

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 came 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

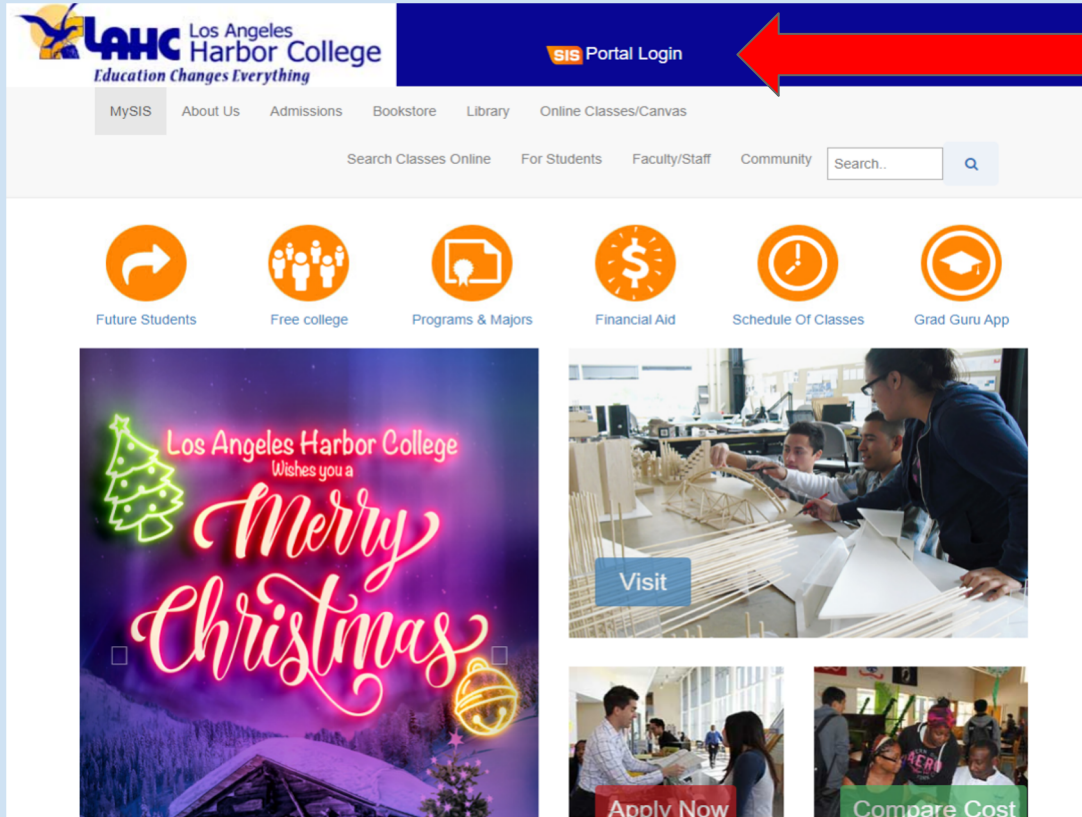
If you do not have a student ID, you may be new and need to apply to the college.

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.



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.

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.

