

## Transcripts

1. Click on "Transcript."

2. Select the college you wish to view, click **SUBMIT**. These are your unofficial transcripts

## Test Summary

1. Click on "Test Summary" to view your placement test results.

2. Look inside the current Schedule of Classes for score interpretation.

## Update My Contact/Ed Goals

1. Enter your updated personal information: address, telephone and email address.

2. Click on **SUBMIT** once when you are done.

## FINANCIAL INFO

### Account Summary

1. Click on "Account Summary by Term."

2. This screen breaks down your fees account for every term that you attended either EVC or SJCC.

### Making Payments

1. Click on "Make a Payment."

2. Select the amount you wish to pay per term. (Note: pay partial amounts does not nullify the fee deadline).

3. Enter your credit card information. We accept VISA and MasterCard only.

4. Enter your email address if you would like an email confirmation.

5. IMPORTANT: Click **SUBMIT** once and please be patient. Multiple Clicks on **SUBMIT** may cause multiple charges on your credit card.

## FEE DEADLINES

You are responsible for paying your fees on time. If you do not pay your fees by the published dates, you may be dropped from your classes.

## USER ACCOUNT

### Change Your Password

1. For security reasons, change your password periodically.

2. It must be 6 to 9 characters in length, and contain both letters and numbers.

3. If necessary, provide a hint for yourself, click **SUBMIT**.

## LOG OUT

For security reasons, it is important that you never walk away from your computer, whether you are working from a secured site at home/office or an unsecured site of computers on campus. Always log out so that no one else is able to view your records! If you do not have any activity within 15 minutes, you will be automatically logged out.

To log out, click the LOG OUT links at either the top or bottom menus.

### Top Screen



### Bottom Screen



## TROUBLESHOOTING SUGGESTIONS

1. The User Name and Password are case sensitive. Remember to verify the upper and lower cases when logging into MyWeb. Once in MyWeb, you do not need to worry about being case sensitive.

2. Be cautious with your time and be prepared with your tasks. Our system is set up with a short "time out" feature for security purposes. If you end gaining access to the system, you will be logged out (timed out) within 15 minutes and will have to restart your process.

3. Be sure to read the instructions that are provided on the MyWeb screens. They can be very helpful.

## WHO TO CALL FOR HELP?

If you are experiencing problems with MyWeb, including your User Name and/or student id, contact the district's MyWeb Support Center at (408) 270-6411 or helpdesk@sjeccd.edu. If you are experiencing problems during the closed times, please call back. The Support Center hours of operation are shown below, it is not open on weekends:

Monday-Thursday	7:00am-5:30pm
Friday	7:00am-5:30pm
Saturdays/Sunday/Holidays	Closed



4750 San Felipe Road  
San Jose, California 95135-1599

<http://myweb.sjeccd.edu>

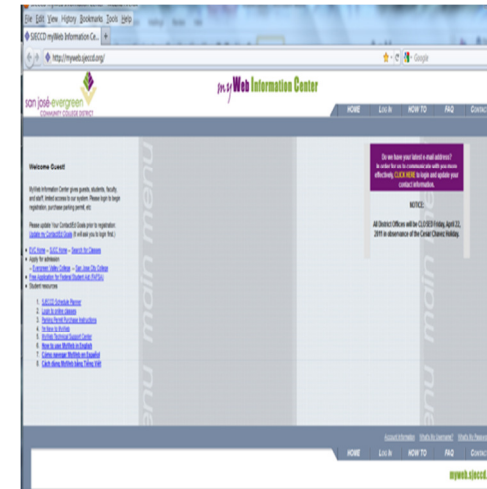
[www.evc.edu](http://www.evc.edu)

[www.sjcc.edu](http://www.sjcc.edu)

myWeb

San José/Evergreen Community College District

## myWeb for Students



## WHAT IS MYWEB?

MyWeb allows all current students to register, pay fees, purchase parking permits, view class schedule; grades, transcripts of all records in this district and more, online.

MyWeb provides on-line, real-time, secure access to student records and registration.

Access to records is available to any currently enrolled or new students who have Internet access, a computer that meets the necessary specifications noted on the log-in page and access authorization through SJECED. (Note: High School students must register in person)

This brochure is designed to help students navigate the MyWeb process.

Log onto any one of three Web Sites:

<http://myweb.sjeccd.edu>

[www.evc.edu](http://www.evc.edu)

(click MyWeb on the left navigation panel)

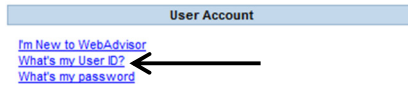
[www.sjcc.edu](http://www.sjcc.edu)

(click on MyWeb)

## FIRST STEP

Log in: <http://myweb.sjcccd.edu>

1. If this is your first visit to MyWeb, under "Account Information" (USER ACCOUNT MENU) click on "What's my User ID?" Type in your last name and either your social security or 7 digit student ID number. If this is not your first visit to MyWeb, then skip to Step#3.



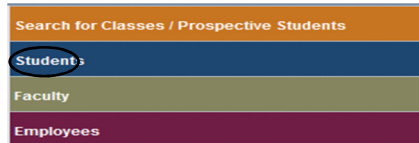
2. The first time you login into MyWeb, your password will be your six digit date of birth. (i.e.: If your birth date is April 8, 1979, you would type 040879). You will be prompted to change the password. The password must contain letters and numbers, no less than six characters.

