

LOS ANGELES COMMUNITY COLLEGE DISTRICT



SIS Modernization Student Portal Training Guide

Created on 3/27/2016

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Introduction to the New Student Portal and the My Profile Menu

Logging into the Student Portal and Changing Your Password

Procedure

In this lesson you will learn to Log into the Student Portal and Change Your Password.

Begin by logging into the portal at mycollege.laccd.edu.

Step	Action
1.	Open your favorite browser window to begin the process for logging into the SIS Modernization portal. Browsers that work with SIS Modernization are: > Internet Explorer > Safari > Mozilla Firefox > Chrome



Step	Action
2.	In your browser window, type mycollege.laccd.edu into the address field.
3.	Press [Enter] to advance to the SIS Modernization login page.

Training Guide

Student Portal

Step	Action
4.	Enter your Student ID Number into the first/top field.
5.	Enter your Password into the second/bottom field.
6.	<u>Passwords</u> The first time you enter the SIS Modernization site, you will be required to enter a predetermined password. The Student default passwords will consist of: 88@ + the first character of your last name (capitalized) + the month and day of your birthdate (MMDD) For example, Jane Doe, who was born on July the 4th, her default password would be: 88@D0704. Once in the system, you will be prompted to change your password.

Page 3

Training Guide

Student Portal

SIS - MyCollege.laccd.edu

CITY
—
EAST
—
HARBOR
—
MISSION
—
PIERCE
—
SOUTHWEST
—
TRADE-TECH
—
VALLEY
—
WEST



Update Password

Your password expired, please update.
It cannot be a part of your name, email, userid or 3 prior passwords.
Contains at least **7** characters and **three** of the following:

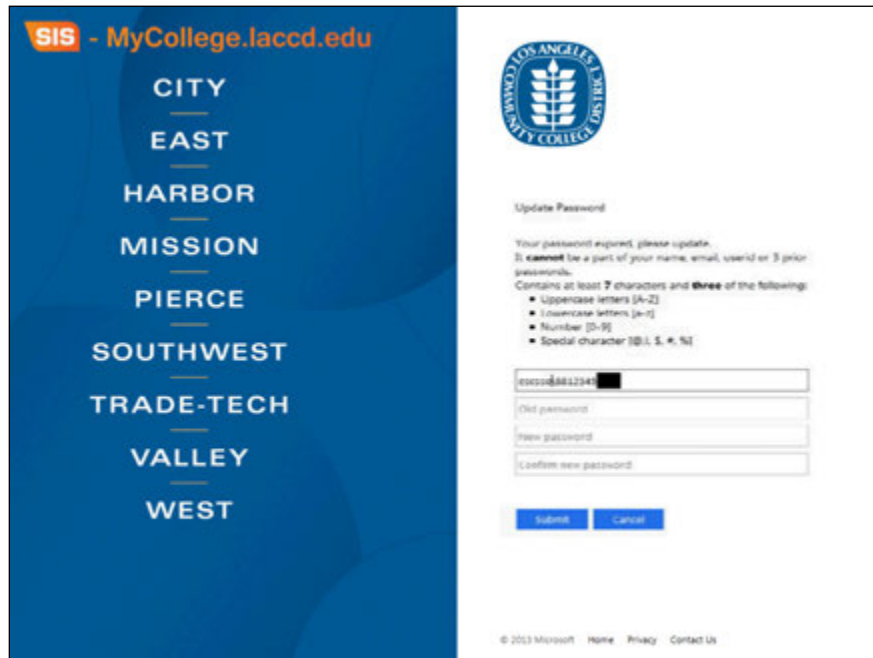
- Uppercase letters [A-Z]
- Lowercase letters [a-z]
- Number [0-9]
- Special character [!@#\$%^&*~]

Submit

Cancel

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Step	Action
8.	<u>Password Registration</u> The password registration page defines questions that will be used to retrieve and reset your forgotten password. On the password registration page, enter your Student ID Number and new password into the appropriate fields.



SIS - MyCollege.laccd.edu

CITY
—
EAST
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VALLEY
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WEST

Update Password

Your password expired, please update.
It **cannot** be a part of your name, email, userid or 3 prior passwords.
Contains at least 7 characters and **three** of the following:

- Uppercase letters [A-Z]
- Lowercase letters [a-z]
- Number [0-9]
- Special character [!@. / \$ % &]

Username:

Old password:

New password:

Confirm new password:

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Step	Action
9.	<u>Password Registration</u> Select questions that you know and will remember the answers to. After you have completed the question and answer page, you will be redirected to the SIS Modernization home page.



LACCD Website LACCD Colleges Email Online Classrooms Welcome, TR02_SIRE24 Log Out

East
Los Angeles Community College District

Dashboards Menu Academics Menu Finances Menu My Profile Menu Actions Menu

Favorites Main Menu

Hold: Admissions High School Student
View More Holds

Welcome to LACCD
Los Angeles Community College District

To-Do Checklist

- ☐ Assessment
- ☐ Counseling
- ☐ Orientation

More to-do list details

My Account

You have a past due balance of \$0.00

Due now	\$0.00
Due later	\$0.00
Total due	\$0.00

More account details

Assessment
Orientation
Student Educational Plan
Find a Class
Make a Payment
Manage Awards
My Schedule
My Advisers

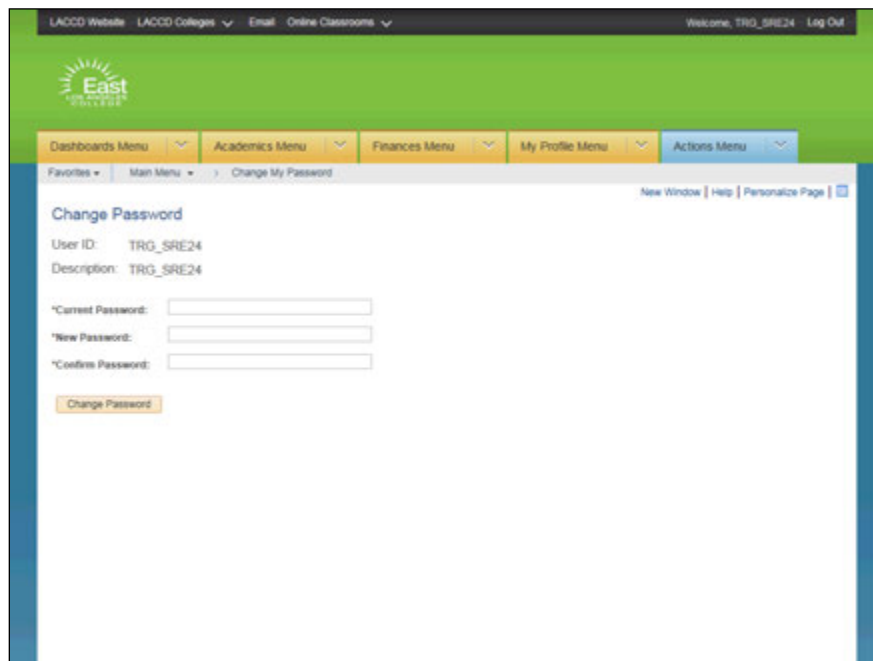
Enrollment Shopping Cart

https://mycollege.laccd.edu/8002/gsp/rep/EMPLOYEE/EMPL/

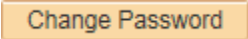
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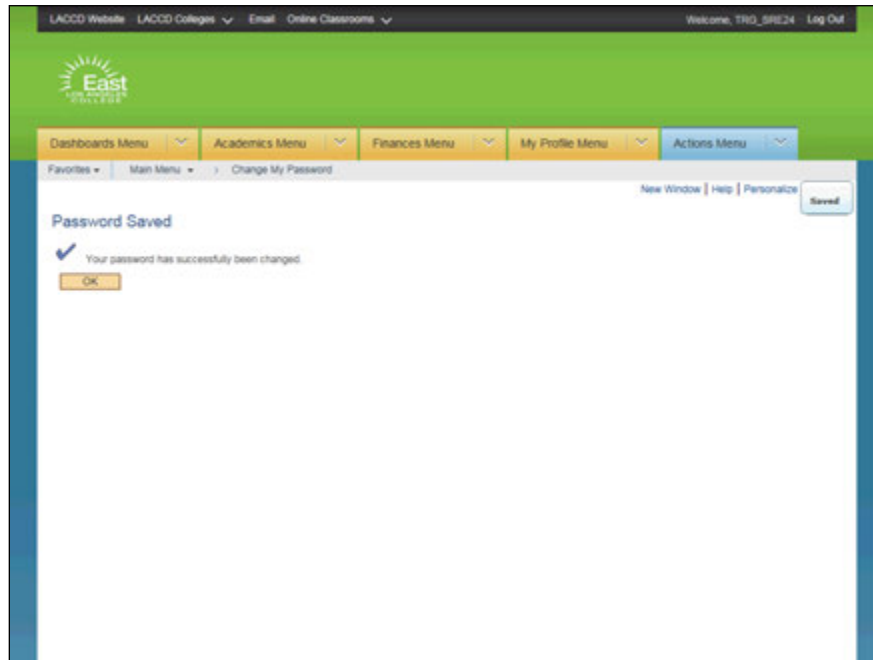
Student Portal

Step	Action
10.	To change your password, navigate to the Change My Password page. To do this, click the Main Menu link under the Dashboards Menu. <u>Main Menu</u>
11.	Click the Change My Password menu link. <u>Change My Password</u>



Step	Action
12.	Click in the Current Password field and enter your current password. *Current Password:
13.	Press [Tab] to advance to the *New Password: field.
14.	Enter your new password into the New Password field. Important: > Your new password must contain at least seven alphanumeric characters: numbers, uppercase and lowercase alphabetical characters, and at least one special character. > Additionally, you may not use your prior three passwords as your new password. Press [Tab] to advance to the *Confirm Password: field.
15.	Re-enter your new password into the Confirm Password field.

Step	Action
16.	Click the Change Password button. 



Step	Action
17.	On the Password Saved page, click the OK button to complete the password change. 
18.	Please review the additional topics to learn how to perform further tasks in the Student Portal. End of Procedure.

Training Guide

Student Portal

Navigating the Student Portal

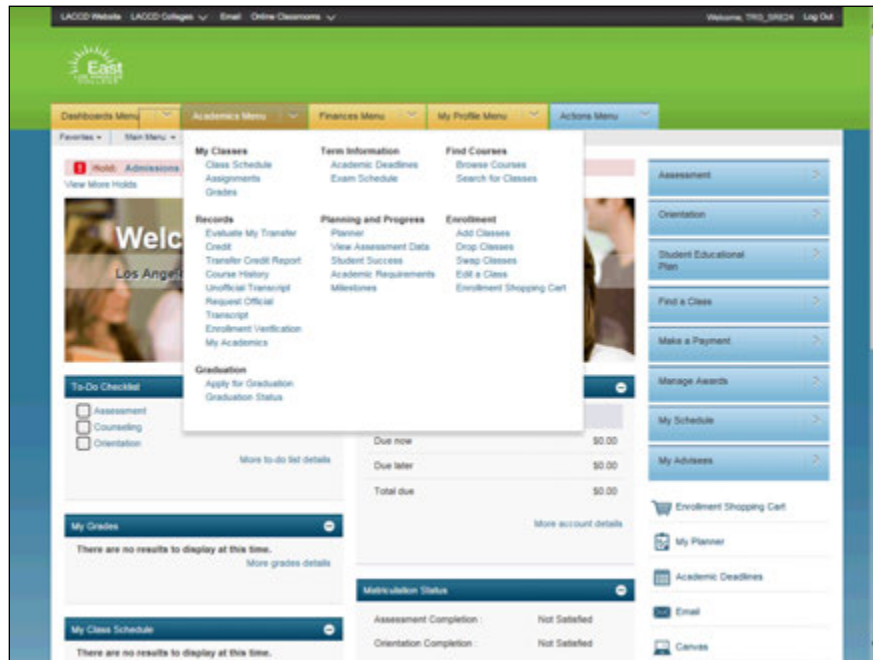
Procedure

In this lesson you will learn to Navigate the Student Portal.

Begin by logging into the portal at mycollege.laccd.edu.



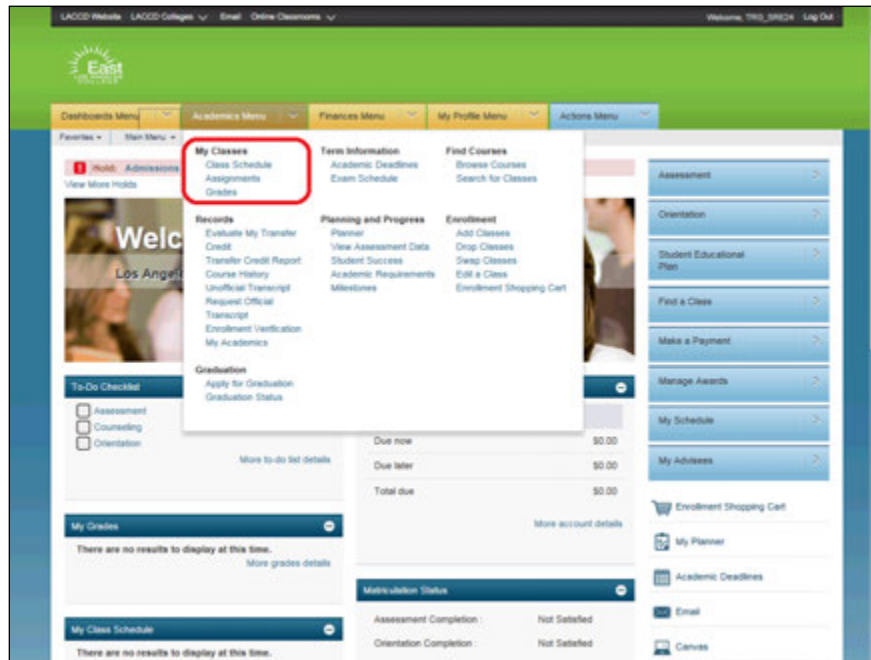
Step	Action
1.	Upon entering the student portal, you will immediately notice that you have many views to find your information. 1 - Menu buttons (Dashboard, Academics, Finances, My Profile, Actions) 2 - Quick links (Assessment, Orientation, Student Educational Plan, Find a Class, Make a Payment, Manage Awards, My Schedule, My Advisors) 3 - Quick view information (Holds, To Do Checklist, My Account, My Grades, My Class Schedule, Financial Aid Awards)



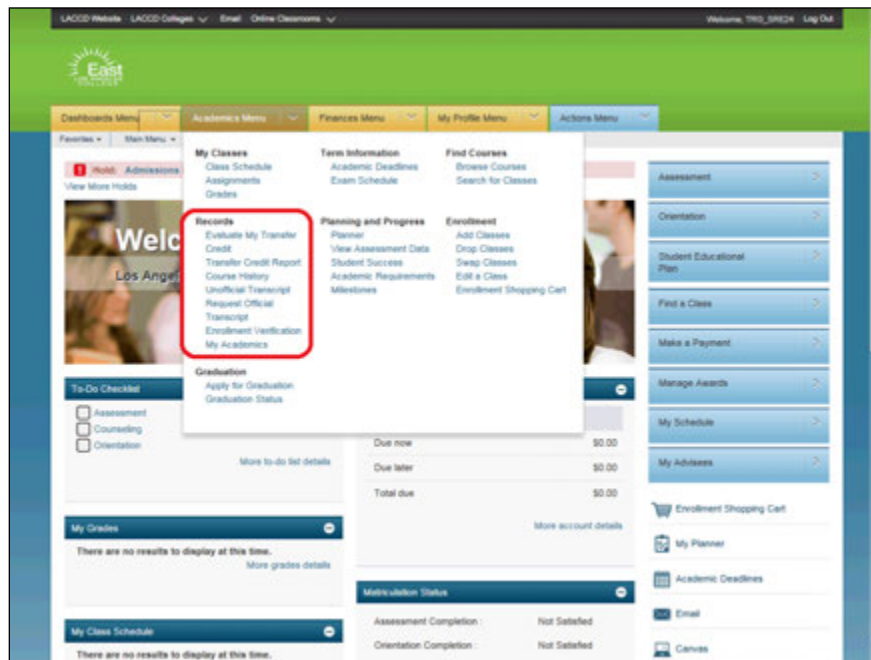
Step	Action
2.	Click the Academics Menu link to view and access important information such as: > My Classes > Records > Graduation > Term Information > Planning and Progress > Find Courses > Enrollment 