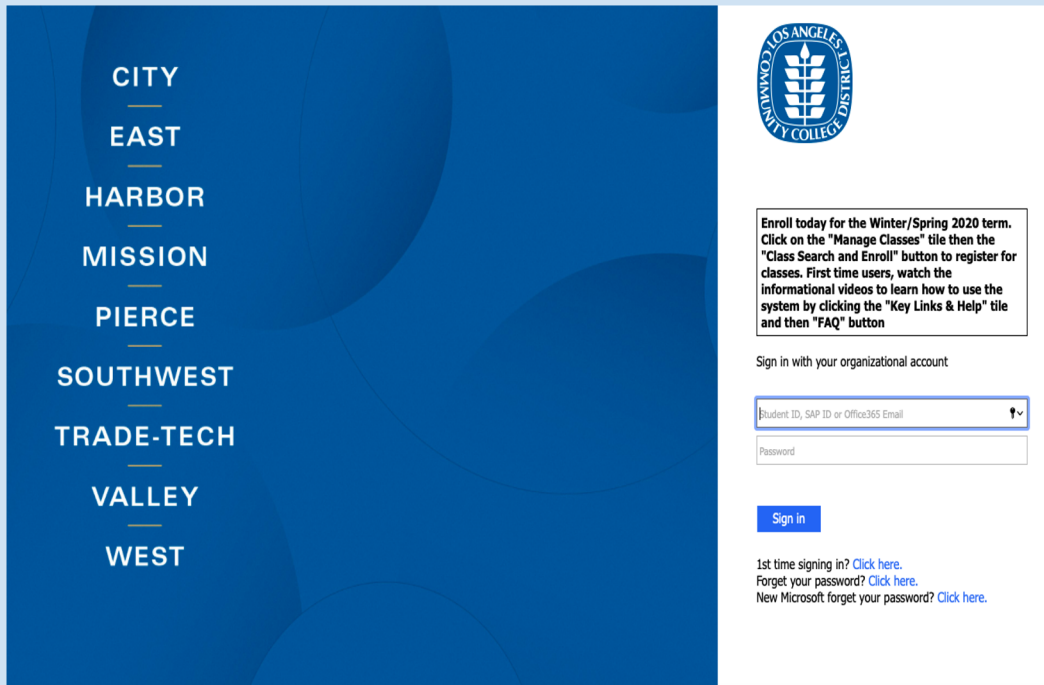
If you have forgotten your password, please click on forget your password and follow the directions.

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@

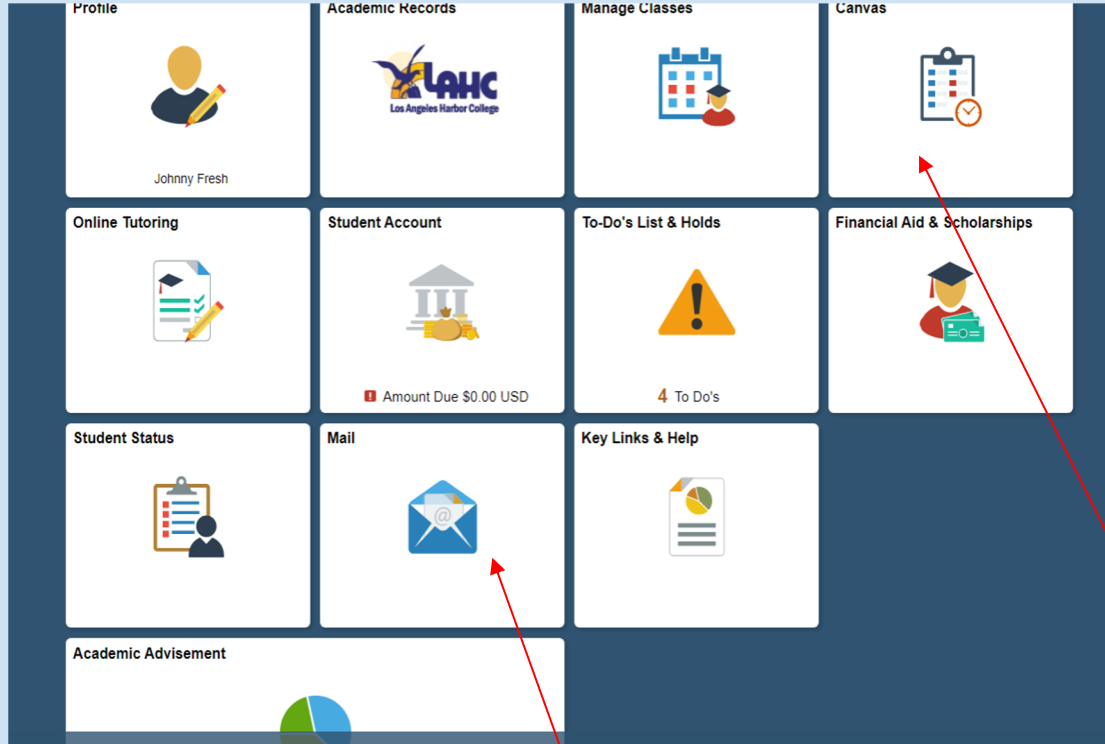
Step 2 - Add the first letter of your last name

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.

