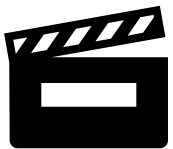# How to save a PDF for your Student Detail Schedule (SDS)

SDOC DE Bookstore

Step-by-step and videos included

Quick Links

o **Dual Enrollment Bookstore Page**
  → <u>Guidance Services / Dual Enrollment (osceolaschools.net)</u>>
o **Atlas Login**
  → <u>Atlas Login - Valencia College</u>>
o **Valencia College Online Bookstore Page**
  → <u>Valencia College Online Bookstore (textbookx.com)</u>>
o **Multi-Factor Authentication (MFA)**
  → <u>Article - Add or Update Multi-Factor ... (teamdynamix.com)</u>>
  → <u>Multi-factor Authentication | Valencia College</u>>
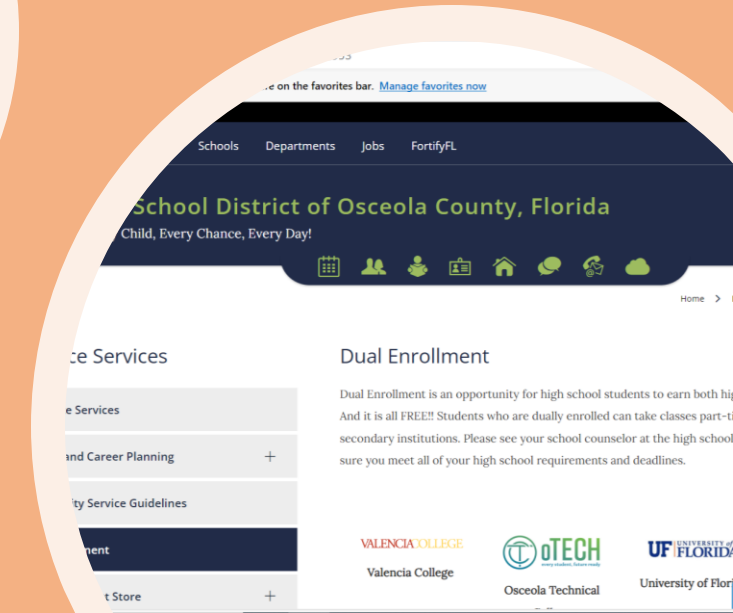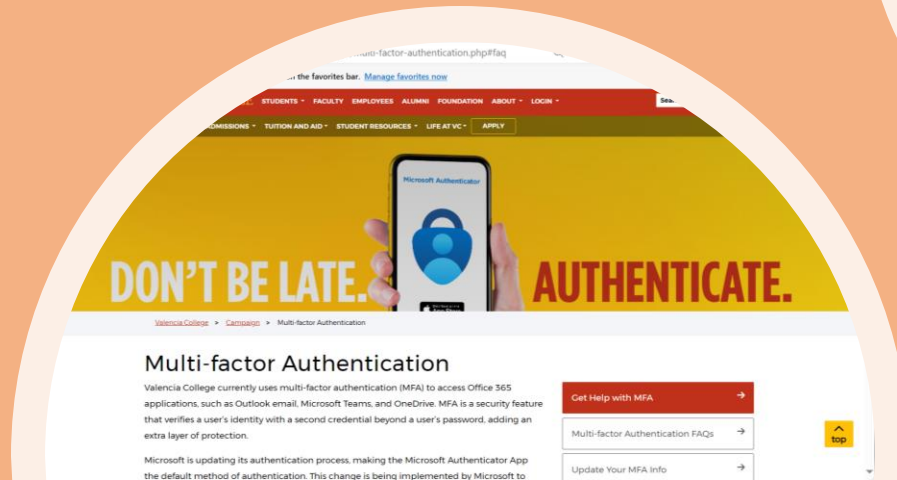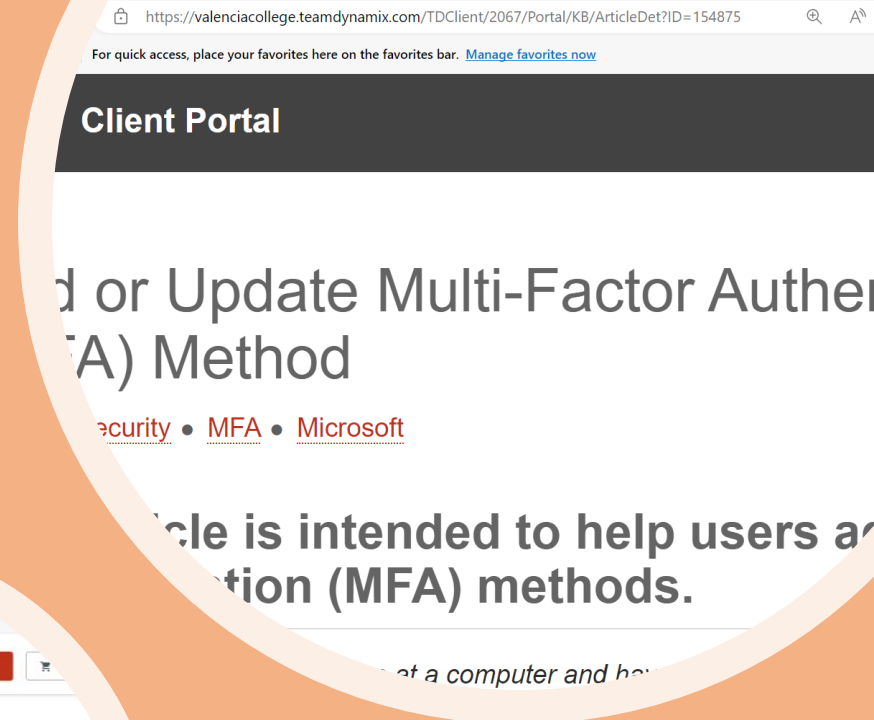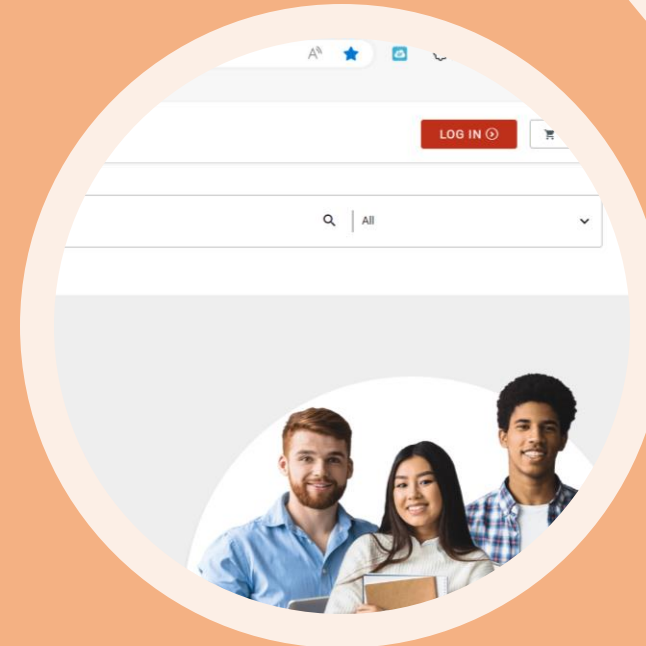
Head to the Valencia College website