Training Guide

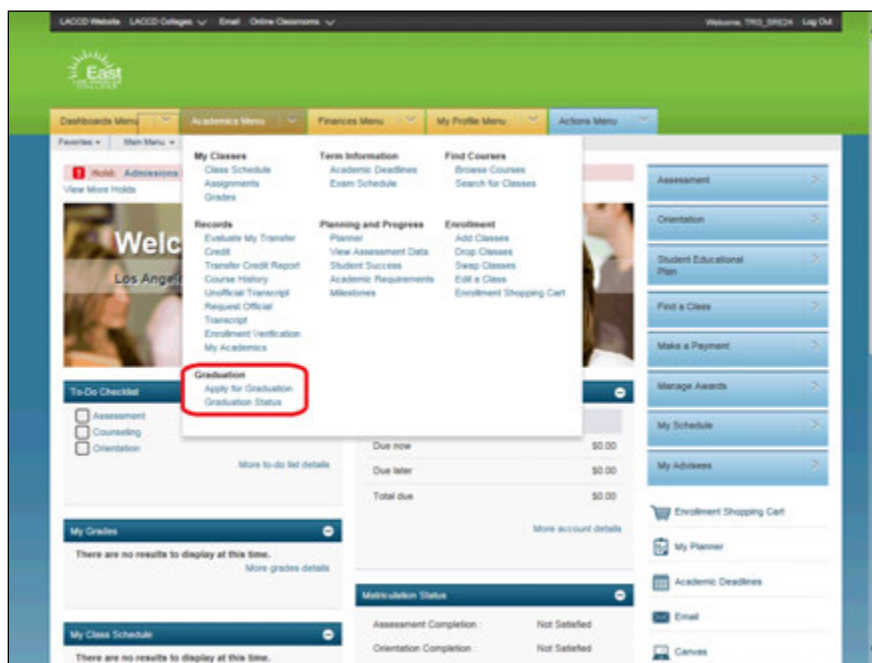
Student Portal



Step	Action
3.	The My Classes section of the Academic Menu allows you to view information pertaining to your <i>Class Schedule</i> and <i>Grades</i> that have been posted by your instructors



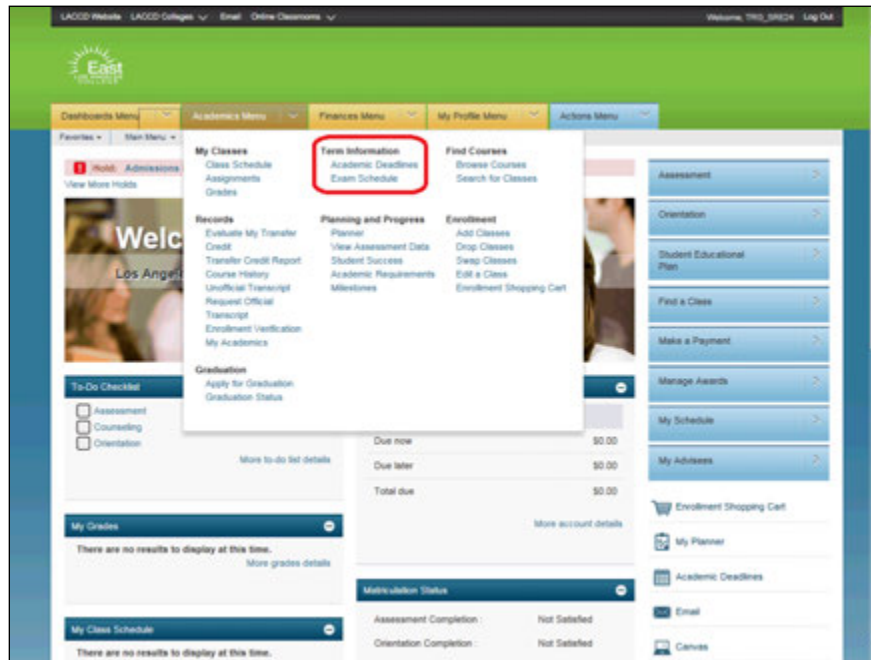
Step	Action
4.	The Records section of the Academic Menu allows you to access information such as <i>Transfer Credit Report</i> , <i>Unofficial Transcript</i> , <i>Request Office Transcript</i> and <i>Enrollment Verification</i> .



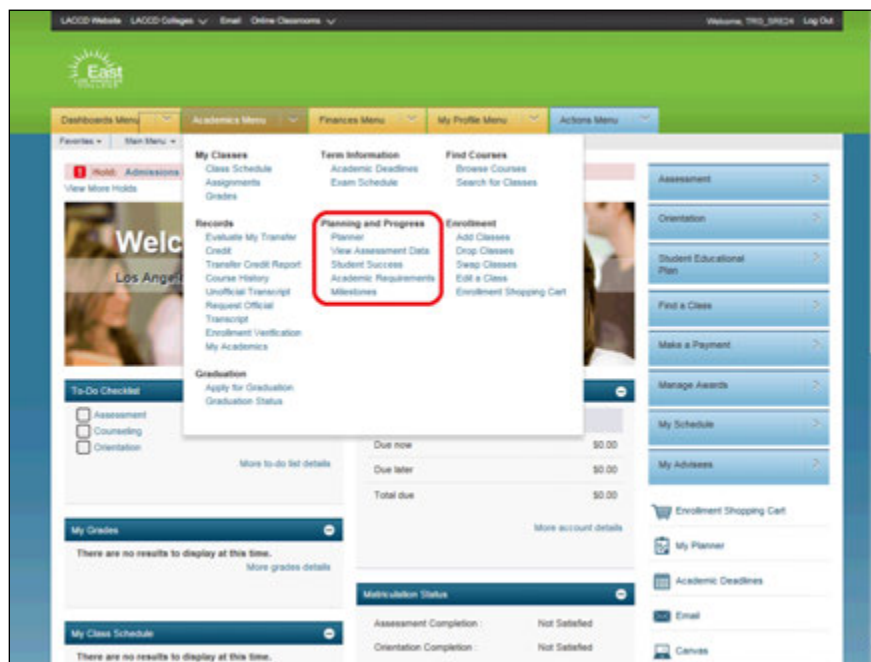
Step	Action
5.	The Graduation section of the Academic Menu allows you to begin the graduation process by <i>Applying for Graduation</i> and viewing the <i>Graduation Status</i> .

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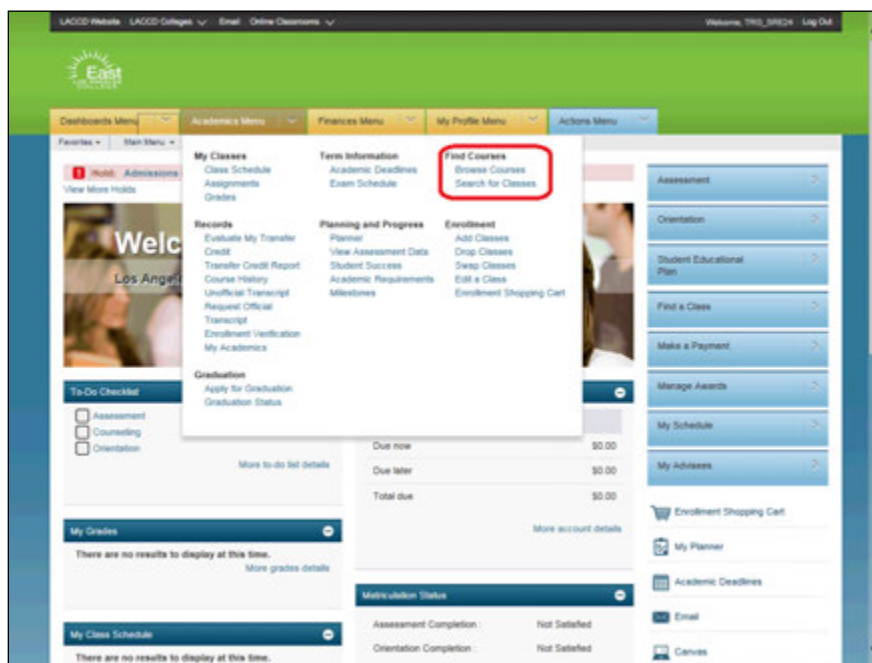
Student Portal



Step	Action
6.	The Term section of the Academic Menu allows you to view information pertaining to <i>Academic Deadlines</i> and <i>Exam Schedules</i> .



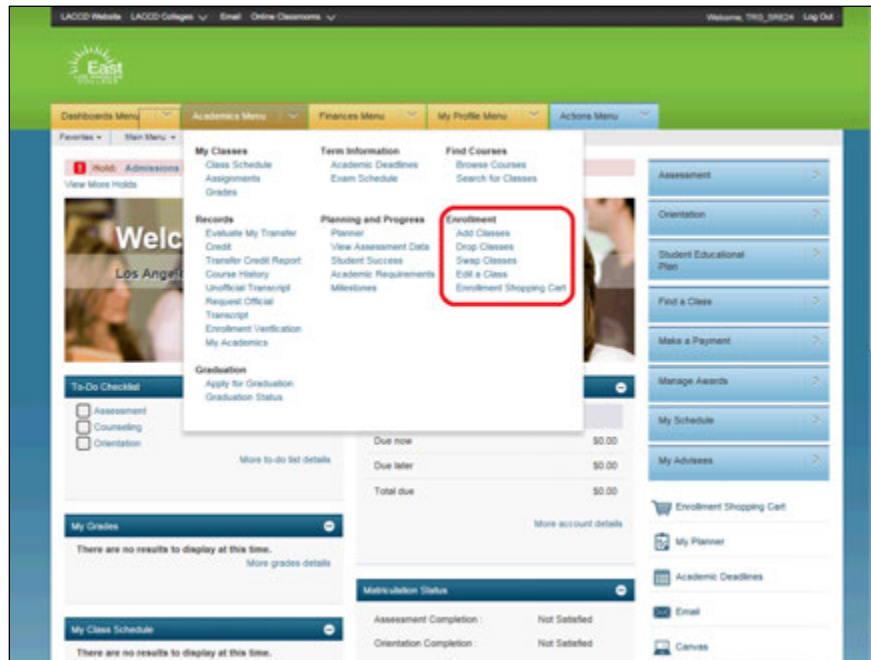
Step	Action
7.	The Planning and Progress section of the Academic Menu allows you to view information such as your <i>Planner</i> (Student Education Plan or SEP), <i>Student Success</i> page, and <i>Milestones</i> (Prerequisites).



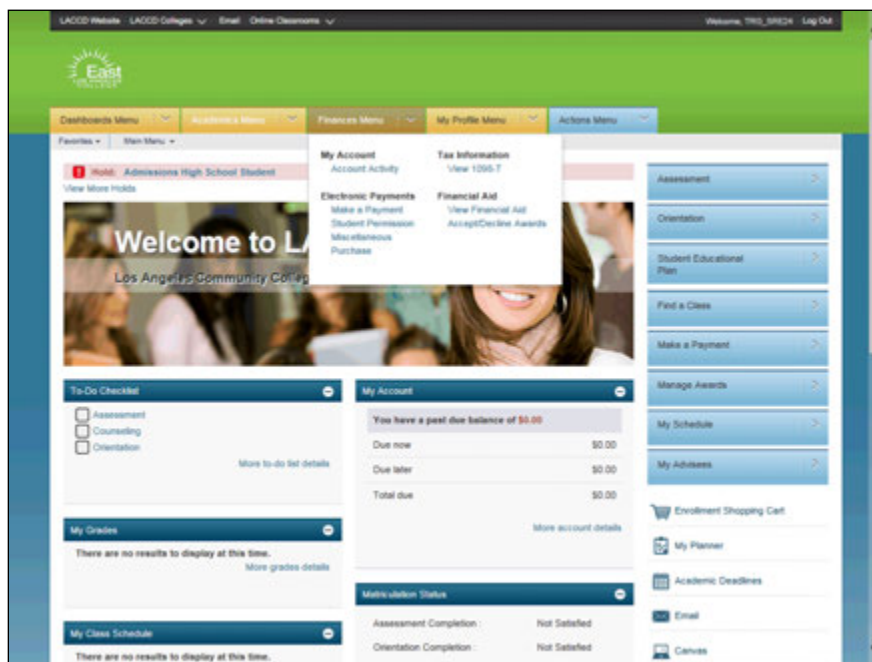
Step	Action
8.	The Find Courses section of the Academic Menu is your link to the school course catalogs. In this section you can <i>Browse Courses</i> or <i>Search for Classes</i>. When browsing the catalog, you will be able to view courses across all campuses of LACCD. This allows you to select the class that best meets your schedule.

Training Guide

Student Portal



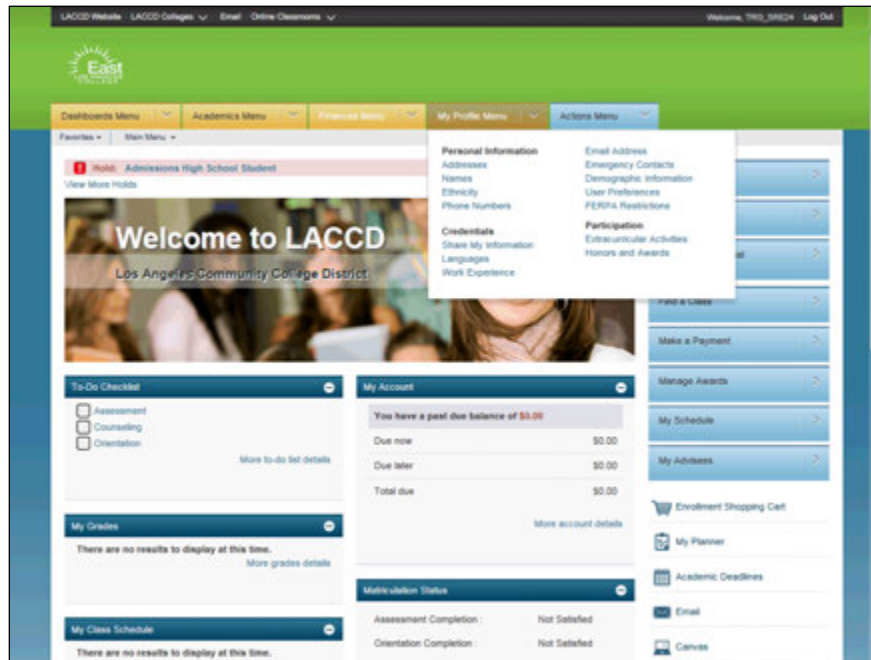
Step	Action
9.	The Enrollment section allows you to request classes for the upcoming semester during your pre-enrollment appointment, and to add, drop or swap classes for the current semester during the add/drop period. There are three basic steps to adding a class: 1. Select a Class (and set Enrollment Preferences); 2. Confirm Your Request; and 3. Finish Enrolling. You can enter your classes one at a time (i.e., enter your highest priority class first and complete all three steps, then do the next class, etc.) or enter all of your classes in the “shopping cart” and then complete steps 2 and 3. Just remember that your request is not submitted until you’ve completed step three.



