

REGISTERING FOR A CLASS ON SIS PORTAL



OBJECTIVES

1. Learn how to register in a course

(Note your Username and Password)

2. Learn how to view weekly schedule



BEFORE YOU BEGIN...

Option 1

Do you have **LACCD student ID**?

If yes, have you come to class in last year? If you have, continue on to the [next slide](#).

If you have a student ID but have not come to class in over a year, please follow the directions on option 2.

Option 2

If you do not have a student ID, you may be new and need to apply to the college.

If you are a returning student who has not attended class in the past year you will need to reapply to the college.

Please apply to Harbor college using the following link.

<https://www.opencccapply.net/uPortal/f/u631s1000/normal/render.uP>

OPEN LOS ANGELES HARBOR COLLEGE HOME PAGE.

The screenshot shows the Los Angeles Harbor College homepage. At the top left is the LAHC logo with the tagline "Education Changes Everything". To the right of the logo is a dark blue navigation bar containing the "SIS Portal Login" button, which is highlighted by a large red arrow. Below the navigation bar is a light-colored menu with links for "MySIS", "About Us", "Admissions", "Bookstore", "Library", and "Online Classes/Canvas". A search bar is located below the menu. The main content area features six orange circular icons with labels: "Future Students", "Free college", "Programs & Majors", "Financial Aid", "Schedule Of Classes", and "Grad Guru App". Below the icons are three promotional banners: a Christmas-themed banner with "Merry Christmas" text, a banner showing students working on a model with a "Visit" button, and a banner showing students at a desk with an "Apply Now" button. A fourth banner with "Compare Cost" is partially visible at the bottom right.

Go to the LA Harbor Homepage.

<http://lahc.edu>

Click on **SIS Portal Login**
[It is located at the top of the page]

Once you have the new window, you will be able to log-in with your student ID # and password.

LOG-IN WITH YOUR STUDENT ID # AND YOUR PASSWORD.



Enroll today for the Winter/Spring 2020 term. Click on the "Manage Classes" tile then the "Class Search and Enroll" button to register for classes. First time users, watch the informational videos to learn how to use the system by clicking the "Key Links & Help" tile and then "FAQ" button

Sign in with your organizational account

Sign in

1st time signing in? [Click here.](#)
Forget your password? [Click here.](#)
New Microsoft forget your password? [Click here.](#)

This is the login page to the SIS portal

If you have logged in before or were assisted. Please use your username and password.

The username will be your student ID number. The password will be something you had previously created.

Passwords must contain letters, numbers and special characters.

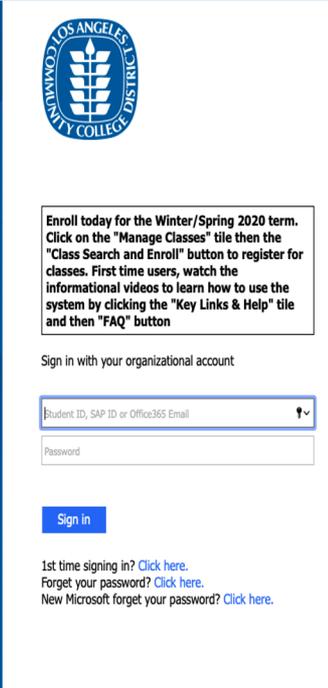
If you have forgotten your password, please click on forget your password and follow the directions.

If you have never logged in to this page. Please follow the directions on the following [slide](#).

Direct Link to the SIS login page

<https://sso.laccd.edu/adfs/ls/idpinitiatedsignon.aspx?loginToRp=csprd.laccd.edu>

FIRST TIME LOG-IN FOR SIS PORTAL



First Box

In the first box, write your student ID number. *Your student ID number will emailed to you.*

Second Box

For your password follow these directions.

