






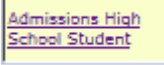




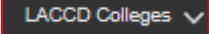

## Navigating the Student Portal

Step	Action
1.	<p>Upon entering the student portal, you will immediately notice that you have many views to find your information.</p> <p><b>1 - Menu buttons</b> (Dashboard, Academics, Finances, My Profile, Actions)</p> <p><b>2 - Quick links</b> (Assessment, Orientation, Student Educational Plan, Find a Class, Make a Payment, Manage Awards, My Schedule, My Advisors)</p> <p><b>3 - Quick view information</b> (Holds, To Do Checklist, My Account, My Grades, My Class Schedule, Financial Aid Awards)</p>
2.	<p>Click the <b>Academics Menu</b> link to view and access important information such as:</p> <ul style="list-style-type: none"> <li>&gt; My Classes</li> <li>&gt; Records</li> <li>&gt; Graduation</li> <li>&gt; Term Information</li> <li>&gt; Planning and Progress</li> <li>&gt; Find Courses</li> <li>&gt; Enrollment</li> </ul> 
3.	<p>The <b>My Classes</b> section of the Academic Menu allows you to view information pertaining to your <i>Class Schedule</i> and <i>Grades</i> that have been posted by your instructors</p>
4.	<p>The <b>Records</b> section of the Academic Menu allows you to access information such as <i>Transfer Credit Report</i>, <i>Unofficial Transcript</i>, <i>Request Office Transcript</i> and <i>Enrollment Verification</i>.</p>
5.	<p>The <b>Graduation</b> section of the Academic Menu allows you to begin the graduation process by <i>Applying for Graduation</i> and viewing the <i>Graduation Status</i>.</p>
6.	<p>The <b>Term</b> section of the Academic Menu allows you to view information pertaining to <i>Academic Deadlines</i> and <i>Exam Schedules</i>.</p>
7.	<p>The <b>Planning and Progress</b> section of the Academic Menu allows you to view information such as your <i>Planner</i> (Student Education Plan or SEP), <i>Student Success</i> page, and <i>Milestones</i> (Prerequisites).</p>
8.	<p>The <b>Find Courses</b> section of the Academic Menu is your link to the school course catalogs. In this section you can <i>Browse Courses</i> or <i>Search for Classes</i>.</p> <p>When browsing the catalog, you will be able to view courses across all campuses of LACCD. This allows you to select the class that best meets your schedule.</p>

Step	Action
9.	<p>The <b>Enrollment</b> section allows you to request classes for the upcoming semester during your pre-enrollment appointment, and to add, drop or swap classes for the current semester during the add/drop period.</p> <p>There are three basic steps to adding a class:</p> <ol style="list-style-type: none"> <li>1. Select a Class (and set Enrollment Preferences);</li> <li>2. Confirm Your Request; and</li> <li>3. Finish Enrolling.</li> </ol> <p>You can enter your classes one at a time (i.e., enter your highest priority class first and complete all three steps, then do the next class, etc.) or enter all of your classes in the “shopping cart” and then complete steps 2 and 3. Just remember that your request is not submitted until you’ve completed step three.</p>
10.	<p>Click the <b>Finances Menu</b> link to view and access important information such as:</p> <ul style="list-style-type: none"> <li>&gt; My Account</li> <li>&gt; Electronic Payments</li> <li>&gt; Tax Information</li> <li>&gt; Financial Aid</li> </ul> 
11.	<p>The <b>My Account</b> section of the Finances Menu is your link to view all financial account activity on your account.</p>
12.	<p>The <b>Electronic Payments</b> sections of the Finances Menu allow you to <i>Make Payments</i> and assign <i>Student Permissions</i>.</p>
13.	<p>The <b>Tax Information</b> section of the Finances Menu allows print a copy of the IRS 1098-T form.</p>
14.	<p>The <b>Financial Aid</b> section of the Finances Menu allows you to <i>View Financial Aid</i> as well as <i>Accept</i> and <i>Decline</i> your awards.</p>
15.	<p>Click the <b>My Profile Menu</b> link to view and access information pertaining to your personal information such as:</p> <ul style="list-style-type: none"> <li>&gt; Personal Information</li> <li>&gt; Credentials</li> <li>&gt; Participation</li> </ul> 
16.	<p>The <b>Personal Information</b> section of the My Profile Menu allows update your <i>Addresses</i>, <i>Name</i>, and <i>Phone Numbers</i>.</p>