Step	Action
10.	Click the Finances Menu link to view and access important information such as: > My Account > Electronic Payments > Tax Information > Financial Aid 
11.	The My Account section of the Finances Menu is your link to view all financial account activity on your account.
12.	The Electronic Payments sections of the Finances Menu allow you to <i>Make Payments</i> and assign <i>Student Permissions</i> .
13.	The Tax Information section of the Finances Menu allows print a copy of the IRS 1098-T form.
14.	The Financial Aid section of the Finances Menu allows you to <i>View Financial Aid</i> as well as <i>Accept</i> and <i>Decline</i> your awards.

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Student Portal



Step	Action
15.	Click the My Profile Menu link to view and access information pertaining to your personal information such as: > Personal Information > Credentials > Participation 
16.	The Personal Information section of the My Profile Menu allows update your <i>Addresses, Name, and Phone Numbers</i>.
17.	The Credentials section of the My Profile Menu allows you to update the following: > Share My Information > Languages > Work Experience > Email Address > Emergency Contacts > User Preferences > FERPA Restrictions
18.	The Participation section of the My Profile Menu allows you to view your <i>Extracurricular Activities and Honor and Awards</i>.



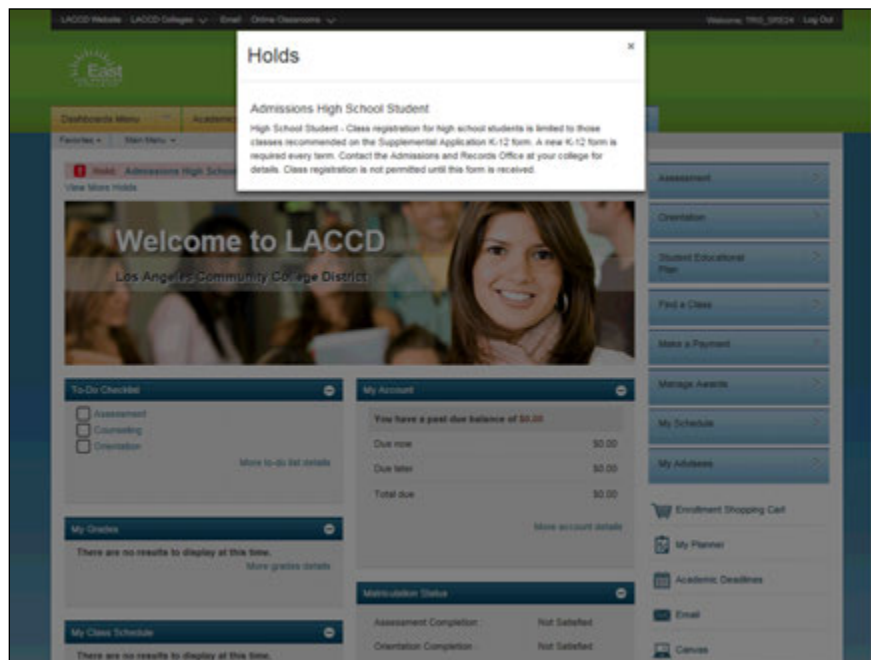
Step	Action
19.	Click the Actions Menu link for quick links to the things you will do the most. These links will place you on the same work pages that the <i>Academics Menu</i>, <i>Finances Menu</i>, and the <i>My Profile Menu</i> do. 
20.	Just below the main menus, is a notification bar that provides information regarding any "Holds" that you may have on your account. If the bar is red with a [!] Hold indicator, you can click on the bar to open the reason for the hold. Once you have cleared the hold(s), the bar will be green and state that there are no holds on your account. Note: there will be an indicator for each "Hold" on your account. Additionally, you can click on the View More Holds link to see any holds that are not presented on the home page.

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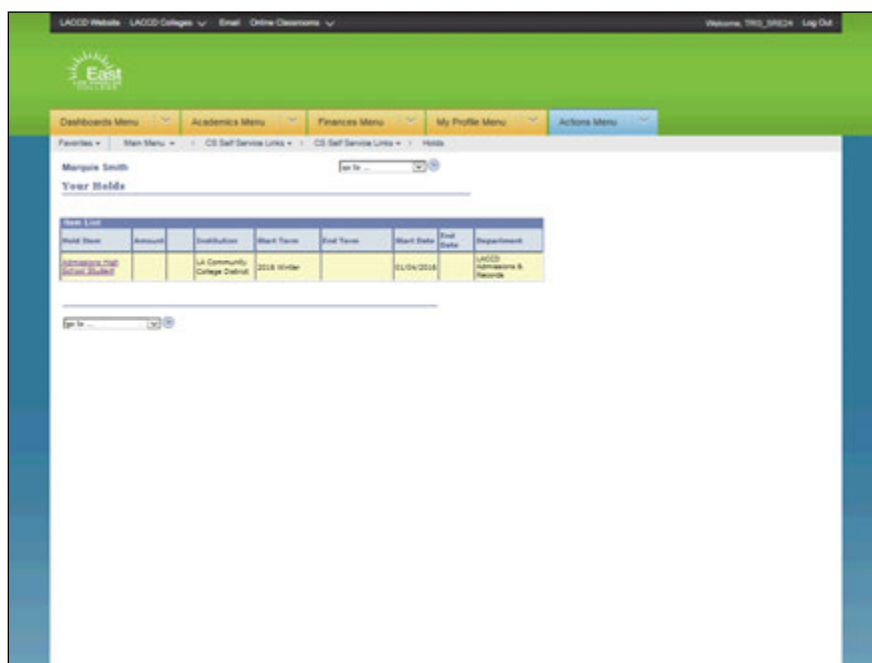
Student Portal



Step	Action
21.	Click the Holds bar to open and view the reason for the hold. Hold: Admissions High School Student



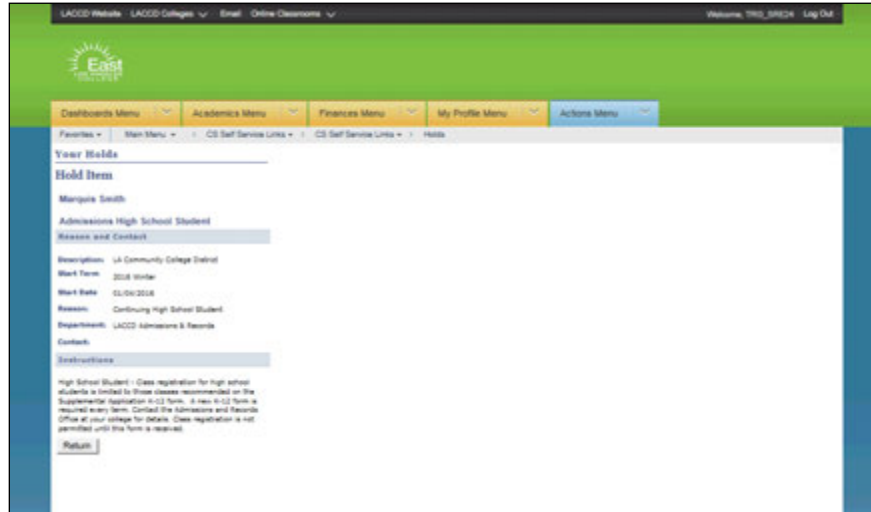
Step	Action
22.	After viewing the information for removing the hold, click the × button to close the popup window. ×
23.	Clicking the View More Holds link opens the Your Holds page which will provide all holds. View More Holds



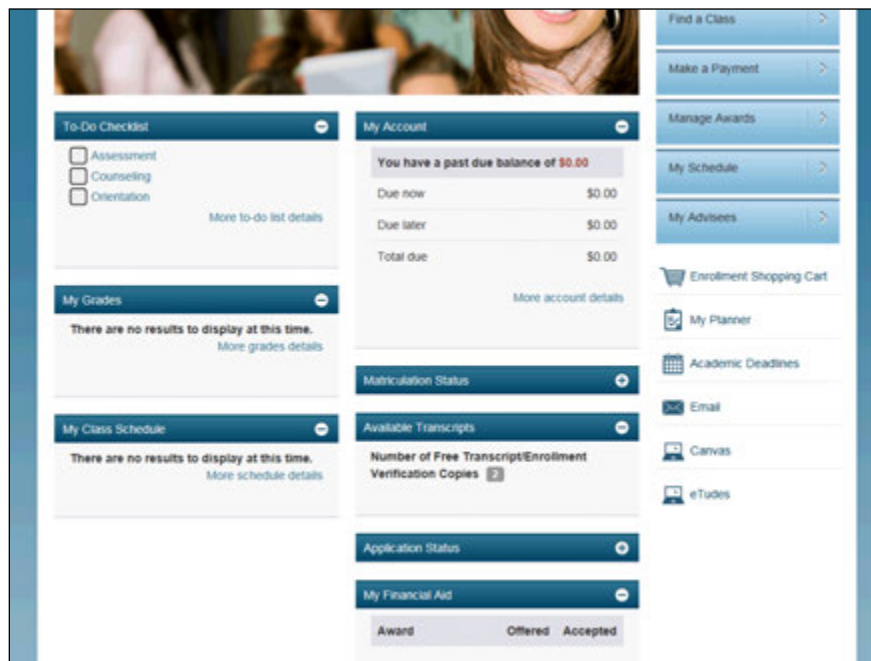
Step	Action
24.	The Your Holds page provides an overview of: > <i>Hold Item</i> - the reason for the hold > <i>Amount</i> - dollar amount, if any, associated with the hold > <i>Start Term</i> - the term the hold starts > <i>End Term</i> - the term the hold ends, if known > <i>Start Date</i> - the date the hold starts > <i>End Date</i> - the date the hold ends, if known > <i>Department</i> - the department that issued the hold and that is responsible for releasing the hold Click on the desired Hold Item link to open and review the hold information. Admissions High School Student

Training Guide

Student Portal

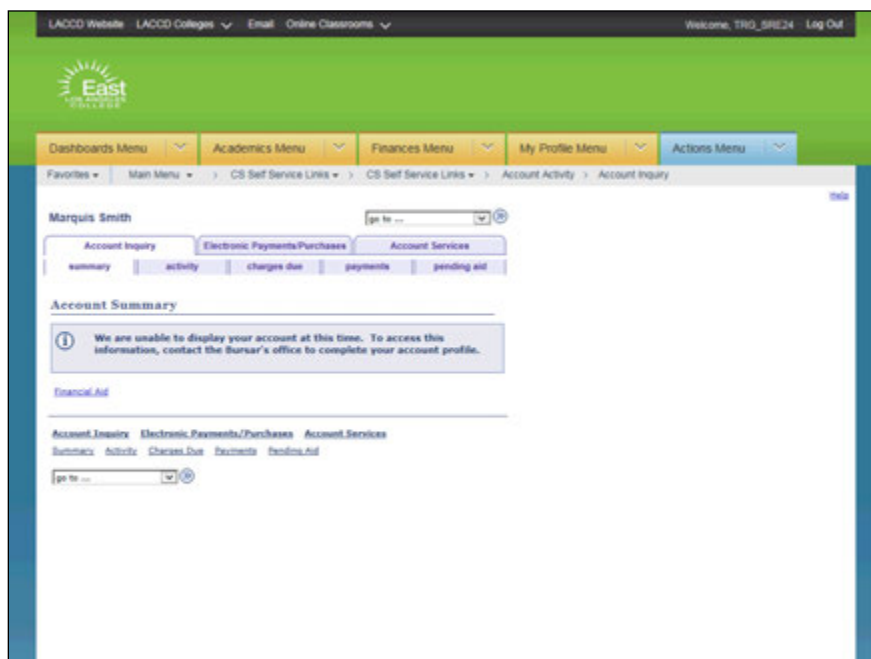


Step	Action
25.	Upon reviewing the hold information and instructions for removing the hold, click the Return button to return to the Your Holds page.



Step	Action
26.	Additionally, if you scroll down the page, you will see quick view information on your account.

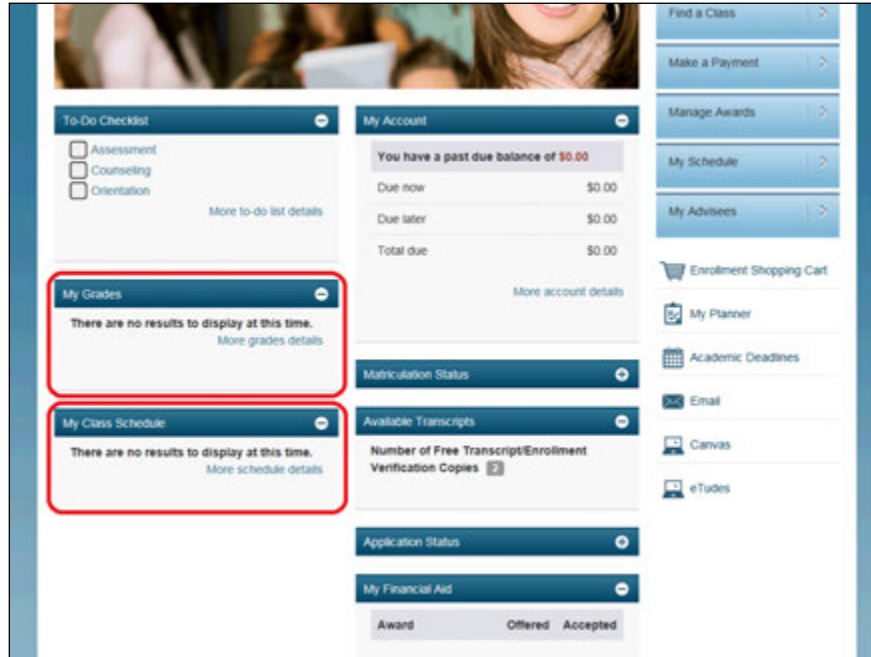
Step	Action
27.	Quick view sections include: > <i>To-Do Checklist</i> - provides a list of items that require attention. Once an item has been completed, it will be removed from the checklist. Checklists may be added by the Admissions, Counseling, and Financial Aid departments.
28.	> <i>My Account</i> - details any money due. Clicking on the More account details link will open the Account Summary page.