Step 1 - Begin with

88@

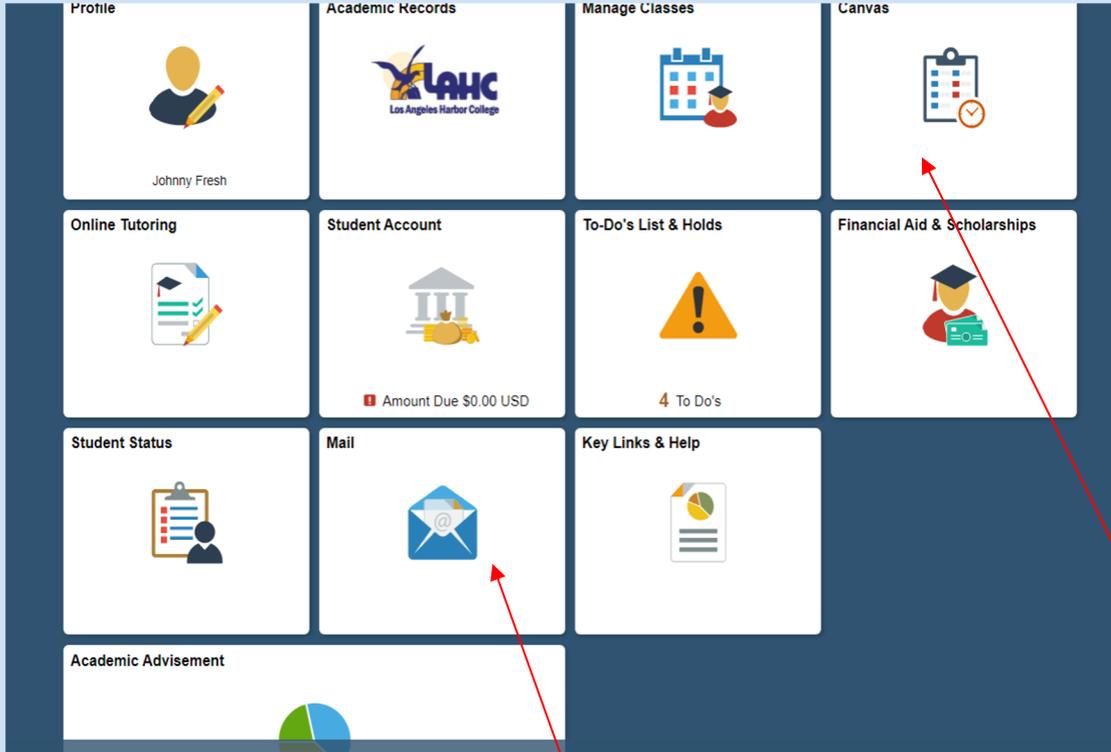
Step 2 - Add the first letter of your last name

Step 3 - add your date of birth
MMDD

Example: 88@A0102

You will then be asked to create a new password. Please be sure to write it down.

Student Homepage



Once you login, this will be the student homepage.

The student homepage will link you to the different parts of the student portal.

