

# PERALTA CAMPUS SOLUTIONS (CS) \_\_\_\_\_

(Peralta Passport Replacement) \_\_\_\_\_

## GUIDE



## Main Menu \_\_\_\_\_

- ▽ Logging In *(Student ID & Password Retrieval)*
- ▽ Manage Classes *(Adding & Dropping Classes)*
- ▽ Password Updates *(Changing Passwords & Security Questions)*
- ▽ Financial Account *(Paying Fees)*
- ▽ Academic Records *(Grades & Transcripts)*
- ▽ Task *(Holds & To Do's)*
- ▽ Profile *(Personal Information)*

Tip: Clicking on the links will take you to the page of that section!



# LOGGING IN

- Log-in with your student ID number, this is your 'User ID' for the CS System. It consists of all numbers and is eight digits long.

- If you do not know your ID number or password, please proceed to the link shown below the sign in button.

## Links to access the Log-In page CS System

- <https://sa.peralta.edu/>
- [web.peralta.edu/admissions/student-campus-solutions/](http://web.peralta.edu/admissions/student-campus-solutions/)



# LOGGING IN

Password Retrieval: Student ID Option

Please select one of the options:

I know my Student ID

10000000

I don't know my Student ID

Continue

- When choosing the Student ID option, a page pops-up that lets you choose which email to send the password reset to.

- You will be required to answer a security question before the password reset is sent.

- If you do not have access to the emails listed on the drop-down

**Support** menu and if you do not know the answer to the security question

**Email** please email [pssupport@peralta.edu](mailto:pssupport@peralta.edu).

**Method** - Provide your First Name, Last Name, Student ID or last 4 digits of your Social Security # and a message asking for a password reset.

**Student ID Emailed**

User ID 1 [redacted]

Please select an email on file:

\*Email 1 [redacted]@cc.peralta.edu

(If the email addresses listed are invalid, please contact the Admissions & Records Office to have it corrected.)

Please answer the following question below for user validation.

Question What is your Major?

\*Response [input field]

Email New Password

Note: Once you are done emailing support we highly recommend that you contact the admissions & records office to update your email address listed in the system if it is incorrect



# LOGGING IN

Password Retrieval: No Student ID Option

Please select one of the options:

I know my Student ID

I don't know my Student ID

Continue

- If the information given does not work please feel free to go back to the [previous page](#) and follow the [support email method](#). This would be the fastest way to get a password reset.

## Student ID

Sorry, we are unable to verify your information. If you continue to experience issues, please complete the Personal Information Update Form and email it to [\[redacted\]](#) or submit a paper copy to your College Admissions and Records Office. [coadmissions@peralta.edu](mailto:coadmissions@peralta.edu)

- If you do not know your Student ID number you can choose this alternative where you will be asked to provide an email and date of birth for verification. If successful, the system will send you an email containing your student ID number.

- Once you retrieve your student ID number, you are free to try the first option by using the student ID number option

## Retrieve Student ID

Enter the email address that has been registered with Peralta

Email Address

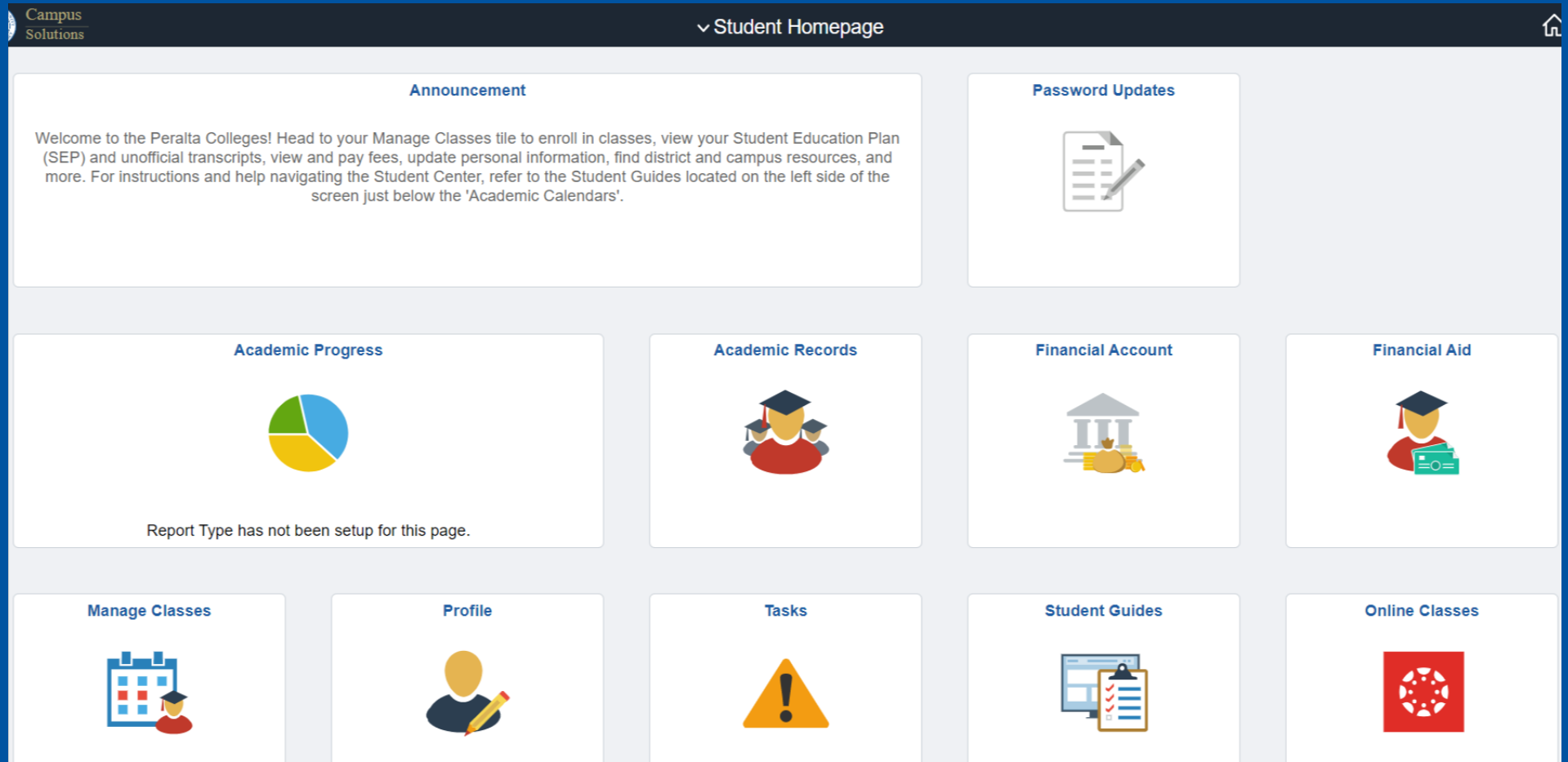
Birthdate



Submit

Cancel

# STUDENT HOME PAGE



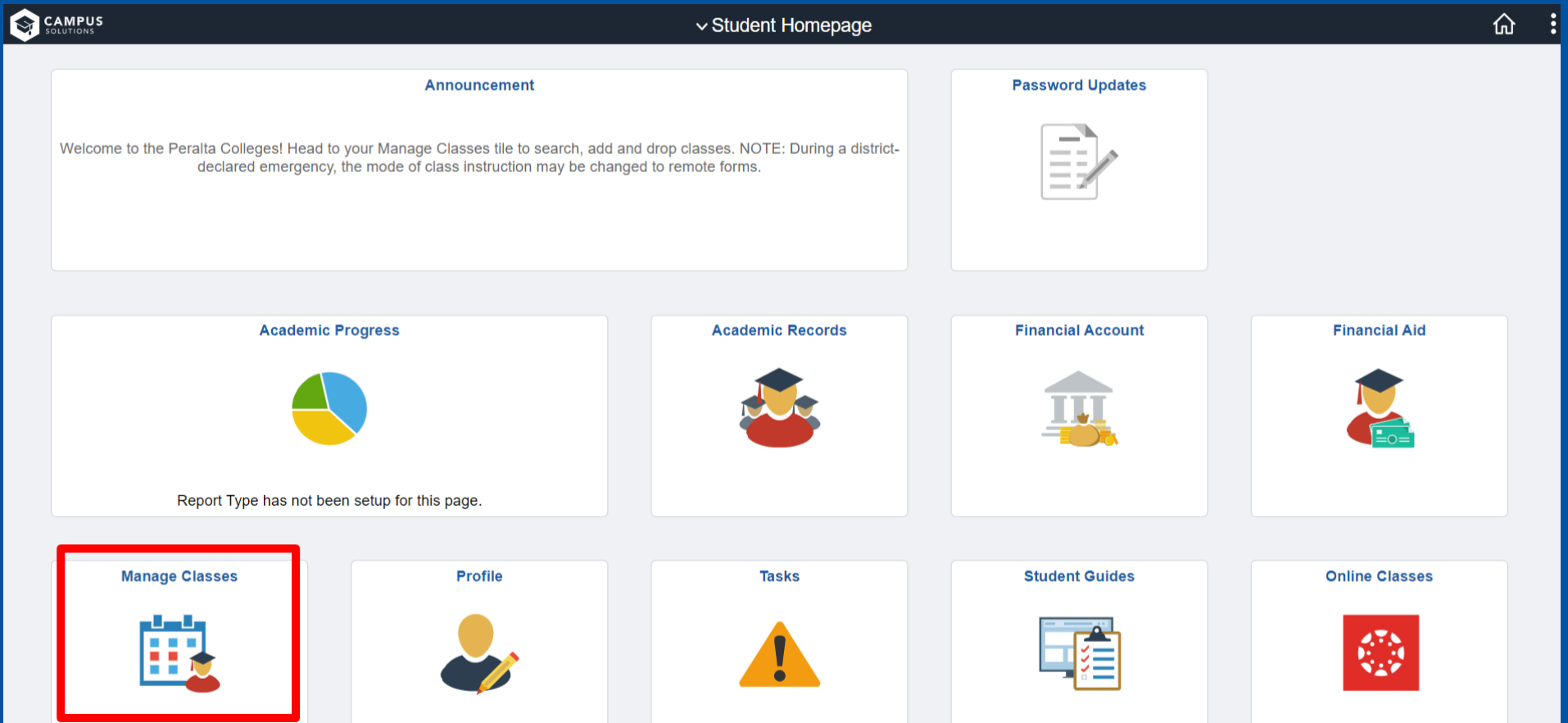
The screenshot shows the Student Homepage interface. At the top left, it says "Campus Solutions". In the top right, there is a dropdown menu for "Student Homepage" and a home icon. The main content area is divided into several sections:

- Announcement:** A large white box with a blue header. The text reads: "Welcome to the Peralta Colleges! Head to your Manage Classes tile to enroll in classes, view your Student Education Plan (SEP) and unofficial transcripts, view and pay fees, update personal information, find district and campus resources, and more. For instructions and help navigating the Student Center, refer to the Student Guides located on the left side of the screen just below the 'Academic Calendars'." Below the text is a document icon with a pencil.
- Academic Progress:** A white box with a blue header and a pie chart icon. Below the icon, it says "Report Type has not been setup for this page."
- Academic Records:** A white box with a blue header and an icon of a student with a graduation cap.
- Financial Account:** A white box with a blue header and an icon of a building with a stack of money.
- Financial Aid:** A white box with a blue header and an icon of a student with a graduation cap and a document.
- Manage Classes:** A white box with a blue header and an icon of a calendar with a student.
- Profile:** A white box with a blue header and an icon of a person with a pencil.
- Tasks:** A white box with a blue header and a yellow warning triangle icon with an exclamation mark.
- Student Guides:** A white box with a blue header and an icon of a document with a checklist.
- Online Classes:** A white box with a blue header and a red square icon with a white circular pattern.

- The Student Homepage will be the first thing you see after successfully logging-in to the CS System. Here you will view icons that you will need to know if you wish to sign-up for classes, view your online classes and pay for fees, etc.

# MANAGE CLASSES

The following guide will familiarize you with the features of the **Manage Classes** tab of the Student Homepage screen.



The screenshot displays the Student Homepage interface with the following components:

- Header:** CAMPUS SOLUTIONS logo, "Student Homepage" dropdown menu, home icon, and menu icon.
- Announcement:** A text box with the message: "Welcome to the Peralta Colleges! Head to your Manage Classes tile to search, add and drop classes. NOTE: During a district-declared emergency, the mode of class instruction may be changed to remote forms."
- Password Updates:** A tile with a document and pencil icon.
- Academic Progress:** A tile with a pie chart icon and the text: "Report Type has not been setup for this page."
- Academic Records:** A tile with an icon of a student wearing a graduation cap.
- Financial Account:** A tile with an icon of a building and coins.
- Financial Aid:** A tile with an icon of a student wearing a graduation cap and a document.
- Manage Classes:** A tile with a calendar and student icon, highlighted with a red border.
- Profile:** A tile with an icon of a person and a pencil.
- Tasks:** A tile with a yellow warning triangle icon.
- Student Guides:** A tile with an icon of a document and a checklist.
- Online Classes:** A tile with a red square icon containing a white gear-like pattern.



# Manage Classes: View My Classes

## Manage Classes



- View My Classes shows you the classes you are **enrolled** in, as well as how many **units** each class is and the **start date**. This tab also shows waitlisted classes and previously dropped classes from the same semester.

Student Homepage View My Classes

2021 Spring Undergraduate

View My Classes | Shopping Cart | Class Search and Enroll | Drop Classes | Update Classes | Swap Classes | Browse Course Catalog | Planner

By Class | By Date

Show Enrolled Classes  Show Waitlisted Classes  Show Dropped Classes

Printable Page

ART 1 INTRO TO ART HISTORY

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	3.00	Graded		Matriculating-COA	

Class: Lecture - 21085 | Start/End Dates: 01/25/2021 - 05/28/2021 | Days and Times: Days: To be Announced, Times: To be Announced | Room: A-ONLINE

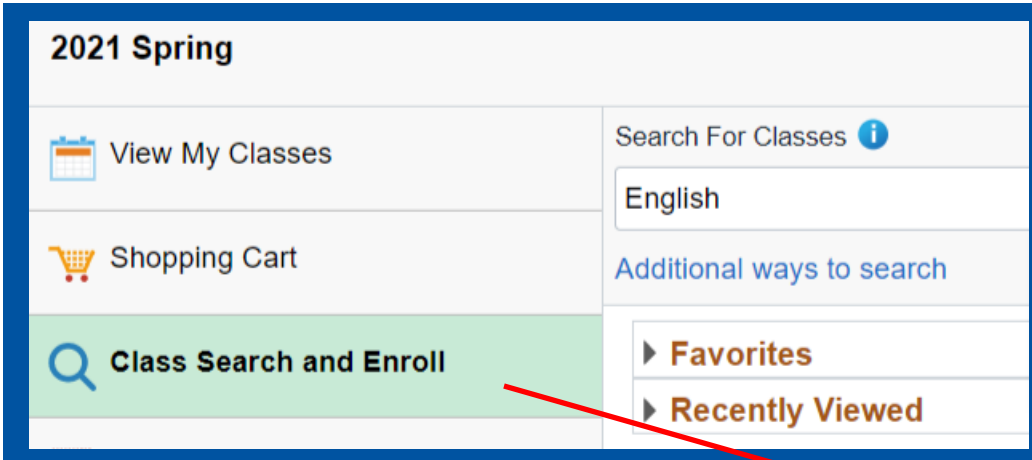
Enrollment Deadlines

ART 52 INTER PAINTING

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
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# Manage Classes: Search & Enroll

## Adding a Class Part 1



**2021 Spring**

- View My Classes
- Shopping Cart
- Class Search and Enroll**

Search For Classes ⓘ

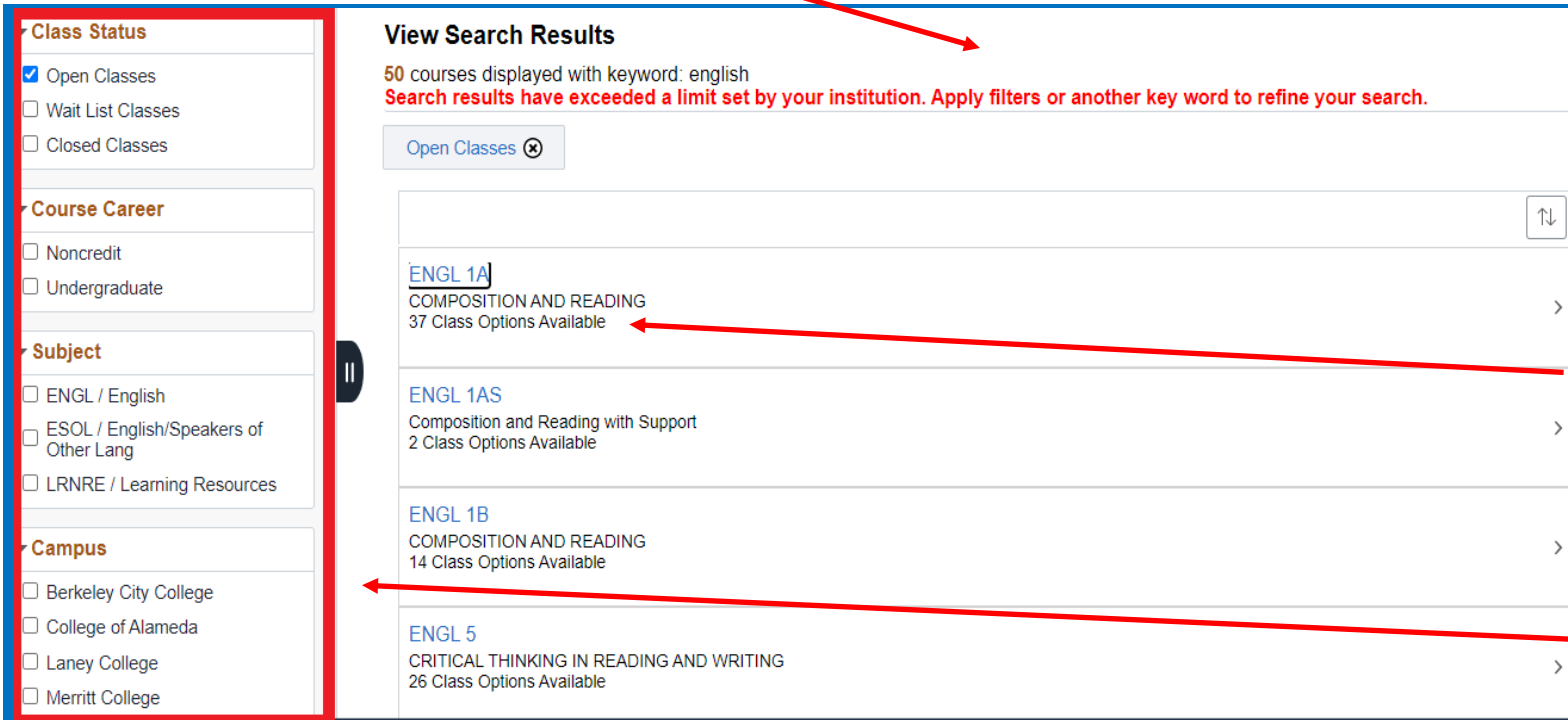
English

Additional ways to search

- ▶ Favorites
- ▶ Recently Viewed

- Clicking on the Class Search and Enroll tab allows you to bring up the search bar where you can input subjects you are interested in. Example: English.