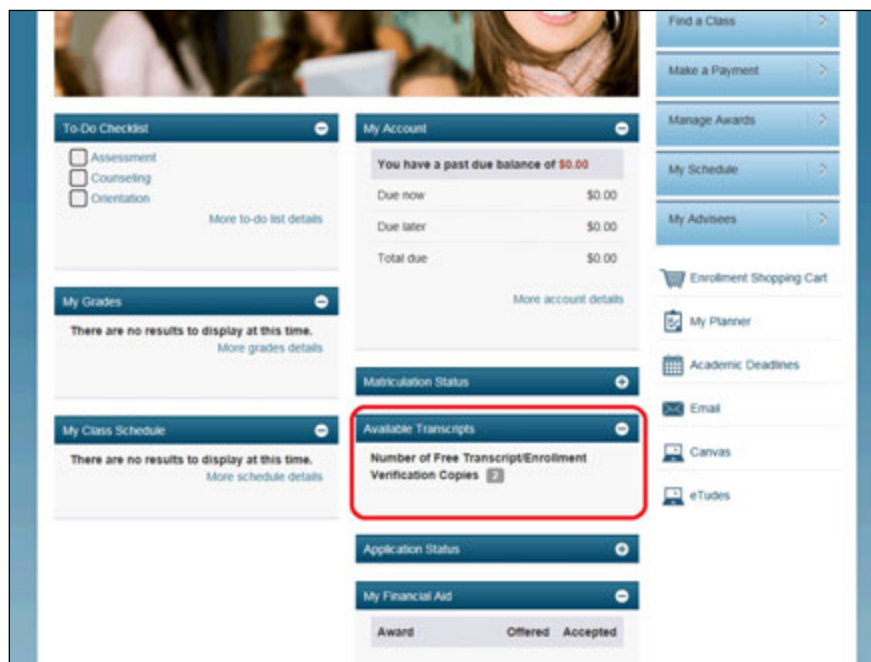
Step	Action
29.	The Account Summary page provides detailed account information. Click on the appropriate tab to view the information: > <i>Summary</i> > <i>Activity</i> > <i>Charge Due</i> > <i>Payments</i> > <i>Pending Aid</i>

Training Guide

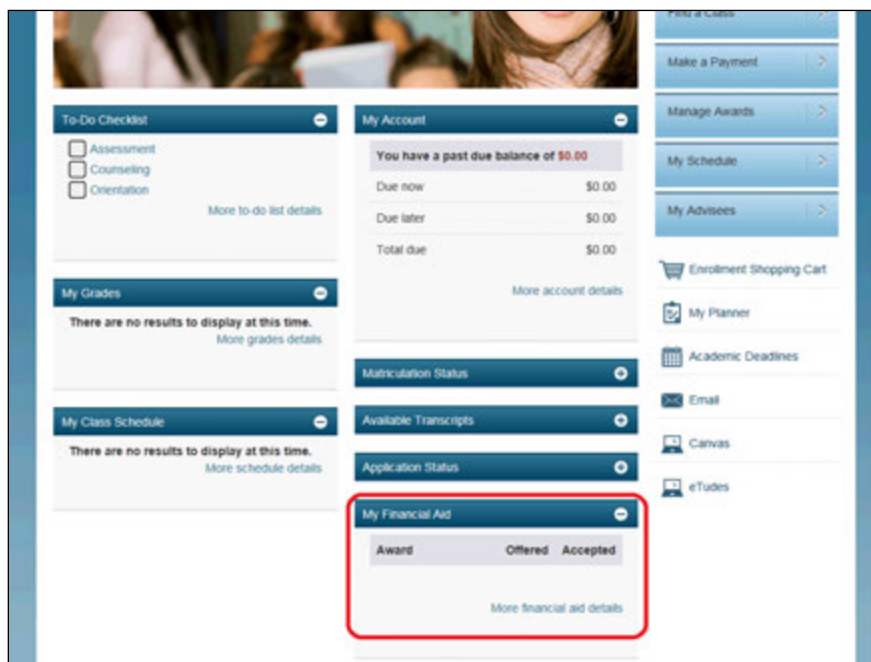
Student Portal



Step	Action
30.	> <i>My Grades</i> - details all grades posted by your instructors on a Mid-Term or Final grade basis. > <i>My Class Schedule</i> - provides a quick view of your class schedule. To view additional class schedule information, click the More schedule details link.



Step	Action
31.	> <i>Available Transcripts</i> - details the number of available free transcripts you still have.



Step	Action
32.	> <i>My Financial Aid</i> - details all financial aid awards offered and accepted by you. You can view additional information regarding your financial aid packages by clicking on the More financial aid details link.
33.	The Financial Aid page provides information on the financial aid by aid year. Click the 2018 link to view information for the available aid. 2018
34.	The Award Summary page provides detailed information on all aid for the selected year. View the <i>Accepting and Declining Financial Aid Awards</i> for instructions on financial aid awards.

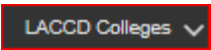
Training Guide

Student Portal



Step	Action
35.	Down the right-hand side of the home page screen are additional quick links to those items listed in the Main Menu buttons that you will frequent the most. A few of the links include: > Assessment > Orientation > Student Education Plan > Find a Class > Make a Payment > Manage Awards > My Schedule > My Advisees > Academic Deadlines > Email > Canvas > eTudes



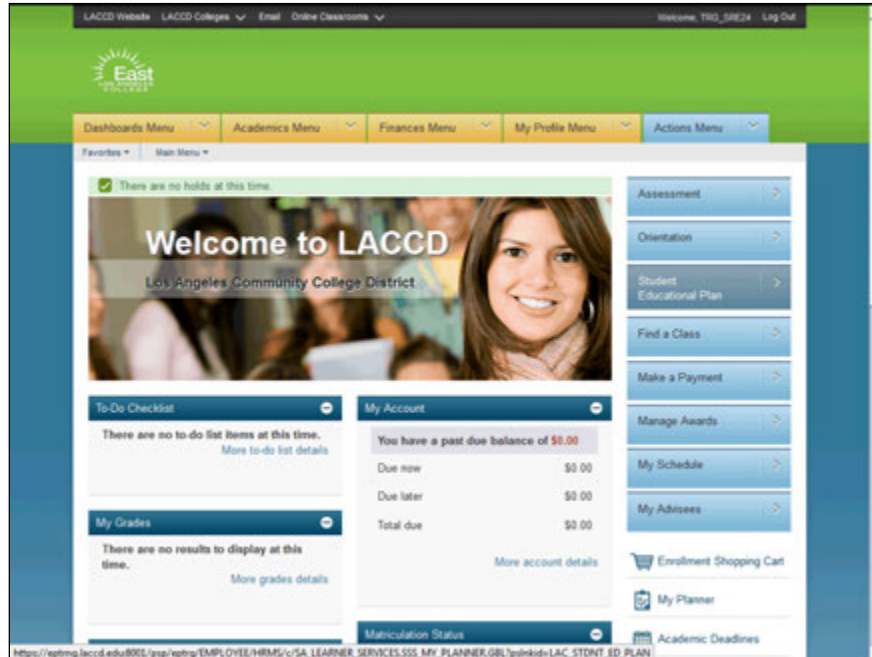
Step	Action
36.	On the top banner of the page, click the LACCD Colleges link to jump to the LACCD College home pages. 
37.	Clicking on the school banner at any time while in the student portal will redirect you back to your home page. Click the ELAC Logo link. 
38.	Please review the additional topics to learn how to perform further tasks in the Student Portal. End of Procedure.

Training Guide

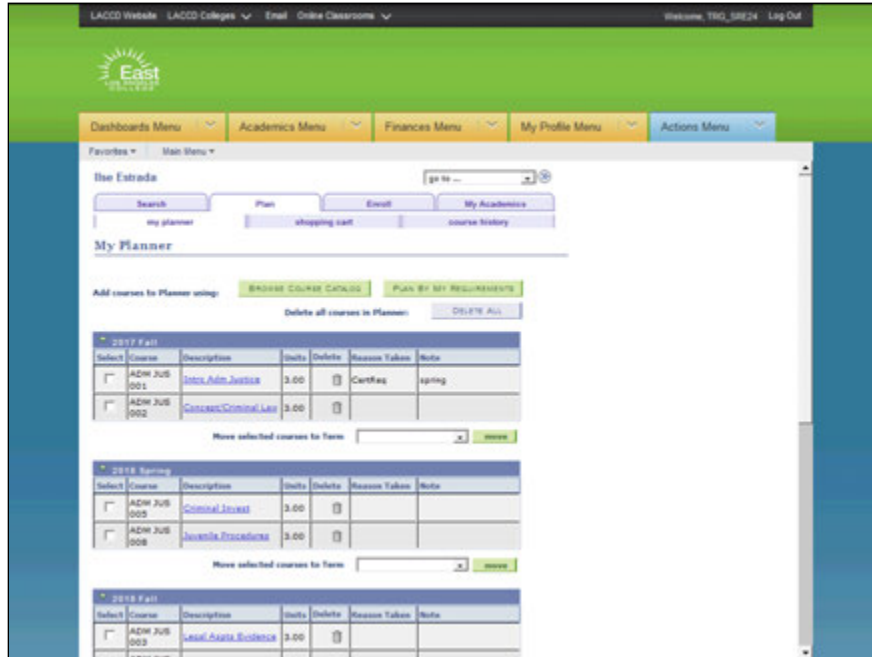
Student Portal

Viewing Your Student Ed Plan

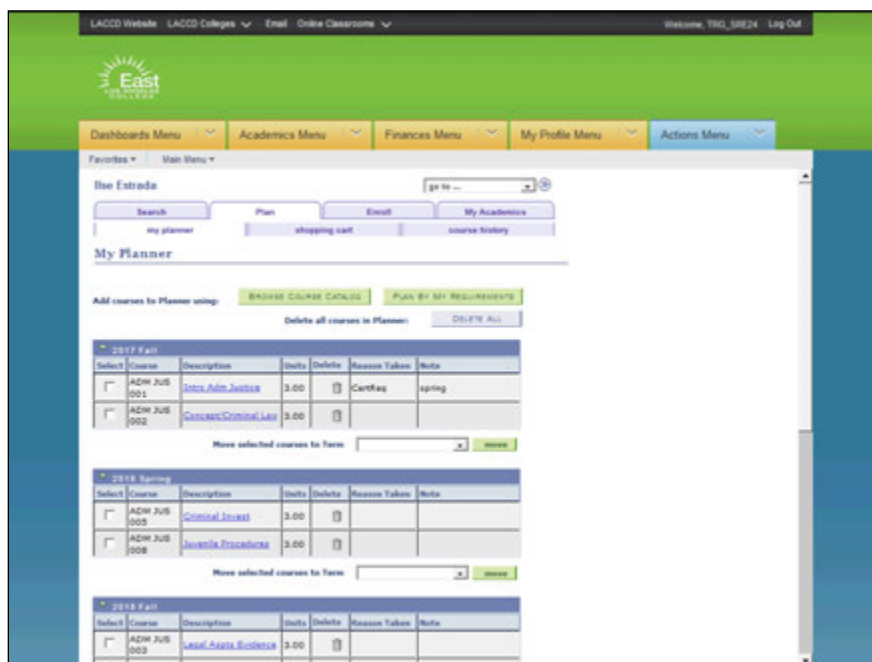
Procedure



Step	Action
1.	From the Actions Menu , click the Student Educational Plan button. 



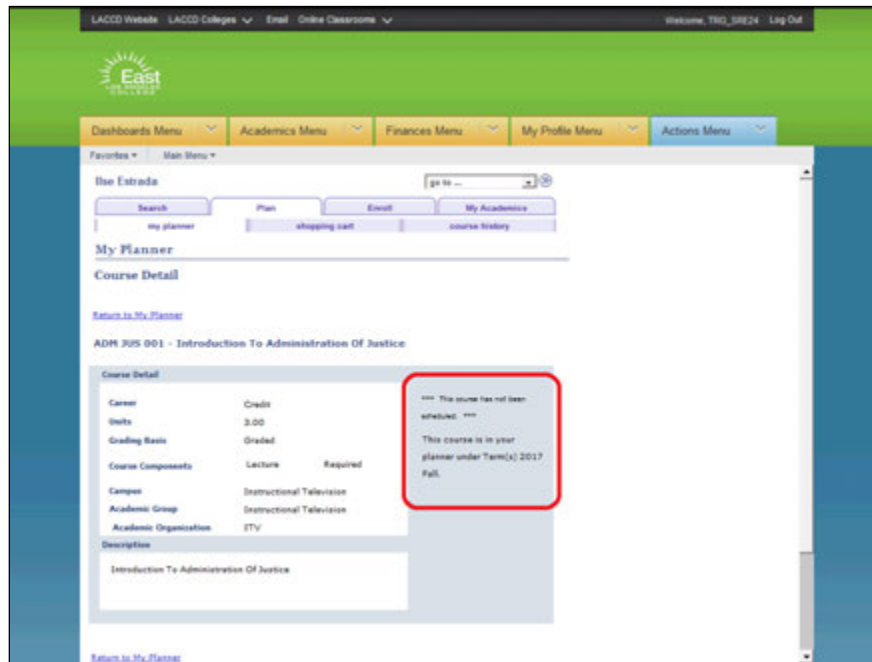
Step	Action
2.	The My Planner page is viewed.
3.	Use the scrollbar to scroll down that page to view all terms of your Student Ed Plan.
4.	Your Planner provides a breakdown of courses and terms you worked on with your counselor.



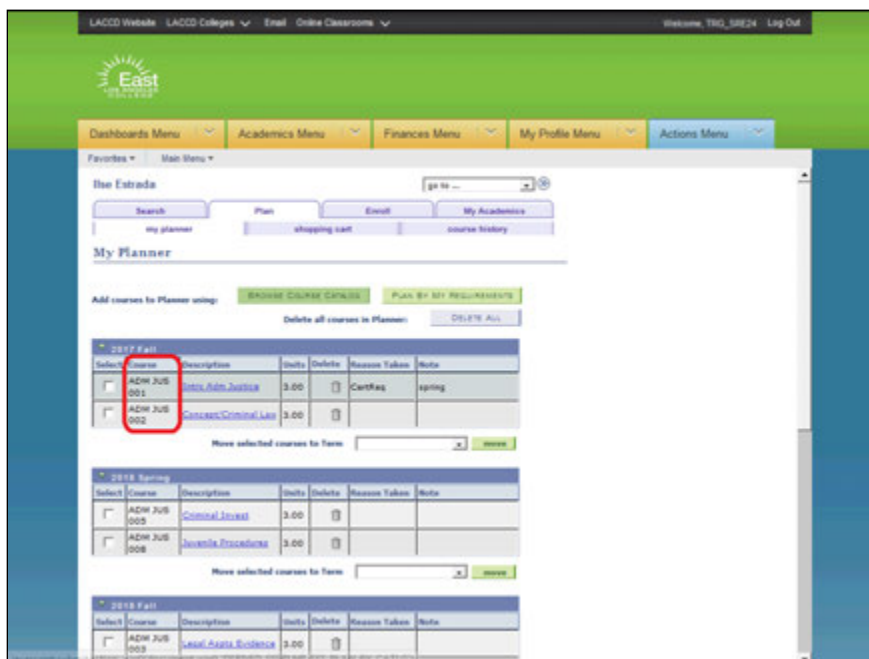
Training Guide

Student Portal

Step	Action
5.	To view course information on your planner, click the desired course name link. Intro Adm Justice



Step	Action
6.	The Course Detail page is viewed. Notice the message stating that the course has not been scheduled. Additionally, the message states that the course is listed on your planner and the term it is associated to.
7.	Click the Return to My Planner link to return to your planner. Return to My Planner



Step	Action
8.	To register for classes on your Planner, click the Browse Course Catalog button and search for your classes. Make note of the Course name and number. This will make searching for your courses easier. BROWSE COURSE CATALOG
9.	Review the <i>Browsing the Course Catalog</i> and the <i>Enrolling from the Planner</i> to learn how to register for classes. Click the my planner link to return to your planner. my planner
10.	Important: Prior to making any changes to your Planner, contact your counselor to review the proposed changes. Any changes to your Student Ed Plan can have an impact on your Financial Aid package.
11.	You have successfully Viewed Your Student Ed Plan. End of Procedure.

Training Guide

Student Portal

Using Self-Service to Update Your Information

Procedure

In this lesson you will learn how to use the Self-Service option for updating your information. Using the Self-Service feature allows you to make changes directly through the Student Portal instead of going into the Admissions office.



