



Self-Service Login Experience (Legacy)

NOTE: The steps below are for the legacy login experience. As of October 18 2021, this app will use the Single-Sign On (SSO) login page.

Step 1

Open a web browser and go to <https://colss-prod.cloud.rsccd.edu/Student/>

Enter your **User name** and **Password**, then click "Sign In".

A screenshot of a web browser showing the login page for the legacy system. The browser's address bar shows the URL "https://colss-prod.cloud.rsccd.edu/Student/Account/Login". A red box highlights the address bar, and a red arrow points from a yellow callout box to it. The callout box, titled "Step 1", contains the text: "Open a web browser and go to https://colss-prod.cloud.rsccd.edu/Student/ Enter your User name and Password, then click 'Sign In'". The page content includes a message to the student and a "Sign In" form. The form has two input fields: "User name" with the value "es03174" and "Password" with masked characters. A red box highlights the "Sign In" button, and a red arrow points from the callout box to it.

Step 2

If this is your first-time logging into Self Service, or the password has been reset to the default password, follow the directions below. Otherwise, skip to Step 3.

If you are prompted to create a new password at the "Change Password" screen:

1. The "User name" is your username.
2. The "**Current Password**" is the date of birth password.

For example, if you were born on December 25, 1999, the format would be Dec251999.

3. The "**New password**" and "**Confirm new password**" need to meet the password criteria below.

When done, click "**Change Password**".

Password Rules:

1. At least 9 characters long
2. Must start with a letter
3. Can't reuse previous passwords
4. Can't contain more than 3 characters from your Login ID
5. Must contain at least three of the following four categories:
 - Upper case letters (A-Z)
 - Lower case letters (a-z)
 - Numbers (0-9)
 - Special characters: Only these are allowed (* & ^ % \$ # @ ! ?)

Additionally:

- The new password cannot contain your personal information (such as first name, last name, date of birth, etc)
- The new password cannot reuse previous password.

Step 2 (Continued)



Dear Student,
As you sign up for your class, please be aware your professor may have certain camera or technology requirements. We suggest you reach out to your professor ahead of time to determine course requirements and find the class that is the most suitable for your needs.

Intersession/Spring courses held Online and through Remote/Online Instruction require a device and internet connection. CLICK the SECTION NAME for important course details.

Change Password

Please enter your user name, current password, and new password.

The new password MUST adhere to the following criteria:
 1. At least nine (9) characters in length (letters, numbers, or special characters);
 2. Start with a letter;
 3. Contain at least three of the following four categories:
 3a. Upper case letters (A-Z),
 3b. Lower case letters (a-z),
 3c. Numbers (0-9),
 3d. Special characters: Only the following are allowed (* & ^ % \$ # @ ! ?).
 Your password cannot contain more than three (3) characters in common with the Login ID or previous two (2) passwords. An example of a strong password would be iL0v3myJ0b! or wAy2g0?.
 For all password resets, it can take up to 15 minutes to send the new data to Microsoft for Office365 access. We appreciate your patience.

Your password has expired. Please choose a new password.

User name

Current password

New password

Confirm new password

Change Password

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For example, if you were born on December 25 1999, the format would be Dec251999.

3. The "New password" and "Confirm new password" need to meet the password criteria below.

When done, click "Change Password".

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1. At least 9 characters long
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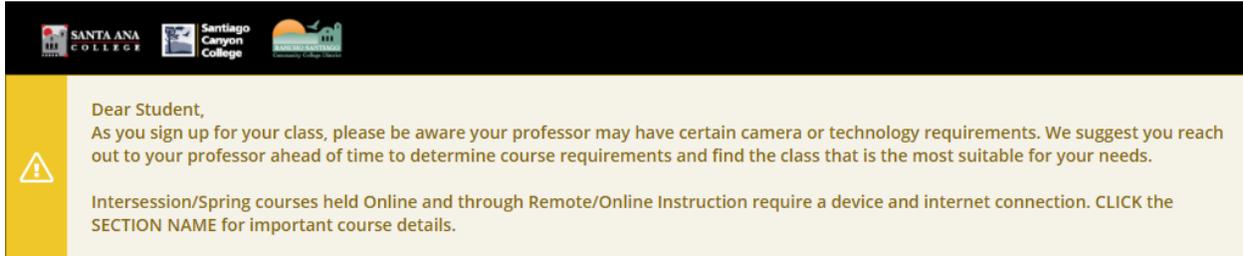
Additionally:

- The new password cannot contain your personal information (such as first name, last name, date of birth, etc)
- The new password cannot reuse previous password.