Hit Login and Atlas

https://valenciacollege.edu

For quick access, place your favorites here on the favorites bar. Manage favorites

Oth

VALENCIACOLLEGE   STUDENTS ˅   FACULTY   EMPLOYEES   ALUMNI   FOUNDATION   ABOUT ˅   LOGIN ˅

earch

ACADEMICS ˅   ADMISSIONS ˅   TUITION AND AID ˅   STUDENT RESOURCES ˅   LIFE AT VC ˅   APPLY

👤 Atlas

✉ Atlas Email

👥 VC Alumni Network

👥 myISS

⊞ Office 365

🎓 Valencia Online (Canvas)

✉ Webmail

Treat your

There is a video after Step 15.

Getting financial aid is sweet.

Get help completing the FAFSA at an upcoming event.

Learn More

step 1

https://atlas.valenciacollege.edu

VALENCIACOLLEGE

Login to Canvas here.

Valencia College now requires Multifactor Authentication (MFA) for Atlas and related systems. Add or Update Multifactor Authentication Method.

🔑 LOGIN

Forgot Username?

Forgot Password?

Login Issues?

Sign Up for an Account

What is Atlas?

Atlas Tutorials

Former Students

Make sure you have downloaded and linked the Microsoft Authenticator App to your account.
Follow the instructions on the article.
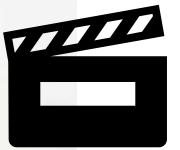
There is a video after Step 15.

step 2

rites here on the favorites bar. Manage favorites now

@mail. valencia college. edu

VALENCIACOLLEGE

Sign in

yourusername@mail.valenciacollege.edu

Can't access your account?

Back   Next

Log-in

Welcome to the Valencia College Office 365 Portal!

For assistance visit: valenciacollege.edu/about/support. Please provide your mobile number and/or personal email address if you need help with password resets.

🔑 Sign-in options

There is a video after Step 15.

step 3

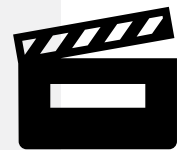our favorites here on the favorites bar. Manage favorites now

VALENCIACOLLEGE

abanegas3@mail.valenciacollege.edu

Approve sign in request

Open your Authenticator app, and enter the number shown to sign in.

26

No numbers in your app? Make sure to upgrade to the latest version.

☐ Don't ask again for 14 days

I can't use my Microsoft Authenticator app right now

More information

Welcome to the Valencia College Office 365 Portal!

There is a video after Step 15.

After you put your password, it should prompt the Microsoft Authenticator if you linked it beforehand. If not, follow the instructions it prompts.

Approve your sign in request on your mobile device.

Click there if you can't use your app

step 4

our favorites here on the favorites bar. Manage favorites now

VALENCIACOLLEGE

abanegas3@mail.valenciacollege.edu

Verify your identity

Approve a request on my Microsoft Authenticator app

Approve a request on my Outlook mobile app

123 Use a verification code

Text +X (XXX) XXX-XX86

Call +X (XXX) XXX-XX86

More information

Are your verification methods current? Check at
https://aka.ms/mfasetup

Choose an alternative option to verify your identity.

There is a video after Step 15.

step 5

For quick access, place your favorites here on the favorites bar. Manage favorites now

VALENCIACOLLEGE

- 👤 **My Atlas**
- 📕 **Courses**
- 🎓 **Students**
- ◎ **Lifemap**
- ℹ️ **Help**

There is a video after Step 15.

Once in Atlas, head to Courses

...hip ...ications

2023 Valencia College Foundation Scholarship Application closed on October 27, 2023

Libraries

- Search the Library

Atlas Search

Enter Search Text

Search

Downtown Campus Password Tools

Downtown Campus Passw... Tools

VC Safe...

Safety Ap... Students

The Valen... app allow... to simulta... send thei... in case of... campus. ... safety fea... emergen...

step 6

For quick access, place your favorites here on the favorites bar. Manage favorites now

📁 Other favorit

VALENCIACOLLEGE

✉ 🔍 ⮕ **Sign Out**

👤 **My Atlas**

📕 **Courses**

🎓 **Students**

⊙ **Lifemap**

ⓘ **Help**

🎬

There is a video after Step 15.