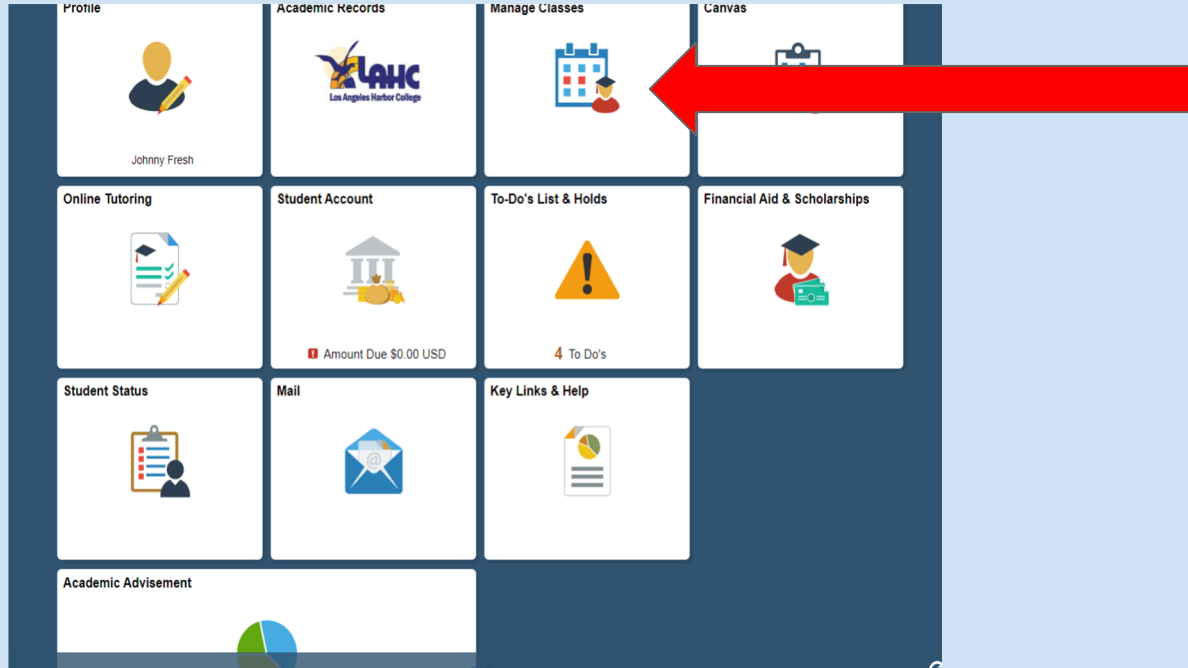
Important Mentions: The mail icon will take you to the school **email**. Many instructors will communicate through email. **Canvas** will also be used during distance learning.

