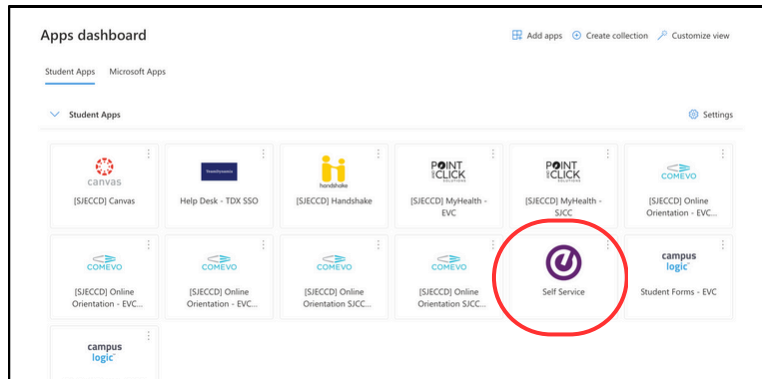


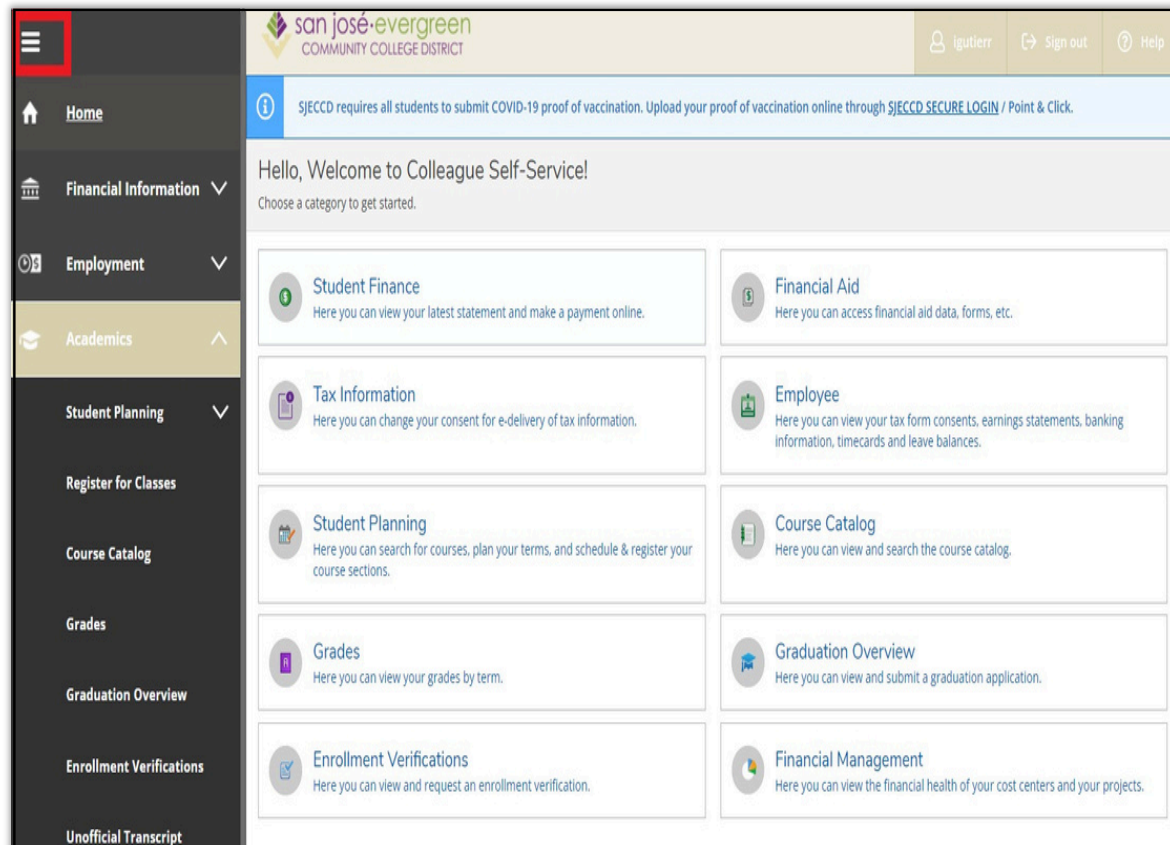
Self-Service for Students

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.