- The **sidebar** gives you options to narrow your search to campus, open/close classes, etc.



**View Search Results**

50 courses displayed with keyword: english  
Search results have exceeded a limit set by your institution. Apply filters or another key word to refine your search.

Open Classes ⓘ

**Class Status**

- Open Classes
- Wait List Classes
- Closed Classes

**Course Career**

- Noncredit
- Undergraduate

**Subject**

- ENGL / English
- ESOL / English/Speakers of Other Lang
- LRNRE / Learning Resources

**Campus**

- Berkeley City College
- College of Alameda
- Laney College
- Merritt College

**ENGL 1A**  
COMPOSITION AND READING  
37 Class Options Available

**ENGL 1AS**  
Composition and Reading with Support  
2 Class Options Available

**ENGL 1B**  
COMPOSITION AND READING  
14 Class Options Available

**ENGL 5**  
CRITICAL THINKING IN READING AND WRITING  
26 Class Options Available

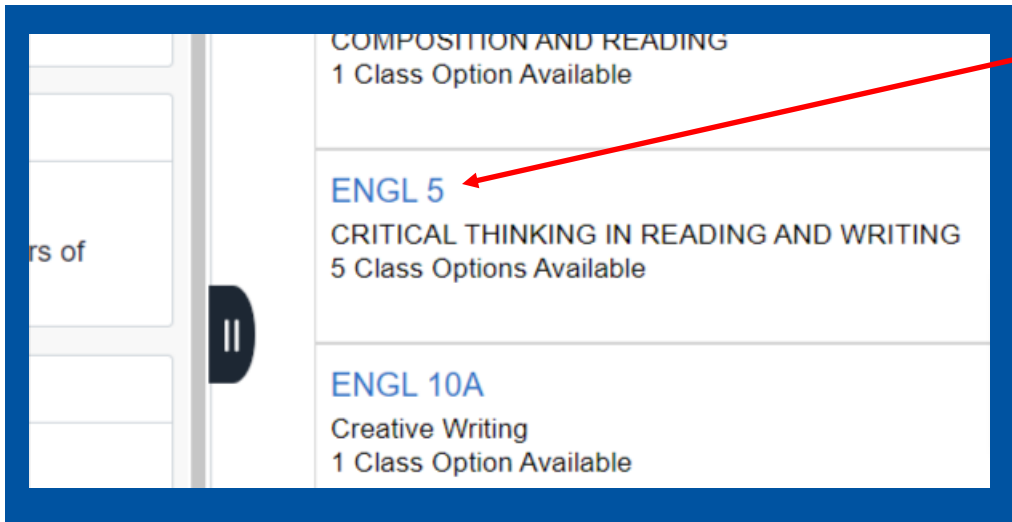
- Each specific class will show you the number of options available for that section, in this case there are **37 available** for ENGL 1A throughout the other campuses.

- Specifying the campus will change this number.



# Manage Classes: Search & Enroll

## Adding a Class Part 2



- In this example we will click on English 5, by doing this you will be presented with a list of available times and dates for that class as shown below.

- Please pay attention to the time and date, as well as the start date of the class, and choose the one that best fits your personal schedule and availability.

- After finding a time and date that works with your schedule, go ahead and click on “**Class Selection**” and proceed to the 4 step review of the selected class.

11	Open	Dynamically Dated	Lecture - 2	02/08/2021 - 05/28/2021	To be announced	B-ONLINE	Open Seats 5 of 30
12	Open	Dynamically Dated	Lecture - 2	03/15/2021 - 05/28/2021	To be announced	A-ONLINE	Open Seats 22 of 30
13	Open	Regular Academic	Lecture - 2	01/25/2021 - 05/28/2021	Multiple meeting schedules		Open Seats 6 of 30

**Class Selection**

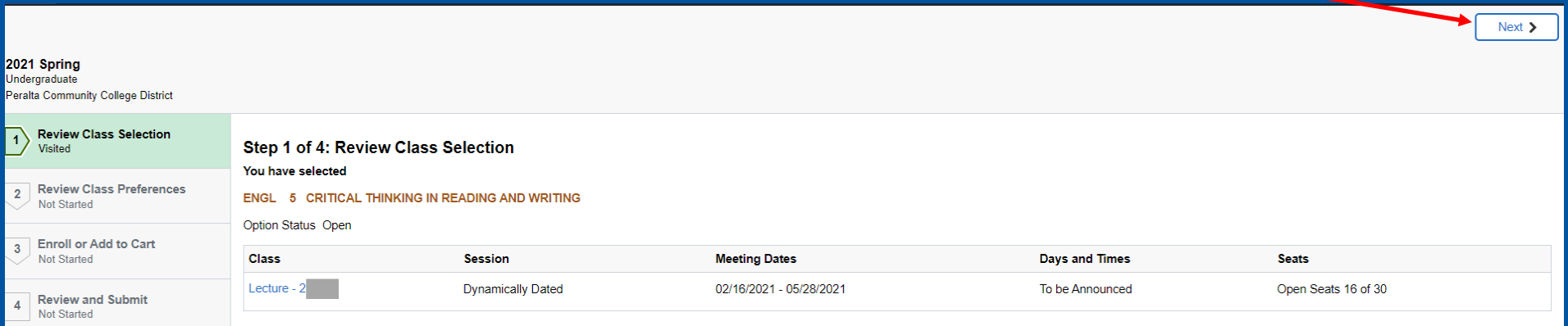
NOTE: On this list, you can also view the **Open Seats** of classes.



# Manage Classes: Search & Enroll

## Adding a Class Part 3

- Below is the Step 1 of 4 review of the selected class. Please take the time to look over your selection and make sure that it is indeed the class you want to add. After that, feel free to proceed by clicking next.



2021 Spring  
Undergraduate  
Peralta Community College District

**1 Review Class Selection**  
Visited

**2 Review Class Preferences**  
Not Started

**3 Enroll or Add to Cart**  
Not Started

**4 Review and Submit**  
Not Started

**Step 1 of 4: Review Class Selection**

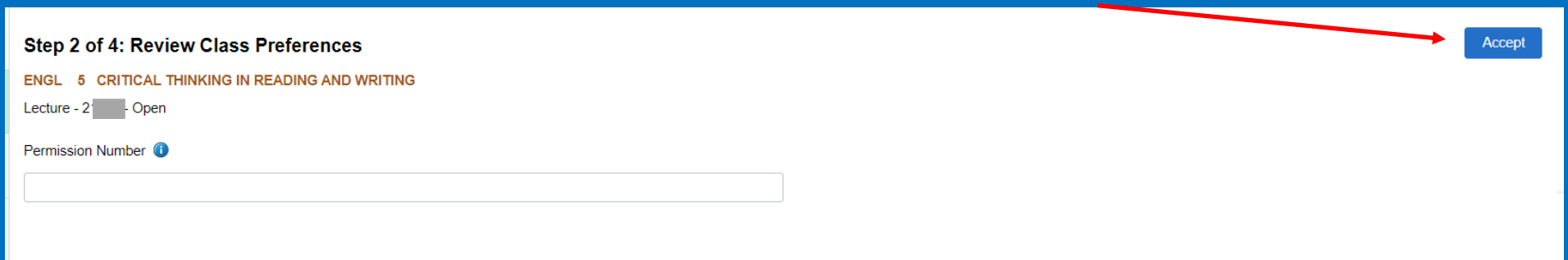
You have selected  
**ENGL 5 CRITICAL THINKING IN READING AND WRITING**

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 2	Dynamically Dated	02/16/2021 - 05/28/2021	To be Announced	Open Seats 16 of 30

Next >

- Below is the Step 2 of 4 review of the selected class. This step gives you the option of entering a Permission Number; usually these are needed if a class is full and you want to enroll into them. Right now this is not important to enroll into the class because our selected class is open, we will simply proceed to the next step.



**Step 2 of 4: Review Class Preferences**

**ENGL 5 CRITICAL THINKING IN READING AND WRITING**

Lecture - 2 - Open

Permission Number ⓘ

Accept



# Manage Classes: Search & Enroll

## Adding a Class Part 4

### 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

- This is Step 3 of 4 review of the selected class. In the new Campus Solutions (CS) system students are allowed to enroll into classes immediately after selecting. Adding classes to the Shopping Cart is still an option if you are not yet sure about the class you want to add.

- Below is the Step 4 of 4 review of the selected class. After picking whether you want to enroll into the class right away or add it to your Shopping Cart you will be presented with the last step before submitting. Here you can see the example has **selected to add their class to the shopping cart** for further consideration. Remember, adding the class into your Shopping Cart does not enroll you into the class, you will still need to enroll yourself in the Shopping Cart tab. Once you are done reviewing your choices, feel free to submit.