Email

Canvas

STEPS TO ENROLL IN A CLASS

STEP 1: CLICK ON *MANAGE CLASSES CARD*

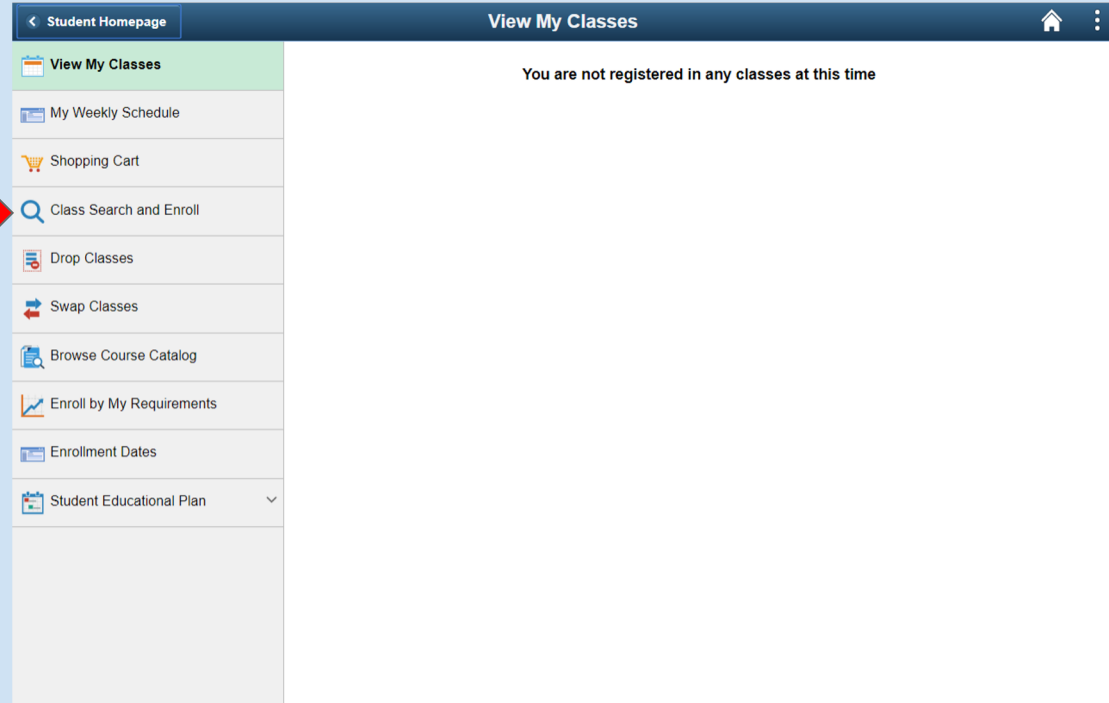


Click the **manage classes** icon.

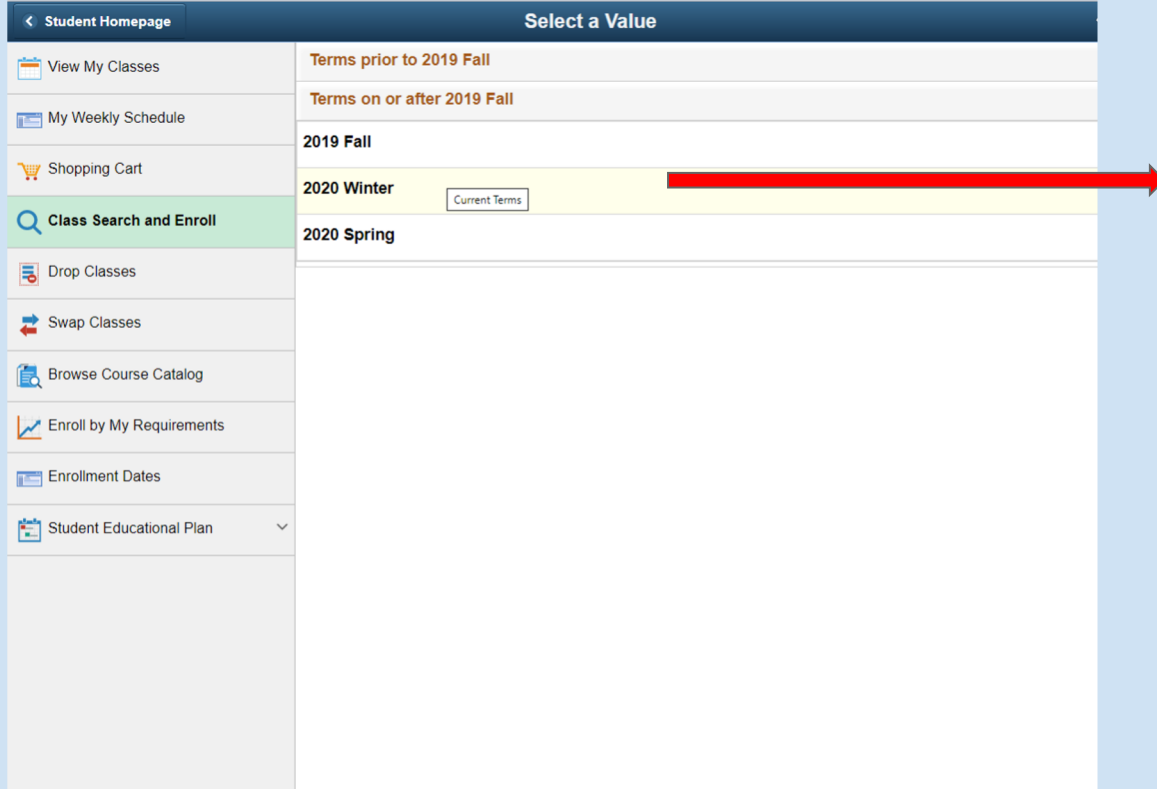
You will be able to view your current classes or enroll.