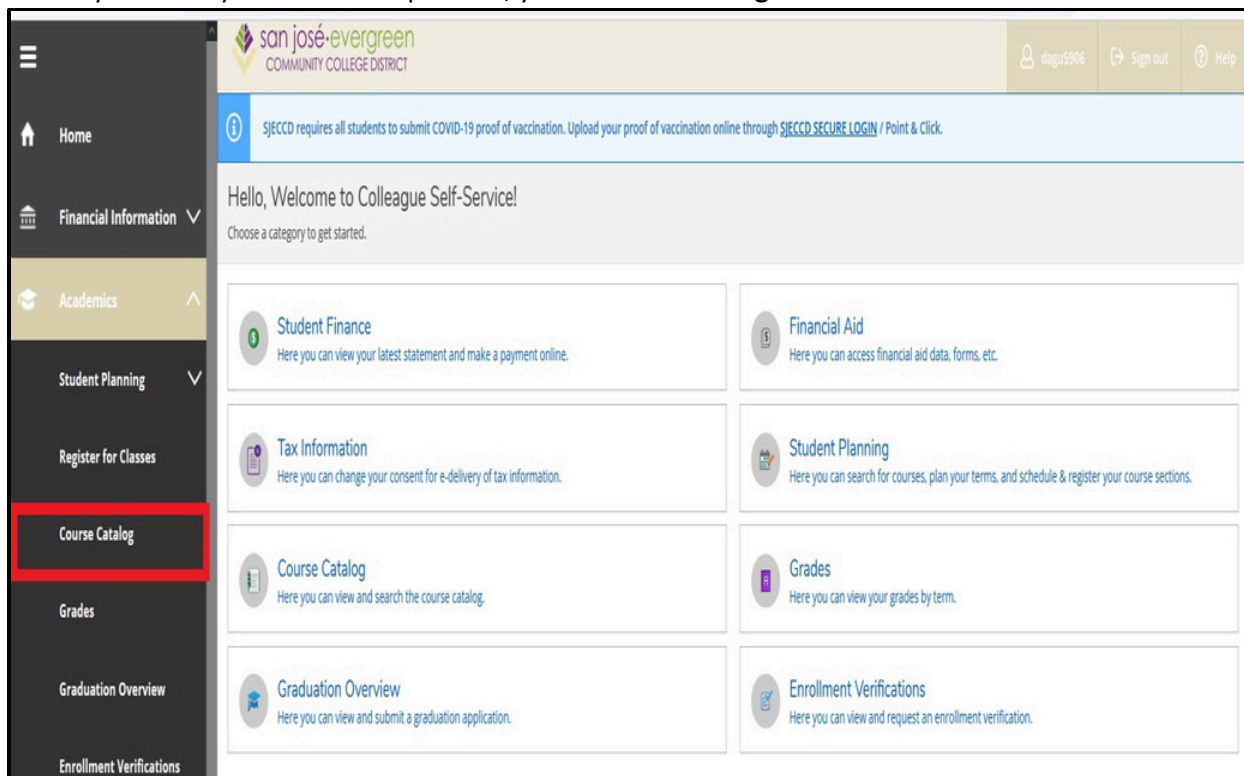
1. Open a browser and go to, <https://sso.sjcc.edu>
2. In the **Username** field, enter your email address and password.
3. Find and select the Self-Service Icon.



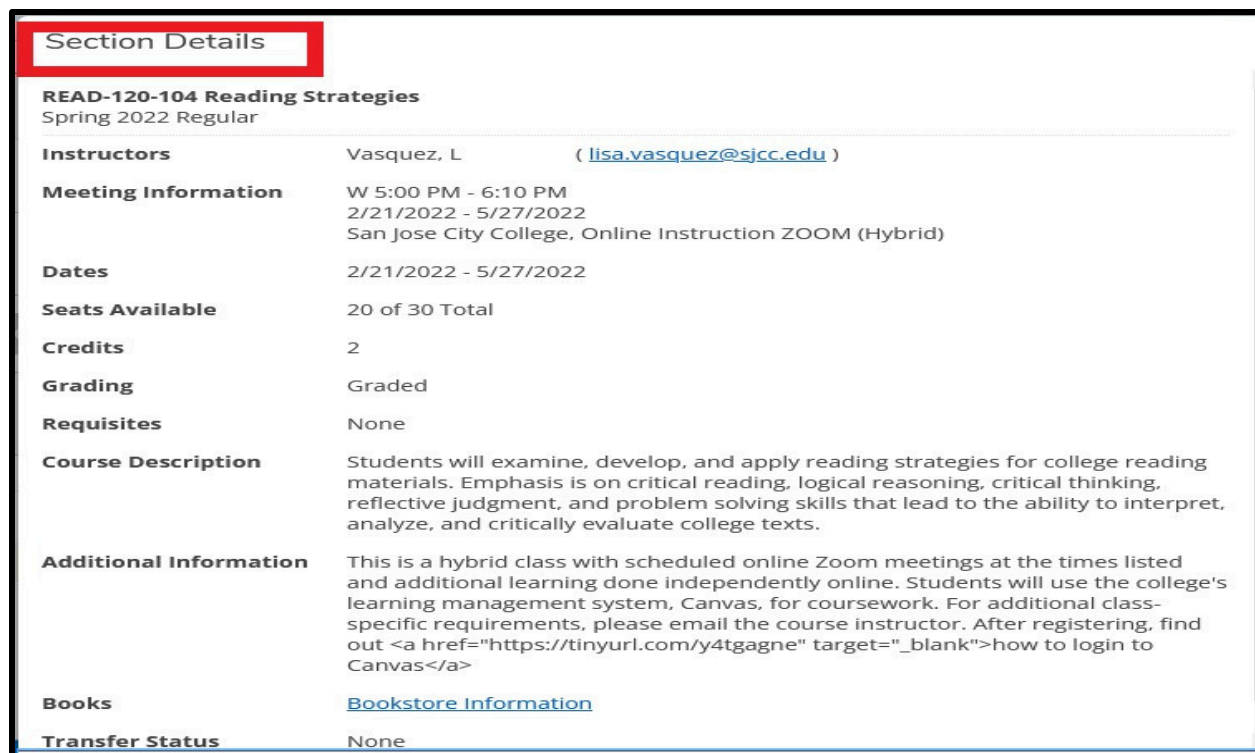
4. All of the options are also accessible by clicking on the three horizontal lines menu icon on the top left, to reveal a sliding menu. These items provide quick access for the deeper sub-menus of each category.