Important Dates

View All College Calendars

Core Competencies

- Think
- Value
- Act
- Communicate

Learn About Valencia's Core Competencies

My Courses

- My Courses (Canvas)
- Canvas Resources
- Canvas 101
- Online Tutoring
- West Campus Writing Center (in-person help)

Student Detail Schedule

Canvas Resources

Log into Canvas 101 for tutorials on how to log in, navigate, set up notifications, submit assignments, check your grades, and communicate with your instructors. For additional FAQs and resources, visit

Registration

Register for Classes

▸ Registration

Once in Courses, head to Student Detail Schedule.

▸ Payment and Admissions

▸ Tips and Tools

step 7

⠿ VALENCIA COLLEGE   ✿ ⍟ **Alida Banegas**
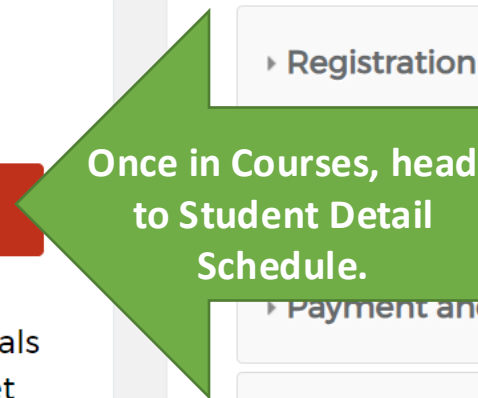
Student • Registration • View Registration Information

View Registration Information

There is a
video after
Step 15.

| Look up a Schedule | Active Registrations |
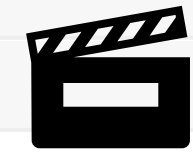
Class Schedule   📨 | 🖨

Term: | Fall 2020 Credit Courses | ▾ |

**Hit the dropdown
button to select the
corresponding term.**

CRN	Details	Title		rt Of Term	Schedule Type	Status	Date	⚙
16209	ECO 2013, P01	Principles of Economics-Macro	3	Full Term	Classroom Section	Registered	08/24/2020	
18091	POS 2041, W36	U.S. Government	3	Full Term	Classroom Section	Registered	08/22/2020	

▲ • ▼

| 📅 Schedule | ☰ Schedule Details |

Class Schedule for Fall 2020 Credit Courses

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2am							
3am							

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step 8

There is a video after Step 15.

VALENCIACOLLEGE

View Registration Information

| Look up a Schedule | Active Registrations |

Class Schedule

Term: Fall 2020 Credit Courses

Fall 2022 Credit Courses

Spring 2023 Credit Courses

Summer 2023 Credit Courses

Fall 2023 Credit Courses

Spring 2024 Credit Courses

CRN

16209   conomics-Macro   3

18091

Scr

Class S

Scroll down to find the correct term to work with.

step 9

VALENCIACOLLEGE

Alida Banegas

View Registration Information

Look up a Schedule   Active Registrations

Class Schedule

Find the printing icon.

Term: Spring 2024 Credit Courses

CRN	Details	Title	Hours	Part Of Term	Schedule Type	Status	Date	
25352	GEB 2860, W01	Business Admin Capstone	3	Full Term	Classroom Section	Registered	11/30/2023	
							Records: 1	

📅 Schedule   ☰ Schedule Details

Class Schedule for Spring 2024 Credit Courses

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2am							

There is a video after Step 15.
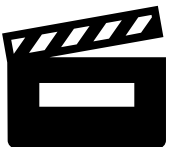
step 10

There is a video after Step 15.

Banner - [InPrivate] - Microsoft Edge   —   ☐   ✕

🔒 https://banner.aws.valenciacollege.edu/StudentRegistrationSsb/ssb/classRegistration/print   A⁾)

Valencia College

Alida Banegas Spring 2024 Credit Courses Schedule

Classification: Sophomore **Level:** Credit
College: Post Secondary Vocational **Major:** AS Bus Admin Mgmt Spec

Title	Course Details	Credit Hours	CRN	Meeting Times
Business Admin Capstone	GEB 2860 W01	3.0	25352	01/08/2024 - 04/28/2024 Off Campus, Online Jessica Camilo

| Total Hours | Registered: 3 | Billing: 3 | CEU: 0 |

ⓘ This is a general view of your term schedule. To see your detailed schedule, click on Schedule Details located on the bottom left on the View Registration Information page.