3. Click on **LOG IN** navigation bar at the top of the page.



4. Enter the User ID and Password, click on the **SUBMIT** button to Log In.

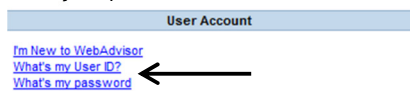
5. Click on Students on the right hand side of the screen\*.



\*You may have to change your monitor resolution to at least 800 x 600 or higher to view this menu properly.

## FORGET YOUR PASSWORD?

1. Under the User Account Menu click "What's my password." This will begin the process to reset your password.



2. On the next screen, click "I don't remember, reset my password."

3. The next screen will require that you type in your last name and either your Social Security Number or your 7 digit student ID number; click on **SUBMIT**.

4. The process of automatically resetting your password requires that you have an email address on file with Admissions and Records. Select the email address to which you want your temporary password sent. The process will take less than 5 minutes.



5. If the email address box is blank, you have not provided the college with your address. To update this information contact "Admissions and Records" or the MyWeb Support Center at [helpdesk@sjcccd.edu](mailto:helpdesk@sjcccd.edu).

6. After you have received your temporary password via email, go to MyWeb Students Log In, and enter your User Name and Temporary Password.

## REGISTRATION MENU

### To Add Classes

To look for open classes without logging in: Click "Search for Classes" on the MyWeb Home page or to add a class after logging in:

1. Click on REGISTER FOR SECTIONS.

a. Click on "Express Registration" if you already know the exact courses you want to take, and enter the information (e.g. Math\*100\*201 or REG ID# 42675).

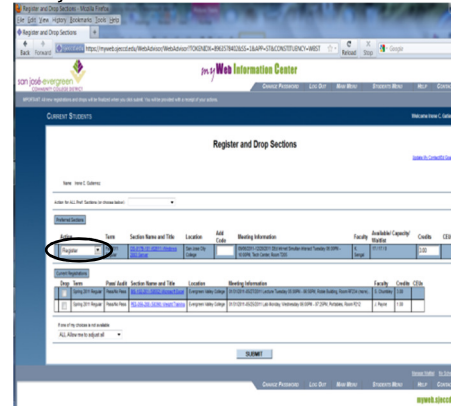
b. If you previously selected, sections and entered them into MyWeb, click "Register for previously selected sections" to register.

2. If you do not know the specific course (i.e., 5-digit Reg-ID number), click on "Search and Register for Sections."

3. You must specify at least three fields (term, subject, & location of the desired course). Additional fields will narrow your search. Click **SUBMIT** when you are ready to process your search. Most classes will be under the "regular" terms; for example, Fall Regular.

4. A list of courses will appear. Check the boxes of your preferred courses and click **SUBMIT**.

5. On the next screen, a list of classes that you selected in step 4 appears. It is called your preferred list. Here, you can select actions (e.g. Register/Waitlist/etc.) for the courses. You can select an action for the entire list of classes, or for individual classes. Click **SUBMIT** when ready.



### To Drop Classes

1. Under the "Registration Menu," click on "Register and Drop Sections."

2. Scroll down until you see "Current Registrations."

3. Place a check in the box for each class you wish to drop, click **SUBMIT**.

## MANAGE YOUR WAITLIST

1. Check the status of the classes you have waitlisted.

2. If the status says Active, it means that you are still on the waitlist.

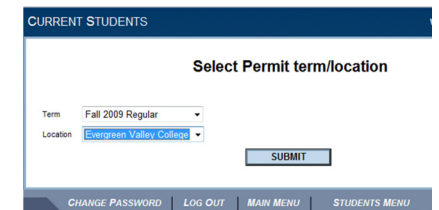
3. If the status says Enrolled, it means that you were moved from the waitlist and officially enrolled when space became available. Please pay any additional fees by the published deadline.

4. You may also remove a class from your waitlist by selecting the option in the action menu.



## STUDENT PARKING PERMIT

1. Click on "Student Parking Permit."
2. Select Permit Term and Location, click **SUBMIT**.
3. Click Purchase button.
4. Select Student Automobile Parking Permits or Student Motorcycle Parking Permits, Click Next button.
5. Enter Address information, click Next button.
6. Enter payment information, click Next Button. The permit is mailed the following day



Note: There is an option available to pay by cash or check. You must be on campus log into the student network. If you are unable to purchase a parking permit contact [Credentiaals Order Processing at 847-716-3005](mailto:Credentiaals Order Processing at 847-716-3005) 7-7 CST or [mysupport@credentialssolutions.com](mailto:mysupport@credentialssolutions.com)

## ACADEMIC PROFILE

### View Class Schedule

1. Click on "My Class Schedule."
2. Select the term to view that class schedule, click **SUBMIT**.

### Grades

1. Click on "Grades."
2. You may only select one term at a time, click **SUBMIT** to view your grades

### GPA

Follow the same steps as in Grades, click on "Grade Point Average by Term" instead.

### My Profile

1. Click on "My Profile."
2. View information about your current address, email address, phone number, academic major, etc.