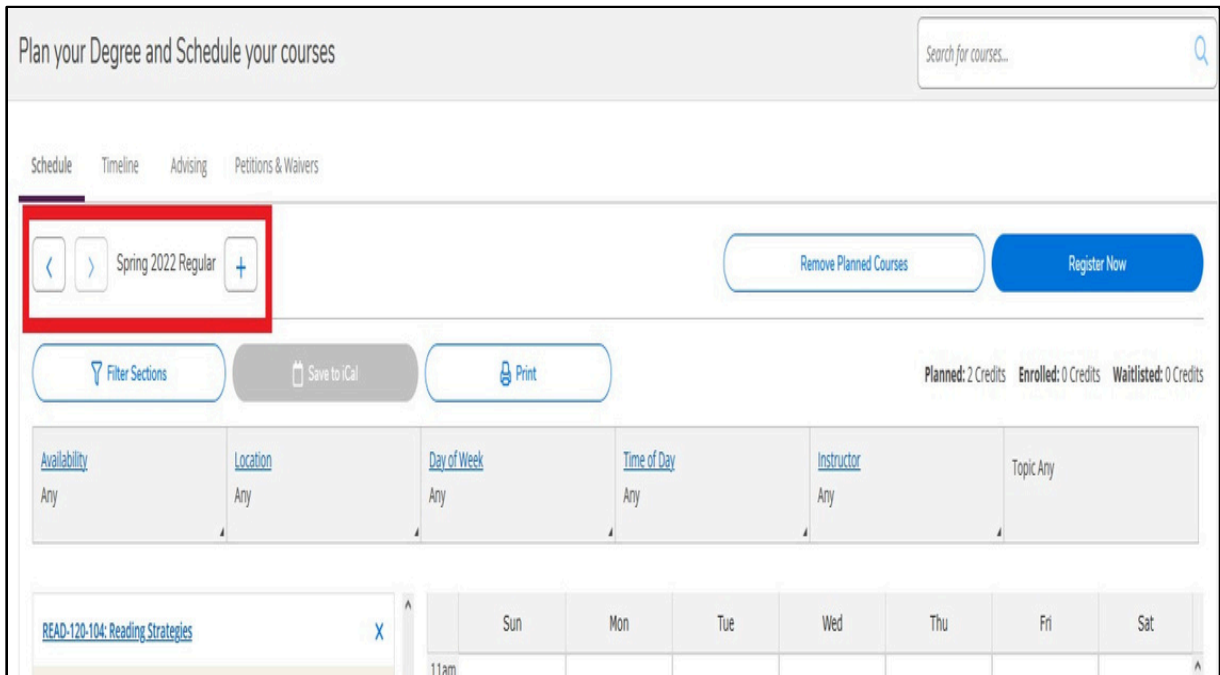
5. **Search for Classes.** Navigate to **Academics**, click on **Course Catalog** to Search for Classes
 *If you already have sections planned, you can click the **Register** button instead.



