

# Colleague UI - Single-Sign On Login Experience

NOTE: As of October 18 2021, this app will use the Single-Sign On (SSO) login page as shown in the steps below.

### <u>Step 1</u>

Open a web browser and go to https://colui2-prod.cloud.rsccd.edu/ui/home/index.html

(or click the desktop icon on your District PC).



**NOTE:** Colleague UI is accessible only through computers connected to the RSCCD network, including:

- 1. District PCs located on campus
- 2. Terminal Sessions configured to connect to a District PC on campus.

You may receive an error message when trying to reach the Colleague UI page while off-campus. For questions regarding Colleague UI access, please contact the ITS Help Desk.

**NOTE:** Colleague UI is accessible only for authorized RSCCD faculty and staff. A supervisor approval is required to grant access permissions. For questions regarding access permissions to Colleague UI, please contact the ITS Help Desk.

### <u>Step 2</u>

You will be redirected to another login page for RSCCD Single-Sign On. Login with your college issued email address and click "Sign In".

**Optional:** Check the box for "Keep me signed in" to stay signed in.

Username is your college issued email address.

- For Students:
  - <u>WebAdvisorID@student.sac.edu</u>
  - WebAdvisorID@student.sccollege.edu
    - Example: <u>ab12345@student.sac.edu</u>
- For Employees:
  - o LastName\_FirstName@sccollege.edu,
  - LastName\_FirstName@sac.edu
  - LastName\_FirstName@rsccd.edu
    - Example: <u>Smith John@sac.edu</u>

Default Password is set to your date of birth, in the following format: MmmDDYYYY

- 'Mmm' is the first 3 letters of the birth month with a capital first letter.
- 'DD' is the 2-digit birth day.
- 'YYYY' is the 4-digit birth year.

Example: If you were born on December 25 2000 the default password would be Dec252000.

## To retrieve your username, or change / reset your password, click "Retrieve Username or Reset Password" or visit <u>www.rsccd.edu/password</u>

	Service College	<u>Step 2</u> You will be redirected to another login page for RSCCD Single-Sign On. Login with your college issued email address and click "Sign In".			
SANTA ANA COLLEGE	Sign in with your organizational account	Optional: Check the box for "Keep r	e signed in" to stay signed in.		
	es03174@student.sac.edu Password CKeep me signed in	For Students: WebAdvisorID@student sccollege.edu WebAdvisorID@student.sac.edu Example: ab12345@student.sac.edu	<ul> <li>birth, in the following format: MmmDDYYYY</li> <li>'Mmm' is the first 3 letters of the birth month with a capital first letter .</li> <li>'DD' is the 2 digit birth day.</li> </ul>		
RANCHO SANTIAGO Community College District	Sign in Single Sign-On FAQs Ratiree Username or Reset Password For Students: • WebAdvisorID@student.sccollege.edu	For Employees: LastName_FirstName@sccollege.edu LastName_FirstName@sccollegu LastName_FirstName@sccolledu Example: Smith_John@rsccd.edu	<ul> <li>'YYYY' is the 4 digit birth year.</li> <li>Example:</li> <li>If you were born on December 25 2000 the default password would be Dec252000.</li> </ul>		
Santiago Canyon College	<ul> <li>WebAdvisori0@student.sac.edu</li> <li>Example: ab 12345@student.sac.edu</li> <li>For Employees:</li> <li>LastName_FirstName@sac.edu</li> <li>LastName_FirstName@sac.edu</li> <li>LastName_FirstName@sac.edu</li> <li>Example: Smith_John@rsccd.edu</li> </ul>	To retrieve your username, or change / reset your password, click "Retrieve Username or Reset Password" or visit www.rsccd.edu/password			

#### <u>Step 3</u>

After logging in, you may be taken to an intermediary page, saying "You are now redirected back to...."

Click **POST** to move forward if the page does not redirect you automatically.



### <u>Step 4</u>

Once you are logged in, you will reach a **DATATEL - COLLEAGE ENVIRONMENT** warning pop-up, indicating the terms of use.

Click "**OK**" to continue and begin your Colleague session.

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