### Step 4 of 4: Review and Submit

You have selected to add to your shopping cart

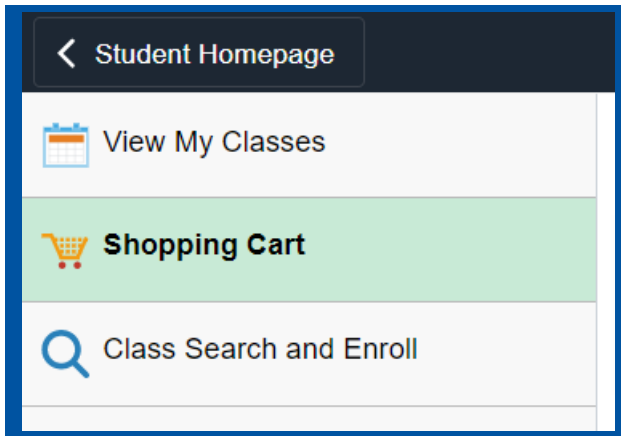
ENGL 5 CRITICAL THINKING IN READING AND WRITING

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 21180	Dynamically Dated	02/16/2021 - 05/28/2021	To be Announced	Open Seats 16 of 30

Submit



# Manage Classes: Shopping Cart



- You can click on the [Shopping Cart](#) tab to view the classes you have put here from the [Class Search and Enroll](#) tab.

- Below we will show how to simply enroll into the class once you are certain and happy with the choice that you have made through browsing your options and alternatives.

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 2	ENGL 5 CRITICAL THINKING	Dynamically Dated	More meeting details available			3.00	Open Seats 16 of 30	<a href="#">Change Preferences</a>

- Check the **select box** of the class you want to enroll into from the Shopping Cart list and then proceed to Enroll on the right hand corner of the provided example above. Once finished, you can simply view your class under the [View My Classes](#) tab.



# Manage Classes: Drop Classes

Class Search and Enroll

**Drop Classes**

Update Classes

- Clicking on the Drop Classes tab brings up a list of all the classes you are currently enrolled in. Shown below is the selection of classes to drop, step 1 of 2.

- Go ahead and **check the box** of the class you want to drop.

Drop Classes

2021 Spring Undergraduate

1 Select Classes to Drop In Progress

2 Review Classes to Drop Not Started

Step 1 of 2: Select Classes to Drop

Select	Class	Description	Days and Times	Room	Instructor	Units	Status
<input type="checkbox"/>	Lecture - 2	ART 1 INTRO TO ART HISTORY	To be Announced	A-ONLINE	G.	3.00	Enrolled
<input type="checkbox"/>	Laboratory - 2	ART 52 INTER PAINTING	To be Announced	A-ONLINE	D.	3.00	Enrolled
<input type="checkbox"/>	Lecture - 2	MATH 208 MATH/LAB SCIENCES	To be Announced	L-ONLINE	J.	3.00	Enrolled

<input checked="" type="checkbox"/>	Lecture - 2	MATH 208 MATH/LAB SCIENCES	To be Announced	L-ONLINE	J.	3.00	Enrolled
-------------------------------------	-------------	----------------------------	-----------------	----------	----	------	----------

- Proceed to the next step which is step 2 of 2; after reviewing, click Drop Classes when you are done.

Step 2 of 2: Review Classes to Drop


Drop Classes


Class	Description	Days and Times	Room	Instructor	Units	Status
Lecture - 2	MATH 208 MATH/LAB SCIENCES	To be Announced	L-ONLINE	J.	3.00	Enrolled



# Manage Classes: Update Classes

 Drop Classes

 **Update Classes**

 Swap Classes

- Clicking on Update Classes will bring you the option to enter in a permission number and change the grading basis. One grading basis for a class is “Pass/No Pass” which means there will be no letter grade assigned after completion. The other is “Graded” which means a letter grade will be assigned after completion.

- Update Classes is mainly for adding classes you got a permission number for. This can be obtained by speaking to the instructor of the class you want to get into. In most cases, you will be waitlisted for the class and requesting a permission number is a sure and easy way to secure your spot to enroll into it.

× Exit Update Classes ⋮

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2021 Spring  
Undergraduate  
Peralta Community College District

**1** Class Preferences  
In Progress Accept

**2** Review and Submit  
Not Started

**Step 1 of 2: Class Preferences**

ART 1 INTRODUCTION TO ART HISTORY  
Lecture - 2

Permission Number ?


  
  


Grading Basis

Graded ▼



# Manage Classes: Swap Classes

 Update Classes

 **Swap Classes**

 Browse Course Catalog

- Clicking on [Swap Classes](#) allows you to bring up the option to swap an existing enrolled class in your schedule with another one that best fits your academic goal, availability, or subject interest.

- Remember, the class you will be swapping out from will be dropped from your schedule.

- It is important to also remember the add/drop deadlines to avoid any unwanted “W” (Withdrawals) on your transcript.

## Swap Classes

Select the class you wish to swap then select the class you wish to replace it with.

Search

### Swap This Class

Select from your schedule

### With This Class

Search for Classes


Or


Enter Class Number



# Manage Classes: Browse Course Catalog

 Swap Classes

 **Browse Course Catalog**

 Planner

- Clicking on [Browse Course Catalog](#) will allow you to search for available classes throughout the 4 campuses. This feature gives you the finer details of a subject such as units, class description, and available grading options.

- Below is an example of the details of a particular subject.

View course detail by date  ▼

[View Classes](#)

[Add to Planner](#)

## ART 1

INTRODUCTION TO ART HISTORY

### Course Detail

Course Career	Undergraduate
Units	3.00
Grading	Student Option
Course Component	Lecture
Campus	Berkeley City College
Academic Group	Berkeley City College
Academic Organization	Berkeley City College

### Description

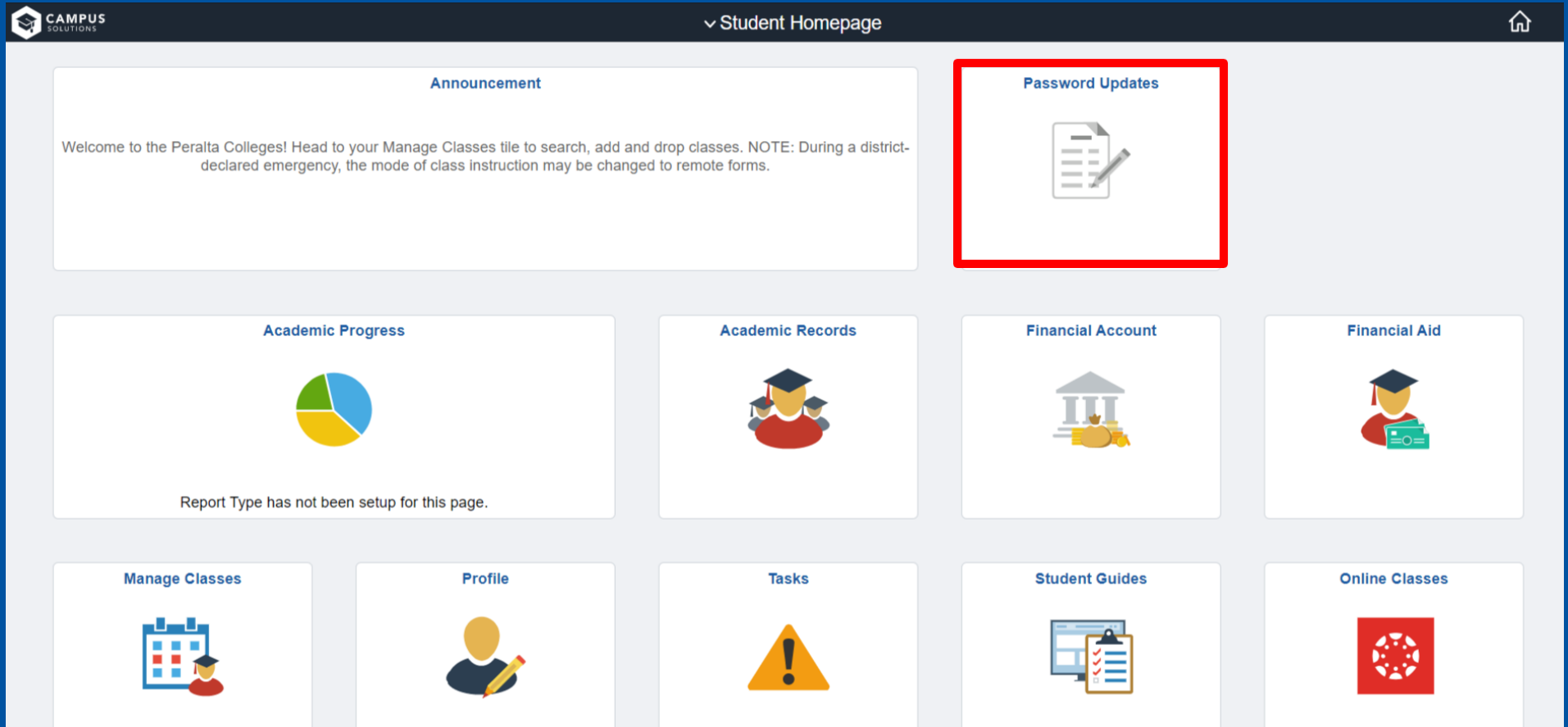
Introduction to art purposes, principles and forms: Basic understanding of stylistic development and methods of analysis with emphasis on twentieth century art. 1001.00

- Please note that the campus, academic group, and academic organization does not mean the class is only available at that campus. Some classes are campus specific but the more generic ones can be found at all 4 campuses.



# Password Updates

The following guide will familiarize you with the features of the **Password Updates** tab on the Student Homepage Screen.