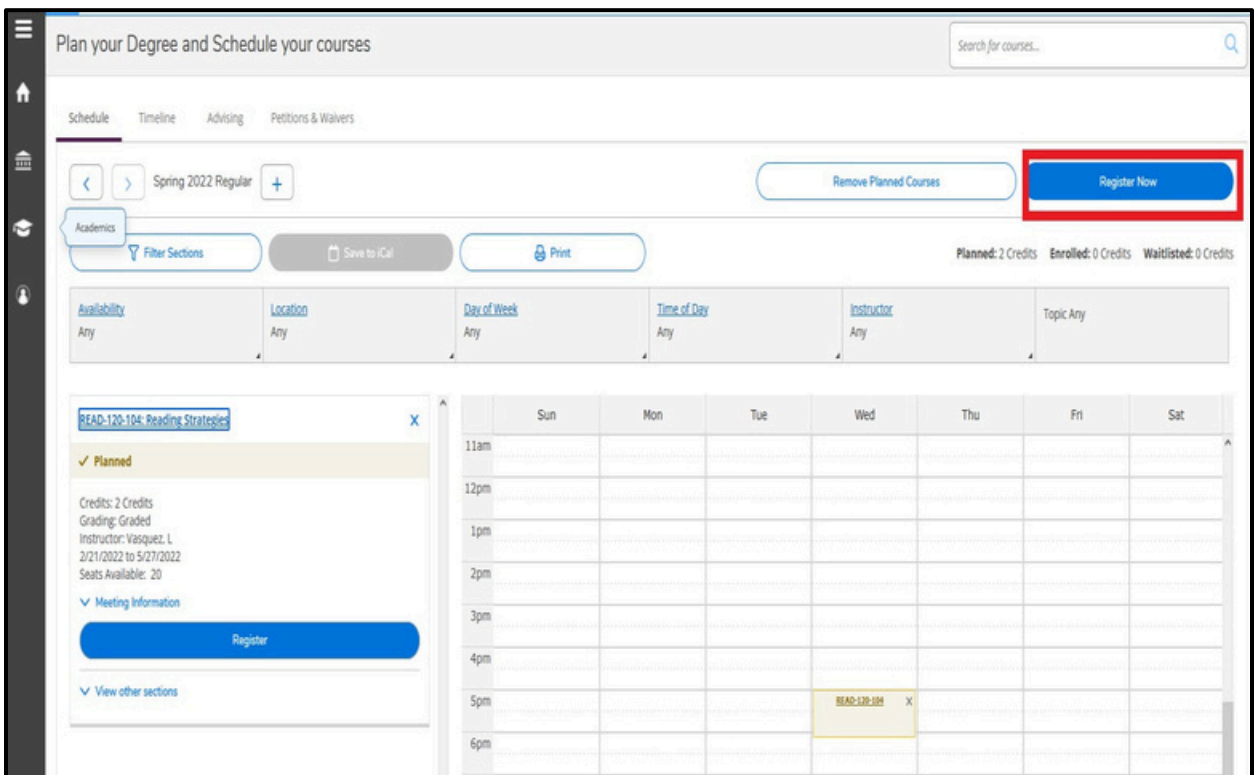
6. **View Section Details** by clicking on the **Section Name** – Clicking **Add Section** will update your planned section list, but does not register you. Proceed with next steps for registration.



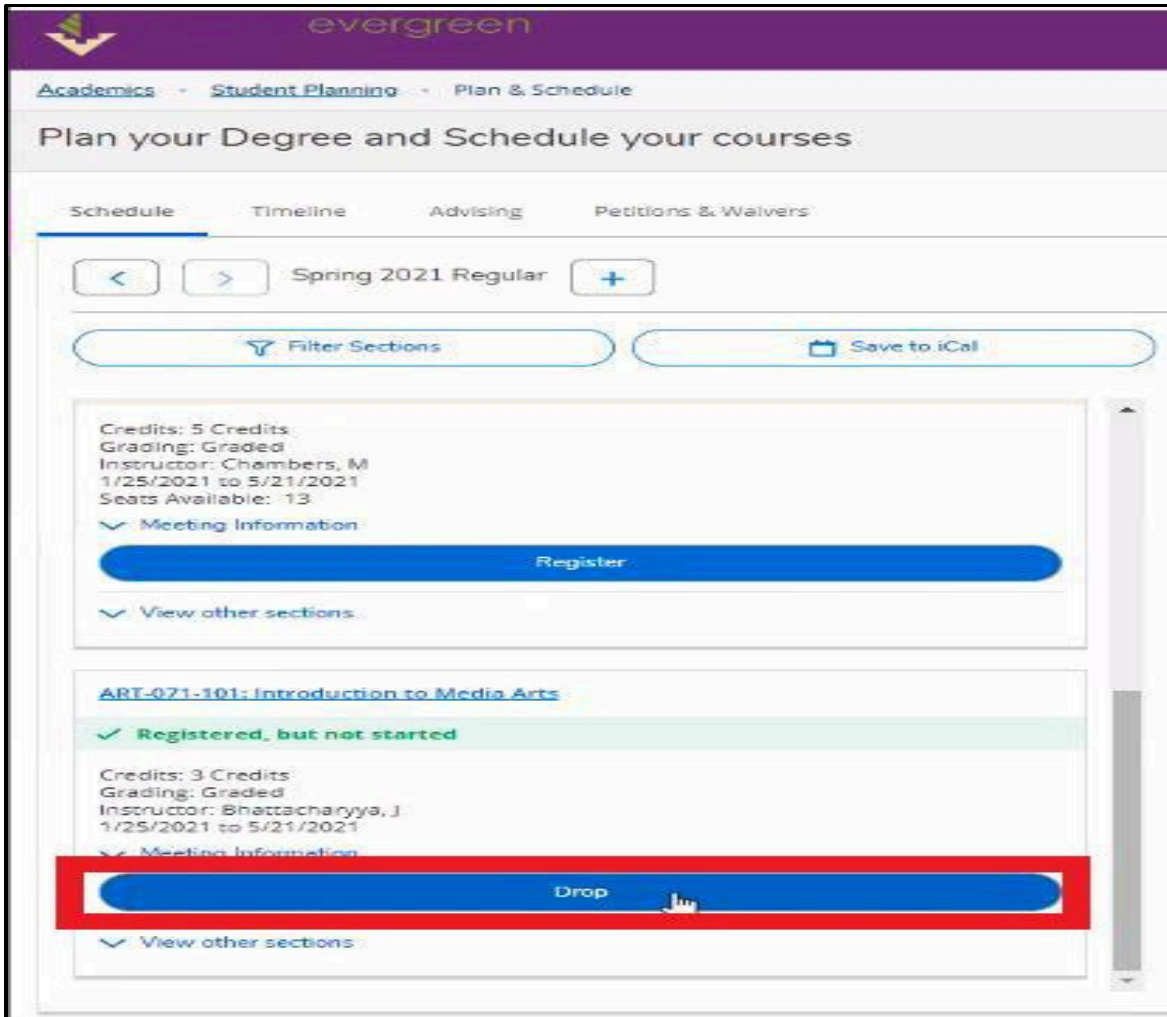
7. **Student Planning:** Navigate to **Student Planning** -> **Plan & Schedule** to register or drop sections. Use Arrows next to Term Name to tab to desired term. Print an existing schedule by using **Print** button.