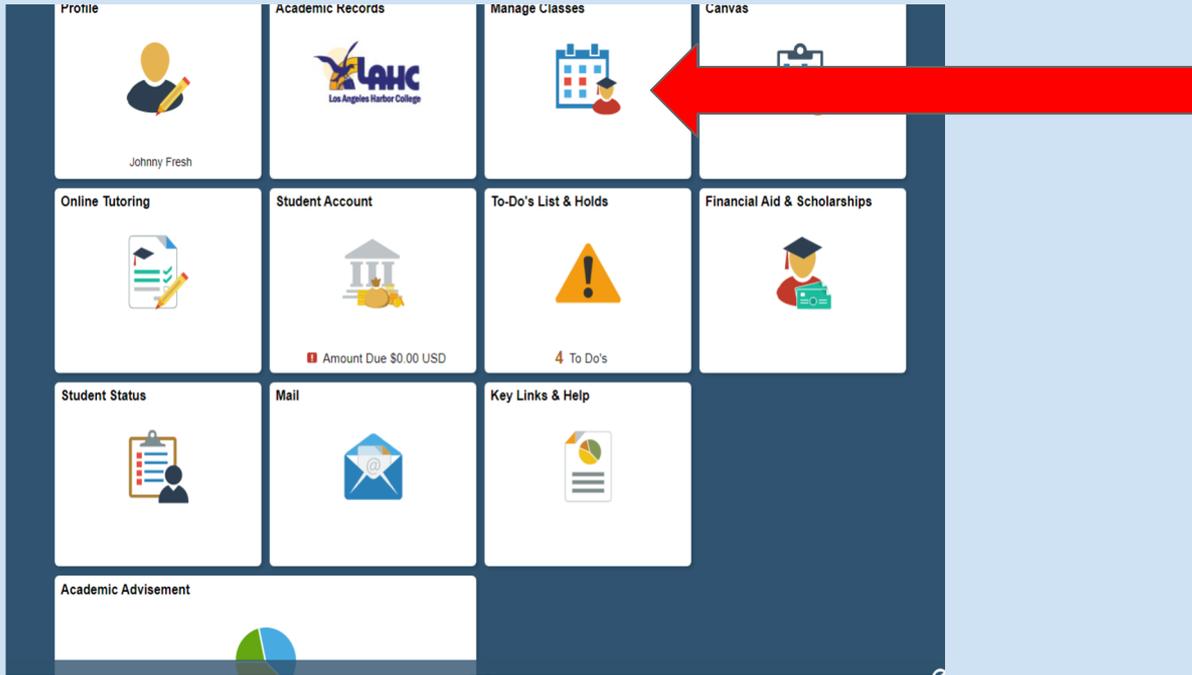
Important Mentions: The mail icon will take you to the school **email**. Many instructors will communicate through email. **Canvas** will also be used during distance learning.

Email

Canvas

STEPS TO ENROLL IN A CLASS

STEP 1: CLICK ON *MANAGE CLASSES CARD*



Click the **manage classes** icon.

You will be able to view your current classes or enroll.

STEP 2: FOR REGISTRATION, CLICK ON CLASS SEARCH AND ENROLL BUTTON ON THE LEFT COLUMN.

This will allow you to search for new classes and enroll.



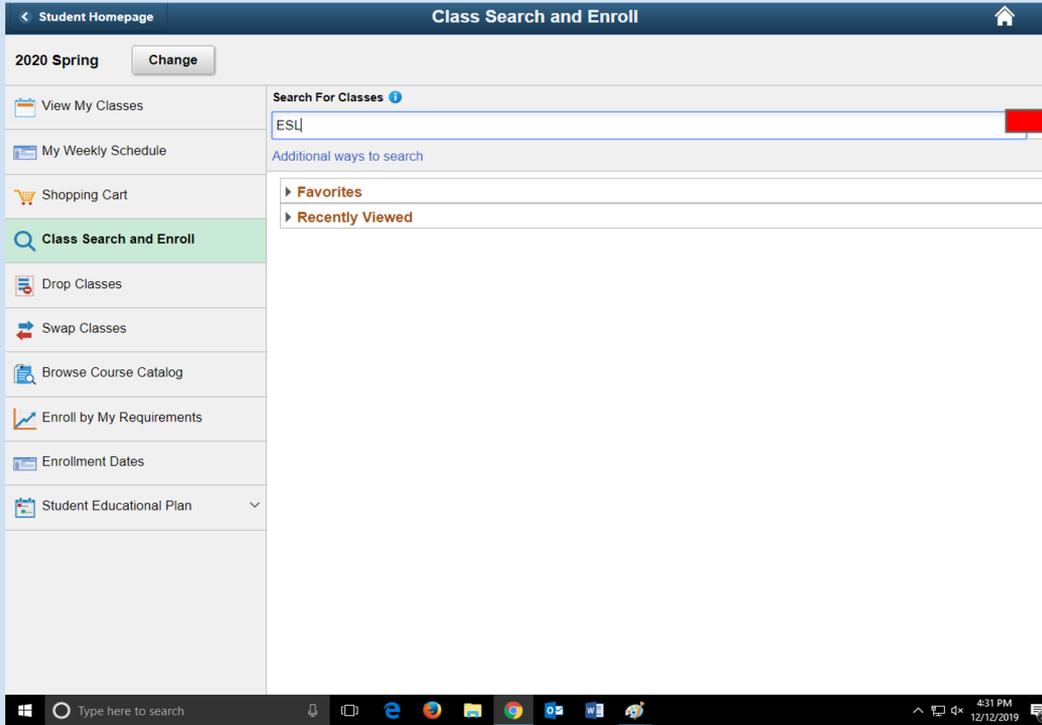
The screenshot shows a web interface for a student. At the top, there is a dark blue header with a back arrow and the text 'Student Homepage' on the left, and 'View My Classes' on the right. Below the header is a navigation menu with several items: 'View My Classes' (highlighted in green), 'My Weekly Schedule', 'Shopping Cart', 'Class Search and Enroll' (with a magnifying glass icon), 'Drop Classes', 'Swap Classes', 'Browse Course Catalog', 'Enroll by My Requirements', 'Enrollment Dates', and 'Student Educational Plan' (with a dropdown arrow). The main content area on the right is white and contains the text 'You are not registered in any classes at this time'. There are also home and menu icons in the top right corner of the header.