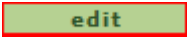
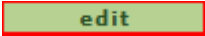
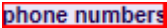
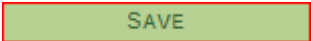
Step	Action
1.	On the Menu bar, click on the My Profile Menu dropdown link. 
2.	Click the Demographic Information link. 

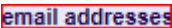
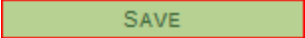
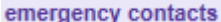
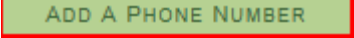
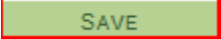
The screenshot shows the LACCD Student Portal interface. At the top, there are navigation links for LACCD Website, LACCD Colleges, Email, and Online Classrooms. Below this is a green header with the LACCD logo. The main navigation bar includes Dashboard Menu, Academics Menu, Finances Menu, My Profile Menu, and Actions Menu. The user is logged in as Marquis Smith. The page displays the Demographic Information section, which includes tabs for Personal Information, Security, Credentials, and Participation. The 'addresses' tab is highlighted. The Demographic Information section displays fields for ID, Gender, Date of Birth, Birth Country, Birth State, Marital Status, Military Status, National Identification Number, Citizenship Information, Driver's License, and Visa or Permit Data. The 'addresses' tab is highlighted.

Step	Action
3.	Your biodemo or demographic information is viewed. Review the information prior to making changes. Click the addresses tab to update your address. addresses
4.	To add a new address to your record, click the Add a new address button. ADD A NEW ADDRESS
5.	Enter the new address into the appropriate fields. Click the OK button. OK
6.	Select the appropriate label for the new address. In this example, click the Mail option. ☐ Mail
7.	Note the date the address will take effect. If necessary, change the effective date. Click the Save button. SAVE

Training Guide

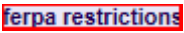
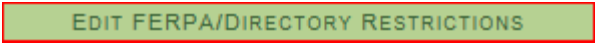
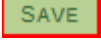
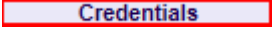
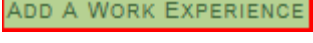
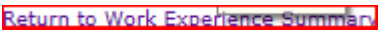
Student Portal

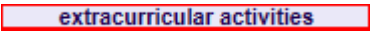
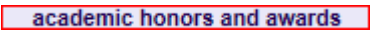
Step	Action
8.	Note the Save Confirmation which verifies the address has been added/changed. Click the OK button. 
9.	If you just need to change an address, you can click on the edit button next to the address to be changed. Click the Edit button. 
10.	Update the address as required. Click the OK button. 
11.	To change your preferred name, click the names tab. 
12.	On your student records, you have the option of changing your "Preferred" name. This name is the one you want to be addressed as. To change the "Primary" name on the record you must bring the appropriate legal documentation supporting the change to the Admissions office of your college.
13.	To change the Preferred name, click the Edit button on the Preferred row. 
14.	Update the name as required. If necessary, change the effective date. Click the Save button. 
15.	Note the Save Confirmation which verifies the preferred name has been changed. Click the OK button. 
16.	To update or add phone numbers, click the phone numbers tab. 
17.	To change the existing phone number, highlight the phone number to be changed, delete and enter the new phone number Click the Save button. 

Step	Action
18.	Note the Save Confirmation which verifies the phone number has been saved. Click the OK button. 
19.	To add additional phone numbers, click on the Add A Phone Number button and enter the phone number.
20.	To update or add email address information, click the email addresses tab. 
21.	The @student.laccd.edu email address is the default/preferred email address associated with your records. You can add additional email addresses so that college information is also sent to those email addresses.
22.	Update the email address as required. To add additional email addresses, click the Add an Email Address button and complete the form. Click the Save button. 
23.	Note the Save Confirmation which verifies the email address has been saved. Click the OK button. 
24.	Click the emergency contacts tab. 
25.	Click on the Add an Emergency Contact button to add emergency contact information. This information is important because if there is an emergency concerning you, this provides a first point of contact. Click the Add an Emergency Contact button. 
26.	Complete the form by entering the following information: > Contact Name > Select the contact relationship > Select if the Contact's Address is the same or click Edit Address to add a different address. > Other Telephone Numbers, select the Phone Type and enter the phone number
27.	To add additional phone numbers, click the Add a Phone Number button. 
28.	Add more phone numbers as required. Once you have added all emergency contact phone numbers, click the Save button. 

Training Guide

Student Portal

Step	Action
29.	Note the Save Confirmation which verifies the emergency contact information has been saved. Click the OK button. 
30.	To update Security information, including FERPA, click the Security tab. 
31.	Click the ferpa restrictions link. 
32.	On the FERPA Restrictions page, click the Edit FERPA/Directory Restrictions button. 
33.	Click the Restrict All button. 
34.	Click the Save button to save and update your record to include FERPA restrictions. 
35.	Note the Save Confirmation which verifies the FERPA Restrictions information has been saved. Click the OK button. 
36.	Click the Credentials tab to update personal information such as <i>Languages</i> and <i>Work Experience</i> . 
37.	Creating a Work Experience resume in your record provides valuable information. Click the Add a work experience button. 
38.	Complete the Work Experience - Employment Details page. Complete the employer name, job description, start and end dates, and add any appropriate attachments. Upon successful completion of the file, click the Save button. 
39.	After saving the page, to return to the previous page, click the Return to Work Experience Summary link. 

Step	Action
40.	Click the Participation link. 
41.	Click the Participation tab to view Extracurricular Activities and Honor and Awards . 
42.	Click the extracurricular activities tab to view your extracurricular activities. 
43.	Click the academic honors and awards tab to view your Honors and Awards . 
44.	Click the College banner to return to the Home Page. 
45.	Please review the additional topics to learn how to perform further tasks in the Student Portal. End of Procedure.

Training Guide

Student Portal

Using the Academics Menu

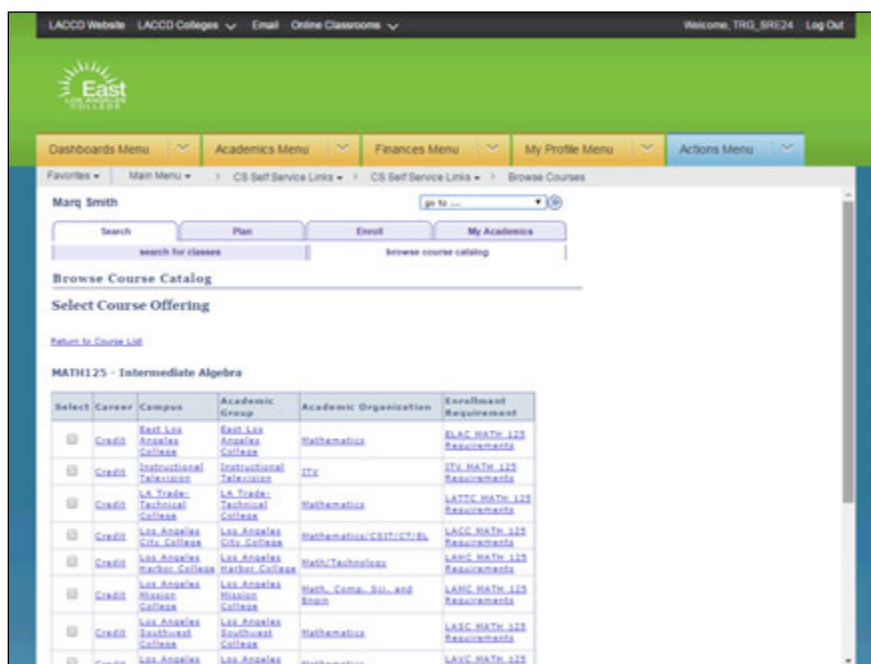
Browsing the Course Catalog

Procedure



Step	Action
1.	Click the Academic Menu button. 
2.	Click the Browse Courses link. Browse Courses
3.	The Browse Course Catalog page Course List page appears with the list of courses arranged alphabetically. Select the first letter of the course name to search for the class.
4.	In this example, we will search for a Math 125 class. Click the M link. 

Step	Action
5.	Notice the page is updated with all classes beginning with the letter selected. Click the Math triangle button to open and view all math classes offered by all nine LACCD colleges. 
6.	When you have located the desired class, click on the link to view detail information regarding the class. 125 Intermediate Algebra *** view multiple offerings

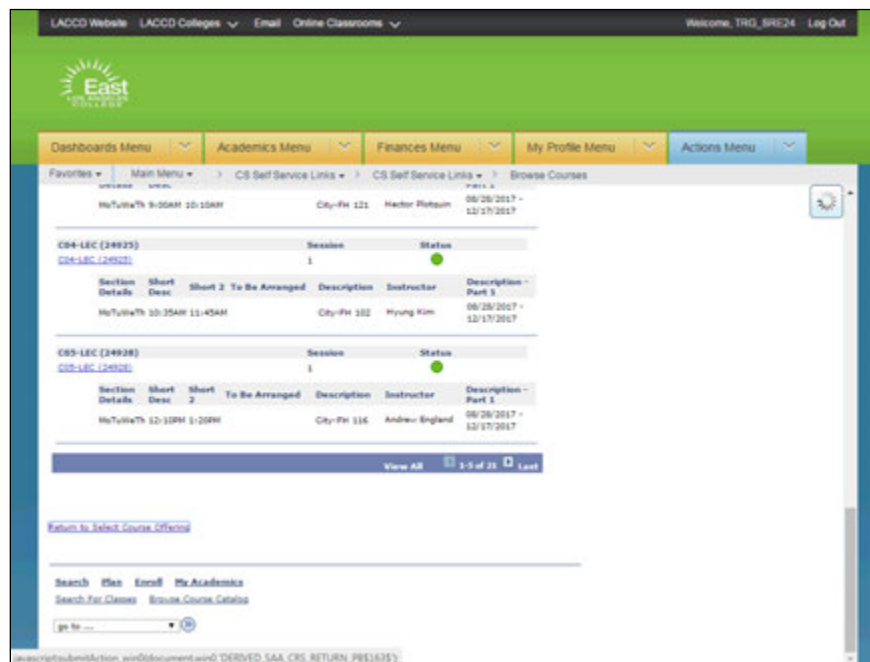


Step	Action
7.	The Select Course Offering page will provide information on the Campus offering the class and by clicking on the desired campus location or Enrollment Requirement link; you will view additional information regarding the course.
8.	The Course Detail page provides information on any prerequisites required for the course. Click the view class sections button to view days and times the class is offered. view class sections

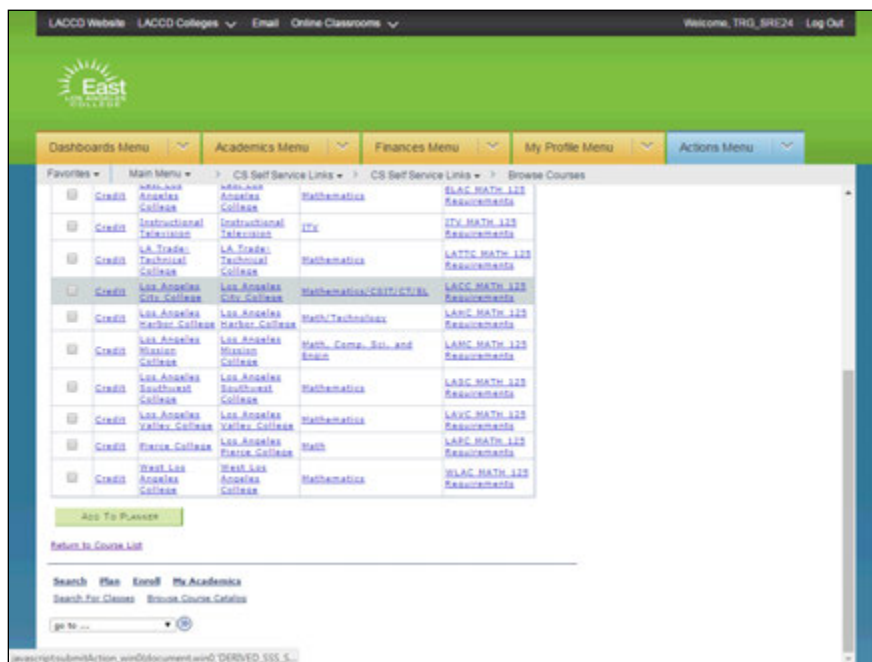
Training Guide

Student Portal

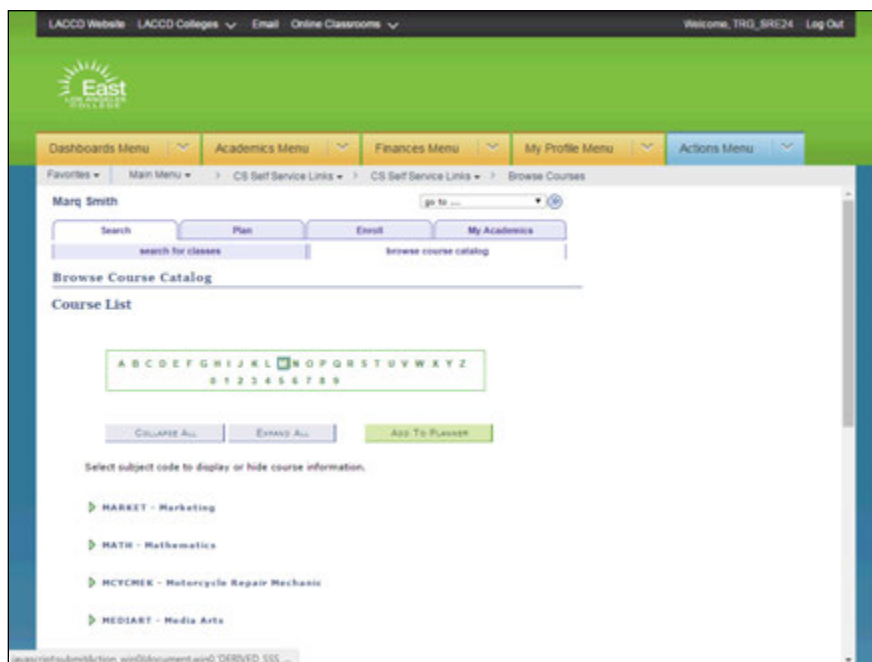
Step	Action
9.	To view additional information on the course, click the desired section ID and number link. C03-LEC (24923)
10.	Detailed information includes: > Days & Times of class > Room location > Instructor name > Meeting Dates > Class Capacity size > Available Seats to enrollment > Wait List Capacity and Total > Description of the class Release the mouse button.
11.	To go back to the previous page, click the Return to Browse Course Catalog link. Return to Browse Course Catalog
12.	You can now view other course detail information by clicking on the desired hyperlink.