A banner will pop-up after you hit the print icon.

This is the reimaged Student Detailed Schedule that students will submit for approval from school counselor.

step 11

There is a video after Step 15.

Valencia College

Alida Banegas Spring 2024 Credit Courses Schedule

Classification: Sophomore **Level:** Credit
College: Post Secondary Vocational **Major:** AS Bus Admin Mgmt Spec

Title	Course Details	Credit Hours	CRN	Meeting Times
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Total Hours | Registered: 3 | Billing: 3 | CEU: 0

ⓘ This is a general view of your term schedule. To see your detailed schedule, Registration Information page.

Hit Print

←	Back	Alt+Left arrow
↻	Refresh	Ctrl+R
🖫	Save as	Ctrl+S
🖨	Print	Ctrl+P
▦	Create QR Code for this page	
A𝔑	Read aloud	Ctrl+Shift+U
あぁ	Translate to English	
🗐	Add page to Collections	▶
🖿	Share	
	View page source	Ctrl+U
🖥	Inspect	

Prompt the printing feature on your computer by either
- **right clicking on the mouse**
- **or hit Crtl+P on the keyboard.**

step 12

Print

Total: 1 sheet of paper

Printer

HSED-HPCLJm477fdn-078A (... ⌄

Save as PDF

OneNote for Windows 10
Ready

OneNote (Desktop)
Ready

Microsoft XPS Document Writer
Ready

Microsoft Print to PDF

Pages

⦿ All

◯ e.g. 1-5, 8, 11-13

Print   **Cancel**

Save as PDF

There is a video after Step 15.

Valencia College

Alida Banegas Spring 2024 Credit Courses Schedule

Classification: Sophomore **Level:** Credit
College: Post Secondary Vocational **Major:** AS Bus Admin Mgmt Spec

Title	Course Details	Credit Hours	CRN	Meeting Times
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Total Hours | Registered: 3 | Billing: 3 | CEU: 0

This is a general view of your term schedule. To see your detailed schedule, click on Schedule Details located on the bottom left on the View Registration Information page.

Change the printer option to SAVE A PDF. This will prompt to save to your computer.

step 13

There is a video after Step 15.

Print
Total: 1 page

Printer

Save as PDF ⌄

Layout

◉ Portrait

◯ Landscape

Pages

◉ All

◯ e.g. 1-5, 8, 11-13

More settings ⌄

Print using system dialog... (Ctrl+Shift+P)

Save **Cancel**

Hit Save

Valencia College

Alida Banegas Spring 2024 Credit Courses Schedule

Classification: Sophomore Level: Credit
College: Post Secondary Vocational Major: AS Bus Admin Mgmt Spec