The screenshot displays the Student Homepage interface. At the top left is the Campus Solutions logo. The page title is "Student Homepage" with a dropdown arrow. A home icon is in the top right. The main content area features several tiles:

- Announcement:** A large white tile with the text: "Welcome to the Peralta Colleges! Head to your Manage Classes tile to search, add and drop classes. NOTE: During a district-declared emergency, the mode of class instruction may be changed to remote forms." The "Password Updates" tile is highlighted with a red border.
- Academic Progress:** A tile with a pie chart icon and the text: "Report Type has not been setup for this page."
- Academic Records:** A tile with an icon of a student wearing a graduation cap.
- Financial Account:** A tile with an icon of a building and a stack of money.
- Financial Aid:** A tile with an icon of a student wearing a graduation cap and a document.
- Manage Classes:** A tile with a calendar icon and a student icon.
- Profile:** A tile with an icon of a person and a pencil.
- Tasks:** A tile with a yellow warning triangle icon.
- Student Guides:** A tile with an icon of a document and a checklist.
- Online Classes:** A tile with a red square icon containing a white gear-like pattern.

# Password Updates: Password Change

## Password Change



- Clicking on Password Change will bring up the option to change the current password to your Campus Solutions (CS) account. Below is the screen that will show your name and ID number as well as the option to enter in your current password to change it to something else.

## Change Password

User ID 1

Description Your Name

\*Current Password

\*New Password

\*Confirm Password

Change Password

- In the case that you had to reset your password for the Campus Solutions (CS) account, please enter the password they provided to change it to something that you know and remember.

- Please retype the new password you want to change to before clicking "Change Password."

# Password Updates: Password Questionnaire

## Password Questionnaire



- Clicking on Password Questionnaire will bring up the option to change or set up your password security question and answer. This is important to set as soon as possible because this question will be asked if forget your student ID number and try to retrieve it.

## Password Questionnaire

Set up Forgot Password Security Question and Answer

If you forget your password, you can have a new password emailed to you.

Enter a question and your response below. These will be used to authenticate you.

Question

What is your Major?



Response

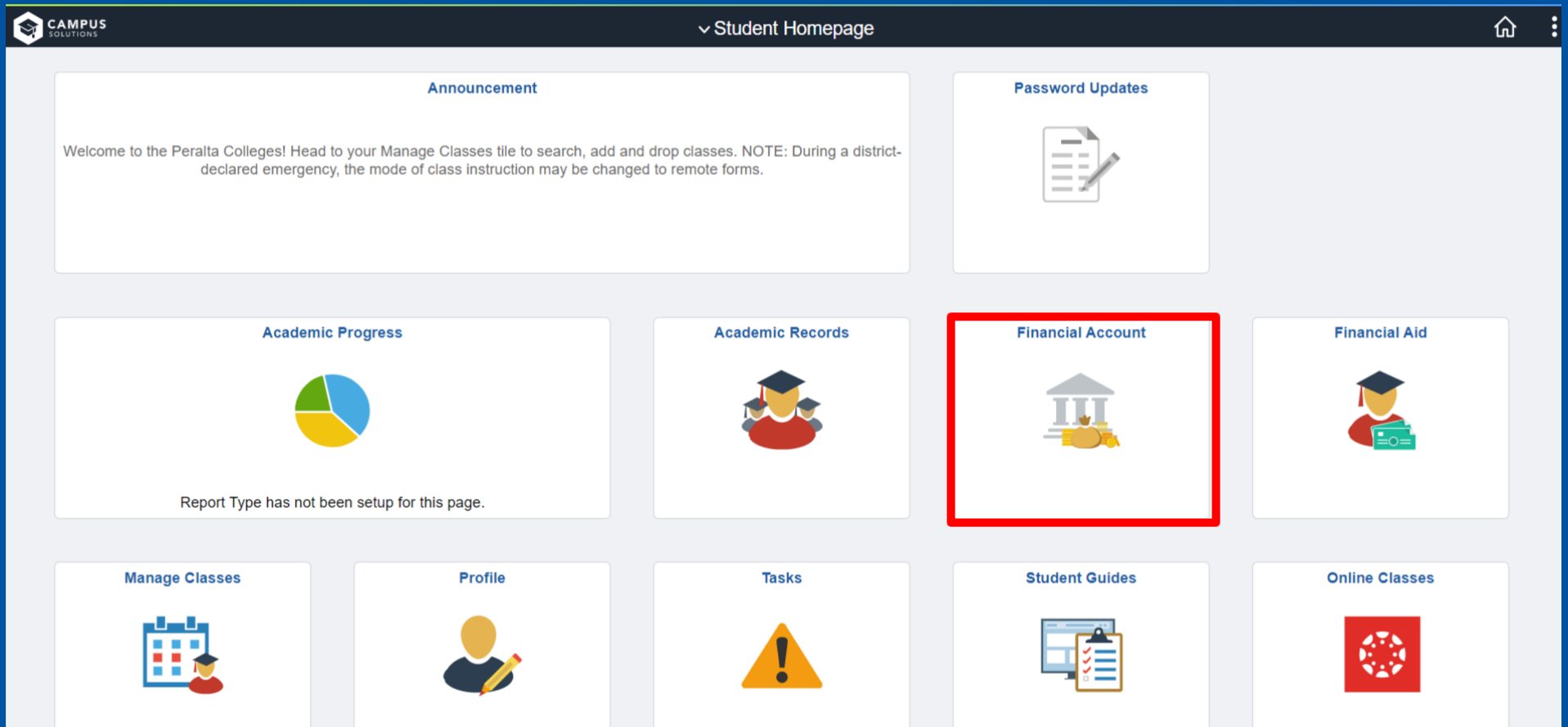
COMPUTER SCIENCE

Save

- Choose one of the prewritten default questions on the drop-down menu shown here and give an answer you will remember. Please note that the answer is case sensitive and you will be required to type it the way you did the first time.

# Financial Account

The following guide will familiarize you with the features of the **Financial Account** tab of the Student Homepage that will guide you on how to pay your fees and due amounts.

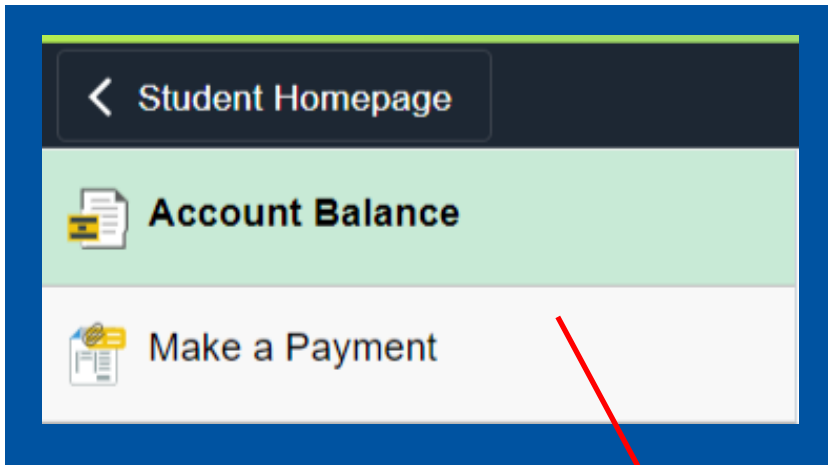


The screenshot displays the Student Homepage interface. At the top left is the "CAMPUS SOLUTIONS" logo. The page title is "Student Homepage". The main content area is a grid of tiles:

- Announcement:** Welcome to the Peralta Colleges! Head to your Manage Classes tile to search, add and drop classes. NOTE: During a district-declared emergency, the mode of class instruction may be changed to remote forms.
- Password Updates:** Icon of a document with a pencil.
- Academic Progress:** Pie chart icon. Text: Report Type has not been setup for this page.
- Academic Records:** Icon of a student with a graduation cap.
- Financial Account:** Icon of a building with a money bag. This tile is highlighted with a red border.
- Financial Aid:** Icon of a student with a graduation cap and a document.
- Manage Classes:** Icon of a calendar and a student.
- Profile:** Icon of a person and a pencil.
- Tasks:** Icon of a warning sign.
- Student Guides:** Icon of a document and a clipboard.
- Online Classes:** Icon of a red square with a white circular pattern.



# Financial Account: Account Balance



- Clicking on Account Balance will bring up a page that will show you your current balance, such as charges & deposits as shown below. This will also show the total due amount on your account as well as the semester it comes from.

A screenshot of the 'Account Balance' page. The page title is 'Account Balance'. On the left, there is a sidebar with navigation options: 'Account Balance Due Now 4.00', 'Make a Payment', 'Charges Due', 'Payment History', 'Direct Deposit', and 'Account Services'. The main content area shows a table titled 'What I Owe' with the following data:


Term	Charges & Deposits	Total Due
2021 Spring	4.00	4.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>


Below the table, it states 'Currency used is US Dollar'. A red arrow points from the 'Make a Payment' option in the sidebar to the 'Account Balance' page title.


- If you have financial aid questions regarding the amount on this page and how it can be covered, please go to <https://alameda.peralta.edu/student-service/financial-aid/> where you can contact them through email or phone.

# Financial Account: Make a Payment

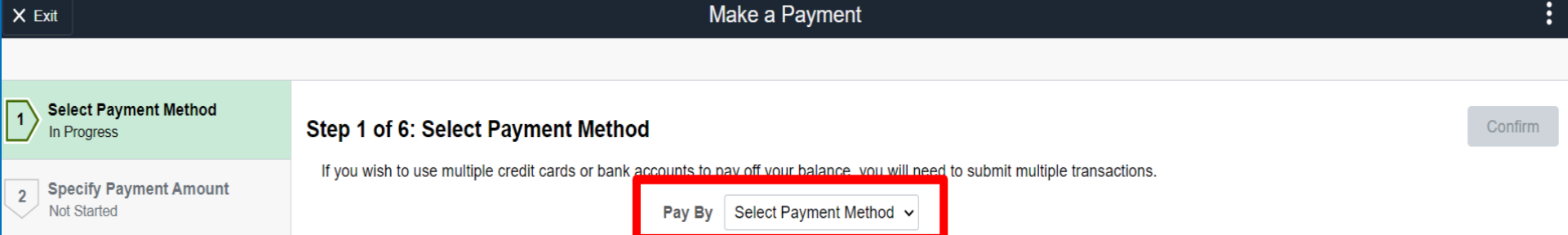
## Paying Your Fees: Part 1

 Account Balance

 **Make a Payment**

 Payment History

- Clicking on Make a Payment will bring you to a 6 step system of paying for the amount due in your account. The first page is for you to **select the payment method** you want to use for the amount.



