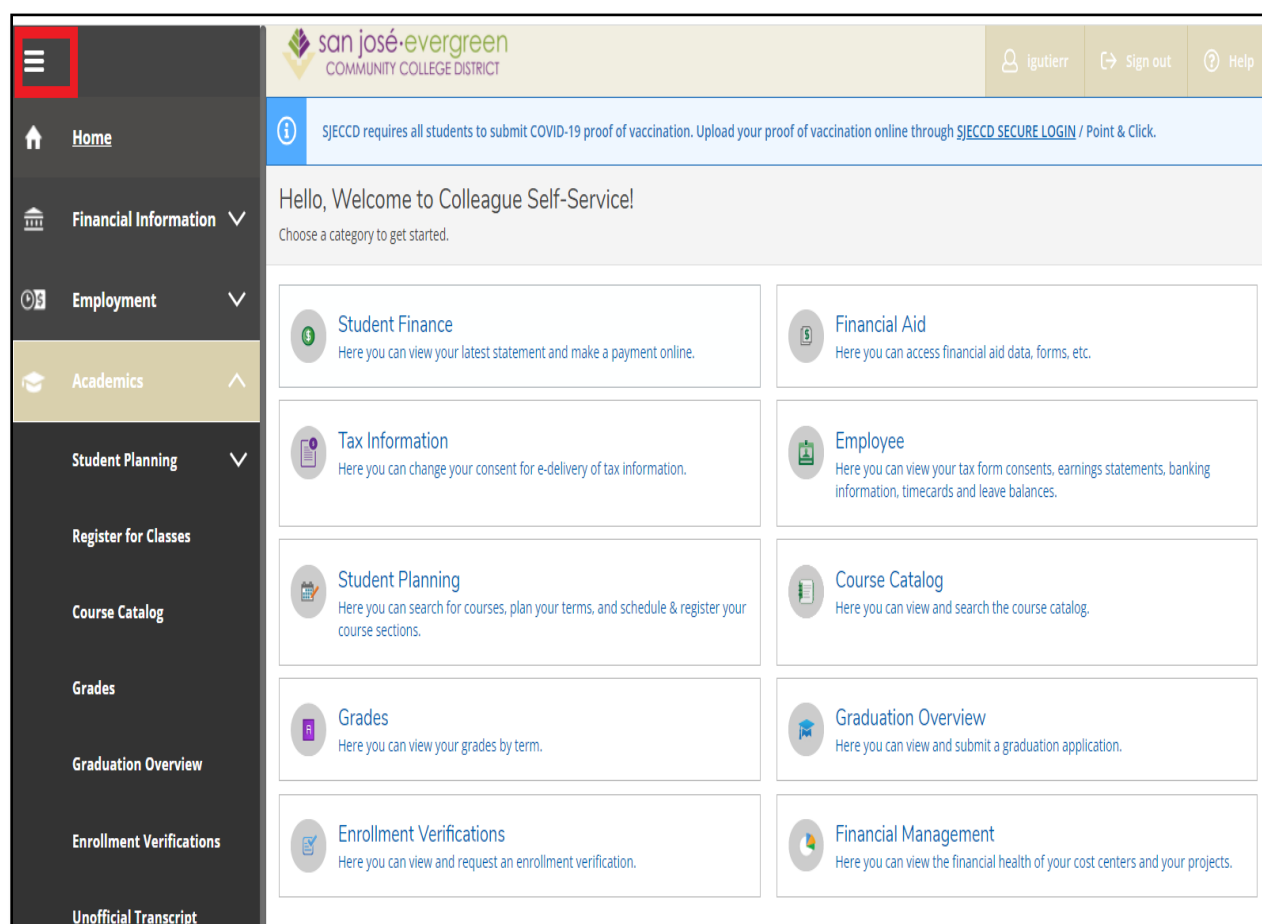


Self-Service for Students

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>
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.

The screenshot shows the San José Evergreen Community College District Self-Service portal. The left sidebar contains a navigation menu with the following items: Home, Financial Information, Academics (highlighted), Student Planning, Register for Classes, Course Catalog (highlighted in red), Grades, Graduation Overview, and Enrollment Verifications. The main content area features a header with the college logo and a user profile (dagu5906). Below the header is a blue banner with a COVID-19 vaccination notice. The main content area is titled 'Hello, Welcome to Colleague Self-Service!' and includes a 'Choose a category to get started.' prompt. A grid of service tiles is displayed, each with an icon and a brief description: Student Finance, Financial Aid, Tax Information, Student Planning, Course Catalog, Grades, Graduation Overview, and Enrollment Verifications.

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.

