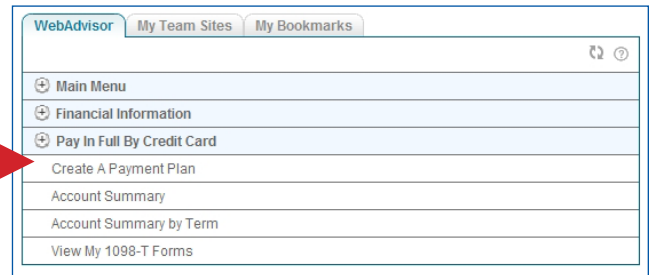


## Step Six - Pay Through the My SSC Portal

- To pay for your classes by credit card, select **"Pay In Full By Credit Card"** from the Web Advisor.

To create a deferred payment plan through FACTS, or pay in full by bank transfer select:

**"Create A Payment Plan"**.

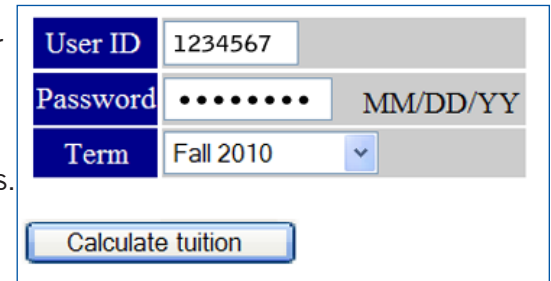


The screenshot shows the WebAdvisor interface. At the top, there are tabs for 'WebAdvisor', 'My Team Sites', and 'My Bookmarks'. Below these is a main menu with several options: 'Main Menu', 'Financial Information', 'Pay In Full By Credit Card' (which is highlighted with a blue background), 'Create A Payment Plan', 'Account Summary', 'Account Summary by Term', and 'View My 1098-T Forms'. A red arrow points from the text 'Create A Payment Plan' in the previous block to the 'Pay In Full By Credit Card' option in this menu.

- Fill out the form that appears. Your User ID is the seven digit Colleague ID number that appears on your student ID (#1234567).

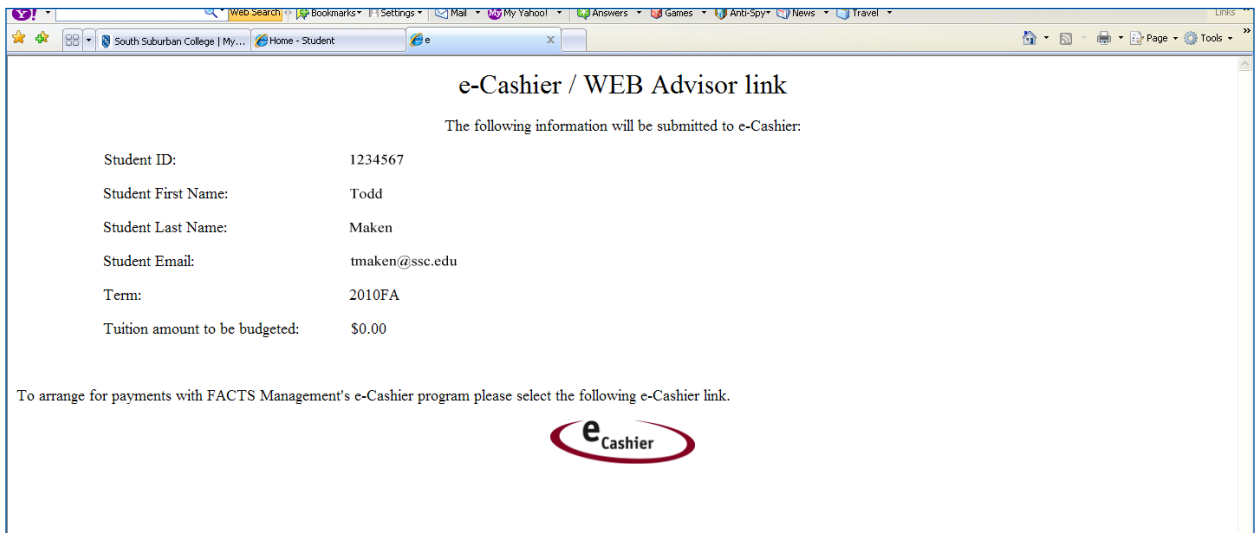
Next, fill in the Password prompt with your birthday. Don't forget to include the slashes between the numbers. (01/02/10).