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.



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



The screenshot shows the 'Student Homepage' with a sidebar on the left containing various navigation links. The main content area is titled 'Select a Value' and displays a list of semesters. A red arrow points to the '2020 Winter' option, which is highlighted in yellow and includes a 'Current Terms' button.

Select a Value	
View My Classes	Terms prior to 2019 Fall
	Terms on or after 2019 Fall
	2019 Fall
	2020 Winter Current Terms
	2020 Spring
My Weekly Schedule	
Shopping Cart	
Class Search and Enroll	
Drop Classes	
Swap Classes	
Browse Course Catalog	
Enroll by My Requirements	
Enrollment Dates	
Student Educational Plan	

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

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

Student Homepage Class Search and Enroll

2020 Spring Change

View My Classes

My Weekly Schedule

Shopping Cart

Class Search and Enroll

Drop Classes

Swap Classes

Browse Course Catalog

Enroll by My Requirements

Enrollment Dates

Student Educational Plan

Search For Classes

ESL

Additional ways to search

Favorites

Recently Viewed

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**

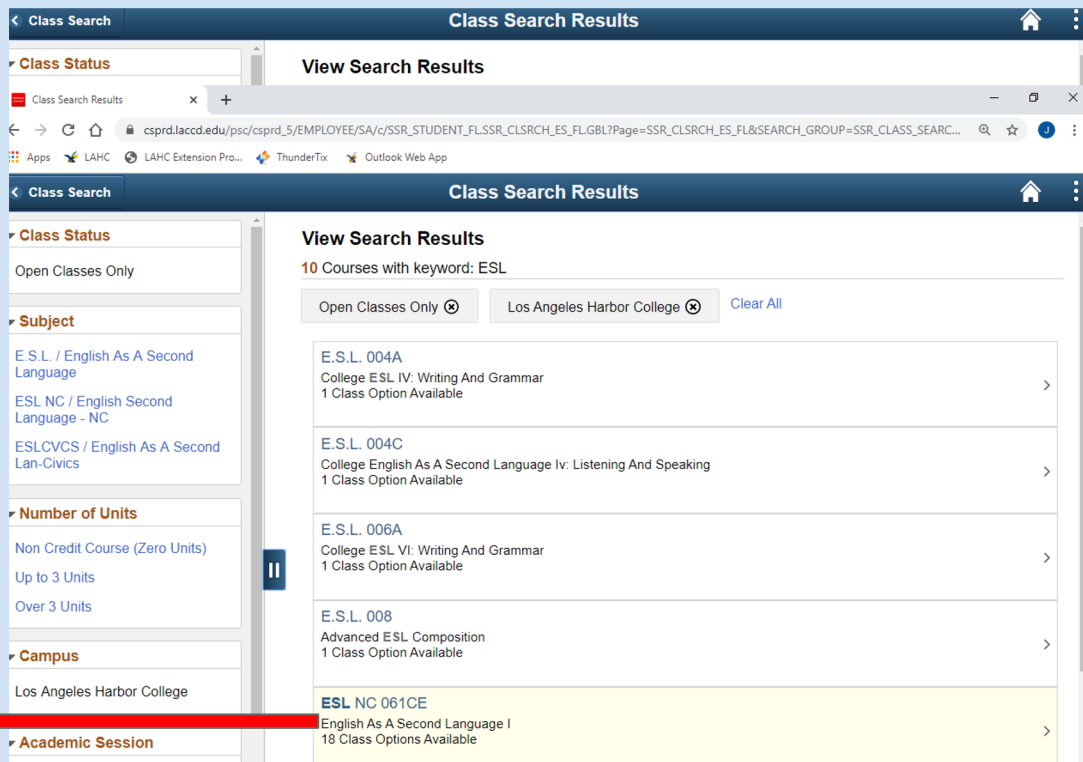
Note: In the image, ESL was used as an example