STEP 3: SELECT THE SEMESTER THAT YOU WOULD LIKE TO TAKE CLASSES

The screenshot shows a student portal interface. On the left is a navigation menu with the following items: View My Classes, My Weekly Schedule, Shopping Cart, Class Search and Enroll (highlighted in green), Drop Classes, Swap Classes, Browse Course Catalog, Enroll by My Requirements, Enrollment Dates, and Student Educational Plan. The main content area is titled 'Select a Value' and contains a list of semesters: 'Terms prior to 2019 Fall', 'Terms on or after 2019 Fall', '2019 Fall', '2020 Winter' (with a 'Current Terms' button next to it), and '2020 Spring'. A red arrow points from the '2020 Winter' option to the right.

Click on the **semester** that you would like to enroll.

STEP 4: TYPE THE COURSE # INSIDE THE SEARCH FOR CLASSES TEXT BOX.



Click the **search bar** and type the section number. Press the **enter key**.

You can also search using the **instructors name** or the **type of class**

Note: In the image, ESL was used as an example

STEP 5: CLICK ON THE COURSE NUMBER/NAME TO OPEN THE NEXT WINDOW.

Click on the **course number** to see more information about the class.

Tip

Courses with an NC are the noncredit courses

The screenshot displays a web browser window titled "Class Search Results" with the URL "csprd.laccd.edu/psc/csprd_5/EMPLOYEE/SA/c/SSR_STUDENT_FL_SSR_CLSRCH_ES_FL_GBL?Page=SSR_CLSRCH_ES_FL&SEARCH_GROUP=SSR_CLASS_SEARCH...". The page shows search filters on the left and a list of 10 courses on the right. The courses listed are:

- E.S.L. 004A: College ESL IV: Writing And Grammar (1 Class Option Available)
- E.S.L. 004C: College English As A Second Language Iv: Listening And Speaking (1 Class Option Available)
- E.S.L. 006A: College ESL VI: Writing And Grammar (1 Class Option Available)
- E.S.L. 008: Advanced ESL Composition (1 Class Option Available)
- ESL NC 061CE: English As A Second Language I (18 Class Options Available)**

A red arrow points from the text "Courses with an NC are the noncredit courses" to the "ESL NC 061CE" course entry in the list.

STEP 6: PLACE THE MOUSE ON TOP OF THE DAY & TIME OF THE CLASS AND CLICK ON IT TO GO TO THE NEXT STEP.

