

How to Access Microsoft 365

For students at the School of Continuing Education

Santa Ana College
School of Continuing Education
sac.edu.sce



Microsoft 365 is a bundle of applications that you have free access to as a student at Santa Ana College.

Some of the most popular applications you get free access to include:



MICROSOFT
Word

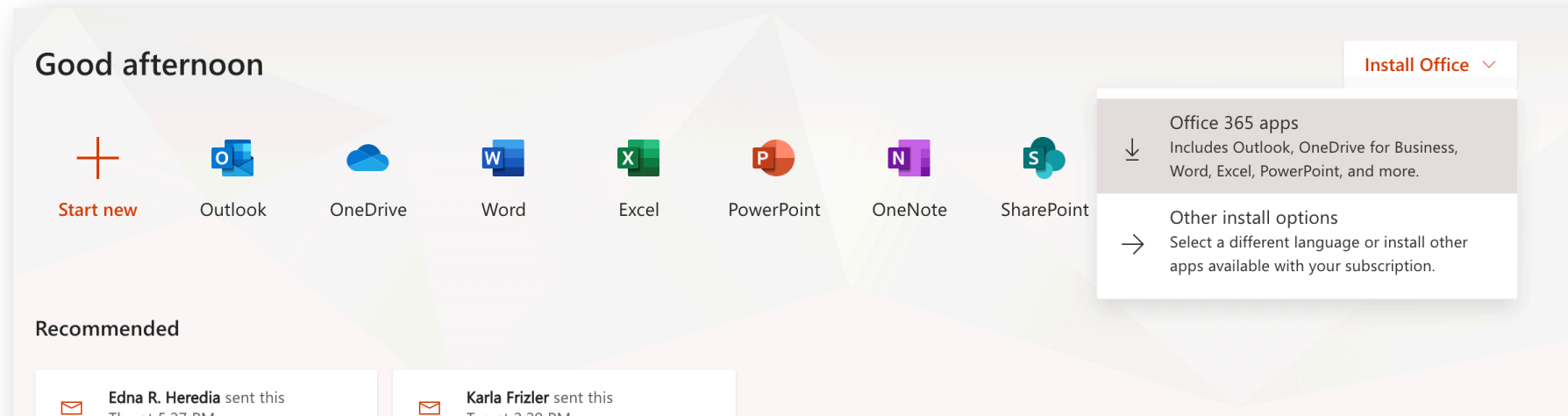


MICROSOFT
PowerPoint



MICROSOFT
Excel

You can use these applications online or you can also download to your computer, for free.



You also get a SAC email address. You can send and receive emails using this account in Microsoft Outlook. Outlook is very similar to Gmail.



You use MICROSOFT OUTLOOK to check your SAC Email.

First, you need your ID from a program called WebAdvisor. To do this, go to the Santa Ana College website.

sac.edu

Type this address into your webbrowser's address bar.

Once the page opens, click on 'WEBADVISOR'.

CLICK HERE



The following page will open.

Santa Ana College & Santiago Canyon College


LOG IN | MAIN

Update your password to access WebAdvisor & Canvas with the same sign-on

ATTENTION!
WebAdvisor Potential Downtimes:
Tuesday - Sunday: 12:01am - 1:00am
Monday: 12:01am - 4:00am
Last Sunday of each month: 12:01am - 8:00am
These are windows used to perform critical maintenance to the system. While the system may be available during these timeslots, if needed the system will be unavailable during this window without further notification.

3-DAY NON-PAYMENT DROPS: Enrollment fees must be paid IN FULL within 3 days of registration (including weekends and holidays as WebAdvisor is a critical system). If you do not pay your enrollment fees within this time frame, your courses may be dropped and released to other students. The day you register counts as day 1 of the 3 days. **Drops may occur at any point after registration.** In addition to the 3-day non-payment drop policy, there is a final outstanding balance drop date. **Please check the section information for drop and refund fees.**

Welcome Guest!

Guests are allowed to view current class schedules and to apply online.

Students and Faculty must log in first to access their WebAdvisor menus.

[What's My WebAdvisor Login?](#)
[Reset My Password](#)

Guests



Look for this box.



Welcome Guest!



Guests are allowed to view current class schedules and to apply online.

Students and Faculty must log in first to access their WebAdvisor menus.