Step	Action
17.	<p>The <b>Credentials</b> section of the My Profile Menu allows you to update the following:</p> <ul style="list-style-type: none"> <li>&gt; Share My Information</li> <li>&gt; Languages</li> <li>&gt; Work Experience</li> <li>&gt; Email Address</li> <li>&gt; Emergency Contacts</li> <li>&gt; User Preferences</li> <li>&gt; FERPA Restrictions</li> </ul>
18.	<p>The <b>Participation</b> section of the My Profile Menu allows you to view your <i>Extracurricular Activities</i> and <i>Honor and Awards</i>.</p>
19.	<p>Click the <b>Actions Menu</b> link for quick links to the things you will do the most. These links will place you on the same work pages that the <i>Academics Menu</i>, <i>Finances Menu</i>, and the <i>My Profile Menu</i> do.</p> 
20.	<p>Just below the main menus, is a notification bar that provides information regarding any "Holds" that you may have on your account.</p> <p>If the bar is <b>red</b> with a <b>[!]</b> <b>Hold</b> indicator, you can click on the bar to open the reason for the hold. Once you have cleared the hold(s), the bar will be <b>green</b> and state that there are no holds on your account.</p> <p><b>Note:</b> there will be an indicator for each "Hold" on your account. Additionally, you can click on the <b>View More Holds</b> link to see any holds that are not presented on the home page.</p>
21.	<p>Click the <b>Holds</b> bar to open and view the reason for the hold.</p> 
22.	<p>After viewing the information for removing the hold, click the <b>×</b> button to close the popup window.</p> 
23.	<p>Clicking the <b>View More Holds</b> link opens the <b>Your Holds</b> page which will provide all holds.</p> 

Step	Action
24.	<p>The <b>Your Holds</b> page provides an overview of:</p> <ul style="list-style-type: none"> <li>&gt; <i>Hold Item</i> - the reason for the hold</li> <li>&gt; <i>Amount</i> - dollar amount, if any, associated with the hold</li> <li>&gt; <i>Start Term</i> - the term the hold starts</li> <li>&gt; <i>End Term</i> - the term the hold ends, if known</li> <li>&gt; <i>Start Date</i> - the date the hold starts</li> <li>&gt; <i>End Date</i> - the date the hold ends, if known</li> <li>&gt; <i>Department</i> - the department that issued the hold and that is responsible for releasing the hold</li> </ul> <p>Click on the desired <b>Hold Item</b> link to open and review the hold information.</p> 
25.	<p>Upon reviewing the hold information and instructions for removing the hold, click the <b>Return</b> button to return to the <b>Your Holds</b> page.</p> 
26.	<p>Additionally, if you scroll down the page, you will see quick view information on your account.</p>
27.	<p>Quick view sections include:</p> <ul style="list-style-type: none"> <li>&gt; <i>To-Do Checklist</i> - provides a list of items that require attention. Once an item has been completed, it will be removed from the checklist. Checklists may be added by the Admissions, Counseling, and Financial Aid departments.</li> </ul>
28.	<ul style="list-style-type: none"> <li>&gt; <i>My Account</i> - details any money due. Clicking on the <b>More account details</b> link will open the <b>Account Summary</b> page.</li> </ul>
29.	<p>The <b>Account Summary</b> page provides detailed account information. Click on the appropriate tab to view the information:</p> <ul style="list-style-type: none"> <li>&gt; <i>Summary</i></li> <li>&gt; <i>Activity</i></li> <li>&gt; <i>Charge Due</i></li> <li>&gt; <i>Payments</i></li> <li>&gt; <i>Pending Aid</i></li> </ul>
30.	<ul style="list-style-type: none"> <li>&gt; <i>My Grades</i> - details all grades posted by your instructors on a Mid-Term or Final grade basis.</li> </ul> <ul style="list-style-type: none"> <li>&gt; <i>My Class Schedule</i> - provides a quick view of your class schedule. To view additional class schedule information, click the <b>More schedule details</b> link.</li> </ul>
31.	<ul style="list-style-type: none"> <li>&gt; <i>Available Transcripts</i> - details the number of available free transcripts you still have.</li> </ul>
32.	<ul style="list-style-type: none"> <li>&gt; <i>My Financial Aid</i> - details all financial aid awards offered and accepted by you. You can view additional information regarding your financial aid packages by clicking on the <b>More financial aid details</b> link.</li> </ul>

Step	Action
33.	<p>The <b>Financial Aid</b> page provides information on the financial aid by aid year.</p> <p>Click the <b>2018</b> link to view information for the available aid.</p> 
34.	<p>The <b>Award Summary</b> page provides detailed information on all aid for the selected year.</p> <p>View the <i>Accepting and Declining Financial Aid Awards</i> for instructions on financial aid awards.</p>
35.	<p>Down the right-hand side of the home page screen are additional quick links to those items listed in the Main Menu buttons that you will frequent the most.</p> <p>A few of the links include:</p> <ul style="list-style-type: none"> <li>&gt; Assessment</li> <li>&gt; Orientation</li> <li>&gt; Student Education Plan</li> <li>&gt; Find a Class</li> <li>&gt; Make a Payment</li> <li>&gt; Manage Awards</li> <li>&gt; My Schedule</li> <li>&gt; My Advisees</li> <li>&gt; Academic Deadlines</li> <li>&gt; Email</li> <li>&gt; Canvas</li> <li>&gt; eTudes</li> </ul>
36.	<p>On the top banner of the page, click the <b>LACCD Colleges</b> link to jump to the LACCD College home pages.</p> 
37.	<p>Clicking on the school banner at any time while in the student portal will redirect you back to your home page.</p> <p>Click the <b>ELAC Logo</b> link.</p> 
38.	<p>Please review the additional topics to learn how to perform further tasks in the Student Portal.</p> <p><b>End of Procedure.</b></p>