Step	Action
13.	To go back to the previous page, click the Return to Select Course Offering link. Return to Select Course Offering



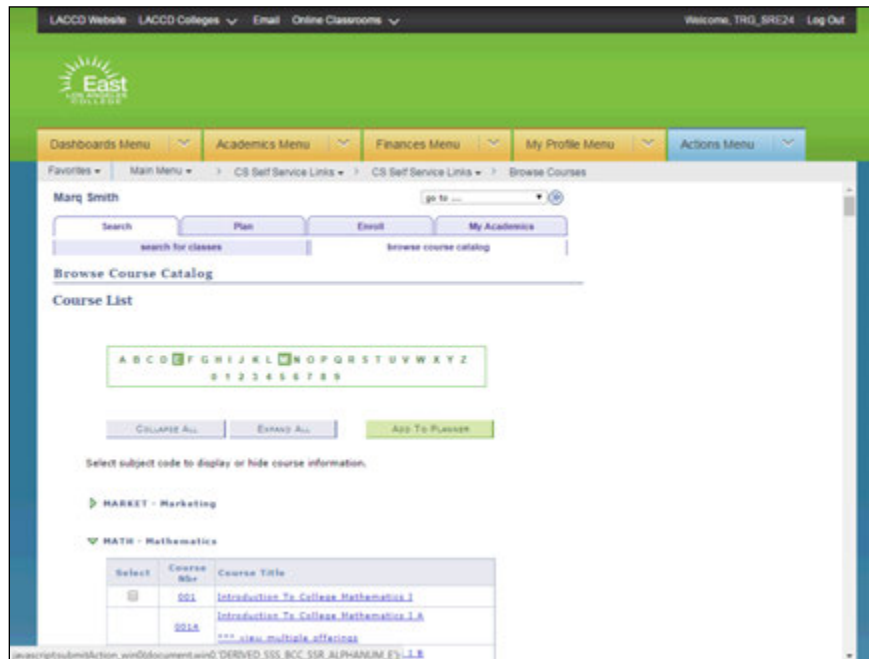
Step	Action
14.	Click the Return to Course List link to return to the previous screen and continue searching for classes. Return to Course List



Training Guide

Student Portal

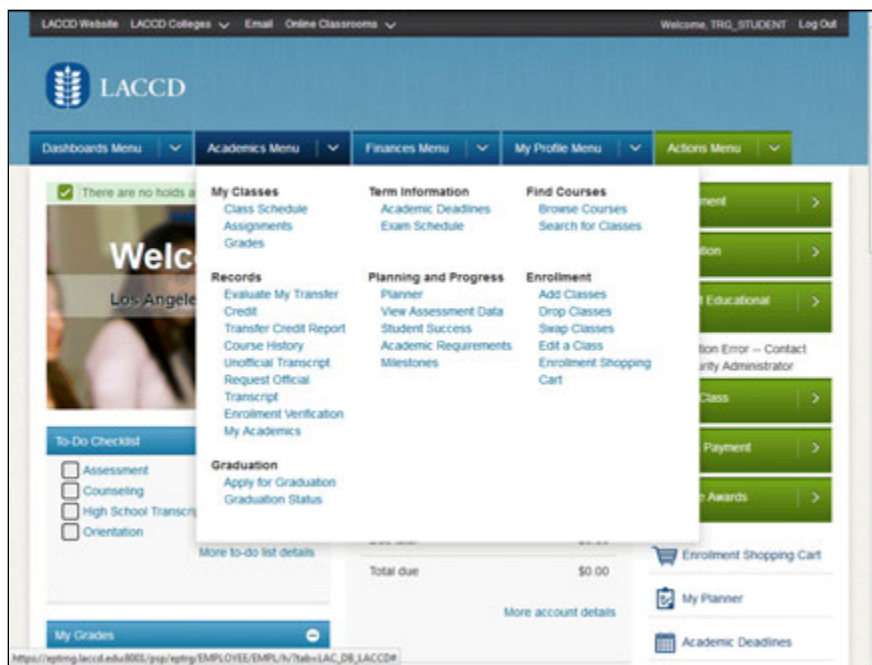
Step	Action
15.	Navigate to the top of the Course List page and select the letter to search for your next course. Click the E link. E

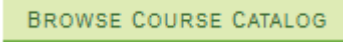


Step	Action
16.	Click the Chrome Legacy Window object. E
17.	Notice the page is now updated with all classes beginning with the letter selected. Click the ECON - Economics triangle button to open and view all economics classes offered by all nine LACCD colleges. E
18.	You have successfully Browsed the Course Catalog. End of Procedure.

Enrolling from Planner

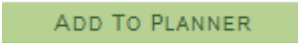
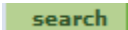
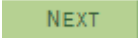
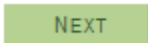
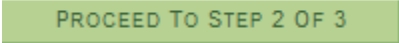
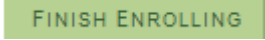
Procedure



Step	Action
1.	Click the down arrow in the Academics Menu in the Menu bar. 
2.	Click the Planner link. 
3.	We see that there are no Courses added in the Planner, hence first let's add a course to a planner. Click the Browse Course Catalog link. 
4.	Click the Expand / Collapse adjacent to the AST (Automotive Service Technology) Subject area. 
5.	Click the checkbox next to the Course Nbr '002'. 

Training Guide

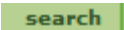
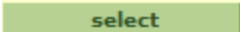
Student Portal

Step	Action
6.	Click the Add To Planner link. 
7.	Click the my planner tab again. 
8.	We now see the course AST 002 is added to the Planner successfully.
9.	Click the Enroll tab. 
10.	The Add Classes page opens. Now Click the My Planner option. 
11.	Click the search link. 
12.	Click the select link adjacent to the course ASL 002. 
13.	Use the Scroll bar and drag the mouse down to the bottom of the page.
14.	Click the select link for the desired course. 
15.	If a Lab is associated the course, you will be directed to add it to the Planner. Click the Next link to add the Lab. 
16.	On the 1. Select class to add page, review the courses. Click the Next button. 
17.	The Course AST 002 is successfully added to your shopping cart.
18.	Click the Proceed To Step 2 Of 3 button. 
19.	On the Confirm classes page, click the Finish Enrolling button. 
20.	You have successfully enrolled yourself into the course through the Planner. See the green check mark in the Status that shows that the course is successfully added to your schedule.
21.	You have successfully enrolled through the Planner. End of Procedure.

Enrolling from Requirements

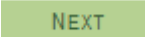
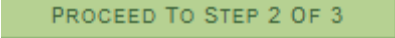
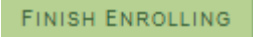
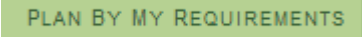
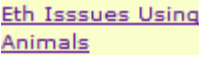
Procedure



Step	Action
1.	Click the down arrow in the Academics Menu in the Menu bar. 
2.	Click the Add Classes link. Add Classes
3.	The Add Classes page opens successfully. Click the My Requirements option. 
4.	Click the search link. 
5.	Click the Orientation Veterinary Science link (Course ANML SC401) as per your required Course work. Orientation Veterinary Science
6.	Click the Scroll bar and drag the mouse down to navigate to the bottom of the page.
7.	Click the select link for the desired course. 

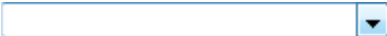
Training Guide

Student Portal

Step	Action
8.	Click the Next link to add the course. 
9.	You have successfully added the class to the Shopping cart.
10.	Click the Proceed To Step 2 Of 3 link. 
11.	On the Confirm classes page, click the Finish Enrolling link. 
12.	You have successfully enrolled into the Class. Please see the Tick mark in the Status column indicating that the class is added successfully.
13.	You may also view the View the Academic Requirements through the Planner. The Navigation is Academics Menu > Planner
14.	Click the Planner link. 
15.	Click the Plan By My Requirements button. 
16.	Click the collapse all button to have a overview of requirements. 
17.	Click the Expand section Pre-Veterinary Medicine (AS) graphic to view the Required Courses for the subject. 
18.	Click the Expand section Required: graphic to view the Required courses. You may also view the Electives associated with the course. 
19.	Click the Eth Issues Using Animals link. 
20.	Click the add to planner button. From here, you may add the Courses / Classes from the Planner. 
21.	You have successfully enrolled the student into the class through Academic Requirements. End of Procedure.

Searching a Class Procedure



Step	Action
1.	Click the down arrow in the Academics Menu in the Menu bar . 
2.	Click the Search for Classes link. Search for Classes
3.	Click the select subject link. select subject
4.	Click the M link to select subject areas that start with M. The subject areas are alphabetically arranged. M
5.	Click the select link for the Subject area of your choice. select
6.	Click the Course Career list. 

Training Guide

Student Portal

LACCD Website LACCD Colleges Email Online Classrooms Welcome, TRG_STUDENT Log Out

LACCD

Dashboards Menu Academics Menu Finances Menu My Profile Menu Actions Menu

Zalmai Avalos go to ...

Search Plan Enroll My Academics

search for classes browse course catalog

Search for Classes

Enter Search Criteria

Search for Classes

Institution LA Community College District

Term 2017 Fall

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject select subject MARKET Marketing

Course Number is exactly

Course Career Credit

Campus Pierce College

Additional Search Criteria

CLEAR SEARCH

Search Plan Enroll My Academics

Step	Action
7.	Click the Credit list item.

LACCD Website LACCD Colleges Email Online Classrooms Welcome, TRG_STUDENT Log Out

LACCD

Dashboards Menu Academics Menu Finances Menu My Profile Menu Actions Menu

Zalmai Avalos go to ...

Search Plan Enroll My Academics

search for classes browse course catalog

Search for Classes

Enter Search Criteria

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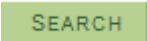
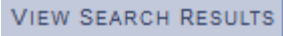
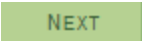
Show Open Classes Only

Campus Pierce College

Additional Search Criteria

CLEAR SEARCH

javascript:submitAction_wmf(document.wmf_CLASS_SRCH_WRK_SSR_PB_CLASS_SRCH)

Step	Action
8.	Click the Search link. 
9.	Click the Scrollbar and navigate down the page to view all the classes and Course offerings.
10.	Click the desired class link to view the Class details. 
11.	You can view all the details of the class here. Click and drag the Scrollbar and navigate down the page to view all the classes and Course offerings.
12.	Detailed information includes: > Days & Times of class > Room location > Instructor name > Meeting Dates > Class Capacity size > Available Seats to enrollment > Wait List Capacity and Total > Description of the class
13.	Click the View Search Results link to go back to the Search Results page. 
14.	Click the select link to pick the class for your shopping cart. 
15.	Click the Next link. 
16.	You have successfully searched for Courses and added a course to your shopping cart.
17.	You have successfully searched for Classes. End of Procedure.

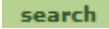
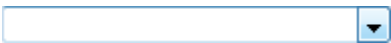
Training Guide

Student Portal

Enrolling from Class Search

Procedure



Step	Action
1.	Click the down arrow in the Academics Menu in the Menu bar. 
2.	Click the Add Classes link. 
3.	Click the search link. 
4.	Click in the Subject field. 
5.	Enter the desired information into the Subject field.
6.	Click in the Course Number field. 
7.	Enter the desired information into the Course Number field.
8.	Click the Course Career list. 

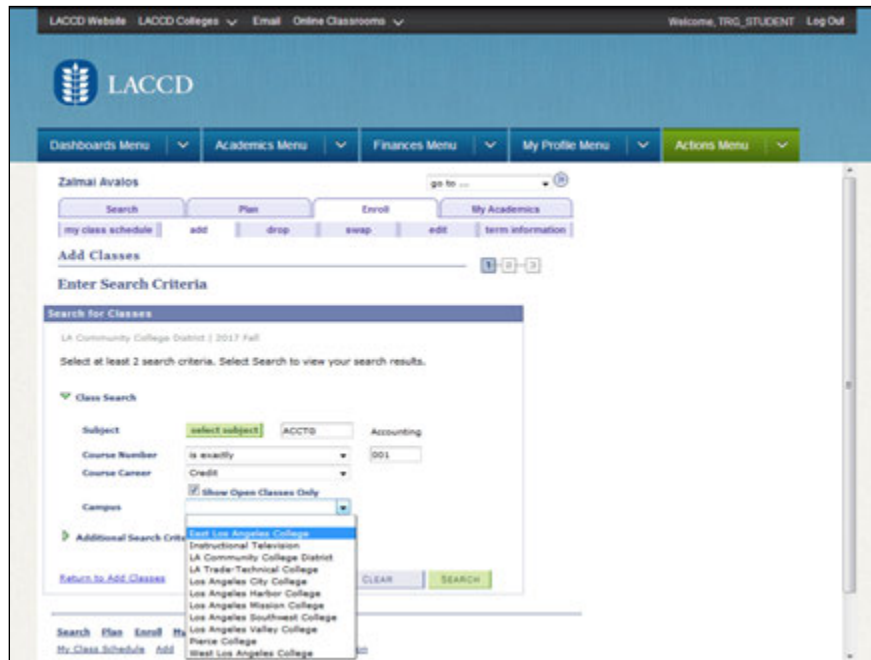
The screenshot shows the LACCD Student Portal interface. At the top, there's a navigation bar with links like 'LACCD Website', 'LACCD Colleges', 'Email', and 'Online Classrooms'. Below this is a header with the LACCD logo and a 'Welcome, TRG_STUDENT' message. The main navigation menu includes 'Dashboards Menu', 'Academics Menu', 'Finances Menu', 'My Profile Menu', and 'Actions Menu'. The 'Academics Menu' is expanded, showing options like 'Search', 'Plan', 'Enroll', and 'My Academics'. The 'Search' option is selected, leading to the 'Add Classes' section. In this section, there's a 'Class Search' form with fields for 'Subject' (ACCTB), 'Course Number' (001), and 'Course Career' (Credit). The 'Credit' option is highlighted in the 'Course Career' dropdown menu. There are also buttons for 'CLEAR' and 'SEARCH'.

Step	Action
9.	Click the Credit list item.

This screenshot is identical to the one above, showing the LACCD Student Portal interface. The 'Add Classes' section is visible, and the 'Credit' option is highlighted in the 'Course Career' dropdown menu. The interface includes the same navigation bars, headers, and search form as the previous screenshot.

Training Guide Student Portal

Step	Action
10.	Click the Campus list. 



Step	Action
11.	Click the desired College list item. 

Step	Action
12.	Click the Search link to search for classes. SEARCH
13.	Click the select link for desired class. select
14.	Click the Next link. NEXT
15.	Click the Scroll bar and drag the mouse to bottom of the page.
16.	Click the Proceed To Step 2 Of 3 link. PROCEED TO STEP 2 OF 3
17.	Click the Finish Enrolling link. FINISH ENROLLING
18.	You have enrolled to the Class Successfully End of Procedure.