The screenshot shows a web browser window with the URL csprd.lacc.edu/psc/csprd_7/EMPLOYEE/SA/c/SSR_STUDENT_FL_SSR_MD_SP_FL_GBL7Action=U&MD=Y&GMenu=SSR_STUDENT_FL&GComp=SSR_START.... The page title is 'Class Search Results' and the sub-header is 'View Search Results'. The course is 'ESL NC 062CE' (English As A Second Language II). A red arrow points to the 'Days and Times' column of the first class option row.

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Open Seats
1	Open	Non Credit Classes	Class# 21634 - Section H01 - LEC	04/08/2020 - 06/08/2020	Monday Wednesday 6:00PM to 9:20PM	Harbor - Classroom	Ramirez	45 of >
2	Open	Non Credit Classes	Class# 21635 - Section H02 - LEC	02/10/2020 - 04/02/2020	Tuesday Thursday 6:00PM to 9:20PM	Harbor - General Classroom	Angelica Vega	40 of >
3	Open	Non	Class# 21636 - Section H03 - LEC	02/22/2020	Saturday	Harbor -	Christine	Open

Click on the **date and time** for the class you wish to enroll in.

This should take you to the first step of the enrollment process.

STEP 7: REVIEW THE COURSE INFORMATION AND CLICK ON THE NEXT BUTTON

The screenshot shows a web browser window with the URL csprd.laccd.edu/psc/csprd_7/EMPLOYEE/SA/c/NUL_FRAMEWORK.PT_AGSTARTPAGE_NULGBL?Page=PT_AGSTARTPAGE_NUI&Action=UBACAD_CAREER=&.... The page title is "Class Search Results". A navigation bar at the top right contains an "Exit" button and a "Next >" button. A sidebar on the left lists four steps: 1. Review Class Selection (Visited), 2. Review Class Preferences (Not Started), 3. Enroll or Add to Cart (Not Started), and 4. Review and Submit (Not Started). The main content area is titled "Step 1 of 4: Review Class Selection" and shows "You have selected" **ESL NC 062CE English As A Second Language II**. Below this, it says "Option Status Open". A table lists the selected class:

Class	Session	Meeting Dates	Days and Times
Class# 21634 - Section H01 - LEC	Non Credit Classes	04/08/2020 - 06/08/2020	Monday Wednesday 6:00PM to 9:20PM

When completed click the **NEXT** button

Review the class that you are enrolling in

Be sure to double check the time and date.

STEP 8: TYPE THE PERMIT NUMBER IF NEEDED, AND CLICK ON ACCEPT BUTTON.

Review class preferences. Add **permission number** if needed.

If no permission number is needed, click **ACCEPT**.

Class Search Results

View Search Results

Class Search and Enroll

2020 Spring
Credit
Los Angeles Community College District

1 Review Class Selection
Complete

2 Review Class Preferences
In Progress

3 Enroll or Add to Cart
Not Started

Step 2 of 4: Review Class Preferences

ESL NC 062CE English As A Second Language II
Class# 21634 - Section H01 - LEC - Open

Add to waitlist if class is full? No

Permission Number *i*

Accept

STEP 9: CLICK ON NEXT BUTTON TO ENROLL IN THE COURSE.

Choose **ENROLL**.

Then click on the **NEXT** button.

The screenshot displays the 'Class Search and Enroll' interface. At the top, there is a navigation bar with 'Class Search Results' and a home icon. Below this, a 'Class Status' dropdown menu is visible. The main content area is titled 'View Search Results' and shows a progress bar with four steps: 1. Review Class Selection (Complete), 2. Review Class Prerequisites (Complete), 3. Enroll or Add to Cart (Visited), and 4. Review and Submit (Not Started). The main content area is titled 'Step 3 of 4: Enroll or Add to Cart' and asks 'Do you wish to enroll or add the class to your Shopping Cart?'. There are two radio button options: 'Enroll' (selected) and 'Add to Shopping Cart'. A red arrow points to the 'Next >' button in the top right corner of the page.