The screenshot shows the 'Section Details' page for the course READ-120-104 Reading Strategies. The page is titled 'Section Details' and includes the following information:

- Course:** READ-120-104 Reading Strategies
- Term:** Spring 2022 Regular
- Instructors:** Vasquez, L (lisa.vasquez@sjcc.edu)
- Meeting Information:** W 5:00 PM - 6:10 PM, 2/21/2022 - 5/27/2022, San Jose City College, Online Instruction ZOOM (Hybrid)
- Dates:** 2/21/2022 - 5/27/2022
- Seats Available:** 20 of 30 Total
- Credits:** 2
- Grading:** Graded
- Requisites:** None
- Course Description:** Students will examine, develop, and apply reading strategies for college reading materials. Emphasis is on critical reading, logical reasoning, critical thinking, reflective judgment, and problem solving skills that lead to the ability to interpret, analyze, and critically evaluate college texts.
- Additional Information:** This is a hybrid class with scheduled online Zoom meetings at the times listed and additional learning done independently online. Students will use the college's learning management system, Canvas, for coursework. For additional class-specific requirements, please email the course instructor. After registering, find out how to login to Canvas
- Books:** [Bookstore Information](#)
- Transfer Status:** None

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.

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising Petitions & Waivers

< > Spring 2022 Regular +

Remove Planned Courses Register Now

Filter Sections Save to iCal Print

Planned: 2 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

Availability	Location	Day of Week	Time of Day	Instructor	Topic Any
Any	Any	Any	Any	Any	

READ-120-104: Reading Strategies X

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							

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.

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising Petitions & Waivers

< > Spring 2022 Regular +

Remove Planned Courses Register Now

Academics Filter Sections Save to iCal Print

Planned: 2 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

Availability	Location	Day of Week	Time of Day	Instructor	Topic Any
Any	Any	Any	Any	Any	

READ-120-104: Reading Strategies X

✓ Planned

Credits: 2 Credits
Grading: Graded
Instructor: Vasquez, L
2/21/2022 to 5/27/2022
Seats Available: 20

Meeting Information

Register

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm				READ-120-104 X			
6pm							

9. If within drop date range, you can **Drop** a section:

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Academics > Student Planning > Plan & Schedule

Plan your Degree and Schedule your courses

Schedule | Timeline | Advising | Petitions & Waivers

< > Spring 2021 Regular +

Filter Sections Save to iCal

Credits: 5 Credits
Grading: Graded
Instructor: Chambers, M
1/25/2021 to 5/21/2021
Seats Available: 13

Meeting Information

Register

View other sections

ART-071-101: Introduction to Media Arts

✓ Registered, but not started

Credits: 3 Credits
Grading: Graded
Instructor: Bhattacharyya, J
1/25/2021 to 5/21/2021

Meeting Information

Drop

View other sections

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

Register and Drop Sections

You have elected to drop: ART-071-101 (3 Credits)

Select sections to drop:

☒ ART-071-101 (3 Credits)

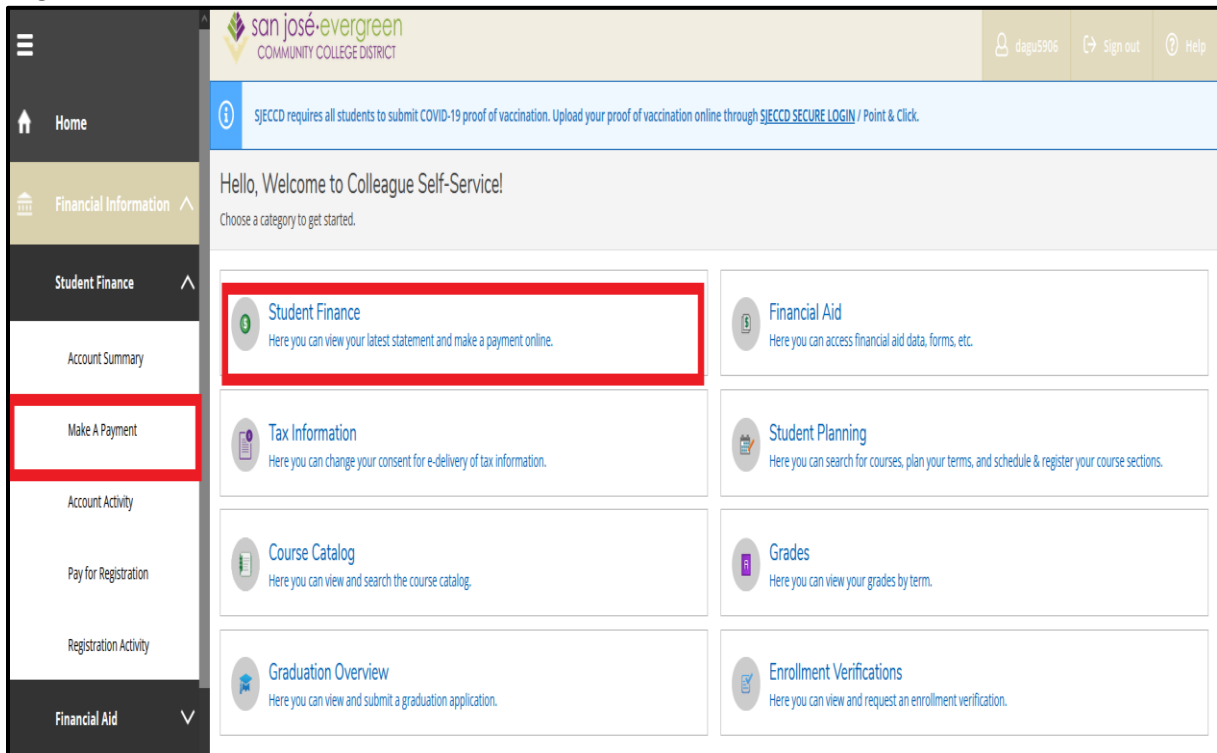
Select sections to add:

☐ ACCTG-020-101 (5 Credits)

☐ ACCTG-062-101 (5 Credits)

Cancel Update

11. **Student Finance:** View your charges and **Make a Payment** under **Student Finance** from the Home Page or from the Side Panel Menus.



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dagus906 Sign out Help

SJECED requires all students to submit COVID-19 proof of vaccination. Upload your proof of vaccination online through [SJECED SECURE LOGIN / Point & Click](#).

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

Student Finance
Here you can view your latest statement and make a payment online.

Financial Aid
Here you can access financial aid data, forms, etc.

Tax Information
Here you can change your consent for e-delivery of tax information.

Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.

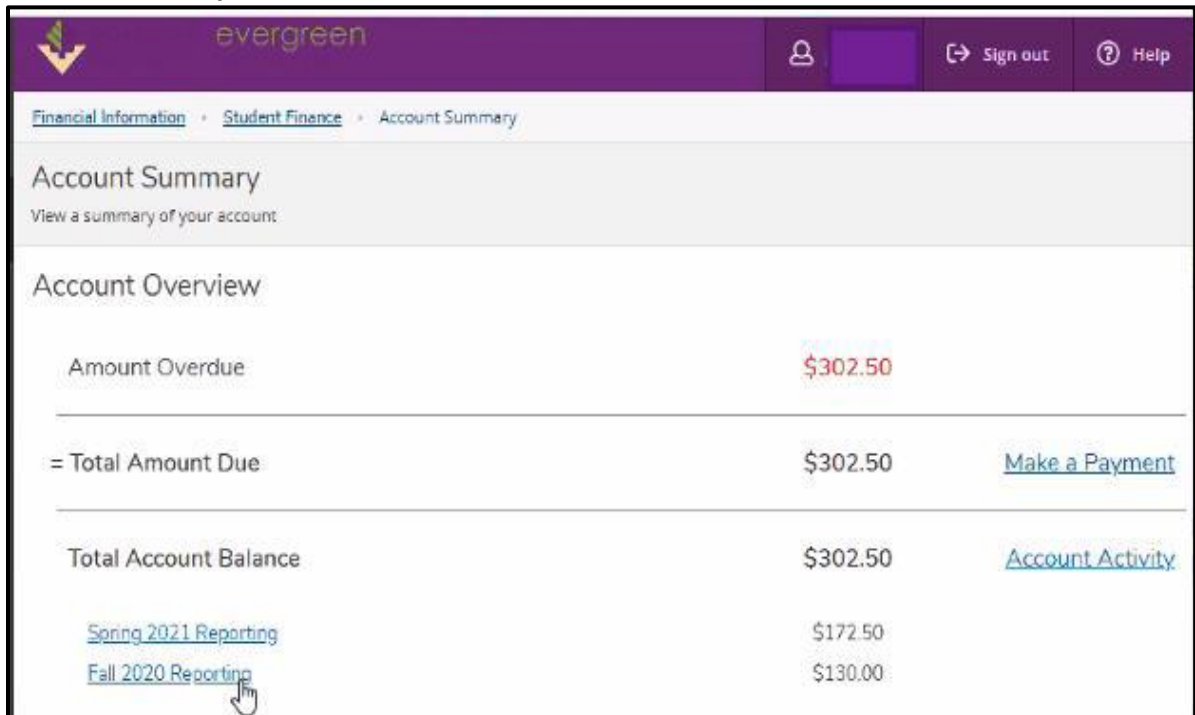
Course Catalog
Here you can view and search the course catalog.