Title	Course Details	Credit Hours	CRN	Meeting Times
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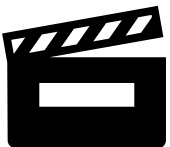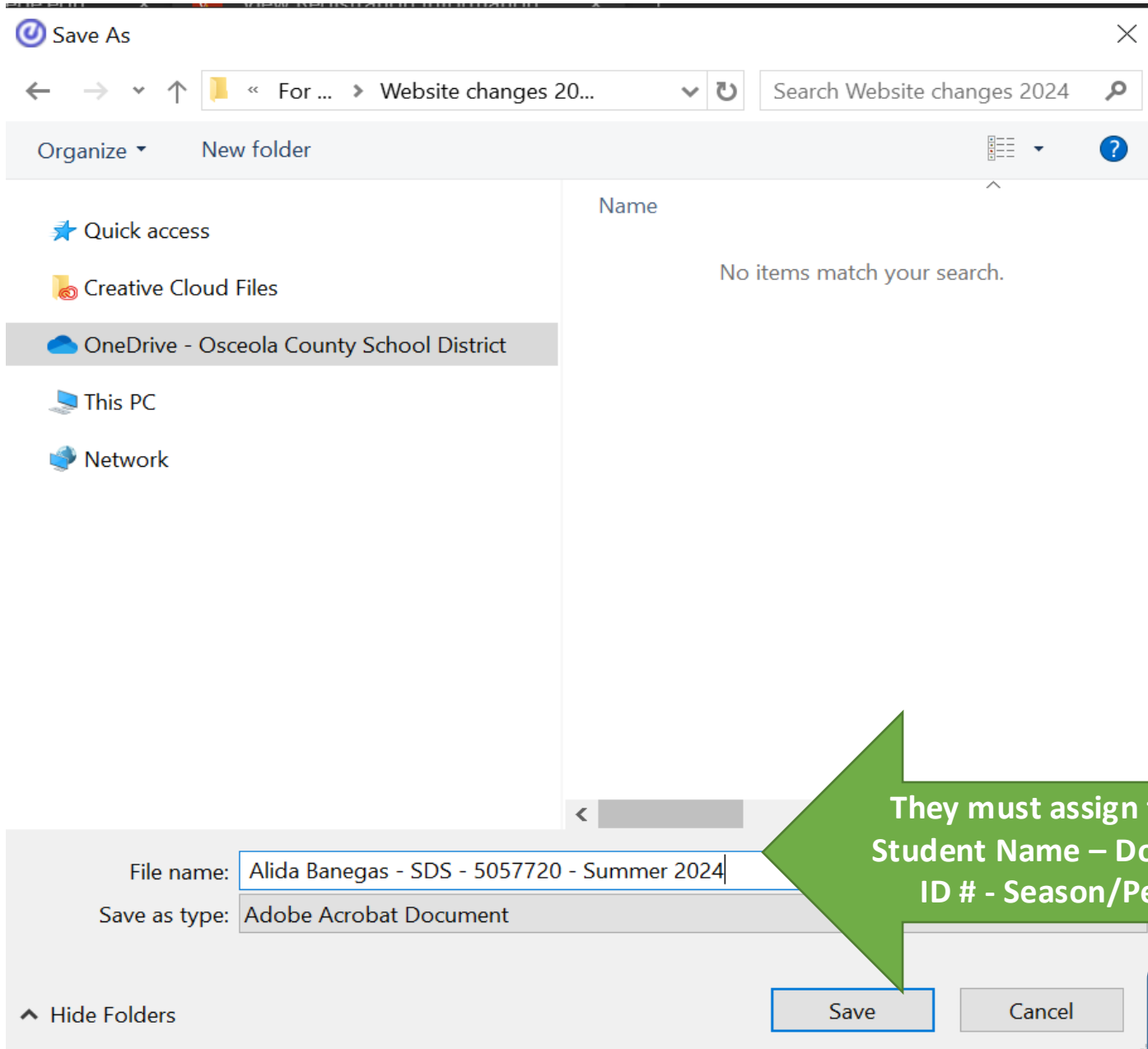
Finish saving onto your computer.

step 14

Save As

← → ∨ ↑ 📁 « For ... › Website changes 20... ∨ ↻ | Search Website changes 2024 🔍

Organize ▾   New folder   ▥ ▾   ❓

📌 Quick access

🟥 Creative Cloud Files

☁ OneDrive - Osceola County School District

🖥 This PC

🌐 Network

Name

No items match your search.

File name: Alida Banegas - SDS - 5057720 - Summer 2024

Save as type: Adobe Acrobat Document

They must assign the document name as: Student Name – Document Name – Student ID # - Season/Period and "Click Save"

∧ Hide Folders   Save   Cancel

There is a video after Step 15.

step 15

Here is a short video explaining the process…

https://valenciacollege.edu

Import favorites   For quick access, place your favorites here on the favorites bar.   Manage favorites now   Other favorites

College Closure: Spring Break

Last Updated: 03/13/2024 07:00 AM

Valencia College will be closed for Spring Break from Monday, March 18 through Sunday, March 24. For general assistance, you can call 407-582-1507. The college will open and resume all services on Monday, March 25.