CLICK HERE



[What's My WebAdvisor Login?](#)
[Reset My Password](#)

CLICK HERE



What's My Password and What's My User ID / WebAdvisor ID

[Change Your Password](#)

[What's My WebAdvisor ID or Reset My Password](#)

Students:

Links above will synchronize your WebAdvisor, Blackboard, Canvas, Office 365 and campus

Staff and Faculty:

Links above will synchronize your Network Login, WebAdvisor, Blackboard, Canvas and Of

Password Reset

Santa Ana College | Santiago Canyon College | RSCCD

In order to retrieve your User Name or reset your password, you must complete the form below.

Last Name

AND

Social Security Number

(9 digit number, no dashes '-')

OR

Student/Employee ID

(7 digit number)

Retrieve User Name

Reset Your Password

**Complete the fields
including your last
name and:**



**Your social security number
OR
Your student ID**



Then, CLICK HERE.

In order to retrieve your User Name or reset your password, you must complete the form below.

Last Name

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AND

Social Security Number

(9 digit number, no dashes '-')

OR

Student/Employee ID

(7 digit number)

Retrieve User Name

Reset Your Password

Your Login ID is jh [REDACTED]



Your ID will show up here. It will include your initials and 5 numbers.

Your email address is your username plus
@student.sac.edu. For example, if your user ID is
jh33397

Your email address is:

jh33397@student.sac.edu

Your password will be your birthdate in the following format: Mmmddyyyy

For example, if your birthday is April 8, 1998, your password will be:

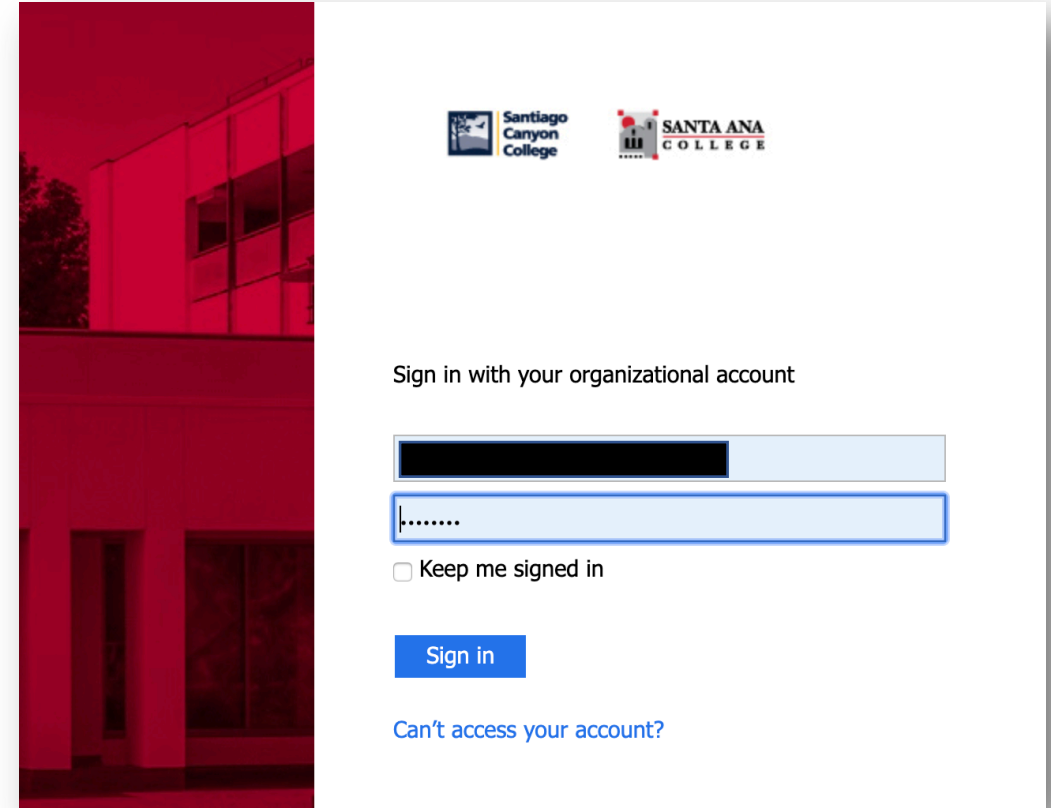
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(To reset or create a new WebAdvisor password, go to www.rscgd.edu/password)

Woohoo! You are ready to login to Microsoft 365.

Go to Office.com and sign in.

You will be taken to our district's sign in page. Login using your SAC email address and password.



Santiago Canyon College

SANTA ANA COLLEGE

Sign in with your organizational account

Keep me signed in

[Sign in](#)

[Can't access your account?](#)

You now have access to Microsoft 365.

Thank you for watching.

Santa Ana College
School of Continuing Education
sac.edu.sce