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



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 application titled 'Class Search Results'. On the left is a sidebar with navigation links: '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 'View Search Results' and shows details for 'ESL NC U62CE' (English As A Second Language II). It includes instructions to 'Select the class details link to see if a specific class offers low cost textbooks or zero cost textbooks.' and 'Click on the desired "option row" to enroll.' Below this is a 'Class Selection' section with a table of options. A red arrow points to the 'Days and Times' column of the first 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 45
2	Open	Non Credit Classes	Class# 21635 - Section H02 - LEC	02/10/2020 - 04/04/2020	Tuesday Thursday 6:00PM to 9:20PM	Harbor - General Classroom	Angelica Vega	40 of 40
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 displays the 'Class Search and Enroll' interface. At the top, there's a navigation bar with 'Class Search' and 'Class Search Results'. Below this, a 'View Search Results' section is visible. The main content area is titled 'Class Search and Enroll' and features a 'Next >' button. A red arrow points to this button. On the left side, there's a sidebar with a progress indicator showing 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 shows 'Step 1 of 4: Review Class Selection' with the heading 'You have selected'. Below this, it lists 'ESL NC 062CE English As A Second Language II' with an 'Option Status' of 'Open'. A table follows with columns for 'Class', 'Session', 'Meeting Dates', and 'Days and Times'. The first row shows 'Class# 21634 - Section H01 - LEC', 'Non Credit Classes', '04/08/2020 - 06/08/2020', and 'Monday Wednesday 6:00PM to 9:20PM'. A red arrow points to this table.

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**.

The screenshot shows a web application interface for 'Class Search and Enroll'. The top navigation bar includes a 'Class Search' link and a 'Class Search Results' title. Below this, there's a 'View Search Results' section. The main content area is titled 'Class Search and Enroll' and shows a progress bar with three steps: 'Review Class Selection' (Complete), 'Review Class Preferences' (In Progress), and 'Enroll or Add to Cart' (Not Started). The 'Review Class Preferences' step is expanded, showing details for 'ESL NC 062CE English As A Second Language II' and 'Class# 21634 - Section H01 - LEC - Open'. There are two toggle buttons: 'Add to waitlist if class is full?' (set to 'No') and 'Permission Number' (with an information icon). A red arrow points to the 'Accept' button in the top right corner, and another red arrow points to the 'Permission Number' input field.

Class Search Results

View Search Results

Class Status

Review Class Preferences

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

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 Results' page for the 2020 Spring semester at Los Angeles Community College District. The page is titled 'Class Search and Enroll' and includes a 'View Search Results' section. A red arrow points to the 'Next >' button in the top right corner. Below this, a progress bar shows four steps: '1 Review Class Selection Complete', '3 Enroll or Add to Cart Visited', and '4 Review and Submit Not Started'. The 'Enroll or Add to Cart' step is highlighted in green. A red arrow points to the 'Enroll' radio button under the heading 'Step 3 of 4: Enroll or Add to Cart'. The question 'Do you wish to enroll or add the class to your Shopping Cart?' is displayed, with 'Enroll' selected and 'Add to Shopping Cart' as an alternative option.

Class Search Results

Class Status

View Search Results

Enroll or Add to Cart

Class Search and Enroll

< Previous Next >

2020 Spring
Credit
Los Angeles Community College District

1 Review Class Selection
Complete

3 Enroll or Add to Cart
Visited

4 Review and Submit
Not Started

Step 3 of 4: Enroll or Add to Cart

Do you wish to enroll or add the class to your Shopping Cart?

