Self-Service for Students

This document provides instructions on how to access Self-Service for students. Self-Service is a modern and robust online tool for EVC/SJCC students to perform the majority of their essential college tasks all in one place, such as registering for classes, viewing grades or the course catalog, retrieving financial aid data and more.

1. Open a browser and go to, [https://sso.sjeccd.edu](https://sso.sjeccd.edu)
2. In the Username field, enter your email address and password.
3. Click on “Self-Service” Icon.
4. All of the options are also accessible by clicking on the three horizontal lines menu icon on the top left, to reveal a sliding menu. These items provide quick access for the deeper sub-menus of each category.
5. **Search for Classes.** Navigate to Academics, click on Course Catalog to Search for Classes
   *If you already have sections planned, you can click the Register button instead.

6. **View Section Details** by clicking on the Section Name – Clicking Add Section will update your planned section list, but does not register you. Proceed with next steps for registration.
7. **Student Planning:** Navigate to **Student Planning -> Plan & Schedule** to register or drop sections. Use Arrows next to Term Name to tab to desired term. Print an existing schedule by using **Print** button.

8. If registration dates are open for that term, you will see blue **Register** button(s). Register for all sections in your list using Register Now, or for individual sections using the Register button under the Section Info.
9. If within drop date range, you can **Drop** a section:

![Image showing the option to drop a section](image.png)

10. Click **Update** to complete the Drop or Add.

![Image showing the update button](image.png)
11. **Student Finance**: View your charges and **Make a Payment** under **Student Finance** from the Home Page or from the Side Panel Menus.

![Student Finance Section](image)

12. **Account Summary**: Overall Account Balances for each term. Click on a term to view details.

![Account Summary Section](image)
13. **Account Activity**: Detailed Account Activity including charges breakdown and payments. Also view a printable Statement.

14. **Make A Payment**: Select Credit Card Type, Terms to be Paid, and **Proceed to Payment**.
15. **Review Charges and Click Pay Now.** You will be taken to a secure PayPal site to complete the payment.

![Payment Review Image]

16. **Tax Information:**
Tax Information is where you can easily review your tax statements and opt-in or out of receiving your tax forms (i.e. 1098T) electronically. You can access this either from the Home screen, from the slide menu under “Financial Information.”

![Tax Information Image]
17. User Profile

One new feature present in Self-Service is the ability to view your personal profile information and confirm that the details are correct. Here you can choose to confirm whether the information is correct at the current time. If the information is incorrect, you will need to contact Human Resources to update your profile.

![User Profile Image]

Emergency Information

Under “Emergency Information,” you have the ability to add or edit emergency contact information, as well as confirm that it is correct as of the current date. You can designate someone as an emergency contact, a missing person contact, or both. To edit or delete a contact, use the corresponding buttons at the bottom of the record. You are also able to add in health conditions that staff may need to know about in case of emergency.

![Emergency Information Image]