The screenshot shows a web interface for making a payment. At the top, there is a navigation bar with 'X Exit' on the left and 'Make a Payment' in the center. Below this, a progress indicator shows '1 Select Payment Method In Progress' and '2 Specify Payment Amount Not Started'. The main content area is titled 'Step 1 of 6: Select Payment Method' and includes a 'Confirm' button in the top right corner. A note states: 'If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transactions.' Below the note, there is a 'Pay By' label and a dropdown menu labeled 'Select Payment Method' with a downward arrow. The dropdown menu is highlighted with a red box.

- Carefully select the payment method you want to use for this transaction, the selections can only be an electronic check or credit card. Once you are done selecting feel free to proceed by clicking on the “Confirm” button on the top right-hand corner of the page.

- If you have further questions, feel free to email them to [coa-cashier@peralta.edu](mailto:coa-cashier@peralta.edu).

# Financial Account: Make a Payment

## Paying Your Fees: Part 2

### Step 2 of 6: Specify Payment Amount

Confirm

This is a list of charges that you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

Actions

**PCCD1**

Item Description	Due Date	Item Term	Outstanding Charges	Payment Amount
Student Campus Use Fee - Laney	03/04/2021	2021 Spring	2.00	<input type="text" value="2.00"/> 2.00
Student Represent. Fee-Laney	03/04/2021	2021 Spring	2.00	<input type="text" value="2.00"/> 2.00
Description			0.00	<input type="text" value="0.00"/> 0.00
<b>Total</b>			<b>4.00</b>	<b>4.00</b>

- Enter the amount due for “**Outstanding Charges**” under the fill bar of “Payment Amount.” After making sure the numbers match, feel free to proceed.

Make a Payment

← Previous

1 Select Payment Method Complete

2 Specify Payment Amount Complete

3 Confirm Payment Amount In Progress

### Step 3 of 6: Confirm Payment Amount

Your payment of 4.00 USD will be collected through our secure third party payment provider.

You are about to leave our web site and enter ACI Portal. You will provide your credit card information there.

Confirm

- Confirm the payment amount presented on this step of the process, read the text carefully before moving forward. Please note that we will be using a secure third party payment provider in the next step.



# Financial Account: Make a Payment

Paying Your Fees: Part 3

- Enter your information carefully and go through the steps of payment on the third party payment provider as shown below. Once you provide your card information, name, and address you are free to proceed to the submit payment step.

## Step 4 of 6: Third Party Page

Official Payments has changed its name to ACI Payments, Inc

**ACI PAYMENTS, INC.**

### Peralta CCD

Peralta Community College District  
Payment Description: SSFSELSERVICE

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

### Payment Amount

\$  .00

### Payment Method

New Card

Card Number      Expiration Date      Security Code [What is this?](#)

-- --



Please note you will not be charged until you Submit at end.

[Cancel](#)

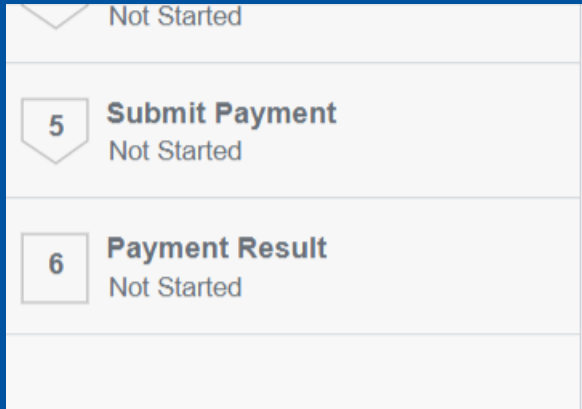
[Continue](#)





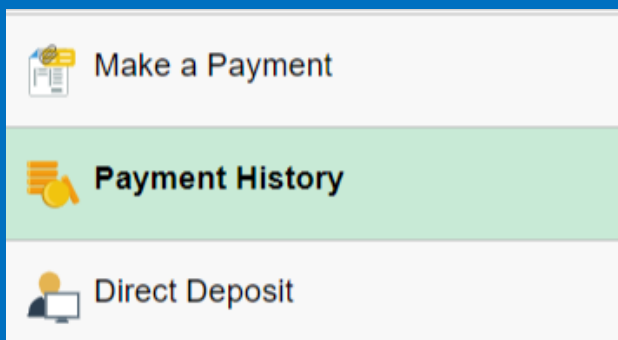
# Financial Account: Make a Payment

## Paying Your Fees: Part 4



- After giving a final review of your information and payment details feel free to submit it and wait for the payment to process and go through.
- Once the payment has processed you will be able to see the result of the transaction on the Payment Result tab.

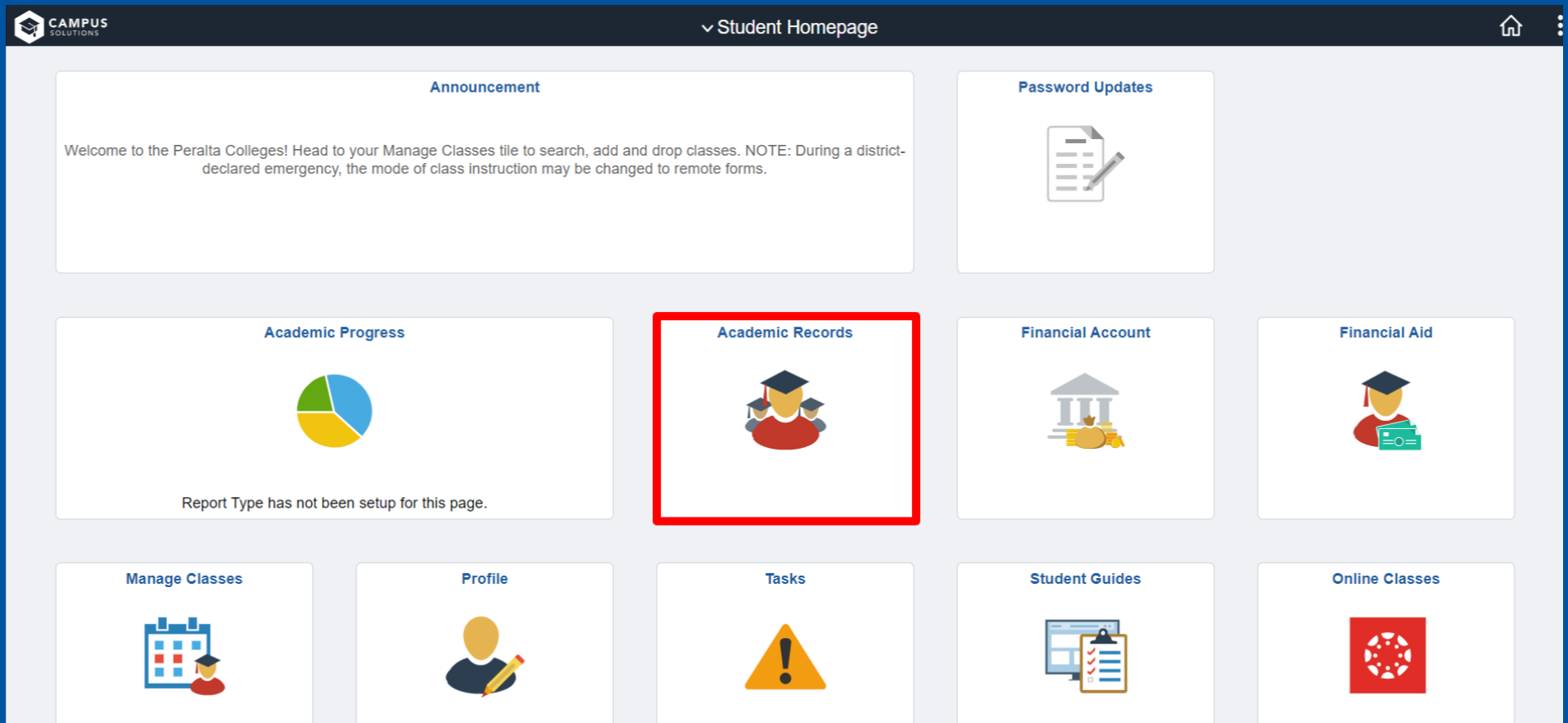
- You can also go to Payment History to view your recent payment as well as other transactions. Here you can see the details of the payments you have made, including the dates of each payment and how much was paid.



- We encourage that you print out this page for your records so that you can have a printed copy of the payments you have made. You can also take a screen capture of it.

# Academic Records

The following guide will familiarize you with the features of the **Academic Records** tab of the Student Homepage.