Training Guide

Student Portal

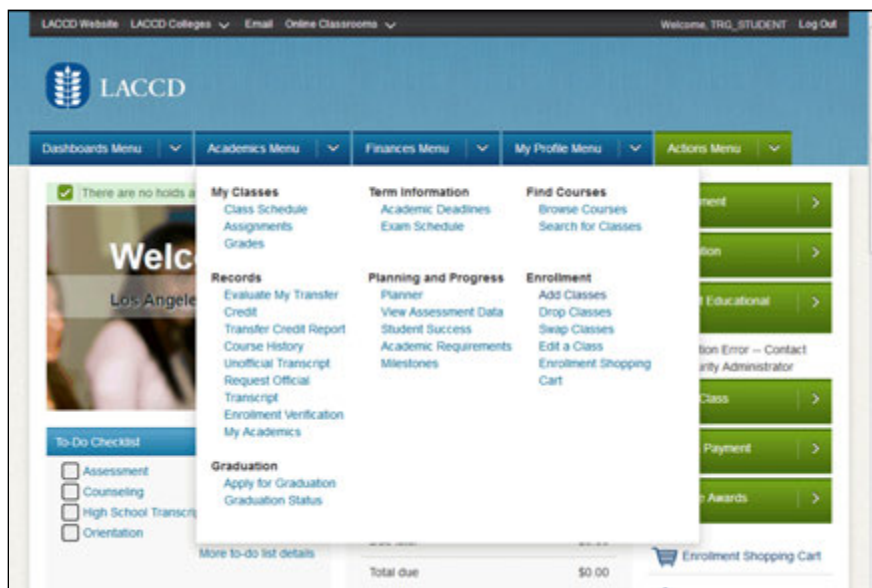
Adding a Class

Procedure

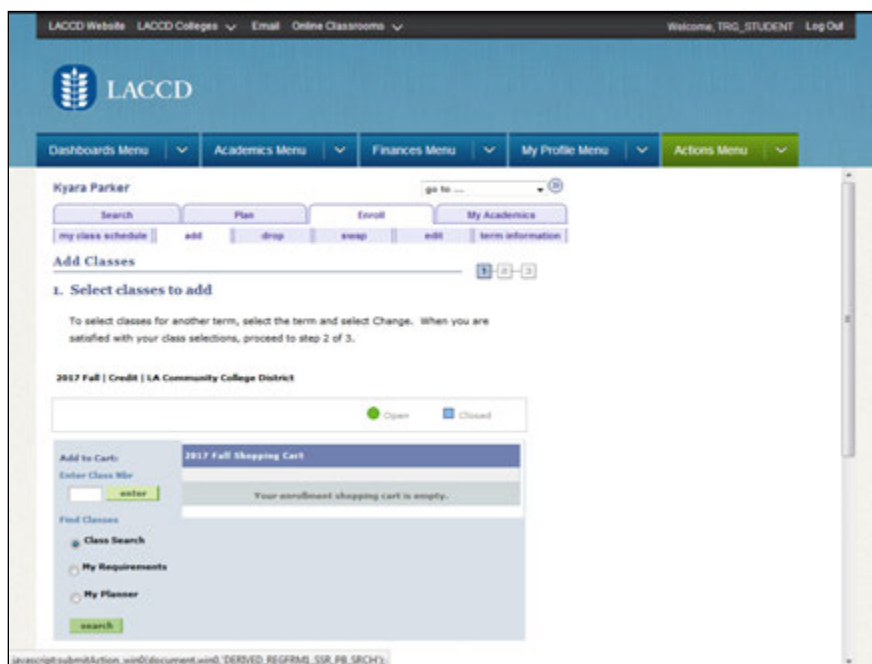
Lets begin by Searching and then Adding a Class to the Shopping cart.



Step	Action
1.	Click the down arrow in the Academics Menu in the Menu bar . 



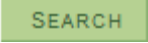
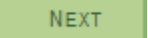
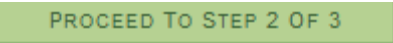
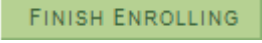
Step	Action
2.	Click the Add Classes link in the Enrollment section. Add Classes



Step	Action
3.	Click the search button on step 1. Select classes to add. search
4.	If you know the subject name, enter the desired information into the Subject field.

Training Guide

Student Portal

Step	Action
5.	Enter the course number information into the Course Number field.
6.	You can narrow your search to only your college by selecting the Campus of your choice from the Campus dropdown menu. For Eg: ELAC
7.	Click the Search button to look for classes that meet your criteria. 
8.	Review the class selections. Determine which class you want to take, then click the select link for the corresponding class that is selected. Note: the Status indicator will let you know if the class is currently open for enrollment with a green circle indicator. You may click the Class Link (In this Eg: 26516) to get additional details about the class. 
9.	View the class information for: > Days and Time of class > Room location > Instructor name > Start and End Dates Click the Next link. 
10.	You have successfully added the course to the shopping cart. Add additional classes are required by repeating the previous steps.
11.	Once you have added all of your desired classes, click the Proceed To Step 2 Of 3 button. 
12.	Review the Class Information on step 2. Confirm classes. Click the Finish Enrolling button when you are satisfied with your classes. 
13.	You will see a check mark against the Status of the Class. This indicates that the Class has been successfully added to your schedule.
14.	Please review the additional topics to learn how to perform further tasks in the Student Portal. End of Procedure.

Adding to a Waitlist

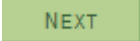
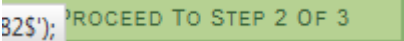
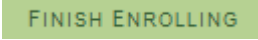
Procedure



Step	Action
1.	Click the down arrow in the Academics Menu in the Menu bar. 
2.	Click the Add Classes link. Add Classes
3.	If you know the Class Nbr, you may directly enter the Class number and Click on Search. In case you are not aware of the exact class number then you may search the class using the traditional search and then add. In this example, we will add the class number directly. Click in the Enter Class Nbr field.
4.	Enter the desired information into the Enter Class Nbr field. Enter " 10002 ".
5.	Click the enter link. 
6.	Click the Waitlist checkbox. ☐

Training Guide

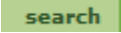
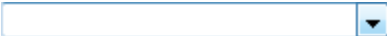
Student Portal

Step	Action
7.	Click the Next link. 
8.	You have successfully added the Class to the Shopping cart.
9.	Click the Scroll bar to navigate down the page. 
10.	Click the Proceed To Step 2 Of 3 link. 
11.	Click the Finish Enrolling link. 
12.	You have been successfully waitlisted for the class.
13.	You have successfully added yourself to a waitlist class. End of Procedure.

Adding a Class by Using a Permission Code

Procedure



Step	Action
1.	Click the down arrow in the Academics Menu in the Menu bar. 
2.	Click the Add Classes link. Add Classes
3.	Click the search link. 
4.	Enter the desired information into the Subject field.
5.	Enter the desired information into the Course Number field.
6.	Click the Campus dropdown button to select the college for the course you will be adding. 

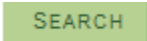
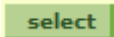
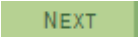
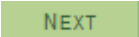
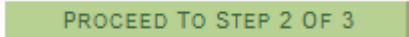
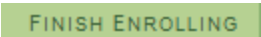
Training Guide

Student Portal

The screenshot shows the LACCD Student Portal interface. At the top, there's a navigation bar with 'LACCD Website', 'LACCD Colleges', 'Email', and 'Online Classrooms'. Below this is a 'Welcome, TRS_STUDENT' message and a 'Log Out' link. The main navigation menu includes 'Dashboards Menu', 'Academics Menu', 'Finances Menu', 'My Profile Menu', and 'Actions Menu'. The user is logged in as 'Zalmal Avalos'. The 'Add Classes' section is active, showing search criteria for 'Automotive Service Technology 001'. The 'Campus' dropdown menu is open, listing various colleges. The 'Pierce College' option is highlighted.

Step	Action
7.	Click the College list item.

This screenshot is identical to the one above, showing the LACCD Student Portal with the 'Add Classes' section. The 'Campus' dropdown menu is open, and the 'Pierce College' option is highlighted. The interface elements, including the navigation bar and search criteria, are the same as in the previous image.

Step	Action
8.	Click the Search button to locate the class. 
9.	Click the select button for the desired course. 
10.	Verify the course information. Click the Next link. 
11.	Class permissions are numbers or authorizations that are associated with a class and assigned to students to use at enrollment time. Permissions allow a student to add or drop a class, as long as the student uses the permission by the expiration date and does not violate overall student limitation rules (such as maximum number of units).
12.	Please enter the valid permission number you have received from the Instructor. Note that: Every permission number is unique and can be used by the student only once for the specified class. Permission numbers are confidential.
13.	Enter the Permission Nbr given to you by your instructor into the Permission Nbr field.
14.	Click the Next link. 
15.	Click the scrollbar to navigate down the page. 
16.	Click the Proceed To Step 2 Of 3 button. 
17.	Click the Finish Enrolling link. 
18.	You are successfully enrolled into the Course using Permission number.
19.	You have successfully added the Class using permission numbers. End of Procedure.

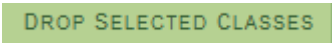
Training Guide

Student Portal

Dropping A Class

Procedure



Step	Action
1.	Click the down arrow in the Academics Menu in the Menu bar. 
2.	Click the Drop Classes link. Drop Classes
3.	The Drop Classes page opens. The page shows all the enrolled classes which can be dropped.
4.	Click the checkbox adjacent to the Class you want to drop. 
5.	Click the Drop Selected Classes link. 
6.	Click the Finish Dropping link. 
7.	Please view the Status and the Message after "Finish Dropping". A Tick mark Status shows a successful Drop of a Class and a Cross mark shows a Unsuccessful drop.
8.	You have successfully dropped a class. End of Procedure.

Training Guide

Student Portal

Swapping Classes

Procedure



Step	Action
1.	Click the down arrow in the Academics Menu in the Menu bar. 
2.	Click the Swap Classes link. Swap Classes
3.	Click the Select from your schedule list. This list shows all the classes that the student is already enrolled. You will be swapping this class with another class of your choice in the same term. ACCTG 001: Intro Accounting I 

LACCD Website LACCD Colleges Email Online Classrooms Welcome, TRS_STUDENT Log Out

LACCD

Dashboards Menu Academics Menu Finances Menu My Profile Menu Actions Menu

Zalmi Avalos go to ...

Search Plan Enroll My Academics

My class schedule add drop swap edit term information

Swap a Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

2017 Fall | Credit | LA Community College District

Swap This Class

Select from your schedule ACCTG 001: Intro Accounting I

With This Class

Search for Class Class Search search

Enter Class Nbr enter

My 2017 Fall Class Schedule

Search Plan Enroll My Academics

My class schedule add drop swap edit term information

go to ...

Step	Action
4.	Click the ACCTG 001: Intro Accounting I list item.

LACCD Website LACCD Colleges Email Online Classrooms Welcome, TRS_STUDENT Log Out

LACCD

Dashboards Menu Academics Menu Finances Menu My Profile Menu Actions Menu

Zalmi Avalos go to ...

Search Plan Enroll My Academics

My class schedule add drop swap edit term information

Swap a Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

2017 Fall | Credit | LA Community College District

Swap This Class

Select from your schedule ACCTG 001: Intro Accounting I

With This Class

Search for Class Class Search search

Enter Class Nbr enter

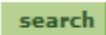
My 2017 Fall Class Schedule

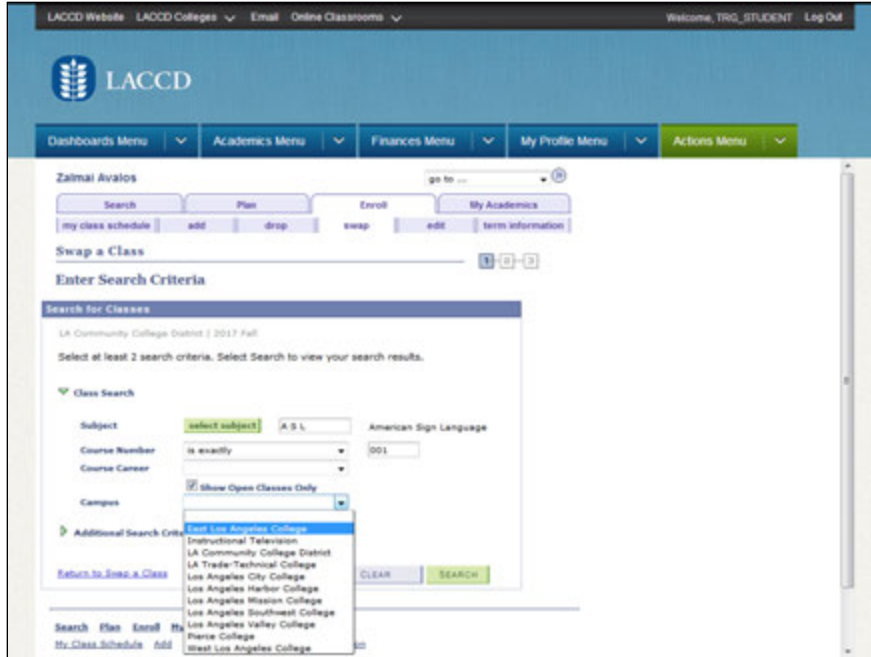
Search Plan Enroll My Academics

My class schedule add drop swap edit term information

go to ...

Training Guide Student Portal

Step	Action
5.	Click the search link. 
6.	Enter the subject name information into the Subject field.
7.	Enter the course number information into the Course Number field.



The screenshot shows the LACCD Student Portal search interface. The page has a header with navigation links and a user welcome message. Below the header is a menu bar with options like Dashboards Menu, Academics Menu, Finances Menu, My Profile Menu, and Actions Menu. The main content area is titled 'Zaimal Avatlos' and contains a search section. The search section has tabs for Search, Plan, Enroll, and My Academics. The Search tab is active, showing a 'Swap a Class' section and an 'Enter Search Criteria' section. The 'Enter Search Criteria' section has a 'Search for Classes' box. Inside this box, there are fields for Subject, Course Number, and Course Career. The Subject field is set to 'ASL' (American Sign Language) and the Course Number field is set to '001'. The Course Career field is set to 'Show Open Classes Only'. The Campuses dropdown menu is open, showing a list of colleges including East Los Angeles College, which is highlighted.

Step	Action
8.	Click Campus dropdown button and select the desired college list item. 

The screenshot shows the LACCD Student Portal interface. At the top, there's a navigation bar with links to LACCD Website, LACCD Colleges, Email, and Online Classrooms. Below this is a header with the LACCD logo and a welcome message for a student named Zalmat Avalos. The main navigation menu includes Dashboard Menu, Academics Menu, Finances Menu, My Profile Menu, and Actions Menu. The 'Swap a Class' section is active, displaying a search form for classes. The search criteria are: Subject (select subject), Course Number (is exactly), Course Career, Campus (East Los Angeles College), and a checkbox for 'Show Open Classes Only'. The 'SEARCH' button is highlighted in green.

Step	Action
9.	Click the Search button. SEARCH
10.	Locate the desired course and click the select button. select
11.	On the Swap a Class page, click the Next button. NEXT
12.	Click the Finish Swapping link. FINISH SWAPPING
13.	You have successfully swapped the two classes. Please view the Status and the message.
14.	You have successfully swapped the two classes. End of Procedure.

Training Guide

Student Portal

Viewing Term Information

Procedure



Step	Action
1.	Click the down arrow in the Academics Menu in the Menu bar. 
2.	Click the Academic Deadlines link under the Term Information sub-menu. Academic Deadlines
3.	The Page gives a Overview of Enrollment dates and the Last date to enroll for the various sessions in the term.
4.	Click the LACCD Logo link to go back to the main page. 
5.	You can also go to the Term information page directly from the main page. Click the Academic Deadlines link. Academic Deadlines
6.	The same page is displayed.
7.	You have successfully viewed the Term information. End of Procedure.

Requesting an UnOfficial Transcript Procedure



Step	Action
1.	Click the down arrow in the Academics Menu in the Menu bar. 
2.	Click the Unofficial Transcript link. Unofficial Transcript
3.	Click the Report Type list. 

Training Guide

Student Portal

LACCD Website LACCD Colleges Email Online Classrooms Welcome, TRS_STUDENT Log Out

LACCD

Dashboards Menu Academics Menu Finances Menu My Profile Menu Actions Menu

Zalmi Avalos go to ...

Search Plan Enroll My Academics

View Unofficial Transcript

Choose an institution and report type and press View Report
 "This process may take a few minutes to complete, please do not press any other buttons or links while processing is taking place"

Academic Institution: LA Community College Distr.
 Report Type: Unofficial Transcript view report

Information For Students

VIEW ALL REQUESTED REPORTS

Search Plan Enroll My Academics

go to ...

Step	Action
4.	Click the Unofficial Transcript list item. Unofficial Transcript

LACCD Website LACCD Colleges Email Online Classrooms Welcome, TRS_STUDENT Log Out

LACCD

Dashboards Menu Academics Menu Finances Menu My Profile Menu Actions Menu

Zalmi Avalos go to ...