Grades
Here you can view your grades by term.

Graduation Overview
Here you can view and submit a graduation application.

Enrollment Verifications
Here you can view and request an enrollment verification.

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



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Financial Information • Student Finance • Account Summary

Account Summary

View a summary of your account.

Account Overview

Amount Overdue	\$302.50	
= Total Amount Due	\$302.50	Make a Payment
Total Account Balance	\$302.50	Account Activity
Spring 2021 Reporting	\$172.50	
Fall 2020 Reporting	\$130.00	

13. **Account Activity:** Detailed Account Activity including charges breakdown and payments. Also view a printable Statement.

The screenshot shows the 'Account Activity' page in the Evergreen system. The header includes the Evergreen logo and navigation links for Financial Information, Student Finance, and Account Activity. The main section displays the 'Fall 2020 Reporting - Balance: \$130.00'. A summary shows Charges of \$140.00 minus Payments of \$10.00 equals a Balance of \$130.00. An 'Expand All' button is present. Below this, a table lists Charges (\$140.00), Payments (\$10.00), and the final Balance (\$130.00). A 'View Statement' button is highlighted with a red box. A 'Top of page' link is at the bottom right.

14. **Make A Payment:** Select Credit Card Type, Terms to be Paid, and **Proceed to Payment**.

The screenshot shows the 'Make a Payment' page in the Evergreen system. The header includes the Evergreen logo and navigation links for Financial Information, Student Finance, and Make A Payment. The main section displays the 'Total Payment : \$302.50' with a 'Master Card' selected. A 'Proceed to Payment' button is highlighted with a red box. Below this, a 'Collapse All' button is present. A table lists due amounts for 'Fall 2020 Reporting' (\$130.00) and 'Spring 2021 Reporting' (\$172.50). The table includes columns for Select, Item, Payment Group, Date Due, Amount Due, and Amount to Pay. The 'Total Amount Due' is \$302.50.

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Student Receivable	WBDIS	8/15/2020 (Overdue)	\$130.00	\$ 130.00
<input checked="" type="checkbox"/>	Student Receivable	WBDIS	1/4/2021 (Overdue)	\$172.50	\$ 172.50

15. Review Charges and Click Pay Now. You will be taken to a secure PayPal site to complete the payment.

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Financial Information • Student Finance • Make A Payment

Payment Review

Review your Payment Information below

Payment Review

Item	Amount
Student Receivable	\$150.00
Student Receivable	\$172.50
Total Payment Amount	\$302.50

Payment Method: Master Card

Pay Now

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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.”

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Financial Information • Tax Information

Tax Information

1098 Information

Select an option below to set your preferences for receiving your electronic 1098:

☐ Receive my 1098 only in electronic format

☒ By selecting this option, I agree to receive my official 1098-E and/or 1098-T only in electronic format by accessing the web and viewing/printing. I understand that by consenting to receive my 1098 tax forms in electronic format, I will not receive a paper 1098-T statement. I understand that I have the ability at any time to return to this form and remove my consent.

☐ Withhold my consent

I choose to withhold my consent and understand by doing so that I will receive my official 1098-E and/or 1098-T in paper format. I understand that I have the ability at any time to return to this form and consent to receiving my official 1098-E and/or 1098-T in electronic format only.

Save

1098 Statements

Tax Year	Notation
2021	2021 1098T Statement
2020	2020 1098T Statement
2008	Your 1098T information is not available at this time.
2008	Your 1098T information is not available at this time.

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.

About You

Date of Birth: [REDACTED]
 Email: sarniac@alpenacc.edu

Corey Sarnia
 Colleague ID: [REDACTED]

Addresses

Last Confirmed On: 3/9/2020
 Click to confirm that the address(es) below is accurate as of today. [Confirm](#)

Address	Type	Preferred
[REDACTED] Alpena, MI 49707	Home/Permanent	✓

Email Addresses

Last Confirmed On: 3/9/2020
 Click to confirm that the email(s) below is accurate as of today. [Confirm](#)

Email	Type	Preferred
sarniac@alpenacc.edu	College Email	✓
[REDACTED]	Secondary	

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.

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[User Options](#) · [Emergency Information](#)

Emergency Information

Not Confirmed
 I confirm that this information is accurate and current as of today.

Emergency Contacts

☐ I do not want to provide emergency and missing person contact details.

[+ Add New Contact](#)

Health Conditions in Case of Emergency

☐ Asthmatic ☐ Diabetic ☐ Epileptic

Other Emergency Information

Hospital Preference