Select the term you will be paying for. The term must be current term. Click on **"Calculate Tuition"**.



The screenshot shows a login form with three main input fields: 'User ID' with the value '1234567', 'Password' with a masked input (dots) and a placeholder 'MM/DD/YY', and 'Term' with a dropdown menu showing 'Fall 2010'. Below these fields is a button labeled 'Calculate tuition'.

- The screen below will pop up with student's total charges. Click on **"eCashier"** icon at the bottom of the screen and follow on-screen instructions to complete payment plan agreement.



The screenshot shows a web browser window displaying the 'e-Cashier / WEB Advisor link' screen. The page title is 'e-Cashier / WEB Advisor link'. Below the title, it says 'The following information will be submitted to e-Cashier:'. The information is listed in a table-like format:

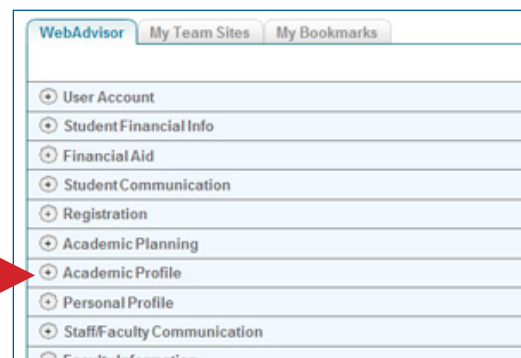
Student ID:	1234567
Student First Name:	Todd
Student Last Name:	Maken
Student Email:	tmaken@ssc.edu
Term:	2010FA
Tuition amount to be budgeted:	\$0.00

Below the table, it says 'To arrange for payments with FACTS Management's e-Cashier program please select the following e-Cashier link.' and there is a red oval icon with the text 'eCashier' inside.

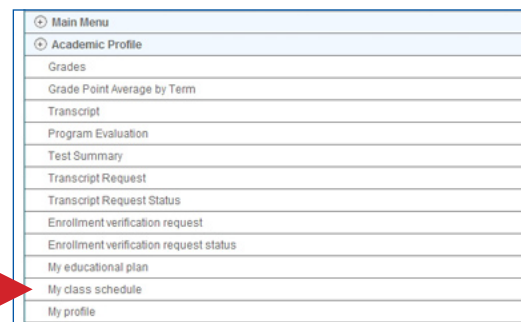


## Step Seven - View and Print Your Class Schedule

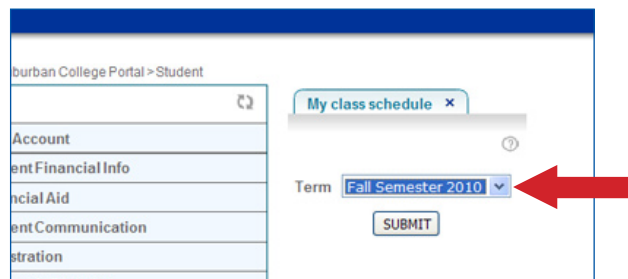
- Select “**Academic Profiles**” from the Web Advisor.



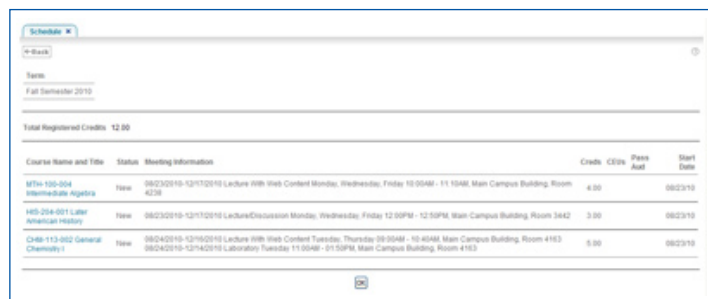
- Select “**My Class Schedule**”.



- Select your schedule’s term. Click “**SUBMIT**”.



- If you would like to print a copy of this information, press **CTRL + "P"** on your keyboard.



- When you’re finished, choose “**Sign Out**” in the top right corner. It’s very important to remember to logout so the next person who uses this computer doesn’t have access to your account.