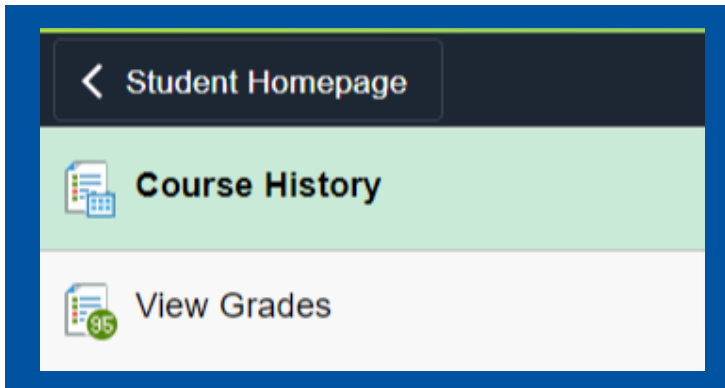


The screenshot displays the Student Homepage interface with the following components:

- Header:** CAMPUS SOLUTIONS logo, "Student Homepage" dropdown menu, and home icon.
- Announcement:** A text box with the message: "Welcome to the Peralta Colleges! Head to your Manage Classes tile to search, add and drop classes. NOTE: During a district-declared emergency, the mode of class instruction may be changed to remote forms."
- Password Updates:** A tile with a document and pencil icon.
- Academic Progress:** A tile with a pie chart icon and the text: "Report Type has not been setup for this page."
- Academic Records:** A tile with a graduation cap icon, highlighted with a red border.
- Financial Account:** A tile with a building and money icon.
- Financial Aid:** A tile with a graduation cap and money icon.
- Manage Classes:** A tile with a calendar and graduation cap icon.
- Profile:** A tile with a person and pencil icon.
- Tasks:** A tile with a yellow warning triangle icon.
- Student Guides:** A tile with a document and checklist icon.
- Online Classes:** A tile with a red square and white dots icon.



# Academic Records: Course History



- Clicking on Course History will bring up a page containing all of the classes you have taken. This also shows the grade you got and the units value of each class.

- You are able to filter the list according to the class, description, term, grade, units, and status of the classes.
- By clicking on any of the classes you are able bring up the Class Information window with the details of each.

Class	Description	Term	Grade	Units	Status
COUN 24	COLLEGE SUCCESS	2019 Spring		3.00	✓ Taken
HIST 19	HIST OF CALIFORNIA	2019 Spring		3.00	✓ Taken
ANTHR 3	SOCIAL/CULTURAL ANTHRO	2018 Fall		3.00	✓ Taken
KIN 58A	FITNESS/STRENGTH TRAINING I	2017 Fall		0.50	✓ Taken
PSYCH 7A	PSYCH OF CHILDHOOD	2017 Spring		3.00	✓ Taken



# Academic Records: View Grades

A screenshot of the 'Student Homepage' navigation menu. The menu is dark blue with white text. The 'View Grades' option is highlighted in green. The menu items are: Course History, View Grades, View Unofficial Transcript, and Request Official Transcript. To the right of the menu, a list of terms is shown: 2019 Spring Undergraduate, 2018 Fall Undergraduate, 2017 Fall Undergraduate, and 2017 Spring.

- Clicking on View Grades will bring up a page where you can choose which term's grades you want to view. The example below shows the break down of each class' grade, unit value, and grade points.
- It also shows if the class was graded.

- You can also view the term GPA and cumulative GPA as well as the academic standing you have.

View Grades					
Term GPA 3.667					>
Cumulative GPA 3.576					>
Academic Standing Good Standing					
4 rows					
Class	Units	Grading	Grade	Grade Points	
BIOL 10	4.00	Graded		12.000	>
LIS 85	2.00	Graded		8.000	>




# Academic Records: View Unofficial Transcript


- Clicking on [View Unofficial Transcript](#) will give you the option to request your unofficial transcript via PDF file to print out or to save for your records.


The screenshot shows the Peralta Community College District website interface. On the left is a navigation menu with options: Course History, View Grades, View Unofficial Transcript (highlighted in green), Request Official Transcript, and Enrollment Appointments. The main content area is titled 'View Report' and contains a 'New Request' section. In this section, there is a 'Report Type' dropdown menu set to 'Peralta Unofficial Transcript' and a 'Submit' button. A red rectangular box highlights the 'View All Requested Reports' button located at the top right of the main content area. Below the 'New Request' section, there is an 'Information For Students' paragraph and a link to request an official transcript.

- Clicking on the **view all requested reports** will give you a list of past requests to view the unofficial transcripts.
- If you do require the most up to date unofficial transcript we recommend making a new request. Due to the fact that old request do not update/add the classes you recently have taken/completed.
- Note: most 4 year institutions do not accept unofficial transcripts as a record of units taken and completed, you will have to request an official transcript. This will be covered in the next part.

# Academic Records: Request Official Transcript

 View Unofficial Transcript


 **Request Official Transcript**

 Enrollment Appointments

- Clicking on Request Official Transcript will bring up a page where you can start to order your official transcript. Clicking on the **icon shown below** will take you to a different page on another tab where you can begin the transcript ordering service.

## Help Center & FAQ



Select Language   
Powered by 

- Picture I.D. is required to order and pick up transcripts in person.

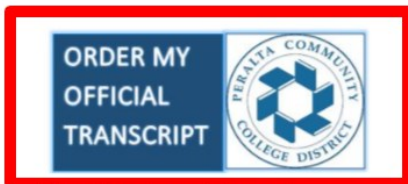
### Official Transcript Request

The quickest and most convenient way to request a transcript is online over the Internet. Please view the ordering options below:

#### Option 1: ONLINE

The Peralta Community College District has retained Credentials Inc. to accept transcript orders over the internet through their secured site. **TranscriptsPlus®** will facilitate your request 24 hours per day, 365 days per year.

You can request your Official Transcript through your **PASSPORT Student Center** or you can click on the icon below to get started:



Click on the icon below to check the status of your transcript request:



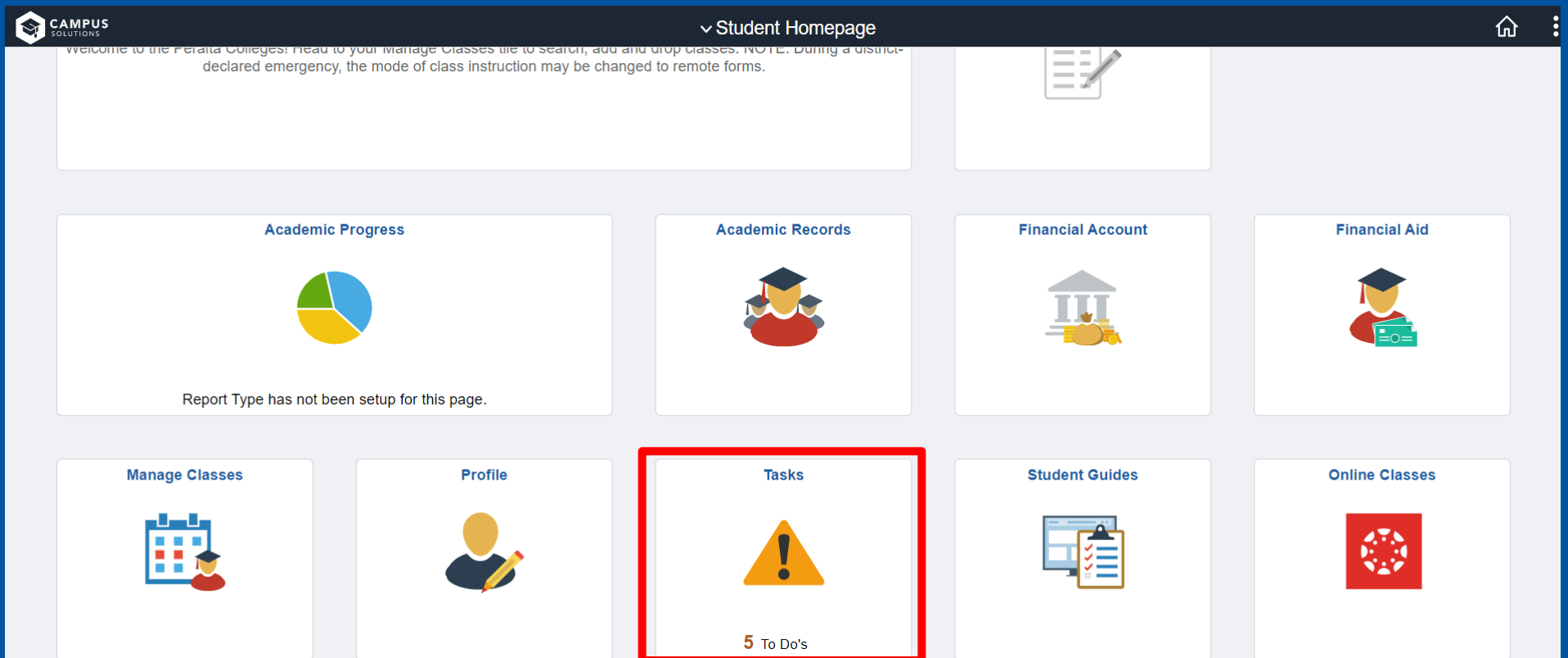
Or call (847) 716-3005

*Advantages to Ordering Transcripts Online:*

- On the other tab you will be required to choose between an electronic/PDF transcript or a paper hard-copy transcript. Universities do require you to send in an electronic/PDF copy, this would be the fastest way to send your transcripts over.