Search Plan Enroll My Academics

View Unofficial Transcript

Choose an institution and report type and press View Report
 "This process may take a few minutes to complete, please do not press any other buttons or links while processing is taking place"

Academic Institution: LA Community College Distr.
 Report Type: Unofficial Transcript view report

Information For Students

VIEW ALL REQUESTED REPORTS

Search Plan Enroll My Academics

go to ...

javascript:submitAction_win0(document.win0, GO);

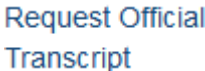
Step	Action
5.	Click the view report button. view report
6.	On the Previous Requests page, click the view report link. view report
7.	You have successfully generated the unofficial Transcript. On the report you will find: > Course name > College where course was taken > Title of course > Units Attempted and Units Earned > Grade > Grade Points earned > GPA
8.	You have successfully generated the unofficial Transcript. End of Procedure.

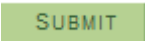
Training Guide

Student Portal

Requesting Official Transcript Procedure



Step	Action
1.	Click the down arrow in the Academics Menu in the Menu bar. 
2.	Click the Request Official Transcript link. 
3.	Click the Send To My Address option. 
4.	Click the Address Type list. 
5.	Click the Home list item from the Address Type list 
6.	Click the Edit Address link and edit your address here. 

Step	Action
7.	Click in the Address 2 field. 
8.	Enter the desired information into the Address 2 .
9.	Enter the desired information into the City: field.
10.	Click in the County: field. 
11.	Enter the desired information into the County: field.
12.	Click the OK graphic. 
13.	Click the Submit link. 
14.	You may note the Request No: for future reference. The official transcript has been requested and will reach your mailing address.
15.	You have successfully requested for a official Transcript. End of Procedure.

Training Guide

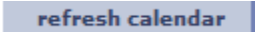
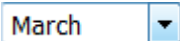
Student Portal

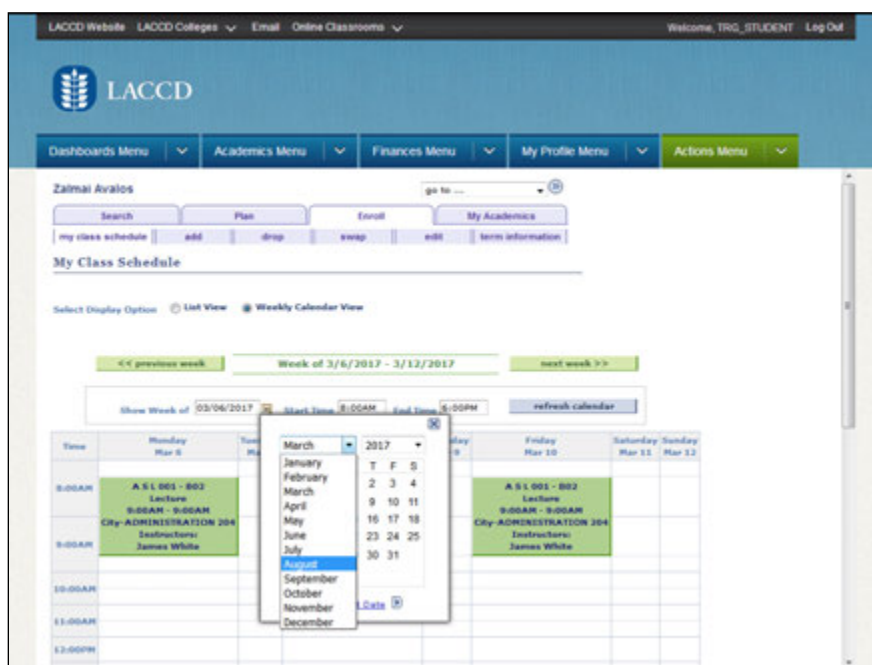
Viewing Student Staff Schedule of Classes

Procedure



Step	Action
1.	Click the Academics Menu in the Menu bar. 
2.	Click the Class Schedule link. Class Schedule
3.	Uncheck the Show Dropped Classes checkbox. 
4.	Uncheck the Show Waitlisted Classes checkbox. 
5.	Click the filter link. 
6.	Click the Weekly Calendar View option. 
7.	Click the scrollbar and navigate down the page.

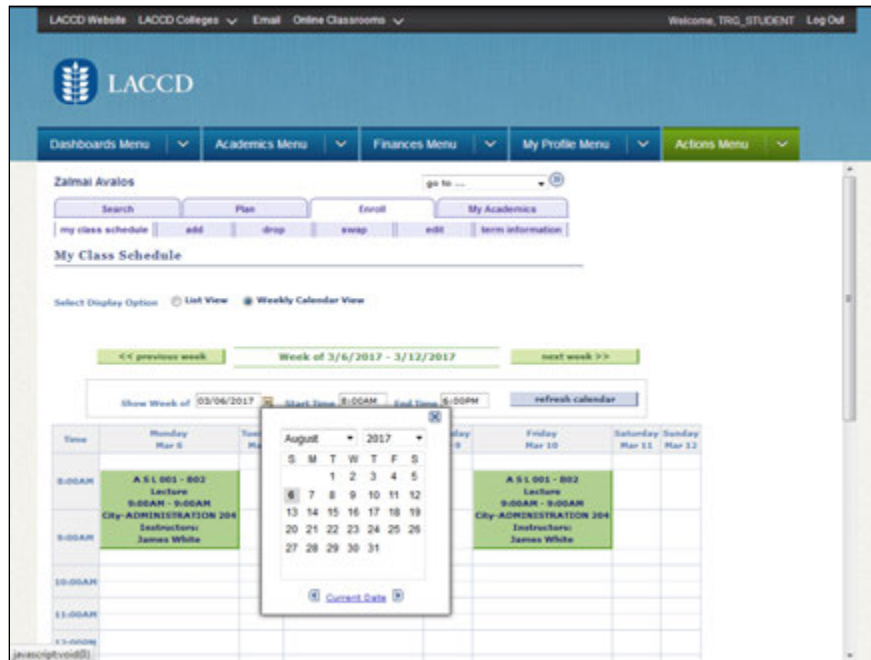
Step	Action
8.	Click the Show Instructors option. 
9.	Click the refresh calendar link. 
10.	Click the scrollbar and navigate down the page.
11.	Click the Choose a date graphic and choose the desired Start week. 
12.	Click the month list. 



Step	Action
13.	Click the month list item. 

Training Guide

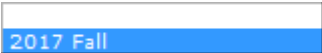
Student Portal



Step	Action
14.	Click the date link. 28
15.	Click the refresh calendar link. refresh calendar
16.	Shows the appropriate weekly schedule with all the details. Scrolldown the page to have a full view of the weekly calendar. 
17.	The Class schedule page shows the schedule of the Student along with aff/ Instructor schedule for the week.
18.	You have successfully viewed the Student Staff Schedule. End of Procedure.

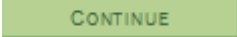
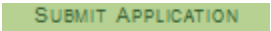
Submitting a Graduation Petition Procedure



Step	Action
1.	Click the Academic Menu button. 
2.	Click the Apply for Graduation link. Apply for Graduation
3.	Select the appropriate Academic Program link. Click the Credit link. Credit
4.	On the Select Graduation Term page, click the Expected Graduation Term list. 
5.	Select the desired entry in the list. You will only be allowed to select from available terms. If no terms are available, you are not eligible to apply for graduation at this time. 

Training Guide

Student Portal

Step	Action
6.	Click the Continue link. 
7.	Verify that all data is correct. If the academic program/degree is not correct, click the Select Different Program button to select a different value. If the term is not correct, click the Select Different Term button to select a different value.
8.	Click the Submit Application link. 
9.	The Submit Confirmation page is returned stating you have successfully applied for graduation.
10.	End of Procedure.

Using the Finances Menu

Viewing a Financial Aid Award Procedure



Step	Action
1.	Click the Finances Menu link. 
2.	Click the View Financial Aid link. View Financial Aid
3.	Click the aid year link. 2018

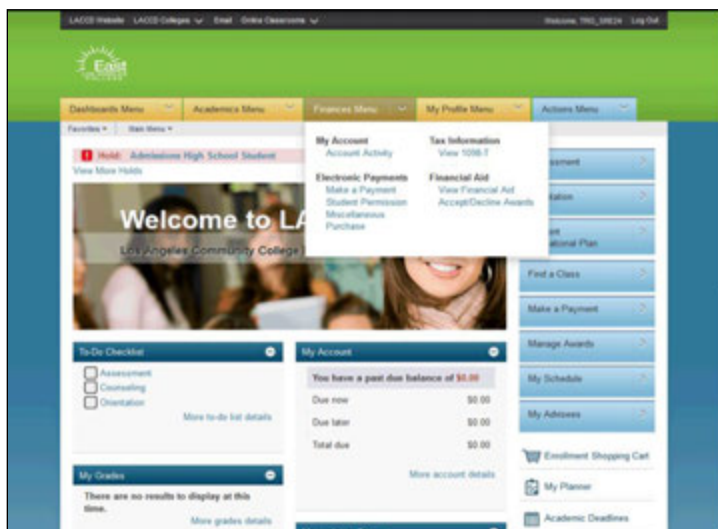
Training Guide

Student Portal

Step	Action
4.	Review the Financial Aid Award Summary page. Information includes: <u>Aid Year</u> > Award Description > Category type > Amount Offered > Amount Accepted <u>Terms</u> > View Scheduled Disbursement Dates > Award Description > Category type > Amount Offered > Amount Accepted
5.	After reviewing the Financial Aid Award Summary page, click the Financial Aid Summary link to return to the previous page. Financial Aid Summary
6.	You have successfully Viewed your Financial Aid Awards. End of Procedure.

Accepting or Declining Financial Aid Awards

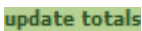
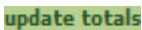
Procedure



Step	Action
1.	Click the Finances Menu button. 
2.	Click the Accept/Decline Awards link. Accept/Decline Awards
3.	Click the Aid Year link. 2018
4.	On the Award Package page, review your available Financial Aid Awards.
5.	Click the Award link to view detailed information on the award. Foundation Scholarship LACC
6.	Review the Award Detail . Click the Return to Award Package to return to the previous page. Return to Award Package
7.	You can Accept or Decline an award.
8.	In the first example, we will accept an award. Click the Accept checkbox for the award. ☐

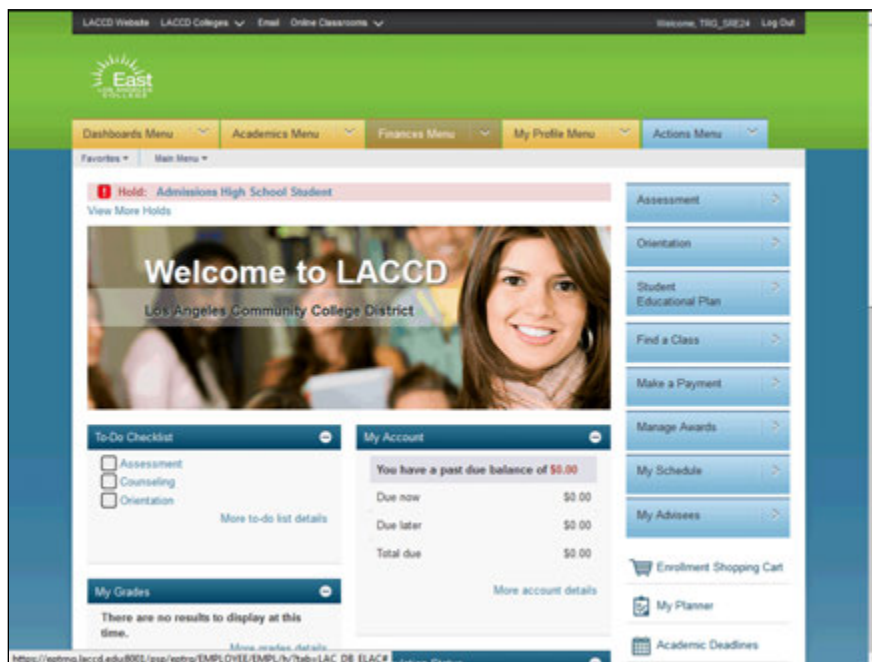
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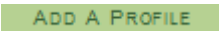
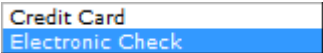
Student Portal

Step	Action
9.	Click the update totals button to update the Totals . 
10.	Note the Total for the Accepted column reflects the total dollar amount accepted. Click the Submit button. 
11.	On the Accept/Decline page, review the message: <i>Click Yes to continue with the submit. Any changes made will be saved. Click No to cancel the submit.</i> Click the Yes link. 
12.	Click the OK link on the Submit Confirmation page. 
13.	Note the award is Accepted and the Accepted Total matches the amount offered.
14.	In the second example, we will decline an award. Click the Decline checkbox for the award. ☐
15.	Click the update totals button to update the Totals . 
16.	On the Accept/Decline page, review the message: <i>Click Yes to continue with the submit. Any changes made will be saved. Click No to cancel the submit.</i> Click the Yes link. 
17.	Click the OK link on the Submit Confirmation page. 
18.	Note the award is Declined and the award dollar amounts are now zero. Once an award has been declined, it cannot be undone and accepted.
19.	You have successfully Accepted or Declined a Financial Aid Award. End of Procedure.

Add a Payment Profile to Your Account

Procedure



Step	Action
1.	Click the Finances Menu link. 
2.	Click the Make a Payment link. Make a Payment
3.	Click the Electronic Payments/Purchases tab. Electronic Payments/Purchases
4.	On the Payment Profile Summary page, click the Add A Profile button. 
5.	Enter a description of the payment profile into the Description field.
6.	Click the Preferred Account option if this is to be the preferred or main payment account. ☐
7.	Enter a short description of the profile into the Short Description field.
8.	Click the Profile Type list and select the type of payment for the profile. 
9.	Enter the first name of the person associated into the First Name field.

Training Guide

Student Portal

Step	Action
10.	Enter the first name of the person associated into the Last Name field.
11.	Enter the desired information into the Email Address field.
12.	Click in the Telephone field.
13.	Enter the desired telephone number information into the Telephone field.
14.	Click the Bank Account Type list. select Bank Account Type

Step	Action
15.	Select the account type . Checking

The screenshot shows the LACCD Student Portal interface. At the top, there's a navigation bar with links like 'LACCD Website', 'LACCD Colleges', 'Email', 'Online Classrooms', 'Welcome, TMO_SRE24', and 'Log Out'. Below this is a menu bar with 'Dashboards Menu', 'Academics Menu', 'Finances Menu', 'My Profile Menu', and 'Actions Menu'. The main content area shows the 'Payment Profile' section for 'Mang Smith'. It includes a 'go to' dropdown and buttons for 'Account Inquiry', 'Electronic Payments/Purchases', and 'Account Services'. The 'Add a Payment Profile' form is displayed with the following fields: Description (Mom's Checking account), Short Description (Mom Pays), Profile Type (Electronic Check), First Name (Amelia), Last Name (Smith), Email Address (ameliasmith@gmail.com), Telephone (818-555-1234), Bank Account Type (Checking), Routing Number, and Account Number. A 'Save Payment Profile' button is highlighted in green at the bottom right of the form.

Step	Action
16.	Enter the checking account routing information into the Routing Number field.
17.	Enter the account number information into the Account Number field.
18.	Click the Save Payment Profile link. SAVE PAYMENT PROFILE
19.	The Payment Profile is updated and your payment account has been added and is ready to be used.
20.	End of Procedure.