☒ Enroll
☐ Add to Shopping Cart

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

The screenshot shows a web application interface for class enrollment. The top navigation bar includes a 'Class Search' link and a 'Class Search Results' title. Below this, there's a 'View Search Results' section. The main content area is titled 'Class Search and Enroll' and features a sidebar on the left with four steps: '1 Review Class Selection Complete', '2 Review Class Preferences Complete', '3 Enroll or Add to Cart Complete', and '4 Review and Submit Visited'. The main content area displays 'Step 4 of 4: Review and Submit' with the text 'You have selected to enroll in' followed by 'ESL NC 062CE English As A Second Language II'. Below this, it shows 'Option Status Open' and a table with columns: 'Class', 'Session', 'Meeting Dates', 'Days and Times', and 'Seat'. The table contains one row: 'Class# 21634 - Section H01 - LEC Non Credit Classes 04/08/2020 - 06/08/2020 Monday Wednesday 6:00PM to 9:20PM Open'. A red arrow points to a green 'Submit' button located at the top right of the main content area.

Class Search Results

Class Status

View Search Results

Class Search and Enroll

2020 Spring
Credit
Los Angeles Community College District

1 Review Class Selection Complete

2 Review Class Preferences Complete

3 Enroll or Add to Cart Complete

4 Review and Submit Visited

Step 4 of 4: Review and Submit

You have selected to enroll in

ESL NC 062CE English As A Second Language II

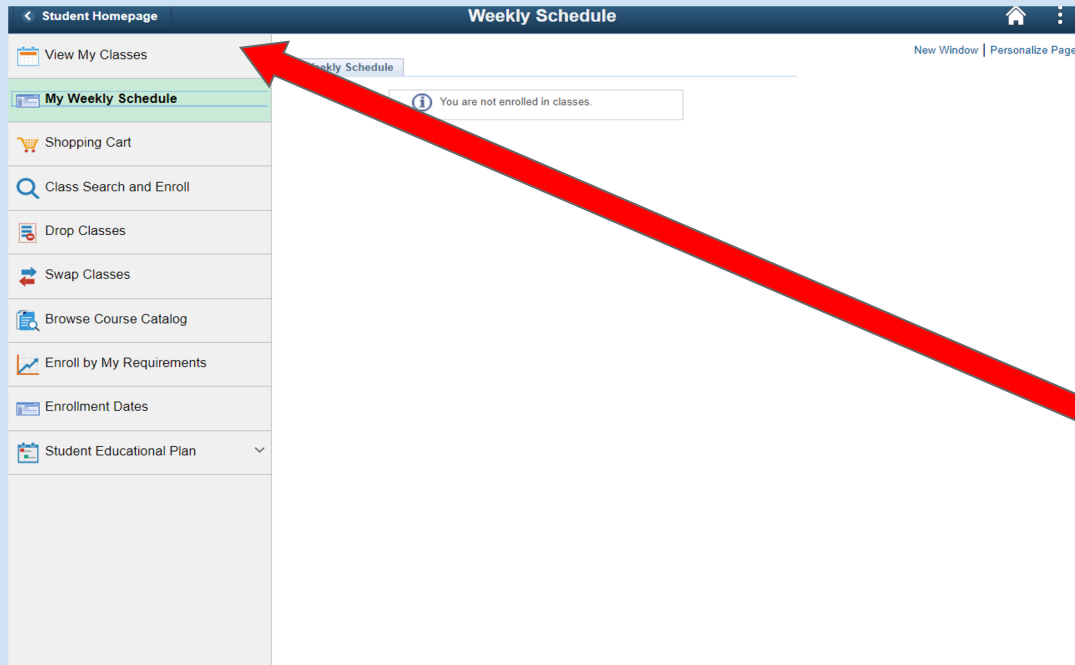
Option Status Open

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

Class Preferences

Review
and submit

HOW TO VIEW YOUR WEEKLY SCHEDULE



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

thank you!