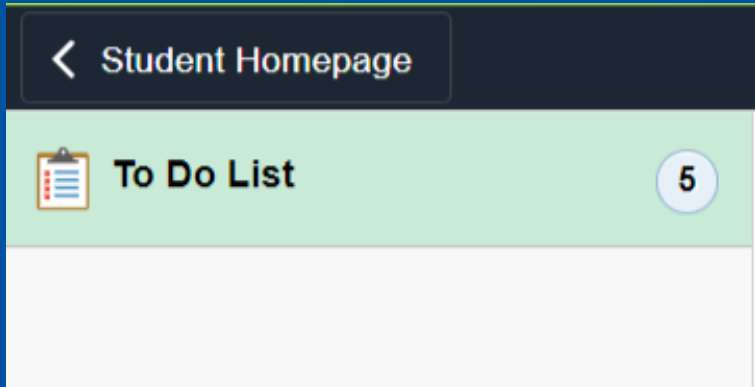
# Task (To Do's)

The following guide will familiarize you with the features of the **Task (To Do's)** tab of the Student Homepage.



The screenshot displays the Student Homepage interface. At the top, there is a navigation bar with the 'CAMPUS SOLUTIONS' logo on the left, a dropdown menu labeled 'Student Homepage' in the center, and a home icon on the right. Below the navigation bar, a welcome message reads: 'Welcome to the Peralta Colleges! Head to your Manage Classes tile to search, add and drop classes. NOTE: During a district-declared emergency, the mode of class instruction may be changed to remote forms.' The main content area is a grid of tiles. The 'Tasks' tile, located in the bottom row, second column from the left, is highlighted with a red border. It features a yellow warning triangle icon with an exclamation mark and the text '5 To Do's' below it. Other tiles include 'Academic Progress' (with a pie chart icon and the message 'Report Type has not been setup for this page.'), 'Academic Records' (with a graduation cap icon), 'Financial Account' (with a building icon), 'Financial Aid' (with a graduation cap and money icon), 'Manage Classes' (with a calendar icon), 'Profile' (with a person icon), 'Student Guides' (with a clipboard icon), and 'Online Classes' (with a red square icon containing a white circle).

# Task: To Do List



- Clicking on To Do List will bring up all the actions you are required to complete. Here you can find all of your current holds, such as academic, admission, and financial aid holds. You can view which department a hold is from by clicking on each and reading the details presented.

- Please pay attention to the **due date** of each hold, as not everything in your To Do List has a deadline. However, it is important that you complete and resolve these holds within the deadline if they do have one.

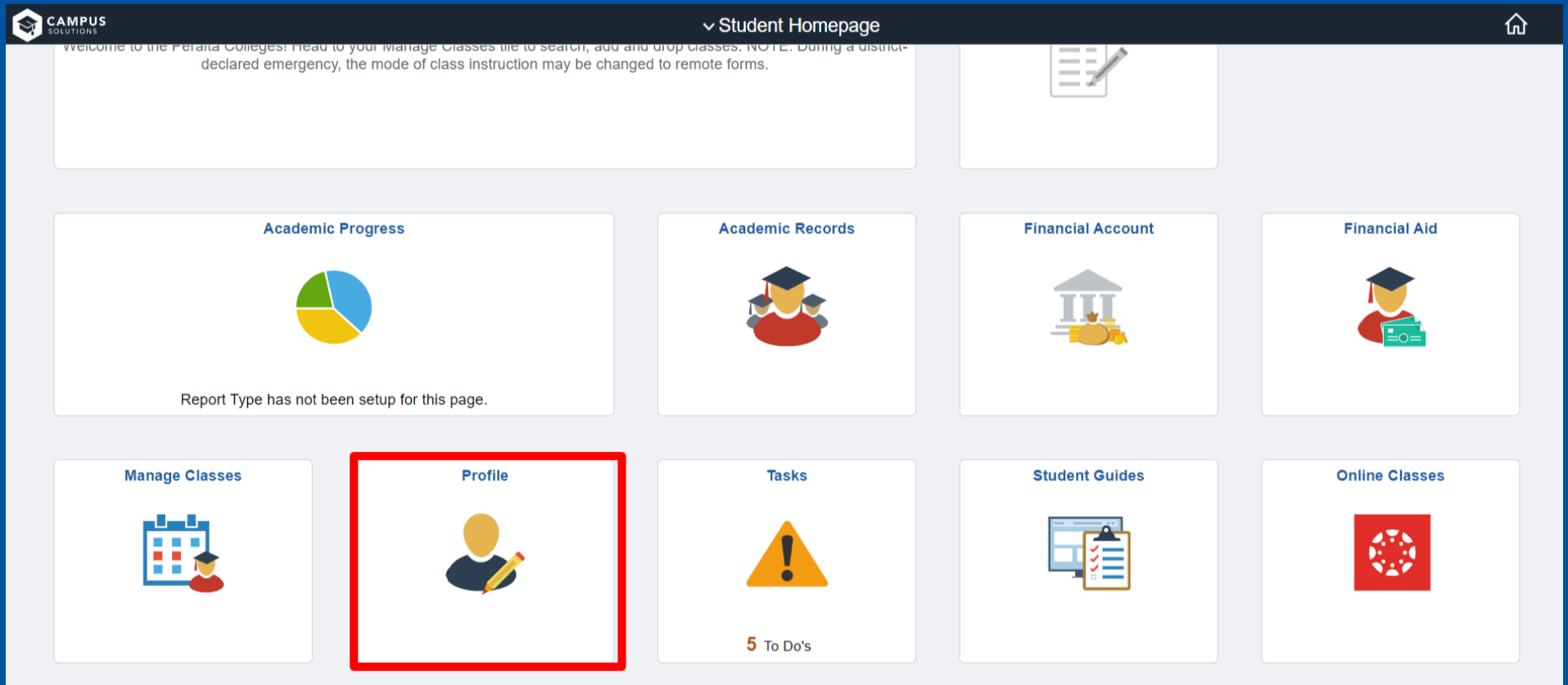
Tasks		
To Do List		
Task	Due Date	Status
Fin Aid Ineligible Major Fall		Completed >
Fin Aid Ineligible Major Fall		Completed >

5 rows



# Profile (Personal Info)

The following guide will familiarize you with the features of the **Profile (Personal Info)** tab of the Student Homepage.



The screenshot displays the Student Homepage interface. At the top left is the "CAMPUS SOLUTIONS" logo. The page title is "Student Homepage" with a dropdown arrow. A welcome message reads: "welcome to the Peralta Colleges! Head to your Manage Classes tile to search, add and drop classes. NOTE: During a district-declared emergency, the mode of class instruction may be changed to remote forms." A home icon is in the top right.


The main content area features a grid of tiles:


- Academic Progress:** Includes a pie chart icon and the text "Report Type has not been setup for this page."
- Academic Records:** Includes an icon of a student with a graduation cap.
- Financial Account:** Includes an icon of a building with a stack of money.
- Financial Aid:** Includes an icon of a student with a graduation cap and a document.
- Manage Classes:** Includes an icon of a calendar and a student.
- Profile:** Includes an icon of a person with a pencil. This tile is highlighted with a red border.
- Tasks:** Includes a warning triangle icon and the text "5 To Do's".
- Student Guides:** Includes an icon of a document with a checklist.
- Online Classes:** Includes a red square icon with a white circular pattern.

# Profile: Personal Details

- Clicking on Personal Details allows you to bring up a page where you can set your primary name and preferred name. Here you can view your birthday and change your name in the system in the event that you change your name or have taken a different last name.

ID  
10

 **Personal Details**

 **Contact Details**

## Personal Details

Date of Birth


Gender Male

### Names

Name	Type
<input type="text"/>	Primary >
<input type="text"/>	Preferred >

# Profile: Contact Details

 Personal Details

 **Contact Details**

 Addresses

- Clicking on [Contact Details](#) brings up a page where you can view your current email and phone number listed in our system. Here you can **add and delete emails and phone numbers**. If an email you check is not here, feel free to add it and make it a preferred email.

## Contact Details

### Email




Email	Type	Preferred	
<input type="text" value=""/> @cc.peralta.edu	Campus	✓	>


### Phone




Phone	Type	Preferred	
415, <input type="text"/>	Home	✓	>

## Profile: Addresses

 @ Contact Details

 **Addresses**

 Emergency Contacts

- Clicking on Addresses will bring up a page of all the listed addresses you have in our system. Here you can view or change any addresses that might be incorrect or old. You can **add a new address** by clicking on the plus icon shown below.

### Addresses

Home Address



Address

Alameda  
CA 94501


From


Current



- If you have further questions about your personal details, addresses, and contact details feel free to contact the admissions & records office, [coadmissions@peralta.edu](mailto:coadmissions@peralta.edu).

## Profile: Emergency Contacts


 Addresses

 **Emergency Contacts**

- Clicking on Emergency Contacts will bring up a page containing all of the listed emergency contacts you might have in our system. Here you can view and update any changes in your contact list. To **add contacts** click on the plus icon shown below.

- You can also include the addresses of your emergency contacts, as well as alternate numbers to reach them in case of an emergency.

### Emergency Contacts

Contact	Phone	Preferred	
			
		✓	>



## Other Resources

### Quick Links

- ◇ [Admissions & Records](mailto:coaadmissions@peralta.edu) (coaadmissions@peralta.edu / (510) 748-2228)
- ◇ [Counseling Department](tel:4157543820) (415) 754-3820 call or text)
- ◇ [Financial Aid](mailto:coafinancialaid@peralta.edu) (coafinancialaid@peralta.edu / 510-748-2391)
- ◇ [Extended Opportunity Programs & Services](mailto:coaeops@peralta.edu) (coaeops@peralta.edu / (510)748-2258)
- ◇ [SAS – Student Accessibility Services \(formerly DSPS\)](#)  
(coa-dsps01@peralta.edu (510) 463-4899 (Mon-Fri 10:00 am -2:00 pm))
- ◇ [Veterans Resource Center \(VRC\) / Veteran Services](#)
- ◇ [Student Email & Canvas \(Online Classes\)](#)