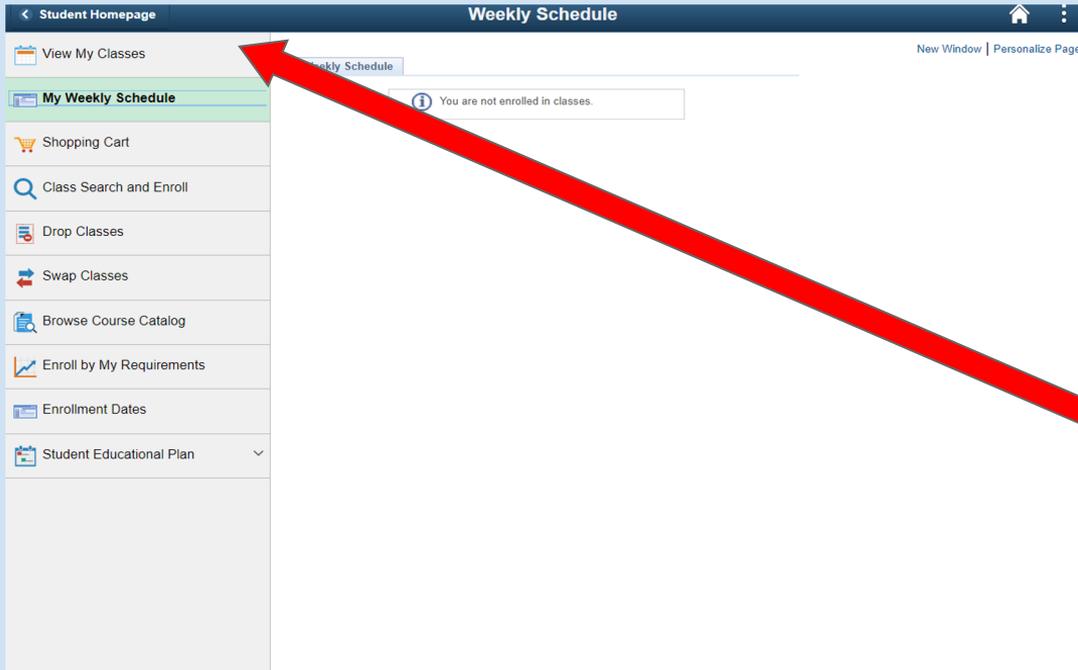
STEP 10: CLICK ON SUBMIT BUTTON AND ON YES TO FINISH THE REGISTRATION PROCESS.

The screenshot shows a web browser window with the URL `csprd.laccd.edu/psc/csprd_7/EMPLOYEE/SA/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?Page=PT_AGSTARTPAGE_NUI&Action=U&ACAD_CAREER=&...`. The page title is "Class Search Results" and the main heading is "Class Search and Enroll". The page is for the "2020 Spring" term at Los Angeles Community College District. A progress bar on the left shows four steps: "Review Class Selection" (Complete), "Review Class Preferences" (Complete), "Enroll or Add to Cart" (Complete), and "Review and Submit" (Visited). The main content area is titled "Step 4 of 4: Review and Submit" and states "You have selected to enroll in ESL NC 062CE English As A Second Language II". Below this, it says "Option Status Open" and displays a table of class details. A red arrow points to a green "Submit" button in the top right corner of the main content area.

Class	Session	Meeting Dates	Days and Times	Seat
Class# 21634 - Section H01 - LEC	Non Credit Classes	04/08/2020 - 06/08/2020	Monday Wednesday 6:00PM to 9:20PM	Open

Review
and submit

HOW TO VIEW YOUR WEEKLY SCHEDULE



Click on View **My Classes** button to see your daily schedule of classes.

thank you!