Step 3

Once you have successfully created a new password (per Step 2), you will receive a confirmation that **"Your password has been successfully changed"**.

Click the link for **"Please sign in using your new password to continue"** in order to login.



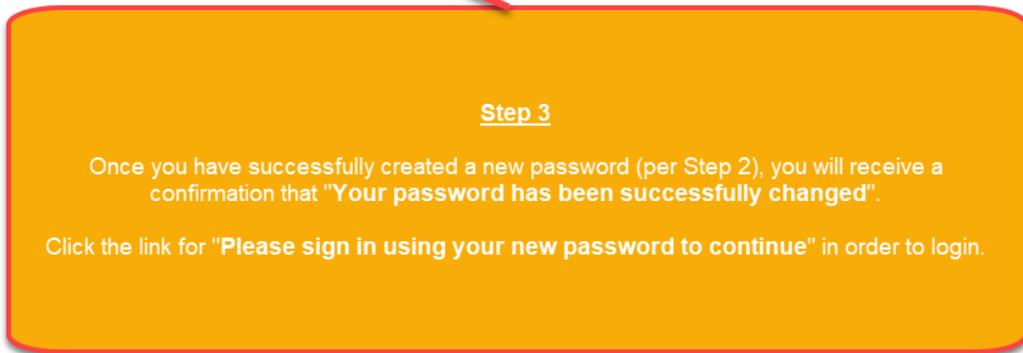
SANTA ANA COLLEGE, Santiago Canyon College, and another college logo are displayed in the banner. Below the logos, a message reads: "Dear Student, As you sign up for your class, please be aware your professor may have certain camera or technology requirements. We suggest you reach out to your professor ahead of time to determine course requirements and find the class that is the most suitable for your needs. Intersession/Spring courses held Online and through Remote/Online Instruction require a device and internet connection. CLICK the SECTION NAME for important course details."

Change Password



A green box with a checkmark icon on the left and the text "Your password has been successfully changed." on the right.

[Please sign in using your new password to continue.](#)



Step 3
Once you have successfully created a new password (per Step 2), you will receive a confirmation that **"Your password has been successfully changed"**.
Click the link for **"Please sign in using your new password to continue"** in order to login.

Step 4

Once you are signed in successfully, you will be taken to the home page for Self Service, with the welcome message "Hello, Welcome to Colleague Self-Service."

The screenshot shows the self-service home page. At the top, there is a navigation bar with logos for Santa Ana College, Santiago Canyon College, and Community College District. The user is logged in as 'es03174' and has options for 'Sign out' and 'Help'. A yellow banner contains a message: 'Dear Student, As you sign up for your class, please be aware your professor may have certain camera or technology requirements. We suggest you reach out to your professor ahead of time to determine course requirements and find the class that is the most suitable for your needs. Intersession/Spring courses held Online and through Remote/Online Instruction require a device and internet connection. CLICK the SECTION NAME for important course details.' Below this is a navigation menu with icons for Home, My Courses, My Grades, My Documents, and My Profile. The main content area features a welcome message 'Hello, Welcome to Colleague Self-...' which is highlighted by a red box and a red arrow pointing to a yellow callout box. The callout box contains the text: 'Step 4: Once you are signed in successfully, you will be taken to the home page for Self Service, with the welcome message "Hello, Welcome to Colleague Self-Service."' Below the callout is a 'Notifications' section with a table:

Title	Details	Link
Documents Required	There are 5 requests from your institution that require your action.	View required documents

Below the notifications are six service tiles: Financial Aid, Student Planning, Course Catalog, Grades, Graduation Overview, and Academic Attendance, each with a brief description of the service.

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