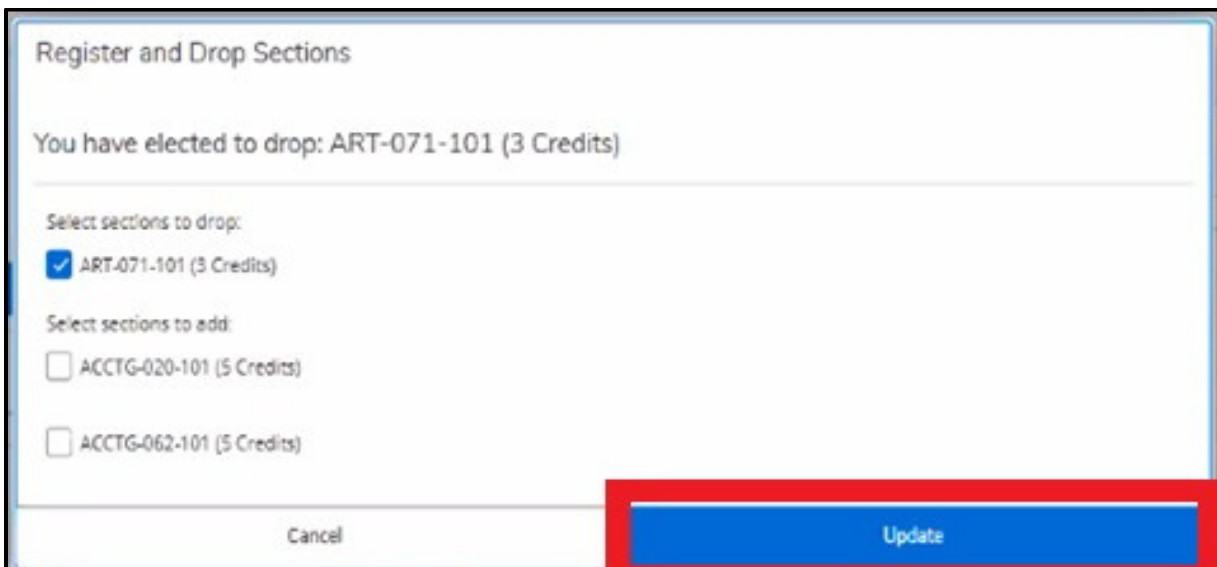
8. If registration dates are open for that term, you will see blue **Register** button(s). Register for all sections in your list using Register Now, or for individual sections using the Register button under the Section Info.



