



GlobalFAS - Single Sign-On Login Experience

NOTE: As of November 8 2021, this app will use the Single-Sign On (SSO) login page as shown in the steps below.

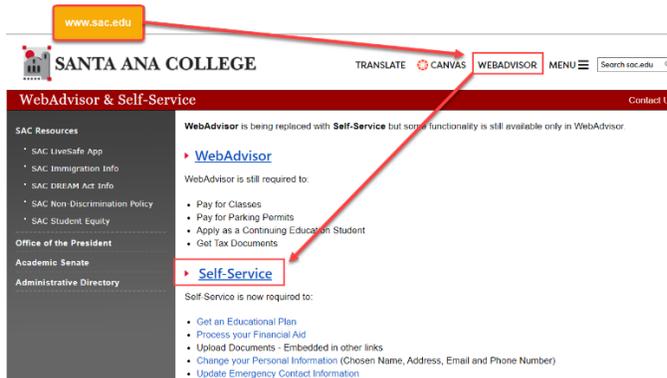
Step 1

To access GlobalFAS via Self-Service, go to www.sac.edu or www.sccollege.edu and follow the steps:

For Santa Ana College - Click the link for **WebAdvisor** on the top menu > Click **Self-Service**.

For Santiago Canyon College - Click the link for **Self-Service** on the top menu.

Step 1
To access Self-Service, go to www.sac.edu or www.sccollege.edu and follow the steps below.
For Santa Ana College - Click the link for WebAdvisor on the top menu > Click Self-Service.
For Santiago Canyon College - Click the link for Self-Service on the top menu.



Step 2

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:
 - WebAdvisorID@student.sccollege.edu
 - WebAdvisorID@student.sac.edu
 - Example: ab12345@student.sac.edu
- For Employees:
 - LastName_FirstName@sccollege.edu,
 - LastName_FirstName@sac.edu
 - LastName_FirstName@rsccd.edu
 - Example: Smith_John@sac.edu

Password is the one associated with your school account (e.g., for WebAdvisor, Canvas, Self-Service).

NOTE: If you have a current password you use to login, your password will NOT change when Single Sign-On goes live.

If you need to reset your password, or retrieve username, go to www.rsccd.edu/resetpassword.

For users logging in for the first time:

Your 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 1999 the default password would be Dec251999.

Step 3

After logging into Self-Service, click the link for **Financial Aid**.

The screenshot displays the 'Self Service UAT Environment' for Rancho Santiago Community College District. The browser address bar shows the URL: <https://colss-dev.cloud.rscsd.edu:8175/Student?hideProxyDialog=false>. The page header includes the college logo and navigation links for 'Sign out' and 'Help'. The main content area features a welcome message and a 'Notifications' table with the following data:

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

Below the notifications, there are several service tiles:

- 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. (This tile is highlighted with a red box and a red arrow from a callout box labeled 'Step 3').
- 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.
- Academic Attendance**: Here you can view your attendances by term.

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Step 4

Click the link for **Complete required documents**.

The screenshot shows the Financial Aid portal for Rancho Santiago Community College District. The page title is "Welcome to Financial Aid!" and it includes a navigation menu with "Financial Information", "Financial Aid", and "Financial Aid Home". A dropdown menu for "Select an Award Year" is set to "2020/2021 Academic Year". A green notification box states: "Your most recent Satisfactory Academic Progress (SAP) evaluation has a(n) S-Satisfactory status. Please contact your Financial Aid Counselor if you need further assistance." Below this, there are two main sections: "You have missing documents!" and "Student Finance Account Summary". The "You have missing documents!" section contains a warning icon and text: "In order to complete your financial aid application some additional documentation is required before the Financial Aid office can evaluate your information." A red box highlights the link "Complete required documents" in this section. The "Student Finance Account Summary" section shows a table with the following data:

Category	Amount
Amount Due	\$0.00
Amount Overdue	\$0.00
Total Amount Due	\$0.00

Below the table is a link "Go to Account Summary". At the bottom left, a "Checklist" section shows two items: "Submit a Free Application for Federal Student Aid (FAFSA)" (marked as "Completed") and "Complete required documents" (marked as "Action Needed"). A red box highlights the "Complete required documents" link in the checklist. At the bottom right, there are sections for "Resources" and "Helpful Links", with a link "BankMobile Options" visible under "Helpful Links".

Step 4
Click the link for **Complete required documents**.

Step 5

Click the link for one of the required financial aid documents.

RANCHO SANTIAGO
Community College District

Financial Information · Financial Aid · Required Documents

Required Financial Aid Documents

Be sure to submit ALL required documents before their due date to make sure your Financial...

Select an Award Year: 2020/2021 Academic Year

[View All Required Documents](#)

Document	Explanation	Due Date	Status	Attachments
2018 Student Tax Information	Submit signed federal tax returns for appropriate year. Submit Document through the online Financial Aid Processing Center			
20/21 Student Non-Tax Filer	Complete the worksheet verifying that you did not ant were not required to file taxes for the appropriate year. Submit Document through the online Financial Aid Processing Center			
20/21 Parent Household Size	Complete the worksheet to verify the number of people in your parent's household and how many are attending college. Submit Document through the online Financial Aid Processing Center			

Step 6

You will be redirected to the GlobalFAS site to complete the required financial aid documents.

The screenshot shows a web browser window with the URL <https://sac.studentaidprocess.com/Account/Documents.aspx>. The page header features the Santa Ana College logo and navigation links: Required Documents, My Profile, User Guide, and Log Out. A yellow callout box labeled 'Step 6' contains the text: 'You will be redirected to the GlobalFAS site to complete the required financial aid documents.' The main content area is titled 'Complete Required Documents' and includes the following text: 'You will be asked to provide documentation to verify the answers you indicated on your FAFSA. This portion of the Financial Aid process must be completed for you to be eligible for student aid. Please click on each document listed below and you will be instructed on how to proceed. Once all documents have a green check mark next to them click the next button to continue.' Below this text is a table with two columns: 'Document Name' and 'Status View'. The table lists two documents: 'Income Earned from Work for Non Tax Filers' and 'Dependency Status'. A legend on the left indicates that a question mark icon means 'You are here', a green checkmark means 'Completed', and a yellow question mark means 'Need additional info'. At the bottom left is a red 'VIDEO HELP' button, and at the bottom right is a red 'Next' button.

Welcome AXEL
Award Year 2020 - 2021

Registration ✓

Complete Documents ?

Submit Package for Approval

Wait for Package Approval

Package Approval Received

? You are here
✓ Completed
? Need additional info

Complete Required Documents

You will be asked to provide documentation to verify the answers you indicated on your FAFSA. This portion of the Financial Aid process must be completed for you to be eligible for student aid.

Please click on each document listed below and you will be instructed on how to proceed. Once all documents have a green check mark next to them click the next button to continue.

Document Name	Status	View
Income Earned from Work for Non Tax Filers		
Dependency Status		

VIDEO HELP **Next**