More Details

VALENCIACOLLEGE   STUDENTS   FACULTY   EMPLOYEES   ALUMNI   FOUNDATION   ABOUT   LOGIN   Search

ACADEMICS   ADMISSIONS   TUITION AND AID   STUDENT RESOURCES   LIFE AT VC   APPLY

A Great Fit
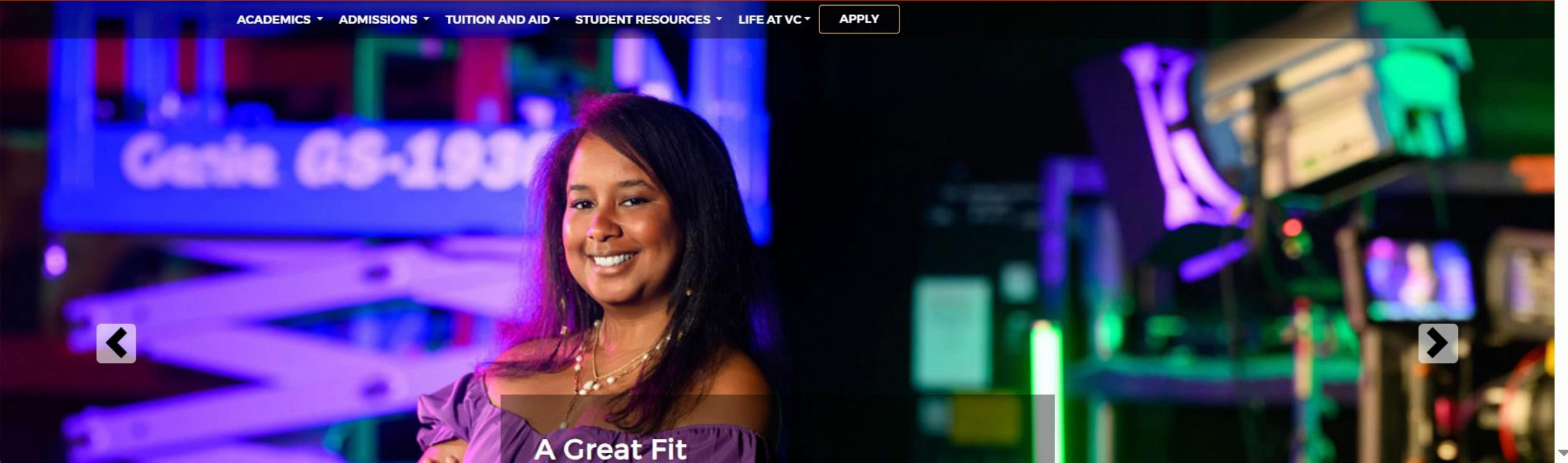
Hours of Operations

- Please visit us within these hours:
  - We are open from 8:30AM to 4:00PM starting August 7, 2024 to September 6, 2024. Closed Saturday and Sunday.
- Need help outside of business hours? Click the After-Hours Request Link for special circumstances.
- If the store is already closed, no more materials can be ordered, and the student will be responsible for their own materials.
- Join Remind so you don't miss the schedule: https://www.remind.com/join/destu

***Schedule subject to change every semester

SDOC DE Bookstore

AUG 7 - SEPT 6
8:30AM - 4:00PM
Closed Saturday and Sunday

803 Bill Beck Blvd. Kissimmee, FL 34744

https://www.osceolaschools.net/Page/10487

alida.banegas@osceolaschools.net

Join Remind. Text the message @destu to the number 81010.

(407) 870-8236

Need Help?

If you have any other questions, concerns, or worries please contact Alida Banegas through:

email at alida.banegas@osceolaschools.net,

call 407-870-8236 or leave a voicemail,

and/or message through Remind: https://www.remind.com/join/destu.