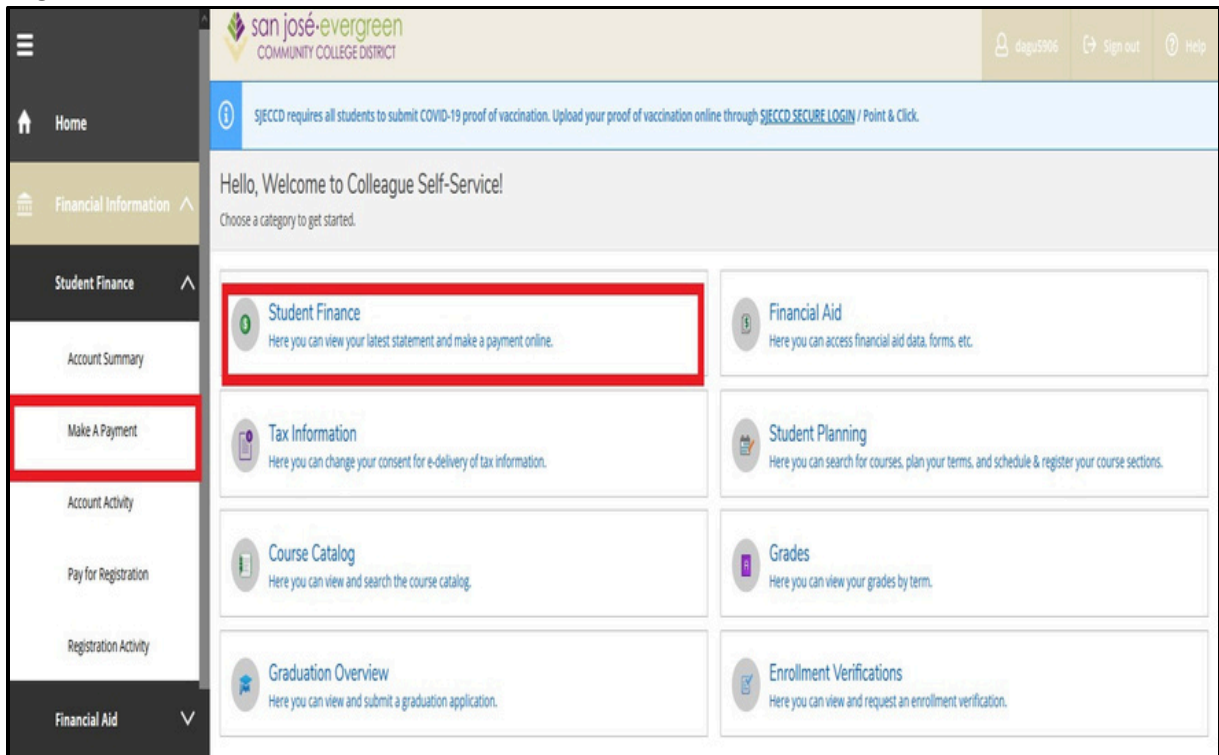
- 9. If within drop date range, you can **Drop** a section:



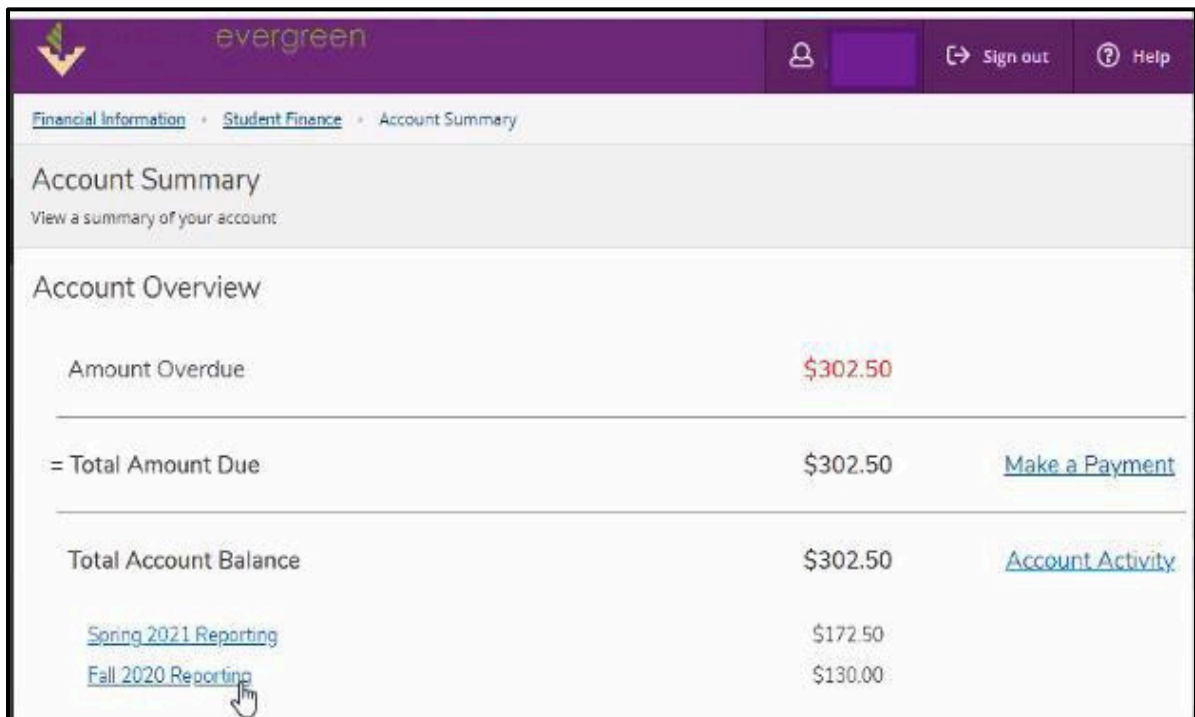
- 10. Click **Update** to complete the Drop or Add.



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



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



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

The screenshot shows the 'Account Activity' page. At the top, there is a navigation bar with 'evergreen' logo, a user profile icon, and links for 'Sign out' and 'Help'. Below the navigation bar, there are breadcrumb links: 'Financial Information > Student Finance > Account Activity'. The main heading is 'Account Activity' with the subtext 'View your Financial Activity'. A dropdown menu shows 'Term: Fall 2020 Reporting - Balance: \$130.00'. To the right, a 'View Statement' button is highlighted with a red box. Below this, there are three circular icons representing 'Charges \$140.00', 'Payments \$10.00', and 'Balance \$130.00'. An 'Expand All' button is located below the icons. A summary table follows:

Charges	\$140.00	▼
Payments	\$10.00	▼
Balance	\$130.00	

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. At the top, there is a navigation bar with 'evergreen' logo, a user profile icon, and links for 'Sign out' and 'Help'. Below the navigation bar, there are breadcrumb links: 'Financial Information > Student Finance > Make A Payment'. The main heading is 'Make a Payment' with the subtext 'Use this page to make a payment on your account'. A 'Total Payment : \$302.50' is shown next to a 'Master Card' dropdown menu. A 'Proceed to Payment' button is highlighted with a red box. Below this, there is a 'Collapse All' button and a note: 'Please Note: Amounts Due may include credit amounts.' Two tables are shown for reporting periods:

Fall 2020 Reporting \$130.00 ▲

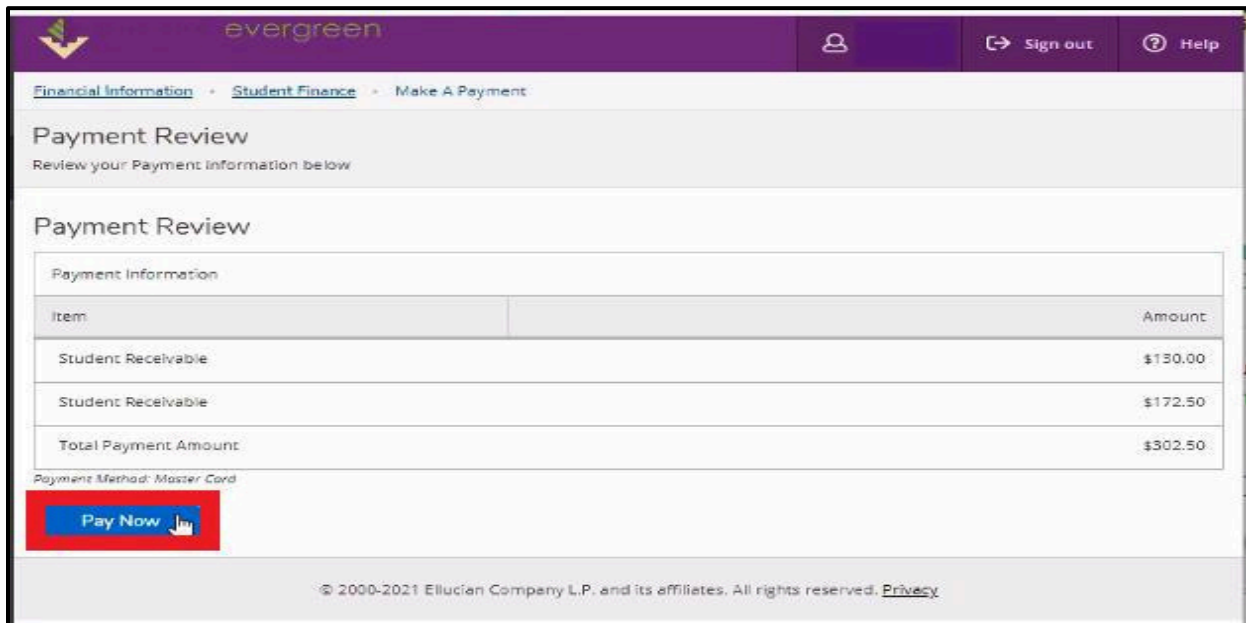
Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Student Receivable	WBDIS	8/15/2020 (Overdue)	\$130.00	\$ <input type="text" value="130.00"/>

Spring 2021 Reporting \$172.50 ▲

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

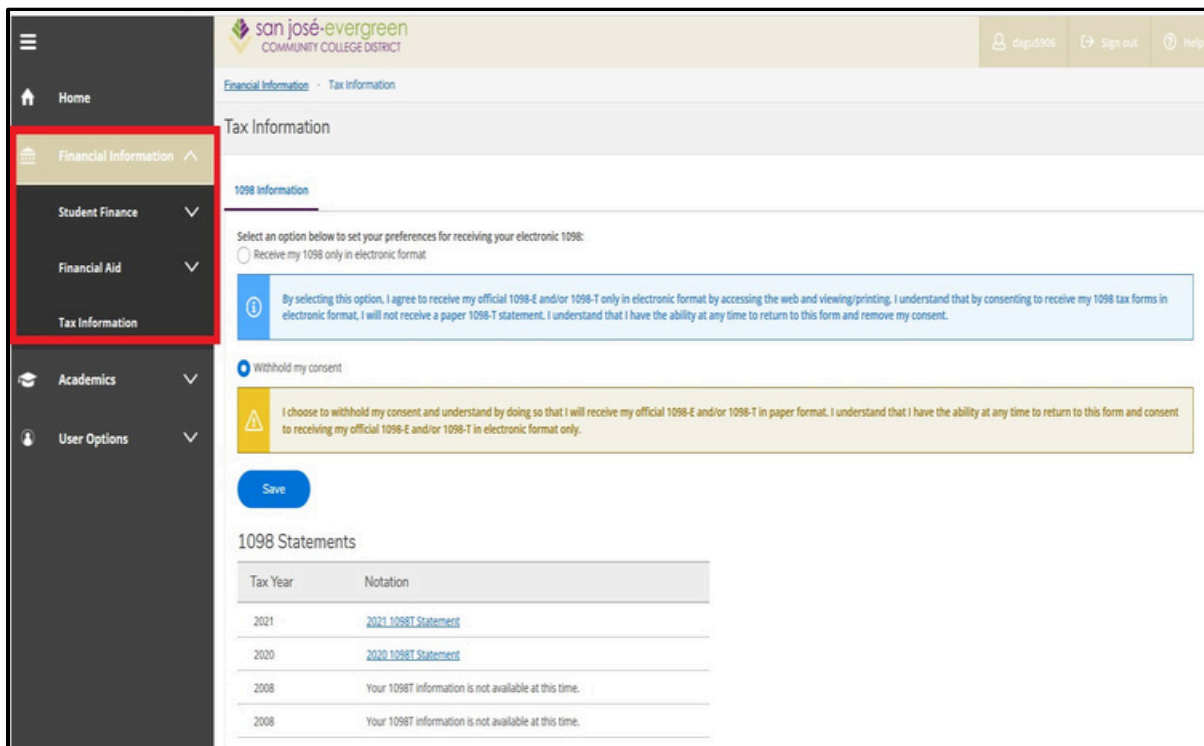
A 'Total Amount Due' summary bar at the bottom shows \$302.50.

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



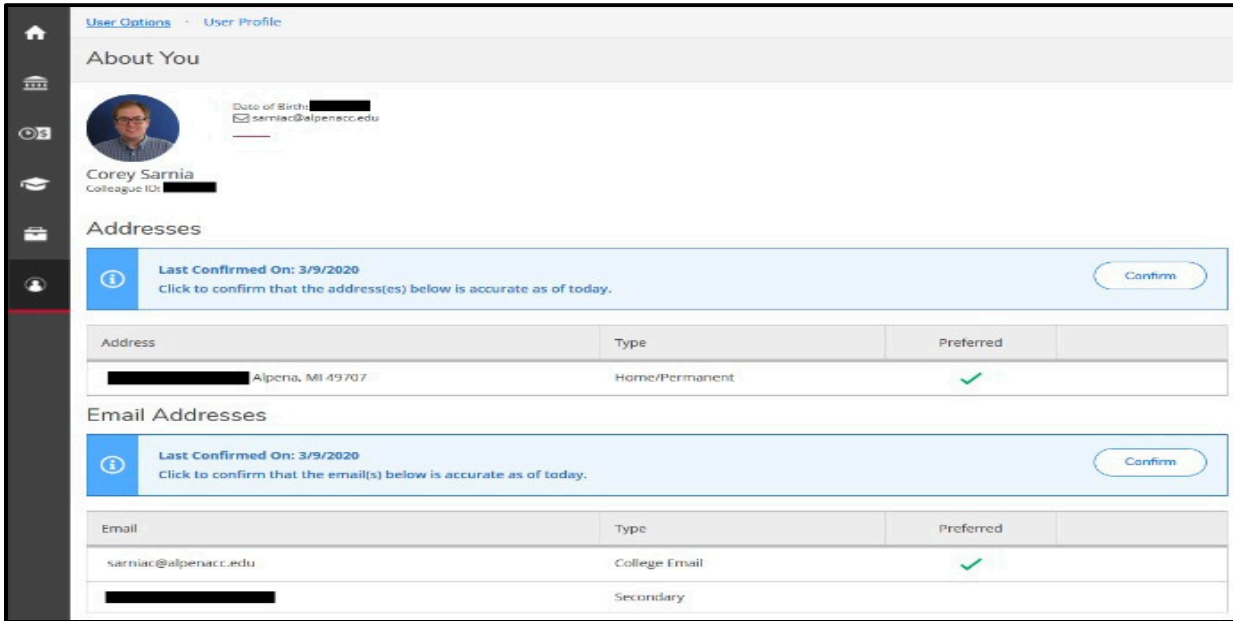
16. Tax Information:

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.”



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.



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.

